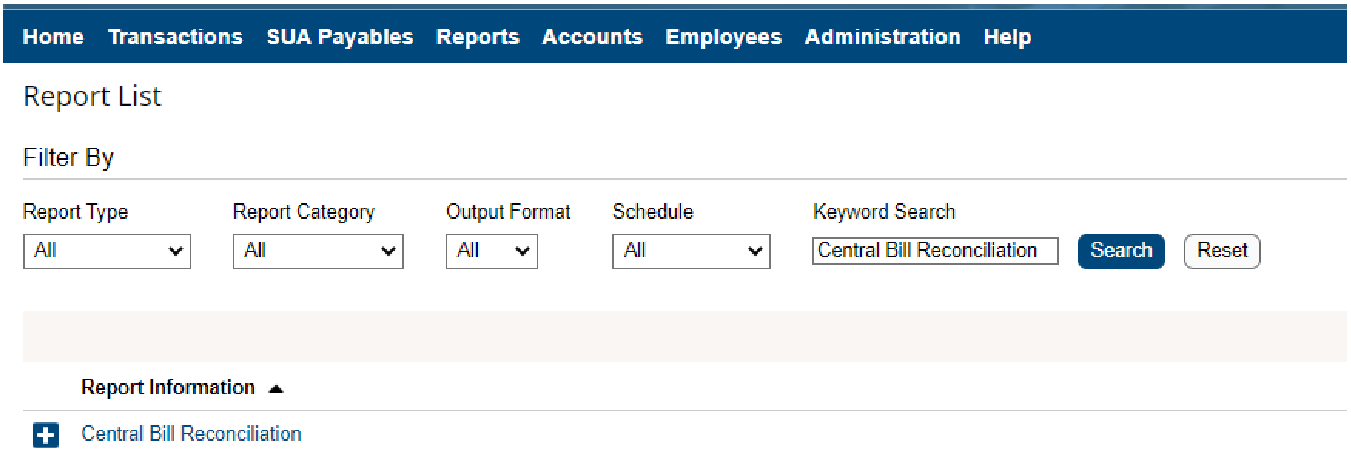
JPMorgan Chase – Monthly Cardholder/Company Statement

State Government agenices 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.

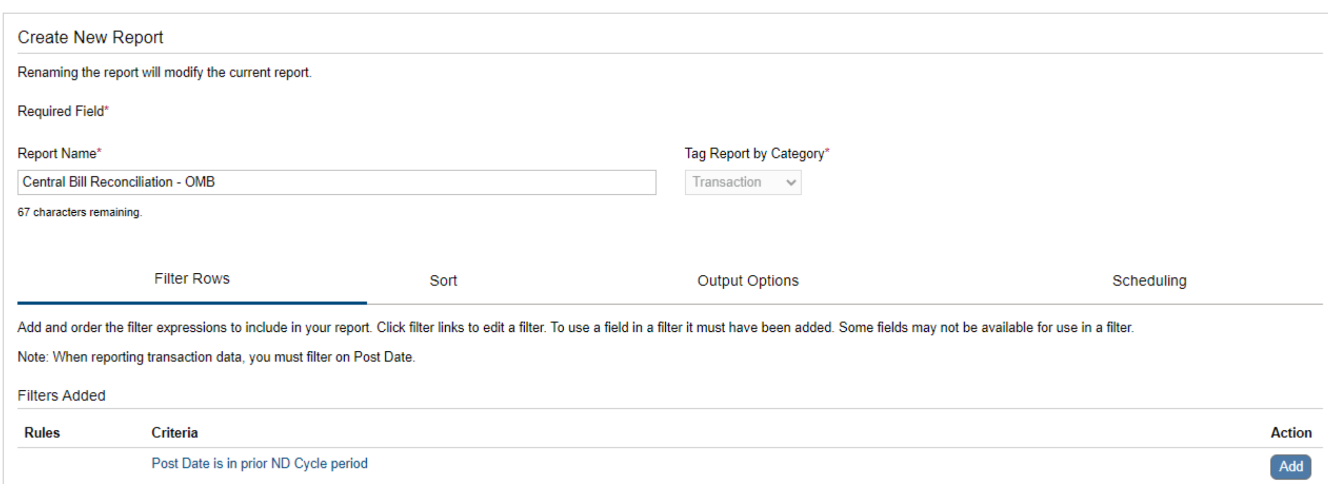


In the Report Name field, enter a unique name for the report.
Filter Rows tab –

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



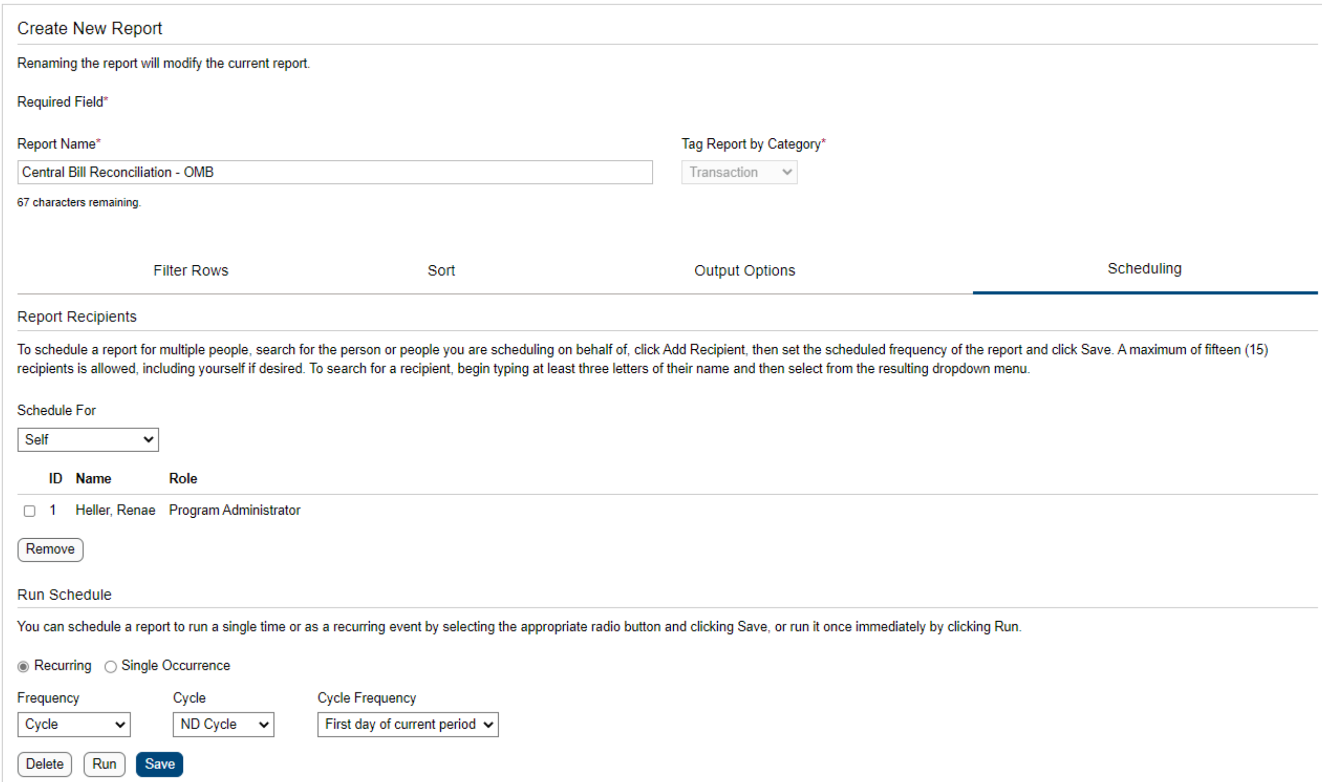
Scheduling tab –

In the Report Recipients section, choose Schedule For = Self

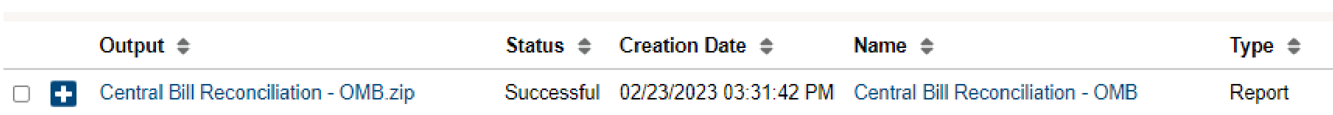
In the Run Schedule section, choose Recurring

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

Click Save then Click Run



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
Central Bill Reconciliation - OMB.zip	Successful	02/23/2023 03:31:42 PM	Central Bill Reconciliation - OMB	Report