

BANKOH BUSINESS CONNECTIONS

# **QUICK REFERENCE GUIDE**

## **Balance and Transaction Reporting**

## Balance and Transaction Reporting

### Account Summary

Go to **Reporting**, then select **Balance and Transaction Reporting** and the default view is Account Summary. This lists the balances of accounts you have permission to view. If applicable, **Deposit Accounts**, **Loan Accounts** and **Investment Accounts** are shown in separate sections of the **Account Summary**. By drilling down into specific accounts, you can access transaction details and images.

**Note:** The scales icon no longer applies. Instead, use **Custom Reporting**.

The screenshot displays the 'Account Summary' page in the 'Balance and Transaction Reporting' section. It features a navigation bar with 'All Accounts', 'Account Groups', 'Custom Reporting', and 'Transaction Search'. A 'Refresh Balances' button is set to '08/25/2020 01:47 PM'. The 'Deposit Accounts' section shows a summary table with 'Opening Ledger' at 26,717,997.40 and 'Current Available' at 26,717,989.23. Below this is a table of 7 deposit accounts. The 'Loan Accounts' section shows a summary table with 'Principal Balance' and 'Available Commitment Amount' both at 250,000.00, followed by a table of 1 loan account.

Account Number	Opening Available	Relationship Balance	Current Ledger	Balances As Of	Account Name	Account Type
	18,456,606.73		18,456,606.73	08/25/2020 00:27:46	DEMO COMPANY - OPERATING	Demand Deposit
	44,323.85		44,323.85	08/25/2020 00:27:46	DEMO COMPANY - PAYROLL	Demand Deposit
	0.00	0.00	8,213,497.93	08/25/2020 13:47:27	DEMO ACCOUNT ONE	Demand Deposit
	0.00	0.00	777.36	08/25/2020 13:47:27	DEMO ACCOUNT TWO	Demand Deposit
	0.00	0.00	541.26	08/25/2020 13:47:27	DEMO ACCOUNT THREE	Demand Deposit
	0.00	0.00	1,637.99	08/25/2020 13:47:27	DEMO ACCOUNT FOUR	Demand Deposit
	0.00	0.00	604.11	08/25/2020 13:47:27	DEMO ACCOUNT FIVE	Demand Deposit

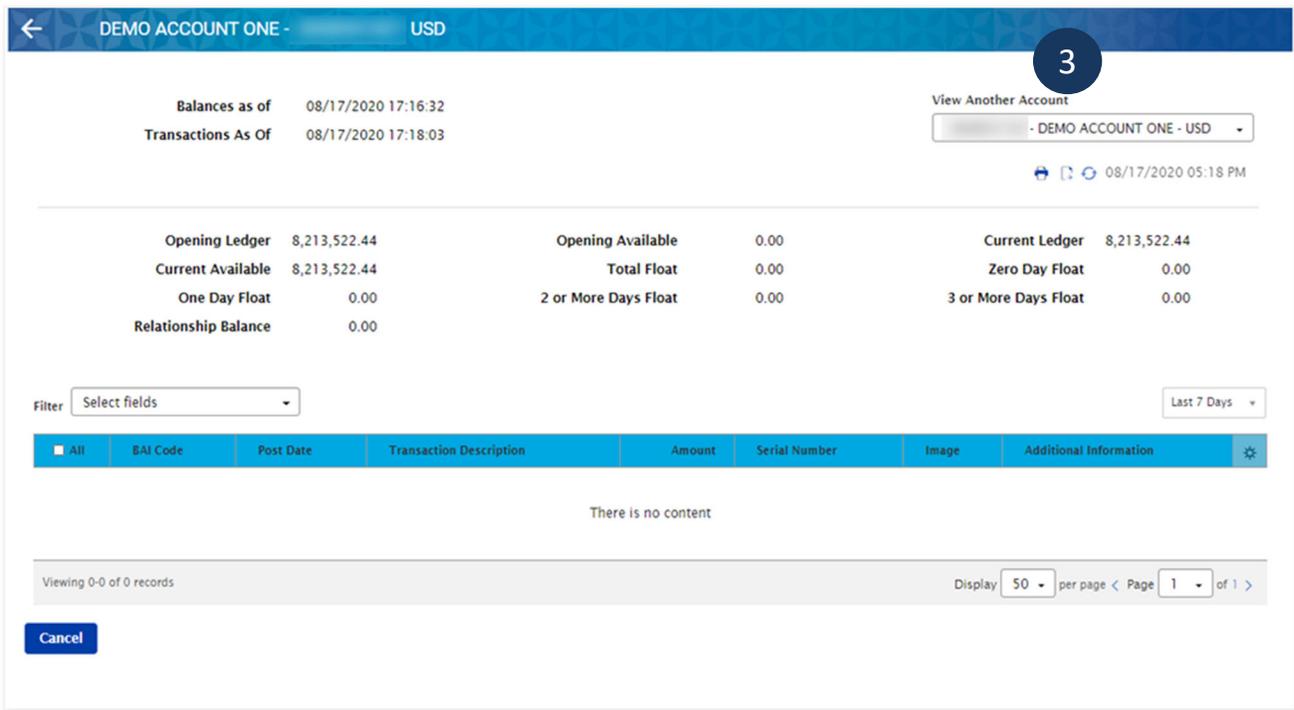
Account Number	Next Payment Amo	Next Payment Due	Interest	Principal Bala	Balances As Of	Account N	Account Type
	746.54	05/23/2020	6.25000	250,000.00	08/25/2020 13:47:27	DEMO LOAN	Loan Account

## Updating Balances

1. Click on **Refresh Balances** at the top right above the Opening Ledger and Current Available balance totals to update balances.

## Transaction Details

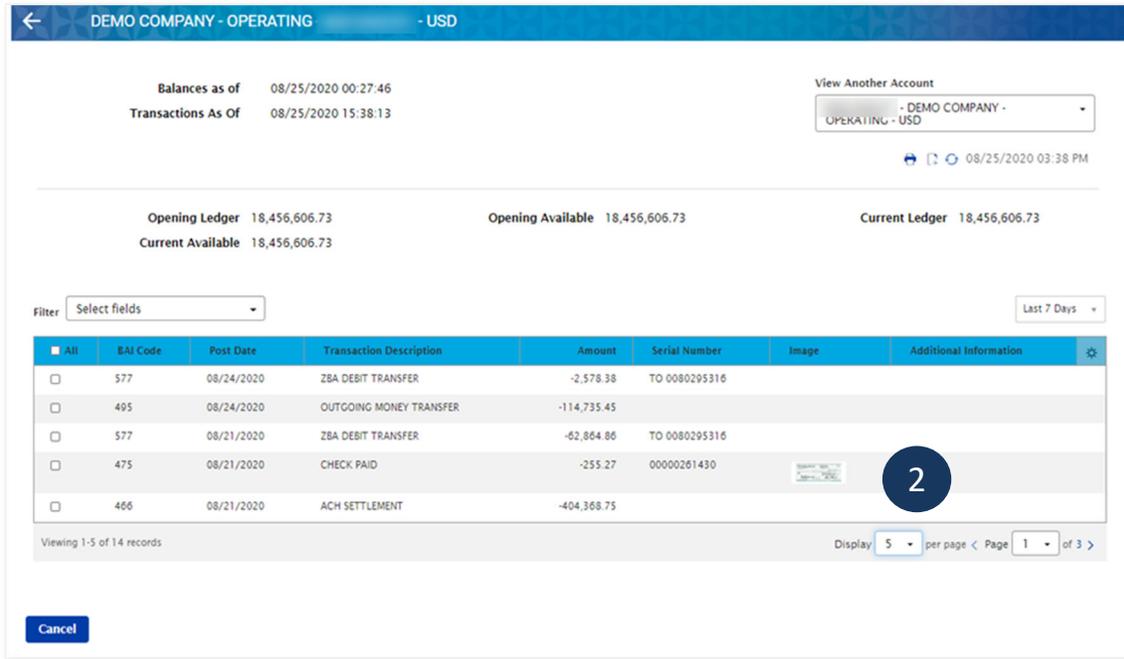
2. Transaction Details are accessed by clicking on an **Account Number** in the Account Summary table list.
3. A user can **also View Another Account** without leaving this window. This option is located in the top right-hand corner of the screen. It allows the user to view and select another account from the drop-down menu without leaving the detail transactions screen, as illustrated.



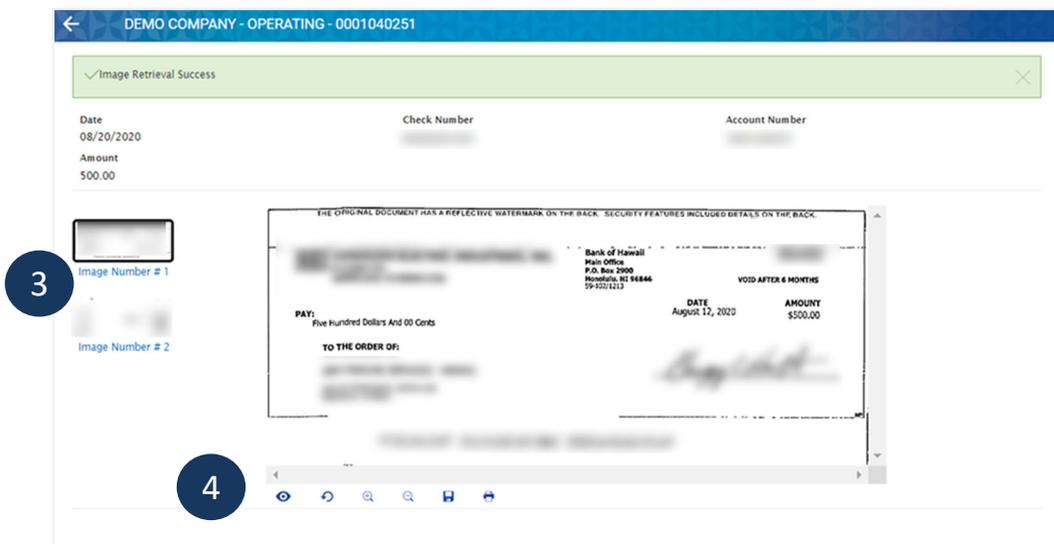
## View a Transaction Image

Some transactions have images associated with them, such as images of deposit slips or cleared checks. To view images, an account must subscribe to this service type by the bank administrator to permit image viewing.

1. From the **Account Summary** widget, click on an Account Number. The transaction details will appear.
2. On the **Transaction Details** page, click on an icon to view the image. Information is displayed relating to the item.



- Switch to select the back or front by selecting the image thumbnail (Image Number #1 vs Image Number #2).
- The image control icons allow the User to manipulate, download or print the image.
  - Invert Color** (white changes to black and vice versa)
  - Rotate Right**
  - Zoom In**
  - Zoom Out**
  - Save** to download and save the image
  - Print**



## View a Deposit Image

If a deposit contains multiple items, these associated items will appear in a list below the displayed ticket image. To view the list of multiple items associated with a deposit, an account must subscribe to this service type by the bank administrator.

- From the **Account Summary** widget, click on an Account Number. The transaction details will appear.

Balance and Transaction Reporting Add Widget

Account Summary \*

All Accounts Account Groups Custom Reporting Transaction Search

Refresh Balances

\* The totals shown reflect the subset of items displayed in the current view.

Deposit Accounts USD (25)

Filter: Select fields All Accounts Filters

Account Number	Opening Available	Relationship Balance	Current Ledger	Balances As Of	Account Name	Account Type
40						Demand Deposit
53						Demand Deposit

- On the **Transaction Details** page, click on an icon to view the image. Information is displayed relating to the item.

- USD

Balances as of   View Another Account

Transactions As Of   - USD

06/26/2024 11:41 AM

Opening Ledger	9,270.00	Opening Available	9,270.00	Current Ledger	9,270.00
Current Available	9,270.00				

Filter: Select fields Last 7 Days Filters

<input type="checkbox"/>	BAI Code	Post Date	Transaction Description	Transaction Detail	Amount	Serial Number	Image
<input type="checkbox"/>	501	06/25/2024	INDIVIDUAL AUTOMATIC TRANSFER DEBIT		-24,907.54		
<input type="checkbox"/>	201	06/25/2024	INDIVIDUAL AUTOMATIC TRANSFER CREDIT		100.00		
<input type="checkbox"/>	195	06/25/2024	INCOMING MONEY TRANSFER		9,170.00		
<input type="checkbox"/>	501	06/24/2024	INDIVIDUAL AUTOMATIC TRANSFER DEBIT		-41,680.83		
<input type="checkbox"/>	174	06/24/2024	OTHER DEPOSITS		24,907.54		
<input type="checkbox"/>	501	06/21/2024	INDIVIDUAL AUTOMATIC TRANSFER DEBIT		-104,344.35		

3. Switch to select the back or front by selecting the image thumbnail (Image Number #1 vs Image Number #2).
4. The image control icons allow the User to manipulate, download or print the image.
  - **Invert Color** (white changes to black and vice versa)
  - **Rotate Right**
  - **Zoom In**
  - **Zoom Out**
  - **Save** to download and save the image
  - **Print**
5. To view an associated item, select it in the list, and click **View**.

**3**

**DEPOSIT TICKET** BR#: [REDACTED]

Virtual Document  
Account: [REDACTED]  
Description: **Checking Deposit Virtual**

\$ [REDACTED]

Name: [REDACTED]  
Cash Drawer: [REDACTED] **User** [REDACTED]

514011116

**4**

Filter: Select fields

Actions	Amount	Account Number	ABA	Check Number	Image Description
View	[REDACTED]	[REDACTED]	514011116	[REDACTED]	[REDACTED]
<b>View</b>	[REDACTED]	[REDACTED]	121301028	[REDACTED]	[REDACTED]

Viewing 1-2 of 2 records Display 50 per page Page 1 of 1

6. Again, image control icons allow the User to manipulate, download or print the image.

**6**

**Check Detail**

Bank of Hawaii CASHIER'S CHECK

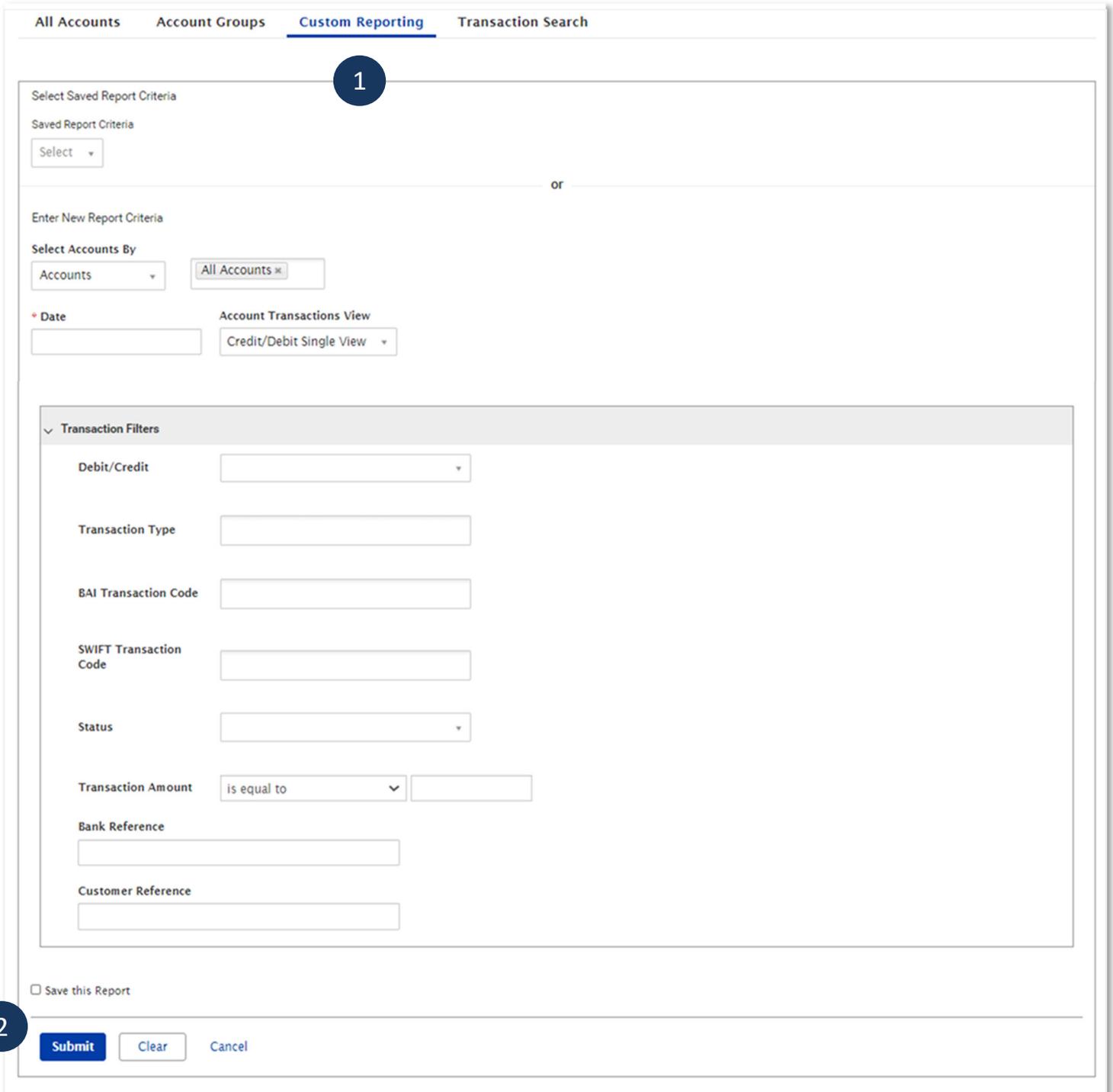
Image Number # 1  
Image Number # 2

Cancel

## Create Reports

The Custom Reporting feature allows you to create and save custom reports on account or account group information.

1. At the top of the screen, click **Custom Reporting** in the **Account Summary** widget.



All Accounts   Account Groups   **Custom Reporting**   Transaction Search

Select Saved Report Criteria

Saved Report Criteria

Select ▼

or

Enter New Report Criteria

Select Accounts By

Accounts ▼   All Accounts ×

\* Date

Account Transactions View

Credit/Debit Single View ▼

Transaction Filters

Debit/Credit ▼

Transaction Type

BAI Transaction Code

SWIFT Transaction Code

Status ▼

Transaction Amount   is equal to ▼  

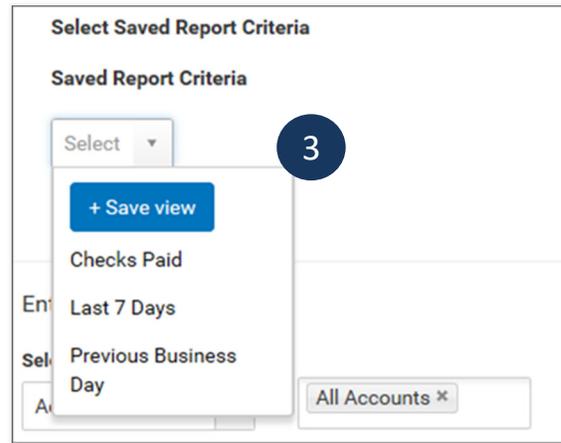
Bank Reference

Customer Reference

Save this Report

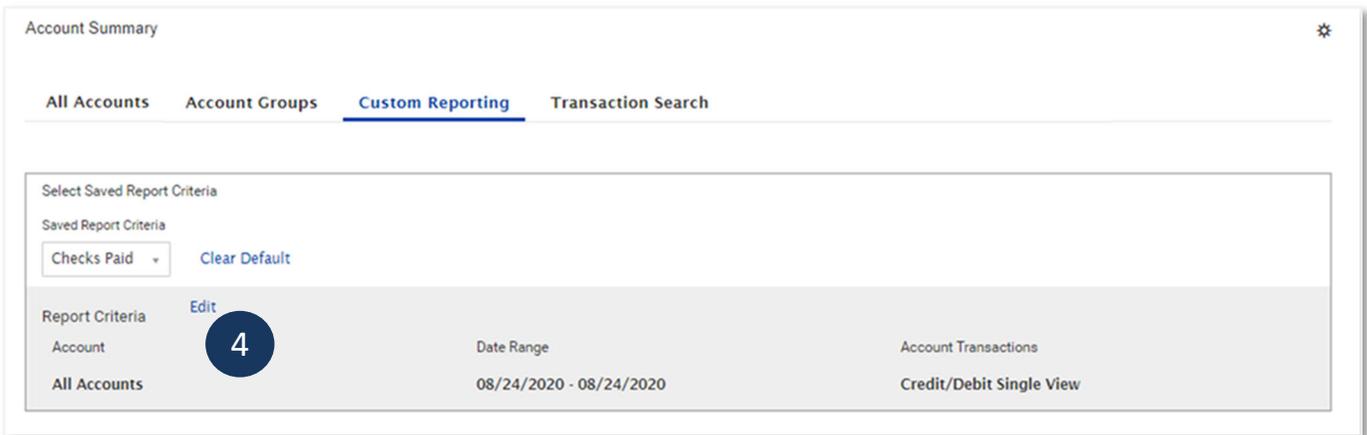
**Submit**   Clear   Cancel

2. Enter Criteria and select **Submit**.
3. View report from Criteria Results. At **Saved Report Criteria**, use the drop-down to select a saved report. The report appears on screen.



**Note:** If a report has been saved previously as the default, it will appear as the default choice. To remove this choice, click **Clear Default**. The saved report you selected can be set to be the default report in future, click **Set As Default**.

4. Click **Edit** in the Report Criteria section to edit the criteria.



5. An expanded view will allow you to enter report criteria. Click the right arrow button in the Transaction Filters field to expand the list of options.

- **Accounts/Account Group** (optional) - use the drop-down to select whether you want to search for accounts or account groups. You can search for all accounts or account groups, or click in the right-hand field to see a list of accounts/account groups that you can select from.
- **Date Range** - select a range or enter a custom range using the calendar icon.
- **Account Transactions View** (optional) - use drop-down to select how you want to view accounts: Credit/Debit Single View or Separate Credit and Debit Views.
- **Debit/Credit** (optional) – use to select whether the search should filter for debit or credit transactions.

- **Transaction Type** (optional) - enter as a search criterion.
  - **BAI Transaction Code** (optional) - enter as a search criterion.
  - **SWIFT Transaction Code** (optional) – enter as a search criterion.
  - **Status** (optional) - use to select an appropriate status: Pending or Cleared.
  - **Transaction Amount** (optional) - use the drop-down to select an appropriated qualifier (for example, is equal to), and then in the right-hand text field, enter an amount.
  - **Bank Reference** (optional) - enter as a search criterion.
  - **Customer Reference** (optional) – enter as a search criterion.
6. If you want to save this report for future viewing, click **Save this report**, and then enter a name for the new report.  
**Note:** Real-time posted accounts are not available for custom reporting.
  7. When you have finished selecting search criteria, click **Submit**. The results appear as a custom report. Click Edit in the Report Criteria section to edit the criteria and create a new report based on them.

The screenshot displays the 'Select Saved Report Criteria' and 'Enter New Report Criteria' sections. The 'Enter New Report Criteria' section includes a 'Select Accounts By' dropdown set to 'Accounts' and an 'All Accounts' button. The 'Date' field shows '08/19/2020 - 08/25/2021' and the 'Account Transactions View' is set to 'Credit/Debit Single View'. A 'Transaction Filters' section is expanded, showing fields for 'Debit/Credit', 'Transaction Type', 'BAI Transaction Code', 'SWIFT Transaction Code', 'Status', 'Transaction Amount' (with a dropdown set to 'is equal to' and an adjacent text field), 'Bank Reference', and 'Customer Reference'. At the bottom, there is a 'Save this Report' checkbox, a 'Submit' button, and 'Clear' and 'Cancel' buttons. Circled numbers 5, 6, and 7 are overlaid on the interface to highlight the filters, save option, and submit button respectively.

## View Reports

The results of a custom report request are described below.

**Note:** If any of the accounts selected returned no data, you will be notified of this.

1. **Export** and **Print** icons are displayed at the top of the report.
2. To see totals for the accounts that the report covers, click Show Account Totals. For each listed account, the following information is listed:
  - **Opening Ledger**
  - **Total Credits**
  - **Total Debits**
  - **Current Ledger**
3. Click the down arrow to see account details. It drops down the detail information for the first and last days in the requested date range. The section also lists any transactions for the period covered by the report.

FOR PERIOD 08/24/2020 - 08/24/2020

1

2 [SHOW ACCOUNT TOTALS](#)

	Opening Ledger	Total Credits (0)	Total Debits (2)	Closing Ledger
> <span style="font-size: small;">USD</span> DEMO COMPANY - OPERATING	18,573,920.56	0.00	117,313.83	18,456,606.73
∨ <span style="font-size: small;">USD</span> DEMO COMPANY - PAYROLL	42,764.27	1,559.58	0.00	44,323.85

3

**First Day (as of 08/24/2020)**

Opening Ledger	42,764.27
Opening Available	44,323.85
One Day Float	0.00
Two or more Days Float	0.00
Three or more Days Float	0.00
Total Credits	1,559.58
Total Debits	0.00

**Last Day (as of 08/24/2020)**

Closing Ledger	44,323.85
Closing Available	44,323.85
One Day Float	0.00
Two or more Days Float	0.00
Three or more Days Float	0.00
Total Credits	1,559.58
Total Debits	0.00

Account USD Transactions

All	Post Date	Status	Transaction Descrip...	Serial Num...	Debit/Cr...	Am...	Balance	I...	Bank Reference	Additional...
<input type="checkbox"/>	08/24/2020	Clear...	OTHER DEPOSITS	00000001149	Credit	820.59	44,323.85		000007664072630	
<input type="checkbox"/>	08/24/2020	Clear...	OTHER DEPOSITS	00000001149	Credit	328.42	43,503.26		000007664072501	
<input type="checkbox"/>	08/24/2020	Clear...	OTHER DEPOSITS	00000001149	Credit	250.85	43,174.84		000007664072575	
<input type="checkbox"/>	08/24/2020	Clear...	OTHER DEPOSITS	00000001149	Credit	159.72	42,923.99		000007664072685	

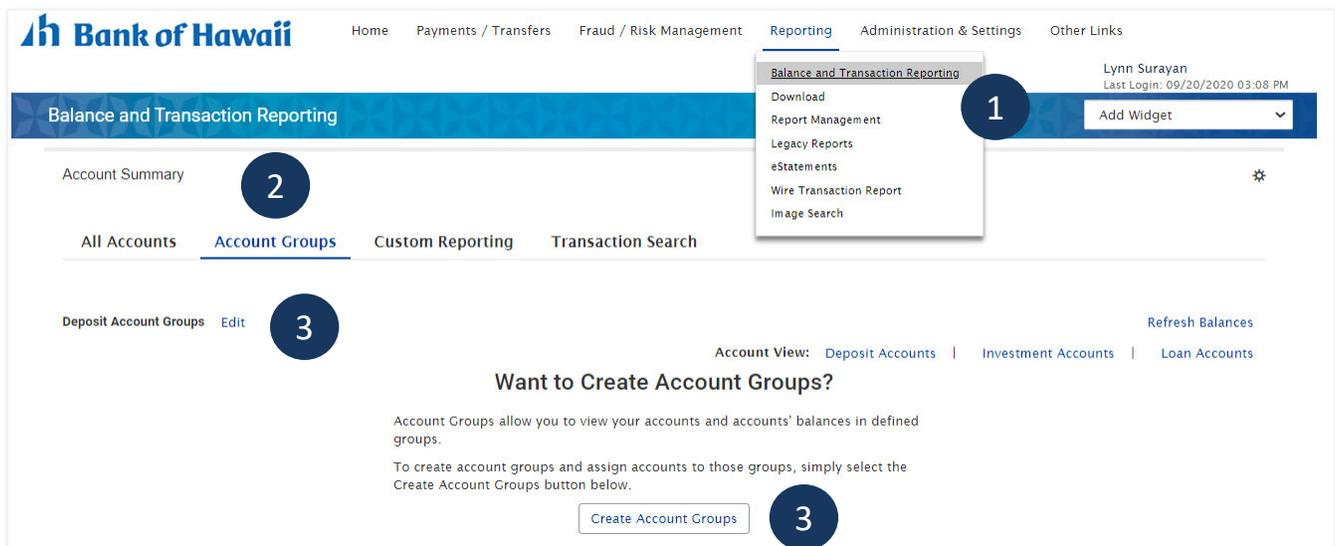
Viewing 1-4 of 4 records
Display 5 per page < Page 1 of 1 >

10

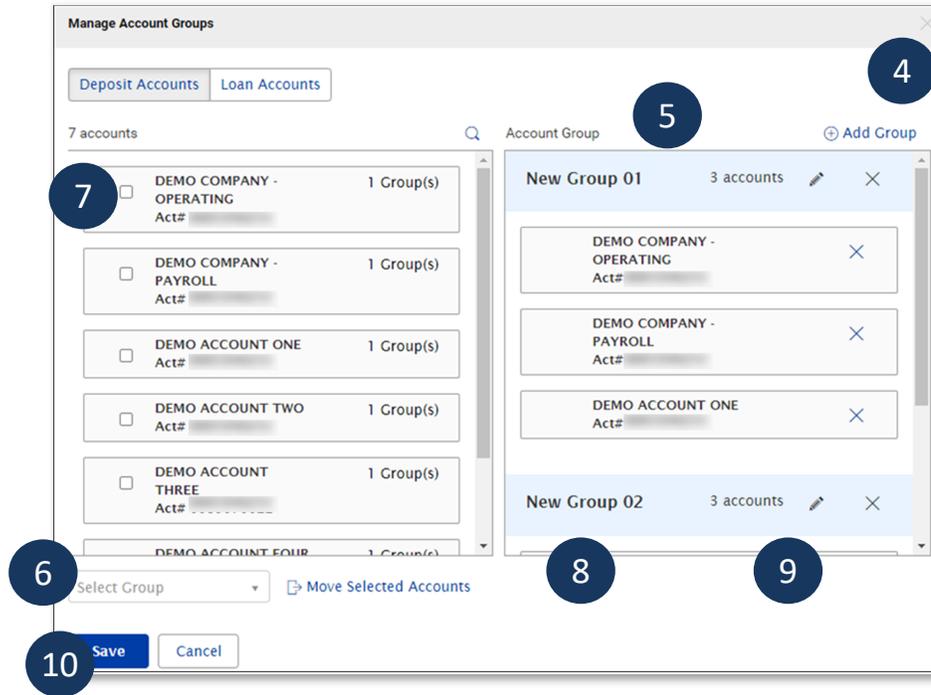
## Adding Account Groups

The account groups feature allows you to logically organize bank accounts into groups. When you are viewing bank account data on a list or report, you can choose to filter the data by these groups. This feature allows you to view data for related accounts quickly and easily.

1. Select **Balance and Transaction Reporting** from **Reporting** in the main menu.
2. At the top of the screen, click **Account Groups**.
3. Click **Create Account Groups** or **Edit** next to **Deposit Account Groups**.



4. Above the **Account Groups** pane, click **Add Group**.
5. In the **New Group** box enter the name of the group you want to add.
6. Select the group name from the **Select Group** list at the bottom of the screen.
7. In the left pane, check the accounts that you want to include in the group. Click the **Deposit Accounts** indicator to show deposit accounts or **Loan Accounts** to show loan accounts.
8. Click **Move Selected Accounts**.
9. The accounts will appear in the right pane. The accounts appear in the same order as they will be shown on the Balance and Transaction Reporting screens.



10. When the account group appears as desired, click Save.

## Viewing Account Groups

1. To view account groups, click Account Groups at the top left of the Balance and Transaction Account Summary screen.

Account Summary

All Accounts **Account Groups** Custom Reporting Transaction Search

Deposit Account Groups Edit Refresh Balances 08/03/2020 01:46 PM Account View: Deposit Accounts | Loan Accounts

▼ New Group 01  
\* The totals shown reflect the subset of items displayed in the current view.

Account Number	Opening Available	Account Name	Relationship Balance	Current Ledger	Balances As Of	Account Type
	911,364.66	DEMO COMPANY - OPERATING		911,364.66	08/01/2020 00:50:56	Demand Deposit
	36,343.95	DEMO COMPANY - PAYROLL		36,343.95	08/01/2020 00:50:56	Demand Deposit
	0.00	DEMO ACCOUNT ONE		8,213,313.15	07/30/2020 20:57:25	Demand Deposit

Viewing 1-3 of 3 records Display 50 per page Page 1 of 1

▼ New Group 02  
\* The totals shown reflect the subset of items displayed in the current view.

Opening Ledger	Current Available
9,161,759.15	9,161,021.76

Opening Ledger	Current Available
1,976.77	2,653.14

## Modifying or Deleting Account Groups

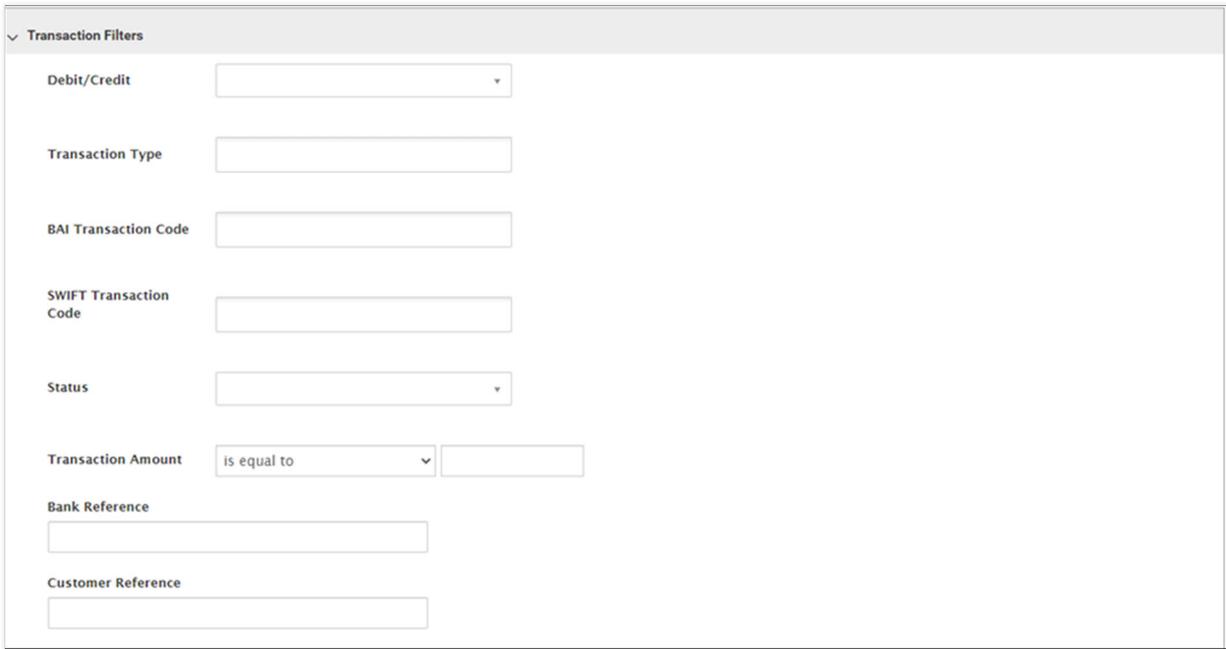
1. Select **Balance and Transaction Reporting** from **Reporting** in the main menu.
2. Select **Account Groups**.
3. To modify a group, select the group name from the list.
4. Add or remove accounts as needed.
5. You can delete the account group by clicking the **X** icon.
6. You can edit the group name by clicking the **Edit** icon.
7. When you have finished, click **Save**.

## Transaction Search

The Transaction Search feature allows you to search across the accounts you have access to for specific transactions.

1. Select **Balance and Transaction Reporting** from **Reporting** in the main menu.
2. At the top of the screen, click **Transaction Search**.

3. Enter **New Report Criteria**. Click the right arrow button in the **Transaction Filters** field to expand the list of options.
  - **Deposit Accounts** and **Loan Accounts** - click to choose which type of account you want to search for.
  - **Accounts/Account Group** (optional) - use the drop-down to select whether you want to search for accounts or account groups. You can search for all accounts or account groups, or click in the right-hand field to see a list of accounts/account groups that you can select from.
  - **Date Range** - select a range or enter a custom range using the calendar icon.



The screenshot shows a 'Transaction Filters' form with the following fields:

- Debit/Credit**: A dropdown menu.
- Transaction Type**: A text input field.
- BAI Transaction Code**: A text input field.
- SWIFT Transaction Code**: A text input field.
- Status**: A dropdown menu.
- Transaction Amount**: A dropdown menu with 'is equal to' selected, followed by a text input field for the amount.
- Bank Reference**: A text input field.
- Customer Reference**: A text input field.

- **Debit/Credit** (optional) - use to select whether the search should filter for debit or credit transactions.
  - **Transaction Type** (optional) - enter as a search criterion.
  - **BAI transaction Code** (optional) - enter as a search criterion.
  - **SWIFT Transaction Code** (optional) - enter as a search criterion.
  - **Status** (optional) - use to select an appropriate status: Pending or Cleared.
  - **Transaction Amount** (optional) - use the drop-down to select an appropriated qualifier (for example, is equal to), and then in the right-hand text field, enter an amount.
  - **Bank Reference** (optional) - use as a search criterion.
  - **Customer Reference** (optional) - enter as a search criterion.
4. When you have finished selecting search criteria, click **Submit**. The results of the transaction search appear in a list. Click **Edit** in the **Report Criteria** section to edit the criteria and conduct the search again.

## Download Fields

The fields below may appear on the Export Data screen. These fields allow you to further filter the data you would like to export.

Field	Explanation
<b>Date</b>	The date or range of dates for the data to
<b>Account Details</b>	Details about the account. The default setting is <i>blank</i> (optional). This results in all available accounts being selected for
<b>Account Group</b>	A name of a group of accounts you want to return data for. The default setting is <i>blank</i> (optional). This results in all available accounts being selected for export.
<b>Debit/Credit</b>	You can export either debit or credit
<b>Transaction</b>	The types of transaction data to download.
<b>BAI Transaction</b>	The BAI code associated with the data you would like to download.
<b>SWIFT Transaction</b>	The SWIFT code associated with the data you would like to download.
<b>Status/Transaction Status</b>	The status of the download.
<b>Transaction</b>	The amount of the transaction.
<b>Bank Reference</b>	Bank reference information.
<b>Customer</b>	Customer reference information.

## FAQ - Frequently asked questions

**Q:** *Where did the scale of icon go? How do we customize our reporting?*

**A:** Use Custom Reporting tab to create your custom report.

**Q:** *How do I share the report I have created?*

**A:** Click on the 'Share report' check box under Save Report to share the report with users in your organization.

## Contact information

For more information, contact Cash Management Services at the following:

**Hawaii:** (808) 694-8021

**Toll-free:** (877) 232-0118

**Guam:** (671) 479-3629 or (671) 479-3633

**Email:** [cmsrequest@boh.com](mailto:cmsrequest@boh.com)