Treasury & Payment Solutions

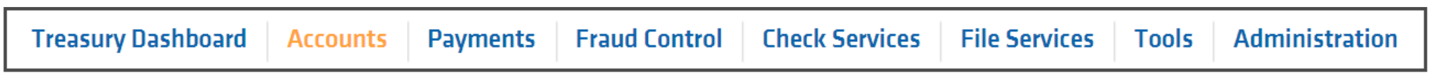
Quick Reference Guide

Download Options for Account Information via Webster Web-Link®

This Quick Reference Guide (QRG) outlines where and how you can download or export account-related information from Web-Link.

Balance information and posted items are available to download from five Account sub-modules; Account Activity, Prior Day, Current Day, Export Profiles and Account Reports. Most offer some level of configuration options under which the information can be downloaded. What and how you need to download will determine which of the five options is best.

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



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

Account Activity :

Accounts > Manage Accounts > Account Activity

After you have updated the Account Activity screen to view the account and search on the desired criteria, there are two options to download information:

1. **Quick Download** –quickly 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 using Quick Download. Any new information downloaded will not include any information previously downloaded. The download format is Comma - Separated Values (CSV); it cannot be changed.
2. **Print-Friendly** – use this link to print what is displayed on the screen.

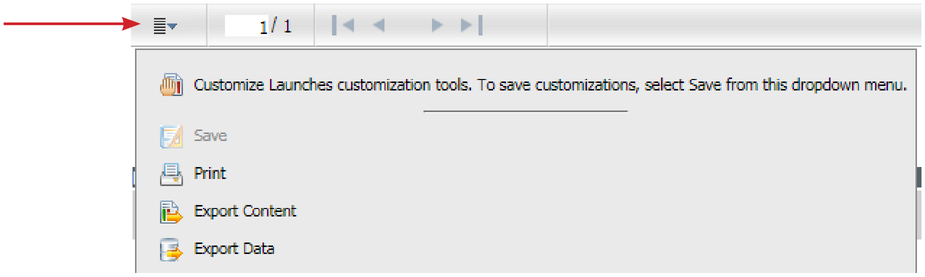
Refer to the *Account Activity QRG* for detailed information.

Tip: If using Print-Friendly, you may need to expand your view of displayed transactions to see them on the same page (from viewing 10 records to 25, 50, or 100 records on a page).

Prior Day and Current Day:

Accounts > Manage Accounts > Prior Day (or Current Day)

Information on the Account Summary screen can be exported in two ways after exposing the customization options from the main menu:



1. **Export Content** –export user defined fields into comma, pipe (|), tab, or semicolon formats.
2. **Export Data** –export the fields displayed on the screen into industry standard software such as Excel, PowerPoint, or Word.

Refer to the *Current Day Reporting* or *Prior Day Reporting* QRGs for detailed information.

- Customize your view by right-clicking anywhere on the gray account headers. Customization options will be displayed. To save your view when done, click Save from the main menu
- The same exporting capabilities are available from the individual Account Detail screen, after you click the "View Details" icon for the account

Export Profiles:

This service is designed for users who wish to export user-defined information out of Web-Link repeatedly, using the same criteria, into a predefined file format. Configuration options vary, depending on the selected file format. File formats include; BAI II, CSV, QuickBooks, Semi Colon Separated and Tab Separated.

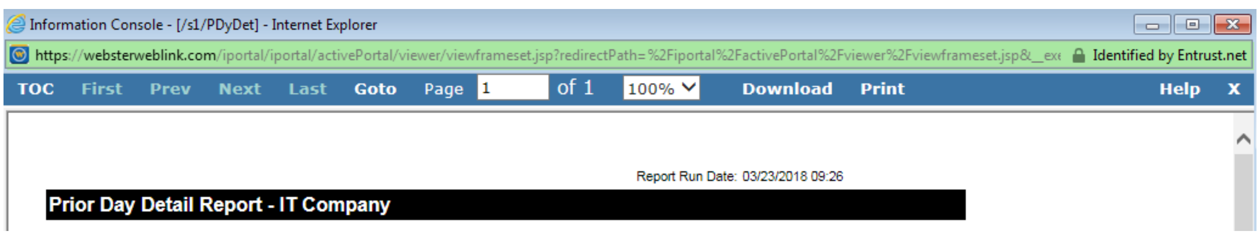
Refer to the *Export Profiles* QRG for detailed instructions.

Tip: Use the Export Profile service together with File Delivery to have your files delivered directly to enrolled email addresses, on a schedule that you define. Refer to the *File Delivery* QRG for detailed instructions.

Account Reports (for Deposit accounts only):

Web-Link has 18 predefined Reports, all of which, once opened, can be downloaded or printed.

Some are Current Day and some are Prior Day reports; each can be customized and saved for repeated use. Customization options do vary, depending on the report needed. Some examples are: account combinations, absolute or relative date ranges*, transaction types, amounts, customer or bank reference numbers.



Refer to the *Accounts Reports* QRG for detailed information.

**Relative timestamps display the number of minutes, hours, days, weeks or years ago a post was published. Absolute timestamps display the exact date and time a post was published.*

Tips:

- You can export any Standard or Customized Account Report using the Report Delivery service. Reports are emailed directly to an enrolled email address, on a schedule you define. Refer to the *Report Delivery* QRG for detailed instructions
- Access any of your Account Reports directly from your Treasury Dashboard (or Home screen) by customizing the Reports widget