

Preparing the Year-End Accounts Information

Reports to run for Year End Brightbooks Accounts



Reports

Nominal Activity

Unreconciled Payments/Receipts

Aged Creditor Report

Aged Debtors report

Department report for code 2105

Trial Balance

Income & Expenditure

Balance Sheet

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Nominal Activity Report



Reports



Admins

Banking

General Ledger



Audit Trail



Balance Sheet



Budget Details



Budget Periodic Comparison



General Ledger Account Activity



Income&Expenditure



Nominal Activity Report

General Ledger Account Activity

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BASED ON	PERIOD FROM	PERIOD TO	ACCT. CODE FROM	ACCT. CODE TO	DEP
 Period v	Sep 20XX v	Aug 20XX v	From Q	To Q	All v

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Nominal Activity Report Function

General Ledger Account Activity

Date Range: 1st Sep 21 To 31st Aug 2022

Code	Date	Doc.No.	Type	Details	Debit	Credit	Balance
1801-Current Account 2							
1801	01/12/2025	3	RCPT	Minor Works Grant	12,000.00	-	12,000.00
1801	31/12/2025	4	RCPT	Capitation	12,000.00	-	24,000.00
1801	30/06/2026	1	RCPT	Capitation	2,500.00	-	26,500.00
1801	31/08/2026	5	PMT	Caretaker Payroll Aug	-	800.00	25,700.00
1801	31/08/2026	4	PMT	Cleaner Wages Aug	-	800.00	24,900.00
1801	31/08/2026	2	PMT	ESB	-	550.00	24,350.00
1801	31/08/2026	3	PMT	Heating Oil	-	1,000.00	23,350.00
1801	31/08/2026	2	RCPT	TY Income Sept 26	5,000.00	-	28,350.00

- This report helps identify any errors/Misclassification/duplication of postings that have occurred
- Shows a breakdown of activity that has occurred per code/category
- Checks against year end timing-ensuring transactions have been recorded in the correct accounting period

Nominal Activity Review

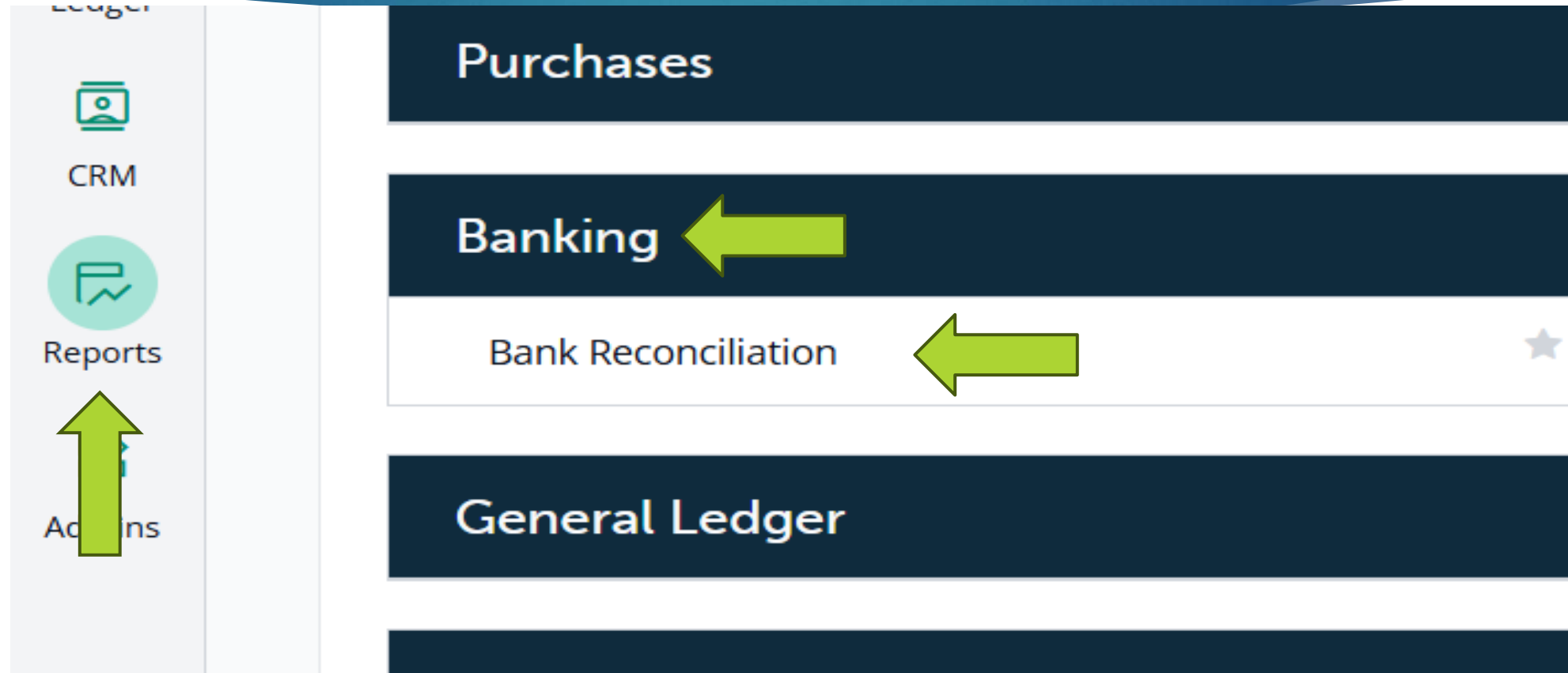
BASED ON	PERIOD FROM	PERIOD TO	ACCT. CODE FROM	ACCT. CODE TO	DEP
 Period	Sep-	Aug-	3230	3230	All
Run Advanced Settings					

General Ledger Account Activity							Date Range: 1st Sep 1 To 31st Aug 1
Code	Date	Doc.No.	Type	Details	Debit	Credit	Balance
3230-ICT Grant Non Capital							
3230	30/04/ 20XX	7	RCPT	Book Grant	-	3,000.00	-3,000.00
3230	30/04/ 20XX	6	RCPT	ICT Grant	-	4,500.00	-7,500.00
Totals:					-	€7,500.00	€-7,500.00
Totals:					-	€7,500.00	€-7,500.00

BASED ON	PERIOD FROM	PERIOD TO	ACCT. CODE FROM	ACCT. CODE TO	DEP
 Period	Sep-	Aug-	4410	4410	All
Run Advanced Settings					

General Ledger Account Activity							Date Range: 1st Sep 1 To 31st Aug 1
Code	Date	Doc.No.	Type	Details	Debit	Credit	Balance
4410-ICT Grant Non - Capital Expense							
4410	01/10/ 20XX	8	PMT	Maintenance Screwdriver	50.00	-	50.00
4410	01/06/ 20XX	9	PMT	ICT Software Licence	200.00	-	250.00
Totals:					€250.00	-	€250.00
Totals:					€250.00	-	€250.00

Unreconciled Payments/Receipts



Unreconciled Payments/Receipts

Bank Reconciliation Report

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BANKS

1801 Current Accou... ▾

STATEMENTS

31/08/20XX ▾

REPORT TYPES

Unreconciled ▾

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Function of Unreconciled payments/receipts report

Bank Reconciliation Report

1801 Current Account 2	31-Aug-20 xx
Balance as per BrightBooks	23,350.00
Balance per Bank Statement	23,850.00
Less un-presented Payments	0.00
Plus un-presented Lodgment	0.00
Reconciled Balance	23,850.00

Date	Ref.No	Lodg.No.	Type	Description	Payments	Receipts
31/08/2026			Payment	Heating Oil	1,000.00	-
31/08/2026			Payment	Cleaner Wages Aug	800.00	-
31/08/2026			Payment	Caretaker Payroll Aug	800.00	-
31/08/2026			Payment	ESB	550.00	-
31/08/2026	TY Income		Receipt	TY Income Sept 26	-	5,000.00
30/06/2026	Capitation		Receipt	Capitation	-	2,500.00
31/12/2025	Capitation		Receipt	Capitation	-	12,000.00
01/12/2025	Minor Works Grant		Receipt	Minor Works Grant	-	12,000.00
26/03/2025			Payment	Rice College, Westport, Co. Mayo - College, Green	5,000.00	-
Totals:					€8,150.00	€31,500.00

- Identifies outstanding payments/receipts that have not yet cleared the bank
- Supports the bank reconciliation by highlighting transactions that require investigation or matching
- Detects errors such as duplicate entries/Omitted transactions or incorrect posting dates
- Ensures that the bank statements and bank account ledger match

Aged Creditors Report

Ledger



CRM



Reports



Admins

Purchases



Aged Supplier Balance Detailed

Aged Supplier Balance Summary



Batch Invoice Print

Banking

General Ledger

Aged Creditors Report

Aged Supplier Balance Summary

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DATE TO



31/08/20XX



SUPPLIER FROM

From



SUPPLIER TO

To



☐ Current Aging

Run

Aged Debtors Report


Purchases


Banking


General
Ledger


CRM


Reports

Customers

Aged Customer Balance Detailed

Aged Customer Balance Summary

Batch Sales Invoice Print

Customer Activity

Customer Statements

Purchases

Banking

Aged Debtors Report

Aged Customer Balance Summary

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DATE TO



31/08/ 20xx



CUSTOMER FROM

From



CUSTOMER TO

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Department Report For Code 2105

Banking

General Ledger

Audit Trail



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Balance Sheet



Intr

Budget Details



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Budget Periodic Comparison



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General Ledger Account Activity



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Department Report For Code 2105

General Ledger Account Activity

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

[Run](#)

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Department Report For Code 2105

SORTING

1. Code ☐ Total

2. Department ☒ Total

☐ Total Only

FEATURES

☐ Suppress Zeros

☐ Show Balance Forward

☐ Show Opening Balance Journals

☐ Show Future Opening Balances

☐ Page Break

Run **Advanced Settings**

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

Credit Balance

Update

Code 2105 School Income Received in Advance

General Ledger Account Activity

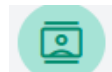
Date Range: 1st Sep 20xx To 31st Aug 20xx

Code	Date	Doc.No.	Type	Details	Debit	Credit	Balance
2105-School Income Received in Advance							
All other departments							
Subtotal for All other departments					.	€2,000.00	€-2,000.00
Totals:					.	€2,000.00	€-2,000.00
Totals:					.	€2,000.00	€-2,000.00

This report helps identify any school income which has been received in advance of the next school year

Income treated as a liability as the school has an obligation to provide the related services in the next accounting year e.g TY fees paid in June for new school year

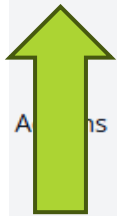
Trial Balance



CRM



Reports



Accounts

Purchases

Banking

General Ledger



Audit Trail



Income&Expenditure - Periodic



Balance Sheet



Intrastat Details



Budget Details



Journal Listing



Budget Periodic Comparison



OSS Sales VAT Report



General Ledger Account Activity



Return of Trading Details



Income&Expenditure



Trial Balance



Trial Balance

Trial Balance

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PERIOD FROM



Sep 20XX

PERIOD TO

Aug 20XX

ACCT. CODE FROM

From



ACCT. CODE TO

To



DEP



Run

Advanced Settings

Function of the Trial Balance Report

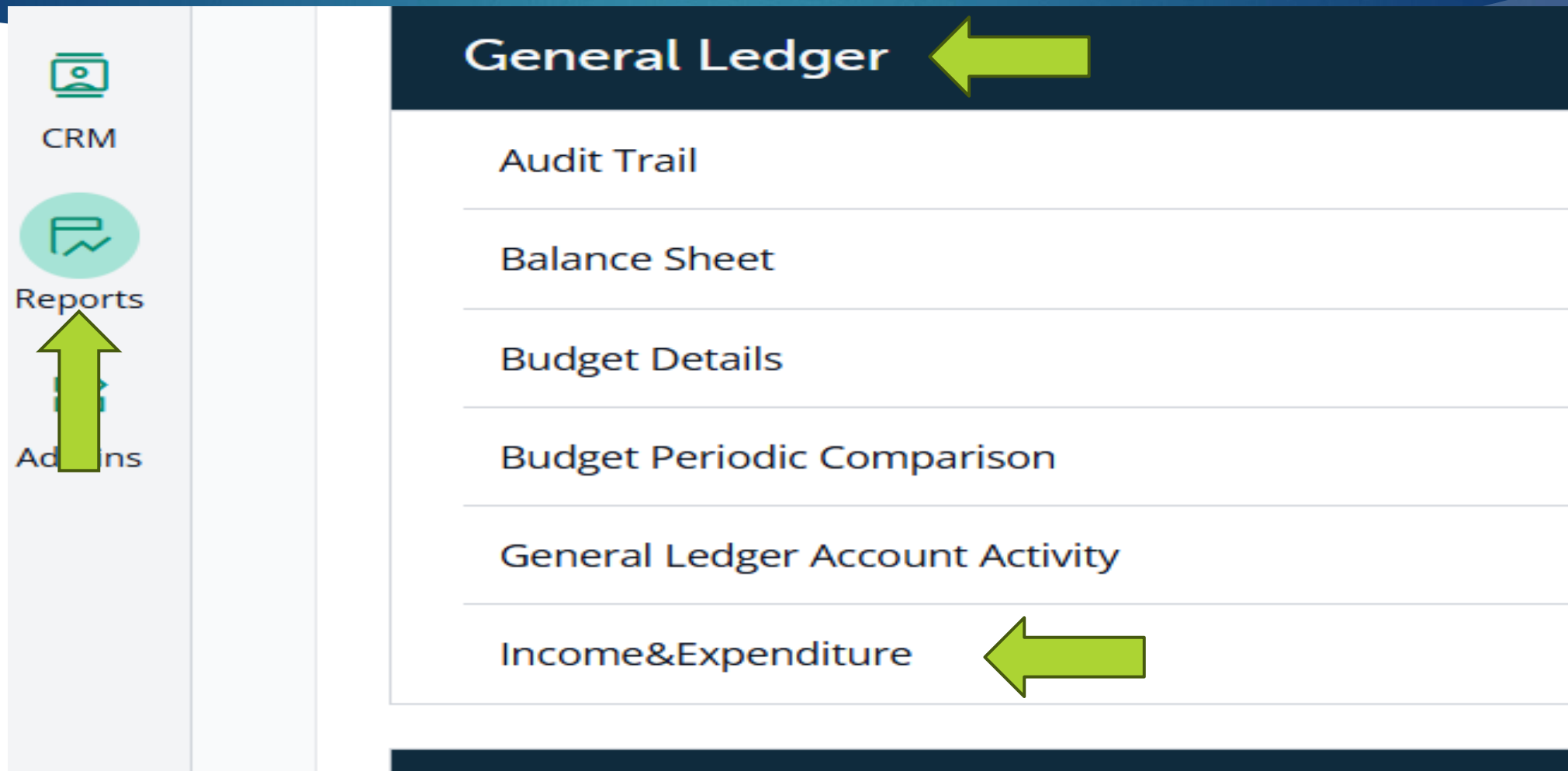
Trial Balance - Formatted

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

		2026	2025
Code	Description	Current	Comparative
		€	€
Balance Sheet			
Fixed Assets			
Current Assets			
Bank			
1801	Current Account 2	28,350.00	-5,000.00
		€28,350.00	€-5,000.00
	TOTAL Current Assets	€28,350.00	€-5,000.00
Current Liabilities			
Creditors			
2100	Creditors Control Account	-	-5,000.00
		-	€-5,000.00
	Current Assets less Current Liabilities	€28,350.00	-
	Total Assets less Current Liabilities	€28,350.00	-
	Net Assets	€28,350.00	-
Capital & Reserves			
	Income And Expenditure Account	€28,350.00	-

- Verifies that the total debits equal total credits
- Helps Identify incorrect ledger posting/unbalanced journal entries
- Supports year end adjustments such as accruals/prepayments
- Summarizes all ledger account balances showing a review of the schools financial position

Income and Expenditure Report



Income and Expenditure Report

Income & Expenditure

Back

Print

Excel

PERIOD FROM



Sep- 20XX



PERIOD TO

Aug- 20XX



DEP



Run



Function of the Income and Expenditure Report

Income & Expenditure		Date Range: 1st Sep 2025 To 31st Mar 2026			
C&C Demo School					
2025					
Code	Description	Current Period	Budget	Variance	Comp. Balance
		€	€	€	€
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

- Shows profitability-whether the school has made a profit or loss during the year
- Tracks income and expenditure by summarising all sources of income and categories of expenses helping identify receipts and payments
- Assists in budgeting and planning
- Identifies Cost saving opportunities
- Complements year end financial statements

Balance Sheet

The screenshot displays a financial system interface. On the left is a vertical navigation menu with the following items: CRM (with a building icon), Reports (with a document and line graph icon), and Admins (with a person icon). A large green arrow points upwards from the Admins section to the Reports section. The main content area on the right has a dark blue header with 'Banking' and 'General Ledger' sections. A green arrow points from the right towards the 'General Ledger' section. Below 'General Ledger' is a list of items, each with a star icon on the right:

Item	Star
Audit Trail	Grey star
Balance Sheet	Orange star
Budget Details	Grey star
Budget Periodic Comparison	Grey star
General Ledger Account Activity	Grey star
Income&Expenditure	Orange star

A green arrow points upwards from the 'Budget Details' row to the 'Balance Sheet' row.

Balance Sheet

Balance Sheet

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Print

Excel

PERIOD FROM



Sep 20XX



PERIOD TO

Aug 20XX



DEP



Run

Function of the Balance Sheet Report

Balance Sheet

		Date Range: 1st Sep 2025 To 31st Aug 2026	
		2026	2025
Code	Description	Current	Comparative
		€	€
Balance Sheet			
Fixed Assets			
Current Assets			
Bank			
1801	Current Account 2	28,350.00	-5,000.00
		€28,350.00	€-5,000.00
	TOTAL Current Assets	€28,350.00	€-5,000.00
Current Liabilities			
Creditors			
2100	Creditors Control Account	-	-5,000.00
		-	€-5,000.00
	Current Assets less Current Liabilities	€28,350.00	-
	Total Assets less Current Liabilities	€28,350.00	-
	Net Assets	€28,350.00	-
Capital & Reserves			
	Income And Expenditure Account	€28,350.00	-

- Shows the financial position of the school by summarizing assets, liabilities
- Supports the preparation of the year end financial statements and forms a key part of the annual accounts
- Verifies the accuracy of account balances after all year end adjustments such as prepayments have been processed
- Enables comparison with previous years to identify trends in assets, liabilities and financial stability

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



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Please contact the FSSU if you need support.



www.fssu.ie



Thank You

FINANCIAL SUPPORT SERVICES UNIT
(FSSU)