# 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.
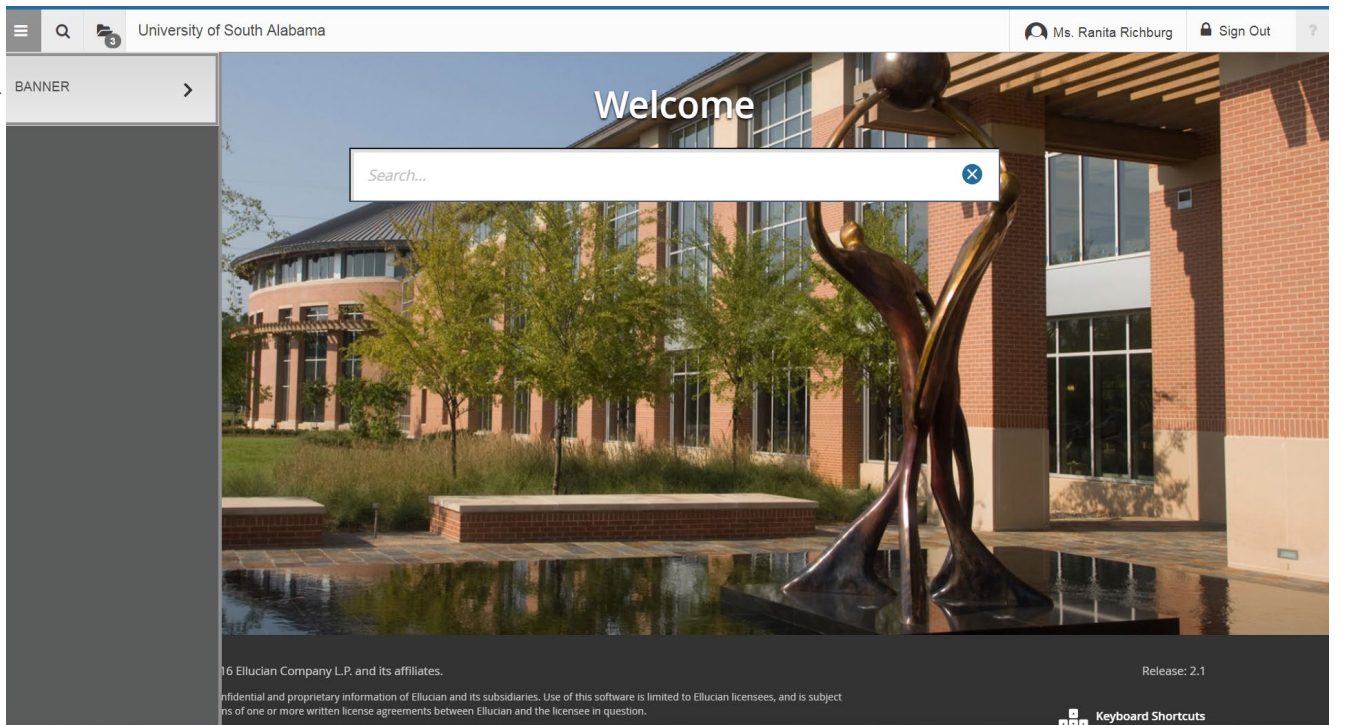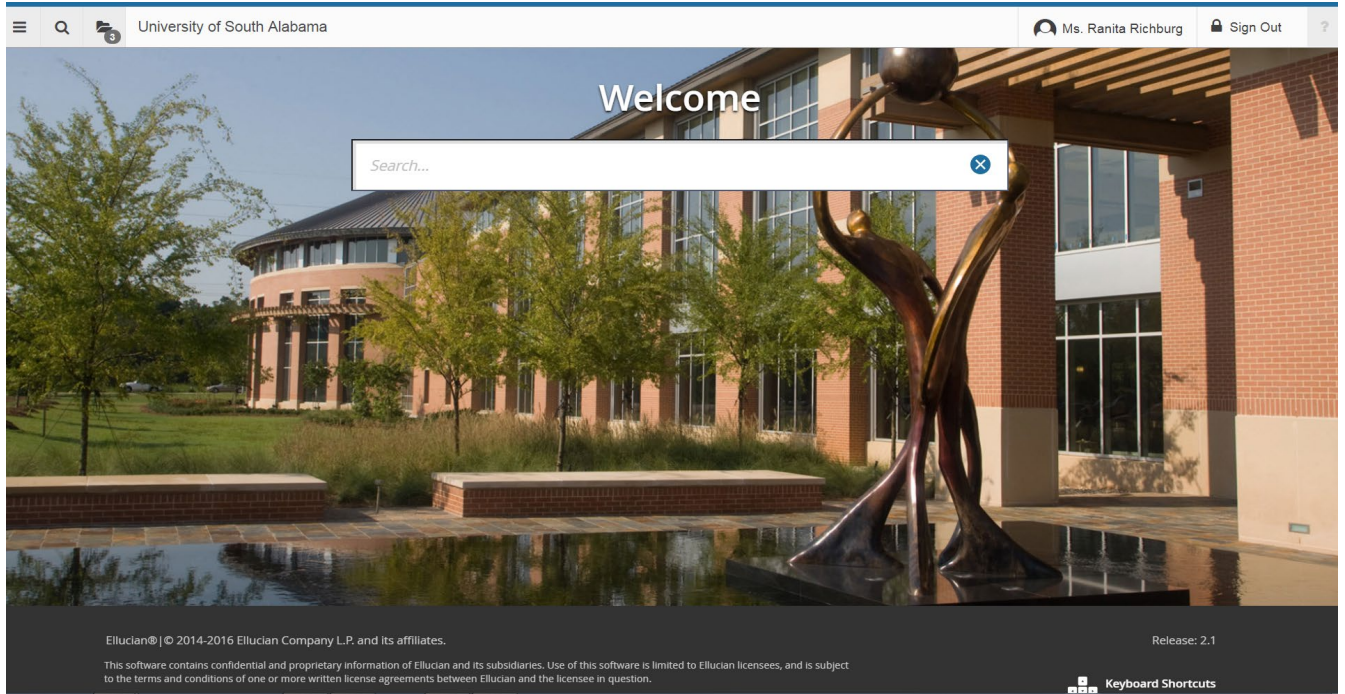
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**PAYMENT SEARCH**

Type FAIVNDH (Vendor Detail History) in the Welcome Box.  Enter.
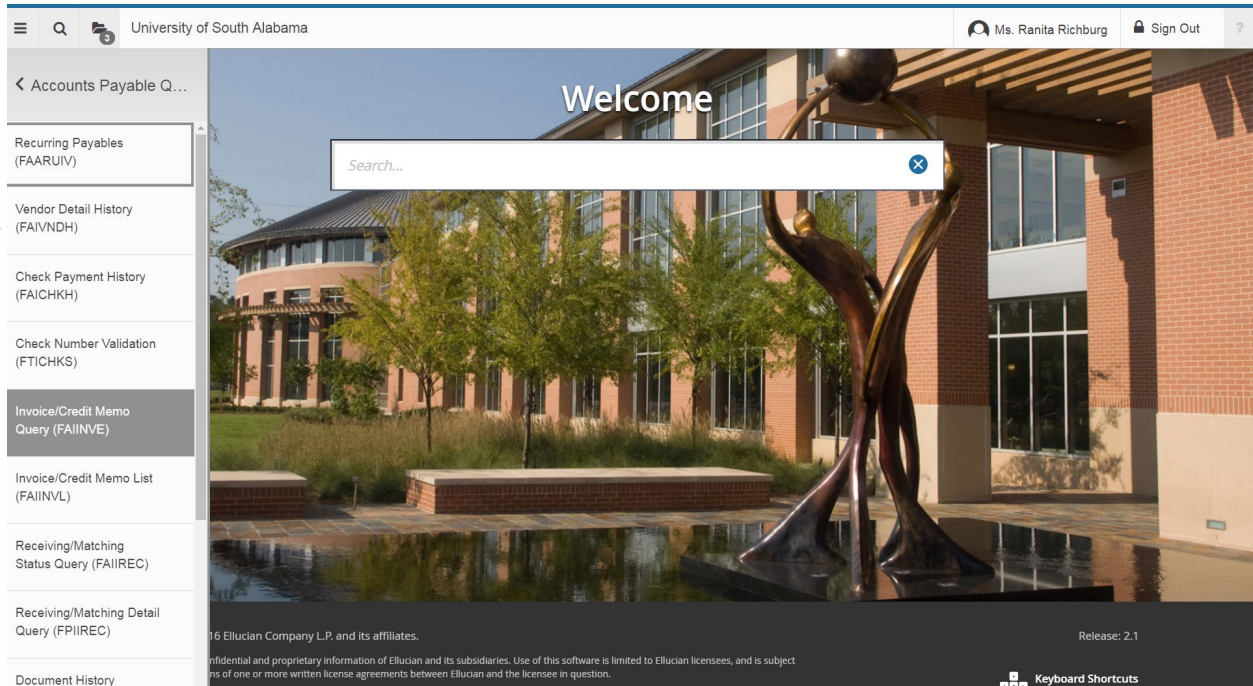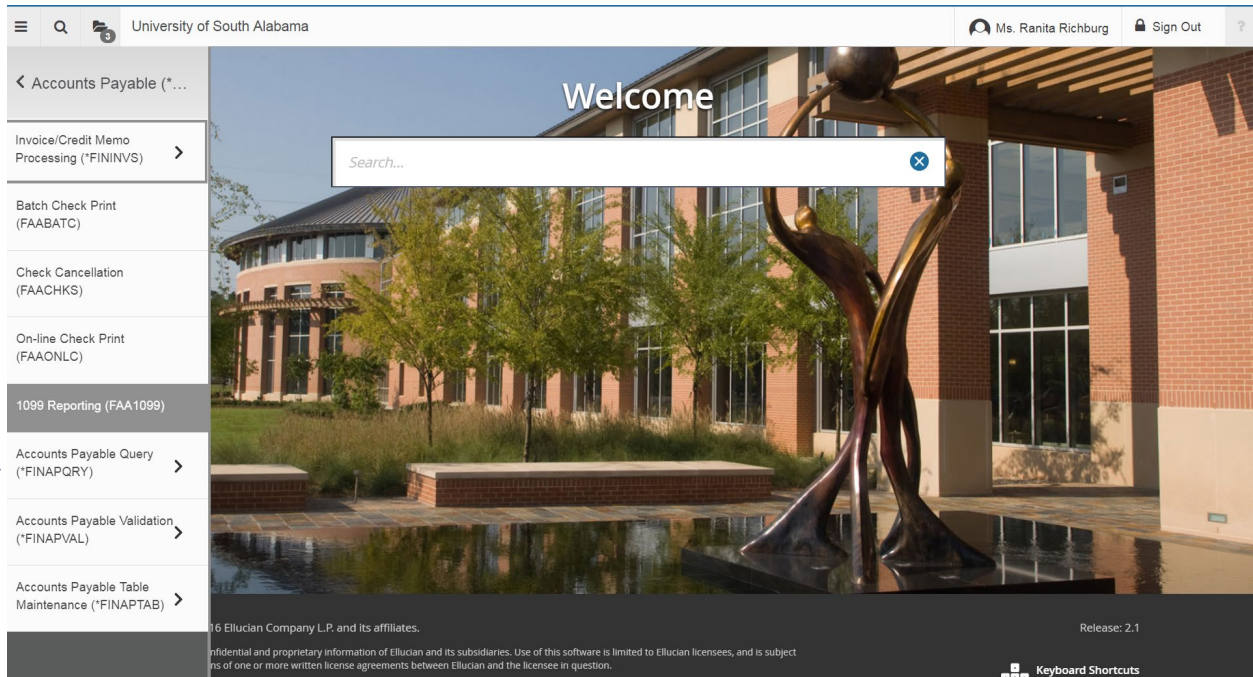
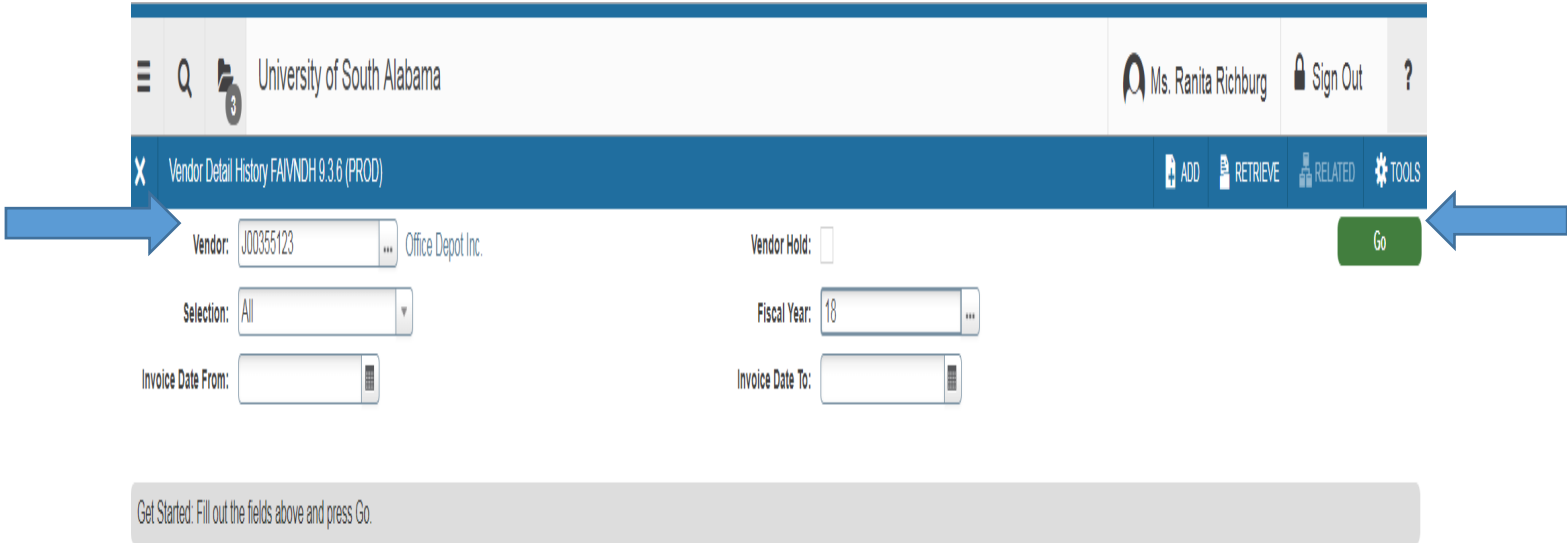Alternatively, to get to the FAIVNDH Screen, you can click the three bars, then choose Banner…

Choose the Finance System Menu, then choose the Accounts Payable…
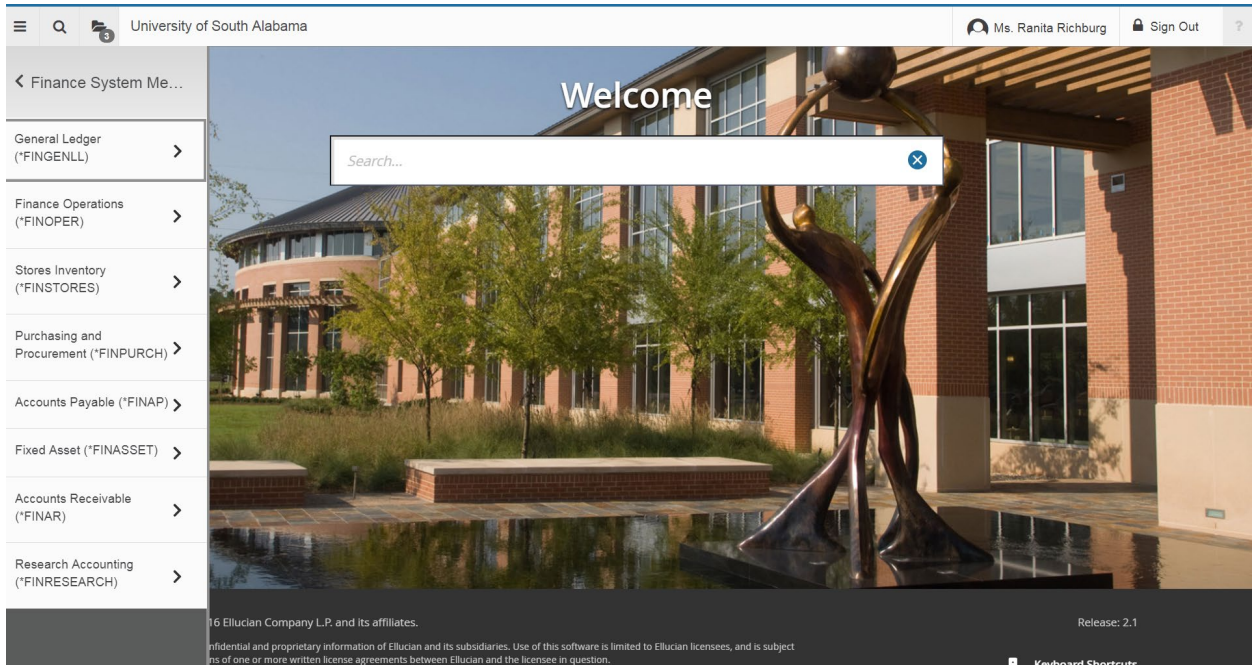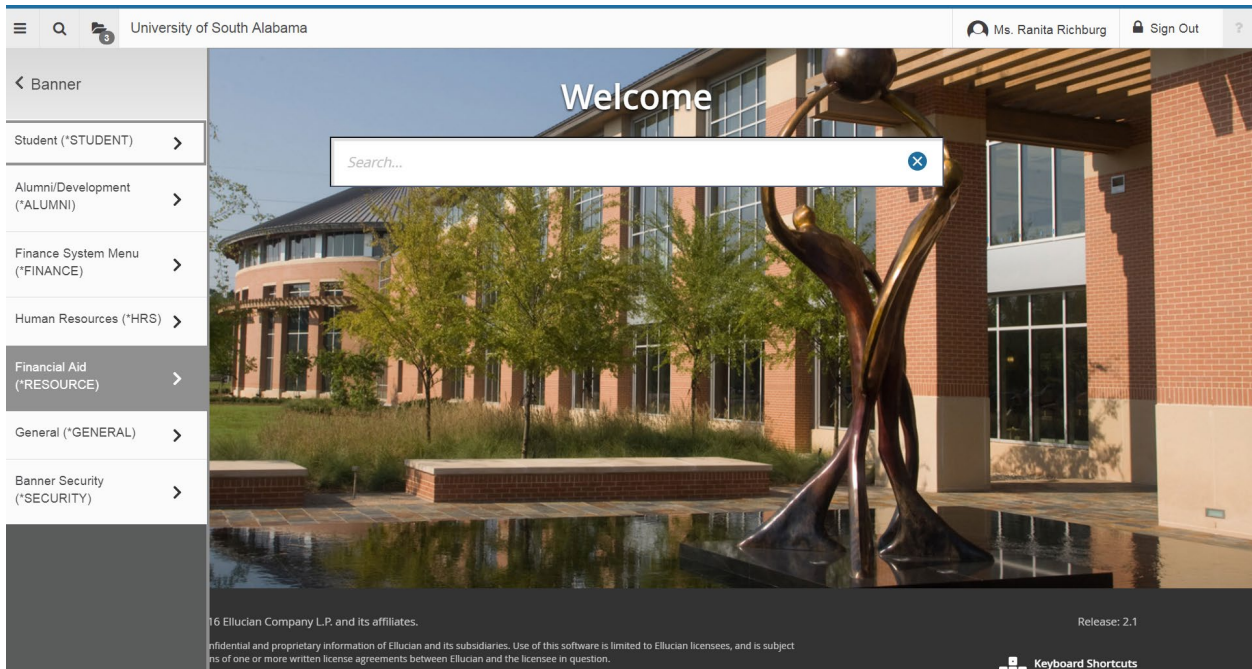
Choose Accounts Payable Query, then choose Vendor Detail History.

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.

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.

**X**   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 | Invoice | Approval | VIC | Credit Memo | Open/Paid | Cancel | Vendor Invoice Amt | Due Date | Check Date | Check Number |
|---|---|---|---|---|---|---|---|---|---|---|
| 9694183388001 | I1297346 | Y | N | N | P | N | 68.20 | 10/19/2017 | 10/20/2017 | I0589785 |
| 969966451001 | 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 |
| 9722189994001 | Z0172423 | Y | N | N | P | N | 123.83 | 12/07/2017 | 12/08/2017 | I0598204 |
| 988814582001 | 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 | | | |

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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.)





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.