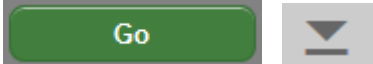
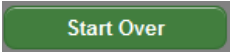


FAIVNDH: Researching an Invoice Using Vendor History

General Information

If you need to review the payment history of a specific vendor to see if an invoice has been paid, you can perform some research prior to calling the Accounts Payable Processors. If you cannot find the information you need, please contact the appropriate processor. You will need to provide the purchase order number, the vendor name, the vendor invoice number, and the date you completed the e-Receiver. **Prepayments are processed by the Travel Team assigned to your area!** And as always, Banner questions may be sent to bannerhotline@odu.edu

How to Research an Invoice Using Vendor History:

Actions and Steps	Helpful Tips & Tricks
1. Access the Vendor Detail History Form [FAIVNDH]	Type FAIVNDH in the Search Block field on the Old Dominion University Home Screen and press Enter .
2. The key information area of the Vendor Detail History Form [FAIVNDH] contains three(3) fields which must be completed: <ul style="list-style-type: none"> ◆ Vendor: Enter the Vendor Number ◆ Selection: Defaults to All ◆ Fiscal Year: Defaults to current fiscal year <i>[may be edited]</i> 	Other selections include: <ul style="list-style-type: none"> ◆ Credit Memo ◆ Open ◆ Paid
3. Hit the Go Button to load all the information about the vendor's payment history. The following information is displayed: <ul style="list-style-type: none"> ◆ Vendor Invoice: lists all vendor invoices for this vendor ◆ Invoice: Banner-generated reference number <ul style="list-style-type: none"> ➢ Approval: shows if an item was approved (Y or N) ➢ VIC Ind: not used at this time ➢ Credit Memo: shows if an item is a credit memo (Y or N) ➢ Open/Paid: indicates O(pen) or P(aid) ➢ Cancel: shows if item has been cancelled (Y or N) ◆ Vendor Invoice Amt: the amount of that specific vendor invoice ◆ Due Date: displays the date an invoice is expected to be paid ◆ Check Date: when the check is cut, displays the check date ◆ Check Number: if applicable 	Go Button or Down Arrow:  When you view a listing of vendor invoices, keep in mind that all invoices processed by the University for this vendor are shown here. You can also view the invoice info by selecting View Invoice Information [FAIINVE] from the Related pull-down menu. The check date is generally about a week before mailing – allows for auditing
4. Click on Start Over Button or the Tools > Refresh to return to the key information area of the form.	Start Over Button: 
5. Remember to log out of Banner to ensure the security of information.	Click on the ODU Home Screen button on the toolbar to return to the Home Screen.

FAIVNDH Sample Screenshot:

Vendor Detail History FAIVNDH 9.3.6 (PPRD2_DB) [ADD] [RETRIEVE] [RELATED] [TOOLS]

Vendor: **BLOCKED FOR CONFIDENTIALITY** 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
500108100001549	I1800915	Y	N	N	P	N	417.19	08/04/2017	08/04/2017	91800481
500108100001550	I1800917	Y	N	N	P	N	417.19	08/04/2017	08/04/2017	91800482
000005450000198	I1800919	Y	N	N	P	N	386.75	08/04/2017	08/04/2017	91800483
000005450000199	I1800920	Y	N	N	P	N	387.26	08/04/2017	08/04/2017	91800484
500108100001558	I1801027	Y	N	N	P	N	541.46	08/14/2017	08/14/2017	91800565
500108100001559	I1801029	Y	N	N	P	N	277.30	08/14/2017	08/14/2017	91800566
500108100001560	I1801030	Y	N	N	P	N	188.88	08/14/2017	08/14/2017	91800567
500108100001563	I1801031	Y	N	N	P	N	224.76	08/14/2017	08/14/2017	91800568
500108100001536	I1801213	Y	N	N	P	N	6,315.00	08/22/2017	08/22/2017	91800602
500108100001541	I1801215	Y	N	N	P	N	5,695.00	08/22/2017	08/22/2017	91800603
500108100001542	I1801217	Y	N	N	P	N	887.50	08/22/2017	08/22/2017	91800604
500108100001551	I1801284	Y	N	N	P	N	10,071.21	08/01/2017	08/02/2017	91800466
500108100001569	I1801323	Y	N	N	P	N	547.69	08/22/2017	08/22/2017	91800606
M1000900	I1801776	Y	N	N	P	N	12,855.00	08/08/2017	08/09/2017	91800522
500108100001586	I1801879	Y	N	N	P	N	496.00	08/22/2017	08/22/2017	91800605
500108100001581	I1801881	Y	N	N	P	N	505.46	08/22/2017	08/22/2017	91800607
500108100001582	I1801883	Y	N	N	P	N	293.40	08/22/2017	08/22/2017	91800608
500108100001589	I1801884	Y	N	N	P	N	42.50	08/22/2017	08/22/2017	91800609
500108100001592	I1801886	Y	N	N	P	N	393.89	08/22/2017	08/22/2017	91800610
500108100001593	I1801888	Y	N	N	P	N	207.96	08/22/2017	08/22/2017	91800611
Total							20,807,424.26			

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EDIT Record: 1/220 FABINVDH_BLOCK.FAIVVIC2_VEND_INV_CODE (1) SAVE ellucian

Helpful Tips & Tricks:

- ◆ This form goes hand-in-hand with **FTIIDEN: Finding a Vendor Number** handout. Be sure to refer to it as you work in **FAIVNDH!**
- ◆ Remember to refer to the Procurement Directory on the website at: <https://ww1.odu.edu/procurement/directory> for the most-current contact information for the AP Processing Team. Below are the current Points-of-Contact:
 - Prepayments are handled by the Travel Team assigned to your area.
 - Accounts Payable Manager: 683.4813
 - Accounts Payable Processing Supervisor: 683.4528
 - Accounts Payable Audit Supervisor: 683.4762
 - Accounts Payable Travel Processing Supervisor: 683.5020
- ◆ Get in the habit of locking your computer screen every time you step away from your computer. To do so, enter **Ctrl-Alt-Del** and click **Lock this Computer**