Finance User Guide

October 2023

Contents

Introduction

Schools are busy places, and they are required to create and manage school financial transactions as part of the day-to-day operations. Whether it's creating a fee, applying a subsidy or credit, receipting a front office payment or banking funds, Sentral's Finance solution can support a school to efficiently process transactions.

Sentral's Finance module offers a highly configurable structure for establishing and managing finance related charges and payments relevant for your school. You'll find:

- Ability to define the fee structure relevant for your school
- Ability to create fees and charges as needed
- Receive payments via different payment methods
- Refund management with approval and workflow
- Till management, banking and End of Day summary capabilities
- Integration between other Sentral modules including Activities and Portal
- Request permission and payment for school activities via the Portal
- Reporting functionality that provides finance information to support processes such as banking
- Logical search and filtering functionality with options across fees and payments.

Product versions

The version of Sentral at your school may have a different user interface to the one shown in our YouTube videos and this guide. The features available are generally the same, although you may see differences because of the way Finance is configured at your school.

Role-based permissions

Your access is assigned to you by the Sentral Administrator (Administrator) at your school. They can set permissions at a granular level, and this determines the type of access you have and the functions you can access in the Finance module.

Access

- To access the Finance module, select the Sentral menu icon (⠿) and then under Finance, select Finance. The Finance home screen displays.

Finance Home Screen

Refer to the table below for a description of information on the Finance home screen.

Information on the Activities home screen
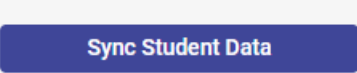
Reference number	Description	Examples
1	Lists the menu options of the module.	Registers Fee Creation Subsides Sentral Pay Banking History Exports
2	Displays a tally of Students, Contacts and Refunds with links to underlying data. For Refunds, the display shows the transactions awaiting actions by an authorised user.	Students - Links to Student Register Contacts - Link to Contacts Register Refunds – Links to Refunds Register
3	Search function enables you to search for students, contacts and fees.	
4	Recent Students displays the last six (6) viewed students.	
5	Contacts with exclusive portal fees – Used with split family (percentage) billing. A Contacts Portal Account must be linked with their Contact record to view Fees via the Portal.	Linked to portal users Not linked to portal users
6	Upcoming Events – displays activities and the status of the event for both permission and payment	
7	Recent Contacts displays the last six (6) viewed contacts.	
8	Activities Approved for Billing	

Student and Contact Creation

Student and contact information is provided by the NSW Department of Education via 3PI, with data populated into Sentral's data layer. Users can sync data from the Sentral data layer into the Finance module by using the Sync Student Data button.

Post the initial setup and sync, this will be scheduled to run daily for schools.

Finance

Sync Student Data

Student Information

Sentral will sync the following information for a student into the Finance module:

- Student first and last name.
- Student year level.
- Contacts for the student that are marked as Financially Responsible.
- For the student contacts, Sentral will pull:
  - Name
  - Address
  - Household ID
  - Phone Number
  - Email address.
  - Relationship status with the child.

A student's profile can be viewed by either:

- Typing a student's full name into the top right-hand search.
- Search for the student in the Student Register, located in the Registers menu on the left-hand side in Finance.

Financially Responsible Contact Information and Adjustment

Sentral will automatically create a finance contact (responsible for billing) based on the data that has been marked as Financially Responsible. This data is provided by the NSW Department of Education; however, schools can amend this as required in Sentral via the student and Contact Setup.

Sentral supports five (5) different types of financially responsible contacts:

- **Household** – One or more contacts, from the same household, with a shared responsibility for a bill, e.g. Mum and Dad live together in the same house and share the bill.
- **Contact** – A single contact that has been assigned a percentage of the responsibility for a student. The student needs to have 100% of their responsibility assigned to one or more contacts before you can save this page. Sentral will create a contact for each financially responsible party that is assigned a percentage of responsibility.

> **Note:** *A single parent being given 100% responsibility will be classified as a Contact type.*

- **Group** – More than one contact, from different households, with a shared responsibility for a bill. e.g. Mum and Dad have split up and live in different houses, but the school won't split their bill. Mum and Dad need to sort the bill out between themselves.

- **Activities** –This was designed to allow schools to have a different contact for activities. However, we don't encourage schools to use this contact type.
- **Adhoc** (Other Transaction) – This is non-student related contact, e.g. hiring the hall out to the local dance group.

Contact data will initially be created as a 'household' contact in Sentral.

Schools can view the data that has been created for the student in the student's profile. Schools can also adjust the users that are marked as financially responsible in the student's profile, and hence make changes to add additional contacts and allocated percentage splits where necessary.

To do this:

1. Go to the student's profile:
   a. Search their full name in the top right-hand search, or
   b. Search for the student in the left hand menu under Registers in Finance.
2. Review the information that has been created for the student under the Contacts Responsible for <student name>.

Contacts Responsible for Hannah McDonagh

					Set Up Contacts	Set Up Activities Contacts
Contact Name	**Contact Type**	**Link Type**	**Fee Percentage**	**Status**		**Fees Count**
Mr McDonagh & Mrs McDonagh	group	OVERALL	100%	Old as of 05/01/2023		0
Mrs J McDonagh, P Crommelin & Mr N McDonagh	group	OVERALL	100%	ACTIVE		7

3. Select Set Up Contacts.
4. Review the Contact Setup. These are the people responsible and who receive fees for the student.
5. To amend an existing Contact Type:
   a. Uncheck the tick from the noted contact in the Responsible for Billing – this will remove the contact from the Contact Type, and therefore they will not be financially responsible or receive fees.
   b. To add a contact, check the Responsible for Billing checkbox.
   c. For split billing, check the Responsible for Billing checkbox of each contact and add the applicable percentage. Using this feature will create a separate fee per contact for associated fee runs.
   d. This may in some cases change the Contact Type as shown below.
   e. Ensure there is at least *one* contact selected as the contact Responsible for Billing.
6. Once complete, select Save.

Before

Contact Setup

Name	Relationship	Households	Contributions And Charges Billing Percentage	Responsible For Billing
John Fester	Other		0%	☑
Morticia Addams	Parent	270601958	0%	☑
Gomez Addams	Parent	270601958	0%	☑

Contact Preview

Contact Name	Contact Type	Address	Billing Percentage
J Fester, Mrs M Addams & Mr G Addams	group	null	100%

Save

After

Name	Relationship	Households	Contributions And Charges Billing Percentage	Responsible For Billing
Contact Setup				
John Fester	Other		0% ▾	☐
Morticia Addams	Parent	270601958	0% ▾	☑
Gomez Addams	Parent	270601958	0% ▾	☑

Contact Preview

Contact Name	Contact Type	Address	Billing Percentage
Mrs M Addams & Mr G Addams	household	1291 Main Street	100%

Save

> ℹ **Note:** *If you are allocating percentages to Contacts, you* **must** *link each Contact with their Portal account via the Setup Exclusive Portal Fees. Do this via the Contact.*

Financially Responsible Contacts – Bulk Action

This process can be performed via a CSV file in bulk.

1. Go to Finance setup menu, located at the bottom left of the screen.

   ⚙ Finance Setup   «
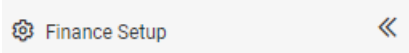
2. Select Imports > Export/Import Billing Responsibilities menu.

3. Select Generate Student Billing Responsibilities Document. It is recommended that users save a copy of this CSV locally as a backup.

4. Review the document, ensure only parents that should have financial responsibility have a Y populated in the column header 'is_financially_responsible'. Additionally, you can also specify the 'fee_split' percentages in the file where applicable.

5. Save the document.

6. Select the Import button and import the CSV file.

7. Check students' financial responsibilities to ensure the desired result was achieved.

Students Register

The Students Register opens into a student search screen which allows the user to perform broad searches or by using the filter options, a more refined search for a student or cohort.

From the returned results, the user can select the student via their name, and this will take you to the Student Overview menu option.

Student Overview

The Student Overview screen provides a mix of read only data and elements that can be maintained:

- Set Flags – Used to add a flag to a student.
    a. Select the applicable flag from the dropdown list.
    b. Select Add Flag to insert.
    c. Select Save to complete.
- Show Sibling Details – View/read only details of any associated siblings.
- Show Classes and Subjects – View/read only details for a student.
- Fee Group – Created by the Cash Desk migration on commencement and can be changed as required.
    a. Flag Based Discount Option – Set by default and can be changed at the student level.
    b. Overall Discount Option – Set by default and can be changed at the student level.
    c. Fee Matrix – Displays potential Fee Types that could be billed to a student. This will show all Fee Types accessible for the Fee Group.
    d. Select Save if changes have been made.

Contacts Responsible for Student

This section displays details of the contacts associated with the student; both past and present.

- Set Up Contacts – Used to review and administer changes to the contacts associated with a student i.e. who will receive fee requests.

> **Note:** *Use this area of the solution to cater for split families where separate fees are required to be issued.*

- Set Up Activities Contacts – Allows a user to create contacts for fees associated with a student's activities. However, we don't encourage schools to use this option.

Pay Outstanding

This option re-directs the user to the Receive a Payment screen and displays all fees outstanding.

- Either select Pay All or select individual fees/items to make a payment.
- Outstanding credit and subsidy balances will be shown (if applicable), and these can be allocated here at the time of payment.

Online Bills

This option displays all *Portal* related payment requests for a student.

- Select the Details button to display the fee. Select Fee No to view further information.

Subsidies

This option displays all subsidies applicable with allocation to outstanding fees available.

- Select Allocate to Outstanding Fees to apply as required.
- Select Remove if the subsidy is no longer valid.

Payments

This option displays all payments processed.

Use the filter options to refine the search and re-run if required.

- The Actions dropdown provides the ability to:
  - ○ Print Receipt (with a selected Document No)
  - ○ Export Payments in bulk.
- The Details button displays information on the payment and linked fee – with the ability to access the Fee (via the Fee No.) if required.
- The dropdown selection enables users to:
  - ○ Print Receipt
  - ○ Refund (processing) – Request a refund via this option. Approval processing to follow
  - ○ View Payment History.

Fees

This option displays all fees created for the contact and any linked student along with the fee status. It's an easy way to see outstanding fees for a contact.

Credit available for allocation is shown via the symbol ⚠ which is displayed next to the Contact Name.

1. Select the [🔑] icon to view details of an associated Portal user.

2. Select Details to view the fee data. This will also enable you to Reverse Payment for paid transactions (if required).

3. Select the dropdown next to the Details button for options to:
   - ○ Print Fees – This will create a print ready version of the fee
   - ○ View Contact's Credits – This will take you to the Credits menu
   - ○ View Contact's Overpayments – This will take you to the Overpayments menu
   - ○ View Fee History – Displays items for the following actions:
     - ○ Fee is voided
     - ○ Credit is allocated to the fee
     - ○ Credit allocation against the fee is reversed
     - ○ Payment against the fee is reversed.

4. Select the Action dropdown to:
   - ○ Set Status to Draft – Not required for NSW DoE schools
   - ○ Set Status to Authorised – Not required for NSW DoE schools
   - ○ Set Status to Submitted – Not required for NSW DoE schools
   - ○ Cancel Fees – This will Void the fee and where paid, create corresponding Credit for use or refund
   - ○ Receive a Payment – Use this option to make payment against a fee
   - ○ Publish to Portal – Sends payment requests to the Portal and App
   - ○ Send Payment Requests – This option communicates the request to the parent/carer
   - ○ Unpublish from Portal – This option removes the request from the Portal.

Credits

This option displays all credits. Users can apply filter options to refine the search and re-run if required.

1. Select Details to view the credit information.
   If applicable, Refund Details will be shown where the funds have been requested or returned to a contact.

2. Select the dropdown next to the Details button for options to:
   - ○ Allocate to Outstanding Fees – Takes you to outstanding fees for the allocation

- o   Refund (processing) – Request a refund via this option. Approval processing to follow
- o   View Credit History – View credit historical details.

Contacts Register

The Contacts Register opens into a search screen which allows the user to perform broad searches or by using the filter options, a more refined search for a contact or cohort.

From the returned results, the user can select the contact via their name, and this will take you to the Contact Overview menu option.

Contact Overview

The Contact Overview screen provides a mix of read only data and elements that can be maintained:

Set Flags – Used to add a flag to a contact.

1.   Select the applicable flag from the dropdown list.

2.   Select Add Flag to insert.

3.   Select Save to complete.

Setup Exclusive Portal Fees – *must* be used where contacts have split billing requirements. Links the Portal account with the Contact.

Edit – Not applicable to NSW DoE schools

Show Sibling Details – View/Read only details of any associated siblings.

Statement of Account

On the right hand-side of the Overview, users can create a Statement of Account.

1.   Select the applicable year.

2.   Select Generate.

Notes

Free text notes can be added to capture contact related data if required.

Pay Outstanding

This option re-directs the user to the Receive a Payment screen and displays all fees outstanding.

1.   Pay All or select individual fees/items to make a payment.

2.   Outstanding credit and subsidy balances will be shown (if applicable), and these can be allocated here at the time of payment.

Payments

This option displays all payments processed for the contact, including any overpayments. Using the filter options, users can refine the search and re-run if required.

- ●   The Actions dropdown provides the ability to:
  - o   Print Receipt (with a selected Document No)
  - o   Export Payments in bulk.
- ●   The Details button displays information on the payment and linked fee. With the ability to access the Fee (via the Fee No.) if required.
3.   The dropdown selection enables users to:
  - o   Print Receipt
  - o   Refund (processing) – Request a refund via this option. Approval processing to follow
  - o   View Payment History.

Fees

This option displays all fees created for the contact and any linked student along with the fee status. It's an easy way to see outstanding fees for a contact.

Credit available for allocation is shown via the symbol ⚠ which is displayed next to the Contact Name.

Users are able to:

1. Select the icon to view details of an associated Portal user.
2. Select Details to view the fee data. This will also enable you to Reverse Payment for paid transactions (if required).
3. Select the dropdown next to the Details button for options to:
    o Print Fees – This will create a print ready version of the fee.
    o View Contact's Credits – This will take you to the Credits menu.
    o View Contact's Overpayments – This will take you to the Overpayments menu.
    o View Fee History – Displays items for the following actions:
        o Fee is voided
        o Credit is allocated to the fee
        o Credit allocation against the fee is reversed
        o Payment against the fee is reversed.
4. Select the Action dropdown to:
    o Set Status to Draft – Not required for NSW DoE schools.
    o Set Status to Authorised – Not required for NSW DoE schools.
    o Set Status to Submitted – Not required for NSW DoE schools.
    o Cancel Fees – This will Void the fee and where paid, create corresponding Credit for use or refund.
    o Receive a Payment – Use this option to make payment against a fee.
    o Publish to Portal – Sends payment requests to the Portal and App.
    o Send Payment Requests – This option communicates the request to the parent/carer.
    o Unpublish from Portal – This option removes the request from the Portal.

Credits

This option displays all credits. Using the filter options, users can refine the search and re-run if required.

Users are able to:

1. Select Details to view the credit information. If applicable, Refund Details will be shown where the funds have been requested or returned to a contact.
2. Select the dropdown next to the Details button for options to:
    o Allocate to Outstanding Fees – This takes you to outstanding fees for the allocation.
    o Refund (processing) – Request a refund via this option. Approval processing to follow.
    o View Credit History – View Credit historical details.

Overpayments

This option displays all overpayments and the remaining credit balance available.

Users are able to:

1. Select Details to view the credit information. If applicable, a Fee Allocation section will be shown detailing where credits have been allocated.
2. Select the dropdown next to the Details button for options to:
    o Allocate to Outstanding Fees – This takes you to outstanding fees for the allocation
    o Refund (processing) – Request a refund via this option. Approval processing to follow.

Subsidies

This option displays any subsidies associated with a Contact. This is not generally applicable to NSW DoE schools.

Cost Objects

Sentral will pull the following cost objects from the Department's finance solution SAP, via integration. Details include:

- General Ledger Accounts
- Tax Rates
- Fee Categories
- Fund Codes
- Internal Orders.

Users can run a full sync with SAP by selecting the Sync Master Data button. Users can alternatively select the dropdown next to the Sync Master Data button and select individual item to sync e.g. Sync Fee Category.
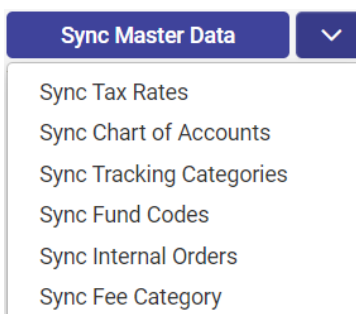
A full sync should not take more than 10–15 seconds. Sync data can be viewed in the History menu under Syncs.

Viewing Cost Objects

Once the sync has been completed, the Cost Objects can be viewed in the Finance Setup menu, located at the bottom left of the screen.
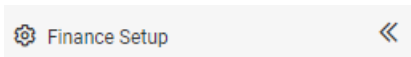
Under the Finance Setup menu, users can view:

- Chart of Accounts
- Tax Rates
- Fund Codes
- Internal Orders
- Fee Categories.

These menus are read only, any changes that need to be made to a cost object will need to be completed in the Department's finance solution, SAP, followed by a sync to populate the information into Sentral for use in the Finance module.

Billing Fee Setup

Schools have the ability to create large volumes of fees via a billing run in Sentral.

To perform a billing run, schools are required to set up the following:

- Billing Periods
- Fee Types
- Flags
- Fee Structure
- Discount Structure.

The majority of these areas will be pre-provided for schools via integration with the NSW Department, however there maybe additional school specific configuration items that are needed. Schools when they onboard with the Finance module will be guided through these prior to the performing any billing or fee generation.

Billing Periods

Sentral requires users to setup billing periods to complete a billing run. A billing period is the period of time that the fees charged relates to. A Billing Period incorporates both bill cycles and bill periods. A bill cycle refers to the calendar year, and bill period refers to the frequency, i.e. termly or annual.

Billing periods are useful for:

- Stopping duplicate billing of a student – A student cannot be billed the same fee item twice in a billing period
- Filtering for Fees – Billing periods are a great filter when performing a billing run
- Filtering in Registers – Useful for filtering for specific fees.

To create a billing period:

1. Go to Finance module | Finance Setup.
2. Select Finance Setup in the left menu and choose Billing Periods.
   Ensure that you have Cycles and Periods reflective of your needs available. If not, select Add to insert records.
3. Select Add Billing Period.
4. Give the billing period a name e.g. Semester 1, 2023.
5. Select the Year (cycle) it relates to.
6. Enter the start and end date of the period.
7. Select the period e.g. Semester 1.
8. Leave Duration blank.
   Ensure that the Billing periods line up with the frequency in which your school bills fees.

‹ Back to Finance

Billing Periods

Add Billing Period

Billing Period Name	Start - End	Cycle / Period		
Semester 1 2022	28/01/2022 - 01/07/2022	2022 / Semester 1	Edit	Delete
Semester 2 2022	18/07/2022 - 20/12/2022	2022 / Semester 2	Edit	Delete

Cycles   Add
- 2022 ✕
- 2023 ✕
- 2024 ✕

Periods   Add
- Semester 1 ✕
- Semester 2 ✕

Fee Types

Fee Types are a way to group like fee items, for example, a fee type could be 'School Fees' and there could be several fee items e.g. Year 7 School Fee, Year 8 School Fee that sit under this fee type.

Fee Types are useful for:

● Separating fee items in the billing run – Users can select which fee types they want to bill in a billing run. This allows users to bill just school fees or levies if they want.

● Separating which fee items a discount applies to – Discounts apply to a fee type. If a school requires a discount to affect fee items differently, they will need to have a different fee type for each.

To create a fee type:

1. Go to Finance module | Finance Setup.

2. Select Fee Structures in the left menu and choose Fee Types.

3. Select Add Fee Type.
   a. Give the Fee Type a name e.g. School Fees or Levies.
   b. Select the Applies to.
   c. For student-based fees, select Student.
   d. For family-based fees e.g. Building levy, select Contact.
   e. Set Pro Rata as No.
   f. Duration – will default (only visible if you select Edit).
   g. Select Add.

Fee Structures

The fee structure is used during the Billing processes. A school can charge most of their fee structure through this process.

To create a fee structure:

1. Go to Finance Setup.

2. Select Fee Structure.

3. Select Add Fee Group.

4. Give the fee group a name and code. An example of a code might be "TFS" for a Term Fee Structure.

It is recommended to keep the number of fee structures to a minimum, to avoid unnecessary complication when charging fees. However, there can be valid reasons schools may require more than one fee structure.

For example:

● The school charges fees at different frequencies e.g. termly and annually.

● The school has international students.

Fee Items

Select the fee structure to see the fee items that exist within that structure.

Fee Group: Tuition Fee (Full Year)						
			Back to Fee Structures	Edit Fee Group	Add Category	Add Fee
ⓘ This interface allows you to defined new and edit existing fees for this fee group.						
Un-categorised Fees						
Fee	Fee Type / Years	Account / Tax Rate	Amount	# of Subjects		Options
☰ SFK-12 Request for Contribution	Levies 7 8 9 10 11 12	420009 Supply- GST Free	$500.00	Non-Enforceable		Actions ⌄
☰ LV7-8 Levies 9-10	Levies 9 10	420009 Supply- GST Free	$35.00	Non-Enforceable		Actions ⌄
☰ LV11-12 Levies 11-12	Levies 11 12	420009 Supply- GST Free	$45.00	Non-Enforceable		Actions ⌄

The fee structure gives a summary table of all fee items, including:

- The fee code
- The fee name
- The fee type the fee item is under
- The year levels attracting this fee
- GL and tax rates for this fee
- Amount of the fee.

To create a fee item:

1. Select Add Fee.
2. Choose a unique fee code. Parents will not see this code. It is recommended that schools have a consistent code logic for fee codes created.
3. Choose a fee description. This description is visible when creating fees.
4. Select the school years attracting this fee.
5. Select the fee type this fee will fall under. See Fee Types.
6. Select the Fee Category associated with this fee. This data is preconfigured and provided by the Department for selection. The fee category will auto populate the:
    — Fund code
    — Tax rate
    — GL Account
7. Enter the amount of the fee.
    o If this is an annual fee structure, enter the annual value.
    o If this is a term fee structure, enter the term value.
8. If this is a flag-based fee, select the flag that a student needs to have to attract this fee.

    This is used when the fee is to be charged, and does not follow one of the other cohorts, that is year level or subject.

    Examples of flag-based fees are:
    o Bus travel
    o Instrument hire.

ⓘ **Note:** *If creating flag-based fees, the flag must be created first.*

9. Select the Cost Centre from the dropdown available. This data is preconfigured and provided by the Department for selection.

10. Select the Category from the dropdown list.
    This will group the fees for display. If left blank, the fees will sit under Un-categorised Fees.

Edit Fee

Code
Max Chars: 30

VC_YEAR_1

Description
Max Chars: 70 *

Voluntary Contribution - Year 1

School Years

Choose a value...   1 ×

Fee Type

Voluntary Contributions

Fee Category

SCHCONTRIB

Fund Code

6300

GI Account

420009

Tax Rate

Supply- GST Free

Internal Order

2002000023 - IO_200200002...

Unit Amount

52.00

Tax Amount (calculated)

0

Total Amount (calculated)

52

Is Enforceable

No

Deductible Gift Receipt

No

Cost Centres *

63977101 - Education delivery

Flags

Choose a value...

Category

Voluntary Contributions

It is recommended to review the school fee structure regularly, to ensure fees are being charged correctly, and at least annual for annual increases.

Fee structures can be exported for review, edited if required and imported back into Sentral via the fee structure main page.

To export/import the fee structure:

1. Select Fee Structures in the Finance menu.

2. Select Import Fee Structures.

3. Select Generate Fee Structures CSV Document.

4. Review the CSV of the school's fee structure, make any changes required, and Save.

5. Select the file and select Import.

Discount Rates

Sentral supports two types of discounts:

- Sibling discounts – allocated to students based on their position in their family.
- Flag based discounts – allocated to a student based on their having a flag allocated to them.

> **Note:** *For flag-based discounts, the flag must be created first.*

To create a Discount Category:

1. Go to Finance Setup.
2. Select Discount Rates.
3. Select Add Discount Category.
4. Give the Discount Category a name e.g. Sibling Discounts.
5. Choose the Fee types that should attract the discount. See Fee Types.
6. Choose the Discount type:
   - o Sibling Discount.
   - o Flag based discount.

   If Flag based discount is selected the following options become available:
   - o Flag(s) that attract the discount
   - o If multiple flags have been selected, does the discount require all, or just one of the flags to trigger.

   This will create a Discount category. A Discount category requires discount rules, and the rules will look different depending on if it is a Sibling Discount or a Flag Based Discount.

Sibling Discount

For sibling discounts, select View Discount Rules.

A Discount category can have multiple rules, but a year level can only be used once per Category.

To add a Discount Rule to a Discount Category:

1. Select Add Discount Rule.
2. Give the Rule a name e.g. Primary Sibling Discount.
3. Select if the discount is a percentage or fixed dollar amount.
4. Choose the school years that attract the discount.
   Remember that a year level can only be used once per Discount Category. If a year level is not available, it may have been used in a different Discount Rule already.
5. Select the percentage or fixed amount to affect each sibling.

Note: *Sibling number one is the eldest child.*

Sibling #	Discount Amount / Rate(%)
1	0.00
2	25.00
3	50.00
4	100.00

Additional sibling lines can be added by selecting the Add Discount Rate Button.

Flag Based Discounts

Flag Based Discounts are used when the discount is based on something outside of sibling position. Examples include Hardship, Scholarship and Staff Discount.

For Flag Based Discounts, select View Discount Amounts.

To add a Discount amount to Flag Based Discount Category:

1. Select Add Discount Value.
2. Give the discount a name e.g. Scholarship.
3. Select if the discount is a percentage or fixed dollar amount.
4. Choose the school year the attract the discount (remember that a year level can only be used once per Discount Category, if a year level is not available, it may have been used in a different rule already).
5. Choose the percentage or fixed amount to affect the child that has been allocated with that flag.

> **Note:** Discounts are based on Fee Types and _not_ fees, it is possible for a Discount Category to be triggered multiple times by a single student.

Sentral gives users the option configure how it should calculate discounts when more than one discount is triggered.

These configurations can be set:

●   As a global setting in the Fees, Billings and Invoicing Settings
●   As a per student setting in the student Fees profile.

Fee Creation

Once the configuration has been completed, including attaching flags to students, schools can attempt to create fees.

Fees can be created via either:

- A Billing Run, or
- A Standalone Fee.

Billing Runs

Users can access the billing run options under the Fee Creation left-hand menu.

Billing runs allow schools to charge multiple line items to individual students or contacts and include sibling and flag-based discounts.

Using this method to create fees also prevents fees from being charged more than once.

Student Billing Run

To perform a Student Billing Run, select this option under the Fee Creation menu. There are workflowed steps to complete the billing process.

Getting Started

1. Select the Billing Run Period from the available dropdown. This is unique identifier, and these should have been previously configured, however if you need additional, refer to the Billing Fee Setup section.
2. The Academic Period for Billing Run will default to the current year.
3. Enter the Billing Run Name. This text will not be seen parents and is a school reference only.
4. Select Who to Bill. The following options are available:
   o School Years
   o Roll Classes
   o Classes
   o Activity Groups
   o Student Flags
   o Previous Billing Runs.
5. Select the applicable value of the cohort.
6. Select Search Students. Students will appear below for the cohort. Adjust as necessary by removing the tick from any selected student that should not be billed.
7. Select Add Selected.
8. Select Next.

Fee Selection

1. Select the Fee Types for the cohort to be billed; one or many may be selected.
2. Review Fees – Based upon the above selection, the applicable Fees will be returned.
3. Deselect any fees that are not to be included in the billing run.
4. Select Next.

Preview Fee

The page gives an overview of the items that have been calculated. Users can see:

- The student being charged.
- The fee items being charged, including the amount.
- Any discounts being applied against the fee item.
- The contact that is being charged the amount.

Users can user the search bar to search for individual students to review if their bill is correct.

1. Review the data presented.
2. If required, update the Fee Reference, Fee Date and Fee Due Date.
3. Once ready, select Process Billing. This will create the applicable Fees.

Finalise

Details of the billing run are displayed.

1. Selecting View Fee will take you to the Fee Register applying the billing run details as the filters for use.
2. Fee details are shown, and users can drill down into specific fees if required.

Contact Billing Run

A Contact Billing Run allows users to bill a fee to a contact as opposed to a student e.g. request for contribution towards a building program.

To perform a Contact Billing Run:

1. From Finance module, select Fee Creation, Contact Billing Run.
2. Give the billing run a name. This text will not be seen by parents.
3. Date – will pre-populate with today's date.
4. Due Date – will default and can be amended as required.
5. Select the Academic Period.
6. Select the Billing Period to use.
7. Select the fee to charge.
   This menu will only display fee items associated with a "per household" fee type. If a school doesn't have any per household fees, no fees will be populated in this dropdown menu
8. Select the contacts to be charged. This can be done by:
   - Filtering for contacts with students in particular year levels.
   - Filtering for contacts with particular flags.
9. Select preview.
   This will show the contacts that will be getting billed. It also allows user to edit or remove fees from individual contracts.

Fees from Billing Runs

This process allows users to consolidate the above Student Billing Run and Contact Billing Runs into a single fee. Users can configure if Sentral should consolidate all fees into a single charge, or break them up based on students.

1. From the Finance module, select Fee Creation, Fee from Billing Runs.

2. Give the Fee Run a name.

   This text will be used to filter for the fee run in the Fee Register. Parents will not see this reference.

3. Fee Reference.

   This populates the reference field on the fees and will be seen by parents.

4. Filtering Options - users can isolate the billing items they want to charge by using one or more of the below filters:

   a. Billing run creation date e.g. Select all uncharged bills created today.

   b. Billing periods. Select all uncharged bills that used the Semester 1 2022 billing period.

   c. Select individual billing runs. Users could select the Billing run created previously, but not the contact fee billing.

   d. Filter for specific contacts. Allows users to bill particular families.

   e. Filter for specific fee types.

5. Fee Options - select the fee date and due date. This will be communicated with the parents.

6. Choose to group fees by student or contact.

   By student means all fees for a student will be consolidated into one charge.

   By contact means if a contact has more than one student, the students' fees will be consolidated into one charge for the contact.

7. Fee Due Date – Update the due date if required.

   Once the Fee is created, users will be taken to the Fee Register. The register will be pre-populated to show the fee run just created. From this view users can:

   o Review fee for accuracy.

   o Allocated outstanding credits or subsidies.

   o Push fees to the portal and communicate with parents.

Standalone Fee

Standalone Fee allows a user to charge a fee to a student or contact independent to the fee structure. Users can select an item which will pre-populate additional cost related elements. This fee method allows for multiple line items to be included in a single Standalone Fee. Users are also able to adjust fee amounts per student all in the same user interface. Common uses for a Standalone Fee are excursions and the hire of school resources.

To complete a Standalone Fee go to Fee Creation in the left-hand menu and then select Standalone Fee. Ensure the following fields are completed:

1. Enter a unique Name for Standalone Fee Run. This is a mandatory field, and this name will be used as a filter in the Fee Register. This is a system reference and responsible parties will not see this.

2. Uncheck and enter a different reference if required, otherwise skip. If used, this data will be visible to parents.

3. Select the date and due date. These are the dates that will be communicated and affect any fee reports used by the school.

4. Select the Fee Items to charge. This will automatically populate the Description and additional costing elements – Fee Category, Internal Order, Cost Centre and Amount. However, these can be overridden if required.

5. Continue to Add Line Item as necessary for further charges to be included in the overall fee.

6. Select the Group by and Bill to:
   a. Group by is Contact, meaning the students associated with the same contact will be grouped together for fee creation. One Fee for many students with the same contact.
   b. Group by Student – each student will have a separate Fee created regardless of having the same Contact.
   c. Bill to Student – Fee line items will show which students the Fees are linked to.
   d. Bill to Contact – Fee line items will have no links to any students.
7. Link to Activity - If this Standalone Fee is to accompany an activity that has been created in the Activity module, use the dropdown to select the activity, otherwise skip this field.
8. Academic Period - defaults to the current year.
9. Select who to Bill. Select the students to be included in the student picker. This can be by:
   o School Years
   o Roll Classes
   o Classes
   o Activity Groups or
   o Student Flags.
10. Select Search Students and edit the returned records if required. Uncheck any students not required to receive the fee.
11. Select Add Selected to include the students for the fee on the right-hand side.
12. If required, to amend the fee amount (not applicable for multi-line items), select the Edit button next to the student and change the value of the fee.

    Additionally, individual students or contacts can be included on the right-hand side using the search boxes if outside of the current selected criteria in step 8.

> **Note:** *It is possible to create a non-student Contact on the fly by selecting the Add non-student Contact link and completing the details. This will create an Adhoc Contact record.*

13. Once you have finalised the student selection and fee amount, select the Generate button to view a preview of the fees.
14. Review the fees being created. You can see the details of a fee by selecting the Details button. Data can be exported into a CSV file for ease of use, analysis and calculation.
15. Select Run to create the fees.

Standalone Fee Run

Generate

Settings

Name for Standalone Fee Run *	Date	Due Date
	18/07/2023	25/07/2023

☑ Do you want this to be the fee reference?

Fee Items

Item	Description *	Fee Category *	Internal Order	Cost Centre *	Amount(Tax inclusive)
--Select Fee Item--		--Select Fee Category-- ⓘ	--Select Internal Order--	--Select Cost Centre--	$ 0.00

⊕ Add Line Item

Total $ 0.00

Group by

Contact	**Student**

Bill to

Student	Contact

Link to Activity

--No Activity Selected--

Academic Period

2023

Select who to Bill

Select search criteria below and then click Search Students or Search Contacts button

School Years   Choose a value...

Search Students   **Search Contacts**   **Add Selected »**

no search results

Selected Contacts/Students

Search Student

Add Student ...

Search Contacts

Add Contact ...

Add non-student Contact

« Remove Selected   **Update Amount**

no students or contacts added.

Add Selected »   **« Remove Selected**

Generate

Once the fee is created, the user will be taken to the Fee Register. The register will have the fee run filter prepopulated to show the fees just created.

Fee + Receipt

Sentral also supports the Fee + Receipt function. This function combines the creation of a Standalone Fee and the receipting process. This function is designed for 'over the counter' payments for items such as:

- Uniform purchases
- Fundraising.

To perform a Fee + Receipt:

1. Select Fee + Receipt under the Fee Creation menu

2. Enter the Fee Run Name - this is a unique mandatory field not visible to parents.

3. Select the date and time for the Fee + Receipt – the system will default today's date and the time when the screen was opened. This can be overridden if required.

4. Select the payment method form the dropdown:
   - Cash
   - Cheque
   - EFTPOS
   - Money Order
   - Third Party.

5. Additional payment data is needed depending on which payment method is selected:
   a. If Cash:
      - Enter the anticipated Bank Deposit Date
      - Select Apply
   b. If Cheque enter:
      - Cheque number
      - Cheque BSB
      - Bank Account
      - Bank Account Name
      - Bank Deposit Date
      - Select Apply

6. If EFTPOS:
      - Enter the terminal identifier
      - Select Apply

7. Select the till associated with the payment.

8. Select the Fee Items to charge. This will automatically populate the additional costing elements – Fee Category, Internal Order, Cost Centre and Amount. However, these can be overridden if required.

9. Continue to Add Line Item as necessary for further charges to be included.

Fee + Receipt

Create fees and receive payments for those fees in a single process.

Generate

Settings

Fee Run Name *

Date/Time
18/07/2023 02:40 PM

Payment Method
EFTPOS

Payment Method Details   📝 Edit **EFTPOS Terminal:**

Till *
Front Office

Fee Items

Item	Description *	Fee Category *	Internal Order	Cost Centre *	Amount(Tax inclusive)
--Select Fee Item--		--Select Fee Category-- ⓘ	--Select Internal Order--	--Select Cost Centre--	$ 0.00
					⊕ Add Line Item
				Total	$ 0.00

10. Group by:
    - o   Contact – Create fees grouped by Contacts.
    - o   Student – Create fees group by Students.

    If you select the Student option and your fee has multiple students that need to be billed for a contact then in those cases each student will have a separate fee created regardless of having a shared contact.

11. Bill to:
    - a.   Student – If Student is selected then all bills created will be billed to students. Fee line items will show which students the bills are linked to.
    - b.   Contact – If Contact is selected then all bills created will be billed at a contact level. Meaning fee line items will have no links to any students.

12. Link to Activity – If this Fee + Receipt is to accompany an activity that has been created in the Activity module, use the dropdown to select the activity, otherwise skip this field.

13. Academic Period – Will default to the current year

14. Select who to Bill. Select the students to be included in the student picker. This can be:
    - a.   By School Years, Roll Classes, Classes, Activity Groups or Student Flags, or
    - b.   Individually by student or contact on the right-hand side.

> ℹ **Note:** It is possible to create a non-student Contact on the fly by selecting the Add non-student Contact link and completing the details. This will create an Adhoc Contact record.

15. Edit the dollar amount per student if needed by selecting the Edit button next to the student's name.

16. Select the Generate button to view a preview of the fees.

17. Review the fees being created. You can see the details of a fee by selecting the Details button. Data can be exported into a CSV file for ease of use, analysis and calculation.

18. Select Run to create the fees.

As a Fee + Receipt is creating both a Fee and a Receipt.
- The Fee can be found in the Fee Register.
- The Receipt can be found in the Payments Register.

Fee Adjustments

Sentral caters for individual fee adjustments to line-item fee amounts post fee creation. To adjust a fee:

1. Search for and select the applicable Fee:
   a. Search for the student via the top search box.
   b. Select Fees in the Student Overview menu.
   c. Select the Fee No link to access the Fee.
   d. Select the Details button.

	Fee No	Reference	Due Date	Contact Name	Students	Total	Amount Paid	Amount Allocated	Amount Due	Status			
☐	FEE10973	2023	25/07/2023	G Nivison, Mrs S Halfey, E Tench, Mr D Halfey & B Tolmie	Luca Lyons	$50.00	$0.00	$0.00	$50.00	AUTHORISED	Non-Enforceable Fees / Payable In Portal / No Portal Users Access / Email Sent	🔗	Details ▾

Description

Fee Run	Created	Created By	Billing Period	Billing Run	Reference	Fee Date	Last Synced
2023	18/07/2023 10:52	Not available	2023	2023	2023 📝	18/07/2023	none

Line Items

Student	Description	Fee Category	Cost Centres	Internal Order	Quantity	Unit Amount	Discount	Tax	Line Amount (incl Tax)	Paid	Allocated	Remaining
Luca Lyons	Whole School Athletics Carnival (Non-Compulsory) ⓘ	Sport ⓘ	63977101	2002000085	1	25.00	0.00	S2 - 0% 0.00	25.00 📝	0.00	0.00	25.00
Luca Lyons	Whole School Swimming Carnival (Non-Compulsory) ⓘ	Sport ⓘ	63977101	2002000085	1	25.00	0.00	S2 - 0% 0.00	25.00 📝	0.00	0.00	25.00

   e. Select the Edit icon next to the line item amount you wish to adjust.
   f. Complete all the fields in popout.

Edit Fee Details ✕

Paid Amount:
$0.00
Line Amount: *

`25`

Reason for change: *

`_____`

Save Cancel

   g. Select Save. The Fee has been updated to reflect the revised amount.

💡 **Tip:** *Selecting the Details button again will display an information symbol (ⓘ) next to the adjusted amount. Hover over this symbol to see the corresponding details.*

Fee Register

The Fee Register is the main source of information for a school's charges. The Fee Register allows a user to:

- Use filters to see a cohort of fees
- Review the returned details via the fee flags
- Perform actions on the returned fees.

Filters

The Fee Register gives users the ability to search for fees via filters. The layout of these filters is shown below.

Fee Runs

Allows a user to filter for one or more completed fee runs. The fee run names that appear here are populated from either:

- Billing Run Name from Student Billing Run
- Name for Standalone Fee Run from Standalone Fee
- Fee Run Name from Fee + Receipt

As well as the name, there will be a date stamp.

Fee Status

Allows a user to filter by the status of the fee e.g. Authorised, Paid or Voided.

Activities

Allows a user to filter for fees created against specific activities in the Activities module e.g. Year 5 camp.

Billing Period

Allows a user to filter by the billing period selected in the billing run (not applicable to Standalone Fees or Fee + Receipt).

Created by

Allows a user to filter by the user who created the fee.

Contact is linked to Portal

Allows a user to filter for fees where the contact is linked/not linked to the portal.

Include/Exclude Flags

User can select fees that either include or exclude the following flags:

- Overpaid – If a fee is overpaid e.g. receipts and credits allocations exceed the fee value.
- Non-Enforceable Fees – Filter for fees that are voluntary.
- Viewable/Payable in Portal – Filter for fees that are viewable or payable in the portal.
- Partially Paid – Fees that have received some payments or allocations but have an outstanding balance.

Filter by:

- Creation Date
- Fee Date
- Fee Due Date
- Student Exit Date.

Filtered Results Fee View

Show results (bottom of the page) by default will return 50 records, and a user can select to increase the displayed rows at the bottom of the page. Options are 50, 100, 200, 500 and 1000.

Once a fee cohort is returned (based on the filters selected), a user can view the following information:

- Fee Number
- Reference
- Due Date
- Contact Name
- Students (linked to the fee - if applicable)
- Total amount
- Amount Paid (payments)
- Amount Allocated (credits)
- Amount Due – balance outstanding
- Status:
  - o Authorised – Fee processing is complete and ready for payment.
  - o Void – Fee has been cancelled and payment is no longer required.
  - o Paid – Fee has been paid
- Fee flags from the Include/Exclude filter in the previous section (if selected).

	Fee No	Reference	Due Date	Contact Name	Students	Total	Amount Paid	Amount Allocated	Amount Due	Status				
☐	FEE10012	teststandalone202305161617	23/05/2023	Mrs M Kent ⚠	Clark Kent	$100.00	$90.00	$0.00	$10.00	AUTHORISED	Payable In Portal / Email Sent / Partially Paid	🔑	Details	▾
☐	FEE10011	test202305161454	23/05/2023	Mrs M Kent ⚠	Clark Kent	$150.00	$25.00	$0.00	$125.00	AUTHORISED	Payable In Portal / Email Sent / Partially Paid	🔑	Details	▾
☐	FEE10010	test202305161437	23/05/2023	Mrs M Kent ⚠	Clark Kent	$100.00	$0.00	$0.00	$100.00	AUTHORISED	Payable In Portal / Email Sent	🔑	Details	▾

Selecting the key icon 🔑 on the right-hand side will show any portal users that will have access to this fee (where applicable).

Show Fee Portal Users Access ✕

The following portal users will be able to **view** this fee (FEE10012) if it is **Published to Portal**.

- Martha Kent username: marthakent

Fee Details

Selecting the Details button on the right-hand side will provide a user with greater information around the fee and any receipts (if processed).

- The Description section includes:
  - Fee Run
  - Created date and User
  - Billing Period & Run
  - Reference
  - Fee Date – the date the fee was created.
- The Line Items section includes:
  - Student
  - Description - Hover text available via information symbol (ⓘ) where present
  - Fee Category - Hover text available via information symbol (ⓘ)
  - Cost Centre
  - Internal Order
  - Unit Amount
  - Discount
  - Tax
  - Line Amount
  - Paid
  - Allocated
  - Remaining
- The Payments section includes:
  - Payment No
  - Line Item
  - Date
  - (Payment) Method
  - Till
  - (Payment) Reference
  - Description
  - Amount
  - Subsidy
  - Received By (User who received the payment)
  - Status
  - Synced with SAP - If the payment has been synced to the NSW DoE Finance System
  - Cancellation Synced with SAP – If the cancellation has been synced to the NSW DoE Finance System.

| | INV11840 | Year 6 Jersey | | 21/06/2023 | Basketball Group | | none | $15.00 | $15.00 | $0.00 | $0.00 PAID | | | 🔗 | Details | ▾ |

Description

Fee Run	Created	Created By	Billing Period	Billing Run	Reference	Fee Date	Last Synced
Year 6 Jersey	24/05/2023 12:27	Christine Wood (@Sentral)	none	none	Year 6 Jersey ✎	24/05/2023	none

Line Items

Student	Description	Fee Category	Cost Centres	Internal Order	Quantity	Unit Amount	Discount	Tax	Line Amount (incl Tax)	Paid	Allocated	Remaining
none	Jersey	Sport ⓘ	63977101	2002000102	1	15.00	0.00	S2 - 0% 0.00	15.00	15.00	0.00	0.00

Payments

Payment No	Line Item	Date	Method	Till	Reference	Description	Amount	Subsidy	Received By	Status	Synced with SAP	Cancellation Synced with SAP	
RCP445	Jersey	24/05/2023	Cash	Front Office	Paid via Cash	Cash from Bob	15.00	none	Christine Wood (@Sentral)	AUTHORISED	Yes	No	↺ Reverse Payment

- The Credits section includes:
  - Credit document number
  - Reference
  - Date
  - Amount
  - Created By (User who allocated the credit to the fee)
  - Credit Status
  - Allocation Status
  - Credit Synced with SAP - If the payment has been synced to the NSW DoE Finance System
  - Allocation Synced with SAP – If the credit allocation has been synced to the NSW DoE Finance System.

	Fee No	Reference	Due Date	Contact Name	Students	Total	Amount Paid	Amount Allocated	Amount Due	Status			
	INV10043	test202211101509	11/11/2022	Mr H Simpson & Mrs M Simpson	Lisa Simpson	$100.00	$0.00	$100.00	$0.00	PAID		Details	

Description

Fee Run	Created	Created By	Billing Period	Billing Run	Reference	Fee Date	Last Synced
test202211101509	10/11/2022 15:09	Super Sentral	none	none	test202211101509	10/11/2022	none

Line Items

Student	Description	Fee Category	Cost Centres	Internal Order	Quantity	Unit Amount	Discount	Tax	Line Amount (incl Tax)	Paid	Allocated	Remaining
Lisa Simpson	test202211101509	Sport ⓘ	61414101		1	100.00	0.00	S2 - 0% 0.00	100.00	0.00	100.00	0.00

Credits

Credit #	Reference	Date	Amount	Created By	Credit Status	Allocation Status	Credit Synced with SAP	Allocation Synced with SAP
CN9	INV10042	10/11/2022	100.00	Super Sentral	AUTHORISED	AUTHORISED	Yes	Yes

Fee Actions

Once a cohort has been returned, a user can perform the following actions:

Actions Menu

Users can select fees individually or select the whole page of fees. Once a user has selected the desired fees, select the Actions menu.

Actions ⌄

Set Status to **DRAFT**
Set Status to **AUTHORISED**
Set Status to **SUBMITTED**

Adjust Fee Amount
Cancel Fees

Receive a Payment

Publish to Portal
Send Payment Requests
Unpublish from Portal

Set Status to DRAFT – Not required for NSW DoE schools.

Set Status to AUTHORISED – Not required for NSW DoE schools as this is the default.

Set Status to SUBMITTED – Not required for NSW Doe schools.

Adjust Fee Amount

This option will reduce (not increase) the fee item value. It is also used to match existing payment values and reduce outstanding fees to zero where an activity has been run or at year end, if you wish to reduce any outstanding fees.

> ℹ️ **Note:** *This action does not apply any percentage allocations for split billing. The Fee Item value will be reduced to the amount shown.*

Cancel Fees

This option will cancel the fee and update the fee status to VOIDED. Where the fee has been paid a credit will be created for the associated contact.

Receive a Payment

This option is used to receive and process payments via the various payment methods. See Payments.

Publish to Portal

Fees can be published to Portal provided there is a linked student with the enrolment status of 'Current'.

For a Contact to see this fee in the Portal, they will need to have setup portal access and entered the keys relevant to the attached student.

Send Payment Requests

This function allows for payment of the fee in the portal via a payment request. The contact/s will also receive an email with:

- A PDF of the fee
- An email text body. This can be configured by the school (See Email Templates – User Manual)
- A link to the guest portal to make a payment.

Unpublish from Portal

This will remove the fee from the portal. This is recommended if an error has been detected in the fee.

Dropdown Menu

Individual fee actions can be performed by selecting the dropdown menu arrow icon next to Details.
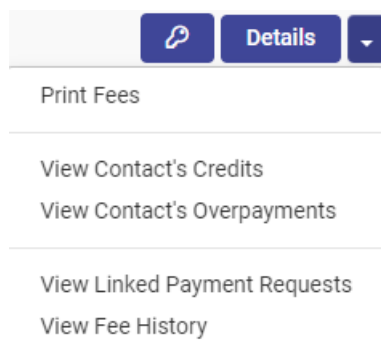
Print Fees

This will generate the fee as a PDF.

View Contact's Credits

This will take you to the associated contact's credits.

View Contact's Overpayments

This will take you to the associated contact's overpayments

View Linked Payment Requests (visible only if visible in the Portal)

When a fee is pushed to the Portal, a payment request can also be sent to the parent/carer for payment. Selecting this option will take you to the payment request that is linked to this fee.

View Fee History

The View Fee History screen shows items for the following actions:

- Fee is voided
- Credit is allocated to the fee
- Credit allocation against the fee is reversed
- Payment against the fee is reversed.

The information shown includes:

- The date
- The user
- The action type e.g. Allocate credit
- Detailed action e.g. Allocated credit [CN9] to fee [FEE10043] | Amount = [100].

Fee History - FEE11916

Date	User	Action Type	Action
16/10/2023 09:39	(@Sentral)	Void fee	Voided fee [FEE11916]
16/10/2023 09:38	(@Sentral)	Remove credit allocation	Removed allocation of credit [CR10008] to fee [FEE11916]	Amount = [10]
16/10/2023 09:36	(@Sentral)	Allocate credit	Allocated credit [CR10008] to fee [FEE11916]	Amount = [10]
16/10/2023 09:35	(@Sentral)	Reverse payment allocation	Reversed allocation of payment [RCT10230] to fee [FEE11916]	Amount = [30.00]

Payments

Payment Methods

For NSW DoE schools, payment methods are pre-configured for selection and use in Sentral. Payment methods do not require any configuration, with the exception of EFTPOS (see below).

EFTPOS Terminals

Schools will need to configure their EFTPOS terminals to use this payment method.

To configure EFTPOS:

1. Go to the Finance module and select Finance Setup at the bottom of the left menu.
2. Select Finance Setup in the left menu and choose EFTPOS Terminals.
3. Select Add EFTPOS terminal.
4. Give the terminal a name e.g. Terminal 1 or 'Front Desk'.
5. Enter the terminal ID.
6. Select Save.

Steps 4 – 6 should be completed for each EFTPOS terminal the school has in place.

Front Office Payments

A payment can be receipted against a fee in the following registers:

- Student Register (Overview) – under Fees
- Contacts Register – under Fees
- Fee Register.

> *Tip: The simplest way to search for a fee is to search for the student or contact, and then locate the associated fee(s).*

To do this via the student:

1. Search for the student via the top right-hand search. Enter the student's first name and select the applicable student from the returned data.

   .
   This will take you into the Student Overview.

2. From the Student Overview, select the Fees menu option. This will present a list of outstanding fees that payment can be made against.

Fees for Zachary Buntine

	Fee No	Reference	Due Date	Contact Name	Students	Total	Amount Paid	Amount Allocated	Amount Due	Status			
☐	FEE10540	Art Kit	19/07/2023	Mr N Buntine, A Lawes & Mrs K Buntine	Zachary Buntine	$8.00	$0.00	$0.00	$8.00	AUTHORISED `Payable In Portal` `No Portal Users Access` `Email Sent`	🔗	Details	▾
☐	FEE10496	Art Contribution for Zoo CAPA	19/07/2023	Mr N Buntine, A Lawes & Mrs K Buntine	Zachary Buntine	$5.00	$0.00	$0.00	$5.00	AUTHORISED	🔗	Details	▾
☐	FEE10445		21/09/2023	Mr N Buntine, A Lawes & Mrs K Buntine	Zachary Buntine	$35.00	$0.00	$0.00	$35.00	AUTHORISED `Payable In Portal` `No Portal Users Access` `Email Sent`	🔗	Details	▾
☐	FEE10436	Voluntary Contribution	19/07/2023	Mr N Buntine, A Lawes & Mrs K Buntine	Zachary Buntine	$58.00	$0.00	$0.00	$58.00	AUTHORISED	🔗	Details	▾
☐	FEE10180	2023 - Year Fees	15/06/2023	Mr N Buntine, A Lawes & Mrs K Buntine	Zachary Buntine	$35.00	$0.00	$0.00	$35.00	AUTHORISED `Non-Enforceable Fees`	🔗	Details	▾

3. Select the fee(s) to make payment against by selecting the checkbox. From the Actions dropdown, select Receive a Payment. One or many fees can be paid together.

Fees for Zachary Buntine

Actions ∨

	Fee No	Reference	Due Date	Contact Name	Students	Total	Amount Paid	Amount Allocated	Amount Due	Status
☑	FEE10540	Art Kit	19/07/2023	Mr N Buntine, A Lawes & Mrs K Buntine	Zachary Buntine	$8.00	$0.00	$0.00	$8.00	AUTHORISED `Payable In Portal` `No Portal Users Access` `Email Sent`
☐	FEE10496	Art Contribution for Zoo CAPA	19/07/2023	Mr N Buntine, A Lawes & Mrs K Buntine	Zachary Buntine	$5.00	$0.00	$0.00	$5.00	AUTHORISED
☐	FEE10445		21/09/2023	Mr N Buntine, A Lawes & Mrs K Buntine	Zachary Buntine	$35.00	$0.00	$0.00	$35.00	AUTHORISED `Payable In Portal` `No Portal Users Access` `Email Sent`
☐	FEE10436	Voluntary Contribution	19/07/2023	Mr N Buntine, A Lawes & Mrs K Buntine	Zachary Buntine	$58.00	$0.00	$0.00	$58.00	AUTHORISED
☐	FEE10180	2023 - Year Fees	15/06/2023	Mr N Buntine, A Lawes & Mrs K Buntine	Zachary Buntine	$35.00	$0.00	$0.00	$35.00	AUTHORISED `Non-Enforceable Fees`

Dropdown menu:
- Set Status to **DRAFT**
- Set Status to **AUTHORISED**
- Set Status to **SUBMITTED**
- Adjust Fee Amount
- Cancel Fees
- Receive a Payment
- Publish to Portal
- Send Payment Requests
- Unpublish from Portal

4. Each line item will display separately to allow for part payment to occur. Select Pay All to pay the fee in full.

5. Enter the payment details in the popup that displays.

    Depending on the payment method selected, additional details will be required. For example, where cheque is selected, the cheque details need to be entered after the Payment Description.

    a. Payment Method

    b. Amount

    c. Payment Date

    d. (Till) Location – select from the dropdown.

    e. Financially Responsible Adult – select from the dropdown.

        These are the associated contacts.

    f. Payment Description – Optional free text field.

    g. Bank Deposit Date - this is the estimated date you expect to bank the funds.

        If additional Contacts are required to receive a receipt, select those from the available dropdown.

6. Select Apply to complete.

7. Email Receipt will be checked for the associated Contact to receive an electronic receipt.

8. Enter the Cash Tendered (if applicable).

    The system will calculate the change.

9. Select Confirm to finalise the payment.

To process payments from the Fee Register:

1. Using the filter options, search for the fee/s to process payments against. It is recommended that the filtering options of Fee Runs and Fee Status be used to assist.

2. Once you have located the fee/s, follow the process steps 3-7 in the student selection method to allocate and process payment.

To process payments from the Contacts Register:

3. Search for the student's contact. Enter the contact name details in the search box and select Search.

4. Select the contact by clicking their name.

   This will take you to the Contact Overview.

5. Select Fees from the menu option.

6. Once you have located the fee(s), follow the process steps 3-7 in the student selection method to allocate and process payment.

Once the payment is created, the user will be taken back to the Fee Register, with the fee now showing the payment has been received (Details menu).

Payment details are provided to SAP in real-time. There is no requirement for schools to manually sync this data. However, sync data can be viewed by:

1. Go to History.

2. Select Syncs.

   You can then see the sync data.

Payments Register

Payments can be viewed in either the Payments Register, Contacts Register or via the student (Student Register).

The filtering options are consistent in all three areas to search for and view payments. However, the Payments Register provides a broader search facility across all payments unlike the Contacts Register or student view as these are limited to the selected party. Additionally, the Payments Register can be used to assist schools where discrepancies may occur.

The Payments Register opens with filter selections. This allows the user to perform either broad searches or by using the filter options, a more refined search for payments.

Common filters choices are:

● Payment Type

● Payment Method e.g. Cash, EFTPOS, etc.

● Till

● Received By – User that created the payment

● Batch – This is the batch reference generated when a Till is closed. This can be viewed via Banking, Tills and the appropriate till.

To generate a Payments Register:

1. Go to Finance module | Registers | Payments Register.
2. Select the applicable filtering options or leave blank for all.
3. Select Filter to generate an output.

   The results will be displayed below the filter selection.

   Payment data can be exported as a CSV by using the Export button within the condensed filter section.
4. From the returned results, a user can:
   o Select Details to display information on the payment and linked fee, with the ability to access the Fee (via the Fee No.) if required. The Contact Name link will take you to the contact overview if required.
   o Select the dropdown to:
   o Print Receipt
   o Refund (processing)

      You can request a refund via this option with the approval processing to follow.
   o View Linked Payment Request.

      This will take you to the Sentral Pay menu, Payment Requests.
   o View Payment History.

Correcting a Payment Method

A payment allocation can be reversed if a payment processing error has occurred. To reverse a payment:

1. Select the fee the payment was allocated against.

   This can be done in a number of ways:
   a. Via Registers:
      o Students Register – selecting the student and then payments
      o Fee Register – using the filters to search and select the payment
      o Payments Register – using the filters to search and select the payment.
   b. Via the top search box:
      o Entering details of the student, contact or fee no.
2. Once you have located the payment, select the Details button to see the fee.
3. Select the Fee No, and then select Details.
4. In the payments section, select Reverse Payment for the applicable payment.

	Fee No	Reference	Due Date	Contact Name	Students	Total	Amount Paid	Amount Allocated	Amount Due	Status				
	FEE10540	Art Kit	19/07/2023	Mr N Buntine, A Lawes & Mrs K Buntine	Zachary Buntine	$8.00	$8.00	$0.00	$0.00 PAID	Payable In Portal No Portal Users Access Email Sent		Details	

Description								
Fee Run	Created	Created By	Billing Period	Billing Run	Reference	Fee Date	Last Synced
Art Kit	12/07/2023 14:58	Loredana Dinca (@Sentral)	none	none	Art Kit	12/07/2023	none

Line Items											
Student	Description	Fee Category	Cost Centres	Internal Order	Quantity	Unit Amount	Discount	Tax	Line Amount (incl Tax)	Paid	Allocated	Remaining
Zachary Buntine	Subject Fee - Art	Subject Contributions ⓘ	63977101	2002000081	1	8.00	0.00	S2 - 0% 0.00	8.00	8.00	0.00	0.00

Payments												
Payment No	Line Item	Date	Method	Till	Reference	Description	Amount	Subsidy	Received By	Status	Synced with SAP	Cancellation Synced with SAP	
RCT10044	Subject Fee - Art	18/07/2023	Cash	Front Office	Paid via Cash	none	8.00	none	Mandy Ferrington (@Sentral)	AUTHORISED	No	No	↻ Reverse Payment

5. Complete the details in the Reverse Payment popout and select Confirm.

   Re-process the payment with the correct details (see Receipting a Payment above).

The reversal process described above will:

- Remove the payment allocation from the fee
- Delete the payment.

   Sentral will capture information for the removed payment such as:
   o Date and time stamp
   o User that removed the payment

o Reason for removal.

Payments												
Payment No	Line Item	Date	Method	Till	Reference	Description	Amount	Subsidy	Received By	Status	Synced with SAP	Cancellation Synced with SAP
RCT10044	Subject Fee - Art	18/07/2023	Cash	Front Office	Paid via Cash	none	8.00	none	Mandy Ferrington (@Sentral)	DELETED ⓘ	No	No

Status Details

DELETED date: 18/07/2023 15:34
DELETED by: Mandy Ferrington (@Sentral)
Reason: Error - Should be EFTPOS

Prev | 1 | Next | »

Activities

The Sentral Activities module allows users to:

- Propose an activity.
- Seek approval through a configurable approval workflow.
- Push the approved activity to the Portal and App.
- Receive permissions and payments for the activity via the Portal and App.
- Track progress of permissions and payments.

Creation of an Activity

To create an activity in Sentral:

1. Go to the Activities module.
2. Select Create new Excursion.

+ Create New Excursions

Overview screen

This page allows users to specify the basics of the activity such as dates and venues.

1. Give the Excursion a unique name.
2. Pick dates for:
   - Start date
   - End date
   - Due date for the permission form.
3. Enter details for the event.
4. Choose the staff member responsible for the organisation of the activity (optional).
5. Select the venue for the activity from a prepopulated list of venues (optional).
6. Select the cycle of the activity if this is an activity that repeats.
7. If this activity is part of a larger group of activities, select the grouping.
   Activities can be part of a larger group of activities e.g. Studies of local workplaces.
8. Select if the activity should be available to appear on future academic reports.
9. Select if SDL (Student Directed Learning).
10. Select if attendance to this activity should affect a student's overall attendance.
11. Select if places should be limited for this activity.
12. Select if a risk assessment is required to be completed for this activity.
13. Select the years that are to be selected for this activity.

Tip: *It is recommended that users save at the completion of entry in each screen. Sentral will exit the 'edit' screen when the save button is actioned. To return to the activity, use the Edit Activity button.*

Edit Activity

Costs

This page encourages uses to think about the costs associated with the excursion.

1. Enter the proposed number of students.
2. Enter any fixed costs e.g. bus.
3. Enter any variable costs e.g. lunch.

Sentral will provide a summary of the costs associated with the excursion as well as suggestions of amounts to charge per student.

Excursion

This page allows users to suggest a cost for the excursion as well as setup a checklist to be used later.

Academic Reports

1. Select if the Activity should appear in the students' academic report (optional).
2. Select the name of the activity to appear in the report (optional).
3. Enter descriptions and outcomes associated with the activity (optional).

Student Portal

If using the Student Portal, complete the following:

1. If you are using the Student Portal and you wish the activity to be viewed there, select 'yes'. If you are not using the Student Portal, Select 'no'.

2. Select Save, or continue to complete the fields as required, saving on completion.

Questions

1. Create any questions (up to 20) that you wish to ask parent/cares as part of seeking permission to attend the activity via the Parent Portal.

2. To create a question, select Add New Question.

3. Enter the question to ask within the designated area.

4. Select the appropriate response options from the available dropdown:
   o Single Choice
   o Multiple Choice
   o Single Line Text.

5. Enter the response answer where single or multiple choice.

6. Complete by selection if the parent/carer is required to complete this question.

7. Add additional questions or select Save once complete.
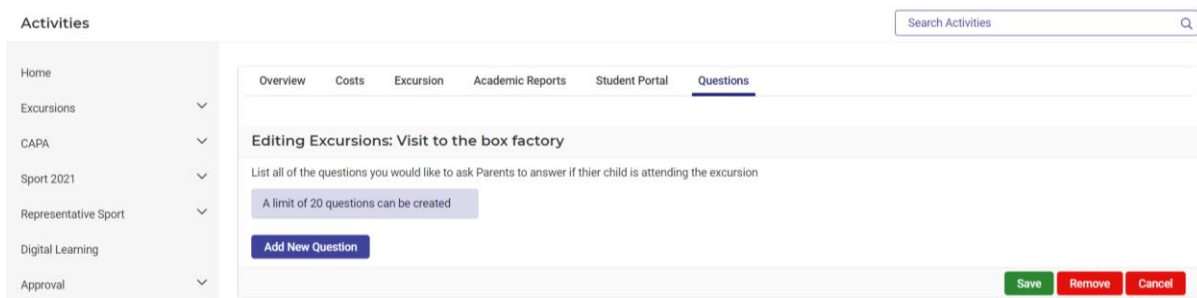
Selection of Students

Once the activity has been setup, users can select the students, staff and parent/carer helpers that will be in attendance. To do this:

1. From the Activities module, search and select the activity.

2. Select Manage and choose Manage Student Attendees.
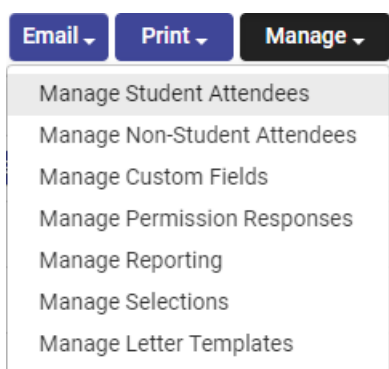
3. Select the students that are invited to attend from the student picker.
   This can be done via a cohort such as a year, or individually on the right-hand side.
   Students will now appear in the Excursion overview.

4. Complete the additional selection options for Non-student Attendees.

Attachment of Documents

Users can attach documents to the proposed activity. Examples may include:

- Draft permission notes
- 3rd party risk assessments
- Maps of the venue
- Student worksheets.

To attach a document to the activity:

1. Select Attachments in the right-hand menu.

2. Select Attach file.

3. Give the attachment a name e.g. Park map.

4. Choose which users can see the attachment e.g. should this been seen by parents in the portal or just staff members.

5. Attach the file.
   Documents will now appear in the Excursion overview.

Approval Process

Once an excursion proposal is complete, it is ready to go through the approval process. The configuration of the approval workflow is considered out of scope for this document, and assumed to be in place. Please refer to the Activities Admin Guide for assistance if needed.

In the example below, the school has an approval stage for:

- The school Executive or Head of Department/Faculty.
- The activity costing.
- The Principal.

Users with the correct approval permissions for the approval stage will receive a notification that they need to approve their stage, and once all stages have been approved, the excursion status is updated to 'Ready to Run'.

Publish to Portal

Once an activity is Ready to Run, the school can communicate the details to the portal via the Publish to Portal button.

1. Review the activity dates.

2. Select the functions you want to be able to perform in the portal:
   o Give permission only
   o Make a payment only
   o Give permission and make payment.

   If the school is asking for payment, the user will need to specify the cost objects to use for the creation of the fee. Users can create multiple line items to allow for activities that have both taxable and non-taxable line items.

3. Choose whether to send a push notification to the Sentral for Parents app.

4. Review the permission due date and select a payment due date.

5. Review the event details and students being invited.

6. Select the Publish button.

Permission and Payment

Portal users will receive notification that there is an item that requires their attention in the portal.

They will:

1. Select the View Details button in the notification.

2. Review the excursion information e.g. dates, price and description.
   They can also view and download any attachments that have been attached.

3. Select to give permission or not give permission.

4. Review any medical flags the school has on file.

5. Make any amendments to the student medical or emergency contacts, as well as give any additional instructions.

6. Select Save.
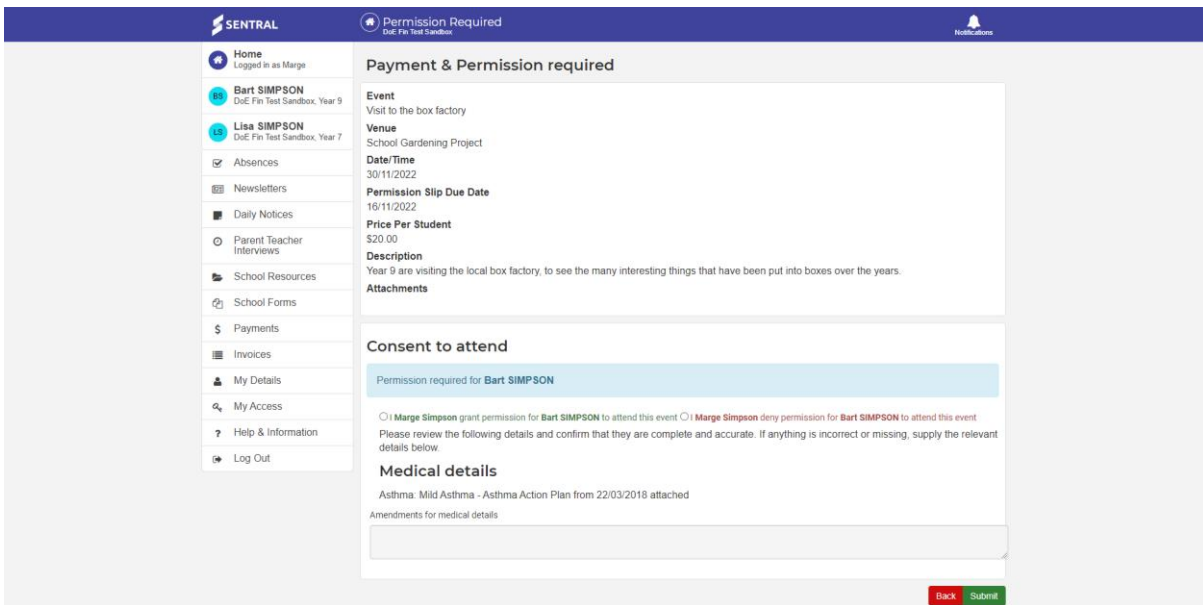
Once a parent has given permission, they will be routed to the linked payment request to make payment.
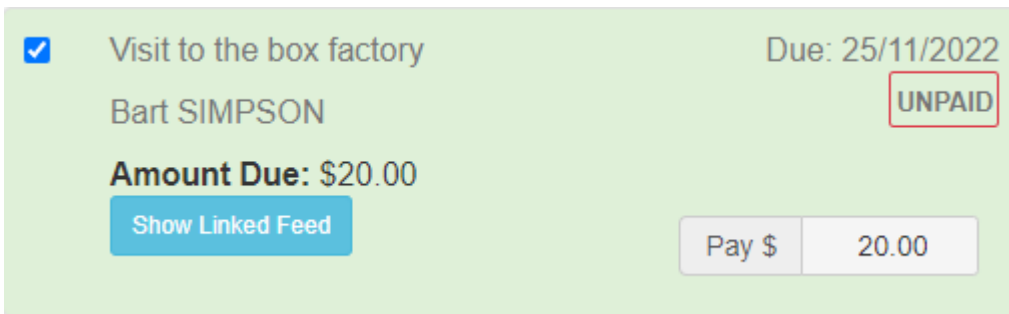
7. The parent will select the Make Payment button at the bottom of the screen.
    This will take them to the Service NSW page (see below).

8. The parent can enter their credit card details and select the Validate button.

9. If the card passes validation, parents can select the Pay Now button.

Separate Permission and Payment

Users can alternatively ask for permission and payment as two separate steps using both the Activity and the Standalone Fees feature. To do this:

1. Following the Activity setup steps above.

2. When publishing to the portal, select Permission Only.

3. Create a Standalone Fee with the following:

    a. Enter a unique activity name as the Standalone Fee Run name.

    b. Enter the dates for the Fee and payment Due Date.

    c. Link the Standalone Fee to the Activity by selecting from the dropdown.

    d. Select the Fee Items to charge.

    This will automatically populate the additional costing elements – Fee Category, Internal Order, Cost Centre and Amount. However these can be overridden if required.

    e. Continue to Add Line Item as necessary for further charges to be included.

    f. Select who to Bill.

    Select the students to be included in the student picker. This can be:

    o   By Schools Years, Roll Class, Classes, Activity Groups or Student Flags, or

    o   Individually by student or contact on the right-hand side.

    > **Note:** *It is possible to create a non-student Contact on the fly. Select Add non-student Contact and complete the details. This will create an Adhoc Contact record which can be viewed via the Contacts Register.*

    g. Edit the dollar amount per student if needed by selecting the Edit button next to the student's name.

    h. Select the Generate button to view a preview of the fees.

    i. Review the fees being created.

    You can see the details of a fee by selecting the Details button. Data can be exported into a CSV file for ease of use, analysis and calculation.

    j. Select Run to create the fees.

DoE Fin Test Sandbox

Messages | What's New | Help | Clock in | Setup | Alex Reed (@Sentral)

Fees & Payments

Search Fees & Payments

Sync with Datalayer

Sync with NSW Finance ∨

Registers ∨

Billing ∨

Invoice Creation ∧

Invoice from Fees

Standalone Invoice

Donations

Invoice + Receipt

Invoice Adjustments ∨

Sentral Pay ∨

Reports ∨

History ∨

Imports ∨

Exports ∨

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	Due Date
Visit to box factory	14/11/2022	15/11/2022

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

Invoice Reference *
Visit to box factory

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?

Line Item Description *
Visit to box factory

The description of the invoice line item to be populated externally (FMS and Statement of Account). Example: Year 7B

Fee Category *
EXCURSIONS - Excursions ▾

Account
420001 - Income-Excursions

This account will be shown on the receipt line item.

Tax
S2 - Supply- GST Free

Fund Code
6300 - School and Community So

Is Enforceable
No

Deductible Gift Receipt
No

Internal Order
–Select Internal Order– ▾

Cost Centres
–Select Cost Centre– ▾

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 (NSW Finance) supports it are also synced across to it.

Group by
Debtor **Student**

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.

Bill to
Student Debtor

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.

Link to Activity
Visit to the box factory ▾

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.

Academic Period
2022 ▾

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

Amount to be billed
$ 20

This amount is the default payment amount used when generating invoices.
You can override this amount below as per student/debtor basis.

Only Once Off Payments
Yes **No**

Select who to Invoice

Select search criteria below and then click Search Students or Search Debtors button

| Activity Groups | Visit to the box factory ▾ | Visit to the box factory ✕ |

☐ Include only students with permission

Search Students **Search Debtors**   **Add Selected »**

Selected Debtors/Students

Search Student
Add Student ...

Search Debtor
Add Debtor ...

« Remove Selected   **Update Amount**

☑	All
☑	Bart Simpson

☐	All	Amount	
☐	Bart Simpson	$ 20	✎

Advantages to this method:

- Schools can create fees and ask for payment after parents/students have elected to attend the activity. This is useful for activities that have a limited number of places.
- Allows schools to allocate credits and subsidies to an activity fee before communicating to the parent.

Subsidies

A subsidy is used when a payment has been made on behalf of a student, to be allocated to a current or future fee. A subsidy is not parent facing and does not affect a Contact's balance.

Examples of where you could use a subsidy include:
- Abstudy
- Scholarships for future fees
- Funding for Activities
- International students.

Creating a Subsidy

Subsidy type

Users will be required to create a Subsidy Type before subsidies can be created for students. To create a subsidy type:

1. From the Finance module.

2. Go to the Fees & Payment setup (bottom left-hand corner).

3. Select Fee Structure, Subsidy Types.

4. Select Add Subsidy Types.

5. Ensure the following fields are populated:
    o Name of the subsidy e.g. Probus Achiever Award.
    o Select the Fee Types the subsidy will affect (see Fee Types).
    o Application – Typically Student.
    o Save.

Allocating a Subsidy to Student

Users can now allocate a subsidy against a student by:

1. From the Finance module.
2. Select Subsidies, Subsidies.
3. Select Add New Subsidy.
4. Select the Subsidy Type that is being allocated against the student/s.
5. The Academic Period will default to the current year.
6. Enter the Subsidy Amount.
7. Select Subsidy Received:
   - Yes – If the school has received the funds
   - No – If outstanding.
8. Select the Till from the dropdown.
9. Select the students that will have the subsidy allocated against them.
10. Select Save.

At a glance, subsidy balances can be viewed in the Student Overview with further details provided under the Subsidies menu option.

Mary Perdriau
Year 6 / 5/6S
454875249
Student
Subsidies Credit Left: $350.00
Balance: $2,662.00
Requested: $2,953.00

Allocating a Subsidy against a Fee

Subsidies can be allocated against fees for excursions or other school related items to assist and subsidise a student's costs to families.

A student's subsidy balance can be seen in the Students Register, Overview, with further details provided under the Subsidies menu option.

To allocate a subsidy, either:

1. From the Finance module.

2. Select Subsidies, Subsidies.

    a. Using the Filter options, search for the student and Apply filter.

    b. Or Select Student Overview, Subsidies.

3. Select Allocate to Outstanding Fees – this will enable you to allocate the subsidy to any associated Fees.

> **Note:** *Subsidy credit can be applied to another student in the same family, hence outstanding fee details for all students are visible.*

Allocate Subsidy to Fees Back Allocate

⚠ This interface allows you to allocated this Subsidy to other outstanding fees.

Subsidy Details

Subsidy No	Subsidy Date	Linked Contact	Total	Remaining Credit	Reference
47	18/07/2023	Mary Perdriau	250.00	250.00	

Fee No	Line Item Description	Due Date	Students	Total	Amount Paid	Amount Due	Allocated Amount
FEE10699	Whole School Athletics Carnival (Non-Compulsory)	24/07/2023	Mary Perdriau	25.00	0.00	25.00	0.00
FEE10699	Whole School Swimming Carnival (Non-Compulsory)	24/07/2023	Mary Perdriau	25.00	0.00	25.00	0.00
FEE10698	Voluntary School Contribution for Year 6 (Non-Compulsory)	24/07/2023	Mary Perdriau	62.00	0.00	62.00	0.00
FEE10357	Jersey	09/05/2023	Mary Perdriau	15.00	0.00	15.00	0.00
FEE10315	School Levy - Wellbeing (Non-Compulsory)	15/06/2023	Mary Perdriau	20.00	0.00	20.00	0.00
FEE10315	School Levy - Sport (Non-Compulsory)	15/06/2023	Mary Perdriau	15.00	0.00	15.00	0.00
INV11900	Payment	08/08/2023	Mary Perdriau	200.00	0.00	200.00	0.00
INV11900	Food	08/08/2023	Mary Perdriau	80.00	0.00	80.00	0.00
INV11799	Voluntary School Contribution for Year 6	21/06/2023	Mary Perdriau	62.00	0.00	62.00	0.00
INV11414	Deposit	08/08/2023	Mary Perdriau	50.00	0.00	50.00	0.00
INV11414	Payment	08/08/2023	Mary Perdriau	200.00	0.00	200.00	0.00
INV11414	Food	08/08/2023	Mary Perdriau	80.00	0.00	80.00	0.00
INV10841	Voluntary School Contribution for Year 6	19/03/2023	Mary Perdriau	62.00	0.00	62.00	0.00
INV10841	School Levy - Wellbeing	19/03/2023	Mary Perdriau	20.00	0.00	20.00	0.00
INV10841	School Levy - Sport	19/03/2023	Mary Perdriau	15.00	0.00	15.00	0.00
INV10558	Voluntary School Contribution for Year 6	17/03/2023	Mary Perdriau	62.00	0.00	62.00	0.00
INV10218		17/03/2023	Mary Perdriau	20.00	0.00	20.00	0.00

Total Credit Remaining 250.00

Back Allocate

4. Select Allocate once complete. The allocation of the subsidy will reduce the value of the fee and appear as a payment from the subsidy on the Statement of Account.

ℹ **Note:** *You can also allocate a subsidy credit to a fee via the Receive a Payment screen.*

Donations

Sentral allows schools to request a donation towards a schools building fund. This is a permanent request that is viewable in the parent Portal. Sentral automatically creates a fee and receipt on the successful payment from the parent.

To setup a donation request:

1. From the Finance module, select Fee Creation and then select Donations.

2. Select Add Donation Type.

3. Ensure the following fields are populated:
   a. Donation Type Name to be seen by the parents in the portal.
   b. Fee Category – Selection available. This will populate the Account, Tax and Fund Code.
   c. Internal Order – Selection available.
   d. Suggested amount, minimum amount and maximum amount.
   e. Description to be seen by the parents via the Portal.
   f. Show in Portal - If the Donation request should be displayed in the Portal.
   g. Cost Centre – Selection available.

4. Select Save.

Cancel Fees

Outstanding fees can be voided along with fees where payment, in full or part has occurred. For paid fees, the payment amount is automatically converted to a credit for use with subsequent fee(s). However, ad hoc credit cannot be created as per the Department's requirements.

This process is applicable to a single fee or in bulk to many where for example an event may be cancelled.

To Cancel a Fee:

1. From the Finance module.

2. Select Registers, Fee Register.

3. Using the filter options, search for the fee to action.

4. Alternatively, search for the Contact via the top right-hand search or Contacts Register, selecting the Fees option.

5. Select the fee(s) to action by ticking the checkbox.
   These will have a status of Paid or Authorised.

6. Select Actions, Cancel Fees.
   A summary screen will be shown detailing what will occur if you confirm the transaction.
   a. Where selecting a 'paid' fee – a hyperlink will be present, and by selecting this link you will see details of the fee and associated payment(s).
   b. Where 'authorised', the summary screen will show that the status will be updated (to Voided) if you confirm the transaction. To view details of the fee(s) select the individual fee number.

7. Select Confirm to complete the transaction.

Bulk Action

To Cancel Fees for an event, for example if a school camp has been cancelled:

1. From the Finance module.

2. Select Registers and choose Fee Register.

3. Using the filters, search for the Activity and select.

4. Select all fees by ticking the top checkbox.

5. Select Actions and choose Cancel Fees.
   A summary screen will be shown detailing what will occur if you confirm the transactions.

6. Select Confirm to complete the transaction.

Credits Register

Credits can be viewed via the Credits Register. This register provides details of the original credit value and associated allocations. To access the Credits Register:

1. From the Finance module, select Registers and choose Credits Register.

2. Using the filter options, users can refine the search and re-run if required.

3. Select Details to view the credit information.
   If applicable, Refund Details will be shown where the funds have been requested or returned to a contact.

4. Select the dropdown next to the Details button for options to:
   o Allocate to Outstanding Fees – This takes you to outstanding fees for the allocation.
   o Refund (processing) – Request a refund via this option. Approval processing to follow.
   o View Credit History – View Credit historical details.

Allocating a Credit – Front Office

There are two separate workflows available for allocating credits to outstanding fees:

- Via registers or the top search box
- Finding the fee and receiving a payment.

Allocating a credit via registers or search box

1. Via Registers:
    a. Students Register, searching and selecting the student, and then Credits.
    b. Contacts Register, search and select using the filters, and then Credits.
    c. Fee Register, search and select using the filter, and then Credits.
    d. Credits Register, using the filters to search.

2. Via the top search box:
    a. Entering details of the student, then Credits.

3. Once the credit has been located, select the dropdown next to Details.

4. Select Allocate to Outstanding Fees. Each fee will display with individual line items (where applicable). This will enable an amount to be allocated in part or full, up to the value of the credit per line item.

5. Once complete, select Allocate.

Allocate a credit by finding the fee and receiving a payment

1. Locate and select the outstanding fee.

2. Select Actions and choose Receive a payment.

3. In Receive a Payment:
    a. View the Credit Remaining amount.
    b. Next to the fee, select Pay and choose to pay Via Credit.

4. In Pay Amount, enter the amount and select Apply.
   In Receive a Payment, this creates a payment method record where the method is Credit.

5. Select Confirm.

> ⓘ *If you turn on the setting 'Payments: Allow parent to allocate credit' via Portal Console Setup | General | Access Controls | Parents | Manage Parent Portal Access, your parents and carers will be able to allocate available 'fees in advance' credit to outstanding fees directly through the Parent Portal. You'll also need to link Portal users to contacts in the Finance module.*

Overpayments

Sometimes overpayments happen, and these types of transactions can occur at a school's front office, for example the school may receive a cheque for a higher amount than a fee resulting in an overpayment, and rather than return the cheque, it's processed resulting in an overpayment. In Sentral, overpayment transactions are created simultaneously at the time of processing a fee payment and can be viewed via the Contacts Register under Overpayments.

Additionally, using the filtering options via the Payments Register allows a user to search for overpayments.

Allocating an Overpayment

Overpayment credit can be allocated when parents are making (over the counter) payments:

1. Search for the student.
2. Locate and select the fee to be paid.
3. Select Actions and choose Receive a Payment.
4. Specify the amount of credit to apply from the total available credit (total includes overpayments and credit from cancelled fees).

   The system automatically allocates credit from the oldest to the newest credit items. If the user wants to allocate credit differently, they will need to locate that item in the Credits Register or Payments Register and allocate from there.

Overpayments can be allocated via the Contacts Register under Overpayments.

1. From the Finance module, select Registers and choose Contacts Register.
2. Alternatively, use the Payments Register to allocate an overpayment.
3. Using the filters, search for the Contact.
4. Select the Contact and Overpayments menu.
5. Select the dropdown next to Details, Allocate to Outstanding Fees. This will show all outstanding fees that could have the overpayment applied.

Overpayments for Mr Z Y3313

Overpayment No	Date	Total	Remaining Credit	Status	Synced with SAP	
OVP8	04/05/2023	50.00	40.00	AUTHORISED	Yes	Details ▾

Allocate Overpayment to Fees   Back   Allocate

⚠ This interface allows you to allocate the selected overpayment to outstanding fees.

Overpayment Details

Overpayment No	Overpayment Date	Linked Contact	Total	Remaining Credit
OVP8	04/05/2023	Mr Z Y3313	50.00	40.00

Fee No	Line Item Description	Due Date	Students	Total	Amount Paid	Amount Due	Allocated Amount
INV12012	Contribution 2023	25/04/2023		100.00	0.00	90.00	0.00
INV11371	Excursion Charge to Zoo	21/04/2023		170.00	0.00	170.00	0.00

Total Credit Remaining 40.00

Back   Allocate

6. Enter the amount to be applied in the Allocate Amount.
7. Select Allocate. The overpayment amount has now been allocated to the fee.

Banking

Role-based Permissions

Managing access to the Finance module is via the Sentral Setup. A school's Sentral Administrator would be responsible for managing this area of the solution as access is restricted.

Banking Permissions

A school's Sentral Administrator is able to is able to manage which role-based users are able to perform functions via the Sentral Setup. Specific to banking permissions, 'Can Set Banking Permissions' determines which roles are able to access the permissions functions.

At a more granular level, schools are able to define users who are allowed to perform checking and authorisation of finance transaction data, i.e. users who have the ability to:

- Can Mark Batch as Check
- Can Mark End of Day Summary as Approved
- Can Close Till for All Users.

To do this:

1. Go to Finance Setup, located at the bottom left of the screen.

2. Select Finance Setup, Banking Permissions.

3. Select via the dropdown users who:
   - o Can Mark Batch as Checked
   - o Can Mark End of Day Summary as Approved
   - o Can Close Till for All Users.

4. Select Save.

Till Creation

Tills need to be created to support the taking of funds and checking and banking processes within a school. Tills are associate with an individual and generally location driven. These will be created for a school based on data held at the Department and imported into Sentral. Schools can choose to use the imported tills or create new tills. If a new location is required:

1. Go to Finance Setup menu, located at the bottom left of the screen.

2. Select Finance Setup, Tills.

3. Select Add Till to create a new till location.

4. Complete the fields and select Save.

Tills that are no longer required can be made inactive via the button.

Closing and Balancing a Till

Till processing data is captured when a payment is made at a school, this includes the payment method. This data is used as the point of reference when a till is closed and balanced in Sentral.

Balancing a till happens periodically at schools and is determined at each individual school. Sentral caters for any number of till balances to occur during a day. To close a till:

1. From Finance module, select Banking and choose Tills.

2. Select the applicable till to close.

3. Select the User from the dropdown if permitted, otherwise your details will be the default.

4. Select Close Till.

The Batch ID will be created, with the start/end dates and times populated in the summary.

5. The user will be directed with a Close Till screen.
   This is used to balance the till by:
   a. Counting and applying cash denominations to the relevant fields.
   b. Counting other payment method values such as cheque, money order and third party payments.
      No entry is required for EFTPOS or third party payments, as they are self-balancing.

> **Note:** *Where a subsidy has been received, this will appear in the Third Party section for balancing.*

Close Till: Phil Till - A 4

Start:	11/04/2023 11:14 AM
End:	13/04/2023 04:02 PM
Created by:	Super Sentral

Till Summary

Payment Method	Total Receipted	Total Counted	Discrepencies	Actions
Cash	$320.00	$320.00	✓ OK	
Cheque	$0.00	0	✓ OK	
Money Order	$0.00	0	✓ OK	
EFTPOS	$40.00	$40.00	✓ OK	
Third Party	$0.00	0	✓ OK	

Cancel Close Till

Cash Counting

Denomination	Count	Total
$100	0	$0.00
$50	1	$50.00
$20	8	$160.00
$10	5	$50.00
$5	7	$35.00
Coins	N/A	25.00
TOTAL		$320.00

6. Where the Total Receipted and Total Counted balance, i.e. there is no discrepancy, select Close Till.
   The batch status will now be showing as 'Draft'.

Till Discrepancies

1. Where there is a discrepancy - review the receipted payments for the payment method:
   a. Select the payment method Total Receipts amount.
      This will take you into the Payments Register, pre-filled with the corresponding payment filter data.
   b. Review the values to try and work out what has occurred and locate the discrepancy.
      As a result of this investigation, you may need to reverse a payment and reprocess the transaction for the correct value. Detailed steps can be found in the Reversing Payments section where needed.
   c. If you have corrected a payment:
      o Update the end date and time field for the batch, as this will impact the inclusion of the corrected payment for balancing.
      o Select the button next to the End date and time in the Edit Till screen this will refresh the transaction data on the page.

> **Note:** *Changing the end date and time till data may also impact other payment method balances, and these may subsequently need rebalancing.*

   d. Where you are unable to locate a discrepancy, complete the Reason for Discrepancy
   e. Select Save. The batch status is now showing as 'Draft'.

Checking a Till

Authorised users are able to, 'Mark a Batch as Checked' as part of the till processes and in preparation for banking.

To Mark a Batch as Checked:

1. From Finance module.

2. Select Banking, Tills.

3. Select the applicable till to action.

4. Select Edit to view the details of the till.
   Optional reporting is available via Generate Reports to assist.

5. Select Mark as checked when the till batch is ready.
   Within the Till History, the status will be updated to CHECKED.

If required, the system will produce a number of PDF including:

o Cash Register Management report – By payment method provides details of the payments transacted at the register including refunds.

o Cash Register Contents report – By payment method.

Bank Deposit

Banking of funds requires the completion of the following:

1. From the Finance module.
2. Select Banking, Bank Deposit.
3. Select Create Bank Deposit.
4. Select the applicable Batch IDs to be banked. Once selected, the banking batch will default the start and end date/time, and count the No of Batches included.
5. Select Save to complete.

If required, the system will produce a number of PDFs including:

o All Report – Produces all the below listed reports.
o Bank Deposit Sheet report – Individual batch report of all payment methods.
o Bank Discrepancy Management report – Individual batch report showing discrepancies identified.
o Cancelled Receipts and Refunds Report – Includes all cancelled receipts and refunds transacted within the time frame of the bank deposit.

End of Day Summary

This process is run as required and collates the existing checked bank batches for online or hard-copy sign-off. To do this:

1. From the Finance module, select Banking, and choose End of Day Summary.

   The End of Day Summary screen will be shown. Here you can view prior End of Day Summary reports with data presented in date order of processing. Reports completed show as Approved.

2. Select Create Report.

   The system will generate an End of Day Summary report from the last date it was run to the current date and time and include all checked batches. The status will show as Draft.

3. Select Save.

   The EOD Summary is now awaiting review and approval.

> **Note:** *Optional reporting to support bank deposits is available should you wish to print these via the Generate Reports.*

4. If required to produce hard-copy reports, select Generate Reports and choose All Reports.

   The system will produce a number of PDF reports to support the approval process:

   o End of Day Summary report – Includes all tills and values and is a combined representation of the batches.
   o Cancelled Receipts and Refunds report – Includes all cancelled receipts and refunds transacted within the time frame of the End of Day Summary.
   o Cancelled and Adjusted Fees report – Includes all cancelled and adjusted fees transacted within the time frame of the End of Day Summary.

End of Day Summary Approval

Approval of the End of Day Summary is required by an authorised user. One or many defined users can be allocated to this task, however, this is typically the school's Principal. This detail is held and managed within the Fees & Payment Setup, under Banking Permissions.

To approve the End of Day Summary:

1. From the Finance module, select Banking, and choose End of Day Summary.

2. Select Edit from the summary screen to drill down into banking.

   a. Review the data, select the various hyperlinks – Bank Deposit ID, Batch ID to view batch deposit data.
   b. Within the Batch ID, select the Total Receipted to view further payment data for a payment method.

      This will take you to the Payments Register.
   c. Select Details to view payment data and the Fee No to view the fee.

      Extra Fee data can be accessed via Details.
   d. Once the approver to ready to approve:

      i. Select Mark as Approved.

         A popout confirmation window is provided.
      ii. Select Confirm.

         The batch status will be updated to Approved.

Refunds

Refund requests and some payment refunds can be created at a school. They may be as a result of an event cancellation, changes or be at the request of a financially responsible party. Refund requests have an approval workflow prior to a refund/payment being finalised. Some payments may be processed and finalised at a school, whilst other payment methods are managed and refunded via the Department.

Request a Payment Refund

To process a refund request:

1. From the Finance module, select Registers, and choose Payments Register.

2. Select the filters options to assist with searching for a payment.

3. Select Filter.

4. Alternatively, search for the student via the top right-hand search.

5. Select Payments.

   A list of applicable payments will be returned.

6. Select Refund from the dropdown next to Details for the applicable payment(s).

	Document No	Payment Type	Contact Name	Payment Date	Payment Method	Till	Payment Amount	Allocated Amount	Unallocated Amount	Refund Amount	Status	Sync'd to SAP	Cancellation Sync'd to SAP	
☐	RCT10002	Payment	Mrs M Kent	15/05/2023	Cash	Phil Till - B	40.00	0.00	0.00	0.00	AUTHORISED	Yes	No	Details ▼
☑	RCT1	Payment	Mrs M Kent	15/05/2023	Cash	Phil Till - A	30.00	0.00	0.00	0.00	AUTHORISED	Yes	No	Details ▼
☐	RCP429	Payment	Mrs M Kent	12/05/2023	Cash	Phil Till - A	100.00	0.00	0.00	0.00	AUTHORISED	Yes	No	Print Receipt
☐	RCP424	Payment	Mrs M Kent	11/05/2023	Cash	Phil Till - A	10.00	0.00	0.00	0.00	AUTHORISED	Yes	No	Refund / View Payment History

A Confirm Refund Details popout will be provided for completion.

   a. Enter the amount to refund.

   b. Enter the reason.

   c. Complete the Payee Account Details.

   d. Select Proceed.

   The Refund Status will display as Pending Approval.

> ℹ️ **Note:** *The refund request will workflow to the Refunds Register for the designated approver to review and action.*

Refunds Register

Central to the processing of refunds is the Refunds Register. This register enables users to perform searches and actions on refund requests in order to progress these requests through to payment.

To run a Refunds Register:

1. From the Finance module, select Registers and choose Refunds Register.

2. Select the filters options to assist with searching for a payment.

3. Select Filter.

   Refund data will be displayed below the filter selections.

Approve and Process a Refund

Refund request transactions appear here and can be viewed, approved or rejected by authorised users. Without authorisation, refund amounts will not be process and funds not returned to the parent/carer.

To access the Refunds Register:

1. From the Finance module, select Registers, Refunds Register.

2. Using the filter options, select Status = Pending.

3. Select Filter.

    Transactions awaiting action will be shown.

4. Using the View button, review the details.

5. Approve or Reject the request.

    Once actioned, the Refund Status field will show Approved (if approved) or Rejected if declined.

6. Select Process to communicate the refund request to the Department.

    The Refund Status will show as Processing. The status will update to Completed when actioned by the Department with the funds paid to the recipient.

> **Note:** *This payment may take a couple of days for the Department to effect.*

Payments - 1 Found - Total Payment Amount: $30.00

	Document No	Payment Type	Contact Name	Payment Date	Payment Method	Till	Payment Amount	Allocated Amount	Unallocated Amount	Refund Amount	Status	Sync'd to SAP	Cancellation Sync'd to SAP		
☐	RCT1	Payment	Mrs M Kent	15/05/2023	Cash	Phil Till - A	30.00	0.00	0.00	0.00	AUTHORISED	Yes	No		Details ⌄

Payment Details

Created By	Created At	Reference	Description	Status	Credit
Mr Super Sentral	15/05/2023 14:25	Paid via Cash	do not cancel	AUTHORISED	N/A

Refund Details

Reference	Refund Date	Refund Request Date	Refund Amount	Created By	Refund Status	Refund Method	Payment Instruction	Approved/Rejected By	Sync'd to SAP
RFD100039		17/05/2023	30.00	Super Sentral	PROCESSING ⓘ View Details	EFT	BSB:****123 Account Number:******124	Super Sentral	No

Linked Fee

Fee No.	Fee Item	Due Date	Fee Amount	Allocation Date	Amount Paid	Amount Allocated	Fee Amount Outstanding	Sync'd to SAP
FEE10001	testtilla	22/05/2023	100.00	15/05/2023	30.00	30.00	70.00	Yes

Show results 20 ⌄   « Prev 1 Next »

Once Completed, this transaction will appear in the Cancelled Receipts and Refunds Report when an End of Day Summary is created.

Portal Initiated Refunds

Similar to the above over the counter refunds, Parents can request refunds via the Parent Portal.

To request a refund from the Portal:

7. From the Portal, select the Payments menu.

8. Select PAID and Select All.

    Paid fees will be shown.

9. Select Show History for the fee to refund.

10. Select Refund Request.

11. Complete the Request Reason.

    Bank account details may need to be entered here, depending on the payment method of the original transaction.

12. Select Request.

The payment request will show the status of Pending.

Where an initial payment was made online via the Portal, the same card will be used to process the refund amount. This type of refund will be completed through the Customer Payment Platform (CPP) **once** the approval process has occurred.

Refer above Refunds Register for the approval process.

Refund Credits and Overpayments

Credit and overpayment values can be refunded to a student's contact. These transactions flow through the existing refund approval process before payment is made to the contact's nominated bank account.

To refund a credit:

1. From the Finance module, select Registers and choose Credits Register.

2. Select Filter for a general search or use the filter options for a more refined search for the credit.
   The Details button will provide additional information, including which fees the credit has been allocated against if applicable.

3. Select the Credit to refund.

4. Select the dropdown next to details and Refund.
   A Confirm Refund Details popout will be displayed for completion.

5. Enter the refund amount, reason and bank details.

6. Once complete, select Proceed.
   The refund request will be workflowed for approval via the Refunds Register.
   Refer to the Approve and Process a Refund – Refunds Register for next steps.

To refund an overpayment:

1. From the Finance module, select Registers and choose Payments Register.

2. Alternatively, select either the Student or Contact Overview, then Overpayments.

3. Select the dropdown next to details and Refund.
   A Confirm Refund Details popout will display for completion.

4. Enter the refund amount, reason and bank details.

5. Once complete, select Proceed.
   The refund request will be workflowed for approval via the Refunds Register.
   Refer to the Approve and Process a Refund – Refunds Register for next steps.

Statement of Account

A contact's Statement of Account can be produced at any time, on-demand in the application. The Statement of Account can be accessed from the application and Portal.

Statement of Account - Application

To view and create a statement from the application:

1. Via Student Search:
    a. Search for the student via the top right-hand search.
    b. Select the student.
       This will take you into the Student Overview.
    c. Select the 'active' Contact Name link.
       You will be re-directed into the Contact Overview.
    d. In the right-hand side panel, Statement of Account, select from the dropdown which year(s) for the statement.
    e. Select Generate.
       The Statement of Account will be presented online and can be printed if required.

2. Via Contact Search:
    a. Search for the contact via the top right-hand search.
    b. Select the contact.
       You will be re-directed into the Contact Overview.
    c. In the right-hand side panel, Statement of Account, select from the dropdown which year(s) for the statement.
    d. Select Generate.
       The Statement of Account will be presented online and can be printed if required.

Statement of Account – Portal

Parents are able to access their Statement of Account on-demand via the Portal.

To do this:

1. Access the Parent Portal.
2. Select Payments.
   The Statement of Account is shown at the top.
3. Select the applicable year.
4. Select Generate.
   The statement is produced for all students associated with the contact and details all charges, payments and credits where applicable.

Sentral Pay

This area of Finance relates to online transactions and payments, i.e. requests and payments made through the Portal and Sentral for Parents app.

Payment Requests

A payment requests is a separate record that is linked to a fee but only gets created when you publish a fee to the portal as part of the fee creation.

To access Payment Requests:

1. From the Finance module, select Sentral Pay, and choose Payment Requests.
   Filtering options are displayed for use, along with returned data.

2. If required, select the applicable filtering options, and select Filter.
   Payment Request data will be shown below.

3. Data can be exported via the Export button into .CSV.

From the returned results, a user can:

1. Select Details to display information on the payment request and linked fee, with the ability to access the Fee (via the Fee No.) if required.

2. The Actions dropdown – this option is not valid for NSW DoE schools.

Send Reminder Payment Requests

Reminders occasionally may need to be sent to Portal contacts for payment requests.

To do this:

1. From the Finance module, select Sentral Pay, and choose Payment Requests.

2. Filtering options are displayed for use, along with returned data.

3. If required, select the applicable filtering options, and select Filter.
   Payment Request data will be shown below.

4. Select the applicable payment requests by checking the Request ID in bulk (at the top) or individually.

5. Select 'With Selected' dropdown and choose Send Payment Requests.
   This will send email communications to the nominated Portal contact for the Payment Request.

Create new Payment Request – this option is not valid for NSW DoE schools.

Guest Portal Link

The guest portal link allows for other family members or friends to make payment via the Portal (with limited secure access). This option is used when others want to pay online and are not registered Portal users. This link is also provided to the nominated contact when the Payment Request is published to Portal.

To do this:

1. From the Finance module, select Sentral Pay, and choose Payment Requests.

2. Filtering options are displayed for use, along with returned data. If required, select the applicable filtering options, and select Filter.

3. Payment Request data will be shown below.

4. Select the applicable payment request by checking the individual Request ID.

5. Select Show Quick Pay Link. This will provide the link to the guest portal, which can be emailed for quick, secure online payment.

Sync with Linked Fee – this option could be used for troubleshooting under the guidance of Sentral Support.

Responses Received

This area details online payments received via the Portal and app. Data is updated in real time as transactions are processed.

To access Responses Received:

1. From the Finance module, select Sentral Pay, Responses Received.
   Payment data is displayed.

2. Data can be exported via the Export button into .CSV.

From the returned results, a user can:

3. Select Details to display information on the linked payment request.
   The Request ID will take you back to the Payment Request and give you the ability to access the Fee (via Details, and the Fee No.) if required.

4. The Actions dropdown – this option allows users to Email Receipts where requested.

Fetch Latest Disbursements – this option is not valid for NSW DoE schools.

History

The History menu is a Register of fees and billing created. Data presented is read only.

Billing

This option displays all fees, and users are able to review the fees created.

To access:

1. From the Finance module, select History, and then Billing.
2. Select the Billing Run Name.
3. Select Show Billing Items to review the billing items details for the individual contact.
4. Select the Fee link to review the Fee created details. This will open in another tab.
5. Select OK to return, and Back for the main listing.

Fees from Billing Runs

This option displays all fees generated via a Billing Run, and users are able to review the fees created.

To access:

1. From the Finance module, select History, and then Fees from Billing Runs.
2. Select View Fees for the applicable billing item.
    This will re-direct you to the Fee Register and provide the associated created Fees.

Standalone Fee

This option displays all fees generated via a Standalone Fee, and users are able to review the fees created.

To access:

1. From the Finance module, select History, and then Standalone Fees.
2. Select View Fees for the applicable billing item.
    This will re-direct you to the Fee Register and provide the associated created Fees.

Fee + Receipt

This option displays all fees generated via a Fee + Receipt, and users are able to review the fees created.

To access:

1. From the Finance module, select History, and then Fee + Receipt.
2. Select View Fees for the applicable billing item.
    This will re-direct you to the Fee Register and provide the associated created Fees.

Notifications

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

To access:

1. From the Finance module, select History, and then Notifications.
    a. Select Review to see the associated contact name, email address, and date and timestamp data.
    b. Select the Payment Request link to be re-directed to Sentral Pay, Payment Requests.
       This will open in another tab.
    c. Select Back for the main listing.

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

1. Select the filter you want to search by.

2. Select Apply filters.

3. To reset, select Clear filters.

Syncs

Data is synchronised periodically with the NSW DoE finance solution, SAP, and this area shows those events. Overall what you are looking for here is the status to show Completed, i.e. the processes have run and finished successfully. This area may be used for troubleshooting under the guidance of Sentral Support.

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

1. Select the filter you want to search by.

2. Select Apply filters.

3. To reset, select Clear filters.

Exports

Sentral Finance provides a variety of exports in .CSV file format to assist schools in providing reports on transactions. Filtering options are provided for all exports.

Transactional

Fees

1. From the Finance module, select Exports, Transactional, Fees.
2. Select the Billing Period from the dropdown – one or many.
3. Select the Fee Runs from the dropdown – one or many.
   Alternatively, you can leave this blank to run an export of all Fees.
4. Select Export or Export All (if all options are blank). A .CSV file export will be presented for analysis with the following data:

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

Payments

1. From the Finance module, select Exports, Transactional, Payments.
2. Select the Payment Methods from the dropdown – one or many.
3. Select the Payment Statuses from the dropdown – one or many.
4. Select an applicable payment date via the Filter By Payment Date?, or leave this unchecked.
5. Select Export.
   A .CSV file export will be presented for analysis with the following data:

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

Credits

1. From the Finance module, select Exports, Transactional, Credits.
2. Select the date range required for output.
3. Select Export.
   A .CSV file export will be presented for analysis with the following data:

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

Overpayments

1. From the Finance module, select Exports, Transactional, Overpayments.

2. Select the date range required for output.

3. Select Export.
   A .CSV file export will be presented for analysis with the following data:

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

1. From the Finance module, select Exports, Transactional, Fee Allocations.

2. Select the date range required for output.

3. Select Export.
   A .CSV file export will be presented for analysis with the following data:

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

Students

1. From the Finance module, select Exports, Students.
2. Select the Academic Period; will default to the current school year.
3. Select the Enrolment Statuses.
4. Select the Fee Types from the dropdown – one or many.
5. Select the Year Levels from the dropdown – one or many.
6. Select Export.
   A .CSV file export will be presented for analysis with the following data:

Column Header	Position	Description
Row#	1	
Student Code	2	Unique student identifier
NRIC No	3	Blank
Household Code	4	Blank
Household Name	5	Student contact
School Name	6	School name
First Name	7	Student's first name
Middle Names	8	Student's middle name
Family Name	9	Student's legal last name
Roll Class	10	Student's roll class
Academic Year	11	Student's year level, i.e. 3, 4, 5, etc.
Enrolment Date	12	School enrolment date
Enrolment Type	13	Current – means Active student
GIRO Flag	14	N - Not applicable for NSW DoE schools
Discount Flag	15	Y – Discount applies N – No discount applies
Fee Group	16	Student's associated Fee Group
Fee Name (Code)	17	Fee description associated with the Student and Fee Group
Fee Type	18	Fee
Fee Amount	19	Full fee value

Contacts

1. From the Finance module, select Exports, Contacts.
2. Select Export.
   A .CSV file export will be presented for analysis with the following data:

Column Header	Position	Description
Contact ID	1	Sentral Contact ID
Contact Name	2	Contact name
Contact Type	3	Household Group Contact Adhoc Activites_Contact
Contact Status	4	Current
Contact Donor Status	5	Current (used with Adhoc contacts) Not applicable (all other Contact Types)
Contact Is Archived	6	No – Active contact Yes – Inactive contact
Contact Billing Identifier	7	Not relevant
Contact Instalment Plan	8	Not applicable
Contact BPay CRN Ref	9	Not applicable
Contact Communications Preference	10	Blank
Contact Website	11	Blank
Contact Reference 1	12	Blank
Contact Reference 2	13	Blank
Contact Created By Source	14	DataLayer (default value)
Contact Linked Household Codes	15	Not relevant
Contact Address Mailing Title	16	Contact Billing title and address details
Contact Address Line 1	17	Contact Billing title and address details
Contact Address Line 2	18	Contact Billing title and address details
Contact Address Line 3	19	Contact Billing title and address details
Contact Address Suburb	20	Contact Billing title and address details
Contact Address Region	21	Blank
Contact Address City	22	Blank
Contact Address Postcode	23	Contact Billing title and address details
Contact Address State	24	Contact Billing title and address details
Contact Address Country	25	Blank
Contact Active Fees Count	26	Count of outstanding Fees
Contact Total Outstanding Amount Owed	27	Total value of the outstanding Fees (this includes any outstanding Credits)
Contact Total Billed Amount	28	Total value of the Fees created
Contact Total Paid Amount	29	Total value of the Fees paid

Column Header	Position	Description
Contact Active Credit Count	30	Count of all credits created
Contact Remaining Credit	31	Credit balance remaining
Contact Active Prepayment Count	32	Blank
Contact Prepayments Remaining Credit	33	Blank
Contact Active Overpayments Count	34	Count of all overpayments
Contact Overpayments Remaining Credit	35	Overpayment balance remaining

Contact Contacts

1. From the Finance module, select Exports, Contact Contacts.
2. Select Export.
   A .CSV file export will be presented for analysis with the following data:

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

Outstanding Fees

1. From the Finance module, select Exports, Outstanding Fees.
2. Select the Academic Period, this will default to the current school year.
3. Enrolment Statuses – skip this field selection.
4. Select the Year Levels from the dropdown – one or many.
5. Select the Fee Statuses = AUTHORISED (Draft & Submitted are not valid).
6. Select Export.
   A .CSV file export will be presented for analysis with the following data:

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

Discounts

1. From the Finance module, select Exports, Discounts.
2. Select the date range required for output.
3. Select Export.
   A .CSV file export will be presented for analysis with the following data:

Column Header	Position	Description
Student	1	Student full name
Campus	2	School
Contact	3	Contact
Fees	4	Not relevant - internal fee reference
Discounts	5	Cumulative value of all discounts applied

Aged Receivables Summary

1. From the Finance module, select Exports, Aged Receivables Summary.
2. Select Export.
   A .CSV file export will be presented for analysis with the following data:

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