ACCESS Navigation Slides

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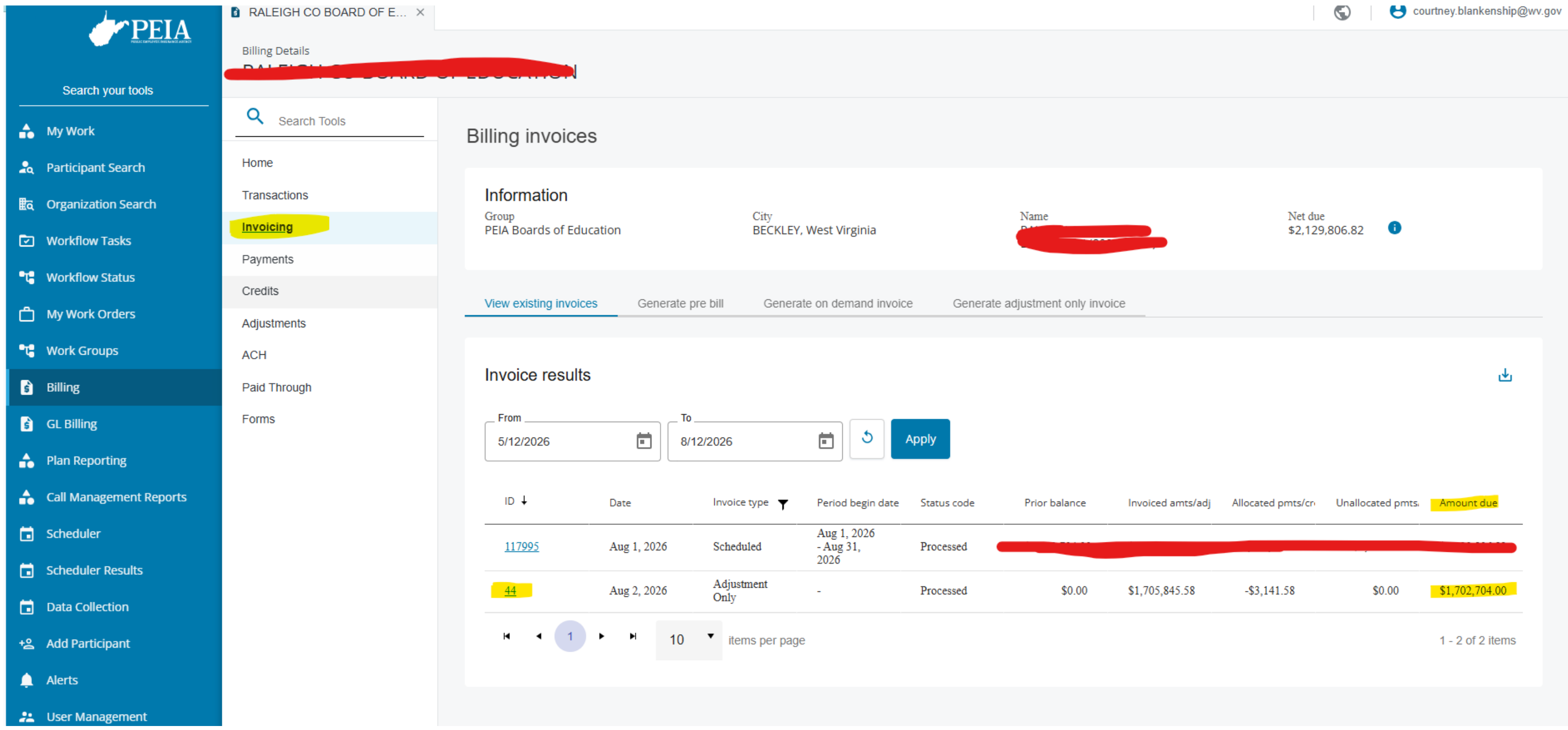
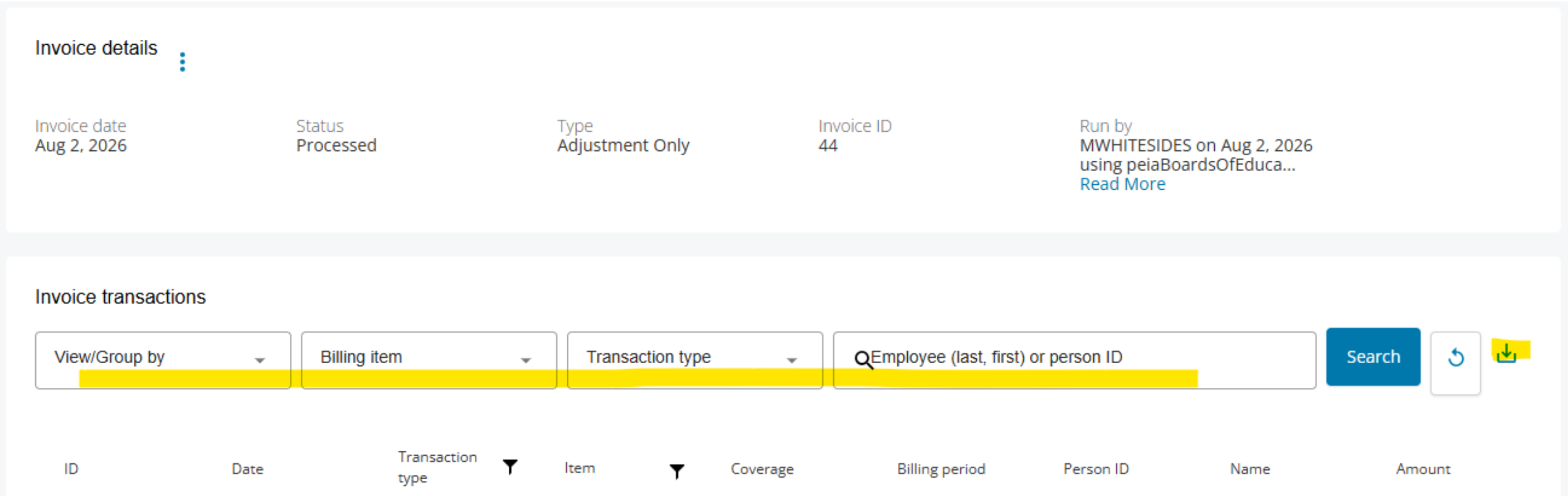
July 2026 Billing Recon



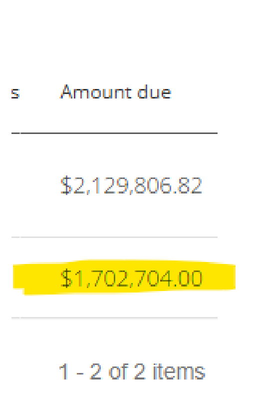
To review your Billing:

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

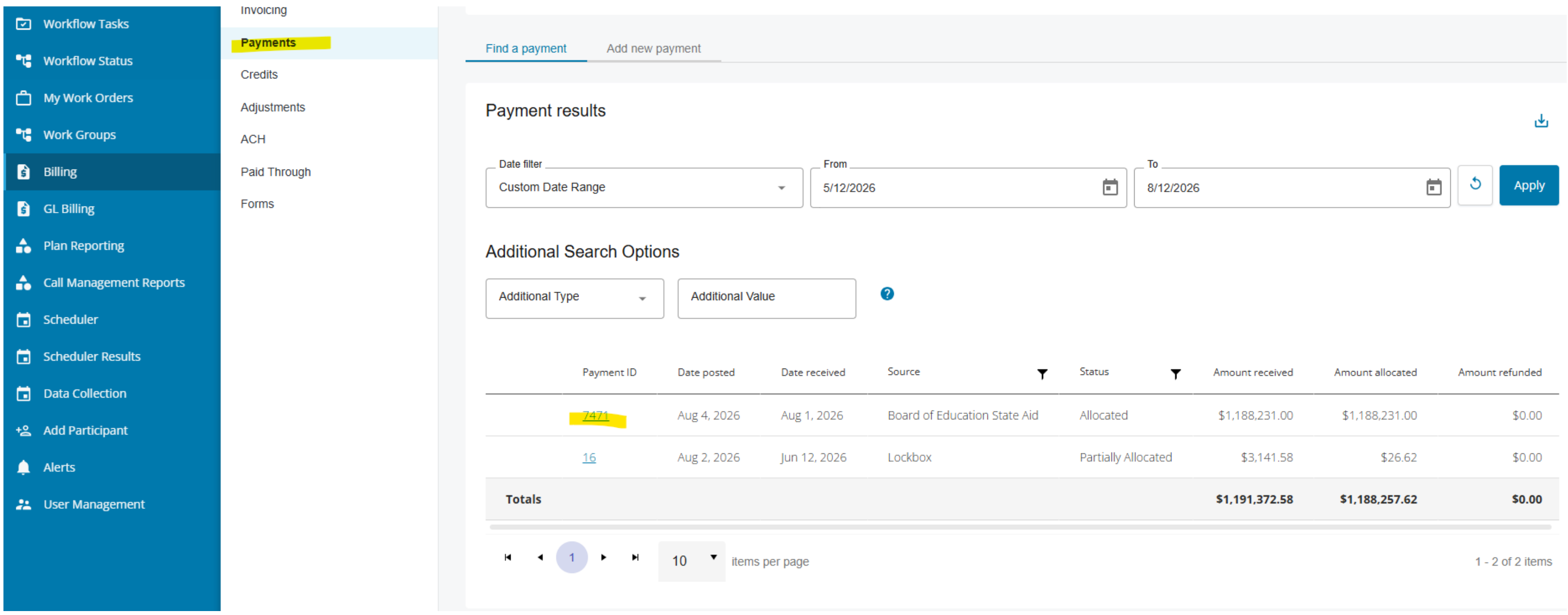
4. You may filter and view, or export the full upload billings to Excel by selecting the download Icon on the right:



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:



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.



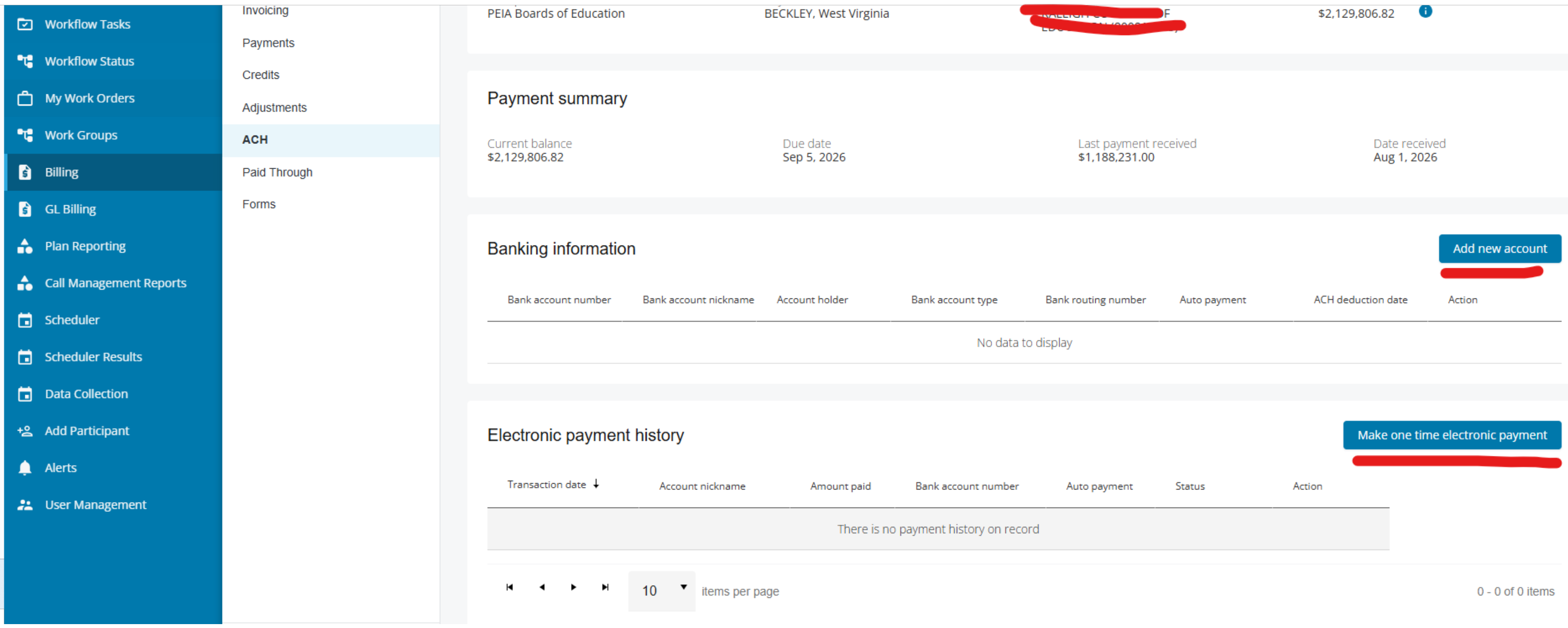
9. Click the hyperlink and scroll to the bottom to view the itemizations, filter and export to excel.
10. For Recon specifically, *you would take the beginning amount owed minus the State Aid payment amount*

1,702,704.00 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.

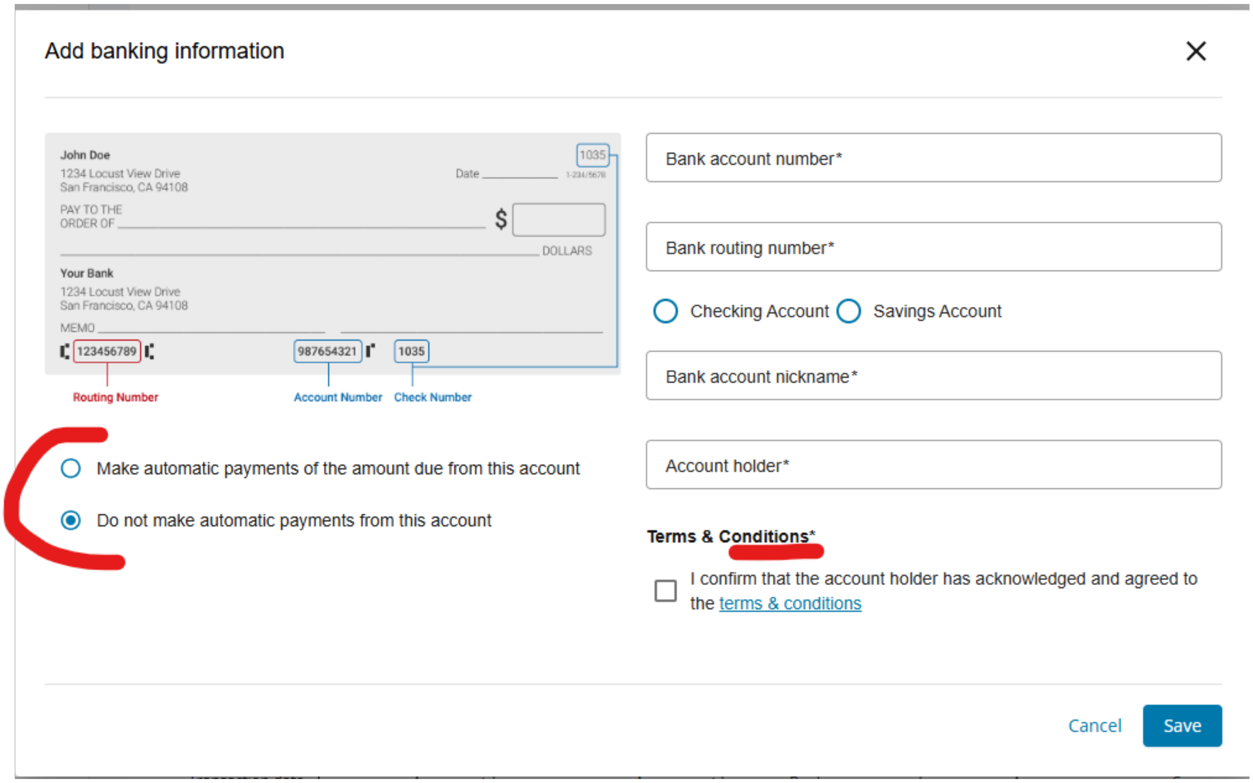
Paying with ACH



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.



4. The Terms and conditions provide information about the ACH and must be selected.

5. 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.

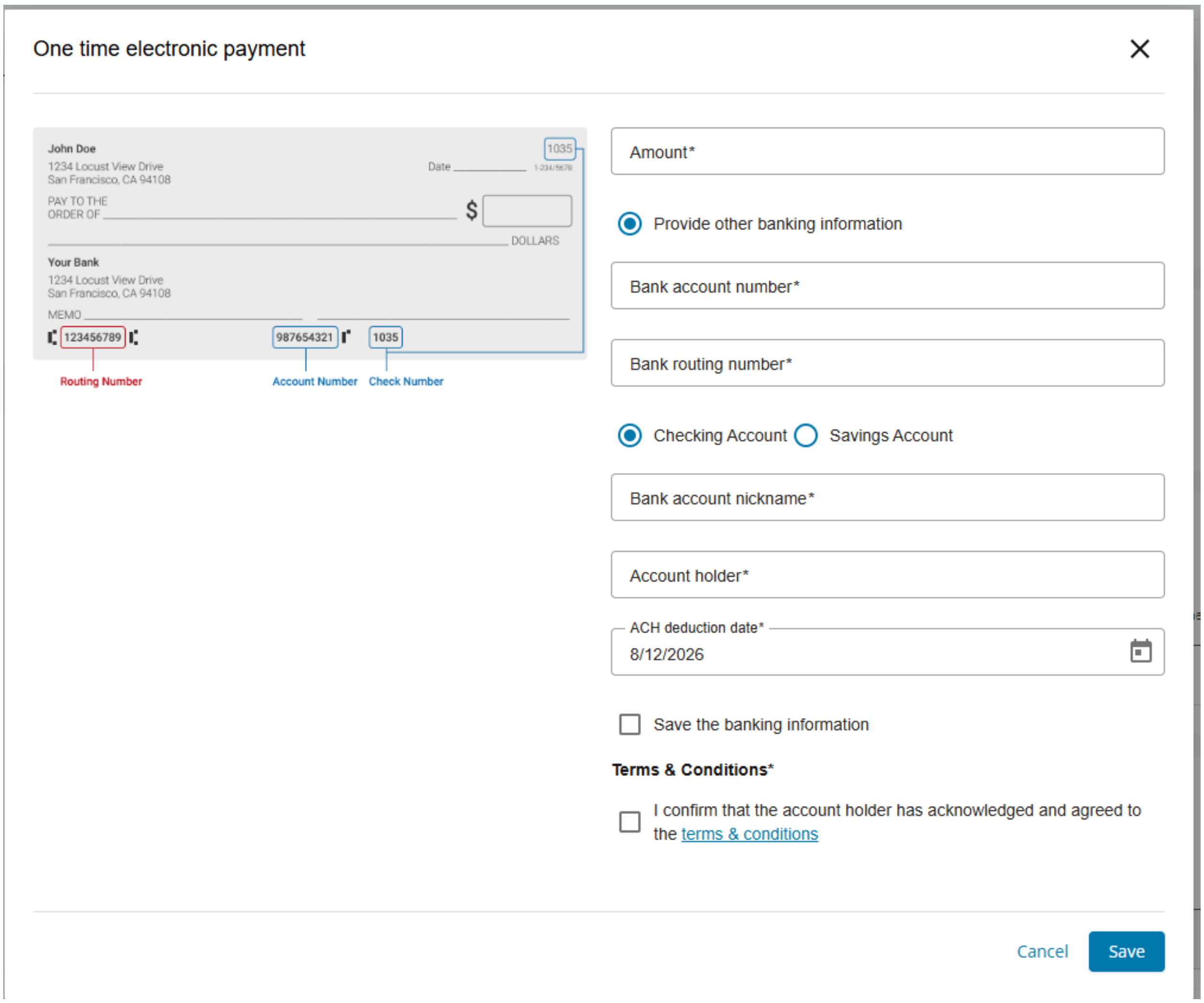
6. When making the payment, enter the amount you wish to pay.

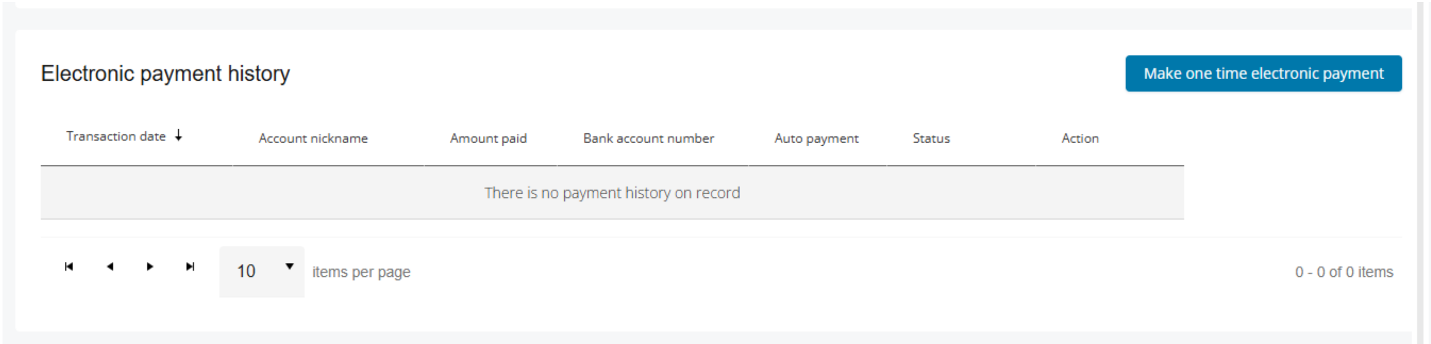
7. Banking information would likely autofill if already saved, you can choose to save it for next payment.

8. Select save.

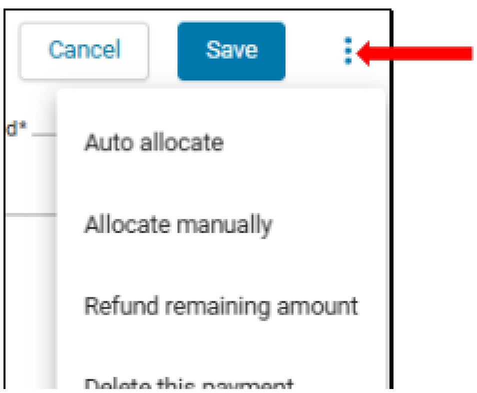
9. It will then show in your Electronic Payment History.

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.





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

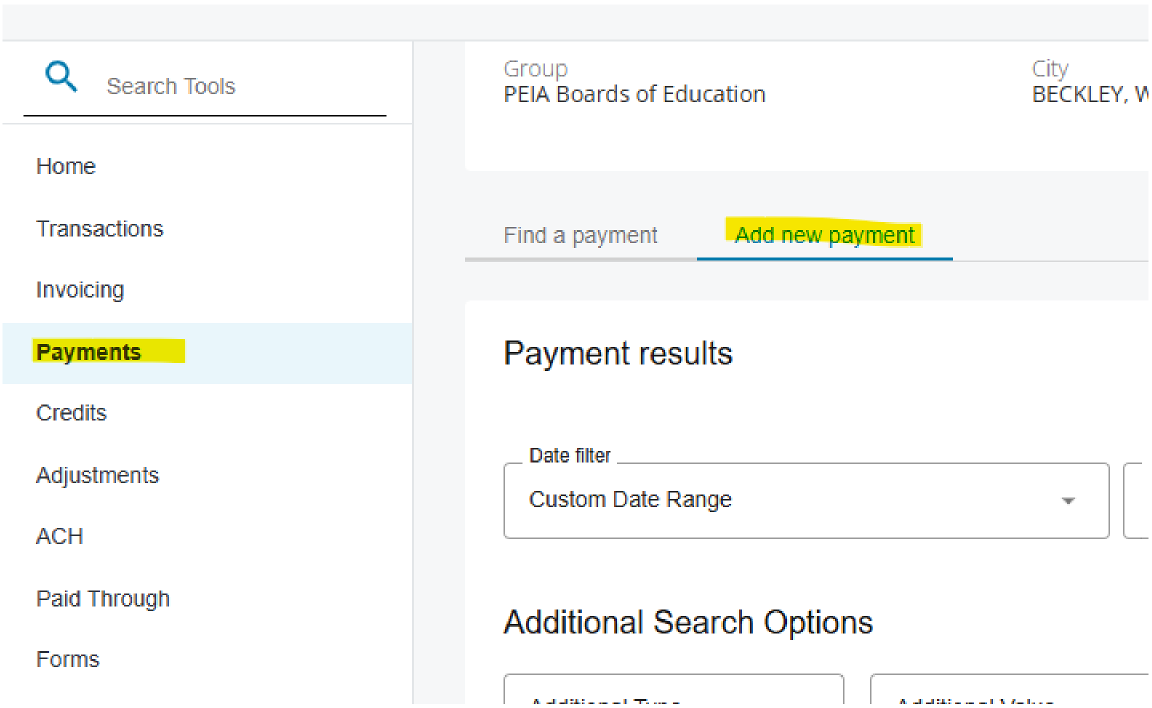
Balance as of Aug 1, 2026

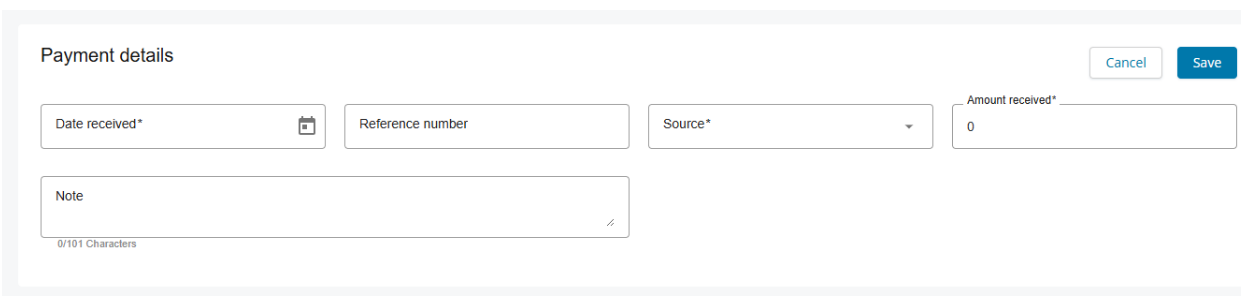
Invoice run on Aug 12, 2026

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

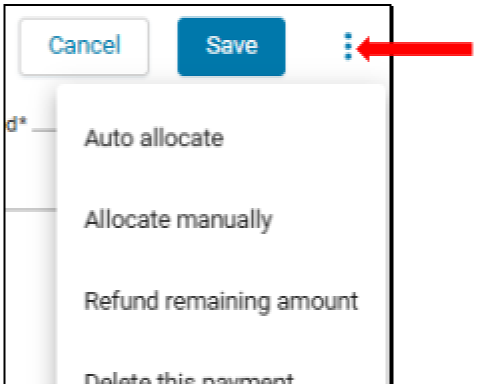
Paying with IET or Lockbox





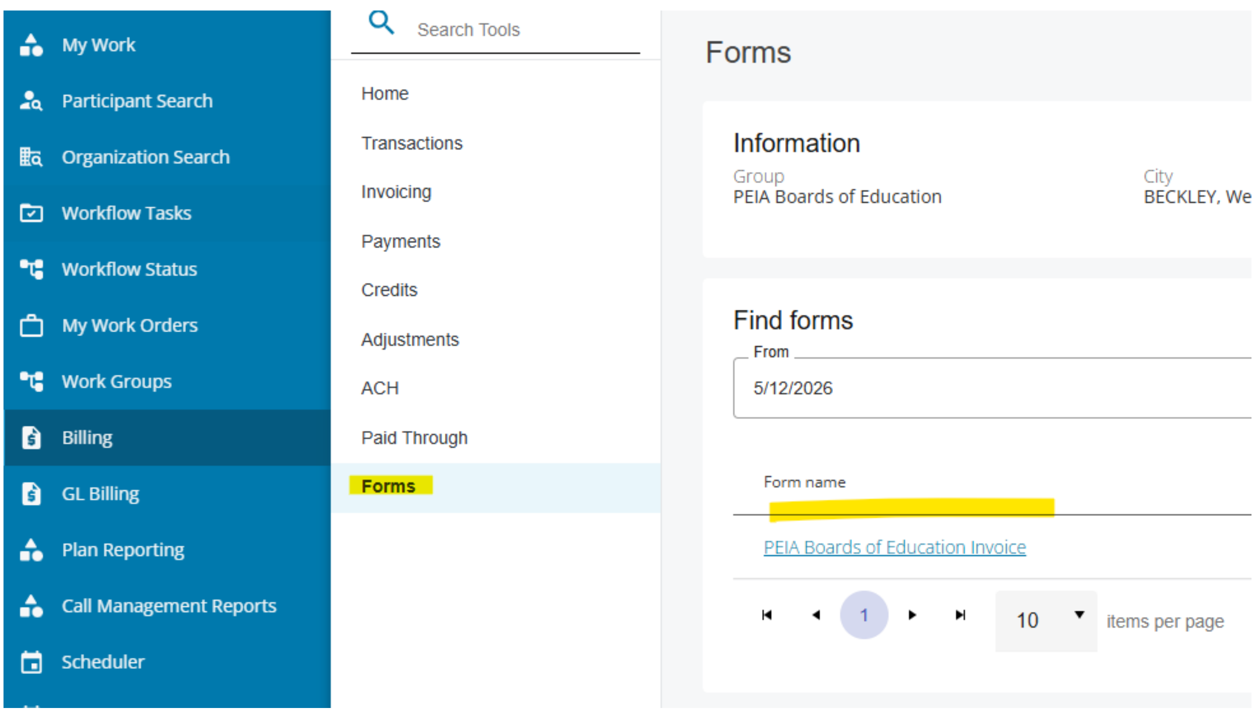
1. Select Payments
2. Select Add New Payment
3. Scroll down to Payment Details
4. Enter Date received: Today's date (at the time of creation)
5. Enter Reference Number: It is not required; for your own records or can be left blank
6. Enter Source: IET or Lockbox
7. Enter Amount received: Amount of each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



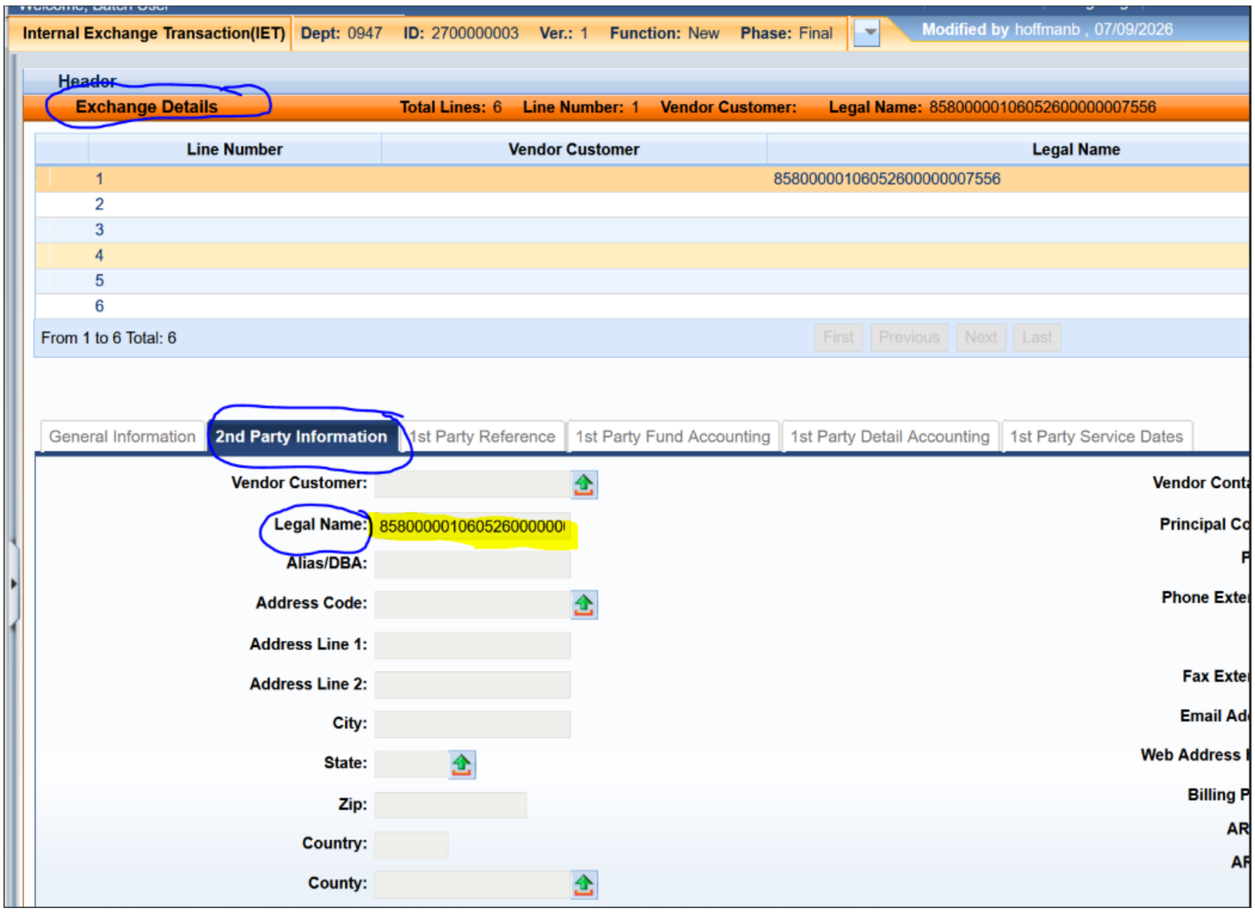
10. You may then access your Payment Coupon in the **Forms** tab

    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:



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