Viewing Summary of Vendor Invoice Payments (FAIVHIS)

1) Access the Vendor History Query form (FAIVHIS)



2) If you know the ID number of the vendor you are reviewing, type it in the field beside "Vendor" in the first block. If you do not know the ID number of the vendor, click on the drop down arrow to access the search form.

🗟 Oracle Develop	er Forms Runtime	Web: Open - FAIVH	IS				
Ele Edit Options	Block Item Be	cord Query Tools H	elp				BANNER ADMIN
				0 I VE I BE I W I 3	*		
Vender:	Cotion List Entity Nat	me/ID Search (FTIII	DEN)				
- All	Alternate	ID Search (GUIALTI	2	Not Conce	eled Paid In	voices	
Fiscal Year			Cancel	Assount		Ansount	
Percent 1/1			<08C>				•
📲 start	6 Novel Group Mis	Marasart Exc I	All Access - Nor.		Strack Developer	Decementi - Me.	. 🤹 😢 R 55 AM

3) A box will appear if you click the arrow to perform a search for the Vendor ID number. Select the Entity Name/ID Search.

Entry Namey	N gibtir juam jua B	Cora (Cory (Cora 7.0 (PROD) (2003)	jip jip jip jip	inancial M	anagers	© f)	(Agenci	ionico:			DANNER 1000000000	ALISEN (K. <u>4</u>	
	Neders Last Na Nabeley%	mo	First Name	Middle Name		Change Ind				G	P			The "%" is the wildcard search in Banner Admin
K - Kendory Enter a query, pre Record 1/1	E - Elevencial Man Iss FB to execute, Ctri- Enter-Gu.	O to rancel	las 6 - Gran <080*	t Darsonn	d D. Dr	unaral Bar	B. c.			1 Doctored	PT - 10	6 0.0		

4) The FTIIDEN search form will be displayed to perform the ID number search. Perform a search for the vendor's name. Enter the last and first name or company name of the vendor you are searching for. If the correct spelling is unknown, enter "%" before and after possible spelling, then Execute Query.

Cracle Develo File Edit Optio Entity Name/	aper Forms Runtime - Web: Open ans Black Item Record Query RE (E) (Record Query RE Search FILIDEN 7.0 (PROD)	► FAIWHIS - FTIDHY Tools Help	Financial M	● 〔 →	© (x	(and a second s	oosioos ies			HANNER	ADMIN	
ID Number	Last Name	First Name	Middle Name	Entity	Change Ind	v	F	A	G	р	Туре		
DAILER2 902027223 DAILER2 902012228 DAILERH 902000052 DAILERH 902000052 DAILERH 902000052 DAILERT 902000052 DAILETC 9020102257 902010952 DAILETC 902010914 DAILEYC 902015445 PC0015445 P. Press Edd to Pecord 80085	Bailey Bailey Protection Service, Inc. Bailey Hams Construction Compare change Ordering of Records. I	Rachel Rachel Rachel Rogino Sharon Sharon Starling Starling Starling Timothy Timothy Timothy William William	A H H R R A A A C C C P P C hork C C hork				x x x x x x x x x x x x x x x x x x x	x x x x x x x x x x x x x x x x	222222222222222222		FFAY		Using the arrow keys on your keyboard, highlight the vendor you want to view.

5) A list of all vendors with those characters in the name will appear, along with their ID numbers. Double click on the number of the vendor you want to view and that vendor will be returned on the FAIVHIS form.

😤 Oracle Develop	er Forms Runtime	- Web: Open + FAIVE	115				
Ele Edit Option	Black [tem Br	ecord Query Tools (glet			A CONTRACTOR OF THE OWNER	BANNER ADMIN
🖬 🔊 🔟 i א		🍃 🐌 😫 📾 😹	🚇 i 📇 i 📧 🛛	1	<		
Wendor Histor	Query FAIVHES	7.0 (PROD) 555555					000000000000
Vander 100	Dailard	Harris Construction Com	neny, Inc.				
veneur.	C. Darota	NAME CONTROLOGICAL CONT	parity me				
CAN		Canceled	B.	O Not Cance	led		
Fiscal Year	Number Cred	R Memos Amount	Number	Invoices Amount	Number	voices Amount	
							-
			-	/			
	_			/			
				<u> </u>			
		- J					
Enter vendor code Record 18	and press NRTFLD.	LIST & COUNT HITS for	Entity Name ID Search, LivoRCa	OUP ITEM for Alterniate ID I	Bearch.		1
t start	Structure	Report Fred	The second state	The people of the	S. Dearle Decement	Si Ovorent - Mr.	10 10 155 M

6) Tab over from the Vendor ID field to display the Vendor's name. Perform a Next Block to move to the second block and view the vendor payment history.



7) A summary of all payments made to the vendor for the specified Fiscal Year will appear. Please note that you can broaden or narrow your search by selecting the 'All', 'Canceled', or 'Not Canceled' radio buttons.