Year-end processes for Fees, Billing & Payments

November 2025

SENTRAL

Overview

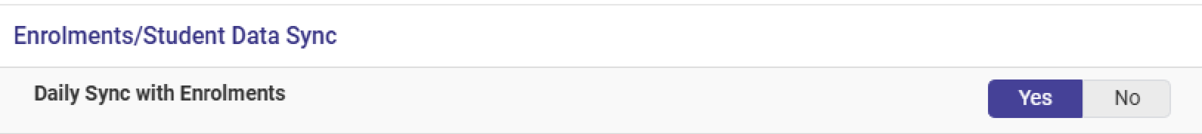
Before you start billing for a new school year, you will need to ensure that all required students (including new students and continuing students) have accurate enrolment records for the new academic period. You will also need to review your school's fee structure, billing periods and payment schedule templates to ensure that the details are correct for the new year.

Student Updates

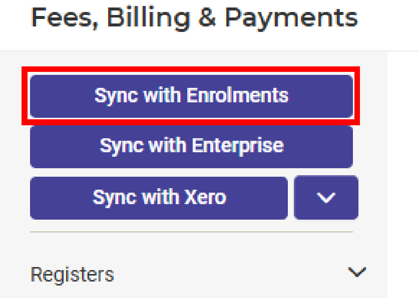
Enrolments syncs

Details of new, existing and leaving students are updated in the Fees, Billing & Payments module when the Fees, Billing & Payments module is synced with the Enrolments module.

If the **Daily Sync with Enrolments** setting is set to Yes under **Setup | Fees, Billing & Payments Setup | Fees, Billing & Invoicing Settings**, the Enrolments sync will run automatically each night.



If this setting is set to No, the Enrolments sync will not run automatically. The Enrolments sync can be run manually by clicking the **Sync with Enrolments** button.

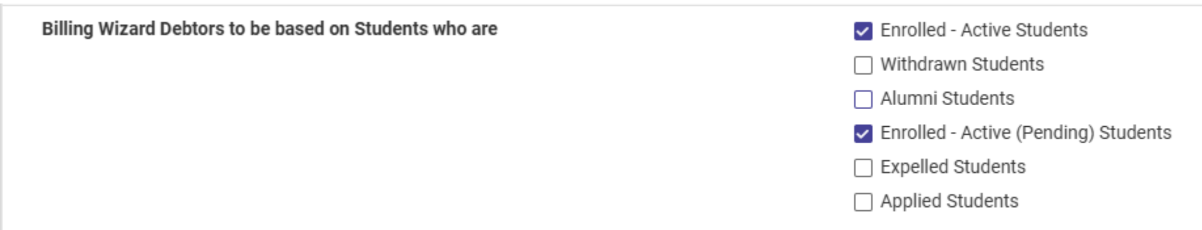


If you run the Enrolments sync manually, it is recommended that you do so outside of business hours, to minimise any impact on system use.

New students

When enrolment records are created for new students in the Enrolments module, those students will become available in the Fees, Billing & Payments module after the next Enrolments sync. You will be able to create invoices for those students, assuming you select the Academic Period in which the students' enrolment records were created.

To ensure that new students will be included in billing runs, navigate to **Setup | Fees, Billing & Payments Setup | Fees, Billing & Invoicing Settings**, and review the selections in the **Billing Wizard Debtors to be based on Students who are** setting:



This setting determines the enrolment statuses (for the selected Academic Period) that are used to include students in cohort selections during billing runs and invoice creation.

For example, if you need to bill new students with an enrolment status of "Enrolled – Active (Pending)", you will need to ensure that the "Enrolled – Active (Pending)" status is selected in this setting.

Continuing students

When your Enrolments rollover is completed, year levels and enrolment statuses for continuing students in the new Academic Period will be updated in the Fees, Billing & Payments module after the next Enrolments sync. If you select the new Academic Period during a billing run or invoice creation, these updated year level and enrolment statuses will be used to select student cohorts, and the new year levels will be used to determine which fees are applied to which students (in a billing run).

If students do not have enrolment records for the selected Academic Period (e.g. if you perform a billing run for the new Academic Period before you have performed your Enrolments rollover), those students will not be available for selection.

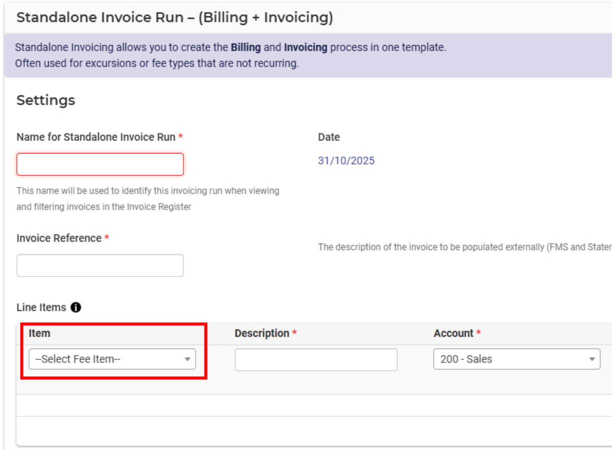
Leaving students

When your Enrolments rollover is completed, and the new Academic Period has been set as the Default Academic Period, students who are no longer enrolled at the school will become inactive in the Fees, Billing & Payments module after the next Enrolments sync. Historical finance data for these inactive students will still be available, but the inactive students won't be included during billing runs and invoice creation unless you specifically choose to include them.

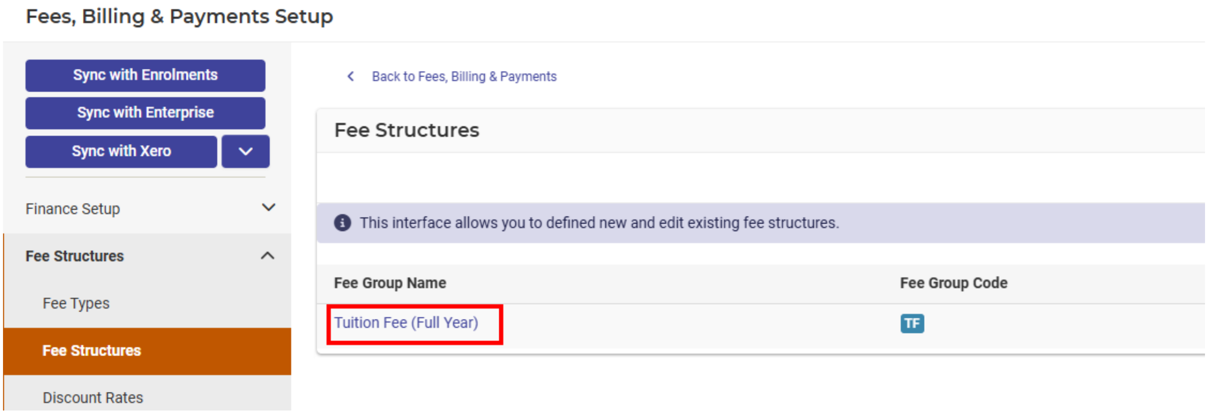
Reviewing your fee structure

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

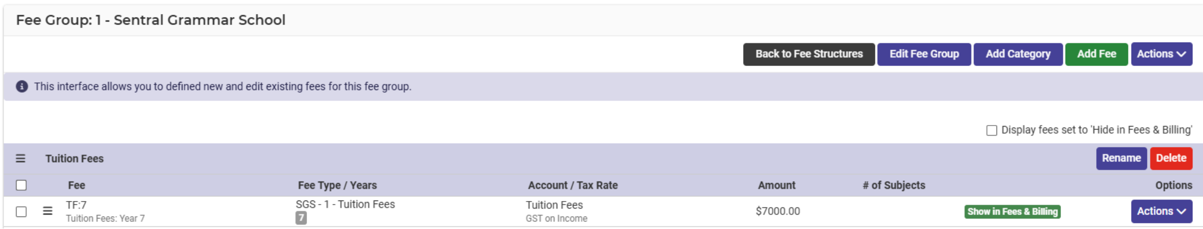
- Used by the billing runs to determine which fees to apply to each student/debtor (**Billing | Student Fees Billing and Billing | Debtor Fees Billing**)
- Available for selection in the **Item** field during **Standalone Invoice** and **Invoice + Receipt** creation (**Invoice Creation | Standalone Invoice and Invoice Creation | Invoice + Receipt**)



To review your fee structure for the new year, navigate to **Fees, Billing & Payments 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

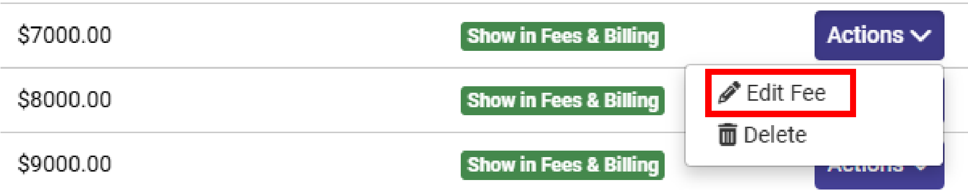
If a fee's details have not changed since the previous year, there's no need to make any changes for that fee in your fee structure. You can continue to use it from year to year without updating it.

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 may help to simplify your fee structure.

To update an existing fee:

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

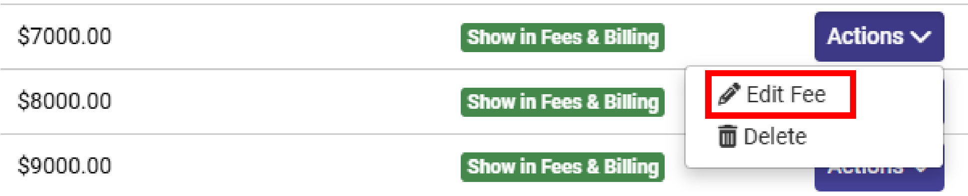


2. Edit the required details on the **Edit Fee** screen
3. Click **Save**.

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 billing runs or invoice creation.

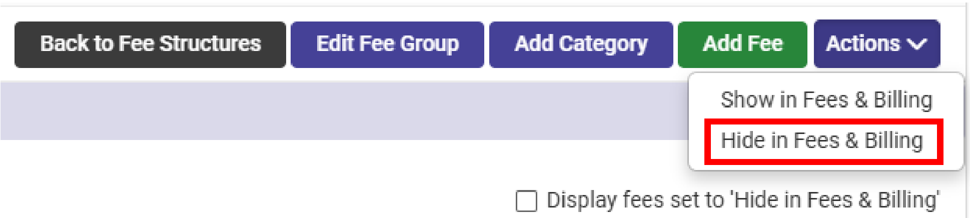
Hiding or deleting an existing fee

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 billing runs and invoice 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:

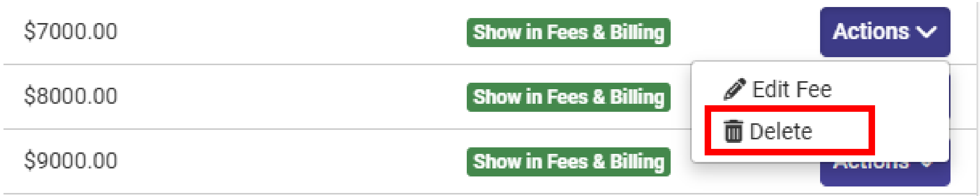
1. Tick the fee's checkbox
2. Click **Actions | Hide in Fees & Billing** at the top of the screen.



Deleting a fee will also make it unavailable for selection during billing runs and invoice 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:

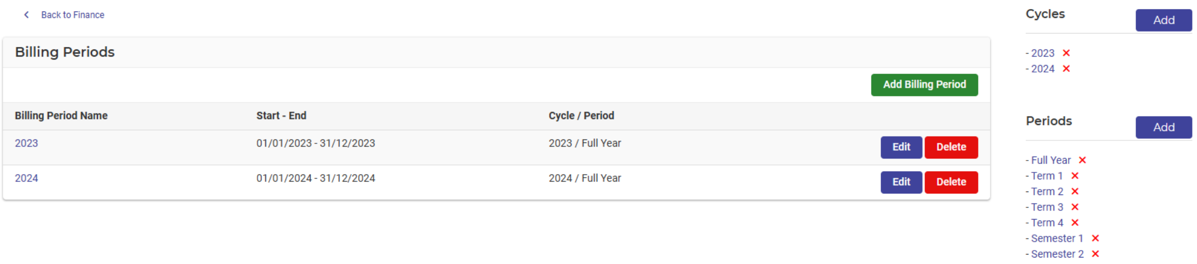
Neither hiding nor deleting a fee will have any impact on historical fees that have already been applied to students. It will only make the fee unavailable to apply to students in the future.

Reviewing your billing periods

If you use the **Student Fees Billing** and/or **Debtor Fees Billing** options in the **Billing** menu to create invoices, you will need to ensure that a billing period exists for the new year before you use those billing run options to create invoices.

If you don't use the billing run options to create invoices (e.g. if you only create Standalone Invoices), you do not need to set up a billing period.

To check your billing periods, navigate to **Setup | Fees, Billing & Payments Setup | Billing Periods**



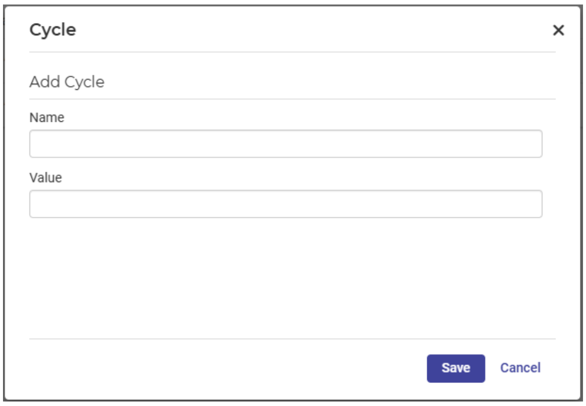
If a billing period already exists for the new year, you do not need to do anything.

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

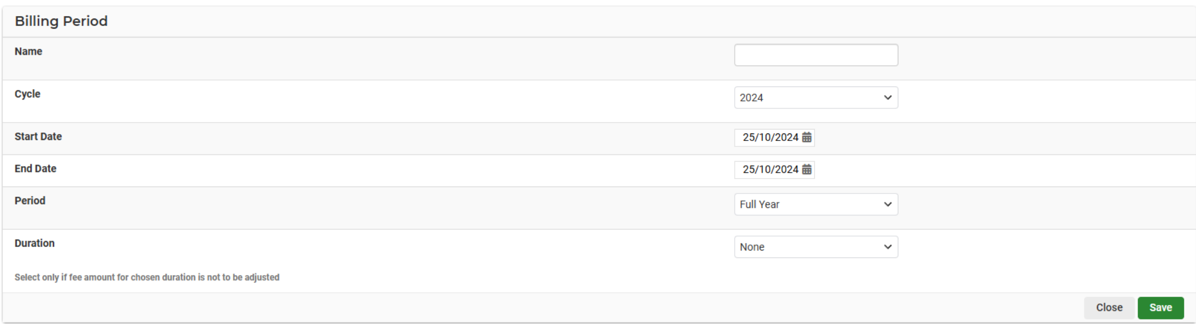
Creating a billing period

To create a 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:
6. Click **Save** to create the billing period

Reviewing your payment schedule templates

If your school uses Sentral Pay to process online payments from parents, and you have created or modified payment schedule templates in the **Payment Schedule Templates for Invoices** setup screen (**Setup | Fees, Billing & Payments Setup | Payment Schedule Templates for Invoices**), you will need to review these templates for use in the new year.

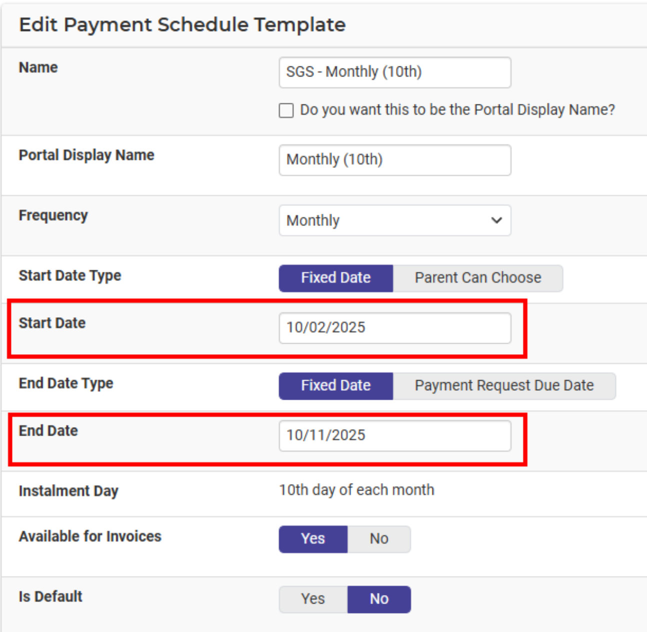
If a payment schedule template's **Start Date Type** and/or **End Date Type** is “Fixed Date”, or if the **Frequency** is “Custom”, the specified dates for the previous year are likely to be unsuitable for the new year.

You will need to edit the payment schedule template's dates for the new year, or create a new payment schedule template for the new year.

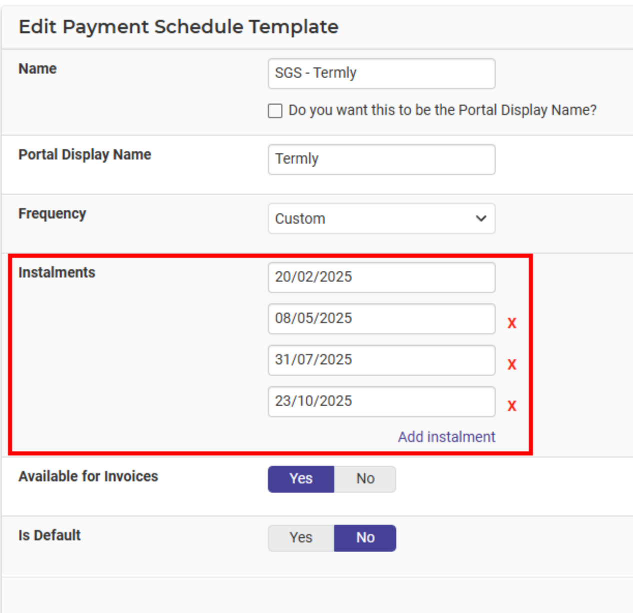
Editing the dates of an existing payment schedule template

To edit the dates of an existing payment schedule template for a new year:

1. Navigate to **Setup | Fees, Billing & Payments Setup | Payment Schedule Templates for Invoices**
2. Click the name of the payment schedule template that you want to edit.
3. For a template with a **Frequency** of Weekly, Fortnightly or Monthly, select the appropriate **Start Date** and **End Date** values for the new year.



For a template with a **Frequency** of Custom, select the appropriate **Instalments** dates for the new year.



4. Click the **Save** button.
5. Click the **Confirm** button on the confirmation message to save your changes.

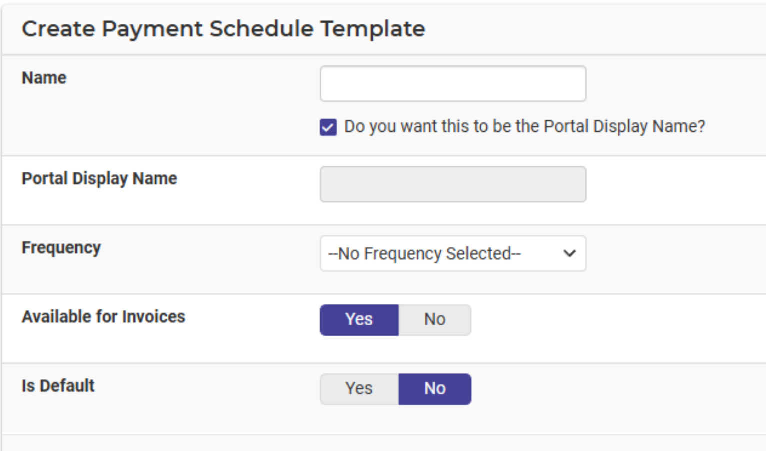
Note:

If you edit the dates of an existing payment schedule template that is linked to one or more unpaid invoices, payment schedules that parents set up for those invoices in the future will use the new dates. Existing payment schedules based on the original dates will not be affected.

Creating a new payment schedule template

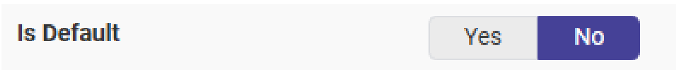
To create a new payment schedule template for a new year:

1. Navigate to **Setup | Fees, Billing & Payments Setup | Payment Schedule Templates for Invoices**
2. Click the **Add Payment Schedule Template** button



3. Specify the details of the payment schedule template for the new year
4. Set **Available for Invoices** to Yes if you want the payment schedule template to be available for school users to select when they are creating invoices.

   Set **Available for Invoices** to No if you don't yet want school users to select the template when they are creating invoices e.g. if you are preparing for next year at the end of the current year and you don't want school users to select next year's payment schedule template until after the current year has ended.
5. Set **Is Default** to Yes if you want this payment schedule template to be selected by default during invoice creation when the **Allow parents to set up payment schedules** checkbox is ticked.



6. Click the **Create Template** button to create the payment schedule template.

If you are creating a new payment schedule template for the new year, you may want to make the corresponding payment schedule template for the previous year unavailable for selection during invoice creation. To do this:

1. Navigate to **Setup | Fees, Billing & Payments Setup | Payment Schedule Templates for Invoices**
2. Click the name of last year's payment schedule template
3. Set the **Available for Invoices** setting to No
4. Click the **Save** button.
5. Click the **Confirm** button on the confirmation message to save your changes.

Note:

You will not be able to set **Available for Invoices** to No if there are any active payment schedules based on this template.

Billing for a new academic period

Billing runs and invoice creation processes use student enrolment records for the selected Academic Period (including year levels and enrolment statuses) to determine the following:

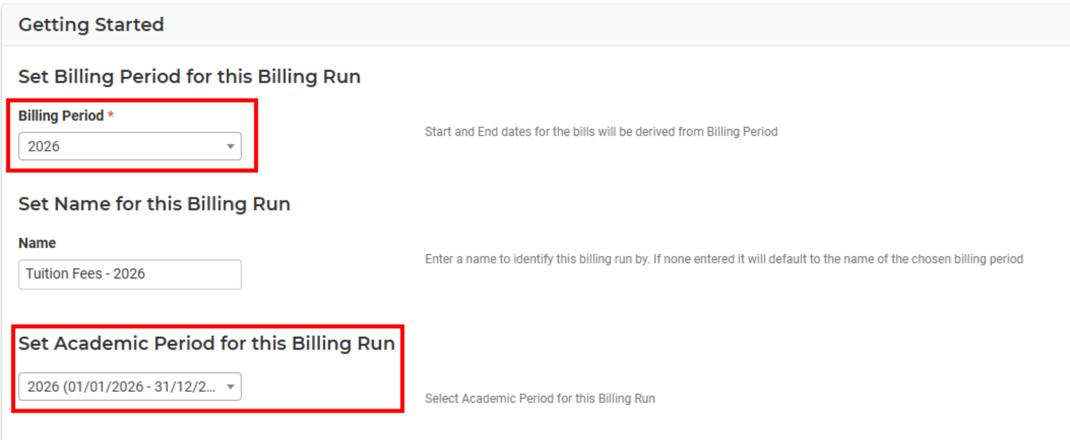
- cohort selection
- application of fees to students
- discount calculations

When the new Academic Period is selected during a billing run or invoice creation, the system will use student enrolment records for that Academic Period. If students do not have enrolment records for the selected Academic Period (e.g. if you perform a billing run for the new Academic Period before you have performed your Enrolments rollover), those students will not be available for selection.

Performing a Student Fees Billing run for a new academic period

To perform a **Student Fees Billing** run for a new academic period:

1. Navigate to **Billing > Student Fees Billing**



2. On the **Getting Started** page, select the appropriate billing period in the **Billing Period** field
3. Select the new academic period in the **Set Academic Period for this Billing Run** field
4. Complete the remaining details in the **Student Fees Billing** wizard as required.

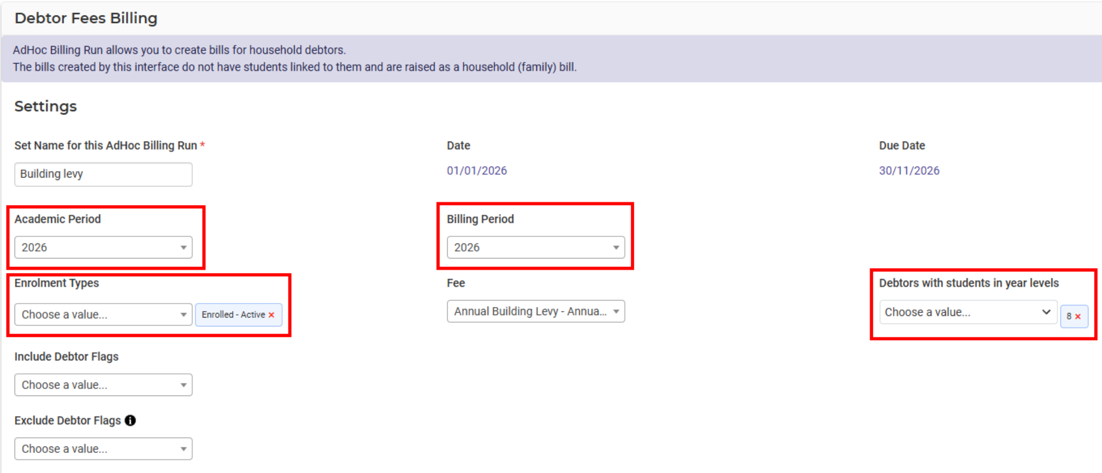
   Student enrolment records for the selected academic period (including year levels and enrolment statuses) will be used to determine the following:

   a. Cohort selection – For example, if you select Year 8 in the **School Years** filter on the **Select Who to Bill** page, students enrolled in Year 8 ***in the selected Academic Period*** will be displayed.
   b. Application of fees to students – For example, if a fee is configured to apply only to students in Year 8, that fee will be applied to students enrolled in Year 8 ***in the selected Academic Period***
   c. Discount calculations – For example, if a student's sibling does not have an enrolment record ***for the selected academic period***, that sibling will not be considered in the sibling discount calculation

Performing a Debtor Fees Billing run for a new academic period

To perform a **Debtor Fees Billing** run for a new academic period:

1. Navigate to **Billing > Debtor Fees Billing**



2. Select the new academic period in the **Academic Period** field
3. Select the appropriate billing period in the **Billing Period** field
4. Complete the remaining details on the **Debtor Fees Billing** screen.

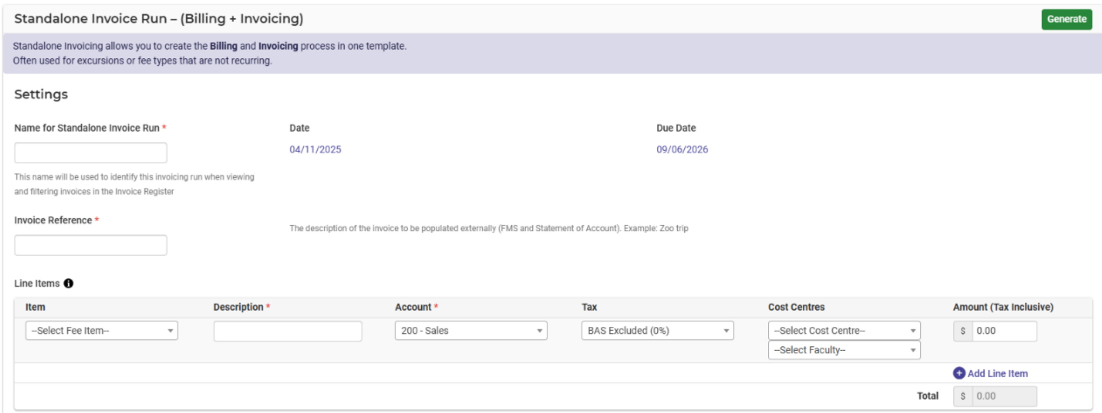
   Student enrolment records for the selected **Academic Period** (including year levels and enrolment statuses) will be used to determine cohort selection based on the selections in the **Enrolment Type** and **Debtors with students in year levels** fields.

   For example, if "Enrolled – Active" is selected in the **Enrolment Types** field and "Year 8" is selected in the **Debtors with student in year levels** field, debtors with "Enrolled – Active" students in "Year 8" ***in the selected Academic Period*** will be billed.

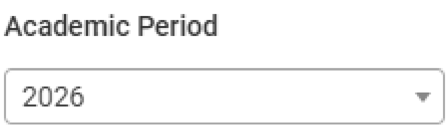
Creating Standalone Invoices for a new academic period

To create **Standalone Invoices** for a new academic period:

1. Navigate to **Invoice Creation | Standalone Invoice**



2. On the **Standalone Invoice Run** screen, select the new academic period in the **Academic Period** field:



3. Complete the remaining details on the **Standalone Invoice** screen as required.

   Student enrolment records for the selected **Academic Period** (including year levels and enrolment statuses) will be used to determine cohort selection in the **Select who to Invoice** section. For example, if you select "Year 8" in the **School Years** filter, students enrolled in Year 8 ***in the selected Academic Period*** will be displayed.