



Capital Project Checklist for Brightbooks Users

Event	TASK	Handouts
Overview of Capital Projects Register contract in ROS	A. Set-up Files - Capital Project File - RCT - VAT B. Budget information for template C. Check FSSU COA for most recent version – with reference to contribution to fixed assets	- Capital Project Template - Supplier Set-up Form - Current FSSU chart of accounts
Steps on Brightbooks	- Create department for Capital Project - Record DE Grant in Brightbooks (Use Dept.) - Set-up supplier – tick RCT Subcontractor	
Relevant Contract Invoice	- Enter Invoice on Brightbooks - Record VAT Journal in Brightbooks	
Payment Notification & Deduction Authorisation	Record supplier payment in Brightbooks	
VAT Return	- Record VAT Payment in VAT Control A/c - Review VAT Control A/c postings	
RCT Return	- Record RCT payment in RCT Control A/c - Review RCT Control A/c postings	
Capital Project Reporting Template completion	Run Trial Balance – formatted for the period for the Department	