

Berks & Bucks FA Football Services Department



Whole Game Guide – Processing Payments Online

It is important all clubs understand that in discipline cases the **payment and case response are separate**. Your club invoice will run weekly and include all the cases raised since the previous invoice.

Failure to pay an invoice within fourteen days will see a 25% “late payment fee” added to the invoice.

Only secretaries have access to the discipline functions however a secretary can allow access to other members of the club by making them a discipline officer within the ‘club officials’ area.

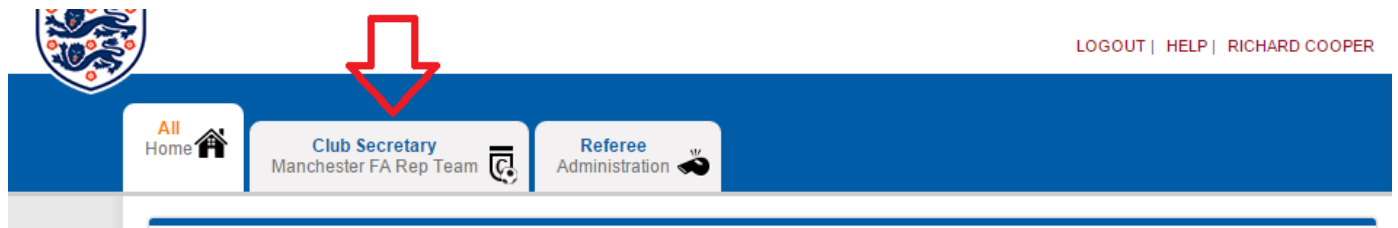
When a new invoice becomes available you will receive a new notification:

The screenshot shows a web interface with a blue header. The header contains three tabs: 'All Home' (with a house icon), 'Club Secretary Manchester FA Rep Team' (with a person icon), and 'Referee Administration' (with a whistle icon). On the left side, there is a vertical menu with three items: 'Dashboard' (with a red and white icon), 'My Account' (with a person icon), and 'Invoices' (with a printer icon). The main content area is titled 'Notifications' and has two buttons: 'Unread' and 'All'. Below the title, there is a notification for '12 August 2015' with 'Unread messages 3'. Below that, there is a summary notification: 'You have 3 standard notifications' with 'Unread messages 3 | Time'.

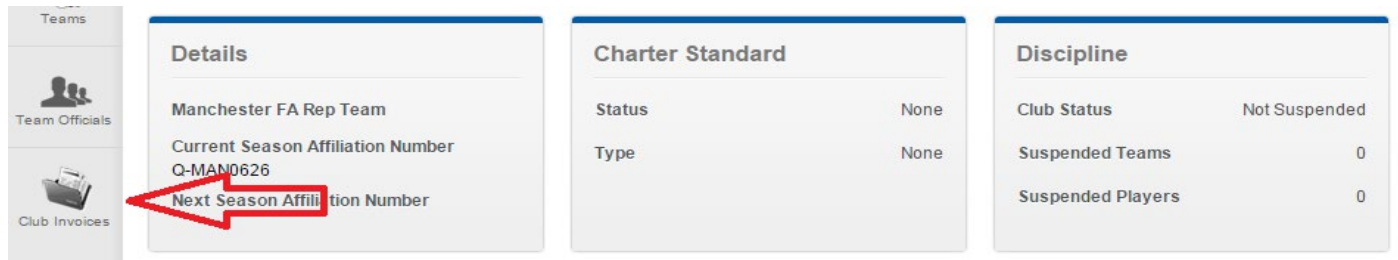
If you open the notification you will see as below a new invoice has been created:

The screenshot shows a web interface with a blue header. The header contains three tabs: 'All Home' (with a house icon), 'Club Secretary Manchester FA Rep Team' (with a person icon), and 'Referee Administration' (with a whistle icon). On the left side, there is a vertical menu with three items: 'Dashboard' (with a red and white icon), 'My Account' (with a person icon), and 'Invoices' (with a printer icon). The main content area is titled 'Notifications' and has two buttons: 'Unread' and 'All'. Below the title, there is a notification for '19 August 2015' with 'Unread messages 1'. Below that, there is a summary notification: 'You have 1 standard notifications' with 'Time'. Below the summary, there is a notification: 'Discipline invoice D-INV-MAN005729 has been created for club Manchester FA Rep Team.' with a timestamp of '03:40'. Below the notification, there is a button: 'Has been read by yourself'. Below the button, there is a table with three rows: 'To: Richard Cooper', 'Subject: Discipline invoice D-INV-MAN005729 has been created for club Manchester FA Rep Team.', and 'Details: Discipline invoice D-INV-MAN005729 has been created for club Manchester FA Rep Team.'

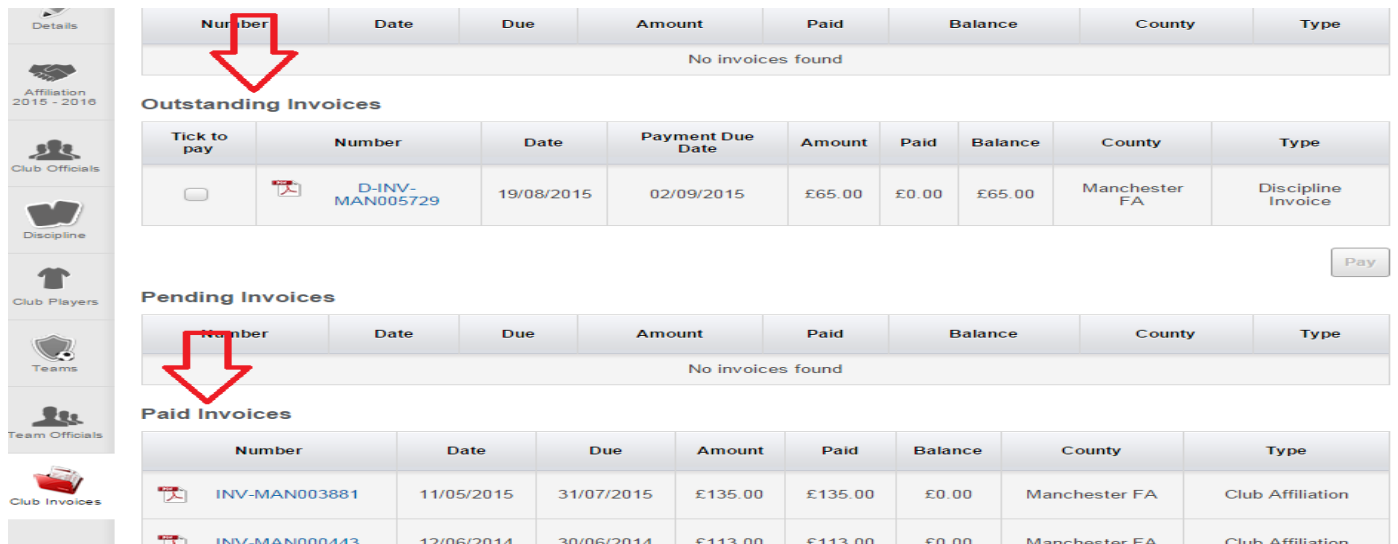
You can then view this invoice by clicking your club secretary tab:



Then selecting club invoices on the options on the left:



In this menu you can see any outstanding invoices and also any paid invoices. These invoices are never removed and you will be able to see all invoices since the start of 2014/15 season:



Any invoices within the outstanding invoices require payment. You can see the payment due date for the invoice on the menu bar:

Details

Affiliation 2015 - 2016

Club Officials

Discipline

Number	Date	Due	Amount	Paid	Balance	County	Type
No invoices found							

Outstanding Invoices

Tick to pay	Number	Date	Payment Due Date	Amount	Paid	Balance	County	Type
<input type="checkbox"/>	D-INV-MAN005729	19/08/2015	02/09/2015	£65.00	£0.00	£65.00	Manchester FA	Discipline Invoice

To make payment simply tick the box next to the invoice and select the blue payment box which will take you through to BarclayCard Smartpay:

Affiliation 2015 - 2016

Club Officials

Discipline

Club Players

Teams

Team Officials

Club Invoices

Outstanding Invoices

Tick to pay	Number	Date	Payment Due Date	Amount	Paid	Balance	County	Type
<input checked="" type="checkbox"/>	D-INV-MAN005729	19/08/2015	02/09/2015	£65.00	£0.00	£65.00	Manchester FA	Discipline Invoice

	Line Item	Payment	Balance
<input checked="" type="checkbox"/>	Discipline Admin Charge (8187885C)	£ 10.00	£10.00
<input checked="" type="checkbox"/>	Fine	£ 25.00	£25.00
<input checked="" type="checkbox"/>	Discipline Admin Charge (8187886S)	£ 10.00	£10.00
<input checked="" type="checkbox"/>	Discipline Admin Charge (8187887M)	£ 10.00	£10.00
<input checked="" type="checkbox"/>	Discipline Admin Charge (8191525C)	£ 10.00	£10.00
Amount to Pay:		£65.00	

[Pay £65.00](#)

If you wish to make a part payment you can deselect certain cases/produces by unticking their line item. This will amend the total payment being made:

Affiliation 2015 - 2016

Club Officials

Discipline

Club Players

Teams

Team Officials

Club Invoices

Outstanding Invoices

Tick to pay	Number	Date	Payment Due Date	Amount	Paid	Balance	County	Type
<input checked="" type="checkbox"/>	D-INV-MAN005729	19/08/2015	02/09/2015	£65.00	£0.00	£65.00	Manchester FA	Discipline Invoice

	Line Item	Payment	Balance
<input checked="" type="checkbox"/>	Discipline Admin Charge (8187885C)	£ 10.00	£10.00
<input checked="" type="checkbox"/>	Fine	£ 25.00	£25.00
<input type="checkbox"/>	Discipline Admin Charge (8187886S)		£10.00
<input checked="" type="checkbox"/>	Discipline Admin Charge (8187887M)	£ 10.00	£10.00
<input type="checkbox"/>	Discipline Admin Charge (8191525C)		£10.00
Amount to Pay:		£45.00	

[Pay £45.00](#)

Once payment is made the invoice will move into the "Paid Invoices" section below.

You can also download an invoice before payment if you wish, or after payment as a receipt. This is done by clicking the invoice number which will download the PDF for you.

Outstanding Invoices

Tick to pay	Number	Date	Payment Due Date	Amount	Paid	Balance	County
<input type="checkbox"/>	D-INV-MAN005729	19/08/2015	02/09/2015	£65.00	£0.00	£65.00	Manchester FA

Pending Invoices

Number	Date	Due	Amount	Paid	Balance	County
No invoices found						

Paid Invoices

Number	Date	Due	Amount	Paid	Balance	County
INV-MAN003881	11/05/2015	31/07/2015	£135.00	£135.00	£0.00	Manchester FA

D-INV-MAN005729.pdf

When viewing an invoice either before payment or after payment you can see the cases/product for which payment is required:

Richard Cooper
 Manchester FA Rep Team
 [Redacted]
 [Redacted]
 [Redacted]
 [Redacted]

Invoice No: D-INV-MAN005729
 Invoice/Tax Point Date: 19 August 2015
 Customer ID: 67023
 Payment Terms: 02 September 2015

INVOICE

Item Description	Price	VATRate	Total VAT	Gross Amount
Caution (Yellow Card)				
8187885- C: Colin Bridgford (08/08/2015)		0% (ZRO)		£10.00
Fixture: Manchester FA Rep Team U18 v Northumberland FA U18, played on 08/08/2015				
Discipline Admin Fee - Manchester FA	£10.00	0% (ZRO)		
8191525- C: Phil Cooper (15/08/2015)		0% (ZRO)		£10.00
Fixture: Manchester FA Rep Team U18 v Cumberland FA U18, played on 15/08/2015				
Discipline Admin Fee - Manchester FA	£10.00	0% (ZRO)		
Standard Charge (Red Card)				
8187886- S: James Longdin (08/08/2015)		0% (ZRO)		£35.00

Payment can also be made in the following ways:

1. By credit/debit card over the phone on 01235 544890 (M-F, 9am-5pm)
2. By BACS transfer to:
Berks & Bucks Football Association Limited
Sort Code: 30-97-73
Account: 02567524

Please include the invoice number in any BACS transfers.

To ensure payments are received promptly please send an email to Accounts@Berks-BucksFA.com stating you have made a BACS payment with the amount and detailing the cases being paid.

We suggest that all clubs login to Whole Game on a regular basis to check for new invoices, you will also receive an email notification when a new invoice is raised. If you have any questions in relation to WGS Discipline, contact us on 01235 544890 or email at Discipline@Berks-BucksFA.com