

Pathway Net
Getting Started
Cardholder Guide

State of Oklahoma
Commercial Card Program

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Accessing Pathway Net

Logging On to Pathway Net

Type the following URL into your Internet browser:

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

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

Username:

Password:

Log On

Type your username and password here. Click "Log On".

Cardholders User Name is automatically created by PathWay Net using the first 4 letters of the characters of the cardholder's last name plus the last 6 digits of the card number. User name and password are the same the first time a cardholder logs on.

This will take you to the Inbox where you can access the additional features of Pathway Net.

Online Help Topics

- Logging In and Out of Pathway Net

Accessing Pathway Net, continued

Changing Passwords

Once a user has been added to Pathway, they may want to change their password.

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.

Change Password

- 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

Resetting Passwords

Users will sometimes forget their passwords or lock themselves out of the system.

Use the following steps to reset and/or unlock user passwords:

- 1 From the menu bar, click on **Program Mgmt.** and then click on **User**. The Select Tab appears.
- 2 Enter a user's last name and click on **Search** to see the desired user. You may enter a partial last name followed by an asterisk (*) to see a list of similar names.
- 3 In the Login ID column, click on the user of interest. The User tab appears.
- 4 Uncheck the **Account Locked** box, if needed. This will unlock the Login ID.
- 5 Check the **Reset Password** box, if needed. This will reset the password to be the same as the Login ID. The user will be prompted to change their password the next time they log on to Pathway.

Account Locked	Reset Password
<input type="checkbox"/>	<input type="checkbox"/>

- 6 Click on **OK**.

Online Help Topics

- Editing Users

Viewing Transactions in Pathway Net

Transaction View

Transaction View can be used to filter and query the information in Pathway Net to help you review and reallocate transactions.

Use the following procedures to access transactions through Transaction View:

- 1 From the menu bar, click on **Transaction View**. The Hierarchy tab appears.
- 2 Select a hierarchy from the Select Hierarchy drop-down box. The hierarchy structure appears in the lower portion of the page.
- 3 Click on the desired unit to select its transactions. 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.
- 6 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.

Select Hierarchy	Include Subunits <input checked="" type="checkbox"/>	Enter a date range (mm/dd/yyyy)		Sort by
		Start:	End:	<input type="radio"/> Transaction Date
Processor Hierarchy ▾		1/22/2003	2/21/2003	<input checked="" type="radio"/> Post Date

- 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 Transactions in Pathway Net, continued

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:

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

General Transaction Information	
Tran Date:	02/06/2003
Post Date:	02/07/2003
Merchant:	STAPLES NATIONAL
Amount:	\$432.92
POS Code:	1320470052
Card #:	*****748123
Cardholder:	TERMINIX STPLS ACCT 0902 TERMINIX STPLS ACCT 0902
Tran ID:	9
Disputed:	<input type="checkbox"/>
Reference Number:	66541863037004062213035

Tax	Invoice	Currency
Allocation		
Region:		
Branch:		
Account Number:		

This tab contains information such as:

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

- 2 Click the Line Items tab for additional transaction information.

View	Description	Amount
<input checked="" type="radio"/>	RULER,ACRYLIC,18IN,METRIC	\$4.50
<input type="radio"/>	LINE CORD 25FT SILVER SATI	\$6.22
<input type="radio"/>	DELUXE CASH BOX	\$10.54
<input type="radio"/>	2.25 ADD ROLL 1 PLY 100 CT	\$1.50

ral Line Item Information	
Addendum Type:	-None-
Expense Type:	Stationery, Office Supplies, Printing and Writing
Total Amount:	\$4.50
Credit:	<input type="checkbox"/>
Total Reported Tax:	\$0.00
Description:	RULER,ACRYLIC,18IN,
Unit Cost:	\$4.50
Quantity:	2
Unit of Meas:	

Viewing Transactions in Pathway Net, continued

Viewing Transaction Detail, continued

The Line Item Tab contains information such as:

- Invoice information
 - Expense Type Information
 - Quantity purchased
- 3 Click the Addendum Tab, if available. This name on this tab will vary depending on the information contained on it. This tab primarily contains information passed by level three capable vendors. Travel-oriented vendors like airlines, hotels and rental car companies usually provide this type of information.

This tab contains information such as:

- Airline legs
- Hotel folio information
- Rental car invoice information

Editing Transactions with Transaction View

- 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 Edit the allocation as needed. Click "OK".

Editing Multiple Transactions with Transaction View

- 1 Follow steps 1-4 from the procedures above.
- 2 On the **Results** tab, place check marks next to the allocation fields 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 mapped 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

Continued on Next Page

Viewing Transactions in Pathway Net, continued

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. **The Cardholder Statement of Account is Report 121.**

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.
- 2 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.
- 3 When finished specifying all report options, click on the **Run Report** button. The report is listed in the **Request Log** tab when complete.
- 4 From the menu bar, click on **Requests** and then on **Log**. The **Request Log** tab appears.
- 5 Right click on the hyperlink to the report. A drop-down list appears.
- 6 Select **Save Target As** from the drop-down list. The **Save As** window appears.
- 7 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