



UNIVERSITY OF SOUTH ALABAMA

Banner Financial Information Systems Reference Manual

Payment Search Process

Banner v. 9

Banner 9 Accounts Payable Training

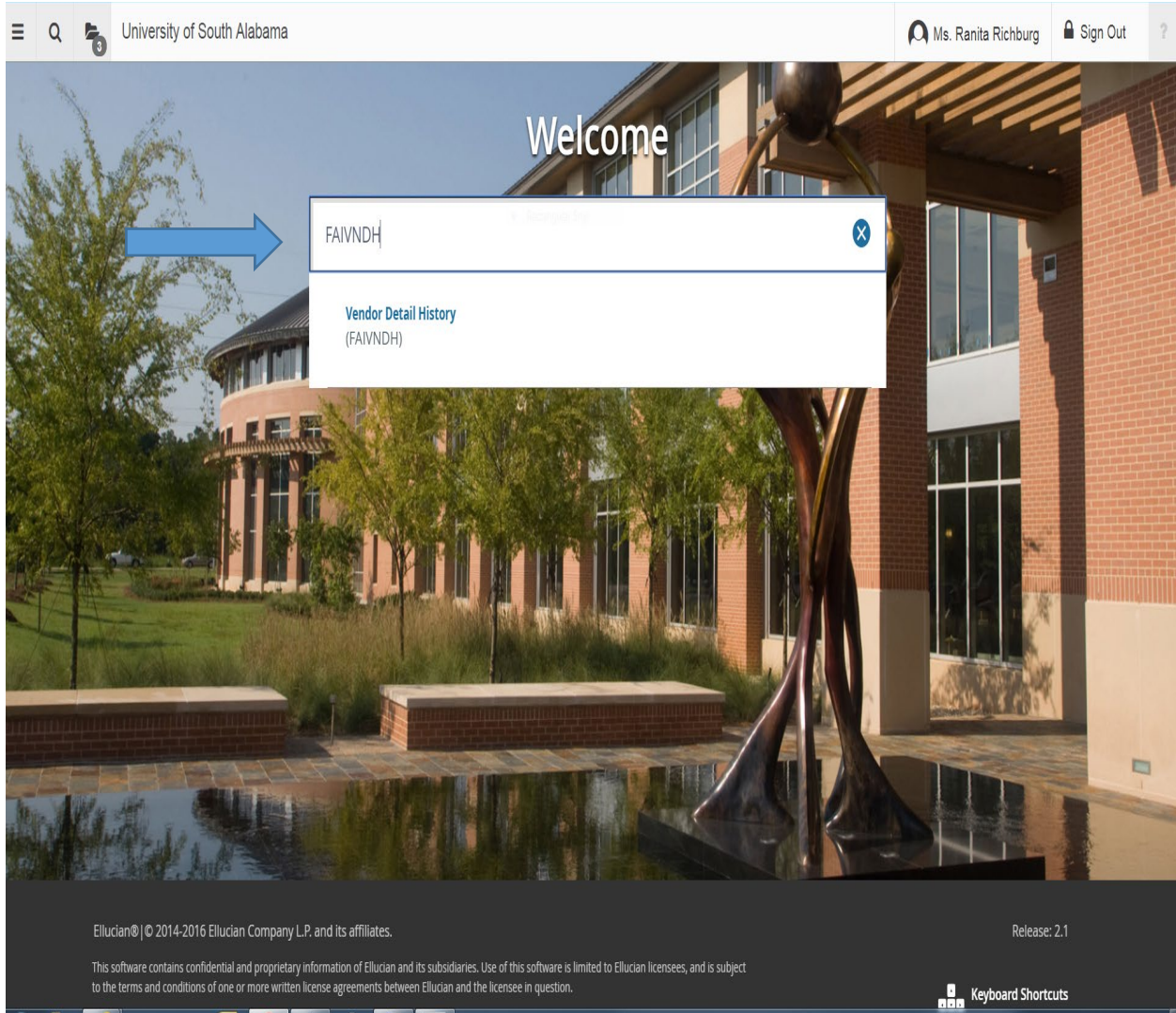
The following guidelines are provided to guide the user through Banner 9 in the search for paid invoice information.

Table of Contents

1. Searching for Paid Invoices (FAIVNDH).

PAYMENT SEARCH

Type FAIVNDH (Vendor Detail History) in the Welcome Box. Enter.



The screenshot displays a web application interface for the University of South Alabama. At the top, the header includes the university name, a search icon, and user information for Ms. Ranita Richburg with a 'Sign Out' option. The main content area features a large 'Welcome' message over a background image of a brick building and a fountain. A search box is overlaid on the image, containing the text 'FAIVNDH'. A blue arrow points to the search box. Below the search box, a dropdown menu is visible, showing the search results: 'Vendor Detail History (FAIVNDH)'. The footer contains copyright information for Ellucian, a release version of 2.1, and a 'Keyboard Shortcuts' link.

University of South Alabama

Ms. Ranita Richburg Sign Out ?

Welcome

FAIVNDH

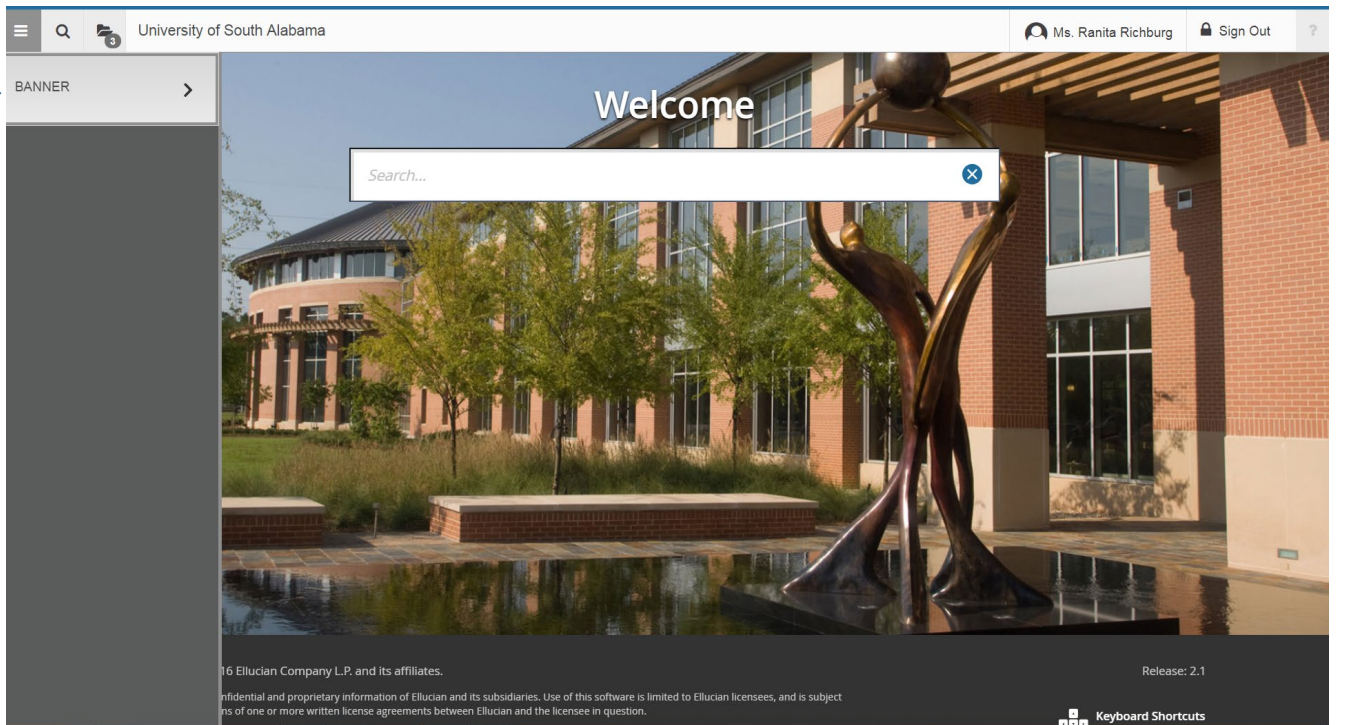
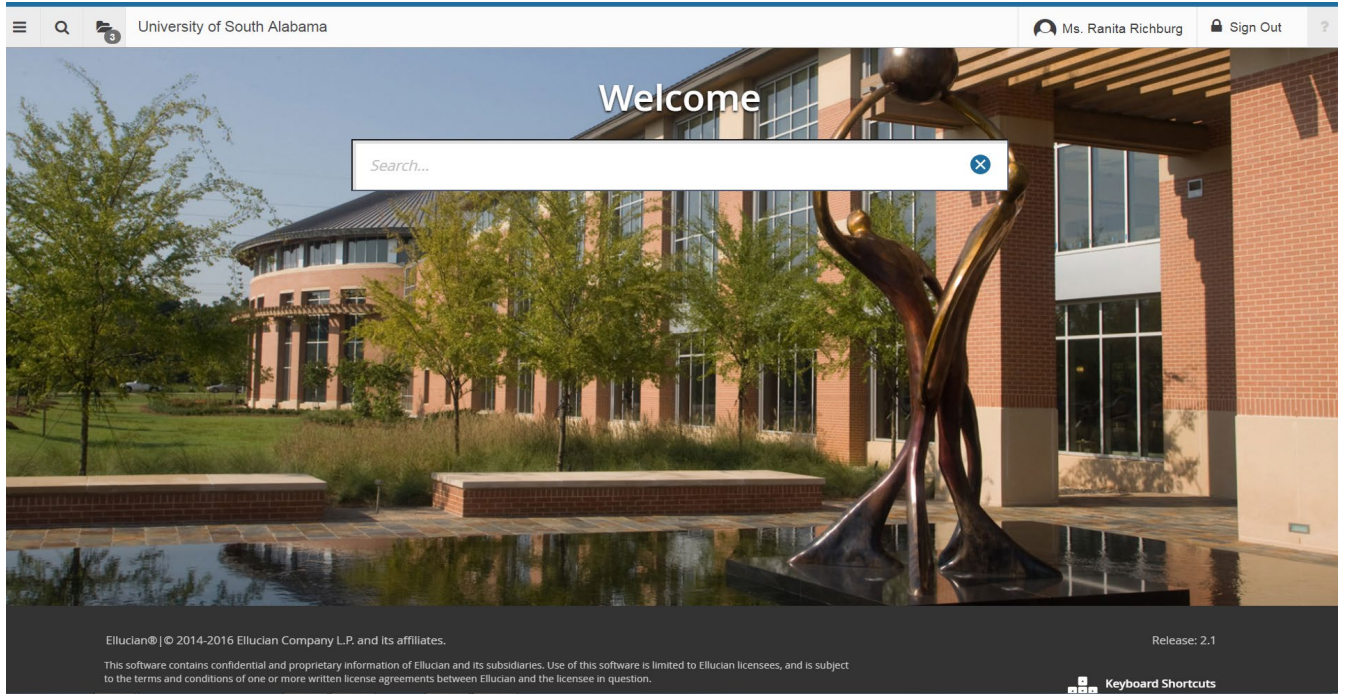
Vendor Detail History
(FAIVNDH)

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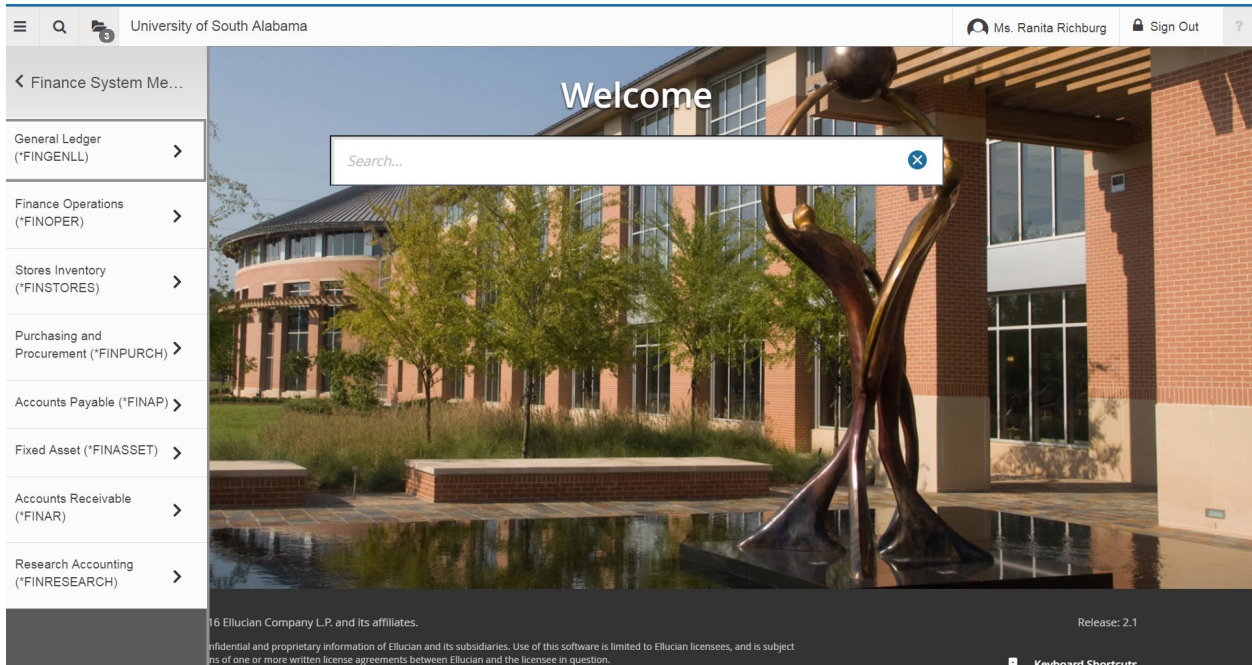
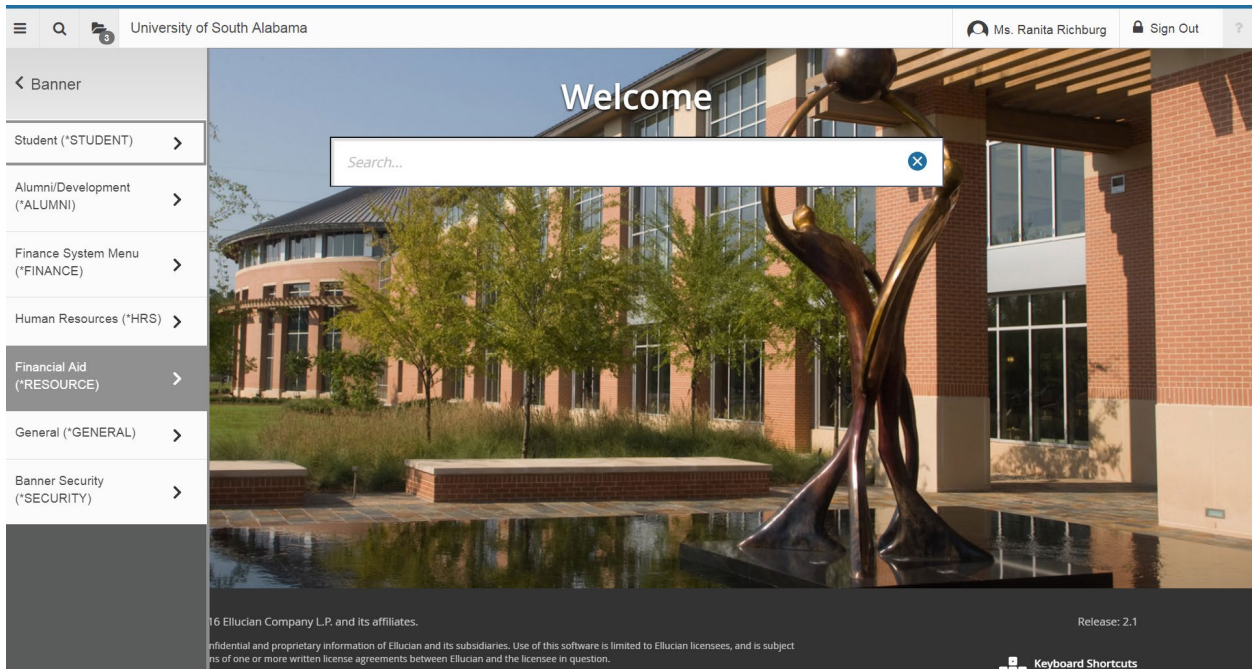
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Keyboard Shortcuts

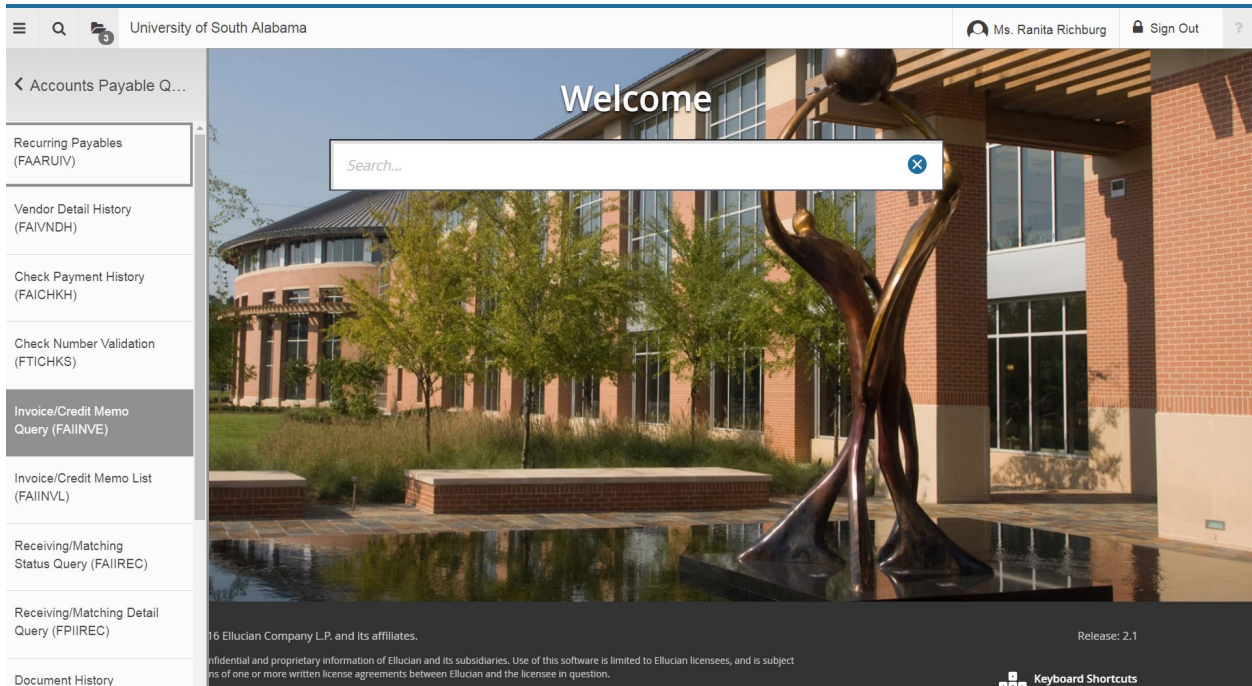
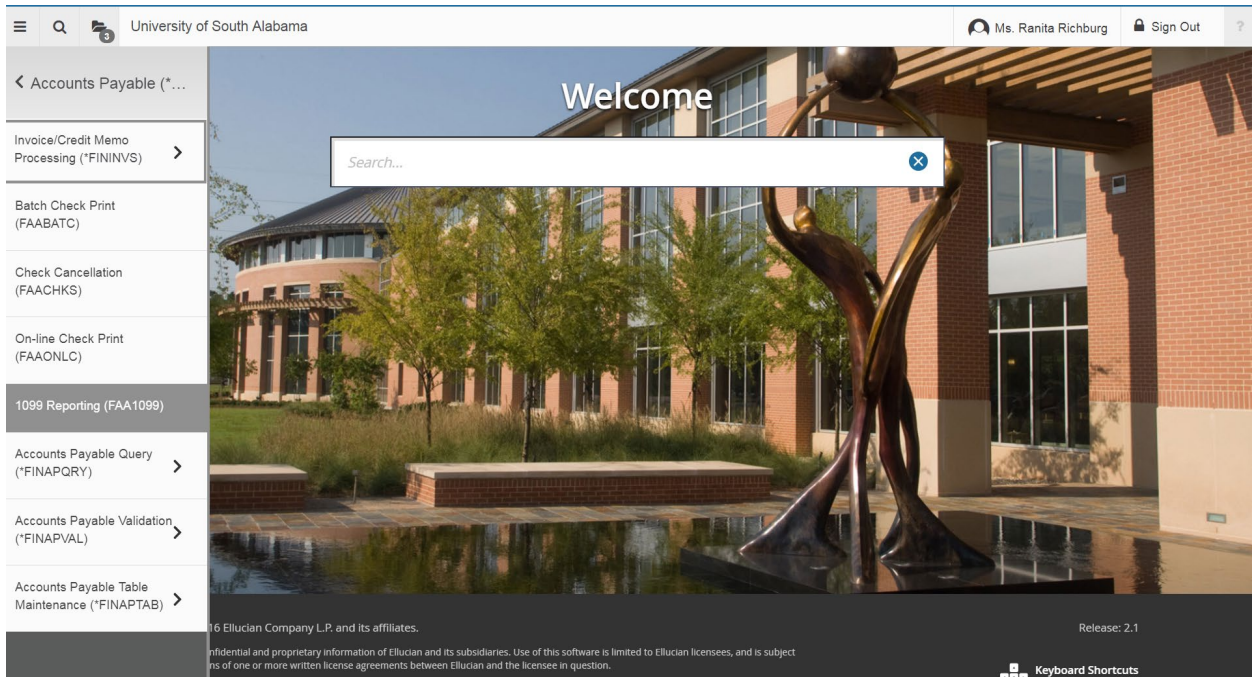
Alternatively, to get to the FAIVNDH Screen, you can click the three bars, then choose Banner...



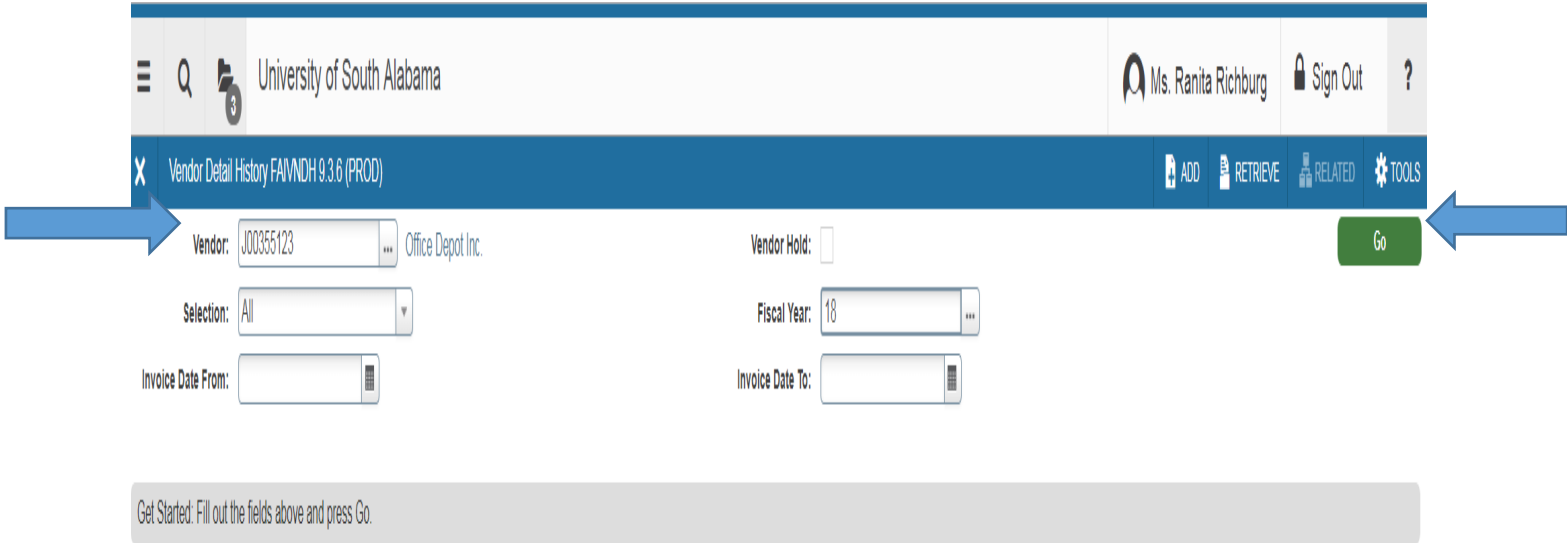
Choose the Finance System Menu, then choose the Accounts Payable...



Choose Accounts Payable Query, then choose Vendor Detail History.



Enter the J# of your vendor in the Vendor box, and click “Go”. Banner 9 takes you to the Vendor Detail History Screen, where you can search for your vendor invoice.



University of South Alabama

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Vendor Detail History FAIVNDH 9.3.6 (PROD) ADD RETRIEVE RELATED TOOLS

Vendor: J00355123 Office Depot Inc. Vendor Hold:

Selection: All Fiscal Year: 18

Invoice Date From: Invoice Date To:

Go

Get Started: Fill out the fields above and press Go.

You can search the most recent payments for your invoice to see if it has been paid, or if it is entered to be paid the next business day (the check date and check number field is blank if it is not paid). You can also click Filter to search for your invoice number or amount specifically.

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Vendor Detail History FA/VNDH 9.3.6 (PROD)

Vendor: J00355123 Office Depot Inc. Vendor Hold: Selection: All Fiscal Year: 18 Invoice Date From: Invoice Date To: Start Over

VENDOR DETAIL HISTORY

Vendor Invoice	Invoice	Approval	VIC	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amt	Due Date	Check Date	Check Number
969418388001	I1297346	Y	N	N	P	N	68.20	10/19/2017	10/20/2017	I0589785
969066451001	I1297347	Y	N	N	P	N	108.00	10/19/2017	10/20/2017	I0589785
972570135001	I1309111	Y	N	N	P	N	68.74	11/20/2017	11/21/2017	I0595124
979353256001	I1309900	Y	N	N	P	N	55.04	11/21/2017	11/22/2017	I0595457
972218994001	Z0172423	Y	N	N	P	N	123.83	12/07/2017	12/08/2017	I0598204
989814582001	Z0172588	Y	N	N	P	N	55.99	01/03/2018	01/04/2018	I0601384
999276978001	Z0172589	Y	N	N	P	N	71.17	03/13/2018	03/14/2018	I0619112
984247086001	Z0176180	Y	N	N	P	N	429.94	12/12/2017	12/13/2017	I0599047
977754607001	Z0185598	Y	Y	N	P	N	128.84	11/21/2017	11/22/2017	I0595457
977756711001	Z0185598	Y	Y	N	P	N	7.69	11/21/2017	11/22/2017	I0595457
981657462001	Z0187024	Y	Y	N	P	N	56.85	12/11/2017	12/12/2017	I0598796
981657791001	Z0187024	Y	Y	N	P	N	9.99	12/11/2017	12/12/2017	I0598796
985081087001	Z0187029	Y	N	N	P	N	54.79	12/18/2017	12/19/2017	I0600249
990586764001	Z0188078	Y	N	N	P	N	245.00	01/26/2018	01/29/2018	I0611092
114895783001	Z0191055	Y	Y	N	P	N	40.60	03/26/2018	03/27/2018	I0621408
114897847001	Z0191055	Y	Y	N	P	N	92.71	03/26/2018	03/27/2018	I0621408
114897848001	Z0191055	Y	Y	N	P	N	15.69	03/26/2018	03/27/2018	I0621408
Total							1,633.07			

20 Per Page Record 1 of 17

Choose Vendor Invoice from the drop down box, choose Equals in the next drop down box, type your invoice number in the next box, and then click Go. (Alternately you could choose Vendor Invoice Amount in the first drop down box, choose Equals in the next drop down box, type your invoice amount in the next box, and then click Go. It will pull all payments for the amount you entered. Search for your invoice.)

University of South Alabama | Ms. Ranita Richburg | Sign Out

Vendor Detail History FAIVNDH 9.3.6 (PROD) | ADD | RETRIEVE | RELATED | TOOLS

Vendor: J00355123 Office Depot Inc. Vendor Hold: Selection: All Fiscal Year: 18 Invoice Date From: Invoice Date To: Start Over

VENDOR DETAIL HISTORY | Insert | Delete | Copy | Filter

Vendor Invoice | Equals | 114897848001

Add Another Field ...

Clear All | Go

University of South Alabama | Ms. Ranita Richburg | Sign Out

Vendor Detail History FAIVNDH 9.3.6 (PROD) | ADD | RETRIEVE | RELATED | TOOLS

Vendor: J00355123 Office Depot Inc. Vendor Hold: Selection: All Fiscal Year: 18 Invoice Date From: Invoice Date To: Start Over

VENDOR DETAIL HISTORY | Insert | Delete | Copy | Filter | Filter Again

Vendor Invoice	Invoice	Approval	VIC	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amt	Due Date	Check Date	Check Number
114897848001	Z0191055	Y	Y	N	P	N	15.69	03/26/2018	03/27/2018	10621408
Total							15.69			

10 Per Page | Record 1 of 1

If you need to look up an invoice for another vendor, click Start Over, and enter the J# for your second vendor. Or click "X" to exit Vendor Detail History, and return to the Welcome box.