

Sentral Finance – Front Office Payments



Key highlights

Why use this feature?

Process front office payments for fees and charges

What this feature offers

Ability to apply payments to fees created – either in full or partially

Ability to receipt various payment methods

View outstanding fees

3. In the Student Overview screen, select Fees in the left menu.
4. View the list of fees.
5. Select one or more fees to receive payment against – next to each individual Fee No.
6. Select Actions and choose Receive a Payment.



Note: Each line item displays separately to cater for partial payment.

Prerequisites

- Tills created and assigned
- EFTPOS terminals created
- Fee created for a voluntary contribution, item or activity

Payments register


Once a fee is created, you can use the Student Register to search for a fee, view the document and perform actions.



Tip: The simplest way to search and find a fee to allocate a payment against, is to search for the student and then locate the associated fees.

Search

1. Access the Finance module.
2. Use the search box at the top of the screen.
 - Enter the student's name and select from the options displayed.

 
Students
↓ Jason Ma R494 / Y3

Payment

7. Is it a full or partial payment?
 - For full payment, select Pay All.
 - For partial payment, select Pay next to a line item, and choose a payment method.
8. Enter the payment details.
 - Complete the additional details requested for the selected payment method.
 - Select Apply.
9. Select the applicable Contact to receive an email receipt.
10. Enter the Cash Tendered amount (if applicable). The system will calculate the change.
11. Select Confirm to finalise the payment.
Payment is completed and the fee status is updated if paid in full. Where partially paid, a label is added for quick reference.

Need more information?

[Finance User Guide](#)