

Account Reconcilement Plan User Guide



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1. Introduction

KeyBank (Key) provides a full suite of reconcilement solutions, including Full, Partial and Deposit Reconcilement. Partial Account Reconcilement Plan (ARP) provides a listing of numerically sorted paid checks. Full ARP provides a complete itemized list of all paid and outstanding checks and exception items. This service requires that you submit a check issue file to Key. The Deposit Reconcilement offering provides a list of deposits by store/location number.

Key's ARP service helps to expedite the internal reconcilement process by providing a report of paid checks, including: serial number, dollar amount, and date, along with any stop payments. Our Full service also provides cancelled checks, paid exceptions, e-check/ACH items, and outstanding checks (unpaid).

Key also provides payee verification (payee positive pay) as an added layer of protection. This service compares the payee information on items presented for payment to the issue data that you provide to us. Items that do not match the issue file are presented for your review.

1.1 ARP guidelines

- Your service start date coincides with your first full statement cycle. The implementation date is the date testing is completed and the file moves into production.
- You should submit your file of issued checks as soon as possible after checks are issued. For Positive Pay processing, the deadline is 11:00 p.m. ET on the day prior to the physical distribution of checks (this includes manually issued checks).
- You can manually enter issue or cancel information through the Payables section of KeyNavigator, by utilizing the **Check Issue Maintenance** function within Account Reconcilement.

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Dashboard	Reporting & Research	Payables	Receivables	File Services	Card Services	Specialized Services			
ccount Red	concilement			ARP Res	ources	100			
Account Reco	ncilement (ARP) Reports		>	KeyNavigato clients recon	r has various account r cile their account:	econcilement (ARP) reports a	ailable to help		
Check Issue N	Maintenance		>	Check Depor	k Reconcilation				
Check Issue H	History		>	Depoil Depoil Depoil Depoil Corporation	Reports & Audit Listi	ng			
				Learn More	>				
				Learn More	>				



- Checks that are manually added after the period-end reconciliation has been completed will be added to the next month's reconciliation. You should complete these manually added items by the last day of your statement cycle.
- You are responsible for validation of any Paid No Issue (PNI) items on your reconcilement as a result of an incomplete or missing issue file.
- You will need to use the file date on all Canceled/Voided items, as using the issue date will change the Previous Outstanding Balance.
- If using KeyNavigator, you will automatically be granted access to the Daily Audit Listing Report. This report shows all issues and cancels on the previous day's file and will be available for you to review after 8:00 a.m. ET.
- In the event that an incorrect file was sent to Key, you will need to have the file backed out. Please send an email to <u>ARP Transmissions@KeyBank.com</u>, and make sure to include your name and phone number in the email. In the subject line put "Need File Assistance." An associate will then assist you. You can also call Commercial Banking Services at 800-821-2829.



2. Account Reconcilement Reports

This section will outline how to access your ARP reporting.

1. Select Account Reconcilement from the Payables section of KeyNavigator.

KeyNavi	gator ⁻ KeyBank (~			Message Ce	nter	🙆 Support	CAMINISTRATION	🕞 Logout
Dashboard	Reporting & Research	Payables	Receivables	File Services	Card Services	Spe	cialized Services		
Pavables			Accoun	t Reconcilement		>	Loan Manag	ement	2
Efficient and s	ecure tools to streamline initiat	ing domestic	ACH	ACH			Transaction :	Services	2
or internationa	I payments, maximize working ents to reduce fraud	capital, and	ACH D	rect		>	Wire Transfe	r Request	3
namge pojn			Foreign	Drafts		>	Wires		3
			Fraud S	Services		>			

2. Then select Account Reconcilement (ARP) Reports from the main page.

KeyNavi	gator ⁻ KeyBank ⁽	0 m		Message	Center 💧 💩 Supp	ort 🔅 Administration	🕞 Logout
Dashboard	Reporting & Research	Payables	Receivables	File Services	Card Services	Specialized Services	
Account Re	concilement			ARP Res	ources	12725	
Account Reco	ncilement (ARP) Reports		>	KeyNavigato clients recon	r has various account i cile their account	reconcilement (ARP) reports av	ailable to help
Check Issue 1	Aaintenance		>	Check Depor	Reconcilation		
Check Issue H	fistory		>	Daily Corpo	Reports & Audit List	ing	
				Learn More	>		

3. Utilize the dropdown menu to select the appropriate account, and then click Next.

KeyNavig	ator" KeyBank	⊘ π			Mes	sage Center	\delta Support	🔅 Administration	🕞 Logout
Dashboard	Reporting & Research	Payables	Receivables	File Services	Card Service	es Spe	cialized Services		
				ARP Acco	unt Filter				
		Go paperles	st You may no longer ne now! or Learn more	ed your paper AR	P report if you are receiv	ving it online. Sa	ve money and time.		
				Please select an	account to view.				
				Account:	None Selected	~			
		cancel					next		
Helpful Resour	ret		My Key Contacts	2		+	-	Denosit Checks on th	e Gol
f Contact Us	J	ohn Smith Payme	nts Advi	Jane Doe				Deposit multiple checks and	review deposits with
Online Help	2	16-XXX-XXXX		216-XXX-XX	xx		80	our new mobile application.	
Treasury Reso	ources			jane.doe@c	ompany.com			Learn More >	



4. Utilize the dropdown menu to select the type of report you wish to view.

KeyNavigator ⁻ KeyBank	< ⊘ π		Message C	enter 💧 Sup	port 🔅 Administration	🕞 Logout
Dashboard Reporting & Research	Payables Receivables	File Services	Card Services	Specialized Servi	ices	
		ARP Report F	Filter			
		Please select a report to	ype to view			
		Account: 1234 Report Type:	567 - General Account (<u>char</u> te Soloctod	noe account)		
	cancel	Dep Dail Cor	posit Reconciliation - Period E ly Reports / Audit Listing porate Banking Statement	Ending		
		6 T				
Helpful Resources	My Key Contac	cts	+	-	Deposit Checks on t	the Go!
Contact Us	John Smith Payments Advi	Jane Doe			Deposit multiple checks an	nd review deposits with
Online Help	216-XXX-XXXX	216-XXX-XXXX		(12)	our new mobile application	100 000 1
Treasury Resources		jane.doe@comp	pany.com		Learn More >	

- <u>Check Reconciliation Period Ending</u> The Check Reconciliation report will
 provide a listing of paid checks, and if you are on Full ARP, you will also receive
 a listing of outstanding checks and exception items. These reports are available
 online for 13 months.
- <u>Deposit Reconciliation Period Ending</u> This report provides a list of deposits by store/location number. These reports are available online for 13 months.
- <u>Daily Reports/Audit Listing</u> The Daily Audit Report contains details from the issue file and confirms that your file was received. Additionally, you can confirm receipt of your ARP file by checking the audit listing. These reports are available online for 62 days.
- <u>Corporate Banking Statement</u> –The end-of-period banking statement. These reports are available online for 13 months.
- 5. Select **Next**.



 From this screen, you can view a PDF version of the selected report by clicking on the report that you wish to view; change the account number by clicking on Change Account; or change the type of report by clicking on Change Report Type. Select Main Page to return to the Account Reconcilement page.





3. Check Issue Maintenance

Check maintenance services enable you to manually add or cancel issue records or inquire into the status of a check. Adds and Cancels process just like an Issue File Transmission and update the ARP and Positive Pay systems as they are submitted. You can create up to 50 entries at a time. Adds should be submitted before checks are distributed. The Check Issue Inquiry function is available on business days, 8:30 a.m. – 11:00 p.m. local time.

3.1 Inquiry on Status of a Check

1. Select Check Issue Maintenance from the Account Reconcilement page.

Dashboard	Reporting & Research	Payables	Receivables	File Services	Card Services	Specialized Services	
Account Re	concilement			ARP Res	ources	1.000	
Account Reco	oncilement (ARP) Reports		>	KeyNavigato clients recon	r has various account cile their account:	reconcilement (ARP) reports available to	help
Check Issue	Maintenance		>	Check Depore	k Reconcilation		
Check Issue	History		>	Daily	Reports & Audit Lis	ing	

- 2. Use the dropdown menu to select the appropriate account.
- 3. Choose Inquire Check Issue Record from the available selections.

KeyNavi	gator ⁻ KeyBank	⊘ π			Message Center	💩 Support	Administration	🕞 Logout
Dashboard	Reporting & Research	Payables	Receivables	File Services	Card Services 5	Specialized Services		
			CP Please sele	neck Issue Main	tenance vice Option to view.			
				Account: Non	e Selected 🗸 🗸			
			Se	rvice Option:	quire - Check Issue Record dd - Check Issue Record ancel - Check Issue Record			
		cancel				next		



4. Select Next.

KeyNavi	gator ⁻ KeyBank <	7 .	Message	Center	Support	🔅 Administr	ration 🚺 🗭 Log	out
Dashboard	Reporting & Research	Payables	Receivables	File Servic	es Ca	rd Services	Specialized Service	s
			Check Issue Ir	quiry				
	Please enti	er a check number to	determine the status of	a Check Issue (.e. Issued, Cano	eled, etc.).		
		Account: 12	234567 - General Accou	nt (change acco	unt)			
		Fr	om	1	o (optional)		1	
	0	Check Number*: 1	1223344		11223344			
				(Please limit rang	ge to 20,000 items)		
		A	dvanced Search Criter	a (apply/remove)			
		Check Issue inquiries a	re available between 6:30 a	m local time zones	and 11:00pm ET.			
	cancel					view		
						and an		

- 5. Enter a beginning check number in the **From** field.
- 6. Enter an ending check number in the **To** field. (Optional)
- 7. To further limit results, under **Advanced Search Criteria**, click **Apply** to show additional fields. (*Optional*)
 - a) Enter a minimum and maximum check amount.
 - b) Utilize the dropdown menus to enter an issue date range.
 - c) Utilize the dropdown menus to enter a paid/post-date range.
 - d) Utilize the dropdown menu to select a status.

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Dashboard	Reporting & Research	Payables	Rece	ivables	FØ	e Sei	rvices	Card Se	ervices	Specia	lized Services
			Chec	k Issue	Inquiry	,					
	Please en	ter a check numbe	er to determine An asterisk (e the status (*) denotes	of a Chec a required	ck Issu d field	ue (i.e. Issued,	Canceled	, etc.),		
		Account:	1234567 - G	ieneral Acc	ount (char	nge a	ccount)				
			From				To (optiona	1)			
		Check Number*:	11223344				11223344				
							(Please lim	it range to	20,000 items)	0	
			Advanced S	earch Crit	eria (appl	y/ <u>rem</u>	ove)				
		Check Amount:	0				5200			I	
		Issue Date:		•	• 🗂	1	•	•	• 🗂	I	
		Paid/Post Date:		•	• 0	1		•	• 0	I	
		Status:	All Check \$	Statuses		٠	<u> </u>				
		Check Issue Inquide	es are available	between 8-3	0 am local t	ime 70	nes and 11:00or	n FT			
		analy issue aidons	and and an and the first of the	Services 612	e en locar e		nes and 11.56b				
	cancel								view		



- 8. Select View.
- 9. A listing of up to 250 checks, including the associated statuses, will be compiled. The items are displayed based upon the services for which you are set up, such as payee name verification.
- 10. If more than 250 results were returned, select **Modify Your Search Criteria** to return to the **Check Issue Inquiry** screen to further limit the results.

)ashboard	Repor	ting & Research	Payab	les Receivables	File Services	Card Services Specialized Services	
		Г		Che	ck Issue Listing	1	
		1	/our search retui earch criteria?	med more than 250 results, o	of which the first 250 ar	e displayed. Would you like to <u>modify your</u> eneral Account	
Check Number	Dollar Amount	Original Issue Date	Paid/Post Date	Status	Sequence Number	Payee Data	Other Data
100046	75,000.00		Jan 04, 20XX	Canceled	12345498	This Field Can go out to seventy five characters in length General Motors Acceptance Corporation of America Incorporat	Annual Bonus
100097	1142.00	Jan 04, 20XX		Issued	12345356		Weekly Payroll
100034	1,345.00		Jan 04, 20XX	Paid No Issue	12345699		Utility Bill
100097	168.34	Jan 04, 20XX		Forced Paid eCheck	2000004 02833395		Elect Util
100034	398.00		Jan 04, 20XX	Paid No Issue eCheck	2000004 02833395		Water Util
100398	5,500.00	Jan 02, 20XX	Jan 05, 20XX	Matched			Building Rent
100029	24,400.00	Jan 02, 20XX	Jan 03, 20XX	Issued and Stopped	12345678		Telecommunication Services
100033	285.00	Jan 03, 20XX	Jan 03, 20XX	Issued and Canceled	12345729		Parking Expense
100022	1,345.00		Jan 04, 20XX	Stopped	12345666		Maintenance Fees
100364	3,540.00		Jan 02, 20XX	Canceled and Stopped			Facility Rent
100052	15,000.00	Jan 02, 20XX	Jan 04, 20XX	Issued, Stopped, and Canceled	12345678		Expense Allowance
	105.00		Jan 04: 20XX	Forced Daid	12345720		Office Supplies

10. From the **Check Issue Listing** screen, you can return to the Account Reconcilement page by selecting **Main Page** or search for another check(s) by selecting **Perform Another Inquiry**.



3.2 Adding a Check Issue Record

1. Select Check Issue Maintenance from the Account Reconcilement page.

KeyNavi	gator ⁻ KeyBank	0 n		Message	Center 🔞 Supp	ort 🔅 Administration	🕞 Logout
Dashboard	Reporting & Research	Payables	Receivables	File Services	Card Services	Specialized Services	
Account Re	concilement			ARP Res	ources	1.000	
Account Reco	ncilement (ARP) Reports		>	KeyNavigato clients recon	r has various account cile their account:	reconcilement (ARP) reports a	vailable to help
Check Issue I	Maintenance		>	Check Depor	k Reconcilation		
Check Issue I	History		>	Daily Corpo	Reports & Audit List prate Banking Statem	ing ent	
				Learn More	>		

- 2. Use the dropdown menu to select the appropriate account from which the new check has been issued.
- 3. Choose Add Check Issue Record from the available selections. Select Next.

KeyNavigator⁻ KeyBank � - -				Message Ci	enter 🔞 Suppo	rt 🔅 Administration	🗭 Logout
Dashboard	Reporting & Research	Payables	Receivables	File Services	Card Services	Specialized Services	
			Check Issue Please select an Account Account:	Maintenance and Service Option to	o view.		
			Service Option:	 Inquire - Check Add - Check Is Cancel - Check 	k Issue Record sue Record k Issue Record		
	cancel					next	



4. **Manual** - Input the check number(s), dollar amount(s), and any other pertinent data into the appropriate fields.

		Service Option: Add - Check Issue F Issue Date: Jan 02, 20XX	Record
	Uplo	ad Guide Choose File No file chosen	
Chec	k Number [*]	Dollar Amount [*]	Other Data
1.		0.00	<u>à</u>
2.		0.00	
3.		0.00	
4.		0.00	
5.		0.00	
6.		0.00	
7.		0.00	
8.		0.00	
9.		0.00	
10.		0.00	
	Total:	0.00	
		Issue Date for Add records will be today's date.	
Check	lssue adds are available st	arting at 8:30am local time and must be submitted by '	11:00pm ET (bank business days only).
cancel		add more	next

- 5. Select Add More to input more than 10 adds. (Optional)
 - Total limit is 50
- 6. To delete these Adds, select Cancel. To continue to process, select Next.



4b. **Upload** – to send your formatted CSV check issue file select "**choose file**." File explorer will open to choose the desired file. Once the file is selected and uploads click "next"

		Service Option: Add - Che Issue Date: Jan 02, 2	eck Issue Record 0XX			
	Upload Gu	ide Choose File No file o	chosen			
Check Nur	nber [*]	Dollar Amount [*]	Other Data	Other Data		
1.	0.00		ă.			
2.	0.00					
3.	0.00					
4.	0.00					
5.	0.00					
6.	0.00					
7.	0.00					
8.	0.00					
9.	0.00					
10.	0.00					
	Total: 0.00					
Check Issue a	ls dds are available starting a	ssue Date for Add records will be to at 8:30am local time and must be su) day's date. Jbmitted by 11:00pm ET (bank business days on	ly).		





 Review the information provided on the Add Check Issue Approval screen. To delete the items, select Cancel. To make changes to all or any of the adds, select Edit to return to the Add Check Issue Entry screen and change information. To process the adds, select Accept.

ashboard	Reporting & Research	Payables	Receivables	File Services	Card Services	Specialized Servi	ces	
			Add Check	ssue Approval				
			Account	t: 1234567 - General Aco	ount			
			Service Option	: Add - Check Issue Rec	bord			
			Issue Date	r: Jan 02, 20XX				
	Check	Number	Dollar A	Amount	Other Data			
		100046		75,000.00 Annu	al Bonus			
		100097		405.00 Week	dy Payroll			
		100034		1,345.00 Utility	r Bill			
		100352		5,500.00 Build	ng Rent			
		100001		1,000,000 New ARP System				
		100141		500.00 Ticke	t to vegas			
		105405		100.00 Bank	day out			
		118587		100.00 Gene	ric			
		117684		100.00 Gene	ric			
		121465		100.00 Gene	ric			
		135481		100.00 Gene	ric			
		138875		100.00 Gene	ric			
		145687		100.00 Gene	ric			
		149887		100.00 Gene	ric			
	-	15/684		100.00 Gene	nc			
		105/01		100.00 Gene	nc će			
		179851		100.00 Gene	ric			
		184324		100.00 Gene	ric			
	Tota	d litera e	Total C	ollars				

9. The Add Check Issue Confirmation screen will appear. Any checks that were unable to be added will be highlighted in red and additional information will be provided in the status column. To return to the Account Reconcilement screen, select Main Page. To add more checks, select Perform Another Add."

yNavigator Keyl	Bank 🖓 🛪		Message	Center O Support	Administration	C+ Log
nboard Reporting & Res	earch Payables Rec	eivables File Services	Card Services	Specialized Services		
		Add Check Issue	Confirmation			
		Use browser to prin	t confirmation.			
		Account: 1	234567 - General Account			
		Service Option: A	dd - Check Issue Record			
		Issue Date: J	an 02, 20XX			
Chack Number	Dollar Amount	Other Data			Status	
1000	46 75.00	0.00 Annual Bonus	Rejected	Issue amount disances	Sidius	
1000			with paid	amount		
1000	97 40	5.00 Weekly Payroll	Successfu	4		
1000	134 1,34	5.00 Utility Bill	Rejected	- Previously issued		
1003	52 5,50	0.00 Building Rent	Rejected with stop	- Issue amount disagrees		
1000	01 1,000,00	0.00 New ARP System	Rejected with canc	- Issue amount disagrees el		
1001	41 80	0.00 Ticket to Vegas	Successfu	4		
1054	55 10	0.00 Bank Buy Out	Successfu	d		
1065	40 10	0.00 Generic	Successfu	d .		
1165	87 10	0.00 Generic	Successfu	d.		
1176	84 10	0.00 Generic	Successful	d -		
1214	65 10	0.00 Generic	Successfu	đ		
1354	81 10	0.00 Generic	Successfu	1		
1368	175 10	0.00 Generic	Successfu	d		
1456	87 10	0.00 Generic	Successfu	đ		
1496	87 10	0.00 Generic	Successful	d.		
1576	10	0.00 Generic	Successfu	1		
1687	51 10	0.00 Generic	Successfu	d		
1756	84 10	0.00 Generic	Successfu	4		
1798	51 10	0.00 Generic	Successfu	đ		
1843	124 10	0.00 Generic	Successfu	1		
Total Successful	Total Dollars					
Total Rejected	Total Dollars					

10. If an error is detected after selecting **Accept**, contact the ARP team at <u>ARP Transmissions@KeyBank.com</u> or Commercial Banking Services at 800-821-2829.



3.3 Cancelling a check issue record

1. Select **Check Issue Maintenance** from the Account Reconcilement page.

KeyNavi	gator ⁻ KeyBank	🔀 Message Center 💧 💩 Support							
Dashboard	Reporting & Research	Payables	Receivables	File Services	Card Servic	es	Specialized Services		
Account Re	concilement			ARP Res	ources				
Account Reco	Account Reconcilement (ARP) Reports			KeyNavigator has various account reconcilement (ARP) reports available to help clients reconcile their account:					
Check Issue M	Maintenance		>	Check Deport	k Reconcilation				
Check Issue H	listory		>	Daily Corpo	Reports & Aud prate Banking !	it Listing statement			
				Learn More	>				

- 2. Use the dropdown menu to select the appropriate account from which the new check has been issued.
- 3. Choose Cancel Check Issue Record from the available selections. Select Next.

KeyNavigator" KeyBank 🖓 🛪				Message Center	r 🙆 Support	rt 🔅 Administration 🚺 Logo		
Dashboard	Reporting & Research	Payables	Receivables	File Services	Card Services	Specialized Services		
			Check Issue Please select an Account o Account:	Maintenance and Service Option to vi	ew.			
			Service Option:	 Inquire - Check Is Add - Check Issu Cancel - Check Is 	isue Record e Record ssue Record			
	cancel		<u>.</u>			next		



 Input the check number(s), dollar amount(s), and any other pertinent data into the appropriate fields. You may also use a plain CSV file to populate the entry screen. Click the "Upload Guide" button and review the instructions to format the CSV file to use to populate the entry screen. Select Add More to input more than 10 cancels. (Optional)

KeyNavi	gator® KeyBan	k 🗘 🔐	🔀 Message C	enter 🙆 Suppor	t 🗘 Administ	tration 🕞 Logout
Dashboard	Reporting & Research	Payables	Receivables	File Services	Card Services	Specialized Services
		(Cancel Check Iss	ue Entry		
		Ar	n asterisk (*) denotes a r	equired field.		
			Account: 12345	67 - General Account (<u>cha</u>	ng <u>e account</u>)	
			Service Option: Cance	el - Check Issue Record		
			Cancel Date: Jan 0.	2, 20XX		
		Upload Gui	de Choose File No f	ile chosen		
	Check Numb	per*	Dollar Amount*	Re	ason	
	1.	0.00				
	2.	0.00				
	3.	0.00				
	4.	0.00				
	D.	0.00				
	o.	0.00				
	<i>i</i> .	0.00				
	8.	0.00				
	9.	0.00				
	10.	0.00				
		lotal 0.00				
	Check Issue cano	cels are available starting a	t 8:30am local time and mus	be submitted by 11:00pm ET (b	ank business days only).	
	cancel		add more		next	

4. To delete these cancels, select Cancel. To continue to process, select Next.



 Review the information provided on the Cancel Check Issue Approval screen. To delete the items, select Cancel. To make changes to all or any of the cancels, select Edit to return to the Cancel Check Issue Entry screen. To process the cancels, select Accept.

KeyNavig	gator ⁻ KeyBank <	7 .	Message	Center 👌 Suppo	ort 🔅 Administ	tration 🕞 Logout				
Dashboard	Reporting & Research	Payables	Receivables	File Services	Card Services	Specialized Services				
		Canc	el Check Issue	Approval						
			Account: 1234	567 - General Account						
		Service Option: Cancel - Check Issue Record								
			ancel Date: Jan 0	2, 20XX						
	Check	Number	Dollar Amount Re							
		10004	5	75,000.0	00					
		10009	7	405.0	00					
	-	10003-	4	1,345.0	00					
		10035.	2	5,500.0	00					
	Total	ltems	Т							
	cancel		edit		accept					



8. The **Cancel Check Issue Confirmation** screen will appear. Any checks that were unable to be cancelled will be highlighted in red and additional information will be provided in the status column. To return to the Account Management screen, select **Main Page**. To cancel more checks, select **Perform Another Cancel**.

KeyNavig	gator ⁻ KeyBank <	7		Message Center	💩 Supp	ort 🔅 Administr	ration 🚺 🗭 Logout
Dashboard	Reporting & Research	Payables	Recei	vables File	Services	Card Services	Specialized Services
		Canc	el Chec	k Issue Confirm	ation		
			Acce	ount: 1234567 - Gen	eral Account		
		s	ervice Op	tion: Cancel - Check	Issue Record		
			Cancel	Date: Jan 02, 20XX			
	Check Number	Dollar Amount	Reason		Status		
	100046	75,000.00		Successful			
	100097	405.00		Rejected - Cancel a	mount disagree	s with issue	
	100034	1,345.00		Rejected - Item pres	viously paid		
	100352	5,500.00		Rejected - Item pres	viously stopped		
	100382	7,500.00		Rejected - Item pres	viously cancele	d	
	Total Successful	Total Dollars					
	Total Rejected	Total Dollars					
	4	14,050.00					
	main page					perform another cance	4



4. Check Issue History

The **Check Issue History** provides a listing of adds and cancels entered via KeyNavigator, along with their status, the time/date of entry and the user that created the entry.



NOTE: Checks that were added or cancelled via other means, such as faxing a request to the ARP department, will <u>not</u> appear on the Check Issue History.

- 4.1 To access the check history listing
- 1. Select **Check Issue History** from the Account Reconcilement page.

Dashboard	Reporting & Research	Payables	Receivables	File Services	Card Services	Specialized Services	
ccount Re	concilement			ARP Res	ources		
Account Reco	ncilement (ARP) Reports		>	KeyNavigato clients recon	r has various account cile their account:	reconcilement (ARP) reports av	ailable to help
Check Issue I	Maintenance		>	Check Dependence	k Reconcilation		
Check Issue I	History		>	Depo Daily Correct	Reports & Audit List	ting	

2. Use the dropdown menu to select the appropriate account from which the new check has been issued. Click **Next**.

KeyNavig	gator ⁻ KeyBank <	<u></u>	Message	Center 🙆	Support 🔅 Admini	stration 🕞 Logout
Dashboard	Reporting & Research	Payables	Receivables	File Service	s Card Services	Specialized Services
		Che	ck Issue History A	Account Filter		
			Please select an acco	unt to view.		
		This report	will show only items ente	red via the KTT cha	annel.	
		Account:	None Selected	•		
			None Selected			
	cancel		1234567 - General Acco	ount	nex	
			3456789 - Tax Account	an		
			4567890 - Pension Acc	ount		
			5678901 - Tax Account			
			0789012 - Tax Account			



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			This repo	Check	Issu	e Histor	y Filter	r KTT channel				
			Account:	1234567 -	Gener	al Account	(change	account)				
		Check Number Dollar Amount		From				To (optional)				
				0				11223344				
								5200				
		Iss	ue/Cancel Date:	Jan 🔻	1 •	20XX •	0	Jan 🔻	2 🔻 20	xx 🔹 🗂		
				Advanced	Rese	arch Criter	ia (apply	/remove)				
										_		
		cancel			do	wnload				view		

- 3. Enter a beginning check number in the **From** field.
- 4. Enter an ending check number in the **To** field. (Optional)
- 5. Enter a minimum and maximum dollar amount.
- 6. Utilize the dropdown menus to enter an issue/cancel date range.
- 7. To further limit results, choose to **Apply** advanced search criteria to show additional fields. (*Optional*)

a. Input payee data included on the entry.b. Input other data included on the entry.

 Select Cancel to return to the Check Issue History Account Filter screen. Select Download to obtain the listing in an Excel format. Select View to display the results.



10. If View is selected, the Check Issue History Listing will be displayed. You can sort results by column heading by clicking on the up and down arrows. You can also limit results further by clicking on the Filter button to return to the Check Issue History Filter screen and apply additional parameters. Selecting Unfilter will return you to the original results. Results can also be downloaded and saved by selecting Download. To return to the Account Reconcilement page, select Main Page.

KeyNavigator KeyBank 🖓 🛪					Message Center 🔞			Support	🔅 Administra	tion 🗭 Logout
Dashboa	rd Rep	orting & Rese	arch Pay	ables	Receivab	les Fi	le Services	Car	rd Services S	pecialized Services
				(Check Is	sue Histor	У			
			Aci	count Number: 1	2345678 -	General Accou	nt (<u>change acc</u>	ount)		
		filter	unfilter	download						
Service Option	Check Number	Dollar Amount	Issue/Cancel Date	Time Entered	Payee Data	Other Data	User Name	Reason	Status	
Add	100046	\$75,000.00	Jan 02, 20XX	1:23 PM EST		Annual Bonus	Ned Spielman		Successful	
Add	100047	\$787,000.00	Jan 02, 20XX	1:23PM EST			Ned Spielman		Rejected - Issue amount disagrees with paid a	
Add	100054	\$65,000.00	Jan 03, 20XX	1:23 PM EST			Ned Spielman		Rejected - Previously	issued
Add	100067	\$75,555.00	Jan 02, 20XX	1:23 PM EST					Rejected - Issue Amount disagrees with stop	
Add	100076	\$95,070.00	Jan 02, 20XX	1:23 PM EST					Rejected - Issue amo	unt disagrees with cancel
Cancel	100097	\$405.00	Jan 02, 20XX	1:23 PM EST					Successful	
Cancel	100100	\$1,505.00	Jan 02, 20XX	1:23 PM EST					Rejected - Cancel amount disagrees with issu amount	
Cancel	100145	\$23,785.00	Jan 02, 20XX	1:23 PM EST					Rejected - Item previo	ously paid
Cancel	100160	\$450,000.00	Jan 02, 20XX	1:23 PM EST				Duplicate	Rejected - Item previo	ously stopped
Cancel	100300	\$405,000,00	Jan 02 20XX	1:23 PM EST				Lost	Rejected - Item previo	ously canceled

5. Glossary of terms

ARP – Account Reconcilement Plan – the name of the reconciliation service Key offers.

Cancel – A request that is made by you to remove a check issue from the outstanding balance (full reconcilement only). It should only be used for a check that is in your possession.

Duplicated Paid – A check is currently being presented that was paid previously.

Issue - Data you provide related to checks issued from your Key account.

Key-KeyBank.

PNI – Paid No Issue. An item that has paid but no issue information was provided in the data file.

Sequence # – An eight-digit number listed on your Reconcilement Report for every paid check, which is Key's internal ID number assigned to each check.

Void – See the definition of cancel.