What Exactly is Navica MLS Management System?

The Navica MLS Management System is a system of services provided by Systems Engineering, Inc. to enable REALTOR® Association MLS Enterprises to better manage information.

Eliminate or Reduce Multiple Database

Most REALTOR® Boards and Associations maintain the same data for Offices and Agents in multiple databases. For instance it is common for association staff specialists to maintain mission critical data in multiple databases for various system requirements:

1. Enter Offices and Agents in Navica MLS – your primary database
2. Again in the National REALTOR® Database System (NRDS)
3. Again in QuickBooks or some other financial application database
4. Again in a Website database for securing REALTOR® E-Commerce Network (RECN) information
5. Again in Microsoft Outlook or some other contact management system or campaign monitoring service
6. Again in an Association Management Software (AMS) application database
7. And the list goes on and on and on…

Change One – Change All

Your REALTOR® real estate agents use the Navica MLS on a regular basis. When your agent’s Navica profile changes from one office address to another, or one home address to another, or one email address to another, wouldn’t it be great to have the same information in NRDS, QuickBooks, etc. changed as well?

Accurate and Consistent Data

The Navica MLS Management System solves problems saving your association scarce resources like time and money by eliminating redundant Office and Agent maintenance. By establishing your Navica Revolution MLS database as your primary database, secondary database like NRDS and QuickBooks can be easily maintained automatically and accurately.

For current information or pricing set your browser to www.NavicaAMS.org
Navica MLS Management services are now available and divided into three independent interfaces:

1. **National REALTOR® Database System Interface** (Page 2)

2. **QuickBooks Interface** (Page 16)

3. **REALTOR® E-Commerce Network Interface** (Page 35)

What is the National REALTOR® Database System Interface?

Simply stated the National REALTOR® Database System (NRDS) Interface feeds carefully selected Office and Agent data from the Navica Revolution database to the corresponding Office and Member data stored in the National REALTOR® Database System.

The NRDS Interface turns Navica Revolution into an optional NRDS “Point of Entry” system!

REALTOR® association staff and/or members can manage Office and Agent records from their Navica Website.

The Office NRDS Number (NRDS Office ID) and the associated Agent NRDS Number (NRDS Member ID) are the required key fields used to connect both NRDS and the REALTOR® E-Commerce Network (RECN).

Once the Office NRDS Number **AND** the Agent NRDS Number have been entered into the Navica MLS system, our automatic NRDS Interface will feed data to NRDS at 1:00 AM EST and at 1:00 PM EST.

If a new agent is entered into Navica in the morning, that agent will show up in NRDS later that afternoon.

- If the Office or Agent is not found in NRDS and all required data is provided, a NRDS record will be added. REALTOR® associations may opt to use NRDS Online, NRDSManager4 CDB, or some other software to add new member records. However, with the NRDS Interface, it’s not necessary!

- If the Office or Agent is found in NRDS, the record will be updated from Navica MLS data.

- If NRDS does not accept an Office or Agent change, NRDS UPLOAD ERROR Reports will be created and emailed from the National REALTOR® Database System to the association’s NRDS POE specialist.

**NRDS Interface Features and Benefits**

**The NRDS Interface Serves Local, State, and National REALTOR® Advocacy**

By default the NRDS Interface is scheduled to automatically flow data to NRDS every twelve hours. When a REALTOR® agent changes their email address or home address that change feeds to NRDS which in turn feeds Get Active “Call to Action” software. This is a win, win, win!

**The NRDS Interface Supports NRDS Security Rules and Other NRDS Requirements**

Our NRDS Interface complies with all of the NAR requirements associated with communications with NRDS – like security rules. About a decade ago the NRDS Standards Board set up security rules that govern who has the authority to change specific field level content. By default the NRDS Interface complies with these rules.

Our NRDS Interface can be modified to allow for state REALTOR® association requirements.

For current information or pricing set your browser to [www.NavicaAMS.org](http://www.NavicaAMS.org)
The NRDS Interface Uses Standard NRDS Version 2.0 Formats

SEI built the NRDS Interface using standard NRDS Version 2.0 file formatting established by the National Association of REALTORS® (NAR) and the NRDS Standards Board.

Association management software applications must have the ability to import Office and Member data from the National REALTOR® Database System via “batch” downloads or “real-time” publish/subscribe queue process.

The NRDS Interface Provides a Project Manager for All NDI Implementations

Our Navica MLS Management Project Manager and NRDS Specialist, assigned to your project will hold your hand through the implementation process and will provide Navica MLS /NRDS consultation step by step until your live feed is activated and implemented successfully!

The NRDS Interface Provides a Proper Casing Conversion Option

SEI realizes that each association may have different case requirements. Upon request SEI can globally convert all text from UPPER CASE to Proper Case. (Example: SYSTEMS ENGINEERING INC to Systems Engineering Inc)

By Proper Casing your data, you will no longer have UPPER CASE data in Navica and Proper Case data in NRDS and/or QuickBooks.

This is a one-time procedure that requires some manual data entry afterwards. If for instance you have entered designations after your last names, like “Smith GRI,” after proper casing, this field will be changed to “Smith Gri” - likewise “RE/MAX” will become “Re/max.” If you decide on this option, please allow time for “scrubbing” your data.

The NRDS Interface Provides Additional NRDS Fields on Office and Agents Forms

In order to accommodate the requirements of both Navica and NRDS, additional fields have been created.

SEI will reorder the fields that appear on your Office and Agent display screen (form). We will also re-label fields to comply with NRDS labeling and simplify staff cross-training.

The NRDS Interface Provides Web-based Implementation

Providing for a quality implementation experience, our Navica Project Manager will work with your REALTOR® association staff to determine the best date/time for live NRDS Interface activation. The NRDS Interface activation can be accomplished without a physical visit.

For current information or pricing set your browser to www.NavicaAMS.org
The NRDS Interface Provides Navica MLS NRDS Data Initialization

SEI will initialize or “establish an initial value” to selected Navica Office and Agent NRDS fields.

Since the Member’s Home Address fields are required by NAR, by default Navica will initialize the Navica Agent Home Address fields (not the Agent Mail Address fields) from NRDS Member Home Address fields.

The files used for Navica MLS initialization can easily be requested by authorized POE staff via NRDS Online (www.realtors.org) under the Batch Refresh label under Batch Functions.

Select Type file = Tab Delimited.

Select Refresh Format = E-Mail the File.

Click on the Refresh Now link.

Upon receipt forward the NRDS Refresh File to your Navica MLS Management Project Manager.

For current information or pricing set your browser to www.NavicaAMS.org
Following please find the typical steps in a NRDS Interface implementation plan:

1. Thoroughly read the Navica MLS Data Integration User Guide. Create a list of questions.
2. Verify that your association management software meets NRDS Interface requirements.
3. Make decisions with respect to “Proper Casing.”
4. Discuss NRDS Interface implementation with your assigned Navica Project Manager.
5. Request NRDS Interface implementation by email to your Navica Project Manager.
6. Enter NRDS Office IDs and Member IDs for all active Offices and Agents. Notify your Navica Project Manager upon completion.
7. Request “Additional NRDS Fields” and “reordering” of Navica Office and Agent forms.
8. Request “NRDS Initialization” by emailing your Tab Delimited Batch Refresh file to your Navica Project Manager.
9. Request “Proper Casing” option and manually scrub data.
10. When you are comfortable with you Navica Office and Agent data, request a live feed scheduling.

NRDS “Real-time” Central Database Processing (CDB) and Navica Enterprise

Once “in sync” or when an MLS association receives NRDS Upload “SUCCESS” Reports for both Navica Offices and Agents, the board may opt for Navica’s “real time” service.

What’s the Next Step?

Navica Enterprise Management Software as a Service

- Navica Revolutions MLS Management Solutions
- Navica Association Website Solutions
- Navica Association Management Software as a Service (2009)
NRDS Interface Forms

Navica Revolution MLS Agent Maintenance Form Sample

By default required Agent NRDS fields are grouped together in the right column as shown below.

The (*) indicates required Agent fields for Navica.

Most of the NRDS Agent fields are required.

To avoid NRDS Upload Errors, please complete the form by recording a value in the required fields.

In 2008 the National Association of REALTORS® issued a statement requiring Agent/Member home addresses.

Note: NRDS First and NRDS Last Name fields are provided (not seen above). Please enter the formal first and last names in these fields. NRDS has separate fields for entering prefixes, suffixes, and member designations. The Navica First Name and Navica Last Name are typically informal used for agent advertising and often include REALTOR® designations.

For current information or pricing set your browser to www.NavicaAMS.org
Navica Revolution MLS Office Maintenance Form Sample

By default required Office NRDS fields are grouped together in the right column as shown below.

The (*) indicates required Navica Office fields.

Most of the NRDS Office fields are required.

To avoid NRDS Upload Errors, please complete the form recording a value in the required fields.

For current information or pricing set your browser to www.NavicaAMS.org
Navica MLS Management System User Guide
By Dale R. Pfeiffer, Navica MLS Management Project Manager

National REALTOR® Database System (http://www.realtor.org/domecfg.nsf/Login?OpenForm)

NRDS Online “Point of Entry” (POE) Sign In Form

User Name =

Password =

This is the form used by REALTOR® associations who use the NRDS Online system.

For current information or pricing set your browser to www.NavicaAMS.org
Click on “POE Connect to NRDS”

For current information or pricing set your browser to [www.NavicaAMS.org](http://www.NavicaAMS.org)
Click on Find an Office or Find a Member.

For current information or pricing set your browser to www.NavicaAMS.org
Enter the **Member ID** and click on **Search** to Find a Member.
From here compare the Navica Agent information mapped to the NRDS Member information.
NRDS Interface Default Field Mapping

Agent Default Field Mapping

<table>
<thead>
<tr>
<th>From Navica Revolution Database System</th>
<th>To National REALTOR® Database System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agent ID</td>
<td>Member MLS Number</td>
</tr>
<tr>
<td>Agent Association MLS Company ID</td>
<td>Member MLS Association ID</td>
</tr>
<tr>
<td>Agent NRDS Number (Required)</td>
<td>Member ID</td>
</tr>
<tr>
<td>Agent NRDS Last Name (Name only)</td>
<td>Member Last Name</td>
</tr>
<tr>
<td>Agent NRDS First Name (Formal name)</td>
<td>Member First Name</td>
</tr>
<tr>
<td>Agent Middle Name</td>
<td>Member Middle Name</td>
</tr>
<tr>
<td>Agent First Name (Informal name)</td>
<td>Member Nickname</td>
</tr>
<tr>
<td>Agent Generation (from Agent Last Name)</td>
<td>Member Generation</td>
</tr>
<tr>
<td>Agent Mail Address 1</td>
<td>Member Mail Address</td>
</tr>
<tr>
<td>Agent Mail Address 2</td>
<td>Member Mail Attention/Care Of</td>
</tr>
<tr>
<td>Agent Mail City</td>
<td>Member Mail City</td>
</tr>
<tr>
<td>Agent Mail State</td>
<td>Member Mail State</td>
</tr>
<tr>
<td>Agent Mail Zip Code (parsed)</td>
<td>Member Mail Zip Code</td>
</tr>
<tr>
<td>Agent Mail Zip Code (parsed)</td>
<td>Member Mail Zip Code+6</td>
</tr>
<tr>
<td>Agent Address 1 (parsed)</td>
<td>Member Home Address</td>
</tr>
<tr>
<td>Agent Address 2</td>
<td>Member Home Attention/Care Of</td>
</tr>
<tr>
<td>Agent City</td>
<td>Member Home City</td>
</tr>
<tr>
<td>Agent State</td>
<td>Member Home State</td>
</tr>
<tr>
<td>Agent Zip Code (parsed)</td>
<td>Member Home Zip Code</td>
</tr>
<tr>
<td>Agent Zip Code (parsed)</td>
<td>Member Home Zip Code+6</td>
</tr>
<tr>
<td>Agent Cell (parsed)</td>
<td>Member Cell Phone Area Code</td>
</tr>
<tr>
<td>Agent Cell (parsed)</td>
<td>Member Cell Phone Number</td>
</tr>
<tr>
<td>Agent Home (parsed)</td>
<td>Member Phone Area Code</td>
</tr>
<tr>
<td>Agent Home (parsed)</td>
<td>Member Phone</td>
</tr>
<tr>
<td>Agent Fax (Other phone #1 or #2 parsed)</td>
<td>Member Fax Area Code</td>
</tr>
<tr>
<td>From Navica Revolution Database System</td>
<td>To National REALTOR® Database System</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>Office NRDS Number (Required)</td>
<td>Office ID</td>
</tr>
<tr>
<td>Office Name</td>
<td>Office Business Name</td>
</tr>
<tr>
<td>Office Sort Key</td>
<td>Office Sort Sequence</td>
</tr>
<tr>
<td>Office Mailing Address 1</td>
<td>Office Mail Address</td>
</tr>
<tr>
<td>Office Mailing Address 2</td>
<td>Office Mail Attention/Care Of</td>
</tr>
<tr>
<td>Office Mailing City</td>
<td>Office Mail City</td>
</tr>
<tr>
<td>Office Mailing State</td>
<td>Office Mail State</td>
</tr>
<tr>
<td>Office Mailing Zip Code (parsed)</td>
<td>Office Mail ZIP</td>
</tr>
<tr>
<td>Office Mailing Zip Code (parsed)</td>
<td>Office Mail ZIP+6</td>
</tr>
<tr>
<td>Office Address 1</td>
<td>Office Street Address</td>
</tr>
<tr>
<td>Office Address 2</td>
<td>Office Street Attention/Care Of</td>
</tr>
<tr>
<td>Office City</td>
<td>Office Street City</td>
</tr>
<tr>
<td>Agent Fax (Other phone #1 or #2 parsed)</td>
<td>Member Fax</td>
</tr>
<tr>
<td>Agent Office NRDS Number</td>
<td>Member Office ID</td>
</tr>
<tr>
<td>Agent Status (Active only)</td>
<td>Member Status</td>
</tr>
<tr>
<td>Agent NRDS Join Date</td>
<td>Member Joined Date</td>
</tr>
<tr>
<td>Agent License Number</td>
<td>Member Real Estate License Number</td>
</tr>
<tr>
<td>Agent Primary Association</td>
<td>Member Primary Association</td>
</tr>
<tr>
<td>Agent Primary State Association</td>
<td>Member Primary State Association</td>
</tr>
<tr>
<td>Agent Preferred Mail</td>
<td>Member Preferred Mail</td>
</tr>
<tr>
<td>Agent Preferred Phone</td>
<td>Member Preferred Phone</td>
</tr>
<tr>
<td>Agent Preferred Publication</td>
<td>Member Preferred Publication</td>
</tr>
<tr>
<td>Agent Web Page</td>
<td>Member Web Page Address</td>
</tr>
<tr>
<td>Agent E-Mail</td>
<td>Member E-Mail Address</td>
</tr>
</tbody>
</table>

Office Default Field Mapping

For current information or pricing set your browser to [www.NavicaAMS.org](http://www.NavicaAMS.org)
<table>
<thead>
<tr>
<th>Office State</th>
<th>Office Street State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Zip Code (parsed)</td>
<td>Office Street ZIP</td>
</tr>
<tr>
<td>Office Zip Code (parsed)</td>
<td>Office Street ZIP+6</td>
</tr>
<tr>
<td>Office Main (Area Code)</td>
<td>Office Area Code</td>
</tr>
<tr>
<td>Office Main (Phone Number)</td>
<td>Office Phone Number</td>
</tr>
<tr>
<td>Office Fax (Area Code)</td>
<td>Office Fax Area Code</td>
</tr>
<tr>
<td>Office Fax (Phone Number)</td>
<td>Office Fax Phone Number</td>
</tr>
<tr>
<td>Office Contact</td>
<td>Office Contact DR</td>
</tr>
<tr>
<td>Office Contact Manager</td>
<td>Office Contact-Manager</td>
</tr>
<tr>
<td>Office Status (Active only)</td>
<td>Office Status</td>
</tr>
<tr>
<td>Office Primary Association</td>
<td>Office Primary Association</td>
</tr>
<tr>
<td>Office Primary State Association</td>
<td>Office Primary State Association</td>
</tr>
<tr>
<td>Office Web Page</td>
<td>Office Web Page Address</td>
</tr>
<tr>
<td>Office eMail Address</td>
<td>Office E-Mail Address</td>
</tr>
</tbody>
</table>
What is the QuickBooks Interface?

The Navica MLS Management QuickBooks Interface was developed to assist REALTOR® Association MLS enterprises with periodic MLS Office/Agent list billing. The billing cycle, determined by the MLS Company board of directors, can occur monthly or quarterly.

Without this interface the process of billing Office/Agents is often a several day process printing various Navica MLS reports and then editing QuickBooks MLS customer information and memorized invoice transactions.

The QuickBooks Interface solves problems by building two files for import using the built-in QuickBooks Import Utility:

1. MLS Office/Agent List Billing Customers

Active MLS Offices are imported as Customers in QuickBooks. The source of this data is stored in the Navica Office table. Office data will be imported into the QuickBooks customer table and provide data for the MLS Office/Agent List Billing Transaction header.

2. MLS Office/Agent List Billing Transactions

During phase one of this interface, we are create invoice transactions with line item summary or detail for each brokers, agents, and appraisers who use Navica MLS services. We are also created a line item for brokers, agents, and appraisers who receive MLS books. Future versions may include features like additional line items for penalties and other MLS service fees.

Broker Invoice Transaction Header -

An MLS Office/Agent List Billing invoice is “billed to” the real estate Office. The header information on the invoice contains Office information like Company Name, Company Mailing Address (Billed to address), Company Street Address (Ship to address), Company Contact First Name, Company Contact Last Name, Company Contact Email Address, and Company Main Phone Number.

Broker/Agent Invoice Transaction Detail -

The invoice detail information includes line items usually beginning with the Office Contact or Broker followed in alphabetical order by real estate Agents and Appraisers who use the MLS service. The detail information on the invoice contains Agent information like the Agent’s name and billing rate. Usually there are different fees for various MLS users determined by Navica Security Levels and/or Roster Display Types.

For instance Office Brokers may pay a fee of $ 35.00, whereas, Office Agents pay a fee of $ 30.00.

Refer to Security Level and Roster Display Types screen shots under the References section.

For current information or pricing set your browser to www.NavicaAMS.org
Navica Revolution MLS Output | QuickBooks IIF format

The QuickBooks Interface utilizes the QuickBooks Import Utility for updating QuickBooks’ Customers and Invoice transactions. Since REALTOR® association MLS companies use various versions of QuickBooks, the IIF format works will with these versions and requires little testing.

The two IIF files are named as follows:

- tblQuickBooksMLSCustomers.iif ‘Customers
- tblMLSBillingQBImportTrans.iif ‘Invoice transactions

Accounting Considerations |

The Accounts Receivable must exist prior to import. If it does not, you will receive invalid line errors and the import will not process records properly. Also if you have the Sales Tax property turned ON, it is best to turn it OFF prior to importing transactions. Once the transactions have been imported, turn it back ON.

The NRDS QuickBooks Interface Provides On Site Implementation

Providing for a quality implementation experience, our Navica Project Manager will work with your REALTOR® association staff to determine the best date/time for live QuickBooks Interface activation. You in qualified hands as our Navica Project Manager has years of state and local association knowledge and experience as a Microsoft Small Business Associate as well as a QuickBooks ProAdvisor and Developer.

Our Navica Project Manager can test the QuickBooks Interface remotely using a copy of MLS company data; however, SEI requires that the QuickBooks Interface activation be accomplished during a physical on site visit.
Navica MLS Billing Export for QuickBooks

Log in to Navica MLS, and navigate to the Utilities tab as shown below.

For current information or pricing set your browser to www.NavicaAMS.org
Under the **QuickBooks** heading, right click on **Download QuickBooks Customers**.

Then **Save Target As..**

Next right click on **Download QuickBooks Invoices**.

Then **Save Target As..**


For current information or pricing set your browser to [www.NavicaAMS.org](http://www.NavicaAMS.org)
Launch QuickBooks and log in to the MLS Company.

Click on Utilities, Import, IIF files.. as shown below.
Navigate to the My Documents, Navica Billing folder.

Highlight the **QuickBooksMLSCustomers.iif** file as shown below.

Then click the **Open** button to import Navica Offices.
Once the data is imported the following message will appear.

Click **OK**
Click on Files, Utilities, Import, IIF files
Navigate to the My Documents, Navica Billing folder.

Select **MLSBillingQBImportTrans.iif**

Click **Open** to import Navica billing invoices.

For current information or pricing set your browser to [www.NavicaAMS.org](http://www.NavicaAMS.org)
QuickBooks Customer Center

Navigate to the QuickBooks Customer Center.

Notice that the Navica Office ID is added to the end of the Customer Name.
Double-click on a selected customer to view office detail as shown below.
Compare Navica Office detail.

Notice that the Office Mail Address is mapped to the Customer Bill to Address.

Likewise the Office Street Address is mapped to the Customer Ship to 1 Address.

We have added **QB Office Contact** and **QB Bill To Email** fields.
Additional Info Tab

We can populate Additional Info according to MLS Company requirements.
Repeat the steps to import invoice transactions.

Highlight **MLSBillingQBImportTrans.iif** as shown above. Click on the **Open** button.
From the **QuickBooks Customer Center**, click on the **Transactions** tab as shown below.

We have selected **Century 21 Homeowners 005** for our sample invoice.

For current information or pricing set your browser to [www.NavicaAMS.org](http://www.NavicaAMS.org)
Invoice Option

MLS Companies can select to display summarized or detailed line items.

Summarized Sample
Detailed Sample (Recommended)

The detailed invoice lists the agents’ name on the line item.
We can also set the **To Be Printed** flag as shown below.

We can set the **To Be Emailed** flag if supported in your version of QuickBooks.

We can also set the beginning **Invoice #** for you to avoid duplicate transactions as well as populate the **Customer Message**.
What is the REALTOR® E-Commerce Network Interface?

The REALTOR® E-Commerce Network external interface has been incorporated into the Navica Revolution MLS system to provide discount online payment options for members of National Association of REALTORS®. SEI brands this solution as simply Navica eCommerce.

Using Navica eCommerce REALTOR® association members can

**Pay Their Navica Revolution MLS, Supra, and/or SentriLock invoices online!**

Navica eCommerce Pre-requisites

REALTOR® associations must sign up for the REALTOR® E-Commerce Network by contacting Chris DeRosa at the National Association of REALTORS® or by visiting the [www.realtors.org](http://www.realtors.org) Website.

Note: Specify that you are requesting RECN for your MLS company.

SEI strongly recommends that REALTOR® MLS boards implement the NRDS Interface prior to Navica eCommerce implementation.

A Navica Project Manager will be assigned to each board implementing Navica eCommerce to assure operational efficiency and that security rules are properly implemented and enforced.

**REALTOR E-Commerce Network Bill Pay for Navica Offices**

From the Navica Maintenance menu (left pane) below the Off/Agt Main tab, locate the RECN heading.
Click on the **Online Bill Pay** link.
Credit Card Payment Form

When the office accounts payable staff specialist logs into our secured Navica Enterprise MLS intranet, the system intelligently displays the parent REALTOR Association Name as well as the Logged in Member Name and Member ID as shown below.

Simply enter the following payment information:

Invoice Number
Amount Of Payment
Select Type Of Payment

When the payment information has been entered, click Continue.

Requirements

This feature is provided for paying MLS service invoices in conjunction with the Navica MLS Management System. Navica Offices can pay for any invoice received from the Association’s MLS entity. Please do not pay for Association invoices like annual board dues, RPAC contributions, etc.

A valid NRDS Member ID is required for RECN credit card transaction processing. Office staff specialists can be added as Non Member types in the National Realtor Database System (NRDS) via Navica’s MLS Management System service by an authorized parent association staff membership specialist.

For current information or pricing set your browser to www.NavicaAMS.org
Credit Card Payment Form (Continued)

After entering your invoice payment information, the system will prompt the user for credit card information as shown below.

Enter the following information:

- Credit Card Number
- Card Expiration Date
- Name Of Credit Card
- Billing Address 1
- Billing Address 2
- Billing City
- Billing State
- Billing Zip Code

When all of the credit card information has been entered, click on Submit Payment.

NOTE: This information will not be stored within Navica

For current information or pricing set your browser to www.NavicaAMS.org
Credit Card Response Form

The RECN system will respond with a message as shown below.

Click on the “Click here to view your payment history” link.
Payment History Form

The following form will display RECN payment transaction history as shown below.

The following payment information will be listed:

- **Query**
- **EC Number (assigned by RECN system)**
- **Payment Type**
- **Amount**
- **Date**
- **Result**

Under the Query heading, select by clicking on the radio button to the left of 8178198 (EC Number).

Then click on **Query Transaction** to display RECN payment transaction status.

For current information or pricing set your browser to [www.NavicaAMS.org](http://www.NavicaAMS.org)
Query Transaction Form

The status of the RECN payment transaction will be displayed as shown below.
Security Levels

For current information or pricing set your browser to www.NavicaAMS.org
Roster Display Types

For current information or pricing set your browser to www.NavicaAMS.org