

# Sentral Finance – Bank Deposit & EOD Summary



## Key highlights

### Why use this feature?

Create a bank batch to deposit funds

Create an End of Day Summary (EOD) periodically for batches

### What this feature offers

Bank deposit batch processing


EOD Summary processing and approval

Detailed reporting in support of the process

## Pre-requisites

- Tills closed – see [Banking - Tills QRG](#)
- For EOD summary – bank deposit created

## Create bank deposit

1. Go to Finance module | Banking | Bank Deposit.
2. Select Create Bank Deposit ()
3. Select the Batch IDs to be banked.

The banking batch defaults the start and end date/time, and the count for the number of batches included.

4. Select Save.
5. (Optional) Under Bank Deposits, select Generate Reports and choose a report option to print.
  - All Reports – produces all the listed reports
  - Bank Deposit Sheet report – individual batch report of all payment methods
  - Bank Discrepancy Management report – individual batch report showing discrepancies identified
  - Cancelled Receipts and Refunds report – includes all cancelled receipts and refunds transacted within the time frame of the bank deposit.

## End of Day (EOD) Summary

To produce an EOD Summary to collate existing banking batches:

1. Go to Finance module | Banking | End of Day Summary.
2. View information on the End of Day Summary screen. This includes:

- prior End of Day Summary reports  
Information is displayed in date order of processing. Reports completed show as Approved.

3. Select Create Report.

The system generates an End of Day Summary report with a status of Draft. The report is from the last date it was run to the current date and time and includes all checked batches.

4. Select Save.

The EOD Summary is waiting for review and approval.

5. (Optional) Under End of Day Summary, select Generate Reports and choose a report option to print.

- All Reports – produces all the listed reports
- End of Day Summary report – includes all tills and values and is a combined representation of the batches
- Cancelled Receipts and Refunds Report – includes all cancelled receipts and refunds transacted within the time frame of the End of Day Summary
- Cancelled and Adjusted Fees report – includes all cancelled and adjusted fees transacted within the time frame of the End of Day Summary

## End of Day (EOD) Summary Approval

To review and approve the corresponding batch data:

1. Select Edit from the summary screen.
2. Select the Bank Deposit ID and Batch ID to view batch deposit data.
3. Within the Batch ID, select the Total Received to view further payment data for a payment method.
4. Select Details to view payment data and the fee number to view the Fee. Extra Fee data can be accessed via Details.
5. Select Mark as Approved. A confirmation message displays.
6. Select Confirm to update the status to Approved.

## Need more information?

[Finance User Guide](#)