




How to search Vendor History by Vendor ID


FIAP - 012



NOTE: The document can best be searched by Vendor ID on FAIVNDH.

1. In the Direct Access field (labeled "GO:"), type **FAIVNDH** and press **Enter** to access the Vendor Detail History Form.
2. Enter the Vendor ID number **OR**

Click on  and select the **Entity Name/ID Search Form (FTIIDEN)**.



This field is case-sensitive. Type the vendor's last name [or partial name] with the wildcards (% **OR** _).

Click on **Execute Query**  (or press **F8**) to perform the search. Double-click the ID field of the desired individual.

3. Select All, Credit Memo, Open or Paid from the dropdown menu.
4. Click on **Next Block**  to populate transactions.
NOTE: You can query from the list provided to narrow the returned list.
5. Click on **Enter Query**  (or press **F7**) to perform the search.
6. Enter known values such as Vendor Invoice, Vendor Invoice Amount, or Due Date.

NOTE: Known values must be an exact match or it will not return the transaction. Use wild cards (% **OR** _).

<<continued on back>>

7. Click on **Execute Query**  (or press **F8**) to perform the search. Transaction returns.
8. Click on **Exit**  to return to the Main Menu.

