



University of South Alabama

Purchasing Department

Banner Financial Information Systems Reference Manual

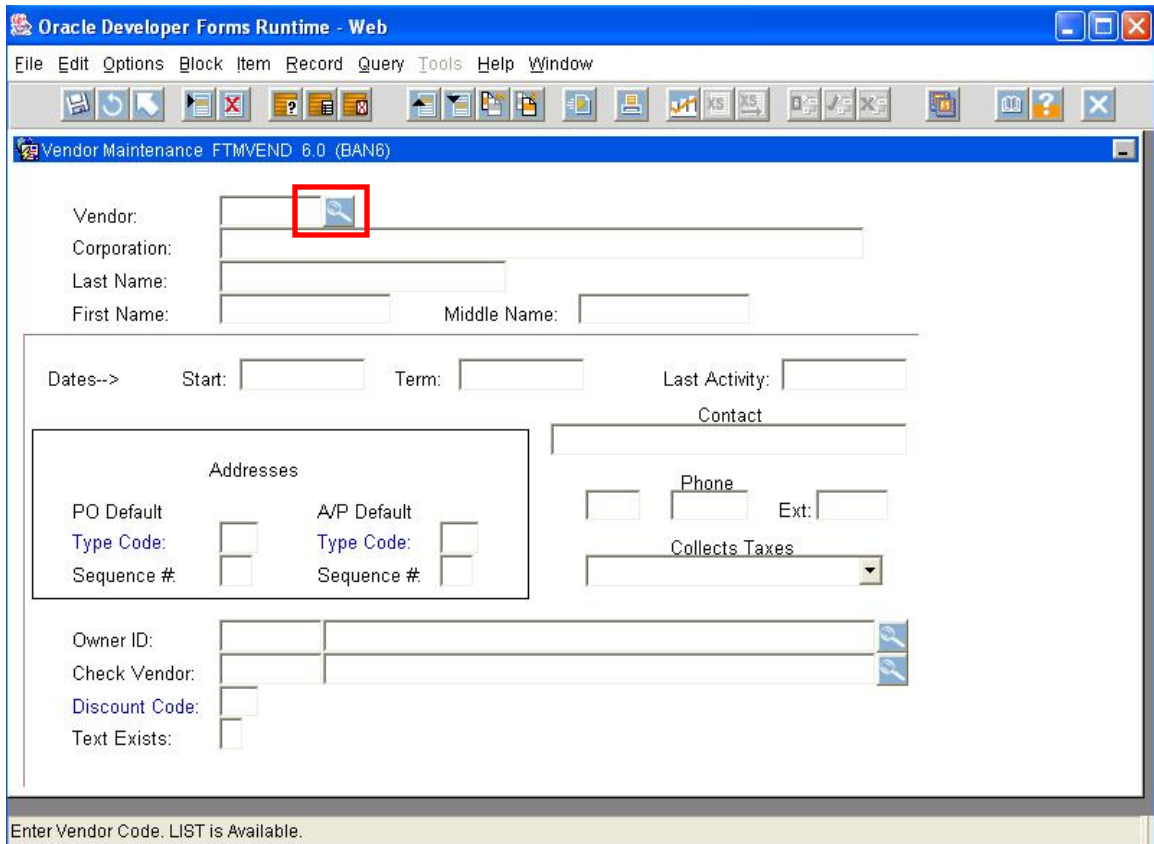
Searching for Vendors

January 30, 2006

Searching for Vendors

If entering or searching information provided on a USA Direct Pay Form, the user should always verify the information (spelling of name) provided on the form is accurate and up to date by comparing subject information to the information provided on the attached documentation. Information of the attached documentation overrides information provided on the USA Direct Pay Form.

The Vendor Form **FTMVEND** is used to search for a vendor. Click on the search engine next to vendor as indicated below:



Searching for Vendors, Cont.

You will be directed to form **FTIIDEN**. Always change the search parameters by removing the check mark in the Vendor field noted below.

Oracle Developer Forms Runtime - Web

File Edit Options Block Item Record Query Tools Help Window

Entity Name/ID Search FTIIDEN 6.0 (BAN6)

Vendors Grant Personnel Financial Managers Agencies
 Term Vendors Proposal Personnel Term Financial Managers All

ID Number	Last Name	First Name	Mid	E	Ch	V	F	A	G	P	Type

Searching for Vendors, Cont.

To remove the check mark and search for records that are not limited to vendor names, press the search light icon to the right of the vendor field, on the toolbar select Cancel Query, Record, Clear, and Rollback. These steps enable you to remove the check mark from the “Vendor” field and allows you to search “ALL” records. The screen will appear as shown below:

The screenshot shows the Oracle Developer Forms Runtime - Web interface. The title bar reads "Oracle Developer Forms Runtime - Web". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", "Help", and "Window". The toolbar contains various icons for navigation and actions. The main window title is "Entity Name/ID Search FTIDEN 6.0 (BAN6)".

Below the title bar, there are several checkboxes for search criteria:

- Vendors
- Grant Personnel
- Financial Managers
- Agencies
- Term Vendors
- Proposal Personnel
- Term Financial Managers
- All

Below the checkboxes is a table with the following columns: ID Number, Last Name, First Name, Mid, E, Ch, V, F, A, G, P, Type. The table is currently empty.

At the bottom of the window, there is a status bar that reads "Check to query Vendors".

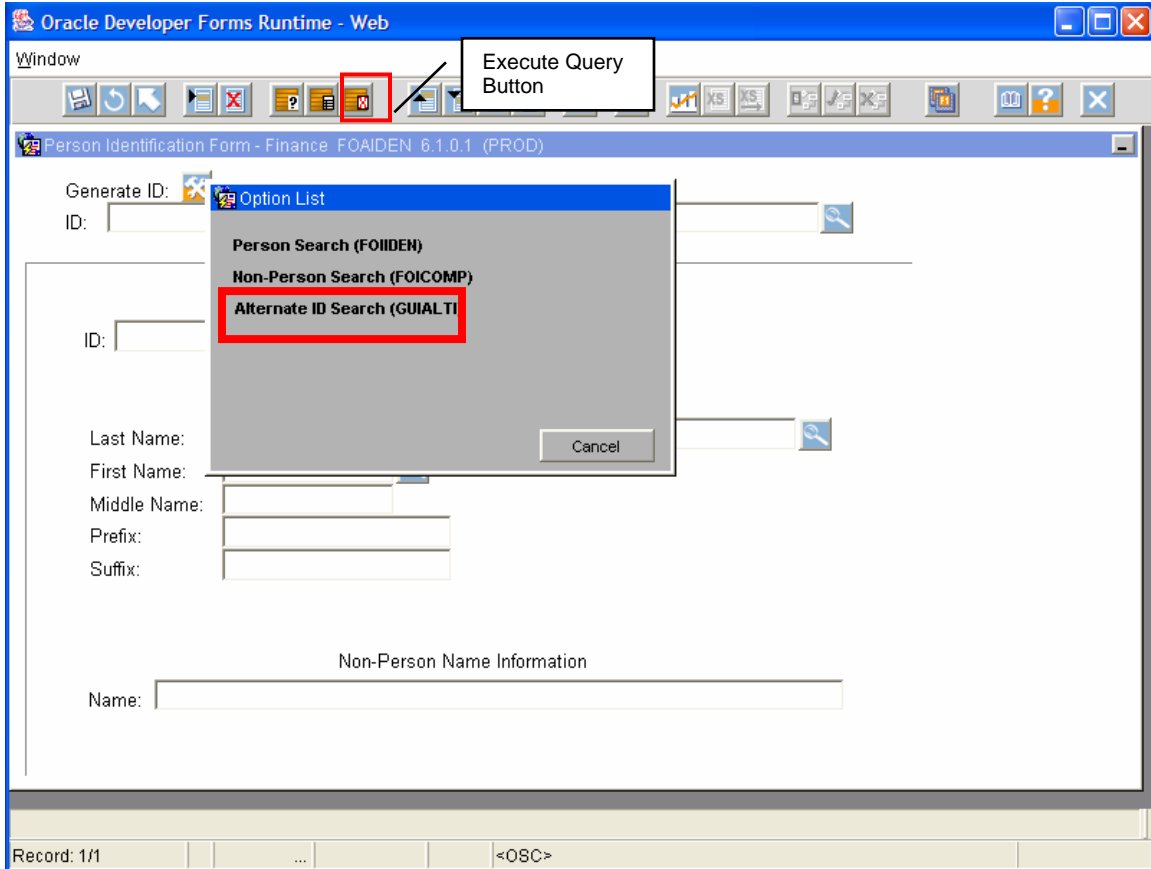
Searching for Vendors, Cont.

Important: If you are performing a “person” search and know the person’s social security number (SSN), you should **always** search for the person’s identification number first via their SSN in screen **FOAIDEN** as indicated below:

The screenshot displays the Oracle Developer Forms Runtime - Web interface for the 'Person Identification Form - Finance FOAIDEN 6.1.0.1 (PROD)'. The window title bar includes 'Oracle Developer Forms Runtime - Web' and standard window controls. The menu bar contains 'File', 'Edit', 'Options', 'Block', 'Item', 'Record', 'Query', 'Tools', 'Help', and 'Window'. The toolbar features various icons for navigation and actions. The main form area is divided into sections: 'Generate ID:' with a search icon, 'ID:' with a text input field and a search icon (highlighted with a red box), 'Current Identification' with 'ID:' and 'Name Type:' fields, 'Person Name Information' with 'Last Name:', 'First Name:', 'Middle Name:', 'Prefix:', and 'Suffix:' fields, and 'Non-Person Name Information' with a 'Name:' field. A status bar at the bottom provides instructions: 'Name; Enter a name Last, First, Middle and press enter or tab. Use the wildcard "%" if needed.' and shows 'Record: 1/1' and '<OSC>'.

Searching for Vendors, Cont.

Search for the person by executing a query by clicking the searchlight at the end of the ID field and selecting option Alternate ID Search from the Option List.



Enter the person's SSN in the SSN/SIN/TFN field and press the Execute Query button. The results of your query search will be indicated in the applicable fields.