

Searching Vendor Payment Status Using FAIVINV

The **Vendor Invoice Query Form (FAIVINV)** is another form, along with the **Vendor Detail History Query Form (FAIVNDH)**, that allows you to search by Vendor Invoice Number, in addition to **Banner** Invoice Document Number, Vendor Invoice Date, and Vendor Invoice Total.

This is the only form that shows the “H” for Hold status in a column on the original screen without navigating to an additional form or screen view. This query form works well for a specific search. Searches performed on more general criteria, such as dollar amount or vendor invoice, necessitate the use of a scroll bar or arrow keys to view additional transactions. It is not presented in easy view list form. Users may differentiate between **FAIVINV** and **FAIVNDH** according to the desired information and personal preference.

Step	Task
1.	Type FAIVINV in the GoTo... field and press ENTER.
2.	Type the vendor ID in the Vendor field.
3.	Press the Next Block button.
4.	Type the vendor’s invoice number in the Document Number field.
5.	Click the Execute Query button to view the PO number and payment status.
6.	Click the Exit button to return to the main menu.