HOW TO RESEARCH A VENDOR PAYMENT

To see if a vendor invoice has been paid, go into screen FAIVNDH

Click on the drop down arrow next to Vendor and select Entity Name/ID Search
In the Last Name area enter the first few letters of the vendor’s name and then put a “%” after as a wildcard to select all vendors that start with those letters. Hit F8 to execute the query.
Scroll through the list until you find the vendor you are looking for, then double click on that vendor number and it will populate to the next screen.
Hit control page down and the screen will populate with the vendor invoices that have been paid for the selected fiscal year.
Select Options – View Invoice Information to get details about the invoice – where it was paid, the address of the company, etc.
Hit control and page down keys to fill in the information for the invoice paid when you see the screen below.
This is the first page of the invoice detail – continue to hit Control Page Down to scroll through other items available to view from the invoice.
This screen shows the FOAP where the payment was charged.