



**SENTRAL
EDUCATION**

**Central Payment User Guide
Victorian Schools**

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Sentral Activities & Payments – Overview

Target Audience

- Staff involved in Activities and Parent Portal

Content

- Activities Setup
- Activity Creation


Overview

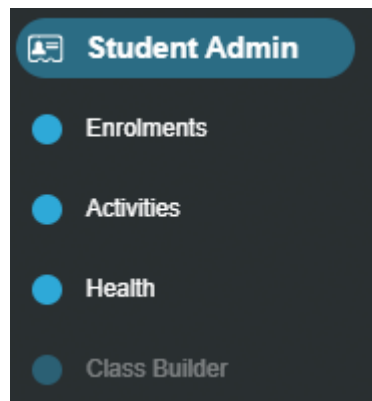
For many schools in Victoria, activities have a related payment cost. Activities can be setup so that they can be published to the Portal for permission and/or payments to be accessed by the parents and reconciliation of these payments can be managed using the payments Modules.

This guide will explore and address elements of this capability.

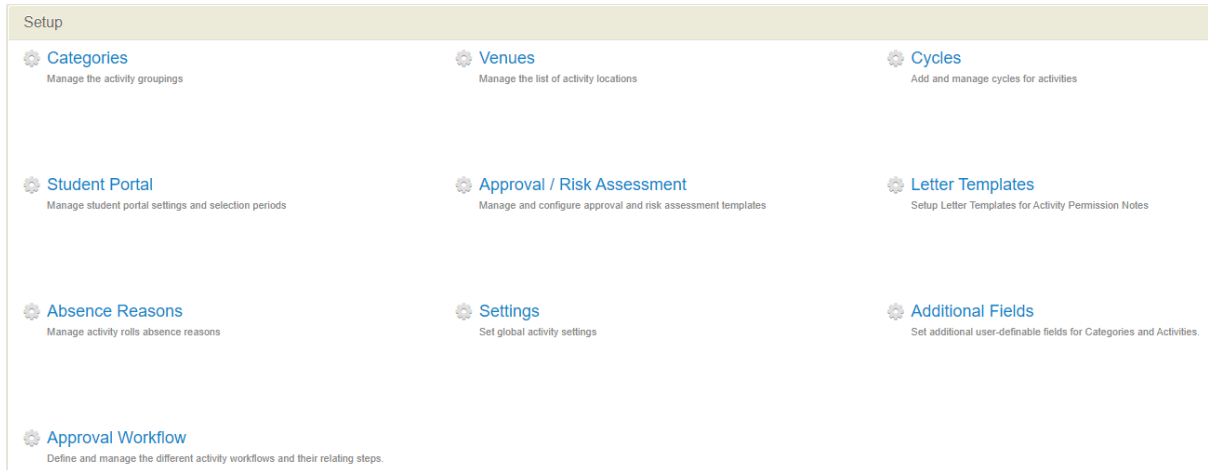
Setup Activities

Staff with Admin access can Setup Activities.

After clicking the  Sentral modules display, select **Activities** under **Student Admin group**.



Go to **Setup Activities** Cog and select **Categories**.



Schools add the categories according to how they are to be defined and grouped.

Activity Categories			+ New Category
Name	Type	Options	
Academic Groupings	Academic	Edit	Remove
Excursions	Excursion	Edit	Remove
Incursion	Activity	Edit	Remove
Camps	Activity	Edit	Remove

Select **New Category**. Click **Add** when done.

Name: *The name of the category.*

Type: *The activity type the category will contain.*

Default Cycle: *The default cycle for new activities.*

Approval Workflow: *The approval workflow for activities in this category.*

Max Points: *Max points for any activity for this category.*

Default Points: *Default points for any activity for this category.*

Type Definitions

- **Activity** – this activity type may apply to an activity which is not set for a particular date or time (although a date/time CAN be set). It could be used at any time and mainly for classifying of student groups outside of their enrolled or timetabled classes. You cannot create activity checklists using this type.

- Academic – this activity type may apply to an activity which is not set for a particular date or time (although a date/time CAN be set). It could be used at any time and mainly for classifying of student groups outside of their enrolled or timetabled classes.
- Excursion – applies to an activity which will be held at a certain date and time which can be set within the activity for historical purposes.

All Activity types can track Approvals and Risk Assessments.

The screen will refresh and display to enable Co-Ordinator/s to be selected. You might decide to leave this blank however and assign staff members to particular activities instead.

Individual Activities within the Category can be configured to use different Cycles, the Default Cycle will automatically be selected when a User creates an Activity within this Category.

Click **Close** when done.

Adding Groups to Categories

Groups are a way to sub-categorise activities under each main Category. Examples of a group might be 'Year 4's', 'Interschool Sports' or 'Swimming'. Activities would then be added later to each group. Click Edit next to a category to view the groups.

Groups in Excursions		New Group <input type="text"/> + Add
Name	Options	
Activities Week - Canoeing Students	↗ Rename	✖ Remove
Ballarat Excursions Group	↗ Rename	✖ Remove
Foundation Students	↗ Rename	✖ Remove
German students	↗ Rename	✖ Remove

To add new activity groups, click inside the New Group field, type the name of the activity and click **Add**.

Adding Venues

Venues are organised into venue groups, which can contain one or more specific venues for an event.

- 1. Select Venues.** The Venue Groups homepage opens.

Venue Groups			+ New Venue Group
Venue Group	Venues	Options	
Camps	9 venues	Edit	Remove
Excursions	37 venues	Edit	Remove
Sports	23 venues	Edit	Remove

- 2. Add New Venue Group** and then select **Edit** to add the actual venues.

Miles Camping	Rename	Remove
Mount Sinai Camping	Rename	Remove
Mt Hotham	Rename	Remove
Murray River, Picnic Point to Barmah Township	Rename	Remove

Adding Cycles

Sentral provides Built-In Cycles as a default but schools can create Custom Cycles.

Approval/Risk Assessment

The homepage of Approval/Risk Assessment has three panels: Approval Templates, Risk Assessment Templates, and Notifications.

NOTE: Only Executive and Administrator users can Sign off on Approvals.

The Approval Templates panel consists of templates that may be used by staff when seeking approval for an activity.

Templates can be configured in accordance with Departmental requirements for off-site excursions. Please be aware that the Approval Request template in your Activities setup may not meet these requirements, and as such, you may need to create your own template. Please see the Activities Admin Guide for further information on how to do this or https://www.education.vic.gov.au/school/teachers/studentmanagement/excursions/Pages/ou_tdoorrisk.aspx for Victorian guidelines, including approval forms for excursions and activities needing school council approval, and teacher checklists.

Risk Assessment Templates consists of templates that may be used by staff when seeking approval for an activity. Again, please be aware that the templates provided in your Activities setup may not meet these requirements, and as such, you may need to create your own templates. Please see the Activities Admin Guide for further information on how to do this or https://www.education.vic.gov.au/school/teachers/studentmanagement/excursions/Pages/ou_tdoorrisk.aspx for Victorian guidelines including the risk register template.

Notifications - Select the appropriate teachers / staff from each of the drop-down lists. You can add as many users as you want by repeating the process.

Settings

The Activities Settings menu includes several options that schools may wish to explore before using Activities for the first time.

Settings		
Activity points	<input type="button" value="Show"/> <input type="button" value="Hide"/>	This option determines if the points are used and should be shown in activities.
Activity Roll Settings		
Create attendance absence on activities roll submit	<input type="button" value="Yes"/> <input type="button" value="No"/>	This option determines if an absence should automatically be created when an activity roll is submitted.
Select which absence reason should be shown when the student is present for the activity roll	<input type="text" value="Excursion"/>	The selected reason will be used to in creating an absence in Attendance when submitting an Activity Roll.
Default Print Activity Roll Settings		
Show student IDs	<input type="button" value="Show"/> <input type="button" value="Hide"/>	This option will turn on/off student ids option by default when printing activity rolls.
Show parent contact details	<input type="button" value="Show"/> <input type="button" value="Hide"/>	This option will turn on/off parent contact details option by default when printing activity rolls.
Show medical alert	<input type="button" value="Show"/> <input type="button" value="Hide"/>	This option will turn on/off medical alert option by default when printing activity rolls.
Show activity flags	<input type="text" value="Choose a value..."/> <input type="button" value="Permission Given"/> <input type="button" value="Paid"/>	This option will determine which activity flags will get displayed on activity rolls. If you leave it blank then no flags will be shown.
Show student flags	<input type="text" value="Choose a value..."/> <input type="button" value="Photograph Privacy"/>	This option will determine which student flags will get displayed on activity rolls. If you leave it blank then no flags will be shown.
Default Activity Settings: Excursions		
Show in Reports:	<input type="button" value="No"/> <input type="button" value="Yes"/>	
Is SDL (Student Directed Learning):	<input type="button" value="No"/> <input type="button" value="Yes"/>	
Show in Attendance:	<input type="button" value="No"/> <input type="button" value="Yes"/>	
Limit Places:	<input type="button" value="No"/> <input type="button" value="Yes"/>	
Requires Approval / Risk Assessment:	<input type="button" value="No"/> <input type="button" value="Yes"/>	
Enable Cost Subsidy:	<input type="button" value="No"/> <input type="button" value="Yes"/>	

- **Activity Roll Settings** – If you are using activity rolls, do you wish for them to sync to Attendance and what attendance codes will be used if students attend the activity?
- **Flags** -do you wish for student and activity flags to display in the activity and for printing purposes.
- **Default Activity Settings: Excursions** – do you wish to display activities in attendance for Bulk Absences?
 - Tick yes to attach risk assessment and approval templates.

Approval Workflow

The Approval Workflow settings enables schools to establish an approval process whereby staff cannot publish an activity to the parent portal/app, without gaining permission at each stage of the process first.

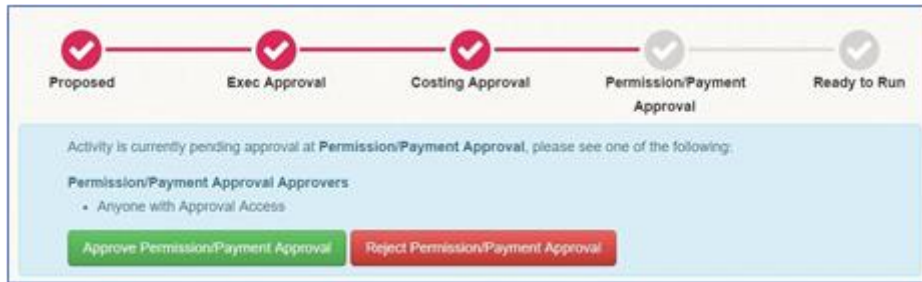
Approval Workflows			
Name	Used By	Options	
<input type="checkbox"/> Activity with cost Proposed, Cooling Approval, Exec Approval, PermissionPayment Approval, Ready to Run	<ul style="list-style-type: none"> Excursions Academic Groupings Bus Groups Education Expenses Campen 	<input type="button" value="Edit"/>	<input type="button" value="New Approval Workflow"/>
<input type="checkbox"/> Activity without cost Assistant Principal, Final assessment, Ready to Run	<ul style="list-style-type: none"> Specialists 	<input type="button" value="Edit"/> <input type="button" value="Disable"/>	
<input type="checkbox"/> International or Interstate Trip Initial proposal, Cooling and departmental paperwork, Ready to Run	Not assigned	<input type="button" value="Edit"/> <input type="button" value="Disable"/> <input type="button" value="Delete"/>	

Click on Approval Workflow, to define and manage the different activity workflows and steps. A Default workflow has been provided but you can add a new workflow or edit the default.

Think about the type of workflow you may need in your school, the approval stages that might be needed, and who may need to receive a dashboard notification during each stage. Think about the different types of activities you may set up including camps, excursions, incursions, yearly permissions, etc and whether they all need the same workflow or something different.

Some of the stages that could be applied to your workflow may include:

- Executive Approval (an approver approves this stage if they approve an activity to be organised)
- Costing Approval (an approver approves this stage when the approval form meets the requirements)
- Risk Assessment Approval (an approver approves this stage when the risk assessment form meets the requirements)
- Ready to Run (an approver approves this stage when all forms have been submitted, costings are complete and the activity is ready to publish to the parent portal/app).



Assigned Approvers - enables an individual user or a group to be assigned to approve each stage. If rejected, the approver may enter a comment to the organiser.

Activity Creation – Overview

Target Audience

- Staff who handle creating school activities.

Content

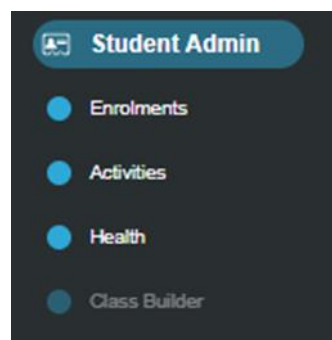
- Creating an activity/excursion

Overview

Once setup is complete, staff and organisers can create school-based activities and excursions to publish to the portal for Parents to approve and pay. There are several steps that are required to get the activity to do the final stage of publishing.

Creating a New activity/excursion

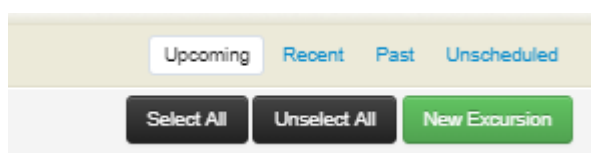
1. Go to Activities Module



2. To create your first activity, click on the category the activity best fits under from the left-hand menu. Click on **All**.



3. Click on **New Activity/Excursion**.



4. Enter in all the details online for your excursion/camp/etc including the Activity Name, Start/End Date, etc.

Think about the following:

- a. What date will you set for the permission form due date? When this ends, parents can no longer give permission via the parent portal/app.
 - b. What type of details do you want added in the Event Details? Parents will see this description in the parent portal/app.
 - c. Will this activity be needed again in future years? Select Annual cycle to be able to select this activity again next year.
 - d. Have you pre-populated the Groups in the Activities setup? What naming conventions will you put in place when creating new groups?
 - e. Do you want to list the activities students have participated in on their academic report?
 - f. On the day of the activity, do you want this activity to show in Attendance (Bulk Incursions)?
 - g. Does the activity require Approval and/or Risk Assessment?
5. Once you have completed the Activity Details, work your way through the other tabs in the top right-hand corner: **Costs**, **Excursion** (only visible to this category type), **Academic Reports** and **Student Portal**.
 6. The **Costs** tab allows you to record the financial details for the Excursion you are creating. This is to help users calculate the costs of an activity. It is not mandatory to complete however schools may require this from activity organisers before approval is granted

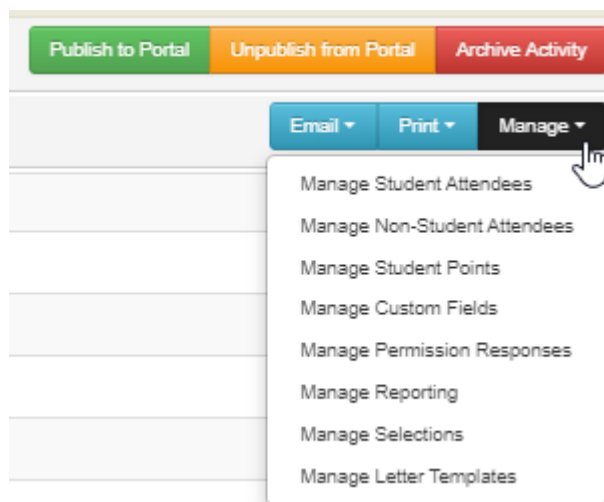
- There are four sections: Fixed Costs, Variable Costs, Summary Costs and Projected Summary Costs. Entering costs will allow you to forecast the activity costs.

7. Once all the Activity details are complete, click Save.

Adding Students to the Activity

- 1.** To add the students, click on the black **Manage** tab and select Manage Student Attendees.

Alternatively, add individual student by typing their name in the **Add a specific student** search box.



- 2.** Add students from Year levels or Roll Classes by clicking on the first two drop-down boxes followed by **Go**.
- 3.** Tick the checkbox to select all the students or tick individual boxes to select particular students.
- 4.** Scroll down to the bottom of the page and click **Add Selected Students**
- 5.** Continue to add students to the activity and when complete, click **Save**.

On the right-hand side is a menu that allows organisers to add further information supporting this activity.

Activity Details
Activity Checklist
Approval Forms
Risk Assessment
Attachments
Excursion Details
Roll Marking
Activity Log

- a. Activity Details will give you a summary of the activity including the organisers, how many participants have been selected, and the venue.
- b. Activity Checklist (only viewable to Activity Categories that have the Excursion type assigned to them in the Activities setup). Allows organisers to 'mark things off as done'. To edit the checklist, organisers must Edit the Activity and go to the Excursion tab.
- c. Approval Forms allows the organiser to attach and complete an Approval template (which has been created in the Activities setup).
- d. Risk Assessment allows the organiser to attach and complete a Risk Management template (which has been created in the Activities setup).
- e. Attachments added here will be viewable by parents when pushed to the parent portal/app. Attachments might include camp medical forms, a more detailed description of the activity and what to bring, expressions of interest for parent participation, etc.
- f. Excursion Details (only viewable to Activity Categories that have the Excursion type assigned to them in the Activities setup). Allows organisers to view the excursion start and end dates and times.
- g. Roll Marking allows organisers to create rolls that when marked in Activities will/can sync with Attendance.
- h. Activity Log keeps a record of all actions that have occurred for this activity.

Publishing your Activity to the Parent Portal/App

Once all the activity details have been added, attachments added, etc, and the costs, approvals and risk assessments are approved (if required), then you are ready to publish to the parent portal/app. This may be required when seeking payment and/or permission for an excursion/activity. To do this, click on the **Publish to Portal** button.

NOTE: Permission to Publish is only available to Executives and Administrators of Sentral and only when the workflow has been approved.

Publish To Portal

Cycle Instance: 2020 - Annual Back Publish

Once Published, all parents for the students listed below will be notified to either ask for permission for attending the excursion and/or be asked to pay the cost of the excursion via Portal.

Excursion Period: 15/12/2020 to 15/12/2020 Show start and end times
Between times 9:00am and 3:30pm

Ask parents for: Permission Only
 Payment Only
 Permission & Payment

Cost: \$2.25

Send push notification to parents via the Sentral App? No Yes

Permission form due date: 13/12/2020

Payment due date: DDMMYYYY

Venue: --none--

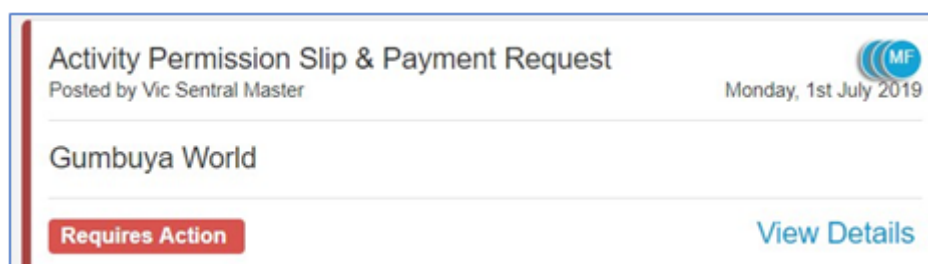
Event Details: This term, we are pleased to invite your child to attend our excursion to the Melbourne Zoo, which is located in Parkville. This excursion has been planned to supplement our Biological Science Inquiry topic in Term 2. Through educator-led discussions, a 45 minute class run by Melbourne Zoo staff, an animal encounter and play-based learning.

Schools can ask parents for;

- Permission Only
- Payment Only
- Permission & Payment

Nominate the cost for the excursion, whether you wish to send a push notification to parents, when the permission and payment is due, venue, event details, etc and click **Publish**.

Once Published, all parents for the students listed will be notified to either ask for permission for attending the excursion and/or be asked to pay the cost of the excursion via the Parent Portal/App.



Other Ideas to Consider

- Do you add the activity to a Community/Parent Calendar?
- When the permission slips and payments have closed, do you print out a copy of the roll for teachers to take with them on the excursion?
- Do you print this on the day (showing today's attendance) or days prior?
- Do you print 2 copies? One for the teacher to mark on the excursion and one for the office?
- When you print out a roll, do you want it to display flags such as who has photograph privacy, who has medication, etc?

If so, you must ensure that the flag is set to 'Active' in Profiles. **Go to Profiles > Setup Profiles > Student Flags** and edit the flag you wish to see in Activities.

- When you publish activities to the Parent Portal/App, do you send a push notification to parents alerting them that a new activity needs permission and payment?

- Do you also send them an email containing all the relevant information and attachments in case they have push notifications turned off on their device? Go to **Messaging > Send Messages > Send SMS & Email**. Is the email from the school account, or is it the responsibility of the Business Manager or the person organising the activity to send out?
- What do you do if you want to set up instalments for families, e.g. for a camp?

Examples

1. Option 1

Setup Multiple Activities ie Grade 3 Camp Rumberg Deposit, Grade 3 Camp Rumberg Installment 1, etc. Publish to Portal (the deposit activity) – Permission and Payment.

Publish to Portal (other instalments) – as Payment Only.

If a parent pays via another payment method, mark them as PAID in the Payments module. This will remove the charge from their parent portal/app. It is highly recommended that you ensure the parent has given permission via the parent portal/app BEFORE you mark as Paid.

2. Option 2

Setup a camp Activity.

Create new portal bills in the Payments Module for the cohort or activity group.

E.g Camp Deposit, Camp Installment 1, Camp Installment 2, Camp Final Payment.

Publish the camp activity to the Parent Portal/App as Permission Only.

Send out a News Feed item alerting family of the necessary payments that will be seen in Payments or add a note in the activity event description. They can either pay all of the payments at once or make the instalment payments when convenient.

If a parent pays via another payment method (cash, bank deposit, etc), mark them as PAID in the Payments module.

NOTE: teachers will only be able to see if permission has been given

- What about if a parent wants to use CSEF for a particular activity? Setup the Activity.

Publish to Portal – Permission and Payment.

Add a note to the description that says “If you wish to use CSEF for this excursion, please

contact/email/etc the school”.

When a parent requests to use CSEF, go to Payments, mark as PAID to remove the charge from their parent portal/app. It is highly recommended that you ensure the parent has given permission via the parent portal/app BEFORE you mark as Paid.

- What about if your families pay an excursion levy at the start of the year and do not need to pay for an upcoming excursion?

Setup the Activity.

Create a new portal bill and select individual students that need to pay for that particular activity.

Send out a News Feed item alerting family of the payment that will be seen in Payments, IF it needs to be made.

Publish to Portal – Permission Only (all students)

If a parent pays via another payment method (cash, bank deposit, etc), mark them as PAID in the Payments module.

NOTE: teachers WILL NOT be able to see if these payments have been made. They will only see if permission has been given for the activity.

Or alternatively, set up this activity as per the instructions for CSEF payments however ask parents to indicate if they have paid the excursion levy by adding their response in the 'Additional Instructions' area when they give permission for the activity. Ideally you want parents to give permission for the activity BEFORE removing the portal bill in the Payments module.

Sentral Payments – Overview

Target Audience

- Staff who handle Finances, Billing and Accounts payments.

Content

- Accessing Sentral Payments
- Portal Billing
- Managing Payments
- Payments Received
- Cases 21

Overview

Schools may need to collect payments from parents for a variety of reasons. This might include Camps, Excursions, Sporting Events, Mother's Day Stalls, Raffles, Voluntary Contributions, Fees, etc.

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.

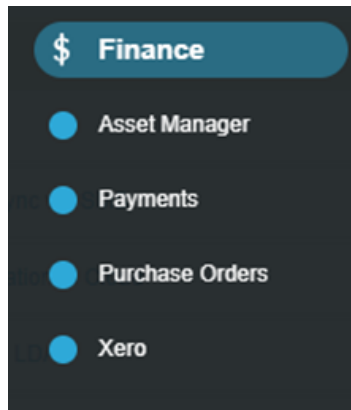
Sentral Payments handles accounts receivable for school-initiated payments and Portal Billing.

Each payment will incur merchant and transaction fees as outlined in the IG guide.

Accessing Sentral Payments

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

1. After clicking the  Sentral modules display, select **Payments** under **Finance** group.

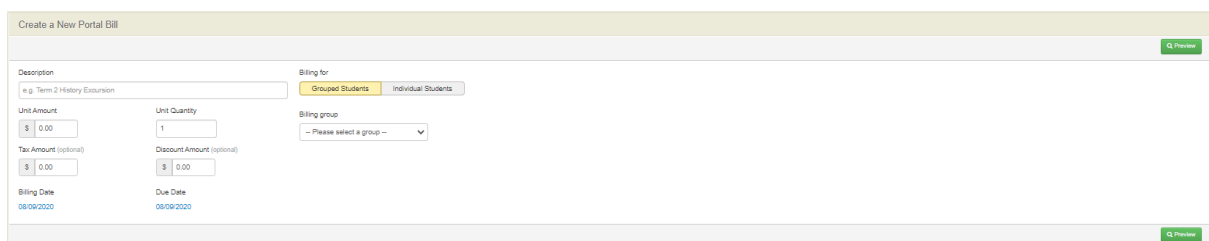


The **Payments Home** screen displays.



Portal Billing

Staff responsible for payment requests will **Create a new Portal Bill**. If using Activities module, a cost/payment can be published to the Portal. Creating bills for payments here is more around adhoc non activity payments such as mufti day, BBQ etc..



1. Completion of the online payment requests requires staff to consider.
 - Payment Description
 - Billing for; individual students, grouped students or other contacts
 - Amounts (unit, tax & discount)
 - Billing Dates

Once completed, select **Preview** to review the payment run you are about to **Run**. If satisfied, select **Run**.

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

Portal Bill #	Due Date	Student	Description	Total	Amount Paid	Amount Due	Status	
3873	15/09/2020	Ian MCLAUGHLIN	Term 4 history excursion	\$36.00	\$0.00	\$36.00	AUTHORISED	Details Actions
3857	15/09/2020	Katejyn BRUNNING	Term 4 history excursion	\$36.00	\$0.00	\$36.00	AUTHORISED	Details Actions
3855	15/09/2020	Lacy O'ILL	Term 4 history excursion	\$36.00	\$0.00	\$36.00	AUTHORISED	Details Actions
3876	15/09/2020	Elmer POLLAK	Term 4 history excursion	\$36.00	\$0.00	\$36.00	AUTHORISED	Details Actions

Selecting **Details**, allows you to view each item for each debtor.

The **Status** Column updates to reflect authorisation, voiding and if payment has been received.

The Action button allows you 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)

Filters allows you 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.

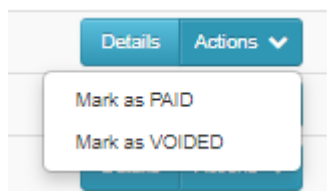
Managing Payments

Schools often have to deal with payments once published to portal/app but also via other methods; bank transfers, EFT, over the counter, cash etc., or wish to use their CSEF (Camps, sport and excursion funding) funding. School needs to mark these as paid within the payments module.

This will ensure the payment is removed from the Parent Portal/App and is recorded as Paid in Activities (marking as Paid in Activities, will not remove the payment).

1. Go to **Payments > Portal Billing >** then using the **Filters** on the right-hand side, click Filter by **Individual Students**. Add the students name into the search field and click **Apply** filters.

2. All the payments that currently apply for this student will now appear. Next click the Actions drop-down arrow and select **Mark as PAID**.



3. Enter the note as to how the payment was received and **Save**.

4. The payment will now be marked as paid.

5. This will also be reflected in the Activities module.

NOTE: Failure to mark payments as paid in the Payments module when a parent has paid by other means, will result in parents still seeing the pending payment in their Parent Portal/App. Simply marking the payment as paid in the Activities module, will not remove the portal bill.

Payments Received

Staff can review the successful payment in real time.

This view presents to schools the debtor, payment methods, total, status and settlement date and amount.

NOTE: Credit card transactions made by 6pm will be settled into your school's nominated bank account on the next business day.

Any payments credited from Sentral will have a batch number.

Payments Received - 6 Found											Export	Fetch Latest Disbursements
Payment #	Date	Made By	Description	Payment Method	Total	Payer Fees	Payer Paid	Payee Fees	Status	Settlement	Details	Action
6	03/03/2020	Wade Pink	Haydn - Demo	Scheduled Bank_account	75.50	0.50	76.00	0.00	SUCCESSFUL	Settled as part of \$75.50 on 04/03/2020	Details	Action
5	02/03/2020	Vicki Corby	Tuition fee	Real Time Card (Amex)	200.00	8.80	208.80	0.00	SUCCESSFUL	Settled as part of \$200.00 on 03/03/2020	Details	Action

There are several actions that can be completed here. These include;

1. **Details** – Details of the payment request sent.
2. **Fetch Latest Disbursement** – Select the date range and click on **Fetch Latest Disbursement**. This may take a few minutes to perform.
3. **Filter** – Enables you to filter based on certain criteria to view different applications e.g. settlement date or chargeback and claims. All payments will be listed and sorted by most recently received.

Schools may wish to filter by batch number. This report will show you which families made payments and what the payment was for. It is important to note the batch numbers do not always apply to one family.

Based on this information, you can go to Cases21 and allocate payments against each family's charges.

NOTE: Disbursement to School

- Successful – the parent has made the payment and it has been received by the school.
- Bank Processing - the parent has made the payment and it has been received by the school
- Unknown: the parent has made the payment however it has not yet been processed by the bank, nor has the payment been received by the school

Payment #	Date	Made By	Description	Total	Status	Disbursement to School
741	28/07/2019		Wizard of OZ Rehearsal, Melbourne Aquarium 160919, Swimming 2019 Grade F to 2	97.00	COMPLETED	unknown
740	28/07/2019		Starlabs 060919, Indonesian Cafe Year 5 to 6 100919, Indonesian Cafe Year 3 to 4 030919	32.00	COMPLETED	unknown
738	26/07/2019		Fathers Day Breakfast 300819	8.00	COMPLETED	BANK_PROCESSING
737	26/07/2019		Starlabs 060919, Indonesian Cafe Year 5 to 6 100919, Fathers Day Breakfast 300819, Wizard of OZ Rehearsal	44.00	COMPLETED	BANK_PROCESSING

4. Export – Provides a CSV file of successful payments. Use this excel file to allocate payments in Cases21, just as you would to manage any other payment.



Parent Portal Account view

When the parent selects a payment request to be paid, a payment page will display with fields for entry of card details. Any transaction fees that are being passed on to the parent will be disclosed on the page so that they are aware of the full amount that will be charged to their card.

NOTE: some activities may require permission first before the payment can be made.

Card details

Please note the extra fees & charges that will be applied:

VISA 1.65%  1.65%  4.4%

Name on Card

Card Number

Expiry Date

CCV

Payment Summary

Library Fund Sharron CARDUS	\$20.00
Roxburgh Park Lake Sharron CARDUS	\$5.00
Payment Sub-Total	\$25.00
Transaction Processing Fee	\$0.00
Total Amount	\$0.00

Cases 21

Victorian schools need to complete reconciliation and allocation of payment as an extra step.

Setup Charges in Cases 21

1. Establish a fee

Families > Establish Fees and Charges > Fees [SA11001] New: Enter in all your excursion details

2. Tell Cases what to do with the fee

-Billing Template [SAB11001]

Enter the same billing template code as fee code, description will be the same Bill type: Class

3. Process fees and charges > Family Student Invoices – Fees Template [DF31001]
4. Set up the charges.

Allocate the Payments

1. In Cases21, go to **Families > Process and Print Receipts > Family Receipt by Student Key** (you could also select by Family Key).
2. Enter the student key as per the students from the Linked Bills Students column, the payment amount from the spreadsheet, select Cash and click Save.

* Note: if you see that a parent has made two separate payments, add the two amounts and allocate both the charges for that student at the same time!

3. Now click Auto Allocate or allocate individual charges and Save.
4. Click Next and repeat the process until all payments have been allocated. Close the batch and print the audit trail.

Raise Invoice for Fees (transaction fees + merchant fee if applicable)

(Invoices will be issued to schools for any fees incurred each month)

1. Go to **Financial > Creditors > Process Invoices and Credit Note > Creditor Invoice [CR31001]**.

It is suggested that you have 2 Sentral creditors previously setup:

- Sentral Fees: this is setup with no bank details attached
- Sentral Pty Ltd: this is probably the creditor you use to pay your renewal fees with each year

By having these setup separately, it will allow you to clearly run reports showing you the payment fees, but also eliminates you accidentally paying Sentral for the fees twice!!

2. Select the **Sentral Fees creditor** and add a reference, e.g. 250719.
3. Select **Deliveries for Standing Orders**, edit the detail and add a reference, e.g. fees 250719. Gross = \$Fee. Add the fee as displayed on your invoice.
4. **Save and Print the Audit Trail.**

Pay Invoice for Fees (transaction fees + merchant fee if applicable)

1. Go to **Creditors > Process Payments and Print Cheques > Creditor Payment with Quickpay Open Item [CR31071]**.
2. Select **Sentral Fees** creditor.
3. Print **Creditor Payment Voucher [CR2112]**.

Now staple the following together:

- Bank statement
- Excel spreadsheet from Sentral (if you printed it)
- School purchase order
- Payment voucher