

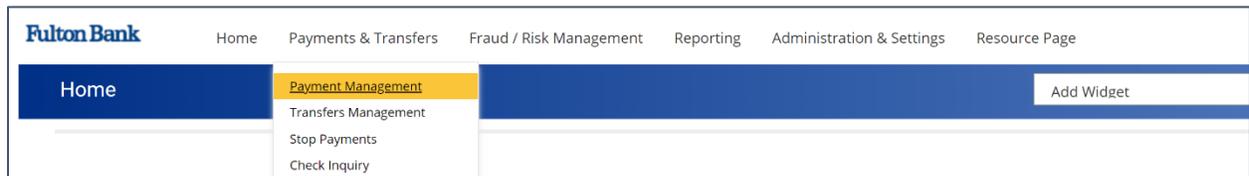
BOSS Online Banking Guide

ACH File Import – Needs Repair Status

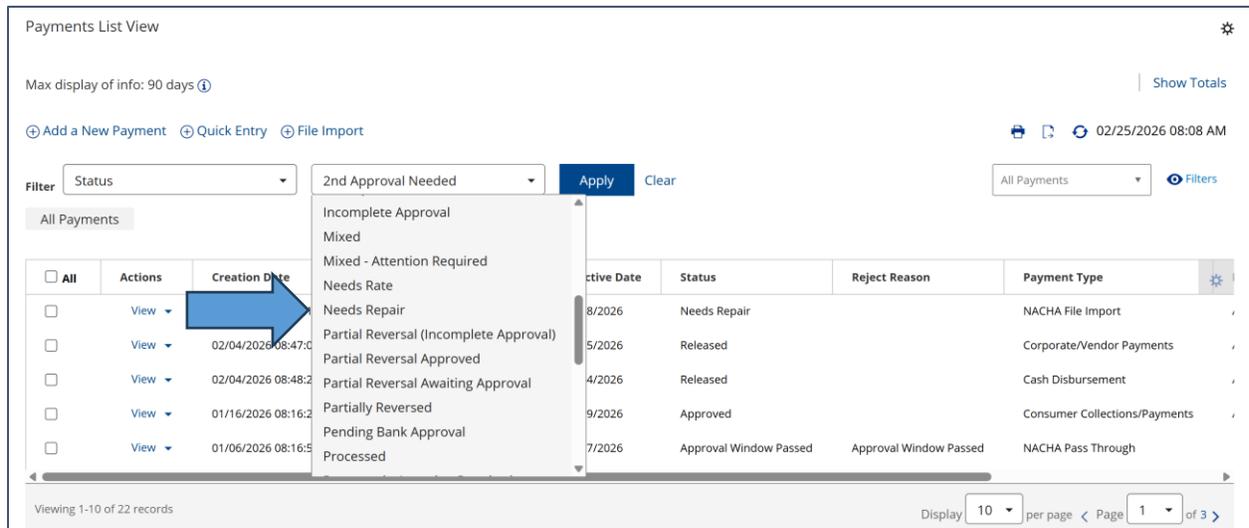
Please follow the step-by-step instructions on this user guide to correctly modify your ACH File Import that is in a Needs Repair Status.

Accessing your ACH Payment in BOSS Online Banking

1. Log into [BOSS Online Banking](#)
2. Select the **Payments & Transfers** tab
3. Click on **Payment Management**



4. Scroll down to **Payment List View**
5. Filter on **Status > Needs Repair > Click Apply**



- In the **Actions** column, from the drop field select **Modify** next to your ACH payment that is in a Needs Repair Status

Payments List View

Max display of info: 90 days ⓘ Show Totals

⊕ Add a New Payment ⊕ Quick Entry ⊕ File Import 02/25/2026 08:12 AM

Filter All Payments Filters

Status Needs Repair Clear

<input type="checkbox"/> All	Actions	Creation Date	Beneficiary	Amount	Effective Date	Status	Reject Reason	Payment Type	Payment Method	Entry Method
<input type="checkbox"/>	View 	02/25/2026 08:08:14	MULTI	2,001.10	02/28/2026	Needs Repair		NACHA File Import	ACH	Imported

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- Within your NACHA File Import payment details, make the necessary modifications to your ACH payment.

Originator Information

* Originator ID: HISF-1261074931 - Offset Account \$1,256,441.79 USD Available

* Effective Date: 02/28/2026 Make this a Same Day Payment

Payment must be approved by 02/27/2026 16:00 EST

Batch Description: AP PAYMENT

Company Discretionary Data:

Descriptive Date:

Internal Comments: Stored with the transaction, but not forwarded with the payment.

Beneficiary Information

Filter Edit Hold Edit Amounts All Beneficiaries Filters

All Beneficiaries

<input type="checkbox"/> All	Actions	Name	ID	Bank Code	Account Number	Account Type	Debit/Credit	Amount	CCY	Prenote	Hold	Status
<input type="checkbox"/>	Modify	ALAN DEMO		031301422	000012345601	Checking	Credit	100.01	USD	No	No	Entered
<input type="checkbox"/>	Modify	BENEFICIARY		031301422	000012345602	Checking	Credit	100.02	USD	No	No	Entered
<input type="checkbox"/>	Modify	BENEFICIARY		031301422	000012345603	Checking	Credit	100.03	USD	No	No	Entered
<input type="checkbox"/>	Modify	BENEFICIARY		031301422	000012345604	Checking	Credit	100.04	USD	No	No	Entered
<input type="checkbox"/>	Modify	BENEFICIARY		031301422	000012345605	Checking	Credit	100.05	USD	No	No	Entered
<input type="checkbox"/>	Modify	BENEFICIARY		031301422	000012345606	Checking	Credit	100.06	USD	No	No	Entered
<input type="checkbox"/>	Modify	BENEFICIARY		031301422	000012345607	Checking	Credit	100.07	USD	No	No	Entered
<input type="checkbox"/>	Modify	BENEFICIARY		031301422	000012345608	Checking	Credit	100.08	USD	No	No	Entered
<input type="checkbox"/>	Modify	BENEFICIARY		031301422	000012345609	Checking	Credit	100.09	USD	No	No	Entered

Viewing 1-11 of 11 records Display 50 per page Page 1 of 1

- Click **Submit**. Located at the bottom of the screen.

Contact Information

If you need further assistance with modifying your ACH payment, please contact our Cash Management Team at:
Cash Management Services – 1.866.943.8739