



# TTUHSC PURCHASING CARD UPDATE

November 08, 2007

## **STATEMENT ENDING 11/05/07**

Transactions 10/06/07 through 11/05/07

Transaction Adjustments or Reallocations for statement ending **11/05** will need to be processed in Pathway Net by **5:00pm, Friday, November 16<sup>th</sup>**.

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 JPMorgan Chase download that Business Services will process on the following Monday.

## **PATHWAY NET**

Pathway Net allows us to correct sub object codes in order to reflect in TechFIM a transaction's true purpose. Some areas that need to be monitored before the processing deadline mentioned above:

- Expenditures such as registration fees, memberships, and/or books are not properly identified in Pathway Net because we must default to only one sub object code for a specific vendor (i.e., an association). Many times the vendor's name does not tell us what you are really purchasing.
- **Vendors that default to a "35" object code need to be analyzed and coded appropriately.**

For example, vendors such as Wal-Mart, United Supermarkets, K-Mart and Albertsons will code to 35-8911 pertaining to grocery stores for business meetings.

**It is the Department's responsibility to code the transaction in Pathway Net to the proper sub object code before the deadline.**

## **PATHWAY NET TRAINING**

If you have any questions or need Pathway Net training please contact  
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