



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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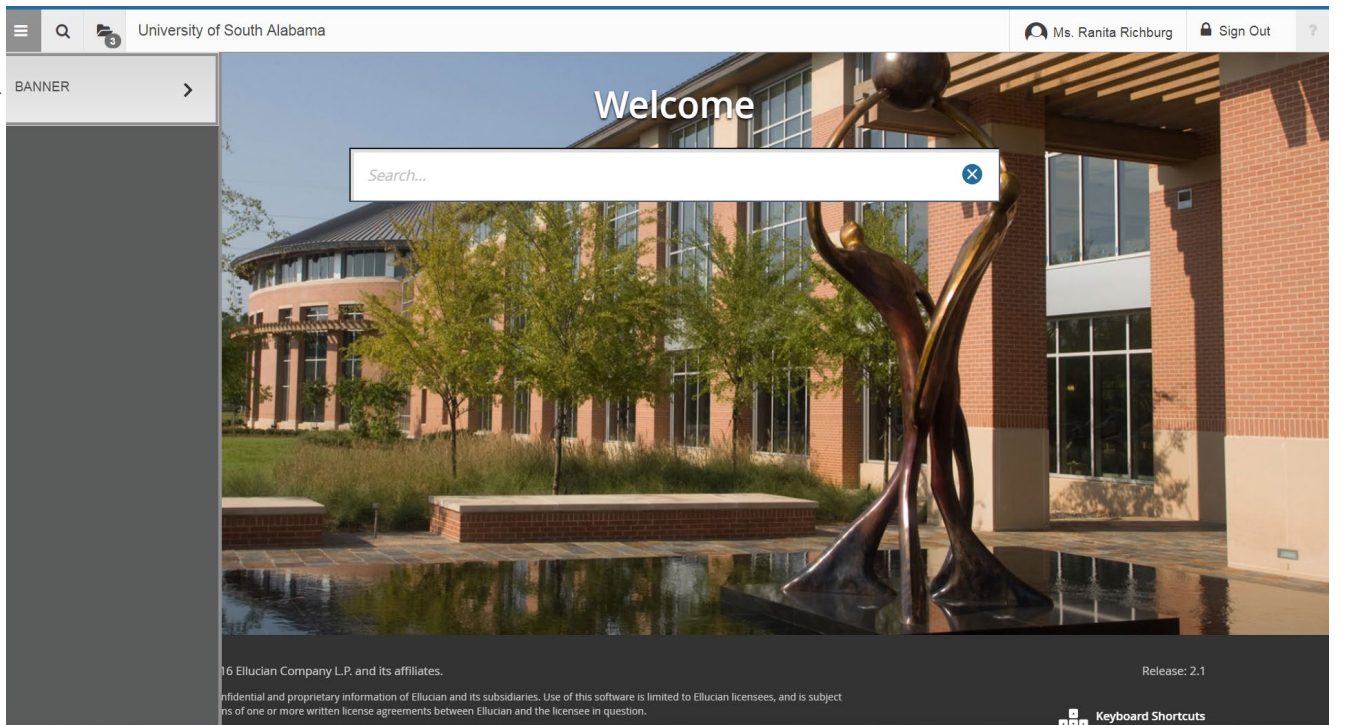
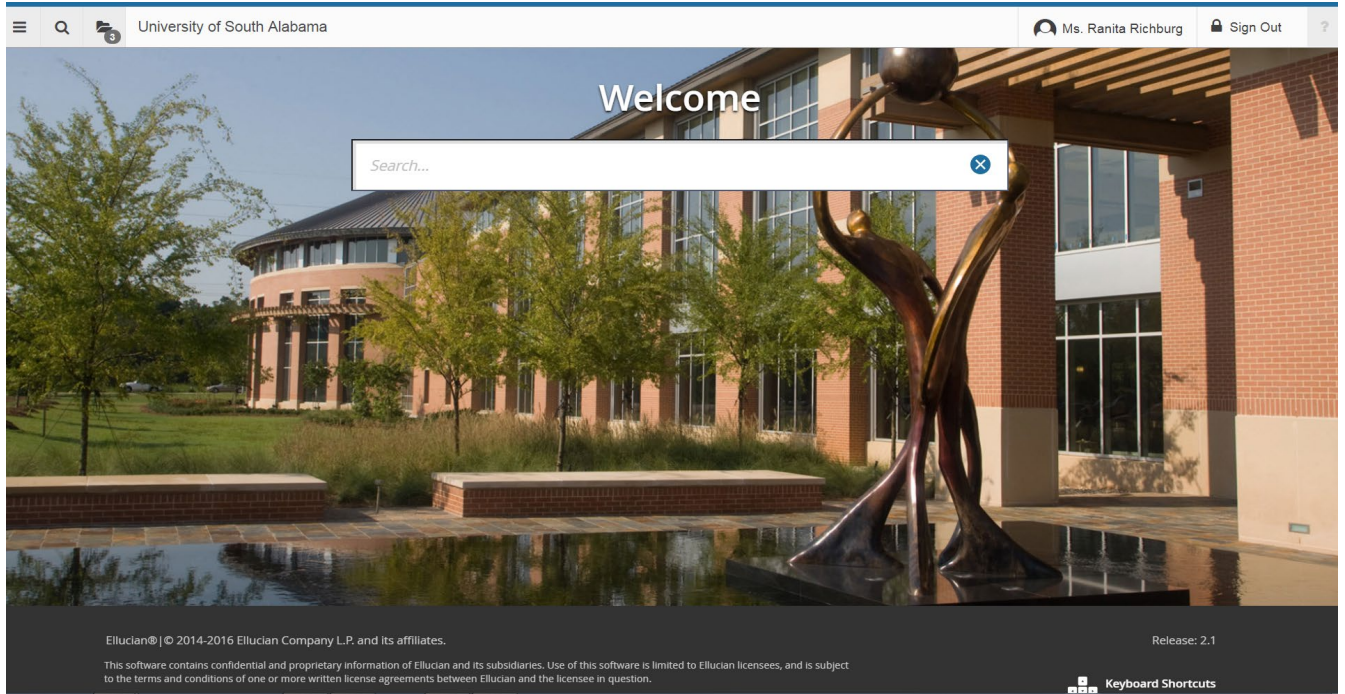
1. Searching for Paid Invoices (FAIVNDH).

PAYMENT SEARCH

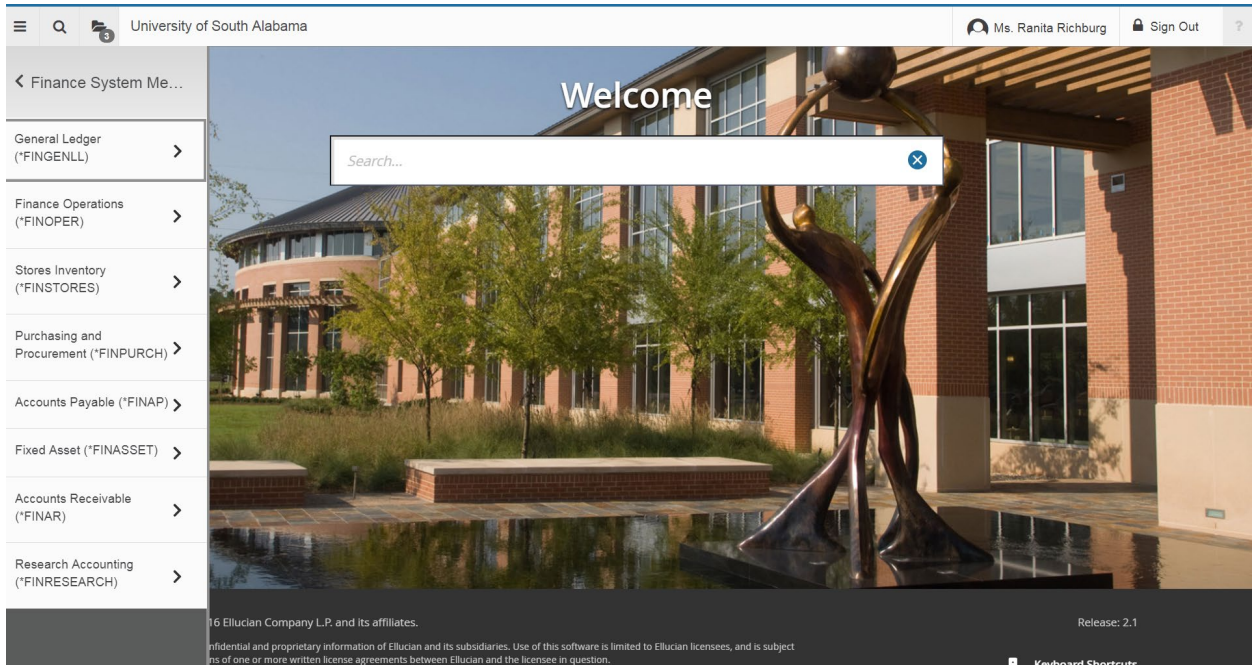
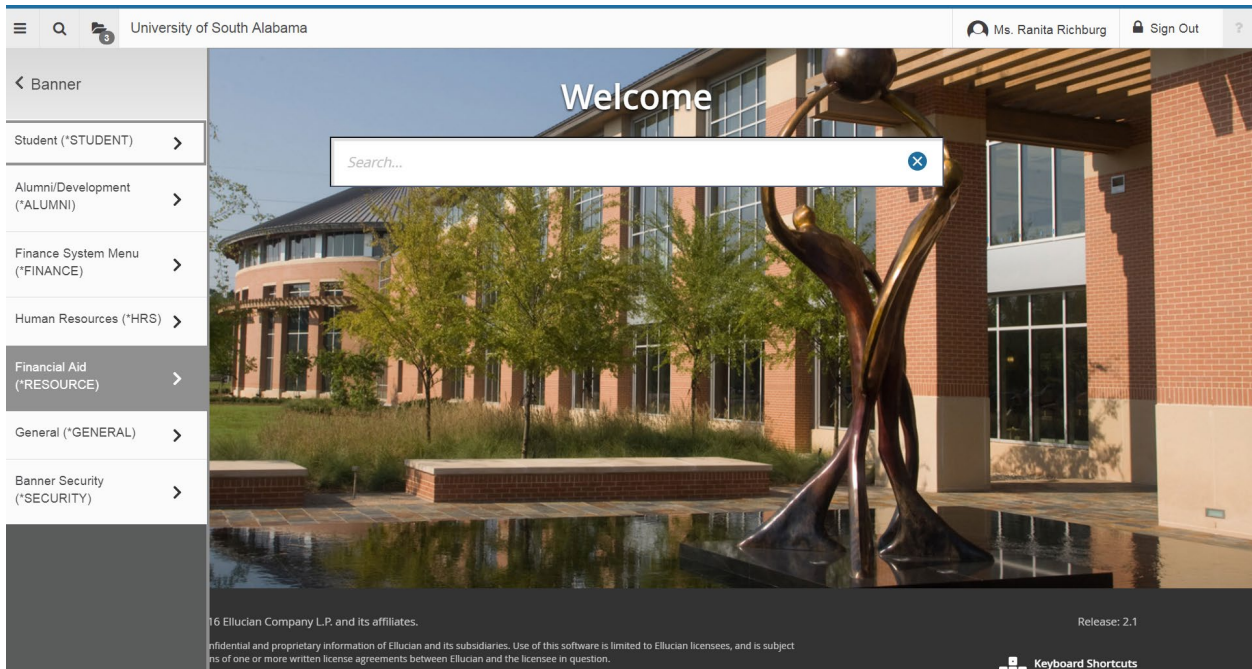
Type FAIVNDH (Vendor Detail History) in the Welcome Box. Enter.

The screenshot displays a web application interface for the University of South Alabama. At the top, there is a navigation bar with a search icon, the text 'University of South Alabama', a user profile for 'Ms. Ranita Richburg', and a 'Sign Out' button. Below the navigation bar is a large 'Welcome' message. A search box is overlaid on the page, 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 background of the page is a photograph of a brick building with a fountain in the foreground. At the bottom of the page, there is a footer with the text 'Ellucian® | © 2014-2016 Ellucian Company L.P. and its affiliates.' and 'Release: 2.1'. There is also a 'Keyboard Shortcuts' button in the bottom right corner.

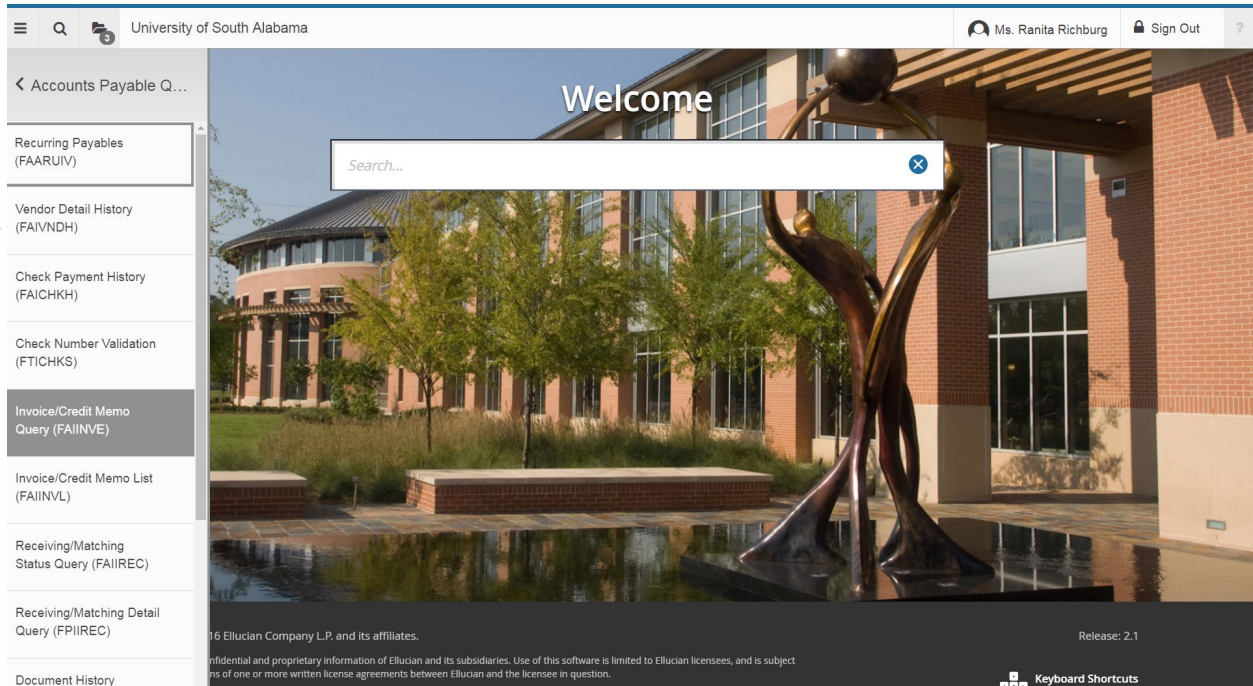
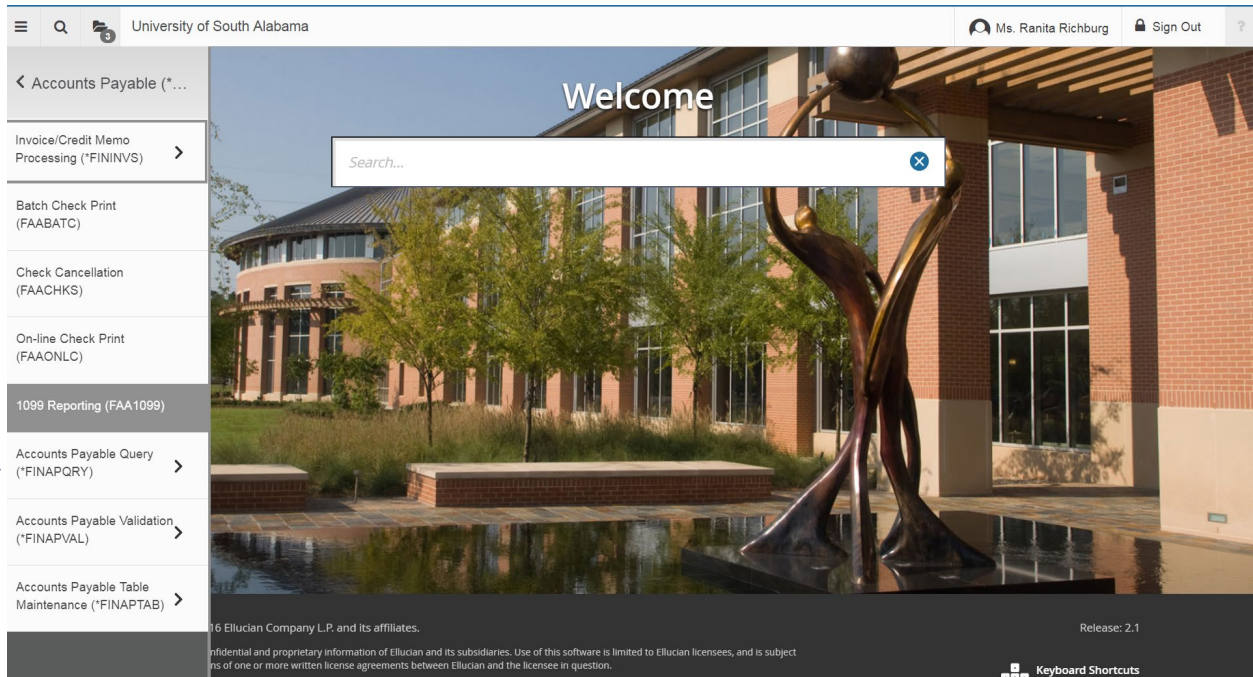
Alternatively, to get to the FAIVNDH Screen, you can click the three bars, then choose Banner...



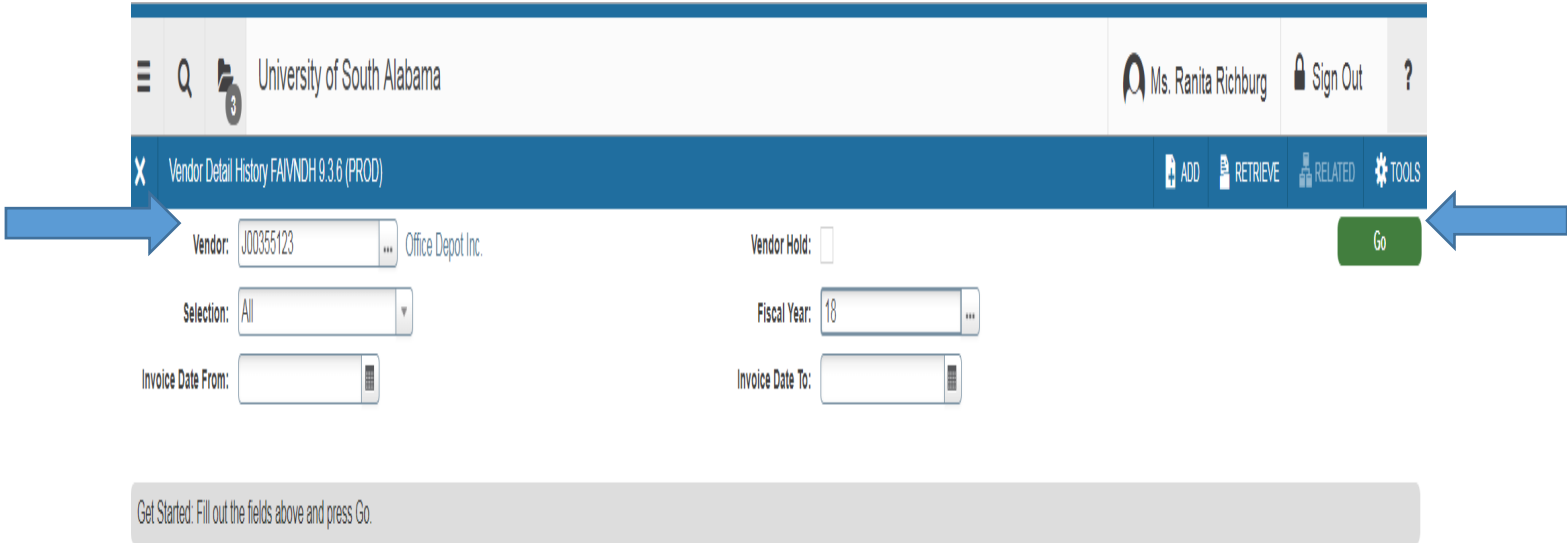
Choose the Finance System Menu, then choose the Accounts Payable...



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

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:

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.

University of South Alabama

Ms. Ranita Richburg Sign Out ?

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 | | | |

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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.)

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 | | | |

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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.