

BANKOH BUSINESS CONNECTIONS 3.0

QUICK REFERENCE GUIDE

Account Administration

Account Administration

Bankoh Business Connections (BBC) 3.0

User-Based Permission

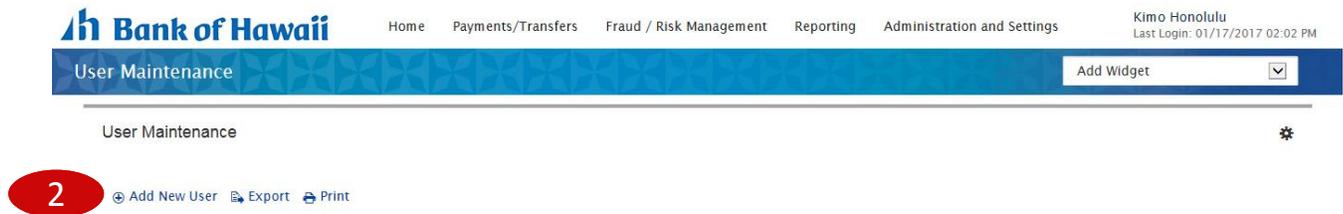
User Maintenance

A System Administrator will have permission to create Users and grant User permissions based on company entitlements.

1. From **Administration and Settings**, select **User Maintenance**.



2. Click **Add New User**.



Account Administration

Bankoh Business Connections (BBC) 3.0

User-Based Permission

User Maintenance > User Profile

- Enter basic User Information in the **User Profile**.
 - Fields with a red asterisk (*) are mandatory
 - The **User ID** and **Password** cannot contain any spaces
- Proceed to the function tabs.
 - You will not be able to save with basic User Profile Information
 - At least one permission must be assigned to the User

1 User Profile | Payments | Reporting | Risk Mgmt | Admin | Alerts

2 →

User Information

* User ID

* User Name

* Company

Address

Add another address line

City

State/Province Postal Code

Email

Phone

Mobile Phone Number

Fax

* Locale * Time Zone

Password

* Password

* Repeat New Password

Admin Settings

Disable User Send notification when an alert changes

Other Company Information

Administrator Indicator

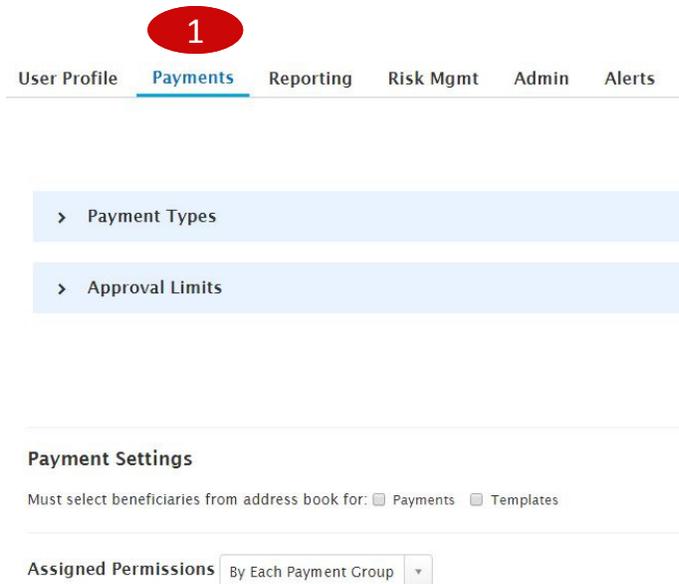
Account Administration

Bankoh Business Connections (BBC) 3.0

User-Based Permission

User Maintenance > Payments

1. Select **Payments**. Payment Types will be based on company entitlements.



1

User Profile **Payments** Reporting Risk Mgmt Admin Alerts

> Payment Types

> Approval Limits

Payment Settings

Must select beneficiaries from address book for: Payments Templates

Assigned Permissions By Each Payment Group ▾

Account Administration

Bankoh Business Connections (BBC) 3.0

User-Based Permission

User Maintenance > Payments (continued)

2. In **Assign Payment Types** modal, assign User permissions by selecting applicable checkboxes.
3. Click **Continue**.

2 Assign Payment Types ×

Loans

Select All

Loan Payment Loan Draw

Wires

Select All

Wire - Domestic Wire - Federal Tax Wire - International

ACH

Select All

<input type="checkbox"/> Consumer Collections	<input type="checkbox"/> NACHA Pass Through	<input type="checkbox"/> Consumer Payments
<input type="checkbox"/> Corporate/Vendor Payments	<input type="checkbox"/> Child Support Payments	<input type="checkbox"/> Corporate Collections
<input type="checkbox"/> Payroll	<input type="checkbox"/> Corporate Trade Exchange	<input type="checkbox"/> Cash Concentration/Disbursement
<input type="checkbox"/> Tax Payments	<input type="checkbox"/> Cash Concentration	<input type="checkbox"/> Cash Disbursement
<input type="checkbox"/> Consumer Collections/Payments	<input type="checkbox"/> NACHA File Import	

Transfer

Select All

Transfer

3

4. At the next sections, you will set:
 - **Approval Limits** for each assigned Payment Type
 - **Payment Settings**
 - **Assigned Permissions**

Account Administration

Bankoh Business Connections (BBC) 3.0

User-Based Permission

User Maintenance > Payments (continued)

5. Expand **Approval Limits** section.
6. Click **Edit Limits**.

5

▼ Approval Limits

Overall Approval Limits

Add overall payment limits for each payment group.

Loans	Transaction Limit	Daily Limit	
Loan Payment			
Wires	Transaction Limit	Daily Limit	
Wire - Domestic			
Wire - Federal Tax			
Wire - International			
ACH	Transaction Limit	Batch Limit	Daily Limit
NACHA Pass Through			
Payroll			
Cash Concentration			
Cash Disbursement			
NACHA File Import			
Transfer	Transaction Limit	Daily Limit	
Transfer			

6

⊕ Edit Limits

Account Administration

Bankoh Business Connections (BBC) 3.0

User-Based Permission

User Maintenance > Payments (continued)

7. In **Overall Approval Limits** modal, enter limits in appropriate fields.
 - Limit fields accept numbers only – do not input commas or decimal points
8. Click **Add Limits**.

7 Overall Approval Limits ×

Loans	Transaction Limit	Daily Limit
Loan Payment	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Wires	Transaction Limit	Daily Limit
Wire - Domestic	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Wire - Federal Tax	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Wire - International	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

ACH	Transaction Limit	Batch Limit	Daily Limit
NACHA Pass Through	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Payroll	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Cash Concentration	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Cash Disbursement	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
NACHA File Import	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

8

Add Limits

Cancel

Account Administration

Bankoh Business Connections (BBC) 3.0

User-Based Permission

User Maintenance > Payments (continued)

- In **Payment Settings**, you have the option to restrict the selection of beneficiaries from your address book for Payments, Templates, both or none (no selections).

9 Payment Settings

Must select beneficiaries from address book for: Payments Templates

- In **Assigned Permissions**, you can set permissions **By Each Payment Group** or **By Each Payment Type**.

10 Assigned Permissions

NOTE: You can set permissions By Each Payment Group By Each Payment Type.

Select a payment group:

- Select a payment group (Loan, Wires, ACH, Transfers).

- For each payment group, assign **Payment Permissions** and **Template Permissions**.

11

Select a payment group: [Loans](#) [Wires](#) [ACH](#) [Transfer](#)

12 Payment Permissions

Assign all payment permissions

Free Form	<input type="checkbox"/> View <input type="checkbox"/> Manage <input type="checkbox"/> Approve	1 Approval Signature <input type="text"/>	<input type="checkbox"/> Approve Own <input type="checkbox"/> Auto Approve
Templates	<input type="checkbox"/> View <input type="checkbox"/> Manage <input type="checkbox"/> Approve	1 Approval Signature <input type="text"/>	<input type="checkbox"/> Approve Own <input type="checkbox"/> Auto Approve
Repetitives	<input type="checkbox"/> View <input type="checkbox"/> Manage <input type="checkbox"/> Approve	1 Approval Signature <input type="text"/>	<input type="checkbox"/> Approve Own <input type="checkbox"/> Auto Approve
Imports	<input type="checkbox"/> View <input type="checkbox"/> Manage <input type="checkbox"/> Modify <input type="checkbox"/> Repair <input type="checkbox"/> Approve	1 Approval Signature <input type="text"/>	<input type="checkbox"/> Approve Own <input type="checkbox"/> Auto Approve

12 Template Permissions

Assign all template permissions

Free Form	<input type="checkbox"/> View <input type="checkbox"/> Manage <input type="checkbox"/> Approve	<input type="checkbox"/> Approve Own <input type="checkbox"/> Auto Approve
Imports	<input type="checkbox"/> View <input type="checkbox"/> Manage <input type="checkbox"/> Modify <input type="checkbox"/> Repair <input type="checkbox"/> Approve	<input type="checkbox"/> Approve Own <input type="checkbox"/> Auto Approve

Account Administration

Bankoh Business Connections (BBC) 3.0

User-Based Permission

User Maintenance > Payments (continued)

13. In **Bank Accounts**, click **Add Bank Accounts**.

Bank Accounts 13 Add Bank Accounts

Name	Account Number	Transaction Limit	Daily Limit	
You have not added any bank accounts yet				

14. Assign any or all accounts:

- Click and drag the account box from **Available Accounts** (left column) to **Assigned Accounts** (right column); *OR*
- Select an account by clicking the checkbox and click **Move selected accounts**; *OR*
- Click **Move all accounts**.

15. After assigning the account(s), click **Add Accounts**.

14 Add Bank Accounts ×

3 Available Accounts

<input type="checkbox"/>	Payroll 0000123456	140 USD
<input checked="" type="checkbox"/>	Operating 0000987654	140 USD
<input type="checkbox"/>	Savings 6000123456	140 USD

0 Assigned Accounts

➡ Move selected accounts
➡ Move all accounts

⌂ Remove selected accounts
⌂ Remove all accounts

15 Add Accounts Cancel

Account Administration

Bankoh Business Connections (BBC) 3.0

User-Based Permission

User Maintenance > Payments (continued)

16. Assign account limits.

- To assign the same limit to all accounts, select **Quickly Apply Limits**, enter the limits and click **Apply**
- To assign account limits by account, enter the limits in the applicable field

17. Change account-level actions.

- Remove or add certain actions a User may perform for an account type by unchecking/ checking the action boxes

Bank Accounts

16

Quickly Apply Limits + Add Bank Accounts

Name	Account Number	Transaction Limit	Daily Limit	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Payroll	0000123456	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> 17
Operating	0000987654	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Savings	6000123456	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

16

Quickly Apply Limits

Enter transaction or daily limits that you want to apply to all Accounts.

Transaction Limit

Daily Limit

Apply

Cancel

Account Administration

Bankoh Business Connections (BBC) 3.0

User-Based Permission

User Maintenance > Payments (continued)

18. For ACH Payment Types, click **Add Originators**.

Originators

Name	Originator ID	Transaction Limit	Batch Limit	Daily Limit	
TESTCO	TESTCO	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
TESTPAYROLL	TESTPAYROLL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

18

+ Add Originators

22

19. Select Originator(s) from **Available Originators** (left column) and move to **Assigned Originators** (right column).

20. Click **Add Originators**.

19 Add Originators

2 Available Originators

0 Assigned Originators

- TESTCO
TESTCO
- TESTPAYROLL
TESTPAYROLL



Move selected originators Move all originators

Remove selected originators Remove all originators

20

Add Originators

Cancel

Account Administration

Bankoh Business Connections (BBC) 3.0

User-Based Permission

User Maintenance > Payments (continued)

21. Enter transaction, batch or daily limits to Originators by selecting **Quickly Apply Limits**, or by entering an amount in the applicable fields

21 Quickly Apply Limits ×

Enter transaction, batch or daily limits that you want to apply to all Originators.

Transaction Limit	Batch Limit	Daily Limit

Apply
Cancel

22. Change account-level actions.
 - Remove or add certain actions a User may perform for an account type by unchecking/ checking the action boxes

Account Administration

Bankoh Business Connections (BBC) 3.0

User-Based Permission

User Maintenance > Reporting

A System Administrator will grant User permissions to access various types of information reporting.

1. Select **Reporting**.
2. Select applicable checkbox(es) to assign permissions to the User.
3. Assign accounts and reports.

1

User Profile Payments **Reporting** Risk Mgmt Admin Alerts

2

Balance & Transactions

- All Reports
- CS Basic Export
- Current Day Transactions
- Previous Day Transactions
- Wire Transaction Report
- Scorecard
- Cash Position
- Current Day Availability

[Edit Accounts](#) **3**

Account Number	Account Name	Currency
You have not added any bank accounts yet		

Legacy Reports

- All Reports
- Legacy Reports

[Edit Reports](#) **3**

Legacy Report ID	Report Description	File Type
You have not added any bank accounts yet		

Check Inquiry

- All Reports
- Check Inquiry

[Edit Accounts](#) **3**

Bank Code	Account Number	Account Name	Currency	Account Filter
You have not added any bank accounts yet				

Payment Reports

- All Reports
- Exchange Rates
- ACH Company

Admin Reports

- All Reports
- User Permissions

eStatements

- All Reports
- eStatements

[Edit eStatements](#) **3**

Account Name	Account Number	Statement Type
You have not added any bank accounts yet		

Account Administration

Bankoh Business Connections (BBC) 3.0

User-Based Permission

User Maintenance > Risk Mgmt

An Account Administrator will grant User permissions to access various Risk Management functions.

1. Select **Risk Mgmt.**
2. Select applicable checkbox(es) to assign permissions to the User.
3. Assign accounts.

The screenshot shows the 'Risk Mgmt' tab selected in the top navigation bar (callout 1). Below the navigation bar, the 'Assigned Permissions' section is visible (callout 2), which includes sections for 'Positive Pay Processing', 'Check Services', and 'Place Stop'. Each section contains a list of permissions with checkboxes for 'View', 'Manage', 'Approve', 'Approve Own', and 'Auto Approve'. A red arrow points from callout 2 down to the 'Assigned Accounts' section. In the 'Assigned Accounts' section, there is a table with two rows of account information and an 'Edit Accounts' link (callout 3).

Assigned Permissions

Positive Pay Processing
 Assign all permissions

Positive Pay Processing View Manage Approve Approve Own Auto Approve

Check Services
 Assign all permissions

Cancel Stop View Manage Approve Approve Own Auto Approve

Check Issue / Void View Manage Approve Approve Own Auto Approve

Place Stop View Manage Approve Approve Own Auto Approve

Assigned Accounts

Bank Code	Account Number	Account Name
140	0000987654	Operating
140	0000123456	Payroll

[Edit Accounts](#)

Account Administration

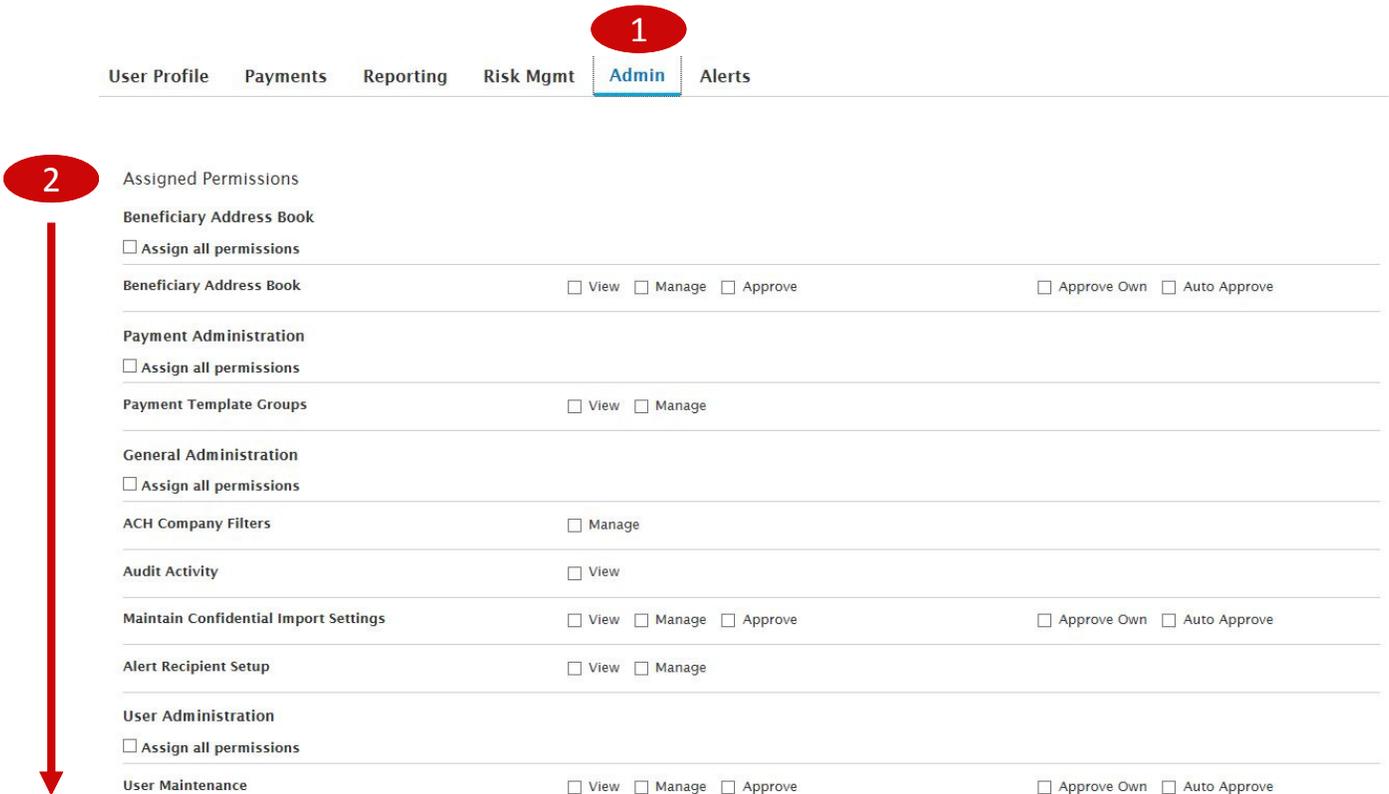
Bankoh Business Connections (BBC) 3.0

User-Based Permission

User Maintenance > Admin

A System Administrator will grant User permissions to access various Administrative functions.

1. Select **Admin**.
2. Select applicable checkbox(es) to assign permissions to the User.



The screenshot shows the 'Admin' tab selected in the top navigation bar, indicated by a red circle with the number '1'. Below the navigation bar, the 'Assigned Permissions' section is visible, with a red circle and the number '2' next to it, and a red arrow pointing downwards. The permissions are listed as follows:

Category	Assign all permissions	View	Manage	Approve	Approve Own	Auto Approve
Beneficiary Address Book	<input type="checkbox"/>					
Payment Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
General Administration	<input type="checkbox"/>					
ACH Company Filters		<input type="checkbox"/>				
Audit Activity		<input type="checkbox"/>				
Maintain Confidential Import Settings		<input type="checkbox"/>				
Alert Recipient Setup		<input type="checkbox"/>	<input type="checkbox"/>			
User Administration	<input type="checkbox"/>					
User Maintenance		<input type="checkbox"/>				

Account Administration

Bankoh Business Connections (BBC) 3.0

User-Based Permission

User Maintenance > Admin (continued)

- If assigning permission to the **Beneficiary Address Book**, expand **Contact Types**.
- Click **Add Contact Types**.

▼ Contact Types

4

Add Contact Types

Description

- Add **Business**, **Employee**, and/or **Individual**, as applicable.
- Click **Add Contact Types**.

5

Contact Types ×

3 Available Accounts

0 Assigned Accounts

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="checkbox"/> Business </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="checkbox"/> Employee </div> <div style="border: 1px solid #ccc; padding: 5px;"> <input type="checkbox"/> Individual </div>	<div style="border: 1px solid #ccc; height: 200px;"></div>
--	--

Move selected accounts Move all accounts

Remove selected accounts Remove all accounts

6

Add Contact Types

Cancel

Account Administration

Bankoh Business Connections (BBC) 3.0

User-Based Permission

User Maintenance > Alerts

A System Administrator will grant User permissions to create alerts.

1. Select **Alerts**.
2. Select applicable checkbox(es) to assign permissions to the User.

The screenshot shows the 'Alerts' configuration page. The top navigation bar includes 'User Profile', 'Payments', 'Reporting', 'Risk Mgmt', 'Admin', and 'Alerts'. The 'Alerts' tab is active. Below the navigation bar, there are four sections of alerts, each with an 'Assign all permissions' checkbox and several specific alert checkboxes:

- Payment Alerts:**
 - Assign all permissions
 - Payments Balance Check
 - Payments Needing Rate
 - Payment Processed
 - Payments Awaiting Approval
 - Approver Rejected
 - Payments Rejected Today
 - Payment(s) Automatically Generate
 - Payments Prefunding Check
- Risk Management Alerts:**
 - Assign all permissions
 - Positive Pay Cutoff Time is Approaching
 - Positive Pay Decision Pending Approval
 - Positive Pay Suspect Items
 - Positive Pay No Suspect Items
- Reporting Alerts:**
 - Assign all permissions
 - Closing Available Balance Checking
 - Closing Ledger Balance Checking
 - Summary Balance
 - Transaction Notification
- Admin Alerts:**
 - Assign all permissions
 - Beneficiary Address Book Maintenance
 - User Maintenance
 - Legacy Report Received

3. Scroll to the bottom of the page and click **Save**.
4. A confirmation message in greenbar will appear at the top of the User Maintenance widget.

Account Administration

Bankoh Business Connections (BBC) 3.0

User-Based Permission

User Maintenance > Approve, Modify, Disable and Delete Users

System Administrators with permissions to approve, modify, disable or delete Users can perform these tasks through the User Maintenance widget.

1. New Users are placed in **Entered** status.
2. To approve a User, select the checkbox and click **Approve** OR select **Approve** in the Actions column.
3. Based on your company's entitlements, a second User with administrative permissions may need to authenticate this action.

User Maintenance



[Add New User](#) [Export](#) [Print](#)

Filter

Users

All	Actions	Company	Company Name	User ID	User Name	Status	Disable User	Last Approved Date
<input checked="" type="checkbox"/>	View	TESTCOMPANY1	TESTCOMPANY1	TESTUSER1	Lei Aloha	Entered	N	
<input type="checkbox"/>	View	TESTCOMPANY1	TESTCOMPANY1	LEIGH	LEIGH	Approved	N	02/18/2017 16:21:49
<input type="checkbox"/>	View	TESTCOMPANY1	TESTCOMPANY1	TESTUSER2	Kimo Honolulu	Approved	N	11/02/2016 14:09:40

Viewing 1-3 of 46 records

Display per page Page of 16

2

To modify a User's profile, permissions or assignments:

1. Select **Modify** in the Actions column, make the changes and click Save.
2. The User status will change to **Entered**.
3. Select the checkbox and click **Approve** OR select **Approve** in the Actions column.
4. Based on your company's entitlements, a second User with administrative permissions may need to authenticate this action.

Account Administration

Bankoh Business Connections (BBC) 3.0

User-Based Permission

User Maintenance > Approve, Modify, Disable and Delete Users (continued)

To **Disable** or **Delete** a User:

1. Select **Disable** or **Delete** from the **Actions** column.
2. Click **Approve**.

The screenshot shows the 'User Maintenance' interface. At the top, there are buttons for 'Add New User', 'Export', and 'Print'. Below these is a 'Filter' dropdown set to 'Select fields' and a 'Users' dropdown. The main part of the interface is a table with columns: All, Actions, Company, Company Name, User ID, User Name, Status, Disable User, and Last Approved Date. The table contains three rows of user data. A red circle with the number '1' highlights the 'Actions' column for the third row, where a dropdown menu is open showing options: Modify, Approve, Disable, and Delete. Below the table, there are 'Approve' and 'Delete' buttons. A red circle with the number '2' highlights the 'Approve' button.

An alternate method to Disable/re-enable a User:

1. Select **Modify** from the Actions column.
2. In the User Profile, scroll to **Admin Settings**.
3. Click on the checkbox to Disable User; uncheck to re-enable the User.
4. Click **Update**.
5. The User's status will change to **Entered**.
6. Select the checkbox and click **Approve** OR select **Approve** in the Actions column.
7. Based on your company's entitlements, a second User with administrative permissions may need to authenticate this action.

Admin Settings

The screenshot shows the 'Admin Settings' section. A red circle with the number '3' highlights a checked checkbox next to the text 'Disable User'.

If Deleting a User, you will be prompted to confirm the action:

Confirm Delete

Are you sure you want to delete this item?

Account Administration

Bankoh Business Connections (BBC) 3.0

User-Based Permission

User Maintenance > Approve, Modify, Disable and Delete Users (continued)

To Restore a Deleted User:

1. In predefined views, select **Deleted Users**.
2. Click checkbox next to name of User you wish to restore and click **Approve** OR click **Restore** in Actions column.
3. Based on your company's entitlements, a second User with administrative permissions may need to authenticate this action.

User Maintenance

02/21/2017 11:28 AM

[Add New User](#)
[Export](#)
[Print](#)

Filter:

All	Actions	Company	Company Name	User ID	User Name	Status	Disable User	Last A
<input checked="" type="checkbox"/>	Restore	TESTCOMPA...	TESTCOMPANY1	TEST200	Lei Aloha	Deleted	N	02/21/
<input type="checkbox"/>	Restore	TESTCOMPA...	TESTCOMPANY1	TESTUSER5	Hana Maui	Deleted	N	02/18/
<input type="checkbox"/>	Restore	TESTCOMPA...	TESTCOMPANY1	TESTUSER6	Joe Aloha	Deleted	N	12/14/

Viewing 1-3 of 25 records

Display per page Page of

+ Save view
 Deleted Users
 Users
 Users Requiring Approval
 Users with Password Violations

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: connections@boh.com