Fees, Billing and Payments Admin Guide

December, 2024

SENTRAL

Contents

Getting started

Introduction

The Fees, Billing & Payments topics describe key steps for setting up Sentral for your school to run a billing cycle, including synchronising the transactions with an external Finance System such as Xero.

Permissions

Role permissions allow you to specify what capabilities a user is given access level to be able to do within Sentral modules. Administrator level access always has full level of access.

> **Tip:** It is best to check for staff managing fees, billing, and payments.

1. Select the Setup icon ⚙ and choose **Enterprise Setup**.
2. Under General, select **Permissions**.
3. Under Manage Permissions, next to **Modify Access Levels for**, select **Fees, Billing & Payments Setup** from the list.
4. Review the permission levels.
5. Check settings for the following options:
   - Under Administration: Can perform manual enterprise sync
   - Under Setup: Has access to fees and billing setup.

About setup

Overview

The topics in this section describe the setup for each area within the Fees, Billing & Payments module. Settings that are not explained in this section of the help can be configured without explanation or configured later.

Configuration settings

1. To access the Fees, Billing & Payments module, select the Sentral menu icon ⣿ and then under Finance, select Fees, Billing & Payments.

   The Fees, Billing & Payments home screen displays.

2. Select the Setup icon ⚙ and choose Fees, Billing & Payments Setup.

Online payment settings

Overview

Use the information in this topic to configure the rules around handling payments via the Parent Portal. If partial payments are allowed, then you'll need to set the minimum threshold for allowing partial payments on bills created and payments received from parents.

Ensure you define and select notifications (emails) to be sent to parents for successful, scheduled, cancellation of scheduled and fail transactions.

Steps

Follow these steps to configure the appropriate online settings for your school.

1. Select the menu icon ⣿ and choose the Fees, Billing & Payments module.

2. Select the Setup icon ⚙ and choose Fees, Billing & Payments Setup.

   The Fees, Billings & Payments Setup screen displays.

3. Select **Finance Setup** in the left menu and choose **Online Payments Settings**.

4. Configure settings used for setting up Payment Requests that can be paid online via the Parent Portal.

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View school settings used for fees, billing and payments

Overview

Information displayed on the School Settings screen in the Fees, Billing & Finance module is read only. It is taken from global settings.

> 💡 **Tip:** To configure the school contact details with the Physical and Billing addresses, instead select **⚙ Setup** and choose **School Details**.

Steps

Follow these steps to see a read only view of school details configured via **Setup | School Details**

1. Select the menu icon ⦙⦙⦙ and choose the Fees, Billing & Payments module.

2. Select the **⚙ Setup** and choose **Fees, Billing & Payments Setup**.

   The Fees, Billings & Payments Setup screen displays.

3. Select **Finance Setup** in the left menu and choose **School Settings**.

School Settings		
School Name:	Sentral Public School - Xero	The school name as set in the global settings.
ABN:		The school ABN as set in the global settings.
Address:		The school's address as set in the global settings.
Street Address:	TestAddress-1	
Suburb:	TestCity	
State:	ACT	
Post Code:	1234	
Phone	432432432	The school phone number as set in the global settings.
Fax		The school fax number as set in the global settings.
Email	XeroTest@sentral.com	The school email as set in the global settings.

Configure Fees, Billing & Invoicing settings

Overview

The settings you configure determine how billing runs are conducted. They define the rules that govern billing events and associated default settings.

> ⓘ **Note:** You can apply different settings to different groups by defining multiple Fee Groups.

Steps

1. Select the menu icon ⦙⦙⦙ and choose the Fees, Billing & Payments module.

2. Select the Setup icon ⚙ and choose Fees, Billing & Payments Setup.

   The Fees, Billings & Payments Setup screen displays.

3. Select **Finance Setup** in the left menu and choose **Fees, Billing & Payments Settings**.

4. Review all settings to ensure correct configuration prior to commencing initial an billing run.

   Read more about some of these settings.

   - **Default Fee Group**

   - The default fee group will configure the rules that are contained within the selected Fee Group. This is a logical grouping of Fee categories.

     Fee Groups are configured in Fee Structures | Fee Structures.

   - Default activity revenue account, default revenue account, default payment (Bank) account and default portal payment (Bank) account

     These settings are used to control with GL Code different types of payments are assigned to.

   - Default Debtor Communication Preference

     This setting defines whether your mail, email or send invoices to the portal.

   - Invoice/Credit Note/Purchase Bill and Receipt Payment Number Prepend

     This allows you to configure the respective numbers so that they start with a consistent character set.

     > ⭐ **Example:** Invoices can be configured to start with characters INV2024 - to depict invoices generated in 2024.

   - Invoice/Credit Note/Purchase Bill and Receipt Payment Number Start

     This takes in a starting number and concatenates it to the prepended number described in the point above.

     > ⭐ **Example:** A start number of 1000 on invoices will create a starting invoice number of INV2024-1000 to the first invoice generated by the system.

   - When invoices are initiated in Sentral, they can automatically be pushed to the accounting package by switching the **Automatically Push Invoices to your Accounting Package** function to **Yes**. This can also be achieved by applying the same logic when being created from Activities.

   - Purchase bills

     This is a term that is used by Xero to identify transaction fees posted for each transaction. We can configure purchase bills to be automatically pushed to Xero when a transaction is processed.

   - Automatically Push payments to your accounting package

   - Automatically Push payments to your accounting package (when created from Parent Portal)

   - Automatically Push Credit Notes to your Accounting Package

   - Automatically Push Bank Transfers to your Accounting Package

   - Daily Sync with Enrolments

   - Automatically Sync with your Accounting Package

   - Automatically Retrieve Debtor Balances From Your Accounting Package

   - Create Bank Transfers for disbursements the school receives via Portal Payments Gateway

   - School's Real Bank Account (Dropdown)

- The Billing Wizard Debtors checkboxes

These allow you to select various categories of students when a billing run is being conducted with the Billing Wizard. As the list of billable contacts will continuously grow as students join (and leave) the school, this allows you to specify a finite/manageable list of students to work through in the billing run.

> ⭐ **Example:** Active students and Accepted students.

- Number of days from current date the Due Date in Billing Run set to
- Allow Billing by Subjects
- Apply Sibling Discounts based on Discount Rules
- Apply Discounts based on **Eligible for Discount** flag in Enrolments, overriding Sibling Discounts.
- Show Only Student Codes in Invoice Line Items
- Description shown against each invoice line item is to include
- Allow Discounts to be linked to Billing Periods
- Extra fields to check when determining if two bills are duplicates
- Allow Credit Notes to be created for Debtors in Sentral
- Allow Credit notes to be allocated in Sentral
- Create portal payment requests for invoices when publishing portal
- Automatically send payment request emails to debtors after publishing an invoice to parent portal.
- Should discount breakdown be on a separate line items in an invoice
- Determining flag based discount for students
- Determining overall discounts for students
- Should the system further split invoice into separate invoice for every fee type when performing an invoice run
- Should the due date be printed on the invoice emails

Configure invoicing, receipt and statement template settings

Overview
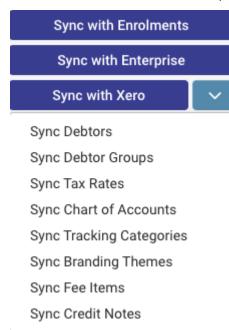
This information is synced to Sentral from your school's Financial Management System (FMS).

Specific wording or images such as the school logo that is displayed on your school's invoices, statements, or receipts, is created and managed in your school's accounting package and then synced back into Sentral.

Steps

Follow these steps to sync branding themes.

1. Select the menu icon ⣿ and choose Fees, Billing and Payments.

   The Fees, Billing and Payments home screen displays.

2. Select [Sync with Xero ⌄] (or Sync with Dynamic) and choose **Sync Branding Themes**.

Sync chart of accounts with Sentral

> ⚠️ **Warning:** Setup and management of the Chart of Accounts (COA) happens in your school's accounting package. It gets imported into Sentral when a Sync with Xero/Dynamics is conducted.

To view the chart of accounts

Follow these steps to view your school's chart of accounts within the Fees, Billing & Setup.

1. Select the menu icon ⋮⋮⋮ and choose Fees, Billing and Payments.

   The Fees, Billing and Payments home screen displays.

2. Select **⚙ Setup** and choose **Fees, Billing & Payments Setup**.

   The Fees, Billing & Payments Setup screen displays.

3. Select Finance Setup in the left menu and choose **Chart of Accounts**.

To sync chart of accounts to Sentral

To sync newly created accounts back into Sentral they will have to be created in the accounting package first and then synced back into Sentral.
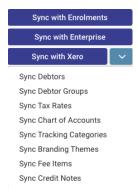
> ⭐ **Example:** Adding newly created general ledger accounts, can only happen within your accounting package.

To sync the chart of accounts back into Sentral

1. Select the menu icon ⋮⋮⋮ and choose Fees, Billing and Payments.

   The Fees, Billing and Payments home screen displays.

2. Select **Sync with Xero** ⌄ and choose **Sync Chart of Accounts**.

Add a Billing period

Overview

A billing period is typically annual, per-semester or term depending on your school's billing practices.

Your school must:

- decide on the frequency that is applicable to fees before conducting a billing run
- define a billing period prior to each bill run.

Steps
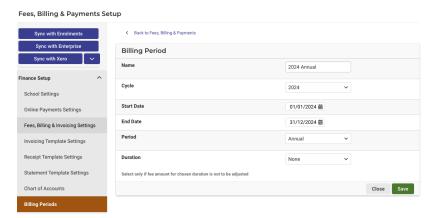
Follow these steps to add a billing period.

1. Select the menu icon ⣿ and choose Fees, Billings and Payments.

   The Fees, Billings and Payments home screen displays.

2. Select Fees, Billings & Payments Setup.

   The Fees, Billings & Payments screen displays

3. Select Finance Setup in the left menu and choose **Billing Periods**.

4. Select Billing Periods.

5. In Billing Period:

   a. Enter a name for the period.

   b. Select a cycle option.

   > **Note:** Cycle refers to the calendar year.

   c. Select a start date and end date.

   d. Select a period option (for example, Annual).

   e. Select Save .

Tax rates

Overview

Tax rates are used in Fees, Billing & Payments to calculate the amount of tax relating to financial transactions and documents (e.g. invoices).

When do you need to select a tax rate?

You may need to select a tax rate when you do any of the following in Fees, Billing & Payments:

- add and edit fees in your school's Fee Structure
- add and edit discount types
- create standalone invoices
- create credit notes
- add and edit donation types.

Integration with FMS
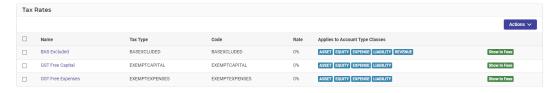
Warning: If Fees, Billing & Payments is integrated with a Financial Management System (FMS) like Xero or Microsoft Dynamics, tax rates can't be created, edited or deleted directly in Fees, Billing & Payments. They are synced from your FMS for use in Fees, Billing & Payments. If you need to create, edit or delete a tax rate, you must do this in your FMS.

To view a list of tax rates

Follow these steps to view a list of tax rates that are available to use in Fees, Billing & Payments.

1. Select the menu icon and choose the Fees, Billing & Payments module.

2. Select the Setup icon and choose Fees, Billing & Payments Setup.

3. Under Finance Setup in the left menu, select Tax Rates.

   The Tax Rates screen displays.

Name	Tax Type	Code	Rate	Applies to Account Type Classes	
BAS Excluded	BASEXCLUDED	BASEXCLUDED	0%	ASSET EQUITY EXPENSE LIABILITY REVENUE	Show In Fees
GST Free Capital	EXEMPTCAPITAL	EXEMPTCAPITAL	0%	ASSET EQUITY EXPENSE LIABILITY	Show In Fees
GST Free Expenses	EXEMPTEXPENSES	EXEMPTEXPENSES	0%	ASSET EQUITY EXPENSE LIABILITY	Show In Fees

To update the list of available tax rates

Follow these steps to update the list of available tax rates in Fees, Billing & Payments.

1. Select the menu icon ⠿ and choose the Fees, Billing & Payments module.

2. Select the Setup icon ⚙ and choose Fees, Billing & Payments Setup.

3. Do one of the following :

   • Select the dropdown arrow next to Sync with Xero/Dynamics [Sync with Xero] [∨] and choose Sync Tax Rates.

   • Select the Sync with Xero/Dynamics button.

   > ⓘ **Note:** If you've configured an overnight sync with your FMS, the list of tax rates will also be updated during that sync.

To make a tax rate unavailable for selection

Follow these steps to make a tax rate unavailable for selection in Fees, Billing & Payments (e.g. during standalone invoice creation).

1. Select the menu icon ⠿ and choose the Fees, Billing & Payments module.

2. Select the Setup icon ⚙ and choose Fees, Billing & Payments Setup.

   The Tax Rates screen displays.

	Name	Tax Type	Code	Rate	Applies to Account Type Classes	
☐	BAS Excluded	BASEXCLUDED	BASEXCLUDED	0%	ASSET EQUITY EXPENSE LIABILITY REVENUE	Show In Fees
☐	GST Free Capital	EXEMPTCAPITAL	EXEMPTCAPITAL	0%	ASSET EQUITY EXPENSE LIABILITY	Show In Fees
☐	GST Free Expenses	EXEMPTEXPENSES	EXEMPTEXPENSES	0%	ASSET EQUITY EXPENSE LIABILITY	Show In Fees

3. Select the checkbox next to the tax rate, select [Actions ∨] and choose Hide in Fees, Billing & Payments.

To make a hidden tax rate visible

Follow these steps to make a hidden tax rate available for selection again.

1. Select the menu icon ⠿ and choose the Fees, Billing & Payments module.

2. Select the Setup icon ⚙ and choose Fees, Billing & Payments Setup.

   The Tax Rates screen displays.

	Name	Tax Type	Code	Rate	Applies to Account Type Classes	
☐	BAS Excluded	BASEXCLUDED	BASEXCLUDED	0%	ASSET EQUITY EXPENSE LIABILITY REVENUE	Show In Fees
☐	GST Free Capital	EXEMPTCAPITAL	EXEMPTCAPITAL	0%	ASSET EQUITY EXPENSE LIABILITY	Show In Fees
☐	GST Free Expenses	EXEMPTEXPENSES	EXEMPTEXPENSES	0%	ASSET EQUITY EXPENSE LIABILITY	Show In Fees

3. Select the checkbox next to the tax rate, select [Actions ∨] and choose Show in Fees, Billing & Payments.

Banks

Overview

Banks and branches can be used in Fees, Billing & Payments to specify bank account details for a student.

To add a bank

1. Select the menu icon ⣿ and choose the Fees, Billing and Payments module.

2. Select the Setup icon ⚙ and choose Fees, Billing & Payments Setup.

3. Select Banks.

   The Banks screen displays.

4. Select the Add Bank button.

5. Enter a Bank Code, SWIFT or BIC Code and Description.

6. Select the Add button.

To add a bank branch

1. Select the menu icon ⣿ and choose the Fees, Billing and Payments module.

2. Select the Setup icon ⚙ and choose Fees, Billing & Payments Setup.

3. Select Banks.

   The Banks screen displays.

4. Select the View Branches button for the relevant bank.

   The Bank Branches screen displays.

5. Select the Add Branch button.

6. Enter a Branch Code and Description.

7. Select the Add button.

Configure Receipting settings

Overview

Your school has the opportunity to set up payment methods.

The payment methods that you set up become the list that users choose from when a payment is received against an invoice.

Add a new payment method

1. Select the menu icon ⣿ and choose the Fees, Billing & Payments module.

2. Select the 🟦 **Setup** and choose **Fees, Billing & Payments Setup**.

   The Fees, Billings & Payments Setup screen displays.

3. Select **Finance Setup** in the left menu and choose **Receipting Settings**.

   The Receipting Settings screen displays.

4. Select **Add Payment Method**.

   The Add Payment Method Details screen displays.

5. Complete the following fields:

   a. Name

   b. Code

   c. Receipting Account

     Receipting GL account from your Financial Management System (FMS). A payment transaction will be created using this account if this payment method is selected when receiving a payment.

   d. Bank Account

     Bank GL account from your FMS for payments received using this payment method.

   e. Display in Sentral

     Select **Yes** if you want this payment method to be available for selection when users are receiving payments in Sentral.

   f. Automatic Settlement Transfer

     This setting is only available for the 'Sentral Pay - Online (inbuilt)' payment method.

     Select **Yes** if you want Sentral to create a bank transfer transaction when it receives settlement details for online payments from Ezidebit.

> 💡 **Tip:** Bank transfer transactions move the settlement amount from the specified Receipting Account to the specified Bank Account.

   g. Reconcile Payment

     Select **Yes** if you want payments received using this payment method to be marked as Reconciled automatically upon creation.
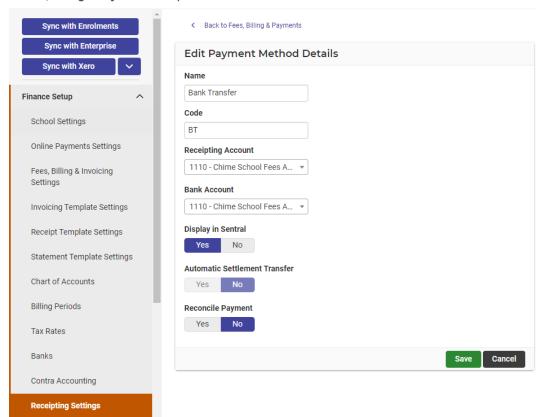
6. Select [Save] to create the new payment method.

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Edit a payment method

1. Select **Edit** next to a payment method.
   The Edit Payment Method Details screen displays.

2. Complete the following fields:

   a. Name

   b. Code

   c. Receipting Account

   Receipting GL account from your Financial Management System (FMS). A payment transaction will be created using this account if this payment method is selected when receiving a payment.

   d. Bank Account

   Bank GL account from your FMS for payments received using this payment method.

   e. Display in Sentral

   Select **Yes** if you want this payment method to be available for selection when users are receiving payments in Sentral.

   f. Automatic Settlement Transfer

   This setting is only available for the 'Sentral Pay - Online (inbuilt)' payment method.

   Select **Yes** if you want Sentral to create a bank transfer transaction when it receives settlement details for online payments from Ezidebit.

   > **(i)** **Note:** Bank transfer transactions move the settlement amount from the specified Receipting Account to the specified Bank Account.

   g. Reconcile Payment

   Select **Yes** if you want payments received using this payment method to be marked as Reconciled automatically upon creation.

3. Select [Save] to save your changes.

Manage payment schedule templates

Overview

Use the information in this topic to set up payment schedule templates for your staff to select when they create invoices and they want those invoices to be paid via a payment schedule.

> **ⓘ** **Note:** This feature is only relevant if your school is using Sentral Pay within the Fees, Billing & Payments module.

'Built-in' template options

Sentral provides three 'built-in' templates - Weekly, Fortnightly, and Monthly that you can use 'as is', edit, or delete.

These templates are standard templates for all existing and new schools. They allow parents to choose the date when they start paying off the selected invoice.

The date that the payment schedules ends is based on the payment request due date, which in most cases is also the invoice due date.

> **💡** **Tip:** If you want to have more control over the payment schedules, you can create your own templates.

Create a new payment schedule template

Steps

1. Select the menu icon ⣿ and choose Fees, Billings and Payments.

   The Fees, Billings and Payments home screen displays.

2. Select Fees, Billings & Payments Setup.

   The Fees, Billings & Payments screen displays.

3. Select Finance Setup in the left menu and choose **Payment Schedule Templates**.

   The Payment Schedule Templates screen displays. The first three templates listed are Weekly, Fortnightly, and Monthly.

   > **💡** **Tip:**
   > You can use these templates 'as is', edit them, or delete them.

4. Select **Add Payment Schedule Template**

   The Create Payment Schedule Template screen displays.

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5. Give the template a name - a description that displays internally but is not visible to parents.

6. Specify a display name for the Portal.

7. Select frequency option - Weekly, Fortnightly, Monthly, or Custom.

   a. If you selected **Weekly**, **Fortnightly** or **Monthly**:

      i. Specify a Start Date Type.

         If you selected Fixed Date, then use the calendar to set the start date. Otherwise, allow parents choose the payment schedule start date.

      ii. Specify an End Date Type.

         If you selected Fixed Date, then use the calendar to set the end date. Otherwise, allow payment schedules to end on the payment request due date.

         The instalment day displays. For example, Week 1, Thursday.

         > **Tip:** This is useful in situations where a payment plan is agreed to that goes beyond the payment request due date.
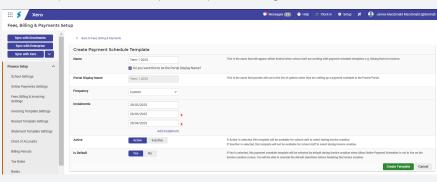
   b. If you selected **Custom**, an additional Instalments field displays.

      > **Tip:** Perhaps you want a payment schedule that's quarterly or per term.

      > **Example:** You may want Term 1 fees paid by parents on set dates in Term 1, so you could set up the custom template as per the image below.

   c. Use the calendar to set specific dates for one or more instalments.

8. Specify whether the template should be active - Yes or No.

   > **Tip:** This is useful if you may be setting up templates but you don't want staff to use them yet.

9. Specify whether the template should be available by default for invoices that you create.

10. Select Create Template .

Edit a payment schedule template

1. Select the menu icon ⋮⋮⋮ and choose Fees, Billings and Payments.

   The Fees, Billings and Payments home screen displays.

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2. Select Fees, Billings & Payments Setup.

   The Fees, Billings & Payments screen displays.

3. Select Finance Setup in the left menu and choose **Payment Schedule Templates**.

   The Payment Schedule Templates screen displays.

4. Select Edit next to a template. [insert screen capture FBP-AG-Payment-Schedule-Templates-Edit-screen.png]

5. Update fields as required and select Save.

Bulk action payment schedule templates

1. Select the menu icon ⋮⋮⋮ and choose Fees, Billings and Payments.

   The Fees, Billings and Payments home screen displays.

2. Select Fees, Billings & Payments Setup.

   The Fees, Billings & Payments screen displays.

3. Select Finance Setup in the left menu and choose **Payment Schedule Templates**.

   The Payment Schedule Templates screen displays.

4. Select Actions and choose a menu option:

   a. Activate

   b. Deactivate

   c. Delete.

   A flag displays next to the template to show the current status of the template.

Some business rules

Deleted templates

If a template is deleted, and that template is currently used by parents paying off invoices, then there will be no impact on those payments...they will continue.

This template will be removed from the template screen.

Edited templates

If a template is edited, and that template is currently used by parents paying off invoices, then there will be no impact on those payments. Parents selecting the template after the edits will have the edits apply to their schedule.

Delays

Parents may sometimes be late to set up a payment schedule, and in some cases they may not set up a payment schedule until after the 'Start Date' of that template. If that is the case, the system will calculate the future payment amounts based upon the remaining number of instalments on the schedule. This ensures that the invoiced amount is fully paid by the end date.

Fee structures

You must set up a fee structure when configuring the Fees and Billing module.

You have two options for setting up a fee structure:

- using the Fee Structures menu under Settings
- preparing a fee structure in Excel and importing it as a CSV file, under Imports.

Configuring a new fee structure involves four key steps:

- Set up fee types
- Configure fee groups
- Configure fee categories
- Add fees to fee groups.

Set up fee types

Overview

Fee Types are used in Fees, Billing & Payments to group similar fees, and to apply common attributes to these groups of fees. A Fee Type must be specified for every fee in your Fee Structure.

How fee types are used

Fee types are used in Fees, Billing & Payments to:

- streamline the selection of multiple related fees during a billing run
- link a group of related fees to the same discount type
- determine whether a fee will be applied to a student or to a household/debtor
- determine whether a pro-rata calculation will be applied for a fee when students are enrolled for only part of the specified billing period
- determine how a fee's unit amount will be used to calculate the amount to be charged for the specified billing period.

To add a fee type

1. Select the menu icon ⠿ and choose the Fees, Billing & Payments module.

2. Select the Setup icon ⚙ and choose Fees, Billing & Payments Setup.

3. Select Fee Structures in the left menu and choose **Fee Types**.

   The Fee Types screen displays.

4. Select Add Fee Type .

5. Specify a name.

6. Specify an Applies To option.

   - If you select **Student** in the Applies To field, billing items generated for fees of this fee type will be linked to the student.

   - If you select **Household** in the Applies To field, billing items generated for fees of this fee type will be linked to the household/debtor.

7. Specify a Pro-Rata Applicable option.

- If you select **Yes** in the Pro-Rata Applicable field, billing items generated for fees of this fee type will adjust the fee's Unit Amount based on the percentage of the Billing Period for which the student is enrolled.

> ⭐ **Example:** A student who is enrolled for half of the Billing Period would be charged based on half of the Unit Amount.

- If you select **No** in the Pro-Rata Applicable field, the full Unit Amount of the fee will used to calculate the billing items, regardless of the percentage of the Billing Period for which the student is enrolled.

> ⓘ **Note:** The Pro-Rata Applicable setting on a Fee Type does not apply if the Duration is Once Off.

8. Select Add .

To specify a duration for a fee type

1. Select the menu icon ⋮⋮⋮ and choose the Fees, Billing & Payments module.

2. Select the Setup icon ⚙ and choose Fees, Billing & Payments Setup.

3. Select Fee Structures in the left menu and choose **Fee Types**.

4. Select Edit for the relevant fee.

5. Specify a Duration option.

   The Duration determines how a fee's unit amount will be used to calculate the amount to be charged for the specified billing period.

   Read more about the Duration option.

   - Once Off - The Unit Amount of the Fee is always applied in full, regardless of the length of the billing period.
   - Weekly - The billing item multiplies the Unit Amount by the number of weeks in the Billing Period.
   - Monthly - The billing item multiplies the Unit Amount of the Fee by the number of months in the Billing Period. A month is counted if any part of the month is included in the billing period e.g. a billing period from 30/04 - 01/06 is counted as 3 months.
   - Term - The billing item multiplies the Unit Amount of the Fee by the number of terms in the Billing Period. A term is counted if any part of the term is included in the billing period e.g. a billing period that starts on the last day of term 1 and ends on the first day of term 3 is counted as 3 terms.
   - Yearly - The billing item multiplies the Unit Amount of the Fee by the number of years in the Billing Period. If the Billing Period is less than a year, the amount is calculated as a proportion e.g. if the billing period is 184 days, and the Unit Amount is $10,000, the bill amount is calculated as 10,000 x 184/365 = 5,041.0959.

> ⓘ **Note:** If the Duration of the Fee Type matches the Duration of the Billing Period, the full Unit Amount is always applied, and none of the calculations described above are used.

6. Select Save .

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Configure fee groups

Overview

If you want to create invoices for a student via a billing run, you'll need to link the student to a fee group. By linking the student to a particular fee group, you're defining the group of fees that could apply for the student.

> **Note:** When you create the actual fees, you'll be defining additional attributes (e.g. year levels, subjects and flags)

> **Example:** You could define a fee that only applies to students in year 7 who are doing Art and are linked to the fee group.

Steps

1. Select the menu icon ⣿ and choose the Fees, Billing & Payments module.

2. Select the Setup icon ⚙ and choose Fees, Billing & Payments Setup.

3. Select Fee Structures in the left menu and choose **Fee Structures.**

4. Select **Add Fee Group**

5. Enter a name and code for the fee group.

6. Select **Add**.

Next steps

"Configure fee categories" below

Configure fee categories

Steps

1. Select the menu icon ⣿ and choose the Fees, Billing & Payments module.

2. Select the Setup icon ⚙ and choose Fees, Billing & Payments Setup.

3. Select Fee Structures in the left menu and choose Fee Structures.

4. Next to the newly added Fee Group, select **View**.

   The Fee Group screen displays.

5. Select **Add Category**

6. Enter a name category, and select **Save**

SENTRAL

Link fee types to fee categories

Overview

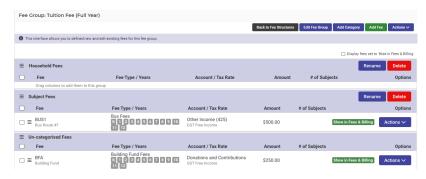Fee categories are just the ordering of fees in a fee group. You can link a fee to a fee type.

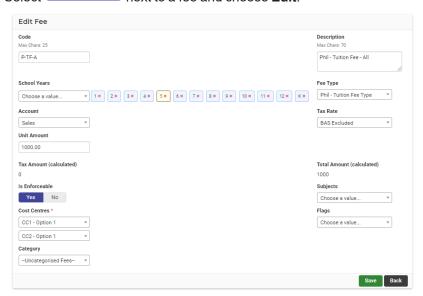> ⭐ **Example:** Year 6 Tuition fees (Fee) to Tuition Fees (Fee Type).

Add a fee into a fee type

1. Select the menu icon ⋮⋮⋮ and choose the Fees, Billing & Payments module.

2. Select the Setup icon ⚙ and choose Fees, Billing & Payments Setup.

3. Select Fee Structures in the left menu and choose **Fee Structures**.

4. Select the Fee Group you want to edit.

   The Fee Group screen displays.

5. Select **Actions ∨** next to a fee and choose **Edit**.
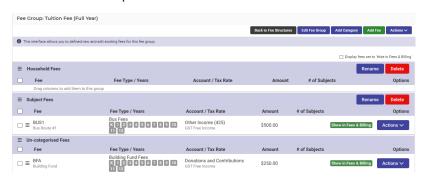

6. In Edit Fee, under Fee Type, select an option from the list.

7. Select **Save**.

Change the category a fee is in (in a fee group)

1. Select the menu icon [icon] and choose the Fees, Billing & Payments module.

2. Select the Setup icon [icon] and choose Fees, Billing & Payments Setup.

3. Select Fee Structures in the left menu and choose **Fee Structures**.

4. Select the Fee Group.

5. Use the Drag handle icon [icon] to move a fee from one category to another.

Edit a fee type

1. Select the menu icon [icon] and choose the Fees, Billing & Payments module.

2. Select the Setup icon [icon] and choose Fees, Billing & Payments Setup.

3. Select Fee Structures in the left menu and choose Fee Structures.

4. Select the Fee Group you want to edit.

   The Fee Group screen displays.

5. Select [Actions v] and choose Edit.

6. In Edit Fee, update any of the following details:

   - Code
   - Description - enter a description.
   - School Years - select one or more options.
   - Account - select the appropriate option.
   - Unit Amount - enter the amount.
   - Tax Amount - automatically calculated.
   - Is Enforceable - select Yes or No.
   - Under Cost Centres, select an option for Department and Faculty.
   - Under Category, select an option.
   - Fee Type - select an option.
   - Tax Rate - select an option.
   - Total Amount - automatically calculated.
   - Subjects - select one or more options.
   - Flags - select one or more options.

7. Select [Save].

SENTRAL

Configure discount rates

Overview

It is important that you configure the appropriate discount rates and rules conducting a billing run. Setting up Discount Rates allows the Fees and Billing system to automatically apply discounts to students based on these rules.

Steps

Follow these steps to configure discounts.

1. Select the menu icon ⣿ and choose the Fees, Billing & Payments module.

2. Select the Setup icon ⚙ and choose Fees, Billing & Payments Setup.

3. Select Fee Structures in the left menu and choose **Discount Rates**.

    The Discount Rates screen displays.

4. Select **Add Discount Category**.

    Additional fields display.

5. Enter a name for the discount category.

6. Select one of more Fee Types to associate with this discount category.

> ℹ **Note:** You can add more than one fee type to a discount category.

7. Select a Discount Type option - either a Flag Based Discount or a Sibling Discount.

8. Select the GL account and tax rate for each discount.

9. Select **Save**.

Sibling discounts

Sibling discounts are a type of discount that is applied to students marked as Siblings in the Enrolments module. This type of discount will typically be applied to the subsequent siblings within a household. A unique rate or amount can be applied to subsequent siblings. For example, first child pays full fee, second sibling pays 20% less, third sibling pays 30% less, etc.

How to add discount rules or amounts

After a discount category is saved, discount rules or values can then be added to sibling or flag-based discounts, respectively. That is, Sibling based discounts will add rules to each sibling, whereas values (fixed amount or percentage) can be added to flag-based discounts for students in each year.

1. Select the menu icon ⣿ and choose the Fees, Billing & Payments module.

2. Select the Setup icon ⚙ and choose Fees, Billing & Payments Setup.

3. Select Fee Structures in the left menu and choose Discount Rates.

    The Discount Rates screen displays. This lists any discount categories created.

4. **To add a discount rule:**

    a. Select **View Discount Rules** next to the associated discount category.

    b. Select **Add Discount Rule**.

    c. Enter a name for the rule.

    d. Specify whether to use this rule as the default.

    e. Specify whether the discount type is percentage or fixed.

    f. Select the applicable school years.

    g. Next to Siblings with Discounts:

        i. If you selected **Fixed** as the Type, enter the Discount Amount next to Sibling #1 and select **Add Discount Rate**.

            Repeat for additional sibling discounts.

        ii. If you selected **Percentage** as the Type, enter the Percentage rate next to Sibling #1 and select **Add Discount Rate**.

    h. Select **Save**.

5. **To add a discount amount**,

    a. Select **View Discount Amounts** next to the associated discount category.

    b. Enter a name for the rule.

    c. Specify whether the discount type is percentage or fixed.

    d. Enter the Amount.

    e. Select the applicable school years.

    f. Select **Save**.

Instalment plans

Overview

You can define an instalment plan and associate it with a debtor. Once linked to a debtor, it will allow the Billing Wizard to create multiple invoices based on the split-up fee proportions.

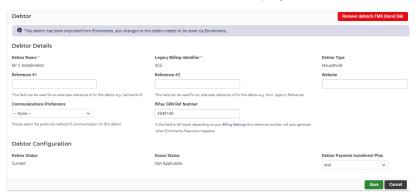> **ⓘ** **Note:** Instalments plans need to be set up first.

Steps

Follow these steps to apply an instalment plan to a debtor.

1. Select the menu icon ⚎ and choose the Fees, Billing & Payments module.

2. Use the Search Fees, Billing & Payments field (top right) to look up the debtor (parent).

3. Select **Edit**.

   The Debtor screen for the selected debtor displays. This shows debtor details and debtor configuration.

4. Under Debtor Configuration, select an option from the **Debtor Payment Instalment Plan** list.

5. Select **Save**.

Flags

Student profiles

A flag can be created and allocated to a student's user credentials on the Fees and Billing module. When a bill run is conducted on a specific fee type, if a flag is applied to any students, then the respective discount category will systematically be applied.

Unique discounts per student

Flags play an important role in allocating unique discounts to students. When a flag is created, it must be attached to a student's profile in the Fees and Billing module for the discount to be triggered. Flags work together with Discount rates and, after a flag is created, a discount value should be added to the flag as described in **"Configure discount rates" on page 29**.

Multiple discounts

When multiple discounts are applicable to students (for example, sibling discounts + staff discounts + other), you can configure how one of the following discounts apply:

- the maximum discount (i.e. the highest discount rate)
- the minimum discount (i.e. the lowest discount rate)
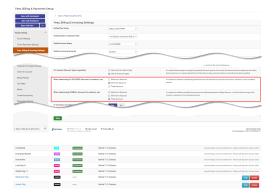- the total discount (i.e. the sum of all applicable discounts for a student).

> **Note:** You also have the option to exclude the sibling discount if other unique discounts are relevant.

How to configure multiple discounts

> **Note:** Flags can be created in Enrolments also and imported into this module.

1. Select the menu icon ⣿ and choose the Fees, Billing & Payments module.

2. Select the Setup icon ⚙ and choose Fees, Billing & Payments Setup.

3. Select Finance Setup in the left menu and choose **Fees, Billing & Invoicing Settings**.

4. Scroll down until you find these two settings, and select an option - Maximum discount, Minimum discount, or Total discount.
   - When determining FLAG BASED discount for students
   - When determining OVERALL discount for students.

Subsidy types

Overview

Subsidy types relate to money or grants so schools can set these up and associate them to an account and fee type.
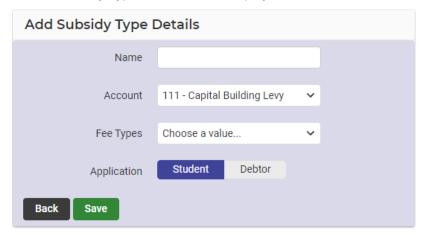
Add asubsidy type

Steps

1. Select the menu icon ⠿ and choose the Fees, Billing & Payments module.

2. Select the Setup icon ⚙ and choose Fees, Billing & Payments Setup.

3. Under Fee Structures in the left menu, choose**Subsidy Types**.

   The Subsidy Types screen displays.

4. Select **Add Subsidy Type**

   The Add Subsidy Type Details screen displays.

5. Enter a name for the subsidy type.

6. Associate the subsidy type to an account.

7. Associate the subsidy type to one or fee types.

8. Select **Save** .

Edit subsidy type details

Steps

1. Select the menu icon ⣿ and choose the Fees, Billing & Payments module.

2. Select the Setup icon ⚙ and choose Fees, Billing & Payments Setup.

3. Under Fee Structures in the left menu, choose**Subsidy Types**.

   The Subsidy Types screen displays.

4. Select [Edit] next to a subsidy type.

   The Edit Subsidy Type Details screen displays.

5. Update details and select [Save] .

Delete a subsidy type

Steps

1. Select the menu icon ⣿ and choose the Fees, Billing & Payments module.

2. Select the Setup icon ⚙ and choose Fees, Billing & Payments Setup.

3. Under Fee Structures in the left menu, choose**Subsidy Types**.

   The Subsidy Types screen displays.
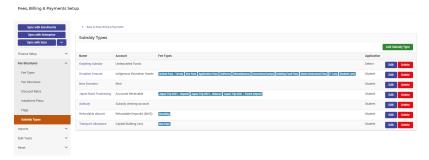

4. Select [Delete] next to a subsidy type.

5. Select [Confirm] .

SENTRAL

Imports

This section allows for the bulk import of Invoices, Fee Structures and Debtors.

Import fee structures

This interface allows you to define new and edit existing fee structures via importing the csv file. Steps are available on-screen. Steps are available on-screen.

1. Select the menu icon ⣿ and choose the Fees, Billing & Payments module.

2. Select the Setup icon ⚙ and choose Fees, Billing & Payments Setup.

3. Select Imports in the left menu and choose Import Fee Structures.

4. Select **⬆ Generate Fee Structures CSV Document** to generate a CSV document that will be filled with existing fees structures.

> ⓘ **Note:** You can add new structures to that file while ensuring the format of the document and the document file type remains the same. If you generate a document to edit and then import that document, you will need to generate a new document if you want to change the fee structure again.

5. Complete information in the CSV document.

   • Do Not Change values for Fee ID column as they are used for identifying fees within the system. (Internal use only)

   • If you want to create a new fee in the document and import it in, then leave the field Fee ID blank.

   • All fields are mandatory for import to succeed except for Fee Description, Fee ID and the Year Level fields.

   • For Year Level fields you just need to mark the relevant column with a **Y** to indicate to the importer that fee should be assigned to the marked school year. Otherwise, leave it blank.

6. After filling in the information, choose the file and select **Import** .

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Import debtor details

This interface allows you to import and update debtor details via an Excel file.

1. Select the menu icon ⁙ and choose the Fees, Billing & Payments module.

2. Select the Setup icon ⚙ and choose Fees, Billing & Payments Setup.

3. Select Imports in the left menu and choose Import De.

4. Select **⬆ Generate Debtor Details Document** to generate a CSV document.

   The document contains an export of current debtors' details.

5. Update the debtor information in the file and save.

   > ⓘ **Note:** The following fields are mandatory Debtor ID, Debtor Instalment Plan for a successful import.

6. Next to Excel File, select Choose File, and browse to select the saved Excel file.

7. Select **Import**.

   Non-mandatory data columns missing from the import file will not overwrite any existing debtor data. That is, if the BPAY CRN column is missing from the import file, no debtor BPAY CRN data will be overridden via the import.

Assign billing periods to invoicing runs

Overview

Use the information in this topic to assign a billing period to an invoicing run. You would normally do this at the point of creating an invoice run, but Admin staff can also do this if the step is missed.

Steps

1. Select the menu icon ⁙ and choose the Fees, Billing & Payments module.

2. Select the Setup icon ⚙ and choose Fees, Billing & Payments Setup.

3. Select Bulk Tasks in the left menu and choose **Assign Billing Period** to Invoicing Runs.

4. View the list of invoicing runs.

5. Next to the appropriate invoicing run, select the billing period to assign from the dropdown list. Repeat as required.

6. Select **Assign**

Name	Type	Run On	Run By User	Invoice Date	Linked Invoices	Assigning Billing Period
Australian Institute of Sport	AdHoc Run	10/01/2020 08:47	Jay Halal (@Sentral)	2020-01-10	3	--none--
Amendment	AdHoc Run	11/10/2019 14:16	Robin Sayad (@Sentral)	2019-10-11	2	Rob's test billing run / Spring / Spring Sports / Term 1 2017

Create an instalments invoicing run

Follow these steps to assign a billing period to an invoicing run in advance.

1. Select the menu icon ⁙ and choose the Fees, Billing & Payments module.

2. Select the Setup icon ⚙ and choose Fees, Billing & Payments Setup.

3. Select Bulk Tasks in the left menu and choose **Instalments Runs**.

    The Instalments Invoice Run screen displays.

4. Select a date using the date picker.

5. Select Run .

Link contacts to portal users

Overview

The Link Contacts to Portal Users screen lists all debtor contacts that have not already been linked to a Portal user.

Scope

Independent and ACT government schools only.

Steps

Use the information in this topic to link debtor contacts to Portal users in bulk.

1. Select the menu icon ⠿ and choose the Fees, Billing & Payments module.

2. Select the Setup icon ⚙ and choose Fees, Billing & Payments Setup.

3. Select Bulk Tasks in the left menu and choose **Link Contacts to Portal Users**.

4. View the list of debtors and contacts.

5. Do one of the following:

   - The **Portal User to be Linked** column is pre-populated if a portal user is found with the same email address as the debtor contact.

     Use the search box next to a debtor to search for a Portal user's name or email address.

   - Click the name of a Portal user in the **Possible Portal Users** column.

     This column displays portal users with access keys for the debtor's students.

6. Select one or more debtors.

7. Select **Preview Changes**.

8. If you are sure that you want to link the contacts to the specified portal users, then select **Confirm**.
   Otherwise, select **Back** to make corrections.

SENTRAL

Reset tasks

Reset

This button will wipe all existing billing, invoicing and payment data in your system so use with caution. Possibly you may use this in the scenario where you have been testing billing and invoicing runs.

Reset billing, invoicing and payments data

This button will wipe out ALL transactions from Fees Billing and Payments. That is, invoicing, payments credits.

1. Select the menu icon and choose the Fees, Billing & Payments module.
2. Select the Setup icon and choose Fees, Billing & Payments Setup.
3. Select Reset in the left menu and choose **Reset Billing, Invoicing & Payments Data**.

Payment audit log

1. Select the menu icon and choose the Fees, Billing & Payments module.
2. Select the Setup icon and choose Fees, Billing & Payments Setup.
3. Select Reset in the left menu and choose **Payment Audit Log**.

Outstanding invoices

1. Select the menu icon and choose the Fees, Billing & Payments module.
2. Select the Setup icon and choose Fees, Billing & Payments Setup.
3. Select Reset in the left menu and choose **Outstanding Invoices**.

Remove debtors FMS link

1. Select the menu icon and choose the Fees, Billing & Payments module.
2. Select the Setup icon and choose Fees, Billing & Payments Setup.
3. Select Reset in the left menu and choose **Remove Debtors FMS Link**.

Sentral Pay

December, 2024

Contents

SENTRAL

Getting started

The topics in this section describe key steps for successfully setting up Sentral Pay (payment solution) for end users (parents and carers) to make payment of bills and invoices raised in Sentral.

Sentral Pay gives parents the ability to pay their fees and invoices in real time and enables automation of data where historically this may have been a manual process.

Considerations, dependencies and prerequisites

This section highlights key areas that your school's administration staff need to consider prior to setting up the Payments module.

Enrolments and/or data source

Data for students, debtors and household billing information should be captured in Enrolments or come through from your data layer source (**NSW DoE** *NSW Department of Education system via Student Administration Services (SAIS)* system, Eduhub, Cases21) prior to implementing Payments.

Financial Management System (FMS)

Sentral is designed to provide basic Payment functions. Your school will still need to rely on an **FMS** *Financial Management System* to export Sentral Pay data for reconciliation of transactions.

> (i) **Note:** Xero and Dynamic are the systems of choice for Sentral.

Sentral Pay versus Fees & Billing

Your school can implement Sentral Pay without having to set up Fees & Billing. Fees & Billing allows your school to create Billing and Invoice runs that parents can pay via the parent portal.

> (i) **Note:** The topics in this section focus on Sentral Pay. For more on Fees, Billing & Payments, refer to **"Getting started" on page 6** in our help documentation for Fees, Billing & Payments.

Security

The Sentral Pay module uses a PCI DSS compliant provider for secure storing of payment instructions, which reduces risk exposure. This allows your school to select the enrolment stages/types that can be included in payments.

Parent Portal

Your school can configure the Parent Portal to allow parents to make payments to the school using Sentral Pay.

- If your school has not yet established the Portal, you can use Sentral Pay and provide parents with a Guest Portal account just for payments.

- If your school has established the Parent Portal, you can use Sentral Pay. The payments will appear in parent portal accounts along with other modules your school has enabled for parents in the portal.

Sentral Pay setup

Overview

This topic describes the Sentral Pay setup process. Sentral Pay resides in the Fees, Billing & Payments module.

Review school settings

School information is taken from Global settings. This is where your school's contact details - the Physical and Billing addresses is configured.

Steps

1. Select [⚙ Setup] and choose **School Details**.

   The School Information screen displays.

2. Under School address details, check the information in these sections:

   • School address details

   • School billing address details.

3. Make updates to this information if required, and select [Save].

Customer Service Agreement (CSA)

A consultant from Sentral will work on the CSA in consultation with your school

Actions – your school

Your school will need to:

1. Complete an Ezidebit CSA to have an Ezidebit merchant facility created.

   This is an online form that will be pre-populated with known information prior to being submitted to the school.

2. Attach the following supporting documentation to the CSA:

   • KYC (Know Your Client)

   • AML (Anti Money Laundering).

Actions – Ezidebit

Once the application has been submitted, Ezidebit will provide email confirmation to your school and to Sentral.

• The confirmation for your school will include login credentials for the Ezidebit Online platform. This can be used as a backup to the Sentral reporting solution.

• The confirmation Sentral receives will include the Ezidebit customer key information required to connect the newly created merchant facility to the Sentral instance.

Actions – Sentral

Once the Ezidebit keys have been provided to Sentral, a command line update to the school's Sentral instance is required to be completed to upload the keys into your school's Sentral instance.

After this has been completed your school is ready to test a production transaction.

Transaction fees

Real time transaction fees are set by Ezidebit rather than Sentral. For information on transaction fees, contact Ezidebit.

> **Note:** Schools must absorb the transaction fee (dollar amount) and can choose to absorb or pass on the merchant service fee (percentage attached to a credit card transaction) to the family.

Who is responsible for paying transaction fees?

If a school chooses to absorb all of the fees they may consider incorporating these into their overall pricing. For example, a school may wish to update a $100 payment plan to $102 to cover any transaction fees and administration costs.

Syncing to the financial management system (FMS)

Sentral supports the ability for your school to either manually push or have Sentral automatically push items such as invoices, payments and credit notes to the FMS. Review these to ensure that you are minimising manual processes while maintaining your review process.

Steps

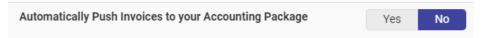Follow these steps to review your school's settings.

1. Select the menu icon ⣿ and choose the Fees, Billing & Payments module.

2. Select the Setup icon ⚙ and choose Fees, Billing & Payments Setup.

   The Fees, Billing & Payments Setup screen displays.

3. Select Finance Setup in the left menu and choose **Fees, Billing & Invoicing settings**.

4. Review the settings:

Invoices

Automatically Push Invoices to your Accounting Package	Yes	**No**

- If your school wants invoices to be automatically pushed to the FMS on creation, then set this to **Yes**.
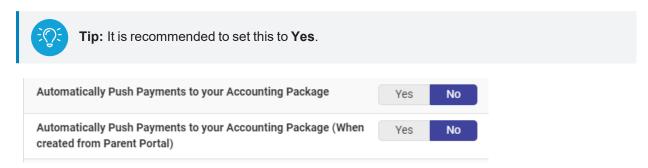
  This removes the need to manually push invoices as well as removes the chance that an invoice can be accidentally missed. Having invoices in the FMS is also a prerequisite for pushing invoices to the portal.

- If your school prefers to manually push invoices to the FMS after revision, then set this to **No**.

> **Tip:** Sentral recommends setting this to **Yes**.
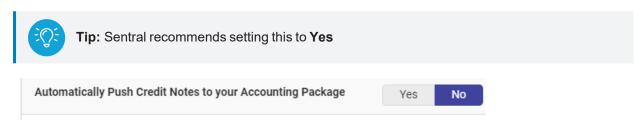
Payments

Should payments made in Sentral automatically push to the FMS. This allows the FMS to reflect the balances in Sentral and removes the risk of missing payments.

> **Tip:** It is recommended to set this to **Yes**.

Automatically Push Payments to your Accounting Package	Yes	**No**
Automatically Push Payments to your Accounting Package (When created from Parent Portal)	Yes	**No**
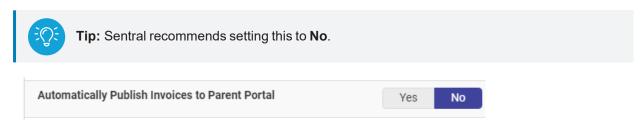
Credit notes

Should a credit note automatically push to the FMS on creation. This allows the FMS to reflect the balances in Sentral and removes the risk of missing any credit notes or allocations.

> **Tip:** Sentral recommends setting this to **Yes**

Automatically Push Credit Notes to your Accounting Package	Yes	**No**

Invoice to Portal

Similar to invoices, Sentral supports your school to either manually push invoices to the Portal or have them pushed automatically. While invoices automatically pushing to the Portal saves time, it removes the ability to review your invoices, etc. before parents see them. It also removes the abilityto ensure the invoice has synced to the FMS before it pushes to the portal.

> **Tip:** Sentral recommends setting this to **No**.

Automatically Publish Invoices to Parent Portal	Yes	**No**
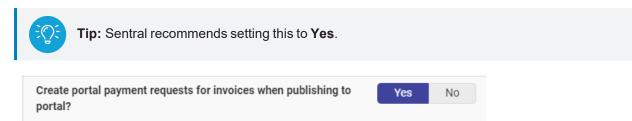
Payment requests

Pushing invoices to the Portal allows parents to see the invoice only. A payment request is required for parents to be able to make a payment.
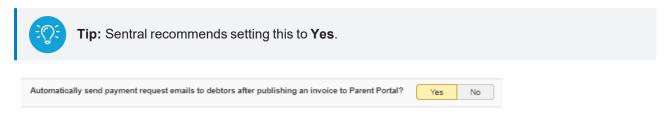
Sentral supports your school to either manually push out a payment request separate to pushing to the Portal, or have the request get created at the same time as pushing to the Portal.

> 💡 **Tip:** Sentral recommends setting this to **Yes**.

Create portal payment requests for invoices when publishing to portal? | Yes | No |

Payment request email

In addition to parents being able to make payments in the Portal, your school can send an email with:

This setting has Sentral automatically send an email when an invoice is published to the Portal.

> 💡 **Tip:** Sentral recommends setting this to **Yes**.

Automatically send payment request emails to debtors after publishing an invoice to Parent Portal? | Yes | No |
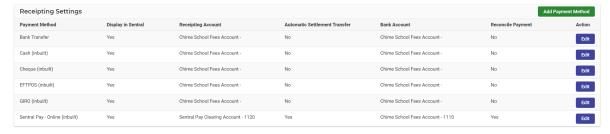
Receipting settings

Sentral Pay automatically allocates payments against a debtor's invoice, syncs payments to the FMS, and does a transfer for when the previous days settle.

Steps

Follow these steps to review receipting settings.

1. Select the menu icon ⠿ and choose the Fees, Billing & Payments module.
2. Select the Setup icon ⚙ and choose Fees, Billing & Payments Setup.
3. Select Finance Setup in the left menu and choose **Receipting settings**.

Receipting Settings   [Add Payment Method]

Payment Method	Display in Sentral	Receipting Account	Automatic Settlement Transfer	Bank Account	Reconcile Payment	Action
Bank Transfer	Yes	Chime School Fees Account -	No	Chime School Fees Account -	No	Edit
Cash (inbuilt)	Yes	Chime School Fees Account -	No	Chime School Fees Account -	No	Edit
Cheque (inbuilt)	Yes	Chime School Fees Account -	No	Chime School Fees Account -	No	Edit
EFTPOS (inbuilt)	Yes	Chime School Fees Account -	No	Chime School Fees Account -	No	Edit
GIRO (inbuilt)	Yes	Chime School Fees Account -	No	Chime School Fees Account -	No	Edit
Sentral Pay - Online (inbuilt)	Yes	Sentral Pay Clearing Account - 1120	Yes	Chime School Fees Account - 1110	Yes	Edit

4. Under Payment Method, locate the Sentral Pay payment method and select **Edit** .

5. In Edit Payment Method Details, specify settings:

    a. Receipting account

    This is where the individual allocations will go in the FMS.

    > 💡 **Tip:** Sentral recommends using this as the Sentral Pay clearing account.

    b. Bank account

    This is where Sentral will push the settlement transfer to from the Receipting account.

    For example, on settlement Sentral will do a transfer for the settlement amount out of the clearing account and into the bank account to match the bank feed.

    > 💡 **Tip:** Select the bank account the settlement is expected to be deposited into.

    c. Display in Sentral

    This determines if this is an account that payments can be made against in the Receive payments menu.

    d. Automatic Settlement transfer

    This determines if Sentral should do the settlement transfer from the Receipt account to the Bank account on settlement.

    > 💡 **Tip:** Sentral recommends setting this to **Yes**.

    e. Reconciled payment

    This determines if an individual allocation should be marked as reconciled or not when it get synced to the FMS.

    > 💡 **Tip:** Sentral recommends setting this to **No**.

6. Select **Save**

Parent onboarding

Overview

Onboarding a parent to Sentral Pay is as easy as sending them their first payment request. A parent signs a Direct Debt Agreement and then a reference number is set up in Sentral and loaded into Ezidebit.

How to onboard parents

1. Users receive a payment request from the school, either by email or in portal.
2. The user opens portal or clicks the link in the email which takes them to the Payments page.

   All payments are displayed on this page.
3. The user elects to pay all or just one payment.
4. The user enters a payment method; either a bank account or credit card.

   Up to three payment methods can be saved for future use.
5. If the user elects to set up a payment schedule, they can nominate the start date and payment frequency; weekly, fortnightly or monthly.

   The user must agree to the terms and conditions.
6. The user selects Submit Payment.

Configure notifications

Overview

You can control what email notifications your school sends to parents or carers about the status of their payments.

If your school is an independent school, the types of notifications available include:

- Send successful payment receipt emails
- Send payment schedule notification
- Send notification on cancelling a payment schedule
- Send failed transaction emails

Steps

Follow these steps to configure notification settings.

1. Select the menu icon ⣿ and choose the Fees, Billing & Payments module.
2. Select the Setup icon ⚙ and choose Fees, Billing & Payments Setup.
3. Select Finance Setup in the left menu and choose **Online Payment Settings**.

			Default: 1 month = 43800 minutes
Send Successful Payment(Receipt) Emails	Yes	No	Controls whether the payer will receive an email receipt confirming that payment has been made successfully.
Send Payment Schedules	Yes	No	Controls whether the payer will receive an email outlining their payment schedule for processed payment.
Send Notification On Cancelling A Payment Schedule	Yes	No	Controls whether the payer will receive an email outlining their payment schedule on cancellation.
Send Failed Transaction Emails	Yes	No	Controls whether the payer will receive an email receipt for the payment that has been failed.

SENTRAL

4. Choose settings for:

- Send successful payment receipt emails

- Send payment schedule

- Send failed transaction emails

- Send notification on cancelling a payment schedule.

5. Select Save .