



TTUHSC PURCHASING CARD UPDATE

May 7th, 2009

Monthly Procedures for the Purchasing Card Upload

As a reminder, the Purchasing Card statement will always close on the 5th of the month or the next business day if the 5th falls on a weekend.

On the day after close, you will receive the Purchasing Card update informing you of the allocation deadline. You have until this deadline to make any appropriate changes in Pathway Net.

The business day following the deadline Payment Services will download all transactions from Pathway Net and upload them into Banner. These expenses will appear in Cognos the next business day.

If there are budget errors, the cardholder and account manager will receive an email notifying them of which FOAP and expense did not upload and why. These errors must be completed by the second deadline provided in the email containing the budget errors.

If you do not receive the email, all of the PCard expenses should have uploaded to the appropriate FOAP as shown in Pathway Net.

STATEMENT ENDING 05/05/09

Transactions 04/07/09
through 05/05/09

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

Please do not make any
changes to the **05/05**
statement in Pathway Net
after the deadline.
The changes will not be
reflected in the upload
that Payment Services
will process to Banner on
Tuesday May 19th.