

# Busey Lockbox **System Guide**








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## Busey Lockbox




### **Lockbox First Time Login**

1. Navigate your web browser to [www.Busey.com](http://www.Busey.com) and select Business on the “Choose Your Login...” drop down menu.
2. Below the login boxes for Small Business ebank, click the **Log In** button next to *A/R Xpress*.
  - a. You will need to continue past the Partner Site notification popup.
3. Enter your login credentials provided to you during your lockbox training or by your organization’s administrator.
4. You will need to create a personal password for the website. Your password must meet the criteria below.
  - a. Between 8-24 characters.
  - b. At least one capital letter, one number, and one special character.
  - c. Cannot contain repeat letters/characters (examples: cookie, apple, 33445)
5. Select and answer three security questions. You will be asked one of these questions each time you log into your lockbox system.
6. Once you see the welcome message, you have successfully logged in!

### **Review Daily Deposits**

1. Once you are logged into the lockbox system, click on “Archive” on the navigation bar.
2. A search form will pop up. To search for a specific date’s deposits, click on the box next to the word “Date:”
  - a. You can also change the drop-down option that says *Equals* to *Between* to retrieve multiple days.
3. Select a date from the pop-up calendar, or type in a date in MMDDYY format.
4. Click Search. Results archived on the entered date will appear.
  - a. To view specific items alone, click on the single-check icon (  ).
  - b. To view all items related to a specific item, click the multiple checks icon (  ).
5. You can generate a PDF document of all the items from your search results by clicking on the PDF icon (  ).

### ***Search for Specific Checks***

1. Log into the Lockbox system and navigate to the “Archive” on your navigation bar.
2. A search form will pop up. To search for a specific check, use the “Check Level” criteria located on the bottom right.
3. Click Search. Any checks and matching correspondence/coupons which equal your search criteria will be displayed.
  - a. To view specific items alone, click on the single-check icon ().
  - b. To view all items related to a specific item, click the multiple checks icon ().
4. You can generate a PDF document of all the items from your search results by clicking on the PDF icon (.

### ***View a Daily Summary Report***

1. Log into the lockbox system and hover over the “Modules” menu on your navigation bar.
2. A drop down will appear, select “Daily Summary”.
3. Today’s date will be defaulted in next to “Process Date”. You can select prior dates by typing in the date in MMDDYY format.
4. Click “Search”. You should have one result appear under your lockbox number. The total items and total amount for that day are on the right.
5. To print this page, right click on the page and select “Print...” from your mouse’s menu.

### ***Exploring the Daily Summary Report***

1. Navigate to your Daily Summary Report using the instructions above.
2. Your overall daily summary totals will appear on the “Lockbox Summary” tab at the top. Clicking on the numbers under **Lockbox #** will allow you to explore a more detailed report of the deposits received that day.
3. Clicking on the number under **Lockbox #** will bring you to the “Daily Detail” tab.
  - a. Batches in the 100’s include checks and any correspondence with the checks.
  - b. Batch 99999 will include any non-cash items that were received that day.
4. You can continue to explore more detailed reports by clicking on any **Batch #** on the “Daily Detail” tab. This will bring you to the “Batch Detail/Contents” tab at the top.
  - a. Each result under the “Batch Detail/Contents” tab is one piece of received mail.
    - i. **Trans Amount** is the amount of the included cash item; **Document Count** is the number of scanned images from that piece of received mail.

**Important:** Your lockbox has been customized to fulfill the needs of your organization. There are many features that you may have requested that are not covered in this basic lockbox guide but will be covered in depth during your lockbox training. If you ever need refreshed on how to use your lockbox system, or if you ever have any questions or concerns about your lockbox system, please contact Busey Cash Management Support using the information below.

**Busey Cash Management Support  
Contact Information**

[BusinessAccess@Busey.com](mailto:BusinessAccess@Busey.com)

217-365-4607

or

1-800-67-BUSEY, followed by option 4, then option 2