Bank of Hawaii

QUICK REFERENCE GUIDE
## ACH Import

ACH Nacha File Import

Importing ACH Payments

A NACHA formatted file generated outside this online system can be imported to use as payments into BBC. After the file is imported, a second user will need to approve the batch. **Note**: File can also be imported in test mode to verify data is populated correctly in the system.

Import a ACH NACHA Formatted File

1. From **Payments/Transfers**, select **Payment Management**.
2. In the Payment List View section, click **File Import**.
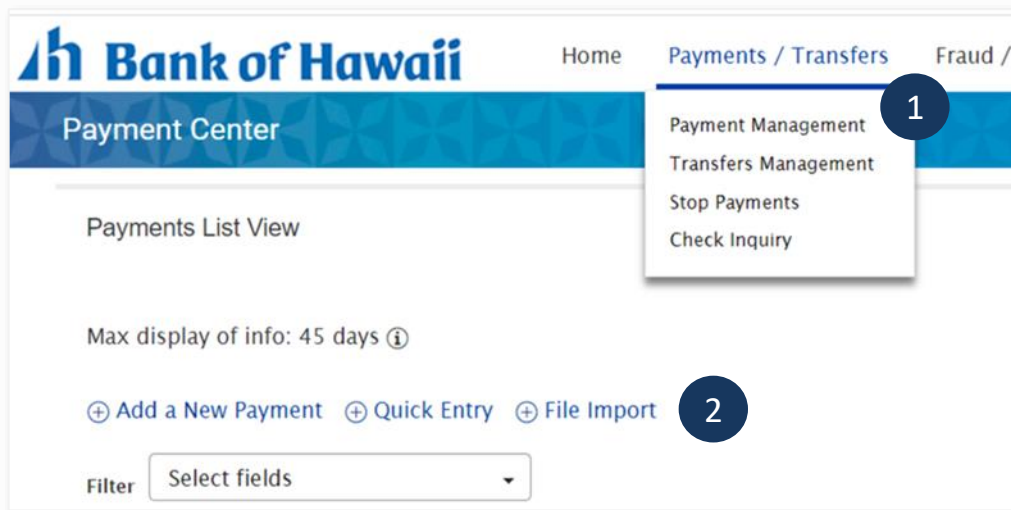
3. Select **NACHA File Import** in the Format Section.
4. Optional - select **Import as Confidential Payments** - only users with confidential permissions can view confidential transactions.
5. Optional - select **Load the File In Test Mode** - will let you verify that the data is populated correctly in the system.
   Note: All status will be prefixed with the word "Test" (ex: Test Entered, Test Rejected, etc.).
6. Click **Choose File** from **Select Import File**.
7. Click File Import.
8. Notate the Job ID in the confirmation message.

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File Import

File Import

Format Section

	Format Name	Description	Payment Type	Agency	Owner
●	NACHA File Import	NACHA Format	NACHA File Import		System

(3)

Viewing 1-1 of 1 records

Display 50 ▾ per page ‹

Import As

Payments ▾

(4) * Import as Confidential Payments

● No - All payment details will be visible to all users
○ Yes - Beneficiary / Receiver details will only be visible to users with Confidential access

File Section

(5) ☐ Load the file in test mode.

* Select Import File

(6) [Choose File] No file chosen

(7) [**File Import**] [Refresh] [Cancel]

Payments List View ✿

✓SuccessFile queued for import. Job ID is 224712. (8) ∧ Details ✕

Max display of info: 45 days ⓘ

⊕ Add a New Payment   ⊕ Quick Entry   ⊕ File Import   🖨 📄 🔄 10/01/2020 07:37 AM

Filter [Select fields ▾]   [Two Week Look Back ▾]
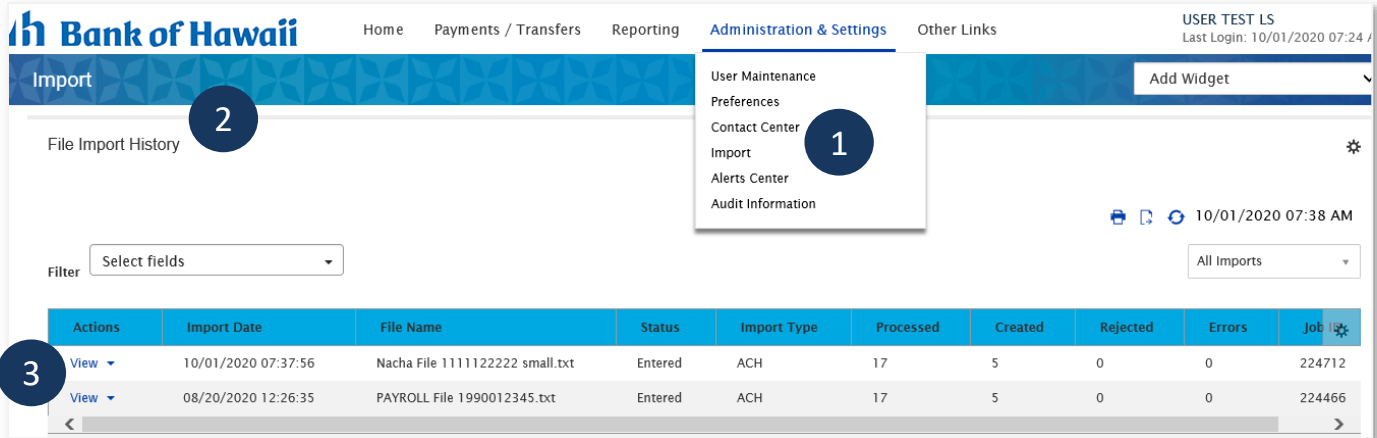
☐ All	Actions	Payment Type	Status	Amount	Value Date	From Account	✿

Verify import results.
1. Select *Import* from Administration & Settings.
2. Locate the job ID in the *File Import History* widget (you may need to refresh screen)

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3. Click **View** (for each import).
4. Ensure no Failed Records.
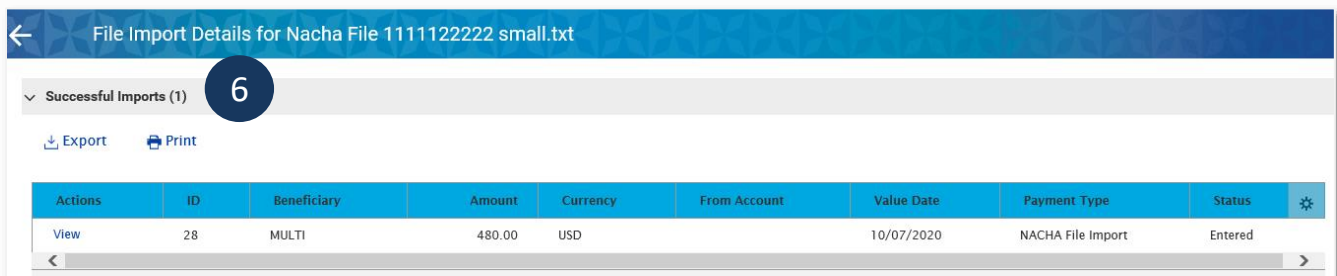5. If Failed Records, correct errors and reimport.

6. If no Failed Records, go to Payment List View to see payment.

7. Select **Payment Management** from **Payments/Transfers**.
   Note: ACH payments will be in **Entered** status (or **Test Entered** if imported in test mode).
8. Approve file - Second user will need to logon, review, and approve payment.
   Note: ACH payment will be in "Approved" status.

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Status	Definition
Entered	Entered without errors, ready for approval workflow. Can be modified, deleted or rejected.
Incomplete	Saved in an incomplete status, for later completion. Not available for workflow. Can be modified or deleted.
Needs Repair	Needs repair, usually due to an error in a file import validation.
Incomplete Approval	Currently in approval workflow. Not available for modification or deletion.
Approved	Approval workflow complete. Not available for modification or deletion. Ready for extraction to back office.
Approver Rejected	Rejected by approver. Not available for workflow. Can be modified or deleted.
Deleted	Deleted. Not available for workflow or modification.
Import In Process	Payments currently being imported are set to this temporary status and cannot be modified, deleted or approved.
Export In Process	Payments currently being extracted are set to this temporary status and cannot be modified, deleted or approved.
Released	Released to the back office. Not available for deletion, modification or rejection.
Rejected	Rejected by the back office. Not available for workflow, deletion, or modification.

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FAQ - Frequently asked questions

Q: *Why am I getting an invalid File Header Record error?*
A: The format of the file is not correct. An error will appear next to the rejected record indicating the error which needs repaired.

File Header Record

Required Data	Position	Length	Valid Data Format/Description
Record Type Code	01-01	1	'1'
Priority Code	02-03	2	'01'
Immediate Destination	01-13	10	Your Bank of Hawaii Transit/Routing number preceded by a blank space. " 121301028"
Immediate Origin	14-23	10	This is the ID of the organization or company originating the file. The field usually begins with a "1" and the 9 digit FEIN number will follow. If the field cannot be populated with 10 digits, a blank and 9 digits may be used. "1123456789"
File Create or Transmission Date	24-29	6	"YYMMDD"
File Create or Transmission Time	30-33	4	(Optional) "HHMM"
File ID Modifier	34-34	1	This field allows the originator to distinguish between multiple files created on the same date. ONLY UPPERCASE, A-Z AND NUMBERS, 0-9 ARE PERMITTED.
Record Size Blocking	35-37	3	"094"
Blocking Factor	38-39	2	"10"
Format Code	40-40	1	"1"
Immediate Destination Name	41-63	23	"BANK OF HAWAII"

Required Data	Position	Length	Valid Data Format/Description
Immediate Origin Name	64-86	23	Name of the company originating the file.
Reference Code	87-94	8	(Optional) Alphanumeric field used to describe the file for internal accounting purposes.

Q: *What does the Unapprove button do?*

A: The **Unapprove** button will bring a payment from an **Approved** status to an **Entered** status. Regardless of the number of steps for approval, the authorization process will begin anew once the **Unapprove** action has been initiated. You cannot unapprove a payment if the status is **Released**. We pick up files three times a day and 7 am, 10:15 am and 1:30 pm HST.

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
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