

BANKOH BUSINESS CONNECTIONS

QUICK REFERENCE GUIDE

Transfers

Transfers

Bankoh Business Connections (BBC)



Transfers

A Transfer is the movement of money from one financial account to another. You can choose to create a single transfer or multiple transfers. You can create and manage:

- Single Transfers.
- Multiple transfers (Many-to-Many transfer) lets you transfer money from multiple accounts to multiple other accounts.
- One-to-Many transfers lets you transfer money from one account to several different accounts.
- Many-to-One transfer lets you transfer money from several different accounts to one account.
- Scheduled/ Recurring Transfer.

Creating a Single Transfer

A Single Transfer can be initiated through **Simple Entry** or **Transfer Management**.

Creating a Single Transfer via Simple Entry

1. Locate **Simple Entry** located on the bottom of your Home page.
2. Select the **Transfer From** account.
3. Select the **Transfer To** account.
4. Enter the **Credit Amount**.
5. Select the **Transfer Date**. The earliest possible transfer date will automatically be selected. You can change the transfer date by selecting the calendar icon.
6. Click **Submit**. The confirmation message appears with details of your payment.

The screenshot shows a web form titled "Simple Entry" with a "Transfer" sub-header. The form contains four input fields: "Transfer From" (dropdown menu), "Transfer To" (dropdown menu), "Transfer Date" (text field with "07/30/2020" and a calendar icon), and "Credit Amount" (text field). A blue "Submit" button is at the bottom right. Numbered callouts are placed over the form: 1 points to the "Simple Entry" title, 2 points to the "Transfer From" dropdown, 3 points to the "Transfer To" dropdown, 4 points to the "Credit Amount" field, 5 points to the "Transfer Date" field, and 6 points to the "Submit" button.

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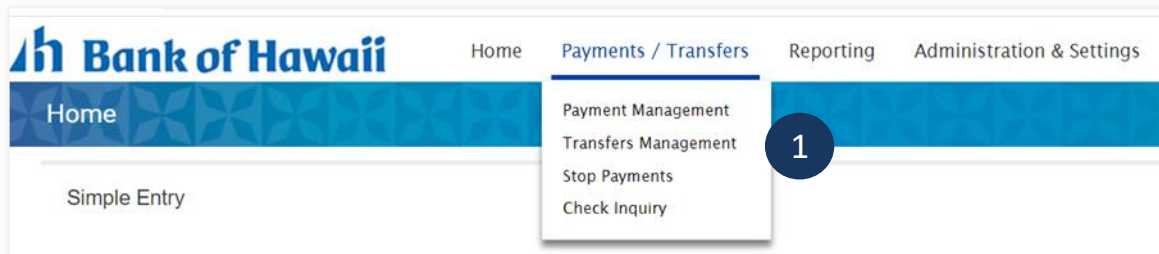
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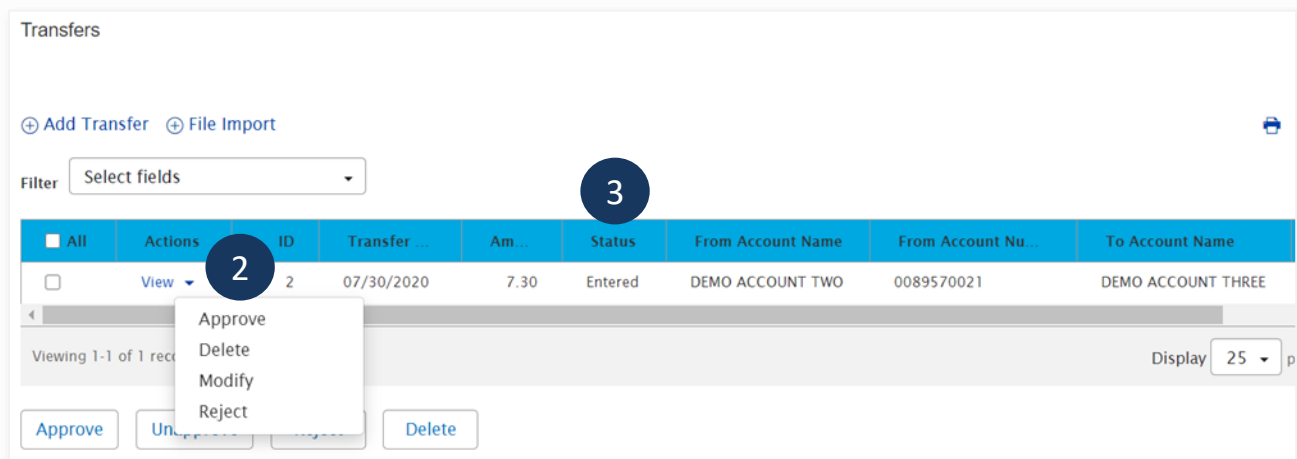
Check the Status of a Transfer

A payment must be approved before it is sent to the beneficiary based on the user's permissions. If the transfer 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 transfer.
3. If status shows **Entered**, the transfer needs to be approved.



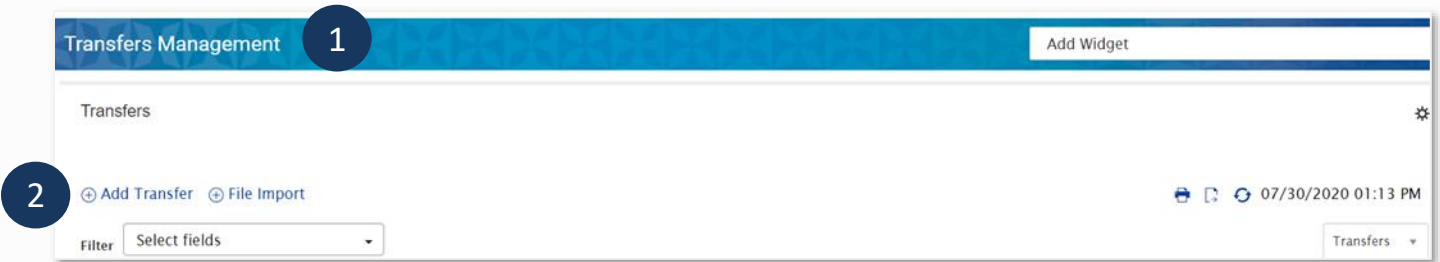
Note: After approving the transfer the status will change quickly to **Approve**, **Release**, **Bank Received**, and finally to **Bank Confirmed**. Bank Confirmed indicates that the transfer was successfully processed. If the transfer is stuck in **Release** status for more than 5 minutes, call the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

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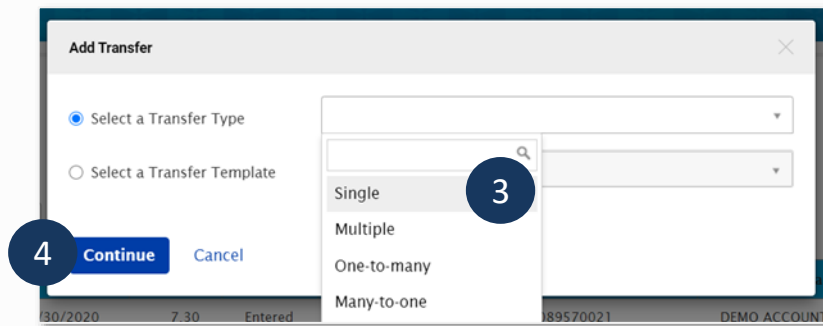
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Creating a Single Transfer via Transfer Management

1. From **Payments/Transfers**, select **Transfer Management**.
2. Click **Add Transfer**.



3. Select **Single** from **Select a Transfer Type**.
4. Click **Continue**.



5. Enter payment information on the **Single Transfer** page.
 - **From Account** - Select an account (to debit) from the dropdown menu.
 - **To Account** - Select an account (to credit) from the dropdown menu.
 - **Amount** - Enter a transfer amount.
 - **Transfer Date** - The earliest possible transfer date will automatically be selected. You can change the transfer date by selecting the calendar icon.
 - **Transfer 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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6. Summary Section

- **Save this transfer as a template for future use** - Optional. Select to create a transfer payment and template.
 - **Template Code** - Enter a unique name
 - **Template Description** - Enter a description for the template
 - **Submit** - Click **Submit** to submit the transfer.
7. The confirmation message appears with details of your payment. As with all transfers, follow the steps outlined under “Check the Status of a Transfer” above to check if the transfer was processed correctly.

Creating Multiple/ One-to-One Transfers

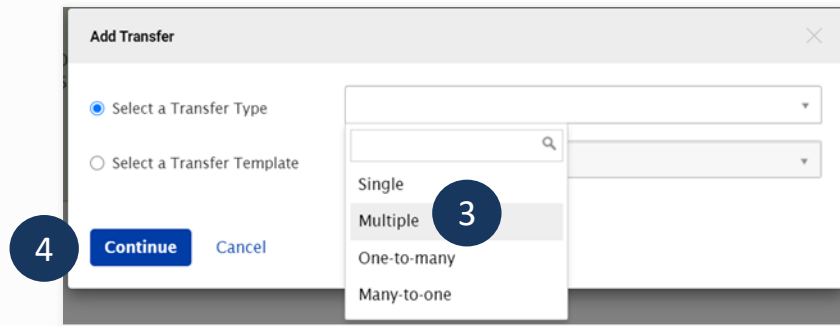
Multiple transfers are created in the same manner as single transfers.

1. From **Payments/Transfers**, select **Transfer Management**.
2. Click **Add Transfer**.

3. Select **Multiple** from **Transfer Type**.
4. Click **Continue**.

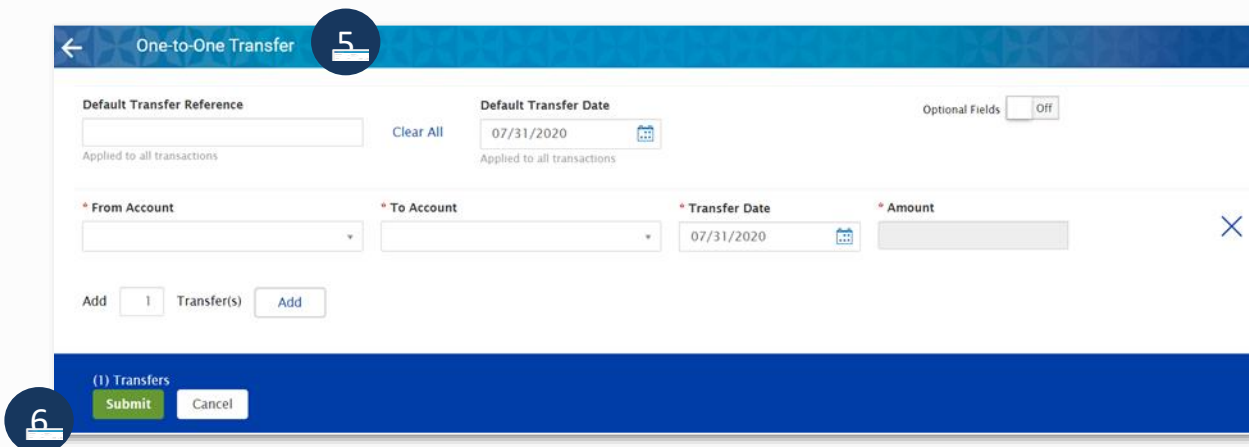
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5. Enter payment information on the **One-to-One Transfer** page, which allows you to do multiple transfers.

- **Default Transfer Reference** - This field is optional. This field can be used to track the individual transfers in the group. The information is stored with the transaction but not forwarded with the transfer.
- **Default Transfer Date** - The earliest possible transfer date will automatically be selected. You can enter a different transfer date using the calendar icon, which will be applied to all transactions.
- **From Account** - Select an account (to debit) from the dropdown menu.
- **To Account** - Select an account (to credit) from the dropdown menu.
- **Transfer Date** - the Transfer Date will initially default to the date you selected for your “Default Transfer Date”. However, the transfer date can be changed by using the calendar icon and will affect only the selected transaction. Remaining transactions will continue to default to the “Default Transfer Date” unless specifically changed by the user for each transaction.
- **Amount** - Enter a transfer amount.
- **Add field** - This field is optional. Enter a number to create additional transfers.
- **Comments** - This field is optional. Information is stored with the transaction but not forwarded with the transfer.



6. Summary Section

- **Submit** - Click Submit to submit the Transfer.

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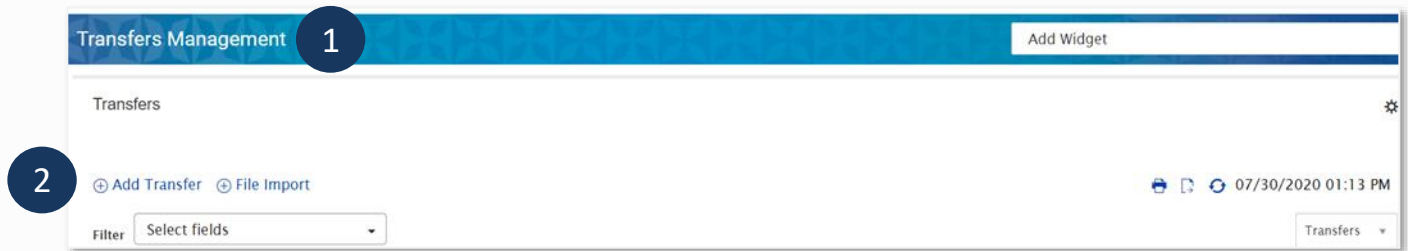


7. The confirmation message appears with details of your payment. As with all transfers, follow the steps outlined under “Check the Status of a Transfer” above to check if the transfer was processed correctly.

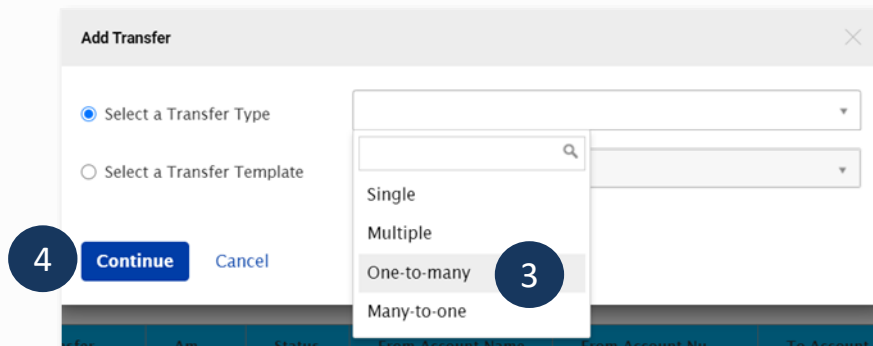
Creating a One-to-Many Transfer

Create multiple transfers using one debit account number, various credit account numbers, and one transfer date.

1. From **Payments/Transfers**, select **Transfer Management**.
2. Click **Add Transfer**.



3. Select **One-to-many** from **Transfer Type**.
4. Click **Continue**.



5. Enter payment information on the **One-to-Many Transfer** page.
- **Default Transfer Reference** – This field is optional. This field can be used to track the individual transfers in the group. The information is stored with the transaction but not forwarded with the transfer.
 - **From Account** - Select an account (to debit) from the dropdown menu.
 - **Transfer Date** - The earliest possible transfer date will automatically be selected. You can change the transfer date by selecting the calendar icon.
 - **To Account** - Select an account (to credit) from the dropdown menu.

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- **Amount** - Enter a transfer amount.
- **Add field** - This field is optional. Enter a number to create additional transfers
- **Comments** - This field is optional. Information is stored with the transaction but not forwarded with the transfer.

One-to-Many Transfer 5

Default Transfer Reference Clear All

Optional Fields ☐ Off

Applied to all transactions

* From Account * Transfer Date 07/31/2020

* To Account * Amount

Add 1 Transfer(s) Add

(1) Transfers

6 Submit Cancel

6. Summary Section
- **Submit** - Click **Submit** to submit the Transfer.
7. The confirmation message appears with details of your payment. As with all transfers, follow the steps outlined under “Check the Status of a Transfer” above to check if the transfer was processed correctly.

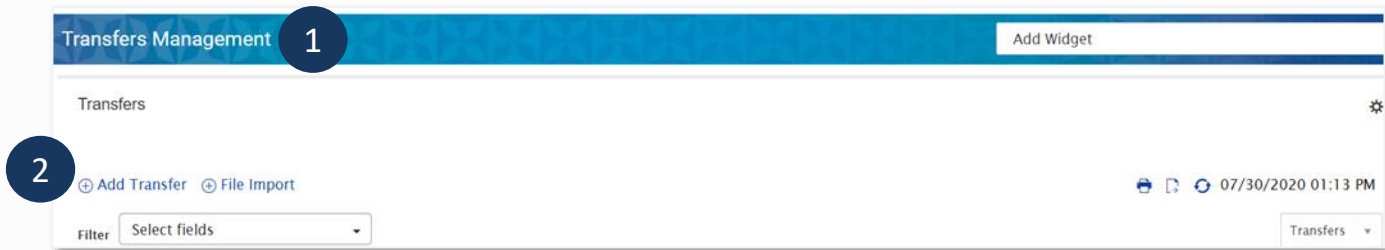
Creating a Many to One Transfer

Create multiple transfers using various debit account numbers, one credit account number, and one transfer date.

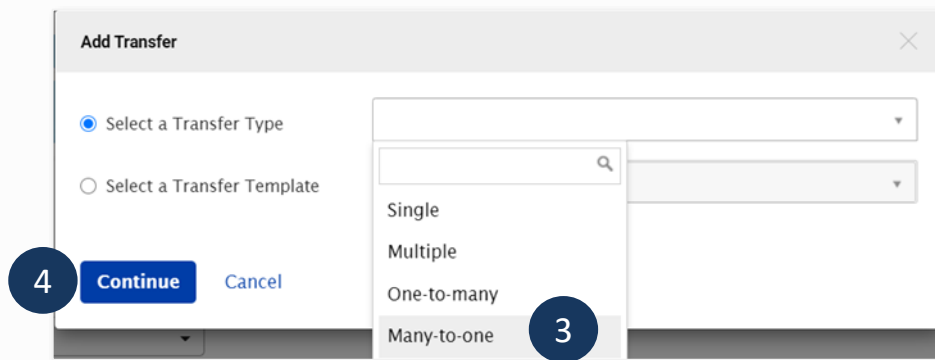
1. From **Payments/Transfers**, select **Transfer Management**.
2. Click **Add Transfer**.

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3. Select **Many-to-one** from Transfer Type.
4. Click **Continue**.



5. Enter payment information on the **Many-to-One Transfer** page.
- **Default Transfer Reference** - This field is optional. This field can be used to track the individual transfers in the group. The information is stored with the transaction but not forwarded with the transfer.
 - **To Account** - Select an account (to credit) from the dropdown menu.
 - **Transfer Date** - The earliest possible transfer date will automatically be selected. You can change the transfer date by selecting the calendar icon.
 - **From Account** - Select an account (to debit) from the dropdown menu.
 - **Amount** - Enter a transfer amount.
 - **Add field** - This field is optional. Enter a number to create additional transfers.
 - **Comments** - This field is optional. Information is stored with the transaction but not forwarded with the transfer.

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6. Summary Section

- **Submit** - Click **Submit** to submit the Transfer.
7. The confirmation message appears with details of your payment. As with all transfers, follow the steps outlined under “Check the Status of a Transfer” above to check if the transfer was processed correctly.

Scheduled/ Recurring Transfer

You can schedule a transfer by selecting the **Make Recurring** checkbox on a **Single Transfer Template**.

1. From **Payments/Transfers**, select **Transfer Management**.
2. Go to the Transfers Templates widget.
3. Select **Modify** from the Actions arrow next to an existing **Single Transfer** template.

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Transfers Management 1

Transfers

⊕ Add Transfer ⊕ File Import 08/12/2020 07:06 PM

Filter Select fields Upcoming Transfers

All	Actions	Transfer	Amo	Debit Curr	Status	From Account Name	From Account Num	To Account Name	To Account Num	
<input type="checkbox"/>	View	9	09/01/2020	212.07	USD	Entered	DEMO ACCOUNT TWO	0089570021	DEMO ACCOUNT THREE	0089570022
<input type="checkbox"/>	View	4	09/01/2020	212.07	USD	Rejected	DEMO ACCOUNT TWO	0089570021	DEMO ACCOUNT THREE	0089570022

Viewing 1-2 of 2 records Display 50 per page Page 1 of 1

Approve Unapprove Reject Delete

Transfers Templates

2 ⊕ Add a New Template 08/12/2020 07:06 PM

Filter Select fields All Transfer Templates

All	Actions	Template C	Template T	Debit Curr	Status	From Account Name	From Account Nu	To Account Name	To Account Num
<input type="checkbox"/>	View	MONTHLY	Single Transfer	USD	Approved	DEMO ACCOUNT TWO	0089570021	DEMO ACCOUNT THREE	0089570022

Viewing 1-1 of 1 record Display 50 per page Page 1 of 1

Approve Unapprove

3

- Delete
- Copy As Template
- Copy As Payment
- Modify
- Unapprove

4. Select the ***Make Recurring*** check box.

← Single Transfer Template

* Template Code MONTHLY * Template Description MONTHLY RECUR

* From Account DEMO ACCOUNT TWO - 0089570021... * To Account DEMO ACCOUNT THREE

Transfer Reference

☐ Make Recurring 4

Template History

> Full Template History

Changing the Recurrence pattern will require the template to be re-approved.
Transfer 212.07 USD

Save Cancel

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5. Enter the recurring information
 - **Start Date** - enter a future start date.
 - **Repeat every** - select week or month.
 - **On** - select a day of the week or date of the month (options will vary depending if weekly/monthly is selected).
 - **Ends** - select an option to end recurring (options: No end date, After a number of occurrences, or specified date).
 - **If Transfer Date falls on a non-business day, transfer funds on:** – make one selection (previous business day, next business day, do not transfer funds).
6. Click **Save** (template must be in approved status for recur to start).

Single Transfer Template

* Template Code: MONTHLY
* Template Description: MONTHLY RECUR
☐ Restrict

* From Account: DEMO ACCOUNT TWO - 00...
* To Account: DEMO ACCOUNT THREE - 0...
* Amount: 212.07 USD

Transfer Reference:
Comments:

☒ Make Recurring **5**
Start Date: 07/30/2020

Repeat every: 1 Month(s)
On the: 1st Day

Ends:
☐ Upon further notice
☒ After 2 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

Template History
> Full Template History

Changing the Recurrence pattern will require the template to be approved to start generating payments.
Transfer 212.07 USD on 07/30/2020
6

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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

