

Sentral Finance – Managing fee items



Key highlights

Why use this feature?

Fees need to be established prior to use in Finance and routine maintenance is required where values change from year-to-year or established fees are no longer required.

What this feature offers

Ability to create a new fee

Ability to amend an existing fee

Pre-requisites

- Fee group and Fee structure created
- Fee type exists

Create a new fee

1. Go to Finance module | Setup | Finance Setup.
2. Under Fee Structures in the left menu, select Fee Structures.
3. Select the fee group.
The Fee Group screen displays.
4. Select Add Fee.
5. Complete details for the fee and select Add.
The Fee category you select determines what information displays for other fields such as Fee Type, Fund Code, GL, and Tax Rate.



Note: Fee Category information is provided by the NSW DoE – meaning it is pre-configured.

Update an existing fee

1. Go to Finance module | Setup | Finance Setup.

2. Under Fee Structures in the left menu, select Fee Structures.
3. Select the fee group.
Fees associated to the selected fee group are listed. These are the fees set to 'Show in Finance'. To display all hidden fees, select the checkbox, Display fees set to 'Hide in Finance'.
4. Next to the fee, select Actions and choose Edit.
5. Update details and select Save.

Hide or delete an existing fee

1. Go to Finance module | Setup | Finance Setup.
2. Under Fee Structures in the left menu, select Fee Structures.
3. Select the fee group.
Fees associated to the selected fee group are listed.
4. To hide a fee:
 - a. Select the fee, one or many via the checkbox and using the top Actions, select Hide in Finance
5. To delete a fee:
 - a. Next to the fee, select Actions and choose Delete.
6. Select Confirm.

Need more information?

[Finance User Guide](#)