Treasury & Payment Solutions

Quick Reference Guide
File Services – Issue File Upload via Webster Web-Link®

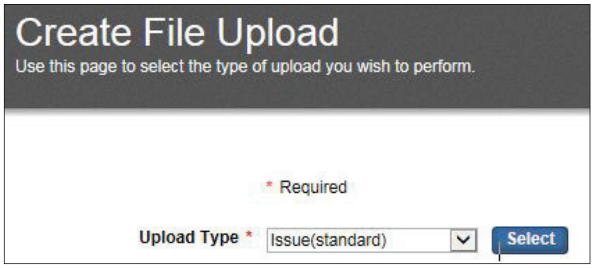
This guide will instruct you on how to upload check issue files to Web-Link, run customized file upload summary reports and create upload profiles as part of your Check Positive Pay Service. The File Services module is located under File Services in the top navigation bar on Web-Link.

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.

Create a File Upload:

File Services > Standard File Uploads > Create File Upload



This feature allows you to upload issue files using one of the following data types:

- **Standard Upload Issue File Format** - This format requires fields to be in a specific position and length in the file. If your issue file conforms to this format, there is no need for you to create an upload profile

The following table describes the standard upload format for issue files:

#	Name	Position	Length	Description/Comments
1	Transaction Type	01-03	3	Required: One of the following transaction codes: • Issue Add = *10 • Issue Delete = *11 • Void Add = *26 • Void Delete = *27
2	Bank	04-12	9	Std ABA number = 211170101
3	Account Number	13-32	20	Required: Right-justified, zero-filled
4	Serial Number	33-42	10	Right-justified, zero-filled
5	Issue Date	43-48	6	Format: MMDDYY
6	Check Amount	49-58	10	The amount of the check, right-justified and with two assumed decimal positions. Commas and decimal points are not allowed.
7	Reference	59-98	40	Left-justified, space-filled**
8	Payee	99-138	40	Left-justified, space-filled**
9	Filler	139-160	22	Applies to the Standard format only**

Tips:

- Issue File extensions can be both .txt or .TXT now
- Voids and Issues can be mixed in the same file, but voids must have a dollar amount associated
- *You must use the ABA listed above regardless of what is on the actual check (Webster has several other special-purpose ABAs). This will not impact the matching service
- File names cannot be over 32 characters long

** Not required fields. If added, it will accept the file. Please note: If Payee Name Verification is part of your offering, Web-Link matches on 1 line when uploading or manually entering issues.

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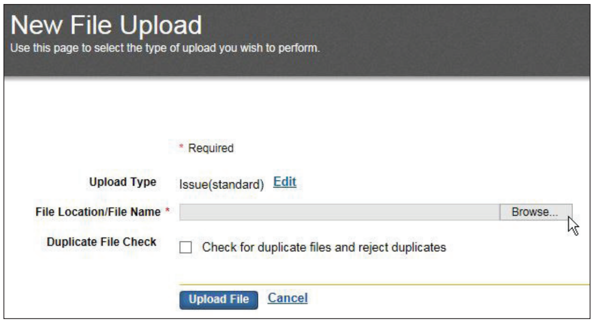
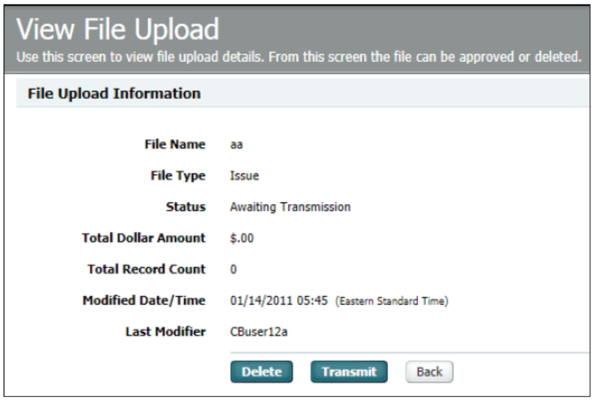
User-defined Issue File Format - If your issue file does not conform to the standard upload format, an upload profile will be required. The profile will translate and map data from your file to the standard upload format each time you upload an issue file (To learn how to create an upload profile, refer to the **Create an Upload Profile** section below.)

Note: Issue File Upload is not available with the Payee Positive Pay service. The following outlines how to upload an issue file:

1. Select the Upload Type as follows:
   a. If your file format conforms to the standard upload format, select Issue (standard)
   b. If you have your own file format and have created an upload profile, select the upload profile name from the dropdown list. (When you create an upload profile you will be asked to name it so you can select it each time you upload your file)
2. Click Browse to select your issue file to upload.
3. Duplicate File Check is an optional field. This identifies a file was previously uploaded based on the file name and will reject a duplicate upload. This field only displays if you selected Issue Standard as the upload type on the preceding Create File Upload screen.
4. Once Upload File is selected, the View File Upload screen will display providing details of the file. Click on Transmit to proceed or Delete to cancel.
5. The Manage File Uploads screen will display. Click Transmit to submit the upload.



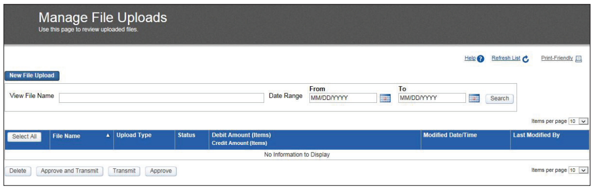


Note: The "Approval" and "Approve and Transmit" selections are not offered with Check Issue File Upload. These selections should be disregarded.

Manage File Uploads:

File Services > Standard File Uploads > Manage File Upload

- The Manage File Uploads screen displays a list of previously uploaded issue files and their statuses
- From this screen you can transmit files to the bank, or delete files that have not yet been transmitted



File Services Reports:

File Services > Reports > File Services Reports

- This feature allows you to generate and customize File Upload Summary reports
- The report can be viewed online or can be downloaded. Downloads are available in both Adobe PDF and Excel formats

Create an Upload Profile:

File Services > Manage & Create Profiles

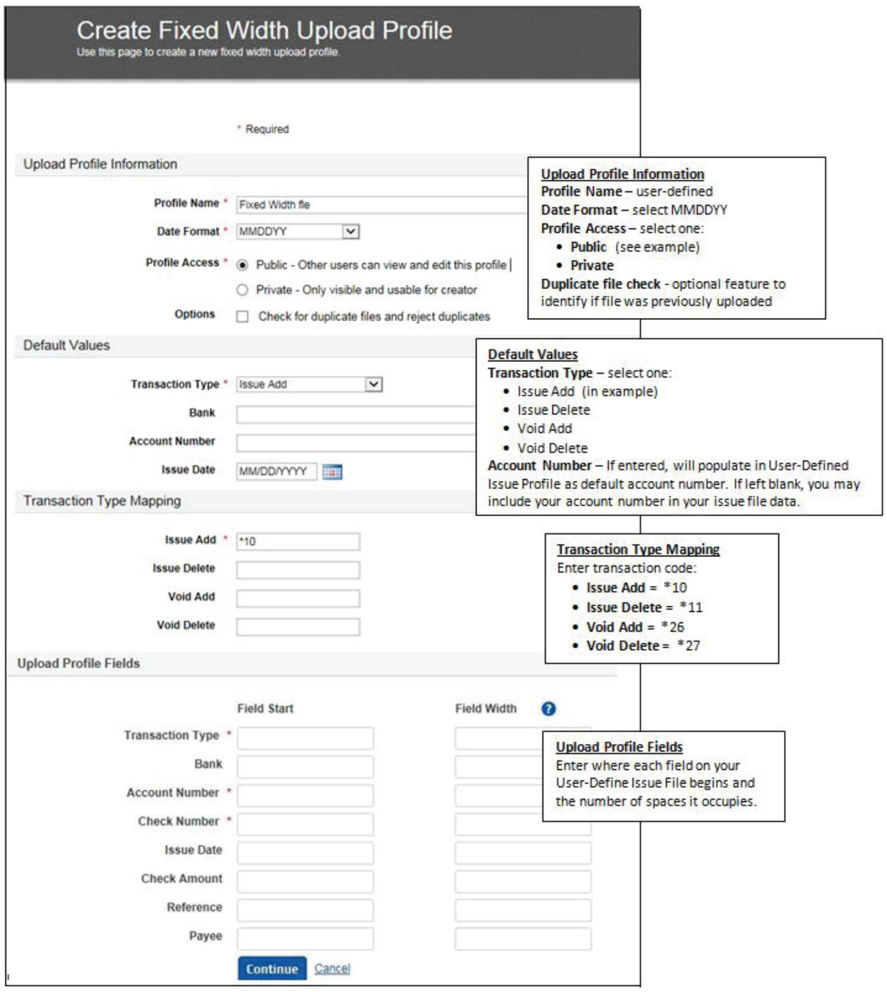
- If your Check Positive Pay issue file format does not conform to the required standard upload format, an upload profile is needed to translate your user-defined file into the standard upload format each time you upload a file
- An upload profile can be used for all future uploads, unless there is a change to the user-defined file format. In that case, you will need to update the upload profile as required
- User-defined files can be uploaded in either of the following two formats:
  - **Fixed-width** – file is arranged in rows and columns with one entry per row
  - **Delimited** – file uses delimiters to separate each field of data (i.e., commas, asterisks)

- **IMPORTANT:** All user-defined files must contain the following basic field requirements:
  Transaction Type: Required; must contain the text or code defined in the profile below:
    - Issue Add = *10
    - Issue Delete = *11
    - Void Add = *26
    - Void Delete = *27

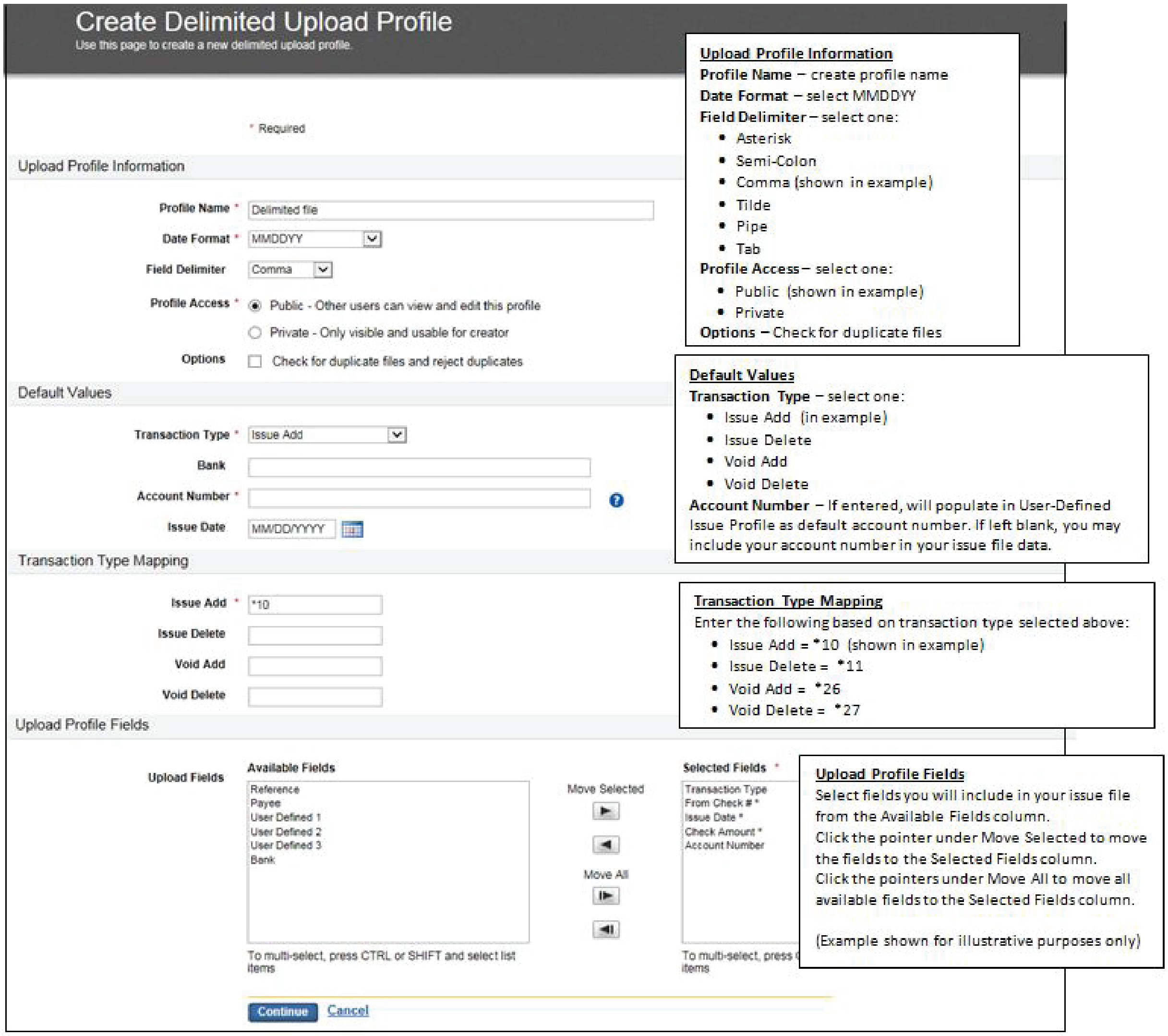
  Bank: Bank ABA Number: : Must always use Webster standard 211170101 regardless of actual ABA on your checks
  Account Number: Required; right-justified, zero-filled
  Check Number From: Right-justified; zero-filled
  Issue Date: Format: MMDDYY
  Check Amount: Right-justified; 2 assumed decimal positions (commas/decimal points not allowed)
  Reference: User-defined; left justified, space-filled
  Payee: Left-justified; space-filled (only required for Payee Positive Pay clients)

1. To create an upload profile, click Create Upload Profile from the Upload Profile screen and select the format type for your issue file (either Fixed Width or Delimited).
2. Complete the fields as indicated in the instructions below for creating a Fixed Width Upload Profile and a Delimited Upload Profile.
3. Once completed, click Continue and a preview screen will display, review and click Submit Upload Profile or Edit to modify the profile.

Upload Profile for Fixed Width File:



Upload Profile for Delimited File:



Upload Profile Information

Profile Name – create profile name

Date Format – select MMDDYY

Field Delimiter – select one:

- Asterisk
- Semi-Colon
- Comma (shown in example)
- Tilde
- Pipe
- Tab

Profile Access – select one:

- Public (shown in example)
- Private

Options – Check for duplicate files

Default Values

Transaction Type – select one:

- Issue Add (in example)
- Issue Delete
- Void Add
- Void Delete

Account Number – If entered, will populate in User-Defined Issue Profile as default account number. If left blank, you may include your account number in your issue file data.

Transaction Type Mapping

Enter the following based on transaction type selected above:

- Issue Add = *10 (shown in example)
- Issue Delete = *11
- Void Add = *26
- Void Delete = *27

Upload Profile Fields

Select fields you will include in your issue file from the Available Fields column.

Click the pointer under Move Selected to move the fields to the Selected Fields column.

Click the pointers under Move All to move all available fields to the Selected Fields column.

(Example shown for illustrative purposes only)

Updated 06/2020

If you have any questions, contact your Client Support Specialist.