e-Treasury/Web-Link Migration ACH Payments Comparison

User Options & Report Differences

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WebsterBank®

Table of Contents

Overview

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

This process allows for the creation of live ACH batches either from existing templates, or free-form entry without a template. If a template is used, the batch can be created for a one-time use for the current processing day, a future processing day or on a recurring basis on a pre-defined schedule.

Free-form batches may be created for current day or a future processing day but may not be defined as a recurring series.

Existing or new payees may be used and saved when initiating batches, either from a template or a free-form entry.

Create ACH Payments vs. e-Treasury ACH Payments

Web-Link's Create ACH Payments and Create ACH Templates is the equivalent of e-Treasury's ACH Payments.

e-Treasury: ACH Payments

Select ACH Payments from the Payments & Transfers tab to create an ACH Payment from a Free-Form batch or from a template.

Free-Form Batch

Under Free-Form Batch, choose your ACH Company. The drop-down will show your offset account to help you make the best selection. Under Debit Credit, choose whether your file will be Debits and Credits, Debits Only, or Credits Only (note that this field depends on user entitlements). Under Batch Type, choose your payment type.
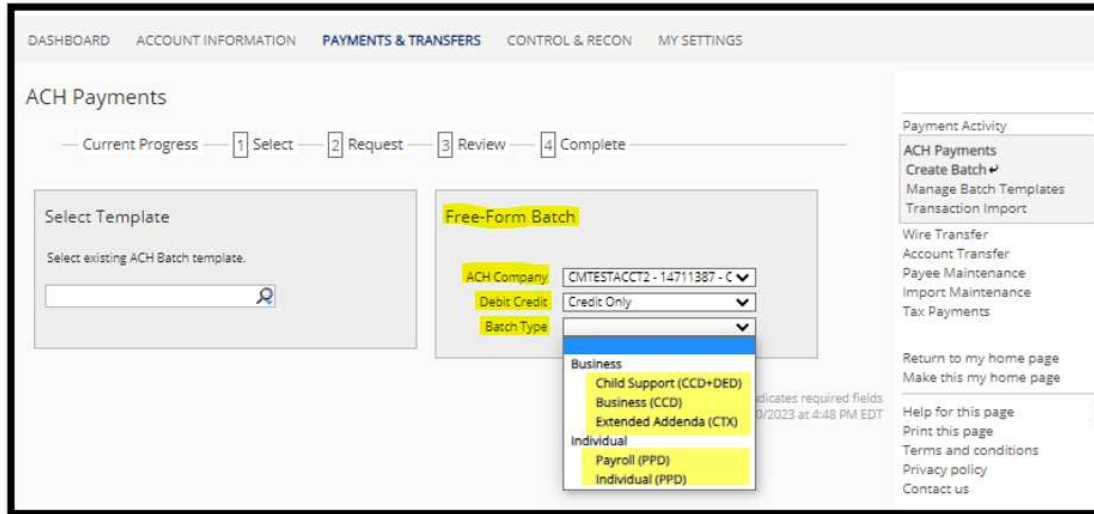
First, complete the Payment Date and the Company Entry Description to begin entering your payees.

You can save as a template for future use by clicking the Save as Template box and giving the template a name. The Memo field contains the offset account that will be used for your batch.

You can search for a previously added payee by clicking on the magnifying glass and entering a key word. You can also create a new payee, by clicking on Create New Payee.
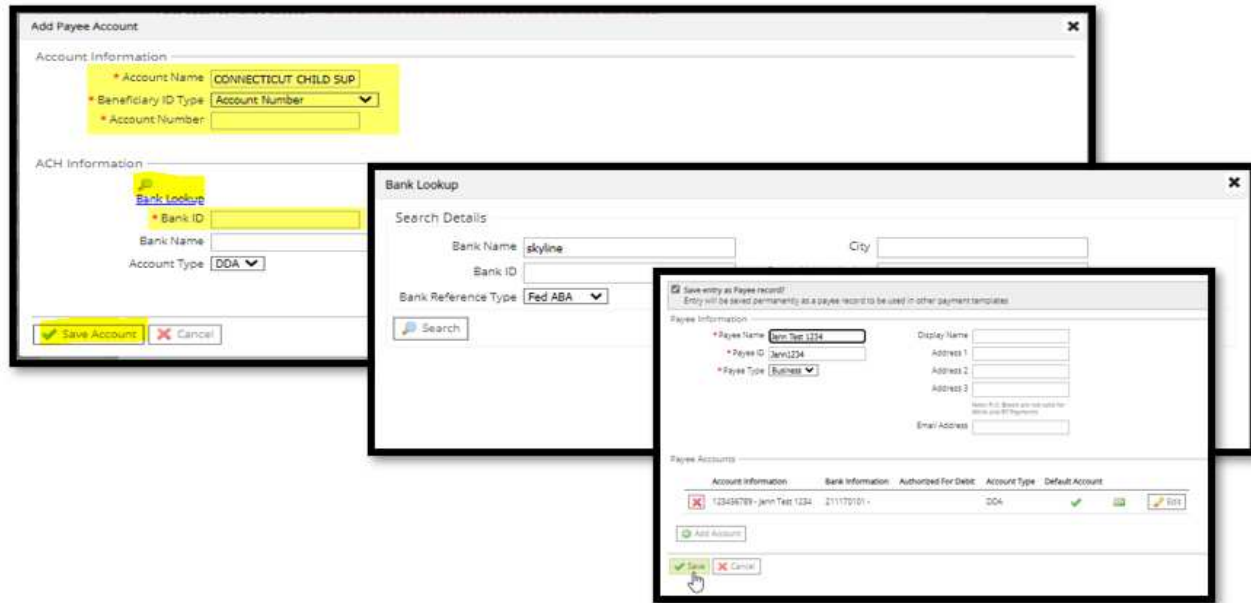
You are not required to create your own offsetting transaction to your account. The system will do this for you based on the ACH Company you select.

Complete the Account Name, Beneficiary ID Type from the drop down and the Account Number fields.

Search for the Bank ID by using the Bank Lookup link or entering the ABA number and click on Save Account.

When the payee is filled in, choose the Account by using the drop-down and enter an Amount. You may also enter remittance information in the Addenda field. Then click Request Batch and choose Confirm.

You may be asked to re-verify depending on how your account is set up.

Template

To create a payment from an existing template, choose Select Template from ACH Payments under the Payments & Transfers tab.

Make changes where needed and click on Request Batch. Note: recurring payments can only be set up through the Templates feature. Click Recurring Options to set up your desired options.

To create a new template, choose Manage Batch Templates from the right-hand menu.
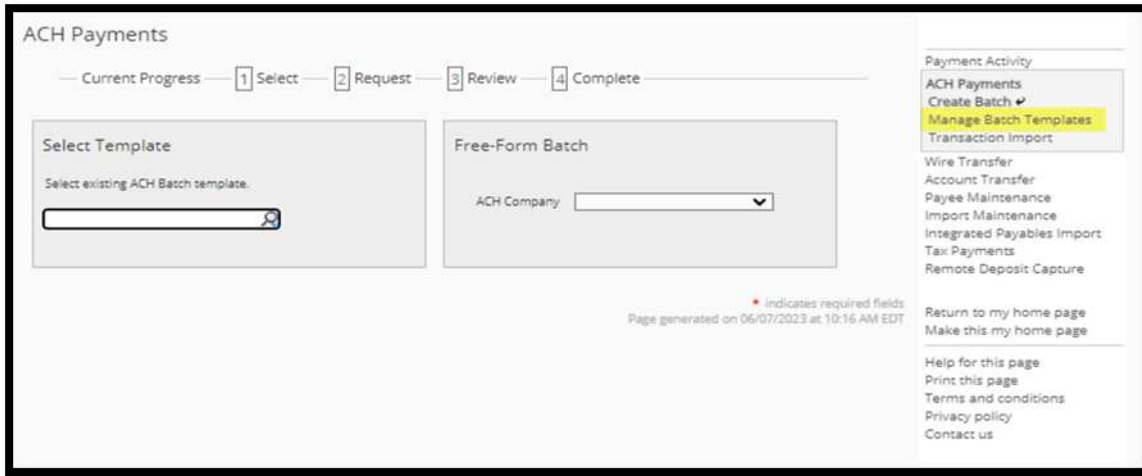
Click on Create Template.
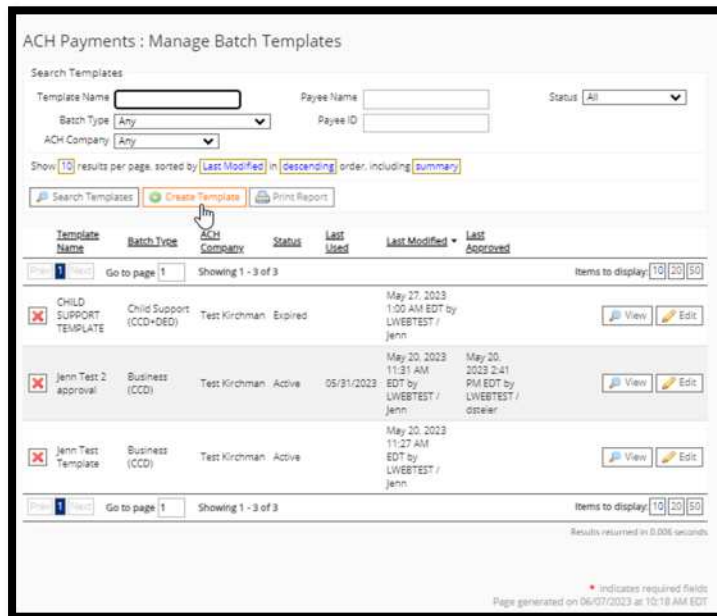
Choose your ACH Company, whether the template is a Debit or Credit, and the Batch Type from the drop-down and click OK.

Give the template a name and enter your Company Entry Description.

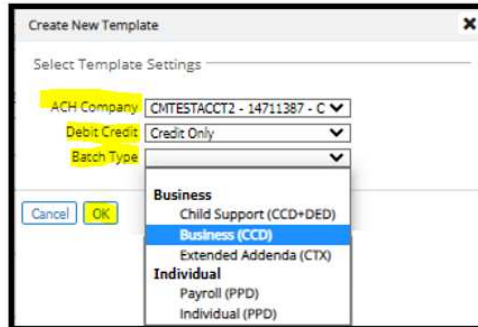You can then select from your Payee list or create new Payees (who must be added to your Payee list before they can be used in your payment or template). If the Payee has previously been added, you can search by clicking the magnifying glass or entering a key word. Else click on Create New Payee.

Once completed, click on Save Template.

ACH File import is also available. On the right-hand menu choose Transaction Import.
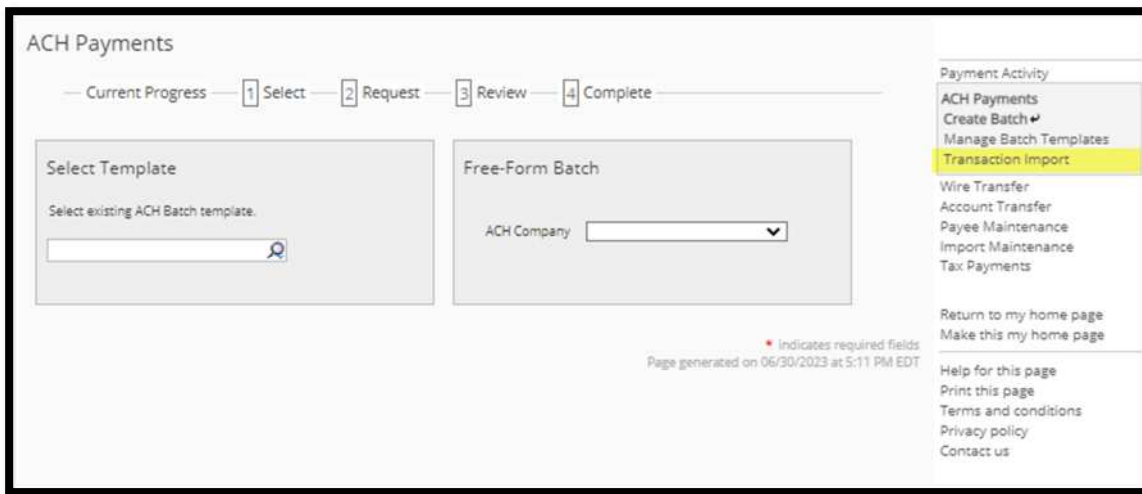
Be sure the file map you are using is set to Active by clicking the Set as Active button.

Clicking Print will display the View File Map format.

Create a Custom Map, by clicking Create File Map and choosing Full Transaction Import or a Partial Template Import.

When ready to upload the file, choose Upload.

After clicking Upload, browse for the file and click Upload File.

Data Import : ACH Transaction Import

* Select File | 00000019.txt

Upload File | X Cancel
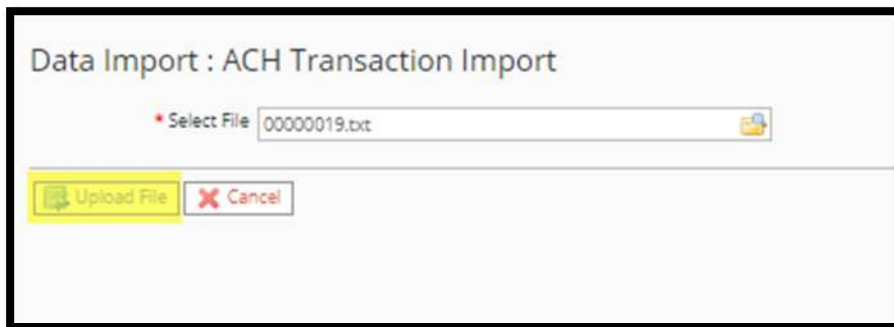
ACH Subscriptions

Alerts in Web-Link are equivalent to Subscriptions in e-Treasury. They are located under Settings. The following are available for ACH Payments:

- ACH Payment Items End of Day Notification
- ACH Payment Status Change Digest
- ACH Payment Status Change Notification

Important Changes

- Future dated and Recurring ACH Payments will not be migrated over to e-Treasury, you will need to create these again.
- ACH Templates with an offset will not be migrated over to e-Treasury, you will need to create these again.
- ACH Payments reference IDs need to be unique. Payees reusing an existing reference ID will be automatically renumbered.
- It is no longer needed to put your ACH Offset in your ACH Files.
- Same Day ACH Origination cut-off time is 1:55 pm ET. Next day ACH Origination cut-off time is 7:00 pm ET.
- ACH Daily Limits will be migrated at the ACH Company Level instead of by Payment Type and Account. Review your limits to ensure they meet your needs, and request changes as necessary.

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