## How to Reconcile your NET card transactions

You reconcile your NET card transactions within Concur. Your transactions will appear in your Available Expenses.

On the home page select the Expense module (Figure 1).

SAP Concur C Requests Expense			New Theme 🗊				Support   Help▼	
University at Buffalo Re Sale University of New York		+ Start a Request	+ Start a Report	+ Upload Receipts	00 Authorization Requests	<b>40</b> Available Expenses	Open Reports	
COMPANY NOTES New Mileage Rate for January 1, 2023 The IRS has released the new mileage rate 2023.	effective January 1,2023. The new ra	ate for business miles	driven will be \$.65	5. Concur will auto	omatically calculate u	ising the new rate	e on January 1,	
Climate Action Plan UB's 10 in 10 climate action strategy asks reduce and mitigate the climate consequen	the UB community to reduce their ca ces of your travel.	rbon footprints while e	engaging in univers	ity actions. If you r	need to travel, then pla	ease consider ho	w you might Read more	

Figure 1

1. Select the Chase transaction by checking the check box. You may select more than one transaction to "Move to" a "New Report". (Figure 2)

De	elete		Move to 🗸				
	Receipt	Payment Type ↑↓	New Report	Expense Type ↑↓	Vendor Details ↑↓	Date 😇	Amount 🕄
2		Chase-CBCP		Undefined		02/11/2023	\$5.20
2		Chase-CBCP		Car Rental		02/04/2023	\$90.30
2		Chase-CBCP		Hotel/Airbnb		02/04/2023	\$135.00
-		Chase-CBCP		Undefined		02/03/2023	\$75.17

Figure 2

2. Create an Expense Report Header for the transactions that you have moved. For example, name the report "January 2023 NET Card Reconciliation".

For travel and expense system support, email <u>ubs-travel-expense-support@buffalo.edu</u>



- 3. Add the documentation to the expense report.
  - ✓ Receipts
  - ✓ UB Business Purpose
- 4. Once you Submit the report, it will follow the workflow: Submit > Supervisor > Cost Approver > Travel Processor

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