

## How to reallocate transactions in Pathway Net?

### Step 1: Viewing transaction detail

- From the menu bar, click on “Transaction View”. The hierarchy tab appears.
- In the “Hierarchy and Date” section at the top, select “statement” from the dropdown box titled “Cycle Type”. Then select the statement period that you want to view from the dropdown box entitled “Cycle Date”. (Most popular Cycle Date selected is “Current” or “Previous” statement period. If you do not select Current or Previous statement period, then select the month you want to reallocate. However if month selected has already passed the reallocation deadline transactions will not be able to be reallocated.)
- In the Sort by column, be sure the Post Date is selected.
- In the “Starting Unit” section of the page, select the hierarchy you need to see by clicking on the name of the hierarchy. The hierarchy name should turn red once selected. (Individual views of this page vary depending on the Users hierarchy) If you want to view transaction in this particular hierarchy then select “View Results”. However if you want to select based upon cardholder see below.
- To filter on cards, click on the “Select Cards” button. The Card Filter window appears.
- Click on either the Card Number or Last Name radio button to search by card number or last name.
- Enter search criteria in the search box. You may enter a partial name or number followed by an asterisk (\*). To see all cards for the selected unit, enter an asterisk (\*).
- Click on the “Search” button. The selected cards appear below.
- Check the cards whose transactions you wish to reallocate.
- Click on “OK” to save your selections and return to the Hierarchy tab.
- Click on the “View Results” button to see the chosen transactions in the Results tab.

### Step 2: Reallocating transaction

- Click on the hyperlink in the ID column on the Results tab. The Transaction tab appears. This tab contains information such as:
  - Transaction and Post Date
  - Merchant Name
  - Cardholder Name
  - Transaction Amount
  - Accounting Allocation
- Reallocate/Edit transaction in the Allocation fields as needed:
  - Accounting Code- Required 6digit account and 5 digit support account the dash is required to be entered
  - Object Code-Required. Defaulted to appropriate object code based upon MCC, see required reallocation checklist for reallocation requirements.
  - Traveler Last Name-Optional
  - Traveler First Name-Optional
  - Destination – Optional
  - Purpose/Benefit - Optional
  - Depart Date MMDDYY – Optional
  - Return Date MMDDYY - Optional

- **NOTE: (Please do not use special characters such as Underscore ( \_ ), Apostrophe ( ' ), Double Quotation ( " ) in these fields, because it will lock the transaction view and you will not be able to view or reallocate the transaction.)**

- Click “OK” to save the reallocation results

**Step 3: Splitting Transaction** (This step is for a transaction that you want to reallocate to two or more FAMIS accounts or object codes.)

- Click on the “Split” button
- Under Type of Split, click on the “By Percent” or “By Amount” radio button.
- Select “Split All Records Equally” or “New Records All Zero” from the options for Add column.
- In the Final # field, enter the desired number of splits
- Click on the “Add” button. Pathway Net creates the splits
- Enter descriptions, amounts, and allocation codes for each split.
- Click on “Save” button. A confirmation box appears. If the splits do not equal the total transaction amount, an error message appears. You cannot exit the tab until the sum of the splits equals the total transaction amount.
- Click on “OK” to complete the reallocation.

**Visual Aid:** Please see the following screen captures involved with Reallocating Process in Pathway Net. (User set up in Financial Services Hierarchy)

The screenshot shows the Pathway Net Admin interface in Microsoft Internet Explorer. The browser address bar shows <https://pwnet.procard.com/tamu/Main-Frames.asp>. The interface has a blue header and a left sidebar with navigation links: [Inbox](#), [Transaction View](#), [Requests](#), [Program Mgmt](#), and [Support](#). The main content area is titled "Hierarchy and Date" and includes the following fields:

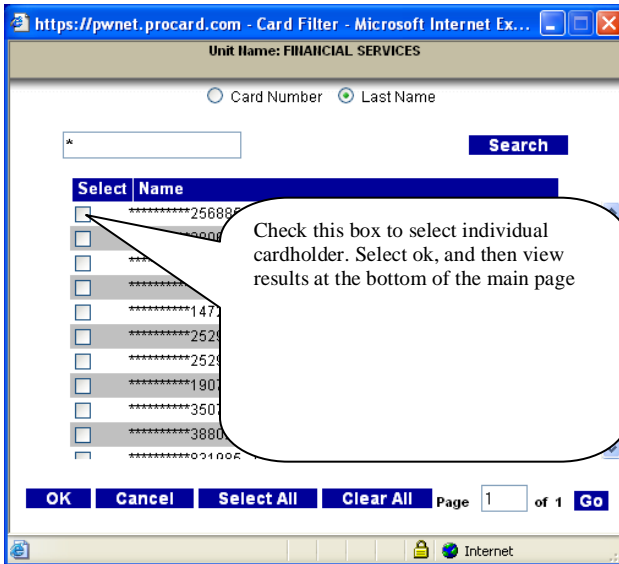
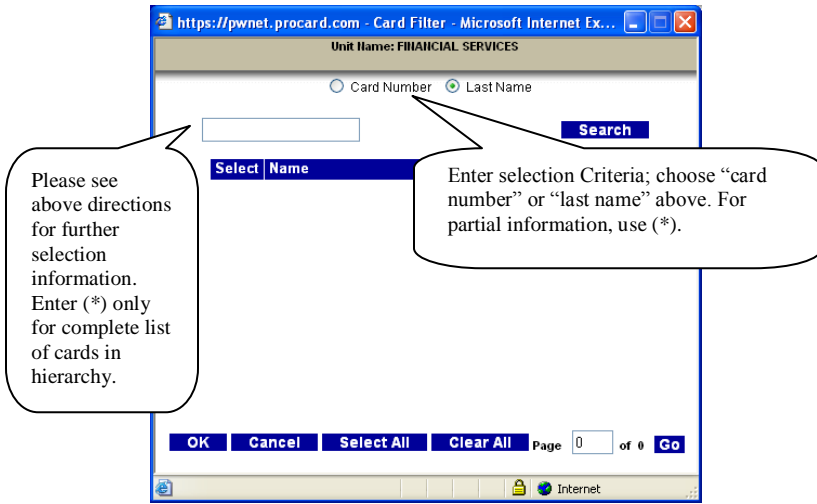
- Select Hierarchy:** Processor Hierarchy
- Include Subunits:**
- Cycle Type:** Statement
- Cycle Date:** Previous
- Start:** 2/6/2007
- End:** 3/5/2007
- Sort by:** Transaction Date

Below these fields is the "Starting Unit" section with a tree view showing "FINANCIAL SERVICES". At the bottom of the interface are buttons for "View Results", "Clear", "Select Cards", and "Options".

Callouts provide the following instructions:

- Click “Transaction View” from Main page to access this screen.
- Select “Statement” from drop-box under “cycle type” to view transactions. Select the Statement Period you want to view from drop-box under “Cycle Date”. **Note:** A transaction cannot be reallocated in Pathway Net after the reallocation deadline for each statement period.
- Dates will automatically fill with selection of Cycle Date.
- To select cards, click

After "Select Cards" is clicked, a pop-up will appear.



Once Cardholder has been selected, you should see the following screen.

Pathway Net Admin - Microsoft Internet Explorer provided by Division of Finance

Address: https://pwnet.procard.com/tamu/Main-Frames.asp

**Pathway Net®**

JPMorganChase

Inbox  
Transaction View  
Requests  
Program Mgmt  
Support

Help  
Change Password

Hierarchy    Add'l Filters    Results

Accounting Code    Object Code    Description    Invoice #

ΔID ▾	ΔType ▾	ΔRvwd ▾	ΔTran Date ▾	ΔPost Date ▾	ΔAmount ▾	ΔVendor ▾
<a href="#">274043</a>	D	<input type="checkbox"/>	3/3/2007	3/6/2007	30.00	DIANE STEWART FURNISHI - TYLER, TX
<a href="#">275368</a>	D	<input type="checkbox"/>	3/7/2007	3/9/2007	39.80	HILTON COLLEGE STATION - COLLEGE STATI, TX
<a href="#">277020</a>	D	<input type="checkbox"/>	3/14/2007	3/16/2007	59.54	AFFORDABLE FLORALS - BRYAN, TX
<a href="#">280099</a>	D	<input type="checkbox"/>	3/27/2007	3/28/2007	19.72	WM SUPERCENTER - BRYAN, TX
<a href="#">280525</a>	D	<input type="checkbox"/>	3/28/2007	3/29/2007	344.04	HBI-OFFICE SOLUTIONS - HUNTSVILLE, TX
<a href="#">281591</a>	D	<input type="checkbox"/>	3/30/2007	4/2/2007	0.54	AFFORDABLE FLORALS - BRYAN, TX
<a href="#">282133</a>	D	<input type="checkbox"/>	4/2/2007	4/3/2007	220.80	GRIFFIN LOCKSMITH & HA - BRYAN, TX
<a href="#">282439</a>	D	<input type="checkbox"/>	4/2/2007	4/4/2007	4.00	AFFORDABLE FLORALS - BRYAN, TX
<a href="#">282438</a>	D	<input type="checkbox"/>	4/2/2007	4/4/2007	56.00	AFFORDABLE FLORALS - BRYAN, TX

Page 1 of 1 Go

Update Selected    Update All    Flag All As Rvwd    Export    Bold indicates a split transaction

Select individual transaction by clicking these hyperlinks. This will take you to the individual transaction information and reallocation page

Pathway Net Admin - Microsoft Internet Explorer provided by Division of Finance

Address: https://pwnet.procard.com/TAMUT/Main-Frames.asp

**Pathway Net Admin**

JPMorganChase

Inbox  
Container  
Transaction View  
Requests  
Program Mgmt  
Supplier Mgmt  
New Items  
Ref Tables

Help  
Change Password

Transaction    Line Items

General Transaction Information

Tran Date: 08/01/2008  
Post Date: 08/04/2008  
Merchant: BUSH INT ARPT AB  
Amount: \$75.00  
POS Code: 118473

MO - TRAVEL FMO - TRAVEL  
...: 20  
...:   
... Number: 55460298215259214020315

Tax    Invoice    Currency

Allocation

Accounting Code: 210410-00000 ...  
Object Code: 3145 ...  
Traveler Last Name:   
Traveler First Name:   
Destination:   
Purpose/Benefit:   
Depart Date MMDDYY:   
Return Date MMDDYY:

Expense Type: Travel - Other

Container    Top

OK    Cancel    Split

This field will have the default account number for the card. If reallocating, delete existing account and enter desired account. If changing object code, use same changing method. If the blue box is selected, a list of accounts/object codes will be provided. The remaining fields are optional.

Select "ok" after information is entered and desired changes are made. This will complete the reallocation process and take you back to the selected cardholder transaction view page.

**Splitting a Transaction:**  
If a transaction needs to be allocated to more than one account, select the "split" option.

## Splitting a Transaction:

The screenshot shows the Pathway Net Admin interface in a Microsoft Internet Explorer browser. The browser title is "Pathway Net Admin - Microsoft Internet Explorer provided by Division of Finance". The address bar shows "https://pwnet.procard.com/tanmu/Main-Frames.asp". The page has a blue header with "JPMorganChase" and "Pathway Net" logos. Below the header are three tabs: "Transaction", "Line Item", and "Splits". The "Splits" tab is active, showing a form with the following fields:

- Type of Split:** Radio buttons for "By Percent" (selected), "By Amount", and "By Existing Line Items".
- Options for Add:** Radio buttons for "Split All Records Equally" (selected), "New Records All Zero", and "New Records All Zero".
- Tran Total:** \$59.54
- Current #:** 1
- Final #:** A text input field.
- Add:** A blue button.

Below the form, there are three instructions:

- Select the Type of Split, the Options for Add, and the Final # of Splits that will result.**
- Options for Add and Final # are not required and will be ignored if the Split Type selected is "By Existing Line Items".**
- Click the Add button to perform the split. You will be able to enter allocation values for each split item.**

Two callout boxes provide additional instructions:

- Left Callout:** "Select to split the transaction by amount or by percentage, whichever is easiest for your application." (Points to the "Type of Split" radio buttons)
- Right Callout:** "Enter the number of ways that you would like the transaction split. The most common method is to select 'By Amount' and 'New Records all Zero' then enter in Final # to represent the number of times the transaction needs to be split." (Points to the "Final #" input field)

The browser status bar at the bottom shows "Done" and "Internet".

Pathway Net Admin - Microsoft Internet Explorer provided by Division of Finance

https://pwnet.procard.com/TAMUT/Main-Frames.asp

File Edit View Favorites Tools Help

Pathway Net Admin

**Pathway Net®**

JPMorganChase

Inbox  
Container  
Transaction View  
Requests  
Mgmt  
Mgmt

Help  
Change Password

**Transaction**   **Line Item**   **Splits**

Type of Split:  
 By Percent  
 By Amount  
 By Existing Line Items

Options for Add:  
 Split All Records Equally  
 New Records All Zero

Tran Total: \$75.00  
 Current #: 1  
 Final #:

**Splits**

Split #	Amount	Percent	Description	Delete
1	\$0.00	0.00		<input type="checkbox"/>

Accounting Code:  ...

Object Code:  ...

Traveler Last Name:

Traveler First Name:

Destination:

Purpose/Benefit:

Depart Date MMDDYY:

Return Date MMDDYY:

Split Notes:

  Remaining Amount:

Done   Internet   100%

Enter amount or percentage (whichever method chosen in the previous step) to be split on this particular account. Enter appropriate information in the boxes. Continue this process for each split until the total transaction amount is accounted for or 100% of transaction is allocated.

This transaction has been split two times; you can access the fields by scrolling down the page.

Once all split information is entered, click save. Pathway Net will take you back to the cardholder's transaction view page, a Split is indicated as a boldface transaction. Each split will be able to be viewed separately if selected.