

Sentral Pay (Victoria) User Guide

September, 2024

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Getting started

Getting started with Sentral Payments (Victoria)

Target audience

Staff who handle Finances, Billing and Accounts payments.

Content

- Accessing Sentral Payments
- Portal Billing
- Managing Payments
- Payments Received
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Overview

Your school may need to collect payments from parents for a variety of reasons such as Camps, Excursions, Sporting Events, Mother's Day Stalls, Raffles, Voluntary Contributions, Fees.


Sentral Pay powered by Ezidebit, provides the online payment options for schools and parents such as payment instruction and payment functionality across credit card and bank accounts.

Sentral Payments handles accounts receivable for school-initiated payments and Portal Billing.

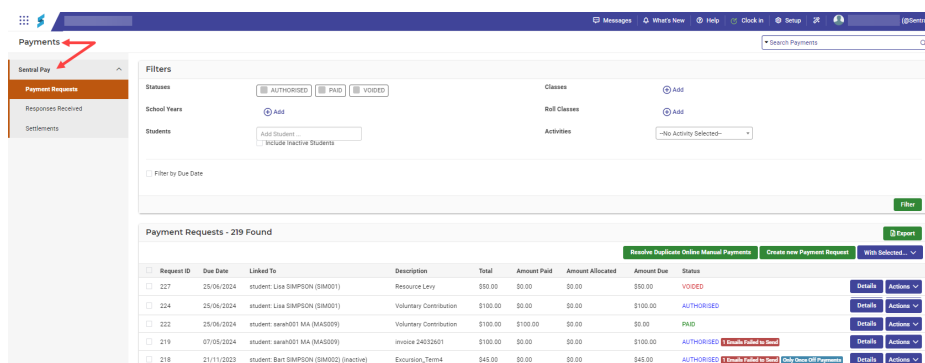
Each payment will incur merchant and transaction fees as outlined in correspondence provided during implementation.

Accessing Sentral Pay

All Staff can access Sentral Pay. However, your school should predetermine staff roles and responsibilities in this space.

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

The Payments home screen displays.



Request ID	Due Date	Linked To	Description	Total	Amount Paid	Amount Allocated	Amount Due	Status
227	25/06/2024	student: Lisa SAMPSON (SMA001)	Resource Levy	\$50.00	\$0.00	\$0.00	\$50.00	VOIDED
224	25/06/2024	student: Lisa SAMPSON (SMA001)	Voluntary Contribution	\$100.00	\$0.00	\$0.00	\$100.00	AUTHORISED
232	25/06/2024	student: sean001 MA (SMA0009)	Voluntary Contribution	\$100.00	\$100.00	\$0.00	\$0.00	PAID
219	07/06/2024	student: sean001 MA (SMA0009)	invoice 24032601	\$100.00	\$0.00	\$0.00	\$100.00	AUTHORISED
218	21/11/2023	student: Bart SAMPSON (SMA002) (inactive)	Excursion_Term4	\$45.00	\$0.00	\$0.00	\$45.00	AUTHORISED

Create a new payment request

Steps

Follow these steps to send an online payment request.

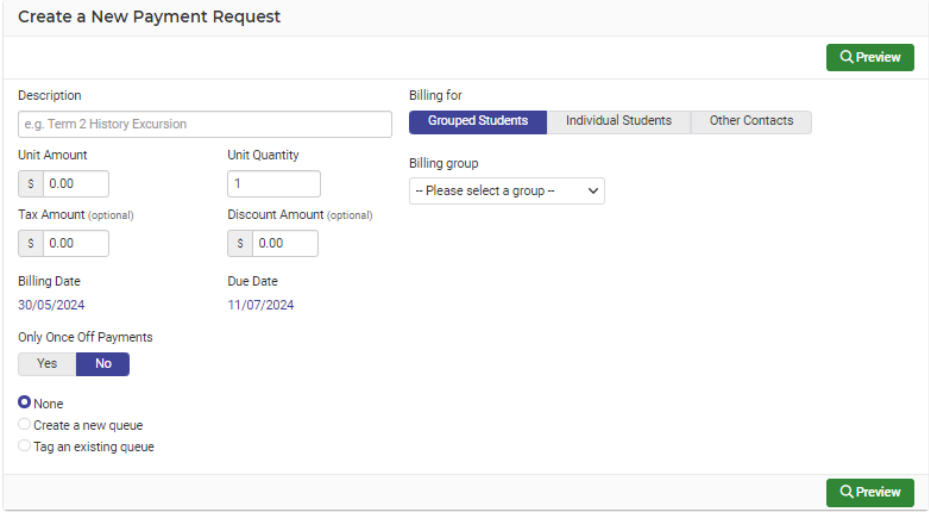
1. Select the menu icon  and select Payments.

The Payments home screen displays.

2. Select Sentral Pay in the left menu and choose **Payment Requests**.


3. Select 

The Create a New Payment Request screen displays.



4. Complete details for the payment request:

- a. Enter a description (e.g. Term 2 History Excursion).
- b. Under Billing for, select either Grouped Students, Individual Students, or Other Contacts.
- c. Enter a unit amount and unit quantity.
- d. (Optional) Enter a tax amount and discount amount.
- e. Select a billing group option.
 - For Activities, select one or more activity from the list and specify whether to include only students with permission.
 - For Roll Class, select one or more classes from the list.
 - For School Year, select school years from the list.
 - For Teaching Class, select one or more classes from the list.
- f. Select a billing date and due date.
- g. Specify whether payers can only make one off payments - meaning no scheduled payments are allowed.
- h. Select one of the following options:
 - i. None
 - ii. Create a new queue, and then enter a queue name.
 - iii. Tag an existing queue, and then select a queue from the list.

5. a. Select  to review the payment run details.

The Online Bills - Preview screen displays.

- b. If details are correct, select .

A verification screen displays to confirm the billing run is live and captures the relevant information associated to this run.

Payment Requests - 860 Found									
<div> Export Create new Payment Request With Selected </div>									
<input type="checkbox"/>	Request ID	Due Date	Linked To	Description	Total	Amount Paid	Amount Allocated	Amount Due	Status
<input type="checkbox"/>	869	28/01/2021	student: Brandon UPTON	history	\$25.00	\$0.00	\$0.00	\$25.00	AUTHORISED
<input type="checkbox"/>	868	28/01/2021	student: John SMITH	history	\$25.00	\$0.00	\$0.00	\$25.00	AUTHORISED
<input type="checkbox"/>	867	28/01/2021	student: Charles SMITH	history	\$25.00	\$0.00	\$0.00	\$25.00	AUTHORISED
<input type="checkbox"/>	866	28/01/2021	student: Mini QUALIS	history	\$25.00	\$0.00	\$0.00	\$25.00	AUTHORISED
<input type="checkbox"/>	865	28/01/2021	student: Abbey JESSEP	history	\$25.00	\$0.00	\$0.00	\$25.00	AUTHORISED
<input type="checkbox"/>	864	28/01/2021	student: Nayla HUMPHREYS	history	\$25.00	\$0.00	\$0.00	\$25.00	AUTHORISED
<input type="checkbox"/>	863	28/01/2021	student: Galen EDOERTON	history	\$25.00	\$0.00	\$0.00	\$25.00	AUTHORISED
<input type="checkbox"/>	862	28/01/2021	student: Kendal DRAPER	history	\$25.00	\$0.00	\$0.00	\$25.00	AUTHORISED
<input type="checkbox"/>	861	17/12/2020	student: Calvin DOCKER	invoice no seq test 3	\$250.00	\$0.00	\$0.00	\$250.00	AUTHORISED
<input type="checkbox"/>	860	17/12/2020	student: Conrad COLLIE	invoice no seq test 3	\$250.00	\$0.00	\$0.00	\$250.00	AUTHORISED
<input type="checkbox"/>	859	17/12/2020	student: Andy HUNTER	invoice no seq test 3	\$250.00	\$0.00	\$0.00	\$250.00	AUTHORISED

<input type="checkbox"/>	Request ID	Due Date	Linked To	Description	Total	Amount Paid	Amount Allocated	Amount Due	Status
<input checked="" type="checkbox"/>	1092	09/08/2021	student: Matt MURDOCK	Opera	\$20.00	\$20.00	\$0.00	\$0.00	PAID


Payment Request Run Details									
Created At: 28/07/2021 10:27				Created By: none		External Transaction Code: none		Link to: Actions	

Successful Portal Payments									
Payment ID	Ref #	Allocation Date	Transferred to School	Statement Description	Transaction Fees Charged	Paid By Parent	Payment made by	Status	Action
468	13301afe-e09-4f6e-97d4-4ae5805ae529	28/07/2021	20.00		School Fees Total: 1.00	20.88	Jack Murdoch	FATAL DISHONOUR	SUCCESSFUL
477	a305a6f723c-4b4d-a8ad-560568145098	02/08/2021	20.00		Parent Fees Total: 0.50	20.50	Jack Murdoch	SUCCESSFUL	SUCCESSFUL


- The Status Column updates to reflect authorisation, voiding and if payment has been received.
- The Flags indicate:
 - Notification pending (created but not yet sent to parent)
 - Email failed to send (Attempt made to send to parent but rejected possibly due to email address or internet provider). Hover over the icon for the names
 - Scheduled (in the queue to be sent)
 - Email successfully sent (parent has received the payment request)
 - Only one off Payment – parent can only pay in full
 - Paid, authorised and voided provide detail around status of payment

6. Under Filters, select  to filter through the payment request screen to look for specific payments.

Useful for schools who have created volumes of payments requests and need to narrow your search.

7. Select  to Mark as Paid (possibly the parent paid at the school or sent a cheque) or Mark as Voided (cancel the payment request for this student)

8. Select  to view each item for each debtor.

9. Select  and choose an option to Send Payment Request, show Quick Pay Link or Sync with Linked Invoice.

Schools using Xero for Fee & Billings – notifications will be sent for the creation of the invoices.