Quick Reference Guide Standard Transfer File Import for Webster Web-Link[®]

This guide describes the file specifications and process for the Standard Transfer File Import feature in Web-Link. To import a transfer file, you must create an import profile. See the section, Creating an Import Profile, on page 3.

Payments > Payment Tools > Import Profile > Create Import Profile

The Payment Import module is found under the Payments tab on the navigational bar:

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

General Requirements for Transfers:

Files for import must meet certain requirements to ensure the data is imported correctly. Steps that follow relate to the Standard Transfer file format.

Standard Comma-separated Value (CSV) Format

The Standard CSV format is more structured than simply being delimited with commas. The key elements that characterize a standard CSV file are:

- The fields in the file must be in a specific order. Note: Certain fields are always required regardless of the file format and are based on business rules
- Each file must include a header record, a trailer record, and at least one transfer record
- Each transfer record must be on a separate line

The following requirements apply to the Standard CSV format:

- When an optional field is to be omitted, use a comma in the place of the omitted value. This will result in two consecutive commas
- Leading and trailing white space (i.e., blank space) is ignored, unless the field is delimited with double-quotes, in which case the white space is preserved
- Commas are permitted within a field if they are surrounded with double-quotes
- Double-quotes are permitted within a field if the entire field is enclosed in double-quotes. In addition, each of the embedded double-quotes must be represented by a pair of consecutive double quotes. For example, you would need the following:

"This field includes ""double-quotes"" inside a set of double-quotes."

To render the following results:

This field includes "double-quotes" inside a set of double-quotes.

• Amounts can be entered with or without a decimal position

See the next page for sample format



Sample Transfer File Format:



Header Format

- Character Type: A=alphanumeric, N=numeric
- *R/C/O: Required / Conditional / Optional

Required Standard CSV Header format for importing Transfer files:

POS	Data Field	Format/Validation Comments	Character Length / Type	*R/C/0
1	Payment Identifier	Must be "PAYMENT"	7/A	R
2	Header Identifier	Must be "HEADER"	6/A	R
3	Date	MMDDYYYY	8/N	R
4	Not Used			
5	Batch Number	A sequential batch number. The number increases with any batches done by any user for the same customer on the same day.	4/N	R

Import Validations - Transfers

Required Standard CSV record format for importing Transfer files:

POS	Data Field	Format/Validation Comments	Character Length / Type	*R/C/0
1	Payment Identifier	Must be "PAYMENT"	7/A	R
2	Record Indicator	Required Field "AT"	2/A	R
3	From Account Number	Right justified, zero filled	10/N	R
4	From Account Currency	USD	3/N	R
5	From Routing Number	Right justified, zero filled	9/N	R
6	To Account Number	Right justified, zero filled	10/N	R
7	To Account Currency	USD	3/N	R
8	To Routing Number	Right justified, zero filled	9/N	R
9	Amount	Right justified, zero filled, include 2 characters for cents (zero fill if nec- essary), no decimal points	9/N	R
10	Currency	USD	3/N	R

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POS	Data Field	Format/Validation Comments	Character Length / Type	*R/C/0
11	Memo	 Text, maximum 128 characters When commas in text include the text in " " 	35/A	R
12	Not Used			
13	Issue Date	 MMDDYYYY Is within a maximum number of days Business days are configured in properties file Holidays and non-processing days are taken into account when determining whether a date is valid 	8/N	R

Trailer Format

Required Standard CSV Trailer format for importing Transfer files:

POS	Data FieldFormat/ValidationOCommentsComments		Character Length / Type	*R/C/0
1	Payment Identifier	Must be "PAYMENT"	7/A	R
2	Trailer Identifier	Must be "TRAILER"	7/A	R
3	Hash Total of Amounts	The hash total amount of transac- tions, without a currency symbol or decimal point	20/N	R
4	Total Number of Records	The number of detail records in the file	15/N	R

Creating an Import Profile and Importing a File:

Payments > Payment Tools > Import Profile > Create Import Profile > File Format

(Select Transfer Standard for the file format)

You must create a profile and use it each time you want to import a file. This function is found under the Payments section on the top navigation bar:

Treasury Dashboard	Accounts	Payments	Fraud Control	Check Services	File Services	Tools	Administration
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The Manage Import Profiles screen appears, listing the import profiles you have created:

Manage Payn	n ent Import P edit or delete Import Pr	Profiles				
 Create Import Profile						Donis Franciska 🐨 🛛 Maria 🗣
Profile Name	File Format Payment Type	Formal Type	File Content Type	Access	Last Modified Dy Last Modified Date	Action
New Test	Transfer Standard	Standard CSV	Non-Repetitive Payments	Private	jmathews dents/2017	toport Edit Deinte

To create an import profile:

- 1. Click the Create Import Profile button.
- 2. Select the file format. In the example below, the Transfer Standard format is selected.
- 3. Click Continue:

Create Import Profile	Create Import Profile
Use the page to constra a new support profile	One that page to create a new import profile
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- 4. On the next screen, select Profile Access (public or private). If the option to check for duplicate files is selected, any duplicate files will be rejected.
- 5. Click Continue and a preview screen will display.
- 6. Click Submit Profile:

Create Transfer Import Profile User that page for add and connever fields them an Import Profile		Preview Import Pro Dise this page to review Support Pro	file Nie odvrmation
Profile Name	herhofa	Profile Name	Technie
File Format	Transfer Diandani	File Format	Transfer Blanckerd
File Content Type	Non-Repetitive Payments	File Content Type	Non-Repetitive Payments
Profile Access	8 Proate - only visible and usable for creator	Profile Access	Proge
	O. Public - other users can view and with this profile.	Check for Displication	Yes
Options	Check for duplicate fires and report duplicates	Check Record Courts	No
	Oracli record counts	Check Hash Totals	No
	Check hash brask		Submit Public Edit Profile Escal
	Continue Edd Profile Calcal		

7. The profile will now display in the Manage Import Profiles screen.

To import a profile:

Manage Pay Use this page to create	t Import Profiles delete Import Profiles		
Create Import Profile			Berns per page 10 🔹
Profile Name	in Format Format Type File Content Type	Access Last Modified By Last Modified Date	Action
New Test	sneler Standard Standard CSV Non-Repetitive Payments	Private jmatthews dents/2017	topot Carte

- 1. Each time you import a file, simply click on the Import button under the Action column of the import profile selection.
- 2. Select your file from your network and click Import File.
- 3. The Payment Center screen will display the pending payment with the instructions populated from the transfer file.