

# Quick Reference Guide Payment Export via Webster Web-Link®

This guide will instruct you in how to export a file of payment data. The Export feature is located under the Payments tab in the top navigation bar on Web-Link.



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

## About Payment Export:

The export function enables you to download the following types of payment data:

- **One-time payments** - performed from the Payments Center page
- **Templates** - performed from the Templates Center page
- **Recipients (ACH, user-defined only)** - performed from the Manage Recipients page

The export function supports a variety of user-defined formats to give you greater flexibility and control over the exact fields which will be included, as well as their order within the file. In a user-defined format, the fields are either:

- Fixed length (ACH only)
- Delimited by one of the following methods:

*	Asterisk Separated	,	Comma Separated (CSV)
\	Back Slash Separated		Last Character Bar Separated
/	Forward Slash Separated	:	Colon Separated

### Tip:

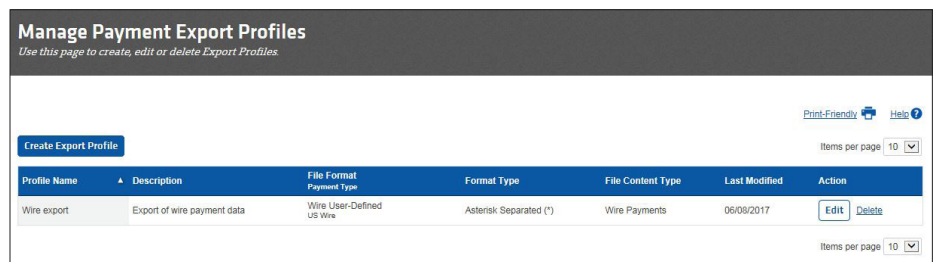
- When exporting in CSV format, after exporting and saving the file you will need to open it in Notepad to view the file in the comma separated format.
- When exporting ACH payment data, you also have the option of exporting to the industry standard NACHA format.

## Manage Payment Export Profiles:

**Payments > Payments Tools > Export Profiles**

1. You must create an export profile before you can export payment data. The export profile describes the contents of the file that will be exported, including the fields and their order in the file.
2. After you have created the profile, it can be used an unlimited number of times to export data.
3. The Manage Payment Export Profiles screen displays all existing export profiles and enables you to view, manage and create new profiles. The example below shows a user-defined profile in the list for the export of wire payment data. The Action column on the right side of the screen allows you the ability to edit or delete existing profiles.

**Note:** Users can only view and edit profiles they created and any profiles defined as "Public" access.



## How to Create an Export Profile:

**Payments > Payment Tools > Export Profiles**

1. From the Manage Payment Export Profiles screen, select Create Export Profile.
2. The Create Export Profile page will guide you through creating a new Export Profile.

- The following example shows the screens when creating a wire payment Export Profile.
- When the screen is first accessed, it shows the basic export options:
  - Profile Name** – user-defined name to identify the profile in the system
  - Description** – generic description to indicate to others how the export profile is used
  - File Format** – general file format for files that will be exported using the profile – either ACH NACHA standard format or user-defined format
- Click Select and the following additional fields will display as shown in the example below:
  - Format Type** – Select from the list of character delimited formats, such as comma-separated. Note: For the NACHA file format, the Format Type field does not display on the screen
  - File Content Type** – Select the type of payment data exported with the profile. Selections include Payments, Templates, Recipients (only available for ACH, user-defined formats)
  - Payment Type** – Select the payment type to be exported using the profile

**Create Export Profile**  
Use this page to create a new profile to export payments, recipients, and templates.

\* Required

Profile Name \* Wire Exports

Description \* Wire Export Profile

File Format \* Wire User-Defined [Select]

**Create Export Profile**  
Use this page to create a new profile to export payments, recipients, and templates.

\* Required

Profile Name \* Wire Exports

Description \* Wire Export Profile

File Format Wire User-Defined [Edit]

Format Type \* Comma Separated (,) [v]

File Content Type  Payments  Templates

Payment Type \* [US Wire] [v]

[Continue] [Cancel]

**Export Field Selection**

Export Fields	Available Fields	Move Selected	Fields Included in File *
	<ul style="list-style-type: none"> <li>Payment Type</li> <li>Template Name</li> <li>Debit Account</li> <li>Debit Amount</li> <li>Value Date</li> <li>Send Date</li> <li>Sender Reference</li> <li>Reference for Beneficiary</li> <li>Details of Payment 1</li> <li>Frequency</li> <li>Ordering Customer Name</li> <li>Ordering Customer ID</li> <li>Ordering Customer Address 1</li> <li>Ordering Customer Address 2</li> <li>Ordering Customer Address 3</li> </ul>	<ul style="list-style-type: none"> <li>[&gt;]</li> <li>[&lt;]</li> <li>[Move All]</li> <li>[&lt;&lt;]</li> <li>[&gt;&gt;]</li> </ul>	

To multi-select, press CTRL or SHIFT and select list items

- When the file is a user-defined format, clicking Continue will display the Export Field Selection section of the page where you can define the structure of each record in the file. The buttons in the center can be used to move available fields to the right column of fields to be included in the file and the order they should display. Click Continue and a Preview Export Profile page will display. Review and click Submit Profile. The profile will then be listed in the Manage Payments Export Profiles screen.

## How to Export a File:

- To export payment data, from the Payment Center screen select the payment to be exported by selecting the checkbox under the Select All column in the row of the payment(s) you want to export. Then click Export at the bottom of the screen.
- The Export Wire (or ACH) Payment Profiles screen will display. Click Export under the Action column in the row your export profile is listed.
- The Export Initiated screen will display. When your file is ready to export, another window will open with the option to open the file or save it. Select Open or Save File, then click OK and the file will display on the screen or it will be saved to a local directory based on your selection.

## Export History:

### Payments > Payments Tools > Export History

The Payment Export History screen displays information about exported files, both completed and failed. This screen displays automatically after performing an export and can also be accessed from the Payments Tools menu.