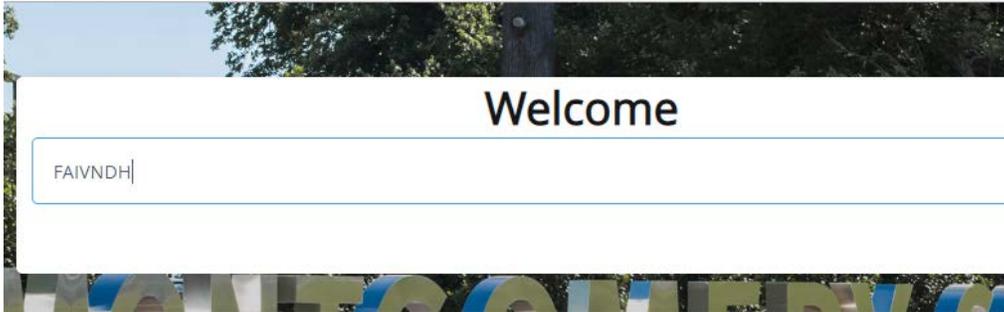


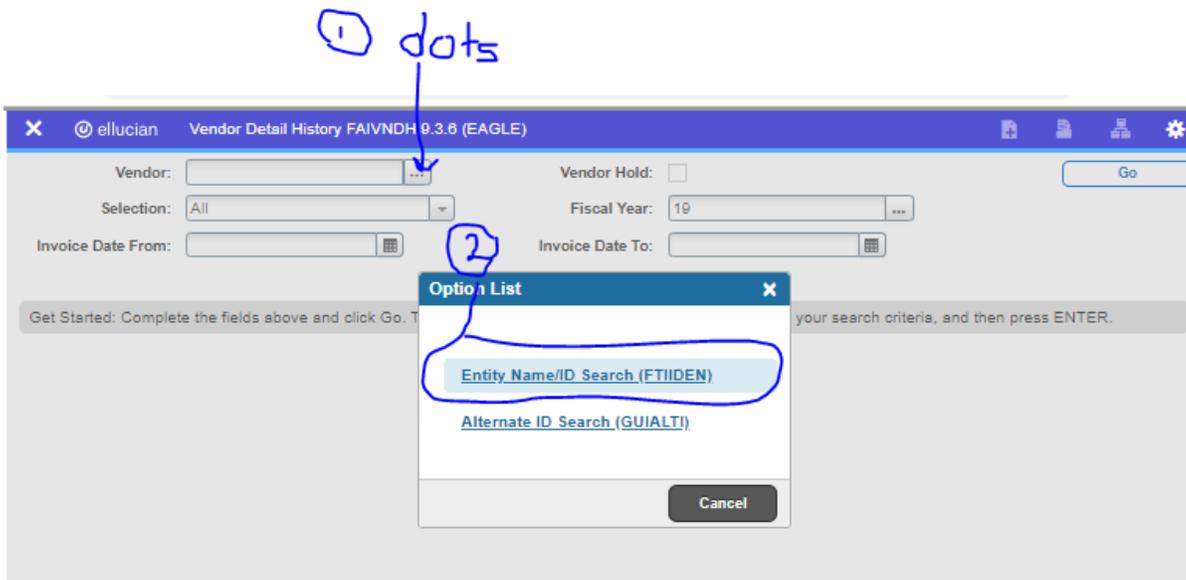
Detailed Instruction on how to find:

If a vendor has been paid

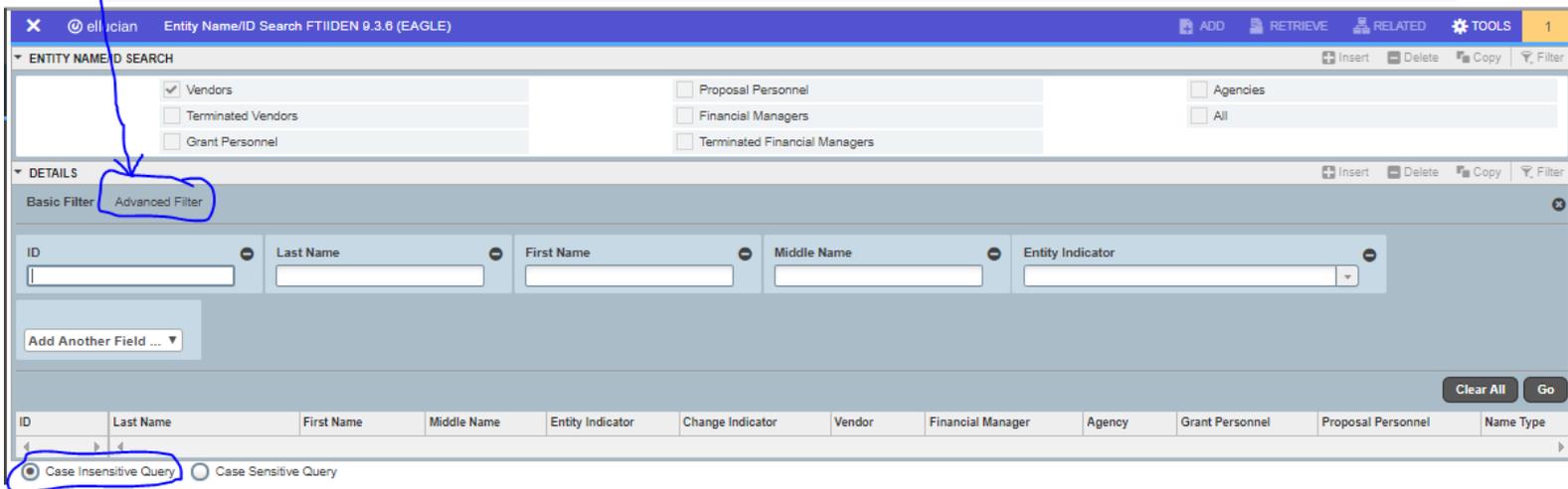
1. In Banner, enter FAIVNDH into the search box



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



Select Advanced Filter



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.

The screenshot shows a filter interface with two tabs: 'Basic Filter' and 'Advanced Filter'. The 'Advanced Filter' tab is active. There are five filter rows. The second row is highlighted in yellow. It has a dropdown menu for 'Last Name', a dropdown menu for the operator set to 'Contains', and a text input field containing 'Sun Management'. A blue circle highlights the dropdown arrow next to the 'Contains' operator. A blue line points from the text above to this circle.

Select "Go"

The screenshot shows the same filter interface. The text input field for 'Last Name' now contains 'Dell Corp'. At the bottom right, there are two buttons: 'Clear All' and 'Go'. The 'Go' button is circled in blue. A blue line points from the text 'Select "Go"' to this button.