

# BOSS Online Banking – User Guide

## ACH Payroll – Split Payments

BOSS Online Banking has enhanced the ACH Payroll payments application. Users will have access to split a Payroll payment between multiple receiving accounts.

### Adding a 2<sup>nd</sup> account to a beneficiary

Once a user has completed the steps to add a new ACH Payroll Payment in BOSS, they will be given the option of adding a 2<sup>nd</sup> account for a beneficiary. Please see the steps below on how to add a 2<sup>nd</sup> account located in the **beneficiary information** of an ACH Payroll Payment.

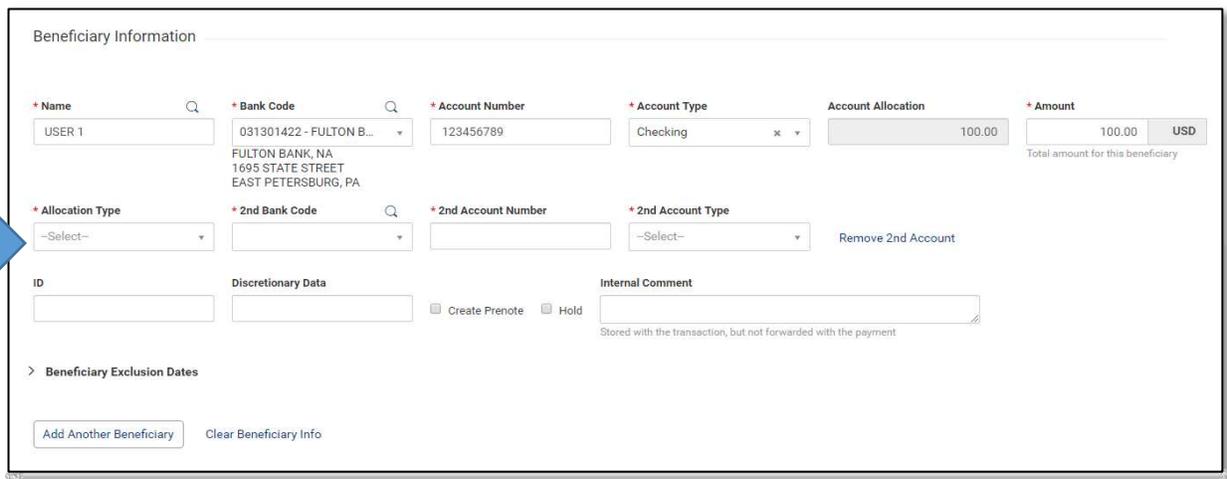
- Enter the beneficiary **Name, Bank Code, Account Number, Account Type,** and **Amount**

The screenshot displays the 'Beneficiary Information' section of the BOSS Online Banking interface. At the top, there are four input fields: 'Batch Description' (containing 'PAYROLL'), 'Company Discretionary Data', 'Descriptive Date', and 'Internal Comments' (with a note: 'Stored with the transaction, but not forwarded with the payment'). Below these is the 'Beneficiary Information' section, which includes fields for '\* Name' (USER 1), '\* Bank Code' (031301422 - FULTON B...), '\* Account Number' (123456789), '\* Account Type' (Checking), and '\* Amount' (100.00 USD). A blue arrow points to the 'Add 2nd Account' link located below the account number field. Below the account information, there are fields for 'ID', 'Discretionary Data', and 'Internal Comment' (with a note: 'Stored with the transaction, but not forwarded with the payment'). At the bottom, there are checkboxes for 'Create' and 'Hold', and a section for 'Beneficiary Exclusion Dates'. At the very bottom, there are two buttons: 'Add Another Beneficiary' and 'Clear Beneficiary Info'.

- Click on **Add 2<sup>nd</sup> Account**

Once the 2<sup>nd</sup> account has been selected, the user will be provided additional options to complete.

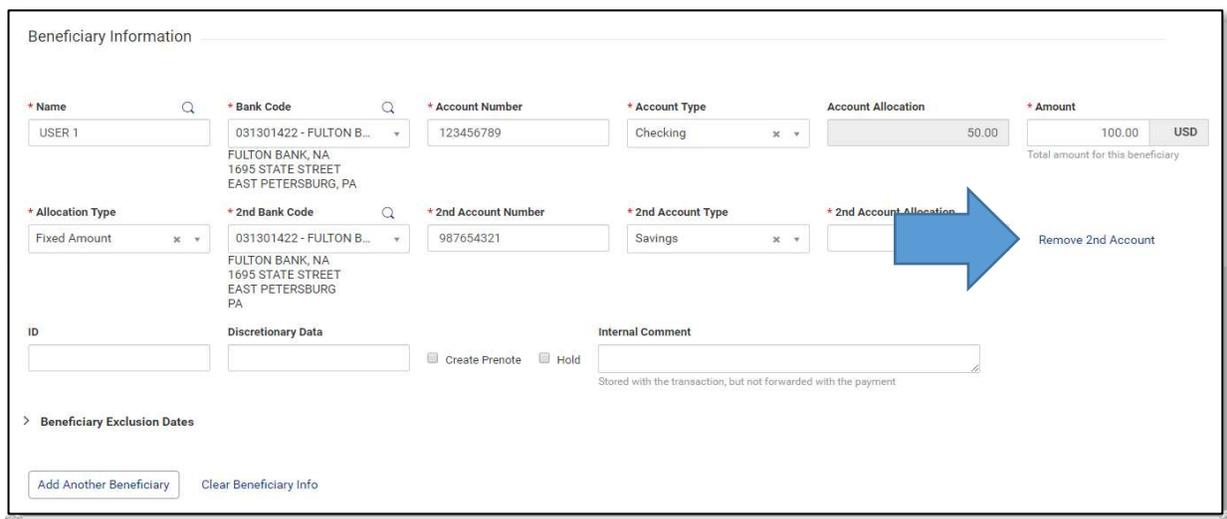
- Select the **Allocation Type** from the drop-down option
- Select the **2<sup>nd</sup> Bank Code**
- Enter in the **2<sup>nd</sup> Account Number**
- Select the **2<sup>nd</sup> Account Type**
- Enter in the **2<sup>nd</sup> Allocation Amount**



Beneficiary Information

* Name	* Bank Code	* Account Number	* Account Type	Account Allocation	* Amount
USER 1	031301422 - FULTON B... FULTON BANK, NA 1695 STATE STREET EAST PETERSBURG, PA	123456789	Checking	100.00	100.00 USD <small>Total amount for this beneficiary</small>
* Allocation Type	* 2nd Bank Code	* 2nd Account Number	* 2nd Account Type	Remove 2nd Account	
--Select--			--Select--		
ID	Discretionary Data	Internal Comment			
		<input type="checkbox"/> Create Prenote <input type="checkbox"/> Hold			
<small>Stored with the transaction, but not forwarded with the payment</small>					
> Beneficiary Exclusion Dates					
<input type="button" value="Add Another Beneficiary"/> <input type="button" value="Clear Beneficiary Info"/>					

Users will also be given the option to remove the 2<sup>nd</sup> account if needed.



Beneficiary Information

* Name	* Bank Code	* Account Number	* Account Type	Account Allocation	* Amount
USER 1	031301422 - FULTON B... FULTON BANK, NA 1695 STATE STREET EAST PETERSBURG, PA	123456789	Checking	50.00	100.00 USD <small>Total amount for this beneficiary</small>
* Allocation Type	* 2nd Bank Code	* 2nd Account Number	* 2nd Account Type	* 2nd Account Allocation	Remove 2nd Account
Fixed Amount	031301422 - FULTON B... FULTON BANK, NA 1695 STATE STREET EAST PETERSBURG, PA	987654321	Savings		
ID	Discretionary Data	Internal Comment			
		<input type="checkbox"/> Create Prenote <input type="checkbox"/> Hold			
<small>Stored with the transaction, but not forwarded with the payment</small>					
> Beneficiary Exclusion Dates					
<input type="button" value="Add Another Beneficiary"/> <input type="button" value="Clear Beneficiary Info"/>					

**Note:** Users would be able to repeat this process for additional beneficiaries in the same batch.