

HOW TO query invoices and payment requests that have been processed for payment by Accounts Payable for a Specific Supplier (FAIVNDH)

The form FAIVNDH allows authorized users* to view a history of invoices paid to a supplier for a specified fiscal year, or date range.

*Authorized User = An individual with Banner access to the Finance module.

: Supplier being referred to below denotes a vendor paid through Accounts Payable for invoices referencing a purchase order, or invoices paid via a Payment Request form.

To use this form, you must have the supplier's company name or Banner issued Vendor ID on hand.

When to use FAIVNDH

Use the form FAIVNDH to look up a history of invoices that have been processed for payment, by Accounts Payable for a specific supplier. You have the option to see the history of paid invoices within a specified fiscal year, or for a date range. This form displays all invoices paid by the University, regardless of the FOAPAL charged.

For each invoice the following information will be displayed:

- Supplier's invoice number
- McGill issued invoice document number
- Supplier's invoice amount
- Invoice due date
- Check date*
- Check disbursement number*

*Once the invoice becomes due and the payment is issued, the check date and disbursement number will display.

: If a supplier's credit note has been processed by Accounts Payable, the credit note will have its own unique invoice document number, and will display as an invoice in the payment history.

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