

REAL Colorado quick reference user guide

Voted Top 20 Club by Soccer America For Fourth Straight Year



Enter WebSite Tournaments

How to access the KTT Website

- Type KEY.COM in the browser field
- Click on the Corporate Banking tab
- Enter the logon ID and Password

KeyBank

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KTT main page

The Tabs located at the top of the main page will designate which Modules you will have access to

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KTT Home | Info Reporting | Receivables | Account Mgmt | ACH | Wires | Foreign Drafts | Loan Mgmt | Deposit Con | File Transfer | Self Service »

Shortcut » Select and click view

Services Login

- WIC
- Financial Institutions
- Key Accounts Manager
- Key Multicurrency Account
- ACH Direct
- Foreign Exchange Web/Key2FX

Tools & Resources

- [User Guide](#)
- [KeyBank Calendar](#)
- [KTT Glossary](#)
- [Transmissions](#)

Welcome, John T. Smith to Key Total Treasury®

Key Total Treasury®

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Recent Updates

August 2011

- Positive Pay posting times earlier in the day **NEW!**
- CDA presentments consolidated into a single presentment earlier in the day

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Previous KTT Updates

- [Self Service](#) [Mar 2011]
- [Positive Pay](#) [Jul 2010]
- [Corporate Bank Statement](#) [Mar 2010]
- [Receivables \(Lockbox\)](#) [Sep 2009]

Quick Tips

Use the links below to view tips, screenshots, and videos on these KTT functions.

- [Search Checks](#)
- [Save Reports](#)
- [Download Bank Statement](#)
- [Stop Paper Statements](#)
- [Set Email Alerts](#)

Visit KTT [Tools & Resources](#) to find detailed information and downloads for all your KTT cash management tasks.

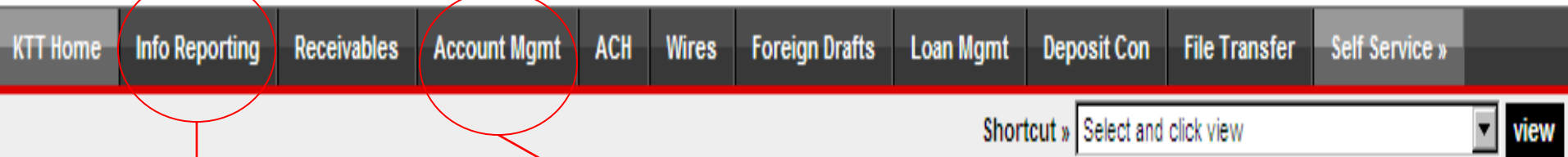
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Info Reporting/Account Mgmt Tabs



Information Reporting tab

- View Corporate bank statements
- View previous day transaction history

*See page 5 for additional information on the INFO REPORTING TAB

Account Management Tab

- View images of checks written off of the account
- Check Inquiry

*See page 6 for additional information regarding the ACCOUNT MGMT TAB

Information Reporting Tab

Previous Day Reporting

View account details such as:

- Credits
- Debits
- Balances

Customize your search by clicking the Custom Report tab

- Click the drop down for more search (report type) options.
- Click the Date drop down box to search for specific day, previous days, or month

Previous Day Reports

Summary Detail **Custom Report**

Report Type

Balances Only

Date

Previous Day

Select Account(s)

- All Accounts
- Accounts Payable - 1238787787
- Accounts Receivable - 1236763764
- Acme Widget Merchant Services Account - 1233748373
- Acme Widgets General - 120XX54683
- Acme Widgets Master - 1239877665
- Department 1 - 1352345678

view save download

Choose options above to generate a report customized for your needs.

Pull account Statements:

Select to view and or print to PDF or download to a Zip drive

Information Reporting

Standard Reports

Previous Day

Intraday

BAI2 Previous Day File

BAI2 Intraday File

Global Account Reporting

Corporate Banking Statement

You may no longer need your paper statements or check images. Save money and time. [Stop paper now!](#) [Set Email Alerts](#) or [Learn more](#)

Use the options below to download multiple statements at once or access individually.

[View Quick Tip](#)

Select Account(s)

- All Accounts
- Accounts Payable - 1238787787
- Accounts Receivable - 1236763764
- Acme Widget Merchant Services Account - 1233748373

Statement Cutoff Date

Last month

[view statement list](#)

Account Management Tab

KTT Home Info Reporting Receivables **Account Mgmt** AC

Check Search

- Search for a specific check #
- Date range
- Amount

Account Management

Check Search



Go paperless! View your statements and check images online.
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Images available online for previous 180 days only (through 05/15/20XX).
Images available offline for previous 7 years with Long Term Image service.



View Quick Tip

A symbol (†) denotes an account with Long Term Image access.

Account

Accounts Payable - 1238787787

From

To (optional)



Check #

To (optional)

Amount

To (optional)

[More Options](#)

Click for more search options

search

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For additional training:

- Please feel free to view the interactive website at www.key.com/ktt/fulltour
- Call Debbie Olson at 720-904-4303 or Rigel Stephenson at 720-904-4077