

Invoices & payments

All invoice and payment activity happens at the **Account** level

The screenshot shows the 'My Account' page for 'Abingdon Vale Swimming Club'. The account name is 'Wilsher'. Under the 'Invoices' section, there is a table with the following data:

Invoice No.	Invoice Date	Total	Balance Due	
129	18/09/2016	£25.00	£25.00	View
94	13/09/2016	£9.50	£0.00	View

Red circles highlight the 'Total' and 'Balance Due' columns in the table.

If you click on **Invoices** you'll get a list of invoices for your account. These could be invoices for club fees, or for meet entries. You can see at a glance whether an invoice has been paid or still needs paying. Click on View to see the details of an invoice.

The screenshot shows the detailed view for 'Invoice: 129'. It includes a 'Back to Invoices' link, a 'Download PDF' link, and a 'Pay Invoice' button (circled in red). The address is 23 Stevenson Drive, Abingdon, Oxfordshire. Invoice details are: Invoice Number: 129, Date: 18/09/2016, Due Date: 02/10/2016, Balance Due: £25.00.

Details

Item	Description	Member	Value
1	Monthly Subscription	Marianne Wilsher	£25.00
Total			£25.00

Payments

Date	Payment Method	Reference	Total Payment Amount	Allocated Amount
There are no items to display				

The invoice description will tell you whether the invoice is for a meet entry, your swimmer's training fees, or something else. You can keep a paper copy by downloading a PDF. To begin the payment process, simply click on **Pay Invoice**.

You have a choice of how to pay:

[Back to Invoice](#)
Payment Method

Bank Transfer

Cheque

If you choose to pay by Bank Transfer, make your BACS* payment in the usual way, and fill in the details as below. Once you've finished, press **Record Payment Details**

[Back to Invoice](#)
Payment Method

Bank Transfer

If you are paying with a bank transfer, enter the details below and we will confirm once payment is received.

Payment Date
18/09/2016

Amount
£ 27.00

Payment Reference
Thomas Wilsher Monthly Subscription

Record Payment Details

Cheque

The process is exactly the same if you're paying by cheque. Once you've finished, press **Record Cheque Details**


[Back to Invoice](#)

Payment Method

Bank Transfer

Cheque

If you are paying with a cheque, enter the details below and we will confirm once payment is received. Please include details of who you gave the cheque to.

Payment Date 

Amount

Cheque Details

*AVSC bank details for BACS payment are:

NatWest Bank plc

Account name: **Abingdon Vale Swimming Club**

Account no: **96544929**

Sort code: **60-01-01**

Please make cheques payable to AVSC

Your payment (and payment method) will be recorded on your invoice:

[Back to Invoices](#)

Invoice: 129

[Download PDF](#)

Address: 23
Stevenson Drive
Abingdon
Oxfordshire

Invoice Number: 129
Date: 18/09/2016
Due Date: 02/10/2016
Balance Due: £0.00

Details

Item	Description	Member	Value
1	Monthly Subscription	Marianne Wilsher	£25.00
Total			£25.00

Payments

Date	Payment Method	Reference	Total Payment Amount	Allocated Amount
18/09/2016	Bank Transfer	Thomas Wilsher Monthly Subscription	£25.00	£25.00

To check that the club has received your payment, go to your **Payments** screen, where you'll see a confirmation if payment has been received.

ABINGDON VALE SWIMMING CLUB My Account [Marianne Wilsher](#) [Logout](#)

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- Regular Payments
- Meets
- Messages

Payments

This screen displays all payments that you have made to the Club. Payments made by Bank Transfer and Cheque are recorded in the system and allocated to your invoices but the Club must then confirm receipt. The Confirmed column shows you if the Club has confirmed receipt of a payment or not.

	Date	Payment Method	Reference	Total Payment Amount	Allocated Amount	Available Amount	Confirmed
View	18/09/2016	Bank Transfer	Thomas Wilsher Monthly Subscription	£25.00	£25.00	£0.00	✓
View	06/09/2016	Bank Transfer	Thomas Wilsher Hatfield Meet	£27.00	£9.50	£17.50	✓