Fees, Billing and Payments User Guide

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Getting started

Target audience

Staff who handle Finances, Billing and Accounts payments.

Content

- · Accessing Fees, Billing & Payments
- · Fees, Billing & Payments Dashboard
- Students
 - Student Overview (Billing Period Info & Online Bills)
 - Student Accounts
- Debtors
 - o Billing Items
 - Instalments
 - Invoices
 - o Credit Notes
 - Prepayments
 - Overpayments
 - o Transactions
 - o Statements and reports
 - Aged Balances

Overview

Fees, Billing & Payments provides a comprehensive online billing, invoicing and payment options for your school and parents to manage recurring payments for school fees, elective fees, contributions, activities, tuition and general funds.

Fees, Billing & Payments handles accounts receivable to enable your school to balance finances and determine budgets based on incoming funds.

Your school can send payments to parents irrespective of configuring Fees & Billing or Portal module. For details, see "Getting started" on page 87 in the Payments section.

Permissions

All staff can access Fees, Billing & Payments. However, your school should predetermine staff roles and responsibilities in this space.

Access

To access the Fees, Billing and Payments module, select the Sentral menu icon and then under Finance, select Finance. The Fees, Billing and Payments home screen displays.



Fees, Billing & Payments home screen

The home screen provides overview of various areas to access, sync functionality and view recent searches.

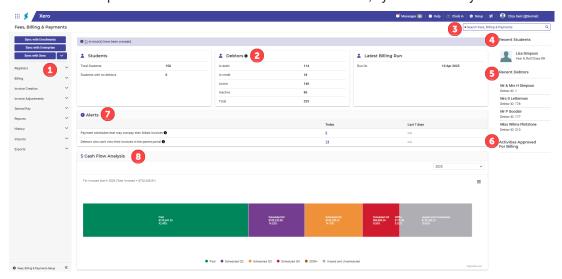


Table: Information on the Fees, Billing & Payments home screen

Reference number	Description	Examples
1	Lists the menu options of the module.	Registers Billing Invoice Creation Invoice Adjustments Sentral Pay Reports History Exports
2	Displays a tally of Students, Debtors, and Latest Billing Run with links to underlying data.	Students – Links to Student Register Debtors – Links to a filtered view of the Debtors Register depending on what is selected. Latest Billing Run – Links to the first screen of the Billing process
3	Search function enables you to search for students, fees, billing and payments.	
4	Recent Students displays the most recently viewed students.	
5	Recent Debtors displays the most recently viewed debtors.	
6	Activities Approved for Billing	



Reference number	Description	Examples
7	Displays the following alerts if relevant:	•
	Dishonoured scheduled payments	
	 Displays the number of scheduled payments that were Dishonoured or Fatal. 	
	 Dishonoured within the specified time period. 	
	 Only appears for independent and ACT government schools using Sentral Pay. 	
	Payment schedules that may overpay their linked invoices	
	 Displays the number of payment schedules where the total of the remaining scheduled instalments exceeds the total amount due of the linked invoice(s) 	
	 Only appears for independent and ACT government schools using Sentral Pay 	
	Debtors who can't view their invoices in the Parent Portal	
	 Displays the number of debtors who won't be able to view their invoices in the Parent Portal until they have been linked to a portal user. 	
	Failed syncs	
	 Displays the number of syncs that have failed within the specified time period 	
	Clicking a link in the Alerts section will take you to a list of the items relevant to the alert.	
8	Cash Flow Analysis section displays a breakdown of the total amount invoiced for the selected year. It displays the total paid (including credit note, overpayment and prepayment allocations), the total of upcoming payments scheduled via Sentral Pay for each quarter, and the total that is still unpaid and unscheduled, all as percentages of the total invoiced.	This applies to independent and ACT government schools only.



Students register

Overview

The Students register allows you to complete a student search.

Use a student search when you want to:

- · get an overview of student details
- view information such as responsible debtors, billing period information, online bills, enrolment profile, flags and siblings
- · view students with no Fee Groups or no linked bills.

This can be an important task to perform before a billing/invoice run is started to ensure that Debtors are linked, and you know the responsibility percentage of each debtor or to identify which students don't yet have an associated Fee group.

Search students

Overview

Use the information in this topic to search for one student or a cohort (for example, year, gender, fee groups).

Steps

1. Select the menu icon and choose Fees, Billing & Payments.

The Fees, Billing & Payments home screen displays.

- 2. Do one of the following:
 - a. In the centre of the home screen, select Students.

The Students Register screen displays.



b. If Fees, Billing & Payments is already open, select **Registers** in the left menu and choose **Students Register**.

The Students Register screen displays.



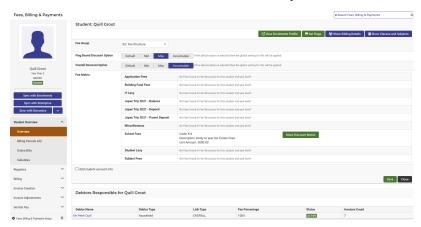


3. In Student Search, choose filters for your search, and then select



4. To view more details about a student, select their name in the results list.

The Student Overview screen displays. This screen provides details of the selected student's Fee Group, Fee matrix, account, sibling details, enrolments profile and responsible debtors (direct link). Some elements can be modified, and some are read only.





Student Overview screen

Description

The Student Overview screen provides details about a student's:

- Fee group
- · Fee matrix
- Account
- Sibling details
- · Enrolments profile
- · Responsible debtors (direct link).

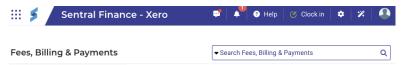
Some information can be modified and some is read only.

Search for one student

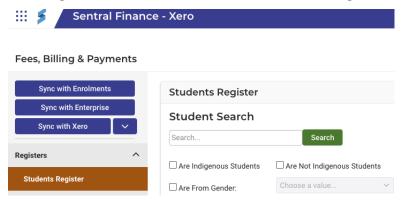
1. Select the menu icon and choose Fees, Billing & Payments.

The Fees, Billing & Payments home screen displays.

a. Type the student's name in the top-right search bar.



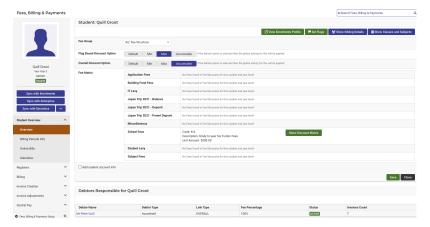
b. Select Registers in the left menu and choose Students Register.



Type the student's name in the student search bar and select

Search

2. View results.





View a student's Enrolments profile

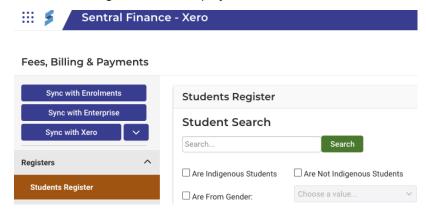
Steps

Follow these steps to search for one student.

- 1. Select the menu icon and choose Fees, Billing & Payments.
 The Fees, Billing & Payments home screen displays.
- 2. In the centre of the home screen, select **Students**.



The Students Register screen displays.

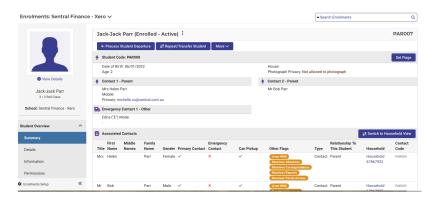


3. Enter the name of the student and select

The Student Overview screen for the student displays.



4. Select to go to the student's Summary Enrolment screen in the Enrolments module.





Set pre-defined flag against student from Enrolments profile

- 1. In the student's overview screen, select to set pre-defined flags against this student.
- Select Yes next to Requires Flag.
 Additional fields display.
- 3. Set the flag and add details if required (for example Morning Bus Number).
- 4. Select Save.

Add new flag against student from Enrolments profile

- In the student's overview screen, select Set Flags to a create a new flag against this student.
 Additional fields display.
- 2. Select Yes next to Requires Flag.
- 3. Select + Add New Flag

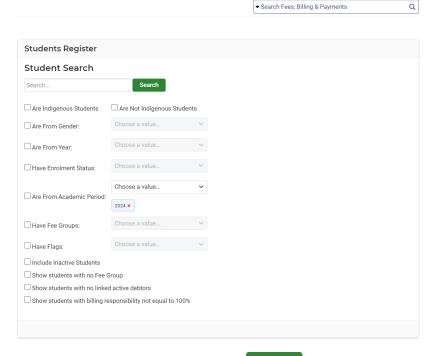
A row displays for you to enter flag details.

- 4. Enter the flag label, a comment, and expiry date.
- 5. Select Save.

Set flags from student overview

- Select the menu icon and choose Fees, Billing & Payments.
 The Fees, Billing & Payments home screen displays.
- 2. Select Registers in the left menu and choose **Student Register**.

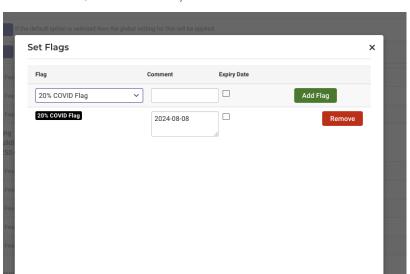
The Student Register screen displays.



- 3. Type the name of the student and select
- 4. Select the student in search results.



5. In the Student Overview screen, select



6. In Set Flags, select a predefined flag to be set against this student or create a new flag.

Save Cancel

7. Select Save

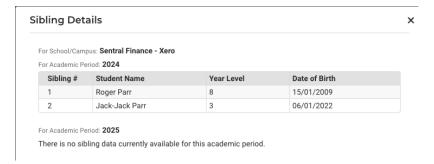
Show sibling details from student overview

1. Select the menu icon and choose Fees, Billing & Payments.
The Fees, Billing & Payments home screen displays.

Select Registers in the left menu and choose Student Register.
 The Student Register screen displays.

- 3. Type the name of the student and select
- 4. Select the student in search results.
- 5. In the Student Overview screen, select

 The Sibling Details screen displays.



6. In Sibling Details, view the list of siblings, as well as their names, year levels, and dates of birth.

Show classes and subjects from student overview

Select the menu icon and choose Fees, Billing & Payments.
 The Fees, Billing & Payments home screen displays.

Select Registers in the left menu and choose Student Register.The Student Register screen displays.

- 3. Type the name of the student and select Search
- 4. Select the student in search results.
- 5. In the Student Overview screen, select

 Classes and Subjects

Class	Year Level	Subject	Faculty
12HRM1D	12	12	
12MAX1A	12	12	
12PED1B	12	12	
12MAA1A	12	12	
12ENG1B	12	12	
12PST1E	12	12	
12REL1B	12	12	

6. In Classes and Subjects, view the list of classes and subjects for the selected student.



View billing periods information from student overview



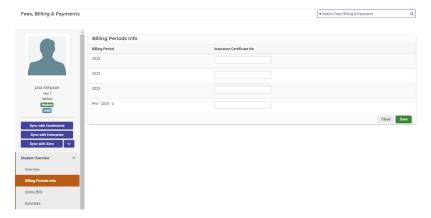
Note: This topic applies to schools in Singapore only.

1. Select the menu icon and choose Fees, Billing & Payments.
The Fees, Billing & Payments home screen displays.

Select Registers in the left menu and choose Student Register.
 The Student Register screen displays.

3. Type the name of the student and select

4. Select the student in search results.



- 5. Select Student Overview in the left menu and choose **Billing Periods Info**.
- 6. In Billing Periods info, view the list of billing periods.
- 7. Next to a billing period, enter the insurance certificate number.
- 8. Select Save



View online bills from student overview

Overview

Use the information in this topic to view the list of Sentral Pay items for a selected student, as well as view more details and perform actions.

Steps

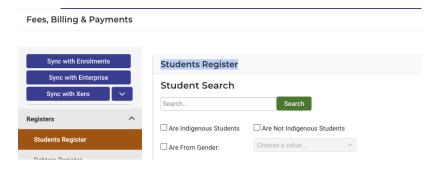


1. Select the menu icon • • • and choose Fees, Billing & Payments.

The Fees, Billing and Payments home screen displays

2. Select **Registers** in the left menu and choose **Student Register**.

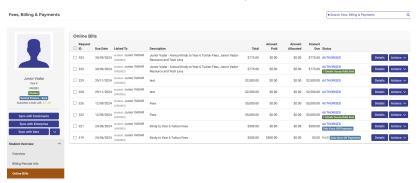
The Student Register screen displays.



3. Search for a student or cohort using the **Student Register** search function.

See "Search students" on page 11

4. Under Student Overview in the left menu, choose Online Bills.



- 5. In Online Bills, view the list of Sentral Pay items for this student.
- 6. Do any of the following:
 - a. Next to an item, select **Details**.

Additional information about the selected item displays.



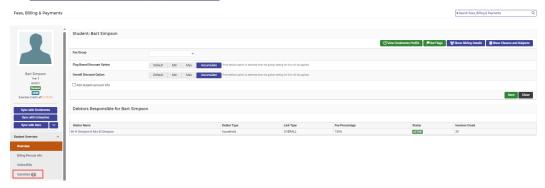
b. Next to an item, select **Actions** and choose **View Payment Request History**.



View and manage subsidies from student overview

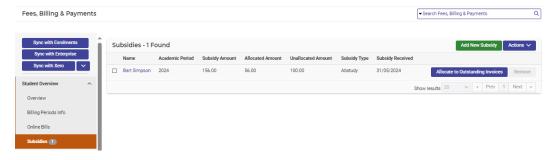
1. Search for a student using the Student Register search function.

See "Search students" on page 11



The Student Overview screen for the selected debtor displays. If there are subsidies associated with the student, you'll see a number beside Subsidies in the left menu.

2. Select Student Overview in the left menu and choose Subsidies.



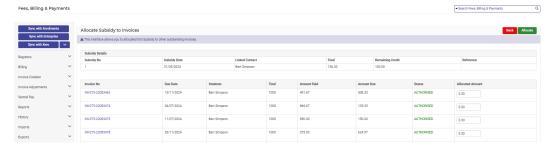
3. In Subsidies, view the list of subsidies for this student.

This is an overview of all subsidies that have been granted.

Allocate to outstanding invoices

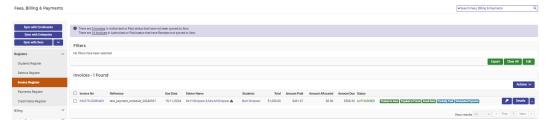
Select

Allocate to Outstanding Invoices
next to a subsidy.

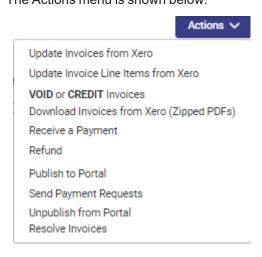




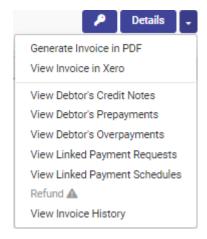
2. In Allocate Subsidy to Invoices, select an invoice.



In the opened invoice, perform other subsidy management functions specific to this student or debtor. The Actions menu is shown below.



The Details menu is shown below.



- 3. To perform tasks related to a particular invoice, select the checkbox next to the invoice number, select Details, and then choose a menu option.
- 4. To perform general tasks related to invoice, select Actions and then choose a menu option.



Invoice register

Overview

The Invoice Register enables you to look for specific invoices based on search criteria. You can view invoices that have been created, either individually for each debtor in their debtor profile, or as a batch in the Invoice Register screen.

Filters

The Invoice Register screen enables you to look for specific invoices based on search criteria.

Search for invoices

Overview

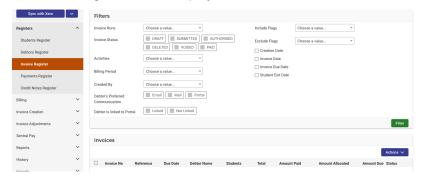
Use the information look for specific invoices based on search criteria.

Steps

Follow these steps to perform an invoice search.

- Select the menu icon and choose Fees, Billing & Payments.
 The Fees, Billing & Payments home screen displays.
- 2. Select Registers in the left menu and choose Invoice Register.

The Invoice Register screen displays.



3. In Invoice search, choose filters for your search, and then select Invoices matching your search criteria are listed.



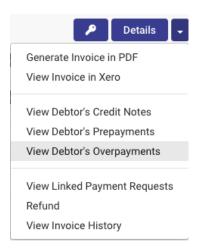


- 4. Under Filters, do any of the following:
 - a. Select Edit to refine filters.
 - b. Select Clear All to clear all filters.
 - c. Select to export search results to a CSV file.
- 5. Under Invoices, do any of the following
 - a. Select the checkbox next to an invoice number and then select Information about the invoice displays below the row.

If an invoice is linked to an activity the Invoice register displays the name of the linked activity in the Description section. Select the activity name to open the linked activity in the Activities module.



b. Select the checkbox next to an invoice number, select the arrow and choose a menu option.



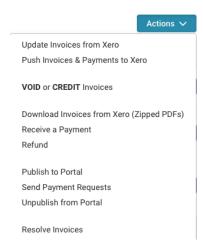
c. Select next to an invoice to check who can view the invoice if it is published to the portal.



6. Under Invoices, select one or more invoices, select



and choose a menu option.



The context menu may differ depending on the invoices selected.



Debtors register

Overview

The Debtors Register is the list of Guardians/Parents/People in the households with responsibility for making payments.

Filters

The Debtors Register screen enables you to look for specific debtors based on search criteria.

Keep in mind

- Balances may take some time to update if you have recently performed some transactions.
- Invoices that are yet to be Authorised are not included in the balances until they are Authorised.
- You can filter on balance amounts. For example, show me all debtors with a debit balance.
- Search results include the debtor balance, unpaid invoices, Xero balances (if you use Xero), and if any of the debtors invoices have payment schedules set up.
- You can filter the Debtors Register to show only those debtors whose Xero balance does not match the
 corresponding Sentral debtor balance. To apply this filter, select the Xero balance does not match
 Sentral balance option from the existing Balance filter dropdown.

A word on Xero

Xero balances are refreshed automatically overnight if the **Automatically retrieve debtor balances from your Accounting Package** setting under Setup Fees, Billing & Payments | Fees, Billing & Invoicing Settings is set to **Yes**. This setting is set to **No** by default.

- To refresh the Xero balances manually for one or more debtors, select the relevant debtors in the Debtors Register search results, and select **Actions** | **Update Xero balances**.
- To refresh the Xero balance for a single debtor, select the **Update from Xero** button in the Debtor Overview. Selecting this button will also update credit notes, overpayments and prepayments from Xero for that debtor.



Note: Xero debtor balances do not include prepayments but Sentral debtor balances do, so there may be discrepancies for some debtors if your school uses prepayments in Xero.



Search debtors

Overview

Use the information in this topic to perform a debtor search.

Steps

Follow these steps to perform a debtor search.

1. Select the menu icon ••• and choose Fees, Billing & Payments.

The Fees, Billing & Payments home screen displays.

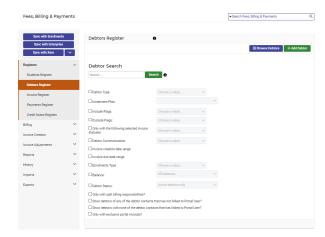
- 2. Do one of the following:
 - a. In the centre of the home screen, select **Debtors**.

The Debtors Register screen displays.



b. If Fees, Billing & Payments is already open, select **Registers** in the left menu and choose **Debtors Register**.

The Debtors Register screen displays.





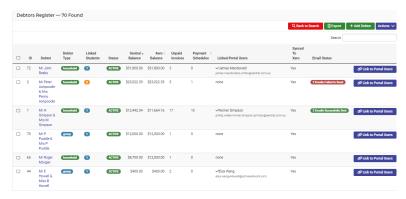
- 3. In Debtor Search, do any of the following:
 - a. Choose filters for your search, and then select **Search**.



Tip: To see all debtors (active and inactive), make sure you select **Include inactive debtors**.



b. Select Erowse Debtors to view a list of all debtors.



c. Select a debtor's name to go to the Debtor Overview screen and view details of the students who are linked to the selected debtor.

Delete adhoc debtor

- 1. In Fees, Billing & Payments, do one of the following:
 - a. Search for a debtor.

See "Search debtors" on the previous page



- 2. Select one or more debtors using the checkboxes.
- Select Actions and choose Delete selected Adhoc Debtors.
- 4. In Delete Adhoc Debtors, select Confirm

Add a debtor

Overview

Use the information in this topic when you want to quickly add a new debtor.



Tip: If this person is related to the student, we strongly advise that you add them to Enrolments as a household or associated contact. Some schools may need to add a past debtor or donor. However, if you do add a Debtor, there is a sync Debtor to FMS option.

Steps

1. Select the menu icon and choose Fees, Billing & Payments.

The Fees, Billing & Payments home screen displays.

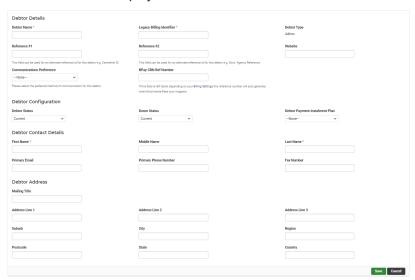
2. Select **Debtors Register** in the left menu.

The Debtor Register screen displays.

3. In the Debtors Register screen, select



The Debtor screen displays.



- 4. Complete the following sections of the Debtor screen:
 - · Debtor Details
 - Debtor Configuration
 - · Debtor Contact Details
 - · Debtor Address.
- 5. Select Save



Generate statement of account from Debtors Register

Overview

Use the information in this topic to generate debtor information. This includes:

- · Generate a statement of account
- · Email statement of account.
- · Email statement of account to all found debtors.

Steps

1. Select the menu icon and choose **Fees**, **Billing & Payments**. The Fees, Billing & Payments home screen displays.

2. Select **Debtors Register** in the left menu

The Debtor Register screen displays

3. Select

Browse Debtors to view a list of all Debtors.



- 4. Select one or more debtors using the checkboxes.
- 5. Select Actions and do any of the following:
 - a. Update Xero Balances
 - b. Delete Selected Adhoc Debtors
 - c. Generate Statement of Account to generate a PDF
 - d. Email Statement of Account
 - e. Email Statement to selected Debtors
 - f. Email Statement to all found Debtors
 - g. Email outstanding Invoices to selected Debtors
 - h. Email outstanding Invoices to all found Debtors.



Debtor overview

The overview screen has three sections:

Debtor details

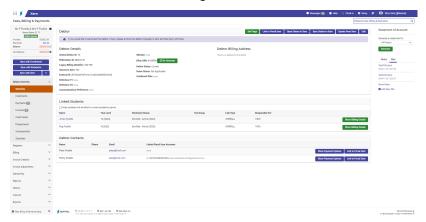
Debtor details such as personal, payment preferences and address.

· Linked students

Students linked via household setup (show siblings).

· Debtor contacts

Personal information for contacting the debtor.



Additional functions

The overview screen also enables you to perform other functions:



Set Flags



If flags are used at your school, you can add a flag to the debtor for billing and invoice runs.

Link to Portal User

Link to Portal User

Any contacts that are Not Linked to Portal User Accounts means that any invoices being published to the portal will be shown to any Portal Users that have access to the student.



Tip: Sentral strongly recommends that you link any contacts to their respective portal accounts. This ensures any parents with split custody are not given access to student invoices that should not be shared.

Open Debtor in Xero

Open Debtor in Xero

This deep link allows you to open the debtor in Xero.



Sync Debtor to Xero

Sync Debtor to Xero

This allows you to sync the debtor to Xero.

Update from Xero

Update from Xero

This allows you to update overpayments, prepayments and credit notes from Xero for your selected debtor, and refresh the Xero balance to be displayed for the debtor in Sentral.

Edit

Edit

Allows you to add details to the debtor.

Show Sibling Details

👺 Show Sibling Details

Located in the Linked Students section of the Debtor overview screen. Allows you to view sibling data.

Show Payment Options

Show Payment Options

Located in the Debtor Contacts section of the Debtor overview screen. Allows you to view the debtor's payment method, payment details, status and Ezidebit Customer ID.



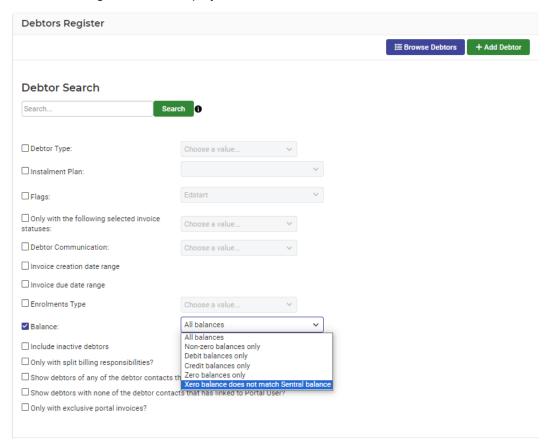
Compare Sentral debtor balance with Xero debtor balance

1. Select the menu icon and choose Fees, Billing & Payments.

The Fees, Billing & Payments home screen displays.

2. Select Registers in the left menu and choose Debtors Register.

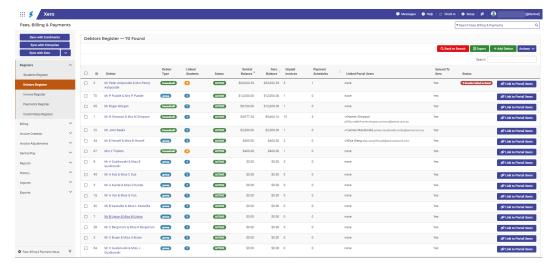
The Debtors Register screen displays.



3. In Debtors Register:

- Select the Balance checkbox and choose Xero balance does not match Sentral balance from the list.

A list of debtors matching the filter criteria displays. In this case, all debtors display where the Xero balance doesn't match the Sentral balance.





- 4. To open the debtor overview, or one of the debtors, select the debtor name.
- 5. In the Debtor Overview, select Update from Xero

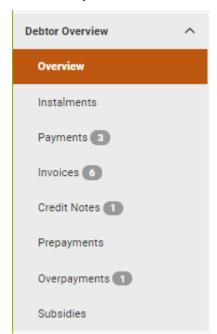
This updates the Xero balance within Sentral. It also updates overpayments, prepayments and credit notes from Xero for this debtor.



Note: This brings across information from Xero that may not have been retrieved by Sentral.

6. Check that you don't have information in Sentral that hasn't been pushed to Xero.

Select Debtor Overview in the left menu and choose each of the sub menus to check for anything that hasn't been synced to Xero.





Manage instalments for a debtor

Overview

Use the information in this topic to:

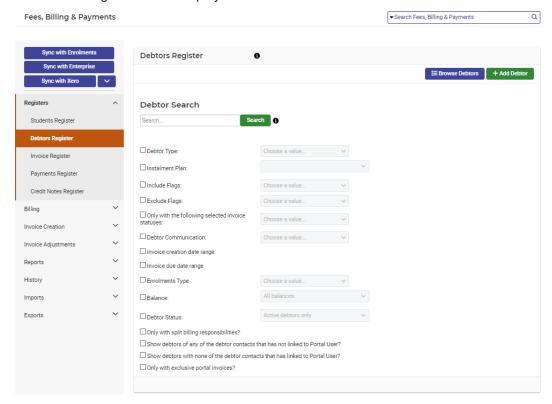
- · view a debtor's instalments
- · view related billing items and invoices
- · remove a debtor's instalments.

Steps

Select the menu icon and choose Fees, Billing & Payments.
 The Fees, Billing & Payments home screen displays.

2. Select Registers in the left menu and choose Debtor Register.

The Debtors Register screen displays.



- 3. Do one of the following:
 - a. Search for a debtor.
 - b. Select Browse Debtors to view a list of all debtors, and then select a debtor.

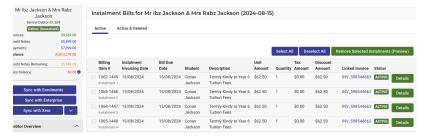


The Debtors Overview screen for the selected debtor displays.



4. Under Debtor Overview in the left menu, select **Instalments**.

The Instalments screen for the debtor(s) displays.



- 5. Do any of the following:
 - a. Under **Instalment Invoicing Date**, select a link to view instalment details for the selected date.
 - b. Under Linked Invoices, select a link to view invoice details for the selected invoice.
- 6. Select View Bills for an instalment date to do any of the following:
 - a. View related billing items and drill down to details about a billing item.
 - b. Remove selected instalments. The preview only shows instalment billing items that are ACTIVE and have not already been used in an invoice.



View invoices for a debtor

Overview

Use the information in this topic to:

- · view invoices for the selected debtor/household on the Invoices overview screen
- view information relating to your school's FMSFinancial Management System and the portal
- access the Actions menu to manage invoices for the debtor/household.

Steps

1. Select the menu icon and choose Fees, Billing & Payments.

The Fees, Billing & Payments home screen displays.

2. Select **Registers** in the left menu and choose **Debtors Register**.

The Debtors Register screen displays.

- 3. Do one of the following:
 - a. In the Debtor Search Bar, type the name of the Debtor and select from the options displayed.
- 4. Under **Debtor Overview** in the left menu, select **Invoices**
- 5. Under Filters, choose options, and then select
- 6. View the updated list of invoices.



7. View the Invoices Breakdown Totals section.

This includes the Total Amount Allocated. This total includes allocations of credit notes, overpayments and prepayments.



Action invoices from debtor overview

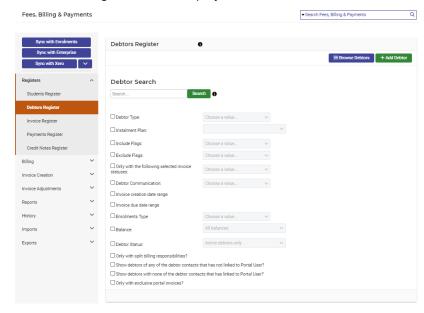
Overview

The Actions menu on the Invoices screen allows you to perform tasks related to invoices.

Steps

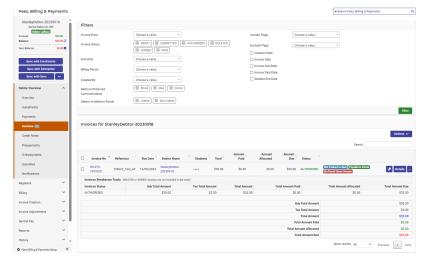
- 1. Select the menu icon and choose Fees, Billing & Payments.
 The Fees, Billing & Payments home screen displays.
- 2. Select **Registers** in the left menu and choose **Debtors Register**.

The Debtors Register screen displays.



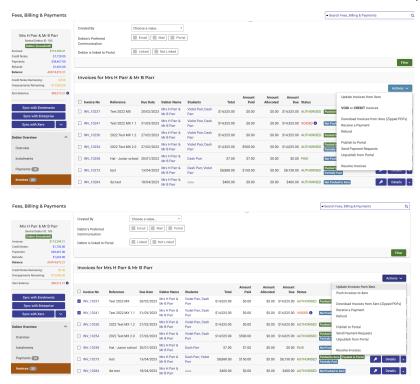
- 3. Do one of the following to select a debtor:
 - a. In the Debtor Search box, type the name of the debtor and select Search
 See "Search debtors" on page 26
 - b. Select **Browse Debtors** to view a list of all debtors, and then select a debtor.
- 4. Under **Debtor Overview** in the left menu, select **Invoices**.

The Invoices screen for the debtor displays.





5. Select one or more invoices, then select Actions and choose an option.



• Update Invoices from Xero/Dynamic

For schools that integrate Fees, Billing & Payments with Xero, when a prepayment is updated from Xero, details of any refunds that have been processed for the prepayment in Xero are retrieved and displayed in Sentral.

- · Push Invoices to Xero/Dynamic
- · Push Payments to Xero/Dynamic
- Push Invoices & Payments to Xero/Dynamic
- · Void or Credit Invoices
- Download Invoices from Xero/Dynamics (Zipped PDFs)
- · Receive a Payment
- Refund
- Publish to Portal
 - Send Payment Requests
- Unpublish from Portal
- Resolve Invoices.



View invoice details

Overview

Use the information in this topic to perform tasks available via the Details menu on the Invoices screen:

- Generate Invoice in PDF
- View Invoice in Xero/Dynamic
- · View Debtors Credit Notes
- · View Debtor's Overpayments
- · View Debtor's Prepayments
- View Invoice History.

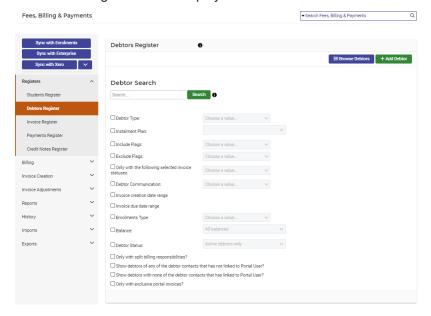
Steps

1. Select the menu icon and choose Fees, Billing & Payments.

The Fees, Billing & Payments home screen displays.

2. Select Registers in the left menu and choose **Debtors Register**.

The Debtors Register screen displays.



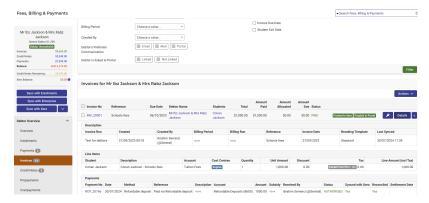
- 3. Do one of the following to select a debtor:
 - a. In the Debtor Search box, type the name of the debtor and select

 See "Search debtors" on page 26
 - b. Select Enouge Debtors to view a list of all debtors, and then select a debtor.

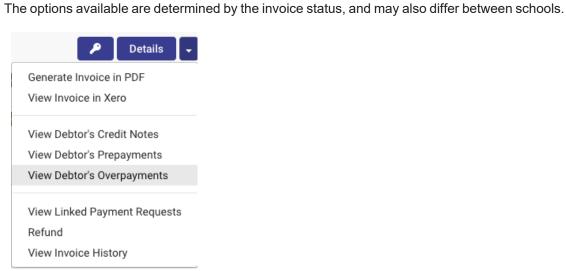


4. Under Debtor Overview in the left menu, select Invoices.

The Invoices screen for the debtor displays.



5. Select one or more invoices, then select and choose an option from the dropdown menu.



6. Select the portal icon to view portal users who can view the invoice if published to the portal.



View credit note details

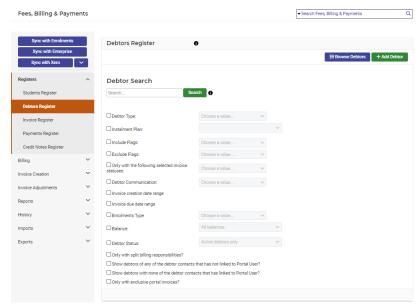
Overview

Use the information in this topic to perform tasks available via the Details menu and Actions menu on the Credit Notes screen for a selected Debtor.

Steps

- Select the menu icon and choose Fees, Billing & Payments.
 The Fees, Billing & Payments home screen displays.
- 2. Select Registers in the left menu and choose **Debtors Register**.

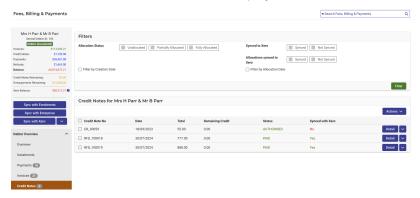
The Debtors Register screen displays.



- 3. Do one of the following to select a debtor:
 - a. In the Debtor Search box, type the name of the debtor and select

 See "Search debtors" on page 26
 - b. Select Browse Debtors to view a list of all debtors, and then select a debtor.
- 4. Under Debtor Overview in the left menu, select Credit Notes.

The Credit Notes screen for the debtor displays.



5. Choose filters and select Filter



- 6. Select one or more credit notes, then select _____ and choose an option:
 - · Allocate to Outstanding Invoices
 - · Generate Credit Note in PDF
 - · View Credit Note in Xero
 - · View Credit Note History.
- 7. Select one or more credit notes, then select and choose an option:
 - · Update Credit Notes from Xero/Dynamics
 - · Push Credit Notes to Xero/Dynamics.

Action prepayments from debtor overview

Overview

The Prepayments screen provides information on prepayments made by debtors.

The Actions menu on a debtor's Prepayments screen allows you to:

· generate a prepayment PDF.

The details menu on a debtor's Prepayments screen allows you to:

· view a prepayment in Xero/Dynamics.



Note: Prepayments can only be pulled into the Fees and Billing module from your school's FMS.

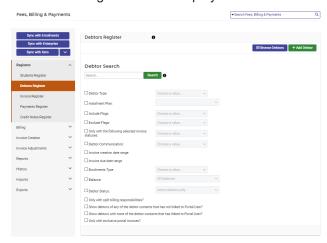
Steps

1. Select the menu icon and choose Fees, Billing & Payments.

The Fees, Billing & Payments home screen displays.

2. Select Registers in the left menu and choose **Debtors Register**.

The Debtors Register screen displays.



- 3. Do one of the following to select a debtor:
 - a. In the Debtor Search box, type the name of the debtor and select

 See "Search debtors" on page 26
 - b. Select Browse Debtors to view a list of all debtors, and then select a debtor.



4. Under Debtor Overview in the left menu, select **Prepayments**.

The Prepayments screen for the debtor displays.

5. a. Search for a debtor.

See "Search debtors" on page 26

- b. Select Browse Debtors to view a list of all debtors, and then select a debtor.
- 6. Under Debtor Overview in the left menu, select **Prepayments**.

The Prepayments screen for the debtor displays.



- 7. Select one or more prepayments, then select and choose **Generate Prepayment PDF**.
- 8. Select Details next to an invoice number to view prepayment details.

Additional information displays below the invoice.

9. Select the Details arrow to view the prepayment in your school's Financial Management System.

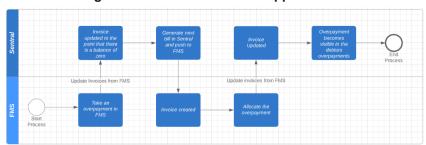


View overpayments from debtor overview

Overview

The Overpayments screen provides information on overpayments made by debtors.

View a flow diagram that describes what happens.



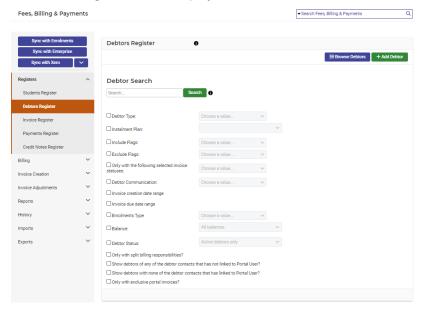


Note: Overpayments can only be pulled into the Fees and Billing module from your school's FMS.

Steps

- 1. Select the menu icon and choose Fees, Billing & Payments.
 - The Fees, Billing & Payments home screen displays.
- 2. Select Registers in the left menu and choose **Debtors Register**.

The Debtors Register screen displays.



- 3. Do one of the following to select a debtor:
 - a. In the Debtor Search box, type the name of the debtor and select

 See "Search debtors" on page 26
 - b. Select Erowse Debtors to view a list of all debtors, and then select a debtor.
- 4. Under Debtor Overview in the left menu, select Overpayments.

The Overpayments screen for the debtor displays.



- 5. Select the Details dropdown arrow and choose View Overpayment in Xero/Dynamics.
- 6. Select Details to view more information about the overpayment.

Additional fields display beneath the overpayment.

View subsidies associated with a debtor

Description

A subsidy is used when a payment has been made on behalf of a student, to be allocated to a current or future invoice.

Steps

- 1. in Fees, Billing & Payments, do one of the following:
 - a. Search the name of a debtor.

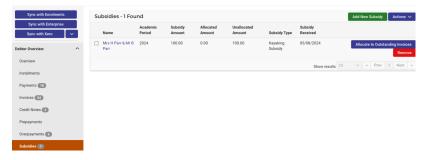
See "Search debtors" on page 26

b. Select Enouge Debtors to view a list of all debtors, and then select a debtor.

The Debtor Overview screen for the selected debtor displays. If there are subsidies associated with the debtor, you'll see a number beside Subsidies in the left menu.

2. Under Debtor Overview in the left menu, select Subsidies.

The Subsidies screen for the debtor displays. Any subsidies found are listed.



- 3. View information about a subsidy:
 - · Academic Period
 - Subsidy Amount
 - · Allocated Amount
 - Unallocated Amount
 - · Subsidy Type
 - Subsidy Received
 - · Label to indicate status.
- 4. To mark the subsidy as received:
 - a. Select the checkbox next to the debtor(s).
 - b. Select Actions and choose Mark as Received.



5. To add a new subsidy, select Add New Subsidy



- 6. In Add New Subsidy, complete details for the new subsidy.
 - a. Subsidy Type select from the list.
 - b. Academic Period select from the list.
 - c. Subsidy Amount enter the amount.
 - d. Subsidy Received select Yes or No.
 - e. Select Save



View email notifications sent to a debtor

Overview

Use the information in this topic to view a list of email notifications sent to a debtor.

Steps

- 1. Select the menu icon and choose the **Fees, Billing & Payments** module.
- 2. Search for the debtor.

The selected debtor's overview screen displays.

3. Select **Debtor Overview** in the left menu and choose **Notifications**.

Notifications for the selected debtor are listed.





Credit notes register

Overview

The Credit notes register enables you to look for specific credit notes based on search criteria.

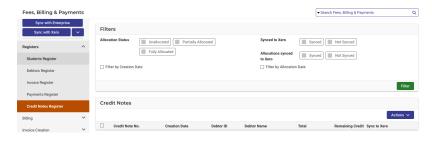
Search credit notes

1. Select the menu icon and choose Fees, Billing & Payments.

The Fees, Billing & Payments home screen displays.

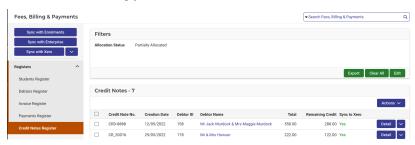
2. Select Registers in the left menu and choose Credit Notes Register.

The Credit Notes Register screen displays.



- 3. Under Filters, choose options for your search, and then select
 - · Allocation Status
 - · Filter by Creation Date
 - · Synced to Xero/Dynamics
 - · Allocations synced to Xero/Dynamics
 - · Filter by Allocation Date

Credit Notes matching your search criteria are listed.



- 4. Under Filters, do any of the following:
 - a. Select Clear All to clear all filters.
 - b. Select Export to export search results to a CSV file.
 - c. Select to refine filters.



- 5. Under Credit Notes, do any of the following:
 - a. Select the checkbox next to a credit note number and then select

 Information about the credit note displays below the row.



- b. Select the checkbox next to a credit note number, select the arrow option.
 - Allocate to Outstanding Invoices
 - · Generate Credit Note in PDF
 - View Credit Note in Xero/Dynamics
 - Edit Credit Note in Xero/Dynamics
 - View Credit Note History.
- 6. Under Credit Notes, select one or more credit notes, select Actions and choose a menu option:
 - Update Credit Notes from Xero/Dynamics
 - Push Credit Notes to Xero/Dynamics.



Payments register

Overview

The Payments register enables you to look for specific payments based on search criteria.

Search payments

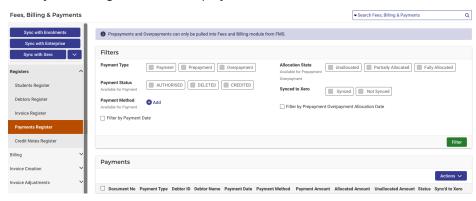
Follow these steps to perform a payments search.

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

The Fees, Billing & Payments home screen displays.

2. Select **Registers** in the left menu and choose **Payments Register**.

The Payments Register screen displays.



3. Under Filters, choose options for your search, and then select



- · Payment Type
- · Payment Status
- Payment Method select and choose a payment method to include as a filter
- · Filter by Payment Date
- · Allocation State
- · Synced to Xero/Dynamics
- Filter by Prepayment Overpayment Allocation Date Payments matching your search criteria are listed.





- 4. Under Filters, do any of the following:
 - a. Select Clear All to clear all filters.
 - b. Select Export to export search results to a CSV file.
 - c. Select to refine filters.
- 5. Under Payments, do any of the following:
 - a. Select the checkbox next to a document number and then select

 Information about the payment and linked invoice displays below the row.



- b. Select the checkbox next to a document number, select the arrow and choose a menu option.
 - · Print Receipt
 - · View Linked Payment Request
 - View Payment History.
- 6. Under Payments, select one or more payments, select Actions and choose a menu option:
 - Push Payments to Xero/Dynamics
 - Update Payments from Xero/Dynamics.



Billing runs

Overview

The purpose of a billing run, or cycle is to capture the relevant information for the invoices that get generated to debtors. These may be items such as annual school fees, uniform fees, P & C contributions in one bill. Therefore, if you only have one item to charge a household (for example library book fees, or Year 5 excursion to the zoo), go straight to Debtor Fees or Subject Fees.

Charging fees

Sentral recommends breaking up fee charging using these three methods:

- · Billing run
- · Debtor fees billing
- · Stand alone invoice.

Source of student information

Billing runs are for fees per student.

A billing run will take the student information from the Enrolments module and charge them based on your school's fee structure and configuration settings. All changes will need to be made in the fee structure or configuration and then the billing run reattempted.



Tip: Sentral recommends that a billing run is used for the majority of fees.

Before you begin

You need a Billing Period (created in Setup).

Billing fee setup

Billing periods

Create student fees billing run

Steps

There are five stages in the Billing Run workflow:

- · Getting started
- · Select debtors
- Fees
- · Fee review
- Finish.

Workflow stage - Getting started

1. Select the menu icon and choose Fees, Billing & Payments.

The Fees, Billing & Payments home screen displays.



2. Select Billing in the left menu and choose Student Fees Billing.

The Getting Started page of the workflow displays.



3. Select the billing period from the list.

Creating the billing period in Setup Fees, Billing & Payments is a prerequisite. See [insert cross reference]

4. Enter a name for the billing run.

If you don't enter a name, it will default to the name used for the selected billing period.

- 5. Select the Academic Period
- 6. Specify whether to include students' subjects in the billing run.
- 7. Select Next >>

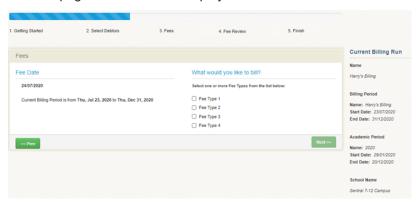
The Select debtors page of the workflow displays.



Workflow stage - Select debtors

- 1. Use the search criteria to select who to bill.
- 2. Add selected students students/debtors.
- 3. Remove individual students if required.
- 4. Select Next >>

The Fees page of the workflow displays.

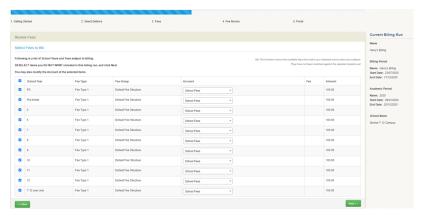


Workflow stage - Fees



- 1. Select one or more fee types from the list.
- 2. Select Next >>

The Fee review page of the workflow displays.



Workflow stage - Fee review

- 1. Review the summary of what was selected for the billing run to verify that it is correct.
 - The summary lists the school years that will have fee types applied, as well as the account to be used. Some of the information is read only.
- 2. Deselect checkboxes next to any fee items that you do not want to be charged in the billing run.
- 3. Change any individual fee items GL for the billing run.
- 4. Select Next >> ...

The Finish page of the workflow displays.



Workflow stage - Finish

- 1. View details for the entire billing run.
- 2. Perform checks on the following items:
 - · Students are receiving the correct fee items
 - · Students are being charged the correct amount
 - · Students are getting their correct Sibling discount and Flag based discounts
 - Debtors who are on an instalment plan are having their invoice amount broken up into the correct number of instalments and the invoice date and due date is correct.
 - · The totals of the billing run are roughly what the school was expecting
- 3. Check Errors.

This lists any students for whom no bills will be generated.



- 4. Click the student's name to correct the issue.
- Check the Bill Generation Summary.
 The summary lists the number of bills to be generated and those that will not.
- 6. Select Process Billing.

Create debtor fees billing run

Overview

The Debtor Fees Billing screen allows you to charge fees per family rather than per student. This type of billing run allows your school to charge an amount to a family as opposed to a student.

You cannot set Family amounts to attract sibling discounts or flag-based discounts, but you can edit or discount the amounts per family as needed.

Debtor fees

Debtor fees are a billing item. This means that debtor fees can be processed and consolidated into an invoice run along with other debtor fees or billing runs.



Tip: This gives the your school the ability to charge bills in a variety of ways while presenting one invoice to parents.

Steps

- Select the menu icon and choose Fees, Billing & Payments.
 The Fees, Billing & Payments home screen displays.
- 2. Select Billing in the left menu and choose **Debtor Fees Billing.**

The Debtor Fees Billing screen displays.





- 3. Under Settings, complete details for the adhoc billing run:
 - a. Enter a name.
 - b. Select an academic period.
 - c. Select one or more enrolment types.
 - d. To bill only debtors with particular flags, select those flags in the Include Debtor Flags field.
 - i. Select those flags in the Exclude Debtor Flags field.
 - e. Select the billing period.
 - f. Select the fee.
 - g. Date defaults to today's date. Update if required.
 - h. Due Date defaults to today's date. Update if required.
 - i. Select one or more options for 'Debtors with students in year levels'.
 - j. Select Preview to view the list of debtors.

The Billing Items - Preview screen displays.



- 4. Do any of the following for any household listed:
 - a. Select Remove to remove the household from the billing run.
 - b. Select to edit the amount, add a quantity or discount.
- 5. Select to initiate the debtor fees billing run.

Any fees that have already been used in generating the bills for the selected debtors will not be billed again and will skip over those debtors.

Taxes on the billing items are automatically calculated when you run the ad-hoc billing run. The tax-rate linked to the fee determines how much the billing item is taxed.



Create subject fees billing

Use the information in this topic to create bills for students based on subject fees.

The bills created this way do not have students linked to them and are raised as a household (family) bill.

Before you begin

The 'Allow Billing by Subject' configuration setting needs to be set to Yes before this option is available in the left menu.

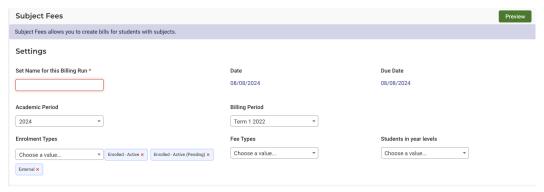
Steps

1. Select the menu icon and choose Fees, Billing & Payments.

The Fees, Billing & Payments home screen displays.

2. Select Billing in the left menu and choose Subject Fees.

The Subject Fees screen displays.



- 3. Under Settings, complete details for the adhoc billing run:
 - a. Enter a name.
 - b. Select an academic period.
 - c. Select one or more enrolment types.
 - d. Select the billing period.
 - e. Select one or more fee types.
 - f. Date defaults to today's date. Update if required.
 - g. Due Date defaults to today's date. Update if required.
 - h. Select one or more options for 'Students in year levels'.
 - i. Select Preview to view the list of students and responsible debtors.

The Billing Items - Preview screen displays.

- 4. Do any of the following for any household listed:
 - a. Select to remove the household from the billing run.
 - b. Select to edit the unit fee, quantity or discount.



5. Do one of the following:

a. Select Run to initiate the billing run.

Any fees that have already been used in generating the bills for the selected debtors will not be billed again and will skip over those debtors.

Taxes on the billing items are automatically calculated when you run the subject fees billing run. Taxrate linked to the fee determines how much the billing item is taxed.

b. Select Export to generate a CSV file containing the billing items.

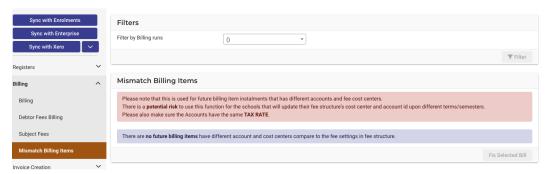


Manage mismatched billing items

Steps

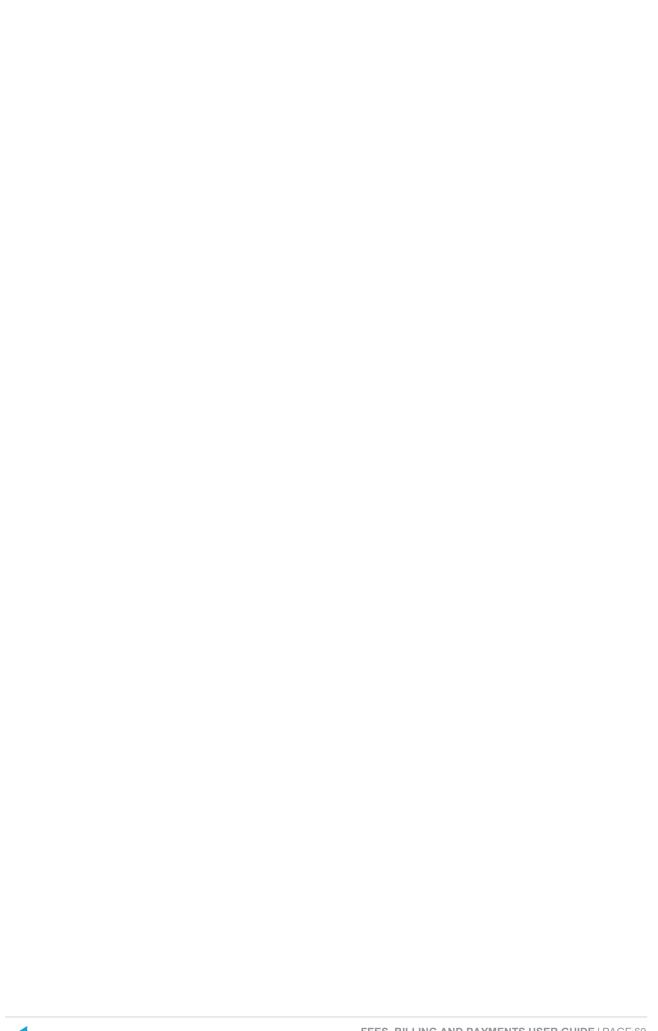
- 1. Select the menu icon and choose Fees, Billing & Payments.
 - The Fees, Billing & Payments home screen displays.
- 2. Select Billing in the left menu and choose **Mismatch Billing Items**.

The Mismatch Billing Items screen displays. This is used for future billing item instalments that have different accounts and fee cost centres.



- 3. Under Filters, select a billing run, and then select
- 4. View the billing items with different accounts and fee cost centres.
- 5. Confirm that the accounts have the same tax rate.
- 6. Select Fix Selected Bill







Bill future year students

Overview

Use the information in this topic to bill students for future years.

Perform a billing run

Prerequisites

The students that you are billing need to have enrolment records for the academic period you are billing for.

You need to have a billing period set up for the billing period to be used for the billing run.



Example: There are two scenarios:

- 1. If you're a high school and you've got new Year 7 students enrolling for the next year, you have to have an enrolment record created.
- 2. If you've got this year's students and you want to bill them for next year's fees, you need to have done your enrolments rollover for the following year.

Steps

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

The Fees, Billing & Payments home screen displays.

2. Select Billing in the left menu and choose Billing.

The billing wizard displays - defaults to Getting Started.

- 3. On the Getting started screen:
 - a. Select the billing period.
 - b. Enter a name for the billing run.
 - c. Select the future academic period.
 - d. Select Next.

The Select Who to Bill screen displays.

- 4. On the Select Who to Bill screen:
 - a. Select search criteria and choose students to be billed.



Note: If you search based on the school years as your search criteria, it is going to search for students based on their enrolment records for the selected academic period.

b. Select Next.

The Fees screen displays.

- 5. On the Fees screen:
 - a. Select the Fee Types that you want to bill for, and select Next.
 - b. Select **Next**.

The Review Fees screen displays. This screen lists all of the fees based on the Fee Type selected. All fees are selected by default.

6. On the Review Fees screen, deselect any fees that don't apply, and select Next.

The Finish screen displays. This shows a summary of the billing items that will be created.



7. On the Finish screen:

a. Review the billing items.

The billing items have been generated based on the students' enrolment records for the selected academic period.



Example: If a student will be enrolled in year 8 in the selected academic period, then the fees that are linked to the year 8 year level will be applied to that student.

b. Select Process Billing to generate the billing items.

The Finish screen displays. This screen summarises the billing run.

Perform an invoicing run

Steps

To generate invoices based on billing items for a future period, do one of the following:

- Select Prepare an invoicing run on the final Finish screen of the billing run.
- Navigate to Invoice Creation | Invoice from Fees and use the Filter for specific billing runs option in the Filtering Optionssection to select the relevant billing runs.

See "Create invoice from fees" on page 64 for more information about creating invoices from billing items.

Publish to the parent portal

Prerequisites

Parents will only be able to see future year invoices or payment requests in the parent portal if at least one of the following is true:

- · Their portal user is linked to one of the relevant debtor's debtor contacts
- Their portal user has an access key for one of the invoice's linked students.

Access keys for future year students

Click here for more details.

If a student is only enrolled in a future academic period, access keys can only be generated for that student if Sentral has been configured to make future student details available across the platform.

To configure Sentral to make future student details available across the platform:

- 1. Select Setup and choose Enterprise Setup.
- 2. Select General in the left menu and choose Future students.
- Set the Import future students setting to Yes.
- 4. Select the required **Option** for importing future students.
- Select Save.
- 6. Select **Enrolments** in the left menu and choose **Settings**.
- 7. In the Future Students section, select the required Maximum Start Date and Future Enrolments Type.
- 8. Select Save.

Steps

To publish invoices to the parent portal for a future period:

- 1. Select the menu icon and choose **Fees, Billing & Payments**.
 - The Fees, Billing & Payments home screen displays.
- 2. Select **Registers** in the left menu and choose **Invoice Register**.



- 3. Select the required filter options and select **Filter** to apply them.
- 4. Tick the required invoices in the search results.
- 5. Select Actions and choose Publish to Portal.

The Publish to Portal Preview screen displays.

6. Review the details on the Publish to Portal Preview screen screen and select **Publish** if you want to publish the invoices to the parent portal.



Invoice creation overview

Options

You have several options for creating invoices. This includes:

- · Invoice from fees
- · Standalone invoice
- Donations
- · Invoice uploader
- · Invoice + receipt.

What is an invoice run?

A bill run gathers the information. The invoice run generates the invoice linked to the billing run.

An invoicing run can contain as many billing runs as you want. This allows you to combine billing wizard runs and household billing runs in one invoice run. One invoice for the parents that has the entire fee structure.

Create invoice from fees

Overview

Invoicing runs link to previously created Billing runs, and are used to produce invoices on demand from those runs.

Steps

1. Select the menu icon and choose Fees, Billing & Payments.

The Fees, Billing & Payments home screen displays.

2. Select Invoice Creations in the left menu and choose Invoice from Fees.

The Invoicing Run screen displays.

- 3. Under Settings:
 - a. Enter a name for the invoice run.
 - b. Add an invoice reference.
- 4. Under Filtering Options, select the dates, billing period and run, specific debtors or students and fee types.
- 5. Under Invoice Options:
 - a. Select the invoice date and due date.
 - b. Select the invoice template.
 - c. Select a Group by option:
 - · Debtor to have one invoice per debtor
 - Student to have one invoice per student
 - · Debtor & Due Date
 - Student & Due Date.
- 6. Specify whether to allow online payment schedules.
 - If you select **Yes**, then the invoice can be paid off by instalments via Sentral Pay. An additional field displays. Select the payment schedule templates that should be available for the invoices.
 - If you select No, then the invoice has to be paid in one payment via Sentral Pay.



- 7. Select Preview to preview the invoice run before sending.
- 8. The Invoices Preview screen displays.



- 9. Preview invoice information. Select Details next to an invoice to view information about an individual.
- 10. Select Run to initiate the run.

A Filters screen displays on completion of the invoice run.

- 11. Do any of the following:
 - a. Choose filters and then select



- b. Select Export
- view and action invoices relating to the invoice run.
 If debtor has unallocated credit notes, a warning symbol displays next to their name
- d. Select one or more checkboxes next to invoices or all invoices to process.

Manage invoices

Use the information in this topic to manage the invoices that have been created.

Action invoices

1. First, create an invoice.

See "Create invoice from fees" on the previous page





- 2. Select Actions and choose a menu option:
 - · Update invoices from Xero
 - · Push Invoices & Payments to Xero
 - · VOID or CREDIT invoices
 - Download invoices from Xero(zipped PDFs)
 - · Receive a payment
 - Refund
 - · Publish to portal
 - · Send payment requests
 - · Unpublish from portal
 - · Resolve Invoices.

View invoice details

1. First create an invoice.

See "Create invoice from fees" on page 64

2. Select the linked debtor or student name.

Either the debtor's overview screen or student's over screen displays, depending on which link you selected.

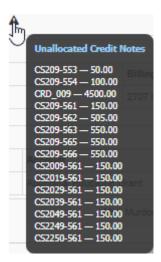


- 3. Select the Details arrow and choose an option from the list.
 - · Generate invoice in PDF
 - · View invoice in Xero
 - · View debtor's credit notes
 - · View debtor's prepayments
 - · View debtor's overpayments
 - · View linked payment requests
 - Refund
 - · View invoice history.
- 4. Select to view details of who can view the invoice if it is published to the portal.
- 5. Hover over the 'i' symbol in the details section to view fee details.





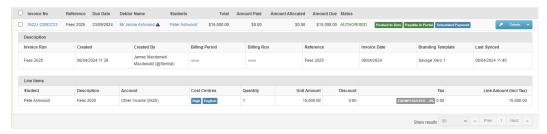
6. Hover over **1** to view unallocated credit notes.



7. Select petails next to an invoice.

Additional information displays below the invoice number.

Line Items display with applicable details. This includes account information, cost centre, discount and tax amounts. Tax rates display at the line-item level so that invoices with multiple different tax items on the same invoice are listed separately.



Create a standalone invoice

Overview

Standalone invoicing allows you to create the billing and Invoicing process in one template, and define multiple line items.

Use this option when your school wants to charge a fee to a student or debtor independently of a school year, subject or flag.

This allows your school to combine the billing run and invoice run into one action that can be edited per line item. Common uses are for excursions or fee types that are not recurring, such as instrument hire and enrolment fees.

Steps

- Select the menu icon and choose Fees, Billing & Payments.
 The Fees, Billing & Payments home screen displays.
- 2. Select Invoice Creation in the left menu and choose Standalone Invoice.

The Standalone Invoice Run - (Billing + Invoicing) screen displays.



3. Under Settings:

- a. Enter a name for the standalone invoice run.
- b. Add an invoice reference.

This is the description of the invoice to be populated externally (FMS and Statement of Account) For example, Zoo trip.

- c. Select the invoice date and due date.
- d. Use the Line Items section to specify the Description, Account, Tax rate, Cost Centres (if applicable) and Amount for each line item.
 - i. To add additional line items, select the **Add Line Item** option.



Tip: The Item field is optional. You can use it to prefill a line item's details based on a fee item from the school's fee structure. If required, you can modify the prefilled line item details for the current invoice (for example, by changing the Description or Amount). These modifications will apply to the current invoice only. They won't update the details of the selected fee in the school's fee structure.



Tip: All specified line items will apply to all selected students/debtors. Even if you've used the Item field to prefill a line item's details based on a fee from the school's fee structure, that line item will apply to all selected students/debtors, regardless of the year levels, flags, or subjects that have been set for the selected fee.



Example: If you select a 'Year 8 Tuition Fee' in the Item field to prefill a line item with the details of that fee, then select a Year 9 student for the invoice, the 'Year 8 Tuition Fee' line item will still be applied to the Year 9 student.

- e. Select the invoice template used to display the branding theme when generating a PDF from the FMS.
- 4. Select a **Group by** option:
 - Debtor to have one invoice per debtor
 - Student to have one invoice per student.
- 5. If applicable, link invoices to a specific activity.

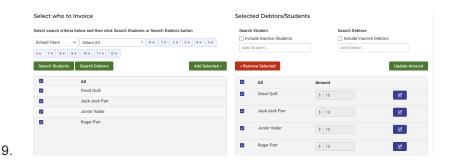
Once linked, you can track and pull out all invoices data related to the activity.

6. Select the academic period.

Only students from the selected academic period will be retrieved when you search by school years, roll classes, classes and activities.

- 7. Specify whether to allow online payment schedules.
 - If you select **Yes**, then the invoice can be paid off by instalments via Sentral Pay. An additional field displays. Select the payment schedule templates that should be available for the invoices.
 - If you select **No**, then the invoice has to be paid in one payment via Sentral Pay.
- 8. Select who to invoice.





a. Choose search criteria below and then select

Search Students Or Search Debtors

b. Select one or more students or debtors in the results list and then click

Selected students or debtors are listed on the right.

- 10. Review the selected debtors/students.
 - a. Specify whether to include inactive students.



Tip: To find and invoice inactive students, select the academic period in which they were most recently active.

- b. Search for specific students or debtors to add.
- c. Select Remove Selected to remove any debtors or students who should not be billed.
- d. Select Update Amount if you changed the amount to be billed.
- 11. Select Generate

The Adhoc Invoicing Preview screen displays. Select to return to the previous screen and make adjustments.



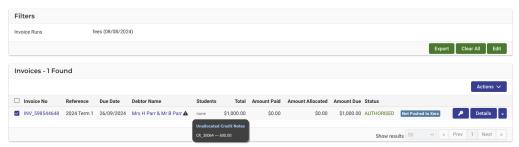
- 12. Do any of the following:
 - To view invoice details, select
 Details
 - To export, select Export
 - To generate the invoice run, select

The screen updates and displays under Registers Invoice Registers. The name of the invoice run displays under Filters.



- 13. Do any of the following:
 - a. Select **Show more filters** to apply additional filters.
 - b. View or action invoices relating to this run.

If the debtor has unallocated credit notes, a displays next to the debtor's name.



14. To perform actions on the invoice created, see "Manage invoices" on page 65



Create invoice + receipt

Overview

Receipting allows you to create the Billing and Invoicing, and process Payments all in one template. You can define multiple line items for an invoice+receipt.

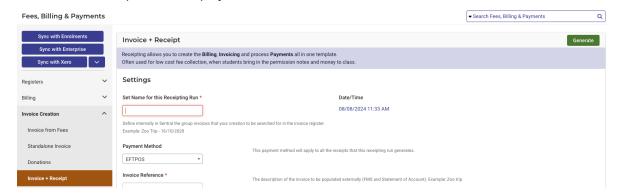
This method is often used for low-cost fee collection when students bring in permission notes and money to class. They can be linked to an activity and be billed to debtors or by student.

Steps

- 1. Select the menu icon and choose Fees, Billing & Payments.

 The Fees, Billing & Payments home screen displays.
- 2. Select Invoice Creation in the left menu and choose Invoice + Receipts.

The Invoice + Receipt screen displays.





3. Under Settings:

- a. Enter a name for the receipting run.
- b. Select the payment method to apply to all the receipts generated.
- c. Add an invoice reference.

This is the description of the invoice to be populated externally in the FMS and Statement of Account. For example, Zoo trip.

- d. Select the invoice date and time.
- e. Use the Line Items section to specify the Description, Account, Tax rate, Cost Centres (if applicable) and Amount for each line item.
 - i. To add additional line items, select the Add Line Item option



Tip: The Item field is optional. You can use it to prefill a line item's details based on a fee item from the school's fee structure. If required, you can modify the prefilled line item details for the current invoice (for example, by changing the Description or Amount). These modifications will apply to the current invoice only. They won't update the details of the selected fee in the school's fee structure.



Tip: All specified line items will apply to all selected students/debtors. Even if you've used the Item field to prefill a line item's details based on a fee from the school's fee structure, that line item will apply to all selected students/debtors, regardless of the year levels, flags, or subjects that have been set for the selected fee.



Example: If you select a 'Year 8 Tuition Fee' in the Item field to prefill a line item with the details of that fee, then select a Year 9 student for the invoice, the 'Year 8 Tuition Fee' line item will still be applied to the Year 9 student.

- f. Select the invoice template used to display the branding theme when generating a PDF from the FMS.
- g. Select a Group by option:
 - · Debtor to have one invoice per debtor
 - Student to have one invoice per student
- h. Select a Bill to option:
 - · Student to bill to students.

Invoice line items will show which students the bills are linked to.

- · Debtor to bill at the debtor level.
 - Invoice line items will not have links to students.
- i. If applicable, link invoices to a specific activity.

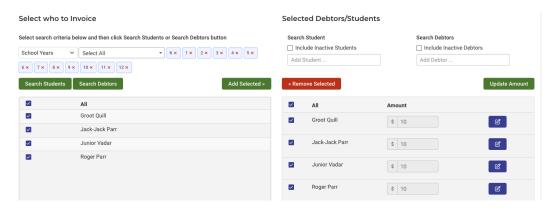
Once linked, you can track and pull out all invoices data related to the activity.

j. Select the academic period.

Only students from the selected academic period will be retrieved when you search by school years, roll classes, classes and activities.



- k. Specify whether to allow online payment schedules.
 - If you select Yes, then the invoice can be paid off by instalments via Sentral Pay.
 - If you select **No**, then the invoice has to be paid in one payment via Sentral Pay.
- 4. Select who to invoice.



- a. Choose search criteria below and then select Search Students or Search Debtors
- b. Select one or more students or debtors in the results list and then click

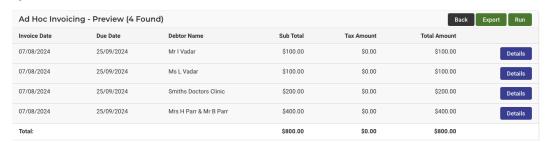
 Selected students or debtors are listed on the right.
- 5. Review the selected debtors/students.
 - a. Specify whether to include inactive students.



Tip: To find and invoice inactive students, select the academic period in which they were most recently active.

- b. Search for specific students or debtors to add.
- c. Select Remove Selected to remove any debtors or students who should not be billed.
- d. Select Update Amount if you changed the amount to be billed.
- 6. Select Generate

The Adhoc Invoicing Preview screen displays. Select to return to the previous screen and make adjustments.



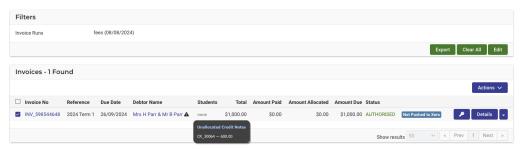


- 7. Do any of the following:
 - To view invoice details, select
 Details
 - To export, select Export.
 - To generate the invoice run, select Run .

The screen updates and displays under Registers Invoice Registers. The name of the invoice run displays under Filters.

- 8. Do any of the following:
 - a. Select **Show more filters** to apply additional filters.
 - b. View or action invoices relating to this run.

If the debtor has unallocated credit notes, a A displays next to the debtor's name.



9. To perform actions on the invoice created, see "Manage invoices" on page 65



Invoice adjustments

Create a credit note

You may need to review and adjust invoices. This menu option allows you to create an adhoc credit note for a debtor.

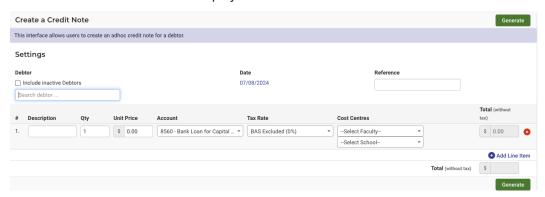
Steps

1. Select the menu icon and choose Fees, Billing & Payments.

The Fees, Billing & Payments home screen displays.

2. Select Invoice Adjustments in the left menu and choose Credit Note.

The Create a Credit Note screen displays.



3. Under Settings:

- a. Specify whether to include inactive debtors.
- b. Enter the debtor's name in the search box and select from the options displayed. Repeat until you have the debtors listed.
- c. Select a date.
- d. Enter a reference.
- 4. Enter details for the line item.
 - Description
 - · Quantity adjust if required
 - Unit price
 - · Account select an option
 - · Tax rate select an option
 - · Cost centres select the department and faculty options

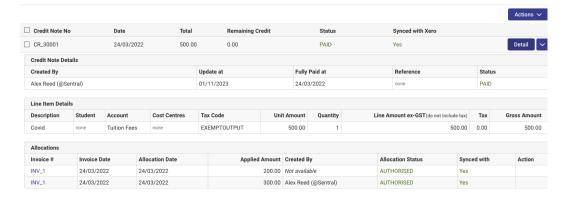
The amount in the Total column is automatically calculated.

5. Add more line items as needed.



6. Select Generate

Once created, the credit note displays. Select to view credit note details, line item details and allocations information.



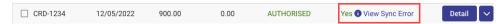
The Actions when menu allows you to Push credit notes to Xero/Dynamics or Update credit notes from Xero/Dynamics.

Once you push the credit note to your school's FMS, the credit note is applied to the debtor.

The Detail dropdown menu Detail allows you to:

- · Allocate to outstanding Invoices the credit note is allocated to the invoice in your school's FMS
- · Generate credit note in PDF
- · View credit note in Xero/Dynamics
- · Edit credit note in Xero/Dynamics
- · View credit note history.

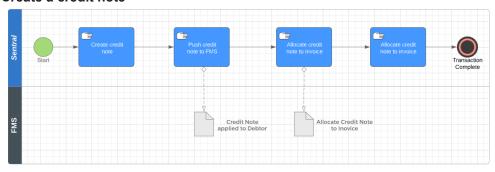
An error log displays if the credit note has failed to sync to your school's FMS.



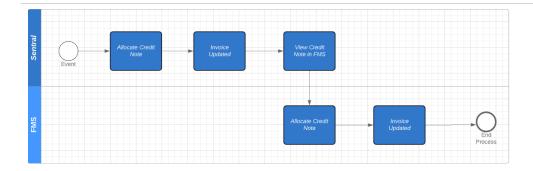
Process diagrams

These diagrams show what happens in Sentral and your school's FMS when you create a credit note and allocate a credit note.

Create a credit note



Allocate a credit note



Add new subsidy

Overview

A subsidy is generally an incentive in the form of financial aid or support. Fore example, a fee reduction.



Note: Indigenous Assistance is an example whereby the government allocates money to a school for a student to be spent on camps, sport or excursions. Your school can choose which fee type a subsidy can be allocated against when you set up a subsidy.

Steps

- 1. Select the menu icon and choose Fees, Billing & Payments.

 The Fees, Billing & Payments home screen displays.
- 2. Select Invoice Adjustments in the left menu and choose Subsidies.

The Current Subsidies screen displays.



Tip: When allocated, a subsidy payment creates a credit note.



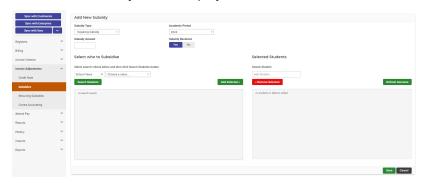
- 3. Under Filters in the right pane, do any of the following:
 - a. Filter by Students search for and select one or more students.
 - b. Filter by Debtors search for and add debtors.
 - c. Filter by Subsidy Type select an option
 - d. Filter by Allocation select an option.
 - e. Select Apply filter



4. If you have not created a subsidy, the landing screen will be blank, and you can then select

Add New Subsidy

The Add New Subsidy screen displays.



- 5. Enter details for the new subsidy.
 - · Subsidy Type
 - · Academic Period
 - Subsidy Amount
 - · Subsidy Received.
- 6. Under Select who to Subsidise:
 - a. Choose search criteria and then select
 - b. Select one or more students in the results list, and then select

Selected students are listed on the right.

- 7. Under Selected Students:
 - a. Review the selected students.
 - b. If required, search for specific students to add.
 - c. If required, select Remove Selected to remove any students who should not be subsidised.
 - d. If required, select next to a student to edit the amount.
 - e. Select Refresh Amounts if you changed the amount to be subsidised.
- 8. Select Save

The subsidy can be allocated to an outstanding invoice.

See "View and manage subsidies from student overview" on page 20



Sentral Pay User Guide







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Getting started

Target audience

Staff who handle finances, billing and account payments.

Content

- · Accessing Sentral Pay
- Payment requests
- · Payments received
- Payment schedules
 - o Parent view to set up scheduled payments
 - School management of scheduled payments
- Settlements
- · Notifications.

Overview

Sentral Pay provides online payment options for schools and parents. This includes:

- · payment instruction storage and recurring payment functionality across credit card and bank accounts
- single platform visibility across the end-to-end transaction lifecycle.

For example, payment requests, payments received, upcoming payment schedules and fund settlements.

Sentral Pay handles accounts receivable for school-initiated payments.

Your school can send payments to parents irrespective of whether the Fees, Billing & Payments module or the Portal Console module is configured

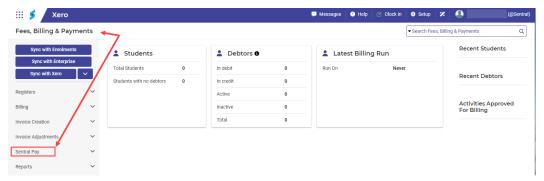
Role-based permissions

Your access is assigned to you by the Sentral Administrator (Administrator) at your school. This determines what you can do within the Sentral Pay module.

To access Sentral Pay

1. Select the Sentral menu icon and then under Finance, select Fees, Billing & Payments.

The Fees, Billing & Payments home screen displays. Sentral Pay is an option in the left menu.



Payment requests

Overview

Payment requests give parents the option to pay their invoices either as a once-off payment or by setting up a schedule.

There are two ways to create a payment request:

- · manually via the Actions button in the Invoice register
- automatically when an invoice is pushed to the portal via the Fees, Billing and Invoice settings.

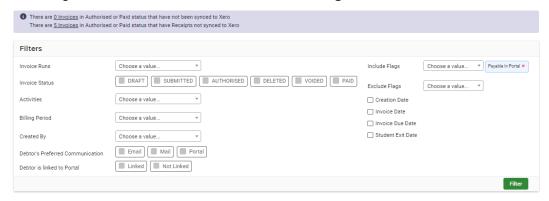




Note: When an invoice or fee has successfully been pushed to the portal and has had a payment request sent (via email), a **Payable in Portal** flag displays next to the status of the invoice.

How to manually send an online payment request

- 1. Select the menu icon and choose Fees, Billing & Payments.
 - The Fees, Billing & Payments home screen displays.
- 2. Select Registers in the left menu and choose Invoice Register.



- 3. Under Filters:
 - a. Choose the appropriate invoice run.
 - b. Select Filter

Invoices for the selected invoice run display.



Select the checkbox next to invoices that you wish to send a payment request for, select Actions Actions Actions Actions Actions Actions Actions Actions
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A confirmation message displays at the top of the screen.

Cancel an existing payment schedule

Overview

You can cancel a parent's payment schedule if they want to:

- change their payment method
- · change the payment frequency
- · use a different payment method.



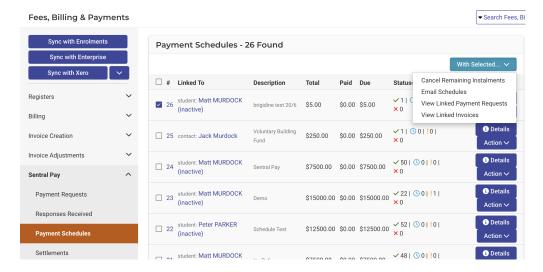
Tip: In order for a parent to set up a new schedule, you need to first completely remove their existing (old) schedule.

Steps

Follow these steps to cancel an existing payment schedule.



- 1. Select the menu icon and choose the Fees Billing & Payments module.
- 2. Select Sentral Pay in the left menu and choose Payment Schedules.
- 3. Under Filters in the right pane:
 - a. Choose filter options to locate the schedule.
 - b. Select Apply filters



- 4. Select the schedule, select the arrow beside Instalments from the menu options.

 With Selected...

 and choose Cancel Remaining
- 5. In Cancel Scheduled Instalments, select to confirm you wish to cancel the remaining payments.

 An email is sent to the parent confirming that the schedule has been cancelled.



Note: After the schedule has been cancelled, the parent can create a new schedule via the parent portal or by following the URL on the payment request email.

Adjust a payment schedule

Feature availability

	Independent schools	Government schools - ACT	Government schools - Other
Scheduled payments	✓	✓	×

Overview

Payment schedules that will overpay their linked invoice(s) can be adjusted based on the current amount due. This may be required, for example, if a credit or payment has been allocated to a linked invoice outside of an existing payment schedule.

If a payment schedule will overpay its linked invoice(s) as a result of a credit or payment being applied to an invoice, a message prompt appears when the credit/payment is allocated.

If one or more payment schedules exist that will overpay their linked invoices, an alert message also displays on the Fees, Billing & Payments home screen. This alert message links to a list of the affected payment schedules on the Sentral Pay | Payment Schedules screen.





Tip: The same list of payment schedules can be displayed by applying the **Schedules that will overpay linked invoices** filter on the Payment Schedules screen.

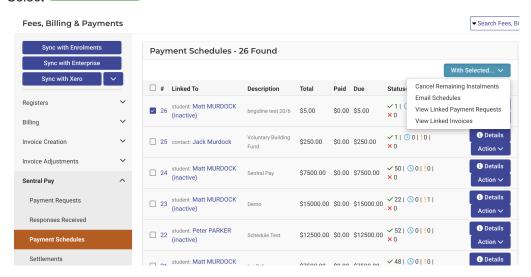
User permissions

You need the **Can edit payment schedules** user permission to perform this task. This permission is denied to all access levels except for administrators by default.

Steps

Follow these steps to adjust a payment schedule based on the current amount due of its linked invoice(s).

- 1. Select the menu icon and choose the Fees Billing & Payments module.
- 2. Select Sentral Pay in the left menu and choose Payment Schedules.
- 3. Under Filters in the right pane:
 - a. Choose filter options to locate the schedule. Options include:
 - · Filter by Invoicing Run
 - · Filter by Linked To
 - · Filter by students in Activities
 - · Filter by Schedule Status
 - · Schedules that will overpay linked invoices
 - · Filter by number of instalments.
 - b. Select Apply filters



- 4. Select the relevant schedule, select the arrow beside the menu options.

 Actions and choose Manage Schedule from the menu options.
- 5. In the Manage Schedule screen, select Actions and choose either:
 - Adjust instalment amounts to adjust the amount of each of the remaining instalments based on the current amount due for the linked invoice(s).
 - Adjust number of instalments to cancel any instalments from of the schedule that would overpay the
 linked payment requests, and adjust the amount of the last remaining scheduled instalment as required
 to pay the remaining amount due.
- 6. Select the **Adjust instalment amounts** or **Adjust number of instalments** button on the confirmation message if you want to continue with the changes.



- 7. Review the updated payment schedule details on the Manage Schedule screen.
- 8. Select Submit to apply your changes to the schedule.
- 9. To email the debtor with the updated payment schedule details, select Schedule.



Tip: This email notification can be customised via Fees, Billing & Payments Setup | Notification Templates | Payment Schedule Adjustment.

Review responses received via Sentral Pay

Overview

Your school's configuration determines your ability to review responses received via Sentral Pay.

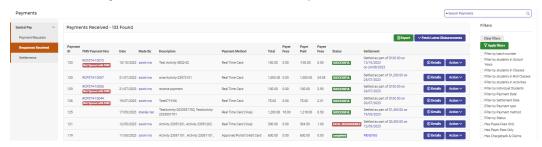


Note: You can review payments that are scheduled. You can also review successful payments received and dishonoured payments.

Steps

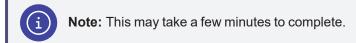
Follow these steps to action responses received - successful and dishonoured.

- 1. Select the menu icon and choose Fees, Billing & PaymentsPaymentsFinance.
- 2. Select Sentral Pay in the left menu and choose Responses Received.



- 3. In Responses Received, do any of the following:
 - a. Select Details to view details of the payment request sent.
 - b. Select Actions and choose Email Receipt to email the receipt to the parent if requested.
 - c. Select VFetch Latest Disbursements to display date range fields.

Start date 01/05/2024 End date 31/05/2024



- 4. Under Filters in the right pane, choose criteria to view different applications (for example, settlement date or chargeback and claims), and then select Apply filter.
- 5. Select to generate a CSV file of successful payments.



Sentral Pay payment schedules

Overview

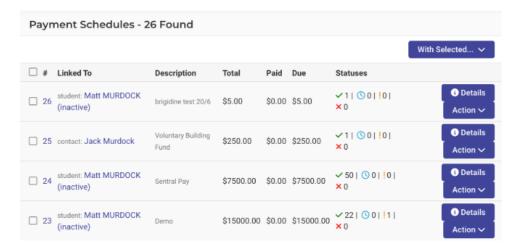
If your school is using the Fees & Billing module of Sentral, you can create the ability for parents and carers to pay fees on a predetermined schedule such as weekly, fortnightly, or monthly. The payments will be automatically deducted from parents' nominated bank account or credit/debit card.

Scheduling payments

Where parents want to pay fees via instalments, on a scheduled basis, they will sign up for a direct debit arrangement.

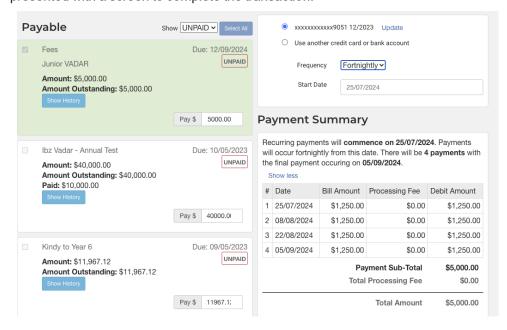


Tip: Sentral recommends that the same approach be followed regardless of whether payments will be made from bank account or credit/debit card to ensure a consistent user experience.



What do parents see when paying fees via the portal on a scheduled basis?

Parents have the option to pay once-off or organise for scheduled payments. Once they select to pay, they are presented with a screen to complete the transaction.





- 1. Where new details are being provided (either to update existing details or set up a new arrangement), the parent will select whether they want to save a bank account or credit/debit card. Fees payable based on the selected payment type will be displayed.
- 2. The masked account details can be displayed to the parent for them to confirm that they remain correct. They will have the option to use these details or to enter new details.
- 3. If paying once-off, the parent then ticks the terms and conditions to complete the transaction. Submit Payment.
- 4. If a parent selects scheduling frequency, they have the option to do this weekly, fortnightly or monthly.
- 5. Parents opt to select the start date for the scheduled payment. They complete the transaction as they would a one-off payment.
 - However, the screen now displays the recurring payment cycle with a commencement date, the number of payments to settle this invoice, the final payment date, and the charge per transaction for this recurring payment.
- 6. Once the details have been stored, an email confirmation is sent to the parent with a copy of the payment arrangements and successful and unsuccessful payments.
- 7. Parents can save their payment instructions.
- 8. Parents can opt to pay multiple bills via one payment.
- 9. Parents need to notify the school to cancel a payment schedule.

Manage scheduled payments

Overview

The Payments Schedule screen allows you to view and manage scheduled payments. It displays those contacts who have scheduled payments.

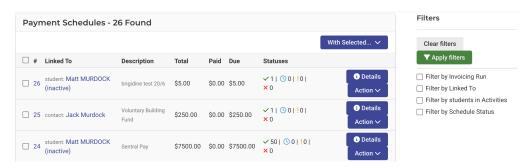
To manage scheduled payments

- 1. Select the menu icon and choose the Fees Billing & Payments module.
- 2. Select Sentral Pay in the left menu and choose Payment Schedules.
- 3. Under Filters in the right pane:
 - a. Specify search parameters.



Tip: Select Linked to to view all payments that are successful or scheduled.

b. Select Apply filters





4. Do any of the following:

- a. Select **Details** to expand the selected payments and view more information on the scheduled payment only.
- b. Select **Action** to manage scheduled payments.



Example: You can change the debt date at the request of the parent. Circumstances for this may be that a parent wants to delay the next payment.

- c. Use With Selected to perform tasks such as:
 - Cancel remaining instalments
 - · Email a schedule to parents
 - · View linked payment requests
 - · View linked invoices.

d. View Statuses

The status icons indicate payment received, number of scheduled payments to go, dishonoured/fatal dishonoured and cancelled.

You can view the entire list if you Filter by Status.

More about statuses

How does the billing process work?

When the billing process occurs in Sentral and payments are due for processing for parents, this usually occurs before the due date. Parents receive notification 48 hours before a debit date and a notification after the direct debit has been processed.

What is a non-processing status?

Where a parent record is at a non-processing status, the payment cannot be scheduled, and an error will be returned. A non-processing status is generally the result of a previous dishonoured payment where the account/card provided is not valid. When the payment instrument for a parent is updated, the status will automatically be set back to Active.

How long does processing take?

Direct Debit payments are typically settled to schools two business days after they are processed. Online payments are settled next business day (subject to a business day cut-off time of 6:00pm AEDT). BPay payments are settled on the day they are received.

Types of dishonours

There are two classifications for dishonours:

- · non-technical insufficient funds
- technical invalid bank details or lost/stolen credit card.

Run a Settlements report

The Settlements menu option allows you to run a report based on date parameters to view estimated settlement amounts for that period.

Feature availability

	Independent schools	Government schools (Vic)	Government schools (NSW)
Settlements report	✓	✓	×



- 1. Select the menu icon •• and choose:
 - Independent schools: Fees, Billing & Payments.

Fees, Billing & Payments home screen displays.

· Government schools (Vic) Payments.

The Payments home screen displays.

2. Select Sentral Pay in the left menu and choose Settlements.

The Settlements Report screen displays.

- 3. Select a date range.
- 4. Select Generate to run a report based on date parameters to view estimated settlement amounts for that period.

Manually push invoices to the financial management system

Follow these steps to manually push invoices to the **FMS** financial management system if your school has opted not to automatically push invoices to your accounting package.

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

The Fees, Billing & Payments home screen displays.

2. Select Registers in the left menu and choose Invoice Register.



- 3. Under Filters, next to Invoice Runs, select the specific invoice run.
- 4. Tick all the invoices you wish to push to the FMS.
- 5. Select Actions and choose Push Invoices and Payments to Xero from the menu options.

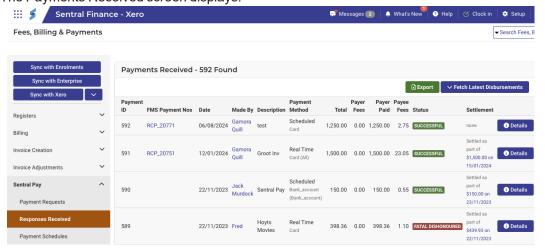
Export successful payments

1. Select the menu icon and choose Payments (Fees, Billing & Payments).

The Payments (Fees, Billing & Payments) home screen displays.

2. Select Sentral Pay in the left menu and choose Responses Received.

The Payments Received screen displays.





- 3. Under Filters in the right pane, choose criteria and then select
- 4. Select to generate a CSV file of successful payments that can be uploaded into your FMS (financial management system) for receipting of the payment against the invoice.

Parent portal view

Overview

Parents can pay their invoices online if you choose to create payment requests when you publish invoices to the Parent Portal.

Read more about Payment Request configuration choices

Publishing to Parent Portal

If you want payment requests to be created when you publish invoices to the Parent Portal, navigate to **Setup Fees, Billing & Payments** | **Fees, Billing & Invoicing Settings** and set **Create portal payment requests for invoices when publishing to portal** to **Yes**.



If this setting is Yes, parents will be able to pay published invoices online.

If this setting is No, published invoices will be visible on the Invoices screen in the Parent Portal, but they will not be payable. Selecting this setting means that payment requests will not be displayed on the Payments screen.

Payment request notification emails

If you want payment request notification emails to be sent to parents automatically when invoices are published to the parent portal, navigate to **Setup Fees**, **Billing & Payments** | **Fees**, **Billing & Invoicing Settings** and set **Automatically send payment request emails to debtors after publishing an invoice to Parent Portal** to **Yes**.



If this setting Yes, a payment request notification email will be sent to the debtor when an invoice is published to the Parent Portal. This email will include an invoice PDF and a link to pay the invoice.

If this setting is No, payment request notification emails will not be sent automatically.

Payment request notification emails can be sent (or resent) manually from the Invoice Register.

To pay an invoice online, parents must:

- View the list of outstanding payment requests
- · Select the payment requests and enter the amounts that they want to pay
- Enter and submit their payment details.



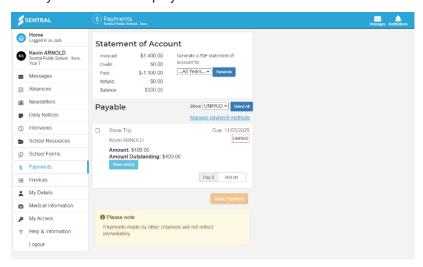
Parent steps

View payment requests

Parents follow these steps to view a list of payment requests in the Parent Portal.

- 1. Do one of the following:
 - a. Log into the Parent Portal and select **Payments** in the left menu.
 - b. Log into the Parent Portal, select **Invoices** in the left menu, and then select the **Pay** button on one of the listed invoices.
 - c. Select the Pay Now link in a payment request notification email.

The Payments screen displays.



By default, the Payments screen displays unpaid payment requests only.



Tip: To view a list of Paid payment requests, select Paid from the Show dropdown list.

Select payment requests and amounts to pay

Parents follow these steps to select the payment requests that they want to pay.

- 1. Navigate to the Payments screen in the Parent Portal.
- 2. Tick the payment request(s) that they want to pay.
- 3. Enter the amount that they want to pay in the Pay \$ field for each payment request.



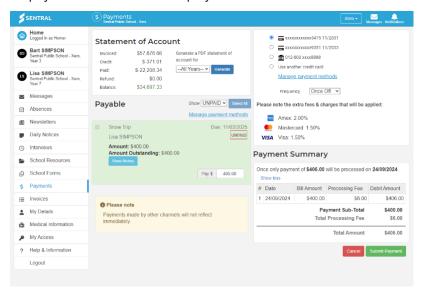
Note:

- The Pay \$ field will display the full Amount Outstanding by default.
- The Pay \$ field will only be editable if the Allow Partial Payments setting is set to Yes
 under Setup Fees, Billing & Payments | Online Payment Settings, and the payment
 request amount is greater than or equal to the amount specified in the Min. bill threshold
 for Partial Payment setting.



4. Select the Make Payment button.

The payment details section displays.



Enter payment details

Parents follow these steps to complete their payment.

- 1. Select a saved payment method (credit card or bank account) or choose to use a new payment method.
- 2. Select the desired Frequency of the payment Once-off, Weekly, Fortnightly or Monthly.



Note: The Weekly, Fortnightly and Monthly options are only available to parents if you chose to Allow online payment schedules when you created the invoice.

- 3. Review the Payment Summary, which lists the date, amount and processing fee for each payment.
- 4. Accept the terms and conditions of any required direct debit arrangement.



Note: This step is not required for once-off credit card payments.

5. Enter their credit card or bank account details.



Note: This step is not required if a saved payment method was selected in step 1.

6. Select the Submit button.

Security

If a parent has accessed the Payments screen by selecting the link in a payment request notification email, they will need to log into the Parent Portal to do any of the following:

- · Make a payment with a saved credit card
- · Make a payment with a bank account (new or saved)
- · Save their credit card details
- · Set up a payment schedule

If they don't log into the Parent Portal, they will still be able to make a once-off credit card payment without saving the card details.



Parent portal view

Overview

Parents can pay their invoices online if you choose to create payment requests when you publish invoices to the Parent Portal.

Read more about Payment Request configuration choices

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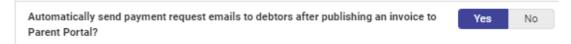


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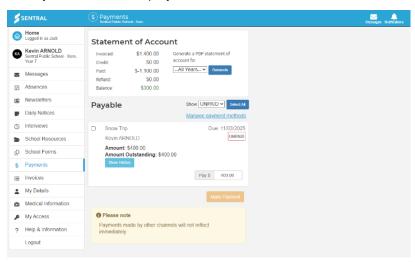
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- 3. Enter the amount that they want to pay in the Pay \$ field for each payment request.



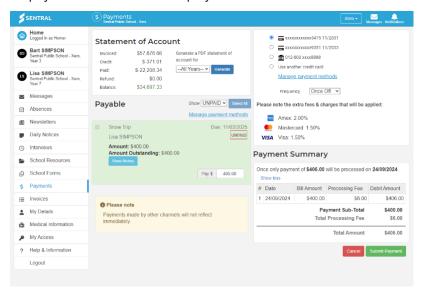
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 request amount is greater than or equal to the amount specified in the Min. bill threshold
 for Partial Payment setting.



4. Select the Make Payment button.

The payment details section displays.



Enter payment details

Parents follow these steps to complete their payment.

- 1. Select a saved payment method (credit card or bank account) or choose to use a new payment method.
- 2. Select the desired Frequency of the payment Once-off, Weekly, Fortnightly or Monthly.



Note: The Weekly, Fortnightly and Monthly options are only available to parents if you chose to Allow online payment schedules when you created the invoice.

- 3. Review the Payment Summary, which lists the date, amount and processing fee for each payment.
- 4. Accept the terms and conditions of any required direct debit arrangement.



Note: This step is not required for once-off credit card payments.

5. Enter their credit card or bank account details.



Note: This step is not required if a saved payment method was selected in step 1.

6. Select the Submit button.

Security

If a parent has accessed the Payments screen by selecting the link in a payment request notification email, they will need to log into the Parent Portal to do any of the following:

- Make a payment with a saved credit card
- · Make a payment with a bank account (new or saved)
- · Save their credit card details
- · Set up a payment schedule

If they don't log into the Parent Portal, they will still be able to make a once-off credit card payment without saving the card details.



Edit a payment schedule

Change the payment method

Parents have the option to change the payment method for an existing payment schedule in the parent portal.



Note: This applies to independent, ACT government and Victorian government schools only.

Steps

- 1. Select the **Open Payment Schedule** button for the relevant payment request on the Parent Portal | Payments screen.
- 2. Select the new payment method from their list of saved payment methods.

The transaction fees for the remaining instalments will be recalculated as appropriate.

- 3. View the details of the remaining instalments in the Payment Summary section.
- 4. To apply the change to the payment schedule:
 - a. Select the checkbox to agree to the Terms and Conditions of the Direct Debit Request and Service Agreement.
 - b. Select the **Update Schedule** button.

Change the frequency of an existing payment schedule

Parents have the option to change the Frequency of an existing payment schedule in the Parent Portal.

Steps



Note: This applies to independent, ACT government and Victorian government schools only.

- 1. Select the **Open Payment Schedule** button for the relevant payment request on the Parent Portal | Payments screen.
- 2. Select the new frequency (Weekly, Fortnightly or Monthly).

After selecting a new frequency, the payment schedule's remaining instalments will be recalculated as appropriate based on the selected frequency.

- 3. View the details of the remaining instalments in the Payment Summary section.
- 4. To apply the change to the payment schedule:
 - Select the checkbox to agree to the Terms and Conditions of the Direct Debit Request and Service Agreement.
 - b. Select the **Update Schedule** button.

Make a once-off online payment for the remaining balance of an invoice

Parents have the option to make a once-off online payment for the remaining balance of an invoice that has an existing payment schedule.



Note: This applies only to independent, ACT government and Victorian government schools.

If a parent makes an online payment for the remaining balance of an invoice, and the invoice has an existing payment schedule, the payment schedule's remaining instalments are automatically cancelled.



Steps

- 1. Select the payment request on the Parent Portal | Payments screen.
- Select the Make Payment button.
 A confirmation message displays to warn that the invoice has an active payment schedule.

Schedule Payment Confirmation

X

One or more of the selected payment requests has an active payment schedule. If you make this payment, the current payment schedule(s) will be cancelled. Are you sure you want to make this payment?



- 3. Select **Confirm** on the confirmation message to continue with the payment.
- 4. Enter the payment details and select Submit.



Run reports

Overview

Use the information in this topic to run reports of financial data for review and reconciliation.

Reports

Filter by Billing Period and Invoicing Run to export this data.

Balancing report

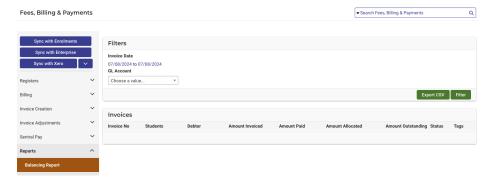
Follow the steps below to export a Balancing report via Date range and GL Account.

1. Select the menu icon and choose Fees, Billing & Payments.

The Fees, Billing & Payments home screen displays.

2. Select Reports in the left menu and choose Balancing Report.

The Balancing Report screen displays.



Exception report (XERO only)

Follow these steps to export information about any anomalies where payment information is out of sync between those received via Sentral Pay and the status of the invoices in the accounting system.

to Excel for further analysis.



Tip: This can be useful to reconcile cancellations or manual adjustments.

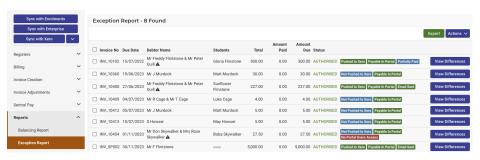
To access the Exception Report

1. Select the menu icon and choose Fees, Billing & Payments.

The Fees, Billing & Payments home screen displays.

2. Select Reports in the left menu and choose **Exception Report**.

The Exception Report screen displays.





History

Overview

The History menu is a register of fees and billing created, notification of payment requests sent and data synced between Sentral and your school's financial management system.



Note: Data presented is read only.

View all fees via Billing Runs

Follow these steps to view all fees, and to review the fees created.

Steps

1. Select the menu icon and choose Fees, Billing & Payments.

The Fees, Billing & Payments home screen displays.

2. Select History in the left menu and choose Billing.

The Billing Runs screen displays.



3. In the Billing Run Name column, select a billing run link.

The selected Billing Run displays.



4. Select Show Billing Items to review the billing items details for the individual debtor.



- 5. Select the Invoice link to review the Invoice created details. This will open in another tab.
- 6. Select **OK** to return, and Back for the main listing.

View invoices generated via a billing run

Follow these steps to view invoices generated via a billing run, and review the invoices created.



Steps

1. Select the menu icon and choose Fees, Billing & Payments.

The Fees, Billing & Payments home screen displays.

2. Select History in the left menu and choose Invoicing.

The Invoicing Runs screen displays.



3. Select View Invoices for the applicable billing item.

This re-directs you to the Invoice Register and shows the associated invoices raised within a specific invoice run.

View fees generated via a standalone invoice

Follow these steps to view fees generated via a standalone invoice, and review the fees created.

Steps

1. Select the menu icon and choose Fees, Billing & Payments.

The Fees, Billing & Payments home screen displays.

2. Select History in the left menu and choose **Standalone Invoice**.

The Invoicing Runs screen displays.



3. Select View Invoices for the applicable billing item.

This will re-direct you to the Invoice Register and provide the associated created invoices.

View fees generated via Fee + Receipting

Follow these steps to view all invoices generated via a Fee + Receipt, and review the invoices created.

Steps

1. Select the menu icon and choose Fees, Billing & Payments.

The Fees, Billing & Payments home screen displays.

2. Select History in the left menu and choose Receipting.

The Invoicing Runs screen displays.

3. Select View Invoices for the applicable billing item.



4. Select Details next to an invoice.

Tracking on posted data to Dynamic/Xero displays against the invoice, credit note and payment.

View notifications

Follow these steps to view all notification related activities, and review the status of notifications, see recipients and retry if errors are encountered (after correction). The use of filter options enables a more refined view of data presented for analysis.

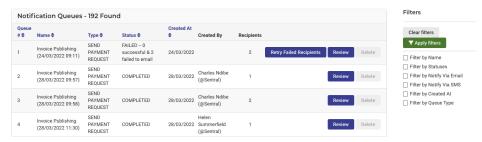
Steps

1. Select the menu icon and choose Fees, Billing & Payments.

The Fees, Billing & Payments home screen displays.

2. Select History in the left menu and choose **Notifications**.

The Notifications Queue screen displays. A status message indicates whether emails have been successfully sent.



- 3. Do any of the following:
 - a. Select Review to check email/SMS sent date and identify those who failed to receive.
 - b. Select the Payment Request link to be re-directed to Sentral Pay | Payment Requests. This opens in another tab.
- 4. Select Back for the main listing.

Filter options are displayed on the right-hand side and allow for a more refined search for notifications.

- 5. To use filters:
 - a. Select the filter you want to search by.
 - b. Select YApply filter
- 6. To reset filters, select Clear filters.

View syncs

Data is synchronised periodically with Enrolments and the FMS, and this area shows those events.

Use the Filter options on the right-hand side refine your search for notifications.

Steps

1. Select the menu icon and choose Fees, Billing & Payments.

The Fees, Billing & Payments home screen displays.

2. Select History in the left menu and choose Syncs.

The Syncs screen displays.



3. Check the Status column.

What you're looking for is for the status to show Completed. That is, the processes have run and finished successfully.

4. To view linked data, select View Linked Data

This information may be used for troubleshooting under the guidance of Sentral Support.

- 5. To use filters:
 - a. Select the filter you want to search by.
 - b. Select Apply filter
 - c. To reset, select Clear filters .





Imports



Note: The import function is restricted to certain users.

Student Insurance Details

Import insurance details for students.

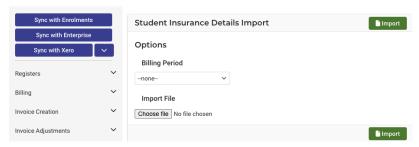
Steps

1. Select the menu icon and choose Fees, Billing & Payments.

The Fees, Billing & Payments home screen displays.

2. Select Imports in the left menu, and then choose **Student Insurance Details**.

The Student Insurance Details Import screen displays.



- 3. Under Options, select the billing period from the dropdown.
- 4. Under Import file, choose the file, and then select



Credit Notes

Import credit notes via CSV.

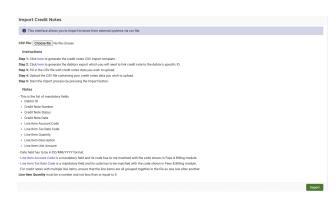
Steps

1. Select the menu icon and choose Fees, Billing & Payments.

The Fees, Billing & Payments home screen displays.

2. Select Imports in the left menu, and then choose Credit Notes.

The Import Credit Notes screen displays.



- 3. Follow the on-screen instructions, summarised below.
 - Generate the credit notes CSV import template.
 - Generate the debtors export which you will need to link the credit note to the debtor's specific ID.
 - Fill in the CSV file with credit notes data you wish to upload.

Check the on-screen list of mandatory fields.

- Upload the CSV file containing your credit notes data you wish to upload.
- Start the import process by selecting

Bank Transactions

This interface allows you to import bank transactions from external systems via CSV file.

Steps

1. Select the menu icon and choose Fees, Billing & Payments.

The Fees, Billing & Payments home screen displays.

2. Select Imports in the left menu, and then choose **Bank Transactions**.

The Bank Transactions Import screen displays.





- 3. Follow the on-screen instructions, summarised below.
 - Generate the bank transactions CSV import template.
 - Generate the debtors export which you will need to link bank transaction to the debtor's specific ID.
 - Fill in the CSV file with bank transactions data you wish to upload.
 - Check the on-screen list of mandatory fields.
 - Upload the CSV file containing your bank transactions data you wish to upload.
 - Start the import process by selecting Import

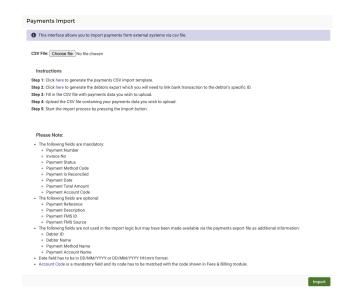
Payments

This interface allows you to import payments from external systems via csv file. There will be a mandated list of fields required.

Steps

- 1. Select the menu icon and choose Fees, Billing & Payments.
 - The Fees, Billing & Payments home screen displays.
- 2. Select Imports in the left menu, and then choose **Payments**.

The Payments Import screen displays.



- 3. Follow the on-screen instructions, summarised below.
 - Generate the payments CSV import template.
 - · Generate the debtors export which you will need to link the payment to the debtor's specific ID.
 - Fill in the CSV file with payments data you wish to upload.
 - Check the on-screen list of mandatory fields.
 - Upload the CSV file containing payments data you wish to upload.
 - Start the import process by selecting Import



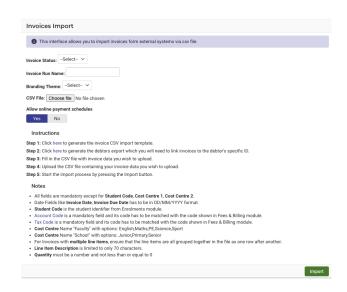
Invoices

The Invoices import function allows you to import invoices from external systems via CSV file. It provides support for account, tax type and cost centres, a.

Steps

- 1. Select the menu icon and choose Fees, Billing & Payments.
 - The Fees, Billing & Payments home screen displays.
- 2. Select Imports in the left menu, and then choose Invoices.

The Invoices Import screen displays.



- 3. Specify the invoice status for imported invoices.
- 4. Enter the invoicing run name for imported invoices.
- 5. Select a branding theme from the list.
- 6. Specify whether to include only once off payments.
- 7. Follow the on-screen instructions, summarised below.
 - Generate the invoices CSV import template.
 - Generate the debtors export which you will need to link the invoices to the debtor's specific ID.
 - Fill in the CSV file with invoice data you wish to upload.
 - Check the on-screen list of mandatory fields.
 - Upload the CSV file containing invoices data you wish to upload.
 - Start the import process by selecting Import .

An additional check for the Invoice Importer has been added to prevent the import of invoices with negative totals.



Prepayments

This interface allows you to import prepayments from external systems via CSV file.

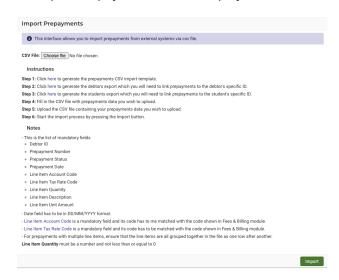
Steps

1. Select the menu icon and choose Fees, Billing & Payments.

The Fees, Billing & Payments home screen displays.

2. Select Imports in the left menu, and then choose **Prepayments**.

The Import Prepayments screen displays.



- 3. Follow the on-screen instructions, summarised below.
 - Generate the prepayments CSV import template.
 - Generate the debtors export which you will need to link the prepayments to the debtor's specific ID.
 - · Fill in the CSV file with prepayments data you wish to upload.

Check the on-screen list of mandatory fields.

- Upload the CSV file containing prepayments data you wish to upload.
- Start the import process by selecting Import .



Overpayments

This interface allows you to import overpayments from external systems via csv file.

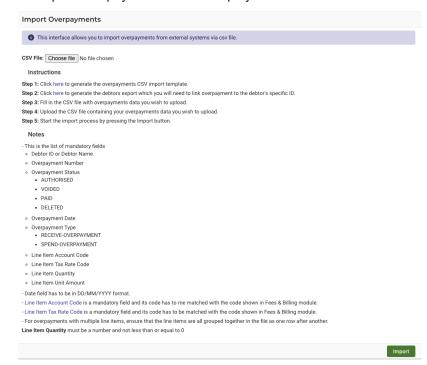
Steps

1. Select the menu icon and choose Fees, Billing & Payments.

The Fees, Billing & Payments home screen displays.

2. Select Imports in the left menu, and then choose **Overpayments**.

The Import Overpayments screen displays.



- 3. Follow the on-screen instructions, summarised below.
 - Generate the overpayments CSV import template.
 - Generate the debtors export which you will need to link the overpayments to the debtor's specific ID.
 - Fill in the CSV file with overpayments data you wish to upload.

Check the on-screen list of mandatory fields.

- Upload the CSV file containing overpayments data you wish to upload.
- Start the import process by selecting Import



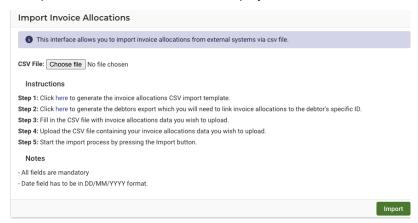
Invoice Allocations

This interface allows you to import invoice allocations from external systems via CSV file.

Steps

- 1. Select the menu icon and choose Fees, Billing & Payments.
 - The Fees, Billing & Payments home screen displays.
- 2. Select Imports in the left menu, and then choose **Invoice Allocations**.

The Import Invoice Allocations screen displays.



- 3. Follow the on-screen instructions, summarised below.
 - Generate the invoice allocations CSV import template.
 - Generate the debtors export which you will need to link the invoice allocations to the debtor's specific ID.
 - Fill in the CSV file with invoice allocations data you wish to upload.
 - Check the on-screen list of mandatory fields.
 - Upload the CSV file containing invoice allocations data you wish to upload.
 - Start the import process by selecting Import

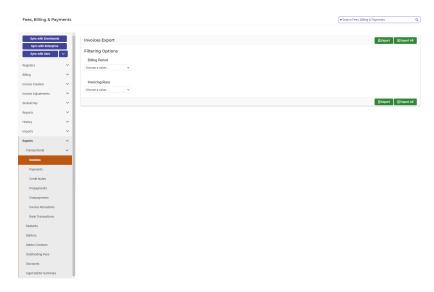


Exports

Invoices export

- 1. Select the menu icon and choose Fees, Billing & Payments.
 - The Fees, Billing & Payments home screen displays.
- 2. Select Exports in the left menu, expand **Transactional**, and then choose **Invoices**.

The Invoices Export screen displays.



- 3. Select the Billing Period from the dropdown one or many.
- 4. Do one of the following:
 - a. Select the Invoicing Runs from the dropdown one or many.
 - b. Alternatively, you can leave this blank to run an export of all Invoices.



5. Select or Export All (if all options are blank).

A .CSV file export displays for analysis. It contains the following data:

Column Header	Position	Description
Contact ID	1	Sentral Contact ID
Contact Name	2	Contact name
Fee ID (?Invoice ID?)	3	Not relevant
Fee Number (?Invoice)	4	Alpha numeric unique identifier
Fee Due Date (?Invoice)	5	Due date for payment
Fee Date (?Invoice)	6	Date the fee was created
Total Fee Amount (?Invoice)	7	Amount
Fee Amount Due (?Invoice)	8	Fee balance (could be negative and this indicates an overpayment has occurred)
Fee Amount Paid (?Invoice ID?)	9	Paid amount
Fee Status (?Invoice ID?)	10	AUTHORISED – Ready for payment PAID – Paid fee VOIDED – No longer valid
Line Item ID	11	Not relevant
Line Item Description	12	Fee description per item
Line Item Student Code	13	Corresponding student's code
Line Item Account Code	14	SAP cost segment
Line Item Quantity	15	Item quantity
Line Item Unit Amount	16	Unit item value
Line Item Tax Amount	17	Item taxable value (if applicable)
Line Item Amount	18	GST free item value
Line Item Discount	19	Discount value (if applicable)

Payments export

1. Select the menu icon and choose Fees, Billing & Payments.

The Fees, Billing & Payments home screen displays.

2. Select Exports in the left menu, expand Transactional, and then choose Payments.

The Payments Export screen displays.

- 3. Select the Payment Methods from the dropdown one or many.
- 4. Select Payment Paid to Accounts freom the dropdown one or many.
- 5. Select the Payment Statuses from the dropdown one or many.



6. Specify whether to filter by payment date. Select an applicable payment date via or leave this unchecked.

7. Select □ Export

A .CSV file export displays for analysis. It contains the following data:



Note: SME - Check column headings

Column Header	Position	Description
Contact ID (?Debtor)	1	Sentral Contact ID
Contact Name	2	Contact name
Fee Number (?Invoice)	3	Alpha numeric unique identifier
Payment Number	4	Payment receipt number
Payment Status	5	AUTHORISED
Payment Reference	6	Paid via Cash Paid via Cheque Paid via Money Order Paid via Sentral Pay (Online – Portal/App) Paid via EFTPOS Abstudy (Subsidy) Paid via Third Party (Other subsidies, International, Scholarships)
Payment Description	7	Text field entry captured on original payment
Payment Method Name	8	Cash Cheque Money Order EFTPOS Third Party Customer Payment Platform (CPP) (Online)
Payment Method Code	9	CASH CHEQUE MONEYORDER EFTPOS THIRDPARTY ONLINE
Payment Is Reconciled	10	Not relevant
Payment Date	11	Date payment made
Created By	12	Named User for the payment
Total Payment Amount	13	Value paid
Payment Account Name	14	Will be blank
Payment Account Code	15	Will be blank
Payment FMS ID	16	SAP payment code
Payment FMS Source	17	NSW Finance (?Xero or Dynamics)



Credits notes export

1. Select the menu icon and choose Fees, Billing & Payments.

The Fees, Billing & Payments home screen displays.

2. Select Exports in the left menu, expand Transactional, and then choose Credit Notes.

The Credit Notes Export screen displays.

- 3. Select the date range required for output.
- 4. Select Export.

Column Header	Position	Description
Contact ID (?Debtor)	1	Sentral Contact ID
Contact Name	2	Contact Name
Credit Number	3	Alpha numeric unique credit identifier
Credit Status	4	AUTHORISED VOIDED – No longer valid
Credit Reference	5	Related Fee Number
Credit Date	6	Date credit created
Credit Fully Paid On	7	Date credit value completed
Credit Total Amount	8	Credit value
Credit FMS ID	9	SAP credit code
Credit FMS Source	10	NSW Finance (?Xero/Dynamics)
Line Item Student Code	11	Unique student identifier
Line Item Description	12	Description of the fee item (credited)
Line Item Account Name	13	SAP Fee Category description
Line Item Account Code	14	SAP Fee Category code
Line Item Tax Rate Code	15	Only used for taxable supply
Line Item Quantity	16	Unit quantity
Line Item Unit Amount	17	Unit value
Line Item Tax Amount	18	Taxable value (if applicable)



Overpayments export

- 1. From the Finance module, select Exports | Transactional | Overpayments.
- 2. Select the menu icon iii and choose Fees, Billing & Payments.

The Fees, Billing & Payments home screen displays.

- 3. Select Exports in the left menu, expand Transactional, and then choose Overpayments.
 - The Overpayments Export screen displays.
- 4. Select the date range required for output.

Column Header	Position	Description
Contact ID	1	Sentral Contact ID
Contact Name	2	Contact name
Overpayment Number	3	Alpha numeric unique credit identifier
Overpayment Status	4	AUTHORISED PAID
Overpayment Reference	5	Related payment method
Overpayment Date	6	Date overpayment created
Overpayment Fully Paid On	7	Date overpayment completed
Overpayment Total Amount	8	Overpayment value
Overpayment FMS ID	9	SAP credit code
Overpayment FMS Source	10	NSW Finance
Line Item Student Code	11	Unique student identifier
Line Item Description	12	Text field entry captured on original payment
Line Item Account Name	13	SAP Fee Category description
Line Item Account Code	14	SAP Fee Category code
Line Item Tax Rate Code	15	Only used for taxable supply
Line Item Quantity	16	Unit quantity
Line Item Unit Amount	17	Unit value
Line Item Tax Amount	18	Taxable value (if applicable)



Prepayments

- 1. From the Finance module, select Exports | Transactional | Overpayments.
- 2. Select the menu icon and choose Fees, Billing & Payments.

The Fees, Billing & Payments home screen displays.

3. Select Exports in the left menu, expand Transactional, and then choose Prepayments.

The Prepayments Export screen displays.

- 4. Select the date range required for output.

A .CSV file export displays for analysis. It contains the following data: [Needs content]

Column Header	Position	Description
	1	
	2	

Invoice allocations export

1. Select the menu icon and choose Fees, Billing & Payments.

The Fees, Billing & Payments home screen displays.

2. Select Exports in the left menu, expand Transactional, and then choose Invoice Allocations.

The Invoice Allocations Export screen displays.

- 3. Select the date range required for output.
- 4. Select

A .CSV file export displays for analysis. It contains the following data:

Column Header	Position	Description
Allocation Entity Type	1	Either Credit or Overpayment
Allocation Entity Number	2	Corresponding Credit or Overpayment number
Invoice Number	3	Original Invoice Number associated
Contact ID	4	Numeric value held in Sentral
Contact Name (?Debtor)	5	Student's named contact for invoices
Allocation Amount	6	Amount applied
Allocation Date	7	Date amount applied

Bank transactions

1. Select the menu icon ••• and choose Fees, Billing & Payments.

The Fees, Billing & Payments home screen displays.

2. Select Exports in the left menu, expand Transactional, and then choose Bank Transactions.

The Invoice Bank Transactions Export screen displays.

3. Select the date range required for output.



4. Select Export



Column Header	Position	Description
Debtor ID Debtor Name		
Bank Transaction Number		
Bank Transaction Status		
Bank Transaction Reference		
Bank Transaction Date		
Bank Transaction Fully Paid On		
Bank Transaction Total Amount		
Bank Transaction Is Reconciled		
Bank Transaction Bank Account Name		
Bank Transaction Bank Account Code		
Bank Transaction Payment Method Name		
Bank Transaction Payment Method Code		
Bank Transaction Prepayment Number		
Bank Transaction Overpayment Number		
Bank Transaction FMS ID		
Bank Transaction FMS Source		
Line Item Student Code		
Line Item Description		



Column Header	Position	Description
Line Item Account Name		
Line Item Account Code		
Line Item Tax Rate Code		
Line Item Quantity		
Line Item Unit Amount		
Line Item Tax Amount		

Students

Students export

1. Select the menu icon and choose Fees, Billing & Payments.

The Fees, Billing & Payments home screen displays.

2. Select Exports in the left menu, and choose Students.

The Students Export screen displays.

3. Select the Academic Period.

This defaults to the current school year.

- 4. Select the Enrolment Statuses.
- 5. Select the Fee Types from the dropdown one or many.
- 6. Select the Year Levels from the dropdown one or many.
- 7. Select the School / Campus one or many.





A .CSV file export displays for analysis. It contains the following data:

Column Header	Position	Description
Row#	1	
Student Code	2	Unique student identifier
NRIC No	3	Blank
Household Code	4	Blank
Household Name	5	Student contact
School Name	6	School name
First Name	7	Student's first name
Middle Names	8	Student's middle name
Family Name	9	Student's legal last name
Roll Class	10	Student's roll class
Academic Year	11	Student's year level, i.e. 3, 4, 5, etc.
Enrolment Date	12	School enrolment date
Enrolment Type	13	Current – means Active student
GIRO Flag	14	
Discount Flag	15	Y – Discount applies N – No discount applies
Fee Group	16	Student's associated Fee Group
Fee Name (Code)	17	Fee description associated with the Student and Fee Group
Fee Type	18	Fee
Fee Amount	19	Full fee value

Debtors

Debtors export

- 1. Select the menu icon and choose Fees, Billing & Payments. The Fees, Billing & Payments home screen displays.
- 2. Select Exports in the left menu, and choose Debtors.

The Debtors Export screen displays.



Column Header	Position	Description
Debtor ID	1	Sentral Contact ID
Debtor Name	2	Contact name
Debtor Type	3	Household Group Contact Adhoc Activites_Contact
Debtor Status	4	Current
Debtor Donor Status	5	Current (used with Adhoc contacts) Not applicable (all other Contact Types)
Debtor Is Archived	6	No – Active contact Yes – Inactive contact
Debtor Billing Identifier	7	Not relevant
Debtor Instalment Plan	8	Not applicable
Debtor BPay CRN Ref	9	Not applicable
Debtor Communications Preference	10	Blank
Debtor Website	11	Blank
Debtor Reference 1	12	Blank
Debtor Reference 2	13	Blank
Debtor Created By Source	14	DataLayer (default value)
Debtor Linked Household Codes	15	Not relevant
Debtor Address Mailing Title	16	Contact Billing title and address details
Debtor Address Line 1	17	Contact Billing title and address details
Debtor Address Line 2	18	Contact Billing title and address details
Debtor Address Line 3	19	Contact Billing title and address details
Debtor Address Suburb	20	Contact Billing title and address details
Debtor Address Religion	21	Blank
Debtor Address City	22	Blank



Column Header	Position	Description
Debtor Address Postcode	23	Contact Billing title and address details
Debtor Address State	24	Contact Billing title and address details
Debtor Address Country	25	Blank
Debtor Active Invoices Count	26	Count of outstanding invoices ?Invoices
Debtor Total Outstanding Amount Owed	27	Total value of the outstanding Fees (this includes any outstanding Credits) ?Invoices
Debtor Total Invoiced Amount	28	Total value of the Fees created ?Invoice instead of Fees?
Debtor Total Paid Amount	29	Total value of the Fees paid
Debtor Active Credit Notes Count	30	Count of all credits created
Debtor Credit Notes Remaining Credit	31	Credit balance remaining
Debtor Active Prepayment Count	32	Blank
Contact Prepayments Remaining Credit	33	Blank
Contact Active Overpayments Count	34	Count of all overpayments
Debtor Overpayments Remaining Credit	35	Overpayment balance remaining

Debtor Contacts

Debtor contacts export

1. Select the menu icon and choose Fees, Billing & Payments.

The Fees, Billing & Payments home screen displays.

2. Select Exports in the left menu, and choose Debtor Contacts.

The Debtor Contacts Export screen displays.



Column Header	Position	Description
Debtor ID	1	Sentral Contact ID
Debtor Name	2	Contact name
Debtor Type	3	Household Group Contact Adhoc Activites_Contact
Debtor Status	4	Current
Debtor Is Archived	5	No – Active contact Yes – Inactive contact
Debtor Billing Identifier	6	Not relevant
Debtor Reference 1	7	Blank
Debtor Reference 2	8	Blank
Debtor Created By Source	9	DataLayer (default value)
Debtor Contact ID	10	System generated ID
Debtor Contact First Name	11	Contact name details
Debtor Contact Middle Name	12	Contact name details
Debtor Contact Last Name	13	Contact name details
Debtor Contact Ref ID	14	System generated ID
Debtor Contact FMS Internal ID	15	Blank?
Debtor Contact FMS Source	16	Blank?
Debtor Contact FMS Contact Number	17	Blank?
Debtor Contact Email	18	Email address of the Contact
Debtor Contact Phone Number	19	Blank?



Outstanding fees

Outstanding fees export

1. Select the menu icon and choose Fees, Billing & Payments.

The Fees, Billing & Payments home screen displays.

2. Select Exports in the left menu, and choose Outstanding Fees.

The Outstanding Fees Export screen displays.

3. Select the Academic Period.

This defaults to the current school year.

- 4. Select the Enrolment Statuses one or many.
- 5. Select the Year Levels from the dropdown one or many.
- 6. Select the Invoice Statuses.

???AUTHORISED (Draft & Submitted are not valid)???





Column Header	Position	Description
Row#	1	
Student Code	2	Unique student identifier
NRIC No	3	Blank
Household Code	4	Blank
Student First Name	5	Student's first name
Student Middle Name	6	Student's middle name
Student Family Name	7	Student's legal last name
Roll Class	8	Student's roll class
Academic Year	9	Student's year level, i.e. 3, 4, 5, etc.
Enrolment Date	10	School enrolment date
Enrolment Type	11	Current – means Active student
GIRO Flag	12	N – Not applicable for NSW DoE schools ?Check what is valid for other schools?
Discount Flag	13	Y – Discount applies N – No discount applies
Fee Group	14	Student Fee Group for billing
Debtors	15	Responsible debtor
Contact 1	16	Contact name
Contact 1 Email	17	Contact email
Contact 2	18	Contact name
Contact 2 Email	19	Contact email
Outstanding Balance	20	Value of outstanding fees
Un-Paid Invoices	21	List of outstanding fees

Discounts

Discounts export

1. Select the menu icon and choose Fees, Billing & Payments.

The Fees, Billing & Payments home screen displays.

2. Select Exports in the left menu, and choose Discounts.

The Discounts Export screen displays.

- 3. Select the date range required for output.
- 4. Select

A .CSV file export displays for analysis. It contains the following data:

Column Header	Position	Description
Student	1	Student full name
Campus	2	School
Debtor	3	Debtor
Invoices	4	Not relevant – internal fee reference ?Check?
Discounts	5	Cumulative value of all discounts applied

Aged receivables summary export

1. Select the menu icon and choose Fees, Billing & Payments.

The Fees, Billing & Payments home screen displays.

2. Select Exports in the left menu, and choose Aged Debtor Summary.

The Aged Debtor Summary screen displays.

3. Select the School / Campus - one or many.





A .CSV file export displays for analysis. It contains the following data: ?Unable to check - can't get report to run?

Column Header	Position	Description
Contact#	1	Student full name
Contact Name	2	Contact's full name
Student Detail	3	Student's full name
Unallocated Credit	4	Credits and Overpayments amount
Total Due	5	Total Fees outstanding
Not Due	6	Aged Fees outstanding
Current	7	Aged Fees outstanding
1 month	8	Aged Fees outstanding
2 months	9	Aged Fees outstanding
3 months	10	Aged Fees outstanding
4 months	11	Aged Fees outstanding
5+ months	12	Aged Fees outstanding

