Finance NSW DoE Schools Admin Guide

September,2025

SENTRAL

Contents

Getting started

Introduction

The Finance topics describe key steps for setting up Sentral for your school to run a billing cycle, including synchronising the transactions with the department's finance system.

Permissions

Role permissions allow you to specify an access level that determines what a user can do within Sentral modules. Administrator level access always has full level of access.

> **Tip:** It is best to check for staff managing fees, billing, and payments.

1. From the School Dashboard, select the Setup icon and choose **Manage User Accounts**.
2. Select **Manage Permissions** in the left menu.
3. Under Manage Permissions, next to **Modify Access Levels for**, select **Finance** from the list.
4. Review the permission levels.
5. Check settings for the following options:
   - Under Administration: Can perform manual enterprise sync
   - Under Setup: Has access to fees and billing setup.
6. Select **Save**.

View school settings used for fees, billing and payments

Overview

Information displayed on the School Settings screen in the Fees, Billing & Finance module is read only. It is taken from global settings.

> **Tip:** To configure the school contact details with the Physical and Billing addresses, instead select Setup and choose **School Details**.

Steps

Follow these steps to see a read only view of school details configured via **Setup | School Details**

1. Select the menu icon and choose the Fees, Billing & Payments module.
2. Select Setup and choose **Fees, Billing & Payments Setup**.

   The Fees, Billing & Payments Setup screen displays.
3. Select **Finance Setup** in the left menu and choose **School Settings**.

School Settings

School Name:	Sentral Public School - Xero	The school name as set in the global settings.
ABN:		The school ABN as set in the global settings.
Address:		The school's address as set in the global settings.
Street Address:	TestAddress-1	
Suburb:	TestCity	
State:	ACT	
Post Code:	1234	
Phone	432432432	The school phone number as set in the global settings.
Fax		The school fax number as set in the global settings.
Email	XeroTest@sentral.com	The school email as set in the global settings.

Configure Fees, Billing & Invoicing settings

Overview

The settings you configure determine how billing runs are conducted. They define the rules that govern billing events and associated default settings.

Note: You can apply different settings to different groups by defining multiple Fee Groups.

Steps

Follow the steps described in these topics:

1. Configure Billing Run settings
2. Configure Credit Note settings
3. Configure Discount settings
4. Configure Enrolments/Student Data Sync settings
5. Configure General settings
6. Configure Invoices/Fees settings
7. Configure Online Payments settings
8. Configure Payments settings
9. Configure Publish to Portal settings
10. Configure Refunds settings

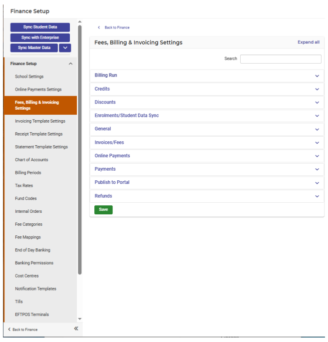
Configure Billing Run settings

Overview

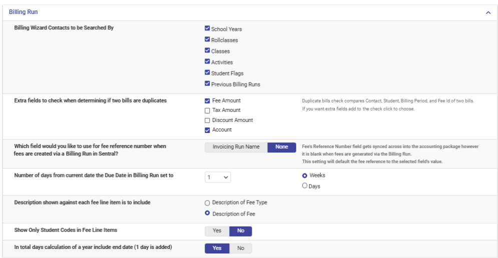
Use the information in this topic to configure the Billing Run section of the Fees, Billing & Invoicing Settings screen.

Steps

1. Do one of the following:
    a. Within **Finance**, select **Finance Setup** in the left menu and choose **Fees, Billing & Invoicing Settings**.
    b. Select the menu icon and choose **Finance**.
        i. Select **Setup** and choose **Finance Setup**.
        ii. Select **Finance Setup** in the left menu and choose **Fees, Billing & Invoicing Settings**.



2. Expand **Billing Run**.



3. Configure the following settings to suit your school's situation:
    a. Billing Wizard Contacts to be Searched By
    b. Extra fields to check when determining if two bills are duplicates
    c. Which field would you like to use for fee reference number when invoices are created via a Billing Run in Sentral?
    d. Number of days from current date the Due Date in Billing Run set to
    e. Description shown against each fee line item is to include
    f. Show Only Student Codes in Fee Line Items
    g. In total days calculation of a year include end date (1 day is added)
4. Select **Save**.

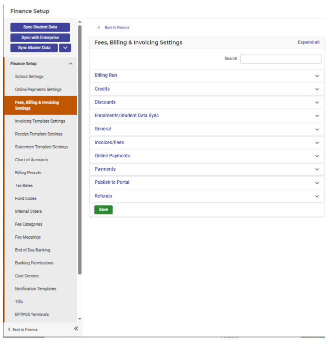
Configure Credits settings

Overview

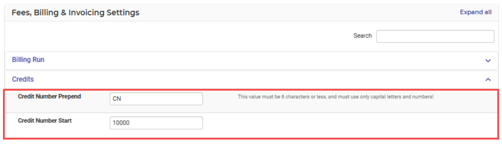
Use the information in this topic to configure the Credits section of the Fees, Billing & Invoicing Settings screen.

Steps

1. Do one of the following:
   a. Within Finance Setup, select **Finance Setup** in the left menu and choose **Fees, Billing & Invoicing Settings**.
   b. Select the menu icon and choose **Fees, Billing & Payments**Finance.
      i. Select **Setup** and choose **Finance Setup**.
      ii. Select **Finance Setup** in the left menu and choose **Fees, Billing & Invoicing Settings**.



2. Expand **Credits**.



3. Configure the following settings to suit your school's situation:
   a. Credit Number Prepend

      This allows you to configure the respective numbers so that they start with a consistent character set.

      > **Example:** You could configure credits to start with characters CRN2025 - to depict credits generated in 2025.

   b. Credit Number Start

      This takes in a starting number and concatenates it to the prepended number described in the point above.

      > **Example:** A start number of 1000 on credit notes will create a starting credit number of CN2025-1000 to the first credit generated by the system.

   c. Allow Adhoc Credit Notes to be created for Debtors in Sentral?

      > **Note:** Applicable only if your school DOES NOT use an accounting package such as Xero.

   d. Select **Save**.

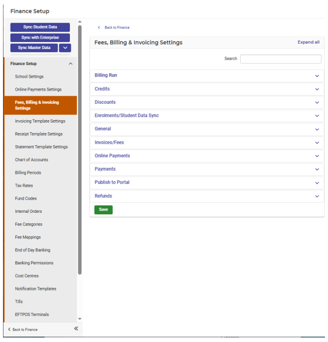
Configure Discounts settings

Overview

Use the information in this topic to configure the Discounts section of the Fees, Billing & Invoicing Settings screen.

Steps

1. Do one of the following:
    a. Within Fees, Billing & Payments Setup, select **Finance Setup** in the left menu and choose **Fees, Billing & Invoicing Settings**.
    b. Select the menu icon and choose **Fees, Billing & Payments**.
        i. Select **Setup** and choose **Fees, Billing & Payments Setup**.
        ii. Select **Finance Setup** in the left menu and choose **Fees, Billing & Invoicing Settings**.



2. Expand **Discounts**.
3. Configure the following settings to suit your school's situation:
    a. Apply Sibling Discounts based on Discount Rules
    b. Apply Discounts based on 'Eligible for Discount' flag in Enrolments, overriding Sibling Discounts
    c. Exclude sibling discount flag
    d. On discount calculation use only responsible household
    e. When determining FLAG BASED discount for students, use

       Specify the option to use for the final discount if a student is entitled to multiple flag-based discounts.
    f. When determining OVERALL discount for students, use

       Specify the option to use for the final discount if a student is entitled to multiple discounts.
    g. If a Custom Discount Type is specified

       If applicable for your school, specify the custom discount types to use for the discount amount.
    h. Allow Discounts to be linked to Billing Periods
4. Select **Save**.

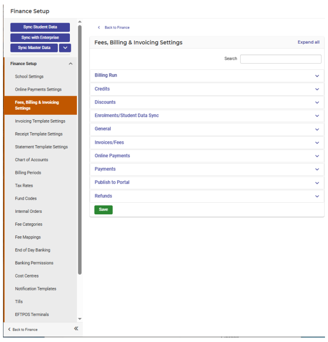
Configure Student Data Sync settings

Overview

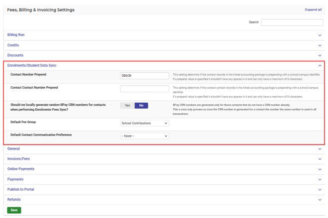
Use the information in this topic to configure the Student Data Sync section of the Fees, Billing & Invoicing Settings screen.

Steps

1. Do one of the following:
    a. Within Finance, select **Finance Setup** in the left menu and choose **Fees, Billing & Invoicing Settings**.
    b. Select the menu icon and choose **Finance**.
        i. Select **Setup** and choose **Finance Setup**.
        ii. Select **Finance Setup** in the left menu and choose **Fees, Billing & Invoicing Settings**.



2. Expand **Enrolments/Student Data Sync**.



3. Configure the following settings to suit your school's situation:
    a. Contact Number Prepend

       This setting determines if the contact records in the linked accounting package is prepended with a school/campus identifier.

       Enter a maximum of 6 characters - without spaces.
    b. Contact Contact Number Prepend

       This setting determines if the contact contact records in the linked accounting package is prepending with a school/campus identifier.

       If a prepend value is specified it shouldn't have any spaces in it and can only have a maximum of 6 characters.
    c. Should we locally generate random BPay CRN numbers for debtors when performing Enrolments-Fees Sync?

       > **Note:**
       > BPay CRN numbers are generated only for those contacts that do not have a CRN number already.
       >
       > Once the CRN number is generated for a debtor the same number is used in all transactions.
    d. Default Fee Group

       Select an option that your school has set up.
    e. Default Contact Communication Preference

       Select from Email, Mail or Portal.
4. Select **Save**.

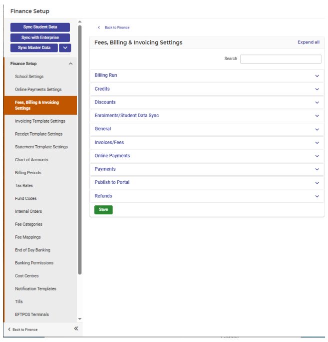
Configure General settings

Overview

Use the information in this topic to configure the General section of the Fees, Billing & Invoicing Settings screen.

Steps

1. Do one of the following:
    a. Within Finance, select **Finance Setup** in the left menu and choose **Fees, Billing & Invoicing Settings**.
    b. Select the menu icon and choose **Finance**.
        i. Select **Setup** and choose .
        ii. Select **Finance Setup** in the left menu and choose **Fees, Billing & Invoicing Settings**.



2. Expand **General**.
3. Enter your school's 'Organisation' name.
4. Select **Save**.

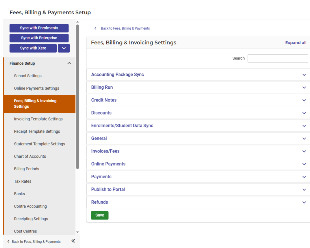
Configure Invoice/Fees

Overview

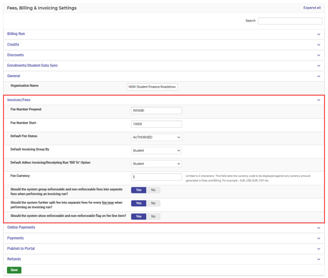
Use the information in this topic to configure the Invoice/Fees section of the Fees, Billing & Invoicing Settings screen.

Steps

1. Do one of the following:
    a. Within Fees, Billing & Payments Setup, select **Finance Setup** in the left menu and choose **Fees, Billing & Invoicing Settings**.
    b. Select the menu icon and choose **Fees, Billing & Payments**.
        i. Select **Setup** and choose **Fees, Billing & Payments Setup**.
        ii. Select **Finance Setup** in the left menu and choose **Fees, Billing & Invoicing Settings**.



2. Expand **Invoices/Fees**.



3. Configure the following settings to suit your school's situation:
   a. Fee Number Prepend

      This allows you to configure the respective numbers so that they start with a consistent character set.

      > **Example:** Fees can be configured to start with characters FEE2025 - to depict fees generated in 2025.

   b. Fee Number Start

      This takes in a starting number and concatenates it to the prepended number described in the point above.

      > **Example:** A start number of 1000 on Fees will create a starting invoice number of FEE2025-1000 to the first invoice generated by the system.

   c. Default Invoice Status

      Select from Authorised, Draft and Submitted.
   d. Default Invoicing Group By

      Select from Student or Debtor.
   e. Default Adhoc Invoicing/Receipting Run "Bill To" Option

      Select from Student or .
   f. Default Standalone Invoice Account

      Select an account option from the list.
   g. Fee Currency

      Enter the currency code to be displayed against any currency amount generated in Finance.

      > **Tip:** This is limited to 4 characters.

      > **Example:** AUD, USD, EUR, CN.

   h. Should the system group enforceable and non-enforceable fees into separate fees when performing an invoicing run?

      Select **Yes** to group enforceable and non-enforceable fees into separate invoices.
   i. Should the system further split fees into separate invoicesfees for every fee type when performing an invoicing run?

      Select **Yes** to separate fees for every fee type.
   j. Should the system show enforceable and non-enforceable flag on fee line item?

      Select whether to show a flag per fee line item.
4. Select **Save**.

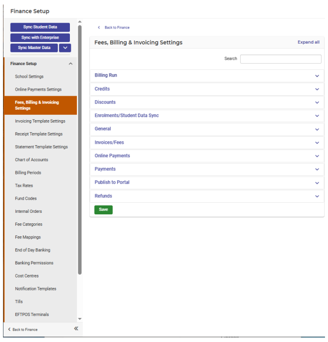
Configure Online Payments

Overview

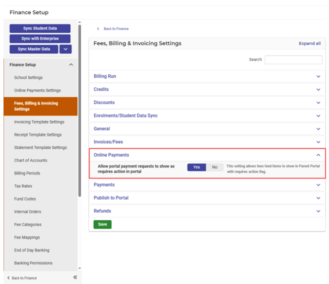
Use the information in this topic to configure the Online Payments section of the Fees, Billing & Invoicing Settings screen.

Steps

1. Do one of the following:
    a. Within Finance Setup, select **Finance Setup** in the left menu and choose **Fees, Billing & Invoicing Settings**.
    b. Select the menu icon and choose **Finance**.
        i. Select **Setup** and choose **Finance Setup**.
        ii. Select **Finance Setup** in the left menu and choose **Fees, Billing & Invoicing Settings**.



2. Expand **Online Payments**.



3. Configure the following setting to suit your school's situation:
    a. Allow portal payment requests to show as requires action in portal

       Select **Yes** to allow fees feed items to show in the parent portal with the Requires Action flag.
4. Select **Save**.

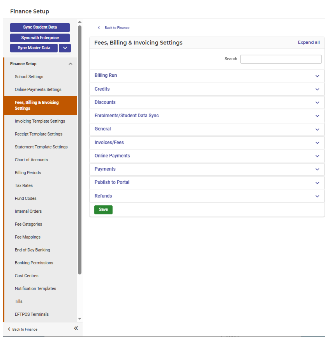
Configure Payments

Overview

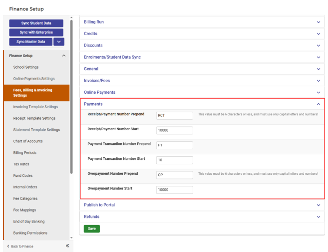
Use the information in this topic to configure the Payments section of the Fees, Billing & Invoicing Settings screen.

Steps

1. Do one of the following:
   a. Within Finance, select **Finance Setup** in the left menu and choose **Fees, Billing & Invoicing Settings**.
   b. Select the menu icon and choose **Fees, Billing & Payments**.
      i. Select **Setup** and choose **Finance Setup**.
      ii. Select **Finance Setup** in the left menu and choose **Fees, Billing & Invoicing Settings**.



2. Expand **Payments**.



3. Configure the following settings to suit your school's situation:
   a. Receipt/Payment Number Prepend

      This allows you to configure the respective numbers so that they start with a consistent character set.

      > **Example:** Receipt/Payment numbers can be configured to start with characters RCP2025 - to depict 2025 receipt/payments.

   b. Receipt/Payment Number Start

      This takes in a starting number and concatenates it to the prepended number described in the point above.

      > **Example:** A start number of 1000 on receipts/payments will create a starting number of RCP2025-1000 to the first receipt/payment.

4. Payment Transaction Number Prepend

   This allows you to configure the respective numbers so that they start with a consistent character set.

   > **Example:** Payment transaction numbers can be configured to start with characters PT2025 - to depict 2025 payment transactions.

5. Payment Transaction Number Start

   This takes in a starting number and concatenates it to the prepended number described in the point above.

6. Overpayment Number Prepend

   This allows you to configure the respective numbers so that they start with a consistent character set.

   > **Example:** Overpayment numbers can be configured to start with characters OP2025 - to depict 2025 overpayments.

7. Overpayment Number Start

   This takes in a starting number and concatenates it to the prepended number described in the point above.

8. Select **Save**.

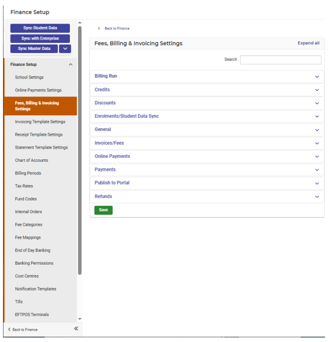
Configure Publish to Portal settings

Overview

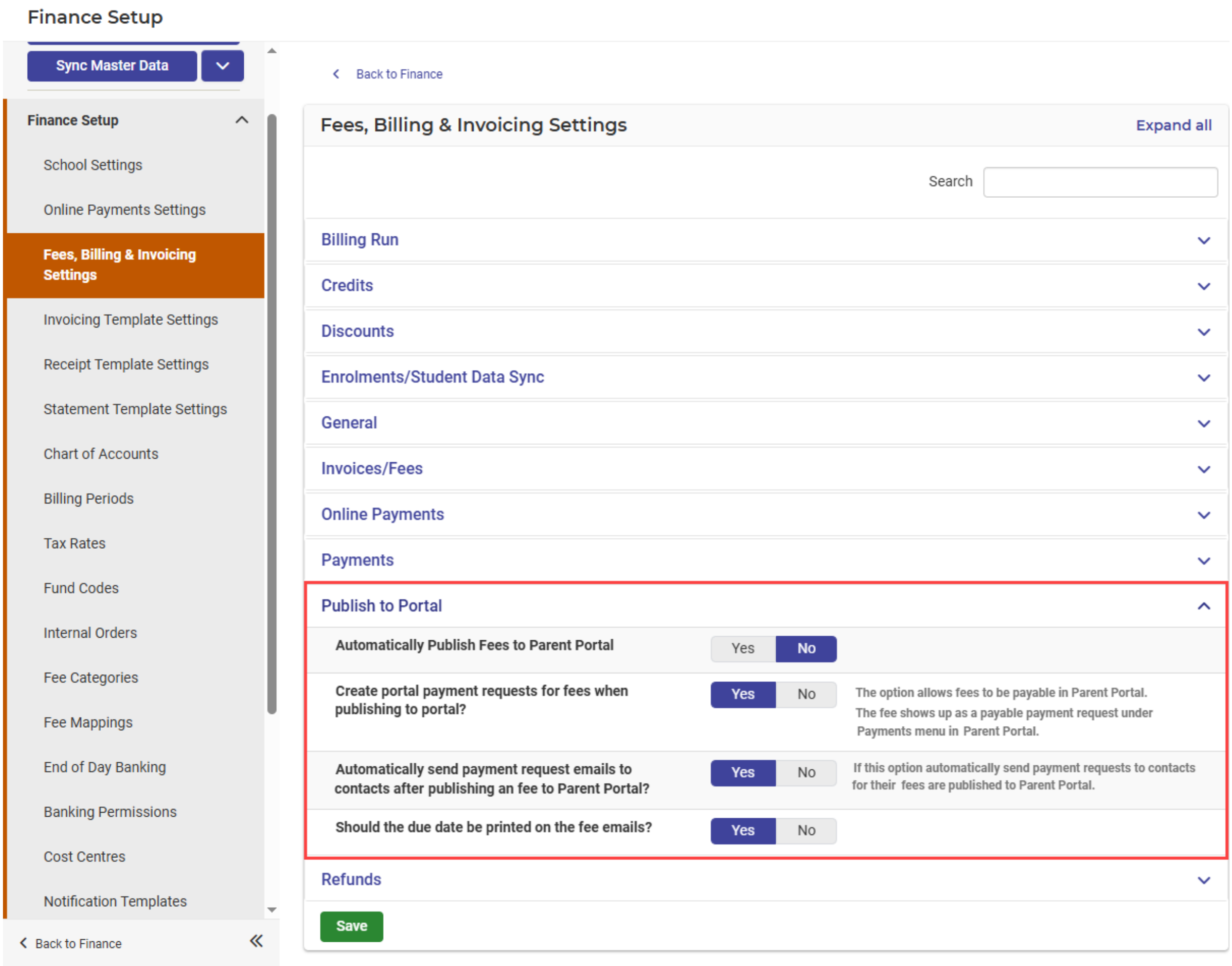
Use the information in this topic to configure the Publish to Portal section of the Fees, Billing & Invoicing Settings screen.

Steps

1. Do one of the following:
   a. Within Finance Setup, select **Finance Setup** in the left menu and choose **Fees, Billing & Invoicing Settings**.
   b. Select the menu icon and choose Finance.
      i. Select **Setup** and choose Finance Setup.
      ii. Select **Finance Setup** in the left menu and choose **Fees, Billing & Invoicing Settings**.



2. Expand **Publish to Portal**.



3. Configure the following settings to suit your school's situation:
   a. Automatically Publish Invoices to Parent Portal
   b. Create portal payment requests for invoices when publishing to portal?

      Select **Yes** to make invoices payable in parent portal.
   c. Automatically send payment request emails to debtors after publishing an invoice to Parent Portal?

      Select **Yes** to automatically send payment requests to debtors for invoices published to the parent portal.
   d. Should the due date be printed on the invoice emails?

      Select **Yes** to print the due date on invoice emails.
4. Select **Save**.

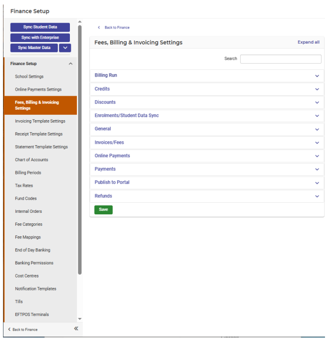
Configure Refunds settings

Overview

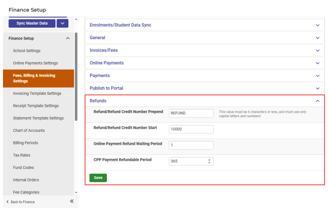
Use the information in this topic to configure the Refunds section of the Fees, Billing & Invoicing Settings screen.

Steps

1. Do one of the following:
   a. Within Finance Setup, select **Finance Setup** in the left menu and choose **Fees, Billing & Invoicing Settings**.
   b. Select the menu icon and choose **Finance**.
      i. Select **Setup** and choose Finance Setup.
      ii. Select **Finance Setup** in the left menu and choose **Fees, Billing & Invoicing Settings**.



2. Expand **Refunds**.



3. Configure the following settings to suit your school's situation:
   a. Refund/Refund Credit Number Prepend

      This allows you to configure the respective numbers so that they start with a consistent character set.

      > **Example:** Refund/Refund Credit numbers can be configured to start with characters RFDN2025 - to depict 2025 refunds/refund credit numbers.

   b. Refund/Refund Credit Number Start

      This takes in a starting number and concatenates it to the prepended number described in the point above.

      > **Example:** A start number of 1000 on refunds/refund credit numbers will create a starting number of RFDN 2025-1000 to the first refunds/refund credit.

4. Online Payment Refund Waiting Period

   Enter the number value - for example 1..

5. CPP Payment Refundable Period

   Enter the number of days - for example 365

6. Select **Save**.

Configure invoicing, receipt and statement template settings

Delete this text and replace it with your own content.

Sync chart of accounts with Sentral

To view the chart of accounts

Follow these steps to view your school's chart of accounts within the Finance Setup.

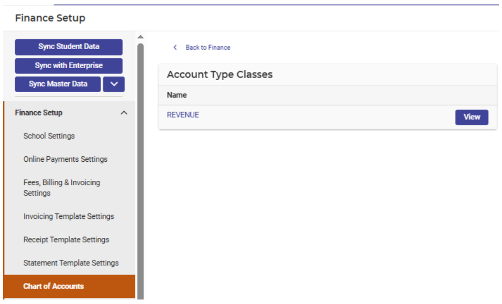
1. Select the menu icon and choose **Finance**.

   The Finance home screen displays.

2. Select and choose **Fees, Billing & Payments Setup**.

   The Finance screen displays.

3. Select **Finance Setup** in the left menu and choose **Chart of Accounts**.



To sync chart of accounts to Sentral

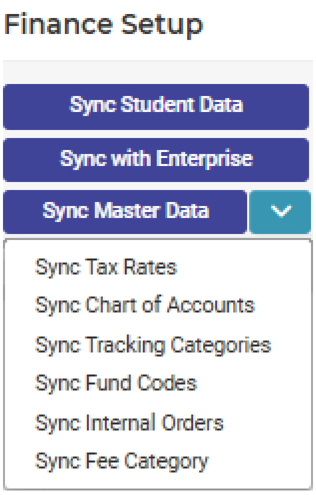
To sync newly created accounts back into Sentral, they will have to be created first and then synced back into Sentral.

To sync the chart of accounts back into Sentral

1. Select the menu icon and choose **Finance**.

   The Finance home screen displays.

2. Select **Sync Master Data** and choose **Sync Chart of Accounts**.



Add a Billing period

Overview

Use the information in this topic to define the billing periods for issuing fee notices. These are typically annual, per-semester or per-term depending on your school's billing practices.

Your school must:

- decide on the frequency that is applicable to fees before conducting a billing run
- define a billing period prior to each bill run.

Steps

Follow these steps to add a billing period.

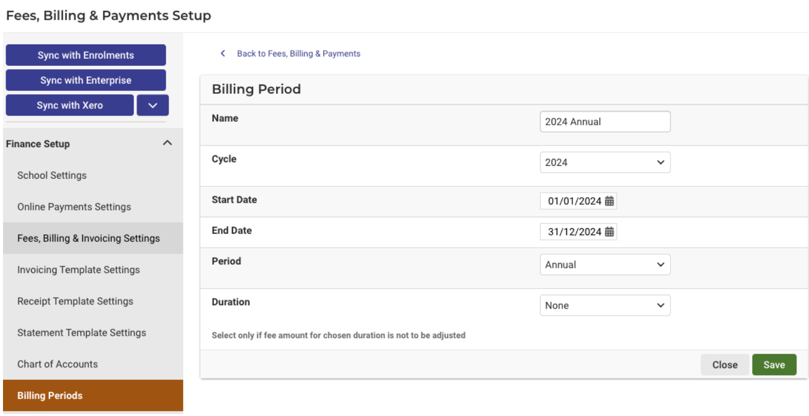
1. Select the menu icon and choose **Finance**.

   The Finance home screen displays.

2. Select Setup and choose **Finance Setup**.

   The Finance screen displays.

3. Select **Finance Setup** in the left menu and choose **Billing Periods**.
4. Select **Add Billing Period**.



5. In Billing Period:
   a. Enter a name for the period.
   b. Select a cycle option.

   > **Note:** Cycle refers to the calendar year.

   c. Select a start date and end date.
   d. Select a period option (for example, Annual).
   e. Select **Save**.

Tax rates

Overview

Tax rates are used in Finance to calculate the amount of tax relating to financial transactions and documents (e.g. fees).

When do you need to select a tax rate?

You may need to select a tax rate when you do any of the following in Finance:

- add and edit fees in your school's Fee Structure
- add and edit discount types
- create standalone invoices
- create credit notes
- add and edit donation types.

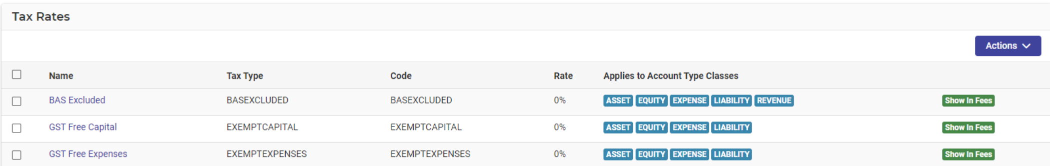
Warning: If Finance is integrated with the department's Financial Management System (FMS), tax rates can't be created, edited or deleted directly in the Finance module. They are synced from the department's FMS for use in the Finance module.

To view a list of tax rates

Follow these steps to view a list of tax rates that are available to use Finance.

1. Select the menu icon and choose the Finance module.
2. Select Setup and choose **Finance Setup**.
3. Under **Finance Setup** in the left menu, select **Tax Rates**.

   The Tax Rates screen displays.



Tax Rates

Actions

Name	Tax Type	Code	Rate	Applies to Account Type Classes	
BAS Excluded	BASEXCLUDED	BASEXCLUDED	0%	ASSET EQUITY EXPENSE LIABILITY REVENUE	Show In Fees
GST Free Capital	EXEMPTCAPITAL	EXEMPTCAPITAL	0%	ASSET EQUITY EXPENSE LIABILITY	Show In Fees
GST Free Expenses	EXEMPTEXPENSES	EXEMPTEXPENSES	0%	ASSET EQUITY EXPENSE LIABILITY	Show In Fees

To update the list of available tax rates

Follow these steps to update the list of available tax rates in Fees, Billing & Payments.

1. Select the menu icon and choose the Finance module.
2. Select Setup and choose **Finance Setup**.
3. Do one of the following :
   - Select the dropdown arrow next toSync Master Data and choose **Sync Tax Rates**.
   - Select the **Sync Master Data** button.

> **Note:** If you've configured an overnight sync with your FMS, the list of tax rates will also be updated during that sync.

Fee structures

You must set up a fee structure when configuring the Finance module.

You have two options for setting up a fee structure:

- using the Fee Structures menu under Settings
- preparing a fee structure in Excel and importing it as a CSV file, under Imports.

Configuring a new fee structure involves four key steps:

- Set up fee types
- Configure fee groups
- Configure fee categories
- Add fees to fee groups.

Set up fee types

Overview

Fee Types are used in Finance to group similar fees, and to apply common attributes to these groups of fees. A Fee Type must be specified for every fee in your Fee Structure.

How fee types are used

Fee types are used in Finance to:

- streamline the selection of multiple related fees during a billing run
- link a group of related fees to the same discount type
- determine whether a fee will be applied to a student or to a household/debtor
- determine whether a pro-rata calculation will be applied for a fee when students are enrolled for only part of the specified billing period
- determine how a fee's unit amount will be used to calculate the amount to be charged for the specified billing period.

To add a fee type

1. Select the menu icon and choose the **Finance** module.
2. Select Setup and choose **Finance Setup**.
3. Select **Fee Structures** in the left menu and choose **Fee Types**.

   The Fee Types screen displays.
4. Select **Add Fee Type**.
5. Specify a name.
6. Specify an **Applies To** option.
   - If you select **Student** in the **Applies To** field, billing items generated for fees of this fee type will be linked to the student.
   - If you select **Household** in the **Applies To** field, billing items generated for fees of this fee type will be linked to the household/contact.

7. Specify a Pro-Rata Applicable option.
   - If you select **Yes** in the **Pro-Rata Applicable** field, billing items generated for fees of this fee type will adjust the fee's Unit Amount based on the percentage of the Billing Period for which the student is enrolled.

     > **Example:** A student who is enrolled for half of the Billing Period would be charged based on half of the Unit Amount.

   - If you select **No** in the **Pro-Rata Applicable** field, the full Unit Amount of the fee will used to calculate the billing items, regardless of the percentage of the Billing Period for which the student is enrolled.

     > **Note:** The Pro-Rata Applicable setting on a Fee Type does not apply if the Duration is Once Off.

8. Select **Add**.

To specify a duration for a fee type

1. Select the menu icon and choose the Fees, Billing & Payments module.
2. Select Setup and choose **Fees, Billing & Payments Setup**.
3. Select Fee Structures in the left menu and choose **Fee Types**.
4. Select **Edit** for the relevant fee.
5. Specify a Duration option.

   The Duration determines how a fee's unit amount will be used to calculate the amount to be charged for the specified billing period.

   Read more about the Duration option.

   - Once Off - The Unit Amount of the Fee is always applied in full, regardless of the length of the billing period.
   - Weekly - The billing item multiplies the Unit Amount by the number of weeks in the Billing Period.
   - Monthly - The billing item multiplies the Unit Amount of the Fee by the number of months in the Billing Period. A month is counted if any part of the month is included in the billing period e.g. a billing period from 30/04 - 01/06 is counted as 3 months.
   - Term - The billing item multiplies the Unit Amount of the Fee by the number of terms in the Billing Period. A term is counted if any part of the term is included in the billing period e.g. a billing period that starts on the last day of term 1 and ends on the first day of term 3 is counted as 3 terms.
   - Yearly - The billing item multiplies the Unit Amount of the Fee by the number of years in the Billing Period. If the Billing Period is less than a year, the amount is calculated as a proportion e.g. if the billing period is 184 days, and the Unit Amount is $10,000, the bill amount is calculated as 10,000 x 184/365 = 5,041.0959.

   > **Note:** If the Duration of the Fee Type matches the Duration of the Billing Period, the full Unit Amount is always applied, and none of the calculations described above are used.

6. Select **Save**.

Configure fee groups

Overview

If you want to create fees for a student via a billing run, you'll need to link the student to a fee group. By linking the student to a particular fee group, you're defining the group of fees that could apply for the student.

> **Note:** When you create the actual fees, you'll be defining additional attributes (e.g. year levels, subjects and flags).

> **Example:** You could define a fee that only applies to students in year 7 who are doing Art and are linked to the fee group.

Steps

1. Select the menu icon and choose the **Finance** module.
2. Select Setup and choose **Finance Setup**.
3. Select **Fee Structures** in the left menu and choose **Fee Structures.**
4. Select Add Fee Group
5. Enter a name and code for the fee group.
6. Select Add.

Next steps

"Configure fee categories" below

Configure fee categories

Steps

1. Select the menu icon and choose the **Finance** module.
2. Select Setup and choose **Finance Setup**.
3. Select **Fee Structures** in the left menu and choose **Fee Structures**.
4. Next to the newly added Fee Group, select View.

   The Fee Group screen displays.
5. Select Add Category
6. Enter a name category, and select Save

Adding and editing fees

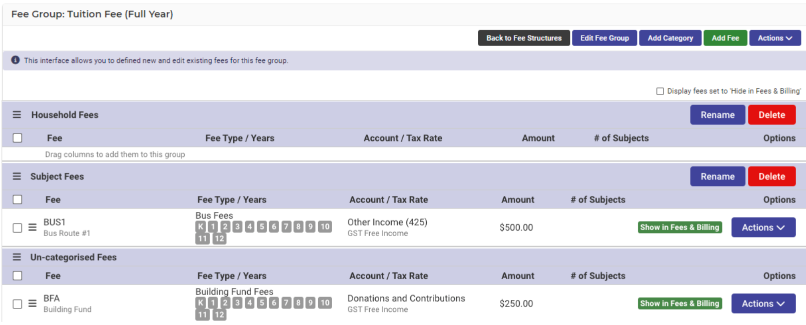
Overview

Fee categories are just the ordering of fees in a fee group. You can link a fee to a fee type.

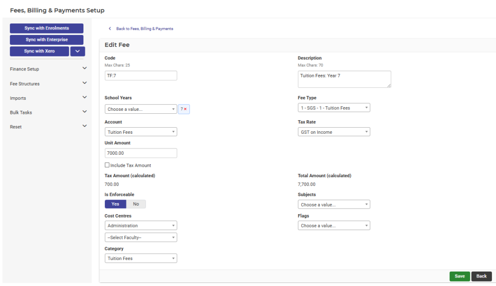
Add a fee into a fee type

1. Select the menu icon and choose the **Finance** module.
2. Select Setup and choose **Finance Setup**.
3. Select **Fee Structures** in the left menu and choose **Fee Structures**.
4. Select the Fee Group you want to edit.

   The Fee Group screen displays.



5. Select Actions next to a fee and choose **Edit**.

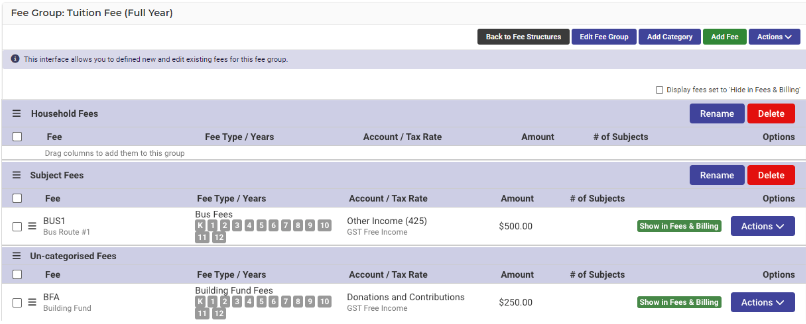


6. In Edit Fee, under Fee Type, select an option from the list.
7. Select Save.

Change the category a fee is in (in a fee group)

1. Select the menu icon and choose the **Finance** module.
2. Select Setup and choose **Finance Setup**.
3. Select **Fee Structures** in the left menu and choose **Fee Structures**.

4. Select the Fee Group.

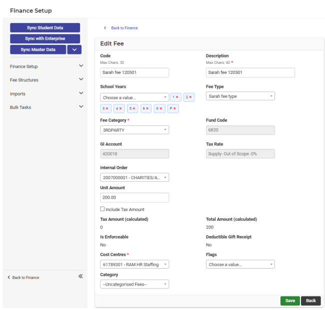


5. Use the Drag handle icon ☰ to move a fee from one category to another.

Edit a fee type

1. Select the menu icon and choose the **Finance** module.
2. Select Setup and choose **Finance Setup**.
3. Select **Fee Structures** in the left menu and choose **Fee Structures**.
4. Select the Fee Group you want to edit.

   The Fee Group screen displays.
5. Select **Actions** and choose **Edit**.



6. In Edit Fee, update any of the following details:
    - Code
    - Description - enter a description.
    - School Years - select one or more options.
    - Fee Category
    - GL Account
    - Internal order
    - Unit Amount - enter the amount.

      Specify whether to include tax amount.
    - Tax Amount - automatically calculated.
    - Is Enforceable - select Yes or No.
    - Under Cost Centres, select an option for Department and Faculty.
    - Under Category, select an option.
    - Fee Type - select an option.
    - Fund Code
    - Tax Rate - select an option.
    - Total Amount - automatically calculated.
    - Deductible Gift Receipt - select Yes or No.
    - Flags - select one or more options.
7. Select Save.

Specify a tax-inclusive Unit Amount for a fee

1. Select the menu icon and choose the **Finance** module.
2. Select Setup and choose **Finance Setup**.
3. Select **Fee Structures** in the left menu and choose **Fee Structures**.
4. Select the Fee Group you want to edit.

   The Fee Group screen displays.
5. Add or edit the fee and tick the **Include Tax Amount** checkbox beneath the Unit Amount field.

   If you tick this checkbox, the amount specified in the Unit Amount field will be treated as a tax-inclusive amount, and the Tax Amount will be calculated on that basis, using the selected Tax Rate.
6. Select **Save**.

Configure discount rates

Overview

It is important that you configure the appropriate discount rates and rules conducting a billing run. Setting up Discount Rates allows the Fees and Billing system to automatically apply discounts to students based on these rules.

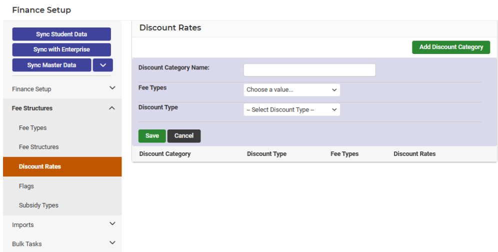
Steps

Follow these steps to configure discounts.

1. Select the menu icon and choose the **Finance** module.
2. Select Setup and choose **Finance Setup**.
3. Select **Fee Structures** in the left menu and choose **Discount Rates**.

   The Discount Rates screen displays.
4. Select **Add Discount Category**.

   Additional fields display.



5. Enter a name for the discount category.
6. Select one of more Fee Types to associate with this discount category.

> **Note:** You can add more than one fee type to a discount category.

7. Select a Discount Type option - either a Flag Based Discount or a Sibling Discount.

   If you select Flag Based Discounts, then also choose how you want the discount applied - if at least one flag is present or all flags are present.
8. Select Save.

Sibling discounts

Sibling discounts are a type of discount that is applied to students marked as Siblings. This type of discount will typically be applied to the subsequent siblings within a household. A unique rate or amount can be applied to subsequent siblings. For example, first child pays full fee, second sibling pays 20% less, third sibling pays 30% less, etc.

How to add discount rules or amounts

After a discount category is saved, discount rules or values can then be added to sibling or flag-based discounts, respectively. That is, Sibling based discounts will add rules to each sibling, whereas values (fixed amount or percentage) can be added to flag-based discounts for students in each year.

1. Select the menu icon and choose the **Finance** module.
2. Select Setup and choose **Finance Setup**.
3. Select **Fee Structures** in the left menu and choose **Discount Rates**.

   The Discount Rates screen displays. This lists any discount categories created.
4. **To add a discount rule:**
   a. Select View Discount Rules next to the associated discount category.
   b. Select Add Discount Rule.
   c. Enter a name for the rule.
   d. Specify whether to use this rule as the default.
   e. Specify whether the discount type is percentage or fixed.
   f. Select the applicable school years.
   g. Next to Siblings with Discounts:
      i. If you selected **Fixed** as the Type, enter the Discount Amount next to Sibling #1 and select Add Discount Rate.

         Repeat for additional sibling discounts.
      ii. If you selected **Percentage** as the Type, enter the Percentage rate next to Sibling #1 and select Add Discount Rate.
   h. Select Save.
5. **To add a discount amount**:
   a. Select View Discount Amounts next to the associated discount category.
   b. Enter a name for the rule.
   c. Specify whether the discount type is percentage or fixed.
   d. Enter the Amount.
   e. Select the applicable school years.
   f. Select Save.

Flags

Student profiles

A flag can be created and allocated to a student's user credentials in the Finance module. When a bill run is conducted on a specific fee type, if a flag is applied to any students, then the respective discount category will systematically be applied.

Unique discounts per student

Flags play an important role in allocating unique discounts to students. When a flag is created, it must be attached to a student's profile in the Finance module for the discount to be triggered. Flags work together with Discount rates and, after a flag is created, a discount value should be added to the flag as described in **"Configure discount rates" on page 31**.

Multiple discounts

When multiple discounts are applicable to students (for example, sibling discounts + staff discounts + other), you can configure how one of the following discounts apply:

- the maximum discount (i.e. the highest discount rate)
- the minimum discount (i.e. the lowest discount rate)
- the total discount (i.e. the sum of all applicable discounts for a student).

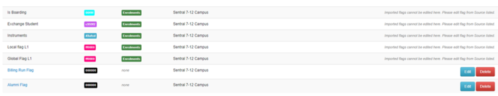
> **Note:** You also have the option to exclude the sibling discount if other unique discounts are relevant.

How to configure multiple discounts

1. Select the menu icon and choose the **Finance** module.
2. Select Setup and choose **Finance Setup**.
3. Select **Finance Setup** in the left menu and choose **Fees, Billing & Invoicing Settings**.

   *

4. Expand **Discounts** and scroll down until you find these two settings, and select an option - Maximum discount, Minimum discount, or Total discount.
   - When determining FLAG BASED discount for students
   - When determining OVERALL discount for students.



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Add or remove debtor flags in bulk

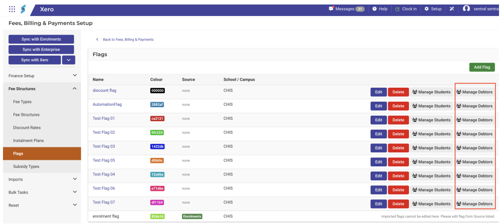
Overview

Use the information in this topic to add or remove debtor flags in bulk.

Steps

1. Select the menu icon and choose the **Finance** module.
2. Select Setup and choose **Finance Setup**.

3. Select **Fee Structures** in the left menu and choose **Flags**.



4. Select the **Manage Contacts** button for the relevant flag to open the Manage Contacts screen.
5. To add the flag to one or more contacts, do one of the following:
    a. Search for and tick the required contact(s) in the Find Contacts section, and then click the **Add Selected** button to select them. Select **Save**.
    b. Search for the contact(s) by name in the Search Contact field. Select **Save**
6. To remove the flag from one or more contacts, tick the appropriate students in the Selected Debtors section, and then click **Remove Selected** button. Select **Save**.

Add or remove student flags in bulk

Overview

Use the information in this topic to add or remove student flags in bulk.

Steps

1. Select the menu icon and choose the **Finance** module.
2. Select Setup and choose **Finance Setup**.
3. Select **Fee Structures** in the left menu and choose **Flags**.

    The Flags screen displays.
4. Select **Manage Students** next to the relevant flag to open the Manage Students screen.
5. To add the flag to one or more students, do one of the following:
    a. Search for and tick the required student(s) in the Find Students section, and then click **Add Selected** to select them.
    b. Search for the student(s) by name in the Search Student field.
6. To remove the flag from one or more students, tick the appropriate students in the Selected Students section, and then click **Remove Selected**.

Subsidy types

Overview

Subsidy types relate to money or grants that schools can set up and associate to an account and fee type.

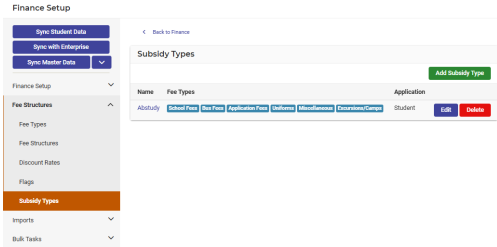
Add asubsidy type

Steps

1. Select the menu icon and choose the **Finance** module.
2. Select Setup and choose **Finance Setup**.

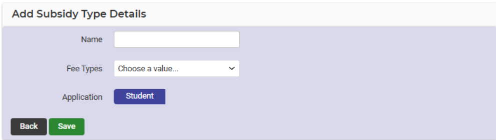
3. Under **Fee Structures** in the left menu, choose **Subsidy Types**.

   The Subsidy Types screen displays.



4. Select 

   The Add Subsidy Type Details screen displays.



5. Enter a name for the subsidy type.
6. Associate the subsidy type to one or fee types.
7. Select 

.

Edit subsidy type details

Steps

1. Select the menu icon and choose the **Finance** module.
2. Select Setup and choose **Finance Setup**.
3. Under **Fee Structures** in the left menu, choose**Subsidy Types**.

   The Subsidy Types screen displays.
4. Select Edit next to a subsidy type.

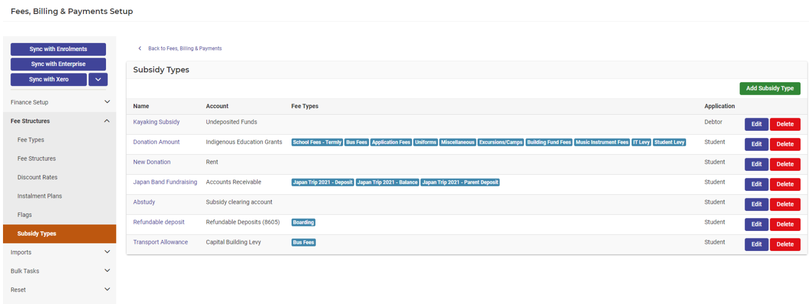
   The Edit Subsidy Type Details screen displays.
5. Update details and select Save .

Delete a subsidy type

Steps

1. Select the menu icon and choose the **Finance** module.
2. Select Setup and choose **Finance Setup**.
3. Under **Fee Structures** in the left menu, choose**Subsidy Types**.

   The Subsidy Types screen displays.



4. Select Delete next to a subsidy type.
5. Select Confirm .

Link contacts to portal users

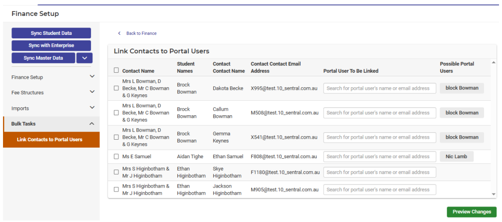
Overview

The Link Contacts to Portal Users screen lists all contacts that have not already been linked to a Portal user.

Steps

Use the information in this topic to link contacts to Portal users in bulk.

1. Select the menu icon and choose the **Finance** module.
2. Select Setup and choose **Finance Setup**.
3. Select **Bulk Tasks** in the left menu and choose **Link Contacts to Portal Users**.



4. View the list of contacts.
5. Do one of the following:
   - The **Portal User to be Linked** column is pre-populated if a portal user is found with the same email address as the contact.

     Use the search box next to a contact to search for a portal user's name or email address.
   - Click the name of a portal user in the **Possible Portal Users** column.

     This column displays portal users with access keys for the debtor's students.
6. Select one or more contacts.
7. Select **Preview Changes**.
8. If you are sure that you want to link the contacts to the specified portal users, then select **Confirm**.

   Otherwise, select **Back** to make corrections.

SAP - payment not syncing

Tip: If there is something wrong with a payment (not syncing), then it may be worth looking at the fee mapping. To identify payment sync issues, see the View Payments Register topic.

Scenarios

There are several scenarios related to payments not syncing:

1. Fee Category is ‘External 3rd Party Public Money’ but Internal Order is ‘N/A’
2. ‘Inactive’ displays next to Cost Centre
3. Sync'd to SAP column in the Payments Register is ‘No’
4. Alert shown when accessing the Fee Register

Identifying sync issues

View Payments register

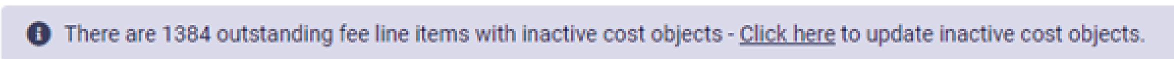
1. In the Finance module, select **Register** and choose **Payments Register**.
2. Under Filters, next to Synced to NSW Finance, select **Not Synced**.
3. Select **Filter**.
4. View the Sync'd to SAP column.

   If it says No, then it is probably a Fee Mapping underlying issue.

View Fee register

1. In the Finance module, select **Register** and choose **Fee Register**.

   If applicable, an alert message displays at the top of the screen.

2. Select the hyperlink text to view details of the issues.

   The Fee Mapping screen displays – with the problem data pre-loaded.
3. Refer to View fee mapping, step 4.

View fee mapping

1. In Finance Setup, select **Finance Setup** and choose **Fee Mappings**.
2. Under Filters, next to Sync Status, choose **Failed**, and then select **Filter**.
3. View the list of items with the Sync Status ‘Failed’.
4. Check the Fee Category and Internal Order columns.

   If the Fee Category is 'External 3rd Party Public Money', then it needs an Internal Order. If you see 'N/A', then you need to select a valid Internal Order .
5. Check the Cost Centre column.

   If ‘Inactive’ shows next to the cost centre in red text, then this indicates that a valid cost centre must be selected.

Update fee mapping

Overview

Use the information in this topic to update:

- fee mapping - internal order
- fee mapping - cost centre.

Update fee mapping - internal order

Overview

Follow these steps if you have a SAP sync issue because the Fee Category is 'External 3rd Party Public Money' but the Internal Order is 'N/A'.

Before you begin

Follow the troubleshooting steps described in **Identifying sync issues**

Steps

1. Under Fee Mappings, select the fee.
2. Select **Actions** and choose **Update Selected Fee Mappings**.
3. In Update Fee Mappings, select the internal order, and then select **Preview Changes**.
4. In Update Fee Mappings – Preview, select **Save Change**.
5. In Save Fee Mappings Change, select **Confirm**.
6. Confirm synced status.
   a. Under Filters, select **Edit**, remove the Failed filter, and select **Filter**.
   b. View the updated status in the Sync Status.

Update fee mapping - cost centre

Overview

Follow these steps if you have a SAP sync issue where 'Inactive' displays next to the Cost Centre.

Before you begin

Follow the troubleshooting steps described in **Identifying sync issues**

Steps

1. Under Fee Mappings, select the fee.
2. Select **Actions** and choose **Update Selected Fee Mappings**.
3. In Update Fee Mappings, select the correct cost centre, and then select **Preview Changes**.
4. In Update Fee Mappings – Preview, select **Save Change**.
5. In Save Fee Mappings Change, select **Confirm**.
6. Confirm synced status.
   a. Under Filters, select **Edit**, remove the Failed filter, and select **Filter**.
   b. View the updated status in the Sync Status.

Other failed fee mapping transactions

For all other failed fee mapping transactions, contact Support to lodge a case.