

BANKOH BUSINESS CONNECTIONS

# **QUICK REFERENCE GUIDE**

## **Domestic Wire Payments**



# Domestic Wire Payments

Bankoh Business Connections (BBC)

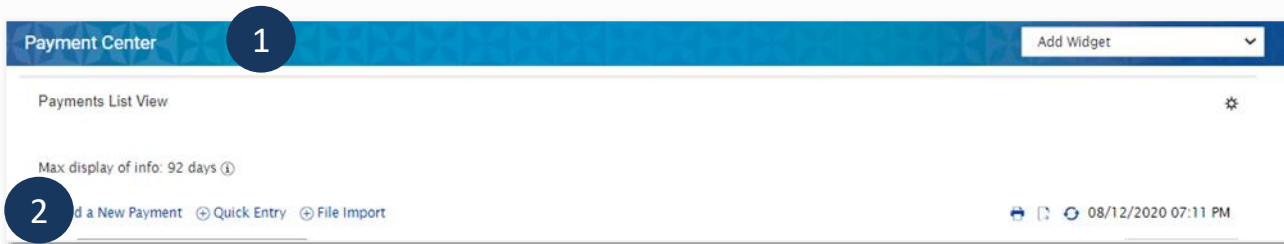


## Wire - Domestic Payments

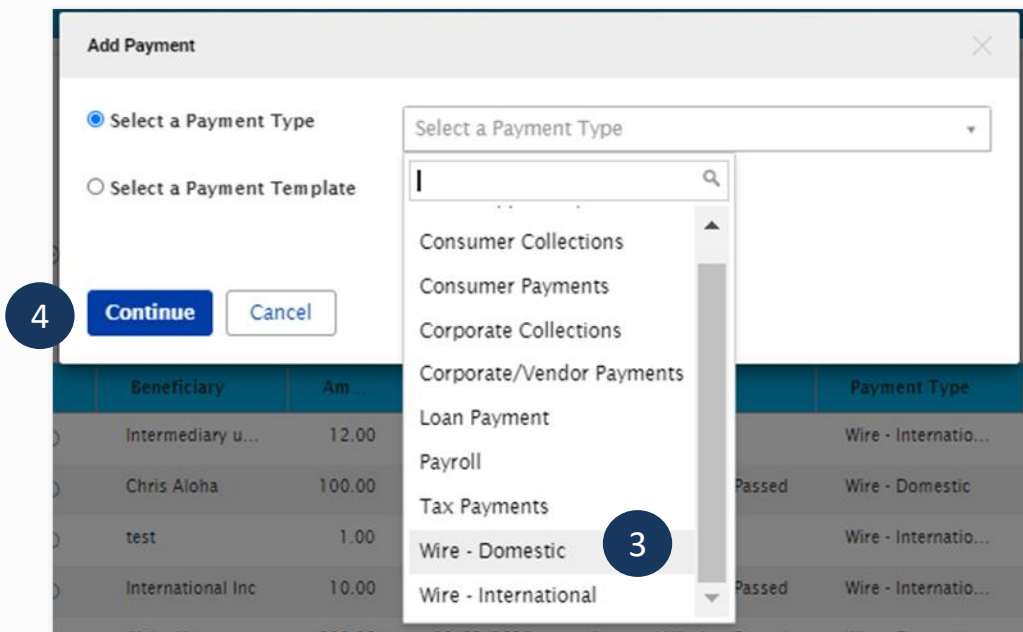
A domestic wire payment creates an electronic funds transfer between accounts at different financial institutions within the United States.

### Creating a Domestic Wire Payment

1. From **Payments/Transfers**, select **Payment Management** which will take you to the **Payment Center**.
2. Click **Add a New Payment**.



3. From the **Add Payment** modal, select **Wire - Domestic** from **Select a Payment Type**.



4. Click **Continue**.
5. Enter payment information on the **New Domestic Wire Payment** page.



# Domestic Wire Payments

Bankoh Business Connections (BBC)



← New Wire Domestic Payment **5** Payment Total **0.00**

**6** Originator Information

\* Account Number   Customer Reference  Internal Comment   
Stored with the transaction, but not forwarded with the payment

**7** Beneficiary Information

\* Name  Address Line 1  Address Line 2

Country  City  State  Postal Code

\* Account Number  \* Bank Code Type  \* Bank Routing

Date & Amount

\* Value Date  \* Credit Amount

Payment must be approved by Post Date 07/31/2020

**8** Additional Information

Payment Details

Line 1  Line 2

Line 3  Line 4

Bank-to-Bank Details

Line 1  Line 2

Line 3  Line 4

**9** **0.00 to 1 Beneficiary on 31 Jul 2020**

Save this payment as a template for future use

## 6. Originator Information

- **Account Number** - Select an account from the dropdown menu or use the lookup feature.

# Domestic Wire Payments

Bankoh Business Connections (BBC)



**This field is mandatory.**

- **Account Name** - This field will display and pre-populate upon selection of the Account Number.
- **Customer Reference** - This field is optional and can be left blank (limited to 16 characters/spaces; special characters not accepted).
- **Comments** - Information in this field is stored with the transaction but not forwarded with the payment.

## 7. **Beneficiary Information**

- **Name** - Enter the beneficiary name or search for a payee from the beneficiary address book by using the lookup feature. If you select an entry from the beneficiary address book, some of the remaining fields will automatically populate. **This field is mandatory.**
- **Beneficiary Address, Country** - If necessary, enter the address and country for the beneficiary. For domestic wires, the Country will be UNITED STATES. These fields are optional and can be left blank.
- **Account Number** - Enter the beneficiary's bank account number. **This field is mandatory.**
- **Bank Code** - Defaults to ABA. For domestic wires, ABA will always be used as Bank Code.
- **Bank Routing** - Enter the bank routing number (ABA) of the beneficiary's bank. Entering three numbers will narrow your search. Or you can input the beneficiary bank name to search.
- **Date & Amount**
  - **Value Date** - The earliest possible Value Date will automatically be selected. You can enter a different Value Date (MM/DD/YYYY) or select a date using the calendar icon. **This field is mandatory.**

**Note:** Future dated wires adhere to Bank of Hawaii parameters, which is five business days.

- **Credit Amount** - Enter the amount (in US Dollars). **This field is mandatory.**
- **Post Date** - The Post Date will prepopulate with the Value Date.

## 8. **Additional Information**

- **Payment Details, Bank to Bank Instructions**
- Enter any payment details and bank-to-bank instructions that you want to accompany the payment (per field, limited to 35 characters/spaces; special characters not accepted). These fields are optional and can be left blank.
  - Payment Details will be forwarded to the beneficiary.
  - Bank to Bank Instruction will be forwarded to the beneficiary bank.

## 9. **Summary Section**

- **Save this payment as a template for future use** - Select checkbox to create a template.
- The template will be created when the payment is submitted. Templates will not be created if the payment is Saved for Later.
  - **Template Code** - Enter a unique name for the template. The name must be alphanumeric, cannot contain spaces or special characters, and is limited to 35 characters.

# Domestic Wire Payments

Bankoh Business Connections (BBC)

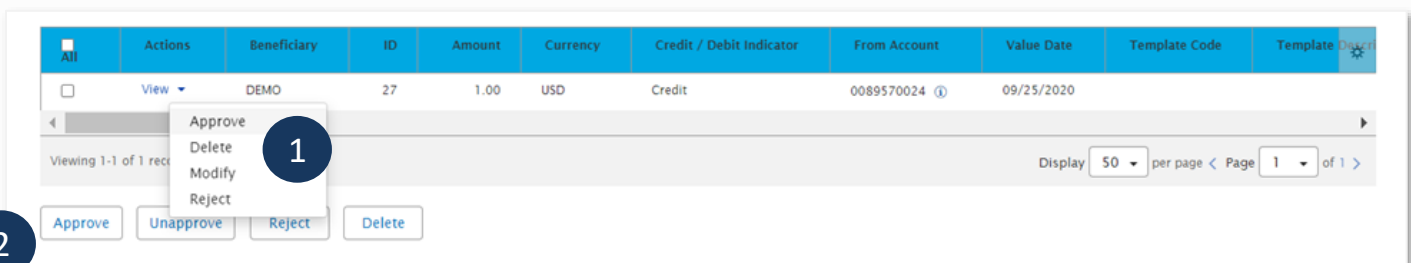


- **Template Description** - Enter a description for the template. The description is limited to 35 characters.
  - **Save For Later** - Payment information can be saved in **Incomplete** status for modification at a later date.
  - **Submit** - Click Submit to submit the payment.
10. A message will appear in a green notification bar. A payment must be approved before it is sent to the beneficiary.

## Approving a Domestic Wire Payment

The wire payment approval process is based on payment permissions.

- As a User, you may have permission to either enter and edit a wire, release a wire, or approve a wire.
  - Your company may require either one or multiple levels of authentication. If two or more levels of authentication are required, the same User may not be able to perform the same level of approval. Not all Users may have approval privileges.
  - If the User is required to use Token Authentication at wire release, BBC 3.0 will prompt the User for additional information, such as your User ID as well as your Authorization Code, also known as your token code.
  - All wires require a secondary approver who is not the same person as the person entering the wire.
1. If you are an approver, you will see that you have an approve option in the drop-down list. You may also have options to **Delete**, **Modify** or **Reject** the payment.
  2. To approve the payment, click on **Approve** or place a check mark on the check box next to the payment and click on the **Approve** button. This method will allow you to approve multiple wires at the same time. A confirmation message will appear in a green notification bar.



# Domestic Wire Payments

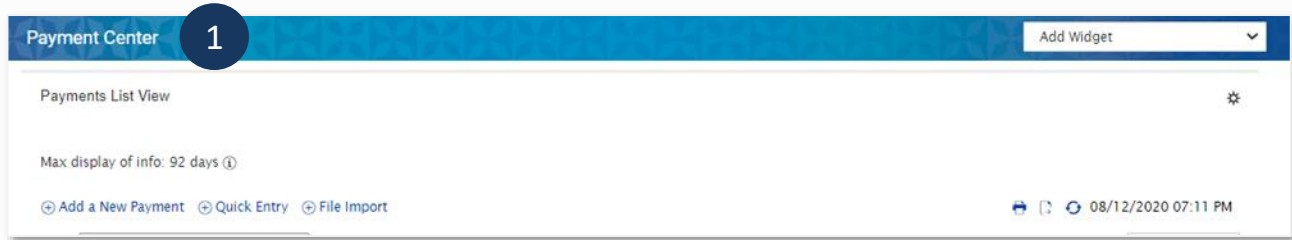
Bankoh Business Connections (BBC)



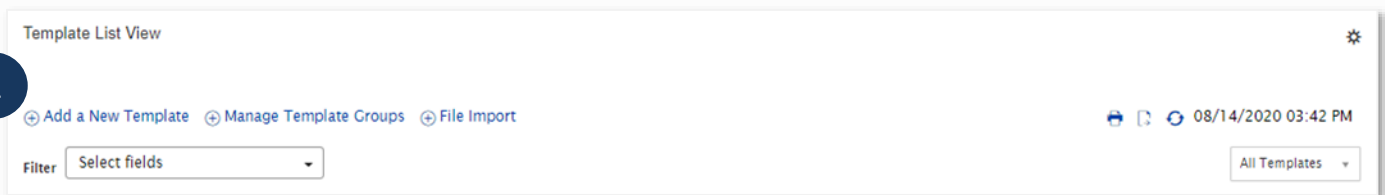
## Creating a Domestic Wire Template

Templates for domestic wire payments can also be created and managed to improve payment efficiency.

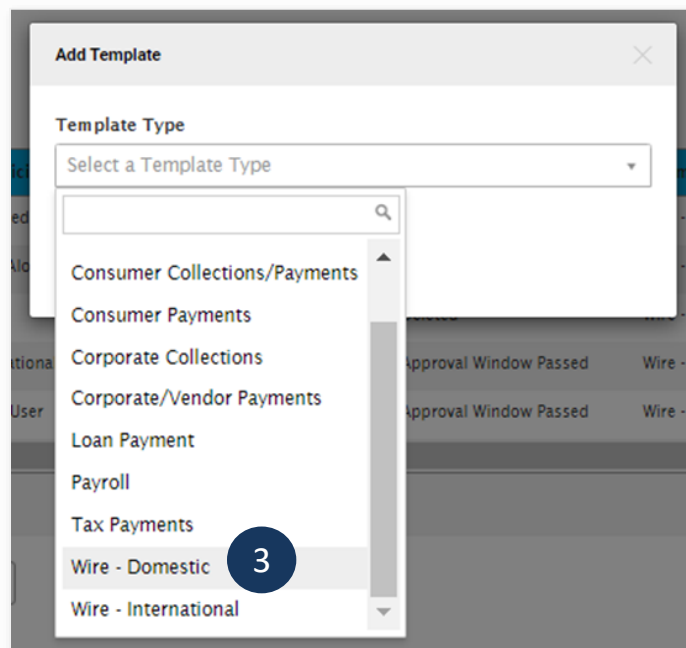
1. From **Payments/Transfers**, select **Payment Management** which will take you to the **Payment Center**.



2. In the **Template List View** widget, click **Add a New Template**.



3. From the **Add Template modal**, select **Wire - Domestic** from **Template Type**.



# Domestic Wire Payments

Bankoh Business Connections (BBC)



4. Click **Continue**.

The 'Add Template' dialog box is shown with a close button (X) in the top right corner. It contains a 'Template Type' dropdown menu with 'Wire - Domestic' selected. Below the dropdown are two buttons: 'Continue' (highlighted in blue) and 'Cancel'.

5. Enter payment information on the **New Domestic Wire Template** page.

The 'New Wire Domestic Template' page is shown with a blue header bar. The header contains a back arrow, the title 'New Wire Domestic Template', a circled '5', and the 'Payment Total 0.00'. The page is divided into three sections: 'Template Information' (circled '6'), 'Originator Information' (circled '7'), and 'Beneficiary Information' (circled '8').

**Template Information**

- \* Template Code:
- \* Template Description:   Restrict

**Originator Information**

- \* Account Number:  --Select--
- Customer Reference:
- Internal Comment:  Stored with the transaction, but not forwarded with the payment

**Beneficiary Information**

- \* Name:
- Address Line 1:
- Address Line 2:
- Country:  UNITED STATES x
- City:
- State:  --Select--
- Postal Code:
- \* Account Number:
- \* Bank Code Type:  ABA x
- \* Bank Routing:



# Domestic Wire Payments

Bankoh Business Connections (BBC)



Amount

Credit Amount

Additional Information **9**

Payment Details

Line 1 Line 2

Line 3 Line 4

Bank-to-Bank Details

Line 1 Line 2

Line 3 Line 4

Make Recurring **10**

0.00 to 1 Beneficiary

Save Save for Later Cancel

## 6. **Template Information**

- **Template Code** - Enter a unique name for the template. The name must be alphanumeric, cannot contain spaces or special characters, and is limited to 35 characters. **This field is mandatory.**
- **Template Description** - Enter a description for the template. The description is limited to 35 characters/spaces. **This field is mandatory.**
- **Restrict** - Check **Restrict** to restrict template to users who are explicitly entitled to it.

## 7. **Originator Information**

- **Account Number** - Select an account from the dropdown menu or use the lookup feature. **This field is mandatory.**
  - **Account Name** - Account Name field will display and pre-populate upon selection of the Account Number.
  - **Client Account Name** - Client Account Name field will display and pre-populate upon selection of the Account Number.
- **Customer Reference** - This field is optional and can be left blank (limited to 16 characters/spaces; special characters not accepted).
- **Internal Comment** - Information in this field is stored with the transaction but not forwarded with the payment.



# Domestic Wire Payments

Bankoh Business Connections (BBC)



## 8. **Beneficiary Information**

- **Name** - Enter the beneficiary name or search for a payee from the beneficiary address book by using the lookup feature. If you select an entry from the beneficiary address book, some of the remaining fields will automatically populate. **This field is mandatory.**
- **Beneficiary Address, Country** - If necessary, enter the address and country for the beneficiary. For domestic wires, the Country will be UNITED STATES. These fields are optional and can be left blank.
- **Account Number** - Enter the beneficiary's bank account number. **This field is mandatory.**
- **Bank Code** - Defaults to ABA. For domestic wires, the Bank Code will be ABA.
- **Bank Routing** - Enter the bank routing number of the beneficiary's bank. Entering three numbers or three letters will narrow your search.
- **Amount**
  - **Credit Amount** - Enter the amount (in US Dollars). This field is mandatory.

## 9. **Additional Information**

- **Payment Details/Bank-to-Bank Details**
- Enter any payment details and bank-to-bank instructions that you want to accompany the payment (per field, limited to 35 characters/spaces; special characters not accepted). These fields are optional and can be left blank.

## 10. **Summary Section**

- **Save For Later** - Payment information can be saved in **Incomplete** status for modification at a later date.
- **Submit** - Click Submit to submit the template.

The screenshot shows a form for setting up a recurring payment. It includes the following fields and options:

- Make Recurring**
- Start Date**: 08/03/2020 (with a calendar icon)
- Repeat every**: 1 (dropdown) Week(s) (dropdown)
- On**:
  - Monday
  - Tuesday
  - Wednesday
  - Thursday
  - Friday
  - Saturday
  - Sunday
- Ends**:
  - Upon further notice
  - After [ ] occurrences
  - End by selected date [ ]
- \*If Transfer Date falls on a non-business day, transfer funds on:
  - Previous business day
  - Next business day
  - Do not transfer funds

# Domestic Wire Payments

Bankoh Business Connections (BBC)



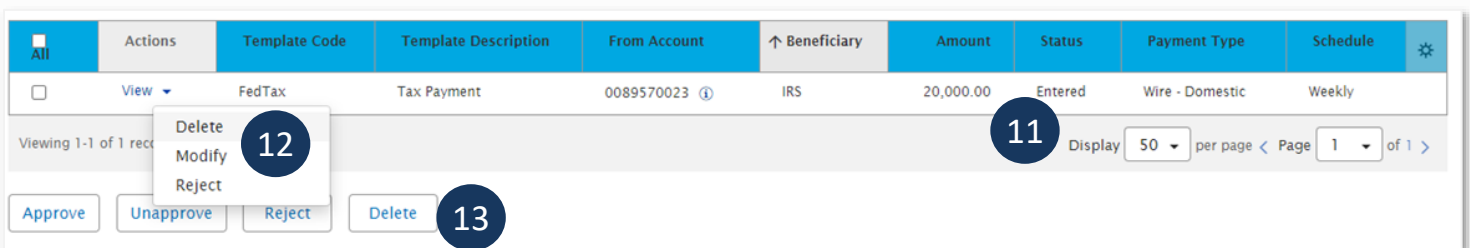
- **Make Recurring**

- **Start Date**
- **Repeat Every** - Enter occurrence
  - 1, 2, 3, 4
  - Week(s), Month(s)
- **On** - Select applicable business day (Monday – Friday)
- **Ends** - enter end date
  - Upon further notice (no end date)
  - After (x) occurrences
  - End by selected date
- If transfer date falls on non-business day, transfer funds (select one)
  - Previous business day
  - Next business day
  - Do not transfer funds

11. A message will appear in a green notification bar. Based on the User's template permissions, if the template requires additional approval, the template will move into **Entered** status.

12. Click the drop-down icon in the Actions column to **Approve, Delete, Modify, Reject** or Schedule the template.

13. You can also check the checkbox and click the **Approve, Unapprove, Reject, or Delete** button.



14. For Approved templates, click the drop-down icon in the Actions column and one of the following actions:

- **Delete** - Select this option to delete the template.
- **Copy as Template** - Select this option to copy a new template based on the selected template. A template must be in approved status to be copied.
- **Copy as Payment** - Select this option to initiate a new wire payment.
- **Modify** - Select this option to modify the template.
- **Unapprove** - Select this option to unapprove the template.

# Domestic Wire Payments

Bankoh Business Connections (BBC)



All	Actions	Template Code	Template Description	From Account	Beneficiary	Amount	Status	Payment Type	Schedule
<input type="checkbox"/>	View	Alohainc	Wire Template Sample	0089570024	Chris Aloha	100.00	Approved	Wire - Domestic	
<input type="checkbox"/>	View		Tax Payment	0089570023	IRS	20,000.00	Deleted	Wire - Domestic	

Viewing 1-2 of 2 records

Display 50 per page < Page 1 of 1 >

Buttons: Approve, Unapprove, Delete

Context menu for Tax Payment: Delete, Copy As Template, Copy As Payment, Modify, Unapprove

Callout 14

## Creating Template Groups

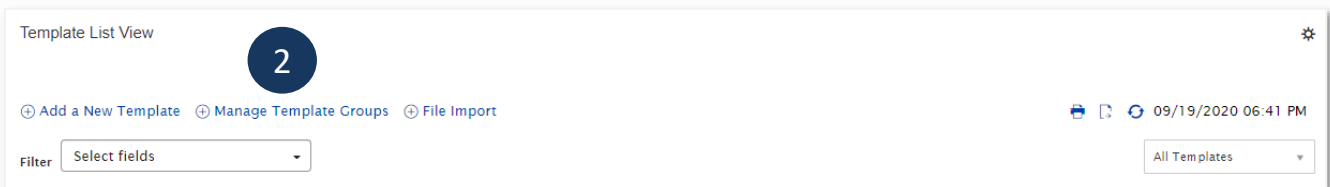
Template Groups are groups of individual wires with the same value date and are typically used when sending a number of wires at the same time.

### Creating a Template Group

1. From **Payments/Transfers**, select **Payment Management**, which will take you to the **Payment Center**.



2. In the **Template List View** widget, select **Manage Template Groups**.



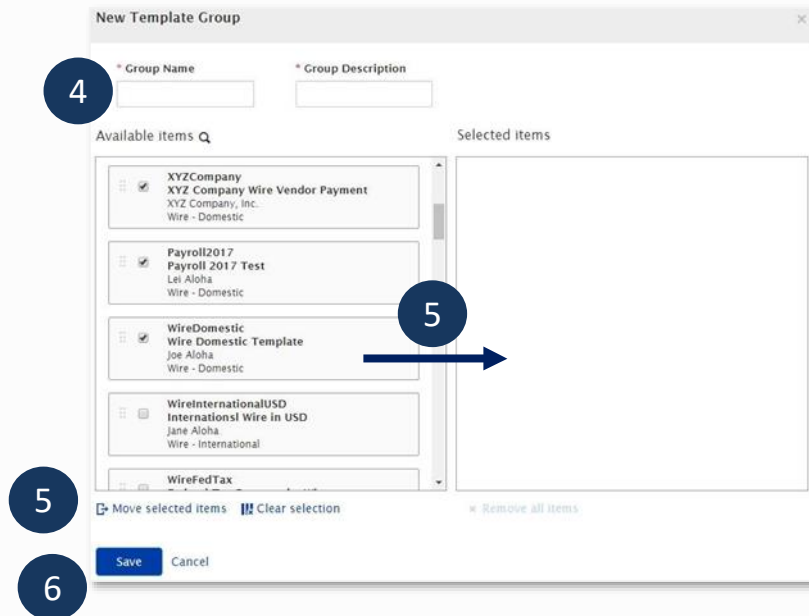
3. Click **Add Template Group**.



4. In the **New Template Group** modal, enter **Group Name** and **Group Description**. Enter a unique Group Name to differentiate it in your workflow.

# Domestic Wire Payments

Bankoh Business Connections (BBC)



5. Click/drag selected template(s) from Available items (left column) to Selected items (right column) OR check box of selected template(s) and click Move selected items.
6. Click **Save**.

## Creating a Batch from a Template Group

1. From **Payments/Transfers**, select **Payment Management** which will take you to the **Payment Center**.



2. In the **Payments List View** widget, click **Quick Entry**.



3. From the **Template Code** dropdown menu, select a **Template/Group name, beneficiary or payment type**.
4. The earliest possible Value Date will automatically be selected. You can enter a different **Value Date** (MM/DD/YYYY) or select a date using the calendar icon.

# Domestic Wire Payments

Bankoh Business Connections (BBC)



**Note:** Future dated wires adhere to Bank of Hawaii parameters, which is five business days.

5. The Amount will populate based on information in the template. This field is editable.
6. Click “ × ” to delete the line item.
7. Click **Add Quick Entry** to add another template or template group.
8. Click **Submit**.

The screenshot shows the 'Quick Entry' form. Callout 3 points to the 'Template Code' dropdown menu. Callout 4 points to the 'Value Date' field. Callout 5 points to the 'Amount' field. Callout 6 points to the 'USD' currency selector and the 'X' delete icon. Callout 7 points to the 'Add Quick Entry' button. Callout 8 points to the 'Submit' button.

9. A message will appear in a green notification bar. Payments must be approved before they are sent to the beneficiaries.
10. Based on the User's payment permissions, if the payments require additional approval, they will move into **Entered** status.

## Approving a wires created via Template Groups

1. From **Payments/Transfers**, select **Payment Management**, which will take you to the **Payment Center**.

The screenshot shows the 'Payment Center' header. Callout 1 points to the 'Payment Center' text in the header.

2. In the **Payments List View** widget, select **Payments Requiring Approval** in the predefined view

The screenshot shows the 'Payments List View' widget. A table lists payment records. Callout 2 points to the 'Payments Requiring Approval' option in the dropdown menu.

Filter	Select fields	Actions	From Account	Beneficiary	Am	Value Date	Status	Payment Type	Credits / Debit Indic.
<input type="checkbox"/>	View	0089570024	Intermediary u...	12.00	08/05/2020	Bank Received	Wire - Internatio...	Credit	
<input type="checkbox"/>	View	0089570024	Chris Aloha	100.00	08/03/2020	Approval Window Passed	Wire - Domestic	Credit	
<input type="checkbox"/>	View	0089570024	test	1.00	08/03/2020	Deleted	Wire - Internatio...	Debit	
<input type="checkbox"/>	View	0089570024	International Inc	10.00	08/03/2020	Approval Window Passed	Wire - Internatio...	Debit	
<input type="checkbox"/>	View	0089570024	Aloha User	200.00	08/03/2020	Approval Window Passed	Wire - Domestic	Credit	

# Domestic Wire Payments

Bankoh Business Connections (BBC)



3. Click the drop-down icon in the Actions column to **Approve**, **Delete**, **Modify** or **Reject** the payment.



4. You can also check the checkbox and click the **Approve**, **Unapprove**, **Reject**, or **Delete** button.
5. A confirmation message will appear in a green notification bar.
6. See “Approving a Domestic Wire Payment” for more information.

## Payment Status definitions

Status	Definition
<b>Entered</b>	Entered without errors, ready for approval workflow. Can be modified, deleted or rejected.
<b>Incomplete</b>	Saved in an incomplete status, for later completion. Not available for workflow. Can be modified or deleted.
<b>Needs Repair</b>	Needs repair, usually due to an error in a file import validation.
<b>Incomplete Approval</b>	Currently in approval workflow. Not available for modification or deletion.
<b>High Value</b>	Requires secondary approval for high value payments. Not available for modification or deletion.
<b>Approved</b>	Approval workflow complete. Not available for modification or deletion. Ready for extraction to back office.
<b>Approver Rejected</b>	Rejected by approver. Not available for workflow. Can be modified or deleted.
<b>Deleted</b>	Deleted. Not available for workflow or modification.
<b>Import In Process</b>	Payments currently being imported are set to this temporary status and cannot be modified, deleted or approved.
<b>Export In Process</b>	Payments currently being extracted are set to this temporary status and cannot be modified, deleted or approved.
<b>Needs Rate</b>	Needs an online rate. Available for trading and unapproved status, but cannot be modified or deleted.
<b>Released</b>	Released to the back office. Not available for deletion, modification or rejection.



# Domestic Wire Payments

Bankoh Business Connections (BBC)



Status	Definition
<b>Bank Received</b>	Received by the back office. Not available for deletion or modification.
<b>Bank Confirmed</b>	Confirmed by the back office. Not available for deletion or modification.
<b>Rejected</b>	Rejected by the back office. Not available for workflow, deletion, or modification.





## FAQ - Frequently asked questions

### Transaction History

**Q:** *How can I see the history of a transaction?*

**A:** You can view your transaction in the payment list view - you can also create your own view and use it to look for specific items.

# Domestic Wire Payments

Bankoh Business Connections (BBC)



## 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](mailto:cmsrequest@boh.com)

