



BANKOH BUSINESS CONNECTIONS

QUICK REFERENCE GUIDE

Loan Payments



Loan Payments

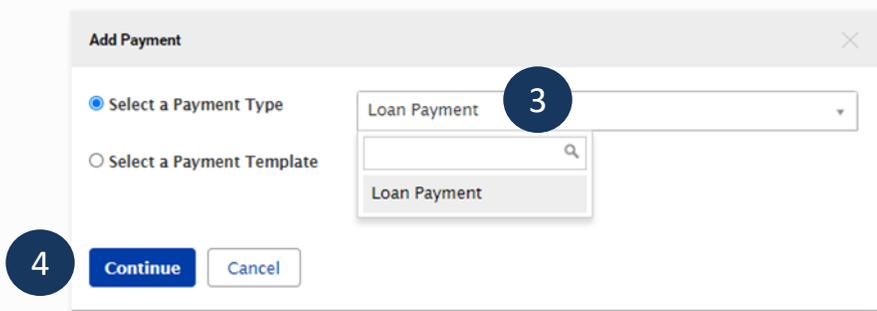
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Creating a Loan Payment

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



3. Select **Loan Payment** from **Payment Type**.
4. Click **Continue**.



5. Enter transaction information on the **New Loan Payment** page.
 - **From Account** - Select an account (to debit) from the dropdown menu.
 - **Loan Account** - Select an account (to credit) from the dropdown menu.
 - **Value Date** - The earliest possible Value Date will automatically be selected. The value date can be changed by using the calendar icon.
 - **Next Payment Amount** - Enter amount (this field will appear after selecting a Loan Account).
 - **Customer Reference** - This field is optional. Information is stored with the transaction but not forwarded with the transfer.
 - **Comments** - This field is optional. Information is stored with the transaction but not forwarded with the transfer.

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New Loan Payment

5 Transaction Information

From Account

Available Balance
\$383.01 USD

Loan Account

Outstanding Balance
\$250,000.00 USD

Value Date (due 05/23/2020)

Payment must be approved by
07/31/2020 17:00 HST

Next Payment Amount>
 USD

Customer Reference

Comments

Information in the Comments Field is stored with the transaction, but not forwarded with the payment

6 Payment Summary

0.00 USD to DEMO LOAN

Save this payment as a template for future use

6. Payment Summary Section

- **Save this payment as a template for future use** - Optional. Select to create a loan payment and template.

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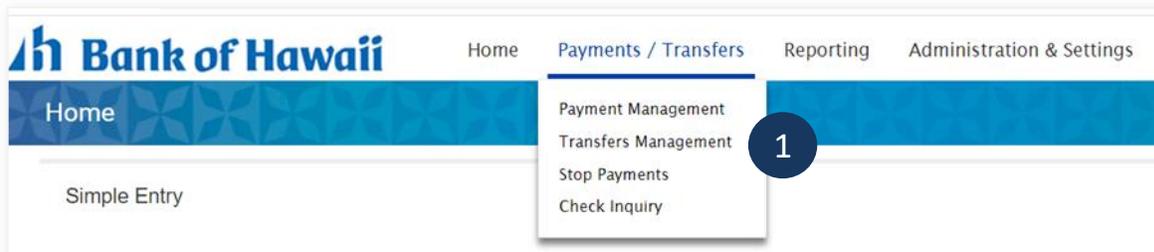
- **Template Code** - Enter a unique name (can use letters and numbers, no symbols or spaces)
- **Template Description** - Enter a description for the template
- **Save for Later** - To save loan payment as a draft. Status will display incomplete until modified
- **Submit** - To submit the Loan Payment

7. The confirmation message appears with details of your payment.

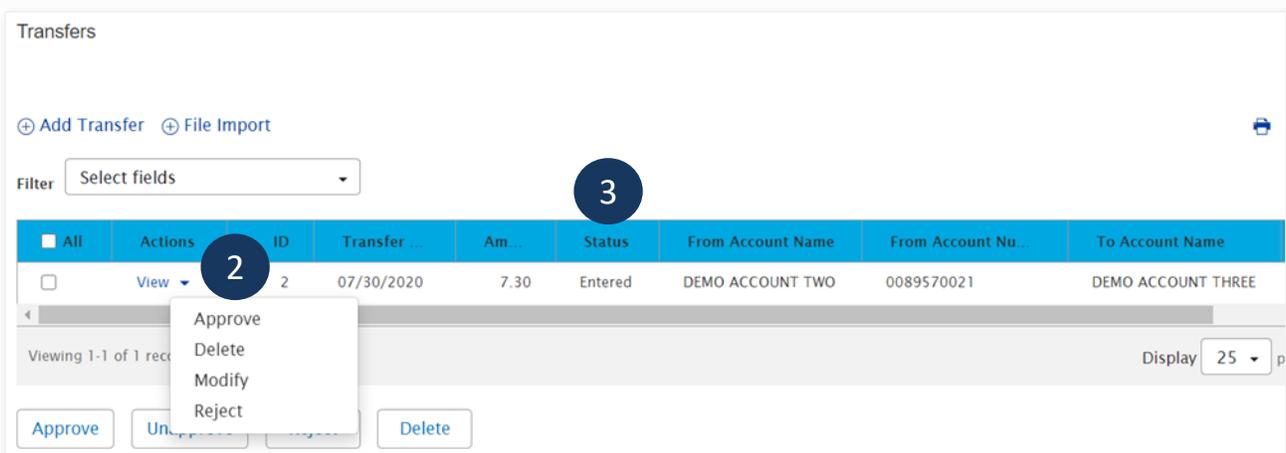
Check the Status of a Loan Payment

A payment must be approved before it is sent to the beneficiary based on the user's permissions. If the loan payment requires additional approval, the payment will move into **Entered** status.

1. From **Payments/Transfers**, select **Transfer Management**.



2. Click on the arrow in **Actions** column to view the available actions for the user at this time. Depending on the user's access, another user may need to approve the loan payment.
3. If status shows **Entered**, the loan payment needs to be approved.



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Note: After approving the loan payment the status will change quickly to **Approve**, **Release**, **Bank Received**, and finally to **Bank Confirmed**. Bank Confirmed indicates that the loan payment was successfully processed. If the loan payment is stuck in **Release** status for more than 5 minutes, call the bank to verify if the loan payment was processed.



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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

