



ExED-Nvoicepay Payment Solution



Agenda

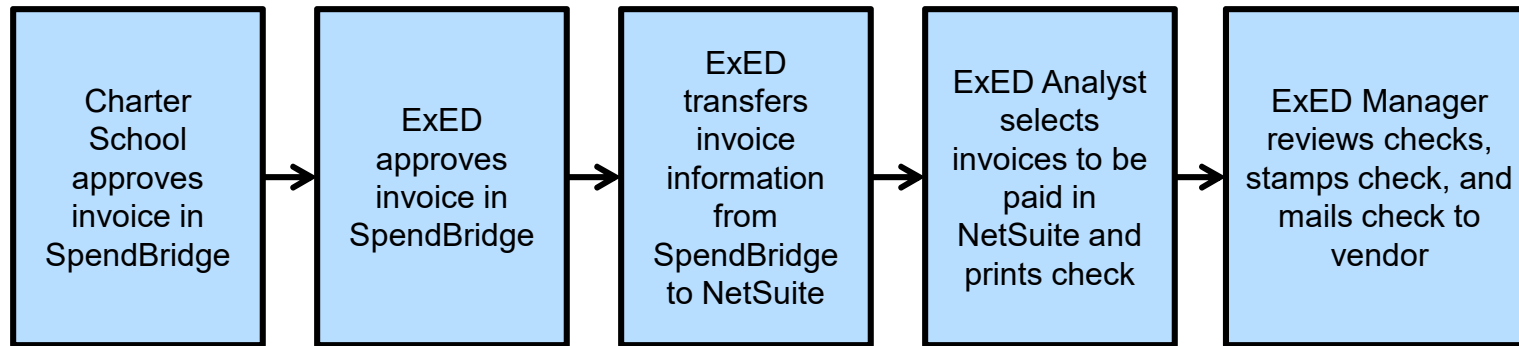
Provide an overview of

- ExED's relationship with Nvoicepay, an outsource payment partner
- Nvoicepay process and where it fits within accounts payable process
- Benefits of Nvoicepay solution for charter school and ExED
- Next steps

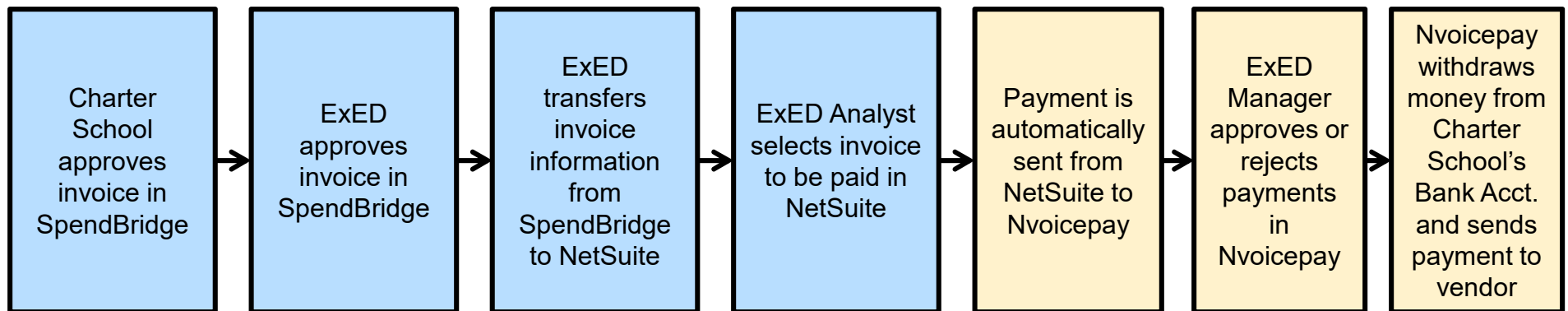
Overview of ExED/Nvoicepay Relationship

- Nvoicepay is a leading enterprise payment software company
- ExED has contracted with Nvoicepay to serve as outsourced payment provider. ExED is responsible for all Nvoicepay fees.
- Nvoicepay is a NetSuite “SuiteApp” and is embedded within NetSuite, ExED’s new accounting system.
- Nvoicepay’s services will enable ExED to increase our payment processing efficiency and improve the security of our client’s vendor payments.
- ExED transitioned first client in July 2020 and has fifteen clients using Nvoicepay. ExED is onboarding our next round of clients.

Accounts Payable Process – Current



Accounts Payable Process – Nvoicepay



Key Changes vs. Current Process

- Nvoicepay sends payments 1 day after ExED approval
- Funds withdrawn when payment is issued rather than when vendor deposits payment
- Approximately 1/3 of vendor bills paid electronically
- Nvoicepay stale dates checks at 60 days
- Copy of cleared check is available on Nvoicepay site rather than bank site

Check is the default payment method. Nvoicepay outreaches to vendors and provides opportunities for vendor to enroll in electronic payment method (ACH or Card)

Check

ACH

Card

Benefits of Nvoicepay Solution

Benefits to Charter School

- More secure payment method (e.g., reduce risk of check fraud)
- Vendors paid sooner
- Ability to transition employee reimbursement to ACH (if client chooses)

Note

- ExED will retain the ability to print physical checks

Benefits to ExED

- More secure, efficient payment method
- Nvoicepay accepts liability (and insures) all vendor payments
- Reduce site-based, check printing requirement for ExED staff
- Card rebate will be used to offset Nvoicepay fees and reduce ExED's overall operating expenses

Next Steps

- Charter school to sign bank authorization granting Nvoicepay permission to electronically debit charter school's bank account
- Charter school to send their logo to ExED
- Charter school and ExED to update school's fiscal policies to incorporate Nvoicepay payment process

Sample Bank Letter

Cherry Hill Associates

Traverse City Bank

26 Front Street, Traverse City, MI 49684
(231) 777-8888 bankmanager@tcbank.com

January 4, 2018

To whom it may concern:

This letter is to authorize Nvoicepay Inc. to electronically debit account 0005559998888 beginning February 1, 2018. As part of this notification, Nvoicepay's ACH Identifier for debits is **4270422086**.

Please call me at (333) 333-4444 if you have any questions.

Thank you,

Charles Frost
CFO, Cherry Hill Associates

Example - Addition to Cash Disbursement Section of Fiscal Policy

Once an invoice is approved by **[role specific to school]** for payment, the ExED Accounting Analyst will submit the invoice to Nvoicepay for payment.

The ExED AM or VP will review the payments submitted to Nvoicepay and will approve or reject each vendor payment.

After ExED has approved a vendor payment, Nvoicepay will electronically withdraw funds from the organization's bank account and transfer the funds to a Nvoicepay trust account. Each vendor payment will be a separate bank withdrawal and a separate line on the bank statement. Nvoicepay will then issue payments to the organization's vendor. The payments are disbursed from Nvoicepay's trust account via one of three payment methods: Check, ACH, or payment card. The payments will include a Reference ID that ExED will record as the transaction number in ExED's accounting system. The Reference ID will not be in sequence as it is based on Nvoicepay's numbering system.

Nvoicepay will save an electronic check copy for any paper checks issued and Nvoicepay will save vendor remittances for any ACH or payment card payments issued.

Nvoicepay will stale date payments after 60 days. When this situation happens, Nvoicepay will void the payment and credit the funds back to the organization's bank account. ExED may also direct Nvoicepay to reissue a payment prior to the 60-day deadline. In this case, Nvoicepay will void the original payment and issue a new payment. The new payment will be recorded as a payment modification and will be linked to the original payment in Nvoicepay. The new payment will have a new Reference ID for tracking purposes, however, the new Reference ID will not be updated in ExED's accounting system where the original Reference ID is recorded as the new transaction is only impacting Nvoicepay's account.