Accounts Payable

Date: 05/01/2011

How to Search Vendor History
FSJA-042

NOTE: The best way to search Banner form FAIVNDH is by Vendor ID.

1. Go to FAIVNDH –Vendor Detail History

2. If known, enter the Vendor ID number.

3. If Vendor ID is not known, select the dropdown arrow to search FTIIDEN. To search FTIIDEN:

- Enter a query.
- Tab to the Last Name and/or First Name. These fields are case sensitive.
- Use % for a wildcard.
- Execute your query
- Select the ID field of the desire Vendor.
- You will be directed back to FAIVNDH.

4. Limiting your search, by using any/all of the following options:

- The drop down menu in the Selection field
- Fiscal Year
- Invoice Date From
- Invoice Date to

You can also narrow the results by Querying for any of the fields:
- Vendor Invoice
- Invoice
- Vendor Invoice Amt
- Due Date
- Check Date
- Check Number

End