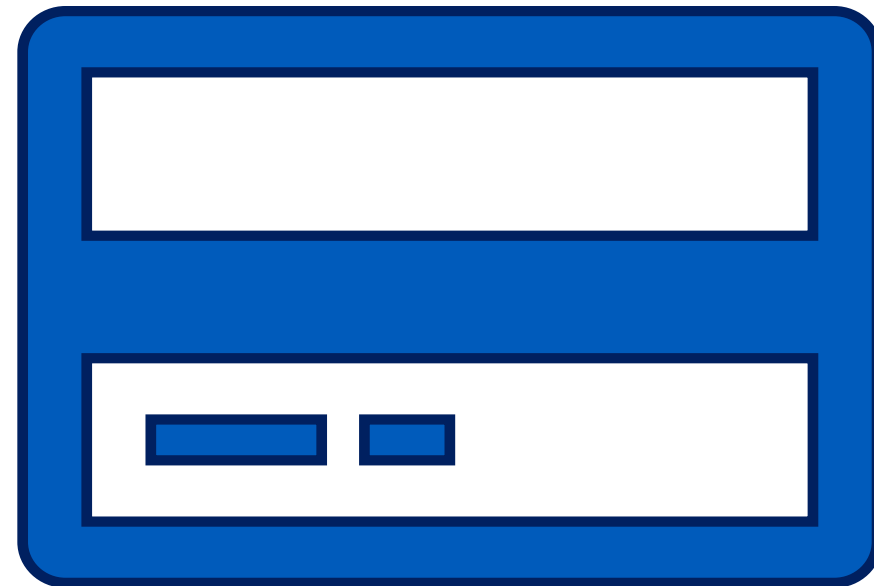


# RF PROCUREMENT CARD (PCARD) RECONCILIATION COMPANY BILL STATEMENTS (CBS)

# Agenda

- Overview of RF PCard Purchases
- Benefits of Campus Bill Statements
- Workflow
- Getting Started
- Reconciling
- Tips: Like Reconciliations
- Allocating Charges
- Additional Guidance
- Resources
- Questions



# Overview of RF PCard Purchases

# Determining PCard Use

- Allowableness is established by each individual award
- Please visit [RF PCard Categories and Funding Source Chart](#) as a general guideline for goods and services purchasing
- Contact [RF-PCard](#) if unsure regarding purchasing restrictions
- Contact an [Account Representative](#) in SPS for questions on allowableness for awards to avoid delay in payment processing



## Common PCard Allowable Purchases



- Lab Supplies and Chemicals
- Abstract Fees, Publishing Costs
- Conference Registrations

## Common PCard Unallowable Purchases



Dependent on the award:

- Office Supplies
- Memberships
- Food (agenda/flyer and participant list when allowable)
- Computers

In some instances, the above are allowable. Please Contact SPS first prior for questions to avoid a delay in processing.

# Restrictions

## **Category Restrictions (Categories that will decline purchases)**

- Accommodations
- Oil/Gas
- Travel
- Car Rental
- Restaurant

In some cases, select categories may be temporary lifted to allow select purchasing. Please contact RF P-Card for more information.

- Alcohol and gift cards are unallowable on the R-PCard
- Contact [RF-PCard](#) if unsure regarding purchasing restrictions



# Company Bill Statements (CBS):

## Benefits :

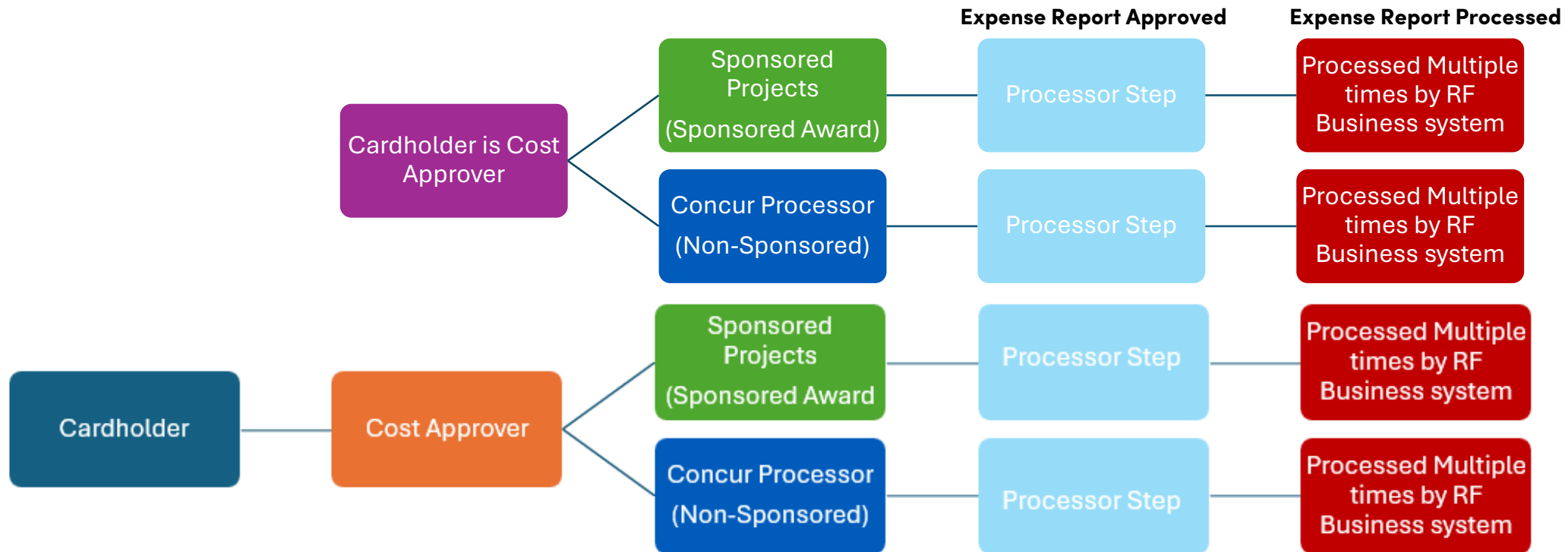
- Charges will be posted to grants more quickly and accurately
- Monthly summary charges will be pre-populated to simplify reconciliation
- Automated cost approvals and workflow tracking within Concur



# Workflow Process



# Workflow



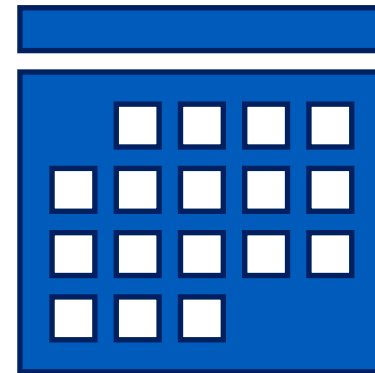
## Pro Tips:

### Review Expenses Once a week



Review expenses weekly to avoid a backlog. Especially if you are a high-volume purchaser

### Pay attention to the Billing Cycle



The Billing Cycle for Purchase Cards runs from the 29<sup>th</sup> to the 28<sup>th</sup> of each month

# First things first...

Log into view your Statement

## Accessing Expense Reports

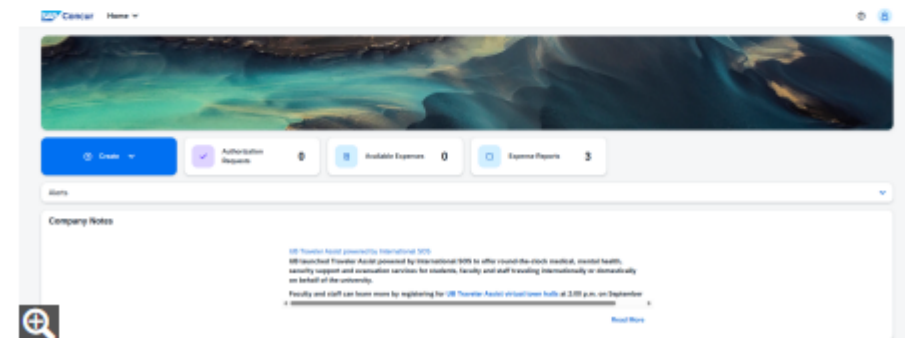
### 1. Log In to Concur

- Click **Log in to Concur**.
- Use your UBIT Credentials to log in.

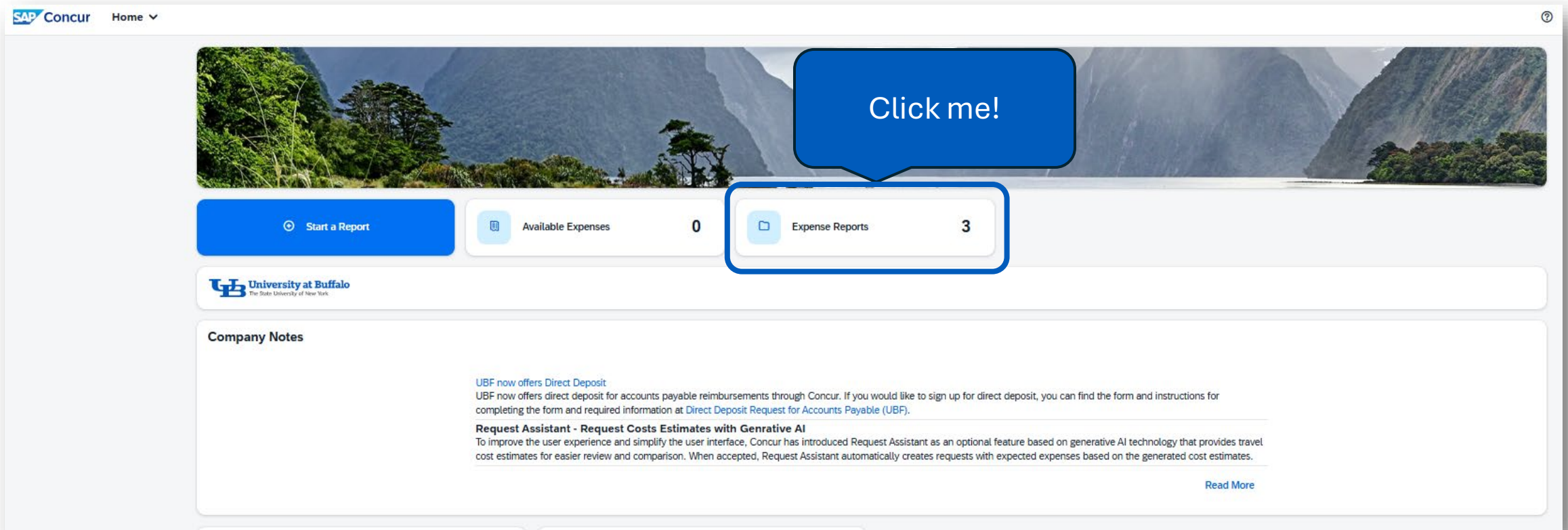
Log In to Concur

### 2. Access Expense Reports

- From the Concur dashboard, click the **Expense** tab.
- Click **Expense Reports** to view your monthly statements.



# Locate Expense Reports




The screenshot displays the SAP Concur user interface. At the top, the 'SAP Concur' logo and a 'Home' dropdown menu are visible. Below the header is a wide banner image of a mountain landscape. A blue callout bubble with the text 'Click me!' points to the 'Expense Reports' tab in the navigation bar. The navigation bar contains three tabs: 'Start a Report' (blue), 'Available Expenses' (0), and 'Expense Reports' (3). The 'Expense Reports' tab is highlighted with a blue border. Below the navigation bar is a section titled 'University at Buffalo' with the university's logo. Underneath is a 'Company Notes' section containing two paragraphs of text. The first paragraph is titled 'UBF now offers Direct Deposit' and the second is titled 'Request Assistant - Request Costs Estimates with Genrative AI'. A 'Read More' link is located at the bottom right of the 'Company Notes' section.

SAP Concur Home

Click me!

Start a Report Available Expenses 0 Expense Reports 3

 **University at Buffalo**  
The State University of New York

**Company Notes**

UBF now offers Direct Deposit  
UBF now offers direct deposit for accounts payable reimbursements through Concur. If you would like to sign up for direct deposit, you can find the form and instructions for completing the form and required information at [Direct Deposit Request for Accounts Payable \(UBF\)](#).

**Request Assistant - Request Costs Estimates with Genrative AI**  
To improve the user experience and simplify the user interface, Concur has introduced Request Assistant as an optional feature based on generative AI technology that provides travel cost estimates for easier review and comparison. When accepted, Request Assistant automatically creates requests with expected expenses based on the generated cost estimates.

[Read More](#)

# Select a Statement

The screenshot shows the SAP Concur 'Manage Expenses' interface. At the top, there's a navigation bar with 'Manage Expenses' and 'Card Transactions'. Below this, a breadcrumb trail reads 'Home / Expense / Manage Expenses'. The main heading is 'Manage Expenses'. Underneath, there's a 'Report Library' section with a 'View: Active Reports' dropdown. A blue callout box with the text 'These are statements...but you probably guessed that' points to the first report card. The first report card is highlighted with a blue border and contains the following information:

Report Card	Period	Amount	Status
RF Pcard- 07/29 - 08/15 1000	07/29/2025	(\$396.51)	Not Submitted
RF Pcard- 07/16 - 07/28 1000	07/16/2025	\$842.13	Not Submitted
RF Pcard- 06/29 - 07/15 1000	06/29/2025	\$152.14	Not Submitted

Below the report library, there's an 'Available Expenses' section with a 'View: All Expenses' dropdown. At the bottom of the interface, there's a decorative illustration of a person sitting at a desk with a plant and a lightbulb.

# View the Transactions (Expenses)

Always read the alerts!

Home / Expense / Manage Expenses / RF Pcard- 07/29 - 08/15 1000

Alerts: 27

## RF Pcard- 07/29 - 08/15 1000 (\$396.51)

Not Submitted | Report Number: HXE2WT

Report Details ▾ Print/Share ▾ Manage Receipts ▾

Submit Report Delete Report

View Available Receipts

### Expenses

[Add Expense](#)
[Edit](#)
[Delete](#)
[Allocate](#)

<input type="checkbox"/>	Alerts↑↓	Receipt↑↓	Payment Type↑↓	Expense Type↑↓	Vendor Details↑↓	Date↑↓	Requested↑↓	
<input type="checkbox"/>	✖	↑	RF Pcard	Undefined	AMAZON.COM LLC Seattle, Washington	08/09/2025	\$26.00	...
<input type="checkbox"/>	✖	↑	RF Pcard	Undefined	AMAZON.COM LLC Seattle, Washington	08/06/2025	\$59.67	...
<input type="checkbox"/>	✖	↑	RF Pcard	Undefined	ST LOUIS BREAD#601001ONL Buffalo, New York	08/05/2025	\$173.44	...
<input type="checkbox"/>	✖		RF Pcard	Undefined		08/04/2025	(\$994.27)	...
<input type="checkbox"/>	✖	↑	RF Pcard	Undefined	EZCATER Boston, Massachusetts	07/31/2025	\$153.12	...
<input type="checkbox"/>	✖	↑	RF Pcard	Undefined	ST LOUIS BREAD#601001ONL Buffalo, New York	07/30/2025	\$158.50	...
<input type="checkbox"/>	✖	↑	RF Pcard	Undefined	AMAZON.COM LLC Seattle, Washington	07/28/2025	\$27.03	...
							(\$396.51)	

Undefined

# Reconciling



# Reconcile the Transactions (Expenses)

Home / Expense / Manage Expenses / RF Pcard- 07/29 - 08/15 1000

Alerts: 27

## RF Pcard- 07/29 - 08/15 1000 (\$396.51)

Not Submitted | Report Number: HXE2WT

Report Details ▾ Print/Share ▾ Manage Receipts ▾

**Expenses**

[Add Expense](#)

<input type="checkbox"/>	Alerts↓↑	Receipt↓↑	Payment Type↓↑	Expense Type↓↑	Vendor Details↓↑	Date↓↑	Requested↓↑	
<input type="checkbox"/>	×		RF Pcard	Undefined	AMAZON.COM LLC Seattle, Washington	08/09/2025	\$26.00	...
<input type="checkbox"/>	×		RF Pcard	Undefined	AMAZON.COM LLC Seattle, Washington	08/06/2025	\$59.67	...
<input type="checkbox"/>	×		RF Pcard	Undefined	ST LOUIS BREAD#601001ONL Buffalo, New York	08/05/2025	\$173.44	...
<input type="checkbox"/>	×		RF Pcard	Undefined	No Vendor Supplied Buffalo, New York	08/04/2025	(\$994.27)	...
<input type="checkbox"/>	×		RF Pcard	Undefined	EZCATER Boston, Massachusetts	07/31/2025	\$153.12	...
<input type="checkbox"/>	×		RF Pcard	Undefined	ST LOUIS BREAD#601001ONL Buffalo, New York	07/30/2025	\$158.50	...
<input type="checkbox"/>	×		RF Pcard	Undefined	AMAZON.COM LLC Seattle, Washington	07/28/2025	\$27.03	...
							<b>(\$396.51)</b>	

Click the dots to access the edit option

- Edit
- Delete
- Allocate



Give me a  
minute to  
explain...

Home / Expense / Manage Expenses / RF Pcard- 07/29 - 08/15 1000 / Undefined

Alerts: 4

All 3 1

Error: Missing required field: Business Purpose.

Error: Please allocate your expense entry lines.

Error: The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.

Warning: You must attach a receipt image to this expense.

Save Expense Delete Expense Cancel

08/09/2025 AMAZON.COM LLC Corporate Card

Undefined \$26.00

Details Itemizations

Allocate

\* Required field

Expense Type \* Undefined

Transaction Date \* 08/09/2025 Posted Date 2025-08-10

MC Code 5969 Enter Vendor Name AMAZON.COM LLC

City of Purchase Seattle, Washington Payment Type RF Pcard

Amount \* 26.00 Currency US, Dollar (USD)

Sales Tax

Comment

Business Purpose \* 0/500

Receipt

Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. 5MB limit per file.

Add Receipt

# Alerts

Home / Expense / Manage Expenses / RF Pcard- 07/29 - 08/15 1000 / Undefined

Alerts: 4

All 3 1

✖ Error: Missing required field: Business Purpose.

✖ Error: Please allocate your expense entry lines.

✖ Error: The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.

⚠ Warning: You must attach a receipt image to this expense.

Cancel

Receipt

jpeg.

✖ Business Purpose \* ⓘ 0/500

## Next Section

Home / Expense / Manage Expenses / RF Pcard- 07/29 - 08/15 1000 / Undefined

Alerts: 4

All 3 1

Error: Missing required field: Business Purpose.

Error: Please allocate your expense entry lines.

Error: The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.

Warning: You must attach a receipt image to this expense.

08/09/2025 AMAZON.COM LLC Corporate Card

Save Expense Delete Expense Cancel

Hide Receipt

Details Itemizations

Allocate

\* Required field

Expense Type \* Undefined

Transaction Date \* 08/09/2025

Posted Date 2025-08-10

MC Code 5969

Enter Vendor Name AMAZON.COM LLC

City of Purchase Seattle, Washington

Payment Type RF Pcard

Amount \* 26.00

Currency US, Dollar (USD)

Sales Tax

Comment

Business Purpose \* 0/500

Receipt

Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. 5MB limit per file.

Add Receipt

# Defining the Transaction

Home / Expense / Manage Expense

Alerts: 4

All 3 1

Error: Missing receipt

Error: Please allocate

Error: The entry has been

Warning: You must

08/09/2025

AMAZON.COM LLC

Details Itemizations

Allocate

Expense Type \*

Undefined

Transaction Date \*

08/09/2025

Posted Date

2025-08-10

MC Code

5969

Enter Vendor Name

AMAZON.COM LLC

City of Purchase

Seattle, Washington

Payment Type

RF Pcard

Amount \*

26.00

Currency

US, Dollar (USD)

Sales Tax

Comment

Business Purpose \* ?

0/500

Save Expense Cancel

Click the drop down to view Expense types

Hide Receipt

Upload Receipt

new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf. 5MB limit per file.

Hide Receipt

# Select the Expense Type

You can easily search for the expense type that matches your purchase, or scroll to locate

The screenshot shows a web interface for selecting an expense type. At the top, there are two tabs: 'Details' and 'Itemizations', with 'Itemizations' being the active tab. Below the tabs is an 'Allocate' button. The main section is titled 'Expense Type' with a red asterisk indicating a required field. A search bar with the placeholder text 'Search for an expense type' is present. Below the search bar, a message states 'This field is missing required information.' A list of expense types is displayed, with 'Office Supplies/Software' highlighted by a blue border. Other visible options include 'Mobile/Cellular Phone - GNS', 'Other Expenses', 'Other General', 'Other Miscellaneous', 'Other Supplies', 'Page Costs', 'Participant Support', and 'Promotional Support'. A red error bar is at the bottom of the list. At the bottom of the form, there are 'Save Expense' and 'Cancel' buttons.

Details Itemizations

Allocate

\* Required field

Expense Type \*

Search for an expense type

This field is missing required information.

Mobile/Cellular Phone - GNS

Office Supplies/Software

Other Expenses

Other General

Other Miscellaneous

Other Supplies

Page Costs

Participant Support

Promotional Support

Save Expense Cancel

# Business Purpose

Now just the business purpose of this form is needed. The Business Purpose should show how this purchase benefits the award and the University.

Details

Itemizations

Allocate

\* Required field

Expense Type \*

Office Supplies/Software

Transaction Date \*

08/09/2025

Posted Date

2025-08-10

MC Code

5969

Enter Vendor Name

AMAZON.COM LLC

City of Purchase

Seattle, Washington

Payment Type

RF Pcard

Amount \*

26.00

Currency

US, Dollar (USD)

Sales Tax

Comment

Business Purpose \* ?

32/500

Printing Paper for office copier

Save Expense

Cancel

# Loading the Receipt

Home / Expense / Manage Expenses / RF Pcard- 07/29 - 08/15 1000 / Undefined

Alerts: 4

All 3 1

Error: Missing required field: Business Purpose.

Error: Please allocate your expense entry lines.

Error: The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.

Warning: You must attach a receipt image to this expense.

← → Undefined \$26.00

08/09/2025 | AMAZON.COM LLC | Corporate Card

Save Expense Delete Expense Cancel

Hide Receipt

Details Itemizations

Allocate

Expense Type \* Undefined

Transaction Date \* 08/09/2025

Posted Date 2025-08-10

MC Code 5969

Enter Vendor Name AMAZON.COM LLC

City of Purchase Seattle, Washington

Payment Type RF Pcard

Amount \* 26.00

Currency US, Dollar (USD)

Sales Tax

Comment

Business Purpose \* 0/500

Receipt

Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. 5MB limit per file.

Add Receipt

# Add Receipt

Home / Expense / Manage Expenses / RF Pcard- 07/29 - 08/15 1000 / Undefined

Alerts: 4

All 3 1

Error: Missing required field: Business Purpose.

Error: Please allocate your expense entry lines.

Error: The entry has Undefined expense type. You must select an expense type for the entry before you can

Warning: You must attach a receipt image to this expense.

← → **Undefined \$26.00**

08/09/2025 AMAZON.COM LLC Corporate Card

Details Itemizations

Allocate

Expense Type \*

Undefined

Transaction Date \*

08/09/2025

MC Code

5969

City of Purchase

Seattle, Washington

Amount \*

26.00

Sales Tax

Business Purpose \* ?

## Receipt



Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. 5MB limit per file.

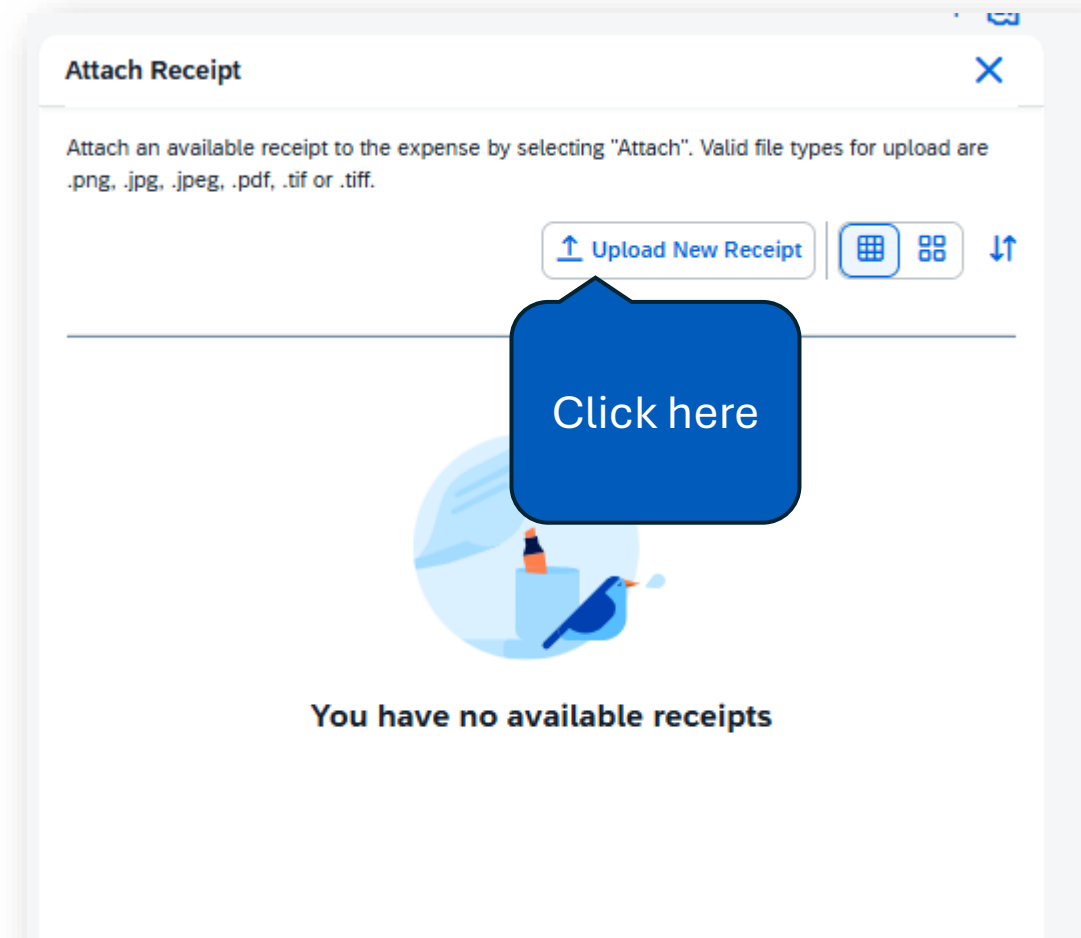
Add Receipt

I think you  
got this  
part



# Upload Receipt

Have the PDF or other electronic copies of your receipts ready to make this process easier



# Locate Receipt

The screenshot shows a Windows File Explorer window titled 'Open' with the address bar set to 'Melissa - University at Buffalo > Desktop > Receipts'. The left sidebar shows the 'Desktop' folder selected. The main pane displays a list of files with columns for Name, Status, Date modified, Type, and Size. The file '37.98 - Burke - Amazon' is selected. Below the list, the 'File name' field contains '37.98 - Burke - Amazon' and the 'Open' button is highlighted. A blue callout bubble points to the 'Open' button with the text: 'Use your file explorer to locate the correct receipt for the transaction and then click open'.

Name	Status	Date modified	Type	Size
37.98 - Burke - Amazon	✓	8/18/2025 1:40 PM	Microsoft Edge P...	31 KB
2025 Annual Conference schedule At A G...	✓	7/14/2025 9:05 AM	Microsoft Edge P...	131 KB
Air Ticket Invoice Template	✓	5/22/2025 10:22 AM	Microsoft Edge P...	1,055 KB
Conference Itinerary	✓	6/26/2025 2:45 PM	JPG File	75 KB
Conference Receipt	✓	7/14/2025 10:36 AM	Microsoft Edge P...	31 KB
Conference Tampa Invite	✓	5/29/2025 10:38 AM	Microsoft Edge P...	248 KB
Group Olive Garden Receipt	✓	5/12/2025 11:41 AM	Microsoft Edge P...	134 KB
Hotel Receipt	✓	3/3/2025 1:44 PM	Microsoft Edge P...	64 KB
McDonalds	✓	6/16/2025 10:32 AM	Microsoft Edge P...	103 KB
NCTA Conferece Justification	✓	7/14/2025 10:46 AM	Microsoft Edge P...	101 KB

File name: 37.98 - Burke - Amazon

Open Cancel

Transaction Date: 08/09/2025 Posted Date: 2025-08-10

MC Code: 5969 Enter Vendor Name: AMAZON.COM LLC

Save Expense Delete Expense Cancel

Hide Receipt

Attach an available receipt to the expense by selecting "Attach". Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.

Upload New Receipt

No  
More  
Red!

SAP Concur

Expense

Manage Expenses

Card Transactions

Home / Expense / Manage Expenses / RF Pcard- 07/29 - 08/15 1000 / Undefined

← →

Undefined \$26.00

Save Expense Delete Expense Cancel

08/09/2025

AMAZON.COM LLC

Corporate Card

Hide Receipt

Details

Itemizations

Allocate

Expense Type \*

Office Supplies/Software

Transaction Date \*

08/09/2025

Posted Date

2025-08-10

MC Code

5969

Enter Vendor Name

AMAZON.COM LLC

City of Purchase

Seattle, Washington

Payment Type

RF Pcard

Amount \*

26.00

Currency

US, Dollar (USD)

Sales Tax

Comment

Business Purpose \* ?

Printing Paper for office copier

32/500

Save Expense

Cancel

1 / 2

− + ↺ ↻ ↶ ↷

Download Print

amazon.com

Final Details for Order #112-7632697-6036208

Order Placed: November 18, 2024

Amazon.com order number: 112-7632697-6036208

Order Total: \$60.93

Business order information

Department: Theater and Dance

Shipped on November 18, 2024

Items Ordered

2 Off: Duracell Coppertop AA Batteries with Power Boost Ingredients, 24 Count Pack Double A Battery with Long-lasting Power, Alkaline AA Battery for Household and Office Devices Sold by Amazon.com Condition: New

Price \$18.99

Shipping Address:

Thomas A Burke

285 ALLUMI ARENA

BUFFALO, NY 14260-5000

United States

Item(s) Subtotal: \$37.98

Shipping & Handling: \$0.00

Total before tax: \$37.98

Sales Tax: \$0.00

Total for This Shipment: \$37.98

Shipping Speed:

FREE Prime Delivery

Shipped on November 26, 2024

Items Ordered

1 Off: Duracell Procell 9 Volt Batteries, Pack of 12 (Packaging May Vary) Sold by Amazon (seller: amazon)

Business Price

Price \$22.95

37.98 - Burke - Amazon.pdf

Remove Add Open

Click "Save Expense" to continue

**UB** University at Buffalo Business Services

## Before Reconciliation

**RF Pcard- 07/29 - 08/15 1000 (\$396.51)**
Submit Report Delete Report

Not Submitted | [Report Number: HXE2WT](#)

[Report Details](#) [Print/Share](#) [Manage Receipts](#) [View Available Receipts](#)

Expenses

⊕ Add Expense Edit Delete Allocate

<input type="checkbox"/>	Alerts↓↑	Receipt↓↑	Payment Type↓↑	Expense Type↓↑	Vendor Details↓↑	Date↓↑	Requested↓↑	
<input type="checkbox"/>	✖	⬆	RF Pcard	Undefined	AMAZON.COM LLC Seattle, Washington	08/09/2025	\$26.00	...

## After Reconciliation

**RF Pcard- 07/29 - 08/15 1000 (\$396.51)**
Submit Report Delete Report

Not Submitted | [Report Number: HXE2WT](#)

[Report Details](#) [Print/Share](#) [Manage Receipts](#) [View Available Receipts](#)

Expenses

⊕ Add Expense Edit Delete Allocate

<input type="checkbox"/>	Alerts↓↑	Comment↓↑	Receipt↓↑	Payment Type↓↑	Expense Type↓↑	Vendor Details↓↑	Date↓↑	Requested↓↑	
<input type="checkbox"/>	✖	💬	📄	RF Pcard	Office Supplies/Software	AMAZON.COM LLC Seattle, Washington	08/09/2025	\$26.00	...

# Tips: Like Reconciliations



# Like Transactions

Home / Expense / Manage Expenses / RF Pcard- 07/29 - 08/15 1000

Alerts: 25

## RF Pcard- 07/29 - 08/15 1000 (\$396.51)

Not Submitted | Report Number: HXE2WT

Report Details ▾ Print/Share ▾ Manage Receipts ▾

Submit Report

View / Manage Receipts

Expenses

<input type="checkbox"/>	Alerts↑↓	Comment↑↓	Receipt↑↓	Payment Type↑↓	Expense Type↑↓	Vendor Details↑↓	Date↓↑	Requested↓↑
<input type="checkbox"/>	✖		↑	RF Pcard	Office Supplies/Software	AMAZON.COM LLC Seattle, Washington	08/09/2025	\$26.00 ...
<input type="checkbox"/>	✖		↑	RF Pcard	Undefined	AMAZON.COM LLC Seattle, Washington	08/06/2025	\$59.67 ...
<input checked="" type="checkbox"/>	✖		↑	RF Pcard	Undefined	ST LOUIS BREAD#601001ONL Buffalo, New York	08/05/2025	\$173.44 ...
<input type="checkbox"/>	✖			RF Pcard	Undefined	No Vendor Supplied Buffalo, New York	08/04/2025	(\$994.27) ...
<input type="checkbox"/>	✖		↑	RF Pcard	Undefined	EZCATER Boston, Massachusetts	07/31/2025	\$153.12 ...
<input checked="" type="checkbox"/>	✖		↑	RF Pcard	Undefined	ST LOUIS BREAD#601001ONL Buffalo, New York	07/30/2025	\$158.50 ...
<input type="checkbox"/>	✖		↑	RF Pcard	Undefined	AMAZON.COM LLC Seattle, Washington	07/28/2025	\$27.03 ...
								(\$396.51)

Need to use  
a different  
Edit button  
for this  
method

# Reconciling Like Transactions

A different expense window comes up. Here you will need to place a check mark in the Expense type and in the Business purpose field. Start with Expense type.

**Edit Expenses**

Expenses: 2

Edits you make to the fields below will be applied to all selected expenses. If a field is not edited, no changes will be made.

Expense Type

☐ Undefined

City of Purchase

☐ Buffalo, New York

Sales Tax

☐

Comment

☐

Business Purpose ? 0/500

☐

Next Cancel

## Like Transactions–Expense Type

Now we have access to the Expense Type drop down we can select the Type the applies to all the like transactions

The screenshot shows a modal window titled "Edit Expenses" with a subtitle "Expenses: 2". Below the title is a note: "Edits you make to the fields below will be applied to all selected expenses. If a field is not edited, no changes will be made." The "Expense Type" field is highlighted with a red error icon and a red border. It contains a search bar with the placeholder text "Search for an expense type" and a magnifying glass icon. Below the search bar is a pink message box that says "No valid option selected". The dropdown menu is open, showing two sections: "01. Travel Expenses" and "02. Transportation". Under "01. Travel Expenses", there are three options: "Laundry", "Participant Travel", and "Participant Travel, Fellowship Travel - Usually indicated". Under "02. Transportation", there are four options: "Car Rental", "Car Rental Fuel", "Car Service/Limousine", and "Car Service/Taxi". Each option has a checkbox to its left. At the bottom right of the modal are "Next" and "Cancel" buttons.



# Like Transactions–Business Purpose

Once the Expense type is selected, we can fill in the Business Purpose and click next

**Edit Expenses**

Expenses: 2

Edits you make to the fields below will be applied to all selected expenses. If a field is not edited, no changes will be made.

Expense Type

☒ Lab Supplies

City of Purchase

☐ Buffalo, New York

Sales Tax

☐

Comment

☐

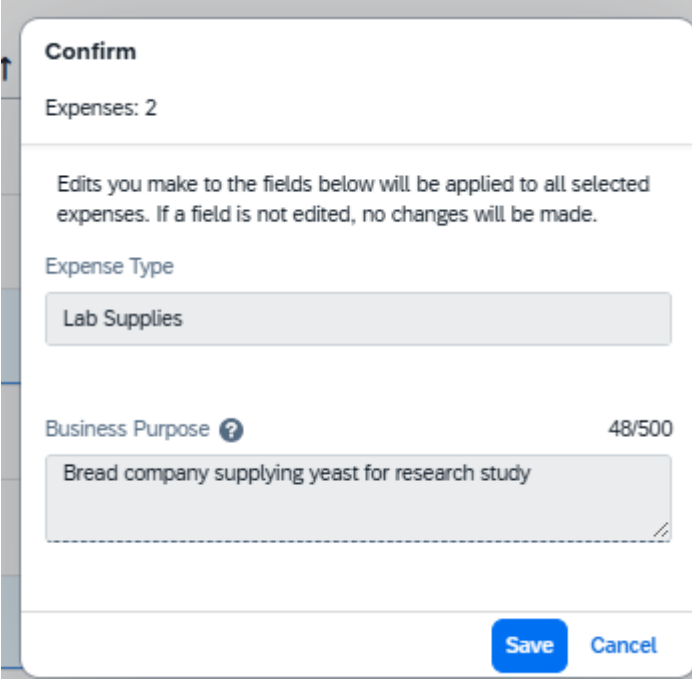
Business Purpose <sup>?</sup> 48/500

☒ Bread company supplying yeast for research study

**Next** **Cancel**

## Like Transactions–Confirmation

Click “Save” on the Confirmation screen if all looks correct.



The image shows a 'Confirm' dialog box with a light gray border. At the top, the title 'Confirm' is in bold. Below it, 'Expenses: 2' is displayed. A message states: 'Edits you make to the fields below will be applied to all selected expenses. If a field is not edited, no changes will be made.' There are two main input sections. The first is labeled 'Expense Type' and contains a text box with 'Lab Supplies'. The second is labeled 'Business Purpose' with a help icon and a character count '48/500'. It contains a text box with 'Bread company supplying yeast for research study'. At the bottom right, there are two buttons: 'Save' (blue) and 'Cancel' (gray).

**Confirm**

Expenses: 2

Edits you make to the fields below will be applied to all selected expenses. If a field is not edited, no changes will be made.

Expense Type

Lab Supplies

Business Purpose ? 48/500

Bread company supplying yeast for research study

**Save** Cancel

# Like Transactions-Receipts

**RF Pcard- 07/29 - 08/15 1000 (\$396.51)**

Submit Report
Delete Report

Not Submitted | Report Number: HXE2WT

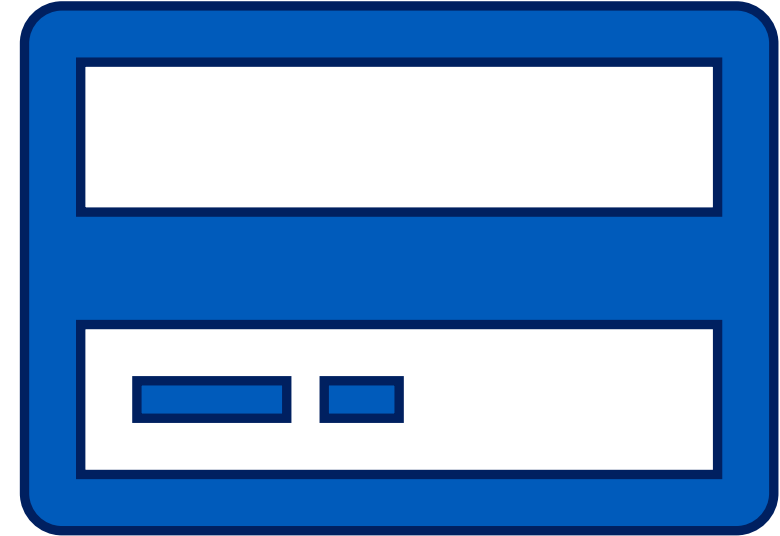
Report Details
Print/Share
Manage Receipts
View Available Receipts

Expenses
Manage Attachments
Add Expense
Edit
Delete
Allocate

	Alerts↓↑	Comment↓↑	Receipt↓↑	Payment Type↓↑	Expense Type↓↑	Vendor Details↓↑	Date↓↑	Requested↓↑	
<input type="checkbox"/>	✖		⬆	RF Pcard		AMAZON.COM LLC Seattle, Washington	08/09/2025	\$26.00	...
<input type="checkbox"/>	✖		⬆	RF Pcard		AMAZON.COM LLC Seattle, Washington	08/06/2025	\$59.67	...
<input checked="" type="checkbox"/>	✖		⬆	RF Pcard		ST LOUIS BREAD#601001ONL Buffalo, New York	08/05/2025	\$173.44	...
<input type="checkbox"/>	✖			RF Pcard		No Vendor Supplied Buffalo, New York	08/04/2025	(\$994.27)	...
<input type="checkbox"/>	✖		⬆	RF Pcard		EZCATER Boston, Massachusetts	07/31/2025	\$153.12	...
<input checked="" type="checkbox"/>	✖		⬆	RF Pcard		ST LOUIS BREAD#601001ONL Buffalo, New York	07/30/2025	\$158.50	...
<input type="checkbox"/>	✖		⬆	RF Pcard	Undefined	AMAZON.COM LLC Seattle, Washington	07/28/2025	\$27.03	...
								(\$396.51)	

Load Receipts by clicking on this “Upload” button, the process is the same as earlier demonstrated from there

# Allocating Charges



# Allocation Information

## Cost Approver:

- If you are unsure on who the cost approver is you can look up the cost approver in SIRI:
  - Travel and Expense
  - Procurement
  - Security

VP / Decanal Unit	Functional Role	Department	Base Entity	Entity Number
--Select Value-- ▼	--Select Value-- ▼	--Select Value-- ▼	--Select Value-- ▼	
Cost Approver	Cost Approver Person Number	Account Number		
--Select Value-- ▼		contains any		
<div>Apply</div> <div>Reset ▼</div>				

Department	Base Entity	Entity Number	Cost Approver	Cost Approver Person Number	Funding Source	Account Number	Account Title
2 Main Account Activity	CFP Main Account Activity	3362	CORRY, BETH	27061951	RF	1175335_1_75023	Master Facility & Adm

# Allocation Information

## Need to Know:

- If you **are** a Cost Approver, your report will either go to Sponsored Projects (SPS) or Non-Sponsored (NSG) Approvals
- If you are **not** a Cost Approver, your report will go to your Cost Approver before going to SPS or NSG
- You can select multiple transactions to allocate all at once
- You can split between accounts either by amount or percentage, the same way you can do like reconciliations
- Reports can only be submitted starting 5 calendar days after the close of the cycle (28<sup>th</sup>)



# Allocating

The Allocate button will remain greyed out until you select the transaction(s) you to allocate

Click here to select all lines

Click here to select single or multiple lines

Expenses									<a href="#">Add Expense</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Allocate</a>	
<input type="checkbox"/>	Alerts↓↑	Comment↓↑	Receipt↓↑	Payment Type↓↑	Expense Type↓↑	Vendor Details↓↑	Date↓↑	Requested↓↑		
<input type="checkbox"/>	×		↑	RF Pcard	Office Supplies/Software	AMAZON.COM LLC Seattle, Washington	08/09/2025	\$26.00	...	
<input type="checkbox"/>	×		↑	RF Pcard	Undefined	AMAZON.COM LLC Seattle, Washington	08/06/2025	\$59.67	...	
<input type="checkbox"/>	×		↑	RF Pcard	Lab Supplies	ST LOUIS BREAD#601001ONL Buffalo, New York	08/05/2025	\$173.44	...	
<input type="checkbox"/>	×			RF Pcard	Undefined	No Vendor Supplied Buffalo, New York	08/04/2025	(\$994.27)	...	
<input type="checkbox"/>	×		↑	RF Pcard	Undefined	EZCATER Boston, Massachusetts	07/31/2025	\$153.12	...	
<input type="checkbox"/>	×		↑	RF Pcard	Lab Supplies	ST LOUIS BREAD#601001ONL Buffalo, New York	07/30/2025	\$158.50	...	
<input type="checkbox"/>	×		↑	RF Pcard	Undefined	AMAZON.COM LLC Seattle, Washington	07/28/2025	\$27.03	...	
								(\$396.51)		

# Allocation Selections Made

## RF Pcard- 07/29 - 08/15 1000 (\$396.51)

[Submit Report](#)
[Delete Report](#)

Not Submitted | Report Number: HXE2WT

[Report Details](#)
[Print/Share](#)
[Manage Receipts](#)
[View Available Receipts](#)

### Expenses

[+ Add Expense](#)
[Edit](#)
[Delete](#)
[Allocate](#)

<input type="checkbox"/>	Alerts↓↑	Comment↓↑	Receipt↓↑	Payment Type↓↑	Expense Type↓↑	Vendor Details↓↑	Date↓↑	Requested↓↑	
<input checked="" type="checkbox"/>	✖	💬	⬆	RF Pcard	Office Supplies/Software	AMAZON.COM LLC Seattle, Washington	08/09/2025	\$26.00	...
<input type="checkbox"/>	✖		⬆	RF Pcard	Undefined	AMAZON.COM LLC Seattle, Washington	08/06/2025	\$59.67	...
<input checked="" type="checkbox"/>	✖	💬	⬆	RF Pcard	Lab Supplies	ST LOUIS BREAD#601001ONL Buffalo, New York	08/05/2025	\$173.44	...
<input type="checkbox"/>	✖			RF Pcard	Undefined	No Vendor Supplied Buffalo, New York	08/04/2025	(\$994.27)	...
<input type="checkbox"/>	✖		⬆	RF Pcard	Undefined	EZCATER Boston, Massachusetts	07/31/2025	\$153.12	...
<input checked="" type="checkbox"/>	✖	💬	⬆	RF Pcard	Lab Supplies	ST LOUIS BREAD#601001ONL Buffalo, New York	07/30/2025	\$158.50	...
<input type="checkbox"/>	✖		⬆	RF Pcard	Undefined	AMAZON.COM LLC Seattle, Washington	07/28/2025	\$27.03	...
								(\$396.51)	



# Allocation Choices

## You Can:

- Change Allocation by
  - Percentage
  - Amount
- Leave it as 100%

The screenshot displays the 'Allocate' interface for a total expense of \$357.94. At the top, there are two tabs: 'Percent' (selected) and 'Amount'. Below the tabs, the 'Amount' section shows the total expense of \$357.94, with 'Allocated \$357.94' at 100% and 'Remaining \$0.00' at 0%. The 'Default Allocation' section shows a 'Code' of 'Default'. The 'Allocations (0)' section is currently empty, featuring a circular icon with a globe and a pencil, and the text 'No Allocations'. A blue callout bubble points to the 'Add' button in the top right corner of the 'Allocations' section, containing the text 'Click “Add” after making your choice'. At the bottom right, there are 'Save' and 'Cancel' buttons.

**Allocate**

Expenses: 3 | \$357.94

**Percent** | **Amount**

Amount: \$357.94 | Allocated \$357.94 100% | Remaining \$0.00 0%

Default Allocation

Code: **Default**

Allocations (0)

**No Allocations**

These expenses are assigned to your default allocation shown above. Click the Add button to allocate part or all of these expenses differently.

Click “Add” after making your choice

Save Cancel

# Allocation More Forms to Fill

## Allocation:

In the pop up you need to fill 4 lines. Each line becomes available as the previous is filled.

1. **Approver**- Fill in your Cost Approver
  - Tip-Search by last name
2. **Funding Source**- Always “RF”
3. **Entity**- The organization (department) the purchase was made for
4. **Account**-The account being used for the funds
  - **Funding Fiscal Year**-Always stays “Current Fiscal Year”

The image shows two versions of the 'Add Allocation' form. The 'Before' version is a simple form with four fields: Approver, Funding Source, Entity, and Account. The 'After' version is a more complex form with the same four fields, but with additional details and a 'Save' button.

**Before:**

- Add Allocation** (Title)
- + New Allocation** (Link)
- ★ Favorite Allocations** (Link)
- Approver** (Field 1)
- Funding Source** (Field 2)
- Entity** (Field 3)
- Account** (Field 4)

**After:**

- Add Allocation** (Title)
- + New Allocation** (Link)
- ★ Favorite Allocations** (Link)
- Funding Source** (Field 2): RF
- Entity** (Field 3): Pharmacology and Toxicology
- Account** (Field 4): ( ) Supplies and support for research activities wit...
- Funding Fiscal Year** (Field 5): Current Fiscal Year
- Save** (Button)
- Cancel** (Button)

# Check your Allocations

If all looks well click  
“Save” to move on

### Allocate

Expenses: 3 | \$357.94 | [View Allocation Group](#)

Percent

Amount

Amount

\$357.94

Allocated \$357.94

100%

Remaining \$0.00

0%

Default Allocation

Code

**Default**

Percent %

0

Allocations (1)

Add

Edit

Remove

Save as Favorite

<input type="checkbox"/>	Approver↓↑	Funding Source↓↑	Entity↓↑	Account↓↑	Funding Fiscal Year↓↑	Code↑↓	Percent %
<input type="checkbox"/>		RF	Pharmacology and Toxicology	Supplies and support for research activities within the departme	Current Fiscal Year		<div>100</div> <div>...</div>

Save

Cancel

# Complete Report

Click here when  
all is loaded  
and done

## RF Pcard- 07/29 - 08/15 1000 (\$396.51)

Not Submitted | Report Number: HXE2WT

[Report Details](#) [Print/Share](#) [Manage Receipts](#)

[Submit Report](#) [Delete Report](#)

[View Available Receipts](#)

### Expenses

[Add Expense](#) [Edit](#) [Delete](#) [Allocate](#)

<input type="checkbox"/>	Alerts↓↑	Comment↓↑	Receipt↓↑	Payment Type↓↑	Expense Type↓↑	Vendor Details↓↑	Date↓↑	Requested↓↑	
<input type="checkbox"/>				RF Pcard	Office Supplies/Software	AMAZON.COM LLC Seattle, Washington	08/09/2025	\$26.00 <a href="#">Allocated</a>	...
<input type="checkbox"/>	×			RF Pcard	Undefined	AMAZON.COM LLC Seattle, Washington	08/06/2025	\$59.67	...
<input type="checkbox"/>				RF Pcard	Lab Supplies	ST LOUIS BREAD#601001ONL Buffalo, New York	08/05/2025	\$173.44 <a href="#">Allocated</a>	...
<input type="checkbox"/>	×			RF Pcard	Undefined	No Vendor Supplied Buffalo, New York	08/04/2025	(\$994.27)	...
<input type="checkbox"/>	×			RF Pcard	Undefined	EZCATER Boston, Massachusetts	07/31/2025	\$153.12	...
<input type="checkbox"/>				RF Pcard	Lab Supplies	ST LOUIS BREAD#601001ONL Buffalo, New York	07/30/2025	\$158.50 <a href="#">Allocated</a>	...
<input type="checkbox"/>	×			RF Pcard	Undefined	AMAZON.COM LLC	07/28/2025	\$27.03	...
								<b>(\$396.51)</b>	

Once all lines are  
reconciled and  
allocated you can  
submit the report!

# Additional Guidance

# Sales Tax or Unallowable Purchases

- All purchases will have to be allocated to an account in lieu of any pending refunds or credits.
- Sales tax or unallowable purchases will need to either be:
  - Refunded by vendor or
  - Reimbursed to the University via UB Marketplace
- While waiting for Refund or Reimbursement the charges will need to be allocated to a non-sponsored account.
- Once credit is received (either via personal payment or Vendor reimbursement) the non-sponsored account must be reimbursed.

# Resources

## Links:

- [Log in to CBS](#)
- [Procedures for CBS](#)
- [RF PCard Categories and Funding Source Chart](#)
- [Cost Approver Form](#)
- [Assign a Delegate Instructions](#)
- [Cost Approver Procedures](#)



# Contacts

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# Questions?



## How Did We Do?

**Complete the session survey  
using your smart device:**

Scan the QR code provided on  
your schedule.

**OR**

Scan the QR code shown here.

