How do I find a vendor’s UNC Charlotte identification number in Banner Finance?

Tell Me

Use Banner form **FTIIDEN (Entity Name/ID Search)** to find a Vendor's identification number:

1. Open your browser and enter **banner.uncc.edu**
2. Select **BANPROD** located under Banner 9 Admin Pages area and log in
3. Type **FTIIDEN** in the search bar and hit Enter
4. The Vendors box should already have a checkmark in it
5. Go to the **DETAILS** area, select the **Last Name** from the **Add Another Field** drop-down menu
6. Select the appropriate filter from the middle drop-down box (e.g., Contains, Starts With, Equals)
7. Add any part of the vendor's name and press F8 to execute the query

This information is case sensitive
Related FAQs

- How do I verify if a vendor check payment has been cashed in Banner Finance?
- How do I move an entire account balance from one fund to another in Banner Finance?
- How do I determine if a fund has a debit or credit balance in Banner Finance?
- How do I look up all related endowment funds in Banner Finance?
- How do I determine if my fund has a negative balance in Banner Finance?