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 drop down 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

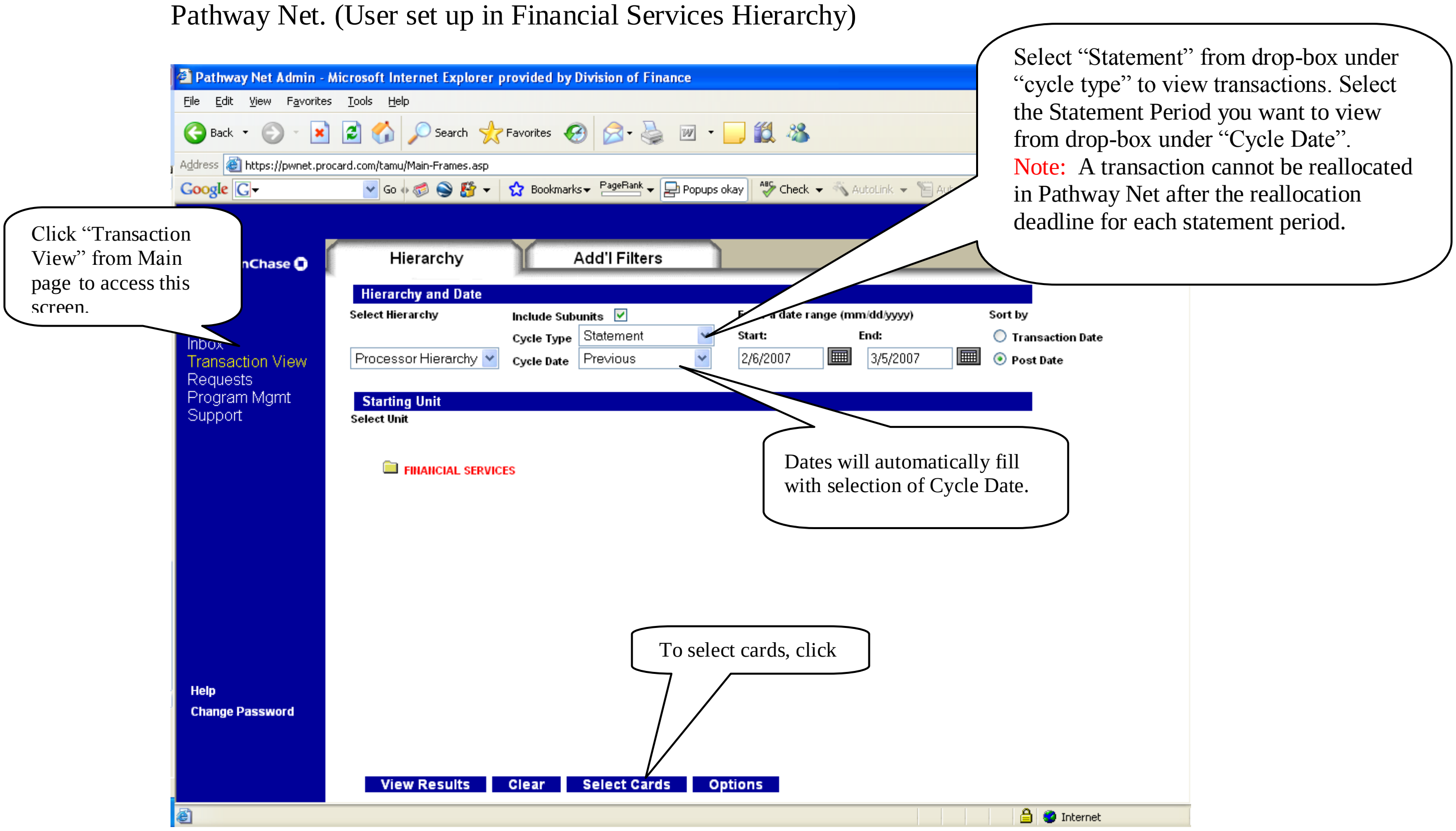
- **NOTE: (Please do not use special characters such as Underscore (_), Apostrophe ('), Double Quotation (") in these fields, because it will lock the transaction view and you will not be able to view or reallocate the transaction.)**

- Click “OK” to save the reallocation results

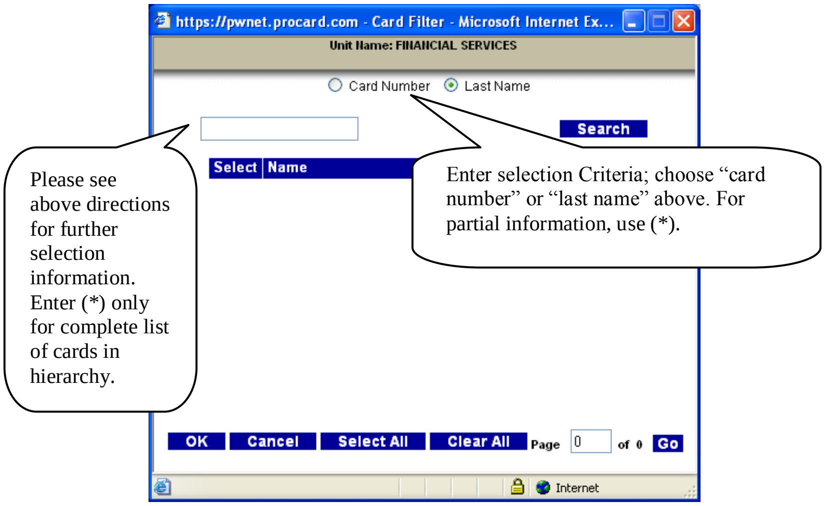
Step 3: Splitting Transaction (This step is for a transaction that you want to reallocate to two or more FAMIS accounts or object codes.)

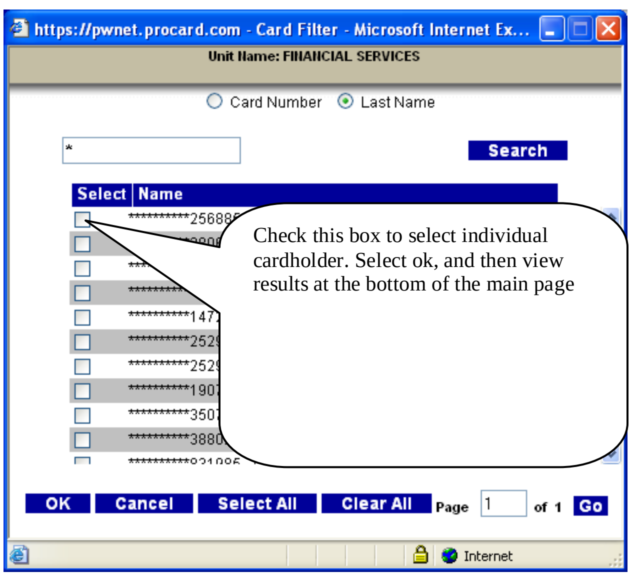
- Click on the “Split” button
- Under Type of Split, click on the “By Percent” or “By Amount” radio button.
- Select “Split All Records Equally” or “New Records All Zero” from the options for Add column.
- In the Final # field, enter the desired number of splits
- Click on the “Add” button. Pathway Net 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)

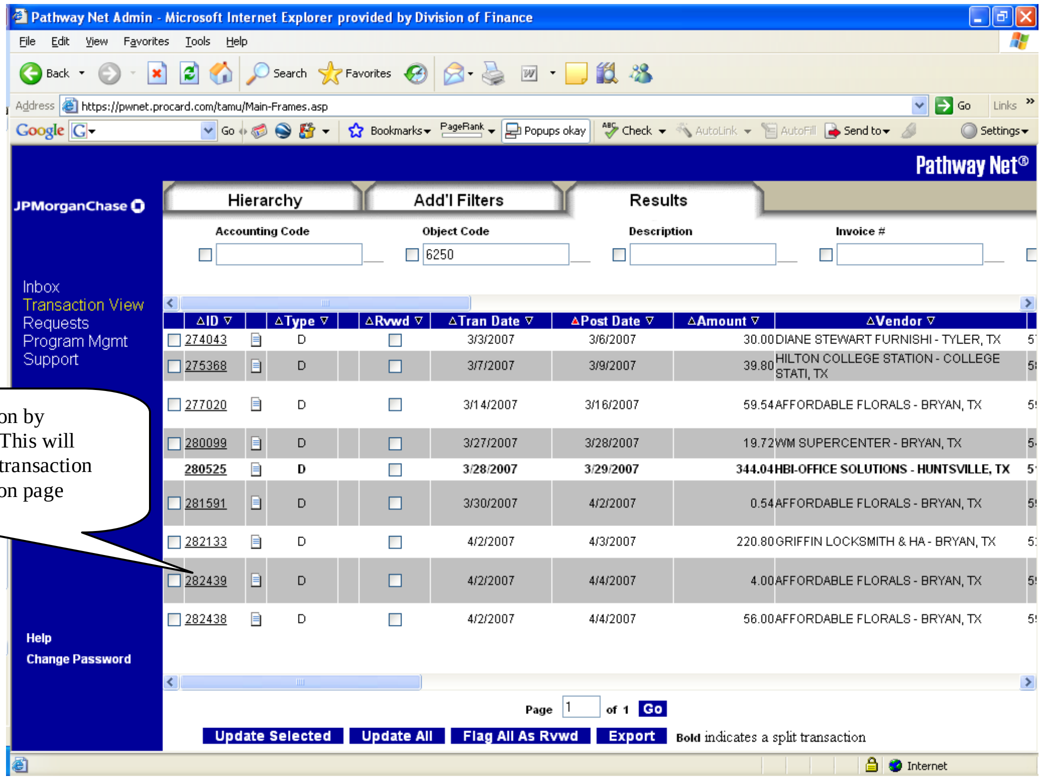


After “Select Cards” is clicked, a pop-up will appear.

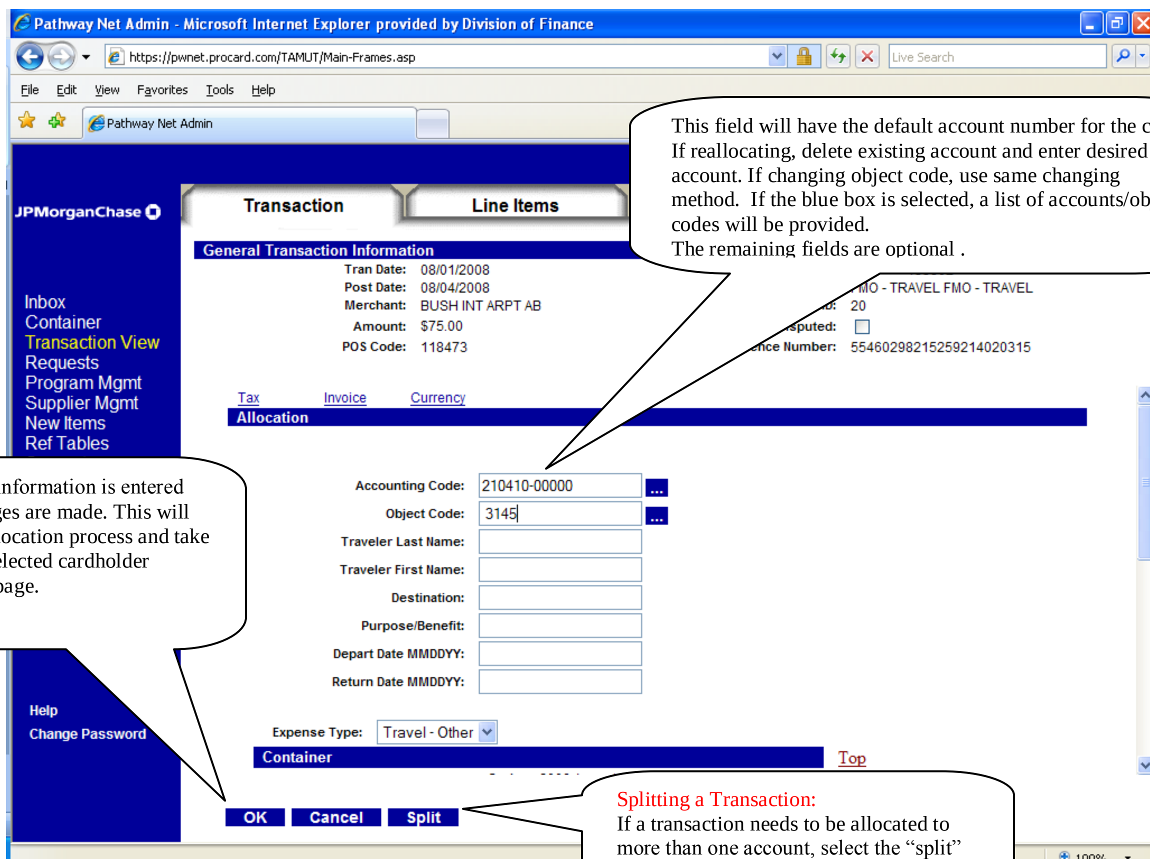




Once Cardholder has been selected, you should see the following screen.



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

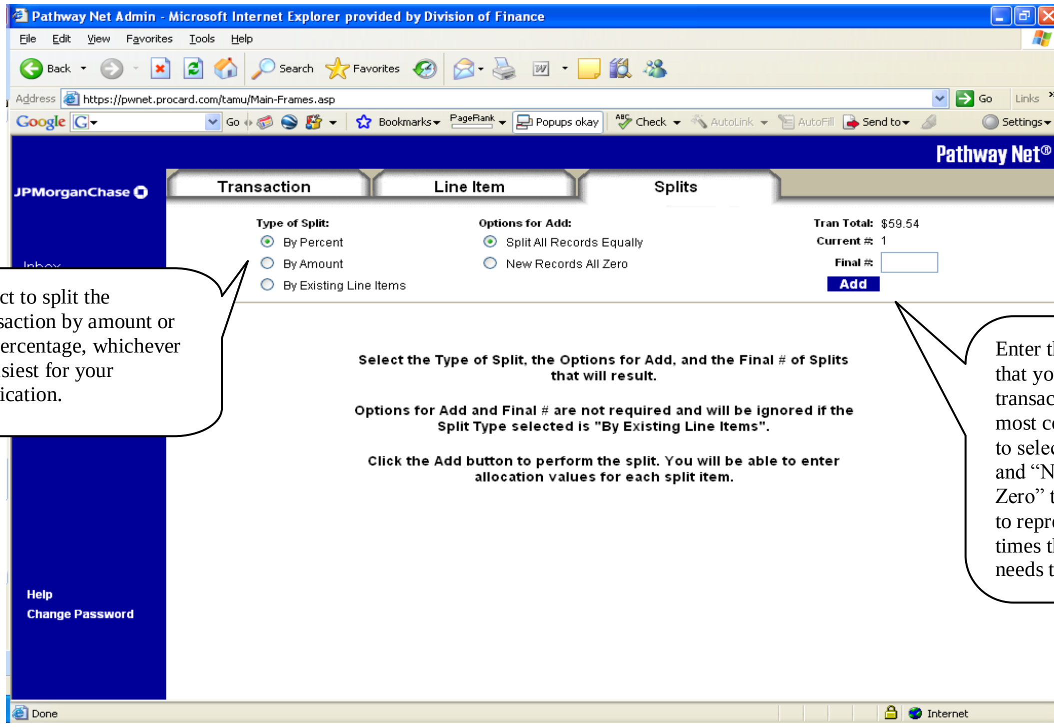


This field will have the default account number for the card. If reallocating, delete existing account and enter desired account. If changing object code, use same changing method. If the blue box is selected, a list of accounts/object codes will be provided.
The remaining fields are optional .

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.

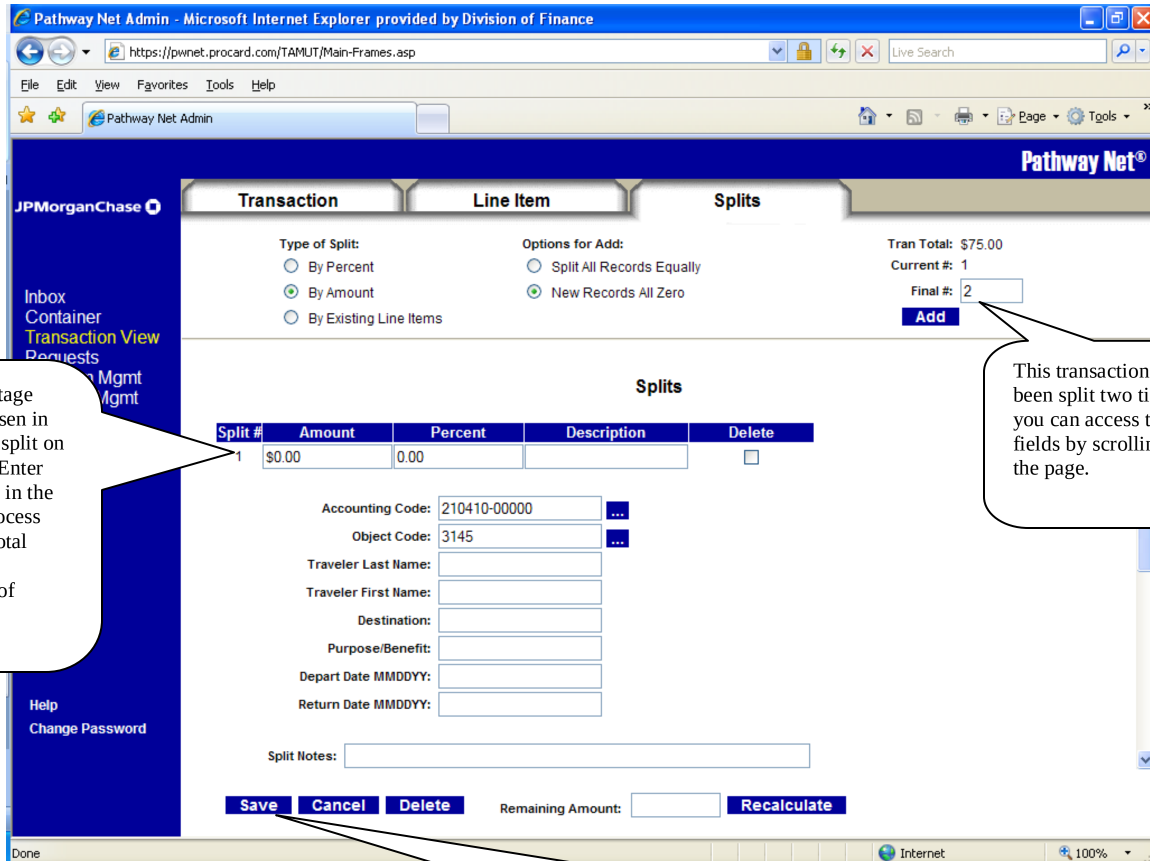
Splitting a Transaction:
If a transaction needs to be allocated to more than one account, select the "split" option.

Splitting a Transaction:



Select to split the transaction by amount or by percentage, whichever is easiest for your application.

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.



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.