

# Sentral Finance – Publish to Portal



## Key highlights

### Why use this feature?

Quick and easy way to communicate payment requests via the Portal for parties to view and make payment.

### What this feature offers

Ability to filter fees by a range of criteria for selection

Ability to perform actions on the selected fees

Ability to communicate fees to Portal users

## Pre-requisites

- Fee created

Once you create a fee, the Fee Register displays with the details pre-filled ready for you to view.

You can access the Fee Register at any time to search for a fee, view the document and perform actions.

## Fee register | Actions menu

1. Go to Finance module | Registers | Fee Register.

2. Select filters:

### Fee runs

- Select the applicable run.  
If you just completed a fee run, fee run information is already populated.

### Fee status

- Select Authorised.

3. Select Filter (.



**Tip:** Increase your pagination if you have over 50 transactions. You can do this at the bottom of the page.

Under Fees, do one of the following:

- Select the checkbox in the header row to select all fees listed.
  - Select individual fees.
4. Select Actions and choose Publish to Portal.
5. In Publish to Portal Preview:

- Review the payment request if required.
- Select Publish.

The financially responsible contact(s) will receive a communication per fee.

## View payment request (sent to contact(s))

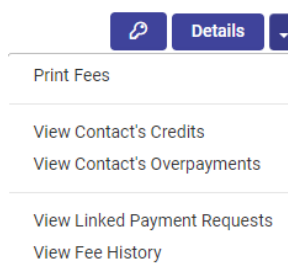
1. Go to Finance module | Registers | Fee Register.

2. Apply filters

For details, see Fee register | Action menu.

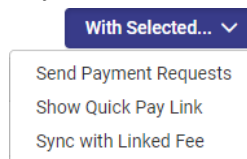
3. Under Fees, for a transaction, select the arrow next to the Details button, and choose View Linked Payment Requests.

Payment Requests for the selected fee are listed in a new tab.



4. Under Payment Requests:

- Select the Request ID
- Select 'With Selected' and choose Show Quick Pay Link.



5. In the Quick Pay Link popup:

- Select the link.

The Guest Portal opens at the Payments screen – where you can view the payment request.

## Need more information?

[Finance User Guide](#)