Fulton Bank | CASH MANAGEMENT GROUP

Welcome to BOSS!

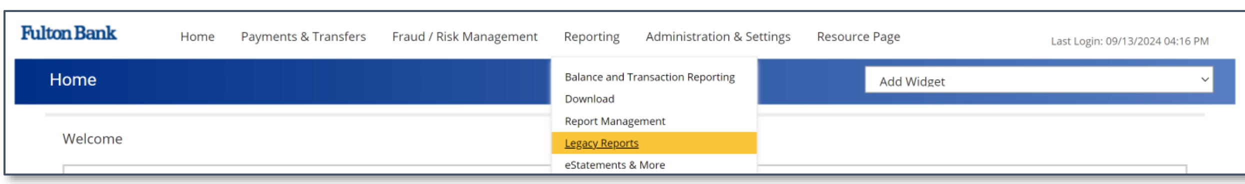
EDI Statements – BOSS Online Banking

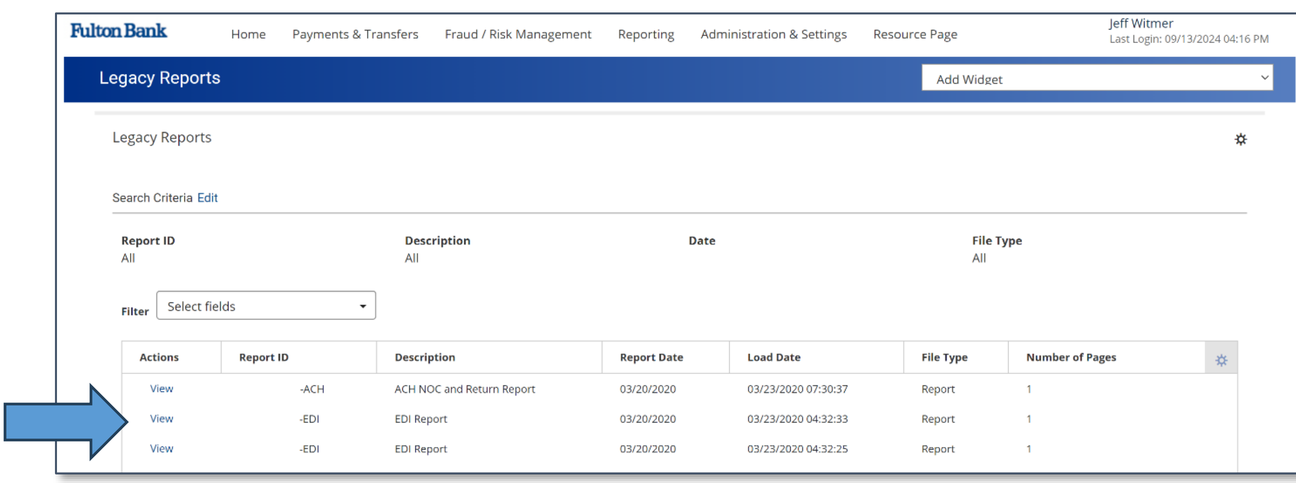
Beginning **November 4th, 2024**, users receiving mailed EDI statements will have access to EDI statements in their BOSS Online Banking account. Benefits include instant access to EDI statements and the ability to export and print EDI statements. Mailed EDI statements will be disabled on November 4, 2024. Please contact your Cash Management Sales Officer with any questions regarding this change.

This user guide details step-by-step instructions on how to access EDI statements in the BOSS Online Banking application and setting up EDI statement alerts.

Accessing an EDI Report in BOSS Online Banking

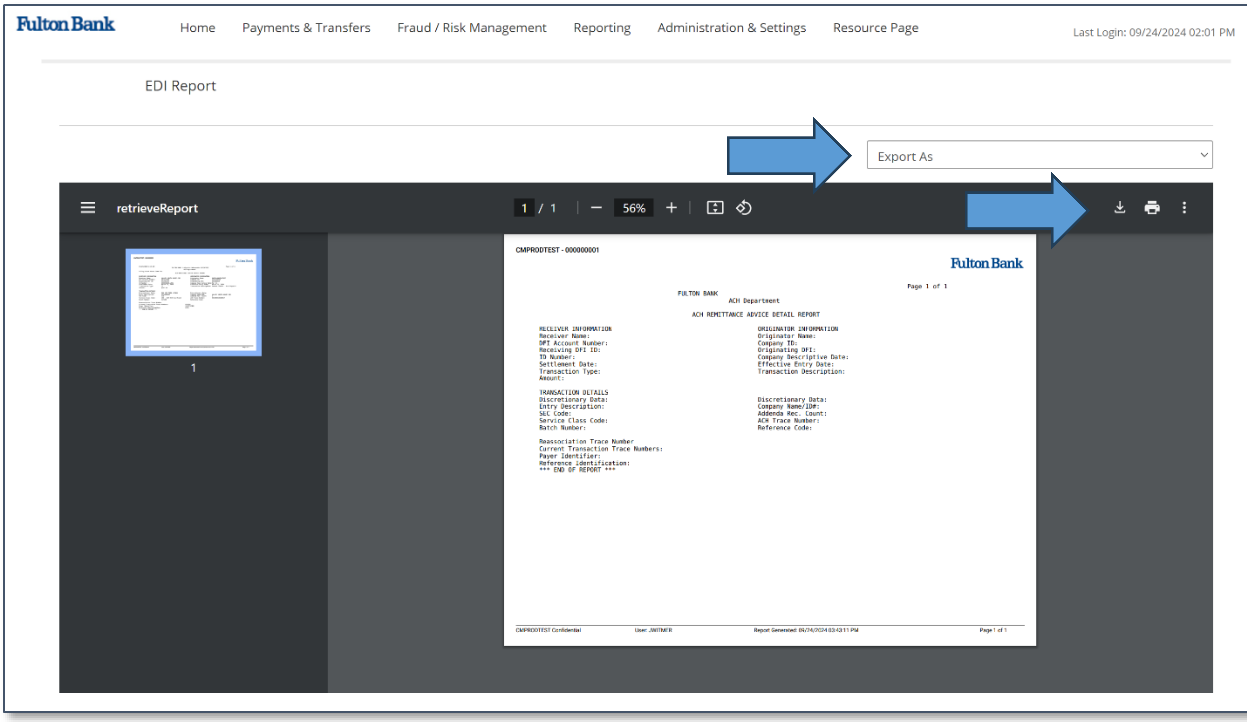
1. Log into [BOSS Online Banking]
2. Select the **Reporting** tab
3. Click on **Legacy Reports**





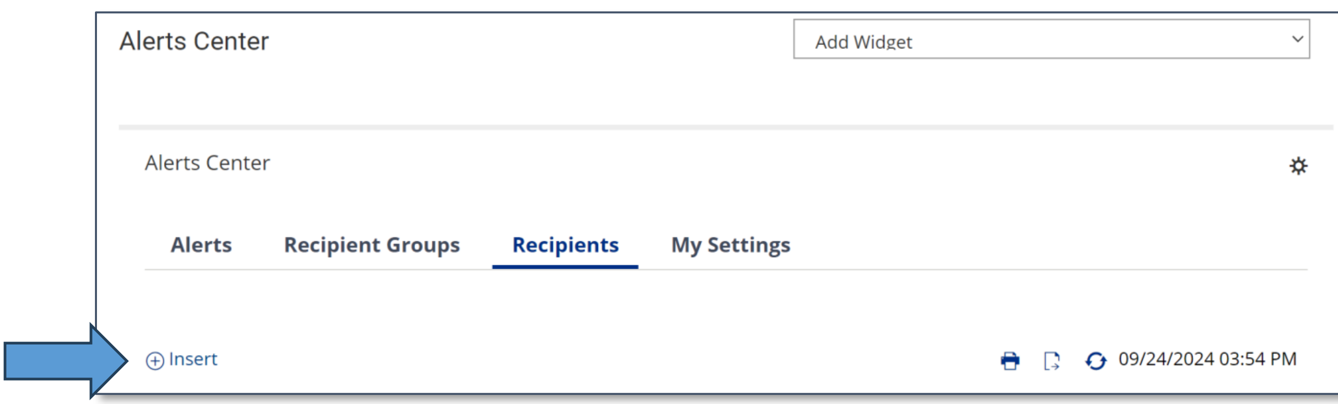
4. Click **View** next to your EDI statement

Once your EDI statement has populated you will be able to export, print and save to your PC.



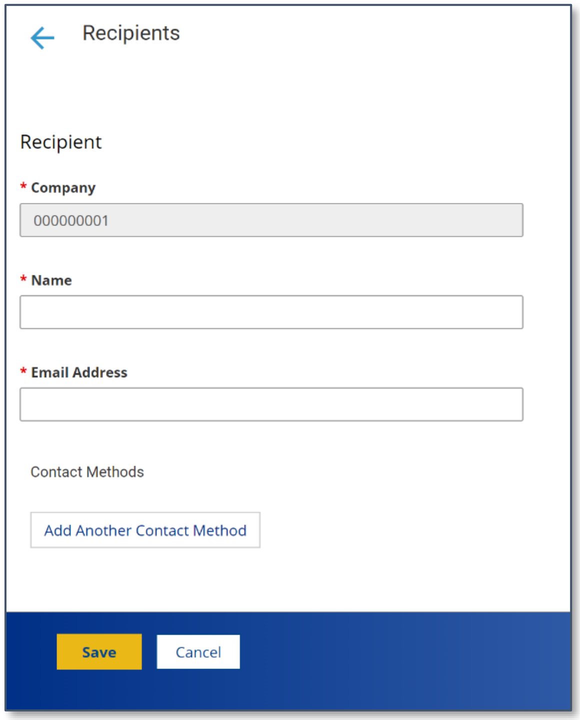
Setting up an EDI Alert

1. Log into [BOSS Online Banking]
2. Select the **Administrator & Settings** tab
3. Click on **Alerts Center**
4. Select **Recipients** tab

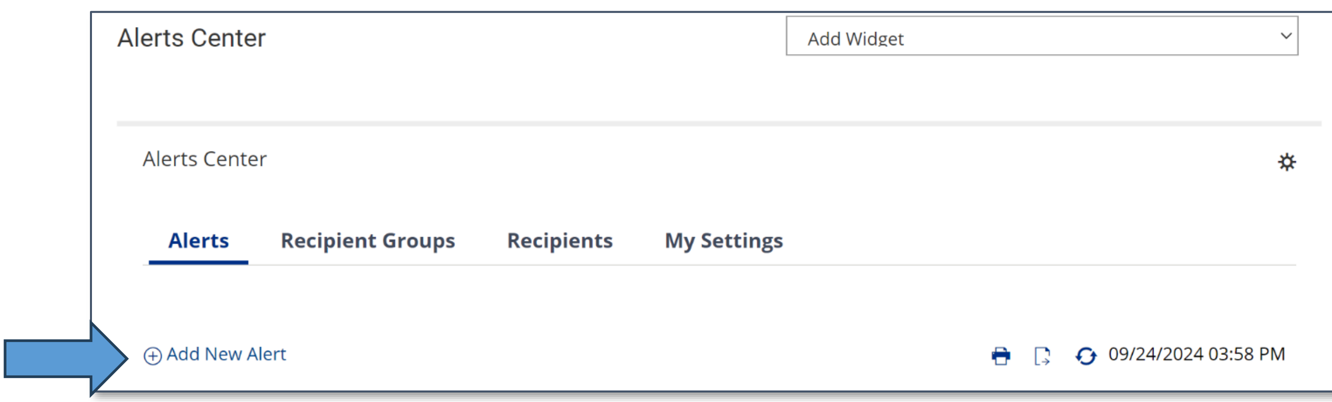


5. Click **Insert**

6. Add **Recipient** detail – Name & Email Address

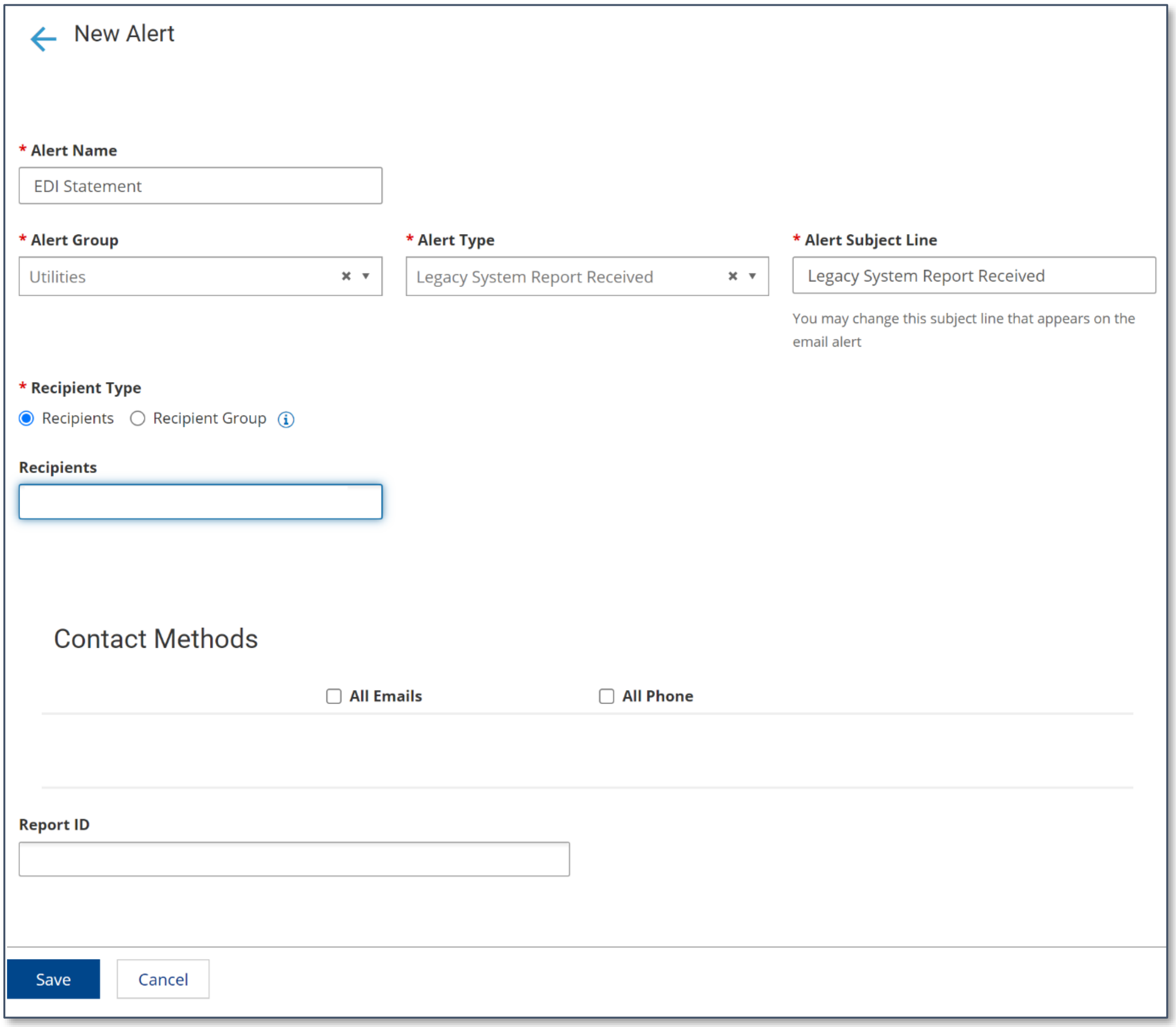


7. Click **Save**
8. Select the **Alerts** tab



9. Click **Add New Alert**

10. Select and complete the EDI alert details – Please see example below
    - Alert Group – Select **Utilities**
    - Alert Type – Select **Legacy Systems Report Received**
    - Alert Subject Line – You may change this subject line that appears on the email alert
    - Recipients – Select your created Recipients email address
    - Report ID – Leave Blank



11. Click **Save**

Contact Information

If you would need further assistance with accessing your EDI statement, please contact our Cash Management Team at:
Cash Management Services – 1.866.943.8739