

BANKOH BUSINESS CONNECTIONS

# **QUICK REFERENCE GUIDE**

## **User Maintenance**

# User Maintenance

Bankoh Business Connections (BBC)

## User Maintenance Permission

Grant the user permission to the various features and function that your company has access. This may include Payments/Transfers, Reporting, Risk management, Administrative and Alert functions.

### Navigation Bar

- The Navigation Bar on top of the view provides sequential steps to Add/Modify a user.
- Following the Step Navigation workflow sets the order of permissions, assigning accounts and applying limits as applicable to the user.
- The Step Bar Circles will change to blue as you continue through the setup process

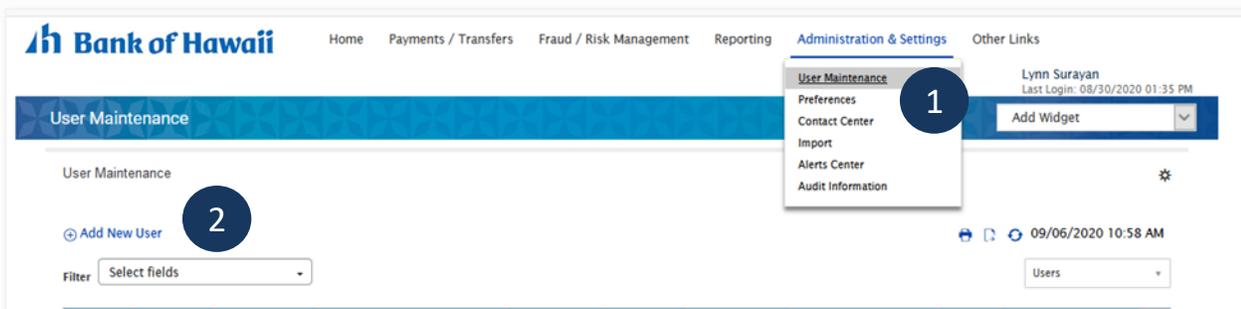
**Example:** A User cannot access Apply Limits sections unless the user has set up Payment Permissions in Step 2.



### Define User

**Note:** all fields with an asterisk require an entry.

1. Select **User Maintenance** from the **Administration & Settings** menu.
2. On the **User Maintenance** widget, click **Add New User**.



3. In the **User Information** section, enter a **User ID** and **User Name**.

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1 Define User      2 Set Permissions      3 Assign Accounts      4 Apply Approval Limits

User Information 3

\* User ID

\* User Name

\* Company  
140TEST

Address

Add another address line 4

City

State/Province      Postal Code

Email 5

Phone

Mobile Phone Number

Fax

\* Locale      \* Time Zone  
English (United States)      Pacific/Honolulu

6

4. **Optional.** Enter the **City, State/Province**, and Postal Code.
5. Enter users **Email** address, Phone, Mobile Phone number(s) are optional.
6. Locale and Time will default.
7. Enter Password. In the **Repeat New Password** field, enter the password again.

Password

\* Password

\* Repeat New Password

7

8. Check the **Disable User** checkbox if you want this user to be in the system, but inactive and therefore unable to log into the Client application.
9. Optional. If you want this user to receive notification when an alert created by him or her changes, check **the Send notification when an alert changes** checkbox.
10. The **Copy an Existing User's Permissions** option lets you select a user from the company associated with the user you're creating and assign his or her permissions to the new user. You will still be able to modify any of these user permissions in later stages of the process.

Use the drop-down to select an existing user whose permissions you want to copy to the new user you are creating.

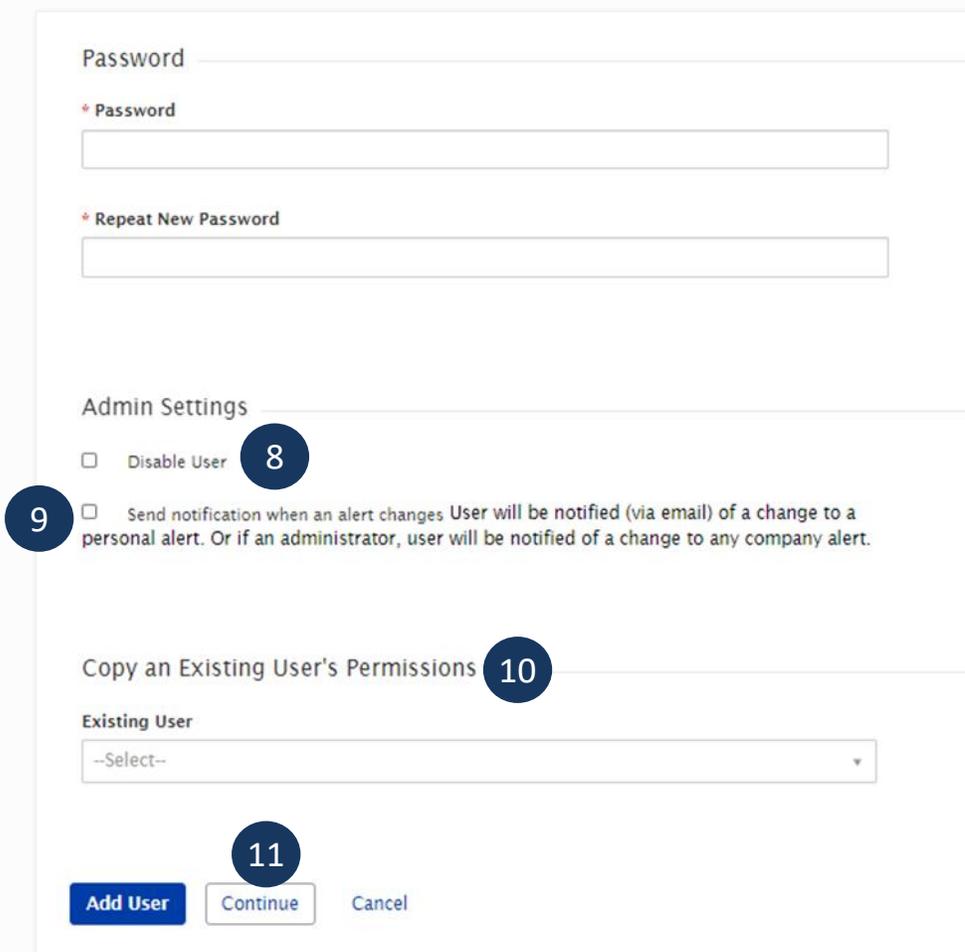
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- If you do not use the copy function you can go to “Set Permissions”.



- If you choose to use copy function note that all user permissions to features and functions such as payments, reporting, risk management, administration, and alerts as well as account entitlements and limits are copied to the newly created user.



11. Click **Continue**.

## Set Permissions

Permission sections allows the user access to Payments, Reporting, Risk Management, Administration and Alerts. Permissions will vary depending on the Company Level Entitlements.

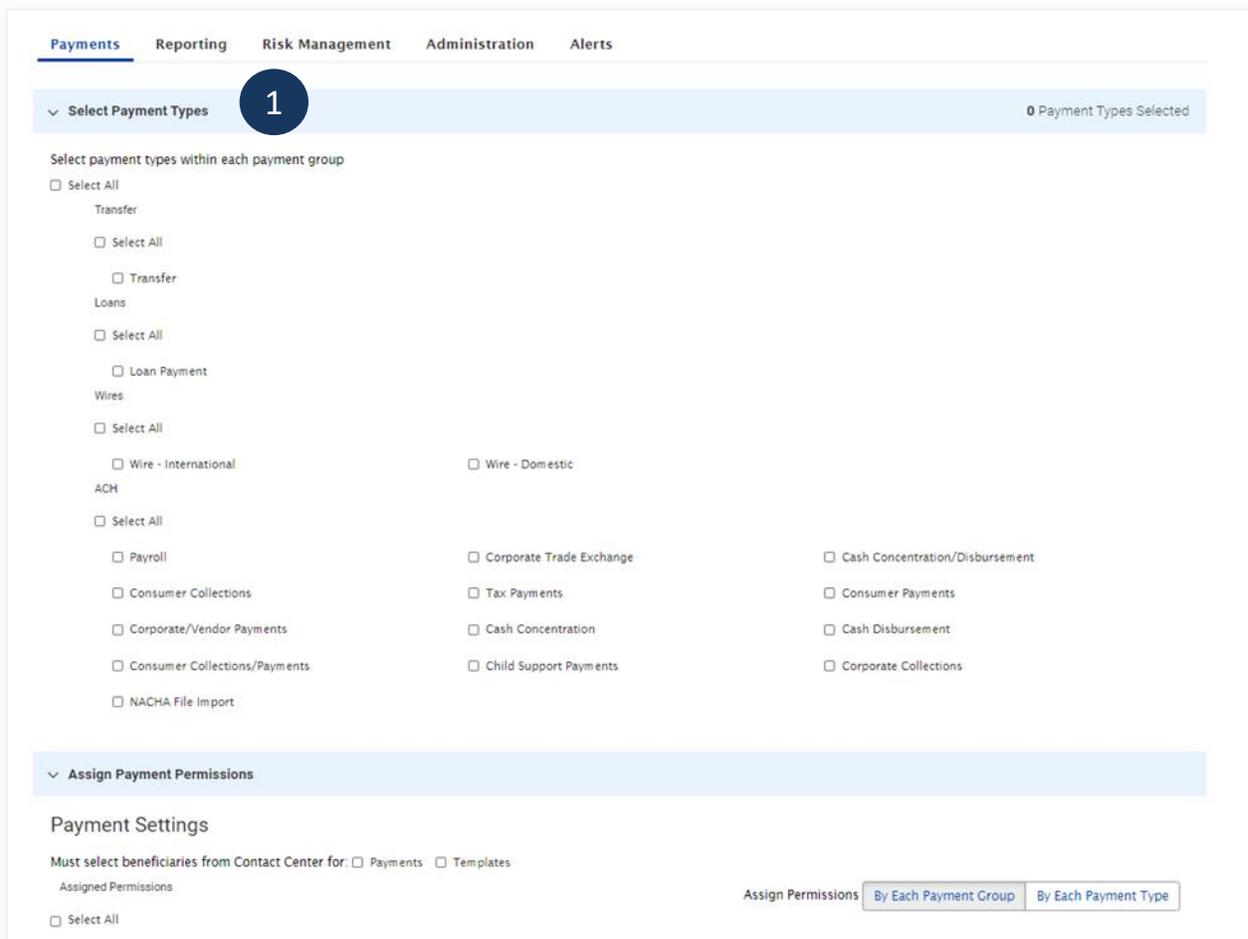
1. Click on **Payments** Tab.

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- **Select Payment** Types allows the user to setup payment type permissions Wires, Transfers, Loans, ACH.
- **Assign Payment Permissions** allows the user to setup and generate payment(s) for Wires, Transfers, Loans and ACH for View, Manage Modify, repair, confidential, Approve Own, Auto Approver and number of Approvals required. Payment Permissions can be assigned to user(s) by Group or by Payment type. Payment Permissions by Group allows a user to quickly assign permission). Permissions Payments by Type allows a user to assign permissions by payment type (example Wire Domestic, Wire International).

### Payment Tab Screenshot



### 2. Click On **Reporting** Tab.

- Reporting Tab allows the user to setup various types of reporting functions: Admin Reports, Balance and Transactions, eStatement, Legacy Reports, Image search, Check Inquiry and Payment Reports.

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## Reporting Tab Screenshot

1 Define User    2 Set Permissions    3 Assign Accounts    4 Apply Approval Limits

2

Payments    **Reporting**    Risk Management    Administration    Alerts

Select All

Admin Reports

Select All

User Permissions - Client     User Permissions

---

Balance & Transactions

Select All

Wire Transaction Report     Current Day Transactions     Previous Day Transactions

SWIFT MT940 Export     BAI Data Export     QuickBooks Data Export

CS Basic Export     Quicken Data Export

---

eStatements

Select All

eStatements

---

Legacy Reports

Select All

Legacy Reports

---

Image Search

Select All

Image Search

---

Recurring Payment Exceptions Report

Select All

Recurring Payment Exceptions

---

Check Inquiry

Select All

Check Inquiry

---

Payment and Template Background Processing Status

Select All

Payment and Template Background Processing Status

---

Payment Reports

Select All

Template Details     Payment Details

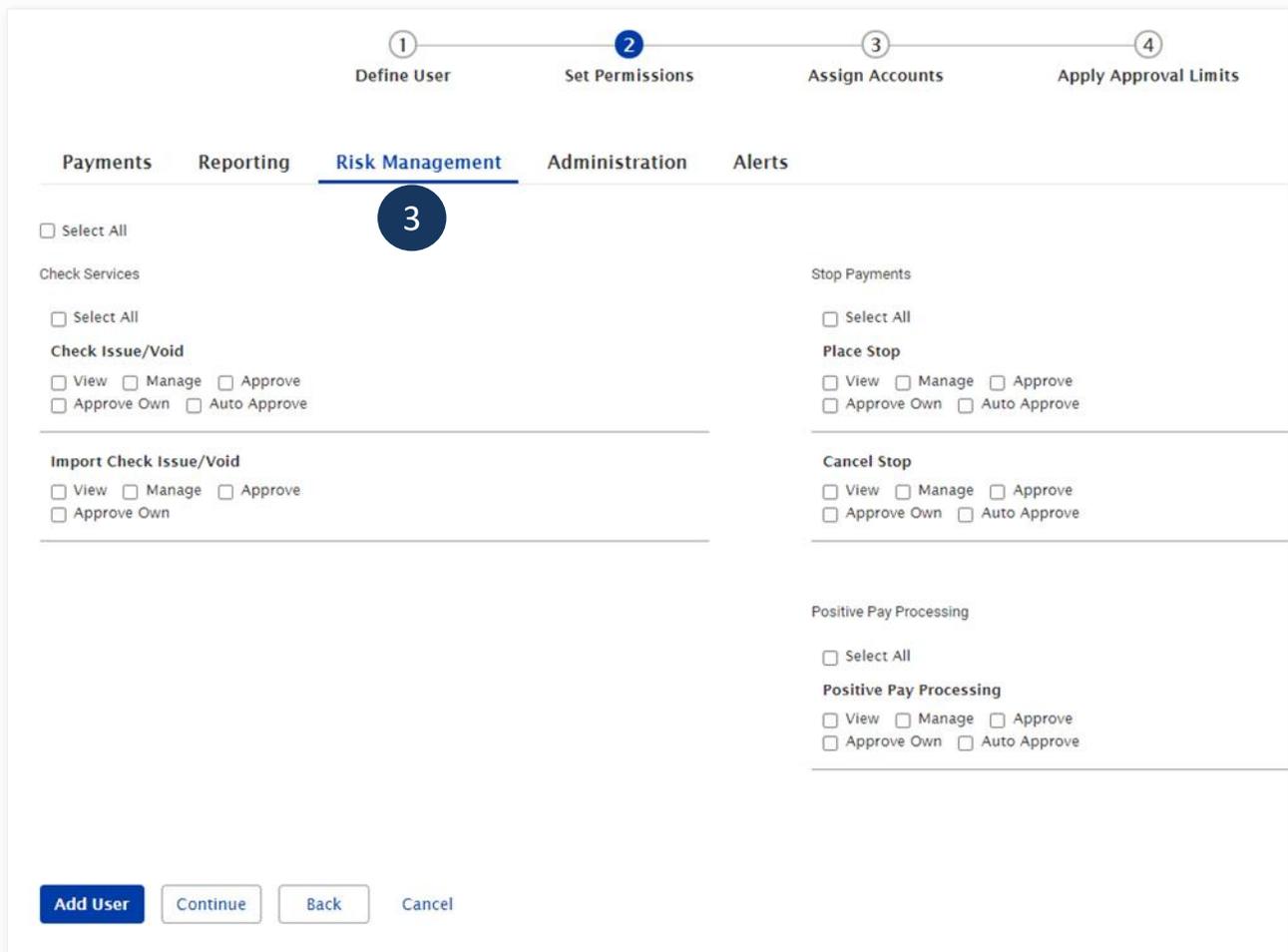
**Add User**    Continue    Back    Cancel

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3. Click On **Risk Management** Tab.
  - Risk Management allows the user to setup various types of risk functions:  
Check Issue/Voids, Positive Pay Process, Stop Payment and Cancel Stop.

## Risk Management Screenshot

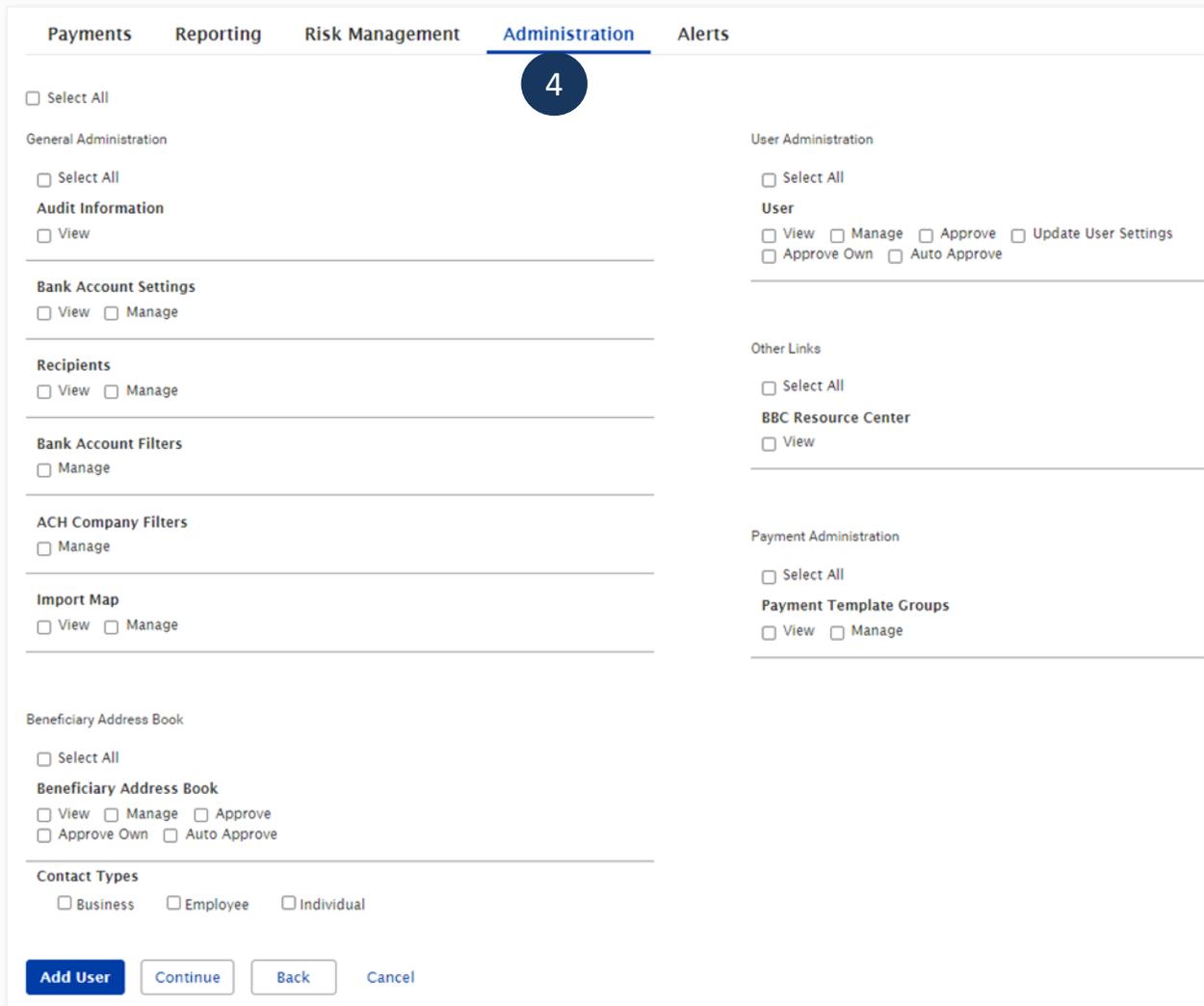


4. Click On **Administration** Tab  
Administration Tab allows the user to setup various types of administration functions:  
Audit Information, Rename Accounts, Email Recipient and Groups, Import Maps, Beneficiary Address Book, Contact Types, User Administration, Manage Template Groups, Bill Payment and Statements.

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## Administration Tab Screenshot



The screenshot displays the Administration Tab interface. At the top, navigation tabs include Payments, Reporting, Risk Management, Administration (selected), and Alerts. A blue circle with the number 4 highlights the Administration tab. The main content area is divided into several sections:

- General Administration:** Includes a 'Select All' checkbox, 'Audit Information' (View), 'Bank Account Settings' (View, Manage), 'Recipients' (View, Manage), 'Bank Account Filters' (Manage), 'ACH Company Filters' (Manage), and 'Import Map' (View, Manage).
- User Administration:** Includes a 'Select All' checkbox, 'User' (View, Manage, Approve, Update User Settings, Approve Own, Auto Approve), 'Other Links' (Select All), and 'BBC Resource Center' (View).
- Payment Administration:** Includes a 'Select All' checkbox and 'Payment Template Groups' (View, Manage).
- Beneficiary Address Book:** Includes a 'Select All' checkbox and options for View, Manage, Approve, Approve Own, and Auto Approve.
- Contact Types:** Includes checkboxes for Business, Employee, and Individual.

At the bottom of the interface, there are four buttons: 'Add User' (highlighted in blue), 'Continue', 'Back', and 'Cancel'.

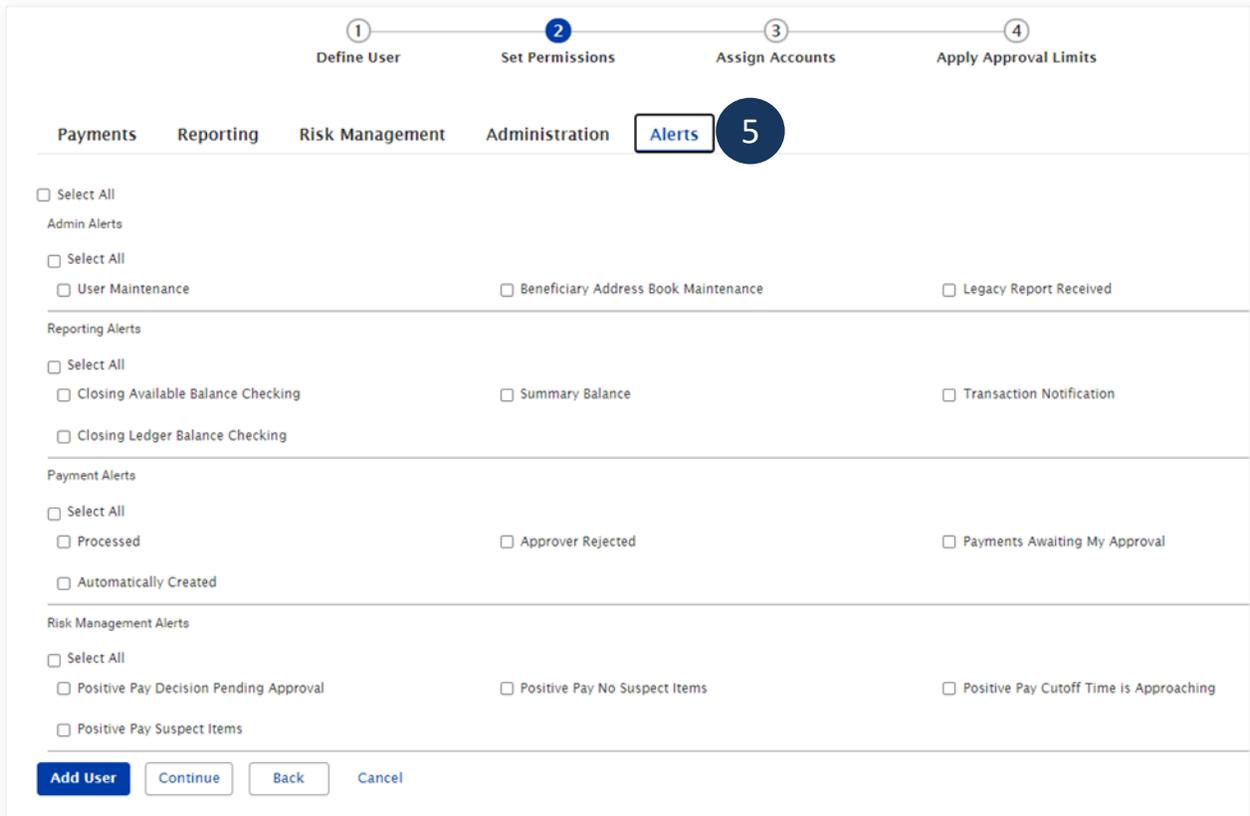
### 5. Click On **Alerts Tab**.

- Alerts Tab allows the user to setup various for administration functions: Admin Alert, Reporting Alerts, Payment Alerts, Risk Management Alerts.

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## Alerts Tab Screenshot



6. Once all permissions have been entitled.
7. Click **Continue** to advance to Assign Accounts.

## Assign Accounts

Assign Accounts allows a user to view bank accounts, ACH Originators, Restricted Templates and Legacy Reports.

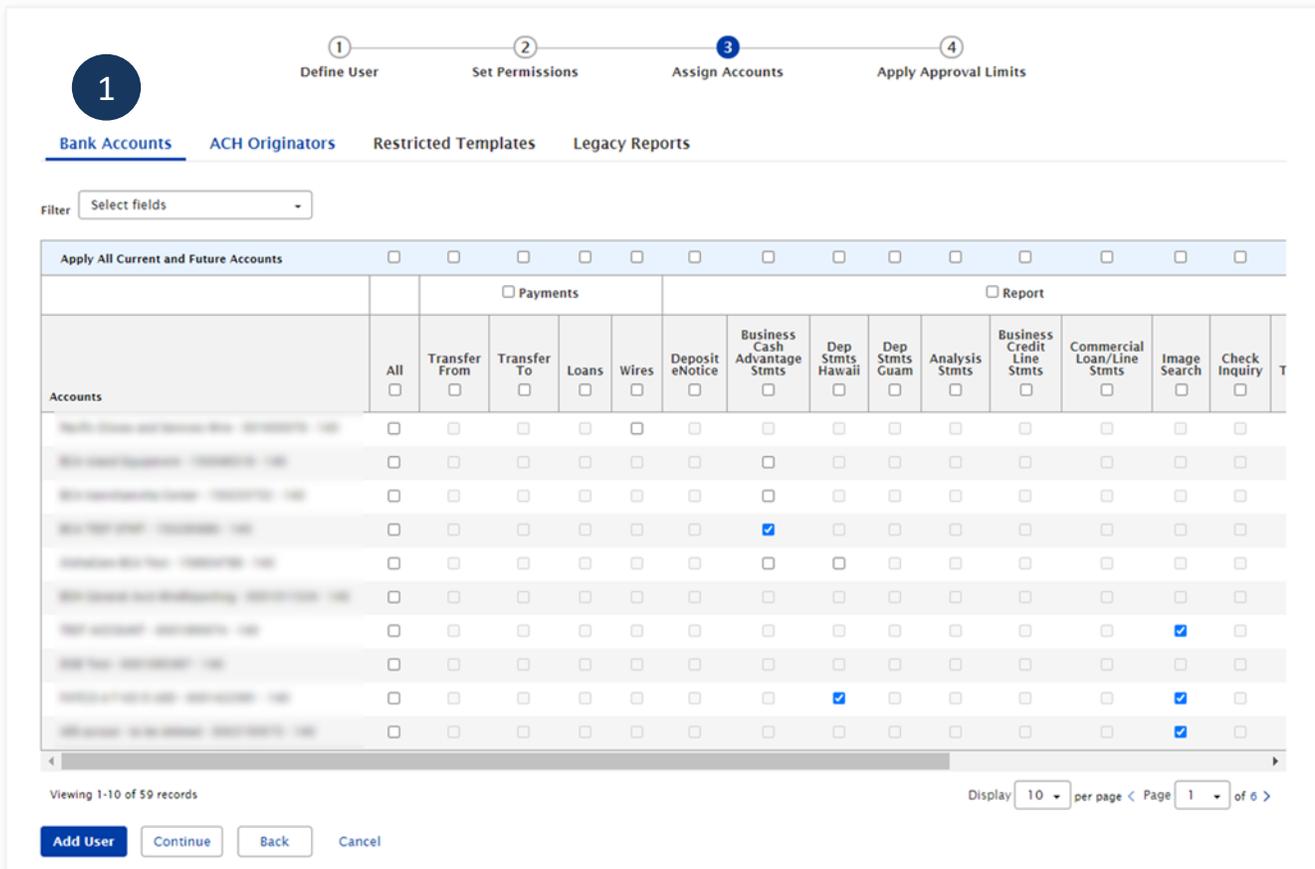
- There is the ability to select all permissions for a single account with a single click.
- There is the ability to select all accounts for a single permission with a single click.
- There is the ability to select all account for all permissions with a single click.
- There is the ability to select all accounts for all permissions in a Permission Group Type (Payments, Reporting, Risk Management).
- Select the All Current and Future Accounts which will assign all accounts currently enabled for that feature as well as any new accounts added in the future.

1. **Bank Accounts Tab** - assign account(s) to authorize user.

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## Bank Account Tab Screenshot



1 Define User 2 Set Permissions 3 Assign Accounts 4 Apply Approval Limits

Bank Accounts ACH Originators Restricted Templates Legacy Reports

Filter Select fields

Apply All Current and Future Accounts

Payments  Report

Accounts	All	Transfer From	Transfer To	Loans	Wires	Deposit eNotice	Business Cash Advantage Stmts	Dep Stmts Hawaii	Dep Stmts Guam	Analysis Stmts	Business Credit Line Stmts	Commercial Loan/Line Stmts	Image Search	Check Inquiry
...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
...	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>						
...	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>						
...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>						
...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>						

Viewing 1-10 of 59 records Display 10 per page < Page 1 of 6 >

Add User Continue Back Cancel

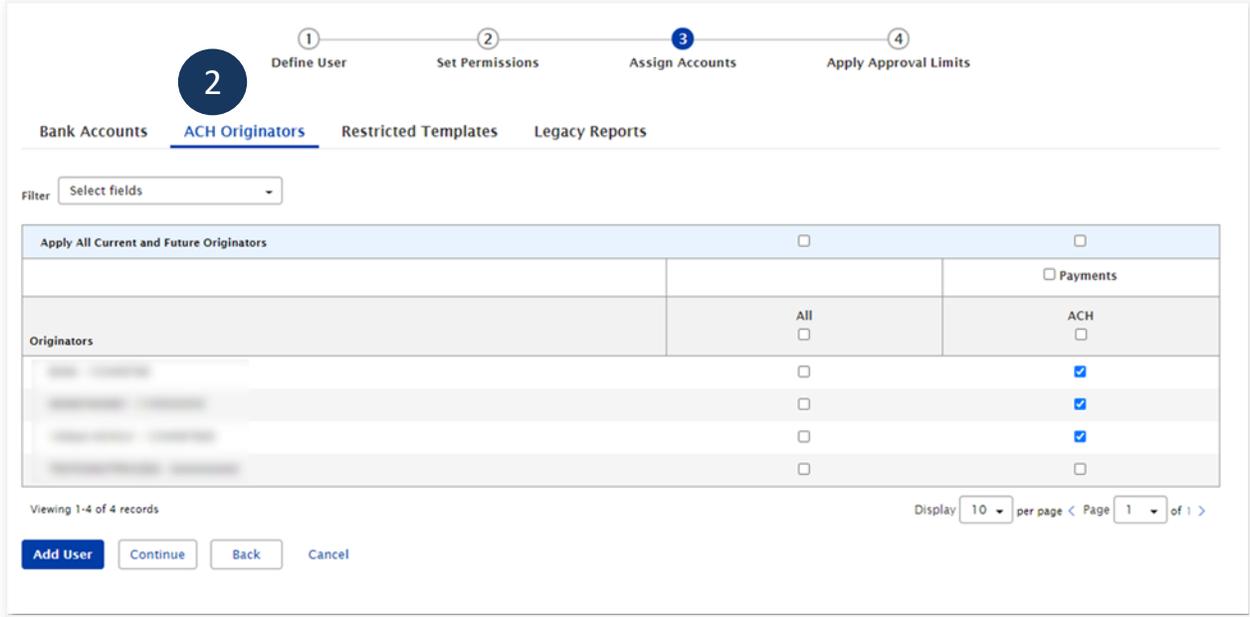
## 2. **ACH Originators** Tab - assign ACH Originators to authorize user.

- There is the ability to select all permissions for a single Originator ID with a single click.
- There is the ability to select all Originator IDs for a single permission with a single click.
- There is the ability to select all Originator IDs for all permissions with a single click.
- There is the ability to select all Originator IDs for all permissions in a Permission Group Type (Payments).
- Select the Apply All Current and Future Originator which will assign all originators currently enabled for that feature as well as any new originators added to that feature in the future.

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## Bankoh Business Connections (BBC)

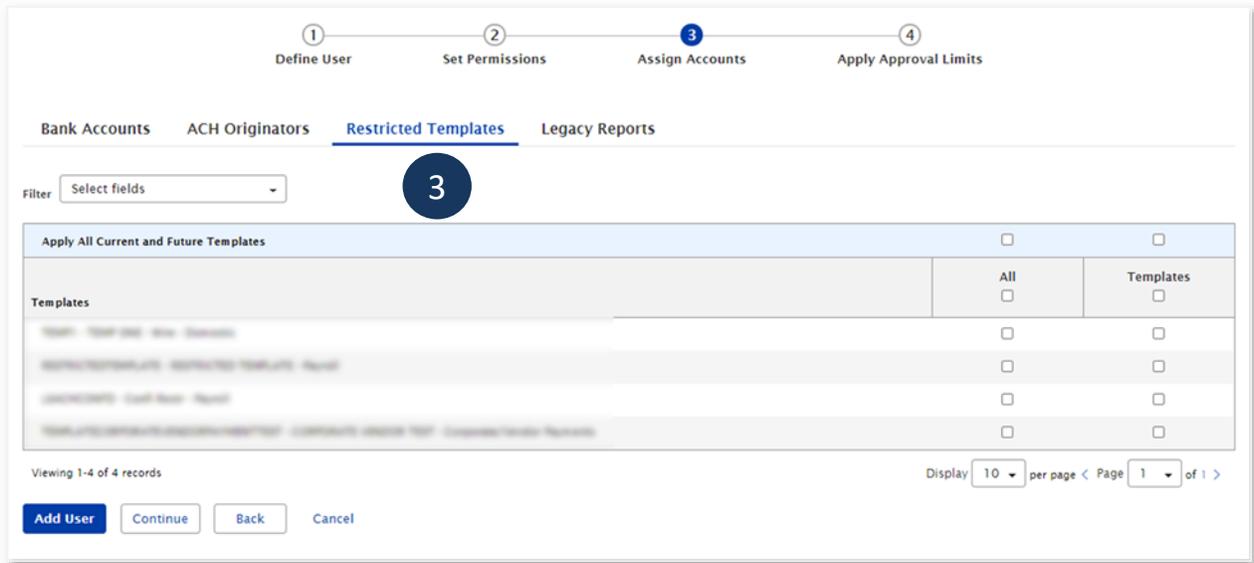
### ACH Originators Tab Screenshot



The screenshot shows the 'ACH Originators' tab selected. A progress bar at the top indicates four steps: 1. Define User, 2. Set Permissions, 3. Assign Accounts, and 4. Apply Approval Limits. The 'Set Permissions' step is highlighted with a blue circle containing the number '2'. Below the progress bar, there are four tabs: 'Bank Accounts', 'ACH Originators' (selected), 'Restricted Templates', and 'Legacy Reports'. A 'Filter' dropdown menu is set to 'Select fields'. The main content area contains a table with columns for 'Apply All Current and Future Originators', 'All', and 'ACH'. The 'All' column has a radio button, and the 'ACH' column has a radio button. Below these are four rows of originator data, each with a checkbox in the 'All' column and a checked checkbox in the 'ACH' column. At the bottom, there are buttons for 'Add User', 'Continue', 'Back', and 'Cancel'. A pagination control shows 'Display 10 per page < Page 1 of 1 >'.

3. **Restricted Templates** Tab – assign as needed to authorized user(s).

### Restricted Template Screenshot



The screenshot shows the 'Restricted Templates' tab selected. The progress bar at the top is the same as in the previous screenshot, but the 'Assign Accounts' step (3) is highlighted with a blue circle containing the number '3'. The 'Restricted Templates' tab is selected in the navigation bar. The 'Filter' dropdown menu is set to 'Select fields'. The main content area contains a table with columns for 'Apply All Current and Future Templates', 'All', and 'Templates'. The 'All' column has a radio button, and the 'Templates' column has a radio button. Below these are four rows of template data, each with a checkbox in the 'All' column and an unchecked checkbox in the 'Templates' column. At the bottom, there are buttons for 'Add User', 'Continue', 'Back', and 'Cancel'. A pagination control shows 'Display 10 per page < Page 1 of 1 >'.

4. **Legacy Reports** Tab- allows various report(s) to be assigned to user.
- All Legacy Report ID/Report Types (ACH Returns, ACH Reject, FX Rate Table and Financial EDI) will appear in a grid as requested by client. With the ability to select Legacy Report IDs

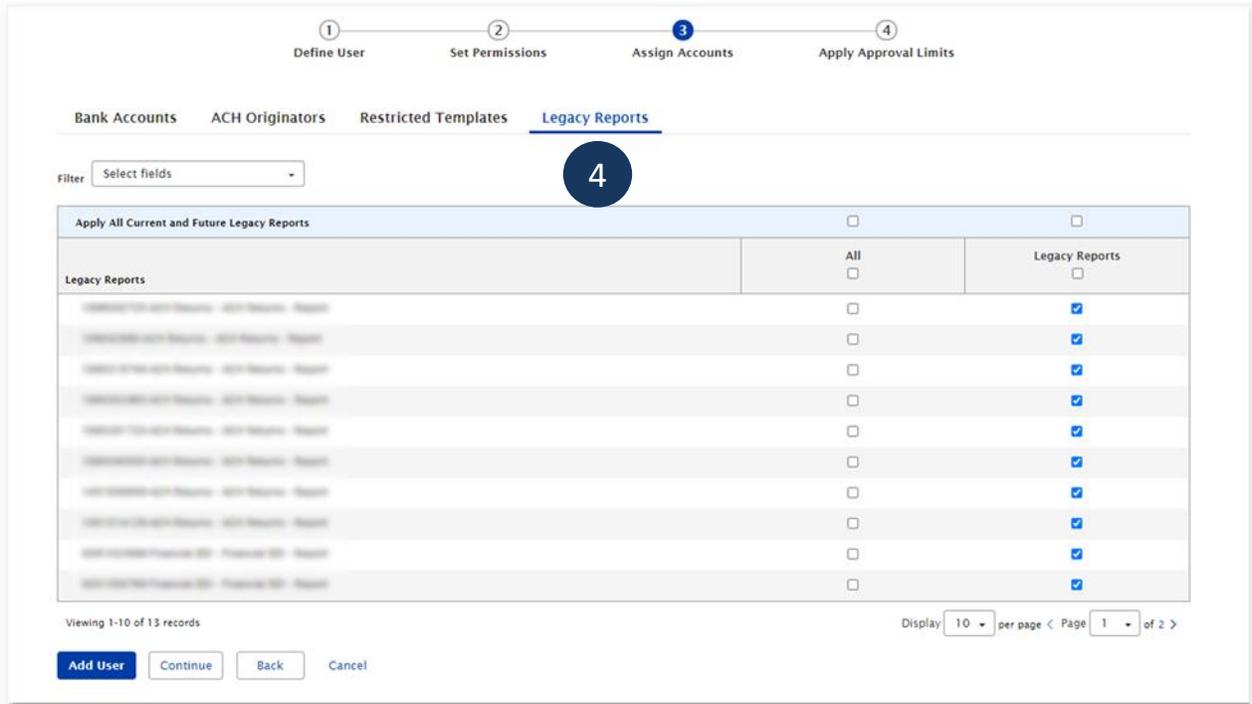
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individually or to select all at once.

- Select the All Current and Future Accounts which will assign all accounts currently enabled for that feature as well as any new accounts added to that feature in the future.

### Legacy Reports Tab Screenshot



### Apply Approval Limits

If any Payment Types were permitted on Set Permissions with the Approval action determines if the Apply Limits step is available.

There are two Tabs:

- Overall Approval Limits
- Account Approval Limits

#### 1. Overall Approval Limits

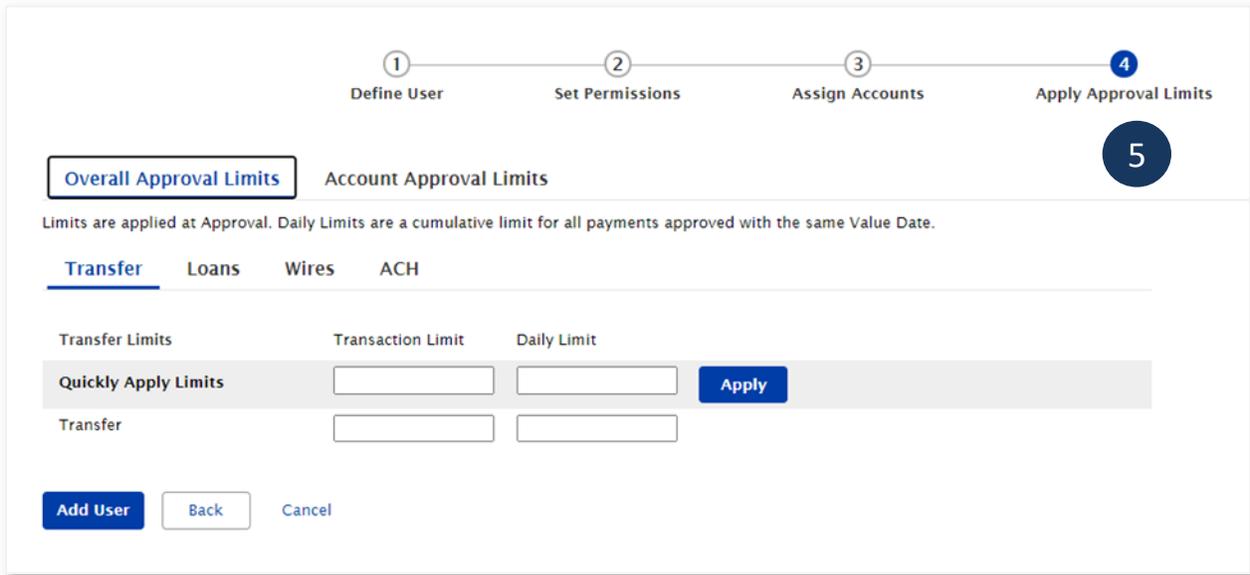
Allows a user to setup limits for Wires, Transfer, Loans and ACH

- Transactions Limits
- Daily Limits
- Batch Limits ( ACH Only)
- Quick Apply Limits allows the value entered to pre-populate all payment types below

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## Overall Approval Limits Screenshot



1 Define User    2 Set Permissions    3 Assign Accounts    4 Apply Approval Limits

**Overall Approval Limits**    Account Approval Limits

Limits are applied at Approval. Daily Limits are a cumulative limit for all payments approved with the same Value Date.

Transfer    Loans    Wires    ACH

Transfer Limits	Transaction Limit	Daily Limit	
Quickly Apply Limits	<input type="text"/>	<input type="text"/>	<input type="button" value="Apply"/>
Transfer	<input type="text"/>	<input type="text"/>	

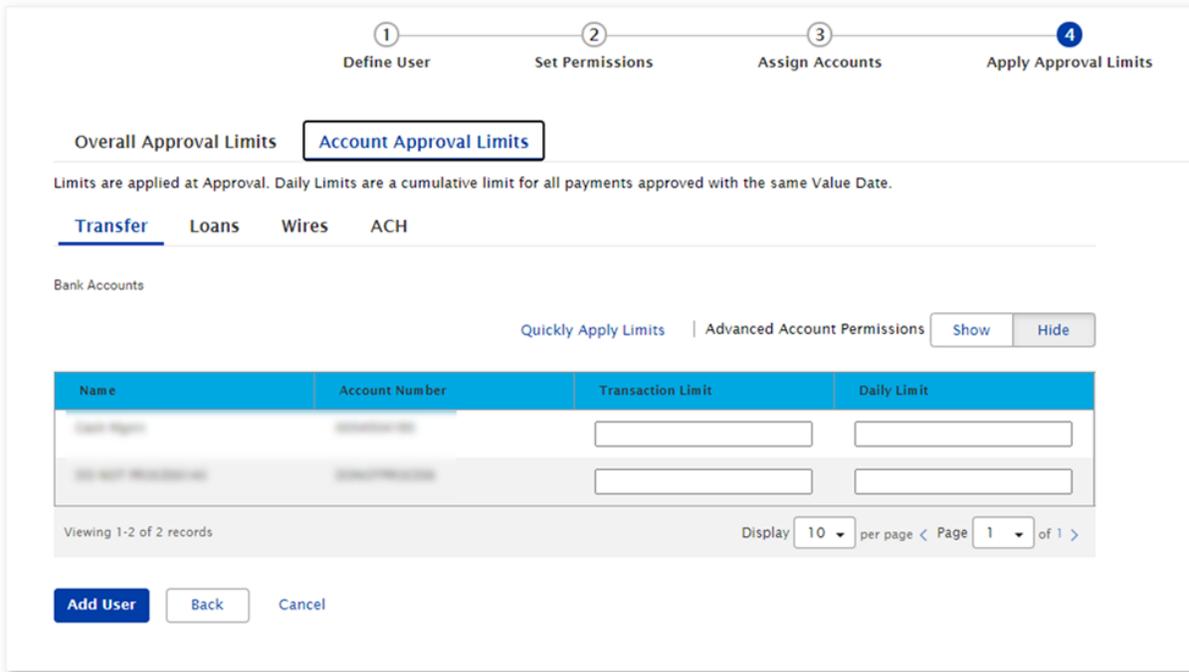
### 2. Account Approval Limits

Account Approval Limits can be setup for Wires, Transfers, Loans and ACH

- Transactions Limits
- Daily Limits
- Batch Limits ( ACH Only)
- Quick Apply Limits allows the value entered to pre-populate all payment types below

# User Maintenance

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1 Define User      2 Set Permissions      3 Assign Accounts      4 Apply Approval Limits

Overall Approval Limits    **Account Approval Limits**

Limits are applied at Approval. Daily Limits are a cumulative limit for all payments approved with the same Value Date.

Transfer    Loans    Wires    ACH

Bank Accounts

Quickly Apply Limits | Advanced Account Permissions    Show    Hide

Name	Account Number	Transaction Limit	Daily Limit
140TEST	140TEST	<input type="text"/>	<input type="text"/>
140TEST	140TEST	<input type="text"/>	<input type="text"/>

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

**Add User**    Back    Cancel

## Final Step - Add User

1. After the Define User, Setup Permission, Assign Accounts and Apply Limits have been entitled.
2. Finish by clicking on Add User.
3. User must be in Approved Status for changes to take effect.

<input type="checkbox"/>	View ▾	140TEST	140 TEST Company	TIMEZONE	test	Approved	N
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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](mailto:cmsrequest@boh.com)

