

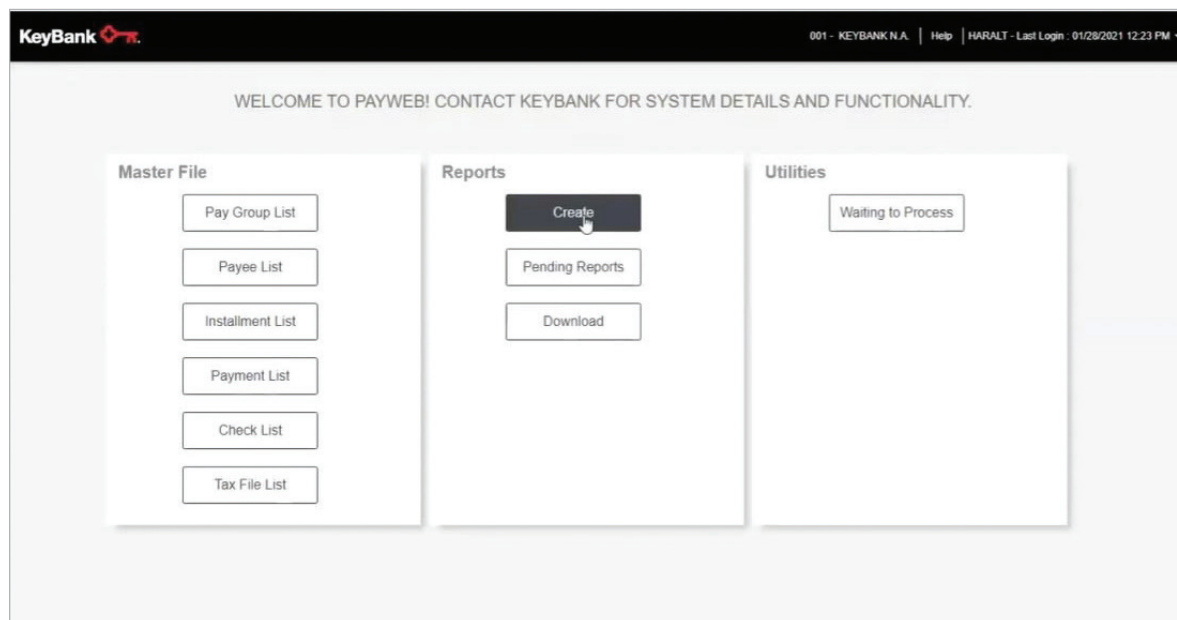
Institutional Advisors

PayeeWeb Quick Reference Guide – Create and Download Reports

This quick reference guide is designed to walk you through the accessing and downloading of reports from the PayeeWeb portal.

Creating Reports

1. From the portal home page, click on **Create** listed at the top of the Reports section.



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2. Select which category you'd like to run a report from. Select from:
 - **Payment** – To see a pre-payment register (i.e., payments in **Held** status).
 - **Installment** – Installment payments paid to pensioners over time.
 - **Check** – Individual check records for payments to payees.
 - **Tax** – Tax information, including calculated deductions by category for payees.
 - **Transaction** – Transaction details by record for each payee or pay group.
3. Select the specific report you want to run. Refer to the on-demand report descriptions below.

The screenshot shows the KeyBank PayeeWeb 'Create Report' page. The header includes the KeyBank logo and user information: '001 - KEYBANK N.A. | Help | HARALT - Last Login : 01/28/2021 12:23 PM'. The main content area is titled 'Home / Create Report' and contains a 'Submit' button. Below the button are five report categories, each with a list of reports and radio buttons for selection:

- Payment**: ☒ PrepaymentdemoDEV123
- Installment**: ☐ Benefit Payment Report, ☐ Scheduled Payment List
- Check**: ☐ Check Register, ☐ Payment Funding Report, ☐ Wealth Management Report, ☐ Check Aging Report
- Tax**: ☐ Tax Status Report - Check
- Transaction**: ☐ Transaction History, ☐ Pay Group / Payee Maintenance Report, ☐ Future Dated Transactions

On-Demand Reports (Run 3 times a day: 10:00 a.m., 1:00 p.m., and 4:00 p.m., ET)

(On-Demand and Cycle 7) Prepayment Register (TR20)	The TR20 Prepayment register is used to balance and review pending payments prior to producing checks.
(On-Demand and Cycle 8) Check Register (TR25)	The TR25 Check Register is used to balance Trust Accounting Systems, Tax Deposits, and other Withholding Payments. Year-to-date Check Totals are also provided.
(On-Demand) Payment Funding Report (TR41)	The TR41 Forecast Change Report produces an installment change only report. The difference between the TR40 and TR41 are as follows: <ul style="list-style-type: none">• The TR41 only reports changes in the month requested.• The TR41 reports the future-dated changes from the Pending Transaction file.
(On-Demand and Cycle 8) Wealth Management Report (TR49)	The TR49 Wealth Management Report provides information on checks/EFTs and a payee's associated data, showing start/stop/last paid dates with installment and year-to-date amounts.

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(On-Demand and Cycle 8) Check Aging Report (TR81)	The TR81 Check Aging Report is designed to reference the “number of days” stored in the Pay Group Suspense Days (90) field and provide a listing of checks which have not cleared that are ‘older’ than the number of Suspense Days.
(On-Demand) Transaction History (TR99)	The TR99 Transaction History Reports details updates that were processed during a specified time period, showing “changed from” and “changed to” data, along with the operator that made the updates.
(On-Demand and Cycle 8) Pay Group / Payee Maintenance Report (TR96)	The TR96 details maintenance changes for a specific date range by pay group and payee number. Maintenance or update transactions that add or change pay group and payee records and check reversals are reported, showing “changed from” and “changed to” data, along with the operator that made the updates.
(On-Demand) Future Dated Transactions (TR09)	The TR09 Future Dated Transactions details pending future-dated transactions currently stored in the pending transaction file.
(On-Demand) Benefit Payment Report (TR29)	The TR29 Benefit Payment Report shows a “current” and YTD register for defined benefit installment payees as of the Last Pay Date.
(On-Demand and Cycle 8) Scheduled Payment List (TR40)	This report is used for trial balancing installment payments prior to releasing them. It forecasts installment payments for a specified future period. For each Payee scheduled to receive installment payments, messages will print indicating changes in the Payee’s status or Payment amounts. Installments for Payees in an Active status only are eligible for reporting.
(On-Demand) Tax Status Report – Check (TX30)	The TX30 Tax Status Report shows payee tax data based on the tax form and tax year selected. Includes name and address information along with gross and taxable accounts and tax withholdings. Shows both federal and state taxes.

4. Select the pay group you would like to pull this report information from and select **Submit**.

Home / Create Report / Wealth Management Report

Wealth Management Report

List by PG Number: 170030001080

170030001080 - DEMO BENEFIT PAYMENT
L00017003000 - DEMO LS BENEFIT PAYMENT

Refresh

Submit

Select	Pay Group	Name	Status	Administrator
<input type="checkbox"/>	ALL	ALL AVAILABLE PAY GROUPS		
<input checked="" type="checkbox"/>	170030001080	DEMO BENEFIT PAYMENT	Active	
<input type="checkbox"/>	L00017003000	DEMO LS BENEFIT PAYMENT	Active	

← Previous

Next →



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5. Locate **Selections** and enter the check dates you want covered in the report. Under **Options**, you can elect to mask Social Security numbers and if you want to **receive an email notification** when the report is available, enter your email address. Then select **Submit**.

KeyBank 001 - KEYBANK N.A. | Help | HARALT - Last Login : 01/28/2021 12:23 PM

Home / Create Report / Wealth Management Report / Report TR49

Wealth Management Report : TR49 [Cancel] [Submit]

Selections

Pay Group: 170030001080 - DEMO BENEFIT PAYMENT

Payee: All

Check Date: From 01/01/2020 To 12/31/9999

Options

☐ Mask SSN

Transaction Properties

Route to User ID: []

Email: []

View Pending Reports

6. Once a report request has been submitted, you can return back to the main dashboard and select **Pending Reports** under the **Reports** section to see a listing of any reports you have requested that are pending.

KeyBank 001 - KEYBANK N.A. | Help | HARALT - Last Login : 01/28/2021 12:23 PM

WELCOME TO PAYWEB! CONTACT KEYBANK FOR SYSTEM DETAILS AND FUNCTIONALITY.

Master File

Pay Group List

Payee List

Installment List

Payment List

Check List

Tax File List

Reports

Create

Pending Reports

Download

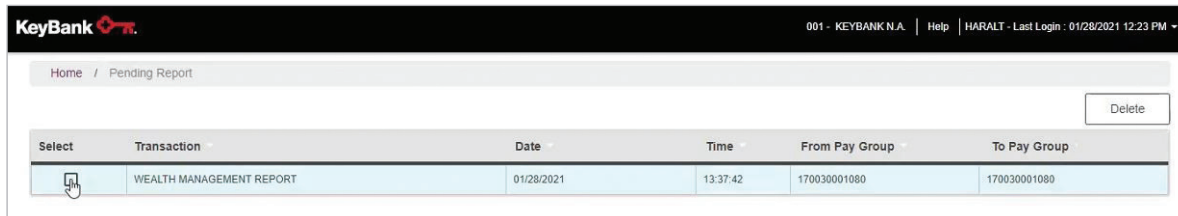
Utilities

Waiting to Process

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7. You will see a list of any pending reports. If you want to delete a pending report before it is run, click the checkbox under the **Select** column to select the report you want to delete and click the **Delete** button to remove the report. Once a report has generated, it will automatically drop from the Pending Report screen.

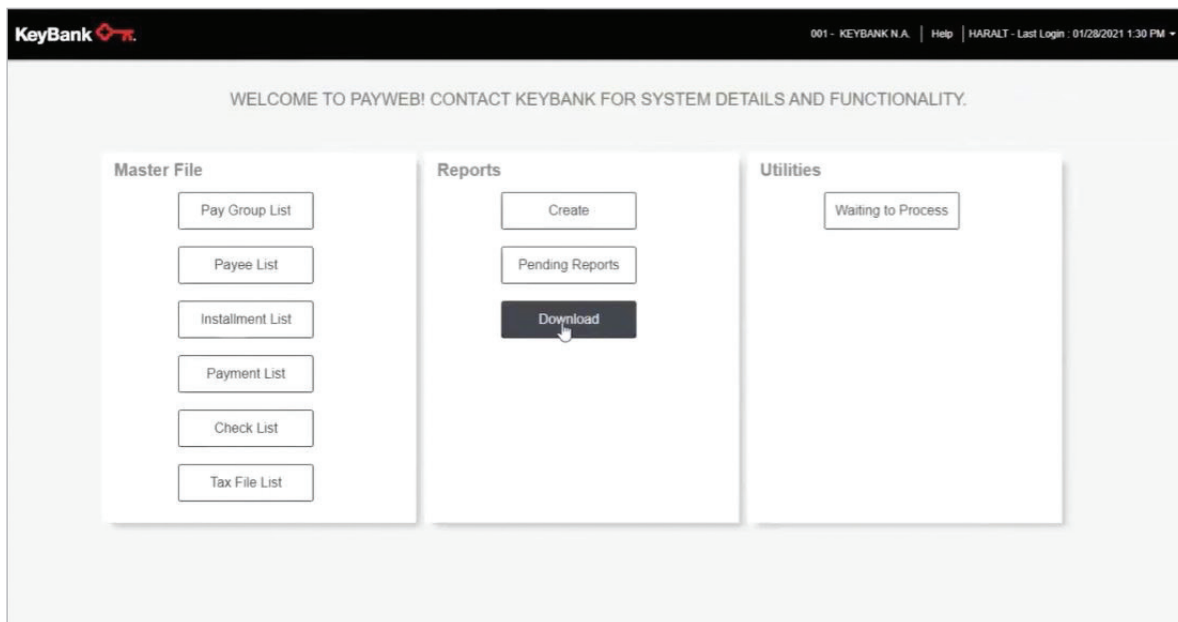
Tip: Ad hoc reports are processed three times per day: 10:00 a.m., 1:00 p.m., and 4:00 p.m., ET.



Select	Transaction	Date	Time	From Pay Group	To Pay Group
<input type="checkbox"/>	WEALTH MANAGEMENT REPORT	01/28/2021	13:37:42	170030001080	170030001080

Downloading Reports

8. From the portal home page, click on **Download** listed at the bottom of the Reports section.



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9. The **Download Report** screen shows reports that have run and are available for downloading – both on-demand reports and monthly report package reports. The reports are available in Word Document (.doc) or Excel Worksheet (.xls) formats. A complete report package can be downloaded in compressed zip files, or individual reports can be downloaded in a Word Document or Excel Worksheet formats.

To download a report in a Word format, click the **Report** link under the **Download Options** column.

To download a report in an Excel format, click the **Extract** link under the **Download Options** column.

You may store up to four versions of each report within PayWeb to download at your convenience. Any report requests submitted beyond this will delete the oldest report package stored in the system.

KeyBank

001 - KEYBANK N.A. | Help | HARALT - Last Login: 01/28/2021 1:30 PM

Home / Download Report

Reports From 01/28/2021

Download Options

Report Description

Time

Zip 9 KB

All Reports in ZIP format

Report 82 KB

Extract 60 KB

Transaction History

07:43

Report 31 KB

Transaction Error Report

07:42

Reports From 01/27/2021

Download Options

Report Description

Time

Zip 1 KB

All Reports in ZIP format

Report 5 KB

Transaction Error Report

14:35

Reports From 12/16/2020

Download Options

Report Description

Time

Zip 276 KB

All Periodic Reports in ZIP format

Report 289 KB

Extract 95 KB

Periodic Cycle 7

17:25

10. View your reports within Microsoft Word or Excel.

REPORT 004 001 KEYBANK N.A. TRANSACTION ERROR REPORT		DATE: 01/28/2021 TIME: 09:09
OPERATOR: HARALT THOR HARALDSON TXID: 1099-B TAX REPORTS		PROCESS DATE: 01/28/2021 PROCESS TIME: 07:42:00
SELECTIONS: FROM: 170030001080 TO: 170030001080 CHECK DATE: 12/31/2019 CYCLE DATE: ALL RIN: ALL		OPTIONS: TAX YEAR: 2019 TXN QUARTER: 3 YEAR END PROCESS OPTION: 0 DETAIL PRINT OPTION: N FULL EXTRACT OPTION: N NO EXTRACT ONLY: N NO SORT SEQUENCE: S 1 CATEGORY DIST: ALL DOLLAR AMOUNT: ALL EXCLUDE IRA PLANS: ALL OUTPUT: WEREX
REPORT TITLE: LEVEL MESSAGE C NO TAX RECORDS SELECTED FOR 1099-B PROCESSING		

Note: You will receive a report with an error notification if there is any issue with the data pulled or if the contact does not have data available in the fields that were queried.

COMPANY												
A1	B	C	D	E	F	G	H	I	J	K	L	M
1	COMPAN	PAY GROU	PAYEE	INSTALL	FUND ID	DED ID	TEXT TYPE	PROCESS	TRAN	DE	DESCRIPTI	FROM TO
2	1	1.7E+11	10001112				EFT	20210127	TBTM	BT102	RECORD S	A
3	1	1.7E+11	10001112				EFT	20210127	TBTM	BT110	NAME	BANK NAME
4	1	1.7E+11	10001112				EFT	20210127	TBTM	BT118	FOREIGN I	N
5	1	1.7E+11	10001112				EFT	20210127	TBTM	BT401	EFT ROUTI	41215032
6	1	1.7E+11	10001112				EFT	20210127	TBTM	BT404	EFT ACCO	C
7	1	1.7E+11	10001112				EFT	20210127	TBTM	BT406	EFT ACCO	2.78E+09
8	1	1.7E+11	10001112				EFT	20210127	TBTM	BT411	EFT TYPE	P
9	1	1.7E+11	10001112				EFT	20210127	TBTM	BT420	EFT PERCE	O 100
10	1	1.7E+11	10001112				EFT	20210127	TBTM	BT428	EFT PRENC	Y
11	1	1.7E+11	10001112	1	REGULA			20210127	TDPM	DF102	RECORD S	A
12	1	1.7E+11	10001112	1	REGULA			20210127	TDPM	DF705	FUND NAF	REGULAR PE
13	1	1.7E+11	10001112	1	REGULA			20210127	TDPM	DF710	FUND AM	\$0.00
14	1	1.7E+11	10001112	1	REGULA			20210127	TDPM	DF721	PAY AMOI	\$0.00
15	1	1.7E+11	10001112	1	REGULA			20210127	TDPM	DF730	OTHER NC	N
16	1	1.7E+11	10001112	2	REGULA			20210127	TDPM	DF102	RECORD S	A
17	1	1.7E+11	10001112	2	REGULA			20210127	TDPM	DF705	FUND NAF	REGULAR PE
18	1	1.7E+11	10001112	2	REGULA			20210127	TDPM	DF710	FUND AM	\$0.00
19	1	1.7E+11	10001112	2	REGULA			20210127	TDPM	DF721	PAY AMOI	\$0.00
20	1	1.7E+11	10001112	2	REGULA			20210127	TDPM	DF730	OTHER NC	N
21	1	1.7E+11	10001112	1				20210127	TOSM	DS102	RECORD S	P
22	1	1.7E+11	10001112	1				20210127	TOSM	DS104	PAY TYPE	P
23	1	1.7E+11	10001112	1				20210127	TOSM	DS131	TAX TYPE	R
24	1	1.7E+11	10001112	1				20210127	TOSM	DS162	PROCESS I	*****
25	1	1.7E+11	10001112	1				20210127	TOSM	DS170	PAYMENT	D
26	1	1.7E+11	10001112	1				20210127	TOSM	DS183	DISTRIBUT	I
27	1	1.7E+11	10001112	1				20210127	TOSM	DS185	DIST CATE	7
28	1	1.7E+11	10001112	1				20210127	TOSM	DS220	GROSS AM	\$0.00
29	1	1.7E+11	10001112	1				20210127	TOSM	DS223	ORDINARI	\$0.00
30	1	1.7E+11	10001112	1				20210127	TOSM	DS228	TOTAL TAX	\$0.00
31	1	1.7E+11	10001112	1				20210127	TOSM	DS229	STATE TAX	\$0.00
32	1	1.7E+11	10001112	1				20210127	TOSM	DS271	FORFEITUR	R
33	1	1.7E+11	10001112	1				20210127	TOSM	DS302	FREQUEN	M
34	1	1.7E+11	10001112	1				20210127	TOSM	DS650	CURRENT	\$0.00



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11. Listed below are the monthly reporting package reports available through PayWeb:

(Cycle 7 and On-Demand) Prepayment Register (TR20)	The TR20 Prepayment Register is used to balance and review pending payments prior to producing checks.
(Cycle 7) Payment Reconciliation Report (TR35)	The TR35 Payment Reconciliation Report is designed to compare checks in the Check History file by check date with current payments in the Payment file by process date to identify additions, deletions, and changes in the current monthly installment payments when compared to the last installment checks written.

Monthly Reporting Package Reports – (Cycle 8) Generated After Monthly Payment Run

(Cycle 8) Address Change Report (TR12)	The TR12 Address Change Report shows current addresses for payees with recent address changes.
(Cycle 8 and On-Demand) Check Register (TR25)	The TR25 Check Register is used to balance Trust Accounting Systems, Tax Deposits, and other Withholding Payments. Year-to-date Check Totals are also provided.
(Cycle 8 and On-Demand) Scheduled Payment List (TR40)	The TR40 report is used for trial balancing installment payments prior to releasing them. It forecasts installment payments for a specified future period. For each Payee scheduled to receive installment payments, messages will print indicating changes in the Payee's status or Payment amounts. Installments for Payees in an Active status only are eligible for reporting.
(Cycle 8 and On-Demand) Wealth Management Report (TR49)	The TR49 Wealth Management Report provides information on checks/EFTs and a payee's associated data, showing start/stop/last paid dates with installment and year-to-date amounts.
(Cycle 8 and On-Demand) Check Aging Report (TR81)	The TR81 Check Aging Report is designed to reference the "number of days" stored in the Pay Group Suspense Days (90) field and provide a listing of checks which have not cleared that are 'older' than the number of Suspense Days.
(Cycle 8 and On-Demand) Pay Group/Payee Maintenance Report (TR96)	The TR96 details maintenance changes for a specific date range by pay group and payee number. Maintenance or update transactions that add or change pay group and payee records and check reversals are reported, showing "changed from" and "changed to" data, along with the operator that made the updates.

For more information or for a complete walk-through, [contact your KeyBank Institutional Advisors Relationship Management Team](#).



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KeyBank Institutional Advisors collaboratively engages stakeholders to understand their organization's strategic mission, values, and goals. Our advisors are professionals supported by subject matter experts across client disciplines/market segments. Combining our expertise with an understanding of the client, we recommend and implement customized, coordinated financial solutions.



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