



Deposit Concentration

User Guide

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1. Introduction

Key's Deposit Concentration service aggregates deposit reporting for your multiple locations and concentrates funds into one centralized account. Individual locations make deposits into their local non-Key accounts and report the activity to Key via either KeyNavigator or by phone. Verification codes and trace numbers are provided for reference. Each night, Key collects all data that has been reported and moves the funds to your Key account via ACH. The total deposits are then credited to the concentration account at Key and any disbursement entries from the concentration account are credited to the specified depository accounts.

You will access your Deposit Concentration tools online via KeyNavigator, our advanced website. KeyNavigator allows you to specify and define additional data fields that you would like your locations to report, such as sales date, number of units sold, etc. Through KeyNavigator, you are able to customize your Deposit Concentration reporting with the fields you specify. This additional required data can also be added to the phone prompts.

Key's system provides daily reporting which contains all reporting locations with deposit dates and amounts, as well as non-reporting location information.

2. Deposit and Disbursement Input Cut-off Times

In order to receive same-day credit for any deposits or disbursements, your locations must report their data by 8:00 p.m. ET, Monday through Friday or 5:00 p.m. ET on Sunday or Monday Holidays. Entries made after the stated time will be credited on the following business day.

3. Deposit Concentration Reports

Report	Description
Reporting Locations	Displays information regarding all locations that reported deposits.
Non-Reporting Locations	Displays locations that did not report deposits.
Non-Reporting Disbursement Locations	Displays locations that did not report disbursements.
Inputs Summarized by Location	Displays summary information regarding deposits and disbursements. Information includes: location number and name, division, deposit and disbursement amounts, and number of deposits and disbursements.
Processed Inputs	Displays processed transactions by location
Deposit Information	Displays deposit details by location. Utilize this report to view the custom information collected..

4. Deposit and Disbursement Entries via Phone

To Enter by Phone:

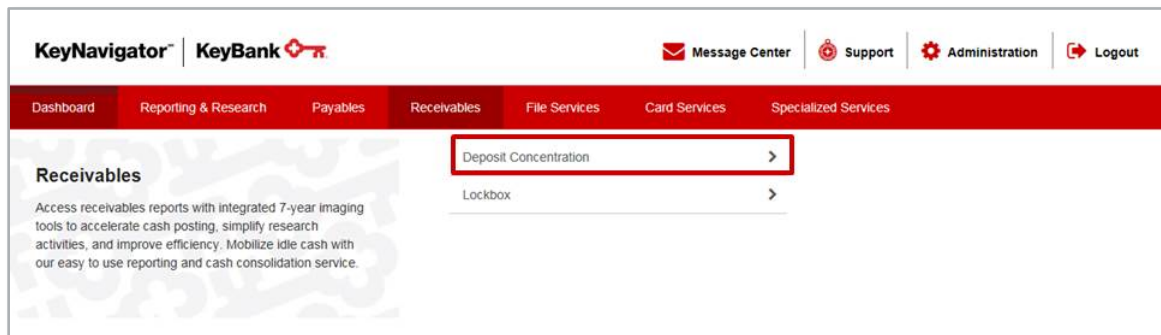
1. Dial 1-800-876-6050 or 216-813-4200.
2. Enter your access code followed by the pound sign (#).
3. Enter your Key code followed by the pound sign (#).
4. Select 1 for Deposit Inputs (option is only available if you can create deposit and disbursement entries).
 - a. To add a deposit, press 1.
 - i. Enter the deposit amount (in dollars and cents) followed by the pound sign (#).
 - ii. The amount you entered will be repeated for verification.
 1. If the amount is correct, press 1.
 2. If the amount is incorrect, press 2.
 - b. To change a pending deposit, press 2 (requires trace number).
 - c. To delete a pending deposit, press 3 (requires trace number).
 - d. To review a deposit, press 4 (requires trace number).
5. Select 2 for Disbursement Inputs (option is only available if you can create deposit and disbursement entries).
 - a. To add a disbursement, press 1.
 - b. To change a pending disbursement, press 2 (requires trace number).
 - c. To delete a pending disbursement, press 3 (requires trace number).
 - d. To review a disbursement, press 4 (requires trace number).

5. Create Deposit Input via KeyNavigator

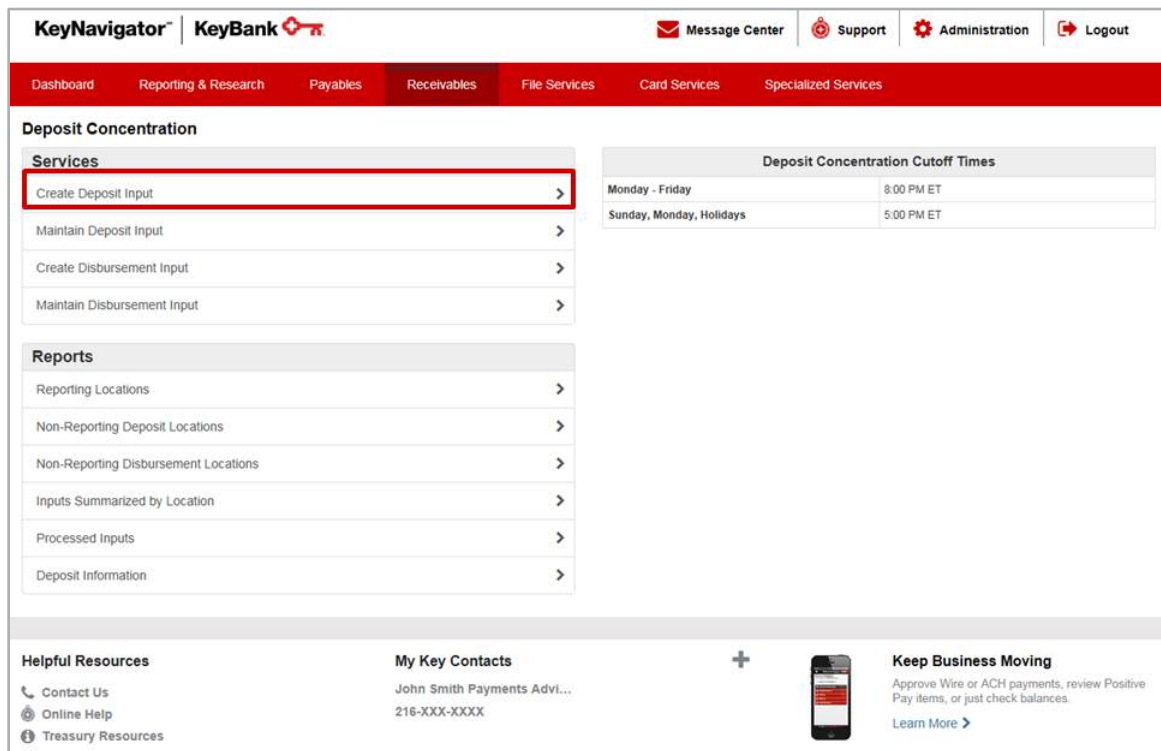
Users are able to create deposit inputs for a specific location. Deposit inputs pull funds from a specified account at another bank to a concentration account at Key. Users are set up with dollar limits for each deposit transaction.

To Input a Deposit:

1. Go to the **Receivables** section in KeyNavigator and select Deposit Concentration.



2. Select **Create Deposit Input** in the **Services** section of the page.



- Depending on your set-up, you may be able to select the division and/or location (steps 4 and 5) or these fields may be prefilled.
- Utilize the dropdown menu to select the appropriate division.

KeyNavigator | **KeyBank**

Message Center | Support | Administration | Logout

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

Select Division/Location

All Divisions ▼ filter

Locations for Division: 01 - North

Division ID	Division Name	Location ID	Location Name
01	North	0004	Allentown, PA
01	North	0005	Syracuse, NY
01	North	0008	Ann Arbor, MI
01	North	0012	Dayton, OH

Please select from one of the 4 locations above to continue.

cancel

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- Select the location for which the deposit is being created.

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Select Division/Location

All Divisions ▼ filter

Locations for Division: 01 - North

Division ID	Division Name	Location ID	Location Name
01	North	0004	Allentown, PA
01	North	0005	Syracuse, NY
01	North	0008	Ann Arbor, MI
01	North	0012	Dayton, OH

Please select from one of the 4 locations above to continue.

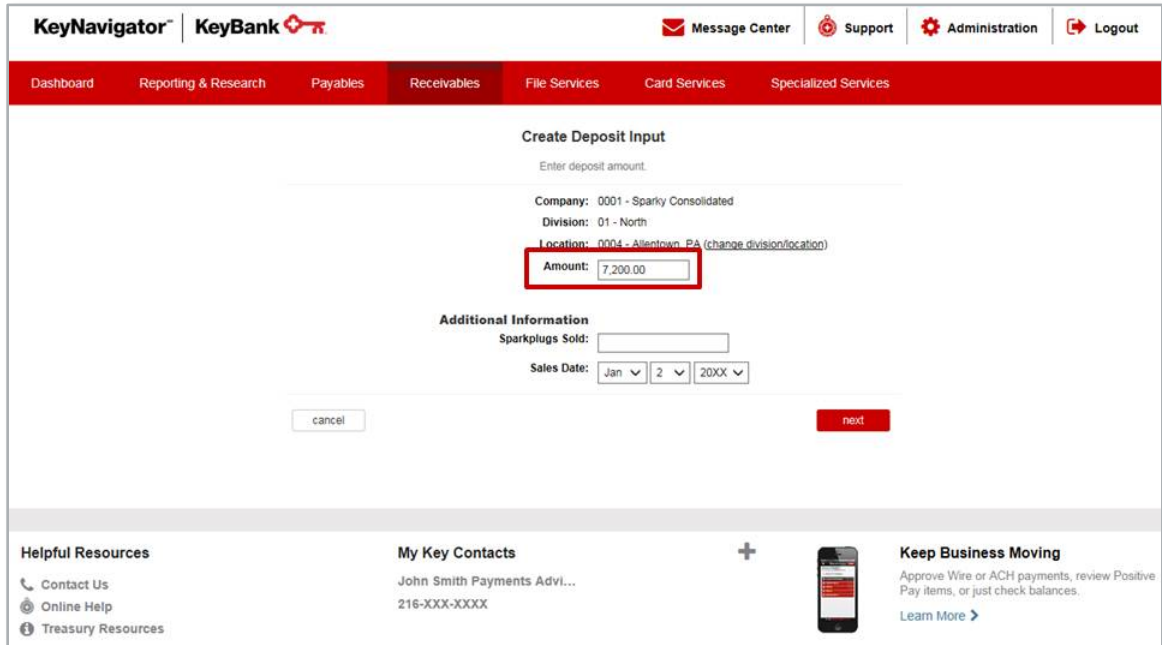
cancel

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6. Enter the amount of the deposit.



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Create Deposit Input

Enter deposit amount.

Company: 0001 - Sparky Consolidated
 Division: 01 - North
 Location: 0004 - Allentown, PA ([change division/location](#))
 Amount:

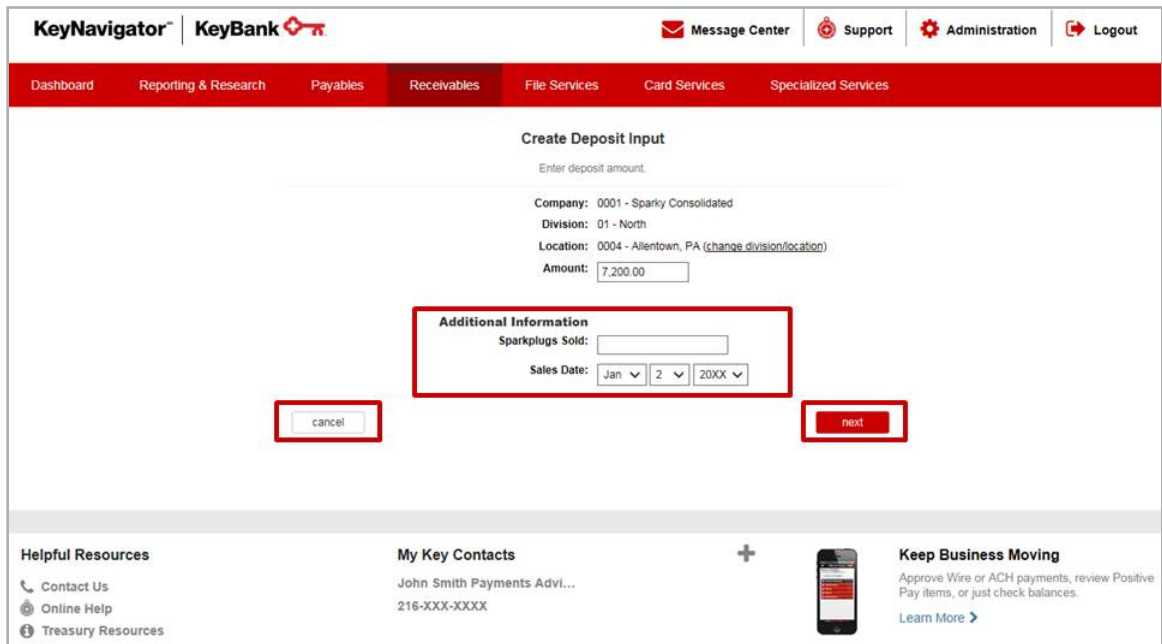
Additional Information
 Sparkplugs Sold:
 Sales Date: Jan | 2 | 20XX

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7. Input any additional information required based on your set-up.



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Create Deposit Input

Enter deposit amount.

Company: 0001 - Sparky Consolidated
 Division: 01 - North
 Location: 0004 - Allentown, PA ([change division/location](#))
 Amount:

Additional Information
 Sparkplugs Sold:
 Sales Date: Jan | 2 | 20XX

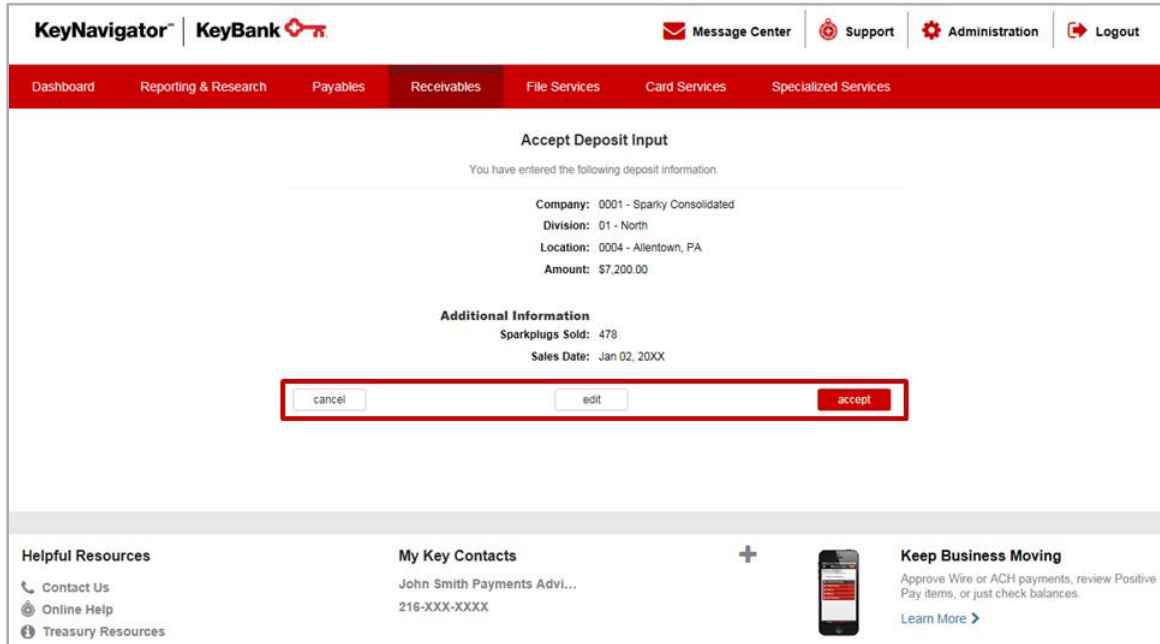
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8. Select **Cancel** to return to the Deposit Concentration main page, or select **Next** to proceed with creating a deposit input.

9. The **Accept Deposit Input** page will display. Review the information presented. Select **Cancel** to return to the Deposit Concentration main page or select **Edit** to make changes. Select **Accept** to proceed with your deposit input.



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Accept Deposit Input

You have entered the following deposit information.

Company: 0001 - Sparky Consolidated
Division: 01 - North
Location: 0004 - Allentown, PA
Amount: \$7,200.00

Additional Information
Sparkplugs Sold: 478
Sales Date: Jan 02, 20XX

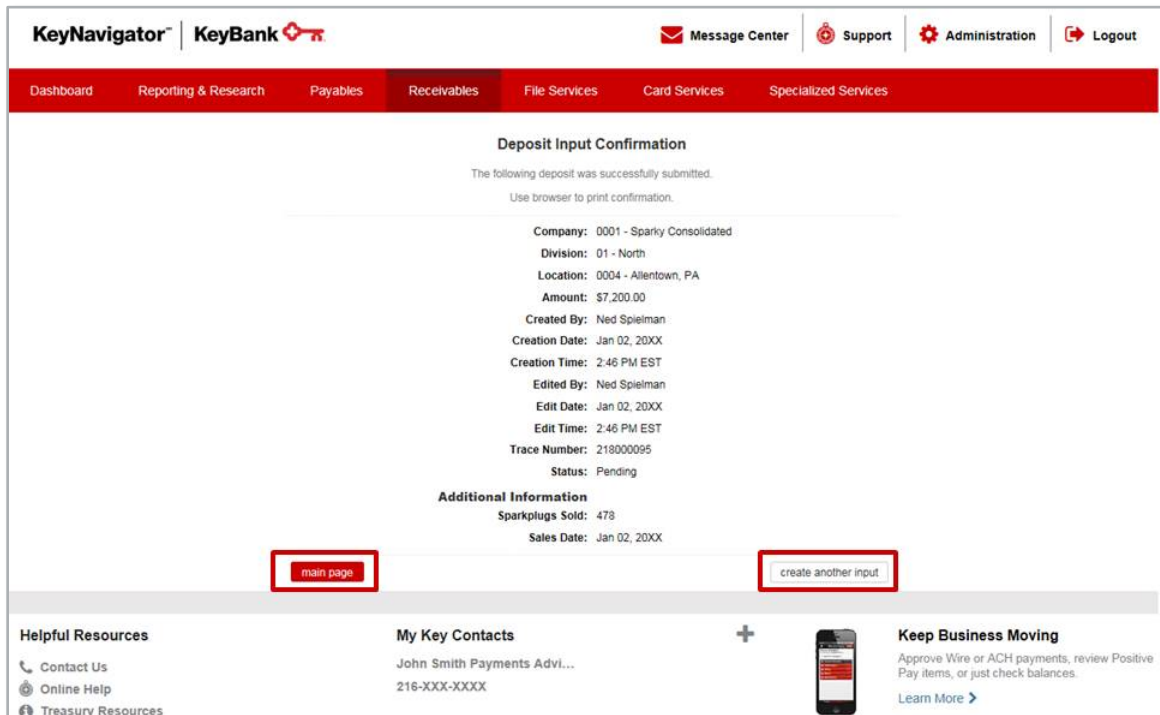
cancel edit **accept**

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10. You will receive a confirmation screen that displays not only the deposit input information, but also the status of the transfer. Select **Main Page** to return or **Create Another Input** to report additional deposits.



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Deposit Input Confirmation

The following deposit was successfully submitted.
Use browser to print confirmation.

Company: 0001 - Sparky Consolidated
Division: 01 - North
Location: 0004 - Allentown, PA
Amount: \$7,200.00
Created By: Ned Spielman
Creation Date: Jan 02, 20XX
Creation Time: 2:46 PM EST
Edited By: Ned Spielman
Edit Date: Jan 02, 20XX
Edit Time: 2:46 PM EST
Trace Number: 218000095
Status: Pending

Additional Information
Sparkplugs Sold: 478
Sales Date: Jan 02, 20XX

main page **create another input**

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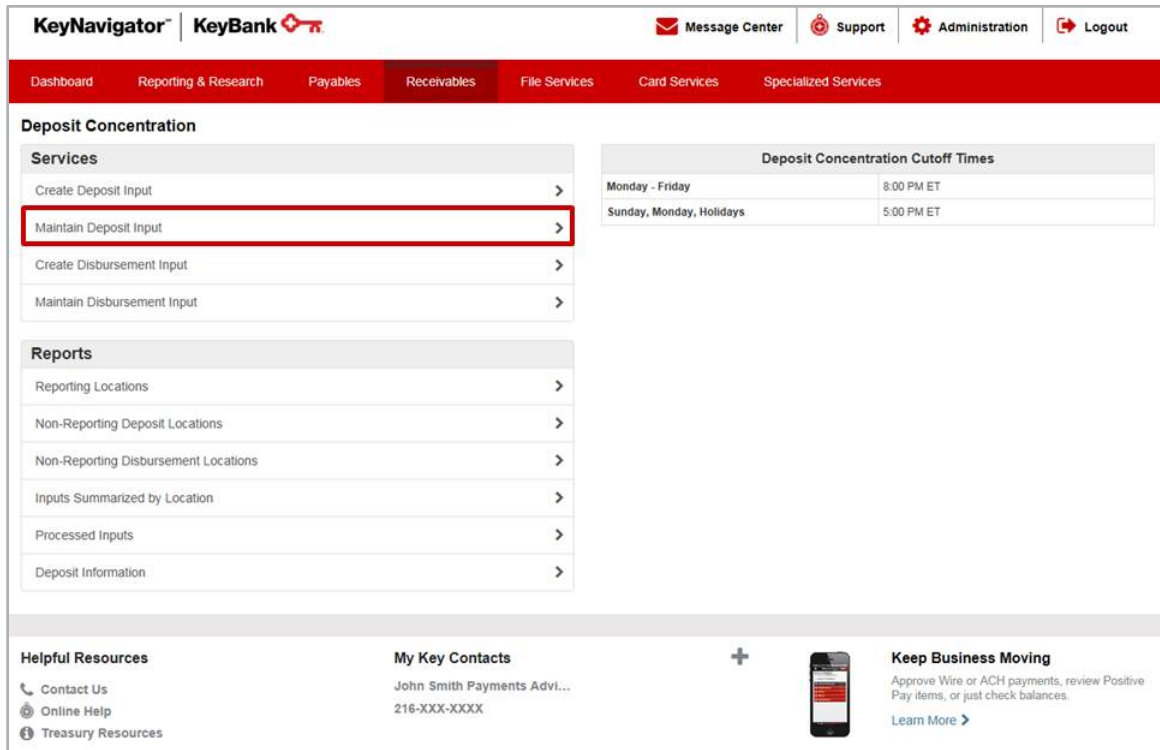
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6. Maintain Deposit Input via KeyNavigator

Deposit Inputs can be edited or deleted by utilizing the **Maintain Deposit Input** function. To Edit or Delete a Deposit Input:

1. Go to the **Receivables** section in KeyNavigator and select **Deposit Concentration**.
2. Select **Maintain Deposit Input** from the Deposit Concentration main page.



The screenshot shows the KeyNavigator interface with the following components:

- Header:** KeyNavigator | KeyBank logo, Message Center, Support, Administration, Logout.
- Navigation Bar:** Dashboard, Reporting & Research, Payables, **Receivables**, File Services, Card Services, Specialized Services.
- Deposit Concentration Section:**
 - Services:**
 - Create Deposit Input
 - Maintain Deposit Input** (highlighted with a red box)
 - Create Disbursement Input
 - Maintain Disbursement Input
 - Reports:**
 - Reporting Locations
 - Non-Reporting Deposit Locations
 - Non-Reporting Disbursement Locations
 - Inputs Summarized by Location
 - Processed Inputs
 - Deposit Information
- Deposit Concentration Cutoff Times:**

Deposit Concentration Cutoff Times	
Monday - Friday	8:00 PM ET
Sunday, Monday, Holidays	5:00 PM ET
- Footer:**
 - Helpful Resources:** Contact Us, Online Help, Treasury Resources.
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3. Depending on your set-up, you may be able to select the division and/or location (steps 4 and 5) or these fields may be prefilled.

- Utilize the dropdown menu to select the appropriate division.

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

Select Division/Location

All Divisions ▼ filter

Locations for Division: 01 - North

Division ID	Division Name	Location ID	Location Name
01	North	0004	Allentown, PA
01	North	0005	Syracuse, NY
01	North	0008	Ann Arbor, MI
01	North	0012	Dayton, OH

Please select from one of the 4 locations above to continue.

cancel

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- Select the **location**.

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Select Division/Location

All Divisions ▼ filter

Locations for Division: 01 - North

Division ID	Division Name	Location ID	Location Name
01	North	0004	Allentown, PA
01	North	0005	Syracuse, NY
01	North	0008	Ann Arbor, MI
01	North	0012	Dayton, OH

Please select from one of the 4 locations above to continue.

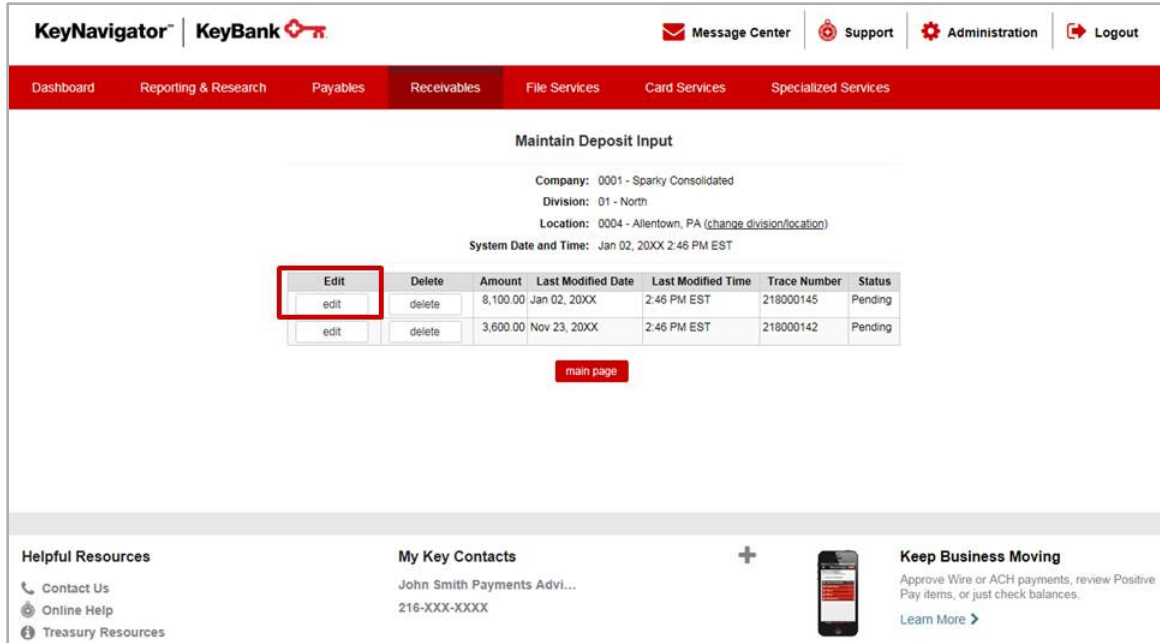
cancel

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6. To Edit the Amount or Other Information for a Deposit:



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Maintain Deposit Input

Company: 0001 - Sparky Consolidated
 Division: 01 - North
 Location: 0004 - Allentown, PA ([change division/location](#))
 System Date and Time: Jan 02, 20XX 2:46 PM EST

Edit	Delete	Amount	Last Modified Date	Last Modified Time	Trace Number	Status
edit	delete	8,100.00	Jan 02, 20XX	2:46 PM EST	218000145	Pending
edit	delete	3,600.00	Nov 23, 20XX	2:46 PM EST	218000142	Pending

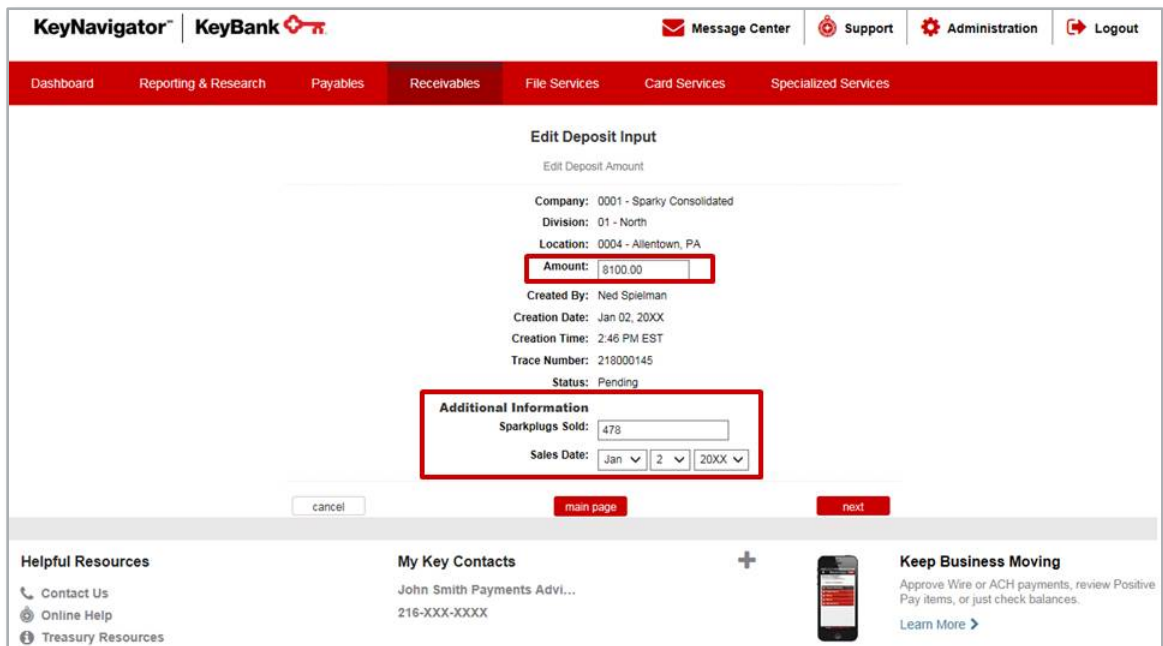
[main page](#)

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- Select **Edit**.
- From the **Edit Deposit Input** screen you can change the amount and/or change the additional information that was entered.



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Edit Deposit Input

Edit Deposit Amount

Company: 0001 - Sparky Consolidated
 Division: 01 - North
 Location: 0004 - Allentown, PA
 Amount:
 Created By: Ned Spielman
 Creation Date: Jan 02, 20XX
 Creation Time: 2:46 PM EST
 Trace Number: 218000145
 Status: Pending

Additional Information
 Sparkplugs Sold:
 Sales Date: Jan 2 20XX

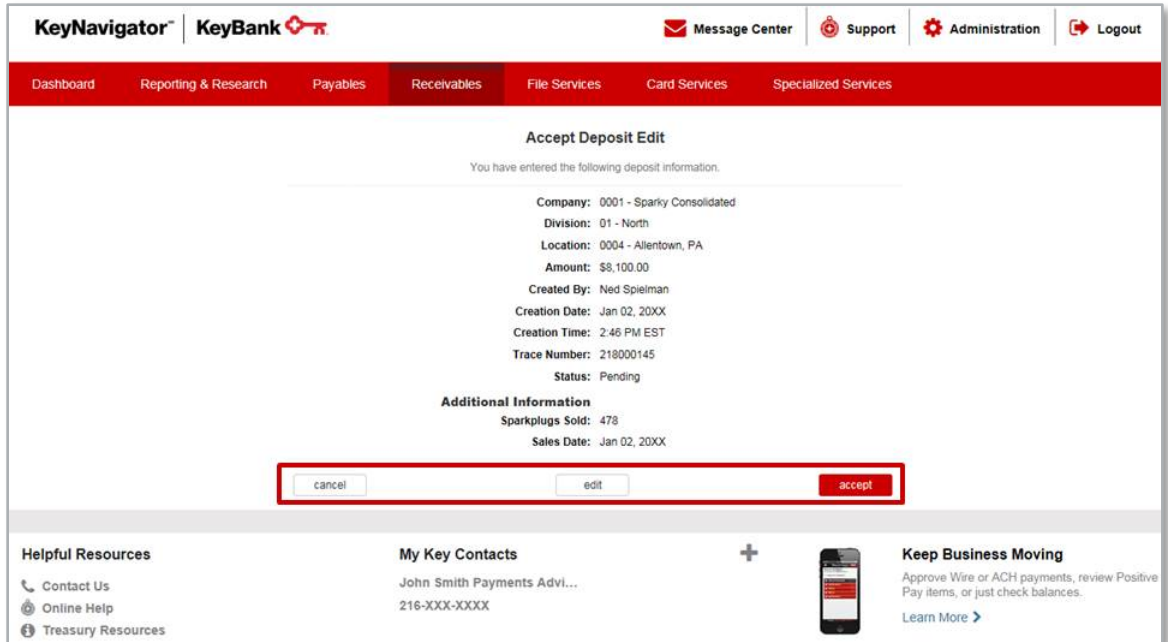
[cancel](#) [main page](#) [next](#)


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- c. Select **Cancel** to return to the Maintain Deposit Input screen; select **Main Page** to return to the Deposit Concentration main page; or select **Next** to proceed with making changes to the deposit input.
- d. Review the information. Select **Cancel** to return to the Deposit Concentration main page; select **Edit** to make additional changes, or select **Accept** to proceed with making the changes to the deposit input information.



KeyNavigator | **KeyBank** 

Message Center | Support | Administration | Logout

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Accept Deposit Edit

You have entered the following deposit information.

Company: 0001 - Sparky Consolidated
 Division: 01 - North
 Location: 0004 - Allentown, PA
 Amount: \$8,100.00
 Created By: Ned Spielman
 Creation Date: Jan 02, 20XX
 Creation Time: 2:46 PM EST
 Trace Number: 218000145
 Status: Pending

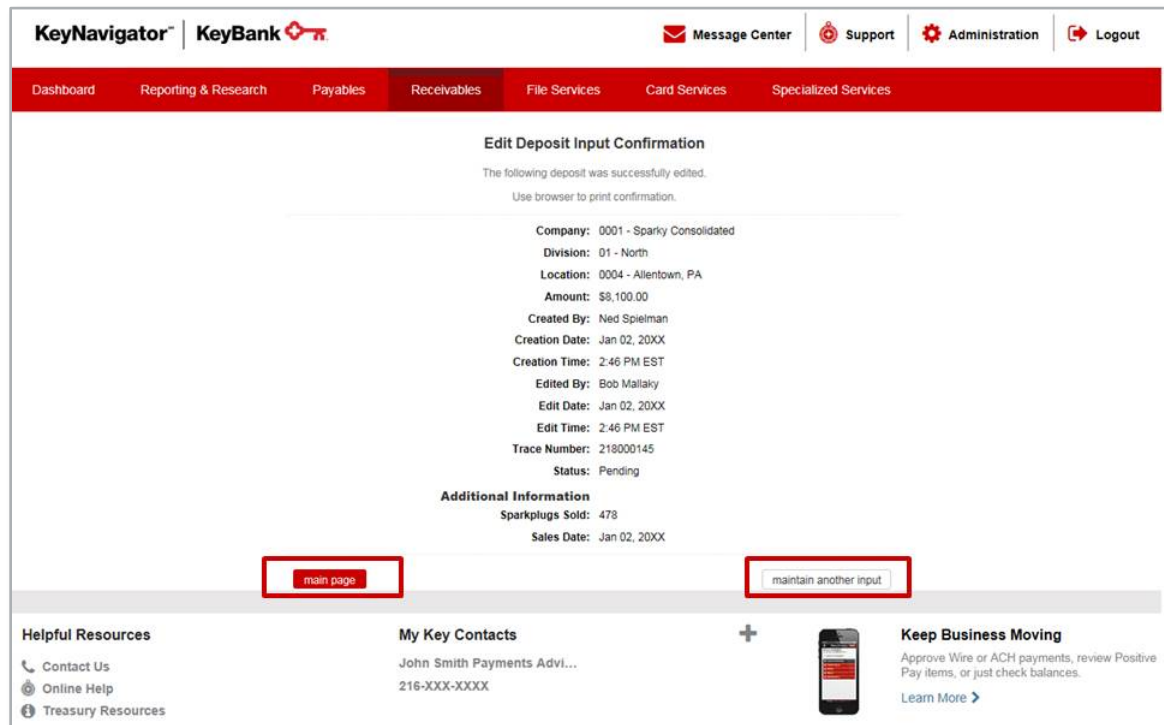
Additional Information
 Sparkplugs Sold: 478
 Sales Date: Jan 02, 20XX

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- e. You will receive a confirmation screen. Select **Main Page** to return to the Deposit Concentration main page or select **Maintain Another Input** to change or delete another deposit.



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Edit Deposit Input Confirmation

The following deposit was successfully edited.
Use browser to print confirmation.

Company: 0001 - Sparky Consolidated
Division: 01 - North
Location: 0004 - Allentown, PA
Amount: \$8,100.00
Created By: Ned Spielman
Creation Date: Jan 02, 20XX
Creation Time: 2:46 PM EST
Edited By: Bob Maliaiy
Edit Date: Jan 02, 20XX
Edit Time: 2:46 PM EST
Trace Number: 218000145
Status: Pending

Additional Information
Sparkplugs Sold: 478
Sales Date: Jan 02, 20XX

[main page](#) [maintain another input](#)

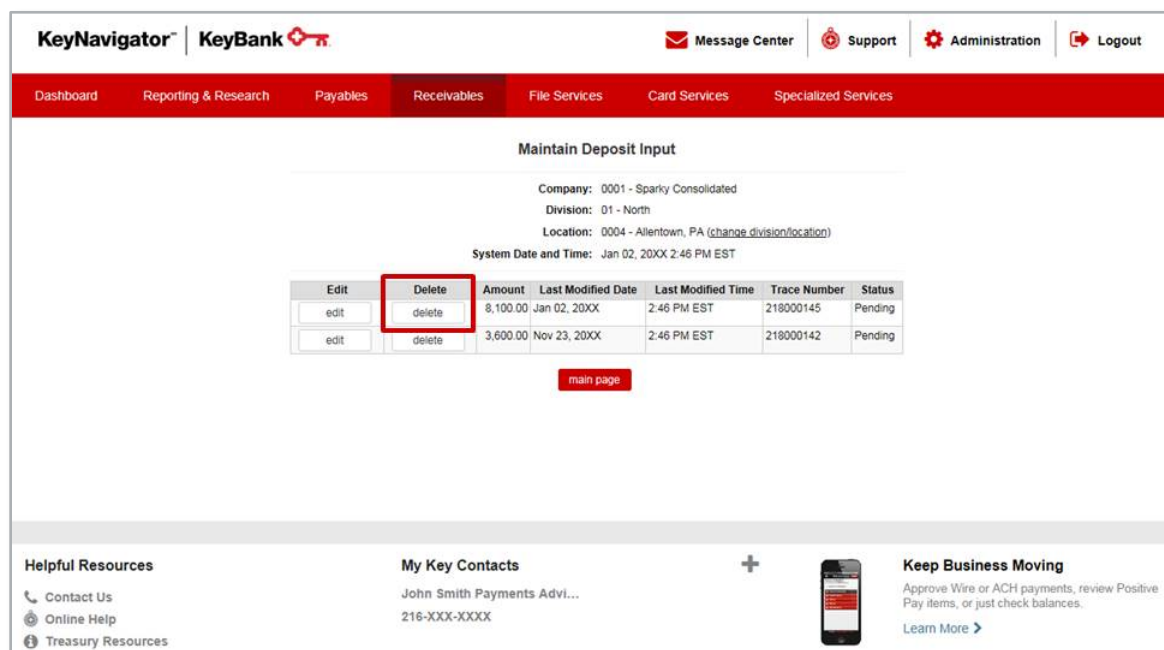
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5. To Delete a Deposit Input:

a. Select **Delete** from the **Maintain Deposit Input** screen.



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

Maintain Deposit Input

Company: 0001 - Sparky Consolidated
Division: 01 - North
Location: 0004 - Allentown, PA ([change division/location](#))
System Date and Time: Jan 02, 20XX 2:46 PM EST

Edit	Delete	Amount	Last Modified Date	Last Modified Time	Trace Number	Status
edit	delete	8,100.00	Jan 02, 20XX	2:46 PM EST	218000145	Pending
edit	delete	3,600.00	Nov 23, 20XX	2:46 PM EST	218000142	Pending

[main page](#)

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b. Review the information provided regarding the selected deposit input.

- c. Select **Cancel** to return to the Maintain Deposit Input screen; or select **Delete** to proceed with deleting the deposit input.

- d. You will receive a confirmation screen. Select **Main Page** to return to the Deposit Concentration main page or select **Maintain Another Input** to change or delete another deposit input.



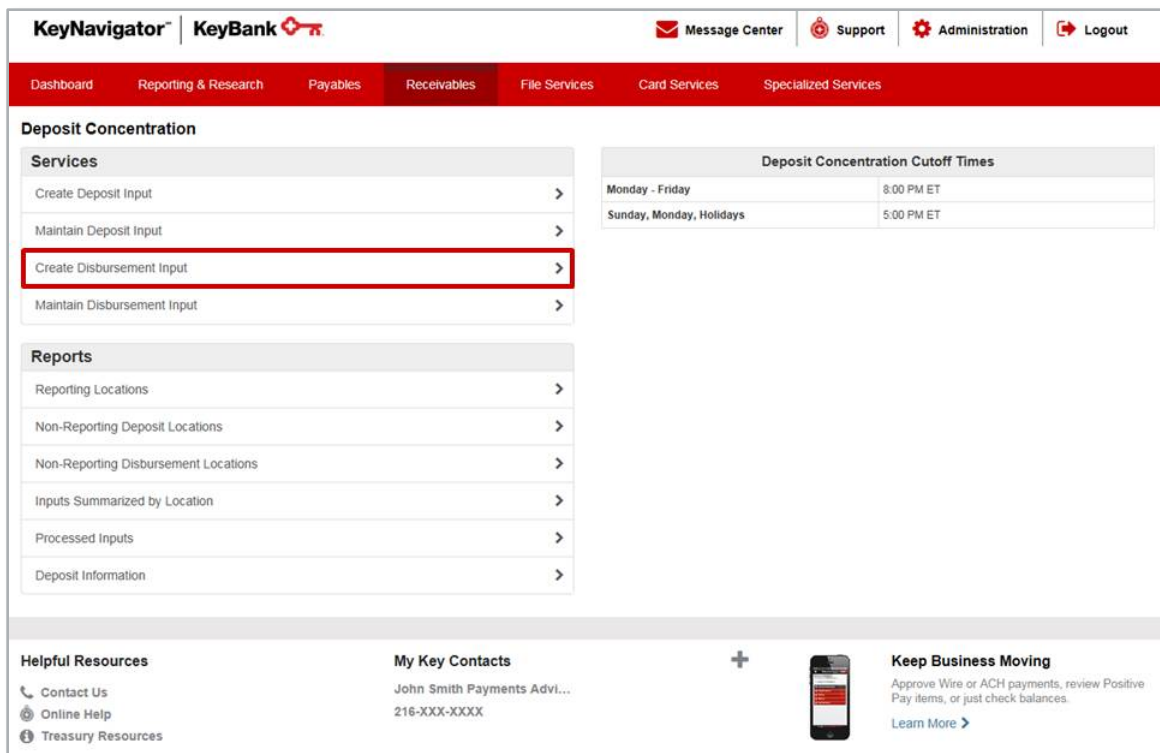
NOTE: Users can enter, edit or delete information until 8:00 p.m. ET. At that time, the information is sent to ACH for processing.

7. Create Disbursement Input via KeyNavigator

The Disbursement Input function within the Deposit Concentration module enables users to create disbursement inputs to move funds from an account at Key to a specified account at another bank. Users are set up with dollar limits for each deposit transaction.

To Create a Disbursement Input:

1. Go to the **Receivables** section in KeyNavigator and select **Deposit Concentration**.
2. Select **Create Disbursement Input**.



The screenshot shows the KeyNavigator interface with the following components:

- Top Navigation Bar:** Includes links for Message Center, Support, Administration, and Logout.
- Main Navigation Bar:** Includes links for Dashboard, Reporting & Research, Payables, Receivables (selected), File Services, Card Services, and Specialized Services.
- Deposit Concentration Section:**
 - Services:**
 - Create Deposit Input
 - Maintain Deposit Input
 - Create Disbursement Input** (highlighted with a red box)
 - Maintain Disbursement Input
 - Reports:**
 - Reporting Locations
 - Non-Reporting Deposit Locations
 - Non-Reporting Disbursement Locations
 - Inputs Summarized by Location
 - Processed Inputs
 - Deposit Information
- Deposit Concentration Cutoff Times Table:**

Deposit Concentration Cutoff Times	
Monday - Friday	8:00 PM ET
Sunday, Monday, Holidays	5:00 PM ET
- Footer Section:**
 - Helpful Resources:** Contact Us, Online Help, Treasury Resources.
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3. Depending on your set-up, you may be able to select the division and/or location (steps 4 and 5) or these fields may be prefilled.

- Utilize the dropdown menu to select the appropriate division.

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

Select Division/Location

All Divisions ▼ filter

Locations for Division: 01 - North

Division ID	Division Name	Location ID	Location Name
01	North	0004	Allentown, PA
01	North	0005	Syracuse, NY
01	North	0008	Ann Arbor, MI
01	North	0012	Dayton, OH

Please select from one of the 4 locations above to continue.

cancel

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- Select the location for which the deposit is being created.

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Select Division/Location

All Divisions ▼ filter

Locations for Division: 01 - North

Division ID	Division Name	Location ID	Location Name
01	North	0004	Allentown, PA
01	North	0005	Syracuse, NY
01	North	0008	Ann Arbor, MI
01	North	0012	Dayton, OH

Please select from one of the 4 locations above to continue.

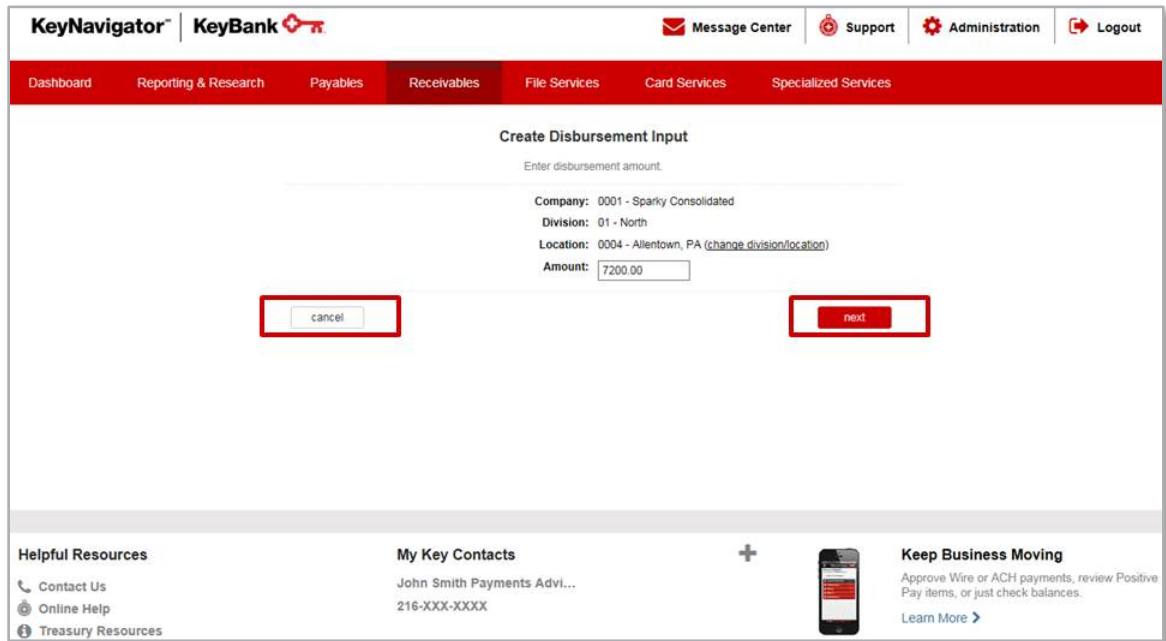
cancel

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6. Enter the amount of the disbursement.



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

Create Disbursement Input

Enter disbursement amount.

Company: 0001 - Sparky Consolidated
Division: 01 - North
Location: 0004 - Allentown, PA (change division/location)
Amount: 7200.00

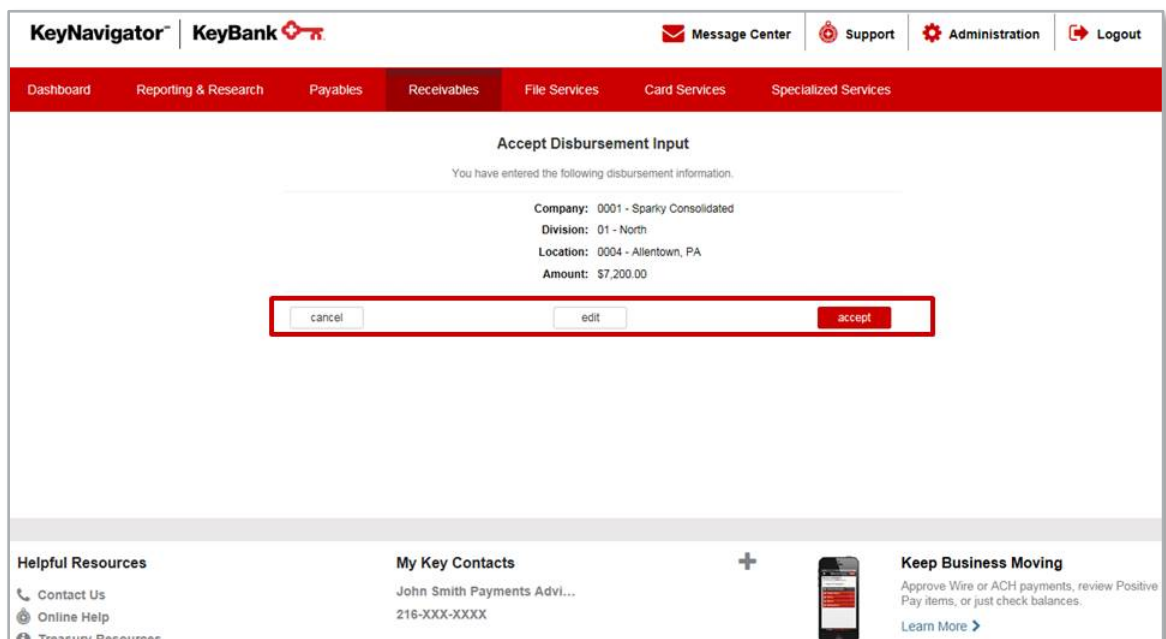
cancel next

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7. Select **Cancel** to return to the Deposit Concentration main page or select **Next** to proceed with creating a disbursement.
8. The Accept Disbursement Input screen will appear; review the information presented. Select **Cancel** to return to the Deposit Concentration main page. Select **Edit** to return to the previous screen to make changes to the amount, or select **Accept** to proceed with the disbursement input.



KeyNavigator | **KeyBank**

Message Center Support Administration Logout

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

Accept Disbursement Input

You have entered the following disbursement information.

Company: 0001 - Sparky Consolidated
Division: 01 - North
Location: 0004 - Allentown, PA
Amount: \$7,200.00

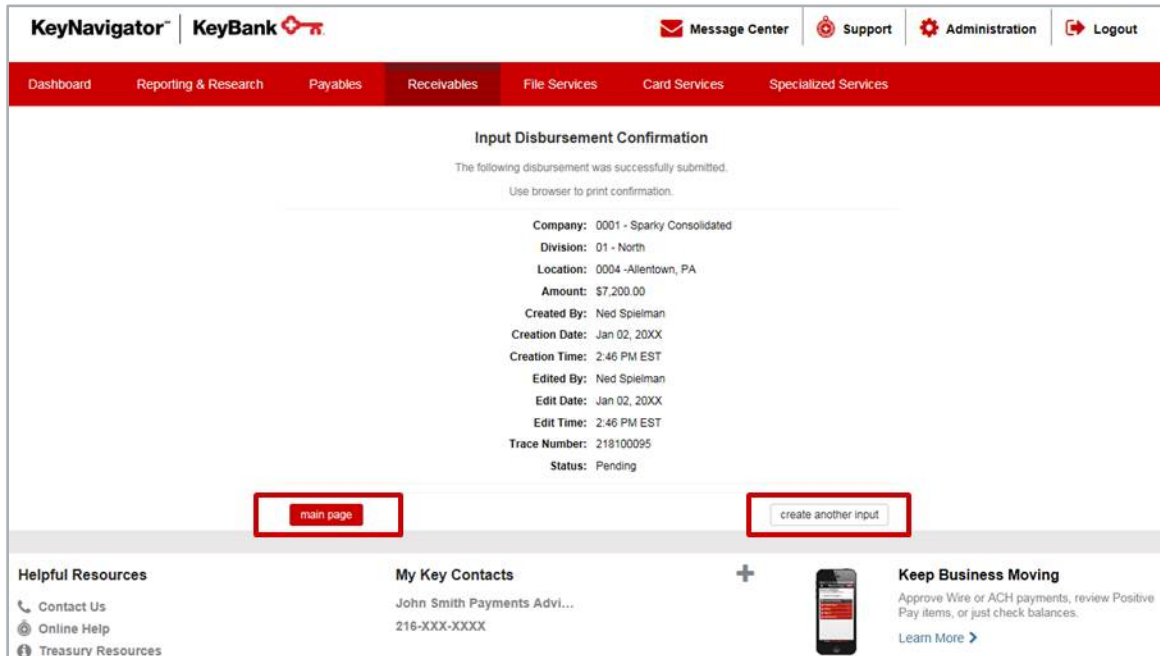
cancel edit accept


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9. You will receive a confirmation screen that displays the disbursement input information as well as the status of the transfer. Select **Main Page** to return to the Deposit Concentration main page or select **Create Another Input** to create another disbursement input to transfer funds.



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Input Disbursement Confirmation

The following disbursement was successfully submitted.
Use browser to print confirmation.

Company: 0001 - Sparky Consolidated
Division: 01 - North
Location: 0004 - Allentown, PA
Amount: \$7,200.00
Created By: Ned Spielman
Creation Date: Jan 02, 20XX
Creation Time: 2:46 PM EST
Edited By: Ned Spielman
Edit Date: Jan 02, 20XX
Edit Time: 2:46 PM EST
Trace Number: 218100095
Status: Pending

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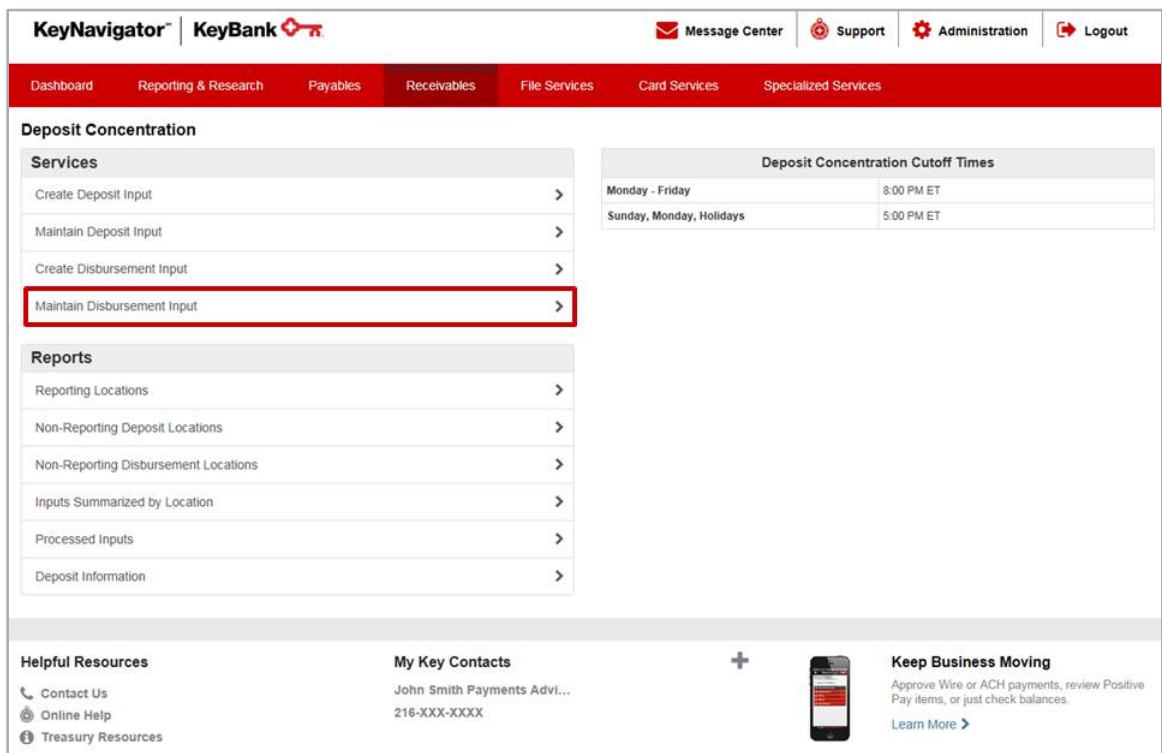
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8. Maintain Disbursement Input via KeyNavigator

Disbursement Inputs can be edited or deleted by utilizing the **Maintain Disbursement Input** function.

To Edit or Delete a Disbursement Input:

1. Go to the **Receivables** section in KeyNavigator and select **Deposit Concentration**.
2. Select **Maintain Disbursement Input** from the Deposit Concentration main page.



The screenshot shows the KeyNavigator interface. At the top, there's a navigation bar with 'KeyNavigator' and 'KeyBank' logos, and links for 'Message Center', 'Support', 'Administration', and 'Logout'. Below this is a red navigation bar with tabs: 'Dashboard', 'Reporting & Research', 'Payables', 'Receivables', 'File Services', 'Card Services', and 'Specialized Services'. The 'Receivables' tab is selected, and the 'Deposit Concentration' section is active. On the left, under 'Services', 'Maintain Disbursement Input' is highlighted with a red box. To the right, there's a table titled 'Deposit Concentration Cutoff Times' showing cutoff times for Monday-Friday (8:00 PM ET) and Sunday, Monday, Holidays (5:00 PM ET). Below the services, there's a 'Reports' section with links to 'Reporting Locations', 'Non-Reporting Deposit Locations', 'Non-Reporting Disbursement Locations', 'Inputs Summarized by Location', 'Processed Inputs', and 'Deposit Information'. At the bottom, there's a footer with 'Helpful Resources' (Contact Us, Online Help, Treasury Resources), 'My Key Contacts' (John Smith Payments Advl..., 216-XXX-XXXX), and 'Keep Business Moving' (Approve Wire or ACH payments, review Positive Pay items, or just check balances. Learn More >).

3. Depending on your set-up, you may be able to select the division and/or location (steps 4 and 5) or these fields may be prefilled.

- Utilize the dropdown menu to select the appropriate division.

KeyNavigator | **KeyBank**

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Select Division/Location

All Divisions ▼ filter

Locations for Division: 01 - North

Division ID	Division Name	Location ID	Location Name
01	North	0004	Allentown, PA
01	North	0005	Syracuse, NY
01	North	0008	Ann Arbor, MI
01	North	0012	Dayton, OH

Please select from one of the 4 locations above to continue.

cancel

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- Select the location.

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Select Division/Location

All Divisions ▼ filter

Locations for Division: 01 - North

Division ID	Division Name	Location ID	Location Name
01	North	0004	Allentown, PA
01	North	0005	Syracuse, NY
01	North	0008	Ann Arbor, MI
01	North	0012	Dayton, OH

Please select from one of the 4 locations above to continue.

cancel

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6. To edit the amount or other information for a deposit:
 - a. Select **Edit**.

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Maintain Disbursement Input

Company: 0001 - Sparky Consolidated
 Division: 01 - North
 Location: 0004 - Allentown, PA (change division/location)
 System Date and Time: Jan 02, 20XX 2:46 PM EST

Edit	Delete	Amount	Last Modified Date	Last Modified Time	Trace Number	Status
edit	delete	8,100.00	Nov 23, 20XX	2:46 PM EST	5120XX145	Pending
edit	delete	3,600.00	Nov 23, 20XX	2:46 PM EST	5120XX142	Pending

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- b. From the **Edit Disbursement Input** screen you can change the amount that was entered.

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Edit Disbursement Input

Edit Disbursement Amount

Company: 0001 - Sparky Consolidated
 Division: 01 - North
 Location: 0004 - Allentown, PA
Amount: 8,100.00
 Created By: Ned Spielman
 Creation Date: Jan 02, 20XX
 Creation Time: 2:46 PM EST
 Trace Number: 5120XX145
 Status: Pending

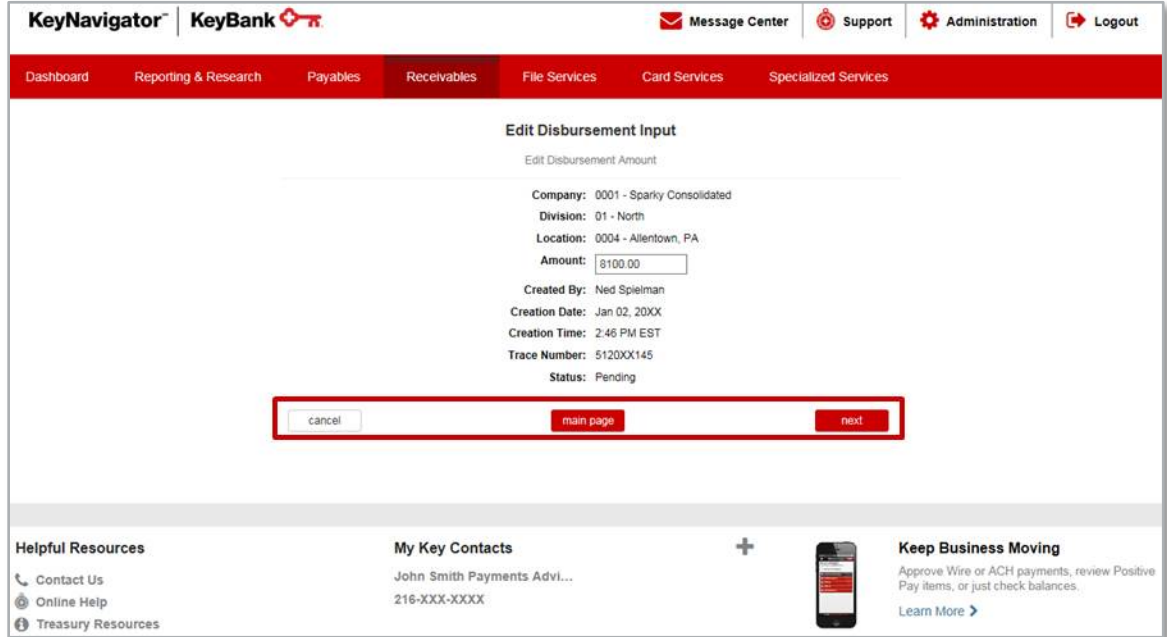
[cancel](#) [main page](#) [next](#)

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- c. Select **Cancel** to return to the Maintain Disbursement Input screen; select **Main Page** to return to the Deposit Concentration main page; or select **Next** to proceed with making changes to the disbursement input.



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Edit Disbursement Input

Edit Disbursement Amount

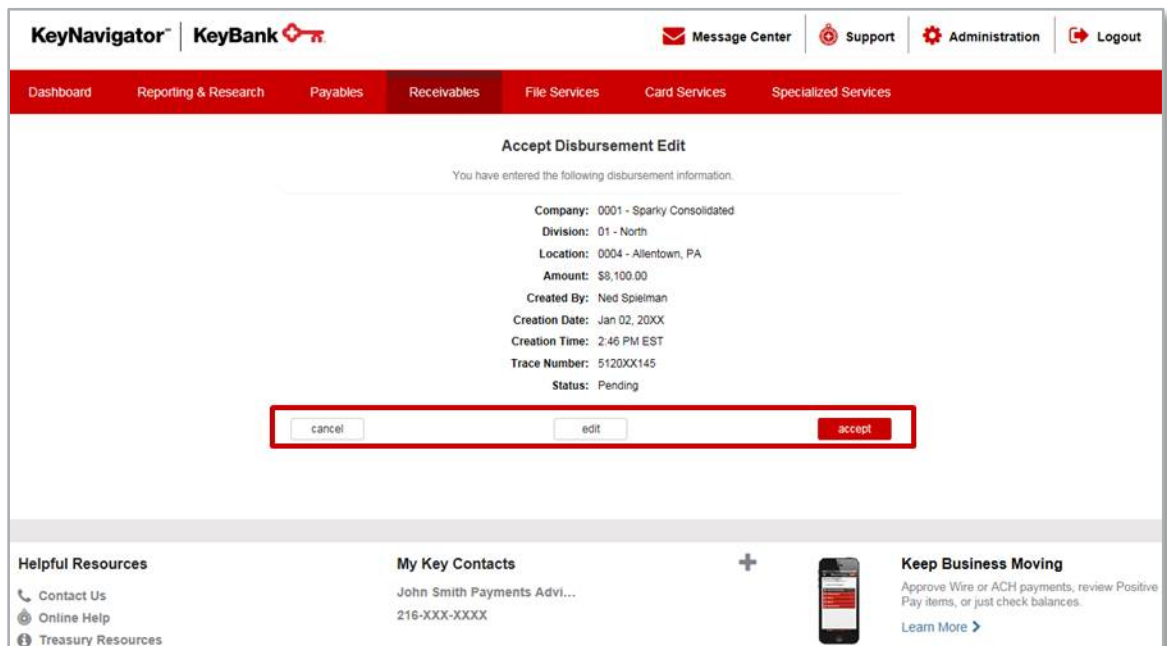
Company: 0001 - Sparky Consolidated
 Division: 01 - North
 Location: 0004 - Allentown, PA
 Amount: 8100.00
 Created By: Ned Spielman
 Creation Date: Jan 02, 20XX
 Creation Time: 2:46 PM EST
 Trace Number: 5120XX145
 Status: Pending

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- d. The Accept Disbursement Edit screen will appear, review the information. Select **Cancel** to return to the Deposit Concentration main page; select **Edit** to return to the previous screen to make additional changes; or select **Accept** to proceed with making the changes to the disbursement input information.



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Accept Disbursement Edit

You have entered the following disbursement information.

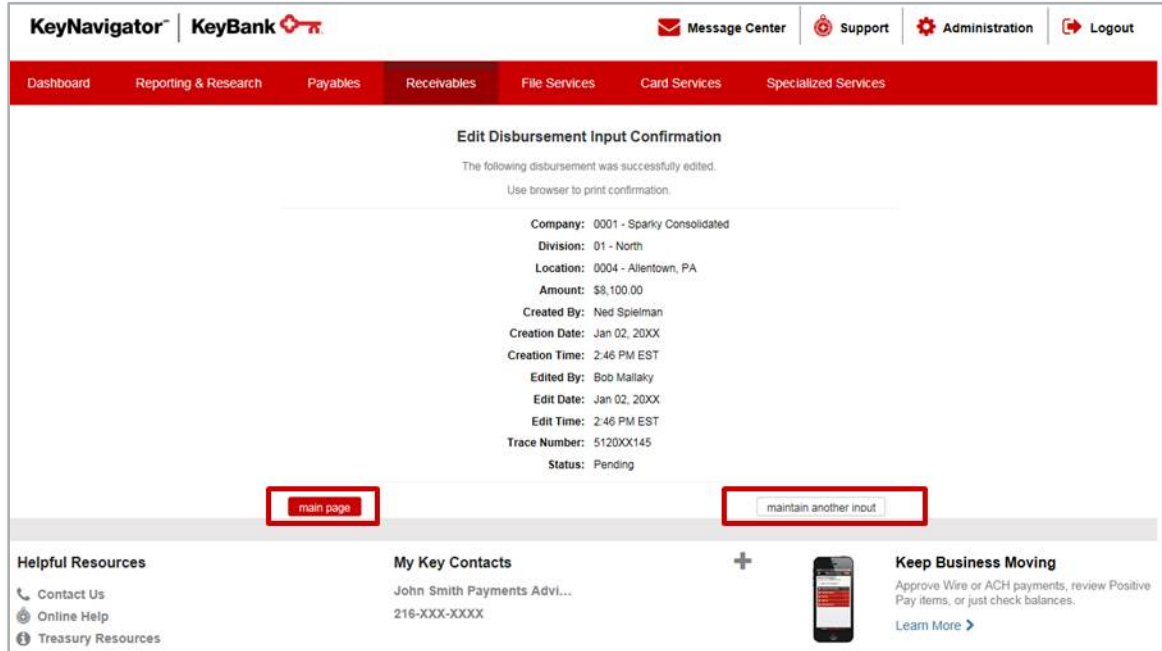
Company: 0001 - Sparky Consolidated
 Division: 01 - North
 Location: 0004 - Allentown, PA
 Amount: \$8,100.00
 Created By: Ned Spielman
 Creation Date: Jan 02, 20XX
 Creation Time: 2:46 PM EST
 Trace Number: 5120XX145
 Status: Pending

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- e. You will receive a confirmation screen. Select **Main Page** to return to the Deposit Concentration main page or select **Maintain Another Input** to change or delete another disbursement input.



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Edit Disbursement Input Confirmation

The following disbursement was successfully edited.
Use browser to print confirmation.

Company: 0001 - Sparky Consolidated
Division: 01 - North
Location: 0004 - Allentown, PA
Amount: \$8,100.00
Created By: Ned Spielman
Creation Date: Jan 02, 20XX
Creation Time: 2:46 PM EST
Edited By: Bob Mallaky
Edit Date: Jan 02, 20XX
Edit Time: 2:46 PM EST
Trace Number: 5120XX145
Status: Pending

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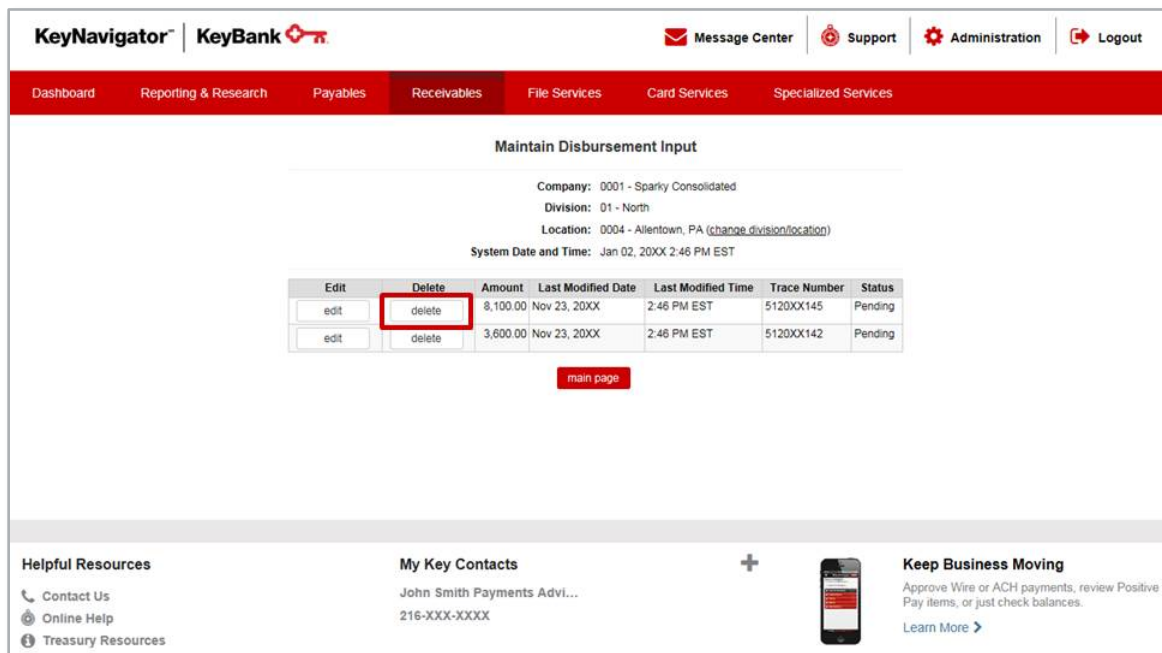
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7. To delete a disbursement input:

- a. Select **Delete** from the Maintain Disbursement Input screen.



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Maintain Disbursement Input

Company: 0001 - Sparky Consolidated
Division: 01 - North
Location: 0004 - Allentown, PA (change division/location)
System Date and Time: Jan 02, 20XX 2:46 PM EST

Edit	Delete	Amount	Last Modified Date	Last Modified Time	Trace Number	Status
edit	delete	8,100.00	Nov 23, 20XX	2:46 PM EST	5120XX145	Pending
edit	delete	3,600.00	Nov 23, 20XX	2:46 PM EST	5120XX142	Pending

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- b. Review the information provided regarding the selected disbursement input.

- c. Select **Cancel** to return to the Maintain Disbursement Input screen or select **Delete** to proceed with deleting the disbursement input.

- d. You will receive a confirmation screen. Select **Main Page** to return to the Deposit Concentration main page or select **Maintain Another Input** to change or delete another disbursement input.



NOTE: Users can enter, edit or delete information until 8:00 p.m. ET. At that time, the information is sent to ACH for processing.