

Sentral Finance Onboarding



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Key highlights

Onboarding checklist

Helps you to self-onboard and configure Sentral Finance module for your school.

The checklist steps you through the various areas of the solution to augment the configuration migrated from the existing Department system.

Historical data

EBS Cash Desk historical data is imported into Sentral to support day-to-day operations at your school.

Set Up Sentral Finance screen

The Set Up Sentral Finance screen is what you see the first time you open the Sentral Finance module. It includes an interactive checklist.

Setup checklist

Use the checklist to tick off items as you complete tasks in preparation for using Sentral Finance.



The links provided launch data in separate browser tabs.

EBS Cash Desk import summary

This step summarises the values that have been imported from EBS Cash Desk.

1. The link will direct you to the EBS Cash Desk import summary. The summary displays the results of the migration. Review the on screen summary.
2. If there is a variance of concern, please raise a support ticket. We'll investigate.

Review fee structure

A Fee has been created in your Fee Structure for all Fee Values previously set up in EBS Cash Desk. Fees not used in the last 12 months have been set to 'Hide in Finance'. These can be viewed by selecting the Display fees set to 'Hide in Finance'.

1. Review the fees (Actions > Edit Fee) to ensure they are correct for your school.



Don't be alarmed if you see multiple Fee items, these will not impact the system operation and you can hide these via the upper Actions dropdown.

Review fee types

Fee types have been created based on your imported EBS Cash Desk data. Each Fee created is linked to a Fee Type. This determines which Fees should be included in a Billing run and which Fees should attract particular discounts.

1. Review the Fee Types and the Fees linked to them. Ensure they are correct for your school.
2. Select the checkbox to indicate completion and move to the next item.

Review discount types

Discount Types have been created based on your imported EBS Cash Desk data. This may be applicable to your school or not. If you do not provide discounts, then select the checkbox and move to the next item. If discounts do apply:

1. Select the link provided.
2. Is each Discount Type linked to one or more Fee Types?
 - If Yes, select the checkbox to indicate completion and move to the next item.
 - If No, Edit the Discount Types as necessary.



Note: *Discount Types need to be linked before they can be used to calculate discounts in a Billing Run.*

Set up tills

Tills have been created based on your imported EBS Cash Desk data. The till data that is migrated is not assigned (linked) to anyone by default.

You can create new tills for your school or use the existing ones if you like. Use the inactive button for any tills that you no longer wish to see and use.



Note: You need to do this before payments can be receipted against that till.

1. Select the link provided.
2. Review details.
3. Assign (link) staff to the tills migrated from EBS.
4. Confirm that each till is linked to one or more users.
5. Select the checkbox to indicate completion and move to the next item.

Set up EFTPOS terminals

Before payments can be recorded, EFTPOS terminals need to be set up.

1. Use the link to finalise this checklist step.
2. Select the checkbox to indicate completion and move to the next item.

Set up banking permissions

Before payment can be recorded and banked, banking permissions for your school need to be established.

1. Select the link provided.
2. Define user permissions for:
 - o marking a closed till as 'checked',
 - o closing tills on behalf of other users
 - o approving the End of Day Summary.
3. Select the checkbox to indicate completion and move to the next item.



Note: These permissions assume that SAMs have Administrator access to the module and SAOs have Coordinator access.

Review other permissions

Default user permissions for Sentral Finance have been set up based on the Department's recommendations.

1. Select the checkbox to indicate completion and move to the next item.

Use the link to review any permissions at your convenience.

Review other settings

Default system settings for Sentral Finance have been set up.

1. Select the checkbox to indicate completion and move to the next item.

Use the link to review any settings at your convenience.

Finalise checklist

Once all items have been completed on the checklist, the message 'All Done. You are ready to start using Sentral Finance.' displays.

You must complete the checklist to finalise the Sentral Finance setup. You won't be able to use the module without first completing the checklist. Once completed, the checklist won't display again when you access the module

Need more information?

[Finance User Guide](#)