

Business Access
FIS Bill Pay System Guide



Business | Wealth Management | Personal

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Logging In for the First Time

1. Log into Business Access @ Busey with your Customer ID and User ID.
2. Open the left navigation menu, click the plus sign to expand the **Other Services** menu, then select **Bill Payment**.
3. Enter your Bill Pay User ID two times and Bill Pay Password (PWD) two times, then click *Login*.

< SB BillPay

Log in to SB BillPay

BILL PAY USER ID

CONFIRM BILL PAY USER ID

PWD

CONFIRM PWD

LOGIN BACK

4. The screen should now resemble the screenshot below.

+ Pay someone new

APPROVALS SINGLE PAY MULTI PAY

View: All Find a biller

Pay To	Coming Due ↓	Last Scheduled	\$ Amount	Deliver By
1st Security Bank of Wash				08/18/22
21st Century Mortgage				08/18/22
A&N Electric Cooperative				08/18/22
AAA Ohio Auto Club				08/22/22
ABC Co				08/22/22

Total:
Pay from: Spuds Test ...6789

Clear Confirm all payments

Activity History More

Forecast your balance Print

Deliver By ↑ Paid To \$ Amount

5. You have successfully logged into Busey Bill Pay. You will not need to enter your login information again. Next time you log into Bill Pay, simply follow Step 1 above followed by Step

Users

The Bill Pay product supports multiple users within a single business customer. Each user is assigned separate login and password credentials. There are three types of users:

Administrator - The administrator has full access and privileges for all Bill Pay features and functionality. The business must have at least one active administrator at all times. The following privileges are available only to administrators:

- Has full privileges, including maximum dollar limits and access to all approved funding accounts.
- Can create automatic payment rules, schedule expedited payments, and manage other users' access and privileges.

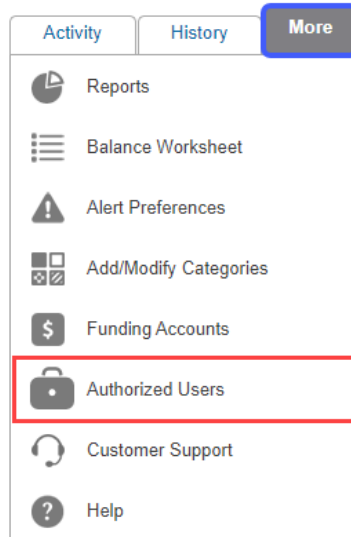
Authorized User - A user has a limited set of privileges and access to Bill Pay features. Users and user privileges are managed by an administrator.

- Has limited privileges to perform various activities.
- Privileges are established by an administrator and can be modified any time.
 - Funding account (access to one or more accounts)
 - Schedule payments & payment dollar limit
 - Approve payment & approval dollar limit Payee management
 - Payment reports

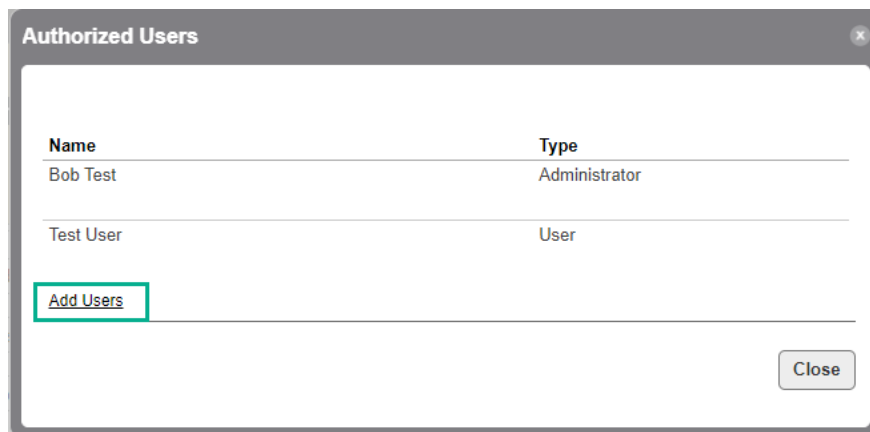
Additional Contact - (Not commonly used) A business contact is a person authorized to contact Customer Service for assistance regarding the business Bill Pay account. However, an additional contact does not have login credentials and has no access to the Bill Pay platform.

Add a User

1. Click the **More** tab
2. Click **Authorized Users**

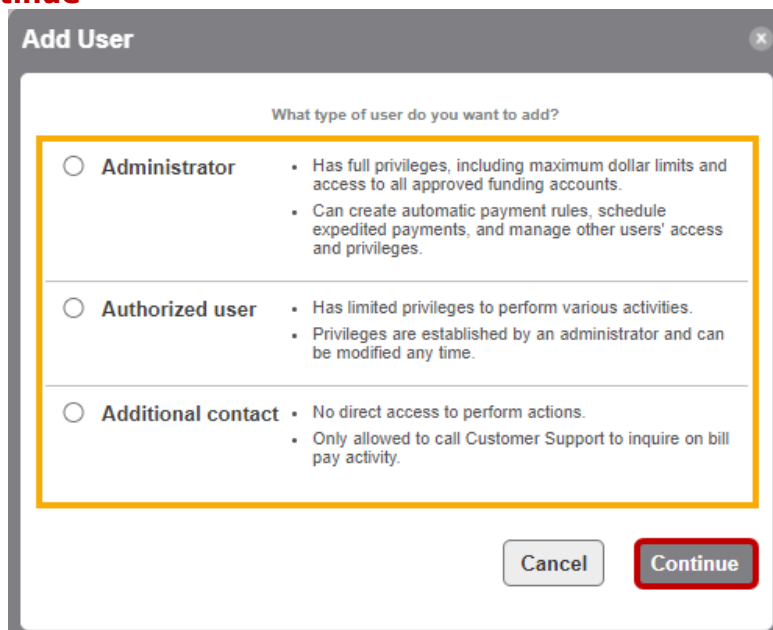


3. Click **Add Users**



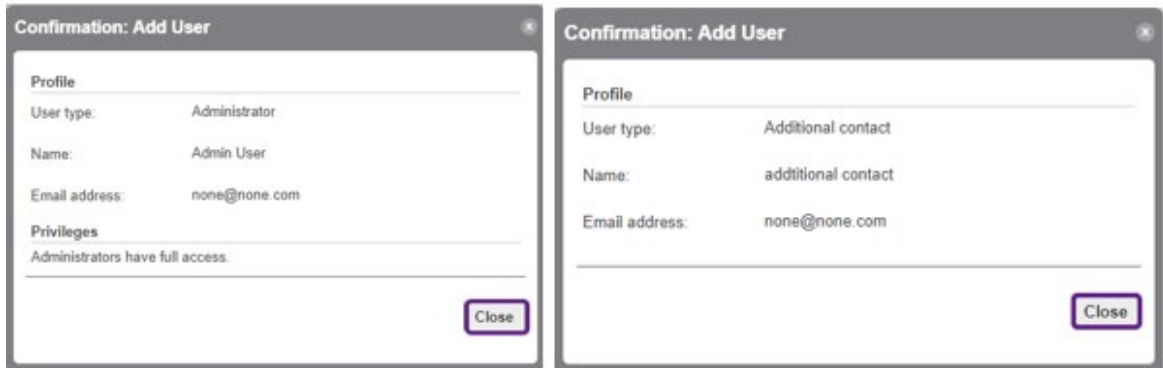
4. Choose the **type of User** you want to add

5. Click **Continue**

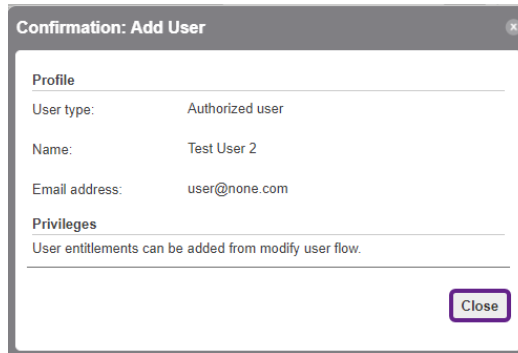


6. Enter the following info for the user **Note:** some fields will not be available for Additional Contact users
 - User id
 - Password
 - Confirm Password
 - First Name
 - Middle Initial (optional)
 - Last Name
 - Email address
 - Home phone – optional but is preferred
 - Work phone – optional but is preferred
7. Click **Continue**

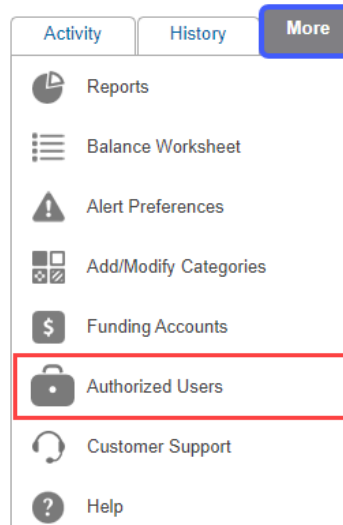
8. A confirmation screen will appear
 - If an Administrator or Additional Contact was added, click **Close**. The process is complete



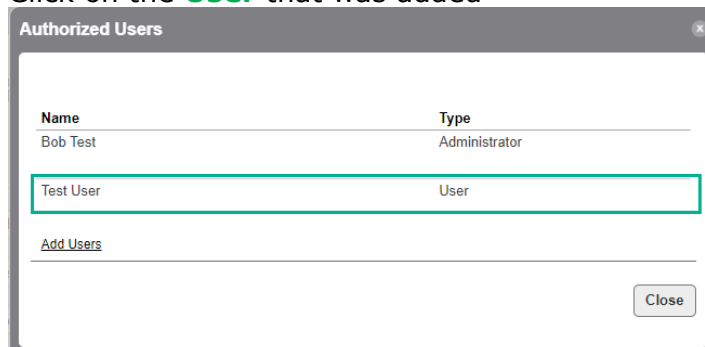
- If an Authorized User was added, click **Close**. Complete the below steps to add permissions



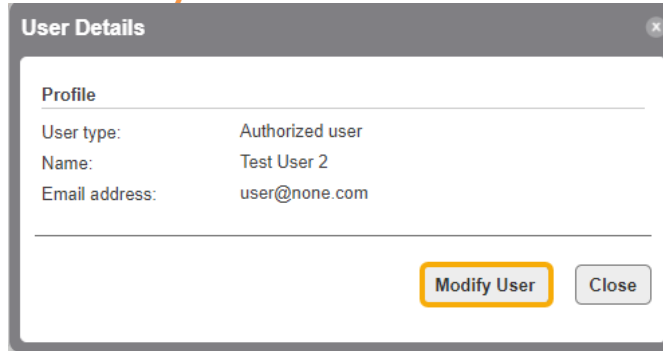
- Click the **More** tab and choose **Authorized Users**



- Click on the **User** that was added



- c. Click **Modify User**

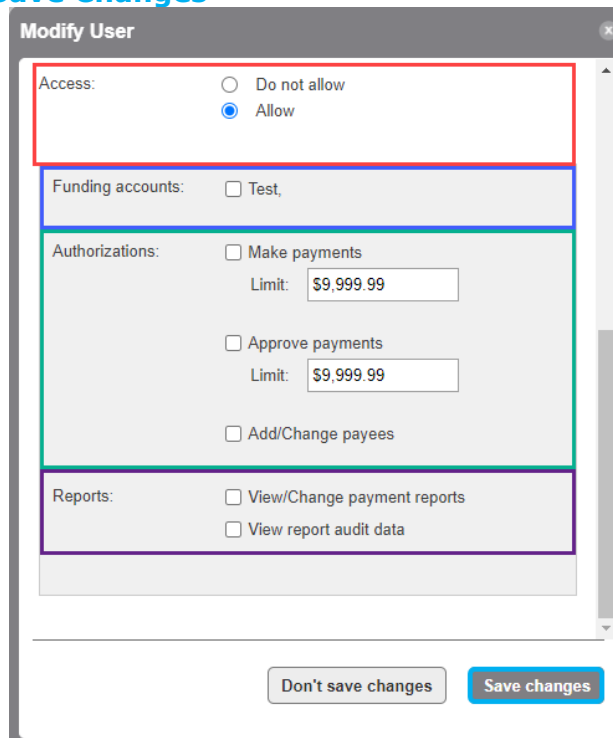


The 'User Details' dialog box displays the following information:

Profile	
User type:	Authorized user
Name:	Test User 2
Email address:	user@none.com

Buttons: **Modify User** (highlighted with a yellow box), Close

- d. Update the below information
- i. **Access** – click the radio button next to Allow
 - ii. **Funding Accounts** – check the box next to the account(s) the user should have access to
 - iii. **Authorizations** – check the box(es) next to the permission(s) the user should have and enter limits for those permissions. **Note:** Limits will default to \$9,999.99 but can be changed to allow the appropriate limit for the user
 - iv. **Reports** - check the box next to the report(s) the user should have access to
- e. Click **Save Changes**

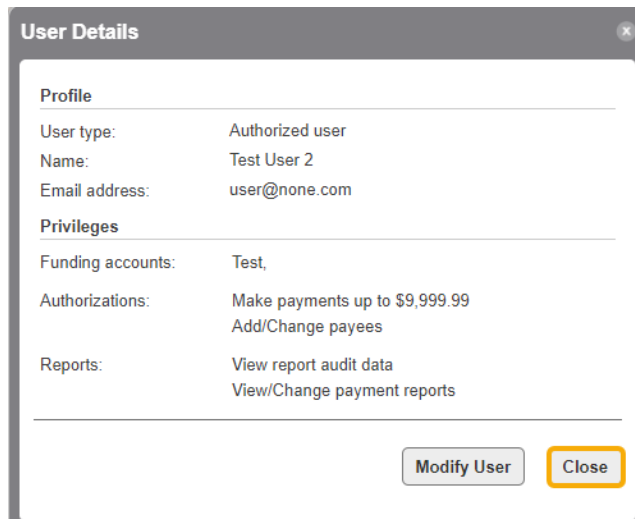


The 'Modify User' dialog box contains the following settings:

- Access:** Allow (highlighted with a red box)
- Funding accounts:** Test, (highlighted with a blue box)
- Authorizations:**
 - Make payments, Limit: \$9,999.99 (highlighted with a green box)
 - Approve payments, Limit: \$9,999.99
 - Add/Change payees
- Reports:**
 - View/Change payment reports
 - View report audit data(highlighted with a purple box)

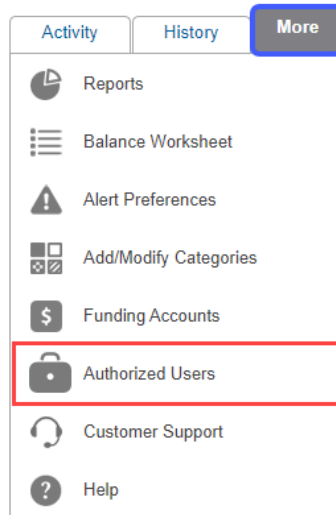
Buttons: Don't save changes, **Save changes**

- f. The User Details screen will appear, click **Close**.

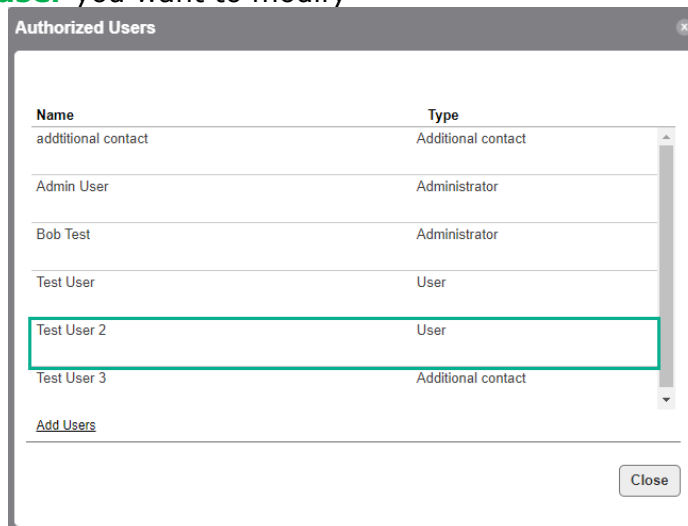


Modify a User

1. Click the **More** tab and choose **Authorized Users**



2. Click the **user** you want to modify



3. The User Details screen will appear. Click **Modify User**.

User Details

Profile

User type: Authorized user
 Name: Test User 2
 Email address: user@none.com

Privileges

Funding accounts: Test, .
 Authorizations: Make payments up to \$9,999.99
 Add/Change payees
 Reports: View report audit data
 View/Change payment reports

4. The Modify User screen appears. Update the information and/or Permissions for the user. Click **Save Changes**.

Modify User

Profile

User type: ▼
 User ID: Test User 2
 First name:
 Middle initial:
 Last name:
 Email address:
 Home phone:
 Work phone:

Privileges

Access: Do not allow
 Allow

Funding accounts: Test, ...8201

Authorizations:

- Make payments
Limit:
- Approve payments
Limit:
- Add/Change payees

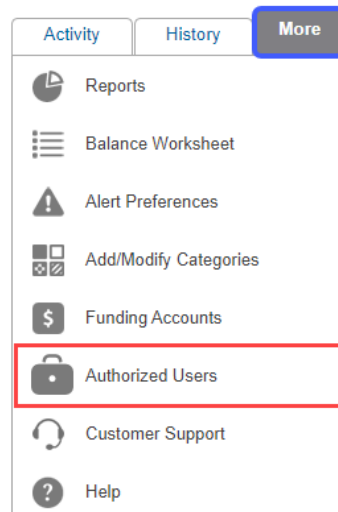
Reports:

- View/Change payment reports
- View report audit data

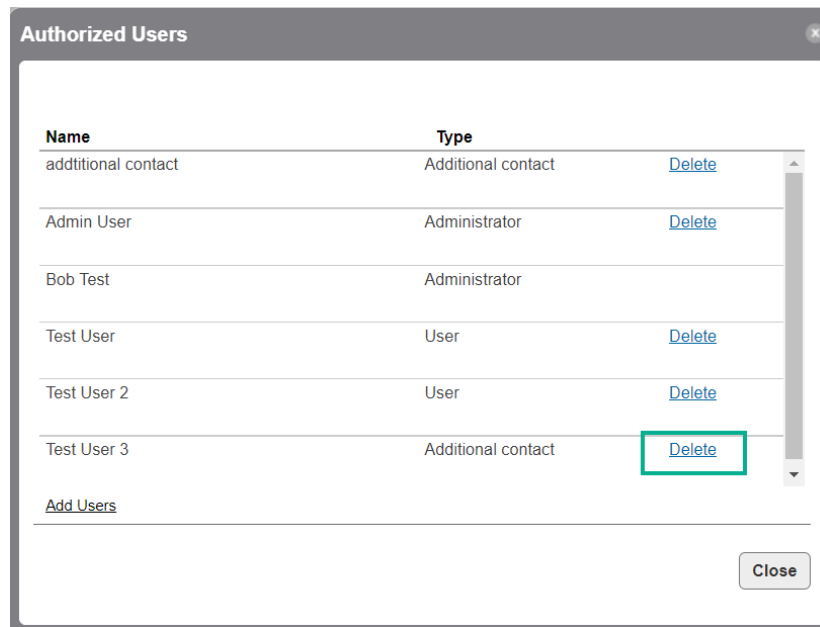
Buttons:

Delete a User

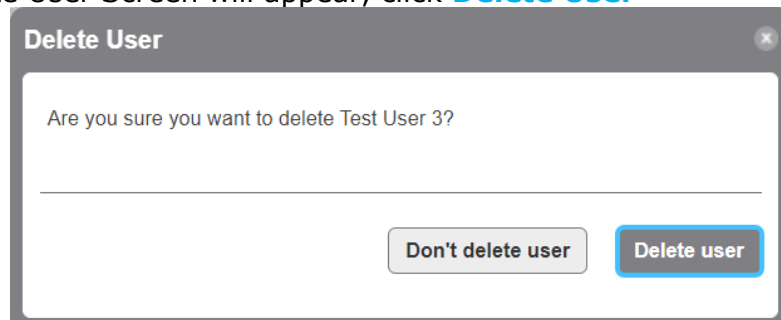
1. Click the **More** tab and choose **Authorized Users**



2. Click **Delete** next to the user you want to delete. **Note:** An admin can't delete their own profile

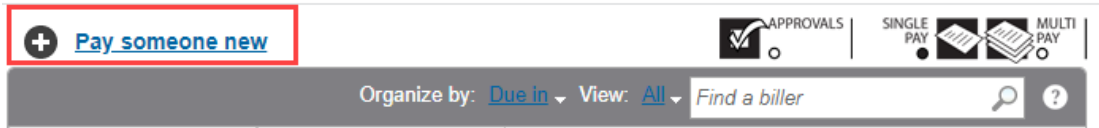


3. The Delete User Screen will appear, click **Delete User**

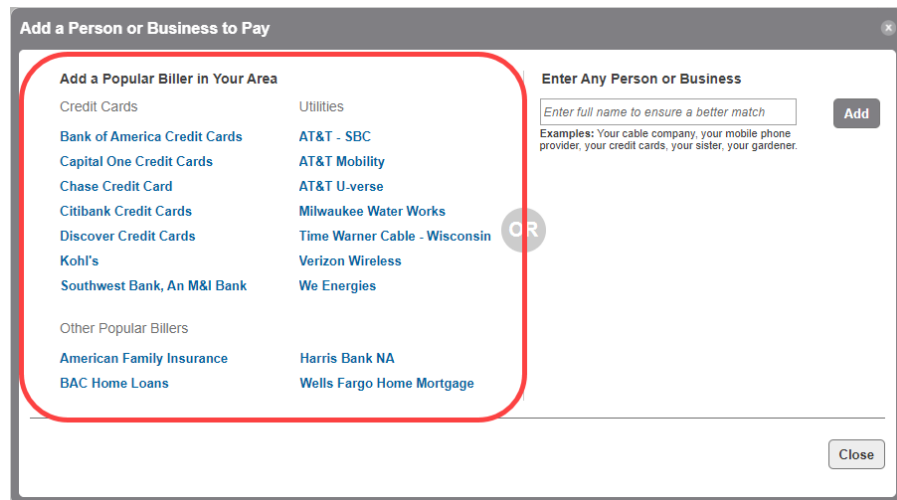


Payees Add a Payee

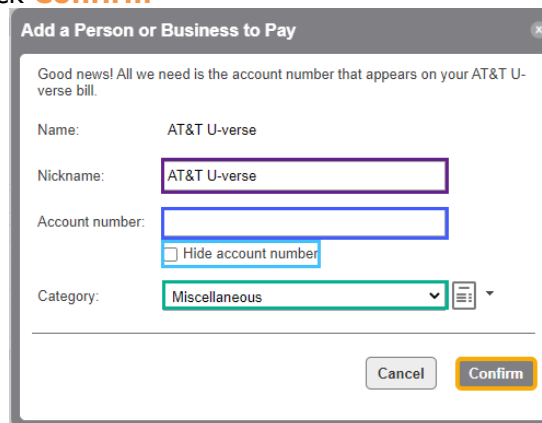
1. Click **Pay someone new**



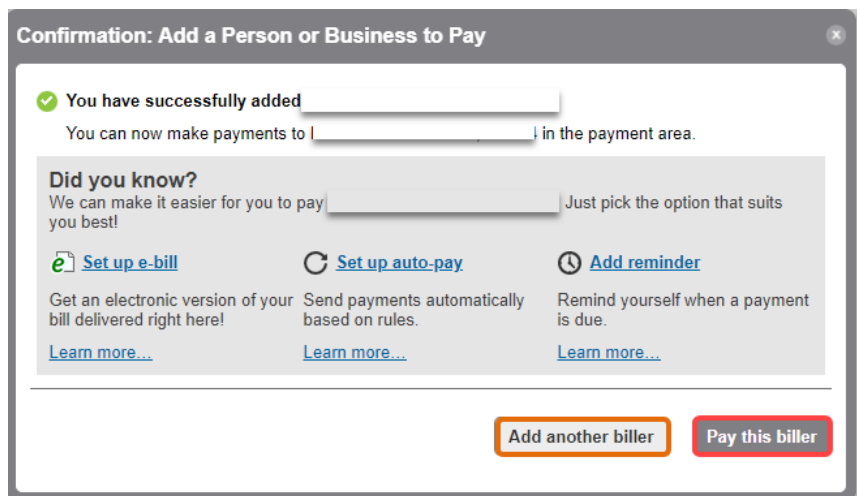
2. The Add a Person or Business to Pay screen will appear.
 - a. **Add a Popular Biller in Your Area**



- i. Click the link for the payee you want to use
 - The screen with the payee info will appear. Enter or update the below information:
 - **Nickname** – Can be updated to display the nickname you would like to use
 - **Account Number** – Enter the account number for the payee
 - **Hide Account Number checkbox** – click if you would like to hide
 - **Category** – choose a category. **Note:** an icon will display next to this field based on the category chosen. If you want to change the icon, you will need to modify the category
 - i. Add/Modify Category – this allows you to add a new category or modify an existing one
 - ii. None
 - iii. Auto
 - iv. Credit Card
 - v. Household
 - vi. Miscellaneous
 - vii. Utilities
 - Click **Confirm**

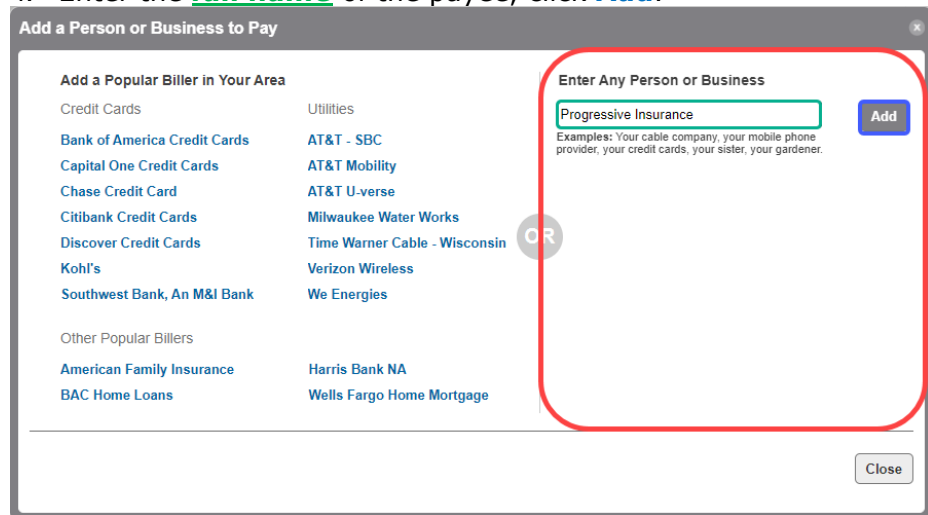


- A Confirmation screen will appear.
 - Click **Pay this biller** if you are ready to pay the payee
 - Click **Add another biller** if you would like to add another payee



b. **Enter Any Person or Business**

i. Enter the **full name** of the payee, click **Add**.



ii. Enter or update the below information:

- **Nickname** – Can be updated to display the nickname you would like to use
- **Account Number** – Enter the account number for the payee
- **Hide Account Number checkbox** – click if you would like to hide
- **Address line 1 & line 2** – these fields may only appear if the payee was not found, or additional information is needed to add the payee
- **Zip** – enter the zip code for the payee
- **City, State, & Phone** - these fields may only appear if the payee was not found, or additional information is needed to add the payee
- **Category** – choose a category. **Note:** an icon will display next to this field based on the category chosen. If you want to change the icon, you will need to modify the category
 - i. Add/Modify Category – this allows you to add a new category or modify an existing one
 - ii. None
 - iii. Auto

- iv. Credit Card
- v. Household
- vi. Miscellaneous
- vii. Utilities

- Click **Confirm**

Add a Person or Business to Pay

Name: comcast

Nickname: comcast

Account number: *if applicable*
 Hide account number

Address line 1:

Address line 2: *Optional*

Zip: ?

City:

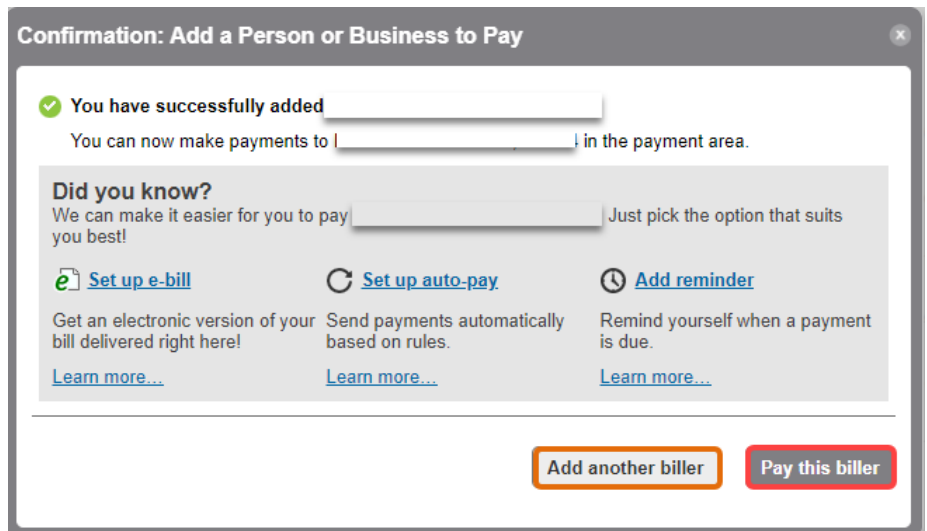
State: ▾

Phone: *Optional*

Category: None ▾

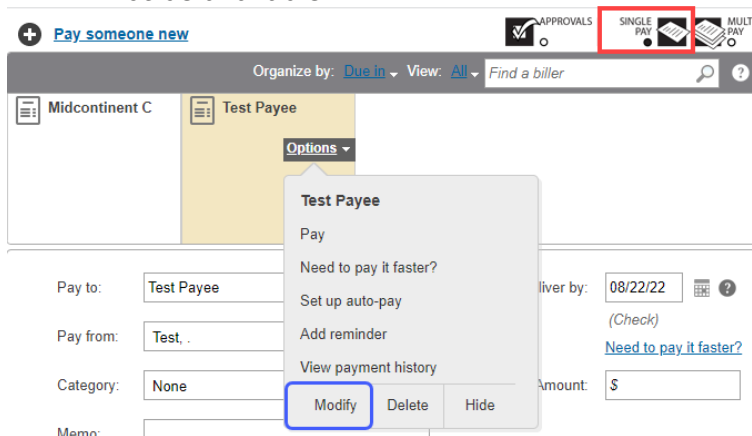
Cancel Confirm

- A Confirmation screen will appear.
 - Click **Pay this biller** if you are ready to pay the payee
 - Click **Add another biller** if you would like to add another payee

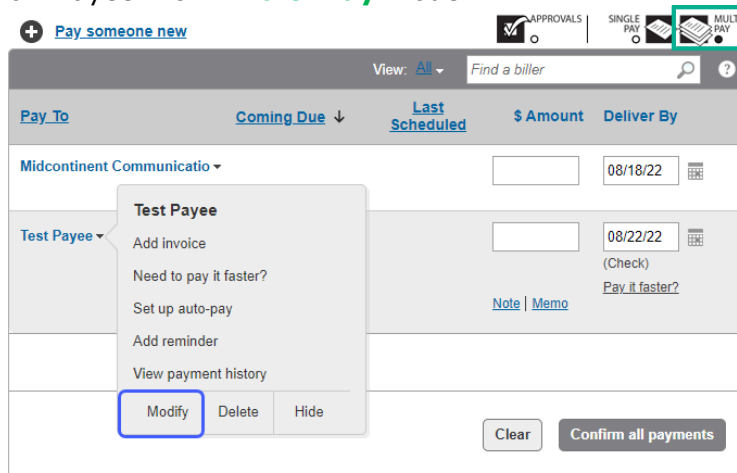


Modify a Payee

1. To modify a payee, click **Modify** from the pop out menu next to the payee in on of the following areas:
 - a. Payee within **Single Pay** mode **Note:** if you have more than 300 payees, this option will not be available



- b. Payee within **Multi-Pay** mode



2. The Modify Biller Details will display, update information for the payee. **Note:** if the payee is contracted with FIS, the address will not be available to update.

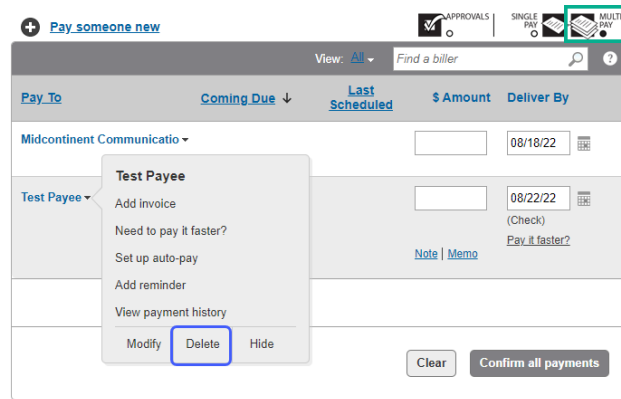
3. Click **Confirm**

4. The Confirmation: Modify Biller Details screen appears, click **Close**.

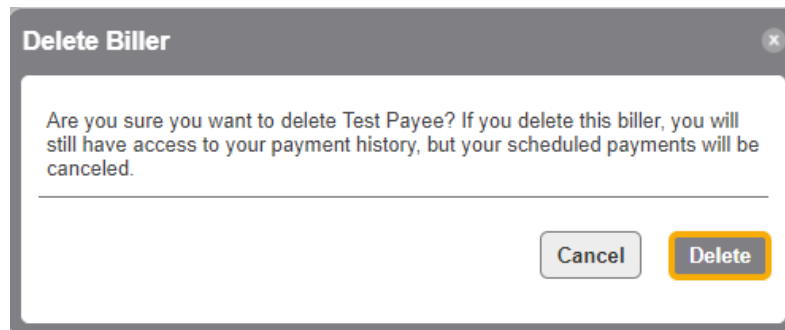
Delete a Payee

1. To modify a payee, click **Delete** from the pop out menu next to the payee in one of the following areas:
 - a. Payee within **Single Pay** mode **Note:** if you have more than 300 payees, this option will not be available

- b. Payee within **Multi-Pay** mode



2. The Delete Biller screen will appear, click **Delete**.



Payments

Making a Payment

Single Pay mode

1. To make a payment in the **Single Pay** mode, start from one of the following areas:
 - a. Choose **Pay** from the Options drop-down menu
 - i. Information displays in the payment section, enter the below information:
 - **Pay to** – this will display the payee name
 - **Pay From** – this will display the default account, use the drop-down to choose a different account
 - **Category** – defaults to None and can be updated using the drop-down menu
 - **Memo** – optional field and can be used to include payment information that will display on the check memo line
 - **Add a note** – this is used to write a note to yourself that will be saved with the payment
 - **Add an invoice** – click this to include invoice information. Refer to "Adding an Invoice" section.
 - **Deliver by** – manually enter or use the calendar icon to enter the date you would like the payment delivered by
 - **(Check) or (Electronic)** – displays how the payment will be sent
 - **Need to pay it faster?** – use this link to expedite a payment. Refer to "Expediting a Payment" section.
 - **Amount** – enter the amount of the payment
 - ii. Click **Make payment**

The screenshot shows a payment interface. At the top, there are navigation options: "Organize by: Due in", "View: All", and a search bar "Find a biller". Below this is a list of payees, including "Midcontinent C ...7890" and "Test Payee ...6789". The "Test Payee" entry is highlighted with a yellow background and has an "Options" dropdown menu.

The main form contains the following fields:

- Pay to:** Test Payee, ...6789 (highlighted with a yellow box)
- Deliver by:** 08/22/22 (with a calendar icon and a help icon)
- Pay from:** Test, ...8201 (with a dropdown arrow)
- Category:** None (with a dropdown arrow)
- Amount:** \$ (with a text input field)
- Memo:** (with a text input field)
- Buttons:** "Add a note" (with a note icon), "Add an invoice" (with an invoice icon), "Cancel", and "Make payment" (with a blue background).

At the bottom, there is a note: "We may use a secure, single-use bank card to make this payment."

- b. Enter the Payee in the **Pay to:** field
- Type the name of the payee in the "**Pay to:**" field. **Note:** as you type the name a list of related payees will display below the field, you can click on the payee there

This screenshot shows the "Pay to:" field with the text "Test" entered. A dropdown menu is open below the field, showing "Test Payee, ...6789" as a suggestion. The "Deliver by:" field is set to "MM/DD/YY" with a help icon. The "Pay from:" field is empty. The "Category:" field is set to "None" with a dropdown arrow. The "Amount:" field is set to "\$" with a text input field. The "Memo:" field is empty. The "Add a note" and "Add an invoice" buttons are visible. The "Cancel" and "Make payment" buttons are at the bottom. A note at the bottom reads: "We may use a secure, single-use bank card to make this payment."

- Once payee is entered, additional fields will display. Enter the below information:
 - Pay From** – this will display the default account, use the drop-down to choose a different account
 - Category** – defaults to None and can be updated using the drop-down menu
 - Memo** – optional field and can be used to include payment information that will display on the check memo line
 - Add a note** – this is used to write a note to yourself that will be saved with the payment
 - Add an invoice** – click this to include invoice information. Refer to "Adding an Invoice" section.
 - Deliver by** – manually enter or use the calendar icon to enter the date you would like the payment delivered by
 - (Check) or (Electronic)** – displays how the payment will be sent
 - Need to pay it faster?** – use this link to expedite a payment. Refer

to "Expediting a Payment" section.

- **Amount** – enter the amount of the payment
- iii. Click **Make payment**

The screenshot shows a payment form with the following elements:

- Pay to:** Text input field containing "Test Payee, ...6789".
- Pay from:** Drop-down menu showing "Test, ...8201".
- Category:** Drop-down menu showing "None".
- Memo:** Text input field.
- Deliver by:** Date input field showing "08/22/22" with a calendar icon and a help icon.
- Payment Method:** A button labeled "(Check)" and a link labeled "Need to pay it faster?".
- Amount:** Text input field with a dollar sign "\$".
- Buttons:** "Add a note" (with a note icon), "Add an invoice" (with an invoice icon), "Cancel", and "Make payment".
- Text:** "We may use a secure, single-use bank card to make this payment."

Multi-Pay mode

1. To make a payment in the **Multi-Pay** mode
2. Enter and update the below information:
 - a. **Pay From** – this will display the default account, use the drop-down to choose a different account
 - b. **Memo** – optional field and can be used to include payment information that will display on the check memo line
 - c. **Add a note** – this is used to write a note to yourself that will be saved with the payment
 - d. **Add an invoice** – click this to include invoice information. Refer to "Adding an Invoice" section.
 - e. **Deliver by** – manually enter or use the calendar icon to enter the date you would like the payment delivered by
 - f. **(Check) or (Electronic)** – displays how the payment will be sent
 - g. **Pay it faster?** – use this link to expedite a payment. Refer to "Expediting a Payment" section.
 - h. **Amount** – enter the amount of the payment
 - i. Repeat all steps until payment information is entered for all payees
3. Click **Confirm all payments**

+ [Pay someone new](#) APPROVALS | SINGLE PAY | **MULTI PAY**

View: [All \(excluding hidden\)](#) Search ← previous | Page 1 of 7 | next ▶ ?

Pay To Pay From	Coming Due	Last Scheduled	\$ Amount	Deliver By
2ND WIND		\$3,489.81 on 10/22/18	<input type="text"/>	08/22/22 (Check) Pay it faster?
<div style="border: 1px solid green; padding: 5px;"> ...3106 ...3106 ...7821 </div>				
		\$154.97 on 08/20/21	<input type="text"/>	08/22/22
		\$391.41 on 08/01/22	<input type="text"/>	08/22/22
		\$140.00 on 05/02/19	<input type="text"/>	08/22/22
Total:				
			Clear	Confirm all payments

4. The Preview: Make Payment screen appears, click **Confirm**.

Preview: Make Payment

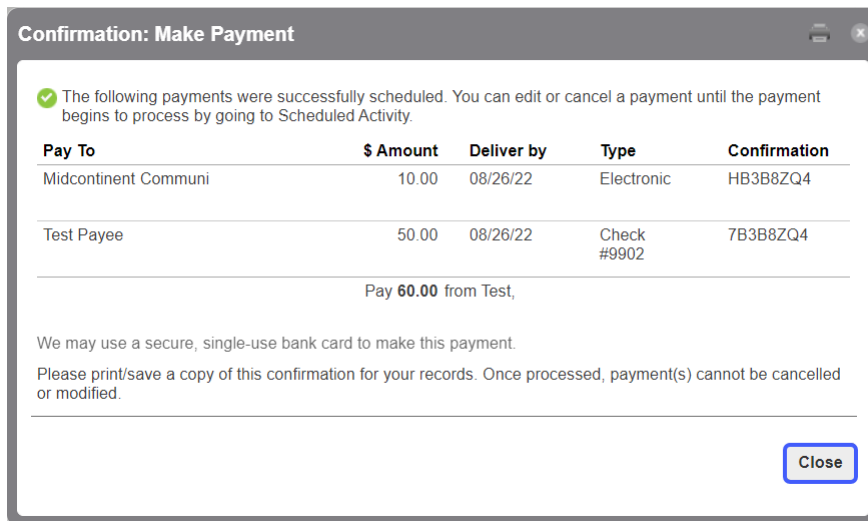
Pay To	\$ Amount	Deliver by	Type
Midcontinent Communi	10.00	08/26/22	Electronic
Test Payee	50.00	08/26/22	Check

Pay **60.00** from Test,

We may use a secure, single-use bank card to make this payment.

By completing this transaction, you hereby authorize us to process a one-time electronic debit from the account you provided, for each payment listed. The funds will be used to pay your bill(s) per your instructions given. If you have any questions regarding your payment or wish to revoke this authorization prior to the payment being processed, please contact Customer Service. Once processed, payment(s) cannot be canceled or modified. Payments made after the cutoff on a business day will be processed the next business day. We recommend that you print/save a copy of this authorization for your records. Click Confirm to complete or Cancel to terminate the payment process.

5. The Confirmation: Make Payment screen appears, click **Close**.

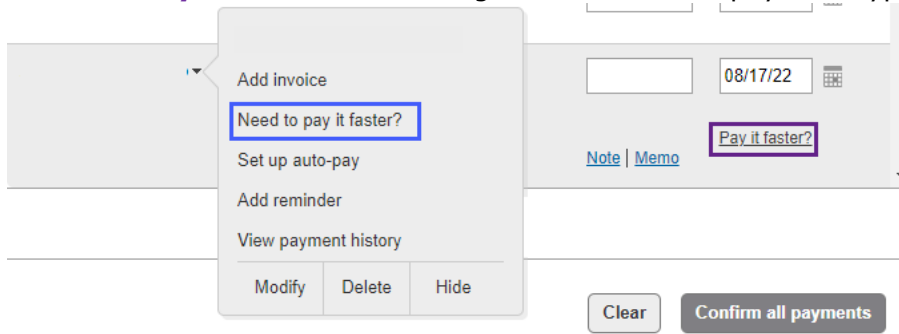


Expediting a Payment

- Customer will click on the Payee Name
- On the right side under the date field, it will display if the **payment type** is being sent by check or electronically (see screenshots below)



- The Customer can click on one of the below options to expedite:
 - Click "**Need to pay it faster?**" in the menu displayed by the Payee
 - Click "**Pay it faster?**" on the right side under the payment type



- Once they click on one of the options the below screen will display
 - Check
 - the customer will fill in the payment info in the below screen and click **Continue** at the bottom.
 - The **fee** is displayed on the screen

The screenshot shows a 'Expedited Payment' form with the following fields and values:

- Amount: \$
- Deliver by: 08/12/22
- Pay from: Spuds Test, ...6789
- Payment type: Overnight check (\$25.00 convenience fee applies)
- Address line 1: 123123 n main
- Address line 2: Cannot send to P.O. Box
- City: Champaign
- State: IL
- Zip: 61821
- Phone: (217) 365-4607
- Memo: (empty)

Buttons: Cancel, Continue

b. Electronic

- i. the customer will fill in the payment info in the below screen
- ii. they will have a choice on which way they would like the payment to be sent
 - Expedite electronic
 - Overnight Check
- iii. Click **Continue**
- iv. The **fee** for each choice is displayed on the screen

The screenshot shows a 'Expedited Payment' form with the following fields and values:

- 1st Security Bank, ...4154
- Amount: \$
- Deliver by: 08/12/22
- Pay from: Spuds Test, ...6789
- Payment type: Expedited electronic (\$5.00 convenience fee applies)
- Overnight check (\$25.00 convenience fee applies)

Buttons: Cancel, Continue

Modify a Payment

1. Click the **Activity** tab
2. Click on the **payment** you want to modify

Activity		
By ↑	Paid To	\$ Amount
08/26	Test Payee	50.00

3. The Payment Details screen appears, click **Modify payment**

Payment Details

Test Payee, Note

Amount: \$50.00

Paid from: Test,

Category: None

Deliver by: 08/26/22

Status: Scheduled ?

Confirmation number: 7B3B8ZQ4

Delivery type: Check

Check number: 9902

Address: 4950 Stevenson Blvd
FREMONT, CA 94538

Auto-pay: No

4. Update the information, click **Modify**

Modify Payment Details

Test Payee, ...6789 Note

Amount:

Paid from: Test,

Deliver by:

Category: ▼

Memo:

Status: Scheduled ?

Confirmation number: 7B3B8ZQ4

Delivery type: Check

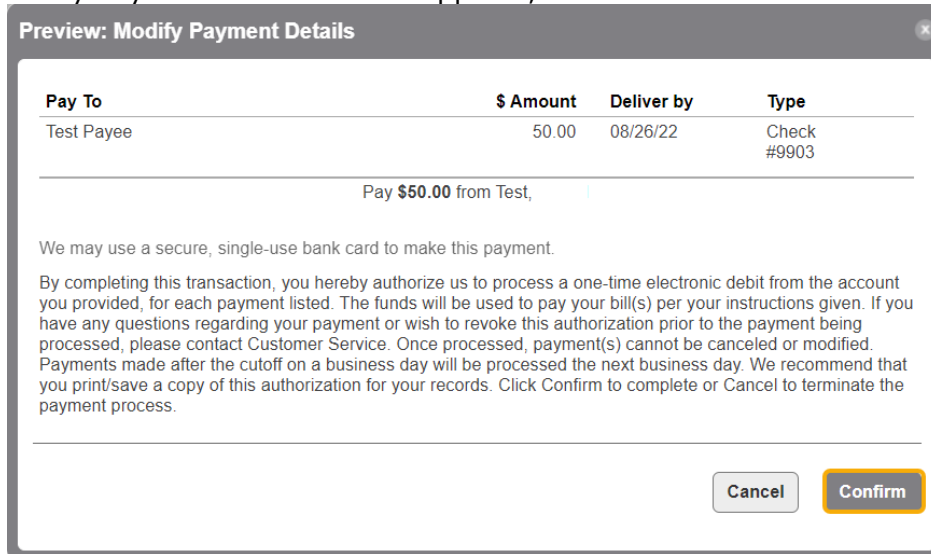
Check number: 9902

Address: 4950 Stevenson Blvd
FREMONT, CA 94538

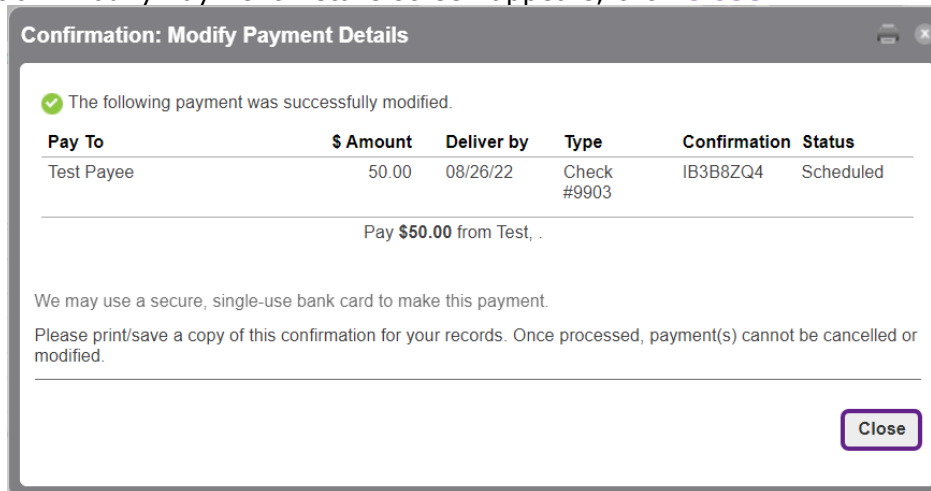
Auto-pay: No

[Add invoice](#)

- The Preview: Modify Payment Details screen appears, click **Confirm**

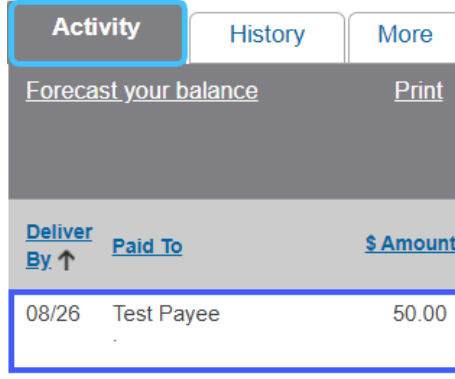


- The Confirmation: Modify Payment Details screen appears, click **Close**

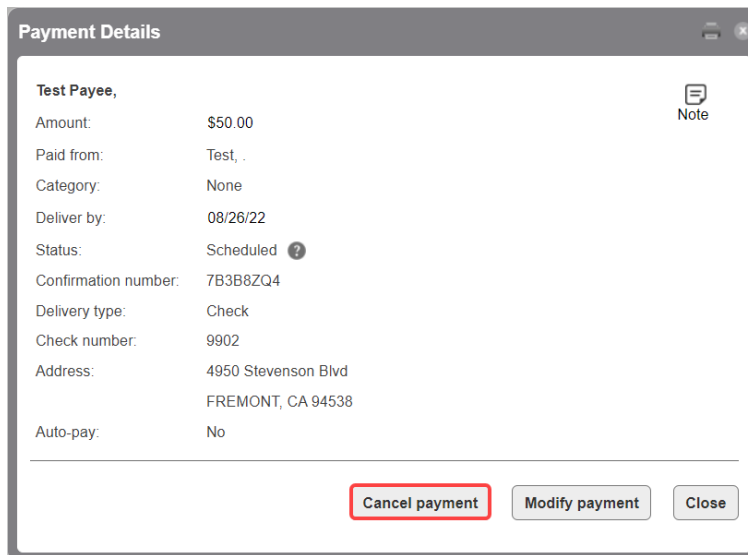


Cancel a Payment

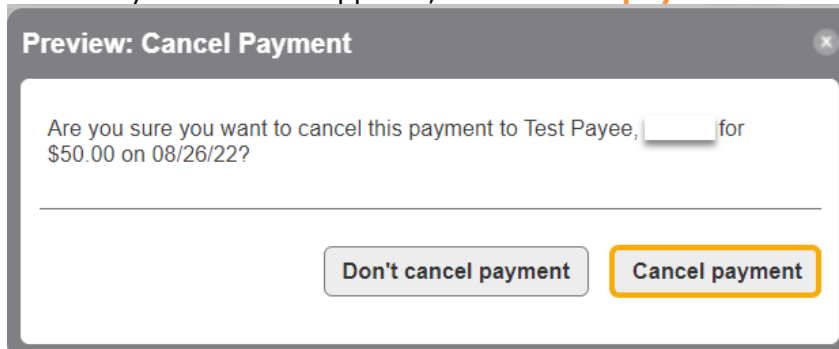
- Click the **Activity** tab
- Click on the **payment** you want to cancel



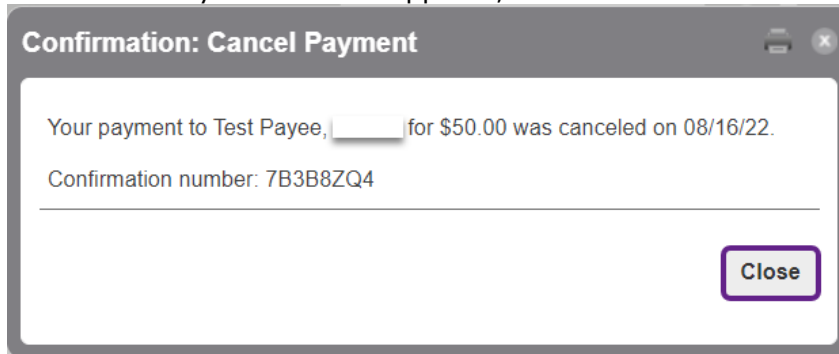
- The Payment Details screen appears, click **Cancel payment**



4. The Preview: Cancel Payment screen appears, click **Cancel payment**



5. The Confirmation: Cancel Payment screen appears, click **Close**



Add an Invoice

1. To add an invoice, click the Add Invoice link from one of the following areas:
 - a. Payment form with a biller in focus within **Single Pay** mode.
 - i. Click on the payee at top of screen **Note:** if you have more than 300 payees, this view will not be available
OR
 - ii. Type the name of the payee in the "Pay to:" field and related payees will display to choose

Pay someone new

APPROVALS SINGLE PAY MULTI PAY

Organize by: Due in View: All Find a biller

1st Security B 21st Century M A&N Electr AAA Ohio Auto

Options

Pay to: 1st Security Bank of Washingt Deliver by: 08/18/22
(Electronic)

Pay from: Test

Category: None Amount: \$

Add a note

Add an invoice

We may use a secure, single-use bank card to make this payment.

Cancel Make payment

b.

c. Payee details menu within Multi-Pay mode.

Pay someone new

APPROVALS SINGLE PAY MULTI PAY

View: All Find a biller

Pay To	Amount Due	Last	\$ Amount	Deliver By
1st Security Bank of Wash				08/18/22 (Electronic) Pay it faster?
21st Century Mortgage				08/18/22
A&N Electric Cooperative				08/18/22

1st Security B

Add invoice

Need to pay it faster?

Set up auto-pay

Add reminder

View payment history

Modify Delete Hide

2. The Add Invoice screen will appear. Enter the following information
 - a. Number
 - b. Type – Invoice, Bill, Credit Memo, or Prepaid Check
 - c. Description
 - d. Invoice Amount
 - e. Discount Amount (optional)
 - f. Adjustment (optional) – Credit or Debit
 - g. Net Total – this will display the final amount of the payment.
3. Click **Add Invoice**

Add Invoice

Number:

Type:

Description:

Invoice:

Discount:

Adjustment:

Net Total: \$0.00

4. The payment screen will appear. The invoice information entered will display in the **Invoices** section. From this screen you can **Modify** or **Delete** the invoice prior to making the payment.
5. Click **Make Payment**
6. The Preview: Make Payment screen will appear. Click **Confirm**. **Note:** If user doesn't have approval permission, then the process will be over and a user with approval permission will need to approve the payment.

Preview: Make Payment

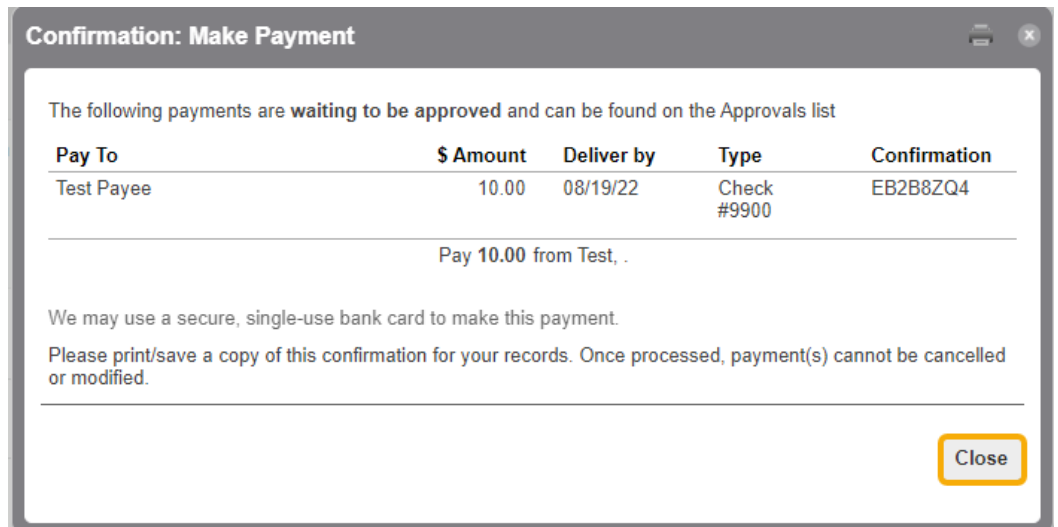
Pay To	\$ Amount	Deliver by	Type
1st Security Bank of Washington,	123.00	08/22/22	Check

Pay 123.00 from Spuds Test,

We may use a secure, single-use bank card to make this payment.

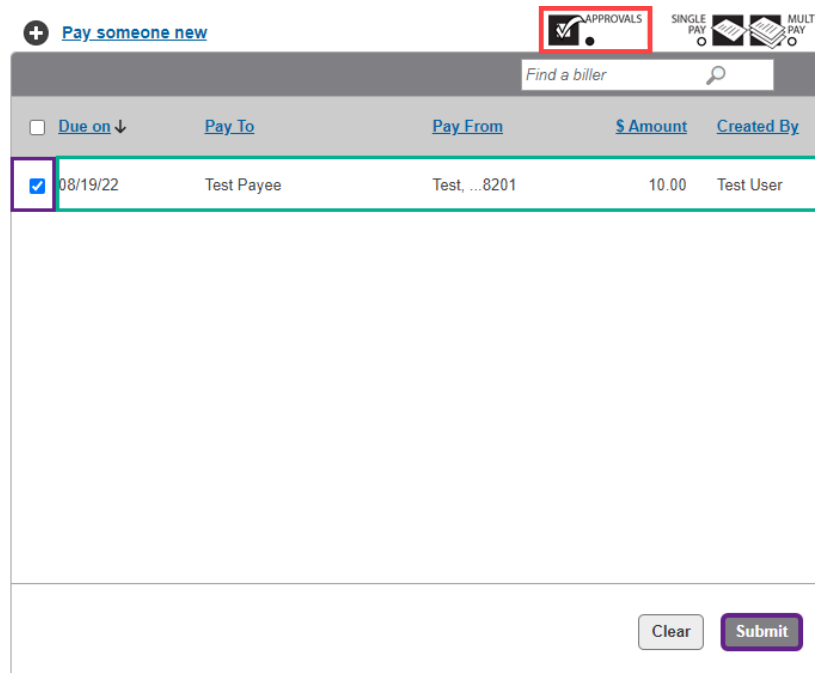
By completing this transaction, you hereby authorize us to process a one-time electronic debit from the account you provided, for each payment listed. The funds will be used to pay your bill(s) per your instructions given. If you have any questions regarding your payment or wish to revoke this authorization prior to the payment being processed, please contact Customer Service. Once processed, payment(s) cannot be canceled or modified. Payments made after the cutoff on a business day will be processed the next business day. We recommend that you print/save a copy of this authorization for your records. Click Confirm to complete or Cancel to terminate the payment process.

7. The Confirmation: Make Payment screen will appear. Click **Close**.



Approve a Payment

1. Click the **Approvals** tab on the Landing Page.
2. To approve a payment:
 - a. Check the **box** next to the payment and click **Submit**
 - OR
 - b. Click on the **payment**



3. The Payment Details screen will appear. Click **Approve**.

Payment Details

Test Payee Note

Amount: \$10.00

Paid from: Test,

Category: None

Deliver by: 08/19/22

Status: Pending approval ?

Confirmation number: EB2B8ZQ4

Delivery type: Check

Check number: 9900

Address: Stevenson Blvd
FREMONT,

Auto-pay: No

[Approve](#) [Cancel payment](#) [Modify payment](#) [Close](#)

4. The Preview: Approval screen will appear. Click **Continue**.

Preview: Approval

Please review your approvals.

Pay To	\$ Amount	Deliver By	Type	Confirmation
Test Payee	10.00	08/19/22	Check	EB2B8ZQ4

10.00 paid from Test, 1

We may use a secure, single-use bank card to make this payment.

[Cancel](#) [Continue](#)

5. The Confirmation: Approval screen will appear. Click **Close**.

Confirmation: Approval

✓ The following payments were successfully approved and moved to Scheduled Activity on 08/16/22. To edit or cancel these payments, please go to Scheduled Activity now.

Pay To	\$ Amount	Deliver By	Type	Confirmation	Status
Test Payee	10.00	08/19/22	Check	EB2B8ZQ4	Scheduled

10.00 paid from Test,

We may use a secure, single-use bank card to make this payment.

[Close](#)

View Payment Activity

1. Click the **Activity** tab
2. The below information will be displayed
 - a. **Scheduled payments**

- b. **Total** of all payments scheduled
Note: you can change the list order by clicking on the column headings

Activity			History	More
Forecast your balance			Print	
All accounts ▾				
Deliver By ↑	Paid To	\$ Amount		
09/01		9,500.00		
09/01		9,500.00		
09/01		9,500.00		
09/01		11,583.33		
09/01		11,583.33		
09/01		9,500.00		
08/31		6,599.02		
Total scheduled:		\$146,917.81		

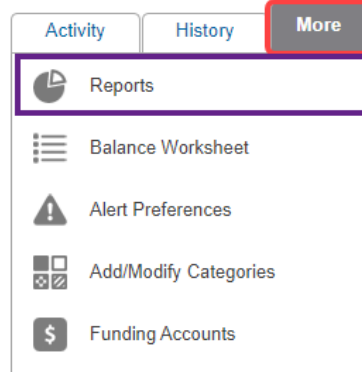
View Payment History

1. Click the **History** tab
2. The below information will be displayed
 - a. **Payments** that have been processed and paid **Note:** these payments can't be modified or canceled
 - b. **Total** of all payments paid
Note: you can change the list order by clicking on the column headings

Activity			History	More
Create spending report			Print	
View: 30 days ▾			All accounts ▾	
Deliver By ↑	Paid To	\$ Amount	Status	
08/17		396.06	In-process	
08/17		790.00	In-process	
08/17		3,949.93	In-process	
08/15		181.81	Paid	
08/15		10,784.20	Paid	
08/15		251.43	Paid	
08/15		25.77	Paid	
Total paid:		\$325,431.07		

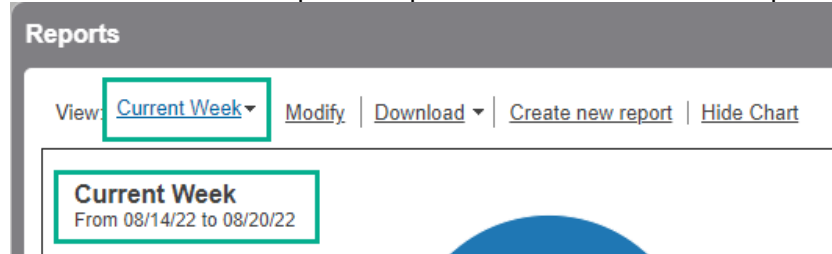
More tab Reports

The below functions can be located by click **Reports** under the **More** tab

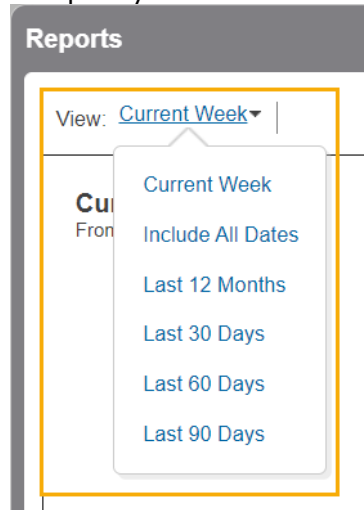


View Reports

1. The screen will appear and display the default report. The default report is set by modifying a current available report or by creating a new report and setting it as the default report. **Note:** the system defaults to **Current Week** which displays which dates are included until a different report is updated to be the default report.

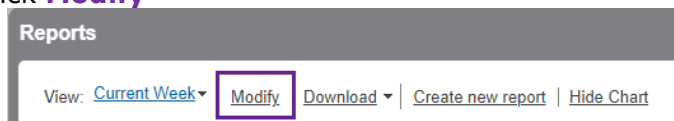


2. To view a different report:
 - a. Click the drop-down arrow
 - b. Choose the report you want to view from the **View menu**



Modify a Report

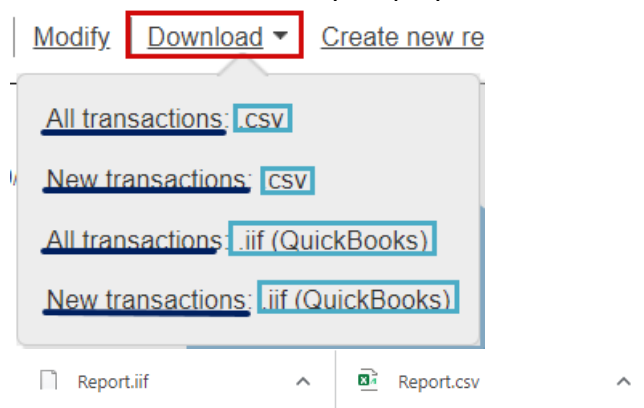
1. Choose the report you want to modify from the drop-down View menu
2. Click **Modify**



3. The Modify Report screen appears
4. Update the information, then click **Save**

Download Transactions

1. Choose the report you want to modify from the drop-down View menu
2. Click **Download**
3. Choose the **transaction type** and **file format** from the drop-down menu
4. The files will download and usually display at the bottom of your screen to open



Create a New Report

1. Choose the report you want to modify from the drop-down View menu
2. Click **Create new report**
3. The Create Report screen appears, enter or choose the below information

- a. **Report title** – Enter the name as you want it to appear in the View drop-down menu
 - b. **Save this as the default report** – check the box if you want the report to be the default report
 - c. **Time Frame** – choose the time frame of the transactions you want included in the report. **Note:** there are several choices to select from or you can choose custom dates.
 - d. **Subtotal** – choose how you want the report to be subtotaled from the drop-down
 - i. Do not subtotal – not total will be included
 - ii. Month – will subtotal by month
 - iii. Quarter – will subtotal by quarter
 - iv. Biller – will subtotal by payee
 - v. Category – will subtotal by category
 - vi. Account – will subtotal by account
 - e. **Accounts** – check the box(es) next to the accounts you want to include in the report
 - f. **Billers** – check the box(es) next to the payee(s) you want to include in the report
 - g. **Payment statuses** – check the box(es) next to the payment status(es) you want to include in the report
 - h. **E-bill statuses** – check the box(es) next to the e-bill status(es) you want to include in the report
4. Click **Save**

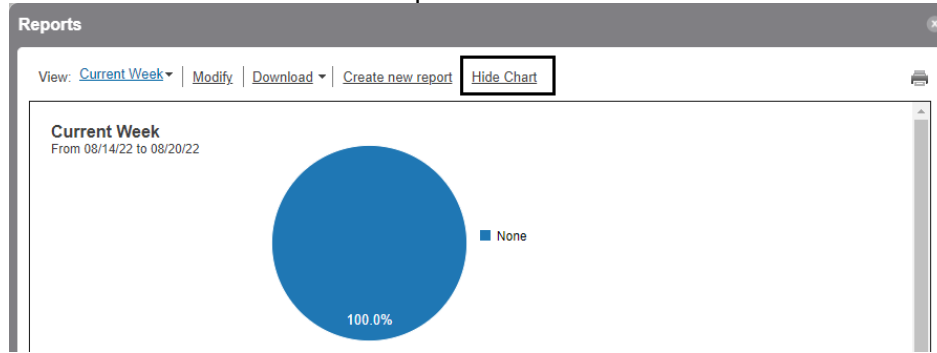
The screenshot shows a 'Create Report' dialog box with the following fields and options:

- Report title:** An empty text input field.
- Save this as the default report:** An unchecked checkbox.
- Time frame:** A dropdown menu set to 'Last 30 days'.
- Subtotal:** A dropdown menu set to 'Do not subtotal'.
- Accounts:** A list with one checked item: 'Test ...'.
- Billers:** A 'Deselect all' link and a list of four checked items: 'Discover Credit Card ... (Deleted)', 'Midcontinent Communi ...', 'Progressive Insuranc ... (Deleted)', and 'Test Payee ...'.
- Payment statuses:** A 'Deselect all' link and a list of seven checked items: 'Canceled', 'Failed', 'In-process', 'Paid', 'Pending', 'Scheduled', and 'Unfunded'.
- E-bill statuses:** A list with two unchecked items: 'Unpaid bills' and 'Filed bills'.

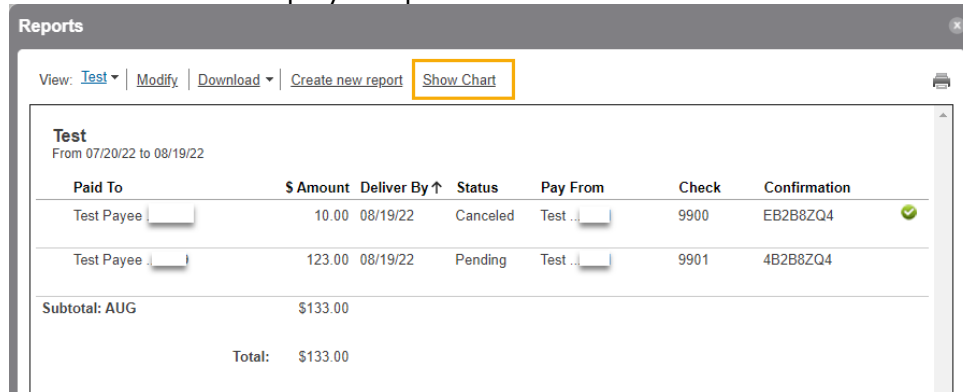
At the bottom right, there are 'Cancel' and 'Save' buttons.

Hide/Show Chart

1. Click **Hide Chart** to remove the pie chart

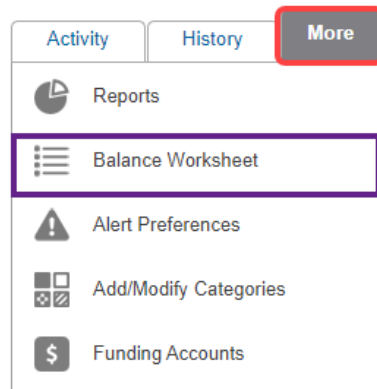


2. Click Show Chart to display the pie chart

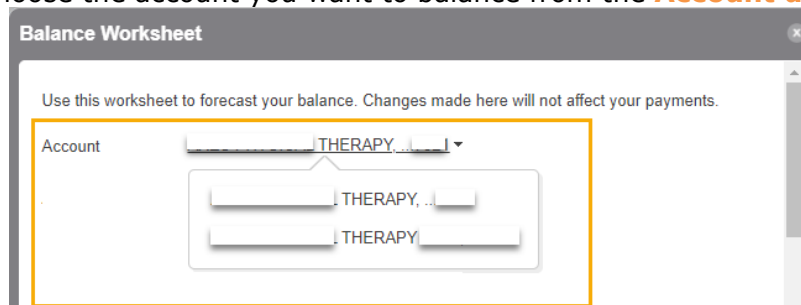


Balance Worksheet

1. Click the **More** tab
2. Click **Balance Worksheet**



3. The Balance Worksheet screen appears
4. Choose the account you want to balance from the **Account drop-down**



5. Choose the **date** you want to display activity through **Note:** the balance sheet will include all activity through this date
6. Check the **Unscheduled eBills and reminders** if you want them included on the balance sheet. **Note:** Scheduled payments are included by default
7. Enter the **Balance** of the account
8. Click **Add additional row**
 - a. Enter in a **Description**
 - b. Check the box next to **Payment** or **Deposit**
 - c. Enter the **Amount**
9. The **What's Left** line will show the ending balance

Balance Worksheet

Account: Test...

Activity through: 09/09/22

Include: Scheduled
 Unscheduled eBills and reminders

Balance: \$2,500.00

<input checked="" type="checkbox"/>	Date	Description		Amount
<input checked="" type="checkbox"/>		test payment	<input checked="" type="radio"/> Payment: <input type="radio"/> Deposit:	\$100.00
<input checked="" type="checkbox"/>		test deposit	<input type="radio"/> Payment: <input checked="" type="radio"/> Deposit:	\$20.00
Add additional row				
What's Left:				\$2,420.00

Close

Alert Preferences

1. Click the **More** tab
2. Click **Alert Preferences**

Activity | History | **More**

- Reports
- Balance Worksheet
- Alert Preferences**
- Add/Modify Categories
- Funding Accounts

3. The Alert Preferences screen appears
 - a. **Email Address** - your email address will be displayed
 - b. **Email Format** - choose the email format you want the alert emails to be delivered
 - c. Check the **box(es)** next to the alerts you would like to receive. **Note:** if the box is greyed out, the alert type is required
 - d. Click **Save**.

Alert Preferences

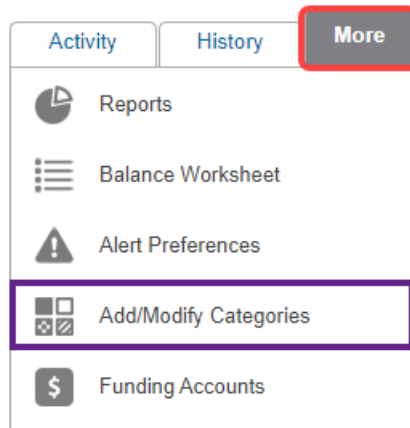
Email address:

Email format:

	Email
Your updated account information	<input checked="" type="checkbox"/>
Biller added	<input checked="" type="checkbox"/>
Biller edited	<input checked="" type="checkbox"/>
Payment	
Payment requires immediate approval	<input checked="" type="checkbox"/>
Weekly payments pending immediate approval	<input checked="" type="checkbox"/>
Payment successful	<input checked="" type="checkbox"/>

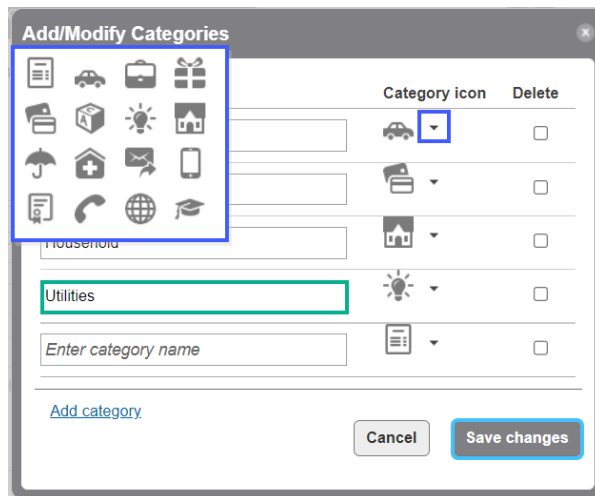
Add/Modify/Delete Categories

1. Click the **More** tab
2. Click **Add/Modify Categories**
3. The Add/Modify Categories screen appears



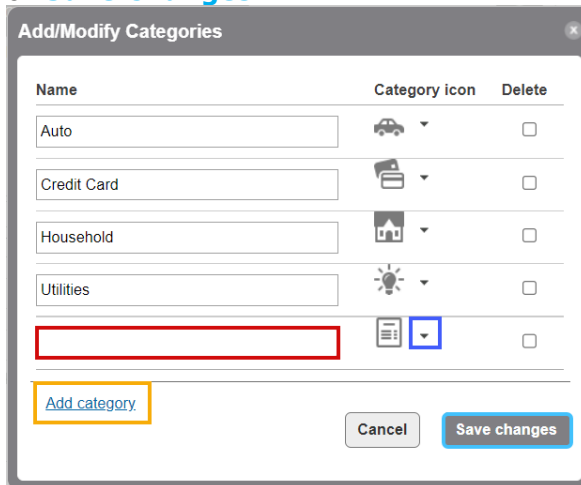
Modify a category

1. The below information can be modified
 - a. **Name** - click in the box of the category and update the name you want to change it to
 - b. **Category Icon** - choose a different icon from the drop-down menu
 - c. Click **Save Changes**



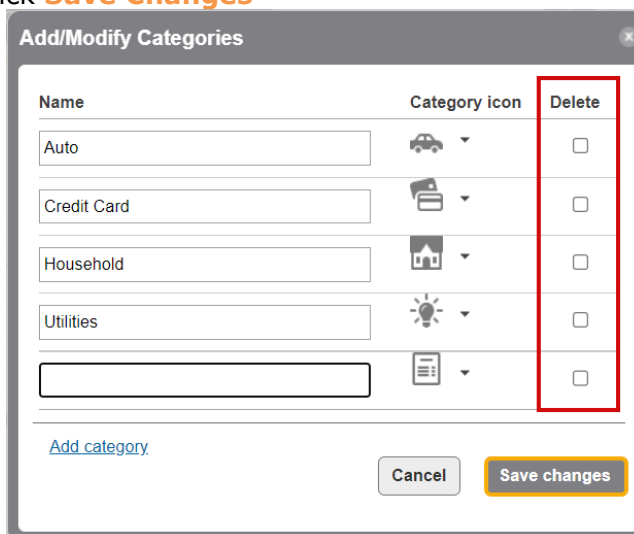
Add a category

1. Click **Add category**
2. Enter the name of the category you want to add in the blank **Name** box
3. Choose a **category icon** from the drop-down menu
4. Click **Save Changes**



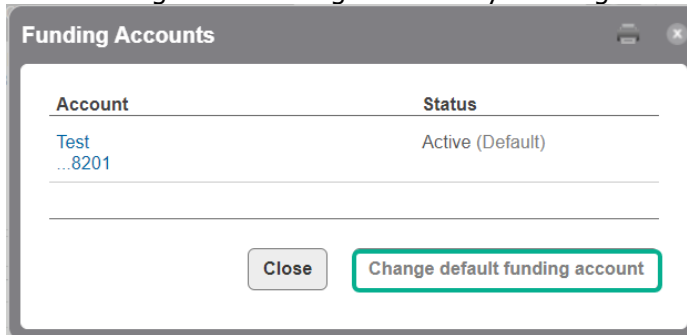
Delete a category

1. Check the **box(es)** next to the category you want to delete
2. Click **Save Changes**



Funding Accounts

1. Click the **More** tab
2. Click **Add/Modify Categories**
3. The Funding Accounts screen appears with all funding accounts listed
4. You can change the funding account by clicking **Change default funding account**



If you need support on the Busey Bill Payment system, please contact us at the information below.

Busey Treasury Management Support
Contact Information
TreasuryManagement@Busey.com
800-749-7844