

Sentral Finance – Flood funding



Key highlights

Why use this feature?

Move flood funding credits to students that have left your public school and now attend another public school.

Record flood funding credit in Sentral for students with existing credits that have joined your school

Return all unallocated flood funding credit to the Department of Education when the credits expire

Scenario #1

A student with flood funding credits has moved (or is moving) to a different school.

You previously created a subsidy for the student on Sentral or one was migrated into Sentral from ebs Cash Desk.

The student record may be inactive in Sentral.

Prerequisites

You have advised the DoE Flood Funding Team – using the Education Hardship Fund Student Transfer form.

You have received an email from flood.funding@det.nsw.edu.au to confirm the funds have moved across to a new school.

Allocate remaining credit

Allocate the remaining credit for the departed student to the FIA Special Purpose fee category. To do this, you must first use this fee category to create a fee for the student.

Create standalone fee

1. Go to Finance module | Fee Creation | Standalone Fee.
2. Enter a name for the Standalone Fee run.
This is a unique mandatory field that is used as a filter in the Fees Register.
3. Do you want to use this as the fee reference that parents or responsible parties see?
 - If Yes, leave the checkbox selected.
 - If No, de-select the checkbox and enter a different reference.

4. Select the date and due date.
These are the dates communicated. They affect any fee reports used by the school.
5. Do one of the following:
 - If you previously created an item in your fee structure specifically to use in this scenario, select the fee item.
This automatically populates the additional costing elements – Fee Category, Internal Order, Cost Centre and Amount
 - Leave the Item field blank. Select the Description, Fee Category, Internal Order, Cost Centre and Amount manually.
 - For Fee Category, select FIA Special Purpose.
 - For Amount, set this to equal the amount of the remaining flood funding subsidy credit for the student.

Internal orders	FARM/LSK	Farming - Sale of Live Stock	Farming - Sale of Livestock	6000	Supply-GST 10%	
	FARM/PROD	Farming - Sale of Produce	Farming - Sales of Produce	6300	Supply-GST Free	
	FIA SP	FIA Special Purpose	Fees in Advance - Special Purpose	6910	Supply-End of Scope on	
Fee Mappings	FOODCOMPONENT	Excursions - Food Component	Income Excursions	6500	Supply-GST 10%	
End of Day Banking	FUNDRAISING-GST	Fundraising - GST	Fund Raising	6000	Supply-GST 10%	

6. Select the student or contact in the Search Student or Search Contacts field.
 - If the student or contact is inactive, tick the Include Inactive Students/Contacts checkbox
7. Click the Generate button to preview and generate the new fees.

Allocate subsidy to the fee

1. Go to Finance module | Subsidies | Subsidies.
2. Under Filters on the right:
 - Use filter options to search for the student and/or subsidy type.
 - Select Apply Filter.
3. For the selected student, select Allocate to Outstanding Fees on the relevant subsidy.
All available fees (in a family) to allocate the subsidy credit against display.
4. Enter the amount of the subsidy to apply to the fee via the Allocated Amount.



Note: The allocation of the subsidy will reduce the value of the fee and appear as a payment from the subsidy on the Statement of Account.

5. Once you've completed all allocations, select Allocate.

(Optional) View the student's subsidy balance.

1. Select the student's name link.
The Student Overview screen displays.
2. Under Student Overview in the left menu, select Subsidies.

Scenario #2

A student with existing flood funding credits enrolls in your school and you need to record these credits in Sentral

Prerequisites

You have received an email from flood.funding@det.nsw.edu.au to confirm the funds have moved across to your school.

Create a subsidy type for flood funding credits

If there is an existing subsidy type for flood funding credits, you can skip this step

If there is no existing subsidy type for flood funding credits:

1. Go to Finance setup | Fee Structures | Subsidy Types.
2. Select Add Subsidy Type.
3. Enter 'Flood payment' as the Name.
4. Select Save.

Create a subsidy for the student

1. Go to Finance module | Subsidies | Subsidies.
2. Select Add New Subsidy.
3. For Subsidy Type, select the relevant option for flood funding credits (e.g. 'Flood payment').
4. For Academic Period, select 2023.
5. For Amount, enter the amount of available flood funding credit for the student.
6. For Subsidy Received, select Yes.
7. For Till, select the relevant till.
8. In Who to Subsidise, search for the student.
9. Select Save.

Scenario #3

Flood funding credits expire at the end of 2023 and your school needs to return all unallocated credits to the Department of Education

Prerequisites

You have been notified by the DoE that unused flood funding credits need to be returned

Identify students with remaining flood funding credit

1. Go to Finance module | Subsidies | Subsidies.
2. In the Filters section:
 - Tick the Filter by Subsidy Type checkbox and select the Subsidy Type that your school has used for flood funding credits.
This may be 'Flood payment' or 'Flood funding' or something similar.
 - Tick the Filter by Allocation checkbox and select the Not Fully Allocated option.
 - Select Apply Filter.

Allocate remaining credit

Allocate the remaining credits for each student to the FIA Special Purpose fee category. To do this, you must first use this fee category to create a fee for each student.

Create standalone fee

1. Go to Finance module | Fee Creation | Standalone Fee.

2. Enter a name for the Standalone Fee run.
This is a unique mandatory field that is used as a filter in the Fees Register.

3. Do you want to use this as the fee reference that parents or responsible parties see?

- If Yes, leave the checkbox selected.
- If No, de-select the checkbox and enter a different reference.

4. Select the date and due date.

These are the dates communicated. They affect any fee reports used by the school.

5. Do one of the following:

- If you previously created an item in your fee structure specifically to use in this scenario, select the fee item.

This automatically populates the additional costing elements – Fee Category, Internal Order, Cost Centre and Amount.

- Leave the Item field blank. Select the Description, Fee Category, Internal Order, Cost Centre and Amount manually.
 - For Fee Category, select FIA Special Purpose.
 - For Amount, if you are creating the fee for a single student, set the Amount to the amount of remaining credit for that student. If you are creating the fee for multiple students, set the Amount to any amount.

You can override the amount for each student in a subsequent step.

Internal Orders	FARM/VEIK	Farming - Sale of Live Stock	Farming - Sale of Livestock	6200	Supply-GST 10%
	FARM/PROD	Farming - Sale of Produce	Farming - Sales of Produce	6300	Supply-GST Free
Fee Categories	FIASP	FIA Special Purpose	Fees in Advance - Special Purpose	6930	Supply- Out of Scope
Fee Mapping	FOODCOMPONENT	Estuarines - Food Component	Income-Estuarines	6300	Supply-GST 10%
End of Day Banking	FUNDRAISING-GST	Fund Raising - GST	Fund Raising	6300	Supply-GST 10%

6. In Who to Bill, select the student or students.

7. For each student, select the Edit icon next to the Amount field and enter the amount of remaining credit for that student.

8. Select Generate to preview and generate the new fees.

Allocate subsidies to the fees

1. Go to Finance module | Subsidies | Subsidies.

2. Under Filters on the right, apply the same filters as described above in the 'Identify students with remaining flood funding credit' section

3. For each student:

- Select Allocate to Outstanding Fees on the relevant subsidy.

All available fees (in a family) to allocate the subsidy credit against display.

- Enter the amount of the subsidy to apply to the fee via the Allocated Amount.
- Once you've completed all allocations, select Allocate.