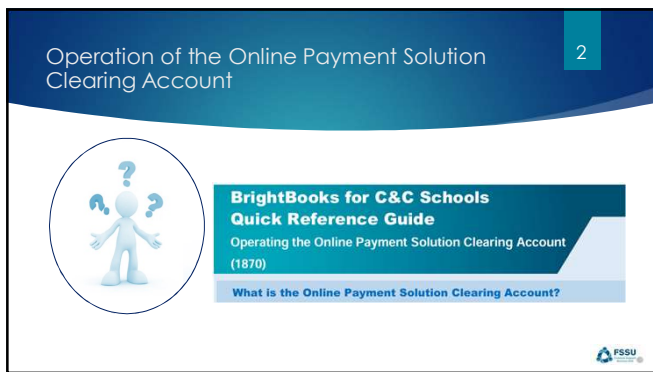
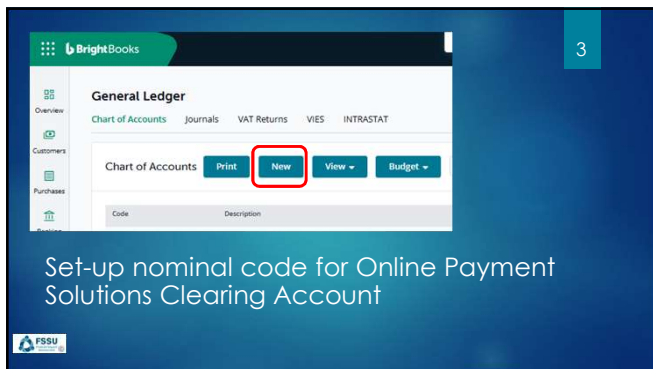


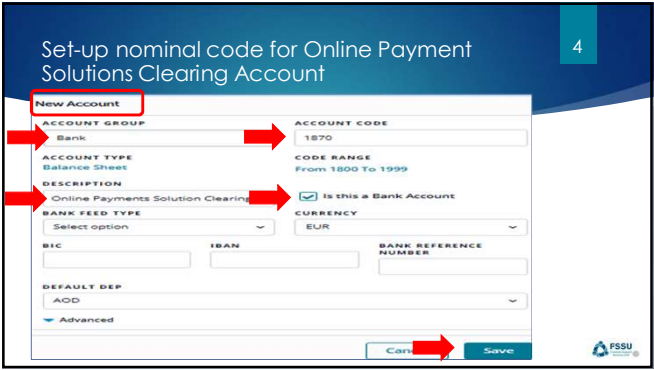
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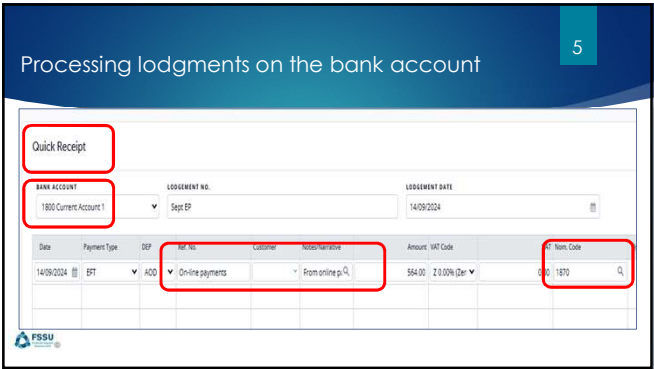
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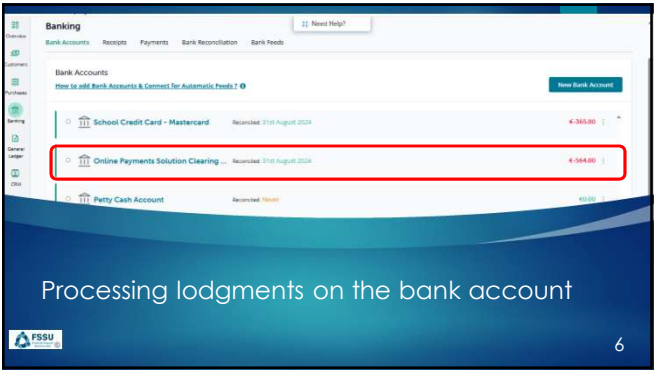
3



4



5



6

Recording Income received from the Online Payments solution provider

7

Banking

Bank AccountsReceiptsQuick Receipt

BANK ACCOUNT

1870 Online Payments Solution Clearing

LODGE

EP Sept

Splits

Amount	VAT Code	VAT Amount	Code	Notes	DEP
265.00	Z 0.00%	0.00	3310	Transition Year Income	TY
130.00	Z 0.00%	0.00	3375	Journals and Year Book Income	ADD
180.00	Z 0.00% (Zero)	0.00	3370	Locker Income	ADD

Cancel

Save

Save

7

Recording charges withheld by the Online Payments solution provider/Merchant Services

8

Quick Payment

BANK ACCOUNT

1870 Online Payments Solution Clearing

Date	Payment Type	DEP	Ref. No.	Supplier	Payee	Notes/Narrative	Amount	VAT Code	VAT	Norm. Code
14/09/2024	EFT	ADD	EP chgs			EP charges 14-9	11	Z 0.00% (Zero)	0.00	7450

8

Reconciling the Online Payments Solution Clearing Account

9

Banking

Bank AccountsReceiptsPayments

Bank Reconciliation

New

New Bank Reconciliation

Statement Date

30/09/2024

Bank Account

1870 Online Payments Solution Clearing

Opening Statement Balance

0.00

Closing Statement Balance

500.00

Notes

Close

Open

9

Practical example using the Online Payments Solution Clearing Account

10

Total Income recorded on the Online Payment system €8000, €500 held for fees, €7000 was lodged into the current account

Step 2: Record the lodgement to the bank account

❖ For each lodgement record a receipt on the current account <1800> coded to nominal code <1870>

10

Practical example using the Online Payments Solution Clearing Account

11

MAIN ACCOUNT
1800 Current Account 1

LODGE MENT NO.
Sept EP

LODGE MENT DATE
26/09/2024

Date	Payment Type	DEF	Ref. No.	Customer	Notes/Narrative	Amount	VAT Code	VAT	Nom. C.
03/09/2024	EFT	AOD	On-line payments		From online payments	450	Z 0.00%	0.00	1870
05/09/2024	EFT	AOD	On-line payments		EP Sept	750	Z 0.00%	0.00	1870
08/09/2024	EFT	AOD	On-line payments		EP Sept	550	Z 0.00%	0.00	1870
10/09/2024	EFT	AOD	On-line payments		EP Sept	654	Z 0.00%	0.00	1870
12/09/2024	EFT	AOD	On-line payments		EP Sept	856	Z 0.00%	0.00	1870
15/09/2024	EFT	AOD	On-line payments		EP Sept	1,150	Z 0.00%	0.00	1870
17/09/2024	EFT	AOD	On-line payments		EP Sept	540	Z 0.00%	0.00	1870
19/09/2024	EFT	AOD	On-line payments		EP Sept	400	Z 0.00%	0.00	1870
23/09/2024	EFT	AOD	On-line payments		EP Sept	850	Z 0.00%	0.00	1870
26/09/2024	EFT	AOD	On-line payments		EP Sept	800	Z 0.00% (Zer	0.00	1870
						7,000.00			0.00

11

Practical example using the Online Payments Solution Clearing Account – import option

12

Instructions on how to use the BrightBooks excel import template to record bank receipts received from an Online Payments Solution company to the BrightBooks Online Payments Solution Clearing Account

- Download and save a copy of the [import template](#). Make sure to save the excel document as a CSV file (Comma delimited) (*.csv)
- Update the import template with the lodgement details for the month, inputting the date and the € amount, all other details can be left the same. Save the changes.
- In BrightBooks accounts, on the top panel, click 'Settings'.

Receipts	TransDate	Reference	Party	Bank/Account	Payment	Lodgement	Nominal	VAT Code	VAT Rate	VAT	Gross	Contact	Notes	Division	Sub	Division Code
	20/04/2025	1	EP Online	1800	EFT EP		36	1870					EP Online AOD			
	23/04/2025	2	EP Online	1800	EFT EP		15.05	1870					EP Online AOD			
	24/04/2025	3	EP Online	1800	EFT EP		11.25	1870					EP Online AOD			

Need Help?

OK Done Cancel


12

Practical example using the Online Payments Solution Clearing Account

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Step 3: Record the Income received from the Online Payment Solution at the end of the month

❖ For this breakdown record a bank receipt on <1870> coded to the relevant income code



13

Practical example using the Online Payments Solution Clearing Account

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TY	3310	€3,050.00
Lockers	3370	€1,800.00
Uniforms	3440	€1,625.00
Games	3500	€1,525.00
		€8,000.00

W.O. Splits

Amount	VAT Code	VAT Amount	Code	Notes	DEP
3,050.00	Z 0.00%	0.00	3310		TY
1,800.00	Z 0.00%	0.00	3370	Locker Income	ADD
1,625.00	Z 0.00%	0.00	3440	Uniform Income	ADD
1,525.00	Z 0.00% (Zero)	0.00	3500	Games Income	ADD

Total of Receipt: 8,000.00

Total of Splits: 8,000.00

Unallocated Amount: 0.00

Cancel

Save

14

General Ledger Account Activity

C&L Demo School

Date Range: 1st Sep 2024 To 30th Sep 2024

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Dr/Cr	Date	Doc No.	Type	Details	Debit	Credit	Balance
	18/09	17/09/2024		Balance Forward	-	-	-
	18/09	02/09/2024	40	BCPT From online payments	450.00		450.00
	18/09	02/09/2024	42	BCPT EP Sept	710.00		-1,260.00
	18/09	08/09/2024	43	BCPT EP Sept	500.00		-1,760.00
	18/09	10/09/2024	44	BCPT EP Sept	654.00		-2,414.00
	18/09	12/09/2024	45	BCPT EP Sept	856.00		-3,270.00
	18/09	15/09/2024	46	BCPT EP Sept	1,110.00		-4,380.00
	18/09	17/09/2024	47	BCPT EP Sept	540.00		-4,920.00
	18/09	19/09/2024	48	BCPT EP Sept	400.00		-5,320.00
	18/09	22/09/2024	49	BCPT EP Sept	800.00		-6,120.00
	18/09	26/09/2024	50	BCPT EP Sept	800.00		-7,200.00
	18/09	29/09/2024	51	BCPT	8,000.00		1,200.00
	18/09	29/09/2024	74	PMT EP Sept Sept		500.00	500.00
				Totals:	€9,000.00	€7,500.00	€1,500.00
				Totals:	€9,000.00	€7,500.00	€1,500.00

Practical example using the Online Payments Solution Clearing Account

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16

Practical example using the Online Payments Solution Clearing Account

Step 4: Reconcile the Online Payment Solution Clearing Account

❖ Perform the bank reconciliation same as for any bank account

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Practical example using the Online Payments Solution Clearing Account

Bank Reconciliation

1870 Online Payments Solution Clearing Account

30 Sep 2024

✓ Bank Reconciliation Complete

Balance as per BrightBooks on 30/09/2024	500.00
Balance per Bank Statement	500.00
Less un-presented Payments	0.00
Plus un-presented Lodgment	0.00
Reconciled Balance	500.00
Difference	0.00

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Thank you for viewing this video

If you have any questions on this or any other topic please call or email us:

Phone: Post Primary (01) 2690677

Email: Post Primary Info@fssu.ie



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