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

![FAIVNDH Screen](image)

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.

![Vendor Detail History Screen](image)

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.

![Entity Name/ID Search Screen](image)
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**

[Image of a filter screen with options for ID, Last Name, Name Type, etc., and examples of how to use them]

**Example 2**

[Image of a filter screen with options for ID, Last Name, First Name, etc., and examples of how to use them]
5. 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.

6. 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; I 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.
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

   ![Filter Image]

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 FAIIINVE, 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.