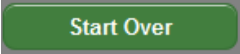# FAIINVE: Reviewing Invoice Information

General Information

If you need to see if an invoice has been paid (and when), you can perform some research prior to calling the Accounts Payable processors. If you cannot find the information you need, please contact the appropriate processor. A staff directory may be found on the Office of Finance Directory web page at: https://www.odu.edu/finance/directory. You will need to provide the purchase order number, the vendor name, the vendor invoice number (if available), and the date you completed the e-Receiver. **Prepayments are processed by the Travel Team assigned to your area!**

When you see payment information posted on the **Detail Transaction Activity Form [FGITRND],** the activity date indicates when the payment process begins. To see the due date for payment, you must do further research via the **Invoice Credit Memo Query Form [FAIINVE].** This handout will help further explain this particular form. And as always, Banner questions may be sent to bannerhotline@odu.edu

How to Review Invoice Information via the Invoice/Credit Memo Form:

Actions and Steps	Helpful Tips & Tricks
1. Access the **Invoice Credit Memo Query Form [FAIINVE]** Type **FAIINVE** in the **Search Block** field on the **Old Dominion University Home Screen** and press **Enter**.	You may also link to this form from **FGITRND** for INEI payment transactions (YTD in the Field column) – click the **Related** pull-down menu and select **FGITRND**.
2. In the key information area of the **Invoice Credit Memo Query Form [FAIINVE]**, only one field is required for the report to run: ◈ **Document** – enter the Banner-generated invoice number *(number beginning with I)* ◈ Perform the **Go Button** function to load all the information about the invoice	If you have linked from **FGITRND**, the **Document** field will already be populated. **Go Button** or **Down Arrow** may be used. Go

3. You will see the following information:
◈ **Key Block**
  ➢ **Document Number:** Banner-generated invoice number
  ➢ **Purchase Order:**
  ➢ **Vendor:** Vendor Number and Name
◈ **Invoice/Credit Memo Header**
  ➢ **Invoice Date:**
  ➢ **Transaction:** Shows the date processed in Banner
  ➢ **Address Code:** Address type*
  ➢ **Sequence Number:** Associated with address code
  ➢ **Street Line 1, 2, 3:**
  ➢ **Payment Due:** This is the date the check is cut
  ➢ **Vendor Invoice:**
  ➢ **1099 Tax ID:** The vendor number
  ➢ **User ID:** The processor of this payment
  ➢ **Activity Date:** The date the processor last accessed
  ➢ **City, State, Zip:**
	*Address Type:
	MA: Remittance/correspondence addresses used by Accounts Payable
	BI: Addresses used by Procurement Services
	ED: E-Payment; Small Business Expense
	ED0: Electronic payment address; funds wired electronically
	ED33: Indicates an employee has an AP Direct Deposit form on file for travel/petty cash reimbursements
	ED99: Debt set-off

4. Click the **Start Over** Button to return to the key information area of the form.	You may look up other invoices. Start Over Button: Start Over
5. Remember to log out of Banner to ensure the security of information.	Click on the **ODU Home Screen Button.**

FAIINVE Sample Screenshot:

Helpful Tips & Tricks:

❖ If you cannot find a Banner-generated invoice number, review the **Document History Form [FOIDOCH]** Handout. In **FOIDOCH** you will be able to review the following information:
  ➢ Purchase Order Info (provided you have the correct access)
  ➢ Invoice Status: if blank, invoice has not been received and scanned/indexed
  ➢ Receiver Status: must show complete for payment to be processed

❖ Remember to refer to the Procurement Directory on the website at: https://ww1.odu.edu/procurement/directory for the most-current contact information for the AP Processing Team. Below are the current Points-of-Contact:
  ➢ Prepayments are handled by the Travel Team assigned to your area.
  ➢ Accounts Payable Manager: 683.4813
  ➢ Accounts Payable Processing Supervisor: 683.4528
  ➢ Accounts Payable Audit Supervisor: 683.4762
  ➢ Accounts Payable Travel Processing Supervisor: 683.5020

❖ Get in the habit of locking your computer screen every time you step away from your computer. To do so, enter **Ctrl-Alt-Del** and click **Lock this Computer**