



HOW TO SUBMIT AN ONLINE BANKING CONTRACT

Tools for Treasurers with a SABS Bank Account



Step 1: Virtual Front Desk

1. Go to the Business Affairs Website

<https://businessaffairs.studentactivities.uconn.edu/how-to-guides/>

2. Select *Virtual Front Desk*

(Note: you may need to scroll down on the Homepage to see this)

Student Activities Banking Services




Student Activities Banking Services (SABS) provides bank accounts and banking transactions for registered student organizations (RSOs) on the Storrs campus. SABS also provides RSOs with the tools, resources, and guidance to operate under sound business practices and principles. SOLID and SABS online workshops are on HuskyCT, addressing topics such as keeping financial records, maintaining budgets, generating deposits, disbursements, adjustments, and managing events.


- Virtual Front Desk**
Find all of your banking needs online.
VIRTUAL FRONT DESK
- Accessing SABS Online Submissions**
View the status of your SABS Banking Contract, Disbursement Request, and Marketplace Request **Submissions** and **Drafts** on [Kuali Build](#).
KUALI BUILD FORMS
- Online Marketplace**
An online platform that allows organizations to collect money from credit and debit cards.
ONLINE MARKETPLACE
- How To Guides**
Need help with banking? Click below for how to guides.
HOW TO GUIDES
- Treasurer Financial Guide**
A comprehensive guide of policy and procedures for all Treasurers and Financial Officers.
COMING SOON!

Step 2: Finding the Form

Banking Services Virtual Front Desk

Note: If links produce error message, refresh page to launch forms.

Online Disbursement Request 	Online Banking Contract 	Viewing Bank Activity on UContact .pdf
Online Disbursement Request Instructions .pdf	Online Banking Contract Instructions .pdf	Request a Financial Report
Online Marketplace & Dues Collection Request 	Forms & Financial Tools	Deposit Instructions .pdf



3. Select **Online Banking Contract**

Step 3: Access the Form

1. Sign in with your NetID and password
2. If you have done so correctly you will see this page

The screenshot displays a web form interface for UCONN. At the top, the UCONN logo is centered in white on a dark blue background. Below the logo, the form is divided into several sections:

- Directions:** A section with a light gray background containing the text: "The student officers on this contract are authorized to review disbursements:" followed by a bulleted list:
 - Signatures from the Treasurer, President, Advisor, and one additional Executive Officer are required.
 - A second Executive Officer is encouraged.
 - Each person listed on the Banking Contract must be a unique individual, even if they hold more than one Executive Officer position within the organization.
- Basic Information:** A section with a light gray background containing:
 - Effective Dates ***: A dropdown menu with "..." and a downward arrow.
 - Organization Name ***: A search field with a magnifying glass icon and a search button. Below it are notes:
 - Use the search field below to select your organization
 - To populate options, enter a keyword from your organization's name
 - If your organization does not appear in the search, type "NEW" and select "NEW - This organization does not have a bank account with SABS yet"
 - Organization Number**: A text input field.
- Beneficiary Information:** A section with a light gray background, currently empty.

On the right side of the form, there is an **Actions** panel with three buttons: "Submit" (dark blue), "Save" (dark blue), and "Discard" (white with dark blue border).

Step 4: Effective Dates/Org Name

- Choose your contract's Effective Dates and Organization Name

Choose your desired Effective Dates from the drop-down

Basic Information

Effective Dates *

Organization Name *

Organization Number

Notes:

- Use the search field below to select your organization
- To populate options, enter a keyword from your organization's name
- If your organization does not appear in the search, type "NEW" and select "NEW - This organization does not have a bank account with SABS yet"

Follow the instructions to find your organization. If done correctly, your Org's Number will auto-populate

Step 5: Beneficiary Information

Beneficiary Information

This section lists your organization's beneficiary information - where remaining funds will go, should your organization disband or become defunct.

In the event the organization ceases operations and/or does not renew its contract for an entire academic year or does not remove its funds before such time, the organization authorizes SABS to disburse any remaining funds to the designated beneficiary. **This form supersedes any information in your constitution or on file with the Department of Student Activities.**

The designated beneficiary may not be an individual and must include a mailing address in the United States of America.

We recommend:

- The beneficiary be a charity or an entity/organization that has demonstrated commitment and stability.
- The beneficiary be voted on by the organization's membership and included in the minutes of that meeting.

Beneficiary Name

Beneficiary Address

Beneficiary Contact Number

Beneficiary Notes

Beneficiary Status *

- We certify that the beneficiary information is correct and up-to-date
- We would like to change/update the beneficiary information for our organization
- We would like to establish a new beneficiary (NEW organizations must select this option)

In this section your Org's current Beneficiary should auto-populate. If your club wants to keep the same one select the first option. If you would like to make any changes, select the option that fits the change best from the bottom two

Step 6: Treasurer Information

Enter the Treasurer's information in all the fields

Treasurer	
Treasurer *	
Q	
Treasurer's NetID	Treasurer's Phone Number *
Treasurer's Email	
Treasurer's Signature	
Sign this form	

Only if you are the Treasurer

Click ***Sign this form*** and sign with your First Name and Last Name

Step 7: President's Information

Enter the President's information in all the fields

President *	
Q	
President's NetID	President's Email
President's Phone Number *	
President's Signature	
Sign this form	

Only if you are the President

Click ***Sign this form*** and sign with your First Name and Last Name

Step 8: Executive Officers 1 & 2 Information

Enter the Executive Officer 1's information in all the fields

Executive Officer 1	
Executive Officer 1 * Q	Executive Officer 1 Title *
Executive Officer 1 NetID	Executive Officer 1 Email
Executive Officer 2	
Executive Officer 2 Q	Executive Officer 2 Title
Executive Officer 1 NetID	Executive Officer 2 Email

Note: Executive Officer 1 is required; Executive Officer 2 is optional but highly recommended

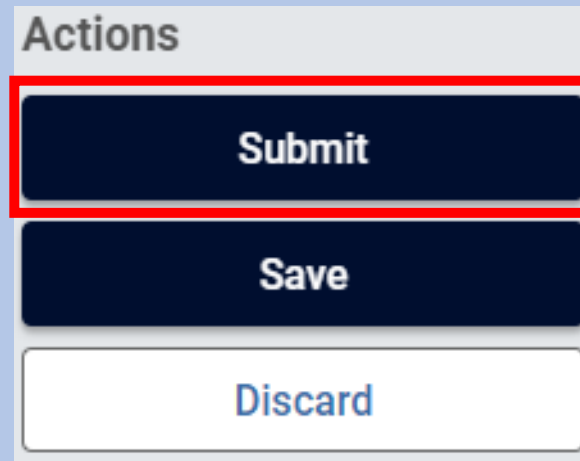
Step 9: Advisor's Information

Enter the Advisor's information in all the fields

Advisor*	
Q	
Advisor's Email	Advisor's Phone Number*

Step 10: Submitting your Banking Contract

Once you have filled out all the required fields and have looked over the information for accuracy, click Submit under the Actions tab on the right of the request



What happens next?

See next slide for next steps



What happens next?

1. Send directions to the President, Advisor, and Executive Officer(s) you listed on the form (see slide *Instructions for Signers*)
2. In this online platform (Kuali Build), people on the banking contract are referred to as Signers
3. All signers will receive an email from Kuali Notifications:
 - Subject line will say: “Request for Approval: SABS Banking Contract”
4. Signers only receive their email once the previous signer has approved the form
5. Signers must open the form, review the data, sign, and approve or deny the form as submitted



What happens next? *(continued)*

6. SABS will approve the form when the information provided matches your organization's UConn roster and all authorized Signers have given the form their Approval.
7. You will be notified of this approval.
8. Email SABS@uconn.edu if you have not received an approval notification and would like a status update
9. If one of the Signers denies the contract, it will be returned to the Treasurer, who will then need to revise and re-submit
10. Once your banking contract has been approved, you are able to submit disbursements and set up events



Instructions for Signers

EXECUTIVE OFFICERS AND ADVISORS (AUTHORIZED SIGNERS ON SABS BANKING CONTRACT)

1. Open the email from Kualiti Notifications with the subject line “Request for Approval: SABS Banking Contract”
2. Click the Begin Review box in the email to open the form
3. Review the contract information
- 4a. If **you agree** with the contract information:
 - a. Click on the Sign this form box under your name
 - b. Type your name in the box to E-sign the form
 - c. Click Save
 - d. Click the Approve box in the top right corner of the form (under Actions)
 - e. Comments are optional then click the Approve box
- 4b. If you **do not agree** with the contract information:
 - a. Click the Send Back box in the top right corner of the form (under Actions)
 - b. Enter reason in the Add Comments box and click the Send Back box
- 4c. If you **do not want this contract to exist** or do not want to be a part of this contract:
 - a. Click the Deny box in the top right corner of the form (under Actions)
 - b. Enter reason in the Add Comments box and click the Deny box