

New Instructions to Create UW Transaction Detail with Notes & Account Codes Report in PaymentNet:

- Under the Reports tab go to “Report List”
- Find the UW report and click on the name of the report, and not the “+” symbol to access the report.
- Under “Filter Rows” click on “Account Number is equal to” to access the search criteria.
- Change criteria to “Post Date” –“Cycle Is” and select the date range needed for your report at the far right.
- Then select “Run” report.
- To open your report, please go to “Reports Download”. If you receive a message indicating your changes will not be saved, please select “O.k.” and you will be forwarded to the “Reports Download” page.
- When the status of your report has been updated to “Successful” click on your report under the new “Output” column to open and print your report. Do not click on your report under the “Name” column. This will re-route you back to create another report.