LOOKING UP A/P CHECK INFORMATION IN BANNER

In order to look up accounts payable check information in Banner, you will need to know:

- The vendor name
- The vendor's invoice number

1. Log into Banner.

2. Access the Vendor Detail History form (FAIVNDH).

3. To find your vendor, click on the down arrow to the right of the Vendor field at the upper left. From the resulting Option List, select Entity Name/ID Search (FTIIDEN). You will be taken to this form.

Oracle Developer Forms Runtime - Web: Open > FAIVNDH - FTIIDEN

File Edit Options Block Item Record Query Tools Help

Entity Name/ID Search FTIIDEN 7.0 (PROD)

☑ Vendors   ☐ Grant Personnel   ☐ Financial Managers   ☐ Agencies
☐ Terminated Vendors   ☐ Proposal Personnel   ☐ Terminated Financial Managers   ☐ All

ID Number	Last Name	First Name	Middle Name	Entity Ind	Change Ind	V	F	A	G	P	Type
742616805	Dell Marketing, LP			C		Y	N	N	N	N	
@00020388	Dell Marketing, LP			C	I	Y	N	N	N	N	

V - Vendors   F - Financial Managers   A - Agencies   G - Grant Personnel   P - Proposal Personnel

ID. Press Edit to change Ordering of Records.
Record: 1/2 | | ... | | <OSC>

Start   10:39 AM

4. In the Last Name field, enter the vendor name. (This form is case-sensitive, so be sure that you enter upper and lower case characters correctly.) (If you know only part of the vendor name, enter that, using the wild card character "%" in the place of any missing characters.)

5. Press the F8 key to execute your query. The results of your query will display in the body of the form. If there is more than one record returned for your vendor name, the current record is the one with no value in the Change Ind field.

6. To return the vendor name to the FAIVNDH form, double-click on its ID Number field. You will be returned to the FAIVNDH form with the vendor ID displaying in the ID field.

7. Back in FAIVNDH, you can change the Fiscal Year if you wish. Then, press Ctrl and Page Down keys together. The invoice and check information will populate below.

8. If there are fewer than a screen's worth of records, see if you can find one with the vendor's invoice number on the far left. To the right, you will see if a check number and date have been generated for this invoice.

9. If there are more than a screen's worth of records:

   a. Press the F7 key to enter a query.

   b. Enter the vendor's invoice number in the Vendor Invoice field on the far left.

   c. Press F8 to execute your query. The record for your invoice will display. To the right, you will see if a check number and date have been generated for this invoice.

   d. For further queries, repeat steps a through c.

   e. After a successful query has been made, pressing F8 will return the full list of invoices and checks.

   f. If no records are displayed after executing a query, press the Delete key to clear the Vendor Invoice field. Repeat steps a and b for additional queries, or F8 to return the full list of invoices and checks.