

## 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.

The screenshot shows the 'Hierarchy' tab in the Pathway Net interface. The 'Hierarchy and Date' section includes a 'Select Hierarchy' dropdown set to 'AK Reconciler Hierarchy', an 'Include Subunits' checkbox checked, and a date range selection with 'Start' at 2/1/2004 and 'End' at 2/29/2004. The 'Starting Unit' is 'Anderson, Dale'. A callout box points to the date range fields, stating: 'Dates default to current month but can be changed to narrow the data that will be displayed.' Another callout box points to the 'Starting Unit' name, stating: 'Starting Unit'.

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.

The screenshot shows the 'Results' tab in the Pathway Net interface. The table displays transaction details including ID, Type, Rwd, Post Date, Tran Date, Amount, and ACTV. A callout box points to the scroll bar, stating: 'Use the scroll bar to view additional information'.

ΔID	ΔType	ΔRwd	ΔPost Date	ΔTran Date	ΔAmount	ACTV
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

- 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.
- From the **Results** tab click on the arrow to change the default sort. A red arrow indicates the current sort sequence.
- 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 ▾	
<input type="checkbox"/> 1120	D		11/6/2003	11/4/2003	650.00	AGNT
<input type="checkbox"/> 1162	D		11/7/2003	11/5/2003	424.72	NWA
<input type="checkbox"/> 1163	D		11/7/2003	11/5/2003	424.72	NWA
<input type="checkbox"/> 1164	D		11/7/2003	11/5/2003	424.72	NWA
<input type="checkbox"/> 1165	D		11/7/2003	11/5/2003	424.72	NWA
<input type="checkbox"/> 1166	D		11/7/2003	11/5/2003	424.72	NWA
<input type="checkbox"/> 1167	D		11/7/2003	11/5/2003	424.72	NWA
<input type="checkbox"/> 1168	D		11/7/2003	11/5/2003	424.72	NWA
<input type="checkbox"/> 1169	D		11/7/2003	11/5/2003	424.72	NWA
<input type="checkbox"/> 1170	D		11/7/2003	11/5/2003	424.72	NWA
<input type="checkbox"/> 1171	D		11/7/2003	11/5/2003	424.72	NWA
<input type="checkbox"/> 1172	D		11/7/2003	11/5/2003	424.72	NWA
<input type="checkbox"/> 1173	D		11/7/2003	11/5/2003	424.72	NWA
<input type="checkbox"/> 1174	D		11/7/2003	11/5/2003	424.72	NWA
<input type="checkbox"/> 1175	D		11/7/2003	11/5/2003	424.72	NWA
<input type="checkbox"/> 1176	D		11/7/2003	11/5/2003	424.72	NWA

Bold indicates a split

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 ▾
<u>2844</u>	D		1/2/2004	12/30/2003	292.72	ALASKA A - ANCHORAGE, AK
<u>2845</u>	D		1/2			
<u>2908</u>	D		1/5			
<u>2988</u>	D		1/7			

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

7. 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
1162	D		11/7/2003	11/5/2003	424.72
1163	D		11/7/2003	11/5/2003	424.72
1164	D		11/7/2003	11/5/2003	424.72
1165	D		11/7/2003	11/5/2003	424.72
1166	D		11/7/2003	11/5/2003	424.72
1167	D		11/7/2003	11/5/2003	424.72
1168	D		11/7/2003	11/5/2003	424.72
1169	D		11/7/2003	11/5/2003	424.72
1170	D		11/7/2003	11/5/2003	424.72
1171	D		11/7/2003	11/5/2003	424.72
1172	D		11/7/2003	11/5/2003	424.72
1173	D		11/7/2003	11/5/2003	424.72
1174	D		11/7/2003	11/5/2003	424.72
1175	D		11/7/2003	11/5/2003	424.72
1176	D		11/7/2003	11/5/2003	424.72

8. 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.

Pathway Net®

Hierarchy Add'l Filters Results

FUND ORGN ACCT ACTV

☐ 1120 ☐ ☐ 11/6/2003 11/4/2003 650.00 AGNT  
☐ 1162 ☐ 11/7/2003 11/5/2003 424.72 NWA  
☐ 1163 ☐ 11/7/2003 11/5/2003 424.72 NWA  
☐ 1164 ☐ 11/7/2003 11/5/2003 424.72 NWA  
☐ 1165 ☐ 11/7/2003 11/5/2003 424.72 NWA  
☐ 1166 ☐ 11/7/2003 11/5/2003 424.72 NWA  
☐ 1167 ☐ 11/7/2003 11/5/2003 424.72 NWA  
☐ 1168 ☐ 11/7/2003 11/5/2003 424.72 NWA  
☐ 1169 ☐ 11/7/2003 11/5/2003 424.72 NWA  
☐ 1170 ☐ 11/7/2003 11/5/2003 424.72 NWA  
☐ 1171 ☐ 11/7/2003 11/5/2003 424.72 NWA  
☐ 1172 ☐ 11/7/2003 11/5/2003 424.72 NWA  
☐ 1173 ☐ 11/7/2003 11/5/2003 424.72 NWA  
☐ 1174 ☐ 11/7/2003 11/5/2003 424.72 NWA  
☐ 1175 ☐ 11/7/2003 11/5/2003 424.72 NWA  
☐ 1176 ☐ 11/7/2003 11/5/2003 424.72 NWA

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

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.

Pathway Net®

Transaction Line Items

General Transaction Information

Tran Date: 11/05/2003 Card #: \*\*\*\*\*6464  
 Post Date: 11/07/2003 Cardholder: HOCKEY RFR  
 Merchant: NWA AIR Tran ID: 1169  
 Amount: \$424.72 Disputed: ☐  
 POS Code: Reference Number: 89417343310583104693407

Tax Invoice Currency

Allocation

FUND: 104110  
 ORGN: 15361  
 ACCT: 2140  
 ACTV:

Container Top

Cycle: November 2003  
 Cycle Status: Not Submitted  
 Expense Envelope:  
 Expense Envelope Status:

Tax Top

OK Cancel Split

- 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  
  
**Add**

**Splits**

Split #	Amount	Percent	Description	Delete
1	\$212.36	50.00		<input type="checkbox"/>
FUND: 104110 ...				
ORGN: 15361 ...				
ACCT: 2140 ...				
ACTV: ...				
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 the Banner Finance System. At the top, there are tabs for 'Hierarchy', 'Add'l Filters', and 'Results'. Below these, there are input fields for 'FUND', 'ORGN', 'ACCT', and 'ACTV'. The 'FUND' field is set to '104110'. Below the filters, there is a table of transactions with columns: ID, Type, Rvwd, Post Date, Tran Date, Amount, and Vendor. Transactions 995 and 1055 are selected with checkmarks in the ID field. A callout box with a dashed border points to the 'RVWD' column, stating: '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 LAI
<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
<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 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"/>				
<input type="checkbox"/> 1074	P	<input type="checkbox"/>				

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

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.

Field	Operator	Value
Select a Field	=	
Select a Field	=	
Select a Field	=	
Select a Field	=	
Select a Field	=	
Select a Field	=	

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

ΔID	ΔType	ΔRvwd	ΔPost Date	ΔTran Date	ΔAmount	AGNT
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

5. 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

The screenshot shows the 'Hierarchy and Date' section of the Reconciler interface. It includes a 'Select Hierarchy' dropdown menu set to 'AK Reconciler Hierarchy', an 'Include Subunits' checkbox checked, and a date range filter with 'Start' and 'End' dates set to 2/1/2004 and 2/29/2004 respectively. The 'Sort by' options are 'Transaction Date' and 'Post Date'. Below this is the 'Starting Unit' section with a 'Select Unit' dropdown menu showing 'Anderson, Dale'. At the bottom, there are three buttons: 'View Results', 'Clear', and 'Select Cards'. A dashed box with an arrow points to the 'Select Cards' button, containing the text: 'If you have multiple cards to reconcile there is an option to select cards. Choose the Select Cards tab.'

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.

The screenshot shows the 'Card Filter' dialog box in Microsoft Internet Explorer. The title bar says 'Card Filter - Microsoft Internet Explorer'. The 'Unit Name' is 'Carr, Diana'. There are two radio buttons: 'Card Number' and 'Last Name', with 'Last Name' selected. Below these is a search input field containing an asterisk (\*). To the right of the input field is a 'Search' button. Below the input field is a 'Select Name' button. A dashed box with an arrow points to the search input field, containing the text: 'Place an \* to select all cards.' At the bottom, there are buttons for 'OK', 'Cancel', 'Select All', and 'Clear All', followed by a 'Page' indicator showing '0 of 0' and a 'Go' button.

3. 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

ID	Type	RVwd	Post Date	Tran Date	Amount	Vendor
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.

ID	Type	RVwd	Post Date	Tran Date	Amount	Vendor
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	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.

## 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**.

Click **EXPORT** to create report output

ΔID ▾	ΔType ▾	ΔRvwd ▾	ΔPost Date ▾	ΔTran Date ▾	ΔAmount ▾	
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

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Update Selected Update All Flag All As Rvwd Export

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

Click OK to close the message

The report you have requested will be generated and made available in the Report Log upon completion. Use the Report Log menu option on the left side of the screen to access your report.

OK

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.

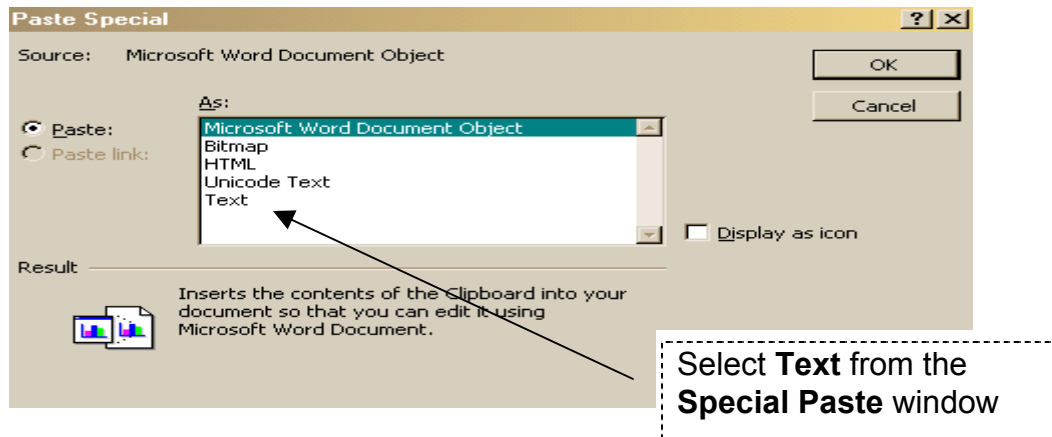
Log View

Name	Type	Last Modified	Size
Interim Request Management	RTF	3/2/2004 1:21:02 PM	
Trans View Export Report	TXT	3/4/2004 1:10:16 PM	

**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.



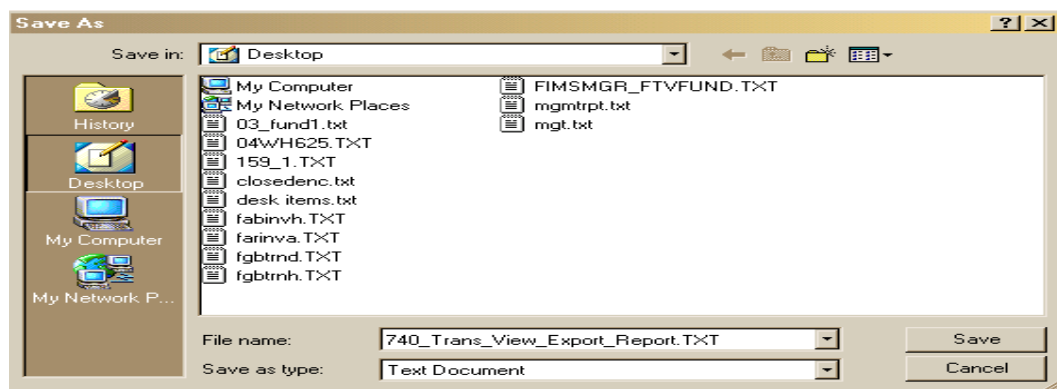
Open **Excel** and do a **Special Paste** from the Edit menu and select **TEXT** in the Special Paste box and click **OK**. This will drop the information into the spreadsheet into individual cells. Once the data is in Excel you may sort and manipulate the data as need be.



**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