FSSU Video Series

Departments in BrightBooks

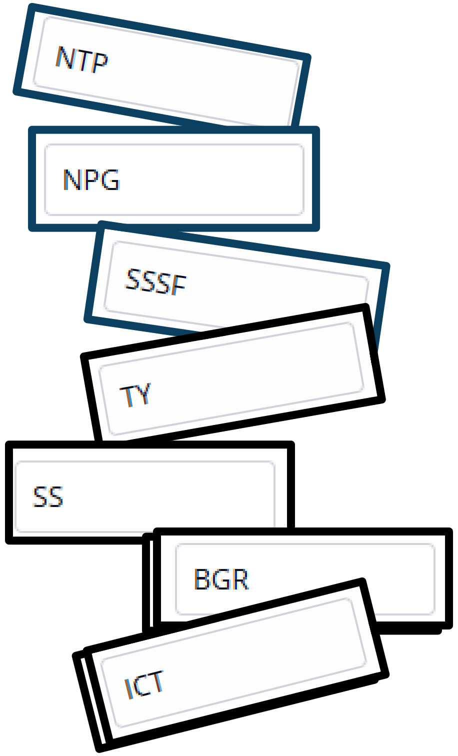
Agenda

- Advantages of using department codes
- Department codes in Brightbooks
- Creating a department code
- Running reports using departments in BrightBooks
- Review a department report for accuracy
- Amending a department code on a transaction

The Advantages of Using Department Codes

- Monitor the expenditure of a particular type of grant or income across a range of different expense headings.
- Time saving in answering queries and completing reports.
- Easier to identify errors and overspends

Department codes in Brightbooks



Default codes automatically available in BrightBooks

- Non pay grant (NPG)
- Non teacher pay grant (NTP)
- School Support Services Fund (SSSF)
- Transition year (TY)
- Supervision and substitution (SS)
- Book grant (BGR)
- ICT grant (ICT)
- All other departments (AOD)

Create Department Codes

- DEIS
- Capital building or equipment grants
- Free schoolbook scheme and admin
- Science Implementation grant
- Climate action & sustainable Energy grant

Create department codes for School Generated Income

- Canteen
- Breakfast club
- Adult Education
- Designated Income
- Restricted Fundraising Income
- Supervised After School Study

Breakdown of Nominal Code by Department

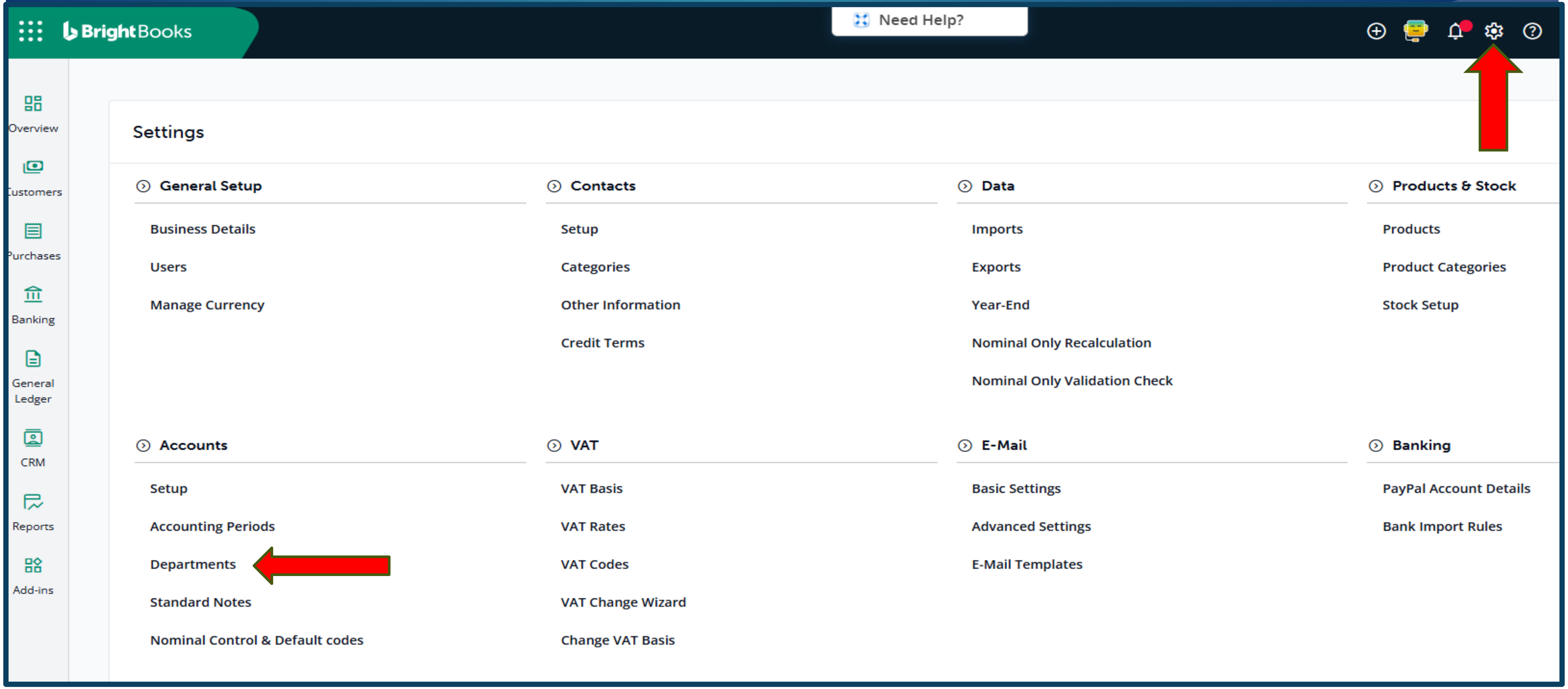
General Ledger Account Activity

Date Range 1st Sep 20XX To 31st Jul 20XX

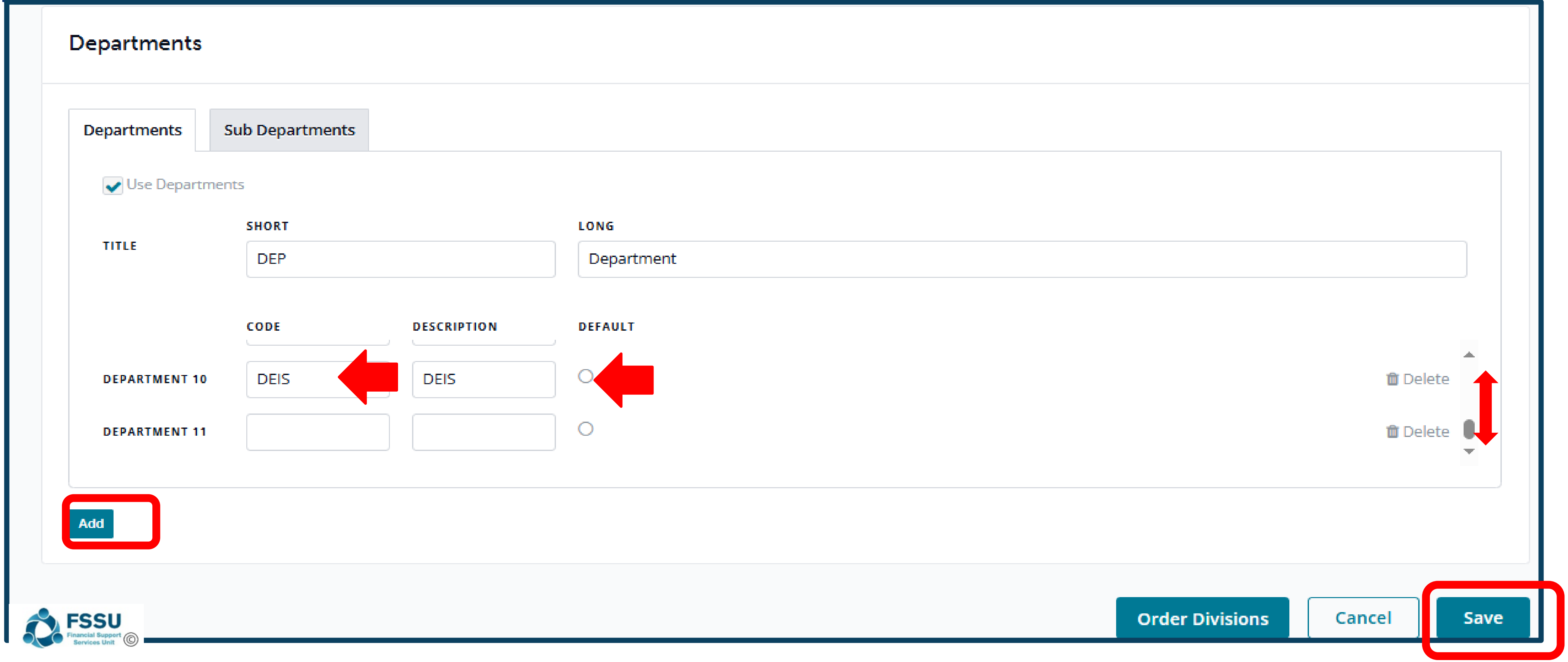
2150-Grants Received in Advance

Code	Date	Ref.No.	Doc.No.	Type	Details	Department	Debit	Credit	Balance
2150	01/09/20XX	OB	1	TBJRNL	Opening Balance	Non teacher pay grant	-	**3,333.33**	-3,333.33
2150	01/09/20XX	Rev. YE Jr	8	NJRNL	DE July XX	Non pay grant	5,533.33	-	2,200.00
2150	01/09/20XX	Rev. YE Jr	8	NJRNL	DE Grant June XX	SSSF	4,083.50	-	6,283.50
2150	01/09/20XX	Rev. YE Jr	8	NJRNL	DE Grant July XX	Non teacher pay grant	**3,333.33**	-	9,616.83
2150	01/09/20XX	OB	1	TBJRNL	Opening Balance	SSSF	-	4,083.50	5,533.33
2150	01/09/20XX	OB	1	TBJRNL	Opening Balance	Non pay grant	-	5,533.33	-
2150	02/06/20XX	DE 1346	95	RCPT	June -50% in advance	SSSF		4,083.50	-4,083.50
2150	10/07/20XX	DE 1534	106	RCPT	July -1/3 in advance	Non teacher pay grant		3333.33	-7,416.83
						Totals:	**€12,950.16**	**€20,366.99**	**-€7,416.83**

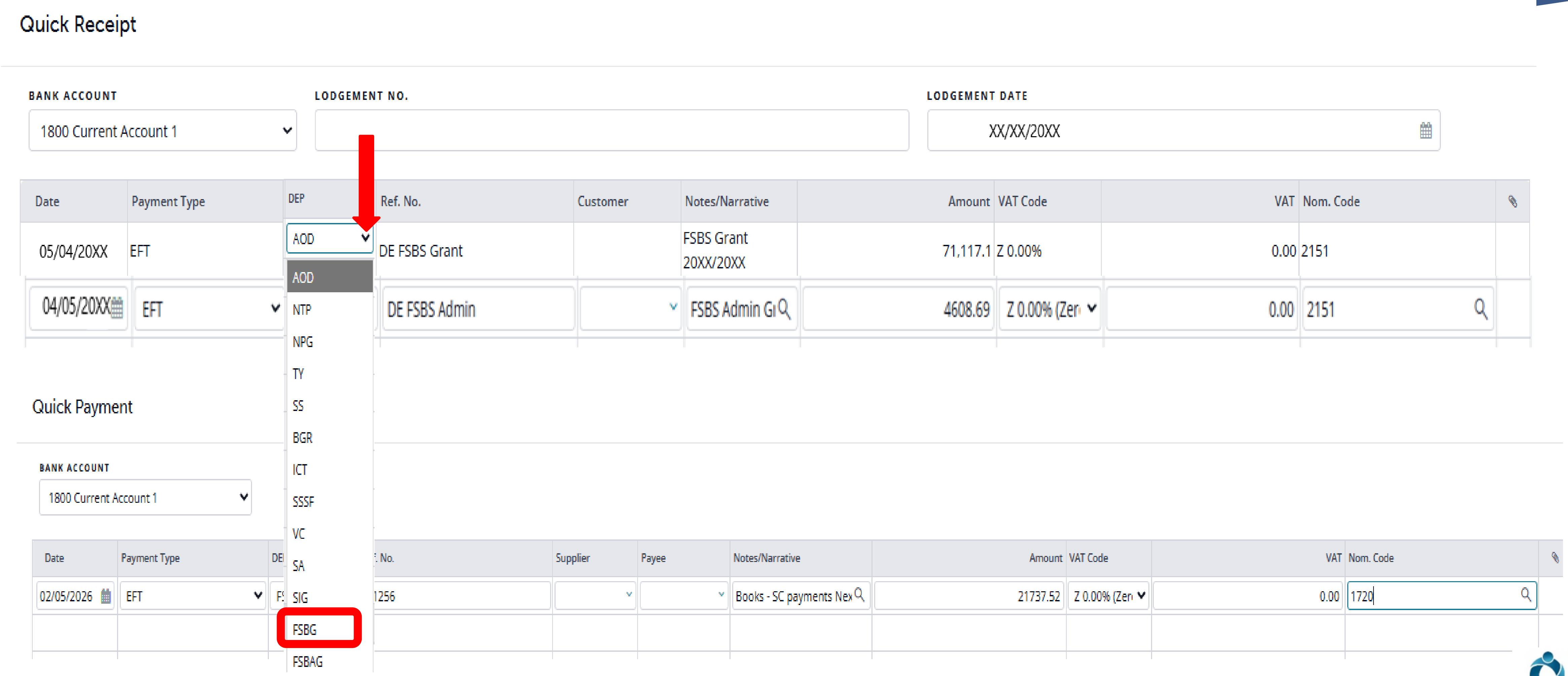
Setting up Departments



Setting up Departments



Entering Transactions using Department codes



Using Department Reports to Provide Answers to Queries on Accounts

- **Frequently asked accounts questions**

1. Request for an analysis of the Free schoolbooks scheme and admin support grant
2. Attendance grant - how the funds were spent?
3. How much of the S&S grant is spent for current year ?
4. Review of income & expenditure for TY
5. What have we spent the ICT grant on ?
6. How much have we received thus far?

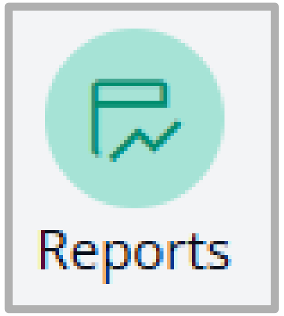
- **BrightBooks Reports by Department**

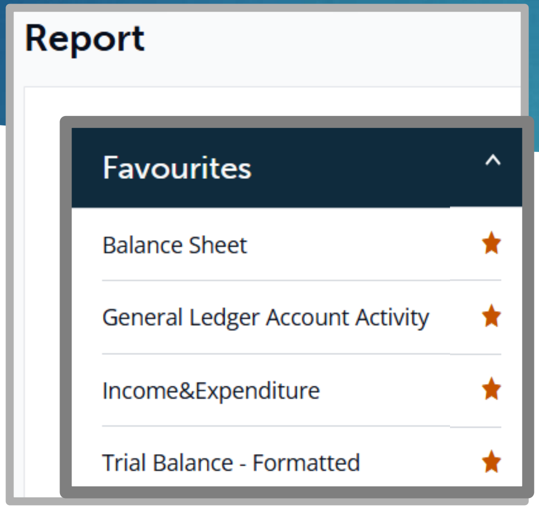
Reports — General ledger account activity report

Reports — Income & Expenditure report

Reports — Balance Sheet report

Generating Department Reports
Income & Expenditure Report





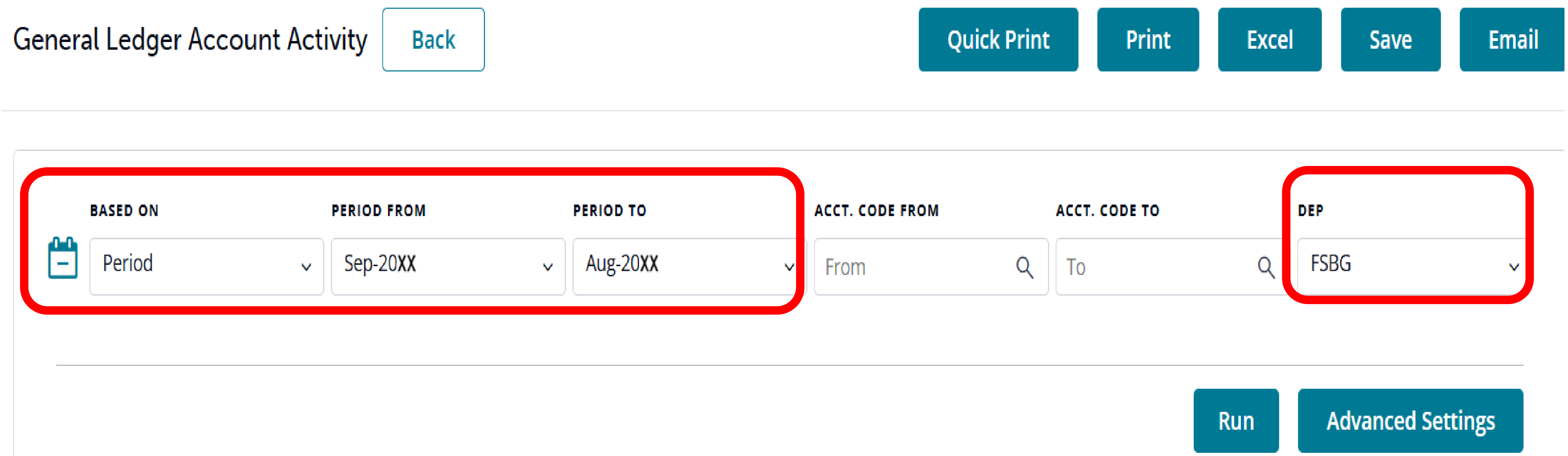
Income & Expenditure Report

Income & Expenditure - FSBG

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

Code	Description	Current Period	20XX Budget	Variance	Comp. Balance
		€	€	€	€
Income and Expenditure Account					
Income					
Department of Education					
3151	Free school book grant	61,800.00	-	61,800.00	57,450.00
		€61,800.00	-	**€61,800.00**	**€57,450.00**
	TOTAL Income	**€61,800.00**	-	**€61,800.00**	**€57,450.00**
Expenditure					
Education Other Expenditure					
4731	Free school book grant	60,997.81	-	60,997.81	57,450.00
		€60,997.81	-	**€60,997.81**	**€57,450.00**
	TOTAL Expenditure	**€60,997.81**	-	**€60,997.81**	**€57,450.00**
	NET SURPLUS/DEFICIT	**€802.19**	-	**€802.19**	-

Generating Department Reports
General Ledger Activity



General Ledger Activity Report – Free Schoolbook Scheme Grant

General Ledger Account Activity

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

Code	Date	Ref.No.	Doc.No.	Type	Details	Department	Debit	Credit	Balance
1720- Prepayments									
1720	01/09/20XX	OB	1	TBJRNL	Opening Balance	Free Schoolbook Grant	59,107.81	-	59,107.81
1720	01/09/20XX	FC1299	3	YE Adj REV	Book Shop JC 20XX/20XX	Free Schoolbook Grant	-	40,067.47	19,040.34
1720	01/09/20XX	Fc1300	4	YE Adj REV	Book Shop TY 20XX/20XX	Free Schoolbook Grant	-	8,569.53	10,470.81
1720	01/09/20XX	Fc1301	5	YE Adj REV	Book Shop SC 20XX/20XX	Free Schoolbook Grant	-	10,470.81	0.00
1720	02/05/20XX	fc1526	73	PMT	Books Senior Cycle payment for next year XX/	Free Schoolbook Grant	21,737.52		21,737.52
						Totals:	**80,845.33**	**59,107.81**	**21,737.52**
1800-Current Account 1									
1800	01/09/20XX	OB	1	TBJRNL	Opening balance	Free Schoolbook Grant	18,542.19	-	18,542.19
1800	24/09/20XX	SBS4894	37	PMT	Book Shop	Free Schoolbook Grant	-	11,500.00	7,042.19
1800	23/11/20XX	fc15215	49	PMT	-Books Current year Junior Cycle	Free Schoolbook Grant	-	1,890.00	5,152.19
1800	05/04/20XX	DE FSBS 20XX/20XX	64	RCPT	FSBS grant 20XX/20XX	Free Schoolbook Grant	71,117.10	-	76,269.29
1800	02/05/20XX	fc1526	73	PMT	-Books Senior Cycle payment for next year	Free Schoolbook Grant		21,737.52	54,531.77
						Totals:	**89,659.29**	**35,127.52**	**54,531.77**
2100-Creditors Control Account									
2100	01/09/20XX	OB	1	TBJRNL	Opening Balance	Free Schoolbook Grant	-	11,500.00	-11,500.00
2100	24/09/20XX	SBS4894	37	PMT	Book Shop	Free Schoolbook Grant	11,500.00	-	-
						Totals:	**11,500.00**	**11,500.00**	-
2151-Book Grant Received in Advance									
2151	01/09/20XX	OB	1	TBJRNL	Opening Balance	Free Schoolbook Grant	-	61,800.00	-61,800.00
2151	01/09/20XX	FSBS Grant current year	12	NJRNL	Free Schoolbook Scheme Grant current year	Free Schoolbook Grant	61,800.00	-	0.00
2151	05/04/20XX	DE FSBS 20XX/20XX	64	RCPT	FSBS grant 20XX/20XX-	Free Schoolbook Grant	-	71,117.10	71,117.10
						Totals:	**61,800.00**	**132,917.10**	**0.00**
2160-Book Grant Unspent									
	01/09/20XX	OB	1	TBJRNL	Opening Balance	Free Schoolbook Grant	-	4,350.00	-4,350.00
						Totals:	**0.00**	**4,350.00**	**-4,350.00**

General Ledger Activity Report – Free Schoolbook Scheme Grant

3151-Free Schoolbook Grant

3151	01/09/20XX	FSBS Grant current year	12	NJRNL	Free Schoolbook Scheme Grant current year	Free Schoolbook Grant	-	61,800.00	61,800.00
						Totals:	**0.00**	**61,800.00**	**61,800.00**

4731-Free Schoolbook Grant Expense

4731	01/09/20XX	FC1299	3	YE Adj REV	Book Shop JC 20XX/20XX	Free Schoolbook Grant	40,067.47	-	40,067.47
4731	01/09/20XX	Fc1300	4	YE Adj REV	Book Shop TY 20XX/20XX	Free Schoolbook Grant	8,569.53	-	48,637.00
4731	01/09/20XX	Fc1301	5	YE Adj REV	Book Shop SC 20XX/20XX	Free Schoolbook Grant	10,470.81	-	59,107.81
4731	23/11/20XX	fc15215	49	PMT	Books Current year Junior Cycle XX/XX	Free School Book Grant	1,890.00	-	60,997.81
						Totals:	**60,997.81**		**60,997.81**

Totals:	304,802.43	304,802.43	0.00

Income and Expenditure Report -Free Schoolbook Scheme

Income & Expenditure - FSBG

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

Code	Description	Current Period	20XX Budget	Variance	Comp. Balance
		€	€	€	€
Income and Expenditure Account					
Income					
Department of Education					
3151	Free school book grant	66,150.00	-	66,150.00	57,450.00
		€66,150.00	-	€66,150.00	€57,450.00
	TOTAL Income	€66,150.00	-	€66,150.00	€57,450.00
Expenditure					
Education Other Expenditure					
4731	Free school book grant	60,997.81	-	60,997.81	57,450.00
		€60,997.81	-	€60,997.81	€57,450.00
	TOTAL Expenditure	€60,997.81	-	€60,997.81	€57,450.00
	NET SURPLUS/DEFICIT	€5,152.19	-	€5,152.19	-

FSBS Grant available for the current year

The expenditure against the current years Grant

Grant remaining

Balance Sheet

Balance Sheet – Free Schoolbook Scheme Grant

Balance Sheet - FSBG

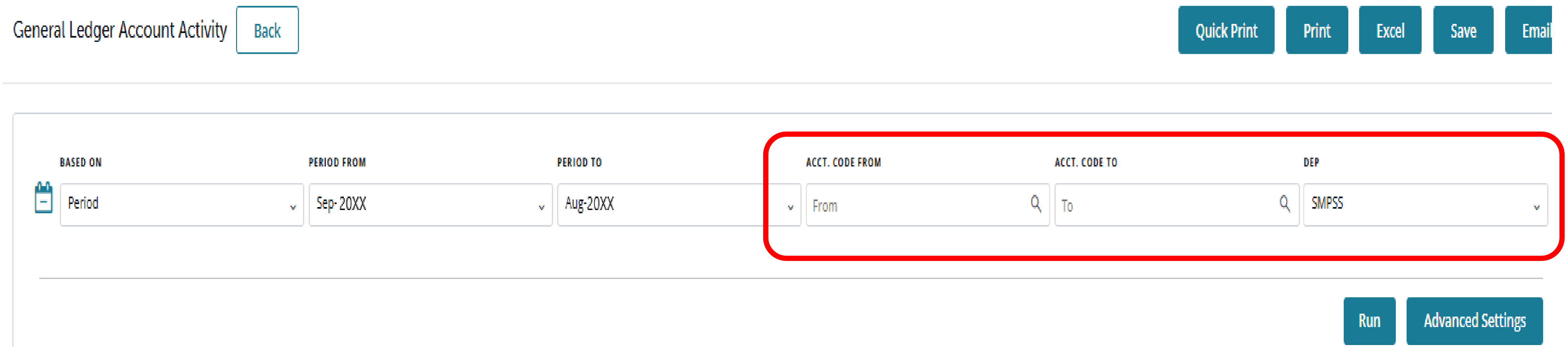
Date Range	1st Sep 20XX To 31st Aug 20XX		
Code	**Description**	**Current Period**	**Comp. Balance**
		€	**€**
Balance Sheet			
Fixed Assets			
Current Assets			
Debtors & Prepayments			
1720	prepayments	21,737.52	59,107.81
		€21,737.52	**€59,107.81**
Bank			
1800	Current Account 1	54,531.72	18,542.19
		€54,531.72	**€18,542.19**
	TOTAL Current Assets	**€76,269.24**	**€77,650.00**
Current Liabilities			
Creditors			
2100	Creditors Control Account	-	11,500.00
		-	**€11,500.00**
Accruals			
2151	Book Grant Received in Advanc	71,117.10	61,800.00
2160	Book Grant Unspent	-	4,350.00
		€71,117.10	**€66,150.00**
	Current Assets less Current Lia	**€5,152.14**	-
	Total Assets less Current Liabil	**€5,152.14**	-
	Net Assets / (Liabilities)	**€5,152.14**	-
Capital & Reserves			
	Income And Expenditure Accc	**€5,152.14**	-
		€5,152.14	-

Expenditure against future Free schoolbook scheme grant

Grant received in the current year for the next year

Any unspent balance at year end in N/c2160

Capital Grant – Mobile Phone Storage Solutions



General Ledger Activity Report – Mobile Phone Storage Solutions

General Ledger Account Activity

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

1421-Capital: Fixtures, Fittings and Equipment Additions

Code	Date	Ref.No.	Doc.No.	Type	Details	Debit	Credit	Balance
Secure Mobile Phone Storage Sollutions								
1421	18/10/20XX	MPSS 1	MPSS125	PINV	Phone-Capital: Fixtures, Fittings and Equipment Additions	5,925.00	-	5,925.00
					Subtotal for Secure Mobile Phone Stora	**5,925.00**	-	**5,925.00**
					Totals:	**5,925.00**	-	**5,925.00**

1800-Current Account 1

Code	Date	Ref.No.	Doc.No.	Type	Details	Debit	Credit	Balance
Secure Mobile Phone Storage Sollutions								
1800	18/11/20XX			PMT	Storage Solutions		5,925.00	-5,925.00
1800	21/12/20XX	DE- R1543		RCPT	Phone-Capital: Fixtures, Fittings and Equipment Additions	5,925.00	-	5,925.00
					Subtotal for Secure Mobile Phone Stora	**5,925.00**	**5,925.00**	**0.00**
					Totals:	**5,925.00**	**5,925.00**	**0.00**

2100-Creditors Control Account

Code	Date	Ref.No.	Doc.No.	Type	Details	Debit	Credit	Balance
Secure Mobile Phone Storage Sollutions								
2100	18/10/20XX	MPSS 1	MPSS125	PINV	Phone-Capital: Fixtures, Fittings and Equipment Additions	-	5,925.00	-5,925.00
2100	18/11/20XX	MPSS1	MPSS125	PMT	Storage Solutions	5,925.00		5,925.00
					Subtotal for Secure Mobile Phone Stora	**5,925.00**	**5,925.00**	**0.00**
					Totals:	**5,925.00**	**5,925.00**	**0.00**

3920-Other Non Capital DE Grant Income

Code	Date	Ref.No.	Doc.No.	Type	Details	Debit	Credit	Balance
Secure Mobile Phone Storage Sollutions								
3920	21/12/20XX	DE- R1543	25	RCPT	Secure Mobile Phone Storage Solution	-	5,925.00	-5,925.00
					Subtotal for Secure Mobile Phone Stora	-	**5,925.00**	**-5,925.00**
					Totals:	-	**5,925.00**	**-5,925.00**
					Totals:	**17,775.00**	**17,775.00**	**0.00**

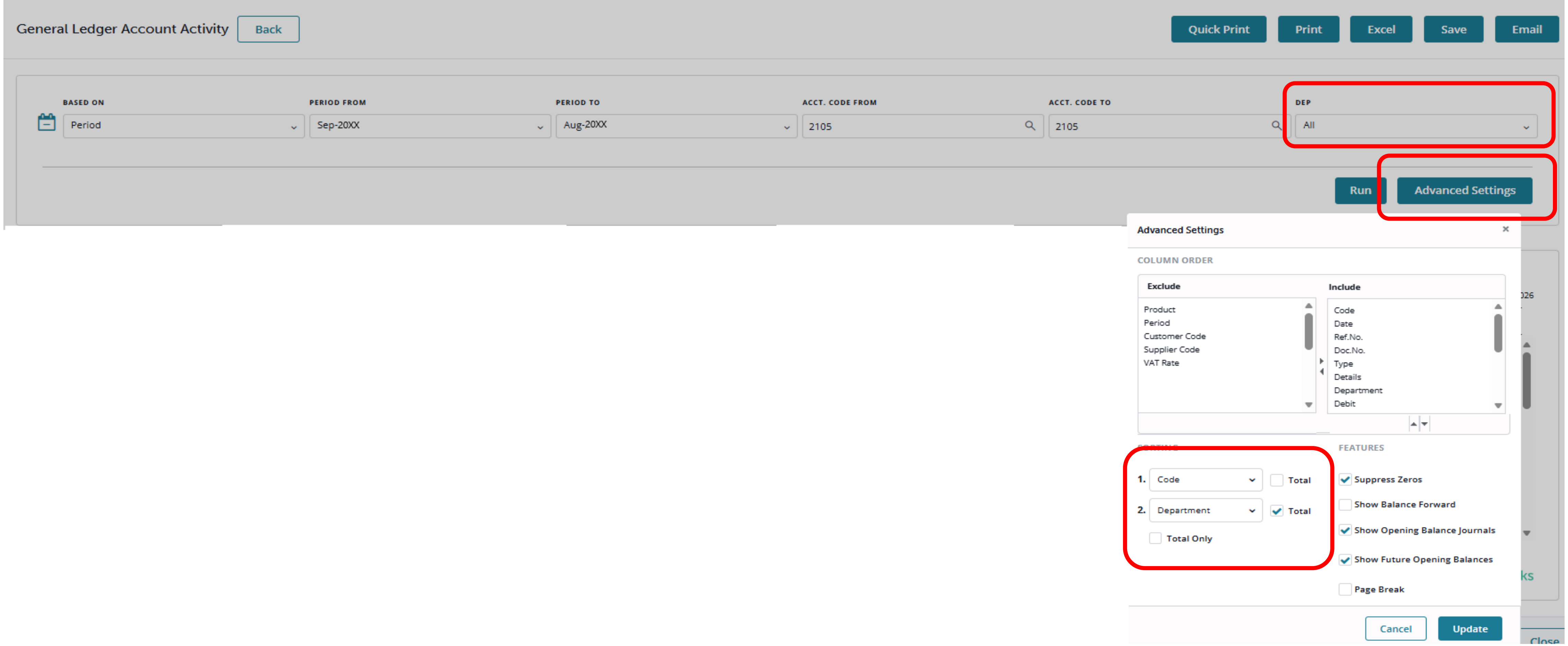
Balance sheet – Secure Mobile Phone Storage Solutions

Balance Sheet - SMPSS

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

Code	Description	Current Period	Comp. Balance	
		€	€	
Balance Sheet				
Fixed Assets				
Fixed Asset				
1421	Capital: Fixtures, Fittings and Equipment Additions	5,925.00	-	*Addition to Fixed Assets*
		€5,925.00	-	
	TOTAL Fixed Assets	€5,925.00	-	
Current Assets				
Bank				
1800	Current Account1 1	-	-	
		-	-	
	TOTAL Current Assets	-	-	
Current Liabilities				
Creditors				
2100	Creditors Control Account	-	-	
		-	-	
	Current Assets less Current Liabilities	-	-	
	Total Assets less Current Liabilities	€5,925.00	-	
	Net Assets	€5,925.00	-	
Contribution Fixed Assets				
3920	DE Fixtures, Fittings and Equipment Grant Income	5,925.00	-	*Reciept of Funding*
		€5,925.00	-	
	TOTAL Capital & Reserves	€5,925.00	-	
	Income And Expenditure Account	-	-	
		€5,925.00	-	

General Ledger Activity report Nominal Ledger code by Department



General Ledger Activity report
Nominal Ledger code by Department

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

2105-School Income Received in Advance

Code	Date	Ref.No.	Doc.No.	Type	Details	Debit	Credit	Balance
School Admininistration								
2105	01/09/20XX	OB	1	TBJRNL	Opening Balance	-	5,000.00	-5,000.00
2105	01/09/20XX	Transfer	5	NJRNL	Transfer to SA Charges XX/XX	5,000.00	-	-
2105	13/05/20XX	1591654	76	RCPT	SA receipt- XX	-	1,300.00	-1,300.00
2105	13/05/20XX	1591653	75	RCPT	SA receipt- XX	-	800.00	-2,100.00
2105	26/05/20XX	1689922	77	RCPT	SA receipt- XX	-	1,400.00	-3,500.00
2105	28/05/20XX	1690000	81	RCPT	SA receipt- XX	-	300.00	-3,800.00
2105	28/08/20XX	1690002	83	RCPT	SA receipt- XX	-	600.00	-4,400.00
					Subtotal for School Admininistration	**5,000.00**	**9,400.00**	**-4,400.00**
Transition year								
2105	01/09/20XX	OB	1	TBJRNL	Opening Balance	-	2,500.00	-2,500.00
2105	01/09/20XX	Transfer	5	NJRNL	Transfer to TY Income XX/XX	2,500.00	-	-
2105	12/05/20XX	TY Income ne›	66	RCPT	TY Income 20XX/20XX-	-	1,950.00	-1,950.00
2105	13/05/20XX	1591652	74	RCPT	TY Receipt- XX	-	150.00	-2,100.00
2105	26/05/20XX	1689922	79	RCPT	TY Receipt- XX	-	450.00	-2,550.00
2105	26/05/20XX	1689923	78	RCPT	TY Receipt- XX	-	150.00	-2,700.00
2105	28/05/20XX	1689999	80	RCPT	TY Receipt- XX	-	500.00	-3,200.00
2105	28/08/20XX	1690001	82	RCPT	TY Receipt- XX	-	500.00	-3,700.00
					Subtotal for Transition year	**2,500.00**	**6,200.00**	**-3,700.00**
					Totals:	**€7,500.00**	**€15,600.00**	**-€8,100.00**

Amending the Department Code

Income & Expenditure Back

Print Excel Save Email

PERIOD FROM	PERIOD TO	DEP
Nov-20XX	Nov-20XX	AOD

Run Advanced Settings

General Ledger Account Activity

Test C&C School

Date Range: 1st Nov 20XX **To** 30th Nov 20XX

Code	Date	Ref.No.	Doc.No.	Type	Details	Department	Debit	Credit	Balance
						Totals:	-	€16,041.66	€-16,041.66
1800-Current Account 1									
1800	01/11/20XX				Balance Forward		-	5,140.38	-5,140.38
1800	18/11/20XX	487	61	PMT	Replacement cables IT room	All other departments	-	150.00	-5,290.38
1800	19/11/20XX	Sep/ Oct Elec	68	PMT	Electricity Sep/ Oct	All other departments	-	2,360.80	-7,651.18
						Totals:	-	€7,651.18	€-7,651.18
1802-Current Account 3									
1802	01/11/20XX				Balance Forward		17,515.72	-	17,515.72

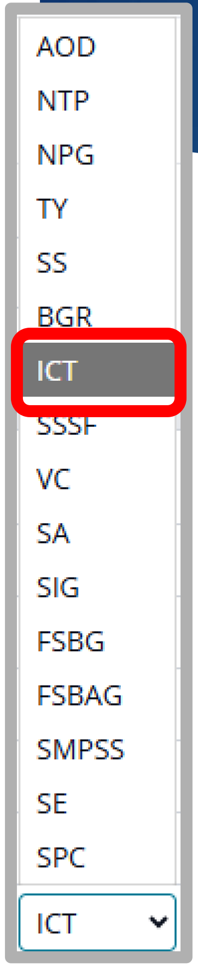
Amending the Department Code

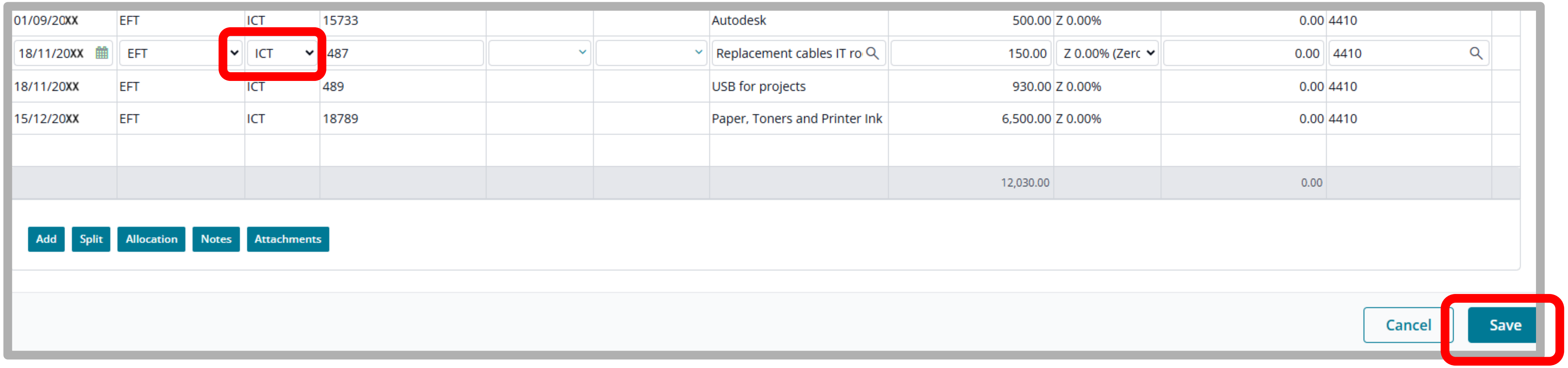
BANK ACCOUNT

1800 Current Account 1

Date	Payment Type	DEP	Ref. No.	Supplier	Payee	Notes/Narrative	Amount	VAT Code	VAT	Nom. Code
01/09/20XX	EFT	ICT	167498			Annual Maintenance and Support	1,000.00	Z 0.00%	0.00	4410
01/10/20XX	EFT	ICT	18751			Antivirus annual sub	1,200.00	Z 0.00%	0.00	4410
01/09/20XX	EFT	ICT	18575			Moodle annual Sub	500.00	Z 0.00%	0.00	4410
01/09/20XX	EFT	ICT	487482			Oide annual sub	750.00	Z 0.00%	0.00	4410
01/09/20XX	EFT	ICT	1857456			Matlab	500.00	Z 0.00%	0.00	4410
01/09/20XX	EFT	ICT	15733			Autodesk	500.00	Z 0.00%	0.00	4410
18/11/20XX	EFT	AOD	487			Replacement cables IT ro	150.00	Z 0.00% (Zerc	0.0	4410
18/11/20XX	EFT	ICT	489			USB for projects	930.00	Z 0.00%	0.00	4410
15/12/20XX	EFT	ICT	18789			Paper, Toners and Printer Ink	6,500.00	Z 0.00%	0.00	4410

Amending the Department Code





Summary of Key Points

- Understanding the departments function In BrightBooks.
- Create Departments
- Running department reports
- Review the reports
- Amending a transaction

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)