Sentral Finance – Fee + Receipt

Key highlights

Why use this feature?

Designed for over-the-counter payments like uniform items and fundraising

Combines the Standalone Fees and receipting process in one

What this feature offers

Quick and easy all-inclusive processing and payment receipting

Prerequisites

- Fee structure in place
- Fee item

Create fee

1. Go to Finance module | Fee Creation | Fee + Receipt.
2. Enter the Fee run name.

   This is a unique mandatory field – not visible to parents.
3. Select the date and time for the Fee + Receipt.

   This defaults to today's date and time, which you can override if required.
4. Select the payment method.

   If Cash:
   - Enter deposit date and select Apply.

   If Cheque:
   - Enter the cheque number.
   - Enter the cheque BSB.
   - Enter the bank account.
   - Enter the bank account name.
   - Enter the bank deposit date.
   - Select Apply.

   If EFTPOS:
   - Enter the terminal identifier and select Apply.

   If Money Order (MO):
   - Enter the MO payee name and number.
   - Select Apply.
5. Select the till associated with the payment.
6. Select the fee items to charge.

   This automatically populates the additional costing elements – Fee Category, Internal Order, Cost Centre and Amount. However, you can override these if required.
7. If you have further charges to include, then continue to select Add Line Item as necessary.
8. Select a Group by option:
   - Contact – to create fees by grouped contacts
   - Student – to create fees by student.
9. Select a Bill to option:
   - Student – to bill fees to students.

     Fee line items will show which students the bills are linked to.
   - Contact – to bill fees at a contact level.

     The fee line items will not have any links to students.

Link to activity

10. Linking to an activity created in the Activity module?
    - If Yes, select the activity from the list.

      Select this option when the Fee + Receipt is to accompany an activity created in the Activity module.
    - If No, skip this field.

Select who to bill

11. Select who to bill. Options include:
    - School Years
    - Roll Classes
    - Classes
    - Activity Groups
    - Student Flags
    - Previous Billing Runs
    - Individual student or contact – using Search Student and Search Contacts on the right.

You can create a non-student contact on the fly by selecting the Add non-student Contact link. This creates an Adhoc Contact record.

12. Search for students.
13. Remove any students that shouldn't be billed.
14. Select Add Selected.

Update dollar amounts

15. Need to update the dollar amount for a student?
    - If Yes, select Edit ( ) next to the student's name. Enter the new dollar amount.
    - If no, skip this step.

Preview fees

16. Select Generate and then review the fees being created.
    - Select Details to view the details of a fee.

You can export data to a CSV file for ease of use, analysis and calculation.

17. Select Run to preview the fees.
18. Select Generate to create the fee + receipt.

Need more information?

Finance User Guide