Fulton Bank | CASH MANAGEMENT

Nelcome to BOSS!

## Wire Templates – Needs Repair Status

Existing Domestic Wire Templates will be converted to Fulton's BOSS Online Banking. **Please note**, the status of your Domestic Wire Template will be in a "Needs Repair" after conversion, due to the empty "State" field. The State field will need to be updated before it is available to be used for a payment.

Please follow the step-by-step instructions on this user guide to correctly modify your template.

## Accessing your Wire Templates in BOSS Online Banking

- 1. Log into <u>BOSS Online Banking</u>
- 2. Select the Payments & Transfers tab
- 3. Click on Payment Management

Fulton Bank	Home	Payments & Transfers	Fraud / Risk Management	Reporting	Administration & Settings	Resourc	e Page
Home		Payment Management Transfers Management					Add Widget
		Stop Payments Check Inquiry					

- 4. Scroll down to Template List View
- 5. Filter on All Templates

Template L	ist View								<b>*</b>
									Show Totals
⊕ Add a Nev	w Template  🧃	) Manage Template	Groups 🕀 File Import						🖶 📮 🧿 10/01/2024 02:00 PM
Filter	ct fields	•							Active Templates
									+ Save view
									ACH Templates Requiring My Approval
	Actions	Template Code	Template Description	Beneficiary	Amount	Status	Payment Type	Creation Date	Active Templates
	View 💌	WIRETESTING	WIRETESTING	WIRE TEST 1	100,200.00	Approved	Wire - Domesti	$ \rightarrow $	All Templates
•							_		Deleted Templates
Viewing 1-1 o	of 1 records							Display 1	My Templates
									Rejected Templates
Approve	Unapprove	Reject	Delete						Scheduled Templates
									Templates Pending Approval

## Fulton Bank Cash MANAGEMENT

6. In the Actions column, from the drop field select Modify next to your Wire Template

Template l	List View									<b></b>	
Add a Ne     Filter     Sele     Payment T	Show Totals   (a) Add a New Template (a) Manage Template Groups (a) File Import   (b) Add a New Template Groups (c) File Import   (c)										
	Actions	Template Code	Template Description	Beneficiary	Amount	Status	Payment Type	Creation Date	Schedule	PaymentMet	
	View 👻	FULTONWIRETEST	FULTON WIRE	The Fulton Bank	50.00	Approved	Wire - Domestic	05/08/2020 13:41:11		Wires	
•		Delete								+	
Viewing 1-1	of 1 records	Copy as Template Copy as Payment Modify						Display 10 • per	page 🗸 Page	1 • of 1 >	
Approve	napp	Jnapprove	Delete								

7. Within your Template details, scroll down to the Beneficiary Information

Beneficiary Inform	mation							
* Name	Q	* Address Line 1			Address Line 2			
The Fulton Bank		One Penn Square						
* City		* State		* Postal Code		Email	<b>(i)</b>	
Lancaster			¥	17601		Add Email		
* Account Number		* Bank Code Type		Bank Entry Method		* Bank Code 🔍		
2323232323		ABA	X v	Bank Code Look-up	X 7	031301422   FULTON BANK, NA LANCASTER, PA		
Amount Credit Amount								
50.00	USD							

8. Update the "State" field and any additional details as necessary

9. Click Save. Located at the bottom of the screen

## **Contact Information**

If you would need further assistance with modifying your Wire Templates, please contact our Cash Management Team at:

Cash Management Services – 1.866.943.8739