

## Entering Accounting Codes at Checkout

1. While checking out, click on the *Accounting Codes* tab at the left of the screen (Figure 1).



Figure 1

2. In the *Accounting Codes* section, click *edit* (Figure 2).

The screenshot shows a table titled 'Accounting Codes' with the following columns: Account Source, Fiscal YR-SUNY, Account-SUNY, Project-RF, Project End Date, Task-RF, Award-RF, Award End Date, Exp Major-RF, Exp Minor-RF, and TTO Docket-RF. An 'edit' button is highlighted with a red box in the top right corner of the table area.

Account Source	Fiscal YR-SUNY	Account-SUNY	Project-RF	Project End Date	Task-RF	Award-RF	Award End Date	Exp Major-RF	Exp Minor-RF	TTO Docket-RF
R Research	N/A N/A	N/A N/A	1137506 16104204	06/30/2018 06/30/2018	1137506-1 Coordinated Holistic Alignment of Manufacturing Processes (CHAMP)	77205 Smith, B.	06/30/2018 06/30/2018	OTR Other Expenses	Miscellaneous Other	No value

Figure 2

3. Depending on the funding source, refer to the following instructions for how to enter State, Research Foundation (RF), or UB Foundation (UBF) funds.

## Enter State Funds

(Refer to Figure 3)

1. For *Account Source*, click *Select from profile values...*
2. In the dropdown menu, choose *S* for State funds.
3. For *Fiscal YR-SUNY*, click *Select from profile values...* and then from the dropdown menu, choose the appropriate fiscal year (do not type the year directly in the box - be sure to select from the dropdown).
4. In *Account-SUNY*, click *Select from profile values...* and choose the correct account (do not type directly in the box - be sure to select from the dropdown).

The screenshot shows the 'Accounting Codes' form with the following values entered:

Account Source	Fiscal YR-SUNY	Account-SUNY	Project-RF	Project End Date	Task-RF	Award-RF	Award End Date	Exp Major-RF	Exp Minor-RF	TTO Docket-RF
S	2017	42027600-28030	N/A	N/A	N/A	N/A	N/A	N/A	N/A	

Figure 3

## Enter Research Foundation Funds

(Refer to Figure 4)

1. For *Account Source*, click *Select from profile values...*
2. In the dropdown menu, choose *R* for Research Foundation funds.
3. For *Project Number*, click *Select from profile values...*
4. A new window will open; in it, type the project number in the *Value* box, click *Search*, select the correct value, and then click *Save*.
5. Next, you will go to *Task* and select it from the dropdown.
6. For *Expenditure Major*, click *Select from profile values...* then select from the dropdown menu
7. For *Expenditure Minor*, click *Select from profile values...* then select from the dropdown menu
8. Click *Save*.

The screenshot shows the 'Accounting Codes' form with the following values entered:

Account Source	Fiscal YR-SUNY	Account-SUNY	Project-RF	Project End Date	Task-RF	Award-RF	Award End Date	Exp Major-RF	Exp Minor-RF	TTO C
R	N/A	N/A	1137506	06/30/2018	1137506-1	74705	04/30/2018	OTR	Miscellaneous Other	

Figure 4

## Enter UB Foundation Funds

1. In *Account Source*, click *Select from all values...*. In the dropdown menu, choose *UBF-UB Foundation-Remember to Change the Bill To Address*, then click *Save* (Figure 5).

Account Source

Select from your code favorites

Select from profile values...  
Hide all values...

▼

- R - Research
- S - State
- UBF - UB Foundation - Remember to...**

Figure 5

2. Click *edit* in the *UB Foundation* section (Figure 6).

Accounting Codes											edit
Account Source	Fiscal YR-SUNY	Account-SUNY	Project-RF	Project End Date	Task-RF	Award-RF	Award End Date	Exp Major-RF	Exp Minor-RF	TTO Docket-RF	
UBF UB Foundation - Remember to change the Bill To Address	N/A N/A	N/A N/A	N/A	N/A RF Only	N/A	N/A	N/A RF Only	N/A RF Only	N/A RF Only	no value	

SUNY Object		edit
UNSPSC/Commodity	Object	
no value	no value	

UB Foundation		edit
UBF-Fund	Account String	
no value	no value	

Figure 6

3. In the *UBF-Fund* field, do not type directly in the field. Instead, click *Select from all values* (Figure 7).

UBF-Fund

Select from all values...

Figure 7

- In the *Value* field, enter the UBF account number, or in the *Description* field, enter the account description, then click *Search*. Click *select* on the desired account (Figure 8).

Value	Description
01746	STUDENT ENGAGEMENT OPEATIONS FUND

Figure 8

4. It is not required to complete the *Account String* field; UBF Accounts Payable will complete this field for you. However, if you know what the account string is, you have the option to enter it by clicking *Select from all values* (Figure 9).

Account String

Select from all values...

Figure 9

- Select the account string from the dropdown menu (Figure 10).

Account String

Hide all values...

- 09-8-0-01746-5332 - STUDENT ENGAGEMENT OPEATION...
- 09-8-0-01746-5335 - STUDENT ENGAGEMENT OPEATION...
- 09-8-0-01746-5336 - STUDENT ENGAGEMENT OPEATION...
- 09-8-0-01746-5349 - STUDENT ENGAGEMENT OPEATION...
- 09-8-0-01746-5402 - STUDENT ENGAGEMENT OPEATION...
- 09-8-0-01746-5501 - STUDENT ENGAGEMENT OPEATION...
- 09-8-0-01746-5502 - STUDENT ENGAGEMENT OPEATION...
- 09-8-0-01746-5513 - STUDENT ENGAGEMENT OPEATION...
- 09-8-0-01746-5600 - STUDENT ENGAGEMENT OPEATION...
- 09-8-0-01746-5660 - STUDENT ENGAGEMENT OPEATION...
- 09-8-0-01746-5662 - STUDENT ENGAGEMENT OPEATION...

Figure 10

5. Click **Save** to save the accounting code and close the field (Figure 11).

The screenshot shows a dialog box titled "UB Foundation". It contains two input fields: "UBF-Fund" with the value "01746" and "Account String" with the value "09-8-0-01746-5332". Below the "UBF-Fund" field is a dropdown menu with "01746" selected and the text "Select from all values...". Below the "Account String" field is a dropdown menu with "09-8-0-01746-5332" selected and the text "Select from all values...". To the right of the "Account String" field is a link "add split". Below the input fields is a link "recalculate / validate". At the bottom of the dialog are two buttons: "Save" (highlighted with a red box) and "Cancel".

Figure 11

- Review the completed UBF accounting code (Figure 12).

Accounting Codes											edit
Account Source	Fiscal YR-SUNY	Account-SUNY	Project-RF	Project End Date	Task-RF	Award-RF	Award End Date	Exp Major-RF	Exp Minor-RF	TTO Docket-RF	
UBF	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	no value	
UB	N/A	N/A		RF Only			RF Only	RF Only	RF Only		
Foundation - Remember to change the Bill To Address											

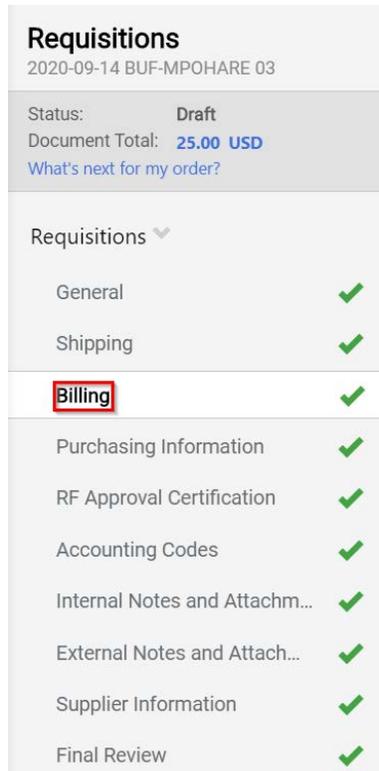
SUNY Object		edit
UNSPSC/Commodity	Object	
no value	no value	

UB Foundation		edit
UBF-Fund	Account String	
01746 STUDENT ENGAGEMENT OPEATIONS FUND	no value	

Figure 12

6. After completing the UBF accounting code, click the *Billing* tab at the left of the screen (Figure 13).



**Requisitions**  
2020-09-14 BUF-MPOHARE 03

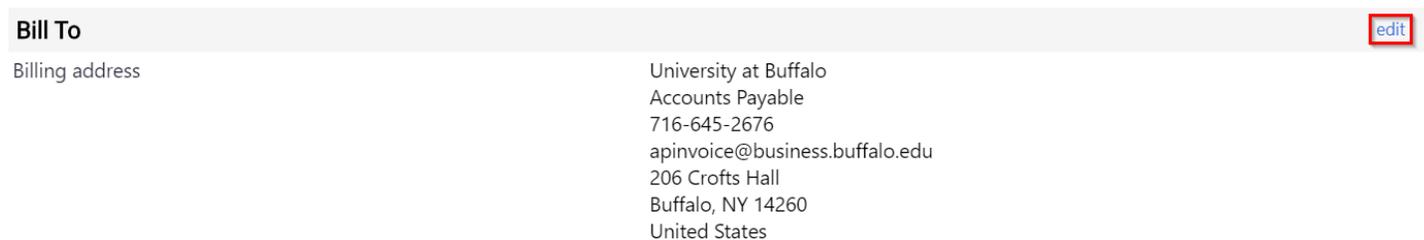
Status: **Draft**  
Document Total: **25.00 USD**  
[What's next for my order?](#)

Requisitions ▾

- General ✓
- Shipping ✓
- Billing** ✓
- Purchasing Information ✓
- RF Approval Certification ✓
- Accounting Codes ✓
- Internal Notes and Attachm... ✓
- External Notes and Attach... ✓
- Supplier Information ✓
- Final Review ✓

Figure 13

7. In the *Bill To* section, click *edit* (Figure 14).



**Bill To** [edit](#)

Billing address

University at Buffalo  
Accounts Payable  
716-645-2676  
apinvoice@business.buffalo.edu  
206 Crofts Hall  
Buffalo, NY 14260  
United States

Figure 14

8. To choose a different address, select *click here* (Figure 15).



Billing address select from your addresses

To choose a different address, [click here](#)

Figure 15

# SHOPBLUE

- In the *select from org addresses* dropdown menu, select *UBF – BillTo* (Figure 16).

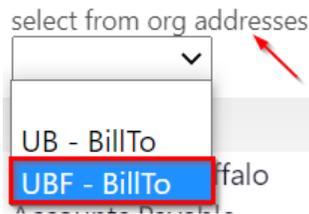


Figure 16

9. Click the checkbox *Save this address for future use* to save it for next time. Click *Update* to save the *UBF – BillTo* address (Figure 17).

Figure 17

10. Review the completed *UBF Bill To* address (Figure 18).

Figure 18