

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 (FAMIS Account & Support Account) – Edit account number as needed
 - Object Code – Default object code 6250. You need to reallocate to the correct code if the transaction belongs to required reallocation purchase
 - Description – Optional but helpful (**Please do not use special characters such as Underscore (_), Apostrophe ('), Double Quotation (") in this field, because it will lock the transaction view and you will not be able to view or reallocate the transaction.**)
 - Invoice # - Optional but helpful for searching on previously paid invoices
 - Document # – Optional
 - Asset # - Required if item is fixed asset
 - Recipient Info – Required if purchase is a gift or award

- Order Date – Optional
- Delivery Date – Optional
- Reconciled Date – Optional
- Reconciler – Optional

- 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)

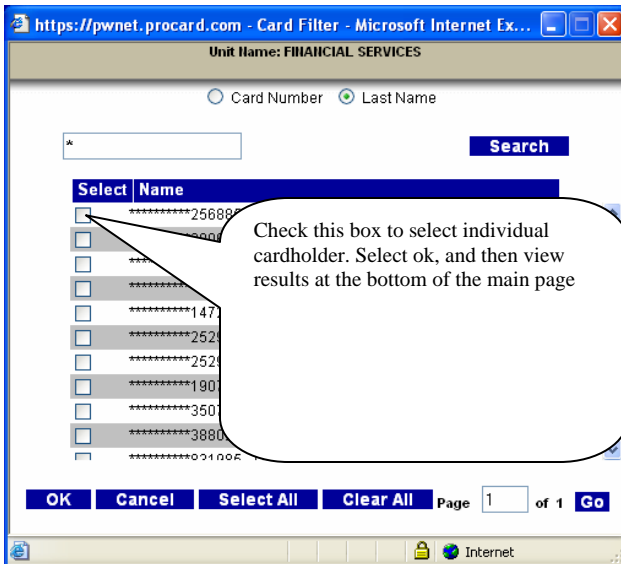
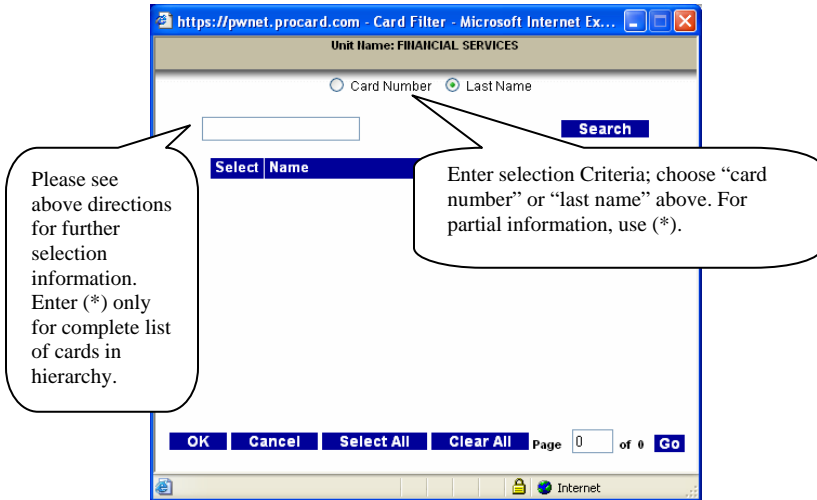
The screenshot shows the Pathway Net Admin interface in Microsoft Internet Explorer. The browser title is "Pathway Net Admin - Microsoft Internet Explorer provided by Division of Finance". The address bar shows "https://pwnet.procard.com/amu/Main-Frames.asp".

Callouts include:

- Top right: "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."
- Left side: "Click 'Transaction View' from Main page to access this screen."
- Bottom center: "To select cards, click"
- Bottom right: "Dates will automatically fill with selection of Cycle Date."

The interface shows a "Hierarchy and Date" section with filters for "Cycle Type" (set to "Statement") and "Cycle Date" (set to "Previous"). It also includes "Start" and "End" date fields (2/6/2007 and 3/5/2007) and a "Sort by" dropdown (set to "Transaction Date"). A "Starting Unit" section shows "FINANCIAL SERVICES". At the bottom, there are buttons for "View Results", "Clear", "Select Cards", and "Options".

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.proccard.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
274043	D		3/3/2007	3/6/2007	30.00	DIANE STEWART FURNISHI - TYLER, TX
275388	D		3/7/2007	3/9/2007	39.80	HILTON COLLEGE STATION - COLLEGE STATI, TX
277020	D		3/14/2007	3/16/2007	59.54	AFFORDABLE FLORALS - BRYAN, TX
280099	D		3/27/2007	3/28/2007	19.72	WM SUPERCENTER - BRYAN, TX
280525	D		3/28/2007	3/29/2007	344.04	HBI-OFFICE SOLUTIONS - HUNTSVILLE, TX
281591	D		3/30/2007	4/2/2007	0.54	AFFORDABLE FLORALS - BRYAN, TX
282133	D		4/2/2007	4/3/2007	220.80	GRIFFIN LOCKSMITH & HA - BRYAN, TX
282439	D		4/2/2007	4/4/2007	4.00	AFFORDABLE FLORALS - BRYAN, TX
282438	D		4/2/2007	4/4/2007	56.00	AFFORDABLE FLORALS - BRYAN, TX

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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.proccard.com/tamu/Main-Frames.asp

Pathway Net®

JPMorganChase

Inbox
Transaction View
Requests
Program Mgmt
Support

Change Password

Transaction Line Items

General Transaction Information

Tran Date: 03/03/2007
Post Date: 03/06/2007
Merchant: DIANE STEWART FURNISHI
Amount: \$30.00
POS Code: 911

Cardno:
Referen: 60057064064364222100

Tax Invoice Currency

Allocation

Accounting Code: 201050-00000 ...

Object Code: 6250 ...

Description:
Invoice #:
Document #:
Asset #:
Recipient Info:
Order Date:
Delivery Date:
Reconciled Date:
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. Please enter as much information as possible in the fields.

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:

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: \$59.54
Current #: 1
Final #:

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.

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.

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: \$59.54
Current #: 1
Final #: 2

Split #	Amount	Percent	Description	Delete
1	\$29.77	50.00		<input type="checkbox"/>

Accounting Code: 271300-00000
 Object Code: 5240
 Description: potted plant for funeral o
 Invoice #: 1562
 Document #:
 Asset #:
 Recipient Info:
 Order Date: 3/12/07
 Delivery Date: 3/12/07

Remaining Amount:

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.