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.

Select “Go”