



## Owner – User Guide

### Paying an Invoice

August 2017

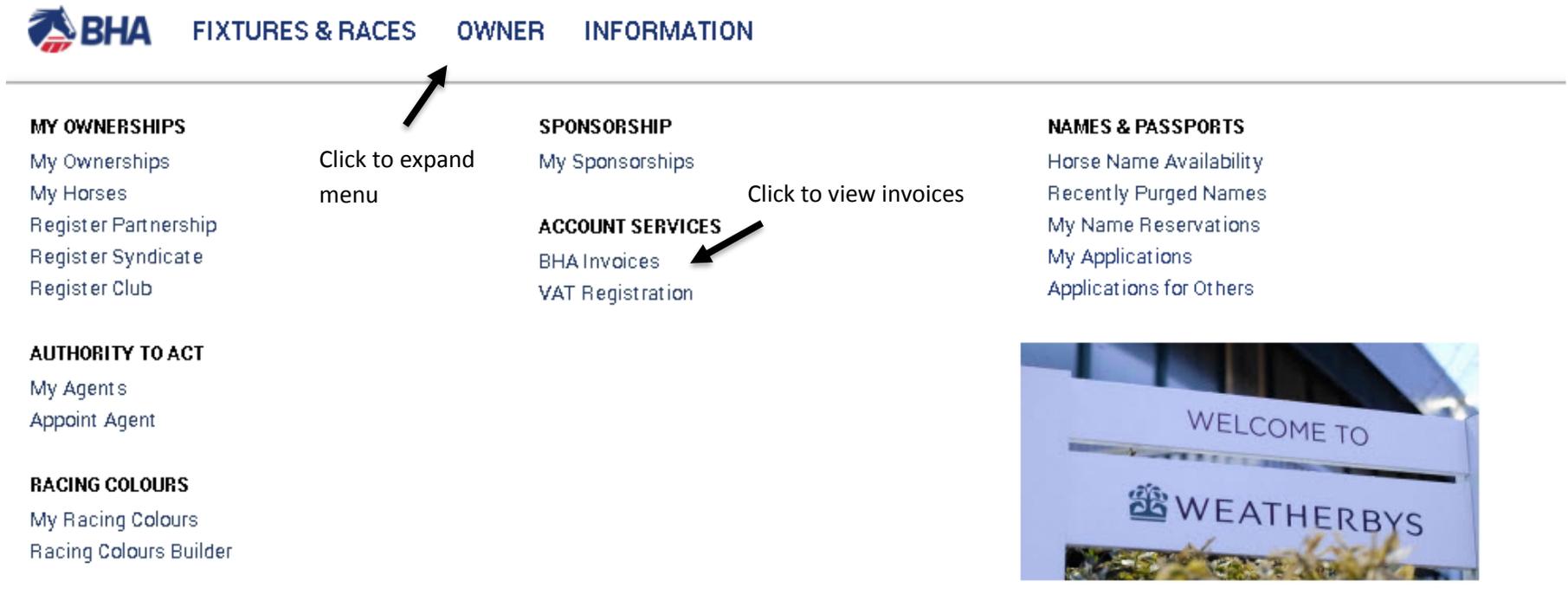
v.1

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## 1. Invoice Enquiry

- Log on to [www2.racingadmin.co.uk](http://www2.racingadmin.co.uk) with your email address and password.
- From the main menu select the “Owner” tab.
- This will expand the menu.



The screenshot shows the BHA website navigation menu. At the top, there is a header with the BHA logo and the text "FIXTURES & RACES OWNER INFORMATION". Below this, the "OWNER" tab is expanded, showing several categories of links. An arrow points to the "OWNER" tab with the text "Click to expand menu". Another arrow points to the "BHA Invoices" link under the "ACCOUNT SERVICES" header with the text "Click to view invoices".

**BHA** FIXTURES & RACES **OWNER** INFORMATION

**MY OWNERSHIPS**  
My Ownerships  
My Horses  
Register Partnership  
Register Syndicate  
Register Club

**SPONSORSHIP**  
My Sponsorships

**ACCOUNT SERVICES**  
BHA Invoices  
VAT Registration

**NAMES & PASSPORTS**  
Horse Name Availability  
Recently Purged Names  
My Name Reservations  
My Applications  
Applications for Others

**AUTHORITY TO ACT**  
My Agents  
Appoint Agent

**RACING COLOURS**  
My Racing Colours  
Racing Colours Builder



A photograph of a white sign with a blue border. The sign reads "WELCOME TO" on the top line and "WEATHERBYS" on the bottom line, with a small logo to the left of the word "WEATHERBYS".

- Under the “Account Services” header, click “BHA Invoices.”
- This will take you to the invoice enquiry screen.
- A pop up will be displayed allow you to select your account from a list.

## User Guide – Paying an Invoice

Click to select the account



JCGP002 Select Account ✕

Accounts for: Mr A. Owner

Name:

Account	Name	Status	Linked	Opened
<a href="#">12345678</a>		Open		26/03/2014

Records Found: 1 Page: 1

- This will take you to the invoices screen for that account.
- You will be able to view a snap shot of your ten most recent invoices including the date and balance for each invoice.

## User Guide – Paying an Invoice

Mr A. Owner BHA  
ABCDE / Mr A. Owner

A1XXXX XXXXXXX XXXX, A2XXXX XXXXXXXX, A3XXXXXXXX XXXX XXXX, Tyne and Wear, NE27 0LX

[Invoices](#) /

Invoices 	
Date	Balance
<a href="#">01/08/2017</a>	3,559.99
<a href="#">01/07/2017</a>	0.00
<a href="#">01/06/2017</a>	0.00
<a href="#">01/05/2017</a>	0.00
<a href="#">01/04/2017</a>	4,489.85
<a href="#">01/03/2017</a>	0.00
<a href="#">01/02/2017</a>	0.00
<a href="#">01/01/2017</a>	0.00
<a href="#">01/12/2016</a>	0.00
<a href="#">02/11/2016</a>	0.00

- To select an invoice, you can either:
  - Click the invoices menu above the box
  - Expand the snapshot by click the arrow in the top right hand corner
  - Click the date of the invoice that you wish to view.
- If you choose one of the top two options, you will be taken to the most recent invoice.
- Here you will see a summary which includes:
  - Invoice reference
  - Invoice date
  - Total credits & debits (incl VAT)
  - This Invoice total
  - Pending Transactions
  - Previous Invoice
  - Pending transactions carried forward
  - Amount to pay
  - Payment received
  - Payment failed
  - Balance Carried forward

## User Guide – Paying an Invoice

12345678 BHA  
 ABCDE / Mr A. Owner A1XXXX XXXXXX XXXX, A2XXXX XXXXXXXX, A3XXXXXXXX XXXX XXXX, Tyne and Wear, NE27 0LX  
 Invoice Date: 01/09/2017 [Pay Invoice](#)

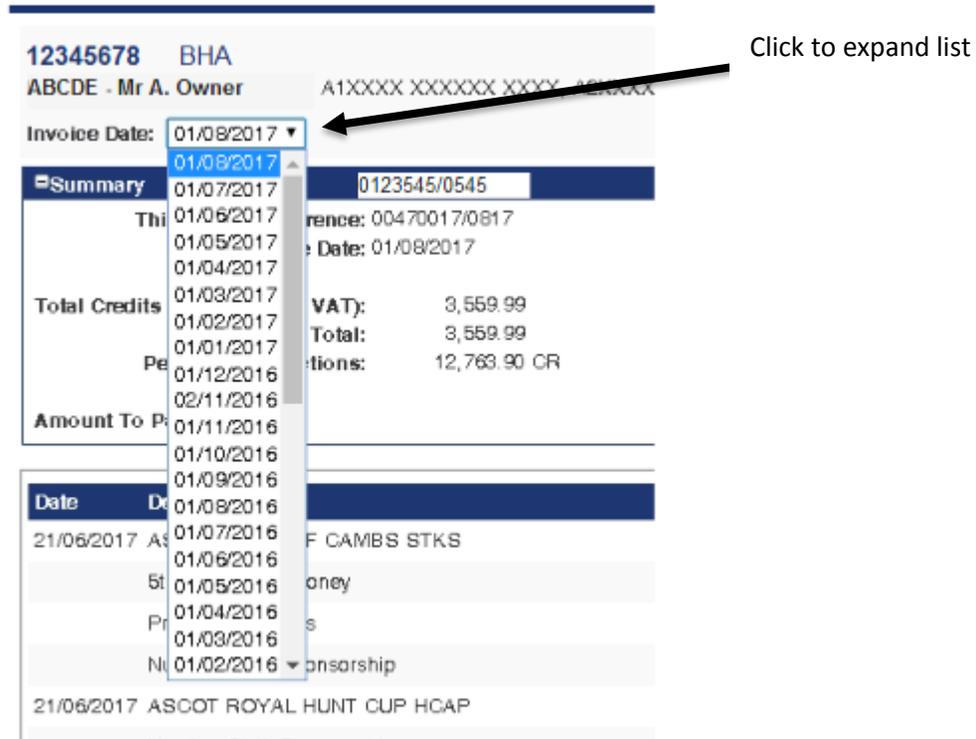
Summary			
This Invoice Reference: 0123545/0545 Invoice Date: 01/09/2017		Previous Invoice (0123545/0545) Total:	0.00
Total Credits & Debits (incl. VAT):	3,559.99	Pending Transactions Carried Forward:	8,938.42 CR
This Invoice Total:	3,559.99	Amount To Pay:	0.00
Pending Transactions:	12,763.90 CR	Payment Received:	0.00
Amount To Pay: 0.00		Payment Failed:	No
		Balance Carried Forward:	0.00

- The invoice itself will display the following details for each transaction in that invoice period:
  - Date
  - Details
  - Horse (if applicable)
  - Percentage (if applicable)
  - Amount
  - VAT
  - Total

Date	Details	Horse	Amount	VAT	Total
21/06/2017	ASCOT DUKE OF CAMBS STKS	Horse 1 (GB)	100.00%		
	5th place prize money		2,647.24 CR	529.45 CR	3,176.69 CR
	Prize % of Stakes		1,967.11 CR	0.00	1,967.11 CR
	Number Cloth Sponsorship		30.72 CR	6.14 CR	36.86 CR
21/06/2017	ASCOT ROYAL HUNT CUP HCAP	Horse 2 (GB)	100.00%		
	Number Cloth Sponsorship		13.96 CR	2.79 CR	16.75 CR
21/06/2017	RIPON R.WILKINSON APP HCAP	Horse 3 (IRE)	50.00%		
	4th place prize money		95.53 CR	19.11 CR	114.64 CR
	Prize % of Stakes		9.22 CR	0.00	9.22 CR
23/06/2017	REDCAR UNBOX RUK MDN HCAP	Horse 3 (IRE)	100.00%		
	1st place prize money		2,402.87 CR	480.57 CR	2,883.44 CR
	Prize % of Stakes		129.13 CR	0.00	129.13 CR
26/06/2017	WHAMPTON INVEST CITY NOV STKS	Horse 3 (IRE)	100.00%		
	3rd place prize money		463.97 CR	92.79 CR	556.76 CR
	Prize % of Stakes		47.82 CR	0.00	47.82 CR
01/07/2017	CHESTER BEEFEATER HCAP STKS	Horse 3 (IRE)	100.00%		
	Entry fee - Incl of BHA Handling Fee if applicable		97.70	6.10	103.80
01/07/2017	CHESTER STELLA ARTOIS HCAP	Horse 3 (IRE)	100.00%		
	Entry fee - Incl of BHA Handling Fee if applicable		82.70	6.10	88.80

## User Guide – Paying an Invoice

- To view a different invoice, use the drop down in the top left hand corner.
- Click the arrow to expand the drop list.
- This will display a list of all your past invoices. Click the required date to select and view the invoice.



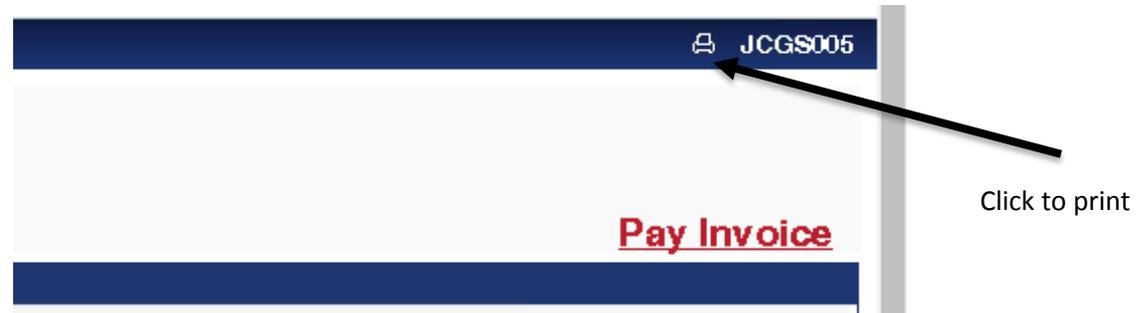
The screenshot shows a web interface for managing invoices. At the top, there is a header with the invoice number '12345678' and the name 'BHA'. Below this, the name 'ABCDE - Mr A. Owner' is displayed. A dropdown menu for 'Invoice Date:' is open, showing a list of dates from 01/02/2016 to 01/08/2017. An arrow points to the dropdown arrow icon with the text 'Click to expand list'. To the right of the dropdown, there is a summary section with a table of VAT and Total amounts. Below the summary, there is a table of transactions with columns for 'Date' and 'Description'.

Date	Description
21/06/2017	ASCOT ROYAL HUNT CUP HCAP
01/07/2016	F CAMBS STKS
01/06/2016	oney
01/05/2016	s
01/04/2016	s
01/03/2016	s
01/02/2016	ponsorship

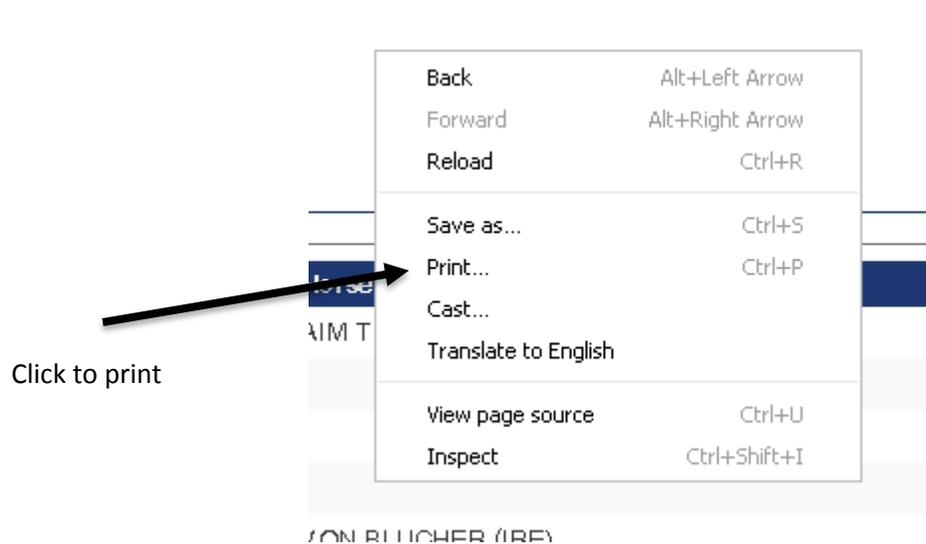
## 2. Printing Your Invoice

- Once you have selected your invoice, it is also possible to print it out.
- Click the print icon on the top right hand side of the screen.

## User Guide – Paying an Invoice



- A pop up window will be displayed with your printer settings. From here, you can select print.
- Alternatively, you can right click anywhere on the screen and click print.



### 3. Paying Your Invoice

- You will be able to view your current invoice after the 1<sup>st</sup> of every month.
- If you have a debit which needs paying you can pay this off straight away via your debit or credit card.
- You can do this even if you have a Direct Debit agreement in place.

## User Guide – Paying an Invoice

- Click the “Pay Invoice” link on the left-hand side of the screen.

BHA Invoice Enquiry JCGS005

Click to make a payment  [Pay Invoice](#)

Previous Invoice (00470017/0717) Total:	0.00
Pending Transactions Carried Forward:	8,938.42 CR
Amount To Pay:	0.00
Payment Received:	0.00
Payment Failed:	No
Balance Carried Forward:	0.00

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Use	Amount	VAT	Total
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- If you wish to pay off your invoice online, this must be done in full. It is not possible to do a part payment.
- You will then be taken to SagePay to process the payment.

## User Guide – Paying an Invoice

The screenshot displays a mobile payment interface for BHA. On the left, the BHA logo is shown above the text 'BHA' and 'To pay 1,030.00 GBP'. The main area is titled 'How do you want to pay?' and lists five payment options, each with a card logo and a surcharge amount: Visa (27.81 GBP), Visa Debit (0.40 GBP), MasterCard (27.81 GBP), Debit MasterCard (0.40 GBP), and Maestro (27.81 GBP). A 'Cancel' button is located at the bottom left of the list. At the bottom right, a green bar contains the text 'Your payment is secured by sage | pay'.

- Click the card type with which you are paying with.
- Once you have selected the type of card you are paying with you will be taken to the next screen.
- Here you will be asked to enter your card details including the long card number, expiry date and three-digit security code from the back of the card (CVC).
- Once you are happy with the details, click the confirm card details button to continue. The next screen will enable you to review your payment details.

# User Guide – Paying an Invoice

**BHA**

BHA

To pay  
**471.09 GBP**

Includes a surcharge of  
**0.40 GBP**

### Review your order

Transaction details
<b>Description:</b>
<b>Transaction Reference:</b> G000051684
<b>Amount:</b> 471.09 GBP

Payment Details
<input type="checkbox"/>

Billing Address	Shipping Address
<input type="checkbox"/>	<input type="checkbox"/>

When you click pay now you may be asked by your card issuer for payment card verification.

AMERICAN EXPRESS **MasterCard** Verified by  
SafeKey SecureCode **VISA**

Back

**Pay 471.09 GBP now**

Your payment is secured by **sage | pay**

## User Guide – Paying an Invoice

- You can click the arrows on the boxes to expand them to view this information. They will be minimized as a default. Click the Pay now button to proceed with the payment once you are happy.
- If you need to amend the details, click the back button.
- Depending on your card provider, you may be asked to enter your password for Verified by Visa.

The screenshot displays a payment interface. On the left, the BHA logo is shown above the text 'BHA'. Below this, the payment details are listed: 'To pay 471.09 GBP' and 'Includes a surcharge of 0.40 GBP'. On the right, under the heading 'Authenticate your card', there is a 'Verified by Visa' authentication form. The form includes logos for 'AMERICAN EXPRESS' and 'SafeKey.'. It is set in a 'TEST ENVIRONMENT' and titled 'Purchase Authentication'. The instructions state: 'Please enter your password to verify your identification.' The form fields are: Vendor (Weatherbys(DELPHIC)), Purchase Amount (471.09 GBP), Date (Wed May 31 12:02:09 BST 2017), Pan (xxxxxxxxxxxx0003), and Password (empty). A 'Submit' button is located at the bottom of the form, with a black arrow pointing to it. The 'MasterCard SecureCode' logo is visible in the bottom right corner of the form area.

## User Guide – Paying an Invoice

- Click “Submit” to continue with the payment. You will then be taken back to the invoice screen.
- A message will be shown on the summary stating that the amount has been paid.
- If you have a direct debit set up, no charge will be taken for that invoice.