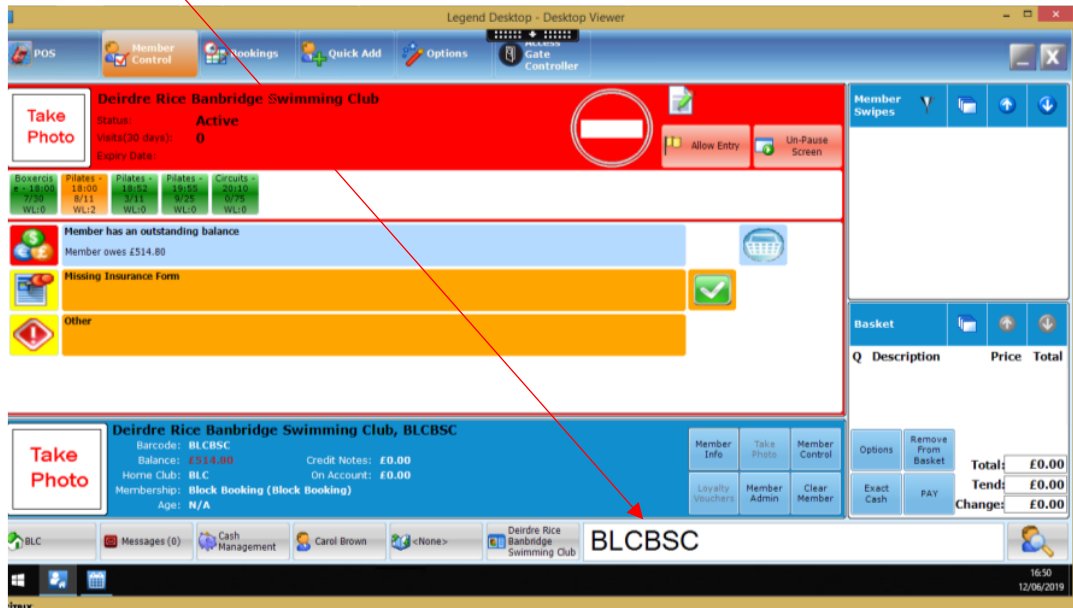
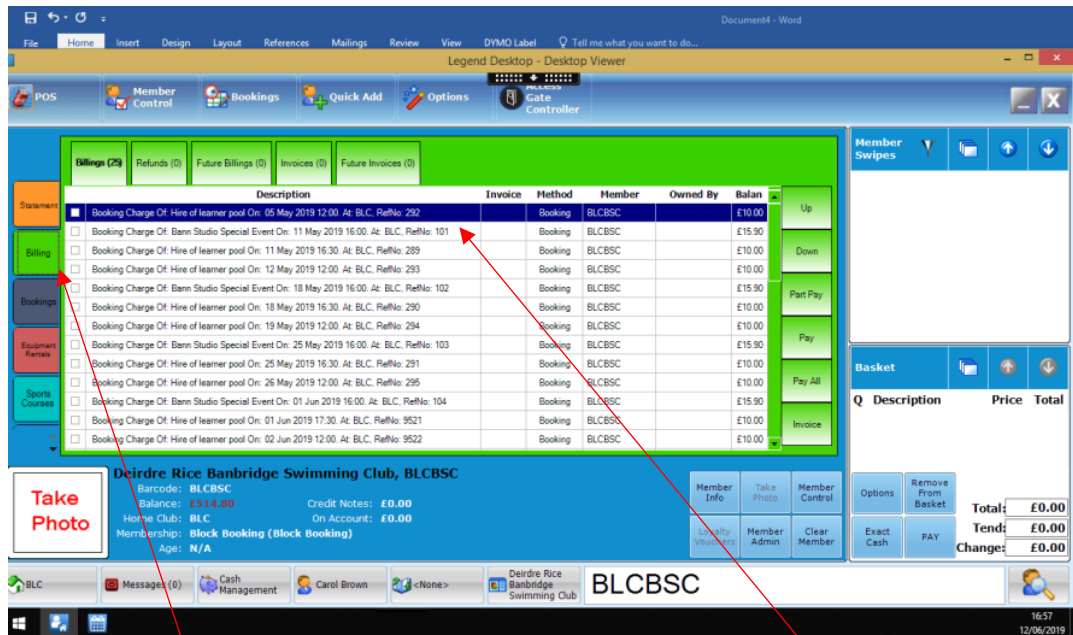


LEGEND INVOICE PAYMENTS

- Locate a copy of the invoice and booking reference from the appropriate invoice file
- Search member's details at FOH – use Member Reference from booking reference sheet



- Click on the member info button



- Click on billing tab – this screen lists member's unpaid bookings
- Expand the Description column to locate the booking reference number
- Using the Invoice booking reference sheet (attached to Integra invoice) – tick the matching dates/reference numbers
- Click the pay button
- Check that the total amount in the basket equals the invoice total amount
- Complete transaction
- Record invoice payment details on the Daily Cash Sheet – ensure that the payment is recorded under the correct VAT rate, and payment method.
- Record payment date and method on Invoice Schedule sheet.

- Customers who have been invoiced for their booking and contact FOH to pay, in the first instance should be encouraged to follow the payment options stated on the invoice.
- They can pay by BACS directly to the account stated or, by CARD to the number stated, and they must quote their invoice number to ensure the payment is taken off their account.

PAYMENT DETAILS

1. Terms NET 30 DAYS.
2. All amounts shown are in sterling
3. The preferred method of payment is by BACS. Please email BACS remittances to INCOME@armaghbanbridgecraigavon.gov.uk. BACS Payments to : Danske Bank SORTCODE: 95-07-97 ACCOUNT NUMBER: 30026077 IBAN : GB28 DABA 950797 30026077
4. Make cheques payable to - 'Armagh Banbridge and Craigavon Council ' and attach Remittance Advice.
5. Payments by Debit/ Credit can be made by contacting 0300 0300 900.

The Council retains, processes, shares and disposes of customer information for normal business purposes in compliance with GDPR

Remittance Advice

cut here



- We can take Cash at FOH, but they MUST have their invoice with them. Otherwise you CANNOT take their payment.
- The Remittance Advice needs to be detached and retained by us with a copy of the till receipt attached, as this needs to be lodged differently prior to being collected by G4S.

5. Payments by Debit/ Credit can be made by contacting 0300 0300 900.

The Council retains, processes, shares and disposes of customer information for normal business purposes in compliance with GDPR

Remittance Advice

cut here

Please detach and include with payment

Send to:

**Council Offices
Palace Demense
Armagh
BT60 4EL**

Account name:

Taekwondo
26 Camreagh
Craigavon

BT64 3AN



**Account No.: 0008560
Invoice No.: 4000047203
Invoice Date: 31/08/2023**

Amount Due: 205.31

- In some instances if you agree to take their payment by card at the desk, in person, you must follow this procedure.

When this procedure is not followed, the Integra system, which issues the invoices, does not know that the invoice has been paid. This leads to the customers receiving Debtors letters which is not good. It also involves multiple departments; Income, Debtors, Admin and Management here, and a lot of paperwork and time to resolve.