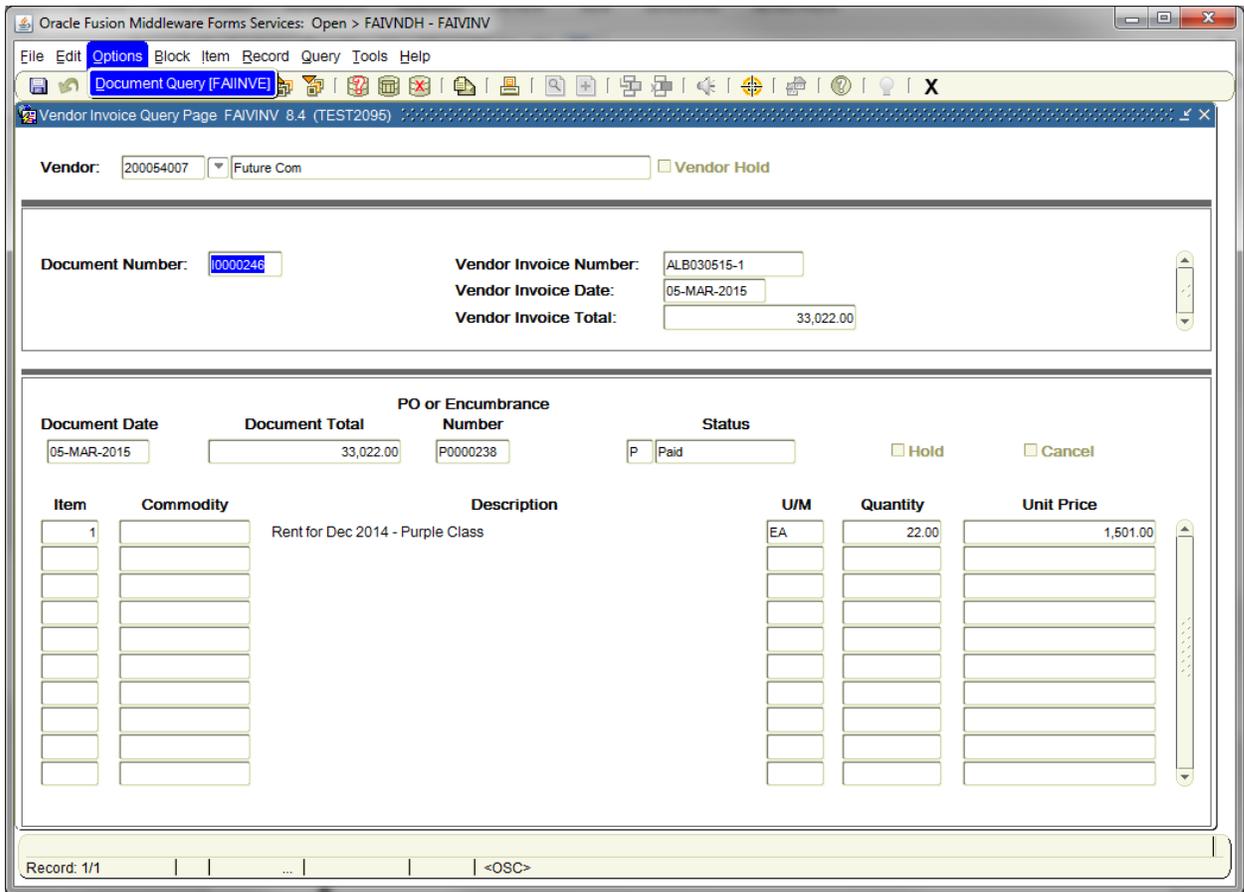




The Vendor Invoice Query Page, FAIVINV, will be displayed with the information from your highlighted record in the Key Block area.

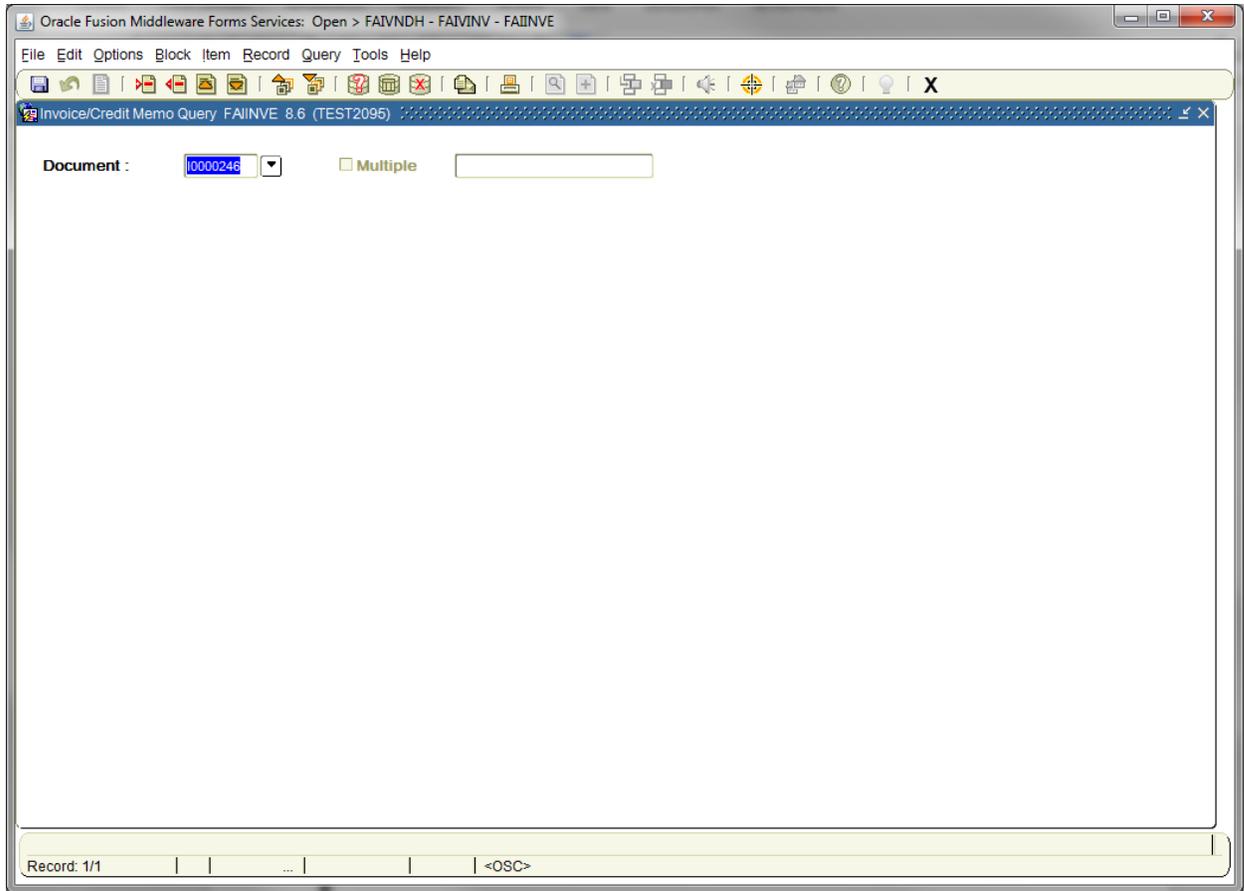


4. Click on the **Options** menu to see what additional information is available for the record.
5. Select an option (in this case, Document Query [FAIVNVE]).

**Query Tips:**

To execute a query using FAIVINV:  
 Enter the vendor ID and NEXT Block. Simply execute the query (F8) to view everything or enter criteria in one of these fields to narrow your search:  
 Document Number: Banner Invoice Number  
 Vendor Invoice Number  
 Vendor Invoice Date  
 Vendor Invoice Total

The Invoice/Credit Memo Query form, FAINVE, will be displayed.



You can now use this form just as if you had accessed it from the General Menu.

6. Next Block [Ctrl+Pg Down].

The Invoice/Credit Memo Header block will be displayed.

Oracle Fusion Middleware Forms Services: Open > FAIVNDH - FAIVINV - FAIINVE

File Edit **Options** Block Item Record Query Tools Help

Invoice Header  
 Invoice Header Additional Information 6 (TEST2095)  
 View Vendor Address  
 View Document Status  
 View Document Indicators  
 Commodity Information  
 Accounting Amounts  
 Balancing/ Completion  
 Document Text [FOATEXT] 3.6 (TEST2095)

Multiple Regular

re Com Vendor Hold

Invoice Date: 05-MAR-2015 Transaction: 05-MAR-2015 Cancel: Document Accounting

Check Vendor:

Address Code: AP Sequence Number: 3 Collects Tax: N Collects no taxes  
 City: Dallas  
 State or Province: TX ZIP or Postal Code: 75202  
 Nation: US United States

Street Line 1: For Credit to Bridge Bank Wire/ACH/EFT  
 Street Line 2: ABA# 121143260  
 Street Line 3: Account# 101154706

Discount Code: 04 Payment Due: 05-MAR-2015  
 Bank: 01 Disbursement Account  
 Vendor Invoice: ALB030515-1 1099 Vendor  
 1099 Tax ID:  
 Income Type:

Receipt Required: No Receipt Required  
 Credit Memo  
 Text Exists  
 Direct Deposit Status: Yes  IAT ACH Transaction Type: BUS  
 Direct Deposit Override

User ID: POWELLK  
 Activity Date: 05-MAR-2015

Record: 1/1 <OSC>

7. There is a new set of Options which you can access for further information from this form.
8. When you are finished, Exit [Ctrl+Q] until you return to the calling form.

This “drill-down” technique is available on most query forms in Banner. Check the Options menu on individual forms to see what additional information can be accessed.