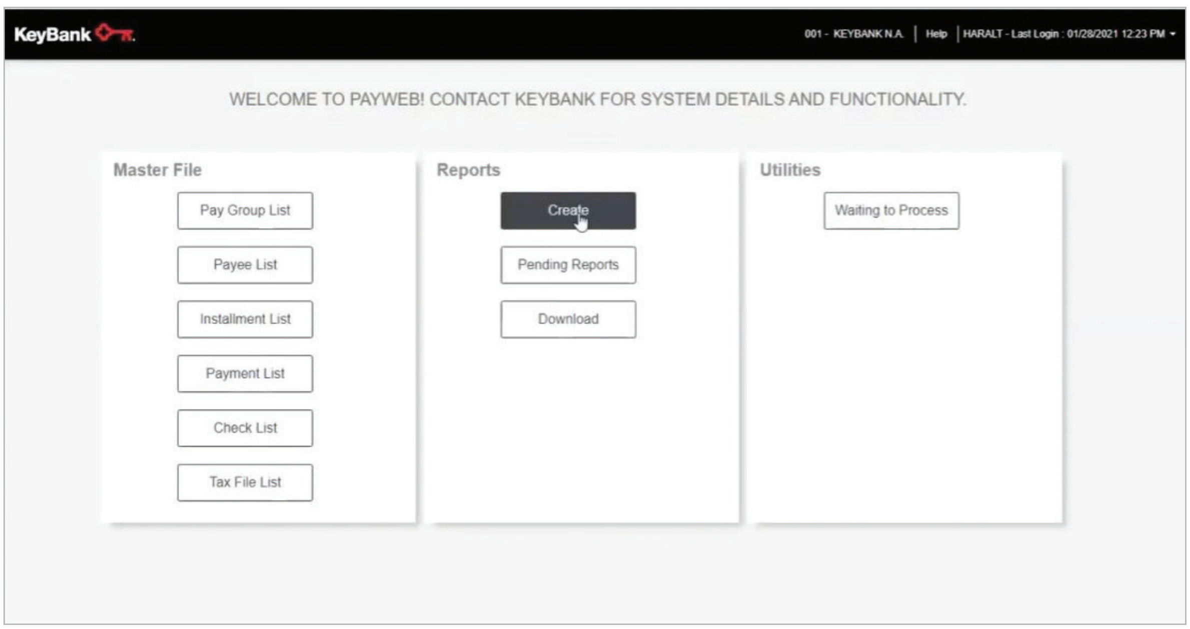
Institutional Advisors

PayeeWeb Quick Reference Guide – Create and Download Reports

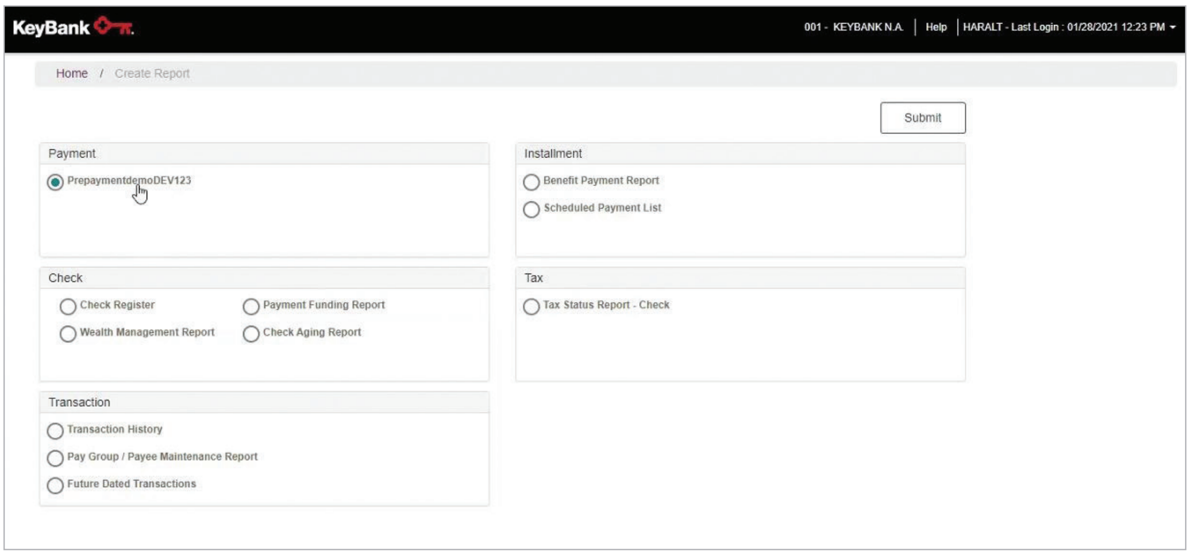
This quick reference guide is designed to walk you through the accessing and downloading of reports from the PayeeWeb portal.

Creating Reports

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



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

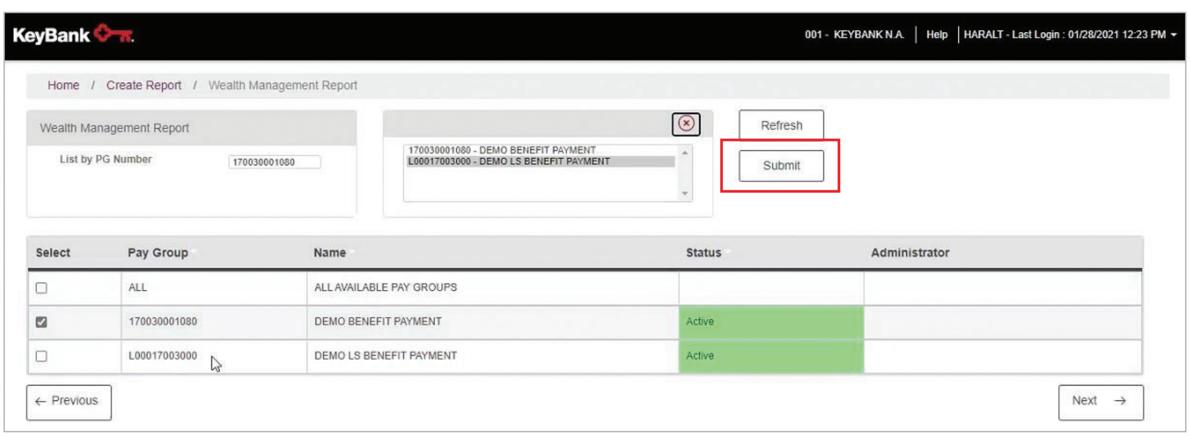


On-Demand Reports (Run 3 times a day: 10:00 a.m., 1:00 p.m., and 4:00 p.m., ET)

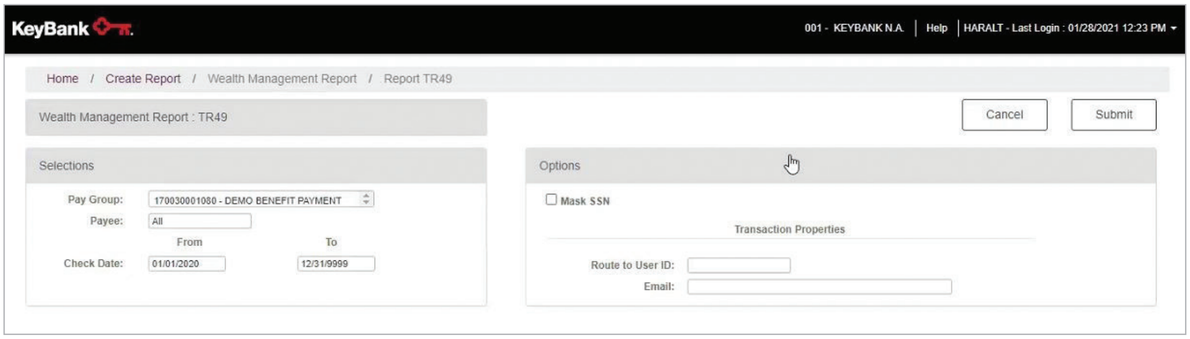
(On-Demand and Cycle 7) **Prepayment Register (TR20)**	The TR20 Prepayment register is used to balance and review pending payments prior to producing checks.
(On-Demand and Cycle 8) **Check Register (TR25)**	The TR25 Check Register is used to balance Trust Accounting Systems, Tax Deposits, and other Withholding Payments. Year-to-date Check Totals are also provided.
(On-Demand) **Payment Funding Report (TR41)**	The TR41 Forecast Change Report produces an installment change only report. The difference between the TR40 and TR41 are as follows: • The TR41 only reports changes in the month requested. • The TR41 reports the future-dated changes from the Pending Transaction file.
(On-Demand and Cycle 8) **Wealth Management Report (TR49)**	The TR49 Wealth Management Report provides information on checks/EFTs and a payee's associated data, showing start/stop/last paid dates with installment and year-to-date amounts.

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

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

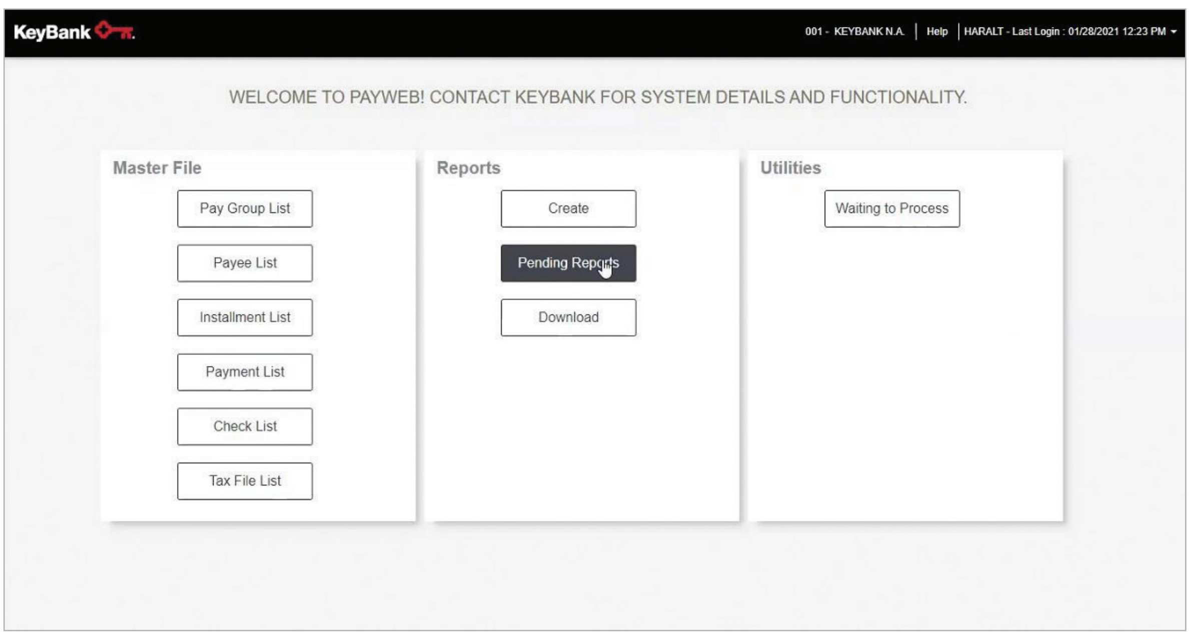


5. Locate **Selections** and enter the check dates you want covered in the report. Under **Options**, you can elect to mask Social Security numbers and if you want to **receive an email notification** when the report is available, enter your email address. Then select **Submit**.



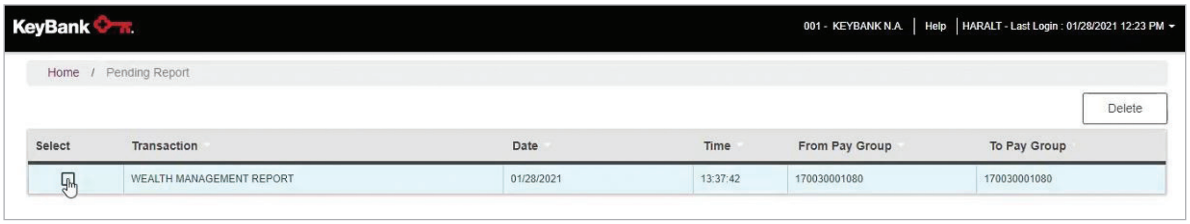
View Pending Reports

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



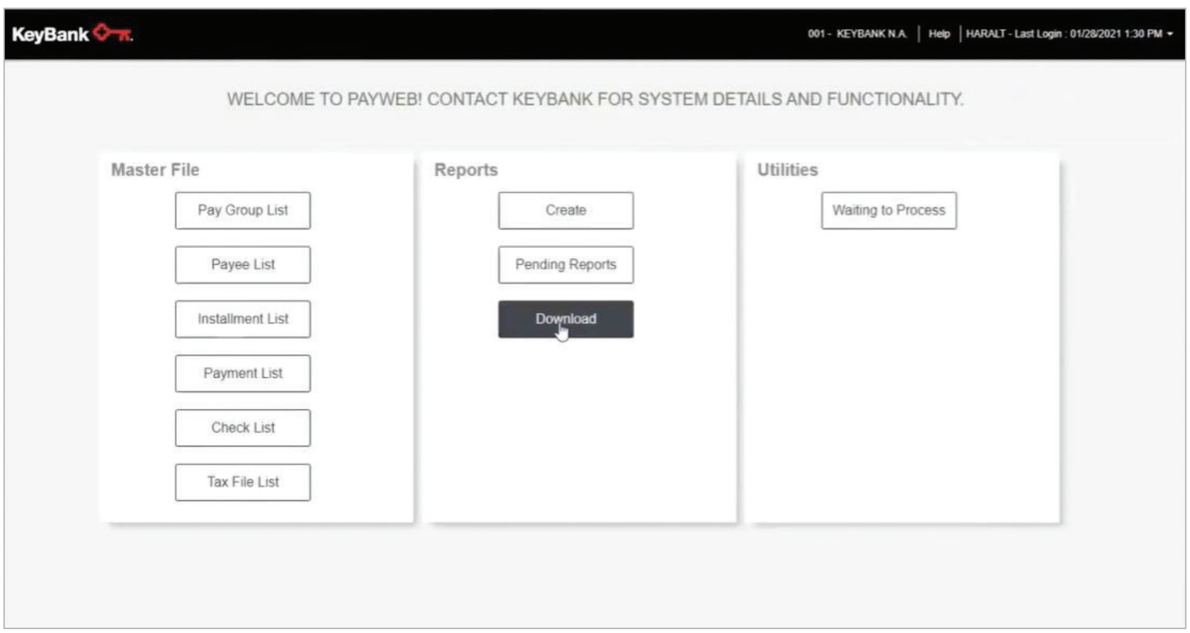
7. You will see a list of any pending reports. If you want to delete a pending report before it is run, click the checkbox under the **Select** column to select the report you want to delete and click the **Delete** button to remove the report. Once a report has generated, it will automatically drop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

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



Downloading Reports

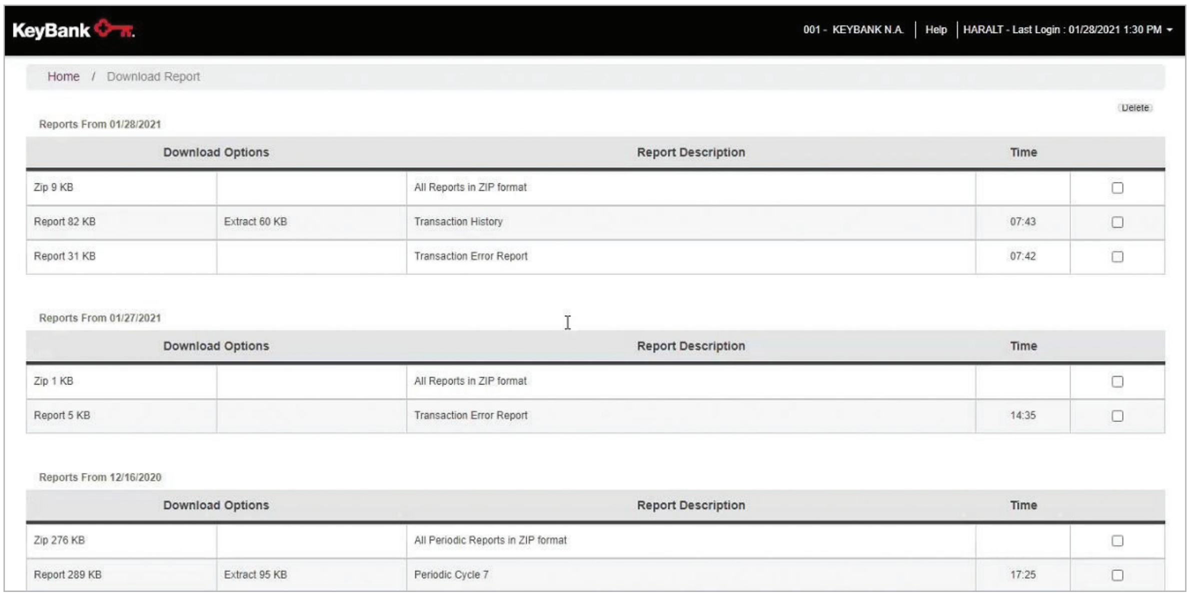
8. From the portal home page, click on **Download** listed at the bottom of the Reports section.



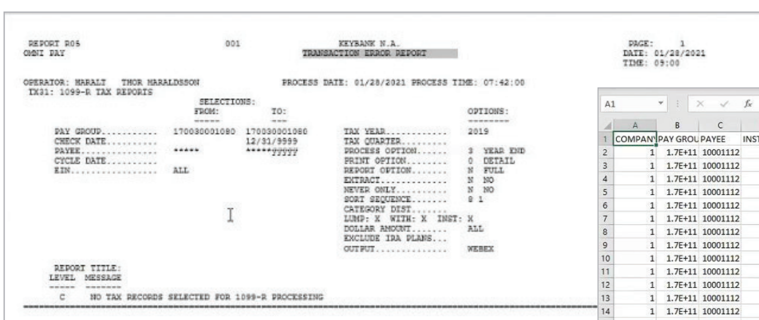
9. The **Download Report** screen shows reports that have run and are available for downloading – both on-demand reports and monthly report package reports. The reports are available in Word Document (.doc) or Excel Worksheet (.xls) formats. A complete report package can be downloaded in compressed zip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

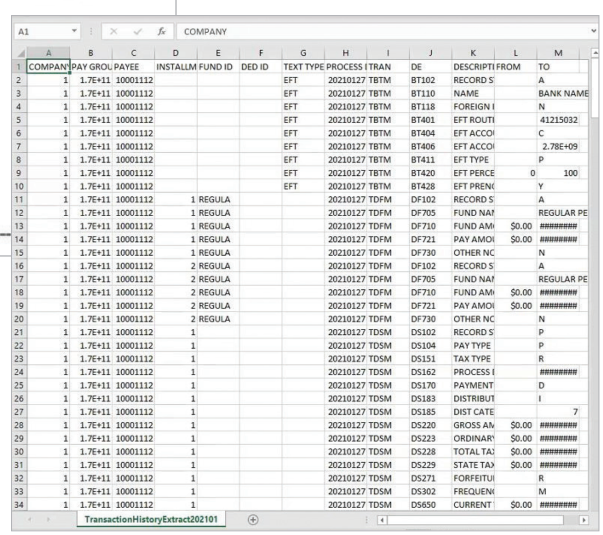
To download a report in a Word format, click the **Report** link under the **Download Options** column. To download a report in an Excel format, click the **Extract** link under the **Download Options** column.

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



10. View your reports within Microsoft Word or Excel.





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

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

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

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

(Cycle 8) **Address Change Report (TR12)**	The TR12 Address Change Report shows current addresses for payees with recent address changes.
(Cycle 8 and On-Demand) **Check Register (TR25)**	The TR25 Check Register is used to balance Trust Accounting Systems, Tax Deposits, and other Withholding Payments. Year-to-date Check Totals are also provided.
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For more information or for a complete walk-through, contact your KeyBank Institutional Advisors Relationship Management Team.

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

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