Current Day Reporting – Deposit Accounts via Webster Web-Link®

WebsterBank®

This guide tells you about Current Day Reporting which provides access to your deposit account balances and the transactions that post to the accounts throughout the business day. You can see summary or detail views, and have the ability to export information in formats that meet your business needs. Posted transactions use industry standard BAI codes (see BAI Codes Quick Reference Guide) but you can see more detailed descriptions by drilling down into the transaction. Posted transactions are viewable after they have been retrieved, by clicking the Refresh Data link available on the screen

For enrolled accounts, Current Day displays account balances, 1 and 2+ Day Float, Total Debits and Total Credits. If you are enrolled in Controlled Disbursement Reporting, you can view transactions by 10:00 a.m. Images associated with Current Day transactions are available the next day.

The Current Day reporting module is located on the top navigation bar under Accounts.
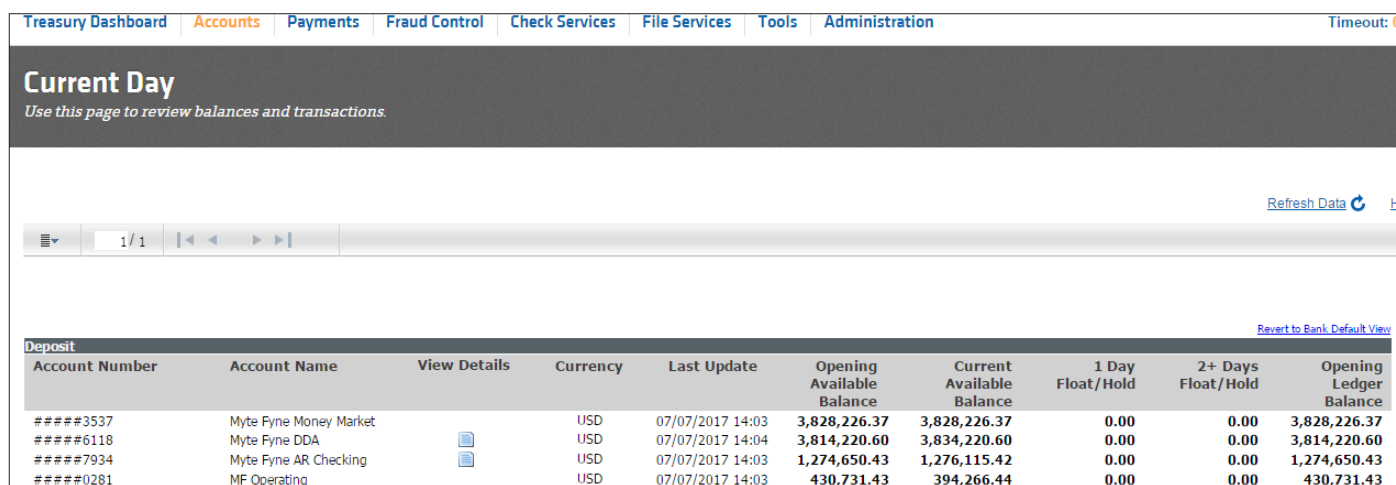
Treasury Dashboard	Accounts	Payments	Fraud Control	Check Services	File Services	Tools	Administration

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

Current Day Reporting:
Accounts > Manage Accounts > Current Day

1. The Current Day screen opens; the accounts you are entitled to, along with balance and other related account information will display. If transactions have not yet been retrieved, there will be no icon in the View Details column:

Treasury Dashboard	Accounts	Payments	Fraud Control	Check Services	File Services	Tools	Administration	Timeout: 0:

Current Day
Use this page to review balances and transactions.

Refresh Data ↻ He

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Revert to Bank Default View

Deposit

Account Number	Account Name	View Details	Currency	Last Update	Opening Available Balance	Current Available Balance	1 Day Float/Hold	2+ Days Float/Hold	Opening Ledger Balance
#####3537	Myte Fyne Money Market		USD	07/07/2017 14:03	3,828,226.37	3,828,226.37	0.00	0.00	3,828,226.37
#####6118	Myte Fyne DDA	📄	USD	07/07/2017 14:04	3,814,220.60	3,834,220.60	0.00	0.00	3,814,220.60
#####7934	Myte Fyne AR Checking	📄	USD	07/07/2017 14:03	1,274,650.43	1,276,115.42	0.00	0.00	1,274,650.43
#####0281	MF Operating		USD	07/07/2017 14:03	430,731.43	394,266.44	0.00	0.00	430,731.43

2. To update balances and retrieve and view posted current day transactions, click the Refresh Data link. The Select Accounts for Real Time Update appears.
3. Check the boxes in the columns titled Update Balance and Update Transactions, for the accounts you want to update, or click the Select All button.
4. Click submit; the elapsed time to update depends on how many accounts balances and how many transactions have posted.
5. Click the Back link on the screen to return to Current Day reporting.
6. If posted transactions were retrieved, there will be an icon under the Transaction Detail column. If there is no icon present after the retrieval process completes, there were no transactions that posted.
7. Click View Details to view transactions for a specific account; a list of transactions for today's date will display, reported by BAI code.
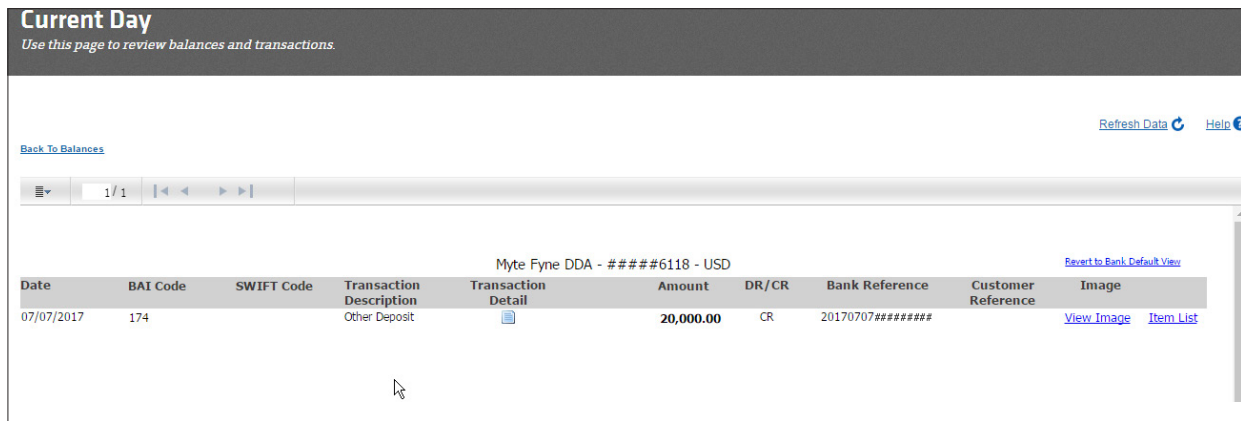
8. Click Transaction Detail to see additional information; the Transaction Detail screen displays.
9. The Reference Text field contains more descriptive information about the transaction.
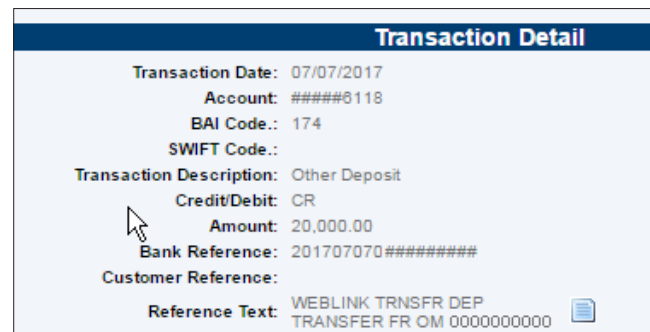
Customize your Current Day View:
Accounts > Manage Accounts > Current Day > Main Menu

1. Click Main Menu.
2. Click Main Menu drop down. Options include:
   a. Export Content in Excel, PowerPoint or Word formats
   b. Export Data to create text files that can be configured to include information customized to meet your needs
   c. Click the Customize Launches icon to launch the customization tools. Right clicking on various account tool bar locations shows the different options available. You can:
      i. Hide or expose account information; change the order of columns; filter, sort, change font or alignment
      ii. Add a "Total" balance column by clicking the Aggregate option when a Balance column is highlighted.
      iii. Be sure to Save any changes you make.
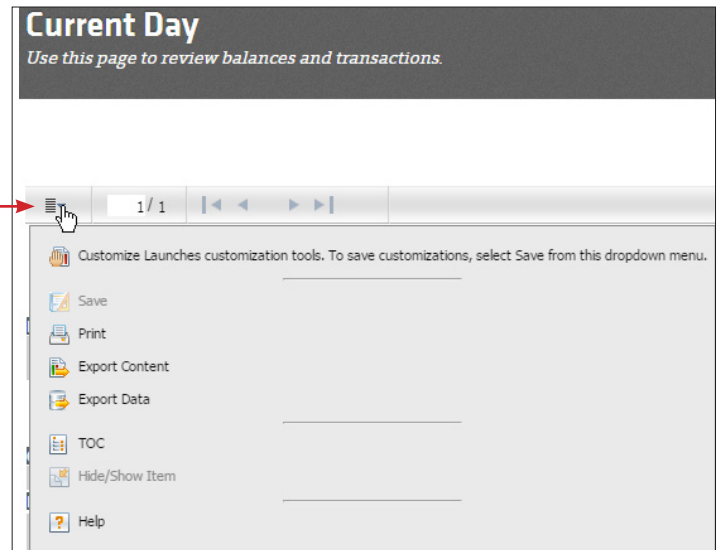
Tips:

1. If you do not see a View Details link on the Current Day screen, then there are no transactions to view.

2. When viewing account transactions:

   a. You may need to use the scroll bar on the right of the View Details screen to see all transactions

   b. The image icons that display for transactions such as paid checks or Webster Deposit-Link® deposits do not lead to an image. Images become available the day after the transaction has posted (prior day)

3. If you log in multiple times throughout the day, click the Refresh Data link each time to retrieve posted transactions.

4. Current Day balance and transaction information can be included in the Cash Position worksheet (***Accounts>Manage Accounts>Cash Position***). For the selected date range, the Cash Position displays the aggregate Opening Available balance of the selected accounts (balances cannot be displayed individually) and daily Deposit and Disbursement totals.

5. You can also see Current Day information via Account Activity (***Accounts > Manage Accounts > Account Activity***). It includes past, current, and future dated transactions.

6. Also refer to Loan Reporting Quick Reference Guides for reporting on loans.

Updated 04/12/2018