**General Information**

If you need to review the payment history of a specific vendor to see if an invoice has been paid, you can perform some research prior to calling the Accounts Payable Processors. If you cannot find the information you need, please contact the appropriate processor. You will need to provide the purchase order number, the vendor name, the vendor invoice number, and the date you completed the e-Receiver. **Prepayments are processed by the Travel Team assigned to your area!** And as always, Banner questions may be sent to bannerhotline@odu.edu

**How to Research an Invoice Using Vendor History:**

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<th>Actions and Steps</th>
<th>Helpful Tips &amp; Tricks</th>
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<tr>
<td>1. Access the <strong>Vendor Detail History Form [FAIVNDH]</strong></td>
<td>Type FAIVNDH in the Search Block field on the Old Dominion University Home Screen and press Enter.</td>
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</table>
| 2. The key information area of the **Vendor Detail History Form [FAIVNDH]** contains three(3) fields which must be completed: | Other selections include:  
- **Vendor:** Enter the Vendor Number  
- **Selection:** Defaults to All  
- **Fiscal Year:** Defaults to current fiscal year [may be edited]  

- **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 Down Arrow:  

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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 **View Invoice Information [FAINVEM]** from the Related pull-down menu.  
The check date is generally about a week before mailing – allows for auditing  
| 3. Hit the **Go Button** 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  
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| 4. Click on **Start Over Button** or the **Tools > Refresh** to return to the key information area of the form. | **Start Over Button:**  
Click on the **ODU Home Screen** button on the toolbar to return to the Home Screen. |
| 5. Remember to log out of Banner to ensure the security of information. | **Click on the ODU Home Screen button on the toolbar to return to the Home Screen.** |
Helpful Tips & Tricks:

- This form goes hand-in-hand with FTIIDEN: Finding a Vendor Number handout. Be sure to refer to it as you work in FAIVNDH.
- Remember to refer to the Procurement Directory on the website at: https://ww1.odu.edu/procurement/directory for the most-current contact information for the AP Processing Team. Below are the current Points-of-Contact:
  - Prepayments are handled by the Travel Team assigned to your area.
  - Accounts Payable Manager: 683.4813
  - Accounts Payable Processing Supervisor: 683.4528
  - Accounts Payable Audit Supervisor: 683.4762
  - Accounts Payable Travel Processing Supervisor: 683.5020
- Get in the habit of locking your computer screen every time you step away from your computer. To do so, enter Ctrl-Alt-Del and click Lock this Computer