



FSSU
Financial Support
Services Unit

FSSU BrightBooks Accounts Manual

Contents

Introduction	1
Section 1: Overview and settings	2
1.1 Login and logout	3
1.2 Session expiry	5
1.3 Reset your password	5
1.4 Menu	6
1.5 Settings	8
1.5.1 Departments	8
1.5.2 Accounting periods	9
1.5.3 Add new user	11
1.5.4 Accounts setup	15
1.5.5 Export data	16
1.6 Data back up	16
Section 2: Getting started	17
2.1 Setting up a new bank account	18
2.2 Entering the opening balance on the bank account	20
2.3 Entering outstanding cheques	21
2.4 Entering outstanding receipts	22
2.5 Setting up a supplier	23
2.6 Entering the opening supplier balances	24
2.7 Setting up a customer	25
2.8 Entering the opening customer balances	27
2.9 Entering other opening balances	28
2.10 Checking the opening balances	29
2.11 Entering the budget	30
Section 3: Customer module	35
3.1 Introduction	36
3.2 Add a new quick customer invoice/credit note	39
3.3 Add a new customer receipt	42
3.4 Allocating a customer receipt	44
3.5 Recurring customer invoices	45
3.6 Customer reports	47
3.6.1 Sales invoice & credit notes reports	48

3.6.2	Customer statements	48
3.6.3	Customer activity	49
3.6.4	Aged customers balances (detailed or summary)	49
Section 4:	Purchases module	50
4.1	Introduction	51
4.2	Creating a new purchase invoice/credit note	53
4.3	Purchase/supplier payments	57
4.4	Allocating a supplier payment	59
4.5	Add a Payee	60
4.6	Accounting for RCT	61
4.7	Purchases/supplier reports	70
4.7.1	Purchase invoice & credit notes	70
4.7.2	Supplier statements	71
4.7.3	Supplier Activity	71
4.7.4	Aged supplier balances (detailed or summary)	72
Section 5:	Banking module	74
5.1	The banking menu	75
5.2	Receipts	76
5.3	Recurring receipts	77
5.4	Bank payments	80
5.5	Recurring payments	82
5.6	Reconcile bank accounts	84
5.7	Bank Reports	88
5.7.1	Bank reconciliation report	88
5.7.2	Receipts report	90
5.7.3	Payments report	91
5.8	To cancel old cheques	92
Section 6:	General Ledger module	93
6.1	Introduction	94
6.2	FSSU Chart of Accounts – Nominal Groups	95
6.3	Creating new nominal codes	95
6.4	Entering a nominal journal	97
6.5	Posting a VAT journal	98
6.6	Posting a payroll journal	99
6.7	Copy journal function	101
6.8	Departments	101

Section 7:	Monthly reports	103
7.1	Lock period date	104
7.2	Board of management and finance sub-committee reports	104
7.2.1	Bank account balances	105
7.2.2	Bank reconciliation statement	105
7.2.3	Payments and receipts listings for each bank account	106
7.2.4	Income and expenditure account	107
7.2.5	Balance sheet report	108
7.2.6	Aged supplier/creditor balances	108
7.2.7	Other reports	109
7.3	Other financial reports	110
7.3.1	Trial balance	110
7.3.2	General ledger account activity	111
7.3.3	Audit trail report	111
7.4	Report checklist	112
Section 8:	Monthly reports	114
8.1	Introduction	115
8.2	Preparation for year-end	115
8.3	Running the financial year-end	116
8.4	Understanding the year-end routine	118

Introduction

Welcome

The Financial Support Services Unit operates under Department of Education Circular 02/2018. The Unit provides support and training on all aspects of school finance.

The Unit endeavours to ensure that schools have a robust and supported computerised accounts package. It is of paramount importance that school management can fulfil their obligations in terms of financial accountability for State and other funding.

The FSSU would like to assure all school personnel using the BrightBooks system that full support and training is available on an ongoing basis.

Financial Support Service Unit

About BrightBooks

BrightBooks Accounts is a Cloud Accounting package. BrightBooks Accounts has a host of optional features such a CRM, Inventory, Time Recording, an integrated payroll system and Bank Feeds.

Section 1:

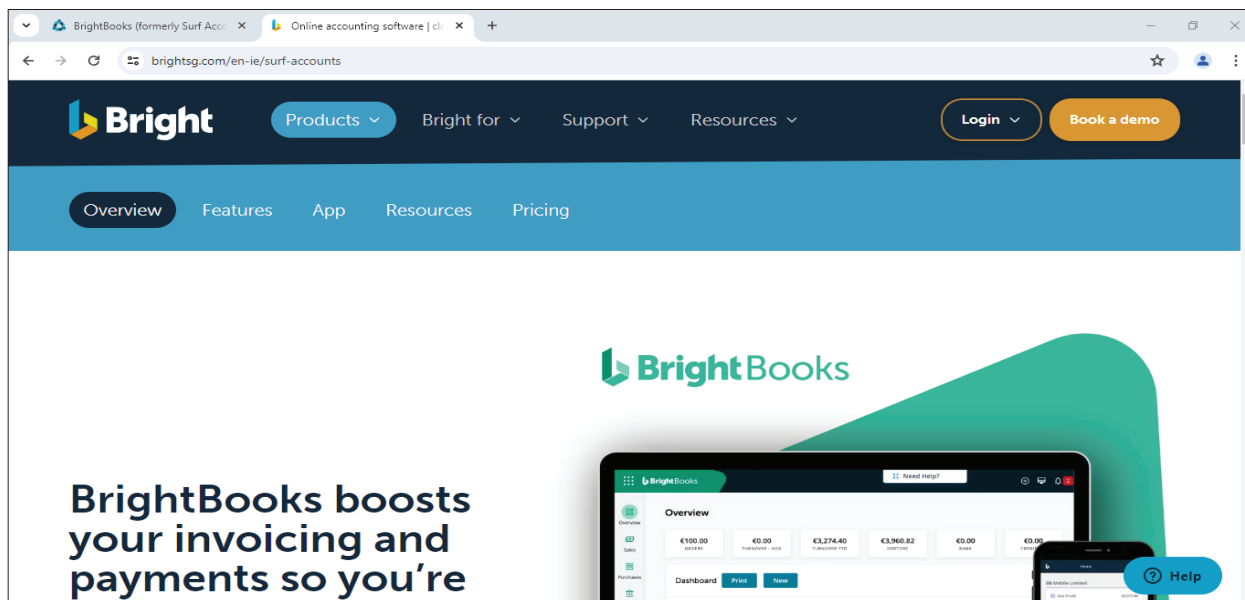
Overview and settings

1.1	Login and logout	3
1.2	Session expiry	5
1.3	Reset your password	5
1.4	Menu	6
1.5	Settings	8
1.5.1	Departments	8
1.5.2	Accounting periods	9
1.5.3	Add new user	11
1.5.4	Accounts setup	15
1.5.5	Export data	16
1.6	Data back up	16

1.1 Login and logout

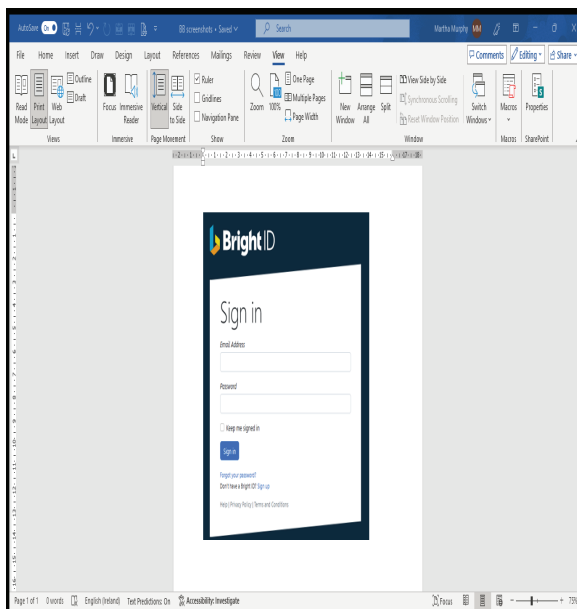
Login:

Open your internet browser i.e. Google Chrome, Mozilla Firefox, Internet Explorer etc. In the address bar, type in www.BrightBooksaccounts.com, the following screen will appear:



BrightBooks accounts website home page

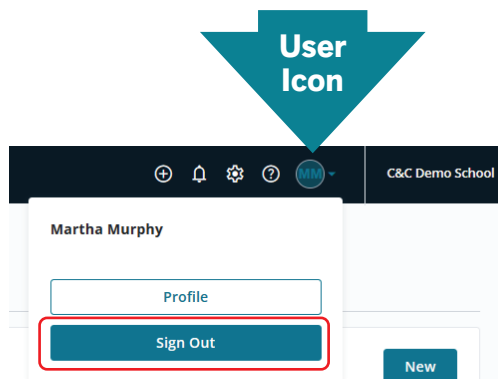
Click on the 'Login' in the top right-hand corner of the screen. The following screen appears:



BrightBooks accounts login page

Logout:

If you want to logout of BrightBooks accounts click the 'User' icon (top right-hand corner of screen), you will have the following option:

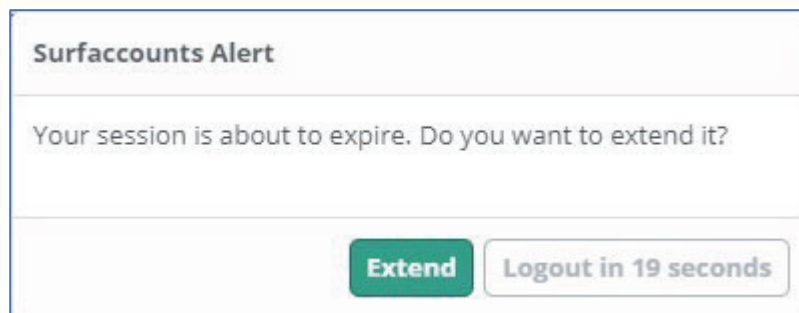


Log out and profile view options

If you click 'Sign Out' you will be prompted to confirm that you do want to logout (just in case, you clicked it by accident). Once confirmed you will be logged out and left back at the BrightBooks accounts login screen.

1.2 Session expiry

After 60 minutes of inactivity your system will prompt you that you will be logged out automatically. This is for your own security; it will protect your accounts data in the event of you leaving your pc/laptop unattended whilst still logged in thereby possibly allowing access by an unauthorised person. If you are sitting at your pc when the message appears, and you are still using it then simply click 'Extend', alternatively you will be logged out after 100 seconds.

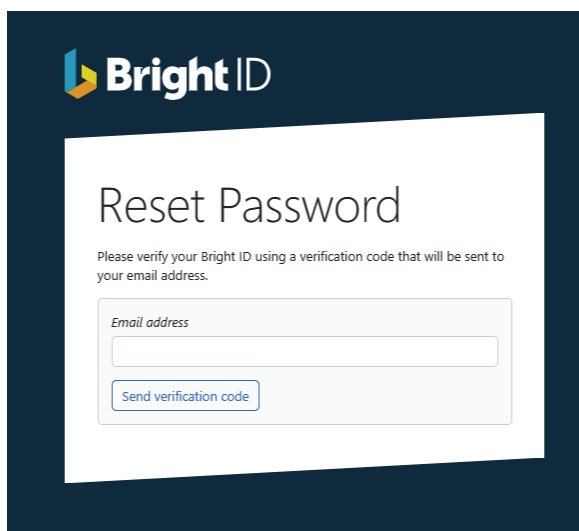


Session expiry alert

1.3 Reset your password

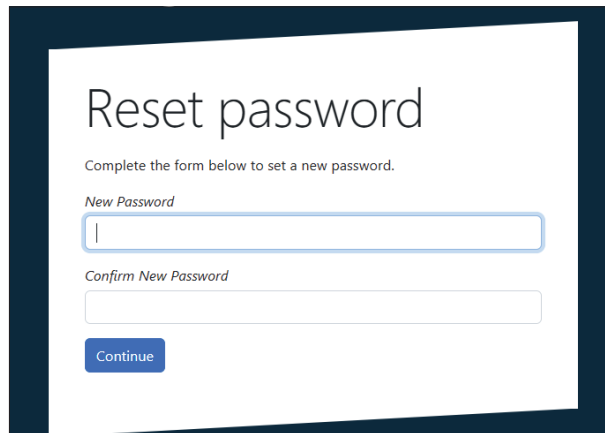
If you try to login 5 times unsuccessfully you will be locked out for 1 hour.

If you cannot remember your password, use the 'Forgot Password' option, once clicked you will be presented with the following screen; enter your email address, then click 'Send verification code'.



Forgot password

You will get a message saying that you have been sent the verification code. Open the email you will have received from BrightBooks accounts, make sure to check your 'Junk Mail' folder also. Enter the verification code and you will then see the following screen; enter your new password and re-enter it to confirm it, then click 'Continue'.

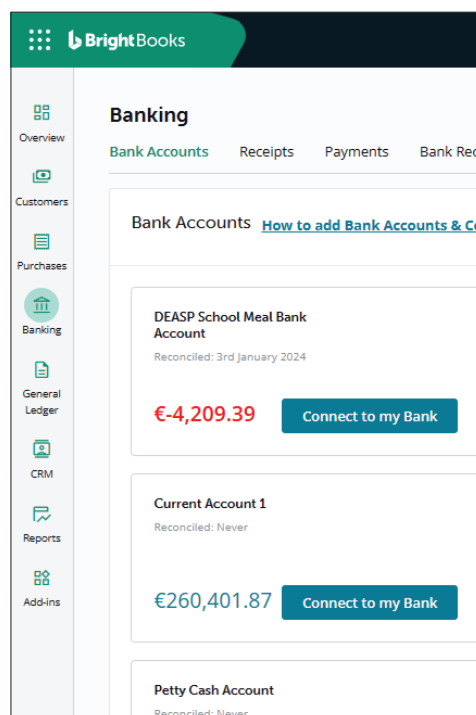
A screenshot of a 'Reset password' email confirmation screen. The title 'Reset password' is at the top. Below it, a subtitle says 'Complete the form below to set a new password.' There are two input fields: 'New Password' and 'Confirm New Password'. A blue 'Continue' button is at the bottom.

Reset password email confirmation

Your password will be reset, and you can log back in with your new password.

1.4 Menu

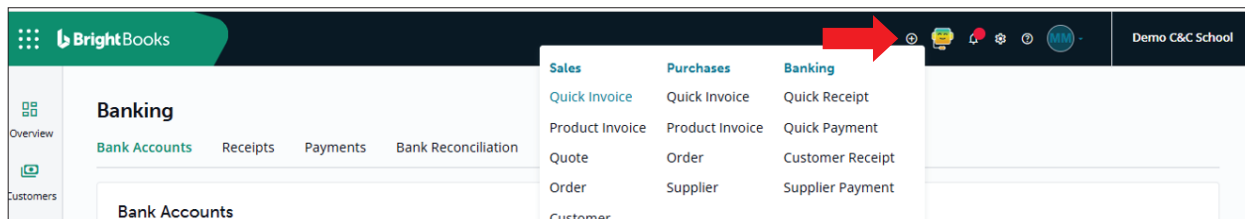
The program menu is visible on the left of the screen.. To access the required module select from the vertical menu which will open into a horizontal sub menu



Module menu

Create new

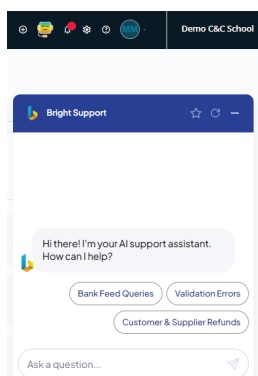
You will see a "Create New" icon to the far left of the user icon. When you click this icon you will see shortcuts to 3 sections - Sales, Purchases & Banking with further shortcuts under each heading for example, 'Quick Invoices Sales & Purchases, Supplier, Quick Receipt and Quick Payment and Supplier payment'.



Create new icon

Bright BOT added to task bar - Solve Chat

When you click on the icon the pop-up window opens a live chat where the AI assistant offers to help you. There are prompts for possible issues and there is a box where you can type your query.



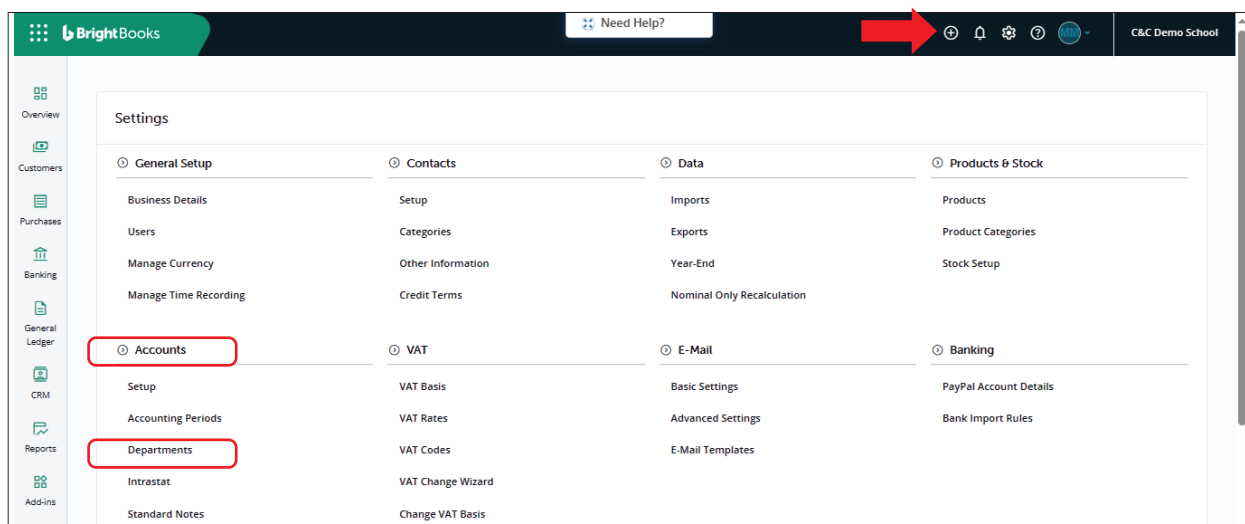
1.5 Settings

1.5.1 Departments

A department can be used where the school needs to monitor the expenditure of a particular type of grant or income across a number of different expense headings.

The school must monitor the expenditure of the book grant, supervision and substitution grant, ICT grant and non-teacher pay grant as these are ring fenced grants i.e. can only be spent for the purpose for which the grant has been given. A number of other departments have been set up for expenditure which a school typically wants to track, example SSSF, TY and non-pay grant. A school can add a department where it needs to monitor the expenditure of a particular grant or income within its own school e.g. canteen, breakfast club, adult education.

1. Click Settings (top right of the screen)
2. Under Accounts Heading > select Departments, the following screen will appear:



Departments

There are default departments set up for schools:

- Non pay grant (NPG)
- Non teacher pay grant (NTPG)
- SSSF (SSSF)
- Transition year (TY)
- Supervision and substitution (SS)
- Book grant/rental (BGR)
- ICT grant (ICT)
- All other departments (AOD)

- 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.

The screenshot shows the 'Departments' screen in BrightBooks. The 'Add' button at the bottom left is highlighted with a red box. The screen displays a form for adding departments with the following fields:

- Use Departments:** ☒
- TITLE:** SHORT (DEP), LONG (Department)
- DEPARTMENT 1:** CODE (AOD), DESCRIPTION (All other departm), DEFAULT (radio button)
- DEPARTMENT 2:** CODE (NTP), DESCRIPTION (Non teacher pay), DEFAULT (radio button)

At the bottom right, there are 'Cancel' and 'Save' buttons. A 'Delete' button is also visible on the right side of the form.

Departments Screen

1.5.2 Accounting periods

Click 'Settings' (top right of the screen)

Under 'Accounts' heading > select 'Accounting Periods', the following screen will appear:

The screenshot shows the 'Accounting Periods' screen in BrightBooks. The 'Generate' button is highlighted with a red box. The screen displays a table of accounting periods with the following columns:

Period	From	To	Locked
Sep-2022	01 Sep 2022	30 Sep 2022	☐
Oct-2022	01 Oct 2022	31 Oct 2022	☐
Nov-2022	01 Nov 2022	30 Nov 2022	☐
Dec-2022	01 Dec 2022	31 Dec 2022	☐
Jan-2023	01 Jan 2023	31 Jan 2023	☐
Feb-2023	01 Feb 2023	28 Feb 2023	☐
Mar-2023	01 Mar 2023	31 Mar 2023	☐
Apr-2023	01 Apr 2023	30 Apr 2023	☐
May-2023	01 May 2023	31 May 2023	☐

At the bottom, there are 'Close', 'Remove', 'Add', and 'Save' buttons. The 'Generate' button is also visible.

Accounting periods

You will see what your current year is set to e.g. Year ended 31 August. You will also see all the individual periods (months).

It is here that you would 'Lock' a period if you didn't want any additional entries to be posted/recorded in that period. Once you have produced your monthly reports in BrightBooks accounts, you can prevent transactions from being posted before a set date, which means that no more transactions can be posted back into earlier months. Put a tick in the box beside the month you want to lock. You can always unlock a locked month if required.

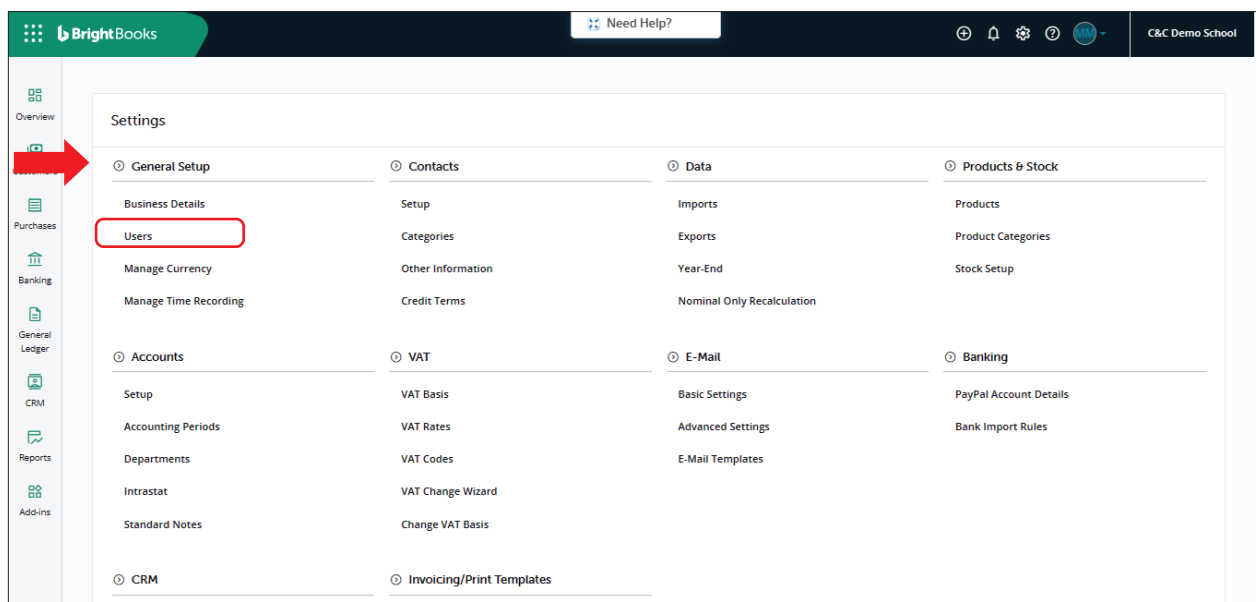
You can also change your financial year here, if you inadvertently set it up incorrectly during the signup process. Transactions already recorded on the system will need to be allocated now to a different period, so this process may take some time, depending on the number of transactions already in the system.

1.5.3 Add new user

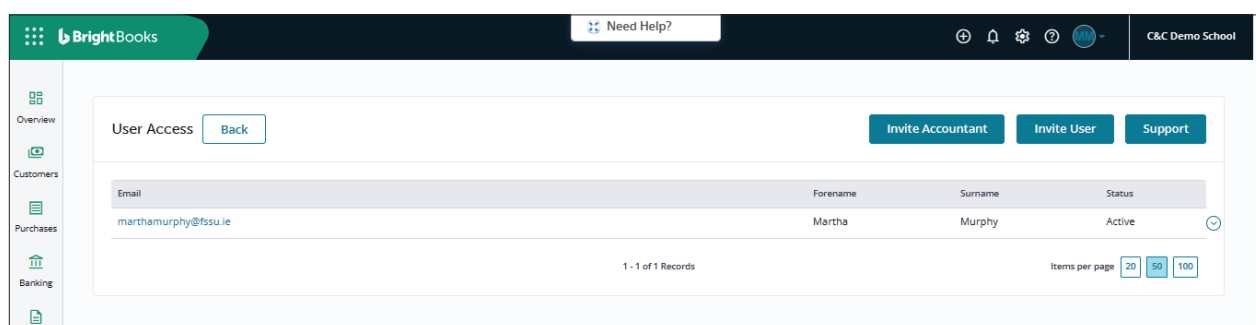
Users

To view or edit BrightBooks users:

1. Click 'Settings' (top right of screen)
2. Under the "General Set-up heading select "Users" see screen below



Settings



User access

You should see your own email address, forename and surname, status (which should say 'Active').

3. To add an additional user to the system you should click the 'Invite User' icon, the following screen should appear:

The screenshot shows the BrightBooks 'User Access' window. A modal titled 'Invite User' is open, displaying a form for adding a new user. The email field is populated with 'marthamurphy@fssu.ie'. Below the email field are fields for 'FORENAME' and 'SURNAME'. A list of permissions is shown with checkboxes: 'Customer Setup' (unchecked), 'Open a business' (checked), 'Delete a business' (checked), 'Access dashboard' (checked), 'Access contacts' (checked), 'Access the Diary' (checked), and 'Access Activities' (checked). The 'Invite User' button in the top right of the main window is highlighted with a red rectangle. The background shows a table of users with columns for Forename, Surname, and Status, and a 'Back' button in the top left of the modal.

Forename	Surname	Status
Martha	Murphy	Active

BrightBooks accounts user access window

4. Enter the email address of the new user and using the scroll bar make sure to tick/untick the options which you want this new user to have access to e.g. if you don't want them to be able to delete customers/suppliers then scroll to Contacts and untick 'Delete a Contact' and click 'Save'.
5. Click 'Back' to return to the settings menu.

Invite Accountant

To add your accountant as a user, click 'Invite Accountant'. Enter the email address of the accountant and using the scroll bar make sure to tick/untick the options which you want your accountant to have access to e.g. if you don't want them to be able to delete customers/suppliers then scroll to Contacts and untick 'Delete a Contact' and click 'Save'. Click 'Back' to return to the settings menu.

Please note this is only an option if your accountant uses BrightBooks,



- You can delete users from the system but only if they have not entered transactions on the system.
- Your accountants login will NOT use up one of your available users.

The screenshot shows the BrightBooks interface. On the left is a sidebar with navigation links: Overview, Customers, Purchases, Banking, General Ledger, CRM, and Reports. The main area displays the 'User Access' settings for a user named 'marthamurphy@fssu.ie'. A modal dialog titled 'Invite Accountant' is open in the center. The dialog has input fields for 'E-MAIL', 'FORENAME', and 'SURNAME'. Below these is a list of permissions with checkboxes: 'Customer Setup' (unchecked), 'Open a business' (checked), 'Delete a business' (checked), 'Access dashboard' (checked), 'Access contacts' (checked), 'Access the Diary' (checked), and 'Access Activities' (checked). At the bottom of the dialog are 'Cancel' and 'Save' buttons. In the background, the 'User Access' settings page is visible, showing a table with columns for Forename, Surname, and Status. The 'Invite Accountant' button in the top right of the settings page is highlighted with a red rectangle.

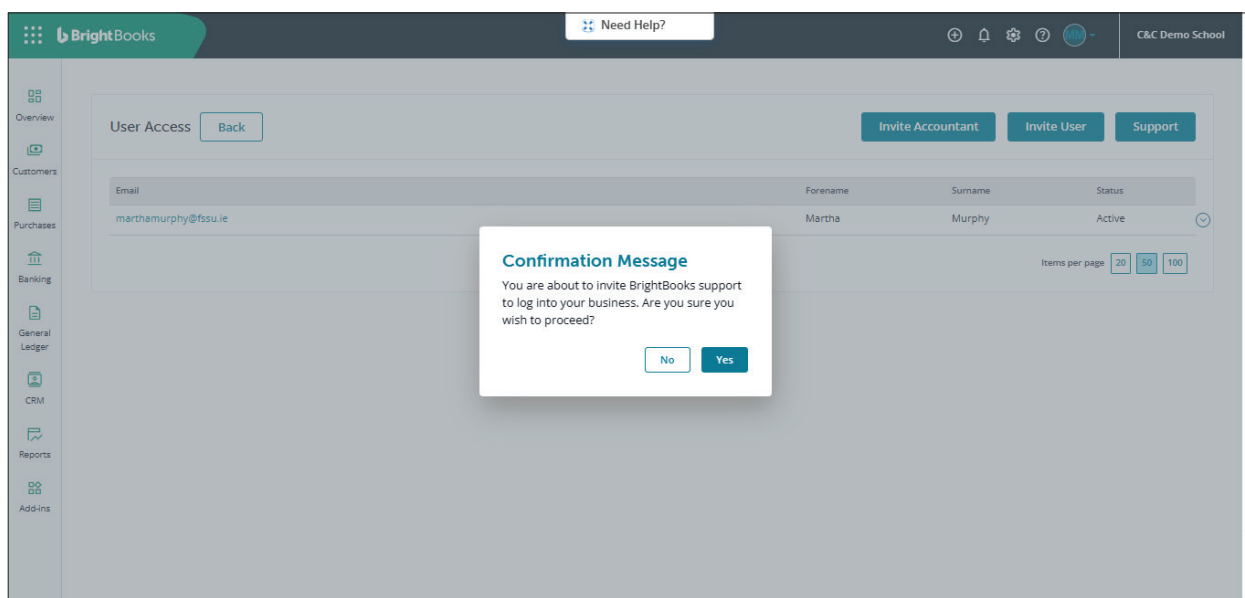
Invite Accountant

Support

You can allow BrightBooks support agents access to your accounts if required.

If you are having difficulties and contact BrightBooks, a support agent may ask you to allow them access your system. To do this you will have to give BrightBooks permission.

1. Click 'Settings' (top right of screen)
2. Under the 'General Setup' heading > select 'Users'
3. Click on 'Support'.
4. A confirmation message will pop up letting you know you are inviting BrightBooks accounts to log in to your system. Click 'yes'.
5. A support agent will then be able look at your system and make any required changes.



1.5.4 Accounts setup

Click 'Settings' (top right of screen)

Under the 'Accounts' heading > select 'Setup', the following screen will appear:

The screenshot displays the 'Accounts Setup' screen in the BrightBooks application. The interface is organized into a grid of settings. Key sections include:

- Currency and VAT:** Currency is set to 'EUR - Euro' and VAT Number is '12345678Q'. A 'VAT Registered' checkbox is checked.
- Sales Invoice Settings:** Includes fields for 'SALES INVOICE NUMBER' (Auto/Next), 'SALES ORDER NUMBER' (Auto/Next), 'SALES QUOTATION NUMBER' (Auto/Next), and 'SALES CR. NOTE NUMBER' (Auto/Next).
- Purchase Invoice Settings:** Includes fields for 'PURCHASE ORDER NUMBER' (Auto/Next), 'UPDATE PURCHASE PRICE FROM PURCHASE INVOICE' (Never), and 'UPDATE LANDED COST FROM PURCHASE INVOICE' (Never).
- Receipt and Payment Numbers:** 'RECEIPT NUMBER' is set to 11 and 'PAYMENT NUMBER' is set to 20.
- Discount Method:** Set to 'Calculate Net amount from Discount %'.
- Default Bank Account:** Set to '1800 Current Account 1'.
- Auto Allocate Receipts/Payments:** Both are set to 'All'.
- Payment Terms:** Includes checkboxes for 'Allow Line by Line Save in Invoice' and 'Autofill Notes from Invoice'.

Accounts setup

Default bank account:

The account codes listed should be all the account codes designated as 'Bank' accounts. This is a tick box when you are setting up accounts, if your bank account is not listed then you will need to go to 'General Ledger' > 'Chart of Accounts' and edit your account and tick the 'Is this a Bank Account?' box.

Sequential ref. no on purchase invoice:

Tick this checkbox if you want the purchase invoices reference number to be sequential, the first entry will ask you for the starting reference number.

Show ref. no on invoice browse:

Tick this checkbox if you want the invoice reference number to show in the description column on the invoice browse.

Don't allow VAT on non customer receipt/Don't allow VAT on non supplier payment:

If ticked the VAT code column on the entry screen will default to VAT Rate N – 0.00% VAT not applicable.

Purchase order number, sales invoice number, etc.:

If you want the system to automatically generate the numbers of the entries, then set the option to 'Auto' and enter the number that you want the system to start with in the 'Next' field

Receipt/Payment number:

Enter the next receipt and payment number, again the system will generate the next number automatically

Default transaction date:

You can set the system so that when you are entering transactions that the date of those transactions will default

to Today's date, the Last Transaction or to leave the date blank.

Allow line by line save in invoice:

You should tick this option if you want the system to save as you go i.e. if you are recording a 10-line product invoice, as you move from row to row, it will save once ticked. However, it is important to note that this will impact performance.

Autofill notes from invoice:

If ticked, the system will ask if you want the notes, that you entered on the invoice, to be copied to the payment.

Enable RCT transactions:

If ticked, it will enable RCT (Relevant Contract Tax) transactions.

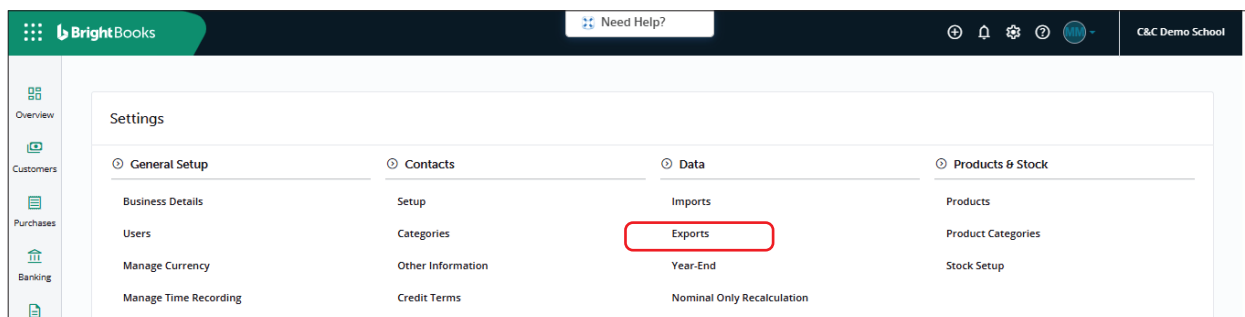
The principal contractor accounts for the VAT on services received from a sub-contractor under what is known as the reverse charge.

1.5.5 Export data

It is recommended that at the year-end an export of the school data is done.

To export the data, click on 'Settings' on the top right hand side of the screen and click on 'Exports' under the 'Data' heading.

This will generate a file and it can be saved to the network/USB/external hard drive.



Data export

1.6 Data back up

BrightBooks data is stored in data centres hosted by Microsoft. BrightBooks take daily backups of our database and all businesses.

If you have issues with your data please contact BrightBooks support.

Section 2: Getting started

2.1	Setting up a new bank account	18
2.2	Entering the opening balance on the bank account	20
2.3	Entering outstanding cheques	21
2.4	Entering outstanding receipts	22
2.5	Setting up a supplier	23
2.6	Entering the opening supplier balances	24
2.7	Setting up a customer	25
2.8	Entering the opening customer balances	27
2.9	Entering other opening balances	28
2.10	Checking the opening balances	29
2.11	Entering the budget	30

Getting started

Regardless of whether you are moving to Brightbooks accounts at the end of a financial period or mid-way through your year you will need to follow a strict process to get your opening balances setup correctly (you may need to seek advice to do this).

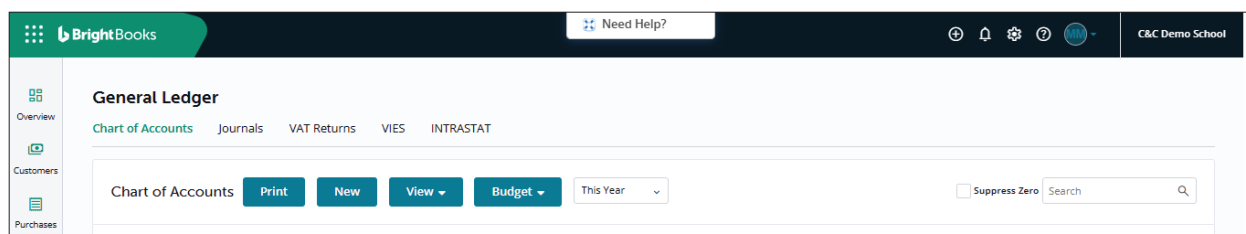
You will need:

- Bank account balances on all school bank accounts at the end of the period.
- A list of outstanding/un-reconciled receipts and payments to the same period end for each bank account.
- Outstanding supplier invoices at the end of the period (if you are intending to use the supplier module).
- Outstanding customer invoices at the end of the period (if you are intending to use the customer module).
- Outstanding VAT liability to revenue at the end of the period.
- Outstanding PAYE/PRSI/USC/LPT liability to Revenue at the end of the period.
- Outstanding RCT liability to Revenue at the end of the period.

2.1 Setting up a new bank account

Code 1800, Current Account and Code 1810, Deposit Account have been set up in the Chart of Accounts. If the school has other bank accounts, additional bank account codes need to be added to the Chart of Accounts.

1. Click on 'General Ledger' > 'Chart of Account'



Menu

- Click the 'NEW' icon, the following screen will appear.

The screenshot shows the BrightBooks General Ledger interface. A 'New Account' dialog box is open, allowing users to create a new account. The dialog box contains the following fields and options:

- ACCOUNT GROUP:** A dropdown menu with a search icon.
- ACCOUNT CODE:** A text input field.
- DESCRIPTION:** A text input field.
- Is this a Bank Account:** A checkbox.
- Advanced:** A section that can be expanded.
- Buttons:** 'Cancel' and 'Save' buttons.

The background shows a table of accounts with columns for Code, Description, and various financial metrics. The table includes accounts such as 'Income and Expenditure Account', 'Department of Education', '3010 Capitation/Non Pay Budget', '3020 DEIS Grant', '3021 Early Start Scheme Materials/Equipment', '3022 Early Start Scheme Capitation', '3030 Non Teachers Pay Budget', '3050 Ancillary/School Support Services Grant', '3100 Secretarial Grant', and '3130 Caretaker Grant'.

New account code window

Field	Details
Account group	You will need to select an account group by clicking on the lookup icon – select ' Bank and Cash Account '. Once you have selected an account group then the account type will be populated.
Account code	A unique reference code used to identify the nominal account. You can't change this once you have saved a transaction. The code must be numbers only and have four digits. For bank accounts the code must be within the range 1800 to 1899. We would recommend that you set up code in numerical order i.e. 1801, 1802, 1803 etc.
Description	The name of the nominal account i.e. the name of the bank account e.g. School Activity Bank Account. Tip: This appears on all financial reports.

Field	Details
Is this a bank account	Tick the box if you are setting up a new bank nominal code. Bank Account When you tick the 'Is this a Bank Account' checkbox, you will see some additional fields. <i>The additional fields only need to be entered if you are going to use the Bank Feed Function or the SEPA Payments Function.</i> Bank Feed Type: Click on the dropdown for a list of available bank feeds, select the feed that your Bank provides. Currency: Select from the dropdown list the currency for this bank account. BIC: Enter your banks BIC code (Bank Identifier Code: available on your bank statement). IBAN: Enter your bank account IBAN (International Bank Account Number: available on your bank statement) Bank Reference Number: Enter your Bank reference number (available on your bank statement/if applicable).
Advanced	Advanced – unless you are familiar with year-end coding and debit/credits, we recommend you do not use the advanced settings Year End Code: If appropriate, enter an account code that the balance on this account code will transfer into during the year end process e.g. motor vehicles additions to motor vehicles carried forward. Motor vehicles carried forward itself will not have a year-end code as the value will remain as is during the year end. All Income & Expenditure accounts are set to year end code of 2710, the retained profit account code. Default sign: Select either "Debit" or "Credit" depending on the expected balance on the account. This generally refers to accounts that may move from their expected balance e.g. VAT (2260) is normally expected to be a credit, however in some cases or for some schools the balance on this account is a debit e.g. VAT repayable.

2.2 Entering the opening balance on the bank account

You will need the bank statement balance at the 30/31st of the month prior to the month you are starting to use Brightbooks accounts, example starting to use Brightbooks accounts on the 01st April 20XX you will need the bank statement balance as at the 31st March 20XX.

To post a journal

1. Under 'General Ledger' > select 'Journals'.
2. Click the 'New' icon, the following screen will appear:

Add journal window

3. Enter the following information in the journal screen:

Field	Details
Date	The date you want to post the journal.
Ref. No	A reference for the journal, up to 10 characters e.g. Open Bal
Type	Defaults to Journal. Select 'Opening Balance'.
Add Attachment	Attach a file or enter notes (if applicable)
Code	The nominal account code you want to affect with this part of the transaction i.e. the nominal code for each bank account. Once all the bank accounts have been added for the last line the code is 2710
Description	Having selected the correct account code, the description field will be filled with the description of the account code, you cannot edit this description.
Notes	A description for the transaction.
Debit	Debit: If the Balance on the bank statement is positive then enter the amount in the debit column. (If the Balance on the bank statement is overdrawn and you need to enter it as a credit, in the credit column.)
Credit	Credit: Once all the bank balances have been entered the last line is the balancing figure for the cumulative bank balances, this is posted to code 2710.
Department	Select the department to which this journal is to be allocated to.

4. Click 'Save' when you are finished, you will be brought back to the journal listing screen.

2.3 Entering outstanding cheques

To record the un-presented cheques when getting started on Brightbooks accounts:

- Under 'Banking' > select 'Payments' > Click on 'Quick Payment'.
- Select the Bank account to which the outstanding cheques relates to.
- Enter the details of the outstanding cheques, the date should be the first of the month when commencing to use Brightbooks Accounts.

4. Skip over the supplier field.
5. All outstanding cheques should be posted to nominal code 2710.
6. Once all the outstanding cheques have been entered for that bank account, click 'save'.

Quick add payment

For large volumes of outstanding cheques, an import template is available. Please contact Brightbooks accounts for further information on this.

2.4 Entering outstanding receipts

To record an un-presented receipt when getting started on Brightbooks accounts:

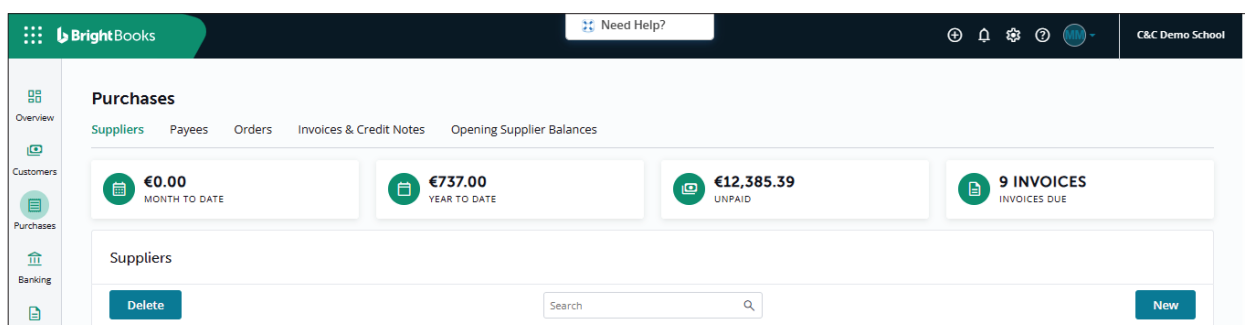
1. Under 'Banking' > select 'Receipts' > click on 'Quick Receipt'.
2. Select the bank account to which the outstanding receipt relates to.
3. Enter the details of the outstanding receipt, the date should be the first of the month when commencing to use Brightbooks accounts.
4. Skip over customer.
5. All outstanding receipts should be posted to nominal code 2710.
6. Once all the outstanding receipts have been entered for that bank account, click 'Save'.

Quick add receipt

2.5 Setting up a supplier

Supplier – a supplier is an individual or a business that issues an invoice to the school for goods/services purchased.

1. From 'Purchases' select 'Suppliers'.
2. Click the 'New' icon (alternatively you can click the 'Create New' icon from the header, to the left of the company name and select Supplier):



Add supplier button

3. The following screen will appear:

New supplier window

4. The supplier name is a mandatory field i.e. the field must be completed/filled, or you will not be able to save/setup the supplier. All other fields are optional, but we would recommend that you fill in as much as possible to get the most benefit from the system.

You will see 3 different tabs running across the top of the screen:

General Info:

this is the default screen and where you can enter the name, address and contact details of the supplier.

Invoice Settings:

this is where the default account code and department for postings for this supplier are set.

Company Info:

this is where you can categorise your supplier or enter the system default other information e.g. Industry. This does not need to be completed by schools.

If the supplier is a subcontractor –

Under the 'invoice settings' tab, tick the box 'RCT Subcontractor'. This will set the default VAT rate for this supplier to RCT 0.00%(RCT/VAT 0.00%)

The screenshot shows the 'New Supplier' form in BrightBooks. The 'Invoice Settings' tab is active. Under 'ACCOUNT INFORMATION', the 'CREDIT TERMS' are set to 'C.O.D. (0)'. The 'VAT NO.' field is empty. The 'RCT Subcontractor' checkbox is checked. Under 'DEFAULT INFORMATION', the 'View A/c History' checkbox is checked. The 'SEND STATEMENTS' dropdown is set to 'Always'. The 'DEFAULT NOMINAL CODE' field contains 'Search'. The 'DEFAULT VAT CODE' dropdown is set to 'RCT 0.00% (RCT VAT CODE)'. The 'BIC' and 'IBAN' fields are empty. The 'DEFAULT DEPARTMENT' field is empty.

Supplier invoice settings

- Click 'Save', the screen will close, and your new supplier will be part of the supplier listing.

2.6 Entering the opening supplier balances

To record the full amount you owe to suppliers when setting up Brightbooks accounts:

- Go to 'Purchases' and select 'Opening Supplier Balances', the following screen will appear:

The screenshot shows the 'Opening Supplier Balances' screen in BrightBooks. The 'Purchases' menu is highlighted. The 'Opening Supplier Balances' option is selected. The screen shows a table with columns for 'Supplier', 'Invoice', 'Payment', and 'Delete'. The 'Supplier' column contains the text 'Opening Supplier Balances'. The 'Invoice' column contains the text 'Invoice'. The 'Payment' column contains the text 'Payment'. The 'Delete' column contains the text 'Delete'. The 'Current (2)' dropdown is set to 'Current (2)'. The 'Search' field contains the text 'Search'.

Opening supplier balances

2. Select 'Invoice' if you owe your supplier money or select 'Payment' if you have overpaid your supplier.
3. Enter the details as follows:

Field	Details
Date	The date of the invoice.
Ref. no.	A reference number.
Inv. No.	The invoice number.
Supplier	Select by clicking the lookup icon or typing in the supplier code.
Supplier Name	This will generate when the supplier code is selected.
Gross	The amount of the invoice.
VAT Code	The VAT code will default to 0%.
VAT	This will be 0.00.
Net	This figure will be the same at the gross.
Code	As this is an opening balance this will default to 2710 Surplus brought forward.
Notes	The description of the account code will be entered by default in the notes column which you can type over to change, if you wish. You can also click the 'Notes' icon (beside the Split icon) if you need a larger field to enter your notes.
DEP	The department you want to allocate this invoice to. This will default based on the supplier settings but can be typed over to change.

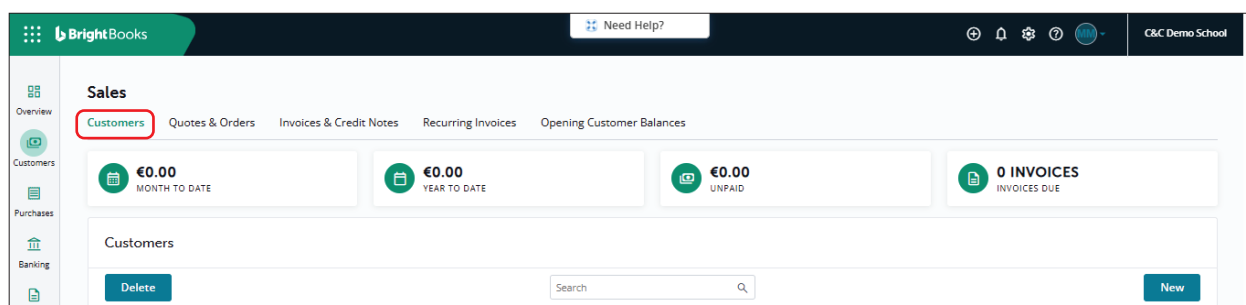
Recording large volumes of outstanding invoices:

For large volumes of supplier opening balances, an import template is available. Please contact Brightbooks accounts for further information on this.

2.7 Setting up a customer

Customer – a customer is an individual or a business that the school issues an invoice too. This is usually for the rental or hire of a classroom, canteen, pitch or gym in the school.

1. From the 'Customers' module > select 'Customers'.
2. Click the 'New' icon, the following screen will appear (alternatively you can click the 'Create New' icon from the header, to the left of the company name and select Customer):



New customer

3. The customer name is a mandatory field i.e. the field must be completed/filled, or you will not be able to save/setup the customer. All other fields are optional, but we would recommend that you fill in as much as possible to get the most benefit from the system.

You will see 3 different tabs running across the top of the screen:

General Info:

this is the default screen and where you can enter the name, address and contact details of the supplier.

Invoice Settings:

this is where the default account code and department for postings for this customer are set.

Company Info:

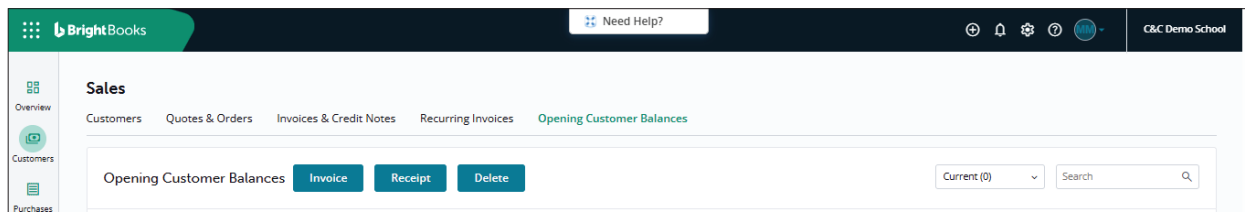
this is where you can categorise your customer or enter the system default other information. This does not need to be completed by the schools.

4. Click 'Save', the screen will close, and your new customer will be part of the customer listing.

2.8 Entering the opening customer balances

To record the full amount the customer owes the school when setting up Brightbooks accounts:

1. Go to 'Customers' and select 'Opening Customer Balances', the following screen will appear:



Opening customer balance

2. Select 'Invoice' if the customer owes the school money or select 'Receipt' if the customer has overpaid the school.
3. Enter the details as follows:

Field	Details
Date	The date of the invoice.
Ref. no.	A reference number.
Inv. No.	The invoice number.
Customer	Select by clicking the lookup icon or typing in the customer code.
Customer Name	This will generate when the customer code is selected.
Gross	The amount of the invoice.
VAT Code	The VAT code will default to 0%.
VAT	This will be 0.00.
Net	This figure will be the same at the gross.
Code	As this is an opening balance this will default to 2710 Surplus brought forward.
Notes	The description of the account code will be entered by default in the notes column which you can type over to change, if you wish. You can also click the 'Notes' icon (beside the Split icon) if you need a larger field to enter your notes.
DEP	The department you want to allocate this invoice to. This will default based on the customer settings but can be typed over to change.

Recording large volumes of outstanding invoices:

For large volumes of customer opening balances, an import template is available. Please contact Brightbooks accounts for further information on this.

2.9 Entering other opening balances

Other opening balances include RCT, VAT, PAYE, ASC, Union Subs, etc.:

1. Under 'General Ledger' > select 'Journals'.
2. Click the 'New' icon, the following screen will appear:

Add journal screen

3. Enter the following information in the journal screen:

Field	Details
Date	The date you want to post the journal.
Ref. no	A reference for the journal, up to 10 characters e.g. Open Bal.
Type	Defaults to Journal. Select Opening Balance.
Add attachment	Attach a file or enter notes (if applicable).
Code	The nominal account code you want this part of the transaction to affect. Type in the account code if you know it or click the search (magnifying glass) or type '?' to find the account code you require: 2250 – PAYE/PRSI/USC/LPT Control Account -amount owed for payroll taxes. 2260 – Reverse VAT Control Account – amount owed for VAT. 2270 – RCT Control Account -amount owed for RCT. Once amounts due to Revenue has been entered the last line is posted to code 2710 to balance the journal.
Description	Having selected the correct account code, the description field will be filled with the description of the account code, you cannot edit this description.
Notes	A description for the transaction.
Debit	The values for the nominal accounts to which you want to debit (see screenshot above) i.e. Surplus Brought Forward.

Field	Details
Credit	The values for nominal accounts to which you want to credit (see screenshot above) i.e. the reverse VAT control account, PAYE/PRSI/USC/LPT control account, RCT control account.
Department	Select the department to which this journal is to be allocated to.

- Click 'Save' when you are finished, you will be brought back to the journal listing screen.

2.10 Checking the opening balances

Once all the opening balances are entered into Brightbooks Accounts. It is recommended that a trial balance is printed and that the figures are checked to ensure it is correct.

To run the trial balance:

- Go to 'Reports'.
- Under the 'General Ledger' heading, > click 'Trial Balance'.
- Select the period in which the opening balances have been entered and click 'Run'.

Trial balance report

2.11 Entering the budget

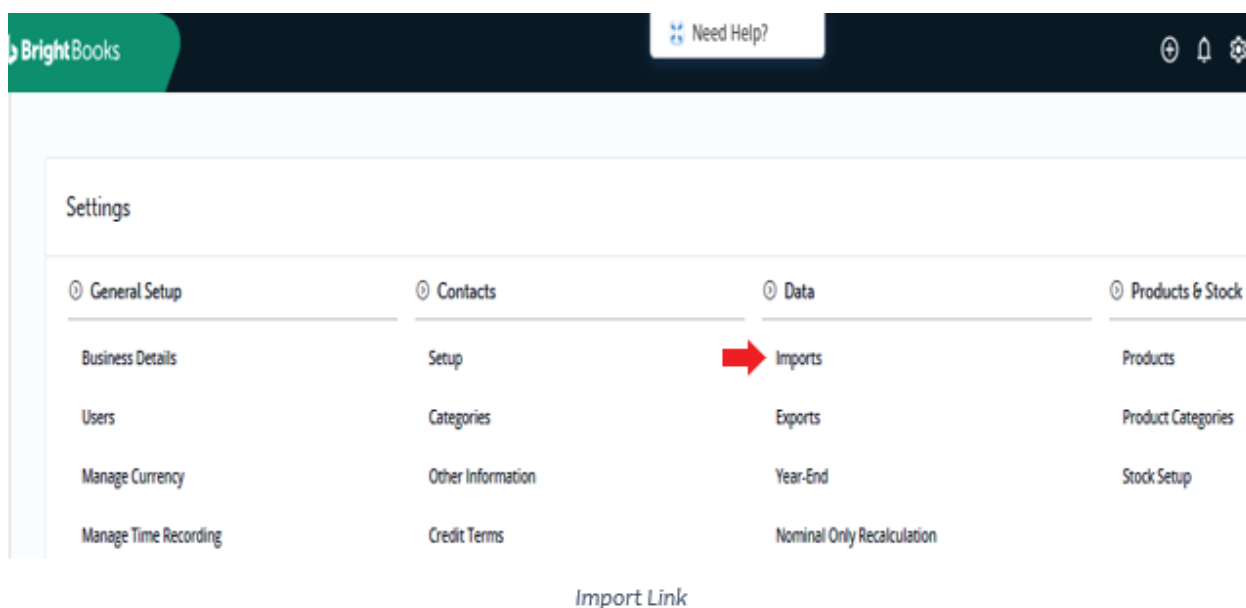
Included in the Budget Template each year is a sheet called "Budget Import Sheet" which provides a summary of the nominal codes and the total budget figures for the year.

1	Budget Import Sheet				
2	Budget Year:	XXXX/XXXX			Formula Check
3	School Name:	Type school name			The total of figures in the i
4	School Address:	Type school address			A formula check has been i
5	Roll No.:	Type School roll			
6	School Type:	Community & Comprehensive School: NON DEIS School Budget			Total Per Import Sheet
7					
8	1. The nominal codes here should be the same as in your Bright accounts. If you				Note this is not the surplus
9	added additional codes to your income & expenditure budget please add the				
10	codes and values into the budget below.				
11	2. Values are formatted as "General"				
12	3. Income values (codes 3000-3899) should show as a minus (-) figure				
13	4. The details in Column A & C must be then copied into a Bright Budget Import template for importing into BrightBooks				
14					
15					Subtotal per Import sheet
16	Copy		Copy		
17	A		C		
18	Code				
< > ... 2.Budget Grant Calculation 3.Income & Expenditure Budget 8.Budget Import Sheet 4.Opening E ... + :					

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.

Download and save the budget import template

1. On the top menu to the left of the user icon, click on the icon for Settings. 
2. The **"Settings"** page appears. Under the **"DATA"** heading, click **"Imports"**.



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

Import Link

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

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

☐ Stock Adjustments
☐ Summary Customer Invoices and Credit Notes
☐ Detailed Supplier Invoices and Credit Notes
☐ Supplier and Non Supplier Payments
☐ Single Line Journals
☐ Yearly Budget Import

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.

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.

No file chosen

Select Period
 Select option

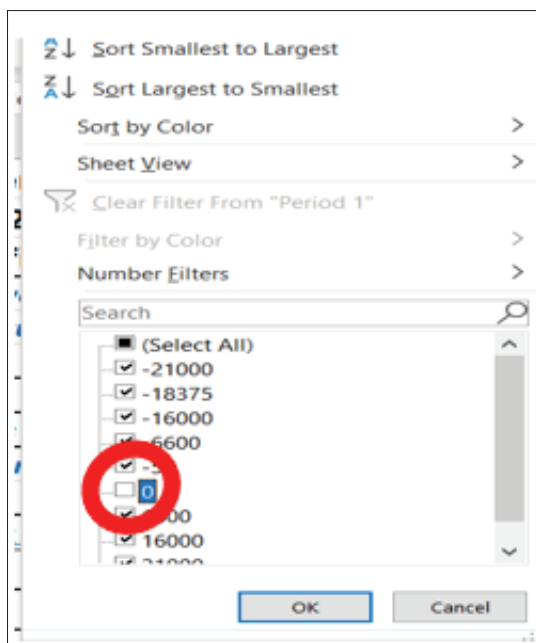
Select Department
 Select option

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

5. Open the C&C Budget Template
6. Select the tab “8. Budget Import Sheet”
7. Before copying the information, you can apply the filter in Column C.

1	Click here for full instructions for importing budget figures into Surf	
2	Copy	Copy
3	A	B
4	Code	Period 1
5	3010 Non Pay Budget Grant	

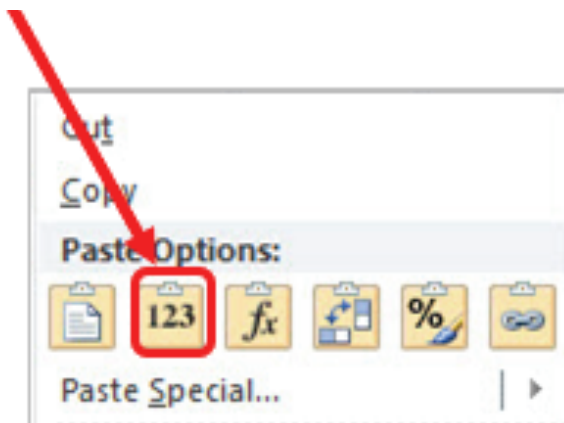
Untick the "0" box. This will ensure that you will not be including codes in the import sheet that may not be set up in your BrightBooks chart of accounts.



8. 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.
9. In the "BrightBooks monthly budget format import template", click into A2 right click and paste

MonthlyBudgetF										
File Home Insert Page Layout Formulas Data Review View Sage 50 Accounts										
AutoSave Off										
Clipboard Font Alignment										
A2 3010										
	A	B	C	D	E	F	G	H	I	J
1	Code	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period
2	3010									
3	3020									
4	3050									
5	3100									
6	3130									
7	3140									
8	3150									
9	3160									
10	3170									
11	3190									
12	3200									

10. 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 (-)

11. Once you have completed the import template save the changes.

Import budget into BrightBooks

12. From the data import template page (**as per step 4**) choose the file you wish to import i.e. the BrightBooks monthly budget format import template.

Select the period you are importing the budget to.

Depending on the year end that you are currently in – if this before the year you wish to import the budget for, then you should select to import the template for the 'future period'.

If, when you come to import the budget you are in the same year you wish to import the budget for, then select the 'current period'.

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

13. Select **"AOD"** for the department.
14. Then select 'Import'.
15. If all is in order you will get a message **"Monthly Budget data successfully queued for import. Your Queue position is – xx"**. This feature 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.

16. 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".
17. This is not required for the board of management reports recommended by the FSSU and is at the discretion of the school.
18. Run the Income & Expenditure report for September 20XX to verify the budget figures.

Editing the budget in BrightBooks

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

19. Go to the 'General ledger' module > 'Chart of Accounts'. Click on the 'Budget' button and select either 'Future Period-Monthly', or 'current Period – monthly' depending on which year you imported the budget into.

General Ledger

Chart of Accounts Journals VAT Returns VIES INTRASTAT

Chart of Accounts Print New View Budget This Year

Current Period - Annual
 Current Period - Monthly
 Future Period - Annual
 Future Period - Monthly

Budget view

Enter Next Year Monthly Budget Back Save

DEP AOD - All ☐ Supress Zero

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

20. Select the Department (DEP) 'AOD-All Other Departments' and make sure the 'Supress Zero' box is unticked.
21. Select the cell under the Column '**Sep**' 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)
22. Note income values (codes 3000-3899 should be entered as a minus (-))
23. Hit 'Save' to save the budget figures.

Section 3:

Customer module

3.1	Introduction	36
3.2	Add a new quick customer invoice/credit note	39
3.3	Add a new customer receipt	42
3.4	Allocating a customer receipt	44
3.5	Recurring customer invoices	45
3.6	Customer reports	47
3.6.1	Sales invoice & credit notes reports	48
3.6.2	Customer statements	48
3.6.3	Customer activity	49
3.6.4	Aged customers balances (detailed or summary)	49

3.1 Introduction

This section covers how to record customer invoices and credit notes and their effect on the customer. The customer module is used to record information about customers that the school have to invoice for use of school facilities such as hire of the hall. In addition, receipts in full, part receipts and allocating credit notes will be covered.

Navigation

To go to the list of customer invoices, click 'Customers' and select 'Invoices & Credit Notes'.

Searching

You will see a search box in the middle of the screen, you can use this search box to find customer invoices or credit notes, type in a few characters and press enter or click the search icon, all invoices or credit notes matching the search criteria will be displayed, to return to the full listing, delete the characters entered in the search box and click the magnifying glass again.

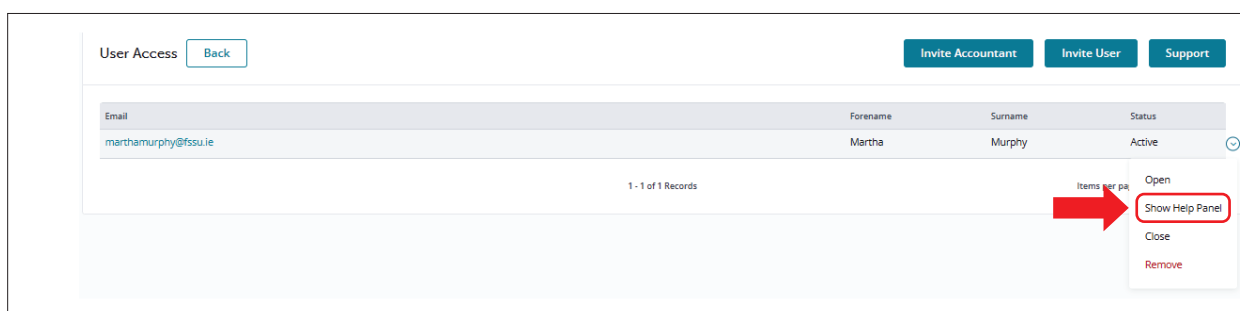
Sorting

You can also sort the list of invoices and credit notes by any of the column headings e.g. date of the invoice, net amount of the invoice, customer name etc. by clicking the column heading. You will see an arrow (up or down, depending on whether they are sorted alphabetically A-Z or Z- A/ascending/descending).

Help

BrightBooks accounts offers online help, to access this you can click 'Help' (at the top right of the screen, beside Settings).

If you are in an add/edit screen BrightBooks accounts can offer hints to use the features at the top of the screen. To turn on these summary help notes go to 'Settings' > select 'Users' under the 'General setup' heading. From the drop-down menu, select 'Show Help Panel' to turn on the summary help notes.

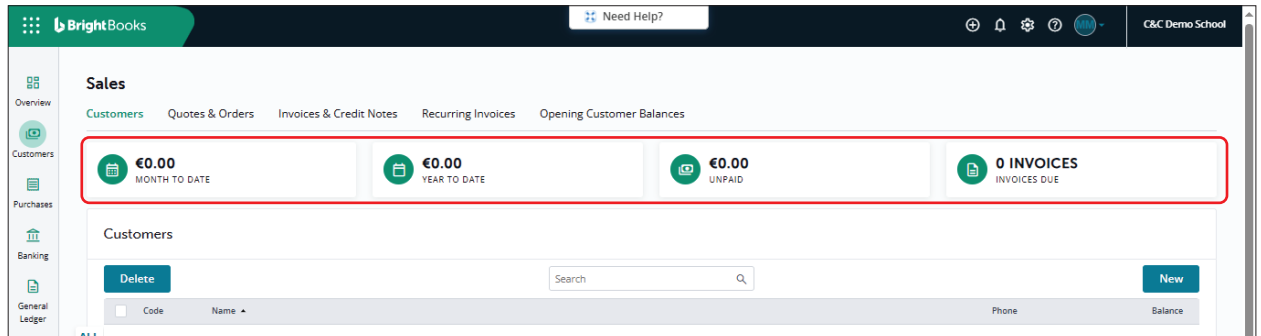


Show help panel

To turn these hints off, click the 'X' at the top right of the help/hint panel.

Key Figures

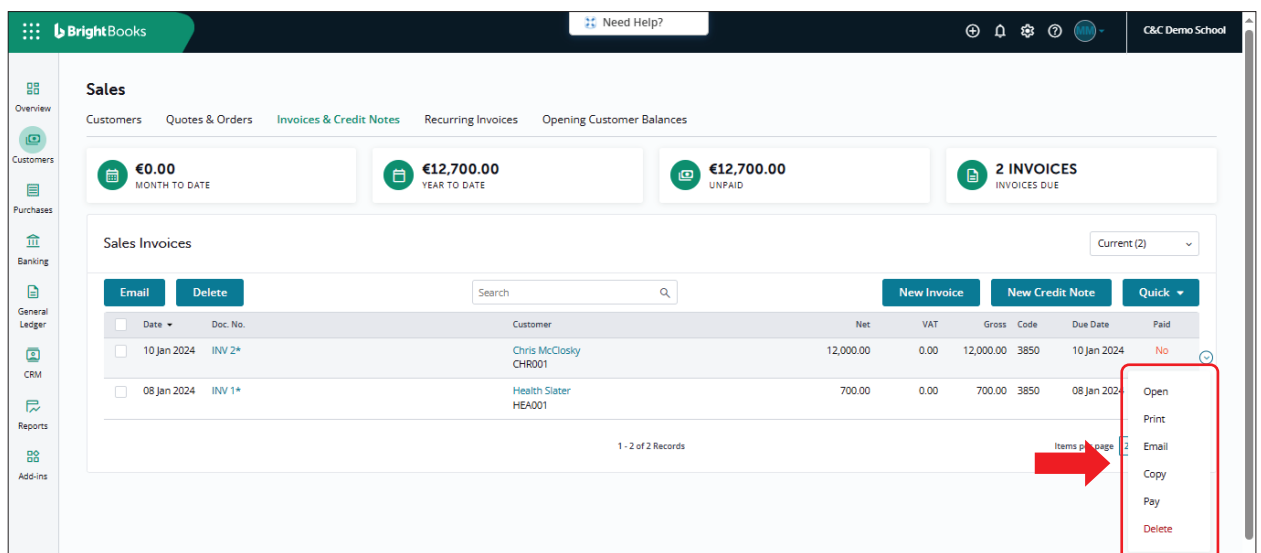
At the top of the customer/sales module screen you will see a clear bar, in this bar there are 4 amounts with their corresponding headings; Month to Date, Year to Date, Unpaid and Invoices Due. The first figure is the total value of all customer invoices this month so far, the next figure is the total value of all customer invoices so far this year, the third figure is the total value of all customer invoices that remain unpaid and finally the fourth figure is the number of customer invoices due.



Sales invoices

Additional Options

As you move around the screen, you will see the invoices or credit notes being highlighted (the background screen colour will be darker) and you will see an arrow to the far right of the invoice or credit note that you are highlighting, this is called in the inline submenu or more button. Click on this arrow and you will see the following additional options:



Additional options

Open:

If you want to make changes to the invoice or credit note you can click the 'Open' icon.

Print:

If you want to preview the invoice or credit note you can click the 'Print' icon or click the Doc. No. of the invoice or credit note.

Email:

Click the 'Email' option to open the send email screen, this will be populated with your customers email address in the 'To' field (if it was entered in the customer setup screen) and send either a link to the invoice or credit note or a .pdf of the invoice or credit note, to your customer. To attach the .pdf go to Settings, Email Templates, and tick: Attach Invoice.

Copy:

If you want to make a copy of an existing invoice or credit note then click the 'Copy' icon.

Pay:

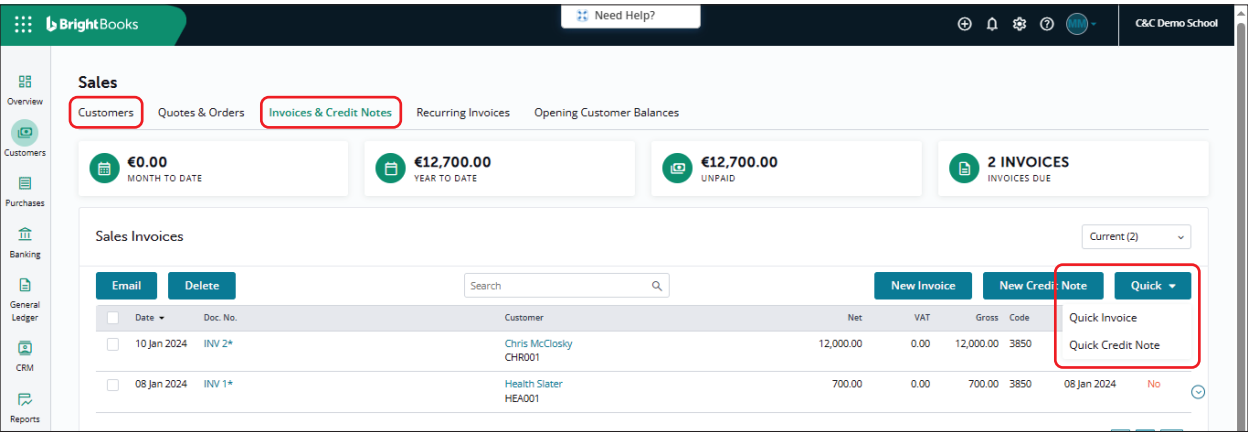
If you want to record a customer receipt against a specific invoice then click the 'Pay' icon, the Customer Receipt screen will open with the highlighted invoices marked as paid.

Delete:

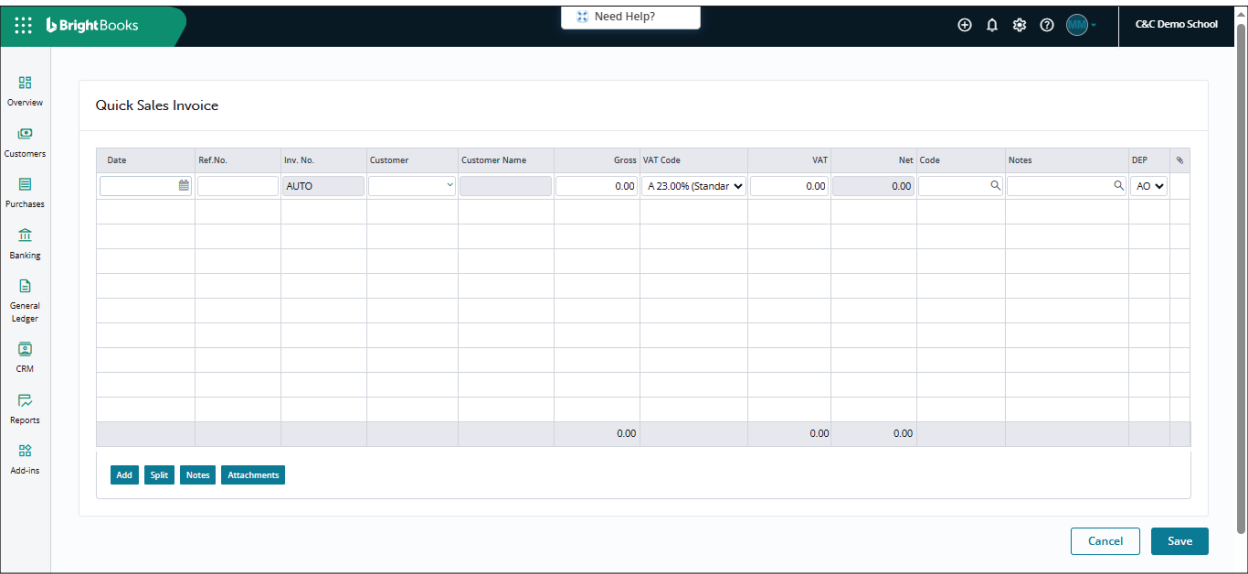
If you want to delete an invoice or credit note you can click the 'Delete' icon, you will get a confirmation message to delete and once you click 'Delete' the invoice or credit note will be deleted, providing it is not paid or in a closed period.

3.2 Add a new quick customer invoice/credit note

- 1. From 'Customer' > select 'Invoices & Credit Notes', the customer invoices/credit notes already on the system will be listed.
- 2. To add a new customer invoice, click the 'Quick' icon and then select 'Quick Invoice', see below:



Quick access options



Quick invoice create

3. Fill in the details:

Field	Details
Date	The date of the invoice.
Ref. no.	A reference number.
Inv. No.	The invoice number, this will be AUTO i.e. automatically generate if in Setup you selected AUTO for the sales invoice number.
Customer	Select by clicking the lookup icon or typing in the customer code.
Customer Name	This will generate when the customer code is selected.
Gross	The amount of the invoice.
VAT Code	The VAT code will default to 0%.
VAT	This will be 0.00.
Net	This figure will be the same at the gross.
Code	The nominal account code to which the invoice relates. This will default based on the customer settings but can be typed over to change. If the invoice is not fully analysable to one account code then you will need to use the 'Split' icon (see the SPLIT details below)
Notes	The description of the account code will be entered by default in the notes column which you can type over to change, if you wish. You can also click the 'Notes' icon (beside the Split icon) if you need a larger field to enter your notes.
DEP	The department you want to analyse this invoice to. This will default based on the customer settings but can be typed over to change.

4. You can also attach documentation to the invoice, by clicking the 'Attachments' icon and selecting the relevant file (see previous image).

SPLIT: For invoices/credit notes with multiple account codes/departments.

5. Once you have entered the amount of the invoice/credit note, then click on the 'Split' icon, the following screen will appear:

The screenshot shows the 'Quick Sales Invoice' interface in BrightBooks. A 'Split' modal is open, allowing the user to create multiple lines for the invoice. The modal contains a table with the following data:

Gross	VAT Code	VAT	Net	Code	Notes	DEP
250.00	Z 0.00%	0.00	250.00	3420	Canteen Income	AOD
250.00	Z 0.00% (Zero)	0.00	250.00	3350	Hire of Facilities	AOD

At the bottom of the modal, there are buttons for 'Add', 'Delete', and 'Adjust Total'. To the right, a summary shows: Total of Invoice: 500.00, Total of Splits: 500.00, and Unallocated Amount: 0.00. A red arrow points to the 'Split' button in the main invoice form, and a red box highlights the 'Save' button in the modal.

Split

For the first nominal code edit the first line and for each subsequent nominal code go to the next line and enter the gross amount, both the vat code and vat amount will default to zero, then enter the nominal account code, you can enter notes if you wish and select a department.

In the bottom right of the screen the 'Total of Invoice' and 'Total of Splits' should equal one another and the 'Unallocated Amount' should be zero, you will not be able to save until this is zero. If your split details are correct but your 'Total of Invoice' is incorrect you can click on 'Adjust Total' and this will change the total of invoices to equal the total of splits. Click 'Save' to save the split.

- Click 'Save' when you are finished, you will be brought back to the invoices & credit notes listing screen.

Customer credit note

To enter a customer credit note, from 'Customers' select 'Invoices & Credit Notes', the customer invoices/credit notes already on the system will be listed, to add a new customer credit note, click the 'Quick' icon and then select 'Quick credit note' and complete the fields.

Allocation: identifying the invoice which the credit note is reducing

Once you have all the details relating to a credit note entered then you should click the 'Allocation' icon. All currently outstanding invoices belonging to this customer will be displayed, as follows:

The screenshot shows the 'Quick Sales Credit Note' interface in BrightBooks. A modal window titled 'Allocations' is open, displaying a table of outstanding invoices for allocation. The table has columns: Date, Type, Doc No., Notes, Amount, Paid to-date, Unpaid, Discount, Pay, and a checkbox. Two invoices are listed: 10/01/2024 Invoice 2 (Other Income, 12,000.00) and 02/04/2024 Invoice 3 (500.00). The 'Pay' column and the checkboxes are highlighted with a red box. Below the table are 'Auto' and 'Reverse' buttons. The 'Totals' row shows a total amount of 12,500.00, with 0.00 paid to date and 12,500.00 unpaid. The 'Amount Left to Allocate' is 150.00. The background shows the 'Quick Sales Credit Note' form with fields for Date, Ref. No., and a list of invoices.

Allocations

You can tick the box for the invoice the credit note relates to. The credit note could be for part of an invoice or part of several invoices, if this is the case then you should enter the amount that the invoice/invoices are being reduced by in the 'Pay' column. If you would like the system to allocate the credit note against the oldest invoice then you can click the 'Auto' icon, and the amount will be automatically allocated from oldest to newest invoice. If you have made an error and would like to start over then you can click the 'Reverse' icon and all allocations will be cleared.

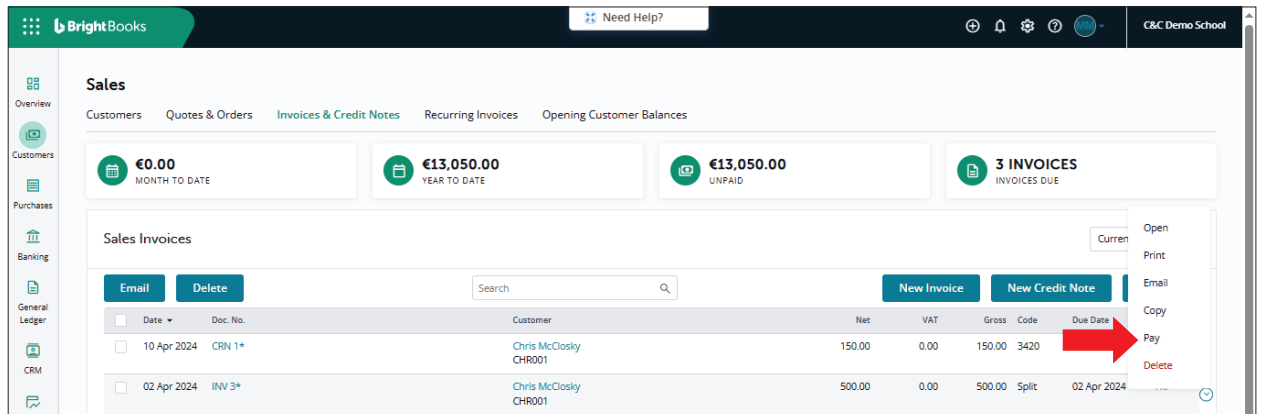
You can leave the credit note unallocated if you wish, however this is not recommended as it can lead to confusion later. Click the 'Save' icon to close this screen when the 'Amount Left to Allocate' is zero. Then click 'Save' again to save the credit note.

3.3 Add a new customer receipt

As with many other tasks there are several ways to record a customer receipt.

Option 1:

1. From 'Customer' > select 'Invoices & Credit Notes'.
2. You can find the invoice you want to record as being paid and click the down arrow to the far right of the row (i.e. the more icon) and select the 'Pay' option.



Creating an invoice receipt

3. When you click the 'Pay' option the following screen will appear with the customer already selected, the receipt amount entered (same amount as the invoice) and the invoice selected/ticked in the middle section of the screen as being paid. Review the bank details at the top right of the screen and enter the lodgement number.

Customer receipt

4. Click 'Save'.

Option 2:

1. From 'Banking' > select 'Receipts'.
2. Click on 'Quick receipt' icon, you will see the following screen:

The screenshot shows the 'Banking' module interface. The 'Receipts' tab is active. At the bottom right, the 'Quick Receipt' button is highlighted with a red box.

Banking Module Menu

The screenshot shows the 'Quick Receipt' form. The 'Quick Receipt' button is highlighted with a red box.

Quick add receipt button

3. Fill in the details:

Field	Details
Bank Account	Ensure you have select the correct bank account for which the receipt relates to. The default bank account will be selected; if you are lodging the receipt to a different bank account then you can select another by simply clicking on the dropdown list and selecting another account.
Date	Date of receipt.
Payment Type	Select the type of receipt i.e. cash, cheque, EFT etc.
DEP	As this is a customer receipt you can skip over the DEP field.
Ref No	Lodgement reference number.
Customer:	Select the customer, whom you received the payment from, from the lookup (magnifying glass) or enter their code, if you know it.
Notes/Paid by	This will default to the customer name selected.
Amount:	Enter the amount of the receipt.
VAT Code and VAT:	As this is a customer receipt these fields will disappear.
Nom. Code	This will default to the customer ledger control account nominal code 1700.

4. If you wish to attach a file (scanned copy of the cheque for example) then click the 'Attachments' icon and click on 'Add Attachment' to browse to the location of the file. Select the appropriate file and then click 'Close'.
5. Click **'Save'**.

3.4 Allocating a customer receipt

Allocating the customer receipt is an option both within the receipt itself and separately from the receipt listing, you can click the inline submenu/more button and select 'Allocation', you will see the following screen:

BrightBooks

Need Help?

C&C Demo School

Overview	Customers	Purchases	Banking	General Ledger	CRM	Revenue			
Allocation for Payment									
Date	Type	Doc No.	Notes	Amount	Paid to-date	Unpaid	Discount	Pay	✓
10/01/2024	Invoice	2	Other Income	12,000.00	150.00	11,850.00	0.00	0.00	☐
02/04/2024	Invoice	3		500.00	0.00	500.00	0.00	0.00	☐
				12,500.00	150.00	12,350.00	0.00	0.00	
				Auto Reverse		Amount Left to Allocate 12,350.00			
				Cancel Save					

Allocation for paying invoices

What is allocating?

Allocating is where you identify which invoices are being paid by a receipt e.g. your customer could be paying just one invoice with a receipt or paying several invoices with the one receipt; also, your customer could be part paying one invoice with a receipt.

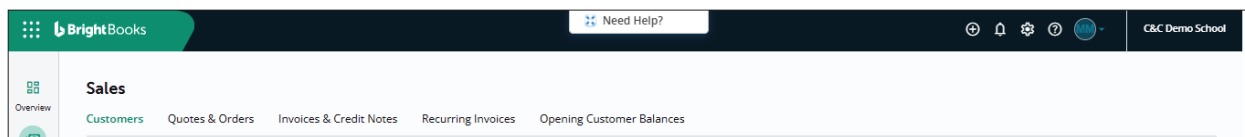
There are three different ways to allocate the receipt:

1. By typing the amount you wish to allocate into the 'Pay' box.
2. By ticking the ☒ field to the far right of the invoice row.
3. By clicking on the 'Auto' box (this will allocate the receipt to the oldest invoice).

Click 'Save' once you have completed your allocation, the 'Amount Left to Allocate' should be zero.

3.5 Recurring customer invoices

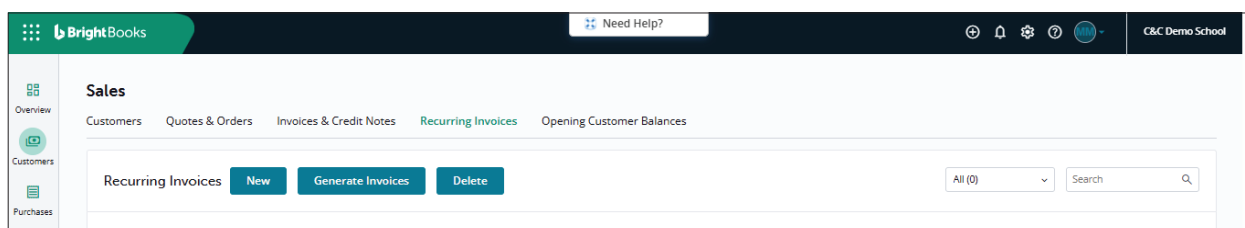
From 'Customers' > select 'Recurring Invoices', see the following screen:



Accessing recurring invoices link

Any previously setup recurring invoices will be listed here. To add a new recurring invoice:

1. Click the 'New' icon.



Add recurring invoice

 A screenshot of the BrightBooks web application showing the 'Recurring Sales Invoice' form. The form is divided into several sections: 'INVOICE DETAILS' with fields for 'CUSTOMER' (Martha Murphy), 'CO-ORDINATOR', 'REFERENCE NO.', and 'QUOTE/S.O./INV NO.'; 'ADDRESSES' with 'Invoice Address' and 'Delivery Address' tabs; 'RECURRING INFORMATION' with fields for 'RECURRING' (Weekly), 'REPEAT EVERY' (1), 'STARTS ON', 'NEXT DUE', 'STATUS' (Print), and 'ENDS' (Never). Below these is a table with columns: Product, Description, Quantity, Price, Discount %, VAT %, Nominal Code, Net Amount, and DEP. At the bottom right, there are summary fields for 'Net' (0.00), 'VAT' (0.00), and 'Total' (0.00).

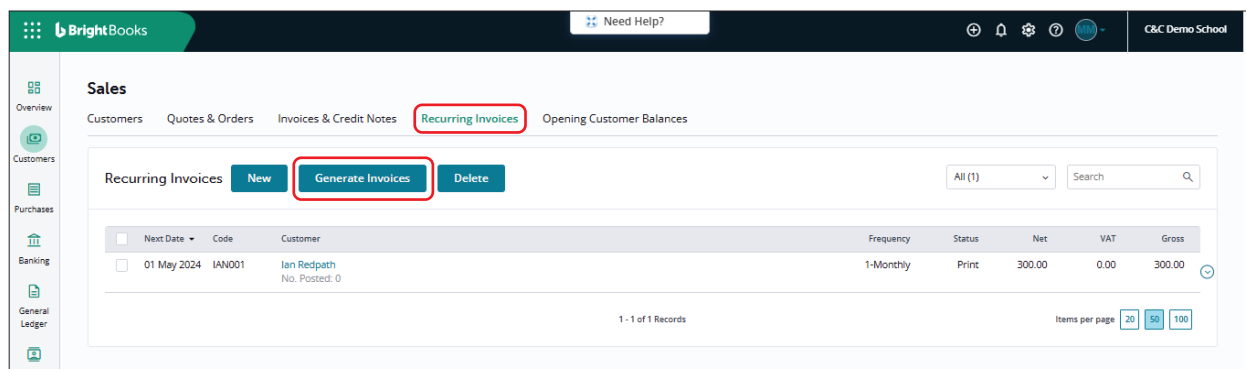
Recurring invoice create screen

2. Fill in the details, enter the customer, Ref No etc. in the same manner as a standard sales invoice.
3. In addition to these you will also need to enter the recurring frequency of this invoice (Weekly/Monthly or Yearly), then repeat e.g. every 2 weeks or every 6 months (1-30), enter the Start On (the date the first invoice is to start on) and the Next Due date (these will be the same on setup), set the Status (Print/Email/On-Hold/Closed) and set the Ends (Never, Number or Date) and specify the Number or Date depending on which is selected.
4. You will need to enter a description, quantity and price for the invoice also.
5. You can also make any previous standard sales invoice entered into the system (not quick invoices) a recurring entry by finding the invoice in the listing and clicking the inline submenu and selecting 'Make Recurring'.

To make changes to the recurring invoice click the inline submenu and select 'Open' or to delete the entry altogether click 'Delete'.

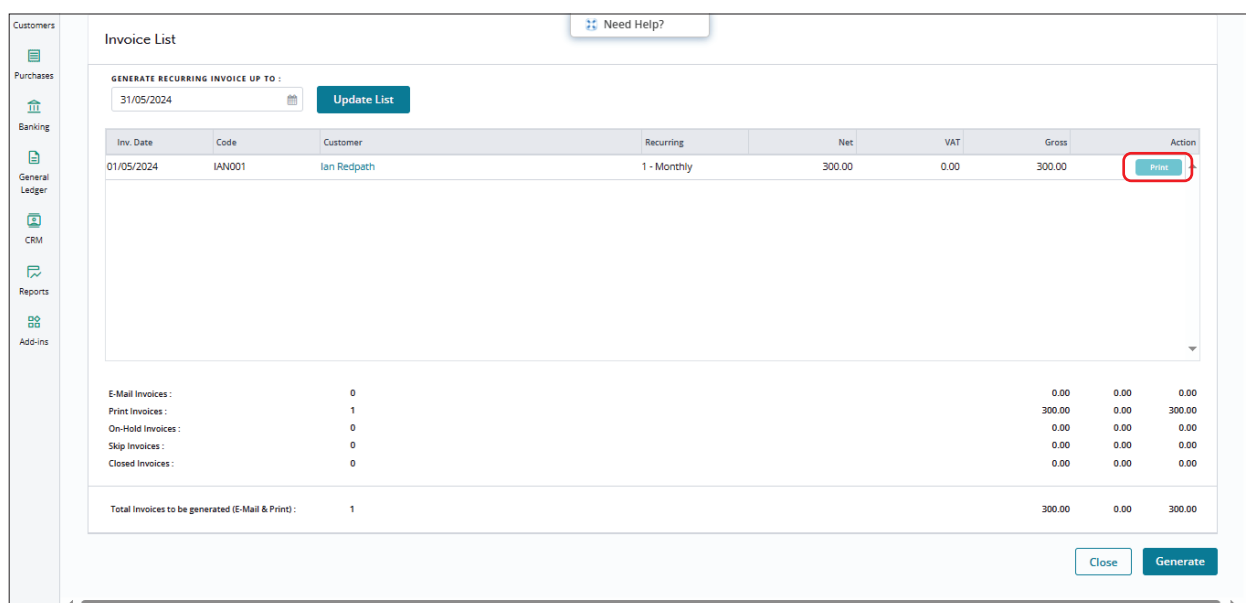
Generate recurring invoices

1. From 'Customers' > select 'Recurring Invoices' > select 'Generate Invoices'.



Clicking generate invoices

2. The following screen will appear showing the list of sales invoices that would be generated based on the recurring entries setup up to today's date. You can change that date by clicking on the calendar icon to the right of the field that will update the list. After reviewing the list and when you are happy to generate/create all the invoices listed, click 'Generate'.



Invoice list

3. The action selected will be performed during this process.

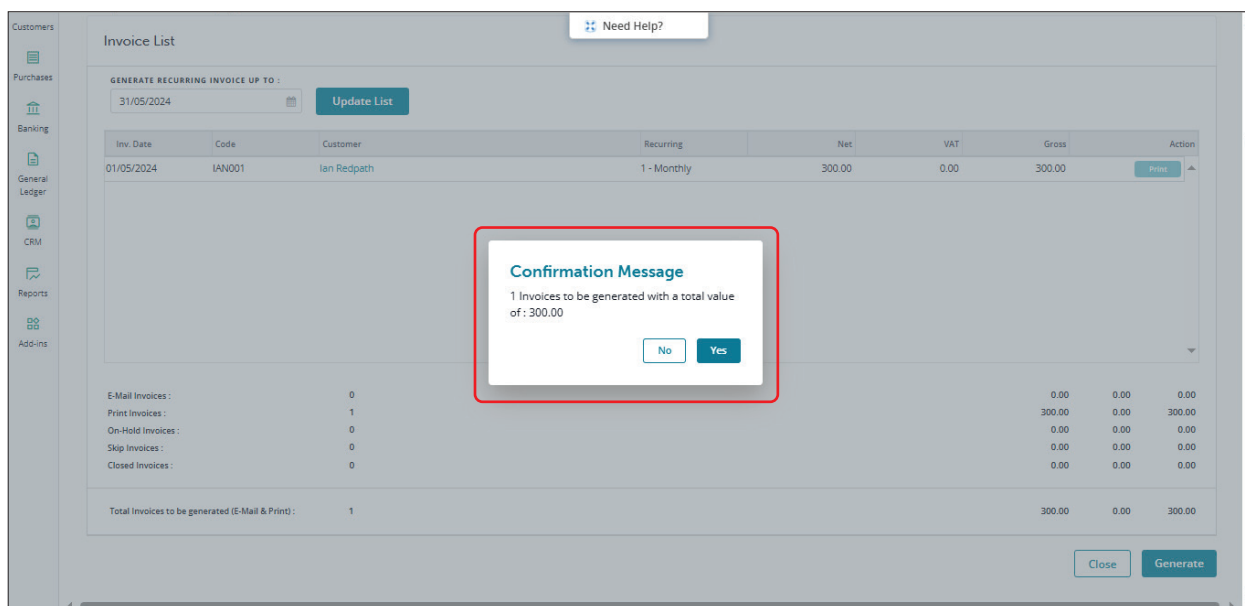
You can change the 'Action' at this point, per transaction. This is a loop, if the action is set to 'Print' and you click it, it will toggle through to Email/On Hold/Closed/Skip and back to Print.

The Summary values at the bottom of the page, indicating the value of the invoices that will be generated will be updated as you toggle through different actions.

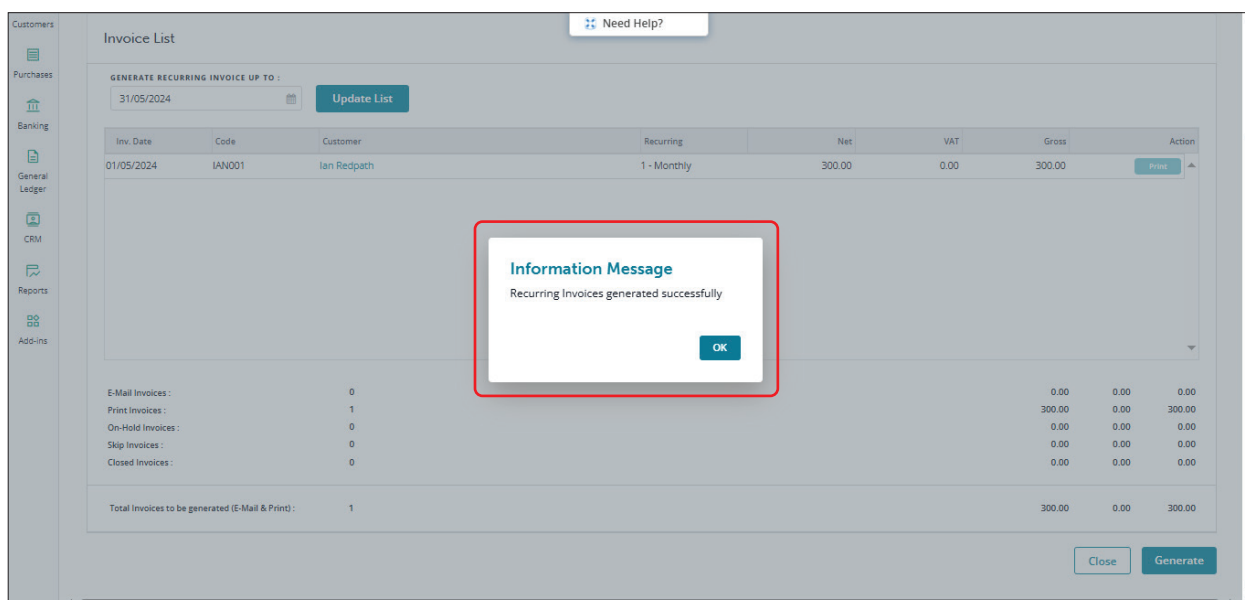
If you put invoices on hold you will see the 'Total Invoices to be generated (E-mail & Print)' update.

4. Click 'Generate' again to complete the process then select "YES".

In the list of sales invoices, they will have an invoice number followed by an R.



Generation Confirmation



Successful generation

3.6 Customer reports

Click on 'Reports' on the menu, under the 'Customers' heading the following reports are available:

- Sales Invoice & Credit Notes
- Customer Statements
- Customer Activity
- Aged Customer Balances (Detailed or Summary)

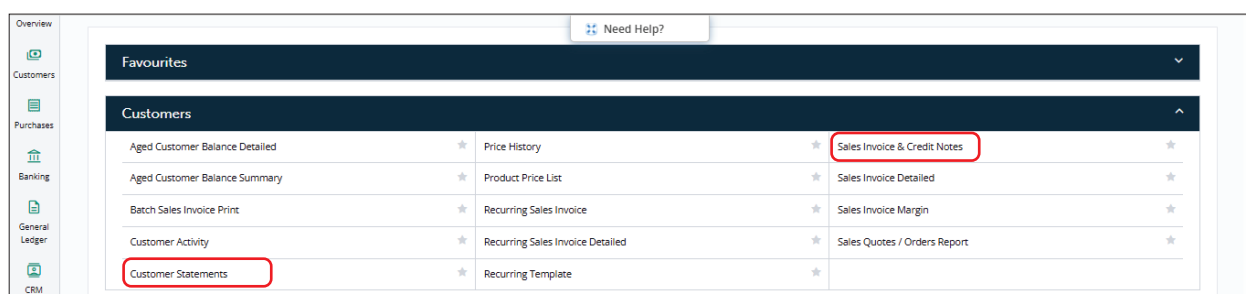
The following reports are particularly helpful when

3.6.1 Sales invoice & credit notes reports

Generates the details or summary of the customer invoice and credit notes raised by the school.

To generate the report:

1. Click 'Sales Invoice & Credit Notes' under the 'Customers' heading on the Reports page.



Reports selection page

2. On the sales invoice/credit note report page, enter the criteria as per the following. All fields are optional. If you do not specify any criterion and retain the default settings, the details of all invoices will be shown.

Field	Description
DATE FROM	Specify the starting date in the time range.
DATE TO	Specify the ending date in the time range.
TYPE	Select the type of report you want to generate, for example, Invoice or Credit Notes. Note the report heading changes based on the selection.
DOC. NO. START	Document number starting range. You do not need to complete this.
DOC. NO. END	Document number ending range. You do not need to complete this.
CO-ORDINATOR	Co-ordinator name. You do not need to complete this.
DEP	Department. If you wish to run the report for a specific department, select the department from the drop down list. If you want to run the report for all the school leave the field BLANK

3. Click 'Run' to generate the report.

3.6.2 Customer statements

Generates the customer statements based on the criteria you specify.

1. Click 'Customer Statements' under the 'Customers' heading on the Reports page.
2. Enter the details as required.
3. Click "Run" to generate the report.

3.6.3 Customer activity

Generates a summary of customer accounts.

1. Click 'Customer Activity' under the 'Customers' heading on the Reports page.
2. On the Customer Accounts Report page, enter the criteria as per the following. All fields are optional. If you do not specify any criterion and retain the default settings, the details of all invoices will be shown.

Field	Description
Field	Description
DATE FROM	Specify the starting date in the time range.
DATE TO	Specify the ending date in the time range.
CUSTOMER FROM	If you want to review the report within a range of specific customer, specify the first customer within the range. If you want to see all customer, leave blank.
CUSTOMER TO	If you want to review the report within a range of specific customer, specify the last customer within the range. If you want to see all customer, leave blank.
DEP	Department. If you wish to run the report for a specific department, select the department from the drop down list. If you want to run the report for all the school leave the field BLANK

3. Click 'Run' to generate the report.

3.6.4 Aged customers balances (detailed or summary)

Generates customer balances at frequencies of 30 days such as 30, 60, 90 and so on.

1. Click 'Aged Customer Balances Detailed or Aged Customer Balances Summary' under the 'Customers' heading on the Reports page.
2. On the Aged Customer Balances Report page, enter the criteria as per the following. All fields are optional. If you do not specify any criterion and retain the default settings, the details of all invoices will be shown.

Field	Description
DATE TO	Date on which you want to view the report.
CUSTOMER FROM	If you want to review the report within a range of specific customer, specify the first customer within the range. If you want to see all customer, leave blank.
CUSTOMER TO	If you want to review the report within a range of specific customer, specify the last customer within the range. If you want to see all customer, leave blank.
CO-ORDINATOR	Co-ordinator- You can leave this blank.
CURRENT AGING	If you tick this, the DATE TO field is disabled and the report shows the customer balance on the current system date.

3. Click 'Run' to generate the report.

Section 4:

Purchases module

4.1	Introduction	51
4.2	Creating a new purchase invoice/credit note	53
4.3	Purchase/supplier payments	57
4.4	Allocating a supplier payment	59
4.5	Add a Payee	60
4.6	Accounting for RCT	61
4.7	Purchases/supplier reports	70
4.7.1	Purchase invoice & credit notes	70
4.7.2	Supplier statements	71
4.7.3	Supplier Activity	71
4.7.4	Aged supplier balances (detailed or summary)	72

4.1 Introduction

This section covers how to record supplier/purchase invoices and credit notes and their effect on the purchase and nominal ledgers. The purchase/supplier module is used to record information about suppliers, such as contact details and invoices received and paid for. A supplier can be either a company or a person you purchase goods and services from.

Navigation

To go to the list of purchase invoices, click 'Purchases' and select 'Invoices & Credit Notes'.

Searching

You will see a search box in the middle of the screen, you can use this search box to find sales invoices or credit notes, type in a few characters and press enter or click the search icon, all invoices or credit notes matching the search criteria will be displayed, to return to the full listing, delete the characters entered in the search box and click the magnifying glass again.

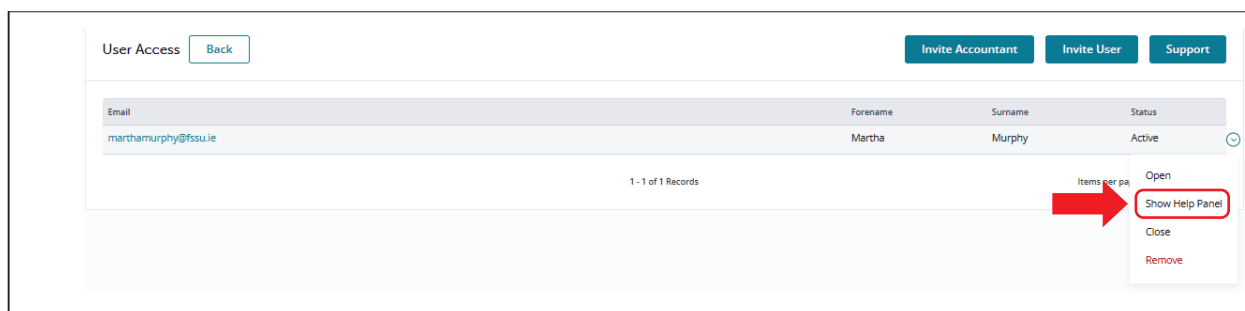
Sorting

You can also sort the list of invoices and credit notes by any of the column headings e.g. date of the invoice, net amount of the invoice, supplier name etc by clicking the column heading. You will see an arrow (up or down, depending on whether they are sorted alphabetically A-Z or Z- A/ascending/descending).

Help

BrightBooks accounts offers on online help, to access this you can click '?' (at the top right of the screen, beside Settings).

If you are in an add/edit screen BrightBooks accounts can offer hints to use the features at the top of the screen. To turn on these summary help notes go to 'Settings' > select 'Users' under the 'General setup' heading. From the drop down menu, select 'Show Help Panel' to turn on the summary help notes.

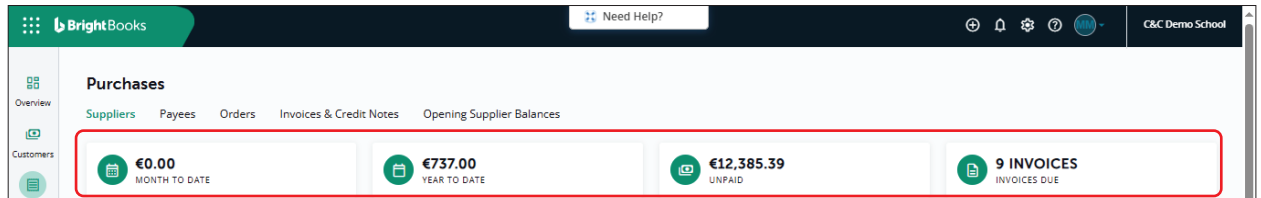


Show help panel

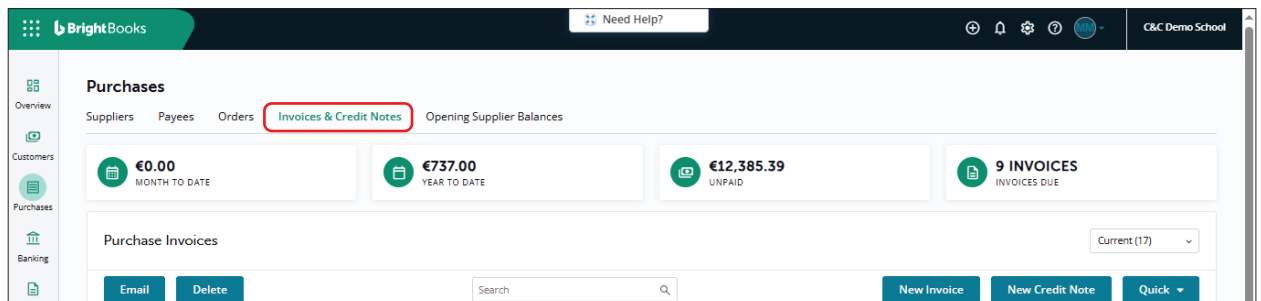
To turn these hints off, click the 'X' at the top right of the help/hint panel.

Key figures

At the top of the invoice & credit note browse you will see a clear bar, in this bar there are 4 amounts with their corresponding headings; Month to Date, Year to Date, Unpaid and Invoices Due. The first figure is the total value of all purchase invoices this month so far, the next figure is the total value of all purchase invoices so far this year, the third figure is the total value of all purchase invoices that remain unpaid and finally the fourth figure is the number of invoices due.



Key headers



Purchase invoices and credit notes

Additional options

As you move around the screen, you will see the invoices or credit notes being highlighted (the background screen colour will be darker) and you will see an arrow to the far right of the invoice or credit note that you are highlighting, this is called in the inline submenu or more button. Click on this arrow and you will see the following additional options, amongst others:

Open:

If you want to make changes to the invoice or credit note you can click the 'Open' icon.

Copy:

If you want to make a copy of an existing invoice or credit note then click the 'Copy' icon.

Pay:

If you want to record a supplier payment against a specific invoice then click the 'Pay' icon, the supplier payment screen will open with the highlighted invoices marked as paid.

Delete:

If you want to delete an invoice or credit note you can click the 'Delete' icon, you will get a confirmation message to delete and once you click 'Delete' the invoice or credit note will be deleted, providing it is not paid or in a closed period.

The screenshot shows the BrightBooks interface for the Purchases module. At the top, there are summary cards for Month to Date (€0.00), Year to Date (€737.00), Unpaid (€12,385.39), and 9 Invoices Due. Below these is a table of Purchase Invoices. The table has columns for Date, Doc. No., Supplier, Net, VAT, Gross, Code, Due Date, and Paid. A dropdown menu is open for the first invoice, showing options: Open, Print, Email, Copy, Pay, and Delete.

Date	Doc. No.	Supplier	Net	VAT	Gross	Code	Due Date	Paid
18 Jan 2024	INV 8975*	Capital Oil Co CAP001	587.00	0.00	587.00	4310	18 Jan 2024	No
05 Jan 2024	INV eg0145*	Egan Bus Co EGA001	150.00	0.00	150.00	4690	05 Jan 2024	
06 Dec 2023	CRN 987*	Egan Bus Co EGA001	45.00	0.00	45.00	4690		
05 Dec 2023	INV 51203*	Egan Bus Co EGA001	560.00	0.00	560.00	4690	05 Dec 2023	
10 Nov 2023	INV 789*	Dunne Electrical Ltd DUN001	3,753.39	0.00	3,753.39	5310	10 Nov 2023	
05 Nov 2023	INV 1245*	Marshalls Supermarket MAR001	456.00	0.00	456.00	4912	05 Nov 2023	paid
18 Jul 2023	INV S1654987*	Stacked Office Supplies STA001	465.00	0.00	465.00	Split	18 Jul 2023	Paid

Additional options

4.2 Creating a new purchase invoice/credit note

1. From 'Purchases' > select 'Invoices & Credit Notes'.

The screenshot shows the BrightBooks interface with the 'Purchases' menu item highlighted in the sidebar. The 'Invoices & Credit Notes' tab is selected in the top navigation bar. The summary cards and invoice table are visible below.

Purchases menu

The list of purchase invoices and credit notes already on the system will be listed.

The screenshot shows the BrightBooks interface with the 'Purchases' menu item highlighted. The 'Invoices & Credit Notes' tab is selected. The 'Quick Invoice' and 'Quick Credit Note' buttons are highlighted in a red box.

Quick invoice

- To add a new purchase invoice, click the 'Quick' icon at the top of the screen and select 'Quick Invoice'.

The Quick Purchase Invoice screen will appear, below:

Quick purchase invoice screen

- Fill in the details:

Field	Details
Date	The date of the invoice.
Ref. no.	A reference number.
Inv. No.	The invoice number, this will be AUTO i.e. automatically generate if in Setup you selected AUTO for the sales invoice number.
Supplier	Select by clicking the lookup icon or typing in the supplier code.
Supplier Name	This will generate when the supplier code is selected.
Gross	The amount of the invoice.
VAT Code	The VAT code will default to 0%.
VAT	This will be 0.00.
Net	This figure will be the same at the gross.
Code	The nominal account code to which the invoice relates. This will default based on the supplier settings but can be typed over to change. If the invoice is not fully analysable to one account code, then you will need to use the 'Split' icon (see the SPLIT details below)
Notes	The description of the account code will be entered by default in the notes column which you can type over to change, if you wish. You can also click the 'Notes' icon (beside the Split icon) if you need a larger field to enter your notes.
DEP	The department you want to analyse this invoice to. This will default based on the supplier settings but can be typed over to change.

- You can also attach documentation to the invoice, by clicking the 'Attachments' icon and selecting the relevant file.

SPLIT: For invoices/credit notes with multiple account codes/departments.

- Once you have entered the amount of the invoice/credit note, then click on the 'Split' icon, the following screen will appear:

Quick Purchase Invoice

Date	Ref.No.	Inv. No.	Supplier
14/04/2024	246	057895	STA001

Split

Gross	VAT Code	VAT	Net Code	Notes	DEP
200.00	Z 0.00%	0.00	200.00 6300	Printing and Stationery Expense	AOD
300.00	Z 0.00% (Zerr)	0.00	300.00 4315	Student Photocopy	AOD

[Add](#)
[Delete](#)
[Adjust Total](#)

Total of Invoice: 500.00
 Total of Splits: 500.00
 Unallocated Amount: 0.00

[Cancel](#)
[Save](#)

Buttons: Add, Split, Notes, Attachments

Split

For the first nominal code edit the first line and for each subsequent nominal code go to the next line and enter the gross amount, both the vat code and the vat amount will default to zero, then enter the nominal/ account code, you can enter notes if you wish and select a department.

In the bottom right of the screen the 'Total of Invoice' and 'Total of Splits' should equal one another and the 'Unallocated Amount' should be zero, you will not be able to save until this is zero. If your split details are correct but your 'Total of Invoice' is incorrect then you can select 'Adjust Total' and this will change the total of invoices to equal the total of splits. Click 'Save' to save the split.

- Click 'Save' when you are finished, you will be brought back to the invoices & credit notes listing screen.

Purchase/supplier credit note

To add a new supplier credit note, from 'Purchases' > select 'Invoices & Credit Notes', the purchase invoices/ credit notes already on the system will be listed. Click the 'Quick' icon at the top of the screen and then select 'Quick Credit Note' and complete the fields.

Purchases

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

€0.00

MONTH TO DATE

€737.00

YEAR TO DATE

€12,385.39

UNPAID

9 INVOICES

INVOICES DUE

Purchase Invoices Current (17)

[Email](#)
[Delete](#)

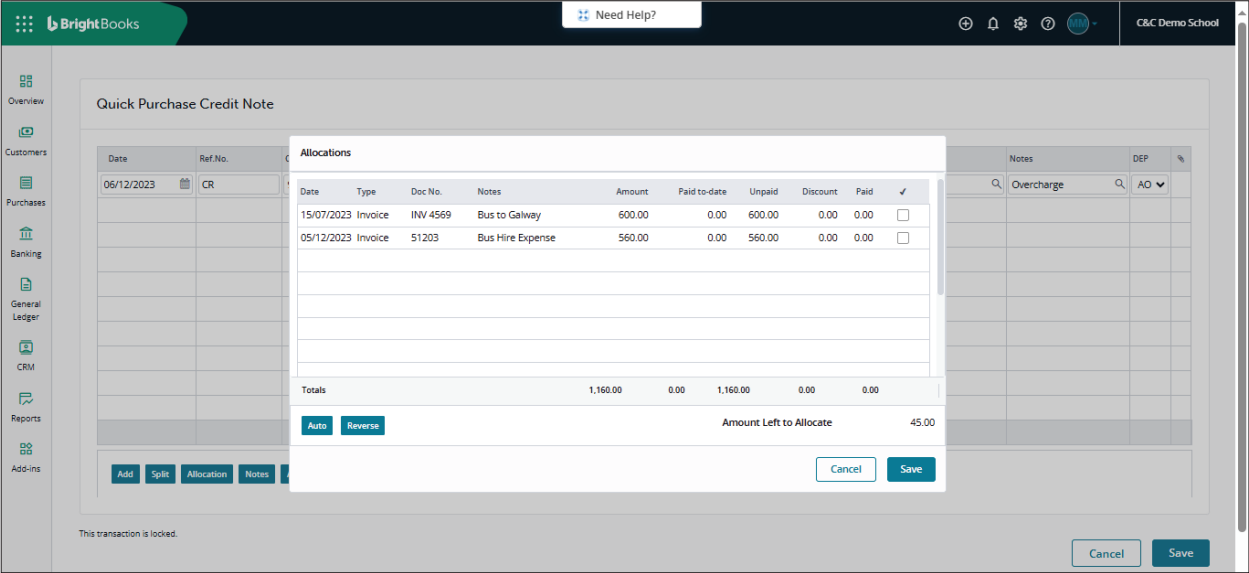
[New Invoice](#)
[New Credit Note](#)
[Quick](#)

Date	Doc. No.	Supplier	Net	VAT	Gross	Code	
18 Jan 2024	INV 8975*	Capital OIL Co CAP001	587.00	0.00	587.00	4310	Quick Invoice Quick Credit Note

Quick credit note

Allocation: identifying the invoice which the credit note is reducing

Once you have all the details relating to a credit note entered then you should click the 'Allocation' icon, all currently outstanding invoices belonging to this supplier will be displayed, as follows:



Allocations

You can tick the box for the invoice the credit note relates to. The credit note could be for part of an invoice or part of several invoices, if this is the case then you should enter the amount that the invoice/invoices are being reduced by in the 'Pay' column. If you would like the system to allocate the credit note against the oldest invoice then you can click the 'Auto' icon, and the amount will be automatically allocated from oldest to newest invoice. If you have made an error and would like to start over then you can click the 'Reverse' icon and all allocations will be cleared.

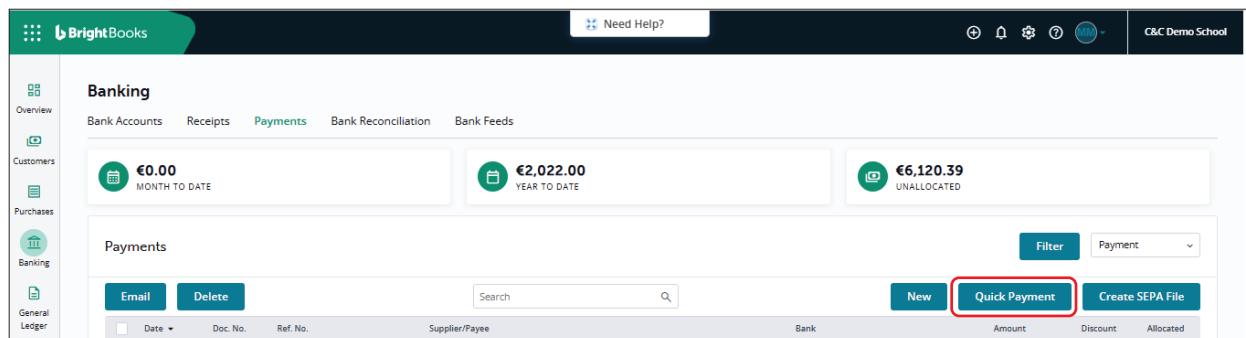
You can leave the credit note unallocated if you wish, however this is not recommended as it can lead to confusion later. Click the 'Save' icon to close this screen when the 'Amount Left to Allocate' is zero. Then click 'Save' again to save the credit note.

4.3 Purchase/supplier payments

As with many other task there are several ways to record a supplier payment.

Option 1:

1. From 'Banking' > select 'Payments'.
2. Click the 'Quick Payment' icon, the following screen will appear:



Quick payment screen

3. Fill in the details:

Field	Details
Bank Account	Ensure you have select the correct bank account for which the payment relates to. The default bank account will be selected; if you are making a payment from a different bank account then you can select another by simply clicking on the dropdown list and selecting another account.
Date	Date of receipt
Payment Type	Select the type of receipt i.e. cash, cheque, EFT etc
DEP	As this is a supplier payment you can skip over the DEP field
Ref No	Cheque number etc. if applicable
Supplier	Select the supplier to whom you are making the payment, from the lookup (magnifying glass) or enter their code, if you know it.
Notes/Paid by	This will default to the supplier name selected.
Amount:	Enter the amount of the payment
VAT Code and VAT:	As this is a supplier payment these fields will disappear.
Nom. Code	This will default to the supplier ledger control account nominal code.

4. If you wish to attach a file (scanned copy of the cheque for example) then click the 'Attachments' icon and click on 'Add Attachment' to browse to the location of the file. Select the appropriate file and then click 'Close'.
5. Click '**Save**'.

Option 2:

1. From 'Purchases' > select 'Invoices & Credit Notes'.
2. You can find the supplier invoice you want to record as paid from the list of invoices recorded and click the down arrow to the far right of the row (i.e. the more icon) and select the 'Pay' option.

Purchases

Suppliers Payees Orders Invoices & Credit Notes Opening Supplier Balances

€0.00
MONTH TO DATE

€1,237.00
YEAR TO DATE

€12,885.39
UNPAID

10 INVOICES
INVOICES DUE

Purchase Invoices Current (18)

Email	Delete	Search	New Invoice	New Credit Note	Quick
☐	Date ▾ Doc. No.	Supplier	Net	VAT	Gross Code Due Date Paid
☐	14 Apr 2024 INV 057895*	Stacked Office Supplies STA001	500.00	0.00	500.00 Split 14 Apr 2024 No
☐	18 Jan 2024 INV 8975*	Capital Oil Co CAP001	587.00	0.00	587.00 4310 18 Jan 2024 Open
☐	05 Jan 2024 INV ego145*	Egan Bus Co EGA001	150.00	0.00	150.00 4690 05 Jan 2024 Print
☐	06 Dec 2023 CRN 987*	Egan Bus Co EGA001	45.00	0.00	45.00 4690 05 Dec 2023 Email
☐	05 Dec 2023 INV 51203*	Egan Bus Co EGA001	560.00	0.00	560.00 4690 05 Dec 2023 Copy
☐	10 Nov 2023 INV 788*	Dunne Electrical Ltd	3,753.39	0.00	3,753.39 5310 10 Nov 2023 Pay

Creating an invoice payment

3. All of the outstanding invoices for this supplier will be displayed, the one which you clicked 'Pay' on will be automatically be selected in the  column at the far right of the screen.

Overview

Customers

Purchases

Banking

General Ledger

CRM

Reports

Add-ins

BrightBooks

Need Help?

🔔

🔔

⚙️

?

👤

C&C Demo School

Supplier Payment

PAYMENT DETAILS

🔗 CAP001 - Capital Oil Co

SUPPLIER

CAP001

▼

📘

DATE

31/05/2024

📅

PAYMENT TYPE

Cash

▼

DEP

AOD - All other departments

▼

PAYEE

▼

AMOUNT

587.00

REF. NUMBER

BANK DETAILS

BANK ACCOUNT

1800 Current Account 1

▼

📎 Add Attachment

Max file size 4 MB

Date	Type	Doc No.	Notes	Amount	Paid to-date	Unpaid	Discount	Paid	✓
18/01/2024	Invoice	8975	Teaching Aids Expense	587.00	0.00	0.00	0.00	587.00	☑️
				587.00	0.00	0.00	0.00	587.00	

Auto

Reverse

Amount Left to Allocate: 0.00

Supplier payment screen

Enter the date the payment was made (it will default to today's date), the amount of the payment (this will default to the amount of the invoice), enter a reference number, if paying by cheque enter the cheque number and make sure to select the bank account that the payment is coming from.

You can click 'Auto' to allocate the payment against the oldest invoices.

4. Then click 'Save', this will return you to the purchase invoices listing.

4.4 Allocating a supplier payment

Allocating the supplier payment is an option both within the payment itself:

The screenshot shows the 'Quick Payment' form in the BrightBooks interface. The form includes a 'BANK ACCOUNT' dropdown set to '1800 Current Account 1'. Below this is a table with columns: Date, Payment Type, DEP, Ref. No., Supplier, Notes/Payee, Amount, VAT Code, VAT, and Nom. Code. The 'Amount' column shows '0.00' and the 'VAT' column shows '0.00'. At the bottom of the form, there is a toolbar with buttons: 'Add', 'Split', 'Allocation' (highlighted with a red box), 'Notes', and 'Attachments'.

Allocating a payment within the payment

or separately from the payment listing, by clicking the inline submenu arrow and selecting 'Allocation':

The screenshot shows the 'Banking' section in the BrightBooks interface. It displays summary cards for 'MONTH TO DATE' (€0.00), 'YEAR TO DATE' (€2,022.00), and 'UNALLOCATED' (€6,120.39). Below these is the 'Payments' table. The table has columns: Date, Doc. No., Ref. No., Supplier/Payee, Bank, Amount, and Balance. There are four rows of payments. An inline submenu arrow is visible on the right side of the table, and the 'Allocation' option is highlighted with a red box. The submenu also includes 'Open', 'Print', 'Email', 'Make Recurring', and 'Delete'.

Allocating a payment from the payments listing

What is allocating?

Allocating is where you identify which invoices are being paid by a payment e.g. you could be paying just one invoice with a payment or you could be paying several invoices with the one payment, also you could be part paying one invoice with a payment.

There are three different ways to allocate the payment:

1. By typing the amount, you wish to allocate into the 'Pay'/'Paid' box.
2. By ticking the ☒ to the far right of the invoice row.
3. By clicking on the 'Auto' box (this will allocate the payment to the oldest invoice)

Date	Type	Doc No.	Notes	Amount	Paid to-date	Unpaid	Discount	Pay	
01/06/2023	Invoice	SI147856	Balance sheet suspense	320.00	0.00	320.00	0.00	0.00	☐
16/06/2023	Invoice	SI45678	Printing and Stationery Expense	895.00	750.00	145.00	0.00	0.00	☐
18/07/2023	Invoice	STK4578		465.00	0.00	465.00	0.00	0.00	☐
14/04/2024	Invoice	057895		500.00	0.00	500.00	0.00	0.00	☐
				2,180.00	750.00	1,430.00	0.00	0.00	

Amount Left to Allocate: 1,052.00

Payment allocation window

A payment can also be allocated over several invoices/credit notes.

Click 'Save' once you have completed your allocation, the 'Amount Left to Allocate' should be zero. Click 'Save' again when you have finished entering all the payment details.

4.5 Add a Payee

Payee menu

1. Under Purchases select "Payee", the Payee page appears.
2. On the payee screen you have the option of "new" or "delete"

Payee screen

3. Select “new” the screen below appears

New Payee screen

1. Under “general info” tab enter the Payee details
2. Under “invoice settings” tab complete the default nominal code setting and check the VAT rate is set to default 0%
3. Click “save” to complete

4.6 Accounting for RCT

If an invoice is subject to Relevant Contract Tax you may need to make a deduction on any payment to be paid over to Revenue.

Steps required:

1. Set up the supplier on BrightBooks
2. Enter the invoice on BrightBooks
3. Record the VAT journal on BrightBooks
4. Record the supplier payment on BrightBooks
5. Record VAT payment to Revenue
6. Record RCT payment to Revenue
7. Review the RCT control account on BrightBooks
8. Review the VAT control account on BrightBooks

Example:**McBreen Environmental****Ex-VAT €2600****VAT 13.5% €351****RCT 20% €520**



**McBreen
Environmental**

McBreen Environmental Drain Services Ltd
Lismagraty
Cootchill Road
Cavan, Co Cavan
IE

BILL TO:

~~xxxxxxxxxxxxxxxxxxxxxxxx~~
~~xxxxxxxxxxxxxxxxxxxxxxxx~~
~~xxxxxxxxxxxxxxxxxxxxxxxx~~
~~xxxxxxxxxxxxxxxxxxxxxxxx~~
~~xxxxxxxxxxxxxxxxxxxxxxxx~~

Billing Type	Invoice
Billing Number	90060167
Billing Date	16/10/2023
Billing Due Date	16/10/2023
Job Name	CCTV survey & report Drainage Works - Scoil xxxxxxxxxxxxxxxxxxxxxxxx
Job Reference	xxxxxxxxxxxxxxxxxxxxxxxx 2
Amount Due	€ 2,600.00

"VAT will be accounted for by the Principal Contractor."

PRODUCT	COMMENT	QUANTITY	UNIT PRICE	SUB-TOTAL	TAX AMOUNT	TOTAL
	Mainline	1.00	€ 450.00	€ 450.00	€ 0.00	€ 450.00
	Mainline	1.00	€ 575.00	€ 575.00	€ 0.00	€ 575.00
	Per Tonne	2.00	€ 55.00	€ 110.00	€ 0.00	€ 110.00
	Mainline	1.00	€ 850.00	€ 850.00	€ 0.00	€ 850.00
	Branch Lines	1.00	€ 865.00	€ 865.00	€ 0.00	€ 865.00
	Discount	1.00	(€250.00)	(€250.00)	€ 0.00	(€250.00)
					Sub-Total	€ 2,600.00
					Sales Tax	€ 0.00
					Total	€ 2,600.00
					Amount Paid	(€ 0.00)
					Credit Amount	(€ 0.00)
					Amount Due	€ 2,600.00

*Sample Invoice***Step 1: Set up a new supplier in the purchases module**

1. Go to 'Purchases' > select 'Suppliers' > 'select' new to open the supplier account details
2. On general Info Enter supplier name, contact etc
3. On Invoice Settings tab
 - Tick the box for RCT subcontractor
 - Choose the default nominal code (i.e 5310 for our example)
 - Check the default VAT code is now RCT 0.00%
 - Choose the default department (i.e NPG)

BrightBooks Need Help?

Overview Customers Purchases Banking General Ledger CRM Reports Add-ins

McBreen Environmental 0 Invoices OVERDUE €0.00 BALANCE

Edit Supplier

General Info Invoice Settings Company Info Sub-Contacts

ACCOUNT INFORMATION

CREDIT TERMS C.O.D.(0)

VAT NO.

☒ RCT Subcontractor

DEFAULT INFORMATION

☒ View A/c History

DEFAULT NOMINAL CODE S310 DEFAULT VAT CODE RCT 0.00% (RCT VAT CODE) BIC IBAN

DEPARTMENT NPG - Non pay grant

INTRASTAT

DEFAULT ARRIVAL TERMS OF DELIVERY DEFAULT ARRIVAL MODE OF TRANSPORT DEFAULT NATURE OF TRANSACTION

Invoice settings for suppliers

Step 2: Enter the invoice on BrightBooks

BrightBooks Need Help?

Overview Customers Purchases Banking General Ledger CRM Reports Add-ins

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

€0.00 MONTH TO DATE €587.00 YEAR TO DATE €11,920.39 UNPAID 8 INVOICES INVOICES DUE

Purchase Invoices Current (13)

Email Delete Search New Invoice New Credit Note Quick

Date	Disc. No.	Supplier	Net	VAT	Gross	Code	
18 Jan 2024	INV 8975*	Capital OIL Co CAP001	987.00	0.00	987.00	4310	Quick Invoice Quick Credit Note
06 Dec 2023	CRN 987*	Egan Bus Co EGA001	45.00	0.00	45.00	4690	Paid
06 Dec 2023	INV 61203*	Egan Bus Co	560.00	0.00	560.00	4690	06 Dec 2023 Paid

Invoice & credit notes screen

1. Choose Quick Invoice
2. Enter invoice details
3. The VAT code should automatically default to RCT 0.00% after ticking the box in step 1 (setting up the supplier) & Nominal code & Department will prefill as these were input on supplier set-up

BrightBooks Need Help?

Overview Customers Purchases Banking

Quick Purchase Invoice

Date	Ref.No.	Inv. No.	Supplier	Supplier Name	Gross	VAT Code	VAT	Net	Code	Notes	DEP
16/10/2023		J5440	MCB001	McBreen Environm	2,600.00	RCT 0.00%	0.00	2,600.00	5310	DRAINAGE	NPG

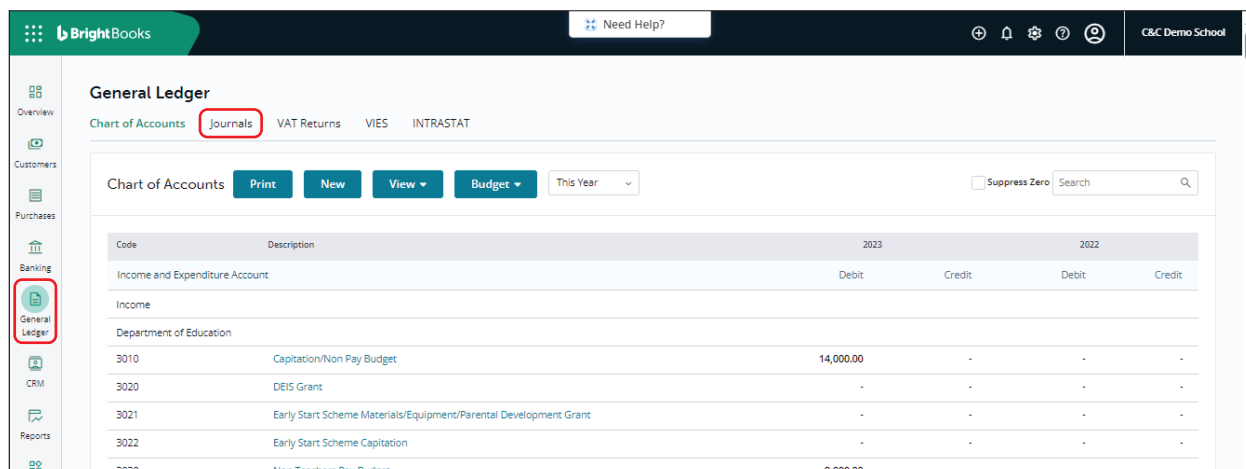
Cancel Save

Quick invoice screen

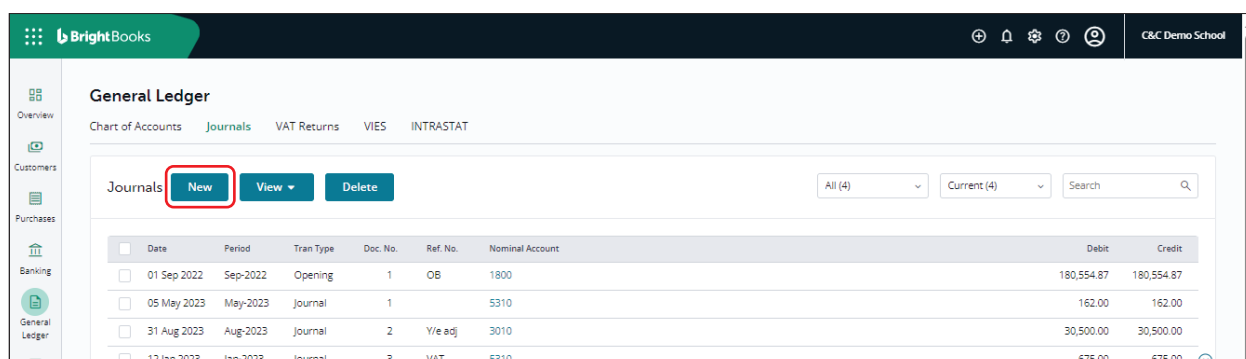
4. Save Invoice

Step 3: Record the VAT journal

1. Go to General Ledger, select 'Journals'

*Journals screen*

2. Select 'New'

*New journal button*

3. Enter Journal details

- Enter date, a reference no. and select a journal type
- Enter nominal code to which the VAT relates to (example is 5310 Repairs-Buildings/Grounds)
- Enter description in 'Notes' (Vat on McBreen Inv J5440)
- Enter VAT amount on debit side - €351
- Hit the 'Return' key to move onto the next line
- Enter nominal code of VAT control account '2260'
- Enter description in 'Notes' (Vat on McBreen Inv J5440)
- Enter VAT amount on credit side – €351

General Ledger

Chart of Accounts Journals VAT Returns VIES INTRASTAT

Journals

JOURNALS DETAILS

DATE: 16/10/2023 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 McBreen Inv J5440	351.00	0.00	AOD
2260	Reverse VAT Control Account	VAT on McBreen Inv J5440	0.00	351.00	AOD

Add New Line Delete

Total Debit Amount: 351.00

*Journal entry screen***Copy journal function feature**

1. From 'General Ledger' > select 'Journals'.
2. Hover over the journal you want to copy.
3. The 'More' Icon will appear on the right-hand side. Click on the arrow and select copy.

General Ledger

Chart of Accounts Journals VAT Returns VIES INTRASTAT

Journals New View Delete All (5) Current (5) Search

Date	Period	Tran Type	Doc. No.	Ref. No.	Nominal Account	Debit	Credit
01 Sep 2022	Sep-2022	Opening	1	OB	1800	180,554.87	180,554.87
05 May 2023	May-2023	Journal	1		5310	162.00	162.00
31 Aug 2023	Aug-2023	Journal	2	Y/e adj	3010	30,500.00	30,500.00
12 Jan 2023	Jan-2023	Journal	3	VAT	5310	675.00	675.00
16 Oct 2023	Oct-2023	Journal	4		5310	351.00	351.00

1 - 5 of 5 Records Items per page 2

Open
Copy
Delete

4. Update the journal with the current details.
5. Click save.

Step 4: Record the supplier payment on BrightBooks

Example - ROS payment notification, RCT deduction rate of 20%;

RCT @ 20% $\text{€}2600 \times 20\% = \text{€}520$

Invoice J5440 $\text{€}2600$

Less RCT (20%) $\text{€}520$

Payment to McBreen $\text{€}2080$

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 Search Q

New Quick Payment Create SEPA File

Payments screen

1. Under 'Banking'
2. Select 'Quick Payments'
3. Select bank account from dropdown menu
4. Enter payment date
5. Payment type i.e EFT
6. Enter applicable dept i.e NPG
7. Select supplier from dropdown menu – McBreen
8. Enter invoice amount in amount box i.e €2080
9. Click the 'allocation' button at bottom left of screen You now have the option of selecting what rate the RCT was deducted at;
10. Select RCT rate from dropdown, for example 20%

[illegible]

Quick payments screen

On the allocation screen select the RCT rate from dropdown, which for our example is 20%

Allocations

RCT

RCT20 20.00

▼

Date	Type	Doc No.	Notes	Amount	Paid to-date	Unpaid	Discount	Paid	RCT	✓
16/10/2023	Invoice	J5440	DRAINAGE SURVEY & REPAIRS	2,600.00	0.00	2,600.00	0.00	0.00	0.00	☐
Totals				2,600.00	0.00	2,600.00	0.00	0.00	0.00	

Auto

Reverse

Amount Left to Allocate

2,600.00

Cancel

Save

Supplier payment allocation including RCT deduction

Tick the RCT box on right hand side

Allocations

RCT RCT20 20.00 ▼

Date	Type	Doc No.	Notes	Amount	Paid to-date	Unpaid	Discount	Paid	RCT	✓
16/10/2023	Invoice	J5440	DRAINAGE S	2600.00	0.00	0.00	0.00	2,080.00	520	✓
Totals				2,600.00	0.00	2,600.00	0.00	0.00	0.00	

Auto Reverse

Amount Left to Allocate 0.00

Cancel Save

Completed allocation

You can allocate the payment and RCT deduction against the invoice, & save x2

Note: The RCT will automatically be posted to 2270 (RCT Control Account)

Step 5: Record the VAT payment to Revenue

To record the payment made to Revenue for VAT

1. Go to 'Banking' > 'Payments' > 'Quick Payment' > select bank account

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 Search

New Quick Payment Create SEPA File

Payments screen

2. Enter the payment details and post to nominal code 2260 (VAT control account) and select 'Save' to finish

Quick Payment

BANK ACCOUNT

1800 Current Account 1 ▼

Date	Payment Type	DEP	Ref. No.	Supplier	Notes/Payee	Amount	VAT Code	VAT	Nom. Code
23/11/2023	EFT	AOD			Revenue VAT Sept	351	Z 0.00% (Zero)	0.00	2260

Cancel Save

Quick payments screen

Step 6: Record the RCT payment to Revenue

1. To record the payment made to Revenue for RCT
2. Go to 'Banking' > 'Payments' > 'Quick Payment' > select bank a/c

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

Payments screen

3. Enter the payment details and post to nominal code 2270 (RCT control account) and select save to exit

Quick Payment

BANK ACCOUNT
1800 Current Account 1

Date	Payment Type	DEP	Ref. No.	Supplier	Notes/Payee	Amount	VAT Code	VAT	Nom. Code
23/11/2023	EFT	AOD	October RCT		Revenue	520	Z 0.00% (Zero)	0.00	2270

Quick payments screen

Cancel Save

Step 7: Review the RCT control account monthly Nominal '2270'

1. Go to 'General Ledger' > 'Chart of Accounts'
2. Scroll down to nominal '2270'
3. Balance should be zero (After payment is made to Revenue) or current Revenue liability if there have been further transactions

General Ledger Card
2270 - RCT Control Account
[Select Code](#) Print Back Run Period Custom Sep-2022 Nov-2022

Date	Period	Description	Notes	Product	Debit	Credit	Balance
24 Oct 2022	Oct-2022	Payment 15 Dunne Electrical Ltd	Dunne Electrical Ltd		-	520.00	-520.00
25 Oct 2022	Oct-2022	Payment 14 McBreen Environmental 789	McBreen Environmental		-	520.00	-1,040.00
23 Nov 2022	Nov-2022	Payment 19 Revenue October RCT	Revenue		1,040.00	-	0.00
Total					1,040.00	1,040.00	0.00
							0.00 BALANCE

RCT control account

Step 8: Review the VAT control account monthly Nominal '2260'

- 1. Go to 'General Ledger' > 'Chart of Accounts'
- 2. Scroll down to nominal '2260'
- 3. Balance should be zero (After payment VAT bill is paid) or current Revenue liability if there have been additional transactions

Overview

Customers

Purchases

Banking

General Ledger

CRM

General Ledger Card

2260 - Reverse VAT Control Account

Select Code

Print

Back

Run

Period

Custom

Sep-2023

Aug-2024

Date	Period	Description	Notes	Product	Debit	Credit	Balance
16 Oct 2023	Oct-2023	Nominal Journal 4 VAT on McBreen Inv J5440	VAT on McBreen Inv J5440		-	351.00	-351.00
23 Nov 2023	Nov-2023	Payment 18 Revenue VAT Sept/Oct	Revenue VAT Sept/Oct		351.00	-	0.00
Total					351.00	351.00	0.00
							0.00 BALANCE

VAT control account

4.7 **Purchases/supplier reports**

Click on 'Reports' on the menu, under the 'Purchases' heading the following reports are available:

- Purchase Invoice & Credit notes
- Supplier statements
- Supplier Activity
- Aged Supplier Balances (Detailed or Summary)

4.7.1 **Purchase invoice & credit notes**

Generates the details or summary of the purchase invoices, opening balances and credit notes raised by the school.

To generate the report:

- 1. Click 'Purchase invoice & Credit Notes' under the 'Purchases' heading on the Reports page.

Purchases

Aged Supplier Balance Detailed

Aged Supplier Balance Summary

Batch Invoice Print

Purchase Invoice & Credit Notes

Purchase Invoice Detailed

Purchase Order Report

Purchase Price History

Supplier Activity

Supplier Statements

Banking

Bank Reconciliation

Payments Report

Receipts Report

Reports screen

On the Purchase Invoice & Credit Notes Report page, enter the criteria as per the following. All fields are optional. If you do not specify any criterion and retain the default settings, the details of all invoices will be shown.

Purchase invoice & credit notes reports screen

Field	Description
DATE FROM	Specify the starting date in the time range.
DATE TO	Specify the ending date in the time range.
TYPE	Select the type of report you want to generate, for example, Invoice or Credit Notes. Note that the report heading changes based on the selection.
DOC. NO. START	Document number starting range. You do not need to complete this.
DOC. NO. END	Document number ending range. You do not need to complete this.
DEP	Department. Leave BLANK for all school invoices/credit notes.

4.7.2 Supplier statements

Generates supplier statements based on the criteria you specify and the information entered on the system.

1. Click 'Supplier Statements' under the 'Suppliers' heading on the Reports page.
2. Enter the details as required.
3. Click "Run" to generate the report.

4.7.3 Supplier Activity

Generates a summary of supplier accounts.

1. Click 'Supplier Activity' under the 'Purchases' heading on the Reports page.

Reports screen

- On the Supplier Activity Report page, enter the criteria as per the following. All fields are optional. If you do not specify any criterion and retain the default settings, the details of all invoices will be shown.

Field	Description
DATE FROM	Specify the starting date in the time range.
DATE TO	Specify the ending date in the time range.
SUPPLIER FROM	If you want to review the report within a range of specific suppliers, specify the first supplier within the range.
SUPPLIER TO	If you want to review the report within a range of specific suppliers, specify the last supplier within the range.
DEP	Department. Leave BLANK for all school invoices/credit notes/payments.

Supplier activity report

- Click 'Run' to generate the report.

4.7.4 Aged supplier balances (detailed or summary)

Generates supplier balances at frequencies of 30 days such as 30, 60, 90 and so on.

- Click 'Aged Supplier Balances' under the 'Purchases' heading on the Reports page.

Aged supplier balances reports

- On the Aged Supplier Balances (detailed or summary) report page, enter the criteria as per the following. All fields are optional. If you do not specify any criteria and retain the default settings, the balances for all suppliers will be shown.

Field	Description
DATE TO	Date on which you want to view the report.
SUPPLIER FROM	If you want to review the report within a range of specific suppliers, specify the first supplier within the range.
SUPPLIER TO	If you want to review the report within a range of specific suppliers, specify the last supplier within the range.
CURRENT AGING	If you tick this, the DATE TO field is disabled and the report shows the supplier balance on the current system date.

Overview

Customers

Purchases

Banking

General Ledger

Aged Supplier Balance Detailed

Back

Print Excel Save Email

DATE TO

31/07/2023

SUPPLIER FROM

From

SUPPLIER TO

To

Current Aging

Run Advanced Settings

Aged supplier balances report screen

- Click 'Run' to generate the report.

Aged Supplier Balance Detailed									
C&C Demo School									
Date Range: To 31st Jul 2023									
Code	Name	Current	Balance	30 days	60 days	90 days	120 days	150 days	180 days
DUN001	Dunne Electrical Ltd	-	6,000.00	6,000.00	-	-	-	-	-
Date	Type	Inv. No.	Ref. No.	Net	VAT	Gross	Outstanding		
22/06/2023	Invoice	324		4,000.00	-	4,000.00	4,000.00		
29/06/2023	Invoice	327		2,000.00	-	2,000.00	2,000.00		
Totals:				6,000.00	-	6,000.00	6,000.00		
EGA001	Egan Bus Co	600.00	600.00	-	-	-	-	-	-
Date	Type	Inv. No.	Ref. No.	Net	VAT	Gross	Outstanding		
15/07/2023	Invoice	INV 4569		600.00	-	600.00	600.00		
Totals:				600.00	-	600.00	600.00		
MCB001	McBreen Environmental	-	-	-	-	-	-	-	-
MCB001	McBreen Environmental	-	-	-	-	-	-	-	-
RCT001	RCT Test Co	-	-	-	-	-	-	-	-
RCT001	RCT Test Co	-	-	-	-	-	-	-	-
STA001	Stacked Office Supplies	465.00	930.00	300.00	165.00	-	-	-	-
Date	Type	Inv. No.	Ref. No.	Net	VAT	Gross	Outstanding		
01/06/2023	Invoice	SI147856	OB	320.00	-	320.00	165.00		
16/06/2023	Invoice	SI45678		895.00	-	895.00	300.00		
18/07/2023	Invoice	STK4578		465.00	-	465.00	465.00		
Totals:				1,680.00	-	1,680.00	930.00		
Totals:		€1,065.00	€7,530.00	€6,300.00	€165.00	-	-	-	-

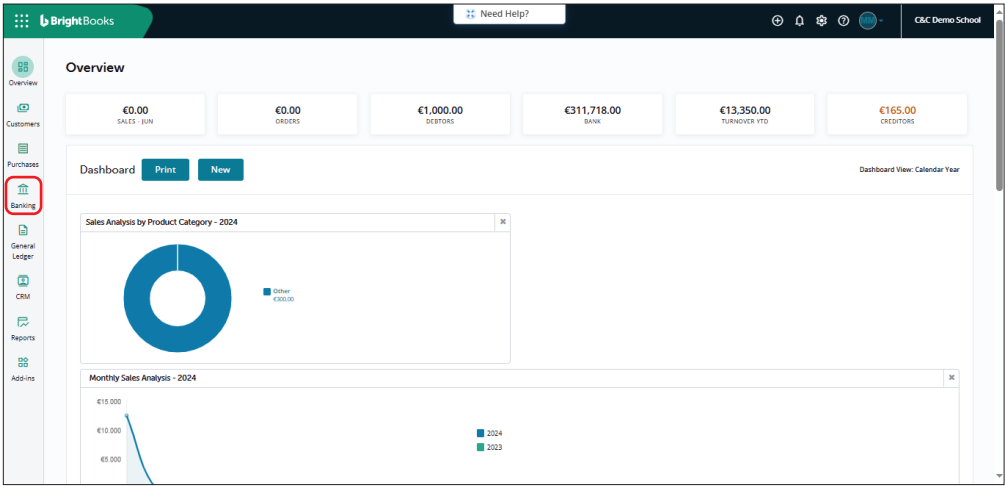
Sample aged supplier balances detailed report

Section 5: Banking module

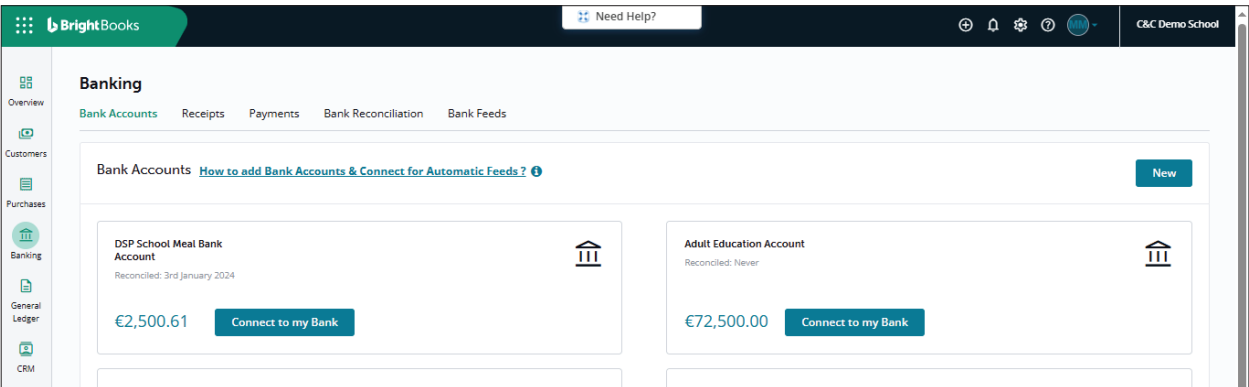
5.1	The banking menu	75
5.2	Receipts	76
5.3	Recurring receipts	77
5.4	Bank payments	80
5.5	Recurring payments	82
5.6	Reconcile bank accounts	84
5.7	Bank Reports	88
	5.7.1 Bank reconciliation report	88
	5.7.2 Receipts report	90
	5.7.3 Payments report	91
5.8	To cancel old cheques	92

5.1 The banking menu

To help you to manage and maintain all school bank accounts, when you click 'Banking' on the menu the following list of relevant options will appear



Overview screen



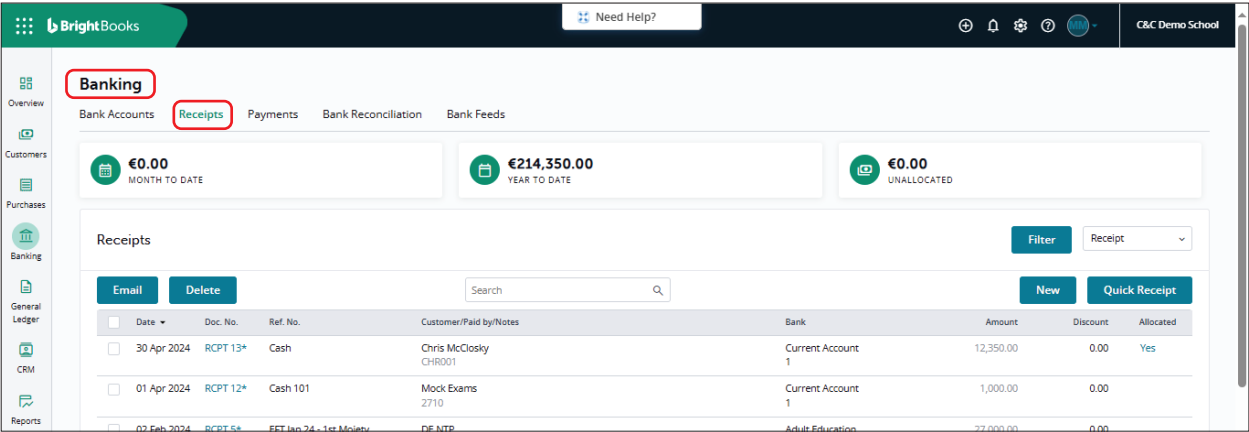
Banking menu

Bank Accounts	Shows all nominal bank and cash accounts that have been set up on the system
Receipts	Record details of Department of Education and Skills grants, school generated income and other school income
Payments	Record school payments made by cheque, direct debit, EFT etc.
Bank Reconciliation	Match the activity on your bank account record to those on your bank statement.
Bank feed	This allows for the import of bank feeds or statements from linked bank accounts.

5.2 Receipts

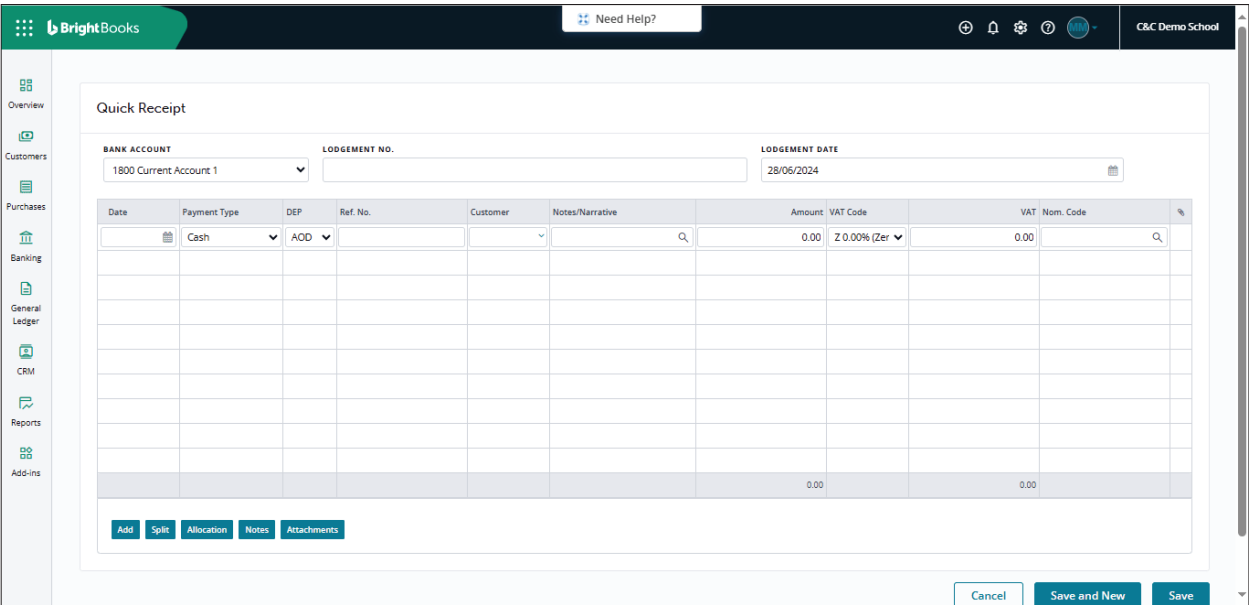
To record a bank lodgement or cash receipt:

- 1. From 'Banking' > select 'Receipts'.
- 2. Click the 'Quick Receipt' icon to record a receipt/lodgement.



Quick receipt

The following screen will appear:



Quick receipt screen

- 3. Fill in the details:

Field	Details
Bank Account	Ensure you have select the correct bank account for which the receipt relates to. The default bank account will be selected; if you are lodging the receipt to a different bank account then you can select another by simply clicking on the dropdown list and selecting another account.
Date	Date of receipt.

Field	Details
Payment Type	Select the type of receipt i.e. cash, cheque, EFT etc.
DEP	The department. If this is a customer receipt (i.e. payment on an invoice recorded) you can skip over the DEP field.
Ref No	Reference number if applicable.
Customer:	If this is a customer receipt, select the customer from whom you received the payment, from the lookup (magnifying glass) or enter their code, if you know it. If you have not recorded an invoice for this receipt on the system leave this blank.
Notes/Paid by	You can enter details of the receipt in this field e.g. government grant, insurance claim, voluntary contribution, etc. If you have selected a customer this will default to the customer name selected.
Amount:	Enter the amount of the receipt
VAT Code and VAT:	These will be zero unless you have selected a customer in which case these fields will disappear.
Nom. Code	Enter the nominal account code you wish to analyse the receipt into. In the case of a customer receipt this will default to the customer ledger control account nominal code 1700.

4. Move on to the next line to enter another receipt.
5. Click 'Save'.

For customer receipts see also **Section 3.3 Add a new customer receipt**.

5.3 Recurring receipts

Where there is an agreement in place for someone (customer or not) to pay you on a recurring weekly or monthly basis you can set this up as a recurring receipt.

1. From 'Banking' > select 'Receipts', then "Recurring receipts" from dropdown menu.

The screenshot shows the BrightBooks Banking module interface. The 'Receipts' tab is selected in the top navigation bar. Below the navigation bar, there are three summary cards: 'MONTH TO DATE' with a balance of €0.00, 'YEAR TO DATE' with a balance of €214,350.00, and 'UNALLOCATED' with a balance of €0.00. The main area displays a table of receipts. A dropdown menu is open, showing options: 'Receipt', 'Lodgement', 'Recurring Receipt', and 'Allocated'. The 'Recurring Receipt' option is highlighted with a red box.

Date	Doc. No.	Ref. No.	Customer/Paid by/Notes	Bank	Amount	Discount	Allocated
30 Apr 2024	RCPT 13*	Cash	Chris McClosky CHR001	Current Account 1	12,350.00	0.00	Yes
01 Apr 2024	RCPT 12*	Cash 101	Mook Exams 2710	Current Account 1	1,000.00	0.00	

Recurring receipts on dropdown menu

2. The following screen will appear. Click 'Add'.

Recurring receipts

The following screen appears:

Recurring customer receipt

3. Under the Payment Details heading, select the appropriate customer (if applicable), enter the agreed amount to be paid (each month/week), enter the payment type, a reference number (if required), tick the 'Auto Allocate' checkbox if you want the system to allocate the receipts against the oldest invoice in the system or leave it un-ticked if you want to allocate the receipts against the invoices yourself at a later stage.

Under the Bank Details heading select the bank account that the receipt will be lodged to (using the dropdown arrow).

Under the Recurring Information heading enter the recurring frequency of the receipt (Weekly/Monthly or Yearly), then repeat e.g. every 2 weeks or every 6 months (1-30), enter the 'Starts On' date (the date the first receipt is to start on) and the 'Next Due' date (these will be the same on setup), set the Status (Generate/On-Hold/Closed) and set 'Ends' (Never, Number or Date) and specify the Number or Date depending on which is selected.

If it is a non-customer receipt you will also need to enter the gross amount of the receipt, the nominal code and the department. The VAT code should default to 0%.

PAYMENT DETAILS			BANK DETAILS													
CUSTOMER 		PAID BY Ann Other		BANK ACCOUNT 1800 Current Account												
AMOUNT 500.00	PAYMENT TYPE Cash	REF. NUMBER Hall 5														
☐ Auto Allocate																
RECURRING INFORMATION																
RECURRING Weekly	REPEAT EVERY 1	STARTS ON 	NEXT DUE 	STATUS Generate												
		ENDS Never														
<table border="1"> <thead> <tr> <th>Gross Amount</th> <th>VAT Code</th> <th>VAT Amount</th> <th>Nom. Code</th> <th>Description</th> <th>DEP</th> </tr> </thead> <tbody> <tr> <td>500.00</td> <td>Z 0.00% (Zero)</td> <td>0.00</td> <td>3350</td> <td>Hire of Facilities Rental Income</td> <td>AOD</td> </tr> </tbody> </table>					Gross Amount	VAT Code	VAT Amount	Nom. Code	Description	DEP	500.00	Z 0.00% (Zero)	0.00	3350	Hire of Facilities Rental Income	AOD
Gross Amount	VAT Code	VAT Amount	Nom. Code	Description	DEP											
500.00	Z 0.00% (Zero)	0.00	3350	Hire of Facilities Rental Income	AOD											

Non-customer receipt

- Click 'Save'.
- Click 'Open' from the inline submenu to make changes to recurring receipt or click 'Delete' to delete it altogether.



- You can also make any previous receipt entered into the system a recurring entry by finding the receipt in the listing and clicking the 'Make Recurring' option in the inline submenu.

Generate recurring receipts

- From 'Banking' > select 'Receipts', then "Recurring receipts" from dropdown menu.
- Select the 'Generate' icon, the following screen will appear:

Next Date	Code	Customer	Frequency	Status	Net	VAT	Gross
01 Sep 2024	IAN001	Ian Redpath No. Posted: 0	1-Monthly	Generate	500.00	0.00	500.00
01 Sep 2024	HEA001	Health Slater No. Posted: 0	1-Monthly	Generate	300.00	0.00	300.00

Generate recurring receipts

- The receipts that would be generated, based on the recurring entries setup, up to today's date, will be listed. You can change that date by clicking on the calendar icon 'Generate Recurring Receipts Up To' field, then click 'Update List'.

- The last column has an 'Action' heading; it will default to 'Generate'. You can change the 'Action' per transaction. This is a loop, if the action is set to 'Generate' and you click it, it will toggle through to On Hold/Closed/Skip and back to 'Generate'.

The summary values at the bottom of the page, indicating the value of the receipts that will be generated, will be updated as you toggle through different actions.

If you put receipts on hold you will see the 'Total Receipts to be generated (Generate)' update.

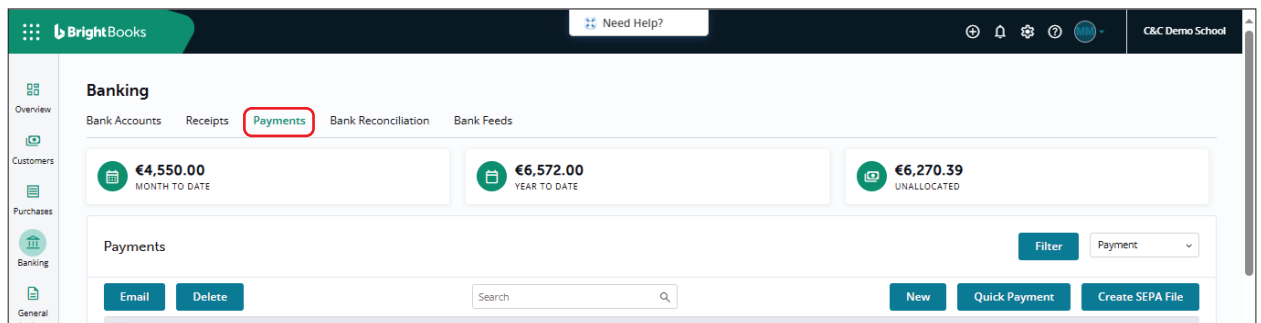
- After reviewing the list and when you are happy to create all the receipts listed, click the 'Generate' icon at the bottom of the screen.
- Once you have generated some recurring receipts you will then have another icon on the inline sub-menu; 'History'. If you click the 'History' icon you will see the list of individual receipts generated for the specific recurring receipt.

In the list of receipts they will have a Receipt number followed by an 'R'.

5.4 Bank payments

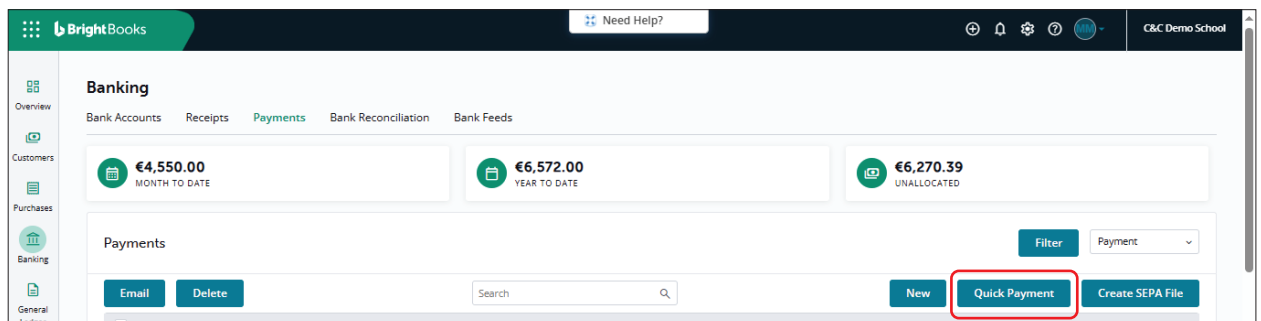
To post a bank or cash payment:

- From 'Banking' > select 'Payments'.



Banking payments on menu

- The following screen will appear. Click 'Quick Receipt'.



Payments quick add option

The following screen appears:

Quick payment screen

3. Fill in the details:

Field	Details
Bank Account	Ensure you have select the correct bank account for which the payment relates to. The default bank account will be selected; if you are making a payment from a different bank account then you can select another by simply clicking on the dropdown list and selecting another account.
Date	Date of payment.
Payment Type	Select the type of payment i.e. cash, cheque, EFT etc.
DEP	The department. If it is a supplier payment you can skip over the DEP field.
Ref No	Cheque number etc. if applicable.
Supplier	If this is a supplier payment, select the supplier to whom you are making the payment, from the lookup (magnifying glass) or enter their code, if you know it. If you have not recorded an invoice for this payment on the system leave this blank.
Notes/Payee	You can enter details of the payment in this field e.g. Wages and Salaries, Bank Charges, etc. If you have selected a supplier this will default to the supplier name selected. You can also use the lookup (magnifying glass) to select a payee (see below for payee set-up).
Amount:	Enter the amount of the payment.
VAT Code and VAT:	These will be zero unless you have selected a supplier in which case these fields will disappear.
Nom. Code	Enter the nominal account code you wish to analyse the payment into. In the case of a customer receipt this will default to the supplier ledger control account nominal code 2100.

4. You can allocate the payment against an invoice by clicking "Allocation" at the bottom of the screen.

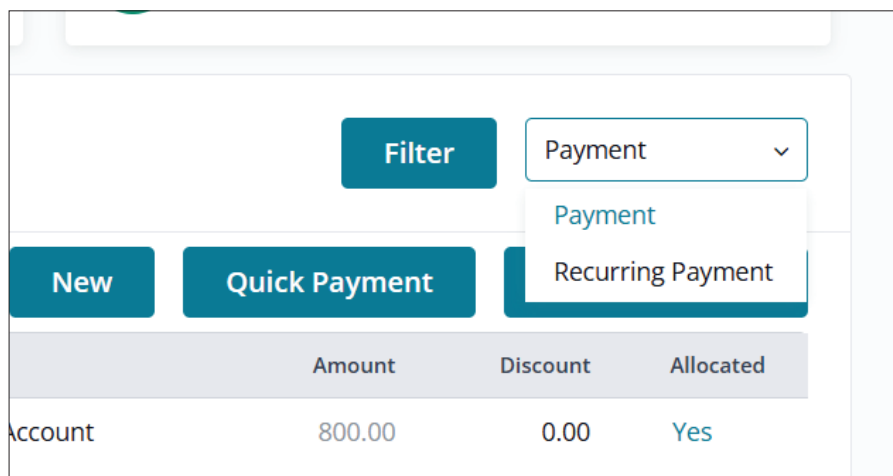
For further information see **Section 4.4 Allocating a supplier payment.**

5. Click 'Save' when you have finished entering payments.

5.5 Recurring payments

Where there is an agreement in place for you to pay someone (supplier or not) on a recurring weekly or monthly basis you can set this up as a recurring payment.

1. From 'Banking' > select 'Payments'. then "Recurring payments" from dropdown menu.



The screenshot shows a web interface for the Banking module. At the top, there is a 'Filter' button and a dropdown menu labeled 'Payment'. The dropdown menu is open, showing two options: 'Payment' and 'Recurring Payment'. Below the dropdown, there are two buttons: 'New' and 'Quick Payment'. Below these buttons is a table with the following structure:

	Amount	Discount	Allocated
Account	800.00	0.00	Yes

Recurring payments on dropdown menu

2. Click 'Add'.
3. Under the Payment Details heading, select the appropriate supplier (if applicable), enter the agreed amount to be paid (each month/week), enter the payment type, a reference number (if required), tick the 'Auto Allocate' checkbox if you want the system to allocate the payments against the oldest invoice in the system or leave it un-ticked if you want to allocate the payments against the invoices yourself at a later stage.

Under the Bank Details heading select the bank account that the payment comes from (using the dropdown arrow).

Under the Recurring Information heading enter the recurring frequency of the payment (Weekly/Monthly or Yearly), then repeat e.g. every 2 weeks or every 6 months (1-30), enter the Start On (the date the first payment is to start on) and the Next Due date (these will be the same on setup), set the Status (Generate/ On-Hold/Closed) and set the Ends (Never, Number or Date) and specify the Number or Date depending on which is selected.

If it is a non-supplier payment you will also need to enter the gross amount of the receipt, the nominal code and the department. The VAT code should default to 0%.

Recurring Supplier Payment

Start On Date
It is the date of the first occurrence of this recurring receipt.

PAYMENT DETAILS

SUPPLIER

AMOUNT

PAYEE

PAYMENT TYPE

REF. NUMBER

BANK DETAILS

BANK ACCOUNT

☐ Include in SEPA
 ☐ Auto Allocate

RECURRING INFORMATION

RECURRING

REPEAT EVERY

STARTS ON

NEXT DUE

STATUS

ENDS

Gross Amount	VAT Code	VAT Amount	Nom. Code	Description	DEP
200.00	Z 0.00%	0.00	6010	Secretarial: Wages	AOD

Recurring payment

- Click 'Save'.
- Click 'Open' from the inline submenu to make changes to recurring payments or click 'Delete' to delete it altogether.



You can also make any previous payment entered into the system a recurring entry by finding the payment in the listing and clicking the 'Make Recurring' option in the inline submenu.

Generate recurring payments

- From 'Banking' > select 'Payments', then "Recurring payments" from dropdown menu.
- Select the 'Generate' icon, the following screen will appear:

Payment List

SEPA PAYMENT DATE:

GENERATE RECURRING PAYMENT UP TO:

SEPA BANK:

Pmt. Date	Code	Supplier	Recurring	Net	VAT	Gross	Action
26/02/2019		Eileen	1 - Weekly	500.00	0.00	500.00	Post
05/03/2019		Eileen	1 - Weekly	500.00	0.00	500.00	Post
12/03/2019		Eileen	1 - Weekly	500.00	0.00	500.00	Post
19/03/2019		Eileen	1 - Weekly	500.00	0.00	500.00	Post
26/03/2019		Eileen	1 - Weekly	500.00	0.00	500.00	Post
02/04/2019		Eileen	1 - Weekly	500.00	0.00	500.00	Post
09/04/2019		Eileen	1 - Weekly	500.00	0.00	500.00	Post
16/04/2019		Eileen	1 - Weekly	500.00	0.00	500.00	Post
23/04/2019		Eileen	1 - Weekly	500.00	0.00	500.00	Post
Generate Payments:				13	6,500.00	0.00	6,500.00
On-Hold Payments:				0	0.00	0.00	0.00
Skip Payments:				0	0.00	0.00	0.00
Closed Payments:				0	0.00	0.00	0.00
Total Payments to be generated:				13	6,500.00	0.00	6,500.00
SEPA Payments to be generated:				0	0.00	0.00	0.00

Recurring payments

3. The payments that would be generated, based on the recurring entries setup, up to today's date, will be listed. You can change that date by clicking on the calendar icon 'Generate Recurring Payments Up To' field, then click 'Update List'.
4. The last column has an 'Action' heading; it will default to 'Post'. You can change the 'Action' per transaction. This is a loop, if the action is set to 'Post' and you click it, it will toggle through to 'On Hold/Closed/Skip' and back to 'Post'.

The summary values at the bottom of the page, indicating the value of the payments that will be generated, will be updated as you toggle through different actions.

If you put payments on hold you will see the 'Total Payments to be generated' update.

5. After reviewing the list and when you are happy to create all the payments listed, click the 'Generate' icon at the bottom of the screen.

Once you have generated some recurring payments you will then have another icon on the inline sub- menu; 'History'. If you click the 'History' icon you will see the list of individual payments generated for the specific recurring payment.

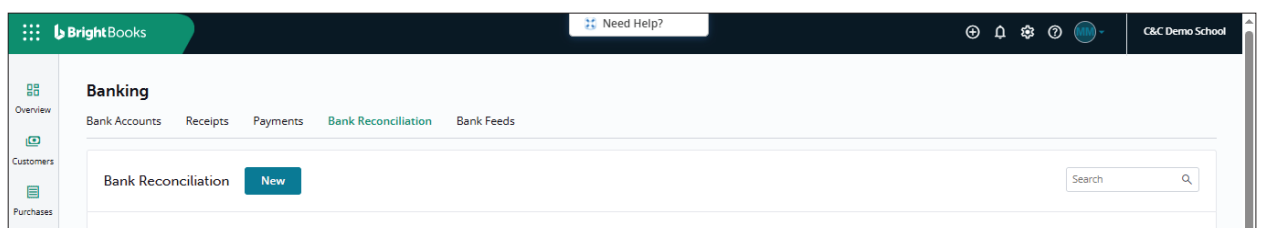
In the list of payments they will have a payment number followed by an 'R'.

5.6 Reconcile bank accounts

It's important that the transactions in your BrightBooks bank accounts match what has actually gone through your bank account, so that you know your bank balances are correct. This also helps you to ensure you manage your cash flow effectively.

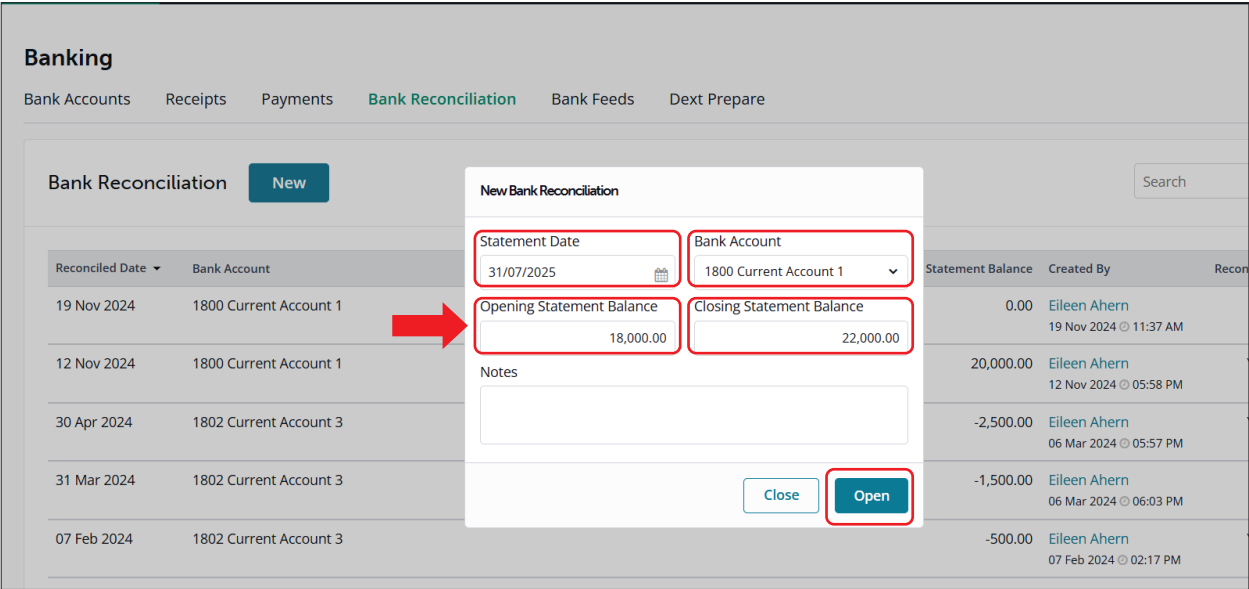
BrightBooks accounts has a reconcile option within the banking module to help you easily match each transaction in BrightBooks accounts to your bank statements.

Step1: From 'Banking' on the menu select 'Bank Reconciliation', the following screen will appear:



Bank reconciliation

Step 2: Previous bank reconciliations will be displayed, to create a new bank reconciliation, click the 'New' icon, the following screen will appear.



New reconciliation

Note: You will need a Bank Statement in order to be able to perform a bank reconciliation.

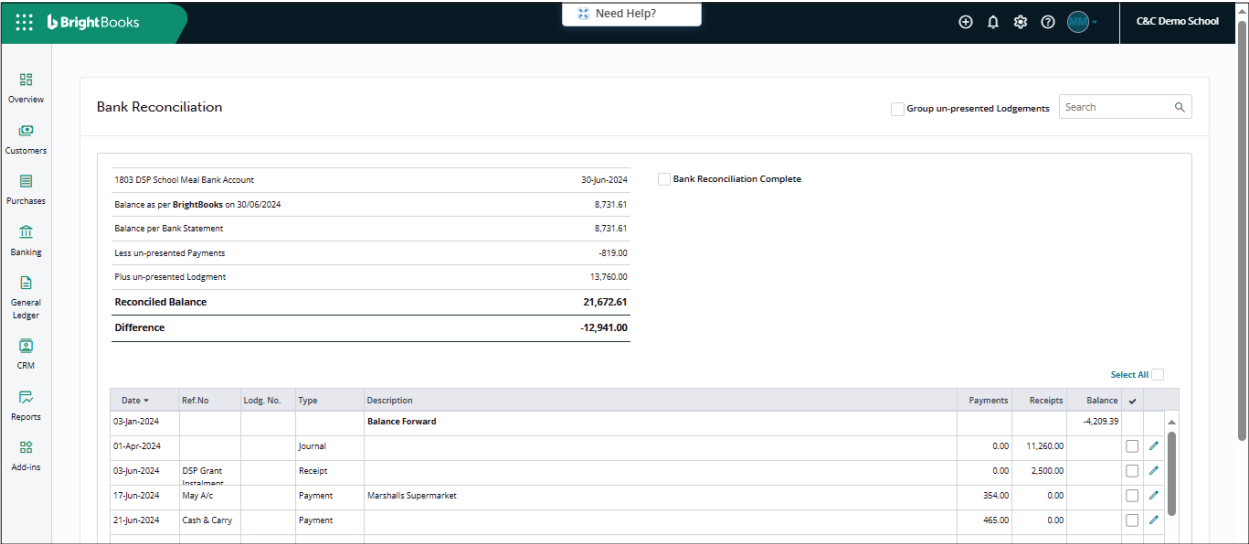
Step 3: The statement date will default to today's date, enter the date that you are reconciling the bank account up to here.

The default bank account will be selected, select from the dropdown list if you are reconciling a different bank account.

When you are doing the first bank reconciliation on the system the 'Opening Statement Balance' should be zero. It will be automatically populated in subsequent bank reconciliations from the previous bank reconciliation's closing balance.

Enter the 'Closing Statement Balance' as you see it on the bank statement. Notes are optional.

Then click 'Open'.



Reconciliation Screen

The Bank Reconciliation screen, below, will open showing all the previously unreconciled payments and receipts up to the statement date.

The Balance as per BrightBooks accounts on 'Date', will show the balance on the account code of the selected bank account.

The Balance per Bank Statement is as you entered it on the previous screen.

The Un-presented Payments/Lodgements and Reconciled Balance amounts will keep changing as you are reconciling the individual payments and receipts.

The Reconciled Balance is the Balance per Bank Statement less un-presented cheques plus un-presented lodgements.

Difference is the difference between the 'Balance as per BrightBooks accounts on 'Date'' and the 'Reconciled Balance'.

The middle section of the screen will show a list of all the unreconciled payments and receipts recorded in the system, as you see these entries on the bank statement, once the date and amount are verified as agreeing with the entry to the system then tick the checkbox at the end of the row.

Step 4: Place a tick next to the transactions as they appear on the bank statement.

Bank Reconciliation

1800 Current Account 30-Sep-2019 ☐ Bank Reconciliation Complete

Balance as per Surf Accounts on 30/09/2019	-3,319.00
Balance per Bank Statement	-2,719.00
Less un-presented Payments	-600.00
Plus un-presented Lodgment	0.00
Reconciled Balance	-3,319.00 ✓
Difference	0.00

Date	Ref.No	Lodg. No.	Type	Description	Payments	Receipts	Balance	
21-Jun-2019				Balance Forward			0.00	
21-Jun-2019			Payment	RCT Test	1,300.00	0.00	-1,300.00	✓
01-Sep-2019			Payment	Nominal Code Test	650.00	0.00	-2,602.00	✓
01-Sep-2019	123456		Payment	Wages	652.00	0.00	-1,952.00	✓
05-Sep-2019			Payment	stuff	32.00	0.00	-2,634.00	✓
06-Sep-2019			Payment	stuff	85.00	0.00	-2,719.00	✓
01-Sep-2019	321054		Payment	expenses	600.00	0.00		

In the first reconciliation you will need to tick the opening journal first. This is the balance you entered for the bank at the start of the month.

Bank Reconciliation

☐ Group un-presented Lodgements

1803 DSP School Meal Bank Account		30-Jun-2024	☐ Bank Reconciliation Complete
Balance as per BrightBooks on 30/06/2024		8,731.61	
Balance per Bank Statement		8,731.61	
Less un-presented Payments		0.00	
Plus un-presented Lodgment		0.00	
Reconciled Balance		8,731.61	
Difference		0.00	

Date	Ref No	Lodg. No.	Type	Description	Payments	Receipts	Balance	
03-Jan-2024				Balance Forward			-4,209.39	
01-Apr-2024			Journal		0.00	11,260.00	7,050.61	☒
03-Jun-2024	DSP Grant		Receipt		0.00	2,500.00	9,550.61	☒
17-Jun-2024	May A/c		Payment	Marshall's Supermarket	354.00	0.00	9,196.61	☒
21-Jun-2024	Cash & Carry		Payment		455.00	0.00	8,731.61	☒

Reconciled transactions

The receipt and payments within bank reconciliations are listed from oldest to newest by default. When you reconcile (tick) a specific transaction it will move to the top of the list. After that, if you tick any other transactions, they will also be listed at the top of the list in date order to correspond to your physical bank statement. Any unticked transactions will be listed at the bottom of the screen also in date order. These represent transactions entered in BrightBooks accounts that have not yet been declared on your bank statement. These transactions will also appear in the next bank reconciliation you do.

Note a balance figure appears next to the transaction once it has been ticked. This balance should agree with the balance on your bank statement at all times.

If you recorded several receipts but they formed one lodgement, then you can opt to show the entry just as one lodgement by ticking the 'Group un-presented Lodgements' checkbox.

If the amount of the transaction is incorrect you will need to go back to the original entry (banking receipt/payment), open the relevant transaction and change the amount to the correct amount, as appearing on the bank statement.

If when looking at the bank statement you see additional entries, you will need to save and exit the bank reconciliation and go to banking receipts/payments and add the new transactions.

Step 5: Once your 'Balance per BrightBooks accounts' and your 'Reconciled Balance' are the same (**the red x will change to a green tick**) and you think it unlikely that any more changes will be required then you can click the 'Bank Reconciliation Complete' checkbox, then click 'Save'.

The screenshot shows the 'Bank Reconciliation' screen in BrightBooks. The account is '1803 DSP School Meal Bank Account' and the date is '30-Jun-2024'. The status is 'Bank Reconciliation Complete'. The reconciliation table shows a balance as per BrightBooks of 8,731.61, a balance per bank statement of 8,731.61, and a reconciled balance of 8,731.61 with a difference of 0.00. Below the table is a list of transactions with columns for Date, Ref No, Lodg No, Type, Description, Payments, Receipts, and Balance.

Date	Ref No	Lodg No	Type	Description	Payments	Receipts	Balance
03-Jan-2024				Balance Forward			-4,209.39
01-Apr-2024			Journal		0.00	11,260.00	7,050.61
03-Jun-2024	DSP Grant		Receipt		0.00	2,500.00	9,550.61
17-Jun-2024	Instalment May A/c		Payment	Marshall's Supermarket	354.00	0.00	9,196.61
21-Jun-2024	Cash & Carry		Payment		465.00	0.00	8,731.61

Completed bank reconciliation

You can save a bank reconciliation part way through and re-open it later to finish the reconciliation.

Once reconciled you can print the bank reconciliation report, export it to excel or to a pdf or email it (with an attached pdf), by selecting from the options at the top right of the screen.

See **5.7.1 Bank reconciliation report** for more on printing the bank reconciliation report.

5.7 Bank Reports

Print the bank reports for all bank, credit card and cash accounts at end of each month and file in your bank file.

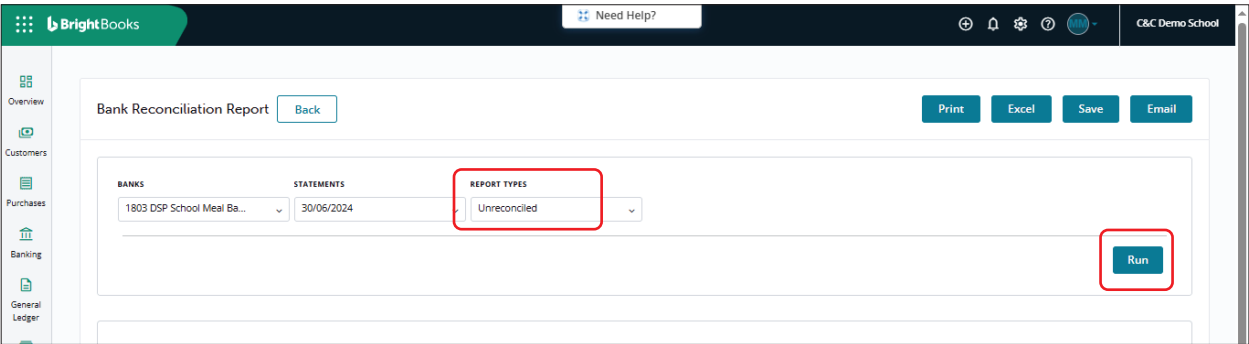
5.7.1 Bank reconciliation report

1. Click 'Reports' on the menu bar.
2. Under the heading 'Banking' > click on 'Bank Reconciliation'.

The screenshot shows the 'Report' screen in BrightBooks. The 'Report' section is active, showing a list of reports: 'Favourites', 'Customers', and 'Purchases'. Each report has a dropdown arrow next to it.

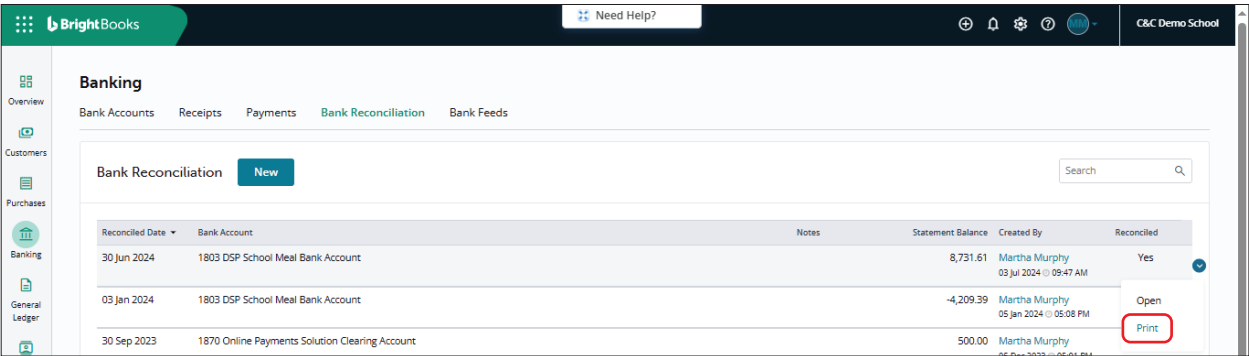
Reports screen

The following screen opens;



Bank reconciliation report screen

You can also navigate to this screen by going to 'Bank reconciliation' under 'Banking' on the menu and selecting 'Print' from the inline sub-menu for any particular bank reconciliation.



Opening bank reconciliation report from bank reconciliation screen

- 3. Select the report by statement by date, nominal bank code and name. Under report type select '**Unreconciled**'. Then select 'Run'.

Bank Reconciliation Report						
C&C Demo School						
1803 DSP School Meal Bank Account						
			30-Jun-2024			
Balance as per BrightBooks			8,731.61			
Balance per Bank Statement			8,731.61			
Less un-presented Payments			0.00			
Plus un-presented Lodgment			0.00			
Reconciled Balance			8,731.61			
Date	Ref.No	Lodg.No.	Type	Description	Payments	Receipts
Totals:					-	-

Bank reconciliation report

- 4. You can print the bank reconciliation report, export it to excel or to a pdf or email it (with an attached pdf), by selecting from the options at the top right of the screen.

5.7.2 Receipts report

For a list of lodgements/receipts for each bank/cash account:

1. Go to 'Reports' on the menu.
2. Under the heading 'Banking' > select 'Receipts Report'.
3. Enter the following criteria, as required. Note that all fields are optional. Even if you do not enter any criterion, you can generate the report based on the default settings.

Field	Description
DATE FROM	Specify the starting date in the time range.
DATE TO	Specify the ending date in the time range.
TYPE	E.g. Customer/Non-customer etc. To see a full list of receipt, select 'All'.
PMT. TYPE	Payment method. To see a full list, select 'All'.
DOC. NO. FROM	If you want to view the report within a range of specific document number, specify the first document number within the range. No need to complete this.
DOC. NO. TO	If you want to view the report within a range of specific document number, specify the last number within the range. No need to complete this.
CO-ORDINATOR	Select the value. No need to complete this.
BANK	Bank account.
DEP	Department, leave blank to see all transactions.

4. Click 'Run' to generate the report.

Report generated

5. You can print the report, export it to excel or to a pdf or email it (with an attached pdf), by selecting from the options at the top right of the screen.

5.7.3 Payments report

For a list of payments for each bank/cash account

1. Go to 'Reports' on the menu.
2. Under the heading 'Banking' select 'Payments Report'.
3. Enter the following criteria, as required. Note that all fields are optional. Even if you do not enter any criterion, you can generate the report based on the default settings.

Field	Description
DATE FROM	Specify the starting date in the time range.
DATE TO	Specify the ending date in the time range.
TYPE	Select the entity for which the receipts were generated. Select All from the dropdown menu to see all payments.
PMT. TYPE	E.g. Supplier payments/Non-supplier payments etc. Select All from the dropdown menu to see all payments.
DOC. NO. START	If you want to view the report within a range of specific document number, specify the first document number within the range. You do not need to complete this.
DOC. NO. END	If you want to view the report within a range of specific document number, specify the last number within the range. You do not need to complete this.
CO-ORDINATOR	Select the value. You do not need to complete this.
BANK	Bank account.
DEP	Department, leave blank to see all transactions.

4. Click 'Run' to generate the report.

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

DATE START: From DATE END: To TYPE: All PMT. TYPE: All DOC. NO. START: From DOC. NO. END: To BANK: DEP:

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

Supplier/Non-Supplier Payments Report
C&C Demo School

Date	Doc.No.	Code	Name	Net	VAT	Gross
30/06/2023	Pay 1	STA001	Stacked Office Supplies	1,060.00	-	1,060.00
05/06/2023	Pay 2	DUN001	Dunne Electrical Ltd	960.00	-	960.00
07/07/2023	Pay 3	EGA001	Egan Bus Co	500.00	-	500.00
20/07/2023	Pay 4	-	Egan Bus Co	600.00	-	600.00
21/11/2023	Pay 5	-	IB wk 45 MS	-225.00	-	-225.00
23/11/2023	Pay 6	DUN001	Dunne Electrical Ltd	3,753.39	-	3,753.39
05/12/2023	Pay 7	MAR001	Marshall's Supermarket	456.00	-	456.00
29/09/2023	Pay 8	-	Chgs	500.00	-	500.00

Report generated

5. You can print the report, export it to excel or to a pdf or email it (with an attached pdf), by selecting from the options at the top right of the screen.

5.8 To cancel old cheques

To cancel old outstanding cheques:

- 1. Make a list of the cheques that need to be cancelled. The list should state the cheque / payment reference, payee, amount, nominal code and department.
- 2. Go to 'Banking' > select 'Payments'
- 3. Enter the details of each payment on the cancel list as a negative payment.
- 4. When reconciling the bank account match the outstanding cheques to the negative payments.

Select All ☐

Payments	Receipts	Balance	✓
		0.00	
200.00	0.00		☐
-500.00	0.00	500.00	☒
500.00	0.00	0.00	☒
500.00	0.00		☐
0.00	50.00		☐
0.00	50.00		☐

Match negative payments against old outstanding cheques

Section 6:

General Ledger module

6.1	Introduction	94
6.2	FSSU Chart of Accounts – Nominal Groups	95
6.3	Creating new nominal codes	95
6.4	Entering a nominal journal	97
6.5	Posting a VAT journal	98
6.6	Posting a payroll journal	99
6.7	Copy journal function	101
6.8	Departments	101

6.1 Introduction

A **general ledger** contains all the accounts for recording transactions relating to a school's assets, liabilities, revenue, and expenses. The general ledger is the backbone of any accounting system which holds all the financial data. It is a great place to see information about transactions affecting specific nominal codes. Under the general ledger section, you can access the chart of accounts.

Within the general ledger module, you can access your **chart of accounts**, **edit nominal codes** and enter journals.

- From 'General Ledger' > select 'Chart of Accounts'. You will now see the full list of existing nominal/account codes, their descriptions, and balances for this year and last.

What is a Chart of Accounts?

A Chart of Accounts is a list of accounts used by a school to define each class of item for which money or the equivalent is spent or received. It is used to organise the finances of the school and to segregate expenditure, revenue, assets and liabilities in order to give interested parties a better understanding of the financial health of the entity. These groupings will enable the school to produce an income and expenditure account report i.e. a report indicating if the school has a surplus of money, if its income is greater than its expenses; and a balance sheet report i.e. a report indicating whether the school assets are greater than the school liabilities. In order to achieve this each entry in the system is analysed/assigned to an account code. Each of these codes are referred to as a nominal code.

Chart of Accounts

Functions you can carry out within the chart of accounts are set out below:

Code	Description	2024		2023	
		Debit	Credit	Debit	Credit
Income and Expenditure Account					
Income					
Department of Education					
3010	Capitation/Non Pay Budget	-	-	-	-
3020	DEIS Grant	-	-	-	-
3021	Early Start Scheme Materials/Equipment/Parental Development Grant	-	-	-	-
3022	Early Start Scheme Capitation	-	-	-	-
3030	Non Teachers Pay Budget	-	-	-	-
3050	Ancillary/School Support Services Grant	-	-	-	-
3100	Secretarial Grant	-	-	-	-
3130	Caretaker Grant	-	-	-	-
3140	Special Education Equipment Grant	-	-	-	-
3150	Book Grant Income	-	-	-	-
3155	School Library Books Capital Grant	-	-	-	-

Chart of accounts views

Print	Prints the chart of accounts.
New	Create a new nominal account record.
View	Opens the period view options.
Budget	Opens the budgets window. (Note that the import budget function under settings will be used to import the annual budget for the school).
Suppress Zero	Tick to suppress all the nominal accounts with zero transactions.
Search	Allows you to search the chart of accounts by name or code.

6.2 FSSU Chart of Accounts – Nominal Groups

[The chart of accounts is available here.](#)

6.3 Creating new nominal codes

To create a new nominal code:

1. Go to 'General Ledger' > select 'Chart of Accounts'
2. Click on 'New'.
3. Enter the nominal account details as follows:

Account group	You will need to select an account group by clicking on the lookup icon, once you have selected an account group then the account type will be populated. See Section 6.2 'FSSU Chart of Accounts – Nominal Groups' on nominal account groups.
Account code	A unique reference code used to identify the nominal account. You can't change this once you have saved a transaction. The code must be numbers only and have four digits. You should allocate a code to a nominal account group with associated accounts. For example, group all your income nominal accounts within a specific range. This ensures the nominal account is included and used in the correct financial report.
Description	The name of the nominal account Tip: This appears on all financial reports.
Is this a bank account	Tick the box if you are setting up a new bank nominal code Bank Account If the new account code is a bank account then you need to select the 'Bank and Cash Accounts' account group and then tick the 'Is this a Bank Account' checkbox, you will then see some additional fields. <i>The additional fields only need to be entered if you are going to use the Bank Feed Function or the SEPA Payments Function.</i> Bank Feed Type: Click on the dropdown for a list of available bank feeds, select the feed that your Bank provides. Currency: Select from the dropdown list the currency for this bank account. BIC: Enter your banks BIC code (Bank Identifier Code: available on your bank statement). IBAN: Enter your bank account IBAN (International Bank Account Number: available on your bank statement)

	Bank Reference Number: Enter your Bank reference number (available on your bank statement/if applicable).
Advanced	Advanced – unless you are familiar with year-end coding and debit/credits, we recommend you do not use the advanced settings Year End Code: If appropriate, enter an account code that the balance on this account code will transfer into during the year end process e.g. motor vehicles additions to motor vehicles carried forward. Motor vehicles carried forward itself will not have a year-end code as the value will remain as is during the year end. All income and expenditure accounts are set to year end code of 2710, the retained profit account code. Default sign: Select either “Debit” or “Credit” depending on the expected balance on the account. This generally refers to accounts that may move from their expected balance e.g. VAT (2260) is normally expected to be a credit, however in some cases or for some schools the balance on this account is a debit e.g. VAT repayable.

- Click 'Save'.

To open/view an account code

Highlight the account row (by clicking on the row anywhere except the 'blue' account name), you will see the row background colour change/highlight. Click the 'More' icon and select 'Edit', this will allow you to edit the setup of the account code.

To delete an account code

Highlight the account row, click the 'More' icon and select 'Delete', you will be asked to confirm that you want to remove the account code, you will not be able to delete an account code if there are transactions on the ledger.

To view an account ledger card

To see the transactions that have been posted to this account code, click the space around the account name/description (appearing on screen in blue), the ledger card will be displayed, and you will have an option to print the ledger card and to open the individual entries.

6.4 Entering a nominal journal

You can use journals to transfer balances between nominal codes. You can also use journals to correct balances if they don't affect customer or supplier accounts.

Journal transactions are always posted with an equal value in the debit and credit columns, with at least one journal debit and one journal credit per journal posting.

To post a journal

1. Under 'General Ledger' > select 'Journals' > 'New'
2. Enter the following information:

Date	The date you want to post the journal.
Ref. No	A reference for the journal, up to 10 characters.
Type	Defaults to 'Journal'. Other options are 'Opening Balance', 'Accrual' or 'Pre-payment'.
Add Attachment	Attach a file or enter notes (if applicable).
Code	The nominal account code you want to affect with this part of the transaction. Type in the account code if you know it or click the search (magnifying glass) or type '?' to find the account code you require.
Description	Having selected the correct account code, the description field will be filled with the description of the account code, you cannot edit this description.
Notes	A description for the transaction
Debit	Enter any debit value here.
Credit	Enter any credit value here.
Department	Select the department to which this journal is to be allocated to

3. Repeat step 2 until you've entered all the lines of the journal. The 'Total Debit Amount' and the 'Total Credit Amount' should equal one another, if they do not then you will not be able to save and close the screen.
4. Click 'Save' when you are finished, you will be brought back to the journal listing screen.

Any journals showing in a red font in the journals listing are not complete and have not been posted to the general ledger. Any such journals should be completed and saved, or deleted.

6.5 Posting a VAT journal

Introduction

School boards of management are principal contractors for the purposes of RCT as schools fall within the definition as defined by legislation “any board or body established by or under statute . . . and funded wholly or mainly out of funds provided by the Oireachtas”.

School boards of management can be involved in a range of activities including:

Construction Projects, Summer Works, Emergency Works, Major Devolved Projects, Additional Accommodation Schemes as well as day-to-day repairs that bring them within the scope of Relevant Contracts Tax (RCT) and, consequently, Value Added Tax (VAT).

Journal entries will be used to process the VAT to BrightBooks accounts

Example

Mr Joe Bloggs has provided electrical repair services to the school for €10,000 and has given an invoice to the school excluding VAT.

- The school as principal contractors must pay the VAT to the Revenue and the VAT is
Reverse Vat @13.5% = €10000*13.5% = €1,350

Step 1: Enter the VAT liability using a nominal journal.

1. Go to 'General Ledger' > 'Journals' > and select 'New'.
2. Enter the journal details based on the subcontractor's invoice on which the VAT is due
Debit: The account code as per the expense code used for the original invoice, e.g. Repairs to building and grounds expense 5310
Credit: VAT control account code 2260
3. Click 'Save'.

Journals

Code

If the Nominal Code exists and you know its code, type it here. Otherwise, click the lookup button to select.

JOURNALS DETAILS

DATE

05/07/2024

REF NO.

TYPE

Journal

Add Attachment

Max file size 4 MB.

Code	Description	Notes	Debit	Credit	DEP
5310	Repairs to Buildings and Grounds Expense	Murphy Electrical	1,350.00	0.00	AOD
2260	Reverse VAT Control Account	Murphy Electrical	0.00	1,350.00	AOD
			0.00	0.00	AOD
			0.00	0.00	AOD

Add New Line

Delete

Total Debit Amount

1,350.00

Total Credit Amount

1,350.00

Balance

0.00

VAT journal entry

Step 2: Record the VAT payment to Revenue:

1. Go to 'Banking' > 'Payments' > and select 'Quick Payment'.
2. Enter the payment details and post to nominal code 2260 (VAT control account).

VAT Control Account

The **VAT control account** records the **VAT** payable to Revenue on subcontractors and the **payments** to Revenue. The balance on the control account is the amount owed to Revenue. To verify the balances owing to Revenue for VAT:

1. Go to 'General Ledger' > 'Chart of Accounts'.
2. Enter the nominal code 2260 in the search box to bring up the VAT control account.

The entries in the VAT control account 2260 must be checked and the balance due entered on the VAT 3 form on ROS and the amount settled with the Revenue on a bi-monthly basis.

6.6 Posting a payroll journal

Journal entries for processing the payroll deductions in BrightBooks accounts

If you are posting net wage payments directly to the relevant wages cost codes (e.g., Clerical Officer Wages, Caretakers Wages), it is recommended that you post a payroll journal at the end of the month to account for payroll-related taxes.

Step 1: Summarise the payroll deductions from the month end payroll reports in the following format:

Category/Department	Nominal code	Amount	Debit/Credit
Caretakers PAYE/PRSI/USC/LPT	5010	€	Debit
Clerical Officers PAYE/PRSI/USC/LPT	6010	€	Debit
Cleaners PAYE/PRSI/USC/LPT	5110	€	Debit
Study PAYE/PRSI/USC/LPT	4190	€	Debit
Total of the PAYE/PRSI/USC/LPT deducted	2250	€	Credit
Caretakers ASC	5010	€	Debit
Clerical Officers ASC	6010	€	Debit
Cleaners ASC	5110	€	Debit
Total of the ASC deducted	2230	€	Credit

You can record other deductions such as the auto-enrolment payments, single public service pension scheme payments or union fees in the same manner.

Step 2: Post the journal:

1. Under 'General Ledger' > 'Journals' > select 'New'
2. Enter the information as detailed in your table from above:

JOURNALS DETAILS

DATE

30/04/2024

REF NO.

APR Pay

TYPE

Journal

Add Attachment

Max file size 4 MB.

Code	Description	Notes	Debit	Credit	DEP
5010	Caretaker Wages Expense	Caretakers Payroll Taxes Apr 24	257.00	0.00	NTP
6010	Clerical Officers/Secretarial Wages Expense	Clerical Officers Payroll Taxes Apr 24	359.00	0.00	AOD
2250	PAYE/PRSI/USC/LPT Control Account	Total Payroll Taxes Apr 24	0.00	616.00	AOD
5010	Caretaker Wages Expense	Cartakers ASC Apr 24	62.00	0.00	AOD
6010	Clerical Officers/Secretarial Wages Expense	Clerical Officers ASC Apr 24	46.00	0.00	AOD
2250	PAYE/PRSI/USC/LPT Control Account	Total ASC April 24	0.00	108.00	AOD

Add New Line

Delete

Disallow Tax

Total Debit Amount

724.00

Total Credit Amount

724.00

Balance

0.00

Payroll deductions journal entry

PAYE/PRSI/USC/LPT control account

The **PAYE/PRSI/USC/LPT control account** records the **payroll taxes** payable to Revenue on wages paid to employees. The balance on the control account is the amount owed to Revenue.

To verify the balances owing to Revenue for PAYE/PRSI/USC/LPT:

1. Go to 'General Ledger' > 'Chart of Accounts'.
2. Enter the nominal code 2250 in the search box to bring up the PAYE/PRSI/USC/LPT control account.

The entries in the PAYE/PRSI/USC/LPT control account 2250 must be checked to the balance due on the monthly revenue statements.

Step 3: Once the monthly revenue payment has been processed in the bank account it should match against the PAYE/PRSI/USC/LPT liability posted. Post the payment to the PAYE/PRSI/USC/LPT control account 2250.

Please contact the FSSU to help you set up the payroll journal, as there are a number of different options and we will help you find the best option for you.

6.7 Copy journal function

To copy a journal that has already been posted:

1. From 'General Ledger' > select 'Journals'.
2. Hover over the journal you want to copy.
3. The 'More' icon will appear on the right-hand side. Click on the arrow and select copy.
4. Update the journal with the current details.
5. Click save.

6.8 Departments

A department can be used where the school needs to monitor the expenditure of a particular type of grant or income across a number of different expense headings.

The school must monitor the expenditure of the book grant, supervision and substitution grant, ICT grant and non-teacher pay grant as these are ring fenced grants i.e. can only be spent for the purpose for which the grant has been given. A number of other departments have been set up which a school typically wants to track the expense, example SSSF, TY and Non-Pay Grant. A school can add a department where it needs to monitor the expense of a particular grant or income within its own school e.g. canteen, breakfast club, adult education.

From 'Settings' select 'Departments' under the 'Accounts' heading, the following screen will appear:

Departments

There are default departments set up for schools are:

- Non pay grant (NPG)
- Non teacher pay grant (NTP)
- SSSF (SSSF)

- Transition year (TY)
- Supervision and substitution (SS)
- Book grant/rental (BGR)
- ICT grant (ICT)
- All other departments (AOD)

To add more departments:

1. Click the 'Add' icon (at the bottom left of the screen) and scroll to the bottom.
2. Entering a code and description.
3. Click 'Save'.

Every transaction entered on BrightBooks accounts has to have a department reference. The default department is AOD.

Department Reports

Click on 'Reports' and select the report you wish to print, for example the general ledger account details report or income & expenditure report.

Click on the drop-down arrow under 'DEP' to select the department for which you want to run the report. Then click on 'Run' to generate the report.

The screenshot displays the 'Income & Expenditure' report configuration screen. It includes a 'Back' button at the top left and action buttons (Print, Excel, Save, Email) at the top right. The main area contains three dropdown menus: 'PERIOD FROM' (Jan-2024), 'PERIOD TO' (Feb-2024), and 'DEP' (All). The 'DEP' dropdown is open, showing a list of departments: All, AOD, BGR, ICT, and NPG. Below the dropdowns are 'Run' and 'Advanced Settings' buttons. A label 'Income & Expenditure' is visible at the bottom left of the form area.

Department selection for reports

Section 7: Monthly reports

77.1	Lock period date	104
7.2	Board of management and finance sub-committee reports	104
7.2.1	Bank account balances	105
7.2.2	Bank reconciliation statement	105
7.2.3	Payments and receipts listings for each bank account	106
7.2.4	Income and expenditure account	107
7.2.5	Balance sheet report	108
7.2.6	Aged supplier/creditor balances	108
7.2.7	Other reports	109
7.3	Other financial reports	110
7.3.1	Trial balance	110
7.3.2	General ledger account activity	111
7.3.3	Audit trail report	111
7.4	Report checklist	112

7.1 Lock period date

Once you have produced your monthly reports in BrightBooks accounts, you can prevent transactions from being posted before a set date, which means that no more transactions can be posted back into earlier months. For further information on this feature, see Section **1.5.2 Accounting periods**.

7.2 Board of management and finance sub-committee reports

A full set of reports should be generated at least 3 days before the scheduled board meeting. The following reports must be printed or saved as PDF documents every month and filed in the monthly management report file.

The following reports and supporting documentation should be provided in advance to the finance sub-committee:

- 1. Balances on all school bank accounts**
- 2. Bank reconciliation statement for each bank account including outstanding payments/receipts**
- 3. Payments and receipts listings for each bank account**
- 4. Income and expenditure account showing actual versus budgeted figures**
- 5. Balance sheet**
- 6. List of all creditors/outstanding invoices/accruals**
- 7. Supplier invoices and statements since the last committee meeting**
- 8. Summary of income/grants received in advance for the next school year**
- 9. List of prepayments**
- 10. Gross to net payroll reports since the last committee meeting**
- 11. List of employees showing their approved gross annual/weekly/monthly/hourly pay**
- 12. Capital income and expenditure account report**
- 13. Bank Statements**
- 14. Credit card statement and supporting documentation approved by the chairperson.**
- 15. Nominal/general ledger activity report**
- 16. RCT & VAT returns since last committee meeting**
- 17. FSSU Financial Guidelines issued since last committee meeting**

The following reports should be provided to the board of management:

- 1. Balances on all school bank accounts**
- 2. Bank reconciliation statement for each bank account including outstanding payments/receipts**
- 3. Income and expenditure account showing actual versus budgeted figures**
- 4. Balance sheet**
- 5. List of all creditors/outstanding invoices/accruals**
- 6. Summary of income/grants received in advance for the next school year**
- 7. Capital income and expenditure account report**

7.2.1 Bank account balances

A list of all the schools' bank accounts together with their balances.

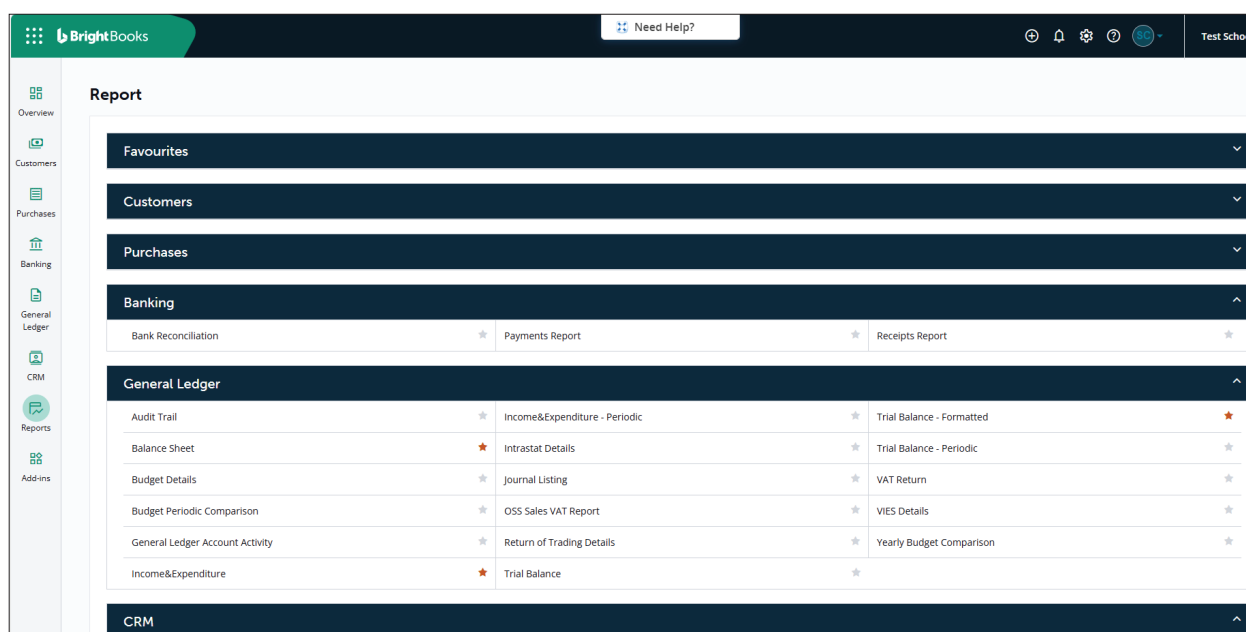
1. From 'Reports' > under the 'General Ledger' heading select 'Trial Balance'.

Field	Description
PERIOD FROM	Specify the starting date in the time range, for the board of management report always print from September.
PERIOD TO	Specify the ending date in the time range i.e. the current period you have reconciled.
ACCT. CODE FROM	Specify the nominal code for the first bank account in your chart of accounts.
ACCT. CODE TO	Specify the nominal code for the last bank/cash account in your chart of accounts.
DEP	Select the department you want to print, for the board of management report leave blank .

7.2.2 Bank reconciliation statement

The bank accounts must be reconciled each month and the bank reconciliation report printed for each account. Copies of the bank reconciliation reports must be included as part of the reports for the board.

1. From 'Reports' > the following screen will appear:



Reports screen

2. Select 'Bank Reconciliation'.

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

BANKS

STATEMENTS

REPORT TYPES

1800 Current Accou...

13/06/2024

Unreconciled

Run

Bank Reconciliation Report
Test School Sinead

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

Bank reconciliation report screen

3. Select the report by the statement date, bank nominal code and name and under report type select **'Unreconciled'**. This will show a summary of the bank reconciliation along with any unreconciled payments/receipts.

Bank Reconciliation Report Eileen's School						
1800 Current Account						
				31-Mar-XXXX		
Balance as per Surfaccounts				206,855.00		
Balance per Bank Statement				213,055.00		
Less un-presented Payments				-6,200.00		
Plus un-presented Lodgment				0.00		
Reconciled Balance				206,855.00		
Date	Ref.No	Lodg.No.	Type	Name	Payments	Receipt
17/03/2019			Payment	Top Oil	700.00	-
04/02/2019			Payment	EA	500.00	-
04/02/2019			Payment		5,000.00	-
Totals:					€6,200.00	-

Bank reconciliation report

7.2.3 Payments and receipts listings for each bank account

For a list of payments for each bank account go to 'Reports', and 'Payments Report' under the 'Banking' heading.

For a list of lodgments for each bank account go to 'Reports', and 'Receipts Report' under the 'Banking' heading.

For further information on bank reconciliation, receipt and payments reports see **Section 5.7 Bank reports**.

7.2.4 Income and expenditure account

The income and expenditure account summaries the school's activity for the period specified in the report.

1. From 'Reports' > under the 'General Ledger' heading select 'I&E Report'.
2. For this report we suggest for the following heading layout: Code> Description> Current Period> Budget> Variance>Comp.balance
3. If you don't have these headings, you can edit as follows:
 - Underneath the criteria selection, go to Advanced settings,

- On the screen that opens here the column order is given, the list on the left are those excluded from the report and the list on the right are included.

- To move headings from one side to the other highlight the name then click the arrow in the middle to move on or off the column you want.
 - To change the order of the titles, highlight the title and then with the arrows at the bottom move the title to the order recommended – then click "update" to finish. The screenshot below is the layout on the report that will be produced.
4. Select the report criteria:

Field	Description
PERIOD FROM	Specify the starting date in the time range, for the board of management report always print from September.
PERIOD TO	Specify the ending date in the time range i.e. the current period you have reconciled.
DEP	Select the department you want to print, for the board of management report leave blank.

7.2.5 Balance sheet report

The balance sheet report is a snapshot of the school's financial position at a single point in time.

1. From 'Reports' > under the 'General Ledger' heading select 'Balance Sheet Report'.
2. Select the report criteria:

Field	Description
PERIOD FROM	Specify the starting date in the time range, for the board of management report always print from September.
PERIOD TO	Specify the ending date in the time range i.e. the current period you have reconciled.
DEP	Select the department you want to print, for the board of management report always leave blank.

7.2.6 Aged supplier/creditor balances

Schools using the purchases module should print an aged creditors report at the end of each month. This generates supplier balances at frequencies of 30 days such as 30, 60, 90 and so on.

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

Report			
Favourites			
Customers			
Purchases			
Aged Supplier Balance Detailed	★	Purchase Invoice & Credit Notes	★
Aged Supplier Balance Summary	★	Purchase Invoice Detailed	★
Batch Invoice Print	★	Purchase Order Report	★
Banking			

Reports screen

2. On the Aged Supplier Balances report page, enter the criteria as per the following. All fields are optional. If you do not specify any criterion and retain the default settings, the balances for all suppliers will be shown.

Field	Description
DATE TO	Date on which you want to view the report i.e. the current period you have reconciled.
SUPPLIER FROM	If you want to review the report within a range of specific suppliers, specify the first supplier within the range. Leave blank for the board of management report.
SUPPLIER TO	If you want to review the report within a range of specific suppliers, specify the last supplier within the range. Leave blank for the board of management report.
CURRENT AGING	If you tick this, the DATE TO field is disabled and the report shows the customer balance on the current system date.

3. Click 'Run' to generate the report.

7.2.7 Other reports

List of Accruals

A list of any expenses that have been incurred by the school, but the invoice has not yet been received/recorded on the system. This report will need to be produced manually, not by the BrightBooks accounting package.

Prepayments

A list of monies paid in advance must be listed e.g. Insurance. This report will need to be produced manually, not by the BrightBooks accounting package.

Income received in advance

Many schools request advance payments from incoming first year and other students.

Detailed records must be maintained, and a summary of the advanced income prepared for the board.

Capital income and expenditure account

A manual report for any capital expenditure programs the school is running, e.g.:

Buildings Projects Report						
School Name	Insert name here					
Roll Number	12645J					
Project description	Building project					
Date	31/12/20XX					
Income	COA code			Actual	Budget	Variance
				€	€	€
	3900	Department grants				0
	3901	Fundraising Income				
	3903	Trustees/Patron contribution				0
	3902	Parents Funding				0
		Past Pupils Union contribution				0
	3907	Donations				0
		Restricted /Designated Funds				0
	3904	Other (sports grant, lottery etc.)				0
Total				0	0	0
Expenditure						
	3940	Professional Fees				0
	3940	Building Contractor bills				0
	3940	RCT/VAT payments				0
	1420	Furniture and Fittings				0
	1460	ICT (including wifi)				0
	3940	Insurance				0
	3940	Building Bond				0
	3940	Retention payment				0
	3940	Other				0
Total				0	0	0
Surplus/Deficit				0	0	0

7.3 Other financial reports

In order to assist you in understanding the figures further the following reports can be of assistance.

7.3.1 Trial balance

The trial balance is a list of all nominal accounts that have a balance at the period date requested. It is a checking report and its main purpose is to make sure that the sum of all debit balances equals the sum of all credit balances.

The trial balance report can be found on the 'Reports' page under the 'General Ledger' heading.

Simple Trial Balance Report			
		Date Range: 1st Sep XXXX To 31st Aug XXXX	
Code	Description	Debit	Credit
3010	Non Pay Budget	450.00	-
3150	Book Grant	-	8,000.00
3310	Transition Year Students	-	15,760.00
3335	Classroom Books	-	21,100.00
3350	Hire of Facilities Rental Income	-	33,000.00
4730	School Books	100.00	-
5510	Heating	800.00	-
6250	Telephone	-	100.00
6500	Travel and Subsistence	1,000.00	-
1800	Current Account	219,255.00	-
1950	Cash Control Account	-	150.00
2100	Purchase Ledger Control	-	7,513.81
2200	Net Wages Control	625.00	-
2250	PAYE/PRSI Control	3,500.00	-
2260	VAT Control Account	-	5,971.14
2700	Retained Surplus	-	5,256.50
2710	Surplus Brought Forward	-	123,878.55
2711	Reserve BGR	-	5,000.00
Totals:		€225,730.00	€225,730.00

Trial balance report

If the totals on your **trial balance do not balance** this may indicate that your data is corrupted. Call BrightBooks support if this is the case.

7.3.2 General ledger account activity

The general ledger accounts activity report lists all the nominal codes showing the balances and all the transactions that make up these balances for the dates selected.

The general ledger accounts details report can be found on the 'Reports' page under the 'General Ledger' heading.

In Advanced settings you can select whether you wish to include balances brought forward by ticking the **Show balances brought forward** box.

The screenshot displays the 'Advanced Settings' dialog for the General ledger account details report. The dialog is divided into several sections:

- COLUMN ORDER:** Contains two lists, 'Exclude' and 'Include'. The 'Include' list contains: Code, Date, Doc.No., Type, Department, Details, Debit, and Credit. The 'Exclude' list contains: Ref.No., Product, Period, Customer Code, Supplier Code, and Sub Department.
- SORTING:** Contains two rows of sorting options. Row 1 has a dropdown set to 'None' and a 'Total' checkbox. Row 2 has a dropdown set to 'None' and a 'Total' checkbox. There is also a 'Total Only' checkbox.
- FEATURES:** Contains three checkboxes: 'Suppress Zeros', 'Show Balance Forward' (which is checked and highlighted with a red box), and 'Show Opening Balance Journals'.

At the bottom of the dialog are 'Cancel' and 'Update' buttons. The background shows the report interface with filters for 'ACCT. CODE FROM' (2700), 'DEP', and 'SDP'. There are buttons for 'Print', 'Excel', 'Save', and 'Email' at the top right. A 'Run' button is also visible. The date range is set to '1st Sep 2019 To 30th Sep 2019'. The report table has columns for 'Debit', 'Credit', and 'Balance'.

General ledger account details report advance settings

7.3.3 Audit trail report

The audit trail is a list of all transactions entered into BrightBooks accounts. To run the audit trail report in the 'Reports' module, under the 'General Ledger' header select the 'Audit Trail Report'.

7.4 Report checklist

Listed below are reports that you should use regularly. You will find these in the 'Reports' module.

Banking reports	1. Receipts report 2. Payments report 3. Bank reconciliation report
General Ledger Reports	1. Trial Balance 2. General ledger accounts activity 3. Income & Expenditure 4. Balance Sheet 5. Trial Balance - Formatted
Purchases /Supplier/ Creditor Reports	1. Purchase invoice & credit notes 2. Supplier activity (tick all transactions in Advanced settings) 3. Aged supplier balance detailed 4. Aged supplier balance summary
Customer Reports	1. Sales invoice & credit note 2. Customer activity (tick all transactions in advanced settings) 3. Aged customer balance detailed 4. Aged customer balance summary
Finance sub-committee	1. Balances on all school bank accounts 2. Bank reconciliation statement for each bank account including outstanding payments/receipts 3. Payments and receipts listings for each bank account 4. Income and expenditure account showing actual versus budgeted figures 5. Balance sheet 6. List of all creditors /outstanding invoices/accruals (mix of manual and system reports) 7. Supplier invoices and statements since the last committee meeting 8. Summary of income/grants received for next school year (prepare manually) 9. List of prepayments (mix of manual and system reports) 10. Gross to net payroll reports since the last committee meeting (payroll system) 11. List of employees showing their approved gross annual/weekly/monthly/hourly pay (prepare manually/payroll system) 12. Capital income and expenditure account (prepare manually) 13. Bank Statements 14. Credit card statement and supporting documentation approved by the chairperson. 15. Nominal/general ledger activity report 16. RCT & VAT returns since last committee meeting 17. FSSU Financial Guidelines issued since last committee meeting

Board of Management	1. Balances on all school bank accounts 2. Bank reconciliation statement for each bank account including outstanding payments/receipts 3. Income and expenditure account showing actual versus budgeted figures 4. Balance sheet 5. List of all creditors /outstanding invoices/accruals (mix of manual and system reports) 6. Summary of income/grants received for next school year (prepare manually) 7. Capital income and expenditure account (prepare manually)
Year End Reports	1. Trial Balance 2. General ledger accounts details 3. Audit trail 4. Income & Expenditure 5. Balance sheet 6. Bank reconciliation report (with unreconciled transactions) 7. Receipts and payments reports 8. Aged supplier balance detailed 9. Aged customer balance detailed (only for schools using the Customer module)

Section 8: Monthly reports

8.1	Introduction	115
8.2	Preparation for year-end	115
8.3	Running the financial year-end	116
8.4	Understanding the year-end routine	118

8.1 Introduction

BrightBooks accounts works on a 12 month accounting period, referred to as the financial year. This was entered when the school was set up.

It is very important to make sure this date is correct, when you record transactions, their values update to an accounting period on your nominal accounts based on your financial year date and the transaction date.

At the end of the 12 month period you run the year-end to change this date for the new financial year. BrightBooks accounts allows for two financial years to be open at a time, therefore you have up to twelve months after your financial year end to run the year-end process.

8.2 Preparation for year-end

Before running your year-end, you should post all day-to-day transactions for the year. This ensures that your management reports and year end postings are as accurate as possible.

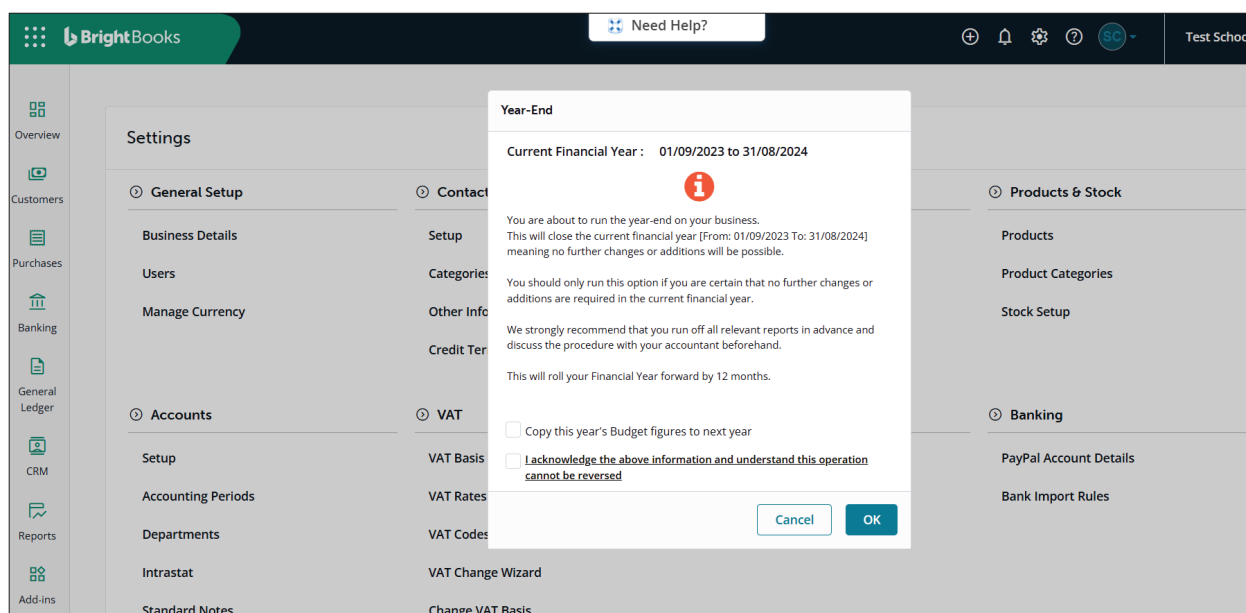
- Enter all payments and receipts.
- Reconcile all bank accounts.
- Enter all purchase invoices and credit notes.
- Correct all errors.
- All year-end adjustments should be posted (Income received in advance etc.)
- All balances should be reviewed and agreed.
- Confirmed with the external school accountant that all adjustments are completed.

Print out your financial reports:

Reports	To run reports
Trial Balance	Click 'Trial Balance' under the 'General ledger' heading on the 'Reports' page.
Income & expenditure report	Click 'Income & Expenditure' under the 'General ledger' heading on the 'Reports' page.
Balance sheet report	Click 'Balance Sheet' under the 'General ledger' heading on the 'Reports' page.
Audit trail	Click 'Audit Trail Report' under the 'General ledger' heading on the 'Reports' page.
General ledger account details	Click 'General Ledger Account Activity' under the 'General ledger' heading on the 'Reports' page.
Bank reconciliation with unreconciled payments	Click 'Bank Reconciliation' under the 'Banking' heading on the 'Reports' page.
Aged supplier reports	Click 'Aged Supplier Balance Detailed' under the 'Purchases' heading on the 'Reports' page.
Aged customer report (only for schools using the customer module)	Click 'Aged Customer Balance Detailed' under the 'Customer' heading on the 'Reports' page.

8.3 Running the financial year-end

From 'Settings' > select 'Year-End' **under** the 'Data' heading, the following screen will appear:

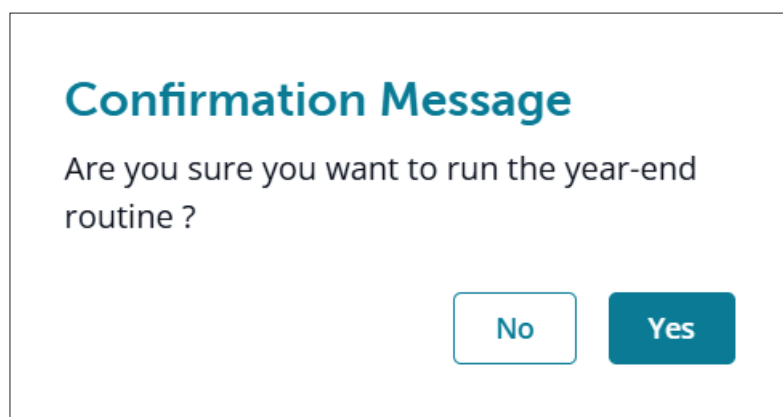


Running year-end

Make sure to read all of the above information, as the year end is **NOT REVERSIBLE**.

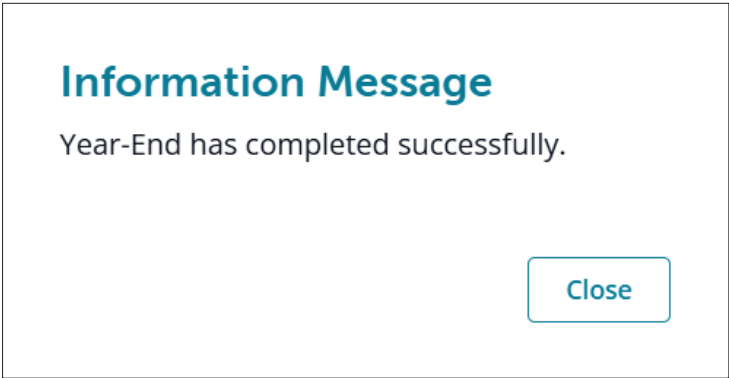
Make sure to extract all reports and discuss this process with your accountant before you proceed.

When you are happy to proceed, tick the box acknowledging the information provided, type "Run year end" into the box indicated, and click the 'OK' button. You will then see the following message, click 'Yes' to proceed or 'No' to cancel.



Year-end confirmation

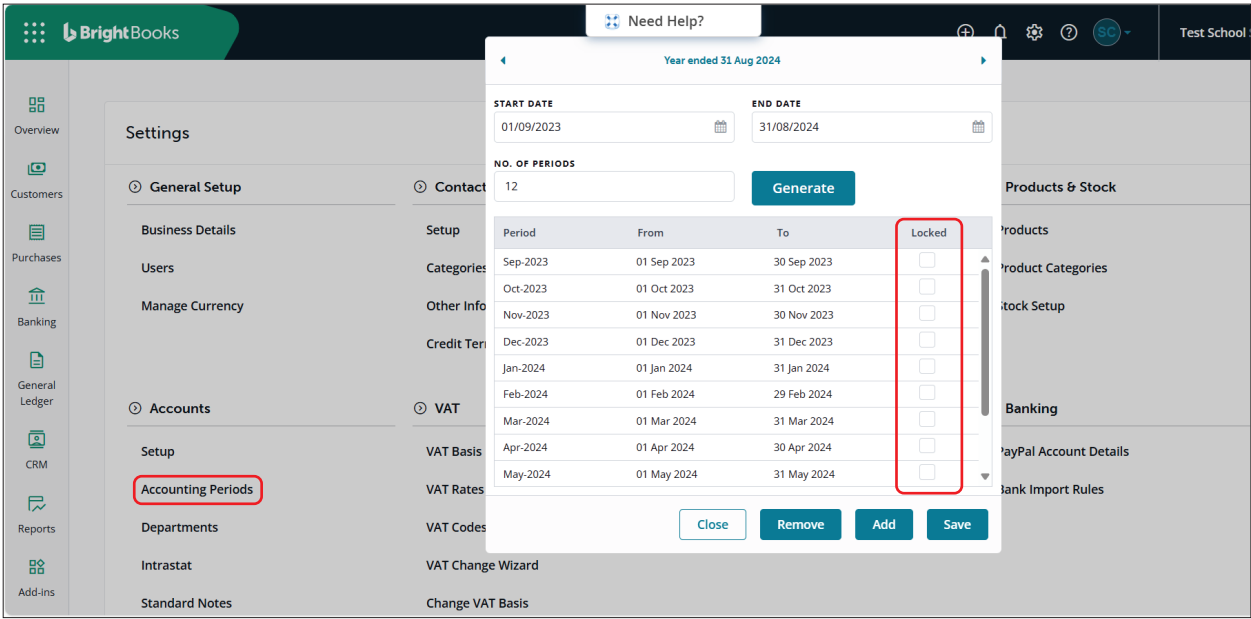
Once complete you will get the following message:



Year-end complete

When you look at the accounting periods now they will have been updated to the new year dates.

To amend your accounting period you can go to 'Settings' and 'Accounting Periods' under the 'Accounts' heading:



Accounting periods

You can also lock year ends temporarily, to prevent additional transactions being posted while waiting for any adjustments from your accountant.

To temporarily lock a period tick the box under the locked column. This can be unticked to post adjustments before running the year-end.

8.4 Understanding the year-end routine

Income and Expenditure account balances are cleared and the year-to-date figures on these codes are transferred to the retained earnings nominal code using journals.

Balance Sheet balances are brought forward to the new financial year and included in the year-to-date values on the balance sheet report.

The audit trail is updated with the ledger year end journals that are posted to clear the income and expenditure accounts.

The Chart of Accounts is updated with the balances to the Prior Year column. Any future transactions in the previous year become current year actuals.

The Financial Year rolls forward to the next year.