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

Tell Me

Use Banner form FTTIDEN (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 FTTIDEN 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?