

## FAIVNDH – Vendor Detail History

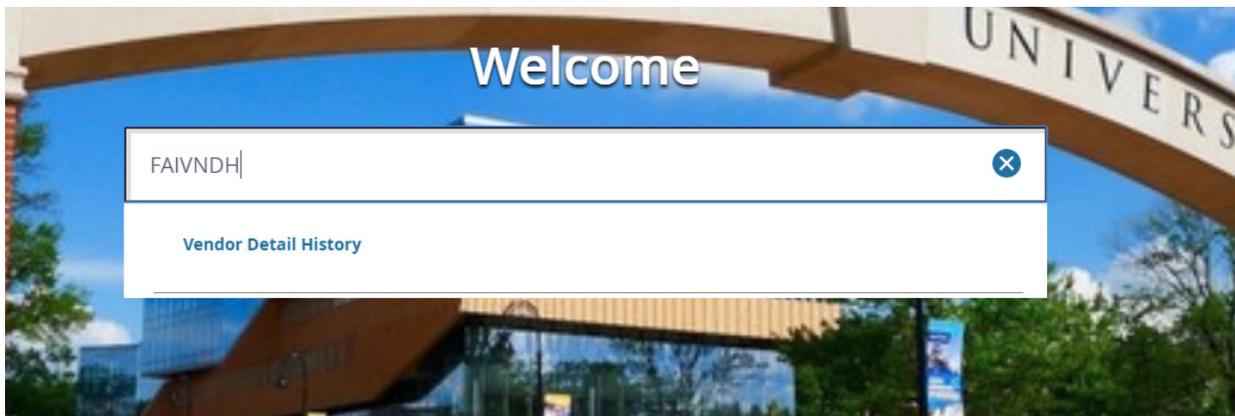
Use this screen to view vendor payment history by fiscal year or by time period based on invoice dates.

### Resources Needed

- Access to Banner Finance in order to view the Banner forms
  - Your local Banner security administrator will need to submit a request for you to have *BAN\_FIN\_DEPT\_USERS\_C* access.
- Access to Document Imaging/Xtender
  - Submit a *Request for Banner Document Management Suite Access* form, with Section 1 completed and an X in the B-F-DOCS-KENT READ-PRINT USERS box, to Accounts Payable.

### Instructions

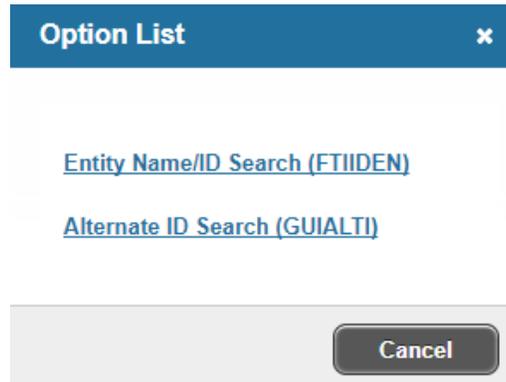
1. Login to Banner and type **FAIVNDH** in the search box and then hit Enter.



2. You will be taken to the **Vendor Detail History** form, which can be used to search and view the payment history for a specific vendor.

A screenshot of the "Vendor Detail History" form in Banner. The form has a blue header bar with the title "Vendor Detail History FAIVNDH 9.3.5 (eMOCK)" and buttons for "ADD" and "R". Below the header bar, there are several input fields: "Vendor:" with a text box and a dropdown arrow; "Selection:" with a dropdown menu showing "All"; "Invoice Date From:" with a text box and a calendar icon; "Invoice Date To:" with a text box and a calendar icon; "Vendor Hold:" with a checkbox; and "Fiscal Year:" with a text box showing "18" and a dropdown arrow. At the bottom of the form, there is a grey bar with the text "Get Started: Fill out the fields above and press Go."

3. On the vendor history screen, enter the vendor's Banner ID number in the **Vendor** box. If you do not know the vendor number, click on the three dots that are on the right side of the Vendor box that is located to the right of the Vendor box and then click on **Entity Name/ID Search** to be taken to the FTIIDEN screen.



4. Make sure that the **Case Insensitive Query** radio button is selected. Then, in the **Last Name** field, enter the name of the company or the last name of the individual whose Banner ID you need to find and then click either **Go** or press the **F8** button on your keyboard to perform the search. Search hints:
- If you are searching for an invoice related to a payment that is listed on a Banner financial report, type the name as printed on that report.
  - If you are unsure of the exact spelling of the vendor's name, use the wildcard (%) in your search.
  - If you have an invoice in hand, look at it to determine the name of the entity or person who was paid. There are times when the most common name of a business is not the name of the entity to which payments are sent. For example, payments for *Acme Fresh Market* invoices are made in the name of the parent company, *The Fred W. Albrecht Grocery Company*.
  - If you are searching for a person, enter all or part of the person's first or middle name, in order to narrow the search.
  - All Banner IDs that are used in Accounts Payable start with an 8. Consider entering **8%** in the **ID** field in order to limit your search results.
  - Vendors paid through Accounts Payable are given the name type *VEND*. To limit your searches to IDs associated with *VENDs*, choose **NAME TYPE** from the **Add Another Field** dropdown and then enter **VEND**.
  - By clicking on a column header and dragging it left or right, you can reorder the columns on the FTIIDEN screen.

### Example 1

Basic Filter    Advanced Filter

ID: 8%    Last Name: %fred%albrecht%rocer%    Name Type: VEND    Add A

ID	Last Name	First Name	Middle Name	Entity Indicator	Name Type
800115431	Fred W Albrecht Grocery Co			Corporation	VEND
800115431	The Fred W Albrecht Grocery...			Corporation	VEND

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Case Insensitive Query     Case Sensitive Query

### Example 2

Basic Filter    Advanced Filter

ID:    Last Name: Herm%    First Name: Emily    Middle N

ID	Last Name	First Name	Middle Name	Entity Indicator	Name Type
800 [REDACTED]	Hermon	Emily	H	Person	VEND

- Double click on the vendor name that is correct and has VEND in the Type column. This will take you back to the FAIVNDH screen, where that vendor's Banner ID will now be in the Vendor box.

Vendor: 810314637    Vendor Hold:     Go

Pepsi Cola

Selection: All    Fiscal Year: 18

Invoice Date From:    Invoice Date To:

- The FAIVNDH screen will default to showing all payments during the current fiscal year. The following details may be limited if you so choose:
  - Selection – can be set to All, Credit Memo, Open (the invoice has been keyed but no payment has been processed), or Paid
  - Fiscal Year – can be changed to a different fiscal year or can be left blank. Leaving it blank and not entering anything in the Invoice Date fields will return results from FY08 through the present
  - Invoice Date – allows searches based on the vendor's invoice date

7. In order to view the payments, click **Alt-PageDown** or click on the **GO** button. This will return a full list of payments based on the parameters you chose.

- Vendor Invoice = vendor’s invoice number
- Invoice = Banner document number
- Approval = has the payment finished being keyed (Y/N)
- VIC = is more than one vendor invoice is associated with the Banner invoice (Y/N)
- Credit Memo = is a credit memo (Y/N)
- Open/Paid = an O indicates that the invoice is in the queue to be paid, P indicates that it has been paid
- Cancel = indicates whether the payment was canceled (Y/N)
- Vendor Invoice Amt = amount paid
- Due Date = date on which the check run that includes this payment will occur/did occur
- Check Date = date on the face of the check; usually the same as the due date
- Check Number = starts with a 7 is a paper check; ! is an ACH direct deposit processed by AP; C is an AP credit card payment; U is a single use payment and W is a wire or ACH processed through the Treasury dept.

NOTE: Check runs occur at 8 p.m. Checks are printed on the morning of the next business day.

Vendor: 810314637 [Pepsi Cola](#) Vendor Hold:  Selection: All Fiscal Year: 17 Invoice Date From: Invoice Date To: Start Over

VENDOR DETAIL HISTORY									
Vendor Invoice	Invoice	Approval	VIC	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amt	Due Date	Check Date
99928407	103635...	Y	N	N	P	N	129.90	07/19/2016	07/19/2016
32277605	103635...	Y	N	N	P	N	3,040.68	07/19/2016	07/19/2016
94662603	103635...	Y	N	N	P	N	642.24	07/19/2016	07/19/2016
94482705	103635...	Y	N	N	P	N	390.18	07/19/2016	07/19/2016

8. To roll back in order to change the vendor, fiscal year, etc., click **F5**.

9. Once you have a full list of invoices, you can filter the results:

- Click F7 or hit the Filter button in the upper right corner of the results.
- Choose the field to filter and enter your search the same as you did in Step 5
- Click F8 or Go to run the filter and view results

Vendor Invoice ▼

Starts With ▼

972

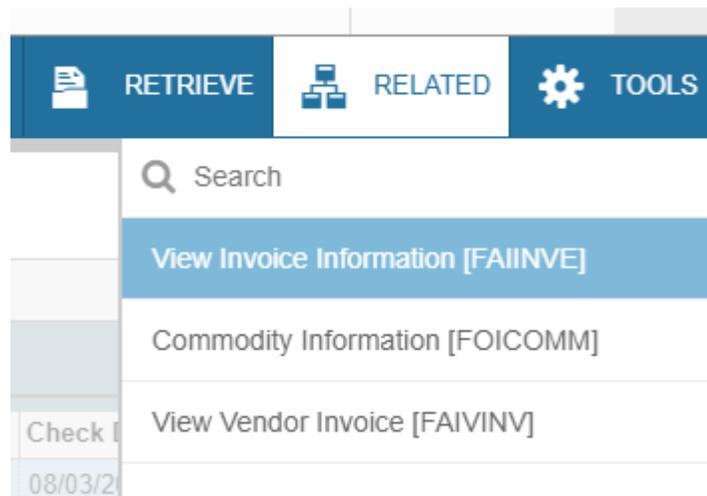
Add Another Field ... ▼

Filter Again ✕									
Vendor Invoice	Invoice	Approval	VIC	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amt	Due Date	Check Date
97212605	I0365253	Y	N	Y	P	N	-29.22	08/03/2016	08/03/2016
97212603	I03652...	Y	N	N	P	N	2,522.27	08/03/2016	08/03/2016
97212602	I03652...	Y	N	N	P	N	344.28	08/03/2016	08/03/2016
97212604	I03652...	Y	N	N	P	N	788.99	08/03/2016	08/03/2016
<b>Total</b>							3,626.32		

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10. To view the scanned documents related to the invoice, put your cursor on the invoice number and then click on the Retrieve button in the upper right corner.

11. To view the information that was keyed for an invoice, click on the Related button and then choose View Invoice Information [FAIINVE]



12. This takes you to FAIINVE, which is the inquiry version of the form that Accounts Payable uses when keying invoices. Click Alt-PageDown or hit the down arrow in order to scroll through the different sections of this form.

- Invoice/Credit Memo Header – lists the vendor invoice date, vendor invoice date, address on the payment, direct deposit status
- Commodity Information – lists commodity codes entered for the payment
- Accounting Amounts – lists accounting breakdown entered for the payment
- Balancing/Completion – shows that the payment was in balance—commodity total equals accounting total

13. Click the X in the upper left corner next to the screen name in order to go back to FAIVNDH.