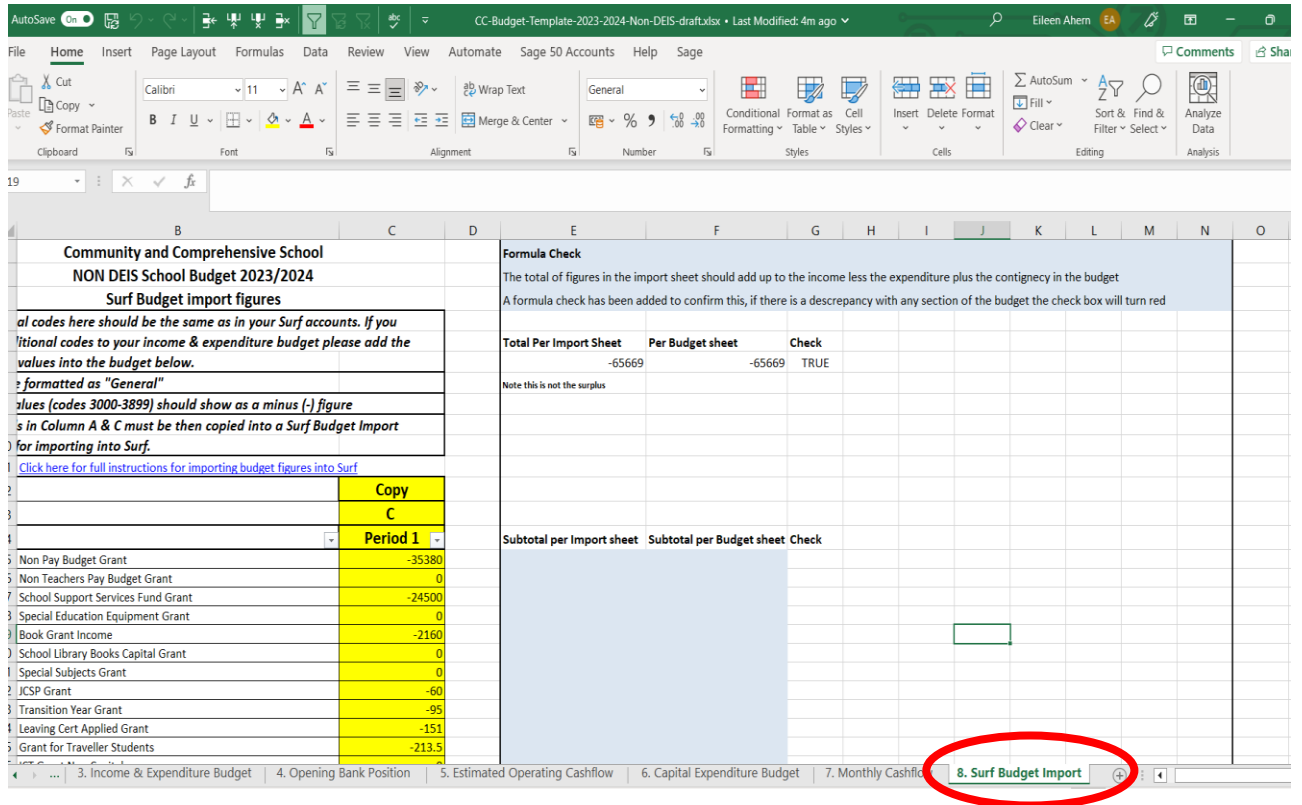


BrightBooks

Importing the Budget

1 C&C Budget 2023/24 New BrightBooks Import sheet

Included in the Budget Template 2023/2024 is a sheet called “SURF Budget Import” which provides a summary of the nominal codes and the total budget figures for the year.



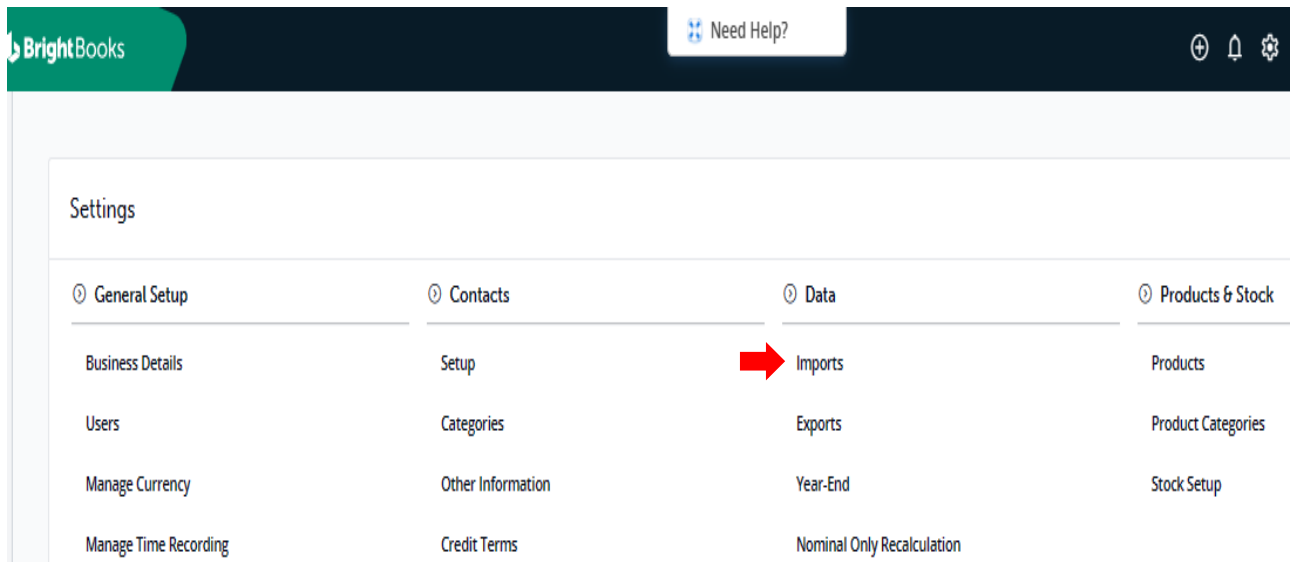
Total Per Import Sheet	Per Budget sheet	Check
-65669	-65669	TRUE
Note this is not the surplus		
Subtotal per Import sheet	Subtotal per Budget sheet	Check
		FALSE

The details in Column A & C of this sheet can be copied into a template available in BrightBooks, and this will enable the budget data to be imported into BrightBooks.

Steps 2 – 4 in this document outline this process.

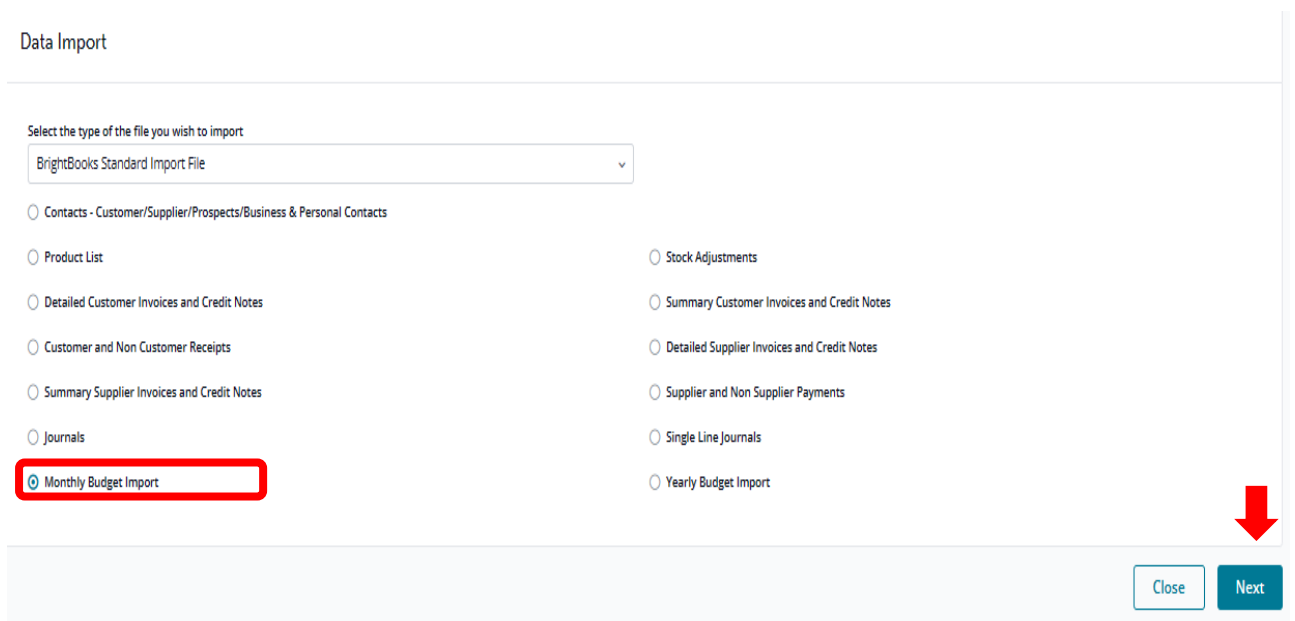
2 Download and save the budget import template

- 2.1 On the top menu to the left of the user icon, click “Settings”
- 2.2 The “Settings” page appears. Under the “DATA” heading, click “Imports”.



Import Link

2.3 The Data Import page appears. Tick “Monthly Budget Import” and click “Next”.



2.4 The Data Import screen for Monthly Budget Import page appears. Click “**Template**” to download the required excel format to your machine and save the document.

To import **Monthly Budget Data** into **BrightBooks** you must use the following **Template** (click on link to download). Once you have filled in the information select your file below and press the Import Button. If there are **any** issues with the import file the information **will not** be imported then you must fix the problems and re-import.

No file chosen

Select Period:

Select Department:

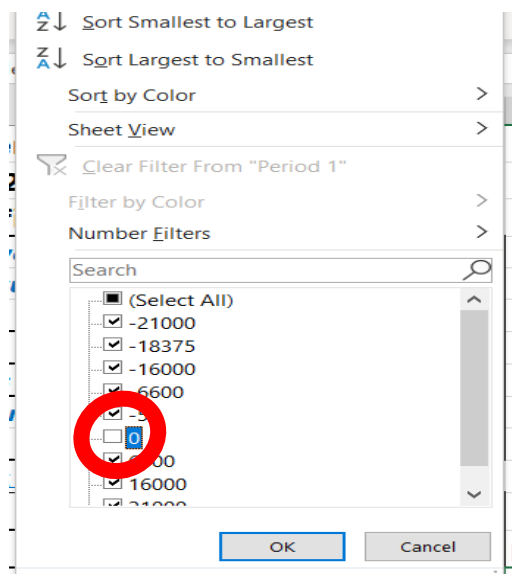
[Template Link](#)

3 Copy relevant information from the C&C Budget Template into the BrightBooks monthly budget format import template

- 3.1 Open the C&C Budget Template 2023/2024.
- 3.2 Select the tab "8. SURF Budget Import"
- 3.3 Before copying the information you can apply the filter in Column C.

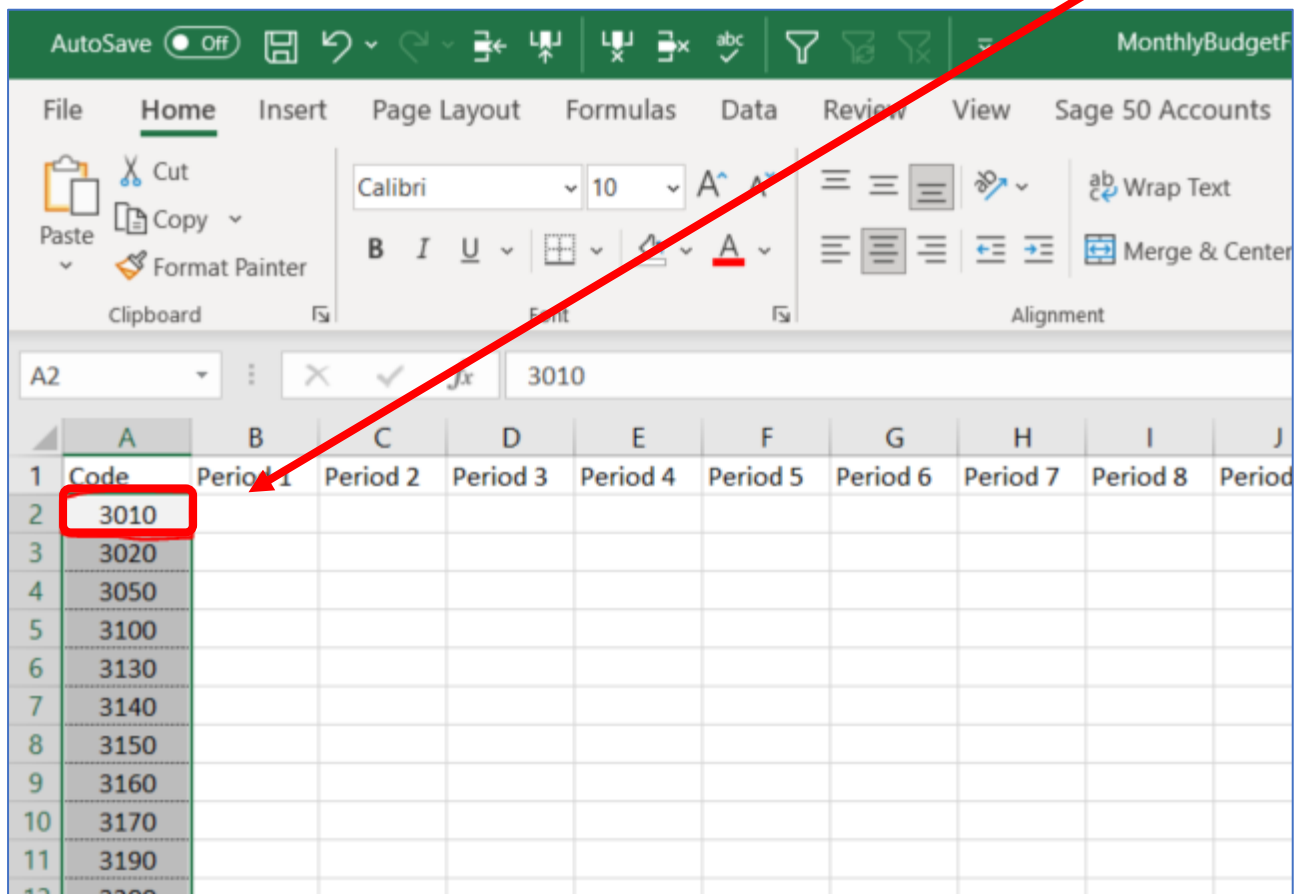
Copy		Copy
A		B
Code		Period 1
3010	Non Pay Budget Grant	

Untick the "0" box. This will ensure that you will not be including codes in the import sheet that may not be set up in your BrightBooks chart of accounts.

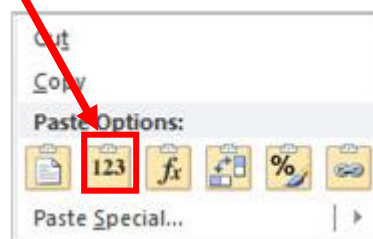


- 3.4 To copy the information in column A 'Code' from the C&C Budget Template - Highlight A15:Axxx (i.e. all the nominal codes), right click and copy.

In the "BrightBooks monthly budget format import template", click into A2 right click and paste



- 3.5 To copy the information in column C 'Period 1 ' which contains the total budget figures from the Budget template - Highlight C15:Cxxx (i.e. all the values). right click and copy. Then In the "BrightBooks monthly budget format import template", click into B2 right click and **paste as values.**



Note income values (codes 3000-3899) should have been entered as a minus (-)

- 3.6 Once you have completed the import template save the changes.

4 Import budget into BrightBooks

- 4.1 From the data import template page (as per step 2.4) choose the file you wish to import i.e. the BrightBooks monthly budget format import template.

Data Import > Monthly Budget Import

To import **Monthly Budget Data** into **BrightBooks** you must use the following [Template](#) (click on link to download). Once you have filled in the information select your file below and press the Import Button. If there are **any** issues with the import file the information **will not** be imported then you must fix the problems and re-import.

Copy of No...rt 26-1-23.xls

Select Period
Current Period

Select Department
AOD

- 4.2 Select the period you are importing the budget to.

If the current financial year in BrightBooks accounts is the year ended 31 August 2023, you should select to import the template for the ‘future period’.

If, when you come to import the budget it is after the 31 August 2023, and you have completed the year end process on BrightBooks and the current financial year is set to 31 August 2024, select the ‘current period’.

To check what the current financial year is set to in BrightBooks go to “Settings” > click “Accounting Periods”.

Year ended 31 Aug 2023

Period	From	To	Locked
Sep-2022	01 Sep 2022	30 Sep 2022	<input type="checkbox"/>
Oct-2022	01 Oct 2022	31 Oct 2022	<input type="checkbox"/>
Nov-2022	01 Nov 2022	30 Nov 2022	<input type="checkbox"/>
Dec-2022	01 Dec 2022	31 Dec 2022	<input type="checkbox"/>
Jan-2023	01 Jan 2023	31 Jan 2023	<input type="checkbox"/>
Feb-2023	01 Feb 2023	28 Feb 2023	<input type="checkbox"/>
Mar-2023	01 Mar 2023	31 Mar 2023	<input type="checkbox"/>
Apr-2023	01 Apr 2023	30 Apr 2023	<input type="checkbox"/>
May-2023	01 May 2023	31 May 2023	<input type="checkbox"/>
Jun-2023	01 Jun 2023	30 Jun 2023	<input type="checkbox"/>
Jul-2023	01 Jul 2023	31 Jul 2023	<input type="checkbox"/>
-----	-----	-----	<input type="checkbox"/>

If you have not yet completed the year end process for 31 August 2022 you cannot import the budget for 2023/2024. See [here](#) for guidance on rolling over the financial year in.

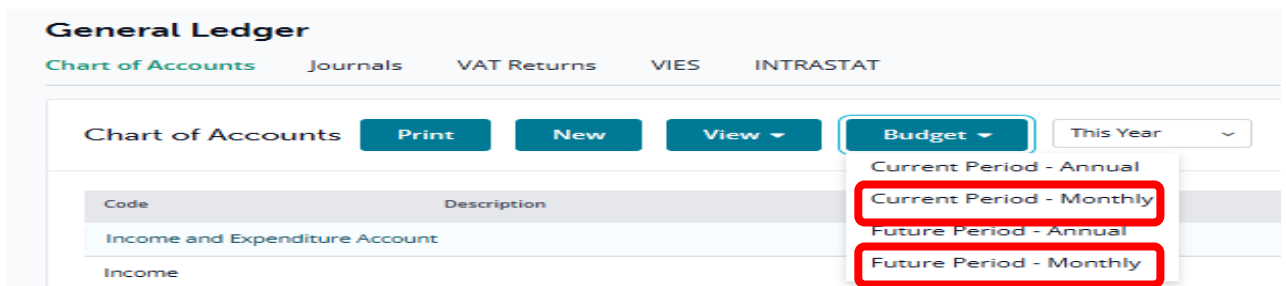
- 4.3 Select “AOD” for the department.

- 4.4 Then select 'Import'.
- 4.5 A new feature has been introduced, that shows the user the queue at which they are placed while importing the required file. The monthly budget import details start successfully being imported, once the turn-in queue comes.
- 4.6 If you have the budget broken down between departments and wish to compare different department income and expenditure against budget, you will need to prepare a separate import template for each department. After each department balance has been imported the remaining balances should be entered under "AOD".
This is not required for the board of management reports recommended by the FSSU and is at the discretion of the school.
- 4.7 Run the Income & Expenditure report for September 2023, to verify the budget figures.

5 Editing the budget in BrightBooks

The Budget figures can be edited in BrightBooks in the general ledger section.

- 5.1 Go to the 'General ledger' module > 'Chart of Accounts'. Click on the 'Budget' button and select either 'Future Period-Monthly', if you have not yet completed the year end process for the year ended 31 August 2023 or 'Current Period-Monthly' if you have completed the year end process, and the financial year end is set to 31 August 2024



Budget view



Code	Description	2024	Total	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24	Aug 24
3010	Capitation/Non Pay Budget	0.00	-228,832.00	-228,832.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3020	DEIS Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

- 5.2 Select the Department (DEP) 'AOD-All Other Departments' and make sure the 'Supress Zero' box is unticked.
- 5.3 Select the cell under the Column 'Sep 23' for the particular nominal code you wish to edit. (Helpful hint: once you have clicked on the cell hit 'Ctrl+A' to overwrite the existing value)
- 5.4 Note income values (codes 3000-3899 should be entered as a minus (-))
- 5.5 Hit 'Save' to save the budget figures.