



TEXAS TECH UNIVERSITY

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## PATHWAY ONLINE RECONCILIATION INSTRUCTIONS

The following is the link to Pathway Net:

<https://pwnet.procard.com/ttu/default.asp>

Your user id is your e-raider ID.

Your initial password is the same as your user id. After the initial logon, you will be prompted to change your password (see below). 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. **If your pop-up blocker is on, you will need to hold the control key and click on the logon button.**

You will have to accept the license agreement to proceed.

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.
- 4 Click on **OK**.

See online **Help Topics for more information**

- Changing Your Password



## Pathway Transaction Allocation

Logon to Pathway Net at <https://pwnet.procard.com/ttu/default.asp>

Select **Transaction View**

Under Hierarchy and Date, Cycle Type from drop down box and select **Billing** and under Cycle Date select correct reporting field and the dates will be automatically populated

**OR** Enter dates manually in the date range field

Sort by **Post Date**

Under **Select Unit**, the department you reconcile for should be listed. Click on the department name (it will become highlighted in red)

**View Results** Selecting View Results will take you into the transaction allocation screen “Results tab” where you can view all of your cardholder’s transactions

**Select Cards** Allows you to individually select each cardholder’s transactions; cardholder’s name is entered in the search field and you must click on the box next to the name; click OK; and you will be taken back to the original screen. Note: You may choose more than one cardholder from this field. You will then click on **View Results**

**Options** Allows you to specify the data you wish to review in the allocation screen

### **Results Tab (all fields can be sorted using the up/down arrows)**

Click on ID to access an individual transaction.

Use drop down boxes to allocate **account number, object and object codes** (sub-object).

Account numbers are identified by funds, U for University accounts; S for System accounts, and G for Sponsored Program accounts.

If an account number you need to use is not listed, please contact the procurement card office to have the account, object or sub-object added.

The sub-object automatically defaults based on the merchant category code. Please



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verify that the correct code is being used for the transaction.

**Description** is a required field, please enter a brief description of the purchase.

**Received** requires a Y or N

**Benefit to Project** is required for all Sponsored Program accounts, funds 1300-1501.

Line Items will provide detail of the purchase if included by the merchant at the time of purchase.

You may also Split account numbers by transaction. Select the **Split** button, enter the type of split – by percent, amount, etc., under Final Number enter the number of ways you want to split the transaction. Select **Add** to continue. Enter account allocation and enter Save. Select **OK** when completed with transaction.

For all transactions that have the same account, description, code, etc. information, you may use the boxes at the top of the Results screen and select each transaction that applies. This will save you keystrokes if you do not allocate to several accounts. If these boxes are used, you must click on **Update Selected**. **Update All** should be selected if all transactions will have the same information (transaction selection is not required for this option).

Check Reviewed (**RVWD**) for each transaction processed and **Update Selected** or **Flag All As Reviewed** and **Update All** when completed with account allocation.

Print Cardholder Statement (instructions attached)

Click on the **JPMorganChase** Icon in the upper left hand corner of Pathway Net to logout

E-Mail the Procurement Card Staff with questions or problems:

**[Purchasing.pcard@ttu.edu](mailto:Purchasing.pcard@ttu.edu)**



## Procurement Card Online Allocation Guidelines:

1. The online allocation will replace the existing procurement card transaction log. All information that is currently on the log will now be entered into Pathway.
2. Once all transactions have been allocated in Pathway, Cardholder Statements will need to be printed as follows:

Under **Requests/Reports**

Select **Report 121** (under Number) - Cardholder Statement; then click Next button

Select Cycle to populate the date range OR enter a date range; then click Next button

**Include Reference Numbers** and **Print Signature Lines** are required, the other selections are optional; then click Next button

Check the box next to the department name; then click Next button

Select **Include All** for all cardholders that have transactions for this period or **Select From List** for an individual cardholder's statement

Click **Finish**

Click on **Run Report**; a Microsoft box will appear, click **OK**

Under Requests, Select **Log**

Right click on Report Name and select Save Target As; Save In Desktop; Can Open from this stage

From Desktop, right click on file, select Open With, select Microsoft Office Word

Print Cardholder Statements

All allocation information entered online will be included on the statements

3. Attach all invoices, credits, etc. to the Cardholder Statement, obtain account manager(s) signature and send to Purchasing by the date indicated.
4. Purchasing will provide deadlines for online allocation and the date reconciliation logs will be due. **Any logs not allocated or not received by the deadline will automatically have the default account charged.**