



# **Vault Services**

# **Currency & Coin Ordering**

## Transmission Toolkit

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## Currency & Coin Ordering

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### Currency & Coin Ordering Via Data Transmission

Key processes all your currency and coin orders through a centralized ordering system.

Our vault services offer an expanded network of vault solutions that can process your currency and coin orders nationwide. As a result, our centralized ordering system allows our entire network of vaults to receive your orders and facilitate the most efficient packing and loading of your currency and coin orders into your selected armored carrier's vehicle.

In addition to placing currency and coin orders by phone or online through KeyNavigator<sup>SM</sup>, you can elect to submit your currency and coin order requests by transmitting us an automated data file.

### Currency & Coin Order File Format

#### File Name

You should create the filename using the following format:

KeyBank-ImportOrderNN-YYYY-MM-DD HHMMSS.csv

- NN = Sequential number incremented each time a file is created (01-99) during the day.
- YYYY = Year
- MM = Month (01-12)
- DD = Day (01-31)
- HH = Hour (00-23)
- MM = Minute (00:59)
- SS = Second(00:59)

The following is an example file name:

KeyBank-ImportOrder01-2023-02-12 141224.csv

- NN = 01
- YYYY = 2013
- MM = 02
- DD = 12
- HH = 14
- MM = 12
- SS = 24

## Record Format

### General

- There will be one header record at the start of the file
- There will be many detail records in the file representing orders from clients.
- There will be one footer record at the end of the file.
- Field will be comma separated, no quotes around entries, nulls and blanks are permitted
- <CR><LF> at end of each line

### Header Record

The header record must use the following format:

*RecordType,Sender,Receiver,TransmissionDateTime<CR><LF>*

### Detail Record

The detail record must use the following format:

*RecordType,TPID,ClientCode,DeliveryDate,ReferenceNumber,CurrencyType,Ones,Twos,Fives,Tens,Twoenties,Fifties,Hundreds,Pennies,Nickels,Dimes,Quarters,Halves,Dollars,2Dollars<CR><LF>*

**Note** - The TPID (Third Party Identifier) field should be left blank (expressed as *RecordType,,ClientCode.....*) if you are a non “Deposit Tracking System” (DTS) user.

### Trailer Record

The trailer record must use the following format:

*RecordType,CountOfDetailRecord<CR><LF>*

### Sample files

#### Example – Submitted file:

```
H,CompanyABC,Key Bank,10/01/2012 13:01:20
D,,123456789-5555,02/12/23 12,90000 01, USD,100,,50 00,100,20 000,, 100, 10.00,26.00,50.00,100.00,,
D,,123456789-5552,02/12/20 23,90000 02, USD,500,0,100,120,40 00,0, 100, 1.00, 26.00,50.00,10 0.00, 0.00, 0.00
D,,123456789-5553,02/12/23 12,90000 03, USD,100,0,500,100,20 00,0, 100, 10.00,25.00,50.00,100.00,0.00,0.00
T,3
```

**Field Definitions**

Field Name	Description	Example data	Data Validation
Header.RecordType	Record type, always 'H'	H	N/A
Header.Sender	<ul style="list-style-type: none"> <li>Sender of the file (e.g. Client Name, "CompanyABC")</li> </ul>	CompanyABC	<ul style="list-style-type: none"> <li>Alphanumeric.</li> <li>Max length 14 characters.</li> </ul>
Header.Receiver	<ul style="list-style-type: none"> <li>Receiver of the file (e.g. "KeyBank")</li> </ul>	KeyBank	<ul style="list-style-type: none"> <li>Alphanumeric</li> <li>Max length 14 characters.</li> </ul>
Header.TransmissionDateTime	<ul style="list-style-type: none"> <li>Date the file was sent.</li> </ul>	02/12/2023 13:01:20	MM/DD/YYYY HH:MI:SS <ul style="list-style-type: none"> <li>MM = Month (01-12)</li> <li>DD = Day (01-31)</li> <li>YYYY = Year</li> <li>HH = Hour (00-23)</li> <li>MI = Minute (00-59)</li> <li>SS = Second (00-59)</li> </ul>
Detail.RecordType	<ul style="list-style-type: none"> <li>Record type, always 'D'</li> </ul>	D	N/A
Detail.TPID	<ul style="list-style-type: none"> <li>Empty - This field is not populated</li> </ul>		N/A
Detail.ClientCode	<ul style="list-style-type: none"> <li>Client code, usually formatted as 'Account – Location' (e.g. '123456789-5555')</li> <li>Empty if <i>Detail.TPID</i> has a value.</li> <li>This field is populated for non-DTS Order Files only. (Files from ABC, CompanyXYZ, Pioneer)</li> </ul>	123456789-5555	<ul style="list-style-type: none"> <li>Alphanumeric</li> <li>Max length 25 characters.</li> <li>Must match with a client code.</li> </ul>
Detail.DeliveryDate	<ul style="list-style-type: none"> <li>Date when the order should</li> </ul>	02/12/2023	<ul style="list-style-type: none"> <li>MM/DD/YYYY</li> </ul>

Field Name	Description	Example data	Data Validation
	be delivered.		<ul style="list-style-type: none"> <li>○ MM = Month (01-12)</li> <li>○ DD = Day (01-31)</li> <li>○ YYYY = Year</li> <li>● Must be a valid delivery date in ISA.</li> </ul>
Detail.ReferenceNumber	<ul style="list-style-type: none"> <li>● Unique Reference number assigned by Client Sender.</li> <li>● Cannot be duplicated within a single day.</li> </ul>	9000001	<ul style="list-style-type: none"> <li>● Alphanumeric</li> <li>● Max length 10.</li> </ul>
Detail.CurrencyType	Three characters designating the currency type e.g. "USD"	USD	<ul style="list-style-type: none"> <li>● Alphanumeric.</li> <li>● Max length 3.</li> </ul>
Detail.Ones	Value of \$1 notes to be ordered.	5001	<ul style="list-style-type: none"> <li>● Max length 11</li> <li>● Whole number</li> <li>● The lowest denomination available to be ordered by the client.</li> </ul>
Detail.Twos	Value of \$2 notes to be ordered.	6002	<ul style="list-style-type: none"> <li>● Max length 11</li> <li>● Whole number</li> <li>● The lowest denomination available to be ordered by the client.</li> </ul>
Detail.Fives	Value of \$5 notes to be ordered.	5005	<ul style="list-style-type: none"> <li>● Max length 11</li> <li>● Whole number</li> <li>● The lowest denomination available to be ordered by the client.</li> </ul>
Detail.Tens	Value of \$10 notes to be ordered.	7010	<ul style="list-style-type: none"> <li>● Max length 11</li> <li>● Whole number</li> <li>● The lowest denomination available to be ordered by the client.</li> </ul>
Detail.Twenties	Value of \$20 notes to be ordered.	8020	<ul style="list-style-type: none"> <li>● Max length 11</li> <li>● Whole number</li> <li>● The lowest denomination available to be ordered by the client.</li> </ul>
Detail.Fifties	Value of \$50 notes to be ordered.	9050	<ul style="list-style-type: none"> <li>● Max length 11</li> <li>● Whole number</li> <li>● The lowest denomination available to be ordered by the client.</li> </ul>

Field Name	Description	Example data	Data Validation
Detail.Hundreds	Value of \$100 notes to be ordered.	1000	<ul style="list-style-type: none"> <li>• Max length 11</li> <li>• Whole number</li> <li>• The lowest denomination available to be ordered by the client.</li> </ul>
Detail.Pennies	Value of 1 cent coins to be ordered.	1.00	<ul style="list-style-type: none"> <li>• Max length 11</li> <li>• Decimal, 2 decimal places.</li> <li>• The lowest denomination available to be ordered by the client</li> </ul>
Detail.Nickels	Value of 5 cent coins to be ordered.	20.00	<ul style="list-style-type: none"> <li>• As above.</li> </ul>
Detail.Dimes	Value of 10 cent coins to ordered.	10.00	<ul style="list-style-type: none"> <li>• As above.</li> </ul>
Detail.Quarters	Value of 25 cent coins to ordered.	30.00	<ul style="list-style-type: none"> <li>• As above.</li> </ul>
Detail.Halves	Value of 50 cent coins to ordered.	10.00	<ul style="list-style-type: none"> <li>• As above.</li> </ul>
Detail.Dollars	Value of \$1 coins to ordered.	50.00	<ul style="list-style-type: none"> <li>• As above for USD.</li> </ul>
Detail.2Dollars	Value of \$2 coins to ordered.	50.00	<ul style="list-style-type: none"> <li>• As above for USD.</li> </ul>
Trailer.RecordType	Record type, always 'T'	T	N/A
Trailer.CountOfDetailRecord	Number of detail records	3	<ul style="list-style-type: none"> <li>• Minimum value 0.</li> <li>• Maximum value 999.</li> </ul>

## Currency & Coin Acknowledgement File Format

With every currency and coin order file you provide, KeyBank will create a corresponding Acknowledgement file that will serve as your confirmation that the currency and coin orders you sent have been successfully processed by Key.

You will need to either pull your acknowledgement file down, or KeyBank can send you your acknowledgement file for you to process. Processing your acknowledgement file is important because, if any of your orders are missing from the acknowledgment file, you will need to contact KeyBank to follow-up on why the order wasn't processed. At the same time, remember, if for some reason Key has any issues with your orders on the order file you provided, alerts will be triggered at KeyBank as well to ensure any issues are being addressed by both KeyBank and your organization.

## Currency & Coin Order Acknowledgment File Format

### File Name

The filename will have the following format:

KeyBank-OrderAcklgNN-YYYY-MM-DD HHMMSS.csv

- NN = Sequential number incremented each time a file is created (01-99) for a day
- YYYY = Year
- MM = Month (01-12)
- DD = Day (01-31)
- HH = Hour (00-23)
- MM = Minute (00:59)
- SS = Second(00:59)

The following is an example file name:

KeyBank-OrderAcklg01-2023-02-12 141234.csv

- NN = 01
- YYYY = 2013
- MM = 02
- DD = 12
- HH = 14
- MM = 12
- SS = 34



## Record Format

### General

- There will be one header record at the start of the file
- There will be many detail records in the file representing orders from clients.
- There will be one footer record at the end of the file.
- Field will be comma separated, no quotes around entries, nulls and blanks permitted
- <CR><LF> at end of each line

### Header Record

The header record will have the following format:

*RecordType,Sender,Receiver,TransmissionDateTime*<CR><LF>

### Detail Record

The detail record will have the following format:

*RecordType,TPID,ClientCode,ReferenceNumber,BankConfirmationNumber,Status*<CR><LF>

**Note** - The TPID (Third Party Identifier) field will be left blank (expressed as *Record Type,,ClientCode.....*) if you are a non "Deposit Tracking System" (DTS) user.

### Trailer Record

The trailer record will have the following format:

*RecordType,CountOfConfirmedOrders*<CR><LF>

### Sample files

#### Example – Acknowledgement file:

```
H,CompanyABC,KeyBank,02/12/2023 09:58:01
D,,359681152617-1001,134,120223_513_359681_003620,1
D,,359681152617-1004,135,120223_513_359681_003630,1
D,,359681152617-1005,136,120223_513_359681_003640,1
D,,359681152617-1008,138,120223_513_359681_003649,1
D,,359681152617-1011,139,120223_513_359681_003659,1
D,,359681152617-1026,140,120223_513_359681_003665,1
D,,359681152617-1041,141,120223_513_359681_003670,1
T,7
```

**Field Definitions**

Field Name	Description	Example data	Data Validation
Header.RecordType	<ul style="list-style-type: none"> <li>Record type, always 'H'</li> </ul>	H	N/A
Header.Receiver	<ul style="list-style-type: none"> <li>Receiver of the file (e.g. "CompanyABC")</li> </ul>	CompanyABC	<ul style="list-style-type: none"> <li>Alphanumeric</li> <li>Max length 14 characters.</li> </ul>
Header.Sender	<ul style="list-style-type: none"> <li>Sender of the file (e.g. "KeyBank")</li> </ul>	KeyBank	<ul style="list-style-type: none"> <li>Alphanumeric</li> <li>Max length 14 characters.</li> </ul>
Header. TransmissionDateTime	<ul style="list-style-type: none"> <li>Date the file was sent.</li> </ul>	02/12/23 13:01:20	MM/DD/YYYY HH:MI:SS <ul style="list-style-type: none"> <li>MM = Month (01-12)</li> <li>DD = Day (01-31)</li> <li>YYYY = Year</li> <li>HH = Hour (00-23)</li> <li>MI = Minute (00-59)</li> <li>SS = Second (00-59)</li> </ul>
Detail. RecordType	<ul style="list-style-type: none"> <li>Record type, always 'D'</li> </ul>	D	N/A
Detail.TPID	<ul style="list-style-type: none"> <li>Empty - This field is not populated</li> </ul>		N/A
Detail.ClientCode	<ul style="list-style-type: none"> <li>Client code used in order file, usually formatted as 'Account – Location' (e.g. '123456789-5555')</li> </ul>	123456789-5555	<ul style="list-style-type: none"> <li>Alphanumeric</li> <li>Max length 25 characters.</li> <li>Must match client code.</li> </ul>
Detail.ReferenceNumber	<ul style="list-style-type: none"> <li>Unique Reference number assigned by Client Sender.</li> <li>Corresponds to the reference number in the related order file</li> </ul>	9000001	<ul style="list-style-type: none"> <li>Alphanumeric</li> <li>Max length 10.</li> </ul>
Detail.BankConfirmationNumber	<ul style="list-style-type: none"> <li>Confirmation number from KeyBank</li> </ul>	060409_100_0ZZ100_001405	<ul style="list-style-type: none"> <li>Alphanumeric.</li> <li>Max length 25 Characters.</li> </ul>

Field Name	Description	Example data	Data Validation
Detail.Status	<ul style="list-style-type: none"> <li>• Status of the order               <ul style="list-style-type: none"> <li>○ 1 = Received</li> <li>○ 2 = Cancelled</li> <li>○ 3 = Despatched</li> </ul> </li> <li>• <b>Currently the only value possible is 1 (received).</b></li> </ul>	1	<ul style="list-style-type: none"> <li>• Minimum value 1.</li> <li>• Maximum value 9.</li> </ul>
Trailer.RecordType	Record type, always 'T'	T	N/A
Trailer.CountOfConfirmedOrders	Number of detail records	3	<ul style="list-style-type: none"> <li>• Minimum value 0.</li> <li>• Maximum value 999.</li> </ul>