

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.

J.P.Morgan PaymentNet® J.P. Morgan Commercial Card

Log In [Bookmark this page](#)

User ID

Password

(Case Sensitive)

[Forgot your Password?](#)

[Forgot your User ID?](#)

Log In

Online Account Registration

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

[Enroll/Manage Fraud Alerts or Activate your card](#)

Resources

[First Time User Help](#)

[Log In Help](#)

[Customer Service](#)

[Security Best Practices](#)

Messages

J.P. Morgan Commercial Card

Integrated payment solutions that drive more value to your bottom line. [Learn More](#)

existing users

new users

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The screen will look like this once logged in.

[Contact](#) | [My Profile](#) | [Log Out](#)

[Home](#) [Transactions](#) [Statements](#) [Reports](#) [My Accounts](#) [Help](#)

Welcome

Items Awaiting Your Action

2 New Transactions (All Accounts)

Alerts

You have no alerts at this time

1 Message [Read All](#)

PaymentNet® Monthly Knowledge Share
Beginning of the Year Maintenance – Tuesday, January 17th
...
[Read More...](#)
Posted: Dec 13, 2022

██████████

Corporate Card(██████████)

Account Summary [View Details](#)

Credit Limit	\$50,000.00
Current Balance ⓘ	\$25,340.00
Available Credit ⓘ	\$24,660.00

Transaction Activity

Current Billing Cycle Transactions ⓘ	\$25,340.00	View
Authorizations	0	View
Declines	0	View

Statements

Dec 27, 2022	\$645.00	View	Download (PDF)
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Navigate to Reports, then Report List.

The screenshot shows the PaymentNet dashboard. At the top left is the Delaware logo with the slogan "It's good being first." and "THE FIRST STATE". On the top right, there are links for "Contact", "My Profile", and "Log Out". A dark blue navigation bar contains "Home", "Transactions", "Statements", "Reports", "My Accounts", and "Help". The "Reports" menu is highlighted with a red box, and a dropdown menu is open, showing "Report List" and "Downloads". Below the navigation bar, there are several sections: "Welcome", "Items Awaiting Your Action" (with 2 new transactions), "Alerts" (no alerts), and "1 Message" (PaymentNet Monthly Knowledge Share). On the right side, there is a "Corporate Card" section and an "Account Summary" table with details like Credit Limit (\$50,000.00), Current Balance (\$25,340.00), and Available Credit (\$24,660.00). Below that is a "Transaction Activity" table and a "Statements" table with a row for Dec 27, 2022.

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Click on Central Bill Reconciliation.

The screenshot shows the "Report List" page. At the top left is the Delaware logo. On the top right, there are links for "Contact", "My Profile", and "Log Out". A dark blue navigation bar contains "Home", "Transactions", "Statements", "Reports", "My Accounts", and "Help". Below the navigation bar, there is a "Report List" section with a "Filter By" area containing dropdown menus for "Report Type", "Report Category", "Output Format", and "Schedule", and a "Keyword Search" field with "Search" and "Reset" buttons. Below the filters is a table with columns "Report Information", "Last Modified", and "Actions". The first row, "Central Bill Reconciliation", is highlighted with a red box. The other rows are "Statement of Account Portrait" and "Transaction Detail".

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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.



Report Detail - Filter Rows

[Return to Report List](#)

Create New Report

Renaming the report will modify the current report.

Required Field*

Report Name*

Central Bill Reconciliation

73 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 last 30 days	Add
and	Transaction Type is not equal to "Payment"	Delete Add
Rules	Hierarchy ID	Action
and	[click to add hierarchy]	Delete Add

Run Save

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

Delaware
It's good
being first.SM
THE FIRST STATE

Contact | My Profile | Log Out

Home Transactions Statements Reports My Accounts Help

Report Detail - Filter Rows Return to Report List

Create New Report

Renaming the report will modify the current report.

Required Field*

Report Name*
Central Bill Reconciliation
73 characters remaining.

Filter Rows

Add and order the filter expressions to
Note: When reporting transaction data

Filters Added

Rules	Criteria	Action
	Post Date is in last 30 days	Add
and	Transaction Type is not equal to "Payment"	Delete Add

Hierarchy ID

Rules	Hierarchy ID	Action
and	[click to add hierarchy]	Delete Add

Run Save

Specify Filter

Select a report field to filter on. Not all fields are available to use for filtering. Then select an operator and specify the appropriate values.

Required Fields*

Field to Filter On *	Operation	Duration	Number of Days *
Post Date	Is Relative	last days	30

Preview Filter Expression

Post Date is in last 30 days

Cancel Continue

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.

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[Home](#) [Transactions](#) [Statements](#) [Reports](#) [My Accounts](#) [Help](#)

Report Detail - Scheduling [Return to Report List](#)

Create New Report

Renaming the report will modify the current report.

Required Field*

Report Name* Tag Report by Category*

73 characters remaining.

[Filter Rows](#) [Sort](#) [Output Options](#) **[Scheduling](#)**

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

ID	Name	Role
<input checked="" type="checkbox"/>	1 [REDACTED]	Card Holder

[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

Run On* 
(MMDDYYYY)

 This report has unsaved changes.

[Run](#) [Save](#)

Once the has been submitted, a confirmation will appear.



Report Detail - Filter Rows

[Return to Report List](#)

Your report has been submitted for processing.

Create New Report

Renaming the report will modify the current report.

Required Field*

Report Name*

Central Bill Reconciliation

73 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 last 30 days	Add
and	Transaction Type is not equal to "Payment"	Delete Add

Hierarchy ID

Rules	Hierarchy ID	Action
and	[click to add hierarchy]	Delete Add

This report has unsaved changes.

[Run](#) [Save](#)

Navigate to Reports, then Downloads.



[Contact](#) | [My Profile](#) | [Log Out](#)

[Home](#) [Transactions](#) [Statements](#) **[Reports](#)** [My Accounts](#) [Help](#)

Report Detail - Filter Rows Return to Report List

 Your report has been submitted for processing.

Report List

Downloads

Create New Report

Renaming the report will modify the current report.

Required Field*

Report Name*

Central Bill Reconciliation

73 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 last 30 days	Add
and	Transaction Type is not equal to "Payment"	Delete Add

Hierarchy ID

Rules	Hierarchy ID	Action
and	[click to add hierarchy]	Delete Add

 This report has unsaved changes.

[Run](#) [Save](#)

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



[Contact](#) | [My Profile](#) | [Log Out](#)

[Home](#) [Transactions](#) [Statements](#) [Reports](#) [My Accounts](#) [Help](#)

Available Downloads

✔ File was successfully deleted

To check for status updates of download files, click the Refresh button.

Download Automatic Removal: Exports - 7 Days, Reports - 35 Days, Mappers - 365 Days, Receipt Image Bulk Export - 4 days.

Filter By

Downloads Mine All

	Output	Status	Creation Date	Name	Type
<input type="checkbox"/>	Central Bill Reconciliation.zip	Successful	01/18/2023 03:52:25 PM	Central Bill Reconciliation	Report

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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]									
			Account Number: ***** [REDACTED]		Central Bill Account: ***** [REDACTED]				
01/06/2023	01/09/2023	[REDACTED]	[REDACTED]		[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]
			Sub-Total:		1 Transaction(s)				
			Sub-Total:		1 Transaction(s)				
			Grand Total:		1 Transaction(s)				