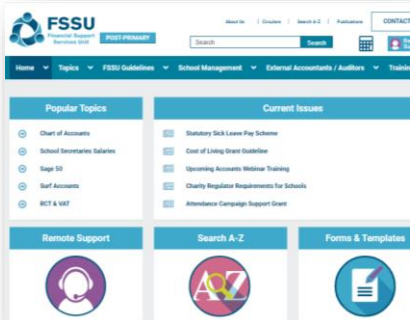
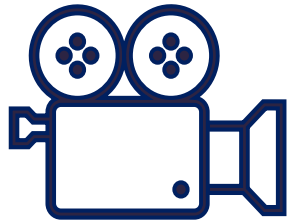


Spring 2024 – Webinar - 1

Overview of new look BrightBooks & BOM reports

Our webinar today



Audience view 100%

Sharing

Stopped No one sees your screen

Show Screen

Stop Showing Screen

Give Keyboard & Mouse

Change Presenter

Start Recording 9.6 GB remaining

Settings

- Webcam
- Audio
- Dashboard
- Attendees: 1 of 1001 (max)
- Polls (0/0)
- Questions
- Handouts: 0 of 5
- Chat



Agenda

1. The new look BrightBooks

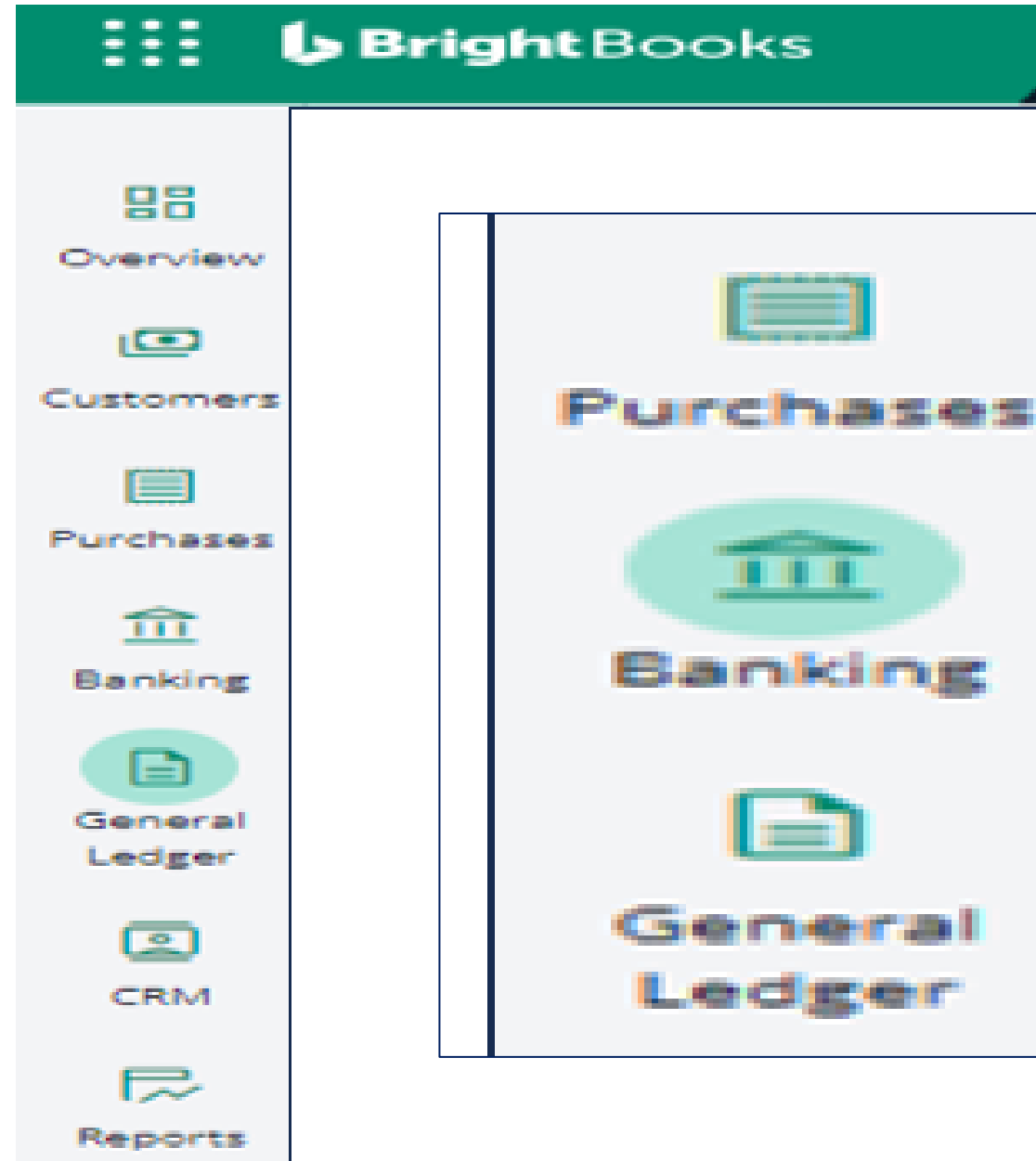
2. Bank reconciliation & checks

3. Overview for preparing month-end reports


New look Bright Books




A. New menus & sub menu layouts




Purchases Menu



Overview





Customers



Purchases

Purchases

[Suppliers](#) [Payees](#) [Orders](#) [Invoices & Credit Notes](#) [Opening Supplier Balances](#)

 <p>€0.00 MONTH TO DATE</p>	 <p>€587.00 YEAR TO DATE</p>
--	---

Adding a new Supplier

New Supplier

General Info Invoice Settings Company Info

▼ GENERAL INFORMATION

SUPPLIER NAME

SUPPLIER CODE
AUTO

General Info Invoice Settings Company Info

▼ ACCOUNT INFORMATION

CREDIT TERMS
C.O.D.(0)

VAT NO.

RCT Subcontractor

▼ DEFAULT INFORMATION

View A/c History

SEND STATEMENTS
Always

DEFAULT NOMINAL CODE
Search

DEFAULT VAT CODE
RCT 0.00% (RCT VAT CODE)

TIP

+

+

Create New

Purchases Banki

Supplier Receipt

Invoice Payment

Order

Set-up Payee

Purchases

Suppliers **Payees** Orders Invoices & Credit Notes Opening Supplier Balances

Payees

Delete

New Payee

General Info

Invoice Settings

GENERAL INFORMATION

PAYEE NAME

Bank Charges BOI

Search

General Info

Invoice Settings

DEFAULT INFORMATION

DEFAULT NOMINAL CODE

7450 Bank Charges Expense

DEFAULT VAT CODE

Z 0.00% (Zero)

DEPARTMENT

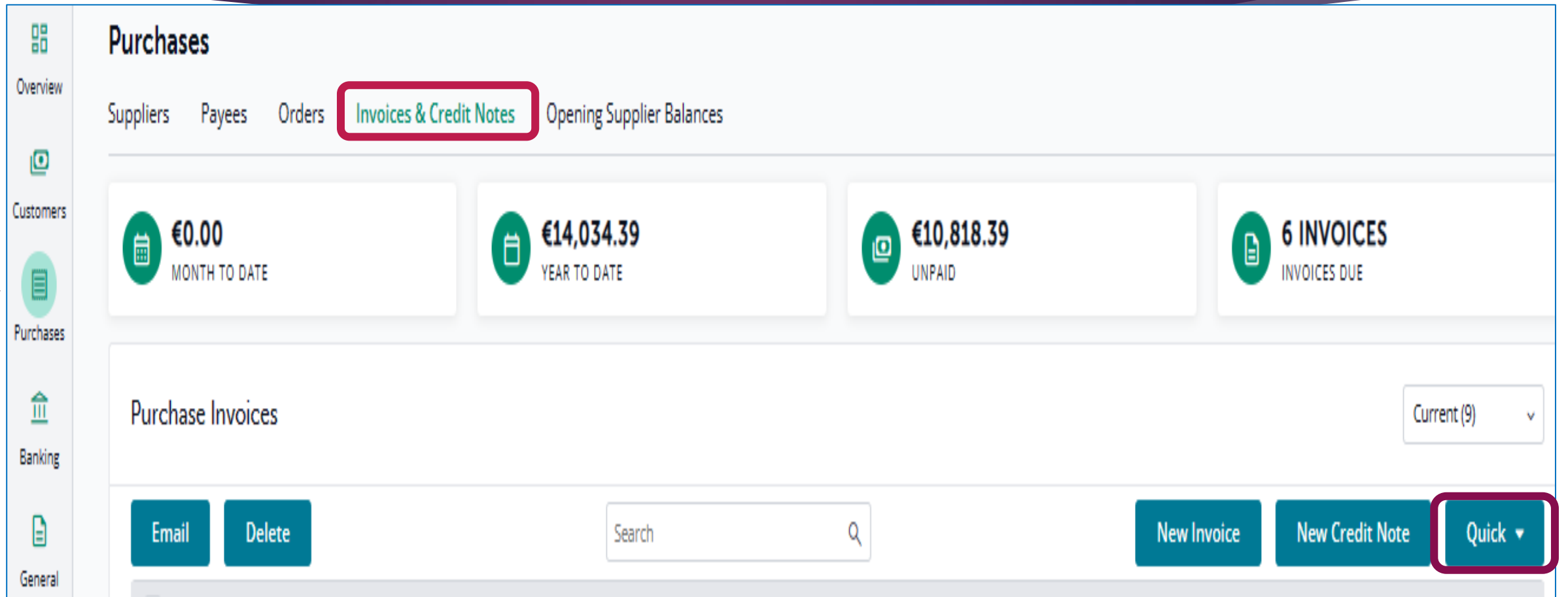
AOD - All other departments

New

Cancel

Save

Recording Supplier Invoice or Credit Note








The screenshot displays the 'Purchases' section of a software interface. The left sidebar contains navigation options: Overview, Customers, Purchases (highlighted with a red arrow), Banking, and General. The main content area is titled 'Purchases' and includes sub-tabs: Suppliers, Payees, Orders, **Invoices & Credit Notes** (highlighted with a red box), and Opening Supplier Balances. Below the tabs are four summary cards:

- €0.00 MONTH TO DATE
- €14,034.39 YEAR TO DATE
- €10,818.39 UNPAID
- 6 INVOICES INVOICES DUE

The 'Purchase Invoices' section is visible below, with a dropdown menu set to 'Current (9)'. At the bottom, there are buttons for 'Email', 'Delete', a search bar, 'New Invoice', 'New Credit Note', and a 'Quick' dropdown menu (highlighted with a red box).

Recording Supplier Invoice RCT Supplier

Quick Purchase Invoice

Date	Ref.No.	Inv. No.	Supplier	Supplier Name	Gross	VAT Code	VAT	Net	Code	Notes	DEP	
20/12/2023 	Inv	987321	DUN001 	Dunne Electrical Ltd	500.00	RCT 0.00% (RCT VA' 	0.00	500.00	5310			AOE 

Cancel

Save

Allocating a Supplier Credit Note

Purchase Invoices

Current (11) ▾

Email Delete Search New Invoice New Credit Note Quick ▾

<input type="checkbox"/>	Date ▾	Doc. No.	Supplier	Net	VAT	Gross	Code	Due Date	Paid
<input type="checkbox"/>	06 Dec 2023	CRN 987*	Egan Bus Co EGA001	45.00	0.00	45.00	4690		No
<input type="checkbox"/>	05 Dec 2023	INV 51203*	Egan Bus Co EGA001	560.00	0.00	560.00	4690	05 Dec 2023	Open
<input type="checkbox"/>	10 Nov 2023	INV 789*	Dunne Electrical Ltd DUN001	3,753.39	0.00	3,753.39	5310	10 Nov 2023	Print
<input type="checkbox"/>	05 Nov 2023	INV 1245*	Marshall's Supermarket MAR001	456.00	0.00	456.00	4912	05 Nov 2023	Email
<input type="checkbox"/>	18 Jul 2023	INV SI654987*	Stacked Office Supplies STA001	465.00	0.00	465.00	Split	18 Jul 2023	Allocation
<input type="checkbox"/>	15 Jul 2023	INV INV 4569*	Egan Bus Co EGA001	600.00	0.00	600.00	4690	15 Jul 2023	Delete

Allocation

Allocating a Supplier Credit Note

Allocate Credit Note

Date	Type	Doc No.	Notes	Amount	Paid to-date	Unpaid	Discount	Pay	✓
15/07/2023	Invoice	INV 4569	Bus to Galway	600.00	0.00	600.00	0.00	0.00	<input type="checkbox"/>
05/12/2023	Invoice	51203	Bus Hire Expense	560.00	0.00	515.00	0.00	45.00	<input checked="" type="checkbox"/>
				1,160.00	0.00	1,160.00	0.00	0.00	

Auto Reverse

Amount Left to Allocate 0.00

Cancel

Save

Recording VAT for RCT Supplier

Journals

JOURNALS DETAILS

DATE: 05/05/2023  REF NO.: TYPE: Journal  [Add Attachment](#)
Max file size 4 MB.

Code	Description	Notes	Debit	Credit	DEP
5310	Repairs to Buildings and Grounds Expense	VAT on Dunne Electric May Invoice	162.00	0.00	AOD
2260	 Reverse VAT Control Account	VAT on Dunne Electric May Inv	0.00	162.00	AOD

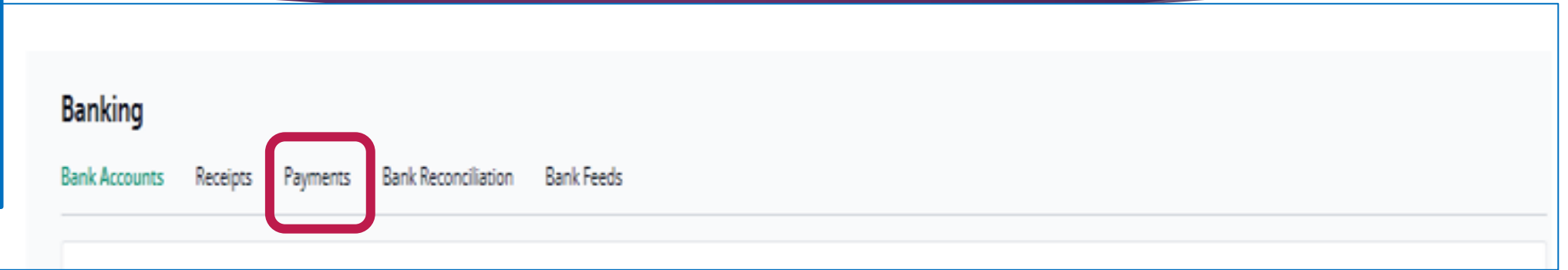
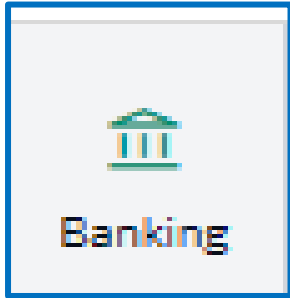
Cancel

Save

Total Debit Amount	162.00
Total Credit Amount	162.00
Balance	0.00

Banking Menu

16



Banking

Bank Accounts Receipts **Payments** Bank Reconciliation Bank Feeds

€0.00 MONTH TO DATE	€1,052.00 YEAR TO DATE	€5,920.39 UNALLOCATED
-------------------------------	----------------------------------	---------------------------------

Payments **Filter** Payment ▾

Email **Delete** **New** **Quick Payment** **Create SEPA File**

Recording Supplier Payment – Option 1

Quick Payment

BANK ACCOUNT

1800 Current Account 1

Date	Payment Type	DEP	Ref. No.	Supplier	Notes/Payee	Amount	VAT Code	VAT	Nom. Code
15/12/2023	EFT	AOD	1875401232	EGA001	Egan Bus Co	1115			2100
						1,115.00		0.00	

Add **Split** **Allocation** **Notes** **Attachments**


Recording Supplier Payment – Option 1

Allocations									
Date	Type	Doc No.	Notes	Amount	Paid to-date	Unpaid	Discount	Paid	✓
15/07/2023	Invoice	INV 4569	Bus to Galway	600.00	0.00	0.00	0.00	600.00	<input checked="" type="checkbox"/>
05/12/2023	Invoice	51203	Bus Hire Expe	560.00	45.00	0.00	0.00	515.00	<input checked="" type="checkbox"/>
Totals				1,160.00	45.00	515.00	0.00	600.00	
<input type="button" value="Auto"/> <input type="button" value="Reverse"/>						Amount Left to Allocate			0.00
								<input type="button" value="Cancel"/>	<input type="button" value="Save"/>


Recording Supplier Payment – Option 2

Purchases


Suppliers Payees Orders **Invoices & Credit Notes** Opening Supplier Balances




€515.00
MONTH TO DATE



€14,549.39
YEAR TO DATE



€11,333.39
UNPAID



7 INVOICES
INVOICES DUE

Purchase Invoices Current (11) ▾

Email Delete

Search

New Invoice New Credit Note

Open

Print

Email

Copy

Pay

Delete

<input type="checkbox"/>	Date ▾	Doc. No.	Supplier	Net	VAT	Gross	Code	Due Date
<input type="checkbox"/>	06 Dec 2023	CRN 987*	Egan Bus Co EGA001	45.00	0.00	45.00	4690	
<input type="checkbox"/>	05 Dec 2023	INV 51203*	Egan Bus Co EGA001	560.00	0.00	560.00	4690	05 Dec 2023
<input type="checkbox"/>	10 Nov 2023	INV 789*	Dunne Electrical Ltd	3,753.39	0.00	3,753.39	5310	10 Nov 2023

Recording Supplier Payment – Option 2

Supplier Payment

PAYMENT DETAILS DUN001 - Dunne Electrical Ltd

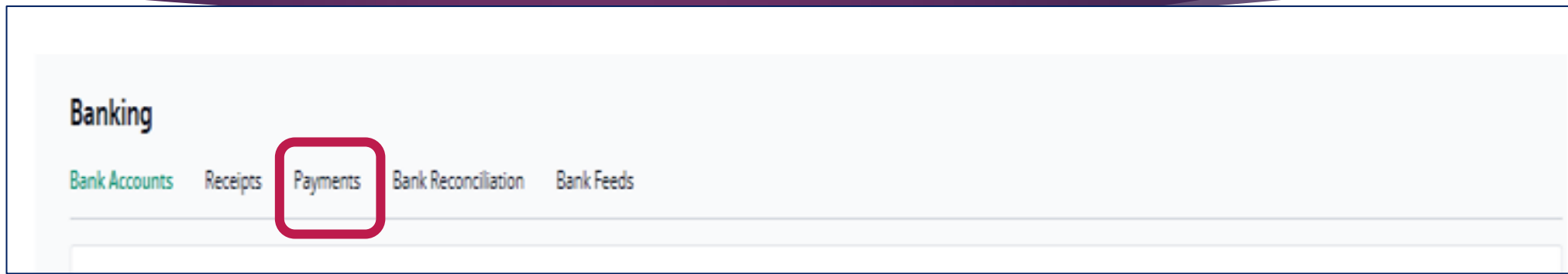
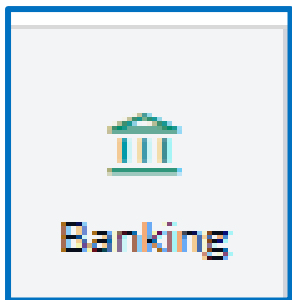
SUPPLIER		PAYEE		BANK ACCOUNT	
DUN001				1803 DEASP School Meal Bank Account	
DATE		AMOUNT		RCT	
22/12/2023		4,800.00		RCT20 20.00	
PAYMENT TYPE		REF. NUMBER		Add Attachment <small>Max file size 4 MB.</small>	
Cash					
DEP					
AOD - All other departments					

Date	Type	Doc No.	Notes	Amount	Paid to-date	Unpaid	Discount	Paid	RCT	✓
22/06/2023	Invoice	324		4,000.00	0.00	0.00	0.00	3,200.00	800.00	<input checked="" type="checkbox"/>
29/06/2023	Invoice	327		2,000.00	0.00	0.00	0.00	1,600.00	400.00	<input checked="" type="checkbox"/>
10/11/2023	Invoice	789		3,753.39	0.00	3,753.39	0.00	0.00	0.00	<input type="checkbox"/>
23/11/2023	Payment	6	Dunne Electrical Ltd	3,753.39	0.00	3,753.39	0.00	0.00	0.00	<input type="checkbox"/>
				13,506.78	0.00	7,506.78	0.00	4,800.00	750.68	

Auto Reverse

Amount Left to Allocate: 0.00

Banking Menu



Banking

Bank Accounts Receipts **Payments** Bank Reconciliation Bank Feeds

€0.00 MONTH TO DATE	€1,052.00 YEAR TO DATE	€5,920.39 UNALLOCATED
-------------------------------	----------------------------------	---------------------------------

Payments Filter Payment ▾

Email Delete New **Quick Payment** Create SEPA File

B. Settings

Settings

General Setup

Business Details

Users

Manage Currency

Manage Time Recording

Accounts

Setup

Accounting Periods

Departments

Intrastat

Standard Notes

Contacts

Setup

Categories

Other Information

Credit Terms

VAT

VAT Basis

VAT Rates

VAT Codes

VAT Change Wizard

Change VAT Basis

Data

Imports

Exports

Year-End

Nominal Only Recalculation

E-Mail

Basic Settings

Advanced Settings

E-Mail Templates

Settings – General Tab

Settings

<p>General Setup</p> <p>Business Details</p> <p>Users</p> <p>Manage Currency</p> <p>Manage Time Recording</p>	<p>Contacts</p> <p>Setup</p> <p>Categories</p> <p>Other Information</p> <p>Credit Terms</p>	<p>Data</p> <p>Imports</p> <p>Exports</p> <p>Year-End</p> <p>Nominal Only Recalculation</p>
<p>Accounts</p> <p>Setup</p> <p>Accounting Periods</p> <p>Departments</p> <p>Intrastat</p>	<p>VAT</p> <p>VAT Basis</p> <p>VAT Rates</p> <p>VAT Codes</p> <p>VAT Change Wizard</p>	<p>E-Mail</p> <p>Basic Settings</p> <p>Advanced Settings</p> <p>E-Mail Templates</p>

Navigation bar with icons: Home, Desktop, Bell, Gear, Question mark, Profile. Text: C&C Demo School

Settings – General Tab - Users

⌕ General Setup

Business Details

Users

User Access

Back

Invite Accountant

Invite User

Support

Email

Forename

Surname

Status

marthamurphy@fssu.ie

Martha

Murphy

Active

Settings – General Tab - Users

Invite User marthamurphy@fssu.ie

***E-MAIL**

***FORENAME** ***SURNAME**

Customer Setup

- Open a business**
- Delete a business**
- Access dashboard**
- Access contacts**
- Access the Diary**
- Access Activities**

Invite Accountant marthamurphy@fssu.ie

***E-MAIL**

***FORENAME** ***SURNAME**

Customer Setup

- Open a business**
- Delete a business**
- Access dashboard**
- Access contacts**
- Access the Diary**
- Access Activities**

Settings – Accounts tab – accounting period

⌕ Accounts

Setup ←

Accounting Periods

Departments

Year ended 31 Aug 2023

Period	From	To	Locked
Sep-2022	01 Sep 2022	30 Sep 2022	<input type="checkbox"/>
Oct-2022	01 Oct 2022	31 Oct 2022	<input type="checkbox"/>
Nov-2022	01 Nov 2022	30 Nov 2022	<input type="checkbox"/>
Dec-2022	01 Dec 2022	31 Dec 2022	<input type="checkbox"/>
Jan-2023	01 Jan 2023	31 Jan 2023	<input type="checkbox"/>
Feb-2023	01 Feb 2023	28 Feb 2023	<input type="checkbox"/>
Mar-2023	01 Mar 2023	31 Mar 2023	<input type="checkbox"/>
Apr-2023	01 Apr 2023	30 Apr 2023	<input type="checkbox"/>
May-2023	01 May 2023	31 May 2023	<input type="checkbox"/>
Jun-2023	01 Jun 2023	30 Jun 2023	<input type="checkbox"/>
Jul-2023	01 Jul 2023	31 Jul 2023	<input type="checkbox"/>
-----	-----	-----	<input type="checkbox"/>

Close Save Edit Change Financial Year

Settings – Accounts tab – departments

BrightBooks

Need Help?

C&C Demo School

Overview

Customers

Purchases

Banking

General Ledger

CRM

Reports

Add-ins

Departments

Departments Sub Departments

Use Departments

TITLE	SHORT	LONG
	<input type="text" value="DEP"/>	<input type="text" value="Department"/>

DEPARTMENT 1	CODE	DESCRIPTION	DEFAULT
	<input type="text" value="AOD"/>	<input type="text" value="All other departr"/>	<input checked="" type="radio"/>
DEPARTMENT 2	<input type="text" value="NTP"/>	<input type="text" value="Non teacher pay"/>	<input type="radio"/>
	<input type="text" value="..."/>	<input type="text" value="..."/>	<input type="radio"/>

Settings – Data tab

Data

Imports

Exports

Year-End

Data Import

Select the type of the file you wish to import

BrightBooks Standard Import File

- Contacts - Customer/Supplier/Prospects/Business & Personal Contacts
- Product List
- Detailed Customer Invoices and Credit Notes
- Customer and Non Customer Receipts
- Summary Supplier Invoices and Credit Notes
- Journals
- Monthly Budget Import

Year-End

Current Financial Year : 01/09/2022 to 31/08/2023



You are about to run the year-end on your business.
This will close the current financial year [From: 01/09/2022 To: 31/08/2023] meaning no further changes or additions will be possible.

You should only run this option if you are certain that no further changes or additions are required in the current financial year.

We strongly recommend that you run off all relevant reports in advance and discuss the procedure with your accountant beforehand.

This will roll your Financial Year forward by 12 months.

- Copy this year's Budget figures to next year
- I acknowledge the above information and understand this operation cannot be reversed

Cancel

OK

C. What's New!

What's New

- i. Ledger card filter
- ii. Standard notes
- iii. Queuing of imports

What's New - General Ledger Filter

General Ledger Card
5550 - Light and Power
[Select Code](#)

Print

Back

Run

Period



Last Year



Sep-2021



Aug-2022



Financial Year

Last Year

Custom

Notes

Debit

Credit

Balance

What's New - Standard Notes

Accounts

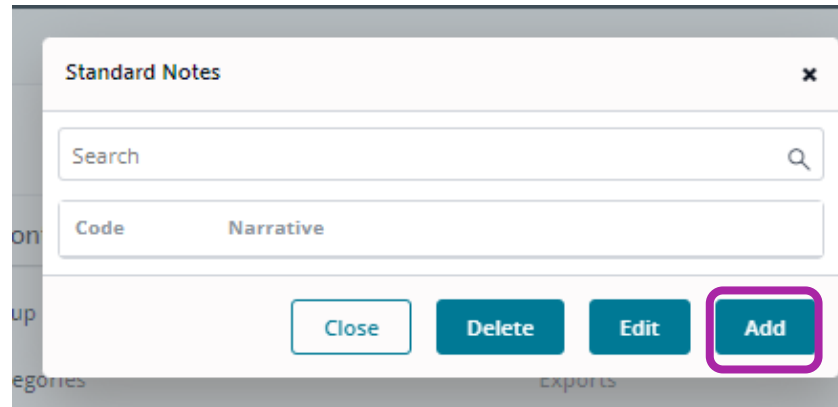
Setup

Accounting Periods

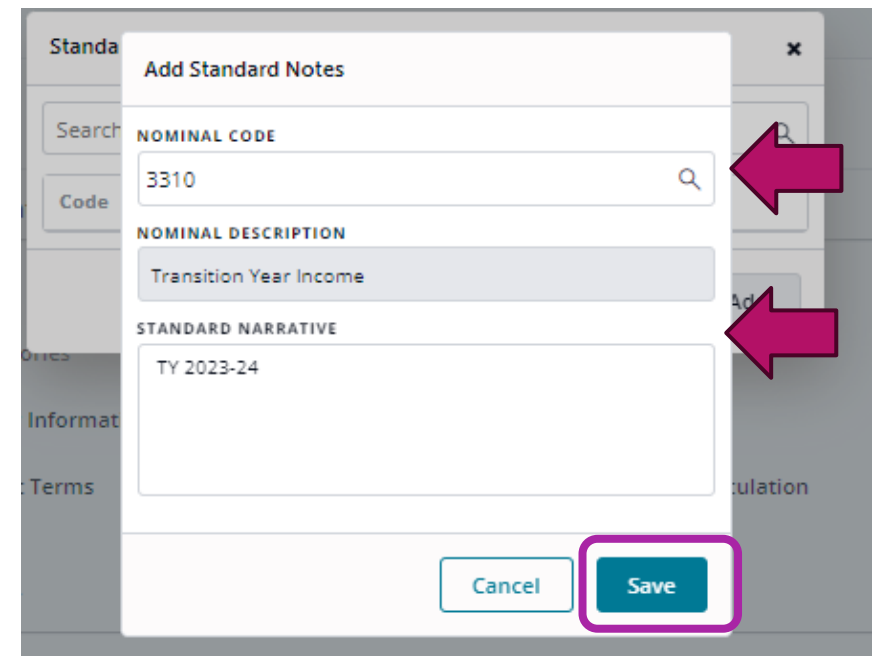
Departments

Intrastat

Standard Notes

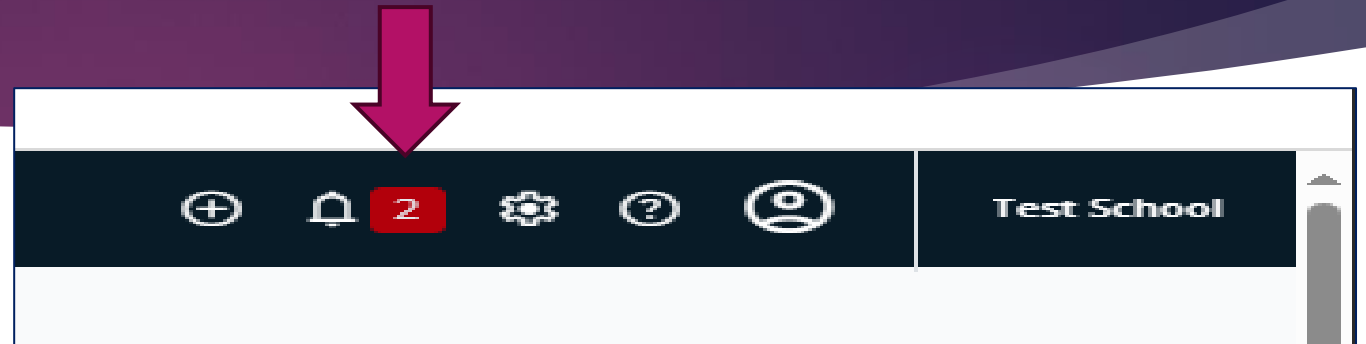


A screenshot of the 'Standard Notes' application window. The window has a title bar with 'Standard Notes' and a close button. Below the title bar is a search bar with the placeholder text 'Search'. Underneath the search bar is a table with two columns: 'Code' and 'Narrative'. At the bottom of the window, there are four buttons: 'Close', 'Delete', 'Edit', and 'Add'. The 'Add' button is highlighted with a purple border.



A screenshot of the 'Add Standard Notes' form. The form has a title bar with 'Add Standard Notes' and a close button. Below the title bar is a search bar with the placeholder text 'Search'. Underneath the search bar is a text input field with the value '3310'. Below this is a section for 'NOMINAL DESCRIPTION' with the text 'Transition Year Income'. Below that is a section for 'STANDARD NARRATIVE' with the text 'TY 2023-24'. At the bottom of the form, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a purple border. Two red arrows point to the search bar and the 'Save' button.

What's New - Queuing Imports



Alerts

IMPORT

Start @

End @

MONTHLYBUDGET

Subject : SurfCSVMonthlyBudget Import

Not Started

Dismiss

2. Bank Reconciliation & checks


Banking Menu

The screenshot shows a software interface with a sidebar on the left and a main content area. The sidebar contains four menu items: 'Overview' (grid icon), 'Customers' (eye icon), 'Purchases' (list icon), and 'Banking' (bank icon). The main content area is titled 'Banking' and has a horizontal navigation bar with five items: 'Bank Accounts', 'Receipts', 'Payments', 'Bank Reconciliation' (highlighted with a red box), and 'Bank Feeds'. Below the navigation bar, there is a section for 'Bank Accounts' with a link: 'How to add Bank Accounts & Connect for Automatic Feeds?' followed by an information icon. At the bottom, a card displays 'DEASP School Meal Bank Account' with a bank icon on the right.

Banking

[Bank Accounts](#) [Receipts](#) [Payments](#) **Bank Reconciliation** [Bank Feeds](#)

Bank Accounts [How to add Bank Accounts & Connect for Automatic Feeds?](#) ⓘ

DEASP School Meal Bank Account 

Bank reconciliation

Banking

Bank Accounts Receipts Payments **Bank Reconciliation** Bank Feeds

Bank Reconciliation **New**

New Bank Reconciliation

Statement Date	<input type="text" value="03/01/2024"/>	Bank Account	<input type="text" value="1803 DEASP School Meal Bank"/>
Opening Statement Balance	<input type="text" value="540.00"/>	Closing Statement Balance	<input type="text" value="789.00"/>
Notes	<input type="text"/>		

Bank Reconciliation

1803 DCASP School Meal Bank Account	03-Jan-2024
Balance as per BrightBooks on 03/01/2024	-4,209.39
Balance per Bank Statement	789.00
Less un-presented Payments	-4,209.39
Plus un-presented Lodgment	0.00
Reconciled Balance	-3,420.39 ✘
Difference	-789.00



**Bank
reconciliation
process**

Bank reconciliation process

Banking

Bank Accounts Receipts Payments **Bank Reconciliation** Bank Feeds

Bank Reconciliation [New](#)

Reconciled Date ▼	Bank Account	Notes	Statement Balance	Created By	Reconciled
03 Jan 2024	1803 DEASP School Meal Bank Account		-4,209.39	Martha Murphy 05 Jan 2024 © 05:08 PM	<input checked="" type="checkbox"/>

Bank reconciliation process

Bank Reconciliation Report

[Back](#)[Print](#)[Excel](#)[Save](#)[Email](#)

BANKS

STATEMENTS

REPORT TYPES

1803 DEASP School Me... 03/01/2024 Unreconciled [Run](#)**Bank Reconciliation Report**

C&C Demo School

1803 DEASP School Meal Bank Account

03-Jan-2024

Balance as per BrightBooks

-4,209.39

Balance per Bank Statement

-4,209.39

Less un-presented Payments

0.00

Plus un-presented Lodgment

0.00

Reconciled Balance

-4,209.39

Date	Ref.No	Lodg.No.	Type	Description	Payments	Receipts
------	--------	----------	------	-------------	----------	----------

Totals:

-

-

3. Overview of preparing Month end reports

Timeline for preparation, review and distribution of reports – Step 1

42



Process accounts information in the accounts package regularly during the month, keep up to date

Timeline for preparation, review and distribution of reports – Step 2

43



Review a draft set of financial reports within 10 days of the month end

Timeline for preparation, review and distribution of reports – Step 3



Generate and distribute full set of financial reports 3 days before the board meeting

Timeline for preparation, review and distribution of reports – Step 4

45



Generate and print out file or save final reports



Monthly Reporting Checklist

Monthly Reporting Checklist

Report Title	Monthly Accounts file	Finance sub-committee meeting	Board of Management meeting
List of all school bank account and their balances	✓	✓	✓
Bank reconciliation for all school bank accounts	✓	✓	✓
Payments listing for all bank & cash account.	✓	✓	
Receipts listing for bank & cash accounts	✓	✓	
Income & Expenditure Report with actual & budget figures	✓	✓	✓
Balance sheet report	✓	✓	✓

Summary

1. New BrightBooks layout:



2. Banking module – the bank reconciliation & review checks

3. An overview for preparing month end reports

Thank you for attending



Further training

BOM Monthly Reports and Suppliers ledger

BOM Monthly Reporting & Maintaining an Accurate Suppliers ledger

Date: Thursday March 7th, 10am-11am

REGISTER 

BOM Monthly Reports

Generating and Reviewing Monthly Reports

Date: Wednesday March 20th, 10am-11am

REGISTER 

Register



Enhanced Reporting Requirements Webinars

More Info

FEBRUARY
2024

27

Contact Us

50



Post Primary Team
01 2690677



email:
info@fssu.ie

Q&A to follow

