

## Identifying Vendor Payments Using FAIVNDH

The **Vendor Detail History Form (FAIVNDH)** is used to identify all payments to a single vendor ID or UIN, and is useful for identifying categories of invoices in the system for a single vendor ID or UIN number:

- All
- Credit Memo
- Open
- Paid

After the initial query, the returned selections can be further refined using any of the available fields as additional query criteria.

Step	Task
1.	Type <b>FAIVNDH</b> in the <b>GoTo...</b> field and press ENTER.
2.	Type the appropriate vendor ID in the <b>Vendor</b> field.
3.	Make the appropriate choice in the <b>Selection</b> field.
4.	Type the appropriate two-digit year in the <b>Fiscal Year</b> field.
5.	Click the <b>Next Block</b> button to view all invoice statuses for the vendor.
6.	Click the <b>Exit</b> button to return to the main menu.

To view the actual invoice for the transaction, use **Banner Document Management (BDM)**:

Step	Task
1.	Highlight the appropriate invoice number from <b>FAIVNDH</b> .
2.	Click the <b>BDM – Display Document</b> button.
3.	Double-click the invoice number to open the image.
4.	To view document index information, click the <b>Document Index</b> button in the upper left corner.
5.	Click the <b>Exit</b> buttons of the index window, document image window, and the query results window to close them and to return to <b>FAIVNDH</b> .
6.	Click the <b>Exit</b> button to return to the main menu.