PaymentNet Central Bill Reconciliation Instructions

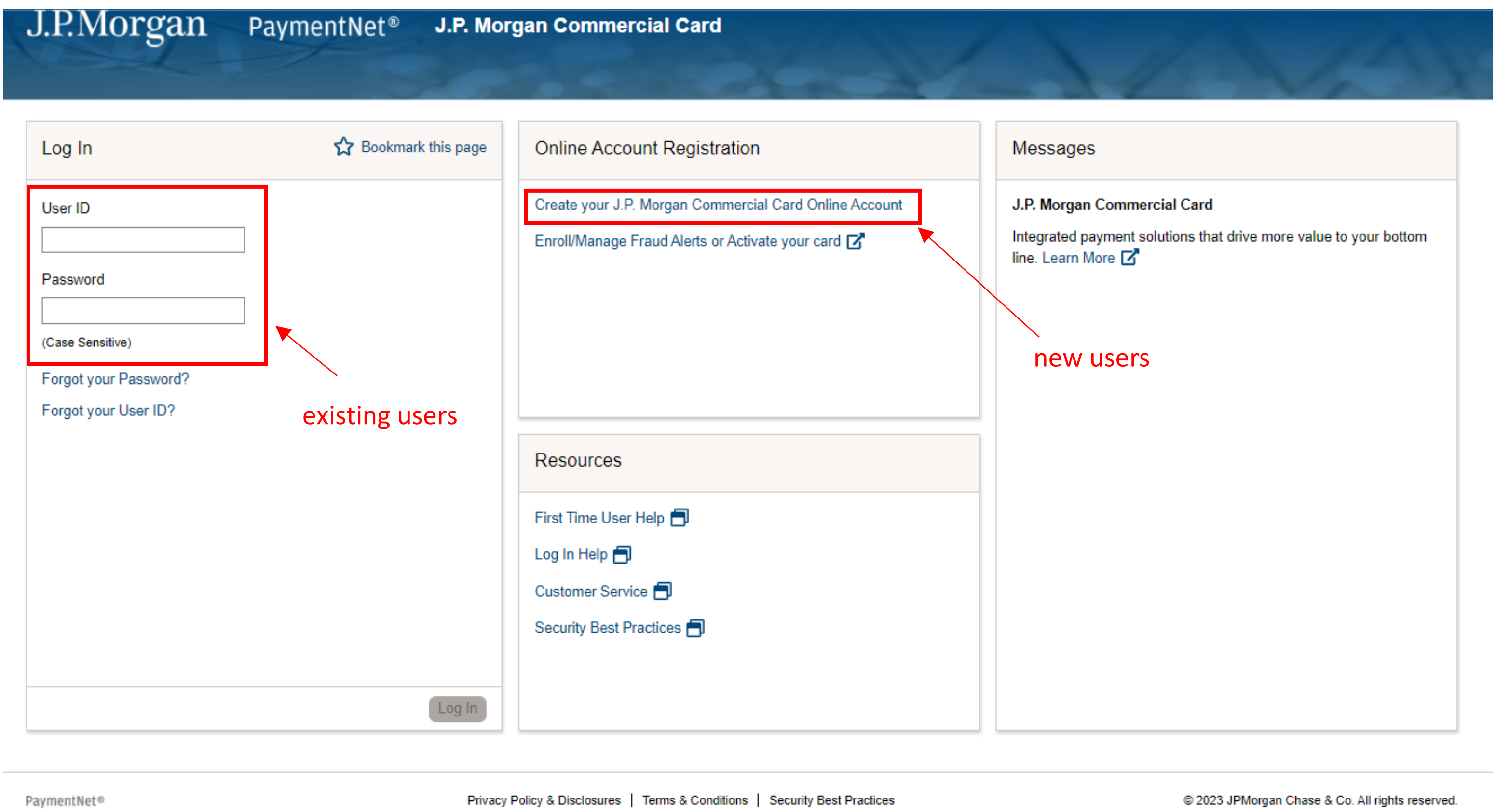
These instructions guide employees using a PCard for travel on the process for generating the PaymentNet Central Bill Reconciliation report.

Navigate to: https://www.paymentnet.jpmorgan.com/

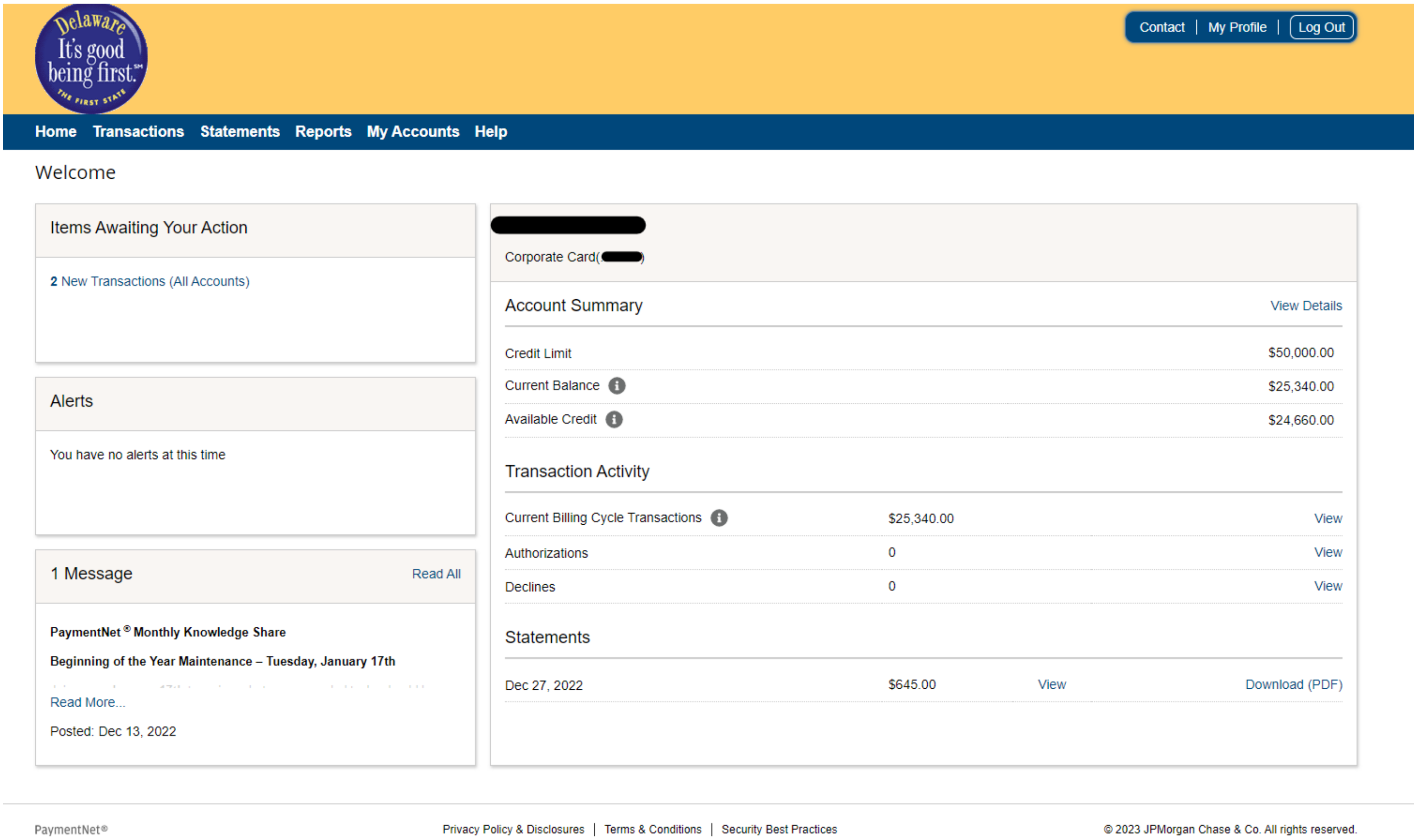
To create an account, click on the “Create your J.P. Morgan Commercial Card Online Account” link. Follow the instructions to create a new account.

For existing users, log into your account.

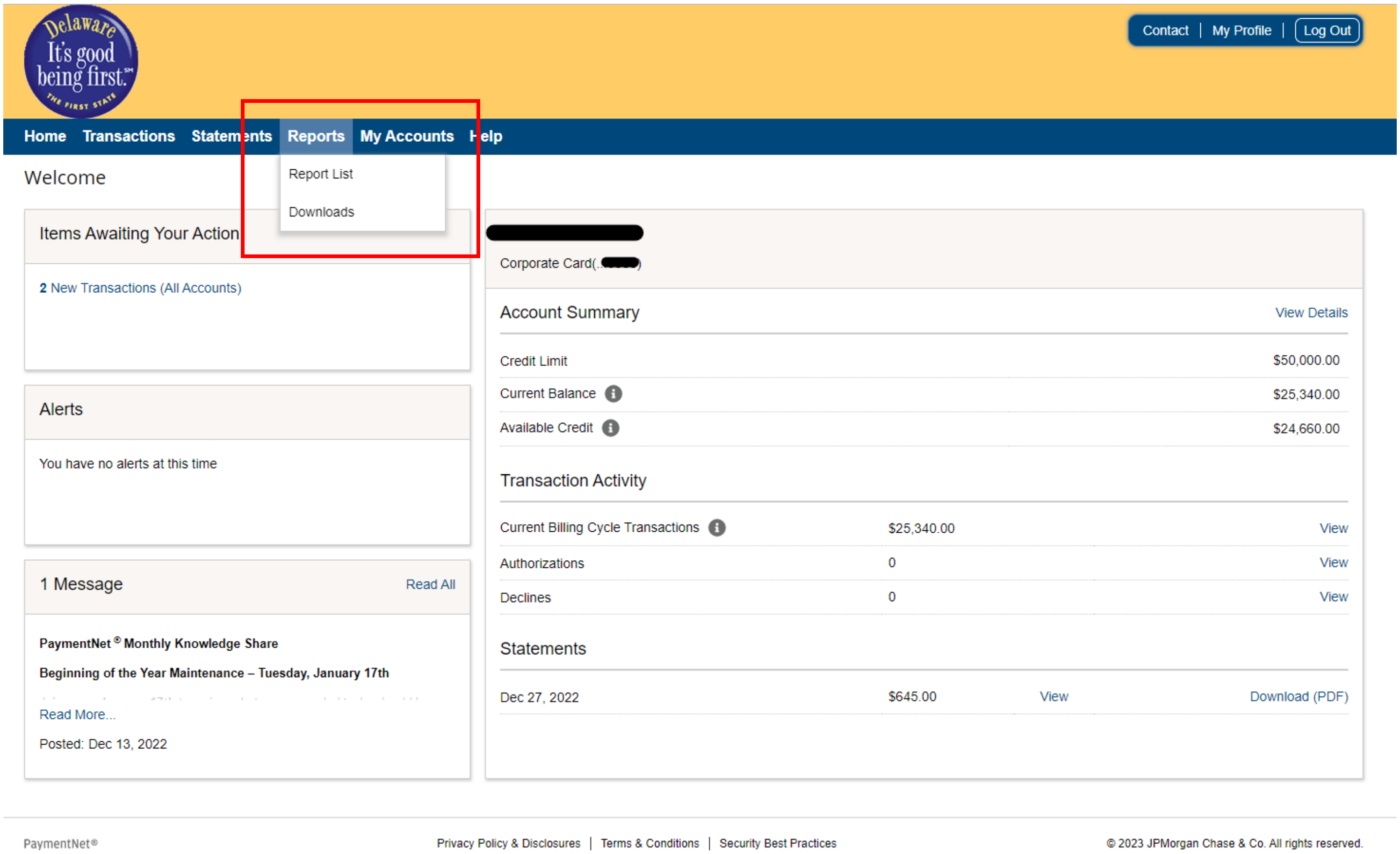
- Organization ID is DESTATE.
- Employees should login to their account every 90 days to ensure the account does not go dormant.
- For any login issues, the employee must call the phone number on the back of their card for assistance.



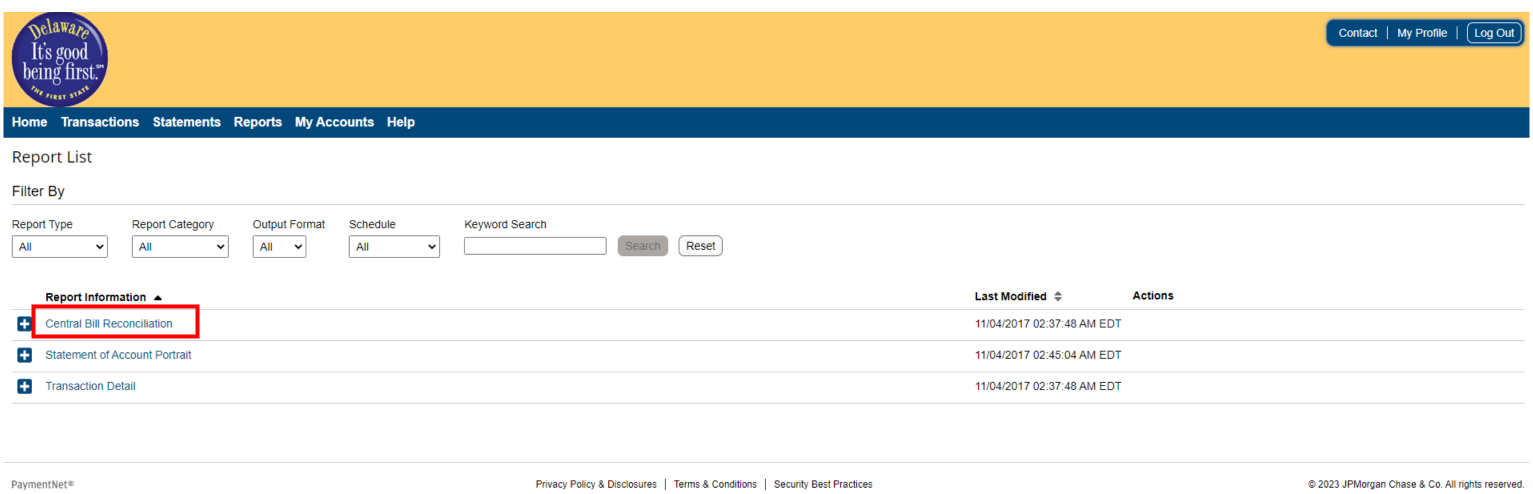
The screen will look like this once logged in.



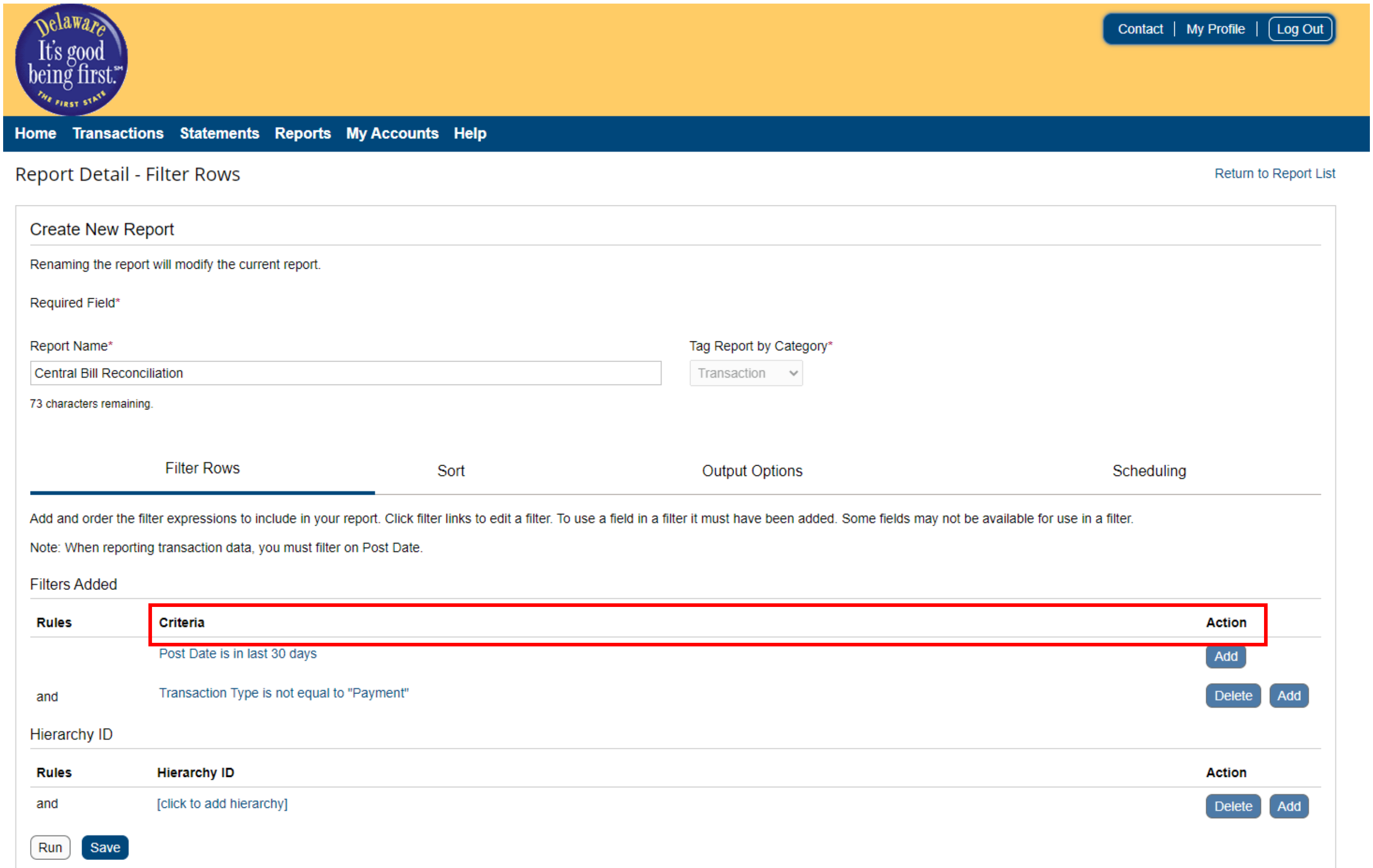
Navigate to Reports, then Report List.



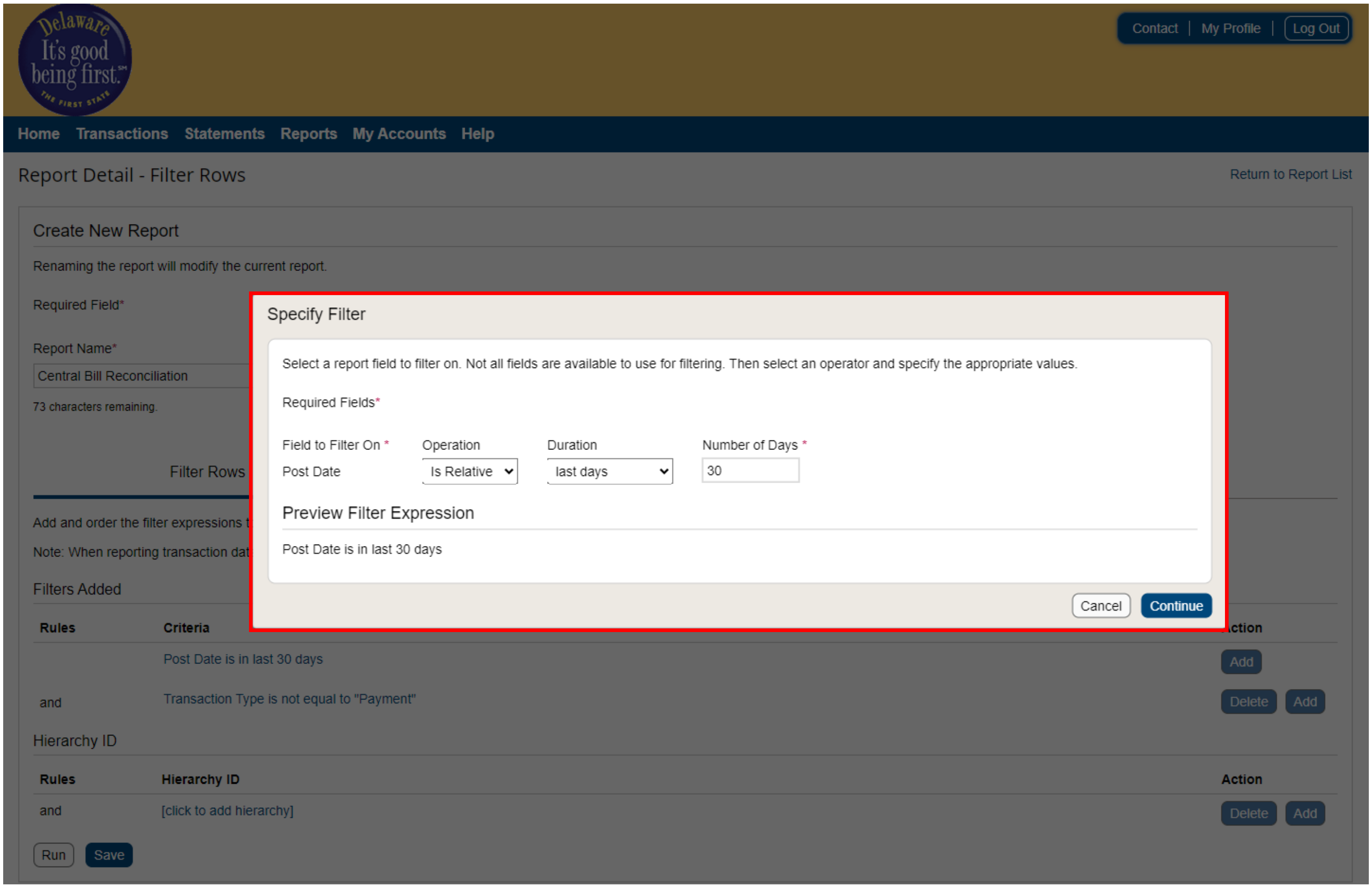
Click on Central Bill Reconciliation.



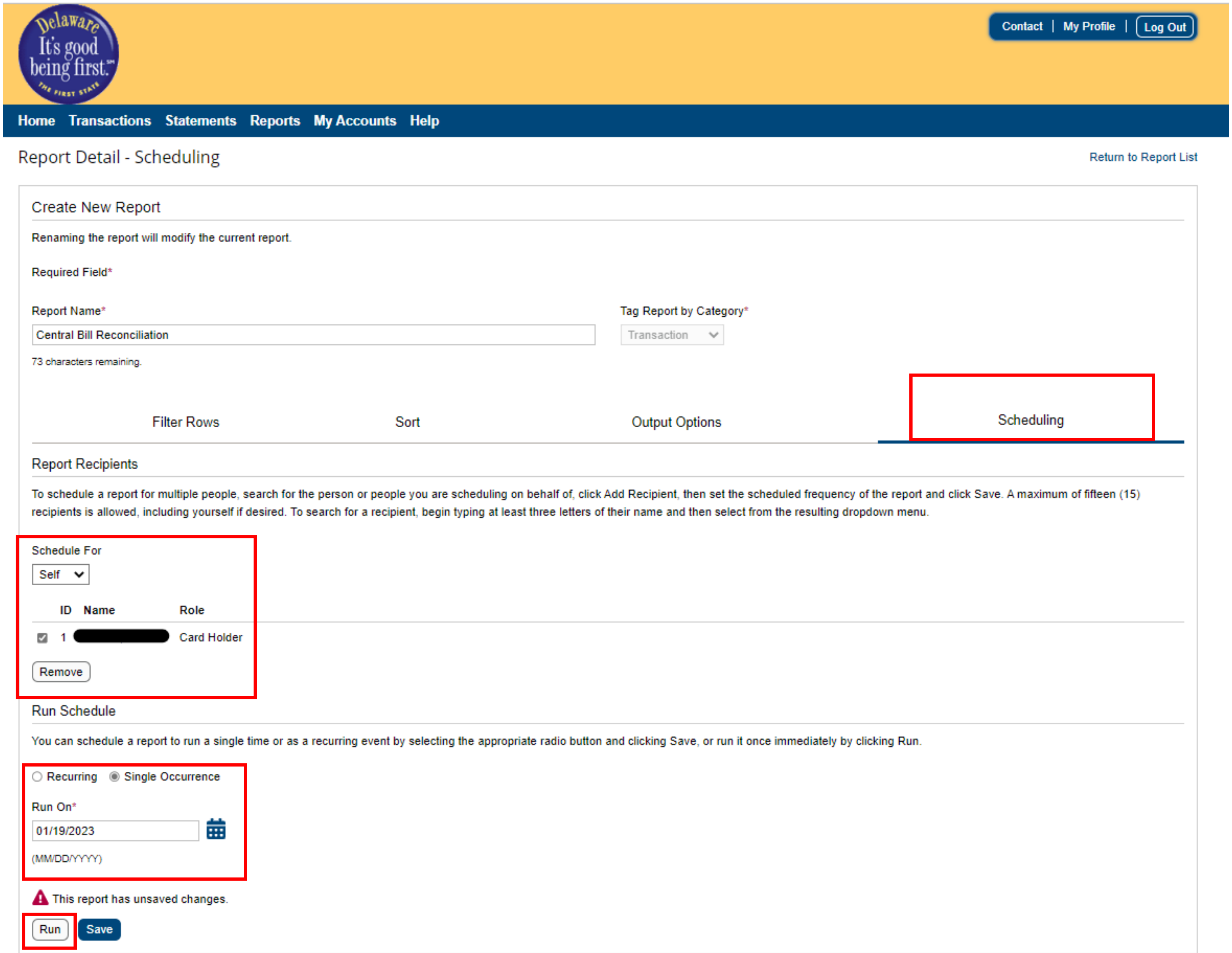
The report will pull transactions from the last 30 days. If the period needs to be changed, click Add under the post date section in the filter rows tab.



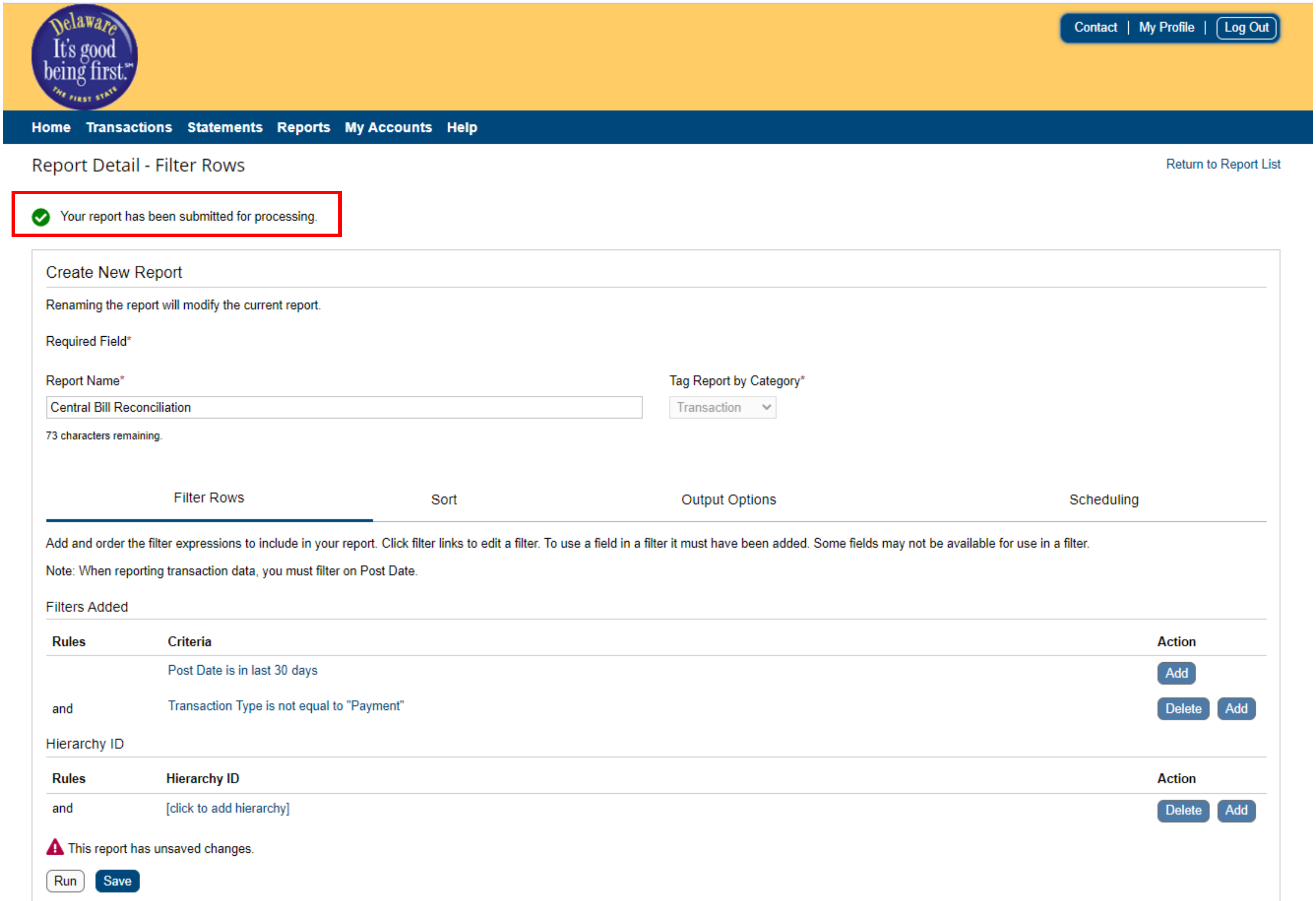
Adjust the time period and click continue once the dates have been updated.



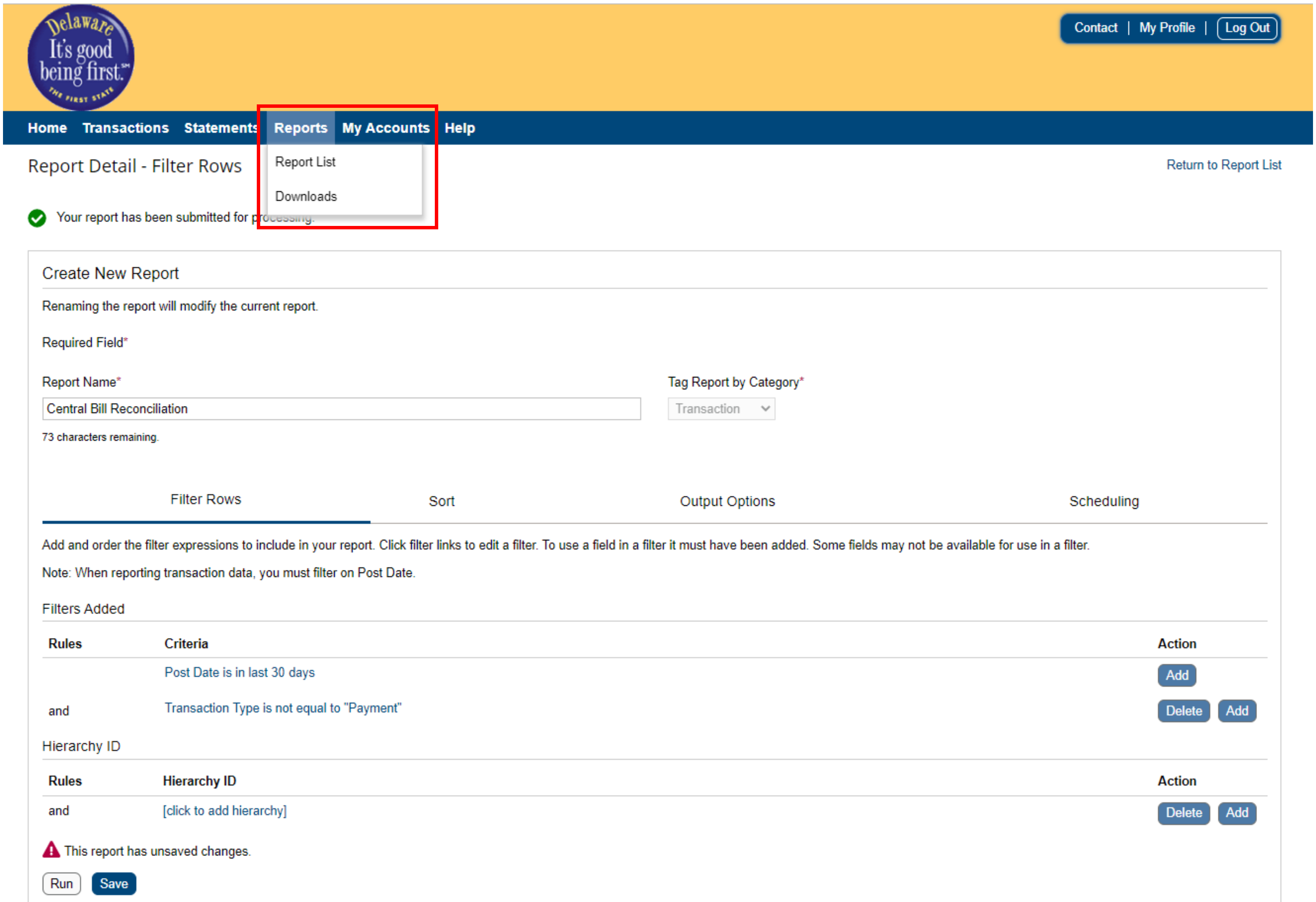
Click on the Scheduling tab, change the Schedule For dropdown to Self. Check the box next to the Cardholder name. Under Run Schedule, select Single Occurrence and select the run date. The run date has to be a date in the future. Select tomorrow's date. Click Run.



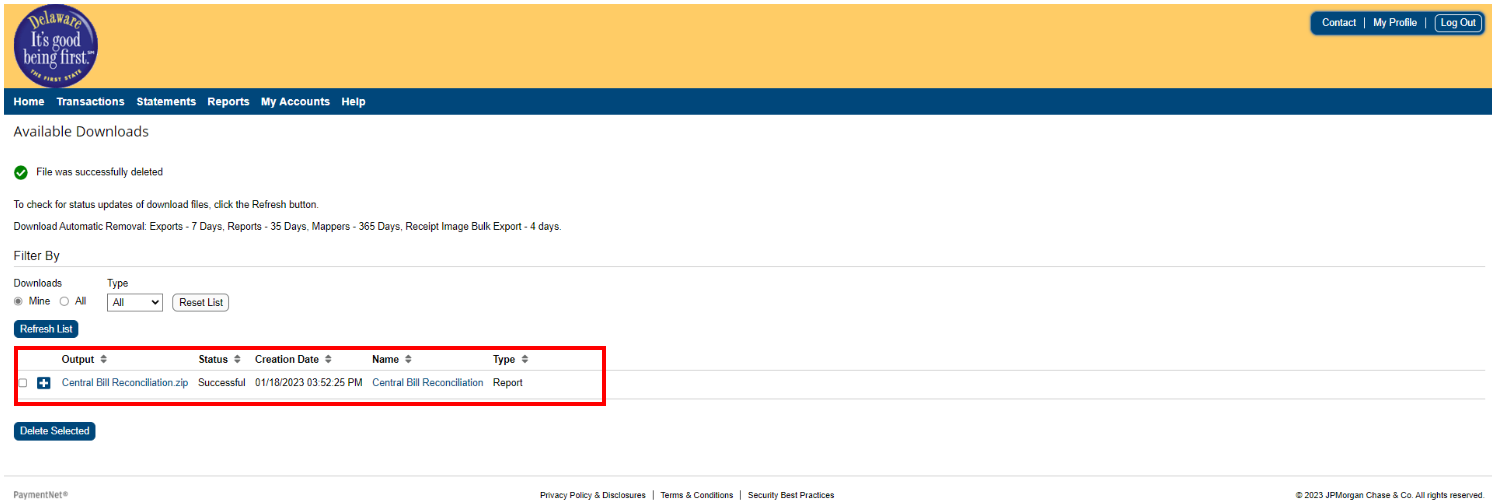
Once the has been submitted, a confirmation will appear.



Navigate to Reports, then Downloads.



Click Refresh List until the report status shows as successful. Then click on Central Bill Reconciliation.zip.



The report will open as a PDF. The employee is to print and sign this report, indicating that all charges were made by the employee and that the amounts are correct/reasonable. Should the employee find transactions that are incorrect or fraudulent, the employee is responsible for disputing the charges by contacting JPMorgan Chase via the phone number on the back of the PCard.

Central Bill Reconciliation

DESTATE

Date/Time Printed: 01/18/2023 03:52:32 PM

Orientation: Landscape

Selection Criteria: Post Date Is Between '12/20/2022' AND '01/18/2023' AND Transaction Type <> 'Payment'

Transaction Date	Post Date	Transaction ID	Reference Number	Merchant Name	MCC	Merchant City	Merchant State/Province	Merchant ZIP/Postal	Merchant Country	Transaction Amount
Billed to Account: ***********[redacted]										
[redacted]				**Account Number:** **********[redacted]				**Central Bill Account:** ***********[redacted]		
01/06/2023	01/09/2023	[redacted]		[redacted]		[redacted] US		[redacted]	[redacted]	[redacted]
[redacted] **Sub-Total:**				**1 Transaction(s)**						[redacted]
[redacted] **Sub-Total:**				**1 Transaction(s)**						[redacted]
Grand Total:				**1 Transaction(s)**						[redacted]

Central Bill Reconciliation

Page 1 of 1