

Sentral Finance – Contacts



Financially responsible contact

Key highlights

Why use this feature?

Financially Responsible (FR) contacts need to be established in Sentral to enable the creation of fees and charges for students. Initial data is provided by the NSW Department of Education (DoE) for students.

What this feature offers

Automatic creation of a student's financially responsible contact.

Ability to amend financially responsible data in Sentral to meet additional contact requirements.

NSW DoE system – data source

Sentral automatically creates a finance contact based on data marked as 'financially responsible' that is provided by the NSW DoE.

- You can amend this as required in Sentral.
- You can view the contacts that have been created for a student in their student profile.
- You can also adjust the users that are marked as financially responsible in a student's profile, and then make changes to the associated contacts.

Search student

1. Go to Finance module.
2. Do one of the following to search for the student.
 - Use the search box on the top right.
 - Select Registers | Students Register in the left menu, and then search for the student. The Student Overview screen displays.

Review contact types

3. Under Contacts Responsible for [student], review the data.

Household

One or more contacts from the same household with a shared responsibility for a fee.

Contact

A single contact that has been assigned a percentage of the responsibility for a student.

- The student needs to have 100% of their responsibility assigned to one or more contacts before you can save.
- Sentral creates a contact for each financially responsible party that is assigned a percentage of responsibility.
- A single parent being given 100% responsibility is classified as a Contact type.

Group

More than one contact, from different households, with a shared responsibility for a bill.

Example: Mum and Dad have split up and live in different houses, but the school won't split their bill. Mum and Dad need to sort the bill out between themselves.

Activities

Allows you to have a different debtor for activities. However, we do not encourage use of this contact type.

Adhoc

This is a non-student related contact.

Example: Hiring the hall out to the local dance group.

Set up contacts

4. Select Set Up Contacts.
5. Under Contact Setup, review the current setup. These are the people responsible and who receive fees for one or more students.

Amend an existing record

6. Do one of the following:
 - a. In the Responsible for Billing column, deselect the checkbox next to the contact currently responsible for billing.
They're removed from the Contact Type and therefore not be financially responsible or receive fees.
 - b. In the Responsible for Billing column, select the checkbox next to a contact.
They're added as the contact responsible for billing.
 - c. For split billing, check the Responsible for Billing checkbox of each contact and add the applicable percentage.
This creates a separate fee per contact for associated fee runs.
7. Select Save.



Note: *New contacts would be provided in the daily feed from the NSW DoE.*

Next steps

For details on setting up exclusive portal fees, see the [Contacts Register QRG](#)

Need more information

[Finance User Guide](#)