Introduction

This guide is designed to assist users in generating monthly reports for the finance sub-committee, and board of management in BrightBooks. It includes a list of the required reports along with step-by-step instructions on how to generate or run each one. Screenshots are provided throughout the guide for clarity, including an example of a completed report.

We recommend comparing the headings in your generated reports with those shown in our examples. If they differ, you can use the 'Advanced Settings' option on each of the reports to adjust the column headings as needed. See our recording here for further instructions. If you require any assistance, please do not hesitate to contact us.

Instructions on printing the following reports:

1. A list of balances on all school bank and cash accounts
2. A bank reconciliation statement for each bank account
3. Payments listings for each bank account
4. Receipts listings for each bank account
5. Income and Expenditure Account report showing actual versus budgeted figures
6. Balance Sheet report
7. Aged creditors/suppliers listing report
8. The nominal/general ledger activity report
9. School income received in advance (department report)
10. Trial balance

1. A list of balances on all school bank and cash accounts

➢ From 'Reports' > under the 'General Ledger' heading select 'Trial Balance'.
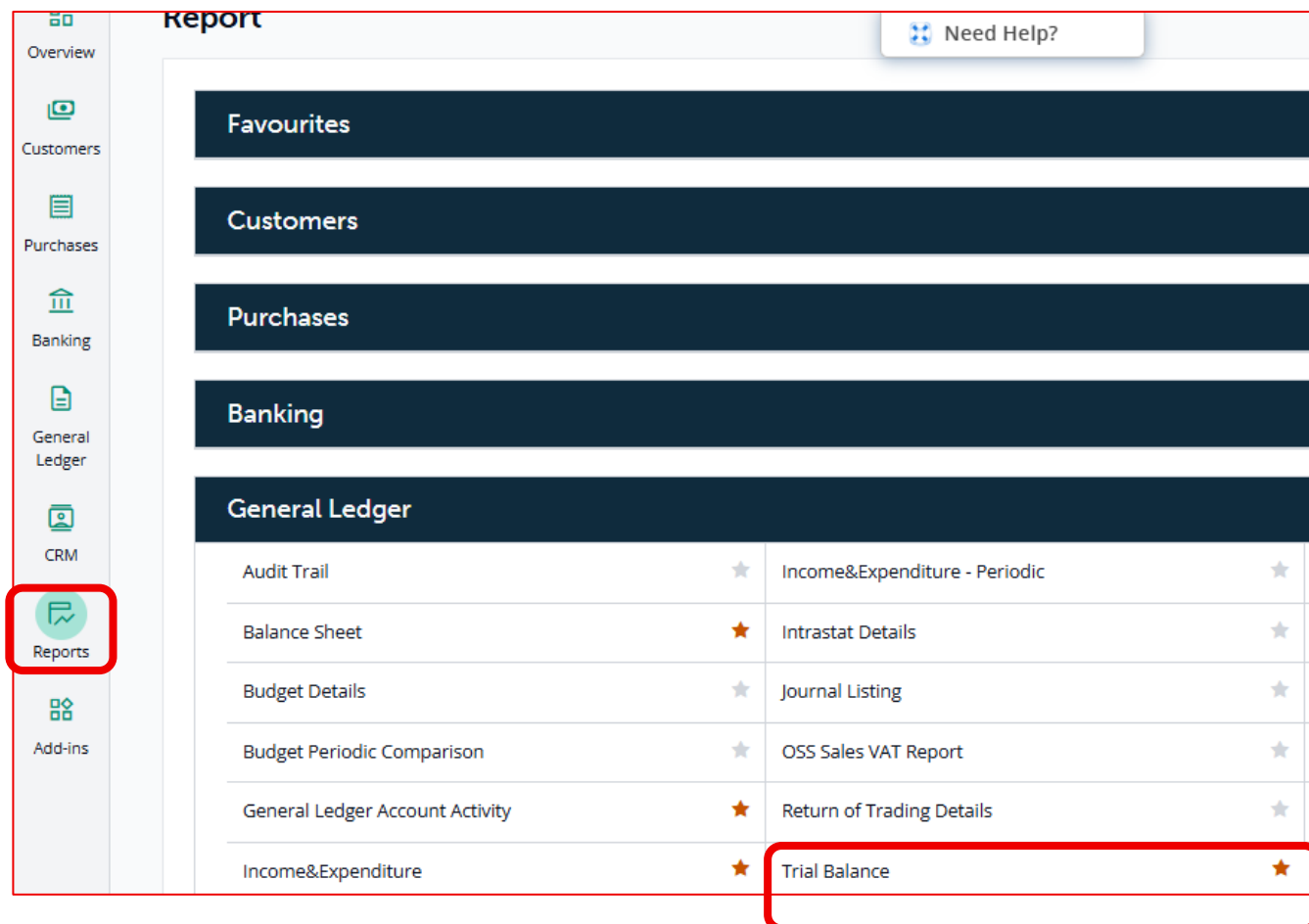
➢ Select the report criteria:

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.
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.

➢ To generate the report click on "Run".

➢ Then you can print the report, save as a pdf or generate as an excel file.

2.   A bank reconciliation statement for each bank account

➢ From 'Reports' > under the 'Banking" heading select 'Bank reconciliation'.

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

➤ 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.

3.   Payments listings for each bank account

➤ From 'Reports' > under the 'Banking" heading select 'Payments report'.

➤ The headings we suggest for the layout of this report are:

Date>Ref No>Doc No>Code>Name>Nominal code> Nom Description>

Department> Gross

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.

Supplier/Non-Supplier Payments Report

Date	Ref.No.	Doc.No.	Code	Name	Nominal Code	Nominal Desc.	Department	Gross
23/09/2024	Jul/Aug VAT	Pay 56	-	Revenue	2260	Reverse VAT Control Account	All other departments	551.00
23/09/2024	Aug P30	Pay 57	-	Revenue	2250	PAYE/PRSI/USC/LPT Control Account	All other departments	927.00
05/09/2024	Wk 36	Pay 58	-	Pauline	2200	Net Wages Control Account	All other departments	755.00
11/10/2024	Accounts 2024	Pay 59	-		6400	Accounting / Auditing Expense	All other departments	3,700.00
23/09/2024	RCT Aug	Pay 60	-	Revenue	2270	RCT Control Account	All other departments	520.00
06/09/2024	Wk35/36	Pay 62	-		2200	Net Wages Control Account	All other departments	1,000.00

➢ 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. Supplier/Non-supplier 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.
BANK	Bank account.
DEP	Department, leave blank or select all to see all transactions.

➤ To generate the report click on "Run".

➤ 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.

4. Receipts listings for each bank account

➤ From 'Reports' > under the 'Banking" heading select 'Receipts report'.

➤ Similarly to the previous report for this report the headings layout we suggest for this report are **Date>Ref No>Doc No>Code>Name>Nominal code> Nom Description> Department> Gross.**

➤ *Refer to section 3 to see how to edit your report headings layout.*

Customer/Non-Customer Receipts Report
C&C Demo School   Date Range: 1st Sep 2024 To 31st Jul 2025

Date	Ref.No.	Doc.No.	Code	Name	Nominal Code	Nominal Desc.	Department	Gross
15/10/2024	SEC 2024	Rec 34	-	SEC DUE 2024	3255	State Exam Income	State Exams	17,450.00
03/09/2024	On-line payments	Rec 40	-	From online payments	1870	Online Payments Solution Clearing Account	All other departments	450.00
05/09/2024	On-line payments	Rec 42	-	EP Sept	1870	Online Payments Solution Clearing Account	All other departments	750.00
08/09/2024	On-line payments	Rec 43	-	EP Sept	1870	Online Payments Solution Clearing Account	All other departments	550.00

➤ 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 or select all to see all transactions.

➤ To generate the report click on "Run".

➤ 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. Income and Expenditure Account report showing actual versus budgeted figures

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

➤ For this report we suggest for the following heading layout: **Code> Description> Current Period> Budget> Variance>Comp.balance**

➤ *Refer to section 3 to see how to edit your report headings layout*

Income & Expenditure
C&C Demo School

Date Range: 1st Sep 2024 **To** 31st May 2025

Code	Description	Current Period	Budget	Variance	Comp. Balance
		2025			
		€	€	€	€
Income and Expenditure Account					
Income					
Department of Education					
3010	Capitation/Non Pay Budget	111,650.00	295,945.20	-184,295.20	141,943.33
3020	DEIS Grant	35,450.00	35,640.00	-190.00	-
3030	Non Teachers Pay Budget	110,606.67	350,000.00	-239,393.33	173,059.00

➢ 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.==

➢ To generate the report click on "Run".

➢ 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.

6. Balance Sheet report

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

➢ There are headings we suggest for the layout of this report, these are: **Code> Description> Current Period> Comp.Balance.**

➢ *Refer to section 3 to see how to edit your report headings layout*

➢ 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.

➢ 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.

7. Aged creditors/suppliers listing report

➢ From 'Reports' > under the 'Purchases' heading select 'Aged Supplier Balance Summary'.
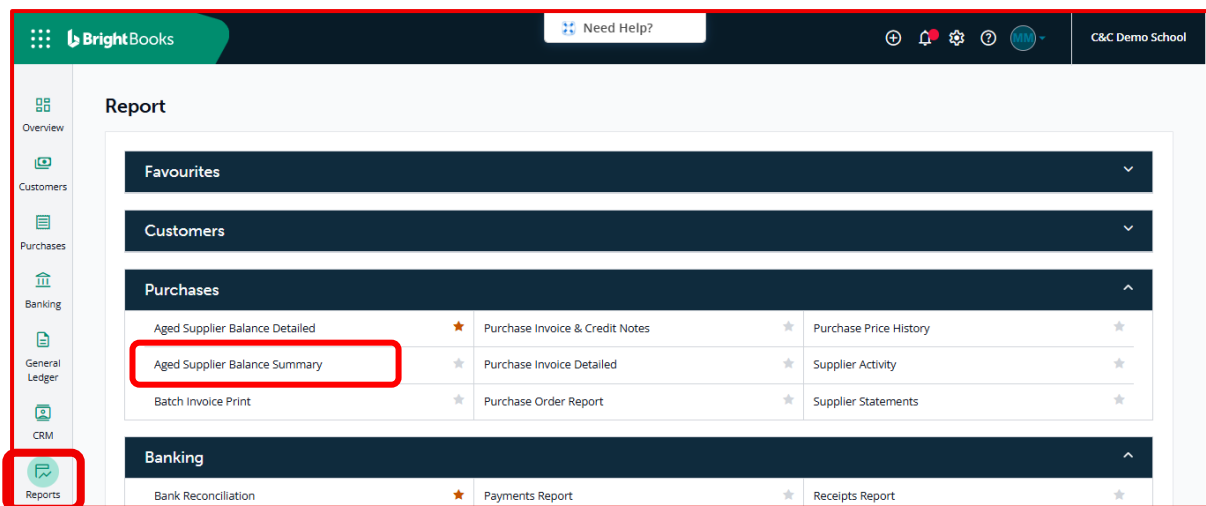
- ➢ On the Aged Supplier Balances report page, enter the criteria as per the following. All fields are optional. If you do not specify any criterion and retain the default settings, the balances for all suppliers will be shown.

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.

- ➢ Click 'Run' to generate the report.
- ➢ 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.

8. The nominal/general ledger activity report

➤ From 'Reports' > under the 'General Ledger' heading select 'General Ledger Account Activity'.
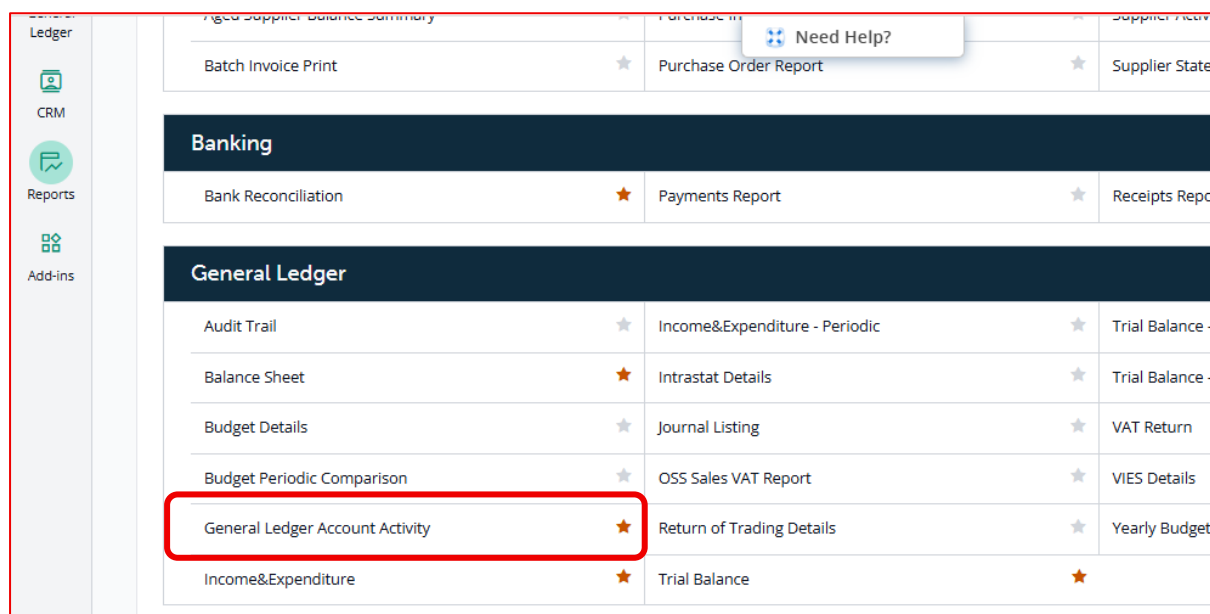
➤ We have a suggested layout for the headings for this report which are:

Code>Date>Ref No>Doc No> TYPE>Details> Department>Debit> Credit>Balance

➤ *Refer to section 3 to see how to edit your report headings layout*

➤ Select the report criteria:

Field	Description
Based on	Select period
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	If you want to review the report within a range of specific nominal codes, specify the first code within the range. Leave blank for the board of management report.
ACCT. Code To	If you want to review the report within a range of specific nominal codes specify the last code within the range. Leave blank for the board of management report.
DEP	Select the department you want to print, for the board of management report always select 'All'.

> Click 'Run' to generate the report.
> 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.

9. School income received in advance (department report)

> From 'Reports' > under the 'General Ledger' heading select 'General Ledger Account Activity'.
> Select the report criteria:

Field	Description
Based on	Select period
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	2105
ACCT. Code To	2105
DEP	Select the department you want to print, for the board of management report always select "All".

➢ In advance setting under 'Sorting' > select 'Code', then 'Department', tick the 'Total' box and select 'Update'.

➢ Click 'Run' to generate the report.
➢ 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.

10. Trial balance

> From 'Reports' > under the 'General Ledger' heading select 'Trial Balance'.
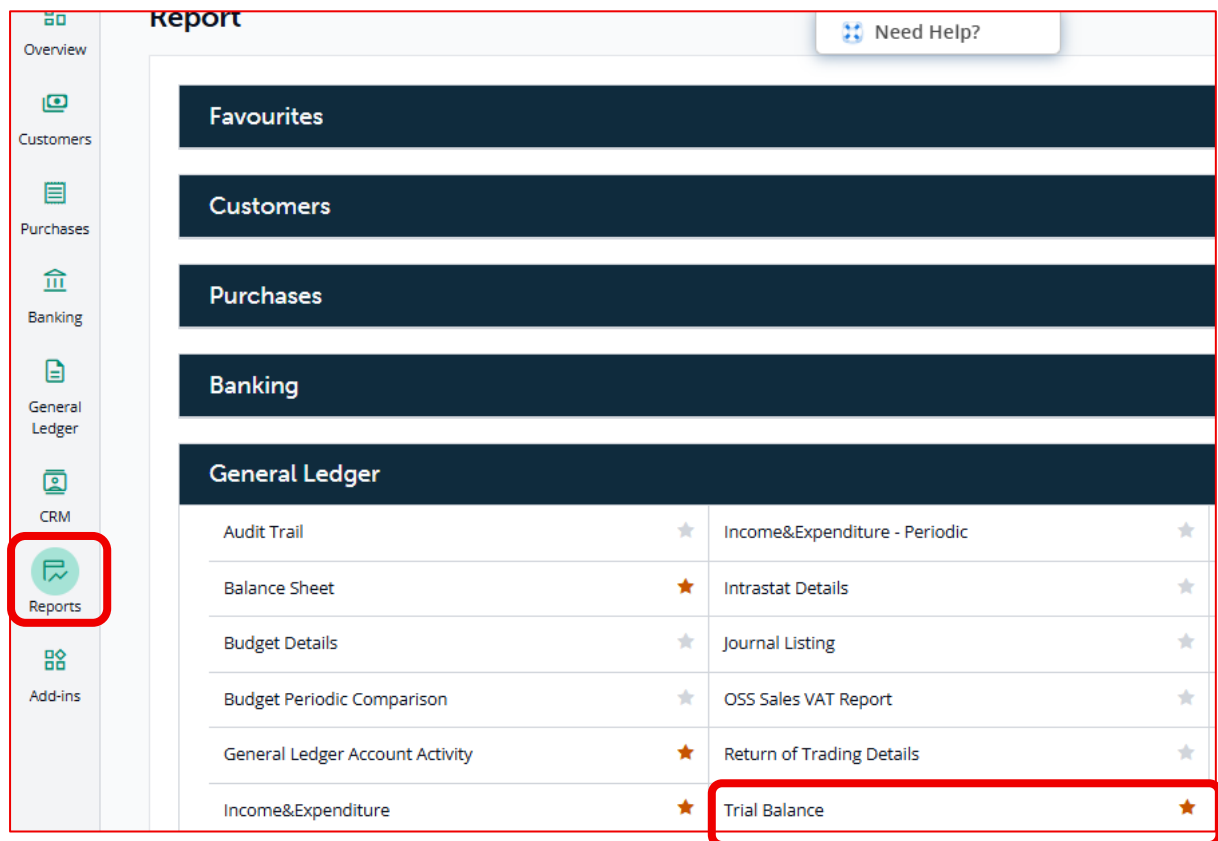
> Select the report criteria:

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.
ACCT. Code FROM	Leave blank
ACCT. Code To	Leave blank

DEP	Select the department you want to print, for month end file always leave <mark>blank.</mark>

➢ To generate the report click on "Run".

➢ 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.