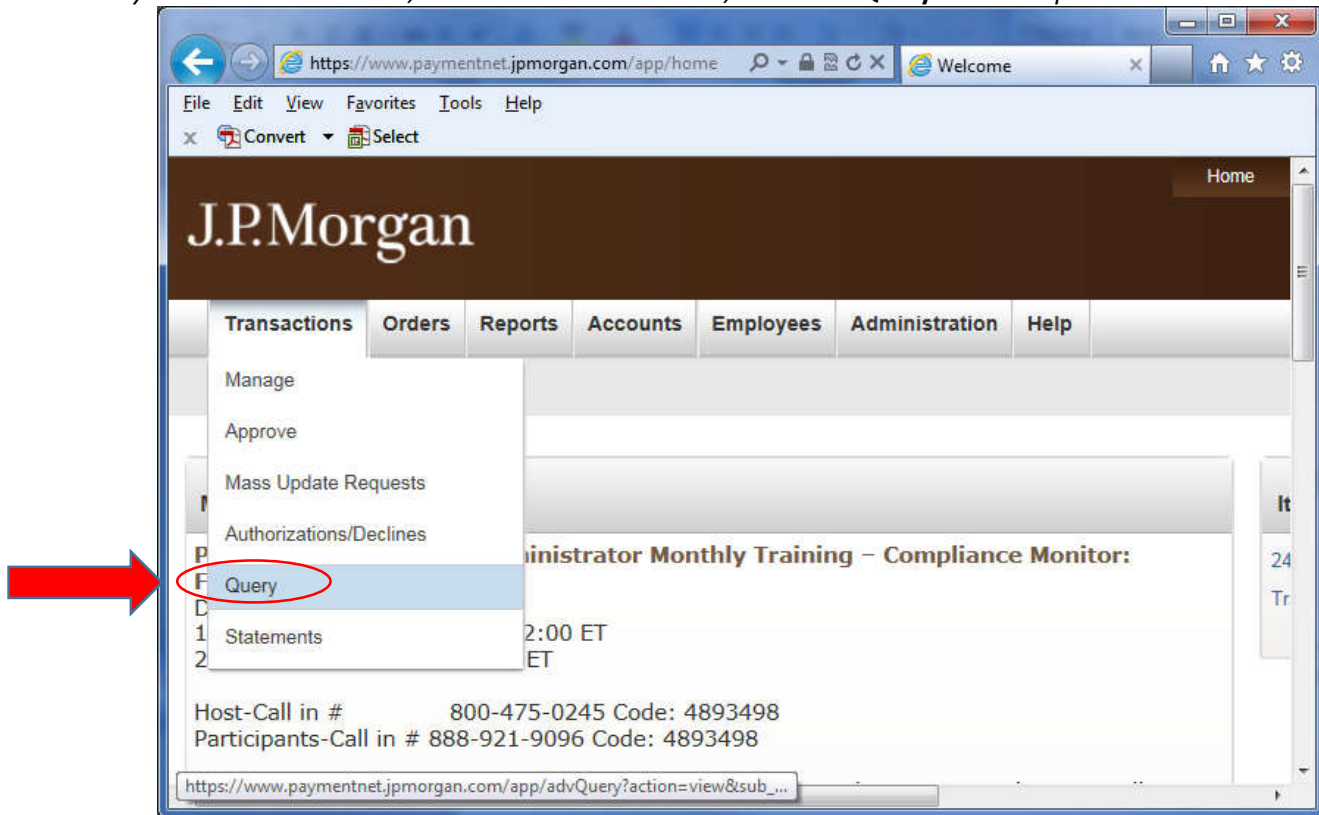
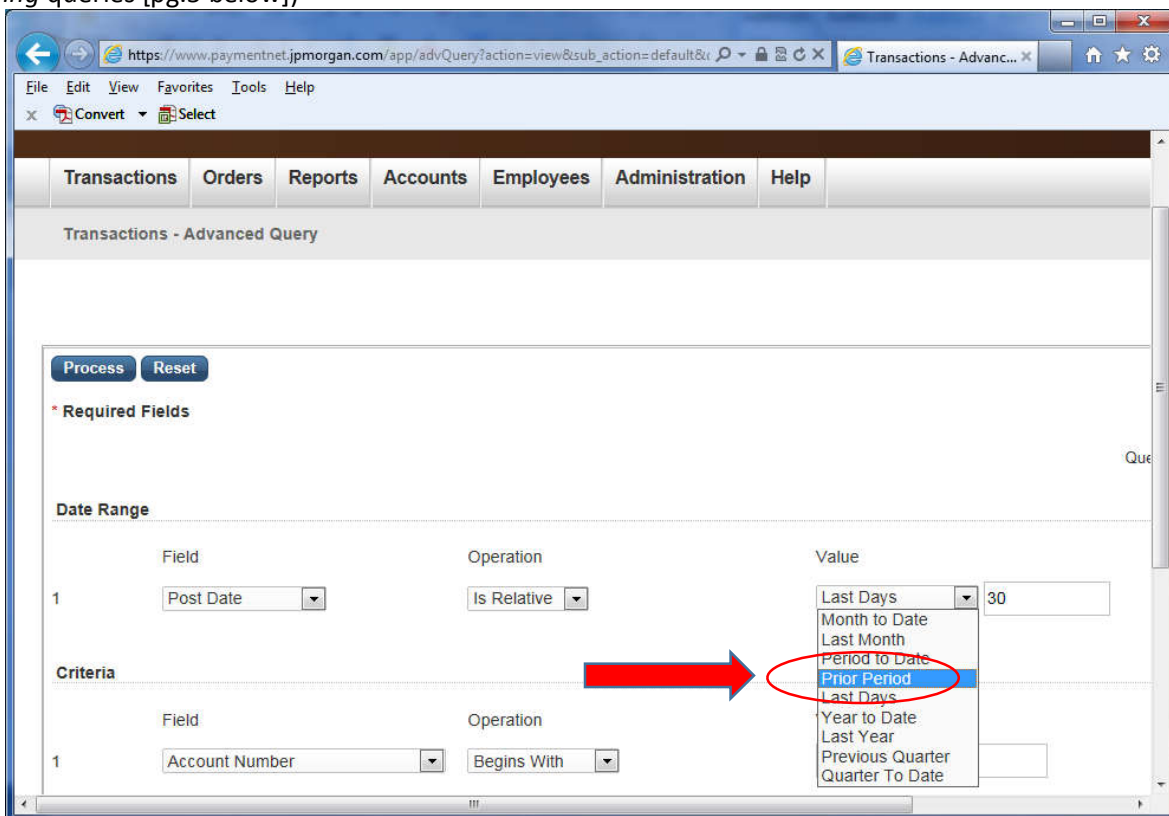


CREATE NEW QUERY (pg.5 for SAVE QUERY)

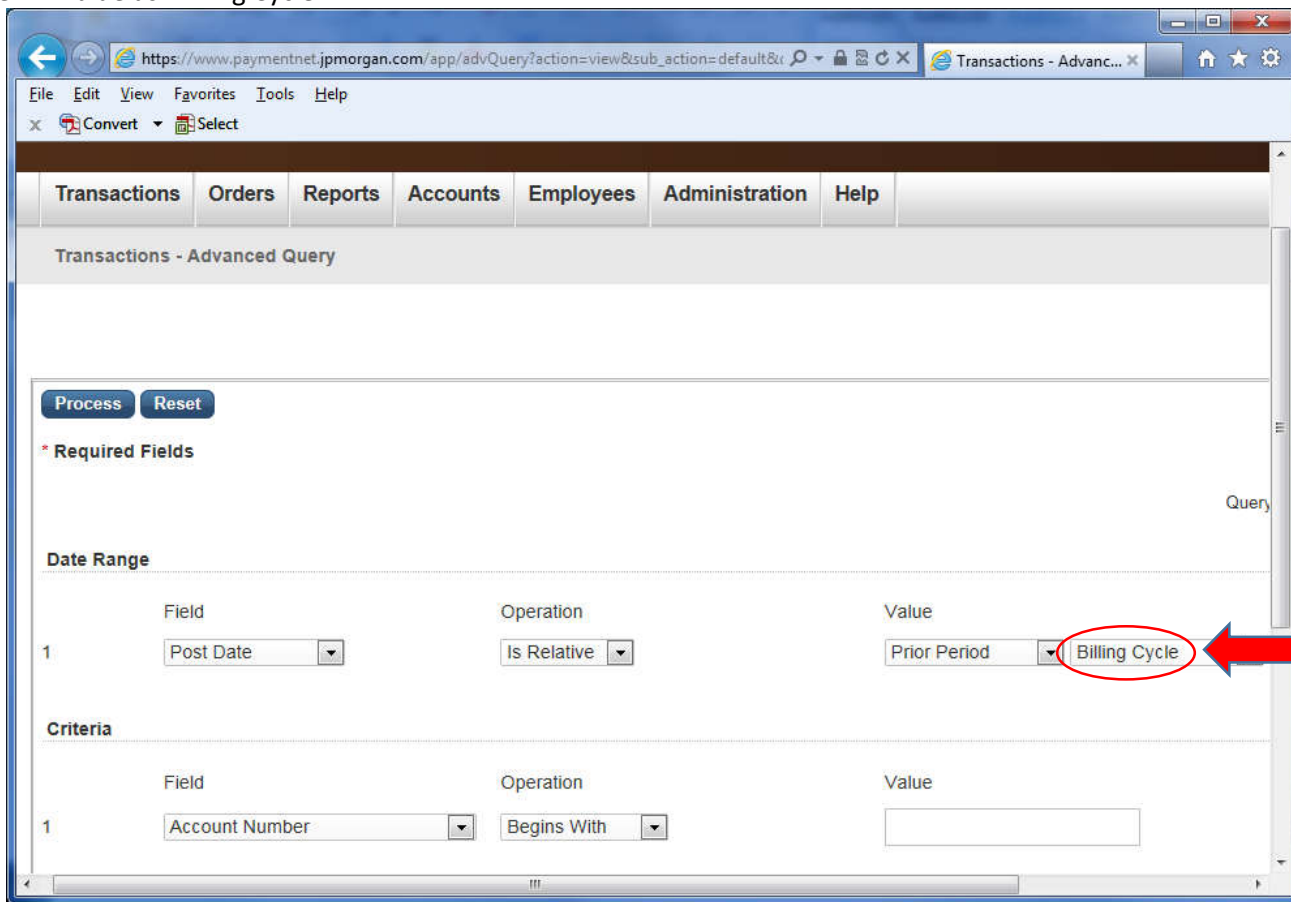
From the PaymentNet Home screen, click the **Transactions** tab, then click **Query** at the drop-down



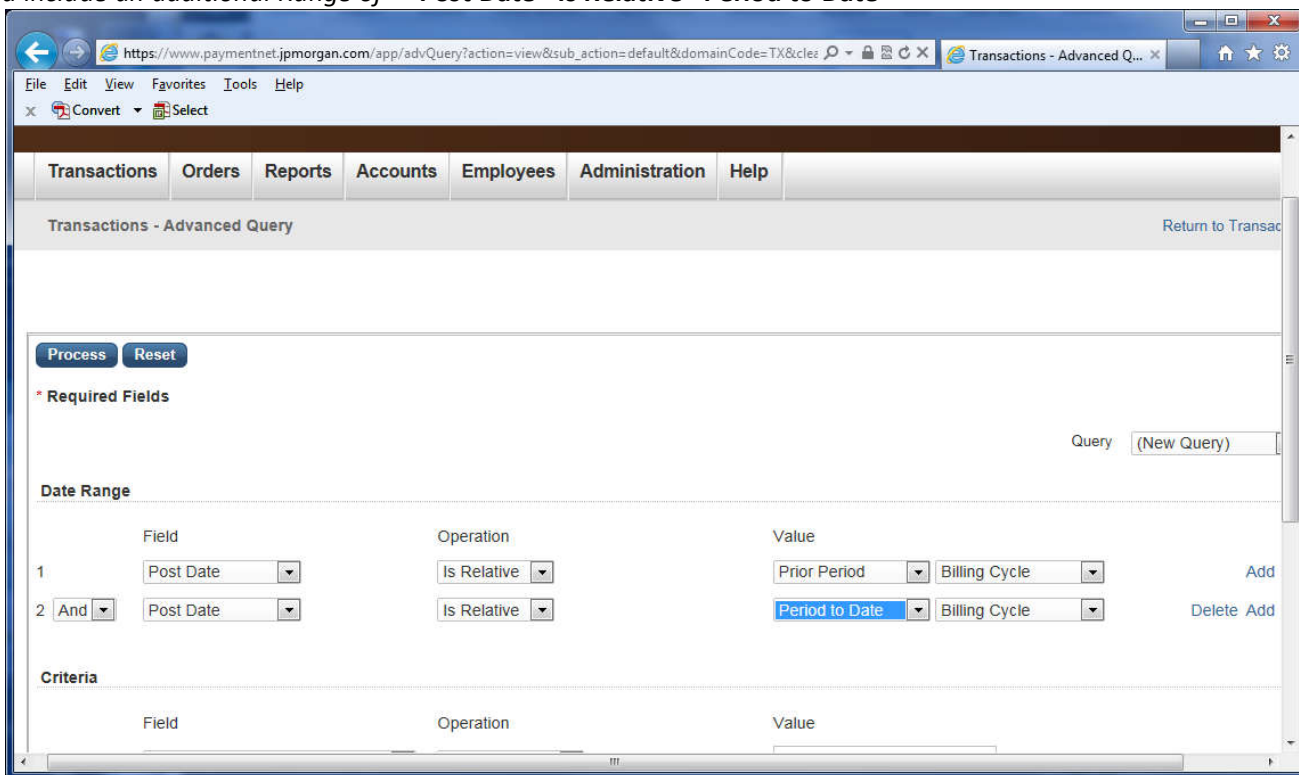
To specify transactions that must be approved before the next monthly deadline, under "Date Range" change "Value" 'Last Days' to – **Prior Period**
(**Prior Period** is the quickest selection, jumps directly to transactions due at the next deadline, and is the best date range option for *saving* queries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



Leave the 2nd Value as 'Billing Cycle'

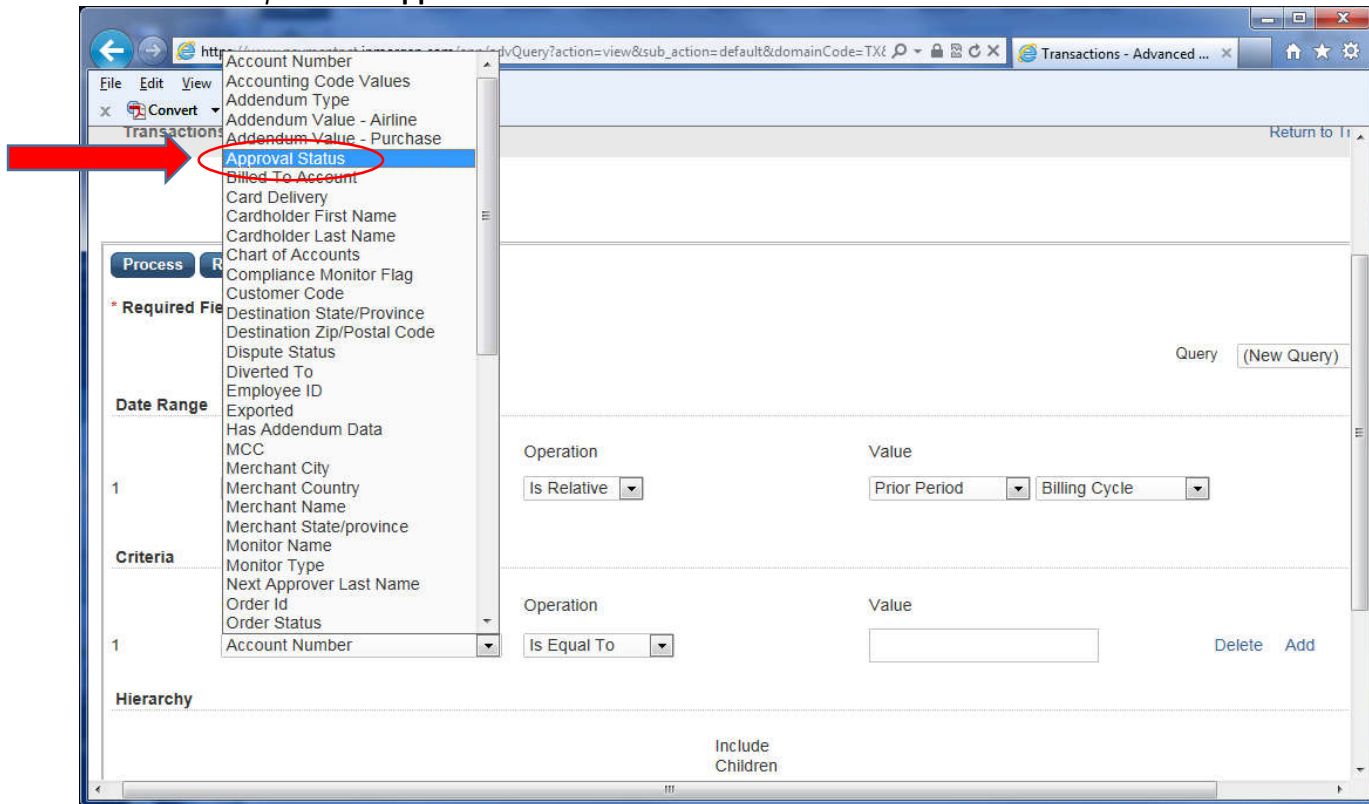


OPTIONAL: if you wish to also include new transactions from the current month, you may also click the 'Add' option to the right, and include an additional Range of – 'Post Date' 'Is Relative' 'Period to Date'

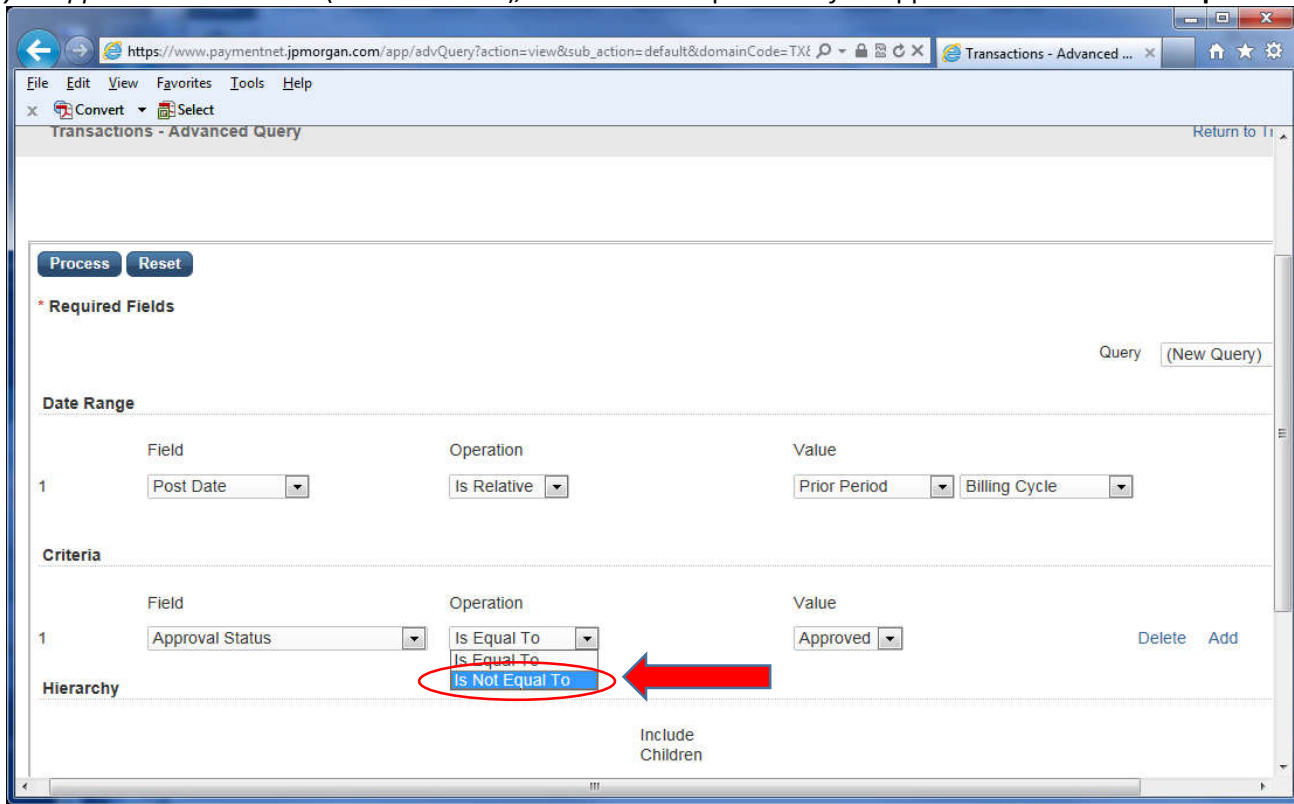


OPTIONAL: "Criteria" is optional and may be 'Deleted'

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



JOB AID: Creating & Saving QUERIES in PAYMENTNET

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**

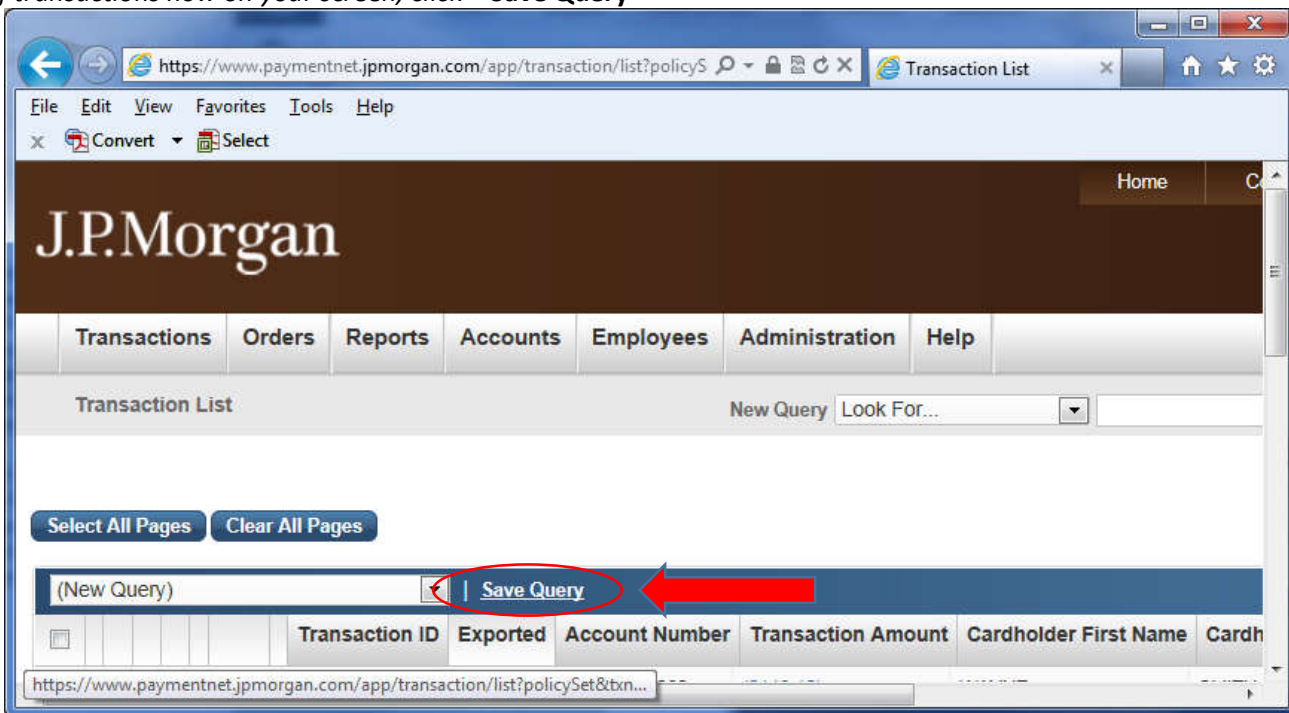
The screenshot shows the "Transactions - Advanced Query" interface. The "Criteria" section is active, showing a table with columns for Field, Operation, and Value. The first row has "Approval Status" as the field, "Is Not Equal To" as the operation, and "Approved" as the value. The second row has "Cardholder Last Name" as the field, and the "Operation" dropdown is open, showing options: "Is Equal To", "Begins With", "Is Equal To", "Contains", and "Is Not Equal To". The "Contains" option is highlighted. A red arrow labeled "1" points to the "Add" button next to the "Cardholder Last Name" field. Another red arrow labeled "2" points to the "Contains" option in the dropdown menu.

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

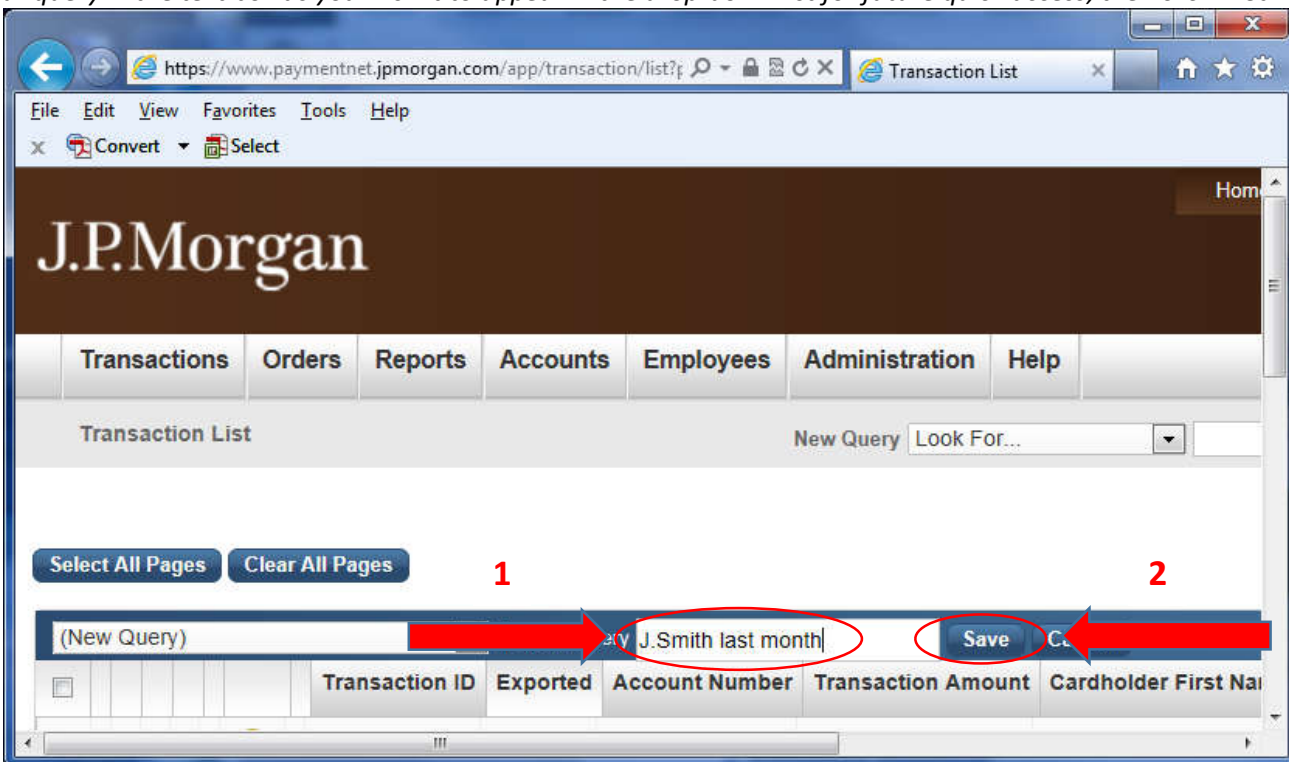
The screenshot shows the same "Transactions - Advanced Query" interface. The "Process" button is highlighted with a red circle and a red arrow labeled "2". The "Criteria" section now has two rows. The first row is "Approval Status" with "Is Not Equal To" and "Approved". The second row has "And" as the field, "Cardholder Last Name" as the field, "Contains" as the operation, and "Smith" as the value. A red arrow labeled "1" points to the "Smith" value in the "Value" box.

SAVE QUERY

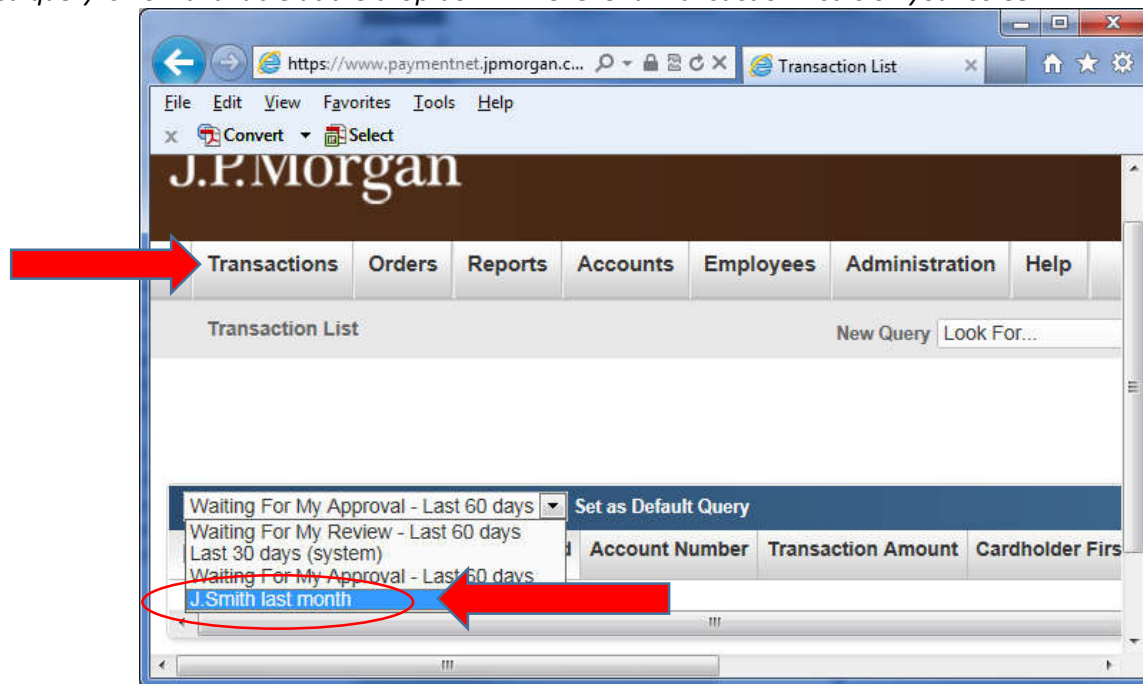
OPTIONAL: to save the query you just processed for quick re-access prior to the monthly allocation/approval deadlines, above the list of transactions now on your screen, click – **Save Query**



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**

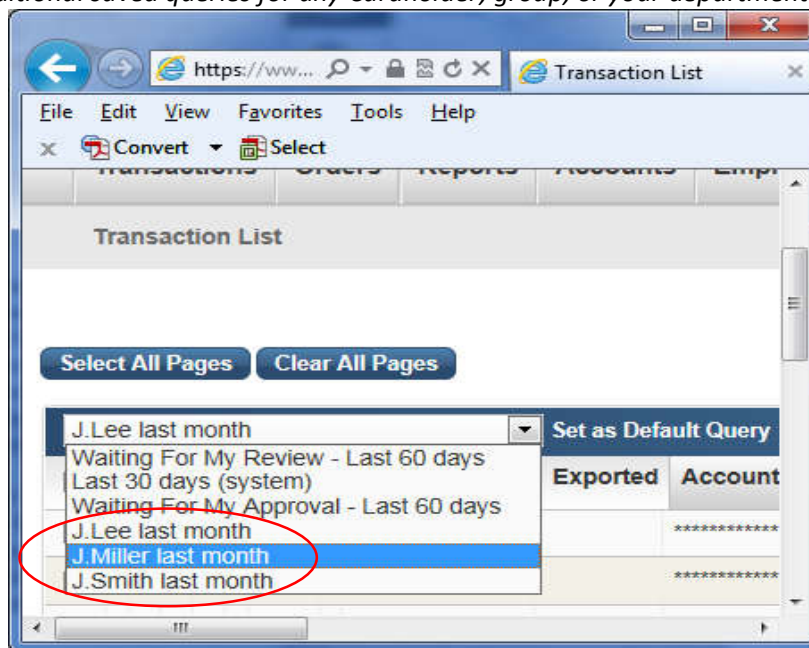


Your saved query is now available at the drop-down whenever a Transaction List is on your screen.



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