FTIIDEN – Entity Name/ID Search Form

Functionality

This form will give you the Vendor ID.

Field Description/Notes:

Vendor ID, Last Name, First Name, Change Ind field

Procedures

If you access this form directly, you will need to check the "Vendor" box and perform *Next Block* to search for a vendor ID.

If you access this form through the search button of another form, such as FAIVNDH, the "Vendor" box will be checked by default.

Navigation:

To look up a Vendor ID:

- 1) The Vendor field should be selected by default
- 2) Next Block to enter a Vendor Name
- 3) **Tab** to the Last Name field and type in the Vendor you are searching for. This form is case sensitive so you must use upper and lower case. You should also use the wild card character, the percent sign % with each query. Such as 'Republic%' to find all versions of 'Republic' (see query results below).
- 4) **Execute Query** to retrieve query results
- 5) **Look** at the 'Change Ind' field. The null or empty field is the correct Vendor ID. An "I" in the field indicates the Vendor had an ID change, an "N" indicates that the Vendor had a name change.
- 6) Enter Query will allow you to perform another search.

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V30321700	Republic National Bank			С	I	Y	N	Ν	N	N	NEW	
135666167	Republic Office Supply			C	I	Y	N	N	N	N	OLD	
@00037568	Republic Office Supply			С	I	Y	N	N	N	N	INAC	
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