BOM Monthly Reports from BrightBooks

Final accuracy checklist

	Month end reports	Comments	Month: Checked
D A T A C H E C K	Run the Simple TB to ensure the totals match for debits and credits	A standard accounting check to ensure the accuracy of the figures before running final reports	Let the FSSU know also
	If for any reason the totals do not agree	Run the Nominal Only Recalculation under settings / Data heading	
	Re-run the Simple TB and check that the totals match	If there is still a problem, contact the BrightBooks support team for a resolution	
	After running the Simple TB for accuracy check on Data Run the BOM Monthly reporting pack Follow the guidance points below on cross checking of reports		
1	A list of balances on all school bank and cash accounts	Bank codes in the simple trial balance	
2	Bank Reconciliation report for all school bank accounts	Check that the *balance* as per BrightBooks agrees to the relevant bank balance in the *Balance sheet* & in the Simple Trial Balance report Outstanding items reviewed for accuracy. Duplicates or errors are corrected	
3	Income & Expenditure report	The final Net Profit/ Loss should agree to the Income & expenditure figure showing at the end of the Capital & Reserves section at the bottom of the Balance Sheet	
4	Balance sheet report	Cumulative balances to the month end being reported on.	

	Month end reports	Comments	Month:
			Checked
		The bank rec reports and the Aged Creditor balances should also be generated to this same month end date and balances should always be cross checked	
5	List of Supplier balances	The total of this list should agree to the balance in code 2100 in the Balance sheet at the month end	
6	List of Accruals/Income in advance/prepayments	Run Department report for Income in advance - total to agree to balance in code 2105	
7	Capital Income & Expenditure account report (if applicable).	Info generated from a department report from BrightBooks which analyses the movement on the various nominal accounts	

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	☆

Simple Trial Balance Report
Breda - C & C Demo

Date Range: 1st Sep 2021 To 31st Aug 2022

Code	Description	Debit	Credit
3010	DEIS Grant	-	52,300.00
1420	Capital: Covid Minor Works Fixtures, Fittings and Equipment	116,800.00	-
1460	Capital: Covid Minor Works ICT	78,500.00	-
1800	Current Account 2	52,300.00	-
1950	Creditors Control Account	-	3,800.00
2105	Grants Received in Advance	-	79,000.00
2151	DEIS Grant Received in Advance	-	14,900.00
2440	Long Term Loan	-	117,752.00
2600	Retained Surplus	-	60,509.00
2710	DE Capital Building Grant Income	-	6,339.00
3900	Capital Projects Fundraising Income	45,000.00	-
3921	Accumulated Amortisation of Capital Equipment Income	42,000.00	-
	Totals:	€334,600.00	€334,600.00

Nominal Only Recalculation

The new **Nominal Recalculation** feature that has been introduced allows you to re-calculate the current year's nominal balances **only**. It however does not take into consideration the comparative years' or the customer and supplier ledgers. To re-calculate the current year's nominal balances, complete the steps.

1. On the left panel, click **Settings**.

2. The **Settings** page appears. Under the **DATA** heading, click **Nominal Only Recalculation**.

3. A pop-up message is displayed that states; **" This Re-calculation routine will recalculate the current year nominal balances ONLY. It will NOT recalculate the comparative year or the customers and suppliers ledgers"**. Click **OK** to continue.

4. Once the calculation is completed, a validation message is shown.

5. If there is no nominal validation for the selected business, a message is shown.