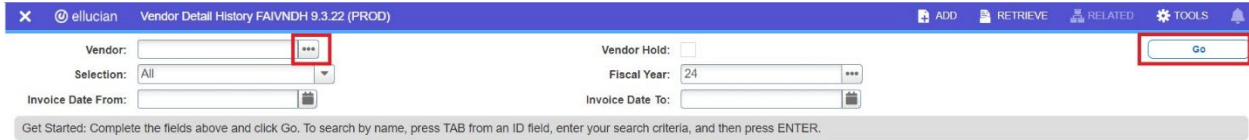


FAIVNDH: Vendor Detail History

This report is used to view vendor invoice payment information and to retrieve a copy of a check.





Open the FAIVNDH Banner report. Enter the following fields below, then select **Go**.

Vendor: enter the vendor number. You can use the ellipsis menu (three dots "...") to the right of the Vendor field to search. The Option List menu will appear, select **Entity Name/ID Search (FTIIDEN)** – see *FITIDEN training document*.

Fiscal Year: enter the 2-digit fiscal year code; "24" refers to the fiscal year which runs from July 1, 2023 through June 30, 2024.

Invoice Date From & Invoice Date To: enter the invoice from and to dates, or leave blank to capture all invoices.



Vendor Invoice	Invoice	Approval	Multiple	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amount	Due Date	Check Date	Check Number
10722839436	I2405966	YES	NO	NO	PAID	NO	1,988.28	01/16/2024	01/16/2024	10096897
10718267374	I2405686	YES	NO	NO	PAID	NO	271.87	01/09/2024	01/09/2024	10096849
10718267382	I2405687	YES	NO	NO	PAID	NO	65.78	01/09/2024	01/09/2024	10096849

To retrieve a copy of the check issued for a particular invoice, select the respective check number in the **Check Number** column, then select **RETRIEVE**.

The screenshot shows the opentext ApplicationXtender interface. At the top, the user is identified as CHUNGJ. The breadcrumb trail is B-F-DOCS > New Search > Query Results > 10096897. A search bar contains the text 'Text Search'. A red box highlights three action buttons: EMAIL, EXPORT, and PRINT. Below the toolbar is a table with the following data:

VENDOR INVOICE NUMBER	PO NUMBER	SMCCCD INVOICE NUMBER	ACCOUNTING INFORMATION		DISCOUNT	TAX	ADDL CHARGES	TOTAL
			DISTRIBUTION	AMOUNT				
10722839436	P2401622	I2405966	40012-1036-6450NC-674001	1,478.82	.00	141.86	367.60	1,988.28

The system will open a WebXtender window with a copy of the check. From here you can Email, export, or print the check.