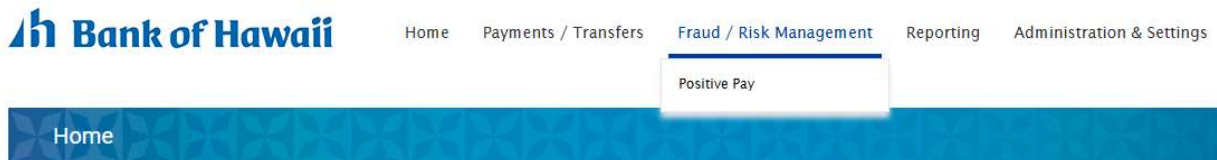


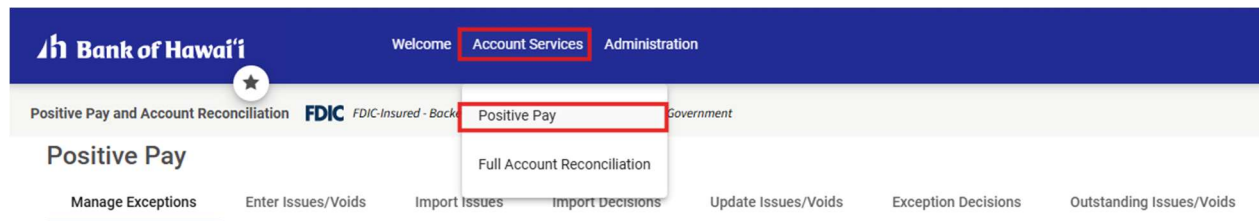
Log into BBC Bankoh Business Connections

- Fraud / Risk management
- Positive Pay & Account Recon

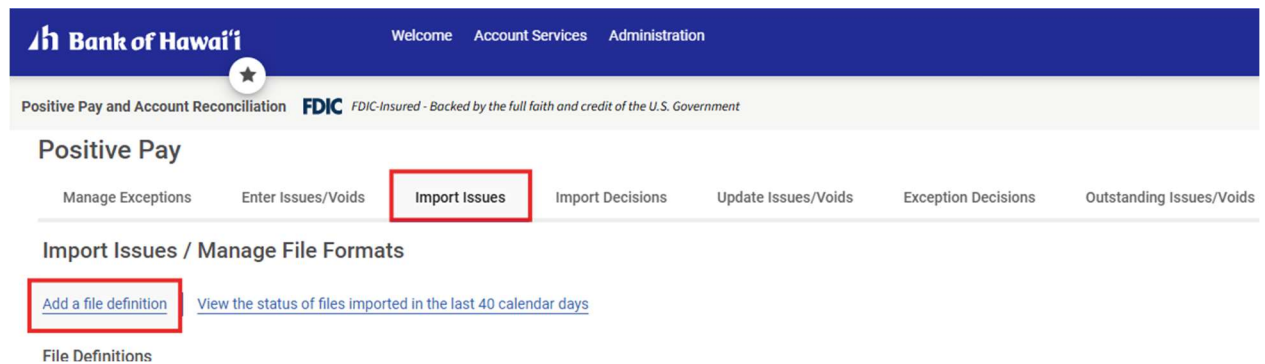


A new tab will open

- Account Services
- Positive Pay



- Import Issues
- Add File Definition



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. 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:	
<input checked="" type="radio"/> Decimal included (i.e. 123.00)	
<input type="radio"/> 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

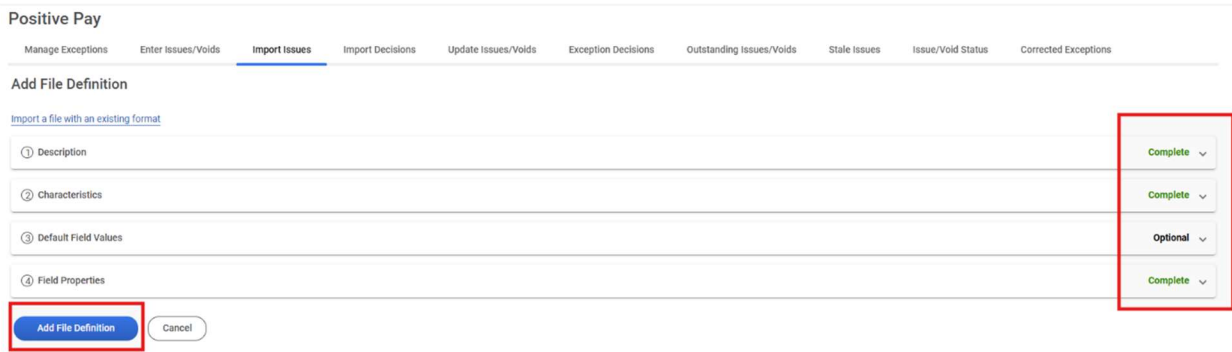
Enter the numeric order of the fields listed below as they would appear in your import file. For example, if the first field in your file is "ABA/TRC", and the second field is "Account" you would list the fields as position number
Valid field properties are listed below for your reference.

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

ISSUE FILE & VOID MAP

Review the required fields are marked green as completed.

➤ Select: **Add File Definition**



Positive Pay

Manage Exceptions Enter Issues/Voids **Import Issues** Import Decisions Update Issues/Voids Exception Decisions Outstanding Issues/Voids Stale Issues Issue/Void Status Corrected Exceptions

Add File Definition

[Import a file with an existing format](#)

① Description Complete

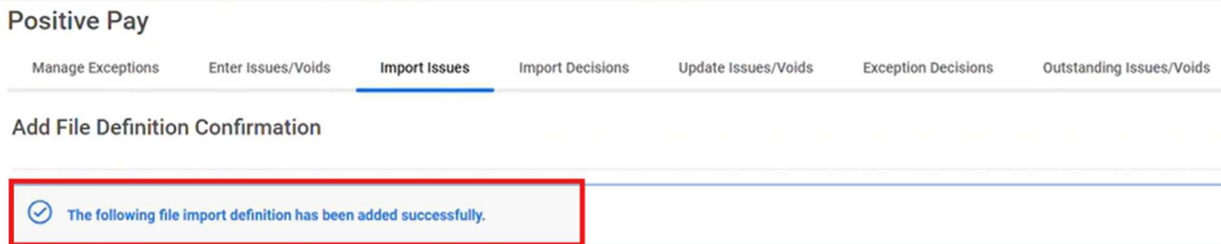
② Characteristics Complete

③ Default Field Values Optional

④ Field Properties Complete

Add File Definition Cancel

Add file definition confirmation message will appear.
Review details, if needed.



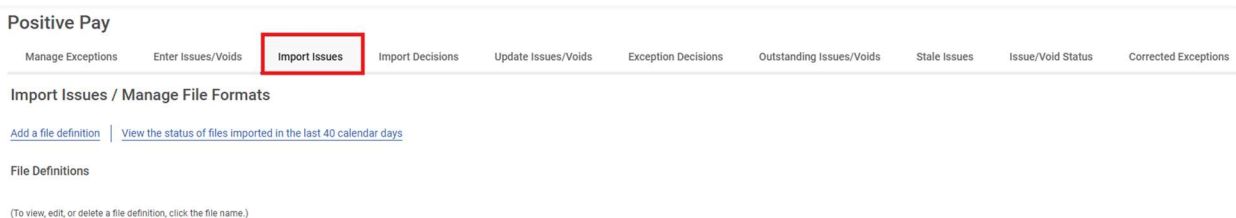
Positive Pay

Manage Exceptions Enter Issues/Voids **Import Issues** Import Decisions Update Issues/Voids Exception Decisions Outstanding Issues/Voids

Add File Definition Confirmation

✓ The following file import definition has been added successfully.

Return to main screen: Import Issues



Positive Pay

Manage Exceptions Enter Issues/Voids **Import Issues** Import Decisions Update Issues/Voids Exception Decisions Outstanding Issues/Voids Stale Issues Issue/Void Status Corrected Exceptions

Import Issues / Manage File Formats

[Add a file definition](#) | [View the status of files imported in the last 40 calendar days](#)

File Definitions

(To view, edit, or delete a file definition, click the file name.)

ISSUE FILE & VOID MAP

Select your File Map

- Select: **BBC Issue Add** or **BBC Issue VOID**
- Select: **CONTINUE**

Positive Pay

Manage Exceptions Enter Issues/Voids **Import Issues** Import Decisions Update Issues/Voids Exception Decisions

Import Issues / Manage File Formats

[Add a file definition](#) | [View the status of files imported in the last 40 calendar days](#)

File Definitions

(To view, edit, or delete a file definition, click the file name.)

Name ↑		Description
<input type="radio"/>	BBC Issue Add	BBC Standard to Add Issues
<input type="radio"/>	BBC Issue Void	BBC Standard to Void Issues
<input type="radio"/>	BOH Issue File 06	BOH Issue File 06
<input type="radio"/>	BOH Issue File 08	BOH Issue File 08
<input type="radio"/>	MICASH	Parses uploaded MI format Issues file

Continue

To upload the BBC Issue Add or BBC Issue VOID

- Select: **Browse**

ISSUE FILE & VOID MAP

Positive Pay

[Manage Exceptions](#)[Enter Issues/Voids](#)[Import Issues](#)[Import Decisions](#)[Update Issues/Voids](#)[Exception Decisions](#)[Outstanding Issues/Voids](#)

Select File

[New selection](#)

File Import Definition

Definition Name:

BBC Issue Add

Description:

BBC Standard to Add Issues

File Type:

Delimited

File to Import :

[Browse](#)[Import File](#)[Cancel](#)

- Locate your **Issue File** or **Void file** saved on your PC.
- Select: **Import File**

Positive Pay

[Manage Exceptions](#)[Enter Issues/Voids](#)[Import Issues](#)[Import Decisions](#)[Update Issues/Voids](#)[Exception Decisions](#)[Outstanding Issues/Voids](#)

Select File

[New selection](#)

File Import Definition

Definition Name:

BBC Issue Add

Description:

BBC Standard Issue

File Type:

Delimited

File to Import :

[Browse](#)

BBC Issue Add 2.20.25.txt

[Import File](#)[Cancel](#)

File Status

A file status will appear

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

ISSUE FILE & VOID MAP

File Status

Status of imported files in the last 40 calendar days.

All approvals must be received before a file will be fully processed.

[Import another file](#)

Imported Files

(To view the records within a file that were not imported due to invalid data, click on the file name.)

File Name	Total Records	Issues in File	Total Amount for Issues	VOIDS in File	Total Amount for Voids	Date Imported ↓	Status
BBC Issue Add 2.20.25.txt	4	4	\$70.00	0	\$0.00	02/20/2025	Completed

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

File Status

Status of imported files in the last 40 calendar days.

All approvals must be received before a file will be fully processed.

[Import another file](#)

Imported Files

(To view the records within a file that were not imported due to invalid data, click on the file name.)

File Name	Total Records	Issues in File	Total Amount for Issues
BBC Issue Add 2.20.25.txt	4	4	