

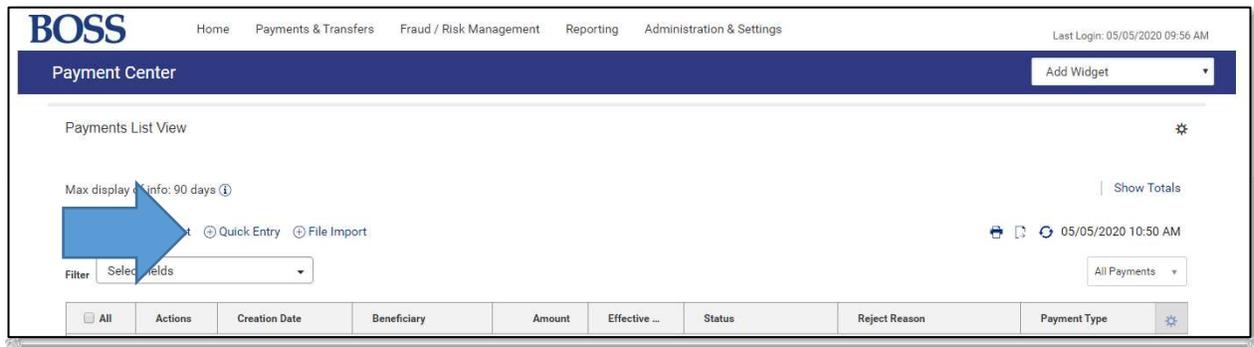
# BOSS Online Banking – User Guide

## Quick Entry – Domestic Wires

BOSS Online Banking has enhanced the quick entry option to now include Domestic Wires. Customers that need to enter multiple wires at a time, can now quickly select their existing templates, and release multiple Domestic Wires at one time.

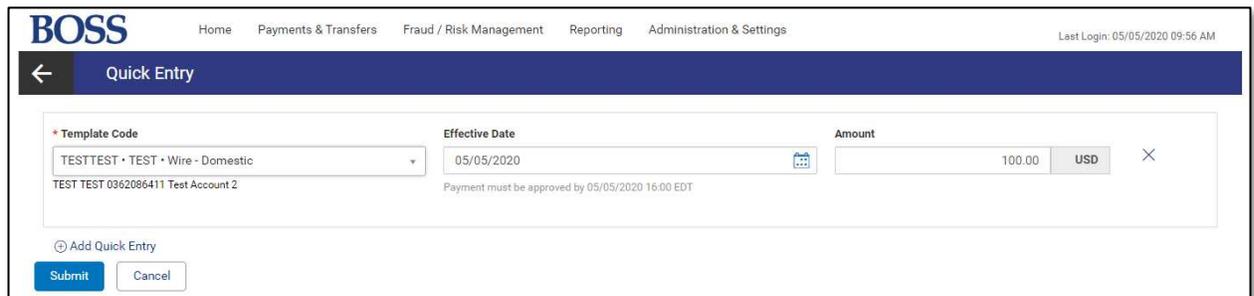
### Using Quick Entry for Domestic Wires

- Log into BOSS
- Click on Payments & Transfers
- Click **Payment Management**
- Click **Quick Entry**

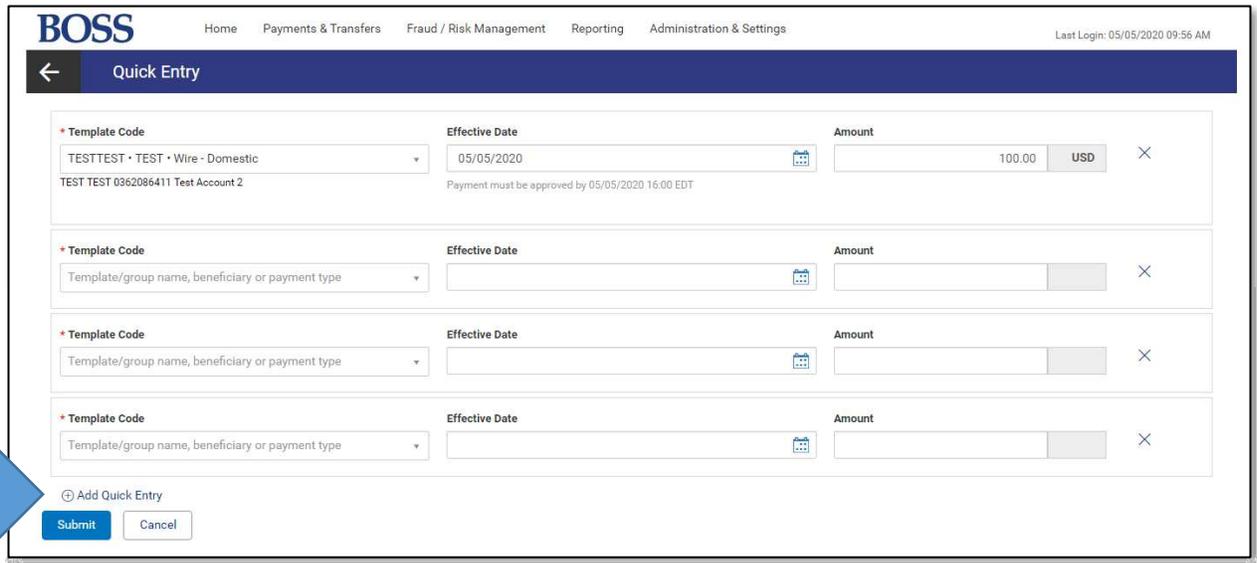


Clicking **Quick Entry** will take you to the Quick Entry screen.

- Select a saved template from the **Template code** drop down
- Select an effective date
- Select a dollar amount



Clicking **Add Quick Entry** will add an additional entry for you to complete another Domestic Wire payment. You are able to repeat this process multiple times to submit additional Wire payments.



The screenshot displays the BOSS Quick Entry interface. At the top, there is a navigation bar with the BOSS logo and menu items: Home, Payments & Transfers, Fraud / Risk Management, Reporting, and Administration & Settings. The user's last login is shown as 05/05/2020 09:56 AM. The main heading is 'Quick Entry'. Below this, there are four payment entry rows. The first row is populated with: Template Code 'TESTTEST • TEST • Wire - Domestic', Effective Date '05/05/2020', and Amount '100.00 USD'. A note below the first row states 'Payment must be approved by 05/05/2020 16:00 EDT'. The other three rows are empty, showing only the labels for Template Code, Effective Date, and Amount. At the bottom left, a blue arrow points to the 'Add Quick Entry' button. Below this button are 'Submit' and 'Cancel' buttons.

- Complete all payment details
- Click **Submit**

**Note:** Sending multiple payments at one time using the Quick Entry method will only require a user to submit once.