

HOW TO RESEARCH A VENDOR PAYMENT

To see if a vendor invoice has been paid, go into screen **FAIVNDH**

Click on the drop down arrow next to Vendor and select Entity Name/ID Search

The screenshot displays the Oracle Fusion Middleware Forms Services interface for the FAIVNDH screen. The window title is "Oracle Fusion Middleware Forms Services: Open > FAIVNDH". The menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, and Help. The toolbar contains various icons for navigation and editing. The main window title is "Vendor Detail History FAIVNDH 8.6.1.5 (PROD)".

On the left side, there are input fields for "Vendor:" and "Fiscal Year:" (set to 13). A "Selection:" dropdown menu is set to "All". Below these are two empty tables. The first table has columns "Vendor Invoice" and "Invo". The second table has columns "Vendor Invoice Amt", "Due Date", "Check Date", and "Check Number". A "Total:" field is located at the bottom of the second table.

An "Option List" dialog box is open in the center, showing two options: "Entity Name/ID Search (FTIIDEN)" and "Alternate ID Search (GUIALTI)". A "Cancel" button is visible at the bottom of the dialog box.

At the bottom of the window, the status bar shows "Record: 1/1" and a "<OSC>" button.

In the Last Name area enter the first few letters of the vendor's name and then put a "%" after as a wildcard to select all vendors that start with those letters. Hit F8 to execute the query.

The screenshot displays the Oracle Fusion Middleware Forms Services interface for the 'FAIVNDH - FTIIDEN' application. The window title is 'Oracle Fusion Middleware Forms Services: Open > FAIVNDH - FTIIDEN'. The menu bar includes 'File', 'Edit', 'Options', 'Block', 'Item', 'Record', 'Query', 'Tools', and 'Help'. The toolbar contains various icons for navigation and editing. The main area features a search form with the following options:

- Vendors
- Grant Personnel
- Financial Managers
- Agencies
- Terminated Vendors
- Proposal Personnel
- Terminated Financial Managers
- All

Below the options is a table with the following columns: ID, Last Name, First Name, Middle Name, Entity Ind, Change Ind, V, F, A, G, P, and Type. The 'Last Name' column contains the text 'Amer%'. The table is currently empty, with only the header row visible.

At the bottom of the form, there is a status bar with the text: 'Enter a query; press F8 to execute, Ctrl+Q to cancel.' Below this, it shows 'Record: 1/1' and '<OSC>'.

Scroll through the list until you find the vendor you are looking for, then double click on that vendor number and it will populate to the next screen.

Oracle Fusion Middleware Forms Services: Open > FAIVNDH - FTIIDEN

File Edit Options Block Item Record Query Tools Help

Entity Name/ID Search FTIIDEN 8.4 (PROD)

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

| ID | Last Name | First Name | Middle Name | Entity Ind | Change Ind | V | F | A | G | P | Type |
|-----------|---|------------|-------------|------------|------------|---|---|---|---|---|------|
| 10403535 | American Rock Mechanics Association | | | C | | Y | N | N | N | N | |
| 10494850 | American Roofing | | | C | | Y | N | N | N | N | |
| 000050315 | American Scale | | | C | I | Y | N | N | N | N | LGCY |
| 10400614 | American Scale | | | C | | Y | N | N | N | N | |
| 000050895 | American Society Of Agronomy | | | C | I | Y | N | N | N | N | LGCY |
| 10401379 | American Society Of Agronomy | | | C | | Y | N | N | N | N | |
| 10404745 | American Society for Engineering Educa | | | C | | Y | N | Y | N | N | |
| 10470041 | American Society for Testing and Materi | | | C | | Y | N | N | N | N | |
| 10402990 | American Society of Composers, Author | | | C | | Y | N | N | N | N | |
| 10413941 | American Society of Mechanical Enginee | | | C | | Y | N | N | N | N | |
| 10497344 | American Society of Professional Educa | | | C | | Y | N | N | N | N | |
| 10440046 | American Solutions for Business | | | C | N | Y | N | N | N | N | DBA |
| 10468637 | American Standard Mfg Inc | | | C | | Y | N | N | N | N | |
| 10401920 | American Swimming Coaches Assn | | | C | | Y | N | N | N | N | |
| 10495074 | American Tape and Label | | | C | | Y | N | N | N | N | |
| 10473196 | American Target Company | | | C | | Y | N | N | N | N | |
| 10642875 | American Technical Ceramics Corp | | | C | | Y | N | N | N | N | |

ID. Press Edit to change Ordering of Records.
Record: 92/?

Select Options – View Invoice Information to get details about the invoice – where it was paid, the address of the company, etc.

Oracle Fusion Middleware Forms Services: Open > FAIVNDH

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

View Invoice Information [FAIINVE]
 Commodity Information [FOICOMM]
 View Vendor Invoice [FAVINV]
 Query Total for all records

Vendor: 10404745 American Society for Engineering Education Vendor Hold Selection: All

Fiscal Year: 13 Invoice Date From: Invoice Date To:

| Vendor Invoice | Invoice | Indicators | | | | | Vendor Invoice Amt | Due Date | Check Date | Check Number |
|----------------|----------|------------|-----|-------------|-----------|--------|--------------------|-------------|-------------|--------------|
| | | Approval | VIC | Credit Memo | Open/Paid | Cancel | | | | |
| VR23820 | 10210443 | Y | N | N | P | N | 87.00 | 19-FEB-2013 | 20-FEB-2013 | A0710853 |
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| Total: | | | | | | | 87.00 | | | |

Record: 1/1 <OSC>

Hit control and page down keys to fill in the information for the invoice paid when you see the screen below.

The screenshot displays a web browser window titled "Oracle Fusion Middleware Forms Services: Open > FAIVNDH - FAIINVE". The browser's address bar shows "Invoice/Credit Memo Query FAIINVE 8.6 (PROD)". The form interface includes a menu bar with "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". Below the menu is a toolbar with various icons for navigation and editing. The main form area contains a "Document:" label, a text input field with the value "0210443", a dropdown arrow, a checkbox labeled "Multiple", and an empty text input field. At the bottom of the browser window, a status bar shows "Record: 1/1" and a "<OSC>" button.

This is the first page of the invoice detail – continue to hit Control Page Down to scroll through other items available to view from the invoice.

Oracle Fusion Middleware Forms Services: Open > FAIVNDH - FAIINVE

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo Query FAIINVE 8.6 (PROD)

Document : 10210443 Multiple Direct Pay

Vendor: 10404745 American Society for Engineering Education Vendor Hold

Invoice/Credit Memo Header FAIINVE 8.6 (PROD)

Invoice Date: 19-FEB-2013 Transaction: 19-FEB-2013 Cancel: Document Accounting

Check Vendor:

Address Code: AP Sequence Number: 2

Collects Tax: N Collects no taxes

City: Philadelphia

Street Line 1: ASEE-A

Street Line 2: PO Box 71224

Street Line 3:

State or Province: PA ZIP or Postal Code: 191766224

Nation:

Discount Code: Payment Due: 19-FEB-2013

Bank: 02 Wells Fargo Operating Imprest

Vendor Invoice: VR23820 1099 Vendor

1099 Tax ID:

Income Type:

Direct Deposit Status: No IAT ACH Transaction Type:

Credit Memo

Text Exists

Direct Deposit Override

User ID: CDANIELS

Activity Date: 20-FEB-2013

Record: 1/1 | | ... | | | <OSC>

This screen shows the FOAP where the payment was charged.

Oracle Fusion Middleware Forms Services: Open > FAIVNDH - FAIINVE

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo Query FAIINVE 8.6 (PROD)

Document : 10210443 Multiple Direct Pay

Vendor : 10404745 American Society for Engineering Education Vendor Hold

Accounting Amounts FAIINVE 8.6 (PROD)

Commodity Record Count: 1 Commodity: Document Acctg Distribution

Accounting Record Count: 1 Transaction Date: 19-FEB-2013 Item: 0

Sequence: 1

| COA | Yr | Index | Fund | Orgn | Acct | Prog | Actv | Locn | Proj | Commit Type |
|-----|----|--------|--------|-------|------|------|------|------|------|-------------|
| 0 | 13 | 613201 | 613201 | 12046 | 5533 | 1600 | | | | |

Bank: 02 Wells Fargo Operating Imprest Income Type:

| | Commodity | Accounting | -----Indicators----- | |
|-------------|-----------|------------|----------------------------|---|
| Approved: | 87.00 | 87.00 | Partial/Total Liquidation: | T |
| Discount: | 0.00 | 0.00 | NSF Override: | N |
| Tax: | 0.00 | 0.00 | Suspense: | N |
| Additional: | 0.00 | 0.00 | NSF Suspense: | N |
| Net: | | 87.00 | | |

Record: 1/1 | ... | <OSC>