

# Sentral Finance – Fees register



## Key highlights

### Why use this feature?

Main source of information for a school's fees

### What this feature offers

Ability to filter view fees by a range of criteria

Ability to perform actions on filtered fees

Ability to drill down and view the fees

## Fees register?

Once a fee is created, use the Fees register to search for and view fees, as well as perform actions on those fees.

## Prerequisites

- Fee created

## Access Fees register

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

## Choose filters

2. Choose the filters to apply.



**Tip:** Filtering helps when you're selecting the fee runs you want to view, but you don't need to select all filtering options.

## Fee Runs

Used to filter for one or more completed fee runs.

- Select an option from the list that includes three types of fee runs:
  - Billing Run name from Student Billing Run
  - Standalone Fee Run name from Standalone Fee
  - Fee Run name from Fee + Receipt.

## Fee Status

- Select the applicable status:
  - Authorised – fee created ready for payment
  - Paid – fully paid fee
  - Voided – no longer valid for payment.

## Activities

Used to filter for fees created against specific activities in the Activities module.

- If applicable, select an option from the list.

## Billing Period

Used with billing runs only. Not applicable to Standalone Fee or Fee + Receipt.

- If applicable, select an option from the list.

## Created by

Used to filter by who created a fee.

- Select an option from the list.

## Contact is linked to Portal

Used to filter by contacts that are linked to the Portal.

- Select an option – Linked or Not Linked

## Include Flags / Exclude Flags

Used to filter by fees that either include or exclude the flags.

- Select from the following options:
  - Overpaid: If a fee is overpaid e.g. Receipts and Credit allocations exceed the fee value.
  - Non-Enforceable Fees: Fees that are voluntary.
  - Viewable/Payable in Portal: Fees that are viewable or payable in the Portal.
  - Partially Paid: Fees that have received some payments or allocations but have an outstanding balance.

## Date filters

- Select a date filter:
  - Creation Date
  - Fee Date
  - Fee Due Date
  - Student Exit Date.

3. Select Filter to preview fees.
4. Select Details next to a fee to view more information.

## Need more information?

[Finance User Guide](#)

