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

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

c. Double click the ID field of the desired Vendor

d. 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

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