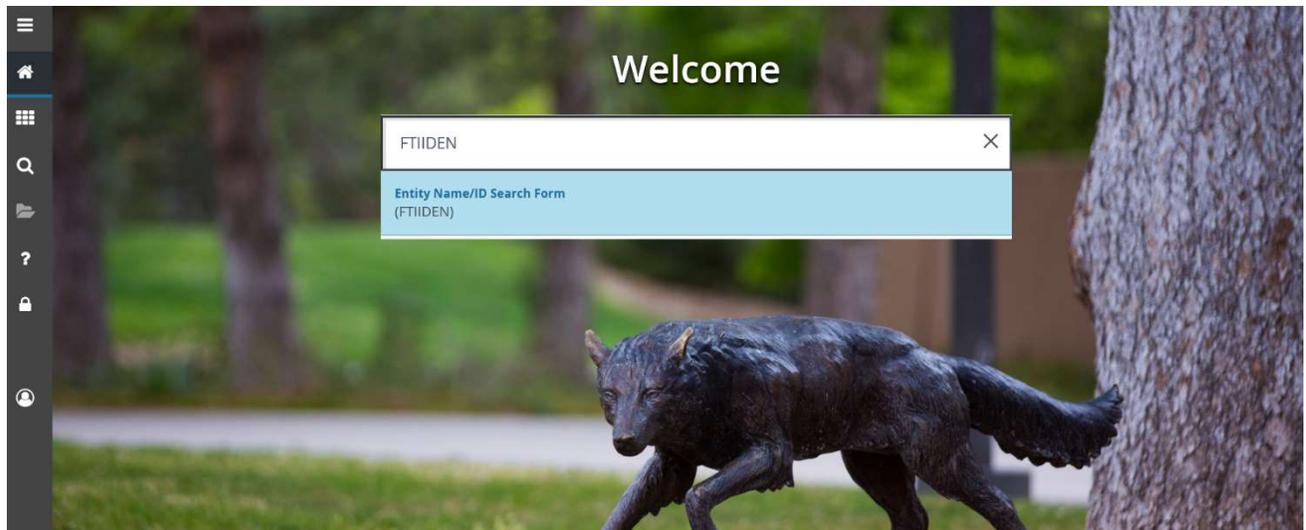


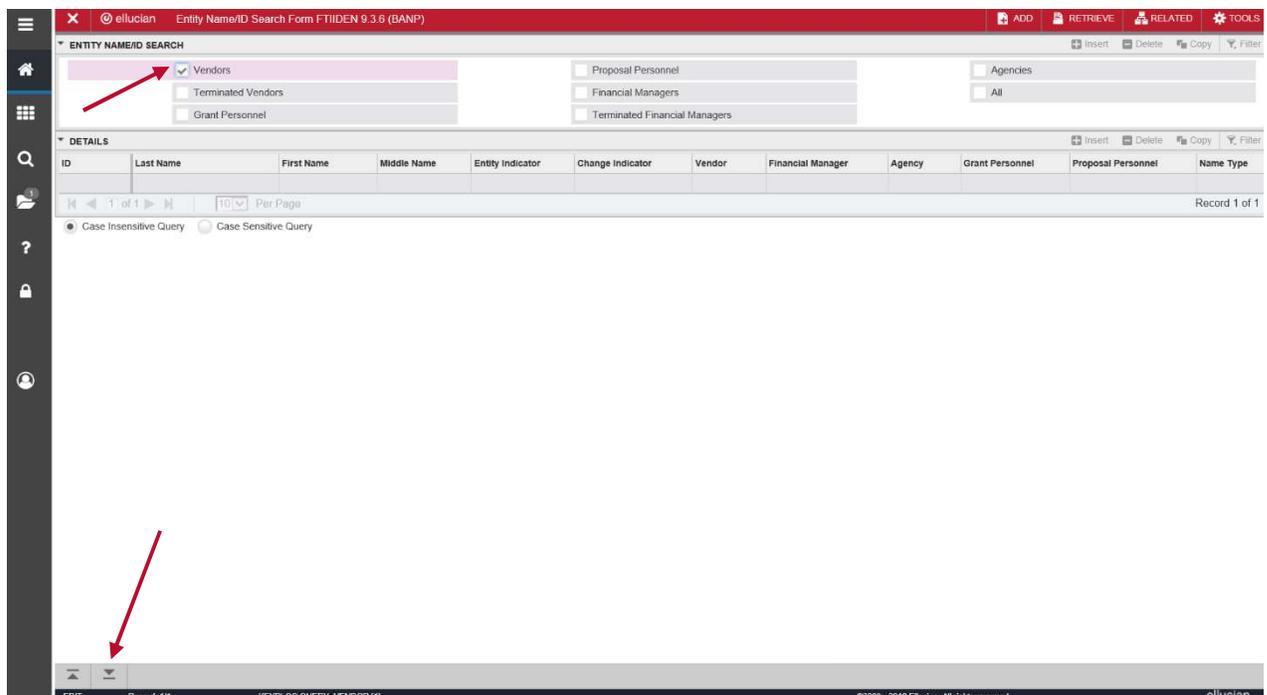
How to Query a Vendor in Banner

FSJA-059

1. In the search field type **FTIIDEN** and press the **enter** key or select the result to access the Entity Name/ID form



2. Verify the “Vendor” check box is selected and click the “next block” at the bottom of the page.



3. You may search by Banner ID number, Last Name, First Name, etc. Once you have entered your information, execute the query by clicking **Go** or by pressing **F8**.

The screenshot displays the 'Entity Name/ID Search Form FTIIDEN 9.3.6 (BANP)'. The interface includes a top navigation bar with 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' buttons. A green notification bar at the top right states 'Enter a query, press F8 to execute.' Below this, the 'ENTITY NAME/ID SEARCH' section contains several filter categories: 'Vendors' (checked), 'Terminated Vendors', 'Grant Personnel', 'Proposal Personnel', 'Financial Managers', and 'Terminated Financial Managers'. The 'DETAILS' section features a 'Basic Filter' area with input fields for 'ID', 'Last Name', 'First Name', 'Middle Name', and 'Entity Indicator', along with an 'Add Another Field...' dropdown. A 'Clear All' button and a 'Go' button are located to the right of the filter area. Below the filters is a table with the following columns: ID, Last Name, First Name, Middle Name, Entity Indicator, Change Indicator, Vendor, Financial Manager, Agency, Grant Personnel, Proposal Personnel, and Name Type. The table currently shows one record. At the bottom, there are pagination controls showing '1 of 1' and '20 Per Page', and radio buttons for 'Case Insensitive Query' (selected) and 'Case Sensitive Query'.

*Note: Search fields are case-sensitive. You can enter full or partial information on any of the search fields using % for wildcards