

## Reconciler Documentation

This material is directed towards the individuals who will be reconciling Procurement and/or Department Travel card(s). Every card will have a reconciler within Pathway Net. It is the responsibility of the MAU Program Administrator to create and maintain reconciler information.

To reconcile transactions under the Procard system an email showing the transactions was sent weekly to each reconciler. That practice will discontinue and it will be up to each Reconciler to review and make necessary allocation adjustments on or before each Tuesday at noon.

This documentation can be found in the [Controllers web site](http://www.alaska.edu/controller/) (http://www.alaska.edu/controller/) under Travel and Procurement. The Pathway Net transactions to Banner Schedule is located at the same site.

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**Overview of Reconciling Transactions**

Pathway Net receives transactions from the Bank every day so the reconciliation of transactions can be done daily. The reconciler will be able to view the most current transactions when they access Pathway Net.

There is usually a difference of 2 days from when the transaction posts to the bank and when the transaction can be viewed in Pathway. Because of this quick turnaround we are able to post credit card activity to Banner in a more timely manner.

It will be up to each reconciler to determine how often they review and reconcile transactions, either by day or by week. Regardless of how frequently the reconciler chooses to re-allocate and review transactions they will be mapped and closed to edit on a weekly basis.

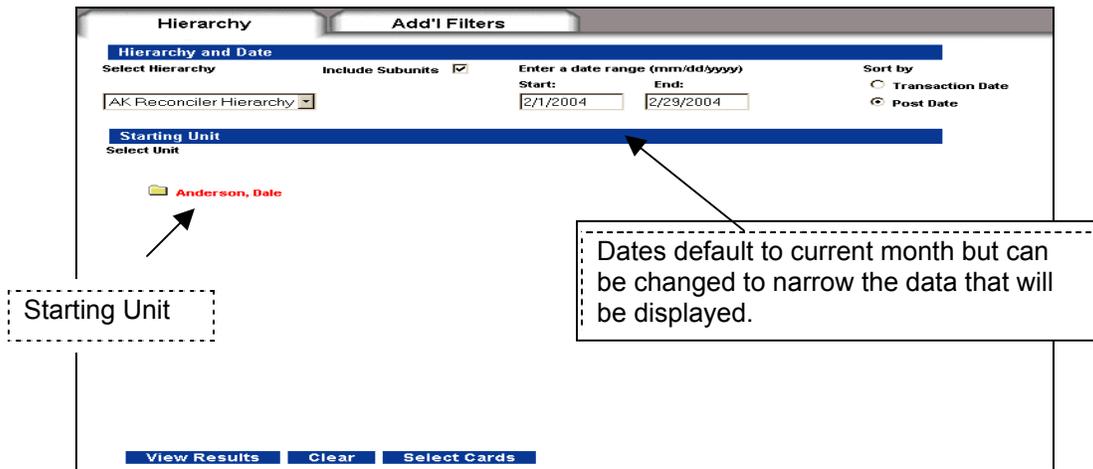
All reconcilers, whether they reconcile their own card or reconcile accounts of multiple cardholders, will have a user ID and password to access Pathway Net and the AK Approver Hierarchy.

Pathway provides the reconciler with a way to make global updates to multiple transactions, split transactions by amount or percent, mark transactions as reviewed, identify which transactions have been mapped to BANNER and run reports for back up and audit controls.

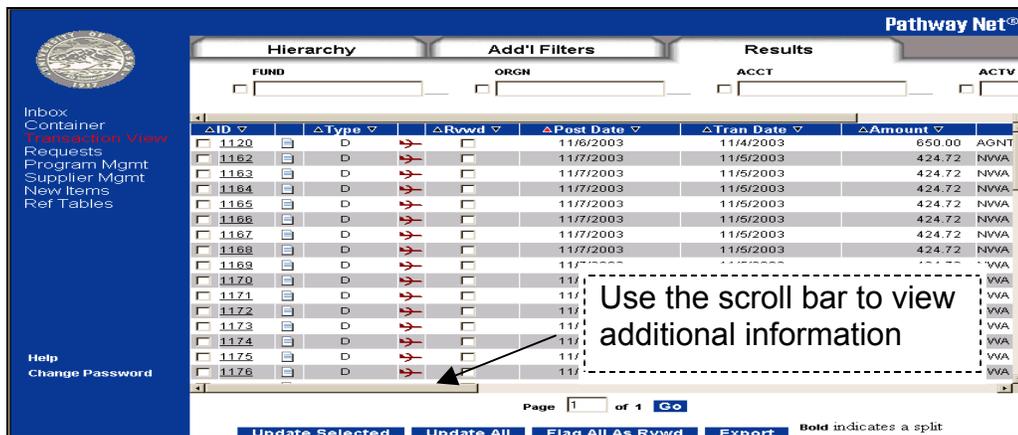
**Using Transaction View to Reconcile Transactions**

**Transaction View** allows you select by date range the transactions that need review and/or reallocation. From within this view you may change allocation values on multiple transactions. Transactions posted to the Bank from the previous week (Saturday through Friday) will be mapped and posted to Banner on the Tuesday of the current week.

1. Access Pathway Net at <https://pwnet.procard.com/alaska/> and enter your id and password. Access Pathway Net using **Internet Explorer**.
2. The **Transaction View** and **AK Approver Hierarchy** will default and the **Hierarchy** tab displays the reconciler's last name and first name. The start and end dates can be changed but default to the current month.



3. Click on the **Starting Unit** name to highlight it in red and click the **View Results** tab to see transaction within the selected date range.



4. When the **Results** tab displays you can scroll to the right to view the default accounting for each transaction. Do nothing if there are no changes to the allocation. The transaction will get picked by the mapper process and posted to Banner with the allocation shown in the **Results** window.
5. From the **Results** tab click on the arrow to change the default sort. A red arrow indicates the current sort sequence.
6. Place a check mark in **RVWD** column to indicate you've reviewed the transaction and click the **Update Select** to save the changes. No further action is needed.

**Pathway Net®**

Hierarchy    Add'l Filters    Results

FUND    ORGN    ACCT    ACTV

ΔID ▾	ΔType ▾	ΔRVwd ▾	ΔPost Date ▾	ΔTran Date ▾	ΔAmount ▾	ΔVendor ▾
1120	D	↕	11/6/2003	11/4/2003	650.00	AGNT
1162	D	↕	11/7/2003	11/5/2003	424.72	NWA
1163	D	↕	11/7/2003	11/5/2003	424.72	NWA
1164	D	↕	11/7/2003	11/5/2003	424.72	NWA
1165	D	↕	11/7/2003	11/5/2003	424.72	NWA
1166	D	↕	11/7/2003	11/5/2003	424.72	NWA
1167	D	↕	11/7/2003	11/5/2003	424.72	NWA
1168	D	↕	11/7/2003	11/5/2003	424.72	NWA
1169	D	↕	11/7/2003	11/5/2003	424.72	NWA
1170	D	↕	11/7/2003	11/5/2003	424.72	NWA
1171	D	↕	11/7/2003	11/5/2003	424.72	NWA
1172	D	↕	11/7/2003	11/5/2003	424.72	NWA
1173	D	↕	11/7/2003	11/5/2003	424.72	NWA
1174	D	↕	11/7/2003	11/5/2003	424.72	NWA
1175	D	↕	11/7/2003	11/5/2003	424.72	NWA
1176	D	↕	11/7/2003	11/5/2003	424.72	NWA

Update Selected    Update All    Flag All As Rvwd    Export    Bold indicates a split

By clicking on the up or down arrow you determine how the transactions are to be sorted. The red arrow indicates the current sort.

Once the transaction(s) has been reviewed place a check mark in **RVWD** column. This will be a visual clue that the transaction has been reviewed and no further action is required.

ΔID ▾	ΔType ▾	ΔRVwd ▾	ΔPost Date ▾	ΔTran Date ▾	ΔAmount ▾	ΔVendor ▾
2844	D	↕	1/2/2004	12/30/2003	292.72	ALASKA A - ANCHORAGE, AK
2845	D	↕	1/2/2004	12/30/2003	292.72	ALASKA A - ANCHORAGE, AK
2908	D	↕	1/5/2004	12/30/2003	292.72	ALASKA A - ANCHORAGE, AK
2988	D	↕	1/7/2004	12/30/2003	292.72	ALASKA A - ANCHORAGE, AK

Transactions that have been mapped to BANNER do not have the check box preceding the ID link.

- The note icon on the **Results** tab allows you to enter notes and information about the transaction. The data entered into this field will print on the Cardholder Statement (Central Bill Statement) report RPT121. This is an optional field but could be very useful to track a TA number or make notations about a purchase.

Notes can be added to transactions after the transaction posts to Banner.

ID	Type	Rvwld	Post Date	Tran Date	Amount	
1120	D		11/6/2003	11/4/2003	650.00	AGNT
1162	D		11/7/2003	11/5/2003	424.72	NWA
1163	D		11/7/2003	11/5/2003	424.72	NWA
1184	D		11/7/2003	11/5/2003	424.72	NWA
1165	D		11/7/2003	11/5/2003	424.72	NWA
1166	D		11/7/2003	11/5/2003	424.72	NWA
1167	D		11/7/2003	11/5/2003	424.72	NWA
1168	D		11/7/2003	11/5/2003	424.72	NWA
1169	D		11/7/2003	11/5/2003	424.72	NWA
1170	D		11/7/2003	11/5/2003	424.72	NWA
1171	D		11/7/2003	11/5/2003	424.72	NWA
1172	D		11/7/2003	11/5/2003	424.72	NWA
1173	D		11/7/2003	11/5/2003	424.72	NWA
1174	D		11/7/2003	11/5/2003	424.72	NWA
1175	D		11/7/2003	11/5/2003	424.72	NWA
1176	D		11/7/2003	11/5/2003	424.72	NWA

- The notes will appear in the Invoice section of the **Transaction Detail**. Any tax or currency information is also displayed in the **Transaction Detail** tab.

**Tax** Top

National: \$0.00  
 State: \$0.00  
 Local: \$0.00  
 Other: \$0.00

**Invoice** Top

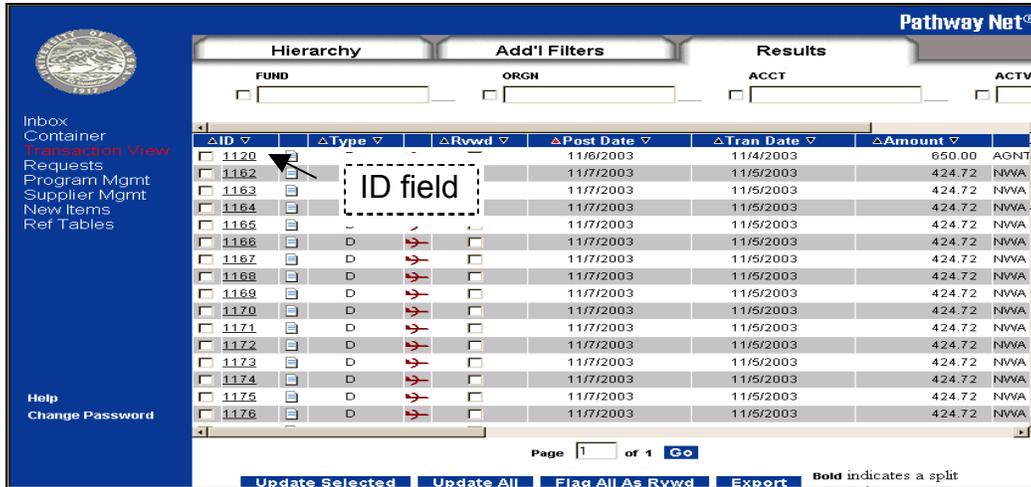
POS Code:  
 Reference Number: 75405014032184912954458  
 Invoice Number:  
 Notes: This is a note for ID 4069. This transactions was already mapped to Banner.

**Currency** Top

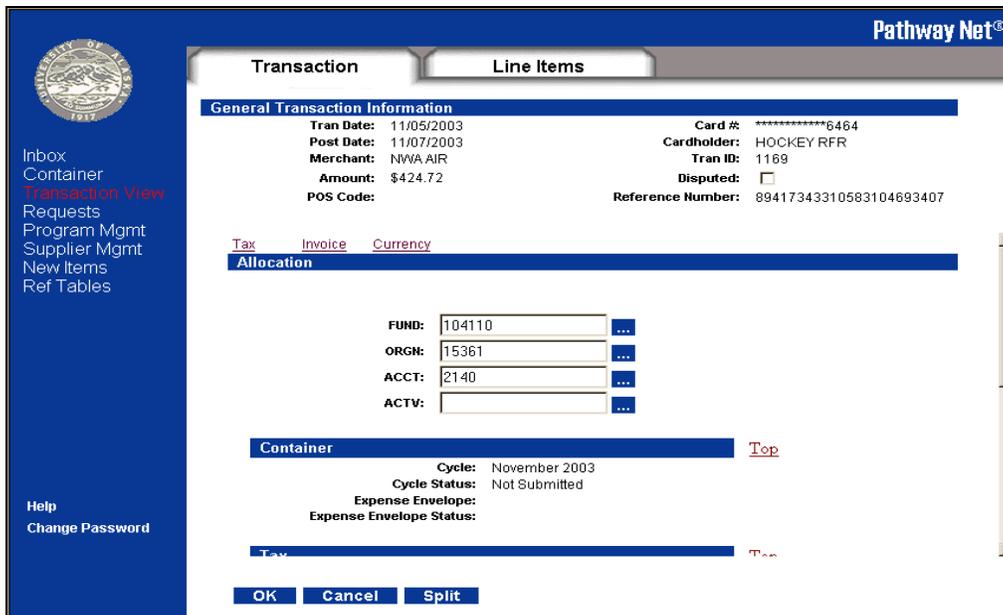
Original Amount: -\$5.06

**Update the allocation for a single transaction**

1. Click on the **ID** field from the **Results** tab if you wish to view the detail of a transaction. This brings up the **Transaction** tab.

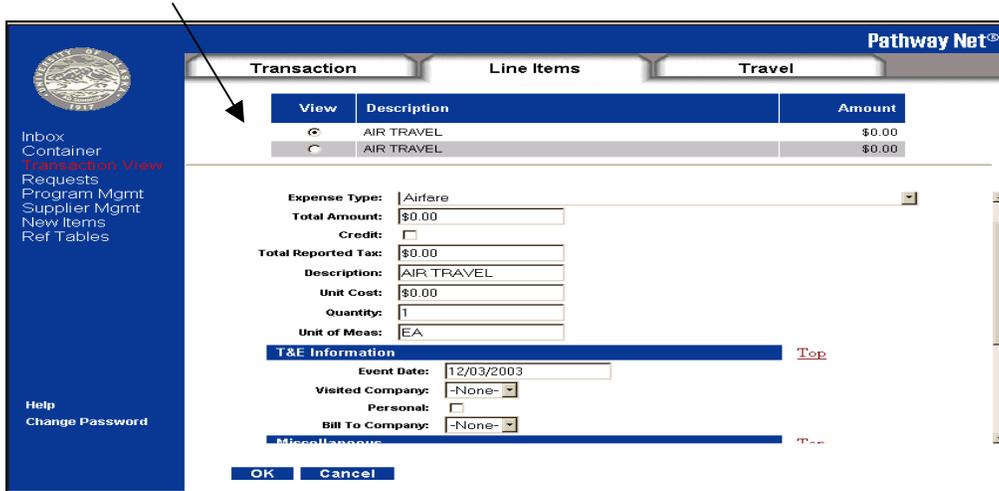


2. From the **Transaction** tab you may change the allocation for an individual transaction or select the **Split** tab to split the transaction allocation to multiple accounts. To view more detail about the transaction select the **Line Item** tab.



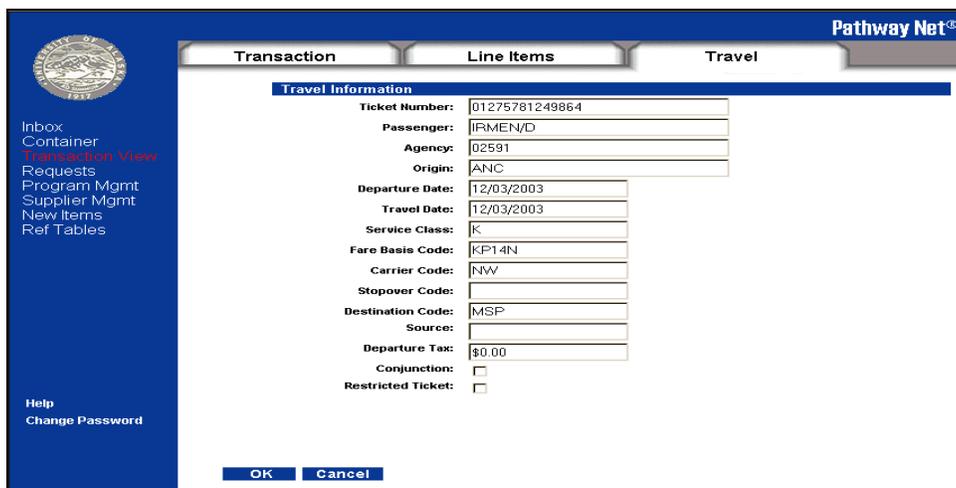
- The **Line Item** tab and **Travel** tab are display only except for the **Miscellaneous** section which allows notes to be added. The **Line Item** tab may or may not show a dollar amount associated with the transaction.

For travel, if there are multiple legs to an airfare you may select a **View** and then choose the **Travel** tab.



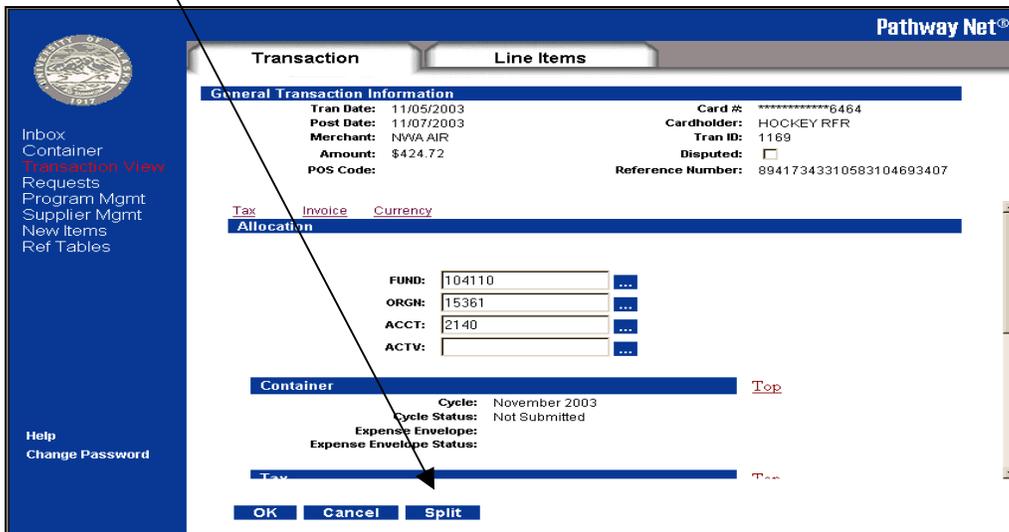
Adjustments to accounting lines must be done from the **Transaction** tab.

- Within the **Travel** tab each leg of the trip is identified and displays the passenger, travel dates and origin and destination codes. Dollars are only recorded at the **Transaction** tab.
- The **Travel** tab will display flight information for each leg of the trip but no individual dollars for that leg of the trip.

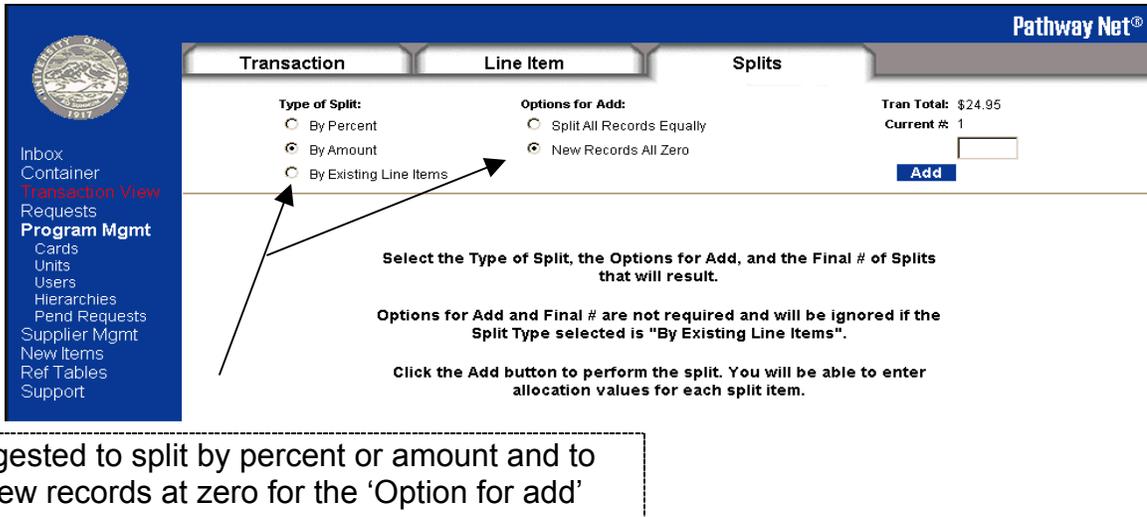


**Splitting a transaction using Split tab**

1. The **Split** tab is available in the **Transaction View** tab.



2. The **Splits** tab provides instructions on how to perform the split. Pathway Net will not allow a split to be out of balance.



It is suggested to split by percent or amount and to create new records at zero for the 'Option for add'

3. Follow the instructions for the **Type of Split** and the **Options for the Add**.
4. Enter the number of splits in the **Current #** box and click on **Add**.

- 5. When the **Splits** window appears make the necessary allocation changes and click **Save**.

**Pathway Net**

**Transaction** | **Line Item** | **Splits**

**Type of Split:**  
 By Percent  
 By Amount  
 By Existing Line Items

**Options for Add:**  
 Split All Records Equally  
 New Records All Zero

Tran Total: \$424.72  
Current #: 1  
[ 2 ]  
**Add**

**Splits**

Split #	Amount	Percent	Description	Delete
1	\$212.36	50.00		<input type="checkbox"/>

FUND: [ 104110 ] ...  
ORGN: [ 15361 ] ...  
ACCT: [ 2140 ] ...  
ACTV: [ ] ...

Split #	Amount	Percent	Description	Delete
2	\$212.36	50.00		<input type="checkbox"/>

FUND: [ 104110 ] ...

**Save** | **Cancel** | **Delete**

**Updating multiple transactions with the same allocation fields (optional)**

1. Access the **Results** window via **Transaction View**. Select the transactions you wish to update by placing a check mark in the **ID** field. After the transactions are selected, place a check mark in the field of the allocation you wish to update and place a valid value in that field.

For example, if you wanted **ID** numbers 995 and 1055 to be allocated to fund 104110 you would place a check mark in the **ID** field for each transaction then check the fund box and enter 104110.

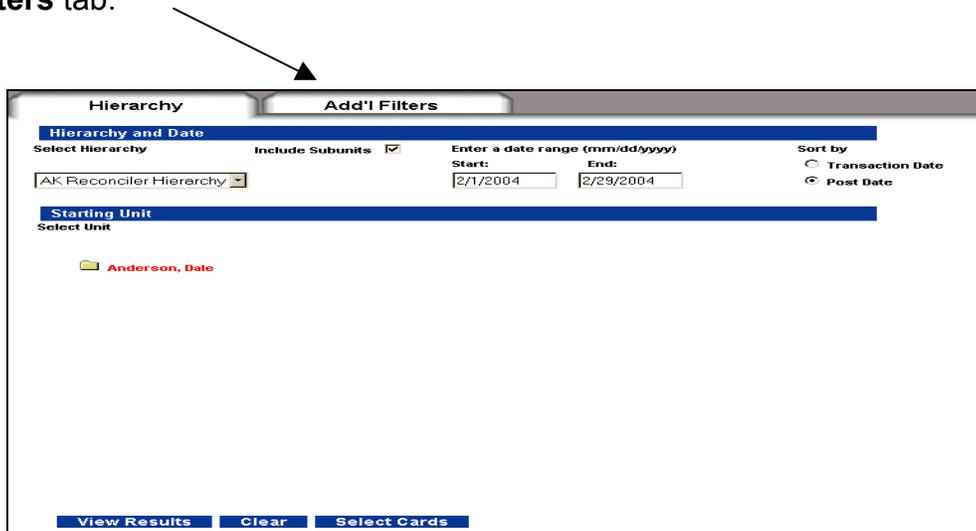
The screenshot shows the 'Results' window in Banner Finance System. At the top, there are filter sections for 'Hierarchy' (FUND: 104110), 'Add'l Filters' (ORGN), and 'Results' (ACCT, ACTV). Below these is a table of transactions with columns: ID, Type, RVwd, Post Date, Tran Date, Amount, and Vendor. Transactions 995 and 1055 have their ID checkboxes checked. Transaction 1058 has its RVwd checkbox checked. At the bottom, there are buttons: 'Update Selected', 'Update All', 'Flag All As Rvwd', and 'Export'. A callout box points to the RVwd checkbox for transaction 1058 with the text: 'Once the transaction(s) has been reviewed, place a check mark in **RVWD** column. This will be a visual clue that the transaction has been reviewed and no further action is required.'

△ID	△Type	△Rvwd	△Post Date	△Tran Date	△Amount	△Vendor
<input checked="" type="checkbox"/> 995	P	<input type="checkbox"/>	11/3/2003	10/30/2003	326.24	ALASKA A - SEATTLE, WA
<input checked="" type="checkbox"/> 1055	P	<input type="checkbox"/>	11/3/2003	11/2/2003	9.50	AMOCO OIL - SIOUX CITY, IA
<input type="checkbox"/> 1057	P	<input type="checkbox"/>	11/3/2003	10/31/2003	64.90	BEST WESTERN - CLEAR LA
<input type="checkbox"/> 1051	P	<input type="checkbox"/>	11/3/2003	11/1/2003	85.40	CITY LIGHTS OF CHINA - WAS
<input type="checkbox"/> 1038	P	<input type="checkbox"/>	11/3/2003	11/2/2003	77.28	COUNTRY INN & SUITES - CC IA
<input type="checkbox"/> 1016	P	<input type="checkbox"/>	11/3/2003	11/2/2003	(14.60)	PAYMENT RECEIVED -- THAN
<input type="checkbox"/> 1015	P	<input type="checkbox"/>	11/3/2003	11/2/2003	(361.96)	PAYMENT RECEIVED -- THAN
<input type="checkbox"/> 1017	P	<input type="checkbox"/>	11/3/2003	11/3/2003	(1,000.00)	PAYMENT RECEIVED -- THAN
<input type="checkbox"/> 1043	P	<input type="checkbox"/>	11/3/2003	11/1/2003	67.01	SILVER LEGACY STERLING -
<input type="checkbox"/> 1061	P	<input type="checkbox"/>				
<input type="checkbox"/> 1049	P	<input type="checkbox"/>				
<input type="checkbox"/> 1058	P	<input checked="" type="checkbox"/>				
<input type="checkbox"/> 1059	P	<input type="checkbox"/>				
<input type="checkbox"/> 1065	P	<input type="checkbox"/>				
<input type="checkbox"/> 1066	P	<input type="checkbox"/>				
<input type="checkbox"/> 1070	P	<input type="checkbox"/>				

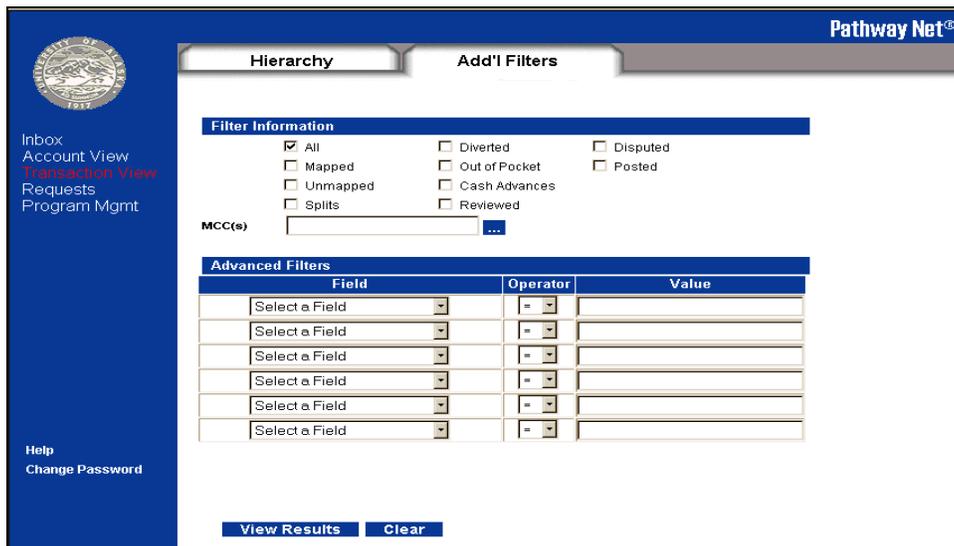
2. Select the **Update Selected** box at the bottom of the screen to update all the transactions that had a check mark in the **ID** field.

**Using the Add'l Filter Tab (optional)**

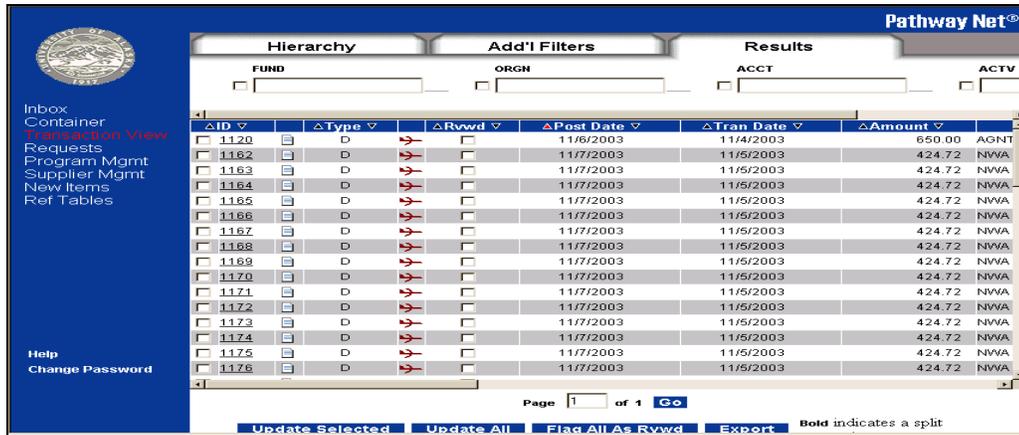
1. To narrow the search of transactions select the **Add'l Filters** tab. Multiple filters may be applied to the search. Currently no filters are required, however, selecting the 'Unmapped' option will return only those transactions not mapped to BANNER.
2. From the **Hierarchy** tab within **Transaction View** select your start and end dates or allow the current month dates to default and click on the **Add'l Filters** tab.



3. The Add'l Filters tab allow you to narrow your search by providing specific search criterion. If you choose the **Advanced Filters** option the data placed in the **Value** field must be an exact match to the data held within Pathway. To view the results click the **View Results** tab.



- The data returned will match the date and filter criterion entered. Data from the **Results** tab can be exported by clicking the **Export button**.



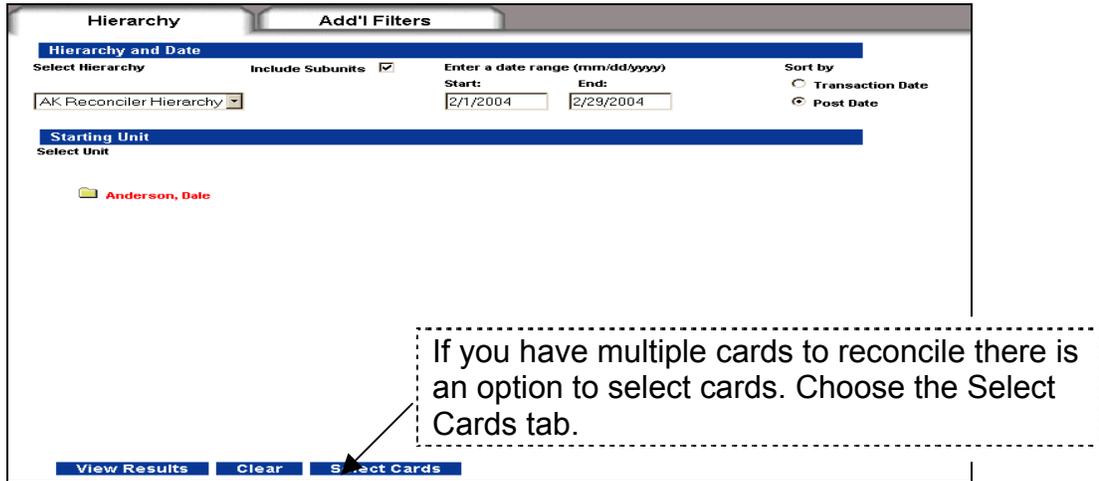
- When the **Results** tab displays you can scroll to the right to view the default accounting for each transaction. Do nothing if there are no changes to the allocation.

The transaction will get picked by the mapper process and posted to Banner with the allocation shown in the Results window. Place a check mark in Rvwd column to indicate you've reviewed the transaction and no further action is needed.

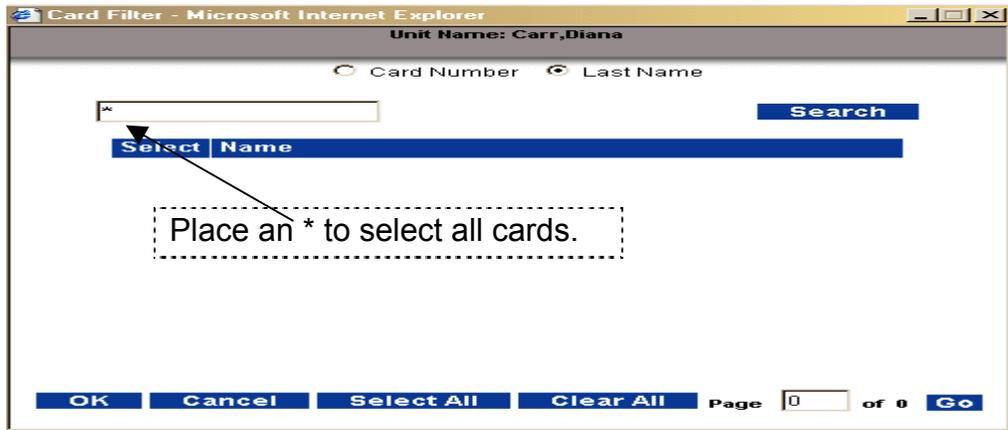
**Reconciling multiple cards**

Although **Transaction View** can be sorted by cardholder name or card number, you have an option to which card you wish to reconcile.

1. From **Transaction View** click on the **Select Cards** button



2. From the **Search** box enter a last name followed by an asterisk or just enter an asterisk and click the **OK** button to see all cardholders that belong to the reconciler.



- When the **Results** tab displays you can scroll to the right to view the default accounting for each transaction. Do nothing if there are no changes to the allocation. The transaction will get picked by the mapper process and posted to Banner with the allocation shown in the **Results** window. Place a check mark in **RVWD** column to indicate you've reviewed the transaction and no further action is needed.

Pathway Net®

Hierarchy Add'l Filters Results

FUND ORGN ACCT ACTV

ΔID ▾	ΔType ▾	ΔRvwd ▾	ΔPost Date ▾	ΔTran Date ▾	ΔAmount ▾	AGNT
1120	D	☐	11/6/2003	11/4/2003	850.00	AGNT
1162	D	☐	11/7/2003	11/5/2003	424.72	NWA
1163	D	☐	11/7/2003	11/5/2003	424.72	NWA
1164	D	☐	11/7/2003	11/5/2003	424.72	NWA
1165	D	☐	11/7/2003	11/5/2003	424.72	NWA
1166	D	☐	11/7/2003	11/5/2003	424.72	NWA
1167	D	☐	11/7/2003	11/5/2003	424.72	NWA
1168	D	☐	11/7/2003	11/5/2003	424.72	NWA
1169	D	☐	11/7/2003	11/5/2003	424.72	NWA
1170	D	☐	11/7/2003	11/5/2003	424.72	NWA
1171	D	☐	11/7/2003	11/5/2003	424.72	NWA
1172	D	☐	11/7/2003	11/5/2003	424.72	NWA
1173	D	☐	11/7/2003	11/5/2003	424.72	NWA
1174	D	☐	11/7/2003	11/5/2003	424.72	NWA
1175	D	☐	11/7/2003	11/5/2003	424.72	NWA
1176	D	☐	11/7/2003	11/5/2003	424.72	NWA

Update Selected Update All Flag All As Rvwd Export Bold indicates a split

By clicking on the up or down arrow you determine how the transactions are to be sorted. The red arrow indicates the current sort.

ΔID ▾	ΔType ▾	ΔRvwd ▾	ΔPost Date ▾	ΔTran Date ▾	ΔAmount ▾	ΔVendor ▾
2844	D	☐	1/2/2004	12/30/2003	292.72	ALASKA A - ANCHORAGE, AK
2845	D	☐	1/2/2004	12/30/2003	25.00	ARC - USTRAVEL, AK
2908	D	☐	1/5/2004	12/30/2003	25.00	ARC - USTRAVEL, AK
2988	D	☐	1/7/2004	12/30/2003	25.00	ARC - USTRAVEL, AK

Transactions that have been mapped to BANNER do not have the check box preceding the ID link.

## Reports available to assist in the reconciliation and approval

**Reports**

Select a report to run.  
Contact your administrator for sample reports.

Number	Report Name	Created By
<input type="radio"/> RPT120	<a href="#">Cardholder Statement (Individual Bill)</a>	System
<input type="radio"/> RPT121	<a href="#">Cardholder Statement (Central Bill)</a>	System
<input type="radio"/> RPT122	<a href="#">Cardholder Dispute Form</a>	
<input type="radio"/> RPT161	<a href="#">Transaction Detail Report</a>	

Click on the link to view information about the report

Click on the radio button to select a report and click on the **Next** button. Step through each option of the report by clicking the **Next** button. When all options have been selected click on **Run Report**. The output will be placed in the **Log** tab under **Requests** on the navigation panel.

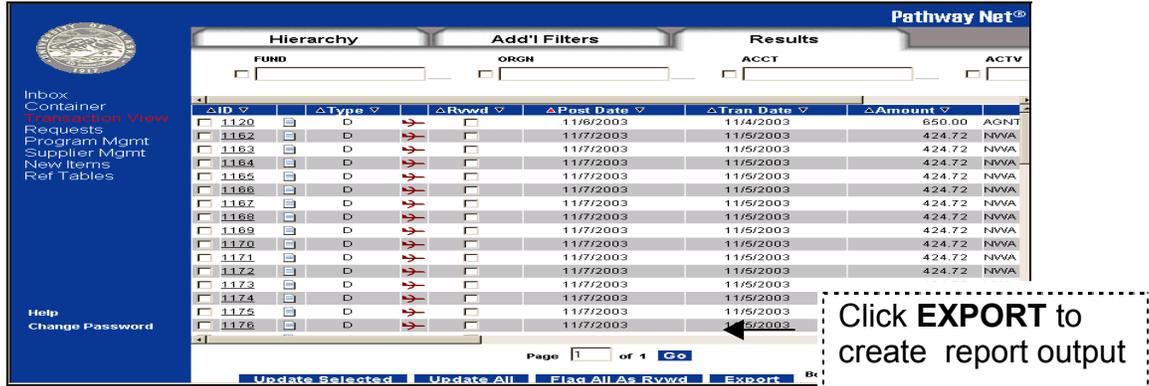
The reconciler will run the **Central Bill** report (RPT121) report at the end of the month and present it to the approving official with all required back up. One of the options of this report is to print a signature line at the end of the report. This report that can be run on a daily basis to track daily transactions as well.

**Transaction View** has an export option that produces a report that you can copy/paste into an Excel. Use the 'special paste' feature from Edit within Excel to paste the data into the spreadsheet.

**How to download Transaction View data into Excel**

There are two methods available to download.

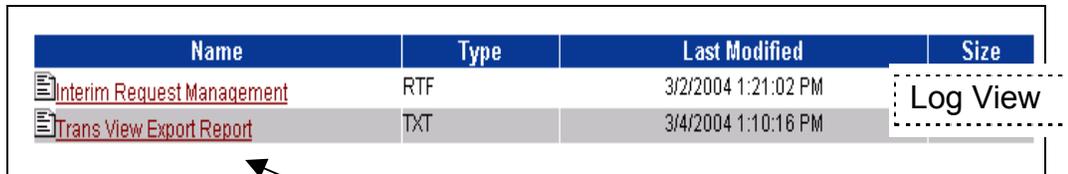
When you select **Export** from the **Transaction View** tab this creates output in your **Log** called the **Trans View Export Report**.



When you click Export you'll receive the following message that the report will be placed in your Report Log.

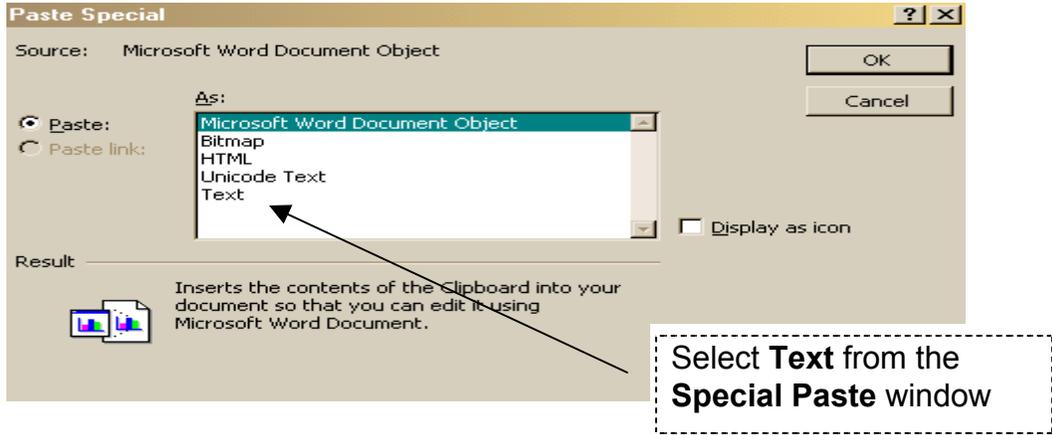


From the **Log** view you have two options to deal with the output. You may cut and paste the output to Excel the other or save the report to a specified file.



**Cut and Paste Option** - Click on the link to open the report. Once the report is displayed choose **Select All** then **Copy** from the **Edit** menu on the browser's menu bar.

Open **Excel** and do a **Special Paste** from the Edit menu and select **TXT** in the Special Paste box and click **OK**. This will drop the information into the spreadsheet into individual cells. Once the data is in Excel you may sort and manipulate the data as need be.



**File Save As option** – From the **Log** window place your cursor on the link but don't click to open the report.

	Name	Type	Last Modified	Size
	<a href="#">Interim Request Management</a>	RTF	3/2/2004 1:21:02 PM	15k
	<a href="#">Trans View Export Report</a>	TXT	3/4/2004 1:10:16 PM	42k

Right mouse click and choose **Save Target As** and the **Save As** window appears. Select your option as to where you want to save the file and click **Save**.



**Navigation Hints**

- Use Internet Explorer as your browser for Pathway Net
- Click on the University of Alaska seal to log off Pathway Net
- Never use the browser back or forward buttons to navigation within Pathway Net
- Cancel button is an undo or quit function.

**User id and password resets**

A reconciler will be assigned a user id that consists of the first initial of the first name followed by the last name. For example; John Smith would have a user id of jsmith. The user id and password are not case sensitive.

Because of similar names some users may have numeric after the last name. Your MAU Program Administrator will notify of your id and initial password. Like most password protected accounts you have a limited number of attempts to login before the password is suspended. Should that happen you must contact your MAU Program Administrator.

**MAU Program Administrators**

Procurement	UAF Helen Connor 474-6465 UAA Barbara Charbonneau 786-6504 UAS Mary Karper 465-6493
Travel	UAF Dale Anderson 474-2413 Leann Holzmueller 474-6216 UAA Martha Nelson 786-1446 UAS Bobbi Fraiser 465-6393 SW Valerie Amarillas 474-5952