# 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.

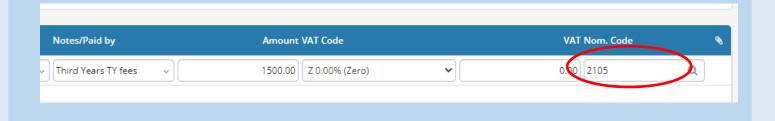
See section 1.5.1 of the BrightBooks Manual also on how to create a department.

## **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.



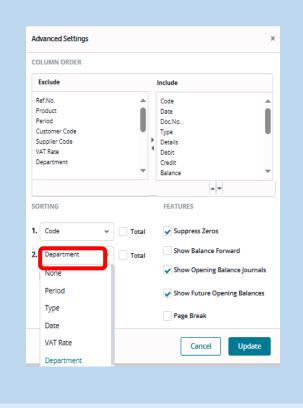
## Generating a report to show the breakdown of school income



# 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 subtotals for each category/stream of income included in code 2105.



Click here to watch a short video on accounting for school income received in advance