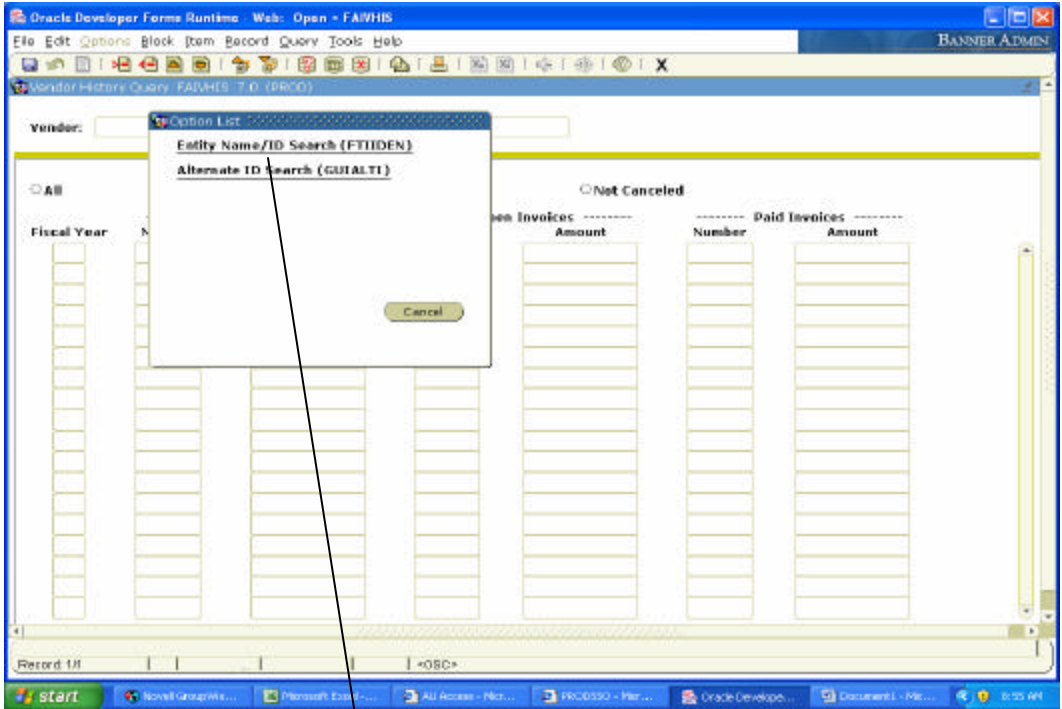


## Viewing Summary of Vendor Invoice Payments (FAIVHIS)

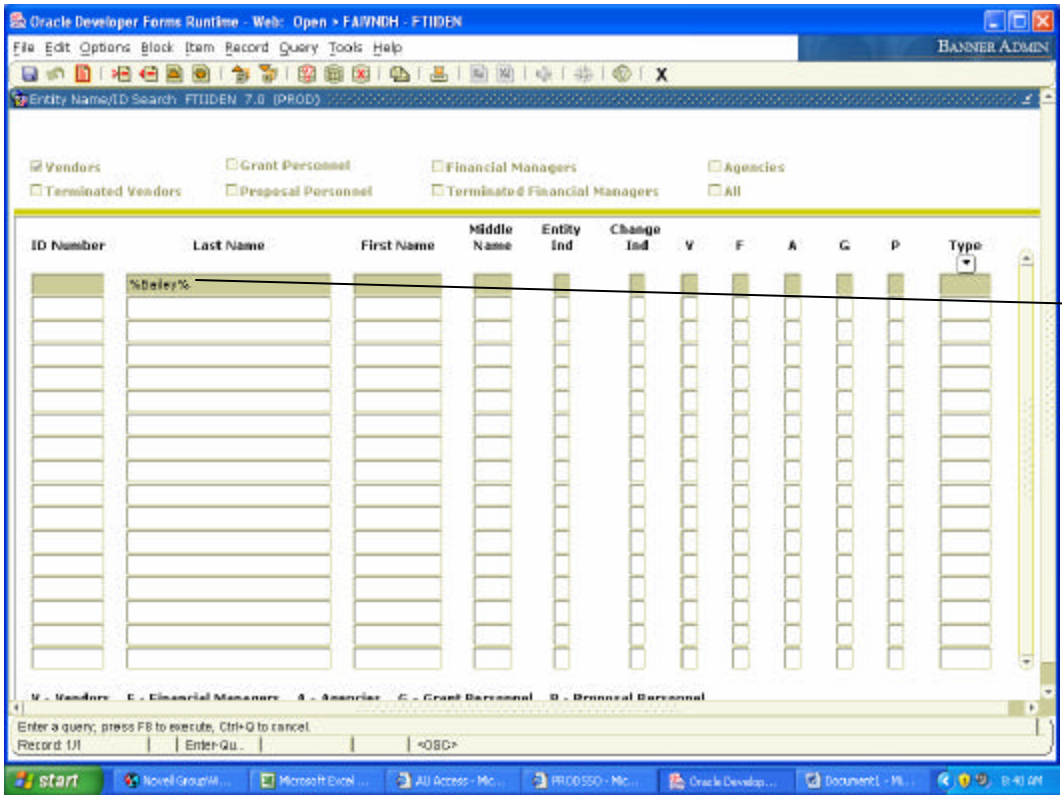
1) Access the Vendor History Query form (FAIVHIS)

Oracle Developer Forms Runtime - Web: Open - FAIVHIS  
File Edit Options Block Item Record Query Tools Help  
Banner Admin  
Vendor History Query FAIVHIS 7.0 (PROD)  
Vendor: [ ]  
All Canceled Not Canceled  
Fiscal Year Number Credit Memos Amount Open Invoices Number Open Invoices Amount Paid Invoices Number Paid Invoices Amount  
Enter vendor code and press: MKTFLD. LIST & COUNT HTS for Entity Name/ID Search; DUP ITEM for Alternate ID Search.  
Record: 1/1 | List of Valu... | >0/0  
start Novel Group/MS... Banner Admin Ac... Microsoft Excel - ... AU Access - Mgr... PROC692 - Proc... Oracle Develop... 11:06 AM

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.



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.



The “%” is the wildcard search in Banner Admin.

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.



