



PACIFIC WESTERN BANK

PWB eChecks Payments Guide

Powered by Deluxe®

UPDATED DECEMBER 2023



Contents

Connect to eChecks

Send checks

Check runs (eChecks only)

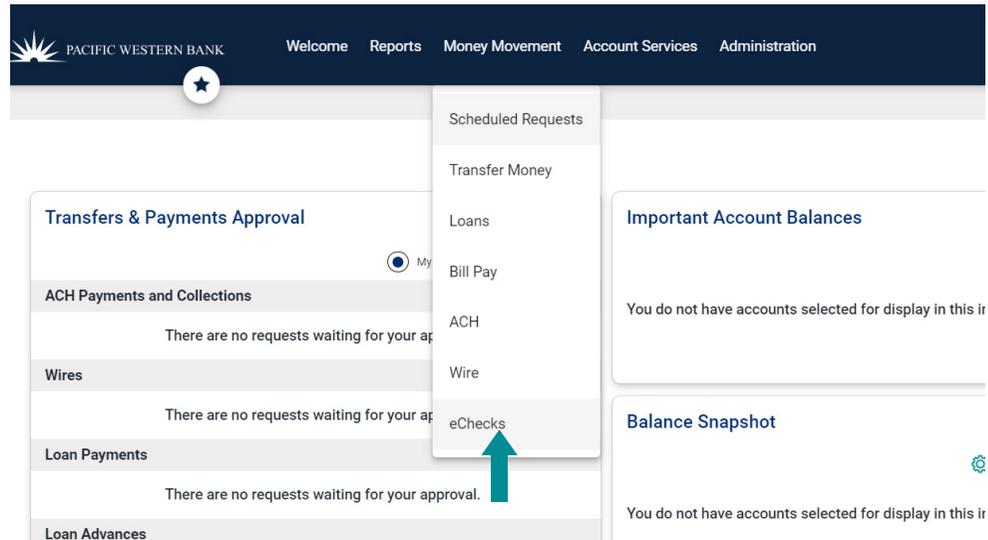
File imports

Check status of payment
and/or void payment

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).

Questions?

Please contact us at
800.350.3557.

Contents

Connect to eChecks

Send checks

Check runs (eChecks only)

File imports

Check status of payment
and/or void payment

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.

The screenshot shows the 'Write A Check' interface. On the left is a sidebar with a 'P' logo and 'Production Test-DPX1 Usage billing'. The sidebar has sections: 'SEND CHECKS' (with 'Single Check' highlighted), 'ACCOUNT ACTIVITY' (Checks, Batches, Deposits), 'SETTINGS' (Members, Payees, My Settings), and 'ADDITIONAL RESOURCES' (Add-ons, Check Verification). The main area is titled 'Write A Check' and contains: 'PWB Production Test-DPX1' with address '5900 LA PLACE COURT, Carlsbad, CA 92008'; 'CHECK NO' 'VV011' and 'DATE' '11/06/2023'; 'PAY TO THE ORDER OF' field (2); 'Payee' field; '\$' amount field (3); 'Zero and 0/100' and 'DOLLARS'; 'MEMO' field (5); 'Send this check via:' with 'eCheck' selected (6) and 'Print+Mail' option; 'Email' field (7) for 'Payee email'; 'Personal Message' field (8) with 'Enter a personalized delivery message to this recipient'; 'Additional Features' section (9) with 'Add Remittance' link; 'Upload File Attachment(s)' section with file type and size instructions and a 'Browse...' button (10); and a 'Create' button (11).

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.

Questions?

Please contact us at
800.350.3557.

Contents

Connect to eChecks

Send checks

Check runs (eChecks only)

File imports

Check status of payment
and/or void payment

15. Click Create and Sign.

The screenshot shows the 'Send this check via' section with radio buttons for 'eCheck' and 'Print+Mail'. A 'NOTE' states that Print+Mail checks are issued on High Security check stock. The 'Attention' field is highlighted with callout 12. The 'Company' field is below it. The 'Address' section includes 'Address', 'Address 2', 'City', 'State' (a dropdown menu), and 'Zip Code' fields. The 'Personal Message' field is highlighted with callout 13 and includes a note about text limits. The 'Additional Features' section has an 'Add Remittance' link highlighted with callout 14. Finally, the 'Create' button is highlighted with callout 15.

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

Questions?

Please contact us at
800.350.3557.

Contents

Connect to eChecks

Send checks

Check runs (eChecks only)

File imports

Check status of payment
and/or void payment

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.

Check #	Payee	Email To	Amount	Memo
VV011				
VV012				
VV013				

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

Process	Checks	Amount
Total Processed	3	\$9.00
Total Errors	0	\$0.00

Check #	Status	Date	Payee Name	Delivery	Payee Email	Documents	Message	Creator	Amount	Posted
VV003	Created	11/06/2023 2:56pm	Dog 3	Email	rdog3@abc.com			Frank Dzwonkowski	\$4.00	<input type="checkbox"/>
VV002	Created	11/06/2023 2:56pm	Dog 2	Email	ddog2@abc.com			Frank Dzwonkowski	\$3.00	<input type="checkbox"/>
VV001	Created	11/06/2023 2:56pm	Dog 1	Email	ddog1@abc.com			Frank Dzwonkowski	\$2.00	<input type="checkbox"/>

Questions?

Please contact us at
800.350.3557.

Contents

Connect to eChecks

Send checks

Check runs (eChecks only)

File imports

Check status of payment
and/or void payment

Questions?

Please contact us at
800.350.3557.

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

Checking Account Batch

Batch Completed
Last Modified: 05/31/2023 4:12pm
Issued By: Jason Moss
Created: 05/31/2023 4:05pm

eCheck Numbers:

Process	Checks	Amount
Total Processed	3	\$3.00
Total Errors	0	\$0.00

▼ Show

3 checks totaling \$3.00

Check #	Status	Date	Payee Name	Delivery	Payee Email	Documents	Message	Creator	Amount	Posted
VV010	Sent	05/31/2023 4:12pm	demo payee 3	Email	dpayee3@demo.com			Jason Moss	\$1.00	<input type="checkbox"/>
VV009	Sent	05/31/2023 4:12pm	Demo payee 2	Email	dpayee2@democ.com			Jason Moss	\$1.00	<input type="checkbox"/>
VV008	Sent	05/31/2023 4:12pm	Demo payee 1	Email	dpayee1@demo.com			Jason Moss	\$1.00	<input type="checkbox"/>

Manage Payees (for Check Runs)

9. Select Payees Menu option under Settings.

Checking Account Activity

P
PWB Prod Test 2 | Chris Hushka
Usage billing

SEND CHECKS

- Single Check
- Check Run
- File Import
- Sign Checks (3)

ACCOUNT ACTIVITY

- Checks**
- Batches
- Deposits
- Order History

SETTINGS

- Checking Account
- Members
- Payees**
- My Settings

ADDITIONAL RESOURCES

- Add-ons
- Check Verification

Filters

search results Date Status

Export Positive Pay Export All

1-3 of 3
Items per page: 50 | 100 | 250

Check #	Status	Date	Payee Name	Delivery	Payee Email	Documents	Message	Creator	Amount	Posted
VV001	Created	11/06/2023 02:56PM	Dog 1	Email	ddog@abc.com			Frank Dzwonkowski	\$2.00	<input type="checkbox"/>
VV002	Created	11/06/2023 02:56PM	Dog 2	Email	ddog2@abc.com			Frank Dzwonkowski	\$3.00	<input type="checkbox"/>
VV003	Created	11/06/2023 02:56PM	Dog 3	Email	ddog3@abc.com			Frank Dzwonkowski	\$4.00	<input type="checkbox"/>

3 checks totaling \$9.00

Contents

Connect to eChecks

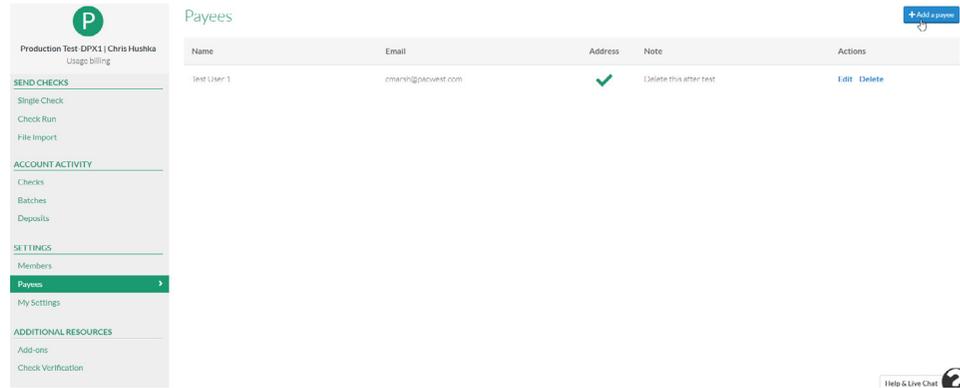
Send checks

Check runs (eChecks only)

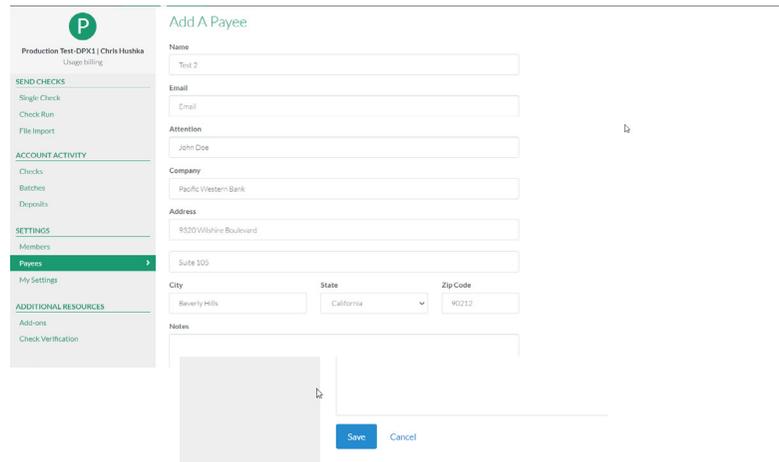
File imports

Check status of payment
and/or void payment

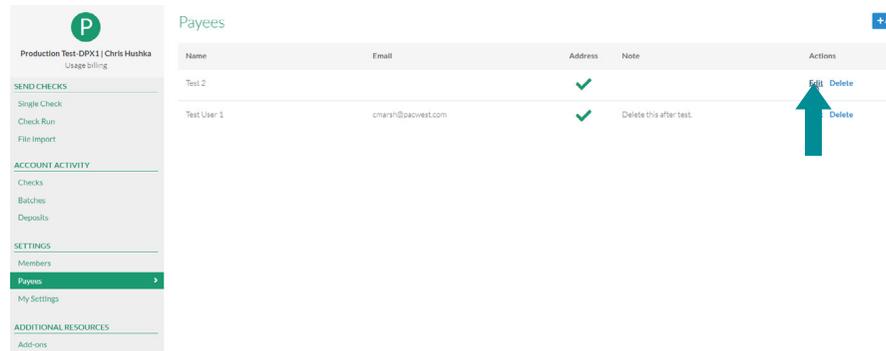
10. Click Add a Payee on top right of page to add Payee Payment Details.



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.



Questions?

Please contact us at
800.350.3557.

Contents

Connect to eChecks

Send checks

Check runs (eChecks only)

File imports

Check status of payment
and/or void payment

Questions?

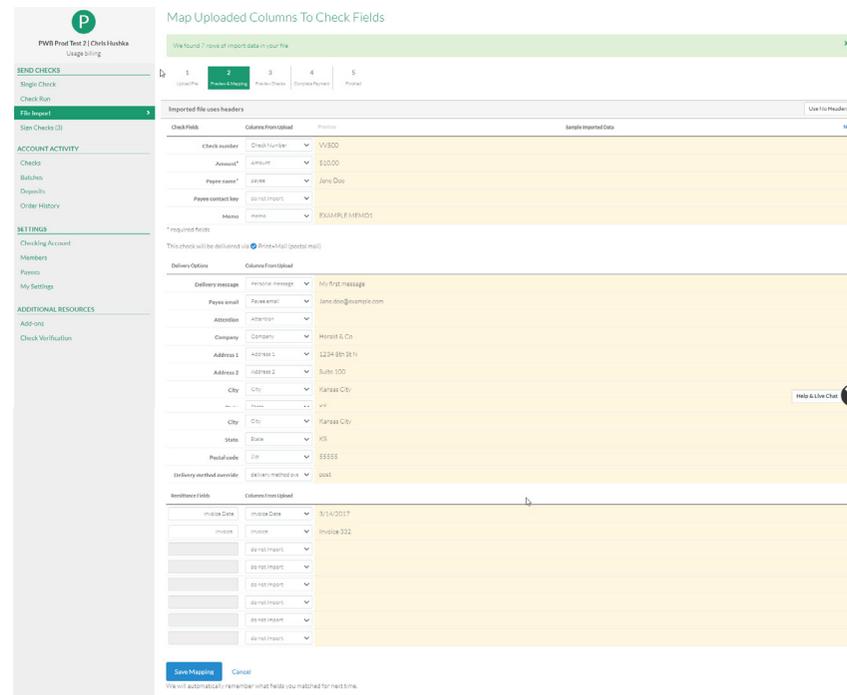
Please contact us at
800.350.3557.

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.



Contents

Connect to eChecks

Send checks

Check runs (eChecks only)

File imports

Check status of payment
and/or void payment

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

Remittance Fields	Column From Upload
Invoice Date	Invoice Date
Inv/Doc	Inv/Doc
NA	do not import this field
NA	do not import this field
NA	do not import this field
NA	do not import this field
NA	do not import this field
NA	do not import this field
NA	do not import this field

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

Process	Checks	Amount
Total Processed	0	\$0.00
Total Errors	0	\$0.00

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

10. Click Sign Checks to complete payments.

Check #	Status	Date	Payee Name	Delivery	Payee Email	Documents	Message	Creator	Amount	Posted
VV003	Created	11/04/2023 2:56pm	Dog 3	Email	dog3@abc.com			Frank Dzwonkowski	\$4.00	<input type="checkbox"/>
VV002	Created	11/04/2023 2:56pm	Dog 2	Email	dog2@abc.com			Frank Dzwonkowski	\$3.00	<input type="checkbox"/>
VV001	Created	11/04/2023 2:56pm	Dog 1	Email	dog1@abc.com			Frank Dzwonkowski	\$2.00	<input type="checkbox"/>

Questions?

Please contact us at
800.350.3557.

Contents

Connect to eChecks

Send checks

Check runs (eChecks only)

File imports

Check status of payment and/or void payment

Check Status of Payment and/or Void Payment

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

The screenshot shows the 'SEND CHECKS' menu on the left with 'Single Check' selected. Below it is the 'ACCOUNT ACTIVITY' menu with 'Checks' highlighted and an arrow pointing to it. To the right is a check form with fields for 'PAY TO THE ORDER OF', 'MEMO', and a dollar amount. Below the form are options for 'Send this check via' (eCheck selected), 'Email', 'Personal Message', 'Additional Features', and 'Upload File Attachment(s)'.

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)

The screenshot shows the 'Checking Account Activity' table with a search bar and filters. Callout 2 points to the 'Status' filter dropdown, callout 3 points to the 'Status' column header, and callout 4 points to the 'Check #' column header. The table contains three rows of check data.

Check #	Date	Payee Name	Delivery	Payee Email	Documents	Message	Creator	Amount	Posted
VV001	Created 11/06/2023 02:56PM	Dog 1	Email	ddog@abc.com			Frank Dzwonkowski	\$2.00	<input type="checkbox"/>
VV002	Created 11/06/2023 02:56PM	Dog 2	Email	ddog2@abc.com			Frank Dzwonkowski	\$3.00	<input type="checkbox"/>
VV003	Created 11/06/2023 02:56PM	Dog 3	Email	ddog3@abc.com			Frank Dzwonkowski	\$4.00	<input type="checkbox"/>

Questions?

Please contact us at 800.350.3557.

Contents

Connect to eChecks

Send checks

Check runs (eChecks only)

File imports

Check status of payment
and/or void payment

Questions?

Please contact us at
800.350.3557.

5. To void, click Void Check.

The screenshot shows a web interface for managing eChecks. On the left is a navigation menu with sections: SEND CHECKS (Single Check, Check Run, File Import, Sign Checks (3)), ACCOUNT ACTIVITY (Checks, Batches, Deposits, Order History), and SETTINGS (Checking Account, Members, Payees, My Settings). The main content area displays a check # VV001 for \$2.00, dated 11/06/2023, payable to 'Dog 1' at Pacific Western Bank. A blue banner at the top states 'This check will be delivered to ddog@abc.com once it is signed.' On the right, there are three buttons: 'Retrieve file copy', 'Sign check', and 'Void check'. A red arrow points to the 'Void check' button.

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

7. Click Void to complete the void.

The screenshot shows a dialog box titled 'Void Check #VV001'. It has a sub-header 'Reason for voiding *' and a large text input field containing the text 'Wrong Payee'. At the bottom of the dialog, there are two buttons: a blue 'Void' button and a 'Cancel' button.

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