
J.P.Morgan Access[®]

Tips & Tricks

A quick guide to accomplishing common tasks in Access

February 2023

© 2023 JPMorgan Chase & Co. Member FDIC. All rights reserved. The statements herein are confidential and proprietary and not intended to be legally binding. Not all products and services are available in all geographical areas. Visit jpmorgan.com/payments/disclosure for further disclosures and disclaimers related to this content.

This guide is confidential and proprietary to J.P. Morgan and is provided for your general information only. It is subject to change without notice and is not intended to be legally binding. All services described in this guide are subject to applicable laws and regulations and service terms. Not all products and services are available in all locations. Eligibility for particular products and services will be determined by JPMorgan Chase Bank, N.A. or its affiliates.

J.P. Morgan makes no representation as to the legal, regulatory or tax implications of the matters referred to in this guide.

Any third-party trademarks are the intellectual property of their respective owners and any mention herein is for referential purposes only.

J.P. Morgan is a marketing name for the Wholesale Payments businesses of JPMorgan Chase Bank, N.A., member FDIC, and its affiliates worldwide. JPMorgan Chase Bank, N.A., organized under the laws of U.S.A. with limited liability.

Contents

1. [Overview](#)
2. [Check Account Balances](#)
3. [Run a Report](#)
4. [View a Report](#)
5. [Search for a Payment](#)
6. [Make a Payment](#)
7. [Import a Nacha File](#)
8. [View Recent Payments](#)
9. [Approve or Release a Payment](#)
10. [View Inquiries](#)
11. [Review Positive Pay Exceptions](#)
12. [View a Bank Statement](#)

Overview

With Access, you can get where you need to go either by using the home page dashboard or the header menu.

Click on any of the menu options to see other selections in that topic.

The screenshot shows the J.P. Morgan Access dashboard. A blue box highlights the top navigation menu with options: Home, Payments, Liquidity, Checks, Loans, Reports & Statements, Virtual Branch, Manager, and More Services. A blue arrow points from the text 'Click on any of the menu options to see other selections in that topic.' to this menu.

Five blue callout boxes highlight specific dashboard sections:

- Balances:** A callout box points to the 'Cash Position Snapshot' section, which displays a table of account balances. The table has columns for Account, CCY, Current Available, Opening Balance, Current Balance, and Action. Key figures include Total Current Available (\$109,331,090.69), Total Opening Balance (\$66,881,976.35), and Total Current Balance (\$58,176,141.92).
- Approvals:** A callout box points to the 'Pending Actions' section, which lists various pending transactions such as '25 Pending Approval', '21 Pending Release', and '4 Pending Approval'.
- Payments:** A callout box points to the 'Online Payment Activity' section, which shows a table of recent payment transactions with columns for Status, Originating Account, Method, CCY, Amount, Beneficiary / Debit Party, and Value Date.
- Reports:** A callout box points to the 'Reports' section, which lists various reports like 'Returns and Exceptions Report', 'Previous Day's Deposits', and 'Balances and Transactions Report - Month End'.
- Statements:** A callout box points to the 'Statements' section, which lists bank statements for various accounts, such as 'Sunshine Corporation IT Bank statement, 1/5/2020'.

On the left side, a blue arrow points from the text 'Use the dashboard on your home page to see your activity at a glance.' to the main dashboard content area.

Use the dashboard on your home page to see your activity at a glance.

Check Account Balance

Get account balances from the Cash Position Snapshot on your home page or via the Home menu.

Switch to a Previous Day view of your balances.

Change the order of your accounts in the Cash Position by clicking Manage Account Groups.

Get an aggregate view of your account balances.

View balances for up to 10 accounts on your home page.

Click on an account to drill into payment details.

Click to see the full view of Cash Position.

The screenshot shows the J.P. Morgan Access interface. At the top, there is a navigation bar with 'Home', 'Payments', 'Liquidity', 'Checks', 'Loans', 'Reports & Statements', 'Virtual Branch', 'Manager', and 'More Services'. A 'Send' button is highlighted in the top right corner. The main content area is titled 'Cash Position Snapshot' and includes a summary table with three columns: 'Total Current Available', 'Total Opening Balance', and 'Total Current Balance'. Below this is a table of accounts with columns for 'Account', 'CCY', 'Current Available', 'Opening Balance', 'Current Balance', and 'Action'. A 'VIEW CASH POSITION' button is highlighted at the bottom of the account table. To the right, there are sections for 'Pending Actions' and 'Reports'.

Account	CCY	Current Available	Opening Balance	Current Balance	Action
ABCO Funds... 2000	GBP	4,354,030.00	4,250,000.00	4,354,030.00	Payments
Asigra Incorporated... 2000	USD	1,534,981.00	1,534,981.00	1,534,981.00	Payments
Austraka Systems... 7000	AUD	230,000.00	230,000.00	230,000.00	Payments
BCorporation... 3000	GBP	300,223.00	887,864.00	654,221.00	Payments
WXX Company... 6000	USD	2,000,000.00	2,100,000.00	2,000,000.00	Payments
CDE Gallery... 4000	USD	3,398,313.00	4,351,524.00	3,398,313.00	Payments
CDE Gallery... 5000	USD	4,354,030.00	4,250,000.00	4,354,030.00	Payments
CDE Gallery... 8000	USD	3,398,313.00	4,351,524.00	3,398,313.00	Payments
Canada Co... 1000	CAD	52,523,253.00	1,523,242.00	55,123.00	Payments
Canada Co... 2000	CAD	421,251.00	130,000.00	125,430.00	Payments

★ You can also make a payment or transfer funds directly from the Cash Position Snapshot on your home page.

Run a Report

Run a report from the Reports & Statements menu or directly from your home page.

Choose from a list of report templates and your own customized reports.

- Or -

Select a different report inbox.

Then run a Balance and Transaction Report or launch the Interactive Transaction Detail Report.

The screenshot displays the J.P. Morgan Access interface. At the top, the navigation bar includes 'Home', 'Payments', 'Liquidity', 'Checks', 'Loans', 'Reports & Statements', 'Virtual Branch', 'Manager', and 'More Services'. The 'Reports & Statements' menu is expanded, showing a grid of report categories: Reports Templates, Reports Inbox, Statements, and Accounts. A blue box highlights the 'Cash' option under Reports Templates. Below this, the 'Cash Position Snapshot' is shown with a table of account balances. To the right, 'Pending Actions' are listed. At the bottom, the 'Controlled Disbursements' section is visible. On the far right, a 'Reports' sidebar is open, showing a 'Report Inbox' dropdown set to 'Cash'. A blue box highlights the 'Run Balance and Transaction Report' link in this sidebar, with an arrow pointing to it from the text on the right.

Account	CCY	Current Available	Opening Balance	Current Balance
ABCC Funds - 3000 +	GBP	4,354,030.00	4,250,000.00	4,354,030.00
Asstra Incorporated - 2000 +	USD	1,534,981.00	1,534,981.00	1,534,981.00
Australia Systems - 7000 +	AUD	230,000.00	230,000.00	230,000.00
ECorporation - 3000 +	GBP	800,223.00	887,864.00	454,221.00
INVI Company - 0000 +	USD	2,000,000.00	2,100,000.00	2,000,000.00
COE Galeri - 0000 +	USD	3,398,313.00	4,351,524.00	3,398,313.00
COE Galeri - 0000 +	USD	4,354,030.00	4,250,000.00	4,354,030.00
COE Galeri - 0000 +	BRL	3,398,313.00	4,351,524.00	3,398,313.00
Caravelle Co. - 1000 +	CAD	52,523,253.00	1,523,242.00	555,123.00
Caravelle Co. - 0000 +	CAD	621,251.00	130,000.00	125,430.00

Branch	Status	First Presentment	Second Presentment	Funding Requirement	Reporting Date
jPMo...	Final	4,630,000.00	8,238,000.00	12,868,000.00	9/8/2020
jPMo...	Final	60,000.00	75,000.00	13,003,000.00	

View a Report

Pick up your reports from either your home page or the Reports & Statements menu.

See all your available reports in your Cash Reports Inbox.

The screenshot shows the J.P. Morgan Access interface. A blue arrow points to the 'Cash' link in the 'Reports Inbox' menu. Below, the 'Cash Position Snapshot' is displayed with key metrics:

Metric	Value
Total Current Available	109,331,090.69
Total Opening Balance	66,881,976.35
Total Current Balance	58,176,141.92
Total Net Impact	16,099,116.00 (Credit) / (29,176,194.08) (Debit)

Below the snapshot is a table of accounts with columns for Account, CCY, Current Available, Opening Balance, and Current Balance. A 'VIEW CASH POSITION' button is located below the table.


On the right side, the 'Pending Actions' section lists various items like 'Wires', 'US ACH', and 'Inquiry'. Below that, the 'Reports' section lists recent reports:

- Cash Reports Inbox
- Balance and Transaction Report - Summary and Detail (04-Jun-20 11:50am)
- Wire Detail Report (04-Jun-20 07:02am)
- ACH single item BAI (03-Jun-20 11:50pm)
- Balances and Transactions Report - Detail (03-Jun-20 09:26am)

A blue arrow points to the 'VIEW ALL REPORTS' button at the bottom of the Reports section.

Access the four most recently delivered reports.

View all available reports in your Cash Reports Inbox.

 Scheduled reports will be generated automatically and appear on your home page.

Search for a Payment

Use the Search function in the global header to find a payment and check its status.

Enter your search criteria and click the magnifying glass to launch a global search.

The screenshot shows the J.P. Morgan Access interface. At the top, the search bar is highlighted with a blue box and an arrow. Below, a 'Search Results' modal is open, displaying a table of transactions. The table has columns for Status, Account, Account Name, Bene ID, Value Date, and CCY. The 'Payments / Receipts (80)' tab is highlighted with a blue box. A 'Filter' sidebar is also visible on the left of the modal, with arrows pointing to the 'Date' and 'Status' sections.

Status	Account	Account Name	Bene ID	Value Date	CCY
Pending Release	3bbb789012	JPMCB-MLA BR-ICCO-WHT PAY	9bbb45678	17-Jun-20	USD
Pending Release	4bbb890123	JPMC GLOBAL ACH PVT SGD1	8bbb34567	17-Jun-20	USD
Pending Release	2bbb678901	JPMORGAN CHASE BANK, N.A	7bbb23456	17-Jun-20	NZD
Pending Release	2bbb678901	JPMORGAN CHASE BANK, N.A	6bbb12345	17-Jun-20	USD
Pending Release	6bbb012345	JPMC BANK, N.A IDDA SUS	5bbb91234	17-Jun-20	USD
Pending Release	4bbb890123	JPMC GLOBAL ACH PVT SGD1	4bbb89123	17-Jun-20	AUD
Pending Release	5bbb901234	Toronto CAD account	3bbb78912	17-Jun-20	CAD
Pending Release	5bbb901234	Toronto CAD account	2bbb67891	17-Jun-20	CAD
Pending Approval	1bbb56789	JP Tokyo Account	1bbb456789	17-Jun-20	JPY

Narrow your results by filtering for date, status or method.

View results across completed transactions, payments/receipts, templates, inquiries, etc.

Click on any payment to view details.

★ You can search on various criteria, including amount, account number, beneficiary and more.

Make a Payment

Make a payment directly from your home page or from the Payments menu.

Select which type of payment you want to make from the Payments menu.

Use the Payments link in the Cash Position Snapshot to make a payment.

The screenshot displays the J.P. Morgan Access interface. At the top, the 'Payments' menu is highlighted, with three arrows pointing to 'Create Wire or Other Payment', 'Create U.S. ACH', and 'Create Global ACH'. Below this, a 'Cash Position Snapshot' table is visible, with an arrow pointing to a 'Payments' dropdown menu in the right-hand column. To the right, an 'Action Items' panel lists various pending actions, and a 'Reports' section is also visible.

Account	Currency	Balance	Available	Overdrawn	Payments
Australia Systems... 7900 >	AUD	230,000.00	230,000.00	230,000.00	Payments
ECorporation... 3000 >	GBP	300,223.00	887,664.00	654,221.00	Payments
WXY Company... 6000 >	USD	2,000,000.00	2,100,000.00	2,000,000.00	Payments
CDE Gallery... 4000 >	USD	3,398,313.00	4,351,524.00	3,398,313.00	Payments
CDE Gallery 5000 >	USD	4,354,030.00	4,250,000.00	4,354,030.00	Payments
CDE Gallery 9000 >	BRL	3,398,313.00	4,351,524.00	3,398,313.00	Payments
Canada Co... 1000 >	CAD	52,523,253.00	1,523,242.00	555,123.00	Payments
Canada Co... 0020 >	CAD	621,251.00	130,000.00	125,430.00	Payments

Branch	Status	First Presentation	Second Presentation	Funding Requirement	Reporting Date
JPMo...	Final	4,630,000.00	8,238,000.00	12,868,000.00	9/8/2020
JPMo...	Final	60,000.00	75,000.00	13,003,000.00	

Import a Nacha File

Import your Nacha files from the Payments menu.

Click **U.S. ACH (Nacha)** under Imports to begin importing.

Next, select **Import Nacha File**.

Then, click **Import**.

File Name	Status	File Hash Total	Items Failed	Imported By	File Type	Import Method	Import Date/Time	File Number	JPMC File ID
<input type="checkbox"/> File Name A (73)	Pending Submit (67)	20,000.00	6	Sandra Billingshurst	NACHA	Online	18-Jun-20	1001	2017NACHA4006
<input type="checkbox"/> File Name B (24)	Pending Submit (0)								
<input type="checkbox"/> File Name C (31)	Submitted (31)								
<input type="checkbox"/> File Name D (38)	Pending Submit (0)								
<input type="checkbox"/> File Name E (24)	Pending Submit (0)								
<input type="checkbox"/> File Name F (31)	Failed								
<input type="checkbox"/> File Name G (26)	Pending Submit (0)								

★ You can find all your payment file uploads under Imports in the Payments menu.

View Recent Payments

View recent payments from the Payments menu or the home page.

Access a list of your most recent payments from either the Payments menu or Online Payment Activity on the home page.

The screenshot displays the J.P. Morgan Access interface. At the top, the 'Payments' menu is highlighted. Below it, the 'Wires & Other Payments' section is expanded, showing 'Recent Activity' as a primary option. A blue arrow points from the 'Payments' menu to this 'Recent Activity' link. Another blue arrow points from the 'Online Payment Activity' section to the 'Recent Activity' link in the 'Wires & Other Payments' menu. The main content area shows a table of recent payments and a 'Reports' section on the right.

Account	Method	Amount	Beneficiary / Debit Party	Date
WXY Company... 5000 >	Wire	2,000,000.00	ABCDEF LTD	06/18/2020 02:09am
CDE Gallery... 4000 >	Wire	3,398,113.00	XYZDEF LTD	06/18/2020 02:09am
CDE Gallery... 3000 >	Wire	4,354,030.00	GHIJ Corp	06/18/2020 02:09am
CDE Gallery... 9000 >	Wire	3,398,113.00	KLMN Corp	06/18/2020 02:09am
Canada Co... 1000 >	Wire	52,523,113.00	OPQR NA	06/18/2020 02:09am
Canada Co... 2000 >	Wire	621,111.00	STUV Contracting	06/18/2020 02:09am

Reports

- Report Inbox: Cash
- Returns and Exceptions Report: 09/15/2019 3:24 PM
- Previous Day's Deposits: 09/15/2019 8:45 AM
- Balances and Transactions Report - Month End: 09/14/2019 11:12 PM
- Controlled Distribution Reports: 09/13/2019 10:29 AM

Run Balance and Transaction Report >
Launch Interactive Transaction Detail Report >

As of Sept 12, 2019 (12:12:12 A.M. EST) [VIEW ALL REPORTS](#)

Approve or Release a Payment

Find payments that require approval or release either on the home page or from the Payments menu.

View payments requiring approval or release.

J.P. Morgan Access

Home | **Payments** | Checks | Loans | Reports & Statements | More Services

Wires & Other Payments | U.S. ACH | Global ACH | Imports | Action Items

Recent Activity | Recent Activity | Recent Activity | U.S. ACH (NACHA) | Inquiries Pending Approval

Templates | Templates | Templates | Wire | Inquiry Messages Pending Approval

Create Wire or Other Payment | Create U.S. ACH | Create Global ACH | Global ACH | Inquiry Action Items

Inquiries | Global ACH Pending Action

View Inquiries | Wires Pending Action

Reversals/Reclaims List | ACH's Pending Action

Create Deletion Request

Cash Position Snapshot

Base Currency: USD

Total Current Available: **109,331,090.69** | Total Opening Balance: **66,881,976.35** | Total Current Balance: **58,176,141.92**

Account	CCY	Current Available	Opening Balance	Current Balance	Action
ABCD Funds...3000 >	GBP	4,354,030.00	4,250,000.00	4,354,030.00	Payments
Ategra Incorporated...2000 >	USD	1,534,981.00	1,534,981.00	1,534,981.00	Payments
Australia Systems...7000 >	AUD	230,000.00	230,000.00	230,000.00	Payments
B Corporation...3000 >	GBP	300,223.00	887,664.00	654,221.00	Payments
WXY Company...6000 >	USD	2,000,000.00	2,100,000.00	2,000,000.00	Payments
CDE Gallery...4000 >	USD	3,398,313.00	4,351,524.00	3,398,313.00	Payments
CDE Gallery...5000 >	USD	4,354,030.00	4,250,000.00	4,354,030.00	Payments
CDE Gallery...9000 >	BRL	3,398,313.00	4,351,524.00	3,398,313.00	Payments
Canada Co...1000 >	CAD	52,523,253.00	1,523,242.00	555,123.00	Payments
Canada Co...0000 >	CAD	621,251.00	130,000.00	125,430.00	Payments

As of 6/18/2020 9:19:56 AM

Online Payment Activity

Top 10 Most Recent | Past 63 days

Status	Originating Account	Method	CCY	Amount	Beneficiary / Debit Party	Value Date
Pending Approval	100056700	Draft/Check	BRL	500.00	ABCD Asso LTD	19-Jun-20 02:09am

Pending Actions

Wires > 25 Pending Approval
21 Pending Release

US ACH > Pending Approval
Pending Release

Inquiry > 4 Pending Approval
7 Message Pending Approval

As of 6/18/2020 9:19:56 AM

Reports

Report Inbox: Cash

- Returns and Exceptions Report: 09/15/2019 3:24 PM
- Previous Day's Deposits: 09/15/2019 8:45 AM
- Balances and Transactions Report - Month End: 09/14/2019 11:12 PM

© JPMorgan Chase & Co.

View Inquiries

Find inquiries via the home page and the Payments menu.

Access a list of your most recent Inquiries.

View Inquiry Action Items.

The screenshot displays the J.P. Morgan Access web application interface. At the top, the navigation menu includes 'Home', 'Payments', 'Checks', 'Loans', 'Reports & Statements', and 'More Services'. The 'Payments' menu is expanded, showing options like 'Wires', 'Other Payments', 'U.S. ACH', 'Global ACH', and 'Imports'. A blue box highlights the 'View Inquiries' link under the 'Inquiries' section. A second blue box highlights the 'Action Items' section in a dropdown menu, which lists 'Inquiries Pending Approval', 'Inquiry Messages Pending Approval', and 'Inquiry Action Items'. Below the navigation, the 'Cash Position Snapshot' section shows account balances for various currencies. The 'Pending Actions' section on the right lists items like 'Wires' and 'US ACH' with counts for 'Pending Approval' and 'Pending Release'. A blue box highlights the 'Inquiry' row in this section, which shows '4 Pending Approval' and '7 Message Pending Approval'. The bottom of the page features a 'Controlled Disbursements' table and a 'Reports' section.

Account	CCY	Current Available	Opening Balance	Current Balance	Action
ABCD Funds...3000 >	GBP	4,354,030.00	4,250,000.00	4,354,030.00	Payments
Ategra Incorporated...2000 >	USD	1,534,981.00	1,534,981.00	1,534,981.00	Payments
Australia Systems...7000 >	AUD	230,000.00	230,000.00	230,000.00	Payments
B Corporation...3000 >	GBP	300,223.00	887,664.00	654,221.00	Payments
WXY Company...6000 >	USD	2,000,000.00	2,100,000.00	2,000,000.00	Payments
CDE Gallery...4000 >	USD	3,398,313.00	4,351,524.00	3,398,313.00	Payments
CDE Gallery...5000 >	USD	4,354,030.00	4,250,000.00	4,354,030.00	Payments
CDE Gallery...8000 >	USD	3,398,313.00	4,351,524.00	3,398,313.00	Payments
Canada Co...1000 >	BRL	3,398,313.00	4,351,524.00	3,398,313.00	Payments
Canada Co...0000 >	CAD	52,523,253.00	1,523,242.00	555,123.00	Payments
Canada Co...0000 >	CAD	621,251.00	130,000.00	125,430.00	Payments

Status	First Presentation	Second Presentation	Funding Requirement	Reporting Date
Interim	4,690,000.00	8,313,000.00	13,003,000.00	6/15/2020

Review Positive Pay Exceptions

Find your Positive Pay items for review from the Checks menu.

Click to review positive pay exceptions.

The screenshot shows the J.P. Morgan Access web interface. At the top, there is a navigation bar with 'Home', 'Payments', 'Liquidity', 'Checks', 'Loans', 'Reports & Statements', 'Virtual Branch', 'Manager', and 'More Services'. Below this, a 'Checks' sidebar is visible. The main content area displays a list of 'Action Items'. The 'Positive Pay Review' item is highlighted with a blue box, and a blue arrow points to it from the text above. Other items in the list include 'Reverse Positive Pay Review', 'ACH Review', 'ACH Approval', 'ACH Blocking Profiles Approval', 'Check Print Entry Approval', 'Check Print Upload Approval', 'Positive Pay Approval', 'Recon Input Upload Approval', 'Recon Input Entry Approval', 'Reverse Positive Pay Approval', 'Stop Approval', and 'Stop Revoke Approval'. Below the 'Action Items' list, there is a table titled 'Top 10 Most Recent | Past 63 days' showing transaction details. To the right of the table, there are sections for 'Balances and Transactions Report - Detail' and 'Bank statement 5/31/2020'.

Status	Originating Account	Method	CCY	Amount	Beneficiary / Debit Party	Value Date
Pending Approval	10006789	Draft/Check	BRL	500.00	ABCO Assc LTD	19-jun-20 02:09am
Pending Release	400089123	Wire	SGD	200,000.00	XYZour LTD	19-jun-20 02:09am
Pending Approval	200067891	Wire	USD	5,000.00	GHIJ Corp	19-jun-20 02:09am
Completed	200067891	Book Transfer	USD	150,000.00	BeneCompany	19-jun-20 02:09am
Pending Release	900045675	Wire	SGD	88,000.25	Factory Store	19-jun-20 02:09am
Pending Approval	80004567	ACH Credit	AUD	45,000.00	Auto Refinishers	19-jun-20 02:09am
Completed	200067891	Account Transfer	USD	50,000.00	GHIJ Corp	19-jun-20 02:09am
Pending Release	300078912	Wire	CAD	5,000.00	BCDE NA	19-jun-20 02:09am
Pending Approval	200067891	ACH Credit	USD	4,200.00	Multiplet(1)	19-jun-20 02:09am
Completed	200067891	Wire	USD	4,000.00	DEF Contracting	18-jun-20 02:09am

View a Bank Statement

Get statements from either the home page or the Reports & Statements menu.

Click to see all your bank statements.

Access the four most recent statements from the home page.

View all bank statements.

The screenshot displays the J.P. Morgan Access portal interface. At the top, the navigation bar includes 'Home', 'Payments', 'Liquidity', 'Checks', 'Loans', 'Reports & Statements', 'Virtual Branch', 'Manager', and 'More Services'. The 'Reports & Statements' menu is expanded, showing categories like 'Reports Templates', 'Reports Inbox', 'Statements', and 'Accounts'. The 'Statements' category is highlighted with a blue box, and an arrow points to it from the annotation 'Click to see all your bank statements.' Below this, a table of account balances is visible, followed by a 'Controlled Disbursements' section with a table showing 'First Presentation' and 'Second Presentation' amounts. On the right side, a 'Statements' list is shown, with an arrow pointing to it from the annotation 'Access the four most recent statements from the home page.' The list includes items like 'Sunshine Corporation IT Bank statement, 1/5/2020'. At the bottom right, an arrow points to a 'VIEW ALL STATEMENTS' button from the annotation 'View all bank statements.'