An Bank of Hawaii

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.

Payment Center	Add Widget 👻
Payments List View 1	*
Max display of info: 92 days ④	
2 ⊕ Add a New Payment ⊕ Quick Entry ⊕ File Import	⊕ 08/12/2020 07:11 PM

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

	Add Payment		×
	Select a Payment Type	Loan Payment	Ŧ
	\bigcirc Select a Payment Template	م Loan Payment	
4	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 Q					
	DEMO ACCOUNT TWO - 0089570021 - 140 - Bank of Hawaii *					
	Available Balance \$383.01 USD					
	Loan Account Q					
	DEMO LOAN - 66650011234-00001140 - Bank of Hawaii *					
	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>					
	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					
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	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 ٠ 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.

Ah Bank of Hawaii	Home	Payments / Transfers	Reporting	Administration & Settings
Home		Payment Management Transfers Management Stop Payments Check Inquiry	1	ax xxx
Simple Entry				

- 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.

Transfers							
🕀 Add Transfer 🛛 🕀	File Import						e
Filter Select fields		•		3			
All Action	s ID	Transfer	Am	Status	From Account Name	From Account Nu	To Account Name
U View -	2 2	07/30/2020	7.30	Entered	DEMO ACCOUNT TWO	0089570021	DEMO ACCOUNT THREE
•	Approve						
Viewing 1-1 of 1 reco	Delete						Display 25 🗸 p
	Modify						
Approve Un.	Reject	, Delete					

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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

