

View Vendor Detail History – FAIVNDH

1. Enter Banner ID or Vendor ID Number. Press TAB on your keyboard.
2. If you're unable to locate the Vendor ID Number...see step 9 below.
3. The current fiscal year will default in this field, but if you'd like to see a broader range of invoice payments, delete the value. Press TAB on your keyboard.
4. Click "Go".

Southern Vendor Detail History FAIVNDH 9.3.31 (PROD)

Vendor: *** Vendor Hold: ☐ **Go**

Selection: All Fiscal Year: 26 ***

Invoice Date From: Invoice Date To:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

5. Depending on the specific detail search, you can sort by clicking on the column header.
6. Sorting by "Due Date" will show you the most recent payments processed.
7. Sorting by "Vendor Invoice" will list invoices A-Z, or numerically.
8. Once the proper invoice is located, the detail history line will contain basic payment information
 - a. NOTE: The check number written as a **number** (i.e. 00550496), denotes that a check has been sent via USPS.
 - b. NOTE: The check number written as **!number** (i.e. !00550496), denotes that a check has been sent via direct deposit.

Southern Vendor Detail History FAIVNDH 9.3.31 (PROD)

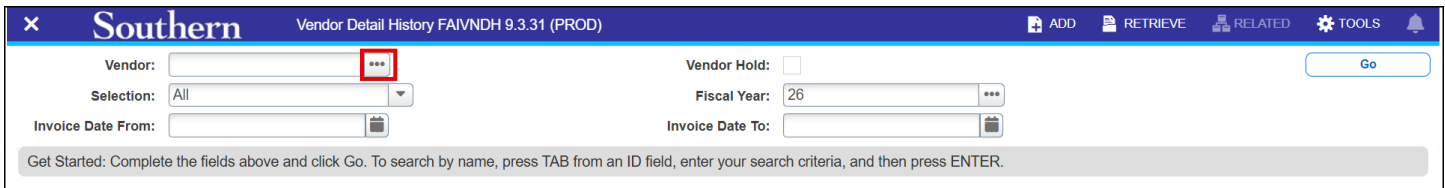
Vendor: 232259884 Verizon Communications Inc Vendor Hold: ☐ Selection: All Fiscal Year: 26 Invoice Date From: Invoice Date To: **Start Over**

▼ VENDOR DETAIL HISTORY

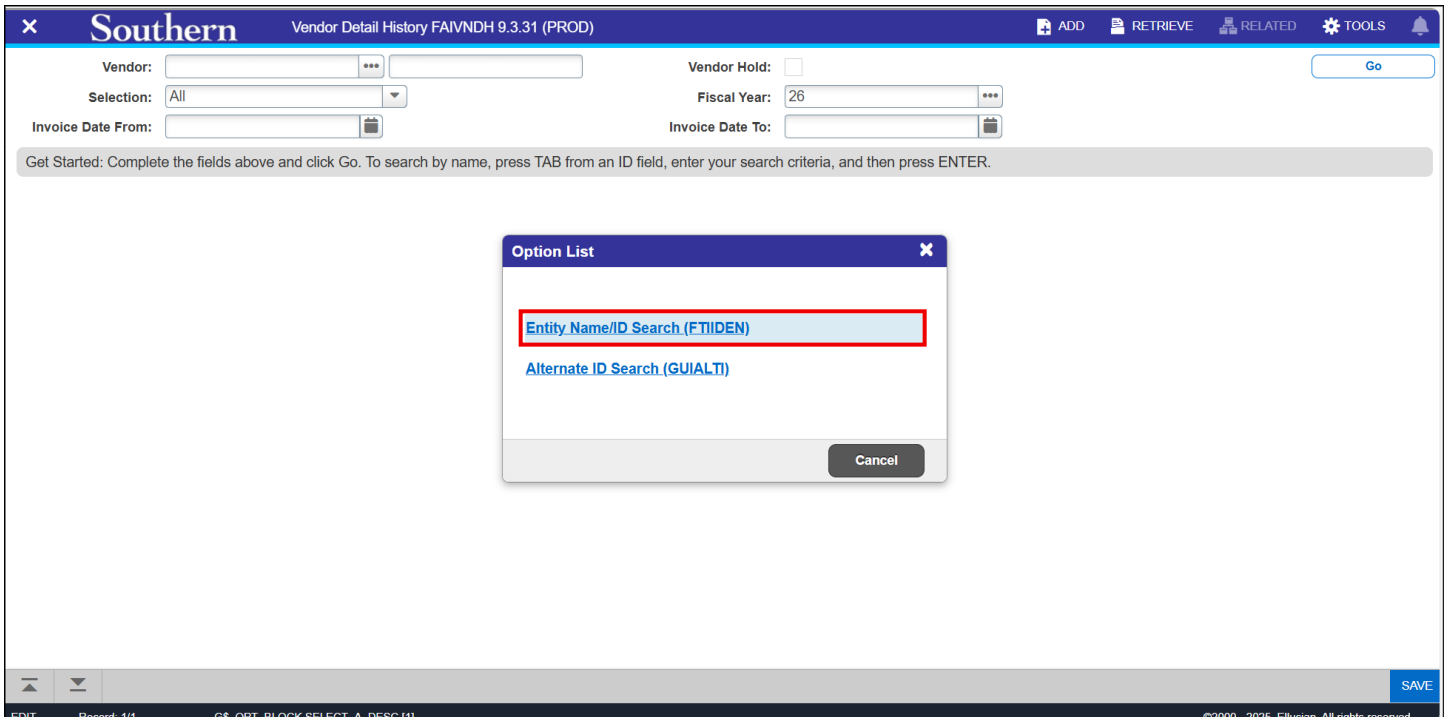
Vendor Invoice	Invoice	Approval	Multiple	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amount	Due Date	Check Date	Check Number
9978375096	I0480100	YES	NO	NO	PAID	NO	7,307.28	08/20/2025	08/20/2025	00550496
6100785722	I0480484	YES	NO	NO	PAID	NO	701.94	09/10/2025	09/10/2025	00550646
6103229546	I0480485	YES	NO	NO	PAID	NO	3,692.48	09/10/2025	09/10/2025	00550646
6108143228	I0480488	YES	NO	NO	PAID	NO	3,400.96	09/10/2025	09/10/2025	00550646
6113140645	I0480489	YES	NO	NO	PAID	NO	3,606.51	09/10/2025	09/10/2025	00550646
6115649773	I0480490	YES	NO	NO	PAID	NO	3,499.68	09/10/2025	09/10/2025	00550646
6105673991	I0480492	YES	NO	YES	PAID	NO	-5,013.25	09/10/2025	09/10/2025	00550646
6110641044	I0480494	YES	NO	YES	PAID	NO	-642.39	09/10/2025	09/10/2025	00550646
6108265859	I0480515	YES	NO	NO	PAID	NO	109.40	09/17/2025	09/17/2025	00550703
6110763960	I0480516	YES	NO	NO	PAID	NO	194.05	09/17/2025	09/17/2025	00550703
6113263342	I0480517	YES	NO	NO	PAID	NO	50.05	09/17/2025	09/17/2025	00550703
6115773306	I0480518	YES	NO	NO	PAID	NO	50.05	09/17/2025	09/17/2025	00550703
6118285842	I0480519	YES	NO	NO	PAID	NO	50.05	09/17/2025	09/17/2025	00550703
6120787079	I0480520	YES	NO	NO	PAID	NO	50.05	09/17/2025	09/17/2025	00550703
6120711493	I0480669	YES	NO	NO	PAID	NO	38.29	09/24/2025	09/24/2025	00550773
6123270857	I0480775	YES	NO	NO	PAID	NO	50.05	09/24/2025	09/24/2025	00550773
6105795050	I0480806	YES	NO	NO	PAID	NO	109.40	09/24/2025	09/24/2025	00550773
Total							17,254.60			

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9. Click the three dots next to the Vendor field



10. Click “Entity Name/ID Search (FTIIDEN)”.



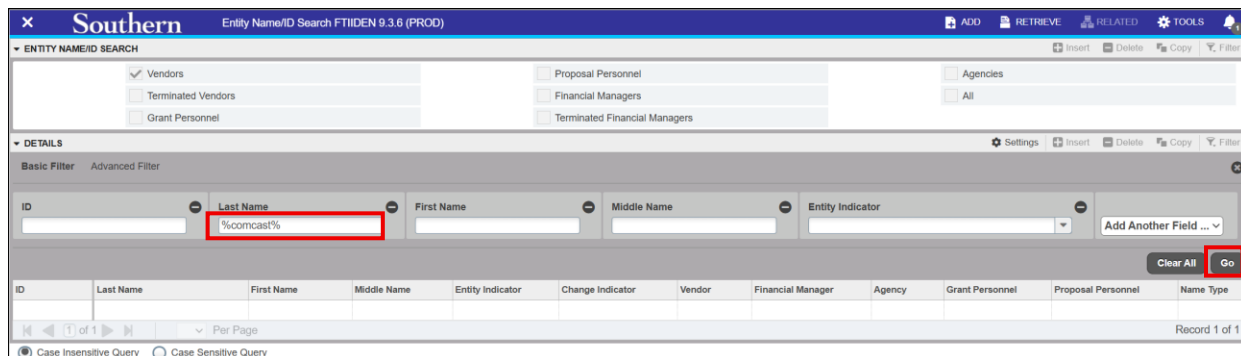
11. For a Vendor search...in the “Last Name” field, enter some portion of the vendor’s name (i.e. %comcast%).

- a. Utilizing the “%” acts as a wild card. This tells banner to search the database for any vendor with comcast anywhere in the name broadening the search results.

12. For a Person search...in the “Last Name” field, enter some portion of the person’s last name (i.e. %smith%).

- a. Utilizing the “%” acts as a wild card. This tells banner to search the database for any vendor with smith anywhere in the last name broadening the search results.

13. Click “Go”.



14. Click on the appropriate “ID”.

15. Click “SELECT”.

a. This will bring you back to the Vendor Detail Screen (FAIVNDH) to resume your search.

Southern Entity Name/ID Search FTIIDEN 9.3.6 (PROD)

ADD RETRIEVE RELATED TOOLS

ENTITY NAME/ID SEARCH

Insert Delete Copy Filter

☒ Vendors ☐ Proposal Personnel ☐ Agencies
☐ Terminated Vendors ☐ Financial Managers ☐ All
☐ Grant Personnel ☐ Terminated Financial Managers

DETAILS Settings Insert Delete Copy Filter

Active filters: Last Name: %comcast% Clear All Filter Again

ID	Last Name	First Name	Middle Name	Entity Indicator	Change Indicator	Vendor	Financial Manager	Agency	Grant Personnel	Proposal Personnel	Name Type
231709202	Comcast Business Com...			Corporation		Yes	No	No	No	No	
70340490	Comcast Cable			Corporation		Terminated	No	No	No	No	
232084784	Comcast Cable Commun...			Corporation		Terminated	No	No	No	No	
270000798	Comcast Corporation			Corporation		Yes	No	No	No	No	CSRT
730776270	Comcast of Connecticut I...			Corporation		Terminated	No	No	No	No	

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☒ Case Insensitive Query ☐ Case Sensitive Query

CANCEL SELECT

QUERY Record: 4/5 SPRIDEN SPRIDEN ID [4] ©2000 - 2025. Ellucian. All rights reserved.

16. This will bring you back to the Vendor Detail Screen (FAIVNDH) to resume your search with the Vendor field populated with the selected vendor number.

17. Resume your query with Step 3 above.

Southern Vendor Detail History FAIVNDH 9.3.31 (PROD)

ADD RETRIEVE RELATED TOOLS

Vendor: 270000798 Vendor Hold: ☐ Go

Selection: All Fiscal Year: 26

Invoice Date From: Invoice Date To:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.