

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)	The EDI 822 Account Analysis Statement (file) 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 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.	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)
 - o 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 Custom Date	To (optional)					
Report Date: Sep 29, 20XX	Generated Sep 30, 20XX 2:45pm ET					
Total Balances						
Closing Ledger 🕜 \$24,553,726.90	Closing Available 🕜 \$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 🔯 /	Idministration 🕞 Logout
Dashboard Reporting & Research Pay	ables Receivables File Services Card Se	DEF 123 Company Test						
Previous Day « Information	on Reporting							
Summary Detail								Create Custom Report
man Change								One Alterated
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Report Date: Sep 29, 20XX Generated	1 Sep 30, 20XX 2:45pm ET							▲ Collapse All
Total Balances								
Closing Ledger @ \$24.553.726.90	Closing Available D \$11,217,222,90	1 Day Float @ \$13.322.117.00	2+ Day Float @ \$14,387.00		Total Credits (2) \$45,417,088.37	Total Debits @	Opening Available (2) \$24,539,339.80	
Filter list by account name or number 4 Account Name	Account #	Closing Ledger	Closing Avail.	1 Day Float	2+ Day Float	Total Credits	Total Debits	Opening Avail.
Payroll	020202020	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Foundation	0309030903	\$0.00	\$0.00	\$0.00	\$0.00	\$9.353,281.02	-\$9.363,281.02	\$0.00
Department 6	9496949494	\$0.00	\$0.00	\$0.00	\$0.00	\$74,784.31	-\$74,764.31	\$0.00
Department 5	050505050	\$148,951.15	\$25.084.15	\$113,074.00	\$10,193,00	\$05,674.13	-\$52,079.83	\$138,758.15
Department 4	06 06 06 06 06 06	\$28,888.69	\$28,888.09	\$0.00	\$0.00	\$0.00	-\$9,105.95	\$28,888.09
Department 3	0707070707	\$24,247,095,04	\$11,058,932,04	\$13,188,520.00	\$3,643.00	\$28,270,687.59	-\$40,872,382.00	\$24,243,452.04
Department 2	08 08 08 08 08 08	\$4,375.00	\$4,375.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,375,00
Department 1	09 09 09 09 09 09	\$22,238,00	\$0.00	\$21,687.00	\$651.00	\$30,427,88	-834,490.88	\$21,887.00
ABC 123 Company Test	1010101010	\$0.00	50.00	\$0.00	\$0.00	\$293,682,76	-\$293,652.75	\$0.00
DEF 123 Company Test	2020202020	\$15,121.33	514,685.33	\$236.00	\$0.00	\$754.17	-5801.72	\$15.121.33
GHI 123 Company Test	30 30 30 30 30 30	\$0.00	\$0.00	\$0.00	\$0.00	5273,938.39	-8273,938.39	\$2.00
Accounts Receivable	4040404040	\$36,613,06	\$36,513,05	\$0.00	\$0.00	\$6,911,337.00	-50,900,774,72	\$30.013.05
Accounts Payable	5050505060	350,444.84	\$50,444,04	\$0.00	\$0.00	\$50,000.00	-\$2,210.10	\$50,444.04
	Bank Totals:	\$24,553,726.90	\$11,217,222.90	\$13,322,117.00	\$14,387.00	\$45,417,088.57	-\$57,959,192.75	\$24,539,339.90



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.



Information Reporting User Guide

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	Previous Day	« Information Reporting					
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Call Statuse Call statuse 0 EX2000 5400 0 EX2000 5400 000000000000000000000000000000	Report Date: Sep 29.	20XX Generated Sep 30. 20XX 2.45pm ET					O Collarse All
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bit bi	Total Balances						
A. Account DBT 12 Company Test 600000000 Keytlastic National Association 010101010 Balance Costa (Association 010101010) Del Summaries Del Summaries Costa (Association 010101010) Costa (Association 010101010) Costa (Association 010101010) Sta 45417240 St	Closing Ledger (2) \$24,553,726.90	Closing Available @ \$24,528,738,62	1 Day Float 🚱 \$19,990.63	2+ Day Float 🔞 \$4,997.65	Total Credits @ \$335,283.55	Total Debits 🕢	Opening Available 🔞 \$24,548,729.25
Clear Available S2 44 10 7 82 / 10 / 10 / 10 / 10 / 10 / 10 / 10 / 1	Account: DEF 123 Com Balances Closing Ledger	npany Test 0202020202 KeyBank National Association 0101	91010 824,543,728.90	Credit Summaries ACH Credita (5)	\$548.55	Debit Summaries ACH Debits (2)	49.802.54
1 Opr Paris 3 8 400.05 8 400.05 8 400.05 9 400.05 <td< td=""><td>Closing Available</td><td></td><td>\$24,518,738.02</td><td>Deposits (3)</td><td>\$24,988.28</td><td>Checks (15)</td><td>-\$3,785.03</td></td<>	Closing Available		\$24,518,738.02	Deposits (3)	\$24,988.28	Checks (15)	-\$3,785.03
$2^{-} Or plext34 07 26$	1 Day Float		\$19,990.63	Wire Transfer Credits (0)	\$2,785.98	Returned Item Debits (0)	-\$25.00
Total Cents S33.283.26 Omer/Max Cents (1) S30.282.10 ZA Detail (0)	2+ Day Float		\$4,997.65	ZBA Credits (0)	\$3,458.55	Wire Transfer Debits (0)	-\$13,548.76
Interfere Signad Loop (See (See (See (See (See (See (See (Se	Total Credits		\$335,283.55	Other Misc Credits (1)	\$303,502,19	ZBA Debits (0)	-5729,919,12
Desk Test Deskin (th) T	Oceanica Austitable		-31,270,036 42	Total Credits (3)	\$335,283.55	Other Misc Debits (1)	-3019.497.37
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09/29/20XX Commercial Deposit DEPOSITIOR ID. 06060 1 4000 35.745.85 09/29/20XX Commercial Deposit LOCKBOX DEPOSIT: 06060 1 12345 38.785.69	09/29/20XX	ZBA Credit	TRANSFER FROM 0903030303			1	\$3,458.50
09/29/20/X Commercial Deposit LOCK90X DEPOSIT: 06060 1 12245 38.785.69	09/29/20XX	Commercial Deposit	DEPOSITOR ID. 05050			1 4000	\$5.745.85
	09/29/20XX	Commercial Deposit	LOCKBOX DEPOSIT 06060			1 12345	35.785.09



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 you 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 🗸		
Incom	Clear	
Date	Туре 🔺	Description
09/29/20XX	Incoming Money Transfer	Transaction Ref. No.: 0101010101 Fed. Ref. No.: 02020202020202020



Custom Reports

To view, download and save custom reports.

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

KeyNavigator® KeyBank 🗘 🔐								
Dashboard	Reporting & Research	Payables Re	ceivables	Card Services	Specialized Services			
Inform	ation Reportin	g						
Standard R	eports		Mv	Saved Reports				
Previous Da	у							
Intraday			Pre	vious Day		Custom Report		
BAI2 Previo	us Day File		You	IT saved custom repo	orts will appear here for one click access.			
BAI2 Intrada	y File		200	an more about the at	availages of saving your custom reports.			
Global Acco	unt Reporting							
			Intr	aday		Custom Report		
Other State	ments		You	Ir saved custom repo arn more about the ad	orts will appear here for one click access. dvantages of saving your custom reports.			
Account Ana	Ilysis Statement							
EDI 822								

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



Balances Only	~		
ate			
Previous Day 🗸 🗸			
elect Account(s)			
Enter text to filter list	Clear	17 accounts total	
✓ Check All X Uncheck All			
ABC 123 Company Test	1010101	010	
DEF 123 Company Test	2020202	020	
GHI 123 Company Test 3	30303030	030	
JKL 123 Company Test	40404040	040	
MNO 123 Company Test	5050508	5050	
PQR 123 Company Test	6060606	060	
STU 123 Company Test	7070707	070	
VWX 123 Company Test	8080808	080	
YZA 123 Company Test	9090909	090	
		222	1



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.

KeyNavig	gator" KeyBank 🔇	n .	Message Cer	nter 🙆 Supp	ort 🔅 Adminis	tration 🕞 Logout
Dashboard	Reporting & Research	Payables	Receivables	File Services	Card Services	Specialized Services
2.5			Image Research Center	>		
Monitor accou	J & Research nt activity and quickly access		Information Reporting	>		
information or critical busines	images you need to make					

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

KeyNavigator® KeyBank 🛇 🛪		🜌 Message Center 💩 Support 🔯 Administration 😝 Log
Dashboard Reporting & Research Payables Receivables	File Services Card Services Specialized Services	
Information Reporting		
Standard Reports	My Saved Reports	Corporate Banking Statement
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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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	cancel				download		
KeyNav	igator ⁻ KeyBank	<u>Ф л</u>	Message	Center	Support 🔅 A	dministration	E Logout
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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.

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Other Statements Account Analysis Statement EDI 822	Intraday Intraday - Acme Account Group	Custom Report	CheckAl X LindexAl ABO 122 Company Test 101010101 DEF 123 Company Test 202020200

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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Information Reporting User Guide

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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.

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Other Statements Intraday Center Tage Intraday Center Tage Intraday Center Tage Intraday Center Tage Intraday I	r Statements unt Analysis Statement 22	Infraday Infraday - Acme Account Group	Custom Report	Seed: Statement Accounts Over Over N # securits total Over work flow // Over N Over		Ŧ



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.

saved Filter(s):	None Selected v	apply	edit
	delete		
Filter Name:			save

- 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.

<u>NOTE</u>: 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.



 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.

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	cancel		downl	load				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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	Date: Jan 02, 20XX Bank: 054321548						
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	Closing Balance Amou	nt			5	110,650.00	
	Available Balance Date				Ja	an 02, 20XX	
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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.

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Dashboard Reporting & Research Payables Rece	Ivables Card Services Specialized Services	
Information Reporting		
Standard Reports	My Saved Reports	Corporate Banking Statement
Intraday	Previous Day Custom Report	You may no longer need your paper statements or check images. Save money and time
BAI2 Previous Day File	Your saved custom reports will appear here for one click access. Learn more about the advantages of saving your custom reports.	Stop paper now Set Email Alerts or Learn more
Global Account Reporting	Intraday Custom Report	Use the options below to download multiple statements at once or access individually. Select Statement Accounts
Other Statements	Your saved custom reports will appear here for one click access.	Chear 6 Items total Chear 6 Items total
Account Analysis Statement	Learn more about the advantages of saving your custom reports.	ABC 123 Company Test 1010101010
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		JKL 123 Company Test 4040404040
ACH Reports		MNO 123 Company Test 5050505050
ACH Customer Activity Report		
Previous Day EDI Remittance		
Intraday EDI Remittance		
ACH Entries Resubmitted via ACH		
ACH Entries Converted to Draft		Statement Cutoff Date
Deposit Distribution		Last Month 👻
ACH Receiving Entries		get pdf get zip 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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- 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
 - o Total subtractions
 - Ending balance
 - List of all additions (deposits, etc.) to account, including totals
 - List of all subtractions (withdrawals, etc.) from account, including totals



Information Reporting User Guide

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v	Ο.			Co	rporate	Banking	Statement	
						September	24, xxxx	
						10.00	page 1 of 4	
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			Total additi	ons				\$3,627,486.66
ubtractio	ons							
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	9-24	\$27,184.00	9-24		15,460.0	0	9-24	12,167.00
	9-24	15,460.00	9-24		15,460.0	0 Total ch	ecks paid	\$85,731.00
	Withdrawals	Date Serial #	Location				tergener genteren er	
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		9-24	Direct With	drawal, Di	EF Comp	any Test		11,569.00
		9-24	Direct With	drawal, G	HI Compa	any Test		11,775.00
		9-24	Direct With	drawal, K	M Comp	any Test		12,226.00
		9-24	Direct With	drawal, N	OP Comp	any Test		12,742.00
		9-24	Direct With	drawal, Q	RS Comp	any Test		13,301.00
		9-24	Direct With	drawal TI	JV Comp	anv 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.

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Dashboard Reporting & Research Payables Receivables File Services	Card Services Specialized Services			
Information Reporting				
Standard Reports Previous Day Intraday BA2 Previous Day File BA2 Intraday File	My Saved Reports Previous Day Previous Day - ABC 122 Company Test That Week - Transaction Activity	Custom Report > ≘ Delete > ≘ Delete	Corporate Banking Statement	
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Other Statements Account Analysis Statement EDI 822	Intraday Intraday - Acme Account Group	Custom Report > 音 Delete	Creck Al & United Al Check Al C	1
			JKL 123 Company Test 4040404040	

- 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.

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			Adobe Acrobat is reg Click here to downlo	et Acrobat Reader uired to view statements ad free Acrobat Reader.			



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
 - o 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
 - o Quantity
 - Unit price
 - Total service charges
 - o 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.



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Service C Trend A <u>Months</u> JUN MAY APR	harges Due Account 999 Inalysis Average Ledger Balance \$564,756 \$648,310 \$804,982	Average Collected Balance \$509,566 \$483,232 \$667,783	be debited on ap Balance Available to Support Services \$458,610 \$434,909 \$602,144	proximately th Balance Needed to Support Services \$57,799 \$63,783 \$74,845 \$74,845	\$0.00 he 6th busine Service Charges Eligible for Earnings Credit \$192 \$216 \$237 \$237	Earnings Credit Allowance \$1,523 \$1,474 \$1,903	e month. Direct Service Charges \$0 \$0 \$0 \$11	Service Charges Due \$0 \$0 \$1 1
Service C Trend A Months JUN MAY APR MAR EFR	harges Due Account 999 .nalysis ^ .ledger Balance \$564,756 \$648,310 \$804,982 \$640,558 \$593 193	Average Collected Balance \$509,566 \$483,232 \$667,783 \$534,119 \$519,361	be debited on ap Balance Available to Support Services \$458,610 \$434,909 \$602,144 \$480,707 \$487,425	proximately th Balance Needed to Support Services \$57,799 \$63,783 \$74,845 \$82,042 \$84 A68	\$0.00 he 6th busine Service Charges Eligible for Earnings Credit \$192 \$216 \$237 \$261 \$233	Earnings Credit Allowance \$1,523 \$1,474 \$1,903 \$1,279 \$1,234	e month. Direct Service Charges \$0 \$0 \$0 \$11 \$0 \$0	Service Charges <u>Due</u> \$0 \$0 \$11 \$0 \$12
Service C Trend A JUN MAY APR MAR FEB JAN	harges Due Account 999 Inalysis Average Ledger Balance \$5648,310 \$649,558 \$549,319 \$630,491	Average Collected Balance \$509,566 \$483,232 \$667,783 \$534,119 \$519,361 \$507,914	be debited on ap Balance Available to Support Services \$458,610 \$434,909 \$602,144 \$480,707 \$487,425 \$457,123	proximately th Balance Needed to Support Services \$57,799 \$63,783 \$74,845 \$82,042 \$84,468 \$78,533	\$0.00 he 6th busine Service Charges Eligible for Earnings Credit \$192 \$216 \$237 \$261 \$223 \$223	Earnings Credit Allowance \$1,523 \$1,474 \$1,903 \$1,234 \$1,234 \$1,238	e month. Direct Service Charges \$0 \$0 \$0 \$11 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	Service Charges Due \$0 \$0 \$11 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0
Service C Trend A <u>Months</u> JUN MAY APR MAR FEB JAN YTD	harges Due Account 999 nalysis ^ Average Ledger Balance \$564,756 \$643,310 \$804,982 \$640,558 \$593,193 \$630,491 \$647,048	Average Collected Balance \$509,566 \$483,232 \$667,783 \$534,119 \$519,361 \$507,914 \$536,996	<i>Balance</i> <i>Available to</i> <i>Services</i> \$458,610 \$434,909 \$602,144 \$480,707 \$467,425 \$457,123 \$483,486	proximately th Balance Needed to Support Services \$57,799 \$63,783 \$74,845 \$82,042 \$84,468 \$78,533 \$73,578	\$0.00 he 6th busine Service Charges Eligible for Earnings Credit \$192 \$216 \$227 \$261 \$223 \$223 \$223 \$223 \$223	<i>Earnings</i> <i>Credit</i> <i>Allowance</i> \$1,523 \$1,474 \$1,903 \$1,529 \$1,234 \$1,298 \$1,298 \$8,961	e month. Direct Service Charges \$0 \$0 \$11 \$0 \$0 \$0 \$0 \$11 \$0 \$0 \$0 \$11 \$0 \$0 \$0 \$11 \$0 \$0 \$0 \$11 \$0 \$0 \$11 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	Service Charges Due \$0 \$11 \$0 \$0 \$0 \$0 \$0 \$11
Service C Trend A JUN MAY APR MAR FEB JAN YTD	harges Due Account 999 Inalysis * Average Ledger Balance \$564,756 \$649,310 \$649,310 \$649,58 \$593,193 \$630,491 \$647,048 ers in this section a	299900000 will I Average Collected Balance \$509,566 \$483,232 \$667,783 \$534,119 \$519,361 \$507,914 \$536,996 re rounded to the nergy	Balance Available to Support Services \$458,610 \$434,909 \$602,144 \$480,707 \$457,123 \$483,486 Dearest whole dollar	proximately th Balance Needed to Support Services \$57,799 \$63,783 \$74,845 \$82,042 \$84,468 \$78,533 \$73,578	\$0.00 he 6th busines Service Charges Eligible for Earlings Credit \$192 \$216 \$237 \$261 \$223 \$223 \$223 \$1,352	Earnings Credit Allowance \$1,523 \$1,474 \$1,903 \$1,529 \$1,234 \$1,298 \$1,298 \$8,961	e month. Direct Service Charges \$0 \$0 \$0 \$11 \$0 \$0 \$0 \$0 \$0 \$0 \$11	Service Charges <u>Due</u> \$0 \$0 \$11 \$0 \$0 \$0 \$0 \$11
Service C Trend A Months JUN MAY APR MAR FEB JAN FEB JAN YTD ^ All numbe	harges Due Account 999 nalysis * Average Ledger Balance \$564,756 \$649,558 \$640,558 \$630,491 \$630,491 \$647,048 ers in this section an	2999000000 will I Average Collected Balance \$509,566 \$483,232 \$667,783 \$5534,119 \$519,361 \$519,361 \$507,914 \$536,996 the new	Balance Available to Support Services \$458,610 \$434,909 \$602,144 \$480,707 \$487,425 \$457,123 \$483,486 exarest whole dollar	proximately th Balance Needed to Support Services \$57,799 \$63,783 \$74,845 \$82,042 \$84,468 \$78,533 \$73,578	\$0.00 he 6th busine Service Charges Eligible for Earnings Credit \$192 \$216 \$227 \$261 \$223 \$261 \$223 \$223 \$1,352	<i>Earnings</i> <i>Credit</i> <i>Allowance</i> \$1,523 \$1,474 \$1,903 \$1,529 \$1,234 \$1,529 \$1,234 \$1,298 \$8,961	e month. Direct Service Charges \$0 \$0 \$11 \$0 \$0 \$0 \$11 \$0 \$0 \$11	Service Charges Due \$0 \$0 \$11 \$0 \$0 \$0 \$0 \$11
Service C Trend A Months JUN MAY APR MAR FEB JAN YTD * All numbe	harges Due Account 999 nalysis * Average Ledger Balance \$564,756 \$643,310 \$804,982 \$640,558 \$593,193 \$630,491 \$647,048 ers in this section an	Average Collected Balance \$509,666 \$483,232 \$667,783 \$519,361 \$507,914 \$536,996 re rounded to the ne	be debited on ap Balance Available to Services \$458,610 \$434,909 \$602,144 \$480,707 \$467,425 \$457,123 \$483,486 exarest whole dollar	proximately th Balance Needed to Support Services \$57,799 \$63,783 \$74,845 \$82,042 \$84,468 \$78,533 \$73,578	\$0.00 he 6th busines Service Charges Eligible for Earnings Credit \$192 \$216 \$227 \$261 \$223 \$223 \$223 \$1,352	<i>Earnings</i> <i>Credit</i> <i>Allowance</i> \$1,523 \$1,474 \$1,903 \$1,529 \$1,234 \$1,298 \$1,298 \$8,961	e month. Direct Service Charges \$0 \$0 \$11 \$0 \$0 \$0 \$11 \$0 \$0 \$11 \$0 \$0 \$11 \$0 \$0 \$11 \$0 \$0 \$11 \$0 \$0 \$11 \$0 \$0 \$11 \$0 \$0 \$11 \$0 \$0 \$11 \$0 \$0 \$11 \$0 \$0 \$11 \$0 \$0 \$11 \$0 \$0 \$11 \$0 \$0 \$11 \$0 \$0 \$0 \$11 \$0 \$0 \$0 \$11 \$0 \$0 \$0 \$11 \$0 \$0 \$0 \$0 \$11 \$0 \$0 \$0 \$0 \$11 \$0 \$0 \$0 \$0 \$11 \$0 \$0 \$0 \$0 \$11 \$0 \$0 \$0 \$0 \$0 \$11 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	Service Charges <u>Due</u> \$0 \$0 \$11 \$0 \$0 \$0 \$0 \$11
Service C Trend A Months JUN MAY APR MAR FEB JAN YTD ^ All numbe	harges Due Account 999 .nalysis ^ .ledger Balance \$564,756 \$643,310 \$804,982 \$640,558 \$593,193 \$630,491 \$647,048 ers in this section au	Average Collected Balance \$509,666 \$483,232 \$667,783 \$519,361 \$507,914 \$536,996 re rounded to the ne	be debited on ap Balance Available to Services \$458,610 \$434,909 \$602,144 \$480,707 \$467,425 \$457,123 \$483,486 exarest whole dollar	proximately th Balance Needed to Support Services \$57,799 \$63,783 \$74,845 \$82,042 \$84,468 \$78,533 \$73,578	\$0.00 he 6th busines Service Charges Eligible for Earnings Credit \$192 \$216 \$237 \$261 \$223 \$223 \$223 \$223 \$1,352	Earnings Credit Allowance \$1,523 \$1,474 \$1,903 \$1,529 \$1,234 \$1,298 \$1,298 \$1,298 \$1,298	e month. Direct Service Charges \$0 \$0 \$11 \$0 \$0 \$11 \$0 \$0 \$0 \$11 \$0 \$0 \$11 \$0 \$0 \$11 \$0 \$0 \$11 \$0 \$0 \$11 \$0 \$0 \$11 \$0 \$0 \$11 \$0 \$0 \$0 \$11 \$0 \$0 \$0 \$0 \$11 \$0 \$0 \$0 \$11 \$0 \$0 \$0 \$0 \$11 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	Service Charges <u>Due</u> \$0 \$0 \$11 \$0 \$0 \$0 \$0 \$11
Service C Trend A JUN MAY APR MAR FEB JAN YTD * All number	harges Due Account 999 (nalysis * Average Ledger Balance \$564,756 \$643,310 \$640,558 \$593,193 \$630,491 \$647,048 ers in this section au	299900000 will I Average Collected Balance \$509,566 \$483,232 \$667,783 \$534,119 \$519,361 \$507,914 \$536,996 re rounded to the ne	be debited on ap Balance Available to Services \$458,610 \$434,909 \$602,144 \$480,707 \$467,425 \$457,123 \$483,486 exarest whole dollar	proximately th Balance Needed to Support Services \$57,799 \$63,783 \$74,845 \$82,042 \$84,468 \$78,533 \$73,578	\$0.00 he 6th busines Service Charges Eligible for Earnings Credit \$192 \$192 \$216 \$237 \$261 \$223 \$223 \$223 \$223 \$223	Earnings Credit Allowance \$1,523 \$1,474 \$1,903 \$1,529 \$1,234 \$1,298 \$1,234 \$1,298 \$8,961	e month. Direct Service Charges \$0 \$0 \$11 \$0 \$0 \$11 \$0 \$0 \$11 \$0 \$0 \$11 \$0 \$0 \$11 \$0 \$0 \$11 \$0 \$0 \$11 \$0 \$0 \$11 \$0 \$0 \$0 \$11 \$0 \$0 \$0 \$0 \$11 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	Service Charges <u>Due</u> \$0 \$0 \$11 \$0 \$0 \$0 \$0 \$11
Service C Trend A Months JUN MAY APR MAR FEB JAN YTD ^ All numbe	harges Due Account 999 Inalysis Average Ledger Balance \$5643,310 \$640,558 \$593,193 \$630,491 \$647,048 ers in this section au	299000000 will I Average Collected Balance \$509,566 \$483,232 \$667,783 \$534,119 \$519,361 \$507,914 \$536,996 re rounded to the net	be debited on ap Balance Available to Services \$458,610 \$434,909 \$602,144 \$480,707 \$467,425 \$457,123 \$483,486 earest whole dollar	proximately th Balance Needed to Support Services \$57,799 \$63,783 \$74,845 \$82,042 \$84,468 \$78,533 \$73,578	\$0.00 he 6th busines Service Charges Eligible for Earnings Credit \$192 \$216 \$237 \$261 \$223 \$223 \$223 \$223 \$223 \$223	Earnings Credit Allowance \$1,523 \$1,474 \$1,903 \$1,529 \$1,234 \$1,238 \$1,238 \$8,961	e month. Direct Service Charges \$0 \$0 \$0 \$11 \$0 \$0 \$0 \$11 \$0 \$0 \$11 \$0 \$0 \$11	Service Charges Due \$0 \$0 \$11 \$0 \$0 \$0 \$0 \$1
Service C Trend A JUN MAY APR MAR FEB JAN YTD ^ All numbe	harges Due Account 999 Inalysis Average Ledger Balance \$5643,310 \$640,558 \$643,310 \$640,558 \$593,193 \$630,491 \$647,048 ers in this section at	299000000 will I Average Collected Balance \$509,566 \$483,232 \$667,783 \$534,119 \$519,361 \$507,914 \$536,996 re rounded to the ne	be debited on ap Balance Available to Support Services \$458,610 \$434,909 \$602,144 \$480,707 \$467,425 \$457,123 \$483,486 exarest whole dollar	proximately th Balance Needed to Support Services \$57,799 \$63,783 \$74,845 \$82,042 \$84,468 \$78,533 \$73,578	\$0.00 the 6th busines Service Charges Eligible for Earnings Credit \$192 \$216 \$237 \$261 \$223 \$223 \$223 \$223 \$223 \$223	Earnings Credit Alowance \$1,523 \$1,474 \$1,903 \$1,529 \$1,234 \$1,298 \$1,298 \$8,961	e month. Direct Service Charges \$0 \$0 \$11 \$0 \$0 \$0 \$11 \$0 \$0 \$11	Service Charges Due \$00 \$0 \$11 \$00 \$00 \$0 \$11
Service C Trend A JUN MAY APR MAR FEB JAN YTD ^ All numbe	harges Due Account 999 Inalysis ^ Average Ledger Balance \$564,756 \$648,310 \$804,982 \$640,558 \$533,193 \$630,491 \$647,048 ers in this section at	299900000 will I Average Collected Balance \$509,566 \$483,232 \$667,783 \$534,119 \$519,361 \$507,914 \$536,996 re rounded to the net	be debited on ap Balance Available to Support \$458,610 \$434,909 \$602,144 \$480,707 \$467,425 \$457,123 \$483,486 barest whole dollar	proximately th Balance Needed to Support Services \$57,799 \$63,783 \$74,845 \$82,042 \$84,468 \$78,533 \$73,578	\$0.00 the 6th busine Service Charges Eligible for Earnings Credit \$216 \$227 \$261 \$223 \$223 \$223 \$223 \$1,352	Earnings Credit Allowance \$1,523 \$1,474 \$1,903 \$1,234 \$1,298 \$1,234 \$1,298 \$8,961	e month. Direct Service Charges \$0 \$0 \$11 \$0 \$0 \$0 \$0 \$11 \$0 \$0 \$0 \$11	Service Charges Duo \$0 \$0 \$11 \$0 \$0 \$11 \$0 \$11 \$0 \$11 \$0 \$11
Service C Trend A JUN MAY APR MAR FEB JAN YTD	harges Due Account 999 Inalysis * Average Ledger Balance \$564,756 \$648,310 \$804,982 \$640,558 \$593,193 \$630,491 \$647,049 ers in this section at	299900000 will I Average Collected Balance \$509,566 \$483,232 \$667,783 \$534,119 \$519,361 \$507,914 \$536,996 re rounded to the net	be debited on ap Balance Available to Support \$458,610 \$434,909 \$602,144 \$480,707 \$467,425 \$457,123 \$483,486 exarest whole dollar	proximately th Balance Needed to Support Services \$57,799 \$63,783 \$74,845 \$82,042 \$84,468 \$78,533 \$73,578	\$0.00 he 6th busine Service Charges Eligible for Earnings Credit \$216 \$227 \$261 \$223 \$223 \$223 \$1,352	Earnings Credit Allowance \$1,523 \$1,474 \$1,903 \$1,234 \$1,234 \$1,298 \$8,961	e month. Direct Service Charges \$0 \$0 \$11 \$0 \$0 \$0 \$0 \$11 \$0 \$0 \$0 \$11 \$0 \$0 \$0 \$11 \$0 \$0 \$0 \$11 \$0 \$0 \$0 \$11 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	Service Charges 50 \$0 \$11 \$0 \$0 \$11 \$11
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Relationship Balance S Average Lede LESS: Ave	Name: * ABC Company					Janniary	
Balance S Average Lede LESS: Ave							
Average Ledy LESS: Ave	ummary			Billind	a Informatio	n	
LESS: Ave	ger Balance		\$564,756.1	6 Settlen	nent Cycle		Monthly
	erage Float ected Balance		(\$55,189.9 \$509.566.2	3 Payme Billing	nt Method	Din	
Average con	oolou Dalahoo		4000,00012	Days in	the Month	00000	30
Average Posi	itive Collected Balance		\$509,566.2	3			
Balance Ava	ilable to Support Service	s	\$458,609,6	1 1			
		1970) 1970					
Service Cl	narde Summarv						
Service Char	ges Eligible for Earnings C	redit	\$191.8	19			
Faminas On			P4 500 1	50			
Earnings Cre	un Allowance		\$1,522.	00			
Service Char	ges Due		\$0.0	0			
Account Number 9999900000 ^A All numbers * Notes the bill	Account Name 0 * Account 1 Total in this section are rounded to t	Earning Credit Rate 4.05% he nearest whole dollar	Balance Needed to Suport Services \$57,799 \$57,799	Balance Available to Support Services S458,610 S458,610	Service Charges Eligible for Earnings Credit \$192 \$192	Direct Service Charges \$0 \$0	Earnings Credit Allowance \$1,523 \$1,523
Service Ar	tivity Summan						
Service	owny communary					To	tal Service
Codes AEP00	Services Balance & Compe	nsation Information					Charges \$6.624
AFP01	General Account :	Services					\$25.000
AFP10	Depository Servic	es					\$10.170
AFP15 AFP25	Paper Disburseme General ACH Service	ent Services ices					\$24,790
AFP40	Information Service	es				;	\$124.350
	Total					;	\$191.894
Service Ac	tivity Details				Total Co	Pa/	Voodo - Tr
Codes	Services		Quantity Unit	Price	Charges	Suppor	t Services
00 00 02 30	Balance & Compensation FDIC Assessment AFP00 TOTAL	Information			\$6.624 \$6.624	\$	1,995.25 1,995.25
01	General Account Service	5					
	Refer t	o the last page for si	atement definitio	ons and calculations	ations		



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KeyBank National Association 0101

Account Analysis Statement

Month Year

Relationship Summary

Relationship Name: * ABC Company

Service	Activity Details - Continued	*****	*****	Total Service	Balance Needed To
Codes	Services	Quantity	Unit Price	Charges	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
5 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
10	Information Services				
0 00 02	Previous Day Report	1	\$30.00	\$30,000	\$9,036.00
0 02 10	Info Reporting Base Fee	2	\$30.00	\$60,000	\$18,072.00
0 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

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Page 4 of 7



Account Name: Account Number Balance Sum Average Ledger E LESS: Average Average Positive LESS: Reserve Balance Availabl Service Charges Eamings Credit A Service Charges Service Charges Service Charges Service Charges Service Charges Codes Ser 00 Bal 00 02 30 F 01 0 Ge 01 00 00 M 01 04 11 A 01 04 11 A 10 Dej	Account 1 r: 99999000000 mary Balance a Float d Balance Collected Balance a Requirement le to Support Services ge Summary Eligible for Earnings Credit Allowance b Due ity Details rvices lance & Compensation Information FDIC Assessment P00 TOTAL	\$56 (\$5 \$50 (\$5 \$45(4,756.16 5,189.93) 2,566.23 2,566.23 2,566.23 2,956.62) 3,609.61 \$191.89 1,522.58) \$0.00 <i>v</i> Unit Price	Rate Information Earnings Credit Rate Service Charge Multiplic Uncollected Funds Rate DDA Reserve Requirement DDA Reserve Requirement Total Service Charges \$6.624	4.05% pr \$301.20 0.00% ent 10.00% Balance Needed To Support Services \$1,995.25 \$1,995.25
Balance Sum Average Ledger E LESS: Average Average Collecter Average Positive LESS: Reserve Balance Availabl Service Charges 00 02 30 F 01 Ge 01 00 00 M 01 04 11 A AF AF 10 De	many Balance e Float e Float d Balance collected Balance e Requirement le to Support Services ge Summary Eligible for Earnings Credit Allowance s Due ity Details rv/ces lance & Compensation Information FDIC Assessment P00 TOTAL	\$56 (\$5 \$50) (\$5 \$458 (\$ (\$ <i>Quantit</i>	4,756.16 5,189.93) 9,566.23 9,566.23 9,566.23 9,566.23 9,956.62) 8,609.61 \$191.89 1,522.58) \$0.00 <i>v</i> Unit Price	Rate Information Earnings Credit Rate Service Charge Multiplie Uncollected Funds Rate DDA Reserve Requirement DDA Reserve Requirement Total Service Charges \$6.624	4.05% pr \$301.20 0.00% ent 10.00% Balance Needed To Support Services \$1,995.25 ct 1.905.25
Average Ledger E LESS: Average Average Collecter Average Positive LESS: Reserve Balance Availabl Service Charges Eamings Credit A Service Charges Service Char	Balance > Float > Float > Collected Balance > Requirement Ie to Support Services Ge Summary Eligible for Earnings Credit Allowance > Due ity Details <i>irvices</i> Ilance & Compensation Information FDIC Assessment P00 TOTAL	\$56 (\$5 \$50) (\$5 \$45t (\$ (\$ <i>Quantit</i>)	1,756.16 5,189.93) 9,566.23 9,566.23 0,956.62) 1,569.61 \$191.89 1,522.58) \$0.00 <i>v</i> Unit Price	Eamings Credit Rate Service Charge Multiplie Uncollected Funds Rate DDA Reserve Requirement Total Service Charges \$6.624	4.05% pr \$301.20 0.00% ent 10.00% Balance Needed To Support Services \$1,995.25 ct 1.05 55
LESS: Average Average Collecter Average Positive LESS: Reserve Balance Availabl Service Charges Eamings Credit A Service Charges Service Charges Service Activi Service Charges Service Charges Codes Ser 00 Bal 00 02 30 F 01 0 Ge 01 00 00 M 01 04 11 A AF	e Float ed Balance Collected Balance e Requirement le to Support Services ge Summary Eligible for Earnings Credit Allowance s Due ity Details invices lance & Compensation Information FDIC Assessment POD TOTAL	(\$5 \$50) (\$5 \$458 (\$ 	5,189.93) 9,566.23 9,566.23 0,956.62) 1,959.61 \$191.89 1,522.58) \$0.00	Service Charge Multiplie Uncollected Funds Rate DDA Reserve Requirement Total Service Charges \$6.624	Pr \$301.20 0.00% ent 10.00% Balance Needed To Support Services \$1,995.25 ct 1.905.25
Average Collecter Average Positive LESS: Reserve Balance Availabl Service Charges Eamings Credit A Service Charges Service Activi Service Activi Service Charges Service Activi Service Activi Service Charges Codes Ser 00 Bal 00 02 30 F 01 0 Bal 01 00 A 01 04 AF	Collected Balance a Requirement le to Support Services ge Summary Eligible for Earnings Credit Allowance a Due ity Details invices Ilance & Compensation Information FDIC Assessment P00 TOTAL	\$30 (\$5 \$456 (\$	9,566.23 9,566.23 9,566.22 1,509.61 \$191.89 1,522.58 \$0.00 <i>v</i> Unit Price	Total Service Charges \$6.624	Balance Needed To Support Services
Average Positive LESS: Reserve Balance Availabl Service Charges Eamings Credit A Service Charges Service Charges Service Activi Service Codes Ser 00 Bal 00 02 30 F 01 00 00 M 01 00 00 M 01 04 11 A 01 04 11 A 01 0 Dej	Collected Balance a Requirement le to Support Services ge Summary Eligible for Earnings Credit Allowance a Due ity Details invices Ilance & Compensation Information FDIC Assessment P00 TOTAL	\$50 (\$5 \$456 (\$	9,566.23),956.62) ,609.61 \$191.89 1,522.58) \$0.00	Total Service Charges \$6.624	Balance Needed To Support Services
LESS: Reserve Balance Availabl Service Charges Eamings Credit A Service Charges Service Charges Service Activi Service Codes Ser 00 Bal 00 02 30 F 01 00 00 M 01 00 00 M 01 04 11 A 01 04 11 A 01 0 Dej	e Requirement le to Support Services ge Summary Eligible for Earnings Credit Allowance s Due ity Details invices lance & Compensation Information FDIC Assessment POD TOTAL	(\$5 \$456 (\$),956.62) 3,609.61 \$191.89 1,522.58) \$0.00	Total Service Charges \$6.624	Balance Needed To Support Services
Service Charges Service Charges Eamings Credit A Service Charges Service Activi Service Codes Ser 00 Bai 00 02 30 F 01 Ge 01 00 00 M 01 04 11 A 01 04 11 A 01 04 Dej	ge Summary Eligible for Earnings Credit Allowance s Due ity Details rvices lance & Compensation Information FDIC Assessment P00 TOTAL	\$43t (\$ Quantit	\$191.89 (1,522.58) (1,522.58) (1,522.58) (1,522.58) (1,522.58) (1,522.58) (1,522.58) (1,522.58) (1,522.58) (1,522.58) (1,522.58) (1,522.58) (1,522.58) (1,522.58) (1,522.58) (1,522.58)	Total Service Charges \$6.624	Balance Needed To Support Services
Service Charges Service Charges Eamings Credit A Service Charges Service Activi Service Codes Ser 00 Bai 00 02 30 F 01 00 00 M 01 00 00 M 01 04 11 A AF 10 Dej	ge Summary Eligible for Earnings Credit Allowance s Due ity Details rvices lance & Compensation Information FDIC Assessment POD TOTAL	(\$ Quantit	\$191.89 1,522.58) \$0.00 y Unit Price	Total Service Charges \$6.624	Balance Needed To Support Services
Service Charges Eamings Credit A Service Charges Service Activi Service Codes Ser 00 Bal 00 02 30 F 01 00 00 A 01 00 00 M 01 04 11 A 01 04 11 A 10 Dej	Eligible for Earnings Credit Allowance b Due ity Details <i>Invices</i> Ilance & Compensation Information FDIC Assessment P00 TOTAL	(\$ Quantit	\$191.89 1,522.58) \$0.00 y Unit Price	Total Service Charges \$6.624	Balance Needed To Support Services \$1,995.25
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01 00 00 M 01 04 11 A AF	and Annount Sonrings				
01 04 11 AF AF 10 De	Maintenance	1	\$15.00	\$15.000	\$4,518.00
AF 10 De	Analysis Charge	1	\$10.00	\$10.000	\$3,012.00
10 De	P01 TOTAL			\$25.000	\$7,530.00
IU De	nositers Ponsions				
10 02 00 E	pository Services 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 L	Unencoded Check Local City	9	\$0.110	\$0.990	\$298.18
10 02 23 U	Unencoded Check In-District	5	\$0.110	\$0.550	\$165.66
10 02 24 U	Unencoded Check Other FED	32	\$0.110	\$3.520	\$1,060.22
10 02 25 U	Unencoded Check Local RCPC	15	\$0.110	\$1.650	\$496.98
AF	PIDIOTAL			\$10.170	\$3,063.19
15 Pa	ner Dishursement Services				
15 01 00 C	Checks Paid To 500	87	\$0.170	\$14.790	\$4.454.74
15 13 60 0	Check Enclosure Fee	1	\$10.00	\$10.000	\$3,012.00
AF	P15 TOTAL		A second se	\$24.790	\$7,466.74
25 Ge 25 02 00 -	eneral ACH Services	Q	\$0.120	\$0.060	\$280.15
AF	P25 TOTAL	U	ψ0.120	\$0.960	\$289,15

Refer to the last page for statement definitions and calculations

6-0101-24198816-14-F 6

Page 5 of 7


~		Month Year				
				Accou	unt Detail	
Account Na	ame: ABC Company					
ACCOUNT NO						
Service Service Codes	Activity Details - Continued	Quantity	Unit Price	Total Service Charges	Balance Needed To Support Services	
Service A Service Codes 40 40 00 02	Activity Details - Continued Services Information Services Previous Day Report	Quantity 1	Unit Price \$30.00	Total Service Charges \$30.000	Balance Needed To Support Services \$9,036.00	
Service / Service Codes 40 40 00 02 40 02 10 40 02 21	Activity Details - Continued Services Information Services Previous Day Report Info Reporting Base Fee Previous Day Detail Items AFP40 TOTAL	Quantity 1 2 229	Unit Price \$30.00 \$30.00 \$0.150	Total Service Charges \$30.000 \$60.000 \$34,350 \$124,350	Balance Needed To Support Services \$9,036.00 \$18,072.00 \$10,346.22 \$37,454.22	

Refer to the last page for statement definitions and calculations

6-0101-24198816-14-F 6

Page 6 of 7



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.

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Dashboard Reporting & Research Payables Receivables File Service	s Card Services Specialized Services			
Information Reporting				1
Standard Reports	My Saved Reports	c	Corporate Banking Statement	
Previous Day Intraday	Previous Day	Custom Report	You may no longer need your paper statements or check images. Save money and time!	
BAI2 Previous Day File	Previous Day - ABC 123 Company Test	> 🗈 Delete	Stop paper now Set Email Alerts or Learn more	
BAI2 Intraday File	This Week - Transaction Activity	> 🖹 Delete		
Global Account Reporting	PD Transactions - DEF 123 Company Test	> E Delete	Ise the options below to download multiple statements at once or access individually. Select Statement Accounts	
Other Statements	Intraday	Custom Report	Enter text to filter text Clear 16 accounts total	
Account Analysis Statement	Intraday - Acme Account Group	>	ABC 123 Company Test 1010101010	
EDI 822			DEF 123 Company Test 2020202020	
			GHI 123 Company Test 3030303030	
			JKL 123 Company Test 4040404040	

- 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.



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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

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

board Reporting & Research Payables	Receivables Card Services Specialized Services	
nformation Reporting		
andard Reports	My Saved Reports	Corporate Banking Statement
ntradav	Previous Day Cus	tom Report You may no longer need your paper statements or check images. Save money and time.
Al2 Previous Day File	Your saved custom reports will appear here for one click access. Learn more about the advantages of saving your custom reports.	Stop paper now Set Email Alerts or Learn more
SAI2 Intraday File Global Account Reporting	_	Use the options below to download multiple statements at once or access individually. Select Statement Accounts
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		JKL 123 Company Test 4040404040
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ACH Customer Activity Report		C Purk 123 Company rest 60606060
Previous Day EDI Remittance		
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ACH Entries Resubmitted via ACH		
CH Entries Converted to Draft		Statement Cutoff Date
Deposit Distribution		Last Month 🗸
ACH Receiving Entries		net off net time view statement list

- 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 **Next** 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.



Information Reporting User Guide

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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.

ashboard Reporting & Research Payables	Receivables Card Services Specialized Services	
Information Reporting		
Standard Reports	My Saved Reports	Corporate Banking Statement
Intraday	Previous Day Cu	stom Report
BAI2 Previous Day File	Your saved custom reports will appear here for one click access. Learn more about the advantages of saving your custom reports.	Stop paper now Set Email Alerts or Learn more
Global Account Reporting		Use the options below to download multiple statements at once or access individually.
eresult incomin reporting	Intraday	stom Report Enter fext to filter list Clear Gitems total
Other Statements	Your saved custom reports will appear here for one click access.	✓ Check All ¥ Uncheck All
Account Analysis Statement	Learn more about the advantages of saving your custom reports.	ABC 123 Company Test 1010101010
		DEF 123 Company Test 2020202020
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		JKL 123 Company Test 4040404040
ACH Reports		MNO 123 Company Test 5050505050
ACH Customer Activity Report		POR 123 Company lest 60606060
Previous Day EDI Remittance		
Intraday EDI Remittance		

- 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.



<u>NOTE</u>: 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.



5. 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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6. Select the statement icon for the statement that you wish to view.

ABC Company				
Contorvillo ON	12245			
Centerville, On	12345			
	Automatic Investment S	wee	p Daily Report	
Date:	11/16/12			
Account Number:	123456789			
Fund Name:	KEYBANK FUND			
	Previous Day Funds	Su	mmary	
	As Of Date 11/1	5/1	2	
Description			Amount	
Sweep Activity Su	mmary			
Opening Fund Bala	ince	\$	36,765,315.19	
Fund Purchase*		\$	1,400,000.00	
Fund Redemption*		\$	0.00	
Fund Balance		\$	38,165,315.19	
Mutual Fund Summa	ry			
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 Fun	d Purchases and Redemptio	ns	are lagged one business day.	
** Potential Bala	ince adjustments may occur	ca	using dividend earned amounts to ch	ange



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.





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

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	filter unfilter	download			0	π
	KeyBank Nat	ional Associati	on			
	KEYBANK 123 STREET W CLEVELAND, I	/AY DH 1111-2222				
	Account Number	Automatic Sweep 01010101010101010	Repurchase Agre	ement Confirmation	Pate 11/23/20XX	
	Today's availabl - Target availa = Total investa	e balance ble balance ble funds	97,516.21 Rep 50,000.00 Rep 47,516.21 Inv	wurchase income MTD wurchase income YTD estment today at	97,516.21 97,516.21 10.000%	
	Account Activity Previous day bal	Summary ance	Book Balance	Available Balance	Float	
	as of 11/13/00 + Movement of f + Repurchase fr	loat om yesterday	92,764.59	92,764.59 0.00 0.00	0.00 0.00	
	invested @ 10 + Net activity = Today's balan	.000% for 1 day	s 4,751.62 0.00 97,516.21	4,751.62 0.00 97,516.21	0.00 0.00	
	= Today's final Principal M	o balances I kt/Pr Mkt Valu	47,516.21 50,000.00 nvestment Collat e PAR Amount	47,516.21 50,000.00 eral Descripti	0.00	
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			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. Message Center 🔞 Support 💠 Administration 🕞 Logout

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2.

Dashboard Reporting & Research Payabl	es Receivables Card Services Specialized Services	
Information Reporting		
Standard Reports	My Saved Reports	Corporate Banking Statement
Previous Day	Previous Day Custom Report	You may no longer need your paper statements or check images. Save money and time
BAI2 Previous Day File	Your saved custom reports will appear here for one click access. Learn more about the advantages of saving your custom reports.	Stop paper now Set Email Alerts or Learn more
BAI2 Intraday File Global Account Reporting	Infraday Custom Report	Use the options below to download multiple statements at once or access individually. Select Statement Accounts
Other Statements	Your saved custom reports will appear here for one click access.	Check All X Uncheck All
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	fit	ter unfilte	er download				0	T	
		KeyBank	National Association	on					
		KEYBANK 123 STREI CLEVELAI	ET WAY ND, OH 1111-2222						
		Account Numbe	Automatic Sweep	Repurchase	Agreement	Confirmation D	ate 11/23/20XX		
		Today's avail	able balance	97,516.21	Repurcha	se income MTD	97,516.21		
		 Target ava Total inve 	ilable balance stable funds	50,000.00 47,516.21	Repurcha Investme	se income YTD nt today at	97,516.21 10.000%		
					ook	Available			
		Account Activ Previous day	ity Summary balance	Bal	ance	Balance	Float		
		as of 11/13/0	0	92,76	4.59	92,764.59	0.00		
		+ Movement o	f float			0.00	0.00		
		+ Repurchase	ned on purchase		0.00	0.00			
		invested @	10.000% for 1 days	s 4,79	1.62	4,751.62			
		+ Net activi	ty		0.00	0.00	0.00		
		= Today's ba	lances	97,51	6.21	97,516.21	0.00		
		- Total inve	sted	47,51	6.21	47,516.21			
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		This trans 0101-1,776	action is not a de	posit of the	bank and	is not insured	by the FDIC.		

- 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 report.



5. 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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	Account Numb	Automatic Sweep er 010101010101010 Inve	Repurchase Ag	reement Confirmatio Summary	Date 11/23,	/2000	
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	+ Movement	of float	,	0.00	0.00		
	+ Repurchas + Income ea	e from yesterday rned on purchase	0.	00 0.00			
	invested	0 10.000% for 1 days	\$ 4,751.	62 4,751.62			
	+ Net activ	alances	97 516	00 0.00	0.00		
	- Total inv	ested	47,516.	21 47,516.21	0.00		
	= Today's f	inal balances	50,000.	00 50,000.00	0.00		
		I	nvestment Coll	ateral			
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	This tran 0101-1,776	saction is not a dep	posit of the b	ank and is not insu	ured by the FDIC.	R.	



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.

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Dashboard Reporting & Research Payables Recei	vables Card Services Specialized Services	
Information Reporting		
Standard Reports	My Saved Reports	Corporate Banking Statement
Intraday	Previous Day Custom Re	PORT You may no longer need your paper statements or check images. Save money and time.
BAI2 Previous Day File BAI2 Intraday File	Your saved custom reports will appear here for one click access. Learn more about the advantages of saving your custom reports.	Stop paper now Set Email Alerts or Learn more
Global Account Reporting	Intraday Custom Re	Use the options below to download multiple statements at once or access individually. Select Statement Accounts Pport Enter lext to first relat General Second Sec
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Account Analysis Statement	count more about are defentaged or burning your depoint opera.	ABC 123 Company Test 1010101010
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2. The report will be displayed.

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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.

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Dashboard Reporting & Research Payables Receivab	les Card Services Specialized Services	
Information Reporting		
Standard Reports	My Saved Reports	Corporate Banking Statement
Intraday	Previous Day Custom Report	You may no longer need your paper statements or check images. Save money and time.
BAI2 Previous Day File	Your saved custom reports will appear here for one click access. Learn more about the advantages of saving your custom reports.	Stop paper now Set Email Alerts or Learn more
BAI2 Intraday File Global Account Reporting		Use the options below to download multiple statements at once or access individually. Select Statement Accounts
	Intraday Custom Report	Enter text to filter list Clear 6 items total
Other Statements	Your saved custom reports will appear here for one click access. Learn more about the advantages of saving your custom reports.	Check All X Uncheck All
Account Analysis Statement	,	ABC 123 Company Test 1010101010
EDI 822		DEF 123 Company Test 2020202020
		☐ JKL 123 Company Test 4040404040
ACH Reports		MNO 123 Company Test 5050505050
ACU Curtana Article David		PQR 123 Company Test 6060606060
Provisus Day EDI Domittence		
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Deposit Distribution		
ACH Receiving Entries		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.



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

KeyNavi	gator ⁻ KeyBank [•]	🗘 📩 Mess	sage Center	🙆 Suppor	t 🔅 Administrati	ion 🗭 Logout
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		Date To:	Jan V 2	• 20XX • Č	5	

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				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

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

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Dashboard Reporting & Research Payables Receiva	bles Card Services Specialized Services	
Information Reporting		
Standard Reports	My Saved Reports	Corporate Banking Statement
Intraday	Previous Day Custom Report	You may no lonner need your namer statements or chark imanes. Save money and time
BAI2 Previous Day File	Your saved custom reports will appear here for one click access. Learn more about the advantages of saving your custom reports.	Stop paper now Set Email Alerts or Learn more
BAI2 Intraday File Global Account Reporting	Intraday Outon David	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
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EDI 822		GHI 123 Company Test 20202020
		☐ JKL 123 Company Test 404040400
ACH Reports		MNO 123 Company Test 5050505050
ACH Customer Activity Deport		PQR 123 Company Test 6060606060
ACH Customer Activity Report		
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Deposit Distribution		
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2. The report will be displayed.

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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.

KeyNavigator® KeyBank 🐎		🔀 Message Center 💧 Support 🔅 Administration 🕞 Logout
Dashboard Reporting & Research Payables Receival	bles Card Services Specialized Services	
Information Reporting		
Standard Reports	My Saved Reports	Corporate Banking Statement
Intraday	Previous Day Custom Report	You may no longer need your paper statements or check images. Save money and time.
BAI2 Previous Day File	Your saved custom reports will appear here for one click access. Learn more about the advantages of saving your custom reports.	Stop paper now Set Email Alerts or Learn more
Global Account Reporting	Introdou Queen Devet	Use the options below to download multiple statements at once or access individually. Select Statement Accounts
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Other Statements	Your saved custom reports will appear here for one click access. Learn more about the advantages of saving your custom reports.	Check All X Uncheck All
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EDI 822		GHI 123 Company Test 2020/2020
		□ JKL 123 Company Test 4040404040
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- 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.

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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

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

KeyNavigator" KeyBank 🖓									
Dashboard Reporting & Research Payables Receiva	bles Card Services Specialized Services								
Information Reporting									
Standard Reports Previous Day	My Saved Reports	Corporate Banking Statement							
Intraday BAI2 Previous Day File	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.	You may no longer need your paper statements or check images. Save money and time. Stop paper now Set Email Alerts or Learn more							
Global Account Reporting	Intraday Custom Report	Use the options below to download multiple statements at once or access individually. Select Statement Accounts Enter text to filter first Clear 6 items total							
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EDI 822		DEF 123 Company Test 2020202020 GH1123 Company Test 202030303 JKL 123 Company Test 404040404							
ACH Reports		MNO 123 Company Test 5050505050							
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ACH Receiving Entries		get pdf get zip view statement list							



2. The report will be displayed.

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	ACCOUNT NU	MBER	ABC	123 Test					
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	CHE	CK NO.	030303	\$550.	96				
	CHE	CK NO.	040404	\$361.	72				
	CHE	CK NO.	050505	\$250.	30				
	CHE	CK NO.	060606	\$911.	52				
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	CHE	CK NO.	303030	\$330.	73				
	CHE	CK NO.	404040	\$723.	31				
	CHE	CK NO.	505050	\$722.	30				
	CHE	CK NO.	606060	\$2,669.	34				
	HOP 1	30	000000						
	T	OTAL	08 ITEMS		\$13,866.05				
	ACCOUNT TO	TAL		14 ITEMS		\$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.

KeyNavigator® KeyBank 🖓 🛪		🔀 Message Center 🔞 Support 💠 Administration 🕞 Logout
Dashboard Reporting & Research Payables Receivab	les Card Services Specialized Services	
Information Reporting		
Standard Reports Previous Day	My Saved Reports	Corporate Banking Statement
Intraday	Previous Day Custom Report	DYou may no longer need your paper statements or check images. Save money and time.
BAI2 Previous Day File	Your saved custom reports will appear here for one click access. Learn more about the advantages of saving your custom reports.	Stop paper now Set Email Alerts or Learn more
Global Account Reporting	Jakaday Queters Report	Use the options below to download multiple statements at once or access individually. Select Statement Accounts
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EDI 822		GHI 123 Company Test 3030303030
		□ JKL 123 Company Test 4040404040
ACH Reports		MNO 123 Company Test 5050505050
ACH Customer Activity Report		PQR 123 Company Test 6060606060
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ACH Receiving Entries		net off net zin view statement list
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- 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.



Dashboard	Reporting & Research Pag	ables	Receivables	File Services	Card Services	Specia	alized Service
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	CDA SEND HOP TRAM	SACTION SUM	MARY REPORT FOR 11	23/20XX	PAGE 1		
	ACCOUNT NUMBER 01010101010101	AB	C 123 Test				
	CHECK NO	. 020202	\$777.8	34			
	CHECK NO	. 030303	\$550.0	88			
	CHECK NO	. 040404	\$361.7	2			
	CHECK NO	. 050505	\$250.0	88			
	CHECK NO	. 060606	\$911.5	52			
	CHECK NO	. 070707	\$50.0	98			
	HOP 120						
	TOTAL	06 ITEMS	5	\$2,901.08			
	CHECK NO	. 080808	\$8,802.5	13			
	CHECK NO	. 090909	\$408.5	88			
	CHECK NO	. 101010	\$74.6	90			
	CHECK NO	. 202020	\$134.6	54			
	CHECK NO	. 303030	\$330.1	73			
	CHECK NO	. 404040	\$723.3	31			
	CHECK NO	. 505050	\$722.3	10			
	CHECK NO	. 606060	\$2,669.3	4			
	HOP 130						
	TOTAL	OS ITEMS	5	\$13,866.05			
	ACCOUNT TOTAL		14 ITEMS		\$16,767.13		



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.
 KevNavigator[®] KevBank Information Reporting main page.

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Dashboard Reporting & Research Payables Receiv	vables Card Services Specialized Services	
Information Reporting		
Standard Reports	My Saved Reports	Corporate Banking Statement
Previous Day	Previous Day Custom Report	You may no longer need your pager statements or chark images. Save money and time
BAI2 Previous Day File	Your saved custom reports will appear here for one click access. Learn more about the advantages of saving your custom reports.	Stop paper now. Set Email Alerts or Learn more
Global Account Reporting	Interday Centres Dented	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
Other Statements	Learn more about the advantages of saving your custom reports.	Check All X Uncheck All
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EDI 822		GHI 123 Company Test 303030300
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ACH Entries Converted to Draft		Statement Cutoff Date
ACH Entries Converted to Draft		Last Month
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ACH Receiving Entries		get pdi get zip view statement list



2. The report will be displayed.

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				Incomin	g/Out	tgoing Wire Activity Re	port		
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Jan 02, 20XX 2:46 PM EST	0101010101010101010101 ABC 123 Test	Incomi	ng Money Transfer	\$4,902.13		TRANSFER FED REF#: 040404 RFB=0606060606060606	KEYBANK=HIJ 123=KLM	123-0505050505	
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		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

KeyNavigator [®] KeyBank		🔀 Message Center 🔞 Support 🔅 Administration 😝 Logout
Dashboard Reporting & Research Payables R	Receivables Card Services Specialized Services	
Information Reporting		
Standard Reports	My Saved Reports	Corporate Banking Statement
Previous Day Intraday BAI2 Previous Day File	Previous Day Custom Your saved custom reports will appear here for one click access. Learn more about the advantages of saving your custom reports.	Report You may no longer need your paper statements or check images. Save money and time. Stop paper new Set Email Alerts or Learn more
BAI2 Intraday File Global Account Reporting	Intraday Custom	Use the options below to download multiple statements at once or access individually. Select Statement Accounts Enter text to filter filts Clear
Other Statements	Your saved custom reports will appear here for one click access.	Check All X Uncheck All
Account Analysis Statement		ABC 123 Company Test 1010101010
EDI 822		DEF 123 Company Test 2020202020
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ACH Reports		MNO 123 Company Test 5050505050
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 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.

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Dashbo	ard Reporti	ng & Resea	arch	Payables	Recei	ivable	es File S	ervices	Card Services	Specialized Services
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		10	filter	unfilter	download			(Created on Jan 02, 20X	X 2:46 PM EST
Date/Time	Accoun	t	D	escription	Credit	Debit			Option	al Text
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- 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 the following steps), and select **Save**. After the new filter has been saved, it will appear in the list of saved filters.
- 4. 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.
- 5. Select the date or date range for the report.
- 6. Select the type code.
- 7. 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 🖓 🛪		tor" KeyBank 🖓 🚾 Message Center		Support	🔅 Administr	ation 🕞 Logout
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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.

KeyNavigator® KeyBank 🖓 🛪		Message Center 🔞 Support 💠 Administration 🕞 Logout
Dashboard Reporting & Research Payables	Receivables Card Services Specialized Services	
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Standard Reports	My Saved Reports	Corporate Banking Statement
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BAI2 Previous Day File	Your saved custom reports will appear here for one click access. Learn more about the advantages of saving your custom reports.	Stop paper now Set Email Alerts or Learn more
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Other Statements	Your saved custom reports will appear here for one click access.	✓ Check All ¥ Uncheck All
Account Analysis Statement	Learn more about the advantages of saving your custom reports.	ABC 123 Company Test 1010101010
EDI 822		DEF 123 Company Test 2020202020
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		JKL 123 Company Test 4040404040
ACH Reports		MNO 123 Company Test 5050505050
ACH Customer Activity Report		PGR 123 Company Test 6060606060
Previous Day EDI Remittance		
Intraday EDI Remittance		
ACH Entries Resubmitted via ACH		
ACH Entries Converted to Draft		Statement Cutoff Date
Deposit Distribution		Last Month 🗸
ACH Receiving Entries		get.pdf get.zip view statement list



2. The report will be displayed.

KeyNavi g	jator⁻ KeyBa	nk 🔷 🛪	Messa	ge Center	💩 Support	🔅 Administra	tion 🚺 🗭 Logout
shboard	Reporting & Researd	ch Payables	Receivable	s Fik	e Services	Card Services	Specialized Service
	filter	unfilter download	1			\$	t
	R3562	-1 KeyBank NATIONAL A 127 PUBLIC SQUARE CLEVELAND OH 4411	SSOCIATION 4	ACCOUNT NO SETTLEMENT PAGE	UMBER: 111111 T DATE: 01/02/20) 1	x	
		ABC 123 TEST ATTN: USER 1 1 STREET WAY CLEVELAND, OH 1111	-2222	= DIRE(= 1-(CT INQUIRIES TO 300-111-1111	****	
		THIS REPORT DE TRANSACTIONS T	ACH ACTIVIT TAILS ALL ACTIV HAT WERE ORIGIN	Y SUMMARY ITY THAT REI ATED ON YOUR	LATES TO ACH R BEHALF.		
	I. A	DJUSTMENT ACTIVITY CO THIS SECTION CONFIRMS NO ACTIV	MPLETED TODAY - ALL ADJUSTMENT	S COMPLETED	TODAY ON YOUR BEH	HALF.	
	R3999	-9 KeyBank NATIONAL A 127 PUBLIC SQUARE CLEVELAND OH 4411	SSOCIATION 4	ACCOUNT NU SETTLEMENT PAGE	MBER: 11111111 T DATE: 01/02/20) 2	L OX	
		DEF 123 TEST ATTN: USER 2 2 STREET WAY CLEVELAND, OH 1111	-2222	= DIRE(* 1-8	CT INQUIRIES TO 300-111-1111	*	
	II. N T O B	THIS REPORT DE TRANSACTIONS T OTIFICATIONS OF CHANG HIS SECTION LISTS THE RIGINATED ON YOUR BEH Y THE CORRECTED DATA.	ACH ACTIVIT TAILS ALL ACTIV. HAT WERE ORIGIN E - NOTIFICATIONS O ALF. THE ORIGIN PLEASE MAKE TH	Y SUMMARY ITY THAT REL ATED ON YOUR OF CHANGE RI AL ITEM INF(ESE CHANGES	LATES TO ACH R BEHALF. ECEIVED FOR ACH EN DRMATION IS FOLLOW TO YOUR RECORDS.	ITRIES IED	
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	11 L C	ISER 5 M HANGE ACCT NBR TO: T	J 02133 111111 OTAL CORRECTION	11111111 5:	1 111111111 1	111111	
	FILE	REFERENCE EFFECTI 01-11-1	VE DATE COMP 4 GHI 1	ANY NAME 23 TEST	ENTRY DESCRIPTI USER 4	ON	
	TC I	NDIVIDUAL NAME	INDIVIDUAL ID	TR	ACCOUNT NUMBER	REFER	
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	R3562	2-3 KeyBank NATIONAL AS 127 PUBLIC SQUARE CLEVELAND OH 44114	SSOCIATION	ACCOUNT NUM SETTLEMENT PAGE	BER: 111111111 DATE: 01/02/20XX 3		
		ABC 123 TEST ATTN: USER 1 1 STREET WAY CLEVELAND, OH 1111	-2222	= DIRECT * 1-80	T INQUIRIES TO 90-111-1111		
	III.	THIS REPORT DET TRANSACTIONS TH ITEMS RETURNED -	ACH ACTIVITY TAILS ALL ACTIVI HAT WERE ORIGINA	SUMMARY TY THAT RELA TED ON YOUR	TES TO ACH BEHALF.		



To filter ACH Customer Activity Report

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

KeyNavigator" KeyBank 🖙									
Dashboard Reporting & Research Payables Receivat	vies Card Services Specialized Services								
Information Reporting									
Standard Reports Previous Day	My Saved Reports	Corporate Banking Statement							
Intraday BAI2 Previous Day File	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.	You may no longer need your paper statements or check images. Save money and time. Stop paper now Set Email Alerts or Learn more							
Global Account Reporting	Intraday Custom Report	Use the options below to download multiple statements at once or access individually. Select Statement Accounts Enter text to filter list Clear 6 Rems total							
Other Statements	Your saved custom reports will appear here for one click access. Learn more about the advantages of saving your custom reports.	Check All K Uncheck All ABC 123 Company Test 101010101							
EDI 822		DEF 123 Company Test 20202020 GHI 123 Company Test 303030300							
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ACH Entries Converted to Draft Deposit Distribution ACH Receiving Entries		Statement Cutoff Date Last Month ~ ort pdf get zg. View statement tot							

- 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.

ashboard	Reporting & Research	Payables Receivabl	es File Services	Card Services	Specialized Services		
		ACH Customer A	ctivity Report Filter				
		Information is only available	for the past 90 calendar days.				
		All fields are required.					
		Report:	ACH Customer Activity Repo	rt 📕			
	()	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 •	Ē			
		Date To:	Jan • 2 • 20XX •				



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.

KeyNavigator® KeyBank 🔭		🔀 Message Center 💧 Support 💠 Administration 🕞 Logout
Dashboard Reporting & Research Payables Rece	elvables Card Services Specialized Services	
Information Reporting		
Standard Reports	My Saved Reports	Corporate Banking Statement
Intraday	Previous Day Custom Report	You may no longer need your paper statements or check images. Save money and time.
BAI2 Previous Day File	Your saved custom reports will appear here for one click access. Learn more about the advantages of saving your custom reports.	Stop paper now Set Email Alerts or Learn more
BAI2 Intraday File Global Account Reporting		Use the options below to download multiple statements at once or access individually. Select Statement Accounts
	Intraday Custom Report	Enter text to filter list Clear 6 items total
Other Statements	Your saved custom reports will appear here for one click access. Learn more about the advantages of saving your custom reports.	Check All X Uncheck All
Account Analysis Statement		ABC 123 Company Test 1010101010
EDI 822		GHI 123 Company Test 3030303030
		JKL 123 Company Test 4040404040
ACH Reports		MNO 123 Company Test 5050505050
ACH Customer Activity Report		PQR 123 Company Test 6060606060
Previous Day EDI Remittance		
Intraday EDI Remittance		
ACH Entries Resubmitted via ACH		
ACH Entries Converted to Draft		Statement Cutoff Date
Deposit Distribution		Last Month 🗸
ACH Receiving Entries		get pdf get zip view statement list

The report will be displayed.



Information Reporting User Guide

ashboard	Reporting & Research	Payables	Receivables	File Services	Card Services	Specialized Service:
	filter unfilte	download]		ہ	π
			KeyBank EDI SERVICES REMITTANCE/PAYMENT	ADVICE		
			JANUARY 02, 20	XX		
		ABC 123 TEST ATTN: USER 1 1 STREET WAY CITY, ST 12345	-1234			
	PAYMENT IN	IFORMATION:				
	CREDIT: EFFECTIVE INPUT FORM	\$24,590.7 DATE: 11/27/20> NAT: ACHCTX	73 (X			
	CREDIT PAR	TY	DEBIT	PARTY		
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	DEMAND ACC	T: 0505050505	505 DEMANE COMPAN	ACCT: 060606	0707	
	TRACE NUME	FR: 080P	080808080808			

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.



Information Reporting User Guide

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ashboard	Reporting & Research	Payables	Receivables	5	F	ile S	ervices	Ca	rd Services	Specia	lized Services
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			Date From:	Jan	•	1 .	20XX	• 0			
			Date To:	Jan	•	2 .	20XX	• 🗂			

KeyNavig	gator ⁻ Ke	yBank 🔶	π.	Message Ce	enter 🙆 Su	pport 🔅 Admin	istration 🕞 Logout
Dashboard	Reporting & F	Research	Payables	Receivables	File Services	Card Services	Specialized Services
	filter	unfilter	download			0	7
		DEF0202-02 BANK: 0101 ABC 123 TEST ATTN: USER 1	RETURNED ACCO	ETURNED ACH ENTRIES RESUBMITTED VIA ACH ACCOUNT: 99999999999999999		DATE: 01/02/20XX	
		COMPANY NAME ABC 123 TEST	COMPANY 9999999	ID ENTRY DESC	R SEC	EFF DATE 040102	
		BANK REF#/ RETURN REASON	T/R	ACCOUNT#	IND ID/ T/C IND NAME	AMOUNT	
		999999999999999999 R01-INSUFFICIE	01120XX08 999 NT FUNDS	99999999999999999999999999999999999999	9999999999999 26 , USER	530.00	



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 represented.

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.

Standard Reports	My Saved Deporte		Corporate Banking Statement	
Previous Day	Building T		Corporate Danking Statement	
Intraday	Previous Day	Custom Repo	You may no longer need your paper statements	or check images. Save money and time
BAI2 Previous Day File	Your saved custom reports will appear here for Learn more about the advantages of saving you	one click access. ur custom reports.	Stop paper now Set Email Alerts or Le	am more
BAI2 Intraday File			Use the options below to download multiple statements	at once or access individually.
Global Account Reporting	Intraday	Custom Repo	Select Statement Accounts	
Other Statements	Your saved custom reports will annear here for	one click access	Clear 6 items	total
Other statements	Learn more about the advantages of saving you	ur custom reports.	ABC 123 Company Test 1010101010	
Account Analysis Statement			DEF 123 Company Test 2020202020	
EDI 822			GHI 123 Company Test 3030303030	
ACH Paporte			JKL 123 Company Test 4040404040 MNO 123 Company Test 5050505050	
ACH Reports			PQR 123 Company Test 6060606060	
ACH Customer Activity Report				
Intraday EDI Remittance				
ACH Entries Resubmitted via ACH				
ACH Entries Converted to Draft			Statement Cutoff Date	
Deposit Distribution			Last Month 🗸	
ACH Receiving Entries The report will b KeyNavigator	e displayed. KeyBank 🐎 🔒	Message Center	opt pdf opt pdf View statement list Image: Support Image: Administration of the statement list	tration 🕞 Lo
ACH Receiving Entries The report will b KeyNavigator	e displayed. KeyBank 🖓 🛪 🕻 g & Research Payables	Message Center Receivables File S	ept pdf ept pdf vev statement list Image: Support Image: Administration of the support Services Card Services	tration 🕞 Lo
ACH Receiving Entries The report will b KeyNavigator	e displayed. KeyBank 🖓 🛪 🕅	Message Center Receivables File S	ept pdf ept pdf vew statement list Image: Support Image: Administration of the support	tration Decialized S Specialized S
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ACH Receiving Entries The report will b KeyNavigator ashboard Reporting	e displayed. KeyBank Transform Tran	Message Center Receivables File S ACH ENTRIES RESUBMITTED V NT: 9999999999999999999	Services Card Services	Tration Specialized S
ACH Receiving Entries The report will b KeyNavigator ashboard Reporting	e displayed. KeyBank Transform Tran	Message Center Receivables File S ACH ENTRIES RESUBMITTED V NT: 999999999999999999999 ID ENTRY DESCR 99 LOAN PAYNT	Services Card Services	specialized S
ACH Receiving Entries The report will b KeyNavigator	e displayed. KeyBank I The second se	Message Center Receivables File S ACH ENTRIES RESUBMITTED V NT: 999999999999999999 ID ENTRY DESCR 99 LOAN PAYNT ACCOUNT# IND ID/	IA ACH DATE : 01/02/20XX SEC EFF DATE PPD 040102 T/C AMOUNT	specialized S



To filter the ACH Entries Resubmitted via ACH Report

 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.

KeyNavigator® KeyBank 🖓 🐂		🔀 Message Center 🔞 Support 🔅 Administration 🕞 Logout
Dashboard Reporting & Research Payables Recei	vables Card Services Specialized Services	
Information Reporting		
Standard Reports	My Saved Reports	Corporate Banking Statement
Intraday	Previous Day Custom Report	You may no longer need your paper statements or check images. Save money and time.
BAI2 Previous Day File	Your saved custom reports will appear here for one click access. Learn more about the advantages of saving your custom reports.	Stop paper now Set Email Alerts or Learn more
Global Account Reporting	Initraday Cusion Report	Use the options below to download multiple statements at once or access individually. Select Statement Accounts
Other Statements	Your saved custom reports will appear here for one click access. Learn more about the advantages of saving your custom reports.	Enter text to filter hat Clear 6 items total
Account Analysis Statement		ABC 123 Company Test 1010101010
EDI 822		GHI 123 Company Test 202020200
		JKL 123 Company Test 4040404040
ACH Reports		MNO 123 Company Test 5050505050
ACH Customer Activity Report		PQR 123 Company Test 6060606060
Previous Day EDI Remittance		
Intraday EDI Remittance		
ACH Entries Resubmitted via ACH		
ACH Entries Converted to Draft		Statement Cutoff Date
Deposit Distribution		Last Month 🗸
ACH Receiving Entries		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.
- 4. Click **View** to see the statements in your date range selection. Click **Cancel** to return to the Information Reporting main page.

Dashboard	Reporting & Research	Payables Receiva	bles File S	Services	Card Services	Specialized Services
		ACH Entries Co	overted to Dra	ft Filter		
		Information is only availab	le for the past 90 ca	lendar days.		
		All field	s are required.			
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	0	Account(Hold Ctrl or Shift to select multip	 All Accounts 010101010101010 0202020202020 0303030303030 	11 - ABC Test 12 - DEF Test 13 - GHI Test		
		Date Fro	n: Jan 🔻 1	• 20XX •	0	
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Information Reporting User Guide

KeyNavi	gator ⁻ KeyBank [•]	0- n	Message	Center	Suppor	t 🔅 Administr	ration 🕞 Logout
Dashboard	Reporting & Research	Payables	Receivables	File Ser	vices	Card Services	Specialized Services
	filter unfilt	download				<u>ه</u>	π
	DEF0202-02 BANK: 0101 ABC 123 TES ATTN: USER	RETURN AC ST 1	ED ACH ENTRIES RI COUNT: 999999999	ESUBMITTED VIA	ACH DATE	: 01/02/20XX	
	COMPANY NA ABC 123 TE	ME COMPA ST 99999	NY ID ENTRY I 99999 LOAN P	DESCR SEC	EFF	DATE	
	BANK REF#/ RETURN REA	T/R SON	ACCOUNT#	IND ID/ IND NAME	т/с	AMOUNT	
	9999999999 R01-INSUFF	99999 01120XX08 9 ICIENT FUNDS	9999999999999999999	99999999999999999999999999999999999999	9 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

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

Information R Standard Reports	eporting				
Standard Reports					
Previous Day	Mu Ca	ved Reports	Con	norate Banking Statement	
i iciious buy	my da		Color David		
Intraday	Previo	us Day		You may no longer need your paper statements or check image	ges. Save money and time.
BAI2 Previous Day File	Your s Learn	aved custom reports will appear here for one click access. more about the advantages of saving your custom reports.		Stop paper now Set Email Alerts or Learn more	
BAI2 Intraday File			Use t	the options below to download multiple statements at once or a	ccess individually.
Global Account Reporting	Intrad	av	Custom Report Selec	t Statement Accounts	
Other Statements	Vour e	"2 avail custom reports will appear here for one click access	Ente	Check All Lincheck All	
Other Statements	Learn	more about the advantages of saving your custom reports.		ABC 123 Company Test 1010101010	
Account Analysis Statem	ent		01	DEF 123 Company Test 2020202020	
LUIUZZ				GHI 123 Company Test 3030303030	
ACH Reports				JKL 123 Company Test 404040400 MNO 123 Company Test 5050505050	
Acri Reports				PQR 123 Company Test 6060606060	
Previous Day EDI Remitt Intraday EDI Remittance ACH Entries Resubmitter ACH Entries Converted h	ance J via ACH o Draft		State	ement Cutoff Date	
Deposit Distribution			Last	t Month 👻	
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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.

KeyNavigator® KeyBank 🖓 🛪		🐱 Message Center 🔞 Support 🗘 Administration 🕞 Logout
Dashboard Reporting & Research Payables Receiva	bles Card Services Specialized Services	
Information Reporting		
Standard Reports Previous Day	My Saved Reports	Corporate Banking Statement
Intraday BAI2 Previous Day File	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.	You may no longer need your paper statements or check images. Save money and time. Stop paper now Set Email Alerts or Learn more
BAI2 Intraday File Global Account Reporting	Intraday Custom Report	Use the options below to download multiple statements at once or access individually. Select Statement Accounts Enter texr to filter list Clear 6 items total
Other Statements	Your saved custom reports will appear here for one click access. Learn more about the advantages of saving your custom reports.	Check All X Uncheck All
Account Analysis Statement EDI 822		ABC 123 Company lest 1010101010 DEF 123 Company Test 2020202020 DEF 123 Company Test 2020202020
		GHI 123 Company Test 3030303030
ACH Reports		MNO 123 Company Test 5050505050
ACH Customer Activity Report		PQR 123 Company Test 6060606060
Previous Day EDI Remittance		
Intraday EDI Remittance		
ACH Entries Resubmitted via ACH		
ACH Entries Converted to Draft		Statement Cutoff Date
Deposit Distribution		Last Month 🗸
ACH Receiving Entries		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.
- 4. Click **View** to see the statements in your date range selection. Click **Cancel** to return to the Information Reporting main page.

				-	ion CP Logour
Reporting & Research	Payables Receivable	rs File Se	ervices C	ard Services S	Specialized Services
	ACH Entries Conv	erted to Draft	Filter		
	Information is only available All fields a	for the past 90 cale re required.	endar days.		
	Report:	ACH Entries Con	verted to Draft		
()	Account(s): lold Ctrl or Shift to select multiple)	All Accounts 01010101010101 02020202020202 0303030303030303	- ABC Test		
	Date From: Date To:	Jan V 1 V	20XX • 🗂		
cancel	down	load	- 1	view	
	(H cancel	ACH Entries Conv Information is only available All fields a Report: Account(s): (Hold Ctri or Shift to select multiple) Date From: Date To:	ACH Entries Converted to Draft Information is only available for the past 90 cale All fields are required. Report: ACH Entries Con Account(s): (Hold Ctri or Shift to select multiple) (Hold Ctri or Shift to select multiple) Date From: Jan • 1 • Date To: Jan • 2 •	ACH Entries Converted to Draft Filter Information is only available for the past 90 calendar days: All fields are required. Report: ACH Entries Converted to Draft ACCOUNT(5): (Hold Ctri or Shift to select multiple) (Hold Ctri or Shift to select multiple) Date From: jan v 1 v 20xx v v Date To: jan v 2 v 20xx v v	ACH Entries Converted to Draft Filter Internation is only available for the past 90 calendar days. All fields are required: Terrier: ACH Entries Converted to Draft ACcountify: (Hold Ctri or Shift to select multiple) (Hold Ctri or Shift to select multiple) Date From: Jan I I 200X I Jan I I 2 200X I



Information Reporting User Guide

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

KeyNaviç	jator ⁻ KeyBank <	. .	Message C	enter	💩 Support	🔅 Administr	ration 🚺 🗭 Logout
Dashboard	Reporting & Research	Payables	Receivables	File S	Services	Card Services	Specialized Services
	filter unfilte	download]			م	π
			KeyBank EDI SERVIC REMITTANCE/PAYMEN	ES T ADVICE			
		ABC 123 TEST ATTN: USER 1 1 STREET WAY CLEVELAND, OF	JANUARY 02, 11111-2222	2000			
	PAYMENT IN	FORMATION:					
	CREDIT: EFFECTIVE INPUT FORM	\$24,590.7 DATE: 11/27/20X AT: ACHCTX	3 X				
	CREDIT PAR	ТҮ	DEBI	T PARTY			
	ROUTING ID ACCT:	: 010101010 02020202020	ROUT ACCT COMP	ING ID: : ANY ID:	060606060 0707070707070		
	DEMAND ACC	T: 03030303030	13 DEMA COMP	ND ACCT: ANY ID:	080808 0909090909		
	TRACE NUMB	ER: 0404	040404040404				
	TRACE NUMB	ER: 0505	050505050505				
	ORIGINATOR	: DEF - 222 S	123 TEST, INC. STREET WAY, SUITE 303	30			
	RECEIVER:	ABC AA 40 P.O.B CITY,	123 TEST 040404040 0X 50505 STATE 6060-70707				
	RECEIVER:	00001 BB:	DEF AAA I 060606060606060				
	ORIGINATOR	: DEF 1	23 TEST, INC.				



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

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

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Dashboard Reporting &	Research Payables	Receivables Card Services	Specialized Se	ervices							
Information Re	eporting										
Standard Reports		My Saved Paport					Corpor	ata Panking Statement			
Previous Day		Breviews Day				Custom Doport	Corpor	ate banking statement			
traday		Your raved custom	reporte will appear be	on for one click ac	rore -	Cusion Report	7 Yo	u may no longer need your paper stateme	ents or check images	Save money and time	h.
Al2 Previous Day File		Learn more about th	he advantages of savi	ng your custom re	ports.			Stop paper now Set Email Alerts or	r Learn more		
lobal Account Reporting							Use the o	ptions below to download multiple statem	ents at once or acces	s individually.	
		Intraday				Custom Report	Enter te	ext to filter list Clear 6 its	ems total		
ther Statements		Your saved custom Learn more about the	reports will appear he he advantages of savir	re for one click ac ng your custom re	ports.		✓ Chec	ck All X Uncheck All			
ccount Analysis Statemer	nt						ABC DEF	123 Company Test 1010101010 123 Company Test 2020202020			
DI 822							GHI	123 Company Test 3030303030			
CH Reports								123 Company Test 4040404040 0 123 Company Test 5050505050			
CH Customer Activity Re	eport							123 Company Test 6060606060			
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ntraday EDI Remittance											
CH Entries Resubmitted	via ACH Draft						Stateme	nt Cutoff Date			
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ACH Receiving Entries							get pd	get zip view statement list			
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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.

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Dashboard Reporting & Research Payables Receivab	es Card Services Specialized Services	
Information Reporting		
Standard Reports Previous Day	My Saved Reports Previous Day Custom Report	Corporate Banking Statement
Intraday BAI2 Previous Day File BAI2 Intraday File	Your saved custom reports will appear here for one click access. Learn more about the advantages of saving your custom reports.	You may no longer need your paper statements or check images. Save money and time. Stop paper now Set Email Alerts or Learn more Ities the ontions halve to developed multiple statements at once or anneas individually.
Global Account Reporting Other Statements	Intraday Custom Report Your saved custom reports will appear here for one click access.	Select Statement Accounts Enter text to filter list Clear G Rems total Clear C
Account Analysis Statement EDI 822	Learn more about the advantages of saving your custom reports.	ABC 123 Company Test 1010101010 DEF 123 Company Test 202020202 GHI 123 Company Test 202030303030
ACH Reports		JKL 123 Company Test 404040400 MNO 123 Company Test 5050505050 ROP 31 Company Test 5050505050
ACH Customer Activity Report Previous Day EDI Remittance Intraday EDI Remittance ACH Entres Resubmitted via ACH		
ACH Entries Converted to Draft Deposit Distribution ACH Receiving Entries		Statement Cutoff Date Last Month ~ get gtt gstzp 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.
- 4. 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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5. Select **Download** to download a filtered report.

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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.

KeyNavigator® KeyBank 🖓 🛪		🐱 Message Center 🔞 Support 🗘 Administration 😝 Logout
Dashboard Reporting & Research Payables Receiva	bles Card Services Specialized Services	
Information Reporting		
Standard Reports	My Saved Reports	Corporate Banking Statement
Intraday	Previous Day Custom Report	Directory You may no longer need your paper statements or check images. Save money and time.
BAI2 Previous Day File	Your saved custom reports will appear here for one click access. Learn more about the advantages of saving your custom reports.	Stop paper now Set Email Alerts or Learn more
BAI2 Intraday File Global Account Reporting		Use the options below to download multiple statements at once or access individually. Select Statement Accounts
	Intraday Custom Report	Enter text to filter list Clear 6 items total
Other Statements	Your saved custom reports will appear here for one click access. Learn more about the advantages of saving your custom reports.	Check All X Uncheck All
Account Analysis Statement		ABC 123 Company Test 1010101010
EDI 822		GHI 123 Company Test 3030303030
		UKL 123 Company Test 4040404040
ACH Reports		MNO 123 Company Test 5050505050
ACH Customer Activity Report		PQR 123 Company Test 6060606060
Previous Day EDI Remittance		
Intraday EDI Remittance		
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2. Select the account for the statement that you wish to view.

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	cancel					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.

KeyNavig	gator⁻ KeyBank	≎ π	🔀 Message Ce	nter 💩 Support	Administration	n 🕞 Logout
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COMPANY NA	ME ENTRY DESC	INDIVIDUA	L NAME	INDIVIDUAL ID	TRAN CODE SEC	AMOUNT REF NUMB
ABC COMPANY	ACH ENTRY	KEY BANK (KIN	IG CNTY)	COL13	27 PPD 3,	900,000.00 01234567123



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.

KeyNavigator* KeyBank 🖓 🛪		Message Center 🔞 Support 💠 Administration 🕞 Logout
Dashboard Reporting & Research Payables Receive	ibles Card Services Specialized Services	
Information Reporting		
Standard Reports Previous Day Intraday BAI2 Previous Day File	My Saved Reports Previous Day Custom Report Your saved custom reports will appear here for one click access Learn more short the previous for savery over custom reports	Corporate Banking Statement
BAI2 Intraday File Global Account Reporting	Intraday Custon Report	Use the options below to download multiple statements at once or access individually: Select Statement Accounts Enter text to fitter itst Clear 6 items total
Other Statements Account Analysis Statement EDI 822	Your saved custom reports will appear here for one click access. Learn more about the advantages of saving your custom reports.	Check All X Undersk All ABC 123 Company Test 1010101010 DE 123 Company Test 202003020 GH1123 Company Test 303030303 Http://doi.org/10.1010/10101010 Http://doi.org/10.1010/10101010
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ACH Entries Resource wat ACH ACH Entries Converted to Draft Deposit Distribution ACH Receiving Entries		Statement Cutoff Date Last Month v out pdf git zp

- 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.

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<u>NOTE</u>: 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.

hboard Report	ling & Research	Payables	Receivables	File Services	Card Services	Specialized Serv
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PAGE: DATE: REPORT:	0001 05/07/2013 ACHW1-F-9210					
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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.

ashboard Reporting & Research Payables	Receivables Card Services Specialized Services	
Information Reporting		
Standard Reports	My Saved Reports	Corporate Banking Statement
Previous Day	Previous Day	stom Report
BAI2 Previous Day File	Your saved custom reports will appear here for one click access. Learn more about the advantages of saving your custom reports.	Too may no kingle need your paper statements of creck images. Save money and ame Stop paper now Set Email Alerts or Learn more
BAI2 Intraday File Global Account Reporting		Use the options below to download multiple statements at once or access individually. Select Statement Accounts
	Intraday	stom Report Enter text to filter list Clear 6 items total
Other Statements	Your saved custom reports will appear here for one click access.	✓ Check All X Uncheck All
Account Analysis Statement	Learn more about the advantages of saving your custom reports.	ABC 123 Company Test 1010101010
EDI 822		DEF 123 Company Test 2020202020
LD) OLL		GHI 123 Company Test 3030303030
		JKL 123 Company Test 4040404040
ACH Reports		MNO 123 Company Test 5050505050
ACH Customer Activity Report		C PUR 123 Company 1651 6060606060
Previous Day EDI Remittance		
Intraday EDI Remittance		
ACH Entries Resubmitted via ACH		

- 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.

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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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Dashboard	Reporting & Research	Payables	Receivables	File Services	Card Services	Specialized Services
		Rejected E	PA Notification: R	eport Selection		
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		To view a sta	atement, click on the desir	ed statement date.		
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	May 15, 20XX	May 14, 20XX	<u>May 13, 20XX</u>	May 12, 20XX	May 11, 20XX	
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127 PUBLIC SQUARE CLEVELAND, OHIO 44114	ACCOUNT NUMBER: T/R: PROCESS DATE: PAR DATE: WINDOW:	000000000 021300077 05/03/201 13123 1100-1100	01234567 3
*ABC COMPANY ATTN: JON SMITH ACH DIRECT 123 1ST AVE LOUDONVILLE, NY 12211	**************************************	********** OVAL DEADL 800-304-98 ********	***** INE * 56 * ****
JON SMITH			
ACH1450A ACHD GREATLAKES PEP+ REJECT	TED PAYMENTS TO BE	RETRIED	PAGE: 1
ACH1450A ACHD GREATLAKES PEP+ REJECT	TED PAYMENTS TO BE	RETRIED	PAGE: 1 DR/ EFFEC DT CR RECOLL DT
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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.

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Dashboard Reporting & Research Payables	Receivables Card Services Specialized Services	
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Standard Reports	My Saved Reports	Corporate Banking Statement
Intraday	Previous Day Cus	om Report You may no longer need your paper statements or check images. Save money and time.
BAI2 Previous Day File	Your saved custom reports will appear here for one click access. Learn more about the advantages of saving your custom reports.	Stop paper now Set Email Alerts or Learn more
BAI2 Intraday File Global Account Reporting		Use the options below to download multiple statements at once or access individually. Select Statement Accounts
	Cust	om Report Enter text to filter list Clear 6 items total
Other Statements	Your saved custom reports will appear here for one click access.	✓ Check All 🗙 Uncheck All
Account Analysis Statement	Learn more about the advantages of saving your custom reports.	ABC 123 Company Test 1010101010
FDI 822		DEF 123 Company Test 2020202020
		GHI 123 Company Test 3030303030
		UKL 123 Company Test 40404040
ACH Reports		MNO 123 Company Test 5050505050 ROB 123 Company Test 5050505050
ACH Customer Activity Report		Pur 125 Company lest 600000000
Previous Day EDI Remittance		
Intraday EDI Remittance		
ACH Entries Resubmitted via ACH		
ACH Entries Converted to Draft		Statement Cutoff Date
Deposit Distribution		Last Month 🗸
ACH Receiving Entries		get pdf get zig view statement list

- 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.

Dashboard	Reporting & Research	Payables Recei	vables	File Services		Card Services	Specialized Services
		End of Day EPA	Summary	Report Filte	r		
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5. Select the statement icon for the statement that you wish to view.

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Dashboard	Reporting & Research	Payables	Receivables	File Services	Card Services S	pecialized Services
		End of Day	EPA Summary: Rep	port Selection		
			Report: End of Day Account: 1234567 (c	EPA Summary		
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6. The selected report will be displayed.

R3570-02/1 ACHDIR	
KEYBANK NA 127 PUBLIC SQUARE CLEVELAND, OH 44114	ACCOUNT NUMBER: 0000000001234567 PROCESS DATE: 05-06-2013 PAGE: 1
*ABC COMPANY ATTN: JON SMITH ACH DIRECT 123 1ST AVE LAYTON, UT 84040-7132	* DIRECT INQUIRIES TO * * 1-800-304-9856 *
PAYMENT A THIS REPORT DETAILS ALL . RECE	UTHORIZATION ACTIVITY SUMMARY ACTIVITY THAT RELATES TO TRANSACTIONS IVED FOR THIS ACCOUNT.
I. AUTHORIZATIONS USED TODAY: THIS SECTION REPORTS ALL AUTH	ORIZATIONS THAT WERE USED TO AUTHORIZE
A TRANSACTION TODAY.	
A TRANSACTION TODAY.	PAR NO. AMOUNT POSTING DATE/ AUTHORIZED DATE