Treasury & Payment Solutions

WebsterBank®

Quick Reference Guide
Account Activity via Webster Web-Link®

Account Activity reporting provides quick access to your account balances and to posted and scheduled (future-dated) transactions. Posted items include Current Day transactions as well as History and are limited to 200 transactions. Account Activity is a single account view, unlike Prior Day and Current Day, which initially gives a combined summary level view of all your accounts.

When you first log in, the default view for Deposit Accounts is 30 days of history and 30 days in the future. The following balances display: Opening Ledger, Opening Available and Current Available. The Loan Account default provides 90 days of history and 30 days in the future, and displays Current Principal Balance, Maturity Date, Next Payment Amount and Next Payment Due date.

You can easily change the information that is retrieved and displayed by selecting different date ranges, or searching on criteria such as Date, Keyword, Amount, Credits to Date or Debits to Date. Optionally, retrieved information can also be downloaded or printed.

Account Activity is available within the top navigation bar under the Accounts tab.

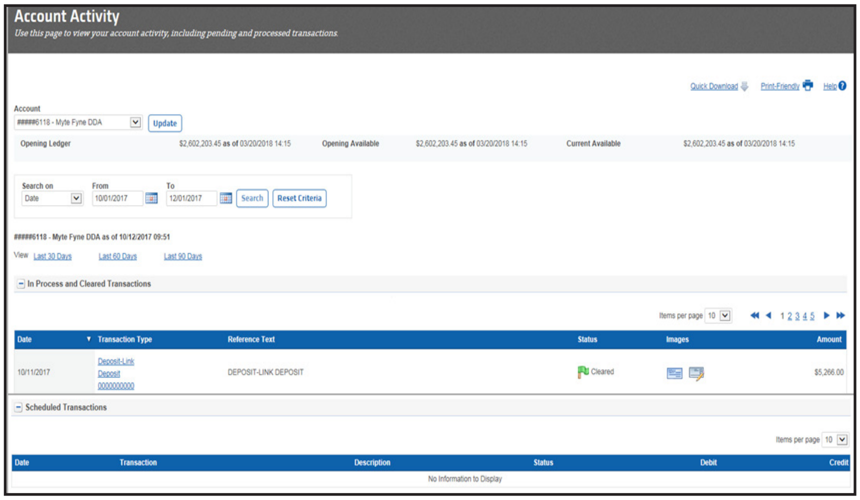
Treasury Dashboard	Accounts	Payments	Fraud Control	Check Services	File Services	Tools	Administration

Depending on your entitlements, the top navigation bar may appear different, e.g. Home instead of Treasury Dashboard.

Viewing Account Activity :
Accounts > Account Activity viewing account information

If a user has requested to gain access to Mobile Banking, a CSA must first enable them.

1. Click Account Activity. The screen opens with a default view into one of your enrolled accounts (Accounts are grouped numerically by category; for example, Loans, Savings and Certificates of Deposit, Checking and Money Market).
   a. History and current day posted items appear.
   b. Scheduled transactions display at the bottom of your page.
   c. To change the retrieved information, select different Search On criteria, or a different date range. Click Search.



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Accounts > Account Activity viewing account information

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2. To see a different Account, select it from the Account drop down list and click Update.
3. Select an Account first, add specific search criteria, and then click Search. If you first select the search criteria and then select an account to update, the search criteria selections are ignored.

Tips:

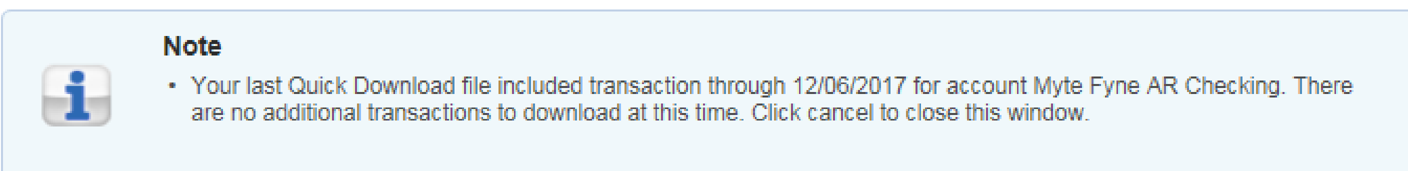
- Account Activity screens are paginated. To view more information on one page, you may need to expand your view of displayed transactions (that is, from viewing 10 records to 25, 50, or 100 records on a page).
- If your search exceeds more than 200 transactions, you will need to use the Current Day or Prior Day screens to display them all. Or, you can individualize your Account Activity search by selecting Credits to Date, then Debits to Date.

Downloading Account Activity :

Accounts > Account Activity > Quick Download

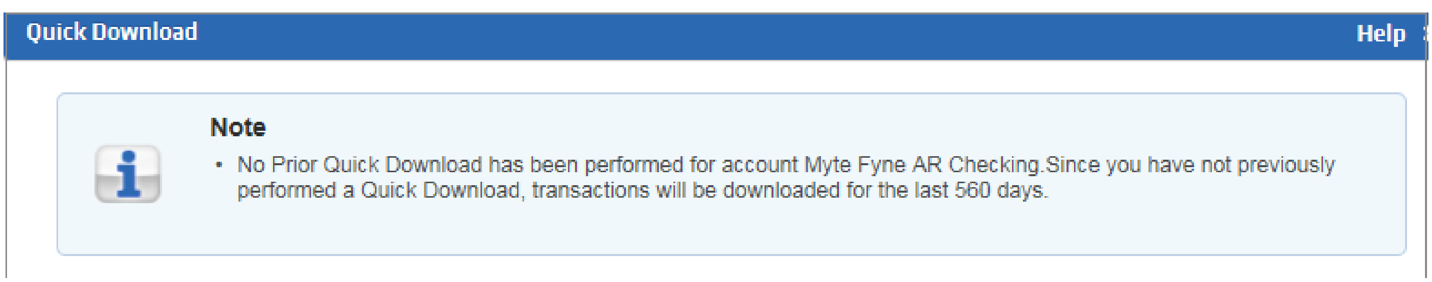
The Quick Download link is a tool to export new information from Web-Link without selecting any date or search criteria. Once information has been downloaded by any user in your organization, the same information cannot be downloaded again. Any new information downloaded will not include information that has already been downloaded. The download format is Comma-Separated Values (CSV); it cannot be changed.

1. After selecting an Account from the dropdown and clicking Update, and once the account displays, click the Quick Download link. A Quick Download Note will appear.
2. The Note content depends on the last time a Quick Download was done.
   a. If there are no new items to download, this Note may appear:



This message displayed because once an item has been included in a Quick Download by any user in your organization, it cannot be downloaded again. (See Tips for additional exporting/downloading options.)

   b. If no previous Quick Download has been done, this Note may appear:



   c. Click Submit to continue.
   d. A CSV formatted file will open on your device. You can choose to Open or Save it.

Tip: If you need to account export information that was previously downloaded via Quick Download, you can instead export from other Account modules. Choose from Current/Prior Day, Export Profiles or Account Reports.

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If you have any questions, contact your Client Support Specialist.