

BrightBooks for C&C Schools

Quick Reference Guide

Accounting for Grants Received in Advance

What are Grants received in advance?

This is a grant received in the current accounting period that belongs to a future accounting year e.g., grants received between now and the 31st of August for the next school year. Below is a list of the most common grants received in advance.

Grant	Received in	For the period	Element in advance
Non-Pay Grant	July	July/August/September	1/3
Non -Teaching Pay Grant	July	July/August/September	1/3
SSSF Grant	June	July/August/September/October	50%
Free School book Grant *	March	Next School Year	100%
Free School book Admin Grant*	May	Next School Year	100%
Science Implementation Grant*	December	Next School Year	100%
DEIS Grant *	June	Next School Year	100%

Outlined below are the steps on how to calculate, post and report on the grants received in advance.

***These Grants are 100% paid in advance and upon receipt should be posted directly to the relevant Grants Received in Advance code as the per the FSSU Guidelines.**

Accounting for grants receipt



Step 1

On entering the bank receipt for the Non-Pay Grant, Non-Teaching Pay Grant and the School Services Support Fund Grant, it should be coded to the grant nominal code to which the grant refers to, ensuring you use the correct department. See examples in the screenshot below.

* In relation to the remaining grants paid 100% in advance they should be posted to the relevant Grants Received in Advance as per the related FSSU guideline for accounting the grant.

Quick Receipt



BANK ACCOUNT

1802 Current Account 3

LODGEMENT NO.

LODGEMENT DATE

07/07/2025

Date	Payment Type	DEP	Ref. No.	Customer	Notes/Narrative	Amount	VAT Code	VAT	Nom. Code
23/12/2024	EFT	SIG			DE -Science Implementation Grant 25/26F Grant June	13,000.00	Z-21 0.00%	0.00	2150
24/03/2025	EFT	FSBG			DE Fre School Book Grant 25/26	61,800	Z-21 0.00%	0.00	2151
21/04/2025	EFT	FSBAG			DE - Free School Book Admin Grant 25/26	1,783.70	Z-21 0.00%	0.00	2151
02/06/2025	EFT	SSSF			DE -SFFF Grant June	8,167.00	Z-21 0.00%	0.00	3050
07/07/2025	EFT	NPG			DE -NPG July	16,600.00	Z 0.00%	0.00	3010
10/07/2025	EFT	NTP			DE -NTP Grant July	10,000	Z 0.00%	0.00	3030
						111,350.70		0.00	

Add

Split

Allocation

Notes

Attachments



Cancel

Save

Calculating the element of grant received in advance



Step 2

Click here to download the excel sheet [Calculate grant received in advance](#).

This Sheet will assist with calculating the element of the grant received in advance.

Enter the grant amount received in the excel sheet under the column '€ Amount received'.

Print out sheet to use in Step 3 below and keep it on file for the school accountant

Calculation of Grants Received in Advance Template					
School Name	Sample C&C school				
School Roll Number	12345A				
Year Ended	31st August 20XX		Enter € in yellow box below		
Grant Name	€ Amount Received	Element in Advance	€ Element in Advance	BrightBooks Accounts Debit Code	BrightBooks Accounts Credit Code
Non-Pay Grant - July Instalment	€0.00	1/3	€0.00	3010	2150
Non-Teaching Pay Grant - July Instalment	€0.00	1/3	€0.00	3030	2150
SSSF Grant - June Instalment	€0.00	50%	€0.00	3050	2150
Subtotal	€0.00		€0.00		
Grant's below are received in full for the next school year. On receipt of the grant it can be posted directly to the grant received in advance code					
	€ Amount Received		€ In Advance	Brightbooks code	
Free School Book Grant	€0.00	100%	€0.00		2151
Free School Book Admin Grant	€0.00	100%	€0.00		2151
Science Implementation Grant	€0.00	100%	€0.00		2150
DEIS Grant	€0.00	100%	€0.00		2152
Subtotal	€0.00		€0.00		
TOTAL			€0.00		
Instructions: 1) Enter the school name and roll number in the white boxes 2) Enter the grant amount received the in the yellow boxes. Received in Advance please leave the yellow cell € Amount Received blank. 3) In BrightBooks Accounts post a journal entry for each of the above grants with the € element received in advance to the Debit & Credit codes identified above. Alternatively you can use the next sheet to import the journal, see instructions on the next tab.					

Posting the grant received in advance

!

Step 3

Instructions

1. Under 'General Ledger' > select 'Journals' > New
2. In the Date box > Enter the year end date
3. In the Ref No. > Enter Yr End Adj
4. Enter the information from the excel sheet '[Calculate grant received in advance](#)
Below is a screenshot of a sample journal.

General Ledger

Chart of Accounts Journals VAT Returns VIES INTRASTAT

Journals

Notes
Notes are for your own internal purposes only, for e.g. the purpose of the journal entry.

JOURNALS DETAILS

DATE

31/08/2025

REF NO.

YE Adj

TYPE

Journal

Add Attachment
Max file size 4 MB.

Code	Description	Notes	Debit	Credit	DEP
3010	Capitation/Non Pay Budget	NPG element received in advance	5,533.33	0.00	NPG
2150	Grants Received in Advance	NPG element received in advance	0.00	5,533.33	NPG
3030	Non Teachers Pay Budget	NTP element received in advance	3,333.33	0.00	NTP
2150	Grants Received in Advance	NTP element received in advance	0.00	3,333.33	NTP
3050	Ancillary/School Support Services Grant	SSSF element received in advance	4,083.50	0.00	SSSF
2150	Grants Received in Advance	SSSF element received in advance	0.00	4,083.50	SSSF

Add New Line

Delete

Disallow Tax

Total Debit Amount

12,950.16

Total Credit Amount

12,950.16

Balance

0.00

Alternatively, you can import the journal using a template. See the [Calculate grant received in advance](#) excel sheet for further instructions on this.

Generating a report to show the breakdown of grants in advance

! Step 4

Instructions

- Click on **Reports > General Ledger Account Activity**
- Select **Period from** “Sep-20XX” & **Period To** “Current month” or “Aug-20XX (when generating the report after 31 August).
- Select **Acct. Code From** “2150” & - **Acct. Code To** 2152 ”
- Click on **Advanced Settings**
- Under **Sorting box 2** select “Department” & tick the “Total” box, then click on **Update**.
- This will generate a report giving you the sub-totals for each category/stream of grant included in code 2150-2152.

Advanced Settings

COLUMN ORDER

Exclude	Include
Ref.No.	Code
Product	Date
Period	Doc.No.
Customer Code	Type
Supplier Code	Details
VAT Rate	Debit
Department	Credit
	Balance

SORTING

1.	2.	Total
Code	Department	<input type="checkbox"/>
None	Period	<input type="checkbox"/>
Period	Type	<input type="checkbox"/>
Type	Date	<input type="checkbox"/>
Date	VAT Rate	<input type="checkbox"/>
VAT Rate	Department	<input type="checkbox"/>

FEATURES

<input checked="" type="checkbox"/> Suppress Zeros
<input type="checkbox"/> Show Balance Forward
<input checked="" type="checkbox"/> Show Opening Balance Journals
<input checked="" type="checkbox"/> Show Future Opening Balances
<input type="checkbox"/> Page Break

Buttons: Cancel, Update

Video

[Click here to watch a short video](#) on accounting for grants received in advance.