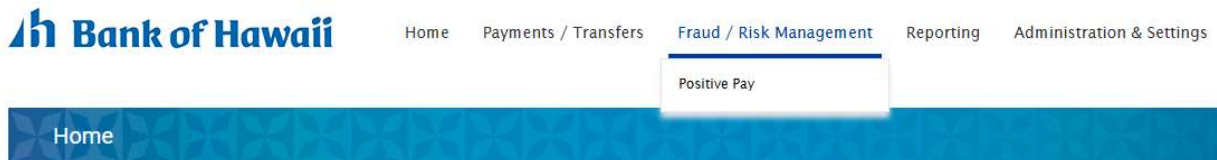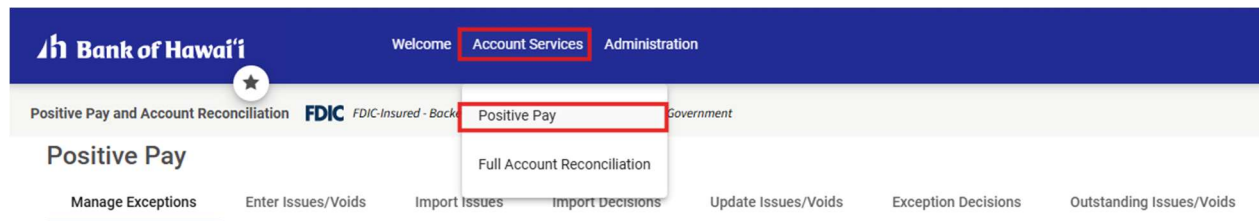Log into BBC <u>Bankoh Business Connections</u>

- ➢ Fraud / Risk management
- ➢ Positive Pay & Account Recon
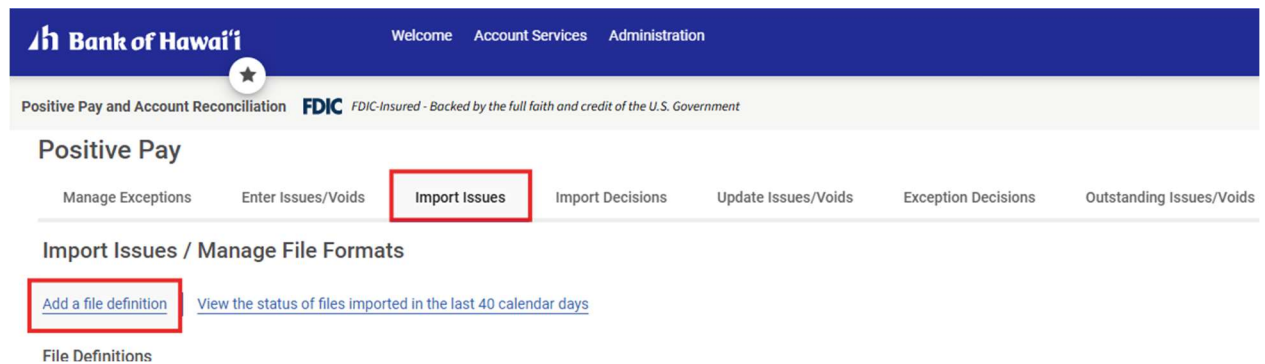

A new tab will open

- ➢ Account Services
- ➢ Positive Pay

- ➢ Import Issues
- ➢ Add File Definition

1

Adding File Definition (4 sections)

1. DESCRIPTION

- Definition Name: **BBC Issue Add** _or_ **BBC Issue VOID**
- Description: **BBC Standard to Add Issues** _or_ **BBC Standard to Void Issues**
- File Contents/Type: **Delimited**
- **NEXT**

① Description

Enter descriptive information to differentiate this definition from existing definitions.

Definition Name
BBC Issue Add or BBC Issue VOID

Description
BBC Standard to Add Issues or BBC Standard to Void Issues

File Contents: **Issues**

File Type:

⦿ Delimited

◯ Fixed

(Next)

2

2. CHARACTERISTICS

- ➤ File Delimiter: **Comma (,)**
- ➤ Text Qualifier: **Double Quote(")**
- ➤ Amount Format: **Decimal Included (i.e 123.00)**
- ➤ Date Format: **MMDDYYYY**
- ➤ **NEXT**

② Characteristics

Field Delimiter
Comma (,)   ▾

Text Qualifier
Double Quote(")   ▾

Amount Format:

◉ Decimal included (i.e. 123.00)

◯ Decimal not included (i.e. 123)

Date Format
MMDDYYYY   ▾

(Next)   (Previous)

3. DEFAULT FIELD VALUES

- ➤ ABA/TRC: **121301028**
- ➤ Account: **<SKIP>**
- ➤ Issue Type: **Issue** *or* **Void**
- ➤ Issue Action: **Add**
- ➤ **NEXT**

③ Default Field Values

Enter default values that will be applied to all issues in your import file.

ABA/TRC
121301028 ▼

Account ▼

Issue Type
Issue or Void ▼

Issue Action
Add ▼

Next   Previous

4. FIELD PROPERTIES

- Account: Position **4**
- Check number: Position **2**
- Amount: Position **3**
- Issue Date: Position **1**
- Debit/Credit(optional): **<SKIP>**
- Payee: Position **5**
- Additional Payee information (optional): **<SKIP>**
- **COMPLETE**

④ Field Properties
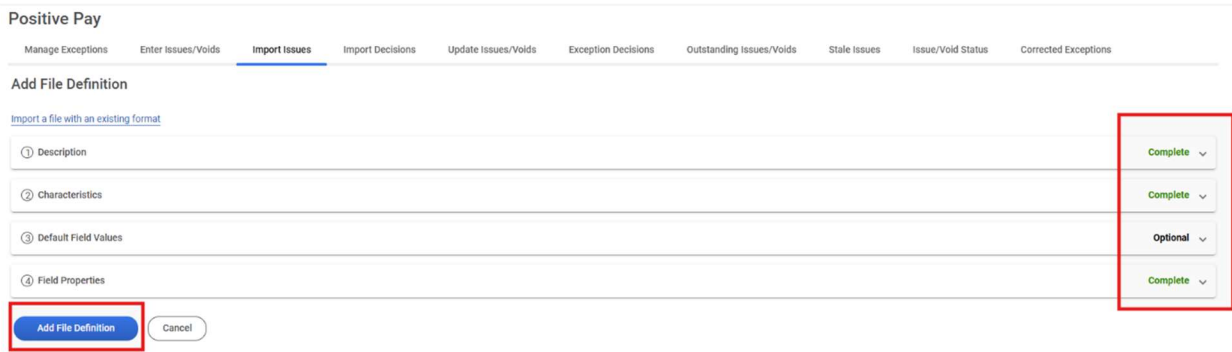
Enter the numeric order of the fields listed below as they would appear in your import file. For example, if the first field in your file is "ABA/TRC", and the second field is "Account" you would list the fields as position number

Valid field properties are listed below for your reference.

Field Name	Position	Valid Field Values Within A File
Account	position 4	Numeric only(0- 9), 17 characters max
Check Number	position 2	Numeric only (0-9), 15 characters max
Amount	position 3	Numeric only (0-9), greater than 0.00 and less than 100,000,000.00
Issued Date	position 1	Numeric date in specified format (for example, MMDDYY)
Debit/Credit (optional)	position	Debit, D, Credit, C
Payee	position 5	Alpha (a-z, A-Z), numeric (0-9), special characters (including spaces), 128 characters max
Additional Payee Information (optional)	position	Alpha (a-z, A-Z), numeric (0-9), special characters (including spaces), 128 characters max

[Complete]   [Previous]

5

Review the required fields are marked green as completed.

> Select: **Add File Definition**
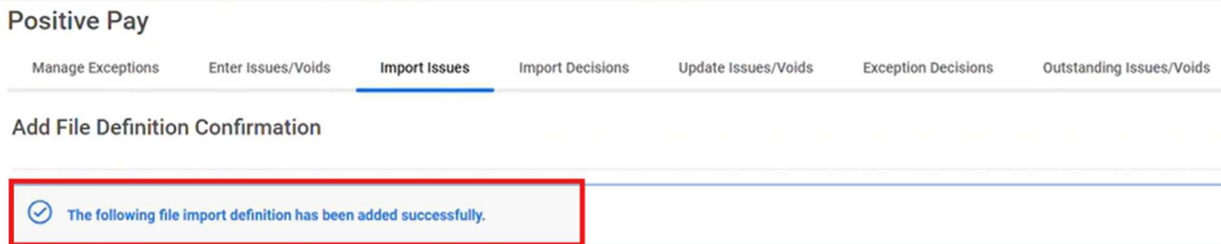
Add file definition confirmation message will appear.
Review details, if needed.

Return to main screen: Import Issues

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Select your File Map

- ➢ Select: **BBC Issue Add** _or_ **BBC Issue VOID**
- ➢ Select: **CONTINUE**

To upload the BBC Issue Add _or_ **BBC Issue VOID**

- ➢ Select: **Browse**

> Locate your **Issue File** _or_ **Void file** saved on your PC.
> Select: **Import File**

File Status

A file status will appear
Details will include total records in the file and if any records fail to import.

If a file import fails – A link in the file name will appear here.
Review for errors if any and re-import corrections.