

# QUERYING WHETHER INVOICE/VENDOR HAS BEEN PAID

The screenshot shows the Oracle Fusion Middleware Forms Services interface. The browser title is "General Menu GUAGMNH 8.6.4 (PROD) - Friday, January 06, 2017 - Last login Thursday, January 05, 2017 02:29:17 PM". The "Go To..." dropdown menu is open, and "FAIVNDH" is selected. The main content area displays a tree view under "My Banner" with sub-items: Student [\*STUDENT], Finance System Menu [\*FINANCE], Human Resources [\*HRS], Financial Aid [\*RESOURCE], General [\*GENERAL], Banner Security [\*SECURITY], and Document Management Suite [\*BDMS]. The right sidebar contains "My Links" with items like "Change Banner Password", "Check Banner Messages", "Banner Documentation", "CLPCCD Info Page", and "Personal Link 3-6". The "ellucian." logo is visible in the bottom right corner.

## **STEPS:**

1. Enter FAIVNDH in the "Go To..." area.
2. Press Enter.

## **NOTES:**

Use this module to determine if a certain invoice has been paid. You may also use this module if a vendor calls and wants to know why he has not been paid.











# QUERYING WHETHER INVOICE/VENDOR HAS BEEN PAID (contd)

Oracle Fusion Middleware Forms Services: Open > FAIVNDH

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

Vendor: W10691383 IRON MOUNTAIN Vendor Hold Selection: All

Fiscal Year: 17 Invoice Date From: Invoice Date To:

Vendor Invoice	Invoice	Indicators			Vendor Invoice Amt	Due Date	Check Date	Check Number
		Approval	VIC	Open/Paid				
MYG3234	I1703056	Y	N	N	210.49	16-SEP-2016	16-SEP-2016	10003520
NAL2639	I1704935	Y	N	N	450.47	28-OCT-2016	28-OCT-2016	10005148
NCW6011	I1705792	Y	N	N	209.68	14-NOV-2016	14-NOV-2016	10005840
NEM9827	I1707014	Y	N	N	221.02	09-DEC-2016	09-DEC-2016	10006655
<b>Total:</b>					1,091.66			

## STEPS:

1. To view details of a specific invoice, click on the invoice number
2. Select Options from the Menu at the top of the screen and then select View Invoice Information

## STEPS:

1. Press CTRL and PAGE DOWN on this screen



Oracle Fusion Middleware Forms Services: Open > FAIVNDH - FAIINVE [Q]

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo Query FAIINVE 8.6 (PROD)

Document: I1707014 Multiple

## NOTES:

# QUERYING WHETHER INVOICE/VENDOR HAS BEEN PAID (contd)

Oracle Fusion Middleware Forms Services: Open > FAIVNDH - FAIINVE [Q]

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo Query FAIINVE 8.6 (PROD)

Document : 11707014 Multiple Regular

Purchase Order: O1700295

Vendor: W10691383 IRON MOUNTAIN Vendor Hold

Invoice/Credit Memo Header FAIINVE 8.6 (PROD)

Invoice Date: 30-NOV-2016 Transaction: 08-DEC-2016 Cancel: Document Accounting

Check Vendor:

Address Code: BI Sequence Number: 2 Collects Tax: N Collects no taxes

City: PASADENA

Street Line 1: PO BOX 601002 State or Province: CA ZIP or Postal Code: 91189-1002

Street Line 2:

Street Line 3:

Nation:

Discount Code: N3 Payment Due: 09-DEC-2016

Bank:

Vendor Invoice: NEM9827 1099 Vendor

1099 Tax ID:

Income Type:

User ID: SAFFLECK

Activity Date: 09-DEC-2016

Credit Memo

Text Exists

Direct Deposit Status: No IAT ACH Transaction Type:

Direct Deposit Override

## STEPS:

1. Press CTRL and PAGE DOWN to move through the different screens.

## NOTES:

This is the Invoice/Credit Memo Header.

End of "Viewing Details of a PO"



# QUERYING WHETHER INVOICE/VENDOR HAS BEEN PAID (contd)

Oracle Fusion Middleware Forms Services: Open > FAIVNDH - FAIINVE [Q]

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo Query FAIINVE 8.6 (PROD)

Document : I1707014  Multiple Regular

Purchase Order: O1700295

Vendor: W10691383 IRON MOUNTAIN  Vendor Hold

**Commodity Information - Regular FAIINVE 8.6 (PROD)**

Document: I1707014 Vendor: W10691383 IRON MOUNTAIN

Purchase Order: O1700295 PO Item: 1  Vendor Hold

Invoice Item: 1 Commodity Record Count: 1

Commodity: OPEN PURCHASE ORDER FOR SHREDDING U/M: NTE

Fixed Asset Status: N Non fixed asset

Tax Group: NTX Non-Taxable

	Quantity	Unit Price	Extended Price	Indicators
Ordered:	1.00	3,500.0000	3,500.00	Tolerance Override: <input type="checkbox"/>
Accepted:	0.00	3,500.0000	0.00	Hold: <input type="checkbox"/> N
Invoiced:	1.00	221.0200	221.02	Final Payment Indicator: <input type="checkbox"/>
Approved:	1.00	221.0200	221.02	Last Receiver: <input type="checkbox"/>
Discount:			0.00	Suspense: <input type="checkbox"/> N
Additional:			0.00	Open/Paid: <input type="checkbox"/> P
Tax:			0.00	<input checked="" type="checkbox"/> Text Entry
Net:			221.02	

## STEPS:

1. Press CTRL and PAGE DOWN to move through the different screens.

## NOTES:

This is the Commodity Information page.

End of "Viewing Details of a PO"

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Oracle Fusion Middleware Forms Services: Open > FAIVNDH - FAIINVE [Q]

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo Query FAIINVE 8.6 (PROD)

Document : 11707014  Multiple Regular

Purchase Order: O1700295

Vendor: W10691383 IRON MOUNTAIN  Vendor Hold

**Accounting Amounts FAIINVE 8.6 (PROD)**

Commodity Record Count: 1 Commodity: Document Acctg Distribution

Accounting Record Count: 1 Transaction Date: 08-DEC-2016 Item: 0

Sequence: 1

COA	Yr	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Commit Type
1	17		103001	31700	5888	499900				U

Bank: AC Alameda County Treasurer, Gen Income Type:

	Commodity	Accounting	Indicators
Approved:	221.02	221.02	Partial/Total Liquidation: <input type="checkbox"/>
Discount:	0.00	0.00	NSF Override: <input type="checkbox"/> N
Tax:	0.00	0.00	Suspense: <input type="checkbox"/> N
Additional:	0.00	0.00	NSF Suspense: <input type="checkbox"/> N
Net:		221.02	

## STEPS:

1. Press CTRL and PAGE DOWN to move through the different screens.

## NOTES:

This is the Accounting Amounts page.

End of "Viewing Details of a PO"

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Purchase Order: O1700295

Vendor: W10691383 IRON MOUNTAIN  Vendor Hold

**Balancing/Completion FAIINVE 8.6 (PROD)**

	Input	Exchange Rate	Converted
Amount:	221.02		0.00

	Header	Commodity	Accounting	Status
Approved:	221.02	221.02	221.02	BALANCED
Discount:	0.00	0.00	0.00	BALANCED
Tax:	0.00	0.00	0.00	BALANCED
Additional:	0.00	0.00	0.00	BALANCED

Complete:  Approved:

## STEPS:

1. Press CTRL and PAGE DOWN to move through the different screens.

## NOTES:

This is the Balancing/Completion page.

End of "Querying Whether Invoice/Vendor Has Been Paid"