Detailed Instruction on how to find:

If a vendor has been paid

1. In Banner, enter FAIVNDH into the search box



Enter the Vendor # and select go
If you do not know it, click on the dots, then Entity Name/ID Search (FTIIDEN)

| | | ots | | | | | | | |
|----------------------|------------------------------------|------------------------|-------------------|--------|----------------------|------------------|--------|----|---|
| × @ ellucian | Vendor Detail History FAIVNDH | 9.3.6 (EAGLE) | | | | Ð | 8 | A | * |
| Vendor: | | ſ | Vendor Hold: | | | | | Go | |
| Selection: | All | - | Fiscal Year: | 19 | | | | | |
| Invoice Date From: | | (2) | Invoice Date To: | | | | | | |
| | 1 | Option List | | × | | | | | |
| Get Started: Complet | e the fields above and click Go. T | Entity Na Alternate | ame/ID Search (FT | Cancel | your search oriteria | a, and then pres | s ENTE | R. | |

Select Advanced Filter

| X @ e | lucian Entity N | ame/ID Search FTIIDEN 9.3.6 (E/ | AGLE) | | | | | | ADD | | 볿 RELATED | 🗱 TOOLS | 1 |
|--------------|--------------------|---------------------------------|-------------|------------------|----------------|--------------------|-------------------|------------------|--------------|----------|-------------------|-----------|----------|
| ▼ ENTITY NAM | E D SEARCH | | | | | | | | | 0 | insert 🗧 Delete | 📲 Сору | 👻 Filter |
| | Ven | ors | | | Proposal Pe | rsonnel | | | Agenci | ies | | | |
| | Tern | inated Vendors | | | Financial Ma | anagers | | | All | | | | |
| | Gran | t Personnel | | | Terminated | Financial Managers | | | | | | | |
| DETAILS | N- | | | | | | | | | 0 | insert 🛛 🗖 Delete | 📲 Сору | 👻 Filter |
| Basic Filter | Advanced Filter | | | | | | | | | | | | 0 |
| | | Last Name | • F | ïrst Name | • | Middle Name | • • • | Entity Indicator | | | • | | |
| Add Anoth | er Field 🔻 | | | | | | | | | | | | |
| | | | | | | | | | | | | Clear All | Go |
| ID | Last Name | First Name | Middle Name | Entity Indicator | Change Indicat | or Vendor | Financial Manager | Agency | Grant Persor | nnel Pro | posal Personnel | Name | а Туре |
| | · [4 | | | | | | | | | | | |) E |
| 🖲 Case Ins | ensitive Query 🗋 🔘 | Case Sensitive Query | | | | | | | | | | | |

Using the dropdown arrow next to Last Name, select Contains and enter part of the vendor's name. Below, I used Sun Management as an example.

| DE MILO | | | | |
|--------------------|-----------|----------|----------------|--|
| Basic Filter Advar | nced Filt | er | | |
| ID | • | Equals | | |
| Last Name | ۲ | Contains | Sun Management | |
| First Name | ٣ | Equals | ¥ [| |
| Middle Name | ٣ | Equals | • | |
| Entity Indicator | • | Fauals | •11 | |



