

Other Income Received in Advance

School Income in Advance

Recognising income in the new financial year

How this appears in your reports

What is School Income Received in Advance

School Generated Income

- Transition Year Income
- School Administration Charges
- Locker Income
- Student Insurance

Grant Income

- Free Schoolbook Grant
- Free School book Admin Grant
- SSSF Grant
- Supervision & Substitution Grant

Recording Income in Advance

Banking

Bank Account **Receipts** Payments Bank Reconciliation Bank Feeds

€0.00 MONTH TO DATE €11,736.02 YEAR TO DATE €0.00 UNALLOCATED

Receipts Filter Receipt

Email Delete Search New **Quick Receipt**

<input type="checkbox"/>	Date	Doc. No.	Ref. No.	Customer/Paid by/Notes	Bank	Amount	Discount	Allocated
<input type="checkbox"/>	31 Jan 20XX	RCPT 93*	Cash	LODGED AN POST 3570	AIB School A/c	345.00	0.00	
<input type="checkbox"/>	28 Jan 20XX	RCPT 95*	Cash	AIT CAPITATION 3010	AIB School A/c	150.00	0.00	
<input type="checkbox"/>	28 Jan 20XX	RCPT 97*	Cash	UNPAY D/DEBIT 2250	AIB School A/c	2,593.05	0.00	

Recording Income in Advance

Quick Receipt

BANK ACCOUNT		LODGEMENT NO.		LODGEMENT DATE					
1800 Current Account 1		Income		09/07/20XX					
Date	Payment Type	DEP	Ref. No.	Customer	Notes/Narrative	Amount	VAT Code	VAT	Nom. Code
09/07/20XX	EFT	TY	TY Crgs		TY crgs	6,500	Z 0.00%	0.00	2105
09/07/20XX	EFT	AOD	Locker		Locker	2,000	Z 0.00%	0.00	2105
09/07/20XX	EFT	AOD	School Admin chgs		School Admin chgs	2,540	Z 0.00%	0.00	2105
09/07/20XX	EFT	INS-S	Student insurance		Student insurance	655	Z 0.00%	0.00	2105
						11,695.00		0.00	

BrightBooks for C&C Schools Quick Reference Guide

Accounting for School Income Received in Advance

General Ledger

Overview **Chart of Accounts** Journals VAT Returns VIES INTRASTAT

Customers

Purchases

Banking

General

Chart of Accounts **Print** **New** **View** **Budget**

Code	Description
	Income and Expenditure Account
	Income

Accruals	
2105	School Income Received in Advance

General Ledger Activity View

General Ledger Activity View

General Ledger Card
2105 - School Income Received
in Advance
[Select Code](#)

Print

Back

Run

Period

Last Year

Sep-20XX

Aug-20XX

Date	Period	Description	Notes	Product	Debit	Credit	Balance
09 Jul 2025	Jul-2025	Receipt 57 School Admin chgs	School Admin chgs		-	2,540.00	-2,540.00
09 Jul 2025	Jul-2025	Receipt 58 Student Insurance	Student Ins		-	655.00	-3,195.00
09 Jul 2025	Jul-2025	Receipt 56 Locker Income	Locker		-	2,000.00	-5,195.00
09 Jul 2025	Jul-2025	Receipt 55 TY CRGS	TY		-	6,500.00	-11,695.00
Total					-	11,695.00	-11,695.00
							-11,695.00 BALANCE

General Ledger Activity View

Report

Favourites

- General Ledger Account Activity

Customers

Purchases

Banking

General Ledger

Audit Trail	★	Income&Expenditure - Periodic	★	Trial Balance - Formatted	★
Balance Sheet	★	Intrastat Details	★	Trial Balance - Periodic	★
Budget Details	★	Journal Listing	★	VAT Return	★
Budget Periodic Comparison	★	OSS Sales VAT Report	★	VIES Details	★
General Ledger Account Activity	★	Return of Trading Details	★	Yearly Budget Comparison	★
Income&Expenditure	★	Trial Balance	★		

CRM

Reports

Add-ins

FSSU
Financial Support Services Unit

General Ledger Account Activity Report

General Ledger Account Activity

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[Excel](#)

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[Email](#)

BASED ON Period
 PERIOD FROM Sep-20XX
 PERIOD TO Aug-20XX
 ACCT. CODE FROM 2105
 ACCT. CODE TO 2105
 DEP All

Advanced Settings

COLUMN ORDER

Exclude	Include
Ref.No.	Code
Product	Date
Period	Doc.No.
Customer Code	Type
Supplier Code	Details
VAT Rate	Debit
Department	Credit
	Balance

[Run](#)

[Advanced Settings](#)

General Ledger Account Activity

C&C Demo School

Code	Date	Doc.No.	Type	Details

Date Range: 1st Sep 20XX To 31st Aug 20XX

Credit	Balance
-	-

SORTING

- Code Total
- Department Total

Total Only

Total

FEATURES

Suppress Zeros

Show Balance Forward

Show Opening Balance Journals

Show Future Opening Balances

Page Break

[Cancel](#)

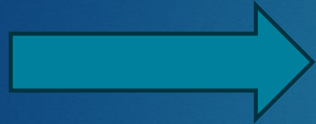
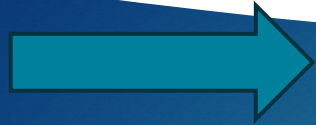
[Update](#)

General Ledger Activity View

General Ledger Account Activity
C&C Demo School

Date Range: 1st Sep 20XX To 31st Aug 20XX

Date	Doc.No.	Type	Details	Debit	Credit	Balance
2105-School Income Received in Advance						
2105						
All other departments						
09/07/20XX	56	RCPT	Locker	-	2,000.00	2,000.00
09/07/20XX	57	RCPT	School Admin chgs	-	2,540.00	2,540.00
Subtotal for All other departments					€4,540.00	€4,540.00
Transition year						
09/07/20XX	55	RCPT	TY	-	6,500.00	6,500.00
Subtotal for Transition year					€6,500.00	€6,500.00
Student Insurance						
09/07/20XX	55	RCPT	Student ins in adv	-	655.00	655.00
Subtotal for Student insurance					€655.00	€655.00
Subtotal for 2105					€11,695.00	€11,695.00
Totals:				-	€11,695.00	€11,695.00
Totals:				-	€11,695.00	€11,695.00



Recording Income in the New Year

DATE 01/09/20XX **REF NO.** Sch Gen Inc in adv **TYPE** Journal [Add Attachment](#) Max file size 4 MB.

Code	Description	Notes	Debit	Credit	DEP
2105	School Income Received in Advance	School Generated in Advance	11,695.00	0.00	AOD
3310	Transition Year Income	School Generated in Advance	0.00	6,500.00	TY
3370	Locker Income	School Generated in Advance	0.00	2,000.00	AOD
3390	School Administration Charges	School Generated in Advance	0.00	2,540.00	AOD
3535	Student Insurance Income	Student insurance in adv	0.00	655.00	INS-S

[Add New Line](#) [Delete](#) [Disallow Tax](#)

Total Debit Amount	11,695.00
Total Credit Amount	11,695.00
Balance	0.00

ADD A NOTE TO THE RECIPIENT

- Overview
- Customers
- Purchases
- Banking
- General Ledger
- CRM
- Reports**
- Add-ins

Report

Favourites			
General Ledger Account Activity		★	
Income&Expenditure		★	
Trial Balance - Formatted		★	
Customers			
Purchases			
Banking			
General Ledger			
Add-in	★	Income&Expenditure - Periodic	★ Trial Balance - Formatted ★
Balance Sheet	★	Intrastat Details	★ Trial Balance - Periodic ★
Budget Details	★	Journal Listing	★ VAT Return ★
Budget Periodic Comparison	★	OSS Sales VAT Report	★ VIES Details ★
General Ledger Account Activity	★	Return of Trading Details	★ Yearly Budget Comparison ★
Income&Expenditure	★	Trial Balance	★

Income & Expenditure - All
C&C Demo School

Date Range: 1st Sep 20XX To 31st Aug
20XX

Code	Description	Current Period	Budget	Variance	Comp. Balance
		€	€	€	€

Income and Expenditure Account
Income

Code	Description	Current Period	Budget	Variance	Comp. Balance
		€	€	€	€

School Generated Income

3310	Transition Year Income	6,500.00	-	6,500.00	9,000.00
3350	Hire of Facilities Rental Income	-	1,000.00	-1,000.00	-
3370	Locker Income	2,000.00	4,000.00	-2,000.00	4,405.50
3390	School Administration Charges	2,540.00	-	2,540.00	6,455.00
3395	Practical Subjects Income	-	2,600.00	-2,600.00	-
3420	Canteen Income	-	48,000.00	-48,000.00	-
3440	Uniforms Income	-	-	-	1,625.00
3495	Mock Exam Income	-	13,440.00	-13,440.00	-
3500	Games Income	-	-	-	1,525.00
3510	Bus Income	-	13,500.00	-13,500.00	-
3520	School Musical/Drama Income	-	4,000.00	-4,000.00	-
3535	Student Insurance Income	655.00	-	655.00	-

Income and Expenditure Review

PERIOD FROM



Sep-20XX

PERIOD TO

Aug-20XX

TYPE

Both

DEP

- Both
- I&E Account
- Balance Sheet
- Both

Run

Advanced Settings

Trial Balance - Formatted
C&C Demo School

Date Range: 1st Sep 20XX To 31st Aug 20XX

		PRIOR YEAR
Code	Description	Current
		€
Balance Sheet		
Fixed Assets		
Current Assets		
Bank		
1800	Current Account 1	11,695.00
		€11,695.00
Current Liabilities		
Accruals		
2105	School Income Received in Advance	11,695.00
		€11,695.00

Prior
Year
Review

Trial Balance - Formatted
C&C Demo School

Date Range: 1st Sep 20XX To 31st Aug
20XX

NEW YEAR

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

€

Income and Expenditure Account

School Generated Income

3310	Transition Year Income	6,500.00
3370	Locker Income	2,000.00
3390	School Administration Charges	2,540.00
3440	Uniforms Income	-
3500	Games Income	-
3535	Student Insurance Income	655.00
		€11,695.00

Balance Sheet

Fixed Assets

Current Assets

Bank

1800	Current Account 1	11,695.00
		€11,695.00

New Academic Year Review

Reviewed School Income in Advance



Recognised income in the new financial year



How this appears in your reports

Summary