

Tracking Total Paid to Vendor Using FAIVHIS

The **Vendor History Query Form (FAIVHIS)** shows the total dollars paid to a vendor by fiscal year. It is most effective for year-to-year vendor total comparisons and will most likely be used as a management tool for negotiation purposes or for tracking totals spent with a single vendor.

Search is based on vendor ID or name (Search link is provided for **Entity Name/ID Search Form (FZIIDEN)**) and category of Transactions (All, Canceled, Not Canceled).

Additional transaction details can be accessed from the **Options** list:

- View Credit Memos
- View Open Invoices
- View Paid Invoices

Step	Task
1.	Type FAIVHIS in the GoTo... field and press ENTER.
2.	Type the vendor ID number in the Vendor field.
3.	Click the Next Block button to display the invoice amounts.
4.	Click the Exit button to return to the main menu.