

# Vendor History (VH) Function in FLAIR



The Vendor History (VH) Function in FLAIR allows State Agencies to look up payment information for vendors. Agencies may inquire on payment history for, and pending payments to, vendors.

## Access

The **VH** Function in FLAIR is located within the State CFO files on the Main Accounting Menu. The State CFO files are contained in the Function Code **SC**. On the Main Accounting Menu, input **VH** in the TYPE field and press Enter.

## Search

To search payment history, you may search Vendor History by the Vendor's 9-digit Tax Identification Number (Vendor Number), or by Vendor Name. The Date fields are optional. When a date is entered, information will be displayed from that date forward. When the date is left blank, up to five years of history will be display, beginning with earliest payment.

```
VHIR                                VENDOR PAYMENT INQUIRY          09/20/2016  10:49:27
VH - VENDOR HISTORY                UV - UNPAID VOUCHERS             WR - WARRANT
09/20/11 THROUGH 09/21/16          AS OF PREVIOUS WORK DAY        RECONCILIATION

      VH   UV   WR   SELECTION CRITERIA
      --   --   --   -----
      X    -    -    VENDOR NUMBER:  111111111
      X    -    -    MONTH:  08  YEAR:  16
      =    -    -    VENDOR NAME:
      -    -    -    MONTH:      YEAR:
      -    -    -    SUMMARY TOTALS OF REQUESTED VH RECORDS
      -    -    -    SEARCH THRU  MONTH:      YEAR:

      -    -    -    WARRANT NUMBER           WARRANT DATE

      -    -    -    WARRANT TYPE:           WARRANT NUMBER:
                        WARRANT DATE:         (OPTIONAL)

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          EXIT  MAIN  RFRSH                                TYPE   SEL
```

### Option 1: Search by Vendor Number

Input an X under the VH column and enter the Vendor's 9-digit Tax Identification Number. Exclude the F, S, N, E, and the Sequence Number. When searching by date, input an additional X under the VH column and input month and year using 2-digit month and 2-digit year format.

### Option 2: Search by Vendor Name

Input an X under the VH column and enter the Vendor's Name. If the name is inaccurate or misspelled, FLAIR will display the next closest record. When searching by date, input an additional X under the VH column and input month and year using 2-digit month and 2-digit year format.

### Option 3: Search for Payment Summary

Input an X under VH and input either the Vendor's 9-digit Tax Identification Number or Vendor Name. The Date fields are now required; enter the beginning date of the date range you wish to search. Then, input an X under VH next to Summary Totals of Request VH Records. Enter the ending date of the date range in which you wish to search.

# Vendor History Results

Payment History results will show two records per screen. Under the SEL field, you may input **I** to see more information on the Invoice, **W** to see more information on the Warrant, or **T** to see more information on the payment Transaction.

Searching by Vendor Number or Vendor Name will result in the same history records.

```

VHI1                                12/13/2012  13:29:06
      VENDOR PAYMENT HISTORY - INQUIRY BY VENDOR NUMBER

ACCOUNT CODE          CFI          AMOUNT  VCHR NO  CFO REC  PAY
SEL  VENDOR NO      SWDN          OBJ  CNTR  PYMT: TP-NO-----DATE  CANX
-----
85-102-021002-85100000-00-040000-00          83.03  V005028  10/30/12
F111111111999      W3000000273  3800          8  0233698  11/01/12
VEN NAME: A & D OFFICE SUPPLY

85-102-393001-85100000-00-040000-00          201.36  V005030  10/30/12
F111111111999      W3000000275  3990          8  0233698  11/01/12
VEN NAME: A & D OFFICE SUPPLY          BELLNOVA CENTER

SEL LEGEND:   I = INVOICE INQUIRY          W = WARRANT RECONCILIATION INQUIRY
              T = TRANSACTION INQUIRY

CONTINUING...
NEXT: VENDOR NO:          MM:          YY:          TYPE          SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          EXIT  MAIN  RFRSH TOP          FWD
  
```

# Vendor History—Summary Totals Results

A summary of total payments paid to the vendor indicated, within the time frames indicated, will display.

```

VHI4                                09/20/2016  13:37:49
      VENDOR PAYMENT HISTORY - SUMMARY TOTAL BY VENDOR NAME

      VENDOR NAME:          A & D OFFICE SUPPLY
      TIME PERIOD:          01/16  THRU  08/16
      TOTAL AMOUNT:          522.13

NEXT: VENDOR NAME
      BEGIN SEARCH MONTH:          YEAR:          THROUGH          MONTH:          YEAR:
      DETAIL REQUEST:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          EXIT  MAIN  RFRSH TOP          FWD
  
```

For comprehensive instructions on all search fields on the Vendor Payment Inquiry Menu, please refer to the FLAIR Expenditures Manual, Chapter 210.1.1, on the DFS, Accounting and Auditing Website.

[https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/flair/manuals/200expenditures.pdf?sfvrsn=be1cc067\\_10](https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/flair/manuals/200expenditures.pdf?sfvrsn=be1cc067_10)