

The State of Connecticut P-Card Program

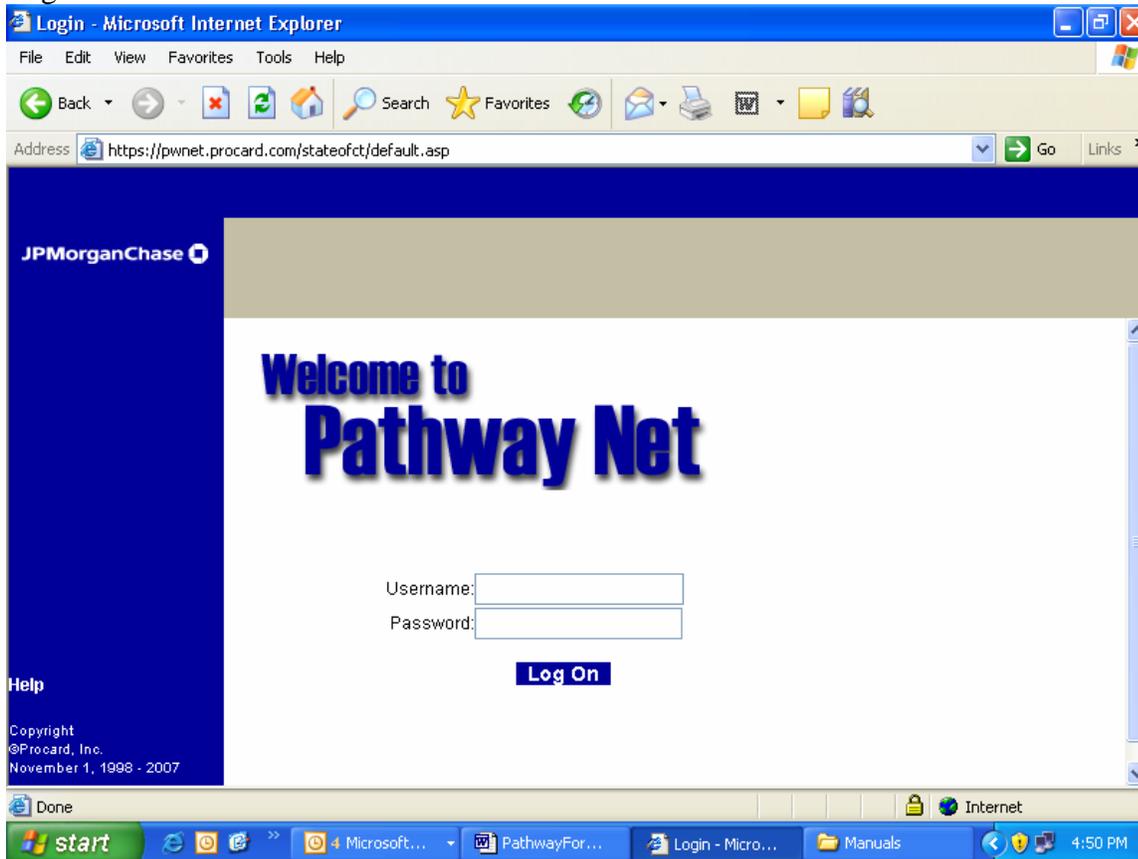
Pathway User Guide for State Agency P-Card Coordinators

Pathway is an Internet application used by coordinators to monitor and report all P-Card transaction activity done by the cardholders.

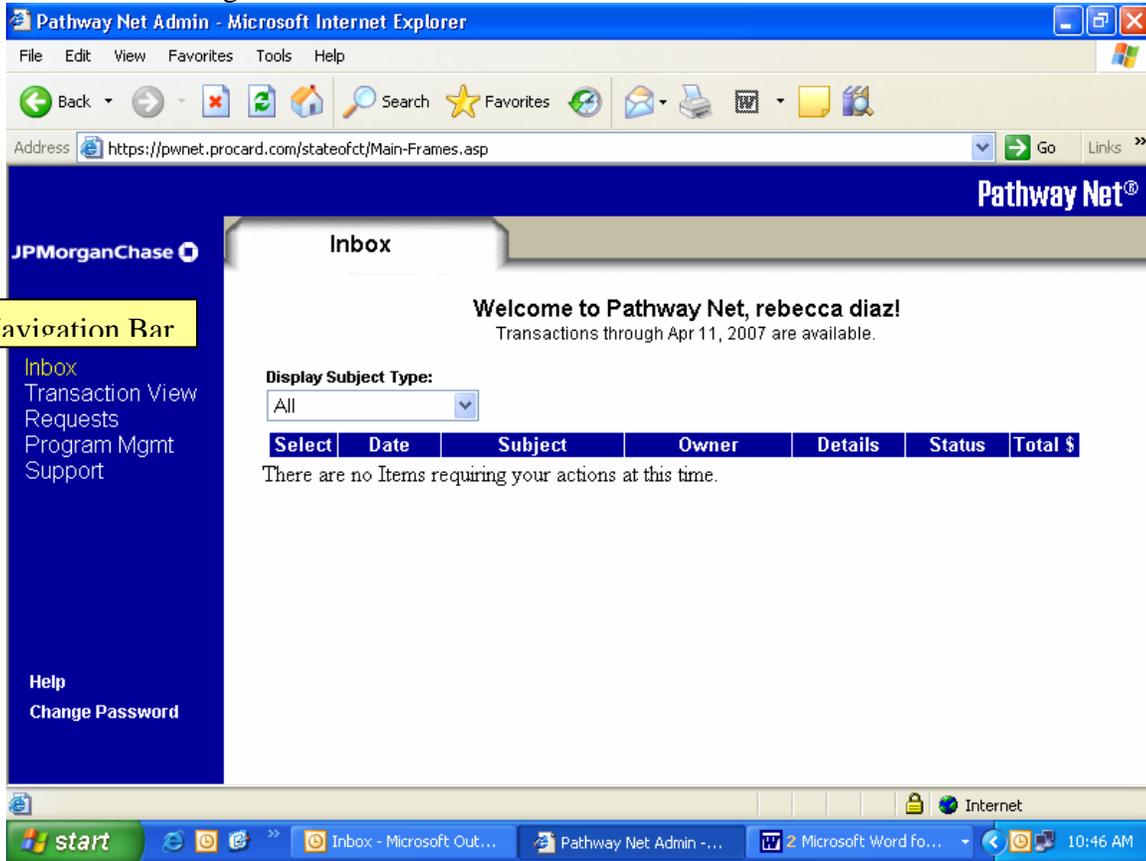
Logging into Pathway:

1. Use this URL: <https://pwnet.procard.com/stateofct/> and save it to your desktop. You cannot get to this link without the address.
 - To save it to your desktop: Highlight the link and do a right click, select copy, go to your desktop, right click, select “new”, then “shortcut”. You will get a pop-up, “create shortcut” right click in the box, select “paste” and the address will appear, Click “next”, name the shortcut **Pathway** and click finish.
2. **Username and Password:** You will be given a Username and Password. Your password is case sensitive. You will be prompted with a pop-up window screen to change your password on initial log in and every 180 days. After 30 minutes of non-activity the system will automatically log you out.
3. **Locked Out:** If you forget your password, or enter it incorrectly, the third try will lock up your access. Only the P-Card Administrator can reset your access. Contact Kerry DiMatteo at kerry.dimatteo@ct.gov or 860-713-5072.

Login Screen



You will be brought into the Welcome screen.



Navigating within Pathway

The blue area to the left of the screen is the “Navigation Bar”. Clicking on the various links will allow you to move to different sections of Pathway.

Inbox

Your welcome screen. The date beneath the welcome greeting tells you what transactions are available in Pathway. In this example, transactions with a Post Date of April 11, 2007 and earlier are available for your review. Pathway retains 16 months worth of transaction history.

Transaction View

This is where you can query for transactions by cardholder, department, date, merchant, etc.

Requests

This is where you can go to run reports and statements.

Program Management

This is where you can view cardholder information such as address and phone number, transaction limits, etc.

Support

ProCard help in case you are having technical difficulties. Generally, you should go to the P-Card Program Administrator for assistance.

******Checking for Your Cardholders - IMPORTANT******

On your initial log in, and periodically as new cardholders are added, you should check to make sure all of your cardholders have been added to your list in the hierarchy unit.

To do this, click on “Program Management” and then “Units”.

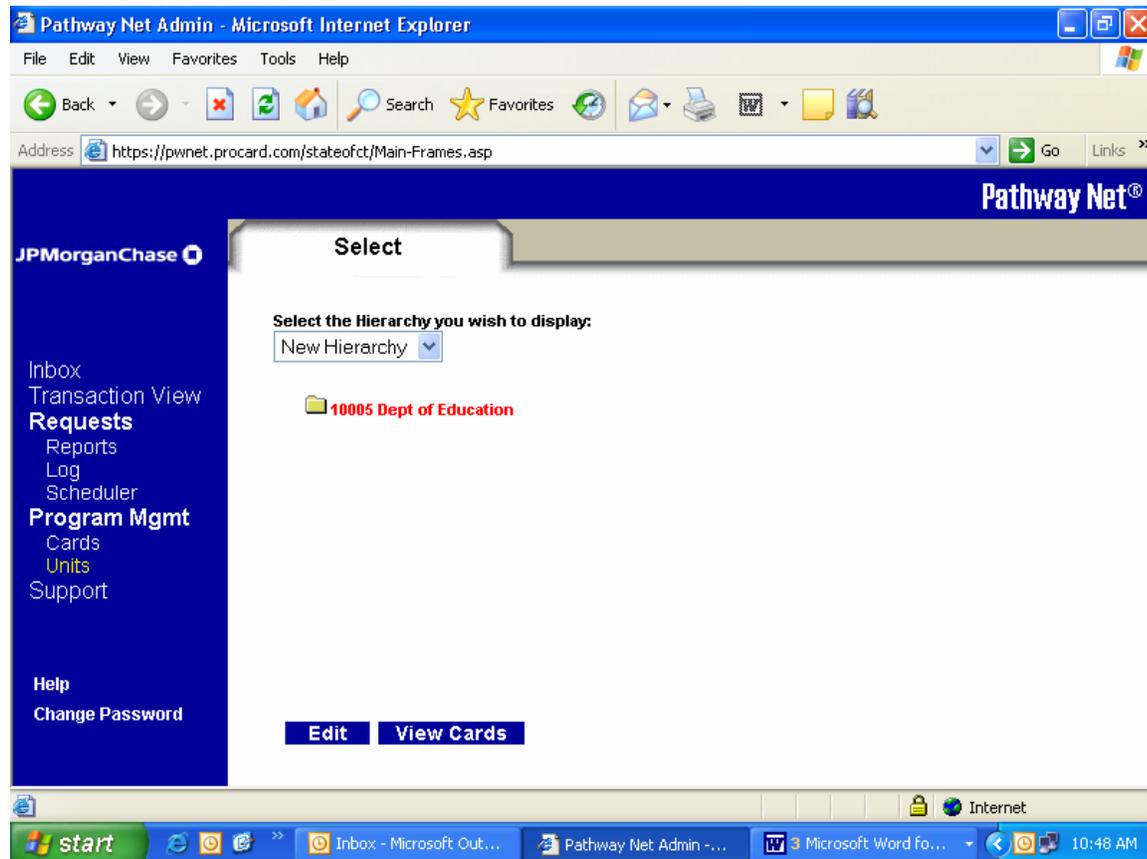
In the center of the screen, you will see your department’s name (or names). To view which cardholders are attached to each department in the hierarchy, highlight the department name in red by clicking your mouse over the department name.

Then click “View Cards” at the bottom of the screen.

*******Many cardholders have multiple card accounts. Be sure to check that you have not only the correct cardholder in the correct department but also the correct account number for each cardholder.**

If you find an error or omission, contact the P-Card Program Administrator immediately.

View Cardholders Screen

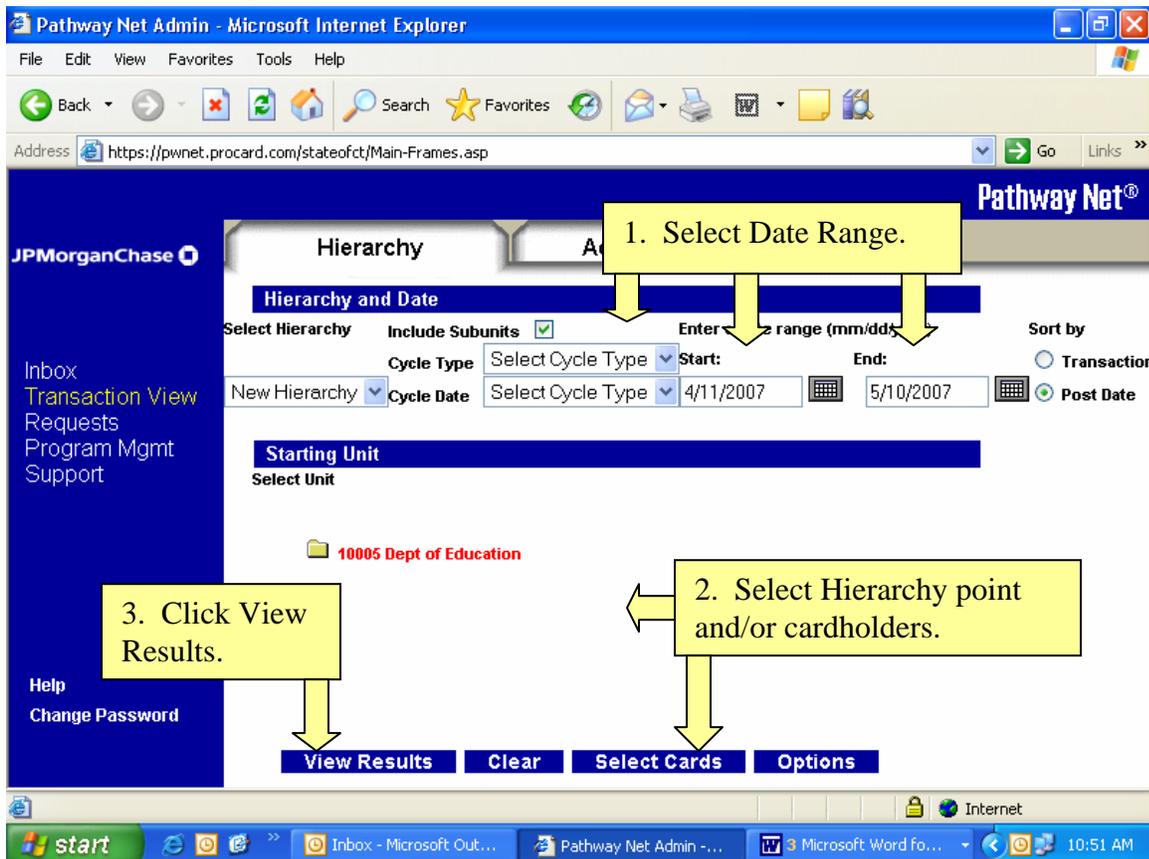


Querying on the Transaction View Screen

Use the Transaction View screen to review purchases made by a single cardholder, a single department's group of cardholders, or all cardholders within your area of review.

1. Select Date Range for review.
This can be done by manually entering a Start and End date or by using the Cycle Type/Cycle Date menus to select an entire statement period.
2. Select Card Accounts to review.
To review all cardholders at once, highlight the top level of your hierarchy in red by clicking your mouse on the department name. To review a single department's cardholders, highlight that department name in red. To isolate a single cardholder, highlight either the department or the top level in your hierarchy in red, and then click on Select Cards at the bottom of the screen. A search window will pop up on your screen (make sure you don't have pop-up blockers running on your computer). Either type in the cardholders' last name and click "Search", or enter an asterisk "*" in the Search box and click the "Search" button to get a list of all cardholders in this hierarchy point. Enter a "check" in the box (or boxes) to the left of the cardholders' name. And click the OK button at the bottom of the window.
3. Click "View Results".

Transaction View Screen



Reports Available in Pathway

Pathway will allow you to run statements and reports, as you need them. Currently, there are seven reports available. To access data files using Excel Spreadsheets see page 13.

1. RPT 121 Cardholder Statement (Central Bill):
2. RPT 136 Transaction Summary by Card Data File
3. RPT 155 Transaction Summary Report
4. RPT 161 Transaction Detail Report
5. RPT 171 Transaction Detail with Level 3 Detail
6. RPT 508 Cardholder Profile Data File
7. RPT 630 Merchant Activity Data File

RPT 121 Cardholder Statement (Central Bill): - most popular formatted report. Use this to run statements for cardholder reconciliation. Steps are outlined on pages 6 through 11 with screen shots.

RPT 136 Transaction Summary by Card Data File: - data file (txt) – needs to be opened in Excel and can be edited and manipulated. Provides cardholder-by-cardholder transaction totals and dollars spent for the billing cycle, as well as, the total number of transactions and dollars spent for the entire agency. Similar to RPT 161.

RPT 155 Transaction Summary Report: - formatted report that provides the total number of transactions and total number of dollars spent for the entire agency or group of cards selected for a particular time frame.

RPT 161 Transaction Detail Report: - formatted report. Provides cardholder-by-cardholder transaction totals and dollars spent for the billing cycle, as well as, the total number of transactions and dollars spent for the entire agency. Similar to RPT 136.

RPT 171 Transaction Detail with Level 3 Detail: - data file (txt) – needs to be opened in Excel and can be edited and manipulated. This report is great for travel detail and will be most useful for reporting on your agency travel coordinator's card. It will provide Level 3 detail for travel – passenger name, travel date, description (of purchase), destination codes, service class, check in and check out dates (for lodging), etc. Steps to run this report are listed on page 12.

RPT 508 Cardholder Profile Data File: - data file (txt) – needs to be opened in Excel and can be edited and manipulated. This report will give you all your cardholder information including address and phone number, as well as, limits, authorizations, card status, open and expiration dates and date the card was last used on. You will be asked to run this report periodically to do “spring cleaning” of your cardholders. Steps to run this report are outlined on page 12.

RPT 630 Merchant Activity Data File: - data file (txt) – needs to be opened in Excel and can be edited and manipulated. All state agencies need to provide their Set-Aside spending to CHRO and to DAS Supplier Diversity for each fiscal year quarter. This report captures the spend volume of every P-Card transaction by vendor. The data captured in this report needs to be sorted in an Excel spreadsheet pivot table and then matched against the State's database of

Set-Aside vendors certified with the Supplier Diversity Program. Steps to run this report are outlined on page 13 with screen shots to help you with the pivot table.

Running Statements and Reports: “How To Steps”

Running Report RPT121 Cardholder Statement (Central Bill)

The most frequently used report is RPT121 “Cardholder Statement”. The steps required to run this report are detailed below.

1. Click radio button to the left of report to be run.
2. Click “Next”.

Reports Menu Screen

Pathway Net Admin - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Internet Options

Address <https://pwnet.procard.com/stateofct/Main-Frames.asp> Go Links >>

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Reports

Select a report to run.
Contact your administrator for sample reports.

Number	Report Name	Created By
<input type="radio"/> RPT121	Cardholder Statement (Central Bill)	System
<input type="radio"/> RPT136	Transaction Summary By Card Data File	System
<input type="radio"/> RPT155	Transaction Summary Report	System
<input type="radio"/> RPT161	Transaction Detail Report	System
<input type="radio"/> RPT171	Transaction Detail with Level 3 Detail	System
<input type="radio"/> RPT508	Cardholder Profile Data File	System
<input type="radio"/> RPT630	Merchant Activity Data File	System

Choose report then click “next”.

Next **Delete**

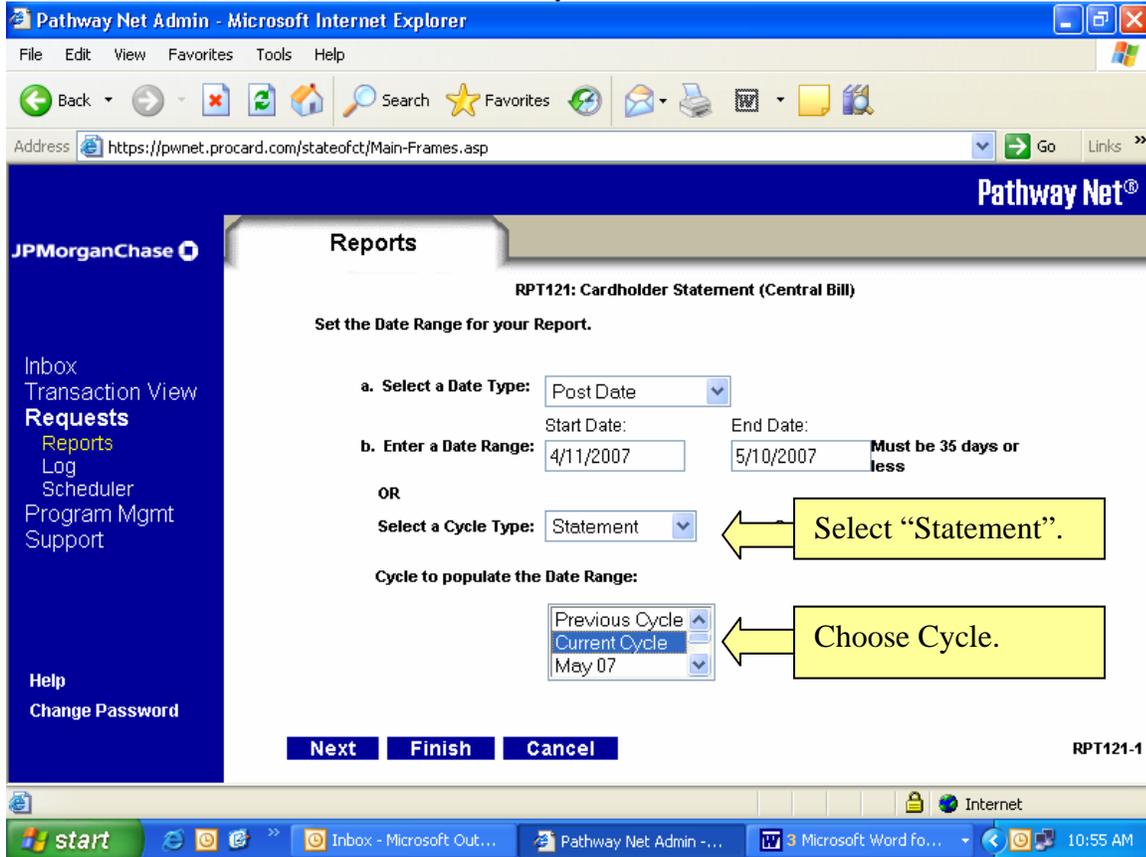
Inbox
Transaction View
Requests
Reports
Log
Scheduler
Program Mgmt
Support

Help
Change Password

start | Internet | 12:23 PM

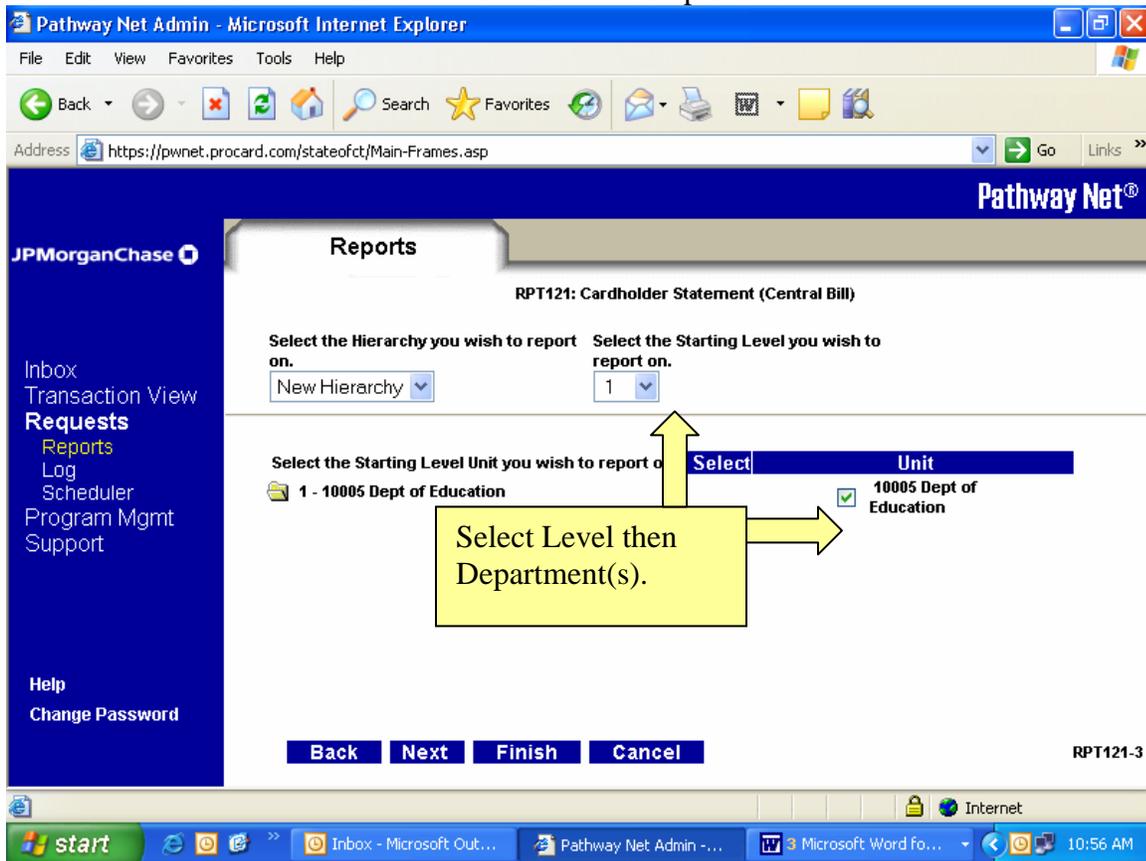
3. Select "Statement" in Cycle Type window.
4. Select Statement Period to report on under "Cycle to populate the Date Range".
5. Click on "Finish" to run Statements for all cardholders or click on "Next" to select specific cardholders.

RPT 121: Cardholder Statement – Select Cycle



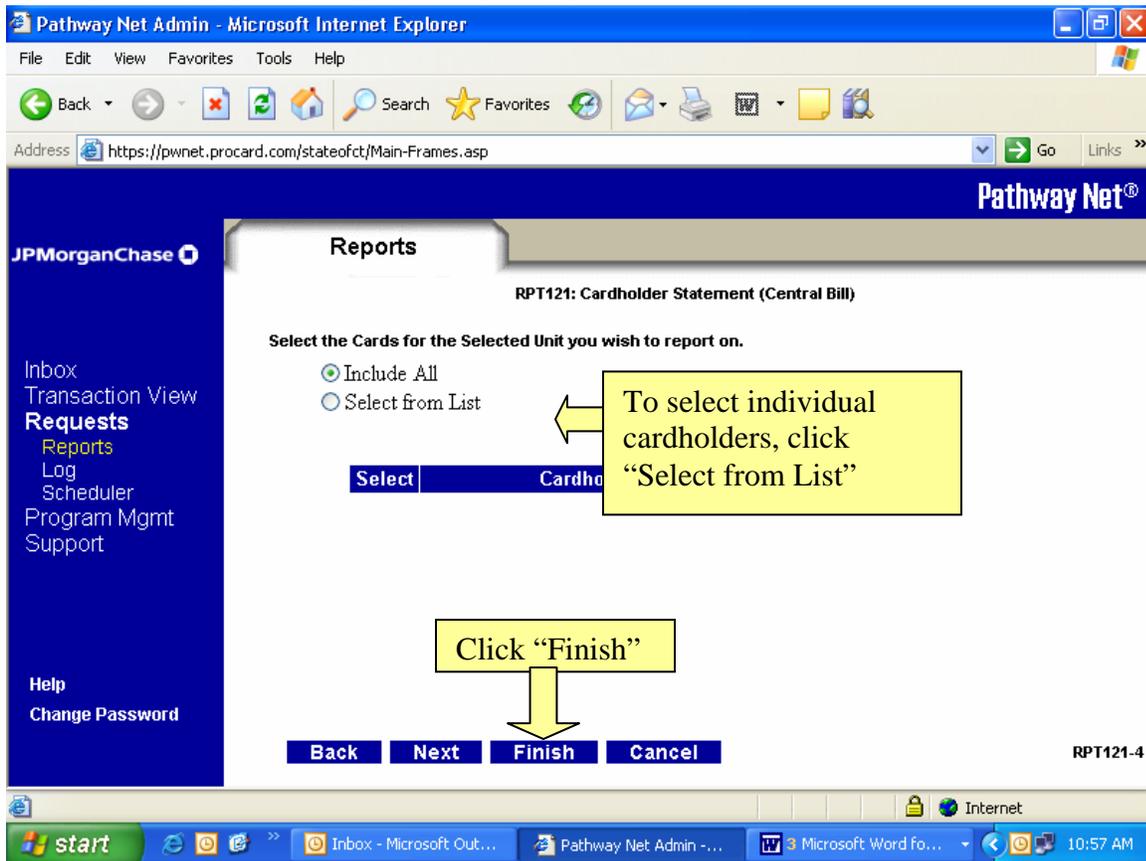
6. To run statements for a single or group of departments, or to run for individual cardholders, select the Starting Level to report on
7. Place check in box next to department(s) you wish to report on.
8. Click “Next”.

RPT 121: Cardholder Statement – Select Level & Department



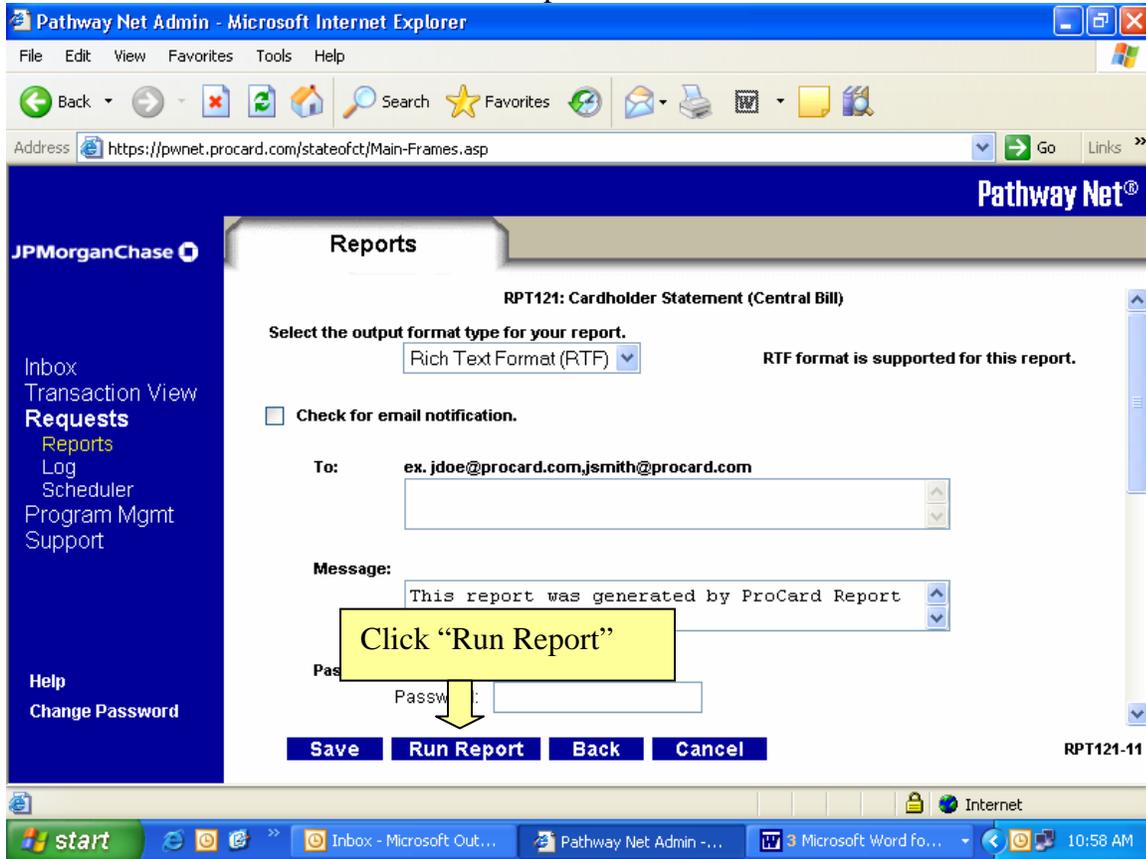
9. To select cardholders, click the radio button to the left of “Select from List”. A list of cardholders will appear.
10. Select cardholder(s) to report on by checking the box to the left of their name.
11. Click “Finish”

RPT 121: Cardholder Statement – Select Cardholders



12. Click on “Run Report”.

RPT 121: Cardholder Statement – Run Report



13. Go to the “Log” to get report output.
14. Click on report name in the Request Log to open the report. Right click on the report name to save it to your computer.

Request Log Screen

Pathway Net Admin - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://pwnet.procard.com/stateofct/Main-Frames.asp> Go Links >>

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Request Log Request Queue

Index of /rdiaz

Name	Type	Last Modified	Size
Transaction Detail Report	DOC	4/11/2007 8:52:24 AM	270k
Merchant Activity Data File	TXT	4/12/2007 7:57:53 AM	196k
Transaction Detail with Level 3 Detail	TXT	4/12/2007 8:02:18 AM	2k
Cardholder Statement (Central Bill)	RTF	4/12/2007 8:58:54 AM	250k

ere after generation by Pathway. download the desired report.

Go to the “Log”

Click on Report name to open or save.

start | Internet | 11:00 AM

Reports remain on the log for 72 hours.

Running Report RPT 171 "Transaction Detail with Level 3 Detail"

This report is great for travel detail. To run this report for just your Travel Coordinator, follow these steps:

1. Click on "Requests" and then "Reports" in the left margin.
2. Select RPT 171 Transaction Detail with Level 3 Detail, click "Next".
3. Select "Statement" and enter a date range, click "Next".
4. Click on the unit you want to report on, click "Next".
5. Select a Card Type (keep it on "both"), Select one - click on "Select from List". This will give you a listing of all the cardholders for that unit.
6. Select the Travel Coordinator's account, click "Next".
7. Keep everything the way it appears - you want all the line item detail, click "Next".
8. Click "Run Report" - there is no need to enter anything on this screen - do nothing, but click "Run Report".
9. Click "OK" in the pop up box.

To Access Your Report: All data files need to be opened with Excel

1. Click on "Requests" and then "Log" in the left margin.
2. Right click on the report, select "Save Target As..." and rename the report to something you will recognize (it will be a text document) click "save".
3. Click on "Open Folder", right click on the report you just named, select "Open With..." and select Excel.

Your report will be an Excel spreadsheet with all the data separated by columns.

Running Report RPT 508 "Cardholder Profile Data File"

This report should be run periodically to determine which cards that are currently open should be closed. The report gives various account status codes defined below:

Active = Open

Closed = M9 or S2

Suspended = T1 or T2 (these accounts are still Active)

Closed as a result of lost or stolen = F1 or FA

Referral status = V8 (these accounts are still Active)

1. Select Requests/Reports. Select the radio button for: RPT 508 "Cardholder Profile Data File". Click "Next".
2. Select the Starting Level "1" or "2" so that you can select each agency that you oversee. Scroll down and select the departments that you wish to report on. Click "Next".
3. Select "Include All". Click: "Next".
4. Select "Account Statuses to Exclude". Click all boxes except "Open", "T2", "T3", or "V8" to view only the Open (Active) accounts. Click "Next".
5. Click "Run Report". Click "OK". Select "Log" from the Navigation Bar on the left.
6. Right click on the report name. Select "Save Target As". Rename the text file to something you will recognize and save it where you will find it.

See above: To Access Your Report: All data files need to be opened with Excel

Running Report RPT 630 "Merchant Activity Data File"

All state agencies need to provide their Set-Aside spending to CHRO and to DAS Supplier Diversity for each fiscal year quarter. This can be accomplished in Pathway by running the Merchant Activity Data File report. Below is the list of fiscal quarters:

Q1 = 7/1/2007 to 9/30/2007

Q2 = 10/1/2007 to 12/31/2007

Q3 = 1/1/2008 to 3/30/2008

Q4 = 4/1/2008 to 6/30/2008

To gather transaction data from Pathway:

1. Select Requests/Reports. Select the radio button for: RPT 630 "Merchant Activity Data File". Click "Next".
2. Fill in "b. Enter a Date Range" with your fiscal year Quarter dates. Click "Next".
3. Select the Starting Level "1" or "2" so that you can select each agency that you oversee. Scroll down and select the departments that you wish to report on. Click "Next".
4. Select the radio button "Include All (Excluding MCC 0000)". Click "Next".
5. Select the radio buttons "short name with location", "merchant summary", and "merchant name". Click "Next".
6. Click "Run Report". Click "OK".

To Access Your Report: All data files need to be opened with Excel

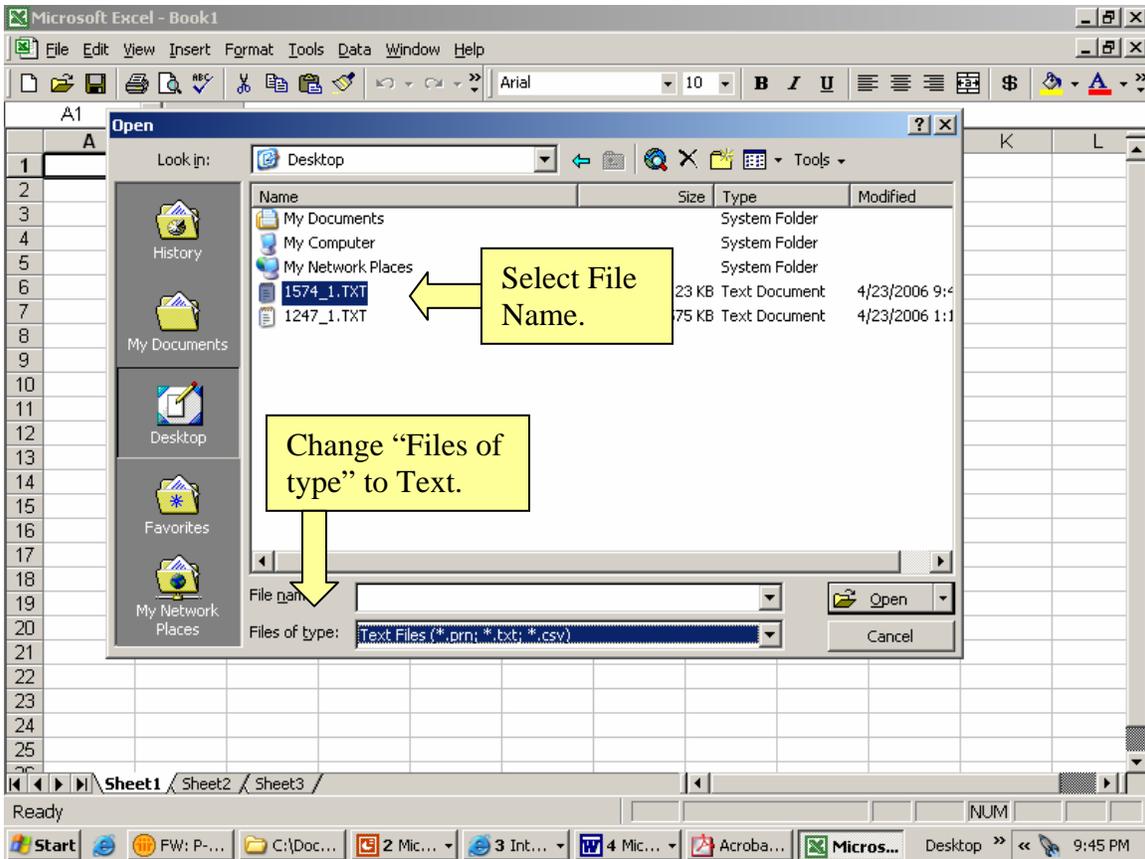
1. Click on "Requests" and then "Log" in the left margin.
2. Right click on the report, select "Save Target As..." and rename the report to something you will recognize (it will be a text document) click "save".
3. Click on "Open Folder", right click on the report you just named, select "Open With..." and select Excel.

Your report will be an Excel spreadsheet with all the data separated by columns.

OR – you can follow the steps below for accessing the report data with Excel

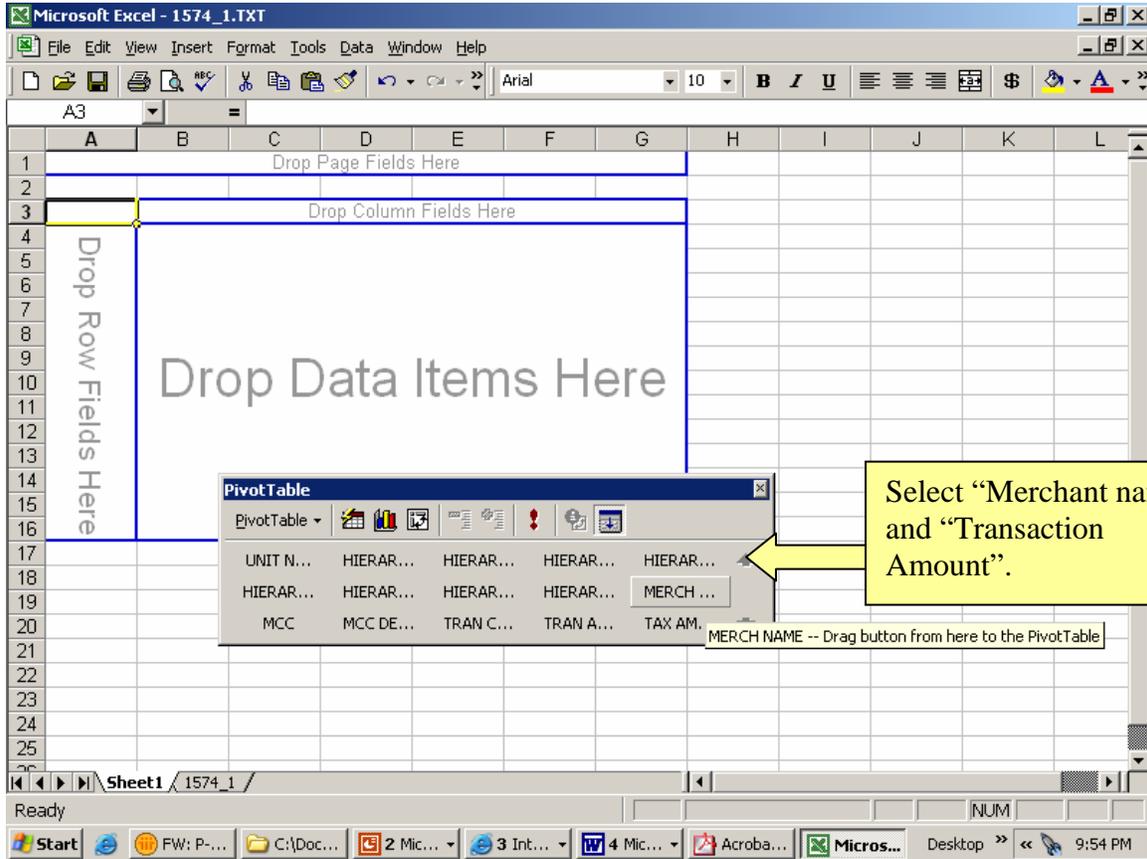
To put the data into an Excel spreadsheet:

1. Open Excel. Select "File/Open" from the drop down menu.
2. Browse to the folder where you saved the report from Pathway.
3. At the bottom of the window, use "Files of type" drop down list to select text files.
4. Select your file name. Click "Open".



To create a Pivot table:

1. Highlight the entire worksheet.
2. From the drop down menu select “Data/PivotTable”. Click “Next”, “Next”, “Finish”.
3. Hover over the titles till you find “Merchant Name”. Click and drag it to the left column.
4. Find “Transaction Amount”. Click and drag to the right column.



5. You now have your pivot table with all the vendors.
6. Rename the sheet (e.g. “DASfy05 - All Vendors”).
7. Identify the vendors that are certified with the State of Connecticut Set-Aside/Supplier Diversity Unit using the following link:

http://www.das.state.ct.us/Purchase/SetAside/OSD_Search_Vendors.asp

Logging out of Pathway

To log out of Pathway Net, you may simply close your Internet browser. If you would feel more comfortable that you are logged out, you can just click on the “JPMorgan Chase” logo in the upper left hand corner. (In this example, you will notice it has the former bank name “Bank One” which recently has been updated to reflect the new bank name JPMorgan Chase.)

