

# Sentral Finance – Student Billing



## Create a Student Billing Run

### Key highlights

#### Why use this feature?

Create fees for your school that incorporate any applicable student and flag related discounts

Prevents fees from being billed more than once

#### What this feature offers

Single process to bill fees to one or many cohorts

Takes into account student discounts

Prevents fees being billed more than once

## Prerequisites

- Fee structure in place
- Discount rates defined
- Flags assigned to students

## Create a student billing run

### Getting started

1. Go to Finance module | Fee Creation | Student Billing Run.
2. Select the billing run period.  
These have been configured for you, but if you need more, refer to the Billing Fee Setup.  
The academic period for billing run defaults to the current year.
3. Enter the billing run name.  
This is a school reference – not visible to parents.
4. Select who to bill. Options include:
  - School Years
  - Roll Classes
  - Classes
  - Activity Groups
  - Student Flags
  - Previous Billing Runs.
5. Search for students.
6. Remove any students that shouldn't be billed.

7. Select Add Selected and then select Next.

### Fee selection

1. Select one or more fee types for the cohort to be billed.
2. Review fees. Deselect any fees that you don't want to include in the billing run.

### Preview fee

The page gives an overview of the items that have been calculated.

1. Review the students being charged.
2. Review the fee items being charged, including the amount.
3. Review discounts applied against the fee item.
4. Review the contact/s being billed.
5. (Optional) Use the search bar to search for individual students to review if their bill is correct.

Create Fee is checked by default as this is required to create the fee.

6. If required, update the Fee Reference, Fee Date and Fee Due Date.
7. Once ready, select Process Billing.  
The applicable fees are created.

### Finalise

Details of the finished billing run are displayed.

1. Select View Fees to go to the Fee Register.  
The billing run details are applied as the filters.
2. If required, drill down into a specific fee via the Details button.

## Next steps

[Publish fees to the Portal QRG](#)

## Need more information?

[Finance User Guide](#)