## **Researching an Invoice Using FAIINVE**

The Banner document number for Accounts Payable (AP) invoices will begin with an “I”. If you know the document number, you can research the transaction directly on FAIINVE, but if you are looking for a missing transaction, you can research a vendor’s history through FAIVNDH.

**FAIINVE – Researching a Known Document Number**

In Banner 9 Admin, go to screen FAIINVE, enter the invoice number in the Document field, and click Go. Once here, you can learn more details about the invoice. This is the inquiry version of the form that Accounts Payable uses when keying invoices. Click Alt-Page Down or hit the down arrow in order to scroll through the different sections of this form.

* Invoice/Credit Memo Header – lists the vendor invoice date, vendor invoice number, address on the payment, direct deposit status etc.
* Commodity Information – lists commodity codes entered for the payment.
* Accounting Amounts – lists accounting breakdown entered for the payment.
* Balancing/Completion – shows that the payment was in balance – commodity total equals accounting total.

If you have WebXtender access, you can view scanned vendor invoices by clicking the Retrieve button on the toolbar. If you click the Retrieve button and a list of accounts is returned, click on any of the accounts to see the images.