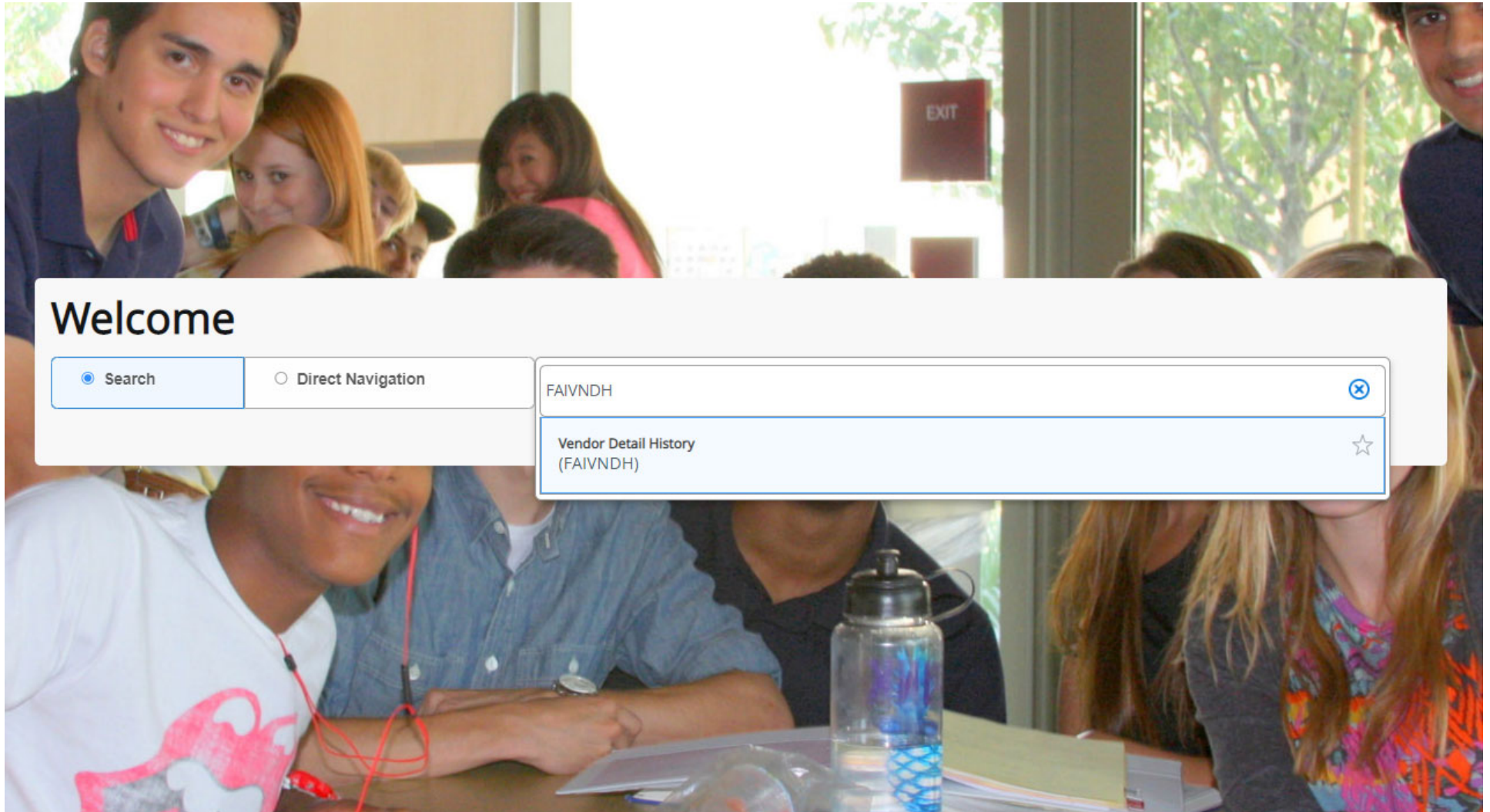




FAIVNDH | Vendor Payment History Module in Banner 9

Step 1: Access the vendor detail history page in Banner

- Log into Banner 9 via the Banner 8 program or by clicking this link: <https://appnavprod.clpccd.cc.ca.us:8470/applicationNavigator/seamless>
- In the search box, enter **FAIVNDH**
- Press **Enter**



Step 2: Enter the Vendor ID number

- **Vendor:** enter the Vendor ID number of the vendor you wish to look up. You can click  to search for the vendor in Banner.
- **Fiscal Year:** ensure you have the correct FY you wish to search under.
- Once entered, press **Alt + Pg. Down** or press 

ellucian Vendor Detail History FAIVNDH 9.3.15 (PROD)

Vendor: @00098400 FOLLETT HIGHER EDUCATION GROUP Vendor Hold:

Selection: All Fiscal Year: 22

Invoice Date From: Invoice Date To:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Step 3: Review list of payments

Banner will display all payments made to that vendor for the fiscal year specified. **This list includes all payments made using LPC, Chabot, and/or District funds.** Printed checks will begin with a "1" in the **Check Number** column (last column). ACH payments will be denoted with "!" in the **Check Number** column. The **Vendor Invoice** column contains the specific invoice number from the invoice that was paid. Use this column to find the invoice you are searching for.

ellucian Vendor Detail History FAIVNDH 9.3.15 (PROD)

Vendor: @00098400 FOLLETT HIGHER EDUCATION GROUP Vendor Hold: Selection: All Fiscal Year: 22 Invoice Date From: Invoice Date To: Start Over


VENDOR DETAIL HISTORY

| Vendor Invoice | Invoice | Approval | Multiple | Credit Memo | Open/Paid | Cancel | Vendor Invoice Amount | Due Date | Check Date | Check Number |
|----------------|----------|----------|----------|-------------|-----------|--------|-----------------------|------------|------------|--------------|
| 1064089 | I2201315 | Yes | No | No | Paid | No | 6,776.97 | 08/05/2021 | 08/05/2021 | 10075380 |
| 1067834 | I2202821 | Yes | No | No | Paid | No | 3,007.44 | 09/16/2021 | 09/16/2021 | 10076208 |
| 1079653 | I2204143 | Yes | No | No | Paid | No | 255.33 | 10/14/2021 | 10/14/2021 | 10077071 |
| 1067857 | I2204756 | Yes | No | No | Paid | No | 2,257.10 | 10/21/2021 | 10/21/2021 | 10077133 |
| 1086688 | I2205422 | Yes | No | No | Paid | No | 18.74 | 11/11/2021 | 11/11/2021 | 10077634 |
| 1067876 | I2206351 | Yes | No | No | Paid | No | 503.79 | 12/09/2021 | 12/09/2021 | 10077937 |
| 1079682 | I2206359 | Yes | No | No | Paid | No | 171.11 | 12/09/2021 | 12/09/2021 | 10077937 |
| 1086711 | I2206784 | Yes | No | No | Paid | No | 139.47 | 12/16/2021 | 12/16/2021 | 10078078 |
| 1096678 | I2208846 | Yes | No | No | Paid | No | 1,243.62 | 02/10/2022 | 02/10/2022 | 10079113 |
| 1098579 | I2208865 | Yes | No | No | Paid | No | 2,102.52 | 02/10/2022 | 02/10/2022 | 10079112 |
| 1098621 | I2209063 | Yes | No | No | Paid | No | 489.22 | 02/10/2022 | 02/10/2022 | 10079242 |
| 1098505 | I2209628 | Yes | No | No | Paid | No | 293.02 | 02/24/2022 | 02/24/2022 | 10079447 |
| 1108622 | I2213087 | Yes | No | No | Paid | No | 566.54 | 04/28/2022 | 04/28/2022 | 10081256 |
| 1114323 | I2213530 | Yes | No | No | Paid | No | 470.89 | 05/12/2022 | 05/12/2022 | 10081535 |
| 1098573 | I2213546 | Yes | No | No | Paid | No | 4,272.41 | 05/12/2022 | 05/12/2022 | 10081535 |
| 1119079 | I2215557 | Yes | No | No | Paid | No | 2,971.24 | 06/16/2022 | 06/16/2022 | 10082441 |
| 1121162 | I2215565 | Yes | No | No | Paid | No | 5,379.27 | 06/16/2022 | 06/16/2022 | 10082441 |
| 1121171A | I2300897 | Yes | No | No | Paid | No | 1,273.39 | 07/21/2022 | 07/21/2022 | 10084254 |
| Total | | | | | | | 32,192.07 | | | |

20 Per Page Record 1 of 18

Viewing PDF Copies of Invoices

To view uploaded documents for invoice payments, you must have access to BDMS. If you do not have access, contact your supervisor.

- Locate the invoice number you want to view
- Click on the document code in the **Invoice** column for the invoice you want to view. The document code is the number starting with an "I" in the **second column** of the table. Do not click on the invoice number in the **Vendor Invoice** column as this will not work with BDMS.
- Once you've clicked on the appropriate document code in the second column, click 

If you have access to the fund associated with the payment and a document has been uploaded, you will see the document in BDMS.

If you receive an error message, you either do not have access, no document was uploaded, or the invoice was for District or Chabot.

Vendor: @00098400 FOLLETT HIGHER EDUCATION GROUP Vendor Hold: Selection: All Fiscal Year: 22 Invoice Date From: Invoice Date To: ADD RETRIEVE RELATED TOOLS

[Start Over](#)

| Vendor Invoice | Invoice | Approval | Multiple | Credit Memo | Open/Paid | Cancel | Vendor Invoice Amount | Due Date | Check Date | Check Number |
|----------------|----------|----------|----------|-------------|-----------|--------|-----------------------|------------|------------|--------------|
| 1064069 | I2201315 | Yes | No | No | Paid | No | 6,776.97 | 08/05/2021 | 08/05/2021 | 10075380 |
| 1067834 | I2202821 | Yes | No | No | Paid | No | 3,007.44 | 09/16/2021 | 09/16/2021 | 10076208 |
| 1079653 | I2204143 | Yes | No | No | Paid | No | 255.33 | 10/14/2021 | 10/14/2021 | 10077071 |
| 1067857 | I2204756 | Yes | No | No | Paid | No | 2,257.10 | 10/21/2021 | 10/21/2021 | 10077133 |
| 1086688 | I2205422 | Yes | No | No | Paid | No | 18.74 | 11/11/2021 | 11/11/2021 | 10077634 |
| 1067876 | I2206351 | Yes | No | No | Paid | No | 503.79 | 12/09/2021 | 12/09/2021 | 10077937 |
| 1079682 | I2206359 | Yes | No | No | Paid | No | 171.11 | 12/09/2021 | 12/09/2021 | 10077937 |
| 1086711 | I2206784 | Yes | No | No | Paid | No | 139.47 | 12/16/2021 | 12/16/2021 | 10078078 |
| 1096678 | I2208846 | Yes | No | No | Paid | No | 1,243.62 | 02/10/2022 | 02/10/2022 | 10079113 |
| 1098579 | I2208865 | Yes | No | No | Paid | No | 2,102.52 | 02/10/2022 | 02/10/2022 | 10079112 |
| 1098621 | I2209063 | Yes | No | No | Paid | No | 489.22 | 02/10/2022 | 02/10/2022 | 10079242 |
| 1098505 | I2209628 | Yes | No | No | Paid | No | 293.02 | 02/24/2022 | 02/24/2022 | 10079447 |
| 1108622 | I2213087 | Yes | No | No | Paid | No | 566.54 | 04/28/2022 | 04/28/2022 | 10081256 |
| 1114323 | I2213530 | Yes | No | No | Paid | No | 470.89 | 05/12/2022 | 05/12/2022 | 10081535 |
| 1098573 | I2213546 | Yes | No | No | Paid | No | 4,272.41 | 05/12/2022 | 05/12/2022 | 10081535 |
| 1119079 | I2215557 | Yes | No | No | Paid | No | 2,971.24 | 06/16/2022 | 06/16/2022 | 10082441 |
| 1121162 | I2215565 | Yes | No | No | Paid | No | 5,379.27 | 06/16/2022 | 06/16/2022 | 10082441 |
| 1121171A | I2300897 | Yes | No | No | Paid | No | 1,273.39 | 07/21/2022 | 07/21/2022 | 10084254 |
| Total | | | | | | | 32,192.07 | | | |

20 Per Page Record 1 of 18