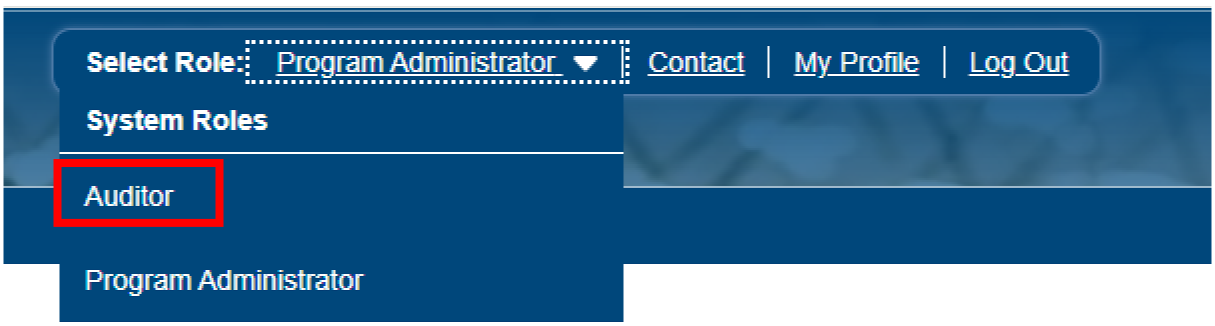
Downloading Statements from Chase PaymentNet

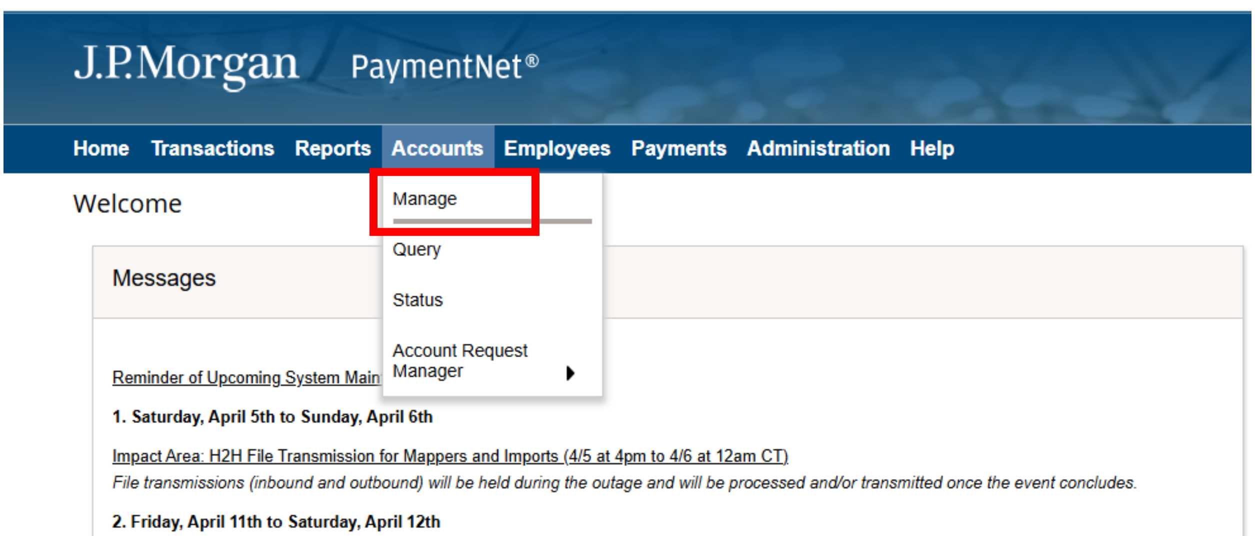
All statements close on the last day of the month and should be available on the first of the month. It is recommended that you set a reminder to download your statements as they will NOT be mailed.

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

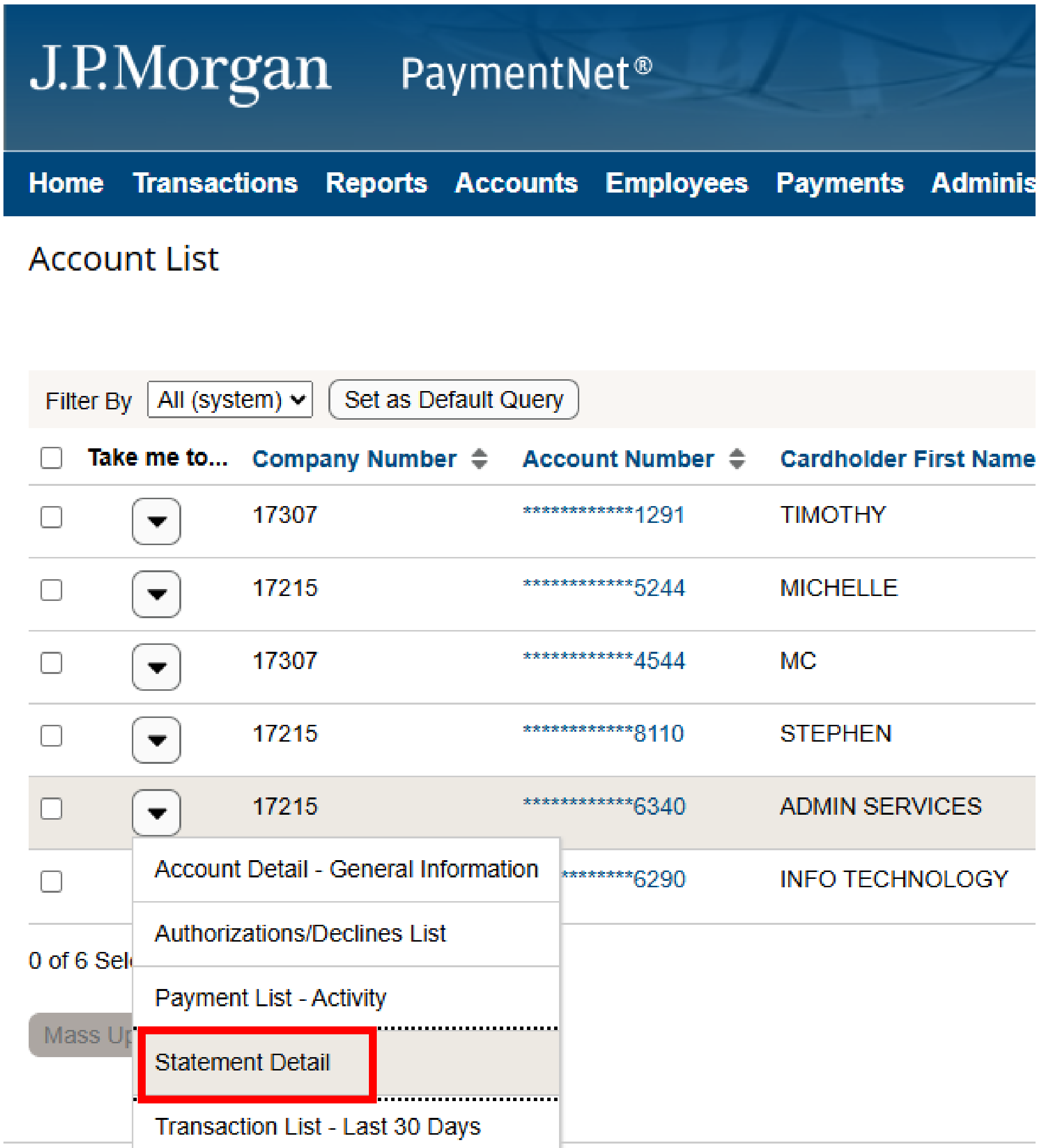
Account List

Filter By All (system) Set as Default Query

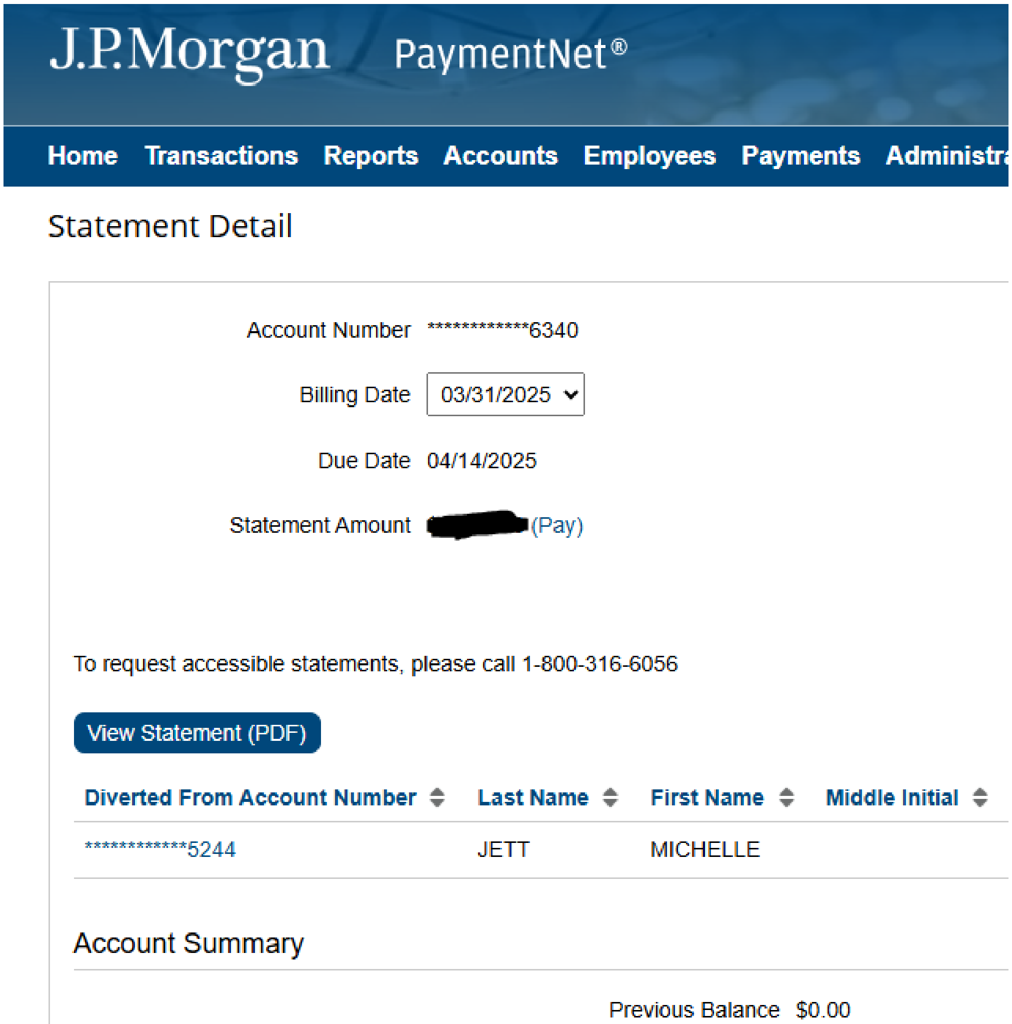
	Take me to...	Company Number	Account Number	Cardholder First Name	Cardholder Last Name	C
		17307	************1291	TIMOTHY	BREEN	
		17215	************5244	MICHELLE	JETT	
		17307	************4544	MC	NEAL	
		17215	************8110	STEPHEN	SUMMERS	
		17215	************6340	ADMIN SERVICES		
		17307	************6290	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.



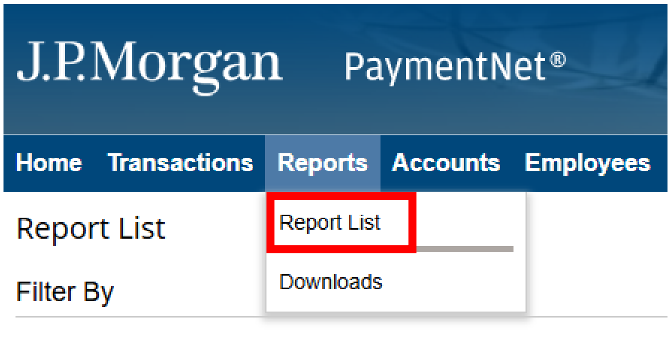
It will bring up the statement details and there is a button to View Statement (PDF).



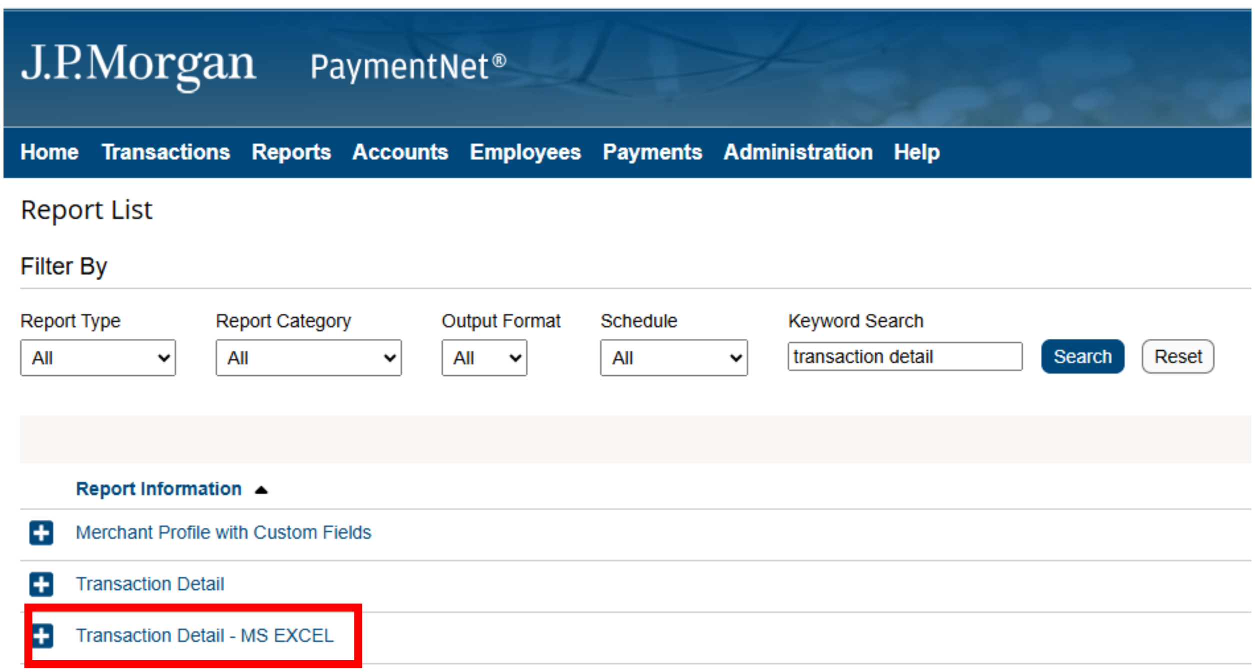
Click on the View Statement button to download the statement.

If you want to pay off cycle

Go to Reports – Report List

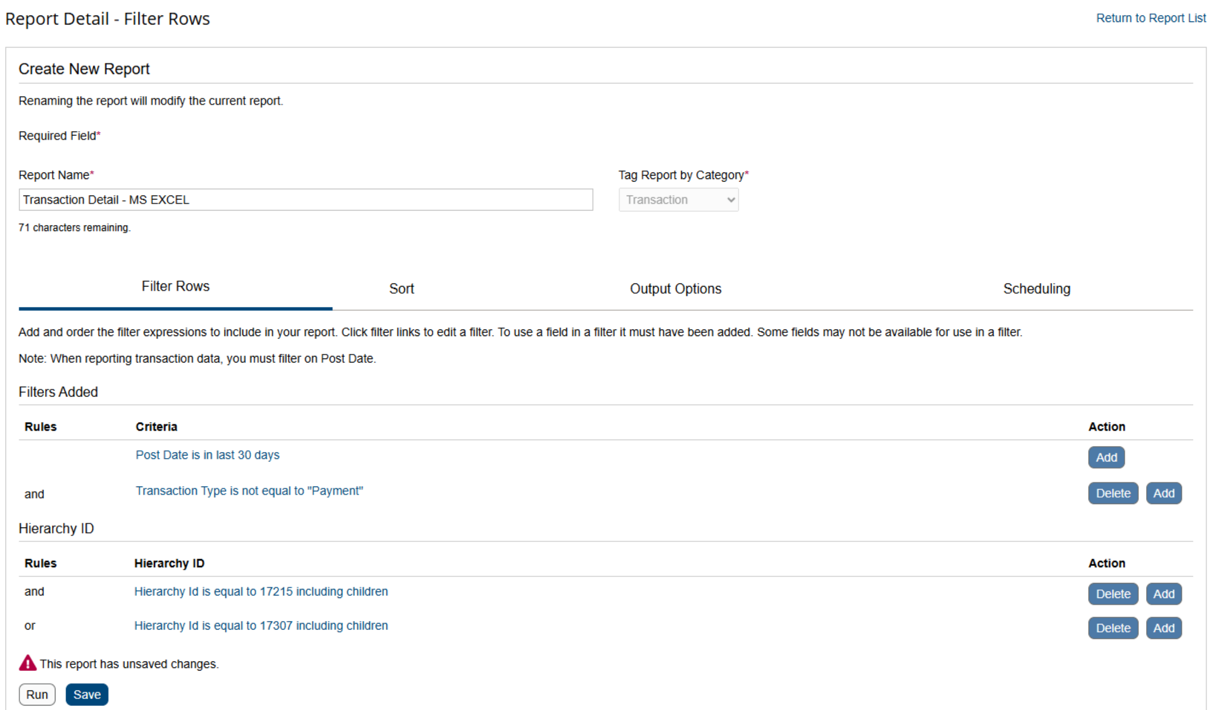


Enter 'Transaction Detail' in the Keyword Search box to search for the report. There are a lot of reports shown in the list – feel free to explore what is available. Some reports are only available as text files.

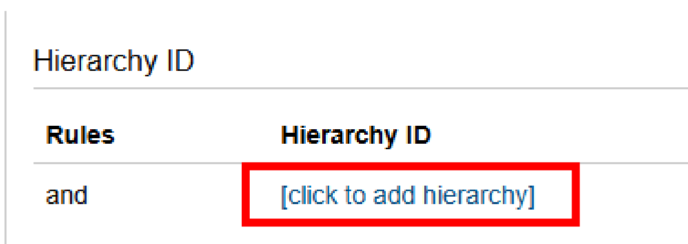


I ran a sample Transaction Detail – MS Excel report using the following parameters:

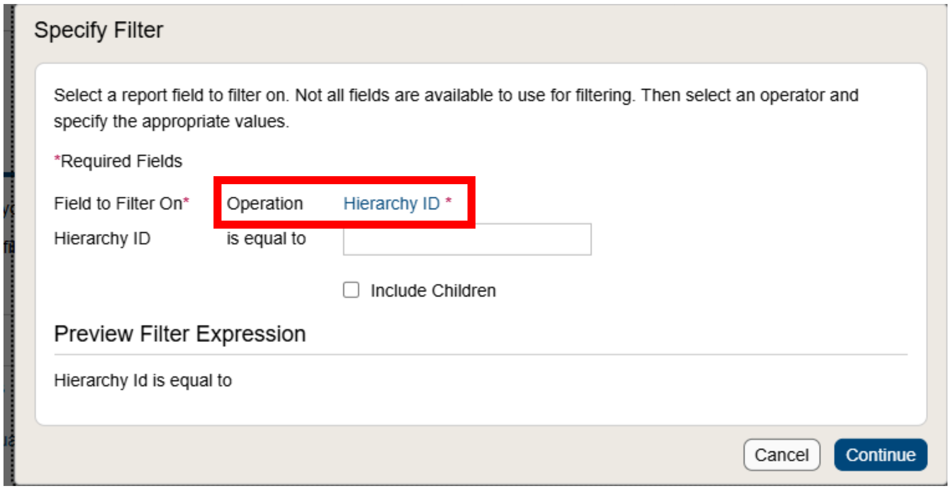
The blue text can be selected and changed. The Rules section will determine the time frame and types of transactions pulled for the report.



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

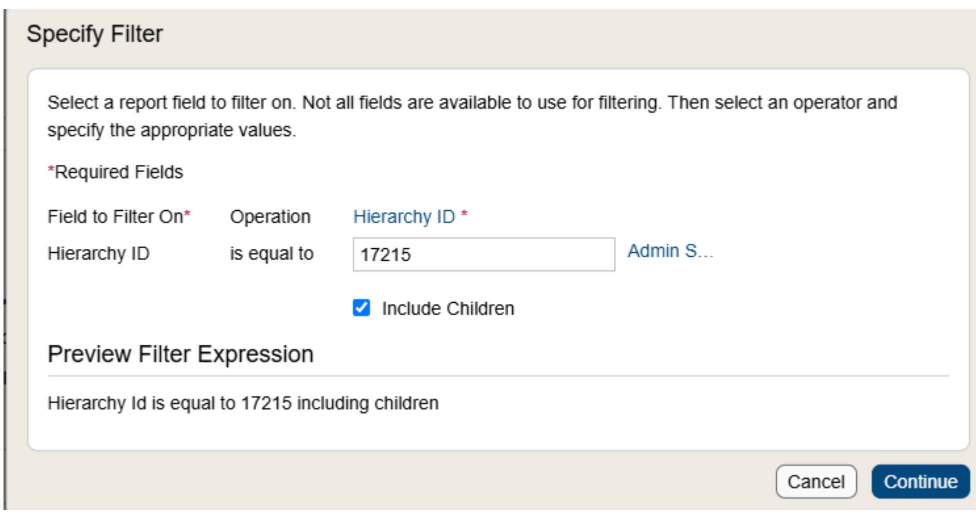


In the pop-up box select Hierarchy ID

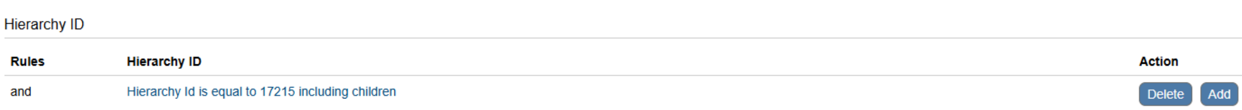


It will load a list of departments (your view may differ from the screen shot)

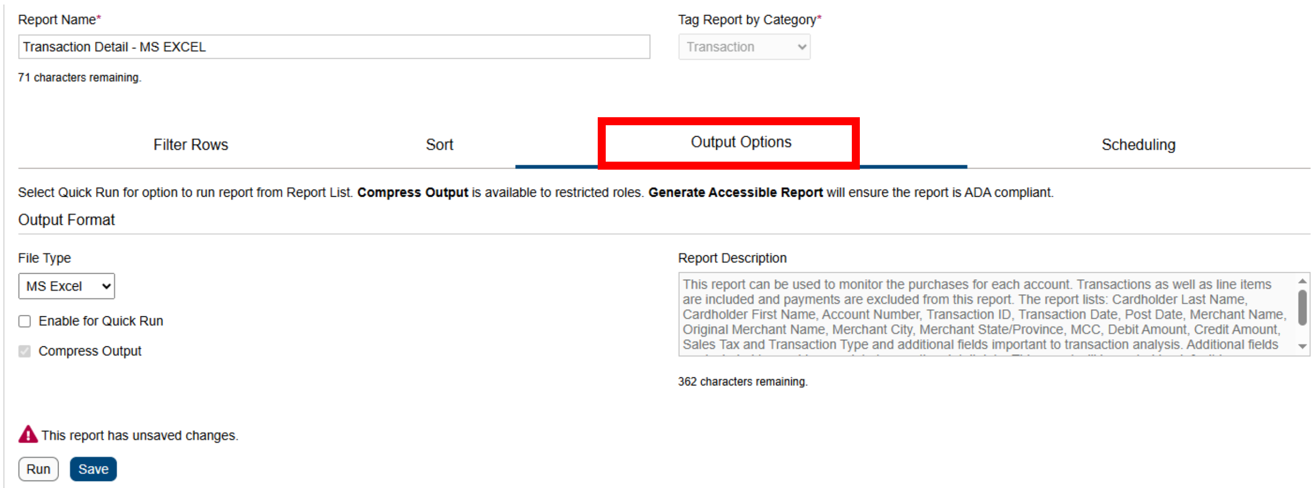
Select the department(s) you are auditing and select include children. Click Continue.



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



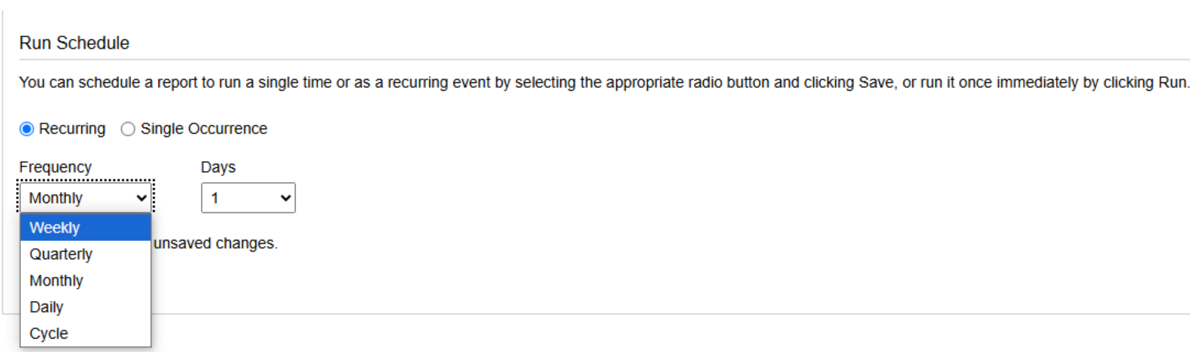
You can select the output under the Output Options Tab (the choices are Excel, CSV and PDF).



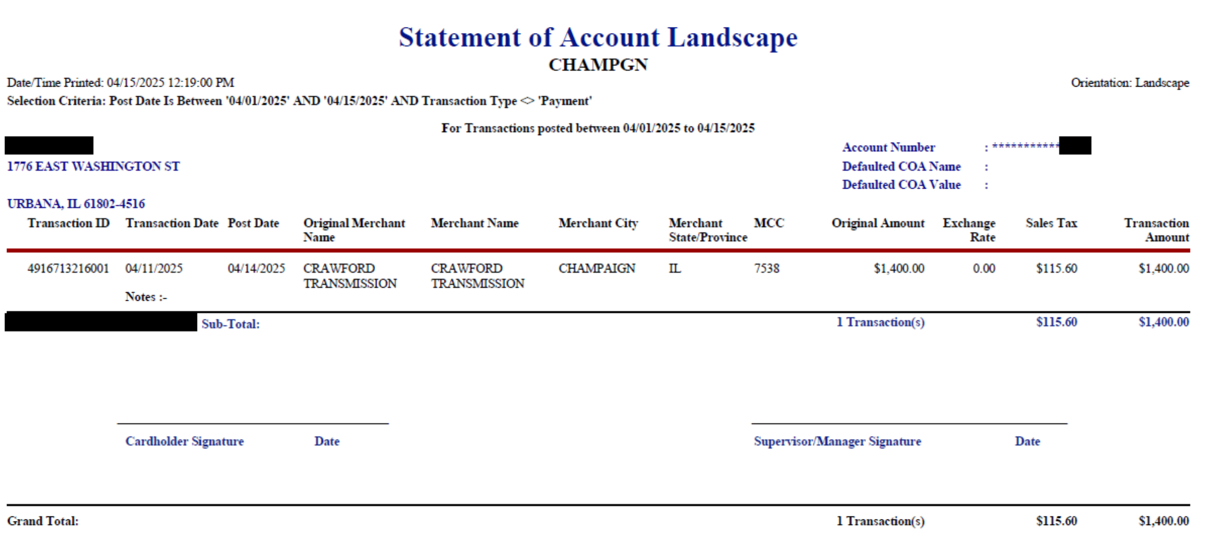
Scheduling the Report

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.



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

[redacted]
1776 EAST WASHINGTON ST

URBANA, IL 61802-4516

Account Number : ***********[redacted]
Defaulted COA Name :
Defaulted COA Value :

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 :-										
[redacted] Sub-Total:								1 Transaction(s)		$115.60	$1,400.00

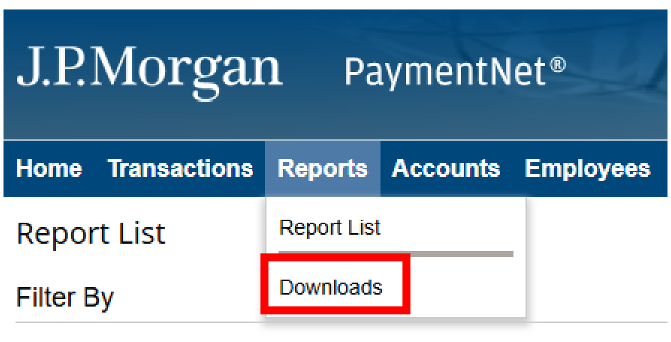
Cardholder Signature Date

Supervisor/Manager Signature Date

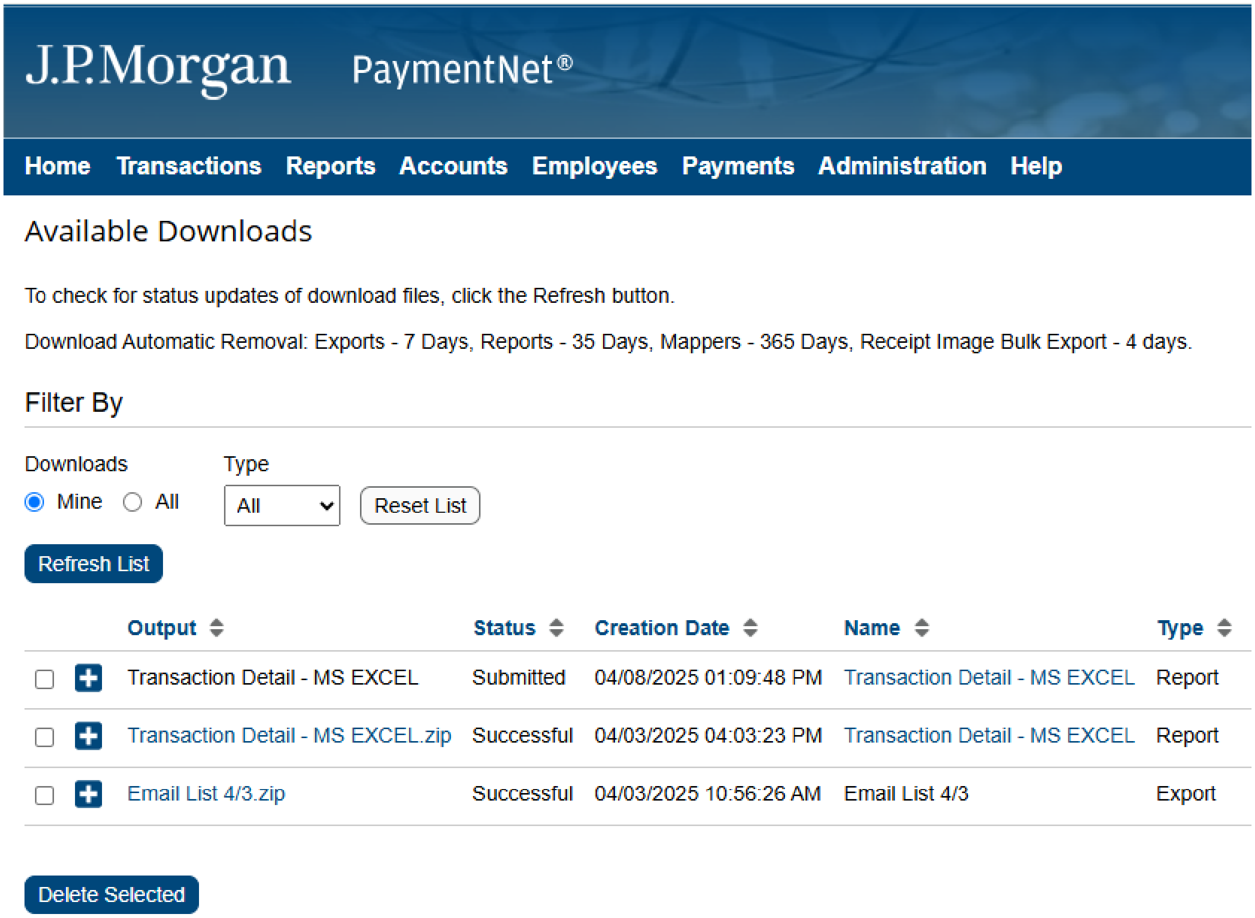
Grand Total:	1 Transaction(s)	$115.60	$1,400.00

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.

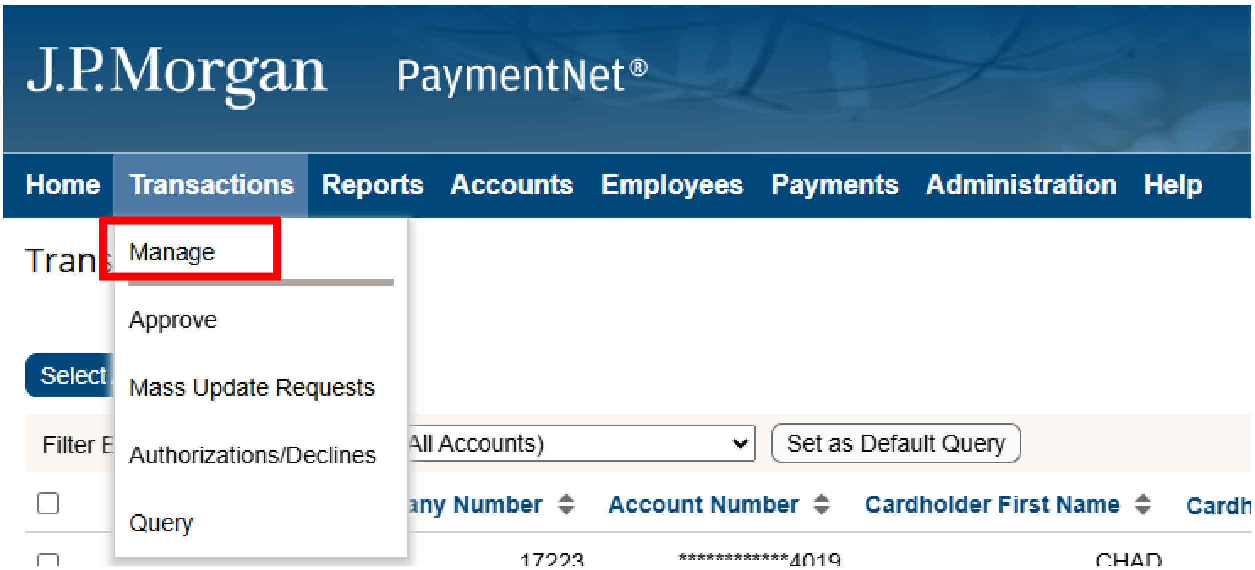


The Transaction Detail Report will list all the transactions based on your report selections and if you audit multiple departments, you will be able to filter the Excel file by cardholder, Central Bill account (department), vendor and more.

Download Receipts (Cardholder uploaded receipts)

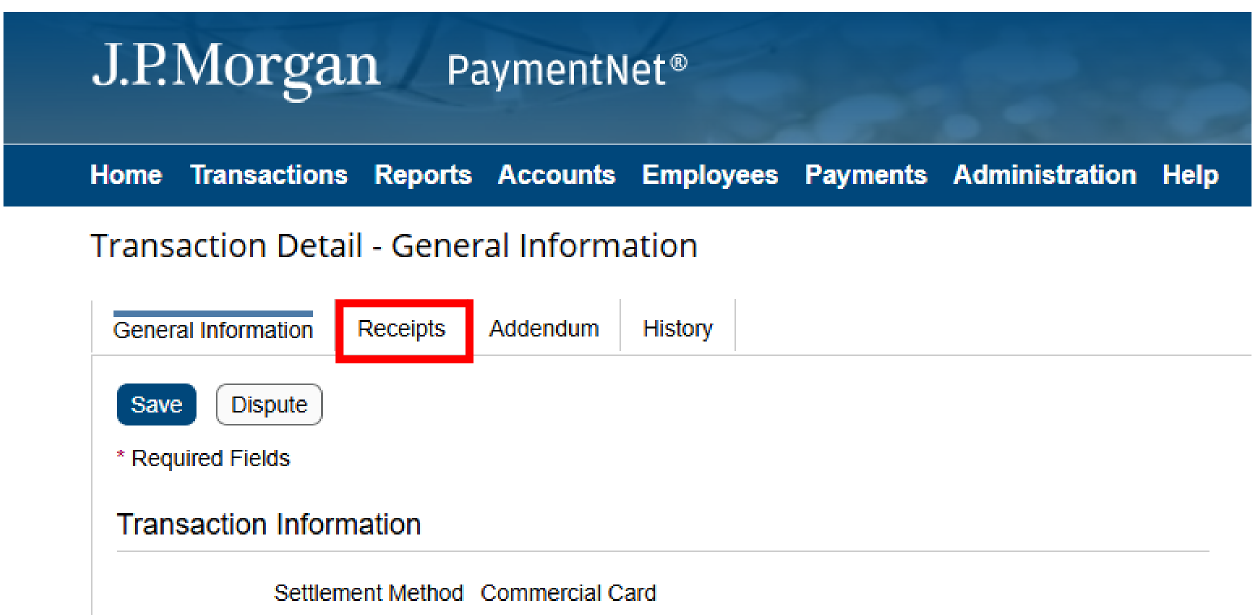
Want to streamline receipt gathering? A feature available in PaymentNet is uploading receipts. Cardholders can attach receipts (instructions in PaymentNet Cardholder Quick Reference Card).

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

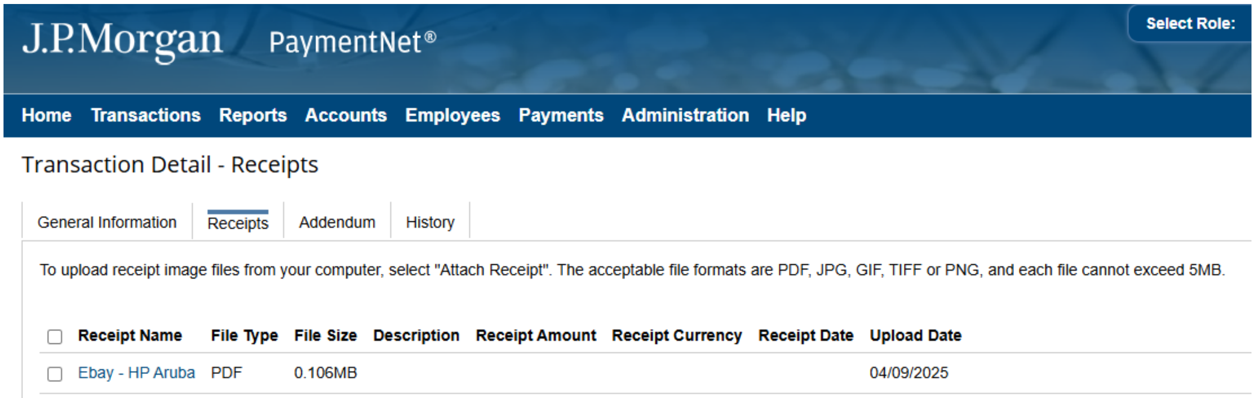


From this screen select transaction you want to download a receipt for.

Go to the Receipts tab.



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



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.