Querying a Vendor
FSJA-059

1. In Banner access **FTIIDEN** –
   *Entity Name/ID Search form.*

2. Verify that the **Vendor** checkbox is
   checked.

3. **Next Block**, or press Ctrl + PgDn.

4. Note, you are automatically in query
   mode (status bar at bottom):
   
   ![Enter a query; press F8 to execute, Ctrl+Q to canc](image)

   - You can search by:
     - ID (Banner ID)
     - Last Name
     - First Name

5. Fields are case-sensitive.
   - You can enter full or partial information
     on any of the searchable fields using %
     for wildcards.

6. Once you have entered your information
   execute your query:
   
   ![Execute Query](image) (or press F8) to
   perform the search.

7. Click on **Exit** to return to the Main
   Menu.

***END***