

Multi-Day Statement Report for Deposit Accounts in Webster Web-Link®

This Quick Reference Guide (QRG) provides information on how the Multi-Day Statement Report is populated and what customization options are available.

The Multi-Day Statement Report is one of six Prior Day Reports available for deposit account reporting. The standard version of this report includes balance and transaction information for each entitled account, from the beginning of the current month, to the day prior to the report run date. Balances include Opening Ledger for the first day of the report and Closing Ledger for the last day. Transactions for the period are sorted by date (newest to oldest), into Credits and Debits.

You can customize your view and select the accounts you want to see, the date range you want and the order in which transactions are sorted; all transactions are always included. Once you save your customized report it will be listed on the Custom tab of your Reports list. Reports can be printed or downloaded.

When you combine your report with Report Delivery, you have a powerful and efficient tool; it doesn't require you to log in to see information because it is delivered directly to you via an encrypted email.

The Multi-Day Statement Report is available in the suite of Reports, under the Accounts tab.



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

Multi-Day Statement – Standard View: Accounts > Reports > Multi-Day Statement

• Account Summary

- Opening Ledger Balance for the first day of the report (uses Prior Day's Closing Ledger Balance, if available)
- Total Dollar Debits (for the date range)
- Total Dollar Credits (for the date range)
- Closing Ledger Balance for the last day of the report (pulled from that day, if one is available)

• By Entitled Account:

- Credit Transactions (newest to oldest, for the date range), plus Item and Dollar Counts
- Debit Transactions (newest to oldest, for the date range), plus Item and Dollar Counts

Account Summary		Amount
Opening Ledger (as of 02/01/2019)		\$8,178,423.61
Total Credits		\$1,262,394.16
Closing Ledger (as of 02/10/2019)		N/A

Debit Transactions	Amount	Bank Reference	Customer Reference	Notes
02/01/2019 Misc. ACH Debit	\$195.87	1903200632	0000000000	ACH WITHDRAWAL Equipment Financ BGGBK2001700031OnlineInv
02/01/2019 Misc. ACH Debit	\$577.44	1903200632	0000000000	ACH WITHDRAWAL Equipment Financ BGGBK2001700033OnlineInv
02/01/2019 Check Paid	\$1,925.00	5264856740	0000002065	POD INCLEARING CHECKS
02/01/2019 Check Paid	\$50.00	5172789055	0000002118	POD INCLEARING CHECKS
02/01/2019 Check Paid	\$69,444.00	5264806595	0000002176	POD INCLEARING CHECKS
02/01/2019 Check Paid	\$8,319.42	5264761575	0000002177	POD INCLEARING CHECKS
Item 119	\$1,942,938.88			

Tips:

- Balances will display as N/A when there is not a Ledger Balance available for the date reported. Try customizing the report with different date ranges to obtain the result you need. Refer also to the section below, How Balances Work
- Paid Check numbers are located in Customer Reference
- Transaction related information is located in Notes

Multi-Day Statement – How Balances Work :

Opening and Closing Ledger Balances are retrieved from Web-Link's Prior Day reporting database:

- Opening Ledger Balance is derived from the Prior Day's Closing Ledger Balance
- Closing Ledger Balance is pulled from the Closing Ledger Balance for that day
- Prior Day balances are available Tuesday through Saturday
 - Tuesday for Monday's activity
 - Saturday for Friday's activity

Sometimes balances will display as N/A because report days fall on a day when balances are not available, e.g. Sunday or Federal Holiday. Try customizing the report using Absolute Dates instead of Relative Dates for desired results.

How Different "From" Date Selections Affect the Report

Date Type	"From" Date Option	Report Results	When Balances Won't Display
Relative	Beginning of Current Month	Opening Ledger Balance usually displays	When the day falls on a Sunday or Monday and the prior day is Saturday or Sunday *
Relative	Beginning of Current Week	Opening Ledger Balance will be N/A	Always. The day always defaults to Sunday; the prior day is a Saturday *
Relative	Beginning of Prior Month	Opening Ledger Balance usually displays	When the day falls on a Sunday or Monday; the prior day is Saturday or Sunday *
Relative	Beginning of Prior Week	Opening Ledger Balance value will be N/A	Always. The day always defaults to Sunday; the prior day is a Saturday *
Relative	Prior Business Day	Opening Ledger Balance usually displays	When the day falls on a Sunday or Monday; the Prior Day is Saturday or Sunday *
Absolute	Any date that falls on a Saturday	Opening Ledger Balance usually displays	When the prior day is a Federal Holiday
Absolute	Any date that falls on a Sunday or Monday	Opening Ledger Balance will be N/A	Always. When the day falls on a Sunday or Monday; the prior day is Saturday or Sunday
Absolute	Any date that falls Tuesday through Friday	Opening Ledger Balance usually displays	When the prior day is a Federal Holiday

Opening Ledger values, displayed as part of the "From" date, are derived from the Prior Day's Closing Ledger.

*When the day prior is Saturday, Sunday or a Federal Holiday, there is no closing ledger balance because no processing occurs on those days (indicated by an *).*

How Different "To" Date Selections Affect the Report

Date Type	"To" Date Option	Report Results	When Balances Won't Display
Relative	End of Current Month	Closing Ledger Balance value will be N/A	Always. Balances for future or current dates are not available
Relative	End of Current Week	Closing Ledger Balance value will be N/A	Always. Balances for future or current dates are not available
Relative	End of Prior Month	Closing Ledger balance usually displays	When the day falls on a Saturday or Sunday*
Relative	End of the Prior Week	Closing Ledger Balance value will be N/A	Always. When the day falls on a Saturday or Sunday*
Relative	Prior Business Day	Closing Ledger Balance usually displays	When the day falls on a Saturday, Sunday or Federal Holiday*
Absolute	Any date that falls on a Saturday or Sunday	Closing Ledger Balance will be N/A	Always. When the day falls on a Saturday or Sunday*
Absolute	Any date that falls Monday through Friday	Closing Ledger balance displays	When the Prior Day is a Federal Holiday*

*No closing ledger balance available, because no processing occurs on these days.

Multi-Day Statement Example :

To run a report for a prior week, use Absolute Dates.

- Select the date associated with the:
 - Saturday before the Monday of the desired week for the "From" date
 - Friday of the desired week for the "To" date

XYZ CORPORATION		Report Run Date: 02/11/2019 11:35			
Multi-Day Statement: Prior Week Using Absolute Days - XYZ CORPORATION					
Requested Dates: 02/02/2019 00:00 thru 02/08/2019 23:59					
Company:	XYZ CORPORATION				
Account:	#####0000 - OPERATING ACCOUNT				
Account Summary		Amount			
Opening Ledger (as of 02/02/2019)		\$5,360,773.10			
Total Debits		\$979,577.08			
Total Credits		\$1,103,682.76			
Closing Ledger (as of 02/08/2019)		\$5,484,878.78			
Credit Transactions		Amount	Bank Reference	Customer Reference	Notes
02/08/2019	Incoming Money Transfer	\$489.00	0000000000	0000000000	FEDWIRE WIRE ABC CORPORATION BA00000000 XX00000000
02/08/2019	Miscellaneous ACH Credit	\$1,760.00	0000000000	0000000000	ACH DEPOSIT FLA BUSINESS EDI PAYMNT
02/08/2019	Incoming Money Transfer	\$2,100.00	0000000000	0000000000	FEDWIRE WIRE ABC CORPORATION PAYMENT CONSULTANTS; INVSQ2 MORE NOTES CAN GO HERE

The Opening Ledger balance (as of 2/2/2019) is derived by using Friday's Closing Ledger Balance from 2/1/2019. Because balances do not change over the weekend, this is the Opening Ledger balance on Monday, 2/4/2019

- The Closing Ledger balance (as of 2/8/2019) is derived from the last business day of the desired week (as of 2/8/19)

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