

BANNER FTIIDEN UPDATED PAGE Quick Reference Guide

BANNER 9 ADMIN PAGES -- FTIIDEN UPDATED PAGE LOGIN

- Go to banner.rowan.edu.
- Login with your Rowan University Network **Username** and **Password**.
- **Login** to Banner 9 Administrative Pages.
- You can access FTIIDEN directly from the Main Search field (or select from My Banner shortcut if you have added that) or you can access through other pages, such as FPAREQN Requisitions (Vendor search).

BANNER 9 ADMIN PAGES -- FTIIDEN UPDATED PAGE FORM

- Once you enter FTIIDEN, you will be brought to the Entity Named Search section of the form.
 - You can search for :
 - **Vendors** (***We usually use this form to search for Vendors in our Banner Finance classes***)
 - **Terminated Vendors**
 - **Proposal Personnel**
 - **Financial Managers**
 - **Terminated Financial Managers**
 - **Agencies**
 - **All**
 - Allow **Vendors** to default as the selection to do a vendor search or select a different entity if needed.
- You will be able to do a **Basic Filter** below.
 - Enter in the EXACT Name or ID to search in the following fields:
 - **ID**
 - **Last Name**
 - **First Name**
 - **Middle Name**
 - **Entity Indicator**
 - Vendor names are stored in the **Last Name** field. You would need to type in the EXACT name of the vendor and then **Go**.
- If you do NOT know the EXACT name of the vendor or you are not finding it when searching, select the **Advanced Filter** link under **DETAILS**.
 - To do an advanced search for vendor name:
 - Select the modifier you want to use next to the **Last Name** field (**Contains**, **Starts with**, etc.)
 - In the field next to that, type in the portion of the name that you are sure of.
 - You can now select **Case Insensitive Query** so do not have to worry about capitalization.
 - Select **Go**.
 - You may see a list of several vendors with similar names in the search results.
 - Verify the **Vendor** column does not say Terminated before selecting the vendor.
 - Double click on the vendor **ID** of the one you would like to select, or select the **ID** and then choose the **Select** button on the bottom right side of the page.

IMPORTANT NOTE

Vendor Names are stored in the **Last Name** field of the FTIIDEN filter field.

IMPORTANT NOTE

To do an advanced search, select the new **Advanced Filter** link under **DETAILS**.

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BANNER 9 ADMIN PAGES -- ACCESS FTIIDEN VIA FPAREQN

- To access FTIIDEN when creating a requisitions, select the three dots next to the **Vendor** field on the Vendor Information page of FPAREQN.
- In the popup dialog box (Option List), choose Entity Name/ID Search (FTIIDEN).
- You will be brought to the FTIIDEN form and can do either a Basic Filter (enter the EXACT vendor name in the Last Name field) or an Advanced Filter (use modifiers to search by partial vendor name in Last Name field).
- Once you identify the correct vendor, double click on the vendor **ID** of the one you would like to select, or select the **ID** and then choose the **Select** button on the bottom right side of the page.
- The **Vendor** ID field will now be populated.
 - Put your cursor in the field, and then select the Tab key on your keyboard.
 - The vendor name and address will populate your form.

IMPORTANT NOTE

The address brought over from FTIIDEN may not be the address that you need to use on your requisition. You can select a different address using the directions below.

- If this is the correct address for the vendor, select the **Next Section** icon on the bottom left side of the screen.
- If the address is incorrect, select the three dots next to the **Address Type** field to view additional addresses.
- The number of addresses on file for the vendor is indicated at the bottom of the page.
- You can change the number per page or scroll through the addressed using the arrows on the page or your keyboard.
- When you find the correct address, double click on the **Address Type** and that address will fill into the vendor information page.

IMPORTANT NOTE

ONLY the vendor ID will be brought over from FTIIDEN. You must put your cursor in the **Vendor** field and select the Tab key on your keyboard to get the rest of the vendor information to populate the form.