

ACCESS Navigation Slides

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- Reconciling July 2026 Billing
- Paying with ACH
- Paying with IET or Lockbox

July 2026 Billing Recon

RALEIGH CO BOARD OF E... x

courtney.blankenship@wv.gov

Billing Details

RALEIGH CO BOARD OF EDUCATION

Search your tools

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- Participant Search
- Organization Search
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Billing invoices

Information

Group: PEIA Boards of Education City: BECKLEY, West Virginia Name: [REDACTED] Net due: \$2,129,806.82 ⓘ

[View existing invoices](#) [Generate pre bill](#) [Generate on demand invoice](#) [Generate adjustment only invoice](#)

Invoice results

From: 5/12/2026 To: 8/12/2026 [Apply](#)

ID ↓	Date	Invoice type	Period begin date	Status code	Prior balance	Invoiced amts/adj	Allocated pmnts/cn	Unallocated pmnts	Amount due
117995	Aug 1, 2026	Scheduled	Aug 1, 2026 - Aug 31, 2026	Processed	[REDACTED]				
11	Aug 2, 2026	Adjustment Only	-	Processed	\$0.00	\$1,705,845.58	-\$3,141.58	\$0.00	\$1,702,704.00

1 - 2 of 2 items

To review your Billing:

1. select: Billing > Invoicing from the left menu
2. Then > Click the 8/2/2026 hyperlink for July's Billing
3. Click the 8/1/2026 hyperlink for August's Billing

4. You may filter and view, or export the full upload billings to Excel by selecting the download Icon on the right:

Invoice details

Invoice date
Aug 2, 2026

Status
Processed

Type
Adjustment Only

Invoice ID
44

Run by
MWHITESIDES on Aug 2, 2026
using pelaBoardsOfEduca...
[Read More](#)

Invoice transactions

View/Group by

Billing item

Transaction type

Employee (last, first) or person ID

Search

ID	Date	Transaction type	Item	Coverage	Billing period	Person ID	Name	Amount
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5. The balance associated with August 2, 2026 is the conversion balance from Web Contributions.

6. *Any unapplied payments that the agency had at the time of conversion on 7/17/2026 was automatically allocated to the beginning balance, reducing the amount owed for the agency.*

7. This is the full conversion amount owed:

s	Amount due
	\$2,129,806.82
	\$1,702,704.00
	1 - 2 of 2 items

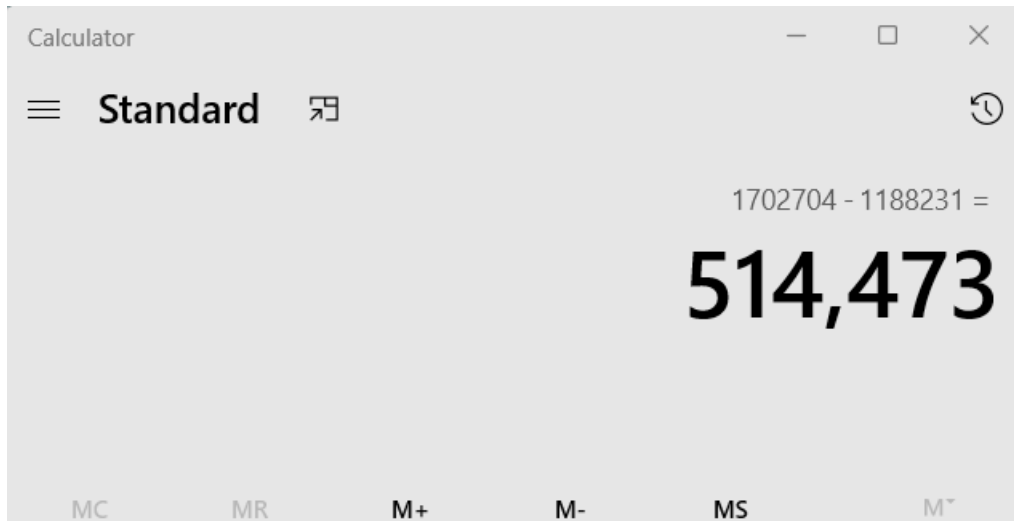
8. **For Boards of Education**, the July 2026 State Aid has been applied. To check to see that balance, go to the payments page on the left menu.

The screenshot displays the 'Payments' section of a software interface. On the left, a sidebar menu lists various functions, with 'Billing' currently selected. The main content area is titled 'Payment results' and includes search filters for 'Date filter' (set to 'Custom Date Range'), 'From' (5/12/2026), and 'To' (8/12/2026). Below these are 'Additional Search Options' for 'Additional Type' and 'Additional Value'. A table of payment results is shown with columns: Payment ID, Date posted, Date received, Source, Status, Amount received, Amount allocated, and Amount refunded. The table contains two rows of data and a 'Totals' row. The first row shows a payment of \$1,188,231.00 from the 'Board of Education State Aid' on 8/4/2026. The second row shows a payment of \$3,141.58 from 'Lockbox' on 8/2/2026. The 'Totals' row shows a total amount received of \$1,191,372.58 and a total amount allocated of \$1,188,257.62. The page also includes a pagination control showing '1' of 2 items and a '10 items per page' dropdown.

Payment ID	Date posted	Date received	Source	Status	Amount received	Amount allocated	Amount refunded
2471	Aug 4, 2026	Aug 1, 2026	Board of Education State Aid	Allocated	\$1,188,231.00	\$1,188,231.00	\$0.00
16	Aug 2, 2026	Jun 12, 2026	Lockbox	Partially Allocated	\$3,141.58	\$26.62	\$0.00
Totals					\$1,191,372.58	\$1,188,257.62	\$0.00

9. Click the hyperlink and scroll to the bottom to view the itemizations, filter and export to excel.
10. For Recon specifically, *you would take the beginning amount owed minus the State Aid payment amount*

$$1,702,704.00 \text{ minus } 1,188,231.00 = \$514,473$$



11. Once you have your balance, you can make a payment based on that amount.
12. **For State Agencies:** Many State Agency accounts had excessive amounts of unapplied payments and payroll posted. Although you didn't make a payment in July, the unapplied payments were applied to your July billing.

Paying with ACH

The screenshot displays a software interface for managing payments. On the left is a blue sidebar menu with the following items: Workflow Tasks, Workflow Status, My Work Orders, Work Groups, Billing (selected), GL Billing, Plan Reporting, Call Management Reports, Scheduler, Scheduler Results, Data Collection, Add Participant, Alerts, and User Management. The main content area is divided into three sections:

- Payment summary:** Shows a current balance of \$2,129,806.82, a due date of Sep 5, 2026, a last payment received of \$1,188,231.00, and a date received of Aug 1, 2026.
- Banking information:** Includes a table with columns for Bank account number, Bank account nickname, Account holder, Bank account type, Bank routing number, Auto payment, ACH deduction date, and Action. A red button labeled 'Add new account' is in the top right corner.
- Electronic payment history:** Includes a table with columns for Transaction date, Account nickname, Amount paid, Bank account number, Auto payment, Status, and Action. A red button labeled 'Make one time electronic payment' is in the top right corner.

At the bottom of the main content area, there is a pagination bar showing '10' items per page and '0 - 0 of 0 items'.

1. ACH payments can only be made from the ACH tab in the billing in the left menu.
2. Review your billing, determine the amount you wish to pay.
3. You may add a new account, or if you were already set up as ACH, you should see your account details here.

Add banking information ✕

John Doe
1234 Locust View Drive
San Francisco, CA 94108
Date 1-23/15/2015

PAY TO THE ORDER OF \$ 1035
DOLLARS

Your Bank
1234 Locust View Drive
San Francisco, CA 94108

MEMO

123456789 987654321 1035
Routing Number Account Number Check Number

☐ Make automatic payments of the amount due from this account
☒ Do not make automatic payments from this account

Bank account number*

Bank routing number*

☐ Checking Account ☐ Savings Account

Bank account nickname*

Account holder*

Terms & Conditions*
☐ I confirm that the account holder has acknowledged and agreed to the [terms & conditions](#)

Cancel Save

- The Terms and conditions provide information about the ACH and must be selected.
- You can choose automatic payments for the 5th or 20th, or select 'Do not make automatic payments' (recommended), and it saves your account information for next payment.
- When making the payment, enter the amount you wish to pay.
- Banking information would likely autofill if already saved, you can choose to save it for next payment.
- Select save.
- It will then show in your Electronic Payment History.

There is not a payment confirmation screen. It is recommended you do a screen shot of this page before continuing if payment information is needed.

One time electronic payment

John Doe

1234 Locust View Drive
San Francisco, CA 94108

PAY TO THE
ORDER OF _____ \$ _____
DOLLARS

Your Bank
1234 Locust View Drive
San Francisco, CA 94108

MEMO _____

123456789

987654321

1035

Routing Number

Account Number

Check Number

Date _____ 1-23-2019

1035

Amount*

☒ Provide other banking information

Bank account number*

Bank routing number*

☒ Checking Account ☐ Savings Account

Bank account nickname*

Account holder*

ACH deduction date*
8/12/2026

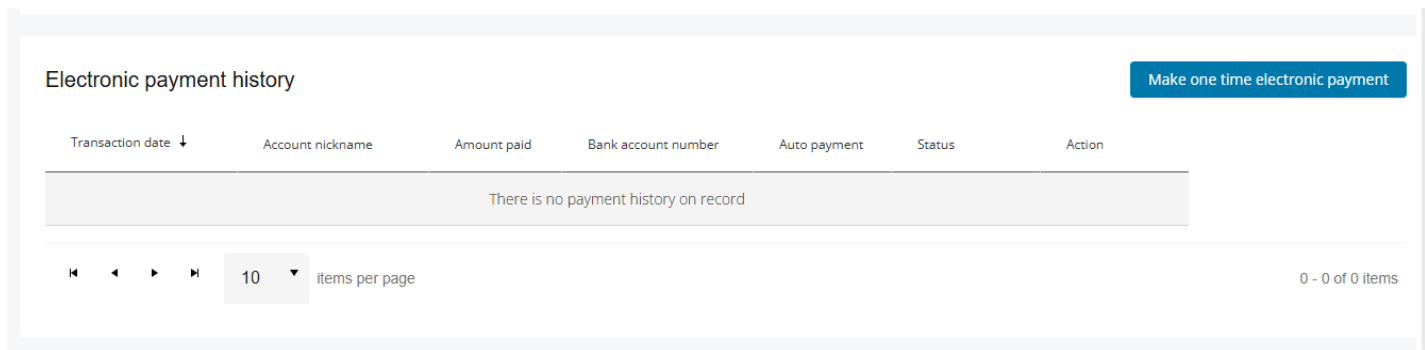
☐ Save the banking information

Terms & Conditions*

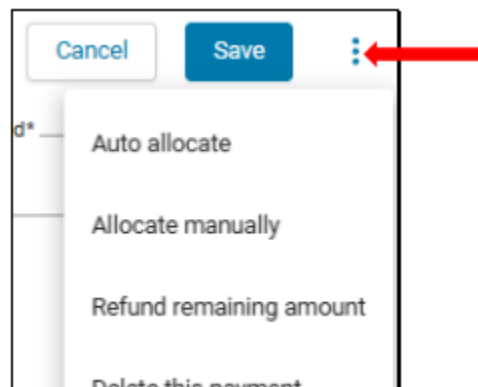
☐ I confirm that the account holder has acknowledged and agreed to the [terms & conditions](#)

Cancel

Save



10. After entering and saving the payment you will allocate the amount by Clicking on the 'Kabob' beside the Save button and select Auto Allocate.



11. At this point, if necessary, you may edit the payment by selecting the pencil icon to edit or delete it before it is deducted from your account. You have until the end of the business day to make changes.
12. Your Net Due will be reduced by the amount of the payment. If you click the i icon, you will see a billing summary.

Net due
\$2,129,806.82



Balance

Balance as of Aug 1, 2026

Invoice run on Aug 12, 2026

Beginning balance	\$1,702,704.00
Invoiced amounts	\$1,615,333.82
Adjustments	\$0.00
Allocated payments	-\$1,188,257.62
Unallocated payments	\$3,114.96
Previous unallocated payments	\$0.00
Allocated credits	\$0.00
Unallocated credits	\$0.00
Previous unallocated credits	\$0.00
Voided payments	\$0.00
Reversed payments	\$3,141.58
Reversed credits	\$0.00
Net due	\$2,129,806.82

Net due
\$2,129,806.82



Paying with IET or Lockbox

Search Tools

Group
PEIA Boards of Education

City
BECKLEY, W

Home

Transactions

Invoicing

Payments

Credits

Adjustments

ACH

Paid Through

Forms

Find a payment **Add new payment**

Payment results

Date filter
Custom Date Range

Additional Search Options

Payment details

Cancel Save

Date received*

Reference number

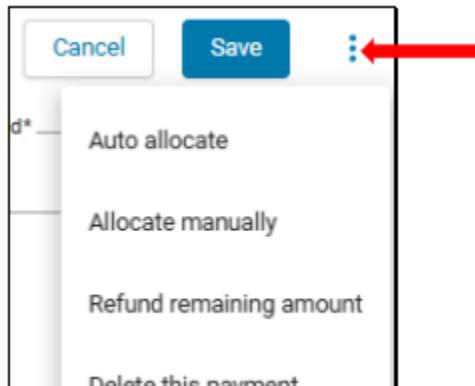
Source*

Amount received*
0

Note
0/101 Characters

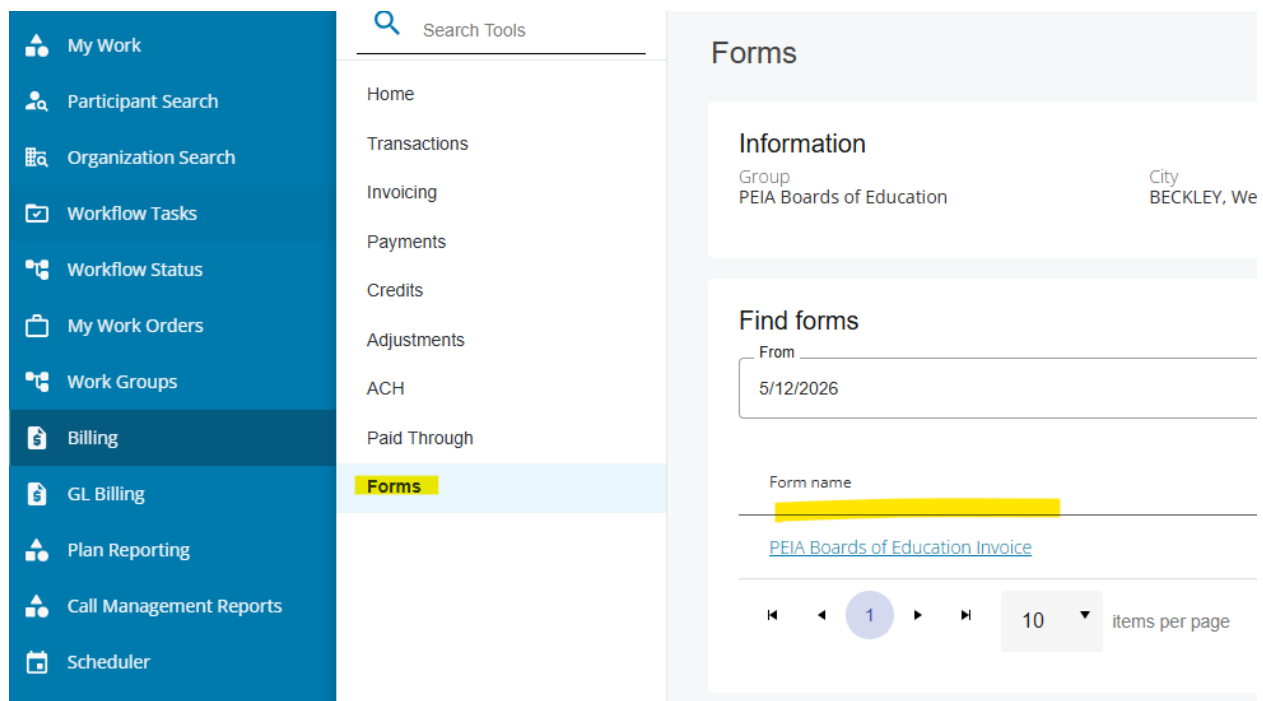
1. Select Payments
2. Select Add New Payment
3. Scroll down to Payment Details
4. Enter Date received: Today's date (at the time of creation)
5. Enter Reference Number: It is not required; for your own records or can be left blank
6. Enter Source: IET or Lockbox
7. Enter Amount received: Amount of each check (3 checks needs 3 payments) or the amount of the IET.
8. Click Save

9. After entering the payment you will allocate the amount by Clicking on the 'Kabob' beside the Save button and select Auto Allocate.



10. You may then access your Payment Coupon in the **Forms** tab

This will have the Payment Coupon Number for your Lockbox or IET that you can download and print out to mail with the checks or attach to an IET.



Continue for IET Instructions:

1. Create your IET and enter your Payment Coupon in the Legal Name field of the 2nd party Information page of the Exchange Details page of the IET:

Internal Exchange Transaction(IET) Dept: 0947 ID: 2700000003 Ver.: 1 Function: New Phase: Final Modified by hoffmanb , 07/09/2026

Header

Exchange Details Total Lines: 6 Line Number: 1 Vendor Customer: Legal Name: 85800000106052600000007556

Line Number	Vendor Customer	Legal Name
1		85800000106052600000007556
2		
3		
4		
5		
6		

From 1 to 6 Total: 6

General Information **2nd Party Information** 1st Party Reference 1st Party Fund Accounting 1st Party Detail Accounting 1st Party Service Dates

Vendor Customer:

Legal Name: 85800000106052600000007556

Alias/DBA:

Address Code:

Address Line 1:

Address Line 2:

City:

State:

Zip:

Country:

County:

Vendor Contact:

Principal Contact:

Phone Extension:

Fax Extension:

Email Address:

Web Address:

Billing Period:

AR:

AR:

This will allow for the automatic allocation of your IET payment to your invoices without returning to ACCESS to enter your IET number.

2. Attach your Payment Coupon to the IET.
3. Please ensure your Payment Coupon and IET totals match and submit.

Post Invoice Eligibility Changes:

Unlike BAS, any post invoice changes will show on your next invoice. For example, an post 8/1/2026 eligibility change will be included in the 9/1/2026 beginning balances, but you can go in and view them as pending through the month of 8/2026 in the Credits and/or Adjustments tab