

# **KeyNavigator® Book Transfer**

## **User Guide**



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## 1. Introduction to Book Transfer

### Overview

KeyNavigator's Book Transfer platform is a convenient online account-to-account transfer tool which provides you an easy and secure way to transfer funds between your company's KeyBank DDA accounts.

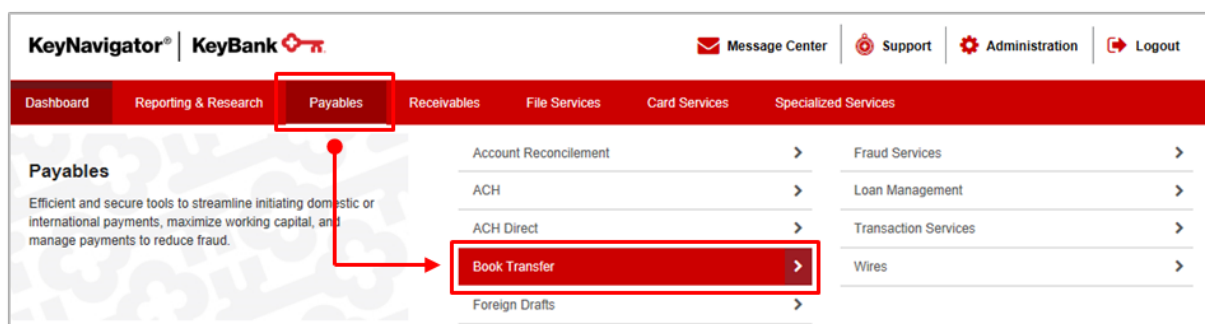
### Features

Book Transfer gives you the tools to manage your company's money in several easy and convenient ways:

- **Multiple Transfer Options:** Execute an instant **one-time transfer**, schedule a **future-dated transfer**, or duplicate a transfer from the past.
- **Transfer Templates:** Save and share templates at the company level, streamlining data entry of common and recurring transfers.
- **Streamlined Entry with File Uploads:** Auto-populate complex transfer detail using a simple CSV file upload.
- **Customizable Authorizations:** Transfer limits and account access is configurable by user through KeyNavigator Self-Service<sup>(1)</sup>.
- **Optional Secondary Approval Workflow:** You have the option to leverage a simple approval process to help decrease risk and increase oversight.
- **Configurable Alerts & Notifications:** You can subscribe to email and SMS text alerts to stay informed on Book Transfer activity.
- **Filter & Export Detailed Transfer Report:** Transfer detail can be viewed, filtered, and exported into a CSV file for reporting, auditing & analysis.

### Navigation

To access the Book Transfer tool: log into KeyNavigator, hover over the **Payables** header, and click **Book Transfer**.



*Note: If you do not see Book Transfer under the Payables header, have your Company Administrator contact your KeyBank Payments Advisor to request the service be added for your company.*

<sup>(1)</sup>KeyNavigator Self-Service: With Self-Service, Company Administrators can control KeyNavigator access and authorities for the users at their company. Administrators can: reset user passwords, edit user access times, update the services users can access, and remove users from KeyNavigator. For additional information, reach out to your KeyBank Payments Advisor.

## Transfer Processing Timing

In all instances, transferred funds are available in the designated “To” accounts once the Book Transfer is submitted and processing is complete (Transfer Status: Sent).

- Transfers scheduled for a future date are processed by 7:00 AM **ET** the morning of the scheduled transfer date.
- Transfers submitted and processed prior to 7:00 PM **local time** Monday-Friday will post to account statements same day.
- Transfers submitted and processed after 7:00 PM **local time** or on weekends/holidays will post to account statements the following business day.

## 2. User-Level Access & Entitlements

Access to Book Transfer is granted first at the company-level and second at the user-level.

After a company is granted access to Book Transfer, user-level access and entitlements are configurable by your Company Administrator in KeyNavigator Self-Service<sup>(1)</sup>. If your company does not have access to KeyNavigator Self-Service, you can contact your KeyBank Payments Advisor to request changes.

User-Level Entitlements for Book Transfer:

1. **Create Book Transfers & Templates:** Users with this level of access can create Book Transfers and save Book Transfer templates.
2. **Approve Book Transfers:** To leverage the approval feature in Book Transfer, the entitlement must first be granted at the company-level. After your company has opted-in to Book Transfer approvals, specific users can be granted approval authority for specific accounts.

*Note: All Book Transfers must be decisioned by a user with the appropriate approval authority prior to transfer. Transfers not approved prior by 11:59 PM ET on the scheduled transfer date will expire and must be resubmitted.*

## 3. The Book Transfer List

Clicking **Book Transfer** from the **Payables** tab in KeyNavigator will direct you to the Book Transfer List. You can view and access all features and functions from the Book Transfer List page.

By default, the Book Transfer List displays a mix of transfer history as well as any scheduled future-dated transfers in descending order by transfer date.

Date	Status	Total Amount	Type	Items	Group ID	Group Description
02/26/2018	Sent	\$48,000.00	One To Many	3	XFR-100095	Operating Disbursement
03/08/2018	Sent	\$33,150.00	Many To One	3	XFR-100097	Feb-18 Consolidation

## View Transfer Details from the Book Transfer List

You can easily expand and condense transfer detail by clicking the + icons to show all details.

The screenshot shows the KeyNavigator Book Transfer List interface. The top navigation bar includes links for Message Center, Support, Administration, and Logout. Below this is a red navigation bar with tabs for Dashboard, Reporting & Research, Payables, Receivables, File Services, Card Services, and Specialized Services. The main content area is titled "Book Transfer List" and shows "Showing Transfers Between 02/23/2018 - 03/29/2018". There are buttons for "Create Transfer", "Create From File", and "Template List". A search bar with "Enter Text to Filter List" and a "Clear" button is present. A dropdown menu shows "Show All Status" and "14 items found". A red box highlights the "+ Show All Details" button. Below the list, a red arrow points to a detailed view of a transfer.

Date	Status	Total Amount	Type	Items	Group ID	Group Description
03/20/2018	Scheduled	\$7,200.00	Single	1	XFR-100107	Quarterly Tax Funding
03/15/2018	Pending Approval	\$66,000.00	One To Many	3	XFR-100105	Operating Disbursement
03/15/2018	Pending Approval	\$50,500.00	Single	1	XFR-100106	EOW Consolidation

The detailed view shows the following information:

- Group ID: XFR-100107
- Group Description: Quarterly Tax Funding
- Created By: John Smith
- Last Modified By: Jane Doe
- Approved/Rejected By: John Smith
- Created Date: 03/15/2018 9:35 AM ET
- Last Modified Date: 03/16/2018 8:45 AM ET
- Approved/Rejected Date: 03/16/2018 3:46 PM ET

Below this, there is a table of transaction items:

Transaction ID	From Account	To Account	Amount	Memo
XFR-100107-101	Acme Widgets Operating Account - 1239877665	Reserve Fund Account - 71998203	\$7,200.00	Quarterly Tax Funding

Buttons for "Edit", "Delete", "Duplicate Transfer", and "View Edit History" are located at the bottom of the detailed view.

## Search and Filter Book Transfer Details

KeyNavigator gives users the ability to search, sort and filter Book Transfers and export that detail into a simple (.csv) formatted Excel document for your own analysis/audit purposes.

You can update the transfers displayed on the Book Transfer List using the following filters: Date Range, Text Filter, or Transfer Status.

The screenshot shows the KeyNavigator Book Transfer List interface with search and filter options highlighted. The top navigation bar includes links for Message Center, Support, Administration, and Logout. Below this is a red navigation bar with tabs for Dashboard, Reporting & Research, Payables, Receivables, File Services, Card Services, and Specialized Services. The main content area is titled "Book Transfer List" and shows "Showing Transfers Between 02/23/2018 - 03/29/2018". There are buttons for "Create Transfer", "Create From File", and "Template List". A search bar with "Enter Text to Filter List" and a "Clear" button is present. A dropdown menu shows "Show All Status" and "14 items found". A red box highlights the search bar and the "Show All Status" dropdown. Another red box highlights the "Default Date Range" dropdown.

## Export Transfer Details into an Excel (.csv) File

1. Use the sort and filter capabilities on the Book Transfer List to identify the transfers you wish to export

KeyNavigator® | KeyBank

Message Center | Support | Administration | Logout

Dashboard | Reporting & Research | Payables | Receivables | File Services | Card Services | Specialized Services

Book Transfer List Showing Transfers Between 02/23/2018 - 03/29/2018

Default Date Range

Create Transfer | Create From File | Template List

Enter Text to Filter List | Clear | Show All Status

14 items found | Show All Details | Download CSV

2. Click **Download CSV**

KeyNavigator® | KeyBank

Message Center | Support | Administration | Logout

Dashboard | Reporting & Research | Payables | Receivables | File Services | Card Services | Specialized Services

Book Transfer List Showing Transfers Between 02/23/2018 - 03/29/2018

Default Date Range

Create Transfer | Create From File | Template List

Enter Text to Filter List | Clear | Show All Status

14 items found | Show All Details | Download CSV

3. Choose **Open** on the dialog box to download the file

KeyNavigator® | KeyBank

Message Center | Support | Administration | Logout

Dashboard | Reporting & Research | Payables | Receivables | File Services | Card Services | Specialized Services

Book Transfer List Showing Transfers Between 02/23/2018 - 03/29/2018

Default Date Range

Create Transfer | Create From File | Template List

Enter Text to Filter List | Clear | Show All Status

14 items found | Show All Details | Download CSV

Date	Status	Total Amount	Type	Items	Group ID	Group Description
03/20/2018	Scheduled	\$7,200.00	Single	1	XFR-100107	Quarterly Tax Funding
03/15/2018						
03/15/2018						

What do you want to do with Book-Transfer-List-Report-2018-10-24 (2).csv (8.8 KB)?  
From: keynav-dv-lapps.dev.ose.keybank.com

Open | Save | Cancel

4. The file will download with the default file name 'Book-Transfer-List-Report-YYYY-MM-DD.csv'

Book-Transfer-List-Report-2018-10-24.csv - Excel

Transfer Date	Status	Group Amount	Type	Items	Group ID	Group Description	Created By	Created By Date	Last Modified By	Last Modified Date
3/20/2018	Scheduled	\$7,200.00	Single	1	XFR-100107	Quarterly Tax Funding	John Smith	03/15/2018 9:35 AM ET	Jane Doe	03/16/2018 8:45 AM ET
3/15/2018	Pending Approval	\$66,000.00	One To Many	3	XFR-100105	Operating Disbursement	Jane Doe	03/14/2018 9:30 AM ET		
3/15/2018	Pending Approval	\$66,000.00	One To Many	3	XFR-100105	Operating Disbursement	Jane Doe	03/14/2018 9:30 AM ET		
3/15/2018	Pending Approval	\$66,000.00	One To Many	3	XFR-100105	Operating Disbursement	Jane Doe	03/14/2018 9:30 AM ET		
3/15/2018	Pending Approval	\$50,500.00	Single	1	XFR-100106	EOW Consolidation	Jane Doe	03/13/2018 10:03 AM ET		
3/14/2018	Pending Approval	\$120,500.00	Single	1	XFR-100103	March-18 Payroll	Jane Doe	03/12/2018 8:30 AM ET		
3/14/2018	Scheduled	\$30,000.00	One To Many	3	XFR-100104	Acme Vendor payment funding	Jane Doe	03/12/2018 8:30 AM ET	Jane Doe	03/12/2018 9:54 AM ET



## Editing a Scheduled Transfer

1. Use the sort and filter capabilities on the Book Transfer List to find the transfer you wish to edit
2. Click the + icon to expand the transfer details
3. Click **Edit** to open the transfer

The screenshot shows the KeyNavigator Book Transfer List. At the top, there are navigation links for Message Center, Support, Administration, and Logout. Below this is a red navigation bar with tabs for Dashboard, Reporting & Research, Payables, Receivables, File Services, Card Services, and Specialized Services. The main heading is 'Book Transfer List' with a date range filter set to '02/23/2018 - 03/29/2018'. There are buttons for 'Create Transfer', 'Create From File', and 'Template List'. A search bar and a 'Show All Status' dropdown are present. The table shows 14 items found. The first item is selected, and its details are expanded. The details include Group ID (XFR-100107), Group Description (Quarterly Tax Funding), Created By (John Smith), Last Modified By (Jane Doe), and Approved/Rejected By (John Smith). Below this is a table of Transaction Items. The 'Edit' button is highlighted with a red box.

Date	Status	Total Amount	Type	Items	Group ID	Group Description
03/20/2018	Scheduled	\$7,200.00	Single	1	XFR-100107	Quarterly Tax Funding

Transaction ID	From Account	To Account	Amount	Memo
XFR-100107-101	Acme Widgets Operating Account - 1239877665	Reserve Fund Account - 71998203	\$7,200.00	Quarterly Tax Funding

4. Make desired updates on the Edit Book Transfer page and **Click Submit** to submit or **Cancel** to discard changes and go back to the Book Transfer List

*TIP: You can also Save as Template or Delete the transfer from this view*

The screenshot shows the 'Edit Book Transfer' page. At the top, there are navigation links for Message Center, Support, Administration, and Logout. Below this is a red navigation bar with tabs for Dashboard, Reporting & Research, Payables, Receivables, File Services, Card Services, and Specialized Services. The main heading is 'Edit Book Transfer'. The form includes fields for Group ID (XFR-100107), Status (Scheduled), Created By (John Smith), Last Modified By (Jane Doe), and Approved By (John Smith). There are checkboxes for 'One To Many' and 'Many To One'. The 'Transfer Date' is set to 03/20/2018. The 'From Account' is 'Acme Widgets Operating Account - 1' and the 'To Account' is 'Reserve Fund Account - 71998203'. The 'Amount' is \$7,200.00 and the 'Memo' is 'Quarterly Tax Funding'. The 'Total Amount' is \$7,200.00 and the 'Group Description' is 'Quarterly Tax Funding'. The 'Submit' button is highlighted with a red box.

5. The updated details are viewable on the Book Transfer List

*NOTE: You can see all changes that have been made by clicking **View Edit History** in the transfer details from the Book Transfer List.*

## Deleting a Transfer

Transfers in a Scheduled, Pending Approval, or Rejected status can be deleted from the Book Transfer List.

Deleting a transfer in a Scheduled or Pending Approval status will cancel the transfer from being sent and remove it from the Book Transfer List. Deleting a transfer in a Rejected status will simply remove it from the Book Transfer List.

To delete a Book Transfer:

1. Use the sort and filter capabilities on the Book Transfer List to find the transfer you wish to delete
2. Click the + icon to expand the transfer details
3. Click **Delete**

The screenshot shows the KeyBank Book Transfer List interface. At the top, there's a navigation bar with 'KeyNavigator' and 'KeyBank' logos, and links for 'Message Center', 'Support', 'Administration', and 'Logout'. Below this is a red navigation bar with tabs: 'Dashboard', 'Reporting & Research', 'Payables', 'Receivables', 'File Services', 'Card Services', and 'Specialized Services'. The main section is titled 'Book Transfer List' and shows 'Showing Transfers Between 02/23/2018 - 03/29/2018'. There are buttons for 'Create Transfer', 'Create From File', and 'Template List'. A search bar with 'Enter Text to Filter List' and a 'Clear' button is present, along with a 'Show All Status' dropdown and a '14 items found' indicator. A 'Download CSV' button is also visible. The table below has columns: Date, Status, Total Amount, Type, Items, Group ID, and Group Description. The first row shows a transfer on 03/20/2018, Scheduled, for \$7,200.00, Single, with 1 item, Group ID XFR-100107, and Group Description Quarterly Tax Funding. This row is expanded to show details: Group ID: XFR-100107, Group Description: Quarterly Tax Funding, Created By: John Smith (03/15/2018 9:35 AM ET), Last Modified By: Jane Doe (03/16/2018 8:45 AM ET), and Approved/Rejected By: John Smith (03/16/2018 3:46 PM ET). Below this is a 'TRANSACTION ITEMS' table with columns: Transaction ID, From Account, To Account, Amount, and Memo. The first row shows Transaction ID XFR-100107-101, From Account Acme Widgets Operating Account - 1239877665, To Account Reserve Fund Account - 71998203, Amount \$7,200.00, and Memo Quarterly Tax Funding. At the bottom of the expanded row are buttons: 'Edit', 'Delete' (highlighted with a red box), 'Duplicate Transfer', and 'View Edit History'.

4. Click **Ok** to delete the transfer or **Cancel** to be directed back to the Book Transfer List
5. After a transfer is deleted it will no longer be sent and it will not be viewable on the Book Transfer List. This action is irreversible.

## Duplicating a Transfer

The **Duplicate Transfer** function allows you to copy details in an existing transfer and easily recreate common, recurring transfers without entering each one manually. Once a transfer is duplicated, you can update the transfer date, edit any details and submit the transfer or save it as a template for future use.

To duplicate a transfer:

1. Use the sort and filter capabilities on the Book Transfer List to find the transfer you wish to duplicate
2. Click the + icon to expand the transfer details



### 3. Click **Duplicate Transfer**

### 4. The **Create Book Transfer** page will open with the transfer details populated

### 5. Enter a **Transfer Date**

### 6. Make any necessary changes to the **From** and **To** accounts, transaction amounts, and/or memo fields

### 7. Click **Submit** to send/schedule the transfer or **Save as Template** to add it to your company's Template List for future use

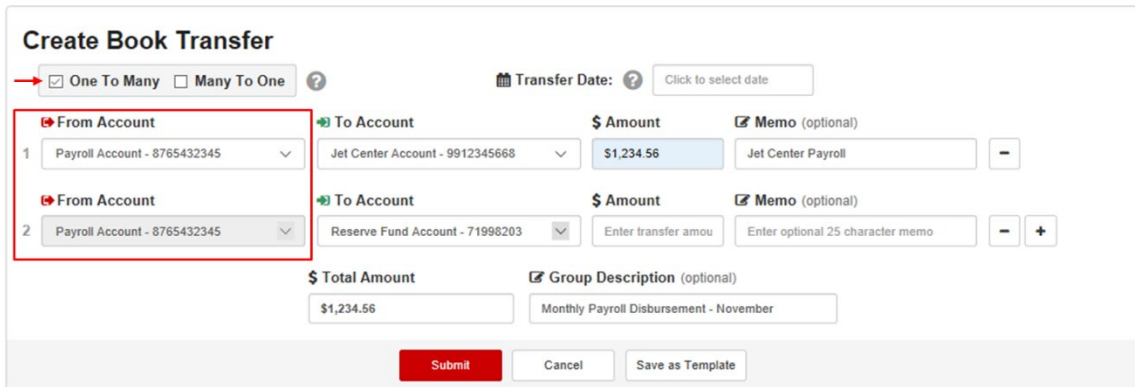
## 4. Creating Transfers

There are multiple ways to initiate a transfer in KeyNavigator's Book Transfer tool.

### One To Many / Many To One Function

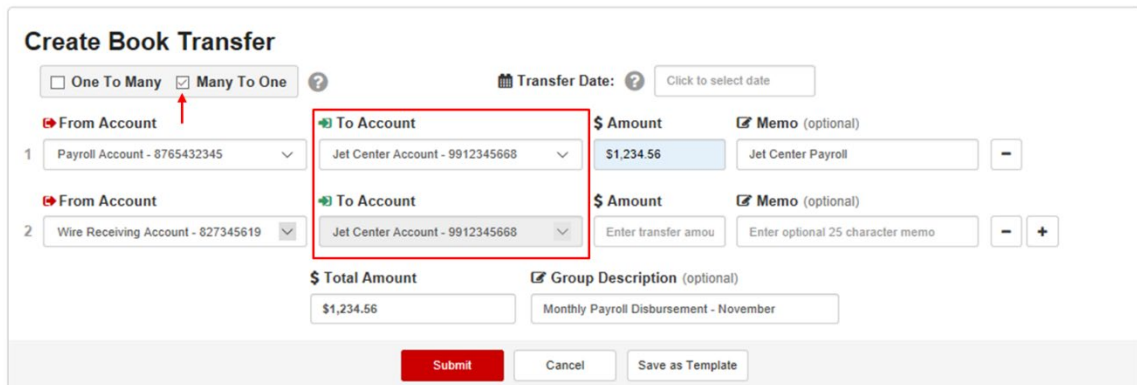
The One To Many / Many To One functions in KeyNavigator's Book Transfer tool are designed to help you streamline the creation of transfers disbursing or consolidating funds.

- **One To Many:** Think of this as a disbursement transfer. By choosing the **One To Many** option, the **From** accounts will all default to the **From** account you select in the first transaction of the transfer.



The screenshot shows the 'Create Book Transfer' form with the 'One To Many' option selected. A red box highlights the first 'From Account' dropdown, which is 'Payroll Account - 8765432345'. The 'To Account' dropdowns are 'Jet Center Account - 9912345668' and 'Reserve Fund Account - 71998203'. The 'Amount' for the first transfer is '\$1,234.56'. The 'Memo' is 'Jet Center Payroll'. The 'Total Amount' is '\$1,234.56' and the 'Group Description' is 'Monthly Payroll Disbursement - November'.

- **Many To One:** Think of this as a consolidation transfer. By choosing the **Many to One** option, the **To** accounts will all default to the **To** account you select in the first transaction of the transfer.



The screenshot shows the 'Create Book Transfer' form with the 'Many To One' option selected. A red box highlights the first 'To Account' dropdown, which is 'Jet Center Account - 9912345668'. The 'From Account' dropdowns are 'Payroll Account - 8765432345' and 'Wire Receiving Account - 827345619'. The 'Amount' for the first transfer is '\$1,234.56'. The 'Memo' is 'Jet Center Payroll'. The 'Total Amount' is '\$1,234.56' and the 'Group Description' is 'Monthly Payroll Disbursement - November'.

## Creating a New or One-Time Transfer

1. Click **Create Transfer** from the Book Transfer list

The screenshot shows the KeyNavigator Book Transfer List interface. At the top, there are navigation links for Message Center, Support, Administration, and Logout. Below this is a red navigation bar with links for Dashboard, Reporting & Research, Payables, Receivables, File Services, Card Services, and Specialized Services. The main section is titled "Book Transfer List" and shows a date range of 02/23/2018 - 03/29/2018. There are buttons for "Create Transfer", "Create From File", and "Template List". A search bar is present with the text "Enter Text to Filter List". Below the search bar, there are filters for "Show All Status" and "14 items found". A table displays the transfer list with columns: Date, Status, Total Amount, Type, Items, Group ID, and Group Description. The table contains two rows: one for a scheduled transfer on 03/20/2018 for \$7,200.00 (Quarterly Tax Funding) and one for a pending approval transfer on 03/15/2018 for \$66,000.00 (Operating Disbursement).

2. Enter the Transfer Date
3. Choose the appropriate **From** and **To** accounts, enter the transaction amounts, and fill in the optional memo fields

The screenshot shows the "Create Book Transfer" form. It has a "Transfer Date" field with a "Click to select date" button. Below this are checkboxes for "One To Many" and "Many To One". The form contains a table with columns: From Account, To Account, \$ Amount, and Memo (optional). The first row shows a transfer from "Payroll Account - 8765432345" to "Jet Center Account - 9912345668" for an amount of \$1,234.56, with the memo "Jet Center Payroll". Below the table, there are fields for "\$ Total Amount" (\$1,234.56) and "Group Description (optional)" (Monthly Payroll Disbursement - November). At the bottom, there are buttons for "Submit", "Cancel", and "Save as Template".

4. Click the **+** icon to add transaction lines to the transfer. You can add up to 30 transactions to a single book transfer group submission.

The screenshot shows the "Create Book Transfer" form with a second transaction line added. The first line remains the same. The second line has "From Account" set to "Select", "To Account" set to "Select", and the "\$ Amount" field set to "Enter transfer amou". The "Memo (optional)" field is set to "Enter optional 25 character memo". A red box highlights the "+" icon in the bottom right corner of the second line. A tooltip message says "You can add up to 30 account transfers in a single submission." The "\$ Total Amount" field now shows \$1,234.56. The "Group Description" field remains "Monthly Payroll Disbursement - November". The "Submit", "Cancel", and "Save as Template" buttons are at the bottom.

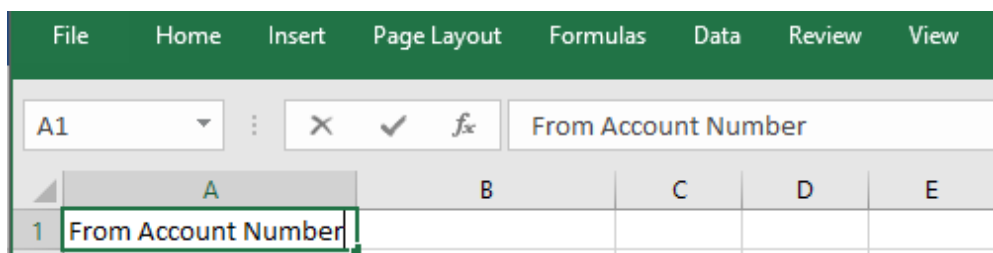
5. Click **Submit** to send/schedule the transfer or **Save as Template** to add it to your company's Template List for future use

## Creating a Transfer from a File

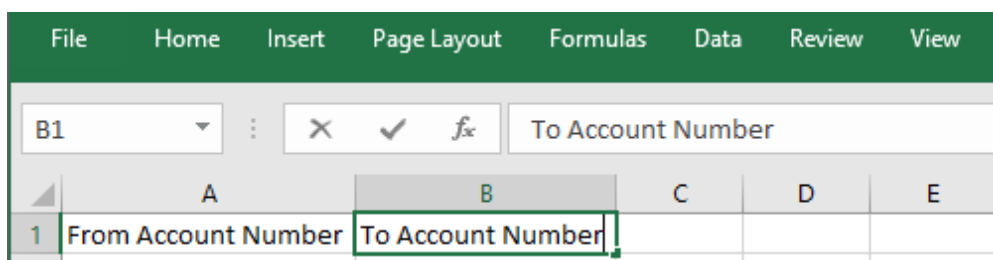
### Step 1: Format a File Upload Using Excel

To upload Book Transfer detail from an Excel file into KeyNavigator, you must have an appropriately formatted (.csv) file. To create a Book Transfer Upload file using Excel, follow the instructions below:

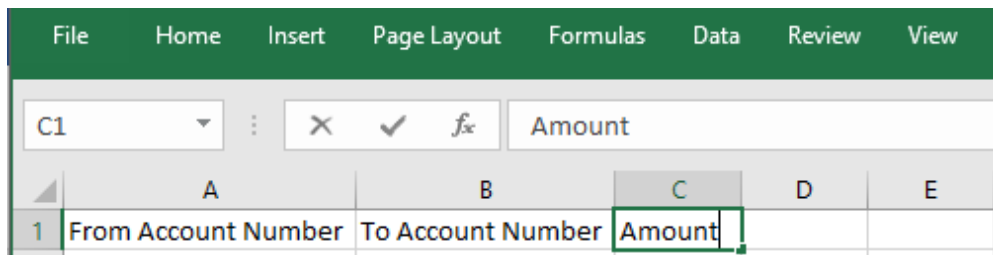
1. Open Microsoft® Excel
2. In Row 1, Column A type 'From Account Number'



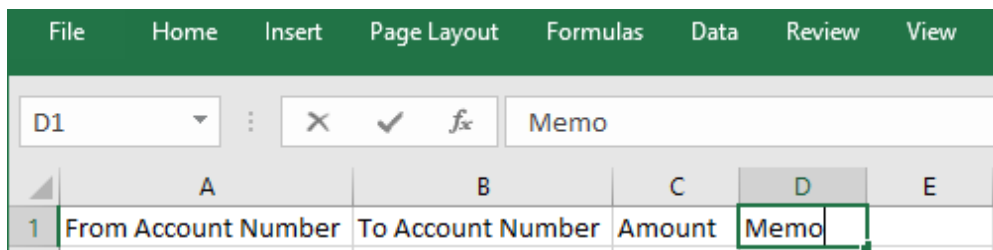
3. In Row 1, Column 2 type 'To Account Number'



4. In Row 1, Column 3 type 'Amount'



5. In Row 1, Column 4 type 'Memo'



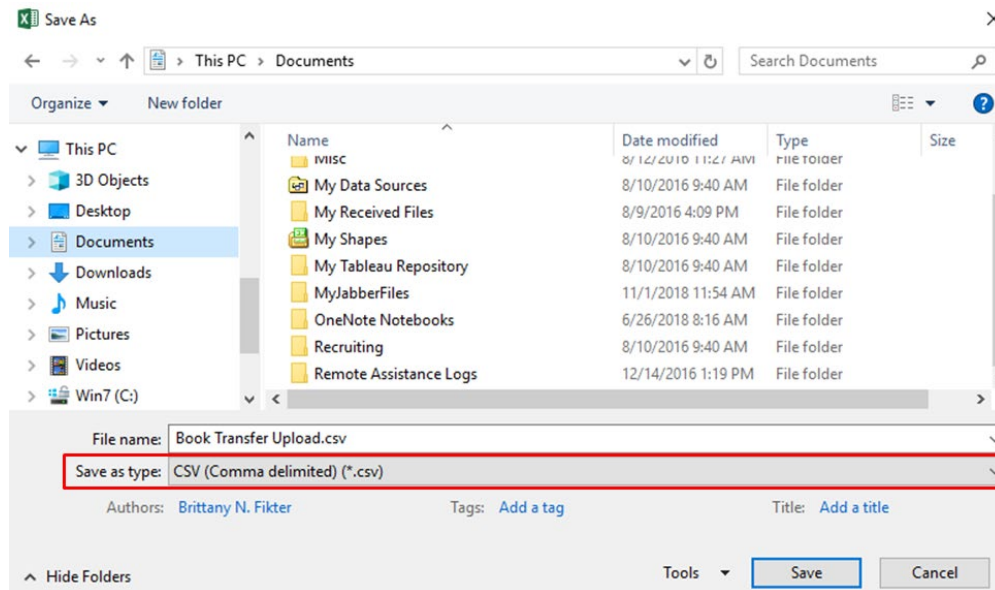
6. Beginning in Row 2 through Row 31, enter the transfer details in the appropriate fields. **Only 30 transactions can be uploaded in each file.** If the file exceeds Row 31, the information will be truncated and only the first 30 transactions will be uploaded.

File Home Insert Page Layout Formulas Data Review View Nuance PDF F				
A1		From Account Number		
	A	B	C	D
1	From Account Number	To Account Number	Amount	Memo
2	1239877665	71998203	\$7,200.00	Quarterly Tax Funding
3	1239877665	8765432345	\$22,000.00	Operating Disbursement
4	1239877665	1233748373	\$22,000.00	Operating Disbursement
5	1239877665	1233748373	\$22,000.00	Operating Disbursement
6	7656543234	1234567890	\$50,500.00	EOW Consolidation
7	1239877665	8765432345	\$120,500.00	March-18 Payroll
8	1239877665	1234567890	\$12,400.00	Acme Vendor payment funding
9	1239877665	33278901	\$2,600.00	Acme Vendor payment funding
10	1239877665	1233748373	\$15,000.00	Acme Vendor payment funding
11	1233748373	71998203	\$6,000.00	2nd Quarter 2018
12	1239877665	9912345668	\$7,250.00	2nd Quarter 2018
13	1239877665	1234567890	\$15,500.00	March-18 Consolidation
14	7656543234	1234567890	\$30,000.00	March-18 Consolidation
15	827345619	1234567890	\$20,950.00	March-18 Consolidation
16	1239877665	9912345667	\$50,000.00	Additional Benefits Funding
17	9912345668	71998203	\$80,000.00	Additional Reserve Funding
18	1233748373	71998203	\$2,000.00	Cash Box Funding
19	1239877665	33278901	\$2,250.00	Cash Box Funding
20	1239877665	1234567890	\$3,150.00	Feb-18 Consolidation
21	7656543234	1234567890	\$10,000.00	Feb-18 Consolidation
22	827345619	1234567890	\$20,000.00	Feb-18 Consolidation
23	1233748373	71998203	\$8,000.00	
24	1239877665	33278901	\$2,000.00	
25	1239877665	8765432345	\$12,000.00	Operating Disbursement
26	1239877665	1233748373	\$28,000.00	Operating Disbursement
27	1239877665	1233748373	\$8,000.00	Operating Disbursement
28	1239877665	1234567890	\$3,150.00	Feb-18 Consolidation
29	7656543234	1234567890	\$10,000.00	Feb-18 Consolidation
30	827345619	1234567890	\$20,000.00	Feb-18 Consolidation

7. Click **File** and **Save As**

- Enter the **File Name** and use the dropdown box to change the **File Type** to **CSV (Comma delimited) (\*.csv)**

*IMPORTANT: The File Type must be set to (.csv). If the file is not in a Comma Delimited format, it will not upload successfully.*



- Click **Save**

## Step 2: Upload the File to KeyNavigator

- Click **Create from File** on the Book Transfer List

The screenshot shows the KeyNavigator Book Transfer List interface. The 'Create From File' button is highlighted with a red box. The interface includes a navigation bar with 'Dashboard', 'Reporting & Research', 'Payables', 'Receivables', 'File Services', 'Card Services', and 'Specialized Services'. The 'Book Transfer List' section shows a date range of '02/23/2018 - 03/29/2018' and a 'Default Date Range' dropdown. The 'Create Transfer', 'Create From File', and 'Template List' buttons are visible. The table below shows 14 items found.

Date	Status	Total Amount	Type	Items	Group ID	Group Description
03/20/2018	Scheduled	\$7,200.00	Single	1	XFR-100107	Quarterly Tax Funding
03/15/2018	Pending Approval	\$66,000.00	One To Many	3	XFR-100105	Operating Disbursement




2. Click **Select File**

**Create Transfer from File**

Upload a comma separated file *yourfilename.csv* formatted like the sample table shown below.  
Row 1 should contain the headers exactly as shown below. Rows 2 and up to 31 should contain your valid transaction information.

From Account Number	To Account Number	Amount	Memo
1234567890	9876543210	\$1,234.56	Optional Memo Text

 Select File

Cancel
Upload

3. Choose the appropriate (.csv) Excel file
4. Review the transfer detail and click **Upload** to continue or **Reset** to choose a different file

*NOTE: Blank fields indicate invalid information was entered or missing from the file*

**Create Transfer from File**

✔ Please review uploaded transfer detail and click on Upload to continue or Reset to choose a different file. After you click Upload, you will have the opportunity to enter your desired Transfer Date, add an optional Group Description, and edit/confirm details prior to executing the transfer. Blank cells indicate invalid information was entered or missing in the file.

From Account Number	To Account Number	Amount	Memo
1234567890	1233748373	1234	Invoice #A-65T
1233748373	1239877665	\$78,901.00	Vendor
1239877665	9912345667	\$2,345.78	Property 777600
9912345667	7656543234	\$98,765.43	Property 4321
7656543234	8765432345	\$2,345.78	Payroll funding
8765432345	71998203	\$8,621.00	Reserve Funding
71998203	827345619	\$4,000.00	Invoice #8887-BT
827345619	9912345668	\$76,432.00	Division Transfer
9912345668	33278901	\$9,000.00	Petty Cash
33278901	1234567890	\$76,543.00	Consolidation

Cancel
Reset
Upload

5. After you click **Upload**, you will be directed to the Create Book Transfer page and the details from your file will be populated

*NOTE: Blank fields indicate invalid information was entered or missing from the file*

## 6. Enter the **Transfer Date** and add an optional **Group Description**

**Create Book Transfer**

☐ One To Many
 ☐ Many To One
 ?

**Transfer Date:** ? 11/06/2018

	From Account	To Account	\$ Amount	Memo (optional)	
1	Acme Widgets Concentration Account -	Acme Widgets Merchant Services Accoi	\$1,234.00	Invoice #A-65T	-
2	Acme Widgets Merchant Services Accoi	Acme Widgets Operating Account - 123	\$78,901.00	Vendor	-
3	Acme Widgets Operating Account - 123	Employee Benefits Account - 99123456	\$2,345.78	Property 777600	-
4	Employee Benefits Account - 99123456	Lockbox Receipts Account - 765654323	\$98,765.43	Property 4321	- +
<b>\$ Total Amount</b>			\$181,246.21	<b>Group Description (optional)</b> Quarterly Transfer	

- Review the information one last time and make any necessary changes to the **From** and **To** accounts, transaction amounts, and/or memo fields
- Click **Submit** to send/schedule the transfer or **Save as Template** to add it to your company's Template List for future use

**Create Book Transfer**

☐ One To Many
 ☐ Many To One
 ?

**Transfer Date:** ? Click to select date

	From Account	To Account	\$ Amount	Memo (optional)	
1	Acme Widgets Concentration Account -	Acme Widgets Merchant Services Accoi	\$1,234.00	Invoice #A-65T	-
2	Acme Widgets Merchant Services Accoi	Acme Widgets Operating Account - 123	\$78,901.00	Vendor	-
3	Acme Widgets Operating Account - 123	Employee Benefits Account - 99123456	\$2,345.78	Property 777600	-
4	Employee Benefits Account - 99123456	Lockbox Receipts Account - 765654323	\$98,765.43	Property 4321	- +
<b>\$ Total Amount</b>			\$181,246.21	<b>Group Description (optional)</b> Enter optional 50 character group description	

## Creating a Transfer from a Template

Book Transfer templates can help streamline the administrative burden of entering common, recurring transfer details. To create a transfer from a template, follow the directions below:

1. Click **Template List** from the Book Transfer List

The screenshot shows the KeyNavigator interface with the 'Book Transfer List' page. The top navigation bar includes 'Message Center', 'Support', 'Administration', and 'Logout'. Below this is a red navigation bar with 'Dashboard', 'Reporting & Research', 'Payables', 'Receivables', 'File Services', 'Card Services', and 'Specialized Services'. The 'Book Transfer List' section shows a date range of '02/23/2018 - 03/29/2018' and a 'Default Date Range' dropdown. There are buttons for 'Create Transfer', 'Create From File', and 'Template List' (highlighted). Below the buttons is a search bar and a table with 14 items found. The table has columns: Date, Status, Total Amount, Type, Items, Group ID, and Group Description. Two items are visible: '03/20/2018 Scheduled \$7,200.00 Single 1 XFR-100107 Quarterly Tax Funding' and '03/15/2018 Pending Approval \$66,000.00 One To Many 3 XFR-100105 Operating Disbursement'.

2. Use the sort and filter capabilities on the Book Transfer Template List to find the template you would like to use
3. Click the + icon to expand the template details

The screenshot shows the 'Book Transfer Template List' page. It has a search bar and a table with 3 items found. The table has columns: Template ID, Template Name, Last Modified, Modified By, Type, Items, and Total Amount. Three templates are listed: 'TMP-100104 Quarterly Grp-A' (highlighted with a red box), 'TMP-100103 Acme Vendor-1', and 'TMP-100102 Consolidation Grp-12'. There are buttons for 'Create Template' and 'Transfer List'.

4. Click **Create Transfer**

The screenshot shows the 'Book Transfer Template List' page with the 'Create Transfer' button highlighted. The table shows the selected template 'TMP-100104 Quarterly Grp-A'. Below the table, there is a section for 'TRANSACTION ITEMS' with columns: Transaction ID, From Account, To Account, Amount, and Memo. Two transaction items are listed: 'TMP-100104-104 Acme Widgets Merchant Services Account - 1233748373 Reserve Fund Account - 71998203 \$6,000.00 Reserve Distribution' and 'TMP-100104-104 Acme Widgets Operating Account - 1239877665 Jet Center Account - 9912345668 \$7,000.00 Jet Center Distribution'. There are buttons for 'Create Transfer', 'Edit', and 'Delete'.

5. After you click **Create Transfer**, you will be directed to the **Create Book Transfer** page and the details will be populated based on the template you chose

6. Enter the **Transfer Date** and make any necessary changes to the **From** and **To** accounts, transaction amounts, and/or memo fields

### Create Book Transfer

☐ One To Many
 ☐ Many To One

Transfer Date: ? Click to select date

	From Account	To Account	\$ Amount	Memo (optional)
1	Acme Widgets Merchant Services Accor	Reserve Fund Account - 71998203	\$6,000.00	Reserve Distribution
2	Acme Widgets Operating Account - 123	Jet Center Account - 9912345668	\$7,000.00	Jet Center Distribution

\$ Total Amount

\$13,000.00

Group Description (optional)

Enter optional 50 character group description

Submit

Cancel

Save as Template

7. Click **Submit** to send/schedule the transfer or **Save as Template** to add a new template to your company's Book Transfer Template List for future use

## Approve/Reject Transfers

If your company leverages the Book Transfer approval function, all Book Transfers must be decided by a user with the appropriate approval authority prior to transfer. Transfers not approved prior by 11:59 PM ET on the scheduled transfer date will move to an Expired status and must be resubmitted. There are two ways to decision Book Transfers that are Pending Approval:

### 1. In Bulk on the KeyNavigator Dashboard:

- a. On the KeyNavigator Dashboard, click on the **Items to Approve** view

*NOTE: If the **Items to Approve** view has not been added to your Dashboard, click **Edit Views**, drag and drop the **Items to Approve** icon to the left sidebar*

- b. In **Items to Approve**, click to open the **Book Transfer** section

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**Quicklinks**

- Book Transfer List
- Book Transfer Template List
- Create Book Transfer
- Create Book Transfer Template

**Welcome Back, Betty** Last Login: 01/28/2016 - 3:43 PM
 

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Payables

Items To Approve

Receivable

Intraday C/A Presentation

Stop Payment Entry

Previous Day Account Balances

Edit Views

Items To Approve

ACH

ACH Payments 15 >

Book Transfer

Book Transfer 3 >

Positive Pay

Same Day 6 >

Same Day Secondary Authorization 3 >

- c. Your Book Transfer approval queue will populate
- d. From here, you can review and approve, or reject, multiple items at one time by selecting the individual boxes or using the **Check All** or **Uncheck All** functions and choosing your action

*TIP: Click the + **Transactions** icon to expand the transfer detail by transaction*

## 2. One by One on the Book Transfer List:

- a. Book Transfers that require approval will be in the **Pending Approval Status** on the Book Transfer List

*TIP: Use the Status Filter to narrow the list and easily identify items Pending Approval*

- b. To decision a transfer Pending Approval, click the + icon to expand transfer details
- c. Review the details of the transfer



d. Choose **Approve** or **Reject**

Date	Status	Total Amount	Type	Items	Group ID	Group Description
03/15/2018	Pending Approval	\$66,000.00	One To Many	3	XFR-100105	Operating Disbursement

Group ID: XFR-100105  
Group Description: Operating Disbursement  
Created By: Jane Doe  
03/14/2018 9:30 AM ET

Transaction ID	From Account	To Account	Amount	Memo
XFR-100105-101	Acme Widgets Operating Account - 1239877665	Payroll Account - 8765432345	\$22,000.00	Memo 105-01
XFR-100105-102	Acme Widgets Operating Account - 1239877665	Acme Widgets Merchant Services Account - 1233748373	\$22,000.00	Memo 105-02
XFR-100105-103	Acme Widgets Operating Account - 1239877665	Acme Widgets Merchant Services Account - 1233748373	\$22,000.00	Memo 105-03

Transfers Pending Approval must be Approved/Rejected by 11:59 PM ET on the scheduled transfer date or they will expire and must be resubmitted.

## e. After a transfer is Approved or Rejected, the status will be updated appropriately on the Book Transfer List

If your company does not leverage the Book Transfer approval function but would like to, contact your KeyBank Payments Advisor or KeyBank's Client Management Team at (844) 539-1041, Option #5 or [ECP\\_Client\\_Management@keybank.com](mailto:ECP_Client_Management@keybank.com).

## 5. Transfer Templates

Book Transfer templates help streamline the administrative burden of entering common, recurring transfer details by allowing users to save information that can be used to quickly send a transfer at any time.

Transfer templates are saved at the company-level, meaning all KeyNavigator users at a company can view and use templates saved by other users at that company.

## Template List

To access your company's Book Transfer Template List, click **Template List** from the Book Transfer List page.

KeyNavigator® | KeyBank

Message Center | Support | Administration | Logout

Dashboard | Reporting & Research | Payables | Receivables | File Services | Card Services | Specialized Services

Book Transfer List Showing Transfers Between 02/23/2018 - 03/29/2018

Create Transfer | Create From File | **Template List**

Enter Text to Filter List | Clear | Show All Status | 14 items found | Show All Details | Download CSV

Date	Status	Total Amount	Type	Items	Group ID	Group Description
03/20/2018	Scheduled	\$7,200.00	Single	1	XFR-100107	Quarterly Tax Funding
03/15/2018	Pending Approval	\$66,000.00	One To Many	3	XFR-100105	Operating Disbursement

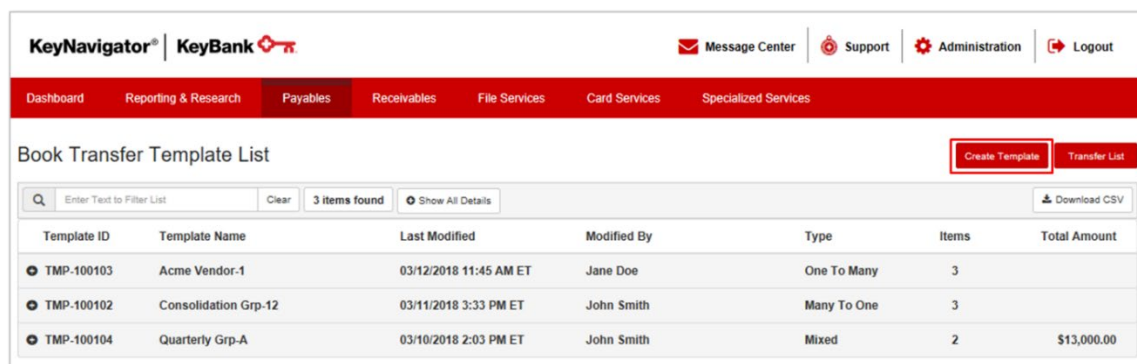


## Creating a Template

There are multiple ways to create a template.

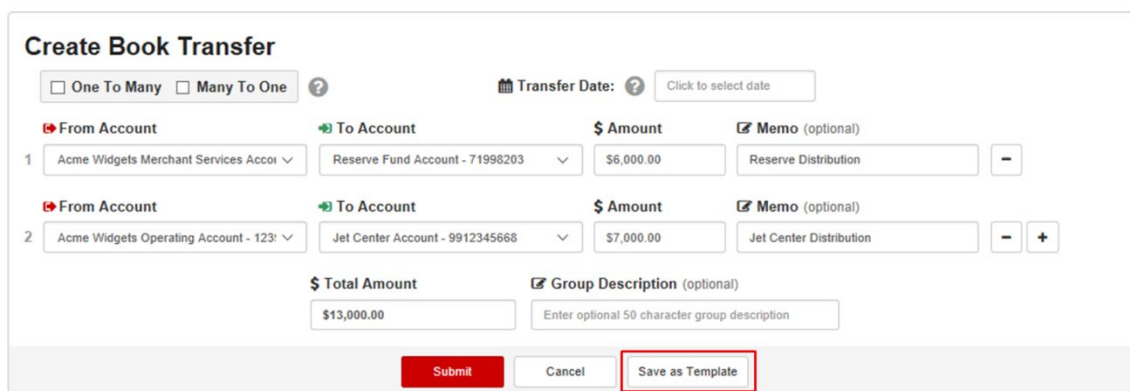
1. From the Book Transfer Template List page, you can create a new template by clicking **Create Template** and entering all the details you wish to be saved for future use.

***NOTE:** Only the **From Account** and **To Account** fields are required on templates. This allows you to save the detail that is consistent and leave frequently changing details open to fill in when you submit the transfer.*

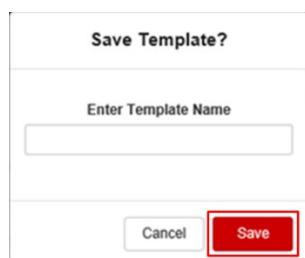


Template ID	Template Name	Last Modified	Modified By	Type	Items	Total Amount
TMP-100103	Acme Vendor-1	03/12/2018 11:45 AM ET	Jane Doe	One To Many	3	
TMP-100102	Consolidation Grp-12	03/11/2018 3:33 PM ET	John Smith	Many To One	3	
TMP-100104	Quarterly Grp-A	03/10/2018 2:03 PM ET	John Smith	Mixed	2	\$13,000.00

2. At any time during the Create Book Transfer process, you can save the information entered as a template by clicking **Save as Template**.



You will be prompted to enter a Template Name, enter your template name and click **Save** for your template to be stored in the Template List.



## Editing or Deleting a Template

To Delete:

1. Use the sort and filter capabilities on the transfer you wish to delete
2. Click the **+** icon to expand the transfer details
3. Click **Delete**
4. When a template is deleted, it will no longer be viewable on the template list and cannot be recovered.

To Edit:

1. Use the sort and filter capabilities on the transfer you wish to edit
2. Click the **+** icon to expand the transfer details
3. Click **Edit**
4. Enter changes to the template details
5. Click **Submit** to send/schedule the transfer or **Save as Template** to add it to your company's Template List for future use

## 6. Transfer Statuses

- **Scheduled:** The transfer is queued to execute on the transfer date
- **Pending Approval:** The transfer must be approved or rejected by a user with the appropriate approval authority. Transfers not approved prior by 11:59 PM ET on the scheduled transfer date will move to an Expired status and must be resubmitted.
- **Rejected:** The transfer has been rejected. To resubmit the transfer you must edit, make necessary changes, and resubmit for approval.
- **Sent:** The transfer has been successfully processed
- **Error:** An error occurred that prevented the transfer from being processed
- **Exception:** The transfer was only partially processed due to an error that effected one or more transactions within the transfer

## 7. Book Transfer Alerts & Notifications

Users can subscribe to Book transfer Alerts & Notifications in the KeyNavigator Message Center.

### Catalogue of Book Transfer Alerts

1. Book Transfer Complete
2. Book Transfer Pending Approval
3. Book Transfer Scheduled

## 8. Additional Support for Book Transfer

Unable to find the information you're looking for? Contact KeyNavigator Support at 1-800-539-9039 for additional assistance!

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