

BANKOH BUSINESS CONNECTIONS

Quick Reference Guide

Positive Pay Import



Positive Pay Import

Bankoh Business Connections (BBC)



Importing Issues and Voids

The primary action function Import Check Issue/Void File in Check Issue Management allows you to submit check issue information originating from your accounting system. Using the export capability of your accounting system, you can create a file of check reports and import the check data into BBC.

Positive Pay Import File Format

1. Create a Check Issue or Check Void file from your accounting system.
2. Export the file to CSV format. The fields must be in the following order:

Required Data	Definition	Data Format	Example
Check Date	Date of the issue or void	MMDDYYYY (requires 8 digits; with leading zero, no dash or slash allowed)	"09012020"
Serial Number	The serial number of the check.	Numeric (10 digits max)	"1234567890"
Amount	Amount of check	Numeric (no dollar sign, no commas)	"1500.00"
Account Number	The account the check was written against	Numeric (requires 10 digits)	"0012345678"
Payee Name (opt.)		Max of 50 characters	

Sample File – Check Date, Check Number, Amount, Account Number

	A	B	C	D	E
1	Check Date	Serial Number	Amount	Account Number	Payee Name
2	09012020	1234567890	1500.00	0012345678	
3	09012020	1234567891	255.00	0012345678	DOE, JOHN
4					

```
PosPay Import File - Notepad
File Edit Format View Help
Check Date,Serial Number,Amount ,Account Number,Payee Name
09012020,1234567890,1500.00,0012345678
09012020,1234567891,255.00,0012345678,"DOE, JOHN"
```

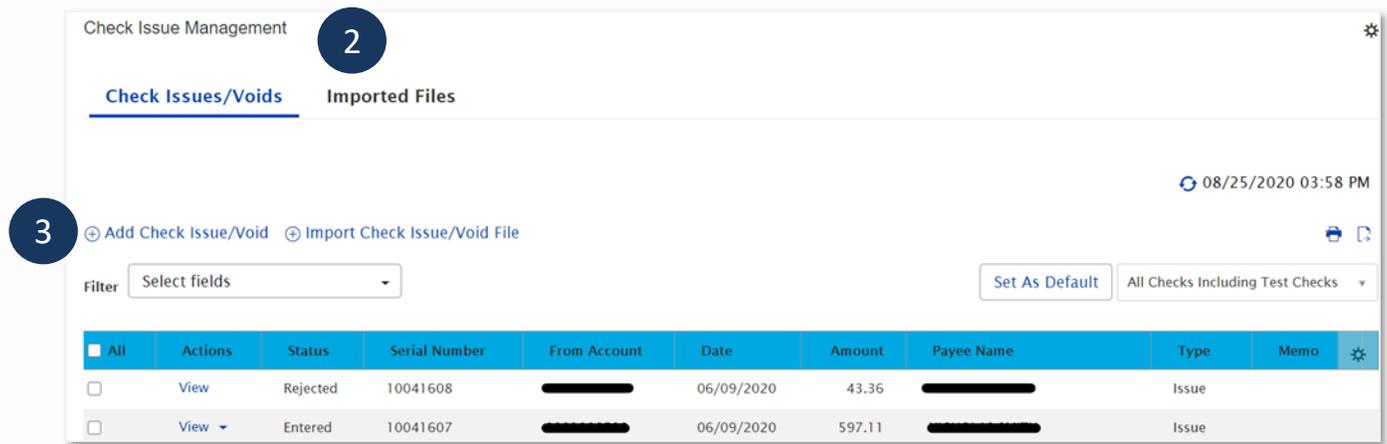
Note: The first row of the CSV file will not be imported but is required in order to import all records. The second line of the import file is the first row to be imported.

Import a Check Issues or Check Void File

1. From **Fraud / Risk Management**, select **Fraud / Risk Management**.



2. Scroll to **Check Issue Management**.
3. On the **Check Issues/Voids** tab, click **Import Check Issue/Void File**.



4. On the **File Import** page, select one import map (“Check Issue Format” or “Check Void Format”).
5. In **File Section**, select the following:
 - Load the file in test mode – Optional, to test format of the file.
 - Browse – to select CSV file for import.

Note: Check the **Load the file in test mode** box if you want to test load and validate the files before officially loading them. This will let you verify that the data is populated correctly in the system. Test mode segments test files from active, production files.

- The status of files imported in test mode will be appended with "test xxx". For example, "test entered", "test approved", etc.
- Records created as “test” are only eligible for the view and delete action.

6. Click **File Import**.

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File Import

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Format Section

	Format Name	Description	Payment Method	Payment Type
<input type="radio"/>	CheckIssueFormat	BOH Standard Check Issue File in csv Format	Check	Import Check Issue/Void
<input type="radio"/>	CheckVoidFormat	BOH Standard Check Void File in csv Format	Check	Import Check Issue/Void

Viewing 1-2 of 2 records Display 50

File Section 5

Load the file in test mode.

* Select Import File

Browse...

6 File Import Refresh Cancel

7. A message appears in a green notification bar telling you that the file has been queued for import. The **Imported Files** tab of the Check Issue Management screen appears; there you can see the status of the file. Notate the job ID.

IMPORTANT: Locate Job ID and click **View** from the Action column. File is queued but will not be processed until in **Approved** status.

Check Issue Management

Check Issues/Voids Imported Files

✓ SuccessFile queued for import. Job ID is 224511. Details ×

⊕ Import Check Issue/Void File 08/31/2020 07:16 PM

Filter Select fields All Accounts

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8. The imported check issue file has to be approved from this screen. To view the individual items in the import file before approval, in the **Actions** column, select **View**.

All	Actions	Import Date	File Name	Status	# It...	Total Am...	# Iss ...	Total Issue Am ...
<input type="checkbox"/>	Approve	08/31/2020 20:14:23	ARP Test Small 1537 Issue2 CSV.c...	Imported	7	13,909.13	0	0.00
<input type="checkbox"/>	View	08/31/2020 16:21	ARP Test Small 1537 Issue2 CSV.c...	Rejected	0	0.00	0	0.00

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9. File can be Approved or Deleted.

Note: Check issues/voids must be approved by the cutoff time for the system to process check issue/void the same day.



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FAQ - Frequently asked questions

Q: Why is the file rejected after importing?

A: There are a number of reasons the file may reject:

- The format of the CSV file may not be correct
- The user does not have the correct permission to import a file
- The account number (must be 10 digits) is incorrect
- The file is a duplicate (if file is not a duplicate, change check issue date).

Click on **View** in **Actions** column to access File Import Details for Failed Records. If Status show **Rejected**, see explanation in the **Reason** column.

Check Issue Management

Check Issues/Voids **Imported Files**

Import Check Issue/Void File 08/31/2020 08:25 PM

Filter Select fields All Accounts

All	Actions	Import Date	File Name	Status	# It...	Total Am...	# Iss...	Total Issue Am...	#
<input type="checkbox"/>	Approve	08/31/2020 20:14:23	ARP Test Small 1537 Issue2 CSV.c...	Imported	7	13,909.13	0	0.00	7
<input type="checkbox"/>	View	08/31/2020 19:16:21	ARP Test Small 1537 Issue2 CSV.c...	Rejected	0	0.00	0	0.00	0

File Import Details for Issue Import File.1.csv

Failed Records

Export Print

Record No.	Job ID	Import Type	Status	Reason
2	40403	Check Management	Rejected	Rec# 2 - Invalid Issue / Void Date.
3	40403	Check Management	Rejected	Rec# 3 - Invalid Issue / Void Date.

Viewing 1-2 of 2 records Display 10 per page Page 1 of 1

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File Import Details for ARP Test Small 1537 Issue2 CSV.csv

Failed Records

[Export](#) [Print](#)

Import Type	Status	Reason	
Check Managem...	Rejected	Failed to process file ARP Test Small 1537 Issue2 CSV.csv at 2020-09-01 05:16:22.	
Check Managem...	Rejected	Contents identified as duplicate for file ARP Test Small 1537 Issue2 CSV.csv. Load Aborted.	

Viewing 1-2 of 2 records

Display per page < Page of 1 >



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Contact information

For more information, contact Cash Management Services at the following:

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