

# **FTIIDEN – Entity Name/ID Search Form**

## Functionality

This form will give you the Vendor ID.

## Field Description/Notes:

Vendor ID, Last Name, First Name, Change Ind field

## Procedures

If you access this form directly, you will need to check the “Vendor” box and perform *Next Block* to search for a vendor ID.

If you access this form through the search button of another form, such as FAIVNDH, the “Vendor” box will be checked by default.

Navigation:

To look up a Vendor ID:

- 1) The Vendor field should be selected by default
- 2) **Next Block** to enter a Vendor Name
- 3) **Tab** to the Last Name field and type in the Vendor you are searching for. This form is case sensitive so you must use upper and lower case. You should also use the wild card character, the percent sign % with each query. Such as 'Republic%' to find all versions of 'Republic' (see query results below).
- 4) **Execute Query** to retrieve query results
- 5) **Look** at the 'Change Ind' field. The null or empty field is the correct Vendor ID. An "I" in the field indicates the Vendor had an ID change, an "N" indicates that the Vendor had a name change.
- 6) **Enter Query** will allow you to perform another search.

The screenshot shows the Oracle Developer Forms Runtime interface. The title bar reads "Oracle Developer Forms Runtime - Web: Open > FTIIDEN". The menu bar includes "File Edit Options Block Item Record Query Tools Help". The main window title is "Entity Name/ID Search FTIIDEN 7.3.0.1 (PROD)".

At the top, there are several checkboxes for filtering results:  Vendors,  Grant Personnel,  Financial Managers,  Agencies,  Terminated Vendors,  Proposal Personnel,  Terminated Financial Managers, and  All.

The main area contains a table with the following columns: ID Number, Last Name, First Name, Middle Name, Entity Ind, Change Ind, V, F, A, G, P, and Type. The first row shows a search for "Republic%" in the Last Name field. The table is currently empty, with only the first row of data visible.

At the bottom of the table area, there is a legend: **V - Vendors F - Financial Managers A - Agencies G - Grant Personnel P - Proposal Personnel**.

At the very bottom, there is a status bar with the text: "Enter a query, press F8 to execute, Ctrl+Q to cancel." and "Record: 1/1 | Enter-Qu... | <OSC>".

- Vendors
- Grant Personnel
- Financial Managers
- Agencies
- Terminated Vendors
- Proposal Personnel
- Terminated Financial Managers
- All

| ID Number | Last Name              | First Name | Middle Name | Entity Ind | Change Ind | V | F | A | G | P | Type |
|-----------|------------------------|------------|-------------|------------|------------|---|---|---|---|---|------|
| @00038476 | Republic National Bank |            |             | C          | I          | Y | N | N | N | N | OLD  |
| T70474503 | Republic National Bank |            |             | C          |            | Y | N | N | N | N |      |
| V30321700 | Republic National Bank |            |             | C          | I          | Y | N | N | N | N | NEW  |
| 135666167 | Republic Office Supply |            |             | C          | I          | Y | N | N | N | N | OLD  |
| @00037568 | Republic Office Supply |            |             | C          | I          | Y | N | N | N | N | INAC |
| T51485306 | Republic Office Supply |            |             | C          |            | Y | N | N | N | N |      |
| V51485306 | Republic Office Supply |            |             | C          | I          | Y | N | N | N | N | NEW  |
|           |                        |            |             |            |            |   |   |   |   |   |      |
|           |                        |            |             |            |            |   |   |   |   |   |      |
|           |                        |            |             |            |            |   |   |   |   |   |      |
|           |                        |            |             |            |            |   |   |   |   |   |      |
|           |                        |            |             |            |            |   |   |   |   |   |      |
|           |                        |            |             |            |            |   |   |   |   |   |      |
|           |                        |            |             |            |            |   |   |   |   |   |      |
|           |                        |            |             |            |            |   |   |   |   |   |      |
|           |                        |            |             |            |            |   |   |   |   |   |      |
|           |                        |            |             |            |            |   |   |   |   |   |      |
|           |                        |            |             |            |            |   |   |   |   |   |      |
|           |                        |            |             |            |            |   |   |   |   |   |      |
|           |                        |            |             |            |            |   |   |   |   |   |      |
|           |                        |            |             |            |            |   |   |   |   |   |      |

V - Vendors F - Financial Managers A - Agencies G - Grant Personnel P - Proposal Personnel