November 8, 2010

STATEMENT ENDING 11/05/10
Transactions 10/06/10 through 11/05/10

Transaction Adjustments or Reallocations for statement ending 11/05 will need to be processed in Pathway Net by 5:00pm, Thursday, November 18th.

Please do not make any changes to the 11/05 statement in Pathway Net after the deadline. The changes will not be reflected in the upload that Payment Services will process to Banner on the following Friday.

Your attention to the items below will help ensure the transactions are uploaded in a timely manner.

Pcard Default Changes FY11

Please check your Pcard Default FOP (FUND, ORG & PROGRAM) for accuracy. Note: Budget checking is now occurring at the Program Code level for FY11.

If the default Banner FOP for a specific purchasing card needs to be changed for FY11, please notify Lindsey.Myers@ttuhsc.edu with the new Banner FOP. Please “cc” the financial manager on this request.

Budget Account Pools

Please review all of your P Card transactions from 10/06/10 through 11/05/10 and compare them to the available budgeted funds based on account pools, specifically 7019 and 7035.

For example, if there is a transaction totaling $200.00 coded as “738200 – OC Books and Reference Materials”, verify there are sufficient funds for budget pool 7019 to cover the amount to be uploaded on Friday, November 19th.