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.

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