Looking up Check Status

1. Open dafisds.ucdavis.edu

2. Type **2** in the upper right corner in “Query Jump :”, hit “enter”

3. Run the RSO Agency Account Number (input agency account number in “Account(s)”)

 Ex: 8060135

4. Click the “Document #” of the check

 Ex: 01-32082253

5. Copy the “Disbursement Number” 🡪 This is the check number

 Ex: 10035847

6. Go back to the dafisds.ucdavis.edu home page

7. Type **387** in the upper right corner in “Query Jump :”, hit “enter”

8. Input the “Disbursement Number” in the section “Check Number”, then click “Process Query”

 This should show you when the check was issued, cashed, and the amount of the check.

To find the address of where the check was issued to, click the number under “Payment Document”.