PAYMENTNET4 ADVANCED QUERY

To see transactions outside the 30-day default window, run a PaymentNet4 "Advanced Query". Here's how:

Open PaymentNet4 and view your transaction screen.

Choose Query from the dropdown list under Transactions tab:

Set up the query builder screen as shown below:

This query produces the list of transactions that need to be reconciled. Note: the Approval Status is New.

Any questions or concerns? Email us at purchasing.card@wsu.edu.