

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.

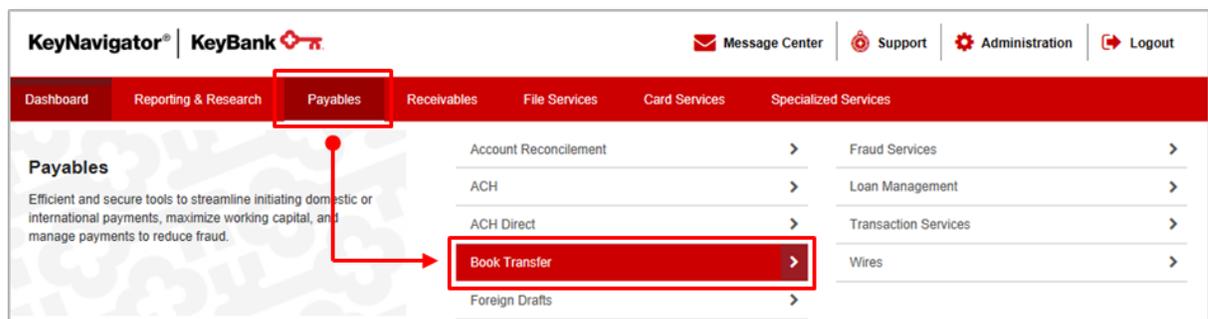
Features

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⁽¹⁾.
- **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.

⁽¹⁾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⁽¹⁾. 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:

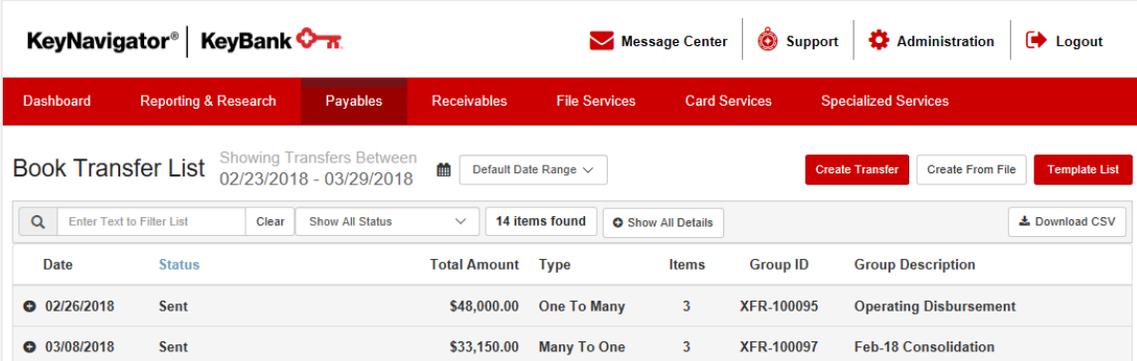
1. **Create Book Transfers & Templates:** Users with this level of access can create Book Transfers and save Book Transfer templates.
2. **Approve Book Transfers:** To leverage the approval feature in Book Transfer, the entitlement must first be granted at the company-level. After your company has opted-in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

Note: All Book Transfers must be decided on 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.

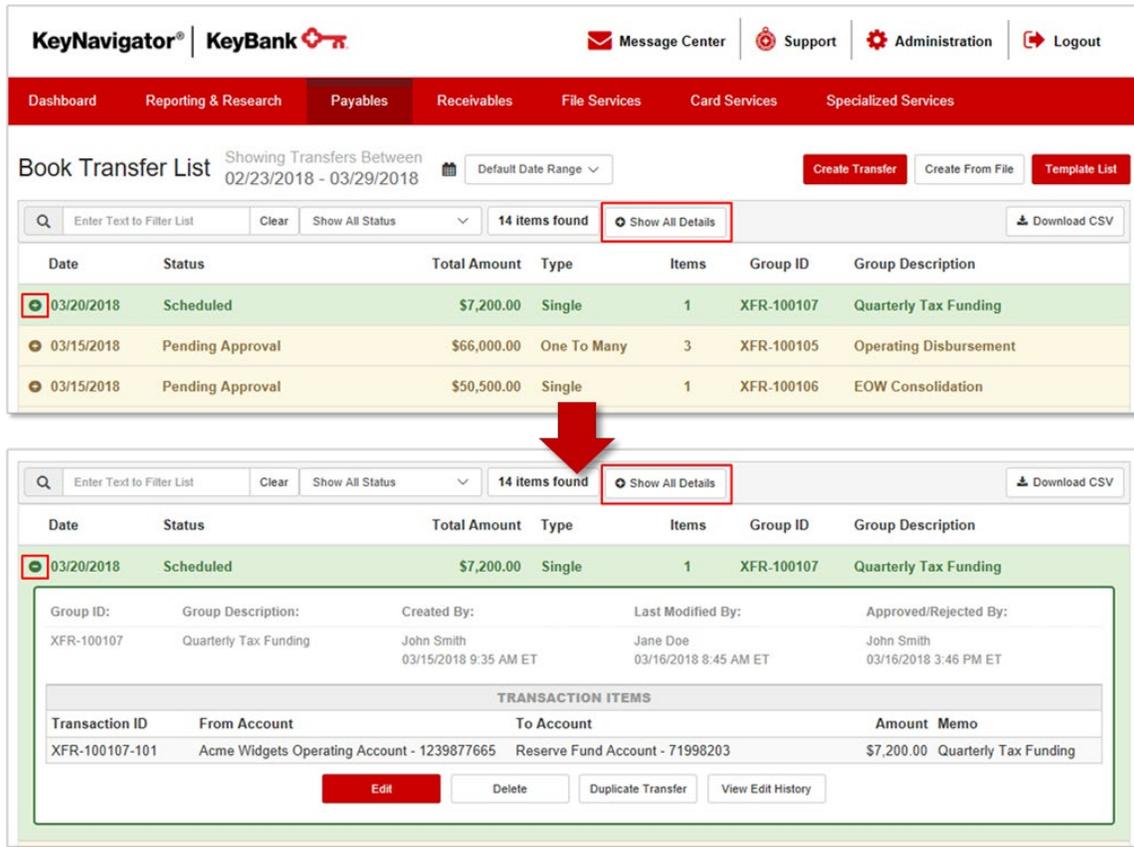
By default, the Book Transfer List displays a mix of transfer history as well as any scheduled future-dated transfers in descending order by transfer date.



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.

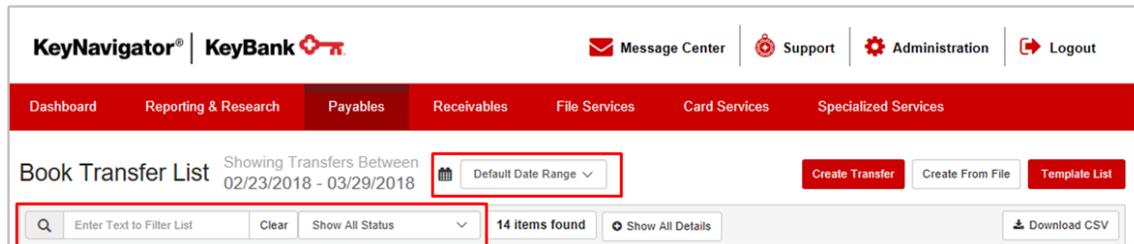


The screenshot shows the KeyNavigator interface for the Book Transfer List. The top navigation bar includes 'Dashboard', 'Reporting & Research', 'Payables', 'Receivables', 'File Services', 'Card Services', and 'Specialized Services'. The main header shows 'Book Transfer List' with a date range filter 'Showing Transfers Between 02/23/2018 - 03/29/2018' and buttons for 'Create Transfer', 'Create From File', and 'Template List'. Below the header is a search bar and a table with columns: Date, Status, Total Amount, Type, Items, Group ID, and Group Description. The table lists three transfers, with the first one highlighted in green. A red arrow points from the '+ Show All Details' button in the first row to a detailed view of that transfer. The detailed view shows metadata (Group ID, Description, Created By, Last Modified By, Approved/Rejected By) and a 'TRANSACTION ITEMS' table with columns: Transaction ID, From Account, To Account, Amount, and Memo. The transaction item shows a transfer from 'Acme Widgets Operating Account - 1239877665' to 'Reserve Fund Account - 71998203' for an amount of \$7,200.00. At the bottom of the detailed view are buttons for 'Edit', 'Delete', 'Duplicate Transfer', and 'View Edit History'.

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.

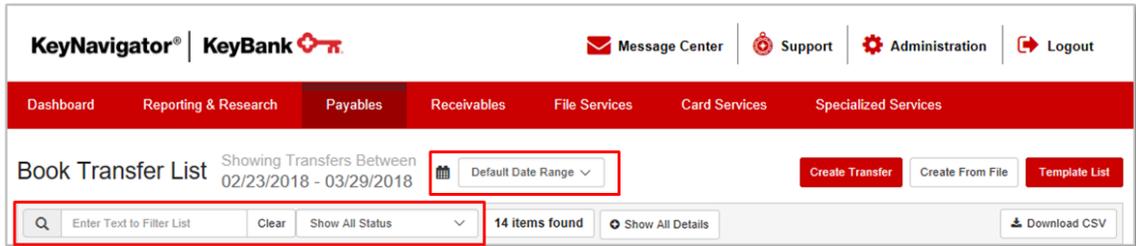
You can update the transfers displayed on the Book Transfer List using the following filters: Date Range, Text Filter, or Transfer Status.



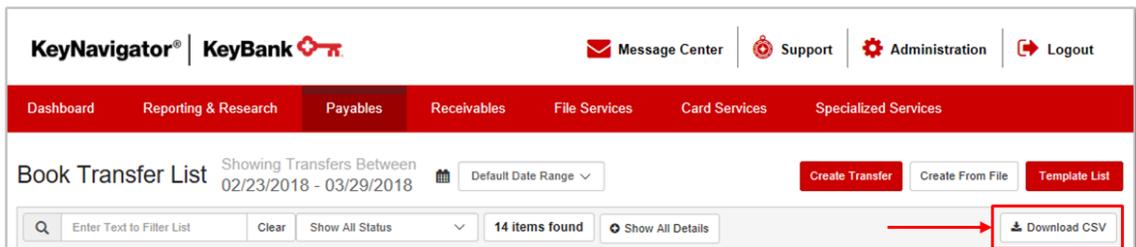
The screenshot shows the KeyNavigator interface for the Book Transfer List. The top navigation bar is the same as in the previous screenshot. The main header shows 'Book Transfer List' with a date range filter 'Showing Transfers Between 02/23/2018 - 03/29/2018' and buttons for 'Create Transfer', 'Create From File', and 'Template List'. Below the header is a search bar with a 'Show All Status' dropdown menu. The search bar contains the text 'Enter Text to Filter List' and a 'Clear' button. The search results show '14 items found' and a '+ Show All Details' button. A red box highlights the search bar and the 'Show All Status' dropdown menu. Another red box highlights the 'Default Date Range' dropdown menu.

Export Transfer Details into an Excel (.csv) File

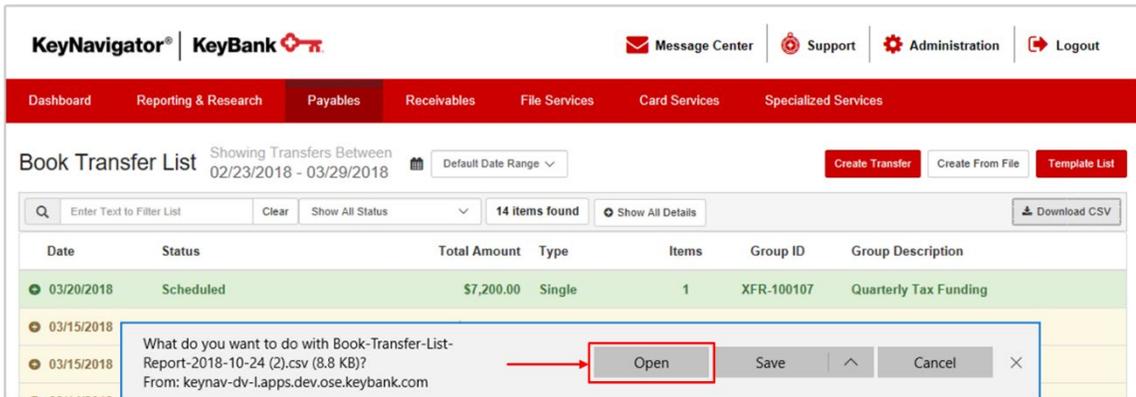
1. Use the sort and filter capabilities on the Book Transfer List to identify the transfers you wish to export



2. Click **Download CSV**



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

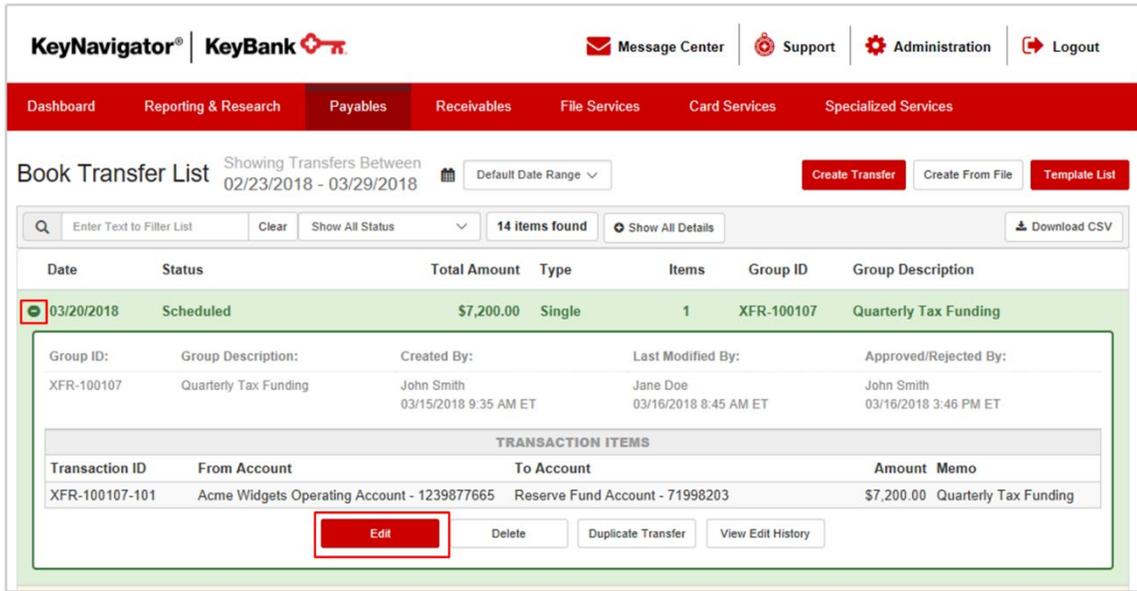


4. The file will download with the default file name 'Book-Transfer-List-Report-YYYY-MM-DD.csv'

Transfer Date	Status	Group Amount	Type	Items	Group ID	Group Description	Created By	Created By Date	Last Modified By	Last Modified D
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
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	EDOW 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

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 'Book Transfer List' interface. At the top, there are navigation tabs: Dashboard, Reporting & Research, Payables, Receivables, File Services, Card Services, and Specialized Services. Below the tabs, the page title is 'Book Transfer List' with a date range filter 'Showing Transfers Between 02/23/2018 - 03/29/2018'. There are buttons for 'Create Transfer', 'Create From File', and 'Template List'. A search bar contains 'Enter Text to Filter List' and 'Clear'. A dropdown menu shows 'Show All Status' and '14 items found'. A 'Show All Details' button and a 'Download CSV' button are also present.

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

Below the table, the details for the selected transfer are shown:

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

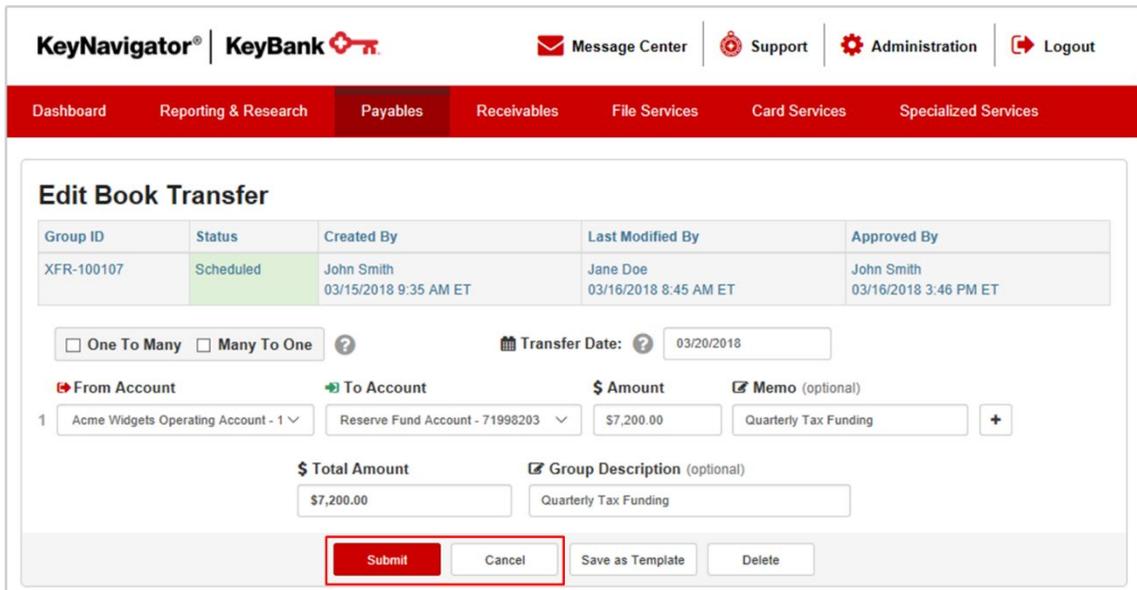
Below the details, there is a 'TRANSACTION ITEMS' table:

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

At the bottom of the details section, there are buttons: **Edit** (highlighted with a red box), Delete, Duplicate Transfer, and View Edit History.

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 tabs: Dashboard, Reporting & Research, Payables, Receivables, File Services, Card Services, and Specialized Services. Below the tabs, the page title is 'Edit Book Transfer'. There are buttons for 'Message Center', 'Support', 'Administration', and 'Logout'.

Group ID	Status	Created By	Last Modified By	Approved By
XFR-100107	Scheduled	John Smith 03/15/2018 9:35 AM ET	Jane Doe 03/16/2018 8:45 AM ET	John Smith 03/16/2018 3:46 PM ET

Below the table, there are input fields for transfer details:

One To Many Many To One ? **Transfer Date:**

From Account **To Account** **\$ Amount** **Memo (optional)**

\$ Total Amount **Group Description (optional)**

At the bottom, there are buttons: **Submit** (highlighted with a red box), Cancel, Save as Template, and Delete.

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.*

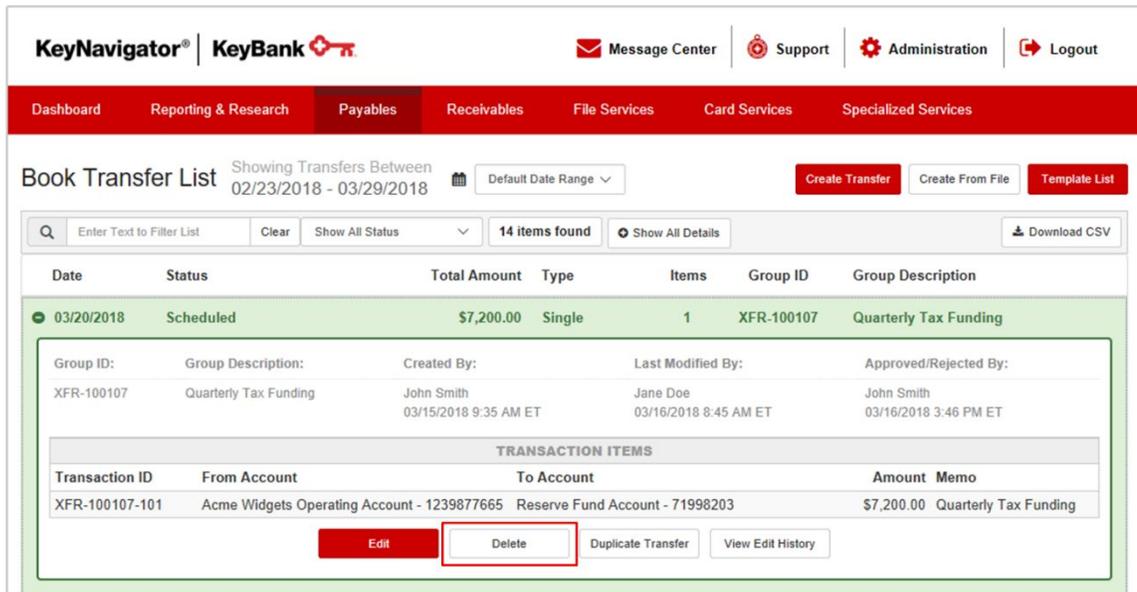
Deleting a Transfer

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 KeyNavigator interface for the Book Transfer List. The top navigation bar includes KeyNavigator, KeyBank, and 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 filters for 'Showing Transfers Between 02/23/2018 - 03/29/2018' and 'Default Date Range'. There are buttons for 'Create Transfer', 'Create From File', and 'Template List'. A search bar contains 'Enter Text to Filter List' and 'Clear', and a dropdown shows 'Show All Status'. A summary indicates '14 items found' and a 'Download CSV' button. The main table has columns: Date, Status, Total Amount, Type, Items, Group ID, and Group Description. One transfer is listed: 03/20/2018, Scheduled, \$7,200.00, Single, 1, XFR-100107, Quarterly Tax Funding. Below this is an expanded view showing 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). A 'TRANSACTION ITEMS' table 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 are buttons for 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.

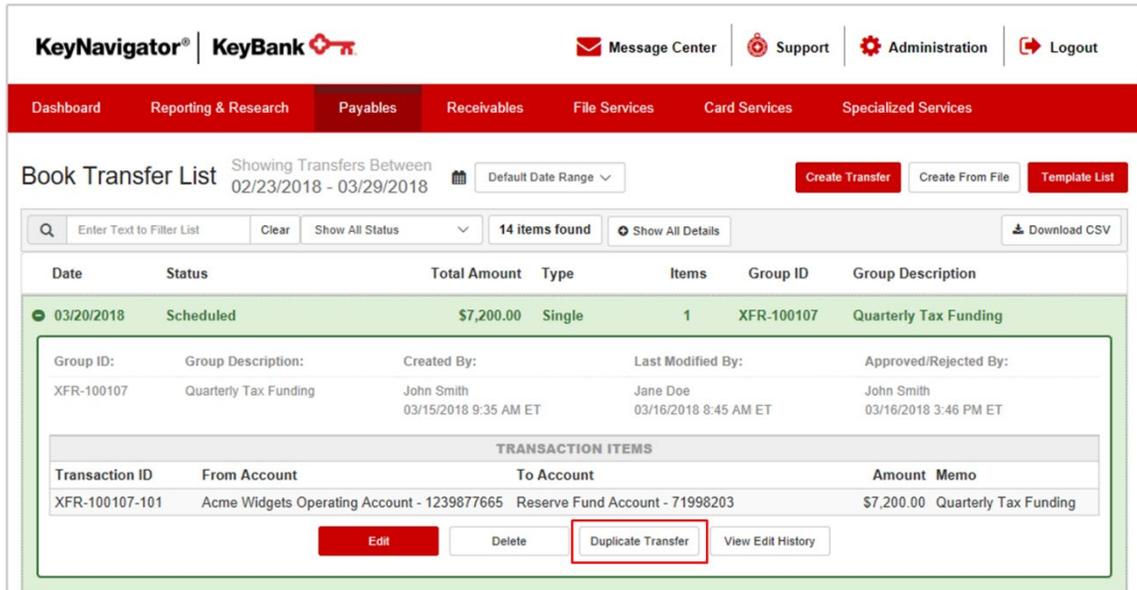
Duplicating a Transfer

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**



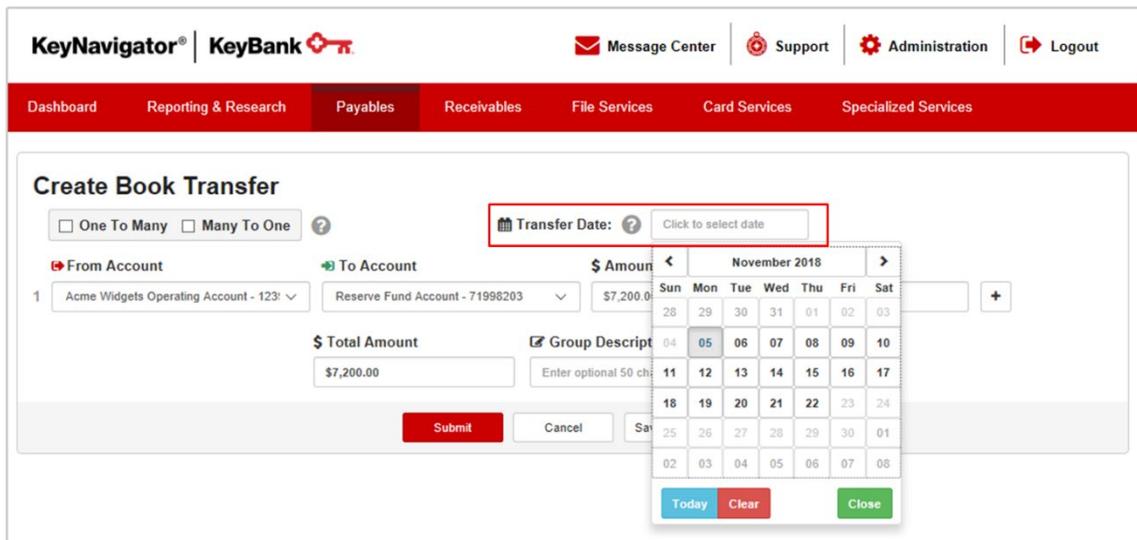
The screenshot shows the 'Book Transfer List' page. At the top, there are navigation links for Message Center, Support, Administration, and Logout. Below that is a red navigation bar with options like Dashboard, Reporting & Research, Payables, Receivables, File Services, Card Services, and Specialized Services. The main content area shows a list of transfers. One transfer is selected, and its details are shown in a modal window. The 'Duplicate Transfer' 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. The **Create Book Transfer** page will open with the transfer details populated

5. Enter a **Transfer Date**



The screenshot shows the 'Create Book Transfer' page. The 'Transfer Date' field is highlighted with a red box, and a date picker calendar is open, showing the date 05 (the 5th) selected. The page includes fields for 'From Account', 'To Account', '\$ Amount', '\$ Total Amount', and 'Group Description'. There are 'Submit' and 'Cancel' buttons at the bottom.

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

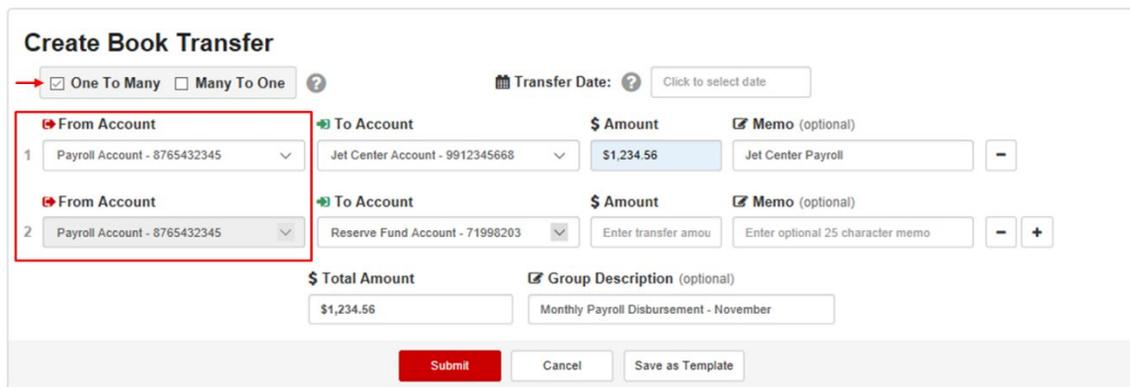
4. Creating Transfers

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.



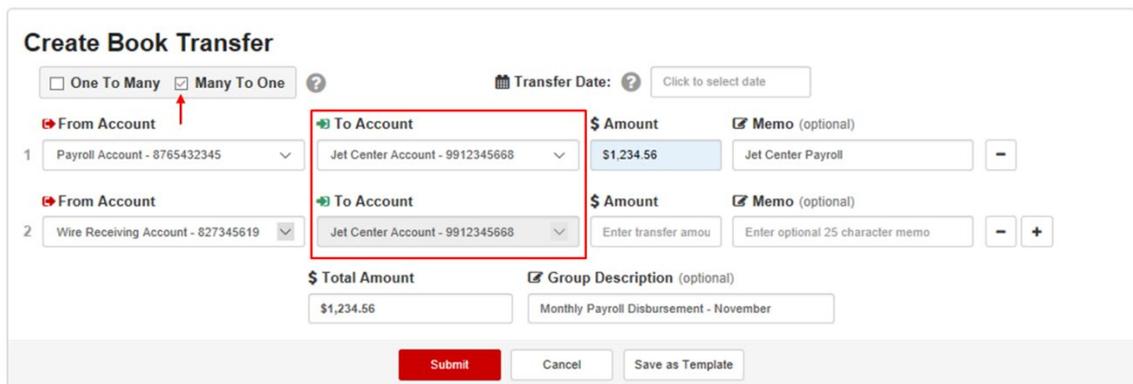
Create Book Transfer

One To Many Many To One ?
 📅 Transfer Date: ?

	From Account	To Account	\$ Amount	Memo (optional)
1	Payroll Account - 8765432345	Jet Center Account - 9912345668	\$1,234.56	Jet Center Payroll
2	Payroll Account - 8765432345	Reserve Fund Account - 71998203	Enter transfer amou	Enter optional 25 character memo

\$ Total Amount
 Group Description (optional)

- 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.



Create Book Transfer

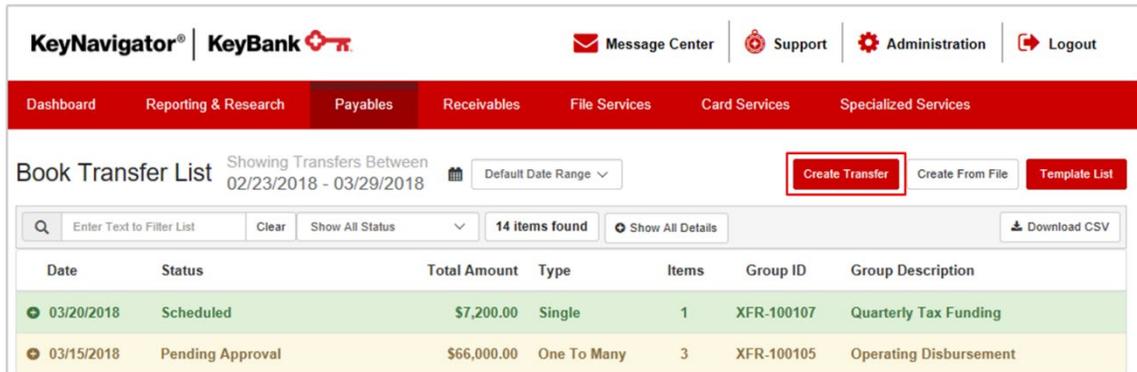
One To Many Many To One ?
 📅 Transfer Date: ?

	From Account	To Account	\$ Amount	Memo (optional)
1	Payroll Account - 8765432345	Jet Center Account - 9912345668	\$1,234.56	Jet Center Payroll
2	Wire Receiving Account - 827345619	Jet Center Account - 9912345668	Enter transfer amou	Enter optional 25 character memo

\$ Total Amount
 Group Description (optional)

Creating a New or One-Time Transfer

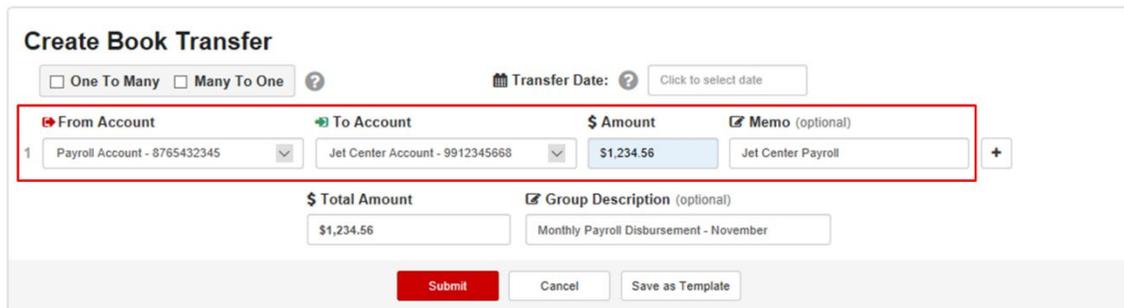
1. Click **Create Transfer** from the Book Transfer list



The screenshot shows the KeyNavigator interface with the 'Payables' tab selected. The 'Book Transfer List' is displayed, showing a table of transfers. The 'Create Transfer' button is highlighted with a red box.

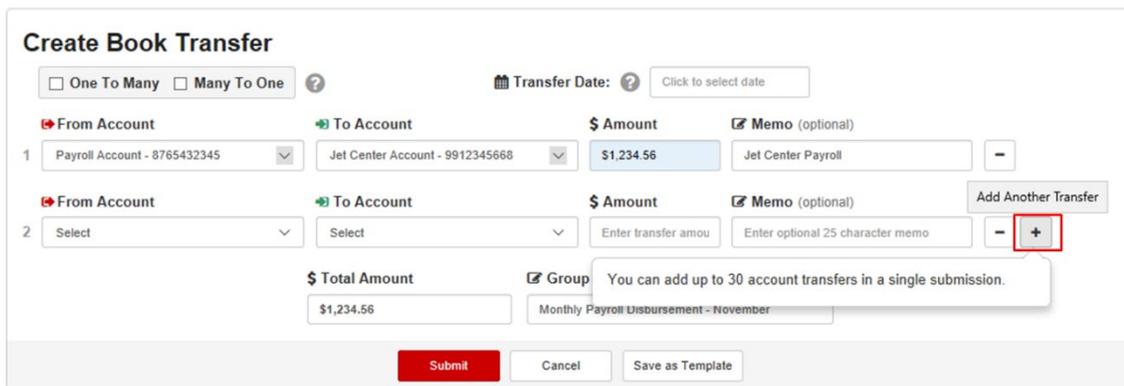
Date	Status	Total Amount	Type	Items	Group ID	Group Description
03/20/2018	Scheduled	\$7,200.00	Single	1	XFR-100107	Quarterly Tax Funding
03/15/2018	Pending Approval	\$66,000.00	One To Many	3	XFR-100105	Operating Disbursement

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. The first transaction line is highlighted with a red box. The form includes fields for 'From Account', 'To Account', '\$ Amount', and 'Memo (optional)'. The 'Total Amount' and 'Group Description (optional)' are also visible.

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 '+' icon is highlighted with a red box. A tooltip message states: 'You can add up to 30 account transfers in a single submission.'

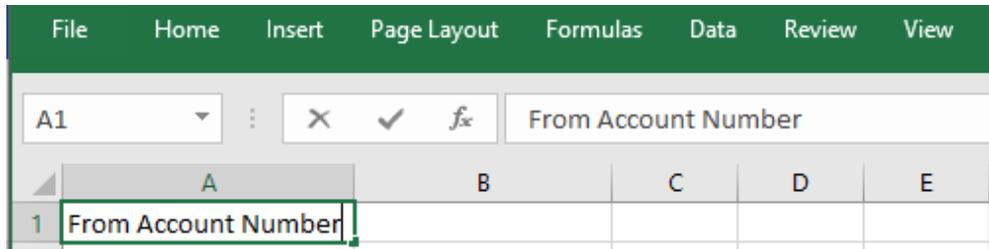
5. Click **Submit** to send/schedule the transfer or **Save as Template** to add it to your company's Template List for future use

Creating a Transfer from a File

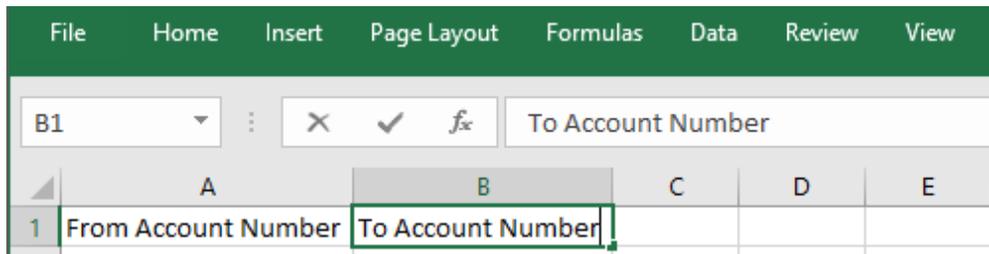
Step 1: Format a File Upload Using Excel

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:

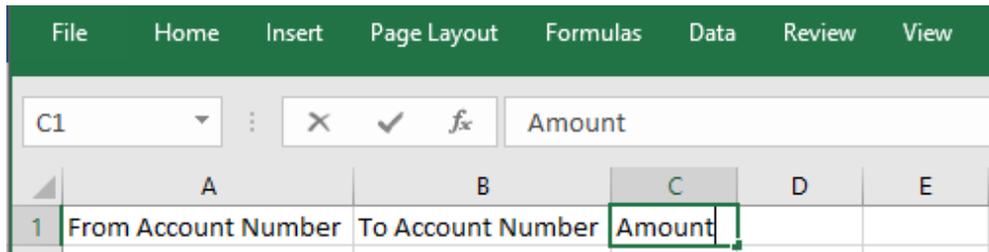
1. Open Microsoft® Excel
2. In Row 1, Column A type 'From Account Number'



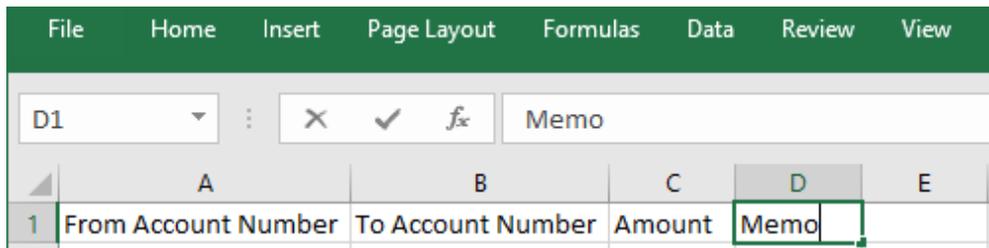
3. In Row 1, Column 2 type 'To Account Number'



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



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



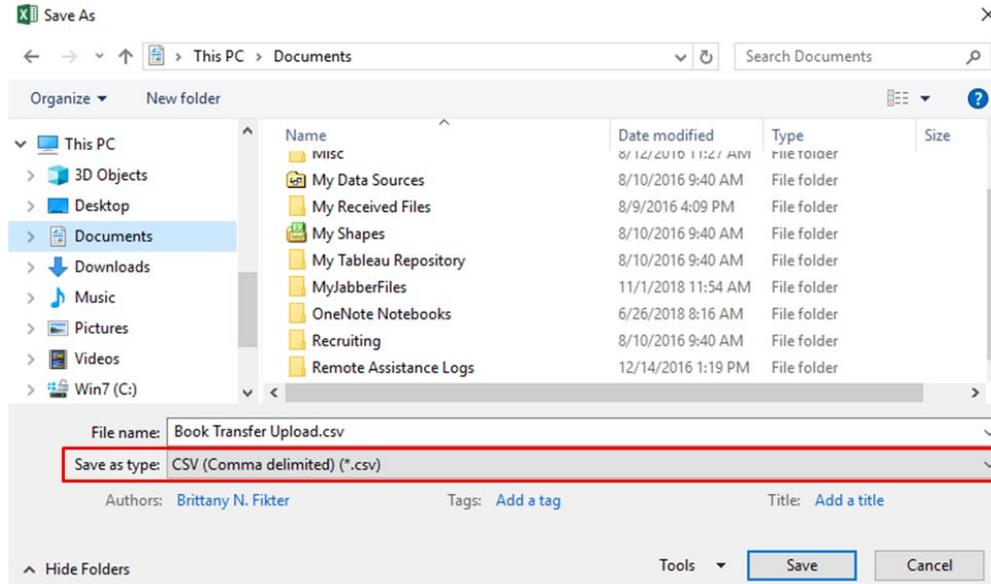
- Beginning in Row 2 through Row 31, enter the transfer details in the appropriate fields. **Only 30 transactions can be uploaded in each file.** If the file exceeds Row 31, the information will be truncated and only the first 30 transactions will be uploaded.

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

- 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

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.

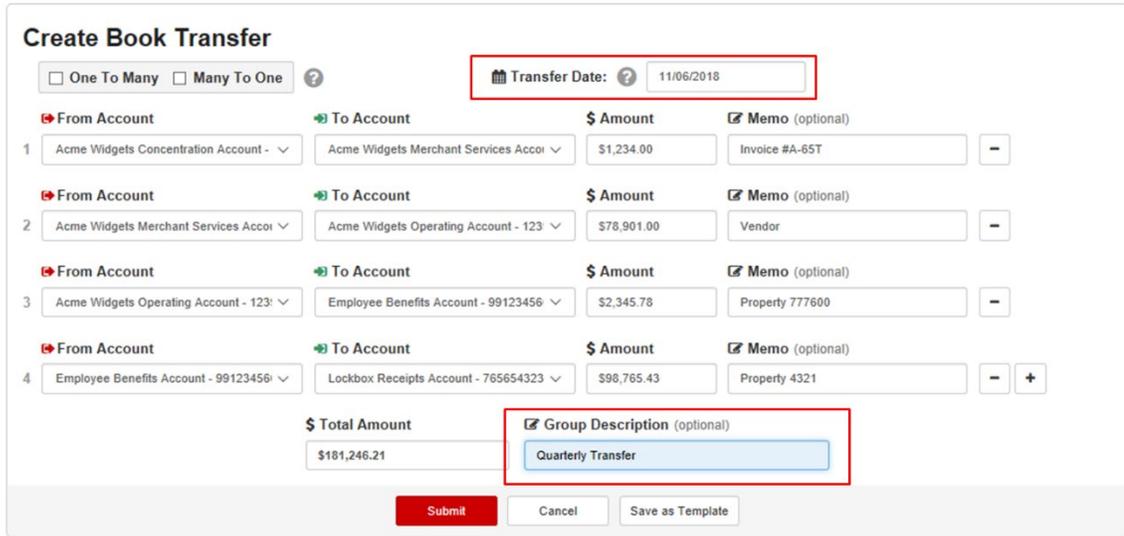
From Account Number	To Account Number	Amount	Memo
1234567890	1233748373	1234	Invoice #A-65T
1233748373	1239877665	\$78,901.00	Vendor
1239877665	9912345667	\$2,345.78	Property 777600
9912345667	7656543234	\$98,765.43	Property 4321
7656543234	8765432345	\$2,345.78	Payroll funding
8765432345	71998203	\$8,621.00	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

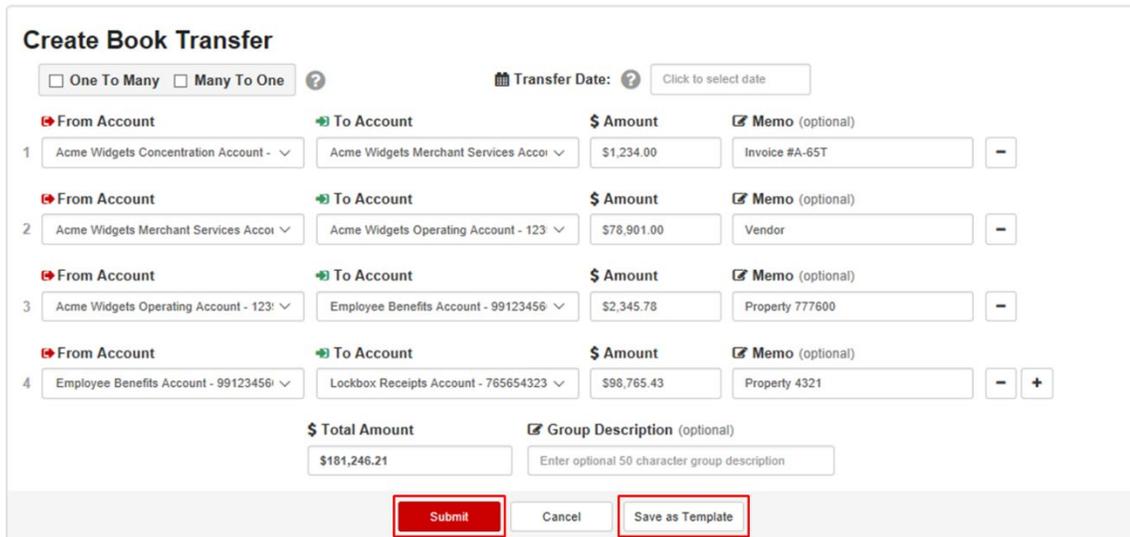
One To Many Many To One ? 📅 Transfer Date: ? 11/06/2018

	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	- +

\$ Total Amount \$181,246.21 📄 Group Description (optional)
 Quarterly Transfer

Submit Cancel Save as Template

- 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	- +

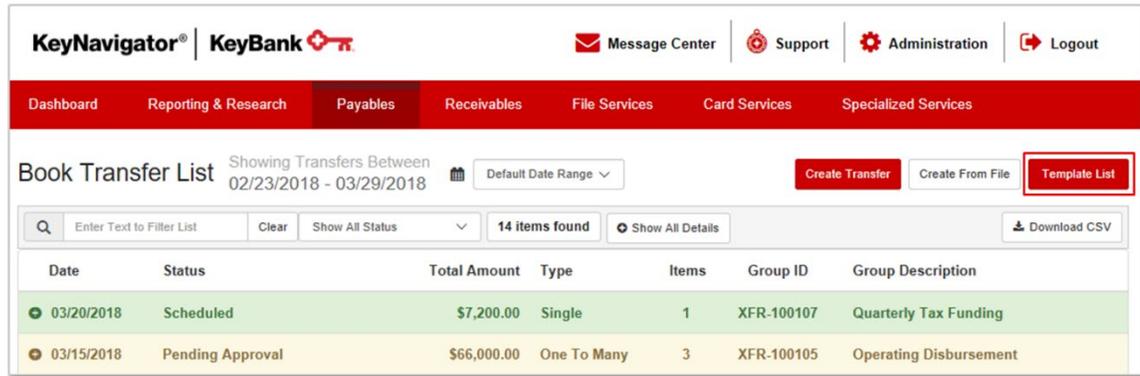
\$ Total Amount \$181,246.21 📄 Group Description (optional)
 Enter optional 50 character group description

Submit Cancel **Save as Template**

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:

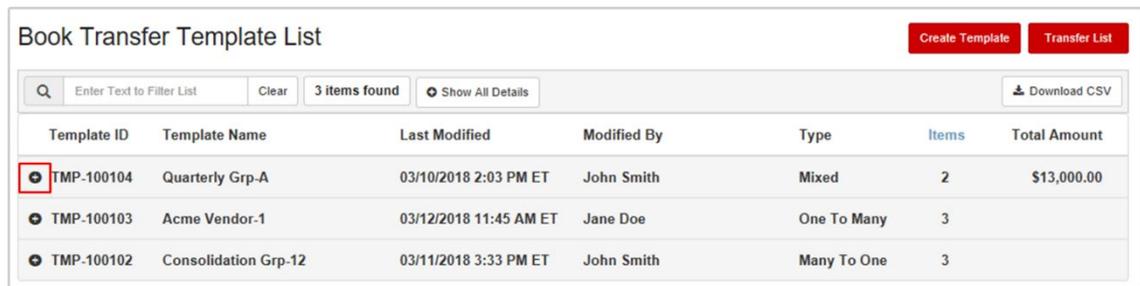
1. Click **Template List** from the Book Transfer List



The screenshot shows the KeyNavigator interface with the 'Book Transfer List' page. The 'Template List' button is highlighted with a red box. The page displays a table of transfers with the following data:

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

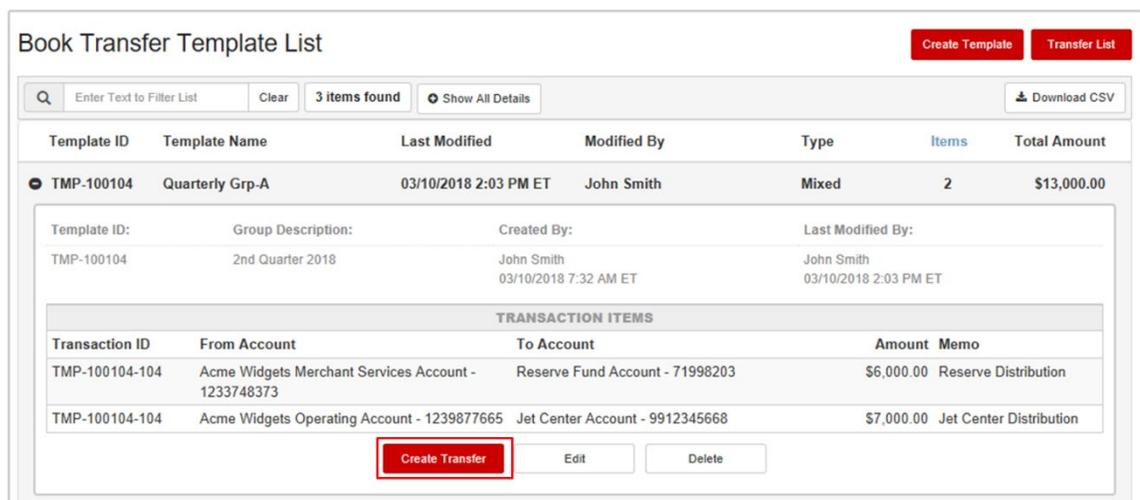
2. Use the sort and filter capabilities on the Book Transfer Template List to find the template you would like to use
3. Click the + icon to expand the template details



The screenshot shows the 'Book Transfer Template List' page. The first template row is expanded, and the plus icon is highlighted with a red box. The table lists the following templates:

Template ID	Template Name	Last Modified	Modified By	Type	Items	Total Amount
TMP-100104	Quarterly Grp-A	03/10/2018 2:03 PM ET	John Smith	Mixed	2	\$13,000.00
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	

4. Click **Create Transfer**



The screenshot shows the expanded 'Book Transfer Template List' page for template TMP-100104. The 'Create Transfer' button is highlighted with a red box. The page displays the following details:

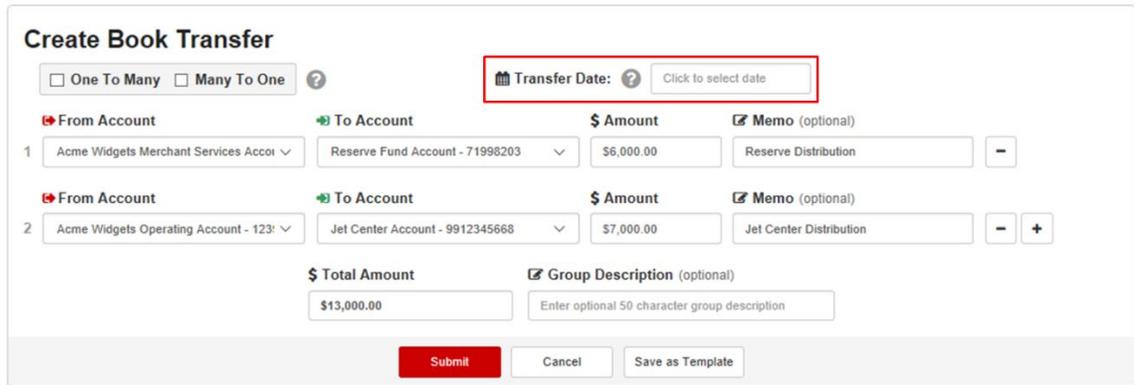
Template ID: TMP-100104
 Group Description: 2nd Quarter 2018
 Created By: John Smith
 Last Modified By: John Smith

TRANSACTION ITEMS

Transaction ID	From Account	To Account	Amount	Memo
TMP-100104-104	Acme Widgets Merchant Services Account - 1233748373	Reserve Fund Account - 71998203	\$6,000.00	Reserve Distribution
TMP-100104-104	Acme Widgets Operating Account - 1239877665	Jet Center Account - 9912345668	\$7,000.00	Jet Center Distribution

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



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

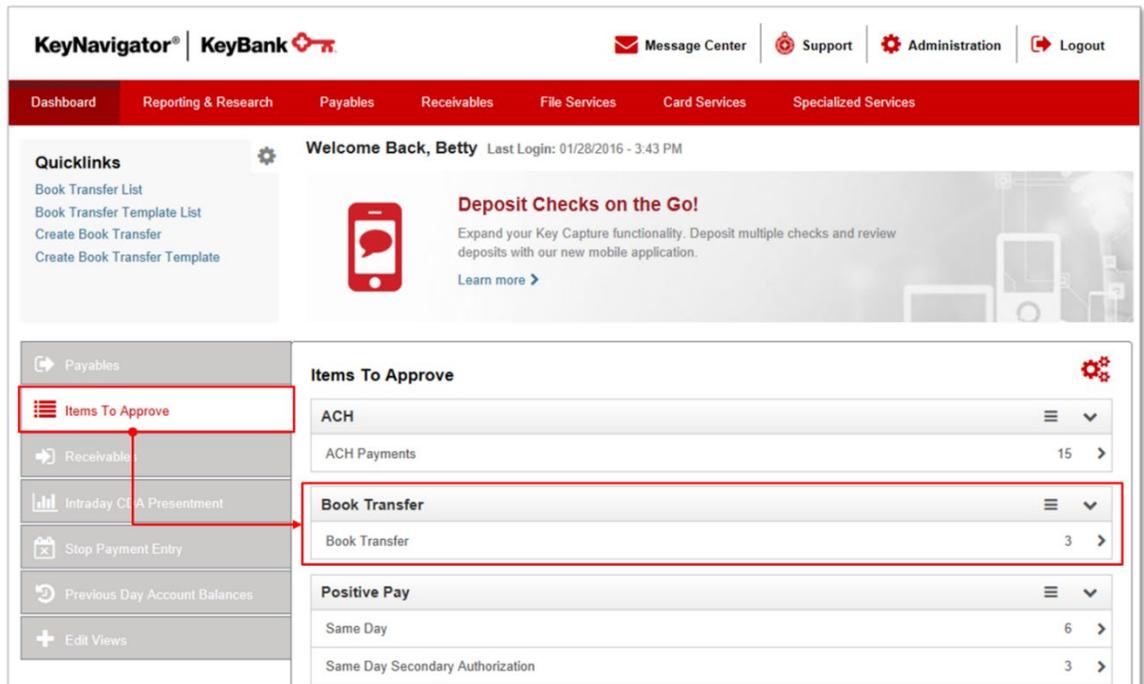
If your company leverages the Book Transfer approval function, all Book Transfers must be decided by a user with the appropriate approval authority prior to transfer. Transfers not approved prior by 11:59 PM ET on the scheduled transfer date will move to an Expired status and must be resubmitted. There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

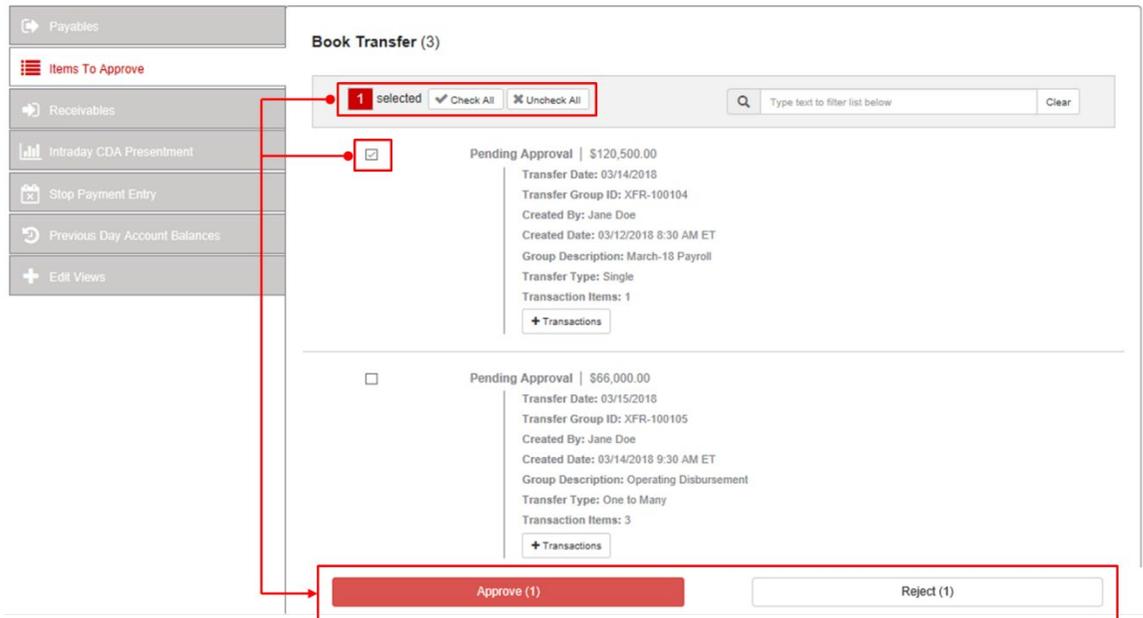
*NOTE: If the **Items to Approve** view has not been added to your Dashboard, click **Edit Views**, drag and drop the **Items to Approve** icon to the left sidebar*

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



- 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

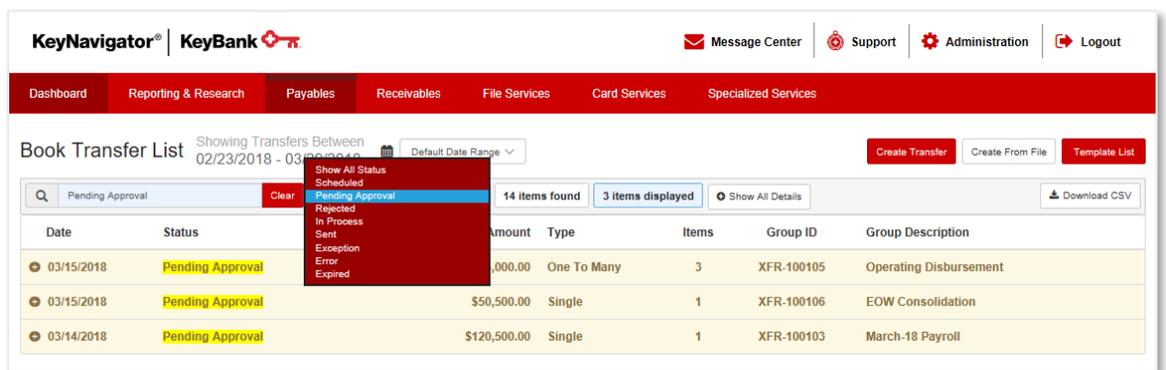
TIP: Click the + Transactions icon to expand the transfer detail by transaction



2. One by One on the Book Transfer List:

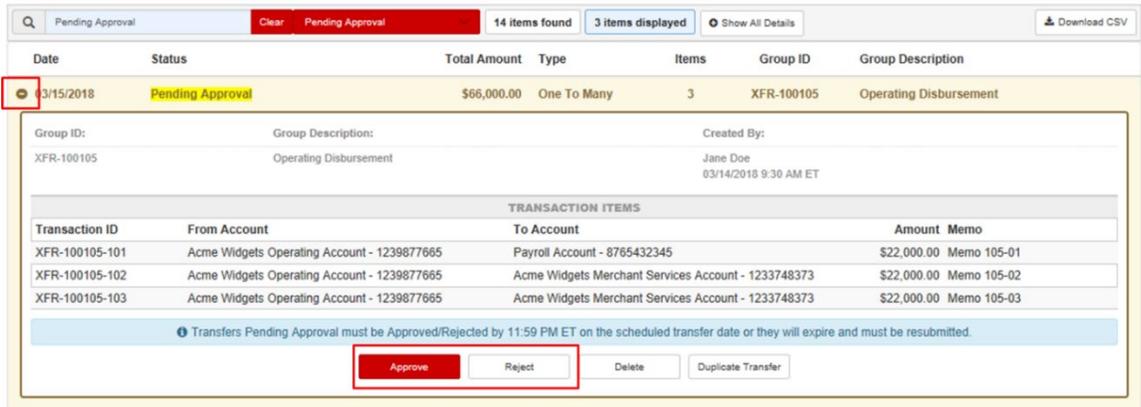
- a. Book Transfers that require approval will be in the **Pending Approval Status** on the Book Transfer List

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

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

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.

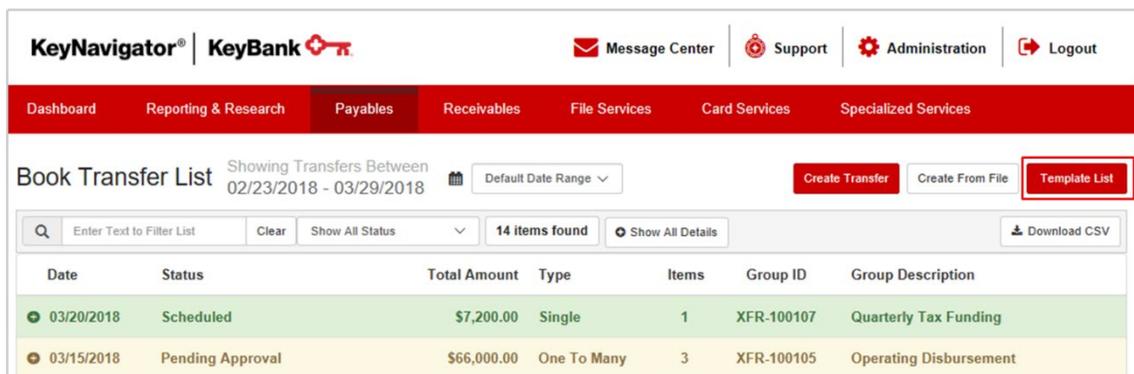
5. Transfer Templates

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.



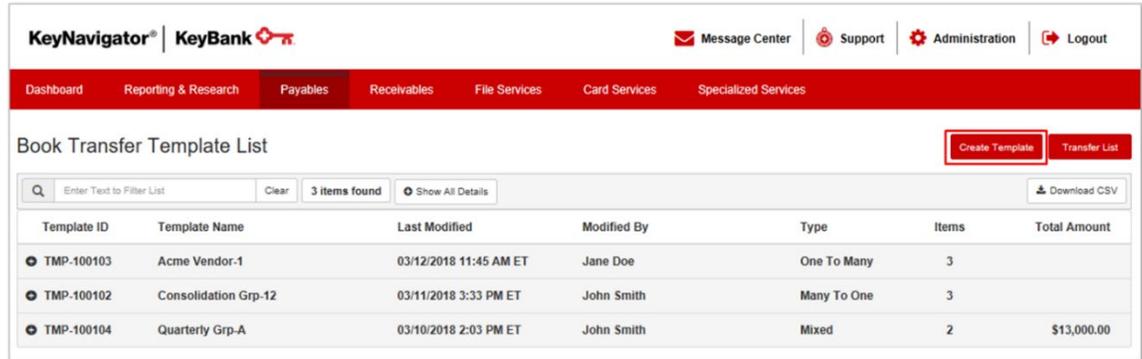
Date	Status	Total Amount	Type	Items	Group ID	Group Description
03/20/2018	Scheduled	\$7,200.00	Single	1	XFR-100107	Quarterly Tax Funding
03/15/2018	Pending Approval	\$66,000.00	One To Many	3	XFR-100105	Operating Disbursement

Creating a Template

There are multiple ways to create a template.

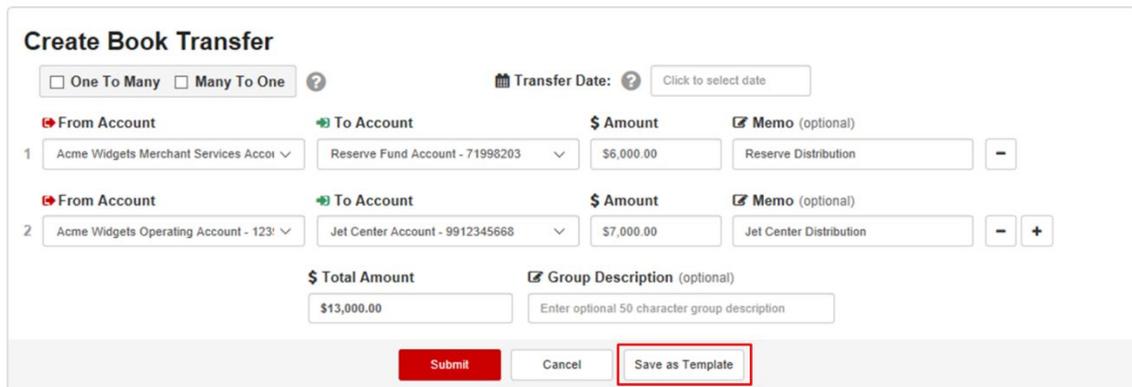
1. From the Book Transfer Template List page, you can create a new template by clicking **Create Template** and entering all the details you wish to be saved for future use.

*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**.



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 Accou	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 **Group Description (optional)**

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.



Save Template?

Enter Template Name

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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