

# BOSS Online Banking – User Guide

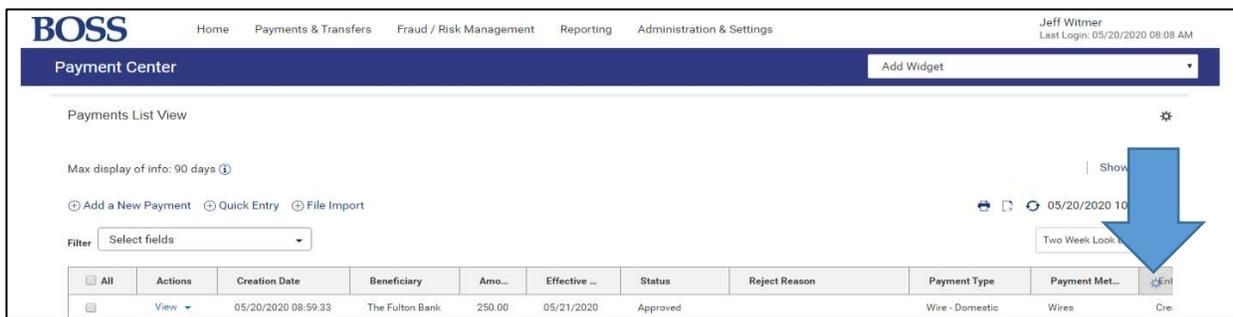
## Payments Details – Payment List View

BOSS Online Banking has enhanced the Payments List View and added the ability for users to view the Payment Details for all payment types.

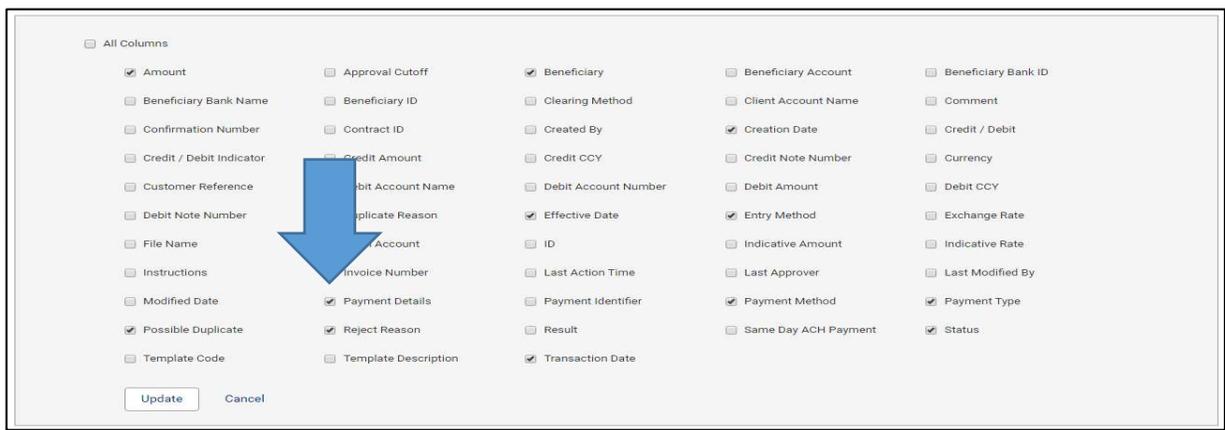
**Note:** A user would need to add the additional column view – Payment Details, to view this information on their Payment List view.

### Adding the Payment Details column to the Payment List View

- Log into BOSS
- Click on **Payments & Transfers**
- Click on **Payment Management**
- Click the **Toggle Menu** icon in **Payment List View**



- Click the check box next to **Payment Details**



- Click **Update**

The user will now see the new **Payment Detail** column added to their **Payment List View**.

The screenshot shows the BOSS Payment Center interface. At the top, there is a navigation bar with 'BOSS' logo and menu items: Home, Payments & Transfers, Fraud / Risk Management, Reporting, and Administration & Settings. The user's name 'Jeff Witmer' and last login time '05/20/2020 08:08 AM' are displayed in the top right. Below the navigation bar is a 'Payment Center' header with an 'Add Widget' button. The main content area is titled 'Payments List View' and includes a 'Max display of info: 90 days' indicator, a 'Show Totals' button, and a refresh button showing the time '05/20/2020 02:52 PM'. There are also buttons for 'Add a New Payment', 'Quick Entry', and 'File Import', along with a 'Filter' dropdown set to 'Select fields' and a 'Two Week Look Back' dropdown. A table with 10 columns is shown below. A large blue arrow points to the 'Payment Details' column header. The table contains five rows of payment data.

<input type="checkbox"/> All	Actions	Creation Date	Beneficiary	Amo...	Effective Date	Transaction Date	Possible Dupli...	Payment Details	Duplicate Reason
<input type="checkbox"/>	<a href="#">View</a>	05/20/2020 08:59:33	The Fulton Bank	250.00	05/21/2020	05/21/2020	No	-	
<input type="checkbox"/>	<a href="#">View</a>	05/20/2020 11:48:18	The Fulton Bank	250.00	05/20/2020	05/20/2020	Yes	-	This is not a duplicate
<input type="checkbox"/>	<a href="#">View</a>	05/20/2020 08:45:51	TEST WIRE	400.00	05/20/2020	05/20/2020	No	-	
<input type="checkbox"/>	<a href="#">View</a>	05/20/2020 08:29:20	TEST WIRE	200.00	05/20/2020	05/20/2020	No	-	
<input type="checkbox"/>	<a href="#">View</a>	05/18/2020 10:54:07	Flat Stanley	2.00	05/18/2020	05/18/2020	No	Testing payment details line 1 testing payment line details 2 testing payment details line 3 testing payment line details 4	

**Note:** A user would need to include details within their payment to see this detail. If they do not include details with their payment the column will show "-". The details column will be included in any print out or export from the Payment List View.