How to Perform a Vendor Query

The Vendor Detail History Form (FAIVNDH) can be used to retrieve invoice information by vendor and by the vendor’s invoice number. This form will show all vendor history as well as copies of the actual invoices received by the College.

Vendor Detail History Form

1. Type FAIVNDH into the Go To… Field and hit enter. This will bring up the Vendor Detail History Form.

2. Enter the VID number in the Vendor Field. Tab to the Fiscal Year Field and enter the year to be queried.

Example:

3. Go to Next Block

Control/Page Down

OR
4. The Vendor History for the assigned year will open in a new window.

5. At this point, you can view the vendor history by invoice. To select an invoice, tab over or click on the desired Banner Invoice #.

6. To view the actual scanned invoice, select the BDMS Display Document Button. The actual scanned invoice will appear in a pop-up window.
Example:

7. To see the invoice information in banner without seeing the actual document, tab over or highlight the Banner Invoice #, select Options, and then View Invoice Information. OR highlight the Banner Invoice # and press F3.

The form FAIINV will show the invoice you selected.
8. Go to Next Block

Control/Page Down

OR

9. The FAAINVE Screen will appear with all of the Vendor Details.

10. The same information can be found if searching for a specific date range. Exit the FAAINVE screen.
11. Delete the Fiscal Year and Enter the date range to be queried including Date From and Date To Information.

12. Go to Next Block

Control/Page Down

OR

13. The output of this query will include all invoices dated between the criteria you selected and supply a total at the bottom.
14. If you are researching the paid dated and need to know the amount paid during a particular time frame (such as 1099 vendors paid for a 12 month period) another way to query would be to delete the fiscal year and date range. This query will bring up all invoice paid to a vendor since the inception of Banner.

15. Select the F7 key, which tells banner to query (or search) for a particular entry. The F7 will remove all data from the form.

Tab to the Check Date Field and use a % before the date you want to search and a % after the date (such as %2010%). The % is a wildcard Key that says, find the characters % adjacent to the input. So any date that has 2010 will be found.
16. Next select the **F8 key** which is the **Perform Query** short cut.

The results show all invoices paid in any date of the year 2010.

You can also search by vendor invoice number, banner invoice number, amount, and check number in this form. Repeat the steps above by hitting F7 to start query, enter any information you have regarding the payment you are searching for and hit F8 to execute the query.