**BANKOH BUSINESS CONNECTIONS 3.0** 

# **QUICK REFERENCE GUIDE**

## Wire - Domestic Payments

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### Wire - Domestic Payments

A domestic wire payment creates an electronic funds transfer between accounts at different financial institutions within the United States.

#### **Creating a Domestic Wire Payment**

- 1. From Payments/Transfers, select Payment Management.
- 2. Click Add a New Payment.

h Bank of Hawaii	Home	Payments/Transfers	Fraud / Risk Management	Reporting	Administration and Settings	Kimo Honol Last Login: 02	ulu /23/2017 02:47 F
Payment Center		XXXX	XXXX		XXXXX	Add Widget	×
Payments List View							\$
Max display of info: 90 days (1)	⊕ File Impo	ort 🗈 Export 🖶 Print				€ 02/24/2017	10:10 AM
Filter Select fields	•					Two Week Lo	ok Back 🔻

- 3. From the Add Payment modal, select Wire Domestic from Select a Payment Type.
- 4. Click *Continue*.

Select a Payment Type	Wire - Domestic	v
		٩
Select a Payment Template	Loan Draw	~
	Loan Payment	
Continue	Payroll	
Continue	Tax Payments	
	Telephone Initiated Collections	
	Transfer	
	Wire - Domestic	

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#### Wire - Domestic Payments

(

Creating a Domestic Wire Payment (continued)

5. Enter payment information on the *New Domestic Wire Payment* page.

Debit Account		
* Account Number		
-Select-	+ Q	
Customer Reference		
Comments		
Information in the Comments Field is stored with the t with the payment	ransaction, but not forwarded	
eneficiary Information		
* Name		
	٩	
Beneficiary Address 1		
Add Address Line		
0		
Select	•	
-Select-		
Select-	•	
-Select-  eneficiary Bank Information  * Account Type Other	*	
-Select Veneficiary Bank Information * Account Type Other	* *	
Country -Select Reneficiary Bank Information * Account Type Other * Bank Routing	* *	
Country -Select- Ceneficiary Bank Information * Account Type Other * Bank Routing	× × •	
Country -Select Reneficiary Bank Information * Account Type Other * Bank Routing * Bank Name	× × •	
Country -Select Geneficiary Bank Information * Account Type Other * Bank Routing * Bank Name	× × •	
Country -Select- Geneficiary Bank Information * Account Type Other * Bank Routing * Bank Name Beneficiary Bank Address 1	* * *	
Country -Select Reneficiary Bank Information * Account Type Other * Bank Routing * Bank Name Beneficiary Bank Address 1	* * *	
Country  -Select  Reneficiary Bank Information  * Account Type Other  * Bank Routing  * Bank Name  Beneficiary Bank Address 1  Beneficiary Bank Address 2	× •	
Country  -Select  Geneficiary Bank Information  * Account Type  Other  * Bank Routing  * Bank Name  Beneficiary Bank Address 1  Beneficiary Bank Address 2	× ·	
Country -Select  Geneficiary Bank Information  * Account Type Other  * Bank Routing  * Bank Name Beneficiary Bank Address 1 Beneficiary Bank Address 2		
Country  -Select  Reneficiary Bank Information  * Account Type Other  * Bank Routing  * Bank Name Beneficiary Bank Address 1 Beneficiary Bank Address 2 Add Address Line		
Country  -Select  Reneficiary Bank Information  * Account Type  Other  * Bank Routing  * Bank Routing  Beneficiary Bank Address 1  Beneficiary Bank Address 2  Add Address Line Beneficiary Bank Address 3		
Country -Select  Reneficiary Bank Information  * Account Type Other  * Bank Routing  * Bank Name  Beneficiary Bank Address 1  Beneficiary Bank Address 2  Add Address Line Beneficiary Bank Address 3		
Country  -Select  Reneficiary Bank Information  * Account Type  Other  * Bank Routing  * Bank Name  Beneficiary Bank Address 1  Beneficiary Bank Address 2  Add Address Line Beneficiary Bank Address 3  State		
Country  -Select  Reneficiary Bank Information  * Account Type  Other  * Bank Routing  * Bank Routing  * Bank Name  Beneficiary Bank Address 1  Beneficiary Bank Address 2  Add Address Line Beneficiary Bank Address 3  State		
Country  -Select  Reneficiary Bank Information  * Account Type  Other  * Bank Routing  * Bank Routing  * Bank Name  Beneficiary Bank Address 1  Beneficiary Bank Address 2  Add Address Line Beneficiary Bank Address 3  State  \$ Account Number		

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#### Wire - Domestic Payments

Creating a Domestic Wire Payment (continued)



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### Wire - Domestic Payments

#### Creating a Domestic Wire Payment (continued)

- 6. Debit Account
  - Account Number Select an account from the dropdown menu or use the lookup feature. *This field is mandatory.* 
    - Account Name Account Name field will display and pre-populate upon selection of the Account Number.
    - **Client Account Name** Client Account Name field will display and pre-populate upon selection of the Account Number.
  - **Customer Reference** This field is optional and can be left blank (limited to 16 characters/ spaces; special characters not accepted).
  - **Comments** Information in this field is stored with the transaction but not forwarded with the payment.
- 7. Beneficiary Information
  - **Name** Enter the beneficiary name or search for a payee from the beneficiary address book by using the lookup feature. If you select an entry from the beneficiary address book, some of the remaining fields will automatically populate. *This field is mandatory.*
  - **Beneficiary Address, Country** If necessary, enter the address and country for the beneficiary. For domestic wires, the Country will be UNITED STATES. These fields are optional and can be left blank.

#### 8. Beneficiary Bank Information

- Account Type From the dropdown menu, select ABA, DDA, Other or SWIFT. *This field is mandatory.*
- **Bank Routing** Enter the bank routing number of the beneficiary's bank. Entering three numbers or three letters will narrow your search.
- **Bank Name** The Bank Name will automatically populate when the Bank Routing number has been entered. *This field is mandatory.*
- **Beneficiary Bank Address, State** These fields will automatically populate when the Bank Routing number has been entered.
- Account Number Enter the beneficiary's bank account number. This field is mandatory.

#### 9. Amount & Dates

- Credit Amount Enter the amount (in US Dollars). This field is mandatory.
- Value Date The earliest possible Value Date will automatically be selected. You can enter a different Value Date (MM/DD/YYYY) or select a date using the calendar icon. *This field is mandatory.*

Note: Future dated wires adhere to Bank of Hawaii parameters, which is five business days.

• **Transaction Date** – The Transaction Date will prepopulate with the Value Date.

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### Wire - Domestic Payments

#### Creating a Domestic Wire Payment (continued)

#### 10. Payment Details, Bank to Bank Instructions

• Enter any payment details and bank-to-bank instructions that you want to accompany the payment (per field, limited to 35 characters/spaces; special characters not accepted). These fields are optional and can be left blank.

#### 11. Summary Section

- Save this payment as a template for future use Select checkbox to create a template. The template will be created when the payment is submitted. Templates will not be created if the payment is Saved for Later.
  - Template Code Enter a unique name for the template. The name must be alphanumeric, cannot contain spaces or special characters, and is limited to 35 characters.
  - **Template Description** Enter a description for the template. The description is limited to 35 characters.
- Save For Later Payment information can be saved in *Incomplete* status for modification at a later date.
- **Submit** Click *Submit* to submit the payment.
- 12. A message will appear in greenbar. A payment must be approved before it is sent to the beneficiary.
- 13. Based on the User's payment permissions, if the payment requires additional approval, the payment will move into *Entered* status.
- 14. Click the drop-down icon in the Actions column to <u>Approve</u>, <u>Delete</u>, <u>Modify</u> or <u>Reject</u> the payment.
- 15. You can also check the checkbox and click the <u>Approve</u>, <u>Unapprove</u>, <u>Reject</u>, or <u>Delete</u> button.
- 16. A confirmation message will appear in greenbar.

	🔲 All	Actions Beneficiary	ID	Amount	Currency	From Account	Value Date	Same Day ACH Payment	Template Nai 🔅
15	۲	View 👻 Aloha Baking Comp	any 1104	50.00	USD	0000012345 ()	02/24/2017	No	
	8	View Approve 14	у 1102	25.00	USD	0000012345 ()	02/24/2017	No	
		View Modify	1100	13.00	USD	0000098765 ①	02/28/2017	No	transfer1
	Viewing 1	Reject 1-3 of 77 records					Di	splay 3 🔹 per page 🗧 Pa	ge 1 • of 26 >
15	Approv	e Unapprove Reject	Delete						

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## **Wire - Domestic Payments**

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### Wire - Domestic Payments

#### **Approving a Domestic Wire Payment**

The wire payment approval process is based on payment permissions.

- 1. As a User, you may have permission to either enter and edit a wire, release a wire, or approve a wire.
- 2. Your company may require either one or multiple levels of authentication. If two or more levels of authentication are required, the same User may not be able to perform the same level of approval. Not all Users may have approval privileges.
- 3. If the User is required to use Token Authentication at wire release, BBC 3.0 will prompt the User for additional information, such as your User ID as well as your Authorization Code, also known as your token code.

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### Wire - Domestic Payments

#### **Creating a Domestic Wire Template**

Templates for domestic wire payments can also be created and managed to improve payment efficiency.

- 1. From *Payments/Transfers*, select *Payment Management*.
- 2. In the Template List View widget, click Add a New Template.

- 3. From the Add Template modal, select Wire Domestic from Template Type.
- 4. Click *Continue*.



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#### Wire - Domestic Payments

Creating a Domestic Wire Template (continued)

5. Enter payment information on the *New Domestic Wire Template* page.

emplate Information	
* Template Name	
* Template Description	
Restrict	
ebit Account	
• Account Number	
Customer Bafaranza	
Customer kererence	
Commente	
Comments	
eneficiary Information	
eneficiary Information + Name	
eneficiary Information * Name Beneficiary Address 1	
eneficiary Information • Name Beneficiary Address 1	
eneficiary Information * Name Q Beneficiary Address 1 Add Address Line	
eneficiary Information * Name Beneficiary Address 1 Add Address Line Country	
eneficiary Information * Name Beneficiary Address 1 Add Address Line CountrySelect- *	
with the payment eneficiary Information * Name Beneficiary Address 1 Add Address Line CountrySelect- * Beneficiary Bank Information	
with the payment  eneficiary Information  Name  Select-  Select- Sele	
eneficiary Information	
with the payment  eneficiary Information  * Name  Beneficiary Address 1  Add Address Line Country  -Select- * Beneficiary Bank Information  * Account Type Other * * Bank Routing	
eneficiary Information * Name  Reneficiary Address 1  Add Address Line CountrySelect- * Beneficiary Bank Information * Account Type Other * * Bank Routing *	
eneficiary Information    Name  Beneficiary Address 1  Add Address Line Country  -Select- Eeneficiary Bank Information    Account Type Other    Sank Routing    Sank Name	
with the payment          eneficiary Information         * Name         Beneficiary Address 1         Add Address Line         Country         -Select-         * Seneficiary Bank Information         * Account Type         Other       * *         * Bank Routing         *	
with the payment eneficiary Information * Name  Beneficiary Address 1  Country -Select- * Beneficiary Bank Information * Account Type Other * * Bank Routing  * * Bank Routing  * Seneficiary Bank Address 1	
with the payment  eneficiary Information  Name  Seneficiary Address 1  Add Address Line Country  -Select-  Beneficiary Bank Information  Account Type  Other  Sank Routing   Sank Routing  Seneficiary Bank Address 1  Seneficiary Bank Address 1	
eneficiary Information    Name   Beneficiary Address 1  Add Address Line Country  -Select-  Beneficiary Bank Information    Account Type  Other    Sank Routing    Sank Name   Beneficiary Bank Address 1  Beneficiary Bank Address 1  Beneficiary Bank Address 2	

Add Address Line

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#### Wire - Domestic Payments

Creating a Domestic Wire Template (continued)

	Beneficiary Bank Address 3	
	State	
	* Account Number	
	Amount & Dates	
	Credit Amount	
9	> Payment Details	
9	> Bank to Bank Instructions	

10	Payment Total
	0.00 to 1 Beneficiaries
	Submit Save for Later Cancel

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#### Wire - Domestic Payments

#### Creating a Domestic Wire Template (continued)

- 6. Template Information
  - **Template Name** Enter a unique name for the template. The name must be alphanumeric, cannot contain spaces or special characters, and is limited to 35 characters. *This field is mandatory.*
  - **Template Description** Enter a description for the template. The description is limited to 35 characters/spaces. *This field is mandatory.*
  - **Restrict** Check *Restrict* to restrict template to users who are explicitly entitled to it.
- 7. Debit Account
  - Account Number Select an account from the dropdown menu or use the lookup feature. *This field is mandatory.* 
    - Account Name Account Name field will display and pre-populate upon selection of the Account Number.
    - **Client Account Name** Client Account Name field will display and pre-populate upon selection of the Account Number.
  - **Customer Reference** This field is optional and can be left blank (limited to 16 characters/ spaces; special characters not accepted).
  - **Comments** Information in this field is stored with the transaction but not forwarded with the payment.
- 8. Beneficiary Information
  - **Name** Enter the beneficiary name or search for a payee from the beneficiary address book by using the lookup feature. If you select an entry from the beneficiary address book, some of the remaining fields will automatically populate. *This field is mandatory.*
  - Beneficiary Address, Country If necessary, enter the address and country for the beneficiary. For domestic wires, the Country will be UNITED STATES. These fields are optional and can be left blank.
  - Beneficiary Bank Information
    - **Account Type** From the dropdown menu, select ABA, DDA, Other or SWIFT. *This field is mandatory.*
    - **Bank Routing** Enter the bank routing number of the beneficiary's bank. Entering three numbers or three letters will narrow your search.
    - **Bank Name** The Bank Name will automatically populate when the Bank Routing number has been entered. *This field is mandatory.*
    - **Beneficiary Bank Address, State** These fields will automatically populate when the Bank Routing number has been entered.
    - Account Number Enter the beneficiary's bank account number. *This field is mandatory.*
  - Amount & Dates
    - Credit Amount Enter the amount (in US Dollars). This field is mandatory.

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## **Wire - Domestic Payments**

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#### Wire - Domestic Payments

#### Creating a Domestic Wire Template (continued)

#### 9. Payment Details, Bank to Bank Instructions

• Enter any payment details and bank-to-bank instructions that you want to accompany the payment (per field, limited to 35 characters/spaces; special characters not accepted). These fields are optional and can be left blank.

#### 10. Summary Section

- Save For Later Payment information can be saved in *Incomplete* status for modification at a later date.
- Submit Click Submit to submit the template.
- 11. A message will appear in greenbar. Based on the User's template permissions, if the template requires additional approval, the template will move into *Entered* status.
- 12. Click the drop-down icon in the Actions column to <u>Approve</u>, <u>Delete</u>, <u>Modify</u>, <u>Reject</u> or <u>Schedule</u> the template.
- 13. You can also check the checkbox and click the <u>Approve</u>, <u>Unapprove</u>, <u>Reject</u>, or <u>Delete</u> button.

<b></b>	al Ac	tions	Template Na	ame	Beneficiary	From Account	Payment Type	Amount	Currency	Credit / Debit Indicator	La	¢
13 💌	Vie	w +	WeeklyPayroll		Aloha Baking Company	0000012345 ①	Wire - Domestic	150.00	USD	Credit		
	Vie	App	rove 1	2	EFTPS-09405	000000011 ①	Wire - Federal Tax	19.56	USD	Credit		
	Vie	Mod	te ify	IRR	Joe International	000000022 ①	Wire - International	13.26	SCD	Credit		,
View	ing 1-3 of	47 Sche	ct dule						Display 3	🔹 per page 📢 Page 🚺 🕔	• of 16	>
3 App	rove	Unappr	ove Rej	ect	Delete							

For Approved templates, click the drop-down icon in the Actions column and one of the following actions:

- 1. **Delete** Select this option to delete the template.
- 2. *Copy as Template* Select this option to copy a new template based on the selected template. A template must be in approved status to be copied.
- 3. Copy as Payment Select this option to initiate a new wire payment.
- 4. Quick Entry (see page 15).
- 5. *Modify* Select this option to modify the template.
- 6. *Unapprove* Select this option to unapprove the template.
- 7. *Schedule* Select this option to schedule a recurring wire payment (see pages 12-13).

🔲 All	Actio	ns Template Nar	ve-	Beneficiary	From Account	Payment Type	Amount	Currency	Credit / Debit Indicator	La	*
	View	- WeeklyPayroll		Aloha Baking Company	0000012345 🕐	Wire - Domestic	150.00	USD	Credit		
2	View	<ul> <li>FEDTAXTEMPL/</li> </ul>	TE	EFTPS-09405	000000011 ①	Wire - Federal Tax	19.56	USD	Credit		
8	View	Delete	RR	Joe International	000000022 🕦	Wire - International	13.26	SGD	Credit		
Viewing 1	-3 of 47	Copy As Payment Quick Entry						Display 3	• per page 《 Page 1 •	of 16	>
Approve		Modify Unapprove Schedule		Delete							
	10										1

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### **Scheduling a Domestic Wire Payment**

You can schedule a payment using templates.

1. Select a template and click *View > Schedule* in the Actions column.

E All	Actio	ns Template Na	ne	Beneficiary	From Account	Payment Type	Amount	Currency	Credit / Debit Indicator	ta 🌣
	View	<ul> <li>WeeklyPayroll</li> </ul>		Aloha Baking Company	0000012345 🕐	Wire - Domestic	150.00	USD	Credit	
2	View	<ul> <li>FEDTAXTEMPL</li> </ul>	ATE	EFTPS-09405	000000011 ()	Wire - Federal Tax	19.56	USD	Credit	
	View	Delete Copy As Template	RR	Joe International	000000022 🕦	Wire - International	13.26	SGD	Credit	
Viewing	1-3 of 47	Copy As Payment Quick Entry						Display 3	▶ per page < Page 1      • of	f 16 🔉
Approv	/e 1	Modify Unapprove Schedule		Delete						

- 2. On the Schedule Payment page are four sections:
  - Schedule Payment
  - Recurrence Pattern
  - Range of Recurrence
  - Payment Settings
- 3. The *Schedule Payment* section is prepopulated with the Payment Type, Template Description and Template Code.
- 4. In the *Recurrence Pattern* section, select Daily, Weekly, Monthly, or Yearly; by default, the Off radio button is selected.
  - Further definitions may be required based on your selection.
- 5. In the *Range of Recurrence* section, enter the Schedule Starting Date (MM/DD/YYYY) or select a date using the calendar icon. *This field is mandatory.* 
  - The Starting Effective Date is the first value date the scheduler will attempt to create a payment for and must be less than or equal to 5 business days from the date the template is created.
  - Further definitions may be required based on your selection.
- In the *Payment Settings* section, For Effective Dates Falling on Non-Business Days, select one of the following: Select the previous business day; Select the next business day; or Do not create the payment.
- 7. Click *Save*.
- 8. A message in greenbar will accompany the scheduled payment submission (sample below): "Saving a schedule today will not create any payments today. Payments are created 2 business days prior to the Transaction Date to allow time for approvals. If the first payment will have a Transaction Date more than 2 business days from today, a payment will not be created until the next cycle."

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### Scheduling a Domestic Wire Payment (continued)

Schedu	le Payment				
Payme Transi	nt Type: Template Description: er WKLY	Template Code: Template1			
Recurr	ence Pattern				
•	Off G Daily G weekly G Monthly	o o reany			
Range	of Recurrence				
	02/22/2017				
🛦 Ear	liest Value Date this recurring paym No end date S End after:	ent can be created for i Schedule Ending Date:	s 2017-02-27. occurrences	Schedule Ending Date:	
Payme	nt Settings				
For Eff	ective Dates Falling on Non-Business	Days:	revious business day. 🏐 S	elect the next business day. 🛛 💿 Do not create the p.	iyment.

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### **Creating Batch Wires**

Batch Wires are groups of individual wires with the same value date and are typically used when sending a number of wires at the same time.

#### **Creating a Template Group**

- 1. From Payments/Transfers, select Payment Management.
- 2. In Template List View, click Manage Template Groups.

Templa	ate List View	2	*
⊕ Ad	d a New Template 🕀	lanage Template Groups 🕞 Export 🖨 Print 🛞 File Import	€ 02/24/2017 10:56 AM
Filter	Select fields	•	All Templates 🔻

3. Click Add Template Group.



4. In the *New Template Group* modal, enter *Group Name* and *Group Description*. Enter a unique Group Name to differentiate it in your workflow.



- 5. Click/drag selected template(s) from *Available items* (left column) to *Selected items* (right column) OR check box of selected template(s) and click *Move selected items*.
- 6. Click Save.

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### Creating Batch Wires (continued)

Creating a Batch from a Template Group

- 1. From Payments/Transfers, select Payment Management.
- 2. In Payments List View, click Quick Entry.



- 3. From the *Template Name* dropdown menu, select a *Template Group*.
- The earliest possible Value Date will automatically be selected. You can enter a different Value Date (MM/DD/YYYY) or select a date using the calendar icon.
   Note: Future dated wires adhere to Bank of Hawaii parameters, which is five business days.
- 5. The Amount will populate based on information in the template. This field is editable.
- 6. Click  $\times$  to delete the line item.
- 7. Click Add Quick Entry to add another template or template group.
- 8. Click Submit.

* Template Name	Value Date	Amount	
WireDomestic · Joe Aloha · Wire - Domestic	• 02/27/2017	Ê	12.20 USD ×
140-000001234 000001234			
* Template Name	Value Date	Amount	
Payroll2017 · Lei Aloha · Wire - Domestic	• 02/27/2017	<b>**</b>	125.16 USD ×
140-00000987 00000987			

- 9. A message will appear in greenbar. Payments must be approved before they are sent to the beneficiaries.
- 10. Based on the User's payment permissions, if the payments require additional approval, they will move into *Entered* status.

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### **Approving a Batch Wire**

- 1. From Payments/Transfers, select Payment Management.
- 2. In Payments List View, select Payments Requiring Approval in the predefined views.

Filter S	elect fiel	ds							Set As Default	Payments Requiring Approval	
	Action	ns Beneficia	гу	ID	Amount	Currency	Credit / Debit Indicator	From Account	Value Date	Same Day ACH Payment	*
R	View	- Lei Aloha		1107	125.16	USD	Credit	000001234 ()	02/27/2017	No	
	View	Approve	3	1106	12.20	USD	Credit	00000987 🕦	02/27/2017	No	
	View	Delete Modify		1105	100.00	USD	Credit	000006543 🕦	03/02/2017	No	
	View	Reject	ompany	1104	50.00	USD	Credit	000004567 ①	02/24/2017	No	

- 3. Click the drop-down icon in the Actions column to <u>Approve</u>, <u>Delete</u>, <u>Modify</u> or <u>Reject</u> the payment.
- 4. You can also check the checkbox and click the <u>Approve</u>, <u>Unapprove</u>, <u>Reject</u>, or <u>Delete</u> button.
- 5. A confirmation message will appear in greenbar.
- 6. See page 6 Approving a Domestic Wire Payment for more information.

# **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.
Bank Received	Received by the back office. Not available for deletion or modification.
Bank Confirmed	Confirmed by the back office. Not available for deletion or modification.
Rejected	Rejected by the back office. Not available for workflow, deletion, or modification.

# **FAQ** Frequently Asked Questions

### **Transaction History**

#### Q: How can I see the history of a transaction?

A: Users assigned Audit Activity permissions may search, view, export or print transaction information through the Audit Information widget.

# **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