

# HOW TO query invoices and payment requests that have been processed for payment by Accounts Payable for a Specific Supplier (FAIVNDH)

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The form FAIVNDH allows authorized users\* to view a history of invoices paid to a supplier for a specified fiscal year, or date range.

\*Authorized User = An individual with Banner access to the Finance module.

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*Note:* Supplier being referred to below denotes a vendor paid through Accounts Payable for invoices referencing a purchase order, or invoices paid via a Payment Request form.

To use this form, you must have the **supplier's company name** or Banner issued Vendor ID on hand.

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## When to use FAIVNDH

Use the form FAIVNDH to look up a history of invoices that have been processed for payment, by Accounts Payable for a specific supplier. You have the option to see the history of paid invoices within a specified fiscal year, or for a date range. This form displays all invoices paid by the University, regardless of the FOAPAL charged.

### For each invoice the following information will be displayed:

- Supplier's invoice number
- McGill issued invoice document number
- Supplier's invoice amount
- Invoice due date
- Check date\*
- Check disbursement number\*

\*Once the invoice becomes due and the payment is issued, the check date and disbursement number will display.

*Note:* If a supplier's credit note has been processed by Accounts Payable, the credit note will have its own unique invoice document number, and will display as an invoice in the payment history.

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## How to use FAIVNDH

1. Log in to **Banner**.
2. Enter **FAIVNDH** in the **Go To** field and hit **Enter**.
3. If known, enter the **9-digit Banner issued Vendor ID** in the **Vendor** field e.g. 260123456.

### **TIP: Querying invoices without a Supplier ID on-hand**

If you do not have the Supplier ID, you may perform a search by clicking on the button next

to the Vendor field **Vendor:**  . Select Entity Name/ID Search (FTIIDEN). Type in the Supplier's name in the Last name field using the wildcard search. For wildcard searches, use the % sign before and after the entered keywords with no spaces. Ex. %Fed%. Banner is case-sensitive. Search for terms with both upper and lower case letter. Ex. %fedex%; %FedEx%. Click on the **Execute Query** icon or use the **F8** function key to display the search results. Once you have found the supplier you are searching for, double-click on the ID number of the supplier.

4. The supplier's name will display.
5. By default, the current fiscal year will be displayed in the Fiscal Year field.

*Note:* If querying transactions posted in a prior fiscal year, enter the two digit fiscal year.

### **TIP: Searching for payment history in a specified date range.**

If you wish to enter a specified date range instead (e.g. searching by calendar year rather than fiscal year), delete the displayed data in the fiscal year field. TAB to the Invoice Date From and Invoice Date To fields, and enter a date range (format "02-Aug-2016"). The invoice date refers to the date Accounts Payable created the invoice document, not the date of the invoice from the Supplier. If the Fiscal Year, Invoice Date From, and Invoice Date To fields are left blank, than a complete payment history for the specified supplier will display. (Since this form lists all invoice payments made by the University, it is not encouraged to leave all fields blank as the search results will be too long.)

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6. Click on the **Next Block** icon or use **Ctrl- Page Down** if you prefer using the keyboard to display the results.

### **TIP: Querying the total amount paid to the supplier**

To query the bottom-line total amount paid to the supplier, click on **Options**, and select **Query Total for all records**. The Total amount paid to the supplier (sum of all amounts appearing in Vendor Invoice Amt field, regardless if a cheque has been issued) based on the entered Fiscal year and/or Dates will be displayed in the **Total** field at the bottom of the screen. **This will also bring you to the last record** of the invoice payment details, which is the most recent invoice payment activity.

7. If a lengthy listing of invoices appear, you may further limit the results by either:
  - a. Clicking on the **Roll back** icon to navigate back to the key block to modify the fiscal year or the date combination. Repeat steps 5 and 6.
  - b. Pressing the **F7** key on your keyboard or click the **Enter Query** icon. This will clear the displayed payment history and you may search on any of the fields listed below:
    - If you know the **Vendor Invoice number**, type it in the Vendor Invoice field (useful for searching Payment Requests).
    - If you know the **McGill issued Invoice Document number**, e.g. I0123456, TAB to the Invoice field and enter the document number.
    - If you know the **invoice Amount** of the invoice you are looking for, TAB to the Vendor Invoice Amount field and enter the amount (useful for searching Payment Requests).
8. Press the **F8** key on your keyboard or click the **Execute Query** icon from the Toolbar. This will display a list of payment details having the same invoice number, amount for the entered search criteria.
9. To cancel the query, click on the **Cancel Query** icon or use **Ctrl + Q** if using the keyboard. Click on the **Roll back** icon to navigate back to the key block to modify the fiscal year or the date combination. Repeat steps 5 and 6.

### **TIP: Querying information for a specific document**

To look up further information of a specific document, highlight the line of the desired document. Click **Options > View Invoice Information** [FAIINVE].

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*Note:* If the search does not generate results, or the message "Query caused no records to be retrieved" is displayed in the Auto-Hintline, then this denotes that the specific invoice you tried to query has not been processed by Accounts Payable. In this case, please have the invoice sent to Accounts Payable at [accountspayable@mcgill.ca](mailto:accountspayable@mcgill.ca) so it may be processed for payment.