

BANKOH BUSINESS CONNECTIONS 3.0

QUICK REFERENCE GUIDE

ACH Import

ACH Import

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ACH Import

Importing ACH Payments

The primary action function **File Import** in Payments List View allows you to import files to create or modify payments. Using the export capability of your internal system, you can create a file of ACH payments to import payment data into BBC.

Creating a NACHA Import File¹

1. Create a NACHA formatted file from your internal system.
2. Export the file to TXT format.

Importing an ACH File

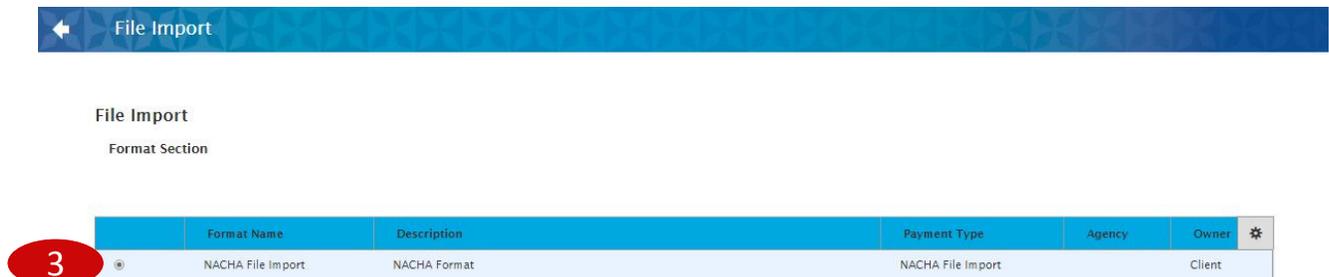
1. From **Payments/Transfers**, select **Payment Management**.



2. Click **File Import**.



3. In **File Import > Format Section**, select **NACHA File Import**.



¹ All data transmitted to Bank of Hawaii for the origination of ACH entries must conform to the standard format developed by the National Automated Clearing House Association (NACHA).

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Importing an ACH File *(continued)*

4. Under **Import as Confidential Payments** section, select from the following:
 - No - All payment details will be visible to all users
 - Yes - Beneficiary / Receiver details will only be visible to users with Confidential access

IMPORTANT: Click YES to restrict access of imported confidential payment information.

5. In **File Section** > **Select Import File**, click Choose File to select the import file.
6. Click **File Import** to initiate the file import process.

4 * Import as Confidential Payments

No - All payment details will be visible to all users
 Yes - Beneficiary / Receiver details will only be visible to users with Confidential access

5 File Section

* Select Import File

Choose File No file chosen

6 ✓ File Import Refresh Cancel

7. A message will indicate that the file is queued for import.

Payments List View *

Max display of info: 45 days ⓘ

✓ File queued for import. Job ID is 41416. x

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File Import Validation

1. Go to **Administration and Settings > Import**.
2. Validate the file has no **Errors** or **Rejected** records and the number of Payees equals the number of **Created** records.

IMPORTANT: If you do not see your last imported file, select the Refresh icon next to the date field. Large files may take additional processing time.

3. Records with no errors will be indicated with the header “Successful Imports” and the import will move into **Entered** status.

4. In **Payments List View**, filter records by ID number.
5. In the Actions column, click the drop-down icon to Delete or Modify the payment.
6. Or check the box and click the Approve, Unapprove, Reject or Delete button.

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File Import Validation (continued)

- For file imports in **Needs Repair** status, click on **View** in the Actions column.

File Import History *

Export Print 05/23/2017 12:05 PM

Filter Set As Default All Imports

Status needs repair x Clear filters

Actions	Import Date	Imported By	Import Type	Job ID	Processed	Created	Rejected	Errors	File Name	
View	04/26/2017 06:13:21	KAREN - [REDACTED]	ACH	41512	5	0	2	2	[REDACTED]	
View	04/26/2017 06:13:12	KAREN - [REDACTED]	ACH	41511	5	0	2	2	[REDACTED]	
View	04/21/2017 15:08:20	KAREN - [REDACTED]	ACH	41489	21	0	10	3	[REDACTED]	

Viewing 10-12 of 22 records Display 3 per page Page 4 of 8

- Failed records will have a status of **Rejected** with an explanation in the Reason column.
- Repair original TXT file in your internal system and reimport to BBC.

File Import Details for [REDACTED].txt

Failed Records (3)

Export Print

Record No.	Job ID	Import Type	Status	Reason	
2	41489	ACH	Rejected	The assigned Cutoff Time has passed.	
5	41489	ACH	Rejected	Invalid ABA. Please use the popup to select from a list.	
12	41489	ACH	Rejected	The cutoff time has passed.	

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Payment Status

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Status	Definition
Entered	Entered without errors, ready for approval workflow. Can be modified, deleted or rejected.
Incomplete	Saved in an incomplete status, for later completion. Not available for workflow. Can be modified or deleted.
Needs Repair	Needs repair, usually due to an error in a file import validation.
Incomplete Approval	Currently in approval workflow. Not available for modification or deletion.
High Value	Requires secondary approval for high value payments. Not available for modification or deletion.
Approved	Approval workflow complete. Not available for modification or deletion. Ready for extraction to back office.
Approver Rejected	Rejected by approver. Not available for workflow. Can be modified or deleted.
Deleted	Deleted. Not available for workflow or modification.
Import In Process	Payments currently being imported are set to this temporary status and cannot be modified, deleted or approved.
Export In Process	Payments currently being extracted are set to this temporary status and cannot be modified, deleted or approved.
Needs Rate	Needs an online rate. Available for trading and unapproved status, but cannot be modified or deleted.
Released	Released to the back office. Not available for deletion, modification or rejection.
Rejected	Rejected by the back office. Not available for workflow, deletion, or modification.

FAQ

Frequently Asked Questions

Invalid File Header Record Error

Q: *Why am I getting an invalid File Header Record error?*

A: The format of the file is not correct. An error will appear next to the rejected record indicating the error which needs repaired.

File Header Record

Required Data	Position	Length	Valid Data Format/Description
Record Type Code	01-01	1	'1'
Priority Code	02-03	2	'01'
Immediate Destination	01-13	10	Your Bank of Hawaii Transit/Routing number preceded by a blank space. " 121301028"
Immediate Origin	14-23	10	This is the ID of the organization or company originating the file. The field usually begins with a "1" and the 9 digit FEIN number will follow. If the field cannot be populated with 10 digits, a blank and 9 digits may be used. "1123456789"
File Create or Transmission Date	24-29	6	"YYMMDD"
File Create or Transmission Time	30-33	4	(Optional) "HHMM"
File ID Modifier	34-34	1	This field allows the originator to distinguish between multiple files created on the same date. ONLY UPPERCASE, A-Z AND NUMBERS, 0-9 ARE PERMITTED.
Record Size Blocking	35-37	3	"094"
Blocking Factor	38-39	2	"10"
Format Code	40-40	1	"1"
Immediate Destination Name	41-63	23	"BANK OF HAWAII"
Immediate Origin Name	64-86	23	Name of the company originating the file.
Reference Code	87-94	8	(Optional) Alphanumeric field used to describe the file for internal accounting purposes.

Sample Header Record

101 121301028141234567817031411551094101BANK OF HAWAII Test File

FAQ

Frequently Asked Questions

Exception Workflow

Q: *What does the Unapprove button do?*

A: The Unapprove button will bring a payment from an Approved status to an Entered status. Regardless of the number of steps for approval, the authorization process will begin anew once the Unapprove action has been initiated.

Contact Information

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

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