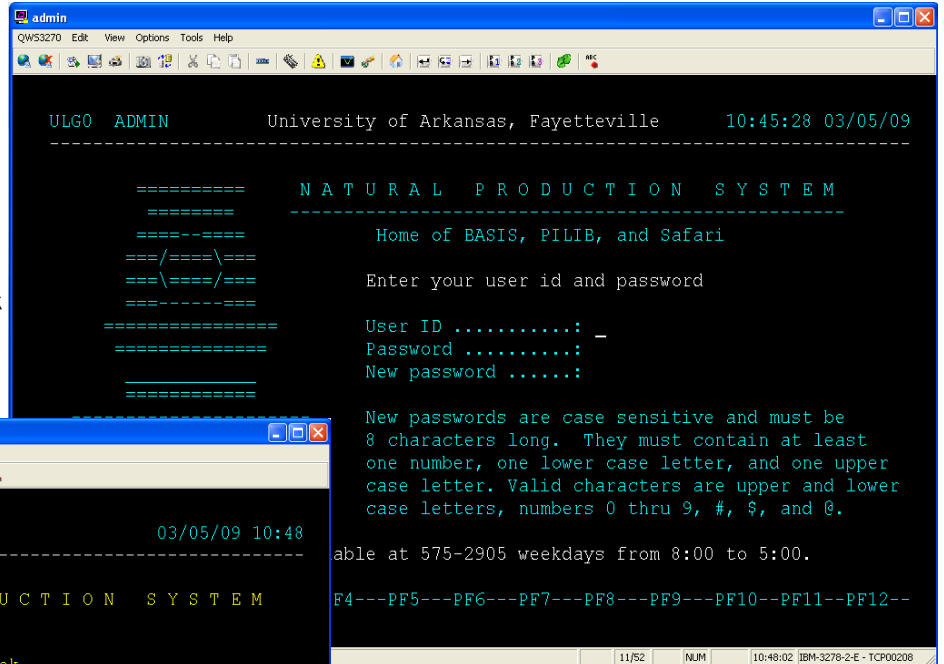


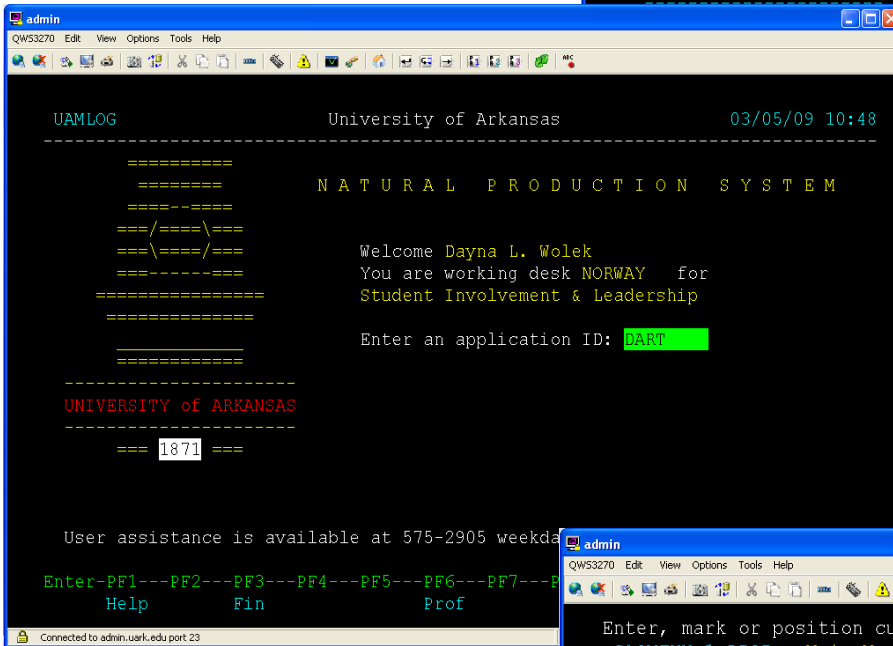
How to check an RSO 1102 Account Balance on BASIS

Start by logging in to BASIS with your username and password. If you do not have this software downloaded on your computer you can visit the BASIS website at <http://www.uark.edu/basis/>



able at 575-2905 weekdays from 8:00 to 5:00.
F4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

When BASIS prompts you to enter an application ID type DART and select the Enter key.



When the top of the screen prompts you for the Command, type LBDC for List Balance for Department Category. In the Action field type the letter, V. In the CCC field this will be the RSO Cost Center. All RSO Accounts begin with 1102-(5 digit account number) - 00 - 0000. When these fields are filled in select the Enter key.

You will see the name of the RSO listed HERE.

The first screen that you see will not include the balance, select PF8 till you can see the last screen. Once you are at the last screen PF8 will no longer show as an option at the bottom of the screen.

The current balance can be found in the bottom right hand of the screen.

