



TTUHSC PURCHASING CARD UPDATE

April 6, 2010

STATEMENT ENDING 04/05/10

Transactions 03/06/10 through 04/05/10

Transaction Adjustments or Reallocations for statement ending **04/05** will need to be processed in Pathway Net by **5:00pm, Tuesday, April 20th**.

Please do not make any changes to the **04/05** statement in Pathway Net after the deadline. The changes will not be reflected in the JPMorgan Chase download that Payment Services will process on the following Wednesday.

ACCOUNT CODES IN PATHWAY NET

Pathway Net allows us to correct the account code in order to reflect in Banner a transaction's true purpose. Please be sure to monitor this coding for each transaction before the processing deadline.

For example, purchases from vendors such as Wal-Mart and United Supermarkets will default to 7L0402 pertaining to food and entertainment for business meetings.

It is the Department's responsibility to code the transactions in Pathway Net to the proper account code before the deadline.

NEW FUNDS AND ORGANIZATIONS

If you need to reallocate to a Banner Fund or Org that is not currently set up in Pathway Net you will get an error message when you are trying to reallocate. Banner fund/orgs that have never been associated with purchasing card transactions will have to be added in order for the reallocation process to be accepted. The financial manager of the new Fund will need to be "cc'd" on the request to Lindsey.Myers@ttuhsc.edu.

DEFAULT CHANGES

If the default Banner FOP for a specific purchasing card needs to be updated, please notify Lindsey.Myers@ttuhsc.edu and "cc" the financial manager with the new Banner FOP. Pathway Net will then be updated reflecting this change for future transactions.