

e-Treasury/Web-Link Migration ACH Tax Payment Comparison

User Options & Report Differences

July 6, 2023





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Overview

To facilitate the migration of Webster clients to e-Treasury, this document details differences between Web-Link's ACH Tax function and e-Treasury's Tax Payments function. Illustrations include user options within this feature.

Tax Payments Summary

This feature allows the creation of Tax Payments as live ACH batches. Payments may be initiated from either existing templates or free-form entry without a template. Free-form and template-based batches may be created for next available or future processing days.

During the creation or editing of a batch, the system saves a draft every 20 seconds and displays a notification banner alerting the user of this action. Should the session time out or the web page close while creating a tax batch, auto-saved drafts can be found at the bottom of the Tax Entry screen.

Web-Link's ACH Tax Payments is the equivalent of e-Treasury's ACH Tax Payments.

Payments			
MANAGE	CREATE ACH PAYMENTS	CREATE WIRE PAYMENTS	CREATE WIRE TEMPLATES
Payment Center	From Template	From Template	Drawdown
Template Center	CCD	From Template Group	International Wire
Transfer Center	Child Support	Drawdown	US Federal Tax
Transfer Template Center	CTX	International Wire	US Wre
Template Groups	PPD	US Federal Tax	Wire Template Group
Master Recipient List	Tax	US Wire	
	TEL		
PAYMENT TOOLS	WEB	CREATE ACH TEMPLATES	
Import Profiles		CCD	
Import History	LINKS	Child Support	
Export Profiles	Business Bill Pay	CTX	
Export History		PPD	
Holiday Calendar	CREATE TRANSFERS	Tax	
WARREN - WER	Circle Circle Street	TEL	
CREATE MASTER	Single	WEB	
RECIPIENTS	Manuals One		
Detisionis	Many to One	CREATE TRANSFER	
Recipients	CDan	TEMPLATES	
REPORTS		One to Many	
Payment Reports		Many to One	
Transfer Decade			



e-Treasury: ACH Tax Payments

In order to route your tax payment to the correct place, a Division must first be added. An Admin will set up the Divisions needed to create an ACH Tax Payment. Click on the Administration menu, select the Administration option, then click Payments.

uick View ect Quick View Accounts ount Number / Name		Select Gr Groups	oup	Operations Audit Service Token Administrat	, ion ansaction
Search All Search All roup: My Favorites	٩	My Fauc	inites (Default) d Group	ipa]	 Transaction Search Previous Day Balance Reporting Current Day Balance Reporting Controlled Disbursements Report
Account Number	Total Float	Hold Amount	Current Available Balance	Current Ledger Balance	ACH Detail Report ACH Return Report ACH Notification of Change Report
Number of Accounts: 3	0.00	0.00	329.83	333.13	Alerts Transaction Groups
#41402 wb routing	0.00	0.00	41.60	42.72	Wire Detail Report Account Groups
23456 COMMERCIAL CKG W ANALVSIS	0.00	0.00	273.22	274.30	Account Statements Account Analysis - Legacy SN Account Recon Reports
223458 COMMERCIAL CKG W ANALYSIS	0.00	0.00	15.01	16.11	Return to my home page Make this my home page
			Page	CONTROL & RECON SET	Help for this page

On the left ACH Payments tab, click Edit next to the selected Company.

					Administration +
ACH Payments	ACH Comp	anies		🚱 Help	Operations
Wire Transfer	Search			Q	Audit Service
ACH Positive Pay	Reset			a second	Token Administration
Account Transfer	Enabled	Name	Company ID	Memo	Return to my home page
Check Positive Pay	16-5 1 16.	Go to page 1 Sho	wing 1 - 2 of 2	items to display: 10 20 50	Help for this page
Remote Deposit Capture	1	Test Kirchman	2112233455	6 Edit	Print this page Terms and conditions
	4	Test Kirchman UB	1112233455	🥜 Edit -	Privacy policy Contact us
	5 - 1 iks	Go to page 1 Sho	wing 1 - 2 of 2	Items to display: 10 20 50	
				Results returned in 0.001 seconds	



Enter the required criteria, scroll to the bottom of the page and click on Add a Division.

Total Dally Batch Course	Conditi	Total Daily Date	Course (Dub	arb.		
Total Daily Batch Count (credit)	Total Daily Batch	n Count (Deb	(1)		
Limit: 200 A	Лах: 200	Limit: 200	Max:	200		
Total Daily Transaction A	mount (Credit)	Total Daily Trans	saction Amou	ant (Debit)		
* Limit: 200	Max: \$200.00	* Limit:	200.00	Max: \$200.00		
Single Batch Amount (Cre	edit)	Single Batch Am	ount (Debit)			
* Limit: 200	0.00 Max: \$200.00	* Limit:	200.00	Max: \$200.00		
Single Batch Entry Amou	nt (Credit)	Single Batch Ent	ry Amount (E	Debit)		
+ Limit: 200	0.00 Max: \$200.00	* Limit:	200.00	Max: \$200.00		
Single Batch Entry Amor	int					
Require 1 appro	ver(s) above					
Require 2 appro	ver(s) above					
Default Debit/Credit I	Entry Settings					
Eligible Credit SEC Code <u>All</u> / <u>None</u>	Individual (PPD)	E	xtended Add	enda (CTX)		
	Business Tax Pay	ment (CCD+TXP) 🖬 B	hild Support lusiness (CCD	(CCD+DED)		
	Payroll (PPD) Business Tax Pay Customer Initiate	rment (CCD+TXP) 🗹 B ed Entry (CIE)	hild Support Iusiness (CCD	(CCD+DED)		
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Name the Tax Division. (Tax Division is used to group your tax payments into a single payment). Then enter:

- Agency using the drop-down search
- Tax ID as it appears on the company's tax returns
- Tax Payer Name as it appears on the company's tax returns. This field is required, you will receive an error if left empty.
- Pre-Note Status Select this option to send a Pre-note if one has never been sent to this Agency. Or, if you
 have previously sent a Pre-note, you can review the Pre-note date.

Additional Tax ID's can be added to an agency by clicking Add Tax ID Row.

Click Save and Close to complete or Save and Continue to add another Division.

Continue to press the Save button in the following windows until completed.



Division				×
Company Division Name	n of the company be	named?		
* Agency	* Tax ID	Tax Payer Name	Verification Phrase	Prenote Status
Add Tax ID Row	P 129688888	JenniCakes, LLC		Send (Prenote
Save and Close Save and Continu	ue Cancel			•

To create the payment or a Tax Template choose Tax Payments under the Payments & Transfers tab.

Company Details : Jenns Co	Payment Activity		
Jenns Company (LWEBTEST) · • Accounts • Services	Wire Transfer Account Transfer Payee Maintenance Import Maintenance	Counts Payments Resend 🔅 Actions 🔻	Administration + Operations Audit Service Token Administration
Users • Barbara Hart (Barb) Administrator • Jennifer Labriola (Jenn) Administra	Integrated Payables Import Tax Payments Remote Deposit Capture tor	😥 Actions 💌	Return to my home page Make this my home page Help for this page
Kristy Murphy (Kirsty) Administrato Paige King (pking) Administrator Genetics	or.	Actions *	Print this page Terms and conditions Privacy policy Contact us
* Stephen Lorgeree (Stephen)		Actions Indicates required fields	



To create the payment, choose Free-Form Batch and use the dropdown to choose the ACH Company you want to create the payment from and click on Select.

DASHBOARD ACCOUNT INFORMATION PAYMENTS &	TRANSFERS CONTROL & RECON SFT TOOLS ADMINISTRATION	MY SETTINGS
Tax Payments — Current Progress — 1 Select — 2 Request	3 Review 4 Complete	Payment Activity ACH Payments Wire Transfer Account Transfer
Select Template Select existing ACH Batch template.	Free-Form Batch ACH Company (Test Kirchman)	Payee Maintenance Import Maintenance Integrated Payables Import Tax Payments Tax Entry of Tax Template Maintenance
	Select	Remote Deposit Capture Return to my home page Make this my home page
	Page generated on 05/19/2023 at 10:36 AM EDT	Help for this page Print this page Terms and conditions Privacy policy Contact us

Click on Add Tax. Under the Division, use the drop-down lookup to select a previously created Division. The Agency will automatically populate information entered when the Tax Division was created.

Enter the Tax Type using the drop-down (this will change depending on the Agency chosen when the Tax Division was created). Press OK upon completion.

Some tax types may not be available. If not listed in the drop-down, please pay directly to the tax authority and notify your TM service contact to request the addition of the tax type in a future release.

Create Batch			Help for this page Print this page
ACH is closed for the day. The next available payment date f	for credits is 05/22/2022.		Privacy policy
— Current Progress — [] Select — [2] Requ	est 3 Review 4 Complete		Contact us
ACH Tax Payment			
Payment Date 05/23/2023	Company Discretionary Data		
ACH Company Test Kirchman	*Company Entry Description		
Batch Type Business Tax Payment (CCD+TXP) - Cree	Choose a Tax X	a EMAN,	
* Offset Account: 141402 - CHECKING (Test K) - \$41.60 (U	Tax Selection	EMAIL Nocify via EMAIL	
Memo Sava as Tampiata (1)	Division JenniCakes, LLC Payroll	SHAY WAR EMAIL	
	Agency Connecticut	NITY VIA EMAIL	
	Tax Type 01100 - Payroll Withholding 🗸		
Tax Payment Details	05200 - Diesel Fuel		
	20003 - Dry Cleaning		
Q RestTat	04602 - Electric & Power		
	07101 - Foreign Insurance 04604 - Gas & Electric		
M Request Batch X Cancel	16001 - Health Care Center		
	01750 - Income Tax for Trusts and Estates		
	16005 - Nursing Home Provider	stars, responsed frames	
	04601 - Petroleum Gross Earnings	The states of the second	
	20004 - Rental Surcharge		
	07400 - Room Occupancy		
Webster Bank, N.A. @ 2023 Webster Financial Corporation	All rights reser 12000 - Solid Waste	re W symbol are tr	ademarks of Webster Financial
Corporation and Registered in the U.S. Patent and Tradem	ark Office. 07300 - Tobacco Products		
	20002 - Tourism 03100 - Unrelated Business		
	01100 - Payroll Withholding	-	



Complete the following fields:

- Company Entry Description (a brief description of the payment, for example, TAX PYMT).
- Tax Period
- Tax Amount

Add more tax payments to this batch by clicking Add Tax.

Add Tax

It is recommended to save this as a template for later use by clicking the Save as Template box and providing a Template name.

Click on Request Batch and then Confirm.

Create	e Batch Current Progress — 1	Select	2 Request	3 Revi	ew 4 Complete			Help for this page Print this page Terms and conditions Privacy policy Contact us
ACH Tay	Payment							
P	ayment Date 05/32/3022	B		Compan	/ Discretionary Data	_		
A	CH Company Test Kirchman			* Compa				
* O Save	Batch Type Business Tax Pa ffset Account *41402 - CHECK Memo as Template	iyment (CCE ONG (Test K	0+TXP) - Credit Only - \$41.60 (USD)		Nosify Me Nosify Me System Events: Nosify Complexe - Unsucces Complexe - Successful Barly Action Taken: N Barly Action Taken: N Ba	fy via EMAIL via EMAIL sful: Notify via E I: Notify via EMAIL i: Notify via EMAIL i: Notify via EMA IAIL	MAIL AIL AIL	
_{Tax Pay} JenniC	ment Details							
_	Tax Type Description	Tax ID	*Tax Period	-	2017	* Amounts	-	
×	Connecticut - Payroll Withholding Tax Type: 01100	*88888	Date 05/19/2023	100 100 100 100 100 100 100 100 100 100	Tax	1000.00		
Total							\$1,000.00	
Kontu	chu							
Rentu	Tax Type Description	Tax ID	* Tax Period			* Amounts		
×	Kentucky - Withholding Tax	*88888	Date 05/19/2023	1	Interest	100.00	1	
	Tax Type: 011				Penalty	0		
					Tax	1000.00		
Total							\$1,100.00	
Add	Tax							
🖋 Requ	uest Batch X Cancel							



To create the payment from an existing template, choose your template from the drop-down list.

Current Progress 1 Select 2 Request	3 Review 4 Complete	Payment Activity ACH Payments Wire Transfer Account Transfer
Select Template	Free-Form Batch	Payee Maintenance Import Maintenance Integrated Payables Import
Select existing ACH Batch template.	ACH Company	Tax Payments Tax Entry Tax Template Maintenance
Jenns Tax Template	2000	Remote Deposit Capture
		Return to my home page
	Page generated on 05/20/2023 at 11:56 AM EDT	Help for this page Print this page Terms and conditions Privacy policy Contact us

Enter the required information, including Payment Date, Company Entry Description and Tax Period. Then click Request Batch.

Create	Batch					
🕕 ACH is d	closed for today. The next a	vailable paym	ent date for credits	is 05/22/2023.		
— c	urrent Progress — 1	Select —	2 Request	3 Review 4 Compl	ete	
ACH Tax F	Payment					
Pay	ment Date 05/23/2023	2		Company Discretionary Data]
ACH	Company Test Kirchman			* Company Entry Description	TAX	
Batch Type Business Tax Payment (CCD+TXP) - Credit Only Offset Account +41402 - CHECKING (Test K) - \$40.48 (USD) Memo Tax Payment Details			≪ag <u>Notify.Me</u>	System Events: Notify via Complete - Unsuccessful: Complete - Successful: Carly Action Taken: Notify Early Action Removed: No Expired: Notify via EMAIL	Notify via EMAIL lotify via EMAIL ccessful: Notify via EMAIL essful: Notify via EMAIL en: Notify via EMAIL oved: Notify via EMAIL ia EMAIL	
lenniCa	ikes, LLC Payroll					
Exclude	Tax Type Description	Tax ID	* Tax Period			* Amounts
	Connecticut - Payroll Withholding Tax Type: 01100	*88888	Date 05/02/202	23 📾	Tax [0.10
Totals						\$0.10
Add Te	8X.					
V Reque	st Batch 🔀 Cancel					



Review the Batch and click Confirm.

Due to the amount entered, this	transaction will	I require 1 approv	val(s).			
Current Progress	1 Select	2 Request	3 Review	4 Complete		
VCH Batch						
Recurring Frequency	/ One-Time Payment					
Template Name	Jenns Tax Template					
Batch Type	Business Tax Payment (CCD+TXP) - Credit Only					
ACH Company	Test Kirchman(2112233455)					
Offset Account	* 41402 - CHECKING (Test K) - Sterling National Bank (221970443)					
Memo						
Total Credits	\$0.10(1)					
Company Entry Description	TAX					
Payment Date	05/23/2023					
Notify Initiator Options	Pending Actions: Notify via EMAIL System Events: Notify via EMAIL Complete - Unsuccessfui: Notify via EMAIL Early Action Taken: Notify via EMAIL Early Action Tempore: Notify via EMAIL Expired: Notify via EMAIL Expired: Notify via EMAIL					
Tax Type Description	Tax ID	Tax Peri	bo		Amounts	
Connecticut - Payroll Withholding Bank ID: 011900445 Account:*73142 Tax Type: 011	s *8888	8 May 02,	2023		Tax \$0.10	
Totals					\$0.	

Available Tax payments Supported:

e-Treasury – ACH Credit State Tax Payments Supported						
Alabama	Indiana	Missouri	South Carolina			
Arizona	lowa	Montana	South Dakota			
Arkansas	Kansas	Nebraska	Tennessee			
California	Kentucky	Nevada	Texas			
Colorado	Louisiana	New Jersey	Utah			
Connecticut	Louisiana UI	New Mexico	Vermont			
District of Columbia	Maine	North Carolina	Virginia			
Federal	Massachusetts DOR	North Dakota	Washington			
Florida	Mass DOR WP	Ohio	West Virginia			
Georgia	Michigan	Oklahoma	Wisconsin			
Hawaii	Michigan HICA	Oregon	Wyoming			
Idaho	Minnesota	Pennsylvania				
Illinois	Mississippi	Rhode Island DOR				







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