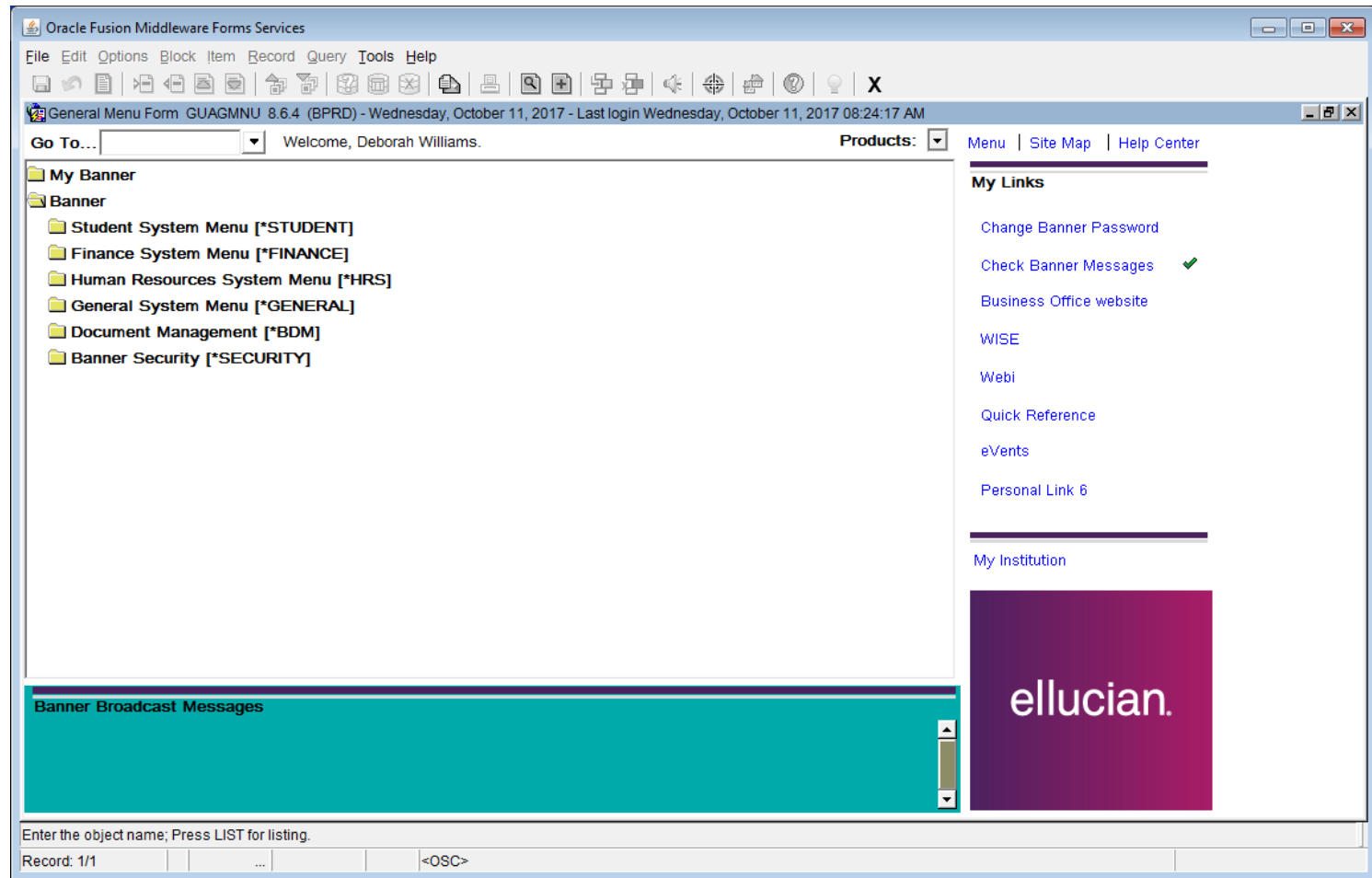


How to Look Up an
“S” number using
Banner or Webi

Log in to Banner. Type FGIBDST in “Go To...” on Main Menu screen.



FGIBDST – Fill in Chart “Y” and Fiscal Year. Enter your Organization and Fund from your statement (or whatever org/fund you’ve requested it be changed to. Choose next block from the icons at the top of the page.

Oracle Fusion Middleware Forms Services: Open > FGIBDST

File Edit Options Block Item Record Query Tools Help

Organization Budget Status Form FGIBDST 8.5 (BPRD)

Chart: Y Fiscal Year: 18 Index:

☐ Query Specific Account
☒ Include Revenue Accounts

Commit Type: Both

Organization: KFBBUS Business Office
Fund: 5U0000 Keene General Operating
Program: 020 USNH General Program Code
Account:
Account Type:
Activity:
Location:

Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
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Dup Item for Detail, Count Query for Orgn. Summary, Dup Rec for Encum. List

Record: 1/23 ... <OSC>

- Scroll down to the account number your card defaults to (or the account number you've requested the transaction be changed to). With your account highlighted, click your cursor by the amount in that row of the YTD Activity column.

Commit Type: Activity: Location:

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
65YP10	L	Nonstatus Benefit Distr (Fica)				
710	E	Travel				
711	E	Supplies				
711100	E	Supplies-General				
713	E	Printing and Copying				
713015	E	Printing & Copying-Departmental				
714	E	Postage				
714005	E	Postage-Campus Mail Services				
715	E	Non-Capitalizable Equipment				
716	E	Maintenance and Rentals				
717	E	Professional Services				
719	E	Staff Support				
Net Total:			400,602.21	111,200.00	436,113.11	

Dup Item for Detail, Count Query for Orgn. Summary, Dup Rec for Encum. List
Record: 15/23 ... <OSC>

Click on Options at the top of the page, then choose “Transaction Detail Information” from the choices.

Oracle Fusion Middleware Forms Services: Open > FGIBDST

File Edit **Options** Block Item Record Query Tools Help

Budget Summary Information [FGIBSUM] PRD

Organization Encumbrances [FGIOENC]

Transaction Detail Information [FGITRND]

Format Display Preferences

Chart: []

Fiscal Year: 18 []

Index: []

☐ Query Specific Account

☒ Include Revenue Accounts

Commit Type: Both []

Organization: KFBBUS [] Business Office

Fund: 5U0000 [] Keene General Operating

Program: 020 [] USNH General Program Code

Account: []

Account Type: []

Activity: []

Location: []

Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
65YP10	L Nonstatus Benefit Distr (Fica)				
710	E Travel				
711	E Supplies				
711100	E Supplies-General				
713	E Printing and Copying				
713015	E Printing & Copying-Departmental				
714	E Postage				
714005	E Postage-Campus Mail Services				
715	E Non-Capitalizable Equipment				
716	E Maintenance and Rentals				
717	E Professional Services				
719	E Staff Support				
Net Total:					

ERROR Item is protected against update.

Record: 15/23 ... <OSC>

- Look down through the list to find the dollar Amount and Vendor that matches your transaction. The Document # will begin with an “S”.

The screenshot displays the 'Detail Transaction Activity Form' (F01TRND) in the Oracle Fusion Middleware Forms Services environment. The window title bar indicates the file path 'Open > F01B021 - F01TRND'. The top menu bar includes options like 'File', 'Edit', 'Options', 'Block', 'Item', 'Record', 'Query', 'Tools', and 'Help'. Below the menu is a toolbar with various icons for navigation and editing. The form itself has a header section with dropdown menus for 'COA', 'Fiscal Year', 'Index', 'Fund', 'Organization', 'Account', 'Program', 'Activity', 'Location', 'Period', and 'Commit Type'. The main body of the form is a table with columns for 'Account', 'Organization', 'Program', 'Activity', 'Date', 'Type', 'Document', 'Field', and 'Amount'. The 'Amount' column is labeled 'Increase (+) or Decrease (-)'. A large blue rectangular area highlights the top portion of the table. At the bottom of the table, there is a 'Total' row. The status bar at the very bottom shows 'Record 113' and a prompt to 'Press Key F10 to print form; Count Query for encumbrance detail'.

- Alternatively, you can use Webi to look up “S” numbers.
- Log in to Webi. Click on the “Documents” tab if it’s not your default start page. Choose the “Folders” bar from the bottom left side of the page. Click on the “Finance Reports folder. Then open the “Fin6000 – Buy/Pay” folder.

[illegible]