

NACCAS Invoice Payment User Guide

NACCAS has enabled the payment of invoices directly from a bank account. We created this guide to show you what you can expect to see when paying online.

Login to the NACCAS CRM. The link to login can be found on the NACCAS Home page and then <http://naccas.org/naccas/member-login>.



User Name:

Password:

Login

[Forgot your password?](#)

Select School Invoices.

Home | Logout

NACCAS Customer Relationship Management System

Welcome user [redacted] with ownerID [redacted]

Please note that the **annual report** and **financial reporting** sections below exist for completely separate NACCAS requirements. Your annual report contains your student outcomes data and is due November 30th of each year, while your financial statements are due six months from your institution's fiscal year end.

- Manage Users - (use this to assign rights for other individuals to input or upload data) [Click to Show Content...](#)
- Annual Reports [Click to Show Content...](#)
- Financial Reporting [Click to Show Content...](#)
- Institutional Self Study (ISS) [Click to Show Content...](#)
- Online Applications [Click to Show Content...](#)
- School Invoices** [Click Here](#) [Click to Show Content...](#)
- National Employment Database [Click to Show Content...](#)

[Tutorial on Owner Screen Functions \(Click Here\)](#)

Select the invoice you would like to pay by checking the box to the left of the invoice.

Institution Invoices [Click to Hide Content...](#)

Select the unpaid invoices you wish to pay by checking the box in the first column (you may select more than one invoice at a time). Click the 'Confirm and Pay Selected Invoices' button at the bottom. You will be taken to a screen to confirm the invoices and amount to be paid before being transferred to our secure payment processing system.

For additional information, please click the link below to view the 'Invoice Payment User Guide'

Invoices that you pay will appear with a status of 'Pending' for a few hours. Then they will be marked as 'Paid'.

Invoices to show: Paid Unpaid Pending Show All [Invoice Payment User Guide \(Click Here\)](#)

Select	Status	SchoolRef#	Invoice#	Description	Type	Amount	Amt Due	Date	Date Due
<input checked="" type="checkbox"/>	Unpaid	[redacted]	IN031288	Sustaining Fee	Invoice	\$1,032.00	\$1,032.00	07/01/2015	07/31/2015
<input checked="" type="checkbox"/>	Unpaid	[redacted]	IN031463	Sustaining Fee	Invoice	\$1,032.00	\$1,032.00	07/01/2015	07/31/2015
<input checked="" type="checkbox"/>	Unpaid	[redacted]	IN031304	Sustaining Fee	Invoice	\$1,032.00	\$1,032.00	07/01/2015	07/31/2015
<input type="checkbox"/>	Unpaid	[redacted]	IN031546	Sustaining Fee	Invoice	\$1,032.00	\$1,032.00	07/01/2015	07/31/2015
<input type="checkbox"/>	Unpaid	[redacted]	IN031524	Sustaining Fee	Invoice	\$1,032.00	\$1,032.00	07/01/2015	07/31/2015

Records per page: 5 Records: 26 - 30 of 151 - Pages: [Navigation icons]

Total of Invoices Selected: \$3,096.00

[Confirm and Pay Selected Invoices](#)

A total will appear at the bottom of the page for each invoice selected to pay. To view more than 25 invoices, change the "records per page" to 50, 100, or 500.

When you are ready, select the **Confirm and Pay Selected Invoices** button. This takes you to the confirmation page.

You have selected the following invoices to be paid

SchoolRef#	Invoice#	Description	Amount	Date Due
██████████	IN031288	Sustaining Fee	\$1,032.00	07/31/2015
██████████	IN031463	Sustaining Fee	\$1,032.00	07/31/2015
██████████	IN031304	Sustaining Fee	\$1,032.00	07/31/2015

Records per page: 25 Records: 1 - 3 of 3 - Pages: 1

Total to be paid: \$3,096.00

Pay Invoices **Cancel**

By entering my banking information and clicking "pay with your check", I authorize my payment to be processed as an electronic funds transfer or draft drawn from my account. If the payment is returned unpaid, I authorize NACCAS or its service provider to collect the payment and my state's return item fee by electronic funds transfer(s) or draft(s) drawn from my account. If this payment is from a corporate/business account, I make these authorizations as an authorized corporate representative and agree that the entity will be bound by the NACHA operating rules. [Click here to view your state's returned item fee.](#)

After you select the **Pay Invoices** button the Pay by Check page will appear. All the fields are required with the exception of the check number.



NACCAS Customer Relationship Management System

Please don't use the browser 'Back' button. If you need to cancel this payment, use the 'Cancel' button below.

YOUR NAME: 1234 Main Street, Anywhere, OH 00000 DATE: 12/3

PAY TO THE ORDER OF: _____ \$ _____

DOLLARS

0001072324
000123456789
123

ROUTING NUMBER ACCOUNT NUMBER CHECK NUMBER

Exact Name on Account:

Routing Number:

Account Number:

Bank Name:

Bank Account Type:

Email Address:

School Name

Enter email addresses to receive the receipt. Example: yourname@gmail.com

By clicking the button below, I authorize NACCAS to charge my account on 11/14/2017 for the amount of \$0.01 for school invoices.

Authorize Payment **Cancel**

Please allow 10-15 business days for the transaction to post to your account

Total to be paid: \$0.01 (maximum per transaction is \$10,000.00)

SchoolRef#	Invoice#	Description	Amount Due	Date Due
N15015-00	IN050246		\$0.01	09/07/2017

Records: 1 - 1 of 1

After you select **Authorize Payment**, the system will process your payment as below:

Successfull transaction with Transaction ID: 40008039966
Response Code: 1
Message Code: 1
Description: This transaction has been approved.

Back to Home Screen

Back at the Home page, you may select the **Pending** radio button to view invoices in processing. Allow between 10-15 business days for your account to update and the invoice to be marked "Paid."

Institution Invoices Click to Hide Content...

Select the unpaid invoices you wish to pay by checking the box in the first column (you may select more than one invoice at a time). Click the 'Confirm and Pay Selected Invoices' button at the bottom. You will be taken to a screen to confirm the invoices and amount to be paid before being transferred to our secure payment processing system.

For additional information, please click the link below to view the 'Invoice Payment User Guide'

Invoices that you pay will appear with a status of 'Pending' for a few hours. Then they will be marked as 'Paid'.

Invoices to show: Paid Unpaid Pending Show All [Invoice Payment User Guide \(Click Here\)](#)

Select	Status	SchoolRef#	Invoice#	Description	Type	Amount	Amt Due	Date	Date Due
<input type="checkbox"/>	Pending	[REDACTED]	[REDACTED]	Sustaining Fee	Invoice	\$1,032.00	\$1,032.00	07/01/2015	07/31/2015
<input type="checkbox"/>	Pending	[REDACTED]	[REDACTED]	[REDACTED] Fee	Invoice	\$1,032.00	\$1,032.00	07/01/2015	07/31/2015
<input type="checkbox"/>	Pending	[REDACTED]	[REDACTED]	Sustaining Fee	Invoice	\$1,032.00	\$1,032.00	07/01/2015	07/31/2015

Records per page: 25 Records: 1 - 3 of 3 - Pages: 1

Based on the email addresses entered for the receipt. The recipient will receive a payment confirmation, as below:

Order Information

Description: School Invoices

Invoice Number 8318

Customer ID 03419

Billing Information

Anthony Miranda
Naccas Online Payment Test
4401 Ford Avenue, Suite 1300
Alexandria 22302
vgonzalez@naccas.org

Shipping Information

Item Name	Description	Qty	Taxable	Unit Price	Item Total
1 Workshop fee: Workshop Four	Workshop fee: Workshop Four	1	N	\$499.00 (USD)	\$499.00 (USD)

Total: \$499.00 (USD)

Payment Information

Date/Time: 7-Nov-2017 15:29:41 EST

Transaction ID: 60763143796

Payment Method: eCheck

Transaction Type: Purchase

Auth Code:

Merchant Contact Information

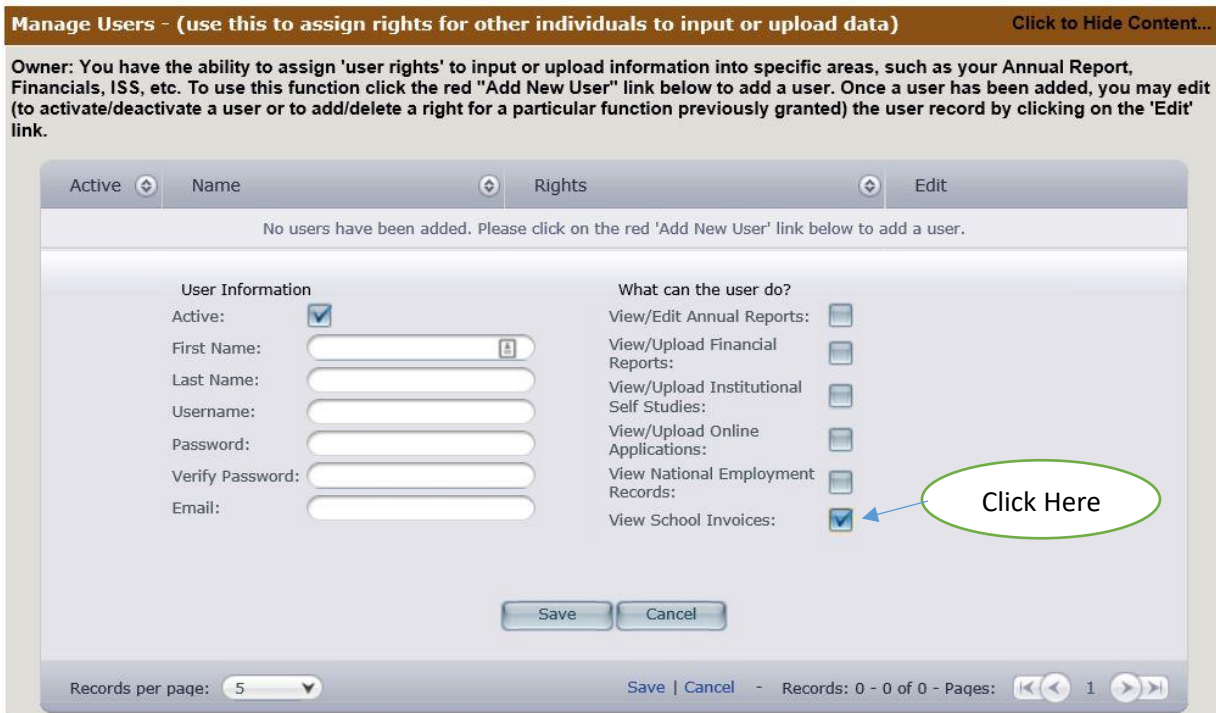
NATIONAL ACCREDITING COMMISSION OF CAREER ARTS AND
ALEXANDRIA, VA 22314
US
vgonzalez@naccas.org

To authorize someone else to pay invoices:

1. Select **Manage Users** at the top of the home page.
2. Add or edit a user



3. Put a check mark next to **View School Invoices**. Enter the Individuals name and login information.



Frequently Asked Questions

- 1) Where is my banking information stored?
 - a. The banking information entered on the **Authorize payment** page **is not stored by NACCAS**. The page is hosted by Authorize.net a global leader in online payment processing. The data provided is encrypted with the highest level of protection and security.
- 2) How long will it take for my payment to be reflected on my account?
 - a. Please allow between 10-15 days for your payment to be reflected as "Paid" on your account.
- 3) Can I still make payment by paper check(s)?
 - a. Yes, but we prefer schools make their payments via the CRM "online payment" system, which provides the user a receipt of their transaction, besides there is a \$25 processing fee for payments made via paper checks.
- 4) Can I make payments by credit card?
 - a. Only when previously approved by Director of Finance or Executive Director.
- 5) When is the online payment system available?
 - a. The online payment system is available 24/7, except when offline for maintenance. Advance notice will be provided when the system is scheduled for maintenance.
- 6) When will funds be debited from my account?
 - b. Funds are withdrawn from customers' accounts within 2 banking days.
- 7) What happens if my payment is returned NSF?
 - c. If funds are not available our service provider (Authorize.net) will contact the customer for payment, and NSF fees will assessed to your account
- 8) Will I have to re-enter my banking information to make future payments?
 - d. Yes
- 9) Can I pay other invoices via the member login portal?
 - e. Yes. Any invoice you receive from NACCAS can be paid via the portal.
- 10) How many years of invoice history is available via the portal?
 - f. **Invoice history is available from 2012.**
- 11) What happens if I pay the wrong invoice?
 - g. The school invoice section reflects all invoices by reference number under the schools owner identification. If you pay the wrong invoice by mistake, you can seek reimbursement from the affiliated school, or submit a request to NACCAS requesting transfer of the payment. The request to NACCAS must be sent via traceable means, and signed by the school owner or administrator.

- 12) I didn't receive an email receipt of my payment. Can NACCAS provide me a copy?
h. We can provide a receipt of the total paid, but it will not include a list of the invoices paid.
- 13) The NACCAS Customer Relationship Management Systems works best in Microsoft Internet Explorer. If you are using an **Apple Mac or an iPad** and have issues with the website, we have a solution for you.

Mac: You can make the Safari browser work like Internet Explorer.

1. In Safari, Select **Preferences**
2. Select the **Advanced** tab
3. At the bottom of the Advanced tab, Check **Show Develop menu in the menu bar**
4. Select the **Develop** menu
5. Select **User Agent**
6. Select **Internet Explorer 10.0**
7. Login

iPad: You can make the Google Chrome browser (free in iTunes) work like Internet Explorer.

1. In Chrome, go to the NACCAS CRM Login page
2. Select the three dots on the top right
3. Select **Request Desktop Site**
4. Login

- 14) Who is the primary contact information for matter related to invoice payments?
For all issues related to online and paper check payments please contact our Accounts receivable clerk Lupeachra Davis ext. 131, or ldavis@naccas.org