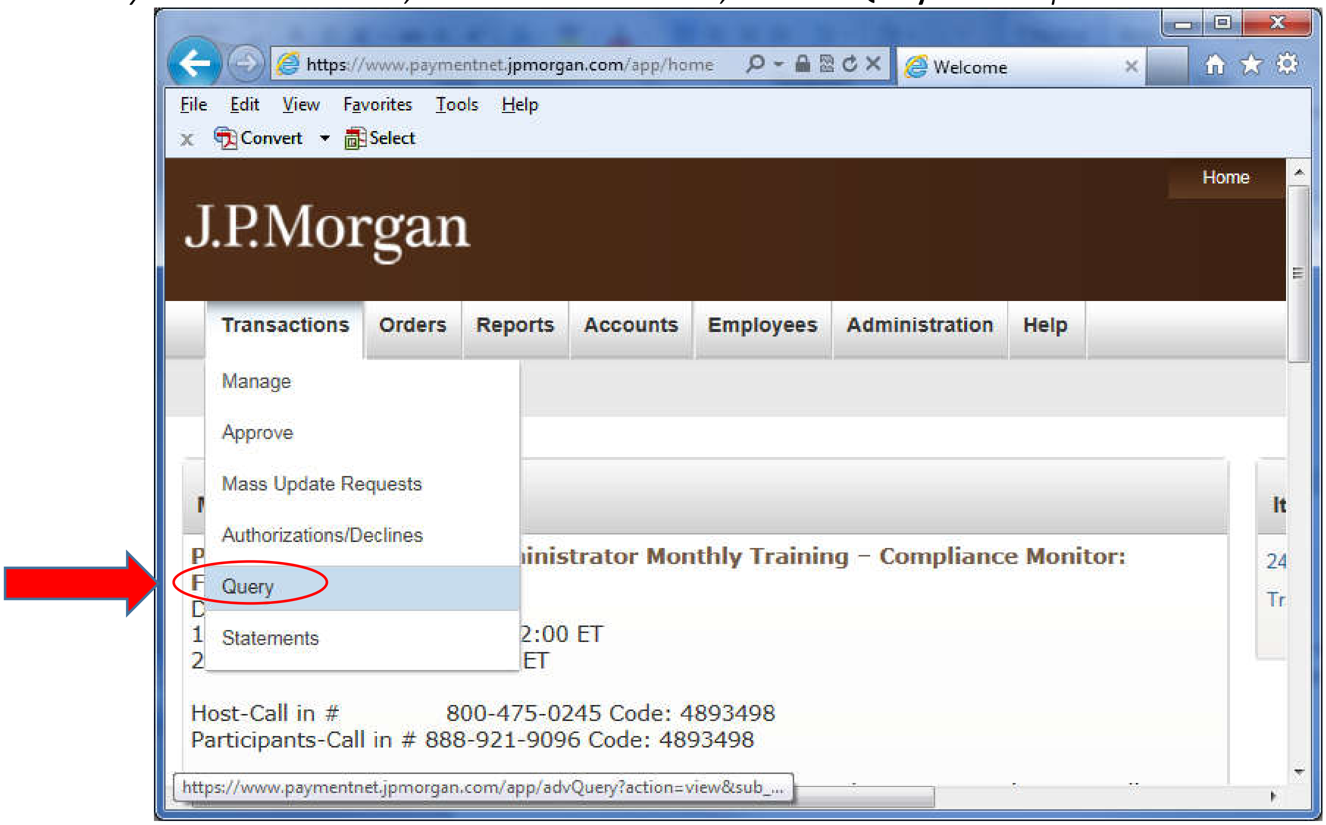
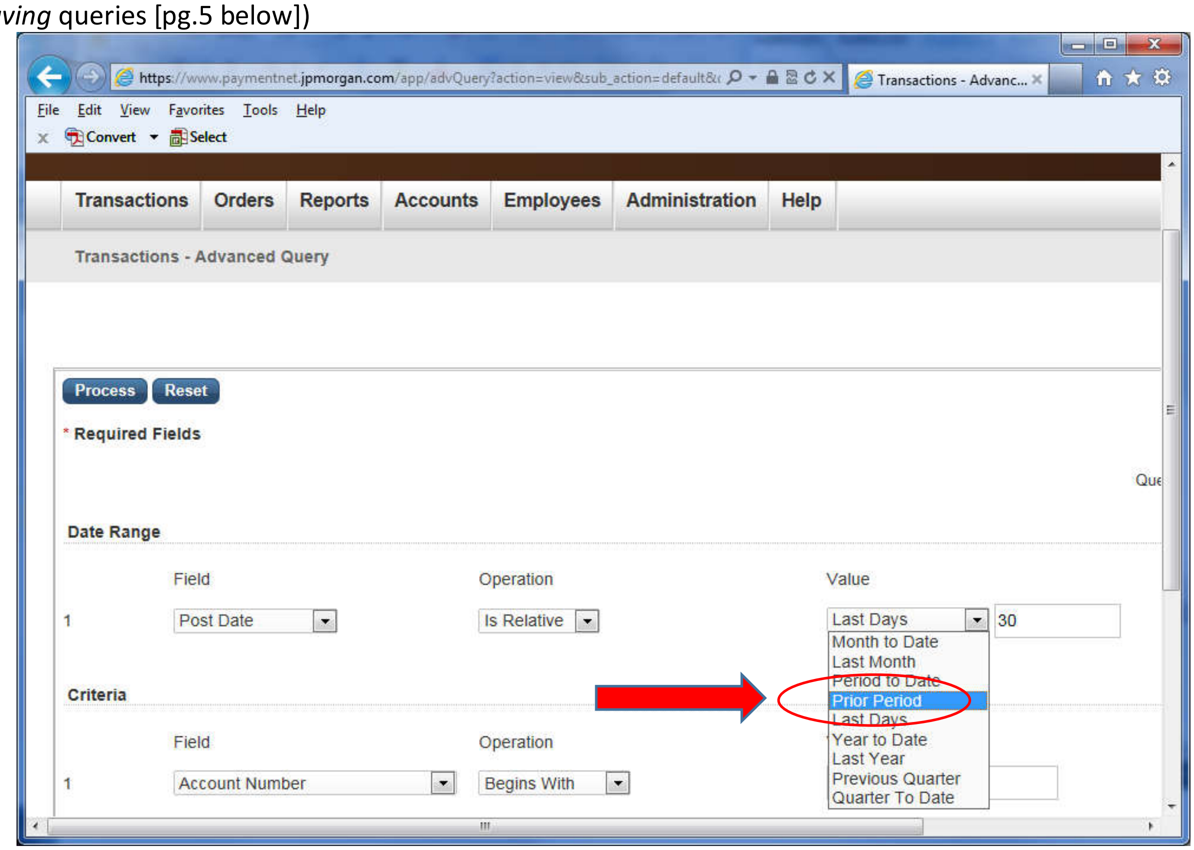
JOB AID: Creating & Saving QUERIES in PAYMENTNET

CREATE NEW QUERY (pg.5 for SAVE QUERY)

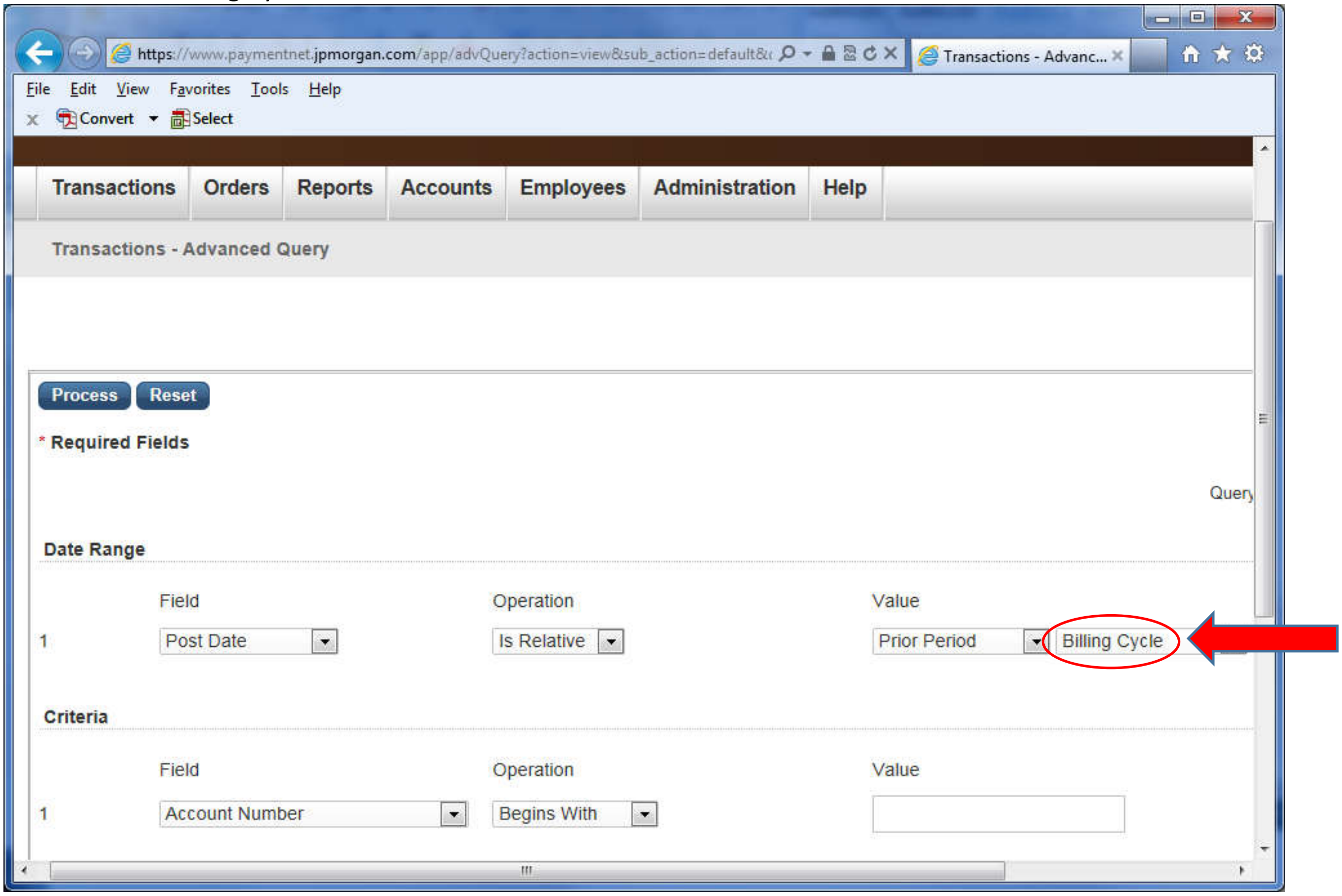
From the PaymentNet Home screen, click the **Transactions** *tab, then click* **Query** *at the drop-down*



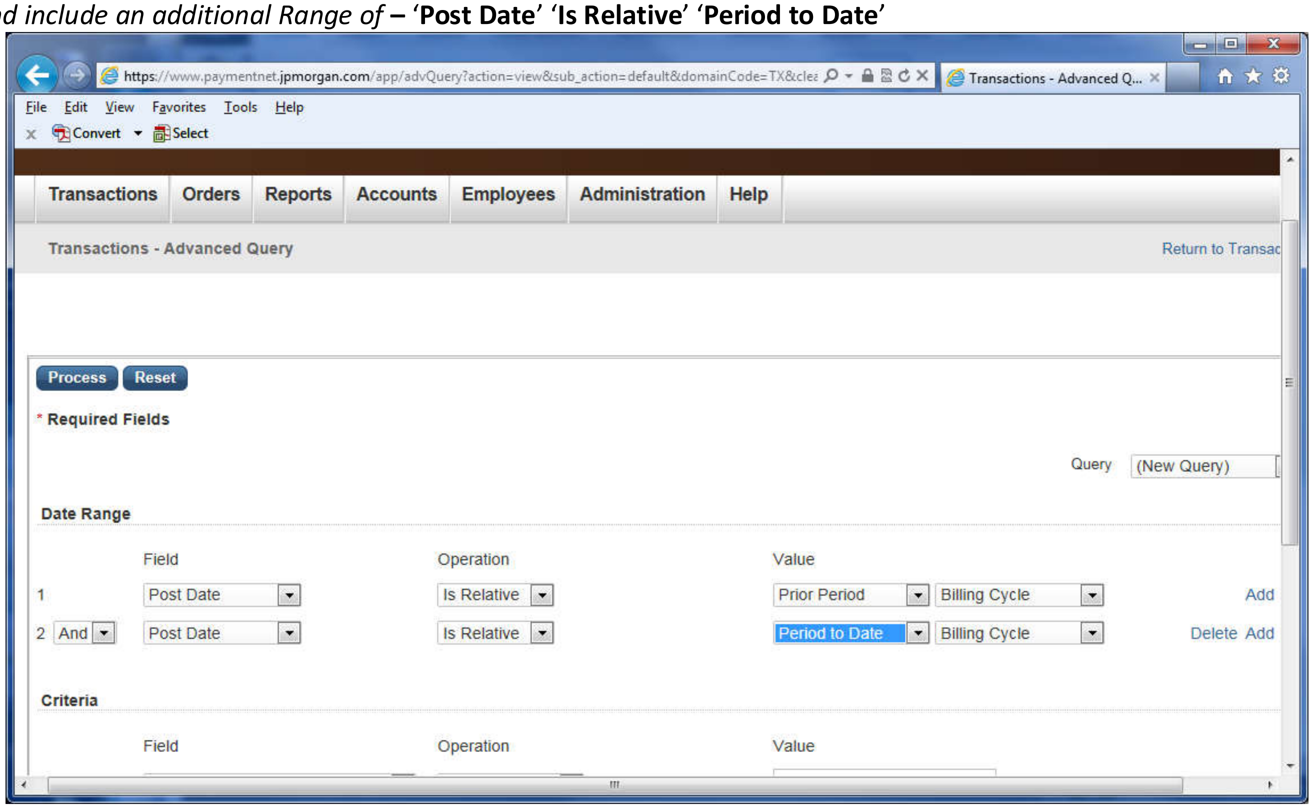
To specify transactions that must be approved before the next monthly deadline, under "Date Range" *change "Value" 'Last Days' to –* **Prior Period**
(**Prior Period** is the quickest selection, jumps directly to transactions due at the next deadline, and is the best date range option for *saving* queries [pg.5 below])



Leave the 2nd Value as 'Billing Cycle'

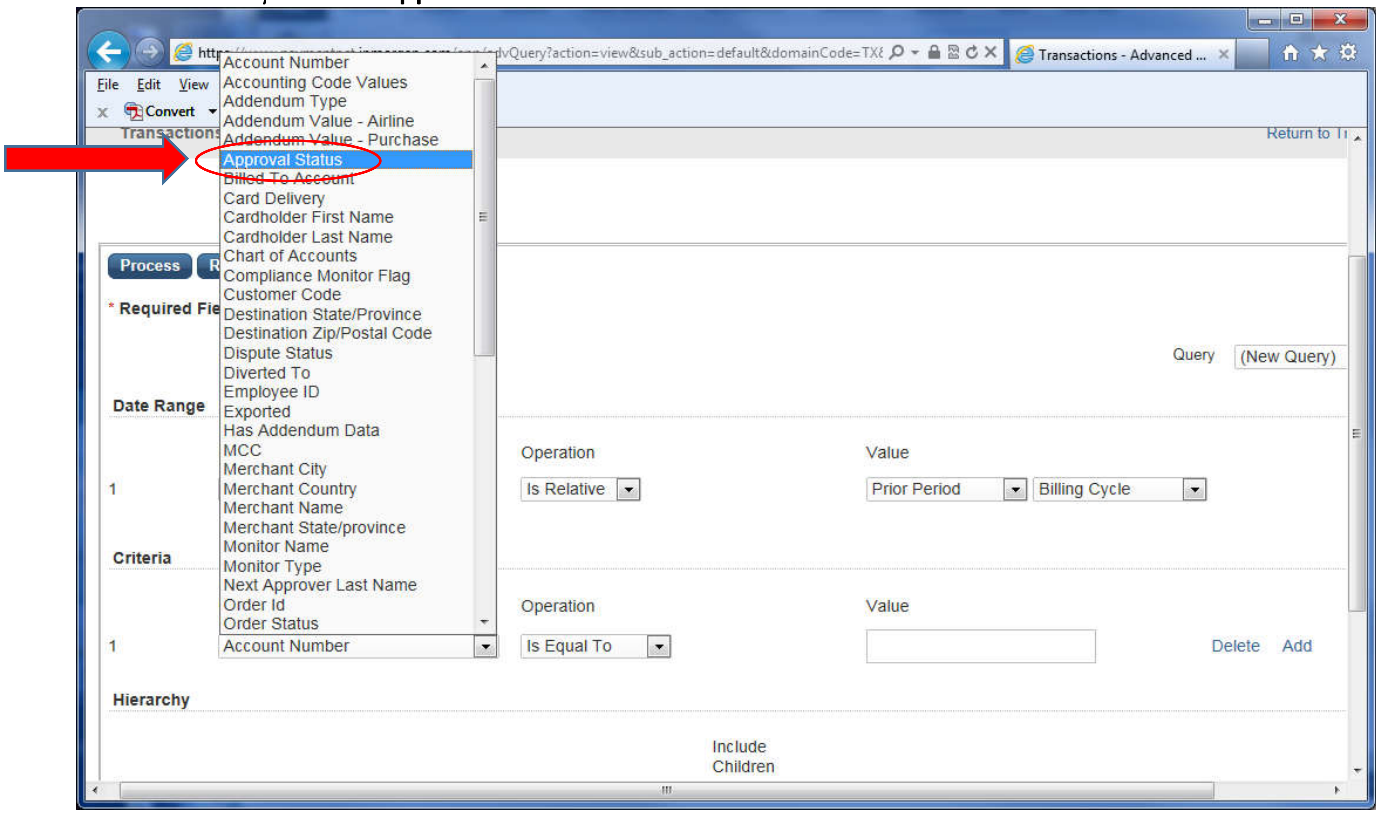


OPTIONAL: *if you wish to also include* new *transactions* from the current month, *you may also click the* 'Add' *option to the right, and include an additional Range of* **–** '**Post Date**' '**Is Relative**' '**Period to Date**'

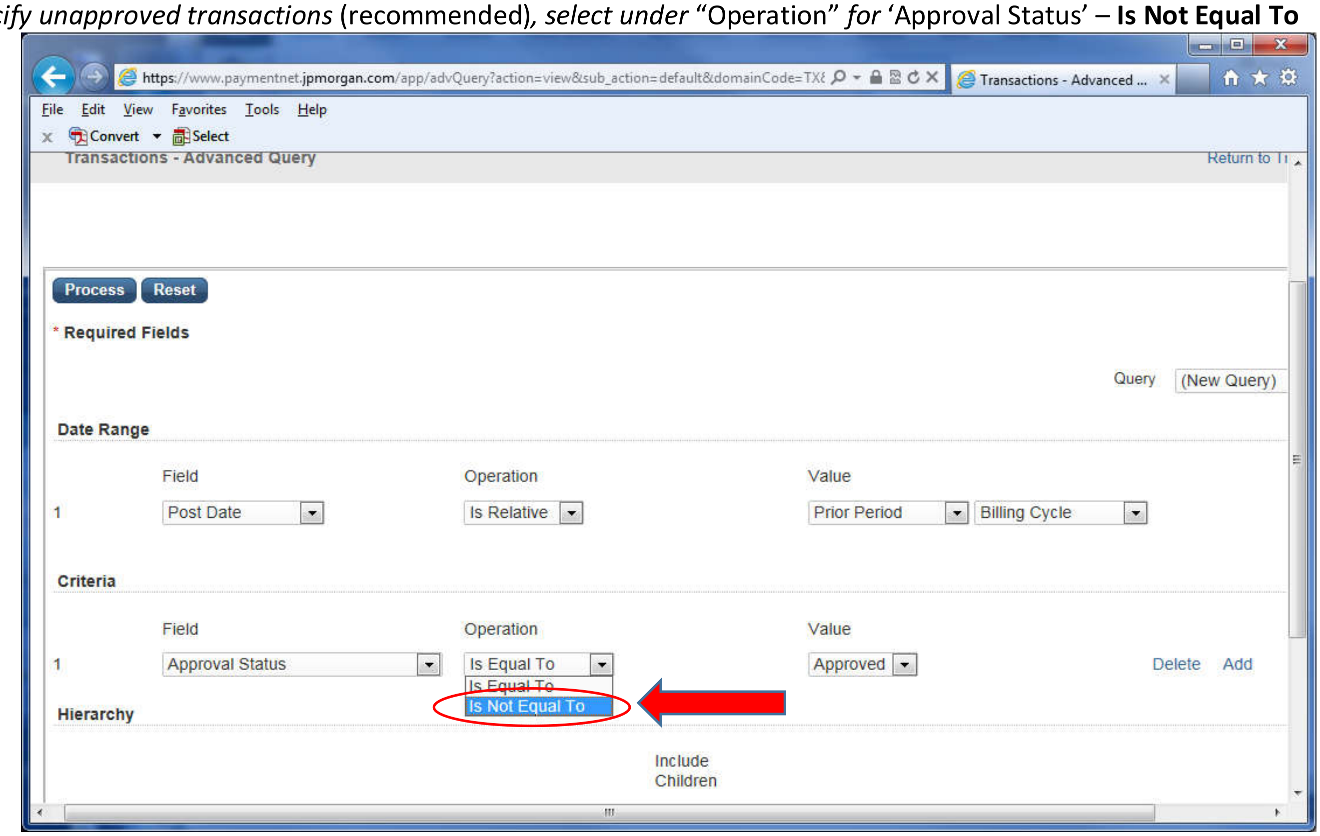


OPTIONAL: "Criteria" *is optional and may be* 'Deleted'

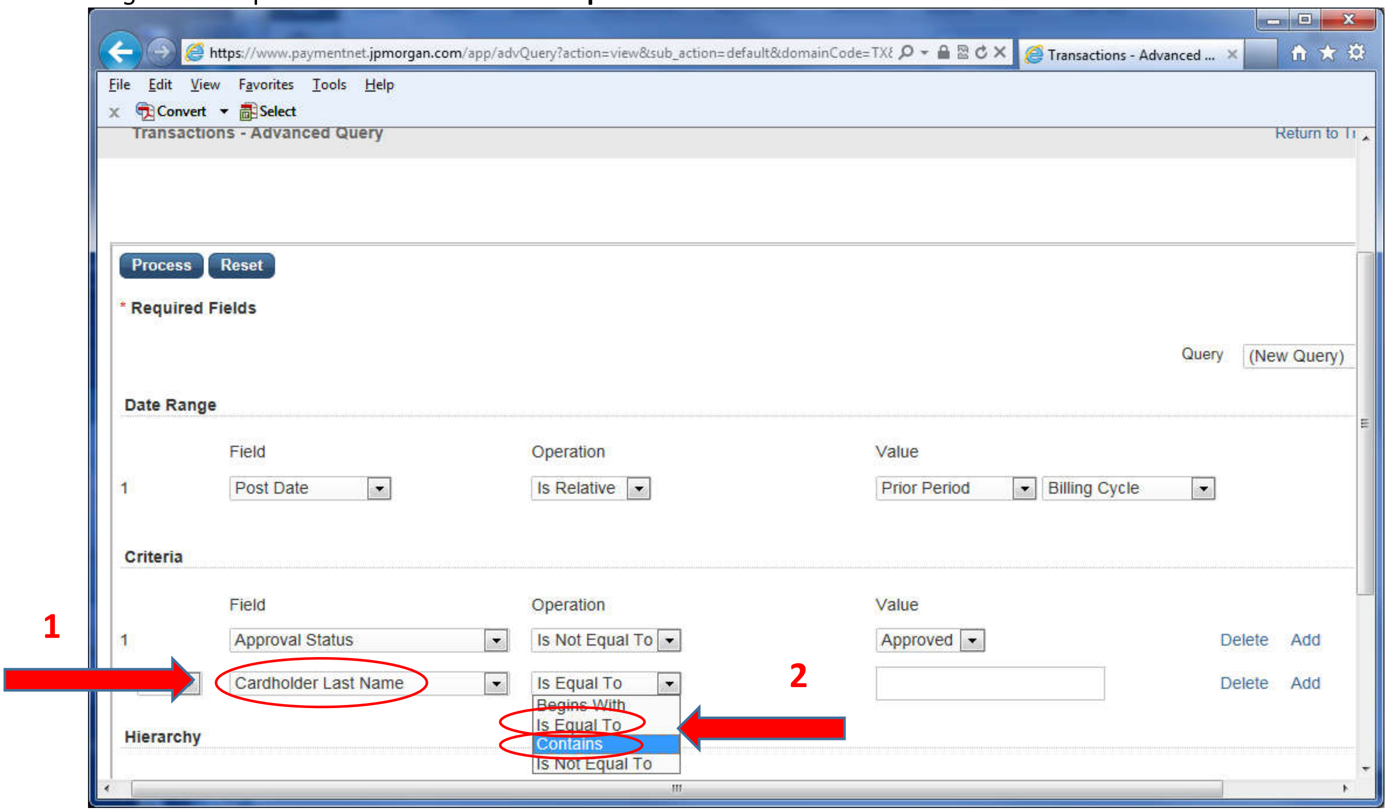
OPTIONAL: *to search by approval status of all transactions in your date range and other criteria selections, you may select at the* "Criteria" "Field" *drop-down* – **Approval Status**



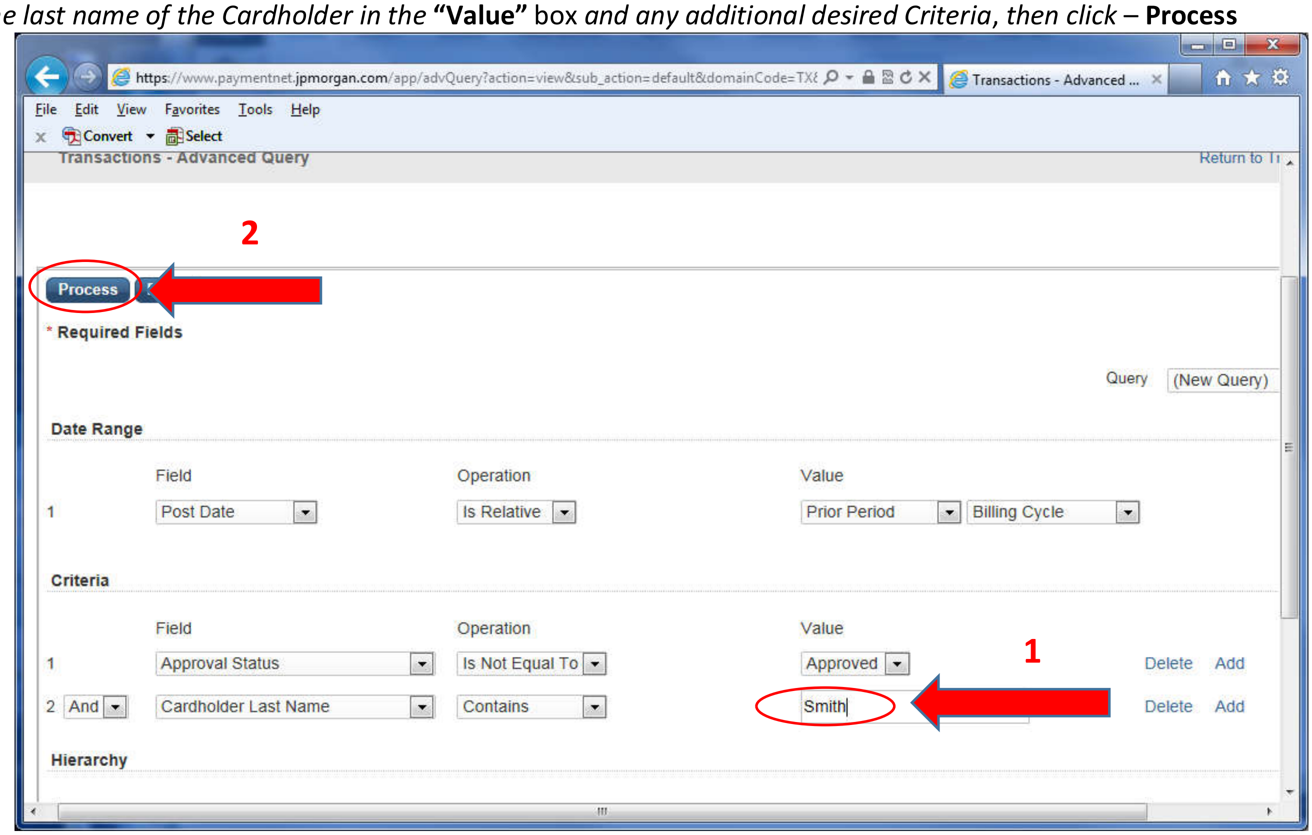
To specify unapproved transactions (recommended)*, select under* "Operation" *for* 'Approval Status' – **Is Not Equal To**



OPTIONAL: *you may use* "Criteria" *to focus on a particular statement or Cardholder in your department* (recommended), *by selecting in the Criteria* "Field" – **Cardholder Last Name**, *and selecting under* "Operation" – **Contains** *or* **Is Equal To**

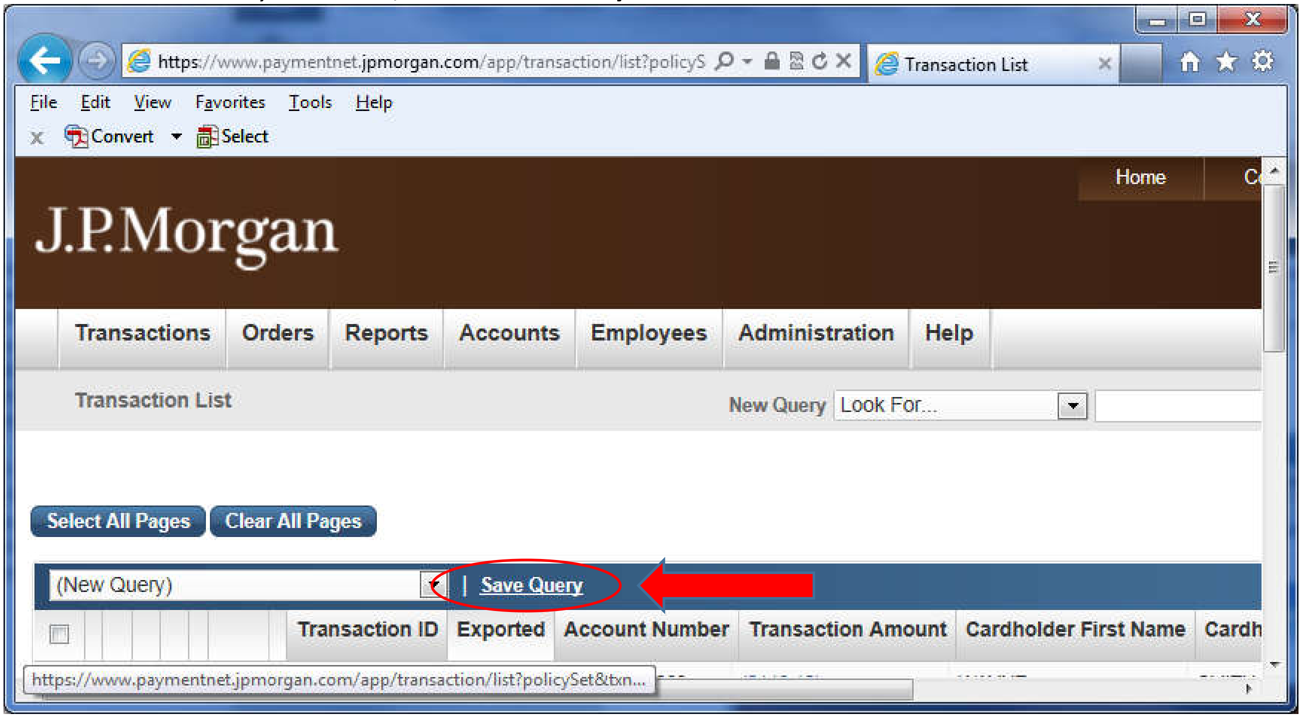


Enter the last name of the Cardholder in the **"Value"** box *and any additional desired Criteria, then click* – **Process**

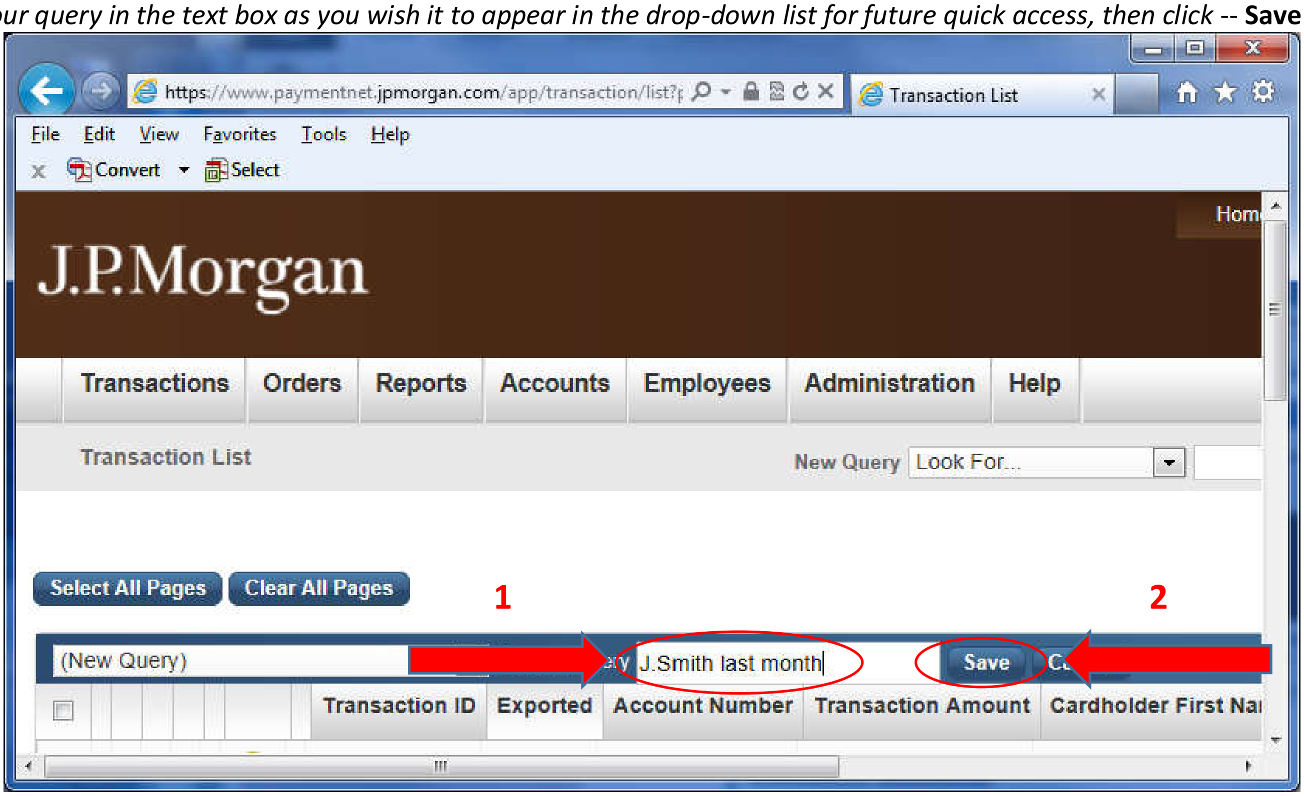


SAVE QUERY

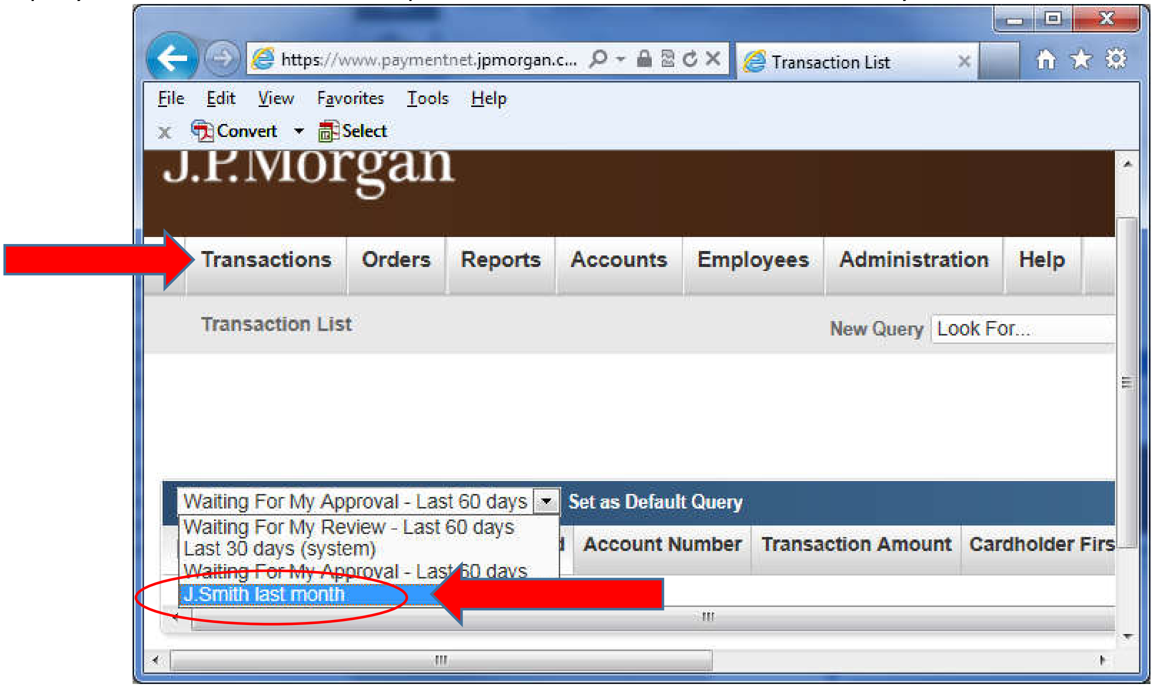
OPTIONAL: *to save the query you just processed for quick re-access prior to the monthly allocation/approval deadlines, above the list of transactions now on your screen, click –* **Save Query**



Name your query in the text box as you wish it to appear in the drop-down list for future quick access, then click -- **Save**

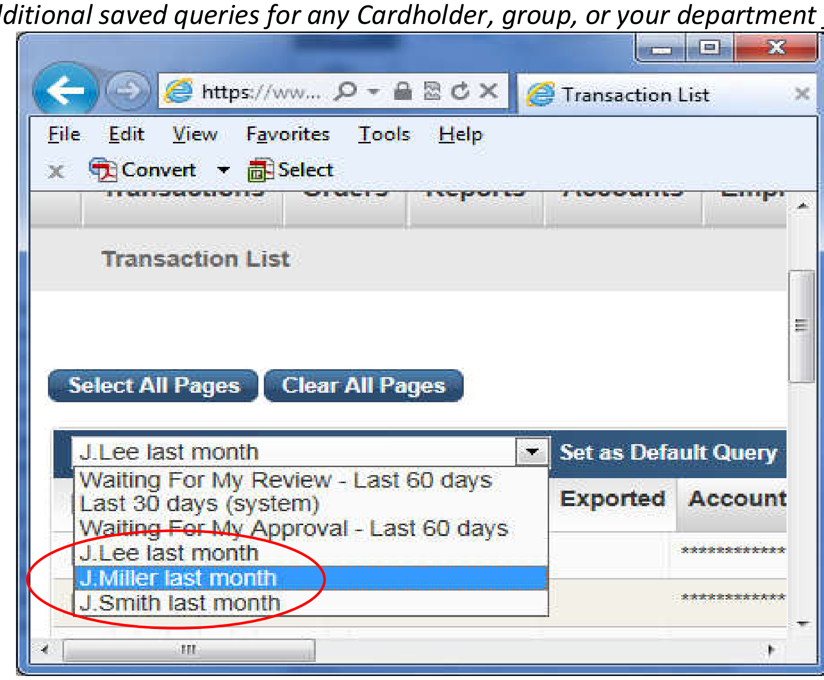


Your saved query is now available at the drop-down whenever a Transaction List is on your screen.



If a Transaction List is not on your screen, you can quickly access one under the **Transactions** *tab by clicking* **Manage, Approve**, **Query,** *or the* **Transactions for Approval,** *link then select your saved Query from the drop-down list.*

OPTIONAL: *you may add additional saved queries for any Cardholder, group, or your department for later quick access*



PLEASE NOTE (as of 3/23/15):

- *Approvers must have the* **'Card Holder'** *role selected at the top of the screen to check the* 'Reviewed' box *on a transaction, and* **'Transaction Approver'** *selected to check the* 'Approval' box; *either role can allocate transactions prior to approval*
- *Transactions cannot be approved until the* 'Reviewed' box *is first checked and saved by the PCardholder or PCard Approver (with* **'Card Holder'** *role selected) in PaymentNet*
- *Toggling between* **'Card Holder'** & **'Transaction Approver'** *roles will take the Approver back to the* Home *screen*
- *To reduce steps, it is recommended that Approvers complete all necessary allocation and* 'Reviewed' box *steps for all transactions due at the monthly deadline with the* **'Card Holder'** *role selected, before switching the role toggle to* **'Transaction Approver'** *and completing approvals*