

Migrating to SEPA with Invotech

What do we do now?

You do not need to do anything at present. Invotech will contact you over the coming months in relation to our SEPA migration process and bonus Optimizer upgrade offer. All clients will be given adequate notice and a range of dates for this work to be completed.

What will happen once we get our date for conversion?

- Invotech will work with your IT team/Leisure manager and install SQL Server Express (which will you will need for Optimizer to work). This can be on a reception machine, anywhere on your network or indeed a designated server.
- We will install Optimizer onto your desktops and convert your current data across for you to test and check.
- Optimizer will go live on sign off on the above from clients.

What happens to my DD run once we have converted over to Optimizer?

Initially you will continue to run your DD on Optimizer (the file will look exactly the same) as before with Club Organiser until SEPA is live. (EU directive is by February 2014)

When will we start sending the new SEPA file?

Invotech will contact you once the banks and we are ready. At this stage we will generate a SEPA test DD file for you to submit to the bank and once approved you will start using the new SEPA DD from the next month.

Do I need anything from my Bank?

You will need to contact your bank directly to get a new SEPA Originator Number. Your bank should be able to advise you of any other requirements regarding your mandates and administrative processes. Invotech will look after the software DD file compliance.

Do I need SEPA Training?

Yes, Invotech will run a number of SEPA and Optimizer Conversion Workshops across Ireland. In line with our communication process mentioned above we will be in touch with updates as soon as these dates are confirmed. Additional information can be accessed on our website: www.invotech.ie

