Year-end processes for Sentral Finance

November, 2025

SENTRAL

Overview

When your data sync is re-enabled in the new year, details of new, continuing and leaving students will be updated automatically in the Finance module. Leaving students will be inactivated in the Finance module, but historical finance data for those students (e.g. fees, payments, and credits) will still be available if needed.

Before you start billing for a new year, you will need to review your school's fee structure and billing periods to ensure that the details are correct for the new year.

Note:

- You will **not** need to create new 'occurrences' of existing fees in your fee structure for the new year.
- If a fee's details don't change from year to year, you can apply it to students in the new year without needing to make any changes to it in your fee structure.
- You will only need to review your billing periods if you use the Student Billing Run and/or Contact Billing Run functions to apply fees to students.

Student Updates

New students

When your data sync is re-enabled in the new year, newly enrolled students for that year will automatically become active in the Finance module, and you will be able to create fees for those students.

Continuing students

When your data sync is re-enabled in the new year, year levels for continuing students will automatically be updated in the Finance module, and these updated year levels can be used to select students and cohorts during fee creation.

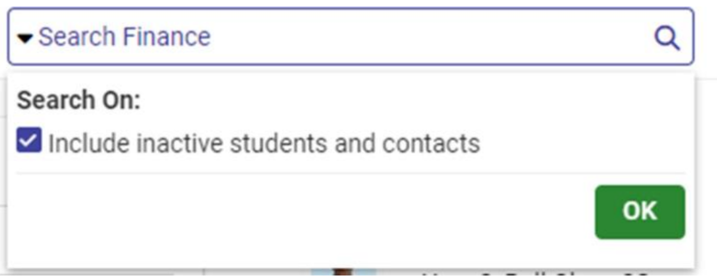
Leaving students

When your data sync is re-enabled in the new year, students who are no longer enrolled at the school will automatically become inactive in the Finance module. Historical finance data for these inactive students will still be available, but the inactive students won't be included during fee creation unless you specifically choose to include them.

Searching for an inactive student

To search for an inactive student in the **Search Finance** box:

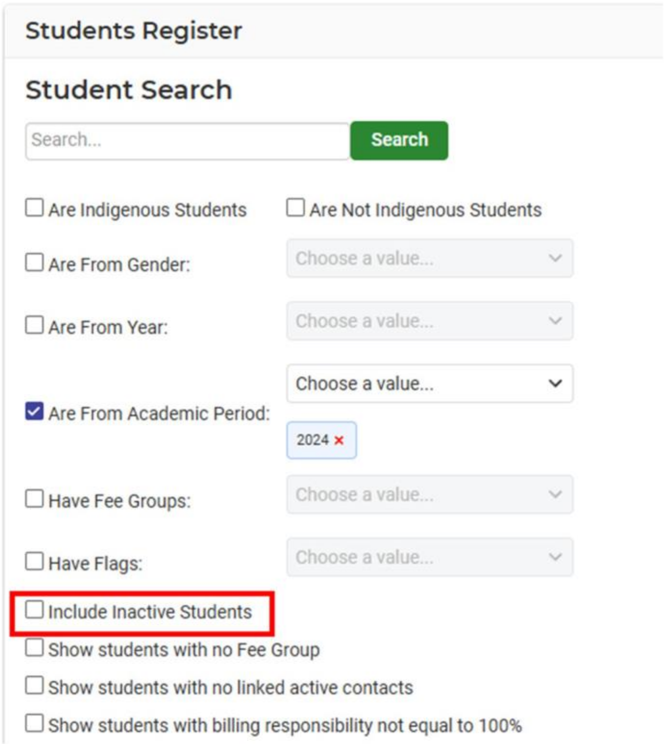
1. Click the down arrow.
2. Tick the Include **inactive students and contacts** checkbox.



3. Click **OK**.
4. Start to type the student's name into the Search Finance box.
5. Select the appropriate student from the list of search results.

To search for inactive students in the Students Register:

1. Navigate to **Registers | Students Register**.
2. Tick the **Include Inactive Students** checkbox.



3. Enter any other required filters.
4. Click the **Search** button.

Creating fees for an inactive student

To create a fee for an inactive student:

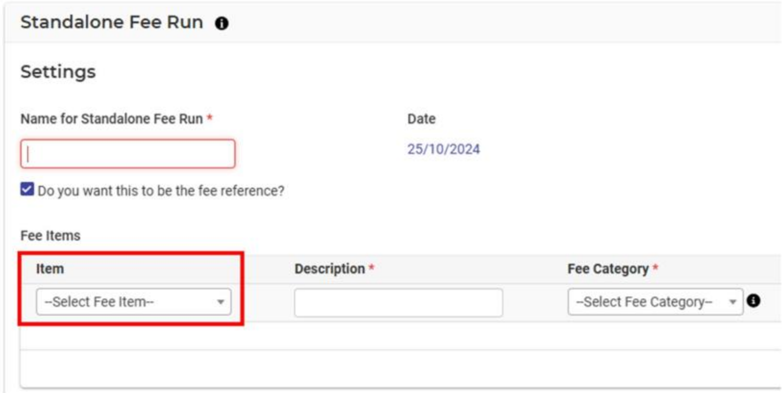
1. Navigate to **Fee Creation | Standalone Fee** or **Fee Creation | Fee + Receipt**.
2. Enter the relevant fee details.
3. Tick the **Include Inactive Students** checkbox for the **Search Student** field in the **Selected Contacts/Students** section.

4. Start to type the student's name into the **Search Finance** box.
5. Select the appropriate student from the list of search results.
6. Click the **Generate** button to preview the fee details.
7. Review the details on the **Preview** screen and click **Run** to create the fee.

Reviewing your fee structure

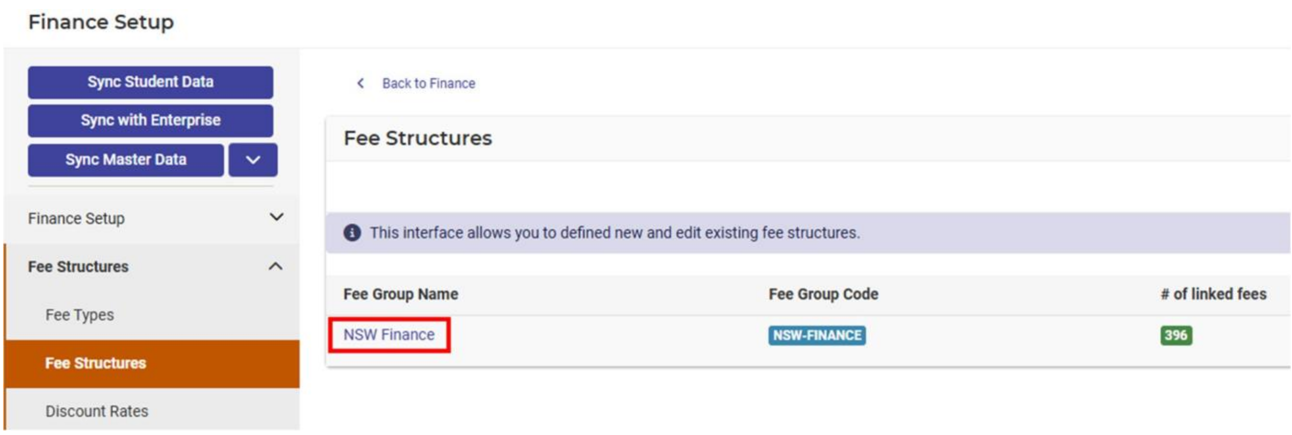
Your school's fee structure defines the fees that will be:

- available for selection in the **Item** field during **Standalone Fee** and **Fee + Receipt** creation (**Fee Creation | Standalone Fee and Fee Creation | Fee + Receipt**).

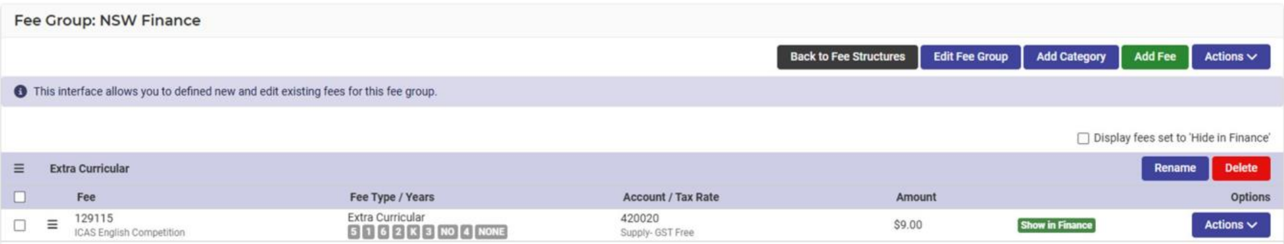


- used by the billing runs to determine which fees to apply to each student/contact (**Fee Creation | Student Billing Run** and **Fee Creation | Contact Billing Run**).

To review your fee structure for the new year, navigate to **Finance Setup | Fee Structures** and click the **Fee Group Name**:



This opens the **Fee Group** screen:



On this screen, you can review the details of each fee and decide if:

- any existing fee details need to be updated for the new year
- any new fees need to be created for the new year
- any existing fees are no longer required for the new year.

Note:

- You will **not** need to create new 'occurrences' of existing fees in your fee structure for the new year.
- If a fee's details don't change from year to year, you can apply it to students in the new year without needing to make any changes to it in your fee structure.

Updating an existing fee

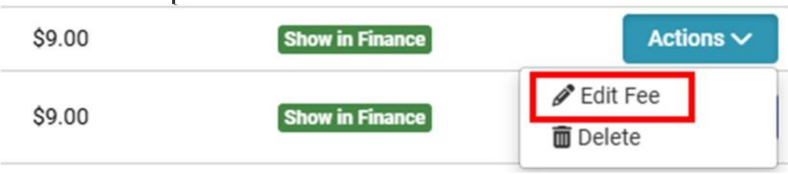
If a fee's details have not changed since the previous year, there's no need to make any changes for that fee in your fee structure. You can continue to use it from year to year without updating it.

If a fee's details (e.g. the Description or the Amount) need to change for the new year, you can either update the existing fee with those changes or create a new fee.

Updating the existing fee rather than creating a new one will help to simplify your fee structure.

To update an existing fee:

1. Click **Actions | Edit Fee** at the end of the row.

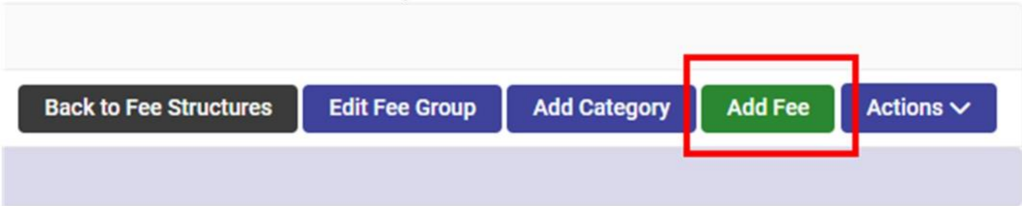


2. Edit the required details on the **Edit Fee** screen.
3. Click **Save**.

Creating a new fee

To create a new fee:

1. Click the **Add Fee** button at the top of the screen.



2. Enter the details of the new fee.
3. Click **Add**.

Note: If you choose to create a new fee when a different version of the same fee already exists (e.g. for a prior year), it may help to hide the previous version, so that it is no longer available for selection during fee creation.

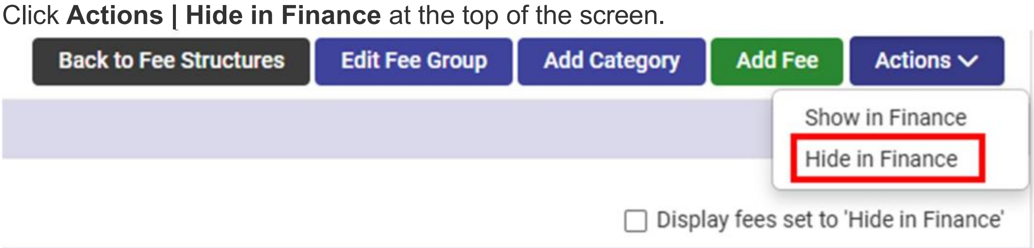
Hiding or deleting an existing fee

If a fee is no longer required, you can either hide it or delete it.

Hiding a fee will make it unavailable for selection during fee creation but its details will still be visible in the Fee Structure, and it can be reactivated again in the future if needed.

To hide a fee:

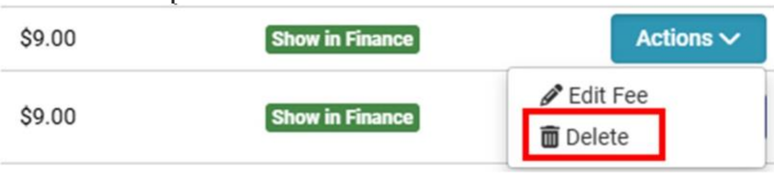
1. Tick the fee's checkbox.
2. Click **Actions | Hide in Finance** at the top of the screen.



Deleting a fee will also make it unavailable for selection during fee creation, but it will be removed permanently from the system and won't be able to be reactivated.

To delete a fee:

1. Click **Actions | Delete** at the end of the row.



2. Click Confirm on the confirmation message.

> **Note:** Neither hiding nor deleting a fee will have any impact on historical fees that have already been applied to students. It will only make the fee unavailable to apply to students in the future.

Reviewing your billing periods

If you use the **Student Billing Run** and/or **Contact Billing Run** options in the **Fee Creation** menu to create fees, you will need to ensure that a billing period exists for the new year before you use those billing run options to create fees.

If you don't use the billing run options to create fees, you do not need to set up a billing period.

To check your billing periods, navigate to **Finance Setup | Billing Periods**.

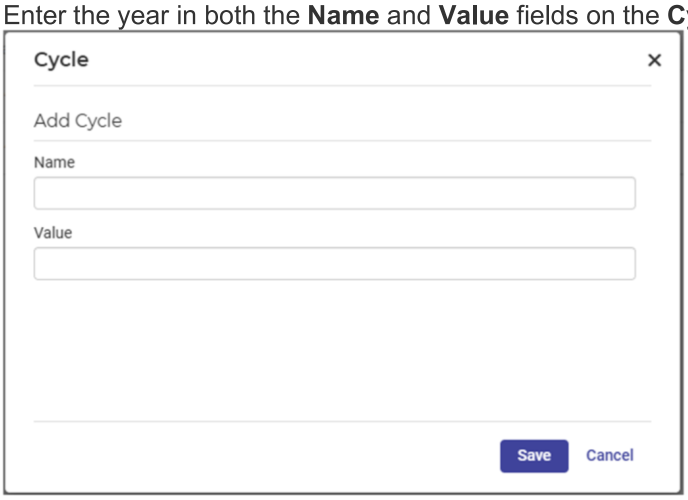
If a billing period already exists for the new year, you do not need to do anything.

If a billing period does not exist for the new year, you will need to create one.

Creating a billing period

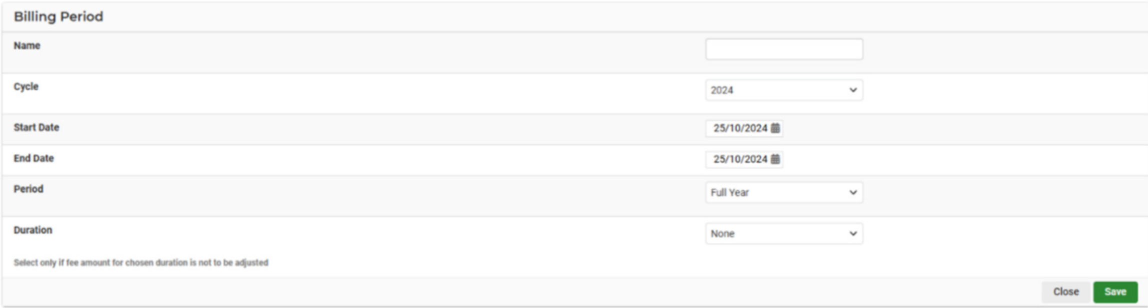
To create a full-year billing period for a new year:

1. Click the **Add** button in the **Cycle** section to create a cycle for the new year (if one doesn't already exist).
2. Enter the year in both the **Name** and **Value** fields on the **Cycle** pop-up.



3. Click **Save** to create the cycle.

4. Click the **Add Billing Period** button to open the **Billing Period** screen.



5. Enter the details of the new billing period:
   a. In the **Name** field, enter the value that you want to appear in the list when you're selecting the billing period during a billing run
   b. In the **Cycle** field, select the cycle that you created in step 1.
   c. In the **Start Date** field, enter the billing period's start date. For a full-year billing period, this would typically be the first day of the calendar year.
   d. In the **End Date** field, enter the billing period's end date. For a full-year billing period, this would typically be the last day of the calendar year.
   e. In the **Period** field, select Full Year.
   f. In the **Duration** field, select None.
6. Click **Save** to create the billing period.