Detailed Instruction on how to find:

If a vendor has been paid

1. In Banner, enter FAIVNDH into the search box
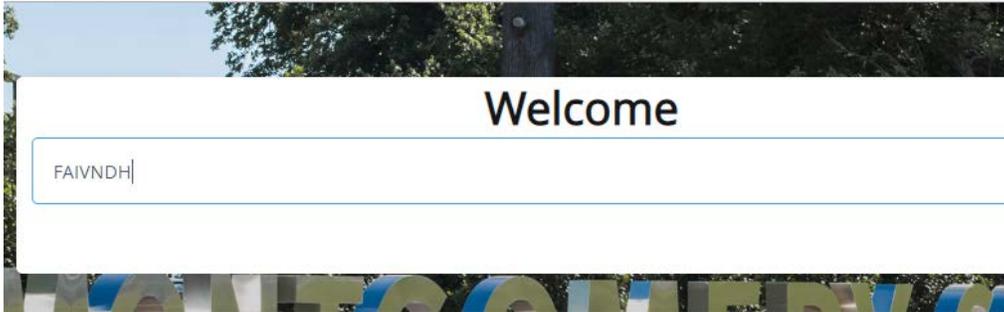
2. Enter the Vendor # and select go
   If you do not know it, click on the dots, then Entity Name/ID Search (FTIIDEN)
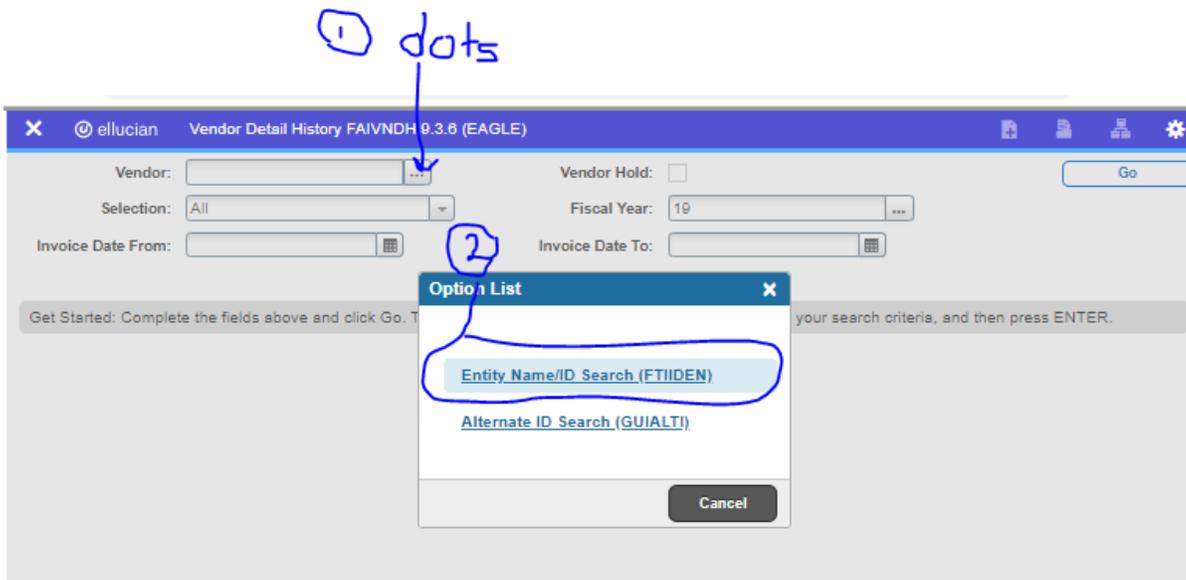
Select Advanced Filter
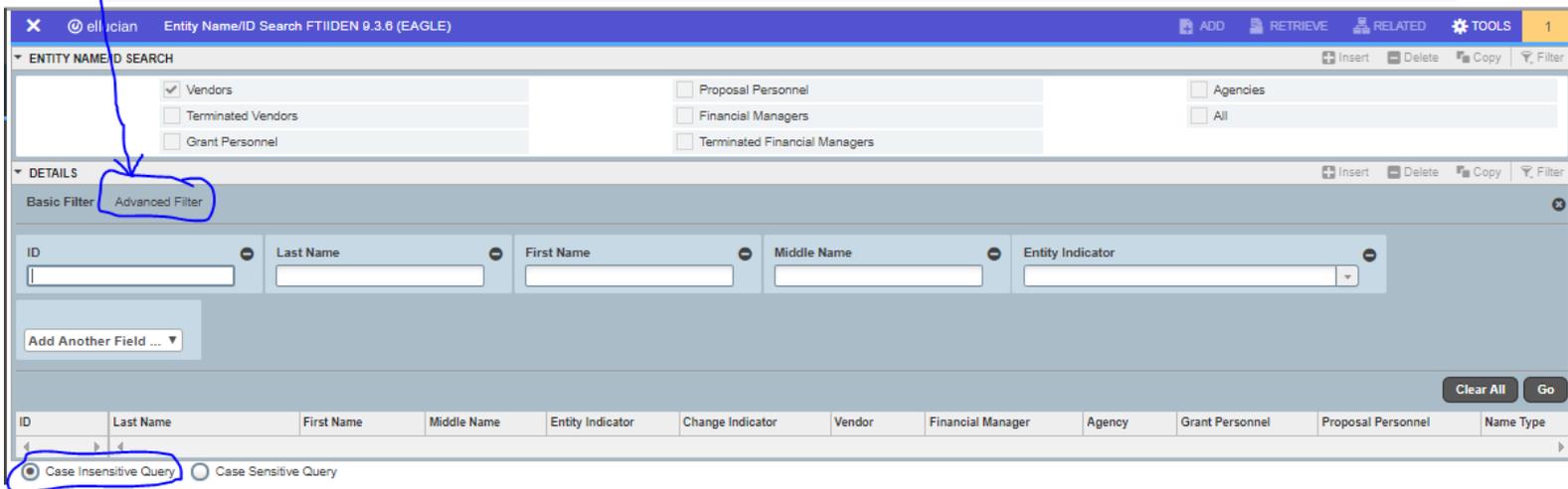
Using the dropdown arrow next to **Last Name**, select **Contains** and enter part of the vendor's name. Below, I used Sun Management as an example.

Basic Filter	Advanced Filter		
ID ▼	Equals ▼		
Last Name ▼	Contains ▼	Sun Management	
First Name ▼	Equals ▼		
Middle Name ▼	Equals ▼		
Entity Indicator ▼	Equals ▼		

Select "Go"

Basic Filter	Advanced Filter		
ID ▼	Equals ▼		
Last Name ▼	Contains ▼	Dell Corp	
First Name ▼	Equals ▼		
Middle Name ▼	Equals ▼		
Entity Indicator ▼	Equals ▼		
Add Another Field ... ▼			

Clear All   Go