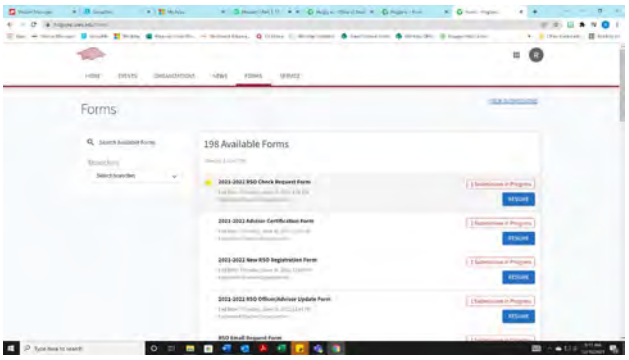
RSO CHECKWRITING AND BALANCES IN HOGSYNC

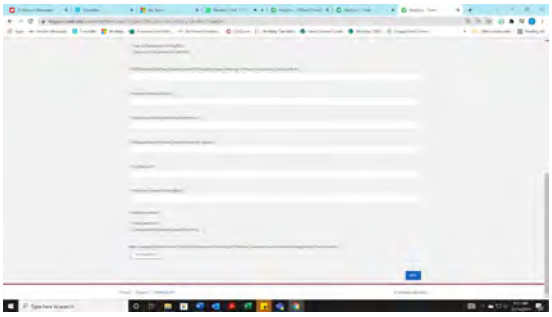
Your RSO on-campus checking account information is now housed within HogSync! As a reminder, if your RSO has financial transactions (dues, donations, fundraisers, etc.) you are required to house your money in an on-campus account. Departments cannot put money into this account and you have to request checks or approve all charges to spend this money. Please see below for steps to request a check and view your RSO checking account information, as well as checkwriting policies.

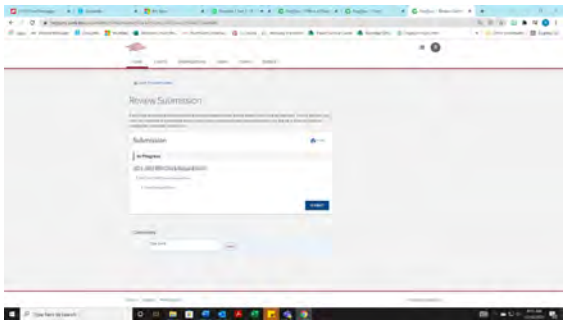
<u>To request a check</u>

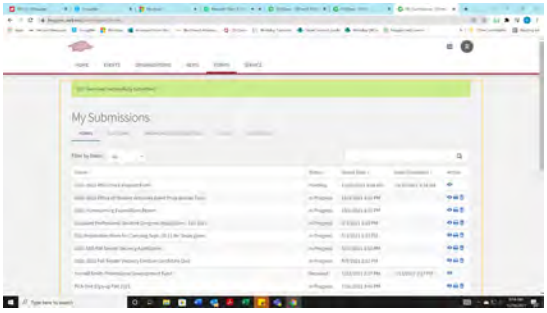
1. Access the RSO Check Request Form, featured under Forms on the main HogSync forms window.

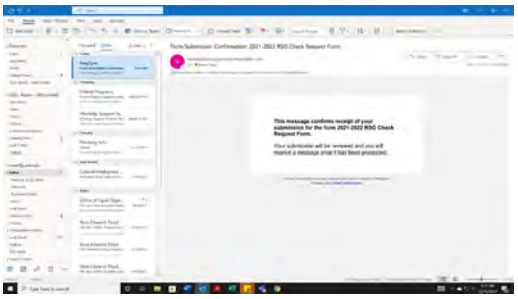


2. Review the instructions to make sure the check you are submitting is in accordance with the listed policies and verify that you are eligible to request the check. Gather all required information prior to completing the form.
3. Complete the form, being sure to hit “next” and then “Submit”.



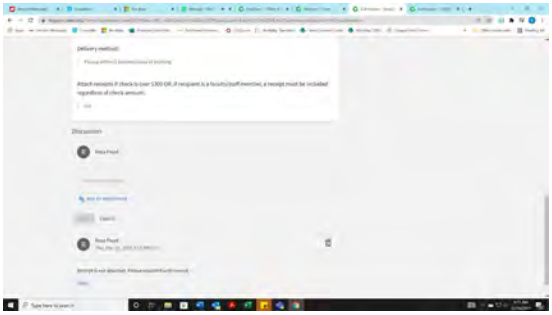




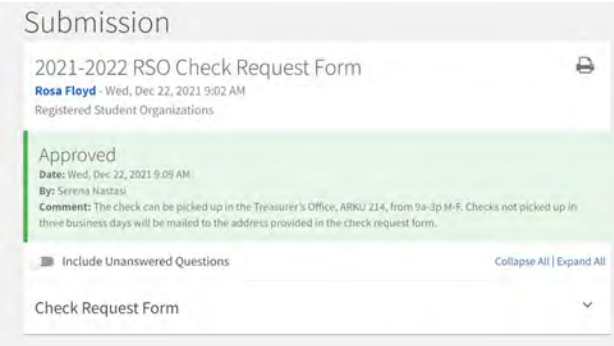


5. Process:
    a. RSO Submits Check Request Form
    b. OSA verifies submitter is a checkwriter, RSO is registered, and the correct Worktag is listed.
    c. Treasurer's Office verifies RSO has the required balance in their account.
    d. On the next print day (following the 3 pm submission deadline) the Treasurer's Office will print the check, Approve the form, and include an approval message stating that the check was mailed or is ready for pickup.

6. Any information needed by the RSO Office or the Treasurer's Office during the process will appear in the "discussion" section.

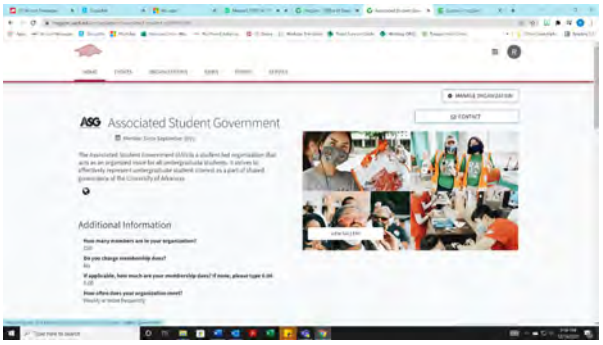


7. Once the check is printed, the Treasurer's Office will click "Approved" and send you a message within HogSync as to mailing/pick-up information. Remember checks are only printed on Tuesdays and Fridays.

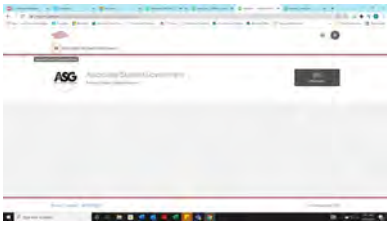


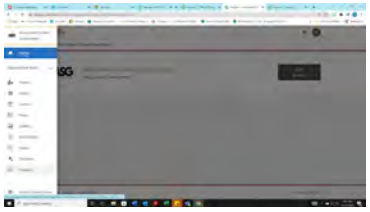
Checking RSO Account Balances and finding the Worktag

1. Click on your RSO on the home screen of HogSync.
2. Click “Manage”.

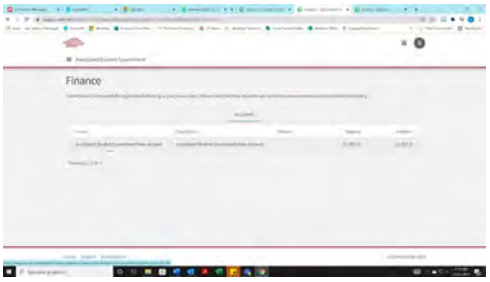


3. Click on the 3 lines to the left of the RSO name, then select “Finance”. (Note: You will only see this if you are an officer with access to the Finance Module. Access to Finance does not necessarily mean you are a checkwriter, just that you can view account information. Click on “Roster” to check on your checkwriter status.)





4. Under “Accounts”, click on your “RSO NAME Main Account”.



5. Click on “Transactions” to see detailed transactions. (Note: “Requests” is not in use; check requests will not appear on this screen.) It is the RSOs responsibility to ensure adequate funds are in the account prior to requesting a check.