# QUICK REFERENCE GUIDE

## Positive Pay Import

Importing Issues and Voids



**Bank of Hawaii**

## 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.
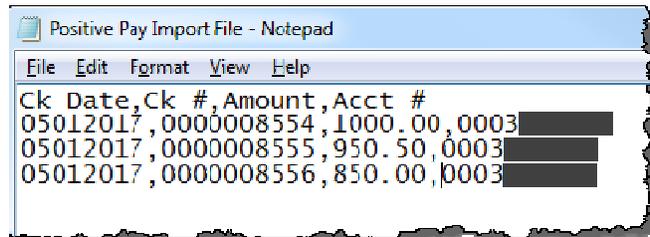2. Export the file to CSV format.  The fields must be in the following order:

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

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

**CSV (Excel)**

|  | A | B | C | D |
|---|---|---|---|---|
| 1 | Check Date | Check Number | Amount | Account Number |
| 2 | 05012017 | 8554 | 1000.00 | 0003▮▮▮ |
| 3 | 05012017 | 8555 | 950.50 | 0003▮▮▮ |
| 4 | 05012017 | 8556 | 850.00 | 0003▮▮▮ |
| 5 |  |  |  |  |

**CSV (Notepad)**

```
Positive Pay Import File - Notepad
File  Edit  Format  View  Help
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.

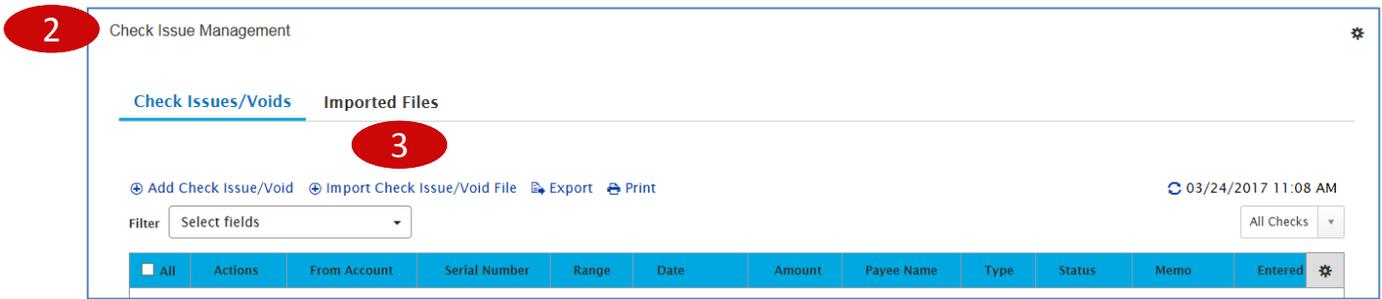# Positive Pay Import
## Bankoh Business Connections (BBC) 3.0

## Positive Pay Import

**Importing a Positive Pay File**
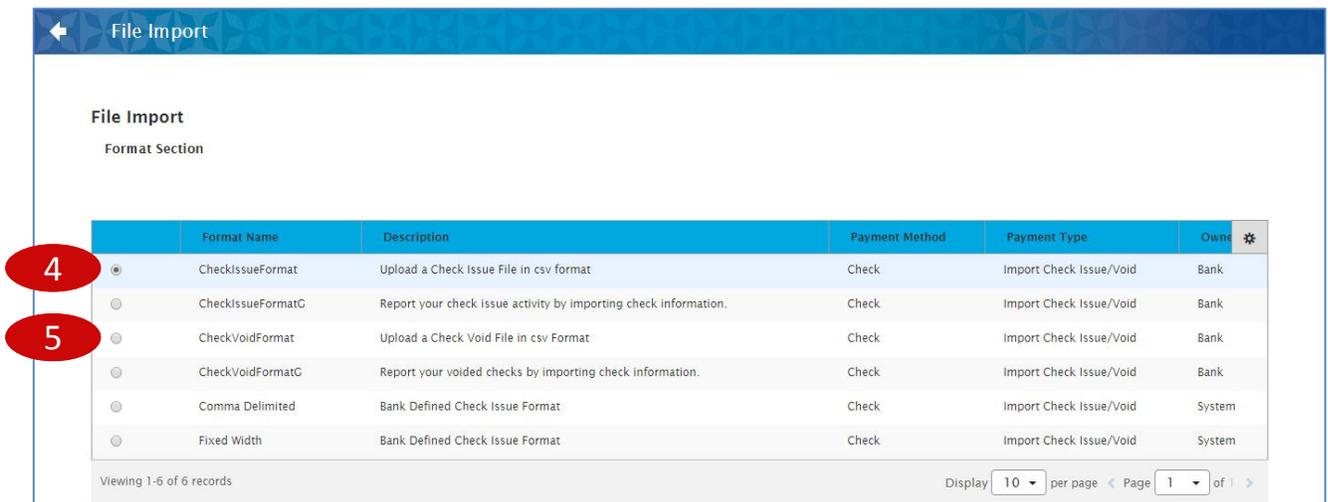
1. Select *Fraud / Risk Management.*



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



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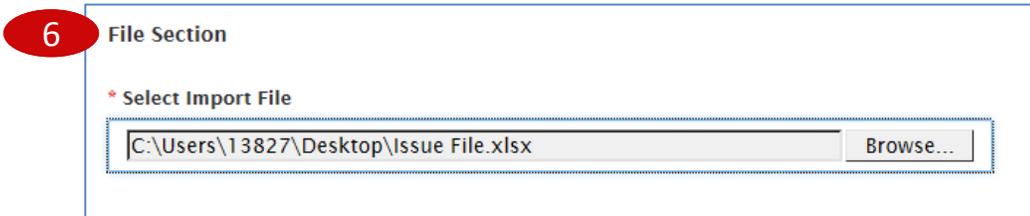5. Select **CheckVoidFormat** to import a void file.

# Positive Pay Import

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**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*.

**7** ✓ File Import    Refresh    Cancel

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

✓ File queued for import. Job ID is 40562.    ×

**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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**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.



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



6. A confirmation message will appear in greenbar.

**Bank of Hawaii**

## 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.

# 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