

BANKOH BUSINESS CONNECTIONS 3.0

# **QUICK REFERENCE GUIDE**

Balance and Transaction Reporting

# Balance and Transaction

## Bankoh Business Connections (BBC) 3.0

### Balance and Transaction Reporting

#### Account Summary

Account Summary is a default widget on your Home page and is also accessible through **Reporting > Balance and Transaction Reporting**. Account Summary lists the balances of accounts you have permission to view. By drilling down into specific accounts, you can access transaction details and images.

Account Summary \*



1

[Refresh Balances](#) [Manage Account Groups](#)

Deposit Accounts		Opening Ledger	Current Available
		4,030,645.45	3,816,811.45

Account Name	Account Number	Opening Ledger	Relationship Balance	Current Available	Balances As Of	Client Account Name
Business Savings	0008	2,247.93	0.00	2,247.93	05/24/2017 10:44:19	Business Saving
	003	1,200,406.79		999,562.79	05/20/2017 00:23:12	
Operating	003	2,827,990.73		2,815,000.73	05/19/2017 04:36:12	Operating

Viewing 1-3 of 3 records      Display 10 per page    Page 1 of 1

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#### Updating Balances

1. Click on **Refresh Balances** to update balances.

#### Transaction Details

2. Transaction Details are accessed by clicking on an Account Name in the Account Summary table list.

Transaction details as of 04/21/2017 10:02:32 .

[Export](#) [Print](#)

[Refresh Transactions](#)

Filter  Last 7 Days

Account Number	BAI Code	Post Date	Transaction Description	Status	Debit/Credit	Serial Number	Amount	Image
003	699	05/19/2017	MISCELLANEOUS DEBIT	Cleared	Debit		-5,000.00	
003	661	05/19/2017	ACCOUNT ANALYSIS FEE	Cleared	Debit		-52.50	
003	495	05/19/2017	OUTGOING MONEY TRANSFER	Cleared	Debit		-35,448.00	

Viewing 1-3 of 67 records      Display 3 per page    Page 1 of 23

[Cancel](#)

**Note:** If a transaction detail is too long to fit in the column width, you can view the entire detail by hovering over the displayed detail with your mouse.

# Balance and Transaction

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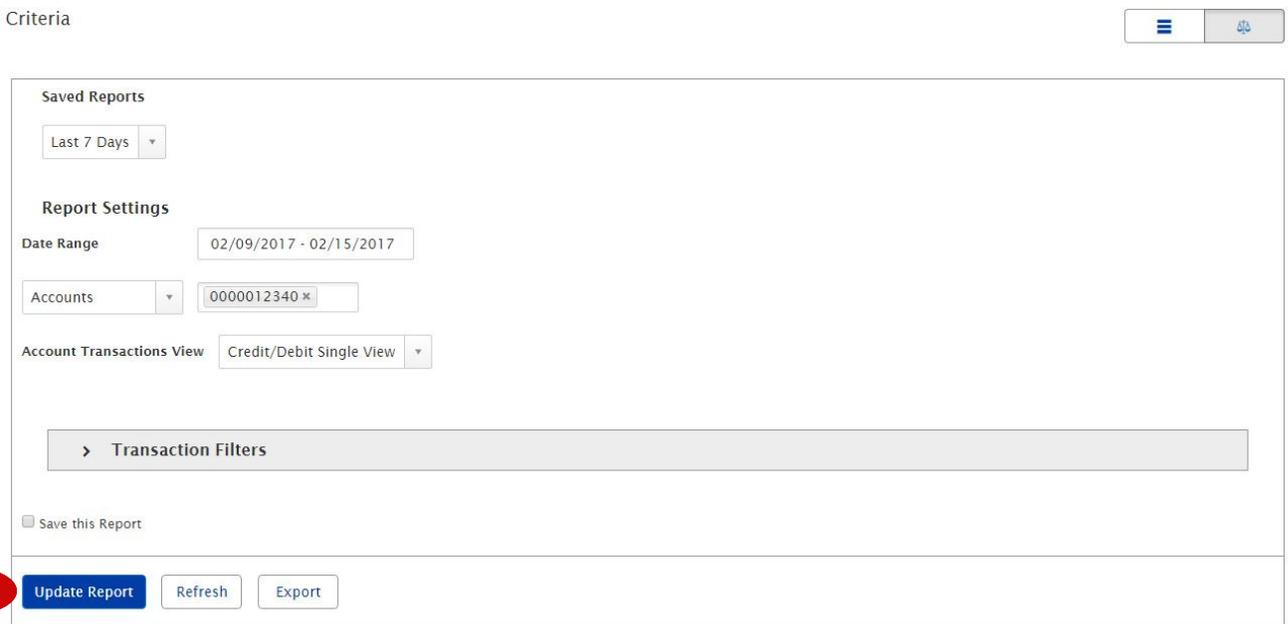
### Balance and Transaction Reporting

#### Create Reports

1. Click on the scales icon in the right-hand corner of the Account Summary widget.



2. Enter Criteria and select **Update Report**.



3. View report from Criteria Results.



# Balance and Transaction

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### Balance and Transaction Reporting

#### Create Reports (continued)

- Expand account summary information.

Criteria Results

Print

Summary Totals for 1 Account			02/09/2017 - 02/15/2017	
Opening Ledger	Total Credits (0)	Total Debits (0)	Current Ledger	
1,178,338.50	0.00	66.00	1,178,338.50	

Account 0000012340 100 - Bus Checking Opt 2 USD			02/09/2017 - 02/15/2017	
Opening Ledger	Total Credits (0)	Total Debits (0)	Current Ledger	
1,178,338.50	0.00	66.00	1,178,338.50	

**First Day** (as of 02/15/2017)

Opening Ledger	1,178,338.50
Opening Available	1,178,338.50

**Last Day** (as of 02/15/2017)

Current Ledger	1,178,338.50
Current Available	1,178,338.50
Zero Day Float	0.00
One Day Float	0.00
Two or more Days Float	0.00
Three or more Days Float	0.00
Total Credits	0.00
Total Debits	66.00

[View Account 0000012340 Transactions](#)

**Note: Transactions and associated images may be viewed directly from the Combined Balance View.**

# Balance and Transaction

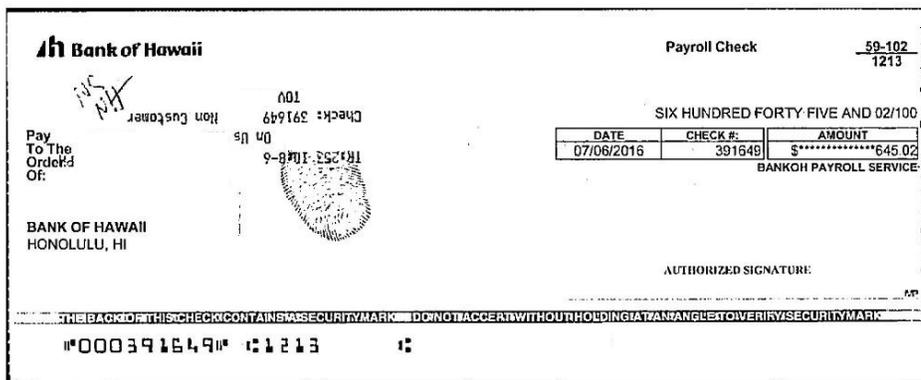
## Bankoh Business Connections (BBC) 3.0

### Balance and Transaction Reporting

#### View a Transaction Image

1. From the Account Summary page, click on an Account Name.
2. On the Transaction Details page, click on an icon to view the image.
3. The image control icons allow the User to manipulate, download or print the image.

Account Number Paid Date 07/06/2016 Paid Amount 645.02  
 Check Number 0000391649



**3**

**A B C D E F G**

- A** – Toggle image view back/front
- B** – Invert color (white changes to black and vice versa)
- C** – Rotate image
- D/E** – Zoom in/Zoom out
- F** – Download/Save image
- G** – Print image

# FAQ

## Frequently Asked Questions

### Balance and Transaction Reporting

**Q: Where can I see addenda and wire remittance details?**

**A:** Extended remittance information is available by hovering over the account details of an ACH or Wire type or by exporting the transactions using file export.

**Q: Why does the Summary Totals Report cut off when I print?**

**A:** Make sure you are printing in landscape mode and not portrait. The report was optimized for landscape mode.

**Q: What is my Relationship balance?**

**A:** Your relationship balance is the summary of all accounts linked together under a common reporting structure.

# 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](mailto:connections@boh.com)