

It is often necessary to see if a vendor has been entered into the Banner system. The easiest way to do this is to use **FTMVEND (Vendor Maintenance)** and Banner's built in search tools. Go to form FTMVEND and click on the drop down arrow next to the Vendor field.

Oracle Developer Forms Runtime - Web: Open > FTMVEND [Q]

File Edit Options Block Item Record Query Tools Help

Vendor Maintenance FTMVEND 8.4.0.1 (PROD)

Vendor: Generate ID:

Corporation:

Last Name: First Name: Middle Name:

Vendor Maintenance Additional Information Vendor Types Address Taxes Collected

Start Date: Termination Date: Last Activity Date:

Address Defaults

Procurement Accounts Payable

Type Code: Type Code:

Sequence: Sequence:

Contact:

Area Code Phone Number Extension

Collects Taxes:

Owner ID:

Check Vendor:

Discount Code:

Order Hold Code:

Payment Hold Code:

Vendor Text:

Enter Vendor Code. LIST is Available.

Record: 1/1 ... List of Valu... <OSC>

FTMVEND (continued)-Click in the shaded line in the Last Name field and type in part of the vendor's name plus the % sign. The % sign is the wildcard symbol that tells the form to return results that have all or part of the name you typed in the field. Click on the Execute Query icon on the Banner main menu bar.

The screenshot displays the Oracle Developer Forms Runtime interface for a vendor search. The window title is "Oracle Developer Forms Runtime - Web: Open - FTMVEND [Q] - FTIIDEN [Q]". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The toolbar contains various icons, with the "Execute Query" icon circled in red. Below the toolbar, there are several checkboxes for filtering: "Vendors" (checked), "Grant Personnel", "Financial Managers", "Agencies", "Terminated Vendors", "Proposal Personnel", "Terminated Financial Managers", and "All". The main data area is a table with the following columns: "ID", "Last Name", "First Name", "Middle Name", "Entity Ind", "Change Ind", "V", "F", "A", "G", "P", and "Type". The "Last Name" column contains the text "HireRight%", which is circled in red. A red arrow points from the "Execute Query" icon in the menu bar to this text. A red box contains the text: "Type in part of the name plus wildcard. Click on Execute Query icon." The status bar at the bottom shows "Record: 1/1" and "Enter-Qu...".

