

# Sentral Finance – Till Closing & Balancing



## Close and balance a till

### Key highlights

#### Why use this feature?

To periodically account for the payments made on hand in preparation for banking. Closing and balance a till is a key process within your school's total banking processes.

#### What this feature offers

Ability for the assigned user or authorised 'all user' to close a till

Ability to capture payment denominations

Ability to capture discrepancies

Detailed reporting in support of the process




**Note:** Any subsidies received display in the Third Party section for balancing.

- c. Do the Total Received and Total Counted balance?
  - o If Yes, select Close Till.  
The batch ID is created and the batch status displays as Draft in the Till History section.
  - o If No, see the section called Discrepancies below.

## Prerequisites

- Tills to be closed
- Bank deposit to be created

## Till closing and balancing

1. Go to Finance module | Banking | Tills.
2. Select the applicable till to close from the left menu.
3. Check the User field.
  - o If your details default, go to the next step.
  - o If the till is usually assigned to another user and you have permissions to close tills for other users, select your name from the list.
4. Select Close Till ().  
The Close Till screen displays.
5. Use the Close Till screen to balance the till:
  - a. Under Cash Counting, count and apply cash denominations to the relevant fields.
  - b. Under Till Summary, count other payment method values such as cheque, money order.



**Tip:** You don't need to enter anything for EFTPOS or third party payments – this is self-balancing

## Discrepancies


To review a discrepancy identified:

1. Under Till History, select Edit next to the batch.
2. Review the receipted payments for the payment method.
3. Select the payment method Total Receipts amount.

The Payments Register displays pre-filled with the corresponding payment filter data. Review the values to try and work out what has occurred and locate the discrepancy.


4. As a result of this investigation, you may need to reverse a payment and reprocess the transaction for the correct value.

For detailed steps refer to the Reversing a Payments QRG.

5. If you corrected a payment:
  - a. Select the till from the left menu.
  - b. Select Edit next to the batch.
  - c. Select the Refresh icon () next to the end date and time field to refresh transaction data.  
This will update the included data and impacts the corrected payment/s for balancing.
  - d. Select Save.

## Till batch checking

Do your permissions allow you to mark a batch as checked in preparation for banking?

1. Go to Finance module | Banking | Tills.
2. Select the applicable till to close from the left menu.
3. Select the applicable till from the left menu.
4. Select Edit for the batch ID to view the details of the till.
5. Select Mark as Checked (  ) when the till batch review is complete and confirm.

Under Till History, the status is updated to Checked. This means the till is ready to bank in a Bank Deposit

6. (Optional) Next to the batch, select Generate Reports and choose a report option to print.

## Next steps

[Banking and EOD Summary QRG](#)

## Need more information?

[Finance User Guide](#)