

BANKOH BUSINESS CONNECTIONS

QUICK REFERENCE GUIDE

eStatements and Image Search

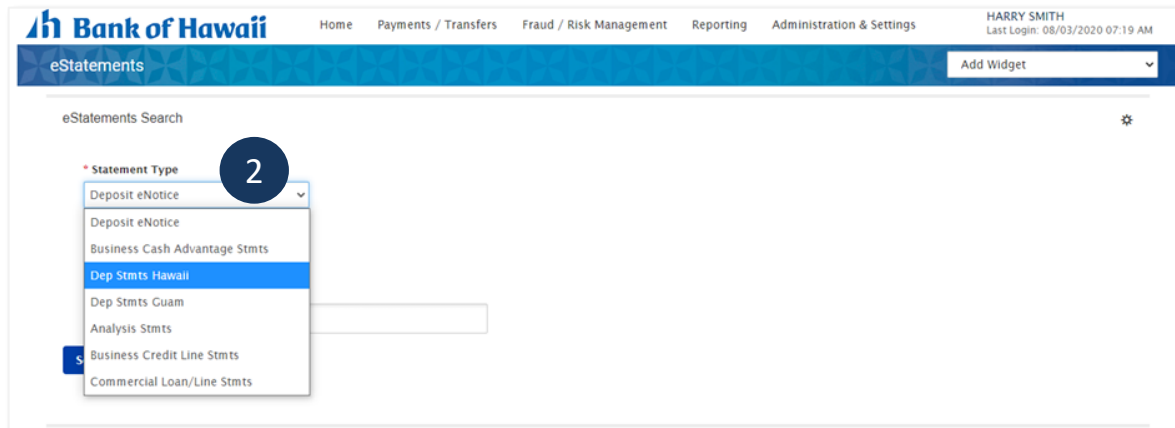
Search and Download eStatements

The eStatements search feature lets you search for specific eStatements based on statement type and date.

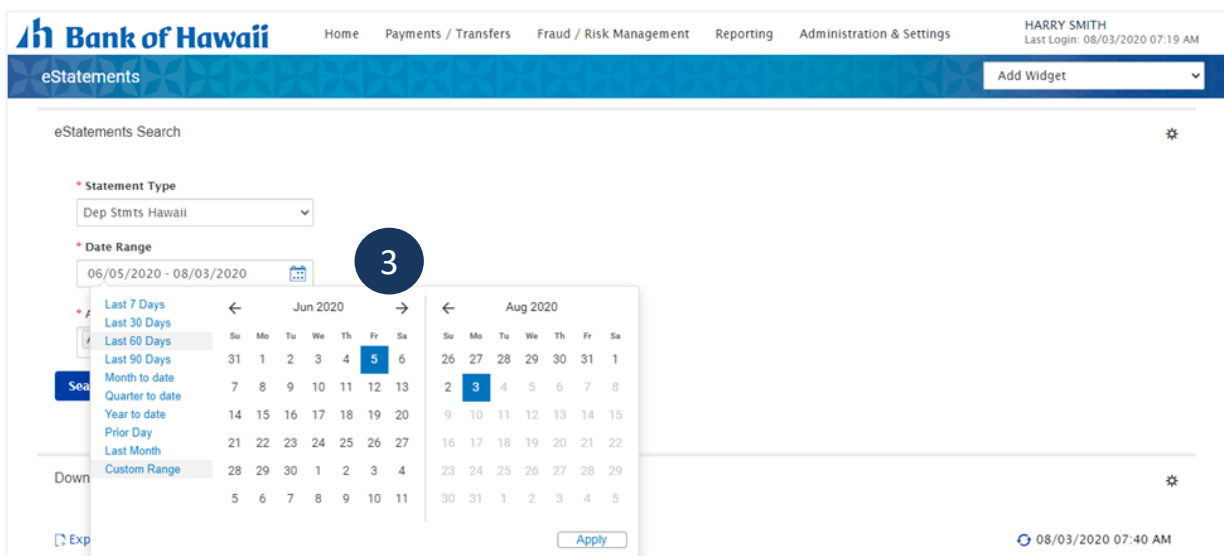
1. From Reporting, select eStatements.



2. **Statement Type** – Statement Type selections will be based on User permissions. For example, to view your Statement of Account (Hawaii), select “Dep Stmts Hawaii”.



3. **Date Range** – Click on the calendar icon in the **Date Range** field, make a selection and click **Apply**.



eStatements and Image Search

Bankoh Business Connections (BBC)



4. Select account and click **Search**. Results will populate in a table list below.

Bank of Hawaii Home Payments / Transfers Fraud / Risk Management Reporting Administration & Settings HARRY SMITH Last Login: 08/03/2020 07:19 AM

eStatements Add Widget

eStatements Search

* Statement Type
Dep Stmts Hawaii

* Date Range
06/05/2020 - 08/03/2020

* Accounts
All Accounts
DEMO COMPANY - PAYROLL - 96 - 140 - Bank of Hawaii
DEMO COMPANY - OPERATING - 51 - 140 - Bank of Hawaii

Actions	Statement Date	Account Number	Client Account Name
Download	07/31/2020	51	DEMO COMPANY - OPERATING
Download	07/31/2020	96	DEMO COMPANY - PAYROLL
Download	06/30/2020	51	DEMO COMPANY - OPERATING
Download	06/30/2020	96	DEMO COMPANY - PAYROLL

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5. To download an eStatement, select **Download** in the **Actions** column.

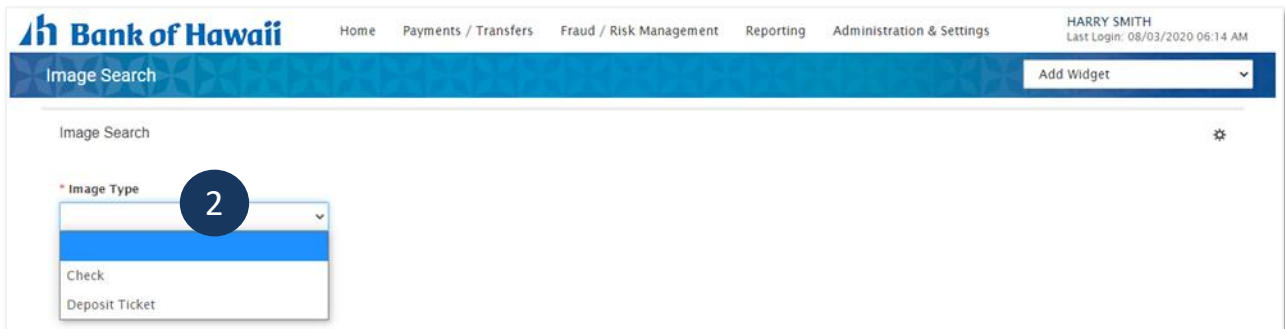
Search for Check Image

To search and view for check images associated with certain transactions:

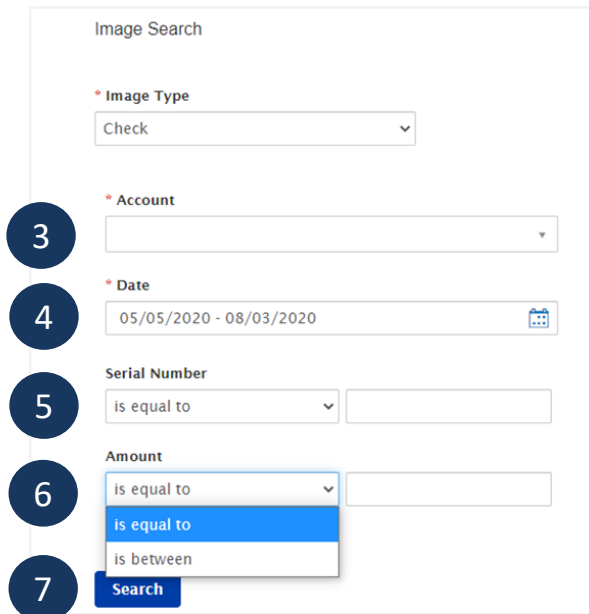
1. From **Reporting**, select **Image Search**.



2. **Image Type** - From the **Image Type** field, select **Check**.



3. **Account** – Select an account from the dropdown menu.
4. **Date** – Click on the calendar icon, make a selection and click Apply. For best results, search in 90-day increments or less. Images are available for search for up to two years.
5. **Serial Number** – Leave blank or apply a filter.
6. **Amount** – Leave blank or apply a filter.
7. Click **Search**. Results will populate a table list below the search parameters.

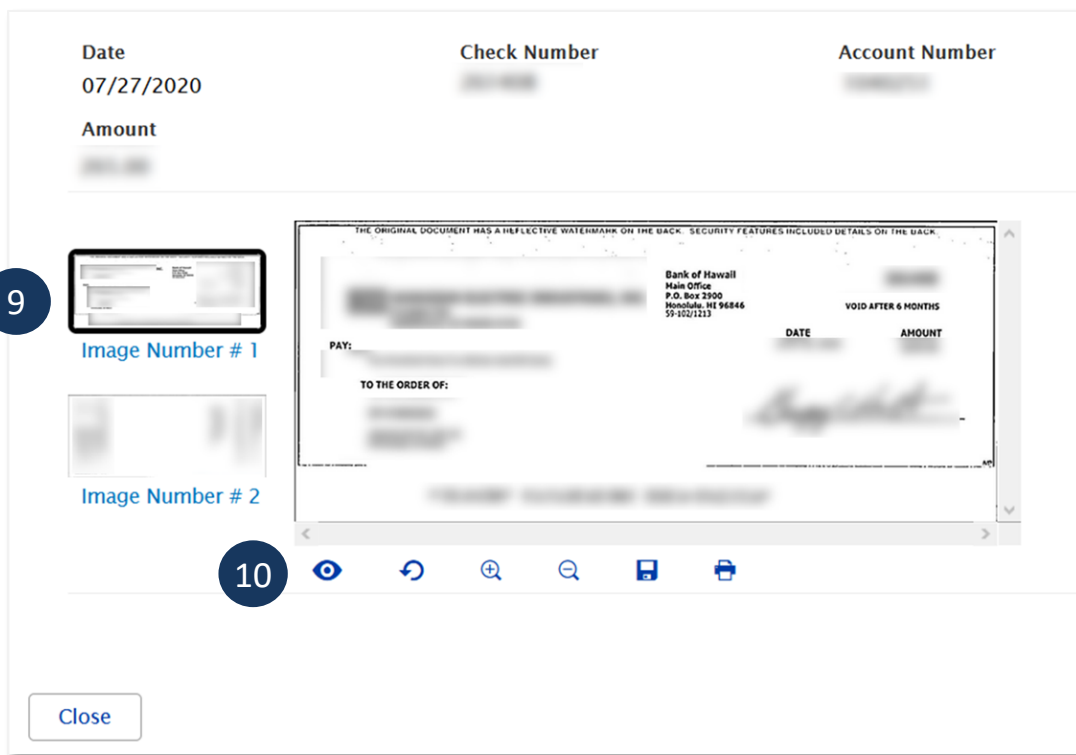


The screenshot shows the Bank of Hawaii BBC Image Search form. The form includes the following fields and options:

- Image Type:** Check (selected)
- Account:** (empty dropdown)
- Date:** 05/05/2020 - 08/03/2020 (with a calendar icon)
- Serial Number:** is equal to (dropdown) []
- Amount:** is equal to (dropdown) []
- Search:** (button)

Blue circles with numbers 3 through 7 are placed over the Account, Date, Serial Number, Amount, and Search fields respectively.

9. Switch to select the back or front by selecting the image thumbnail (**Image Number #1** vs **Image Number #2**).
10. The image control icons below the image 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**



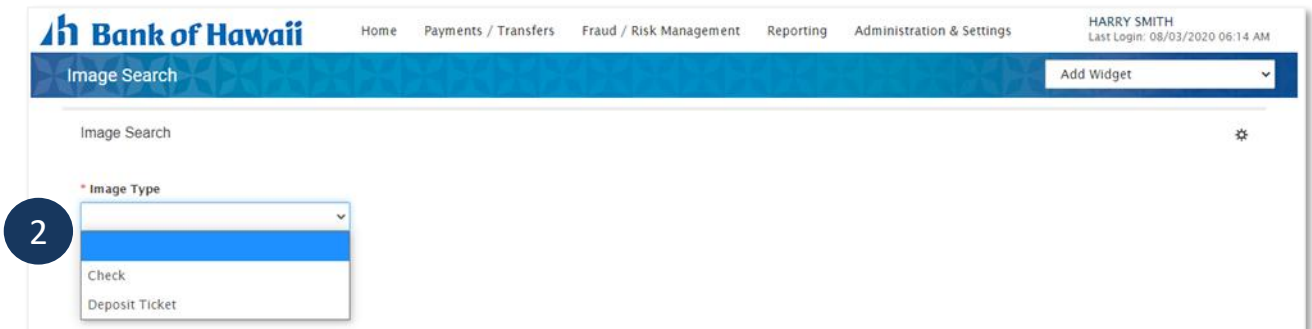
Search for Deposit Image

To search and view for deposit images associated with certain transactions:

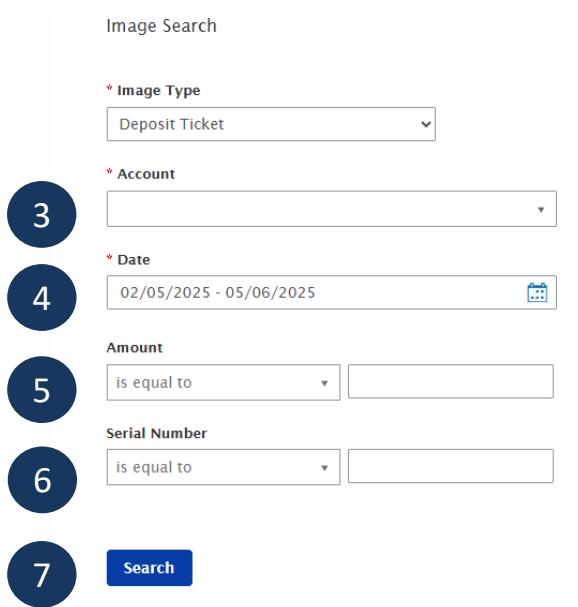
1. From **Reporting**, select **Image Search**.



2. **Image Type** - From the **Image Type** field, select **Deposit Ticket**.

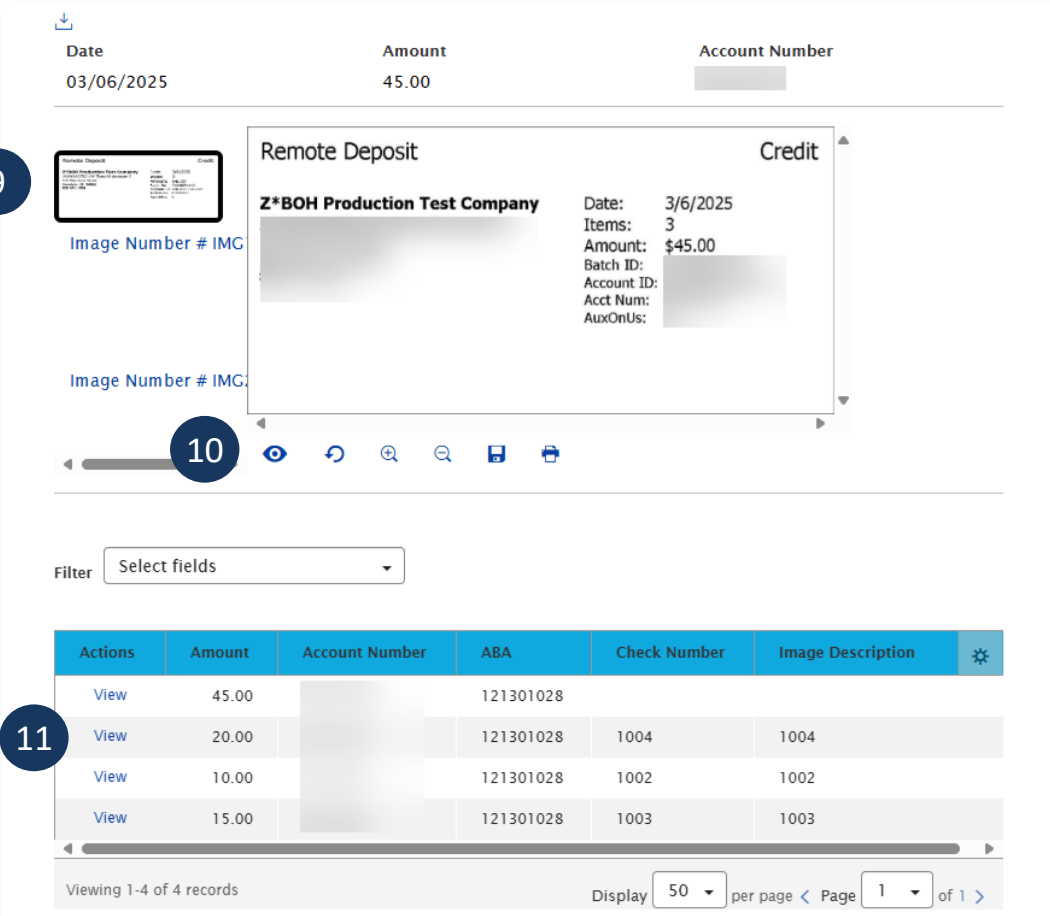


3. **Account** – Select an account from the dropdown menu.
4. **Date** – Click on the calendar icon, make a selection and click Apply. For best results, search in 90-day increments or less. Images are available for search for up to two years.
5. **Amount** – Leave blank or apply a filter.
6. **Serial Number** – Leave blank or apply a filter.
7. Click **Search**. Results will populate a table list below the search parameters.



This screenshot shows the 'Image Search' form with numbered callouts 3 through 7. Callout 3 points to the 'Account' dropdown menu. Callout 4 points to the 'Date' field, which shows '02/05/2025 - 05/06/2025' and a calendar icon. Callout 5 points to the 'Amount' field, which has a dropdown menu set to 'is equal to'. Callout 6 points to the 'Serial Number' field, which also has a dropdown menu set to 'is equal to'. Callout 7 points to the 'Search' button.

9. Switch to select the back or front by selecting the image thumbnail (**Image Number #1** vs **Image Number #2**).
10. The image control icons below the image 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**
11. To view an associated item, select it in the list, and click **View**.



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Image Number # IMG

Image Number # IMG

10

Filter

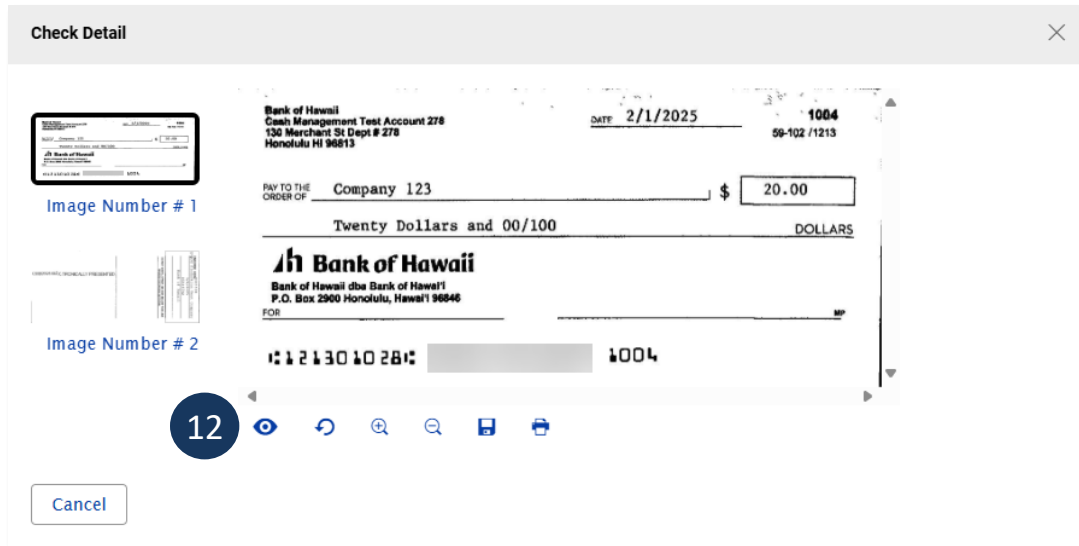
Actions	Amount	Account Number	ABA	Check Number	Image Description
View	45.00		121301028		
View	20.00		121301028	1004	1004
View	10.00		121301028	1002	1002
View	15.00		121301028	1003	1003

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



Search by Transaction

To search and view for images by transactions:

1. From **Account Summary**, click on an account number.

Account Summary

[All Accounts](#) [Account Groups](#) [Custom Reporting](#) [Transaction Search](#)

Refresh Balances 08/03/2020 07:32 AM

▼ Deposit Accounts
* The totals shown reflect the subset of items displayed in the current view.

Opening Ledger Current Available

Filter Select fields

All Accounts

Account Number	Account Name	Opening Available	Relationship Balance	Current Ledger	Balances As Of	Account Type
51	DEMO COMPANY - OPERATING				08/01/2020 00:50:56	Demand Deposit
96	DEMO COMPANY - PAYROLL				08/01/2020 00:50:56	Demand Deposit
37	DEMO ACCOUNT ONE				07/30/2020 20:57:25	Demand Deposit
21	DEMO ACCOUNT TWO				07/30/2020 20:57:25	Demand Deposit
22	DEMO ACCOUNT THREE				07/30/2020 20:57:25	Demand Deposit
23	DEMO ACCOUNT FOUR				07/30/2020 20:57:25	Demand Deposit
24	DEMO ACCOUNT FIVE				07/30/2020 20:57:25	Demand Deposit

Viewing 1-7 of 7 records

Display 50 per page Page 1 of 1

2. On the Transaction Details page, click on an icon to view the image.

Filter Select fields

Last 7 Days Filters

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

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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 below the image 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

Image Number # IMC1

Image Number # IMC2

DEPOSIT TICKET

BR#: [REDACTED]

Virtual Document

Account: [REDACTED]

Description: Checking Deposit Virtual

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]
View	[REDACTED]	[REDACTED]	121301028	[REDACTED]	[REDACTED]

Viewing 1-2 of 2 records

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

5

Image Number # 1

Image Number # 2

Check Detail

Bank of Hawaii

CASHIER'S CHECK

PAY TO THE ORDER OF [REDACTED]

514011116

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Cancel

FAQ - Frequently asked questions

Q: *Why does my search query return with the result "There is no content"??*

A: We suggest you broaden your search criteria. For example, instead of searching by a specific serial number and a specific date, just search by a serial number, or search by a range of serial numbers, or by a date range.

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