

BANKOH BUSINESS CONNECTIONS 3.0

# QUICK REFERENCE GUIDE

eStatements and Image Search

# eStatements

## Bankoh Business Connections (BBC) 3.0

### Search and Download

The eStatements search feature lets you search for specific eStatements based on statement type and date.

1. From **Reporting**, select **eStatements**.



2. **Statement Type** – Statement Type selections will be based on User permissions. For example, to view your Statement of Account (Hawaii), select **Dep Statements 140**.



3. **Date Range** – Click on the calendar icon in the **Date Range** field, make a selection and click **Apply**.



\* Statement Type  
 Dep Statements 140

\* Date Range

Filter

- Last 7 Days
- Last 30 Days
- Last 60 Days
- Last 90 Days
- Month to date
- Quarter to date
- Year to date
- Custom Range
- Apply
- Cancel

Nov 2016

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Feb 2017

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	1	2	3	4
5	6	7	8	9	10	11

	Account Type	Bank Country Code	Bank Code	
	Savings	US	140	
0-1	Demand Deposit	US	140	
0-2	Demand Deposit	US	140	
0-3	Demand Deposit	US	140	

# eStatements

## Bankoh Business Connections (BBC) 3.0

### Search and Download (continued)

4. Select account and click **Search**. Results will populate in a table list below.

**4**

<input type="checkbox"/> All	↑ Account Number	Account Name	Client Account Name	Account Type	Bank Country Code	Bank Code	⚙
<input checked="" type="checkbox"/>	10001234	Operating	Operating	Demand Deposit	US	140	
<input type="checkbox"/>	10004567	Payroll	Payroll	Demand Deposit	US	140	
<input type="checkbox"/>	10009876	Equipment	Equipment	Demand Deposit	US	140	

Viewing 1-3 of 5 records Display  per page < Page  of 2 >

**Search**

#### eStatement Result ESTM140

Filter

**5**

Actions	Account Number	Client Account Name	Description	Statement Date	Statement Size	⚙
Download	10001234	Operating		01/31/2017		

Viewing 1-1 of 1 records Display  per page < Page  of 1 >

5. To download an eStatement, select **Download** in the **Actions** column.

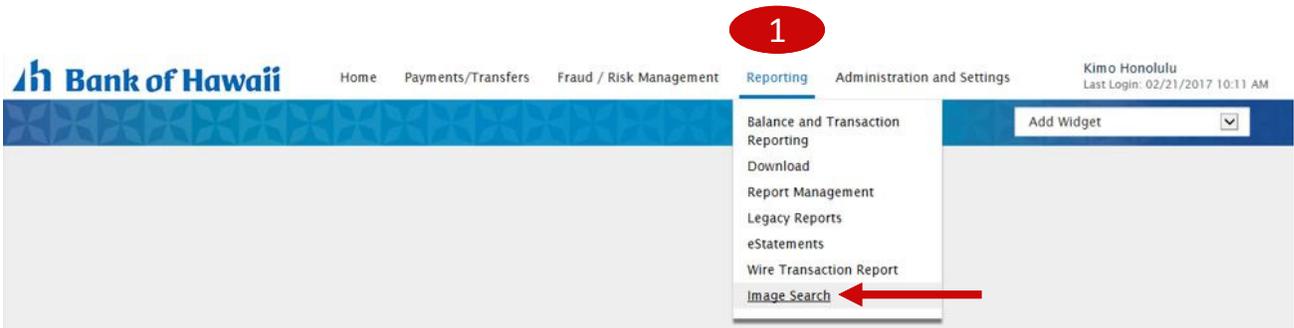
# Image Search

## Bankoh Business Connections (BBC) 3.0

### Search by Image

To search and view for Images, such as checks or deposit tickets, associated with certain transactions:

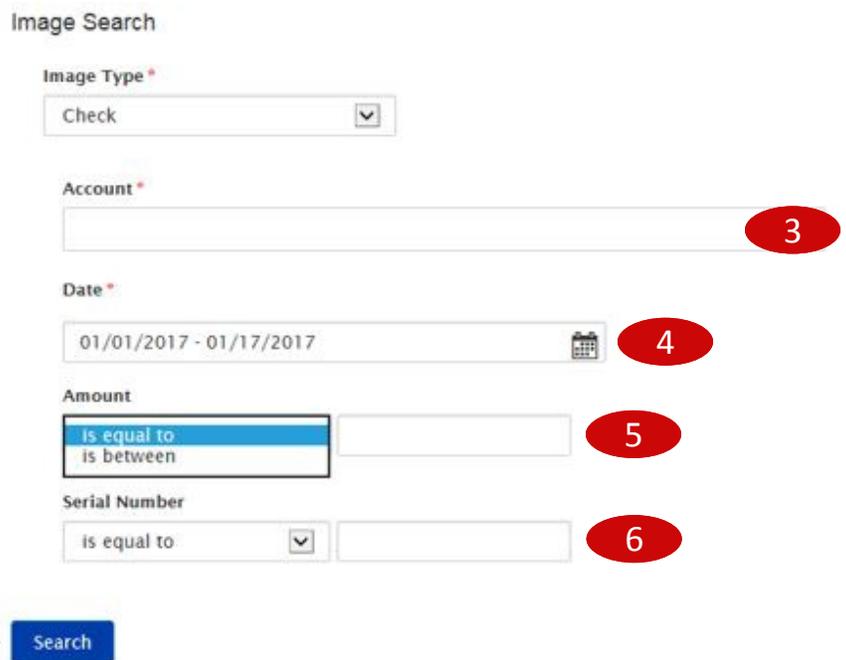
1. From **Reporting**, select **Image Search**.



2. **Image Type** – From the Image Type field, select **Check** or **Deposit Ticket**.



3. **Account** – Select an account from the dropdown menu.
4. **Date** – Click on the calendar icon, make a selection and click **Apply**.
5. **Amount** – Leave blank or apply a filter.
6. **Serial Number** – Leave blank or apply a filter.
7. Click **Search**.
8. Results will populate a table list below the search parameters.



# Image Search

## Bankoh Business Connections (BBC) 3.0

### Search by Image (continued)

8. To retrieve the image, click on **Image Retrieval** in the **Actions** column.

Filter

Actions	Serial Number	Image Description	Amount	Date	
<b>8</b> Image Retrieval	23534		4,654.00	06/01/2016	
Image Retrieval	23515		260.59	06/01/2016	
Image Retrieval	23522		709.35	06/01/2016	

Viewing 1-3 of 98 records Display  per page < Page  of 33 >

9. The image control icons below the image allow the User to manipulate, download or print the image.

Account Number 10001234      Paid Date 06/01/2016      Paid Amount 4,654.00

**9** A B C D E F G

[Cancel](#)

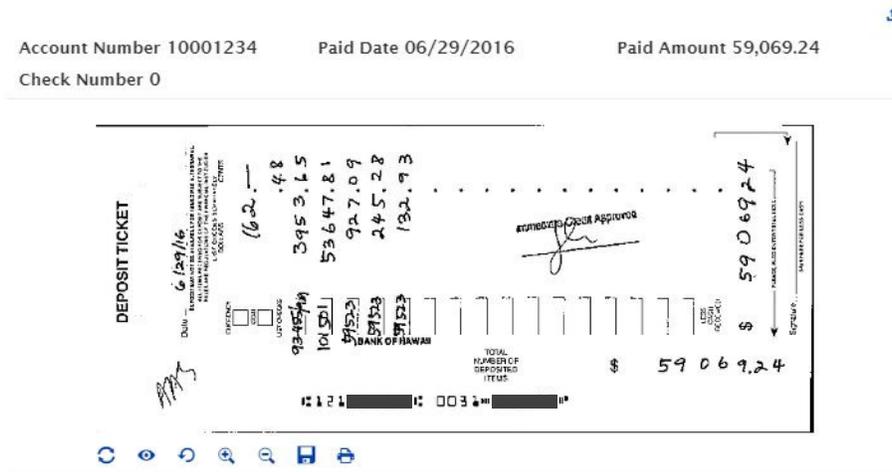
- A** – Toggle image view back/front
- B** – Invert color (white changes to black and vice versa)
- C** – Rotate image
- D/E** – Zoom in/Zoom out
- F** – Download/Save image
- G** – Print image

# Image Search

## Bankoh Business Connections (BBC) 3.0

### Search by Image (continued)

- For deposit ticket images, a list of offset check images will populate a table list below the deposit ticket image.
- To view the check image, click on **View** in the **Actions** column.



Filter

10	Actions	Bank ID	Account Number	Check Number	Paid Amount	It	⚙
	<a href="#">View</a>	121	10001234	0	59069.24	0	
11	<a href="#">View</a>	524	10004567	0	162.48	0	
	<a href="#">View</a>	121	10009876	0	132.93	0	
	<a href="#">View</a>	121	10009876	0	245.28	0	

[Cancel](#)

# Image Search

## Bankoh Business Connections (BBC) 3.0

### Search by Transaction

To search and view for images by transactions:

1. From **Account Summary**, click on an account name.

Account Summary \*

Accounts Account Groups ☰ ☰

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

▼ Deposit Accounts Opening Ledger 1,814,440.02 Current Available 1,814,445.19

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

Filter  All Accounts ▼

Account Name	Account Number	Opening Ledger	Relationship Balance	Current Available	Balances As Of	Client Account Na	⚙
Business Checking	0000 [REDACTED]	1,178,088.44	0.00	1,178,088.44	05/17/2017 09:50:10	Business Checking	
[REDACTED]	0001 [REDACTED]	635,851.58		635,851.58	05/17/2017 00:26:01	[REDACTED]	
[REDACTED] Bus Checking Opt 2	0002 [REDACTED]	500.00	1,178,843.47	505.17	05/17/2017 09:50:10	[REDACTED]	

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

2. On the Transaction Details page, click on an icon to view the image.

Transaction details as of 05/17/2017 10:10:29 .

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

[Refresh Transactions](#)

Filter  Last 7 Days ▼

Account Number	BAI Code	Post Date	Transaction Description	Status	Debit/Credit	Serial Number	Image	Amoi	⚙
0002 [REDACTED]	174	05/15/2017	OTHER DEPOSITS	Cleared	Credit	[REDACTED]		793.00	
0002 [REDACTED]	174	05/12/2017	OTHER DEPOSITS	Cleared	Credit	[REDACTED]		425.00	
0002 [REDACTED]	173	05/10/2017	BANK - PREPARED DEPOSIT	Cleared	Credit	[REDACTED]		1,053.00	

Viewing 1-3 of 42 records Display 3 per page Page 1 of 14

[Cancel](#)

3. The image control icons allow the User to manipulate, download or print the image.

# FAQ

## Frequently Asked Questions

### Image Search

**Q: Why does my search query return with the result “There is no content”?**

**A:** We suggest you broaden your search criteria. For example, instead of searching by a specific serial number and a specific date, just search by a serial number, or search by a range of serial numbers, or by a date range.

# 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)