## An Bank of Hawaii

BANKOH BUSINESS CONNECTIONS

## QUICK REFERENCE GUIDE Basic Navigation

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### Ah Bank of Hawaii

#### Logon

- Go to <u>www.boh.com</u>.
- Click Log In.
- Click Bankoh Business Connections under the Business column.
- Enter logon credentials given by the Bank.
- Click Sign in.

Note: Forgot Password can only be used after successfully logging in at least once.

Company ID	
User ID	
Password	
Sign In Forgot Password	BRANK'S TANK
MEMBER FDIC	100

• Authorization Code Required – Enter passcode from security token, click **Submit**.



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#### Menus

On larger screens, the BBC menus appear at the top of the screen. For smaller screens, the menu icons appear on the left of the screen.



Ah Bank of Hawaii	Home Payments / Transfer	s Fraud / Risk Management	Reporting	Administration & Settings
Home		XXXX		
Notifications		*		
More V				



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Ban	t of Ha	waii Home	Payments / Tra	nsfers Frau	d / Risk Managem	ent Reporting	Administration & Settings	MYRA SMITH Last Login: 08/01/2020
ayment C	enter 3	XBABA					User Maintenance Preferences	Add Widget
Payments I	list View						Contact Center Import Alerts Center	
							Audit Information	
Max display	of info: 92 day	s ① Ouick Entry → File Im	port				Audit Information	<b>a</b> D <b>c</b> 08/01/2020 08:24
Max display	of info: 92 day w Payment ④ ct fields	s ④ Quick Entry ⊕ File Im	port				Audit Information	
Max display (+) Add a Ne Filter Sele [] All	of info: 92 day w Payment ④ ct fields Actions	s ④ Quick Entry ④ File Imp • From Account	Beneficiary	Amount	Value Date	Status	Audit Information Payment Type Reject	C      O8/01/2020 08:24      All Payments  Reason  First Conf=
Max display (+) Add a Ne Filter Sele All	of info: 92 day w Payment ④ ct fields Actions View •	S ① Quick Entry ⊕ File Im From Account 0089570024 ①	Beneficiary Aloha User	Amount 200.00	Value Date 08/03/2020	Status Entered	Audit Information Payment Type Reject Wire - Domestic	Image: Content of the second secon

- 1. Utility Menu (will display the user's name and last logon date/time). Hover over user's name for more options:
  - Change Password (change your current password)
  - My Settings (to quickly add and maintain your contact information)
  - Help
  - Logoff (lets you exit the system)

Administration & Settings	MYRA SMITH Last Login: 07/31/2020 11:27 AM
XXXX	Add Change Password My Settings Phelp Log off

2. Main Menu. Hover over each category to display the drop down menu.

**Note**: Depending of the user's permissions, the following menu items will appear.

- Home
- Payments / Transfers
  - Payment Management for ACH, Wires, Loan Payments

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- Transfers Management for Account Transfers
- Stop Payments to place a stop/cancel on a check
- Check Inquiry to view if check was paid
- *Fraud / Risk Management* Positive Pay to decide whether to pay or return suspect items.
- Reporting
  - Balance and Transaction Reporting
- Download
  - Report Management
  - Legacy Reports to view Foreign Rates report, ACH Returns reports, EDI reports
  - eStatements to view month
  - Image Search
- Administration & Settings
  - User Maintenance
  - Preferences
  - Contact Center
  - Import
  - Alert Center
  - Audit Information
- 3. Name of subcategory item.
- 4. Name of widget.

Ah Bank of Hawaii	Home	Payments / Transfers	Fraud / Risk Management	Reporting	Administration & Settin	ngs	M La
Payment Center Payments List View		XXXX	4XHXH		User Maintenance Preferences Contact Center Import		Add Wi
Max display of info: 92 days ④					Alerts Center Audit Information		
$\oplus$ Add a New Payment $\oplus$ Quick Entry	⊕ File Impo	rt			e	5	00

- 5. Predefined Views List of various system defined views. User can customize their own views (see Saving a Customized View )
- 6. ICONS located above the column headers.
  - Print this will print to PDF format.
  - Export to export items.
  - Refresh to refresh screen contents.
- 7. Action arrow This is the best way to actions items (approve, modify, etc.). Actions lists available actions for a user at that time.

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8. Action buttons – Another way to action items.



#### **Predefine Views**

Each widget will display records per predefined views, which you can select and set as the default. Columns can be moved, added, removed, sorted, and have filters applied, which you can save.

↔ Add a New Payment ↔ Quick Entry ↔ File Import	O7/31/2020 07:41 PM
Filter Select fields •	All Payments 🔻
All Acti From Acco Benefici Amo Value D Sta Payment Ty Credit / Debit Indicator Reject Rea	+ Save view
	ACH
There is no content	All Payments
	Approval Window Passed
	Approved Payments
Viewing 0-0 of 0 records Display 25 - per p	Future Dated Payments
Approve Upapprove Reject Delete	Imported Payments
Approve Mapprove Reject Delete	My Payments
	Payments Needing Repair 🔹

- MOVING a column
- Drag and drop the column header to a new position.
- ADDING or REMOVING columns
  - On the right hand side of the column headers, click on the GEAR icon.
  - Select fields to appear on the column headers and uncheck for field not to appear.
  - Click Update.
- SORT a column

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- Click the column to sort by ascending/descending.
- **FILTER** to limit the records shown in a list to meet specific criteria.
  - Select a field in the *Filter* drop-down field you would like to search by
  - Enter the search criteria.
    - Click **Apply**.

Note: To search the entire list again, click Clear.

#### Saving a Customized View

You can personalize the view and save.

•

- 1. Rearrange the columns, sort order, and filters.
- 2. On the right hand side above the column headers, click on the view dropdown.
- 3. Click **Save view** (may need to scroll up).



- 4. Type a unique name for the list.
- 5. Click **Go**.



#### Assigning the Default View

- 1. Select a view.
- 2. Click on Set as Default.

Note: The default view will be automatically selected every time you visit the widget.

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#### **Expanding and Collapsing Sections**

1. You can expand or collapse a section of a detail screen by clicking the arrow button that appears to the left of the section heading. Clicking the arrow button expands the section and exposes the fields in them.

		XXXX		XXX	
From Account DEMO ACCOUNT TWO - 0089570 No Balance Available	To Account 021 DEMO ACCO No Balance A	DUNT THREE - 00895 wailable	70022	Transfer Date 07/31/2020	Amount 212.07 U
Payment History					
> Full Payment History					
(1) Transfers 212.07 USD Delete Modify C One-to-One Transfer From Account DEMO ACCOUNT TWO - 0089570021 No Polence Audible	To Account DEMO ACCOUNT THREE - 1	т 1089570022 0;	ransfer Date 7/31/2020	Amount 212.07 USD	XXXB
	NO Balance Available				
Payment History					
<ul> <li>✓ Full Payment History</li> </ul>					
<ul> <li>✓ Full Payment History</li> </ul>					
Payment History Full Payment History Timestamp	Action Mode	Company	User	User Name	Details
Payment History  Full Payment History  Minor Discrete State	Action Mode Approval Window Passed	Company 1987654321	User _System	User Name	Details Approval Window Passa
Payment History           Full Payment History           Imestamp           08/02/2020 14:01:04           07/31/2020 00:01:04	Action Mode Approval Window Passed Add	Company 1987654321 1987654321	User _System USER3	User Name USER3 XLS	Details Approval Window Passe
Payment History  Full Payment History  Immestamp 08/02/2020 14:01:04 07/31/2020 00:01:04 Viewing 1-2 of 2 records	Action Mode Approval Window Passed Add	Company 1987654321 1987654321	User _System USER3	User Name USER3 XLS Displa	Details Approval Window Passe y 50 • per page < Pat
Payment History Full Payment History Immestamp 08/02/2020 14:01:04 07/31/2020 00:01:04 Viewing 1-2 of 2 records	Action Mode Approval Window Passed Add	Company 1987654321 1987654321	User _System USER3	User Name USER3 XLS Displa	Details Approval Window Pass IV 50 • per page < Pa
<ul> <li>✓ Full Payment History</li> <li>✓ Full Payment History</li> <li>✓ Timestamp         <ul> <li>08/02/2020 14:01:04</li> <li>07/31/2020 00:01:04</li> <li>Viewing 1-2 of 2 records</li> </ul> </li> <li>(1) Transfers 212.07 USD</li> </ul>	Action Mode Approval Window Passed Add	Company 1987654321 1987654321	User _System USER3	USER3 XLS Displa	Details Approval Window Passe y 50 - per page < Pag

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#### **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: cmsrequest@boh.com

