How to look up a University ID# and if an invoice has been paid/entered

Here is instructions on how to look up a vendor in Banner:

1) Go to FTIIDEN (Entity Name/ID Search)
   "Vendor" will be checked, uncheck it and select "All"
2) Then "Next Block"
3) On this second section of the page is where you will do your inquiry. Type in the last name of the person or Vendor name. Please be sure to use "%" before and after the part of the name/word you are looking up. The "%" serves as a wildcard. Because the name may be listed in different ways it is always safer to do a search using the ".%".

For example, if you were looking up "Advanced Educational Technologies LLC". I would suggest querying on "%Advanc%Techn%" this way it gives you a few that fit that criteria. If your search is too specific, it may not give you what you need. If your search is too broad, it will give you way too many results to look through. Please keep in mind that the search is case-sensitive.

4) Once you have entered your search name, then hit F8 to execute your query search. It will then search for matches to your criteria and give you the results.

If your results come back with several options, you may need to scroll down through the addresses to see the one you are actually looking for. This will give you the ID# for that vendor/person. A valid number is an 8 digit University ID number. Also, under the "Change Ind" box, this needs to be blank to be an active number. If there is a letter under this block, then it is no longer active and can not be used.

Here is instructions on how to look up if a payment has been entered or paid in Banner:

1) Go to FAIVNDH (Vendor Detail History)
2) Type in the ID# of the vendor/person or you can click on the drop down menu to go directly to FTIIDEN (same as above) to do a search for the ID#.
3) Hit enter and the name of the vendor/person will default in
4) The current fiscal year will default in. You can change this if you want to see older payments. Close to year end, it's a good idea to look in both years as the check is listed under the transaction date, NOT the check date.
5) Then "Next Block"
6) Here, you can search for a specific invoice number, check number or amount. Just type in one or all of the criteria and then hit F8 to execute the search. **The easiest way to look, is to just hit F8 and it will give you all payments pending and paid to that vendor/person for that fiscal year.

How to read the displayed invoices:

Under the "Open/Paid" box, a "P" means Paid, and an "O" means it has been entered, but not paid yet, therefore it is pending the payment due date and will be paid on the closest check run to that due date.

Under the "Cancel" box, an "N" means it was not cancelled, a "Y" means the check was voided for some reason or another.

To the far right is the column “check number” if there is an H0xxxxx number there, that is the check number.
Prior to that is the check date. If you click once on the check number and click on the arrow, on the next screen out in 01 for the bank and next block. You will see all the check information.

You can contact acctspay@hartford.edu or call X4651 with any questions pertaining to Accounts Payable issues.