

Automated Sweeps

User Guide

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1. Introduction

Automated Sweeps are useful for automating and optimizing daily cash positioning and overnight investing and/or borrowing. Sweeps automatically transfer funds between a deposit account and an investment or a commercial line of credit.

Sweep processing runs once daily, after all other transactions have posted. Sweep transfers are driven by a preset target balance for the deposit account. If the available balance is above the target balance, a sweep transfer automatically debits the account and funds an investment or pays down a loan. Conversely, if the available balance in the deposit account is below the target balance, a sweep transfer automatically liquidates some of the investment* or draws on the loan to credit the account and restore the target balance.

As a result, the target balance is automatically maintained in the deposit account and excess cash is put to work elsewhere. This can provide for increased earnings and/or reduced interest expense as well as overdraft avoidance*. Because the process runs at the end of day, it is more efficient than what can be accomplished by manual cash positioning and investing / borrowing at some point in the middle of the day.

2. Sweep Types

There are two basic types of investment sweeps, overnight investments and open term investments.

Overnight investment sweeps automatically invest excess balances and return all principle and earnings the next business day.

KeyBank offers one overnight investment sweep:

- **Automated Repurchase Agreement Sweep** – Repo Sweeps invest in securities that are direct obligations of the U.S. Government, or those that are fully guaranteed as to principal and interest by the U.S. Government. Investments are collateralized at 100% of market value. Minimum investment: \$25,000. Investment increment: \$2,500. Earnings are classified as investment income.

*Repo Sweep only serves to invest excess funds; it does not fund the deposit account to cure deficits.

Open-term investment sweeps do not necessarily return invested funds to the deposit account each day. Invested funds remain invested until they are needed to restore the target balance in the deposit account.

KeyBank offers two open term investment sweeps:

- **Automatic Investment Sweep** — Automatic Investment Sweep invests in Government money market mutual funds managed by Federated® Investors. Investments are made on a next-day basis. Investment increment: \$2,500. Earnings are classified as investment income.
- **Deposit Sweep** (Commercial / Public) — Deposit Sweep invests in an interest-bearing KeyBank deposit accounts that is only accessible through the sweep mechanism. Earnings are classified as interest.
- **Credit Sweep** – Credit Sweep links a deposit account to a commercial line of credit. Excess cash automatically sweeps to pay down the loan balance (until it reaches \$0). Deficits in the deposit account are automatically cured by sweeps that draw on the loan (up to the credit limit).

3. Important Notice

Employees of KeyBank NA do not provide investment advice.

Clients are responsible for determining the appropriateness of any deposit or investment.

Mutual fund investments are not FDIC insured, not guaranteed, may lose value. Mutual fund prospectuses and other information are available at www.FederatedInvestors.com.

4. Reporting

- Automated Repurchase Agreement Sweep provides a Daily Sweep Confirmation that displays the deposit account ledger and available balances, net transaction activity, the sweep target available balance, the sweep investment amount, the underlying investment security and daily, monthly and yearly income earned.
- Automatic Investment Sweep provides a Daily Investment Sweep Report that displays the money market mutual fund name, investment account opening balance, amount invested (purchased) or amount sold (redeemed), investment account closing balance, dividend rate and daily earnings amount. A monthly statement for the investment account is provided.
- Credit Sweep provides a Daily Credit Sweep Report that displays the previous day loan balance before sweeping, the amount of any sweep paydown / advance transfer, and the previous day closing loan balance. For some loans (on Loan IQ system), the following are also displayed: loan commitment amount, interest rate, net loan activity and available credit.
- Deposit Sweep provides a monthly statement for the investment account.

For all sweep types, sweep debits and credits to the deposit account are displayed on the optional Previous Day Report of all transaction activity.

5. Sweep Reporting Via KeyNavigator®

5.1 Investment Sweep Reporting

1. To view daily investment reports or confirmations, go to the Reporting & Research area and select Information Reporting.

KeyNavigator® | KeyBank

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

Information Reporting

Image Research Center
Information Reporting

Standard Reports

- Previous Day
- Intraday
- BAI2 Previous Day File
- BAI2 Intraday File
- Global Account Reporting

Other Statements

- Account Analysis Statement
- EDI 822

ACH Reports

My Saved Reports

- Previous Day [Custom Report](#)
- Previous Day - Test Account 1 [Delete](#)
- This Week - Transaction Activity [Delete](#)
- PD Transactions - Test Account Group [Delete](#)
- Intraday [Custom Report](#)
- Intraday - Test Account Group [Delete](#)

2. For the Automatic Investment Sweep, click **Investments (AIS Sweep)** to choose a specific account(s) or date(s) before filtering to view a daily Investment Sweep Report.
3. For the Automated Repurchase Agreement Sweep, click **Investments** to display the latest Repurchase Sweep Confirmation. To choose a specific account(s) or date(s) before viewing a daily Repurchase Sweep Confirmation.

ACH Entries Converted to Draft
Deposit Distribution
ACH Receiving Entries
ACH Return Notification
Rejected EPA Notification
End of Day EPA Summary

Other Reports

- Credit Sweep (Loan IQ system)
- Investments (AIS Sweep)
- Investments
- Credit Sweep
- Zero Balance Accounts
- High Order Prefix Detail
- Lockbox Detail (Legacy)
- Incoming/Outgoing Wire Activity

Statement Cutoff Date
Last Month
[get pdf](#) [get zip](#) [view statement list](#)
Limited to 350 statements.

4. **Investments (AIS Sweep) Report Filter** — Select an account and date(s), then click **View**.

The screenshot shows the 'Investments (AIS Sweep) Report Filter' page in the KeyNavigator interface. The page has a header with 'KeyNavigator' and 'KeyBank' logos. Below the header is a navigation bar with links: Dashboard, Reporting & Research (selected), Payables, Receivables, File Services, Card Services, and Specialized Services. The main content area is titled 'Investments (AIS Sweep) Report Filter' and contains a sub-header 'Report: Investments (AIS Sweep)'. Below this, there are three input fields: 'Account:' with a dropdown menu showing 'xxxxxxx - Test User', 'Date From:' with a date picker showing 'Jan 1 20XX', and 'Date To:' with a date picker showing 'Jan 1 20XX'. At the bottom of the form are two buttons: 'cancel' and 'view'. Below the buttons is a yellow banner with the text 'Get Acrobat Reader' and a link to download the reader.

5. **Investments (AIS Sweep) Report List** — Automatic Investment Sweep Reports are displayed in descending date order. Select one to view it in PDF format.


The screenshot shows the 'Investments (AIS Sweep) Report List' page in the KeyNavigator interface. The page has a header with 'KeyNavigator' and 'KeyBank' logos. Below the header is a navigation bar with links: Dashboard, Reporting & Research (selected), Payables, Receivables, File Services, Card Services, and Specialized Services. The main content area is titled 'Investments (AIS Sweep): Statement Selection'. Below this, there is a sub-header 'Report: Investments (AIS Sweep)' and an 'Account:' dropdown menu showing 'xxxxxxx (change account)'. Below the account dropdown is a text prompt: 'To view a statement, click on the desired statement date.' Below this prompt is a grid of 15 document icons, each with a date label: Nov 15, 20XX, Nov 14, 20XX, Nov 13, 20XX, Nov 12, 20XX, Nov 11, 20XX, Nov 10, 20XX, Nov 9, 20XX, Nov 8, 20XX, Nov 7, 20XX, Nov 6, 20XX, Nov 5, 20XX, Nov 4, 20XX, and Nov 3, 20XX. At the bottom of the grid are two buttons: 'cancel' and 'view'. Below the buttons is a yellow banner with the text 'Get Acrobat Reader' and a link to download the reader. A red 'Feedback' button is visible in the bottom right corner.




6. **Investments (AIS Sweep) Daily Report** — Automatic Investment Sweep Daily Reports display the money market mutual fund name, investment account opening balance, amount invested (purchased) or amount sold (redeemed), investment account closing balance, dividend rate and daily earnings.

ABC Company 123 Main Blvd City, State 12345	
Automatic Investment Sweep Daily Report	
Date:	11/16/12
Account Number:	123456789
Fund Name:	Fund Account Name
Previous Day Funds Summary As Of Date 11/15/12	
Description	Amount
Sweep Activity Summary	
Opening Fund Balance	\$ 36,765,315.19
Fund Purchase*	\$ 1,400,000.00
Fund Redemption*	\$ 0.00
Fund Balance	\$ 38,165,315.19
Mutual Fund Summary	
Dividend Eligible Balances	\$ 36,765,315.19
Daily Rate	0.15%
Dividends Earned for 1 day**	\$ 130.9450
Dividends Earned CTD**	\$ 2,026.7306
* Please note Fund Purchases and Redemptions are lagged one business day.	

- Repurchased Sweep Confirmation** — Daily Repurchased Sweep Confirmations display ledger and available balances, net transaction activity, the sweep target available balance, the sweep investment amount, the underlying security and daily, monthly and yearly income earned.
- Click Investments, Filter** and then **View** if you would like to retrieve a Repurchased Sweep Confirmation(s) for another account(s) and/or date(s), or click Unfilter to display the latest Repurchased Sweep Confirmation(s).
- Click Download** to export the Confirmation(s) displayed as a text file.


KeyNavigator®


KeyBank 

 Service Center
  My Profile
  Sign Off

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

Repurchased Sweep Confirmation Report


Go paperless! You may no longer need your paper Investments report if you are receiving it online. Save money and time.
[Stop paper now!](#) or [Learn more](#)



KeyBank National Association

ABC Company
123 Main Street
City, State 12345

Automatic Sweep Repurchase Agreement Confirmation

Account Number	123456789	Date	11/23/20XX
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Investable Funds Summary			
Today's available balance	97,516.21	Repurchase Income MTD	97,516.21
- Target available balance	50,000.00	Repurchase Income YTD	97,516.21
= Total investable funds	47,516.21	Investment today at	10.000%

Account Activity Summary		Book Balance	Available Balance	Float
Previous day balance as of 11/13/00		92,764.59	92,764.59	0.00
+ Movement of Float			0.00	0.00
+ Repurchase from yesterday		0.00	0.00	
+ Income earned on purchase invested @ 10.000% for 1 days		4,751.62	4,751.62	
= Net activity		0.00	0.00	0.00
= Today's balances		97,516.21	97,516.21	0.00
- Total invested		47,516.21	47,516.21	
= Available balance		50,000.00	50,000.00	0.00

5.2 Credit Sweep Reporting

1. To view daily investment reports or confirmations, go to the **Reporting & Research** area and select **Information Reporting**.

The screenshot shows the KeyBank KeyNavigator interface. The top navigation bar includes 'Dashboard', 'Reporting & Research' (which is expanded), 'Payables', 'Receivables', 'File Services', 'Card Services', and 'Specialized Services'. The 'Reporting & Research' dropdown menu is open, showing 'Image Research Center' and 'Information Reporting'. The main content area is divided into three sections: 'Standard Reports', 'Other Statements', and 'ACH Reports'. The 'Standard Reports' section lists 'Previous Day', 'Intraday', 'BAI2 Previous Day File', 'BAI2 Intraday File', and 'Global Account Reporting'. The 'Other Statements' section lists 'Account Analysis Statement' and 'EDI 822'. The 'ACH Reports' section is currently empty. On the right side, there is a 'My Saved Reports' panel. It lists 'Previous Day' with a 'Custom Report' button and a 'Delete' icon. Below it are 'Previous Day - Test Account 1', 'This Week - Transaction Activity', and 'PD Transactions - Test Account Group', each with a 'Delete' icon. The 'Intraday' section also has a 'Custom Report' button and a 'Delete' icon for 'Intraday - Test Account Group'.

2. **Credit Sweep** — click **Credit Sweep** on the left navigation bar to display the latest Credit Sweep Report, then click **Filter** to choose a specific account(s) or date(s) before viewing a daily Credit Sweep Report.
3. **Credit Sweep on the Loan IQ system** — Select a specific account(s) or date(s) before viewing a daily Credit Sweep Report.

The screenshot shows the KeyBank KeyNavigator interface for the Credit Sweep report. The left navigation bar lists various reports: 'ACH Entries Converted to Draft', 'Deposit Distribution', 'ACH Receiving Entries', 'ACH Return Notification', 'Rejected EPA Notification', 'End of Day EPA Summary', 'Other Reports', 'Credit Sweep (Loan IQ system)', 'Investments (AIS Sweep)', 'Investments', 'Credit Sweep', 'Zero Balance Accounts', 'High Order Prefix Detail', 'Lockbox Detail (Legacy)', and 'Incoming/Outgoing Wire Activity'. The 'Credit Sweep (Loan IQ system)' report is selected. The main content area displays the 'Statement Cutoff Date' as 'Last Month'. There are buttons for 'get pdf', 'get zip', and 'view statement list'. A note at the bottom states 'Limited to 350 statements'.

4. **Daily Credit Sweep Reports** display the previous day loan balance before sweeping, the amount of sweep paydown or sweep advance transfers, and the previous day closing loan balance.
5. **Click Filter** if you would like to retrieve a Credit Sweep Report(s) for another account(s) and/or date(s) or click Unfilter to display the latest Credit Sweep Report(s).
6. **Click Download** to export the Credit Sweep Report(s) displayed as a text file.

The screenshot shows the KeyBank KeyNavigator interface. The top navigation bar includes 'KeyNavigator' and 'KeyBank' logos, along with links for 'Service Center', 'My Profile', and 'Sign Off'. Below this is a secondary navigation bar with 'Dashboard', 'Reporting & Research' (selected), 'Payables', 'Receivables', 'File Services', 'Card Services', and 'Specialized Services'. The main content area is titled 'Credit Sweep Report' and features three buttons: 'filter', 'unfilter', and 'download'. A red KeyBank logo is positioned to the right of these buttons. Below the buttons, the report is titled 'Test Company 1 CREDIT SWEEP REPORT 01/02/03'. The report content is as follows:

PREVIOUS DAY LOAN BALANCE:	1241.00
(xxxxxxxxxx)	
CREDIT SWEEP PAYDOWN:	1241.00
(xxxxxxxxxx)	
CREDIT SWEEP ADVANCE:	1241.00
(xxxxxxxxxx)	
CURRENT DAY BEGINNING LOAN BALANCE:	1241.00

At the bottom of the report content is a red button labeled 'main page'.

7. **Credit Sweep (Loan IQ) Filter** — Select an account and date(s), then click **View**.

The screenshot shows the 'Credit Sweep (Loan IQ system) Report Filter' page in the KeyBank KeyNavigator interface. The top navigation bar is identical to the previous screenshot. The secondary navigation bar also includes 'Reporting & Research' (selected). The main content area is titled 'Credit Sweep (Loan IQ system) Report Filter' with a subtitle 'Report: Credit Sweep (Loan IQ system)'. Below the title is a form with the following fields:

- Account:** A dropdown menu showing 'xxxxxxx - Test User'.
- Date From:** A date picker showing 'Jan 1 200X'.
- Date To:** A date picker showing 'Jan 1 200X'.

At the bottom of the form are two buttons: 'cancel' and 'view'.

Below the form is a small yellow box with the text 'Get Acrobat Reader' and a link 'Click here to download free Acrobat Reader.'.

8. **Credit Sweep (Loan IQ) Report List** — Credit Sweep Reports are displayed in descending date order. Select one to view it in PDF format.

KeyNavigator®
KeyBank

Service Center
My Profile
Sign Off

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

Credit Sweep (Loan IQ system): Statement Selection

Report: Credit Sweep (Loan IQ system)
Account: xxxxxxxx (change account)

To view a statement, click on the desired statement date.

Oct 29, 20XX

Oct 28, 20XX

Oct 27, 20XX

Oct 26, 20XX

Oct 25, 20XX

Oct 24, 20XX

Oct 23, 20XX

Oct 22, 20XX

Oct 21, 20XX

Oct 20, 20XX

Oct 19, 20XX

Oct 18, 20XX

Oct 17, 20XX

cancel

Get Acrobat Reader

Feedback

9. **Credit Sweep (Loan IQ)** Reports display loan commitment amount, interest rate, previous day opening loan balance, net loan activity, the amount of sweep paydown or sweep advance transfers, the previous day closing loan balance and available credit.

CREDIT SWEEP COMMERCIAL LOAN REPORT		
ABC Company 123 Main Blvd Centerville, OH 12345		
Date	10/29/2012	
Demand Deposit Account Number	100000	
Obligor Number	100000	
Loan Commitment	75,000,000.00	
Interest Rate	6.250000%	
Activity Details		
Description	Transaction/Amount	
Previous Day Loan Balance	6,842,167.65	
Net Loan Activity	168,204.21	
Credit Sweep Paydown	0.00	
Credit Sweep Advance	419,211.43	
Current Day Opening Loan Balance	7,093,174.87	
Loan Commitment Available	10,876,825.13	

6. Optional Features

The target balance that controls whether a sweep transfer occurs is adjustable. The default target balance is \$25,000 in available funds. Clients may opt for a higher target balance. Typically this is done in order to generate more earnings credits with which to offset bank fees. Contact your KeyBank Payment Advisor if you would like to change the target balance for your sweep.

Non-deposit products: ARE NOT FDIC INSURED • ARE NOT DEPOSITS • MAY LOSE VALUE

An investment in money market funds is neither insured nor guaranteed by the Federal Deposit Insurance Corporation (FDIC) or any other government agency. Without limiting the foregoing, shares of a Federated Money Market Fund are not insured by the FDIC, are not deposits or other obligations of, or guaranteed by KeyBank or any affiliates or subsidiaries of KeyBank, and are subject to investment risk, including possible loss of the principal amount invested. Shares of the Federated Money Market Funds are not insured or guaranteed by the U.S. Government, any state government or any U.S. or state government or government-sponsored agency. Although the money market funds seek to preserve the value of your investment at \$1.00 per share, it is possible to lose money by investing in money market funds.

Your account (the "Account") may be invested in mutual funds (such as the Federated Money Market Fund) for which neither KeyBank National Association nor any of its affiliates or subsidiaries ("Key") serves as an investment adviser, fund manager, or distributor ("Non-Proprietary Mutual Funds"). Key may receive compensation from the Non-Proprietary Mutual Funds and/or the Non-Proprietary Mutual Fund companies for providing services in connection with investments by its customers. For example, Key has entered into arrangements with the Non-Proprietary Mutual Fund companies under which the Non-Proprietary Mutual Funds and/or the Non-Proprietary Mutual Fund companies will compensate Key for the Non-Proprietary mutual fund services.

These fees for services shall be in addition to, and will not reduce, Key's compensation for other services to your account. Such fees for services will not be paid directly by your account, but will be paid to Key by the Non-Proprietary Mutual Funds company (i.e., Federated Investors, Inc. or its affiliates) or the Non-Proprietary Mutual Fund (i.e., the Federated Money Market Fund) itself. The compensation to be paid by Federated (or its affiliates) as such fees for services can be up to 0.10% (10 basis points) annually. The compensation paid by the Federated Money Market Fund out of fund assets can vary, is disclosed in the prospectus for the Federated Money Market Fund, and can be up to 0.25% (25 basis points) annually of the total amount of the account assets invested in the Federated Money Market Fund.

Federated Securities Corp. is the distributor of the Federated money market funds.

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