

## Quick Reference Guide

# Export (Account Information) Profiles via Webster Web-Link®

The Accounts tab gives you the ability to export deposit account related information from Web-Link by using predefined export profiles. Note that loan account information cannot be included on Export Profiles. Choose from industry standard formats such as BAI II or QuickBooks (Desktop). You also have the option to create your own Comma, Semicolon or Tab Separated files. The variety of file formats allows you to select an output format to match your preferred treasury software solution. This is helpful when you prefer to reconcile account activity outside of Web-Link.

Depending on which Export Profile you select, configuration settings differ:

- Comma/Semicolon/Tab Separated requires you to order and sort the data fields
- QuickBooks and BAI II enables you to enter amount ranges and transaction codes

Exporting Profiles is a three-step process: step one creates an Export Profile, step two builds the file, and step three exports the file to your desktop to be used as needed.

The BAI II codes available to select when creating your file (see Steps 12 and 13 on page 2 of this Guide) are based on the full industry list; however, Webster uses only some of them. Refer to the list of the BAI codes that Webster utilizes, in the "BAI Transaction Codes Quick Reference Guide."

The Export Profile module is located on the top navigation bar under the Accounts tab on Webster Web-Link.

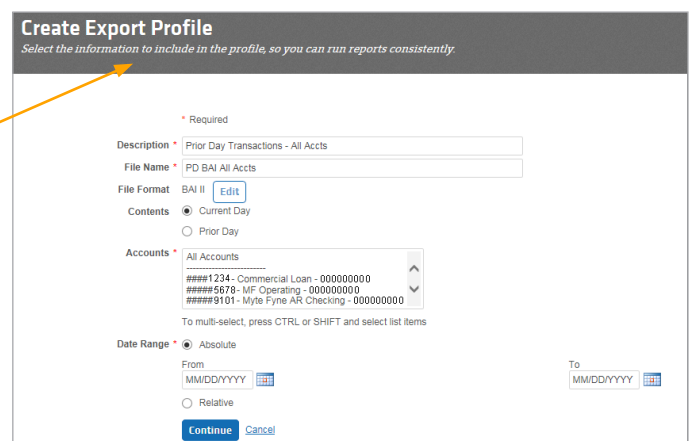


Depending on your entitlements, the top navigation bar may appear different, e.g. Home instead of Treasury Dashboard.

## Step 1 - Create a BAI II Export Profile:

### Accounts > Account & Research Tools > Export Profiles

1. Click on the Create Export Profile button. The Create Export Profile screen opens; required fields are indicated by a red asterisk \*.
2. Enter a Description meaningful to you.
3. Enter a File Name meaningful to you.
4. Select a BAI II from the File Format drop down.
5. Click Select.
6. Another Create Export Profile Screen opens; required fields are indicated by a red asterisk \*.
7. In Contents, select:
  - a. Current Day to include current day transactions
  - b. Prior Day to include prior day transactions
8. Select which Accounts to include. Using the Shift or Ctrl keys, select any combination of accounts
9. Select the Date Range:
  - a. Absolute means a specific period of time e.g. (From) 09/11/2017 (To) 09/15/2017
  - b. Relative means a predefined period of time e.g. (From) Beginning of the Prior Week (To) End of Prior Week
10. Click Continue; the Select BAI II Data screen opens.



**Create Export Profile**  
Select the information to include in the profile, so you can run reports consistently.

\* Required

Description \*

File Name \*

File Format BAI II

Contents  Current Day  Prior Day

Accounts \*   
 #####1234- Commercial Loan - 000000000  
 #####5678- MF Operating - 000000000  
 #####9101- Myra Fyne AR Checking - 000000000  
To multi-select, press CTRL or SHIFT and select list items

Date Range \*  Absolute  Relative

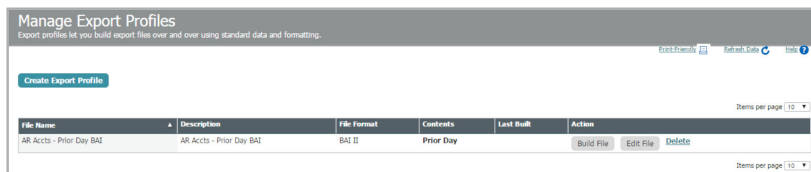
From

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11. Enter a Transaction Amount Range to include only the transactions that fall within the range.
12. Select a Transaction Code option:
  - a. Click Select from dropdown to choose BAI Detail codes from a prepopulated list
  - b. Click Manual Entry to enter specific BAI Detail Codes. To enter more than one code, separate them by commas (e.g. 124, 399, 699)
  - c. Click No Transaction Codes if you do not wish to include any BAI Detail Codes
13. Optionally, select a Summary Codes option:
  - a. Use Select from dropdown to select from a prepopulated list
  - b. Choose Click Manual Entry to enter the BAI Summary codes individually. To enter more than one code, separate them by commas (e.g. 010, 045, 040 and 045)
  - c. Click No Transaction Codes if you do not wish to include to include any BAI Summary Codes
14. Click Continue; the Confirm Export Profile to save screen opens.
15. If you are satisfied the information is accurate, click Save Profile. If you wish to make changes, click Edit Profile instead.
16. If you clicked Save Profile, the Manage Export Profiles screen opens and a Successful Submit message displays. The Export Profile is ready for export and displays in the list of File Names.

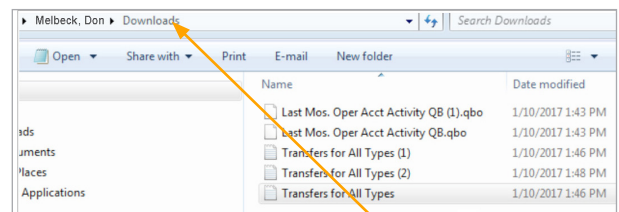
## Steps 2 and 3 - Build and Export a Saved Profile: Accounts > Account & Research Tools > Export Profiles

1. Click on Export Profiles and the Manage Export Profiles screen opens.



2. Locate the File Name representing the Export Profile you wish to export and click the Build File button in the Action column:

3. The Export History List screen opens; while your file is being built, the Status column reads Pending. When it is ready to export, the Status reads Completed and the Profile Name displayed in the File Name column displays as a link. The elapsed time is driven by the size of the file.



4. Click on the desired file link in the File Name column to either Open or Save it; your browser settings and the type of export format will affect next steps. If you choose to save a file, it is often saved in a Download folder on your device.
5. If you have created a QuickBooks file (.qbo), it can now be imported into QuickBooks Desktop. Depending on your QuickBooks settings, this may happen automatically.

# Export (Account Information) Profiles via Web-Link<sup>®</sup>

## Tips:

- Export Profiles include balance and transaction information stored in Web-Link's database. Files containing current day information will only include transactions if a user has logged into Web-Link and viewed them. Files containing prior day information is the preferred method of viewing items that post to your accounts
- If you are using a financial software platform that accepts BAI2 files, but you don't want to set up a file transmission to deliver it, there is a solution. Export Profiles coupled with File Delivery (available in the Tools suite of products) sends the information attached to an email address and schedule designated by you
- The contents of the file can easily be changed by using the Edit File button when in Manage Export Profiles
- Creating a Comma/Semicolon/Tab separated files gives you the flexibility to save the file in a format used by a variety of financial software platforms