

## JPMorgan Chase – Monthly Cardholder/Company Statement

State Government agencies should run this report every month since it is considered their monthly statement from JPMorgan Chase. It lists their agency cardholder accounts and purchases/credits made during the billing cycle period.

Log into JPMorgan Chase PaymentNet – <https://www.paymentnet.jpmorgan.com>.

Enter your **Organization ID**, **User ID** and **Password**.

J.P.Morgan
J.P. Morgan Commercial Card

**Log In** [★ Bookmark this page](#)

Organization ID

Remember my Organization ID

User ID

Password

(Case Sensitive)

[Forgot your Password?](#)

[Forgot your Organization ID or User ID?](#)

**Online Account Registration**

[Create your J.P. Morgan Commercial Card Online Account](#)

**Messages**

Welcome to J.P. Morgan Commercial Card Online.

**Resources**

- [First Time User Help](#)
- [Log In Help](#)
- [Training Center](#)
- [Customer Service](#)

Choose **Reports > Create**. Then choose **Transaction** in the drop down list. Find and click on the Report Name **Central Bill Reconciliation**.

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Home    Contact

Transactions
Reports
Accounts
Employees
Administration
Help

Report List

- All
- My Saved Reports
- Custom
- Administration
- Accounts
- Transaction
- Merchant

Report Type	Name ▲	Type	Description	Schedule
			the Transaction Amount. This report will not be sorted in any default order. OPTIMIZED FOR MS EXCEL.	
	Air Travel Summary by Hierarchy	Transaction	This report summarizes the dollars spent on air travel for each account within each level of Hierarchy. Sub-totals are provided for each Hierarchy level, as well as a grand total for the entire report. The report lists: Hierarchy, Account Number, Cardholder Name and Total Transaction Amount.	
	Air Travel Summary for CTA	Transaction	This report is used to analyze the charges made to a central travel account (CTA). Sub-totals are provided for each central travel account, as well as a grand total for the entire report. The report lists: Central Travel Account Number, Transaction Date, Merchant Name, Transaction ID, Ticket Number, Traveler Name, Departure Date, and Transaction Amount.	
	Airline Ticket Credit Summary	Transaction	This report can be used to monitor airline credit transactions. The report lists: Ticket Number, Departure Date, Traveler Name, Merchant Name, Transaction Date, Post Date, Travel Agency and Credit Transaction Amount.	
	Cash Advance detail by Hierarchy	Transaction	This report is used to analyze only cash advance charges made by cardholders. It groups the transactions by hierarchy and then by each cardholder. The report lists: Transaction Date, Post Date, Merchant Name, Merchant City, Merchant State/Province, MCC, Debit Transaction Amount, Credit Transaction Amount and Sales Tax.	
	Central Bill Reconciliation	Transaction	This report can be used to analyze the transactions and accounts that have been charged to a central bill account. Sub-totals are provided for each central bill account, as well as a grand total for the entire report. The report lists: Central Bill Account Number, Transaction Date, Post Date, Transaction ID, Merchant Name, MCC, Merchant City, Merchant State/Province, Reference Number, and Transaction Amount. Please note: Activity diverted to is not listed on this report.	

On the **Report Details** Screen

1. In the **Name** field, enter a unique name for the report.
2. Enter the following -
  - A. Date Range
    - **Field = Post Date**
    - **Operation = Is Relative**
    - **Value = Prior Period and ND Cycle**
  - B. Criteria =
    - **Field = Transaction Type**
    - **Operation = Is Not Equal To**
    - **Value = Payment**
  - C. Select the **Schedule to Run Automatically** checkbox.
    - **Frequency = Cycle**
    - **Cycle = ND Cycle**
    - Select **First day of current period**
3. Click **Save**.
4. Click **Process Report**.

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Save
Delete
Process Report
Reset

\* Required Fields

Name \*  Report Format

Compress Output?

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**Date Range**

	Field	Operation	Value
1	<input type="text" value="Post Date"/> *	<input type="text" value="Is Relative"/>	<input type="text" value="Prior Period"/> <input type="text" value="ND Cycle"/>

---

**Criteria**

	Field	Operation	Value	
1	<input type="text" value="Transaction Type"/>	<input type="text" value="Is Not Equal To"/>	<input type="text" value="Payment"/>	<a href="#">Delete</a> <a href="#">Add</a>

---

**Hierarchy**

	Include Children
	<a href="#">Add</a>

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**Order By**

	Field	Order Sequence	
1	<input type="text" value="Billed To Account"/>	<input type="text" value="Ascending"/>	<a href="#">Delete</a> <a href="#">Add</a>
2	<input type="text" value="Cardholder Last Name"/>	<input type="text" value="Ascending"/>	<a href="#">Delete</a> <a href="#">Add</a>
3	<input type="text" value="Cardholder First Name"/>	<input type="text" value="Ascending"/>	<a href="#">Delete</a> <a href="#">Add</a>
4	<input type="text" value="Account Number"/>	<input type="text" value="Ascending"/>	<a href="#">Delete</a> <a href="#">Add</a>
5	<input type="text" value="Central Bill Account"/>	<input type="text" value="Ascending"/>	<a href="#">Delete</a> <a href="#">Add</a>
6	<input type="text" value="Transaction Date"/>	<input type="text" value="Ascending"/>	<a href="#">Delete</a> <a href="#">Add</a>
7	<input type="text" value="Post Date"/>	<input type="text" value="Ascending"/>	<a href="#">Delete</a> <a href="#">Add</a>
8	<input type="text" value="Transaction ID"/>	<input type="text" value="Ascending"/>	<a href="#">Delete</a> <a href="#">Add</a>

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Schedule to Run Automatically

Frequency

Cycle   First day of current period  Last day of current period

You will be directed to the **Available Downloads** Screen. Click **Refresh** until the Status is **Successful**. Click on the **Report Name** hyperlink.

<a href="#">Transactions</a>	<a href="#">Reports</a>	<a href="#">Accounts</a>	<a href="#">Employees</a>	<a href="#">Administration</a>	<a href="#">Help</a>
<b>Available Downloads</b>					

[Refresh](#) [Delete Selected](#)

Exports (screen view downloads) will be removed automatically after 7 days. Reports (screen view downloads) will be removed automatically the Delete button.

My Downloads Only <input type="button" value="v"/>						
	Name	Category	Run By	Hierarchy ID	Created	Status
<input type="checkbox"/>	<a href="#">Central Bill Reconciliation - OMB.zip</a>	Report	--	--	07/31/2014 10:17:53 AM	Successful

Click **Open**.

The pdf file will open. You can print and/or save the file. Once you have scheduled the report to run automatically, it will be available under **Reports > Download** the day after the cycle ends.

### Central Bill Reconciliation

Date/Time Printed: 07/13/2012 10:47:56 AM

Orientation: Landscape

Selection Criteria: Transaction Type <= 'Payment' AND Post Date Is: Between '06/02/2012' AND '07/02/2012'

Transaction Date	Post Date	Transaction ID	Reference Number	Merchant Name	MCC	Merchant City	Merchant State/Province	Merchant ZIP/Postal	Merchant Country	Transaction Amount	
<b>Billed to Account: *****6699</b>											
<b>ADAMS, CHERYL</b>				<b>Account Number: *****1234</b>				<b>Central Bill Account: *****6699</b>			
06/05/2012	06/07/2012	666628531111	22226842159608800000000	BROWN & SAENGER	5021	RUSS@BROWN-SA	SD	57104	USA	\$625.15	
06/08/2012	06/11/2012	666648532222	22220612161001100000000	NAPA BISMARCK	0028384	5533	BISMARCK	ND	58501	USA	\$125.99
<b>ADAMS, CHERYL *****1234 Sub-Total:</b>				<b>2 Transaction(s)</b>						<b>\$751.14</b>	
<b>HARRISON, AMY</b>											
<b>Account Number: *****2345</b>				<b>Central Bill Account: *****6699</b>							
06/05/2012	06/06/2012	666680323333	22226872157260000000000	WALMART COM	5310	08009666546	AR	72716	USA	\$340.00	
06/05/2012	06/06/2012	666680324444	22226872157260000000000	LOWES #02533*	5200	BISMARCK	ND	58503	USA	\$95.95	
06/05/2012	06/07/2012	666628495555	22221862158000000000000	COMFORT SUITES	3562	BISMARCK	ND	58503	USA	\$69.00	
<b>HARRISON, AMY *****2345 Sub-Total:</b>				<b>3 Transaction(s)</b>						<b>\$435.95</b>	
<b>*****6699 Sub-Total:</b>				<b>5 Transaction(s)</b>						<b>\$1,187.09</b>	
<b>Grand Total:</b>				<b>5 Transaction(s)</b>						<b>\$1,187.09</b>	