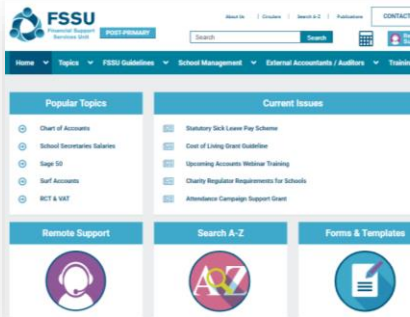
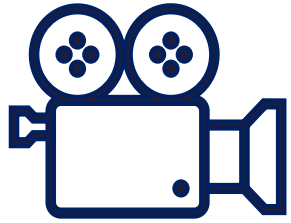


Spring 2024 – Webinar - 2

- **BOM monthly reports &**
- **Maintaining an accurate Suppliers Ledger in BrightBooks**

Our webinar today



Agenda

1. Recap on the key areas in Webinar 1
2. The monthly reporting process
3. Maintaining an accurate Suppliers Ledger
4. Generating BOM reports
5. Key accuracy checks & conclusion

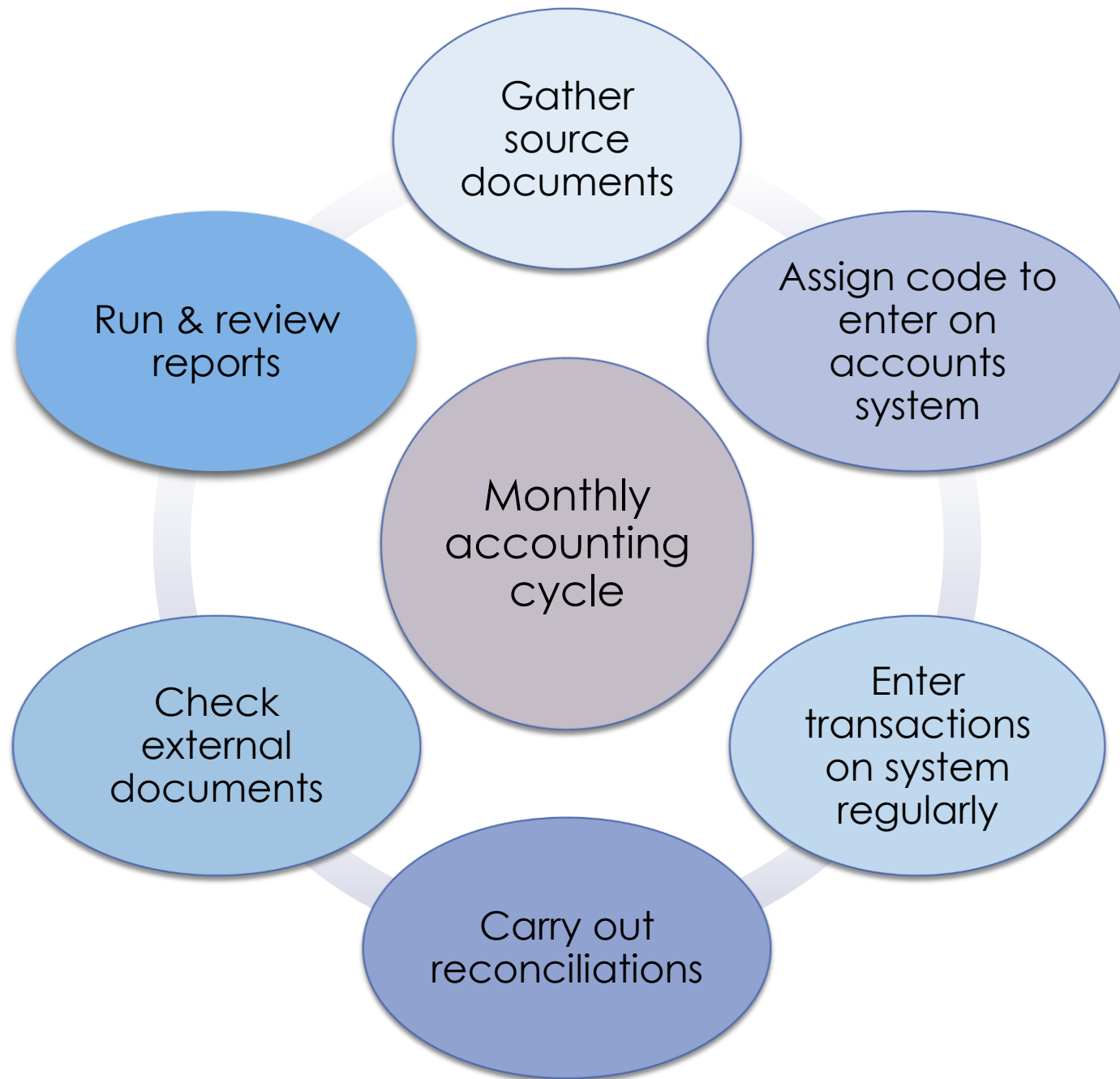
1. The new look BrightBooks

2. Bank reconciliation & checks

3. Overview for preparing month- end reports

1. Recap Webinar 1

Monthly accounting cycle:



Reporting to the Board of Management

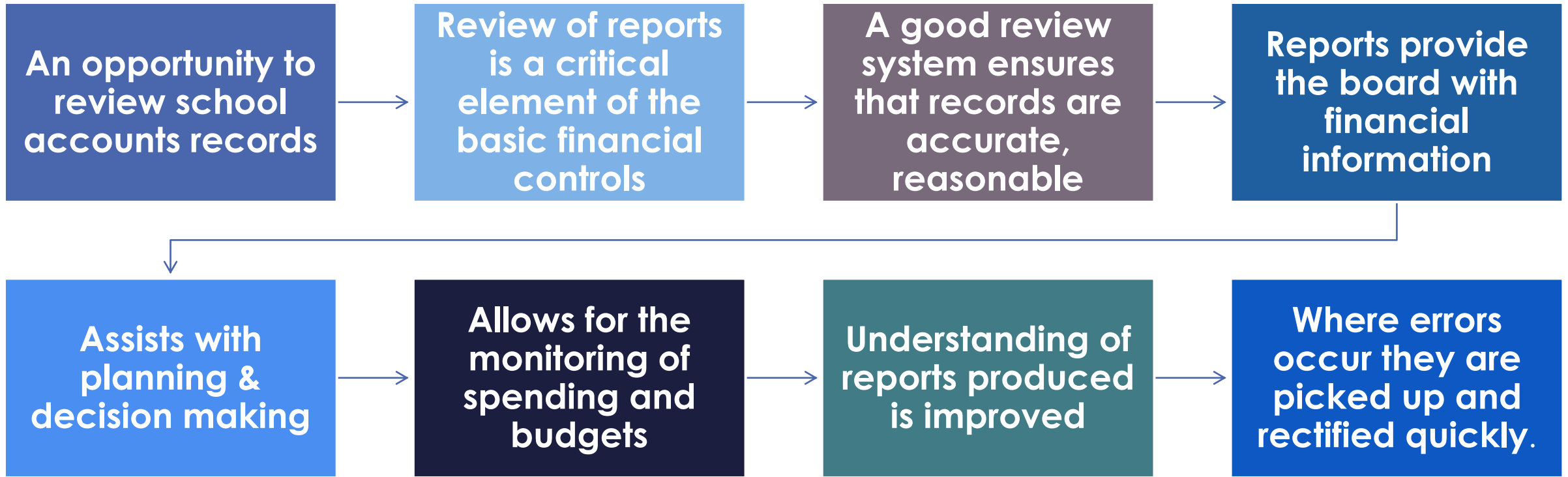
The Board of Management is responsible for the financial administration of the school

The Education Act 1998 sets out a statutory framework for Irish Education

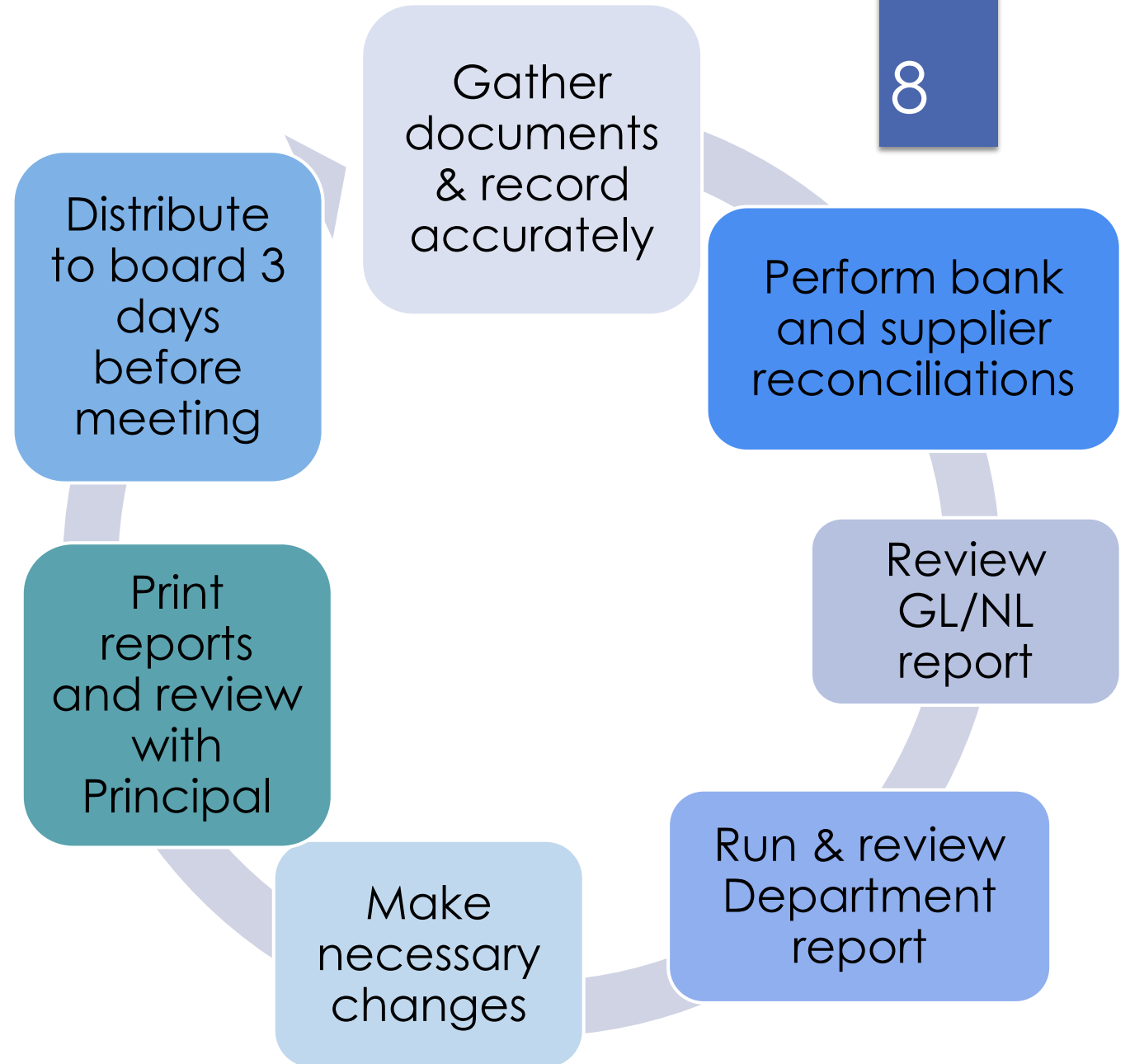
Section 18 of the Act states that

“the board shall keep all proper and usual accounts and records of all monies received by it or expenditure of such monies incurred by it

2. Monthly Reporting Process



Steps to successful accounts preparation & reporting



Prepare monthly reconciliations

The following list of accounts should be reconciled at the end of every month:

- Bank accounts
- Cash and petty cash accounts
- Supplier accounts
- VAT, PAYE & RCT control account
- Wages control account



3. Maintaining an accurate Supplier Ledger

All Invoices
received agreed
to supporting
documents

Compare with
supplier
statements

Generate aged
supplier listing

Reconcile
accounts with
supplier
statements

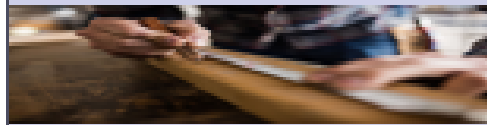
Maintaining an accurate Supplier Ledger

Autumn/Winter 2023
Webinars SURF USERS
Webinar 6
22nd November 2023

Overview of
Suppliers Ledger in
SURF

Set-up new Supplier

- Normal Supplier
- RCT Supplier
- Default Nominal code & department



Recording activity

- Invoices
- Credit Note
- VAT Journal
- Payments



Common Errors

- Allocation Error/Edit
- Payment posted with no invoice
- Payment posted as non-supplier



When a change is needed

Quick Purchase Invoice

Date	Ref.No.	Inv. No.	Supplier	Supplier Name	Gross	VAT Code	VAT	Net	Code	Notes	DEP	
18/07/2023		STK4578	STA001	Stacked Office Supp	365.00	Z 0.00% (Zer	0.00	365.00	6300		AOI	

The original invoice posted as €365 allocated to 6300, should have been €465 split €200 6300 & €265 4315

[Add](#)[Split](#)[Notes](#)[Attachments](#)

When a change is needed

Date	Ref.No.	Inv. No.	Supplier	Supplier Name	Gross	VAT Code	VAT	Net	Code	Notes
18/07/2023		STK4578								

Split

Gross	VAT Code	VAT	Net	Code	Notes	DEP
265.00	Z 0.00%	0.00	265.00	4315	Printing and Stationery Expense	AOD
200.00	0.00% (Zero)	0.00	200.00	6300	Student Photocopy	AOD

Add **Delete** **Adjust Total**






Total of Invoice	465.00
Total of Splits	465.00
Unallocated Amount	0.00

Cancel **Save**

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

Where a change is needed

Quick Purchase Invoice

Date	Ref.No.	Inv. No.	Supplier	Supplier Name	Gross	VAT Code	VAT	Net	Code	Notes	DEP	
18/07/2023 		STK4578	STA001 	Stacked Office Supp	465.00	Z 0.00% (Zer 	0.00	465.00	Split		Split 	

Cancel

Save

Common errors - payment posted no invoice

Posting a payment with no invoice

Date ▼	Doc. No.	Ref. No.	Supplier/Payee	Bank	Amount	Discount	Allocated
18 Jan 2024	PAY 16*	EFT	Egan Bus Co EGA001	Current Account 1	200.00	0.00	No

Aged Supplier Balance Summary									
C&C Demo School									
Date Range: To 31st Jan 2024									
Code	Name	Current	Balance	30 days	60 days	90 days	120 days	150 days	180 days
CAP001	Capital OIL Co	587.00	587.00	-	-	-	-	-	-
BEN001	Benne Electrical Ltd	-	6,000.00	-	5,753.39	-	-	-	6,000.00
EGA001	Egan Bus Co	-	-200.00	515.00	-	-	-	-	600.00
MCB001	McBreen Environmental	-	-	-	-	-	-	-	-
RCT001	RCT Test Co	-	-	-	-	-	-	-	-
STA001	Stacked Office Supplies	-	-122.00	-	-	-	-	-	930.00
Totals:		€587.00	€6,265.00	€515.00	€3,753.39	-	-	-	€7,530.00

Common errors - payment posted no invoice

Banking

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

€0.00 MONTH TO DATE €1,252.00 YEAR TO DATE €6,120.39 UNALLOCATED

Payments

Filter

Email Delete Search New Quick Payment Create

<input type="checkbox"/>	Date ▼	Doc. No.	Ref. No.	Supplier/Payee	Bank	Amount	Discour
<input type="checkbox"/>	18 Jan 2024	PAY 16*	EFT	Egan Bus Co	Current Account	200.00	0.00

Open
Allocation
Print
Email
Make Recurring
Delete

Common errors - payment posted no invoice

Allocation for Payment

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	400.00	0.00	200.00	<input checked="" type="checkbox"/>
05/12/2023	Invoice	51203	Bus Hire Expense	560.00	45.00	515.00	0.00	0.00	<input type="checkbox"/>
15/12/2023	Payment	9	Egan Bus Co	1,115.00	0.00	1,115.00	0.00	0.00	<input type="checkbox"/>
				2,275.00	45.00	2,230.00	0.00	0.00	

Auto Reverse

Amount Left to Allocate 0.00

Cancel

Save

Common Errors payment posted as non-supplier payment

General Ledger Account Activity

C&C Demo School

Date Range: 1st Sep 2023 To 31st Jan 2024

Code	Date	Doc.No.	Type	Details	Debit	Credit	Balance
4690-Bus Hire Expense							
4690	01/09/2023			Balance Forward	-	-	-
4690	05/12/2023	51203	PINV	Egan Bus Co-Bus Hire Expense	560.00	-	560.00
4690	06/12/2023	987	PCNote	Egan Bus Co-Overcharge	-	45.00	515.00
4690	05/01/2024	eg0145	PINV	Egan Bus Co-Bus Hire Expense	150.00	-	665.00
4690	18/01/2024	17	PMT		150.00	-	815.00
Totals:					€860.00	€45.00	€815.00
Totals:					€860.00	€45.00	€815.00

Common
Errors
payment
posted as
non-supplier
payment

**Income & Expenditure - All
C&C Demo School**

Code	Description	Current Period
		€

Income and Expenditure Account

Income

Department of Education

3010	Capitation/Non Pay Budget	-
3010	Capitation/Non Pay Budget	98,450.00
3020	DEIS Grant	25,400.00
3030	Non Teachers Pay Budget	72,650.00
3240	Supervision and Substitution Grant	4,500.00
		€201,000.00

School Generated Income

3310	Transition Year Income	8,375.00
3370	Locker Income	6,250.00
3375	Journals and Year Book Income	3,375.00
		€18,000.00

TOTAL Income €219,000.00

Expenditure

Education Other Expenditure

4310	Teaching Aids Expense	587.00
4890	Bus Hire Expense	815.00
4912	DSP School Meals Food Costs	456.00
		€1,858.00



Common Errors payment posted as non-supplier payment

21

Banking

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

€0.00
MONTH TO DATE

€1,402.00
YEAR TO DATE

€6,120.39
UNALLOCATED

Payments

Filter

Email

Delete

Search



New

Quick Payment

Cr

<input type="checkbox"/>	Date ▾	Doc. No.	Ref. No.	Supplier/Payee	Bank	Amount	Discou
<input type="checkbox"/>	18 Jan 2024	PAY 17*	EFT Bus Co		Current Account	150.00	0.00

- Open
- Print
- Email
- Make Recurring
- Delete

Common Errors payment posted as non-supplier payment

Quick Payment

BANK ACCOUNT
1800 Current Account 1

Date	Payment Type	DEP	Ref. No.	Supplier	Notes/Payee	Amount	VAT Code	VAT	Nom. Code
18/01/2024	EFT	AOD	Bus Co	EGA001	Egan Bus Co	150			2100

Add

Split

Allocation

Notes

Attachments

Common Errors payment posted as non-supplier payment

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	600.00	0.00	0.00	<input type="checkbox"/>
05/12/2023	Invoice	51203	Bus Hire Expense	560.00	45.00	515.00	0.00	0.00	<input type="checkbox"/>
15/12/2023	Payment	9	Egan Bus Co	1,115.00	0.00	1,115.00	0.00	0.00	<input type="checkbox"/>
05/01/2024	Invoice	eg0145	Bus Hire Expe	150.00	0.00	0.00	0.00	150.00	<input checked="" type="checkbox"/>
18/01/2024	Payment	16	Egan Bus Co	200.00	0.00	200.00	0.00	0.00	<input type="checkbox"/>
Totals				2,625.00	45.00	2,580.00	0.00	0.00	

Auto Reverse

Amount Left to Allocate 0.00

Cancel Save

Check Control Accounts and Aged Supplier listing

Aged Supplier Balance Summary C&C Demo School

Code	Name	Current	Balance	30 days	60 days	90 days	120 days
CAP001	Capital OIL Co	587.00	587.00
DUN001	Dunne Electrical Ltd	.	6,000.00	.	3,753.39	.	.
EGA001	Egan Bus Co	.	-200.00	515.00	.	.	.
MAR001	Marshalls Supermarket
MCB001	McBreen Environmental
RCT001	RCT Test Co
STA001	Stacked Office Supplies
Totals:		€587.00	€6,265.00	€515.00	€3,753.39	.	.

Balance Sheet C&C Demo School

Date Range: 1st Sep 202

2024

Code	Description	Current
------	-------------	---------

Balance Sheet

Fixed Assets

Current Assets

Bank

2100	Bank	258,082.87
	Meal Bank Account	-4,209.39
	Deposit account	56,450.00
	Resolution Clearing Account	500.00
		69,000.00
		€379,823.48
	TOTAL Current Assets	€379,823.48

Current Liabilities

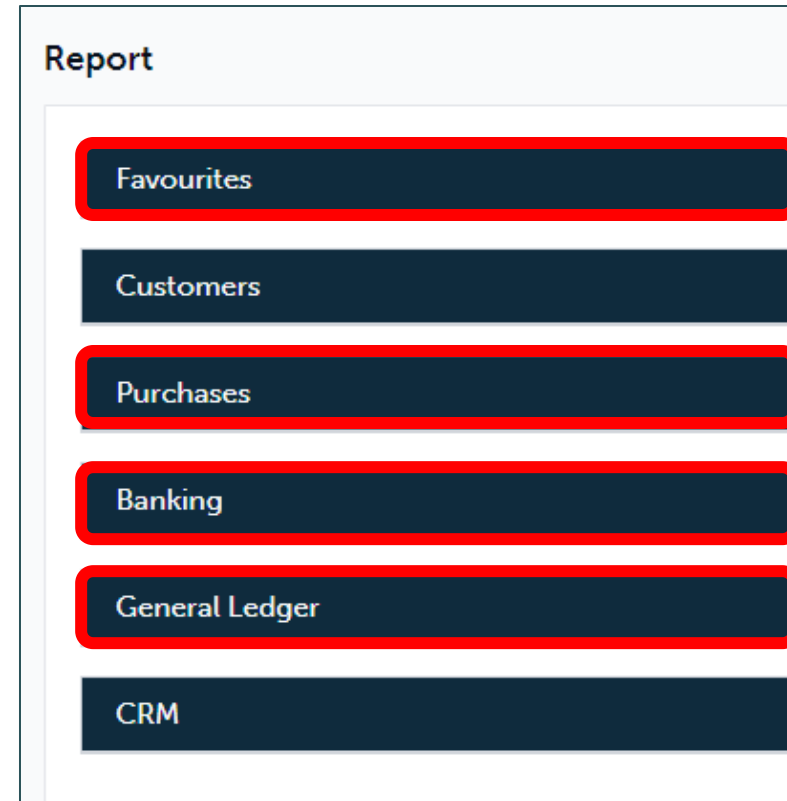
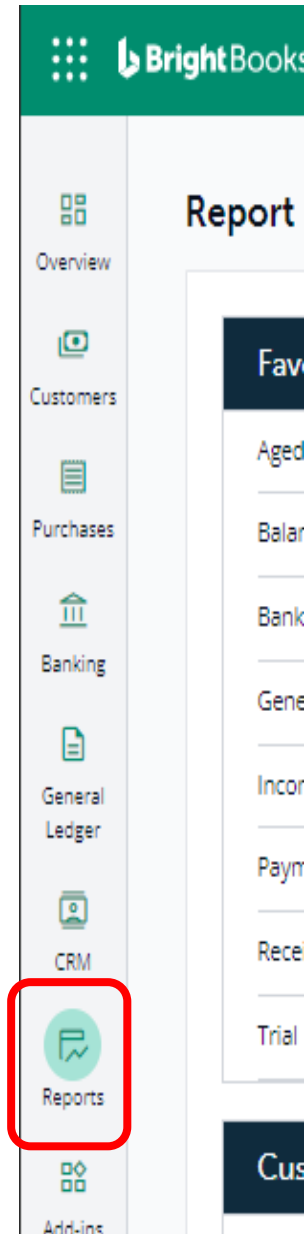
Creditors

2100	Creditors Control Account	6,265.00
		€6,265.00

Accruals

Agreed!

4. Generating reports in BrightBooks



Generating reports in BrightBooks - favourites

26

The screenshot shows the BrightBooks interface. At the top left is the 'BrightBooks' logo. In the center of the top bar is a 'Need Help?' button. On the right side of the top bar are icons for a plus sign, a bell, a gear, a question mark, and a user profile, followed by the text 'C&C Demo School'. On the left side, there is a vertical navigation menu with icons and labels for 'Overview', 'Customers', 'Purchases', 'Banking', 'General Ledger', 'CRM', and 'Reports'. The main content area is titled 'Report' and contains a 'Favourites' section. This section has a dark header bar with the word 'Favourites' and a small upward-pointing arrow icon on the right. Below the header is a list of report names: 'Aged Supplier Balance Detailed', 'Balance Sheet', 'Bank Reconciliation', 'General Ledger Account Activity', 'Income&Expenditure', 'Payments Report', 'Receipts Report', and 'Trial Balance - Formatted'. To the right of each report name is a gold star icon. A red arrow points to the star icon for 'Aged Supplier Balance Detailed', and a red box highlights the entire column of star icons.

BrightBooks

Need Help?

C&C Demo School

Report

Favourites

- Aged Supplier Balance Detailed
- Balance Sheet
- Bank Reconciliation
- General Ledger Account Activity
- Income&Expenditure
- Payments Report
- Receipts Report
- Trial Balance - Formatted

The 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	✓	✓	✓

The Monthly reporting checklist

The full list of the financial reports that should be prepared and reviewed every month are:

- List of all school bank & cash account
- Bank reconciliation reports
- Payments listing for all bank & cash account
- Receipts listing for bank & cash accounts
- Income & Expenditure Report
- Balance sheet report
- General/Nominal ledger activity report
- Trial balance
- Payroll reports
- List of Creditors/Supplier balances
- List of accruals & prepayments
- List of income received in advance &
- Capital Grants & Expenditure Account Report if applicable

Generating reports in BrightBooks

A list of balances on all school bank and cash accounts

From 'Reports' > under 'General Ledger' heading select 'Trial Balance'.

The screenshot displays the configuration interface for the Trial Balance report. At the top left, the 'Trial Balance' button is highlighted with a red box, and a 'Back' button is adjacent to it. To the right, a red arrow points towards a row of four buttons: 'Print', 'Excel', 'Save', and 'Email'. Below this, the configuration fields are arranged horizontally: 'PERIOD FROM' (calendar icon, dropdown menu showing 'Sep-2023'), 'PERIOD TO' (dropdown menu showing 'Jan-2024'), 'ACCT. CODE FROM' (input field with '1800' and a search icon), 'ACCT. CODE TO' (input field with '1950' and a search icon), and 'DEP' (dropdown menu). At the bottom right, the 'Run' button is highlighted with a red box, and an 'Advanced Settings' button is next to it.

Generating reports in BrightBooks

A bank reconciliation statement for each bank account

From 'Reports' > under 'Banking' select 'Bank reconciliation'.

Banking

Bank Reconciliation



Bank Reconciliation Report [Back](#) [Print](#) [Excel](#) [Save](#) [Email](#)

BANKS	STATEMENTS	REPORT TYPES
1802 Current Acco...	31/08/2023	Unreconciled

[Run](#)







Generating reports in BrightBooks

Payments listings for each bank account

From 'Reports' > under 'Banking' select 'Payments report'.

Payments Report 

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


DATE FROM	DATE TO	TYPE	PMT. TYPE	DOC. NO. START	DOC. NO. END	BANK	DEP
 01/04/2023	 30/04/2023	All 	All 	From	To	1800 Curren... 	

[Run](#) [Advanced Settings](#)

Generating reports in BrightBooks

Receipts listings for each bank account

From 'Reports' > under 'Banking' select 'Receipts report'

Receipts Report 

Receipts Report









[Back](#)

[Print](#)

[Excel](#)

[Save](#)

[Email](#)

DATE FROM	DATE TO	TYPE	PMT. TYPE	DOC. NO. FROM	DOC. NO. TO	CO-ORDINATOR	BANK	DEP
 01/01/2023 	31/01/2023 	All 	All 	From	To		1801 Curr... 	

[Run](#)

[Advanced Settings](#)

Generating reports in BrightBooks

Income and Expenditure Account report

From 'Reports' > under 'General Ledger' select 'I&E Report'.

General Ledger

Income & Expenditure

Income & Expenditure [Back](#) [Print](#) [Excel](#) [Save](#) [Email](#)

PERIOD FROM **PERIOD TO** **DEP**

[Run](#) [Advanced Settings](#)

Income & Expenditure

Test School

Date Range: 1st Sep 2023 To 31st Oct 2023

2024

Code	Description	Current Period	Budget	Variance	Comp. Period	Comp. Balance
		€	€	€	€	€
Income and Expenditure Account						
Income						
Department of Education						
3010	Capitation/Non Pay Budget	14,000.00	228,832.00	-214,832.00	-	22,120.74
3030	Non Teachers Pay Budget	9,000.00	121,447.00	-112,447.00	-	22,951.00
3050	Ancillary/School Support Services Grant	7,500.00	95,060.00	-87,560.00	-	-
3150	Book Grant Income	-	18,624.00	-18,624.00	-	-500.00
3200	Transition Year Grant	-	6,840.00	-6,840.00	-	-
3210	Leaving Certificate Applied Grant	-	3,020.00	-3,020.00	-	-

Generating reports in BrightBooks

Generating reports in BrightBooks

Balance Sheet report

From 'Reports' > under 'General Ledger' select 'Balance Sheet Report'.

General Ledger

Balance Sheet

Balance Sheet [Back](#)

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

PERIOD FROM **PERIOD TO** **DEP**

[Run](#) [Advanced Settings](#)

Balance Sheet

Test School

Date Range: 1st Sep 2022 To 31st Aug 2023

		2023	2022
Code	Description	Current	Comparative
		€	€
Balance Sheet			
Fixed Assets			
Current Assets			
Debtors & Prepayments			
1720	Prepayments	12,520.00	-
		€12,520.00	-
Bank			
1800	Current Account 1	-5,924.87	-
1801	Current Account 2	61,905.87	-
1802	Current Account 3	450.00	-
1805	Current A/c 2	443.10	-
1850	Credit Card Account	139.00	-
1870	Online Payment Solution Clearing Account	745.00	-
1900	Petty Cash Account	95.60	-
1951	Ad ed	8,950.89	-
1952	Reserve	57,433.70	-
		€124,238.29	-
TOTAL Current Assets		€136,758.29	-

Generating reports in BrightBooks

Generating reports in BrightBooks

Aged creditors/suppliers listing report

From 'Reports' > under 'Purchases' select 'Aged Supplier Balance Summary.'

Purchases

Aged Supplier Balance Detailed

Aged Supplier Balance Summary

Aged Supplier Balance Summary [Back](#) [Print](#) [Excel](#) [Save](#) [Email](#)

DATE TO SUPPLIER FROM SUPPLIER TO Current Aging

[Run](#) [Advanced Settings](#)

Aged Supplier Balance Summary
C&C Demo School

Code	Name	Current	Balance	30 days	60 days	90 days	120 days
CAP001	Capital OIL Co	587.00	587.00
DUN001	Dunne Electrical Ltd	.	6,000.00	.	3,753.39	.	.
EGA001	Egan Bus Co	.	.	515.00	.	.	.
MAR001	Marshalls Supermarket
MCB001	McBreen Environmental
RCT001	RCT Test Co
STA001	Stacked Office Supplies	.	-587.00
Totals:		€587.00	€6,000.00	€515.00	€3,753.39	.	.



Generating reports in BrightBooks

Generating reports in BrightBooks

The nominal/general ledger activity report

From 'Reports' > under 'General Ledger' select 'General Ledger Account Activity'

General Ledger

General Ledger Account Activity

General Ledger Account Activity [Back](#)

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

BASED ON **PERIOD FROM** **PERIOD TO** **ACCT. CODE FROM** **ACCT. CODE TO** **DEP**


[Run](#) [Advanced Settings](#)

Generating reports in BrightBooks

School income received in advance report

From 'Reports' > under 'General Ledger' heading select 'General Ledger Account Activity'.

General Ledger Account Activity [Back](#) [Print](#) [Excel](#) [Save](#) [Email](#)

BASED ON	PERIOD FROM	PERIOD TO	ACCT. CODE FROM	ACCT. CODE TO	DEP
 Period <input type="text" value="Period"/>	<input type="text" value="Sep-2022"/>	<input type="text" value="Aug-2023"/>	<input type="text" value="2105"/> <input type="text"/>	<input type="text" value="2105"/> <input type="text"/>	<input type="text" value="All"/>

Generating reports in BrightBooks

Advanced Settings [x]

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	▼	<input type="checkbox"/> Total
2	Department	▼	<input checked="" type="checkbox"/> Total

Total Only

FEATURES

- Suppress Zeros
- Show Balance Forward
- Show Opening Balance Journals
- Show Future Opening Balances
- Page Break

Cancel [Update]

Print

Excel

Save

Email

Generating reports in BrightBooks


Trial balance

From 'Reports' > under 'General Ledger' heading select 'Trial Balance'.

General Ledger

Trial Balance

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

PERIOD FROM	PERIOD TO	ACCT. CODE FROM	ACCT. CODE TO	DEP
 Sep-2022	Aug-2023	From	To	

[Run](#) [Advanced Settings](#)

Generating reports in BrightBooks - some common mistakes

Income & Expenditure [Back](#) [Print](#)

Run report from 1st Sept

Leave the DEP field blank

PERIOD FROM PERIOD TO DEP

5. Final accuracy checklist

Month end reports		Comments
D A T A C H E C K	Run the Simple TB to ensure the totals match for debits and credits	A standard accounting check to ensure the accuracy of the figures before running final reports
	<i>If for any reason the totals do not agree</i>	Run the Nominal Only Recalculation under settings / Data
	Re-run the Simple TB and check that the totals match	If there is still a problem, contact the BrightBooks support team for a resolution



Final accuracy checklist

1	A list of balances on all school bank and cash accounts	Bank codes in the simple trial balance
2	<p>Bank Reconciliation</p> <p>Bank reconciliation report for all school bank accounts</p>	<p>Check that the <i>balance</i> as per BrightBooks agrees to the relevant bank balance in the <i>Balance sheet</i> & in the Simple Trial Balance <u>report</u></p> <p>Outstanding items reviewed for accuracy. Duplicates or errors are corrected</p>
3	Income & Expenditure report	The final Net Profit/ Loss should agree to the Income & expenditure figure showing at the end of the Capital & Reserves section at the bottom of the Balance Sheet



Final accuracy checklist

4	Balance sheet report	<p>Cumulative balances to the month end being reported on.</p> <p>The bank rec <u>reports</u> and the Aged Creditor balances should also be generated to this same month end date and balances should always be cross checked</p>
5	List of Supplier balances	<p>The total of this list should agree to the balance in code 2100 in the Balance sheet at the month end</p>
6	List of Accruals/Income in advance/prepayments	<p>Department report for Income in advance and total to agree to balance in code 2105</p>
7	Capital Income & Expenditure account report (if applicable).	<p>Info generated from a department report from BrightBooks which analyses the movement on the various nominal accounts</p>



Summary

Recap on Webinar 1

Monthly reporting

Maintaining an accurate Suppliers Ledger

Generating reports and the criteria requirements

Accuracy checks to run

Thank you for attending

GO RAIBH MAITH AGAT
THANK YOU



WE WANT
YOUR
FEEDBACK



Further training

BOM Monthly Reports

Generating and Reviewing Monthly Reports

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

Register

REGISTER 



POST-PRIMARY

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Search

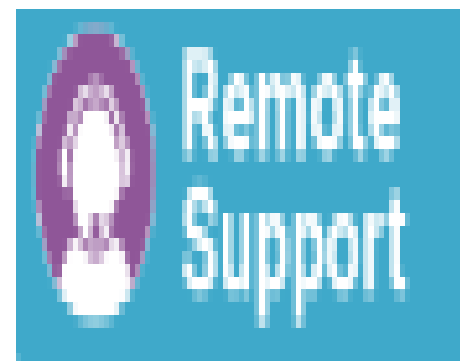
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FSSU > Post-Primary > Training > New A/cs. Personnel Training Resources

PRINT

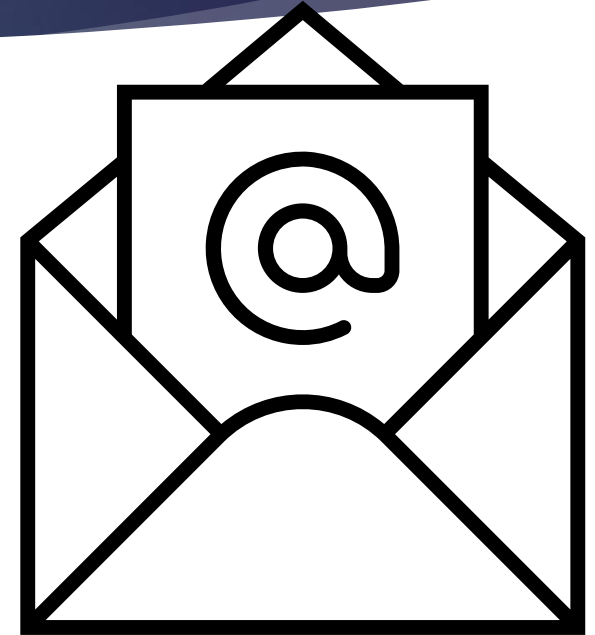


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Q&A to follow

