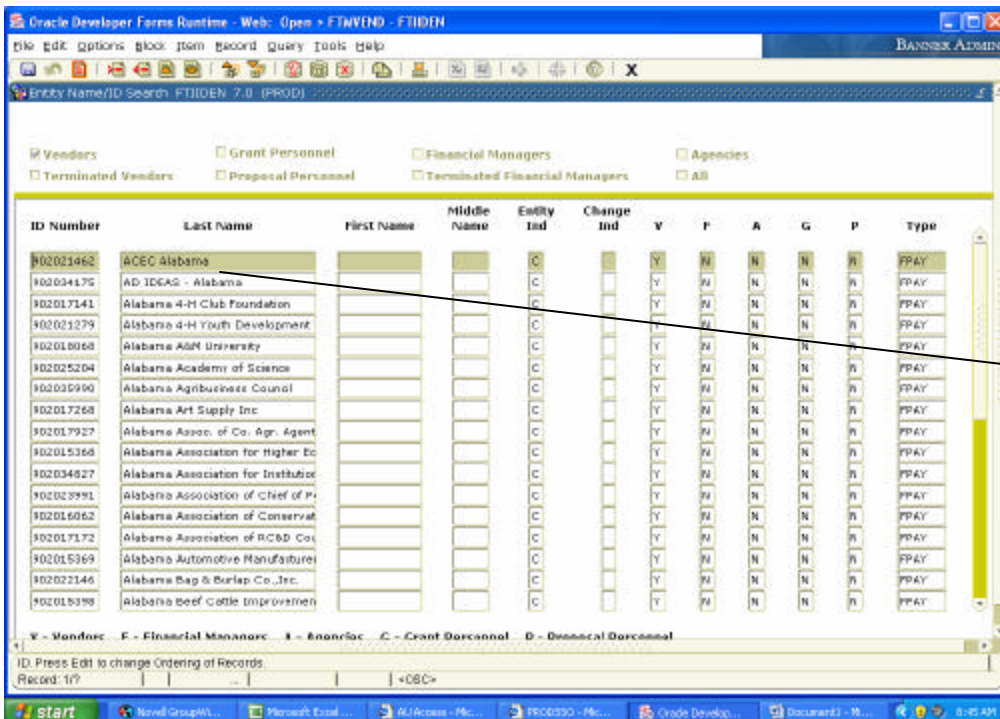


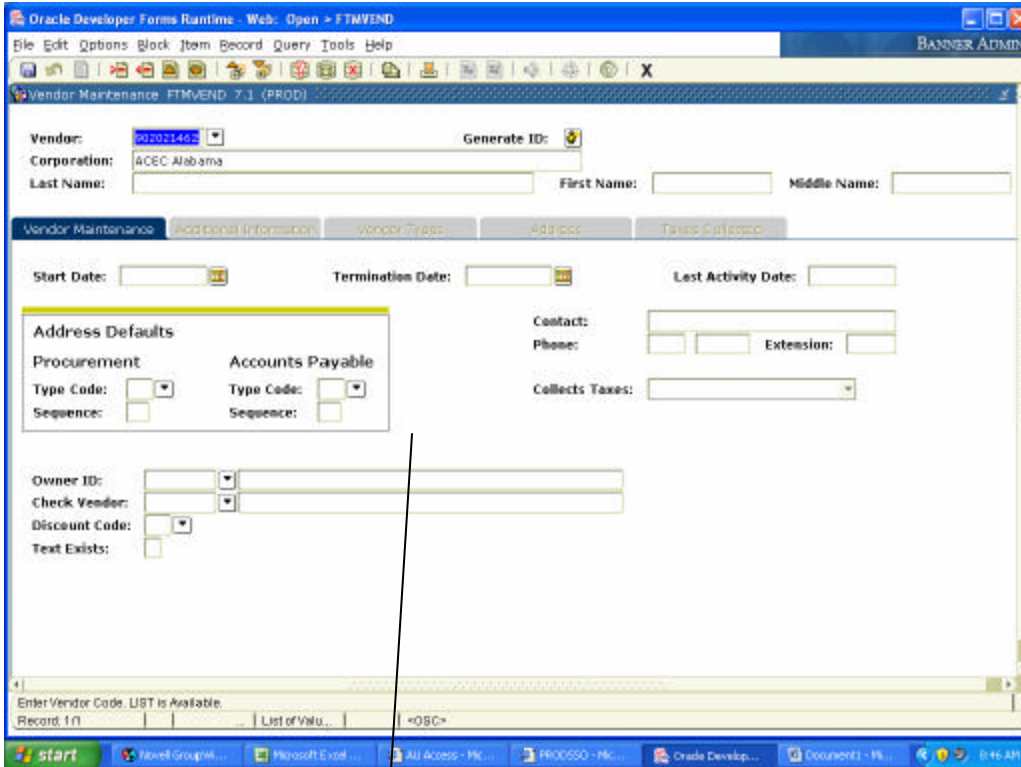
The “%” is the wildcard search in Banner Admin.

4) Perform a search for the vendor’s name. Enter the last and first name or company name of the vendor you are searching for. If the correct spelling is unknown, enter “%” before and after possible spelling, then Execute Query.

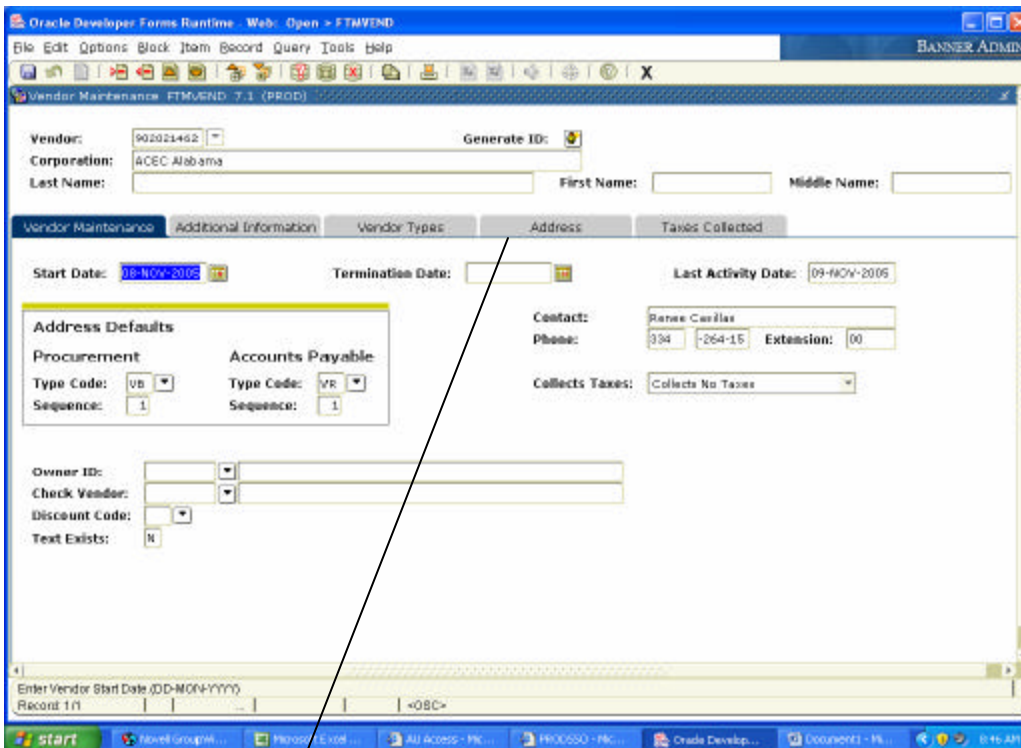


Using the arrow keys on your keyboard, highlight the vendor you want to view.

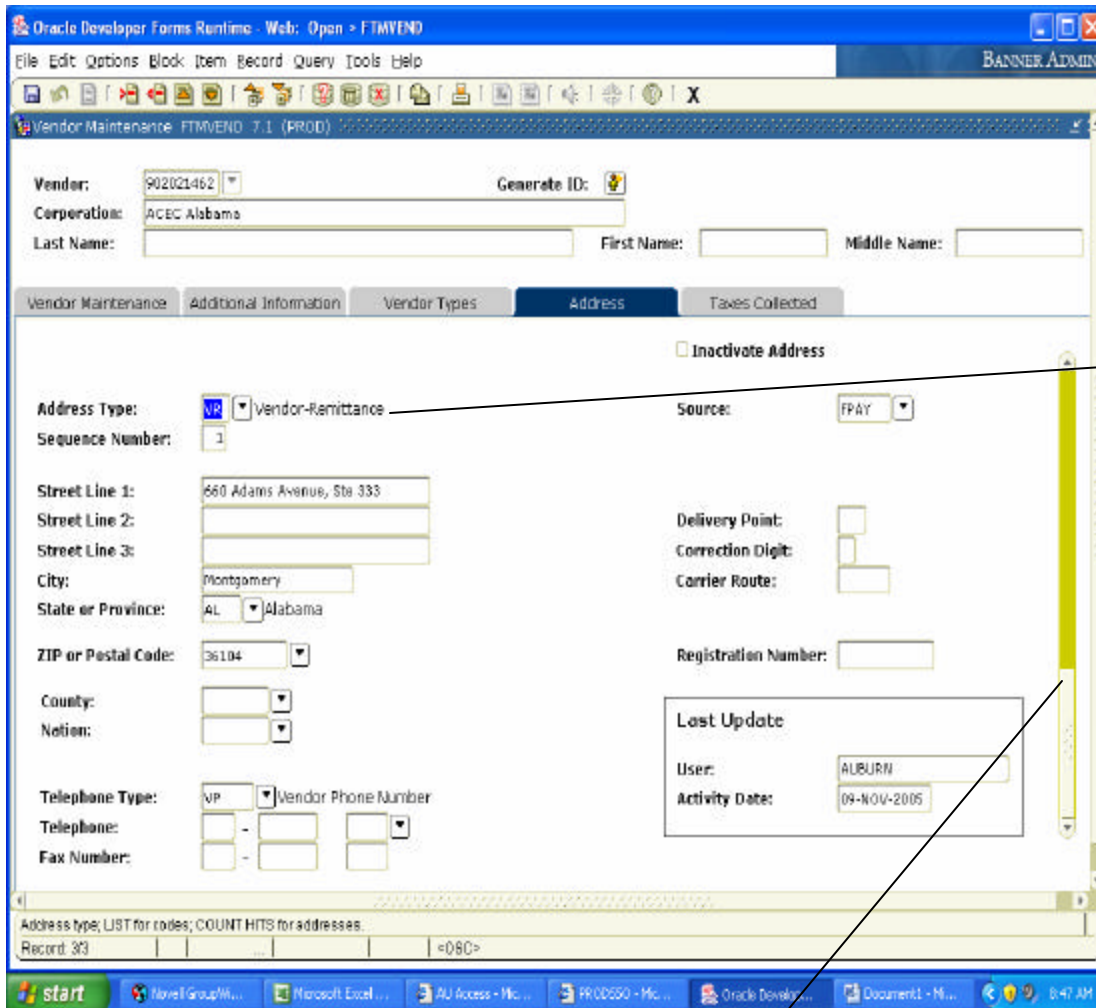
5) A list of all vendors with those characters in the name will appear, along with their ID numbers. Double click on the number of the vendor you want to view and that vendor will be returned on the FTMVEND form.



6) Tab over from the Vendor ID field to display the Vendor's name. Perform a Next Block to move to the second block and view the vendor detail.



7) By clicking on the tabs displayed across the top of the form or performing a Next Block function you can move around to see the information that has been collected for the vendor.



You will see an Address Type and Sequence Number for each address selection.

8) Most users are interested in seeing if the correct remittance address is on file. Unlike FRS, the same vendor ID number can have multiple addresses and address types. Therefore for most vendors you will see many addresses and types displayed on this tab. The valid Address Types that you will see are VB (Vendor Bid) used as the bid address, VO (Vendor Order) used as the Purchase Order address, and VR (Vendor Remit) used as the remittance address. To view the various addresses on file, perform a Next Record function or use the scroll bar. Always look for the VR address type when coding Vendor Vouchers. If the address on your invoice is not in the system, it can be added by PPS during the audit process.