How to Perform a Vendor Query

The Vendor Detail History Form (**FAIVNDH**) can be used to retrieve invoice information by vendor and by the vendor's invoice number. This form will show all vendor history as well as copies of the actual invoices received by the College.





	Example:
Separation Application Xtender Web Access .NET Docum	🚵 🔹 🔂 👘 🖃 📾 👻 Page 🛪 Safety 🔻 Tools 🛪 🔞 •
File View Document Page Help	
Progress Energy	JULY 2010 JULY 2010 JULY 2010
FOR CUSTOMER SERVICE OR PAYMENT LOCATIONS CALL: 1-877-342-3372 WEB SITE: www.progress-energy.com TO REPORT A POWER OUTAGE: 1-800-228-3485	VALENCIA COMMUNITY COLLEGE PLANT OFERATIONS MAIL CODE 3-3 TOL N ECON TRL DUE DATE TOTAL AMOUNT DUE AUG 09 2010 NEXT READ DEPOSIT AMOUNT DATE ON RO NA ACCOUNT ABOUT AUG 16 2010 NONE AUG 16 2010 NONE
PIN: 715079433 METER READINGS METER NO. 009671961 TOTAL KKM 20337 BASE KM 2253 DW-FEAK KM 22130 METER NO. 009672962 TOTAL KMM 223972 TOTAL KMM 70046 LOAD FACTOR 66.4%	PAYMENTS RECEIVED AS OF JUL 01 2010 97,950.10 THANK YOU EQRNT 115 EQUIPMENT RENTAL BILLING PERIOD40-16-10 10 07-16-10 30 DAYS SEE EQUIPMENT CHARGES BELOW SSDT-1 054 GENERAL SERVICE DEM TOU PRI BILLING FERIOD40-6-10 SIGNAL SERVICE DEM TOU PRI BILLING FERIOD40-6-15-10 70-71-5-10 30 DAYS LILING FERIOD40-6-15-10 70-71-5-10 30 DAYS ENERGY CHARGE (SF-FEAK) 725-672 CH4 3 J.65000 20,527.35 EVERCY CHARGE (SF-FEAK) 725-672 CH4 3 J.65000 25,523.31 FUEL CHARGE (SF-FEAK) 725-672 CH4 3 J.65000 4.21.15 DEMAND CHARGE (SF-FEAK) 725-672 CH4 3 J.65000 4.12.16 DEMAND CHARGE (ST-FEAK) 725-672 CH4 3 J.65000 4.12.16 DEMAND CHARGE (ST-FEAK) 725-672 CH4 3 J.65000 4.12.16 DEMAND CHARGE (ST-FEAK) 725-272 CH4 3 J.65000 720 CH2 STOTAL STOTAL STOT
7. To soo the invoice information in home	hout cooling the actual document, tab over an bightight the Decision
Invoice # , select Options , and then View Invoic	<i>nout</i> seeing the actual document, tab over or highlight the Banner ce Information . OR highlight the Banner Invoice # and press F3.
The form FAIINVE will show the involce you set	lected.
Oracle Fasion Middleware Forms Services. Open >1	TATINDH THE TATION OF THE TATI
Elle Edit Options Block Item Record Query	/ Idols Help 🗑 🕅 🗣 昌 閣 閣 吳 曻 永 余 余 余 ② ② 文 X
Vendor Commonly Information [FOICOMM]	0. 100000000000000000000000000000000000
Query Total for all records	
Vendor: V03099894 Seminole Office	Solutions Inc Vendor Hold Selection: All
Vendor: V03099894 Seminole Office Fiscal Year: 12 Invoice Date From	Solutions Inc Vendor Hold Selection: All
Vendor: V03099894 Seminole Office Fiscal Year: 12 Invoice Date From	Solutions Inc Vendor Hold Selection: All
Vendor: V03099894 Seminole Office Fiscal Year: 12 Invoice Date From	Solutions Inc Vendor Hold Selection: All n: Invoice Date To: Indicators Credit Open/ Vendor al VIC Memo Paid Cancel Invoice Amt Due Date
Vendor: V03099894 Seminole Office Fiscal Year: 12 Invoice Date From Vendor Invoice Invoice Approv	Solutions Inc Vendor Hold Selection: n: Invoice Date To: Indicators Credit Open/ al VIC Memo Paid Cancel Vendor Invoice Amt Due Date
Vendor: V03099894 Seminole Office Fiscal Year: 12 Invoice Date From Vendor Invoice Invoice Approv 76574 11200043 Y 76872 11200044 Y	Solutions Inc Vendor Hold Selection: Invoice Date To: Image: Solution state Indicators Credit Open/ al VIC Memo N N N P N P N P N P N P N P N P
Vendor: V03099894 Seminole Office Fiscal Year: 12 Invoice Date From Vendor Invoice Invoice Approv 76574 11200043 Y 76872 11200044 Y 76873 11200045 Y	Solutions Inc Vendor Hold Selection: All n: Invoice Date To: Image: Selection: All Indicators Vendor Image: Selection: All al VIC Memo Paid Cancel Vendor N N P N 9.50 12-JUL-2011 N N P N 9.50 12-JUL-2011 N N P N 71.67 12-JUL-2011
Vendor: V03099894 Seminole Office Fiscal Year: 12 Invoice Date From Vendor Invoice Invoice Approv 76574 11200043 Y 76872 11200044 Y 76873 11200045 Y	Solutions Inc Vendor Hold Selection: All n: Invoice Date To: Image: Selection: All Indicators Vendor Image: Selection: All al VIC Memo Paid Cancel Vendor N N P N 9.50 12-JUL-2011 N N P N 71.67 12-JUL-2011
Vendor: V03099894 Seminole Office Fiscal Year: 12 Invoice Date From Vendor Invoice Invoice Approv 76574 11200043 Y 76872 11200043 Y 76873 11200045 Y Eile Edit Options Block Item Ref	Solutions Inc Vendor Hold Selection: All n: Invoice Date To: Invoice Date To: Invoice Amt Due Date Indicators Credit Open/ al VIC Memo Paid Cancel N N P N N P N N P N P N P N P N
Vendor: V03099894 Seminole Office Fiscal Year: 12 Invoice Date From Vendor Invoice Invoice Approv 76574 11200043 76872 11200044 76873 11200045 Y File Edit Options Block Item Re File Edit Options Block Item Re	Solutions Inc Vendor Hold Selection: n: Invoice Date To: Indicators Credit Open/ al VIC Memo Paid Cancel N N N N N N N N N N N P N N P N N P N N P N N P N N P N N P N N P N N P N N P N N P N N P N P N P N N P N P N P N P N P N P N N P N N P N P N P N P N P N P N <tr< th=""></tr<>
Vendor: V03099894 Seminole Office Fiscal Year: 12 Invoice Date From Vendor Invoice Invoice Approv 76574 11200043 Y 76872 11200044 Y 76873 11200044 Y File Edit Options Block Item Ref Improve Improve Improve Improve Y Y Y Y	Solutions Inc Vendor Hold Selection: All n: Invoice Date To: Image: Credit Open/ al VIC Memo Paid Cancel Vendor Invoice Amt Due Date N N P N 9.50 12-JUL-2011 N N P N 9.50 12-JUL-2011 N N P N 71.67 12-JUL-2011 ecord Query Tools Help Image: Cord Cord Cord Cord Cord Cord Cord Cord
Vendor: V03099894 Seminole Office Fiscal Year: 12 Invoice Date From Vendor Invoice Invoice Approv 76574 1200043 Y 76872 11200044 Y 76873 T1200044 Y File Edit Options Block Item Re Improve Improve Improve Item Re Improve Improve Item Re Improve Improve Improve Improve Improve Improve Im	Solutions Inc Vendor Hold Selection: All Indicators Credit Open/ al VIC Memo Paid Cancel N N N N N N P N N P N <

8. Go to Next Block
Control/Page Down
OR
Oracle Fusion Middleware Forms Services: Open > FAAINVE
Eile Edit Options Block Item Record Query Tools Help
(🚍 🖍 📑 ໂ 🛏 🛁 🖾 ன ໂ 🌠 🙀 😡 🦗 ໂ 🦺 ໂ 📇 ໂ 🔛 💹 ໂ 🖗 Invoice/Credit Memo FAAINVE Next Block (TRNG) 000000000000000000000000000000000000
9. The FAAINVE Screen will appear with all of the Vendor Details.
Eile Edit Options Block Item Record Query Iools Help
Dinvoice/Credit Memo Query FAIINVE 8.4 (PROD)
Document : I1200043 C IMultiple Regular
Vendor: V03099894 Seminole Office Solutions Inc
nvoice/Credit Memo Header FAIINVE 8.4 (PROD)
Invoice Date: 27-JUN-2011 Transaction: 12-JUL-2011 Cancel: Document Accounting Check Vendor:
Address Code: BU Sequence Number: 1 Collects Tax: N Collects no taxes City: Longwood
Street Line 1: 762 Big Tree Dr State or Province: FL ZIP or Postal Code: 32750 Street Line 3: Nation:
Discount Code: Payment Due: 12-JUL-2011
Bank: BA Bank Of America - Accounts Payable Credit Memo Vendor Invoice: 76574 1099 Vendor It Text Exists
1099 Tax ID: Direct Deposit Status: No IAT ACH Transaction Type: Income Type: Direct Deposit Override
User ID: DLANGLEY
Activity Date: 12-JUL-2011
10. The same information can be found if searching for a specific date range. Exit the FAAINVE screen.
Eile Edit Options Block Item Record Query Iools Help
Mainvoice/Credit Memo Query FAIINVE 8.4 (PROD)
Document : I1200043 C Multiple Regular
Purchase Order: P1100040 Vendor: V03099894 Seminole Office Solutions Inc
1 Invoice/Credit Memo Header FAIINVE 8.4 (PROD) 2000000000000000000000000000000000000
Invoice Date: 27-JUN-2011 Transaction: 12-JUL-2011 Cancel: Docu Check Vendor:

Eile Ealt Op	tions Block Iten	n Record Query <u>T</u>	iools Help					
Vendor De	tail History FAI	/NDH 8.4 (PROD)						
Vendor:	w03099894	Seminole Office Sol	utions Inc	🗆 Vendor H	old Se	lection: All	•	
Fiscal Yea		voice Date Fron:	21-MAY-2011	Invoice Dat	e T1: 28-SEP-2011			
	\bigcirc							
			Indicators					
Vendor I	nvoice Inv	pice Approval	VIC Memo Pai	n/ d Cancel	Vendor Invoice Amt	Due Date	Check Date	Check Number
o Novt Plack								
U NEXT BIOCK								
			Contro	ol/Page	Down			
				OP				
	& Oracla E	ision Middleur	are Forms Servi					
			ale romis servi	ces. Oper				
	Elle Edit	Uptions Blo	ock item Re	cord Qu	iery <u>I</u> ools Help			
	(🖪 💋	🖹 í 🏓 🖣	i 🖻 🖻 í 📬		😰 📾 🐹 í 🏚) [📇 [🛛	6 X6 [
	200							
	😪 Invoice	/Credit Men	no FAAINVE	Next Blo	(TRNG) 2000		0-0-0-0-0-0-	
output of this o t om.	uery will	/Credit Men include all	invoices da	ted bet	(TRNG) 22222	ria you se	lected and	d supply a to
Output of this o tom. Wendor Detail Hist Vendor: V031	Query will	/Credit Men include all 8.4 (PROD) 222 ess Energy Florida I	no FAAINVE	vext Boo	(TRNG) 22222	ria you se	lected and	d supply a to
Output of this o tom. Vendor Detail Hist Vendor: V031 Fiscal Year:	Query will ory FAIVNDH	/Credit Men include all 8.4 (PROD) 3993 ess Energy Florida I Date From: 01-3A	no FAAINVE	vext Boo	(TRNG) 20222 ween the crite	ria you se	lected and	d supply a to
Output of this o tom. Vendor Detail Hist Vendor: Voi Fiscal Year:	Query will ory FAIVNDH	Include all 8.4 (PROD) 2028 ess Energy Florida I Date From: 01-JA	Invoices da	Next Bio ated bet workstoor Wendor Hol woice Date	(TRNG) 22222 ween the crite	ria you se	lected and	d supply a to
Output of this o tom. Vendor Detail Hist Vendor: voa Fiscal Year:	Query will ory FAIVNDH 19538 Progr Tovoice	/Credit Mem include all 8.4 (PROD) 3993 ess Energy Florida I Date From: 01-3A	INVOICES da	Vendor Hol voice Date	(TRNG) 22222 ween the crite	ria you se	Check Date	d supply a to
Output of this o tom. Vendor Detail Hist Vendor: V033 Fiscal Year:	Query will ory FAIVNDH 19538 Progr Invoice	/Credit Mem include all 8.4 (PROD) 2023 ess Energy Florida I Date From: 01-JA Approval VIC	Invoices da	Next Bio Ated bet Wendor Hol voice Date	(TRNG) 20222 ween the crite	ria you se	Check Date	d supply a t concernent of the second seco
Output of this o tom. Vendor Detail Hist Vendor: V033 Fiscal Year: V033 Octil Year: O Octil 25195 Octil 19148	QUERY WILL ORY FAIVNDH 19538 Progr Invoice Invoice Ill105066 Ill10537	Approval VIC	INVOICES da	Vext Bio	(TRNG) 20022 ween the crite Second Sec	ria you se	Check Date 28-OCT-2010 Da-NOV-2010	d supply a to check Number 00077579 00081560
Output of this o tom. Vendor Detail Hist Vendor: V033 Fiscal Year: V033 OCT10 25195 OCT10 25195 OCT10 10148 OCT10 44589	Invoice query will ory FAIVNDH 19538 Progr Invoice Invoice Into526 I1105927 I110538	Approval VIC	INVOICES da	Ventor Holi Voice Date	(TRNG) 2002	Pria you se ria you se construction construction All Due Date 27-OCT-2010 02-NOV-2010 02-NOV-2010	Check Date	d supply a to
Output of this o tom. Vendor Detail Hist Vendor: V033 Fiscal Year: 0 Vendor Invoice OCT10 25195 OCT10 10148 OCT10 101489 OCT10 74355	Invoice query will ory FAIVNDH 19538 Progr Invoice Invoice Into528 Into528 Into528 Into528	/Credit Mem include all 8.4 (PROD) 222 ess Energy Florida I Date From: 01-JA Approval VIC Y N Y N Y N Y N	INVOICES da	Vext Bio ated bet voice Date	(TRNG) 20002 ween the crite	ria you se ria you se coordination	Check Date	d supply a to
Output of this of tom. Vendor Detail Hist Vendor: V033 Fiscal Year: 0 Vendor Invoice OCT10 25195 OCT10 10148 OCT10 44589 OCT10 74355 NOV10 745514	Invoice query will ory FAIVNDH 19538 Invoice Invoice Invoice Invoice Into5227 Into5220 Into5220	Approval VIC	INVOICES da	Ventor Holi North Cancel	(TRNG) 20002 ween the crite	ria you se ria you se coordination coordination <t< td=""><td>Check and Check and Check</td><td>Check Number 0007579 00081561 00081562 00082872</td></t<>	Check and Check	Check Number 0007579 00081561 00081562 00082872
Output of this of tom. Vendor Detail Hist Vendor: V033 Fiscal Year: 0 0CT10 25195 0CT10 74555 0CT10 74555 NoV10 78504 NOV10 25195	Invoice Intosses	Approval VIC	INVOICES da	Ventor Hol N Cancel	(TRNG) 200022 ween the crite veen the crite	ria you se ria you se control of the section: All 27-oct-2010 02-Nov-2010	Check and Check	d supply a to Check Number ♥ 00077579 00081561 00081562 00082872 00083166
Output of this of tom. Vendor Detail Hist Vendor: V033 Fiscal Year: 0 0CT10 25195 0CT10 10148 0CT10 25195 0CT10 74355 NOV10 74355	Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Into5328 Into5328 Into5328 Into5328 Into5328 Into5329 Into5349 Into649 Into649 Into649	Approval VIC	INVOICES da	Ventor Hol N Cancel	(TRNG) 200022 ween the crite veen the trite veen the trite	ria you se ria you se control of the section: All 22-00CT-2010 02-NOV-2010	Check and Check	d supply a to
Output of this of tom. Vendor Detail Hist Vendor: V031 Fiscal Year: 0 0CT10 25195 0CT10 10148 0CT10 24355 NoV10 74355 NoV10 74355 NOV10 10148	Invoice Into522 In105328 In105329 In106290 In106290 In106999 In106970	Approval VIC	INVOICES da	Vendor Hol N Vendor Hol voice Date	(TRNG) 2000 ween the crite veen the trite veen th	ria you se ria you se control of the section: All 27-0CT-2010 02-NoV-2010 02-NoV-2010 02-NoV-2010 02-NoV-2010 02-NoV-2010 02-NoV-2010 02-NoV-2010 02-NoV-2010 02-DEC-2010 09-DEC-2010	Check and Check	d supply a to
Output of this of tom. Vendor Detail Hist Vendor: V031 Fiscal Year: V031 Fiscal Year: O OCT10 25195 OCT10 10148 OCT10 24559 Nov10 74355 Nov10 74355 Nov10 74355 Nov10 10148 Nov10 10148	Invoice Into532 Into532 Into532 Into532 Into549 Into649 Into649	/Credit Mem include all 8.4 (PROD) 3223 ess Energy Florida I Date From: 01-3A Approval VIC Y N Y N Y N Y N Y N Y N Y N Y N Y N Y N	no FAAINVE	Vext Bio ated bet Vendor Hol voice Date	(TRNG) 200022 ween the crite veen the trite veen the trite vee	ria you se ria you se >	Check and Check	d supply a to
Output of this of tom. Vendor Detail Hist Vendor: V031 Fiscal Year: 0 0cT10 25195 0cT10 10148 0cT10 25195 0cT10 10148 0cT10 4589 0cT10 74355 NoV10 74355 NoV10 74355 NOV10 74355 NOV10 74355 NOV10 74355 NOV10 10148 NOV10 44589 DEC10 78504	EINVOICE CONTRACTOR CONTRACTOR	/Credit Mem include all s.4 (PROD) 3979 ess Energy Florida I Date From: 01-3A Approval VIC Y N Y N Y N Y N Y N Y N Y N Y N Y N Y N	INVOICES da	Vext Bio ated bet Vendor Hol voice Date	(TRNG) 2000 Eveen the crite Eveen the crite Eve Eve Eve Second	ria you se	Check Date 28-0CT-2010 04-NOV-2010 04-NOV-2010 04-NOV-2010 02-DEC-2010 09-DEC-2010 09-DEC-2010 09-DEC-2010	Check Number 0007579 00081561 00083552 00083354 00083354 00083354
Output of this of tom. Vendor Detail Hist Vendor: V031 Fiscal Year: 0 0cT10 25195 0cT10 10148 0cT10 24355 NoV10 74355 NoV10 74355 NoV10 74355 NOV10 74355 NOV10 10148 NOV10 44589 DEC10 78504 DEC10 78504 DEC10 78504	Invoice Into522 In10522 In1052	<pre>/Credit Mem include all a.4 (PROD) %%% ass Energy Florida I Date From: 01-3A Approval VIC Y N Y N Y N Y N Y N Y N Y N Y N Y N Y N</pre>	INVOICES da	Vext Bio	(TRNG) 2000 Eween the crite Eween the crite Set Set Set Set Set Set Set S	ria you se	Check Date 28-0CT-2010 04-NOV-2010 04-NOV-2010 04-NOV-2010 02-DEC-2010 09-DEC-2010 09-DEC-2010 09-DEC-2010 09-DEC-2010 09-DEC-2010 09-DEC-2010 09-DEC-2010	Check Number) 0007579 00081561 00081561 0008352 00083354 00083354 00084854 00084854
Output of this of tom.	Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Into522 In10522 In10522 In10522 In10522 In1054 In1074	Approval VIC Y N Y N Y N Y N Y N Y N Y N Y N	INVOICES da	Ventor Hol voice Date	(TRNG) 2000 Eveen the crite Eveen the crite Event Event Solution Solution Event Solution	ria you se	Check Date 28-0CT-2010 04-NOV-2010 04-NOV-2010 04-NOV-2010 04-NOV-2010 04-NOV-2010 02-DEC-2010 09-DEC-2010 09-DEC-2010 09-DEC-2010 09-DEC-2010 09-DEC-2010 09-DEC-2010 09-DEC-2010 04-JAN-2011 06-JAN-2011	Check Number ♥ 00077579 00081561 00081561 00081562 00083552 00083353 00084854 00084854 000848914
Output of this of tom. Vendor Detail Hist Vendor: V033 Fiscal Year: 0 0CT10 25195 0CT10 10148 0CT10 25195 0CT10 10148 0CT10 44589 0CT10 74355 NOV10 74355 NOV10 10148 NOV10 10148 NOV10 10148 NOV10 10148 NOV10 10148 DEC10 74355 DEC10 10148 DEC10 74355	Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Into522 In10522 In1052 In1052 In10723 In1072 In10723 In1072 In107 In10 In10 In10	Approval VIC Y N Y N Y N Y N Y N Y N Y N Y N	INVOICES da	Ventor Hol voice Date	(TRNG) 2000 Constant Con	ria you se	Check Date 28-0CT-2010 04-N0V-2010 04-N0V-2010 04-N0V-2010 02-DEC-2010 09-DEC-2010 09-DEC-2010 09-DEC-2010 09-DEC-2010 09-DEC-2010 09-DEC-2010 09-DEC-2010 09-DEC-2010 09-DEC-2010 09-DEC-2010 09-DEC-2010 09-DEC-2010 09-DEC-2010	Check Number ♥ 00077579 00081561 00081561 0008352 00083353 00084354 00084914 00084915
Output of this of tom. Vendor Detail Hist Vendor: V031 Fiscal Year: 031 Fiscal Year: 031 Fiscal Year: 031 Fiscal Year: 031 OCT10 25195 OCT10 10148 OCT10 44589 OCT10 74355 NOV10 74355 NOV10 74355 NOV10 10148 NOV10 44589 DEC10 74355 DEC10 10148 DEC10	Invoice Invoice Invoice Invoice Invoice Invoice Invoice Intosse	/Credit Mem include all 8.4 (PROD) 3979 ess Energy Florida I Date From: 01-3A Approval VIC Y N Y N Y N Y N Y N Y N Y N Y N Y N Y N	INVOICES da	Vext Bio	(TRNG) 2000 Eveen the crite Eveen the crite Eve Eve Eve Set Set Set Set Set Set Set Se	ria you se ria you se >	Check and Check 28-0CT-2010 04-NOV-2010 04-NOV-2010 04-NOV-2010 04-NOV-2010 02-DEC-2010 09-DEC-2010	Check Number) 0007579 00081561 00081561 00083552 00083354 00084913 00084913 00084914 0008 00084914 00084914 00084914 00084914 00084914 0008
Output of this of tom.	Invoice Invoice query will ory FAIVNDH 19538 Progr Invoice Invoice Into522 Into720 Into721 Into723 Into808	<pre>/Credit Mem include all 8.4 (PROD) %%% ess Energy Florida I Date From: 01-JA Approval VIC Y N Y N Y N Y N Y N Y N Y N Y N Y N Y N</pre>	INVOICES da	Vext Bio	(TRNG) 20000 Eveen the crite Vendor 100 31-DEC-2010 Vendor 102,006.07 102,006.07 102,006.07 102,006.07 102,006.07 103,483.47 103,483.47 103,483.47 103,483.47 103,483.47 103,483.47 103,483.47 104,570.54 105,7	ria you se	Check Check Check 28-0CT-2010 04-NOV-2010 04-NOV-2010 04-NOV-2010 04-NOV-2010 02-DEC-2010 09-DEC-2010 09-DEC-2010 09-DEC-2010 09-DEC-2010 09-DEC-2010 09-DEC-2010 09-DEC-2010 09-DEC-2010 09-DEC-2010 09-DEC-2010 09-DEC-2010 09-DEC-2010 09-DEC-2010 09-DEC-2010 09-DEC-2010 09-DEC-2010	Check Number 00077579 00081560 00081561 0008352 00083353 00083354 00084913 00084913 00084913 00084913 00084913 00084913 00084914 00084913 00084913 00084914 00084915 00084916

14. If you are researching the paid dated and need to know the amount paid during a particular time frame (such as 1099 vendors paid for a 12 month period) another way to query would be to delete the fiscal year and date range.

This query will bring up all invoice paid to a vendor since the inception of Banner.

/endor Detail History FAIVNDH 8.4 (PROD) 2020000000000000000000000000000000000											
Vendor Invoice	Invoice	Approval	II VIC	ndicato Credit Memo	ors Open/ Paid	Cancel		Vendor Invoice Amt	Due Date	Check Date	Chec Numb
631695-0	I0800178	Y	N	N	P	N		4,865.56	19-JUL-2007	19-JUL-2007	005028
631696-0	I0800179	Y	N	N	P	N		1,182.60	19-JUL-2007	19-JUL-2007	005028
631698-0	I0800180	Y Y	N	N	P	N		65.47	19-JUL-2007	19-JUL-2007	005028
631699-0	I0800181	Y	N	N	P	N		325.63	19-JUL-2007	19-JUL-2007	005028
631671-0	I0800182	Y I	N	N	P	N		204.47	19-JUL-2007	19-JUL-2007	005028
631667-0	I0800183	Y	N	N	Р	N		650.31	19-JUL-2007	19-JUL-2007	005028
631657-0	I0800185	Y	N	N	Р	N		541.83	19-JUL-2007	19-JUL-2007	005028
631660-0	I0800186	Y	N	N	Ρ	N		374.40	19-JUL-2007	19-JUL-2007	005028
631656-0	I0800187	Y	N	N	Р	N		594.72	19-JUL-2007	19-JUL-2007	005028
631654-0	I0800188	Y	N	N	Ρ	N		845.99	19-JUL-2007	19-JUL-2007	005028
631653-0	I0800189	Y	N	N	Ρ	N		520.82	19-JUL-2007	19-JUL-2007	005028
631655-0	I0800190	Y	N	N	Ρ	N		305.10	19-JUL-2007	19-JUL-2007	005028
632649-0	I0800191	Y	N	N	Ρ	Ν		5.00	19-JUL-2007	19-JUL-2007	005028
631658-0	I0800192	Y	Ν	N	Ρ	N		374.00	19-JUL-2007	19-JUL-2007	005028
		L			т.,	····				\smile	

15. Select the **F7 key**, which tells banner to query (or search) for a particular entry. The F7 will remove all data from the form.

Tab to the **Check Date Field** and use a % before the date you want to search and a % after the date (such as %2010%) The % is a wildcard Key that says, find the characters % adjacent to the input. So any date that has 2010 will be found.



16. Next select the F8 key which is the Perform Query short cut.

The results show all invoices paid in any date of the year 2010.

You can also search by vendor invoice number, banner invoice number, amount, and check number in this form. Repeat the steps above by hitting F7 to start query, enter any information you have regarding the payment you are searching for and hit F8 to execute the query.

Vendor Invoice	Invoice	Approval	II VIC	ndicato Credit Memo	ors Open/ Paid	Cancel	Vendor Invoice Amt	Due Date	Check Date	Checl Numbe
SEP10 25195	I1103672	Y	N	N	Р	N	6,988.13	28-SEP-2010	28-SEP-2010	000688
SEP10 44589	I1103994	Y	N	N	Ρ	N	15,580.67	05-OCT-2010	05-OCT-2010	000701
SEP10 74355	I1104347	Y	N	N	Р	N	194.13	11-OCT-2010	12-OCT-2010	000714
SEP10 10148	I1104348	Y	N	N	Р	N	374.52	11-OCT-2010	12-OCT-2010	000714
OCT10 78504	I1104909	Y	N	N	Р	N	103,263.34	25-OCT-2010	26-OCT-2010	000774
OCT10 25195	I1105066	Y	N	N	Р	N	5,616.11	27-OCT-2010	28-OCT-2010	000775
OCT10 10148	I1105327	Y	N	N	Р	N	373.11	02-NOV-2010	04-NOV-2010	000815
OCT10 44589	I1105328	Y	N	N	Р	N	14,200.22	02-NOV-2010	04-NOV-2010	000815
OCT10 74355	I1105329	Y	N	N	Р	N	171.53	02-NOV-2010	04-NOV-2010	000815
NOV10 78504	I1106220	Y	N	N	Р	N	102,006.07	22-NOV-2010	23-NOV-2010	000828
NOV10 25195	I1106549	Y	N	N	Р	N	4,936.08	02-DEC-2010	02-DEC-2010	000831
NOV10 74355	I1106969	Y	N	N	Р	N	179.18	09-DEC-2010	09-DEC-2010	000833
NOV10 10148	I1106970	Y	N	N	Р	N	405.84	09-DEC-2010	09-DEC-2010	000833
NOV10 44589	I1106971	Y	N	N	Р	N	17,389.99	09-DEC-2010	09-DEC-2010	000833