

Frequently Asked Questions Purchase Order and Invoice Queries in Banner

1. How do I find my PO number?
Document History Form **FOIDOCH**
2. How much money is left on my blanket PO?
Detail Encumbrance Activity Form **FGIENC**
3. I have some vendor invoices, how do I see what has been paid and what has not?
Vendor Detail History Form **FAIVNDH**
4. While reviewing open invoices you see one that doesn't ring a bell.
 - a. How can I find out what vendor invoice(s) are in Banner?
Vendor Invoice Query Form **FAIVINV**
 - b. How can I find out if a check has been processed for the invoice?
Vendor Detail History Form **FAIVNDH**
 - c. If a check has been issued how do I find the check number?
Vendor Detail History Form **FAIVNDH**
5. How can I find open purchase orders for my FOAPAL? Search by your Org only if you have multiple funds.
Open Purchase Orders by FOAPAL **FPIOPOF**
6. I asked Purchasing to make a change to a PO. How can I find whether all the updated information is included on it?
Purchase/Blanket Change Order Query Form **FPUPURR**
7. I have a vendor on the phone and they want to know the status of their invoice # 123. Where do I go to see its status?
Vendor Detail History Query Form **FAIVNDH**
8. How I can verify that an invoice was processed using the correct address?
Invoice/Credit Memo Query Form **FAINVE**- Go to options- *Vendor Detail History Query Form* **FAIVNDH**
9. I need to query for a vendor's code, but I'm not entering a requisition right now. Where can I go to look up the code in Banner?
Vendor Look Up **FTIIDEN** (vendor code only) or *Vendor Maintenance Form* **FTMVEND** (address information)
10. I heard a rumor that Toadstool Bookshop may merge with another vendor. Where can I look to see which POs I have that are still open with Toadstool?
Open Purchase Orders by Vendor **FPIOPOV**
11. My budget is awfully tight. Where can I look if I want to see what requisitions are still open for my FOAPAL?
Open Requisitions by FOAPAL **FPIORQF**
12. I didn't print a copy of my requisition R001234 because I can see it in Banner using inquiry form?
Requisition Query Form **FPIREQN**
13. Where do I go to see open invoices for my FOAPAL?
Open Invoices by **FAIOINF**
14. Where do I go if I want to see, requisition to check or Banner Invoice to check?
Document History Form **FOIDOCH**

Banner Buy Pay Query Form Hot List—by Function

There are numerous query forms within Banner. Listed below are the ones associated with purchasing or payables transactions that we feel will be most valuable, organized according to their functionality. This list does not attempt to inventory all available Banner buy pay query forms.

Buy/Pay documents are *created* (processed) using the following forms:

FPAREQN for requisitions

FAAINVE for invoices (direct pay or purchase order)

Banner Form Name	Banner Form Title	What can you find here?
<i>Queries for Individual Documents, by Document Number:</i>		
Requisition Query Form	FPIREQN	Use this form to query all information related to a specific requisition.
Purchase/Blanket/Change Order Query Form	FPIPURR	Use this form to query all information related to a specific purchase order, either original or as changed via a Change Order.
Invoice/Credit Memo Query Form	FAINVE	Use this form to query all information related to a specific invoice.
Detail Encumbrance Activity Form	FGIENC	Use this form to review all transactions affecting encumbrances (requisitions, purchase orders, general encumbrances, and the payments that liquidate them).
<i>Vendor Information:</i>		
Vendor Look up	FTIIDEN	Use this form to search the Finance database for specific person, entities and ID numbers.
Open Purchase Orders by Vendor	FPIOPOV	Displays all open PO's for a particular vendor.
Vendor Detail History Query Form	FAIVNDH	Displays check history related to all invoices from a particular vendor. Can limit based on status (open, paid, credit memo etc.). Can query based on vendor or Banner invoice number, amount, due date.
Vendor Invoice Query Form	FAIVINV	Use this form to review summary information about vendor's invoices. You can search by vendor, invoice number, vendor invoice date, vendor invoice total and invoice document number.
<i>Queries by FOAPAL:</i>		
Open Requisitions by FOAPAL	FPIORQF	Use this form to query all open requisitions by FOAPAL codes.
Open Purchase Orders by FOAPAL	FPIOPOF	Use this form to query all open purchase orders by FOAPAL codes.
Open Invoices by FOAPAL	FAIOINF	Use this form to query all open invoices by FOAPAL codes.
<i>Queries by User:</i>		
Documents by User	FOADOCU	Use this form to display a list of documents originated by a specific user, based on his/her Banner username. Can limit based on document type, status, FY, and date range.
<i>Cross-Reference Query:</i>		
Document History Form	FOIDOC	Use this form to display the document number and status of related requisitions, purchase orders, invoices, and checks.