

Sentral Pay User Guide

December, 2024



Contents

Getting started	4
Target audience	4
Content	4
Overview	4
Role-based permissions	4
To access Sentral Pay	4
Payment requests	5
Overview	5
How to manually send an online payment request	5
Cancel an existing payment schedule	6
Overview	6
Steps	6
Adjust a payment schedule	7
Overview	7
User permissions	7
Steps	7
Parent portal view	9
Overview	9
Publishing to Parent Portal	9
Payment request notification emails	9
Parent steps	10
View payment requests	10
Select payment requests and amounts to pay	10
Enter payment details	11
Security	11
Review responses received via Sentral Pay	12
Overview	12
Steps	12
Sentral Pay payment schedules	13
Overview	13
Scheduling payments	13
What do parents see when paying fees via the portal on a scheduled basis?	13
Manage scheduled payments	15
Overview	15
To manage scheduled payments	15
More about statuses	16
How does the billing process work?	16
What is a non-processing status?	16
How long does processing take?	16

Types of dishonours	16
Run a Settlements report	17
Manually push invoices to the financial management system	18
Export successful payments	19

Getting started

Target audience

Staff who handle finances, billing and account payments.

Content

- Accessing Sentral Pay
- Payment requests
- Payments received
- Payment schedules
 - Parent view to set up scheduled payments
 - School management of scheduled payments
- Settlements
- Notifications.

Overview

Sentral Pay provides online payment options for schools and parents. This includes:

- payment instruction storage and recurring payment functionality across credit card and bank accounts
- single platform visibility across the end-to-end transaction lifecycle.

For example, payment requests, payments received, upcoming payment schedules and fund settlements.


Sentral Pay handles accounts receivable for school-initiated payments.

Your school can send payments to parents irrespective of whether the Fees, Billing & Payments module or the Portal Console module is configured

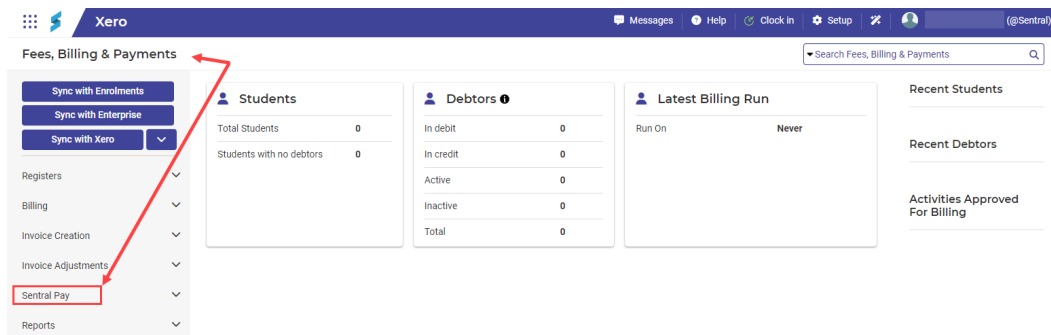
Role-based permissions

Your access is assigned to you by the Sentral Administrator (Administrator) at your school. This determines what you can do within the Sentral Pay module.

To access Sentral Pay

1. Select the Sentral menu icon  and then under Finance, select Fees, Billing & Payments.

The Fees, Billing & Payments home screen displays. Sentral Pay is an option in the left menu.



Payment requests

Overview

Payment requests give parents the option to pay their invoices either as a once-off payment or by setting up a schedule.


There are two ways to create a payment request:

- manually via the Actions button in the Invoice register
- automatically when an invoice is pushed to the portal via the Fees, Billing and Invoice settings.



Note: When an invoice or fee has successfully been pushed to the portal and has had a payment request sent (via email), a **Payable in Portal** flag displays next to the status of the invoice.

How to manually send an online payment request

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

The Fees, Billing & Payments home screen displays.

2. Select Registers in the left menu and choose **Invoice Register**.

! There are 0 invoices in Authorised or Paid status that have not been synced to Xero
There are 5 invoices in Authorised or Paid status that have Receipts not synced to Xero

Filters

Invoice Runs	Choose a value...	Include Flags	Choose a value... Payable in Portal x
Invoice Status	<input type="checkbox"/> DRAFT <input type="checkbox"/> SUBMITTED <input type="checkbox"/> AUTHORISED <input type="checkbox"/> DELETED <input type="checkbox"/> VOIDED <input type="checkbox"/> PAID	Exclude Flags	Choose a value...
Activities	Choose a value...	<input type="checkbox"/> Creation Date	
Billing Period	Choose a value...	<input type="checkbox"/> Invoice Date	
Created By	Choose a value...	<input type="checkbox"/> Invoice Due Date	
Debtor's Preferred Communication	<input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> Portal	<input type="checkbox"/> Student Exit Date	
Debtor is linked to Portal	<input type="checkbox"/> Linked <input type="checkbox"/> Not Linked		

Filter

3. Under Filters:

a. Choose the appropriate invoice run.

b. Select **Filter**.

Invoices for the selected invoice run display.

Invoices - 1 Found

<input type="checkbox"/>	Invoice No	Reference	Due Date	Debtor Name	Students	Total	Amount Paid	Amount Allocated	Amount Due	Status	
<input type="checkbox"/>	INV275-22083470	Trip to Paris	30/06/2024	Mr Roger Morgan	Johny Morgan	\$5,000.00	\$5,000.00	\$0.00	\$0.00	PAID	Pushed to Xero Payable in Portal Details -

Show results 50 **Prev** 1 **Next**

4. Select the checkbox next to invoices that you wish to send a payment request for, select **Actions**, and choose **Send Payment Requests**.

A confirmation message displays at the top of the screen.

Cancel an existing payment schedule

Overview

You can cancel a parent's payment schedule if they want to:


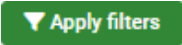
- change their payment method
- change the payment frequency
- use a different payment method.





Tip: In order for a parent to set up a new schedule, you need to first completely remove their existing (old) schedule.

Steps

Follow these steps to cancel an existing payment schedule.

1. Select the menu icon  and choose the Fees Billing & Payments module.
2. Select **Sentral Pay** in the left menu and choose **Payment Schedules**.
3. Under Filters in the right pane:
 - a. Choose filter options to locate the schedule.
 - b. Select 

The screenshot shows the 'Fees, Billing & Payments' section of the system. On the left, there is a navigation menu with 'Sentral Pay' expanded to show 'Payment Schedules'. The main area displays a table of payment schedules. The table has columns for '#', 'Linked To', 'Description', 'Total', 'Paid', 'Due', and 'Status'. A dropdown menu is open for the selected schedule (ID 26), showing options: 'Cancel Remaining Instalments', 'Email Schedules', 'View Linked Payment Requests', and 'View Linked Invoices'. A 'With Selected...' button is also visible above the table.

4. Select the schedule, select the arrow beside  and choose **Cancel Remaining Instalments** from the menu options.
5. In Cancel Scheduled Instalments, select  to confirm you wish to cancel the remaining payments. An email is sent to the parent confirming that the schedule has been cancelled.



Note: After the schedule has been cancelled, the parent can create a new schedule via the parent portal or by following the URL on the payment request email.

Adjust a payment schedule

Feature availability

	Independent schools	Government schools - ACT	Government schools - Other
Scheduled payments	✓	✓	✗

Overview

Payment schedules that will overpay their linked invoice(s) can be adjusted based on the current amount due. This may be required, for example, if a credit or payment has been allocated to a linked invoice outside of an existing payment schedule.

If a payment schedule will overpay its linked invoice(s) as a result of a credit or payment being applied to an invoice, a message prompt appears when the credit/payment is allocated.

If one or more payment schedules exist that will overpay their linked invoices, an alert message also displays on the Fees, Billing & Payments home screen. This alert message links to a list of the affected payment schedules on the Sentral Pay | Payment Schedules screen.




Tip: The same list of payment schedules can be displayed by applying the **Schedules that will overpay linked invoices** filter on the Payment Schedules screen.

User permissions

You need the **Can edit payment schedules** user permission to perform this task. This permission is denied to all access levels except for administrators by default.

Steps

Follow these steps to adjust a payment schedule based on the current amount due of its linked invoice(s).

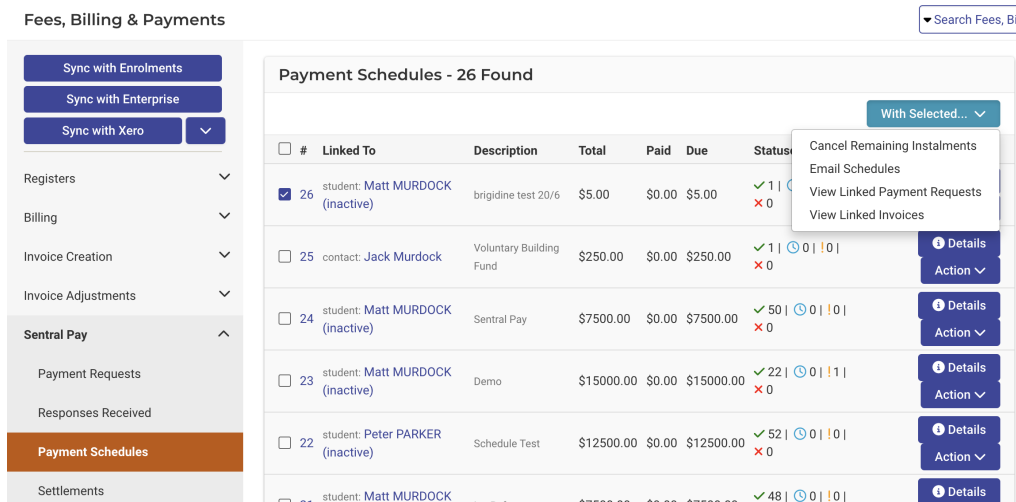
1. Select the menu icon  and choose the Fees Billing & Payments module.
2. Select **Sentral Pay** in the left menu and choose **Payment Schedules**.

3. Under Filters in the right pane:

a. Choose filter options to locate the schedule. Options include:

- Filter by Invoicing Run
- Filter by Linked To
- Filter by students in Activities
- Filter by Schedule Status
- Schedules that will overpay linked invoices
- Filter by number of instalments.

b. Select 



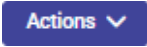
Fees, Billing & Payments Search Fees, Bi

Sync with Enrolments
Sync with Enterprise
Sync with Xero

Registers
Billing
Invoice Creation
Invoice Adjustments
Sentral Pay
Payment Requests
Responses Received
Payment Schedules
Settlements

Payment Schedules - 26 Found

#	Linked To	Description	Total	Paid	Due	Status	
26	student: Matt MURDOCK (inactive)	brigidine test 20/6	\$5.00	\$0.00	\$5.00	✓ 1 0 0 0 0	Cancel Remaining Instalments Email Schedules View Linked Payment Requests View Linked Invoices
25	contact: Jack Murdock	Voluntary Building Fund	\$250.00	\$0.00	\$250.00	✓ 1 0 0 0 0	Details Action
24	student: Matt MURDOCK (inactive)	Sentral Pay	\$7500.00	\$0.00	\$7500.00	✓ 50 0 0 0 0	Details Action
23	student: Matt MURDOCK (inactive)	Demo	\$15000.00	\$0.00	\$15000.00	✓ 22 0 0 1 1	Details Action
22	student: Peter PARKER (inactive)	Schedule Test	\$12500.00	\$0.00	\$12500.00	✓ 52 0 0 0 0	Details Action
21	student: Matt MURDOCK		\$7500.00	\$0.00	\$7500.00	✓ 48 0 0 0 0	Details


4. Select the relevant schedule, select the arrow beside  and choose **Manage Schedule** from the menu options.

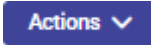
5. In the Manage Schedule screen, select  and choose either:

- **Adjust instalment amounts** - to adjust the amount of each of the remaining instalments based on the current amount due for the linked invoice(s).
- **Adjust number of instalments** - to cancel any instalments from of the schedule that would overpay the linked payment requests, and adjust the amount of the last remaining scheduled instalment as required to pay the remaining amount due.

6. Select the **Adjust instalment amounts** or **Adjust number of instalments** button on the confirmation message if you want to continue with the changes.

7. Review the updated payment schedule details on the Manage Schedule screen.

8. Select  to apply your changes to the schedule.

9. To email the debtor with the updated payment schedule details, select  and choose **Email Schedule**.



Tip: This email notification can be customised via Fees, Billing & Payments Setup | Notification Templates | Payment Schedule Adjustment.

Parent portal view

Overview

Parents can pay their invoices online if you choose to create payment requests when you publish invoices to the Parent Portal.

Read more about Payment Request configuration choices

Publishing to Parent Portal

If you want payment requests to be created when you publish invoices to the Parent Portal, navigate to **Setup Fees, Billing & Payments | Fees, Billing & Invoicing Settings** and set **Create portal payment requests for invoices when publishing to portal** to **Yes**.

Create portal payment requests for invoices when publishing to portal?

Yes

No

If this setting is Yes, parents will be able to pay published invoices online.

If this setting is No, published invoices will be visible on the Invoices screen in the Parent Portal, but they will not be payable. Selecting this setting means that payment requests will not be displayed on the Payments screen.

Payment request notification emails

If you want payment request notification emails to be sent to parents automatically when invoices are published to the parent portal, navigate to **Setup Fees, Billing & Payments | Fees, Billing & Invoicing Settings** and set **Automatically send payment request emails to debtors after publishing an invoice to Parent Portal** to **Yes**.

Automatically send payment request emails to debtors after publishing an invoice to Parent Portal?

Yes

No

If this setting Yes, a payment request notification email will be sent to the debtor when an invoice is published to the Parent Portal. This email will include an invoice PDF and a link to pay the invoice.

If this setting is No, payment request notification emails will not be sent automatically.

Payment request notification emails can be sent (or resent) manually from the Invoice Register.

To pay an invoice online, parents must:

- View the list of outstanding payment requests
- Select the payment requests and enter the amounts that they want to pay
- Enter and submit their payment details.

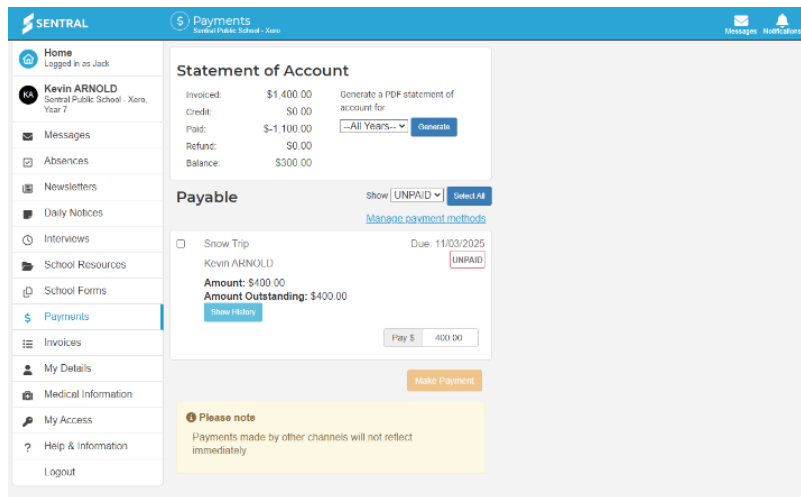
Parent steps

View payment requests

Parents follow these steps to view a list of payment requests in the Parent Portal.

1. Do one of the following:
 - a. Log into the Parent Portal and select **Payments** in the left menu.
 - b. Log into the Parent Portal, select **Invoices** in the left menu, and then select the **Pay** button on one of the listed invoices.
 - c. Select the **Pay Now** link in a payment request notification email.

The Payments screen displays.



The screenshot shows the CENTRAL Payments interface. On the left is a navigation menu with options like Home, Messages, Absences, Newsletters, Daily Notices, Interviews, School Resources, School Forms, Payments (selected), Invoices, My Details, Medical Information, My Access, and Help & Information. The main content area is titled 'Payments' and includes a 'Statement of Account' section with a table of transactions (Invoiced, Credit, Paid, Refund, Balance) and a 'Generate' button. Below this is a 'Payable' section with a dropdown menu set to 'UNPAID' and a 'Select All' button. A list of payable items is shown, including 'Snow Trip' for Kevin ARNOLD with an amount of \$400.00 and a due date of 11/03/2025. A 'Pay \$' field is set to 400.00, and a 'Make Payment' button is visible. A 'Please note' box at the bottom states: 'Payments made by other channels will not reflect immediately.'

By default, the Payments screen displays unpaid payment requests only.



Tip: To view a list of Paid payment requests, select Paid from the Show dropdown list.

Select payment requests and amounts to pay

Parents follow these steps to select the payment requests that they want to pay.

1. Navigate to the Payments screen in the Parent Portal.
2. Tick the payment request(s) that they want to pay.
3. Enter the amount that they want to pay in the **Pay \$** field for each payment request.



Note:

- The Pay \$ field will display the full Amount Outstanding by default.
- The Pay \$ field will only be editable if the **Allow Partial Payments** setting is set to Yes under Setup Fees, Billing & Payments | Online Payment Settings, and the payment request amount is greater than or equal to the amount specified in the **Min. bill threshold for Partial Payment** setting.

4. Select the Make Payment button.

The payment details section displays.

The screenshot shows the CENTRAL Payments interface. The top navigation bar includes 'Home', 'Messages', 'Absences', 'Newsletters', 'Daily Notices', 'Interviews', 'School Resources', 'School Forms', 'Payments', 'Invoices', 'My Details', 'Medical Information', 'My Access', 'Help & Information', and 'Logout'. The main content area is divided into several sections:

- Statement of Account:** Shows Invoiced (\$57,878.68), Credit (\$-371.01), Paid (\$-22,208.34), Refund (\$0.00), and Balance (\$34,697.33). It includes a 'Generate' button and a 'Generate a PDF statement of account for' dropdown.
- Payable:** Shows a 'Snow Trip' for Lisa SIMPSON, due 11/03/2025, with an amount of \$400.00 and an amount outstanding of \$400.00. It includes a 'Show Holiday' button and a 'Pay \$ 400.00' button.
- Please note:** A yellow box states 'Payments made by other channels will not reflect immediately.'
- Payment Summary:** A table showing the payment details:

#	Date	Bill Amount	Processing Fee	Debit Amount
1	24/09/2024	\$400.00	\$6.00	\$406.00
Payment Sub-Total				\$400.00
Total Processing Fee				\$6.00
Total Amount				\$406.00

Buttons for 'Cancel' and 'Submit Payment' are located at the bottom right of the Payment Summary section.

Enter payment details

Parents follow these steps to complete their payment.

1. Select a saved payment method (credit card or bank account) or choose to use a new payment method.
2. Select the desired Frequency of the payment - Once-off, Weekly, Fortnightly or Monthly.



Note: The Weekly, Fortnightly and Monthly options are only available to parents if you chose to Allow online payment schedules when you created the invoice.

3. Review the Payment Summary, which lists the date, amount and processing fee for each payment.
4. Accept the terms and conditions of any required direct debit arrangement.



Note: This step is not required for once-off credit card payments.

5. Enter their credit card or bank account details.



Note: This step is not required if a saved payment method was selected in step 1.

6. Select the Submit button.

Security

If a parent has accessed the Payments screen by selecting the link in a payment request notification email, they will need to log into the Parent Portal to do any of the following:

- Make a payment with a saved credit card
- Make a payment with a bank account (new or saved)
- Save their credit card details
- Set up a payment schedule

If they don't log into the Parent Portal, they will still be able to make a once-off credit card payment without saving the card details.

Review responses received via Sentral Pay

Overview


Your school's configuration determines your ability to review responses received via Sentral Pay.

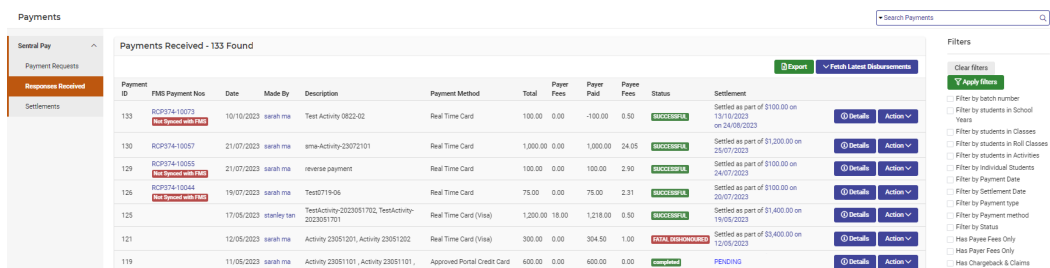


Note: You can review payments that are scheduled. You can also review successful payments received and dishonoured payments.

Steps

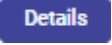

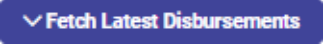

Follow these steps to action responses received - successful and dishonoured.

1. Select the menu icon  and choose Fees, Billing & Payments Payments Finance.
2. Select **Sentral Pay** in the left menu and choose **Responses Received**.





Payment ID	FMS Payment No	Date	Made By	Description	Payment Method	Total	Payer Fees	Payer Paid	Payee Fees	Status	Settlements
133	RCP374-10073	10/10/2023	sarah ma	Test Activity 0822-02	Real Time Card	100.00	0.00	-100.00	0.50	SUCCESSFUL	Settled as part of \$100.00 on 13/10/2023 or 24/08/2023
130	RCP374-10057	21/07/2023	sarah ma	eme-Activity-23072101	Real Time Card	1,000.00	0.00	1,000.00	24.05	SUCCESSFUL	Settled as part of \$1,200.00 on 25/07/2023
129	RCP374-10055	21/07/2023	sarah ma	reverse payment	Real Time Card	100.00	0.00	100.00	2.90	SUCCESSFUL	Settled as part of \$100.00 on 24/07/2023
126	RCP374-10044	19/07/2023	sarah ma	Test0719-06	Real Time Card	75.00	0.00	75.00	2.31	SUCCESSFUL	Settled as part of \$100.00 on 20/07/2023
125		17/05/2023	stanley tan	TestActivity-2022051702,TestActivity-2022051701	Real Time Card (Visa)	1,200.00	18.00	1,218.00	0.50	SUCCESSFUL	Settled as part of \$1,400.00 on 19/05/2023
121		12/05/2023	sarah ma	Activity 23051201,Activity 23051202	Real Time Card (Visa)	300.00	0.00	304.50	1.00	NON DISBURSED	Settled as part of \$3,400.00 on 12/05/2023
119		11/05/2023	sarah ma	Activity 23051101,Activity 23051101	Approved Postal Credit Card	600.00	0.00	600.00	0.00	complete	PENDING

3. In Responses Received, do any of the following:

- a. Select  to view details of the payment request sent.
- b. Select  and choose Email Receipt to email the receipt to the parent if requested.
- c. Select  to display date range fields.
Start date End date
- d. Select  to initiate the process.



Note: This may take a few minutes to complete.

4. Under Filters in the right pane, choose criteria to view different applications (for example, settlement date or chargeback and claims), and then select .
5. Select  to generate a CSV file of successful payments.

Sentral Pay payment schedules

Overview

If your school is using the Fees & Billing module of Sentral, you can create the ability for parents and carers to pay fees on a predetermined schedule such as weekly, fortnightly, or monthly. The payments will be automatically deducted from parents' nominated bank account or credit/debit card.

Scheduling payments

Where parents want to pay fees via instalments, on a scheduled basis, they will sign up for a direct debit arrangement.



Tip: Sentral recommends that the same approach be followed regardless of whether payments will be made from bank account or credit/debit card to ensure a consistent user experience.

Payment Schedules - 26 Found							With Selected... ▾	
<input type="checkbox"/>	#	Linked To	Description	Total	Paid	Due	Statuses	
<input type="checkbox"/>	26	student: Matt MURDOCK (inactive)	brigidine test 20/6	\$5.00	\$0.00	\$5.00	✓ 1 0 0 0 ✗ 0	Details Action ▾
<input type="checkbox"/>	25	contact: Jack Murdock	Voluntary Building Fund	\$250.00	\$0.00	\$250.00	✓ 1 0 0 0 ✗ 0	Details Action ▾
<input type="checkbox"/>	24	student: Matt MURDOCK (inactive)	Sentral Pay	\$7500.00	\$0.00	\$7500.00	✓ 50 0 0 0 ✗ 0	Details Action ▾
<input type="checkbox"/>	23	student: Matt MURDOCK (inactive)	Demo	\$15000.00	\$0.00	\$15000.00	✓ 22 0 0 1 ✗ 0	Details Action ▾

What do parents see when paying fees via the portal on a scheduled basis?

Parents have the option to pay once-off or organise for scheduled payments. Once they select to pay, they are presented with a screen to complete the transaction.

Payable

Show UNPAID ▾ [Select All](#)

Fees Due: 12/09/2024 UNPAID
Junior VADAR
Amount: \$5,000.00
Amount Outstanding: \$5,000.00
[Show History](#)
Pay \$ 5000.00

Ibz Vadar - Annual Test Due: 10/05/2023 UNPAID
Amount: \$40,000.00
Amount Outstanding: \$40,000.00
Paid: \$10,000.00
[Show History](#)
Pay \$ 40000.00

Kindy to Year 6 Due: 09/05/2023 UNPAID
Amount: \$11,967.12
Amount Outstanding: \$11,967.12
[Show History](#)
Pay \$ 11967.12

xxxxxxxxxxxx9051 12/2023 [Update](#)

Use another credit card or bank account

Frequency **Fortnightly** ▾

Start Date

Payment Summary

Recurring payments will commence on 25/07/2024. Payments will occur fortnightly from this date. There will be 4 payments with the final payment occurring on 05/09/2024.

[Show less](#)

#	Date	Bill Amount	Processing Fee	Debit Amount
1	25/07/2024	\$1,250.00	\$0.00	\$1,250.00
2	08/08/2024	\$1,250.00	\$0.00	\$1,250.00
3	22/08/2024	\$1,250.00	\$0.00	\$1,250.00
4	05/09/2024	\$1,250.00	\$0.00	\$1,250.00

Payment Sub-Total \$5,000.00
Total Processing Fee \$0.00

Total Amount \$5,000.00

-
1. Where new details are being provided (either to update existing details or set up a new arrangement), the parent will select whether they want to save a bank account or credit/debit card. Fees payable based on the selected payment type will be displayed.
 2. The masked account details can be displayed to the parent for them to confirm that they remain correct. They will have the option to use these details or to enter new details.
 3. If paying once-off, the parent then ticks the terms and conditions to complete the transaction. Submit Payment.
 4. If a parent selects scheduling frequency, they have the option to do this weekly, fortnightly or monthly.
 5. Parents opt to select the start date for the scheduled payment. They complete the transaction as they would a one-off payment.

However, the screen now displays the recurring payment cycle with a commencement date, the number of payments to settle this invoice, the final payment date, and the charge per transaction for this recurring payment.

6. Once the details have been stored, an email confirmation is sent to the parent with a copy of the payment arrangements and successful and unsuccessful payments.
7. Parents can save their payment instructions.
8. Parents can opt to pay multiple bills via one payment.
9. Parents need to notify the school to cancel a payment schedule.

More about statuses

How does the billing process work?

When the billing process occurs in Sentral and payments are due for processing for parents, this usually occurs before the due date. Parents receive notification 48 hours before a debit date and a notification after the direct debit has been processed.

What is a non-processing status?

Where a parent record is at a non-processing status, the payment cannot be scheduled, and an error will be returned. A non-processing status is generally the result of a previous dishonoured payment where the account/card provided is not valid. When the payment instrument for a parent is updated, the status will automatically be set back to Active.

How long does processing take?

Direct Debit payments are typically settled to schools two business days after they are processed. Online payments are settled next business day (subject to a business day cut-off time of 6:00pm AEDT). BPay payments are settled on the day they are received.

Types of dishonours

There are two classifications for dishonours:


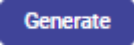
- non-technical – insufficient funds
- technical – invalid bank details or lost/stolen credit card.

Run a Settlements report

The Settlements menu option allows you to run a report based on date parameters to view estimated settlement amounts for that period.


Feature availability

	Independent schools	Government schools (Vic)	Government schools (NSW)
Settlements report	✓	✓	✗

1. Select the menu icon  and choose:
 - Independent schools: **Fees, Billing & Payments**.
Fees, Billing & Payments home screen displays.
 - Government schools (Vic) **Payments**.
The Payments home screen displays.
2. Select **Central Pay** in the left menu and choose **Settlements**.
The Settlements Report screen displays.
3. Select a date range.
4. Select  to run a report based on date parameters to view estimated settlement amounts for that period.

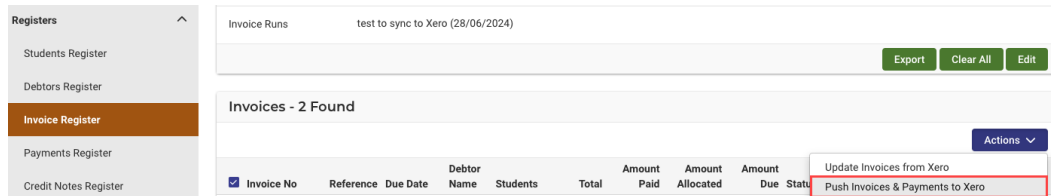
Manually push invoices to the financial management system

Follow these steps to manually push invoices to the **FMS** financial management system if your school has opted not to automatically push invoices to your accounting package.


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

The Fees, Billing & Payments home screen displays.


2. Select **Registers** in the left menu and choose **Invoice Register**.



<input checked="" type="checkbox"/>	Invoice No	Reference	Due Date	Debtor Name	Students	Total	Amount Paid	Amount Allocated	Amount Due	Status	Actions
Update Invoices from Xero											
Push Invoices & Payments to Xero											

3. Under Filters, next to Invoice Runs, select the specific invoice run.
4. Tick all the invoices you wish to push to the FMS.
5. Select  and choose **Push Invoices and Payments to Xero** from the menu options.

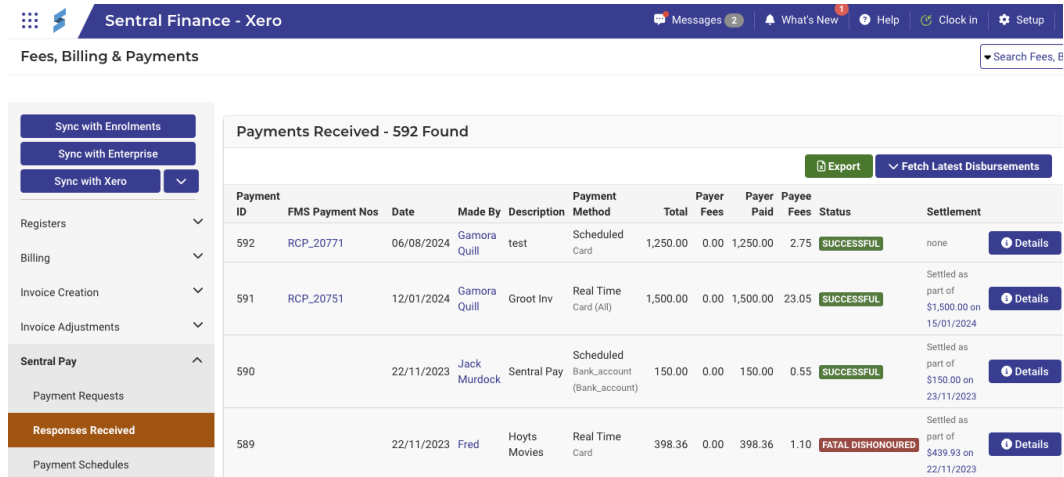
Export successful payments

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


The Payments (Fees, Billing & Payments) home screen displays.


2. Select Sentral Pay in the left menu and choose **Responses Received**.

The Payments Received screen displays.



Payment ID	FMS Payment Nos	Date	Made By	Description	Payment Method	Total	Payer Fees	Payer Paid	Payee Fees	Status	Settlement
592	RCP_20771	06/08/2024	Gamora Quill	test	Scheduled Card	1,250.00	0.00	1,250.00	2.75	SUCCESSFUL	none
591	RCP_20751	12/01/2024	Gamora Quill	Groot Inv	Real Time Card (All)	1,500.00	0.00	1,500.00	23.05	SUCCESSFUL	Settled as part of \$1,500.00 on 15/01/2024
590		22/11/2023	Jack Murdock	Sentral Pay	Scheduled Bank_account (Bank_account)	150.00	0.00	150.00	0.55	SUCCESSFUL	Settled as part of \$150.00 on 23/11/2023
589		22/11/2023	Fred	Hoyts Movies	Real Time Card	398.36	0.00	398.36	1.10	FATAL DISHONOURED	Settled as part of \$439.93 on 22/11/2023

3. Under Filters in the right pane, choose criteria and then select .

4. Select  to generate a CSV file of successful payments that can be uploaded into your FMS (financial management system) for receipting of the payment against the invoice.