



Translator Tool

User Guide

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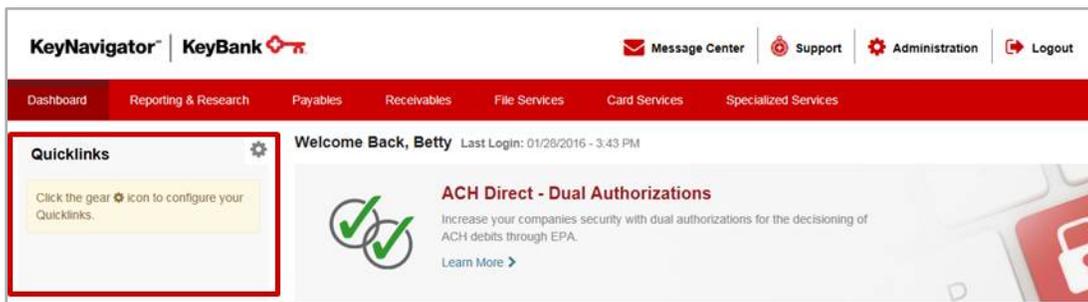
1. Introduction for QuickBooks Users

The Translator Tool is available when you need assistance in retrieving your check issuance information from QuickBooks. Once created, the file can be uploaded via KeyNavigator to be used with Account Reconciliation services (ARP) and with Positive Pay. Key Navigator access is needed.

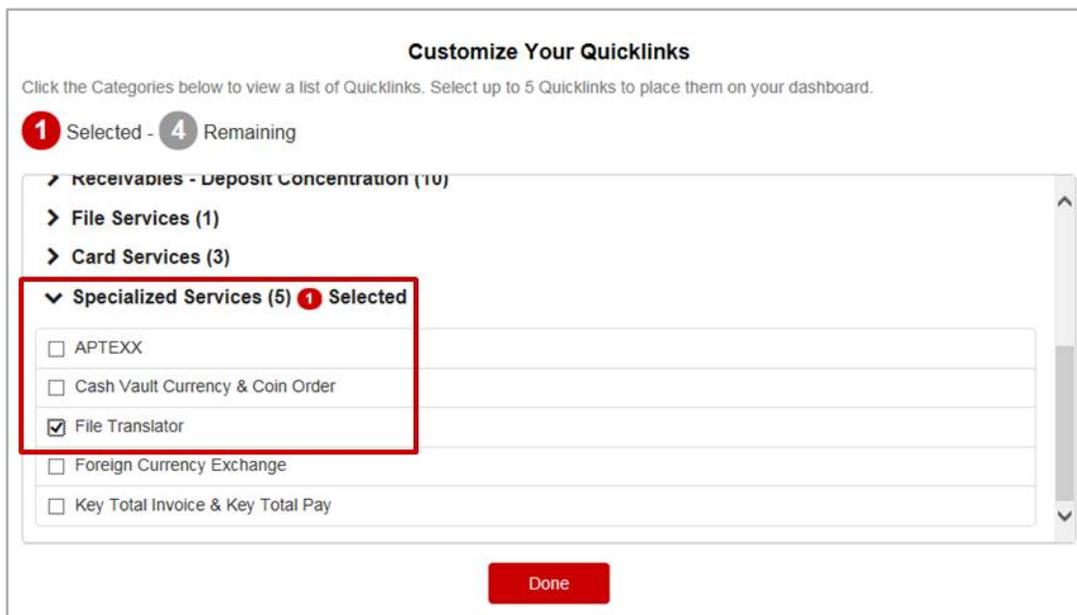
2. Translator Tool for QuickBooks

2.1 Installing the Translator Tool

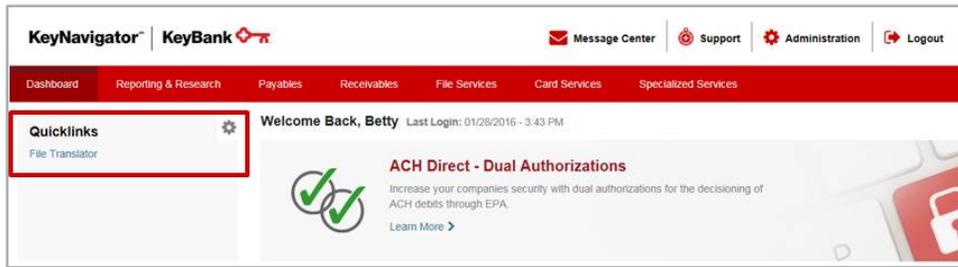
1. Log into QuickBooks as the Administrator (or user with administrator rights).
2. Log into KeyNavigator, and click on the **Gear** icon in the **Quicklinks** section on the left side of the screen.



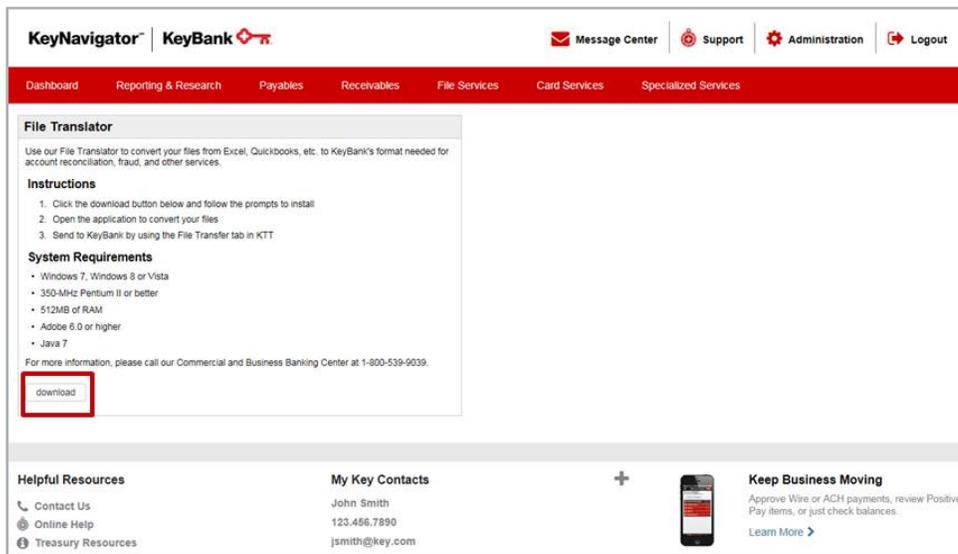
3. On the **Customize Your Quicklinks** screen, scroll down to the **Specialized Services** section and select **File Translator**. Then click **Done**.



- Now you will see **File Translator** appear under the **Quicklinks** section. Click the **File Translator** link.



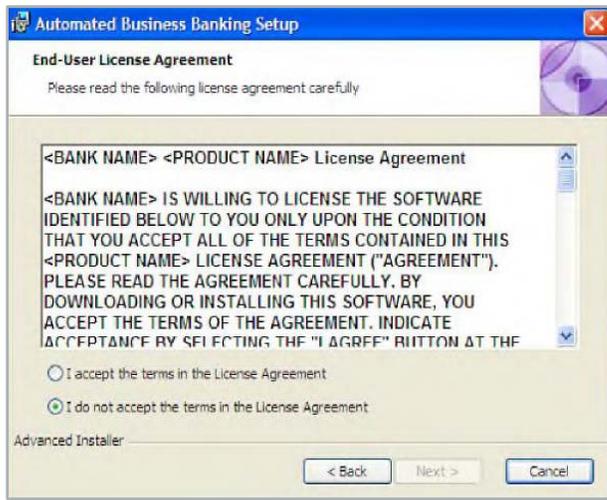
- Click the **Download** button to launch the **Save As** or **Run** box. You can choose either.



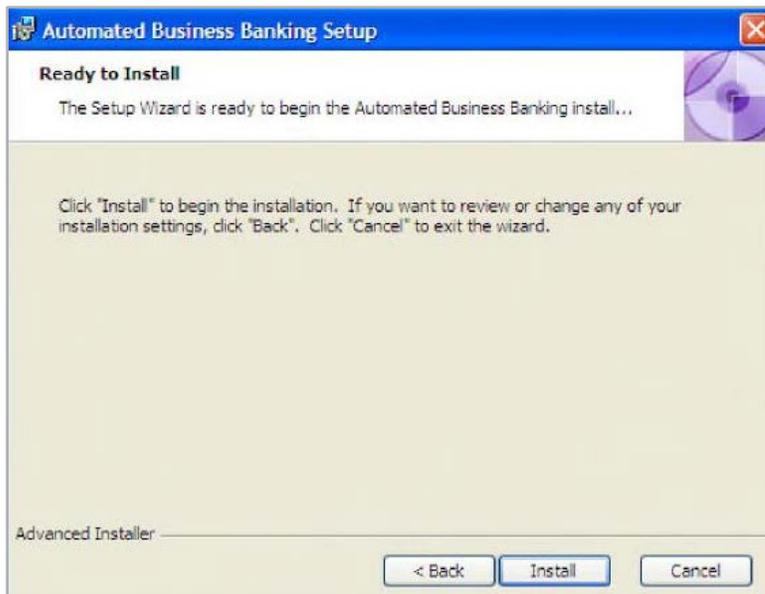
- The installation welcome screen appears. Click **Next** to continue or **Cancel** to stop the install.



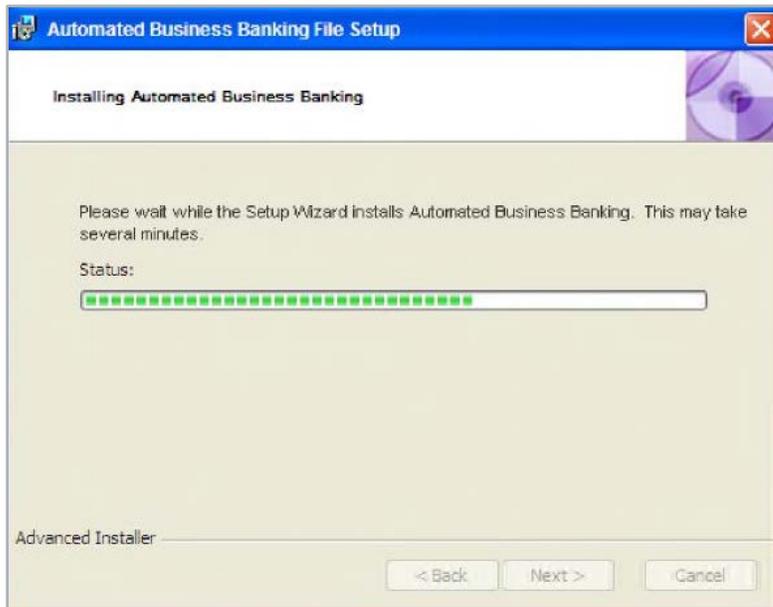
- The **End-User License Agreement** screen provides the option to accept or not accept the terms in the license agreement. If you do not accept the terms, the install process will halt, and the system will not be installed.



- Select the **I accept the terms in the License Agreement** option.
- Click **Next** to continue.
- The **Ready To Install** screen provides you with the opportunity to click **Back** to review your settings. Click **Install** to continue. You may click **Cancel** to halt the installation.



11. A status screen allows you to monitor the installation progress.



12. The system displays a screen notifying you that the installation is complete.



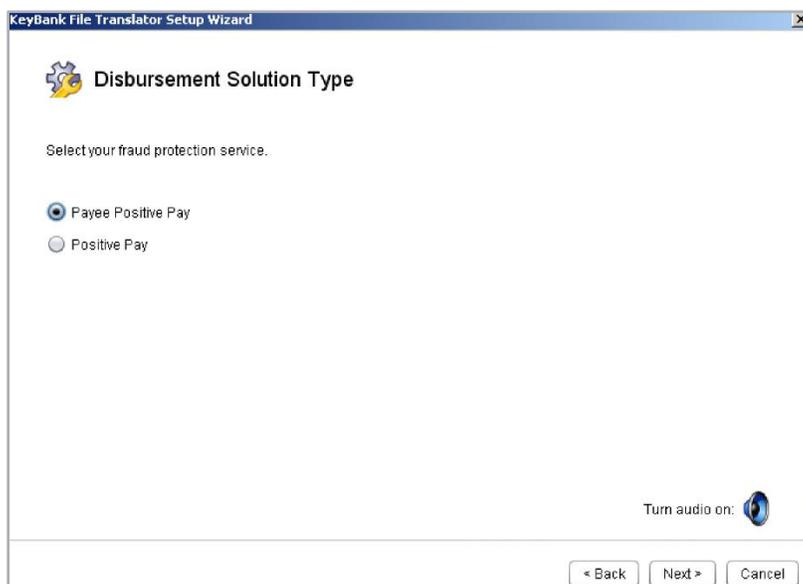
13. The following screen is where you can establish a password for the admin user. This can be changed at a later date if the user wishes.

 *The password must be 8-12 characters long and contain at least 2 numerical digits.*



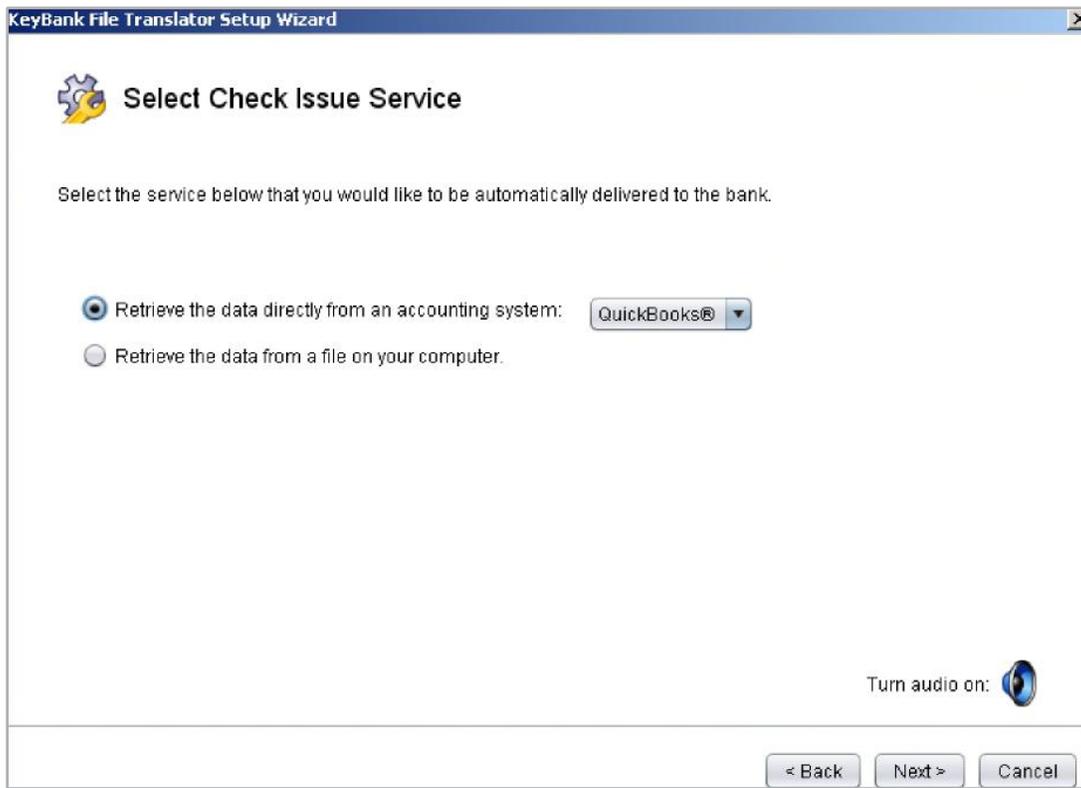
14. Next, choose either **Payee Positive Pay** or Standard **Positive Pay**.

 *This cannot be changed without uninstalling or reinstalling the Translator Tool.*

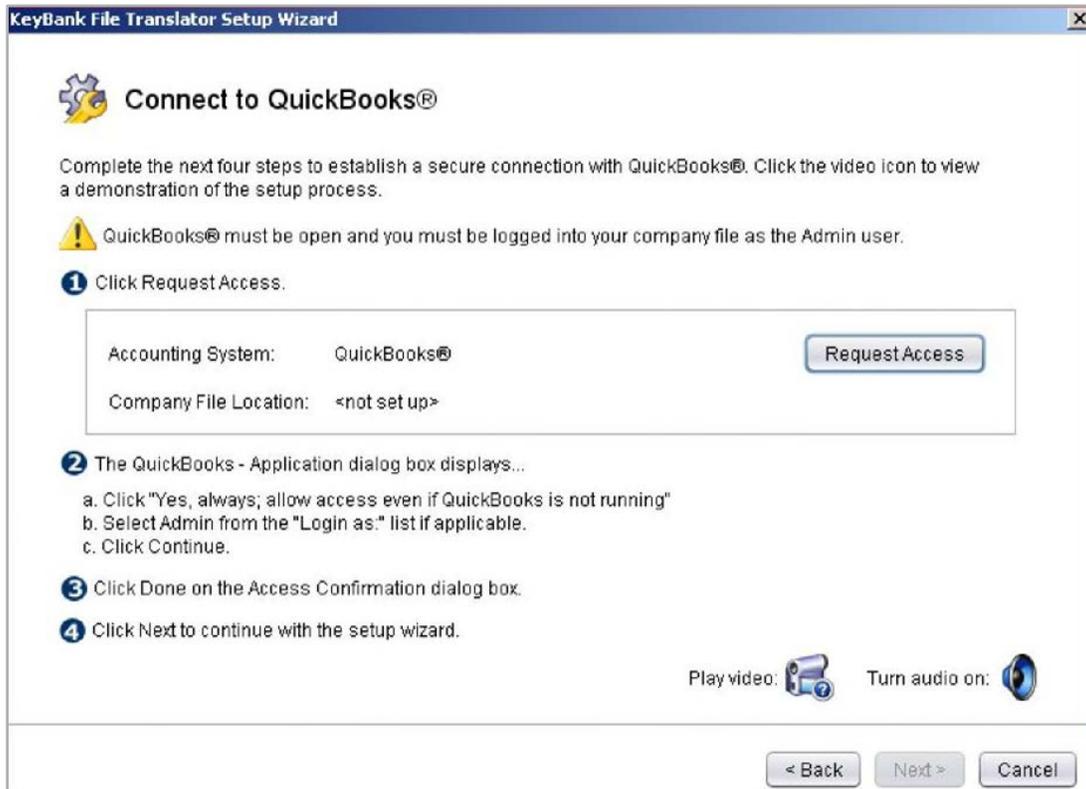


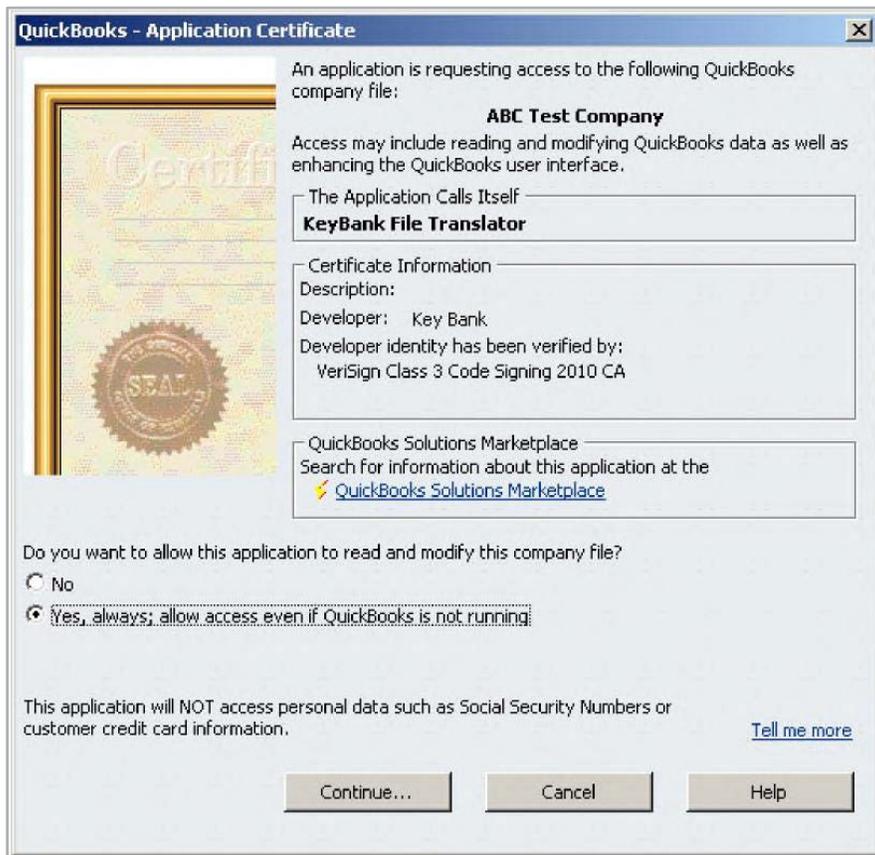


Choose the first option **Retrieve the data directly from an account system: QuickBooks** and click **Next**.

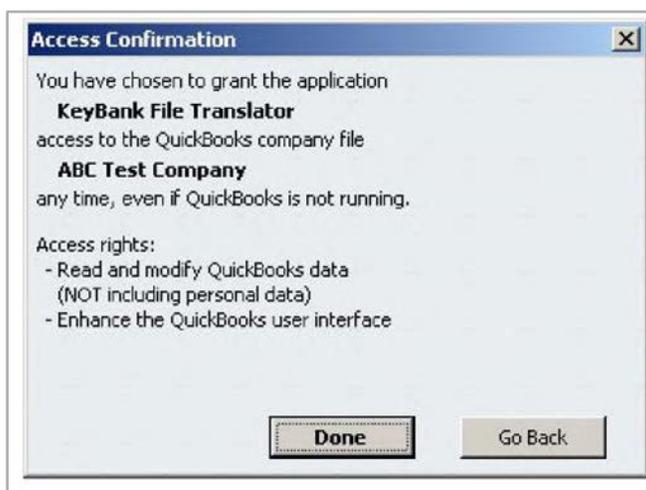


15. Click on **Request Access**. The system will ask if you want to allow the ARP Translator Tool to access QuickBooks, even if QuickBooks is not running. Click **Yes** and **Continue**. This will put a certificate into QuickBooks that will allow the ARP Translator Tool access to the check register even if QuickBooks is not running.

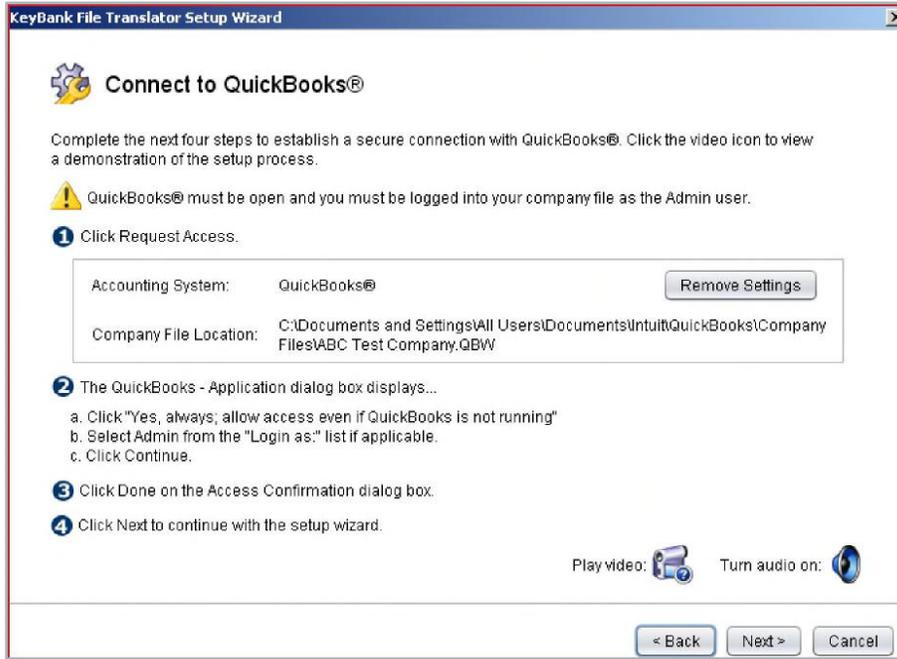




16. You will be prompted to select a user to access QuickBooks, choose the user that has admin rights (most likely the person who is installing the tool.) An **Access Confirmation** window will open confirming that the changes were made. Click **Done** to proceed.

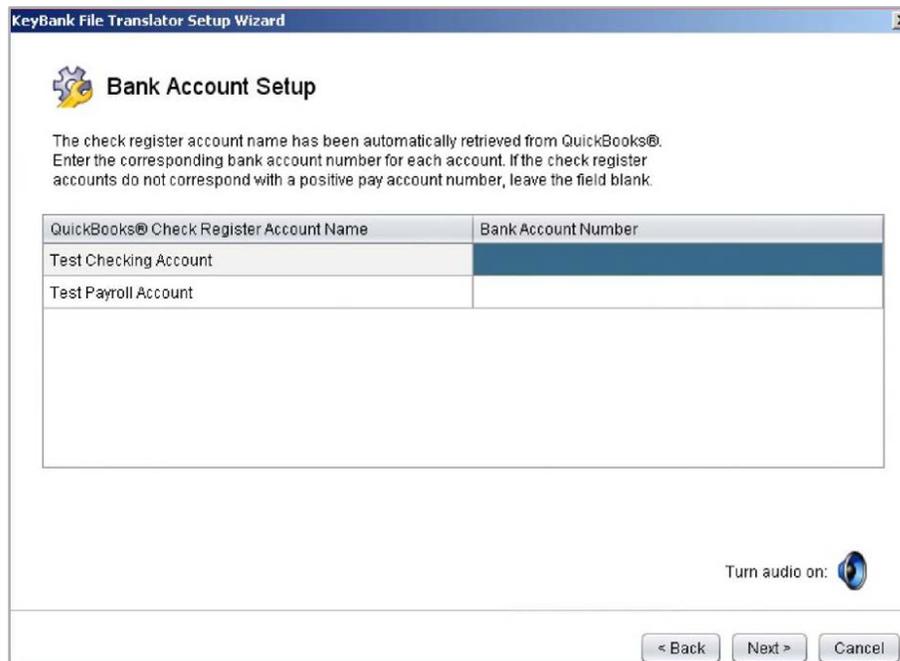


17. Once this is complete the following screen will appear with the Company File Location. Click **Next**.

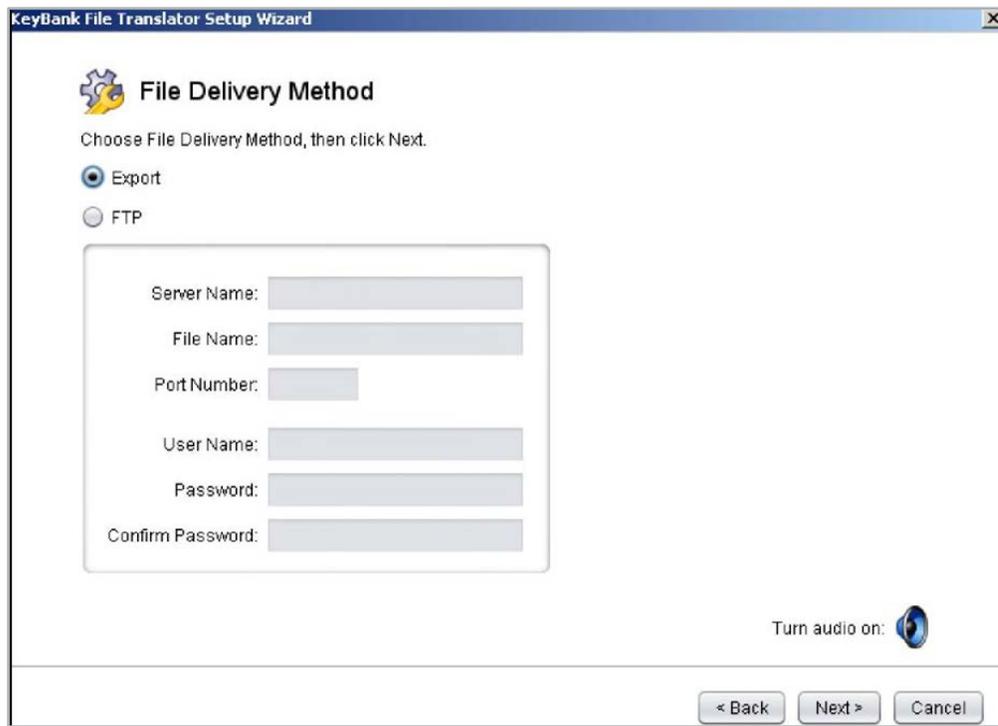


18. Enter in the bank account number that corresponds to the account(s) to which Positive Pay service is being added. Click **Next**.

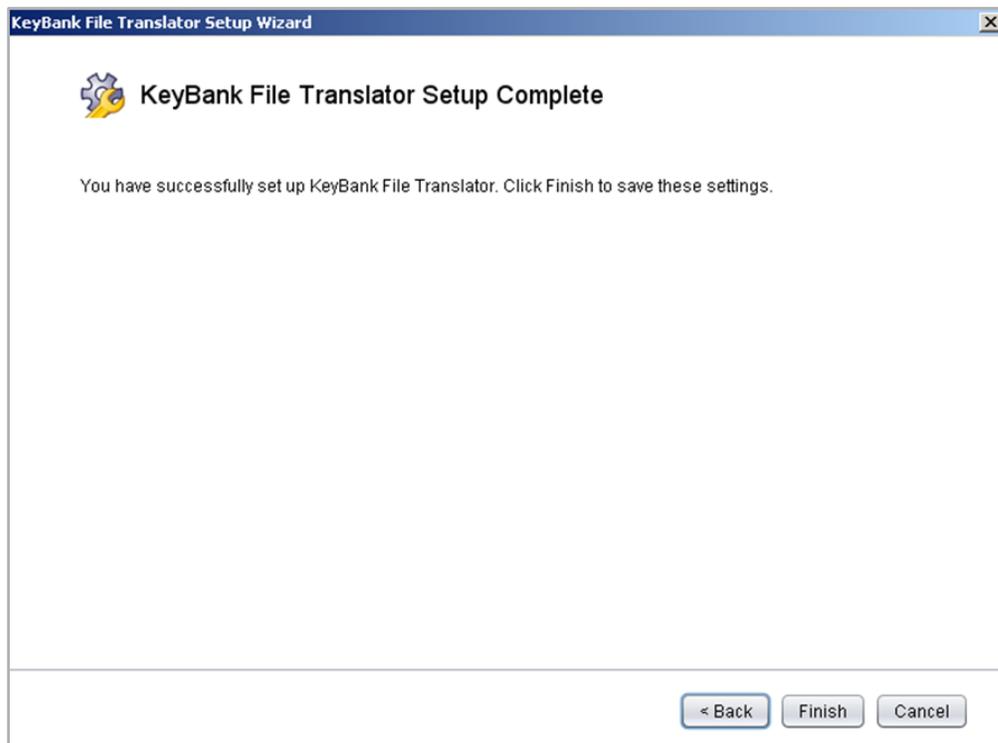
 *You do not need to enter information for accounts not being added to Positive Pay.*



19. Next choose Export as the File Delivery Method and click **Next**.

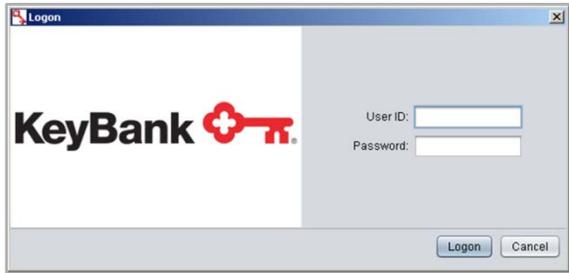


20. Now the File Translator Set-up is Complete. Click **Finish**.

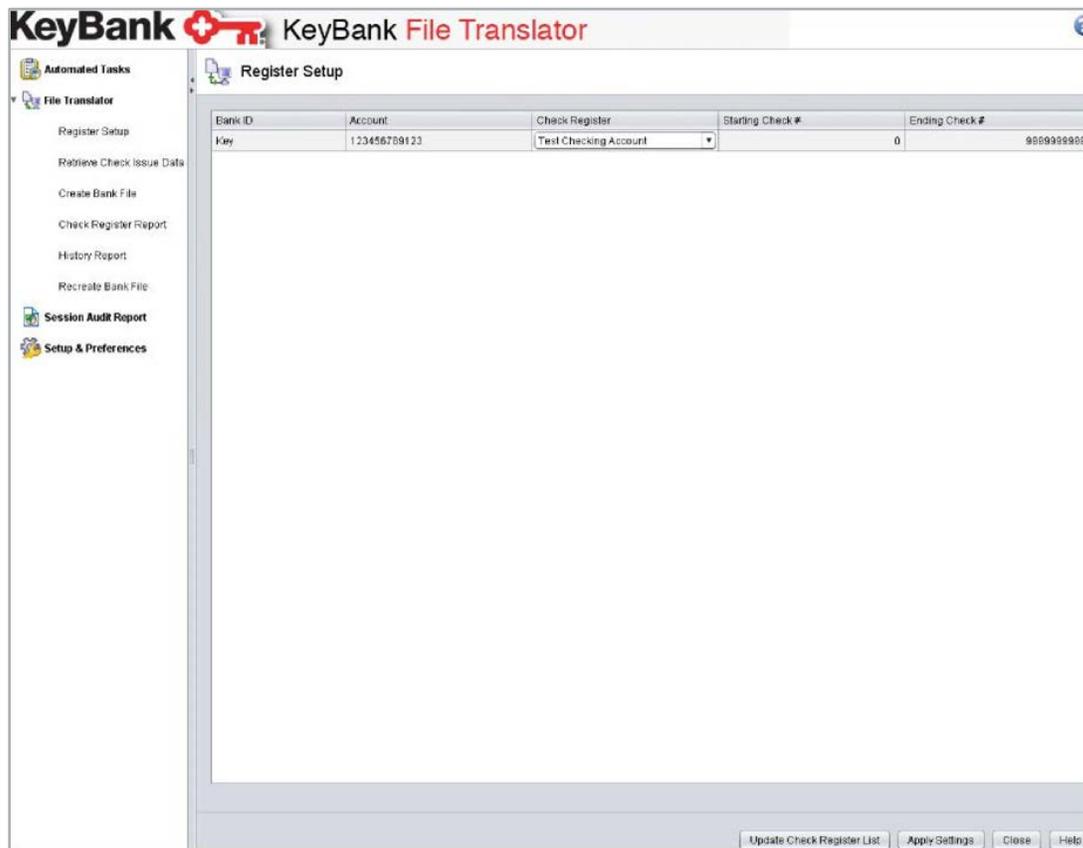


2.2 Using the Translator Tool

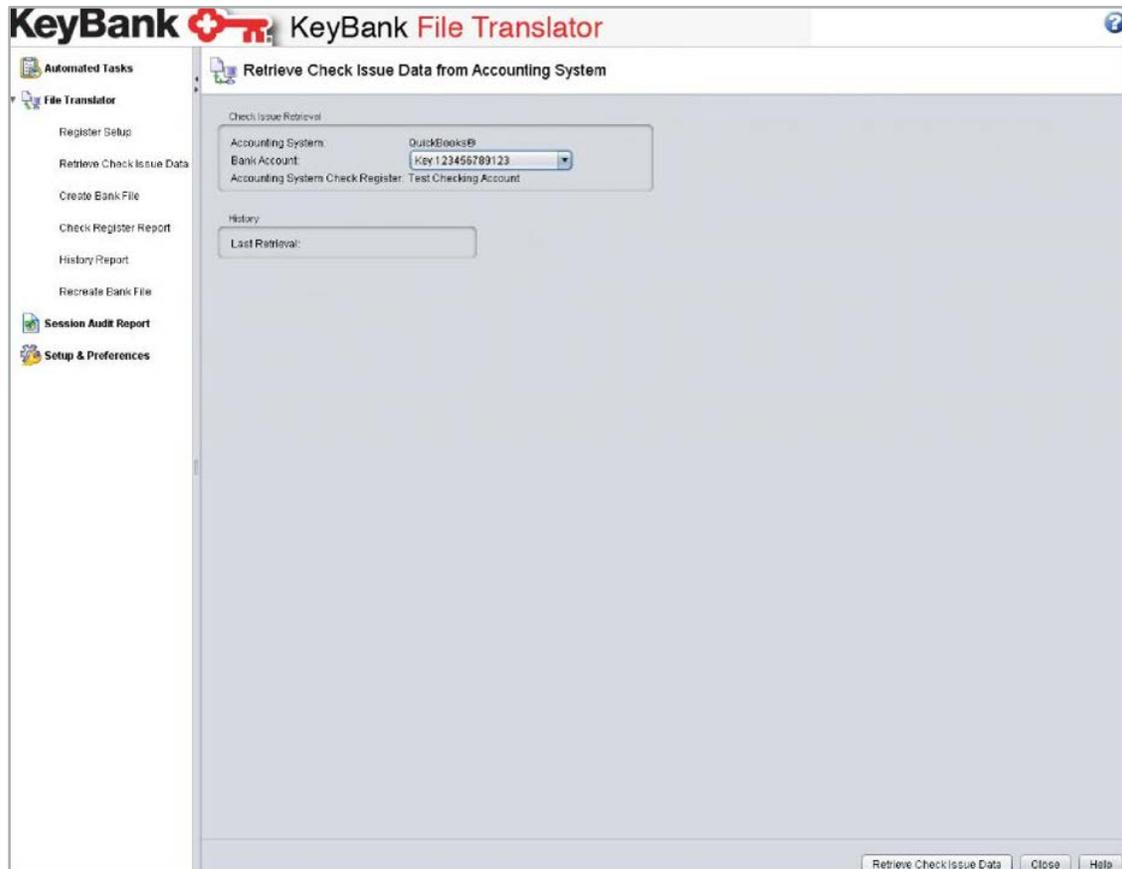
1. Double click on the **Key File Translator** shortcut on your desktop to launch the tool. Enter **admin** as the user ID and the password that was established.



2. At the main page, click on the arrow next to File Translator to collapse the menu.
3. Now choose the **Register Setup** to view the accounts set-up in the ARP Translator Tool. If you want you can assign starting and ending check numbers here.



4. Click on **Retrieve Check Issue Data** to import checks from the QuickBooks Check Register. You can choose the account to import data from, using the drop down menu. Also shown is the last retrieval date/time for each account. Click on **Retrieve Check Issue Data** at the bottom when ready.



- Once the data is pulled, the **Retrieval Validation Results** screen will display all the data that has been pulled in from QuickBooks. At the top is a summary of valid and invalid checks, as well as a file total in dollars and number of checks. Clicking on the **Reject Checks** button at the bottom will remove the records from the Translator Tool and you can import the data again when ready. This is helpful if you need to narrow down the check range. When ready, choose **Accept Checks** and the number of checks that have been accepted will be displayed.

Once data has been accepted into the tool it cannot be deleted without uninstalling and reinstalling the tool.

KeyBank File Translator

Retrieval Validation Results

Summary

Data Source: RETRIEVE
Validated On: 02/06/2012 at 14:21:53

	Number of Checks	Amount	
Valid:	15	14,440.62	
Invalid:	0	0.00	
File Totals:	15	14,440.62	Number of Records: 15

Record #	Check #	Payee Name	Amount	Currency	Issue Date	Valid / Error	Error
1	13	ACME COMPANY PRODUCTS OF SOUTHERN...	124.33	USD	12/29/2011	Valid	
2	7	JOHN'S MACHINING LLC	222.36	USD	12/29/2011	Valid	
3	14	FAST PRODUCTS DBA ALL WELDING	2,583.33	USD	01/09/2012	Valid	
4	15	AARON ROGERS	1,754.87	USD	01/09/2012	Valid	
5	16	ACME COMPANY	458.72	USD	01/09/2012	Valid	
6	17	MARK PRICE LARRY NANCE	632.87	USD	01/09/2012	Valid	
7	20	ABC COMPANY	4,299.25	USD	01/11/2012	Valid	
8	18	JK STEEL	625.84	USD	01/11/2012	Valid	
9	21	ACME COMPANY PRODUCTS OF SOUTHERN...	1,472.44	USD	01/11/2012	Valid	
10	22	TY COBB	854.71	USD	01/11/2012	Valid	
11	29	MARK PRICE LARRY NANCE	543.98	USD	01/23/2012	Valid	
12	30	BERNIE KOSAR	236.34	USD	01/23/2012	Valid	
13	21	TOM BRADY	100.00	USD	01/24/2012	Valid	
14	32	JK STEEL	190.00	USD	01/24/2012	Valid	
15	35	ACME COMPANY PRODUCTS OF SOUTHERN...	453.86	USD	02/02/2012	Valid	

Buttons: Accept Checks, Reject Checks, Report, Help

Accept

15 checks have been accepted.

OK

- The **Create Bank File** screen displays everything that has been accepted into the tool and will be exported in the file. Click on **Browse** at the bottom to choose a location to save the file.

*This is the file that will be sent to Key and a file extension is NOT required. It is recommended that the file include a Date as part of the file name. Once you have entered a name click **OK**.*

Payee Name	Bank ID	Account	Check Number	Amount	Curr	Issue Date	Type Ind
JOHNS MACHINING LLC	Key	123456789123	7	222.36	USD	12/29/2011	
ACME COMPANY PRODUCT...	Key	123456789123	13	124.33	USD	12/29/2011	
FAST PRODUCTS DBA ALL...	Key	123456789123	14	2,563.93	USD	01/09/2012	
AARON ROGERS	Key	123456789123	15	1,764.07	USD	01/09/2012	
ACME COMPANY	Key	123456789123	16	456.72	USD	01/09/2012	
MARK PRICE LARRY NANCE	Key	123456789123	17	632.67	USD	01/09/2012	
JK STEEL	Key	123456789123	18	625.64	USD	01/11/2012	
ABC COMPANY	Key	123456789123	20	4,299.25	USD	01/11/2012	
ACME COMPANY PRODUCT...	Key	123456789123	21	1,472.44	USD	01/11/2012	
TY COBB	Key	123456789123	22	954.71	USD	01/11/2012	
MARK PRICE LARRY NANCE	Key	123456789123	26	543.98	USD	01/23/2012	
BERNIE KOSAR	Key	123456789123	30	236.34	USD	01/23/2012	
TOM BRADY	Key	123456789123	31	100.00	USD	01/24/2012	
JK STEEL	Key	123456789123	32	100.00	USD	01/24/2012	
ACME COMPANY PRODUCT...	Key	123456789123	35	453.98	USD	02/03/2012	

Total Number of Valid Checks: 15

Export to File Location:

Send via FTP. To use Send, please set up FTP Communication Settings.

Look In: Desktop

- My Documents
- My Computer
- My Network Places
- TCS Logon Control
- Application Suite 1.3.Ink
- Citrix Program Neighborhood.Ink2
- KeyBank File Translator.Ink
- Lotus Notes 8.5.Ink
- MainFrame via Web3270.Ink
- QuickBooks Pro 2011.Ink

File Name:

Files of Type: All Files

- After a location and name have been chosen, click on **Export** at the bottom to create the file in Key's format. A window will display with **File Created** followed by the name of the file. Click **OK** to go back to the ARP File Translator screen. The Positive Pay file that was exported is ready to be sent to Key.

KeyBank File Translator

Automated Tasks

- File Translator
 - Register Setup
 - Retrieve Check Issue Data
 - Create Bank File
 - Check Register Report
 - History Report
 - Recreate Bank File
- Session Audit Report
- Setup & Preferences

Create Bank File

Import File Name | Date Time | User: RETRIEVE on 02/05/2012 at 14:22:02 by admin

Payer Name	BankID	Account	Check Number	Amount	Curr.	Issue Date	Type Ind
JOHN'S MACHINING LLC	Key	120456789123	7	222.98	USD	12/29/2011	
ACME COMPANY PRODUCT...	Key	120456789123	13	124.33	USD	12/28/2011	
FAST PRODUCTS DBA ALL...	Key	120456789123	14	2,563.33	USD	01/09/2012	
AARON ROGERS	Key	120456789123	15	1,764.87	USD	01/09/2012	
ACME COMPANY	Key	120456789123	16	458.72	USD	01/09/2012	
MARK PRICE LARRY NANCE	Key	120456789123	17	532.67	USD	01/09/2012	
JK STEEL	Key	120456789123	19	529.64	USD	01/11/2012	
ABC COMPANY	Key	120456789123	20	4,294.25	USD	01/11/2012	
ACME COMPANY PRODUCT...	Key	120456789123	21	1,472.44	USD	01/11/2012	
TY COBB	Key	120456789123	22	654.71	USD	01/11/2012	
MARK PRICE LARRY NANCE	Key	120456789123	28	543.98	USD	01/23/2012	
BERNIE KOGAR	Key	120456789123	30	236.34	USD	01/23/2012	
TOM BRADY	Key	120456789123	31	100.00	USD	01/24/2012	
JK STEEL	Key	120456789123	32	100.00	USD	01/24/2012	
ACME COMPANY PRODUCT...	Key	120456789123	35	453.98	USD	02/03/2012	

Total Number of Valid Checks: 15

Export to File Location: C:\Documents and Settings\jdupala\Desktop\Test File

Send via FTP: To use Send, please set up FTP Communication Settings.

Message

i File created: Test File

2.3 Troubleshooting

Q: What if I forgot my password and I am locked out?

There are four user IDs available in the translator tool:

- Admin
- User1
- User2
- User3

When you install the Translator Tool on your computer, you are prompted to set a password for the admin ID. If you forget your admin ID, password, or get locked out, you log on from another ID to reset your admin password.

Steps to reset your password for the admin user ID

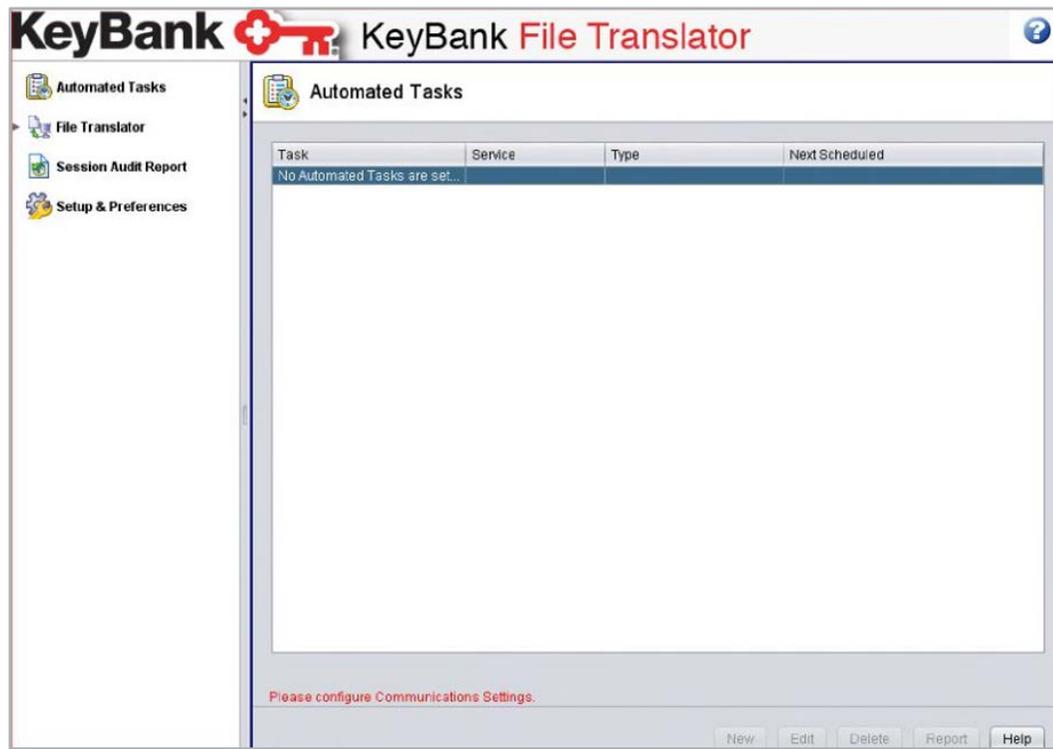
1. Log on to the Key File Translator tool under a different ID.
2. Enter the password. If this is the first time using this ID, the password will be the same as the user ID.
3. Click the Log-on button.



4. You will be prompted to create another password for this ID.



5. Select **Setup & Preferences**.



6. Under Passwords tab, the user ID should be admin.

7. Enter a new password for your admin ID.

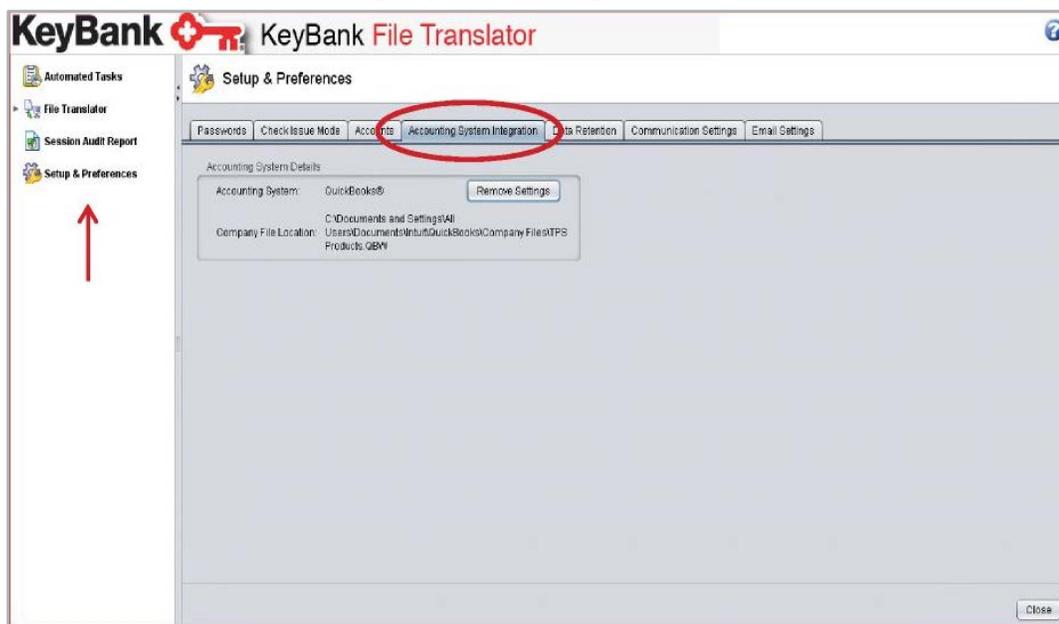
8. Click the **Reset** button.

9. You will see a message **Password has been updated**.

10. Click the **Close** button.

Q: If I upgrade or reinstall Quickbooks, how do I set up the Translator Tool?

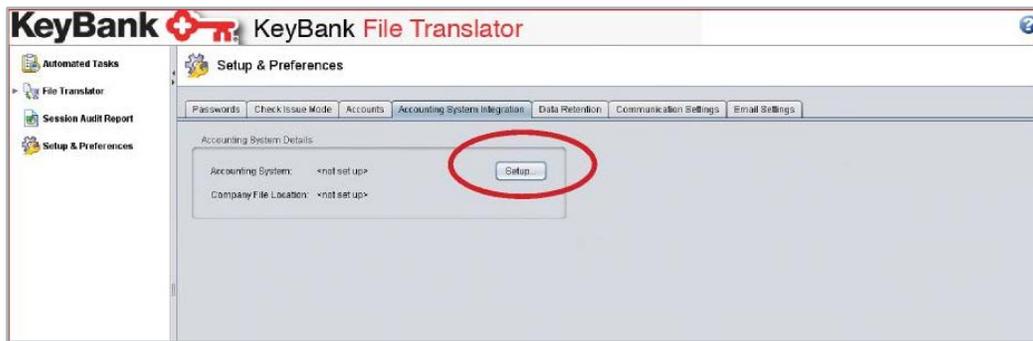
1. You can set up the tool to work with your new company profile without uninstalling and reinstalling.
2. Make sure you are logged into Quickbooks as the Admin in single user mode.
3. Log into the translator tool, click on **Setup & Preferences** on the left hand side, then the **Accounting System Integration** tab.



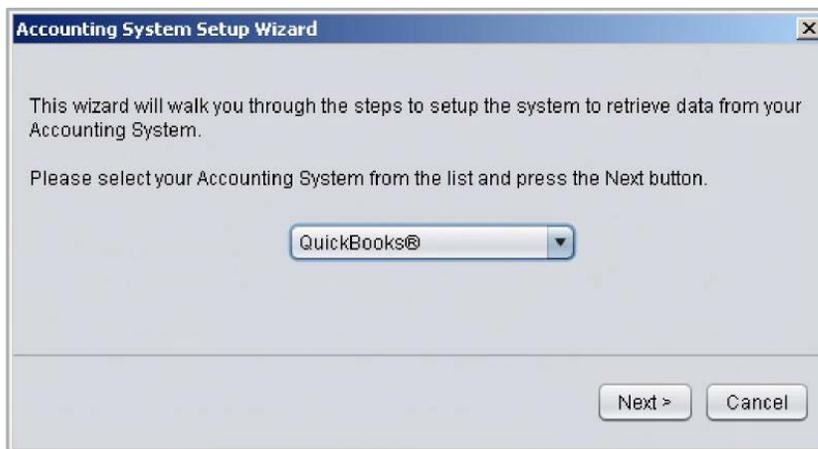
4. Click on **Remove Settings** to delete the mapping to the old company profile. You will receive a pop up asking you to confirm the changes, click **Yes** to continue.



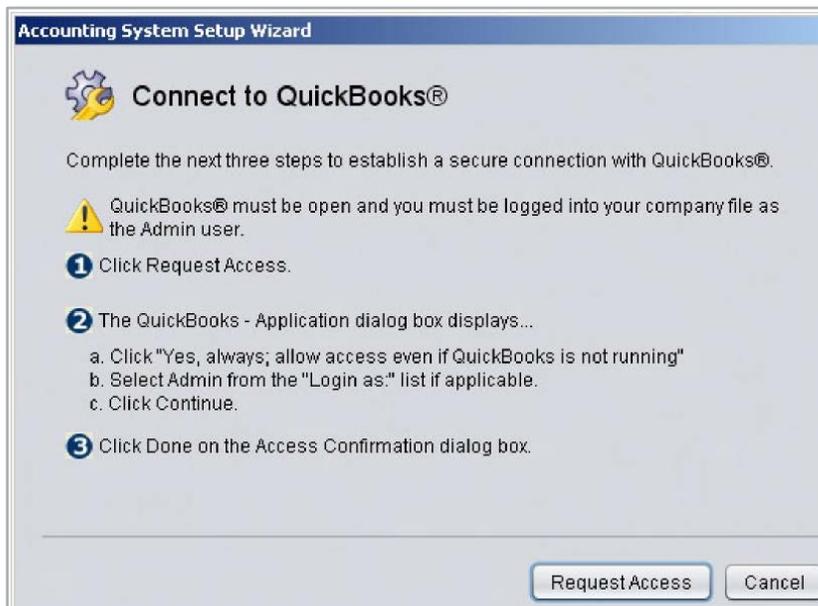
5. Now that the old mapping is removed, click on **Setup**.



6. Click **Next** on the first pop up box.



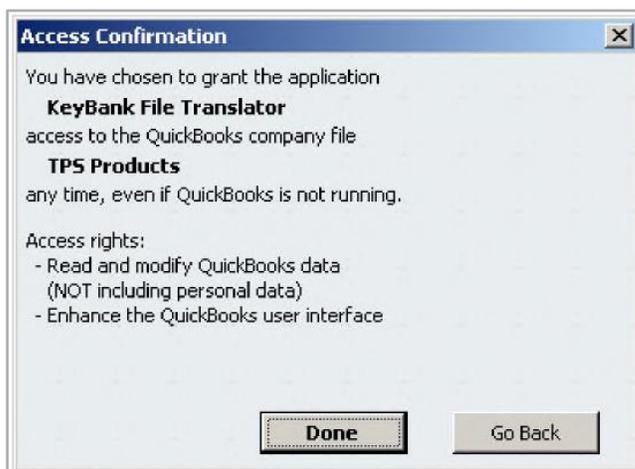
7. Then click on **Request Access**.



- A certificate will pop up and you need to click the second radial button **Yes, always allow access even if Quickbooks is not running** then **Continue**.



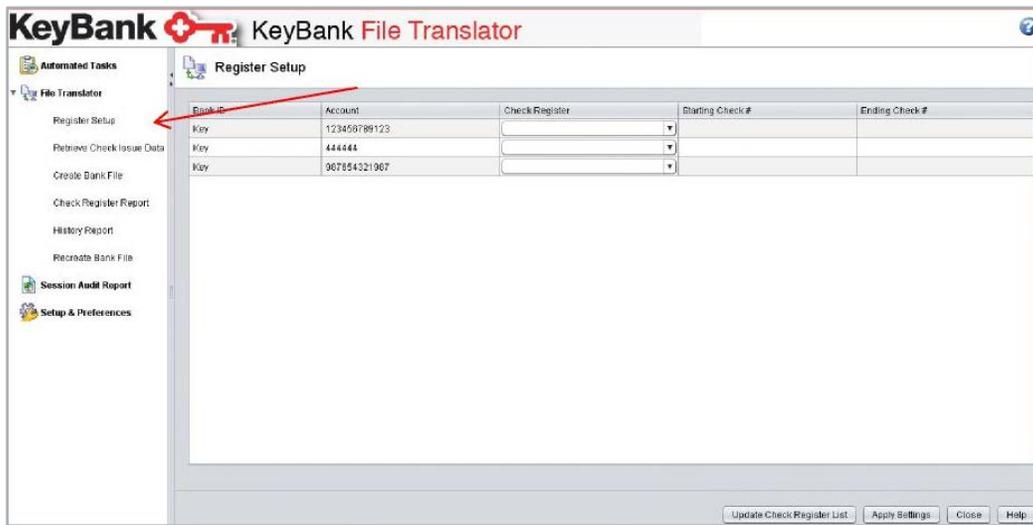
- This is your confirmation that the settings have been applied successfully. Click **Done**.



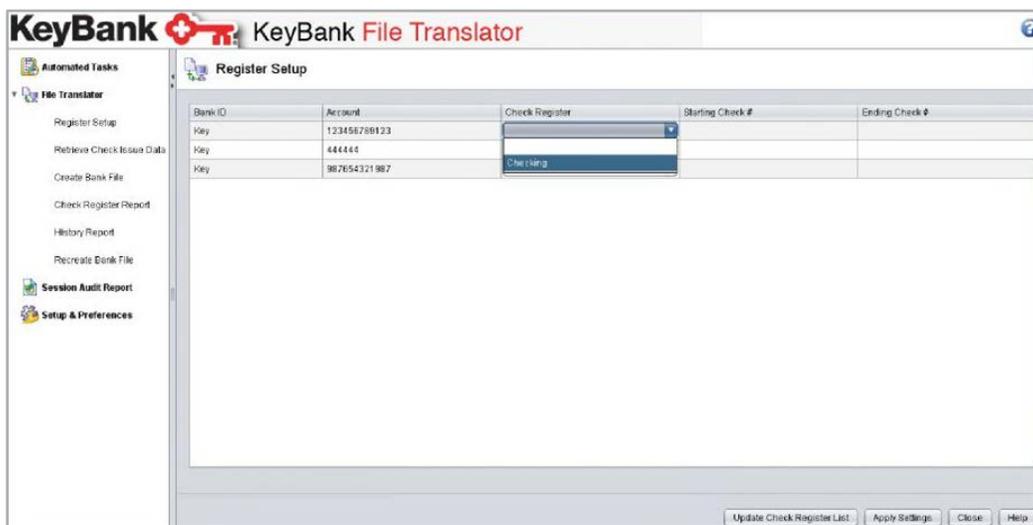
10. You can click on the **Accounting System Integration** tab again to confirm the company file location is correct.

If this is not correct then sign into the correct company profile and repeat the steps above.

11. Now you must assign the correct check register to the account along with check numbers. Double click **File Translator** in bold on the left to expand the menu then **Register Setup**.



12. At the bottom click **Update Check Register List** then choose the appropriate check register name from the drop down list that corresponds to that account number.

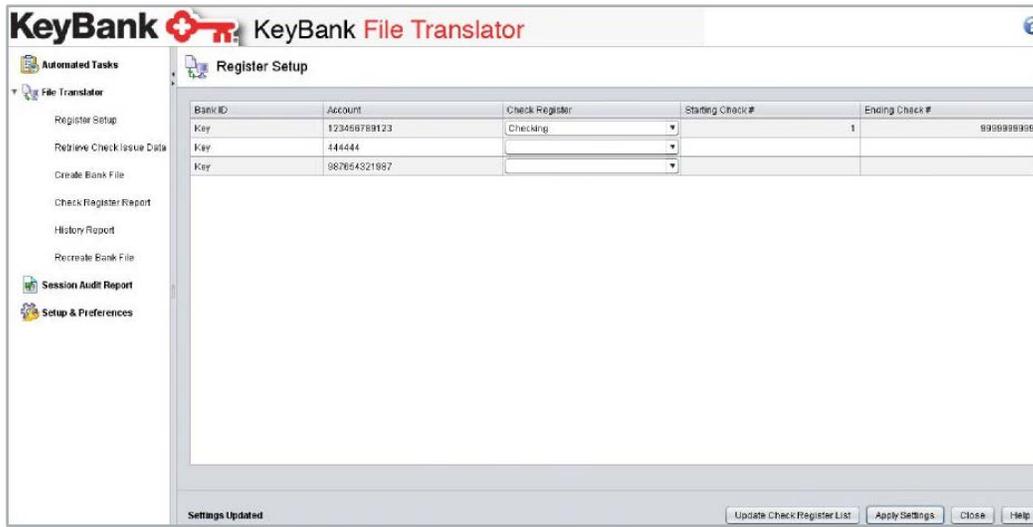


13. Assign a starting and ending check number by double clicking in the text box.



You can use 1 and 9999999999 as starting and ending.

14. Click **Apply Settings** at the bottom then Retrieve Check Issue Data and proceed as normal.



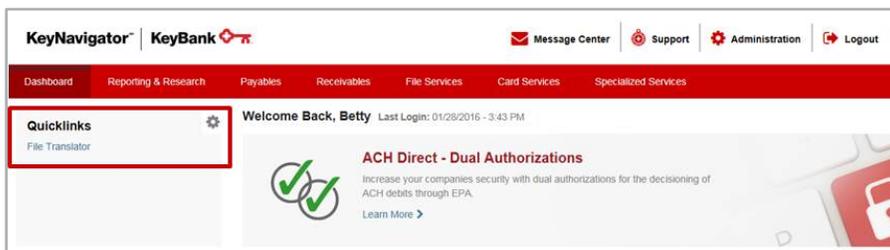
3. Introduction for non-QuickBooks Users

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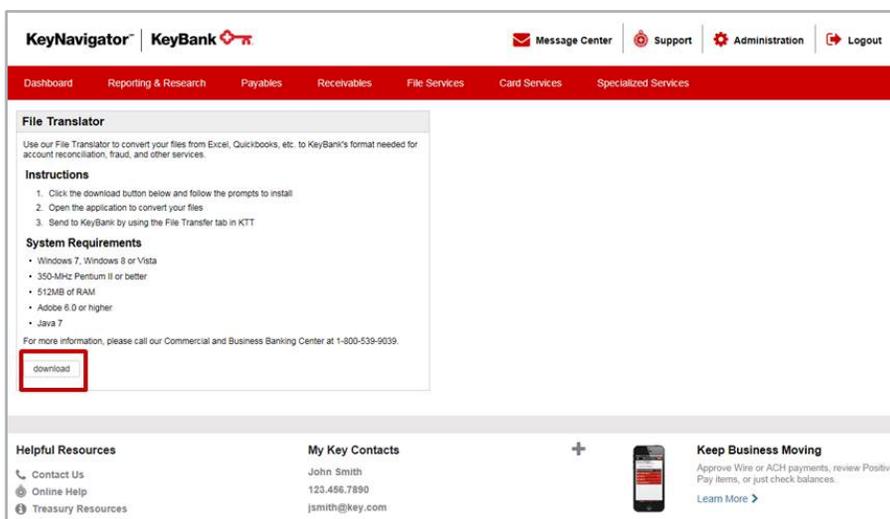
4. Translator Tool for non-QuickBooks

4.1 Installing the Translator Tool

1. Log into **KeyNavigator**, and click on the **File Translator Quicklink** on the left side of the screen.



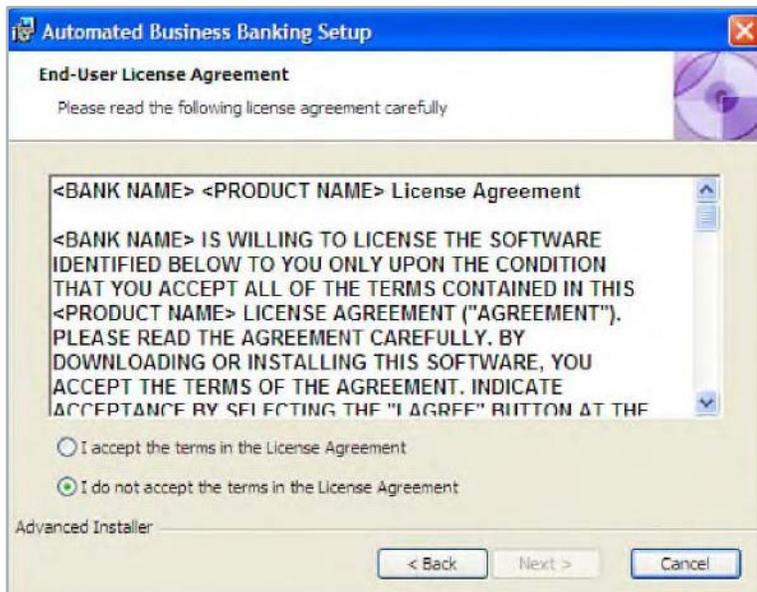
2. Click the **Download** button to launch the **Save As** or **Run** box. You can choose either.



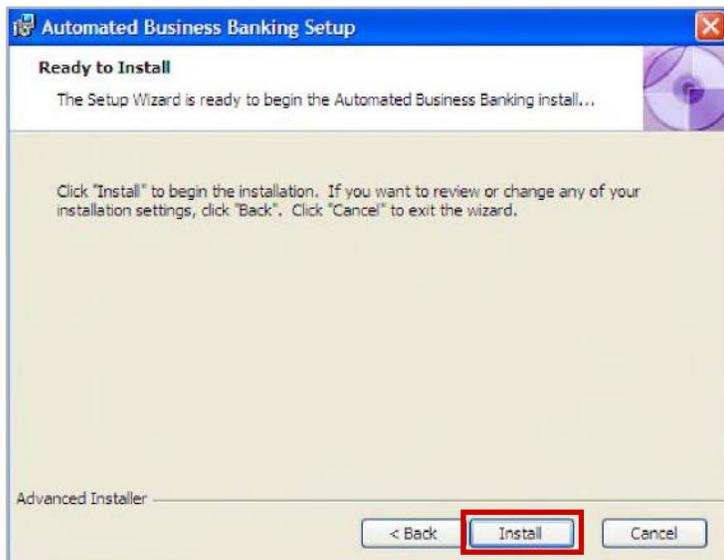
3. The installation welcome screen provides you with the **Cancel** button to stop the install. Click **Next** to continue.



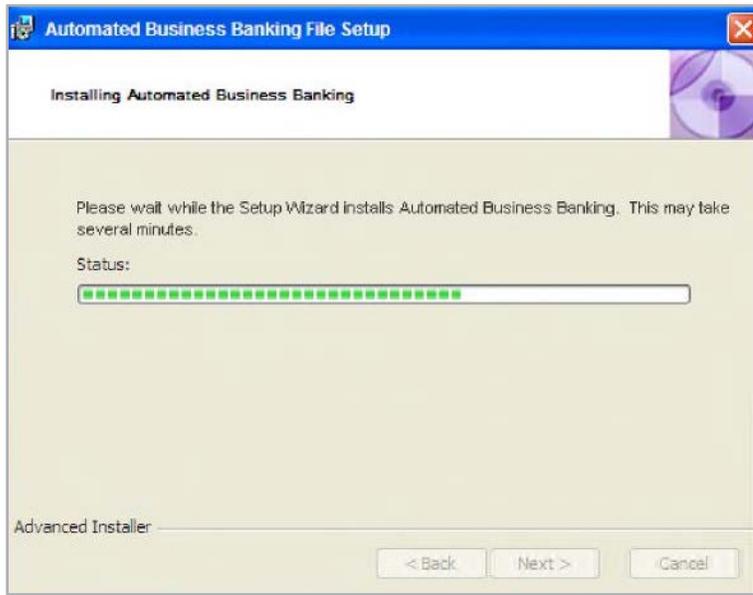
- The **End-User License Agreement** screen provides the option to accept or not accept the terms in the license agreement. If you do not accept the terms, the install process will halt, and the system will not be installed.



- Select the **I accept the terms in the License Agreement** option.
- Click **Next** to continue.
- The **Ready To Install** screen provides you with the opportunity to click **Back** to review your settings. You may click **Cancel** to halt the installation. Click **Install** to continue.



- 8. A status screen allows you to monitor the installation progress.



- 9. The system displays a screen notifying you that the installation is complete.



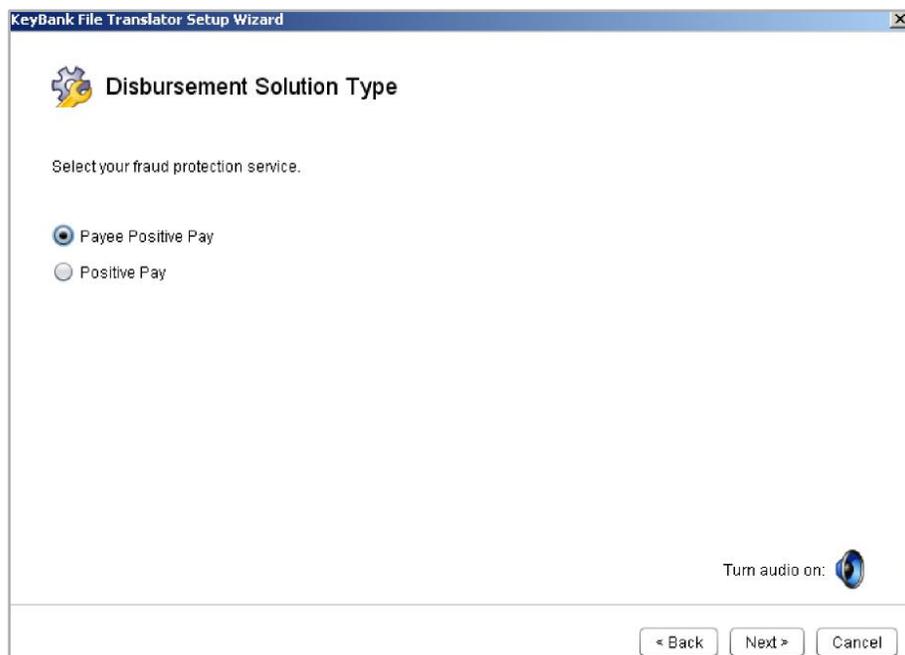
10. The following screen is where you can establish a password for the admin user. This can be changed at a later date if needed.

 *The password must be 8-12 characters long and contain at least 2 numerical digits.*



11. Next, choose either **Payee Positive Pay** or Standard **Positive Pay**.

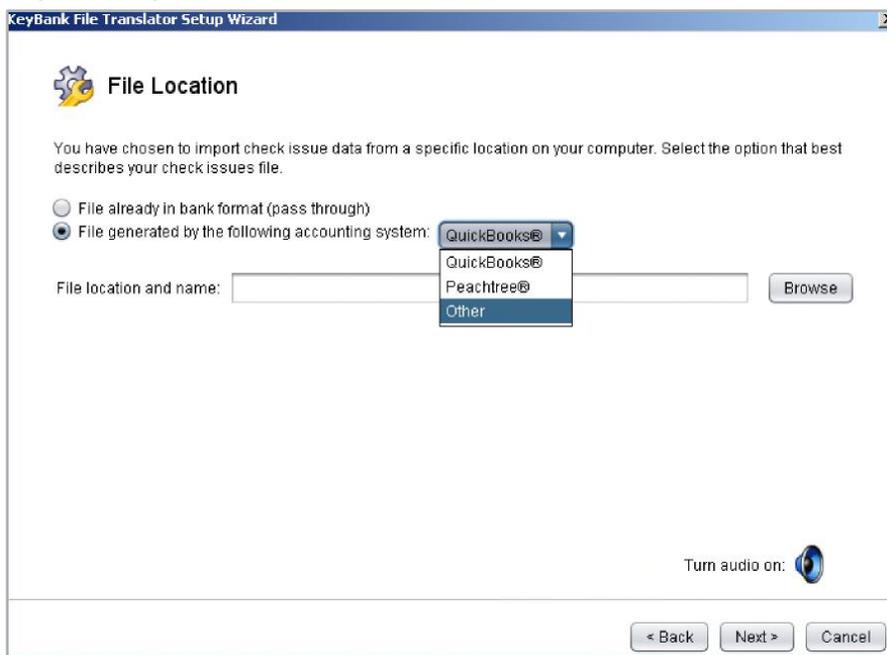
 *This cannot be changed without uninstalling or reinstalling the Translator Tool.*



12. Choose **Retrieve the Data from a file on your computer.**



13. Select the second option, and choose **Other** from the drop down menu unless you are exporting a file from QuickBooks. QuickBooks users should refer to the QuickBooks version of the translator tool guide. If you are exporting a file from Peachtree, choose **Other** from the drop down menu even though Peachtree is a specific option.



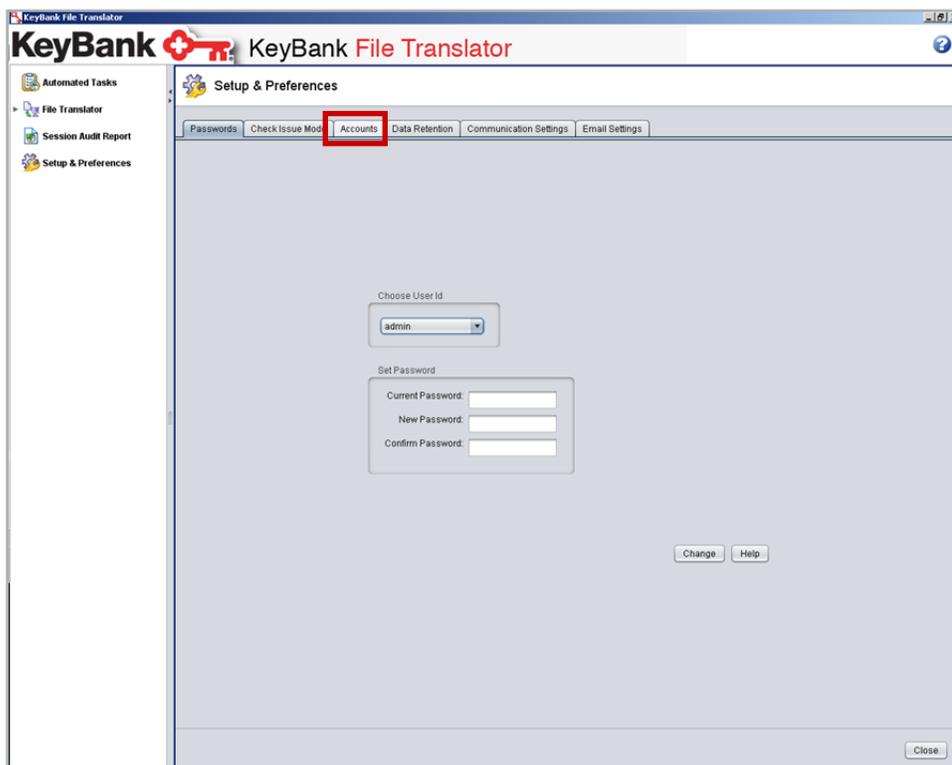
14. Click **Finish**. This will complete the initial set-up and launch the ARP Translator Tool.



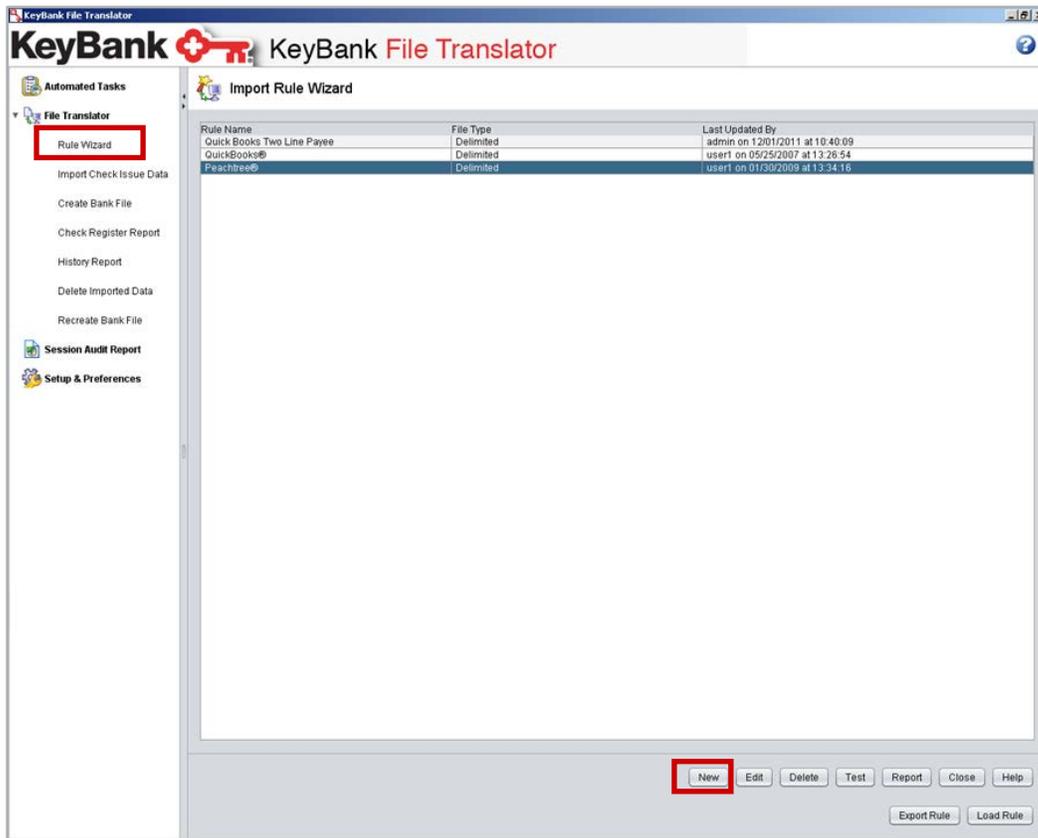
4.2 Set-up and Preferences

1. This is the set-up and preferences menu of the ARP File Translator Tool. Click on the **Accounts Tab** which allows you to add accounts to the tool. You must include an account number and account name.

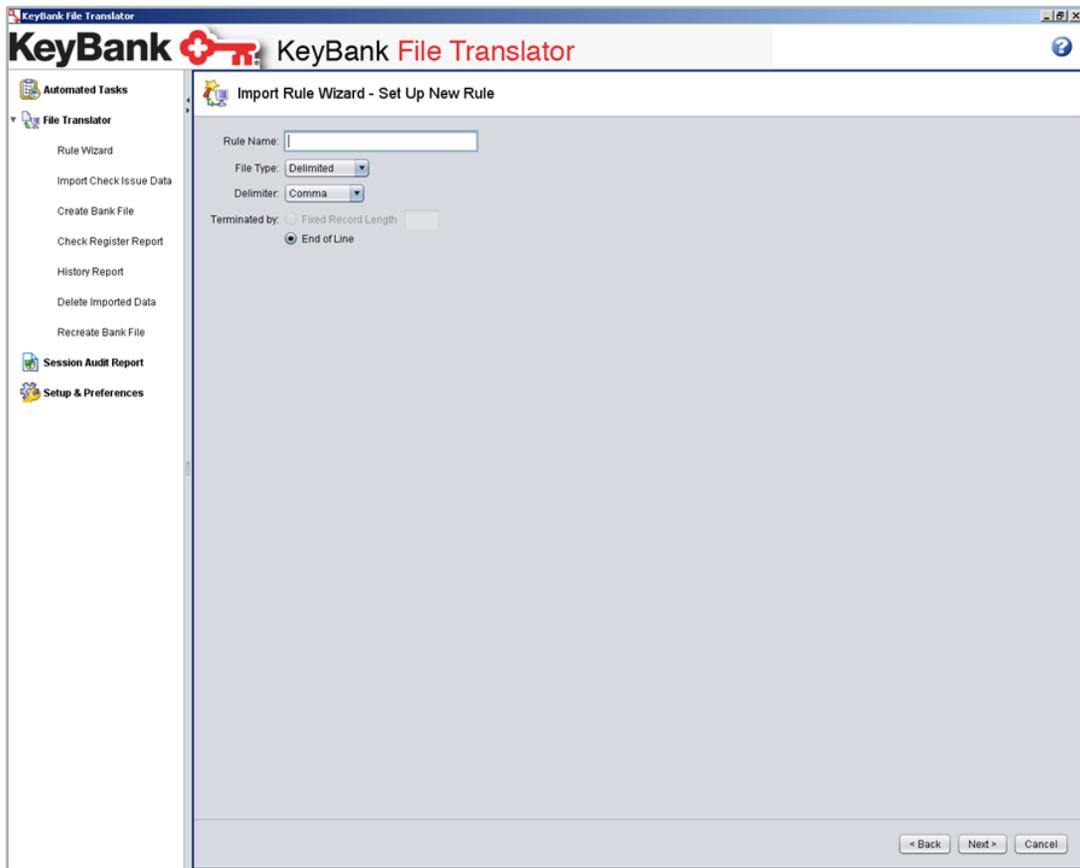
 *When using QuickBooks and Peachtree default rules, the account name has to match what is in the file. This also applies to all rules whose settings look for an account name in the file.*



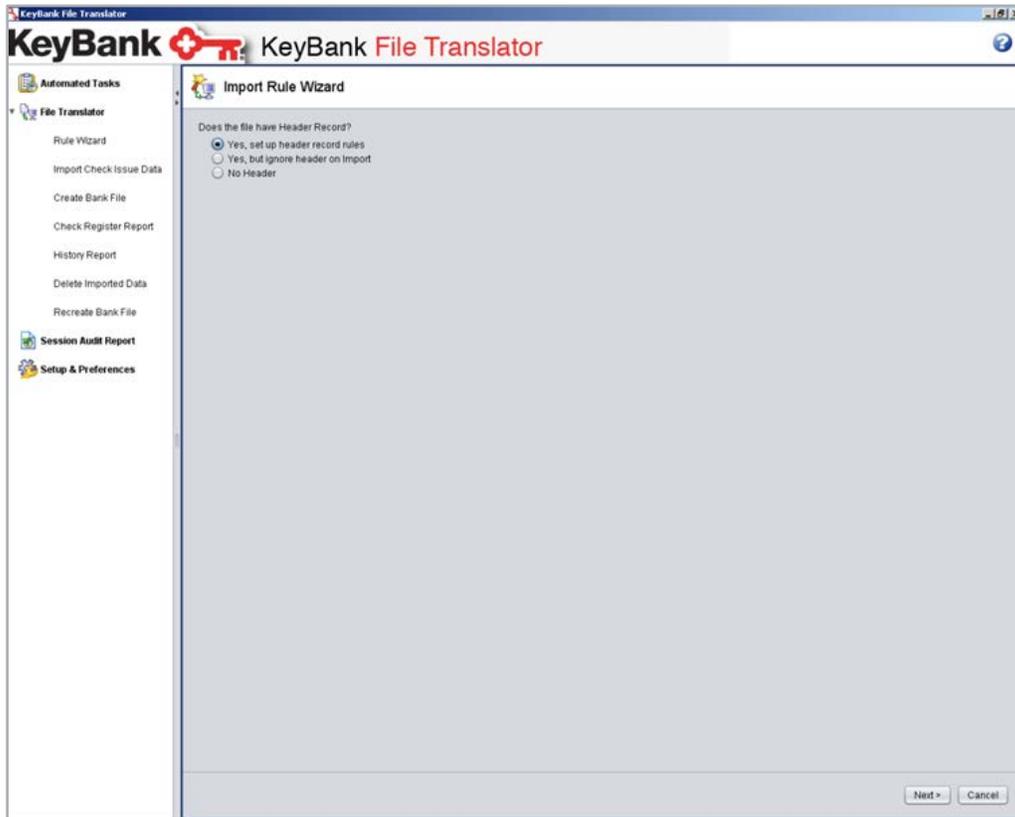
2. Click on **OK** to add the desired account(s).
3. Next, click on the arrow next to File Translator which will collapse the menu.
4. Clicking on the **Rule Wizard** will display the available rules and allow you to create, export load, edit, and test and view the different rules. There are 2 available by default. QuickBooks and Peachtree are 1 line Payee Name rules and cannot be deleted. To create a new rule, click **New**.



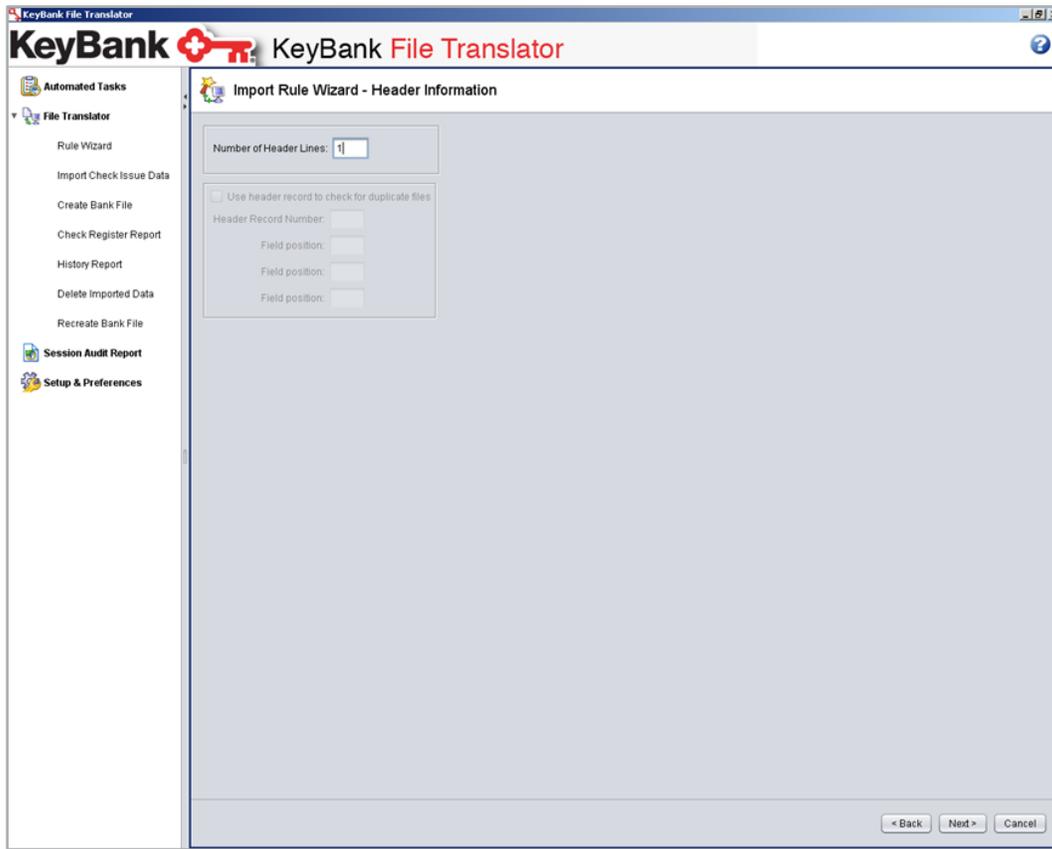
- The first screen allows you to name a rule, choose a file type, delimiter and terminated by. The rule name can be anything you want to name it. The file type **delimited** denotes that a comma or semicolon separates each field. The **fixed** format allows you to create a rule based on a fixed width format. This is useful if you have a text file that is one length, i.e. the data runs together. This example is of a comma delimited or CSV file which is the most common.



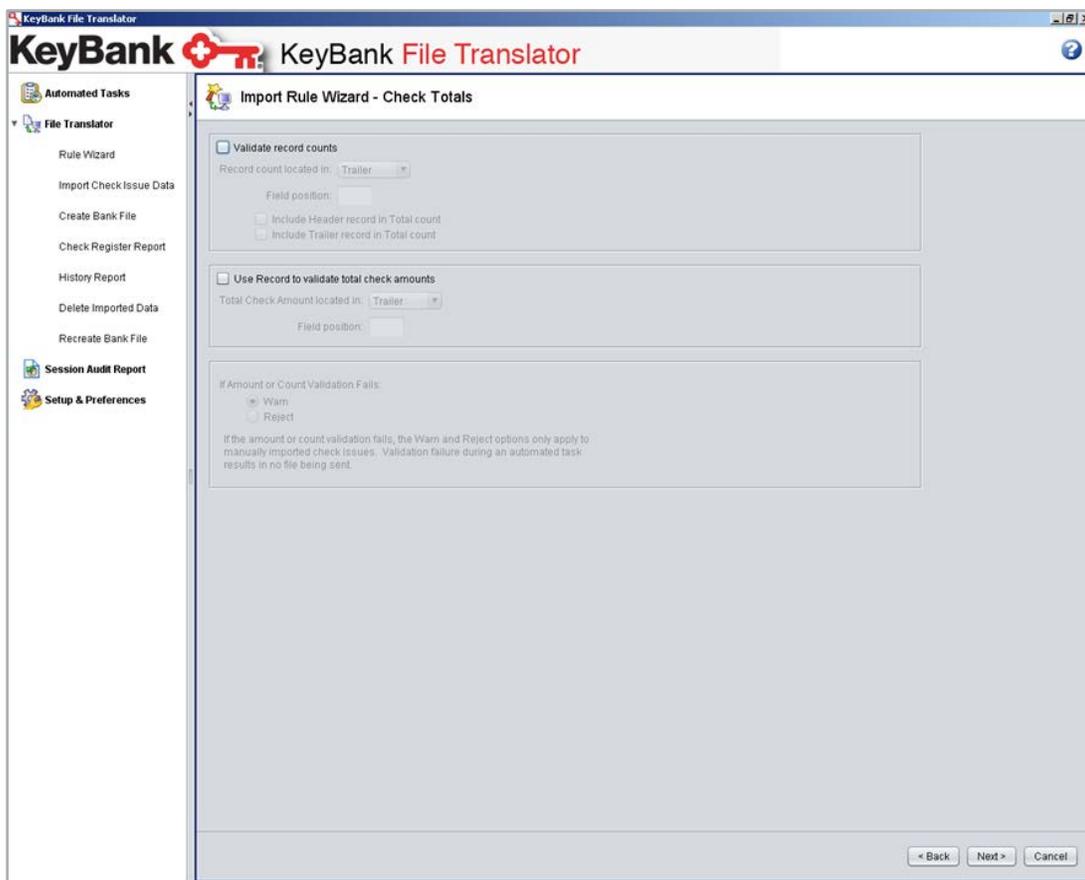
- The following is where you define whether the file has a header, and if so, what to do with it. If there is a header, and you want to use it to check for duplicates, then choose **Yes, setup header record rules**. If the Excel file has a head, but you want to ignore it, choose **Yes, but ignore the header on import**. If there is not a header, choose **No Header**.



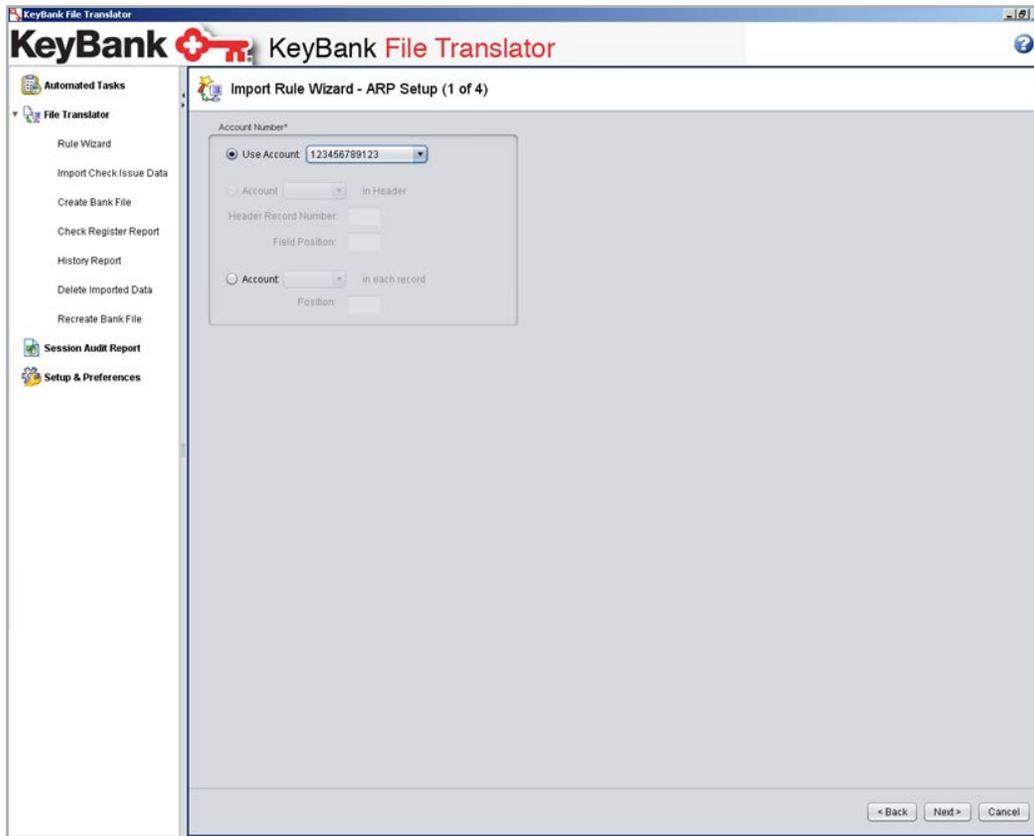
7. If you are establishing header rules, first, define how many header lines there are and then indicate which positions in the header record will check for duplicate files. To ignore the header records, simply indicate how many lines there are.



8. After choosing **No Header**, or entering in the lines of headers, you will choose if there are check totals in the file. The check totals will appear at the bottom of the file and will sum the individual checks. Choosing **No Totals**, or **Yes, but ignore totals** will take you to Step 10. If you are going to set up Totals rules, click **Next**.
9. Next you will define where and how to validate record counts. This will be in the trailer of the file. You will have to choose which position it is in. Enter the data, and choose **Next**.

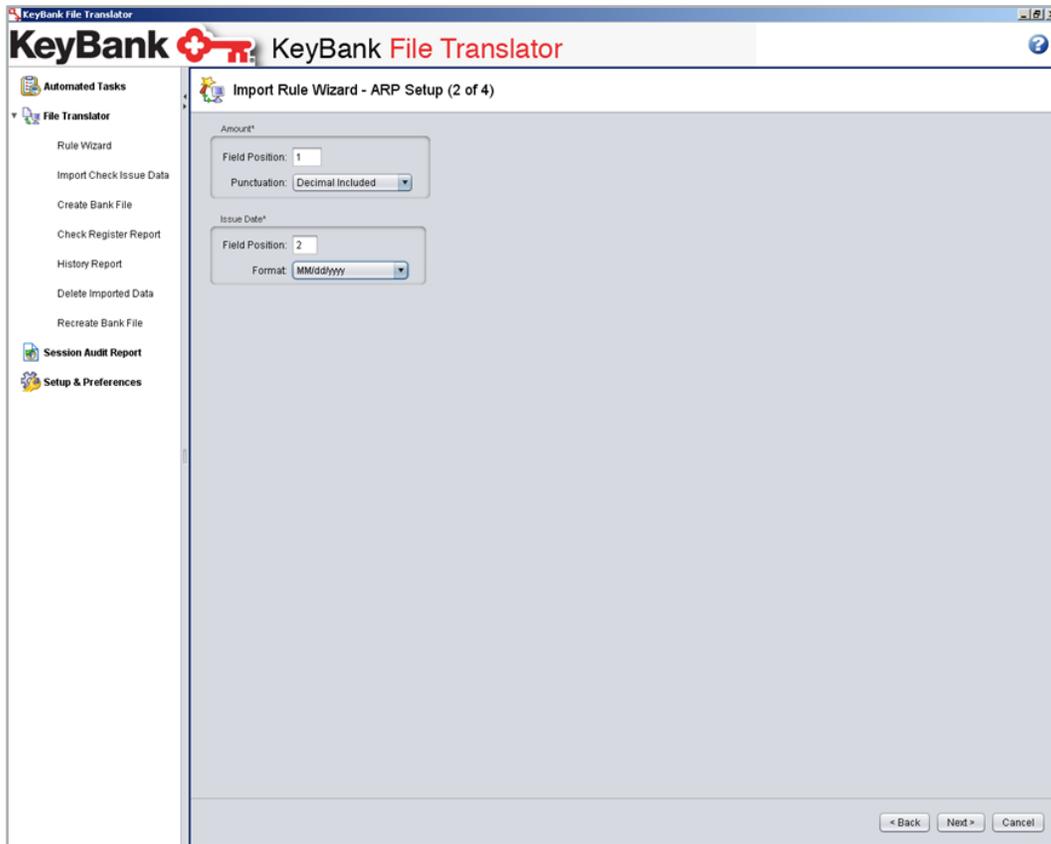


10. Click the drop down menu to choose the account you wish to use. If you established a header rule earlier, you can set the rule to validate the account number in the header. Once you have the account number added, click **Next**.

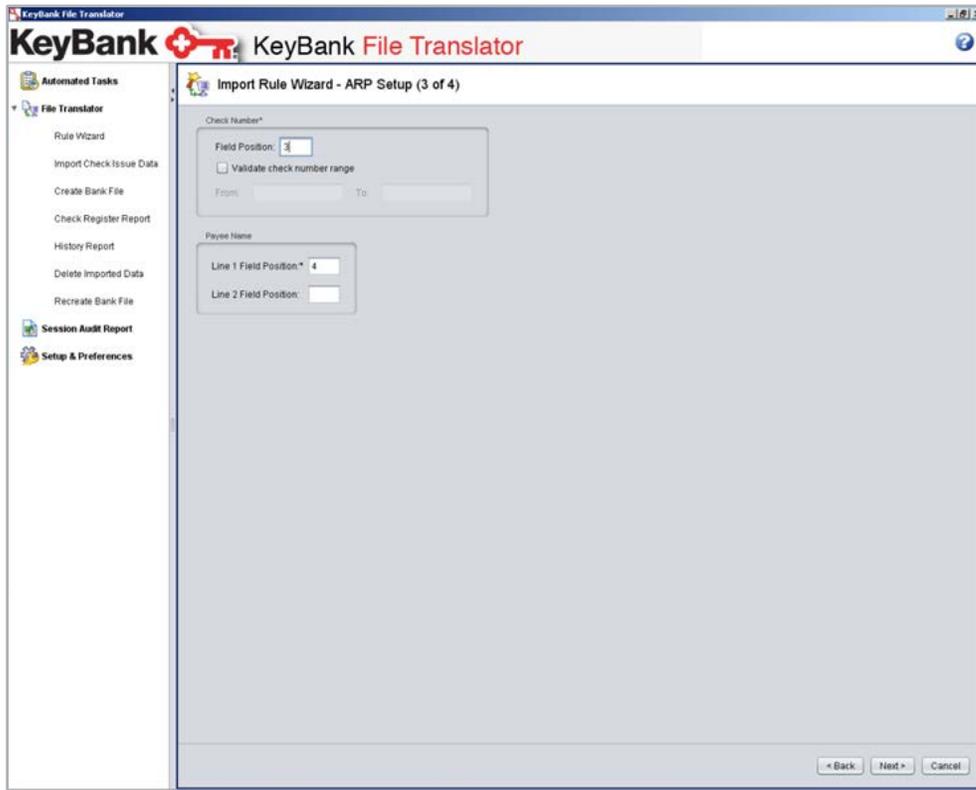


11. Next, define where the Translator Tool will look for the dollar amount in the Excel file, and whether or not it has a decimal in it. Below, define the date field and which format it is in. For example: 12/06/2011 or 12/06/11 from the drop down menu.

 *The field positions are based on which columns that data is in when using a CSV file. Column A is field position 1, Column B is field 2, Column C is field 3, etc.*

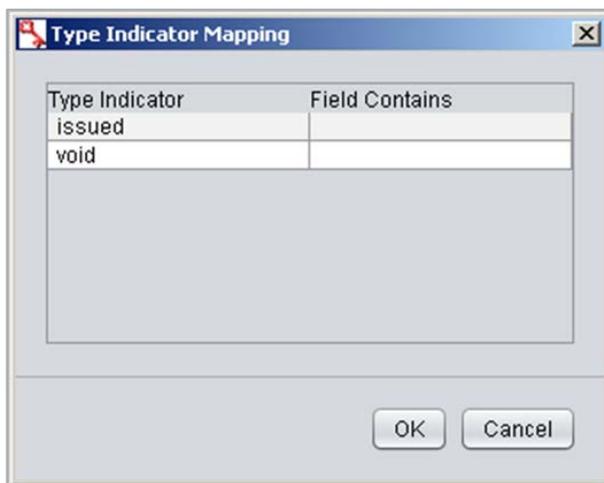
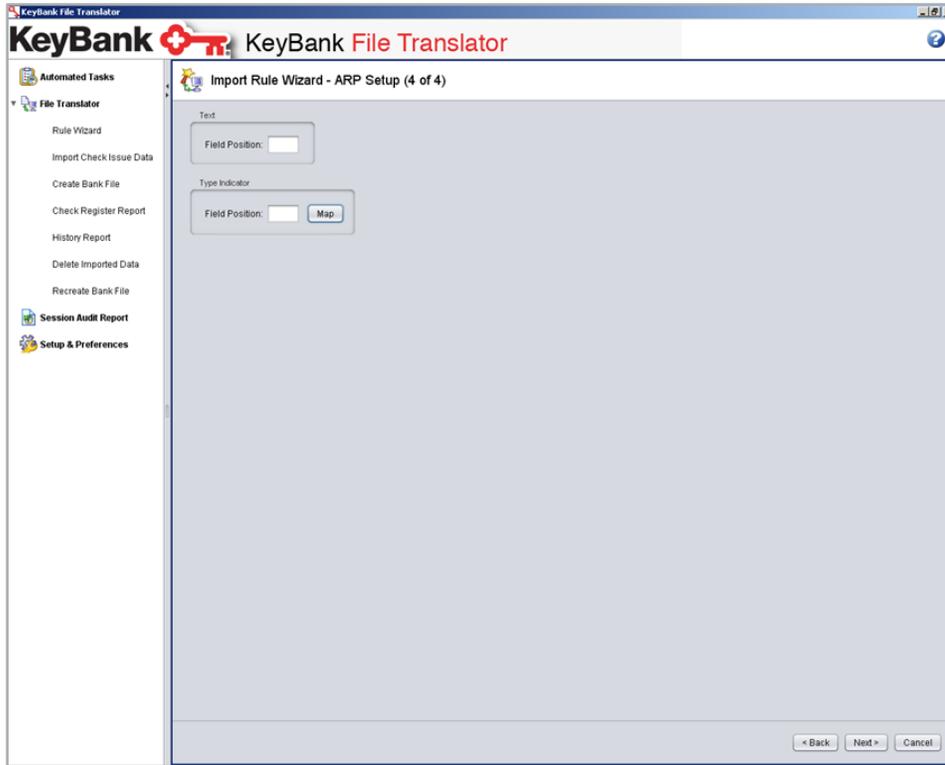


- 12. Fill in the check number position and the payee name field position. If this is Standard Positive Pay, the payee name field will not display.

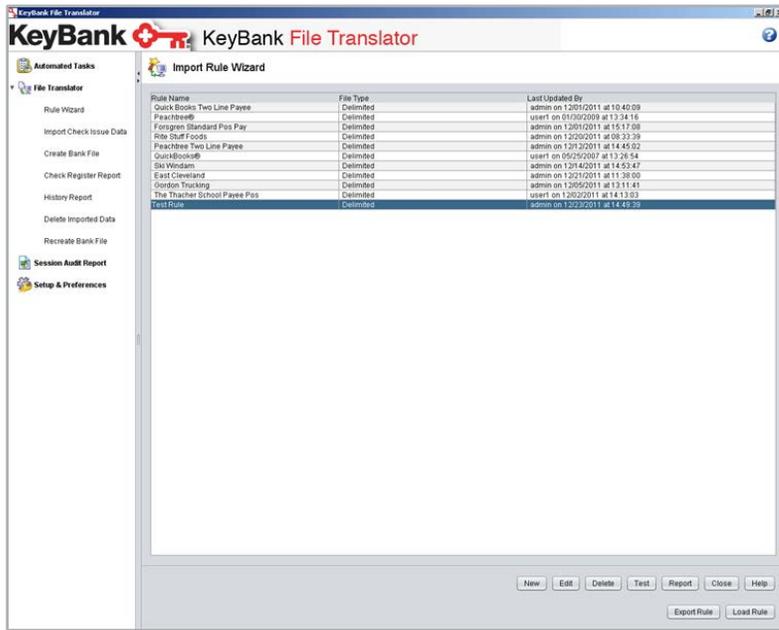


13. The **Text Field Position** is the optional data field. The **Type Indicator** is used for void items. Click on **Map** to define the field and what tool you should look for to determine if it is a void or not.

 *You have to define a void field and an issue field if you are going to use this feature. The void column cannot contain a blank space or it will fail to upload the checks.*

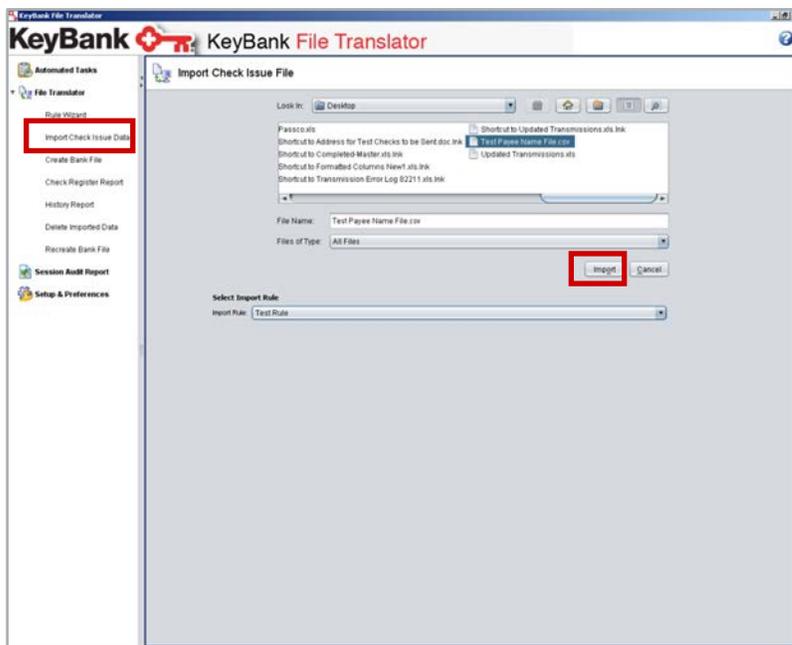


- Click on **Next**, then **Finish** to complete the Rule Wizard. This will take you back to the main screen, and your new rule will be visible.



4.3 Using the Translator Tool

- Once the rule is created, you click on **Import Check Issue Data** to import a file with a rule. Browse to find the file that was exported out of the accounting software to import into the tool. Clicking on the file once will select it. Next, choose the **Import Rule**. Click **Import**.



- After the tool examines the file, the **File Validation Results** screen will appear. This is the summary of everything that the file contained. The valid/error column should display valid for all of the items listed. If not, it will give a reason in the **Error Column**. Double clicking on any record will open a detail window, and any errors will be displayed next to the field that contains the error. Once you have reviewed the file, and are ready to accept the checks, click on **Accept File**. If there are errors that need to be corrected, such as incorrect date format, click **Reject File**.

File Validation Results

Summary
File: Test Payee Name File.csv
Validated On: 12/27/2011 at 10:19:44

	Number of Checks	Amount	
Valid:	6	145,805.20	
Invalid:	0	0.00	
File Totals:	6	145,805.20	Number of Records: 6

Record #	Check #	Payee Name	Amount	Currency	Issue Date	Valid / Error	Error
1	101	TOM JONES	154.22	USD	12/16/2011	Valid	
2	102	SUZY JONES	625.00	USD	12/16/2011	Valid	
3	103	ABC COMPANY	142,599.00	USD	12/16/2011	Valid	
4	104	TIM ALLEN	142.88	USD	12/16/2011	Valid	
5	105	EAST MAIN CO.	1,963.33	USD	12/16/2011	Valid	
6	106	JOHN JONES	320.77	USD	12/16/2011	Valid	

Buttons: **Accept File** (highlighted), **Reject File** (highlighted), **Report**, **Help**

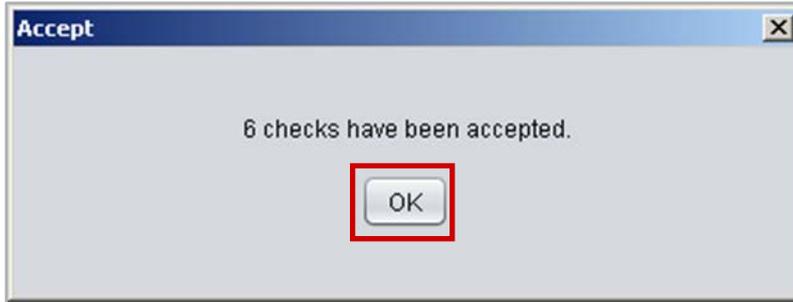
Import Transaction Detail

Record #: 1
Status: Valid
of Errors: 0

Field	File Value	Formatted Value	Error
Account Number		123456789123	
Check Number	101	101	
Amount	154.22	154.22	
Issue Date	12/16/2011	12/16/2011	
Payee Name Line 1	Tom Jones	TOM JONES	

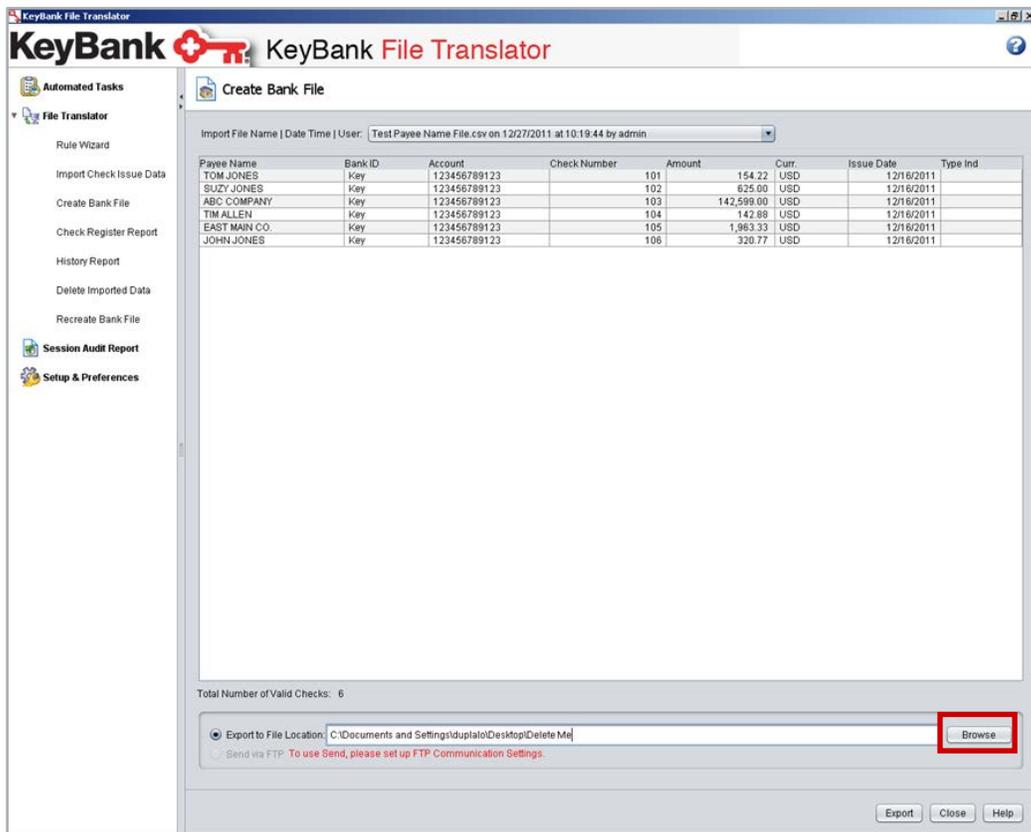
Close

- After accepting the checks, a window will pop up to let you know how many checks were accepted. Click **OK** to take you to the **Create Bank File** screen.



- The **Create Bank File** screen is where you will export the file to a specific directory to be sent to Key. The file that is exported is a text file. Choose **Browse** and save the file to a directory on the computer that is easily accessible. It is recommended to name the file with the date in the file name.

 *Once you click **Export**, you cannot delete the data from the system. The only way to clear the data is to uninstall and reinstall the tool.*



- Once the file is exported, you can close the translator tool and send the file to Key.

4.4 Troubleshooting

Q: What if I forgot my password and I am locked out?

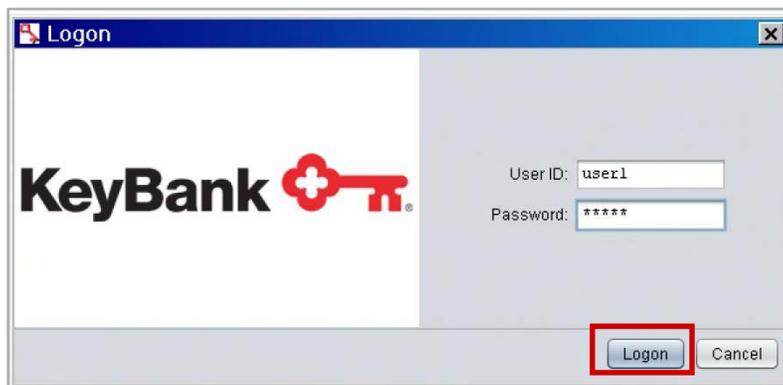
There are four user IDs available in the translator tool:

- Admin
- User1
- User2
- User3

When you install the translator tool on your computer, you are prompted to set a password for the admin ID. If you forget your admin ID, password, or get locked out, you can log on with a different user ID to reset your admin password.

Steps to reset your password for the admin user ID.

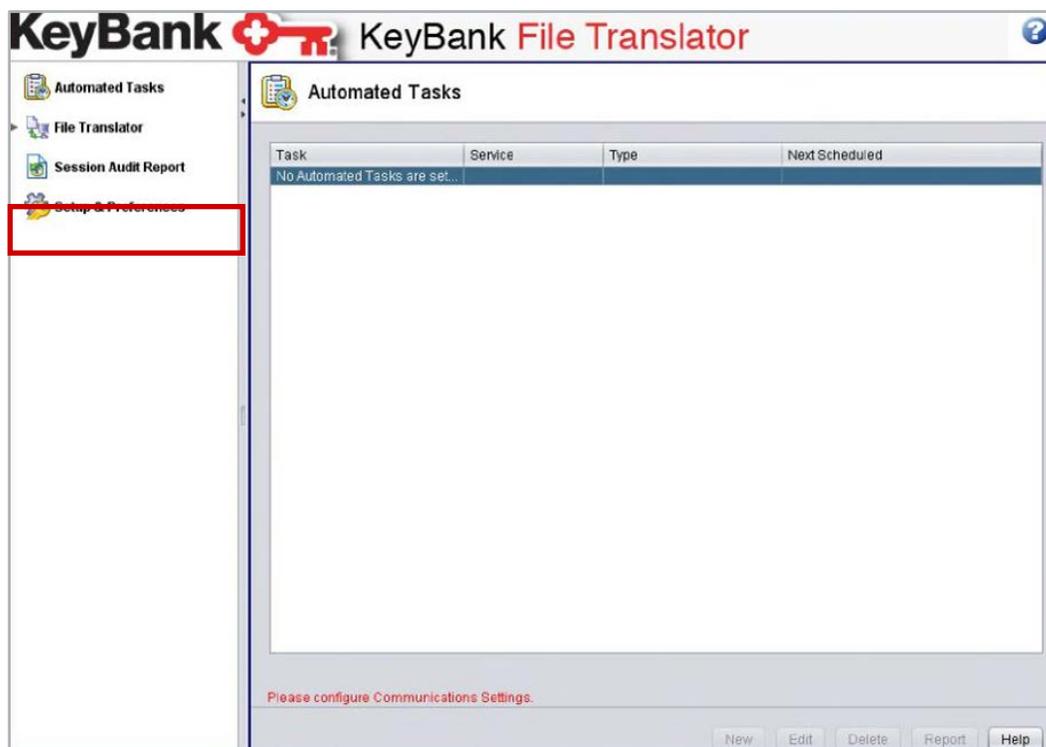
1. Log on to the Key File Translator tool under a different ID.
2. Enter the password. If this is the first time using this ID, the password will be the same as the user ID
3. Click the **Logon** button.



- You will be prompted to create another password for this ID.



- Select **Setup & Preferences**.



- Under Passwords tab, the user ID should be **admin**.
- Enter a new password for your admin ID.
- Click the **Reset** button.
- You will see a message **Password has been updated**.
- Click the **Close** button.

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