## 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"

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			A Cappella Association,	
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			Primary Contact: Nicole Jessel	
		Tota	l Memberships	68
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:=		Organ	ization Tools	^
+		2+	Roster	
1		雦	Events	
		ළු	Forms	
		0	Finance	

4. You will see the following page:

<b>UConntact</b>		J
HOME EVENTS ORGANIZATIONS	NEWS FORMS	
	E Help us improve this pa	ige
Finance Requests	ACCOUNTS C EATE REQUEST	2
Budget Purchase Funding	All : 0 result Sort by Submitted Date	,
Q Search purchase requests (2)		
Status All Statuses 💌	5.	
Stage All Stages 💌		
Category All Categories	No Requests match the search or filter criteria.	

5. Click the "ACCOUNTS" button

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

Finance		
Submit financial requests for organization fur	nding or purchases made. Pleas	e note that these requests are not tied to actual monies and
	6.	ACCOUNTS
Name	Description	Parent
Ski & Snowboard Club, UConn		1-Student Activities Business Services
Showing 1 - 1 of 1		

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

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

			8.	
mount	Approved Amount	Date Approved	Status	Action
m	iount	REQUESTS TRANSACTIONS	REQUESTS TRANSACTIONS	REQUESTS TRANSACTIONS 8.

C:\Users\lig17005\Downloads\! UConntact Bank Balance & Transaction History.docx

- 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 #"

Trans #	Type 10.
002128	Payment Imported
002100	Deposit <i>Imported</i>
001981	Payment Imported
001980	Deposit Imported

- 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