

KeyNavigatorSM

Information Reporting

User Guide

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1. List of Available Reports

Report	Information contained within the report	Length of time available
Standard Reports		
Previous Day	The Previous Day balance report provides prior day account balances and transactions for enrolled accounts. Information provided includes transaction descriptions and reference information. The report will show summary only or summary and detail information, depending on the level of service requested.	180 days
Intraday	The Intraday balance report provides current day account balances and transactions for enrolled accounts. Information provided includes transaction descriptions and reference information for: Controlled Disbursement (CDA), lockbox, ACH, and wire transactions. The report will show summary only or summary and detail information depending on the level of service requested.	180 days
BAI2 Previous Day File	The BAI2 Previous Day File provides prior day account balances and transactions for enrolled accounts. Information provided includes transaction descriptions and reference information downloaded in the BAI2 format. The file will show summary only or summary and detail information, depending on the level of service requested.	180 days
BAI2 Intraday File	The BAI2 Intraday File provides current day account balances and transactions for enrolled accounts. Information provided includes transaction descriptions and reference information downloaded in the BAI2 format for: Controlled Disbursement (CDA), lockbox, ACH, and wire transactions. The file will show summary only or summary and detail information, depending on the level of service requested.	180 days
Global Account Reporting	The Global Account Report provides information on your international bank accounts and includes account balances and transactions for enrolled accounts (sent to Key from the owning bank). Information provided includes transaction descriptions and reference information. The report will show summary only or summary and detail information, depending on the level of service requested.	180 days

Report	Information contained within the report	Length of time available
Customer Statements		
Corporate Banking Statement	The Corporate Banking Statement feature provides electronic copies of your commercial checking accounts enrolled in the service. Multiple download and printing options are available.	Rolling 24 months
Account Analysis Statement	The Account Analysis Statement provides detailed information on balances and service charges for all accounts in your relationship. The Account Analysis Statement summarizes and details all treasury (cash management) services that you utilize. Some of the information contained in the Account Analysis statement includes average ledger balance, average float, average collected balance, depository and treasury (cash management) services used, total service charges and Earnings Credit received, and current year historical view of balances. Earnings Credit and service charges are also included.	Rolling 12 months
EDI 822 Statement (File)	<p>The EDI 822 Account Analysis Statement (file) provides a downloadable electronic file of the monthly Account Analysis statement in the EDI 822 format.</p> <p>The Account Analysis Statement provides detailed information on balances and service charges for all accounts in your relationship. The Account Analysis Statement summarizes and details all treasury (cash management) services that you utilize. Some of the information contained in the Account Analysis statement includes average ledger balance, average float, average collected balance, depository and treasury (cash management) services used, total service charges and Earnings Credit received, and current year historical view of balances. Earnings Credit and service charges are also included.</p>	180 days

Report	Information contained within the report	Length of time available
Other Reports		
Credit Sweep (Loan IQ System)	The Credit Sweep (Loan IQ System) report provides funds transfer activity between a commercial checking account and an associated Loan IQ system account. Paydown and Advance transfers as well as balance information are provided.	180 days
Investments (AIS Sweep) Confirmation	The Investments (AIS Sweep) Confirmation provides daily information regarding your AIS sweep account. Sweep activity between the investment and commercial checking account is provided, including balances and earnings.	180 days
Investments	The Investments Confirmation provides daily information regarding your Repurchase Sweep Account. Sweep activity between the Investment and commercial checking account is provided, including balances and earnings.	180 days
Credit Sweep	The Credit Sweep report provides funds transfer activity between a commercial checking account and an associated loan account. Paydown and Advance transfers, as well as balance information, are provided.	180 days
Zero Balance Accounts	The Zero Balance Account (ZBA) report provides you with prior day debit and credit activity for master and sub accounts in your ZBA structure.	180 days
High Order Prefix Detail	The High Order Prefix Detail (HOP) report provides summary and detailed transaction information for your HOP structure. The HOP feature allows you to subdivide your Controlled Disbursement Account (CDA) by adding a prefix to the account's check serial numbers. This prefix is then used to segregate your CDA clearings into subtotals.	180 days
Lockbox Detail (Legacy)	The Lockbox Detail (Legacy) report is a standard lockbox deposit report. This report provides basic information regarding deposits received in your Key lockbox. (Please see the Receivables section of the User Guide for additional information on lockbox reporting and imaging.)	180 days

Report	Information contained within the report	Length of time available
ACH Reports		
Incoming/Outgoing Wire Activity	The Incoming/Outgoing Wire Activity report provides real-time details on incoming and outgoing wire transfers. Information provided includes date/time wire was sent/received, account number/name, transaction description, wire amount, and any reference details included with the wire (Fed Wire reference number).	14 days
ACH Customer Activity Report	The ACH Customer Activity Report (CAR) provides information on ACH transactions that were originated through Key. This report also includes adjustments to the account balance and/or corrections to the detail on ACH transactions. All clients that originate ACH transactions through Key will receive the Customer Activity Report.	180 days
EDI Remittance	The EDI Remittance report provides detailed remittance information for electronic payments received in your Key account (i.e. ACH / EDI). Information provided includes payment originator, payment receiver, invoice information and individual transaction detail.	180 days
ACH Entries Resubmitted via ACH	The ACH Entries Resubmitted via ACH report provides a list of ACH entries that were returned for various reasons (including NSF returns) that are now being re-presented.	180 days
ACH Entries Converted to Draft	The ACH Entries Converted to Draft report provides a list of ACH entries that were rejected for various reasons and must now be cleared as paper items.	180 days
Deposit Distribution	The Deposit Distribution report provides details on ACH entries that have been returned for Originators who have separate entities originating ACH items.	180 days
ACH Receiving Entries	The ACH Receiving Entries report provides details on each incoming ACH transaction. The report provides detail of all fields within the ACH transaction sent to Key.	Rolling 12 months
ACH Return Notification	The ACH Return Notification report provides details on each returned ACH transaction and Notification of Change (NOC) received.	Rolling 12 months

Report	Information contained within the report	Length of time available
ACH Reports		
Rejected EPA Notification	The Rejected EPA Notification report is produced if you utilize 'manual' EPA (Electronic Payment Authorization). The report provides details on any incoming ACH debit transactions which have rejected and require review / approval.	Rolling 12 months
End of Day EPA Summary	The End of Day EPA Summary report provides a recap of all activity from EPA authorizations for the day. It is divided into multiple sections: Authorizations Used Today, Active Unused Authorizations, Expired Authorization List, Authorizations Revoked Today, and Authorizations Reset Today.	Rolling 12 months

2. Standard Reports

Previous Day and Intraday Reports

Previous Day and Intraday reports provide you with balance and transaction information for accounts enrolled in the service. Previous Day and Intraday reports have been combined in this section since their features are similar. Sample screen shots are of Previous Day reports. Please note that the balance totals displayed will be different for Previous Day versus Intraday reports.

Summary reports

These reports display an aggregate view of your account balances.

- Previous Day summary information includes:
 - Closing Ledger Balance
 - Closing Available Balance
 - 1 Day Float
 - 2+ Day Float
 - Total Credits (amount)
 - Total Debits (amount)
 - Opening Available Balance
- Intraday summary information contains:
 - Opening Ledger Balance*
 - Total Credits (amount)
 - Total Debits (amount)
 - Holds* (amount)
 - Uncollected Funds*
 - Current Ledger Balance*
 - Current Available Balance*

**Denotes real-time data*

Total Balances appear at the top of the page.

This reflects your total cash position across all of your enrolled accounts.

- If you are enrolled in Multi-Bank Reporting, this will include your accounts at KeyBank and your accounts with other domestic banks.
- Select the ? button for more information on how balances are calculated.

Your accounts, their corresponding balances and the totals for each bank are displayed.

- Sort your accounts by any column heading by clicking on the column name.
- Details for each individual account can be viewed by clicking on the account name.

Previous Day Summary: Dates This will allow you to search for information from other previous day reports. Either individual days or totals for a number of days can be viewed.

1. **Click** on **Dates** and **Select** one of the default options from the drop down menu. If Custom Date is selected, additional fields will appear for you to input the desired date or date range.
2. **Click View** to apply the filter.
3. Your report will be displayed. Select **Clear** to return to your current previous day report.

Previous Day | << Information Reporting

Summary

Detail

Dates

Accounts

Select Date(s)

From

To (optional)

Custom Date

view

cancel

Report Date: Sep 29, 20XX
Generated Sep 30, 20XX 2:45pm ET

Total Balances

Closing Ledger ?

Closing Available ?

\$24,553,726.90

\$11,217,222.90

Previous Day Summary: Accounts This will allow you to search for information from other previous day reports. Either individual accounts or all accounts can be viewed.

1. **Remove** the checkmark to unselect all accounts, then choose only desired accounts. Or, **select** only a few accounts.
2. **Click View** to apply the filter.
3. Select **Clear** to return to your current previous day report.
4. Or, you may **type** in account name or number for a quick view by account.



Information Reporting User Guide

KeyNavigator® KeyBank		Message Center Support Administration Logout					
Dashboard Reporting & Research Payables Receivables File Services Card Services Specialized Services		DEF: The Company Test					
Previous Day < Information Reporting							
Summary Detail		Create Custom Report					
Data Accounts		Print Download Collapse All					
Report Date: Sep 29, 20XX		Generated Sep 30, 20XX 2:45pm ET					
Total Balances							
Closing Ledger ⓘ	Closing Available ⓘ	1 Day Float ⓘ	2+ Day Float ⓘ	Total Credits ⓘ	Total Debits ⓘ	Opening Available ⓘ	
\$24,553,726.90	\$11,217,222.90	\$13,322,117.00	\$14,387.00	\$45,417,088.57	-\$57,959,192.73	\$24,553,359.90	
Bank: KeyBank National Association 010101010							
Filter list by account name or number Clear							
Account Name	Account #	Closing Ledger	Closing Avail.	1 Day Float	2+ Day Float	Total Credits	Total Debits
Payroll	0200020002	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Foundation	0300030003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Department 6	0400040004	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Department 5	0500050005	\$143,991.19	\$29,084.19	\$113,874.00	\$10,163.00	\$05,674.13	-\$52,079.63
Department 4	0600060006	\$26,688.00	\$26,688.00	\$0.00	\$0.00	\$0.00	-\$0,109.00
Department 3	0700070007	\$24,247,666.54	\$11,099,932.04	\$19,199,630.00	\$3,640.00	\$26,270,987.09	-\$42,812,393.03
Department 2	0800080008	\$4,279.00	\$4,279.00	\$0.00	\$0.00	\$0.00	\$0.00
Department 1	0900090009	\$22,338.00	\$0.00	\$21,687.00	\$651.00	\$30,427.88	-\$14,480.88
ABC 123 Company Test	1010101010	\$0.00	\$0.00	\$0.00	\$0.00	\$203,662.78	-\$203,662.78
DEF 123 Company Test	2020202020	\$15,121.33	\$14,885.33	\$238.00	\$0.00	\$794.17	-\$801.72
GHI 123 Company Test	3030303030	\$0.00	\$0.00	\$0.00	\$0.00	\$273,038.39	-\$273,038.39
Accounts Receivable	4040404040	\$38,813.09	\$38,813.09	\$0.00	\$0.00	\$0,911,337.00	-\$0,900,774.72
Accounts Payable	5050505050	\$50,444.94	\$50,444.94	\$0.00	\$0.00	\$0,000.00	-\$2,210.10
Bank Totals		\$24,553,726.90	\$11,217,222.90	\$13,322,117.00	\$14,387.00	\$45,417,088.57	-\$57,959,192.73
							\$24,553,359.90

Detailed Reports

These reports provide an aggregate view of your account balances, as well as comprehensive transaction information that contains descriptions and associated reference information for incoming credits and debits.

Previous Day Detail: Access detail reports by clicking on the **Detail** tab from the Summary or Custom Reports. By default, all of your accounts and their corresponding balances, credits and debits are displayed. Hide account details by clicking the account name to collapse the section.

1. **Click** on **Dates** and **Select** one of the default options from the drop down menu. If Custom Date is selected, additional fields will appear for you to input the desired date or date range.
2. **Click View** to apply the filter.
3. Your report will be displayed. Select **Clear** to return to your current previous day report.



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Dashboard | Reporting & Research | Payables | Receivables | File Services | Card Services | Specialized Services

Previous Day | < Information Reporting

Summary | Detail

ABC 123 Company Test 1010101010 020202020

Create Custom Report

Print | Download

Collapse All

Report Date: Sep 29, 20XX Generated Sep 30, 20XX 2:45pm ET

Total Balances

Closing Ledger ⓘ	Closing Available ⓘ	1 Day Float ⓘ	2+ Day Float ⓘ	Total Credits ⓘ	Total Debits ⓘ	Opening Available ⓘ
\$24,553,726.90	\$24,538,738.82	\$19,390.63	\$4,397.65	\$335,283.55	-\$1,276,838.42	\$24,546,729.25

Account: DEF 123 Company Test 0202020202 KeyBank National Association 010101010

Balances

Closing Ledger	\$24,543,726.90
Closing Available	\$24,518,738.82
1 Day Float	\$19,980.83
2+ Day Float	\$4,997.85
Total Credits	\$335,283.55
Total Debits	-\$1,276,838.42
Opening Available	\$24,538,729.25

Credit Summaries

ACH Credits (5)	\$548.55
Deposits (3)	\$24,088.28
Wire Transfer Credits (0)	\$2,785.99
ZBA Credits (0)	\$3,458.58
Other Misc Credits (1)	\$303,502.19
Total Credits (9)	\$335,283.55

Debit Summaries

ACH Debits (2)	-\$9,882.54
Checks (15)	-\$3,785.03
Returned Item Debits (0)	-\$35.00
Wire Transfer Debits (0)	-\$13,948.78
ZBA Debits (0)	-\$729,919.12
Other Misc Debits (1)	-\$515,497.37
Total Debits (18)	-\$1,276,838.42

Transactions

Show All Details

Filter list by type, description, or amount Clear

Date	Type	Description	Bank Ref	Cust Ref	Credit	Debit
09/29/20XX	Preauthorized ACH Credit	DEF 123 COMPANY TEST	1		\$548.55	
09/29/20XX	Incoming Money Transfer	Transaction Ref No.: 20202020202 Fed. Ref. No.: 01003040606070	1		\$2,785.99	
09/29/20XX	Book Transfer Credit	TRF FR DDA 0404040404	1		\$3,048.58	
09/29/20XX	ZBA Credit	TRANSFER FROM 0303030303	1		\$3,458.58	
09/29/20XX	Commercial Deposit	DEPOSITOR ID: 06060	1	4000	\$5,745.85	
09/29/20XX	Commercial Deposit	LOCKBOX DEPOSIT: 06060	1	12345	\$8,785.99	

Previous Day Detail: Transactions The **Transactions** section of the report lists individual credits and debits along with additional transaction information. Click the Transaction description for additional details. Sort transaction details by clicking on any column name. To filter on the transaction details:

1. Click on **Transactions**, then select your desired parameters.
2. By default, all transaction groups and all transaction types are selected. Remove the checkmark on **All Groups and All Types** to deselect these items.
3. To limit your search based on dollar amount, enter **Amount From** and **To** fields.
4. **Click View** to display your report.
5. For a **quick search** on a transaction, filter the list of transactions by entering transaction type, description, or amount.

Transactions

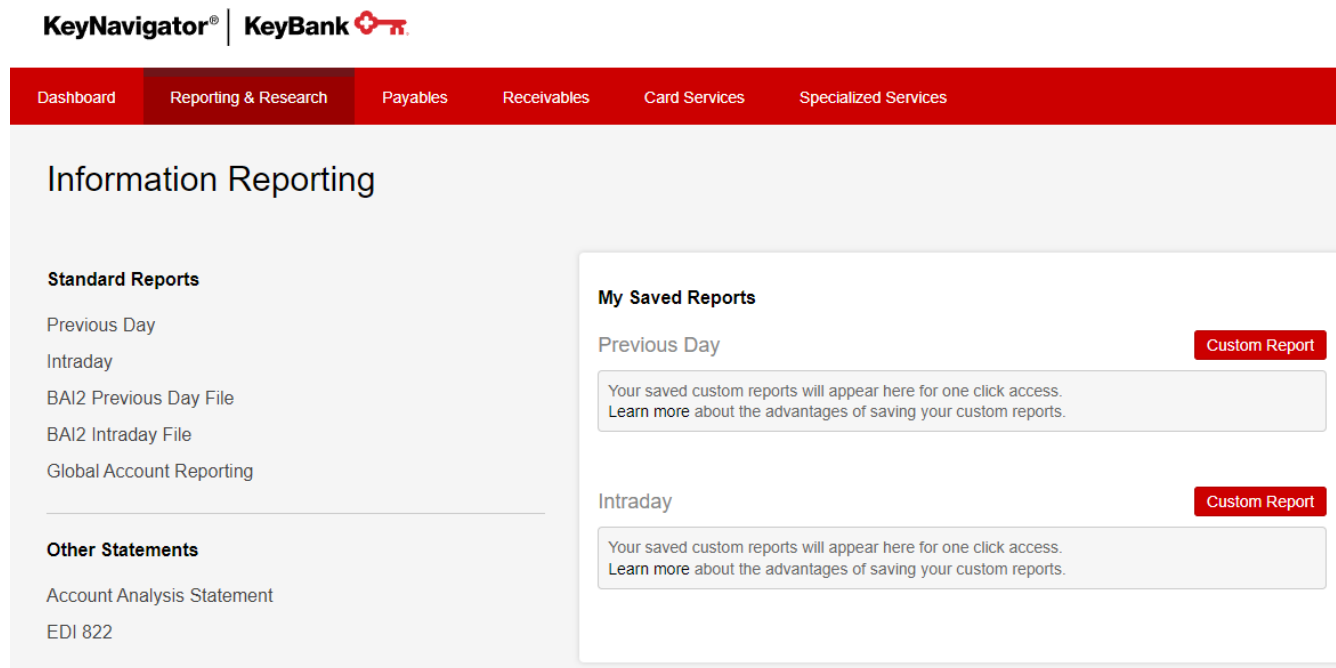
Show All Details ▾

Date	Type ▴	Description
09/29/20XX	Incoming Money Transfer	Transaction Ref. No.: 0101010101 Fed. Ref. No.: 020202020202020 ▾

Custom Reports

To view, download and save custom reports.

1. Select **Reporting & Research**; click on **Information Reporting**. Click on **Custom Report**.



The screenshot shows the KeyBank KeyNavigator interface. At the top, there's a navigation bar with links: Dashboard, Reporting & Research (selected), Payables, Receivables, Card Services, and Specialized Services. Below this, the main heading is "Information Reporting". On the left, there are two sections: "Standard Reports" and "Other Statements". Under "Standard Reports", there are links for "Previous Day", "Intraday", "BAI2 Previous Day File", "BAI2 Intraday File", and "Global Account Reporting". Under "Other Statements", there are links for "Account Analysis Statement" and "EDI 822". On the right, there's a "My Saved Reports" section. It has two sub-sections: "Previous Day" and "Intraday". Each sub-section has a "Custom Report" button and a message box that says "Your saved custom reports will appear here for one click access. Learn more about the advantages of saving your custom reports."

2. Choose options below to generate a report. Saved reports will appear in the **My Saved Reports** section of the **Information Reporting** page.

Report Type

Balances Only

Date

Previous Day

Select Account(s)

Enter text to filter list

Clear

17 accounts total

✓ Check All

✗ Uncheck All

☐ ABC 123 Company Test 1010101010
 ☐ DEF 123 Company Test 2020202020
 ☐ GHI 123 Company Test 3030303030
 ☐ JKL 123 Company Test 4040404040
 ☐ MNO 123 Company Test 5050505050
 ☐ PQR 123 Company Test 6060606060
 ☐ STU 123 Company Test 7070707070
 ☐ VWX 123 Company Test 8080808080
 ☐ YZA 123 Company Test 9090909090
 ☐ BCD 123 Company Test 0101010101

view

save

download

BAI2 Previous Day File

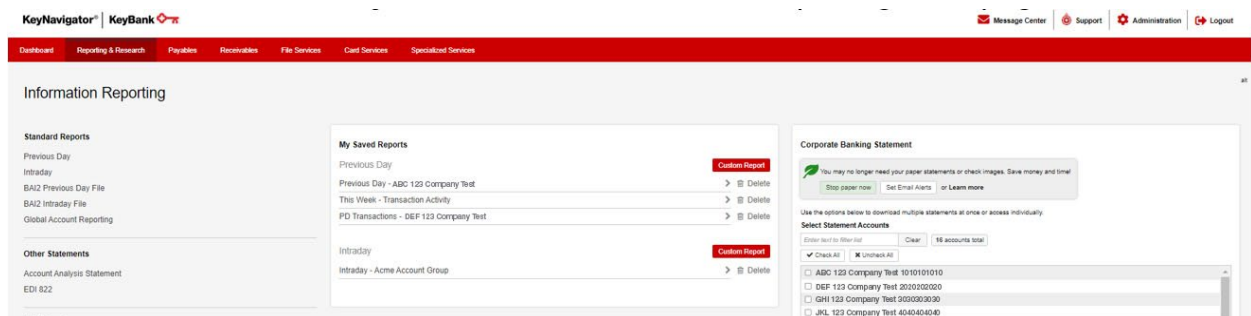
The BAI2 Previous Day File provides 'prior day' account balances and transactions for enrolled accounts. Information provided includes transaction descriptions and reference information downloaded in the BAI2 format. The file will show summary only or summary and detail information, depending on the level of service requested.

To view the BAI2 Previous Day File

Hover over **Reporting & Research**; click on **Information Reporting**.



2. Select **BAI2 Previous Day File** from the Information Reporting main page.
- 3.



4. Select the account(s) to be included in the file. Multiple accounts can be selected by holding CTRL or Shift and clicking on the desired accounts.
5. Select the date or date range for the file.
6. Select **Download** to download a filtered file.

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BAI2 Previous Day File Filter

Information is only available for the past 90 calendar days.

All fields are required.

Report: BAI2 Previous Day File

Account(s):
(Hold Ctrl or Shift to select multiple)

All Accounts
0101010101 - ABC Test
0202020202 - DEF Test
0303030303 - GHI Test

Date From: Jan 1 20XX
Date To: Jan 2 20XX

cancel
download

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```

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05, 606, 000000000303, A, 1,, JKL 123 COMPANY TEST 2222222221234567890/
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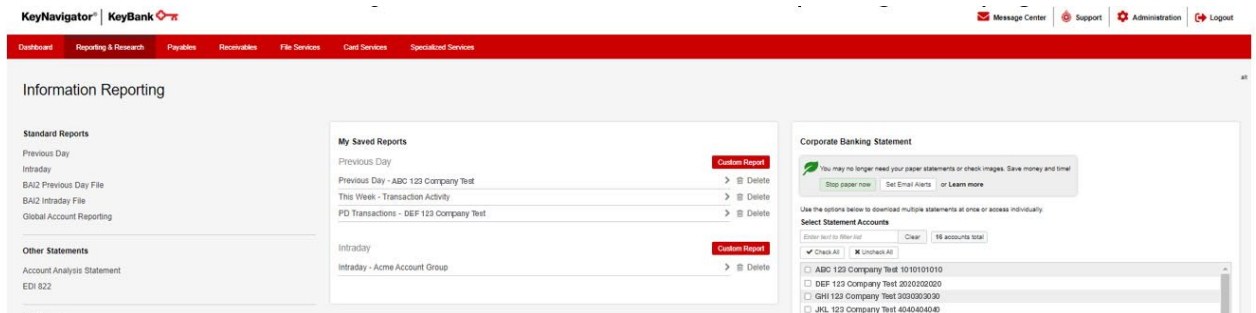
```

BAI2 Intraday File

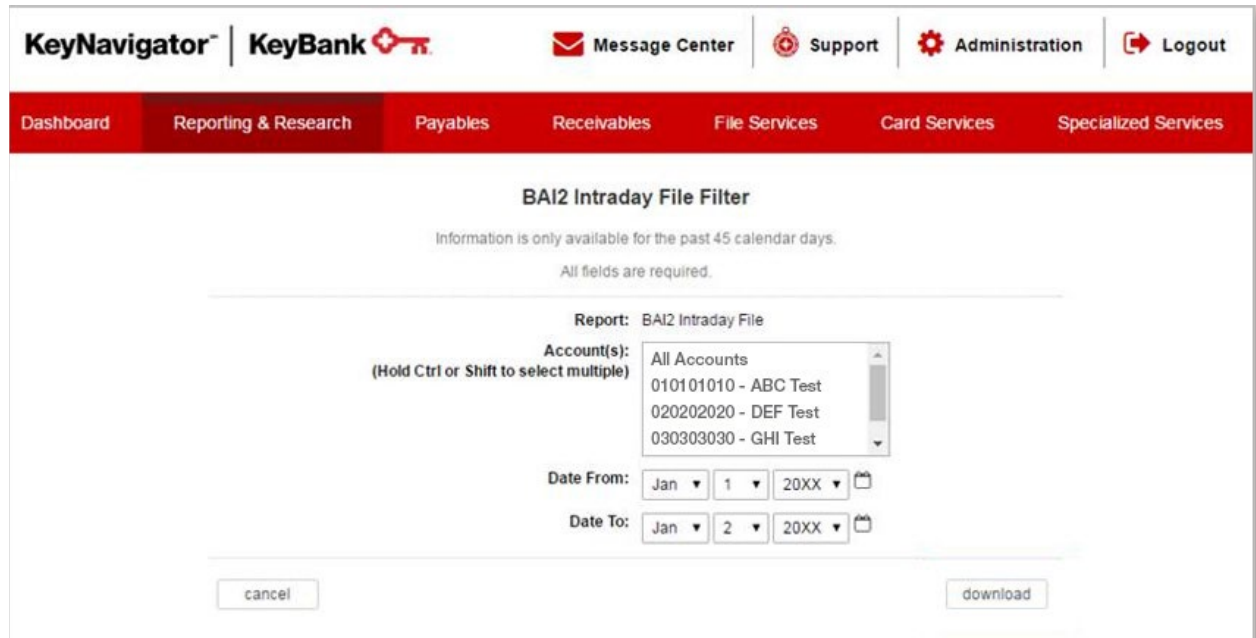
The BAI2 Intraday File provides 'current day' account balances and transactions for enrolled accounts. Information provided includes transaction descriptions and reference information downloaded in the BAI2 format. Available information includes: Controlled Disbursement (CDA), Lockbox, ACH and Wire transactions. The file will show summary only or summary and detail information depending on the level of service requested.


To view the BAI2 Intraday File





1. Select **BAI2 Intraday File** from the Information Reporting main page.
- 2.



3. Select the account(s) to be included in the report. Multiple accounts can be selected by holding CTRL or Shift and clicking on the desired accounts.
4. Select the date or date range for the file.
5. Select **Download** to download a filtered file.



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Card Services
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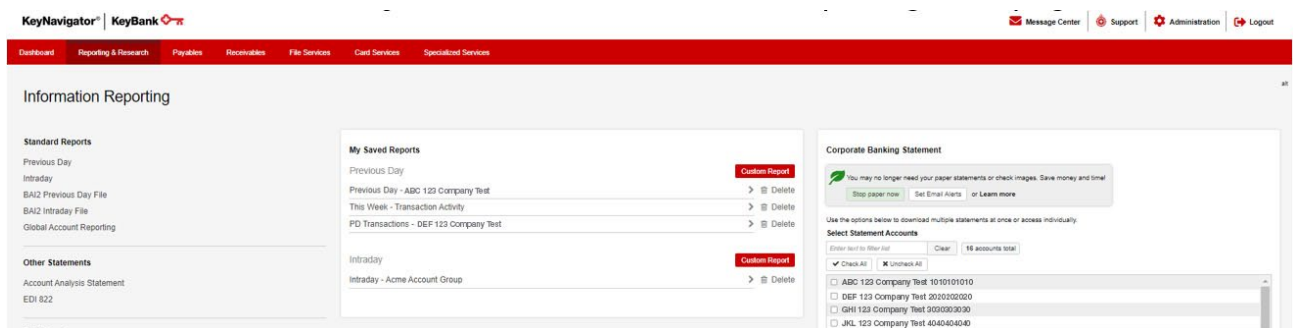
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Global Account Reporting

The Global Account Report provides information on your international bank accounts and includes account balances and transactions for enrolled accounts (sent to Key from the owning bank). Information provided includes transaction descriptions and reference information. The report will show summary only or summary and detail information depending on the level of service requested.

To filter and view the Global Account Report

1. Select **Global Account Reporting** from the Information Reporting main page.
- 2.



3. To utilize a saved filter, use the dropdown menu to select the appropriate filter and select **Apply** to use the filter, **Edit** to update the filter with new criteria, or **Delete** to remove the filter from the menu.



3. To create a new filter that can be saved and utilized later, enter a name for the new filter, enter the appropriate ranges and/or criteria (discussed in more detail in step 4), and select **Save**. After the new filter has been saved, it will appear in the list of saved filters.
 - a. Limit information displayed on the Global Account Report by applying the filtering capabilities for any or all of the following parameters. Choose to display detail *or* summary information, or summary *and* detail information.
 - b. Choose the account(s) you wish to view. Multiple accounts can be selected by holding CTRL or Shift and clicking on the desired accounts.
 - c. Select the bank(s) where the selected accounts are held. Multiple banks can be selected by holding CTRL or Shift and clicking on the desired banks.
 - d. Select the day(s) that you wish to view. Selecting **Custom Date** displays additional fields that enable you to specify a particular day or days.

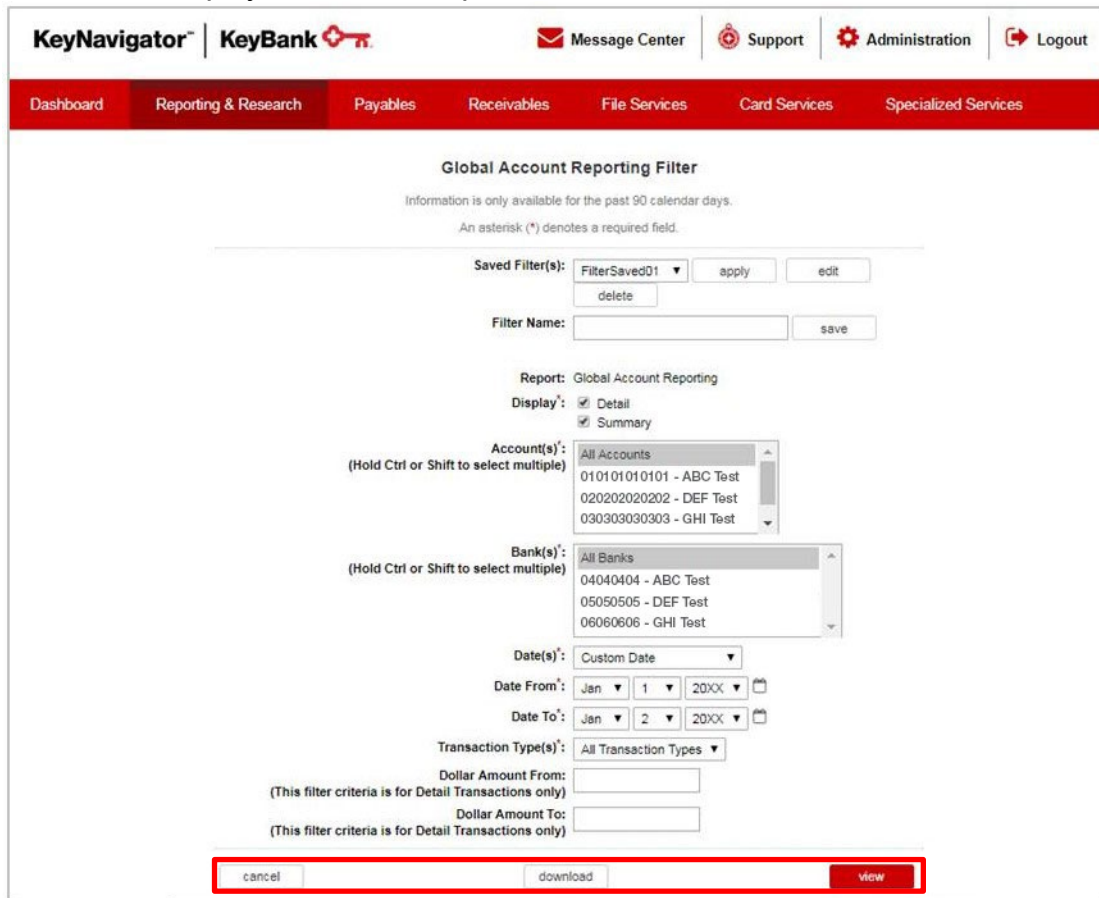


- e. Select to display **Credits Only**, **Debits Only** or credits and debits with **All Transactions**.
 - f. Enter a dollar range for transactions.



NOTE: *This level of information is only available on the detailed section of the Previous Day report. If you do not have detailed reporting, you will not be able to specify a dollar range.*

4. Select **Cancel** to return to the Information Reporting main page, select **Download** to download a report according to the specified criteria, and select **View** to display the filtered report.



KeyNavigator | **KeyBank**

Message Center | Support | Administration | Logout

Dashboard | Reporting & Research | Payables | Receivables | File Services | Card Services | Specialized Services

Global Account Reporting Filter

Information is only available for the past 90 calendar days.
An asterisk (*) denotes a required field.

Saved Filter(s): FilterSaved01 [apply] [edit] [delete]

Filter Name: [] [save]

Report: Global Account Reporting

Display: ☒ Detail ☒ Summary

Account(s)*: (Hold Ctrl or Shift to select multiple)
 All Accounts
 010101010101 - ABC Test
 020202020202 - DEF Test
 030303030303 - GHI Test

Bank(s)*: (Hold Ctrl or Shift to select multiple)
 All Banks
 04040404 - ABC Test
 05050505 - DEF Test
 06060606 - GHI Test

Date(s)*: Custom Date

Date From*: Jan 1 20XX

Date To*: Jan 2 20XX

Transaction Type(s)*: All Transaction Types

Dollar Amount From: (This filter criteria is for Detail Transactions only)

Dollar Amount To: (This filter criteria is for Detail Transactions only)

[cancel] [download] [view]

1. Your report will be displayed. The top of every report will display summary information for each account. Summary information includes:
 - Currency
 - Opening Balance Date
 - Opening Balance Amount
 - Closing Balance Date
 - Closing Balance Amount
 - Available Balance Date
 - Available Balance Amount


2. If you have requested detailed information, a table containing transactions will be displayed. Information can be sorted by column headings:

- Description
- Dollar Amount of Credit
- Dollar Amount of Debit
- Optional Text

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Card Services
Specialized Services

filter
unfilter
download



ABC 123 COMPANY TEST
KeyBank
CASH MANAGEMENT
Global Account Reporting
Report Created with MYFILTER Filter
Report Created Jan 02, 20XX 2:46 PM EST

Date: Jan 02, 20XX
Bank: 054321548
Account: 0000000000101010101 - ABC Test
Statement ID 99205
Currency EUR
Opening Balance Date Jan 02, 20XX
Opening Balance Amount 6,696,526.90
Closing Balance Date Jan 02, 20XX
Closing Balance Amount 5,110,650.00
Available Balance Date Jan 02, 20XX
Available Balance Amount 5,110,650.00

Description	Credit	Debit	Optional Text
WITHDRAWAL FROM ACCOUNT		2,016.90	0000000000202020202
WITHDRAWAL FROM ACCOUNT		2,300.00	0000000000404040404
WITHDRAWAL FROM ACCOUNT		2,170.00	0000000000505050505
WITHDRAWAL FROM ACCOUNT		822,130.00	0000000000606060606
WITHDRAWAL FROM ACCOUNT		757,260.00	0000000000707070707
Total	0.00	1,585,876.90	
Count	0	5	

main page

3. Statements

Corporate Banking Statement

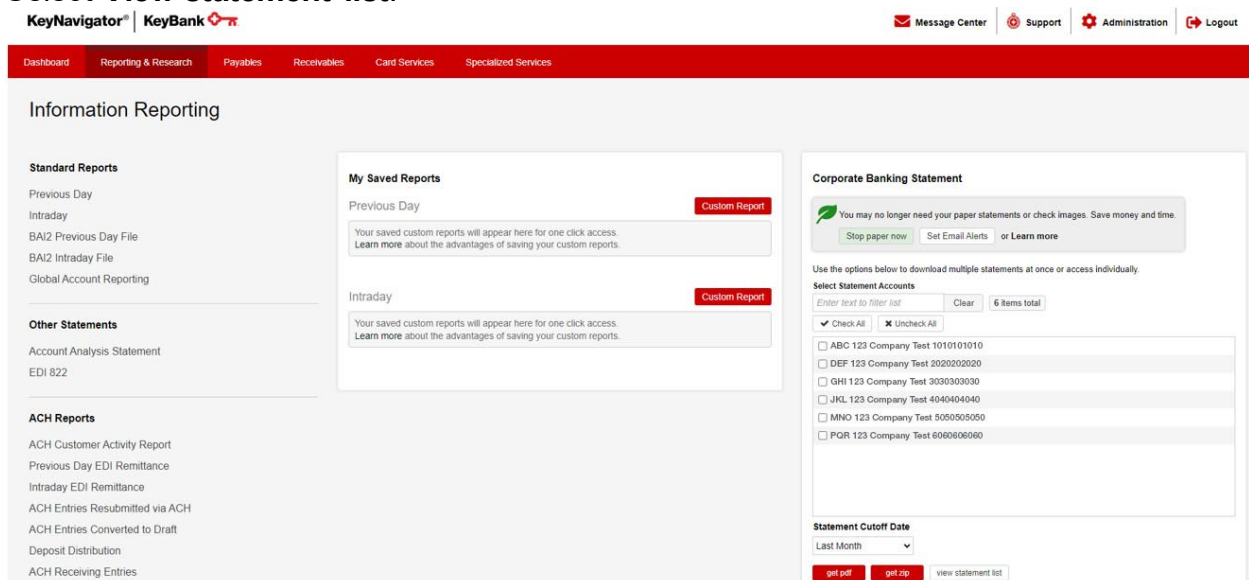
The Corporate Banking Statement feature provides electronic copies of your commercial checking accounts enrolled in the service. Multiple download and printing options are available.

To download Corporate Banking Statement(s)

Choose account(s) and/or date(s) and click **Get PDF** or **Get ZIP** to download statements into one file for offline management.

To view individual statements

1. Select **View statement list**.



The screenshot shows the KeyBank Information Reporting interface. The top navigation bar includes links for Message Center, Support, Administration, and Logout. The main navigation bar lists various services: Dashboard, Reporting & Research, Payables, Receivables, Card Services, and Specialized Services. The Information Reporting section is active, displaying a list of Standard Reports (Previous Day, Intraday, BAI2 Previous Day File, BAI2 Intraday File, Global Account Reporting) and Other Statements (Account Analysis Statement, EDI 822). The Corporate Banking Statement section is highlighted, showing a message about saving money by using electronic statements. Below this, there is a section for Select Statement Accounts with a list of accounts and checkboxes. The Statement Cutoff Date is set to Last Month. At the bottom, there are buttons for get pdf, get zip, and view statement list.

2. Select your desired criteria to limit the statements displayed.
3. Check multiple statements and click **get pdf** or **get zip** to download selected statements.
4. Click on the statement link to view individual statements.

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KeyBank

Message Center
Support
Administration
Logout

Dashboard
Reporting & Research
Payables
Receivables
File Services
Card Services
Specialized Services

Corporate Banking Statement

Select Account(s)

☒ All Accounts
☒ Accounts Payable - 0101010101
☒ Accounts Receivable - 0202020202
☒ ABC 123 Company Test 0303030303
☒ DEF 123 Company Test 0404040404

Statement Cutoff Date

Last month

get statements

Limited to 350 statements.


Available Statements

Use the checkboxes to choose statements and download in pdf or zip formats

<input type="checkbox"/>	Account Name	Account #	Statement Cutoff Date
<input type="checkbox"/>	Accounts Payable	0505050505	February 26, 20XX
<input type="checkbox"/>	Accounts Receivable	0606060606	February 26, 20XX
<input type="checkbox"/>	GHI 123 Company Test	0707070707	February 26, 20XX
<input type="checkbox"/>	JKL 123 Company Test	0808080808	February 26, 20XX
<input type="checkbox"/>	MNO 123 Company Test	0909090909	February 26, 20XX
<input type="checkbox"/>	Department 1	1010101010	February 26, 20XX
<input type="checkbox"/>	Department 1	2020202020	February 26, 20XX [Revised]
<input type="checkbox"/>	Department 2	3030303030	February 26, 20XX

5. Your Corporate Banking Statement containing the following information will be displayed:

- Company Name
- Mailing address
- The statement date
- The account number
- Summary of account activity for the statement period including:
 - Total additions
 - Total subtractions
 - Ending balance
- List of all additions (deposits, etc.) to account, including totals
- List of all subtractions (withdrawals, etc.) from account, including totals



Corporate Banking Statement
September 24, xxxx
page 1 of 4

5 03 OH01510510 P 0999 00005 R DA B1

KEYBANK
ABC COMPANY TEST
ATTN KEYBANK SERVICE
400 IRONSIDE RD
ISENGARD OH 44144-2338

9999999999999999

Questions or comments?
Call 216-813-7001
24 hours a day, 7 days a week

Internal Account Reservable 9999999999999999

KEYBANK
ABC COMPANY TEST
ATTN KEYBANK SERVICE

Beginning balance 2-19-99	-\$4,293,867.82
2 Additions	+3,627,486.66
131 Subtractions	-2,726,460.16
Ending balance 9-24-99	-\$3,392,841.32

Additions

<u>Deposits</u>	<u>Date</u>	<u>Serial #</u>	<u>Source</u>	
	9-24		Credit Memo	\$222,982.00
	9-24		Credit Memo	3,404,504.66
			Total additions	\$3,627,486.66

Subtractions

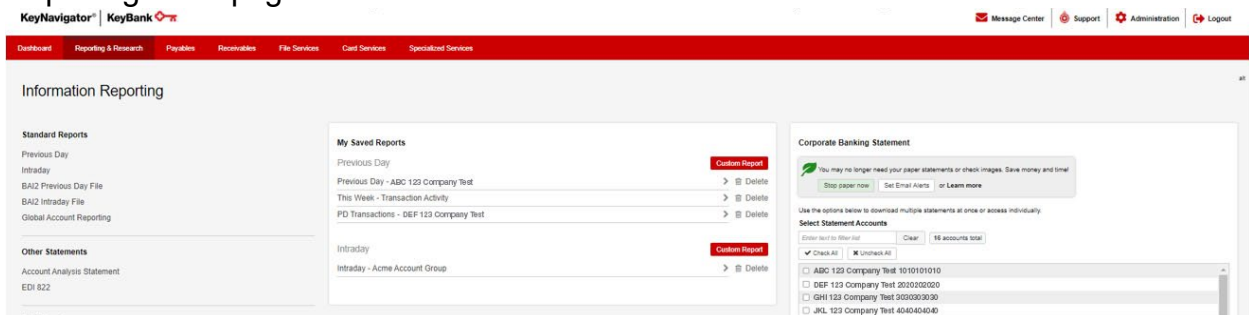
<u>Checks</u>	<u>Date</u>	<u>Serial #</u>	<u>Location</u>	
	9-24		Direct Withdrawal , ABC Company Test	\$11,469.00
	9-24		Direct Withdrawal , DEF Company Test	11,569.00
	9-24		Direct Withdrawal , GHI Company Test	11,775.00
	9-24		Direct Withdrawal , KLM Company Test	12,226.00
	9-24		Direct Withdrawal , NOP Company Test	12,742.00
	9-24		Direct Withdrawal , QRS Company Test	13,301.00
	9-24		Direct Withdrawal , TUV Company Test	13,494.00

Account Analysis Statement

The Account Analysis Statement provides detailed information on balances and service charges for all accounts in your relationship. The Account Analysis Statement summarizes and details all treasury (cash management) services that you utilize. Some of the information contained in the Account Analysis Statement includes average ledger balance, average float, average collected balance, depository and treasury (cash management) services used, total service charges and Earnings Credit received. A current year historical view of balances, Earnings Credit, and service charges is also included.

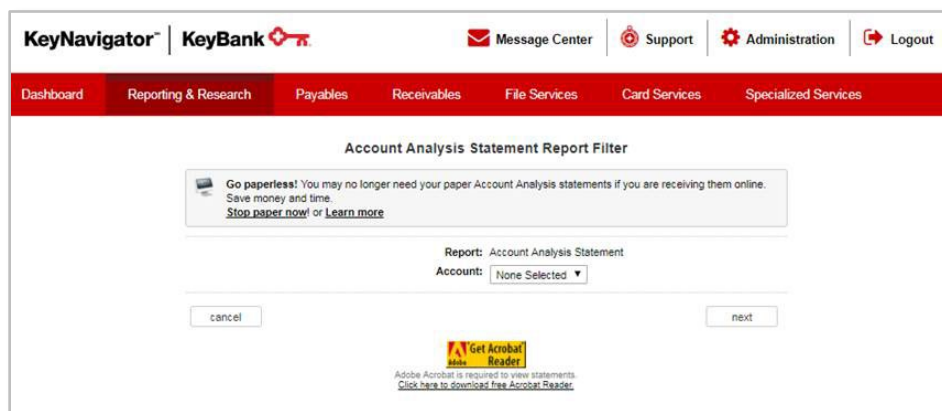
To view your Account Analysis Statement

1. Under **Other Reports**, select **Account Analysis Statement** from the Information Reporting main page.



2. Select the account for the statement that you wish to view.
3. Select **Cancel** to return to the Information Reporting main page or select **Next** to choose from the last 12 available statements for the selected account.

NOTE: You must have Adobe Acrobat Reader 4.0 or higher to view your statement. Please click on the link to download a free copy of Adobe Acrobat Reader if needed.



4. Your Account Analysis Statement containing the following information will be displayed.

The Relationship Summary section includes:

- Company name
- Mailing address
- The analysis period and number of days in the month
- Name of your account officer
- Earnings credit rate, balance criteria and multiplier information. The multiplier indicates the amount of balances needed to offset \$1.00 in service charges.
- Average ledger, float and collected balance information for the analysis relationship
- Account listing of all accounts included in the analysis relationship with balance and service charge summary information. The account that is charged for net service charges will be identified with an asterisk.
- The settlement cycle indicates the method and frequency by which your company is charged for services
- The services used by all accounts in the relationship are listed, including
 - Quantity
 - Unit price
 - Total service charges
 - Adjusted balances needed to support services.
 - A summary of the total service charges
 - Total earnings credit allowance
 - Net service charge owed to the bank
- The client history section provides a year-to-date summary of your balances and service charge activity for all accounts in the relationship

The Account Detail section contains the following information:

- Analysis period and number of days included in the month
- Account number
- Account name
- Address to which the account statement is mailed
- Uncollected funds rate for this account – rate applied to any negative collected balances to determine the uncollected funds charge
- Average ledger, float and collected balance information for this account.
- Average daily negative collected balance and the number of days in the month the account had a negative collected balance
- Average daily positive collected balance and the number of days in the month the account had a positive collected balance
- Balance available to support services – average daily positive collected balance less compensating balances (if applicable) and less the reserve requirement

- Adjusted balance available to support services: the balance available to support services times the number of positive days in the period divided by the total number of days in the period.
- Earnings credit allowance rate and earnings credit allowance amount for this account.
- Total net service charges and the net service charge for this account. Since the actual total net service charge owed to the bank is calculated at the relationship level, this section is for informational purposes only, and does not represent the total net service charge.
- The services used by this account are listed
 - Quantity
 - Unit price
 - Total service charges
 - Adjusted balances needed to support services.
 - Summary of the total service charges
 - Total adjusted balances needed to support the services for this account
 - Adjusted balances available to support other bank services – if the adjusted balances available to support other bank services are a positive number, then there are extra balances from this account that could be used to support new bank services for this account and/or additional services used by another account.



NOTE: The following sample account analysis statement does not necessarily contain examples of all the information that your account analysis statement will include.



KeyBank National Association
0101

Account Analysis Statement

Month Year

Relationship Overview

ABC Company

ATTN: John Company
123 Street
City, State Zip Code

Statement Date: June 30, 2006

Billing Account: 99999000000

Balance Available To Support Services	\$458,609.61
LESS: Balance Needed To Support Services	(\$57,798.55)
Balance Surplus For Eligible Services	\$400,811.06

Service Charges Due \$0.00

Account 99999000000 will be debited on approximately the 6th business day of the month.

Trend Analysis^A

Months	Average Ledger Balance	Average Collected Balance	Balance Available to Support Services	Balance Needed to Support Services	Service Charges Eligible for Earnings Credit	Earnings Credit Allowance	Direct Service Charges	Service Charges Due
JUN	\$564,756	\$509,566	\$458,610	\$57,799	\$192	\$1,523	\$0	\$0
MAY	\$648,310	\$483,232	\$434,909	\$63,783	\$216	\$1,474	\$0	\$0
APR	\$804,982	\$667,783	\$602,144	\$74,845	\$237	\$1,903	\$11	\$11
MAR	\$640,558	\$534,119	\$480,707	\$82,042	\$261	\$1,529	\$0	\$0
FEB	\$593,193	\$519,361	\$467,425	\$84,468	\$223	\$1,234	\$0	\$0
JAN	\$630,491	\$507,914	\$457,123	\$78,533	\$223	\$1,298	\$0	\$0
YTD	\$647,048	\$536,996	\$483,486	\$73,578	\$1,352	\$8,961	\$11	\$11

^A All numbers in this section are rounded to the nearest whole dollar

Refer to the last page for statement definitions and calculations



KeyBank National Association
0101

Account Analysis Statement

Month Year

Relationship Summary



Relationship Name: * ABC Company

Balance Summary

Average Ledger Balance	\$564,756.16
LESS: Average Float	(\$55,189.93)
Average Collected Balance	\$509,566.23
Average Positive Collected Balance	\$509,566.23
LESS: Reserve Requirement	(\$50,956.62)
Balance Available to Support Services	\$458,609.61

Billing Information

Settlement Cycle	Monthly
Payment Method	Direct Debit
Billing Account	99999000000
Days in the Month	30

Service Charge Summary

Service Charges Eligible for Earnings Credit	\$191.89
Earnings Credit Allowance	\$1,522.58
Service Charges Due	\$0.00

Accounts in Relationship: 1

Accounts Analyzed[^]

Account Number	Account Name	Earning Credit Rate	Balance Needed to Support Services	Balance Available to Support Services	Service Charges Eligible for Earnings Credit	Direct Service Charges	Earnings Credit Allowance
99999000000	* Account 1	4.05%	\$57,799	\$458,610	\$192	\$0	\$1,523
Total			\$57,799	\$458,610	\$192	\$0	\$1,523

[^] All numbers in this section are rounded to the nearest whole dollar

* Notes the billing account for the relationship

Service Activity Summary

Service Codes	Services	Total Service Charges
AFP00	Balance & Compensation Information	\$6.624
AFP01	General Account Services	\$25.000
AFP10	Depository Services	\$10.170
AFP15	Paper Disbursement Services	\$24.790
AFP25	General ACH Services	\$0.960
AFP40	Information Services	\$124.350
Total		\$191.894

Service Activity Details

Service Codes	Services	Quantity	Unit Price	Total Service Charges	Balance Needed To Support Services
00	Balance & Compensation Information				
00 02 30	FDIC Assessment			\$6.624	\$1,995.25
	AFP00 TOTAL			\$6.624	\$1,995.25
01	General Account Services				

Refer to the last page for statement definitions and calculations



KeyBank National Association
0101

Account Analysis Statement

Month Year

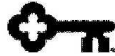
Relationship Summary

Relationship Name: * ABC Company

Service Activity Details - Continued

Service Codes	Services	Quantity	Unit Price	Total Service Charges	Balance Needed To Support Services
01 00 00	Maintenance	1	\$15.00	\$15.000	\$4,518.00
01 04 11	Analysis Charge	1	\$10.00	\$10.000	\$3,012.00
	AFP01 TOTAL			\$25.000	\$7,530.00
10	Depository Services				
10 02 00	Deposits	7	\$0.40	\$2.800	\$843.36
10 02 20	Unencoded Check On Us	6	\$0.110	\$0.660	\$198.79
10 02 22	Unencoded Check Local City	9	\$0.110	\$0.990	\$298.18
10 02 23	Unencoded Check In-District	5	\$0.110	\$0.550	\$165.66
10 02 24	Unencoded Check Other FED	32	\$0.110	\$3.520	\$1,060.22
10 02 25	Unencoded Check Local RCPC	15	\$0.110	\$1.650	\$496.98
	AFP10 TOTAL			\$10.170	\$3,063.19
15	Paper Disbursement Services				
15 01 00	Checks Paid To 500	87	\$0.170	\$14.790	\$4,454.74
15 13 60	Check Enclosure Fee	1	\$10.00	\$10.000	\$3,012.00
	AFP15 TOTAL			\$24.790	\$7,466.74
25	General ACH Services				
25 02 00	Incoming ACH Debit Item	8	\$0.120	\$0.960	\$289.15
	AFP25 TOTAL			\$0.960	\$289.15
40	Information Services				
40 00 02	Previous Day Report	1	\$30.00	\$30.000	\$9,036.00
40 02 10	Info Reporting Base Fee	2	\$30.00	\$60.000	\$18,072.00
40 02 21	Previous Day Detail Items	229	\$0.150	\$34.350	\$10,346.22
	AFP40 TOTAL			\$124.350	\$37,454.22
	Total			\$191.894	\$57,798.55

Refer to the last page for statement definitions and calculations



KeyBank National Association
0101

Account Analysis Statement

Month Year

Account Detail



Account Name: Account 1
Account Number: 99999000000

Balance Summary	
Average Ledger Balance	\$564,756.16
LESS: Average Float	(\$55,189.93)
Average Collected Balance	\$509,566.23
Average Positive Collected Balance	\$509,566.23
LESS: Reserve Requirement	(\$50,956.62)
Balance Available to Support Services	\$458,609.61

Rate Information	
Earnings Credit Rate	4.05%
Service Charge Multiplier	\$301.20
Uncollected Funds Rate	0.00%
DDA Reserve Requirement	10.00%

Service Charge Summary	
Service Charges Eligible for Earnings Credit	\$191.89
Earnings Credit Allowance	(\$1,522.58)
Service Charges Due	\$0.00

Service Activity Details					
Service Codes	Services	Quantity	Unit Price	Total Service Charges	Balance Needed To Support Services
00	Balance & Compensation Information				
00 02 30	FDIC Assessment			\$6.624	\$1,995.25
	AFP00 TOTAL			\$6.624	\$1,995.25
01	General Account Services				
01 00 00	Maintenance	1	\$15.00	\$15.000	\$4,518.00
01 04 11	Analysis Charge	1	\$10.00	\$10.000	\$3,012.00
	AFP01 TOTAL			\$25.000	\$7,530.00
10	Depository Services				
10 02 00	Deposits	7	\$0.40	\$2.800	\$843.36
10 02 20	Unencoded Check On Us	6	\$0.110	\$0.660	\$198.79
10 02 22	Unencoded Check Local City	9	\$0.110	\$0.990	\$298.18
10 02 23	Unencoded Check In-District	5	\$0.110	\$0.550	\$165.66
10 02 24	Unencoded Check Other FED	32	\$0.110	\$3.520	\$1,060.22
10 02 25	Unencoded Check Local RCPC	15	\$0.110	\$1.650	\$496.98
	AFP10 TOTAL			\$10.170	\$3,063.19
15	Paper Disbursement Services				
15 01 00	Checks Paid To 500	87	\$0.170	\$14.790	\$4,454.74
15 13 60	Check Enclosure Fee	1	\$10.00	\$10.000	\$3,012.00
	AFP15 TOTAL			\$24.790	\$7,466.74
25	General ACH Services				
25 02 00	Incoming ACH Debit Item	8	\$0.120	\$0.960	\$289.15
	AFP25 TOTAL			\$0.960	\$289.15

Refer to the last page for statement definitions and calculations



KeyBank National Association
0101

Account Analysis Statement

Month Year

Account Detail

Account Name: ABC Company
Account Number: 99999000000

Service Activity Details - Continued					
Service Codes	Services	Quantity	Unit Price	Total Service Charges	Balance Needed To Support Services
40	Information Services				
40 00 02	Previous Day Report	1	\$30.00	\$30.000	\$9,036.00
40 02 10	Info Reporting Base Fee	2	\$30.00	\$60.000	\$18,072.00
40 02 21	Previous Day Detail Items	229	\$0.150	\$34.350	\$10,346.22
	AFP40 TOTAL			\$124.350	\$37,454.22
	Total			\$191.894	\$57,798.55

Refer to the last page for statement definitions and calculations

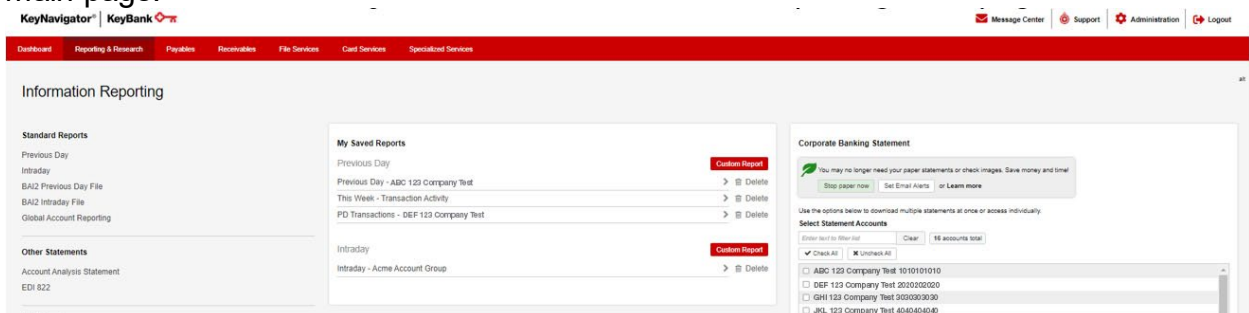
EDI 822 Statement (file)

The EDI 822 Account Analysis Statement provides a downloadable electronic file of the monthly Account Analysis statement in the EDI 822 format.

The Account Analysis Statement provides detailed information on balances and service charges for all accounts in your relationship. The Analysis statement summarizes and details all treasury (cash management) services that you utilize. Some of the information contained in the Account Analysis statement includes average ledger balance, average float, average collected balance, depository and treasury (cash management) services used, total service charges and Earnings Credit received. A current year historical view of balances, Earnings Credit and service charges is also included.

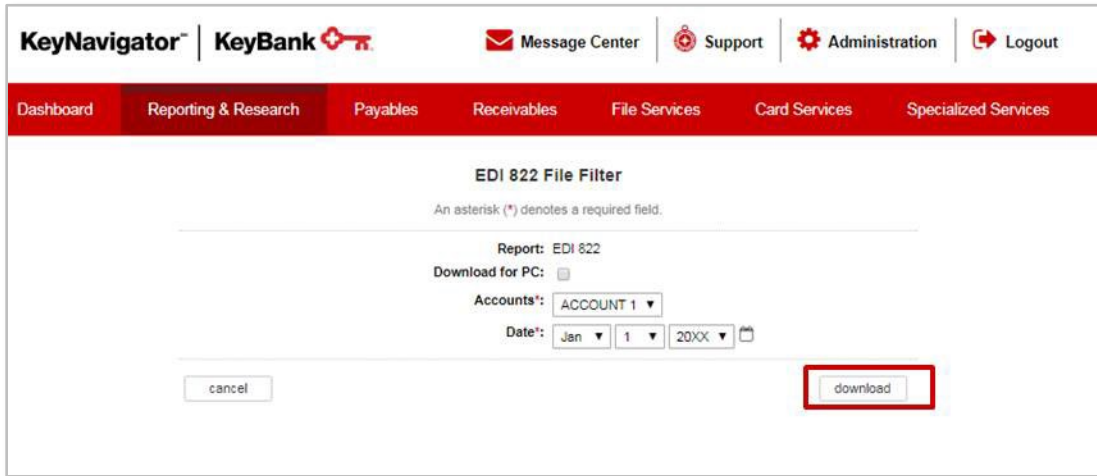
To download the EDI 822 Statement (file)


1. Under **Other Statements**, select **EDI 822** from the Information Reporting main page.



2. If you wish to download the report to a PC, click the corresponding box.
3. Choose the desired account.
4. Choose the month and year for the report.

5. Select **Download** to download a filtered report.



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[Dashboard](#) | [Reporting & Research](#) | [Payables](#) | [Receivables](#) | [File Services](#) | [Card Services](#) | [Specialized Services](#)

EDI 822 File Filter

An asterisk (*) denotes a required field.

Report: EDI 822

Download for PC: ☐

Accounts*: ACCOUNT 1 ▼

Date*: Jan ▼ 1 ▼ 20XX ▼

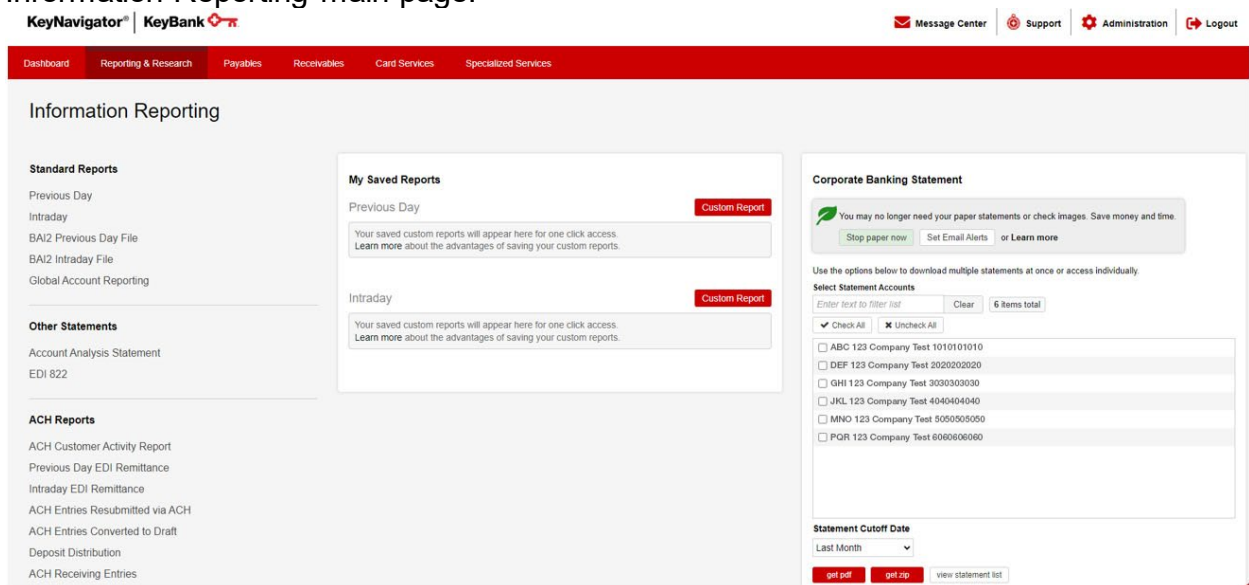
4. Other Reports

Credit Sweep (Loan IQ System) Report

The Credit Sweep (Loan IQ System) report provides funds transfer activity between a commercial checking account and an associated Loan IQ system account. Paydown and Advance transfers as well as balance information are provided.

To view the Credit Sweep (Loan IQ System) Report

- Under Other Reports, Select **Credit Sweep (Loan IQ System)** from the Information Reporting main page.



- Select the account for the statement that you wish to view.
- Select the date range for the statements you wish to view in the **Date From** and **Date To** boxes.
- Click **Next** to view the statements in your date range selection. Click **Cancel** to return to the Information Reporting main page.
- Select the statement icon for the statement that you wish to view.



NOTE: You must have Adobe Acrobat Reader 4.0 or higher to view your statement. Please click on the link to download a free copy of Adobe Acrobat Reader if needed.

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Payables
Receivables
File Services
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Specialized Services

Credit Sweep (Loan IQ system) Report Filter


Report: Credit Sweep (Loan IQ system)

Account: 10001315 - JOHN SMITH

Date From: Jan 1 20XX

Date To: Jan 1 20XX

cancel
view



Adobe Acrobat is required to view statements.
[Click here to download free Acrobat Reader.](#)

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KeyBank

Message Center
Support
Administration
Logout

Dashboard
Reporting & Research
Payables
Receivables
File Services
Card Services
Specialized Services

Credit Sweep (Loan IQ system): Statement Selection

Report: Credit Sweep (Loan IQ system)

Account: 01010101 ([change account](#))

To view a statement, click on the desired statement date.

Oct 29, 20XX

Oct 28, 20XX

Oct 27, 20XX

Oct 26, 20XX

Oct 25, 20XX

Oct 24, 20XX

Oct 23, 20XX

Oct 22, 20XX

Oct 21, 20XX

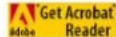
Oct 20, 20XX

Oct 19, 20XX

Oct 18, 20XX

Oct 17, 20XX

cancel



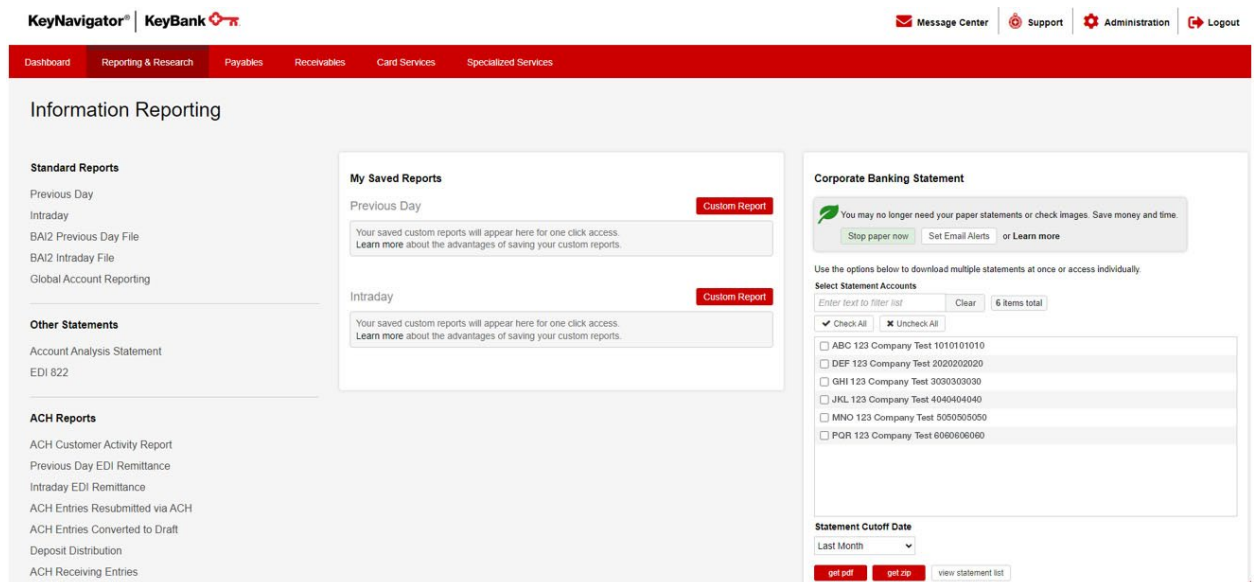
Adobe Acrobat is required to view statements.
[Click here to download free Acrobat Reader.](#)

Investments (AIS Sweep) Confirmation Report

The Investments (AIS Sweep) Confirmation provides daily information regarding your AIS Sweep account. Sweep activity between the Investment and commercial checking account is provided, including balances and earnings.

To view the Investments (AIS Sweep) Confirmation Report

1. Under **Other Reports**, select **Investments (AIS Sweep)** from the Information Reporting main page.
- 2.



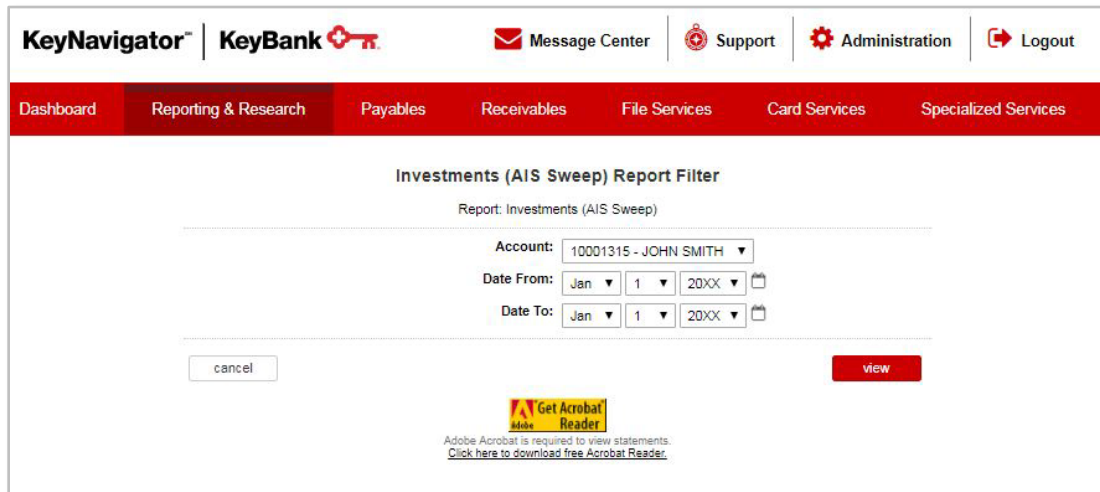
The screenshot shows the KeyBank Information Reporting interface. The top navigation bar includes 'Dashboard', 'Reporting & Research', 'Payables', 'Receivables', 'Card Services', and 'Specialized Services'. The left sidebar lists 'Standard Reports' (Previous Day, Intraday, BAI2 Previous Day File, BAI2 Intraday File, Global Account Reporting) and 'Other Statements' (Account Analysis Statement, EDI 822). The main content area is titled 'Information Reporting' and features a 'My Saved Reports' section with 'Previous Day' and 'Intraday' options, each with a 'Custom Report' button. On the right, the 'Corporate Banking Statement' section includes a message about digital statements, a 'Select Statement Accounts' list with checkboxes, and a 'Statement Cutoff Date' dropdown menu.


3. Select the account for the statement that you wish to view.
4. Select the date range for the statements you wish to view in the **Date From** and **Date To** boxes.



NOTE: You must have Adobe Acrobat Reader 4.0 or higher to view your statement. Please click on the link to download a free copy of Adobe Acrobat Reader if needed.

- Click **View** to view the statements in your date range selection. Click **Cancel** to return to the Information Reporting main page.



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Dashboard | Reporting & Research | Payables | Receivables | File Services | Card Services | Specialized Services


Investments (AIS Sweep) Report Filter

Report: Investments (AIS Sweep)

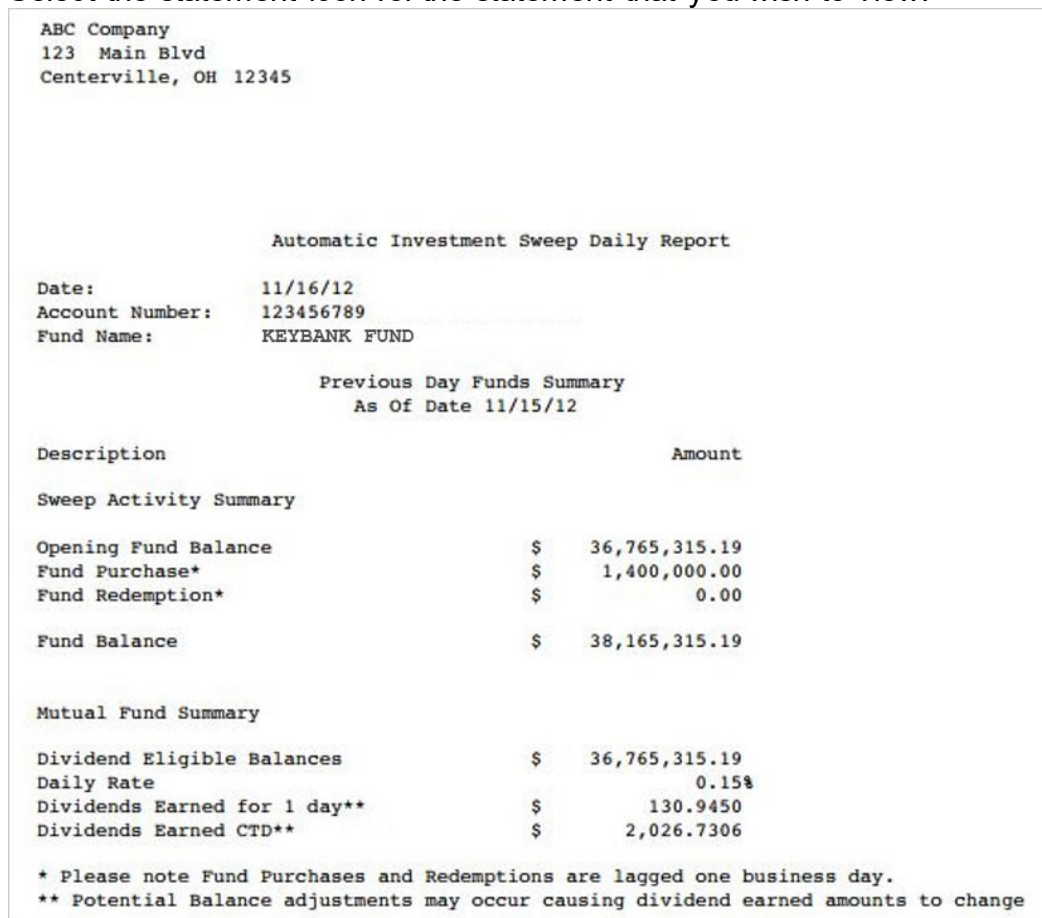
Account: 10001315 - JOHN SMITH ▼

Date From: Jan ▼ 1 ▼ 20XX ▼ 

Date To: Jan ▼ 1 ▼ 20XX ▼ 


Adobe Acrobat is required to view statements.
[Click here to download free Acrobat Reader.](#)

- Select the statement icon for the statement that you wish to view.



ABC Company
 123 Main Blvd
 Centerville, OH 12345

Automatic Investment Sweep Daily Report

Date: 11/16/12
 Account Number: 123456789
 Fund Name: KEYBANK FUND

Previous Day Funds Summary
 As Of Date 11/15/12

Description	Amount
Sweep Activity Summary	
Opening Fund Balance	\$ 36,765,315.19
Fund Purchase*	\$ 1,400,000.00
Fund Redemption*	\$ 0.00
Fund Balance	\$ 38,165,315.19
Mutual Fund Summary	
Dividend Eligible Balances	\$ 36,765,315.19
Daily Rate	0.15%
Dividends Earned for 1 day**	\$ 130.9450
Dividends Earned CTD**	\$ 2,026.7306

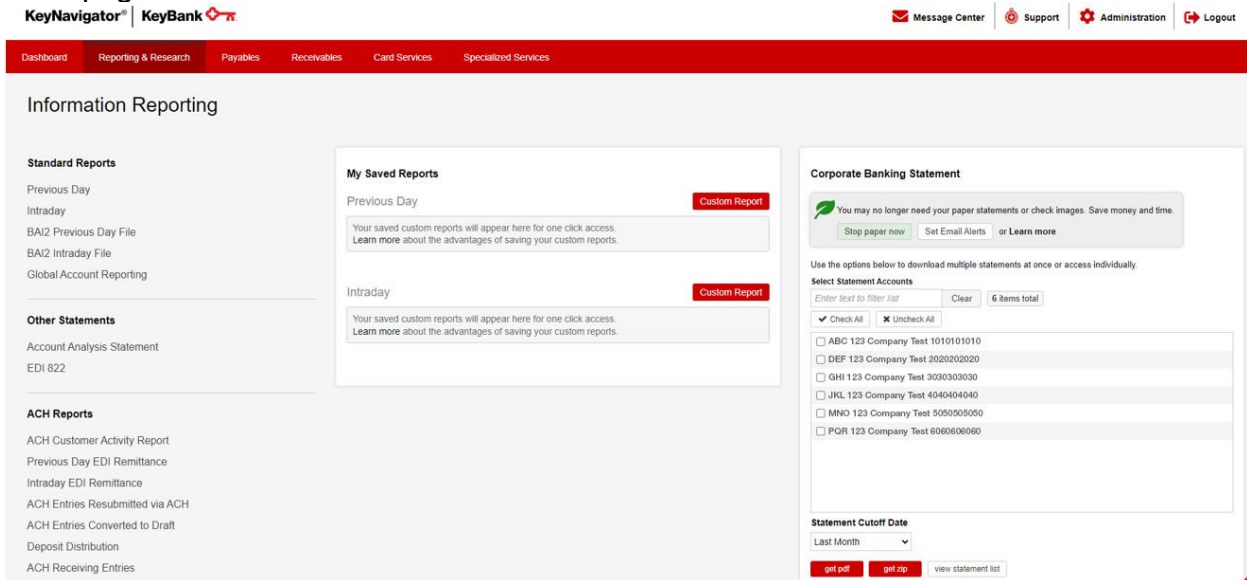
* Please note Fund Purchases and Redemptions are lagged one business day.
 ** Potential Balance adjustments may occur causing dividend earned amounts to change

Investments Sweep Confirmation

The Investments Sweep Confirmation provides daily information regarding your Repurchase Sweep Account. Sweep activity between the Investment and commercial checking account is provided, including balances and earnings.

To view the Investments Sweep Confirmation Report

1. Under **Other Reports**, select **Investments** from the Information Reporting main page.



The screenshot shows the KeyBank Information Reporting interface. The top navigation bar includes links for Dashboard, Reporting & Research, Payables, Receivables, Card Services, and Specialized Services. The main content area is titled 'Information Reporting' and is divided into three sections: Standard Reports, Other Statements, and ACH Reports. The 'Other Statements' section is currently selected, showing a list of reports including Account Analysis Statement and EDI 822. The 'Corporate Banking Statement' section is also visible, featuring a message about digital statements, a list of statement accounts, and a cutoff date selector.

Information Reporting

Standard Reports

- Previous Day
- Intraday
- BAI2 Previous Day File
- BAI2 Intraday File
- Global Account Reporting

Other Statements

- Account Analysis Statement
- EDI 822

ACH Reports

- ACH Customer Activity Report
- Previous Day EDI Remittance
- Intraday EDI Remittance
- ACH Entries Resubmitted via ACH
- ACH Entries Converted to Draft
- Deposit Distribution
- ACH Receiving Entries

My Saved Reports

Previous Day [Custom Report](#)

Your saved custom reports will appear here for one click access.
[Learn more](#) about the advantages of saving your custom reports.

Intraday [Custom Report](#)

Your saved custom reports will appear here for one click access.
[Learn more](#) about the advantages of saving your custom reports.

Corporate Banking Statement

You may no longer need your paper statements or check images. Save money and time.
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Use the options below to download multiple statements at once or access individually

Select Statement Accounts

Enter text to filter list Clear 6 items total

☒ Check All ☒ Uncheck All


- ☐ ABC 123 Company Test 1010101010
- ☐ DEF 123 Company Test 2020202020
- ☐ GHI 123 Company Test 3030303030
- ☐ JKL 123 Company Test 4040404040
- ☐ MNO 123 Company Test 5050505050
- ☐ PQR 123 Company Test 6060606060





Statement Cutoff Date

Last Month


[get pdf](#) [get zip](#) [view statement list](#)

- The report will be displayed. Select **Main page** to return to the Information Reporting main page.

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Receivables
File Services
Card Services
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KeyBank National Association

KEYBANK
123 STREET WAY
CLEVELAND, OH 1111-2222

Automatic Sweep Repurchase Agreement Confirmation

Account Number 010101010101010 Date 11/23/20XX

Investable Funds Summary			
Today's available balance	97,516.21	Repurchase income MTD	97,516.21
- Target available balance	50,000.00	Repurchase income YTD	97,516.21
= Total investable funds	47,516.21	Investment today at	10.000%

Account Activity Summary			
	Book Balance	Available Balance	Float
Previous day balance as of 11/13/00	92,764.59	92,764.59	0.00
+ Movement of float		0.00	0.00
+ Repurchase from yesterday	0.00	0.00	
+ Income earned on purchase invested @ 10.000% for 1 days	4,751.62	4,751.62	
+ Net activity	0.00	0.00	0.00
= Today's balances	97,516.21	97,516.21	0.00
- Total invested	47,516.21	47,516.21	
= Today's final balances	50,000.00	50,000.00	0.00

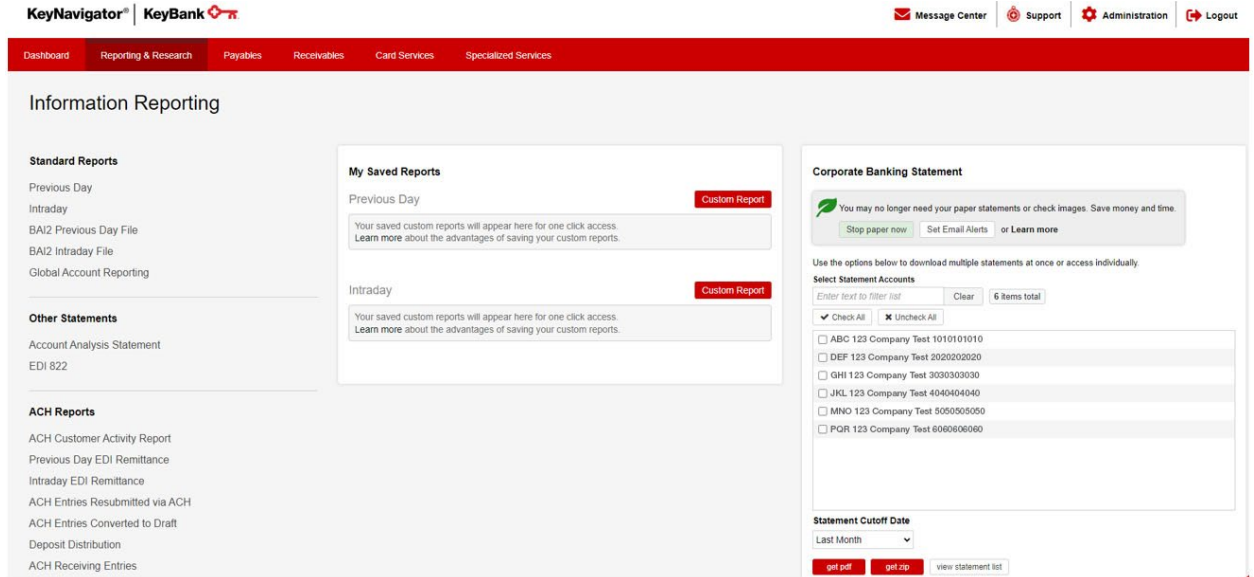
Principal Mkt/Pr	Mkt Value	PAR Amount	Description
Investment collateral			

This transaction is not a deposit of the bank and is not insured by the FDIC.
0101-1,776

main page

To filter the Investments Sweep Confirmation Report

1. Select **Investments** from the Information Reporting main page then select the filter button from the Investments report that displays.



The screenshot shows the KeyBank Information Reporting interface. The top navigation bar includes 'Dashboard', 'Reporting & Research', 'Payables', 'Receivables', 'Card Services', and 'Specialized Services'. The 'Reporting & Research' section is active, displaying 'Information Reporting'.

On the left, there are three categories of reports:


- Standard Reports:** Previous Day, Intraday, BAI2 Previous Day File, BAI2 Intraday File, Global Account Reporting.
- Other Statements:** Account Analysis Statement, EDI 822.
- ACH Reports:** ACH Customer Activity Report, Previous Day EDI Remittance, Intraday EDI Remittance, ACH Entries Resubmitted via ACH, ACH Entries Converted to Draft, Deposit Distribution, ACH Receiving Entries.




The main content area is divided into two sections:

- My Saved Reports:** This section shows two reports: 'Previous Day' and 'Intraday'. Each report has a 'Custom Report' button. Below each report name, there is a message: 'Your saved custom reports will appear here for one click access. Learn more about the advantages of saving your custom reports.'
- Corporate Banking Statement:** This section includes a message: 'You may no longer need your paper statements or check images. Save money and time. Stop paper now | Set Email Alerts | or Learn more'. Below this, there is a section for 'Select Statement Accounts' with a search bar and a 'Clear' button. A list of accounts is displayed, each with a checkbox and a 'get pdf' button. The accounts are:
 - ABC 123 Company Test 1010101010
 - DEF 123 Company Test 2020202020
 - GHI 123 Company Test 3030303030
 - JKL 123 Company Test 4040404040
 - MNO 123 Company Test 5050505050
 - PQR 123 Company Test 6060606060


At the bottom of the 'Corporate Banking Statement' section, there is a 'Statement Cutoff Date' dropdown menu set to 'Last Month' and a 'view statement list' button.

2.

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KeyBank National Association

KEYBANK
123 STREET WAY
CLEVELAND, OH 1111-2222

Automatic Sweep Repurchase Agreement Confirmation

Account Number 010101010101010 Date 11/23/20XX

Investable Funds Summary			
Today's available balance	97,516.21	Repurchase income MTD	97,516.21
- Target available balance	50,000.00	Repurchase income YTD	97,516.21
= Total investable funds	47,516.21	Investment today at	10.000%

Account Activity Summary	Book Balance	Available Balance	Float
Previous day balance as of 11/13/00	92,764.59	92,764.59	0.00
+ Movement of float			0.00
+ Repurchase from yesterday	0.00	0.00	
+ Income earned on purchase invested @ 10.000% for 1 days	4,751.62	4,751.62	
+ Net activity	0.00	0.00	0.00
= Today's balances	97,516.21	97,516.21	0.00
- Total invested	47,516.21	47,516.21	
= Today's final balances	50,000.00	50,000.00	0.00

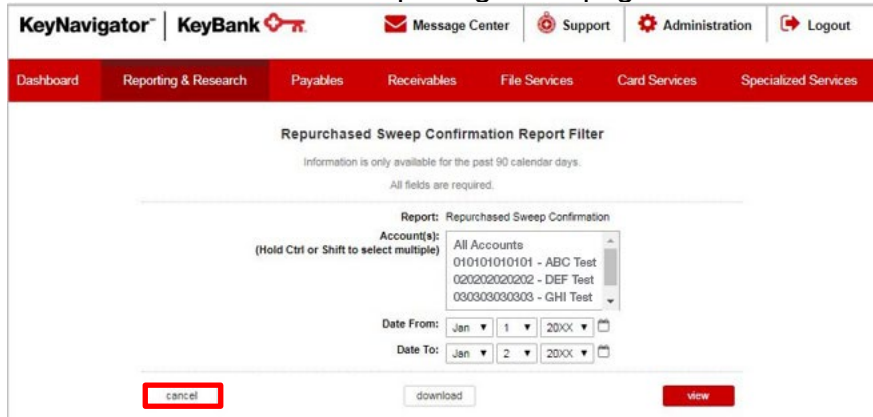
Principal Mkt/Pr	Mkt Value	PAR Amount	Description
Investment Collateral			

This transaction is not a deposit of the bank and is not insured by the FDIC.
0101-1,776

main page

- Select the account(s) to be included in the report. Multiple accounts can be selected by holding CTRL or Shift and clicking on the desired accounts.
- Select the date or date range for the report.

- Click **View** to see the statements in your date range selection. Click **Cancel** to return to the Information Reporting main page.



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Repurchased Sweep Confirmation Report Filter

Information is only available for the past 90 calendar days.
All fields are required.

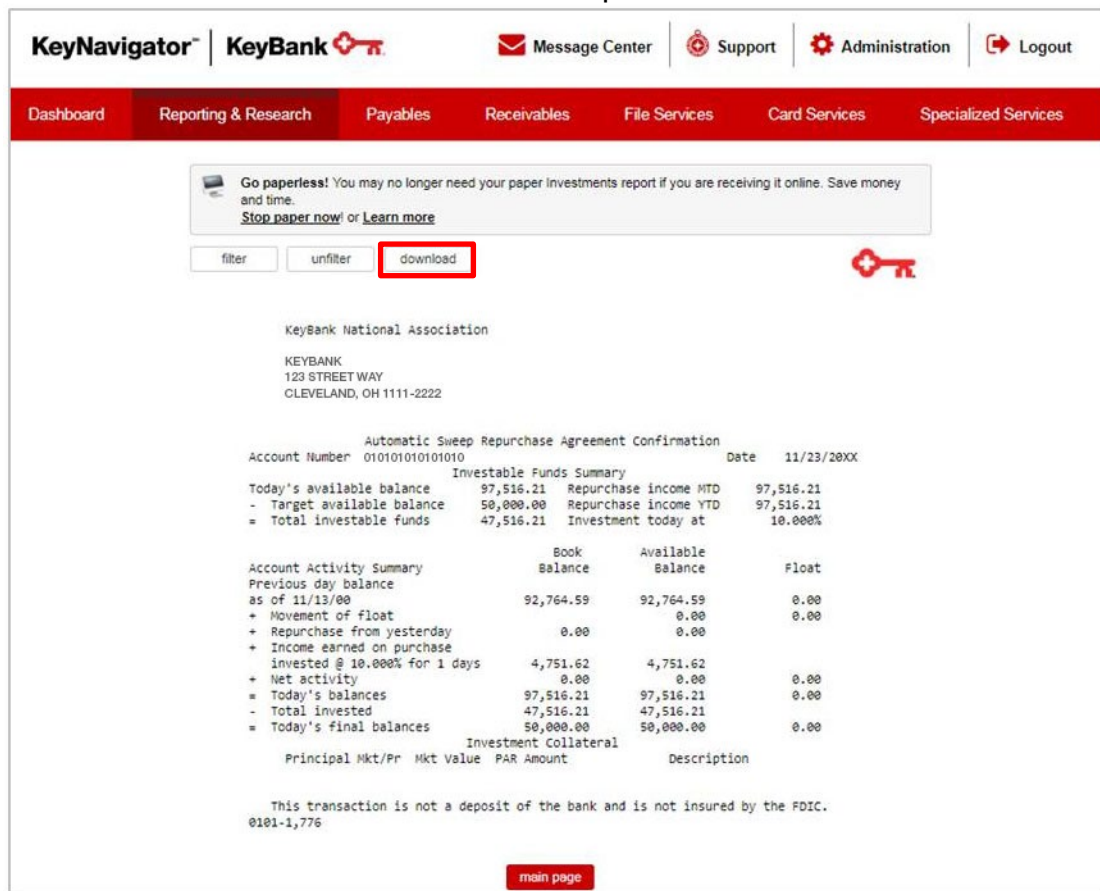
Report: Repurchased Sweep Confirmation

Account(s): (Hold Ctrl or Shift to select multiple)
All Accounts
010101010101 - ABC Test
020202020202 - DEF Test
030303030303 - GHI Test

Date From: Jan 1 20XX
Date To: Jan 2 20XX

cancel | download | **view**

- Select **Download** to download a filtered report.



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Dashboard | Reporting & Research | Payables | Receivables | File Services | Card Services | Specialized Services

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KeyBank National Association
KEYBANK
123 STREET WAY
CLEVELAND, OH 1111-2222

Automatic Sweep Repurchase Agreement Confirmation

Account Number 0101010101010101 Date 11/23/20XX

Investable Funds Summary			
Today's available balance	97,516.21	Repurchase income MTD	97,516.21
- Target available balance	50,000.00	Repurchase income YTD	97,516.21
= Total investable funds	47,516.21	Investment today at	10.000%

Account Activity Summary			
	Book Balance	Available Balance	Float
Previous day balance as of 11/13/00	92,764.59	92,764.59	0.00
+ Movement of float		0.00	0.00
+ Repurchase from yesterday	0.00	0.00	
+ Income earned on purchase invested @ 10.000% for 1 days	4,751.62	4,751.62	
= Net activity	0.00	0.00	0.00
= Today's balances	97,516.21	97,516.21	0.00
- Total invested	47,516.21	47,516.21	
= Today's final balances	50,000.00	50,000.00	0.00

Investment Collateral

Principal Mkt/Pr	Mkt Value	PAR Amount	Description
This transaction is not a deposit of the bank and is not insured by the FDIC.			
0101-1,776			

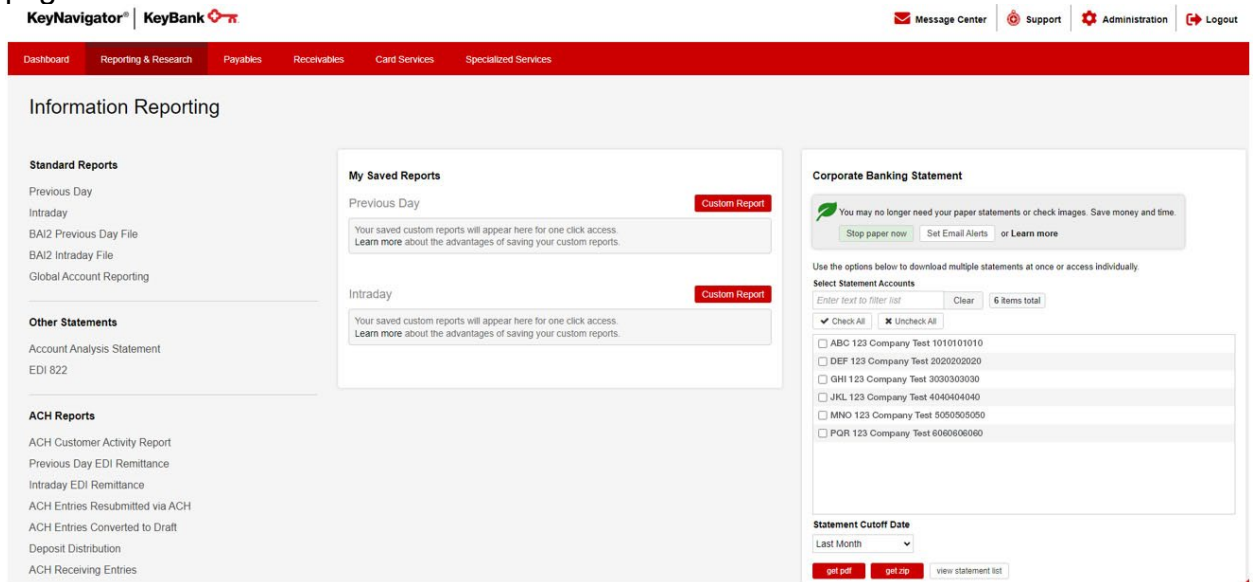
main page

Credit Sweep Report

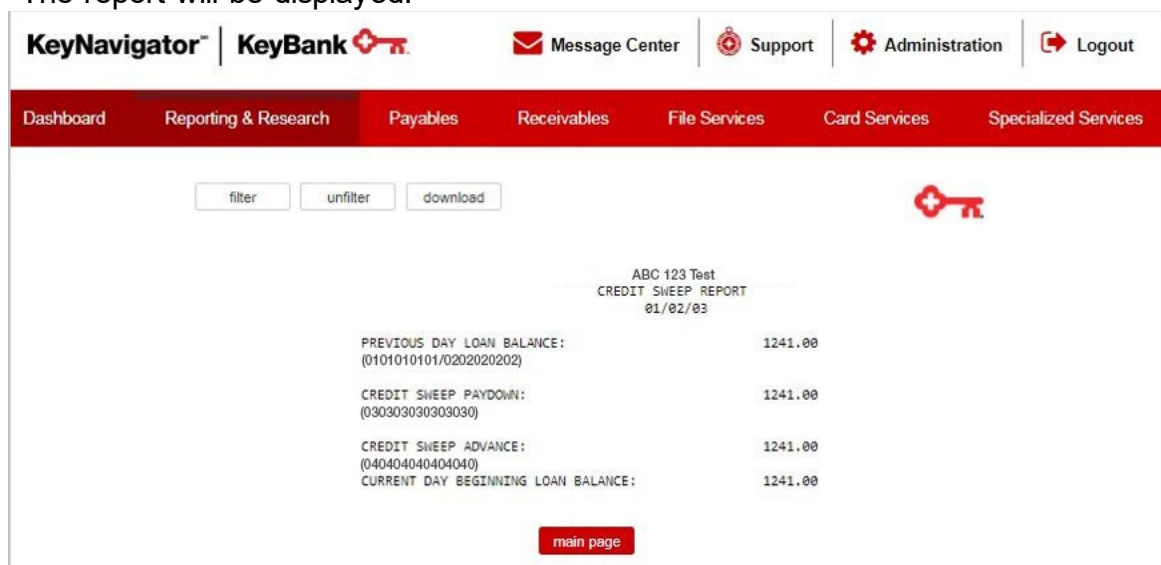
The Credit Sweep report provides funds transfer activity between a commercial checking account and an associated loan account. Paydown and Advance transfers, as well as balance information, are provided.

To view the Credit Sweep Report

1. Under **Other Reports**, select **Credit Sweep** from the Information Reporting main page.



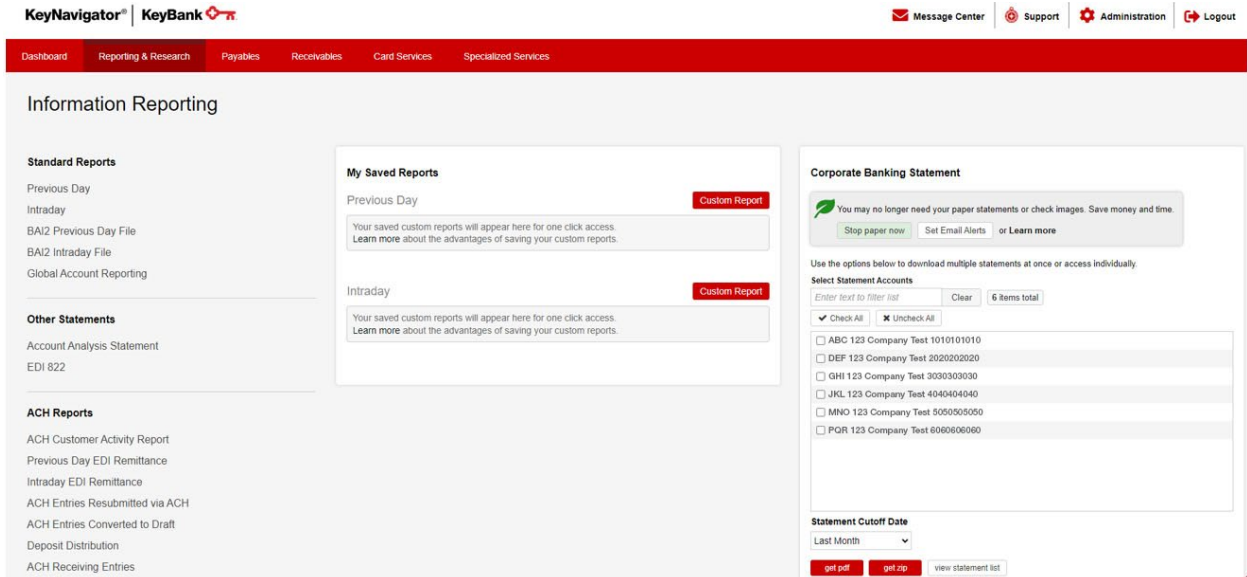
2. The report will be displayed.



ABC 123 Test CREDIT SWEEP REPORT 01/02/03	
PREVIOUS DAY LOAN BALANCE: (0101010101/0202020202)	1241.00
CREDIT SWEEP PAYDOWN: (0303030303030303)	1241.00
CREDIT SWEEP ADVANCE: (0404040404040404)	1241.00
CURRENT DAY BEGINNING LOAN BALANCE:	1241.00

To filter the Credit Sweep Report

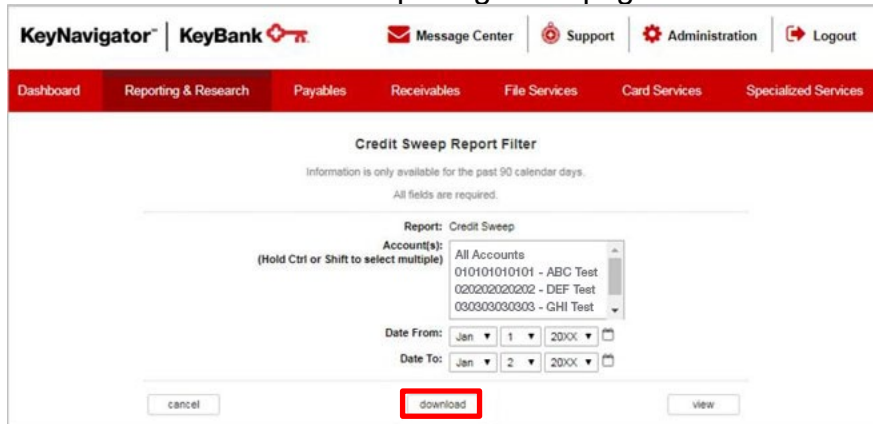
1. Select **Credit Sweep** from the Information Reporting main page then select the filter button from the Credit Sweep Report that displays.




The screenshot shows the KeyBank Information Reporting interface. The top navigation bar includes links for Message Center, Support, Administration, and Logout. The main menu on the left lists various reporting options under Standard Reports, Other Statements, and ACH Reports. The central area displays the 'My Saved Reports' section with options for Previous Day and Intraday reports, each with a 'Custom Report' button. The right sidebar shows the 'Corporate Banking Statement' section, which includes a message about paper statements, a list of accounts to select, and a 'Statement Cutoff Date' dropdown menu.

2. Select the account(s) to be included in the report. Multiple accounts can be selected by holding CTRL or Shift and clicking on the desired accounts.
3. Select the date or date range for the report.

- Click **View** to see the statements in your date range selection. Click **Cancel** to return to the Information Reporting main page.



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Credit Sweep Report Filter

Information is only available for the past 90 calendar days.
All fields are required.

Report: Credit Sweep

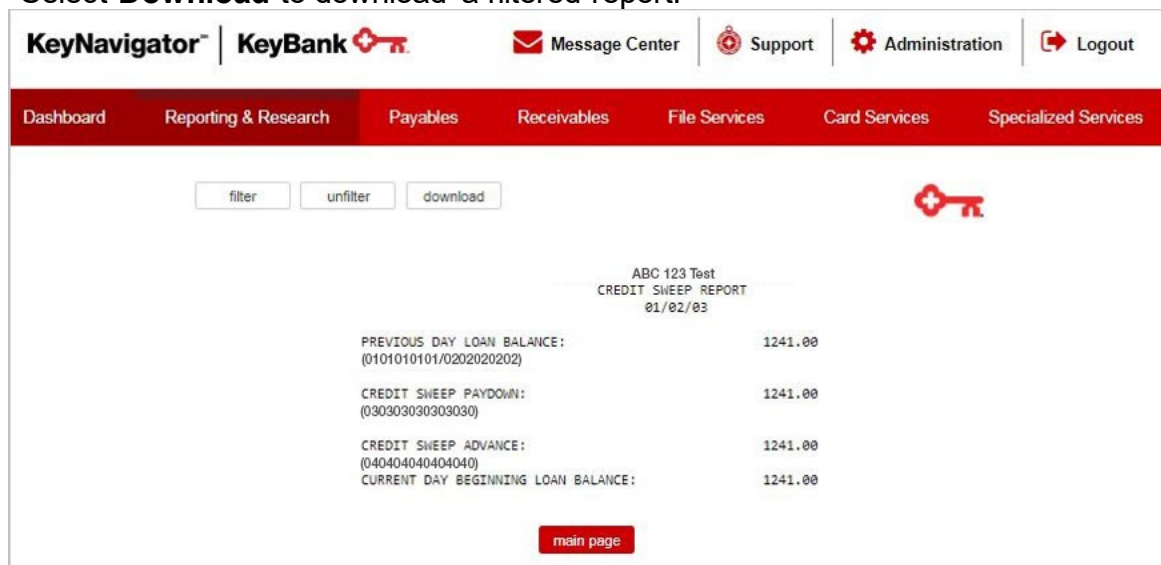
Account(s): (Hold Ctrl or Shift to select multiple)
 All Accounts
 010101010101 - ABC Test
 020202020202 - DEF Test
 030303030303 - GHI Test


Date From: Jan 1 20XX

Date To: Jan 2 20XX

[cancel](#) [download](#) [view](#)


- Select **Download** to download a filtered report.



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[Dashboard](#) [Reporting & Research](#) [Payables](#) [Receivables](#) [File Services](#) [Card Services](#) [Specialized Services](#)

[filter](#) [unfilter](#) [download](#)



ABC 123 Test
CREDIT SWEEP REPORT
01/02/03

PREVIOUS DAY LOAN BALANCE: (0101010101/0202020202)	1241.00
CREDIT SWEEP PAYDOWN: (030303030303030)	1241.00
CREDIT SWEEP ADVANCE: (040404040404040)	1241.00
CURRENT DAY BEGINNING LOAN BALANCE:	1241.00

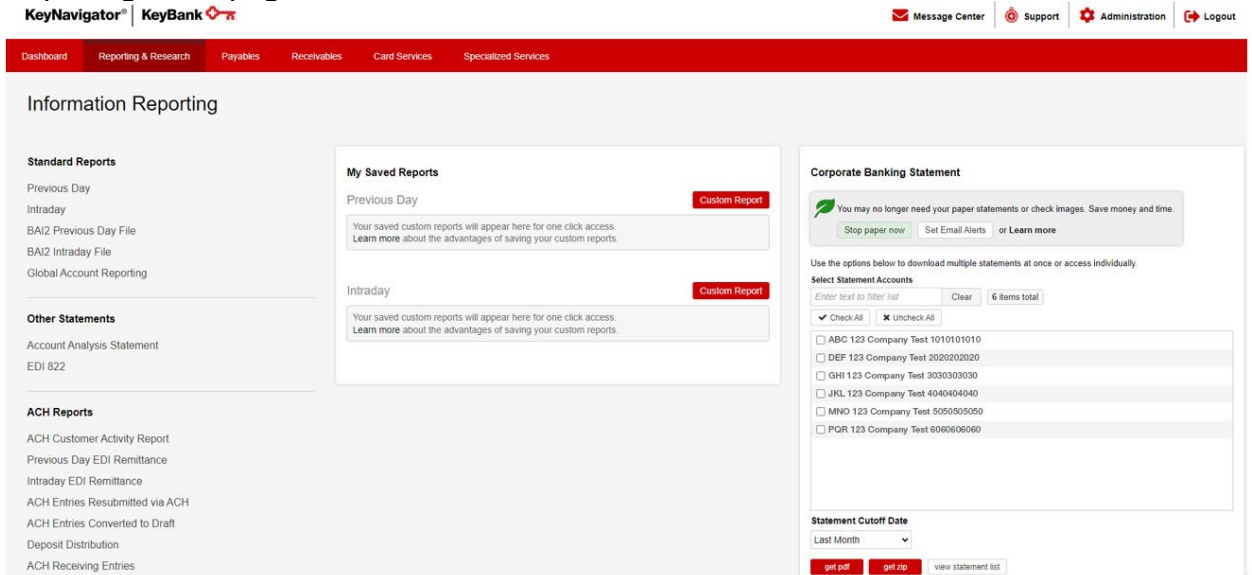
[main page](#)

Zero Balance Accounts Report

The Zero Balance Accounts (ZBA) report provides you with prior day debit and credit activity for master and sub accounts in your ZBA structure.

To view the ZBA Report

- Under **Other Reports**, select **Zero Balance Accounts** from the Information Reporting main page.




The screenshot shows the KeyBank Information Reporting interface. The top navigation bar includes links for Message Center, Support, Administration, and Logout. The main navigation bar lists various services: Dashboard, Reporting & Research, Payables, Receivables, Card Services, and Specialized Services. The 'Reporting & Research' section is active, displaying the 'Information Reporting' page.





On the left sidebar, under 'Standard Reports', there are links for Previous Day, Intraday, BAI2 Previous Day File, BAI2 Intraday File, and Global Account Reporting. Under 'Other Statements', there are links for Account Analysis Statement and EDI 822. Under 'ACH Reports', there are links for ACH Customer Activity Report, Previous Day EDI Remittance, Intraday EDI Remittance, ACH Entries Resubmitted via ACH, ACH Entries Converted to Draft, Deposit Distribution, and ACH Receiving Entries.

The main content area is titled 'My Saved Reports'. It shows two sections: 'Previous Day' and 'Intraday'. Each section has a 'Custom Report' button. Below each section, there is a message: 'Your saved custom reports will appear here for one click access. Learn more about the advantages of saving your custom reports.'


On the right side, there is a 'Corporate Banking Statement' section. It includes a message: 'You may no longer need your paper statements or check images. Save money and time. Stop paper now Set Email Alerts or Learn more'. Below this, there is a section for 'Select Statement Accounts' with a search bar and a list of accounts. The accounts listed are: ABC 123 Company Test 1010101010, DEF 123 Company Test 2020202020, GHI 123 Company Test 3030303030, JKL 123 Company Test 4040404040, MNO 123 Company Test 5050505050, and PQR 123 Company Test 6060606060. There are checkboxes for 'Check All' and 'Uncheck All'. Below the list, there is a 'Statement Cutoff Date' dropdown menu set to 'Last Month'. At the bottom, there are buttons for 'get pdf', 'get zip', and 'view statement list'.

- The report will be displayed.

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ABC 123 Test

BANK 01010
KeyBank NATIONAL ASSOCIATION
01/02/20XX

ZERO BALANCE ACCOUNT REPORT

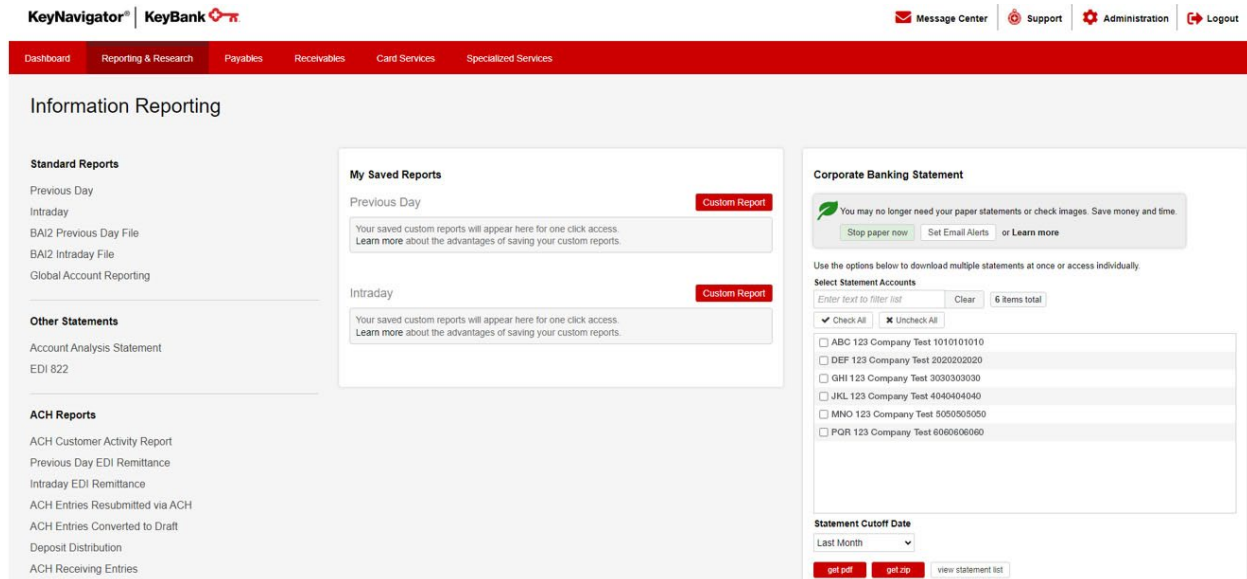
PRINCIPAL CASH MANAGEMENT ACCOUNT
02020-020-020

ACCT NUM ACCT NAME	TODAYS CHECKS DEPOSITS	MISC DEBITS MISC CREDITS	DEBIT MEMOS CREDIT MEMOS	AUTO ENTRY
04040-040-0404 USER ONE	0.00- 14,586.22	0.00- 0.00	0.00- 0.00	14,586.22-
05050-050-0505 USER ONE	0.00- 0.00	0.00- 10,000.00	0.00- 0.00	10,000.00-
06060-060-0606 USER ONE	0.00- 0.00	12,000.00- 0.00	0.00- 0.00	12,000.00
06060-060-0607 USER ONE	0.00- 0.00	0.00- 20,000.00	0.00- 0.00	20,000.00-
TOTALS FOR PRINCIPAL CASH MANAGEMENT ACCOUNT		03030-030-030		
	0.00 14,586.22	12,000.00 30,000.00	0.00 0.00	32,586.22-
AUTO ENTRIES		LEDGER BALANCE		
12,000.00 DR	44,586.22 CR	5,723,091.00		

main page

To filter the ZBA Report

1. Select **Zero Balance Accounts** from the Information Reporting main page then select the filter button from the ZBA Report that displays.



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Information Reporting

Standard Reports

- Previous Day
- Intraday
- BAI2 Previous Day File
- BAI2 Intraday File
- Global Account Reporting

Other Statements

- Account Analysis Statement
- EDI 822

ACH Reports

- ACH Customer Activity Report
- Previous Day EDI Remittance
- Intraday EDI Remittance
- ACH Entries Resubmitted via ACH
- ACH Entries Converted to Draft
- Deposit Distribution
- ACH Receiving Entries

My Saved Reports

Previous Day Custom Report

Your saved custom reports will appear here for one click access.
[Learn more about the advantages of saving your custom reports.](#)

Intraday Custom Report

Your saved custom reports will appear here for one click access.
[Learn more about the advantages of saving your custom reports.](#)

Corporate Banking Statement

You may no longer need your paper statements or check images. Save money and time.
[Stop paper now](#) [Set Email Alerts](#) or [Learn more](#)

Use the options below to download multiple statements at once or access individually

Select Statement Accounts

Enter text to filter list Clear 6 Items total

☒ Check All ☒ Uncheck All

- ☐ ABC 123 Company Test 1010101010
- ☐ DEF 123 Company Test 2020202020
- ☐ QHI 123 Company Test 3030303030
- ☐ JKL 123 Company Test 4040404040
- ☐ MNO 123 Company Test 5050505050
- ☐ PQR 123 Company Test 6060606060

Statement Cutoff Date

Last Month ▼

get pdf get zip view statement list

2. Select the account(s) to be included in the report. Multiple accounts can be selected by holding CTRL or Shift and clicking on the desired accounts.
3. Select the date or date range for the report.

- Click **View** to see the statements in your date range selection. Click **Cancel** to return to the Information Reporting main page.

KeyNavigator | **KeyBank** | Message Center | Support | Administration | Logout

Dashboard | Reporting & Research | Payables | Receivables | File Services | Card Services | Specialized Services

Zero Balance Accounts Report Filter
Information is only available for the past 90 calendar days.
All fields are required.

Report: Zero Balance Accounts

Account(s):
(Hold Ctrl or Shift to select multiple)
All Accounts
010101010101 - ABC Test
020202020202 - DEF Test
030303030303 - GHI Test

Date From: Jan 1 20XX
Date To: Jan 2 20XX

cancel download view

- Select **Download** to download a filtered report.

KeyNavigator | **KeyBank** | Message Center | Support | Administration | Logout

Dashboard | Reporting & Research | Payables | Receivables | File Services | Card Services | Specialized Services

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filter unfilter **download**

ABC 123 Test
BANK 01010 KeyBank NATIONAL ASSOCIATION 01/02/20XX

ZERO BALANCE ACCOUNT REPORT

PRINCIPAL CASH MANAGEMENT ACCOUNT 02020-020-020

ACCT NUM ACCT NAME	TODAYS CHECKS DEPOSITS	MISC DEBITS MISC CREDITS	DEBIT MEMOS CREDIT MEMOS	AUTO ENTRY
04040-040-0404 USER ONE	0.00- 14,586.22	0.00- 0.00	0.00- 0.00	14,586.22-
05050-050-0505 USER ONE	0.00- 0.00	0.00- 10,000.00	0.00- 0.00	10,000.00-
06060-060-0606 USER ONE	0.00- 0.00	12,000.00- 0.00	0.00- 0.00	12,000.00
06060-060-0607 USER ONE	0.00- 0.00	0.00- 20,000.00	0.00- 0.00	20,000.00-
TOTALS FOR PRINCIPAL CASH MANAGEMENT ACCOUNT		03030-030-030		
	0.00 14,586.22	12,000.00 30,000.00	0.00 0.00	32,586.22-
AUTO ENTRIES		LEDGER BALANCE		
12,000.00 DR 44,586.22 CR		5,723,091.00		

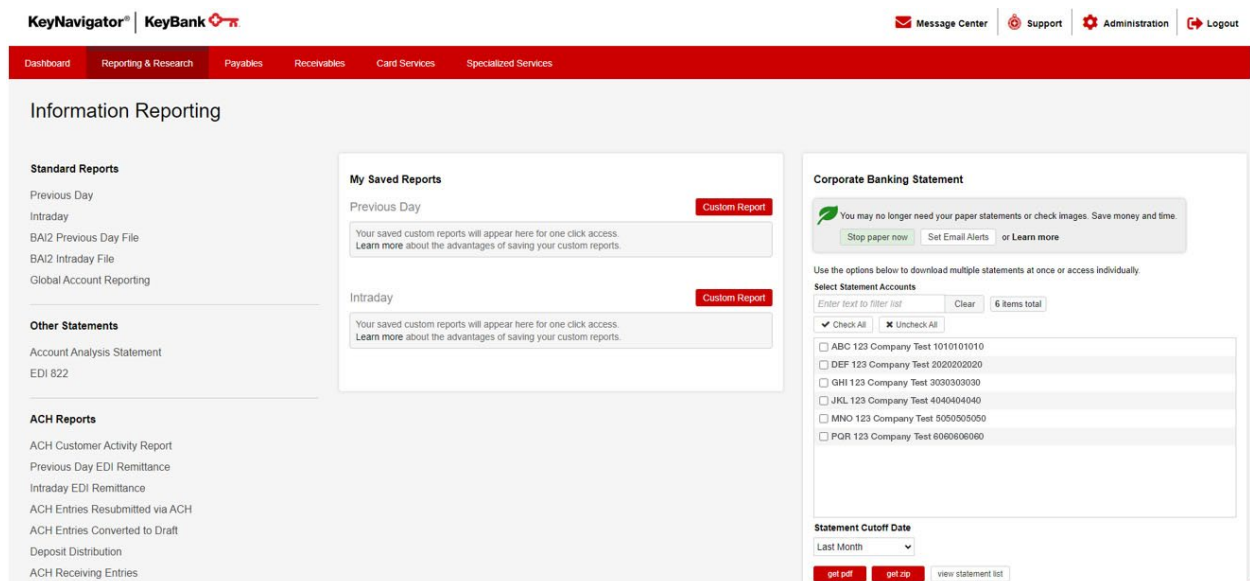
main page

High Order Prefix Detail Report

The High Order Prefix Detail (HOP) report provides summary and detailed transaction information for your HOP structure. The HOP feature allows you to subdivide your Controlled Disbursement Account (CDA) by adding a prefix to the account's check serial numbers. This prefix is then used to segregate your CDA clearings into subtotals.

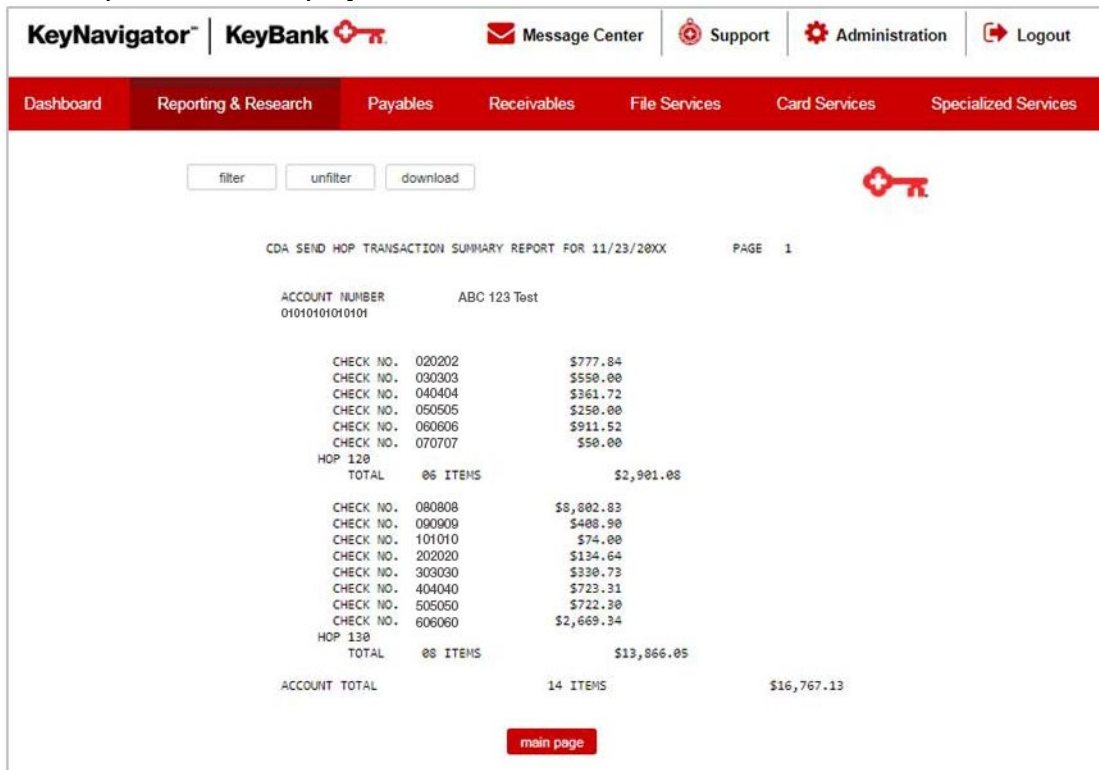
To view the HOP Report

- Under **Other Reports**, select **High Order Prefix Detail** from the Information Reporting main page.



The screenshot displays the KeyBank Information Reporting interface. The top navigation bar includes 'KeyNavigator® | KeyBank' and links for 'Message Center', 'Support', 'Administration', and 'Logout'. Below this is a red navigation bar with tabs for 'Dashboard', 'Reporting & Research', 'Payables', 'Receivables', 'Card Services', and 'Specialized Services'. The main content area is titled 'Information Reporting' and is divided into three columns. The left column contains a list of reports under 'Standard Reports' (Previous Day, Intraday, BAI2 Previous Day File, BAI2 Intraday File, Global Account Reporting), 'Other Statements' (Account Analysis Statement, EDI 822), and 'ACH Reports' (ACH Customer Activity Report, Previous Day EDI Remittance, Intraday EDI Remittance, ACH Entries Resubmitted via ACH, ACH Entries Converted to Draft, Deposit Distribution, ACH Receiving Entries). The middle column, titled 'My Saved Reports', shows two sections: 'Previous Day' and 'Intraday'. Each section has a 'Custom Report' button and a message: 'Your saved custom reports will appear here for one click access. Learn more about the advantages of saving your custom reports.' The right column, titled 'Corporate Banking Statement', contains a message: 'You may no longer need your paper statements or check images. Save money and time. Stop paper now | Set Email Alerts | or Learn more'. Below this is a section for 'Select Statement Accounts' with a search bar, a 'Clear' button, and a '6 Items total' indicator. A list of accounts is shown with checkboxes: ABC 123 Company Test 1010101010, DEF 123 Company Test 2020202020, GHI 123 Company Test 3030303030, JKL 123 Company Test 4040404040, MNO 123 Company Test 5050505050, and PQR 123 Company Test 6060606060. At the bottom, there is a 'Statement Cutoff Date' dropdown set to 'Last Month' and buttons for 'get pdf', 'get zip', and 'view statement list'.

2. The report will be displayed.

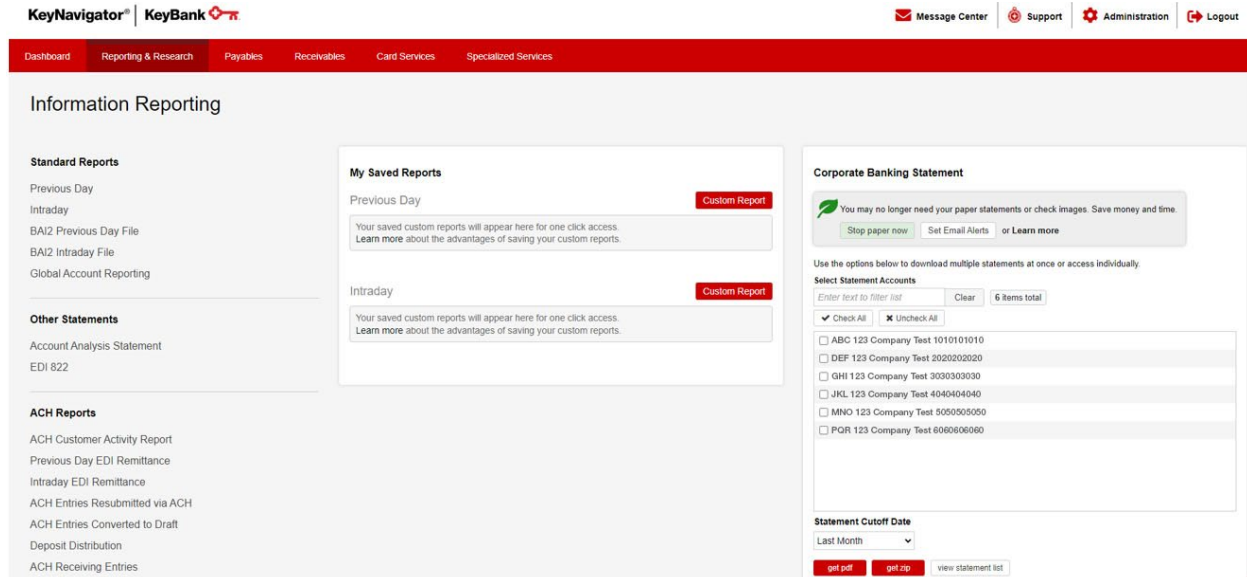


The screenshot displays the KeyBank KeyNavigator interface. At the top, there is a navigation bar with links for Message Center, Support, Administration, and Logout. Below this is a red header bar with tabs for Dashboard, Reporting & Research (selected), Payables, Receivables, File Services, Card Services, and Specialized Services. The main content area shows a report titled "CDA SEND HOP TRANSACTION SUMMARY REPORT FOR 11/23/20XX" on page 1. The report includes a table of transactions for account number ABC 123 Test (01010101010101). The table lists check numbers and amounts, grouped into two sections: HOP 120 and HOP 130. The total for HOP 120 is \$2,981.08, and for HOP 130 is \$13,866.05. The overall account total is \$16,767.13. A "main page" button is located at the bottom of the report area.

ACCOUNT NUMBER	ABC 123 Test
01010101010101	
CHECK NO.	020202
	\$777.84
CHECK NO.	030303
	\$550.00
CHECK NO.	040404
	\$361.72
CHECK NO.	050505
	\$250.00
CHECK NO.	060606
	\$911.52
CHECK NO.	070707
	\$50.00
HOP 120	
TOTAL	\$2,981.08
CHECK NO.	080808
	\$8,802.83
CHECK NO.	090909
	\$408.90
CHECK NO.	101010
	\$74.00
CHECK NO.	202020
	\$134.64
CHECK NO.	303030
	\$330.73
CHECK NO.	404040
	\$723.31
CHECK NO.	505050
	\$722.30
CHECK NO.	606060
	\$2,669.34
HOP 130	
TOTAL	\$13,866.05
ACCOUNT TOTAL	\$16,767.13

To filter the HOP Report

1. Select **High Order Prefix Detail** from the Information Reporting main page then select the filter button from the HOP report that displays.



The screenshot displays the KeyBank Information Reporting interface. The top navigation bar includes links for Message Center, Support, Administration, and Logout. The main content area is titled 'Information Reporting' and is divided into several sections:

- Standard Reports:** Includes links for Previous Day, Intraday, BAI2 Previous Day File, BAI2 Intraday File, and Global Account Reporting.
- Other Statements:** Includes links for Account Analysis Statement and EDI 822.
- ACH Reports:** Includes links for ACH Customer Activity Report, Previous Day EDI Remittance, Intraday EDI Remittance, ACH Entries Resubmitted via ACH, ACH Entries Converted to Draft, Deposit Distribution, and ACH Receiving Entries.
- My Saved Reports:** This section contains two sub-sections:
 - Previous Day:** A button labeled 'Custom Report' and a message: 'Your saved custom reports will appear here for one click access. Learn more about the advantages of saving your custom reports.'
 - Intraday:** A button labeled 'Custom Report' and a message: 'Your saved custom reports will appear here for one click access. Learn more about the advantages of saving your custom reports.'
- Corporate Banking Statement:** This section includes a message: 'You may no longer need your paper statements or check images. Save money and time. Stop paper now Set Email Alerts or Learn more'. Below this, it says 'Use the options below to download multiple statements at once or access individually'. The 'Select Statement Accounts' section has a search bar, a 'Clear' button, and a '6 items total' indicator. A list of accounts is shown with checkboxes:
 - ☐ ABC 123 Company Test 1010101010
 - ☐ DEF 123 Company Test 2020202020
 - ☐ QHI 123 Company Test 3030303030
 - ☐ JKL 123 Company Test 4040404040
 - ☐ MNO 123 Company Test 5050505050
 - ☐ PQR 123 Company Test 6060606060
- Statement Cutoff Date:** A dropdown menu set to 'Last Month' and buttons for 'get pdf' and 'get zip'.

2. Select the account(s) to be included in the report. Multiple accounts can be selected by holding CTRL or Shift and clicking on the desired accounts.
3. Select the date or date range for the report.

- Click **View** to see the statements in your date range selection. Click **Cancel** to return to the Information Reporting main page.

High Order Prefix Detail Report Filter

Information is only available for the past 90 calendar days.
All fields are required.

Report: High Order Prefix Detail

Account(s):
(Hold Ctrl or Shift to select multiple)


All Accounts
010101010101 - ABC Test
020202020202 - DEF Test
030303030303 - GHI Test


Date From: Jan 1 20XX


Date To: Jan 2 20XX


cancel download **view**


- Select **Download** to download a filtered report.

KeyNavigator™ | KeyBank 

Message Center 

Support 

Administration 

Logout 

Dashboard

Reporting & Research

Payables

Receivables

File Services


Card Services

Specialized Services

filter

unfilter

download



CDA SEND HOP TRANSACTION SUMMARY REPORT FOR 11/23/20XX

PAGE 1

ACCOUNT NUMBER

ABC 123 Test

010101010101

CHECK NO.	020202	\$777.84
CHECK NO.	030303	\$550.00
CHECK NO.	040404	\$361.72
CHECK NO.	050505	\$250.00
CHECK NO.	060606	\$911.52
CHECK NO.	070707	\$50.00
HOP 120		
TOTAL	06 ITEMS	\$2,901.08
CHECK NO.	080808	\$8,802.83
CHECK NO.	090909	\$488.90
CHECK NO.	101010	\$74.00
CHECK NO.	202020	\$134.64
CHECK NO.	303030	\$330.73
CHECK NO.	404040	\$723.31
CHECK NO.	505050	\$722.30
CHECK NO.	606060	\$2,669.34
HOP 130		
TOTAL	08 ITEMS	\$13,866.05
ACCOUNT TOTAL	14 ITEMS	\$16,767.13

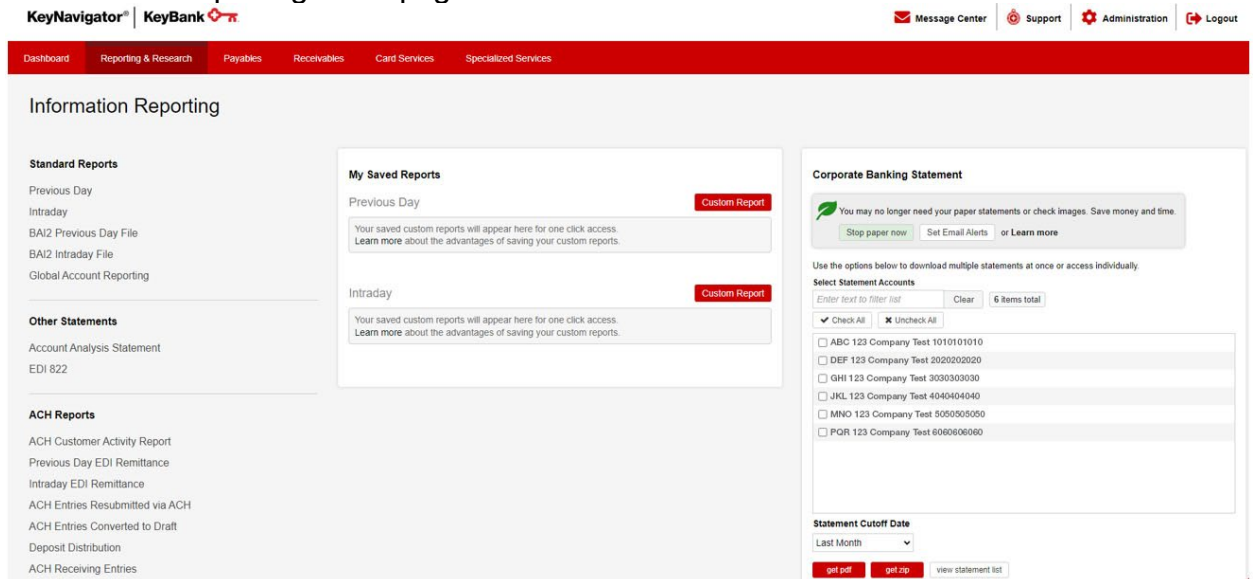
main page

Incoming/Outgoing Wire Activity Report

The Incoming/Outgoing Wire Activity report provides real-time details on incoming and outgoing wire transfers. Information provided includes date/time wire was sent/received, account number/name, transaction description, wire amount, and any reference details included with the wire (Fed Wire reference number).

To view the Incoming/Outgoing Wire Activity Report

- Under **Other Reports**, select the **Incoming/Outgoing Wire Activity** from the Information Reporting main page.



The screenshot shows the KeyBank Information Reporting interface. The top navigation bar includes links for Message Center, Support, Administration, and Logout. The main navigation bar lists Dashboard, Reporting & Research, Payables, Receivables, Card Services, and Specialized Services. The left sidebar contains sections for Standard Reports (Previous Day, Intraday, BAI2 Previous Day File, BAI2 Intraday File, Global Account Reporting), Other Statements (Account Analysis Statement, EDI 822), and ACH Reports (ACH Customer Activity Report, Previous Day EDI Remittance, Intraday EDI Remittance, ACH Entries Resubmitted via ACH, ACH Entries Converted to Draft, Deposit Distribution, ACH Receiving Entries). The main content area is titled 'Information Reporting' and features a 'My Saved Reports' section with 'Previous Day' and 'Intraday' options, each with a 'Custom Report' button. To the right, the 'Corporate Banking Statement' section includes a message about paper statements, a 'Select Statement Accounts' section with a search bar and a list of accounts (ABC 123 Company Test 1010101010, DEF 123 Company Test 2020202020, GHI 123 Company Test 3030303030, JKL 123 Company Test 4040404040, MNO 123 Company Test 5050505050, PQR 123 Company Test 6060606060), and a 'Statement Cutoff Date' section with a dropdown menu set to 'Last Month' and buttons for 'get pdf', 'get zip', and 'view statement list'.

- The report will be displayed.

KeyNavigator™

KeyBank

Message Center

Support

Administration

Logout

Dashboard

Reporting & Research

Payables


Receivables

File Services

Card Services

Specialized Services

Incoming/Outgoing Wire Activity Report



Go **paperless!** You may no longer need your paper Credit and Debit Wire Advices if you are receiving them online. Save money and time. [Stop paper now!](#) or [Learn more](#)

filter

unfilter

download

Created on Jan 02, 20XX 2:46 PM EST

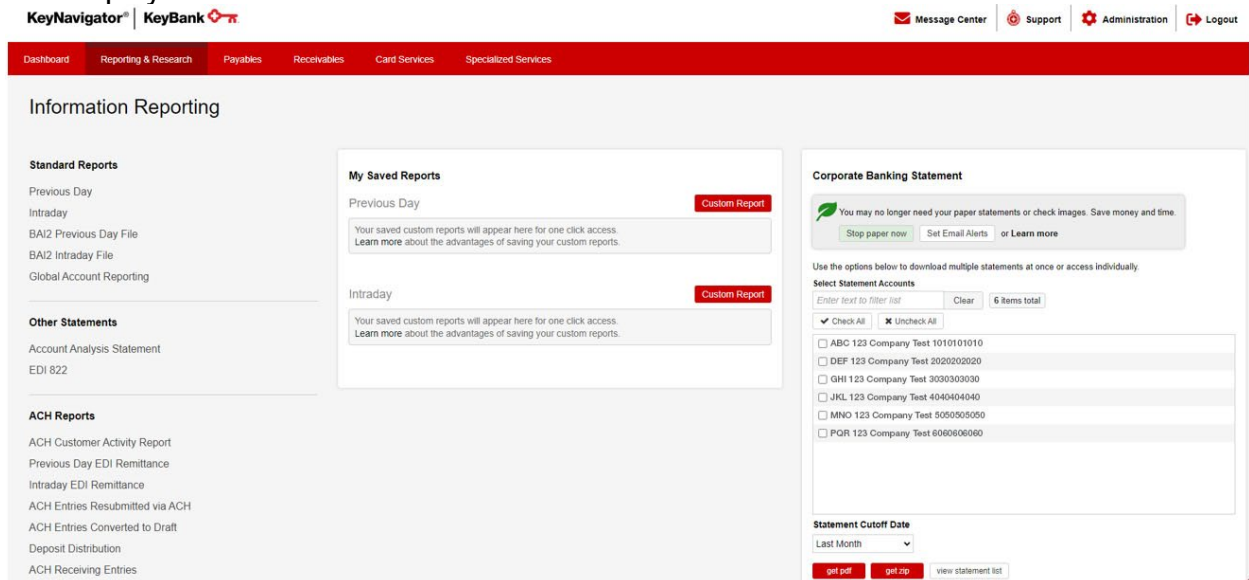
Date/Time	Account	Description	Credit	Debit	Optional Text
Jan 02, 20XX 2:46 PM EST	0101010101010101010101 ABC 123 Test	Incoming Money Transfer	\$4,902.13		TRANSFER FED REF#: 040404 KEYBANK=HIJ 123=KLM123-0505050505 RFB=0606060606060606
Jan 02, 20XX 2:46 PM EST	0202020202020202020202 DEF 123 Test	Incoming Money Transfer	\$4,902.13		TRANSFER FED REF#: 040404 KEYBANK=HIJ 123=KLM123-0505050505 RFB=0707070707070707
Jan 02, 20XX 2:46 PM EST	0303030303030303030303 GHI 123 Test	Incoming Money Transfer		\$246.11	TRANSFER FED REF#: 040404 KEYBANK=HIJ 123=KLM123-0505050505 RFB=0808080808080808
TOTAL			\$10,050.37	\$0.00	

main page

refresh

To filter the Incoming/Outgoing Wire Activity Report

1. Select **Incoming/Outgoing Wire Activity** from the Information Reporting main page then select the filter button from the Incoming/Outgoing Wire Activity report that displays.



The screenshot shows the KeyBank Information Reporting interface. At the top, there is a navigation bar with links for Message Center, Support, Administration, and Logout. Below this is a red header bar with navigation links: Dashboard, Reporting & Research, Payables, Receivables, Card Services, and Specialized Services. The main content area is titled "Information Reporting" and is divided into three columns.

Left Column:

- Standard Reports**
 - Previous Day
 - Intraday
 - BAI2 Previous Day File
 - BAI2 Intraday File
 - Global Account Reporting
- Other Statements**
 - Account Analysis Statement
 - EDI 822
- ACH Reports**
 - ACH Customer Activity Report
 - Previous Day EDI Remittance
 - Intraday EDI Remittance
 - ACH Entries Resubmitted via ACH
 - ACH Entries Converted to Draft
 - Deposit Distribution
 - ACH Receiving Entries

Middle Column:

- My Saved Reports**
 - Previous Day** (Custom Report button)

Your saved custom reports will appear here for one click access. [Learn more](#) about the advantages of saving your custom reports.
 - Intraday** (Custom Report button)

Your saved custom reports will appear here for one click access. [Learn more](#) about the advantages of saving your custom reports.

Right Column:

- Corporate Banking Statement**

You may no longer need your paper statements or check images. Save money and time. [Stop paper now](#) | [Set Email Alerts](#) | [Learn more](#)

Use the options below to download multiple statements at once or access individually.

Select Statement Accounts

Enter text to filter list Clear 6 items total

☒ Check All ☒ Uncheck All

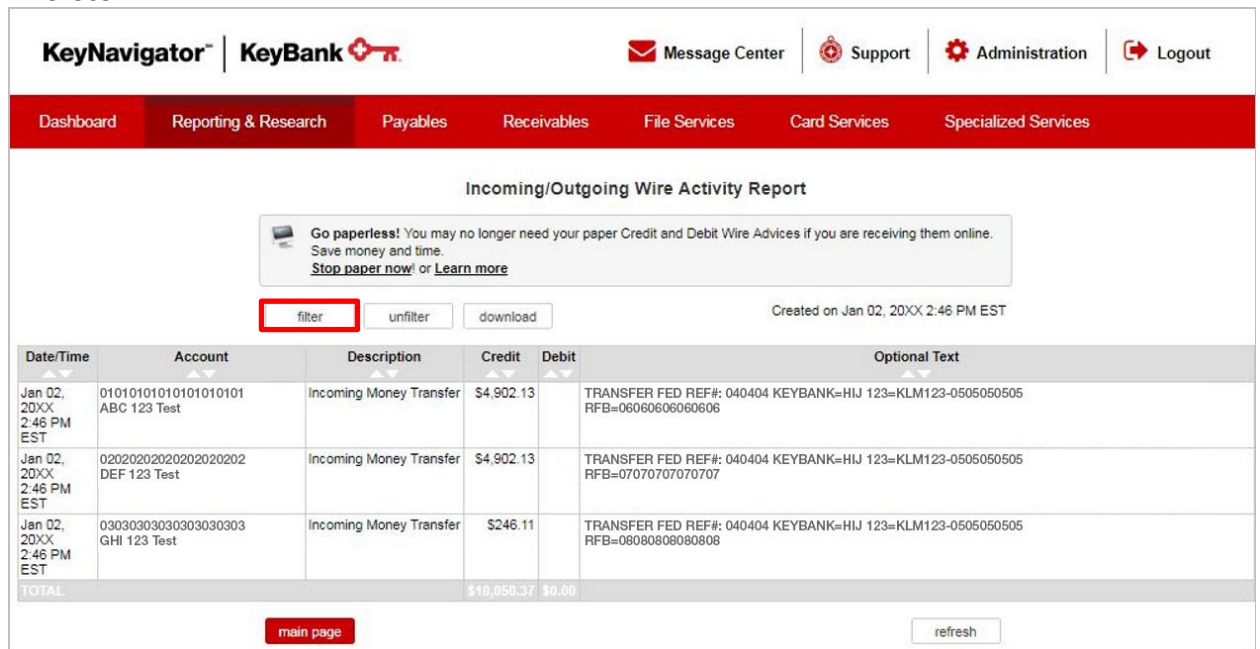
 - ☐ ABC 123 Company Test 1010101010
 - ☐ DEF 123 Company Test 2020202020
 - ☐ GHI 123 Company Test 3030303030
 - ☐ JKL 123 Company Test 4040404040
 - ☐ MNO 123 Company Test 5050505050
 - ☐ PQR 123 Company Test 6060606060


Statement Cutoff Date

Last Month

[get pdf](#) [get zip](#) [view statement list](#)

- To utilize a saved filter, use the dropdown menu to select the appropriate filter and select **Apply** to use the filter, **Edit** to update the filter with new criteria, or **Delete** to remove the filter from the menu.



KeyNavigator | **KeyBank** 

Message Center | Support | Administration | Logout

Dashboard | Reporting & Research | Payables | Receivables | File Services | Card Services | Specialized Services

Incoming/Outgoing Wire Activity Report

Go paperless! You may no longer need your paper Credit and Debit Wire Advices if you are receiving them online. Save money and time. [Stop paper now!](#) or [Learn more](#)

filter unfilter download Created on Jan 02, 20XX 2:46 PM EST

Date/Time	Account	Description	Credit	Debit	Optional Text
Jan 02, 20XX 2:46 PM EST	01010101010101010101 ABC 123 Test	Incoming Money Transfer	\$4,902.13		TRANSFER FED REF#: 040404 KEYBANK=HIJ 123=KLM123-0505050505 RFB=0606060606060606
Jan 02, 20XX 2:46 PM EST	02020202020202020202 DEF 123 Test	Incoming Money Transfer	\$4,902.13		TRANSFER FED REF#: 040404 KEYBANK=HIJ 123=KLM123-0505050505 RFB=0707070707070707
Jan 02, 20XX 2:46 PM EST	03030303030303030303 GHI 123 Test	Incoming Money Transfer	\$246.11		TRANSFER FED REF#: 040404 KEYBANK=HIJ 123=KLM123-0505050505 RFB=0808080808080808
TOTAL			\$10,050.37	\$0.00	

main page refresh



KeyNavigator | **KeyBank** 

Message Center | Support | Administration | Logout

Dashboard | Reporting & Research | Payables | Receivables | File Services | Card Services | Specialized Services

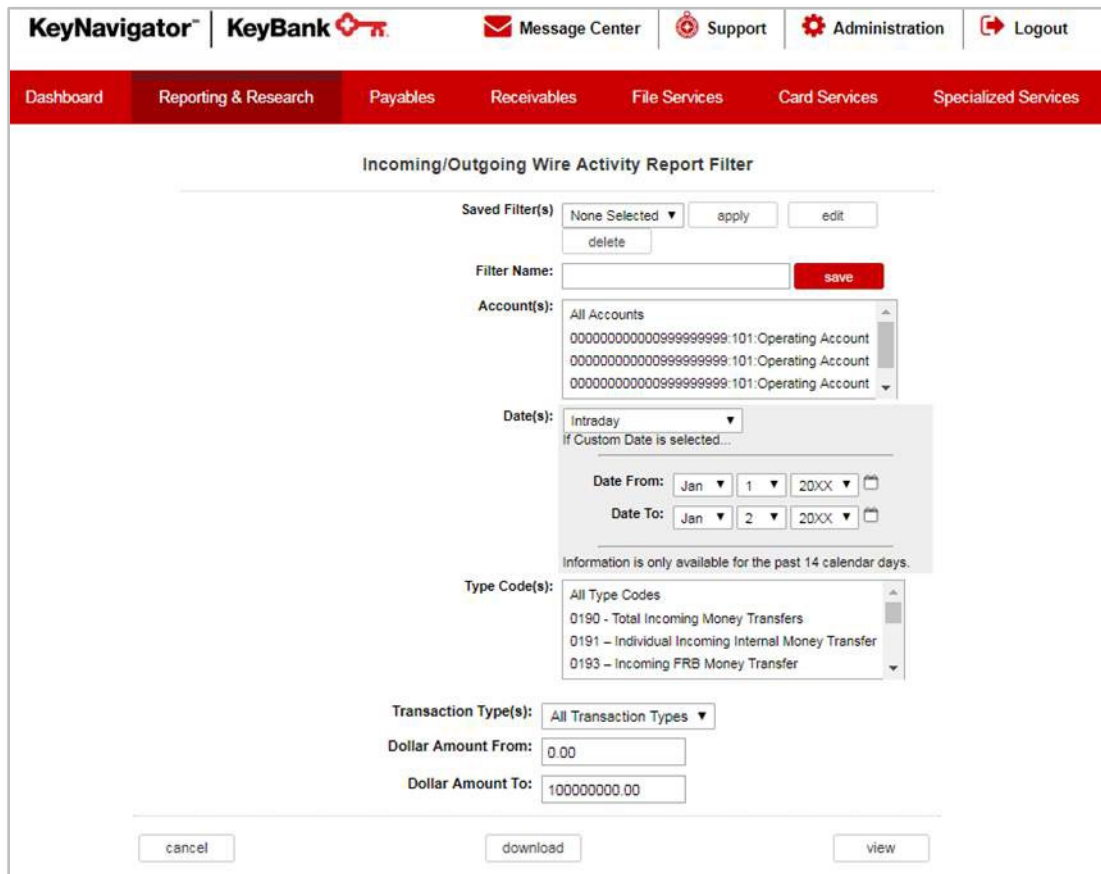
Incoming/Outgoing Wire Activity Report Filter






Saved Filter(s) None Selected ▼ apply edit delete

Filter Name: save

- To create a new filter that can be saved and utilized later, enter a name for the new filter, enter the appropriate ranges and/or criteria (discussed in more detail in the following steps), and select **Save**. After the new filter has been saved, it will appear in the list of saved filters.
- Select the account(s) to be included in the report. Multiple accounts can be selected by holding CTRL or Shift and clicking on the desired accounts.
- Select the date or date range for the report.
- Select the type code.
- Select the transaction type to display **Credits Only**, **Debits Only** or credits and debits with **All Transactions**.

8. Enter a dollar amount or dollar range for the transactions.
9. Select **Cancel** to return to the Information Reporting main page, select **Download** to download the filtered report, or select **View** to view the filtered report.



KeyNavigator™ | **KeyBank**  |  Message Center |  Support |  Administration |  Logout

Dashboard | **Reporting & Research** | Payables | Receivables | File Services | Card Services | Specialized Services

Incoming/Outgoing Wire Activity Report Filter

Saved Filter(s): None Selected ▼ apply edit delete

Filter Name: save

Account(s): All Accounts
 00000000000099999999:101:Operating Account
 00000000000099999999:101:Operating Account
 00000000000099999999:101:Operating Account

Date(s): Intraday
 if Custom Date is selected...
 Date From: Jan ▼ 1 ▼ 20XX ▼
 Date To: Jan ▼ 2 ▼ 20XX ▼
 Information is only available for the past 14 calendar days.

Type Code(s): All Type Codes
 0190 - Total Incoming Money Transfers
 0191 - Individual Incoming Internal Money Transfer
 0193 - Incoming FRB Money Transfer

Transaction Type(s): All Transaction Types ▼

Dollar Amount From:

Dollar Amount To:

cancel download view

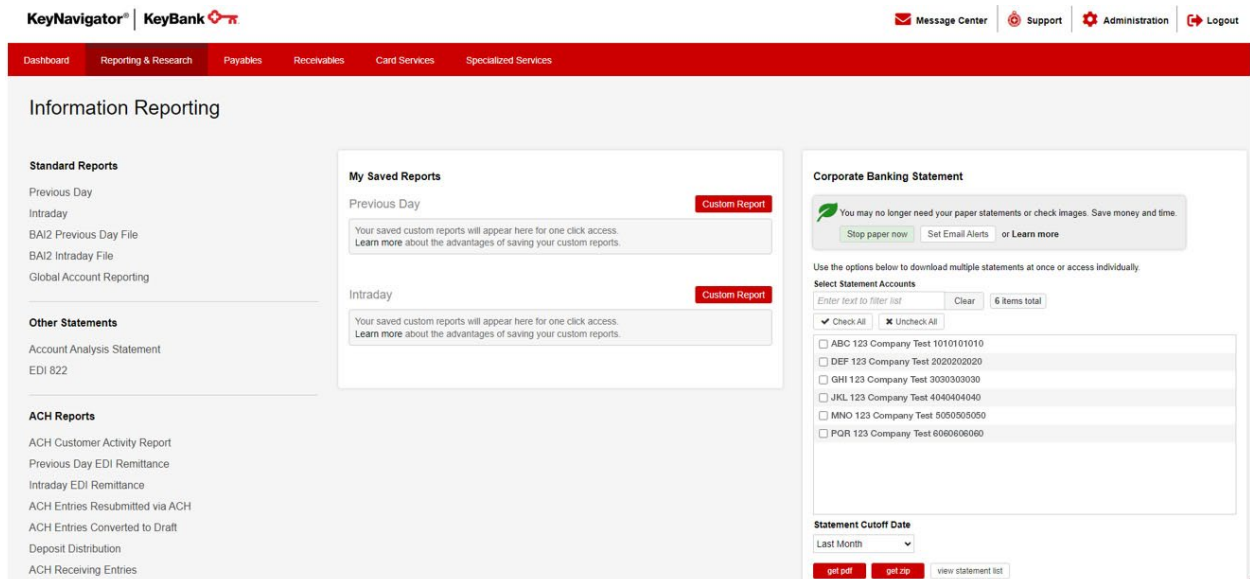
5. ACH Reports

ACH Customer Activity Report

The ACH Customer Activity Report provides information on ACH transactions that were originated through Key. This report also includes adjustments to the account balance and/or corrections to the detail on ACH transactions. All clients that originate ACH transactions through Key will receive the Customer Activity Report.

To view ACH Customer Activity Report

1. Under **ACH Reports**, select **ACH Customer Activity Report** from the Information Reporting main page.



The screenshot shows the KeyBank Information Reporting interface. The top navigation bar includes links for Message Center, Support, Administration, and Logout. Below this is a red navigation bar with links for Dashboard, Reporting & Research, Payables, Receivables, Card Services, and Specialized Services. The main content area is titled "Information Reporting" and is divided into three columns. The left column contains a sidebar with categories: Standard Reports (Previous Day, Intraday, BAI2 Previous Day File, BAI2 Intraday File, Global Account Reporting), Other Statements (Account Analysis Statement, EDI 822), and ACH Reports (ACH Customer Activity Report, Previous Day EDI Remittance, Intraday EDI Remittance, ACH Entries Resubmitted via ACH, ACH Entries Converted to Draft, Deposit Distribution, ACH Receiving Entries). The middle column, titled "My Saved Reports", shows two sections: "Previous Day" and "Intraday", each with a "Custom Report" button and a message about saved custom reports. The right column, titled "Corporate Banking Statement", contains a message about digital statements, a section for selecting statement accounts with a list of accounts (ABC 123 Company Test 1010101010, DEF 123 Company Test 2020202020, GHI 123 Company Test 3030303030, JKL 123 Company Test 4040404040, MNO 123 Company Test 5050505050, PQR 123 Company Test 6060606060), and a "Statement Cutoff Date" dropdown set to "Last Month". At the bottom of the right column are buttons for "get pdf", "get zip", and "view statement list".

2. The report will be displayed.

KeyNavigator™
KeyBank

Message Center
Support
Administration
Logout

Dashboard
Reporting & Research
Payables
Receivables
File Services
Card Services
Specialized Services

filter
unfilter
download

R3562-1 KeyBank NATIONAL ASSOCIATION
127 PUBLIC SQUARE
CLEVELAND OH 44114

ACCOUNT NUMBER: 111111
SETTLEMENT DATE: 01/02/20XX
PAGE 1

ABC 123 TEST
ATTN: USER 1
1 STREET WAY
CLEVELAND, OH 1111-2222

* DIRECT INQUIRIES TO *
* 1-800-111-1111 *

ACH ACTIVITY SUMMARY
THIS REPORT DETAILS ALL ACTIVITY THAT RELATES TO ACH
TRANSACTIONS THAT WERE ORIGINATED ON YOUR BEHALF.
I. ADJUSTMENT ACTIVITY COMPLETED TODAY -
THIS SECTION CONFIRMS ALL ADJUSTMENTS COMPLETED TODAY ON YOUR BEHALF.
NO ACTIVITY
R3999-9 KeyBank NATIONAL ASSOCIATION
127 PUBLIC SQUARE
CLEVELAND OH 44114
DEF 123 TEST
ATTN: USER 2
2 STREET WAY
CLEVELAND, OH 1111-2222
ACCOUNT NUMBER: 111111111
SETTLEMENT DATE: 01/02/20XX
PAGE 2

* DIRECT INQUIRIES TO *
* 1-800-111-1111 *

ACH ACTIVITY SUMMARY
THIS REPORT DETAILS ALL ACTIVITY THAT RELATES TO ACH
TRANSACTIONS THAT WERE ORIGINATED ON YOUR BEHALF.
II. NOTIFICATIONS OF CHANGE -
THIS SECTION LISTS THE NOTIFICATIONS OF CHANGE RECEIVED FOR ACH ENTRIES
ORIGINATED ON YOUR BEHALF. THE ORIGINAL ITEM INFORMATION IS FOLLOWED
BY THE CORRECTED DATA. PLEASE MAKE THESE CHANGES TO YOUR RECORDS.
FILE REFERENCE EFFECTIVE DATE COMPANY NAME ENTRY DESCRIPTION
01010101010 01-11-14 DEF 123 TEST USER 3
TC INDIVIDUAL NAME INDIVIDUAL ID TR ACCOUNT NUMBER REFER
11 USER 5 MJ 02133 111111111 111111111 111111
CHANGE ACCT NBR TO: 111111
TOTAL CORRECTIONS: 1
FILE REFERENCE EFFECTIVE DATE COMPANY NAME ENTRY DESCRIPTION
01-11-14 GHI 123 TEST USER 4
TC INDIVIDUAL NAME INDIVIDUAL ID TR ACCOUNT NUMBER REFER
22 SCUDERI RP 11111 111111111 111111111 111111
CHANGE TR TO: 111111111
TOTAL CORRECTIONS: 1
R3562-3 KeyBank NATIONAL ASSOCIATION
127 PUBLIC SQUARE
CLEVELAND OH 44114
ABC 123 TEST
ATTN: USER 1
1 STREET WAY
CLEVELAND, OH 1111-2222
ACCOUNT NUMBER: 111111111
SETTLEMENT DATE: 01/02/20XX
PAGE 3

* DIRECT INQUIRIES TO *
* 1-800-111-1111 *

ACH ACTIVITY SUMMARY
THIS REPORT DETAILS ALL ACTIVITY THAT RELATES TO ACH
TRANSACTIONS THAT WERE ORIGINATED ON YOUR BEHALF.
III. ITEMS RETURNED -
THIS REPORT LISTS THE RETURN ITEMS PROCESSED TODAY. THEY WILL
BE REFLECTED ON TODAY'S SETTLEMENT.

To filter ACH Customer Activity Report

1. Select **ACH Customer Activity Report** from the Information Reporting main page.

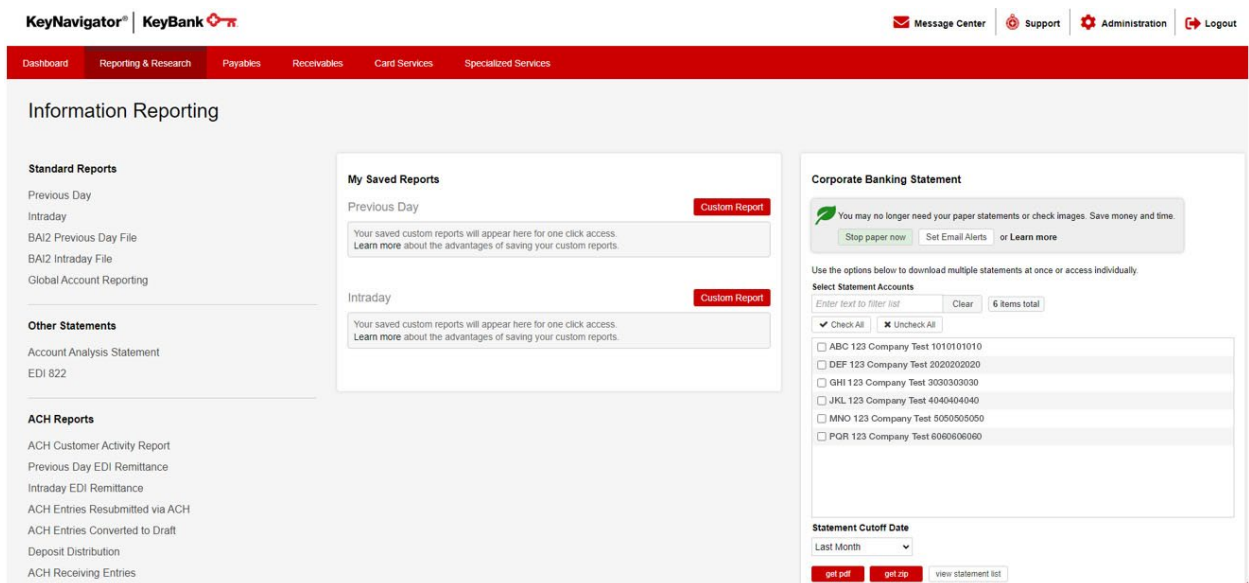
2. Select the account(s) to be included in the report. Multiple accounts can be selected by holding CTRL or Shift and clicking on the desired accounts.
3. Select the date or date range for the report.
4. Click **View** to see the statements in your date range selection. Click **Cancel** to return to the Information Reporting main page. Select **Download** to download a filtered report.

EDI Remittance Report

The EDI Remittance report provides detailed remittance information for electronic payments received in your Key account (i.e. ACH / EDI). Information provided includes payment originator, payment receiver, invoice information and individual transaction detail.

To view the EDI Remittance Report

1. Under **ACH Reports**, select **Previous Day EDI Remittance** or **Intraday EDI Remittance** from the Information Reporting main page.



The screenshot shows the KeyBank Information Reporting interface. The top navigation bar includes links for Message Center, Support, Administration, and Logout. The main navigation bar lists various services: Dashboard, Reporting & Research, Payables, Receivables, Card Services, and Specialized Services. The left sidebar contains a list of reports under 'Standard Reports' (Previous Day, Intraday, BAI2 Previous Day File, BAI2 Intraday File, Global Account Reporting) and 'Other Statements' (Account Analysis Statement, EDI 822). The 'ACH Reports' section is expanded, showing options like ACH Customer Activity Report, Previous Day EDI Remittance, Intraday EDI Remittance, ACH Entries Resubmitted via ACH, ACH Entries Converted to Draft, Deposit Distribution, and ACH Receiving Entries. The main content area displays 'My Saved Reports' for Previous Day and Intraday, each with a 'Custom Report' button. The 'Corporate Banking Statement' section on the right offers options to download multiple statements at once or access individually, with a list of accounts and a 'Statement Cutoff Date' dropdown set to 'Last Month'.

The report will be displayed.

KeyNavigator™
KeyBank

Message Center
Support
Administration
Logout

Dashboard
Reporting & Research
Payables
Receivables
File Services
Card Services
Specialized Services

filter
unfilter
download

KeyBank
EDI SERVICES
REMITTANCE/PAYMENT ADVICE

JANUARY 02, 20XX

ABC 123 TEST
ATTN: USER 1
1 STREET WAY
CITY, ST 12345-1234


=====
PAYMENT INFORMATION:
CREDIT: \$24,590.73
EFFECTIVE DATE: 11/27/20XX
INPUT FORMAT: ACHCTX

CREDIT PARTY	DEBIT PARTY
ROUTING ID: 010101010	ROUTING ID: 030303030
ACCT: 02020202020	ACCT: 04040404040
DEMAND ACCT: 050505050505	DEMAND ACCT: 060606
	COMPANY ID: 0707070707

TRACE NUMBER: 0808080808080808

To filter the EDI Remittance Report

1. Select **EDI Remittance** from the Information Reporting main page or select the filter button from the EDI Remittance report that was displayed when **View** was selected.
2. Select the account(s) to be included in the report. Multiple accounts can be selected by holding CTRL or Shift and clicking on the desired accounts.
3. Select the date or date range for the report.
4. Click **View** to see the statements in your date range selection. Click **Cancel** to return to the Information Reporting main page.

KeyNavigator™ | KeyBank  [Message Center](#) [Support](#) [Administration](#) [Logout](#)

Dashboard | **Reporting & Research** | Payables | Receivables | File Services | Card Services | Specialized Services

EDI Remittance Report Filter

Information is only available for the past 90 calendar days.
All fields are required.

Report: EDI Remittance


Accounts(s):
(Hold Ctrl or Shift to select multiple)

All Accounts
010101010101 - ABC Test
020202020202 - DEF Test
030303030303 - GHI Test


Date From: Jan 1 20XX

Date To: Jan 2 20XX

5. Select **Download** to download a filtered report.

KeyNavigator™ | KeyBank  [Message Center](#) [Support](#) [Administration](#) [Logout](#)

Dashboard | **Reporting & Research** | Payables | Receivables | File Services | Card Services | Specialized Services



RETURNED ACH ENTRIES RESUBMITTED VIA ACH

DEF0202-02
BANK: 0101
ABC 123 TEST
ATTN: USER 1

ACCOUNT: 9999999999999999

DATE: 01/02/20XX

COMPANY NAME	COMPANY ID	ENTRY DESCR	SEC	EFF DATE
ABC 123 TEST	9999999999	LOAN PAYMT	PPD	040102

BANK REF#/ RETURN REASON	T/R	ACCOUNT#	IND ID/ IND NAME	T/C	AMOUNT
9999999999999999	01120XX08	9999999999999999	9999999999999999	26	530.00
R01-INSUFFICIENT FUNDS			ONE, USER		

ACH Entries Resubmitted via ACH Report

The ACH Entries Resubmitted via ACH report provides a list of ACH entries that were returned for various reasons, (including NSF returns) that are now being re-presented.

To view the ACH Entries Resubmitted via ACH Report

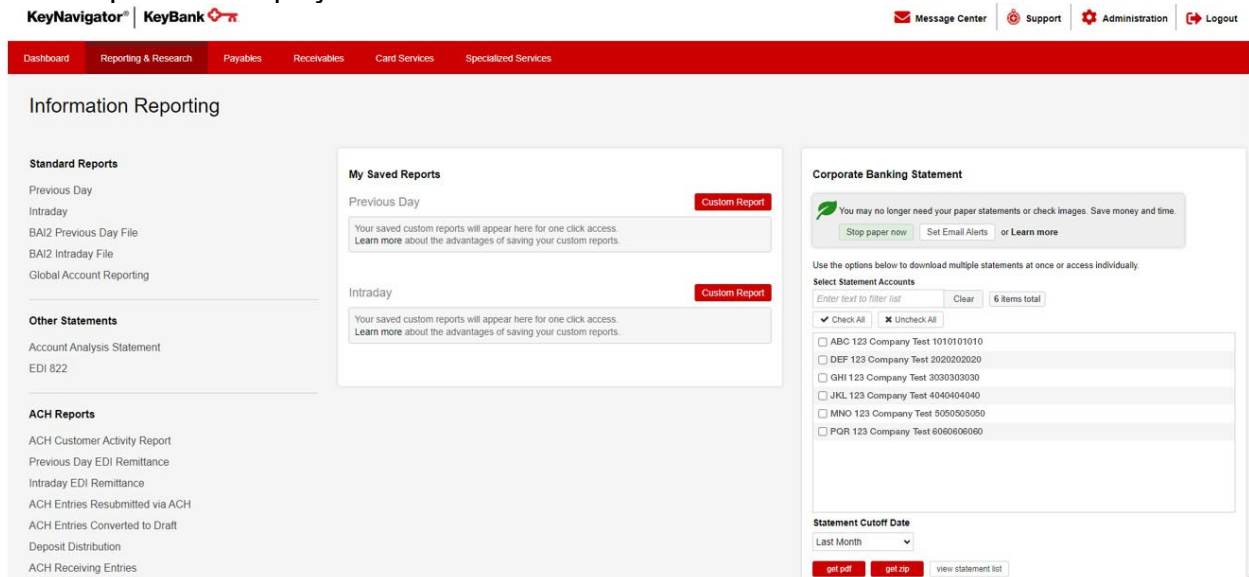
1. Under **ACH Reports**, select **ACH Entries Resubmitted via ACH** from the Information Reporting main page.

2. The report will be displayed.

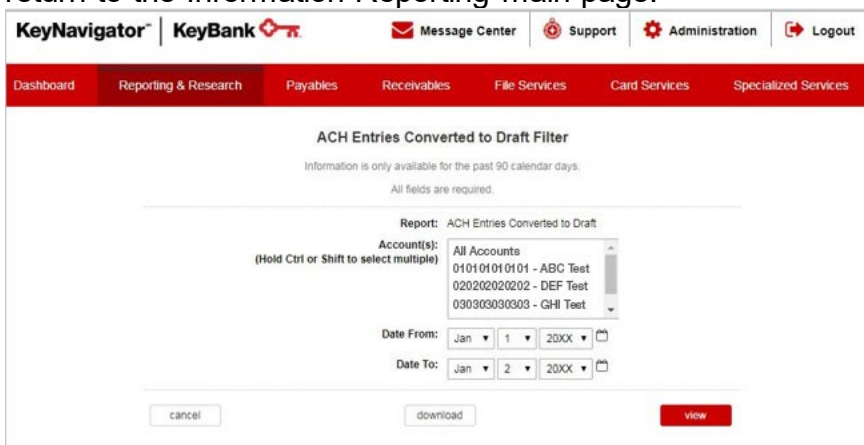
COMPANY NAME	COMPANY ID	ENTRY DESCR	SEC	EFF DATE	BANK REF#/RETURN REASON	T/R	ACCOUNT#	IND ID/IND NAME	T/C	AMOUNT
ABC 123 TEST	9999999999	LOAN PAYMT	PPD	040102	9999999999999999 01120XX08		9999999999999999	9999999999999999	26	530.00
					R01-INSUFFICIENT FUNDS			ONE, USER		

To filter the ACH Entries Resubmitted via ACH Report


1. Select the **ACH Entries Resubmitted via ACH** from the Information Reporting main page then select the filter button from the ACH Entries Resubmitted via ACH report that displays.







2. Select the account(s) to be included in the report. Multiple accounts can be selected by holding CTRL or Shift and clicking on the desired accounts.
3. Select the date or date range for the report.
4. Click **View** to see the statements in your date range selection. Click **Cancel** to return to the Information Reporting main page.




5. Select **Download** to download a filtered report.

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DEF0202-02
BANK: 0101
ABC 123 TEST
ATTN: USER 1

RETURNED ACH ENTRIES RESUBMITTED VIA ACH
ACCOUNT: 9999999999999999

DATE: 01/02/20XX

COMPANY NAME	COMPANY ID	ENTRY DESCR	SEC	EFF DATE
ABC 123 TEST	9999999999	LOAN PAYMT	PPD	040102

BANK REF#/ RETURN REASON	T/R	ACCOUNT#	IND ID/ IND NAME	T/C	AMOUNT
9999999999999999 R01-INSUFFICIENT FUNDS	01120XX08	9999999999999999	9999999999999999 ONE, USER	26	530.00

ACH Entries Converted to Draft Report

The ACH Entries Converted to Draft report provides a list of ACH entries that were rejected for various reasons and must now be cleared as paper items.

To view the ACH Entries Converted to Draft Report

- Under **ACH Reports**, select **ACH Entries Converted to Draft** from the Information Reporting main page.

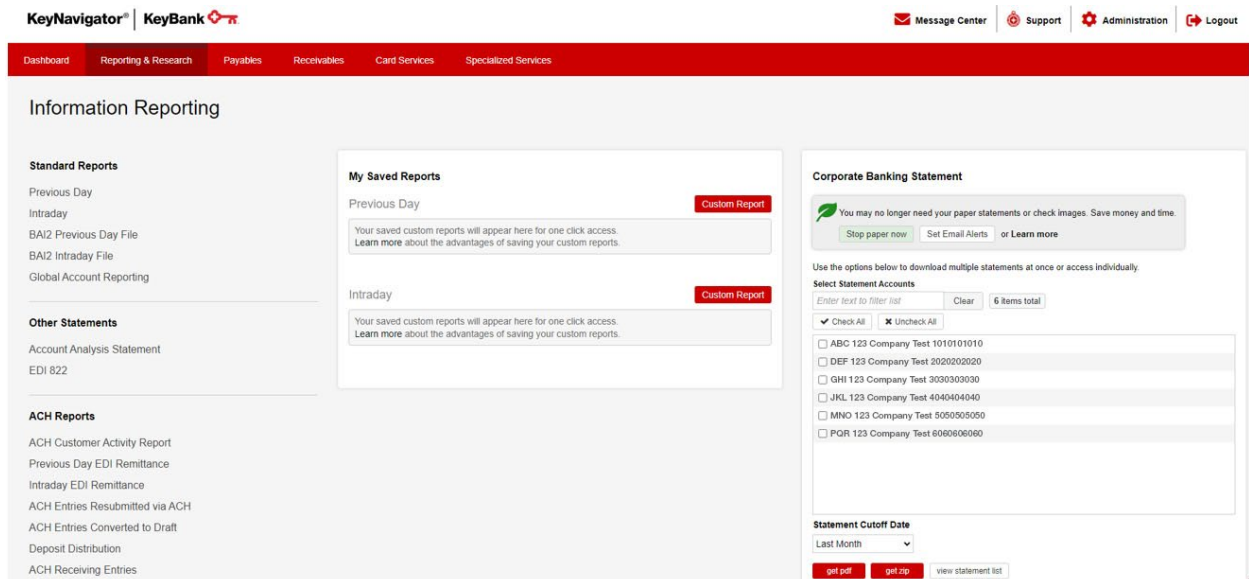
- The report will be displayed.

COMPANY NAME	COMPANY ID	ENTRY DESCR	SEC	EFF DATE
ABC 123 TEST	9999999999	LOAN PAYMT	PPD	040102

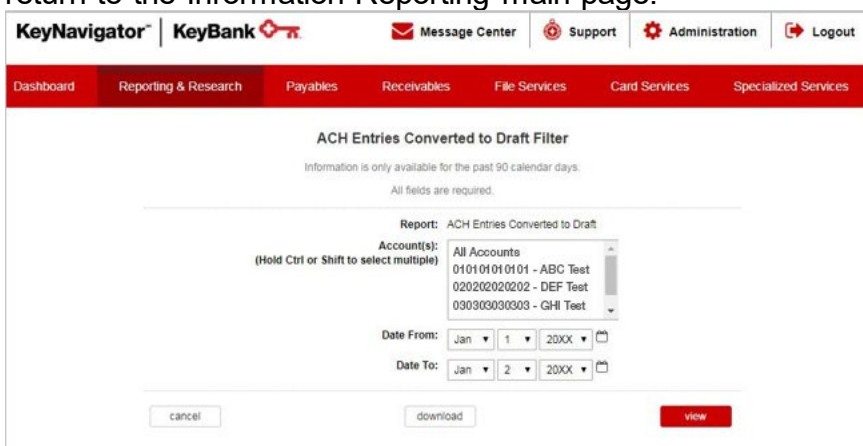
BANK REF#/ RETURN REASON	T/R	ACCOUNT#	IND ID/ IND NAME	T/C	AMOUNT
999999999999 01120XX08		9999999999999999	9999999999999999	26	530.00
R01-INSUFFICIENT FUNDS			ONE, USER		

To filter the ACH Entries Converted to Draft Report


1. Select **ACH Entries Converted to Draft** from the Information Reporting main page then select the filter button from the ACH Entries Converted to Draft report displays.







2. Select the account(s) to be included in the report. Multiple accounts can be selected by holding CTRL or Shift and clicking on the desired accounts.
3. Select the date or date range for the report.
4. Click **View** to see the statements in your date range selection. Click **Cancel** to return to the Information Reporting main page.




5. Select **Download** to download a filtered report.

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KeyBank
EDI SERVICES
REMITTANCE/PAYMENT ADVICE

JANUARY 02, 20XX

ABC 123 TEST
ATTN: USER 1
1 STREET WAY
CLEVELAND, OH 1111-2222

=====
PAYMENT INFORMATION:
CREDIT: \$24,590.73
EFFECTIVE DATE: 11/27/20XX
INPUT FORMAT: ACHCTX
CREDIT PARTY
ROUTING ID: 010101010
ACCT: 02020202020
DEMAND ACCT: 030303030303
TRACE NUMBER: 04040404040404
TRACE NUMBER: 0505050505050505
ORIGINATOR: DEF 123 TEST, INC.
222 STREET WAY, SUITE 3030
RECEIVER: ABC 123 TEST
AA 4040404040
P.O.BOX 50505
CITY, STATE 6060-70707
RECEIVER: 0000DEF AAA I
BB: 060606060606060
ORIGINATOR: DEF 123 TEST, INC.
DEBIT PARTY
ROUTING ID: 060606060
ACCT: 07070707070
DEMAND ACCT: 080808
COMPANY ID: 0909090909

Deposit Distribution Report

The Deposit Distribution report provides details on ACH entries that have been returned for originators who have separate entities originating ACH items.

To view the Deposit Distribution Report

- Under **ACH Reports**, select **Deposit Distribution** from the Information Reporting main page.

The screenshot shows the KeyBank Information Reporting interface. On the left, under 'ACH Reports', 'Deposit Distribution' is selected. The main area displays 'My Saved Reports' with options for 'Previous Day' and 'Intraday', each with a 'Custom Report' button. On the right, the 'Corporate Banking Statement' section is visible, showing a list of statement accounts and a 'Statement Cutoff Date' dropdown set to 'Last Month'.

The report will be displayed.

The screenshot shows the KeyBank report display. At the top, there are navigation links: KeyNavigator, KeyBank, Message Center, Support, Administration, and Logout. Below these are tabs: Dashboard, Reporting & Research, Payables, Receivables, File Services, Card Services, and Specialized Services. The report title is 'RETURNED ACH ENTRIES RESUBMITTED VIA ACH'. The report details include: DEF0202-02, BANK: 0101, ABC 123 TEST, ATTN: USER 1, ACCOUNT: 9999999999999999, and DATE: 01/02/20XX. The table below shows the entry details:

COMPANY NAME	COMPANY ID	ENTRY DESCR	SEC	EFF DATE
ABC 123 TEST	9999999999	LOAN PAYMT	PPD	040102


BANK REF#/ RETURN REASON	T/R	ACCOUNT#	IND ID/ IND NAME	T/C	AMOUNT
9999999999999999 R01-INSUFFICIENT FUNDS	01120XX08	9999999999999999	9999999999999999	26	530.00





To filter the Deposit Distribution Report

1. Select **Deposit Distribution** from the Information Reporting main page then select the filter button from the Deposit Distribution report displays.

2. Select the account(s) to be included in the report. Multiple accounts can be selected by holding CTRL or Shift and clicking on the desired accounts.
3. Select the date or date range for the report.
4. Click **View** to see the statements in your date range selection. Click **Cancel** to return to the Information Reporting main page.


5. Select **Download** to download a filtered report.

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File Services
Card Services
Specialized Services

filter
unfilter
download



DEF0202-02
BANK: 0101
ABC 123 TEST
ATTN: USER 1

RETURNED ACH ENTRIES RESUBMITTED VIA ACH
ACCOUNT: 9999999999999999

DATE: 01/02/20XX

COMPANY NAME	COMPANY ID	ENTRY DESCR	SEC	EFF DATE
ABC 123 TEST	9999999999	LOAN PAYMT	PPD	040102

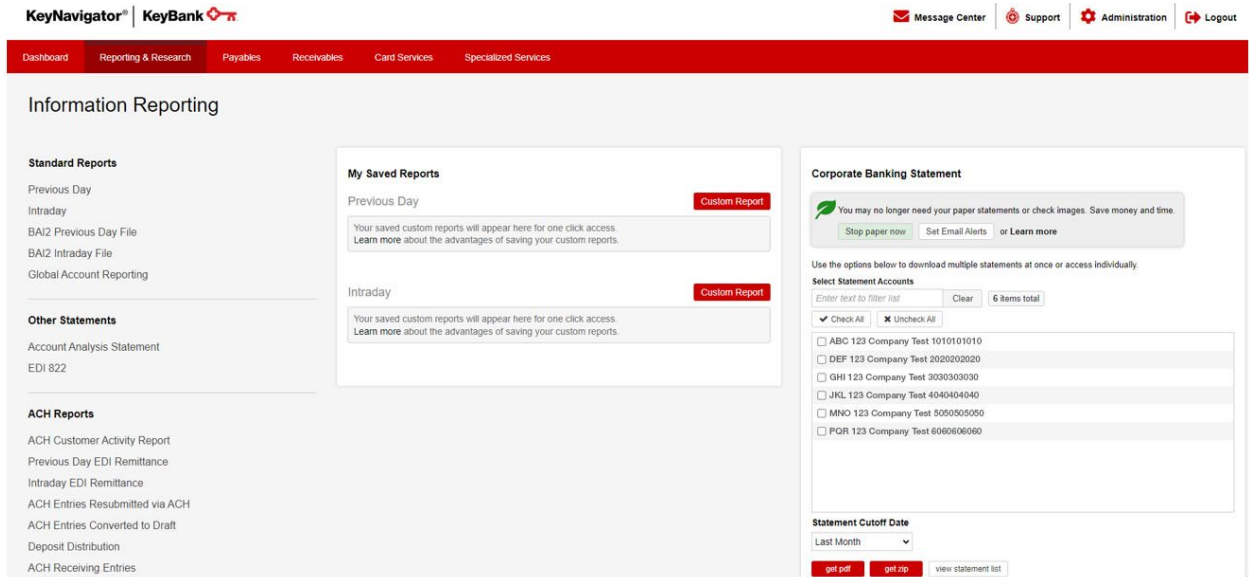
BANK REF#/ RETURN REASON	T/R	ACCOUNT#	IND ID/ IND NAME	T/C	AMOUNT
9999999999999999 R01-INSUFFICIENT FUNDS	01120XX08	9999999999999999	9999999999999999 ONE, USER	26	530.00

ACH Receiving Entries Report

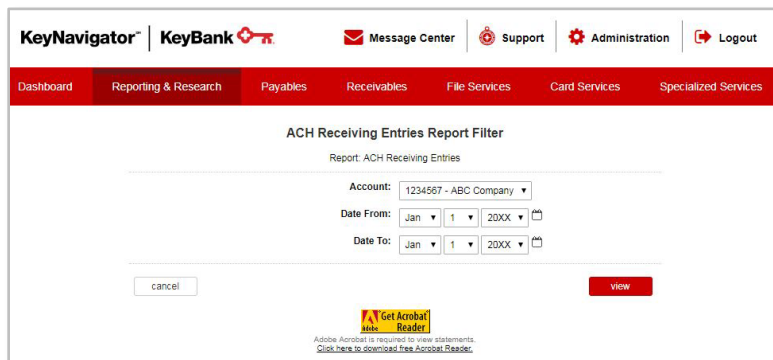
The ACH Receiving Entries report provides details on each incoming ACH transaction. The report provides detail of all fields within the ACH transaction sent to Key.

To view the ACH Receiving Entries Report

1. Select the **ACH Receiving Entries** from the Information Reporting main page.




2. Select the account for the statement that you wish to view.







3. Select the date range for the statements you wish to view in the **Date From** and **Date To** boxes.
4. Click **View** to view the statements in your date range selection. Click **Cancel** to return to the Information Reporting main page.
5. Select the statement icon for the statement that you wish to view.



NOTE: You must have Adobe Acrobat Reader 4.0 or higher to view your statement. Please click on the link to download a free copy of Adobe Acrobat Reader if needed.

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ACH Receiving Entries: Report Selection


Report: ACH Receiving Entries
Account: 1234567 ([change account](#))


To view a statement, click on the desired statement date.



[May 15, 20XX](#)



[May 14, 20XX](#)



[May 13, 20XX](#)



[May 12, 20XX](#)



[May 11, 20XX](#)


[May 10, 20XX](#)



[May 9, 20XX](#)


[May 8, 20XX](#)


[May 7, 20XX](#)


[May 6, 20XX](#)

cancel



Adobe Acrobat is required to view statements.
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ACH6400-01 BANK: 4731	ACH RECEIVING ENTRIES FOR	PAGE: 19
ATTN: USER 1	ABC COMPANY	RUN DATE: 05/06/2013
ABC TEST	ACCOUNT: 0001234567	
123 STREET AVE	FAX:	
CITY, ST 11111	E-MAIL: CASH.MANAGEMENT@ABCOMPANY.COM	

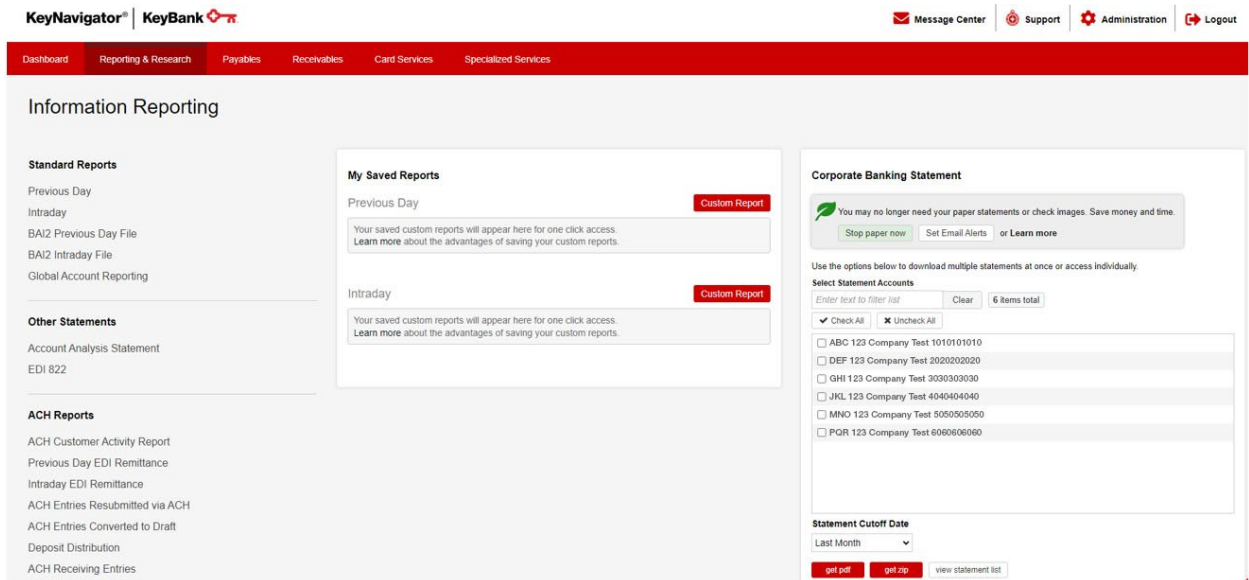
COMPANY NAME	ENTRY DESC	INDIVIDUAL NAME	INDIVIDUAL ID	TRAN CODE	SEC	AMOUNT	KEY BANK REF NUMBER
ABC COMPANY	ACH ENTRY	KEY BANK (KING CNTY)	COL13	27	PPD	3,900,000.00	012345671234567

ACH Return Notification Report

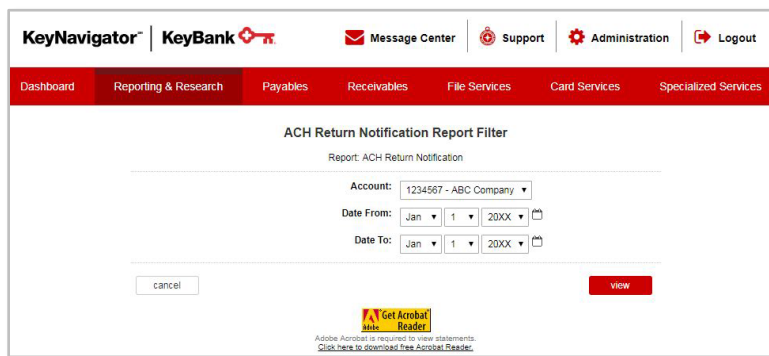
The ACH Return Notification report provides details on each returned ACH transaction and Notification of Change (NOC) received.

To view the ACH Return Notification Report

1. Under **ACH Reports**, select the **ACH Return Notification** from the Information Reporting main page.



2. Select the account for the statement that you wish to view.
3. Select the date range for the statements you wish to view in the **Date From** and **Date To** boxes.




NOTE: You must have Adobe Acrobat Reader 4.0 or higher to view your statement. Please click on the link to download a free copy of Adobe Acrobat Reader if needed.

4. Click **View** to view the statements in your date range selection. Click **Cancel** to return to the Information Reporting main page.
5. Select the statement icon for the statement that you wish to view.

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ACH Return Notification: Report Selection

Report: ACH Return Notification
Account: 1234567 ([change account](#))

To view a statement, click on the desired statement date.

May 15, 20XX

May 14, 20XX

May 13, 20XX

May 12, 20XX

May 11, 20XX

May 10, 20XX


May 9, 20XX

May 8, 20XX

May 7, 20XX

May 6, 20XX

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PAGE: 0001
 DATE: 05/07/2013
 REPORT: ACHW1-F-9210

 FROM: KEYBANK
 ACH OPERATIONS
 1-800-821-2829

 TO: ABC 123 TEST
 ATTN: USER 1
 RETURNS@ABCCOMPANY.COM
 123 STREET AVE
 CLEVELAND, OH 11111

ACCOUNT: 000001234567

* * * THE FOLLOWING ITEM HAS BEEN RETURNED BY THE RECEIVING FINANCIAL INST.
 * * * WE HAVE DEBITED YOUR ACCOUNT FOR \$5,392.72

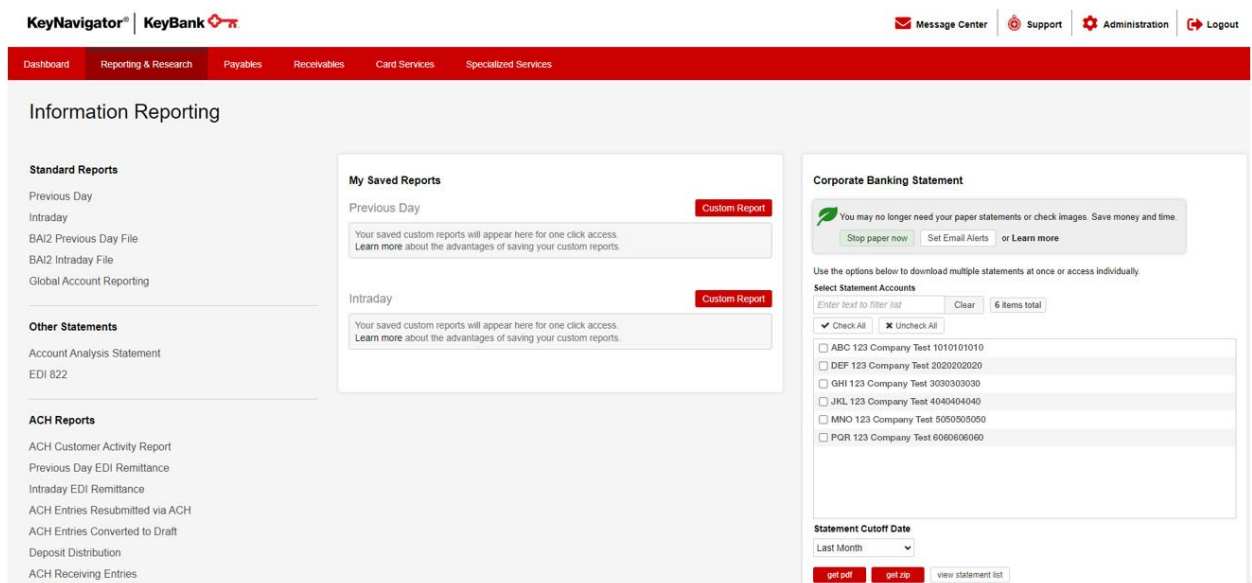
PREAUTHORIZED CHECKING DEBIT ENTRY		TRACE NO. 021300012345670
		EFFECTIVE DATE 05-03-13
		PAR 13127002669415
ORIGINATED BY	CCD CO ID 1800123456	\$5,392.72
ABC COMPANY	130502	
PAYMENT		
DEBIT THE ACCOUNT OF		
DEF 123 TEST 0101010101		
0202-0003-4 0505050505		
RETURN REASON:R01 INSUFFICIENT FUNDS		
ADDENDA TRACE/TR/DATE:040404040404040/05050505/060606		

Rejected EPA Notification Report

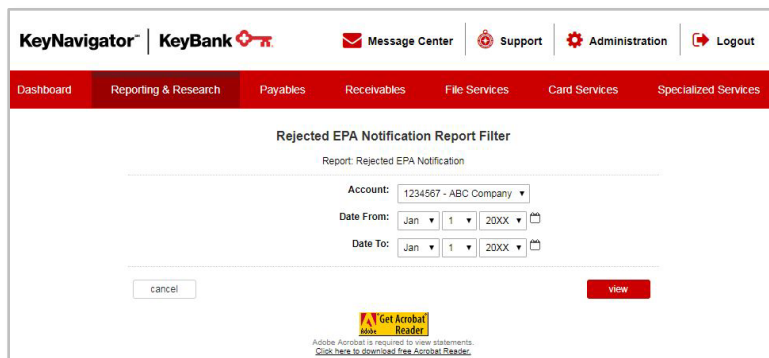
The Rejected EPA Notification report is produced for clients who utilize 'manual' EPA (Electronic Payment Authorization). The report provides details on any incoming ACH debit transactions which have rejected and require review/approval by the client.

To view the Rejected EPA Notification Report

1. Under **ACH Reports**, select **Rejected EPA Notification** from the Information Reporting main page.
- 2.



2. Select the account for the statement that you wish to view.
3. Select the date range for the statements you wish to view in the **Date From** and **Date To** boxes.




NOTE: You must have Adobe Acrobat Reader 4.0 or higher to view your statement. Please click on the link to download a free copy of Adobe Acrobat Reader if needed.

- Click **View** to view the statements in your date range selection. Click **Cancel** to return to the Information Reporting main page.
- Select the statement icon for the statement that you wish to view.

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Rejected EPA Notification: Report Selection

Report: Rejected EPA Notification
Account: 1234567 ([change account](#))

To view a statement, click on the desired statement date.

May 15, 20XX

May 14, 20XX

May 13, 20XX

May 12, 20XX

May 11, 20XX

May 10, 20XX

May 9, 20XX

May 8, 20XX

May 7, 20XX

May 6, 20XX

cancel

Adobe Acrobat is required to view statements.
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KEYBANK NATIONAL ASSOC
127 PUBLIC SQUARE
CLEVELAND, OHIO 44114

ACCOUNT NUMBER: 00000000001234567
T/R: 021300077
PROCESS DATE: 05/03/2013
PAR DATE: 13123
WINDOW: 1100-1100

*ABC COMPANY
ATTN: JON SMITH
ACH DIRECT
123 1ST AVE
LOUDONVILLE, NY 12211

JON SMITH

* 3 PM EST APPROVAL DEADLINE *
* INQUIRIES: 1-800-304-9856 *

ACH1450A ACHD GREATLAKES PEP+ REJECTED PAYMENTS TO BE RETRIED PAGE: 1

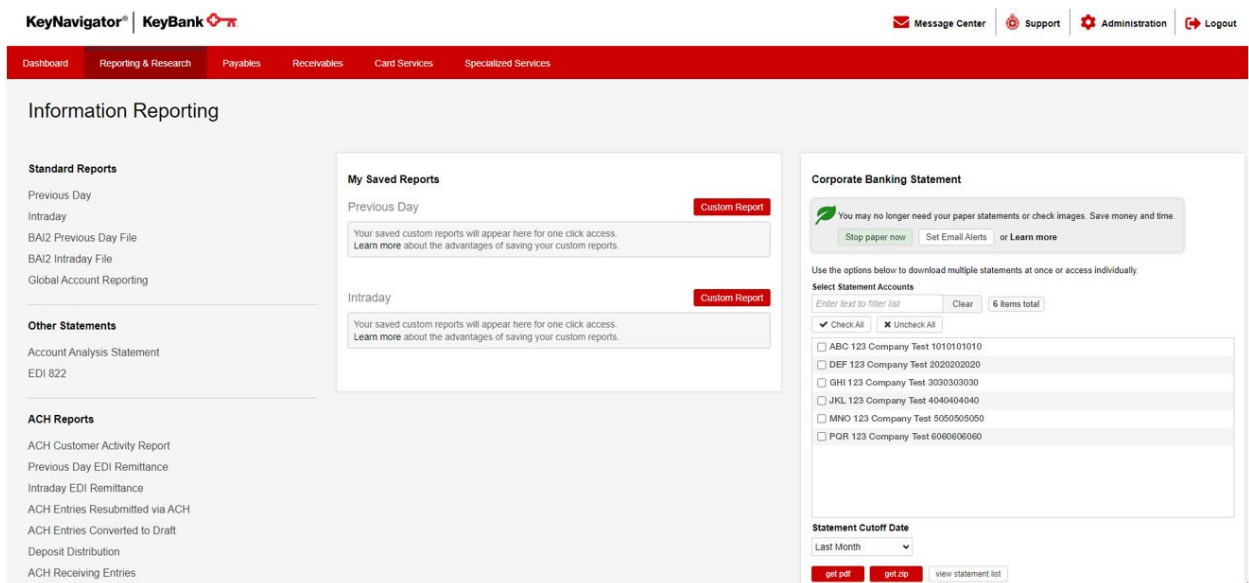
COMPANY NAME	COMPANY ID	PAR	REFERENCE NUMBER	AMOUNT	DR/ CR	EFFEC DT
AMERICAN EXPRESS	0987654321	123456789	1234567890	162.50	DR	05/06/13
EPA REJECT ITEM WILL RETRY ON						05/06/13
TOTAL DEBITS TO REJECT:			0	.00		
TOTAL CREDITS TO REJECT:			0	.00		
TOTAL DEBITS TO RETRY:			1	162.50		
TOTAL CREDITS TO RETRY:			0	.00		

End of Day EPA Summary Report

The End of Day EPA Summary report provides a recap of all activity from EPA authorizations for the day. It is divided into multiple sections (Authorizations Used Today, Active Unused Authorizations, Expired Authorization List, Authorizations Revoked Today, and Authorizations Reset Today).

To view the End of Day EPA Summary Report

1. Under **ACH Reports**, select **End of Day EPA Summary** from the Information Reporting main page.



2. Select the account for the statement that you wish to view.
3. Select the date range for the statements you wish to view in the **Date From** and **Date To** boxes.



NOTE: You must have Adobe Acrobat Reader 4.0 or higher to view your statement. Please click on the link to download a free copy of Adobe Acrobat Reader if needed.

- Click **View** to view the statements in your date range selection. Click **Cancel** to return to the Information Reporting main page.

- Select the statement icon for the statement that you wish to view.

- The selected report will be displayed.

R3570-02/1
ACHDIR

KEYBANK NA
127 PUBLIC SQUARE
CLEVELAND, OH 44114

ACCOUNT NUMBER: 00000000001234567
PROCESS DATE: 05-06-2013
PAGE: 1

* DIRECT INQUIRIES TO *
* 1-800-304-9856 *

*ABC COMPANY
ATTN: JON SMITH
ACH DIRECT
123 1ST AVE
LAYTON, UT 84040-7132

PAYMENT AUTHORIZATION ACTIVITY SUMMARY

THIS REPORT DETAILS ALL ACTIVITY THAT RELATES TO TRANSACTIONS
RECEIVED FOR THIS ACCOUNT.

I. AUTHORIZATIONS USED TODAY:
THIS SECTION REPORTS ALL AUTHORIZATIONS THAT WERE USED TO AUTHORIZE
A TRANSACTION TODAY.

COMPANY ID AND NAME	REFERENCE #	PAR NO.	AMOUNT	POSTING DATE/ AUTHORIZED DATE
GRAND TOTAL:			0	.00