

Welcome to BOSS!

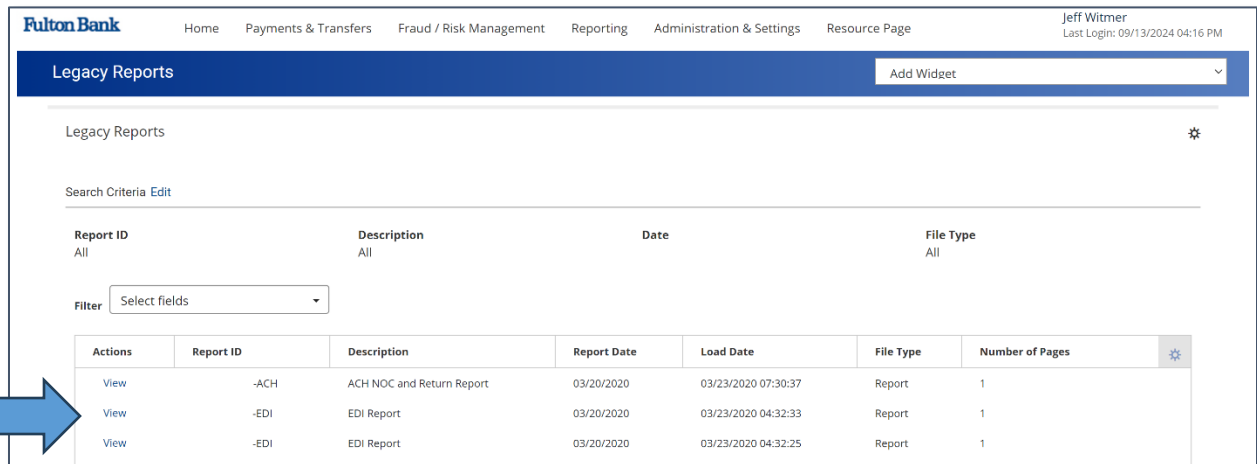
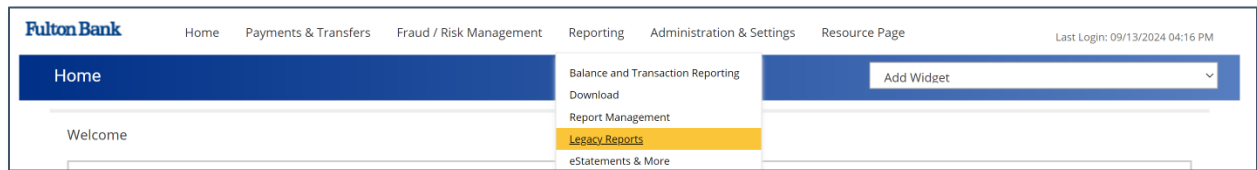
EDI Statements – BOSS Online Banking

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.

The screenshot shows the 'EDI Report' page in the Fulton Bank portal. The navigation bar includes 'Home', 'Payments & Transfers', 'Fraud / Risk Management', 'Reporting', 'Administration & Settings', and 'Resource Page'. The user's last login is '09/24/2024 02:01 PM'. The main content area displays a preview of an EDI report titled 'retrieveReport'. The report content includes:

REPORT INFORMATION

Receiver Name:	Originator Name:
DFI Account Number:	Company ID:
Receiving DFI ID:	Company ID:
ED Number:	Company Description Date:
Settlement Date:	Effective Date:
Transaction Type:	Transaction Description:
Amount:	

TRANSACTION DETAILS

Discretionary Data:	Discretionary Data:
Settle Description:	Company Name:
ACH Code:	ACH Trace Number:
Service Class Code:	Reference Code:
Batch Number:	

RECONCILIATION TRACE NUMBER

Current Transaction Trace Numbers:
Refer: 00000001
Referencing Description:
*** END OF REPORT ***

The interface also shows a zoom level of 56% and an 'Export As' dropdown menu with a blue arrow pointing to it. Another blue arrow points to the report preview area.

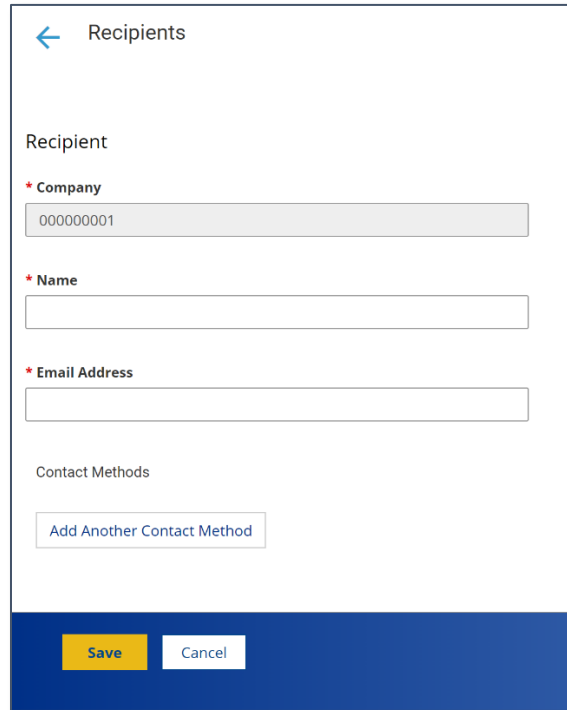
Setting up an EDI Alert

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

The screenshot shows the 'Alerts Center' interface. At the top right, there is an 'Add Widget' dropdown menu. Below the header, there are tabs for 'Alerts', 'Recipient Groups', 'Recipients', and 'My Settings'. The 'Recipients' tab is currently selected. At the bottom left, there is a blue arrow pointing to an 'Insert' button. At the bottom right, there are icons for print, share, and refresh, along with the timestamp '09/24/2024 03:54 PM'.

5. Click **Insert**

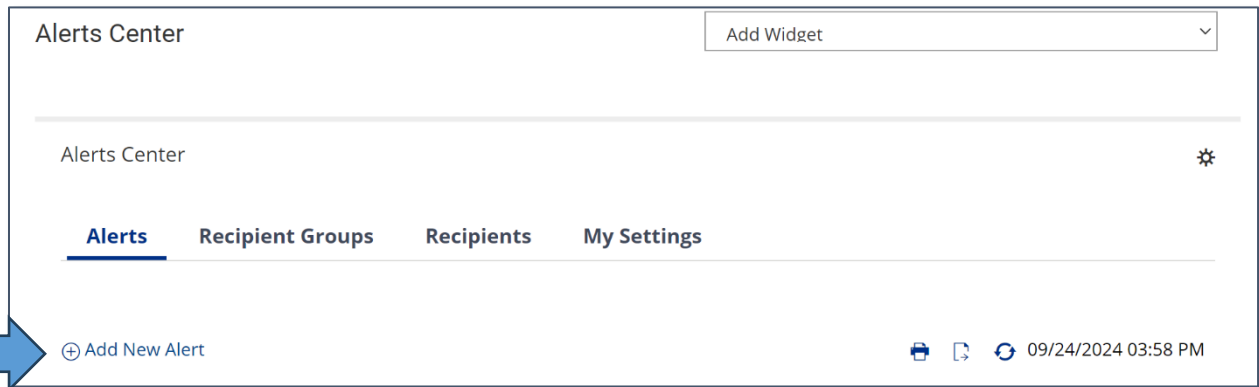
6. Add **Recipient** detail – Name & Email Address



A screenshot of a mobile application form titled "Recipients". At the top left is a back arrow and the text "Recipients". Below this is the heading "Recipient". There are three required fields: "* Company" with a text input containing "00000001", "* Name" with an empty text input, and "* Email Address" with an empty text input. Below these fields is the section "Contact Methods" with a button labeled "Add Another Contact Method". At the bottom of the form are two buttons: "Save" (yellow) and "Cancel" (white).

7. Click **Save**

8. Select the **Alerts** tab



A screenshot of the "Alerts Center" interface. At the top left is the text "Alerts Center" and at the top right is a dropdown menu labeled "Add Widget". Below this is a horizontal line. Underneath, the text "Alerts Center" is displayed on the left and a gear icon on the right. Below that is a horizontal menu with four tabs: "Alerts" (which is underlined and highlighted), "Recipient Groups", "Recipients", and "My Settings". At the bottom left, there is a blue arrow pointing to a button labeled "Add New Alert". At the bottom right, there are icons for print, share, and refresh, followed by the text "09/24/2024 03:58 PM".

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

← New Alert

* Alert Name

* Alert Group × ▾

* Alert Type × ▾

* Alert Subject Line
You may change this subject line that appears on the email alert

* Recipient Type
 Recipients Recipient Group ⓘ

Recipients

Contact Methods
 All Emails All Phone

Report ID

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