Searching for Vendor Payments and/or ID’s

**FAIVNDH**

This form will help determine if a vendor has been set up in banner and to show details of payments that have been made to vendors. Enter a particular FY, or leave blank to get all years.

To find a vendor’s ID number, click on the drop-down arrow at the right of the ID field.

***Note: The payments shown are for all departments. There is no way, at this time, to query only payments made by your department or fund.***
Tab to the Last Name field, type in the Vendor Name (this must match the system name exactly). If you are unsure of the spelling of a name, use the % as a wild card. Entering *Smith* will return any individual or company with the Smith in the name. Business names are always entered in the Last Name field.
Do a NextBlock (ctrl-PageDown; next block icon; pull down menu) to populate details. Use the up and down arrows to find the payment you are seeking. You may query in this block for a specific payment.

Use the option menu to navigate to more information.