

# BrightBooks for C&C Schools

## Quick Reference Guide

### Accounting for School Income Received in Advance

#### What is school income received in advance?

This is income received in the current accounting period that belongs to a future accounting year e.g. monies received between now and the 31<sup>st</sup> of August for the next school year

#### Examples of school income received in advance

- Incoming First Year Charge
- Transition Year Charge
- School Administration Charges
- Book rental Income
- Voluntary Contributions

#### Using departments for school income received in advance

When entering the advanced income to BrightBooks it is vital to use the correct department. This will enable you to run a report on school income in advance by department. This report will give the figures for the income in advance for posting to the next school years accounts.



#### Step 1

Before entering the receipts, create departments for the various income streams if not already setup.

#### Instructions

- Click Settings (on top menu bar to the left of user icon)
- Under Accounts Heading > select Departments.
- To add more departments, click the 'Add' icon (at the bottom left of the screen), scroll down to the bottom of the list of departments and in the blank box enter a code and description for the department you want to set up.
- Click 'Save' when done.

See section 1.5.1 of the BrightBooks Manual also on how to create a department.

## Accounting for school income received in advance



### Step 2

On entering the receipt for the school generated income received in advance, it should be coded to account code 2105 "School Income Received in Advance", ensuring you use the correct department.

Notes/Paid by	Amount	VAT Code	VAT Nom. Code
Third Years TY fees	1500.00	Z 0.00% (Zero)	0.00 2105

## Generating a report to show the breakdown of school income



### Step 3

#### Instructions

- Click on **Reports > General Ledger Account Activity**
- Select **Period** from "Sep-20XX" & **Period To** "Current month" or "Aug-20XX (when generating the report after 31 August)".
- Select **Acct. Code From** "2105" & **Acct. Code To** "2105"
- Click on **Advanced Settings**
- Under **Sorting box 2** select "Department" & tick the "Total" box, then click on **Update**.
- This will generate a report giving you the sub-totals for each category/stream of income included in code 2105.

Advanced Settings

COLUMN ORDER

Exclude	Include
Ref.No.	Code
Product	Date
Period	Doc.No.
Customer Code	Type
Supplier Code	Details
VAT Rate	Debit
Department	Credit
	Balance

SORTING

1. Code  Total

2. Department  Total

None  
Period  
Type  
Date  
VAT Rate  
Department

FEATURES

Suppress Zeros

Show Balance Forward

Show Opening Balance Journals

Show Future Opening Balances

Page Break

Cancel Update

Click [here](#) to watch a short video on accounting for school income received in advance