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# Income in advance and the Online Payments Solution Clearing account

For BrightBooks users



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## Webinar


 Technical Support: [info@fssu.ie](mailto:info@fssu.ie)


 Recording


 Email

 Handouts & Slides

 Website: [www.fssu.ie](http://www.fssu.ie)

 Support (01) 2690677

 Q&A



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## Agenda

1. Income In Advance

2. Online Payment Solution Clearing Account



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### Section 1. A. Income in Advance

School Income in Advance

Recording School Income Received in Advance

Recording Income in the New Financial Year

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### Types of Income In Advance

**BrightBooks for C&C Schools**  
**Quick Reference Guide**  
Accounting for School Income Received in Advance

Income Received in Advance

School Generated Income

Grants Income

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### School Generated Income Received In Advance

School Generated Income

- First Year Charges
- Transition Year Income
- School Administration Charges
- Voluntary Contributions

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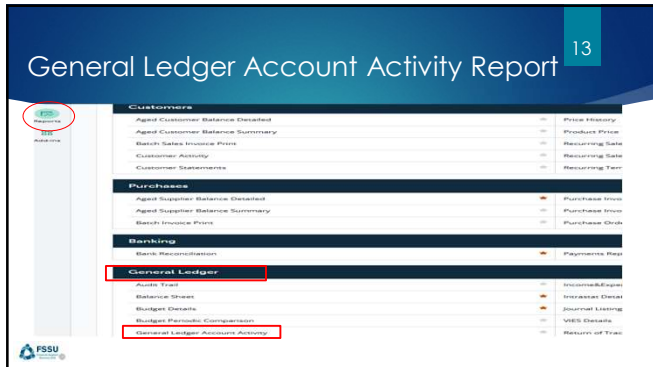
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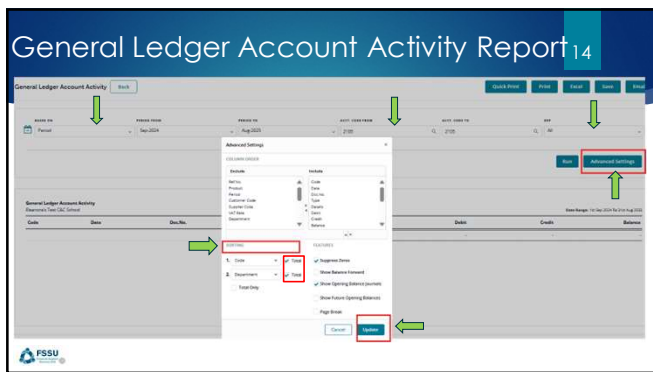
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General Ledger Account Activity						
Date Range: 1st Sep 2024 to 31st Aug 2025						
Date	Doc No.	Type	Details	Debit	Credit	Balance
2105-School Income Received in Advance						
<b>2105</b>						
<b>School Administration</b>						
08/04/2025	4	RCPT	School Administration Charges received in advance	5,500.00	-5,500.00	
Subtotal for School Administration				5,500.00	-5,500.00	
<b>Transition year</b>						
30/04/2025	7	RCPT	Income received from third year for FY 2026	500.00	-5,500.00	
Subtotal for Transition year				500.00	-5,500.00	
<b>Voluntary contributions</b>						
08/04/2025	3	RCPT	Voluntary Contributions received in advance	2,000.00	-7,500.00	
30/04/2025	6	RCPT	Income received VC 2026	1,500.00	-9,000.00	
Subtotal for Voluntary contributions				3,500.00	-16,500.00	
Subtotal for 2105				9,500.00	-21,000.00	
Totals:				9,500.00	-21,000.00	
Totals:				9,500.00	-21,000.00	

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Recognizing Income received in Advance in the New School Year16

1<sup>st</sup> September - Move the balance for Income Received in Advance from the Balance sheet to the Income and Expenditure Account.

General Ledger Account Activity Report

FSSU Chart of Accounts

Journal Entry



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Recognizing Income received in Advance in the New School Year17

FSSU Chart of Accounts  
Effective for the year ended 31st August 2025

School Year 2024/2025 - School Income Received In Advance for Academic Year 2025/2026

Nominal Code	Description	Department Code
3370	Locker Income	<input checked="" type="checkbox"/>
3375	Journals and Year Book Income	<input checked="" type="checkbox"/>
3380	Student Photocopying Income	<input checked="" type="checkbox"/>
3390	School Administration Charges	<input checked="" type="checkbox"/>
3395	Practical Subjects Income	<input checked="" type="checkbox"/>
3440	Uniforms Income	<input checked="" type="checkbox"/>
3490	After School Study/Club Income	<input checked="" type="checkbox"/>
3535	Student Insurance Income	<input checked="" type="checkbox"/>
3570	Other School Generated Income	<input checked="" type="checkbox"/>
3650	Voluntary Contributions	<input checked="" type="checkbox"/>



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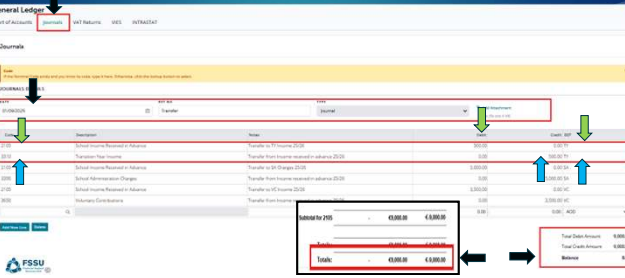
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Journal Entry 1st September 202518



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New Academic Year 2025/202619

Financial Sheet - 08  
Financial Year 2025/2026  
Current Period: 2025  
Date Range: 1st Sep 2024 To 31st Aug 2025

Code

Description

Current

Expenditure

Balance Sheet

Income & Expenditure		2025		2026	
Code	Description	Current Period	Budget	Variance	Comp. Period
<b>Income and Expenditure Account</b>					
<b>Income</b>					
<b>School Generated Income</b>					
3310	Transition Year Income	500.00	-	500.00	-
3390	School Administration Charges	5,000.00	-	5,000.00	-
		<b>€5,500.00</b>	-	<b>€5,500.00</b>	-
<b>Other Income</b>					
3650	Voluntary Contributions	3,500.00	-	3,500.00	-
		<b>€3,500.00</b>	-	<b>€3,500.00</b>	-
	<b>TOTAL Income</b>	<b>€9,000.00</b>	-	<b>€9,000.00</b>	-

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Current Year and the New Academic Year20

Academic Year 2024/2025

Academic Year 2025/2026

Financial Sheet - 08  
Financial Year 2024/2025  
Current Period: 2024  
Date Range: 1st Sep 2023 To 31st Aug 2024

Code

Description

Current

Expenditure

Balance Sheet

Income and Expenditure Account		2024		2025	
Code	Description	Current	Budget	Variance	Comp. Period
<b>Income</b>					
<b>School Generated Income</b>					
3310	Transition Year Income	500.00	-	500.00	-
3390	School Administration Charges	5,000.00	-	5,000.00	-
		<b>€5,500.00</b>	-	<b>€5,500.00</b>	-
<b>Other Income</b>					
3650	Voluntary Contributions	3,500.00	-	3,500.00	-
		<b>€3,500.00</b>	-	<b>€3,500.00</b>	-
	<b>TOTAL Income</b>	<b>€9,000.00</b>	-	<b>€9,000.00</b>	-

Financial Sheet - 08  
Financial Year 2025/2026  
Current Period: 2025  
Date Range: 1st Sep 2024 To 31st Aug 2025

Code

Description

Current

Expenditure

Balance Sheet

Income and Expenditure Account		2025		2026	
Code	Description	Current	Budget	Variance	Comp. Period
<b>Income</b>					
<b>School Generated Income</b>					
3310	Transition Year Income	500.00	-	500.00	-
3390	School Administration Charges	5,000.00	-	5,000.00	-
		<b>€5,500.00</b>	-	<b>€5,500.00</b>	-
<b>Other Income</b>					
3650	Voluntary Contributions	3,500.00	-	3,500.00	-
		<b>€3,500.00</b>	-	<b>€3,500.00</b>	-
	<b>TOTAL Income</b>	<b>€9,000.00</b>	-	<b>€9,000.00</b>	-

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Section 1. B.  
Grants Received In advance21

Department Grants Received In Advance

Recording Grants Received In Advance

Recording Grants in the New Financial Year

Relevant Chart of Account Codes

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Grants – FSSU Guideline22



Financial Guideline 2024/2025  
Community & Comprehensive Schools34

Grants payable to Community & Comprehensive Schools  
School year 2025/2026

SUMMARY OF GRANTS PAYABLE 2025/2026					
No	Grant Description	Rate per Pupil	Instalments	Notes	Nominal Code in FSSU Chart of Accounts



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Grants Received In Advance23

Grant Name	Provisional Date	Basis of pay	Rate	Element in Advance
Non -Pay Grant	Jan/ Apr/Jul/ Oct	Enrolment numbers at September 2024	€340 per pupil Minor works grant €10,000 + €6 per pupil	1/3 of July Instalment
Non Teaching Pay Grant	Jan/ Apr/Jul/ Oct	Non teaching department sanctioned staff		1/3 of July Instalment
SSSF grant	Nov / Mar/June	Enrolment numbers at September 2024	€122.50 per capita less secretary salary if moved to the department payroll	50%of June Instalment
DEIS Grant	June	DEIS Status	Dependent	100%



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Grants Received In Advance24

Grant Name	Basis of pay	Rate	Element in Advance	FSSU Guideline
Free Schoolbooks Grant	Enrolment number as of September 2024.	Junior Cycle €309 per pupil Transition Year €142 per pupil Senior Cycle €295 per pupil	100%	# 32 -2024/2025
Free Schoolbook Administration support grant	Enrolment bands as of September 2024	Core Days: €167. 54 per day + employers PRSI at 11.15% Supplementary support days : €13.50 per hour	100%	# 32-2024/2025
Science Implementation Grant	School Enrolment bands as of September 2024.	€13,000 to €22,000	100%	# 20 -2024/2025



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Relevant Chart of Account Codes 25					
An Roinn Oideachais Department of Education					
FSSU Chart of Accounts					
Effective for the year ended 31st August 2025					
School Year 2024/2025 - Grants Received In Advance for Academic Year 2025/2026					
Grant Name	Nominal Code	Description	Nominal Code Element In Advance	Description	Department Code
Non Pay Grant	3010	Capitation /Non Pay Budget	2150	Grants Received in Advance	NPG
Non Teaching Pay Grant	3030	Non Teacher Pay Budget	2150	Grants Received in Advance	NTPG
SSSF Grant	3050	Ancillary /School Support Services Grant	2150	Grants Received in Advance	SSSF
Science Implementation Grant	3245	Science Subjects grant	2150	Grants Received in Advance	SCI
Free Schoolbook Scheme	3151	Free Schoolbook Grant	2151	Book Grant Received in Advance	BGR
Free Schoolbook Scheme Administration Support Grant	3152	Free Schoolbook Scheme Admin Grant	2151	Book Grant Received in Advance	BGR
DEIS Grant	3020	DEIS Grant	2152	DEIS Grant Received in Advance	AOD

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Recording Grants Received in Advance 26						
-Quick Receipt						
Quick Receipt						
BANK ACCOUNT: 1803 Current Account 3						
JOURNAL ENTRY NO.:						
JOURNAL DATE: 06/05/2025						
Date	Payment Type	Ref. No.	Customer	Account Name	Amount	VAT Code
23/12/2024	EFT	SG		DE - Science Implementation Grant 2024/25	13,000.00	2 21 0.00%
24/03/2025	EFT	FSBG		DE - Free School Book Grant 2024/25	63,583.70	2 21 0.00%
21/04/2025	EFT	FSBAG		DE - Free School Book Admin Grant 2025	1,783.70	2 21 0.00%
02/06/2025	EFT	SSSF		DE - SSSF Grant June	8,167.00	2 21 0.00%
05/07/2025	EFT	NPG		DE - NPG July	16,000.00	2 0.00%
10/07/2025	EFT	NTPG		DE - NTPG Grant July	10,000.00	2 0.00%
					111,934.70	0.00
						0.00

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General Ledger Activity Report - Grants In Advance 27					
General Ledger Account Activity					
Account: 2150 Science Implementation Grant					
Date	Ref. No.	Type	Details	Debit	Credit
2150 Grants Received in Advance					
23/12/2024	11	RCPT	DE - Science Implementation Grant 2024/25	13,000.00	13,000.00
Subtotal for 2150				€13,000.00	€13,000.00
Totals:				€13,000.00	€13,000.00
2151 Book Grants Received in Advance					
21/04/2025	12	RCPT	DE - Free School Book Admin Grant 2025	1,783.70	1,783.70
Subtotal for 2151				€1,783.70	€1,783.70
Totals:				€1,783.70	€1,783.70
Free School Book Grant					
24/03/2025	12	RCPT	DE - Free School Book Grant 2024/25	63,583.70	63,583.70
Subtotal for Free School Book Grant				€63,583.70	€63,583.70
Totals:				€63,583.70	€63,583.70
Totals:				€78,367.40	€78,367.40

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Related Expense in Advance

Prepayment

 Expense paid in advance of the period to which it relates

 Nominal Code 1720 Prepayments

 Example

Purchase of schoolbooks in advance of the academic year to which they relate.

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Recognising Grants Received in Advance of the New School Year

1<sup>st</sup> September 2005 -Journal Entry

General Ledger Account Activity Report

Summary of Grants Payable 2025/2026

School Year 2025/2026 - Grant Income Codes

Grant Name	Nominal Code	Description
Non Pay Grant	3010	Capitation /Non Pay Budget
Non Teaching Pay Grant	3030	Non Teacher Pay Budget
SSSF Grant	3050	Ancillary / School Support Services Grant
Science Implementation Grant	3245	Science Subjects grant
Free Schoolbook Scheme	3151	Free Schoolbook Grant
Free Schoolbook Scheme Administration Support Grant	3152	Free Schoolbook Scheme Admin Grant
DEIS Grant	3020	DEIS Grant

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Recording the Grant in the New Academic Year

01.09.25

Grant is moved from Grants Received in Advance on the balance sheet to the relevant Income and Expenditure code

Journal Entry 01.09.25

Debit	2150 Grant Received In Advance
	2151 Book Grant Received In Advance
	2152 DEIS Grant received in advance
Credit	3010 Non Pay budget
	3030 Non Teacher Pay Budget
	3050 School Support Services Grant
	3151 Free Schoolbook Grant
	3152 Free Schoolbook Scheme Admin Grant
	3245 Science Subjects Grant

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Free Schoolbook Scheme Grant – Ongoing Expenditure

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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
	CR	1800	Current Account 1

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

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Section 2.

Using the Online Payments Solution Clearing Account

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FSSU

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Section 2.

Agenda

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Overview of the Online Payment Solution Clearing Account

Setting up a new nominal code for 1870

Accounting for the lodgements

Recording the income received

Reconciling the Online Payments Solution Clearing Account

FSSU

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Overview of the Online Payment Solution Clearing Account

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Q: What is it?

A: It is a control account

Banking

Bank Accounts

Receipts

Payments

Bank Reconcili

Overview

Customers

Purchases

Banking

General

Bank Accounts

How to add Bank Accounts & Connect for Automatic Fe

Online Payments Solution Clearing

FSSU

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Overview of the Online Payment Solution Clearing Account

41

It allows processing activity on the clearing account rather than in the main account.

This keeps the main account less cluttered with fewer transactions

It is useful where there are a large number of lodgements and income stream items being processed

FSSU

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Overview of the Online Payment Solution Clearing Account

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The systems can give a breakdown of a group of lodgements by income stream

The reports from the School Payment Solution companies can be exported to excel.

Using the clearing account enables refunds to be processed accurately

FSSU

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Overview of the Online Payment Solution Clearing Account43



– where do I start?

**BrightBooks for C&C Schools**  
**Quick Reference Guide**  
Operating the Online Payment Solution Clearing Account (1870)  
What is the Online Payment Solution Clearing Account?



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BrightBooks44

General Ledger


Chart of Accounts Journals VAT Returns VIES INTRASTAT

Chart of Accounts

Print New View Budget

Code	Description
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Set-up nominal code for Online Payment Solutions Clearing Account



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Overview of the Online Payment Solution Clearing Account45

New Account

ACCOUNT GROUP  
Bank

ACCOUNT CODE  
1870

ACCOUNT TYPE  
Balance Sheet

CODE RANGE  
From 1800 To 1999

DESCRIPTION  
Online Payments Solution Clearing

☒ Is this a Bank Account

BANK FEED TYPE  
Select option

CURRENCY  
EUR

BIC

IBAN


BANK REFERENCE NUMBER

DEFAULT DEP  
AOD

Advanced

Cancel

Save



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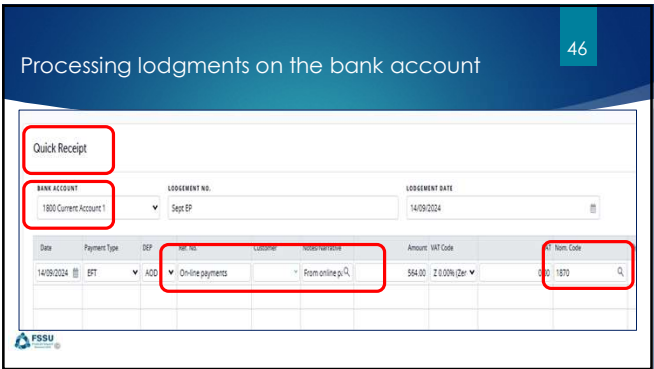
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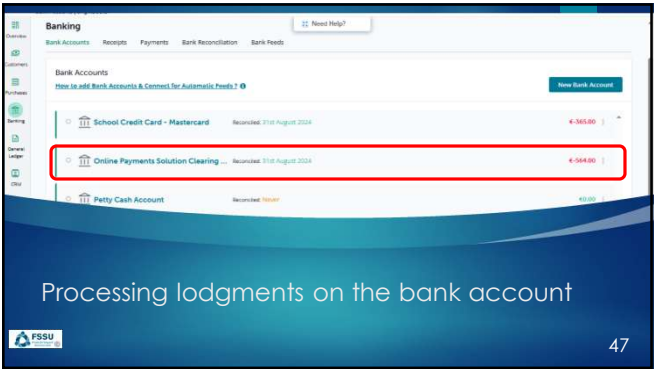
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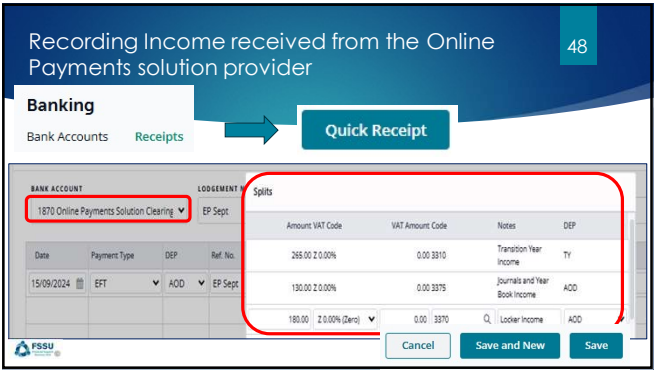
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### Recording Income received from the Online Payments solution provider

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**Quick Payment**

BANK ACCOUNT  
1870 Online Payments Solution Clearing

Date	Payment Type	DEP	Ref. No.	Supplier	Payee	Notes/Narrative	Amount	VAT Code	VAT	Norm. Code
14/09/2024	EFT	ADD	EP chgs			EP charges 14-9	11	2 0.00% (Gen)	0.00	7450

FSSU

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### Reconciling the Online Payments Solution Clearing Account

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**Banking**

Bank Accounts Receipts Payments

Bank Reconciliation **New**

**New Bank Reconciliation**

Statement Date: 30/09/2024

Bank Account: 1870 Online Payments Solution

Opening Statement Balance: 0.00

Closing Statement Balance: 500.00

Notes:

Close **Open**

FSSU

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### Practical example using the Online Payments Solution Clearing Account

51

Total Income recorded on the Online Payment system €8000, €500 held for fees, €7000 was lodged into the current account

**Step 2: Record the lodgement to the bank account**

❖ For each lodgement record a receipt on the current account <1800> coded to nominal code <1870>

FSSU

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Practical example using the Online Payments Solution Clearing Account

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BANK ACCOUNT  
1800 Current Account 1

LOGEMENT NO.  
Sept EP

LOGEMENT DATE  
26/09/2024

Date	Payment Type	DEP	Ref. No.	Customer	Notes/Narrative	Amount	VAT Code	VAT	Notes
03/09/2024	EFT	AOD			From online payments	450	Z 0.00%	0.00	1870
05/09/2024	EFT	AOD			Online payments	750	Z 0.00%	0.00	1870
08/09/2024	EFT	AOD			Online payments	550	Z 0.00%	0.00	1870
10/09/2024	EFT	AOD			Online payments	654	Z 0.00%	0.00	1870
12/09/2024	EFT	AOD			Online payments	856	Z 0.00%	0.00	1870
15/09/2024	EFT	AOD			Online payments	1,150	Z 0.00%	0.00	1870
17/09/2024	EFT	AOD			Online payments	540	Z 0.00%	0.00	1870
19/09/2024	EFT	AOD			Online payments	400	Z 0.00%	0.00	1870
22/09/2024	EFT	AOD			Online payments	850	Z 0.00%	0.00	1870
26/09/2024	EFT	AOD			Online payments	800	Z 0.00% (Zero)	0.00	1870
						7,000.00		0.00	

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Practical example using the Online Payments Solution Clearing Account

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Step 3: Record the Income received from the Online Payment Solution at the end of the month

❖ For this breakdown record a bank receipt on <1870> coded to the relevant Income code

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Practical example using the Online Payments Solution Clearing Account

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NO.

LOGEMENT DATE

Splits

	Amount	VAT Code	VAT Amount	Code	Notes	DEP
TY	3,050.00	Z 0.00%	0.00	3310		TY
Lockers	1,800.00	Z 0.00%	0.00	3370	Locker Income	AOD
Uniforms	1,625.00	Z 0.00%	0.00	3440	Uniforms Income	AOD
Games	1,525.00	Z 0.00% (Zero)	0.00	3500	Games Income	AOD

Total of Receipts

8,000.00

Total of Splits

8,000.00

Unallocated Amount

0.00

Cancel

Save

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General Ledger Account Activity  
C&T Online School

Date Range: 1st Sep 2024 To 30th Sep 2024

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Practical example using the Online Payments Solution Clearing Account

Code	Date	Doc No	Type	Details	Debit	Credit	Balance
1870 Online Payments Solution Clearing Account							
1870	01/09/2024			Balance Forward	-	-	-
1870	03/09/2024	40	RCPT	From online payments	150.00		450.00
1870	04/09/2024	42	RCPT	EP Sept	750.00		-1,200.00
1870	06/09/2024	43	RCPT	EP Sept	500.00		-1,750.00
1870	10/09/2024	44	RCPT	EP Sept	604.00		-2,404.00
1870	12/09/2024	45	RCPT	EP Sept	606.00		-3,206.00
1870	13/09/2024	46	RCPT	EP Sept	1,150.00		-4,410.00
1870	17/09/2024	47	RCPT	EP Sept	540.00		-5,050.00
1870	19/09/2024	48	RCPT	EP Sept	400.00		-5,550.00
1870	22/09/2024	49	RCPT	EP Sept	600.00		-6,250.00
1870	26/09/2024	50	RCPT	EP Sept	600.00		-7,050.00
1870	29/09/2024	51	RCPT	EP Sept	500.00		-7,550.00
1870	29/09/2024	74	PMF	EP Sept		500.00	-7,050.00
Totals:					69,000.00	67,500.00	4500.00
Totals:					69,000.00	67,500.00	4500.00

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Practical example using the Online Payments Solution Clearing Account

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Step 4: Reconcile the Online Payment Solution Clearing Account

❖ Perform the bank reconciliation same as for any bank account

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Bank Reconciliation

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Practical example using the Online Payments Solution Clearing Account

1870 Online Payments Solution Clearing Account

30-Sep-2024

☒ Bank Reconciliation Complete

Balance as per BrightBooks on 30/09/2024	500.00
Balance per Bank Statement	500.00
Less un-presented Payments	0.00
Plus un-presented Lodgment	0.00
Reconciled Balance	500.00
Difference	0.00

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