PWB eChecks Payments Guide

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UPDATED DECEMBER 2023

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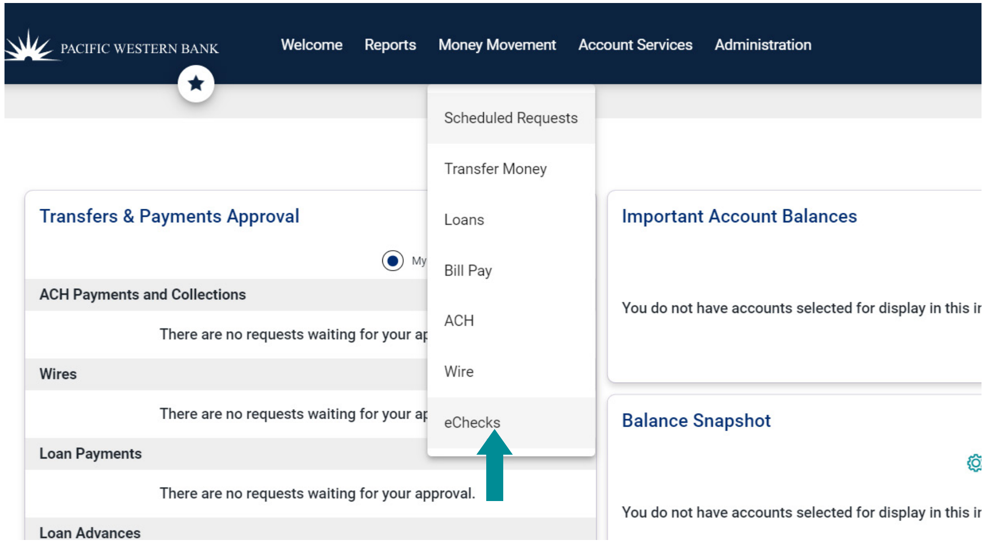
Questions?

Please contact us at 800.350.3557.

Getting Started — sending payments

Connect to eChecks

1. Log into Online Banking for Business, hover over to **Money Movement** and click **eChecks**.



Send checks

Choose among three options to create and send eChecks: Single Check, Check Run and File Import. This section covers creating and sending a single check.

Single Checks

1. Under Send Checks, click Single Check.
2. Enter the Payee name.
3. Enter the check amount.
4. Enter the check number. A default check number will populate automatically, but you can override it with the check number next in your series.
5. Fill in the Memo line (optional).
6. Select how you will send the check: eCheck (steps 8 through 12) or Print+Mail (proceed to step 13).

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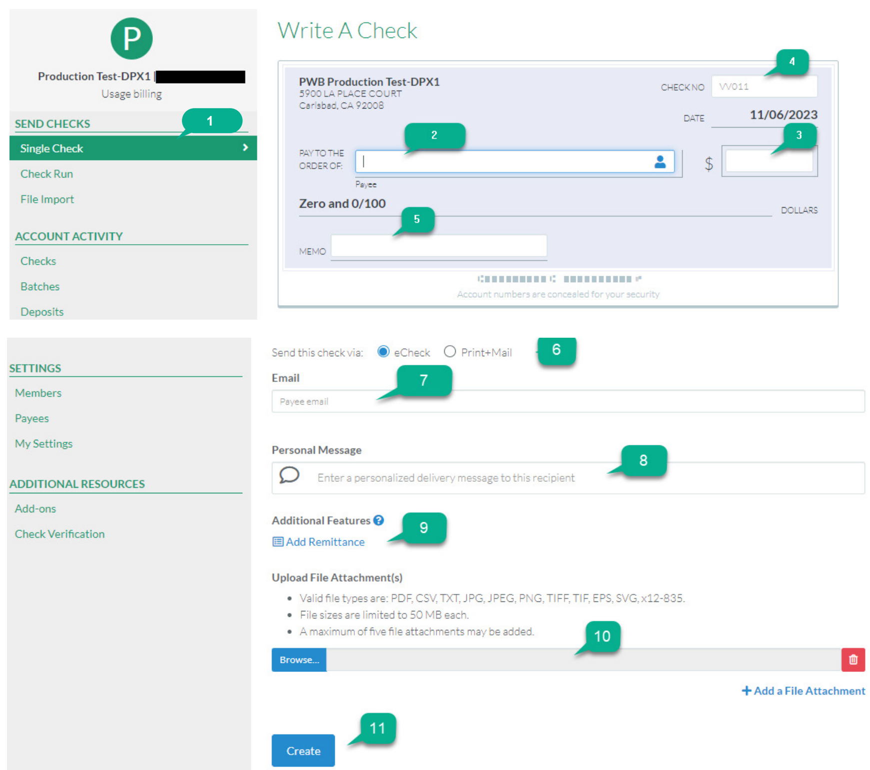
7. For eChecks, enter the payee's email address.
8. Enter a personal message (optional).
9. Fill in any desired remittance data (optional). Note: You can add up to eight remittance columns.
10. Add any file attachments (optional). Note: You can add up to five file attachments.
11. Click Create and Sign.



12. For Print+Mail, enter the payee's mailing address.
13. Add a personal message (optional).
14. Fill in remittance data. Note: File attachments are not supported for Print+Mail checks.

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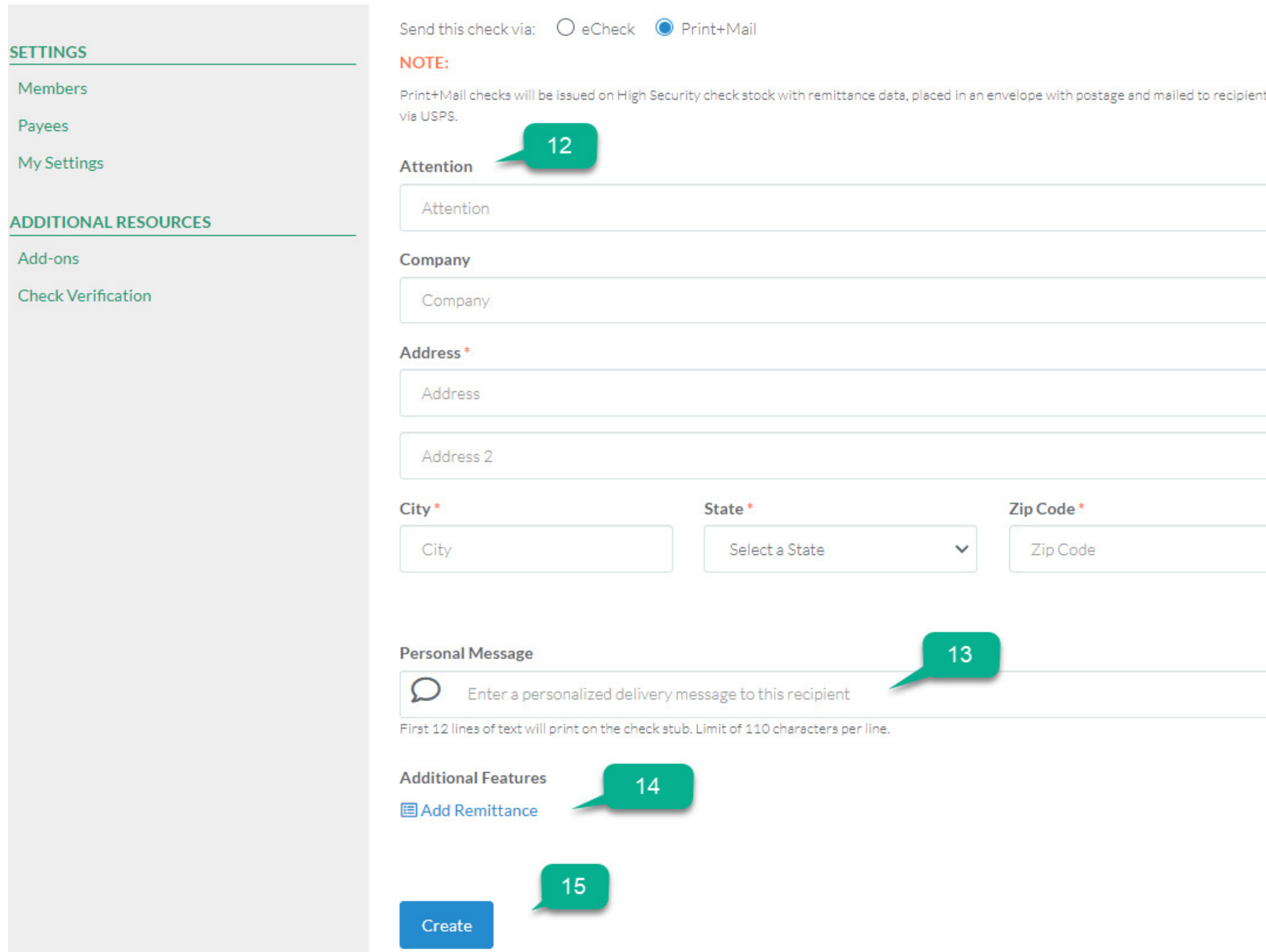
15. Click Create and Sign.



16. Receive a confirmation once the payment has been issued successfully.

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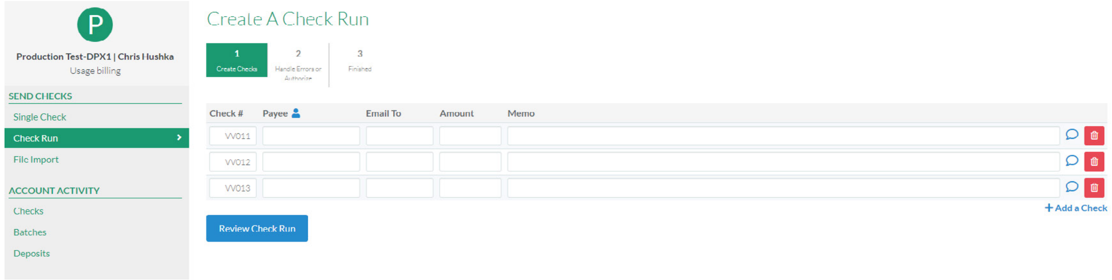
Remittance Data vs File Attachments

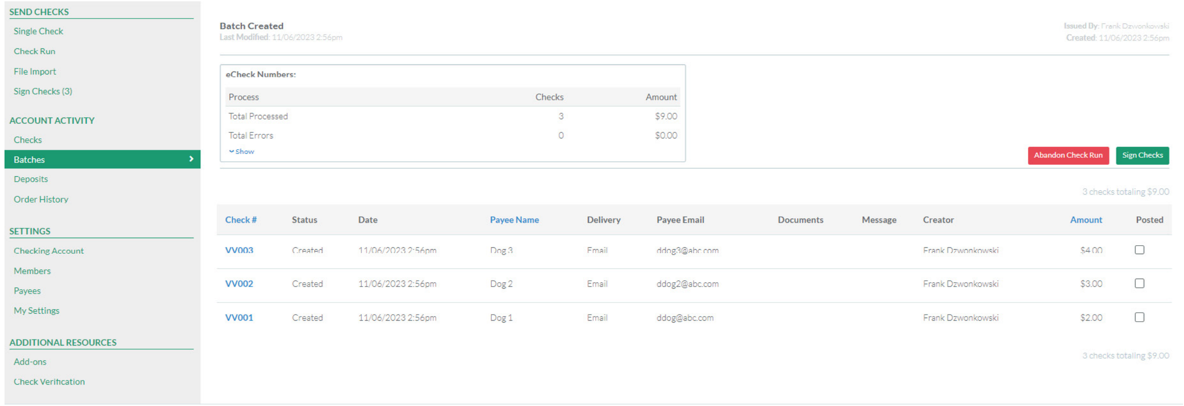
Remittance data are user-defined fields delivered with the check. There are 8 columns available. For eChecks, there is no row limitation, while Print+Mail is limited to 3 pages of remittance. File attachments are supplementary documents delivered with eChecks only.

Check runs (eChecks only)

1. Under Send Checks, select Check Run.
2. Manually enter the check number (or use the prepopulated check number), payee name, email address, amount, and memo (optional). Note: Payee names can be pre-populated. See Manage Payees.
3. Click + Add a Check to add payees (optional).
4. Repeat steps 2-3 as needed
5. Once all check details are entered, click Review Check Run.



6. Review batch for errors.
7. If error-free, click Sign Checks. If you need to start over, click Abandon Check Run.



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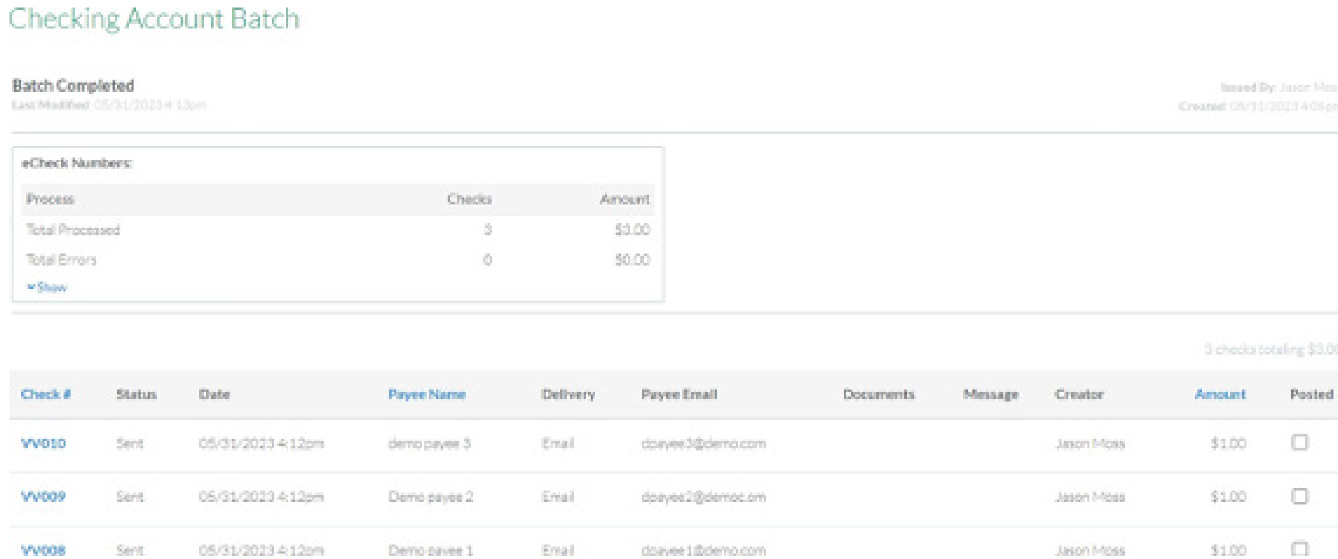
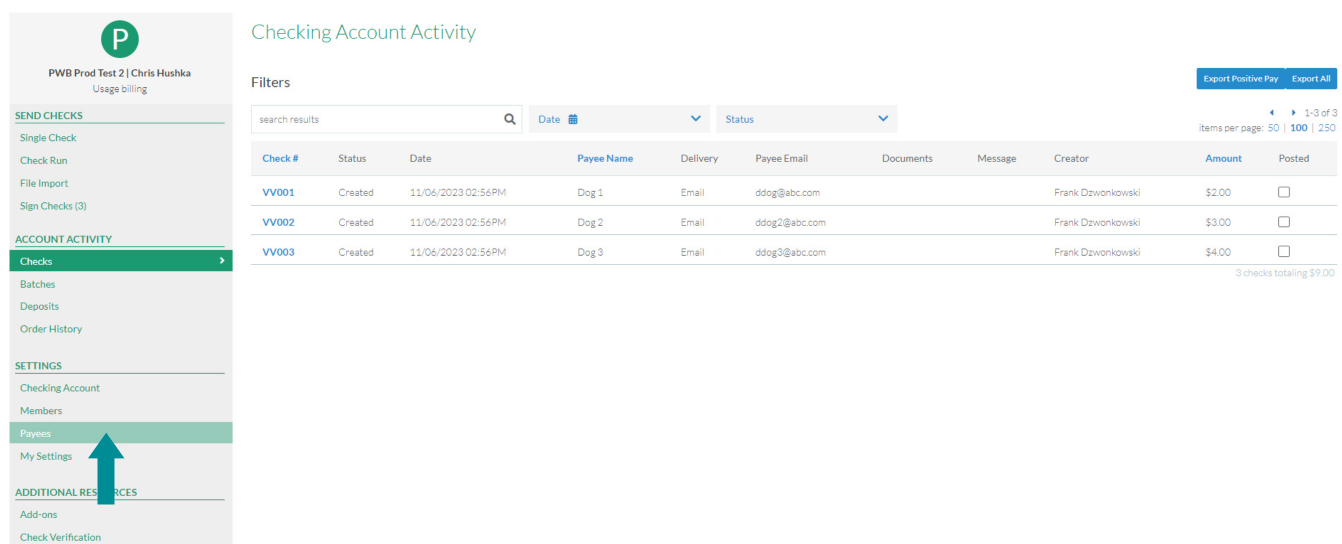
8. Status will indicate Created. Refresh page to verify status changes to Sent.



Manage Payees (for Check Runs)

9. Select Payees Menu option under Settings.



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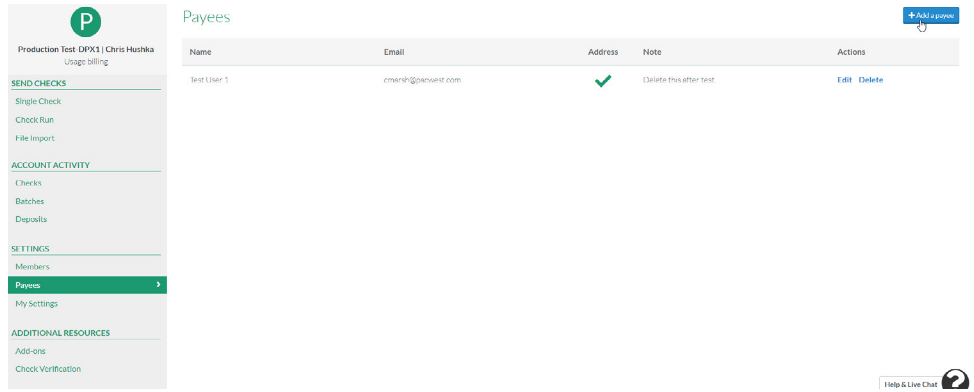
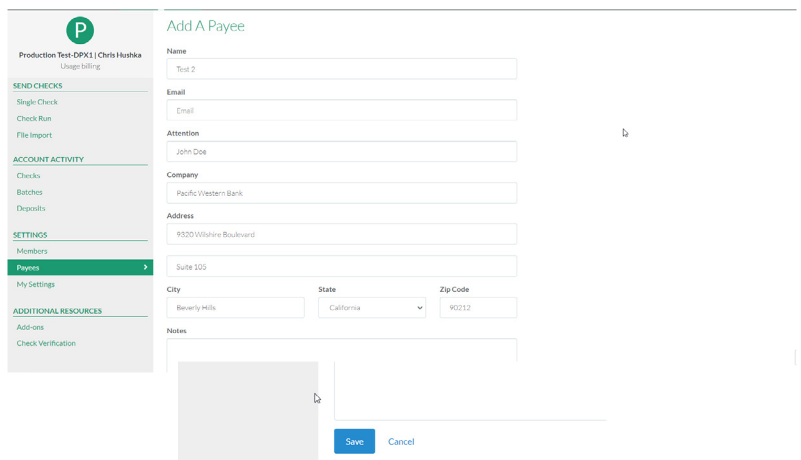
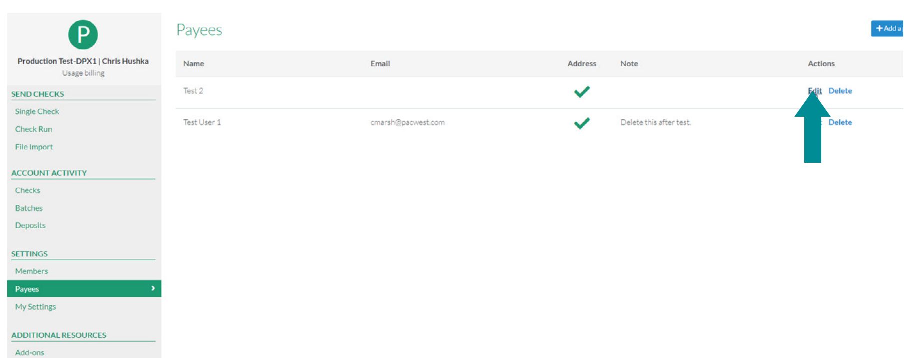
10. Click Add a Payee on top right of page to add Payee Payment Details.



11. Fill out payee information and click Save at bottom of page.



Note: You can Edit a payee's information by clicking on the Edit link next to the payee's name.



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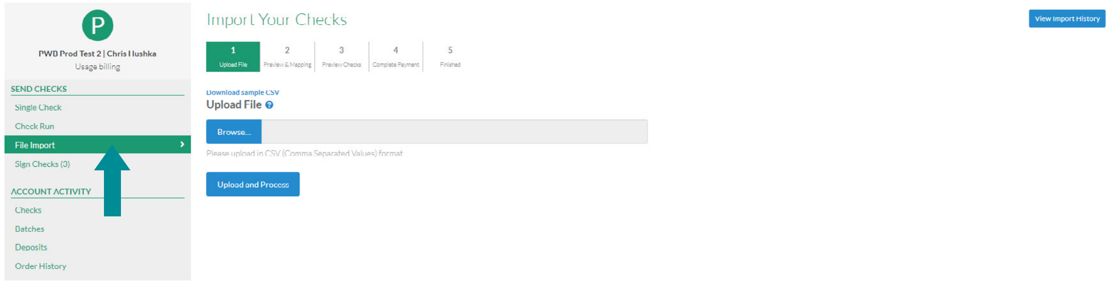
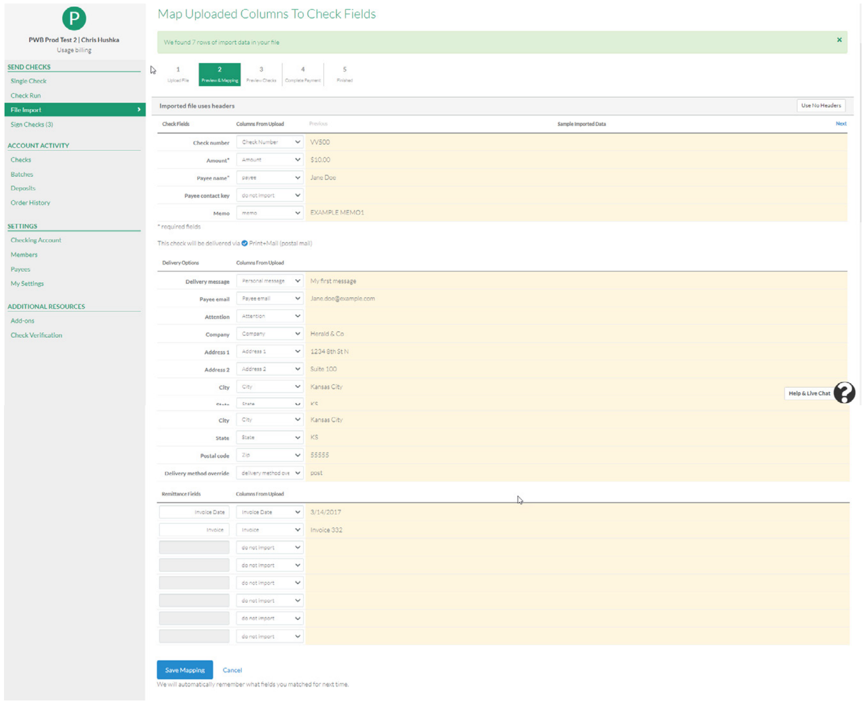
File Imports

1. Under Send Checks, click File Import.



2. Click Browse to select the import file (click download sample CSV if you need a template file).
3. Click Upload and Process.
4. The platform automatically maps the check fields to the file upload columns. Review the mapping for accuracy.
5. Make any needed corrections.
6. Click Save Mapping.



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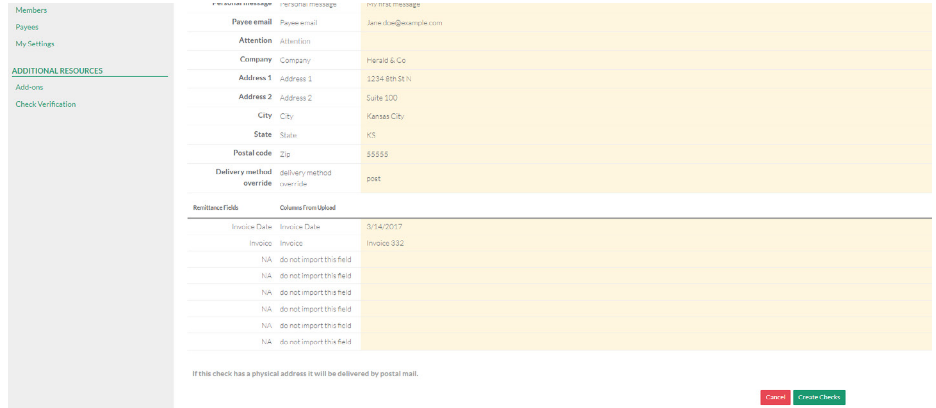
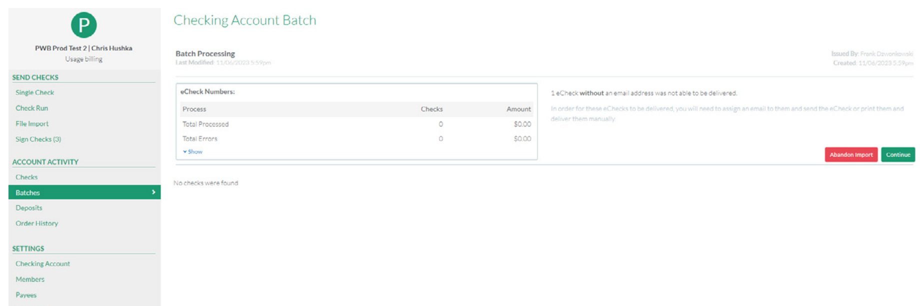
7. On the next screen, review the information and click Create Checks.

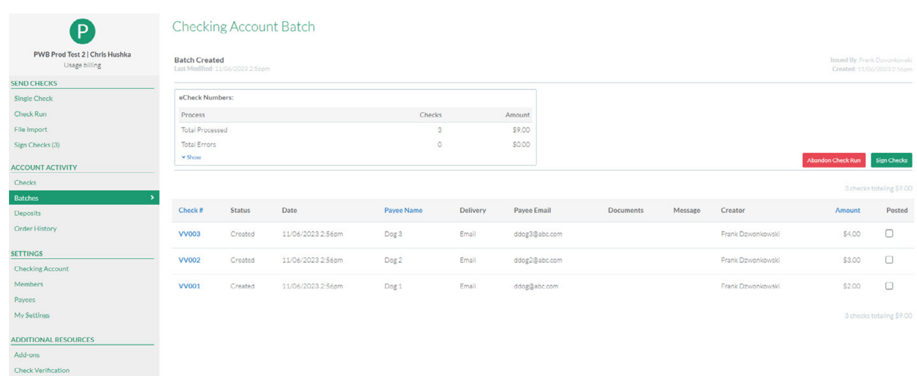


8. Your check batch is now processing – you will receive an automated email once the processing is complete.



9. Refresh the page to review the checks that have been created.

10. Click Sign Checks to complete payments.



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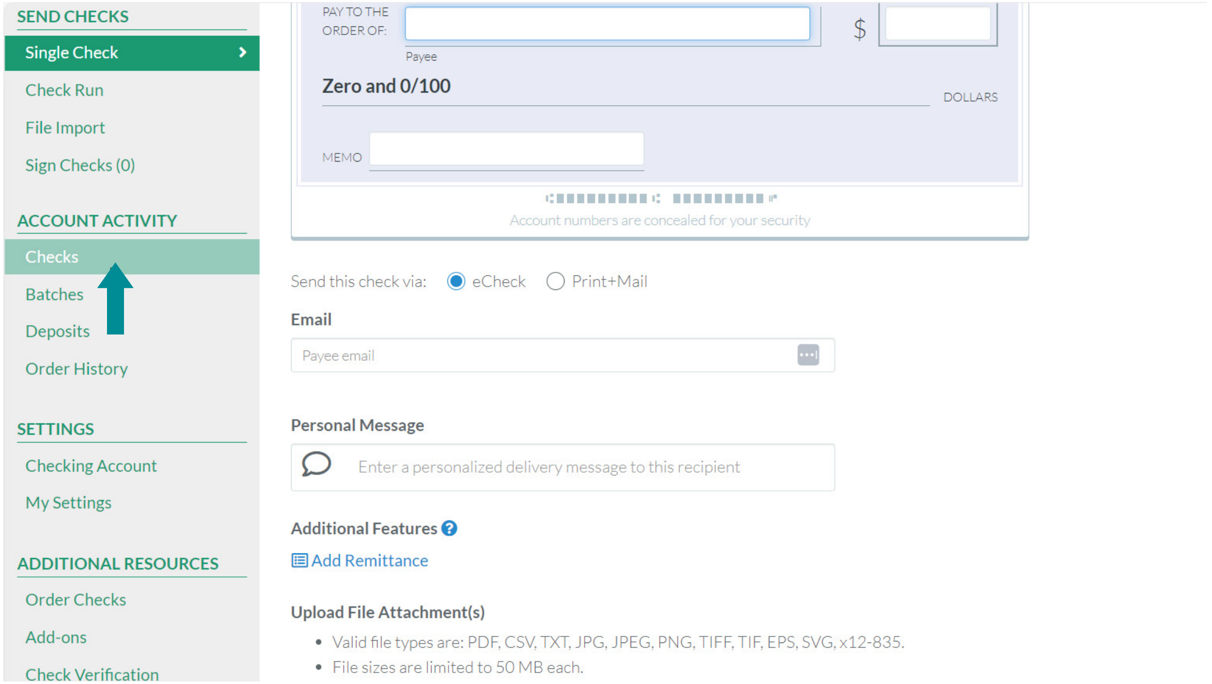
Check Status of Payment and/or Void Payment

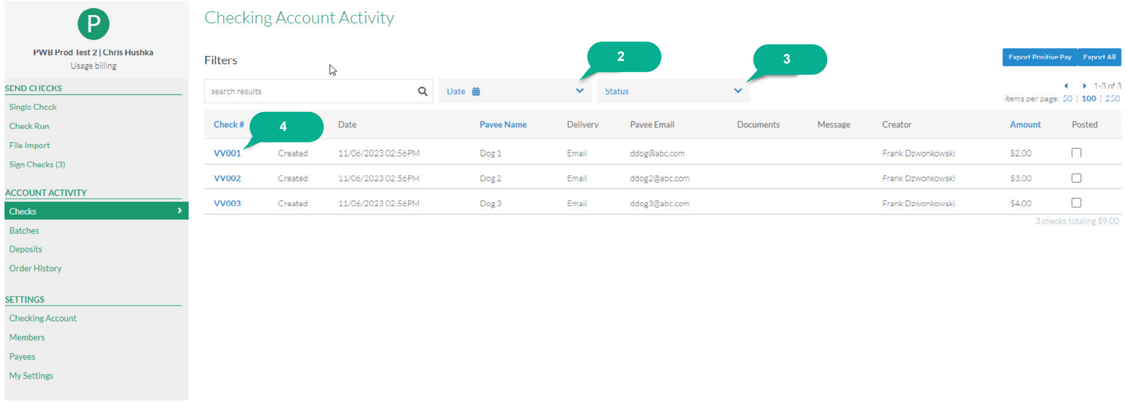
1. From the Account Activity sub-menu, click on Checks.



2. Use the filters to locate an individual check or locate a range of checks.

3. View the check status in the Status column.

4. Click on the check number to see more details about the issued check or to void the check if it has not already been paid. (Optional)



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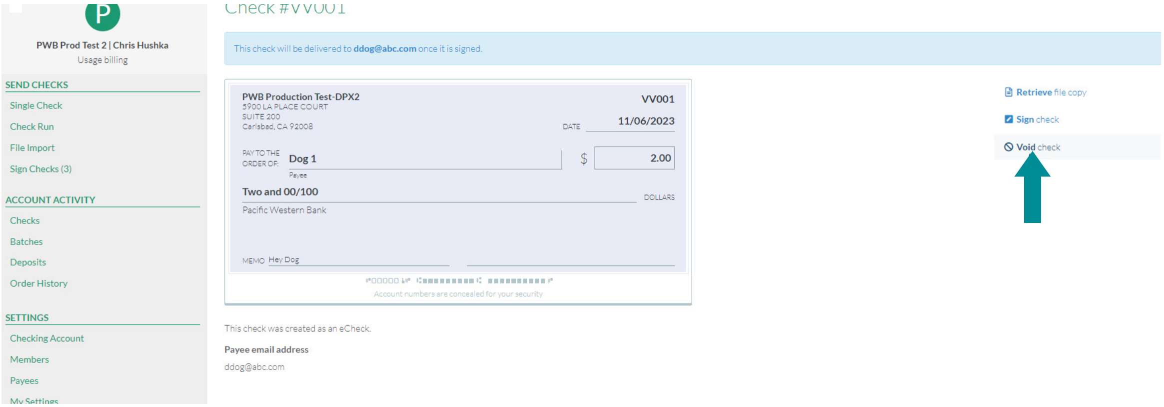
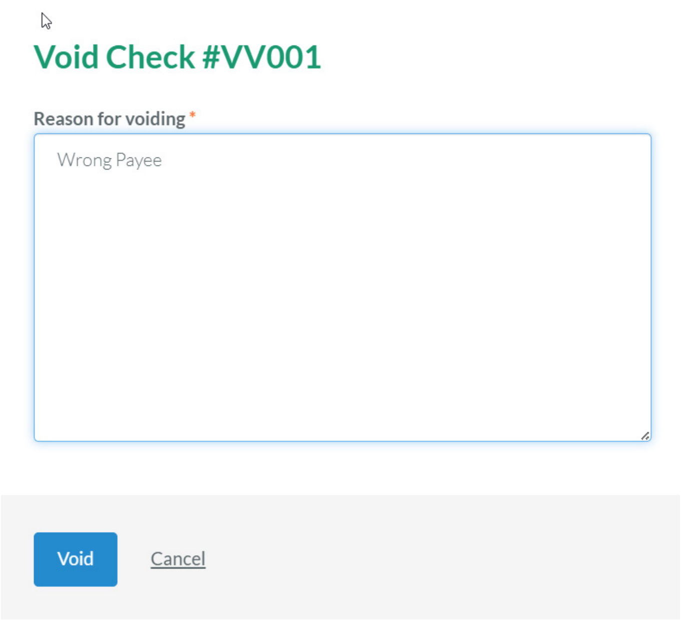
5. To void, click Void Check.



6. Confirm you want to void the check and enter a reason for voiding the check. (Required)

7. Click Void to complete the void.



8. If unsuccessful, you will receive an error message and email notification indicating so.