SSB Query – Locate Check Number for an Invoice

Access the 'View Document' menu option from the main Self Service menu.
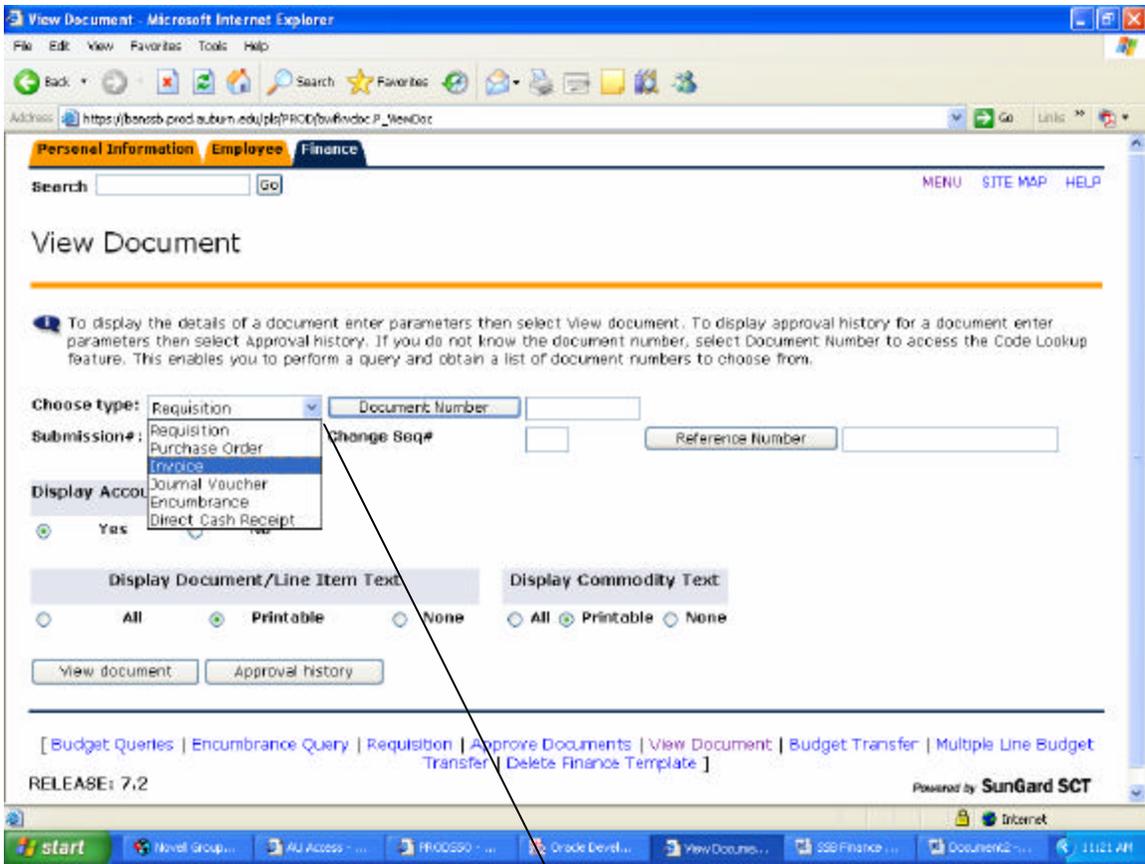
Select 'Invoice' from the Choose type drop down box.
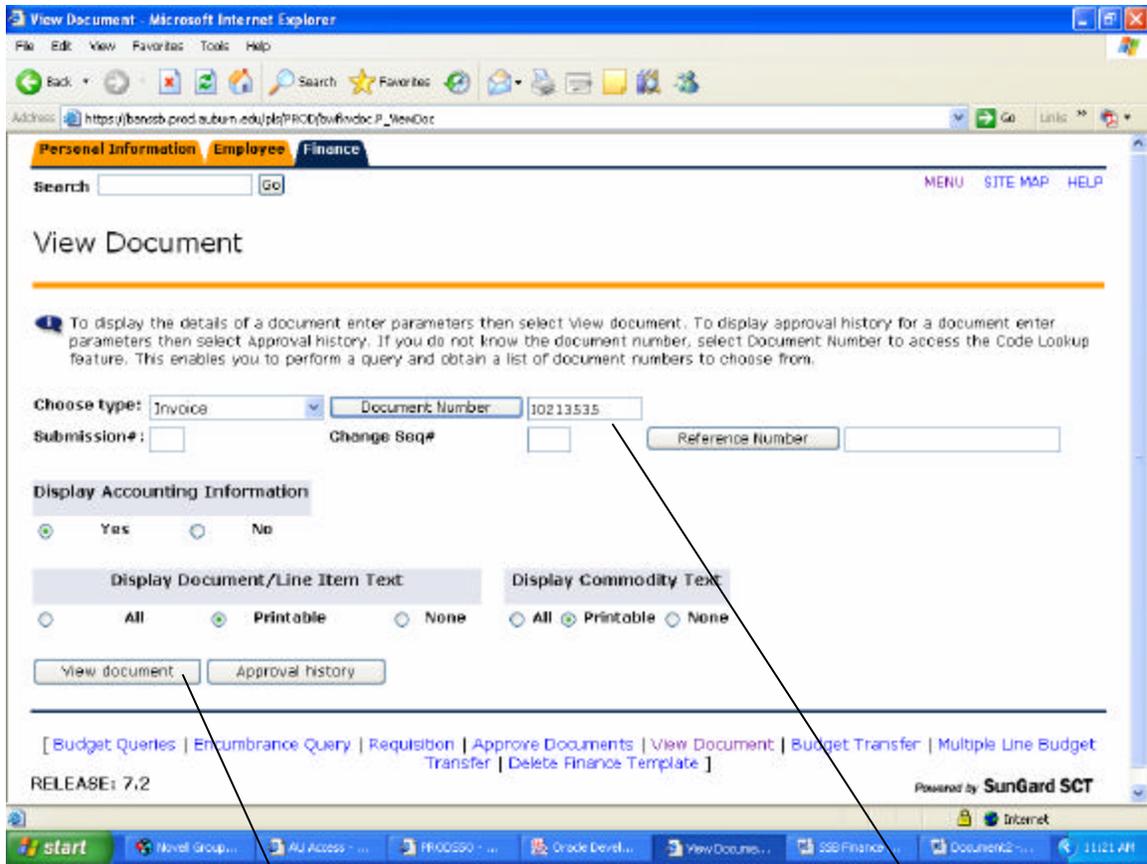
Type in the Banner assigned invoice number (the 'I' number) in the Document Number box and click on the View document button. This number can be found on your monthly reports as well as FGITRND in Banner Admin in the Document column.

The Check Number shows under Related Documents at the bottom of the page as 'Check Disbursement'. If a Requisition and Purchase Order are related to the payment, those document numbers will show as well.

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