# J.P.Morgan Access®

## **Tips & Tricks**

A quick guide to accomplishing common tasks in Access

February 2023

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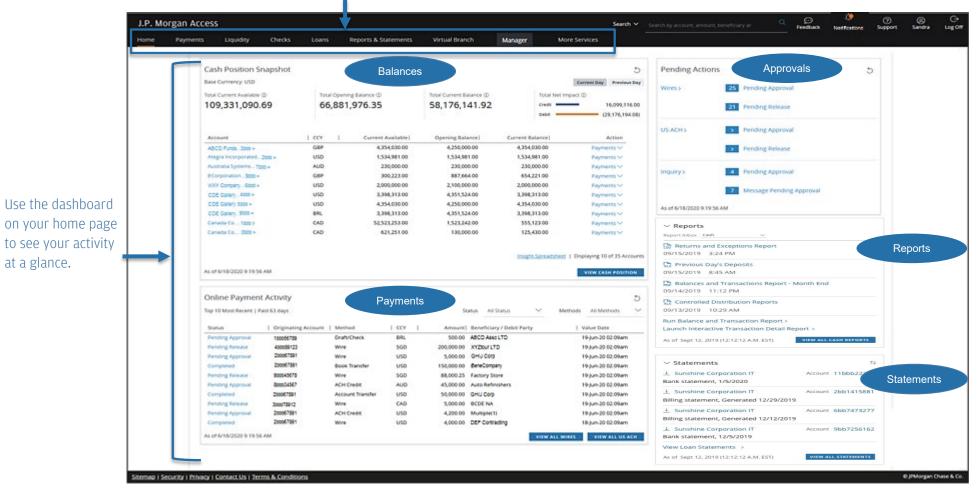
- 1. Overview
- 2. Check Account Balances
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- 9. Approve or Release a Payment
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- 12. View a Bank Statement

#### **Overview**

at a glance.

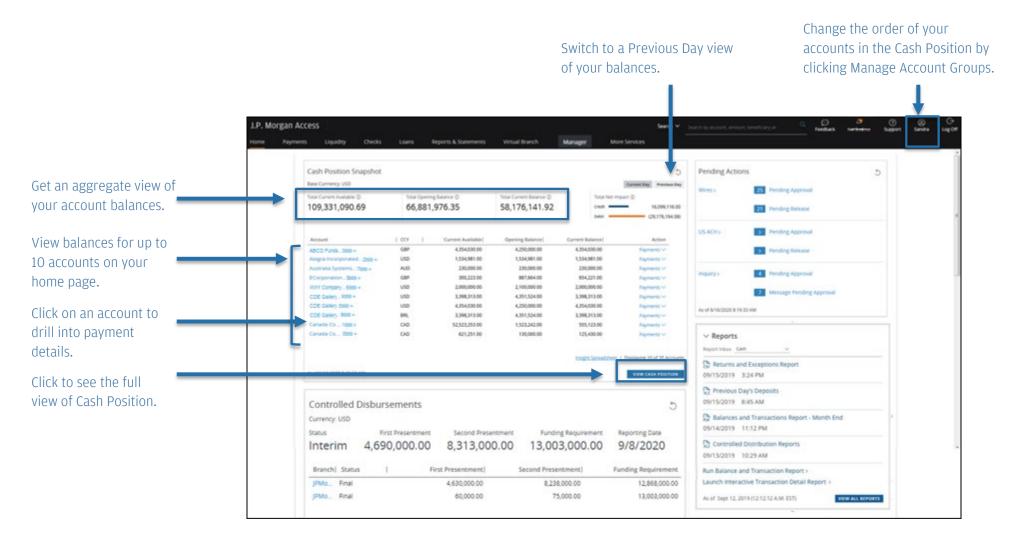
With Access, you can get where you need to go either by using the home page dashboard or the header menu.

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



### **Check Account Balance**

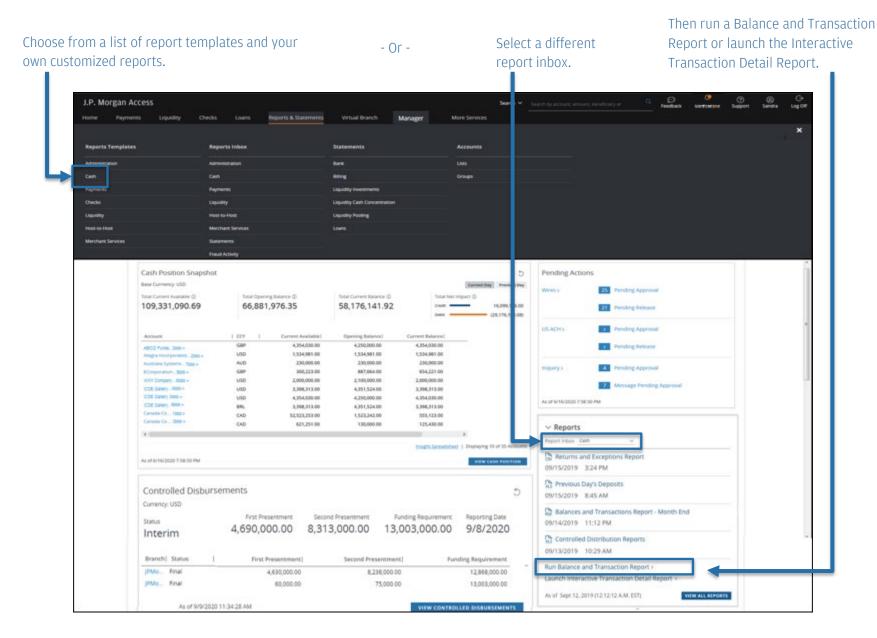
Get account balances from the Cash Position Snapshot on your home page or via the Home menu.



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.



## **View a Report**

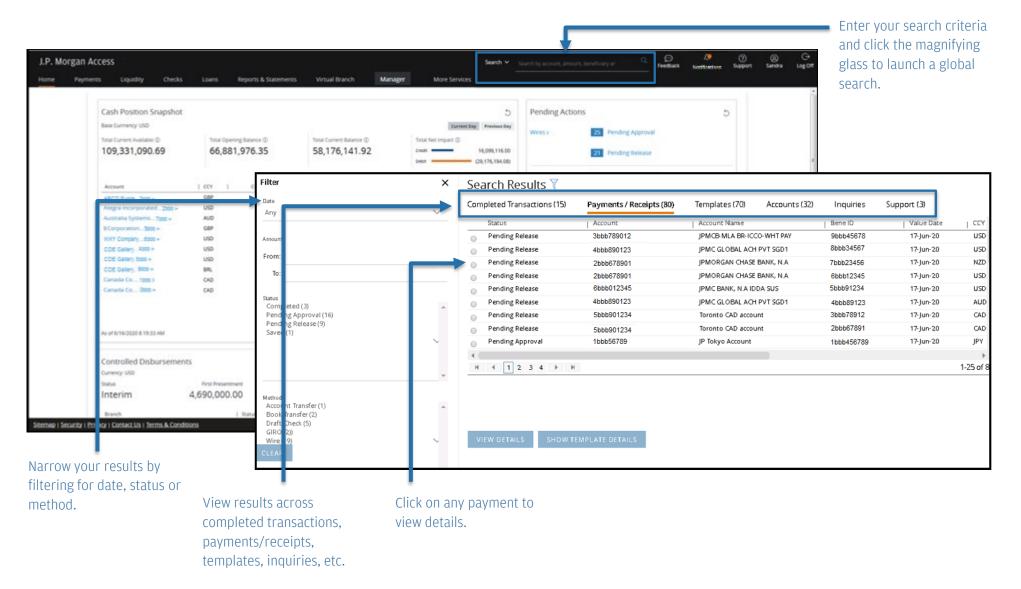
Pick up your reports from either your home page or the Reports & Statements menu.

#### See all your available reports in your Cash Reports Inbox.

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#### **Search for a Payment**

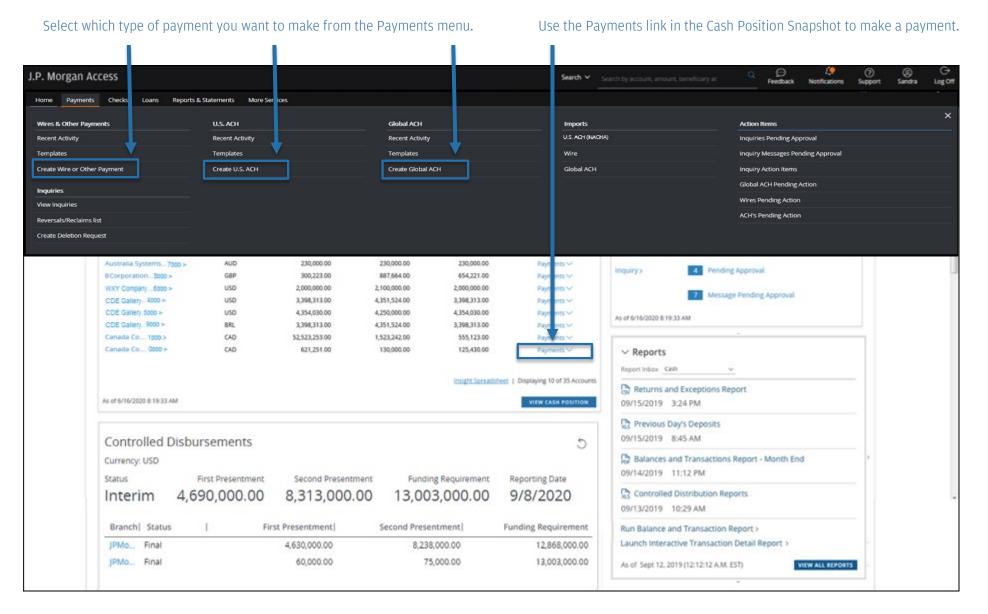
Use the Search function in the global header to find a payment and check its status.



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.



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## Import a Nacha File

Import your Nacha files from the Payments menu.

J.P. Morgan Access	5			Search 🛩 🛛 Search by account, amount, benefi	rany ar O D 🖉 🕅	© ⊖ Sandra Log Off
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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.

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## **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.

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View Inquiry Action Items.

#### **View Inquiries**

Home

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Inqui

Find inquiries via the home page and the Payments menu.

#### Access a list of your most recent Inquiries.

#### 1.9 G Feedback Sandra lorgan Access Search - Search by ac Log Off Notificatio Payments Checks Loans Reports & Statements More Services × Wires Other Payments U.S. ACH Global ACH Imports Action Items U.S. ACH (NACHA) Recent Activity **Recent Activity Recent Activity** Inquiries Pending Approval Inquiry Messages Pending Approval Templates Templates Wire Create Vire or Other Payment Create U.S. ACH Create Global ACH Global ACH Inquiry Action Items Global ACH Pending Action Wires Pending Action **View Inquiries** ACH's Pending Action Reversals/Reclaims list Create Deletion Request Virtual Assistant Cash Position Snapshot Pending Actions 5 Base Currrency: USD Current Day Previous Day 25 Pending Approval Wires > Total Current Available ① Total Opening Balance ① Total Current Balance ① Total Net Impact ① 109,331,090.69 66,881,976.35 58,176,141.92 16,099,116.00 Credit = 21 Pending Release Debit (29,176,194.08) US ACH> > Pending Approval | CCY Account Current Available Opening Balance Current Balance Action ABCD Funds...3000 > GBP 4,354,030.00 4,250,000.00 4,354,030.00 Payments ~ > Pending Release 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~ 4 Pending Approval Inquiry> 300,223.00 GBP 887.664.00 654,221,00 Payments V WXY Company....6bbb > 2,000,000.00 USD 2,100,000,00 2,000,000,00 Payments ~ 7 Message Pending Approval CIDE Gallery V000 at USD 3.398.313.00 4.351.524.00 3.398.313.00 Payments V CDE Gallery.5000 > USD 4,354,030.00 4.250.000.00 4.354.030.00 Payments ~ As of 6/16/2020 9:09:34 PM CDE Gallery. 9000 > 3,398,313.00 4.351.524.00 3.398.313.00 BRL Payments ~ Canada Co.... 1000 > 52 523 253.00 1,523,242,00 CAD 555,123.00 Payments ∨ Canada Co.... 0000 > 5 621,251.00 CAD 130.000.00 125,430.00 Payments ~ Reports Cash Reports Inbox Wire Detail Report Insight Spreadsheet | Displaying 10 of 35 Accounts 17-Jun-20 02:09am As of 6/16/2020 9:09:34 PM Balance and Transaction Report - Summary and Detail VIEW CASH POSITION 17-Jun-20 02:09am ACH single item BAI Controlled Disbursements 5 17-Jun-20 02:09am Currency: USD Balances and Transactions Report - Detail 16-Jun-20 04:33pm Status First Presentment Second Presentment Funding Requirement Reporting Date Run Balance and Transaction Report> Interim 4,690,000.00 8,313,000.00 13,003,000.00 6/15/2020 Launch Interactive Transaction Detail Report > Branch Status First Presentment Second Presentment Funding Requirement VIEW ALL REPORTS 4 630 000 00 12,868,000.00 Final 8 238 000 00 Chase Bank New York

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#### **Review Positive Pay Exceptions**

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

#### 1. Feedback Sandra J.P. Morgan Access Search ~ Support Log Off Payments Liquidity Checks Reports & Statements Virtual Branch More Services Home Manager × Checks Action Items Home Positive Pay Review **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 Stop Revoke Approval Balances and Transactions Report - Detail Top 10 Most Recent | Past 63 days Status All Status ~ Methods All Methods 0 16-jun-20 04:33pm Run Balance and Transaction Report > Status | Originating Account | Method 1 CCY | Amount| Beneficiary / Debit Party | Value Date Draft/Check 500.00 ABCD Asso LTD Launch Interactive Transaction Detail Report > Pending Approval 100056789 DRL. 19-jun-20 02:09am Pending Release 400089123 Wire SGD 200,000.00 XYZtour LTD 19-jun-20 02:09am VIEW ALL REPORTS Pending Approval 200067891 Wire USD 5,000.00 GHU Corp 19-jun-20 02:09am ABCD DEMO Account 0001000567890 200067891 Completed Book Transfer USD 150,000.00 BeneCompany 19-jun-20 02:09am Bank statement 5/31/2020 Pending Release 900045578 Wine SGD 88,000.25 Factory Store 19-jun-20 02:09am ACH Credit Pending Approval 800034567 AUD 45,000.00 Auto Refinishers 19-jun-20 02-09am View Loan Statements > Completed 200067891 Account Transfer USD 50.000.00 GHU Corp 19-jun-20.02:09am As of 6/18/2020 9 19:56 AM VIEW BANK STATEMENTS Pending Release Wire CAD 5.000.00 BCDE NA 19-jun-20 02:09am 300078912 Pending Approval 200067891 ACH Credit USD 4,200.00 Multiple(1) 19-jun-20 02:09am 200067891 USD 4,000.00 DEF Contracting 18-jun-20 02:09am Completed Wire As of 6/18/2020 9:19:56 AM W ALL WIRES VIEW ALL US ACH © JPMorgan Chase & Co. Sitemap | Security | Privacy | Contact Us | Terms & Conditions

#### Click to review positive pay exceptions.

#### **View a Bank Statement**

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

