

Preparing the Year-End Accounts Information

Creditors & Accruals on Brightbooks



Year-end Accounts Preparation Checklist

14	Complete a manual list of creditors and accruals on 31st August (money owed by the school). If using the purchase ledger print an outstanding creditors list at 31st August and agree balances per the report to the supplier's statement/unpaid invoices	☒
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**Compile a
manual list**

Or

**If using the modules in
Brightbooks review
2100 – Creditors Control
Account**

Aged Suppliers

Aged Supplier Balance Summary [Back](#) [Print](#) [Excel](#) [Save](#) [Email](#)

DATE TO

 To 31/08/20XX 

SUPPLIER FROM

From 

SUPPLIER TO

To 

☐ Current Aging

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

Aged Suppliers

Aged Supplier Balance Summary C&C Demo School

Code	Name	Current	Balance	30 days	60 days
BAR001	BARNA	-	195.00	195.00	-
CAP001	Capital OIL Co	-	587.00	-	-
DUN001	Dunne Electrical Ltd	780.00	780.00	-	-
EGA001	Egan Bus Co	-	1,850.00	-	2,050.00
MAR001	Marshalls Supermarket	-	2,897.00	-	2,897.00
MCB001	McBreen Environmental	-	-	-	-
RCT001	RCT Test Co	-	-	-	-
STA001	Stacked Office Supplies	-	389.00	326.00	-
THE001	The Book Company	-	-	-	-
Totals:		€780.00	€6,698.00	€521.00	€4,947.00

Creditors & Accruals

General Ledger Account Activity

C&C Demo School

Date Range: 1st Aug 20XX to 31st Aug 20XX

Code	Date	Doc.No.	Type	Details	Debit	Credit	Balance
2100-Creditors Control Account							
2100	01/08/20XX			Balance Forward		8518.00	-8518.00
2100	02/08/20XX	30	PMT	McBreen Environmental	2,080.00	-	-6,438.00
2100	02/08/20XX	30	PMT RCT Amount	McBreen Environmental	520.00	-	-5,918.00
2100	30/08/20XX	123	PINV	Dunne Electrical Ltd		780.00	-6,698.00
Subtotal for					€2,600.00	€9,298.00	-€6,698.00
Totals:					€2,600.00	€9,298.00	-€6,698.00

Current Liabilities
Creditors

2100 Creditors Control Account

Agreed

6,698.00

€6,698.00

Accruals on 31st August

- Energy bill for July/August
- Telephone – landline/mobiles/broadband
- Cleaning Materials
- Refuse Charges
- Office/school stationery
- Accountants fee

Accruals Journal

DEMO Data

invoices for August not recorded on the system

Details	Amount	N/C
Electric Ireland	1850	5550
Vodafone - August	350	6250
Refuse Charges - August	250	5610
Lyreco - Stationery	700	6300
Byrne & Co Accountants	<u>3500</u>	6400
	<u>6650</u>	

General Ledger

Chart of Accounts [Jour](#)

Journals

New

Journal Entries dated 31-8-20XX

DR	Expense
CR	Accruals 2440

Accruals Journal

JOURNALS DETAILS

DATE

31/08/20XX

REF NO.

TYPE

journal

[Add Attachment](#)

Max file size 4 MB.

Code	Description	Notes	Debit	Credit	DEP
5550	Light and Power Expense	Electric Ireland	1,850.00	0.00	AOD
6250	Telephone Expense / SMS Text	Vodafone	350.00	0.00	AOD
5610	Refuse Expense	August Refuse Charges	250.00	0.00	AOD
6300	Printing and Stationery Expense	Lyreco - Stationery	700.00	0.00	AOD
6400	Accounting / Auditing Expense	Byrne & Co Accountants	3,500.00	0.00	AOD
2440	Accruals	August Accruals	0.00	6,650.00	AOD

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

Total Debit Amount 6,650.00

Total Credit Amount 6,650.00

Accruals – 2440

General Ledger Account Activity C&C Demo School

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

Code	Date	Doc.No.	Type	Details	Debit	Credit	Balance
2440-Accruals							
2440	01/09/20XX			Balance Forward	-	-	-
2440	31/08/20XX	2	NJRNL	August Accruals	-	6,650.00	-6,650.00
Totals:					- €6,650.00	-€6,650.00	
Totals:					- €6,650.00	-€6,650.00	
2440	Accruals						6,650.00

Preparing for the Year-End

Preparing for the year end is an important part of the school's financial reporting process. The accounts personnel is responsible for completing the year-end accounts package and gathering the supporting documentation required by the school's accountant to prepare the annual accounts.

To help you with this process, we have developed a range of resources:

Year-End Guideline and Checklist

The Year-End Guideline includes a practical checklist to help you complete each stage of the year-end process and ensure all required information is available for the accountant.

- Guideline on preparation of the year end

Webinar – Preparing for the Year End

. It provides guidance on getting ready for the Year end process in terms of reviewing and gathering information for the accountant and making use of the FSSU Year end resources that are available.

- Presentation slides

Year-End Video Series

Our short videos follow the Year-End Guideline and Checklist, with each topic covered separately. You can watch the full series or go directly to the area where you need additional guidance

Further resources



FSSU Contact Details

Financial Support Services Unit



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Please contact the FSSU if you need support.



www.fssu.ie



Thank You

FINANCIAL SUPPORT SERVICES UNIT
(FSSU)