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.

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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.

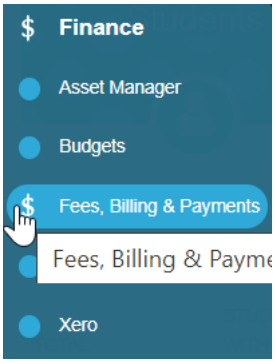
Fees, Billing & payments handles accounts receivable to enable schools to balance their finances and determine budgets based on incoming funds.

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

Accessing Fees, Billing & Payments.

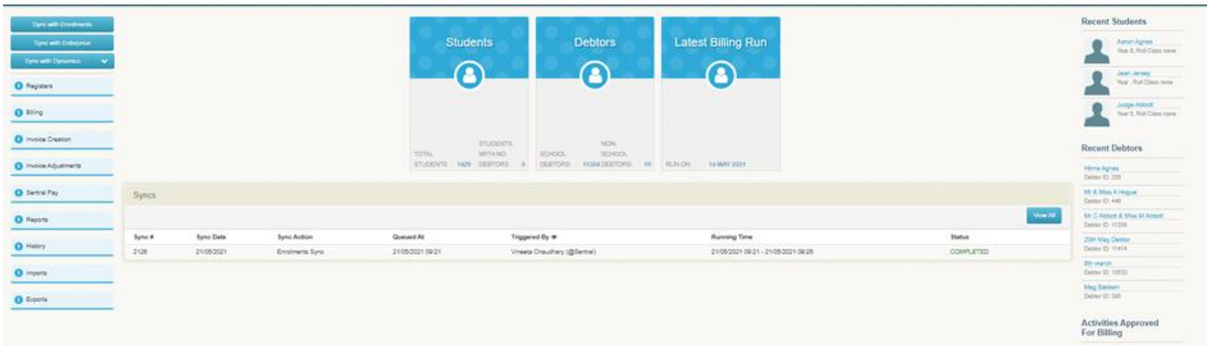
All Staff can access Fees, Billing & Payments. However, schools should predetermine staff roles and responsibilities in this space.

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

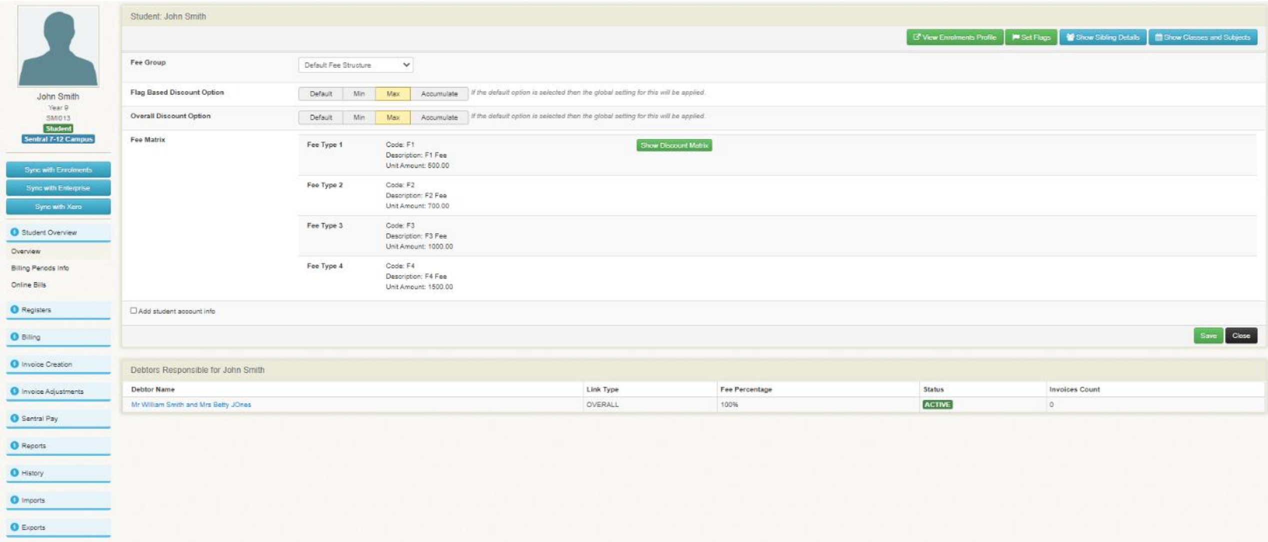
This is the Student search platform where you can search for one student or a cohort (year, gender, ATSI etc), using the checkboxes to filter what you require.

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.

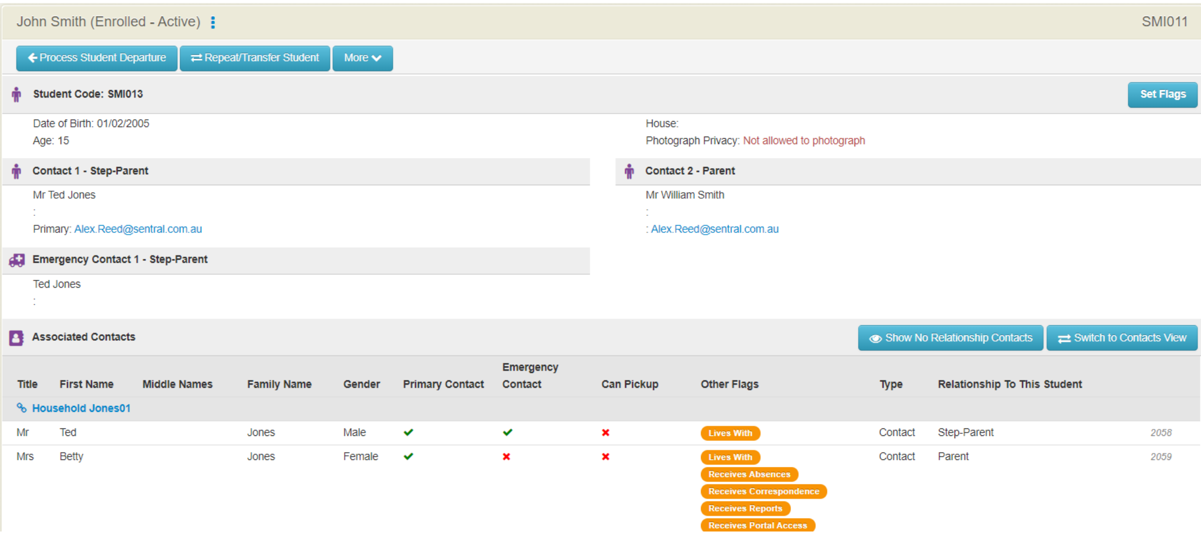
Searches are also run to show students with no Fee Groups or no linked bills. This can be an important task to perform before a billing/invoice run is started to ensure that Debtors are linked, and you know responsibility % of each debtor or to identify which student have no Fee group associated yet.

Student Overview

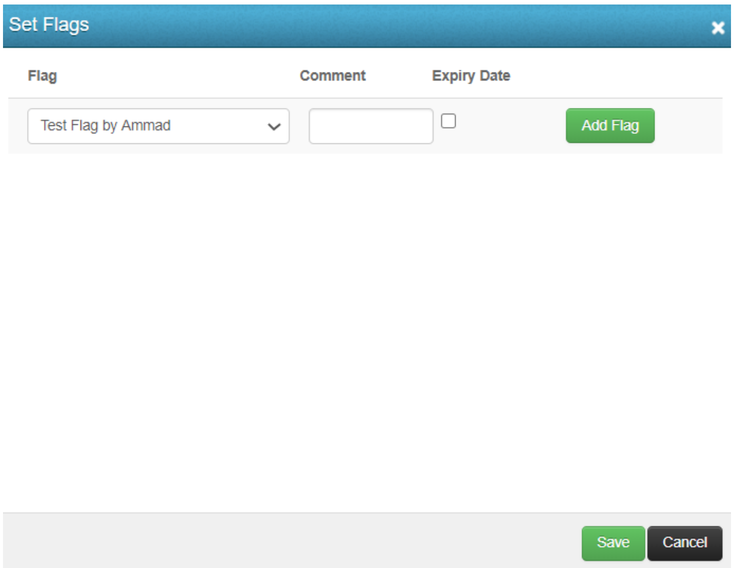


This overview page provides detail of the students Fee Group, Fee matrix, account, siblings details, enrolments profile and responsible debtor/s (direct link). Some elements can be modified, and some are read only.

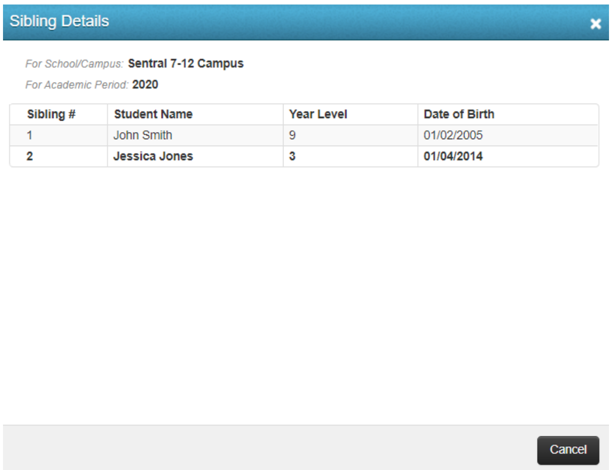
View Enrolments Profile to go to the students Summary Enrolment page.



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



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



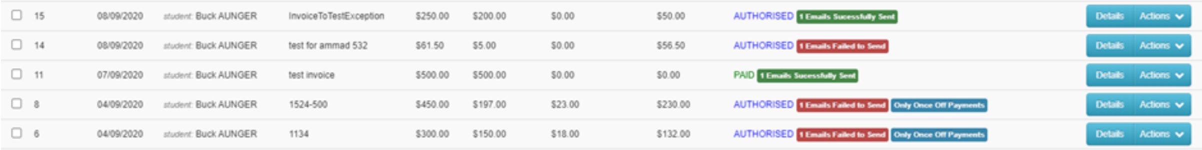
Show Classes and Subjects displays a list of classes and subjects.

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.

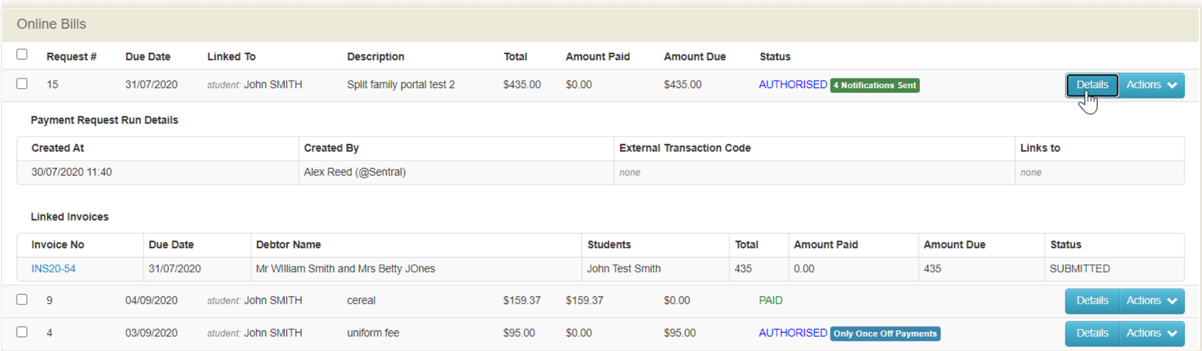
Online Bills displays a list of Sentral Pay items for this student**.** Importantly, on this screen you can view **Details** and perform **Actions**.



☐	15	08/09/2020	student: Buck AUNGER	InvoiceToTestException	$250.00	$200.00	$0.00	$50.00	AUTHORISED 1 Emails Sucessfully Sent	Details Actions
☐	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
☐	11	07/09/2020	student: Buck AUNGER	test invoice	$500.00	$500.00	$0.00	$0.00	PAID 1 Emails Sucessfully Sent	Details Actions
☐	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
☐	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.



Online Bills

☐	Request #	Due Date	Linked To	Description	Total	Amount Paid	Amount Due	Status	
☐	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

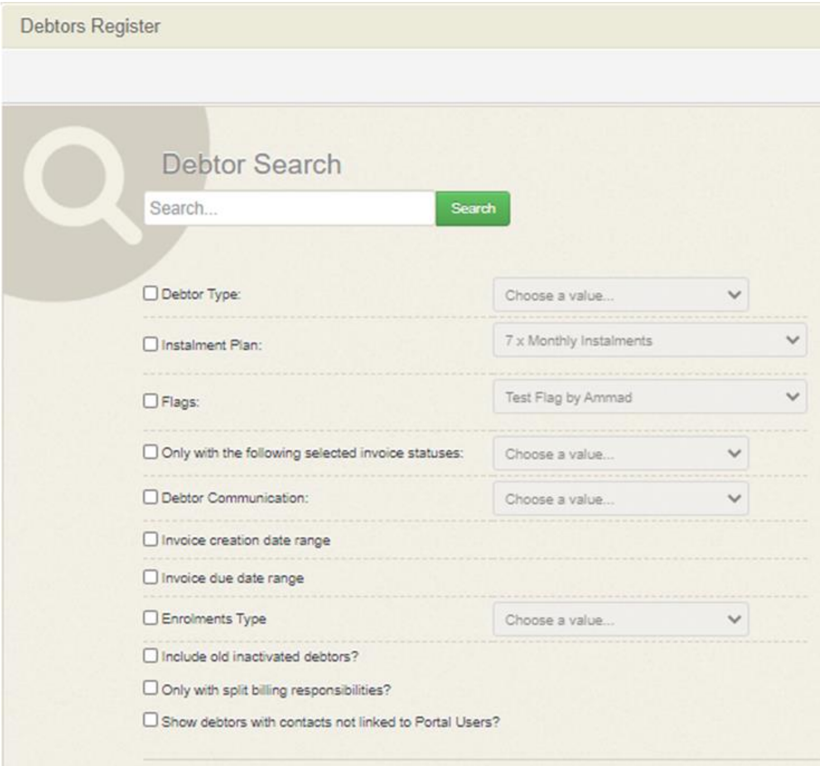
☐	9	04/09/2020	student: John SMITH	cereal	$159.37	$159.37	$0.00	PAID	Details Actions
☐	4	03/09/2020	student: John SMITH	uniform fee	$95.00	$0.00	$95.00	AUTHORISED Only Once Off Payments	Details Actions

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

Debtors

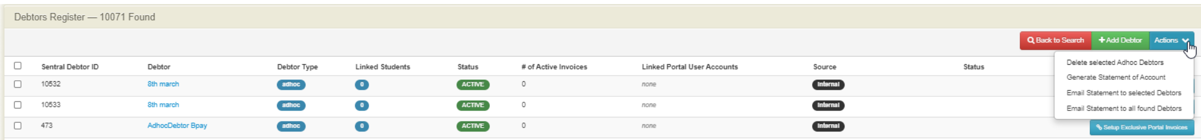
The Debtor Register is the list of Guardians /Parents/People in the households that are responsible for making payments.

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



Browse Debtors displays a list of all debtors**.**

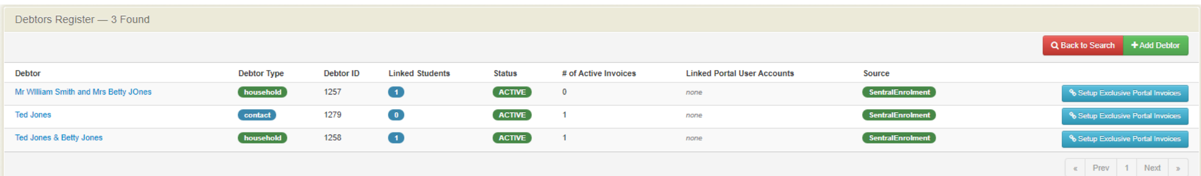
Note: If Debtor Type= Adhoc, these can now be deleted.



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.

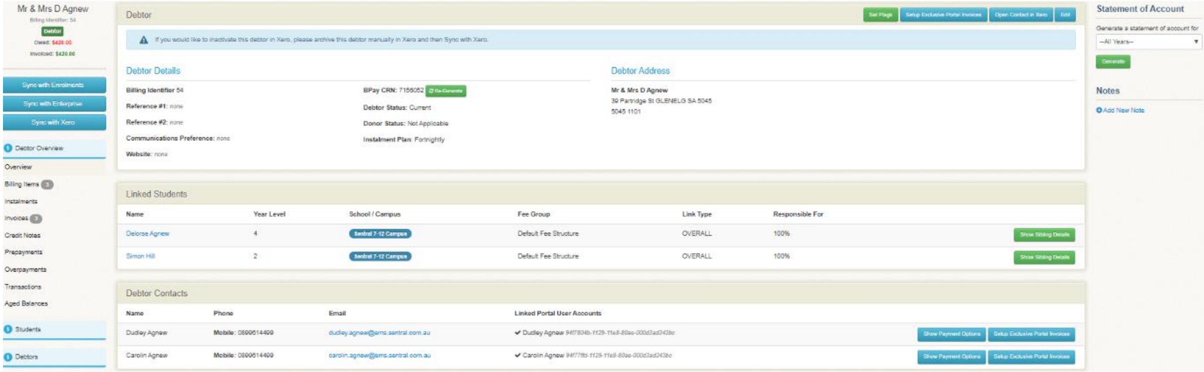
Most staff would use this page to filter in search of a debtor.



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.

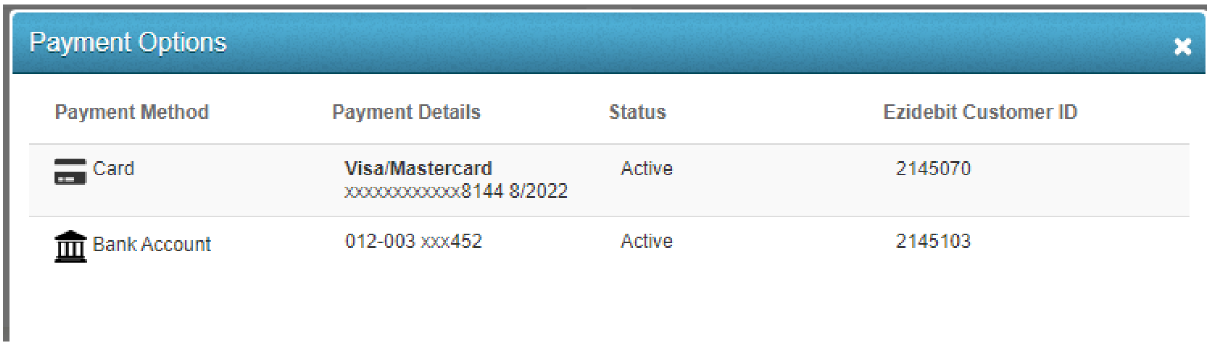
Setup Exclusive Portal Invoice any contacts that are Not Linked to Portal User Accounts means that any invoices being published to Portal will be shown to any Portal Users that have access to the student.

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 Ezidebit Customer ID.



Payment Method	Payment Details	Status	Ezidebit Customer ID
Card	Visa/Mastercard xxxxxxxxxxxx8144 8/2022	Active	2145070
Bank Account	012-003 xxx452	Active	2145103

- **Instalments**

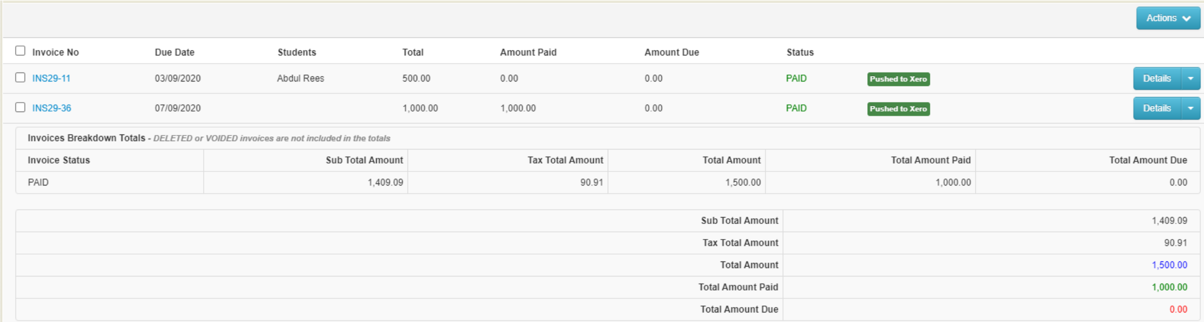
A view only screen of instalments if applicable.

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.



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.

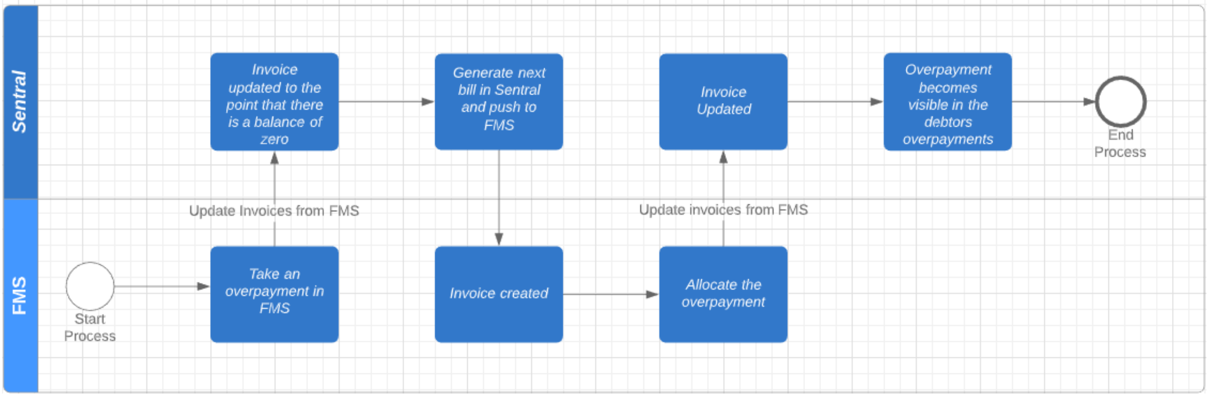
Credit note reference field will now be pushed to Dynamics credit note's External Document ID field.

Prepayments

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

Overpayments

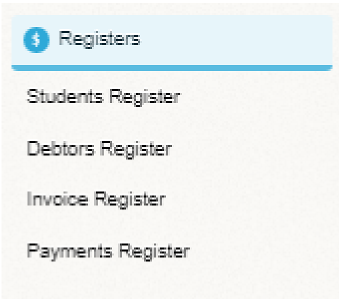
Provides information on overpayments made by debtors.



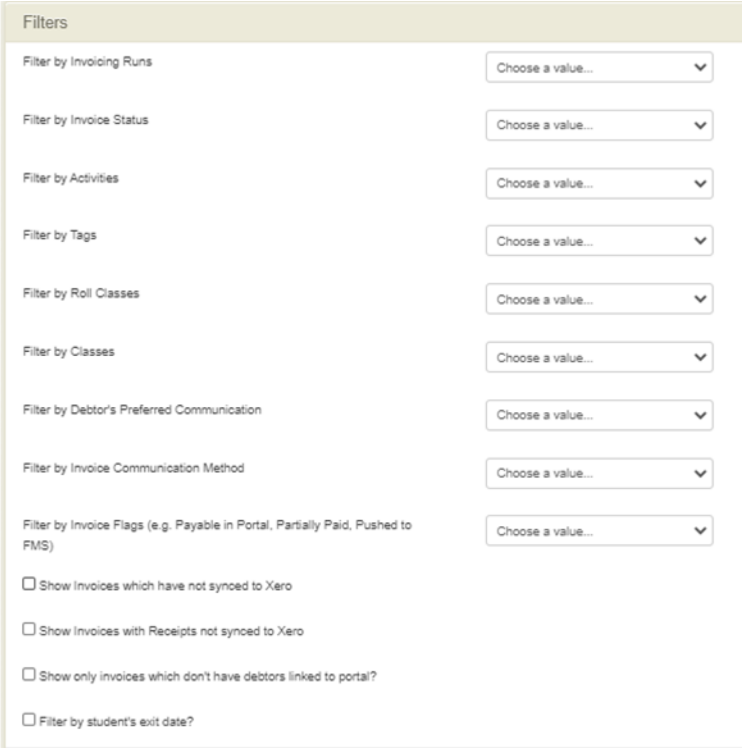
Invoice Register

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.



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

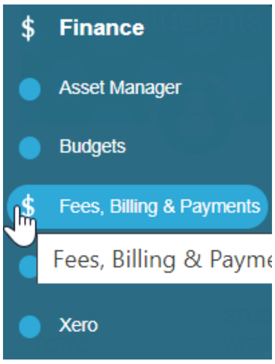
It is recommended that schools break charging its fees up using these three methods:

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

Getting Started

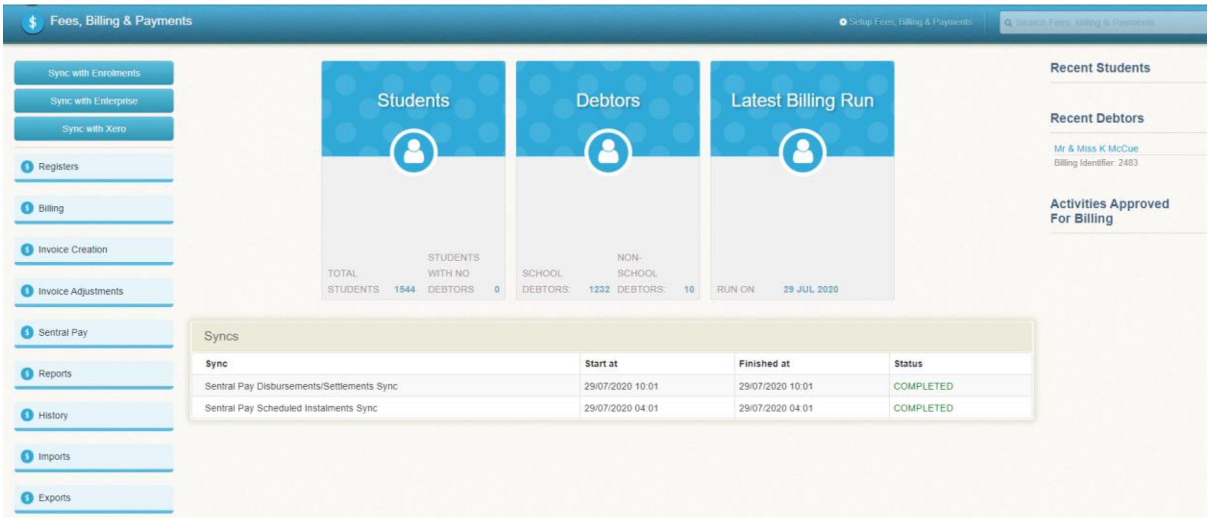
The school must append a Billing Period (created in Setup) and provide a relevant name. If none entered, the name will default to the Billing Period.

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

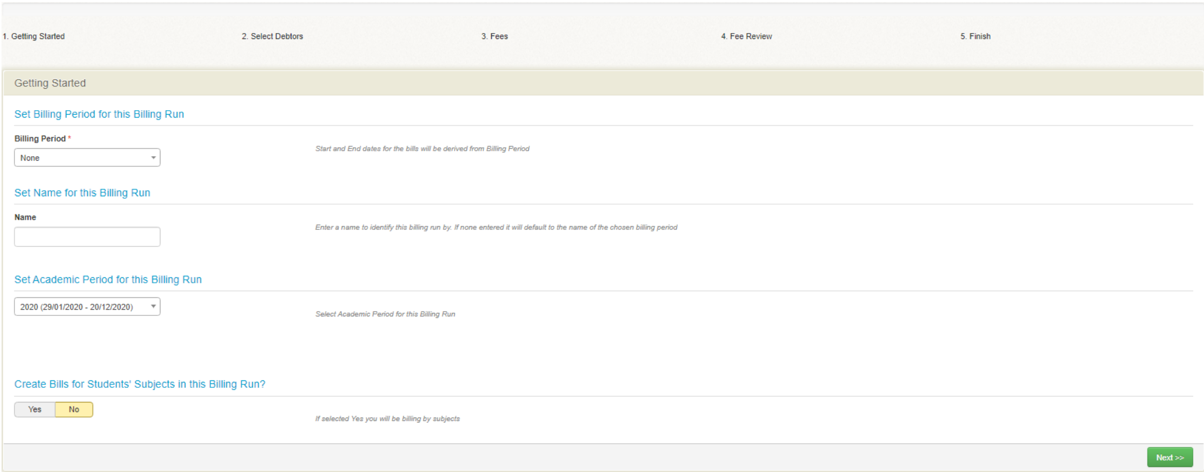


Billing runs are for fees per student.

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**.

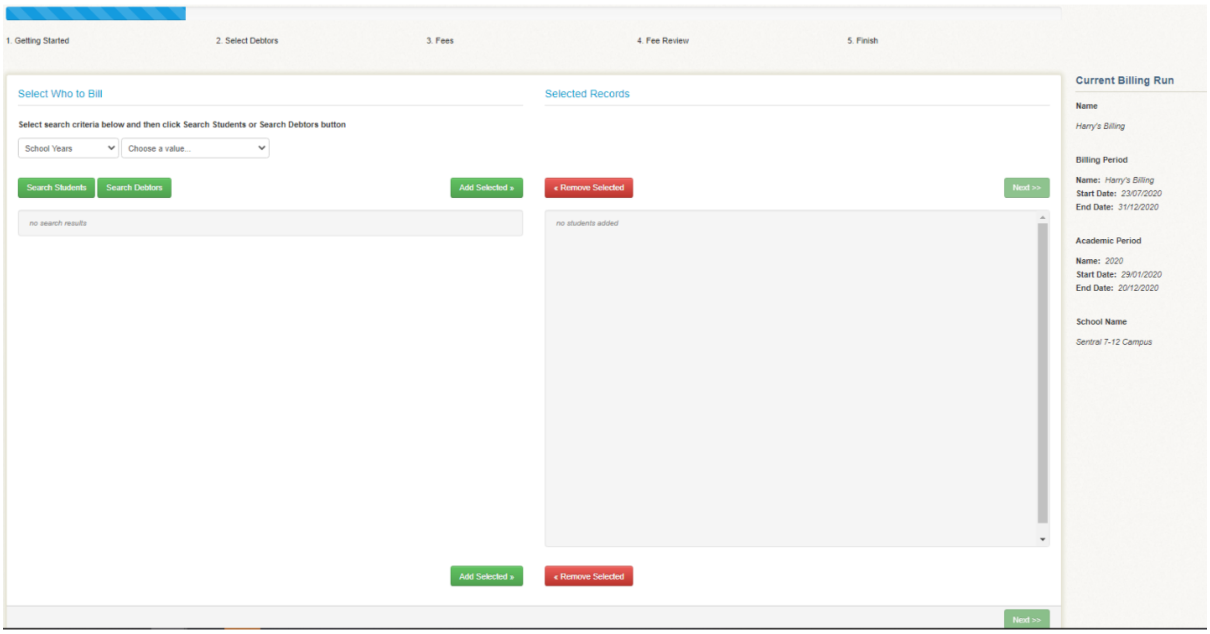
The Getting Started Billing Run is displayed.



1. Select Billing Period Name it.
2. Select the Academic Period and define if student subject will be included ibn 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.



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.

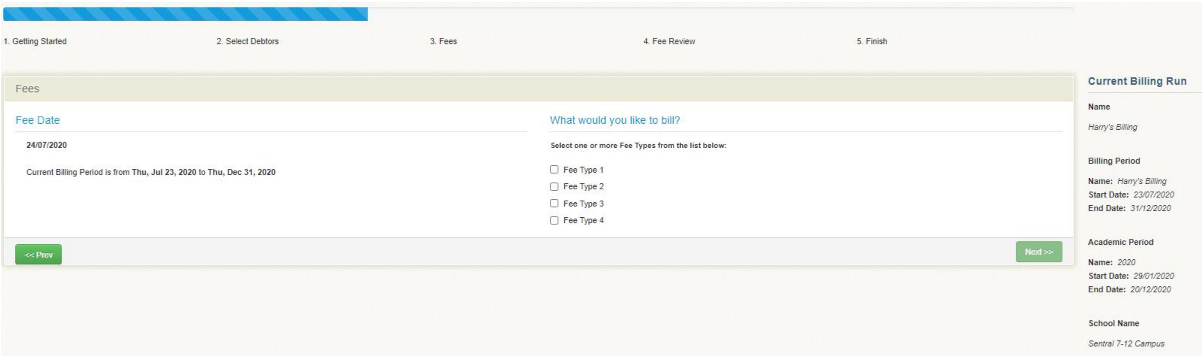
2. **Add Selected** button to transfer the selected students to the right-hand side.

3. Individual student can be removed if required.

Fees

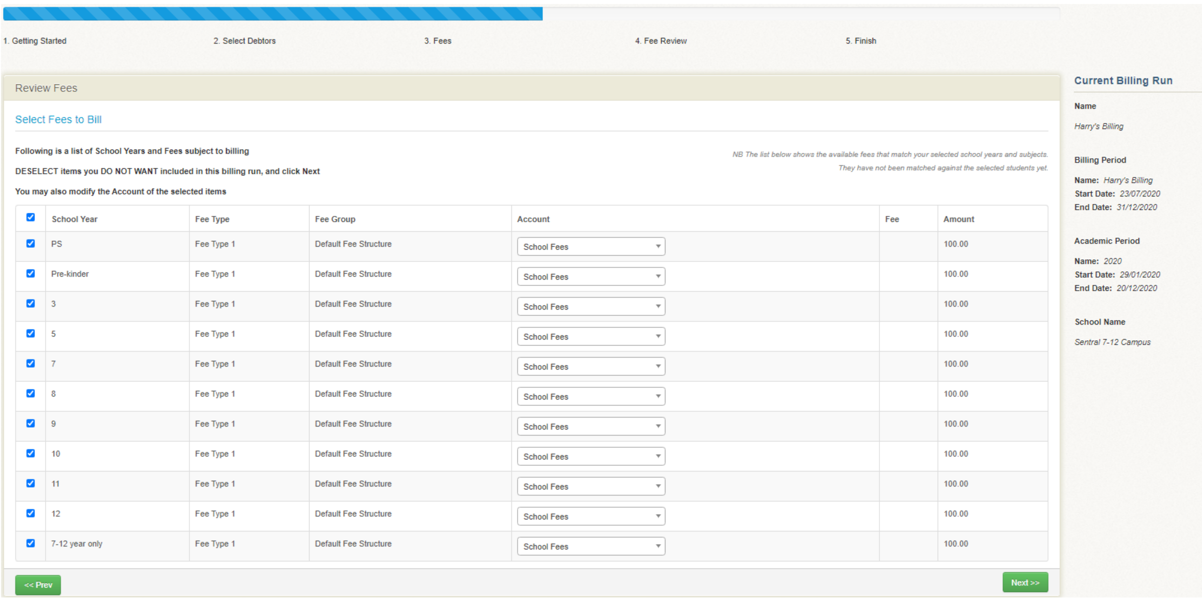
Select the Fee Types to be billed.

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.

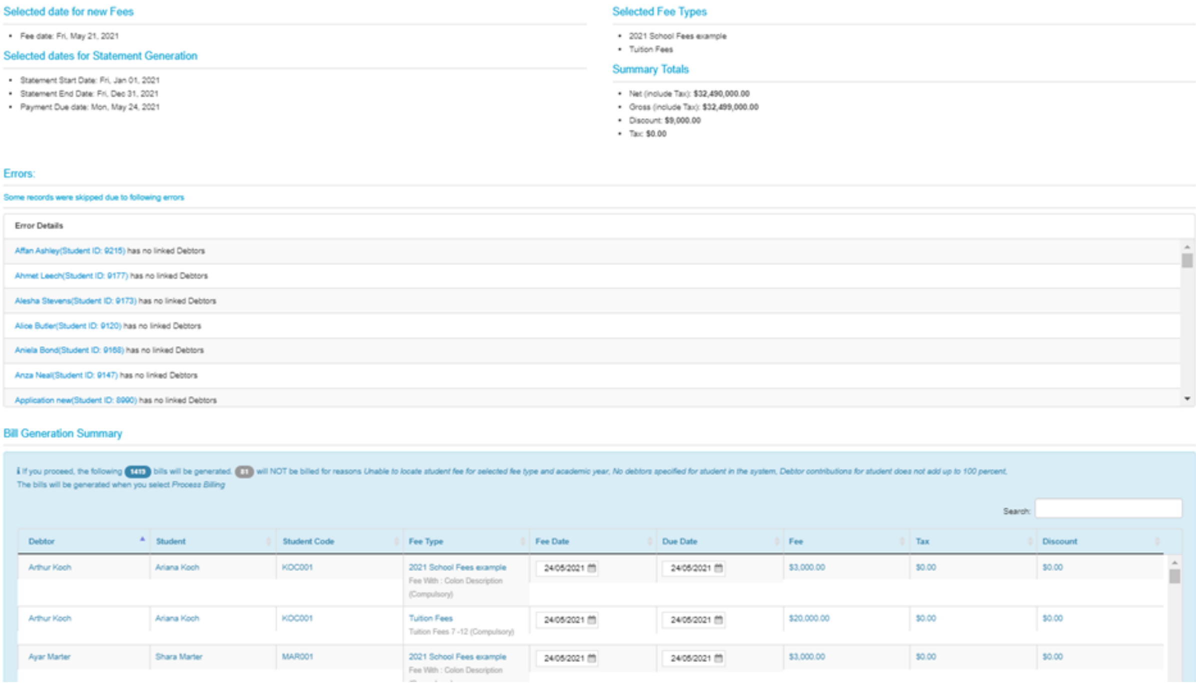


A list of School Years that will have Fee Types applied and which account they be attributed too. Some of this is read only information and items can be unticked.

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.



Items to Check:

a. Students are receiving the correct fee items

b. Students are being charged the correct amount

c. Students are getting their correct Sibling discount and Flag based discounts

d. 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.

e. 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

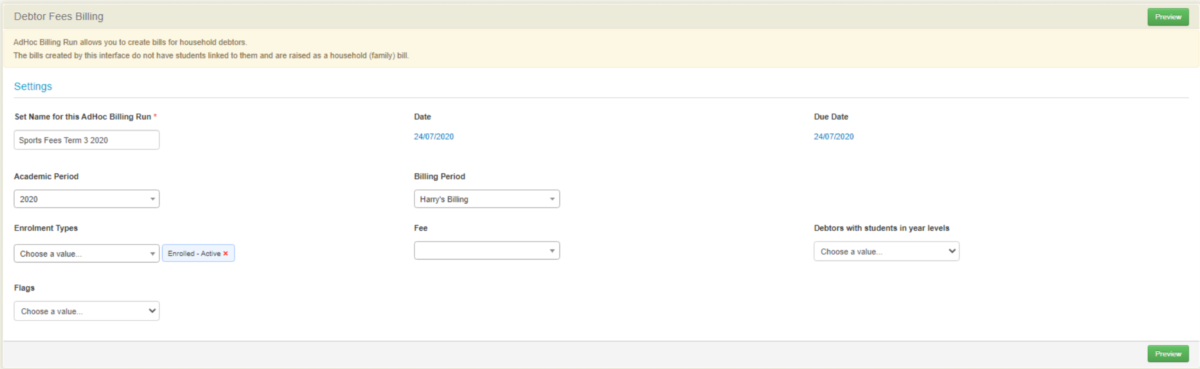
Click **Process Billing.**

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.

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

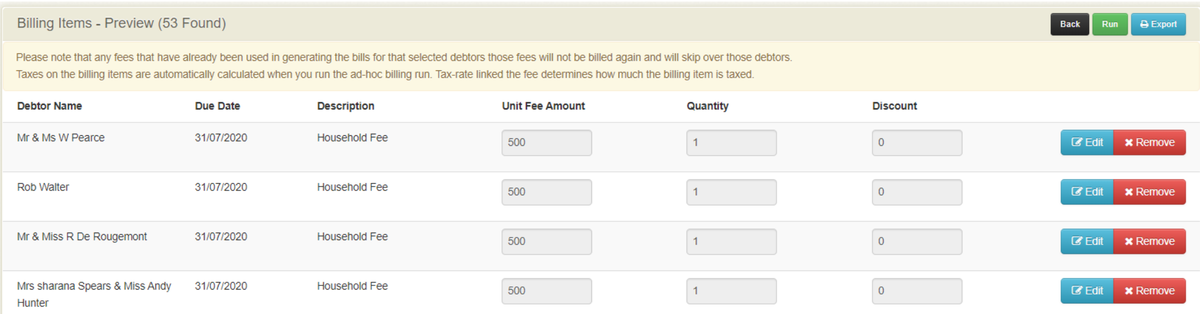
The Debtor Fees Billing screen displays.



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.



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.

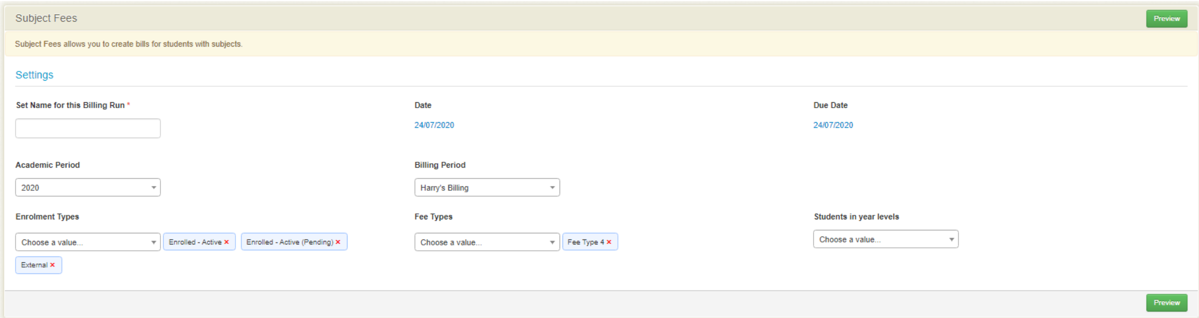
Subject Fees

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.



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.

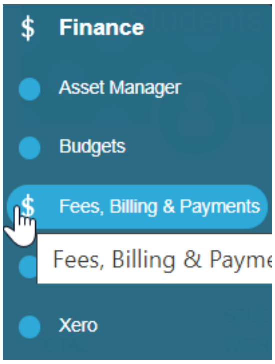
Content

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

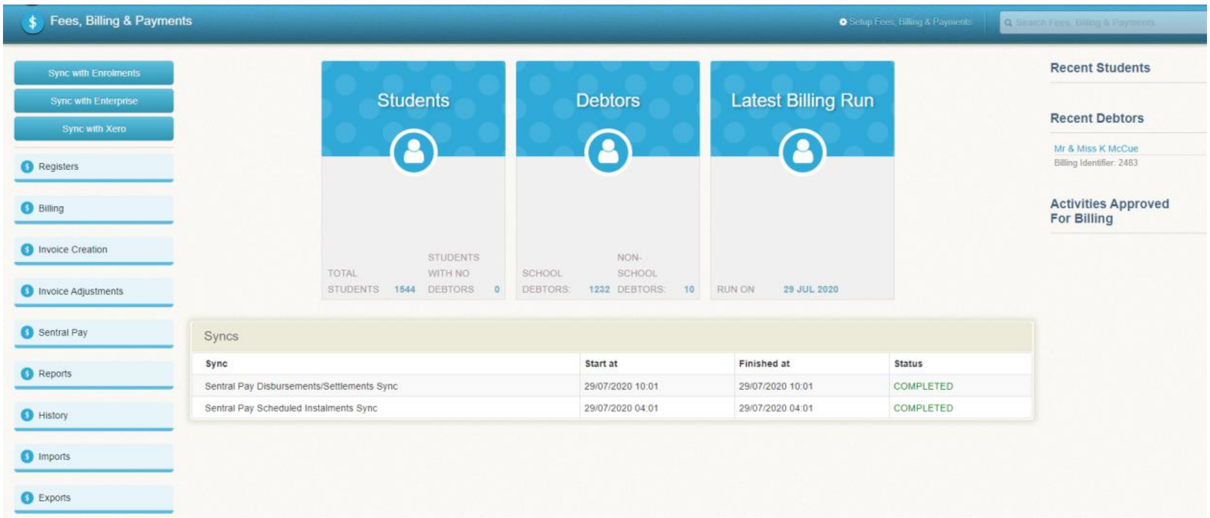
Overview

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

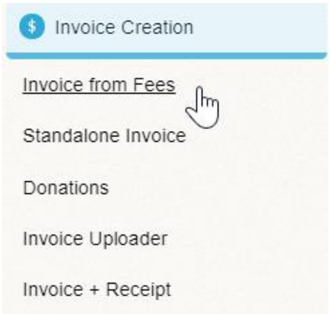
1. After clicking the **Sentral** modules display. Access **Fees, Billing Payments** under **Finance group**.



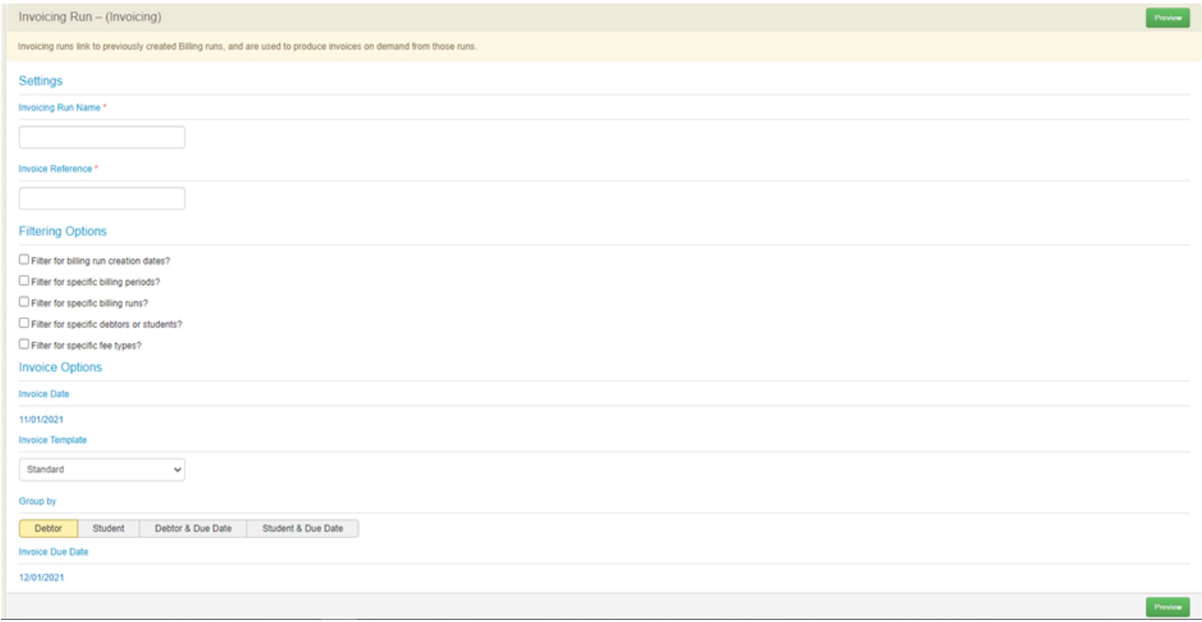
The Fees and Billing Payment Dashboard displays.



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



The Invoicing Run (Invoicing) screen is displayed.

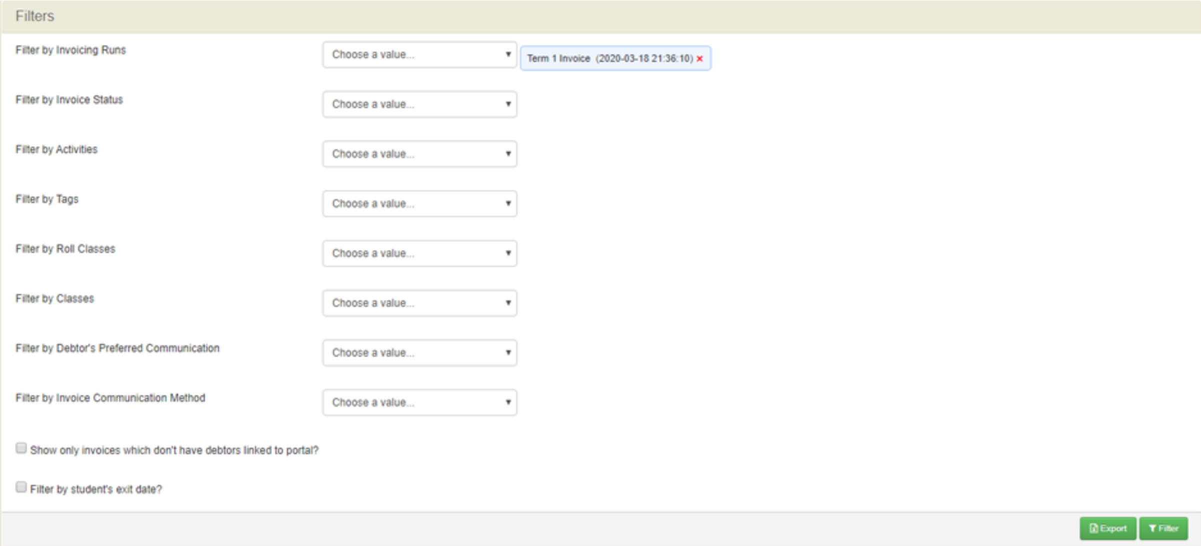


3. Schools need to Name the invoice run and add Invoice reference. Using the Filter options define the dates, billing period and run, specific debtors or students and fee types.

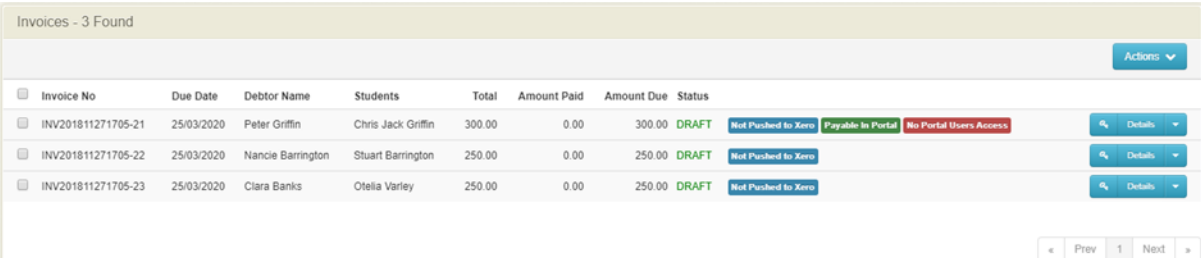
4. Select the Invoice date & due date and group by option (debtor, student, debtor & due date or student & due date). Group by Debtor to have 1 invoice per Debtor or by student to have 1 invoice per student.
5. **Preview** this before sending.
6. Click on **Details** to view for an individual.

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

The screen below displays the completion of an Invoice Run.



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

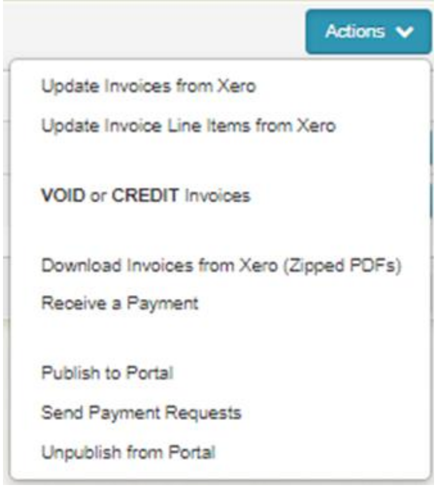


Invoices relating to this run can be viewed and actioned. If debtor has unallocated credit notes, a small warning symbol will appear next to the debtor's name.

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

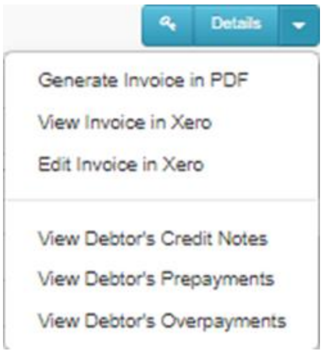
9. Tick the check box in front of an invoice or all invoices to process.

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.



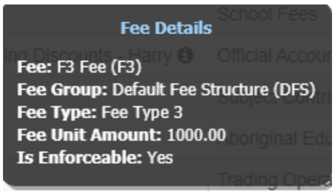
- Auto update to portal payment requests if changes have been made to the linked invoice.

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.

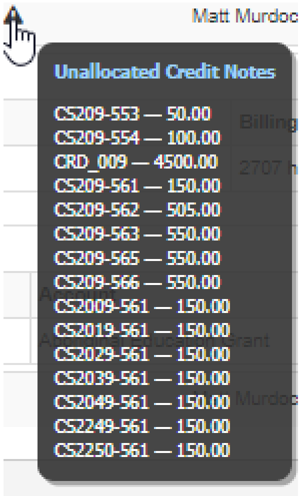


10. Select the key icon to see who can view the invoice if published to the portal.

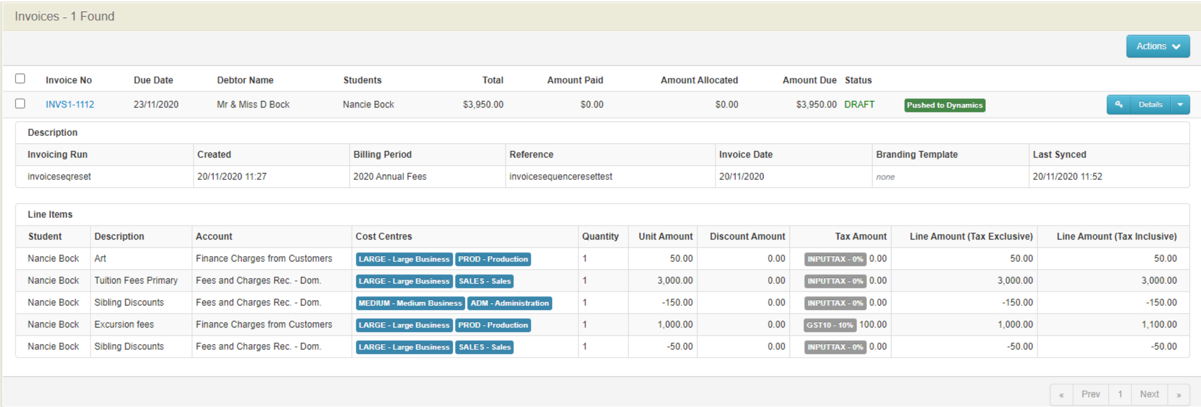
11. Hover over the **"i"** symbol in the details section to view fee details.



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



13. Click on an Invoice to view the detail

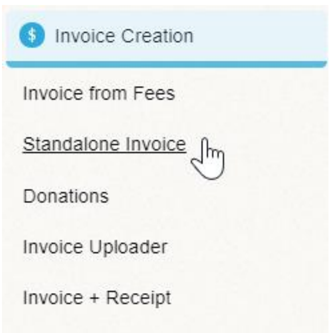


14. Line Items will display with applicable detail, account information, cost centre, discount and tax amounts. Tax rates have been moved to the line-item level, which provides more flexibility in representing invoices with multiple different tax items on the same invoice..

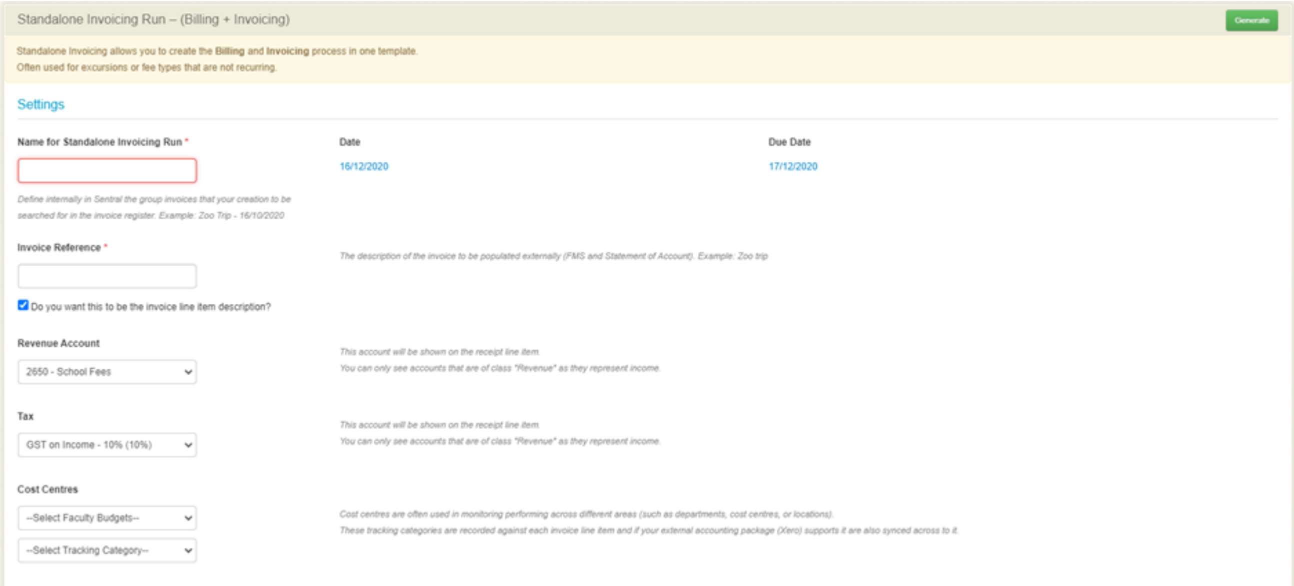
Stand Alone Invoice

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.



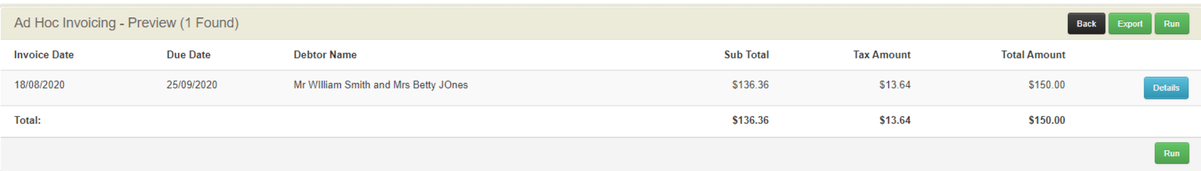
15. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.

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.



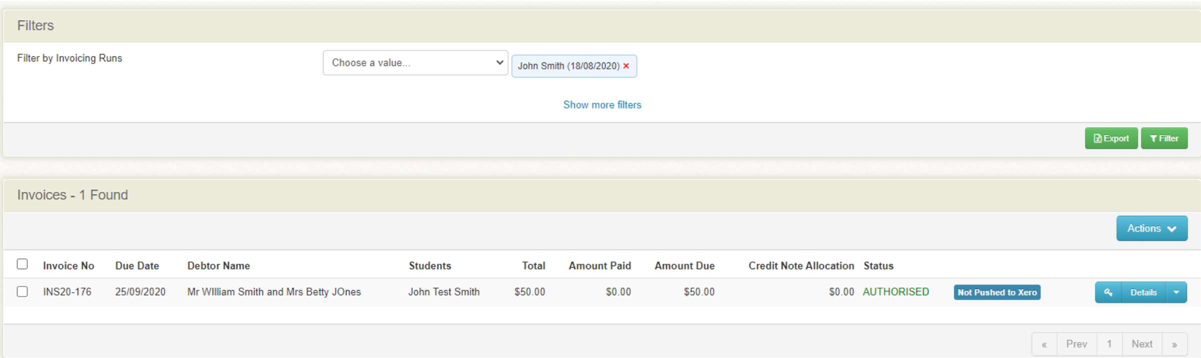
19. You can click **Back** Back button to previous screen.

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



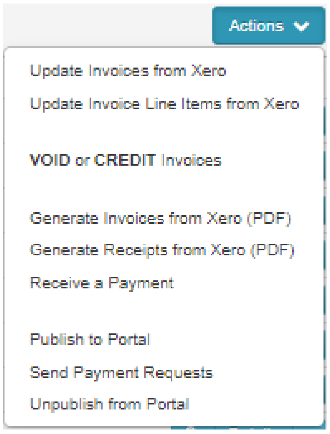
The **Filter Panel** display the name of the Invoice Run. You can also filter on other criteria.

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.

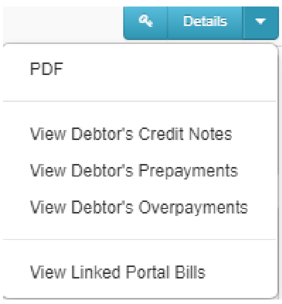
23. Tick the check box in front of an invoice or all invoices to process.

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.

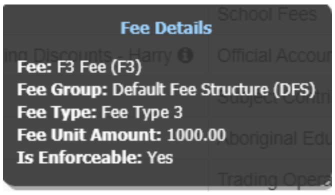


Details Button Click on details for the individual Debtor/Student to view OR click on the arrow to generate a PDF on the invoice or view Debtor's credit notes, prepayments & overpayments or view linked portal bills.



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

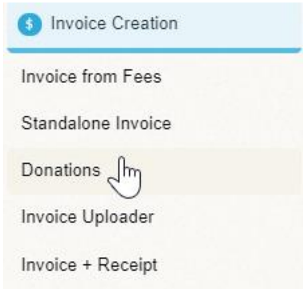
26. Hover over the **"i"** symbol in the details section to view fee details.



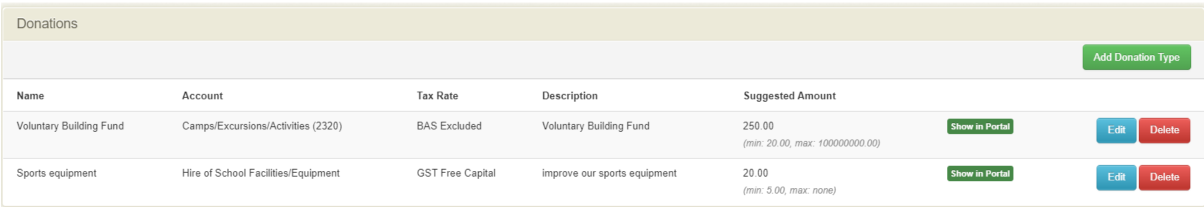
Donations

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

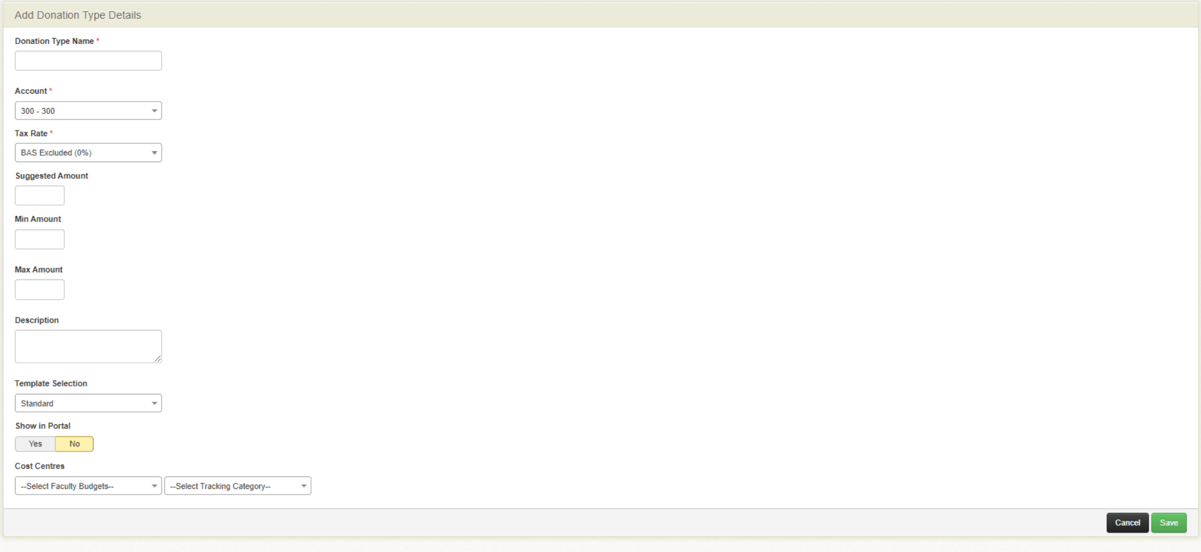
Add Donation Type

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

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

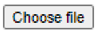
3. To add a Donation Type, click on the green **Add Donation Type**  button.

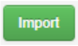
The Add Donation Type screen displays.



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.

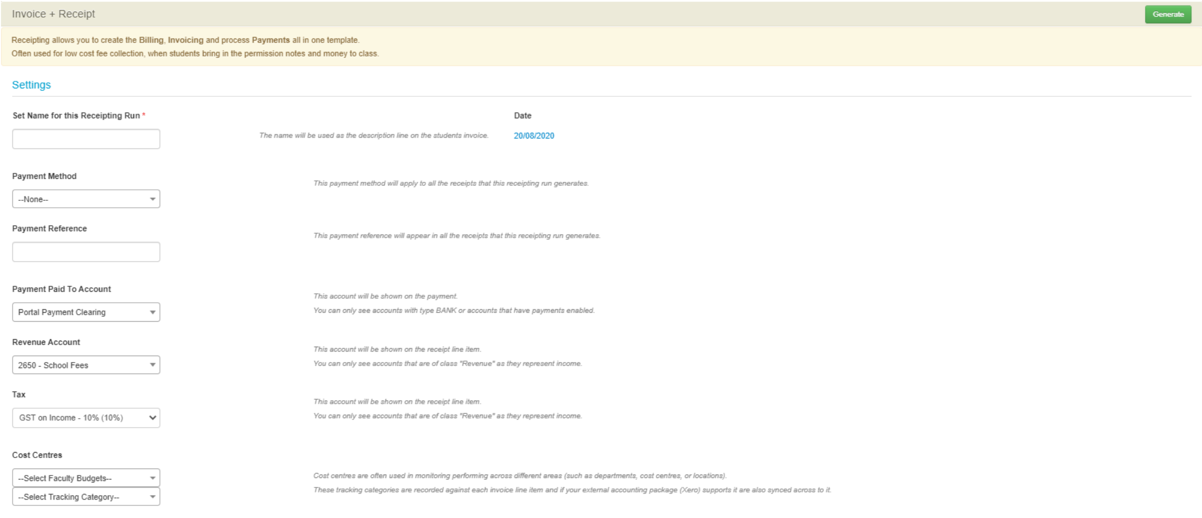
Invoice + Receipt

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. Thye 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.

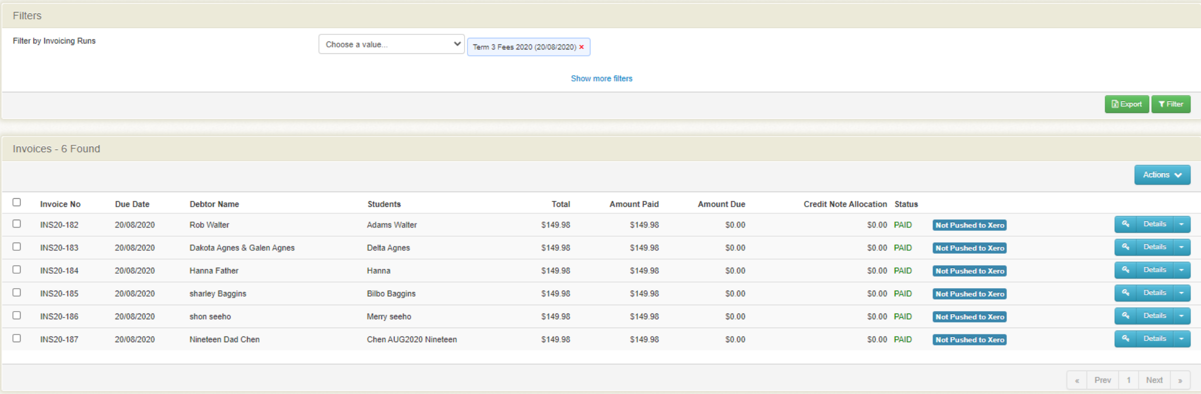


1. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.
2. Ensure you include the payment methods that twill apply to all receipts.
3. Click on the green **Generate** Generate button.

The Adhoc Receipting – Preview screen displays.

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

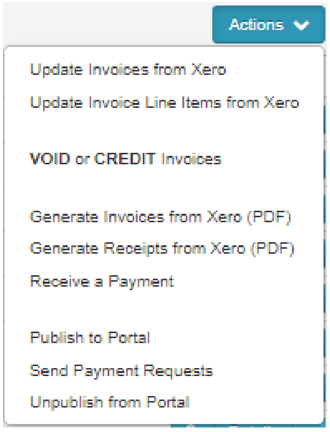


The **Filters Panel** display the name of the Invoice Run. You can also filter on other criteria.

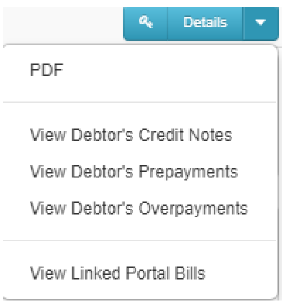
Invoices relating to this run can be viewed and actioned. If debtor has unallocated credit notes, a small warning symbol will appear next to the debtor's name.

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

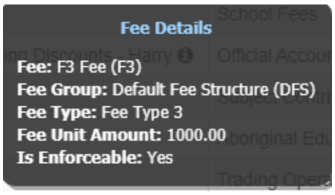
Actions Button Schools can now decide on actions to push this to the parents (email, publish to portal) set the status, push to Xero and generate PDF's.



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.


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
- Subsides & Recurring Subsidies
- Contra Accounting

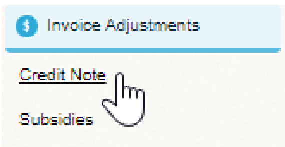
Overview

Schools may need to review an adjust invoices.

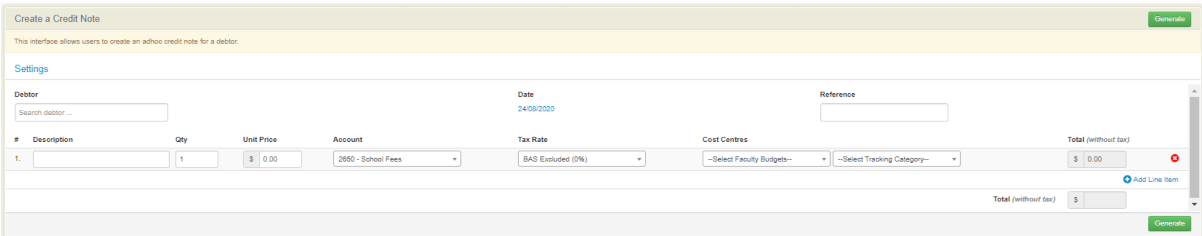
Create A Credit Note

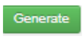
This interface allows users to create an adhoc credit note for a debtor. This setting must be switched to yes in the settings.

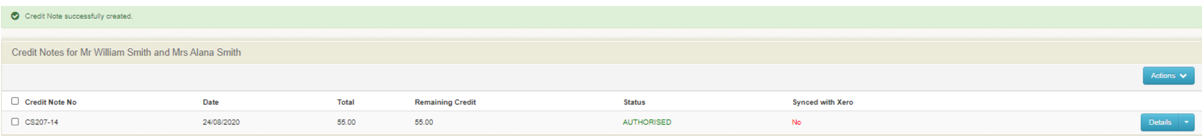
1. From the left-hand Menu, select **Credit Note** under **Invoice Adjustment**.



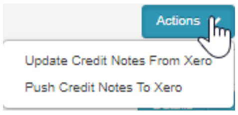
The Create a Credit Note screen displays.

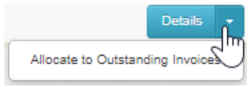


1. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.
2. Click on the green **Generate**  button.

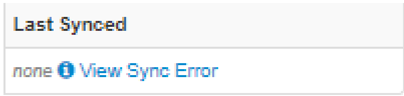


3. Once created, the credit note appears on screen and staff can **Action** (Push credit notes to Xero) or **Details** (allocate to outstanding Invoices, generate PDF, view and edit in Xero).

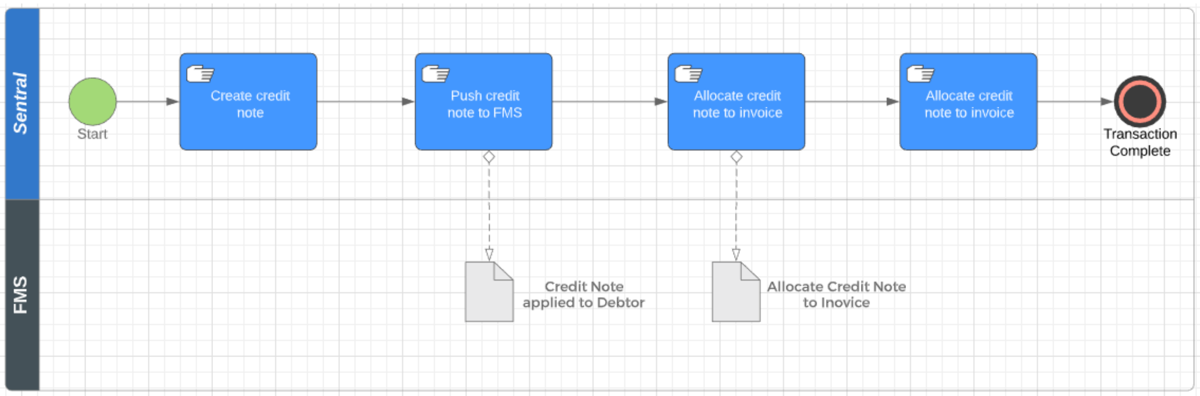




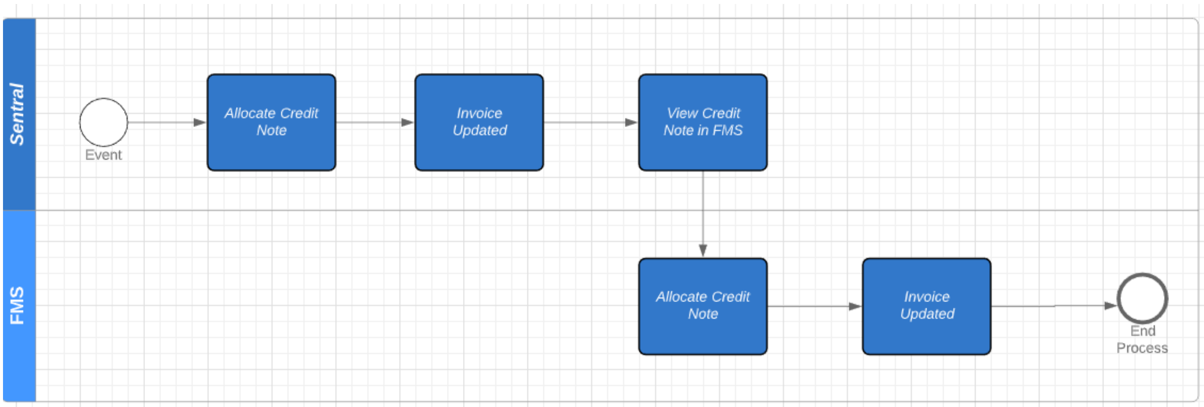
4. An error log will present if the credit note has failed to sync to FMS.



Create a Credit note



Allocate a Credit Note

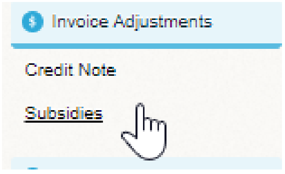


Subsidies

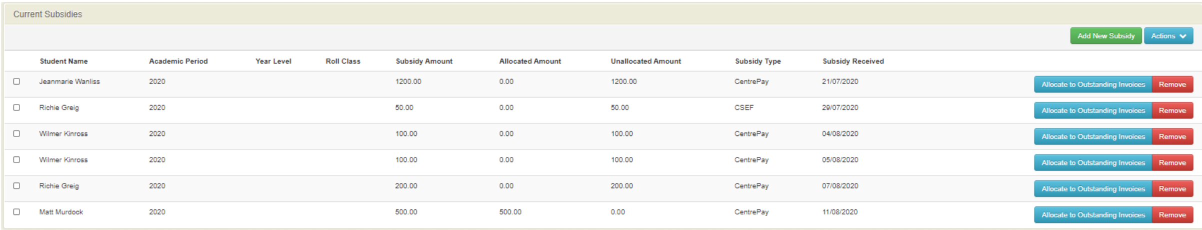
A subsidy is generally an incentive in the form of financial aid or support. Like a fee reduction.

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**.



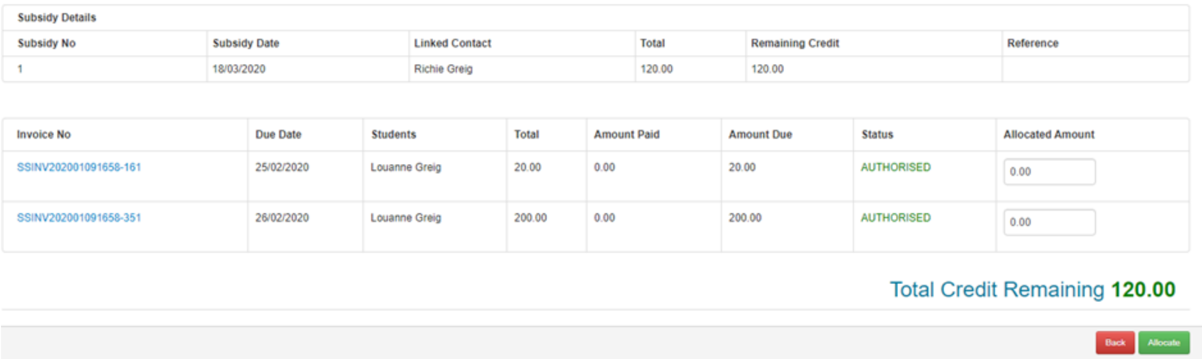
The Current Subsidies screen displays.



When allocated a subsidy payment creates a credit note.

2. If you have not created a subsidy, the lading page will be blank, and you can then select to **Add New Subsidy** button**.**

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



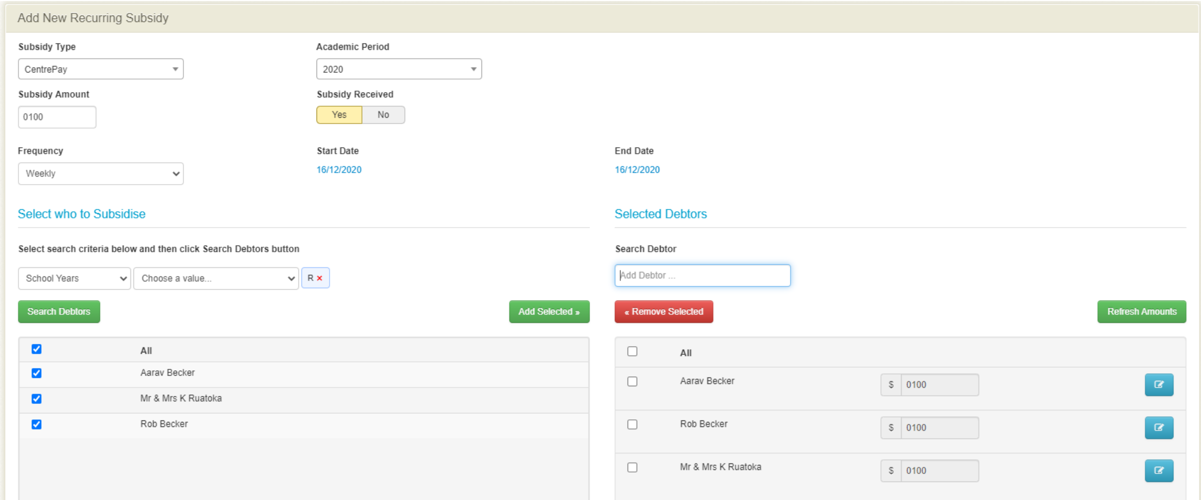
5. Click on the green **Allocate** button.

Recurring Subsidies

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

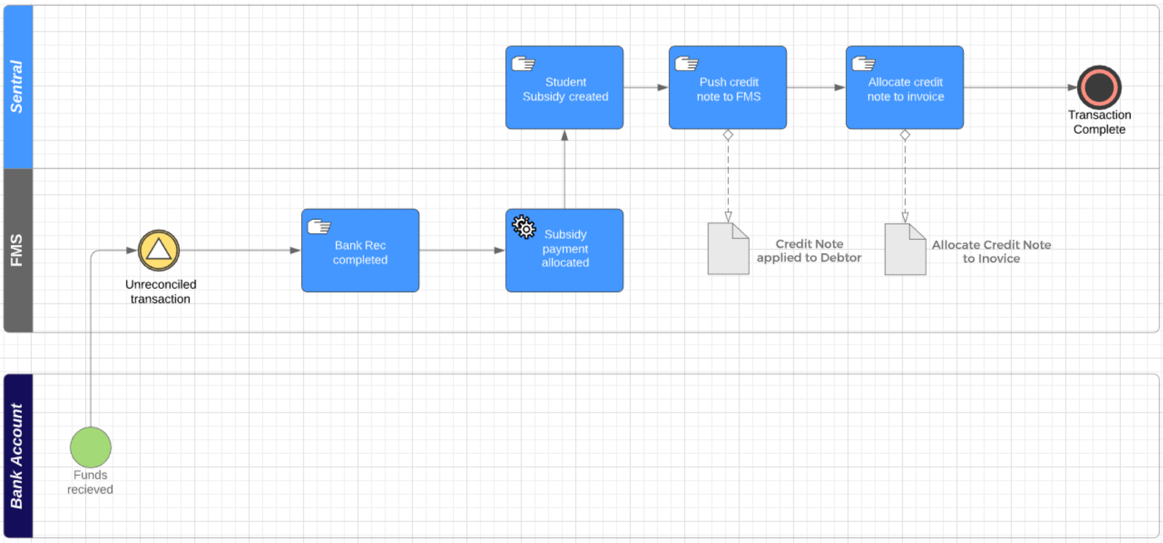
1. Select **Add New Recurring Subsidy**
2. Select Type, academic period, frequency, and dates

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

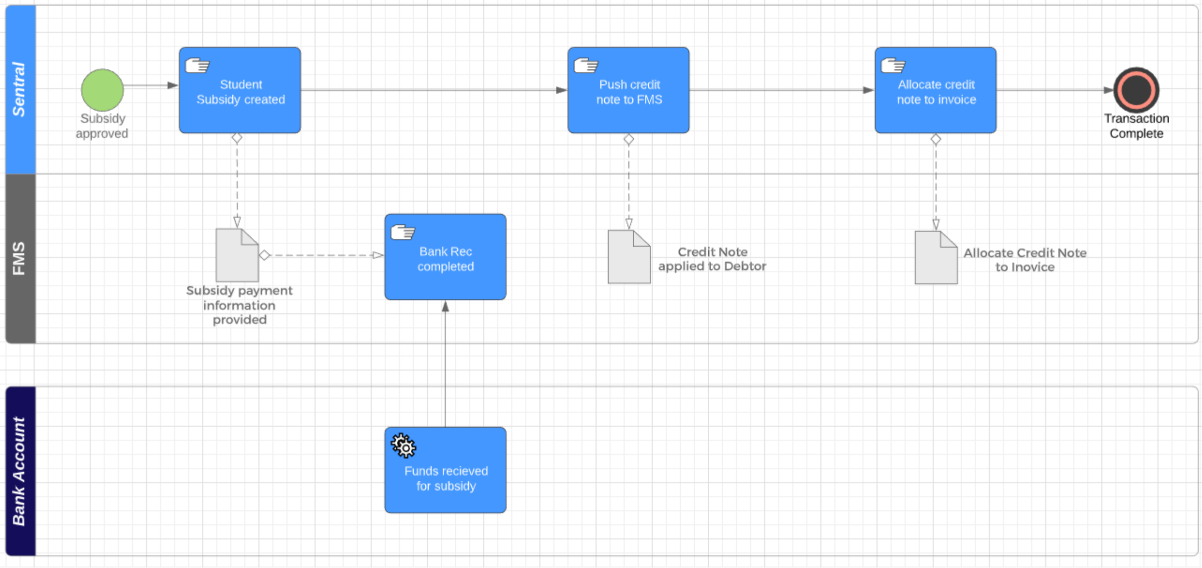


4. You can edit for each student or debtor the subsidy amount before you Save.
5. Subsidies can be manually allocated to an outstanding invoice.
6. Subsidies can be removed also.
7. Subsidies are now considered full payment type.
8. It is possible to cancel an in-progress recurring subsidy provided that 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.

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

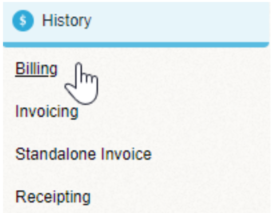
- Billing Run History
- Invoicing Run History
- Adhoc Invoicing Run History
- Receipting Run History

Overview

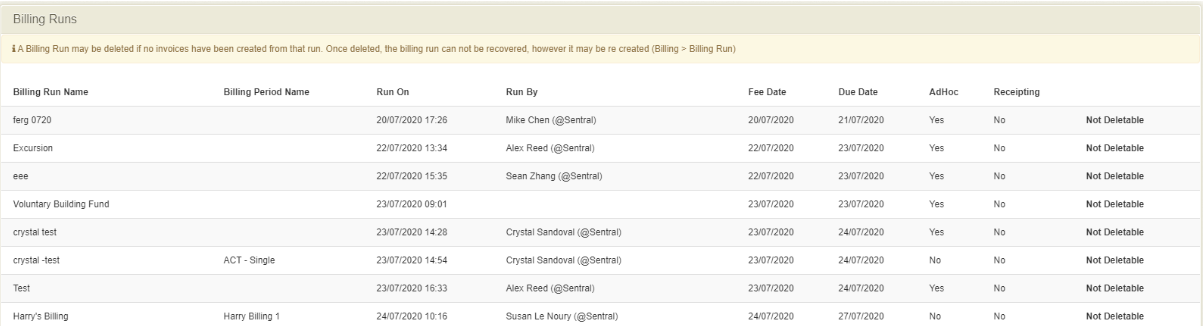
The History menu is a Register of invoices and billings that have been created. They are Read Only.

History - Billing

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



The Billing Run screen displays.



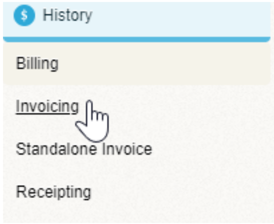
Billing Runs

A Billing Run may be deleted if no invoices have been created from that run. Once deleted, the billing run can not be recovered, however it may be re created (Billing > Billing Run)

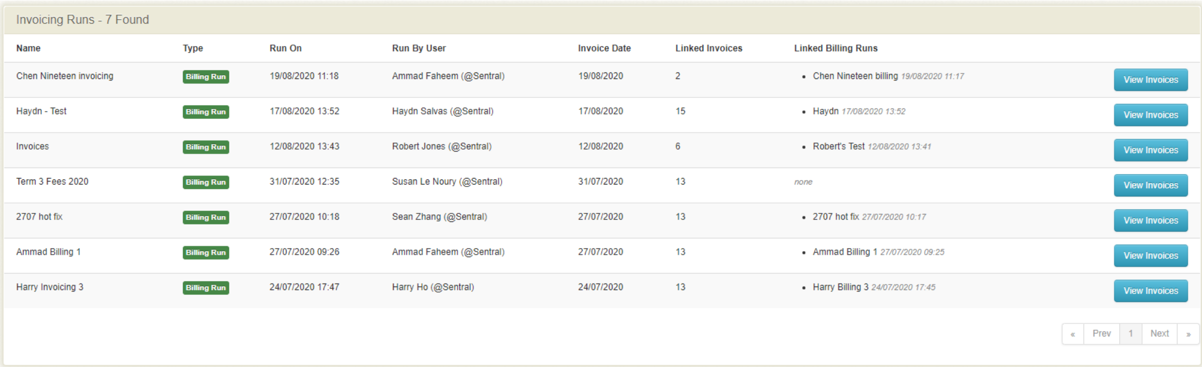
Billing Run Name	Billing Period Name	Run On	Run By	Fee Date	Due Date	AdHoc	Receipting	
ferg 0720		20/07/2020 17:26	Mike Chen (@Sentral)	20/07/2020	21/07/2020	Yes	No	Not Deletable
Excursion		22/07/2020 13:34	Alex Reed (@Sentral)	22/07/2020	23/07/2020	Yes	No	Not Deletable
eee		22/07/2020 15:35	Sean Zhang (@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.



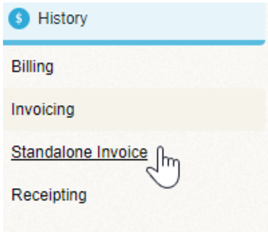
Invoicing Runs - 7 Found

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*	View Invoices
Haydn - Test	Billing Run	17/08/2020 13:52	Haydn Salvas (@Sentral)	17/08/2020	15	• Haydn *17/08/2020 13:52*	View Invoices
Invoices	Billing Run	12/08/2020 13:43	Robert Jones (@Sentral)	12/08/2020	6	• Robert's Test *12/08/2020 13:41*	View Invoices
Term 3 Fees 2020	Billing Run	31/07/2020 12:35	Susan Le Noury (@Sentral)	31/07/2020	13	*none*	View Invoices
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*	View Invoices
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*	View Invoices
Harry Invoicing 3	Billing Run	24/07/2020 17:47	Harry Ho (@Sentral)	24/07/2020	13	• Harry Billing 3 *24/07/2020 17:45*	View Invoices

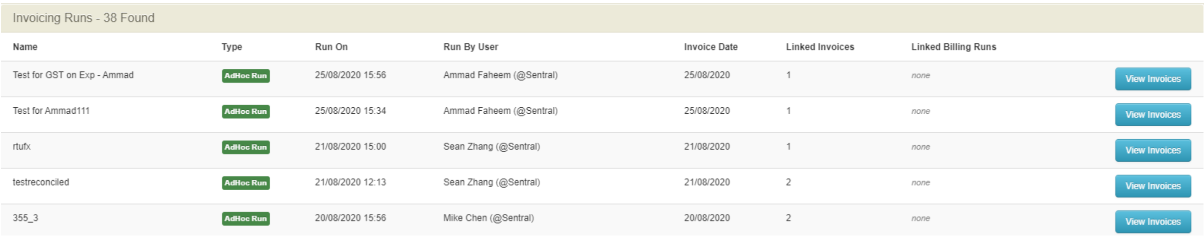
« Prev 1 Next »

History – Standalone Invoice

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



The Invoicing Runs screen displays.

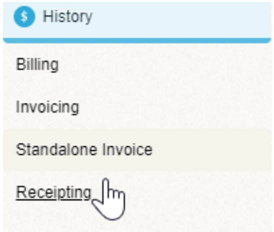


Invoicing Runs - 38 Found

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*	View Invoices
Test for Ammad111	AdHoc Run	25/08/2020 15:34	Ammad Faheem (@Sentral)	25/08/2020	1	*none*	View Invoices
rtufx	AdHoc Run	21/08/2020 15:00	Sean Zhang (@Sentral)	21/08/2020	1	*none*	View Invoices
testreconciled	AdHoc Run	21/08/2020 12:13	Sean Zhang (@Sentral)	21/08/2020	2	*none*	View Invoices
355_3	AdHoc Run	20/08/2020 15:56	Mike Chen (@Sentral)	20/08/2020	2	*none*	View Invoices

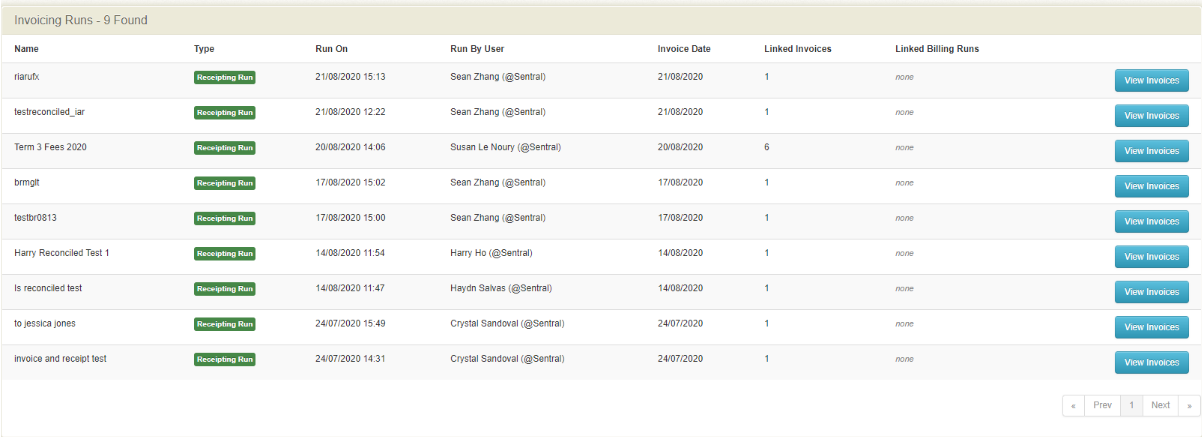
History – Receipting

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



The Invoicing Runs screen displays.

Select

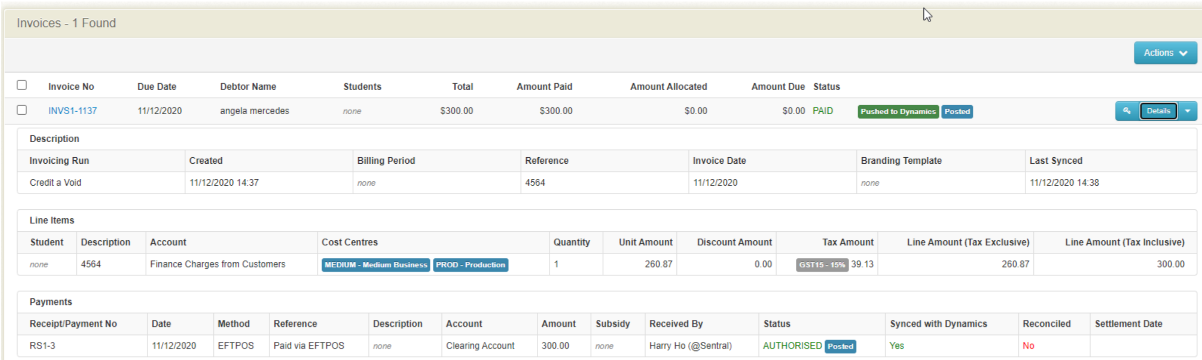


Invoicing Runs - 9 Found

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_iar	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

« Prev 1 Next »

Select **View Invoices > Details.**



Invoices - 1 Found

Actions

Invoice No	Due Date	Debtor Name	Students	Total	Amount Paid	Amount Allocated	Amount Due	Status	
INVS1-1137	11/12/2020	angela mercedes	none	$300.00	$300.00	$0.00	$0.00	PAID	Pushed to Dynamics Posted

Description

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

Line Items

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	MEDIUM - Medium Business PROD - Production	1	260.87	0.00	GST15 - 15% 39.13	260.87	300.00

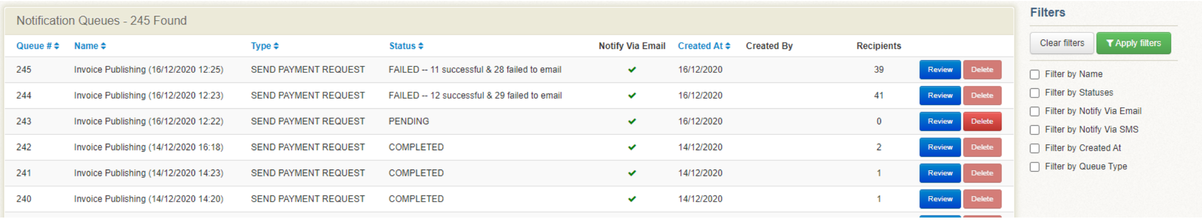
Payments

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.



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 important credit notes form 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 form 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

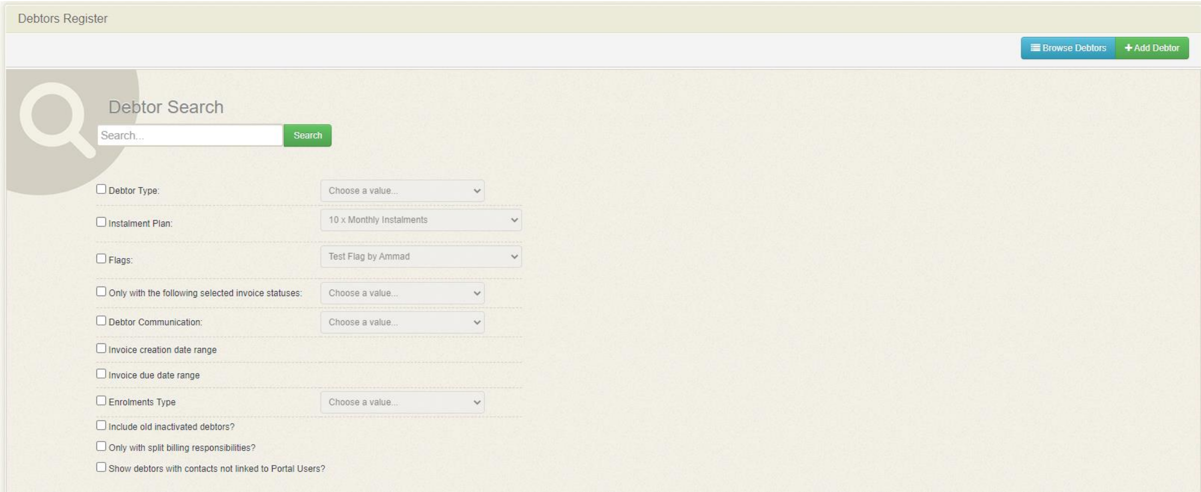
Schools can manage and run Billing and Invoicing Runs but, on many occasions, schools need to view information just about the debtor/family.

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

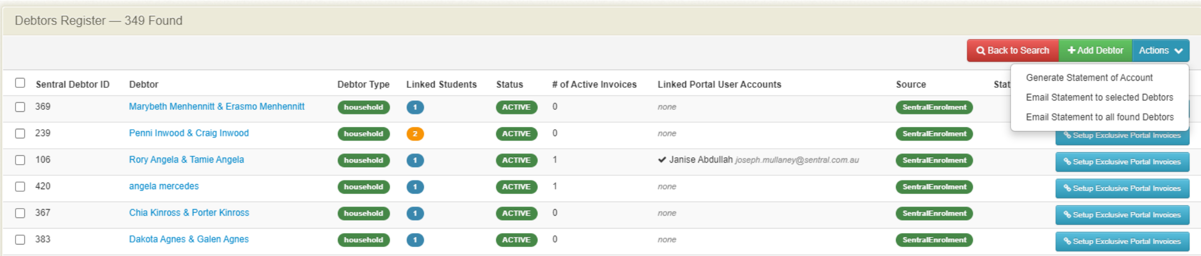
Overview

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.

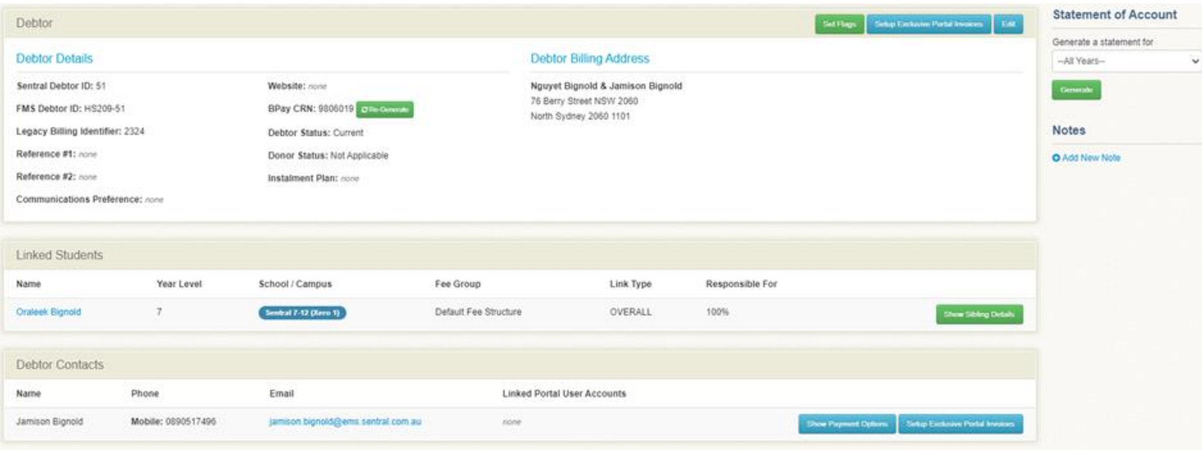


You can select Browse Debtors to get a full list. A list of Debtors will display according to your filter options.



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.

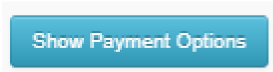


Anything with a blue hyperlink, allows staff to click on a name or email.

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

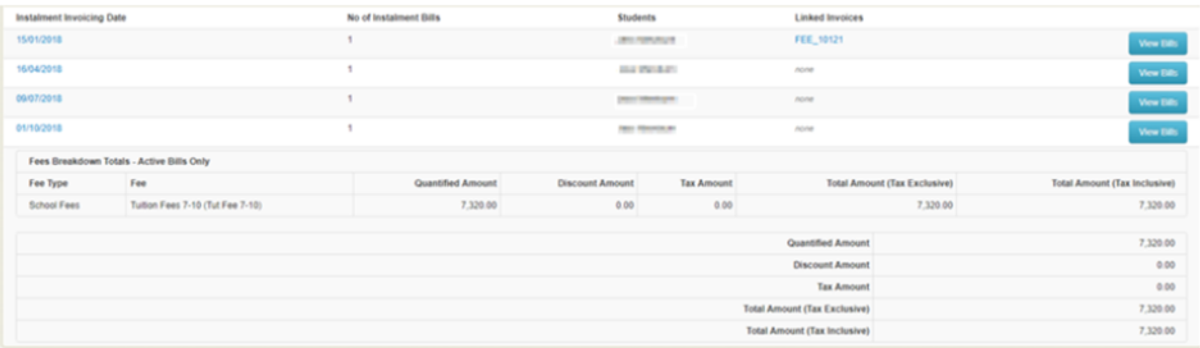
Setup Exclusive Portal Invoices - Any contacts that are Not Linked to Portal User Accounts means that any invoices being published to Portal will be shown to any Portal Users that have access to the student.

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.



Invoices

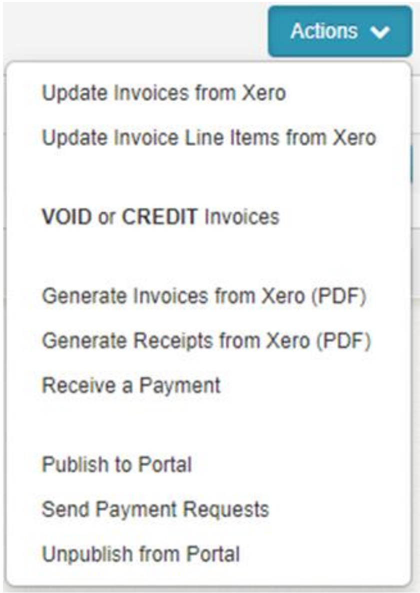
Provides an overview of invoices for this debtor/household.

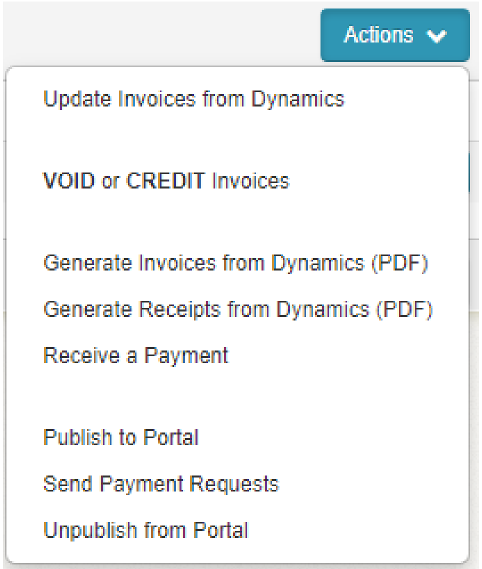
The Invoices overview screen display relevant information relating to Xero, Portal and if fees are non-enforceable.

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

2. Tags vary between Xero & Dynamic

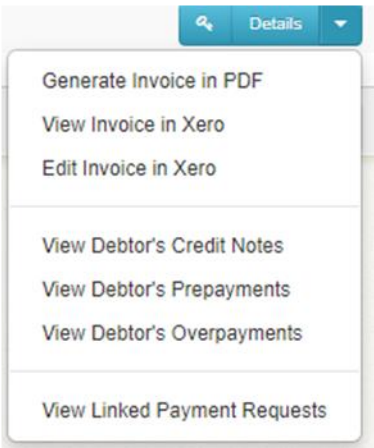
3. Staff can perform **Actions** for this Debtor's Invoices.



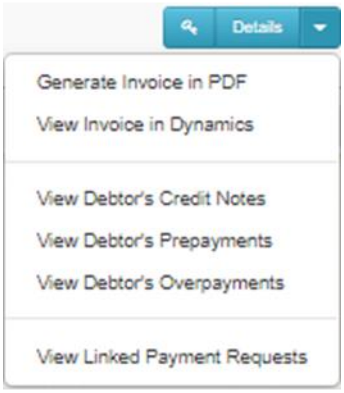


4. Staff can view **Details** for this Debtor. This view also depends on if the invoice has bene been pushed to the FMS.

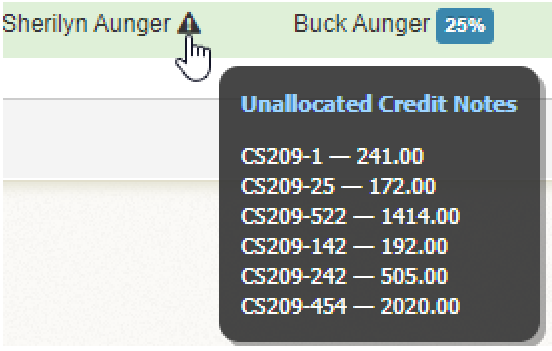
Xero



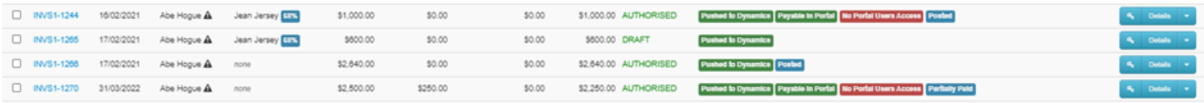
Dynamic



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 



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.

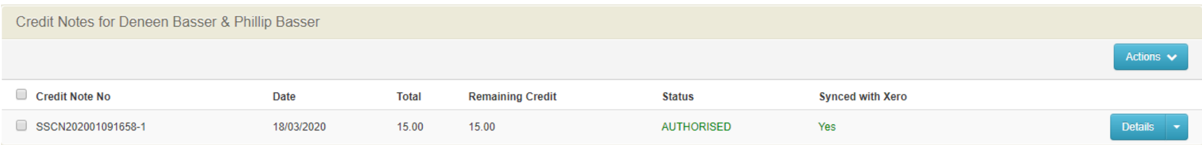


INVS1-1244	16/02/2021	Abe Hogue	Jean Jersey	$1,000.00	$0.00	$0.00	$1,000.00	AUTHORISED	Pushed to Dynamics, Payable in Portal, No Portal Users Access, Posted	Details
INVS1-1265	17/02/2021	Abe Hogue	Jean Jersey	$600.00	$0.00	$0.00	$600.00	DRAFT	Pushed to Dynamics	Details
INVS1-1266	17/02/2021	Abe Hogue	none	$2,640.00	$0.00	$0.00	$2,640.00	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 Portal, 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 Basser & Phillip Basser

Actions

Credit Note No	Date	Total	Remaining Credit	Status	Synced with Xero	
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 he 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	
Sherilyn Aunger	2020	500.00	130.00	370.00	Debtor - Gov Provision	14/10/2020	Allocate to Outstanding Invoices Remove
Sherilyn Aunger	2020	20.00	20.00	0.00	Child care subsidy	25/09/2020	No Subsidy Credit Left
Sherilyn Aunger	2020	500.00	500.00	0.00	Child care subsidy	14/09/2020	No Subsidy Credit Left
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.

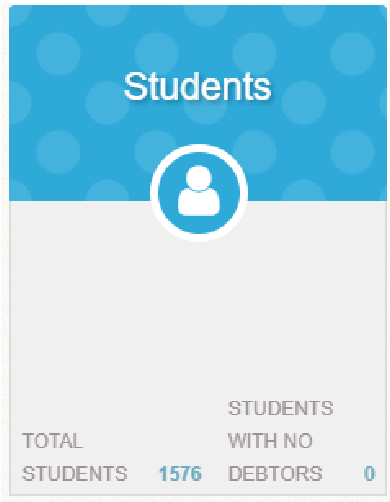
Content

- 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.

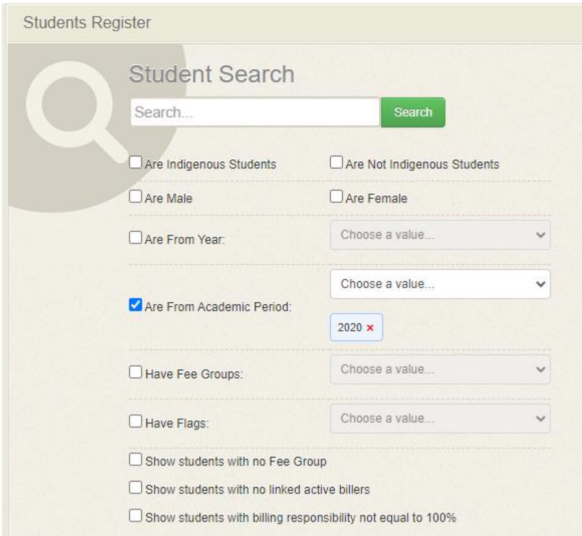
Schools can either run a search for the student or click on the Students Icon.



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.



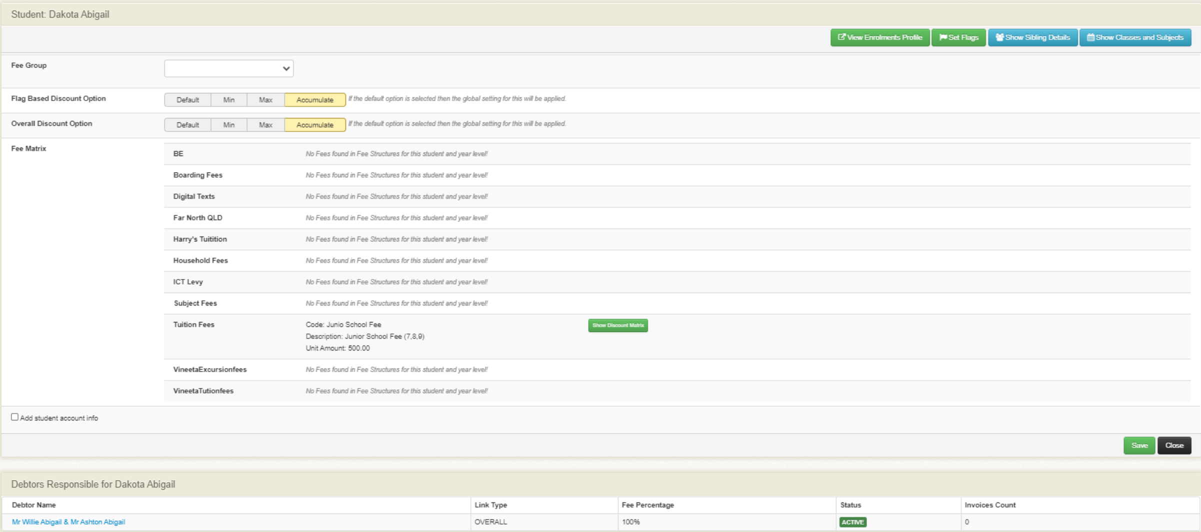
You can select Browse Students to get a full list. A list of Students will display according to your filter options.

Students Register — 57 Found

Back to Search

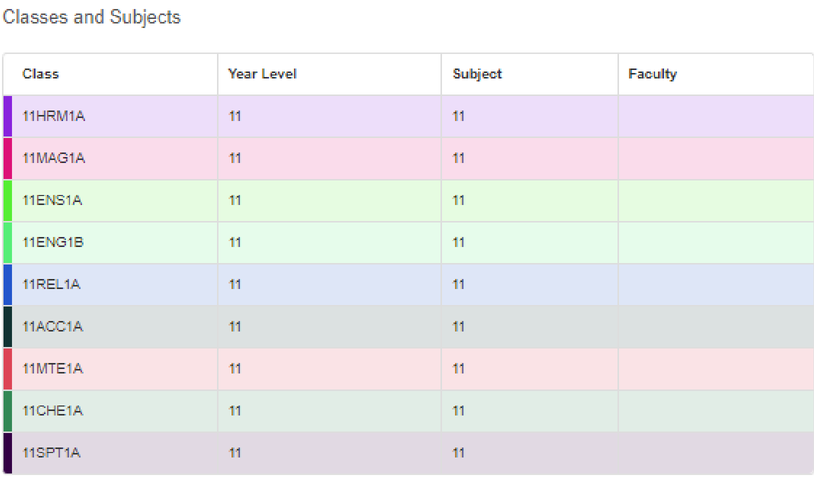
Name	Year Level	Fee Group	Linked Billers	Enrolment Statuses	School/Campus	# of Linked Bills	Responsibility %
Dakota Abigail	7	Default Fee Group	Mr Willie Abigail & Mr Ashton Abigail	Enrolled - Active	• Sentral 7-12 (Xero 1)	0	100%
Delta Agnes	4	Default Fee Structure	Dakota Agnes & Galen Agnes	Enrolled - 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	0%
Ernesto Andrade	Pre School 1	Default Fee Structure		Alumni Alumni	• Sentral 7-12 (Xero 1)	0	0%
Mercedes Angela	12	Default Fee Group	Rory Angela & Tamie Angela	Alumni	• Sentral K-12 (Dynamics)	0	100%
Ariane Ann	Pre School 1	Default Fee Group	Drew 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.



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.


Online Bills

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 Sucessfully Sent	Details Actions
904	07/01/2021	student: Ryan STEVENSON	Vin Tution fees (Compulsory)	$2200.00	$0.00	$0.00	$2200.00	AUTHORISED 1 Emails Sucessfully 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 Sucessfully 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 Sucessfully 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 Sucessfully 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 Sucessfully 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

Sentral 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