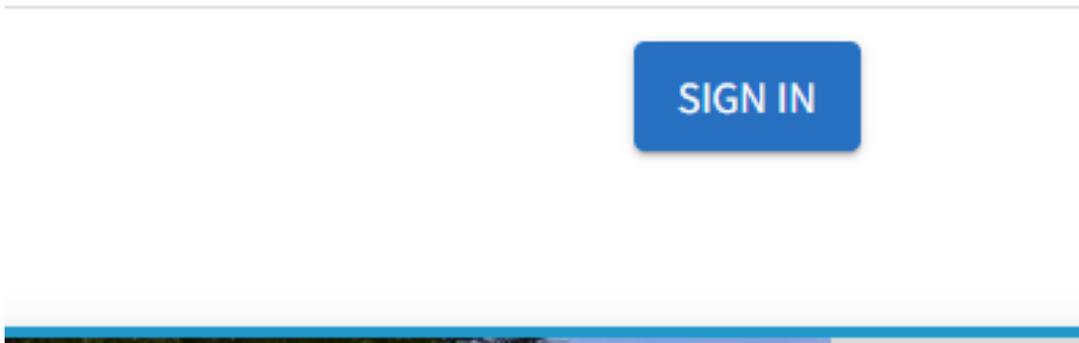
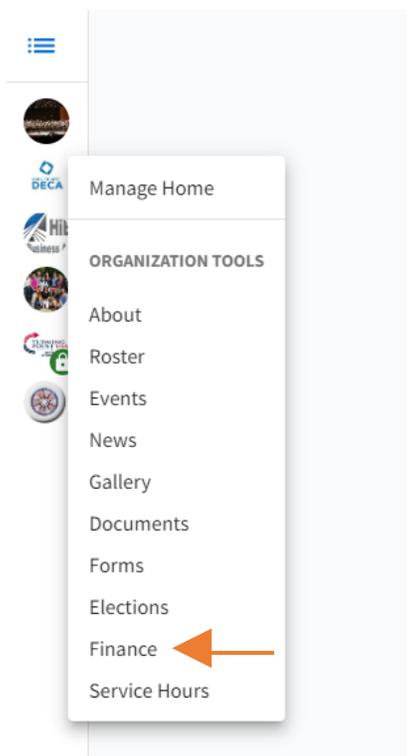


View Your SABS Bank Account Balance and Transaction History in UContact

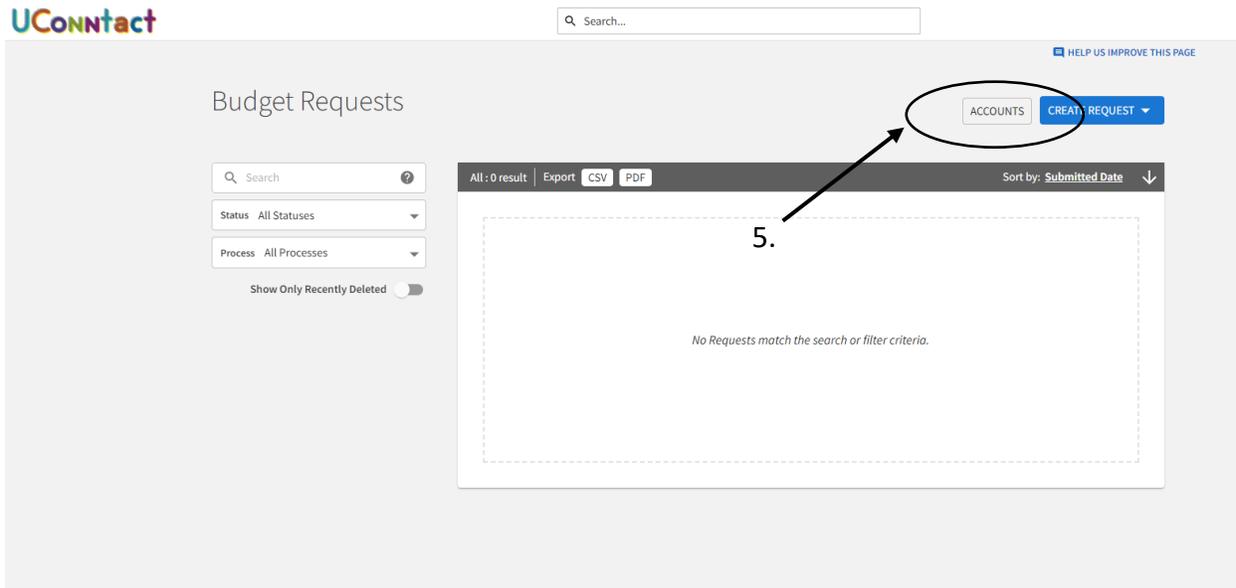
1. Go to ucontact.uconn.edu
2. Sign in using your Net ID Single Sign-On



3. Click on the icon for your organization on the left, then click "**Finance**" from the drop-down menu

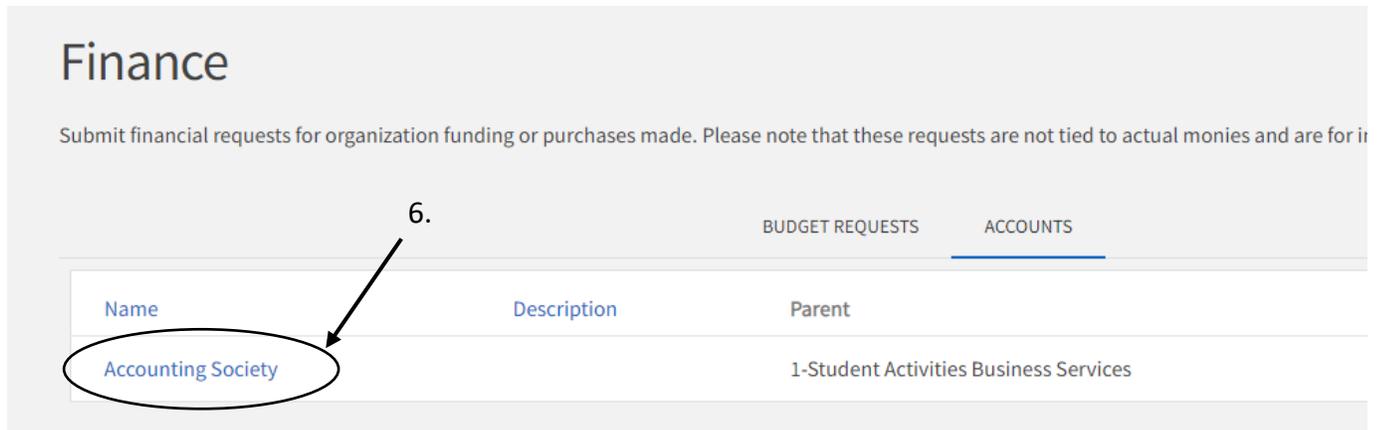


4. You will see the following page:



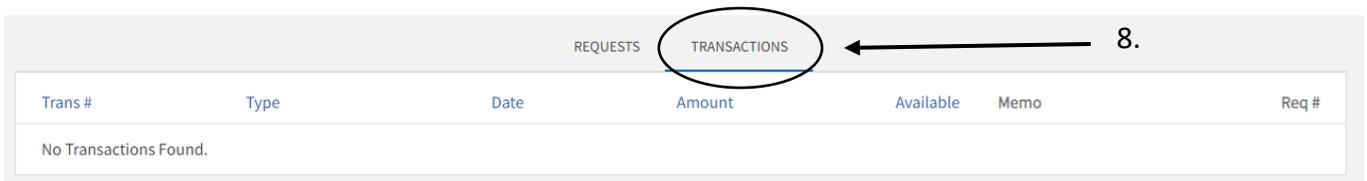
5. Click the “**ACCOUNTS**” button

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



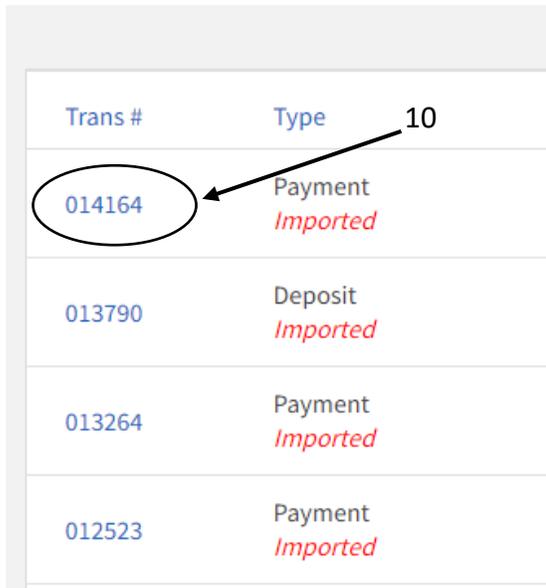
7. You should now see the account details, including your account balance

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 first row has '014164' circled in blue, with an arrow pointing to it from the number '10'. The second row has '013790'. The third row has '013264'. The fourth row has '012523'. The 'Type' column contains 'Payment Imported', 'Deposit Imported', 'Payment Imported', and 'Payment Imported' respectively.

Trans #	Type
014164	Payment <i>Imported</i>
013790	Deposit <i>Imported</i>
013264	Payment <i>Imported</i>
012523	Payment <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