Instructions for Adding PaymentNet Transaction Notes
(after Banner download)

Once charges have been downloaded into Banner, PaymentNet will still allow you to add transaction notes. It will **not** allow you to change the accounting distribution, however. Follow theses steps to put in your notes and/or to see previous notes:

1. Sign into PaymentNet to review your transactions. You may not see anything when you first get to the transaction page (if all of the charges for that period have already been downloaded into Banner), but that is "ok".

2. Click on "Create Query". This will take you to another page which will show you the default query information, which is the current Accounting Cycle. If you need to see items from a different Accounting Cycle, then select that cycle from the dropdown menu. (Remember: the Accounting Cycle runs from the 25th of the month thru the 24th of the next month. For example, if today's date is 11/20 and you need to see items posted between 10/25 and today, then you would select the default Accounting Cycle, which is the October cycle). For assistance, please send an email to pcards@richmond.edu .

3. Click on "Process Query", then click on "Proceed with Query".

4. Now you should see all your transactions for that cycle.

5. From here you will be able to see which transactions already have transaction notes entered. This is indicated by a symbol which looks like a sheet of paper, which will be located beside the Trans Id number. You will also see the word "Posted" which indicates the item has already been downloaded into Banner.

6. To see the notes already entered on a transaction, click on the transaction.

7. For any transaction that does not have transaction notes entered, you can select the transaction and key in your transaction notes. After you put in your notes, mark the item as Saved. **You will not be able to mark the item as reviewed or to change the index or account code.**

8. When you print your Transaction Detail With Account Codes and Notes Report, the notes will now be included on the report. This report is required to be sent with the credit card statement to Accounts Payable each month. Adequate and appropriate Transaction Notes are a requirement of the University's credit card policy.