

## Quick Reference Guide

# Prior Day Reporting – Deposit Accounts via Webster Web-Link®

Prior day reporting provides 24-hour access to your deposit account balances and posted transactions for 2 days prior to the current day. Web-Link prior day reporting modules offer summary or detail views, access to images, customizable searches, or the ability to export information important to you in formats that meet your business needs. The transactions initially report as BAI codes (see the BAI Transaction Codes in Web-Link Quick Reference Guide), with detailed information available after drilling down into the transaction.

Prior Day reporting is available within the Accounts tab. For enrolled accounts (including accounts domiciled at other financial institutions), prior day displays account balances, and 1 and 2+ Day Float for the last two (banking) days. Up to 18 months of history is available on Web-Link. Account balances include Closing Available, Closing Ledger and Opening Available (Note: The Opening Available balance reported prior day is for the start of business day following the day for which activity is reported).

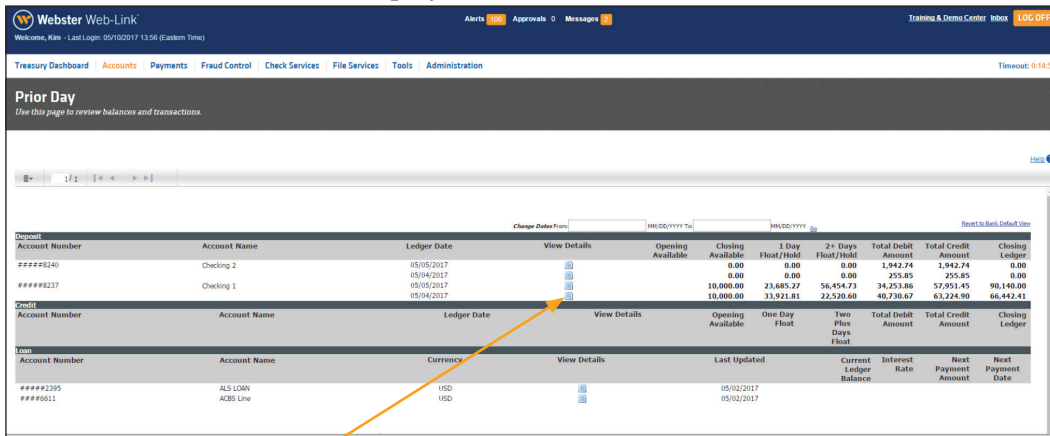
The Prior Day reporting modules are located on the top navigation bar under Accounts on Webster Web-Link.



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

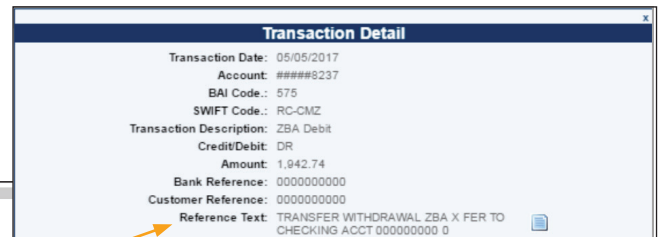
### Prior Day Reporting : Accounts > Manage Accounts > Prior Day

1. Click Prior Day, when this screen opens, the accounts you are entitled to along with balance and other related account information will display:



2. Click the View Details icon to view transactions for an account; transactions for the prior day appear, reported by BAI code. You may need to use the scroll bar on the right side of the screen to see all transactions
3. Click on the Transaction Detail link to see additional information about a transaction; the Transaction Detail popup screen opens. The Reference Text field contains more descriptive information about the transaction

Value Date	BAI Code	SWIFT Code	Transaction Description	Transaction Detail	Amount	DR/CR
05/05/2017	475	RC-CHK	Check Paid		108.00	DR
05/05/2017	475	RC-CHK	Check Paid		177.00	DR
05/05/2017	475	RC-CHK	Check Paid		185.00	DR
05/05/2017	475	RC-CHK	Check Paid		260.09	DR
05/05/2017	475	RC-CHK	Check Paid		329.38	DR
05/05/2017	475	RC-CHK	Check Paid		863.69	DR
05/05/2017	900		Deposit-Link Deposit		57,619.40	CR
05/05/2017	699	RC-MSC	Misc. Debit		30,387.76	DR
05/05/2017	169		Miscellaneous ACH Credit		0.63	CR
05/05/2017	169		Miscellaneous ACH Credit		107.91	CR
05/05/2017	169		Miscellaneous ACH Credit		223.51	CR
05/05/2017	575	RC-CHK	ZBA Debit		1,942.74	DR



4. Click on the Image link located in the Image column to see images associated with the transaction

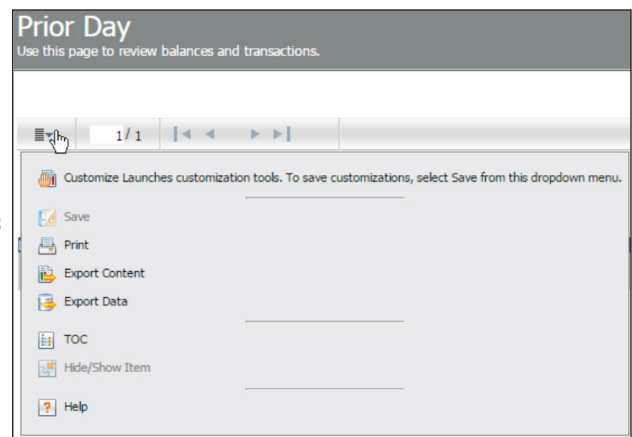
### Tips:

- If you want to sort your accounts or transactions to better meet your business needs, you can launch the Customize tool available in the Prior Day Main Menu (see detailed instructions in this Guide)
- To quickly locate specific prior day transactions, use the Transaction Search module located under Accounts & Research Tools (see detailed instructions in this Guide)

### Customize Prior Day Screen :

#### **Accounts > Manage Accounts > Prior Day > Main Menu**

1. Click Main Menu
2. Click the Customize Launches Customization Tools; when the Customize tool is launched, you can create a customized screen view of your prior day accounts:
  - Hide or expose account information; change the order of columns; filter, sort, change font or alignment
  - Right clicking on various account tool bar locations shows the different options available
  - Export Content opens with various Microsoft programs; Excel, PowerPoint or Word
  - Export Data creates text files that can be configured to include only the information you want



### Search for Specific Prior Day Transactions:

#### **Accounts > Account & Research Tools > Transaction Search**

1. In Accounts, under the sub-menu Account & Research Tools, click Transaction Search; the Transaction Search screen opens:
  - Required fields are indicated by a red asterisk \*
2. In the Account section, select all the accounts, in which you want to search
3. In the Type section, select the Transaction Types you want to search for
4. In the Date section, enter a Single Date to search, or a Date Range
5. In the Options section, select other search criteria you may want to include
6. Click Search. The Transaction Search Results screen opens; located transactions will display in the Search Results section. If no transactions match the search criteria then the message "No search results available" will display