How to Search Payment Status by Vendor ID

Payments can best be searched by Vendor ID on the Vendor Detail History Page *(FAIVNDH)*.

Step	Task
1.	**Type *FAIVNDH* in the Search field and press ENTER to open Vendor Detail History.**
2.	Type the Vendor ID number. **OR** Click Search and select the **Entity Name / ID Search Page *(FTIIDEN)***. Enter your search criteria. Click the Go button to perform the search. Double-click the **ID** field of the desired individual.
3.	Select **All**, **Credit Memo**, **Open** or **Paid** from the pulldown menu.
4.	Click the **Go** button to populate transactions. **NOTE**: You can query from the list provided to narrow the returned list.
5.	Click the **Filter** button to perform the search.
6.	Enter your search criteria.
7.	Click the **Go** button to perform the search. Transaction returns.
8.	Click **Close** to return to the main menu.