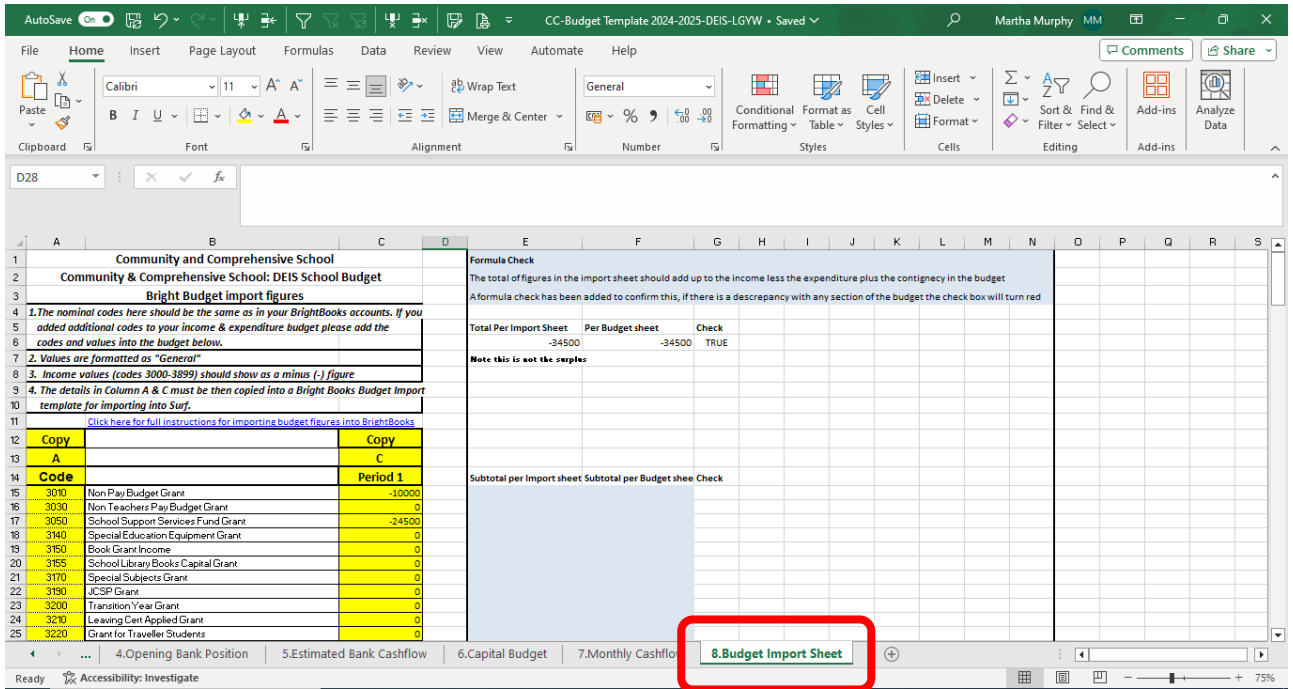


BrightBooks

Importing the Budget

1 C&C Budget 2024/25 New BrightBooks Import sheet


Included in the Budget Template 2024/2025 is a sheet called “Budget Import Sheet” which provides a summary of the nominal codes and the total budget figures for the year.



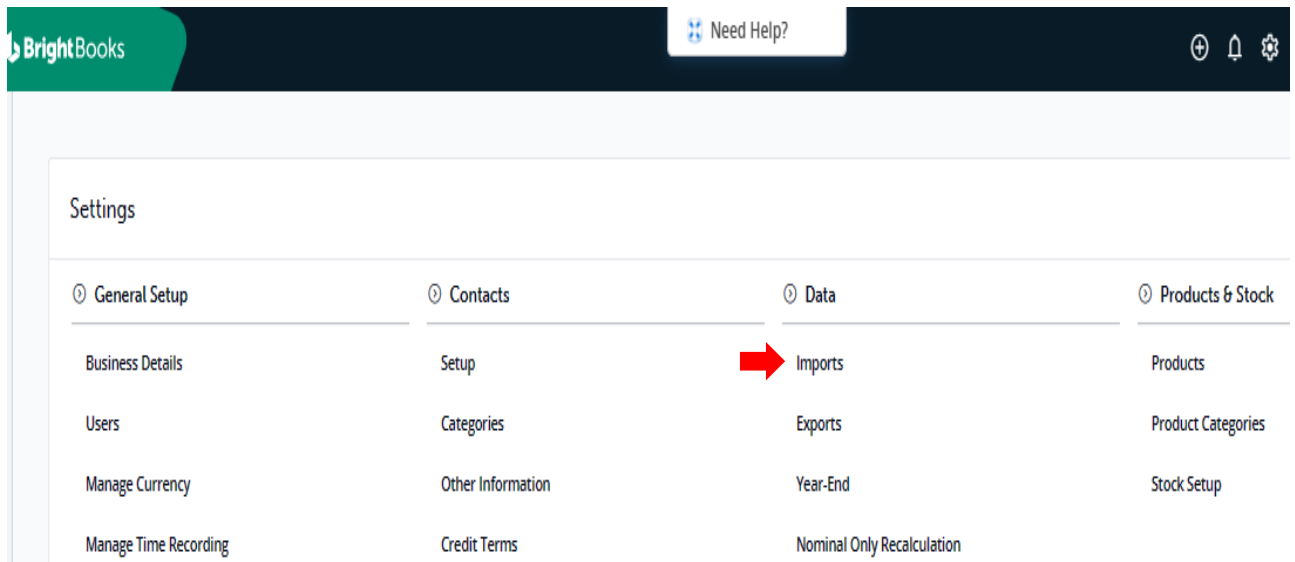
The details in Column A & C of this sheet can be copied into a template available in BrightBooks, and this will enable the budget data to be imported into BrightBooks.

Steps 2 – 4 in this document outline this process.

2 Download and save the budget import template

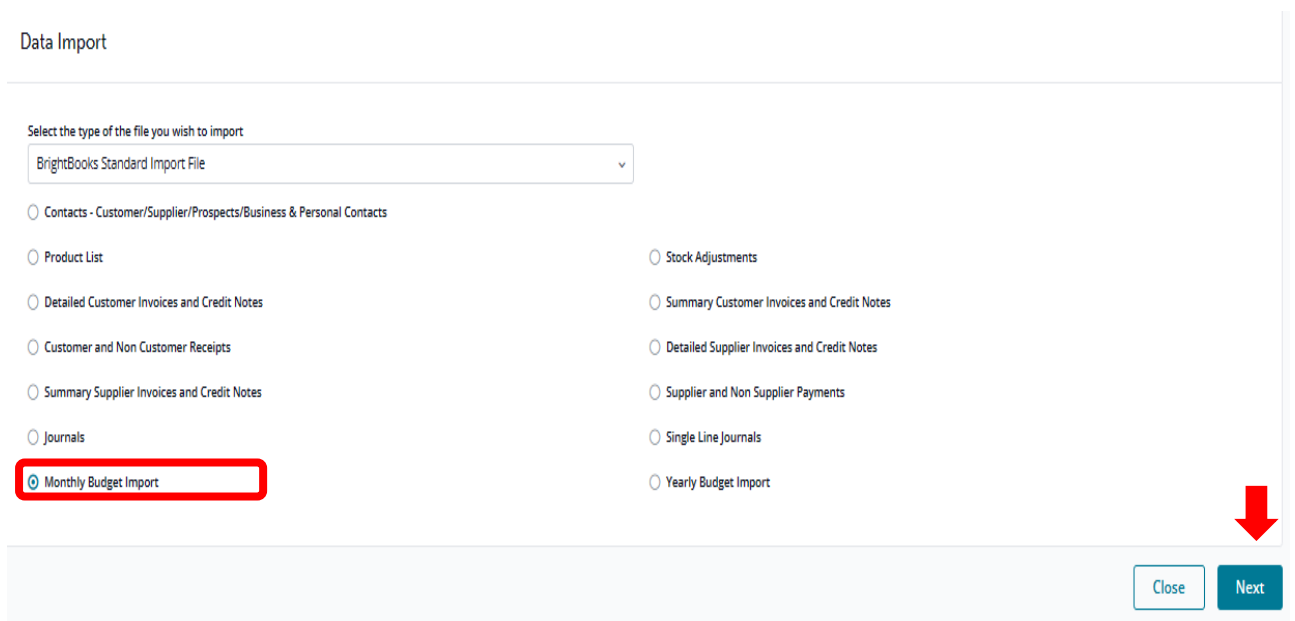
2.1 On the top menu to the left of the user icon, click on the icon for Settings. 

2.2 The “Settings” page appears. Under the “DATA” heading, click “Imports”.



Import Link

2.3 The Data Import page appears. Tick “Monthly Budget Import” and click “Next”.



2.4 The Data Import screen for Monthly Budget Import page appears. Click “**Template**” to download the required excel format to your machine and save the document.

To import **Monthly Budget Data** into **BrightBooks** you must use the following **Template** (click on link to download). Once you have filled in the information select your file below and press the Import Button. If there are **any** issues with the import file the information **will not** be imported then you must fix the problems and re-import.

No file chosen

Select Period:

Select Department:

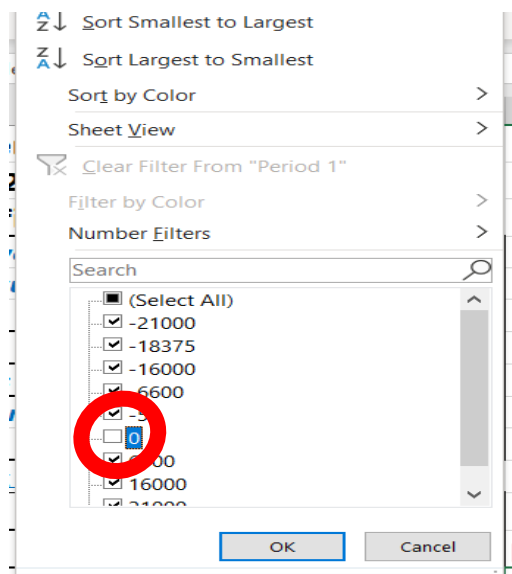
[Template Link](#)

3 Copy relevant information from the C&C Budget Template into the BrightBooks monthly budget format import template

- 3.1 Open the C&C Budget Template 2024/25
- 3.2 Select the tab "8. Budget Import Sheet"
- 3.3 Before copying the information you can apply the filter in Column C.

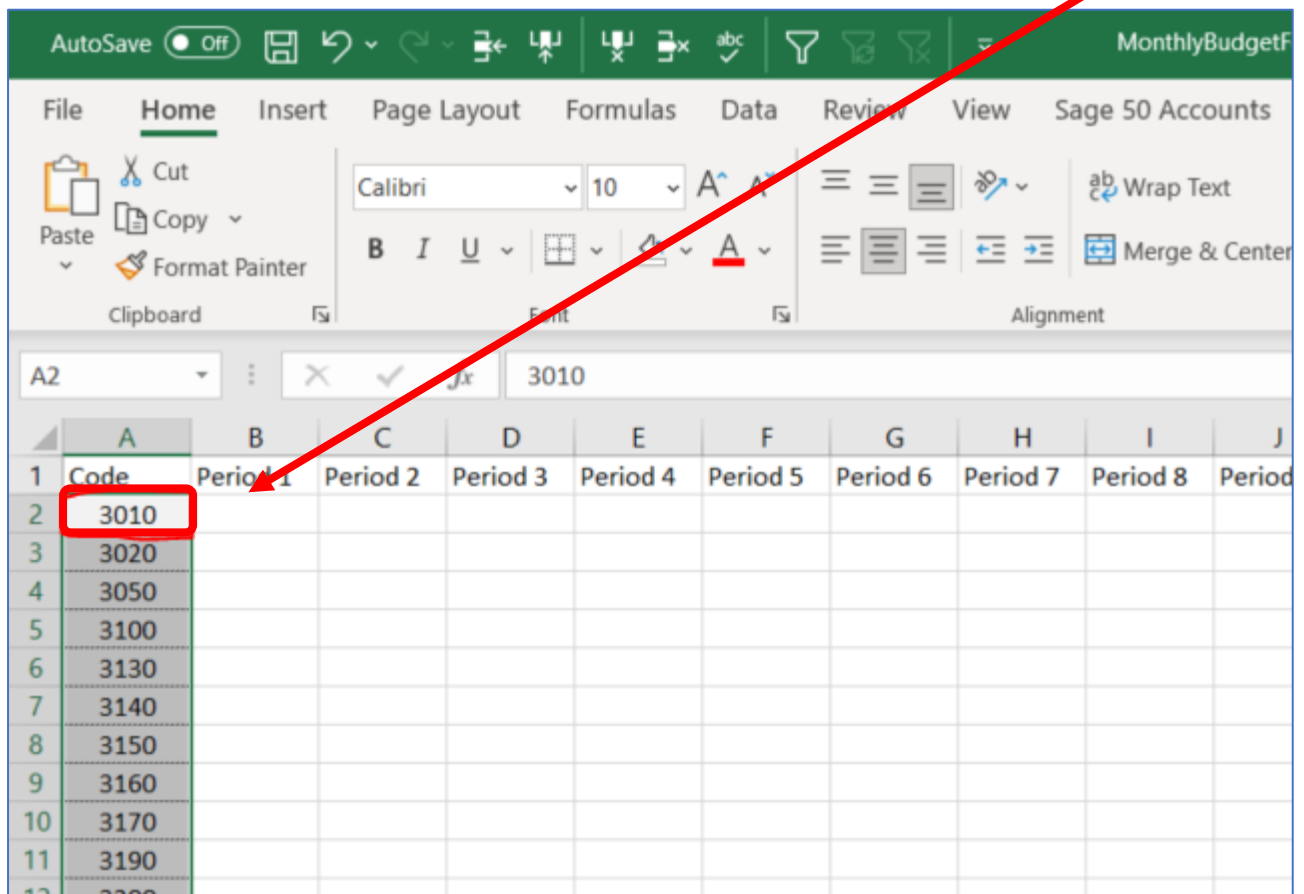
Copy		Copy
A		B
Code		Period 1
3010	Non Pay Budget Grant	

Untick the "0" box. This will ensure that you will not be including codes in the import sheet that may not be set up in your BrightBooks chart of accounts.

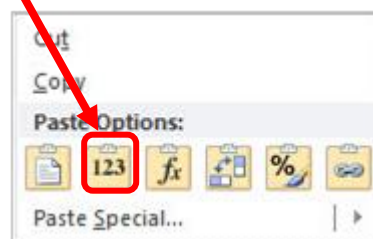


- 3.4 To copy the information in column A 'Code' from the C&C Budget Template - Highlight A19:Axxx (i.e. all the nominal codes), right click and copy.

In the "BrightBooks monthly budget format import template", click into A2 right click and paste



- 3.5 To copy the information in column C 'Period 1 ' which contains the total budget figures from the Budget template - Highlight C19:Cxxx (i.e. all the values). right click and copy. Then In the "BrightBooks monthly budget format import template", click into B2 right click and **paste as values.**



Note income values (codes 3000-3899) should have been entered as a minus (-)

- 3.6 Once you have completed the import template save the changes.

4 Import budget into BrightBooks

- 4.1 From the data import template page (as per step 2.4) choose the file you wish to import i.e. the BrightBooks monthly budget format import template.

Data Import > Monthly Budget Import

To import **Monthly Budget Data** into **BrightBooks** you must use the following [Template](#) (click on link to download). Once you have filled in the information select your file below and press the Import Button. If there are **any** issues with the import file the information **will not** be imported then you must fix the problems and re-import.

Choose File Copy of No...rt 26-1-23.xls

Select Period
Current Period

Select Department
AOD

Close Previous Import

- 4.2 Select the period you are importing the budget to.

If the current financial year in BrightBooks accounts is the year ended 31 August 2024, you should select to import the template for the 'future period'.

If, when you come to import the budget it is after the 31 August 2024, and you have completed the year end process on BrightBooks and the current financial year is set to 31 August 2025, select the 'current period'.

To check what the current financial year is set to in BrightBooks go to "Settings" > click "Accounting Periods".

Year ended 31 Aug 2024

Period	From	To	Locked
Oct-2023	01 Oct 2023	31 Oct 2023	<input type="checkbox"/>
Nov-2023	01 Nov 2023	30 Nov 2023	<input type="checkbox"/>
Dec-2023	01 Dec 2023	31 Dec 2023	<input type="checkbox"/>
Jan-2024	01 Jan 2024	31 Jan 2024	<input type="checkbox"/>
Feb-2024	01 Feb 2024	29 Feb 2024	<input type="checkbox"/>
Mar-2024	01 Mar 2024	31 Mar 2024	<input type="checkbox"/>
Apr-2024	01 Apr 2024	30 Apr 2024	<input type="checkbox"/>
May-2024	01 May 2024	31 May 2024	<input type="checkbox"/>
Jun-2024	01 Jun 2024	30 Jun 2024	<input type="checkbox"/>
Jul-2024	01 Jul 2024	31 Jul 2024	<input type="checkbox"/>
Aug-2024	01 Aug 2024	31 Aug 2024	<input type="checkbox"/>

Close Save Edit Change Financial Year

If you have not yet completed the year end process for 31 August 2023 you cannot import the budget for 2024/2025. See [here](#) for guidance on rolling over the financial year in.

- 4.3 Select “AOD” for the department.
- 4.4 Then select ‘Import’.
- 4.5 If all is in order you will get a message **“Monthly Budget data successfully queued for import. Your Queue position is – xx”**. This is a new feature that has been introduced, that shows the user the queue at which they are placed while importing the required file. The monthly budget import details start successfully being imported, once the turn-in queue comes. This may take a short while.
- 4.6 If you have the budget broken down between departments and wish to compare different department income and expenditure against budget, you will need to prepare a separate import template for each department. After each department balance has been imported the remaining balances should be entered under “AOD”.
This is not required for the board of management reports recommended by the FSSU and is at the discretion of the school.
- 4.7 Run the Income & Expenditure report for September 2024, to verify the budget figures.

5 Editing the budget in BrightBooks

The Budget figures can be edited in BrightBooks in the general ledger section.

- 5.1 Go to the ‘General ledger’ module > ‘Chart of Accounts’. Click on the ‘Budget’ button and select either ‘Future Period-Monthly’, if you have not yet completed the year end process for the year ended 31 August 2024
or ‘Current Period-Monthly’ if you have completed the year end process, and the financial year end is set to 31 August 2025

The screenshot shows the 'General Ledger' interface with the 'Chart of Accounts' tab selected. A 'Budget' dropdown menu is open, showing options: 'Current Period - Annual', 'Current Period - Monthly', 'Future Period - Annual', and 'Future Period - Monthly'. The 'Current Period - Monthly' and 'Future Period - Monthly' options are highlighted with red boxes. Below the menu, the text 'Budget view' is visible. At the bottom, there is a section for 'Enter Next Year Monthly Budget' with 'Back' and 'Save' buttons. To the right, a red arrow points to the 'DEP' dropdown set to 'AOD - All' and a 'Supress Zero' checkbox, which is also highlighted with a red box.

Code	Description	2024	Total	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
3010	Capitation/Non Pay Budget	0.00	-228,832.00	-228,832.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3020	DEIS Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

- 5.2 Select the Department (DEP) ‘AOD-All Other Departments’ and make sure the ‘Supress Zero’ box is unticked.

- 5.3 Select the cell under the Column 'Sep 24' for the particular nominal code you wish to edit. (Helpful hint: once you have clicked on the cell hit 'Ctrl+A' to overwrite the existing value)
- 5.4 Note income values (codes 3000-3899 should be entered as a minus (-))
- 5.5 Hit 'Save' to save the budget figures.