Finding a Worktag and Checking Balances in HogSync

1. Navigate to your RSO and click Settings.



2. Under Group Settings, Click Payments to see the "School Accounting Number" (your Worktag).

| 9 | GroupMe | × | 👹 Group Set | tings Payments Asso 🗙 | + | | | | | | | \sim | - | 0 X |
|--------|--------------------------------|-------------------------------|-----------------|-------------------------------|----------|--------------|----------------------|------------------------|-----------------------------|-------------------------------------|---------|---------------|--------------------|-------------|
| ÷ | → C 🗎 hogs | ync.uark.edu | ı/club_entry?ui | d=5b1f3128-da33-11ed | -902f-0e | 3e5d452619 | &_s=0PSsqerilX | gpmAJES5I117 | cYkuhAJfK4A2Wuo | 2TQO14%3d8xtab=payment | s e | <u>ф</u> | ± □ | ₿ : |
| 9 | GroupMe 🚦 Workday | y 🥵 Works | iay QRGs 🏼 👩 | Travel Survival Guide () | CashNet | Division | of Student 📁 | My Microsoft L | ists 🛨 UP Events Fa | ill 2023 🛛 🚭 Global Card Acce | \$5 | » | Cther | bookmarks |
| = | 🗑 Hogs | Sync - | . 1 B | Associated St | Ē | ivents | हु 😟 Chats | O Admin | | | ۹ 🍬 | * | 10 | 0 |
| GRO | UP SECTION | | | c: | | | | | | | | | | |
| Ø | Dashboard | ~ | G | oup Settin | gs | | | | | | | | | |
| | Activity | | Basics | Contact Information | Access | & Privacy | Membership | Payments | Social Networks | Recommendation Setting | s More | | | |
| | Settings Advanced (Admin Only) | | | | | | | | | | | | | |
| | Officers | 25 | | | | | | | | | | | | |
| | Group Page | | | CashNet G/L | | | | | | | | | | |
| | Reports | | | | | Enter the G | /L code that will be | sent to CashNet | t for all transactions in t | his group (dues, event tickets, etc |) | | | |
| ÷ | Members | rs > School accounting number | | | AG00901 | | | | | | | | | |
| \sim | Emails | > | | | | This is used | to associate each | payment transact | tion to a school defined | Account Number for this group. | | | | |
| ī | Events 2 | > | U | ise school's central ca ac | shnet | • Yes | O No | | | | | | | |
| Ê | Surveys & Forms | > | | Payment by | check | Ves | O No | | | | | | | |
| ٢ | Member Success | > | | ,, | | | 0 | | | | | | | |
| ⊕ | Website | > | | | | | _ | | | | | | | 0 |
| | | | | | | | Save | | | | | | | 0 |
| | | search | | # 🥶 🗖 | - | , × | · 🖉 🕛 | 9 | | 🔴 84°F | Sunny 🗸 | 💊 <i>li</i> . | (11:15 / 9/5/20 | ам 123 🗟 |

3. From your RSO home page, navigate to Money.



4. Click on Accounting Book to see your RSO's balance and recent transactions (for transactions prior to 9/1/2023 email treainfo@uark.edu).

| GroupMe | × | 🐨 Transactions Associated Studem 🗙 🕂 | | | v – ø | | | | |
|--|---|---|--|---|---------------------------------|--|--|--|--|
| ← → C iii hogsyn 9 GroupMe <mark>#</mark> Workday | NC.Uark.edu/ | /money_summary ay QRGs 👩 Travel Survival Guide (+) CashNet 🦚 | Division of Student 🛑 My Microsoft Lists 🚦 | UP Events Fall 2023 💿 Global Card Access. | ビ 京 第 😃 🛄 🤫 | | | | |
| ≣ 🐨 HogS | ync - | Home Associated St | 1751 🗐 😥 🕞 Chats Admin | ٩ | 💉 🖈 🌆 🎯 | | | | |
| BROUP SECTION | | 🛯 Accounting Book | | Show Archived | pload Transactions (Admin Only) | | | | |
| Members | > | Budgets | Allocations/Revenues | Expenses | Balance | | | | |
| Emails | > | Group Funds | \$2,377.65 | \$0.00 | \$2,377.65 | | | | |
| Events 🛛 | > | | | | | | | | |
| Surveys & Forms | > | Total | \$2,377.65 | \$0.00 | \$2,377.65 | | | | |
| Member Success | > | | | | | | | | |
| Website | Website Transactions (1) Create Transaction (Admin Only) | | | | | | | | |
| Money | ~ | Search Transactions Q Source | - 🗸 - Transactio 🗸 - Item Cate 🗸 | - Payment 🗸 - Status - 🗸 | Date 🔻 🗸 🗸 | | | | |
| Accounting Book | | | | | | | | | |
| Online Revenues | | | | | Generate Report | | | | |
| Download | | 4 | | | + | | | | |
| • m | | # Item Name Entered B | Payee / Sy Source Vendor Category | Payment Method Receipts Status | Credit Deb. | | | | |
| P Type here to se | earch | H 🔍 📄 👘 🔽 | x x x x | 🔴 84°F Su | inny 🔨 🚗 🍕 🕸 11:16 AM | | | | |