

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. Click the go button at the top of the page.
- 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.
- Click on Related at the top of the page, and then choose “Transaction Detail Information” from the choices.
- Look down through the list to find the dollar Amount and Vendor that matches your transaction. The Document # will begin with an “S”.

- 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.
- Choose the FIN6090 Purchasing Card Activity. Click on Advanced (next to run) and fill in the date range prompts. Highlight the Cardholder Full Name prompt, and then click on “refresh values.” Use the binoculars at the bottom of the list to search for the cardholder by last name. Select the name and move with the “>” button to the chosen box. Then click run. “S” numbers are in the far left column.