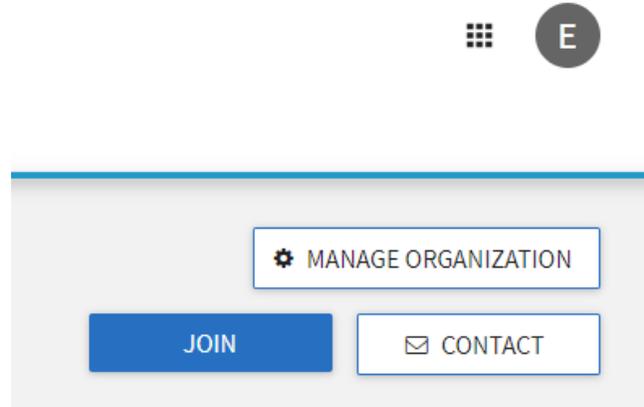
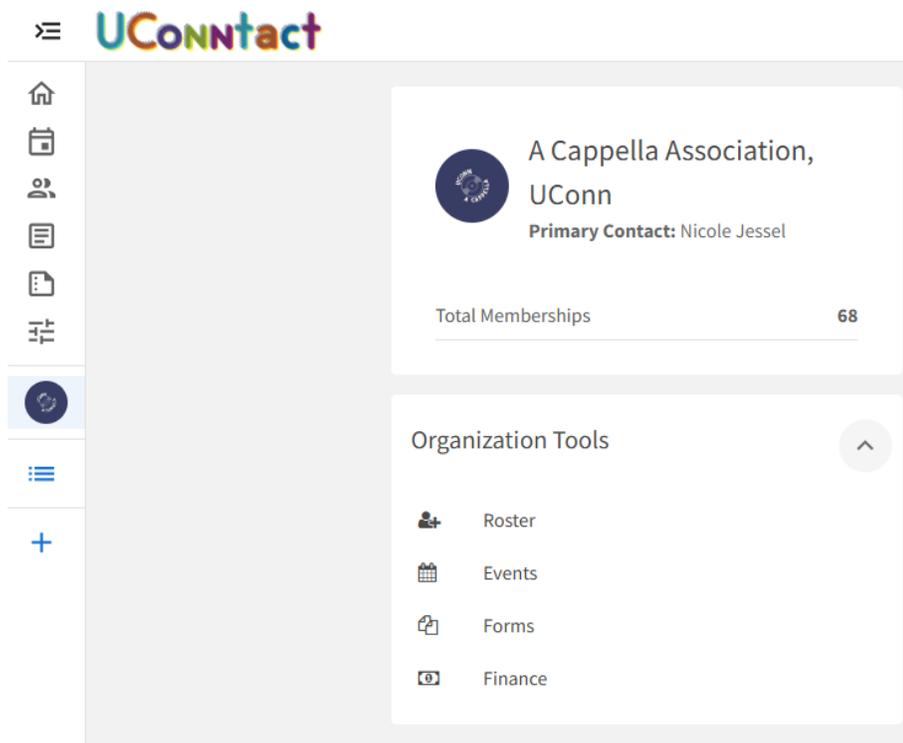


## View Your SABs Bank Account Balance and Transaction History in UContact

1. Log into UContact 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"**

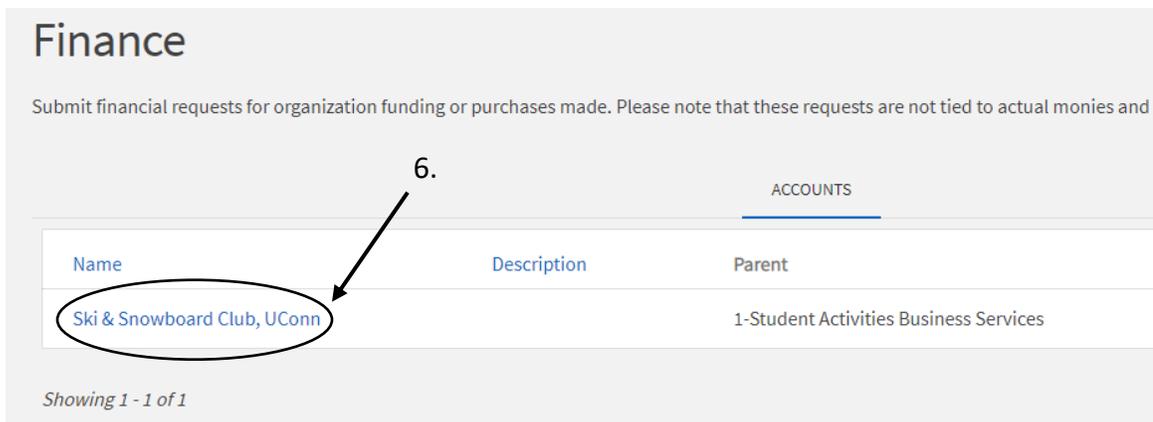


4. You will see the following page:



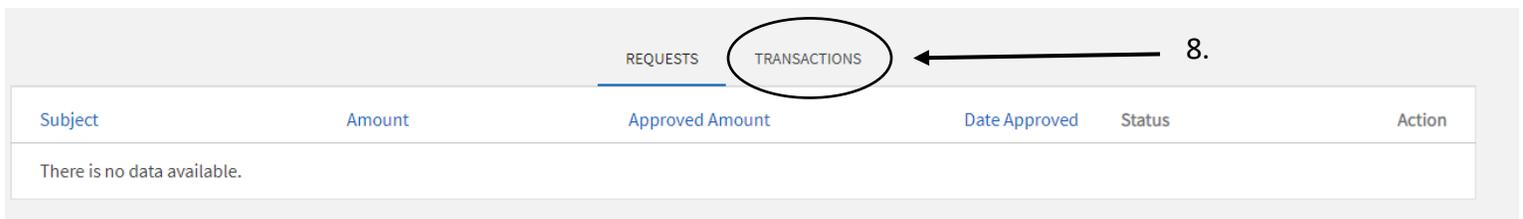
5. Click the “**ACCOUNTS**” button

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



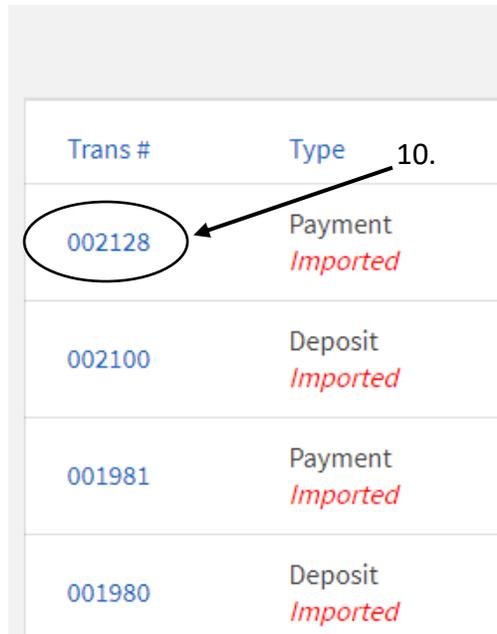
7. You should now see the account details, including your account balance

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 #”



The screenshot shows a table with two columns: 'Trans #' and 'Type'. The 'Trans #' column contains the values 002128, 002100, 001981, and 001980. The 'Type' column contains the values Payment, Deposit, Payment, and Deposit. Each row also includes the word 'Imported' in red text. An arrow points from the number '10.' to the 'Trans #' column header, and another arrow points from the number '10.' to the '002128' value in the first row.

Trans #	Type
002128	Payment <i>Imported</i>
002100	Deposit <i>Imported</i>
001981	Payment <i>Imported</i>
001980	Deposit <i>Imported</i>

- 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