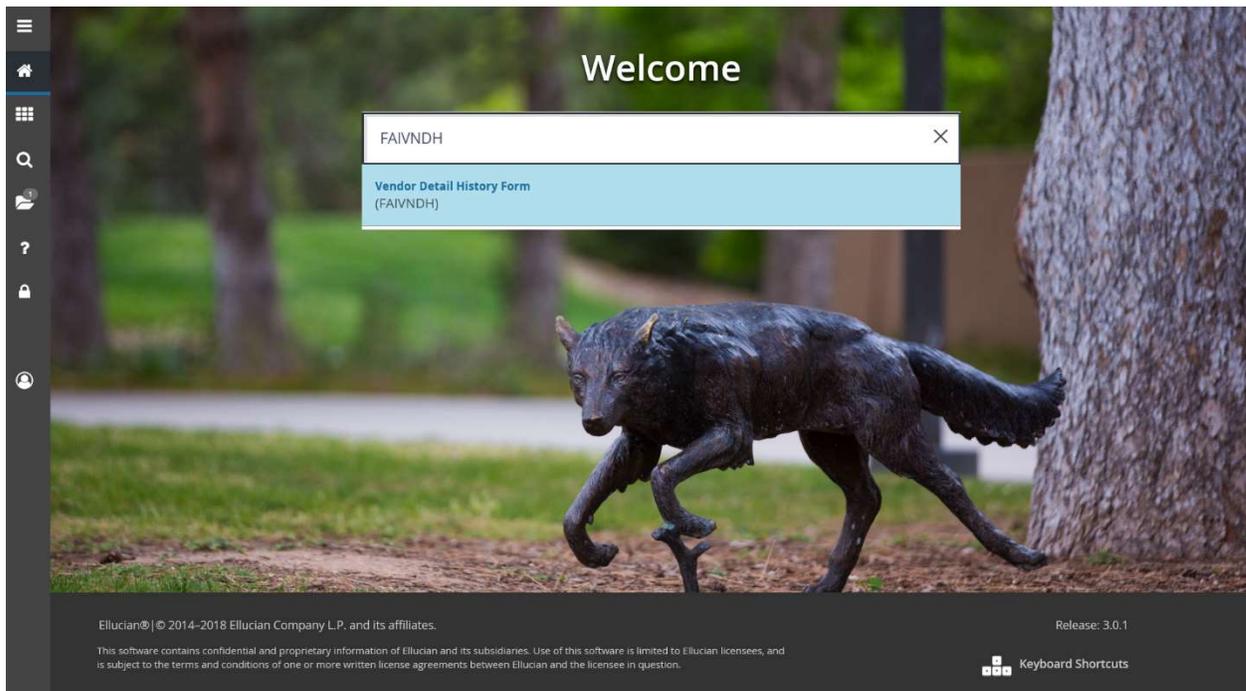


How to Search Vendor History

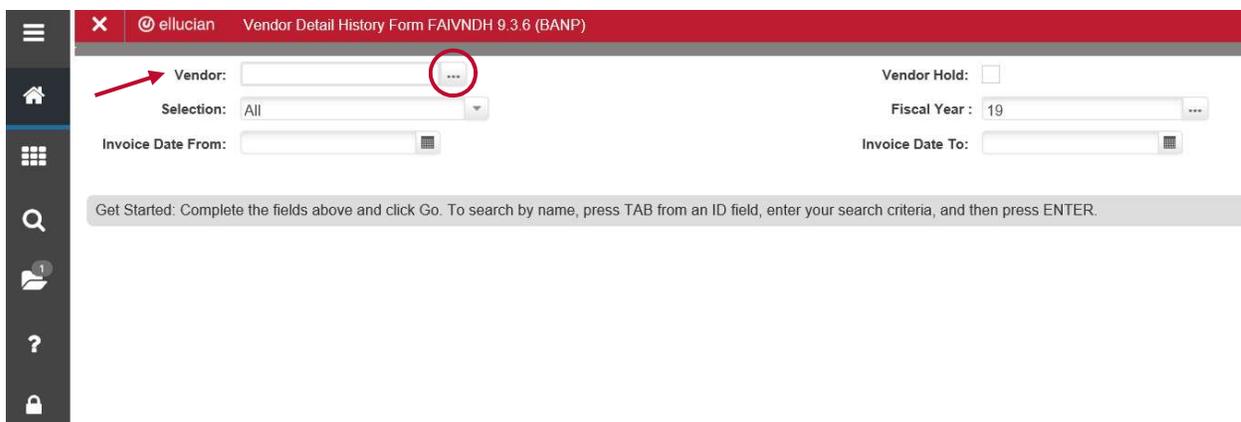
FSJA-042

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

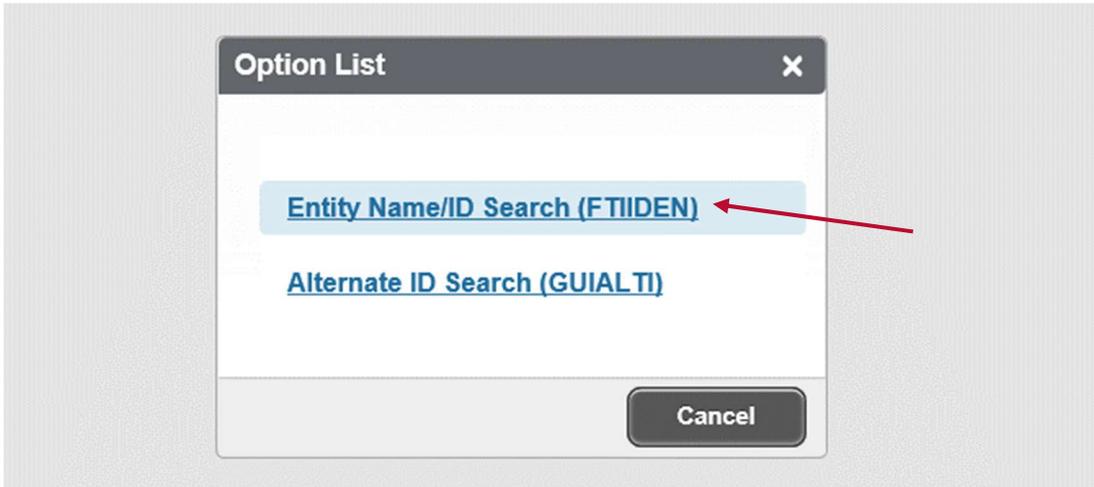
1. In the search field type **FAIVNDH** and press the **enter** key or select the result to access the Vendor Detail History form.



2. If known – enter the Vendor ID number

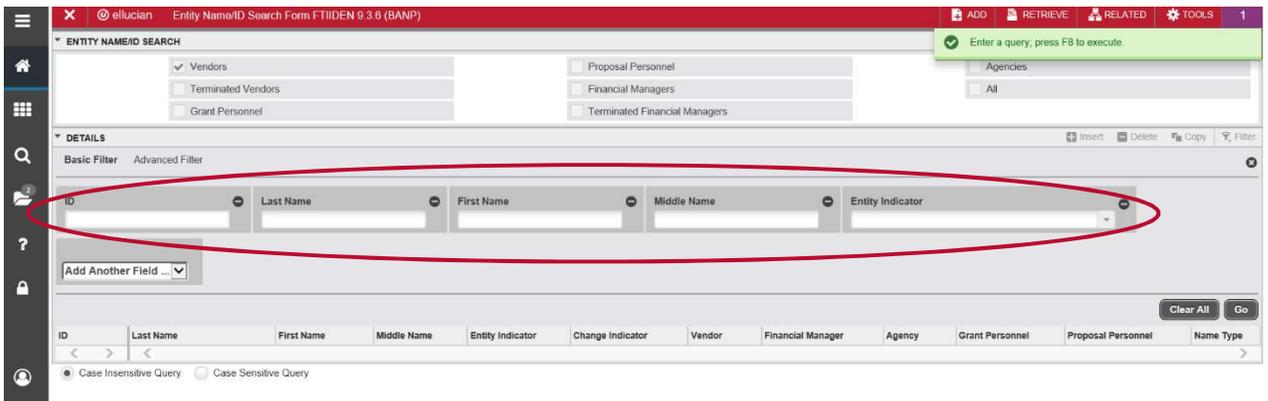


If unknown – select the dropdown (three dots) and search **FTIIDEN**



To search FTIIDEN

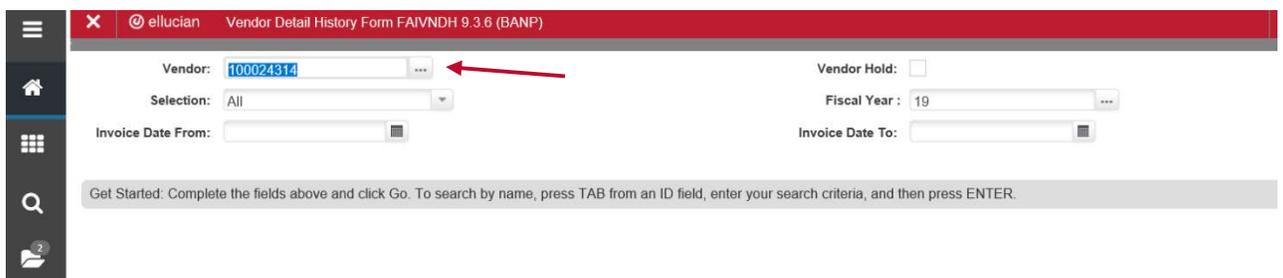
- Enter a query including any known information (use % for a wildcard)
- Click **Go** or press **F8** to execute the query



- Double click the ID field of the desired Vendor



- You will be directed back to FAIVNDH; Click **Go** to execute the query



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

The screenshot shows a software interface for 'Vendor Detail History Form FAIVNDH 9.3.6 (BANP)'. At the top, there are search filters: 'Vendor: 100024314 Goodmans Interior Structures', 'Vendor Hold: []', 'Selection: All', 'Fiscal Year: 19', 'Invoice Date From: []', and 'Invoice Date To: []'. A red arrow points to the 'Invoice Date To' field. Below the filters is a table titled 'VENDOR DETAIL HISTORY'. The table has columns: Vendor Invoice, Invoice, Approval, VIC, Credit Memo, Open/Paid, Cancel, Vendor Invoice Amt, Due Date, Check Date, and Check Number. The table contains several rows of data, including a 'Total' row at the bottom. The total amount is 26,573.49. The interface also includes a sidebar with navigation icons and a top bar with 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' buttons.

Vendor Invoice	Invoice	Approval	VIC	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amt	Due Date	Check Date	Check Number
149090	IN043807	Y	N	N	P	N	3,166.11	07/23/2018	07/23/2018	10400670
151872	IN047538	Y	N	N	P	N	1,454.01	08/29/2018	08/29/2018	10403384
152283	IN047943	Y	N	N	P	N	1,457.30	09/13/2018	09/14/2018	10404612
154692	IN050440	Y	N	N	P	N	5,359.96	10/12/2018	10/15/2018	10407190
155197	IN050982	Y	N	N	P	N	6,887.70	10/20/2018	10/22/2018	10407885
155737	IN051567	Y	N	N	O	N	3,760.20	11/02/2018		
156132	IN051852	Y	N	N	O	N	2,546.21	11/07/2018		
Total							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