

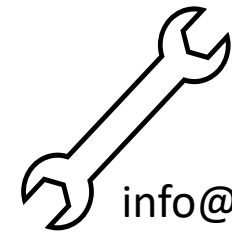
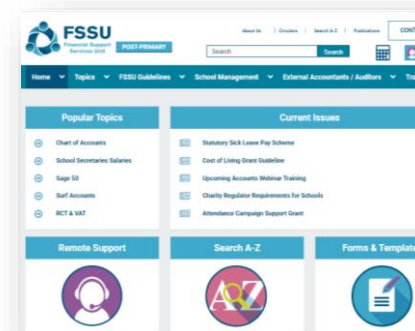
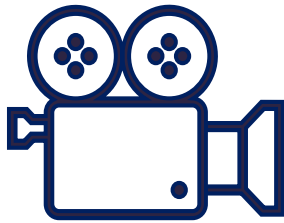
# Autumn 2024

## BrightBooks Webinar 3

2<sup>nd</sup> October 2024

### New School Year 2024-2025

# Webinar housekeeping rules



info@fssu.ie.

# Webinar Calendar Autumn 2024

## November

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**Webinar 1**  
Preparation for the  
year-end and the  
Essential checklist

**Webinar 2**  
Processing year-end  
adjustments &  
Reviewing BOM  
Reports



# Agenda

Timeline for the Year-end Process

FSSU Chart of accounts –  
What's new 2024-25

Tasks to complete to move  
forward to 2024-25

Reporting to BOM at the  
month-end

# 1. Timeline for the year end process

30.09.2024

- Accountant notified that accounts are ready for review

30.11.2024

- Draft accounts to BOM for approval

31.12.2024

- Accounts approved for submission to FSSU by BOM

28.02.2025

- Accountant to file accounts with FSSU by 28<sup>th</sup> Feb 2025

## 2. FSSU Chart of accounts – What's new 2024-2025

# FSSU Chart of Accounts

Effective for the year ended 31st August 2025

Download  
the chart of  
accounts  
from our  
website [here](#)

## Income and Expenditure Codes

A/C No	Description	Type	Category
3010	Capitation/Non Pay Budget	Income	Department of Education
3020	DEIS Grant	Income	Department of Education
3021	Early Start Programme Materials/Equipment/Parental Involvement Grant Income	Income	Department of Education
3022	Early Start Programme Capitation	Income	Department of Education

## 2. FSSU Chart of accounts – What's new 2024-2025

### **New/amended Nominal codes for 2024-2025**

- 3151 Free Schoolbook Grant
- 3152 Free Schoolbook Admin Grant
- 4731 Free Schoolbook Grant Expense
- 4113 Free Schoolbook Admin Salaries Expense

# Add new nominal code

Chart of Accounts

Print

New



## New Account

ACCOUNT GROUP

Education Other Expenditure



ACCOUNT CODE

4731

ACCOUNT TYPE

Income & Expenditure

CODE RANGE

From 4300 To 4999

DESCRIPTION

Free Schoolbook Grant Expense

Is this a Bank Account

Advanced

Cancel

Save



# Set-up a new Department Settings – Accounts Tab

Settings ←

➤ General Setup

Business Details

Users

Manage Currency

Manage Time Recording

➤ Accounts

Setup

Accounting Periods

Departments

# Settings – Accounts tab – departments


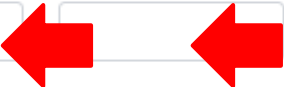
Departments **Sub Departments**

Use Departments

TITLE	SHORT	LONG
	<input type="text" value="DEP"/>	<input type="text" value="Department"/>

	CODE	DESCRIPTION	DEFAULT	
DEPARTMENT 10	<input type="text" value="DEIS"/>	<input type="text" value="DEIS"/>	<input type="radio"/>	<input type="button" value="Delete"/>
DEPARTMENT 11	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="button" value="Delete"/>



## 2. FSSU Chart of accounts – What's new 2024-2025

### New/amended Nominal codes for 2024-2025

Code	Description	Type	Category	Comment
3511	Bus Hire Other Income	Income	School Generated Income	To be used for income collected for buses except from the games/sports buses.
4929	Other State Funding Expense	Expenditure	Education Other Expenditure	To be used to account for the expenditure of income received from other state bodies and accounted for in code 3299 Other State Funding

## 2. FSSU Chart of accounts – What's new 2024-2025

### New/amended Nominal codes for 2024-2025

Code	Description	Type	Category	Comment
2173	Other Capital Ringfenced Grants/Income Unspent	Current Liability	Accruals	To be used to account for unspent capital grants or other income, for example building grants, furniture grants unspent, fundraising for a building project.

## 2. FSSU Chart of accounts – What's new 2024-25

### Changes to nominal code descriptions

Code	Existing Description	Change description to:
3150	Book Grant Income	Book Grant Senior Cycle Income
4730	Book Grant Expense	Book Grant Senior Cycle Expense
3296	DEASP School Meals Grant	DSP School Meals Grant
1803	DEASP School Meals Bank Account	DSP School Meals Bank Account
3335	Classroom Books Income	Classroom Books/Resources Income
4741	Classroom Book Expense	Classroom Book/Resources Expense

## 2. FSSU Chart of accounts – What's new 2024-25

### Changes to nominal code descriptions

Code	Existing Description	Change description to:
3510	Bus Income	Bus Hire for Games Income
3580	Discounts Given	Discounts/Rebates
4113	Primary Free schoolbook Admin grant	Free Schoolbook Admin grant
4671	Travel Games Expense	Bus Hire for Games Expense
4690	Bus Hire Expense	Bus Hire for other expense
2171	Other ring-fenced Grants Unspent	Other non-capital ring-fenced grants unspent
2172	Other ring-fenced Income Unspent	Other non-capital ring-fenced Income unspent

## 2. FSSU Chart of accounts – What's new 2024-25

Code	Description
3160	Book Rental Scheme Grant
3280	COVID Aide Grant
3282	COVID Enhanced Supervision Grant
3284	COVID Funding for Replacement Caretaker Hours
3285	COVID Funding for Replacement Secretarial Hours

**DO NOT USE!**

**Income Codes that have been removed**

Code	Description
3286	COVID Funding for Replacement Cleaner Hours
3287	COVID Funding for Replacement Bus Escort Hours
3288	COVID Capitation for Cleaning and PPE Grant

## 2. FSSU Chart of accounts – What's new 2024-25

**Edit Account**

<b>ACCOUNT GROUP</b> Department of Education	<b>ACCOUNT CODE</b> 3284
<b>ACCOUNT TYPE</b> Income & Expenditure	<b>CODE RANGE</b> From 3000 To 3294
<b>DESCRIPTION</b> DO NOT USE - COVID Funding for Rep	<input type="checkbox"/> Is this a Bank Account

**DO NOT USE!**

Advanced

Cancel Save



## 2. FSSU Chart of accounts – What's new 2024-25

### Expenditure Codes that have been removed

Code	Description
4197	COVID Replacement Bus Escort Hours Expense
5011	COVID Replacement Caretaker Hours Expense
5111	COVID Replacement Cleaner Hours Expense
5801	COVID Aide Grant Wages Expense

Code	Description
5803	COVID Enhanced Supervision Grant Wages Expense
5806	COVID Capitation for Cleaning (Non-Wages) and PPE Grant Expense
6011	COVID Replacement Secretary Hours Expense

**DO NOT USE!**



### 3. Tasks in the New financial year 2024/25

## Tasks to do

- Lock the periods
- Deal with 2023/2024 transactions in the new school year
- Journal adjustments to be posted on 1-9-2024
- Import the budget for 2024/25

# Set up New Folders for the year 2024/25



# Keeping your Brightbooks accounts up to date.

Ensure the Bank reconciliations on all school bank accounts have been prepared and to the 31-8-24

The balances on the supplier's ledger has been finalised to 31-8-24

Ensure all Year-end reports have been run & reviewed

The accounts are with school accountant & they have access to the school data so they can work in the background

# Tasks to complete before moving on with September

Year ended 31 Aug 2024

START DATE: 01/09/2023

END DATE: 31/08/2024

Generate

Lock the periods for the year 2023/2024

Period	From	To	Locked
Dec-2023	01 Dec 2023	31 Dec 2023	<input checked="" type="checkbox"/>
Jan-2024	01 Jan 2024	31 Jan 2024	<input checked="" type="checkbox"/>
Feb-2024	01 Feb 2024	29 Feb 2024	<input checked="" type="checkbox"/>
Mar-2024	01 Mar 2024	31 Mar 2024	<input checked="" type="checkbox"/>
Apr-2024	01 Apr 2024	30 Apr 2024	<input checked="" type="checkbox"/>
May-2024	01 May 2024	31 May 2024	<input checked="" type="checkbox"/>
Jun-2024	01 Jun 2024	30 Jun 2024	<input checked="" type="checkbox"/>
Jul-2024	01 Jul 2024	31 Jul 2024	<input checked="" type="checkbox"/>
Aug-2024	01/08/2024	31/08/2024	<input checked="" type="checkbox"/>

Close Remove Add Save

## 2023/24 transactions in the new school year

Examples of payments & receipts codes	Nominal code
VAT Payment – July/Aug	2260
PAYE – August P30	2250
SEC – State Exams Commission Income due	3255

# 2023/24 transactions in the new school year

## BANK ACCOUNT

1800 Current Account 1

## July/Aug Vat 3 liability

Date	Payment Type	DEP	Ref. No.	Supplier	Payee	Notes/Narrative	Amount	VAT Code	VAT	VAT No.
23/09/2024	EFT	AOD	Jul/Aug VAT		Revenue	Jul/Aug VAT3	351.00	Z 0.00% (Zer	0.00	2260



# 2023/24 transactions in the new school year

1800 Current Account 1



## Aug P30 liability



Date	Payment Type	DEP	Ref. No.	Supplier	Payee	Notes/Narrative	Amount	VAT Code	VAT	Nom. Code
23/09/2024	EFT	AOD	Aug P30		Revenue	Aug P30	927.00	Z 0.00% (Zer	0.00	2250

# 2023/24 transactions in the new school year

## State Exam Receipt

### JOURNALS DETAILS

DATE

01/09/2024

REF NO.

REV SEC 24

TYPE

Journal

[Add Attachment](#)
*Max file size 4 MB.*

**Journal  
1-9-2024  
DR 3255  
CR 1730**

Code	Description	Notes	Debit	Credit	DEP
3255	State Exam Income	REVERSE SEC 2024	17,450.00	0.00	SEC
1730	Grants Due	REVERSE SEC 2024	0.00	17,450.00	SEC

# Accounting for Junior Cycle Schoolbooks Grant 24/25



Financial Guideline 2023/2024

24

Community & Comprehensive Schools and  
Voluntary Secondary Schools in the Free Education Scheme

## Accounting for Junior Cycle Schoolbooks Scheme Grant and Administration Support Grant

### 1. Introduction

The new Junior Cycle Schoolbooks Scheme will provide free schoolbooks for all children and young people in Junior Cycle years in recognised post-primary schools in the free education scheme. This scheme will include all schoolbooks and core classroom resources. This scheme will be introduced in the 2024/2025 school year.

There are two new grants within this scheme.

<https://www.fssu.ie/app/uploads/2024/03/24-24-Financial-Guideline-Accounting-for-Junior-Cycle-Schoolbooks-Scheme-Grant.pdf>



Financial Guideline 2024/2025

03

Community & Comprehensive Schools and  
Voluntary Secondary Schools in the Free Education Scheme

## School Year 2024/2025

## Accounting for Junior Cycle Schoolbooks Scheme Grant and Administration Support Grant

### 1. Introduction

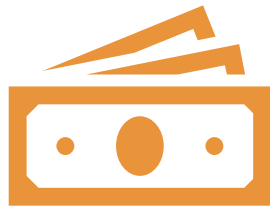
The new Junior Cycle Schoolbooks Scheme was introduced for the 2024/2025 school year. Schools received the grants in advance during the 2023/2024 school year in order to purchase the books and resources ahead of the new school year. The grant receipt and associated expenditure was recorded to the balance sheet in the 2023/2024 school year.

**These transactions must be moved to the appropriate nominal codes in the 2024/2025**

<https://www.fssu.ie/app/uploads/2024/09/03-25-Financial-Guideline-Accounting-for-Junior-Cycle-Schoolbooks-Scheme-Grant-incl.-Irish.pdf>

# Treatment of Income & expenditure before 31-8-2024

## New Junior Cycle Book Grant



### Income 2151

Free School Book Grant  
Free School Book Admin Grant



### Expenditure 1720

Books & Resources  
Pay to staff to administer or related  
administrative expenses

# Treatment of Income & expenditure 2024/25 - Option 1

➤ Step 1 - Transfer grant receipt from Book Grant Received in Advance to Book Grant Unspent in the Balance Sheet

## JOURNALS DETAILS

DATE

01/09/2024



REF NO.

Tfr to uns

TYPE

Journal


[Add Attachment](#)
*Max file size 4 MB.*


Code	Description	Notes	Debit	Credit	DEP
2151	Book Grant Received in Advance	Tfr bal New JCFSBG to Bk grant unspent	139,050.00	0.00	JCFSB
2160	Book Grant unspent	Tfr bal New JCFSBG to Bk grant unspent	0.00	139,050.00	JCFSB

# Treatment of Income & expenditure 2024/25 - Option 1

➤ **Step 2 - Transfer expenditure incurred up to 31st August 2024 to the Income & Expenditure Statement**

## JOURNALS DETAILS

DATE: 01/09/2024  REF NO.: Exp to I&E TYPE: Journal  [Add Attachment](#)  
Max file size 4 MB.

Code	Description	Notes	Debit	Credit	DEP
4731	Free Schoolbook Grant Expense	Reverse Aug 2024 Prepaid from JCFSBG	24,580.00	0.00	JCFSB
1720	 Prepayments	Reverse Aug 2024 Prepaid from JCFSBG	0.00	24,580.00	JCFSB

# Treatment of Income & expenditure 2024/25 - Option 1

➤ Step 3 - Transfer amount of grant in line with amount of recorded expenditure

## JOURNALS DETAILS

DATE

01/09/2024



REF NO.

Transfer

TYPE

Journal

[Add Attachment](#)
*Max file size 4 MB.*

Code	Description	Notes	Debit	Credit	DEP
2160	Book Grant unspent	Transfer Expenditure from unspent Grant	24,580.00	0.00	JCFB
3151	Free Schoolbook Grant	Transfer Expenditure from unspent Grant	0.00	24,580.00	JCFB

# Treatment of Income & expenditure 2024/25 - Option 1

- Recording ongoing expenditure of the grant

Action	DR/CR	Nominal Code	Description
Record payment or invoice for purchase of schoolbooks during the school year	DR	4731	Free Schoolbooks Grant Expense Expense
	CR	1800	Current Account 1 Current Asset

Action	DR/CR	Nominal Code	Description
Record journal to recognise Free Schoolbook Grant Income in line with recorded expenditure	DR	2160	Book Grant Unspent Current Liability
	CR	3151	Free Schoolbook Grant Income Income



# Treatment of Income & expenditure 2024/25 - Option 2

➤ Step 1 - Transfer grant receipt from Book Grant Received in Advance to Free Schoolbook Grant Income

## JOURNALS DETAILS

DATE

01/09/2024

REF NO.

Tfr to Inc

TYPE

Journal

Code	Description	Notes	Debit	Credit	DEP
2151	Book Grant Received in Advance	Tfr New JCFSBG to Income	139,050.00	0.00	JCFSB
3151	Free Schoolbook Grant	Tfr bal New JCFSBG to Bk grant unspent	0.00	139,050.00	JCFSB

# Treatment of Income & expenditure 2024/25 - Option 2

➤ Step 2 - Transfer expenditure incurred up to 31st August 2024 to the Income & Expenditure Statement

JOURNALS DETAILS

DATE: 01/09/2024 REF NO.: Exp to I&E TYPE: Journal [Add Attachment](#) Max file size 4 MB.

Code	Description	Notes	Debit	Credit	DEP
4731	Free Schoolbook Grant Expense	Reverse Aug 2024 Prepaid from JCFSBG	24,580.00	0.00	JCFSB
1720	Prepayments	Reverse Aug 2024 Prepaid from JCFSBG	0.00	24,580.00	JCFSB

# Treatment of Income & expenditure 2024/25 - Option 2

## ➤ Recording ongoing expenditure of the grant

Action	DR/CR	Nominal Code	Description
Record payment or invoice for purchase of schoolbooks during the school year	DR	4731	Free Schoolbooks Grant Expense Expense
	CR	1800	Current Account 1 Current Asset

# Journal adjustments - Postings at the 01.09.2024

- ✓ DE Grants in Advance
- ✓ School Income in advance
- ✓ Unspent Ringfenced grants
- ✓ Reversing Accruals
- ✓ Reversing Prepayments



## Journals 01.09.2024: DE Grants in advance

Year-end implications of non-teaching pay grant not being issued to schools as of the 31st of August 2024

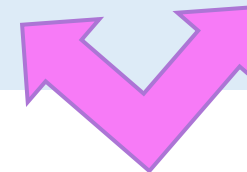


The treatment instead is a journal posting  
DR 1730 and CR 3030

The non teachers pay grant should be  
excluded from the calculations of the grant  
received in advance for 23/24.


# Journals 01.09.2024: DE Grants in advance

Calculation of Grants Received in Advance Template					
School Name	Sample C&C school				
School Roll Number	12345A				
Year Ended	31st August 20XX				
Grant Name	€ Amount Received	Element in Advance	€ Element in Advance	BrightBooks Debit Code	BrightBooks Credit Code
Non-Pay Grant		1/3	€0.00	3010	2150
Non-Teaching Pay Grant	July Installment not paid @ 31.8.2024				
SSSF Grant		50%	€0.00	3050	2150
Book Grant		100%	€0.00	3150	2151
DEIS Grant		100%	€0.00	3020	2152
	€0.00		€0.00		



# Journals 01.09.2024: DE Grants in advance

**JOURNALS DETAILS**

DATE: 01/09/2024  REF NO.: Rev DEIS TYPE: Journal [Add Attachment](#) Max file size 4 MB.

Code	Description	Notes	Debit	Credit	DEP
2152	DEIS Grant Received in Advance	DEIS 24-25	35,450.00	0.00	DEIS
3020	DEIS Grant	DEIS 24-25	0.00	35,450.00	DEIS

# Journals 01.09.24: School Income in advance

## BrightBooks for C&C Schools Quick Reference Guide

### Accounting for School Income Received in Advance

#### What is school income received in advance?

This is income received in the current accounting period that belongs to a future accounting year e.g. monies received between now and the 31<sup>st</sup> of August for the next school year

#### Examples of school income received in advance

- Incoming First Year Charge
- Transition Year Charge
- School Administration Charges
- Book rental Income
- Voluntary Contributions

- Grants received in June – Aug 24 relating to Sept 24/25 school year**
- Moving income back from the balance sheet to the I&E account for 2024/25 year**

**Journal dated 1-9-2024  
DR 2105 & CR Income code**



# Journals 01.09.2024: School Income in advance

## JOURNALS DETAILS

DATE

01/09/2024

REF NO.

Transfer

TYPE

Journal

[Add Attachment](#)

Max file size 4 MB.

Code	Description	Notes	Debit	Credit	DEP
2105	School Income Received in Advance	Transfer Expenditure from unspent Grant	18,060.50	0.00	AO
3310	Transition Year Income	In advance 24-25	0.00	9,000.00	TY
3370	Locker Income	In advance 24-25	0.00	2,605.50	KOD
3390	School Administration Charges	In advance 24-25	0.00	6,455.00	KOD

# Journals 01.09.24: Ringfenced grants unspent

## Journal on 1-9-24 DR 2171 & CR 3296

	NOMINAL CODE	ENTER € AMOUNT	NOMINAL CODE	ENTER € AMOUNT	€	DR CODE	CR CODE	DEP.	DR CODE	CR CODE	DEP.
Book Grant	3150	1500	4730	1000	500	3150	2160	BGR	2160	3150	BGR
School Library Books Capital Grant	3155		4641		0	3155	2161		2161	3155	
Supervision & Substitution Grant	3240		4150		0	3240	2170	SS	2170	3240	SS
Bus Escort Grant	3294		4196		0	3294	2171	AOD	2171	3294	AOD
School Meals Grant	3296		4912		0	3296	2171	AOD	2171	3296	AOD

# Journals 01.09.24: Ringfenced grants unspent

Code	Description		Debit	Credit	DEP
2171	Other Ringfenced Grants Unspent	DSPSM Unspent Aug 2024	3,054.00	0.00	DSPSM
3296	DSP School Meals Grant	DSPSM Unspent Aug 2024	0.00	3,054.00	DSPSM

**Journal on 1-9-2024  
DR 2171 & CR 3296**

# Journals 01.09.2024: Reversing Accruals and Prepayments

## Automatic journal reversal

		TYPE	
		Journal	▼
		Journal	
		Opening Balance	
		Accrual	
		<b>Pre-payment</b>	
		Single Line	
Notes			Debit
			0.00

# Journals 01.09.2024: Reversing Accruals

Code	Description	Notes	Debit	Credit	DEP
2440	Accruals	Aug 2024 accruals	8,353.44	0.00	AOD
6400	Accounting / Auditing Expense	Accounts fee 2024	0.00	3,700.00	AOD
6250	Telephone Expense / SMS Text	EIR August	0.00	284.44	AOD
6250	Telephone Expense / SMS Text	Three Mobiles	0.00	79.00	AOD
5400	Routine Security Expense	Apex Aug 24	0.00	750.00	AOD
5550	Light and Power Expense	July/Aug 24	0.00	3,540.00	AOD

Reverse on  
1-9-24  
DR 2440  
CR  
Expense  
code

# Journals 01.09.2024: Reversing Accruals

General Ledger Account Activity

C&C Demo School

Date Range: 1st Sep 2024 To 31st Aug 2025

Code	Date	Doc.No.	Type	Details	Debit	Credit	Balance
6400-Accounting / Auditing Expense							
6400	01/09/2024			Balance Forward	.	.	.
6400	01/09/2024	26	NJRN	Accounts fee 2024	.	3,700.00	-3,700.00
6400	11/10/2024	59	PMT	Accounts fee 2024	3,700.00	.	.
Totals:					€3,700.00	€3,700.00	.
Totals:					€3,700.00	€3,700.00	.

# Journals 01.09.24: Reversing Prepayments

**Journal on 1-9-2024  
DR 5450 & CR 1720.**

**JOURNALS DETAILS**

DATE: 01/09/2024 REF NO.: Prepaid 24 TYPE: Journal

[Add Attachment](#)  
Max file size 4 MB.

Code	Description	Notes	Debit	Credit	DEP
1720	Prepayments	Allianz Insurance, NAPD & Payroll Licence	0.00	7,740.00	AOD
5450	General Insurance Expense	Allianz Insurance	6,540.00	0.00	AOD
6700	Annual Subscriptions Expense	NAPD 24-25	450.00	0.00	AOD
6731	Accounting Software / Payroll Software Expense	Payroll Licence 2025	750.00	0.00	AOD

# Journals 01.09.24: Reversing Prepayments

## General Ledger Account Activity

C&C Demo School

Date Range: 1st Sep 2024 To 31st Aug 2025

Code	Date	Doc.No.	Type	Details	Debit	Credit	Balance
<b>5450-General Insurance Expense</b>							
5450	01/09/2024			Balance Forward	-	-	-
5450	01/09/2024	27	JRNL	Allianz Insurance	6,540.00	-	6,540.00
Totals:					€6,540.00	-	€6,540.00
Totals:					€6,540.00	-	€6,540.00



# Review balance sheet after adjustments

## Balance Sheet

C&C Demo School

Date Range: 1st Sep 2024 To 31st Aug  
2025

		2025	2024
Code	Description	Current	Comparative
		€	€
<b>Balance Sheet</b>			
<b>Fixed Assets</b>			
<b>Current Assets</b>			
<b>Debtors &amp; Prepayments</b>			
1720	Prepayments	-	7,740.00
1730	Grants Due	-	17,450.00
		-	€25,190.00

Slide 47

Slide 26

# Review balance sheet after adjustments

Accruals				
2105	School Income Received in Advance	Slide 41	-	18,060.50
2150	Grants Received in Advance	Slides 38 &	-	57,566.67
2151	Book Grant Received in Advance	Slide 39 &	-	152,168.79
2152	DEIS Grant Received in Advance	Slide 33	-	35,450.00
2171	Other Ringfenced Grants Unspent	Slide 43	-	3,054.00
2250	PAYE/PRSI/USC/LPT Control Account		285.79	925.76
2260	Reverse VAT Control Account	Slides 24 &	-	351.00
2270	RCT Control Account	Slide 25	-	520.00
2440	Accruals	Slide 45	-	8,353.44
			<b>€285.79</b>	<b>€276,450.16</b>

# Importing the budget for 2024/25

<b>Budget Year:</b>	2024/2025
<b>School Name:</b>	Type school name
<b>School Address:</b>	Type school address
<b>Roll No.:</b>	Type School roll
<b>School Type:</b>	Community & Comprehensive School: NON DE

1. The nominal codes here should be the same as in your Bright accounts. If you added additional codes to your income & expenditure budget please add the codes and values into the budget below.

2. Values are formatted as "General"

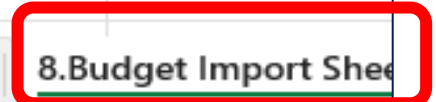
3. Income values (codes 3000-3899) should show as a minus (-) figure

4. The details in Column A & C must be then copied into a Bright Budget Import template for importing into Bright Books

Copy		Copy
A		C
Code		Period 1

< > ... 4.Opening Bank Position | 5.Estimated Bank Cashflow | 6.Capital Budget | 7.Monthly Cashflow | 8.Budget Import Sheet

<https://www.fssu.ie/app/uploads/2024/03/BrightBooks-budget-import-guide-24-25.pdf>



# Importing the budget into Brightbooks



The screenshot shows the BrightBooks interface. At the top left is the 'BrightBooks' logo. Below it is a 'Settings' menu item, which is highlighted with a red box. The settings page is divided into three columns: 'General Setup', 'Contacts', and 'Data'. The 'Data' column is highlighted with a red box. Under the 'Data' column, the 'Imports' option is highlighted with a red box and a red arrow pointing to it from the right.

General Setup	Contacts	Data
Business Details	Setup	Imports
Users	Categories	Exports
Manage Currency	Other Information	Year-End
Manage Time Recording	Credit Terms	Nominal Only Recalculation

# Importing the budget into Brightbooks

## Data Import

Select the type of the file you wish to import

BrightBooks Standard Import File

- Contacts - Customer/Supplier/Prospects/Business & Personal Contacts
- Product List
- Detailed Customer Invoices and Credit Notes
- Customer and Non Customer Receipts
- Summary Supplier Invoices and Credit Notes
- Journals
- Monthly Budget Import

# Importing the budget into Brightbooks

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.

Choose File No file chosen

Select Period

Select option

Select Department

Select option

Close

Previous

Import



# Importing the budget into Brightbooks

AutoSave Off

File Home

Clipboard

Wingdings 11 A A %

B I A

Wingdings 11 A A

Search the menus

- Cut
- Copy
- Paste Options: [Clipboard icons]
- Paste Special...
- Smart Lookup
- Insert...
- Delete...
- Clear Contents
- Quick Analysis

	A
1	Code
2	3010
3	3030
4	3050
5	3140
6	3150
7	3155
8	3170
9	3190
10	3200

AutoSave Off

File Home Insert

Clipboard

Calibri 11

B I U

Calibri 11

Search the menus

- Cut
- Copy
- Paste Options: [Clipboard icons]
- Paste Special...
- Smart Lookup
- Insert...
- Delete...
- Clear Contents

	A	B
1	Code	Period 1
2	3010	-221500
3	3030	0
4	3050	-91875
5	3140	0
6	3150	-18000
7	3155	0
8	3170	0
9	3190	-3900



# Importing the budget into Brightbooks

Data Import > Monthly Budget Import

## Where the year-end process completed on BrightBooks Accounts

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.

Choose File Copy of CC-...EIS SACS.xlsx

Select Period

Current Period

Select Department

AOD

# Importing the budget into Brightbooks

Choose File Copy of CC-...EIS SACS.xlsx

Select Period

Current Period

Select Department

AOD

**“Monthly Budget data successfully queued for import. Your Queue position is – xx”**

Close

Previous

Import

# Importing the budget into Brightbooks

## Common error messages

### Validation Message

Line 13 - Nominal code - 3156 does not exist in BrightBooks  
Line 30 - Nominal code - 3289 does not exist in BrightBooks  
Line 60 - Nominal code - 3511 does not exist in BrightBooks  
Line 85 - Nominal code - 4113 does not exist in BrightBooks  
Line 155 - Nominal code - 4929 does not exist in BrightBooks

### Validation Message

Invalid file format. Only file type {.csv} is allowed



## Guide on Preparing Month End Reports for Accounts Personnel in Community & Comprehensive Schools

### 4. Reporting to BOM at month end

[https://www.fssu.ie/app/uploads/2023/09/Guide-on-Preparing-Month-End-Reports-for-CC-Schools\\_rev2023.pdf](https://www.fssu.ie/app/uploads/2023/09/Guide-on-Preparing-Month-End-Reports-for-CC-Schools_rev2023.pdf)

# Steps in effective month end reporting

Step 1:  
Preparation  
before  
inputting  
information  
to the  
accounts  
system

Step 2:  
Recording  
accounts  
information  
in the  
accounts  
package

Step 3: Review  
the financial  
reports for  
reasonableness  
and accuracy

Step 4:  
Generate  
and  
print/save  
final reports

# Step 1: Preparation before inputting information to the accounts system

---

Cash receipts

---

Remittances/Other documents supporting direct lodgements

---

Online payments system analysis reports

---

Purchase invoices

---

VAT/RCT records

---

Cheque payments

---

Bank statements

---

Payroll cost reports for each payroll run

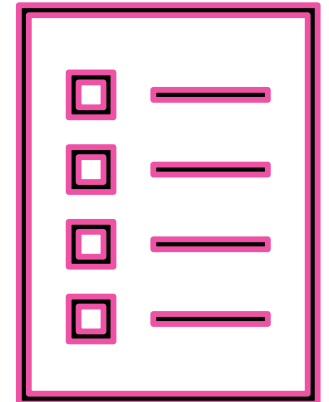
---

Petty cash book (if not maintained on system) and vouchers/receipts

---

Credit card statements and invoices/receipts

---



## Step 2: Record in accounts-Daily/Weekly

### On a daily or weekly basis:

- Record all receipts.
- Input purchase/supplier invoices (if maintaining a supplier ledger).
- Record all cheque payments in sequence
- Record all EFT payments.
- From the online bank statements record any direct debits and credits.
- Record the weekly payroll journal (if applicable).

## Step 2: Record in accounts -Monthly

### On a monthly basis:

- Print bank statements for the full month and reconcile all bank accounts.
- Record petty cash payments.
- Record credit card payments
- Record the monthly payroll journal
- Record online payments per analysis report account
- Record RCT/VAT journals



## Step 3: Review the financial reports for reasonableness and accuracy

Before printing any of the reports you should review them for accuracy and reasonableness.



# Monthly Reporting Checklist

Report Title	Monthly Accounts file	Finance sub-committee meeting	Board of Management meeting
A list of balances on all school bank and cash accounts	✓	✓	✓
Bank reconciliation report for	✓	✓	✓

## Board of Management Reports: Monthly Reports Checklist

# Step 4: Generate and print/save final reports

## Report

### Favourites

Aged Supplier Balance Detailed

Balance Sheet

Bank Reconciliation

General Ledger Account Activity

Income&Expenditure

Trial Balance



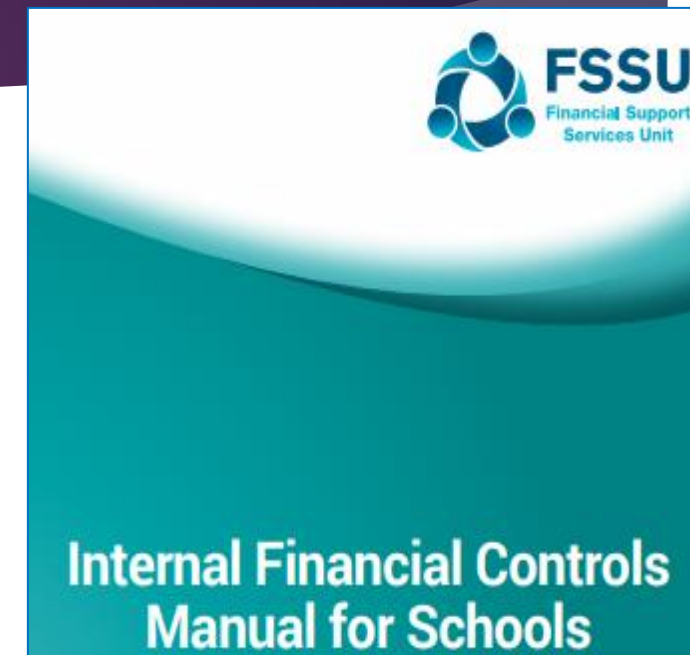
[FSSU](#) > [Post-Primary](#) > [Topics](#) > [BrightBooks \(formerly Surf Accounts\)](#) > [Guide on Preparing Month End Reports](#)

# Summary of today's topics

- Recap of timeline for the Year-end Process
- What is new on the FSSU Chart of accounts for new school year 2024-25
- Tasks to perform before moving forward to 2024-25
- Reporting to BOM at the month end

# Resources available – where to get more help

The screenshot shows the FSSU website interface. At the top left is the FSSU logo and the text "Financial Support Services Unit". To the right are navigation links: "About Us", "Circulars", "Search A-Z", and "Publications / Manuals". A "CONTACT US" button is highlighted with a red box. Below these is a search bar with the word "Search" and a "Search" button. To the right of the search bar is a "Remote Support" icon, also highlighted with a red box. A "POST-PRIMARY" button is located below the logo. The main navigation menu includes "Home", "Topics", "Guidelines", "School Management", "External Accountants / Auditors", and "Training", with "Guidelines" and "Training" highlighted by red boxes. A red arrow points from the "Training" menu item to a breadcrumb trail at the bottom: "FSSU > Post-Primary > Training > New A/cs. Personnel Training Resources", which is also highlighted with a red box.



<https://www.fssu.ie/app/uploads/2024/07/Internal-Financial-Controls-Manual-Aug24.pdf>

## BrightBooks Autumn webinars schedule – save the date

### November

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30





## Contact details

Post Primary Team 01 2690677 email: [info@fssu.ie](mailto:info@fssu.ie)



**Thank You for attending**