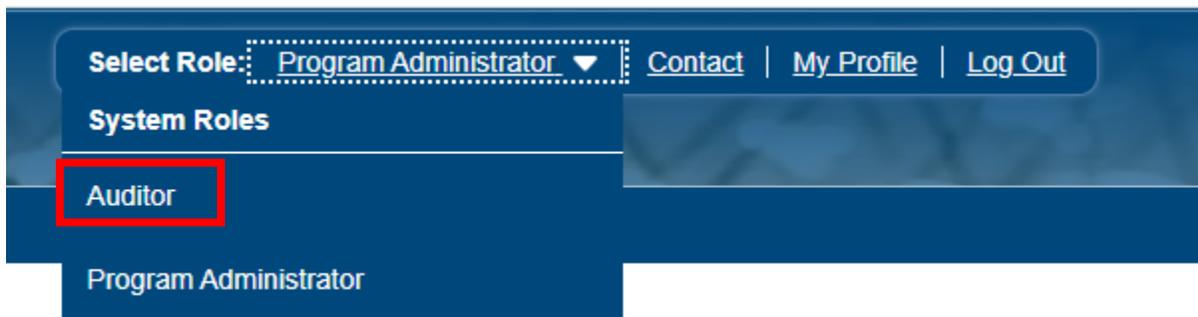


Downloading Statements from Chase PaymentNet

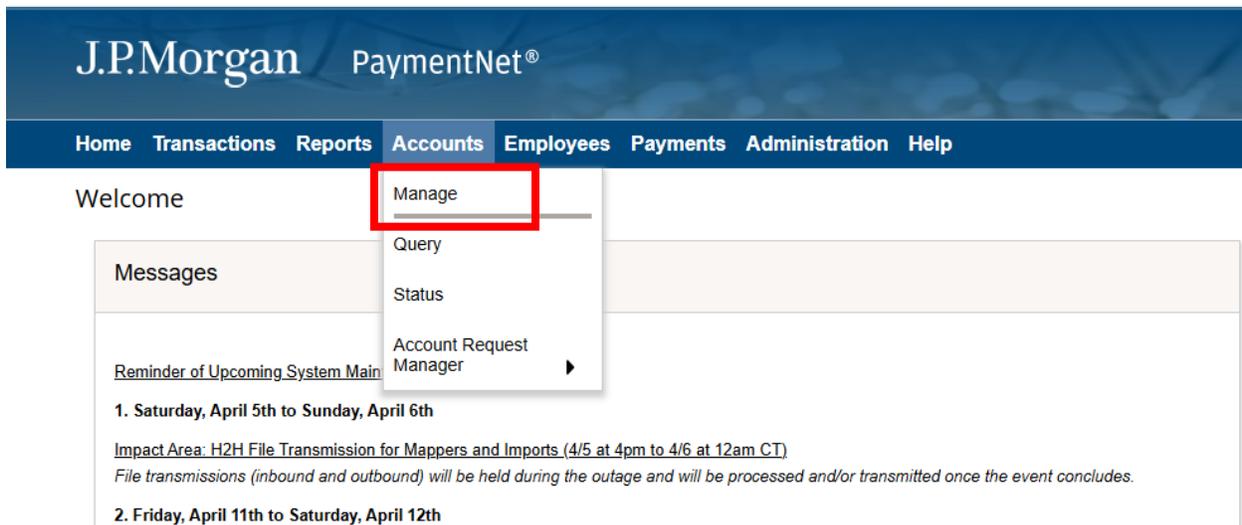
All statements close on the last day of the month and should be available on the first of the month. It is recommended that you set a reminder to download your statements as they will NOT be mailed.

You may receive an email that the statement is ready – this may be a Cardholder only notification.

If you are both a card holder and an auditor, you will need to change your role to view all transactions for the department. In the upper right corner of the screen there is a heading 'Select Role'. Click on the arrow and choose 'Auditor'.



From the Home Screen, under the Accounts tab select Manage



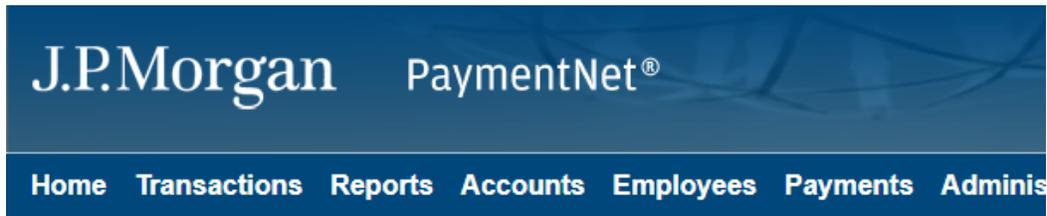
That will bring up an account list that will show all the card holders for the department(s) you audit.

The account list will show each card holder as well as a department. In the example below there are 2 departments under this Auditor profile.

Home Transactions Reports Accounts Employees Payments Administration Help						
Account List						
Filter By All (system) ▼ Set as Default Query						
<input type="checkbox"/>	Take me to...	Company Number	Account Number	Cardholder First Name	Cardholder Last Name	C
<input type="checkbox"/>	▼	17307	*****1291	TIMOTHY	BREEN	
<input type="checkbox"/>	▼	17215	*****5244	MICHELLE	JETT	
<input type="checkbox"/>	▼	17307	*****4544	MC	NEAL	
<input type="checkbox"/>	▼	17215	*****8110	STEPHEN	SUMMERS	
<input type="checkbox"/>	▼	17215	*****6340	ADMIN SERVICES		
<input type="checkbox"/>	▼	17307	*****6290	INFO TECHNOLOGY		

If you have more than one department to audit, you can sort the list by company number to group all cards in the same department.

To pull the statement click on the arrow in the Take me to... column and select Statement Detail from the list.



Account List

Filter By All (system) ▼ Set as Default Query

<input type="checkbox"/>	Take me to...	Company Number	Account Number	Cardholder First Name
<input type="checkbox"/>	▼	17307	*****1291	TIMOTHY
<input type="checkbox"/>	▼	17215	*****5244	MICHELLE
<input type="checkbox"/>	▼	17307	*****4544	MC
<input type="checkbox"/>	▼	17215	*****8110	STEPHEN
<input type="checkbox"/>	▼	17215	*****6340	ADMIN SERVICES
<input type="checkbox"/>			*****6290	INFO TECHNOLOGY

0 of 6 Selected

Mass Up

- Account Detail - General Information
- Authorizations/Declines List
- Payment List - Activity
- Statement Detail**
- Transaction List - Last 30 Days

It will bring up the statement details and there is a button to View Statement (PDF).

J.P.Morgan PaymentNet®

[Home](#) [Transactions](#) [Reports](#) [Accounts](#) [Employees](#) [Payments](#) [Administration](#)

Statement Detail

Account Number *****6340

Billing Date

Due Date 04/14/2025

Statement Amount [REDACTED] (Pay)

To request accessible statements, please call 1-800-316-6056

[View Statement \(PDF\)](#)

Diverted From Account Number	Last Name	First Name	Middle Initial
*****5244	JETT	MICHELLE	

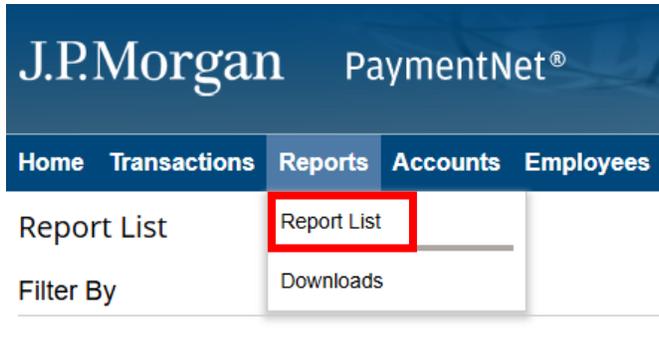
Account Summary

Previous Balance \$0.00

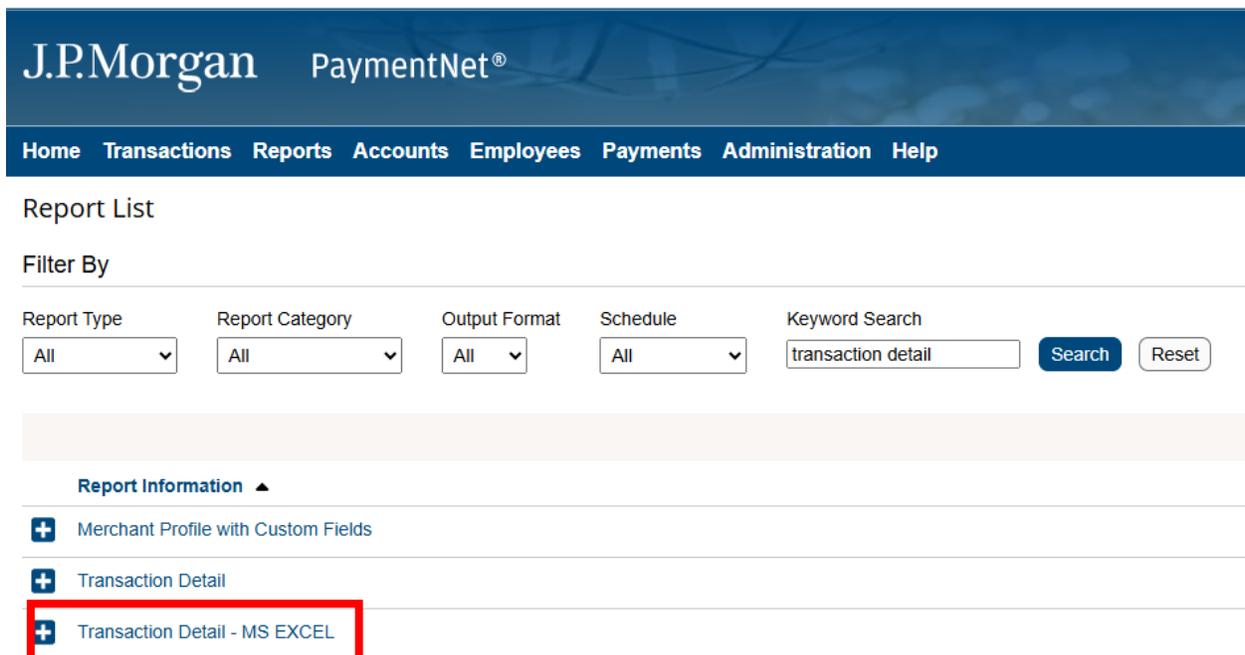
Click on the View Statement button to download the statement.

If you want to pay off cycle

Go to Reports – Report List



Enter 'Transaction Detail' in the Keyword Search box to search for the report. There are a lot of reports shown in the list – feel free to explore what is available. Some reports are only available as text files.



I ran a sample Transaction Detail – MS Excel report using the following parameters:

The blue text can be selected and changed. The Rules section will determine the time frame and types of transactions pulled for the report.

Report Detail - Filter Rows [Return to Report List](#)

Create New Report

Renaming the report will modify the current report.

Required Field*

Report Name* Tag Report by Category*

71 characters remaining.

[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	Hierarchy Id is equal to 17215 including children	Delete Add
or	Hierarchy Id is equal to 17307 including children	Delete Add

This report has unsaved changes.

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

The Hierarchy ID will allow you to choose the Departments to report on. Click on [click to add hierarchy]

Hierarchy ID

Rules	Hierarchy ID
and	[click to add hierarchy]

In the pop-up box select Hierarchy ID

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** **Hierarchy ID ***

Hierarchy ID is equal to

Include Children

Preview Filter Expression

Hierarchy Id is equal to

Cancel Continue

It will load a list of departments (your view may differ from the screen shot)

Select the department(s) you are auditing and select include children. Click Continue.

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 **Hierarchy ID ***

Hierarchy ID is equal to Admin S...

Include Children

Preview Filter Expression

Hierarchy Id is equal to 17215 including children

Cancel Continue

If you need to add another department, click on Add and repeat the steps above.

Hierarchy ID		Action
Rules	Hierarchy ID	
and	Hierarchy Id is equal to 17215 including children	Delete Add

You can select the output under the Output Options Tab (the choices are Excel, CSV and PDF).

The screenshot shows a report configuration interface. At the top, there is a 'Report Name' field containing 'Transaction Detail - MS EXCEL' and a 'Tag Report by Category' dropdown menu set to 'Transaction'. Below this, there are four tabs: 'Filter Rows', 'Sort', 'Output Options' (highlighted with a red box), and 'Scheduling'. A message states: 'Select Quick Run for option to run report from Report List. **Compress Output** is available to restricted roles. **Generate Accessible Report** will ensure the report is ADA compliant.' Under the 'Output Options' tab, the 'File Type' is set to 'MS Excel'. There are checkboxes for 'Enable for Quick Run' (unchecked) and 'Compress Output' (checked). A 'Report Description' box contains text about the report's content and a character count of 362. At the bottom, there is a warning icon and text: 'This report has unsaved changes.' and two buttons: 'Run' and 'Save'.

Scheduling the Report

You will schedule the report to run for your self and select your name.

You can set the report to run on a schedule or on demand by selecting either recurring or single occurrence. If you select Recuring you can select the frequency of the report of Weekly, Quarterly , Monthly, Daily, or Cycle (the statement cycle) and choosing the day of the week, month, etc. Once you have the schedule set select the Run button.

The screenshot shows the 'Run Schedule' configuration section. It starts with the text: '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.' There are two radio buttons: 'Recurring' (selected) and 'Single Occurrence'. Below this, there are two dropdown menus: 'Frequency' and 'Days'. The 'Frequency' dropdown is open, showing options: 'Monthly', 'Weekly' (highlighted), 'Quarterly', 'Monthly', 'Daily', and 'Cycle'. The 'Days' dropdown is set to '1'. A warning icon and text 'unsaved changes.' are visible at the bottom left of the configuration area.

Another Report option is the Statement of Account (available in landscape and portrait)

Statement of Account Landscape

CHAMPGN

Date/Time Printed: 04/15/2025 12:19:00 PM Orientation: Landscape
 Selection Criteria: Post Date Is Between '04/01/2025' AND '04/15/2025' AND Transaction Type <> 'Payment'

For Transactions posted between 04/01/2025 to 04/15/2025

Account Number : *****
 Defaulted COA Name :
 Defaulted COA Value :

1776 EAST WASHINGTON ST
 URBANA, IL 61802-4516

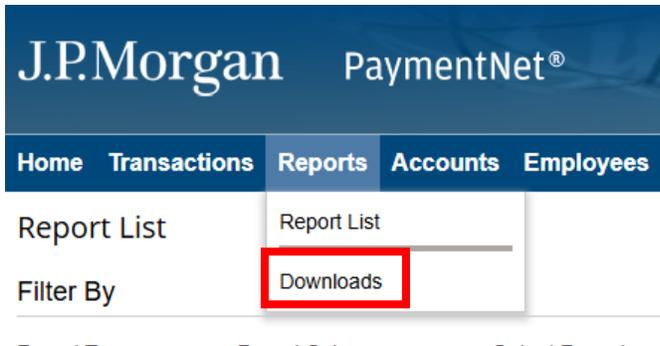
Transaction ID	Transaction Date	Post Date	Original Merchant Name	Merchant Name	Merchant City	Merchant State/Province	MCC	Original Amount	Exchange Rate	Sales Tax	Transaction Amount	
4916713216001	04/11/2025	04/14/2025	CRAWFORD TRANSMISSION	CRAWFORD TRANSMISSION	CHAMPAIGN	IL	7538	\$1,400.00	0.00	\$115.60	\$1,400.00	
Notes :-												
Sub-Total:										1 Transaction(s)	\$115.60	\$1,400.00

_____ Cardholder Signature Date	_____ Supervisor/Manager Signature Date
---	---

Grand Total:	1 Transaction(s)	\$115.60	\$1,400.00
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Please Note: This report shows an amount under sales tax but is not included in the transaction amount. The auditor’s office has been made aware that the reports/statements may show tax but to refer the receipts to confirm tax.

To view the reports you have run, go to Reports – Downloads



You will see a listing of reports and their status. In the example below you see that one is submitted and there are 2 successful downloads. When the download is ready you will be able to select it and download it.

J.P.Morgan PaymentNet®

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

Available Downloads

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 Type:

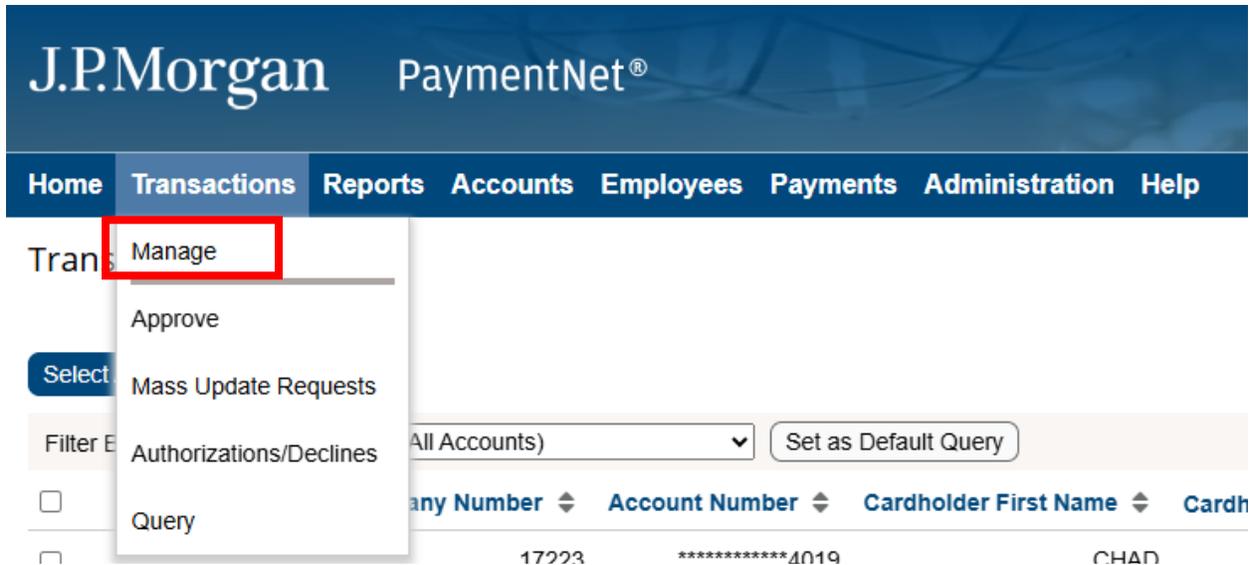
	Output	Status	Creation Date	Name	Type
<input type="checkbox"/>	<input type="checkbox"/> + Transaction Detail - MS EXCEL	Submitted	04/08/2025 01:09:48 PM	Transaction Detail - MS EXCEL	Report
<input type="checkbox"/>	<input type="checkbox"/> + Transaction Detail - MS EXCEL.zip	Successful	04/03/2025 04:03:23 PM	Transaction Detail - MS EXCEL	Report
<input type="checkbox"/>	<input type="checkbox"/> + Email List 4/3.zip	Successful	04/03/2025 10:56:26 AM	Email List 4/3	Export

The Transaction Detail Report will list all the transactions based on your report selections and if you audit multiple departments, you will be able to filter the Excel file by cardholder, Central Bill account (department), vendor and more.

Download Receipts (Cardholder uploaded receipts)

Want to streamline receipt gathering? A feature available in PaymentNet is uploading receipts. Cardholders can attach receipts (instructions in PaymentNet Cardholder Quick Reference Card).

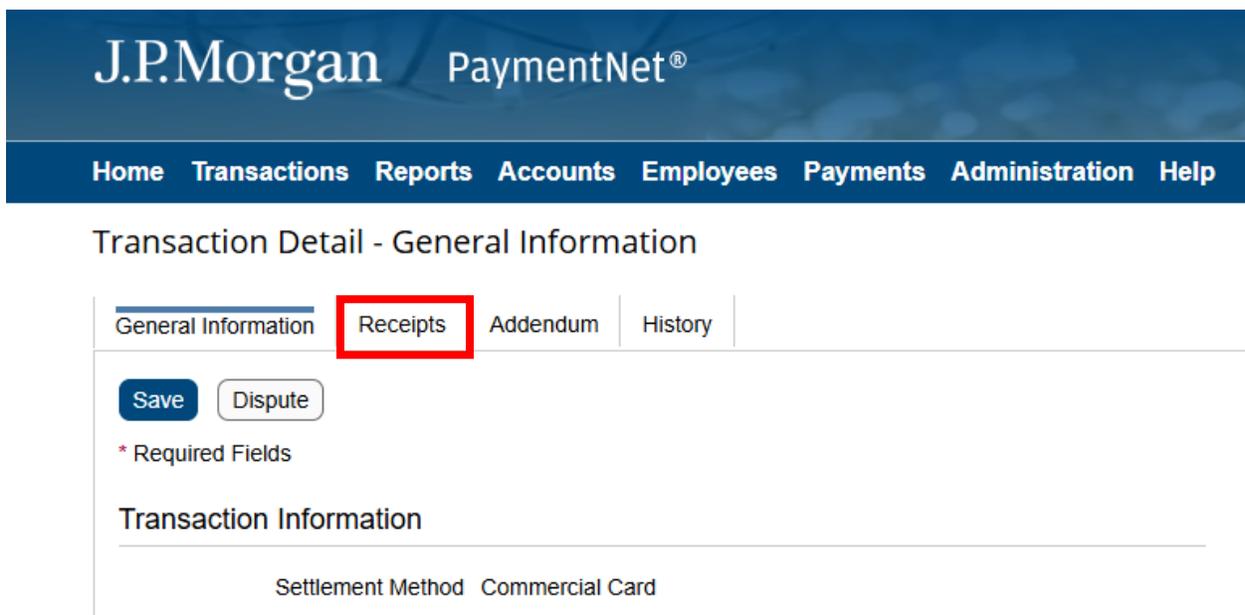
To download receipts, go to Transactions, Manage. If you audit multiple departments, it will bring up all transactions for all the departments you audit.



The screenshot shows the J.P. Morgan PaymentNet interface. The top navigation bar includes 'Home', 'Transactions', 'Reports', 'Accounts', 'Employees', 'Payments', 'Administration', and 'Help'. The 'Transactions' menu is open, and the 'Manage' option is highlighted with a red box. Below the menu, there are filters for 'All Accounts)' and a 'Set as Default Query' button. A table of transactions is visible, with columns for 'Any Number', 'Account Number', 'Cardholder First Name', and 'Cardh'. The first row shows '17223', '*****1019', and 'CHAN'.

From this screen select transaction you want to download a receipt for.

Go to the Receipts tab.



The screenshot shows the 'Transaction Detail - General Information' page in the J.P. Morgan PaymentNet interface. The top navigation bar is the same as in the previous screenshot. The 'Receipts' tab is highlighted with a red box. Below the tabs, there are 'Save' and 'Dispute' buttons. A section titled '* Required Fields' is followed by a section titled 'Transaction Information'. The 'Settlement Method' is listed as 'Commercial Card'.

Click on the receipt name to download the receipt to add to TCM.

J.P.Morgan PaymentNet® Select Role:

Home Transactions Reports Accounts Employees Payments Administration Help

Transaction Detail - Receipts

General Information Receipts Addendum History

To upload receipt image files from your computer, select "Attach Receipt". The acceptable file formats are PDF, JPG, GIF, TIFF or PNG, and each file cannot exceed 5MB.

<input type="checkbox"/>	Receipt Name	File Type	File Size	Description	Receipt Amount	Receipt Currency	Receipt Date	Upload Date
<input type="checkbox"/>	Ebay - HP Aruba	PDF	0.106MB					04/09/2025

Help

There a good help function on the site. You can select Help for this Page and it will provide Help based on the page you are on or you can choose the Help Center and search.

J.P.Morgan PaymentNet®

Home Transactions Reports Accounts Employees Payments Administration Help

Welcome

Messages

- Help For This Page
- Help Center
- Resources