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

Tell Me

Use Banner form FTDIDEN (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 FTDIDEN 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?