

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:



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

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Sample Transfer File Format:

```
PAYMENT,HEADER,07262017,,0006
Payment,AT,000000001,USD,011104322,000000002,USD,011104322,100.01,USD,Test memo,,07262017,
Payment,AT,000000001,USD,011104322,000000002,USD,011104322,100.01,USD,Test memo,,07262017,
Payment,AT,000000001,USD,011104322,000000002,USD,011104322,100.01,USD,Test memo,,07262017,
Payment,AT,000000001,USD,011104322,000000002,USD,011104322,100.01,USD,Test memo,,07262017,
Payment,AT,000000001,USD,011104322,000000002,USD,011104322,100.01,USD,Test memo,,07262017,
Payment,AT,000000001,USD,011104322,000000002,USD,011104322,100.01,USD,Test memo,,07262017,
PAYMENT,TRAILER,60006,2
```

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/O
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/O
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 necessary), 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/O
11	Memo	<ul style="list-style-type: none"> Text, maximum 128 characters When commas in text include the text in " " 	35/A	R
12	Not Used			
13	Issue Date	MMDDYYYY <ul style="list-style-type: none"> 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 Field	Format/Validation Comments	Character Length / Type	*R/C/O
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 transactions, 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:



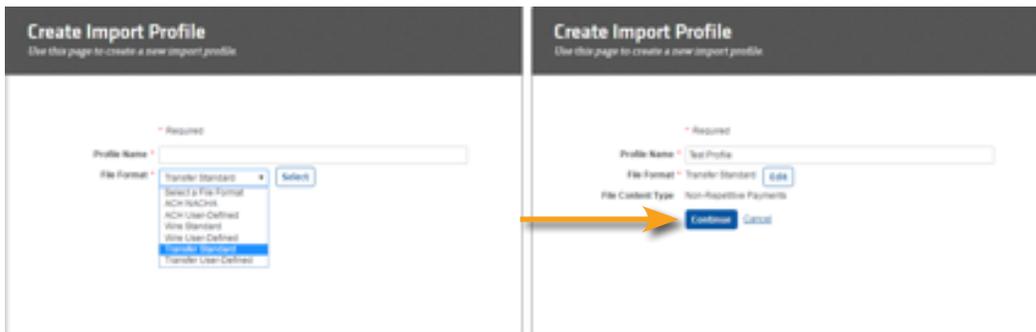
The Manage Import Profiles screen appears, listing the import profiles you have created:



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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:



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:



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

To import a profile:



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.