

Research Vendor Payments in Pathway Net

If you have been experiencing the problem in which the vendor posted payments to the wrong account or against the wrong invoice, you can use below procedure to research vendor payments in Pathway Net.

- JPMorganChase
- Inbox
- Transaction View
- Requests
- Program Mgmt
- Support

- Help
- Change Password

Hierarchy

Add'l Filters

Hierarchy and Date

Select Hierarchy: Processor Hierarchy

Include Subunits:

Cycle Type: Select Cycle Type

Cycle Date: Select Cycle Type

Enter a date range (mm/dd/yyyy): Start: 5/6/2006 End: 1/5/2007

Sort by: Transaction Date Post Date

Starting Unit

Select Unit

FINANCIAL SERVICES

Select Unit

Then click on "Select Cards"

Select the date range you would like to search. Pathway Net can store transactions for past 13 months

JPMorganChase

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Pathway Net

Unit Name: FINANCIAL SERVICES

Card Number Last Name

phair **Search**

| Select | Name |
|-------------------------------------|----------------------|
| <input checked="" type="checkbox"/> | ***** - DEBBIE PHAIR |

Then click 'OK'

Select a card or all cards you would like to review

OK Cancel Select All Clear All Page 1 of 1 **Go**

Sort by

Transaction Date
 Post Date

View Results Clear Select Cards Options

Hierarchy

Add'l Filters

Hierarchy and Date

Select Hierarchy

Processor Hierarchy

Include Subunits

Cycle Type Select Cycle Type

Cycle Date Select Cycle Type

Enter date range (mm/dd/yyyy)

Start: 5/6/2006

End: 1/5/2007

Sort by

Transaction Date

Post Date

Starting Unit

Select Unit

FINANCIAL SERVICES

Click on
"Add'l
Filters"

Hierarchy Add'l Filters

Filter Information

- All
- Mapped
- Unmapped
- Splits
- Diverted
- Out of Pocket
- Cash Advances
- Disputed
- Posted
- Not Reviewed

Expense Type(s) ...

Select filters for transactions that you would like to review

Advanced Filters

| Field | Operator | Value |
|----------------|----------|-------|
| Select a Field | = | |
| Select a Field | = | |
| Select a Field | = | |
| Select a Field | = | |
| Select a Field | = | |
| Select a Field | = | |
| Select a Field | = | |
| Select a Field | = | |

View Results Clear

organChase

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Hierarchy

Add'l Filters

Filter Information

- All
- Mapped
- Unmapped
- Splits
- Diverted
- Out of Pocket
- Cash Advances
- Reviewed
- Disputed
- Posted
- Not Reviewed
- Personal

Expense Type(s) ...

MCC(s)

Advanced Filters

| Field | Operator | Value |
|--------------------------|----------|---------|
| Trans.Merchant Long Name | = | KROGER* |
| Trans.Settlement Amount | = | |
| Select a Field | = | |
| Select a Field | <> | |
| Select a Field | < | |
| Select a Field | > | |
| Select a Field | <= | |
| Select a Field | >= | |
| Select a Field | = | |
| Select a Field | = | |

You can also select "Trans Settlement Amount" filter to narrow the results

Enter vendor's name in the Value field. (Note: always add "*" at the end of the vendor's name)

View Results Clear

Hierarchy

Add'l Filters

Filter Information

- All
- Mapped
- Unmapped
- Splits
- Diverted
- Out of Pocket
- Cash Advances
- Reviewed
- Disputed
- Posted
- Not Reviewed
- Personal

Expense Type(s) ...

MCC(s) ...

Advanced Filters

| Field | Operator | Value |
|--------------------------|----------|---------|
| Trans.Merchant Long Name | = | KROGER* |
| Trans.Settlement Amount | < | 500 |
| Select a Field | = | |
| Select a Field | = | |
| Select a Field | = | |
| Select a Field | = | |
| Select a Field | = | |
| Select a Field | = | |

After select filters, click on "View Results"

View Results **Clear**

- JPMorganChase
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| Hierarchy | Add'l Filters | Results | |
|---|--|---|---|
| Accounting Code <input type="checkbox"/> <input style="width: 100%;" type="text"/> | Object Code <input type="checkbox"/> 6250 | Description <input type="checkbox"/> <input style="width: 100%;" type="text"/> | Invoice # <input type="checkbox"/> <input style="width: 100%;" type="text"/> |

| < | ΔID ▾ | < | ΔType ▾ | < | ΔRvwd ▾ | ΔTran Date ▾ | ΔPost Date ▾ | ΔAmount ▾ | ΔVendor ▾ | > |
|---|------------------------|---|---------|---|--------------------------|--------------|--------------|-----------|-----------------------------------|----|
| | 227698 | | D | | <input type="checkbox"/> | 9/21/2006 | 9/25/2006 | 33.57 | KROGER #361 SL - COLLEGE STAT, TX | 5. |
| | 229260 | | D | | <input type="checkbox"/> | 9/28/2006 | 9/29/2006 | (4.99) | KROGER #361 SL - COLLEGE STAT, TX | 5. |

Pathway Net will pull all transactions based on your filters

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- Support

| Hierarchy | Add'l Filters | Results | |
|---|-------------------------------|---|---|
| Accounting Code | Object Code | Description | Invoice # |
| <input type="checkbox"/> <input type="text"/> | <input type="checkbox"/> 6250 | <input type="checkbox"/> <input type="text"/> | <input type="checkbox"/> <input type="text"/> |

| Item | Description | Invoice # | Document # | Asset # | Recipient Info | Order |
|------|--|-----------|------------|---------|----------------|-------|
| | Year-End Appreciation Meal for AP | | | | | |
| | Returned item, not needed for the Year-End meal. | | | | | |

If you pay from an invoice, it is recommended that you to enter the invoice# when you reallocate transactions in pathway. – It will be expedite your vendor payment search process.



JPMorganChase

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Filter Info

Expense Typ

Advanced

Select a Field

- Card.Account Status
- Trans.Alloc.Accounting Code
- Trans.Alloc.Object Code
- Trans.Alloc.Description
- Trans.Alloc.Invoice #
- Trans.Alloc.Document #
- Trans.Alloc.Asset #
- Trans.Alloc.Recipient Info
- Trans.Alloc.Order Date
- Trans.Alloc.Delivery Date
- Trans.Alloc.Reconciled Date
- Trans.Alloc.Original Acct
- Trans.Alloc.Reconciler
- Trans.Country Code
- Trans.Merchant Short Name
- Trans.Settlement Amount
- Trans.Merchant City
- Trans.Merchant State
- Trans.Merchant Long Name
- Trans.POS

Operator

| | | |
|----------------|---|--|
| Select a Field | = | |
| Select a Field | = | |
| Select a Field | = | |
| Select a Field | = | |
| Select a Field | = | |
| Select a Field | = | |
| Select a Field | = | |
| Select a Field | = | |
| Select a Field | = | |

If you entered invoice number when you reallocated transactions in pathway, you can use "Trans Alloc Invoice#" as one of the filter for your research. --- That will narrow your search to a particular invoice.

View Results **Clear**

Transactions no longer available in Pathway Net

- Keep in mind that if the payment you are trying to research is older than the data available in Pathway Net, you can contact FMO to research this for you. We have transaction detail back to when we began using Pathway Net and can help in the research of these payments.