

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.

Choose Reports > Report List. Type Central Bill Reconciliation in Keyword Search field then click Search. Click on Central Bill Reconciliation under the Report Information column.

[Home](#) [Transactions](#) [SUA Payables](#) [Reports](#) [Accounts](#) [Employees](#) [Administration](#) [Help](#)

Report List

Filter By

Report Type
All

Report Category
All

Output Format
All

Schedule
All

Keyword Search
Central Bill Reconciliation

Search

Reset

Report Information

+

 Central Bill Reconciliation

In the Report Name field, enter a unique name for the report.

Filter Rows tab –

In the Filters Added section, click on the “Post Date is in last 30 days” link and change to -

- Operation = Is Relative
- Duration = prior period
- Cycle = ND Cycle

Click Continue

Create New Report

Renaming the report will modify the current report.

Required Field*

Report Name*

Central Bill Reconciliation - OMB

67 characters remaining.

Tag Report by Category*

Transaction

Filter Rows

Sort

Output Options

Scheduling

Add and order the filter expressions to include in your report. Click filter links to edit a filter. To use a field in a filter it must have been added. Some fields may not be available for use in a filter.

Note: When reporting transaction data, you must filter on Post Date.

Filters Added

Rules	Criteria	Action
	Post Date is in prior ND Cycle period	Add

Scheduling tab –

In the Report Recipients section, choose Schedule For = Self

In the Run Schedule section, choose Recurring

- Frequency = Cycle
- Cycle = ND Cycle
- Cycle Frequency = First day of current period

Click Save then Click Run

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Central Bill Reconciliation - OMB

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Report Recipients

To schedule a report for multiple people, search for the person or people you are scheduling on behalf of, click Add Recipient, then set the scheduled frequency of the report and click Save. A maximum of fifteen (15) recipients is allowed, including yourself if desired. To search for a recipient, begin typing at least three letters of their name and then select from the resulting dropdown menu.

Schedule For

Self

ID	Name	Role
<input type="checkbox"/> 1	Heller, Renae	Program Administrator

Remove

Run Schedule

You can schedule a report to run a single time or as a recurring event by selecting the appropriate radio button and clicking Save, or run it once immediately by clicking Run.

☒ Recurring ☐ Single Occurrence

Frequency

Cycle

Cycle Frequency

Cycle

ND Cycle

First day of current period

Delete

Run

Save

Go to Reports > Downloads. The report should appear in the list. Click on the Refresh List until the Status is Successful. Click on the hyperlink in the **Output** column to open the report. You can print and/or save the file. Once you have scheduled the report to run automatically, it will be available under Reports > Downloads the day after the cycle ends.

Output	Status	Creation Date	Name	Type
<input type="checkbox"/> + Central Bill Reconciliation - OMB.zip	Successful	02/23/2023 03:31:42 PM	Central Bill Reconciliation - OMB	Report