## **VI-1.Drilling Down Query Forms for Additional Information**

Many of the query forms in Banner will allow you to access additional information about documents or transactions that they display. This capability is referred to as "drill-down" and is useful for researching transaction or document history.

For example, this is the Vendor Detail History form, FAIVNDH. It provides an online list of vendor invoice/credit memo/payment transactions for any vendor in the system.

Solution Oracle Fusion Middlew	🔊 Oracle Fusion Middleware Forms Services: Open > FAIVNDH										
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🔚 🖌 View Vendor Invoice [FAIINVE] 🛛 🗐 📾 🛞   💁   📇   🖳 🛞 🗐   🖓 👘   🤹   🖓 🖓   🖉   🖓   👔   X											
Vendor Commodity Information [FOICOMM] ST2095)											
View Invoice Information [FAIVINV]											
Query Total for all records											
Vendor: 200054007 Vendor Hold Selection: All											
Fiscal Year: 15 V Invoice Date From: Invoice Date To:											
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			Credit	Onen/		Vendor		Check	Check		
Vendor Invoice	Invoice	Approval VIC	Memo	Paid Can	cel	Invoice Amt	Due Date	Date	Number		
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ALB012615	10000164	Y N	N	P N		15,010.00	26-JAN-2015	28-JAN-2015	0000066		
GMHACH-1	10000210		N	P N		350.00	11-FEB-2015	05-MAR-2015	1000004	1	
GMHACH-2	0000211		N	P N		1,050.00	11-FEB-2015	05-MAR-2015	1000004		
GMHACH - 3	0000212		N	P N		567.00	11-FEB-2015	05-MAR-2015	1000004		
GMHACH -4	0000213		N		¦   <b> </b>	987.00	11-FEB-2015	05-MAR-2015	1000004		
ALB030515	10000245		N			33,022.00	05-MAR-2015	05-MAR-2015	10000004		
ALB030515-1	10000246					33,022.00	05-MAR-2015	05-MAR-2015	1000004		
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				Total:		135,042.00					
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Record: 1/10	1	1 1	<	OSC>							
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- 1. **Highlight** the record of interest.
- 2. Click on the **Options** menu to see what additional information is available for the record.
- 3. Select an option (in this case, View Vendor Invoice [FAIVINV]).

*NOTE*: This is the only form that shows the HOLD status in a column on the original screen without navigating to additional forms.

This query form works well for a specific search.

The Vendor Invoice Query Page, FAIVINV, will be displayed with the information from your highlighted record in the Key Block area.

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Vendor Invoice Query Page FAIVINV 8.4 (TEST2095) 00000000			>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
Vendor: 200054007 Future Com	Vendor H	bld	
Document Number: 10000246 Ven	dor Invoice Number: ALB030515-1		
Ven	dor Invoice Date: 05-MAR-2015	00.000.00	
ven		33,022.00	•
PO or Encu	nbrance		
Document Date Document Total Numb	er Status		
05-MAR-2015 33,022.00 P00002:	P Paid	Hold	Cancel
Item Commodity D	escription	U/M Quantity	Unit Price
Rent for Dec 2014 - Purple Class		EA 22.00	1,501.00
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	0302		

- 4. Click on the **Options** menu to see what additional information is available for the record.
- 5. Select an option (in this case, Document Query [FAIINVE]).

Query Tips:

To execute a query using FAIVINV: Enter the vendor ID and NEXT Block. Simply execute the query (F8) to view everything or enter criteria in one of these fields to narrow your search: Document Number: Banner Invoice Number Vendor Invoice Number Vendor Invoice Date Vendor Invoice Total The Invoice/Credit Memo Query form, FAIINVE, will be displayed.

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You can now use this form just as if you had accessed it from the General Menu.

6. Next Block [Ctrl+Pg Down].

The Invoice/Credit Memo Header block will be displayed.

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Balancing	/ Completion				
Document	t Text [FOATEXT]	3.6 (TEST2095) (AAAAAAAAAAAA	*************************		रस्टर <u>४</u> ज्ञ ×े
Invoice Date:	05-MAR-2015	Transaction: 05-MAR-20	15 Cancel:	Document Accounting	
Check Vendor:					
Address Cada	[17] Co.		Collecto Torr		
Address Code.	AP Seq		Collects Tax.	N Collects no taxes	
Characterization of the			City.		
Street Line 1:	For Credit to Bridge B	ank Wire/ACH/EF I	State or Province:	IX ZIP or Postal Code: 75202	_
Street Line 2.	ABA# 121143260		Nation.	US United States	
Street Line 3.	Account# 101154706				
Discount Code:		Boumont Duo: OF MAD 2045	Respiret Required:	No Descript Descripted	
Bank:	04 Disburgement A	Payment Due. US-MAR-2015	Credit Momo	No Receipt Required	
Vondor Invoico:		1000 Vondor			
1099 Tay ID	ALB030313-1		Direct Deposit Stat		BUS
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Record: 1/1		<0st	«ر		)

- 7. There is a new set of Options which you can access for further information from this form.
- 8. When you are finished, Exit [Ctrl+Q] until you return to the calling form.

This "drill-down" technique is available on most query forms in Banner. Check the Options menu on individual forms to see what additional information can be accessed.