KeyNavigator® Wire and RTP Activity Report

User Guide

KeyBank

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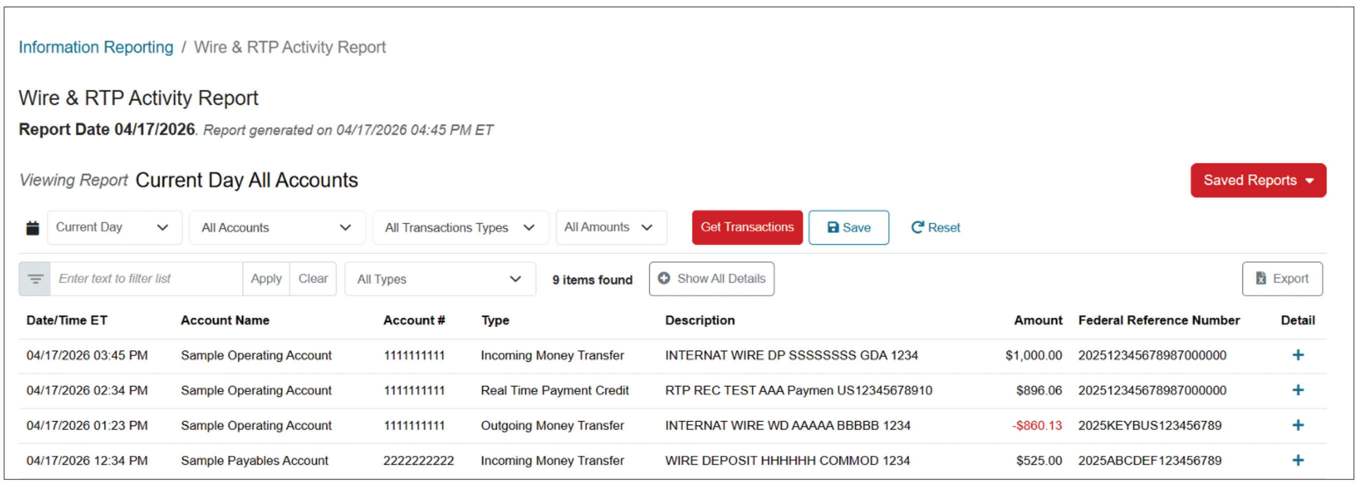
Introduction

The Wire & RTP Activity Report in KeyNavigator provides real-time details on incoming and outgoing wire and Real-Time Payments (RTP) transactions across your entitled accounts. Information provided includes date/time the wire or RTP was sent/received, account number/name, transaction description, amount, and other reference details included in the transaction.

This guide explains navigation, core features, search and filter capabilities, saving custom reports, exporting, and common troubleshooting steps.

Key Features

- Enhanced details of wire and RTP transactions.
- Improved search and filter capabilities.
- View wire and RTP transaction details across all accounts, with ability to break down at the account level.
- Save filters as a Custom Report and set a Primary Report to load by default.



Navigation Steps

1. Select **Information Reporting** from the **Reporting & Research** dropdown menu.
2. Under Other Reports, select **Wire & RTP Activity Report**.
3. The default view will show all Current Day wire & RTP transactions across all accounts unless customized.
4. Click anywhere in the transaction row to view expanded details.

Date/Time ET	Account Name	Account #	Type	Description	Amount	Federal Reference Number	Detail
04/17/2026 03:45 PM	Sample Operating Account	1111111111	Incoming Money Transfer	INTERNAT WIRE DP SSSSSSSS GDA 1234	$1,000.00	202512345678987000000	–

Orginator Information
Originator Name: Sample Originator Bank

Beneficiary Information
Beneficiary Name: THE SAMPLE BANK FOUNDATION
Beneficiary Account Number: 777777777

Credit Information
Originating Bank Credit BIC: KEYBUS33
Credit Transaction Currency Code: USD

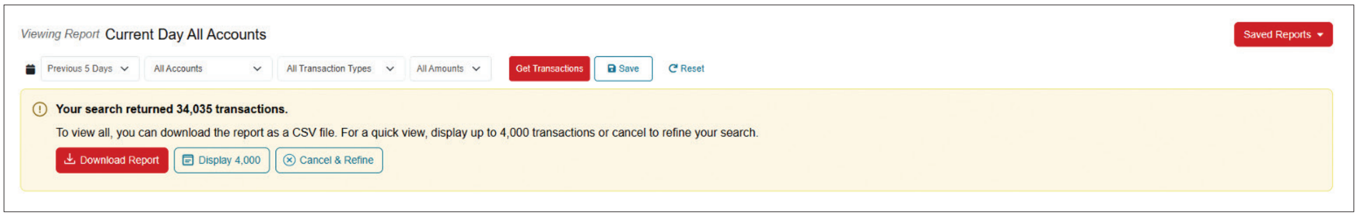
Debit Information
Originating Bank Debit BIC: ABCDEFG
Debit Transaction Currency Code: USD

Transaction Reference Information
Transaction ID: US25123456789
Federal Reference Number: 202512345678987000000
Wire Type: DOM
Initiating System Code: FRB INITIATED
Remittance Information: INVOICE 1234,5678 (123456)

Wire and RTP Activity Limits

The Wire & RTP Activity Report can only display 4,000 records in KeyNavigator. When search requests return more than 4,000 records, the total number of transactions will display, and you will be prompted to choose one of the following options:

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



Search and Filter Options

Search by Date
Use **Current Day**, **Previous Day**, or **Custom Date** to select a date range (up to 180 days)

▶ **Note:** In this report, Previous Day represents the previous calendar day, not the previous business day.

Search by Account
Choose specific accounts from the 'All Accounts' dropdown.

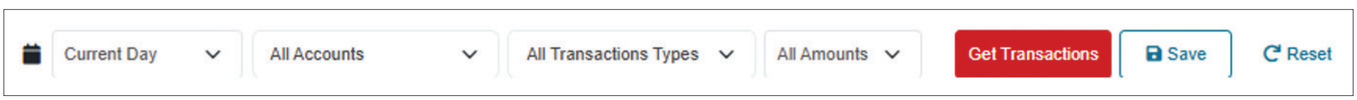
Search by Transaction Type
Search by type or select **Credits Only**/**Debits Only**.

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.

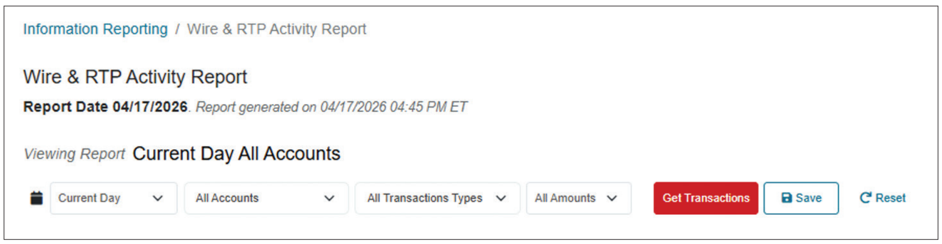


Saved Reports

You can save a Custom Report to preserve specific search criteria you've used, such as searching 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 this report, 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.



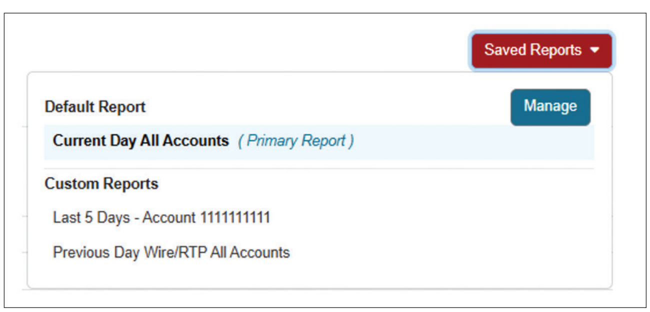
- Enter the Report Name and click **Save**.

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.

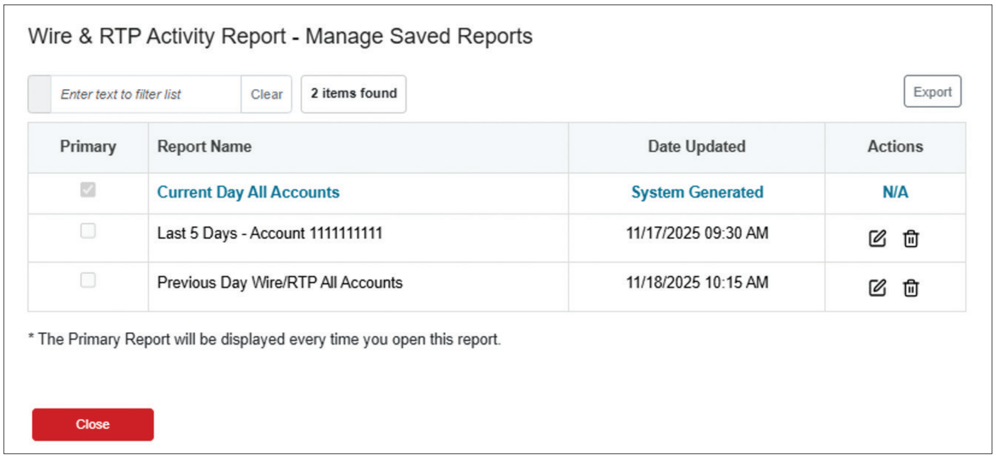


Saved Reports

Your primary report is what you will see every time you open the Wire & RTP Activity Report.

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.



Edit the name of a Saved Report

- Select **Saved Reports** and then select **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 Wire & RTP Activity 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.

▶ **Note:** You can only export CSV directly from the Wire & RTP page. If you need a PDF, you can print the page to PDF using your web browser.

To Print to PDF with:

Google Chrome (Windows/macOS)

- Open the report page you want to save.
- Press **Ctrl + P (Windows)** or **⌘+ P (Mac)**.
- In Destination, choose **Save as PDF**.
- Click **Save**, then choose where to save the file.

Microsoft Edge (Windows/macOS)

- Open the report page.
- Press **Ctrl + P (Windows)** or **⌘ + P (Mac)**.
- In Printer, select **Save as PDF**.
  (or **Microsoft Print to PDF** on Windows).
- Click **Save** and choose a location to save the file.

Firefox (Windows/macOS)

- Open the report page.
- Press **Ctrl + P (Windows)** or **⌘ + P (Mac)**.
- In Destination/Printer, select **Save to PDF**.
- If you don't see it on Windows, choose **Microsoft Print to PDF**.
- Click **Save** and choose a location to save the file.

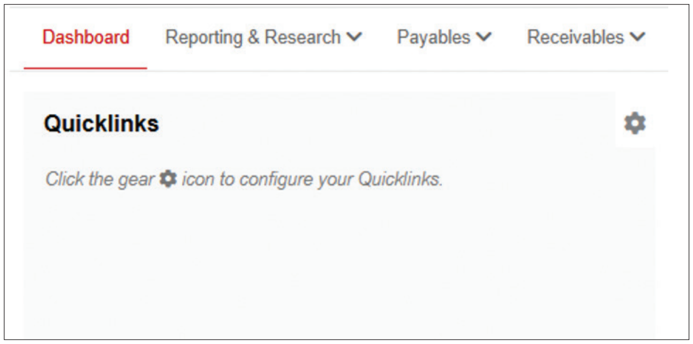
Apple Safari (macOS)

- Open the report page.
- Go to **File** → **Export as PDF**
  or
  File → **Print (⌘ + P)** → **PDF** (bottom left) → **Save as PDF**.
- Choose a location to save the file.

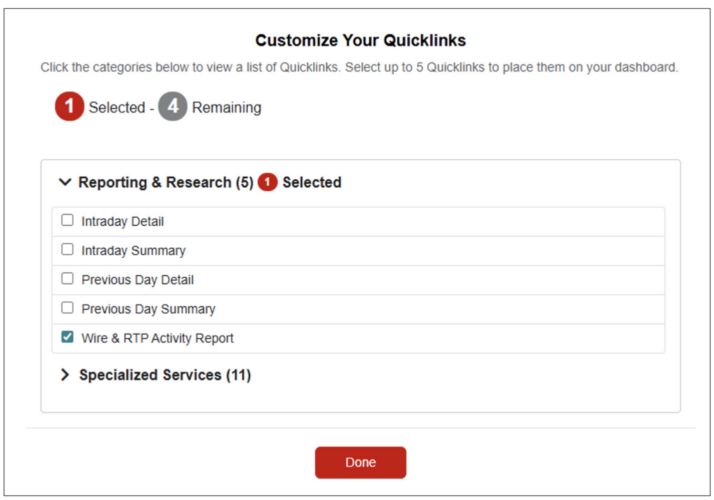
Saving Report as a Quicklink

To save your Wire & RTP Activity Report as a Quicklink

- Navigate to the Quicklinks section in your dashboard or top navigation bar, and select the **gear icon.**



- Select the checkbox next to the Wire & RTP Activity Report, then select **Done.**



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