BANKOH BUSINESS CONNECTIONS 3.0

QUICK REFERENCE GUIDE

Positive Pay Import Importing Issues and Voids

Ah Bank of Hawaii

Bankoh Business Connections (BBC) 3.0

Positive Pay Import

Importing Issues and Voids

The primary action function *Import Check Issue/Void File* in Check Issue Management allows you to submit check issue information originating from your accounting system. Using the export capability of your accounting system, you can create a file of check reports and import the check data into BBC.

Creating a Positive Pay Import

- 1. Create a Check Issue or Check Void file from your accounting system.
- 2. Export the file to CSV format. The fields must be in the following order:

Required Data	Definition	Valid Data Format	Example
Check Date	The date the check was issued.	MMDDYYYY (Requires leading	"01012017"
		zero, no dash or slash allowed)	
Check Number	The serial number of the check.	Numeric (10 character max)	"1234567890"
Amount	The amount of the check in	Numeric (No leading dollar sign,	"1000.00"
	currency format.	no comma separator)	
Account Number	The account the check was	Numeric (10 character max,	"1234567890"
	written against.	no dashes)	

Sample File – Check Date, Check Number, Amount, Account Number

CSV (Excel)

	А	В	С	D	:
1	Check Date	Check Number	Amount	Account Number	ļ
2	05012017	8554	1000.00	0003	
З	05012017	8555	950.50	0003	
4	05012017	8556	850.00	0003	
5					
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CSV (Notepad)

Positive Pay Import File - Notepad
<u>File Edit Format View H</u> elp
Ck Date,Ck #,Amount,Acct # 05012017,0000008554,1000.00,0003 05012017,0000008555,950.50,0003 05012017,0000008556,850.00,0003

Note: The first row of the CSV file will not be imported but is required in order to import all records. The second line of the import file is the first row to be imported.

Positive Pay Import

Importing a Positive Pay File

1. Select Fraud / Risk Management.

Ah Bank of Hawaii	Home	Payments/Transfers	Fraud / Risk Management	Reporting	Administration and Settings	Joe Aloha Last Login: 03/07/2017 08:47 AM
Positive Pay Processing		1	Fraud / Risk Management		XXXXX	Add Widget

- 2. Scroll to Check Issue Management.
- 3. On the *Check Issues/Voids* tab, click *Import Check Issue/Void File*.

2	Check Issue Management	\$
	Check Issues/Voids Imported Files	
		€ 03/24/2017 11:08 AM
	Filter Select fields	All Checks 🔻
	All Actions From Account Serial Number Range Date Amount Payee Name Type Status	Memo Entered 🛠

- 4. On *File Import > Format Name*, select CheckIssueFormat to import an issue file.
- 5. Select CheckVoidFormat to import a void file.

File Im Forma	port t Section				
	Format Name	Description	Payment Method	Payment Type	Owne 4
۲	CheckIssueFormat	Upload a Check Issue File in csv format	Check	Import Check Issue/Void	Bank
0	CheckIssueFormatG	Report your check issue activity by importing check information.	Check	Import Check Issue/Void	Bank
•	CheckVoidFormat	Upload a Check Void File in csv Format	Check	Import Check Issue/Void	Bank
0	CheckVoidFormatG	Report your voided checks by importing check information.	Check	Import Check Issue/Void	Bank
0	Comma Delimited	Bank Defined Check Issue Format	Check	Import Check Issue/Void	System
			-		

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Positive Pay Import

Importing a Positive Pay File (continued)

6. In File Section > Select Import File, click Browse and select the CSV file for import.

6	File Section	
	* Select Import File	
	C:\Users\13827\Desktop\Issue File.xlsx	Browse

7. Click *File Import*.



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

	✓ File queued for import. Job ID is 40562.
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IMPORTANT: The file has been queued but <u>not</u> processed. Go to **Administration and Settings** > **File Import History** to validate all records were successfully processed.

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Positive Pay Import

Approving a Positive Pay Import

- 1. Go to Fraud / Risk Management and scroll to Check Issue Management.
- 2. Click on Imported Files tab.
- 3. Select <u>Approve</u> from the Actions column to approve each individual file.
- 4. Or click the drop-down icon in the Actions column to <u>Delete</u> the imported file.

Check	ssues/Voids	Imported File	2					
⊕ Import	Check Issue/Void	File 🕞 Export	🖶 Print				€ 03,	/24/2017 11
Filter		•						All Ite
JOD ID 4	1076 × Clear 1	filters						
	Actions	Job ID Imp	ort Date	File Name	Number of Items	Total Amount	Number of Issues	Total Amo
	Approve 👻	41076 03/2	3/2017 16:12:28	Void Import file 2.csv	1	270.77	0	
<	Delete	4						
Viewing	-1 of 1 recc View					Display	10 - per page < Pa	ige 1 👻

5. You can also check the checkbox and click the *Approve* or *Delete* button.

⊕ Impor	t Check Issue/Vo	id File 🛛 🔒 Ex	kport 😝 Print				€ 03	/24/2017 11:50 A
Filter S	elect fields		•					All Items
Job ID 4	1076 × Clea	ır filters						
🗹 All	Actions	Job ID	Import Date	File Name	Number of Items	Total Amount	Number of Issues	Total Amoun 🛱
	Approve 👻	41076	03/23/2017 16:12:28	Void Import file 2.csv	1	270.77	0	
<								>
						(

6. A confirmation message will appear in greenbar.

FAQ Frequently Asked Questions

Positive Pay Import

Q: Why is the file rejected after importing?

- A: There are a number of reasons the file may reject:
 - The format of the CSV file may not be incorrect
 - The user does not have the correct permission to import a file
 - The account number is incorrect
 - The file is a duplicate

Click on *View* in Actions column to access *File Import Details* for Failed Records. If Status show *Rejected*, see explanation in the *Reason* column.

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nport Check Issue/Void	File 🕞 Export	🔒 Print				0	03/24/2017 12:0
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DID 40403 × Clear	ilters						
All Actions	Job ID In	nport Date	File Name		Number of Items	Total Amount	Number of Iss
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wing 1-1 of 1 records					Display	50 🔹 per page \prec	Page 1 • of
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prove Delete e Import Deta Failed Rec Export Print Record No.	ils for Iss ords	sue Import	File.1.csv	Status	Reason		*
Prove Delete Peter Peter Peter Peter Peter	ils for Iss ords Job 4040	SUE Import	File.1.csv	Status Rejected	Reason Rec# 2 - Invali	d Issue / Void D	Date.

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