Adding Notes After Ledger Posting

Go to PaymentNet

1. On the Transaction List page, click on Transactions > Query.
2. Enter your data range:
   - **Field:** Select Post Date
   - **Operation:** Select Is Between
   - **Value:** Enter the date range.
3. Criteria - click on delete
4. Click Process
5. Select the transaction to add appropriate notes. You will not be able to make any other changes or check the reviewed box on these transactions.