

Invoicing & Payments



INVOICES

- Viewing invoices - select 'My Bookings' or 'Upcoming Payments' tab to display a list of your bookings → Click the invoice icon (a blue circle with a document logo inside) → view, print or download invoice
- Paid invoices can be found in the 'Payment History' tab
- Invoices are due payment between 1st-14th of each month. Payments are made one month in advance of bookings

PAYMENTS

- Payments must be made via bank transfer or childcare voucher before marking your invoice as PAID.
- Click the red 'PAY' tab in upcoming payments
- Click 'Pay by Voucher' or 'Wallet' (if you have sufficient funds in your wallet only)
- In the pop up, select payment type from the drop down menu (bank transfer or by childcare voucher) → **Input child's full name as the reference** → Click **PAID** (A notification will be sent to finance who will verify receipt in due course)
- Over paid invoices: the remaining balance will go into your 'Wallet' which can be used towards future payments
- Under paid invoices: your account will be marked as outstanding with further booking restrictions
- 28 - Day Cancellation Policy: amendments can be made to your bookings out with 28 days, Ipal will automatically update invoices. Cancellations within 28 days will still be charged

BANK DETAILS:
Perceptive Action C.I.C
Acc No: 00708576
Sort Code: 83-26-09

Card Payments cannot be used. Please complete bank transfer, adding child's name as reference

If you have followed the steps and are still having difficulties please email: enquiries@schoolsout.world