FTIIDEN | Entity Name/ID Search Module in Banner 9

Step 1: Access the entity name/ID search page in Banner

- Log into Banner 9 via the Banner 8 program or by clicking this link: https://appnavprod.clpccd.cc.ca.us:8470/applicationNavigator/seamless
- In the search box, enter **FTIIDEN**
- Press **Enter**
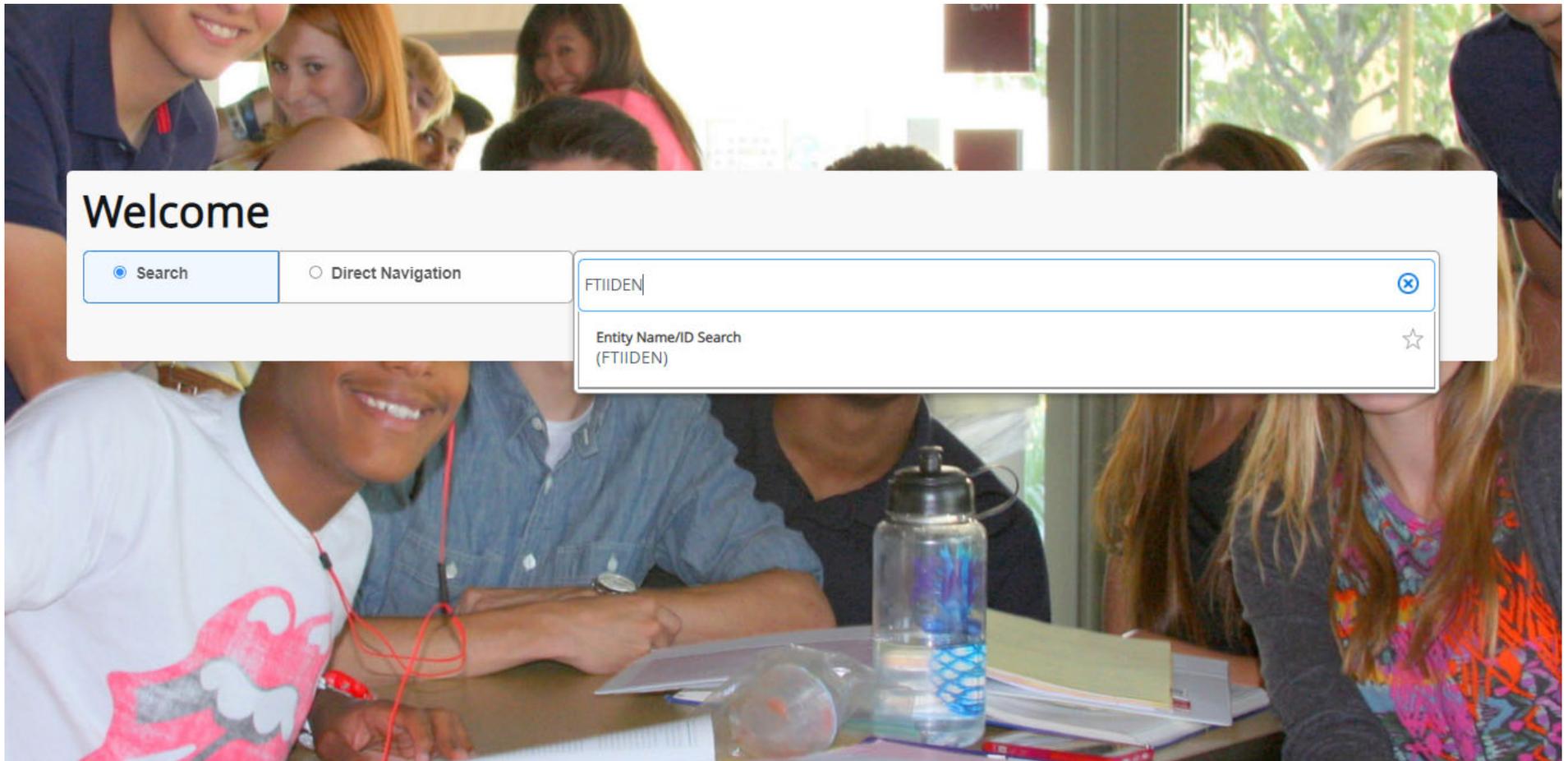
Step 2: Enter your search criteria

- While on the **FTIIDEN** screen, press **Alt + Pg. Down** to bring up the search fields.
- Click on the text box of the field you want to enter search criteria for. All business names are housed under the **Last Name** field only. If the vendor has been set up in Banner with a first and last name (such as for an Independent Contractor), you may use both fields.
- In the appropriate text box, enter your search criteria. These fields are NOT case-sensitive.
  - The "**%**" symbol is used in Banner as a **wild card**. This means that if you put this symbol before, between, and/or after any letters or numbers you enter, Banner will include any amount of text beyond what you entered.
- Once your criteria is entered, press **F8** to execute the query.

Table 1: Examples of Search Criteria

Search Criteria	Returned Results (examples)	Note
Ama%	Amazon, Amaro, Aman, etc.	Any values after Ama will be shown, but nothing before Ama will be shown.
%Staple%	The Staple Store, Staples Advantage, Staples, etc.	Any values before and after Staple will be shown.
%Depot	Office Depot, Car Depot, etc.	Any values before Depot will be shown, but nothing after.
The%Store	The Fire Store, The Store, The Electronics Store, etc.	Any values between The and Store will be shown.

Step 3: Locate the correct W number/Vendor ID number

Once you've executed the query, all relevant search results will populate in the rows below. Locate the record with the name that matches what you're searching for and take note of the ID number in the **ID** field. Please note that one individual vendor account may appear two or three times. This may be due to name changes, previously terminated records, or because one vendor account may display the vendor's Tax Identification Number and the issued W-Number in separate records. Both records would still navigate to a single vendor account in Banner.

- **ID**: this field may display the vendor's Tax Identification Number or the issued W-Number/Vendor ID Number. ID numbers that were issued by Purchasing will either contain (1) 2-4 numbers, (2) an @ symbol at the beginning, (3) or the letter W at the beginning.
    - **Ex**: "8130," "@00097480," or "W10578XXX"
- **Last Name**: this field will display each record's vendor name. Use this field to locate the one that matches what you're searching for.
- **Vendor**: "Yes" indicates an active vendor account established in Banner that may be used. "Terminated" means the record/account may no longer be used. Do not use ID numbers for terminated records on submitted forms.

In the example below, note that 3 of the records are listed as "terminated." The associated ID number (@00097480) should not be used on any forms. The first three records listed as "Yes" (meaning active/useable) relate to the active vendor account for the vendor, CDW-G. In this case, ID #8130 is the correct ID to use.

ID	Last Name	First Name	Middle Name	Entity Indicator	Change Indicator	Vendor
8130	CDW			Corporation	Name	Yes
8130	CDW COMPUTER CENTERS, INC.			Corporation	Name	Yes
8130	CDW GOVERNMENT, INC (COMPUT…			Corporation		Yes
@00097480	CDW GOVERNMENT, INC. (CDW.G)			Corporation	Name	Terminated
@00000300	USE #8130 (CDW GOVERNMENT) C…			Corporation		Terminated
@00097480	USE #8130 CDW GOVERNMENT (CO…			Corporation		Terminated

Active filters: Last Name: %cdw%   Clear All

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