



# KeyNavigator<sup>®</sup> Transactions View

User Guide

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# Introduction

The KeyNavigator Transactions Report is designed to enhance your Information Reporting experience with improved data access and usability. This guide provides a quick overview of key features, navigation steps, search and filter options, and saved reports.

## Key features

- Enhanced transaction details and check images within the report.
- Two years of transaction history (previously limited to 180 days).
- Improved search and filter capabilities.
- View transactions across all accounts with ability to break down at the account level.

Information Reporting / Transactions

Transactions

Report Date Sep 24, 2025 Report generated on Sep 25, 2025 at 9:01 AM ET Saved Reports ▾

Previous Day ▾ All Accounts ▾ All Transaction Types ▾ All Amounts ▾ Get Transactions Save Reset

Enter text to filter list clear All Types 18 Items found Show All Details Export ▾

Date	Account Name	Account #	Type	Description	Amount	Detail
09/24/2025	Sample Bank 1	1234	Incoming Money Transfer	WIRE DEPOSIT	\$12,345.67	+
09/24/2025	Sample Bank 1	1234	Preauthorized ACH Credit	Sample ACH Description	\$12,345.67	+
09/24/2025	Sample Bank 2	123456	Outgoing Money Transfer	INTERNAT WIRE NO.XX, 1234	-\$1,234.56	+
09/24/2025	Sample Bank 2	123456	Book Transfer Debit	TRF TO DDA 111111111111 1234	-\$321,123.45	
09/24/2025	Sample Bank 2	123456	Real Time Payment Debit	RTP SENT US111111111111	-\$123,000.00	+
09/24/2025	Sample Bank 3	654321	Check Paid	CHECK # 123456	-\$1.23	>
09/24/2025	Sample Bank 5	526951	Individual Loan Payment	COMMERCIAL LOAN PAYMENT	-\$12,345.67	
09/24/2025	Sample Bank 5	526951	ZBA Debit	FUNDS TRANSFER TO DDAACCOUNT 123456789	-\$12,345.67	

# Navigation steps

1. Select **Information Reporting** from the **Reporting & Research** dropdown menu.
2. Select **Transactions** from the Standard Reports menu under Previous Day.
3. The default view will show all Previous Day Transactions across all accounts unless customized.
4. Click anywhere in the transaction row to view expanded details.

Transactions

Report Date Sep 24, 2025 Report generated on Sep 25, 2025 at 9:01 AM ET Saved Reports ▾

Previous Day ▾ All Accounts ▾ All Transaction Types ▾ All Amounts ▾ Get Transactions Save Reset

Enter text to filter list  clear All Types ▾ 18 items found Show All Details Export ▾

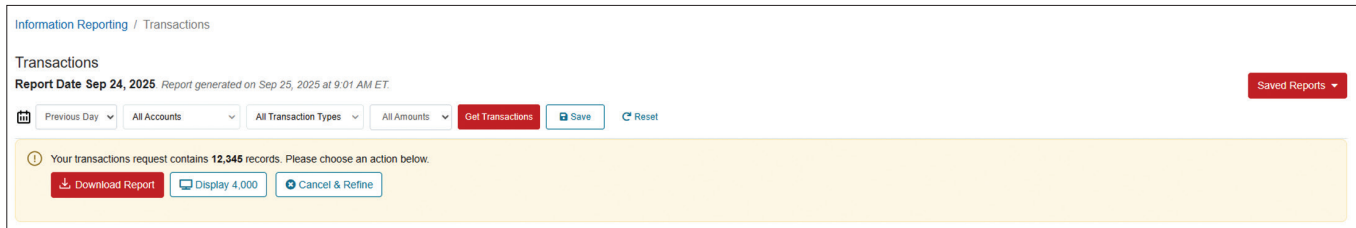
Date	Account Name	Account #	Type	Description	Amount	Detail
09/24/2025	Sample Bank 1	1234	Incoming Money Transfer	WIRE DEPOSIT	\$12,345.67	-

<b>Originator Information</b> Originator Name: Sample Originator	<b>Credit Information</b> Originating Bank Credit BIC: XXXXXX Credit Transaction Currency Code: USD	<b>Transaction Reference Information</b> Transaction ID: USXXXXXXXXXX Federal Reference Number: XXXXXXXXXXXXXXXX
<b>Beneficiary Information</b> Beneficiary Name: Sample Beneficiary Beneficiary Account Number: 123456789	<b>Ultimate Creditor Information</b> Ultimate Creditor Name: Sample Ultimate Creditor Name Ultimate Creditor Account Number: 123456789	<b>Wire Type: DOM</b> Initiating System Code: Sample System Code Remittance Information: Sample Remittance Information
	<b>Debit Information</b> Originating Bank Debit BIC: XXXXXXXX Debit Transaction Currency Code: USD	<b>Bank To Bank Memo: Sample Bank to Bank Memo</b>

# Transactions report limits

The Transactions report can only display 4,000 records in KeyNavigator. When Transactions requests return more than 4,000 records, the total number of transactions will display and you will be prompted to:

- Download all transactions as a CSV file.
- Display the first 4,000 transactions.
- Cancel and refine your Search.



The screenshot shows the 'Transactions' report interface. At the top, it says 'Information Reporting / Transactions'. Below that, 'Transactions' is displayed. The 'Report Date' is 'Sep 24, 2025', with a note 'Report generated on Sep 25, 2025 at 9:01 AM ET'. There is a 'Saved Reports' dropdown menu on the right. The main navigation area includes 'Previous Day', 'All Accounts', 'All Transaction Types', 'All Amounts', 'Get Transactions', 'Save', and 'Reset'. A yellow warning box contains the message: 'Your transactions request contains 12,345 records. Please choose an action below.' Below this message are three buttons: 'Download Report', 'Display 4,000', and 'Cancel & Refine'.

# Search and filter options

## Search by Date

Use **Previous Day** or **Custom Date** to select a date range (up to two years).

## Search by Account

Choose specific accounts from the **All Accounts** dropdown.

## Search by Transaction Type

Search by type or select **Credits Only/Debits Only**.

## Search by Amount

Use **All Amounts**, **Exactly**, or **Between** to specify an amount range.

## Filter by Text

Use the filter bar to search for exact text within loaded transactions.

## Filter by Type

Select transaction types from the **All Types** dropdown.

## Reset

To Reset your search, select the **Reset** button.

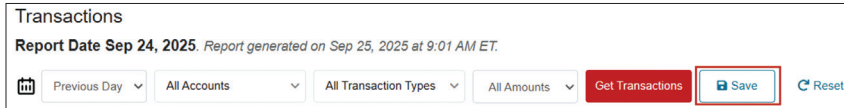
The screenshot shows the 'Transactions' view interface. At the top left, there is a breadcrumb 'Information Reporting / Transactions'. Below this, the title 'Transactions' is displayed. A 'Report Date' of 'Sep 24, 2025' is shown, with a note that the report was generated on 'Sep 25, 2025 at 9:01 AM ET'. On the right side, there is a 'Saved Reports' dropdown menu. The main search and filter bar contains several elements: a 'Previous Day' button, an 'All Accounts' dropdown menu, an 'All Transaction Types' dropdown menu, an 'All Amounts' dropdown menu, a 'Get Transactions' button, a 'Save' button, and a 'Reset' button.

# Saved Reports

You can save a Custom Report to preserve specific search criteria you've used, such as filtering by certain accounts or transaction types, for easy reuse later. Additionally, you can set a Primary View so that your saved Custom Report loads by default when accessing Transactions, rather than displaying all transactions across all accounts.

## Saving a Custom Report

- Select the search criteria you want for your Saved Report.
- Select the **Save** icon next to the search options.



- Enter the **Report Name** and **Save**.

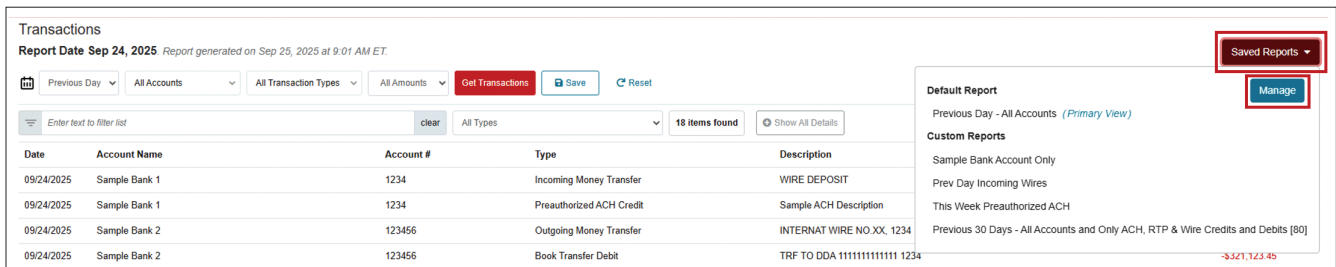


## Open a Saved Report

- Select **Saved Reports** in the upper right corner of the report.
- Select the Saved Report you want to view.

## Manage your Saved Reports

- Select **Saved Reports** in the upper right corner of the report.
- Select **Manage**.
- Here, you can set your Primary Report, edit Report Names, or delete a Saved Report.



# Saved Reports







Your primary report is what you will see every time you open Transactions.

## To set a Primary Report

- Select **Saved Reports** and **Manage**.
- Find the row of the Custom Report you want to make your primary, and then select the **Edit** icon under the **Actions** column.
- Select the checkbox under the **Primary** column.
- Select the green check under the **Actions** column to save the change.
- Click the **Close** button.

Manage Saved Reports

Enter text to filter list Clear 3 items found

Primary	Report Name	Date Updated	Actions
<input checked="" type="checkbox"/>	Previous Day - All Accounts	System Generated	N/A
<input type="checkbox"/>	Prev Day Incoming Wires	06/05/2025	 
<input type="checkbox"/>	This Week Preauthorized ACH	06/12/2025	 
<input type="checkbox"/>	Previous 30 Days - All Accounts and Only ACH, RTP & Wire Credits and Debits [80]	06/12/2025	 

\*You'll see the primary report every time you open Transactions.

Close

## Edit the name of a Saved Report

- Select **Saved Reports** and **Manage**.
- Find the row of the Custom Report you want to edit the name of and click the **Edit** icon.
- Make edits and select the green check icon to save the change.
- Click the **Close** button.

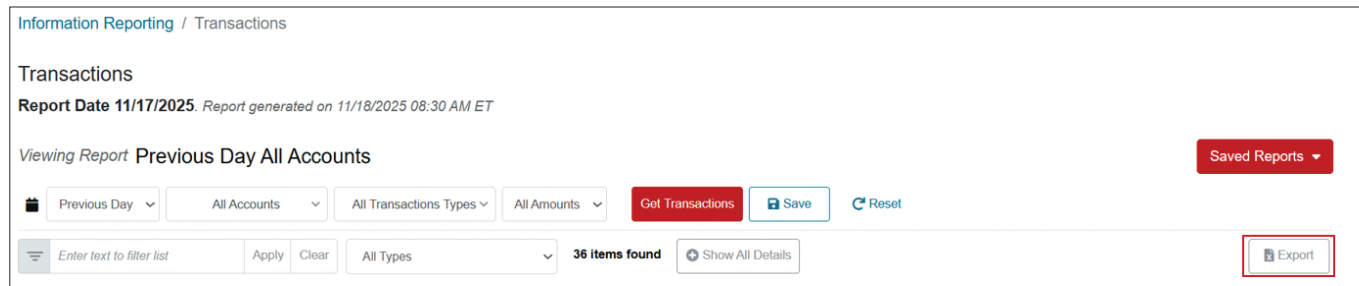
## Deleting a Saved Report

- Select **Saved Reports** and **Manage**.
- Find the row of the Custom Report you want to delete.
- Select the **Delete** icon from the **Actions** column.
- Select the **OK** button to confirm delete.
- Click the **Close** button.

# Exporting

## To export your Transactions Report

- Select the search criteria for what you want included in the exported report.
- Select the **Export** button from the upper right corner of the report.



The screenshot shows the 'Transactions' report interface. At the top, it says 'Information Reporting / Transactions'. Below that, 'Transactions' is displayed, followed by 'Report Date 11/17/2025. Report generated on 11/18/2025 08:30 AM ET'. There are navigation options: 'Viewing Report', 'Previous Day', and 'All Accounts'. A 'Saved Reports' dropdown menu is in the top right. Below these are filters: 'Previous Day', 'All Accounts', 'All Transactions Types', and 'All Amounts'. Action buttons include 'Get Transactions', 'Save', and 'Reset'. At the bottom, there is a search bar with 'Enter text to filter list', 'Apply', 'Clear', and a dropdown for 'All Types'. It shows '36 items found' and a 'Show All Details' button. The 'Export' button is highlighted with a red box.

