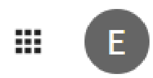
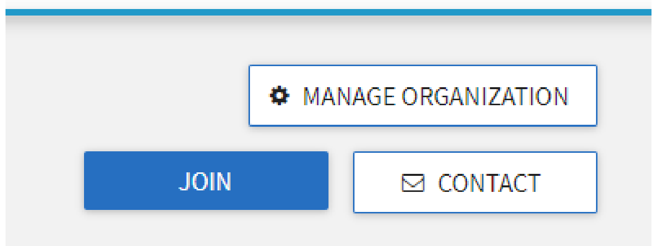
View Your SABS Bank Account Balance and Transaction History in UConntact

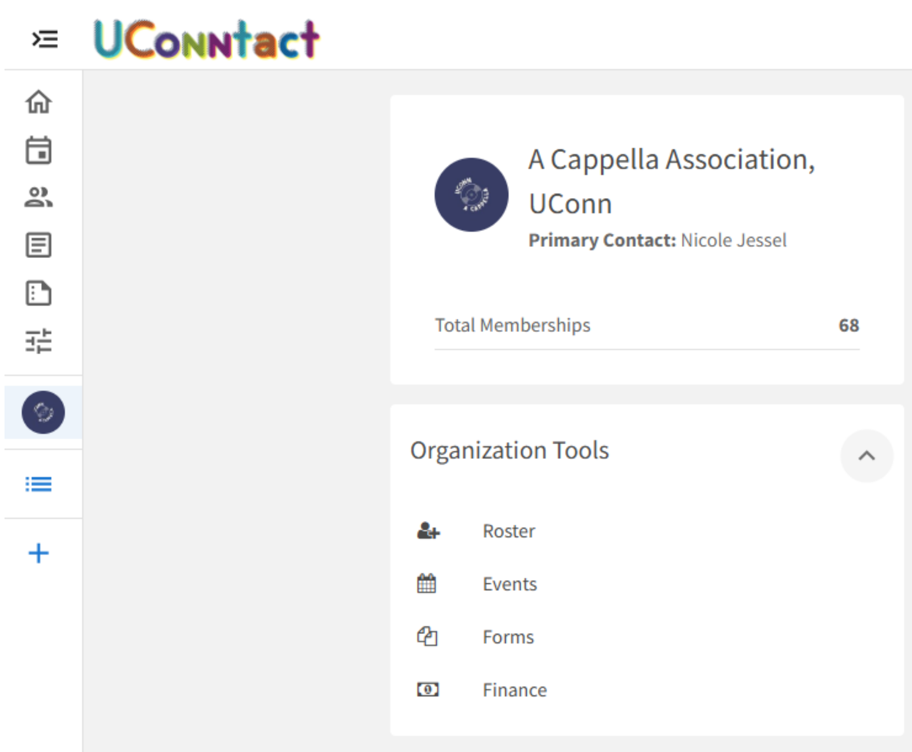
1. Log into UConntact and go to your organization's homepage

2. Click the "**Manage Organization**" button in the top right hand corner (*you will not be able to view your balance unless in Management Mode*)

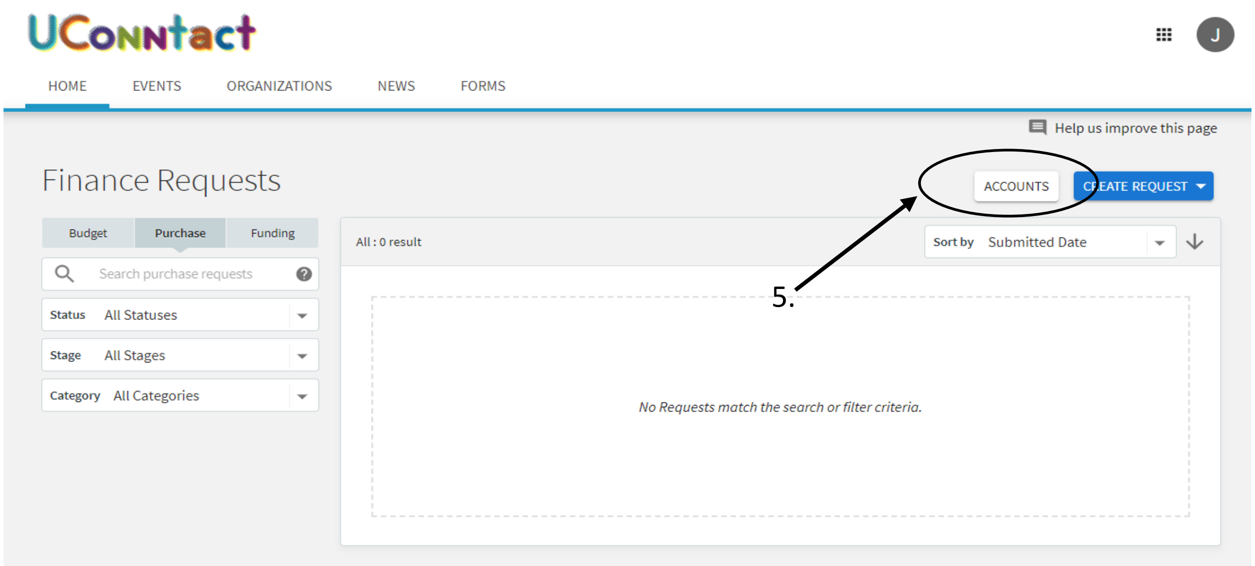




3. Press the dropdown arrow on "Organization Tools" and click "**Finance**"

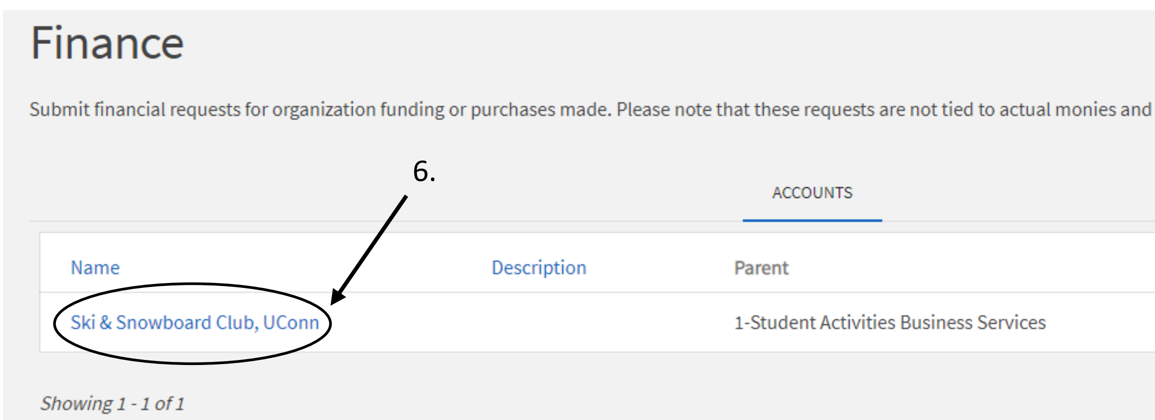


4. You will see the following page:



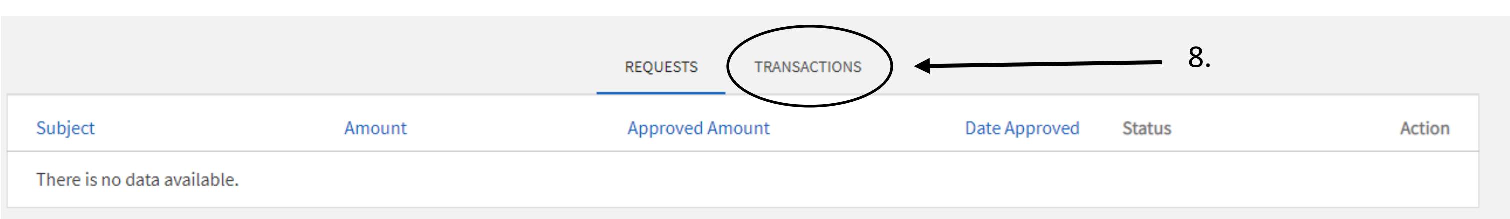
5. Click the "**ACCOUNTS**" button

6. Click your **organization's name** on the next screen



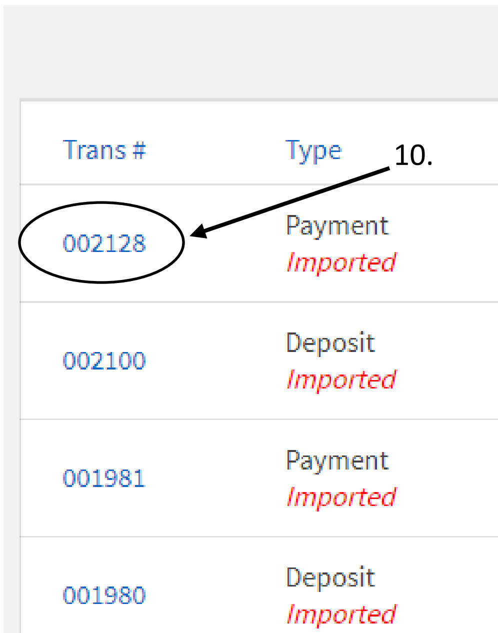
7. You should now see the account details, including your account balance

8. In order to see the transaction details, click the "**Transactions**" button



9. The Transactions page shows a list of all deposits and disbursements your organization has made, as well as the balance after each transaction

10. For more details about a particular transaction, click the "**Trans #**"



    a. If you have a deposit or disbursement with multiple codes, you will need to request a verification report from Business Services for a breakdown

    b. The "Trans #" in UConntact does not match the "Trans #" on your bank paperwork

11. If you hit the back arrow to look at another transaction you will have to repeat Steps 8-10