

How to Search Vendor History

FSJA-042

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

1. In the search field type FAIVNDH and press the enter key or select the result to access the Vendor Detail History form.



2. If <u>known</u> – enter the Vendor ID number

≡	× Ø ellucian	Vendor Detail History Form FAIVNDH 9.3.6 (BANP)			
	Vendor:		Vendor Hold:		
*	Selection:	All	Fiscal Year :	19	
	Invoice Date From:		Invoice Date To:		
۹	Get Started: Complete	e the fields above and click Go. To search by name, pre	iss TAB from an ID field, enter your search criteria, and th	ien press ENTER.	
2					
-					
?					
~					

If <u>unknown</u> – select the dropdown (three dots) and search FTIIDEN

	^
Entity Name/ID Search (FTIIDE	<u>N)</u>
Alternate ID Search (GUIALTI)	
	Cancel

To search FTIIDEN

- a. Enter a query including any known information (use % for a wildcard)
- b. Click Go or press F8 to execute the query

≡	× @e	ellucian Entity Name/ID Search Form FTIIDEN 9.3.6 (BANP)								🔒 ADD 🔮 RETRIEVE 🚔 RELATED 🔆 TOOLS 👖			
	* ENTITY NAM	ME/ID SEARCH			Enter a query, press F8 to execute.								
*	✓ Vendors				Proposal Personnel					Agencies			
11120		Terminate	I Vendors			Financial Manaç	jers			All			
		Grant Pers	onnel			Terminated Fina	ancial Managers						
	* DETAILS										🚺 insert 🔲 Delete	🖬 Copy 🛛 👻 Filter	
Q	Basic Filter	Advanced Filter										0	
			1		1								
2	ID	(Last Name	•	First Name	0 1	Aiddle Name	0	Entity Indicator		0		
	-			_									
ſ													
<u>م</u>	Add Anoth	ner Field 🔽											
												Clear All Go	
	ID	Last Name	First Name	Middle Name	Entity Indicator	Change Indicator	Vendor	Financial Manager	Agency	Grant Personnel	Proposal Personnel	Name Type	
	$\langle \rangle$	<			1	-						>	
9	Case Ins	ensitive Query 🗌 Case	Sensitive Query										

c. Double click the ID field of the desired Vendor

* ENTITY NAM	E/ID SEARCH										
	Vendors				Proposal Personn	el		Ag			
	Terminated Vendo	ors			Financial Manage	rs			All		
	Grant Personnel				Terminated Financial Managers						
* DETAILS											
Active filters	ID: 100024314 O Clea	ar All									
ID	Last Name	First Name	Middle Name	Entity Indicator	Change Indicator	Vendor	Financial Manager	Agency	Grant Pers		
100024314	Goodmans Interior Structu			Corporation		Yes	No	No	No		

d. You will be directed back to FAIVNDH; Click Go to execute the query

≡	X @ ellucian Vendor Detail History Form FAIVNDH 9.3.6 (BANP)										
	Vendor:	100024314	Vendor Hold:								
~	Selection:	All	* Fiscal Year :	19							
	Invoice Date From:		Invoice Date To:								
Q	Get Started: Complete	e the fields above and click Go. To	search by name, press TAB from an ID field, enter your search criteria, and the	en press ENTER.							
2											

- 3. Limit your search by using and/all of the following options
 - a. The drop down menu next to "Selection"
 - b. Fiscal year
 - c. Invoice Date From
 - d. Invoice Date to

Vendor: 100024314	Vendor: 100024314 Goodmans Interior Structures Vendor Hold: Selection: All Fiscal Year: 19 Invoice Date From: Invoice Date To:									
VENDOR DETAIL HIS										
Vendor Invoice	Invoice	Approval	VIC	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amt	Due Date	Check Date	Check Number
149040	114043007		N	19		14	5,100.11	07/23/2010	01/23/2010	10400670
151872	IN047538	Y	N	N	P	N	1,454.01	08/29/2018	08/29/2018	10403384
Q 152283	IN047943	Y	N	N	Р	N	1,457.30	09/13/2018	09/14/2018	10404612
154692	IN050440	Y	N	N	Р	N	5,359.96	10/12/2018	10/15/2018	10407190
155197	IN050982	Υ	N	N	Р	N	6,887.70	10/20/2018	10/22/2018	10407865
155737	IN051567	Y	N	N	0	N	3,760.20	11/02/2018		
2 156132	IN051852	Y	N	N	0	N	2,546.21	11/07/2018		
1	Tot	al					26,573.49			

You can also narrow the results by querying for any of the fields

- a. Vendor Invoice
- b. Invoice
- c. Vendor Invoice Amt
- d. Due Date
- e. Check Date
- f. Check Number