Viewing Summary of Vendor Invoice Payments (FAIVHIS)

1) Access the Vendor History Query form (FAIVHIS)

2) If you know the ID number of the vendor you are reviewing, type it in the field beside “Vendor” in the first block. If you do not know the ID number of the vendor, click on the drop down arrow to access the search form.
3) A box will appear if you click the arrow to perform a search for the Vendor ID number. Select the Entity Name/ID Search.

4) The FTIIDEN search form will be displayed to perform the ID number search. Perform a search for the vendor’s name. Enter the last and first name or company name of the vendor you are searching for. If the correct spelling is unknown, enter “%” before and after possible spelling, then Execute Query.
Using the arrow keys on your keyboard, highlight the vendor you want to view.

5) A list of all vendors with those characters in the name will appear, along with their ID numbers. Double click on the number of the vendor you want to view and that vendor will be returned on the FAIVHIS form.

Using the arrow keys on your keyboard, highlight the vendor you want to view.

6) Tab over from the Vendor ID field to display the Vendor’s name. Perform a Next Block to move to the second block and view the vendor payment history.
7) A summary of all payments made to the vendor for the specified Fiscal Year will appear. Please note that you can broaden or narrow your search by selecting the ‘All’, ‘Canceled’, or ‘Not Canceled’ radio buttons.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Credit Memo Number</th>
<th>Credit Memo Amount</th>
<th>Open Invoices Number</th>
<th>Open Invoices Amount</th>
<th>Paid Invoices Number</th>
<th>Paid Invoices Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006</td>
<td>1</td>
<td>2,279.00</td>
<td>1</td>
<td>112.50</td>
<td>860</td>
<td>7,002,787.89</td>
</tr>
</tbody>
</table>

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