

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).

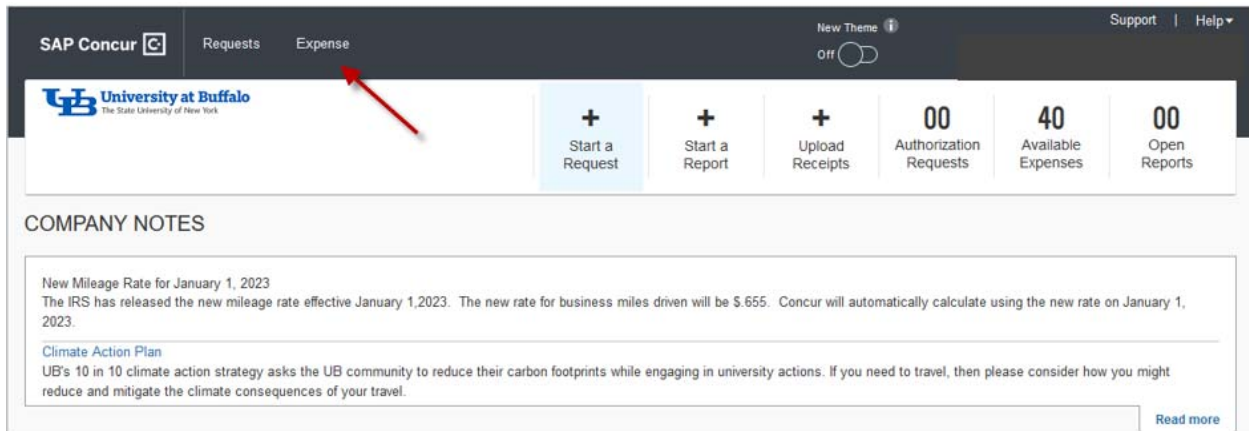


Figure 1

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)

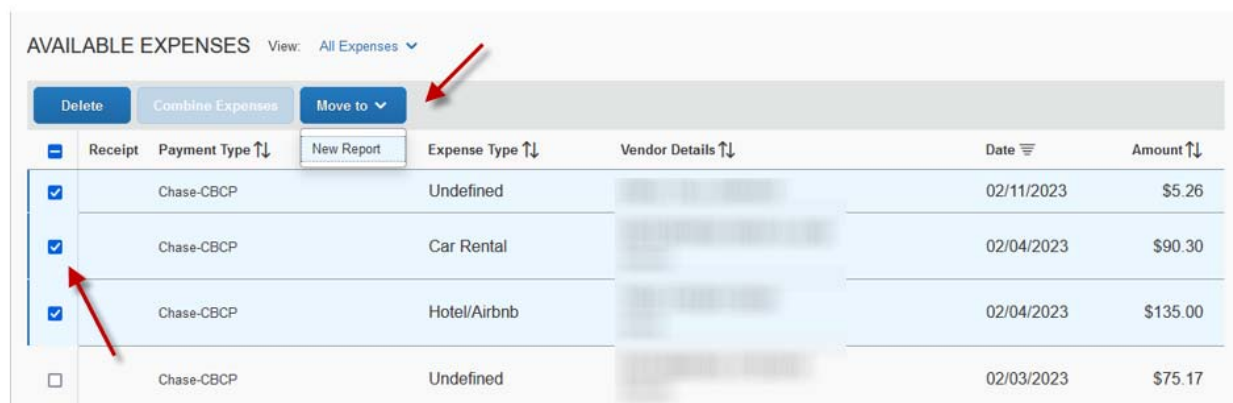


Figure 2

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 ubs-travel-expense-support@buffalo.edu

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