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# 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).



*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.

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## 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).



*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*.



*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).

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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**

| 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 | edit |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 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**

| UNSPSC/Commodity | Object | edit |
|---|---|---|
| *no value* | *no value* | |

**UB Foundation**

| UBF-Fund | Account String | edit |
|---|---|---|
| *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).



*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)*.*



*Figure 9*

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



*Figure 10*

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



*Figure 11*

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

## Accounting Codes

| 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 | edit |
|---|---|---|---|---|---|---|---|---|---|---|---|
| UBF<br>UB Foundation - Remember to change the Bill To Address | N/A<br>N/A | N/A<br>N/A | N/A | N/A<br>RF Only | N/A | N/A | N/A<br>RF Only | N/A<br>RF Only | N/A<br>RF Only | *no value* | |

## SUNY Object

| UNSPSC/Commodity | Object | edit |
|---|---|---|
| *no value* | *no value* | |

## UB Foundation

| UBF-Fund | Account String | edit |
|---|---|---|
| 01746<br>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).
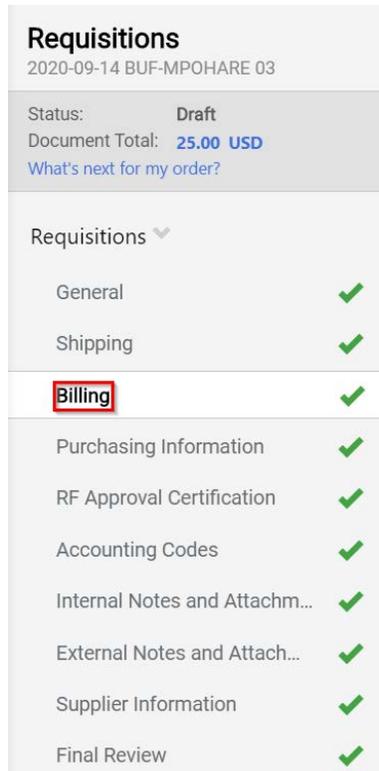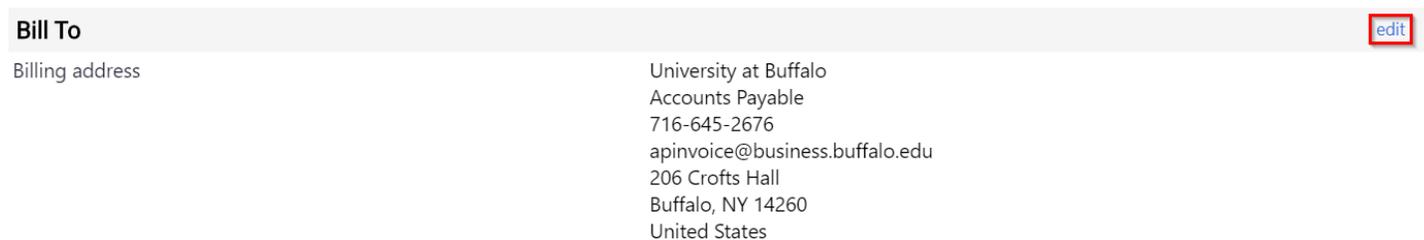


*Figure 13*

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).



*Figure 15*

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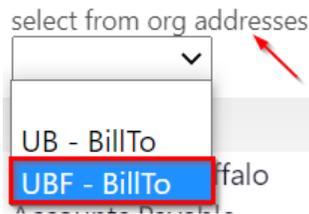


*Figure 16*

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*