



**SENTRAL
EDUCATION**

**Fees, Billing & Payments for
Independent Schools
User Guide**

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Fees, Billing & Payments – Overview

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
 - Billing Items
 - Instalments
 - Invoices
 - Credit Notes
 - Prepayments
 - Overpayments
 - Transactions
 - Aged Balances

Overview


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

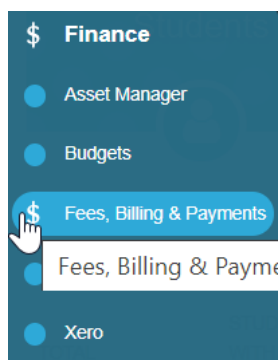
Fees, Billing & payments handles accounts receivable to enable schools to balance their finances and determine budgets based on incoming funds.

Schools can send payments to parents irrespective of configuring Fees & Billing or Portal module. Please refer to the Payments Guide.

Accessing Fees, Billing & Payments.

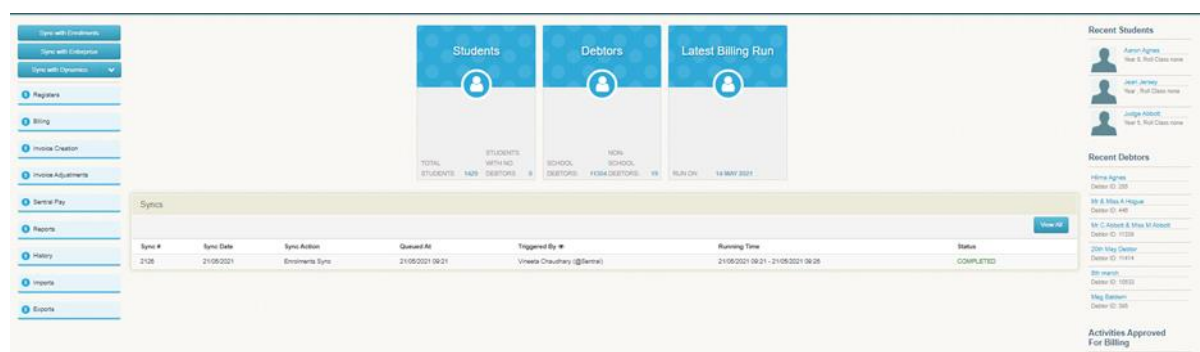
All Staff can access Fees, Billing & Payments. However, schools should predetermine staff roles and responsibilities in this space.

1. After clicking the  Sentral modules display. Access **Fees, Billing Payments** under **Finance group**.



The Fees and Billing Payment Dashboard displays.

Fees, Billing Payments Dashboard



The Dashboard provides overview of various areas to access, sync functionality & recent searches.

Schools can manually sync with Enrolments, FMS and Enterprise (for schools with multiple campuses).

Both Enrolments and Xero/Dynamic are setup to sync every day.

The enrolments to fees sync now only pulls enrolment records that are for the school only. The student search for Standalone Invoicing interface now allows all students to be searched regardless of their alumni or past status.

The menu item on left hand side provides quick access to the task you need to perform.

Alternatively, the 3 icons in the middle can also give you this access.

Students

This is the Student search platform where you can search for one student or a cohort (year, gender, ATSI etc), using the checkboxes to filter what you require.

The **Student Register** Screen allows staff to run searches based on certain filters. The search will provide a list that displays some information but to get more detail, click on the students' name.

Staff often search for student details to get an overview, responsible debtors, billing period info, online bills, view enrolment profile, set flag and view siblings.

Searches are also run to show 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 responsibility % of each debtor or to identify which student have no Fee group associated yet.

Student Overview

Student: John Smith

View Enrolments Profile | Set Flags | Show Sibling Details | Show Classes and Subjects

Fee Group: Default Fee Structure

Flag Based Discount Option: Default, Min, Max, Accumulate

Overall Discount Option: Default, Min, Max, Accumulate

Fee Type	Code	Description	Unit Amount
Fee Type 1	Code F1	Description: F1 Fee	Unit Amount: 800.00
Fee Type 2	Code F2	Description: F2 Fee	Unit Amount: 700.00
Fee Type 3	Code F3	Description: F3 Fee	Unit Amount: 1000.00
Fee Type 4	Code F4	Description: F4 Fee	Unit Amount: 1800.00

Debtors Responsible for John Smith

Debtor Name	Link Type	Fee Percentage	Status	Invoices Count
Mr William Smith and Mrs Betty Jones	OVERALL	100%	ACTIVE	0

This overview page provides detail of the students Fee Group, Fee matrix, account, siblings details, enrolments profile and responsible debtor/s (direct link). Some elements can be modified, and some are read only.

View Enrolments Profile to go to the students Summary Enrolment page.

John Smith (Enrolled - Active) | SM1011

Process Student Departure | Repeat/Transfer Student | More

Student Code: SM1013 | Set Flags

Date of Birth: 01/02/2005 | Age: 15 | House: Photograph Privacy: Not allowed to photograph

Contact 1 - Step-Parent: Mr Ted Jones | Primary: Alex.Reed@sentral.com.au

Contact 2 - Parent: Mr William Smith | Primary: Alex.Reed@sentral.com.au

Emergency Contact 1 - Step-Parent: Ted Jones

Associated Contacts | Show No Relationship Contacts | Switch to Contacts View

Title	First Name	Middle Names	Family Name	Gender	Primary Contact	Emergency Contact	Can Pickup	Other Flags	Type	Relationship To This Student	
Household Jones01											
Mr	Ted		Jones	Male	✓	✓	✗	Lives With	Contact	Step-Parent	2058
Mrs	Betty		Jones	Female	✓	✗	✗	Lives With Receives Absences Receives Correspondence Receives Reports Receives Portal Access	Contact	Parent	2059

Set Flags enables pre-defined flags to be set against this student or a new flag created.

Set Flags ✕

Flag	Comment	Expiry Date
<input style="width: 90%;" type="text" value="Test Flag by Ammad"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
<input style="background-color: #4CAF50; color: white; padding: 5px 10px; border: none;" type="button" value="Add Flag"/>		

Show Sibling Details provides a list of siblings, DOB and Year.

Sibling Details ✕

For School/Campus: **Central 7-12 Campus**
For Academic Period: **2020**

Sibling #	Student Name	Year Level	Date of Birth
1	John Smith	9	01/02/2005
2	Jessica Jones	3	01/04/2014

Show Classes and Subjects displays a list of classes and subjects.

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	

Billing Period Info allows schools to add the Insurance Certificate number for each Billing Period.

Online Bills displays a list of Sentral Pay items for this student. Importantly, on this screen you can view **Details** and perform **Actions**.

<input type="checkbox"/>	15	08/09/2020	student: Buck AUNGER	InvoiceToTestException	\$250.00	\$200.00	\$0.00	\$50.00	AUTHORISED	1 Emails Successfully Sent	Details	Actions	
<input type="checkbox"/>	14	08/09/2020	student: Buck AUNGER	test for ammad 532	\$61.50	\$5.00	\$0.00	\$56.50	AUTHORISED	1 Emails Failed to Send	Details	Actions	
<input type="checkbox"/>	11	07/09/2020	student: Buck AUNGER	test invoice	\$500.00	\$500.00	\$0.00	\$0.00	PAID	1 Emails Successfully Sent	Details	Actions	
<input type="checkbox"/>	8	04/09/2020	student: Buck AUNGER	1524-500	\$450.00	\$197.00	\$23.00	\$230.00	AUTHORISED	1 Emails Failed to Send	Only Once Off Payments	Details	Actions
<input type="checkbox"/>	6	04/09/2020	student: Buck AUNGER	1134	\$300.00	\$150.00	\$18.00	\$132.00	AUTHORISED	1 Emails Failed to Send	Only Once Off Payments	Details	Actions

Subsidies an overview of all subsidies that have been granted, allocate them to invoices, and perform other subsidy management functions specific to that student or debtor.

Details will provide an extra line for formation on screen with a link to the invoice.

Request #	Due Date	Linked To	Description	Total	Amount Paid	Amount Due	Status				
<input type="checkbox"/>	15	31/07/2020	student: John SMITH	Split family portal test 2	\$435.00	\$0.00	\$435.00	AUTHORISED	4 Notifications Sent	Details	Actions
Payment Request Run Details											
Created At		Created By		External Transaction Code				Links to			
30/07/2020 11:40		Alex Reed (@Sentral)		none				none			
Linked Invoices											
Invoice No	Due Date	Debtor Name	Students	Total	Amount Paid	Amount Due	Status				
INS20-54	31/07/2020	Mr William Smith and Mrs Betty JOnes	John Test Smith	435	0.00	435	SUBMITTED				
<input type="checkbox"/>	9	04/09/2020	student: John SMITH	cereal	\$159.37	\$159.37	\$0.00	PAID	Details	Actions	
<input type="checkbox"/>	4	03/09/2020	student: John SMITH	uniform fee	\$95.00	\$0.00	\$95.00	AUTHORISED	Only Once Off Payments	Details	Actions

Actions allows staff to Mark as Paid or Void. This will update the Sentral Pay view.

Debtors

The Debtor Register is the list of Guardians /Parents/People in the households that are responsible for making payments.

The Filter page enables staff to look for specific debtors based on search criteria.

Debtors Register

Debtor Search

Debtor Type: Choose a value... ▾

Instalment Plan: 7 x Monthly Instalments ▾

Flags: Test Flag by Ammad ▾

Only with the following selected invoice statuses: Choose a value... ▾

Debtor Communication: Choose a value... ▾

Invoice creation date range

Invoice due date range

Enrolments Type Choose a value... ▾

Include old inactivated debtors?

Only with split billing responsibilities?

Show debtors with contacts not linked to Portal Users?

Browse Debtors displays a list of all debtors.

Note: If Debtor Type= Adhoc, these can now be deleted.

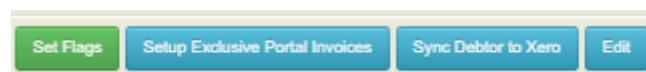
Debtors Register — 10071 Found

<input type="checkbox"/>	Central Debtor ID	Debtor	Debtor Type	Linked Students	Status	# of Active Invoices	Linked Portal User Accounts	Source	Status
<input type="checkbox"/>	10632	Bh march	adhoc	1	ACTIVE	0	none	Adhoc	
<input type="checkbox"/>	10633	Bh march	adhoc	1	ACTIVE	0	none	Adhoc	
<input type="checkbox"/>	473	AdhocDebtor Bpay	adhoc	0	ACTIVE	0	none	Adhoc	

- Delete selected Adhoc Debtors
- Generate Statement of Account
- Email Statement to selected Debtors
- Email Statement to all found Debtors

Staff can **Add a Debtor** allows staff to quickly add a new debtor. We strongly advise if this person is related to the student, they be added to enrolments as a household or associated contact. Some school may need to add a past debtor or donor.

However, if you do add a Debtor, there is a sync Debtor to FMS option.



Most staff would use this page to filter in search of a debtor.

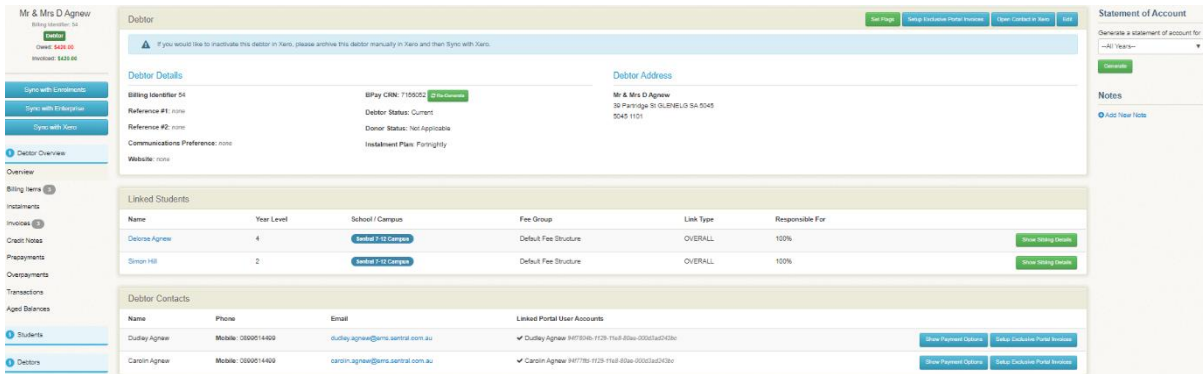
Debtors Register — 3 Found

Debtor	Debtor Type	Debtor ID	Linked Students	Status	# of Active Invoices	Linked Portal User Accounts	Source
Mr William Smith and Mrs Betty J Jones	household	1257	1	ACTIVE	0	none	CentralEnrolment
Ted Jones	contact	1279	1	ACTIVE	1	none	CentralEnrolment
Ted Jones & Betty Jones	household	1258	1	ACTIVE	1	none	CentralEnrolment

Clicking on the hyperlinked name will take you to a new screen called Debtor Overview which will show you the details of the students who are linked to this Debtor.

Actions allows staff to Generate Statement of Accounts or Email Statement of Account.

Debtor Overview



The overview page displays vital information.

Debtor details confirmation of personal, payment preferences & Address.

Linked Students linked via household setup (show siblings).

Debtor Contacts personal information to contact the debtor.

The overview screen enables you to also do other functions.

When syncing the debtor’s name to the FMS, Sentral appends an ID in brackets as a suffix to the debtor’s name. There is now an option to control which type of ID in Sentral should be used.

Set Flags should flags be used at your school, you can add to the debtor for billing and invoice runs.

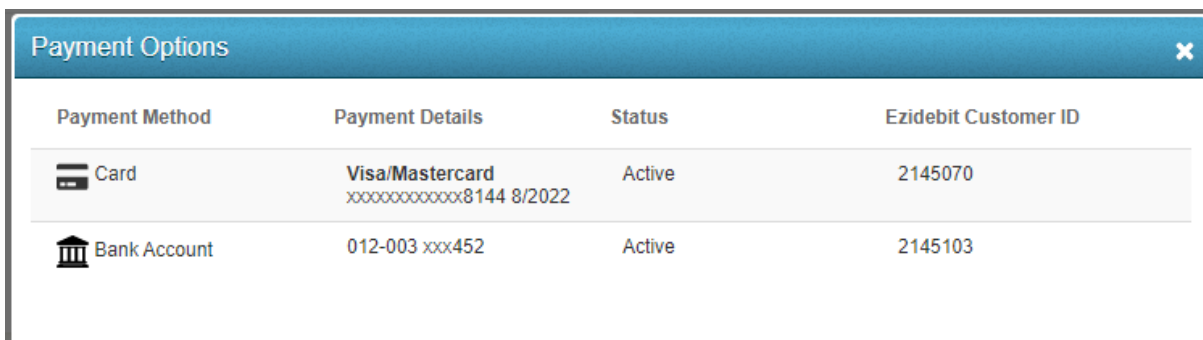
Setup Exclusive Portal Invoice any contacts that are Not Linked to Portal User Accounts means that any invoices being published to Portal will be shown to any Portal Users that have access to the student.

Its strongly recommended to **link any contacts** to their respective portal accounts to ensure any parents with split custody are not given access to student invoices that should not be shared.

Edit allows some functionality to add detail to the Debtor.

- **Show Payment Options**

. Displays the debtor’s payment method, status and Esidebit Customer ID.



- **Instalments**

A view only screen of instalments if applicable.

Invoices

Provides an overview of invoices for this debtor/household.

The Invoices overview screen display relevant information relating to FMS & Portal.

Several action items can be performed on this screen.

Invoice No	Due Date	Students	Total	Amount Paid	Amount Due	Status	
<input type="checkbox"/> INS29-11	03/09/2020	Abdul Rees	500.00	0.00	0.00	PAID	Pushed to Xero Details
<input type="checkbox"/> INS29-36	07/09/2020		1,000.00	1,000.00	0.00	PAID	Pushed to Xero Details

Invoices Breakdown Totals - DELETED or VOIDED invoices are not included in the totals					
Invoice Status	Sub Total Amount	Tax Total Amount	Total Amount	Total Amount Paid	Total Amount Due
PAID	1,409.09	90.91	1,500.00	1,000.00	0.00
			Sub Total Amount		1,409.09
			Tax Total Amount		90.91
			Total Amount		1,500.00
			Total Amount Paid		1,000.00
			Total Amount Due		0.00

Details – staff can:

- Generate Invoice in PDF
- View Invoice in Xero/Dynamic
- Edit Invoice in Xero/Dynamic
- View Debtors Credit Notes

Actions – staff can:

- Update Invoices from Xero/Dynamic
- Push Invoices to Xero/Dynamic
- Push Payments to Xero/Dynamic
- Push Invoices & Payments to Xero/Dynamic
- Void or Credit Invoices
- Create Overpayment
- Send Payments
- Receive a Payment

Credit Notes

Provides information on current credits notes with the ability to push these to FSM.

Staff can Update Credit Notes and Push credit notes via **Action** button.

Staff can allocate to Outstanding Invoices, Generate PDF of Credit Note, View& Edit credit note in FMS.

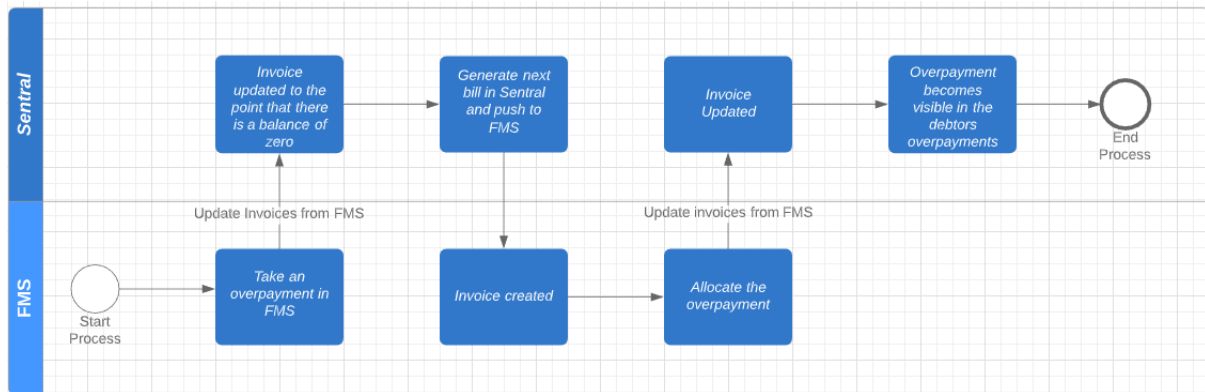
Credit note reference field will now be pushed to Dynamics credit note's External Document ID field.

Prepayments

Provides information on prepayments made by debtors. Detail and Action buttons allow staff to generate PDF, allocate outstanding Invoices and VOID.

Overpayments

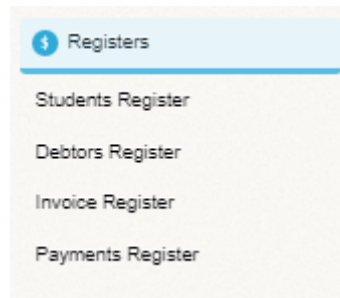
Provides information on overpayments made by debtors.



Invoice Register

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

Update bulk invoice pdf generation to generate zip file for Dynamics.



There are several filters to enable various search functions.

Filters	
Filter by Invoicing Runs	Choose a value... ▼
Filter by Invoice Status	Choose a value... ▼
Filter by Activities	Choose a value... ▼
Filter by Tags	Choose a value... ▼
Filter by Roll Classes	Choose a value... ▼
Filter by Classes	Choose a value... ▼
Filter by Debtor's Preferred Communication	Choose a value... ▼
Filter by Invoice Communication Method	Choose a value... ▼
Filter by Invoice Flags (e.g. Payable in Portal, Partially Paid, Pushed to FMS)	Choose a value... ▼
<input type="checkbox"/> Show Invoices which have not synced to Xero	
<input type="checkbox"/> Show Invoices with Receipts not synced to Xero	
<input type="checkbox"/> Show only invoices which don't have debtors linked to portal?	
<input type="checkbox"/> Filter by student's exit date?	

Billing Run

Target Audience

- Staff who handle Finances, Billing and Accounts payments.

Content

- Getting Started
- Select Debtors
- Fees
- Fee Review
- Invoicing
- Finish
- Debtors Fee Billing
- Subject Billing

Overview

The purpose of a billing run, or cycle is to capture the relevant information for the invoices that will generated to debtors. These may be Annual School fees, Uniform fees, P & C contributions etc 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), please go straight to Debtor Fees or Subject Fees.


Charging Fees

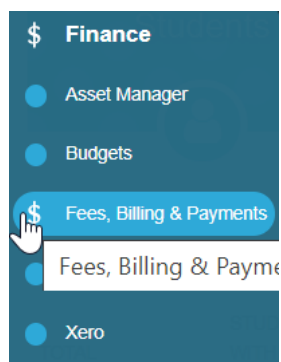
It is recommended that schools break charging its fees up using these three methods:

1. Billing Run
2. Debtor Fees Billing
3. Stand Alone Invoice

Getting Started

The school must append a Billing Period (created in Setup) and provide a relevant name. If none entered, the name will default to the Billing Period.

1. After clicking the  Sentral modules display. Access **Fees, Billing Payments** under **Finance group**.



The Fees and Billing Payment Dashboard displays.

Fees, Billing Payments Dashboard

Sync	Start at	Finished at	Status
Sentral Pay Disbursements/Settlements Sync	29/07/2020 10:01	29/07/2020 10:01	COMPLETED
Sentral Pay Scheduled Instalments Sync	29/07/2020 04:01	29/07/2020 04:01	COMPLETED

Billing runs are for fees per student.

A billing run will take the student information from the enrolments module and charge them based on the 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. It is recommended that a billing run is used for the majority of fees.

2. From the left-hand Menu, select **Billing** under **Billing**.



The Getting Started Billing Run is displayed.

A screenshot of a web application interface for configuring a billing run. At the top, there is a progress bar with five steps: '1. Getting Started', '2. Select Debtors', '3. Fees', '4. Fee Review', and '5. Finish'. The main content area is titled 'Getting Started' and contains three sections: 'Set Billing Period for this Billing Run' with a dropdown menu set to 'None'; 'Set Name for this Billing Run' with an empty text input field; and 'Set Academic Period for this Billing Run' with a dropdown menu set to '2020 (29/01/2020 - 20/12/2020)'. Below these sections is a toggle for 'Create Bills for Students' Subjects in this Billing Run?' with 'Yes' selected. A green 'Next >>' button is located at the bottom right.

1. Select Billing Period Name it.

2. Select the Academic Period and define if student subject will be included in this billing run.

Select Debtors

This is where you choose the students/debtors that you want to bill, and you should see a progress bar that indicates your progress.

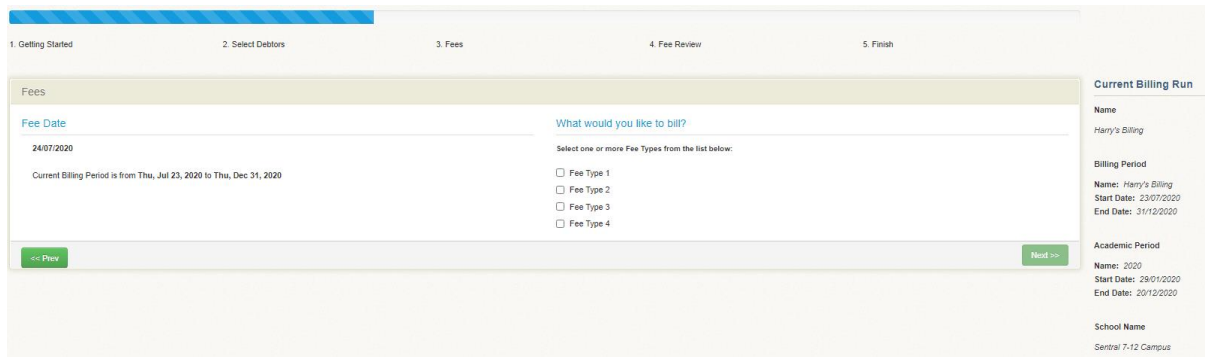
A screenshot of the 'Select Who to Bill' screen in the software. At the top, the progress bar shows '2. Select Debtors' as the active step. The main area is split into two panes: 'Select Who to Bill' on the left and 'Selected Records' on the right. The left pane has search criteria dropdowns and 'Search Students' and 'Search Debtors' buttons. The right pane shows 'no students added'. A 'Current Billing Run' sidebar on the right displays details for 'Harry's Billing', including the billing period (2020), start and end dates, and school name. Green 'Add Selected' and red 'Remove Selected' buttons are positioned between the panes. A green 'Next >>' button is at the bottom right.

1. Select who to Bill – filter by enables to school to be selective in this process and add relevant years to student with flags.
1. Once all criteria have been selected, run a student search or debtor search to populate the screen.
2. **Add Selected** button to transfer the selected students to the right-hand side.
3. Individual student can be removed if required.

Fees

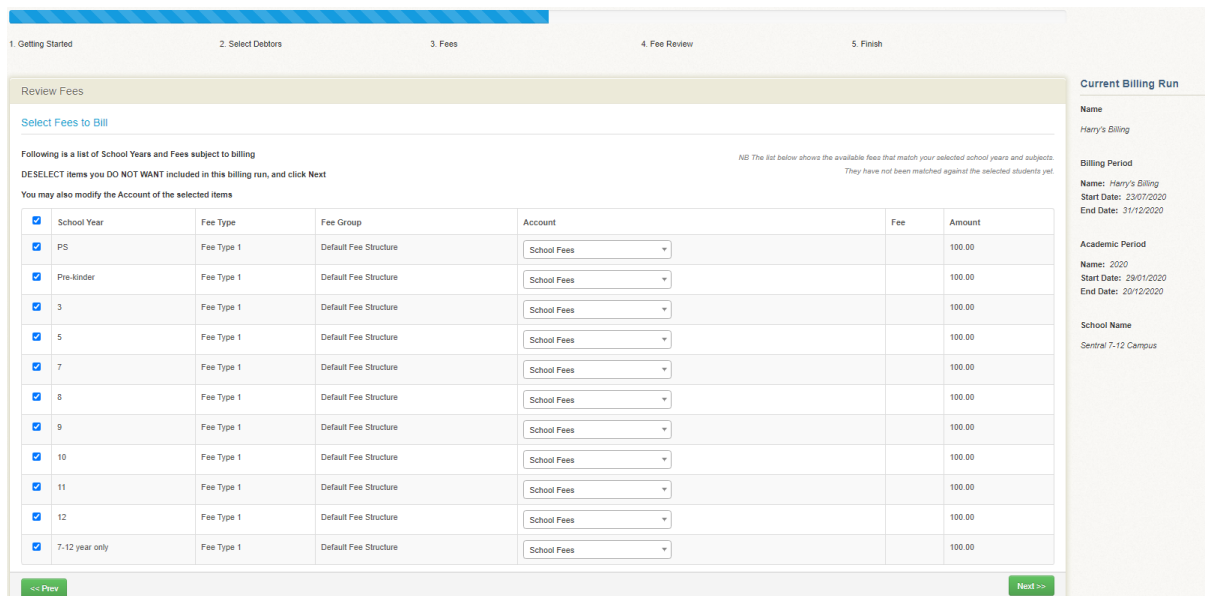
Select the Fee Types to be billed.

This is where you select what you need to bill from your Fee Types.



Fee Review

Displays the summary of what was selected for this Billing Run for verification.



School Year	Fee Type	Fee Group	Account	Fee	Amount
<input checked="" type="checkbox"/> PS	Fee Type 1	Default Fee Structure	School Fees		100.00
<input checked="" type="checkbox"/> Pre-kindergarten	Fee Type 1	Default Fee Structure	School Fees		100.00
<input checked="" type="checkbox"/> 3	Fee Type 1	Default Fee Structure	School Fees		100.00
<input checked="" type="checkbox"/> 5	Fee Type 1	Default Fee Structure	School Fees		100.00
<input checked="" type="checkbox"/> 7	Fee Type 1	Default Fee Structure	School Fees		100.00
<input checked="" type="checkbox"/> 8	Fee Type 1	Default Fee Structure	School Fees		100.00
<input checked="" type="checkbox"/> 9	Fee Type 1	Default Fee Structure	School Fees		100.00
<input checked="" type="checkbox"/> 10	Fee Type 1	Default Fee Structure	School Fees		100.00
<input checked="" type="checkbox"/> 11	Fee Type 1	Default Fee Structure	School Fees		100.00
<input checked="" type="checkbox"/> 12	Fee Type 1	Default Fee Structure	School Fees		100.00
<input checked="" type="checkbox"/> 7-12 year only	Fee Type 1	Default Fee Structure	School Fees		100.00

A list of School Years that will have Fee Types applied and which account they be attributed too. Some of this is read only information and items can be unticked.

This area is useful for removing fee items that you do not want to be charged in this billing run. Schools also can change an individual fee items GL for this billing run.

Finish

This screen displays the entire Billing Run in detail.

Selected date for new Fees

- Fee date: Fri, May 21, 2021

Selected dates for Statement Generation

- Statement Start Date: Fri, Jan 01, 2021
- Statement End Date: Fri, Dec 31, 2021
- Payment Due date: Mon, May 24, 2021

Selected Fee Types

- 2021 School Fees example
- Tuition Fees

Summary Totals

- Net (include Tax): \$32,499,000.00
- Gross (include Tax): \$32,499,000.00
- Discount: \$9,000.00
- Tax: \$0.00

Errors:

Some records were skipped due to following errors

Error Details
Afien Ashley(Student ID: 9215) has no linked Debtors
Ahmet Leach(Student ID: 9177) has no linked Debtors
Alesha Stevens(Student ID: 9173) has no linked Debtors
Alice Butler(Student ID: 9120) has no linked Debtors
Amelia Bond(Student ID: 9195) has no linked Debtors
Anza Neal(Student ID: 9147) has no linked Debtors
Application new(Student ID: 9900) has no linked Debtors

Bill Generation Summary

If you proceed, the following **149** bills will be generated. **0** will NOT be billed for reasons Unable to locate student fee for selected fee type and academic year. No debtors specified for student in the system. Debtor contributions for student does not add up to 100 percent. The bills will be generated when you select Process Billing

Debtor	Student	Student Code	Fee Type	Fee Date	Due Date	Fee	Tax	Discount
Arthur Koch	Ariana Koch	KDC001	2021 School Fees example Fee 989 : Colon Description (Compulsory)	24/05/2021	24/05/2021	\$3,000.00	\$0.00	\$0.00
Arthur Koch	Ariana Koch	KDC001	Tuition Fees Tuition Fees 7 -12 (Compulsory)	24/05/2021	24/05/2021	\$20,000.00	\$0.00	\$0.00
Ayer Marler	Shara Marler	MAR001	2021 School Fees example Fee 989 : Colon Description	24/05/2021	24/05/2021	\$3,000.00	\$0.00	\$0.00

Items to Check:

- 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**

Errors This table will also list any students that for whom no bills will be generated. Click the student's name to correct the issue.

Bill Generation is an overall summary of the number of bills to be generate and those that will not

Click **Process Billing**.

Debtor Fees Billing

Debtor Fees Billing allows a school to charge an amount to a family as opposed to a student. Because this is a family amount it cannot be set to attract Sibling discounts or flag-based discounts, however amounts can be edited or discounted per family as needed. Being a billing item, Debtor fees can be processed and consolidated into an invoice run along with other Debtor Fees or Billing runs. This gives the ability to charge bills in a variety of ways while presenting 1 invoice to parents.

- From the left-hand Menu, select **Debtor Fees Billing** under **Billing**.



The Debtor Fees Billing screen displays.

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

Any fees that have already been used in generating the bills for that selected debtors those fees 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. Tax-rate linked the fee determines how much the billing item is taxed.

Debtor Name	Due Date	Description	Unit Fee Amount	Quantity	Discount	
Mr & Ms W Pearce	31/07/2020	Household Fee	500	1	0	Edit Remove
Rob Walter	31/07/2020	Household Fee	500	1	0	Edit Remove
Mr & Miss R De Rougemont	31/07/2020	Household Fee	500	1	0	Edit Remove
Mrs sharana Spears & Miss Andy Hunter	31/07/2020	Household Fee	500	1	0	Edit Remove

As the fee type was selected it is applied to all debtors however the edit function allows modification to be made. Fee items are linked to a fee type that is set to 'applied to household' will appear here.

2. Simply enter the detail for this adhoc billing run - include due dates, name etc..
3. Select **Preview** to view the list of debtors
4. Each household that has been presented in this table can be removed, have their amount edited, add a quantity or discount. **Run** when you are satisfied.

Subject Fees

Allows schools to create bills for students based on subject fees. The bills created by this interface do have students linked to them and are raised as a household bill. Please note that any fees that have already been used in generating the bills for that selected students those fees will not be billed again and will skip over those students.

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

1. From the left-hand Menu, select **Subject Fees** under **Billing**.



The Subject Fees screen displays.

A screenshot of the 'Subject Fees' settings page. The page has a light green header with the title 'Subject Fees' and a 'Preview' button. Below the header is a yellow banner with the text 'Subject Fees allows you to create bills for students with subjects.' The main content area is titled 'Settings' and contains several form fields: 'Set Name for this Billing Run' (text input), 'Date' (24/07/2020), 'Due Date' (24/07/2020), 'Academic Period' (2020), 'Billing Period' (Harry's Billing), 'Enrolment Types' (Choose a value..., Enrolled - Active, Enrolled - Active (Pending), External), 'Fee Types' (Choose a value..., Fee Type 4), and 'Students in year levels' (Choose a value...). There are 'Preview' buttons in the top right and bottom right corners.

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

The page is editable so unit fee, quantity and discounts can be altered, and debtor removed.

Allow Billing by subject needs to be applied to yes in the settings before this can appear in the menu.

Options are to Run or Export this data.

Invoice Creation

Target Audience


- Staff who handle Finances, Billing and Accounts payments.

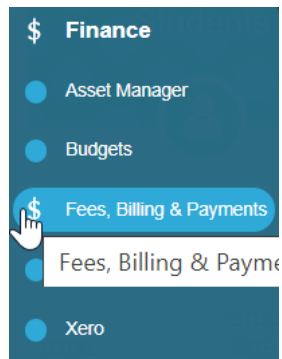
Content

- Invoice from Fees
- Standalone Invoice
- Donations
- Invoice Uploader
- Invoice + Receipt

Overview

A bill runs gathers the information. The invoice run generates the invoice linked to the billing run. An invoicing run can contain as many billings runs as you want. The benefit of this being you can combine billing wizard runs and household billing runs in one invoice run. One invoice for the parents that has the entire fee structure Invoice Creation

1. After clicking the  Sentral modules display. Access **Fees, Billing Payments** under **Finance group**.



The Fees and Billing Payment Dashboard displays.

Fees, Billing & Payments | Setup Fees, Billing & Payments | Search Fees, Billing & Payments

Sync with Enrolments

Sync with Enterprise

Sync with Xero

1 Registers

3 Billing

1 Invoice Creation

1 Invoice Adjustments

1 Sentral Pay

1 Reports

1 History

1 Imports

1 Exports

Students

TOTAL STUDENTS: 1544

STUDENTS WITH NO DEBTORS: 0

Debtors

SCHOOL DEBTORS: 1232

NON-SCHOOL DEBTORS: 10

Latest Billing Run

RUN ON: 29 JUL 2020

Sync	Start at	Finished at	Status
Sentral Pay Disbursements/Settlements Sync	29/07/2020 10:01	29/07/2020 10:01	COMPLETED
Sentral Pay Scheduled Instalments Sync	29/07/2020 04:01	29/07/2020 04:01	COMPLETED

Recent Students

Recent Debtors

Mr & Miss K McCue
Billing Identifier: 2483

Activities Approved For Billing

2. From the left-hand Menu, select **Invoice from Fees under **Invoice Creation**.**

\$ Invoice Creation

- Invoice from Fees
- Standalone Invoice
- Donations
- Invoice Uploader
- Invoice + Receipt

The Invoicing Run (Invoicing) screen is displayed.

Invoicing Run – (Invoicing) Preview

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

Settings

Invoicing Run Name *

Invoice Reference *

Filtering Options

Filter for billing run creation dates?

Filter for specific billing periods?

Filter for specific billing runs?

Filter for specific debtors or students?

Filter for specific fee types?

Invoice Options

Invoice Date: 11/01/2021

Invoice Template: Standard

Group by

Debtor Student Debtor & Due Date Student & Due Date

Invoice Due Date: 12/01/2021 Preview

3. Schools need to Name the invoice run and add Invoice reference. Using the Filter options define the dates, billing period and run, specific debtors or students and fee types.

4. Select the Invoice date & due date and group by option (debtor, student, debtor & due date or student & due date). Group by Debtor to have 1 invoice per Debtor or by student to have 1 invoice per student.
5. **Preview** this before sending.
6. Click on **Details** to view for an individual.

Invoice Date	Due Date	Debtor Name	Sub Total	Tax Amount	Total Amount	
29/07/2020	30/07/2020	Trevor Balson & Gladis Balson	\$9,800.00	\$287.00	\$10,087.00	Details
29/07/2020	30/07/2020	Mr & Ms K Sprent	\$9,800.00	\$287.00	\$10,087.00	Details
29/07/2020	30/07/2020	Mr & Mrs T Birnbeck	\$14,000.00	\$392.00	\$14,392.00	Details
29/07/2020	30/07/2020	Dr & Mrs U Lavigan	\$7,000.00	\$196.00	\$7,196.00	Details
29/07/2020	30/07/2020	Mr & Mrs M Creighton	\$9,800.00	\$287.00	\$10,087.00	Details
29/07/2020	30/07/2020	Mr & Ms W Pearce	\$10,400.00	\$287.00	\$10,687.00	Details
Total:			\$60,800.00	\$1,736.00	\$62,536.00	Run

7. Once validated, the school can then **Run**.

The screen below displays the completion of an Invoice Run.

Filters

Filter by Invoicing Runs: Choose a value... Term 1 Invoice (2020-03-18 21:36:10) x

Filter by Invoice Status: Choose a value...

Filter by Activities: Choose a value...

Filter by Tags: Choose a value...

Filter by Roll Classes: Choose a value...

Filter by Classes: Choose a value...

Filter by Debtor's Preferred Communication: Choose a value...

Filter by Invoice Communication Method: Choose a value...

Show only invoices which don't have debtors linked to portal?

Filter by student's exit date?

[Export](#) [Filter](#)

8. The **Filter Panel** display the name of the Invoice Run. You can also filter on other criteria.

Invoices - 3 Found										Actions		
<input type="checkbox"/>	Invoice No	Due Date	Debtor Name	Students	Total	Amount Paid	Amount Due	Status				
<input type="checkbox"/>	INV201811271705-21	25/03/2020	Peter Griffin	Chris Jack Griffin	300.00	0.00	300.00	DRAFT	Not Pushed to Xero	Payable in Portal	No Portal Users Access	Details
<input type="checkbox"/>	INV201811271705-22	25/03/2020	Nancie Barrington	Stuart Barrington	250.00	0.00	250.00	DRAFT	Not Pushed to Xero			Details
<input type="checkbox"/>	INV201811271705-23	25/03/2020	Clara Banks	Otelia Varley	250.00	0.00	250.00	DRAFT	Not Pushed to Xero			Details

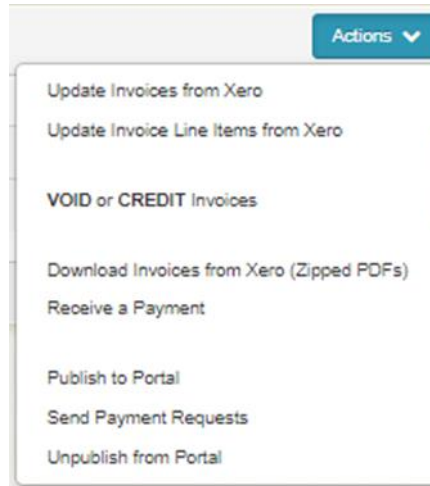
◀ Prev 1 Next ▶

Invoices relating to this run can be viewed and actioned. If debtor has unallocated credit notes, a small warning symbol will appear next to the debtor's name.

DO NOT remove invoiced line items they need to be Voided or Credited.

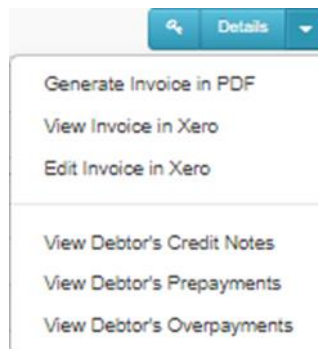
9. Tick the check box in front of an invoice or all invoices to process.

Actions Button Schools can now decide on actions to push this to the parents (email, publish to portal) set the status, push to Xero and generate PDF's.



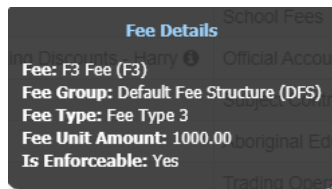
- Auto update to portal payment requests if changes have been made to the linked invoice.

Details Button Click on details for the individual Debtor/Student to view OR click on the arrow to generate a PDF on the invoice or view Debtor's credit notes, prepayments & overpayments or view linked portal bills.

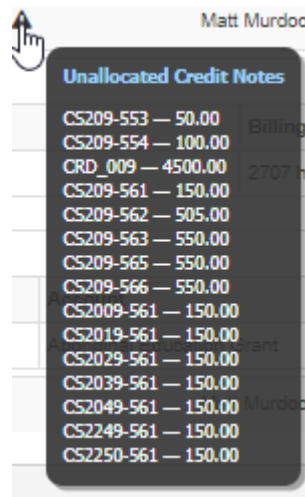


10. Select the key icon to see who can view the invoice if published to the portal.

11. Hover over the “i” symbol in the details section to view fee details.



12. Click on the exclamation symbol to view unallocated credit notes



13. Click on an Invoice to view the detail

Invoices - 1 Found Actions

Invoice No	Due Date	Debtor Name	Students	Total	Amount Paid	Amount Allocated	Amount Due	Status
<input type="checkbox"/> INVS1-1112	23/11/2020	Mr & Miss D Bock	Nancie Bock	\$3,950.00	\$0.00	\$0.00	\$3,950.00	DRAFT Pushed to Dynamics

Description	Invoicing Run	Created	Billing Period	Reference	Invoice Date	Branding Template	Last Synced
invoicesegreset		20/11/2020 11:27	2020 Annual Fees	invoicesequencesettest	20/11/2020	none	20/11/2020 11:52

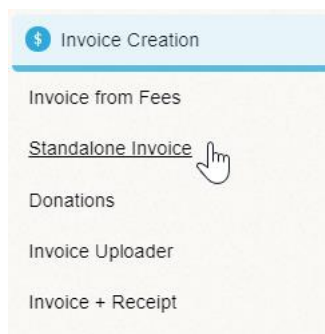
Student	Description	Account	Cost Centres	Quantity	Unit Amount	Discount Amount	Tax Amount	Line Amount (Tax Exclusive)	Line Amount (Tax Inclusive)
Nancie Bock	Art	Finance Charges from Customers	LARGE - Large Business PROD - Production	1	50.00	0.00	INPUT TAX - 0%	50.00	50.00
Nancie Bock	Tuition Fees Primary	Fees and Charges Rec. - Dom.	LARGE - Large Business SALES - Sales	1	3,000.00	0.00	INPUT TAX - 0%	3,000.00	3,000.00
Nancie Bock	Sibling Discounts	Fees and Charges Rec. - Dom.	MEDIUM - Medium Business ADM - Administration	1	-150.00	0.00	INPUT TAX - 0%	-150.00	-150.00
Nancie Bock	Excursion fees	Finance Charges from Customers	LARGE - Large Business PROD - Production	1	1,000.00	0.00	GST10 - 10%	1,000.00	1,100.00
Nancie Bock	Sibling Discounts	Fees and Charges Rec. - Dom.	LARGE - Large Business SALES - Sales	1	-50.00	0.00	INPUT TAX - 0%	-50.00	-50.00

14. Line Items will display with applicable detail, account information, cost centre, discount and tax amounts. Tax rates have been moved to the line-item level, which provides more flexibility in representing invoices with multiple different tax items on the same invoice..

Stand Alone Invoice

Standalone Invoicing is for when a school wants to charge a fee to a student or Debtor independent of a school year, subject or flag. This allows a school to combine the billing run and Invoice run into 1 action that can be edited per line item. Common uses are Excursions, Instrument Hire & Enrolment Fees.

From the left-hand Menu, select Standalone Invoice under Invoice Creation.



The Standalone Invoice screen displays.

Standalone Invoicing Run – (Billing + Invoicing) Generate

Standalone Invoicing allows you to create the Billing and Invoicing process in one template. Often used for excursions or fee types that are not recurring.

Settings

Name for Standalone Invoicing Run * **Date** 16/12/2020 **Due Date** 17/12/2020

Define internally in Central the group invoices that your creation to be searched for in the invoice register. Example: Zoo Trip - 16/10/2020

Invoice Reference * The description of the invoice to be populated externally (FMS and Statement of Account). Example: Zoo trip

Do you want this to be the invoice line item description?

Revenue Account This account will be shown on the receipt line item. You can only see accounts that are of class "Revenue" as they represent income.

2550 - School Fees

Tax This account will be shown on the receipt line item. You can only see accounts that are of class "Revenue" as they represent income.

GST on Income - 10% (10%)

Cost Centres Cost centres are often used in monitoring performing across different areas (such as departments, cost centres, or locations). These tracking categories are recorded against each invoice line item and if your external accounting package (Xero) supports it are also synced across to it.

--Select Faculty Budgets--

--Select Tracking Category--

15. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.

16. Red Asterix denotes mandatory field.

EG Invoice Reference * *The description of the invoice to be populated externally (FMS and Statement of Account). Example: Zoo trip*

17. Non-mandatory data columns missing from the import file will not overwrite any existing debtor data. i.e. if the BPAY CRN column is missing from the import file, no debtor BPAY CRN data will be overridden via the import.

18. Click on the green Generate Generate button. The screen refreshes showing the Adhoc Invoicing Preview.

Ad Hoc Invoicing - Preview (1 Found) Back Export Run

Invoice Date	Due Date	Debtor Name	Sub Total	Tax Amount	Total Amount	
18/08/2020	25/09/2020	Mr William Smith and Mrs Betty Jones	\$136.36	\$13.64	\$150.00	Details
Total:			\$136.36	\$13.64	\$150.00	

Run

19. You can click **Back** Back button to previous screen.

20. To view Details, select the blue **Details** Details button.

21. To Export click on the green **Export** Export button.

22. To generate the Run, click on the green **Run** Run button.

The screen updates and now displays under Registers

The screenshot shows a software interface for managing invoices. At the top, there is a 'Filters' section with a dropdown menu set to 'John Smith (18/08/2020)'. Below this is a table titled 'Invoices - 1 Found'. The table has columns for Invoice No, Due Date, Debtor Name, Students, Total, Amount Paid, Amount Due, Credit Note Allocation, and Status. One invoice is listed with ID 'INS20-176', due on '25/09/2020', and debtor 'Mr William Smith and Mrs Betty Jones'. The status is 'AUTHORISED' and it is marked as 'Not Pushed to Xero'. There are 'Export' and 'Filter' buttons at the top right, and a 'Details' button for the invoice row.

The **Filter Panel** display the name of the Invoice Run. You can also filter on other criteria.

Invoices relating to this run can be viewed and actioned. If debtor has unallocated credit notes, a small warning symbol will appear next to the debtor's name.

23. Tick the check box in front of an invoice or all invoices to process.

24. PDF invoice from Dynamic can be generated and attached to Sentral pay emails.

Actions Button Schools can now decide on actions to push this to the parents (email, publish to portal) set the status, push to Xero and generate PDF's.

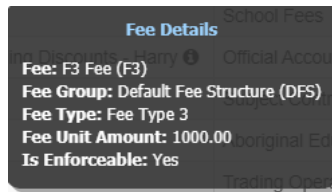
The screenshot shows a dropdown menu titled 'Actions'. The menu items are: 'Update Invoices from Xero', 'Update Invoice Line Items from Xero', 'VOID or CREDIT Invoices', 'Generate Invoices from Xero (PDF)', 'Generate Receipts from Xero (PDF)', 'Receive a Payment', 'Publish to Portal', 'Send Payment Requests', and 'Unpublish from Portal'.

Details Button Click on details for the individual Debtor/Student to view OR click on the arrow to generate a PDF on the invoice or view Debtor's credit notes, prepayments & overpayments or view linked portal bills.

The screenshot shows a dropdown menu titled 'Details'. The menu items are: 'PDF', 'View Debtor's Credit Notes', 'View Debtor's Prepayments', 'View Debtor's Overpayments', and 'View Linked Portal Bills'.

25. Select the key icon to see who can view the invoice if published to the portal.

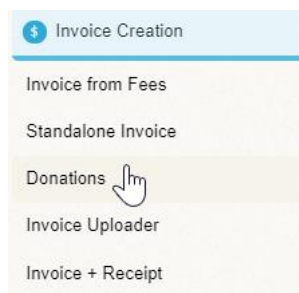
26. Hover over the “i” symbol in the details section to view fee details.



Donations

A donation is an amount receive from members or general public by way of a gift and needs to be managed by the school and added to an account and cost centre.

1. From the left-hand Menu, select **Donations** under **Invoice Creation**.






The Donations screen displays if this option has been setup.

Donations						Add Donation Type	
Name	Account	Tax Rate	Description	Suggested Amount			
Voluntary Building Fund	Camps/Excursions/Activities (2320)	BAS Excluded	Voluntary Building Fund	250.00 <small>(min: 20.00, max: 100000000.00)</small>	Show in Portal	Edit Delete	
Sports equipment	Hire of School Facilities/Equipment	GST Free Capital	improve our sports equipment	20.00 <small>(min: 5.00, max: none)</small>	Show in Portal	Edit Delete	

2. The current Donation Types are displayed, to view you can click on the blue **Edit** button.

3. To add a Donation Type, click on the green **Add Donation Type** button.

The Add Donation Type screen displays.

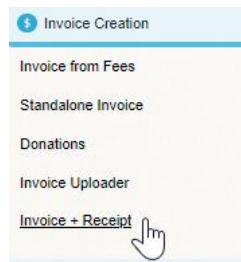
4. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.
5. Click on the green **Save**  button.
6. Click on **Choose File**  button and select the CSV file.
7. Click on the green **Import**  button.

Invoice + Receipt

Receipting allows you to create the Billing, Invoicing and process Payments all in one template.

Often used for low-cost fee collection when students bring in the permission notes and money to class. They can be associated to an activity and billed to debtor or by student.

8. From the left-hand Menu, select **Invoice + Receipt** under **Invoice Creation**.



The Invoice + Receipt screen displays.

Invoice + Receipt Generate

Receipting allows you to create the Billing, Invoicing and process Payments all in one template.
Often used for low cost fee collection, when students bring in the permission notes and money to class.

Settings

Set Name for this Receipting Run *

The name will be used as the description line on the students invoice.

Payment Method

--None--
▼

This payment method will apply to all the receipts that this receipting run generates.

Payment Reference

This payment reference will appear in all the receipts that this receipting run generates.

Payment Paid To Account

Portal Payment Clearing
▼

This account will be shown on the payment.
You can only see accounts with type BANK or accounts that have payments enabled.

Revenue Account

2650 - School Fees
▼

This account will be shown on the receipt line item.
You can only see accounts that are of class "Revenue" as they represent income.

Tax

GST on Income - 10% (10%)
▼

This account will be shown on the receipt line item.
You can only see accounts that are of class "Revenue" as they represent income.

Cost Centres

--Select Faculty Budgets--
▼

--Select Tracking Category--
▼

Cost centres are often used in monitoring performing across different areas (such as departments, cost centres, or locations).
These tracking categories are recorded against each invoice line item and if your external accounting package (Xero) supports it are also synced across to it.

Date

20/08/2020

1. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.
2. Ensure you include the payment methods that twill apply to all receipts.
3. Click on the green **Generate** Generate button.

The Adhoc Receipting – Preview screen displays.

Ad Hoc Receipting - Preview (6 Found) Back Export Run

Invoice Date	Due Date	Debtor Name	Sub Total	Tax Amount	Total Amount	Details
20/08/2020	20/08/2020	Rob Walter	\$136.35	\$13.63	\$149.98	Details
20/08/2020	20/08/2020	Dakota Agnes & Galen Agnes	\$136.35	\$13.63	\$149.98	Details
20/08/2020	20/08/2020	Hanna Father	\$136.35	\$13.63	\$149.98	Details
20/08/2020	20/08/2020	sharley Baggins	\$136.35	\$13.63	\$149.98	Details
20/08/2020	20/08/2020	shon seeho	\$136.35	\$13.63	\$149.98	Details
20/08/2020	20/08/2020	Nineteen Dad Chen	\$136.35	\$13.63	\$149.98	Details
Total:			\$818.10	\$81.78	\$899.88	

Run

1. You can click **Back** Back button to previous screen.
2. To view Details, select the blue **Details** Details button.
3. To Export click on the green **Export** Export button.
4. To generate the Run, click on the green **Run** Run button.

The screen updates and now displays under Registers

Filters

Filter by Invoicing Runs Term 3 Fees 2020 (20/08/2020) ✕

[Show more filters](#)

[Export](#) [Filter](#)

Invoices - 6 Found Actions

<input type="checkbox"/>	Invoice No	Due Date	Debtor Name	Students	Total	Amount Paid	Amount Due	Credit Note Allocation	Status	
<input type="checkbox"/>	INS20-182	20/08/2020	Rob Walter	Adams Walter	\$149.98	\$149.98	\$0.00	\$0.00	PAID	Not Pushed to Xero Details
<input type="checkbox"/>	INS20-183	20/08/2020	Dakota Agnes & Galen Agnes	Delta Agnes	\$149.98	\$149.98	\$0.00	\$0.00	PAID	Not Pushed to Xero Details
<input type="checkbox"/>	INS20-184	20/08/2020	Hanna Father	Hanna	\$149.98	\$149.98	\$0.00	\$0.00	PAID	Not Pushed to Xero Details
<input type="checkbox"/>	INS20-185	20/08/2020	sharley Baggins	Bilbo Baggins	\$149.98	\$149.98	\$0.00	\$0.00	PAID	Not Pushed to Xero Details
<input type="checkbox"/>	INS20-186	20/08/2020	shon seeho	Merry seeho	\$149.98	\$149.98	\$0.00	\$0.00	PAID	Not Pushed to Xero Details
<input type="checkbox"/>	INS20-187	20/08/2020	Nineteen Dad Chen	Chen AUG2020 Nineteen	\$149.98	\$149.98	\$0.00	\$0.00	PAID	Not Pushed to Xero Details

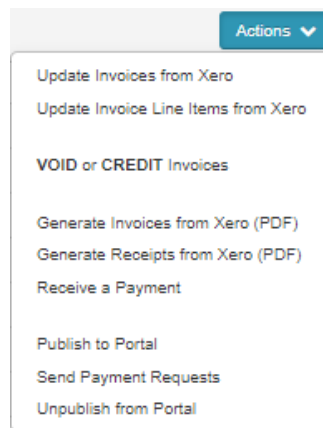
[Prev](#) [1](#) [Next](#)

The **Filters Panel** display the name of the Invoice Run. You can also filter on other criteria.

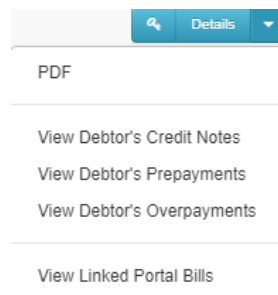
Invoices relating to this run can be viewed and actioned. If debtor has unallocated credit notes, a small warning symbol will appear next to the debtor's name.

5. Tick the check box in front of an invoice or all invoices to process.

Actions Button Schools can now decide on actions to push this to the parents (email, publish to portal) set the status, push to Xero and generate PDF's.



Details Button Click on details for the individual Debtor/Student to view OR click on the arrow to generate a PDF on the invoice or view Debtor's credit notes, prepayments & overpayments or view linked portal bills.



6. Select the key icon to see who can view the invoice if published to the portal.
7. Hover over the "i" symbol in the details section to view fee details.

School Fees
Official Account
Original Ed
Trading Oper

Fee Details

Fee: F3 Fee (F3)
Fee Group: Default Fee Structure (DFS)
Fee Type: Fee Type 3
Fee Unit Amount: 1000.00
Is Enforceable: Yes

Invoice Adjustments

Target Audience

- Staff who handle Finances, Billing and Accounts payments.

Content

- Credit Note
- Subsidies & Recurring Subsidies
- Contra Accounting

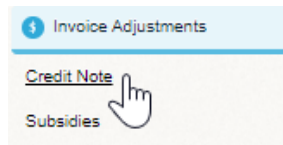
Overview

Schools may need to review an adjust invoices.

Create A Credit Note


This interface allows users to create an adhoc credit note for a debtor. This setting must be switched to yes in the settings.

1. From the left-hand Menu, select **Credit Note** under **Invoice Adjustment**.



The Create a Credit Note screen displays.

A screenshot of the 'Create a Credit Note' form. The form has a title bar 'Create a Credit Note' with a 'Generate' button. Below the title bar is a subtitle: 'This interface allows users to create an adhoc credit note for a debtor.' The form is divided into 'Settings' and a table. The 'Settings' section includes fields for 'Debtor' (with a search dropdown), 'Date' (24/08/2020), and 'Reference'. The table has columns: '#', 'Description', 'Qty', 'Unit Price', 'Account', 'Tax Rate', 'Cost Centres', and 'Total (without tax)'. There is one row with the following values: '# 1', 'Description', 'Qty 1', 'Unit Price \$ 0.00', 'Account 2550 - School Fees', 'Tax Rate BAS Excluded (0%)', 'Cost Centres --Select Faculty Budgets--', and 'Total (without tax) \$ 0.00'. There is an 'Add Line Item' button and a 'Generate' button at the bottom right.

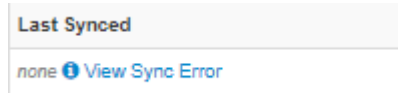
1. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.
2. Click on the green **Generate**  button.

A screenshot of a table titled 'Credit Notes for Mr William Smith and Mrs Alana Smith'. The table has columns: 'Credit Note No', 'Date', 'Total', 'Remaining Credit', 'Status', and 'Synced with Xero'. There is one row with the following values: 'Credit Note No CS207-14', 'Date 24/08/2020', 'Total 55.00', 'Remaining Credit 55.00', 'Status AUTHORISED', and 'Synced with Xero No'. There are 'Action' and 'Details' buttons at the bottom right.

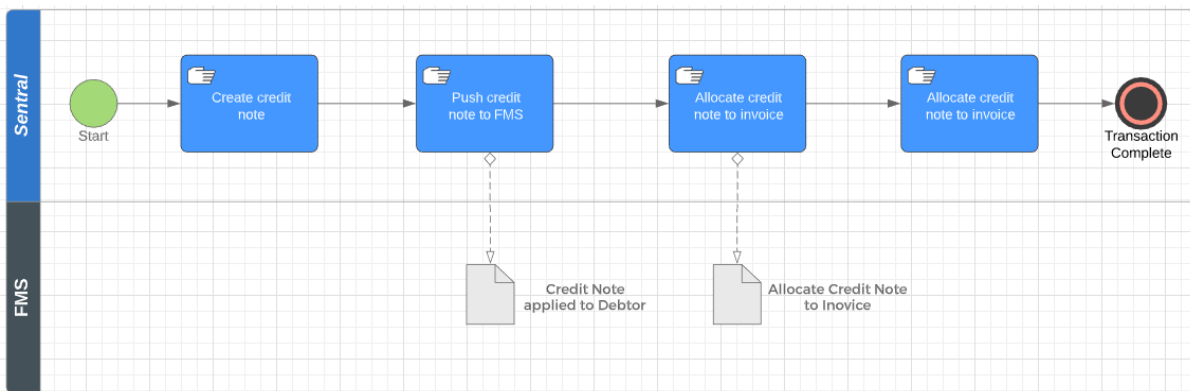
3. Once created, the credit note appears on screen and staff can **Action** (Push credit notes to Xero) or **Details** (allocate to outstanding Invoices, generate PDF, view and edit in Xero).



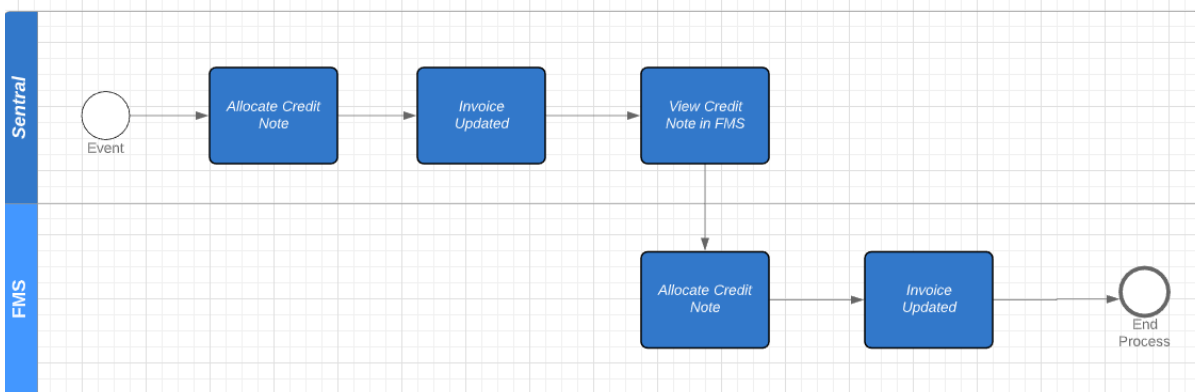
4. An error log will present if the credit note has failed to sync to FMS.



Create a Credit note



Allocate a Credit Note

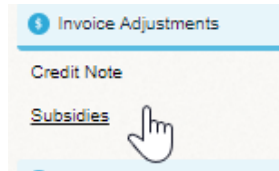


Subsidies

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

E.g. the CSEF payment in Victoria. Whereby the government allocates money to a school for a student to be spent on camps, sport or excursions. schools can choose which fee type a subsidy can be allocated against when you setup the subsidy.

1. From the left-hand Menu, select **Subsidies** under **Invoice Adjustments**.



The Current Subsidies screen displays.

Student Name	Academic Period	Year Level	Roll Class	Subsidy Amount	Allocated Amount	Unallocated Amount	Subsidy Type	Subsidy Received	
<input type="checkbox"/> Jeanmarie Warles	2020			1200.00	0.00	1200.00	CentrePay	21/07/2020	Allocate to Outstanding Invoices Remove
<input type="checkbox"/> Richie Greig	2020			50.00	0.00	50.00	CSEF	29/07/2020	Allocate to Outstanding Invoices Remove
<input type="checkbox"/> Wilmer Kinross	2020			100.00	0.00	100.00	CentrePay	04/08/2020	Allocate to Outstanding Invoices Remove
<input type="checkbox"/> Wilmer Kinross	2020			100.00	0.00	100.00	CentrePay	05/08/2020	Allocate to Outstanding Invoices Remove
<input type="checkbox"/> Richie Greig	2020			200.00	0.00	200.00	CentrePay	07/08/2020	Allocate to Outstanding Invoices Remove
<input type="checkbox"/> Matt Murook	2020			500.00	500.00	0.00	CentrePay	11/08/2020	Allocate to Outstanding Invoices Remove

When allocated a subsidy payment creates a credit note.

- If you have not created a subsidy, the lading page will be blank, and you can then select to **Add New Subsidy** [Add New Subsidy](#) button.

Current Subsidies	
Student: <input type="text" value="Richie Greig"/>	Add New Subsidy Actions
Academic Period: <input type="text" value="2020"/>	
Subsidy Type: <input type="text" value="CentrePay"/>	
Subsidy Amount: <input type="text"/>	
Subsidy Received: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Add Cancel	

- Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.
- Click on the green **Add** [Add](#) button. You can allocate this to an outstanding invoice.

Subsidy Details					
Subsidy No	Subsidy Date	Linked Contact	Total	Remaining Credit	Reference
1	18/03/2020	Richie Greig	120.00	120.00	

Invoice No	Due Date	Students	Total	Amount Paid	Amount Due	Status	Allocated Amount
SSINV202001091658-161	25/02/2020	Louanne Greig	20.00	0.00	20.00	AUTHORISED	<input type="text" value="0.00"/>
SSINV202001091658-351	26/02/2020	Louanne Greig	200.00	0.00	200.00	AUTHORISED	<input type="text" value="0.00"/>

Total Credit Remaining **120.00**

Back Allocate

- Click on the green **Allocate** [Allocate](#) button.

Recurring Subsidies

Functionality to support ad create a new subsidy schedule for debtor/s or student/s that is a schedule of recurring subsidies.

- Select **Add New Recurring Subsidy**
- Select Type, academic period, frequency, and dates

3. Select the student/s or debtor/s and bulk assign subsidy amount to every student/s or debtor/s

Add New Recurring Subsidy

Subsidy Type: CentrePay Academic Period: 2020

Subsidy Amount: 0100 Subsidy Received: Yes No

Frequency: Weekly Start Date: 16/12/2020 End Date: 16/12/2020

Select who to Subsidise

Select search criteria below and then click Search Debtors button

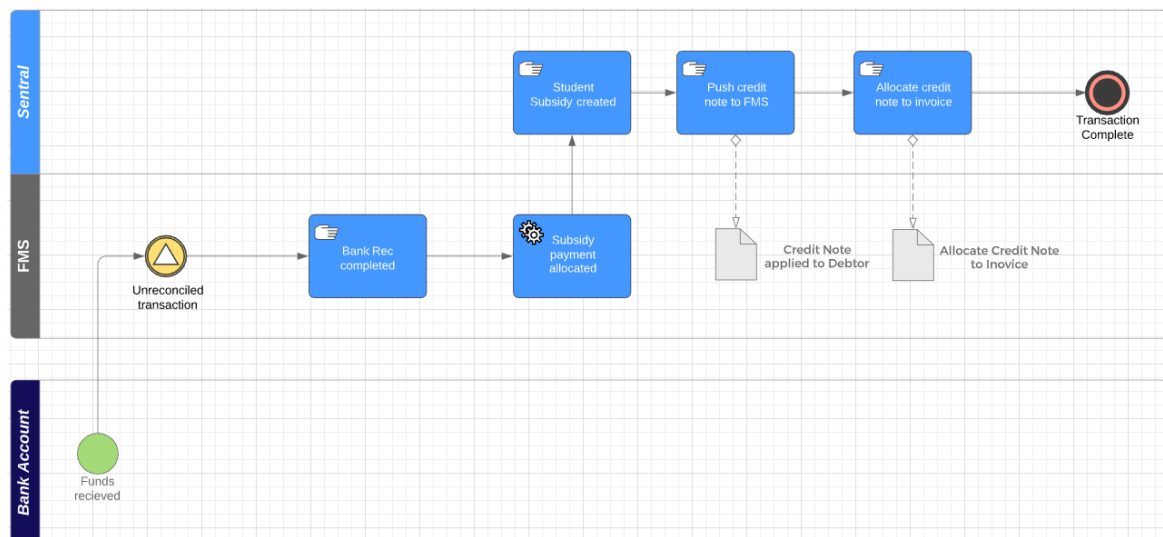
School Years: Choose a value... R x

Search Debtors Add Selected Remove Selected Refresh Amounts

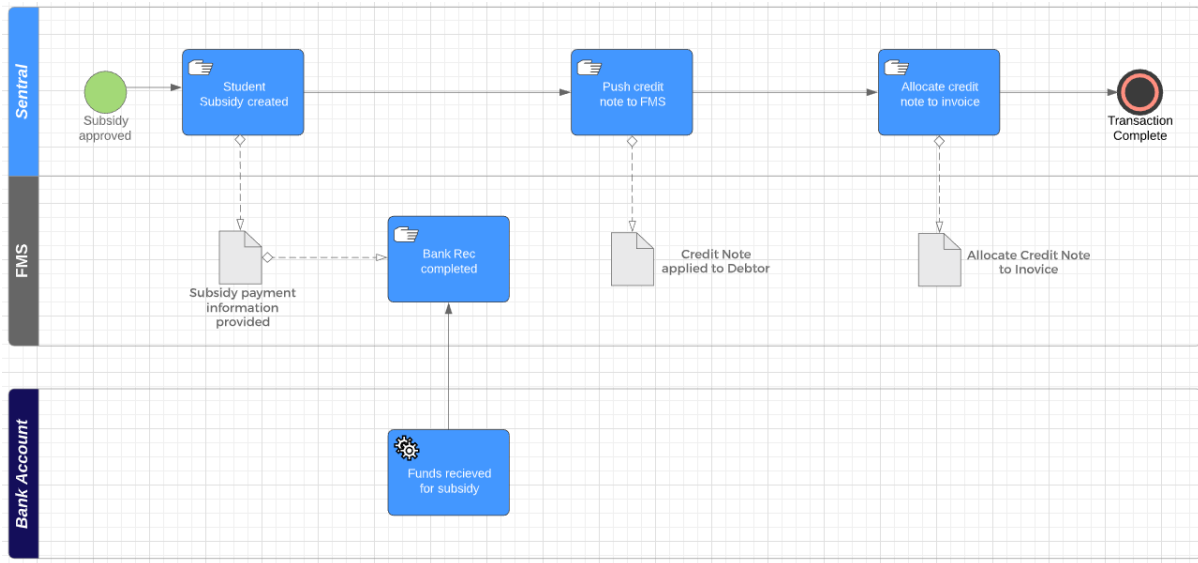
Search Debtors	Selected Debtors
<input checked="" type="checkbox"/> All	<input type="checkbox"/> All
<input checked="" type="checkbox"/> Aarav Becker	<input type="checkbox"/> Aarav Becker \$ 0100 <input type="button" value="CF"/>
<input checked="" type="checkbox"/> Mr & Mrs K Ruatoka	<input type="checkbox"/> Robi Becker \$ 0100 <input type="button" value="CF"/>
<input checked="" type="checkbox"/> Rob Becker	<input type="checkbox"/> Mr & Mrs K Ruatoka \$ 0100 <input type="button" value="CF"/>

4. You can edit for each student or debtor the subsidy amount before you Save.
5. Subsidies can be manually allocated to an outstanding invoice.
6. Subsidies can be removed also.
7. Subsidies are now considered full payment type.
8. It is possible to cancel an in-progress recurring subsidy provided that the recurring subsidy schedule has not yet completed. Cancelling an in-progress recurring subsidy will only cancel future subsidy payment applications that have not yet been processed. Already processed subsidy payments will not be affected.
9. Recurring Subsidies now enforces the start date must be before the end date.

Subsidy Type 1



Subsidy Type 2



Contra Accounting

A contra account is used in a general ledger to reduce the value of a related account when the two are netted together. A contra account's natural balance is the opposite of the associated account. If a debit is the natural balance recorded in the related account, the contra account records a credit.

When a school has voluntary tuition fees (i.e. treat them as optional contributions) and runs on accrual accounting, partially paid invoices will over-state the income and accounts receivable accounts. Sentral can now post journals to for the overstated income amount to a contra accounts receivable account in an overnight adjusting journal that is reversed the next day to reconcile for this.

This is a read only page with an export function.

Reports

Target Audience

- Staff who handle Finances, Billing and Accounts payments.

Content

- Reports for Fees, Billing and Payments
- History

Overview

Schools can now run reports of financial data for review and reconciliation.

Reports

You will need to filter by Billing Period and Invoicing Run. This will then enable you to export this data.

Debtor: Export a report of debtors that still owe the school fees.

Student: Export a report for various (or multiple) fee types.

Invoices: Export a report of invoices.

Payment: Export a report of the payments for school fees.

Prepayments: Export a report of Prepayments.

Overpayments: Export a report of Overpayments.

Outstanding Fees: Export a report of which students (or debtors) still owe the school fees.

Discounts: Export a report of Discounts.

Credit Notes: Exports a report of Credit Notes.

Aged Debtor Summary: Export a report for overdue invoices.

Balancing Report: Export a Balancing report via Date range and GL Account.

Exception Report: (XERO ONLY) Export any Anomalies. The Exception Report shows 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. This can be useful to reconcile cancellations or manual adjustments. You can now export this to Excel for further analysis.

History

Target Audience

- Staff who handle Finances, Billing and Accounts payments.

Content

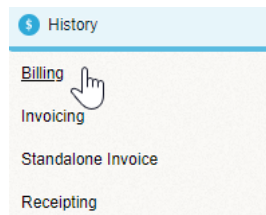
- Billing Run History
- Invoicing Run History
- Adhoc Invoicing Run History
- Receipting Run History

Overview

The History menu is a Register of invoices and billings that have been created. They are Read Only.

History - Billing

1. From the left-hand Menu, select **Billing** under **History**.

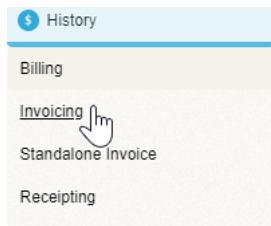


The Billing Run screen displays.

Billing Run Name	Billing Period Name	Run On	Run By	Fee Date	Due Date	AdHoc	Receipting	
ferg 0720		20/07/2020 17:26	Mike Chen (@Sentral)	20/07/2020	21/07/2020	Yes	No	Not Deletable
Excursion		22/07/2020 13:34	Alex Reed (@Sentral)	22/07/2020	23/07/2020	Yes	No	Not Deletable
eee		22/07/2020 15:35	Sean Zhang (@Sentral)	22/07/2020	23/07/2020	Yes	No	Not Deletable
Voluntary Building Fund		23/07/2020 09:01		23/07/2020	23/07/2020	Yes	No	Not Deletable
crystal test		23/07/2020 14:28	Crystal Sandoval (@Sentral)	23/07/2020	24/07/2020	Yes	No	Not Deletable
crystal -test	ACT - Single	23/07/2020 14:54	Crystal Sandoval (@Sentral)	23/07/2020	24/07/2020	No	No	Not Deletable
Test		23/07/2020 16:33	Alex Reed (@Sentral)	23/07/2020	24/07/2020	Yes	No	Not Deletable
Harry's Billing	Harry Billing 1	24/07/2020 10:16	Susan Le Noury (@Sentral)	24/07/2020	27/07/2020	No	No	Not Deletable

History - Invoicing

1. From the left-hand Menu, select **Invoicing** under **History**.

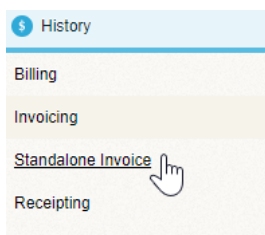


The Invoicing Runs screen displays.

Invoicing Runs - 7 Found						
Name	Type	Run On	Run By User	Invoice Date	Linked Invoices	Linked Billing Runs
Chen Nineteen invoicing	Billing Run	19/08/2020 11:18	Ammad Faheem (@Sentral)	19/08/2020	2	• Chen Nineteen billing 19/08/2020 11:17
Haydn - Test	Billing Run	17/09/2020 13:52	Haydn Salvas (@Sentral)	17/08/2020	15	• Haydn 17/09/2020 13:52
Invoices	Billing Run	12/08/2020 13:43	Robert Jones (@Sentral)	12/08/2020	6	• Robert's Test 12/08/2020 13:41
Term 3 Fees 2020	Billing Run	31/07/2020 12:35	Susan Le Noury (@Sentral)	31/07/2020	13	none
2707 hot fix	Billing Run	27/07/2020 10:18	Sean Zhang (@Sentral)	27/07/2020	13	• 2707 hot fix 27/07/2020 10:17
Ammad Billing 1	Billing Run	27/07/2020 09:26	Ammad Faheem (@Sentral)	27/07/2020	13	• Ammad Billing 1 27/07/2020 09:25
Harry Invoicing 3	Billing Run	24/07/2020 17:47	Harry Ho I (@Sentral)	24/07/2020	13	• Harry Billing 3 24/07/2020 17:45

History – Standalone Invoice

- From the left-hand Menu, select **Standalone Invoice** under **History**.

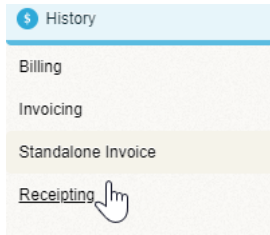


The Invoicing Runs screen displays.

Invoicing Runs - 38 Found						
Name	Type	Run On	Run By User	Invoice Date	Linked Invoices	Linked Billing Runs
Test for GST on Exp - Ammad	AdHoc Run	25/08/2020 15:56	Ammad Faheem (@Sentral)	25/08/2020	1	none
Test for Ammad111	AdHoc Run	25/08/2020 15:34	Ammad Faheem (@Sentral)	25/08/2020	1	none
rtfx	AdHoc Run	21/08/2020 15:00	Sean Zhang I (@Sentral)	21/08/2020	1	none
testreconciled	AdHoc Run	21/08/2020 12:13	Sean Zhang (@Sentral)	21/08/2020	2	none
355_3	AdHoc Run	20/08/2020 15:56	Mike Chen (@Sentral)	20/08/2020	2	none

History – Receipting

- From the left-hand Menu, select **Receipting** under **History**.



The Invoicing Runs screen displays.

Select

Name	Type	Run On	Run By User	Invoice Date	Linked Invoices	Linked Billing Runs	
riarufx	Receipting Run	21/08/2020 15:13	Sean Zhang (@Sentral)	21/08/2020	1	none	View Invoices
testreconciled_lar	Receipting Run	21/08/2020 12:22	Sean Zhang (@Sentral)	21/08/2020	1	none	View Invoices
Term 3 Fees 2020	Receipting Run	20/08/2020 14:06	Susan Le Noury (@Sentral)	20/08/2020	6	none	View Invoices
brmglt	Receipting Run	17/08/2020 15:02	Sean Zhang (@Sentral)	17/08/2020	1	none	View Invoices
testbr0813	Receipting Run	17/08/2020 15:00	Sean Zhang (@Sentral)	17/08/2020	1	none	View Invoices
Harry Reconciled Test 1	Receipting Run	14/08/2020 11:54	Harry Ho (@Sentral)	14/08/2020	1	none	View Invoices
Is reconciled test	Receipting Run	14/08/2020 11:47	Haydn Salvas (@Sentral)	14/08/2020	1	none	View Invoices
to jessica jones	Receipting Run	24/07/2020 15:49	Crystal Sandoval (@Sentral)	24/07/2020	1	none	View Invoices
Invoice and receipt test	Receipting Run	24/07/2020 14:31	Crystal Sandoval (@Sentral)	24/07/2020	1	none	View Invoices

Select **View Invoices > Details**.

Invoice No	Due Date	Debtor Name	Students	Total	Amount Paid	Amount Allocated	Amount Due	Status	
<input type="checkbox"/> INVS1-1137	11/12/2020	angela mercedes	none	\$300.00	\$300.00	\$0.00	\$0.00	PAID	Pushed to Dynamics Posted Details

Description		Created	Billing Period	Reference	Invoice Date	Branding Template	Last Synced
Invoicing Run	Credit a Void	11/12/2020 14:37	none	4564	11/12/2020	none	11/12/2020 14:38

Student	Description	Account	Cost Centres	Quantity	Unit Amount	Discount Amount	Tax Amount	Line Amount (Tax Exclusive)	Line Amount (Tax Inclusive)
none	4564	Finance Charges from Customers	MEDRM - Medium Business PR00 - Production	1	260.87	0.00	GST15 - FNS 39.13	260.87	300.00

Receipt/Payment No	Date	Method	Reference	Description	Account	Amount	Subsidy	Received By	Status	Synced with Dynamics	Reconciled	Settlement Date
RS1-3	11/12/2020	EFTPOS	Paid via EFTPOS	none	Clearing Account	300.00	none	Harry Ho (@Sentral)	AUTHORISED Posted	Yes	No	

- Tracking on posted data to Dynamic will display against the invoice, credit note and payment.

History – Notifications

Notifications enables staff to review notification queues and review status of notifications, recipients, and other relevant information. Applying filters enables staff to reduce the number of items on screen to a more finite list.

Notification Queues - 245 Found								Filters	
Queue #	Name	Type	Status	Notify Via Email	Created At	Created By	Recipients	Review	Delete
245	Invoice Publishing (16/12/2020 12:25)	SEND PAYMENT REQUEST	FAILED – 11 successful & 28 failed to email	✓	16/12/2020		39	Review	Delete
244	Invoice Publishing (16/12/2020 12:23)	SEND PAYMENT REQUEST	FAILED – 12 successful & 29 failed to email	✓	16/12/2020		41	Review	Delete
243	Invoice Publishing (16/12/2020 12:22)	SEND PAYMENT REQUEST	PENDING	✓	16/12/2020		0	Review	Delete
242	Invoice Publishing (14/12/2020 16:18)	SEND PAYMENT REQUEST	COMPLETED	✓	14/12/2020		2	Review	Delete
241	Invoice Publishing (14/12/2020 14:23)	SEND PAYMENT REQUEST	COMPLETED	✓	14/12/2020		1	Review	Delete
240	Invoice Publishing (14/12/2020 14:20)	SEND PAYMENT REQUEST	COMPLETED	✓	14/12/2020		1	Review	Delete

Clear filters Apply filters

Filter by Name
 Filter by Statuses
 Filter by Notify Via Email
 Filter by Notify Via SMS
 Filter by Created At
 Filter by Queue Type

1. A processing message will also display to show successfully emails and yet to email.
2. Click on **Review** to check email/SMS sent date and identify those who failed to receive.

Imports and Exports

Target Audience

- Staff who handle Finances, Billing and Accounts payments.

Content

- Invoice Reports
- Student Insurance Details
- Exports

Overview

Schools can now run reports, imports and exports of financial data for review and reconciliation.

Invoice Reports

You will need to filter by Billing Period and Invoicing Run. This will then enable you to export this data.

Imports

Student Insurance Details: Import Insurance Details for Student

Credit Notes: This provides the school the ability to bulk import credit notes from a legacy system. Import of Credit Notes via CSV.

Invoices: Importer restricted to certain users. Added support for account, tax type and cost centres. Added support to designate the invoice status for imported invoices. Added support to designate the invoicing run name for imported invoices. Updated instructions shown on screen to show preferred import process. Updated UI to provide link to generate import template file.

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

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

Bank Transactions: This interface allows you to import bank transactions from external systems via csv file. There will be a mandated list of fields required.

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

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

Invoice Allocation: This interface allows you to import invoice allocations from external systems via csv file.

Exports

Sentral supplied a variety of exports.

Transactional: the ability to export invoices, payments, credit notes, prepayments, overpayments, invoice allocations and bank transactions.

Students: export students data based on academic periods, fee types, year levels etc.

Debtors: This export will list out all current active debtors in your school.

Outstanding Fees: export by academic period, year levels and invoices statuses.

Discounts: export discounts by date range

Aged Debtor Summary: export by campus/school

Debtors Contacts: (Dynamics) – ability to export debtors' details

The Debtor Overview

Target Audience

- Staff who handle Finances, Billing and Accounts payments.

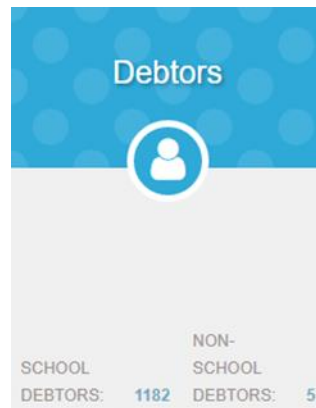
Content

- Overview
- Billing Items
- Instalments
- Invoices
- Credit Notes
- Prepayments
- Overpayments
- Transactions
- Aged Balances

Overview

Schools can manage and run Billing and Invoicing Runs but, on many occasions, schools need to view information just about the debtor/family.

Schools can either run a search for the debtor or click on the Debtors Icon.



Overview

This overview provides information on the Debtor, linked Students and Debtor Contacts. If you select the Debtor Icon, you will be given an options screen to filter further.

Debtors Register

[Browse Debtors](#) [+ Add Debtor](#)

Debtor Search

Search... [Search](#)

Debtor Type: Choose a value...

Instalment Plan: 10 x Monthly Instalments

Flags: Test Flag by Ammad

Only with the following selected invoice statuses: Choose a value...

Debtor Communication: Choose a value...

Invoice creation date range

Invoice due date range

Enrolments Type: Choose a value...

Include old inactivated debtors?

Only with split billing responsibilities?

Show debtors with contacts not linked to Portal Users?

You can select Browse Debtors to get a full list. A list of Debtors will display according to your filter options.

Debtors Register — 349 Found

[Back to Search](#) [+ Add Debtor](#) [Actions](#)

<input type="checkbox"/>	Central Debtor ID	Debtor	Debtor Type	Linked Students	Status	# of Active Invoices	Linked Portal User Accounts	Source	Status	
<input type="checkbox"/>	369	Marybeth Menhennitt & Erasmo Menhennitt	household	1	ACTIVE	0	none	Central/Enrolment		Generate Statement of Account Email Statement to selected Debtors Email Statement to all found Debtors
<input type="checkbox"/>	239	Penni Inwood & Craig Inwood	household	2	ACTIVE	0	none	Central/Enrolment		Setup Exclusive Portal Invoices
<input type="checkbox"/>	106	Rory Angela & Tamie Angela	household	1	ACTIVE	1	Janise Abdullah joseph.mullaney@sentral.com.au	Central/Enrolment		Setup Exclusive Portal Invoices
<input type="checkbox"/>	420	angela mercedes	household	1	ACTIVE	1	none	Central/Enrolment		Setup Exclusive Portal Invoices
<input type="checkbox"/>	367	Chia Kinross & Porter Kinross	household	1	ACTIVE	0	none	Central/Enrolment		Setup Exclusive Portal Invoices
<input type="checkbox"/>	383	Dakota Agnes & Galen Agnes	household	1	ACTIVE	0	none	Central/Enrolment		Setup Exclusive Portal Invoices

1. Click on Actions if you wish to bulk email to Debtors or generate statement of accounts. It now supports configurable field labels and elements that allow the terminology used on the statement to be tailored to each customer target audience. This can be particularly helpful for government school customers where fees are voluntary contributions and it is important to avoid any implication a parent must pay the outstanding amounts.
2. Click on the Debtor you wish to review or access. Sentral offers several identifiers which are used to uniquely identify a debtor. This included a Debtor ID, Debtor No and Billing Identifier. These have now been renamed to Sentral Debtor ID, FMS Debtor ID, and Legacy Billing Identifier (primarily used by BPay) to make their use clearer.

Debtor [Get Flags](#) [Setup Exclusive Portal Invoices](#) [Edit](#)

Debtor Details

Central Debtor ID: 51
FMS Debtor ID: HS209-51
Legacy Billing Identifier: 2324
Reference #1: none
Reference #2: none
Communications Preference: none

Website: none
BPay CRN: 9809019 [Get Overview](#)
Debtor Status: Current
Donor Status: Not Applicable
Instalment Plan: none

Debtor Billing Address

Nguyet Bignold & Jamison Bignold
76 Berry Street NSW 2060
North Sydney 2060 1101

Linked Students

Name	Year Level	School / Campus	Fee Group	Link Type	Responsible For
Orateek Bignold	7	Sentral P-12 (Area 1)	Default Fee Structure	OVERALL	100%

[Show Billing Details](#)

Debtor Contacts

Name	Phone	Email	Linked Portal User Accounts
Jamison Bignold	Mobile: 0890517495	jamison.bignold@ems.sentral.com.au	none

[Show Payment Options](#) [Setup Exclusive Portal Invoices](#)

Statement of Account

Generate a statement for: ---All Years---

[Generate](#)

Notes

[Add New Note](#)

Anything with a blue hyperlink, allows staff to click on a name or email.

Staff can Set Flags for this Debtor, Setup Exclusive Portal Invoices, Open Contact in Xero or Edit.



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

Note: Its strongly recommended to link any contacts to their respective portal accounts to ensure any parents with split custody are not given access to student invoices that should not be shared.

3. Edit function allows school to add a reference id, communication preference, BPay CRN Number and Debtor Instalment Plan.
4. Staff can also Show Payment Options for Sentral Pay but this may display those options if Sentral pay is being used.
5. You can Generate a Statement of account for a calendar year and add Notes.

6. Show Payments Options  will display payment method.

Instalments

Staff can view Active and Deleted Instalments.

Instalment Invoicing Date	No of Instalment Bills	Students	Linked Invoices	
15/01/2018	1	John Henderson	FEE_10121	View Bill
16/04/2018	1	Bill Henderson	None	View Bill
09/07/2018	1	John Henderson	None	View Bill
01/10/2018	1	Bill Henderson	None	View Bill

Fees Breakdown Totals - Active Bills Only						
Fee Type	Fee	Quantified Amount	Discount Amount	Tax Amount	Total Amount (Tax Exclusive)	Total Amount (Tax Inclusive)
School Fees	Tuition Fees 7-10 (Tut Fee 7-10)	7,320.00	0.00	0.00	7,320.00	7,320.00
					Quantified Amount	7,320.00
					Discount Amount	0.00
					Tax Amount	0.00
					Total Amount (Tax Exclusive)	7,320.00
					Total Amount (Tax Inclusive)	7,320.00

Invoices

Provides an overview of invoices for this debtor/household.

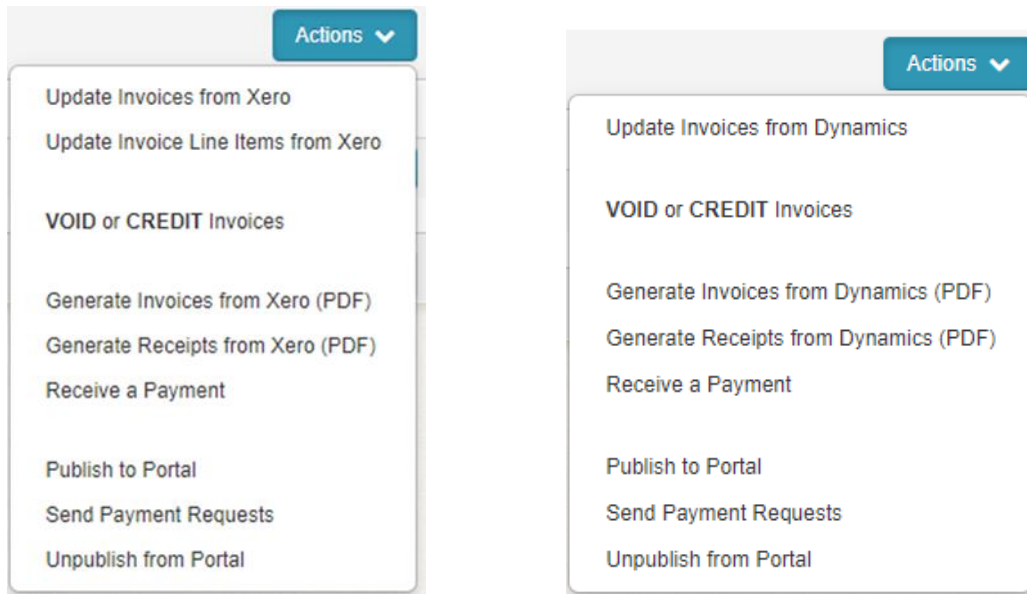
The Invoices overview screen display relevant information relating to Xero, Portal and if fees are non-enforceable.

1. Click on the Invoice No to view the Invoice details.

Invoices - 1 Found										Actions
<input type="checkbox"/>	Invoice No	Due Date	Debtor Name	Students	Total	Amount Paid	Amount Allocated	Amount Due	Status	
<input type="checkbox"/>	INV25-7636	29/10/2020	Sherilyn Aunger	Buck Aunger	\$600.00	\$110.00	\$5.00	\$490.00	AUTHORISED	Pushed to Xero Payable in Portal Priority Fee Details

2. Tags vary between Xero & Dynamic

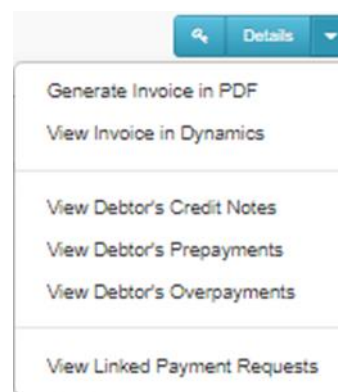
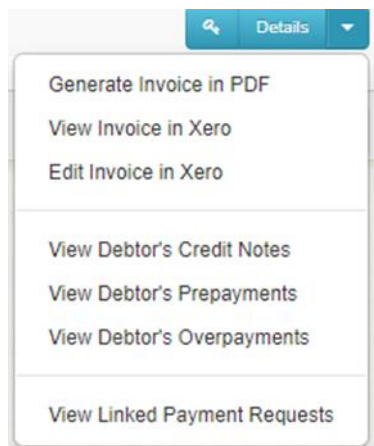
3. Staff can perform **Actions** for this Debtor's Invoices.



4. Staff can view **Details** for this Debtor. This view also depends on if the invoice has been pushed to the FMS.

Xero

Dynamic

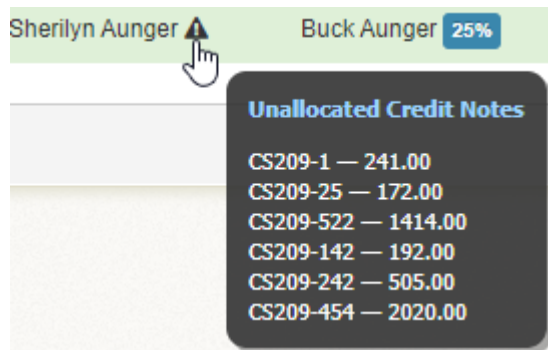


5. The status will also display is pushed to FMS, payable via portal and if partially paid.

6. If a credit note has been applied a warning symbol next to the Debtors name displays for unallocated credit notes.

7. Invoices that are part of a schedule are tagged

Scheduled Payment



- 8. Automatically revert invoice statement to AUTHORISED after undoing a payment.
- 9. Dynamic - The sync with the external FMS systems is now logged against the source items (e.g. invoices, credit notes, etc) within Fees. Errors are now surfaced within the user interface so that it they can be readily identified and investigated.
- 10. Payment references and description are synced into Dynamics and visible on invoice screen.

Invoice No	Date	Customer	Account	Balance	Amount	Balance	Amount	Status	Synced to Dynamics	Payable in Period	No Portal Users Access	Posted	Details	
INVS1-1244	16/02/2021	Abe Hogue	Jean Jersey	80%	\$1,000.00	\$0.00	\$0.00	\$1,000.00	AUTHORISED	Pushed to Dynamics	Payable in Period	No Portal Users Access	Posted	Details
INVS1-1265	17/02/2021	Abe Hogue	Jean Jersey	80%	\$600.00	\$0.00	\$0.00	\$600.00	DRAFT	Pushed to Dynamics			Details	
INVS1-1266	17/02/2021	Abe Hogue	none		\$2,840.00	\$0.00	\$0.00	\$2,840.00	AUTHORISED	Pushed to Dynamics	Posted		Details	
INVS1-1270	31/03/2022	Abe Hogue	none		\$2,500.00	\$250.00	\$0.00	\$2,250.00	AUTHORISED	Pushed to Dynamics	Payable in Period	No Portal Users Access	Partially Paid	Details

- 11. There is the ability to sync posted status from Dynamics back into Sentral

Credit Notes

Provides an Overview of Current Credit Notes.

Credit Notes for Deneen Bassar & Phillip Bassar							Actions
<input type="checkbox"/> Credit Note No	Date	Total	Remaining Credit	Status	Synced with Xero		Details
<input type="checkbox"/> SSCN202001091658-1	18/03/2020	15.00	15.00	AUTHORISED	Yes		Details

Staff can Update Credit Notes from & Push Credit Note to Xero (Actions). Within the Details Button staff can Allocate to Outstanding Invoices or VOID. Schools can remove the credit note allocation in Sentral if allocation HAS NOT been synced to FMS.

With recent addition of new Credit Notes integration with Xero, cases can exist where the credit note has not yet been sync'd to Xero yet is a dependency for an invoice that the credit note has been applied to be sync'd to Xero. The sync will now keep track of those dependencies and ensure that dependent financial objects are sync'd prior to any linked entities that require them.

FMS– credit notes & allocation are synced within Fees and Billing. Credit notes can be synced to Cost Centres.

Allocation and Invoice date are supplied to support the posting date in FMS.

Prepayments

The prepayments screen enables you to view prepayments and generate PDF's, allocate to an Invoice and VOID payment.

Overpayments

The prepayments screen enables you to view Overpayments. Sentral supports overpayment and prepayments to credit note allocations that are edited or removed in FMS.

Subsidies

A page has been added to both Student and Debtor views to see an overview of all subsidies that have been granted, allocate them to invoices, and perform other subsidy management functions specific to that student or debtor.

Where there are no remaining amounts left to allocate, a flag indicates, No Subsidy Credit left.

Subsidies - 4 Found							Add New Subsidy	Actions
	Name	Academic Period	Subsidy Amount	Allocated Amount	Unallocated Amount	Subsidy Type	Subsidy Received	
<input type="checkbox"/>	Sherilyn Aunger	2020	500.00	130.00	370.00	Debtor - Gov Provision	14/10/2020	Allocate to Outstanding Invoices Remove
<input type="checkbox"/>	Sherilyn Aunger	2020	20.00	20.00	0.00	Child care subsidy	25/09/2020	No Subsidy Credit Left
<input type="checkbox"/>	Sherilyn Aunger	2020	500.00	500.00	0.00	Child care subsidy	14/09/2020	No Subsidy Credit Left
<input type="checkbox"/>	Sherilyn Aunger	2020	250.00	250.00	0.00	Child care subsidy	14/09/2020	No Subsidy Credit Left

Show results 20 [Prev](#) 1 [Next](#)

The Student Overview

Target Audience

- Staff who handle Finances, Billing and Accounts payments.

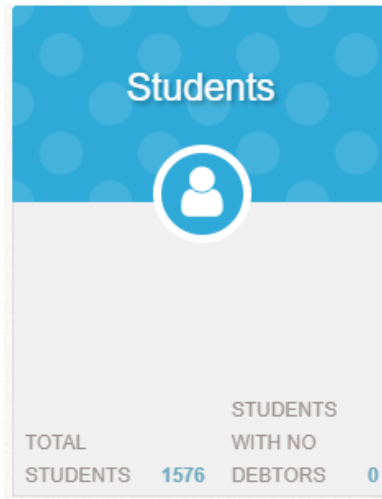
Content

- Overview
- Billing Period Info
- Online Bills
- Subsidies

Overview

Schools can manage and run Billing and Invoicing Runs but, on many occasions, schools need to view information just about the student.

Schools can either run a search for the student or click on the Students Icon.



Overview

This overview provides information on the Student, Debtor Contacts, current enrolment status, linked bill and responsibility %.

If you select the Student Icon, you will be given an options screen to filter further.

The form is titled "Students Register" and "Student Search". It includes a search input field with a magnifying glass icon and a "Search" button. Below the search field are several filter options:

- Are Indigenous Students
- Are Not Indigenous Students
- Are Male
- Are Female
- Are From Year: Choose a value...
- Are From Academic Period: 2020
- Have Fee Groups: Choose a value...
- Have Flags: Choose a value...
- Show students with no Fee Group
- Show students with no linked active billers
- Show students with billing responsibility not equal to 100%

You can select Browse Students to get a full list. A list of Students will display according to your filter options.

Students Register — 57 Found								Back to Search
Name	Year Level	Fee Group	Linked Billers	Enrolment Statuses	School/Campus	# of Linked Bills	Responsibility %	
Dakota Abigail	7	Default Fee Group	Mr Willie Abigail & Mr Ashton Abigail	Enrolled - Active	• Sentral 7-12 (Xero 1)	0	✓100%	
Delta Agnes	4	Default Fee Structure	Dakota Agnes & Calen Agnes	Enrolled - Active Enrolled - Active Enrolled - Active	• Sentral 7-12 (Xero 1)	0	✓100%	
Delorse Agnew111	4	Default Fee Structure		Alumni	• Sentral 7-12 (Xero 1)	0	Δ0%	
Ernesto Andrade	Pre School 1	Default Fee Structure		Alumni Alumni	• Sentral 7-12 (Xero 1)	0	Δ0%	
Mercedes Angela	12	Default Fee Group	Rory Angela & Tamin Angela	Alumni	• Sentral K-12 (Dynamics)	0	✓100%	
Ariane Ann	Pre School 1	Default Fee Group	Errew Ann	Application To Be Validated Enrolled - Active (Pending) Enrolled - Active	• Sentral K-12 (Dynamics)	0	✓100%	

This is an information only page, however, you can click on an individual student to glean more detail.

Student: Dakota Abigail

[View Enrolments Profile](#)
[Set Flags](#)
[Show Sibling Details](#)
[Show Classes and Subjects](#)

Fee Group:

Flag Based Discount Option: Default Min Max Accumulate If the default option is selected then the global setting for this will be applied

Overall Discount Option: Default Min Max Accumulate If the default option is selected then the global setting for this will be applied

Fee Matrix

BE	No Fees found in Fee Structures for this student and year level!
Boarding Fees	No Fees found in Fee Structures for this student and year level!
Digital Texts	No Fees found in Fee Structures for this student and year level!
Far North QLD	No Fees found in Fee Structures for this student and year level!
Harry's Tuition	No Fees found in Fee Structures for this student and year level!
Household Fees	No Fees found in Fee Structures for this student and year level!
ICT Levy	No Fees found in Fee Structures for this student and year level!
Subject Fees	No Fees found in Fee Structures for this student and year level!
Tuition Fees	Code: Junior School Fee Description: Junior School Fee (7,8,9) Unit Amount: 500.00 View Discount Matrix
VinetaExcursionfees	No Fees found in Fee Structures for this student and year level!
VinetaTuitionfees	No Fees found in Fee Structures for this student and year level!

Add student account info

[Save](#) [Close](#)

Debtors Responsible for Dakota Abigail

Debtor Name	Link Type	Fee Percentage	Status	Invoices Count
Mr Willie Abigail & Mr Ashton Abigail	OVERALL	100%	ACTIVE	0

The overview page provides detail to the finance team around the fee group discount applied and any fee matrix. Staff can choose to view Debtors Responsible for this student and link through to those debtors.

Staff may also wish to View Enrolments profile, set any flags, show sibling details or show classes and subjects.

Classes and Subjects

Class	Year Level	Subject	Faculty
11HRM1A	11	11	
11MAG1A	11	11	
11ENS1A	11	11	
11ENG1B	11	11	
11REL1A	11	11	
11ACC1A	11	11	
11MTE1A	11	11	
11CHE1A	11	11	
11SPT1A	11	11	

Billing Periods Info

This page provides the option to add Insurance Certificate No for each Billing Period.

Online Bills

This page displays the status and number of portal payments for this student that would have been sent to the debtor/parent.

Request ID	Due Date	Linked To	Description	Total	Amount Paid	Amount Allocated	Amount Due	Status	
943	11/01/2021	student: Ryan STEVENSON	Tuition Fees 7-12 (Compulsory)	\$20000.00	\$0.00	\$0.00	\$20000.00	AUTHORISED	1 Emails Successfully Sent Details Actions
904	07/01/2021	student: Ryan STEVENSON	Un Tuition fees (Compulsory)	\$2200.00	\$0.00	\$0.00	\$2200.00	AUTHORISED	1 Emails Successfully Sent Details Actions
851	17/12/2020	student: Ryan STEVENSON	Invoice no seq test 3	\$250.00	\$0.00	\$0.00	\$250.00	AUTHORISED	1 Emails Successfully Sent Details Actions
778	17/12/2020	student: Ryan STEVENSON	Invoice no sequence test 2	\$200.00	\$0.00	\$0.00	\$200.00	AUTHORISED	1 Emails Successfully Sent Details Actions
710	28/02/2021	student: Ryan STEVENSON	F3 Fee (Compulsory), F4 Fee (Compulsory)	\$2500.00	\$0.00	\$0.00	\$2500.00	AUTHORISED	1 Emails Successfully Sent Details Actions
709	28/02/2021	student: Ryan STEVENSON	F2 Fee (Non-Compulsory)	\$700.00	\$0.00	\$0.00	\$700.00	AUTHORISED	1 Emails Successfully Sent Details Actions

Essentially, this information is housed in the Sentral pay section of this module. However, it does enable staff to have a consolidated view for that student.

Subsidies

A page has been added to both Student and Debtor views to see an overview of all subsidies that have been granted, allocate them to outstanding invoices, and perform other subsidy management functions specific to that student or debtor.

Staff can create a new subsidy from this screen also or mark as received.

Glossary of Terms

Senral software contains many drop-down lists and areas to add detail relevant to data entry for Fees, Billing & Payments. The list below provides further information on data entry fields. Each school can configure various elements and add to the list of data entry fields, so this is a default list of glossaries of terms.

Item	Description	Type
Name for Standalone Invoice	The name will be used as the description line on the students Invoice	text field
Revenue Account	This account will be shown on the receipt line item. You can only see accounts that are of class "Revenue" as they represent income.	select from drop down
Tax	You can only see accounts that are of class "Revenue" as they represent income. You can only see accounts that are of class "Revenue" as they represent income.	select from drop down
Cost Centres - Faculty Budgets	Cost centres are often used in monitoring performing across different areas (such as departments, cost centres, or locations).	select from drop down
Cost Centres - Track Category	These tracking categories are recorded against each invoice line item and if your external accounting package (Xero) supports it are also synced across to it.	select from drop down
Invoice Reference	This invoice reference will be linked to all the invoices that this run generates.	text field
Invoice Template	This invoice template will be used to display the branding theme when generating PDF form FMS.	select from drop down
Group By	This option allows invoices generated to be grouped by either debtors or students. If you select student option and your invoice have multiple students that need to be billed for a debtor then in those cases each student will have a separate invoice regardless of having a shared debtor.	Toggle

Bill To	If Student is selected, then all bills created will be billed to students. Invoice line items will show which students the bills are linked to. If Debtor is selected, then all bills created will be billed at a debtor level. Meaning invoice line items will have no links to any students.	Toggle
Link to Activity	This activity selector links all the invoices to a specific activity. Once those invoices are linked you can track and pull out all invoices' data related to that activity.	select from drop down
Academic Period	Only students from the selected academic period will be retrieved when searching by school years, roll classes, classes and activities.	select from drop down
Amount to be billed	This amount is the default payment amount used when generating invoices. You can override this amount below as per student/debtor basis.	numerical field
Only Once Off Payments	select Yes or No	Yes/No
Additional Description	Enter additional description if required	text field
School Years		
Billing Period	Start and End dates for the bills will be derived from Billing Period	select from drop down
Set Name for this Billing Run	Enter a name to identify this billing run by. If none entered it will default to the name of the chosen billing period	text field
Set Academic Period for this Billing Run	Select Academic Period for this Billing Run	select from drop down
Create Bills for Students' Subjects in this Billing Run?	If selected Yes you will be billing by subjects	Yes/No
Set Name for this Adhoc Billing Run	Enter a name to identify this billing run by. If none entered it will default to the name of the chosen billing period	text field
Enrolment Types	Select the enrolment type(s) for this Adhoc Billing Run	select from drop down
Fee	Select the Fee for this Adhoc Billing Run	select from drop down

Debtors with students in Year Level	Select Year Group	select from drop down
Flags	Select Flag(s) for this Adhoc Billing Run	select from drop down
Set Name for this Receipting Run	The name will be used as the description line on the students' invoice.	text field
Payment Method	This payment method will apply to all the receipts that this receipting run generates.	select from drop down
Payment Reference	This payment reference will appear in all the receipts that this receipting run generates.	text field
Payment Paid to Account	This account will be shown on the payment. You can only see accounts with type BANK or accounts that have payments enabled.	select from drop down
Revenue Account	This account will be shown on the receipt line item. You can only see accounts that are of class "Revenue" as they represent income.	select from drop down
Debtor	Select A Debtor and complete the online form to create a credit note.	
Reference	reference for Credit Note	text field
Description	Description of Credit Note	text
Qty	select the quantity	numeric field
Unit Price	enter the Dollar value	numeric field