

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.

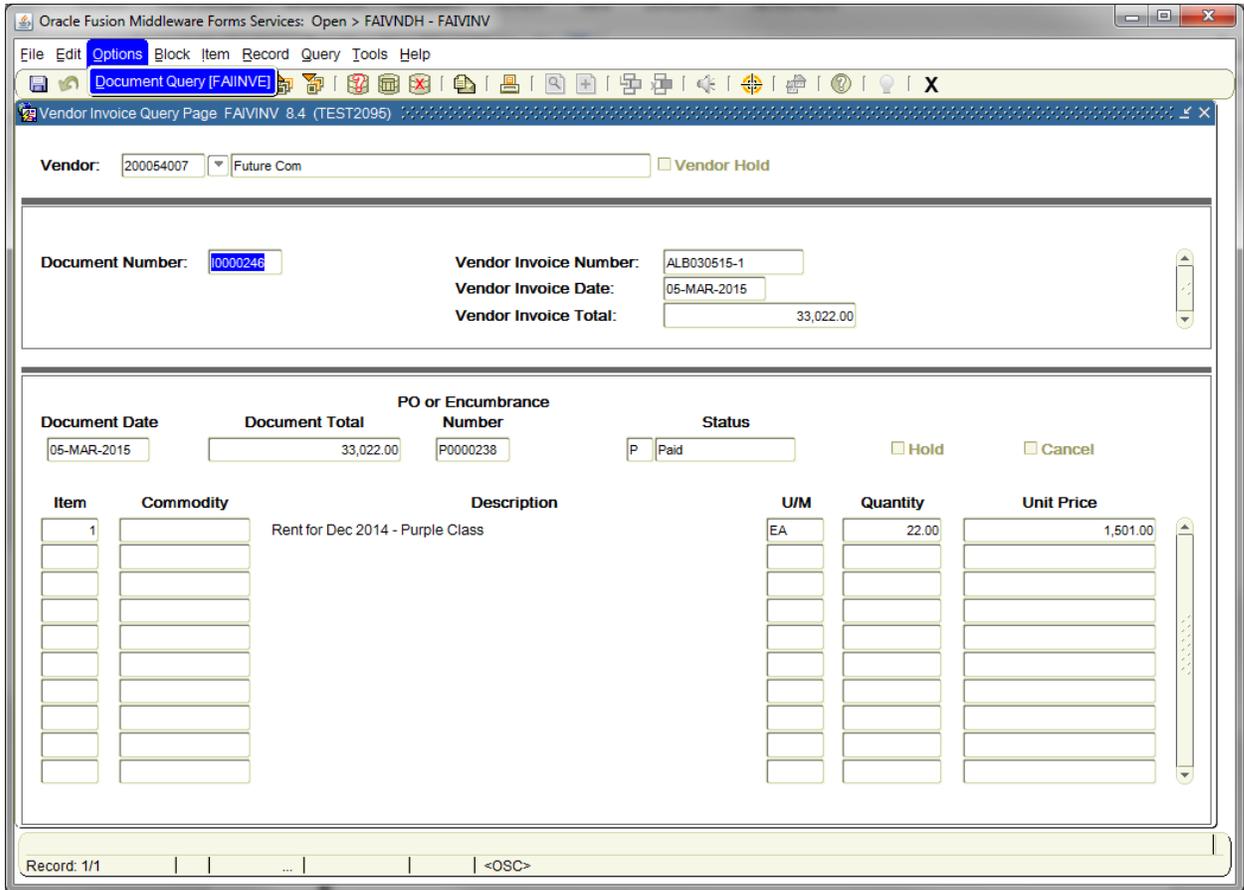
Vendor Invoice	Invoice	Approval	VIC	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amt	Due Date	Check Date	Check Number
	I0000155	N	N	N	O	N	33,022.00			
ALB011515	I0000156	Y	N	N	P	N	3,002.00	15-JAN-2015	28-JAN-2015	00000066
GMH163	I0000158	Y	N	N	P	N	15,010.00	15-JAN-2015	28-JAN-2015	00000066
ALB012615	I0000164	Y	N	N	P	N	15,010.00	26-JAN-2015	28-JAN-2015	00000066
GMHACH-1	I0000210	Y	N	N	P	N	350.00	11-FEB-2015	05-MAR-2015	10000004
GMHACH-2	I0000211	Y	N	N	P	N	1,050.00	11-FEB-2015	05-MAR-2015	10000004
GMHACH - 3	I0000212	Y	N	N	P	N	567.00	11-FEB-2015	05-MAR-2015	10000004
GMHACH -4	I0000213	Y	N	N	P	N	987.00	11-FEB-2015	05-MAR-2015	10000004
ALB030515	I0000245	Y	N	N	P	N	33,022.00	05-MAR-2015	05-MAR-2015	10000004
ALB030515-1	I0000246	Y	N	N	P	N	33,022.00	05-MAR-2015	05-MAR-2015	10000004
Total:							135,042.00			

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.

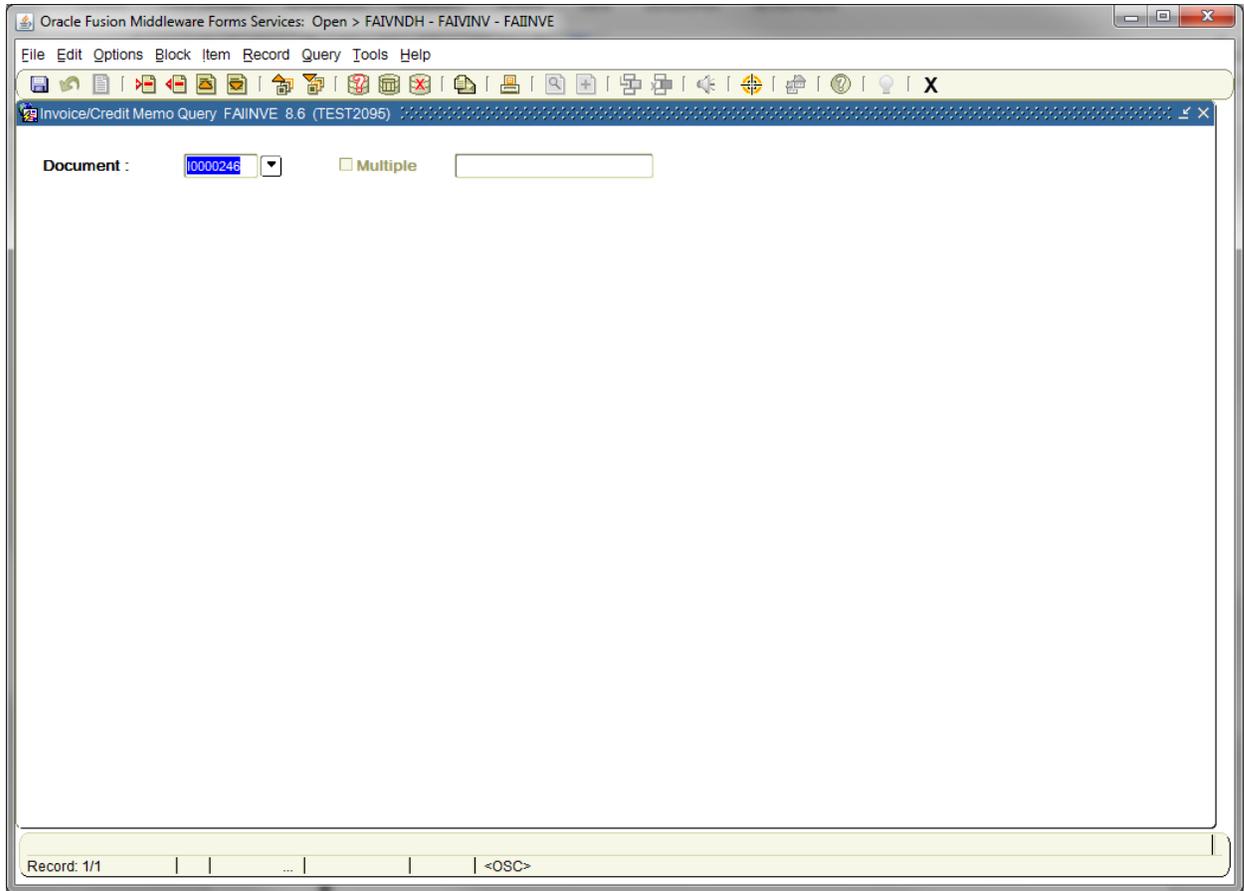


4. Click on the **Options** menu to see what additional information is available for the record.
5. Select an option (in this case, Document Query [FAIVNVE]).

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, FAINVE, will be displayed.



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

6. Next Block [Ctrl+Pg Down].

