



e-Treasury/Web-Link Migration Payee Maintenance Comparison User Options & Report Differences

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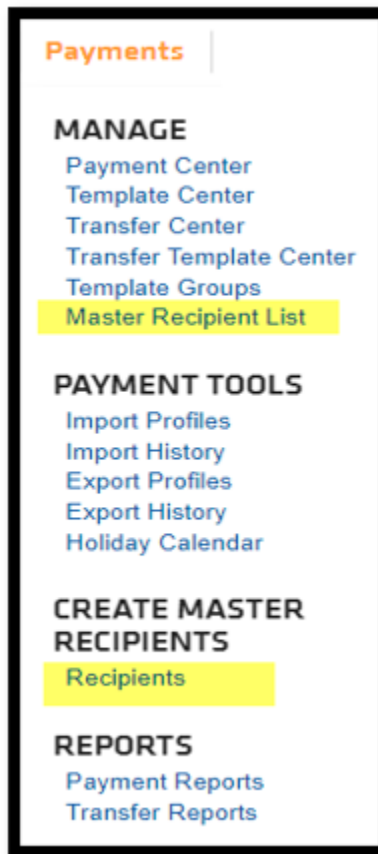


Overview

To facilitate the migration of Webster clients to e-Treasury, this document details differences between Web-Link's Master Recipient List and e-Treasury's Payee Maintenance. Illustrations include user options for this feature.

Master Recipients vs. Payee Maintenance

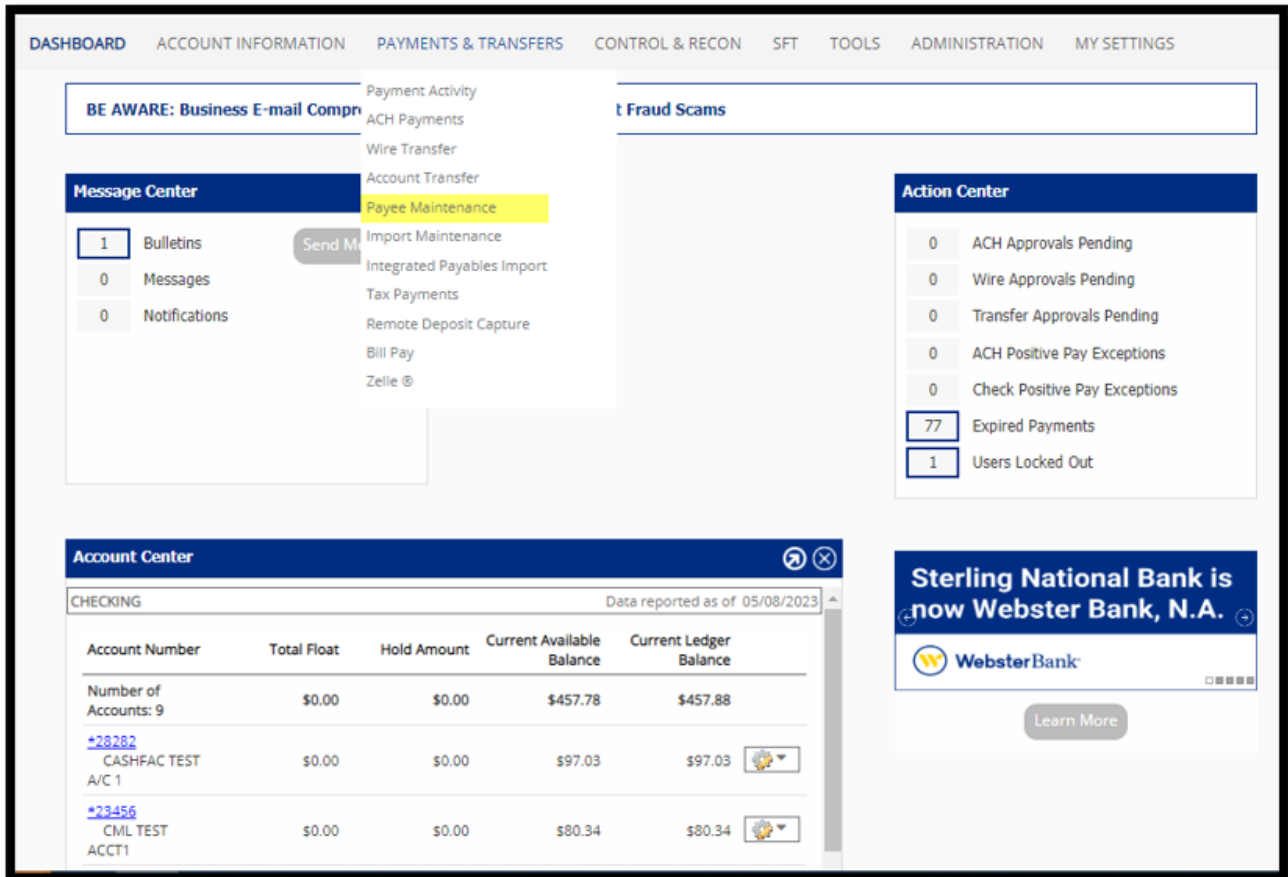
Web-Link's **Master Recipient List** and **Recipients** is the equivalent of e-Treasury's **Payee Maintenance**.



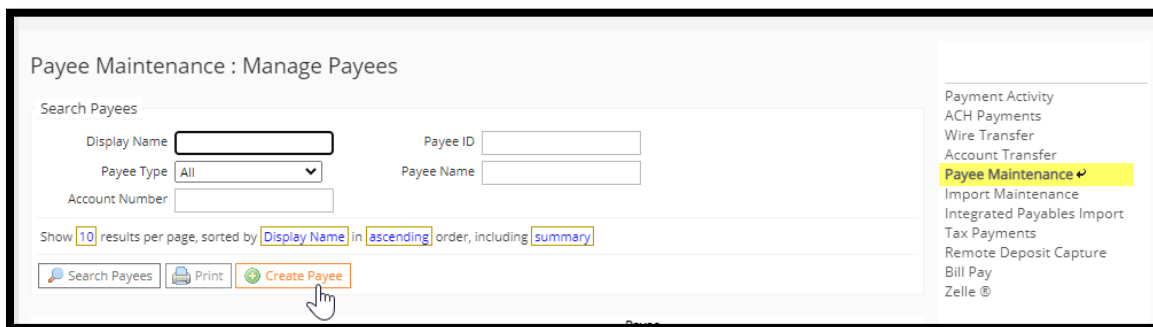


e-Treasury: Payee Maintenance

Choose **Payee Maintenance** under the **Payments & Transfers** Tab to create, edit, delete your payees. Payments may also be created from within this feature.



Search your current Payees or click **Create Payee** to create a new one.



Complete the following mandatory fields: **Payee Name, Payee ID, Payee Type.**

Note: Payee ID must be unique for each Payee.



Display Name, Address Information and **Email Address** are optional fields except for Wire Payments, where this information is required.

Click on **Add Account**.

Create Payee

Payee Information

* Payee Name: JenniCakes, LLC Display Name: JenniCakes, LLC

* Payee ID: 123456789 Address 1: 123 Any Rd

* Payee Type: None Selected (dropdown menu open showing: None Selected, Business, Individual, Government Agency) Address 2: Bristol, CT 06010

Address 3: Note: P.O. Boxes are not valid for Wires and RT Payments

Email Address: jennicakes@gmail.com

Payee Accounts

Account Information	Bank Information	Authorized For Debit	Account Type	Default Account
No accounts defined for payee				

←

Enter the Payee information: (beneficiary) **Account Name, Beneficiary ID, and Account Number**. Determine which payment type you wish to use: ACH, Wire or both by checking one or both boxes.

Add Payee Account

Account Information

* Account Name: Jennicakes, LLC

* Beneficiary ID Type: Account Number (dropdown menu open showing: Account Number, Passport Number, Tax Identification Number, Drivers' License Number, Alien Registration Number, Corporate Identification, IBAN, CLABE, Other Identification)

* Account Number: 12345678

ACH Information
Account can be used in ACH Templates and Batches

Wire Information
Account can be used in Wire Templates and Transactions

For ACH Payments, enter the **Payee's Bank ID** (ABA routing number). You may search for this number via **Bank Lookup** by entering the bank name or other information related to this bank (see below).



For Wires, enter the **Bank ID** (the ABA Routing or the SWIFT BIC). Enter **Beneficiary Bank Country** and **Beneficiary Country**.

Upon completion, click **Save Account** then click **Save** again.

Under **Bank Lookup**, 'ACH' means the routing number can be used for ACHs, and the 'lightning bolt' means that the routing number can be used for Wires. If both are displayed, the routing number can be used for both payment types.

The screenshot shows the 'Add Payee Account' form with the following sections:

- Account Information:** Account Name: Jennicakes, LLC; Beneficiary ID Type: Account Number; Account Number: 123456789.
- ACH Information:** Account can be used in ACH Templates and Batches. A 'Not Authorized' message is displayed for Physical, Internet, and Telephone authorization. A 'Bank Lookup' link is highlighted with a red arrow. Bank ID: 021101438 (ABA); Bank Name: WEBSTER BANK; Bank Address: NEW BRITIAN, CT. A callout box highlights 'Fed ABA SWIFT BIC'.
- Wire Information:** Account can be used in Wire Templates and Transactions. A 'Bank Lookup' link is highlighted with a red arrow. Beneficiary Bank ID Type: Fed ABA; Beneficiary Bank ID: 021101438; Beneficiary Bank Name: WEBSTER BANK. Beneficiary Bank Country: United States; Beneficiary ID Type: Account Number; Beneficiary ID: 123456789; Beneficiary Country: United States.

A 'Bank Lookup' pop-up window is shown in the bottom right, displaying search results for 'skyline' with columns for Bank ID, Bank Name, City, and State Abbreviation.

Bank ID	Bank Name	City	State Abbreviation
051402835	SKYLINE NATIONAL BANK	INDEPENDENCE	VA
051403746	SKYLINE NATIONAL BANK	INDEPENDENCE	VA
053112848	SKYLINE NATIONAL BANK	INDEPENDENCE	VA
211179571	SKYLINE FINANCIAL FEDERAL CU	WATERBURY	CT
264120070	SKYLINE CREDIT UNION	NASHVILLE	TN



To search for an existing Payee, enter **Display Name** and click **Search Payee**. If no Display Name is entered, all payees will be listed below.

The screenshot shows the 'Payee Maintenance' interface. At the top, there are search filters: 'Display Name' (jenni), 'Payee ID', 'Payee Type' (All), and 'Payee Name'. Below the filters, it indicates 'Show 10 results per page, sorted by Display Name in ascending order, including summary'. There are buttons for 'Search Payees', 'Print', and 'Create Payee'. A table lists the search results:

Display Name	Payee ID	Payee Name	Payee Type	
JenniCakes, LLC	123456789	JenniCakes, LLC	Business	Edit Make Payment

At the bottom right, there is a note: '* indicates required fields. Page generated on 05/08/2023 at 5:49 PM EDT'.

Click **Edit** to change the Payee. **Make Payment** drop-down will allow you to select which type of payment you want to create.

This screenshot is similar to the previous one, but the 'Make Payment' dropdown menu is open, showing three options: 'ACH Payment', 'Wire Payment', and 'Payment'. The 'ACH Payment' option is highlighted. The rest of the interface, including the search filters and table, remains the same.



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