Vendor Maintenance Form – FTMVEND

Use form to:

- Find vendor code
- Confirm W9 is on file so vendor can be paid
- Determine if vendor is set up to receive ACH payments
- Verify correct vendor payment address

Vendor Codes:

In most cases, the naming convention for vendor codes is the first three letters of the first name plus the first three letters of the second name. Ex: (Reporters Office Plus = REPOFF).

To query on a vendor code, click on the drop down arrow to the right of the Vendor box.
Vendor Maintenance (cont)

On the Vendor Maintenance tab – look for a VP address

On the Additional Information tab – look for ****** in the SSN/SIN/TIN area

Go to Options – Text [FAOTEXT] to see when W9 was requested/received
On the Address tab - ‘VE’ vendor address type indicates that the vendor is set up to receive ACH payments.

On the Address tab – ‘VP’ is the address to put on your BPA, even if the vendor is set up for ACH.
Vendor Detail History Form – FAIVNDH

Use to view all payments made to a particular Vendor

If you need to find the Vendor Code -
Click on the drop box next to the Vendor field:
The following form appears: Click on Entity Name/ID Search (FTIIDEN)
Vendor Search (Cont)

Banner is now ready for a query. Enter your query in the Last Name field.

CAUTION: queries in this form are case sensitive. Use the wildcard search character % to maximize your search results. Press F8 to execute the query.
Double click on the vendor name you want. This will select the vendor code and return you to the vendor history screen.
Vendor Search (Cont)
Tab to the Selection drop down box where you can choose from all invoices, credit memos, open invoices or paid invoices. Then perform a Next Block (Ctrl + PgDn).

Use the scroll bars to view more information.

**CAUTION:**

- This form does not indicate which of the four MSU campuses made the vendor payments. It is therefore helpful if you know the vendor invoice number.

- The check number listed at the far right is not the check number the vendor receives. The Department of Administration in Helena prints our vendor checks for us and assigns their own check numbers. Contact the UBS for information on vendor checks.

You can query on the following fields:
- Vendor Invoice: This is the invoice that appears on the vendor’s bill.
- Invoice: This is the document number that Banner automatically assigns to the payment.

You can further drill-down on a particular invoice by clicking Options on the menu bar and the **View Invoice Information** link.