



# Translator Tool

## User Guide

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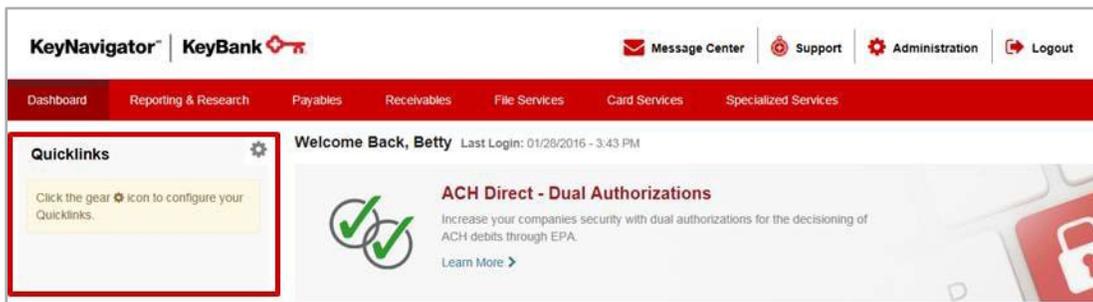
## 1. Introduction for QuickBooks Users

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® File Transfer Module to be used with Positive Pay and Account Reconciliation (ARP) services. KeyNavigator access is needed.

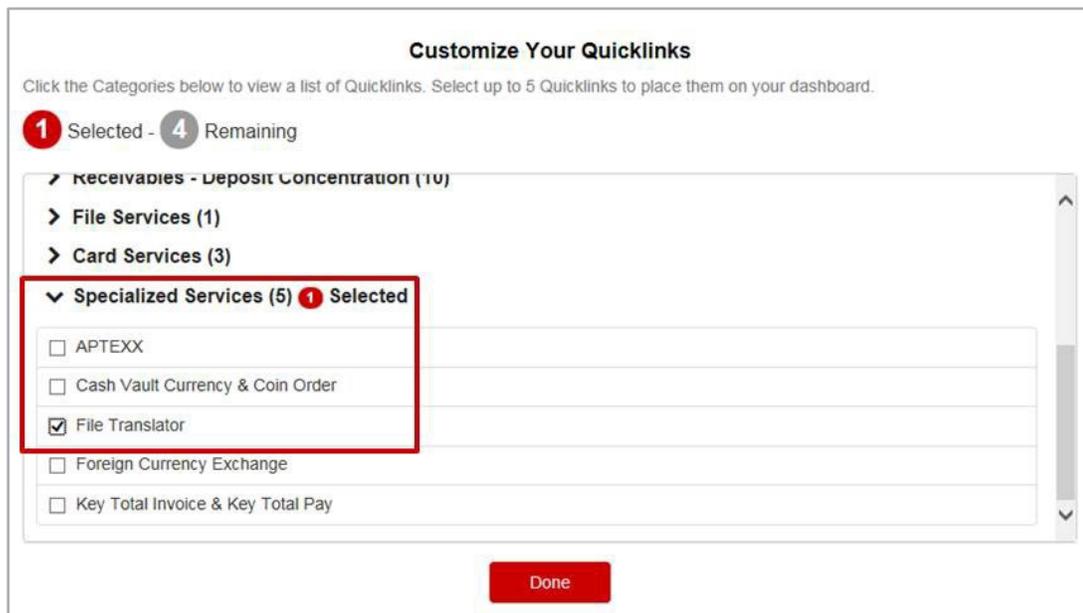
## 2. Translator Tool for QuickBooks

### 2.1 Installing the Translator Tool

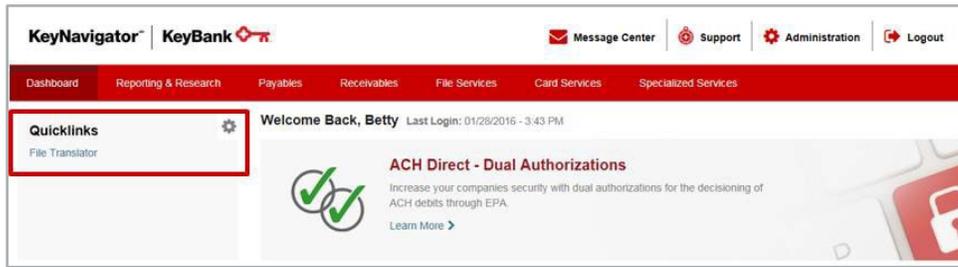
1. Log into QuickBooks as the Administrator (or user with administrator rights).
2. Log into KeyNavigator and click on the **Gear** icon in the **Quicklinks** section on the left side of the screen.



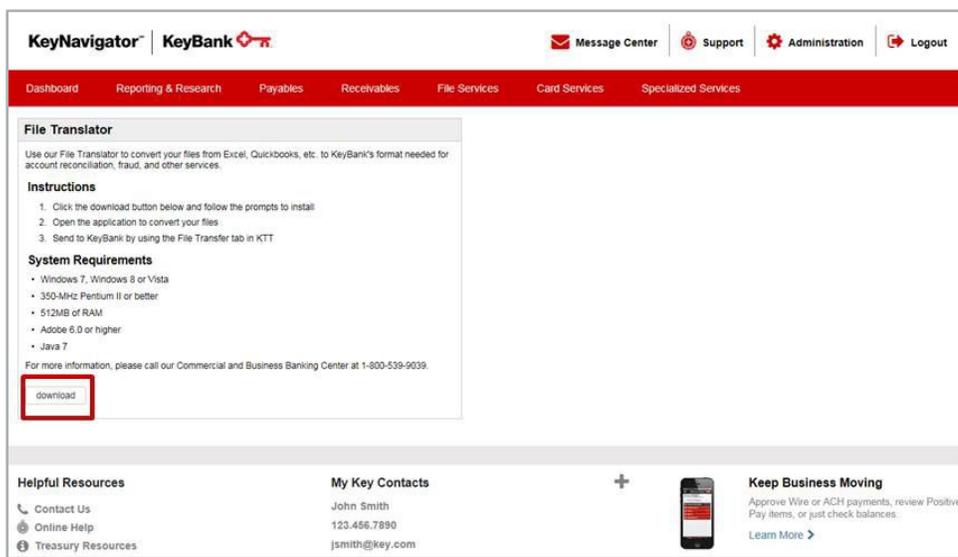
3. On the **Customize Your Quicklinks** screen, scroll down to the **Specialized Services** section and select **File Translator**. Then click **Done**.



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



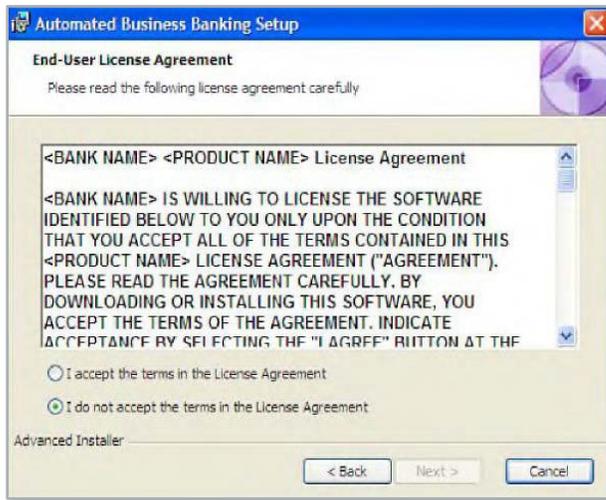
- Click the **Download** button to launch the **Save As** or **Run** box. You can choose either.



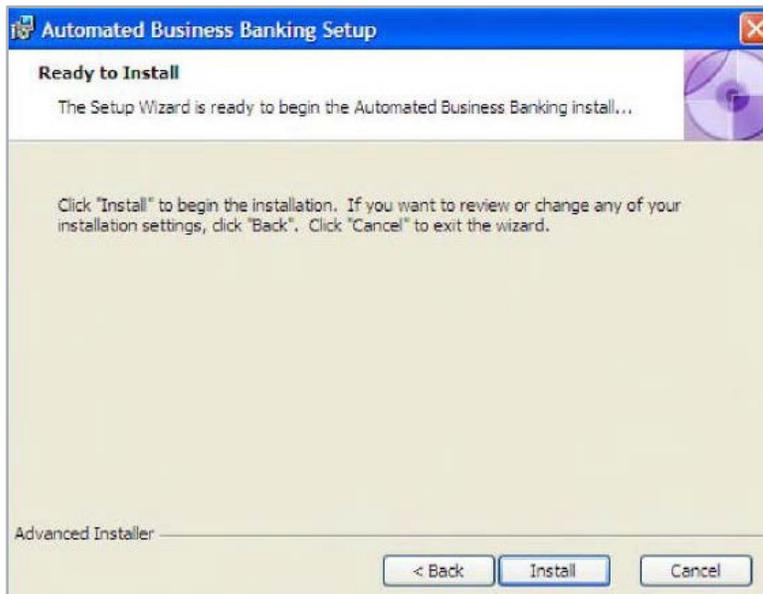
- The installation welcome screen appears. Click **Next** to continue or **Cancel** to stop the install.



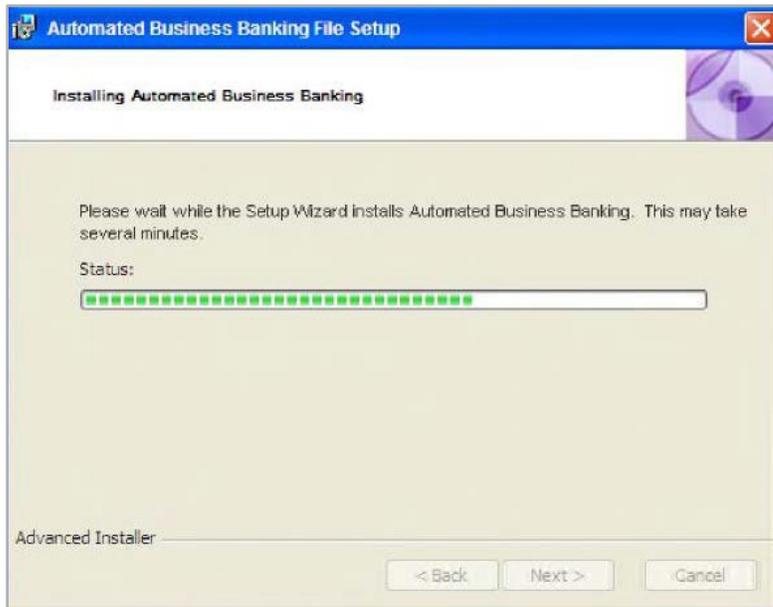
- The **End-User License Agreement** screen provides the option to accept or not accept the terms in the license agreement. If you do not accept the terms, the install process will halt, and the system will not be installed.



- 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.*



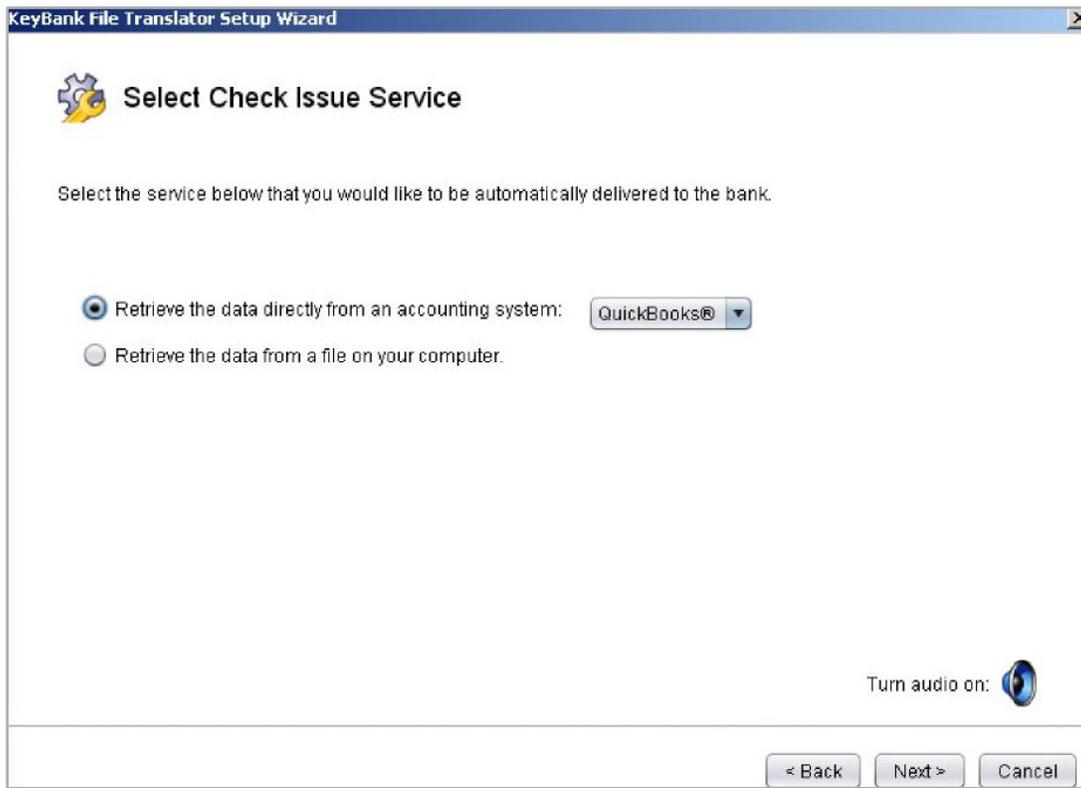
14. Next, choose either **Payee Positive Pay** or Standard **Positive Pay**.

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

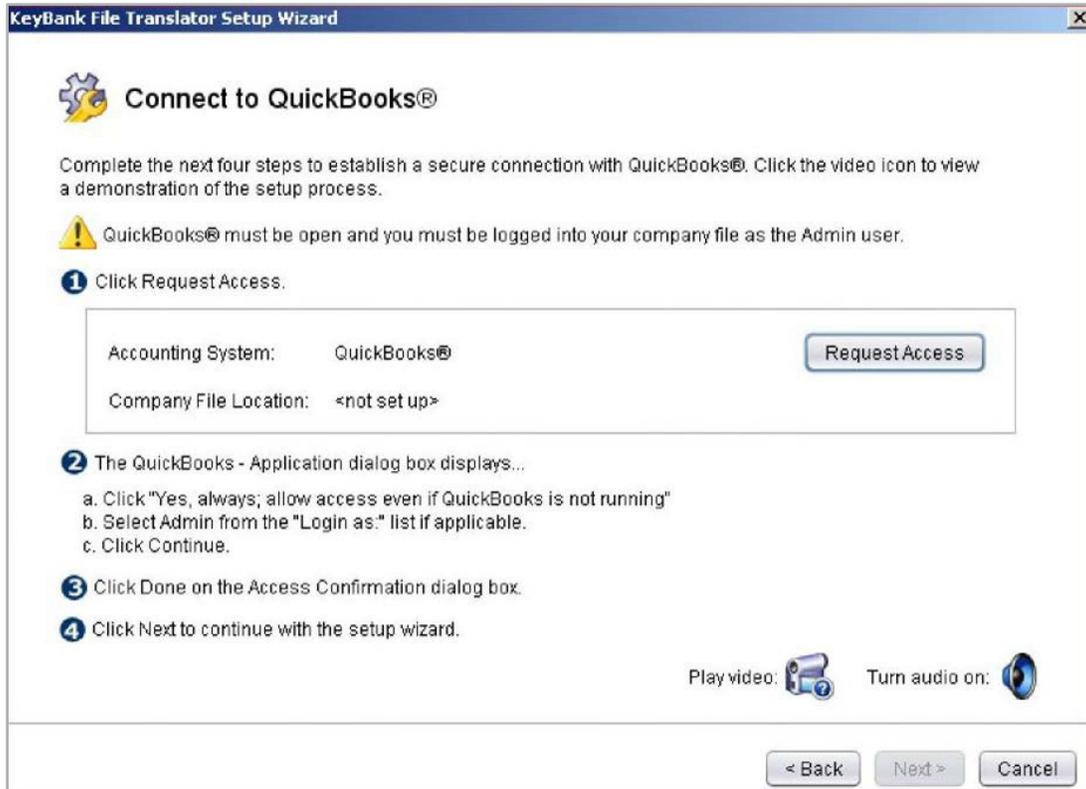


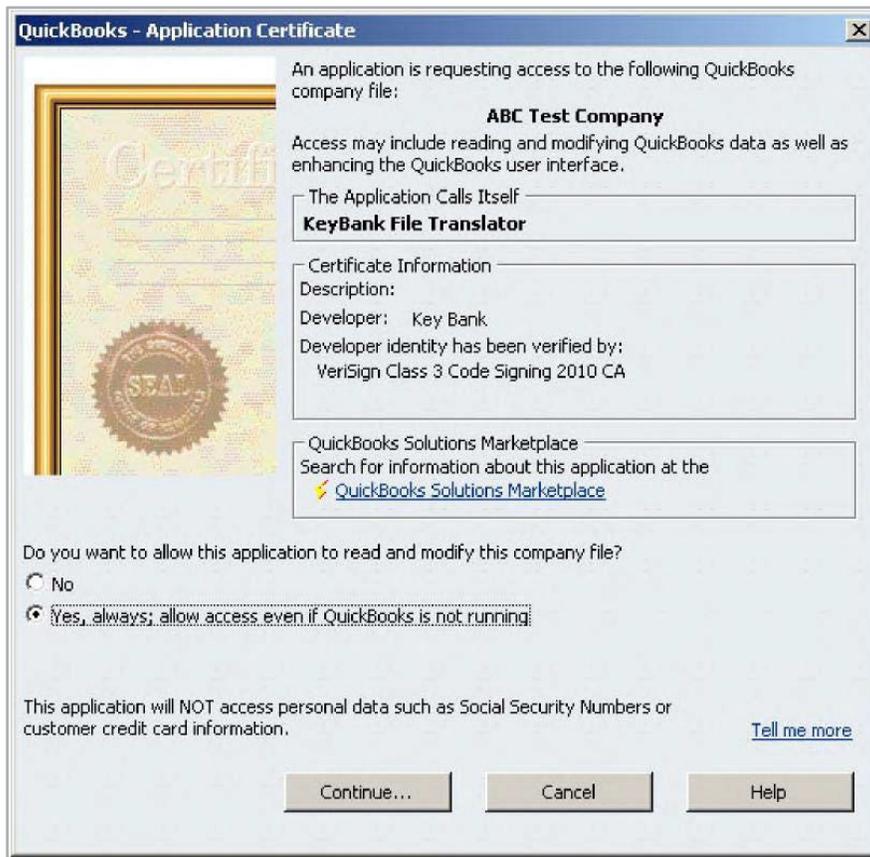


Choose the first option **Retrieve the data directly from an account system: QuickBooks** and click **Next**.



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.

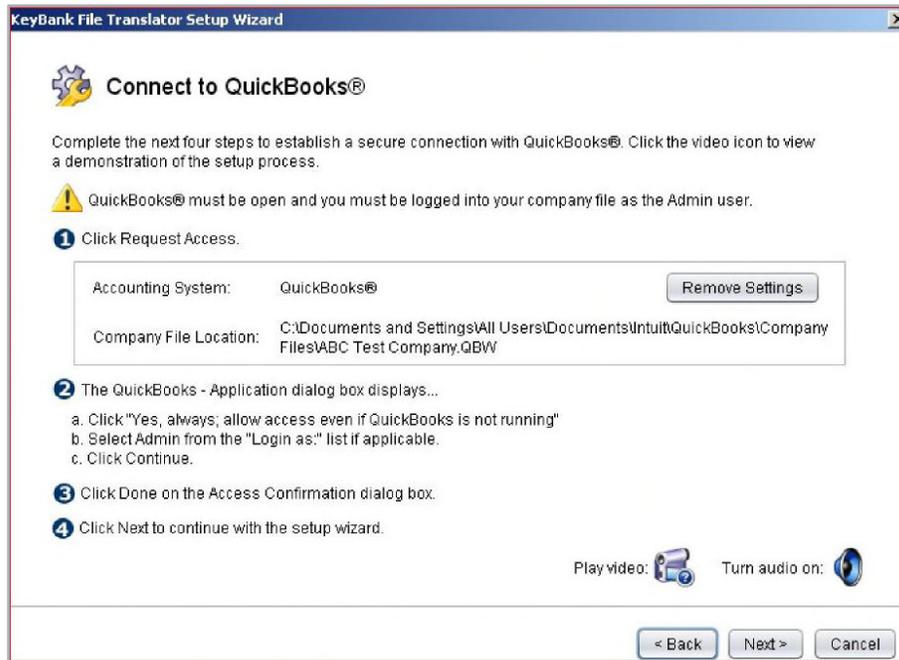




- You will be prompted to select a user to access QuickBooks, choose the user that has admin rights (most likely the person who is installing the tool.) An **Access Confirmation** window will open confirming that the changes were made. Click **Done** to proceed.

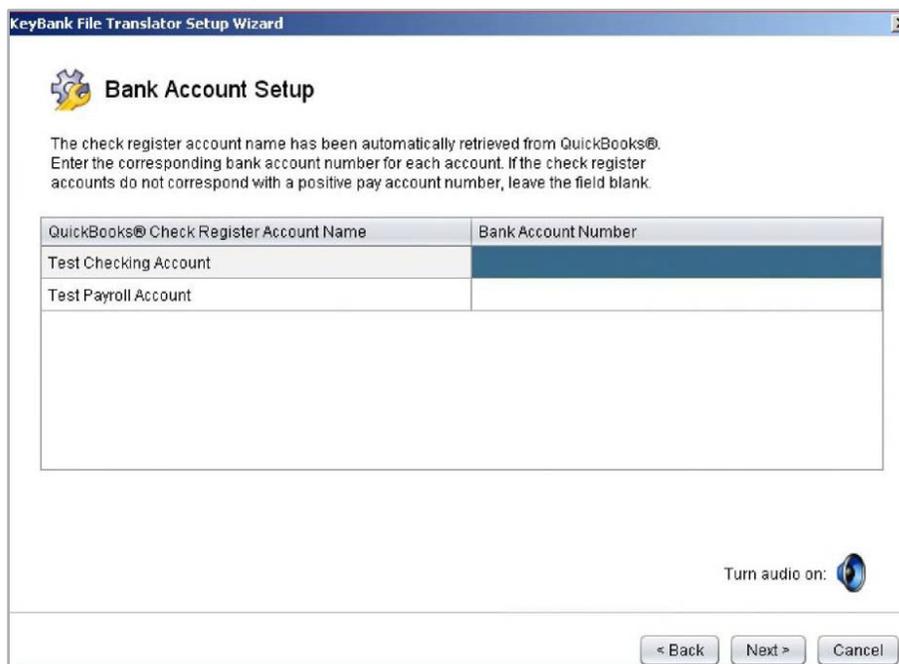


17. Once this is complete the following screen will appear with the Company File Location. Click **Next**.

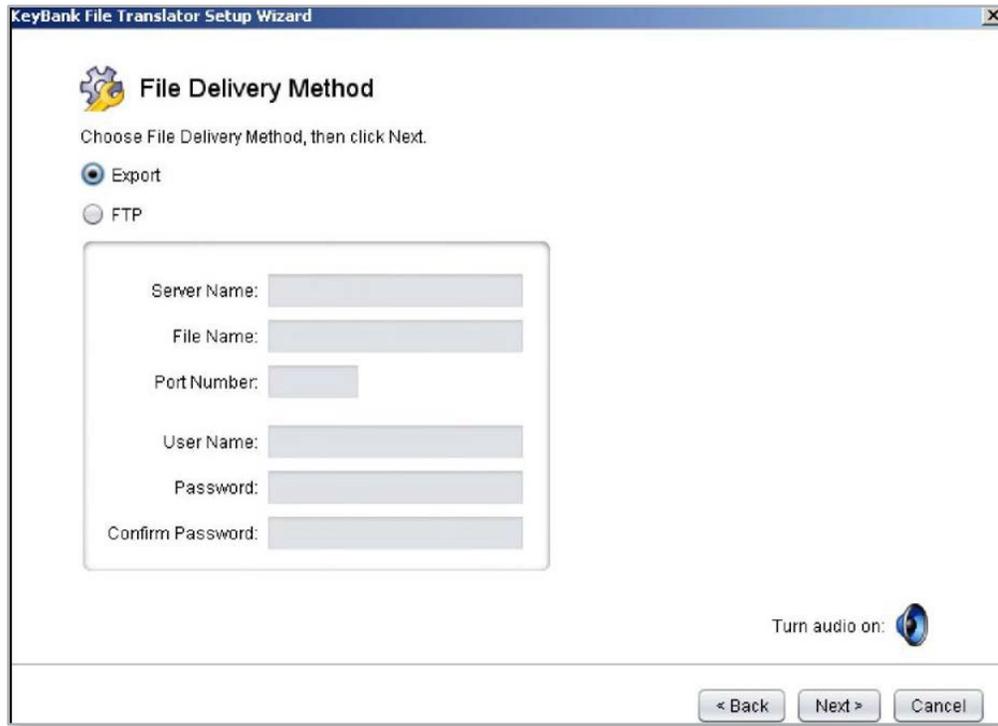


18. Enter in the bank account number that corresponds to the account(s) to which Positive Pay service is being added. Click **Next**.

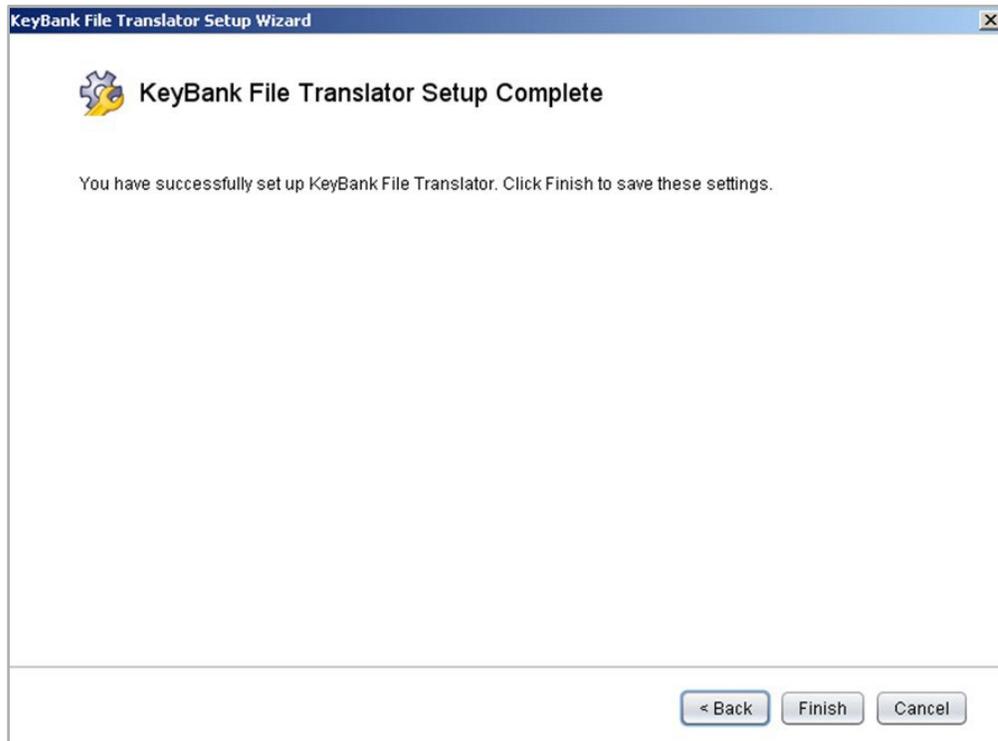
 *You do not need to enter information for accounts not being added to Positive Pay.*



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

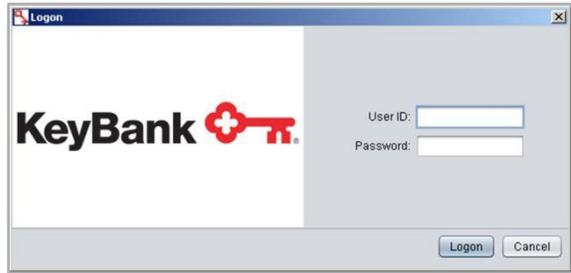


20. Now the File Translator Set-up is Complete. Click **Finish**.

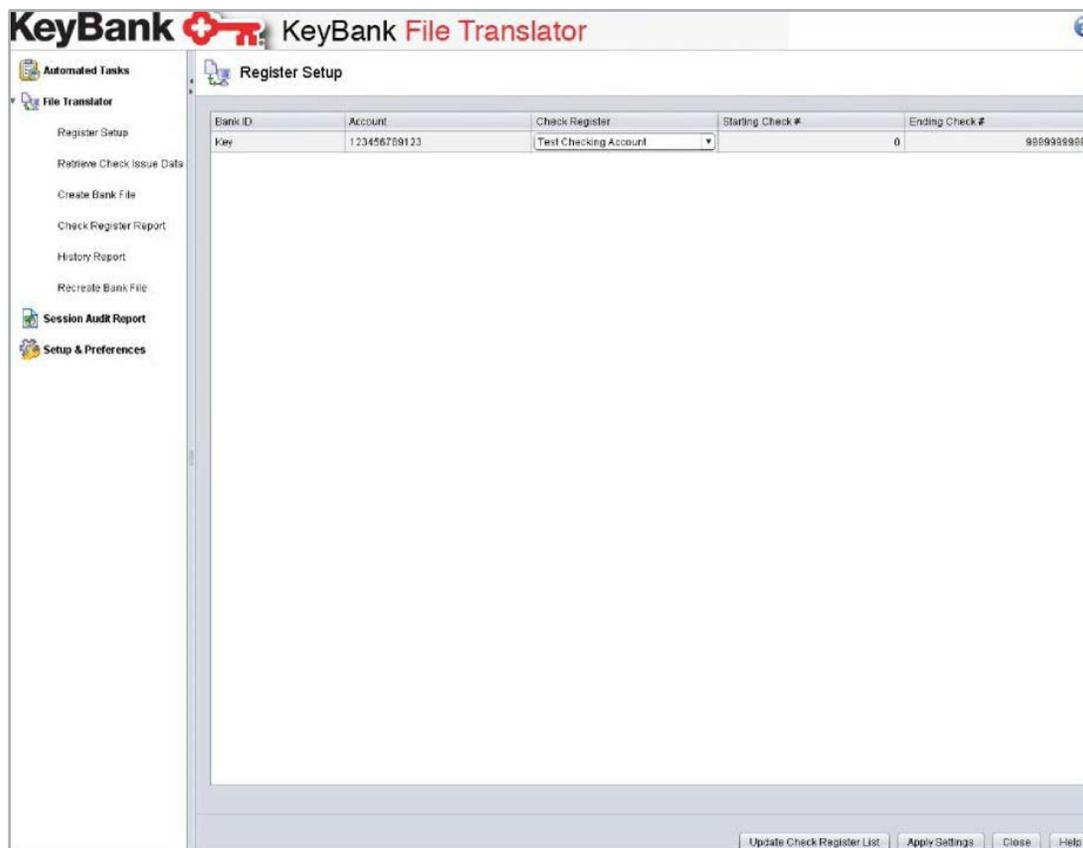


## 2.2 Using the Translator Tool

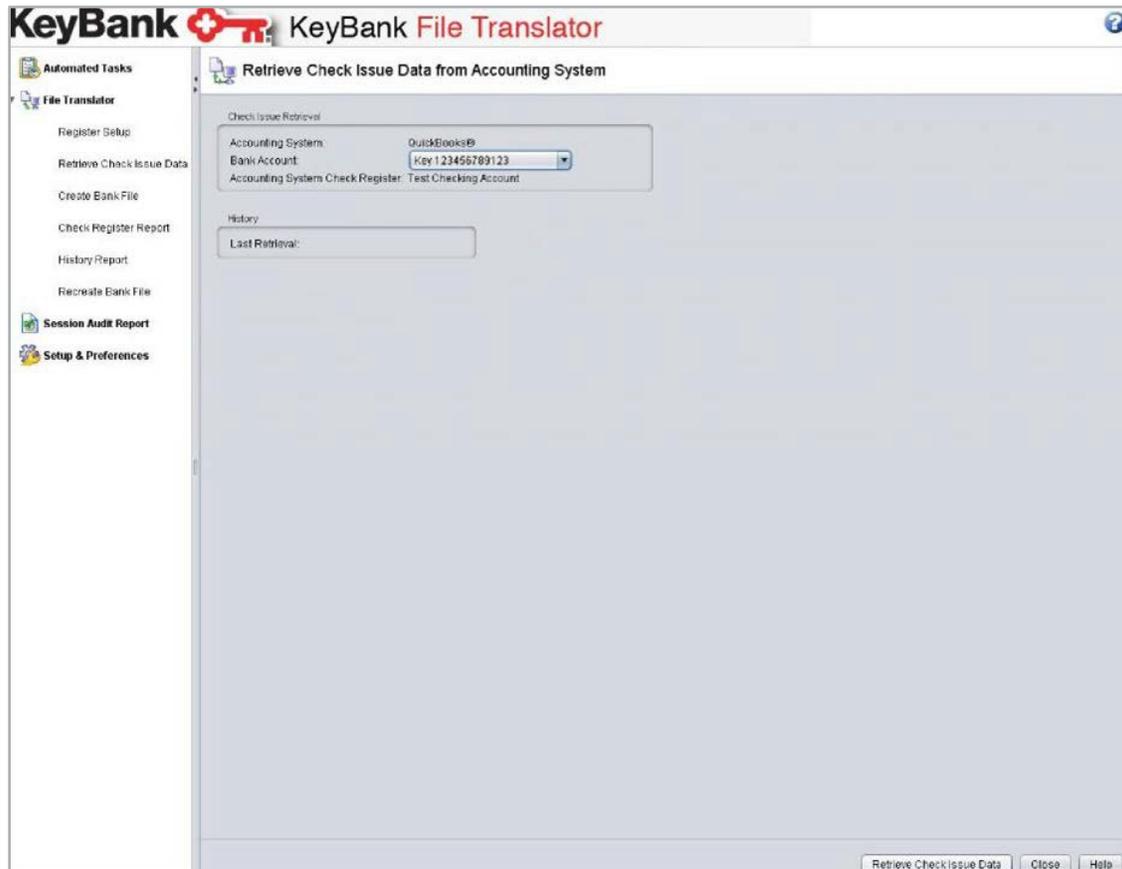
1. Double click on the **Key File Translator** shortcut on your desktop to launch the tool. Enter **admin** as the user ID and the password that was established.



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.

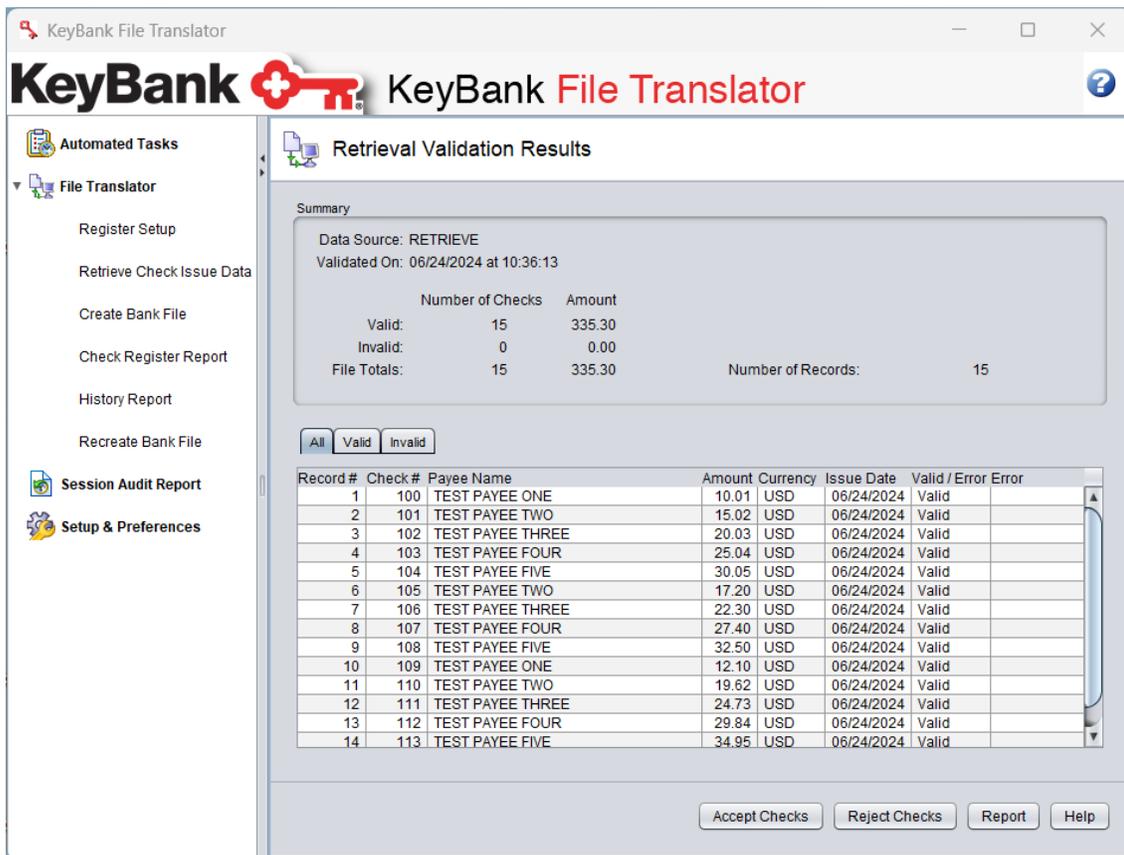


4. Click on **Retrieve Check Issue Data** to import checks from the QuickBooks Check Register. You can choose the account to import data from, using the drop down menu. Also shown is the last retrieval date/time for each account. Click on **Retrieve Check Issue Data** at the bottom when ready.



- 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: 06/24/2024 at 10:36:13

	Number of Checks	Amount		
Valid:	15	335.30		
Invalid:	0	0.00		
File Totals:	15	335.30	Number of Records:	15

Buttons: All | Valid | Invalid

Record #	Check #	Payee Name	Amount	Currency	Issue Date	Valid / Error
1	100	TEST PAYEE ONE	10.01	USD	06/24/2024	Valid
2	101	TEST PAYEE TWO	15.02	USD	06/24/2024	Valid
3	102	TEST PAYEE THREE	20.03	USD	06/24/2024	Valid
4	103	TEST PAYEE FOUR	25.04	USD	06/24/2024	Valid
5	104	TEST PAYEE FIVE	30.05	USD	06/24/2024	Valid
6	105	TEST PAYEE TWO	17.20	USD	06/24/2024	Valid
7	106	TEST PAYEE THREE	22.30	USD	06/24/2024	Valid
8	107	TEST PAYEE FOUR	27.40	USD	06/24/2024	Valid
9	108	TEST PAYEE FIVE	32.50	USD	06/24/2024	Valid
10	109	TEST PAYEE ONE	12.10	USD	06/24/2024	Valid
11	110	TEST PAYEE TWO	19.62	USD	06/24/2024	Valid
12	111	TEST PAYEE THREE	24.73	USD	06/24/2024	Valid
13	112	TEST PAYEE FOUR	29.84	USD	06/24/2024	Valid
14	113	TEST PAYEE FIVE	34.95	USD	06/24/2024	Valid

Buttons: Accept Checks | Reject Checks | Report | Help



**Accept**

15 checks have been accepted.

OK

6. 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**.*

KeyBank File Translator

**Create Bank File**

Import File Name | Date Time | User: RETRIEVE on 06/24/2024 at 10:36:14 by admin

Payee Name	Bank ID	Account	Check Number	Amount	Curr.	Issue Date	Type Ind
TEST PAYEE ONE	Key	1010101010	100	10.01	USD	06/24/2024	
TEST PAYEE TWO	Key	1010101010	101	15.02	USD	06/24/2024	
TEST PAYEE THREE	Key	1010101010	102	20.03	USD	06/24/2024	
TEST PAYEE FOUR	Key	1010101010	103	25.04	USD	06/24/2024	
TEST PAYEE FIVE	Key	1010101010	104	30.05	USD	06/24/2024	
TEST PAYEE TWO	Key	1010101010	105	17.20	USD	06/24/2024	
TEST PAYEE THREE	Key	1010101010	106	22.30	USD	06/24/2024	
TEST PAYEE FOUR	Key	1010101010	107	27.40	USD	06/24/2024	
TEST PAYEE FIVE	Key	1010101010	108	32.50	USD	06/24/2024	
TEST PAYEE ONE	Key	1010101010	109	12.10	USD	06/24/2024	
TEST PAYEE TWO	Key	1010101010	110	19.62	USD	06/24/2024	
TEST PAYEE THREE	Key	1010101010	111	24.73	USD	06/24/2024	
TEST PAYEE FOUR	Key	1010101010	112	29.84	USD	06/24/2024	
TEST PAYEE FIVE	Key	1010101010	113	34.95	USD	06/24/2024	
TEST PAYEE ONE	Key	1010101010	114	14.51	USD	06/24/2024	

Total Number of Valid Checks: 15

Export to File Location: c:\Test\sr\_create.txt Browse  
 Send via FTP

Export File Location

Look In: Desktop

- My Documents
- My Computer
- My Network Places
- TCS Logon Control
- Application Suite 1.3.lnk
- Citrix Program Neighborhood.lnk2
- KeyBank File Translator.lnk
- Lotus Notes 8.5.lnk
- MainFrame via Web3270.lnk
- QuickBooks Pro 2011.lnk

File Name: Test File

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

## 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

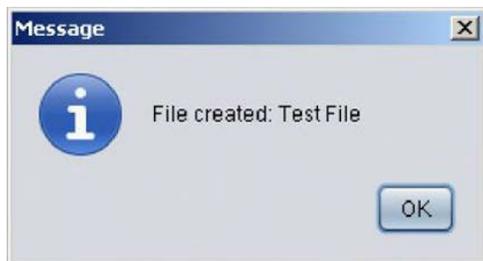
Import File Name | Date Time | User: RETRIEVE on 06/24/2024 at 10:36:14 by admin

Payee Name	Bank ID	Account	Check Number	Amount	Curr.	Issue Date	Type Ind
TEST PAYEE ONE	Key	1010101010	100	10.01	USD	06/24/2024	
TEST PAYEE TWO	Key	1010101010	101	15.02	USD	06/24/2024	
TEST PAYEE THREE	Key	1010101010	102	20.03	USD	06/24/2024	
TEST PAYEE FOUR	Key	1010101010	103	25.04	USD	06/24/2024	
TEST PAYEE FIVE	Key	1010101010	104	30.05	USD	06/24/2024	
TEST PAYEE TWO	Key	1010101010	105	17.20	USD	06/24/2024	
TEST PAYEE THREE	Key	1010101010	106	22.30	USD	06/24/2024	
TEST PAYEE FOUR	Key	1010101010	107	27.40	USD	06/24/2024	
TEST PAYEE FIVE	Key	1010101010	108	32.50	USD	06/24/2024	
TEST PAYEE ONE	Key	1010101010	109	12.10	USD	06/24/2024	
TEST PAYEE TWO	Key	1010101010	110	19.62	USD	06/24/2024	
TEST PAYEE THREE	Key	1010101010	111	24.73	USD	06/24/2024	
TEST PAYEE FOUR	Key	1010101010	112	29.84	USD	06/24/2024	
TEST PAYEE FIVE	Key	1010101010	113	34.95	USD	06/24/2024	
TEST PAYEE ONE	Key	1010101010	114	14.51	USD	06/24/2024	

Total Number of Valid Checks: 15

Export to File Location: C:\Users\Owner\Desktop\Test File Browse  
 Send via FTP

Export Close Help

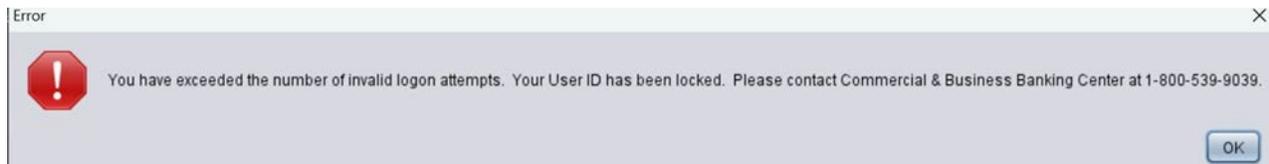


## 2.3 Troubleshooting

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

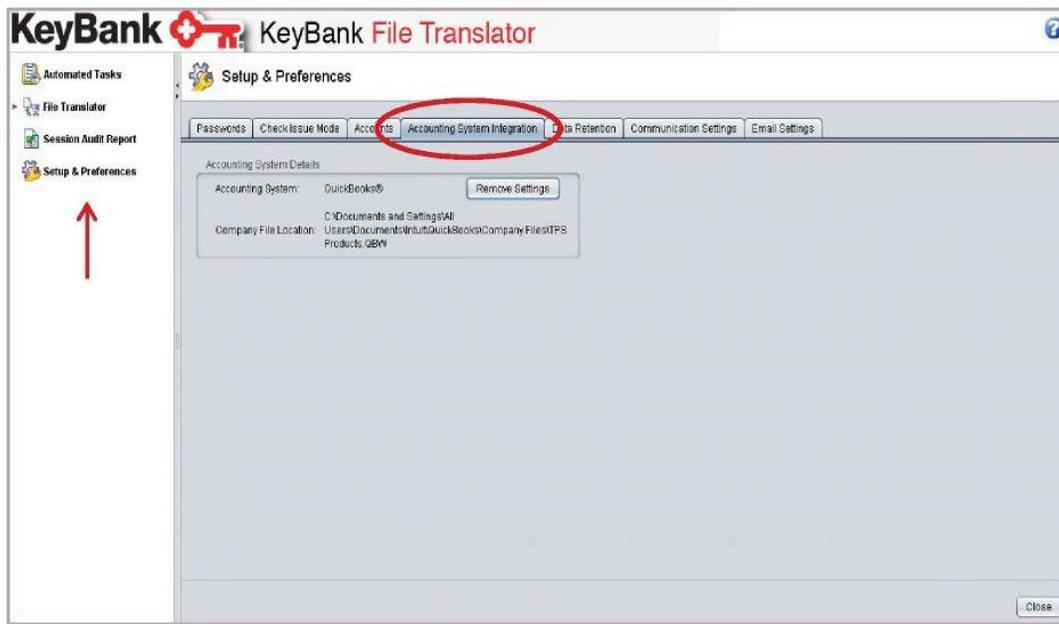
User1, User2 or User3 you need to contact the admin User at your organization for assistance in resetting your password.

You are the Admin User that is locked out. You will need to contact the Commercial Banking Services at 1-800-539-9039. Dial 711 for TTY/TRS.



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

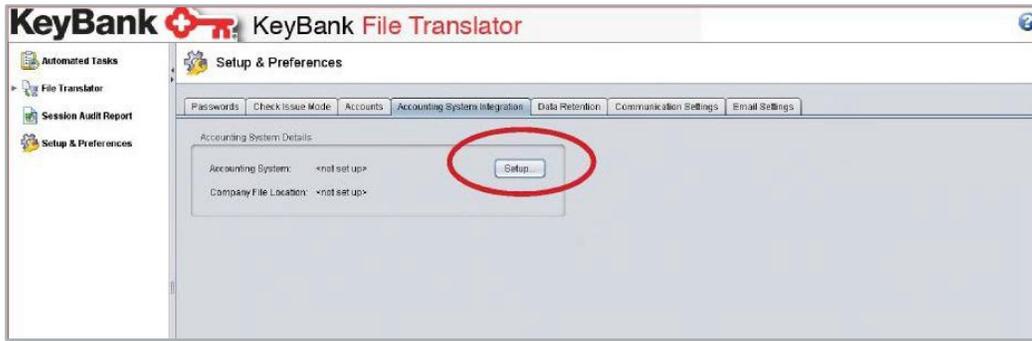
1. You can set up the tool to work with your new company profile without uninstalling and reinstalling.
2. Make sure you are logged into QuickBooks as the Admin in single user mode.
3. Log into the translator tool, click on **Setup & Preferences** on the left hand side, then the **Accounting System Integration**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



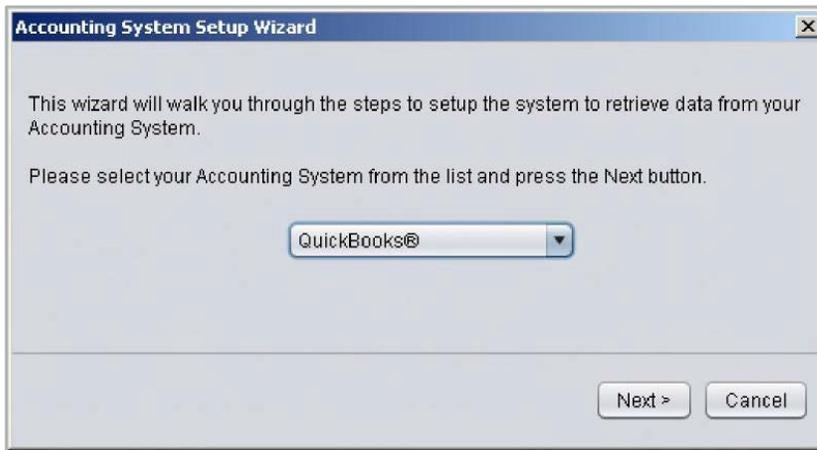
4. Click on **Remove Settings** to delete the mapping to the old company profile. You will receive a pop up asking you to confirm the changes, click **Yes** to continue.



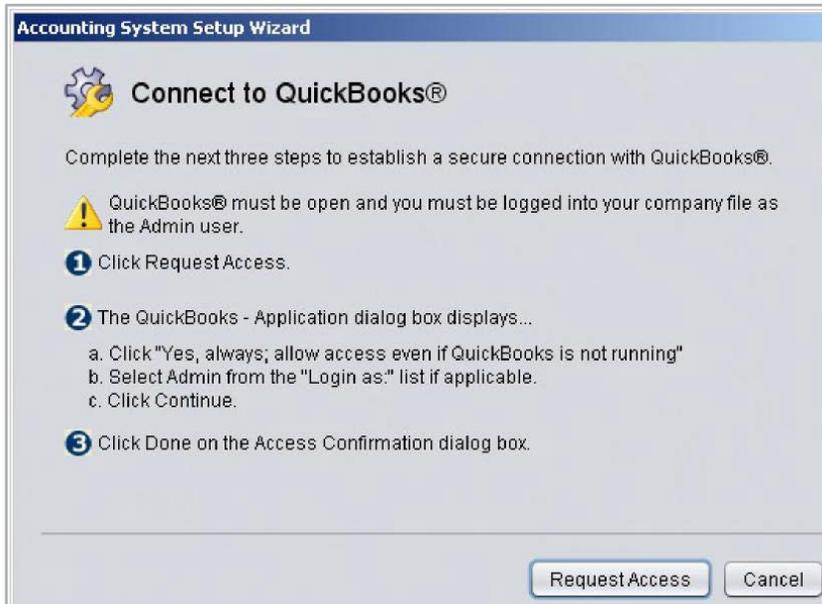
5. Now that the old mapping is removed, click on **Setup**.



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



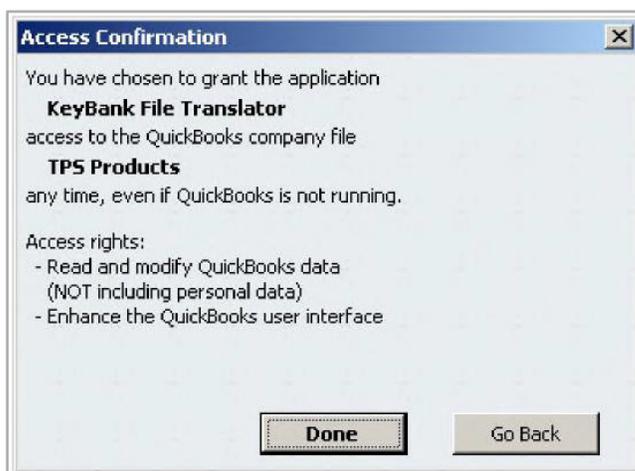
7. Then click on **Request Access**.



- 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**.



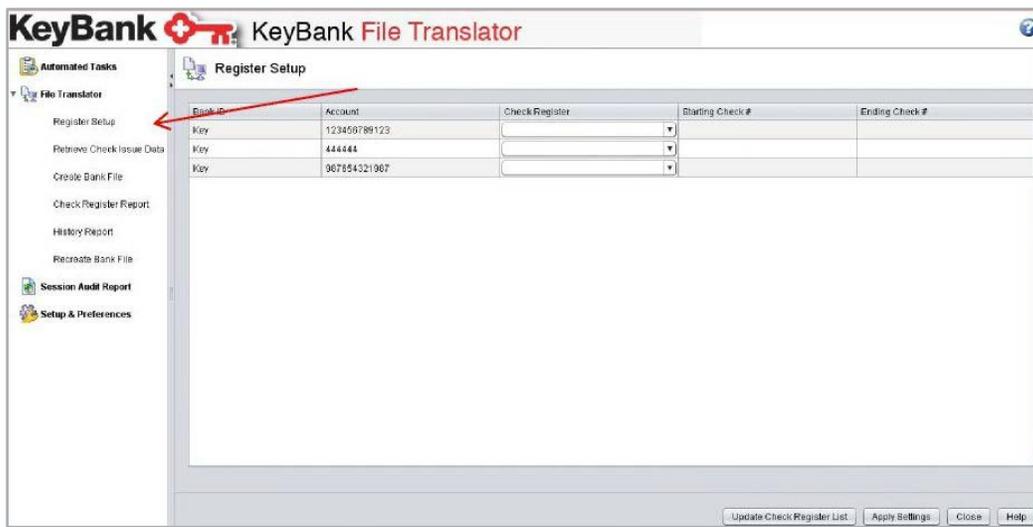
- This is your confirmation that the settings have been applied successfully. Click **Done**.



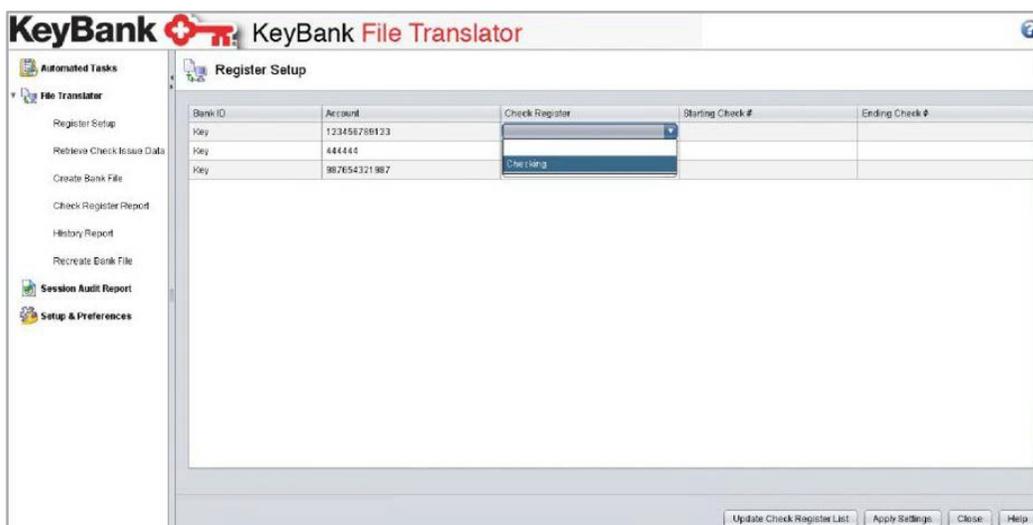
10. You can click on the **Accounting System Integration** tab again to confirm the company file location is correct.

*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.

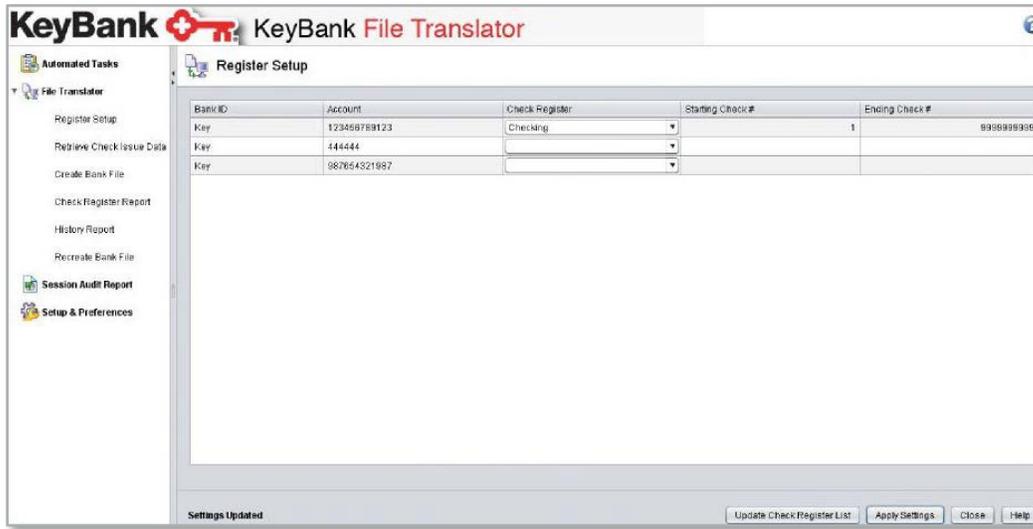


13. Assign a starting and ending check number by double clicking in the text box.



*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.



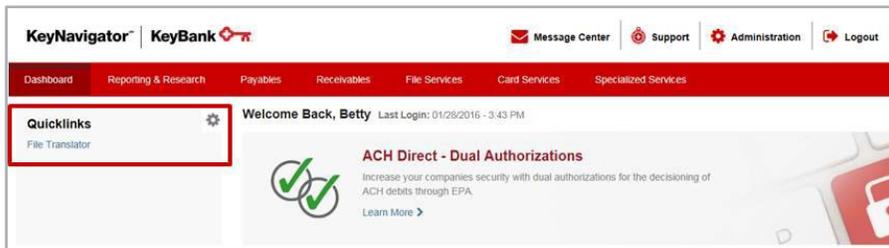
### 3. Introduction for non-QuickBooks Users

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

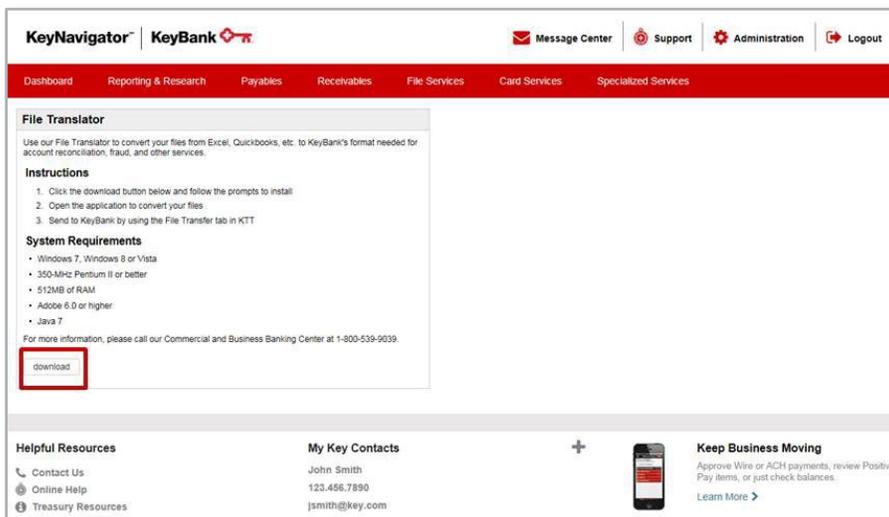
## 4. Translator Tool for non-QuickBooks

### 4.1 Installing the Translator Tool

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



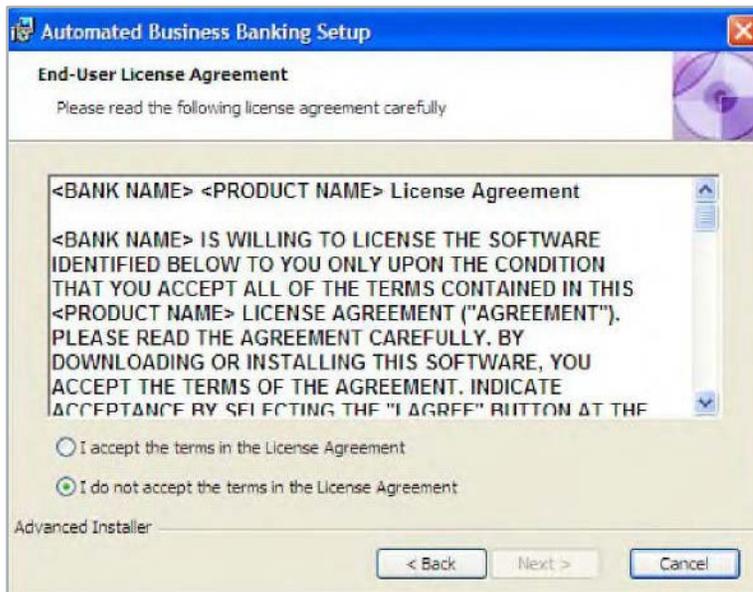
2. Click the **Download** button to launch the **Save As** or **Run** box. You can choose either.



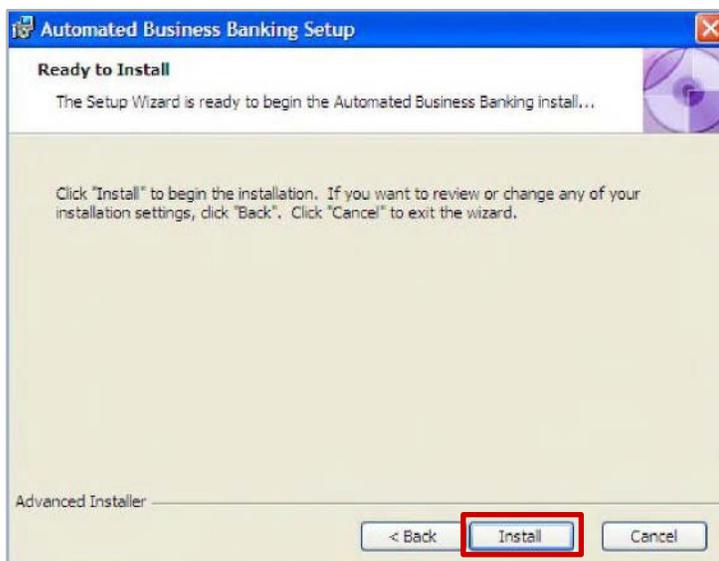
3. The installation welcome screen provides you with the **Cancel** button to stop the install. Click **Next** to continue.



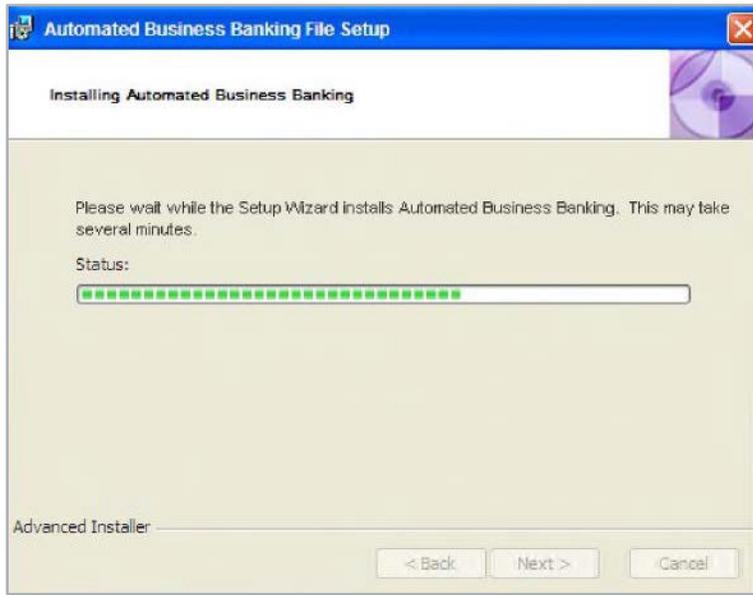
- The **End-User License Agreement** screen provides the option to accept or not accept the terms in the license agreement. If you do not accept the terms, the install process will halt, and the system will not be installed.



- 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.



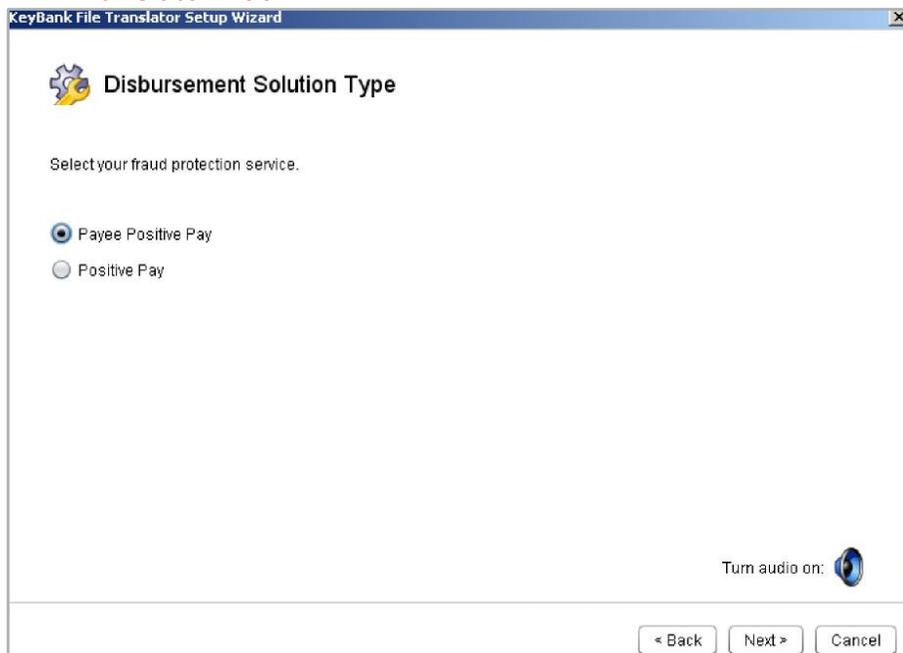
10. The following screen is where you can establish a password for the admin user. This can be changed at a later date if needed.

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

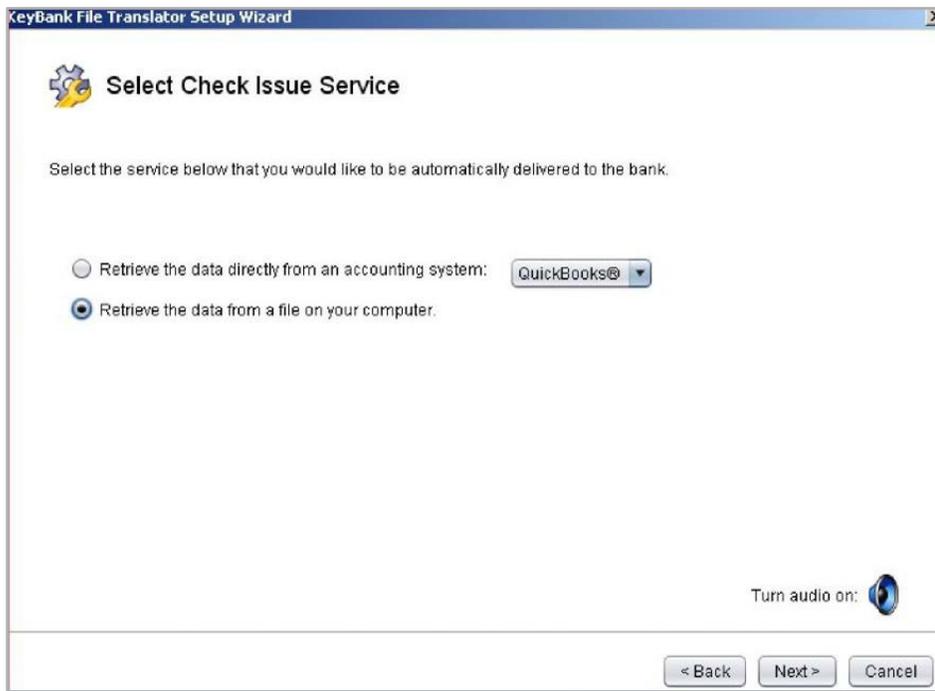


11. Next, choose either **Payee Positive Pay** or Standard **Positive Pa**

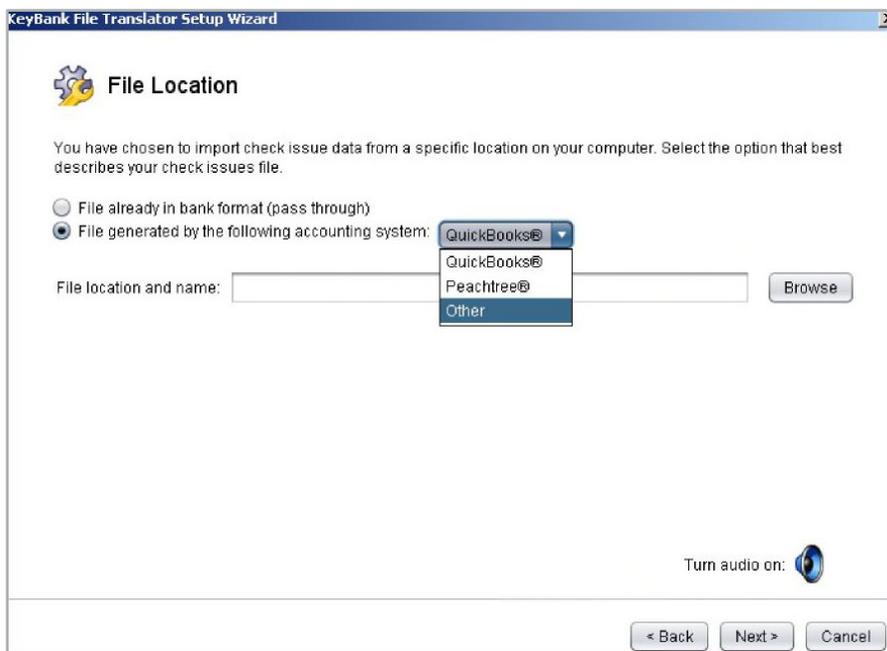
 *This cannot be changed without uninstalling or reinstalling the Translator Tool.*



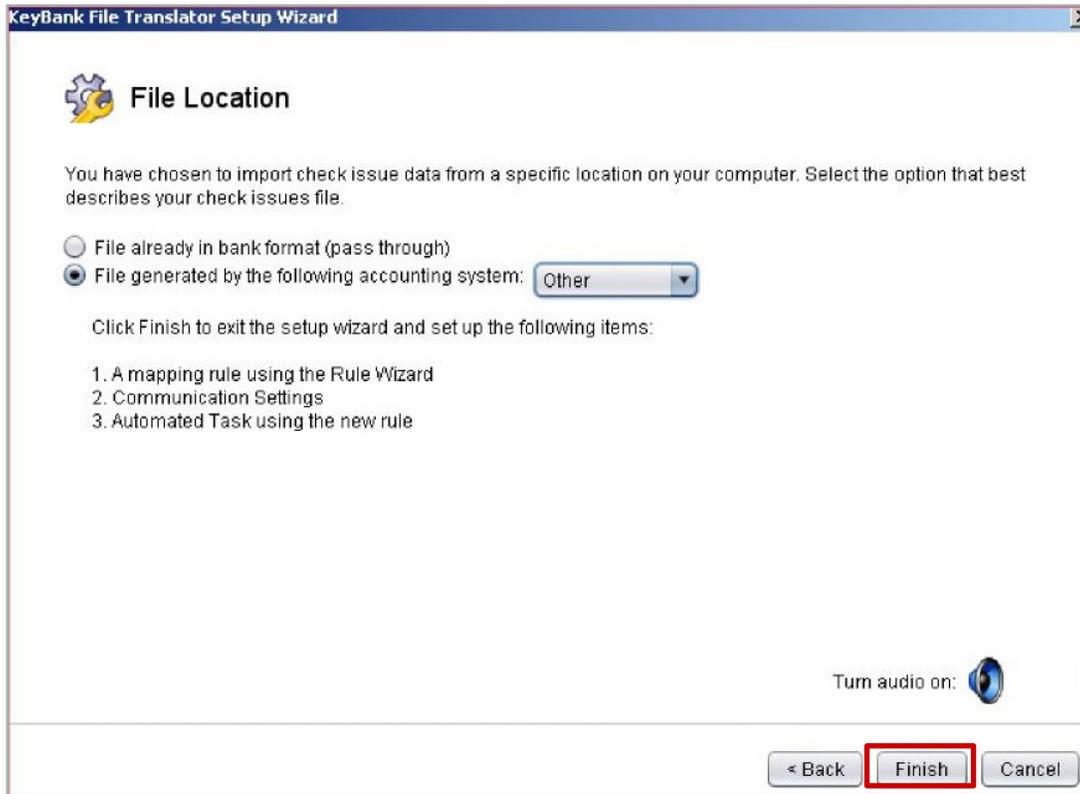
12. Choose **Retrieve the Data from a file on your computer.**



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.



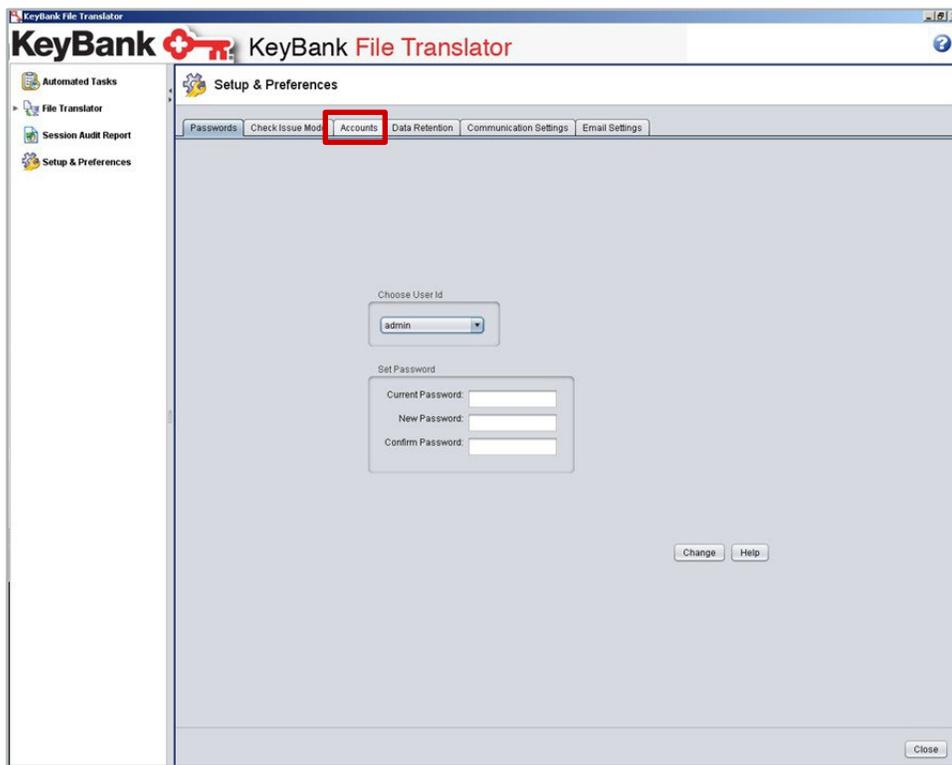
14. Click **Finish**. This will complete the initial set-up and launch the ARP Translator Tool.



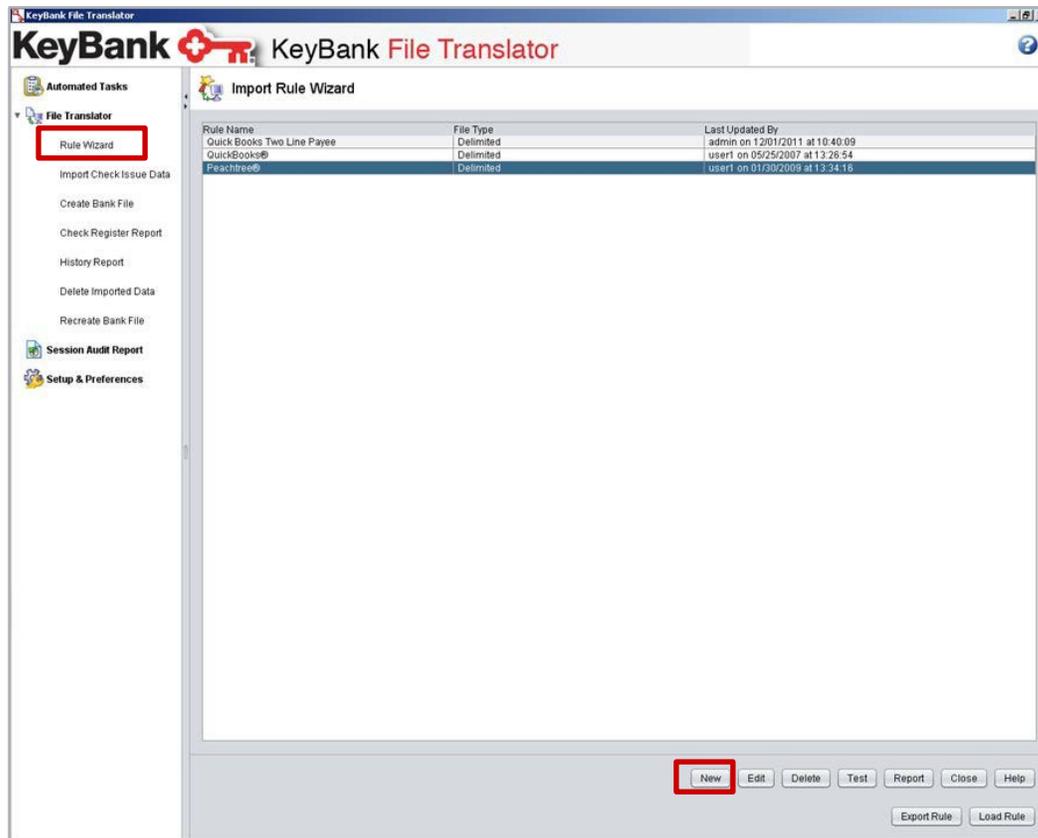
## 4.2 Set-up and Preferences

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.

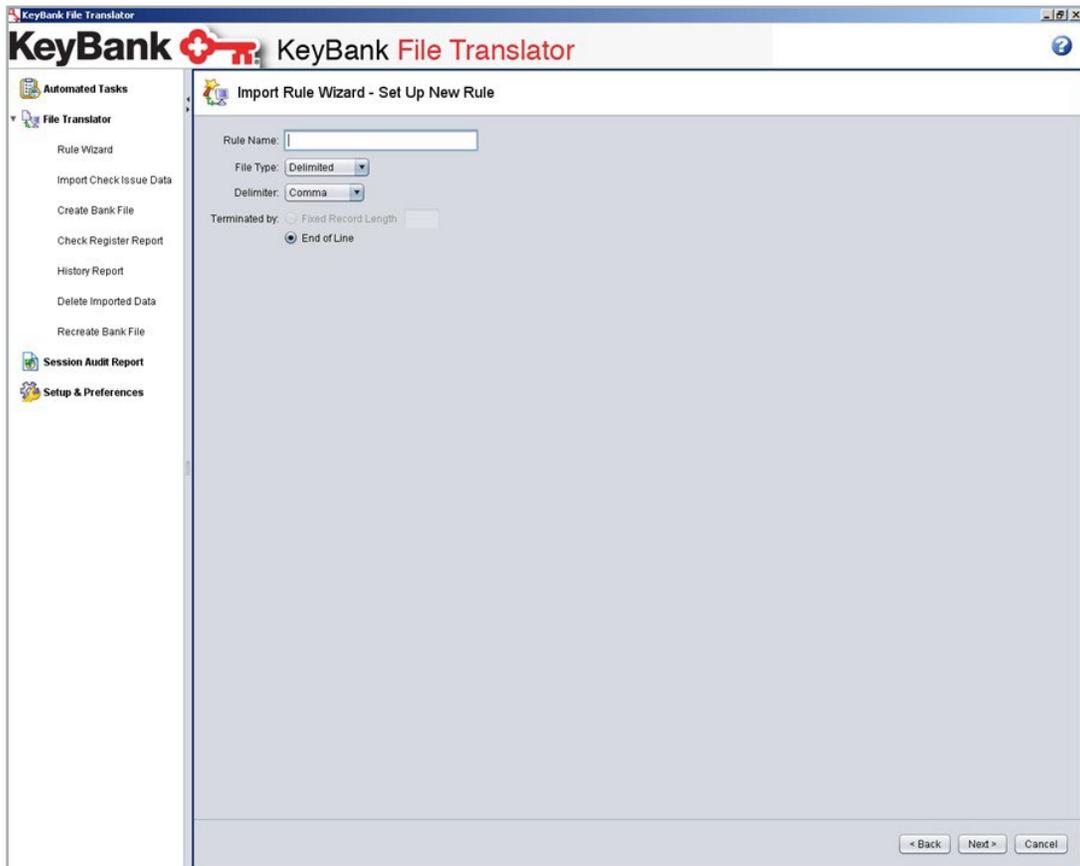
*When using QuickBooks and Peachtree default rules, the account name has to match what is in the file. This also applies to all rules whose settings look for an account name in the file.*



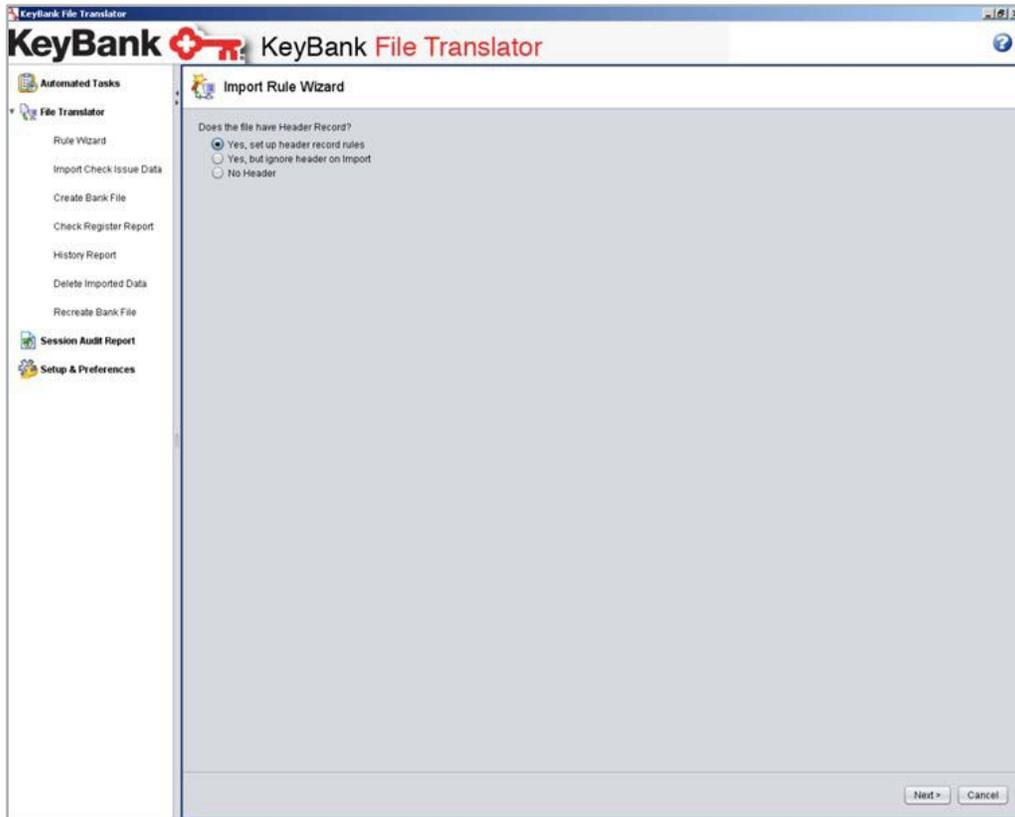
2. Click on **OK** to add the desired account(s).
3. Next, click on the arrow next to File Translator which will collapse the menu.
4. Clicking on the **Rule Wizard** will display the available rules and allow you to create, export load, edit, and test and view the different rules. There are 2 available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



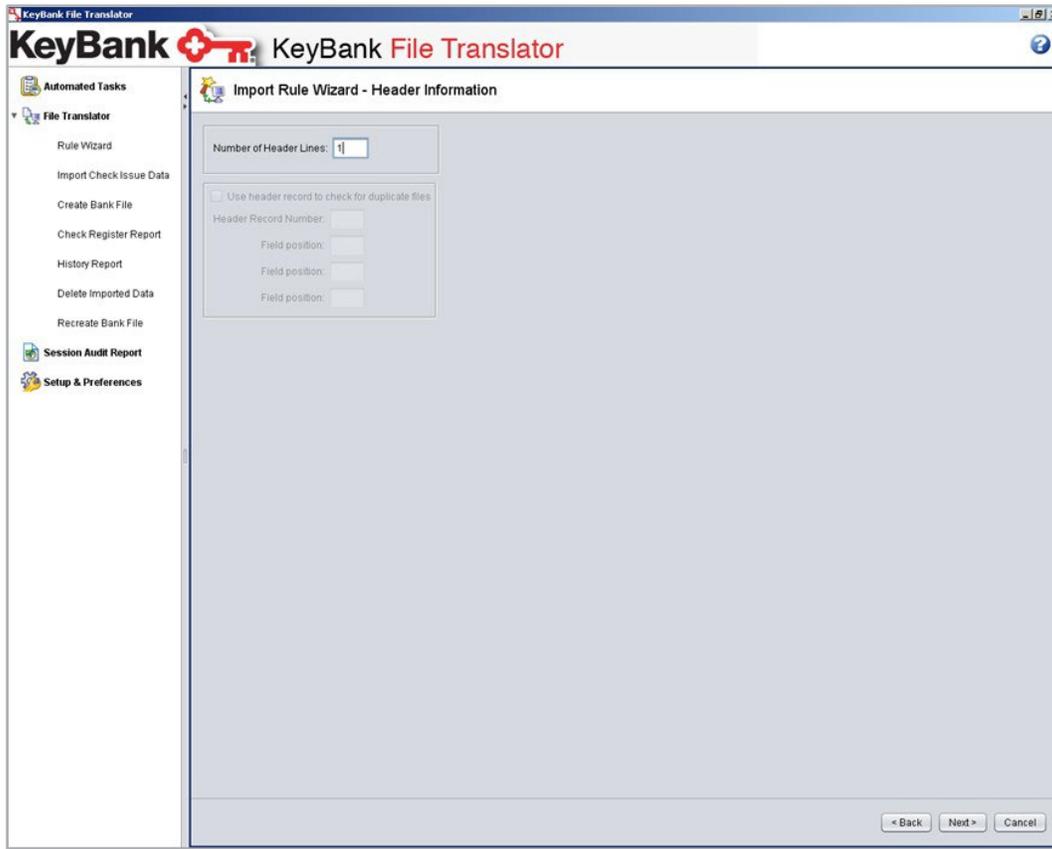
- The first screen allows you to name a rule, choose a file type, delimiter and terminated by. The rule name can be anything you want to name it. The file type **delimited** denotes that a comma or semicolon separates each field. The **fixed** format allows you to create a rule based on a fixed width 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.



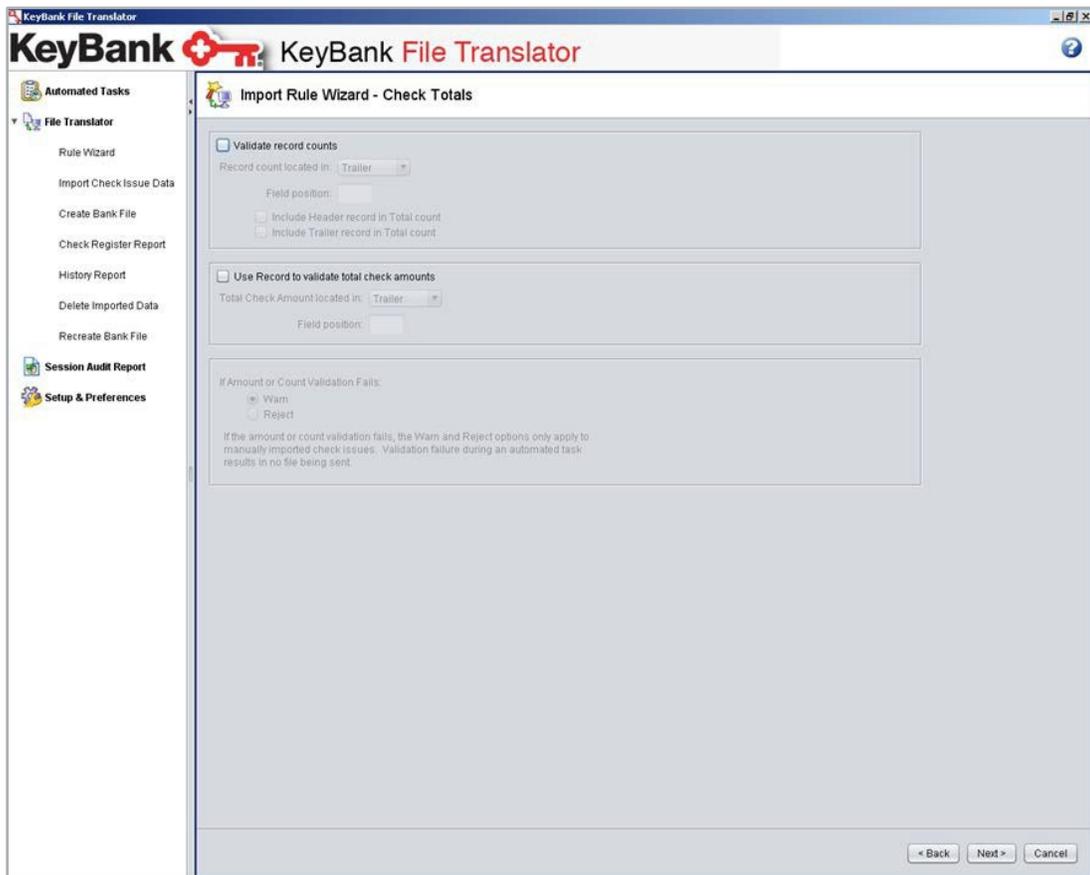
- The following is where you define whether the file has a header, and if so, what to do with it. If there is a header, and you want to use it to check for duplicates, then choose **Yes, setup header record rules**. If the Excel file has a head, but you want to ignore it, choose **Yes, but ignore the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



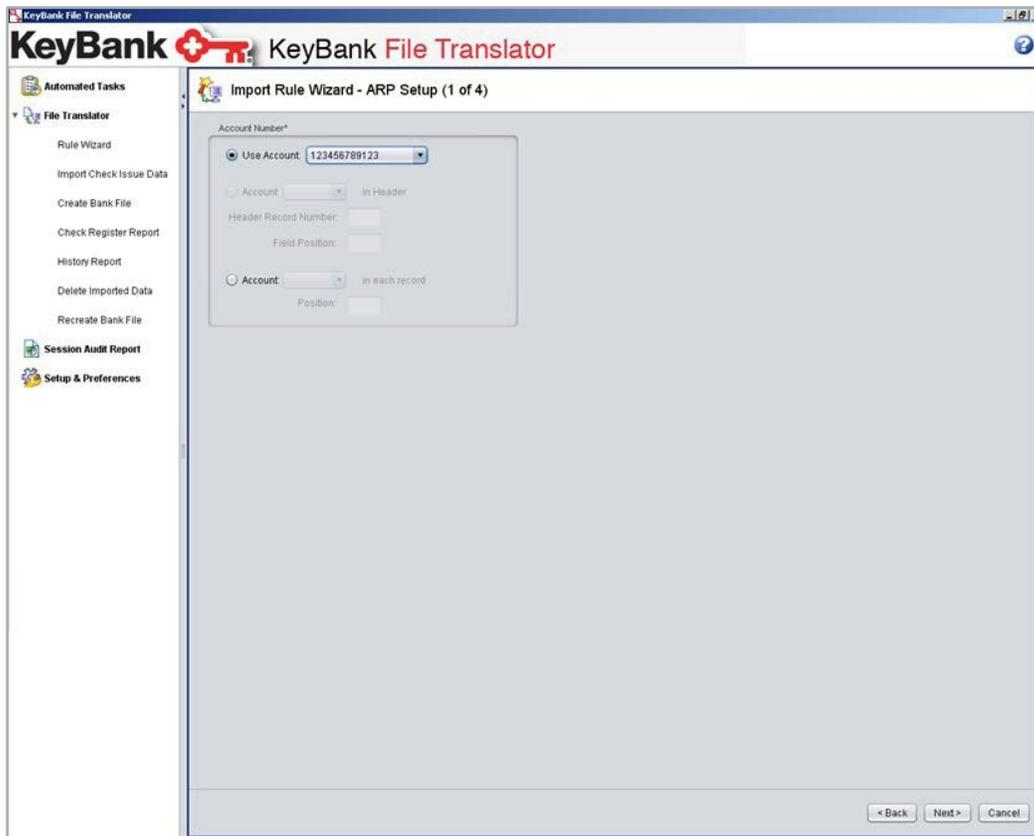
7. If you are establishing header rules, first, define how many header lines there are and then indicate which positions in the header record will check for duplicate files. To ignore the header records, simply indicate how many lines there are.



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**.

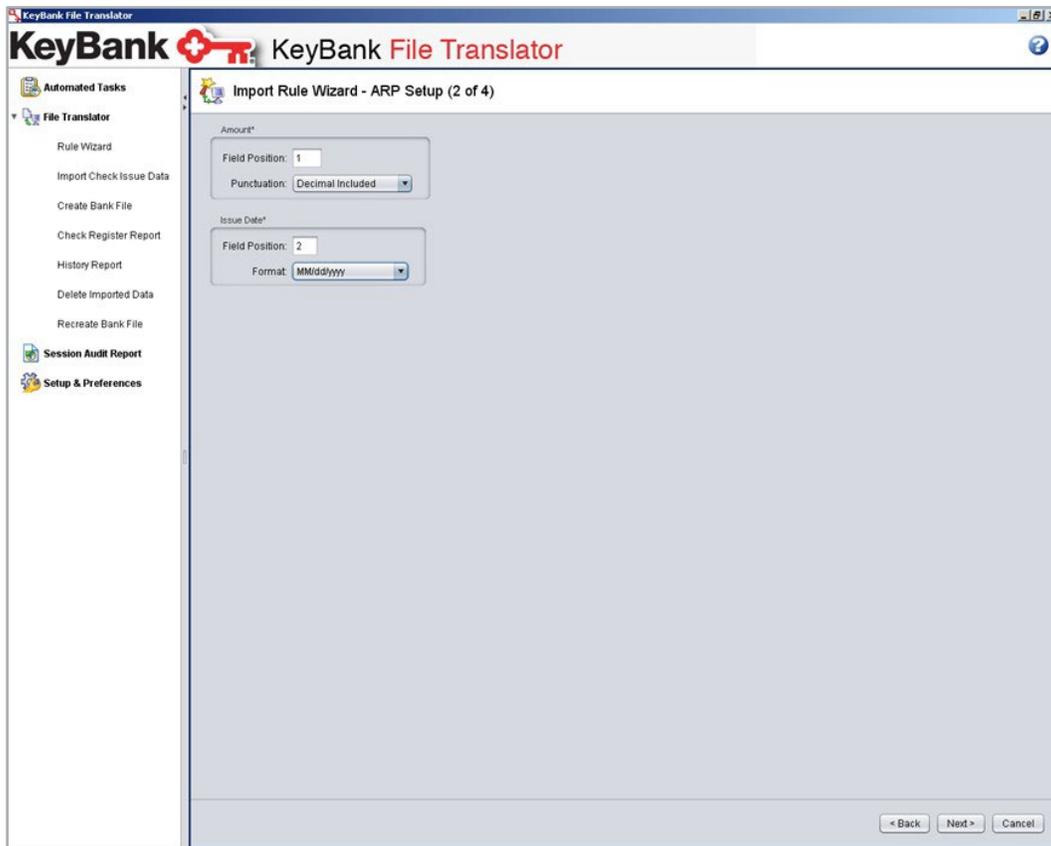


10. Click the drop down menu to choose the account you wish to use. If you established a header rule earlier, you can set the rule to validate the account number in the header. Once you have the account number added, click **Next**.

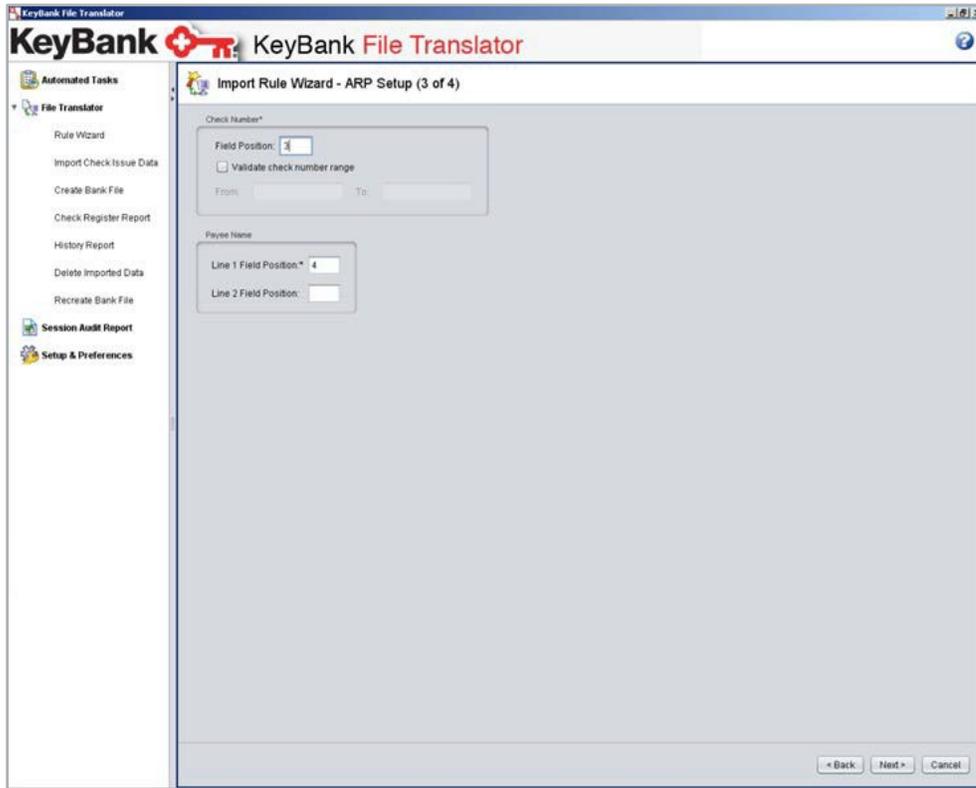


11. Next, define where the Translator Tool will look for the dollar amount in the Excel file, and whether or not it has a decimal in it. Below, define the date field and which format it is in. For example: 12/06/2024 or 12/06/2024 from the drop down menu.

 *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.*

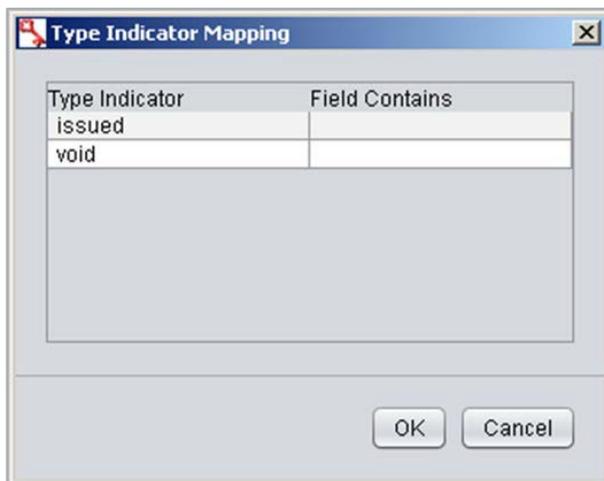
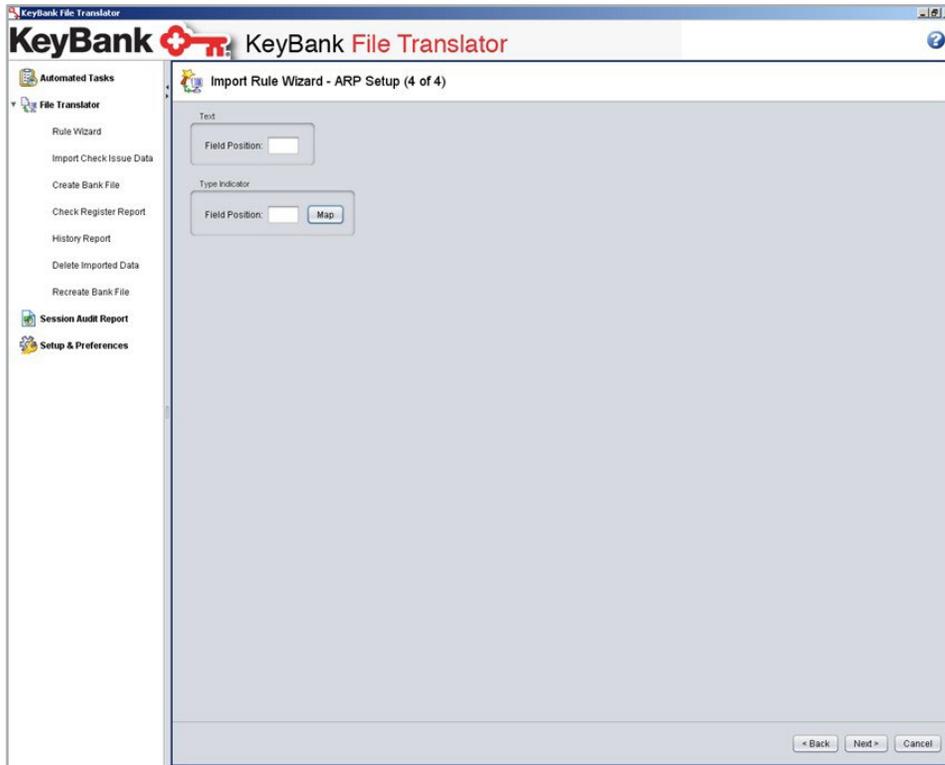


12. Fill in the check number position and the payee name field position. If this is Standard Positive Pay, the payee name field will not display.

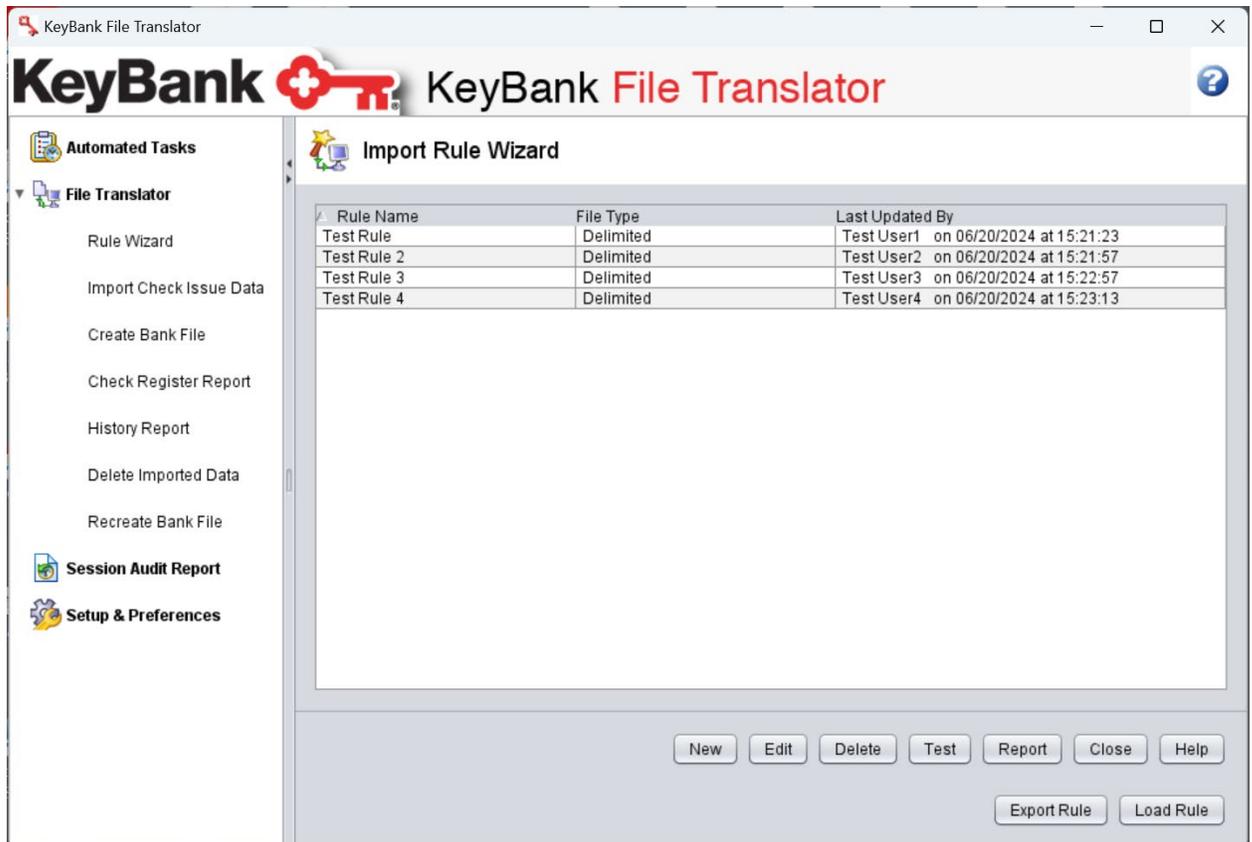


13. The **Text Field Position** is the optional data field. The **Type Indicator** is used for void items. Click on **Map** to define the field and what tool you should look for to determine if it is a void or not.

 *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.*

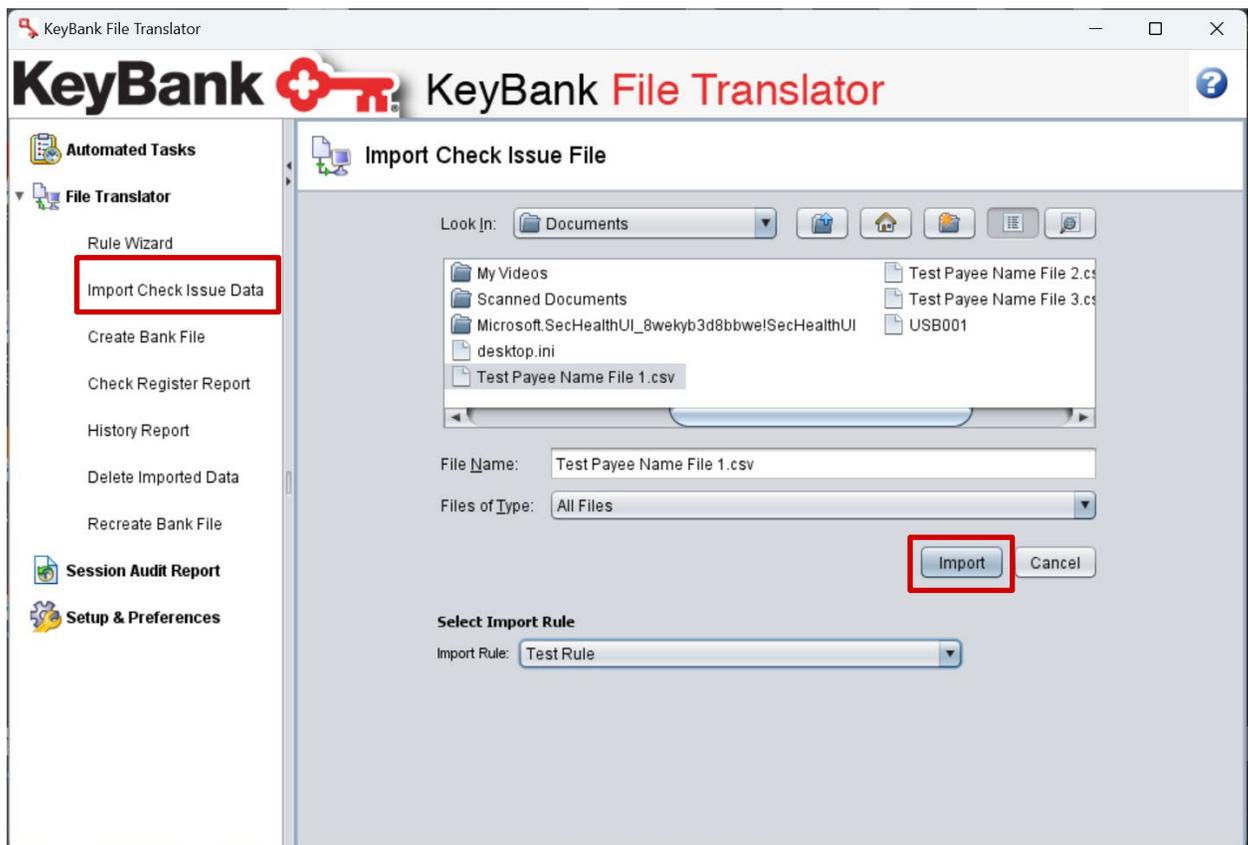


14. Click on **Next**, then **Finish** to complete the Rule Wizard. This will take you back to the main screen, and your new rule will be visible.



### 4.3 Using the Translator Tool

1. 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**.

The screenshot shows the 'KeyBank File Translator' application window. The main area is titled 'File Validation Results' and displays a summary for 'File: Test Payee Name File 1.csv' validated on 06/20/2024 at 15:47:21. The summary table shows 6 valid checks totaling 1,608.10 and 0 invalid checks totaling 0.00. Below the summary is a table of individual records, all marked as 'Valid'. At the bottom, the 'Accept File' and 'Reject File' buttons are highlighted with a red box.

Valid	Amount	Invalid	Amount	File Totals	Number of Checks	Amount	Number of Records
6	1,608.10	0	0.00	6	6	1,608.10	6

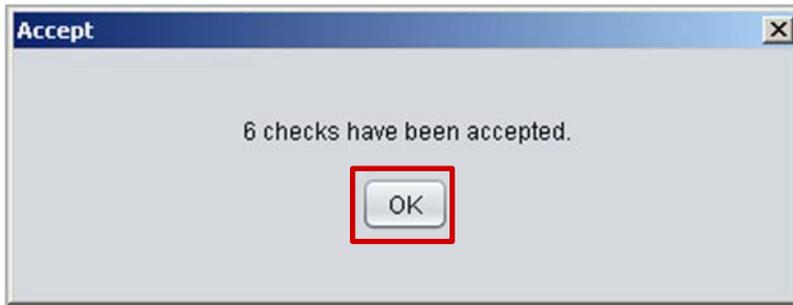
  

Record #	Check #	Payee Name	Amount	Currency	Issue Date	Valid / Error	Error
1	101	TEST PAYEE ONE	73.42	USD	06/20/2024	Valid	
2	102	TEST PAYEE TWO	50.00	USD	06/20/2024	Valid	
3	103	TEST PAYEE THREE	450.00	USD	06/20/2024	Valid	
4	104	TEST PAYEE FOUR	124.68	USD	06/20/2024	Valid	
5	105	TEST PAYEE FIVE	360.00	USD	06/20/2024	Valid	
6	106	TEST PAYEE SIX	550.00	USD	06/20/2024	Valid	

The screenshot shows the 'Import Transaction Detail' window for Record # 1. It displays the status as 'Valid' with 0 errors. Below is a table mapping file values to formatted values for various fields.

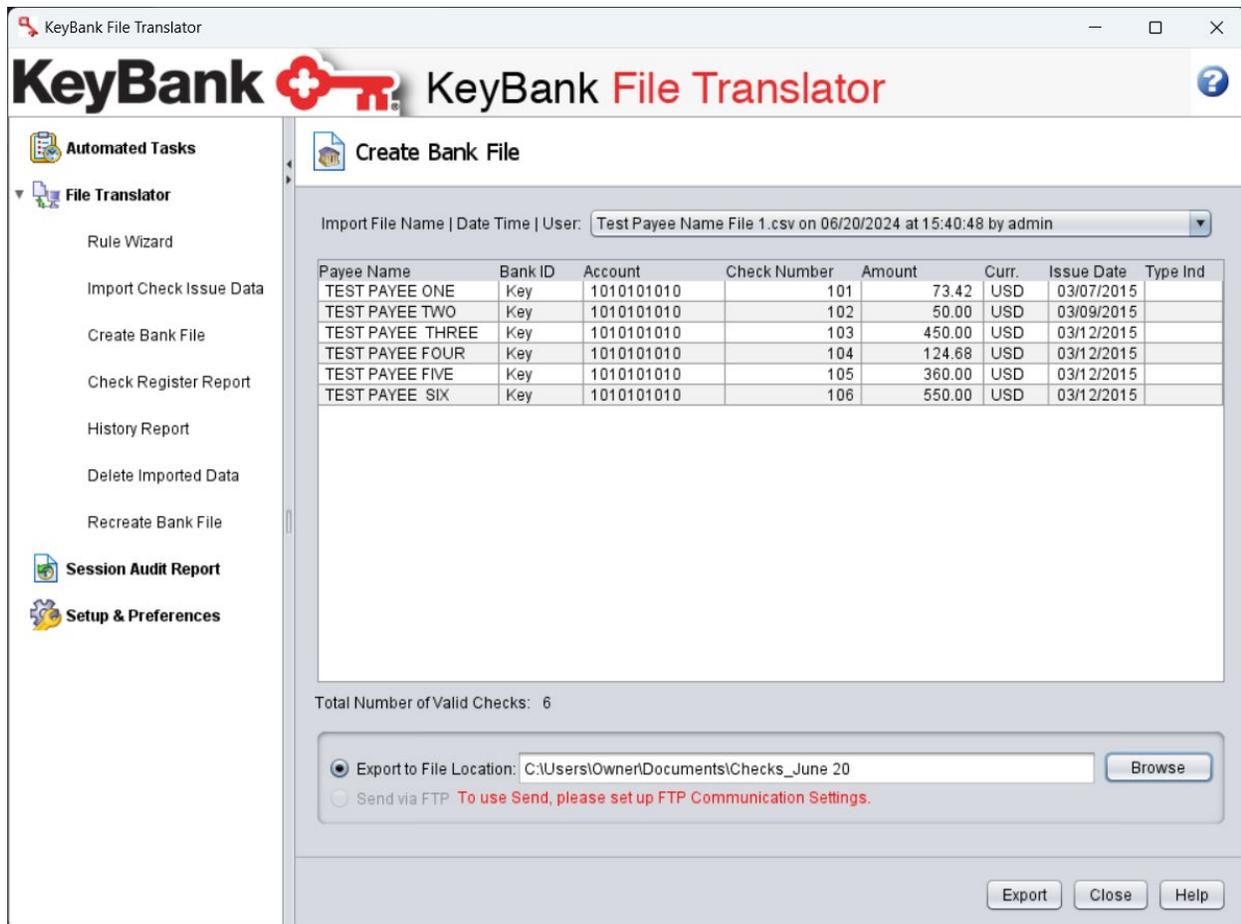
Field	File Value	Formatted Value	Error
Account Number	10200	1010101010	
Check Number	101	101	
Amount	73.42	73.42	
Issue Date	6/20/24	06/20/2024	
Payee Name Line 1	Test Payee One	TEST PAYEE ONE	
Type Indicator	101		

- 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.*



## 4.4 Troubleshooting

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

User1, User2 or User3 you need to contact the Admin User at your organization for assistance in resetting your password.

You are the Admin User that is locked out. You will need to contact the Commercial & Business Banking Center at 1-800-539-9039. Dial 711 for TTY/TRS.



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