

# BOSS Online Banking – User Guide

## Account Statement Report

BOSS Online Banking Account Statement report is a new way for customers to generate a PDF / CSV report to view their statement details.

### Creating an Account Statement report

- Log into BOSS
- Click on **Reporting**
- Click on **Report Management**
- Click on **View** for **Account Statement**

The screenshot shows the 'Reporting' section of the BOSS Online Banking interface. The 'Reports Management' header is highlighted with a blue bar. A dropdown menu is open, showing options: 'Balance and Transaction Reporting', 'Download', 'Report Management' (highlighted), 'Legacy Reports', 'eStatements', and 'Paymode-X Reports'. A blue arrow points from the 'Report Management' header to the dropdown menu. Below the dropdown is a table with columns: 'Actions', 'Report Name', 'Configuration Name', 'Public', 'Report Group', and 'Report Subgroup'. The table contains four rows of reports. A blue arrow points to the 'View' link in the first row of the table. At the bottom of the table, it says 'Viewing 1-4 of 4 records' and 'Display 50 per page'.

Actions	Report Name	Configuration Name	Public	Report Group	Report Subgroup
<a href="#">View</a>	Exchange Rates			Payments	Administrative
<a href="#">View</a>	Payment Detail Report			Payments	Payments
<a href="#">View</a>	User Permissions			Admin	
<a href="#">View</a>	Account Statement			Information Reporting	Prior Day

- Select the **Statement Date** and **Account number(s)**

The screenshot shows the 'Account Statement' report criteria form in the Fulton Bank system. The form is titled 'Account Statement' and 'Report Criteria'. It includes several sections: 'Statement Date' with a dropdown menu and a text input field; 'Bank Code', 'Account Group', and 'Account Number' sections, each with a dropdown menu and a text input field; and a 'Currency' section with a dropdown menu. At the bottom, there is a checkbox for 'Save this Report' and two buttons: 'Run Report' and 'Cancel'. Three blue arrows point to the 'Statement Date' input field, the 'Account Number' input field, and the 'Run Report' button.

**Fulton Bank** Home Payments & Transfers Fraud / Risk Management Reporting Administration & Settings

Account Statement

Report Criteria

▼ Statement Date

\* Statement Date

> Bank Code

> Account Group

▼ Account Number

Account Number

> Currency

Save this Report

Run Report Cancel

- Select the **Statement Date** and **Account number(s)**
- Click **Run Report**

The Account Statement report is generated with the details that were filtered on. A customer would have the option to download this report as a PDF, CSV, or Plain Text

- Select the **Export type**

Save this Report

Run Report
Cancel

Export As

Export As

Export As PDF

Export As CSV

Export As Plain Text

Fulton Bank

Account Statement Report | 000000001 | CMPRODTEST

**Bank Name:** Fulton Bank / 031301422  
**Account Name:** 0362086445 / FBK TEST ACCOUNT 3 / USD  
**Date From:** 6/10/20 **Date To:** 7/8/20

Description	Starting	Ending
OPENING LEDGER	697.08	697.08
CLOSING LEDGER	696.08	696.08
CLOSING AVAILABLE	696.08	696.08
0-DAY FLOAT		
1-DAY FLOAT	0.00	0.00
2 OR MORE DAYS FLOAT	0.00	0.00

Check Activity

Check #	Date	Amount
No Data Available		

Other Debits

Date	Amount	Description	Customer Ref	Bank Reference
6/10/20	1.00	OUTGOING MONEY TRANSFER		000000110000060
6/22/20	12.00	MISCELLANEOUS DEBIT		000012340008354
6/25/20	25.00	OUTGOING MONEY TRANSFER		000000150000020
6/25/20	150.00	OUTGOING MONEY TRANSFER		000000150000040
6/25/20	250.00	OUTGOING MONEY TRANSFER		000000150000030
7/2/20	0.03	MISCELLANEOUS DEBIT		000012340005100
7/7/20	0.05	MISCELLANEOUS DEBIT		000012340008973
7/7/20	0.05	MISCELLANEOUS DEBIT		000012340008975