It is often necessary to see if a vendor has been entered into the Banner system. The easiest way to do this is to use FTMVEND (Vendor Maintenance) and Banner’s built in search tools. Go to form FTMVEND and click on the drop down arrow next to the Vendor field.
FTMVEND (continued)-Click in the shaded line in the Last Name field and type in part of the vendor’s name plus the % sign. The % sign is the wildcard symbol that tells the form to return results that have all or part of the name you typed in the field. Click on the Execute Query icon on the Banner main menu bar.

Type in part of the name plus wildcard. Click on Execute Query icon.
FTMVEND (continued)- The form will return the closest matches to your query. To view more specific information about the vendor, double click on the vendor name. Use the next block icon to navigate on the vendor detail pages.

Double click on line.