




Purchasing

Date: February, 2014

Querying a Vendor FSJA-059

1. In Banner access **FTIDEN** –
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 cancel

- 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  (or press **F8**) to perform the search.
 7. Click on **Exit**  to return to the Main Menu.

END