

BANKOH BUSINESS CONNECTIONS 3.0

QUICK REFERENCE GUIDE

Positive Pay Processing

Positive Pay Processing

Bankoh Business Connections (BBC) 3.0

Positive Pay Processing

Positive Pay Processing displays all check and electronic payment transactions that the bank identifies as suspect, as well as allows you to view the decision history for each item. Based on the information displayed for each item, you can decide which items to pay or return.

Viewing List of Suspect Payments

1. From **Fraud / Risk Management**, select **Fraud / Risk Management**.
2. In **Positive Pay Processing**, click on **View Today's Decisions** in the Actions column.

3. From **Positive Pay Decisioning**, select one of the following options for the exception item: Pay, Return or Approve. Click the drop-down icon in the Actions column or check the box and click the button below the table.

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Viewing Decision History

1. From **Positive Pay Processing**, click on drop-down icon in Actions column and select **View Decision History**.

Positive Pay Processing *

Export Print 04/21/2017 02:10 PM

Filter All Items

Actions	Account Number	Account Name	Type	Items	Pay	Return	Status	Cutoff Time	
View Today's Decisions	██████████	Business Checking	Check	0	0	0	No Items		
View Today's Decisions View Decision History 1	██████████	██████████	Check	0	0	0	No Items		
View Today's Decisions	██████████	██████████	Check	0	0	0	No Items		

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2. Input queries into appropriate fields and click **Search**.

2
←
Decision History 140-██████████

Decision Date
 ←

Serial Number
 is equal to ←

Amount
 is equal to ←

Payee Name
 ←

Bank Reason
 ←

Decision
 ←

Return Reason
 ←

Issue Date
 ←

2

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Viewing Decision History *(continued)*

3. Scroll down for results in table list.
4. Click **Export** to export to CSV format; click **Print** to print to PDF format.
5. Click **Cancel** to return to **Positive Pay Processing** widget.

Positive Pay Decisioning

4

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

Account Number : ██████████

Account Name : ██████████

Type : Check

Filter

Decision Date	Serial Number	Amount	Payee Name	Bank Reason	Decision	Return Reason	Issue Date	Account Number	Bank Co	*
03/28/2017 16:30:01	96	0.00		Paid No Issue	No Decision			██████████	140	
03/28/2017 16:30:01	29██████	0.00		Paid No Issue	No Decision			██████████	140	
04/07/2017 09:35:00	29██████	0.00		Paid No Issue	No Decision			██████████	140	
04/07/2017 09:35:00	29██████	0.00		Paid No Issue	No Decision			██████████	140	
04/07/2017 09:35:00	29██████	0.00		Paid No Issue	No Decision			██████████	140	
04/07/2017 09:35:00	29██████	0.00		Paid No Issue	No Decision			██████████	140	
04/07/2017 09:35:00	29██████	0.00		Paid No Issue	No Decision			██████████	140	
04/07/2017 09:35:00	29██████	0.00		Paid No Issue	No Decision			██████████	140	
04/07/2017 09:35:00	29██████	0.00		Paid No Issue	No Decision			██████████	140	
04/07/2017 09:35:00	29██████	0.00		Paid No Issue	No Decision			██████████	140	

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[Cancel](#)

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Creating Check Issue/Voids

1. From **Fraud / Risk Management**, scroll to **Check Issue Management**.
2. On **Check Issues/Voids** tab, click **Add Check Issue/Void**.

1 Check Issue Management *

Check Issues/Voids Imported Files

2 Add Check Issue/Void Import Check Issue/Void File Export Print

03/06/2017 03:05 PM

Filter Select fields

All Checks

All	Actions	From Account	Serial Number	Range	Date	Amount	Payee Name	Type	Status	Memo	Entered	
<input type="checkbox"/>	View	100000456	8556		02/02/2017	850.00		Issue	Released		CBUERKLE	
<input type="checkbox"/>	View	100000456	8555		02/02/2017	950.50		Issue	Released		CBUERKLE	
<input type="checkbox"/>	View	100000456	8554		02/02/2017	1,000.00		Issue	Released		CBUERKLE	
<input type="checkbox"/>	View	100000987	565656		12/29/2016	100.12		Issue	Entered	Enter Issues	LEIGH	

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Approve Delete

3. Enter **Check Detail** information on the **Check Issue/Void** page.

← Check Issue/Void
3

4 **Check Detail**

* From Account

Account Name

Memo

Check Type
 Issue Void

* Serial Number

* Amount

* Issue/Void Date

Payee Name

5

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Creating Check Issue/Voids *(continued)*

4. Check Detail

- **From Account** – Select an account from the dropdown menu. *This field is mandatory.*
- **Account Name** – This field will automatically populate when the Account Number is selected.
- **Memo** – This field is optional.
- **Check Type** – Select Issue or Void.
- **Serial Number** – Enter the serial number of the check you wish to issue or void. *This field is mandatory.*
- **Amount** – Enter an amount. This field is optional for voids.
- **Issue/Void Date** – Enter a date (MM/DD/YYYY) or select a date using the calendar icon. This field is optional for voids.
- **Payee Name** – This field is optional.

5. Action Section

- Click **Save**.
- A message will appear in greenbar. Based on the User’s permissions, if the Check Issue/Void requires additional approval, the action will move into **Entered** status.

Approving a Check Issue/Void

1. Click the drop-down icon in the Actions column to Approve, Delete, or Modify the Check Issue/Void.
2. You can also check the box and click the Approve or Delete button.

All	Actions	From Account	Serial Number	Range	Date	Amount	Payee Name	Type	Status	Memo	Enter	
<input checked="" type="checkbox"/>	View	[Redacted]	4212017		04/21/2017	4.21	[Redacted]	Issue	Entered		59144	
<input type="checkbox"/>	View	[Redacted]	59200		04/13/2017	592.00	[Redacted]	Issue	Entered		59144	
<input type="checkbox"/>	View	[Redacted]	59191		04/13/2017	591.91	[Redacted]	Issue	Entered		59144	
<input type="checkbox"/>	View	[Redacted]	59190		04/13/2017	591.90	[Redacted]	Issue	Entered		59144	

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3. A confirmation message will appear in greenbar.

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Importing a Check Issue/Void File

1. On **Check Issues/Voids** tab, click **Import Check Issue/Void File**.

Check Issues/Voids Imported Files

03/06/2017 03:05 PM

Filter:

All	Actions	From Account	Serial Number	Range	Date	Amount	Payee Name	Type	Status	Memo	Entered	
<input type="checkbox"/>	View	100000456	8556		02/02/2017	850.00		Issue	Released		CBUERKLE	
<input type="checkbox"/>	View	100000456	8555		02/02/2017	950.50		Issue	Released		CBUERKLE	
<input type="checkbox"/>	View	100000456	8554		02/02/2017	1,000.00		Issue	Released		CBUERKLE	
<input type="checkbox"/>	View	100000987	565656		12/29/2016	100.12		Issue	Entered	Enter Issues	LEIGH	

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2. On the **File Import** page, select a format in the **Format Section** table.
3. In **File Section**, in the **Select Import File** field, browse and choose a file.
4. Click **File Import**.

File Import

File Import

Format Section

2

	Format Name	Description	Payment Method	Payment Type	Own	
<input type="radio"/>	CheckIssueGuam	Report your check issue activity by importing check information.	Check	Import Check Issue/Void	Bank	
<input type="radio"/>	CheckIssueHawaii	Report your check issue activity by importing check information.	Check	Import Check Issue/Void	Bank	
<input type="radio"/>	CheckVoidGuam	Report your voided checks by importing check information.	Check	Import Check Issue/Void	Bank	
<input type="radio"/>	CheckVoidHawaii	Report your voided checks by importing check information.	Check	Import Check Issue/Void	Bank	
<input type="radio"/>	Comma Delimited	Bank Defined Check Issue Format	Check	Import Check Issue/Void	System	
<input type="radio"/>	Fixed Width	Bank Defined Check Issue Format	Check	Import Check Issue/Void	System	

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File Section

3

* Select Import File

No file chosen

4

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Viewing an Imported Check Issue/Void File

1. In **Check Issue Management**, click on **Imported Files** tab.

Check Issue Management *

Check Issues/Voids **Imported Files**

04/21/2017 06:52 PM

Filter: All Items ▾

	Actions	Job ID	Import Date	File Name	Number of Items	Total Amount	Number of Issues	To
<input checked="" type="checkbox"/>	Approve ▾		04/06/2017 15:18:56	████████████████████.csv	10	1,368.68	10	
<input type="checkbox"/>	View Delete View		3/31/2017 15:24:21	IssueImport 3.30.2017.csv	0	0.00	0	
<input type="checkbox"/>	View		3/30/2017 17:55:41	Void Import 3.30.2017.csv	3	668.12	0	

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2. Click the drop-down icon in the Actions column to Delete or View the imported file.
3. Or select Approve from the Actions column.
4. You can also check the box and click the Approve or Delete button.
5. A confirmation message will appear in greenbar.

FAQ

Frequently Asked Questions

Viewing List of Suspect Payments

Q: I see records with a status of “No Items”. What does that mean?

A: For accounts that return a status of “No Items”, there are no items to decision. If you click on **View Today’s Decision** for an account with a status of “No Items”, it will return a table list indicating “There is no content”.

Positive Pay Processing *

Export Print 04/22/2017 04:33 PM

Filter All Items

Actions	Account Number	Account Name	Type	Items	Pay	Return	Status	Cutoff Time
View Today's Decisions	0004		Check	0	0	0	No Items	
View Today's Decisions	0032		Check	0	0	0	No Items	
View Today's Decisions	0077		Check	0	0	0	No Items	

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Positive Pay Decisioning

Export Print

Account Number : 0004

Account Name :

Type : Check

Filter All Decisions

All	Actions	Serial Number	Paid Date	Paid Amount	Payee Name	Issue Date	Amount	Bank Reason	Decision	Return Reason	SL
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There is no content

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Q: What does the Unapprove button do?

A: The Unapprove button will bring an action from an Approved status to an Entered status. Regardless of the number of steps for approval, the decision process will begin anew once the Unapprove action has been initiated.

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