FAIVNDH – Vendor Detail History (Admin Pages)

General Information
Review the payment history of a specific vendor to see if an invoice has been paid, please perform research prior to contacting Accounting. If you cannot find the information needed, please email accountspayable@memphis.edu. You will need to provide the purchase order number, U#, vendor name, vendor invoice number, and the date invoice was sent to Accounting.

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 **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: • **Vendor:** Enter the Vendor Number • **Selection:** Defaults to **All** • **Fiscal Year: Defaults to current fiscal year** *[may be edited]*	Other selections include: • Credit Memo • Open • Paid
3. Hit the **Go Button** or **Alt + PgDn** or **Down Arrow at the bottom of Page** to load all the information about the vendor's payment history. The following information is displayed: • **Vendor Invoice**: lists all vendor invoices for this vendor • **Invoice**: Banner-generated reference number • **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 **Alt + PgDn** or **Down Arrow**: Go ▼ 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 *Related Menu Button* - *View Invoice Information [FAIINVE]*.
4. Click on **Start Over** Button or the **Tools > Refresh** to return to the key information area of the form.	**Start Over Button:** Start Over Click on the **Home Screen** button on the toolbar to return to the Home Screen. Home