FULTON BANK

BOSS Online Banking

Download & Export Guide

Exporting Transaction Data from BOSS Online Banking

This guide walks BOSS Online Banking users through the **Download** feature — how to export account transaction data, which file formats are available, and how to set up a scheduled export.

Overview

The Download feature in BOSS Online Banking allows you to export balance and transaction data from your accounts in a variety of file formats. This is useful for importing data into accounting software, treasury management systems, or for general record-keeping in tools like Microsoft Excel.

Access the Download feature by navigating to:

- Reporting menu → Download

Available File Format Types

The following export formats may be available depending on your entitlements. If you do not see a format you need, please contact our Cash Management team to request access.

Format	Best For	Access Required
BAI	Treasury/cash management systems; structured balance & transaction data	Entitlement required — contact Cash Management
CSV	Microsoft Excel and most data tools; flexible reporting	Standard access
TSV	Tab-delimited data tools and certain ERP imports	Standard access
QuickBooks (OFX)	QuickBooks accounting software integration	Entitlement required — contact Cash Management
Quicken (OFX)	Quicken personal/business finance software	Entitlement required — contact Cash Management
Swift MT940	International bank statement format (prior day)	Entitlement required — contact Cash Management
Swift MT942	International intraday transaction format (current day)	Entitlement required — contact Cash Management
Custom CSV	Customized export maps configured by your admin	Entitlement required — contact Cash Management

> **TIP**
> *Not sure which format to choose? CSV is the most common option and opens directly in Microsoft Excel.*
> *If you use QuickBooks or Quicken and don't see those formats in your menu, contact our Cash Management team — entitlement to those formats must be enabled for your account.*

How to Export Transaction Data

Exporting data is a two-step process: (1) submit an export request, then (2) download the completed file once processing is done.

Step 1 — Submit an Export Request

1. From the Reporting menu, select Download. The Download screen will appear.
2. Click Export.
3. From the Export Type drop-down, select the file format you want (e.g., CSV, BAI, QuickBooks).
4. Accept the default file name, or type a new name for your export file.
5. If you selected BAI or ISO-Cash Management (CAMT), choose Prior Day or Current Day from the drop-down.
6. For BAI, CSV, or TSV formats, select your Output Content: Transactions Only, Balances Only, or Balances and Transactions.
7. Use the date selector to choose the date range for your export (e.g., Last 7 Days, Last 30 Days, Month to Date, or a Custom Range).
8. (Optional) Click Optional Fields to filter by account, debit/credit type, transaction type, amount, or reference details.
9. Click Create Export. Your request will appear on the Downloads screen with a status of In Progress.

> **NOTE**
> If your export returns a 'No data available' message, no transactions matched your selected criteria or date range. Try adjusting the date range and re-submitting.
> QuickBooks and Quicken exports have a maximum transaction threshold. If exceeded, the export will not be created — try narrowing your date range.
> BAI format does not support accounts enabled for Real Time – Posted Transactions.

Step 2 — Download the Exported File

1. On the Downloads screen, wait for the Status column to show Complete.
2. Click Download in the Actions column for your export.
3. Follow your browser prompts to open or save the file to your computer.

> **TIP**
> *You can also click View in the Actions column to review export details before downloading.*
> *Completed exports remain on the Downloads screen so you can retrieve them again if needed.*

Scheduled Exports

If you are entitled to the Scheduled Export feature, you can automate your data exports to run at a set time each day — eliminating the need to manually submit export requests. **If you do not currently have access to Scheduled Exports, please contact our Cash Management team to request that feature.**

How to Set Up a Scheduled Export

1. From the Reporting menu, select Scheduled Export.
2. On the Scheduled Export screen, enter a name for your new schedule.
3. From the Report Type drop-down, select BTR, Bank Report, or Legacy Report.
4. Click Continue.
5. From the File Format drop-down, choose your preferred export format (e.g., CSV, BAI, QuickBooks).
6. For BAI, CSV, or TSV formats, select your Output Content: Balances Only, Transactions Only, or Balances and Transactions.
7. Choose Current Day or Prior Day for the data to include.
8. Select your export method: Incremental (data since the last export) or Full Replacement (all data for the chosen day up to export time).
9. In the Run Time field, enter the time of day for the export to run. To add multiple run times, click Add another run time.
10. Complete any additional Report Criteria fields as needed, then click Save.

TIP

Your completed scheduled exports will appear in the Download widget under Reporting → Download, just like a manual export.
Choose Incremental if you want only new data since the last run. Choose Full Replacement if you want a complete daily file each time.

Need Help?

If you need access to additional export formats, the Scheduled Export feature, or have any questions, please reach out to the Fulton Bank Cash Management team. We're here to help.