

BANKOH BUSINESS CONNECTIONS 3.0

# QUICK REFERENCE GUIDE

Combined View Reports

# Combined View Reports

## Bankoh Business Connections (BBC) 3.0

### Combined View Reports

The combined view on Balance and Transaction Reporting displays summary information that allows you to drill down into detailed account and transaction information.

1. From **Reporting**, select **Balance and Transaction Reporting**.
2. Click on the scales icon in the Account Summary widget.



### Criteria

By default, all balance and transaction data are shown here. Results must be set by the following criteria:

1. **Saved Reports** – select from predefined views of **Checks Paid**, **Last 7 Days** or **Previous Business Day**, or by previously saved reports.
2. **Report Settings**
  - Select date range
  - Select **Accounts** or **Account Group**
    - Select All Accounts or a specific account/s
    - Select All Groups or a specific group/s
3. **Account Transactions View**
  - **Credit/Debit Single View** – Select this option to display transactions in a single view
  - **Separate Credit and Debit Views** – Select this option to display transaction view with credits and debits in separate areas
4. **Transaction Filters** – Expand this section; fields are optional.
  - **Bank Code:** Enter “140” and select “140 – Bank of Hawaii”; or Enter “240” and select “240 – Bank of Hawaii WPR” or select both
  - **Currency:** Enter “USD” and select “USD – US Dollar”
  - **Debit/Credit:** Select Credit or Debit
  - **Transaction Type:** Enter 3 or more characters. Examples are:

Transaction Type

CHECK *	CHECKS PAID *
DEPOSITED ITEMS RETURNED *	MONEY TRANSFER *
OTHER DEPOSITS *	MISCELLANEOUS *

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#### Criteria (continued)

#### 4. Transaction Filters (continued)

- **BAI Transaction Code:** Enter 3 or more characters using BAI standard descriptions

BAI Transaction Code

TRA

- CORPORATE TRADE PAYMENT CREDIT
- INDIVIDUAL INCOMING INTERNAL MONEY TRANSF
- INCOMING MONEY TRANSFER
- MONEY TRANSFER ADJUSTMENT
- INDIVIDUAL AUTOMATIC TRANSFER CREDIT
- BOOK TRANSFER CREDIT
- INDIVIDUAL INTERNATIONAL MONEY TRANSFER CREDIT
- INTERNATIONAL MONEY MARKET TRADING
- CMA CREDIT TRANSFER

- **SWIFT Transaction Code:** Enter 3 or more characters using the MT940 standard Transaction Type description

SWIFT Transaction Code

BILL

Bill of Exchange

- **Status:** Select *Pending* or *Cleared*
- **Transaction Amount:** Select a filter and enter the amount

Transaction Amount

- is equal to
- is less than
- is less than or equal to
- is greater than
- is greater than or equal to
- is between

←

- **Bank Reference:** Enter description that may be provided with the posted transaction
- **Customer Reference:** Enter description that may be provided with the posted transaction

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#### Criteria (continued)

##### 5. *Save this Report*

- Check **Save this Report** and type a unique name in the **Report Name** field to save the selected criteria for future use
- Check box **Shared** to allow other Users to view the Saved Report using their own User ID. The Shared check box will be displayed when the “Save this Report” box is checked.
- Click **Save Report**. Once saved, the report will appear in the **Saved Reports** dropdown menu.

6. Click Refresh to reset the criteria.

7. Click Export to export data.

- In **Export Type**, select **BAI Export, CSV, QuickBooks, Quicken, or SWIFT MT940**.
- Further definitions may be required based on your selection.
- For CSV Output Content, check the box if you wish to exclude the header section from the exported file.
- Type a unique name in the **File Name** field.
- Click **Continue** to export balances and transactions.

##### 8. *Criteria Results*

- Click **Update Report** to run report with set criteria.

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#### Criteria (continued)

9. Scroll down to **Criteria Results**.
10. Expand the **Summary Totals** section.
11. Click on the **View Account Transactions** hyperlink to view records in the table list.

#### 9 Criteria Results

[Print](#)

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<b>Summary Totals for 2 Accounts</b> <span style="float: right;">05/18/2017 - 05/24/2017</span>			
Opening Ledger	Total Credits (24)	Total Debits (127)	Current Ledger
2,550,168.43	2,443,739.34	1,084,017.04	3,909,852.06
<b>Account 003 [REDACTED] USD</b> <span style="float: right;">05/18/2017 - 05/24/2017</span>			
Opening Ledger	Total Credits (24)	Total Debits (127)	Closing Ledger
1,405,403.37	2,443,694.98	1,084,011.35	2,765,087.00

#### First Day (as of 05/18/2017)

Opening Ledger	1,405,403.37
Opening Available	1,112,340.66
One Day Float	133,651.00
Two or more Days Float	55,849.00
Three or more Days Float	39,239.00
Total Credits	172,839.12
Total Debits	370,813.83

#### Last Day (as of 05/23/2017)

Closing Ledger	2,765,087.00
Closing Available	2,167,204.00
One Day Float	105,936.00
Two or more Days Float	187,124.00
Three or more Days Float	304,823.00
Total Credits	1,673,486.17
Total Debits	53,164.23

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#### View Account 003 [REDACTED] Transactions

Account Number	BAI Code	Post Date	Transaction Description	Status	Debit/Credit	Serial Number	Image	Amo	*
003 [REDACTED]	555	05/23/2017	DEPOSITED ITEM RETURNED	Cleared	Debit			-75.00	
003 [REDACTED]	475	05/23/2017	CHECK PAID	Cleared	Debit	000007 [REDACTED]		-6,465.00	
003 [REDACTED]	475	05/23/2017	CHECK PAID	Cleared	Debit	000007 [REDACTED]		-4,235.00	
003 [REDACTED]	475	05/23/2017	CHECK PAID	Cleared	Debit	000007 [REDACTED]		-2,939.00	
003 [REDACTED]	475	05/23/2017	CHECK PAID	Cleared	Debit	000007 [REDACTED]		-2,828.00	
003 [REDACTED]	475	05/23/2017	CHECK PAID	Cleared	Debit	000007 [REDACTED]		-2,754.00	
003 [REDACTED]	475	05/23/2017	CHECK PAID	Cleared	Debit	000007 [REDACTED]		-1,988.00	
003 [REDACTED]	475	05/23/2017	CHECK PAID	Cleared	Debit	000007 [REDACTED]		-1,932.00	
003 [REDACTED]	475	05/23/2017	CHECK PAID	Cleared	Debit	000007 [REDACTED]		-1,918.00	
003 [REDACTED]	475	05/23/2017	CHECK PAID	Cleared	Debit	000007 [REDACTED]		-1,720.00	

Viewing 1-10 of 151 records

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Cancel

# 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

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