





About These Instructions

- **The [Enter] key and the [Tab] key are interchangeable – most of the time.**
- **The mouse can be used – most of the time – to move from field to field.** The instructions use the [Tab] key to move from field to field. Remember, in some situations the use of the [Tab] key is required.
- **A NEXT BLOCK function** can be performed a number of ways.
 1. Click on Block on the menu bar, and then click on Next.
 2. Click on a > caret if it is visible on the bottom left corner of the screen.
 3. Press the [Control] and [Page Down] keys simultaneously.
 4. If the I-beam is visible, click on the area of the form that represents the **NEXT BLOCK**.
 5. Click on the **NEXT BLOCK** icon 
- **A NEXT RECORD function** can be performed two ways:
 1. Click on Record on the menu bar, and then click on Next.
 2. Press the [↓] key.
 3. Click on the **NEXT RECORD** icon 

A Query can be performed in a couple of ways.

- **ENTER QUERY**
 1. Click on Query on the menu bar, and then click on Enter.
 2. Click on **ENTER QUERY** icon 
 3. F7 on the keyboard.
- **EXECUTE QUERY**
 1. Click on Query on the menu bar, and then click on Execute.
 2. Click on **EXECUTE QUERY** icon 
 3. F8 on the keyboard

See the Navigation section of this manual for additional information.

Accounting Periods

- 01 July
- 02 August
- 03 September
- 04 October
- 05 November
- 06 December
- 07 January
- 08 February
- 09 March
- 10 April
- 11 May
- 12 June

Vendor Detail History Form (FAIVNDH)

Purpose: The Vendor Detail History Form (FAIVNDH) provides a list of invoice, credit memo, and payment transactions for a particular vendor.

Required Fields:

Vendor: Enter the vendor number. If the number is not known, click on the **Vendor** button to access the **Entity Name/ID Search Form(FTIIDEN)** to search for the vendor number.

Selection: Click on the drop down arrow to choose **All** to see all invoices, **Credit Memo** to see only credit memos, **Open** to see only open invoices, or **Paid** to see only paid invoices. It will default to **All** if no selection is made.

The screenshot shows the Banner2000 Vendor Detail History Form (FAIVNDH 3.0) interface. The 'Vendor' field contains '78' and 'American Express'. The 'Selection' dropdown is set to 'All'. A table lists vendor invoices with columns for Vendor Invoice, Invoice, and a summary table with columns for Appr, C/M, O/P, Cancel, and Invoice Amt.

Vendor Invoice	Invoice	Appr Ind	C/M Ind	O/P Ind	Cancel Ind	Invoice Amt
0741	0018668	N	N	0	N	807.20
118989	I0000073	N	N	0	N	
123-65L0I	I0000168	Y	N	0	N	150.00
1234	I0000074	N	N	0	N	2450.00
12345	I0000076	N	N	0	N	1296.90
13345	I0000172	Y	N	0	N	150.00
23-89J87	I0000170	N	N	0	N	
456-89IK	I0000167	N	N	0	N	
565-HJIU8	I0000169	Y	N	0	N	500.00

With the **Vendor** and **Selection** entered, **NEXT BLOCK** to display the requested invoices.

To view the check associated with the invoice use the horizontal scroll bar, move to the far right of the **FAIVNDH** form to check the number. Click on the **Check** button to access the **Check Payment History Form(FAICKH)**. **NEXT BLOCK** to display a list of invoices included on the check.

Drill Down Buttons: To view all the information on the invoice, place the cursor on the **Vendor Invoice** number, then click on the **Invoice Inquiry** button. The **Invoice/Credit Memo**

Query Form(FAINVE) will be accessed to display the document, and the invoice number will default in the header block. **NEXT BLOCK** to navigate through the form to view details




Entity Name/ID Search Form (FTIIDEN)

Purpose: The Entity Name/ID Search Form (FTIIDEN) retrieves an identification number for a specific vendor or grant personnel.

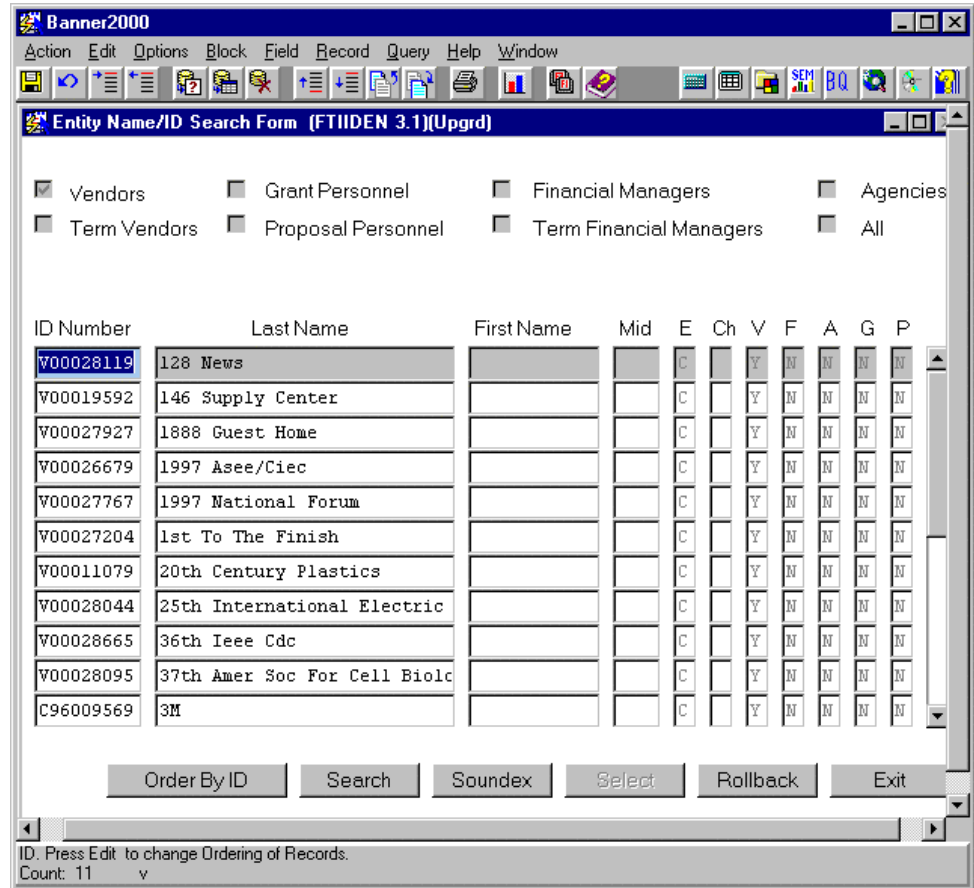
Required Fields:

Last Name: Type in enough of the vendor name to perform a search using the wildcard symbol (%), to save keystrokes.

Examples are Wal% for Walmart and Sull% for Sullivan's Office Supply. The search is case sensitive, so use capitalization.

 **EXECUTE QUERY** to display the results of the search.  **NEXT RECORD**, if necessary, to move to the desired vendor. Click the  button to exit the form and take the vendor number back to

FAIVNDH



The screenshot shows the Banner2000 application window with the Entity Name/ID Search Form (FTIIDEN 3.1) open. The form includes a menu bar (Action, Edit, Options, Block, Field, Record, Query, Help, Window) and a toolbar. Below the menu is a search criteria section with checkboxes for Vendors, Grant Personnel, Financial Managers, Agencies, Term Vendors, Proposal Personnel, Term Financial Managers, and All. The main area contains a table with the following data:

ID Number	LastName	First Name	Mid	E	Ch	V	F	A	G	P
V00028119	128 News			C		Y	N	N	N	N
V00019592	146 Supply Center			C		Y	N	N	N	N
V00027927	1888 Guest Home			C		Y	N	N	N	N
V00026679	1997 Asee/Ciec			C		Y	N	N	N	N
V00027767	1997 National Forum			C		Y	N	N	N	N
V00027204	1st To The Finish			C		Y	N	N	N	N
V00011079	20th Century Plastics			C		Y	N	N	N	N
V00028044	25th International Electric			C		Y	N	N	N	N
V00028665	36th Ieee Cdc			C		Y	N	N	N	N
V00028095	37th Amer Soc For Cell Biolo			C		Y	N	N	N	N
C96009569	3M			C		Y	N	N	N	N

At the bottom of the form are buttons for Order By ID, Search, Soundex, Select, Rollback, and Exit. A status bar at the bottom indicates 'ID: Press Edit to change Ordering of Records. Count: 11 v'.

Vendor: