Pathway Net is the software application that automates the TTUHSC Purchasing Card reconciliation process. This manual is intended to help you maximize your understanding and use of Pathway Net. Cardholders are ultimately responsible for ensuring that their Purchasing Card transactions are reconciled by accessing this online web application with their ID and password.

Your statement’s billing period outlines current charges posted to your account and will always begin on the 6th of the month and end on the 5th of the following month (except when the 5th falls on a weekend, then it will be the first working day following the 5th).

Your statement’s reconciliation period allows you to reallocate transactions from the default TechFIM account number assigned to your purchasing card or correct the Object/Sub Object coding. The reconciliation period runs from the 6th of the month (the beginning of the statement cycle) through 14 calendar days after the close of the bank statement cycle (which is when the transactions will be posted into the TechFIM system). (i.e., the 08/05 statement will have a deadline of 08/19).

On the close of business on the 14th calendar day after the close of the bank statement cycle, your statement will be closed and Business Services will upload your Purchasing Card transactions into TechFIM. After this, your Purchasing Card Transaction(s) will appear on your General Ledger.

How to Access Pathway Net
Type in the following URL Internet address https://pwnet.procard.com/ttuhscc/ or click on the JPMorgan Chase Pathway Net icon located at the Purchasing Card website http://www.fiscal.ttuhscc.edu/busserv/pcard/.

Software:
Netscape Navigator (v. 4.76 or higher) or Internet Explorer (v. 5.5 or higher), set at 800 x 600 screen resolution (minimum)

Hardware:
Processor speed Pentium 200 or higher
RAM 64 MB
Hard drive space 10 MB
Internet connection T-1 or higher access from internal environment to Internet

The very first time you go to this site, a certificate process will verify if the user’s browser supports a number of features including 128-bit SSL encryption, cookies, java, JavaScript and that the features are enabled.
Click on “I Agree” (you will not see this screen again).

Logging On
To log on to Pathway Net, you will need a username and password.

Note to Cardholders: When you log on for the first time, your username and password will be the same.
Type the first four letters of your last name and the last six digits of your new card number into **Username**. For your **Password** type the same information in as your username. The password is case sensitive and should be typed in all lowercase letters. Click the **Log On** button. You will be prompted to enter a new password. Type your new password. To confirm your new password, type it again. Click **OK** to confirm. A screen will show up letting you know if the password was successfully changed.

Click **Continue**. This will take you back to the Log On screen.

Log on again using your newly created password (after this initial set up you will be able to log on using your user name and password).
Changing the Password
The username will always remain the same. Your new password can be from seven to 20 characters long and is case sensitive.

In the event you forget your password click the “Forgot your password?” link to the right of the password box or contact the TTUHSC Purchasing Card Coordinator, Michelle Ensminger, at (806) 743-1889 ext 254. If the “Forgot your password?” option is selected type in your verification information and a new password will be sent via e-mail.

Security Questions:
Once your new password as been created and you have logged on using the new password you will receive a prompt requesting additional security information.

Choose the four security questions from the drop down boxes and provide an appropriate answer to each. The security questions will be occasionally used by Pathway Net upon log on to ensure your access has not been compromised.

Locked Out
If you attempt to enter Pathway Net and are unsuccessful three times in a row, then you will be locked out automatically. Please call the TTUHSC Purchasing Card Coordinator, Michelle Ensminger, at (806) 743-1889 ext 254 to unlock your system.

Inbox
After you log on, the Inbox will be displayed. The Inbox will list the monthly statements that you have not submitted for approval. Under the Subject column, your statements will be listed by month. Your statement will contain all your transactions for a specific billing cycle.
The billing cycle for TTUHSC Cardholders will always be from the 6th of any given month until the 5th of the following month. For example, if the billing cycle ended on September 5, 2008, the corresponding statement would be September 2008. This statement would include those transactions posted by vendors between August 6, 2008 and September 5, 2008.

Viewing Your Statement
Leave Subject Type “All.” Click on the month you wish to view.

Click on the hyperlink under the ID column to access and reconcile the individual transaction.
Reconciling a Transaction
This screen is where you can change TechFIM accounts and Object/Sub Object codes if necessary. Changes can be made from the beginning of a cycle up to 5 p.m. on the 14th day after the close of the bank statement cycle. If the billing cycle ends September 5, 2008, cardholders will have the option to reallocate transactions or correct Object/Sub Object coding from September 6, 2008 until September 19, 2008. A reminder of the closing date will also be sent out in the monthly Purchasing Card Update which will be e-mailed to each cardholder, Pathway Net user, and Final Approver in the system.

As you scroll through the Transaction screen you will see:

**General Transaction Information** – This section displays the transaction date, merchant, transaction amount and other information relevant to the transaction.

**Allocation** - This section displays the default TechFIM account and the default Object/Sub Object (or expense code) for your transaction. If all expenditures are to be charged to the default TechFIM account, and the Object/Sub Object coding is correct, click “OK.” If expenditures are to be charged differently than the defaults, then reallocations are made here.

**Splitting a Transaction**
Transactions or expenses can be split between TechFIM accounts and/or between Object/Sub Object codes. Remember that you can only use TechFIM accounts within your own Department. When you are viewing your transactions, the Split button will be at the bottom of the Transaction screen.
Click on the “Split” button.

The Splits screen will open. This screen is where you will determine the type of split you require. Splits can be made in two different ways, by percentage or by amount.

Note: The system will not accept splits that do not balance. The splits must balance to the original total transaction amount.

Select “Split All Records Equally” or “New Records All Zero.” Enter the number of final splits that you wish to end up with in the Final # box located in the upper right corner of the screen (there is no maximum number of splits). Click “Add.”

Tip:

Split All Records Equally - With this option, the system will split the transaction in equal amounts or percentages for you.

New Records All Zero - With this option, you will be allowed to specify the amount for each record.

If you requested the split to put “New Records All Zero,” then you will need to manually enter the amount of each split and change each TechFIM account and/or Object/Sub Object code. If you requested “Split All records equally,” then you will not have to change the amount — only the TechFIM account and/or Object/Sub Object coding.
This screen displays the TechFIM account and Object/Sub Object for each split you have requested. Each line of the split will contain the TechFIM account and Object/Sub Object default coding that was on the original transaction.

Enter the correct TechFIM account number for each new line you created in the split as well as Object/Sub Object code changes if necessary. If the New Records All Zero option was chosen then when an amount is entered for one of the split line items the remaining amount to be allocated to the additional split(s) will appear in the Recalculate field located at the bottom of the screen. Once you have made your changes, click the “Save” button on the bottom of the screen. The system will take you back to the transaction screen.
The **Split** tab will now appear on the top of your screen. This indicates that this transaction has a split allocation. When your transaction has been split, the TechFIM account and Object/Sub Object code on the transaction screen are no longer open for changes. To make changes or delete the split you have created, click on the **Split** tab.

**Deleting a Split**

Click on the **Splits** tab. Scroll down to the split you want to delete. Click the **Delete** box.

Correct the amount on the remaining split records to reflect the changes for records you are deleting. For instance, if your original transaction was $45.94 and you had previously split between three accounts you would have two entries for $15.31 and one entry for $15.32. Click **Save**.

If at a later time you realize this is a mistake and you need to delete the split, change the first split record back to $45.94 and mark record two and three for deletion. The transaction will still show as a split, but when you look at the detail of that transaction, you will see record two and three have been reset to -0- and the first record amount is $45.94 (which was the amount of the original transaction). The transaction still shows up in Transaction View as Split even though it is no longer a split transaction.
There is another option or way to reallocate transactions if you have several transactions that all need to be changed to one TechFIM account number or Object/Sub Object code. Choose “Transaction View” from the menu on the left side of the screen. The date range will automatically default to the current cycle. If you need to make reallocations to a previous statement, change the start and end dates to the previous month’s cycle or select an option from the Cycle Type drop down box then choose the appropriate cycle date from the Cycle Date drop down box.

The Options button on the bottom of the screen allows you to specify the columns of information you would like to see displayed as well as the order of the columns.

Click on “View Results.”

Transactions for the selected cycle will be displayed.

To sort any of the columns click on the up or down arrow on either side of the column heading. For example, if you click the arrow to the left of column heading “Vendor” it will resort the transactions in ascending alpha order by vendor name. If you click the arrow to the right of column heading “Vendor” it will resort the transactions in descending alpha order by vendor name. You can click the “Add’l Filters” tab at the top of the screen to perform more complex queries. To get more information on a transaction, simply click on the ID of the transaction and it will take you to the transaction detail screen.
Scroll to the right to see TechFIM account and Object/Sub Object coding information for each transaction.

Using the scroll bar at the bottom of the screen, scroll back to the left and choose the transactions you need to reallocate by clicking on the check box to the left of the ID.
Enter the TechFIM account number in the Account box at the top of the screen. Click “Update Selected” at the bottom left corner of the screen.

You can also change the Object/Sub Object coding for the selected transactions.

**Tip:** We suggest you do not use “Update All.” This option will change all transactions to whatever coding you have specified in the boxes at the top of the screen, whether you have selected the transaction check box to the left of the ID field or not.

You can also flag your transactions as reviewed on this screen by clicking the box in the “Rvwd” column. Notes can be entered and viewed for each transaction by selecting the white and blue image to the right of the transaction ID number.

**Exporting**

The Export tab at the bottom of the screen sends your transactions to an Excel file for further analysis. Click “Export” then choose the Requests option from the menu on the left side of the screen. Select the Log option under Request.

The report screen will display a list of reports available. Select “Trans View Export Report” and save as a text file by right clicking on the name of the report and selecting “Save Target As”.
Submitting
After making all the necessary changes or corrections to your transactions, go back to your Inbox (choose the Inbox option from the menu on the left side of the screen) to submit your statement for approval.

The Submit function routes the Cardholder statement to the authorized departmental Final Approver’s Inbox. Once you are finished reconciling all transactions in your statement, go to the Statement screen by clicking on the applicable month in the Inbox.

Click “Submit” to send the statement electronically to your department’s designated Final Approver. The status of the Statement (top left hand corner of the screen) will change to “Submitted.” Your statement will no longer be in your Inbox, but you will always see your statement in your Container.

Statements should not be submitted to the departmental Final Approver until the day following the final day of the reallocation period. For instance, if the billing cycle ends September 5, 2008, the reallocation period would run from September 6, 2008 until September 19, 2008. Statements could then be submitted beginning September 20, 2008.

Note: The Submit function is an interdepartmental function only. It is the responsibility of the Cardholder to make sure that their monthly statements are submitted to their department Final Approver for review.
Printing Monthly Statements

Once the on-line reconciliation is done, cardholders must print the Cardholder Statement (Central Bill) for each billing cycle and maintain on file with original receipts and documentation. This statement will contain an itemized list of transactions for the billing cycle.

Click on the Request option from the menu on the left of the screen. Click on the Reports option under Requests. The report screen will display a list of reports available. Select report number “RPT121 Cardholder Statement (Central Bill)”. Click on the “Next” button.
Choosing the Date Range
Choose Post Date (default) from the Select a Date Type drop-down menu. Choose the reporting period from the Cycle to populate the Date Range drop-down menu.

Choose “Previous Cycle”. Click on the “Finish” button (there is no need to click “Next,” as defaults are pre-populated). If you were to click “Next,” then it would give you options and filters to narrow your report.
Click “Run Report.” The following message will be displayed.

![Image of a warning message in Microsoft Internet Explorer]

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.

Click “OK.” This action will take you back to the list of reports screen.

Log
You will find all reports that you have run in the log. Choose the Log option from the menu on the left side of the screen.

![Image of a Request Log page]

Reports are listed after they are generated by Pathway. Click the name of the desired report to download.

The following screen will open:
Click on “Open.” Click “OK.”

By design, Netscape Navigator opens up the file in the application you have in your computer; i.e., MS Word. From here, you can print your statement.

**Record Retention - Audit Trail**
After printing your statement each month, attach/file all original sales slips, packing slips, invoices, Internet confirmation forms, etc. to/with the statement in the exact order as they appear on the statement.

**Time Out**
Users of the Pathway Net system will be automatically logged off the system when there is no user activity for 30 minutes. This time-out function has been added to increase system security.

**Logging Off**
In order to properly log out of the Pathway Net system, click on the JPMorgan Chase icon in the upper left-hand corner of the screen.

**Missing or Lost Receipts**
When an original transaction receipt, slip or paid invoice has been lost, a “TTUHSC Missing Receipts Form” must be attached to the printed Statement of Account. You can find this and other Purchasing Card Program forms at:

http://www.fiscal.ttuhsce.edu/busserv/pcard/forms.aspx
Loss, Theft or Unauthorized Use of Purchase Cards
Cardholders must inform JPMorgan and the TTUHSC Purchasing Card Coordinator, immediately of the loss, theft, or unauthorized use of a Purchasing Card.

MasterCard processing hotline 24 hours - seven days a week: (800) 890-0669
Purchasing Card Coordinator phone: (806) 743-1889 ext 254

Disputed Items
All disputed items must be settled directly with the supplier/vendor concerned. JPMorgan has offered to set up a conference call with the cardholder and vendor for disputed charges in an effort to get them corrected quickly. To set up a conference call, please call JPMorgan at (888) 297-0768. If the dispute is not resolved to your satisfaction, then flag the transaction in Pathway Net and fax a copy of the dispute form to JPMorgan. In order to keep track of such disputes, when the cardholder is reconciling his/her transactions and identifies a transaction to be disputed, he/she should mark this particular transaction for dispute. This will be done in the Transaction screen.

Note: The disputed transaction will be paid; the flag will be used to indicate that the transaction has been disputed. If the dispute is resolved, resulting in an adjustment, the applicable TechFIM account will be credited/debited in the same manner as the original charge. You have sixty (60) days from the transaction date to dispute an item; however, it might take up to a year to clear the disputed transaction. Click in the Dispute box in the Transaction screen. Click “OK.” Print report RPT 122 Cardholder Dispute Form. This report must be faxed to JPMorgan at (847) 931-8861 and then file the form with your monthly statement (where the original charge is posted).

If you have any Purchasing Card questions, let us know by:

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