

BANKOH BUSINESS CONNECTIONS

# **QUICK REFERENCE GUIDE**

## Payment and Template Detail Report

# Payment and Template Detail Report

Bankoh Business Connections (BBC)

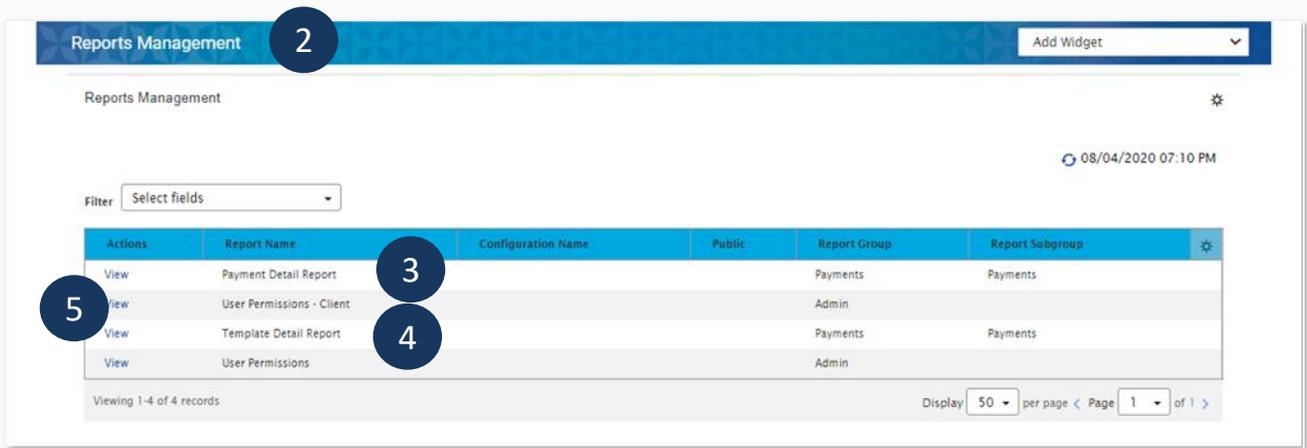
 Bank of Hawaii

## Payment Detail Report and Template Detail Report

- The Payment Detail Report allows you to select and report on payments made from your company.
- The Template Detail Report allows you to select and report on payment templates used for your company.

### Accessing the Reports

1. Login to Bankoh Business Connections (BBC).
2. Navigate to **Reporting**, then **Report Management**.
3. **Payment Detail Report** will be listed as an available report.
4. **Template Detail Report** will be listed as an available report.
5. Click **View**.



The screenshot shows the 'Reports Management' interface. At the top, there is a 'Reports Management' header with a '2' callout. Below the header, there is a 'Filter' dropdown menu with 'Select fields' selected. A table lists four reports. The first row is 'Payment Detail Report' with a '3' callout. The second row is 'User Permissions - Client'. The third row is 'Template Detail Report' with a '4' callout. The fourth row is 'User Permissions'. The 'View' button for the 'Payment Detail Report' is highlighted with a '5' callout. At the bottom, there is a 'Display 50 per page' dropdown and 'Page 1 of 1'.

Actions	Report Name	Configuration Name	Public	Report Group	Report Subgroup
View	Payment Detail Report			Payments	Payments
View	User Permissions - Client			Admin	
View	Template Detail Report			Payments	Payments
View	User Permissions			Admin	

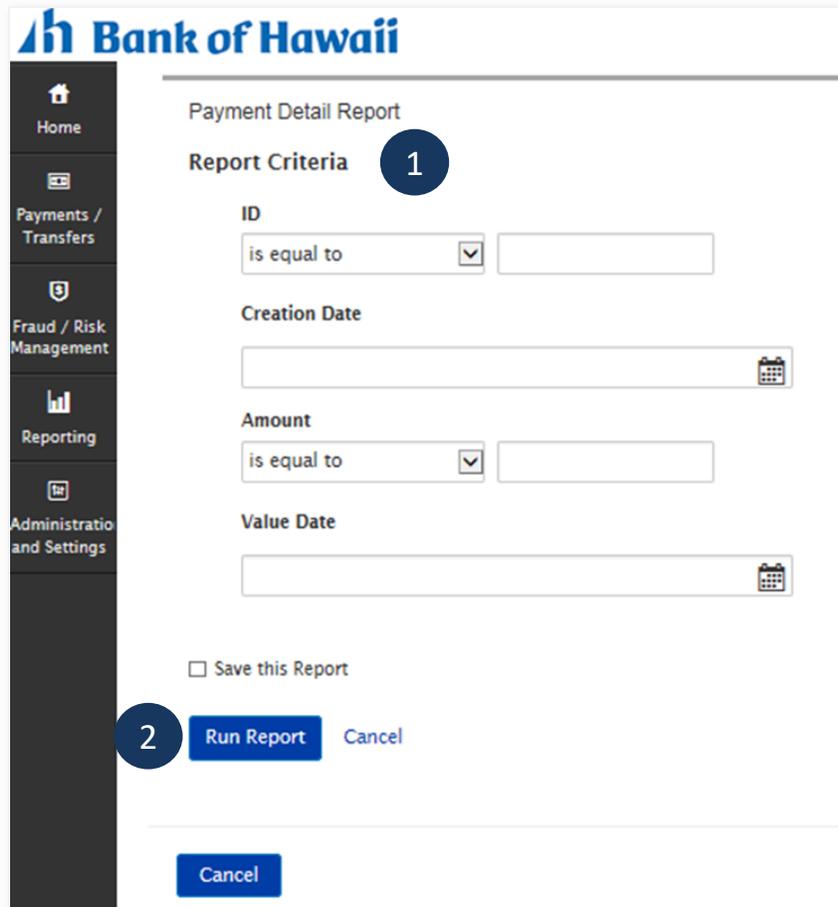
### Running the Payment Detail report

1. Enter Payment Detail Report Criteria
  - **ID** - You can first select a relevant criteria by clicking on the down arrow. Then enter a Payment ID.
  - **Creation Date** - click on the calendar icon to select a date
  - **Amount** - Enter Wire payment amount, Transfer Payment Amount, or ACH batch amount. You can select the relevant criteria by clicking on the down arrow.
  - **Value** - Enter a value date or range.
2. Click on **Run Report** to run the report

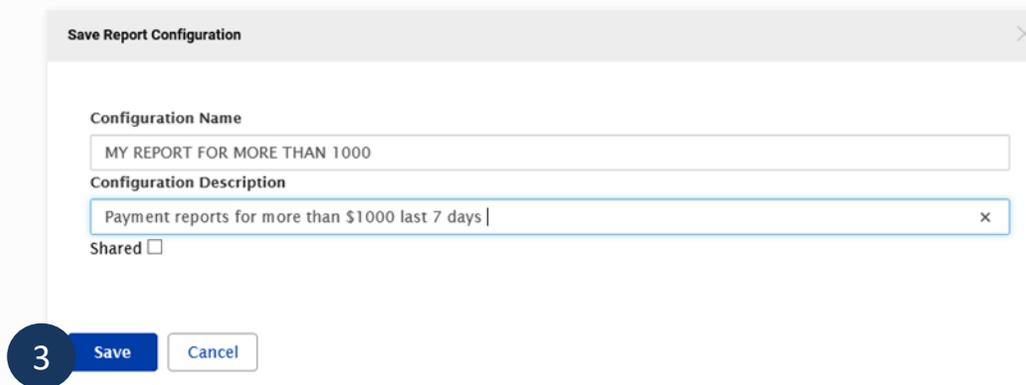
# Payment and Template Detail Report

Bankoh Business Connections (BBC)

 Bank of Hawaii



- The report will appear in the screen. You can then save the Report by clicking **Save**. This will save the report criteria and NOT the report itself.
- Export the report in a format of your choice- either PDF, CSV or plain text.  
**NOTE:** by checking off the Shared box, the report will be made available to anyone who has access to Report Management in your company.



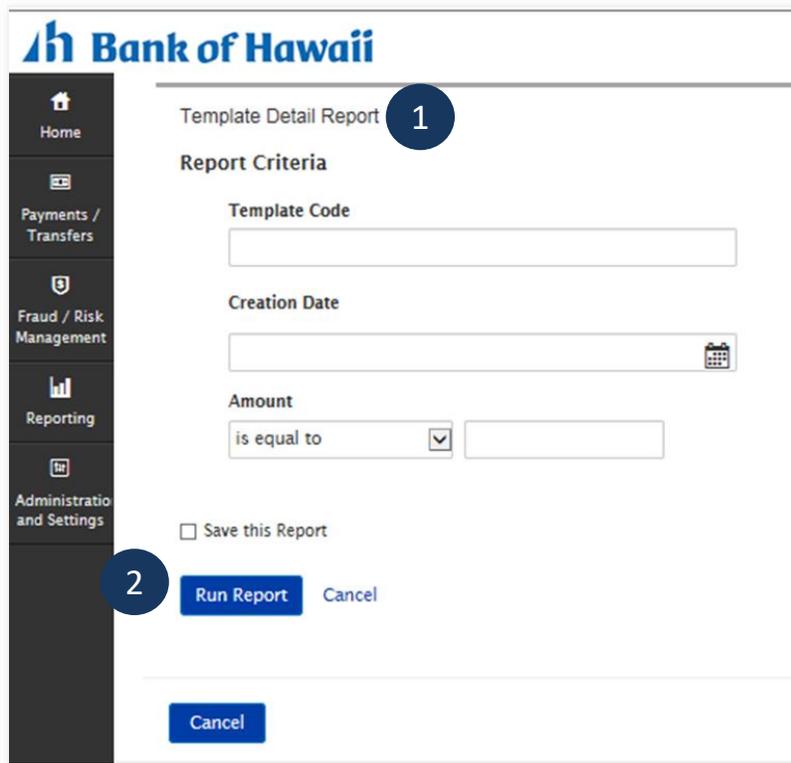
# Payment and Template Detail Report

Bankoh Business Connections (BBC)

 Bank of Hawaii

## Running the Template Details report

1. Enter Template Detail Report Criteria
  - **Template Code** - Enter a Template Code you want to use
  - **Creation Date** - Enter the date the template was created
  - **Amount** - Enter Wire payment amount, Transfer Payment Amount or ACH batch amount
2. Click on **Run Report** to run the report



Bank of Hawaii

Template Detail Report 1

Report Criteria

Template Code

Creation Date

Amount

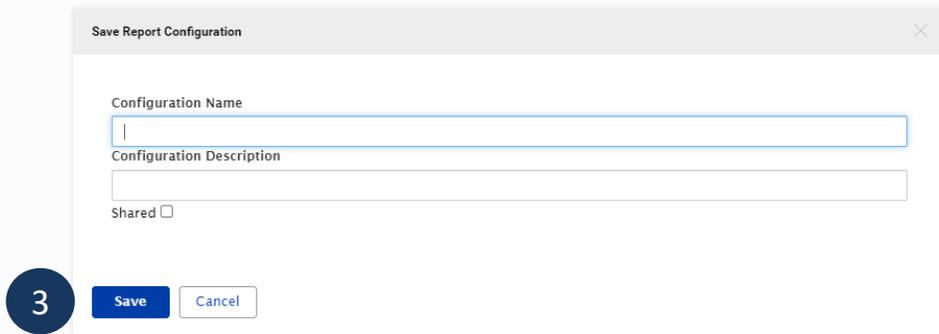
is equal to

Save this Report

Run Report Cancel

Cancel

3. The report will appear in the screen. You can then save the Report by clicking **Save**. This will save the report criteria and NOT the report itself.
- Export the report in a format of your choice- either PDF, CSV or plain text.
- NOTE:** by checking off the Shared box, the report will be made available to anyone who has access to Report Management in your company.



Save Report Configuration

Configuration Name

Configuration Description

Shared

Save Cancel

# Payment and Template Detail Report

Bankoh Business Connections (BBC)

 Bank of Hawaii

## 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)