

# Pathway Net User's Guide

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## Accessing Pathway Net

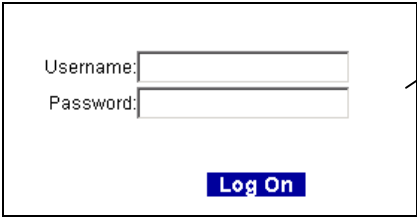
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### Logging On to Pathway Net

Type the following URL into your Internet browser:

<https://pwnet.procard.com/tamu>

This will take you to the Log On page where you can enter your username and password.



The screenshot shows a login form with two input fields: "Username:" and "Password:". Below the fields is a blue button labeled "Log On". A callout box on the right points to the input fields with the text: "Type your username and password here. Click 'Log On'."

The first time you log on your User name and Password will be the same. Please contact Monica Grimes at [m-grimes1@tamu.edu](mailto:m-grimes1@tamu.edu) or 862-1341 for your user name.

At first login, the system will prompt you to choose a permanent password to continue then ask you to login again using your new permanent password. The password must be atleast six characters and can be any combination of numbers and letters. Your User Name will always remain the same. These will be case sensitive. Passwords will expire every 180 days and only remembers the last password used.

User Name \_\_\_\_\_

Temporary Password \_\_\_\_\_

Permanent Password \_\_\_\_\_

Quick Tip: If your password is ever reset for any reason, it will be reset back to your temporary password!

After signing on again with your new password a License Agreement will appear. Press the "I Agree" button at the bottom of the screen to continue.

### Online Help Topics

- Logging In and Out of Pathway Net

## Accessing Pathway Net, continued

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### Changing Passwords

If you ever want to change your password before it expires, you will use the following steps to change your password in Pathway Net:

- 1 At the bottom of the menu bar, click on the **Change Password** button. The Login window appears.
- 2 In the New Password field, enter your new password.
- 3 Re-enter your password in the Confirm Password field.

**Note:** Passwords may be a combination of letters, numbers, and special characters; however, they may not contain spaces or quotation marks. You may not re-enter your current password.

- 4 Click on **OK**.

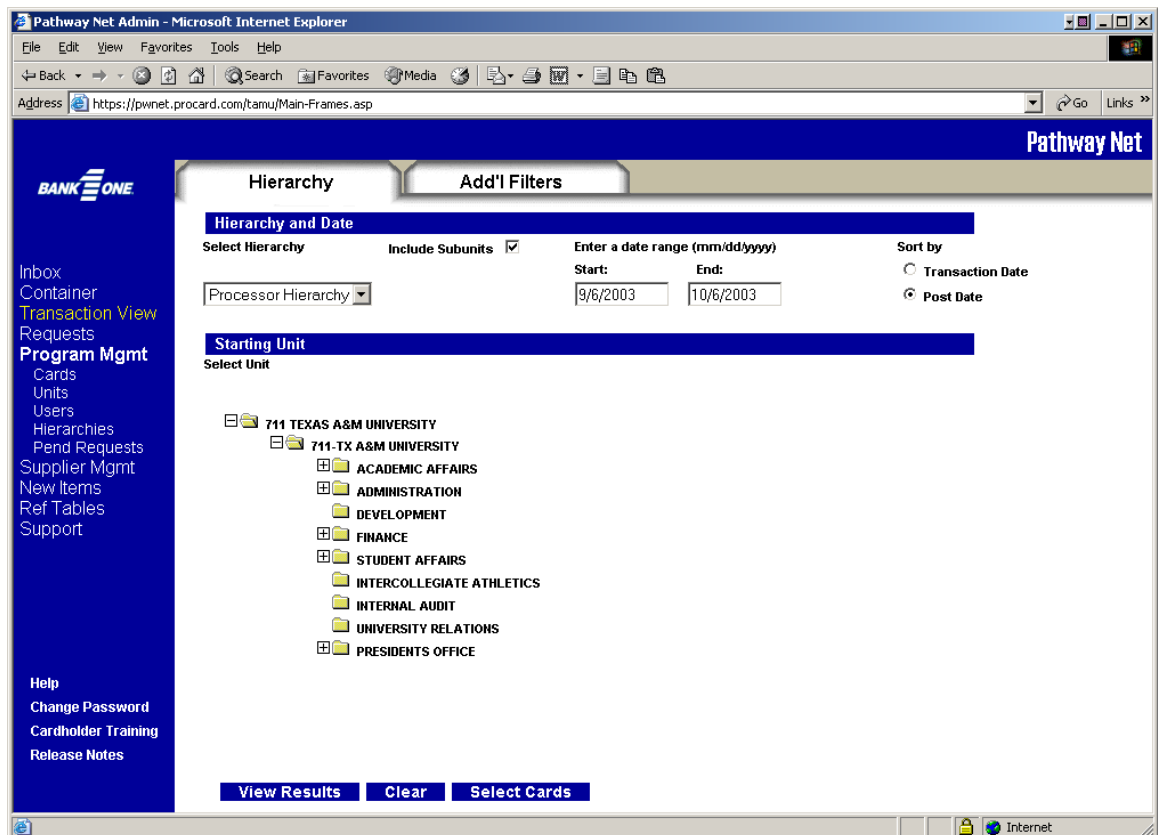
#### **Online Help Topics**

- Changing Your Password
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# Viewing Transactions in Pathway Net

## Transaction View

Allows you to query any subset or all of your transaction data based on specific search criteria that you select, i.e. by date range, by merchant, by cost allocation segments. Transactions will be available for you to view within Pathway Net the day after the charge posts to your account, enabling you to view and reallocate throughout the month before the end of the cycle date. Click on “Transaction View” on the left menu bar to get into the Tran View menu. Your screen will not look exactly as the one below does as you will only see the departments that you have access to.



Use the following procedures to access transactions through Transaction View:

- 1 From the menu bar, click on **Transaction View**. The Hierarchy tab appears.
- 2 Click on the desired unit to select its transactions. Depending on your access, you may have to first click on the plus signs (+) next to the unit names to progress through the hierarchy until the desired unit appears.
- 4 To also select the transactions in the units attached to the selected unit, check the **Include Subunits** box.
- 5 In the Start and End fields, enter starting and ending dates for the transactions.
- 4 In the Sort by column, select either Transaction Date or Post Date to specify whether you want to view transactions based on transaction or post dates.

- 7 To filter on cards, click on the **Select Cards** button. The Card Filter window appears.
- 8 Click on either the Card Number or Last Name radio button to search by card number or last name.
- 9 Enter search criteria in the search box. You may enter a partial name or number followed by an asterisk (\*). To see all cards for the selected unit, enter an asterisk.
- 10 Click on the **Search** button. The selected cards appear below.
- 11 Check the cards whose transactions you wish to include on the Results tab. You may use the **Select All** and **Clear All** buttons to facilitate the selection process.
- 12 Click on **OK** to save your selections and return to the Hierarchy tab.
- 13 You may display all the transactions in the chosen hierarchy units and date range by clicking on the **View Results** button. To further limit the scope of the transactions appearing in the Results tab, click on the Add'l Filters tab. The following instructions for the Add'l Filters tab are optional.
- 14 In the Add'l Filters tab, check the desired filters. You can also create advanced filters using Pathway Net database fields.
- 15 To create an advanced filter, select a database field from the drop-down list in the Field column.
- 16 Select an operator such as =, >, or < from the drop-down list in the Operator column.
- 17 Enter a value in the Values column to compare to the field you selected.
- 18 Click on the **View Results** button to see the chosen transactions in the Results tab.

#### **Online Help Topics**

- Selecting Transactions

## Viewing Transaction Detail

Once you have selected your transactions from the database, you may want to view more detail about certain transactions. You can review transactions directly in the Results tab or you can drill further into the transaction for greater detail.

Use the following procedures to view transaction detail:

The screenshot shows a web browser window titled "Pathway Net Admin - Microsoft Internet Explorer". The address bar shows "https://pwnet.procard.com/tamu/Main-Frames.asp". The page has a blue header with the "Pathway Net" logo and a "BANK ONE" logo. A left-hand navigation menu includes links for "Inbox", "Container", "Transaction View", "Requests", "Program Mgmt", "Cards", "Units", "Users", "Hierarchies", "Pend Requests", "Supplier Mgmt", "New Items", "Ref Tables", "Support", "Help", "Change Password", "Cardholder Training", and "Release Notes". The main content area has two tabs: "Transaction" (selected) and "Line Items". Under the "Transaction" tab, there is a "General Transaction Information" section with the following details:

Tran Date:	09/08/2003	Card #:	
Post Date:	09/09/2003	Cardholder:	
Merchant:	LASER SAVER INC.	Tran ID:	
Amount:	\$49.00	Disputed:	<input type="checkbox"/>
POS Code:	1	Reference Number:	60544040325000085620921

Below this is an "Allocation" section with a table of input fields:

	Tax	Invoice	Currency
Accounting Code:	240007-10000		
Object Code:	4020		
Description:			
Invoice #:			
Document #:			
Asset #:			
Recipient Info:			
Order Date:			
Delivery Date:			
Reconciled Date:			
Original Acct:			

At the bottom of the form are three buttons: "OK", "Cancel", and "Split".

Click the hyperlink in the ID column on the Results tab. The Transaction tab appears.

This tab contains information such as:

- Transaction and Post Date
- Merchant Name
- Cardholder Name
- Transaction Amount
- POS Code
- Reference Number
- Accounting Allocation

Click the Line Items tab for additional transaction information.

The Line Item Tab contains information such as:

- Invoice information
- Expense Type Information
- Quantity purchased

## Reallocating Transactions

Your cards are already programmed with a default cost allocation information. When viewing your transactions in Transaction View, by scrolling right you will see the MCC code, Cardholder Name, Card Number, and the account and code that defaulted to each of your transactions.

- 1 Click "Transaction View" from the left navigation menu in Pathway Net. The **Hierarchy** tab appears.
- 2 Click the desired hierarchy point to select its transactions. Expand the hierarchy if needed.
- 3 In the Start and End Date fields, enter the starting and ending dates for the transactions.
- 4 Click "View Results" to run the query in the database. Your results will appear in the **Results** tab.
- 5 Click the number in the "ID" column to open the transaction detail screen.
- 6 In order to change the account number or the object code, you will just type over the information that is in the field.
- 7 If the purchase is for a gift, you will put the recipients name and social in the "recipient Info." field.
- 8 Once you have made all of the changes and/or additions to these fields, click "OK".

## Reallocating Multiple Transactions with Transaction View

The screenshot shows the Pathway Net Admin interface in Microsoft Internet Explorer. The browser address bar shows the URL: https://pwnet.procard.com/tamu/Main-Frames.asp. The interface has a blue header with the Pathway Net logo and a navigation menu on the left. The main content area is divided into three tabs: Hierarchy, Add'l Filters, and Results. The Results tab is active, showing a table of transactions. The table has the following columns: ID, Type, Rvwld, Post Date, Tran Date, Amount, and Vendor. The table contains three rows of data:

ID	Type	Rvwld	Post Date	Tran Date	Amount	Vendor
1	D		9/9/2003	9/8/2003	49.00	LASER SAVER INC. - COLLEGE STAT, TX
3	D		9/11/2003	9/10/2003	845.00	BALANCE CONSULTING, IN - ANN ARBOR, MI
2	D		9/11/2003	9/9/2003	66.15	QNB/LULU CENTER - DOHA

Below the table, there are buttons for "Update Selected", "Update All", "Flag All As Rvwld", and "Export". A note indicates that "Bold indicates a split transaction".

- 1 Follow steps 1-4 from the procedures above.
- 2 On the **Results** tab, place check marks next to the allocation fields across the top of the screen that you want to apply to the selected transactions.
- 3 Enter the allocation values you wish to apply for all selected allocation fields.



- 4 In the **ID** column, check the boxes next to the transactions you wish to reallocate with the values you just entered. Transactions that have already been downloaded to FAMIS have no check boxes.
- 5 Click on the **Update Selected** button. The allocation values appear in the transaction table for the checked transactions. To reallocate all the transactions in your query, you can click on the **Update All** button.

#### Online Help Topics

- Viewing and Editing Transactions

## Splitting Transactions

Use the following procedures to split transactions by **percent**:

- 1 Complete procedures under Transaction View to locate the desired transaction.
- 2 Click on the Transaction ID to select the transaction. The **Transaction** tab appears.
- 3 Click on the **Split** button.
- 4 Under Type of Split, click on the **By Percent** radio button.
- 5 Select **Split All Records Equally** or **New Records All Zero** from the Options for Add column. See the **Splits** tab online help topic for an explanation of the options.
- 6 In the Final # field, enter the desired number of splits.
- 7 Click on the **Add** button. Pathway Net creates the splits.
- 8 Enter descriptions, amounts, and allocation codes for each split.

- 9 Click on the **Save** button. A confirmation box appears. If the splits do not equal the total transaction amount, an error message appears. You cannot exit the tab until the sum of the splits equals the total transaction amount.
- 10 Click on **OK**.

Use the following procedures to split transactions by **amount**:

- 1 Complete procedures under Transaction View to locate the desired transaction.
- 2 Click on the Transaction ID to select the transaction. The **Transaction** tab appears.
- 3 Click on the **Split** button.
- 4 Under Type of Split, click on the **By Amount** radio button.
- 5 Select **Split All Records Equally** or **New Records All Zero** from the Options for Add column. See the **Splits tab** online help topic for an explanation of the options.
- 6 In the Final # field, enter the desired number of splits.
- 7 Click on the **Add** button. Pathway Net creates the splits.
- 8 Enter descriptions, amounts, and allocation codes for each split.
- 9 Click on the **Save** button. A confirmation box appears. If the splits do not equal the total transaction amount, an error message appears. You cannot exit the tab until the sum of the splits equals the total transaction amount.
- 10 Click on **OK**.

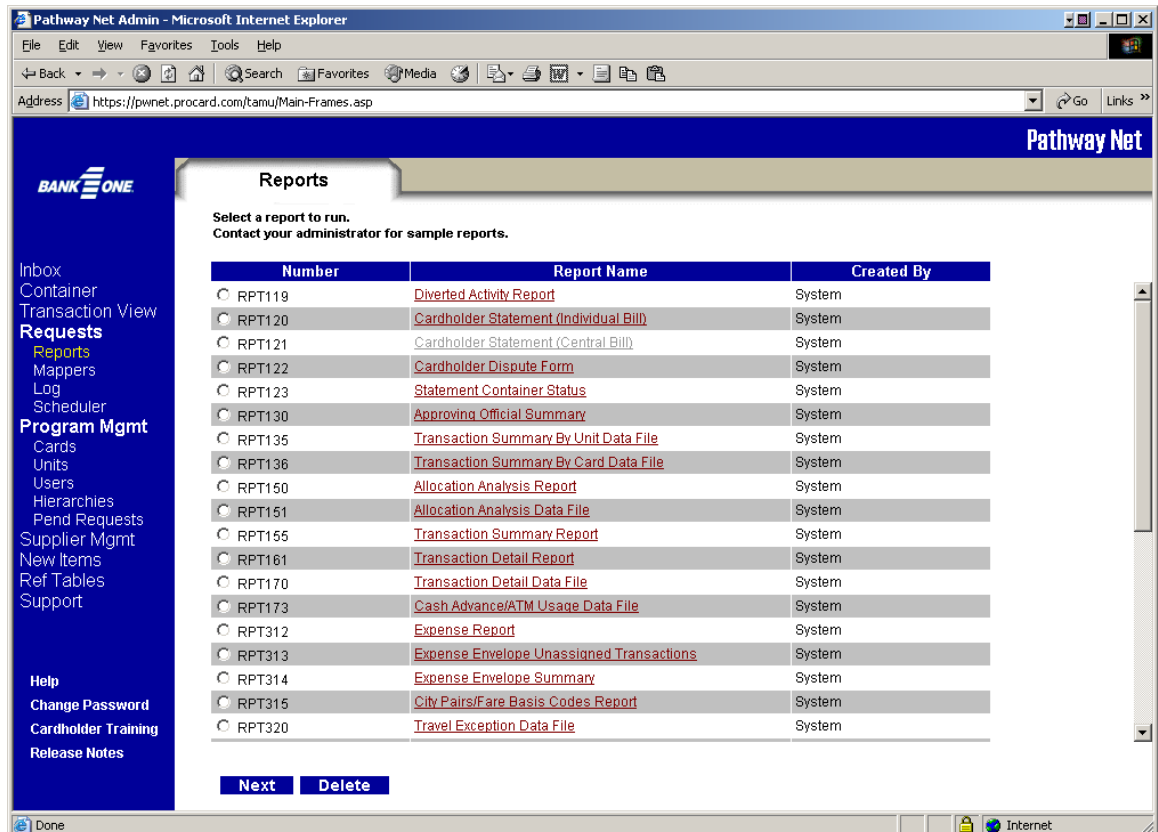
#### **Online Help Topics**

- Splitting Transactions by Percent
- Splitting Transactions by Amount
- Splitting Transactions by Existing Line Items

# Reports in Pathway Net

## Running Reports

Pathway Net has over 35 standard reports that can be used to gather information about transaction activity, cardholders, merchants and allocation.



Use the following procedures to run and download a report:

- 1 In the menu bar, click on **Requests** and then on **Reports**. The **Reports: Select** tab appears.
- 4 Select a report from the report number column and click on **Next**. Depending on the report you selected, you will now proceed through several views where you can specify the report's options.
- 5 When finished specifying all report options, click on the **Run Report** button. The report is listed in the **Request Log** tab when complete.
- 6 From the menu bar, click on **Requests** and then on **Log**. The **Request Log** tab appears.
- 7 Right click on the hyperlink to the report. A drop-down list appears.
- 8 Select **Save Target As** from the drop-down list. The **Save As** window appears.
- 9 Enter a file name for the report and click on the **Save** button.

## Exporting a Data File to Excel

Some reports are available as data files that can be downloaded and imported into Excel.

Use the following procedures to download and import a data file to Excel:

- 1 Complete steps 1-7 under Running Reports for the data file you wish to import into Excel.
- 2 Open Excel and click **File** then **Open**.
- 3 Locate the data file you just saved and click "Open". The **Text Import Wizard** window will appear. Verify that the "Original Data Type" is set to "delimited". Click "Next".
- 4 Verify that under "Delimiter", the "Tab" box is checked. Click Next.
- 5 Select all of the columns under the Data Preview (Hold <Shift> key down, click first column, scroll all the way to right and click last column.). Once all columns are selected, click the radio button under "Column Data Format" marked "Text".
- 6 Click "Finish". This will convert the tab delimited text file from Pathway into an Excel spreadsheet.
- 7 You may sort and edit the file just as you would any other spreadsheet.

### Online Help Topics

- Running Reports
- Downloading Reports
- Sample Reports

## Scheduling a Report

The screenshot shows a web browser window titled "Pathway Net Admin - Microsoft Internet Explorer". The address bar shows "https://pwnet.procard.com/tamu/Main-Frames.asp". The page has a blue header with the "Pathway Net" logo. A left sidebar contains a menu with items like "Inbox", "Container", "Transaction View", "Requests", "Reports", "Mappers", "Log", "Scheduler", "Program Mgmt", "Cards", "Units", "Users", "Hierarchies", "Pend Requests", "Supplier Mgmt", "New Items", "Ref Tables", "Support", "Help", "Change Password", "Cardholder Training", and "Release Notes". The main content area has two tabs: "Request Scheduler" (selected) and "New Request". The form includes the following fields and options:


- Enter Name for Request:** A text input field.
- Select Request Type:** Radio buttons for "Report" (selected) and "Mapper".
- Select:** A dropdown menu currently showing "No Saved Reports".
- Select Frequency:** Radio buttons for "Daily (runs 7 days a week)", "Weekly", and "Cycle (based on dates defined in Cycle Maintenance)".
- Weekly:** Radio buttons for days of the week: Sun, Mon, Tue, Wed, Thu, Fri, Sat.
- Cycle:** A dropdown menu showing "Statement" and a "Grace Period" input field with the value "1".
- Check for email notification:** An unchecked checkbox.
- To:** A text input field containing "ex. jdoe@procard.com,jsmith@procard.com".
- Password protect the email attachment:** A checkbox.
- Password:** A text input field.
- Buttons:** "Save Request" and "Cancel".

Use the following procedures to schedule a report:

- 1 From the menu bar, click **Requests** and then **Scheduler**. The **Request Scheduler** and **New Request** tabs display.
- 2 Select the **New Request** tab.
- 3 Type a name for the request in the **Enter Name for Request** textbox. You can use up to 30 alphanumeric characters.
- 4 Select the request type from the **Select Request Type** option. Depending on your security settings, you may be able to see only one option.
- 5 Select the report from the **Select** drop-down list.
  - Note: If you select the **Report** option in step #4, the **Select** drop-down list is populated with your saved reports.
- 6 Select the request's frequency from the **Select Frequency** option.
  - If you select the **Daily** option, the request will be run daily. Daily requests include the previous day's transactions.
  - If you select the **Weekly** option, the day of the week option is activated. Select the day of the week you want the request to run. The request will include the previous week's

transactions. For example, if Monday is selected, the report will include transactions from the previous Monday through Sunday.

- If you select the **Cycle** option, the **Cycle** drop-down list and the **Grace Period** textbox are activated. The Cycle drop-down list is populated from the cycles that have been defined in **Cycle Maintenance**. Select a cycle from the list and type the number of days desired in the **Grace Period** textbox.

 **Note:** The grace period includes a one-day delay to ensure that transactions for the last day in the cycle are included in the request. The grace period *entry* overrides this one-day delay. **For example:** If a cycle ends on the 15th and a 3 day grace period is entered, the request will run after 8:00 PM MST on the 18th (15th + 3 day grace period). If the default value for the grace period is used, the request will run on the 16th (15th + 1 day grace period default).

**11** Click **Save Request** to save the request. Click **Cancel** to clear all entries and return to the **Request Scheduler** tab.

#### **Online Help Topics**

- [Creating Scheduled Requests](#)