Check Positive Pay
System Guide

Busey®

Check Positive Pay

Accessing Positive Pay

1. Login to Business Access and select **SSO Services** from the drop-down menu.

2. One the grey bar, select **Positive Pay**. Click the "Login to Positive Pay" button.
   a. **Note:** If this is your first time logging in to positive pay, you will need to enter your login information provided to you from Busey. After you log in for the first time, this information will be saved and you will automatically be signed in to positive pay.

3. You have now logged in to the Busey Positive Pay system. Your navigation menu is on the left side of your screen.

Uploading an Issued Check File

1. Login to Busey Positive Pay.

2. On the navigation menu to the left, select "Submit Issued Check File" under the "Transaction Processing" category.

3. Click the "Browse…" button to search your computer for your issued check file.

4. Select the appropriate **Client ID** and **File Processing Type**.
   a. Client ID is the account you are submitting the check file for.
   b. File processing type is the format of the file you are uploading, generally assigned to specific accounts.
   c. **Note:** If your issued check file format has changed, please contact Cash Management Support at the contact information on the final page of this guide.

5. Click the "Process File" button to submit your issued check file. You will be directed to a summary of your uploaded file along with a status.
   a. **Processed** indicates the complete file was processed and checks have been issued.
   b. **Processed with Exceptions** indicates some checks were unable to be issued. Click the status under "results" to view the items that were not processed.
   c. **Rejected** indicates the file was unable to be processed. This could be because the file was previously submitted, or the format has changed.

6. The totals retrieved from the file will be shown at the bottom of the page. Please verify with the totals expected for the file to ensure all checks were issued.

Manually Issuing a Check

1. Login to Busey Positive Pay.

2. On the navigation menu to the left, select "Add New Issued Check" under the "Transaction Processing" category.

3. Select the appropriate **Client ID** (account) and fill in the required information from the issued check.

4. Click the "Add Check" button to add the issued check to the Positive Pay system.

Manually Void a Check
Check voiding is used only when the check remains in your possession and you do not plan on issuing that check.

1. Login to Busey Positive Pay.

2. On the navigation menu to the left, select "Void a Check" under the "Transaction Processing" category.

3. Select the appropriate **Client ID** (account) and fill in the information about the voided check.

4. Click "Find Matching Check". The system will search for a matching issued check entry. If no entry yet exists, the voided check will be issued and voided at the same time.

5. Verify that you'd like to void the check.

6. Click the "Void Check" button to void the check. Or, if the check had not yet been issued, click the "Add Check" button to simultaneously add and void the check.

Stop Pay a Check
Posting a stop payment is done when the check is no longer in your possession but you would like it to not clear your account.

1. Login to Busey Positive Pay.

2. Click the "Request Stop Payment" option under the "Stop Payments" category.

3. Select the appropriate **Client ID** (account) and fill in the information about the check you'd like to stop.

4. Click "Find Matching Check". The system will search for a matching issued check entry. If no entry yet exists, the stopped check will be issued and voided at the same time.

5. Verify that you'd like to stop the check.

6. Click the "Apply Stop Payment" button to add a stop payment request to the check. Or, if the check had not yet been issued, click the "Add Check" button to simultaneously issue the check and apply a stop payment request. Review Outstanding Issued Checks

Process Daily Check Exceptions

1. You will receive a daily email if there are positive pay exception items for you to review. You will have until 10AM CST/11AM EST to make a decision of **Pay** or **Return** for these exceptions.
   a. After the cutoff time, your default decision will be selected for you.

2. To review your exception items, start by logging into the Busey Positive Pay system.

3. Select "Quick Exception Processing" under the "Exception Processing" category.

4. Your exception items will be displayed along with an exception type.
   a. **Check Amount Encoding** and **Check Number Encoding** errors should be marked as **Return** – this will flag the item in the system and allow Busey to make the appropriate corrects to these check items. These items will <u>not</u> be returned by selecting the return decision.

5. If you would like the item to remain paid, select the **Pay** option. To return an item, select **Return** and choose a reason for the return.

6. Click the "Update" button to save your decisions for the day's exception items.

*If you'd like to grant a user permissions to use the Positive Pay system you will need to contact Cash Management support at the information below.

**If you have any concerns or questions about your Check Positive Pay system, please contact Busey Cash Management Support at the information below.

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Busey Cash Management Support
Contact Information

BusinessAccess@Busey.com
217-365-4607
or
1-800-67-BUSEY, followed by option 4, then option 2

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