

Training video for **BrightBooks New Users** in Community & Comprehensive schools

Presenter – Martha Murphy



Agenda

1. Getting started - Settings

2. Purchases Module

3. Banking Module

4. General ledger Module

5. Reports

& More help

1. Getting started & Settings

[Add New Business](#)[Add Trial](#)

Active



Search



Demonstration Company

Use your Demonstration Company to try out features and get familiar with BrightBooks

[Select Demo ▶](#)

No.	Business ▲	Year End	Plan	Bureau	Last Accessed	
1	C&C Demo School	31 Aug 2024	Enterprise	Yes	Martha Murphy - marthamurphy@fssu.ie 05 Jul 2024 @ 01:00 PM	

Open

Details

Remove

Getting familiar with screen layouts

The screenshot displays the BrightBooks software interface. At the top, a green header bar contains a menu icon (three dots) and the 'BrightBooks' logo. Below the header, a left-hand sidebar lists navigation options: Overview, Customers, Purchases, Banking, and General Ledger. The 'Purchases' option is highlighted with a red rounded rectangle. The main content area is titled 'Overview' and features two summary cards: 'SALES - JUL' and 'ORDERS', both showing a value of '€0.00'. Below these cards, there are buttons for 'Dashboard', 'Print', and 'New'. At the bottom of the main area, a section titled 'Sales Analysis by Product Category - 2024' is visible, showing a partial view of a pie chart.

BrightBooks

Overview

€0.00
SALES - JUL

€0.00
ORDERS

Dashboard Print New

Sales Analysis by Product Category - 2024

Overview
Customers
Purchases
Banking
General Ledger

Getting familiar with screen layouts

The screenshot displays the BrightBooks software interface. At the top, a green header bar contains the BrightBooks logo and a 'Need Help?' button. A left-hand navigation menu lists 'Overview', 'Customers', and 'Purchases'. The main content area is titled 'Purchases' and includes sub-tabs for 'Suppliers', 'Payees', 'Orders', 'Invoices & Credit Notes', and 'Opening Supplier Balances'. Below these tabs, two summary cards are shown: one for 'MONTH TO DATE' with a value of €0.00, and another for 'YEAR TO DATE' with a value of €5,787.00. A red box highlights the 'Purchases' title and its sub-tabs.

BrightBooks

Need Help?


Purchases


Suppliers Payees Orders Invoices & Credit Notes Opening Supplier Balances


€0.00
MONTH TO DATE

€5,787.00
YEAR TO DATE

Getting familiar with screen layouts

 **BrightBooks**


Overview



Banking

Bank Accounts Receipts Payments **Bank Reconciliation**

Getting familiar with screen layouts

The screenshot displays the BrightBooks software interface. The top navigation bar is green with the BrightBooks logo and a 'Need Help?' button. The left sidebar contains icons for Overview, Customers, Purchases, Banking, General Ledger, and CRM. The main content area is titled 'Banking' and features tabs for Bank Accounts, Receipts, Payments, Bank Reconciliation, and Bank Feeds. The 'Bank Accounts' tab is active, showing a list of accounts. One account, 'DSP School Meal Bank Account', is highlighted with a red box. Below the account name, the balance '€8,731.61' is displayed in a red box. A red arrow points from the account name to a dropdown menu that is also highlighted with a red box. The dropdown menu contains options: Open, Statement, Reconcile, Connect to my Bank, and Delete. A 'Connect to my Bank' button is visible next to the account. A copyright symbol is in the bottom left corner.

BrightBooks Need Help?

Banking

Bank Accounts Receipts Payments Bank Reconciliation Bank Feeds

Bank Accounts [How to add Bank Accounts & Connect for Automatic Feeds ?](#) ⓘ

DSP School Meal Bank Account
Reconciled: 30th June 2024

€8,731.61 **Connect to my Bank**

Adult Education

- Open
- Statement
- Reconcile
- Connect to my Bank
- Delete

Getting familiar with screen layouts

The screenshot displays the BrightBooks software interface. At the top, there is a green header with the BrightBooks logo and a dark blue header with a 'Need Help?' button. On the left, a sidebar contains icons and labels for 'Overview', 'Customers', and 'Purchases'. The main content area is titled 'General Ledger' and includes sub-sections: 'Chart of Accounts' (highlighted with a red rounded rectangle), 'Journals', 'VAT Returns', 'VIES', and 'INTRASTAT'. Below these, there is a 'Chart of Accounts' section with buttons for 'Print', 'New', 'View' (with a dropdown arrow), 'Budget' (with a dropdown arrow), and a 'This Year' dropdown menu.

BrightBooks

Need Help?

General Ledger

Chart of Accounts Journals VAT Returns VIES INTRASTAT

Chart of Accounts Print New View Budget This Year

Settings

Settings

General Setup

Business Details

Users

Manage Currency

Manage Time Recording

Contacts

Setup

Categories

Other Information

Credit Terms

Settings – General Tab

Settings

General Setup

Business Details

Users

Manage Currency

Manage Time Recording

Accounts

Setup

Accounting Periods

Departments

Contacts

Setup

Categories

Other Information

Credit Terms

VAT

VAT Basis

VAT Rates

VAT Codes

Data

Imports

Exports

Year-End

Nominal Only Recalculation

E-Mail

Basic Settings

Advanced Settings

E-Mail Templates

Settings – General Tab - Users

General Setup

Business Details

Users

User Access

Back

Invite Accountant

Invite User

Support

Email	Forename	Surname	External User	Status
marthamurphy@fssu.ie	Martha	Murphy	No	Active

1 - 1 of 1 Records

Items per page

- Open
- Show Help Panel
- Close
- Remove



Settings – General Tab – Add a new user

Invite User marthamurphy@fssu.ie

***E-MAIL**

***FORENAME** ***SURNAME**

☐ Customer Setup

- ☒ Open a business
- ☒ Delete a business
- ☒ Access dashboard
- ☒ Access contacts
- ☒ Access the Diary
- ☒ Access Activities

Invite Accountant marthamurphy@fssu.ie

***E-MAIL**

***FORENAME** ***SURNAME**

☐ Customer Setup

- ☒ Open a business
- ☒ Delete a business
- ☒ Access dashboard
- ☒ Access contacts
- ☒ Access the Diary
- ☒ Access Activities

Settings – Accounts tab – accounting period

Accounts

Setup



Accounting Periods

Departments

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"/>

CloseSaveEditChange Financial Year

Settings – Accounts tab – departments

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"/>
DEPARTMENT 11	<input type="text"/>	<input type="text"/>	<input type="radio"/>

Delete

Delete

Add

Order Divisions

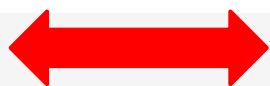
Cancel

Save

Settings – Data tab

Data

Imports



Exports

Year-End

Nominal Only Recalculation

Data Import

Select the type of the file you wish to import

BrightBooks Standard Import File

☐ Contacts - Customer/Supplier/Prospects/Business

☐ Product List

☐ Detailed Customer Invoices and Credit Notes

☐ Customer and Non Customer Receipts

☐ Summary Supplier Invoices and Credit Notes

☐ Journals

☐ Monthly Budget Import

Settings – Data tab

➤ Data

Imports

Exports

Year-End

Nominal Only Recalculation

> [Guide on closing out the year end](#)

Year-End

Current Financial Year : 01/09/2022 to 31/08/2023



You are about to run the year-end on your business.
This will close the current financial year [From: 01/09/2022 To: 31/08/2023]
meaning no further changes or additions will be possible.

You should only run this option if you are certain that no further changes or
additions are required in the current financial year.

We strongly recommend that you run off all relevant reports in advance and
discuss the procedure with your accountant beforehand.

This will roll your Financial Year forward by 12 months.

- ☐ Copy this year's Budget figures to next year
- ☐ I acknowledge the above information and understand this operation
cannot be reversed

Cancel

OK

2. Purchases Module

The screenshot displays the BrightBooks Purchases Module interface. The top navigation bar is dark blue with the BrightBooks logo on the left and a 'Need Help?' link on the right. The left sidebar contains three menu items: 'Overview' (grid icon), 'Customers' (wallet icon), and 'Purchases' (document icon). The main content area is titled 'Purchases' and features a horizontal tab bar with five tabs: 'Suppliers' (highlighted with a red border), 'Payees', 'Orders', 'Invoices & Credit Notes', and 'Opening Supplier Balances'. Below the tabs, there are two summary cards. The first card, for 'Suppliers', shows a calendar icon, the amount '€0.00', and the period 'MONTH TO DATE'. The second card, for 'Invoices & Credit Notes', shows a calendar icon, the amount '€5,787.00', and the period 'YEAR TO DATE'.

BrightBooks

Purchases

Suppliers Payees Orders Invoices & Credit Notes Opening Supplier Balances

€0.00
MONTH TO DATE

€5,787.00
YEAR TO DATE

Adding a new Supplier

New Supplier

General Info Invoice Settings Company Info

▼ ACCOUNT INFORMATION

CREDIT TERMS
C.O.D.(0)

VAT NO.

☒ RCT Subcontractor

▼ DEFAULT INFORMATION

☒ View A/c History

SEND STATEMENTS
Always ▼

DEFAULT NOMINAL CODE
Search

DEFAULT VAT CODE
RCT 0.00% (RCT VAT CODE)

General Info Invoice Settings Company Info

▼ GENERAL INFORMATION

SUPPLIER NAME

SUPPLIER CODE
AUTO

TIP

+

Create New

Purchases Banki
Supplier Receipt
Invoice Payment
Order

Set-up a new Payee (Non-Supplier)

19

Purchases

Suppliers

Payees

Orders

Invoices & Credit Notes

New

New Payee

General Info

Invoice Settings

GENERAL INFORMATION

PAYEE NAME

Bank Charges BOI

General Info

Invoice Settings

DEFAULT INFORMATION

DEFAULT NOMINAL CODE

7450 Bank Charges Expense

DEFAULT VAT CODE

Z 0.00% (Zero)

DEPARTMENT

AOD - All other departments

Cancel

Save

Recording Supplier Invoice or Credit Note

Purchases

Suppliers Payees Orders **Invoices & Credit Notes** Opening Supplier Balances



€0.00

MONTH TO DATE



€14,034.39

YEAR TO DATE



€10,818.39

UNPAID



6 INVOICES

INVOICES DUE

Purchase Invoices

Current (9) ▼

Email

Delete

Search






New Invoice

New Credit Note

Quick ▼

Recording Supplier Invoice

Quick Purchase Invoice




Date	Ref.No.	Inv. No.	Supplier	Supplier Name	Gross	VAT Code	VAT	Net	Code
20/12/2023 	Inv	987857	EGA001 	Egan Bus Co	500.00	Z 0.00% (Zero) 	0.00	500.00	4690

Cancel

Save

Recording Supplier Invoice RCT Supplier

Quick Purchase Invoice

Date	Ref.No.	Inv. No.	Supplier	Supplier Name	Gross	VAT Code	VAT	Net	Code
20/12/2023 	Inv	987321	DUN001 	Dunne Electrical Ltd	500.00	RCT 0.00% (RCT VA 	0.00	500.00	5310

Cancel

Save

Recording Supplier Credit Note

Quick Purchase Credit Note

New Credit Note

Quick ▾

Gross

Code

Quick Invoice

0.00

4740

Quick Credit Note



Date	Ref.No.	Cnn. No.	Supplier	Supplier Name	Gross	VAT Code	VAT	Net	Code	Notes
06/12/2023	CR	987	EGA001	Egan Bus Co	45.00	Z 0.00% (Zero)	0.00	45.00	4690	Overcharge

Add

Split

Allocation

Notes

Attachments

Cancel

Save

Allocating a Supplier Credit Note

Purchase Invoices

Current (11)

Email

Delete

Search



New Invoice

New Credit Note

Quick ▾

<input type="checkbox"/>	Date ▾	Doc. No.	Supplier	Net	VAT	Gross	Code	Due Date	Paid
<input type="checkbox"/>	06 Dec 2023	CRN 987*	Egan Bus Co EGA001	45.00	0.00	45.00	4690		No
<input type="checkbox"/>	05 Dec 2023	INV 51203*	Egan Bus Co EGA001	560.00	0.00	560.00	4690	05 Dec 2023	Open
<input type="checkbox"/>	10 Nov 2023	INV 789*	Dunne Electrical Ltd DUN001	3,753.39	0.00	3,753.39	5310	10 Nov 2023	Print
<input type="checkbox"/>	05 Nov 2023	INV 1245*	Marshall's Supermarket MAR001	456.00	0.00	456.00	4912	05 Nov 2023	Email
<input type="checkbox"/>	18 Jul 2023	INV SI654987*	Stacked Office Supplies STA001	465.00	0.00	465.00	Split	18 Jul 2023	Allocation
									Delete

Allocating a Supplier Credit Note

Allocate Credit Note

Date	Type	Doc No.	Notes	Amount	Paid to-date	Unpaid	Discount	Pay	✓
15/07/2023	Invoice	INV 4569	Bus to Galway	600.00	0.00	600.00	0.00	0.00	<input type="checkbox"/>
05/12/2023	Invoice	51203	Bus Hire Expense	560.00	0.00	515.00	0.00	45.00	<input checked="" type="checkbox"/>
				1,160.00	0.00	1,160.00	0.00	0.00	

Auto

Reverse

Amount Left to Allocate 0.00

Cancel

Save

Recording VAT for RCT Supplier

Journals

JOURNALS DETAILS

DATE

05/05/2023

REF NO.

FILE

Journal

Add Attachment
Max file size 4 MB.

Code	Description	Notes	Debit	Credit	DEP
5310	Repairs to Buildings and Grounds Expense	VAT on Dunne Electric May Invoice	162.00	0.00	AOD
2260	Reverse VAT Control Account	VAT on Dunne Electric May Inv	0.00	162.00	AOD

Cancel

Save

Total Debit Amount

162.00

Total Credit Amount

162.00

Balance

0.00

RCT VAT overview training and the capital project webinar

[> Webinar Recording on Capital Projects](#)

Webinar Recording



3. Banking Module

 **BrightBooks**

Banking

Bank Accounts

Receipts

Payments

Bank Reconciliation

Add a new bank account

Banking

[New](#)[Bank Accounts](#)[Receipts](#)[Payments](#)[Bank Reconciliation](#)

Add Bank Account

Simply Enter in the Details Below and Press Save

BANK NAME

BANK ACCOUNT NAME

ACCOUNT NUMBER

BIC

IBAN

Add a new bank account

▲ ADVANCED

DEFAULT IMPORT FILE

Select option

BANK REFERENCE

NOMINAL CODE

1901



Cancel

Save

Banking Menu

Banking

[Bank Accounts](#)[Receipts](#)[Payments](#)

Banking

[Bank Accounts](#)[Receipts](#)[Payments](#)[Bank Reconciliation](#)[Bank Feeds](#)**€0.00**

MONTH TO DATE

**€1,052.00**

YEAR TO DATE

**€5,920.39**

UNALLOCATED

Payments

[Filter](#)[Email](#)[Delete](#)[New](#)[Quick Payment](#)

Recording Supplier Payment – Option 1

Quick Payment

BANK ACCOUNT

1800 Current Account 1



Date		Payment Type	DEP	Ref. No.	Supplier	Notes/Payee	Amount	V
15/12/2023		EFT	AOD	1875401232	EGA001	Egan Bus Co	1115	



Add

Split

Allocation

Notes

Attachments

Recording Supplier Payment – Option 1

Allocations

Date	Type	Doc No.	Notes	Amount	Paid to-date	Unpaid	Discount	Paid	✓
15/07/2023	Invoice	INV 4569	Bus to Galway	600.00	0.00	0.00	0.00	600.00	<input checked="" type="checkbox"/>
05/12/2023	Invoice	51203	Bus Hire Expe	560.00	45.00	0.00	0.00	515.00	<input checked="" type="checkbox"/>
Totals				1,160.00	45.00	515.00	0.00	600.00	

Auto

Reverse

Amount Left to Allocate

0.00

Cancel

Save

Recording Supplier Payment – Option 2

Purchases

Suppliers Payees Orders **Invoices & Credit Notes** Opening Supplier Balances

 **€515.00**
MONTH TO DATE

 **€14,549.39**
YEAR TO DATE

 **€11,333.39**
UNPAID

 **7 INVOICES**
INVOICES DUE

Purchase Invoices

Current (11) ▼

Email

Delete

Search



New Invoice

New Credit Note

<input type="checkbox"/>	Date ▼	Doc. No.	Supplier	Net	VAT	Gross	Code	Due Date
<input type="checkbox"/>	06 Dec 2023	CRN 987*	Egan Bus Co EGA001	45.00	0.00	45.00	4690	
<input type="checkbox"/>	05 Dec 2023	INV 51203*	Egan Bus Co EGA001	560.00	0.00	560.00	4690	05 Dec 2023

Open

Print

Email

Copy

Pay

Recording Supplier Payment – Option 2

Supplier Payment

PAYMENT DETAILS

SUPPLIER

DUN001

PAYEE

BANK DETAILS

BANK ACCOUNT

1803 DEASP School Meal Bank Account

DATE

22/12/2023

AMOUNT

4,800.00

RCT

RCT20 20.00

PAYMENT TYPE

Cash

REF. NUMBER

[Add Attachment](#)

Max file size 4 MB.

DEP

AOD - All other departments

Date	Type	Doc No.	Notes	Amount	Paid to-date	Unpaid	Discount	Paid	RCT	✓
22/06/2023	Invoice	324		4,000.00	0.00	0.00	0.00	3,200.00	800.00	✓
29/06/2023	Invoice	327		2,000.00	0.00	0.00	0.00	1,600.00	400.00	✓
10/11/2023	Invoice	789		3,753.39	0.00	3,753.39	0.00	0.00	0.00	□
23/11/2023	Payment	6	Dunne Electrical Ltd	3,753.39	0.00	3,753.39	0.00	0.00	0.00	□
				13,506.78	0.00	7,506.78	0.00	4,800.00	750.68	

Auto Reverse

Amount Left to Allocate:

Banking Menu

Banking

[Bank Accounts](#)[Receipts](#)[Payments](#)

Banking

[Bank Accounts](#)[Receipts](#)[Payments](#)[Bank Reconciliation](#)[Bank Feeds](#)**€0.00**

MONTH TO DATE

**€1,052.00**

YEAR TO DATE

**€5,920.39**

UNALLOCATED

Payments

[Filter](#)[Payment](#)[Email](#)[Delete](#)[New](#)[Quick Payment](#)[Create SEPA File](#)

Payments - Non supplier PAYEE

Quick Payment

BANK ACCOUNT

1802 Current Account 3

Date	Payment Type	DEP	Ref. No.	Supplier	Notes/Payee	Amount	VAT Code	VAT	Nom. Code	
22/12/2023	EFT	AOD			Home Ec Teacher	257.00	Z 0.00% (Zero)	0.00	6500	
	Wages									
	Revenue									
	Bank Charges									
	Travel & Subsistence									

Banking Menu – Posting a Receipt

Banking

Bank Accounts

Receipts

Payments

Bank Accounts

Receipts

Payments

Bank Reconciliation

Bank Feeds



€0.00

MONTH TO DATE



€216,850.00

YEAR TO DATE



€0.00

UNALLOCATED

Receipts

Filter

Receipt



Email

Delete

Search



New

Quick Receipt

Banking Menu – Posting a Receipt

Quick Receipt

BANK ACCOUNT

1800 Current Account 1

LODGEMENT NO.

LODGEMENT DATE

10/04/2024

Date	Payment Type	DEP	Ref. No.	Customer	Notes/Narrative	Amount	VAT Code	VAT	Nom. Code
10/04/2024	EFT	AOD	DE Grant ref 12454€		Inst 2 NTPB	45789	Z 0.00% (Zero	0.00	3030

Add

Split

Allocation

Notes

Attachments

Cancel

Save and New

Save

Bank reconciliation

Banking

[Bank Accounts](#)[Receipts](#)[Payments](#)[Bank Reconciliation](#)[Bank Feeds](#)[Bank Reconciliation](#)[New](#)

New Bank Reconciliation

Statement Date

30/06/2024



Bank Account

1803 DSP School Meal Bank

Opening Statement Balance

8,731.61

Closing Statement Balance

14,223.61

Notes

Close

Save







Bank Reconciliation

1803 DSP School Meal Bank Account	1	30-Jun-2024
Balance as per BrightBooks on 30/06/2024	2	14,223.61
Balance per Bank Statement	3	14,223.61
Less un-presented Payments	4	-5,379.00
Plus un-presented Lodgment	5	23,812.00
Reconciled Balance	6	32,656.61 ✖
Difference	7	-18,433.00

41

**Bank
reconciliation
process**

Bank reconciliation process

Date ▾	Ref.No	Lodg. No.	Type	Description	Payments	Receipts	Balance	✓	
03-Jan-2024				Balance Forward			-4,209.39		
01-Apr-2024			Journal		0.00	11,260.00		<input type="checkbox"/>	
03-Jun-2024	DSP Grant Instalment		Receipt		0.00	2,500.00		<input type="checkbox"/>	
17-Jun-2024	May A/c		Payment	Marshalls Supermarket	354.00	0.00		<input type="checkbox"/>	
21-Jun-2024	Cash & Carry		Payment		465.00	0.00		<input type="checkbox"/>	
28-Jun-2024	June		Payment	Marshalls Supermarket	4,560.00	0.00		<input type="checkbox"/>	
28-Jun-2024	DSP	June	Receipt		0.00	10,052.00		<input type="checkbox"/>	

Totals

Cancel

Save

5,379.00 23,812.00

Bank reconciliation process

Reconciled Date ▼	Bank Account	Notes	Statement Balance	Created By	Reconciled
30 Jun 2024	1803 DSP School Meal Bank Account		14,223.61	Martha Murphy 12 Jul 2024 02:51 PM	Yes
03 Jan 2024	1803 DSP School Meal Bank Account		-4,209.39	Martha Murphy 05 Jan 2024 05:08 PM	Yes

Bank reconciliation process

Bank Reconciliation Report

[Back](#)[Need Help?](#)**BANKS**1803 DSP School M... **STATEMENTS**30/06/2024 **REPORT TYPES**Unreconciled 

Bank Reconciliation Report

C&C Demo School

1803 DSP School Meal Bank Account

Balance as per BrightBooks	14,223.61
Balance per Bank Statement	14,223.61
Less un-presented Payments	0.00
Plus un-presented Lodgment	0.00
Reconciled Balance	14,223.61

30-Jun-2024

14,223.61

14,223.61

0.00

0.00

14,223.61

4 General Ledger

Chart of accounts

Nominal Codes

Post a journal

Copy journal feature

General Ledger

General Ledger

Chart of Accounts

Journals

VAT Returns

VIES

INTRASTAT

General Ledger



Suppress Zero

Search



General Ledger

[Chart of Accounts](#)

[Journals](#)

[VAT Returns](#)

[VIES](#)

[INTRASTAT](#)

Chart of Accounts

Print

New

View ▼

Budget ▼

This Year



FSSU Chart of Accounts

FSSU Chart of Accounts

Revised September 2023

(Effective for the year ended 31st August 2024)

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

Income and Expenditure Codes

A/C No	Description	Type	
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

FSSU Chart of Accounts

Nominal Groups

Nominal Codes
1000-9999

Income Codes from
3000 to 3899 &
Expenditure Codes from
4000 to 8999

Codes from
Assets 1400 to 2999 &
Reserves 3900 to 3999

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

Delete a nominal code

Chart of Accounts [Print](#) [New](#) [View ▼](#) [Budget ▼](#) [This Year ▼](#)

3284	COVID Funding for Replacement Caretaker Hours	<div><div></div><div>Edit</div><div>Delete</div></div>
3285	COVID Funding for Replacement Secretarial Hours	
3286	COVID Funding for Replacement Cleaner Hours	
3287	COVID Funding for Replacement Bus Escort Hours	

Change description on a nominal code

General Ledger

[Chart of Accounts](#) [Journals](#) [VAT Returns](#) [VIES](#) [INTRASTAT](#)

Chart of Accounts

Print

New

View ▼

Budget ▼

This Year ▼

☐ Suppress Zero

Search



Code	Description	2024		2023	
Income and Expenditure Account		Debit	Credit	Debit	Credit
Income					
Department of Education					
3010	Capitation/Non Pay Budget	-	98,450.00	14,000.00	
3020	DEIS Grant	-	25,400.00	-	
3021	Early Start Scheme Materials/Equipment/Parental Development Grant	-	-	-	

Edit

Delete

Change description on a nominal code

Edit Account

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

Advanced

Cancel Save



View a nominal code – Ledger card



3010	Capitation/Non Pay Budget	.	98,450.00	14,000.00
3020	DEIS Grant	.	25,400.00	.

View a nominal code – Ledger card

General Ledger Card

3010 - Capitation/Non Pay
Budget

Print

Back

Run

Period

Financial Year

Sep-2023

Aug-2024

Select Code


Date	Period	Description	Notes	Product	Debit	Credit	Balance
02 Jan 2024	Jan-2024	Receipt 6 DE NPG ⓘ Jan 24 - 1st Moiety	DE NPG		-	42,000.00	-42,000.00
04 Jan 2024	Jan-2024	Receipt 8 NPG 1st Moiety ⓘ	NPG 1st Moiety		-	56,450.00	-98,450.00

Enter a journal – What type of Journal?

Journals

JOURNALS DETAILS

DATE REF NO. TYPE

30/06/2024 

Journal

Journal

Opening Balance

Accrual

Pre-payment

Single Line

Code	Description	Notes
<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter a journal

General Ledger

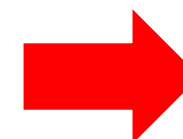
[Chart of Accounts](#)[Journals](#)[VAT Returns](#)[VIES](#)[INTRASTAT](#)

Journals

New

View ▼

Delete



All (9)



Enter a journal

JOURNALS DETAILS

DATE

REF NO.

TYPE

30/06/2024



Journal

[Add Attachment](#)

Max file size 4 MB.

Code

Description

Notes

Debit

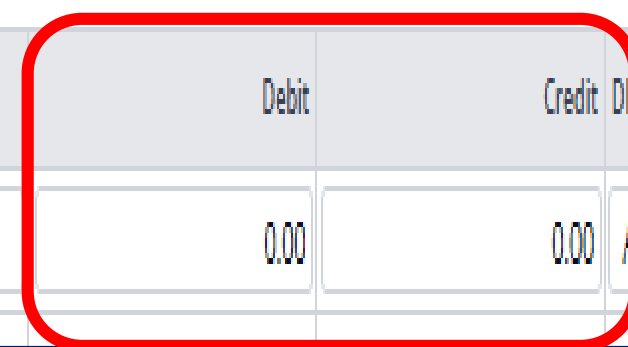
Credit

ADD



0.00

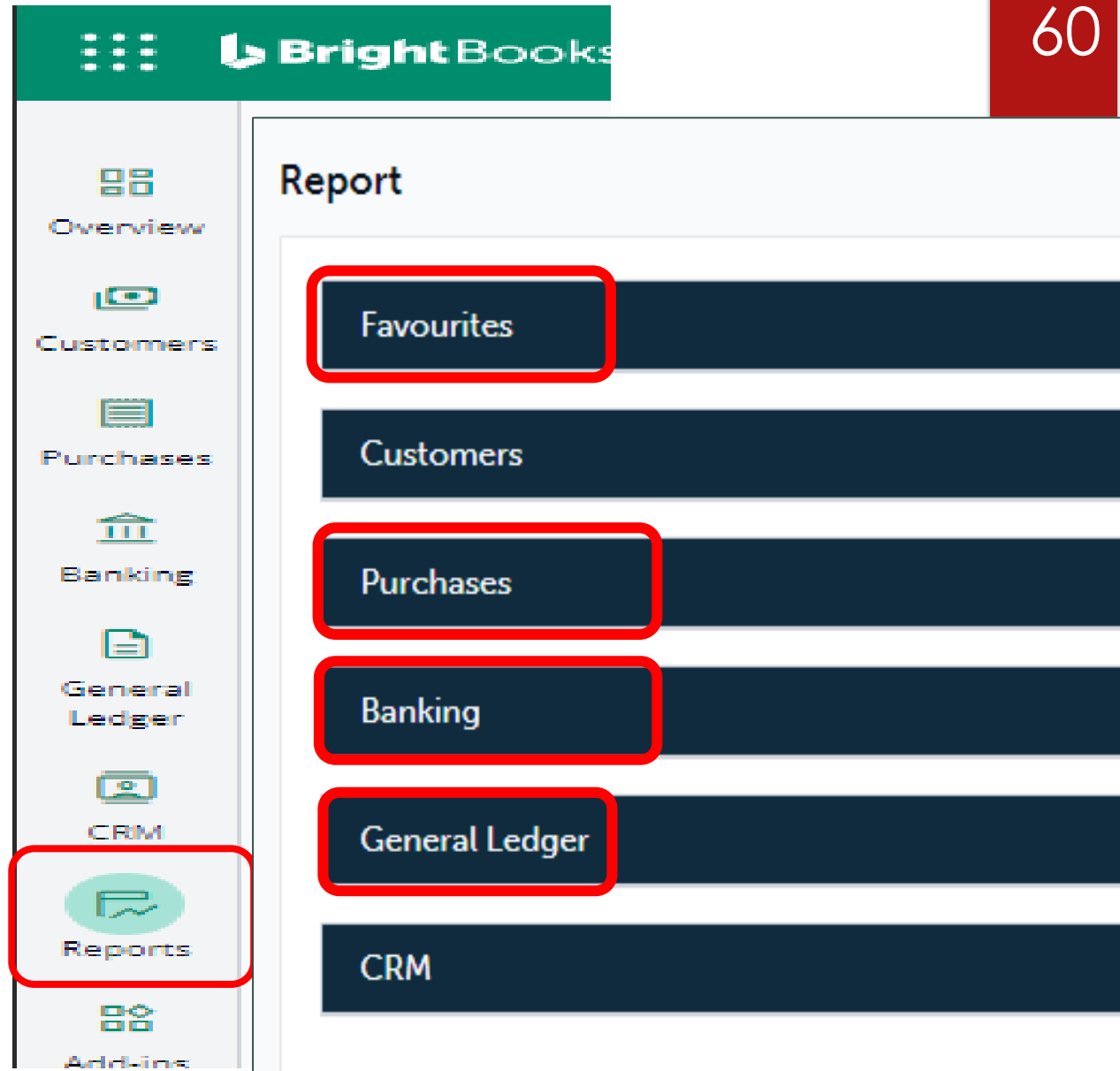
0.00



Handy Tip: Copy Journal feature

01 Apr 2024	Apr-2024	Opening	2	2260	3,510.00	Open	
31 Jan 2024	Jan-2024	Journal	<div><h3>Confirmation Message</h3><p>Do you wish to copy journal?</p><div><div>No</div><div>Yes</div></div></div>			19,411.3	Copy
01 Sep 2023	Sep-2023	Opening				214,214.87	Delete
30 Jun 2024	Jun-2024	Journal				4,590.00	

5. Reports in BrightBooks



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Generating reports in BrightBooks - favourites

Report

Favourites

Aged Supplier Balance Detailed

Balance Sheet

Bank Reconciliation

General Ledger Account Activity

Income&Expenditure

Payments Report

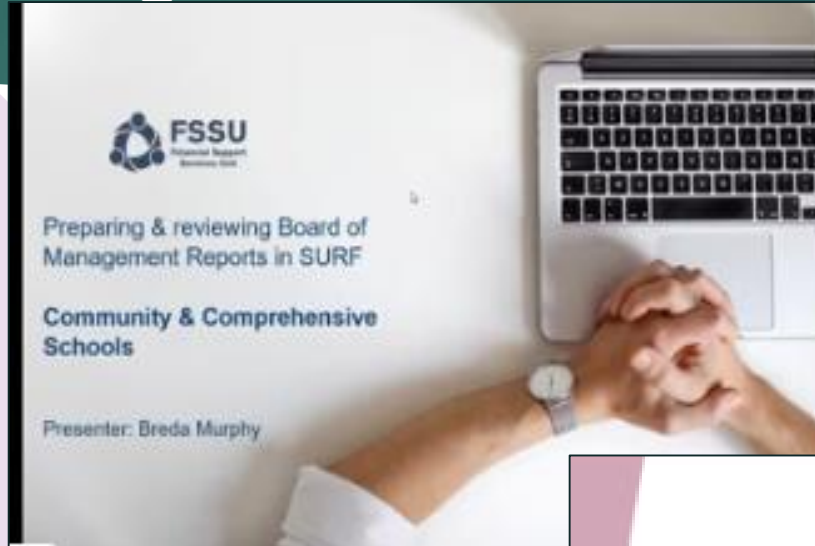
Receipts Report

Trial Balance - Formatted



Board of Management Reports: Further Information/Training

- ✓ For Webinars that covered board reporting extensively see the links to these on the right here
- ✓ The short training videos section has a session on Monthly reports the link is in the picture on the right here too



Training Video for
Clerical Officer/Accounts
Secretary

Monthly Finance
Reports

The Monthly reporting checklist

Report Title	Monthly Accounts file	Finance sub-committee meeting	Board of Management meeting
List of all school bank account and their balances	✓	✓	✓
Bank reconciliation for all school bank accounts	✓	✓	✓
Payments listing for all bank & cash account.	✓	✓	https://www.fssu.ie/post-primary/topics/surf-accounts/guide-on-preparing-month-end-reports/
Receipts listing for bank & cash accounts	✓	✓	
Income & Expenditure Report with actual & budget figures	✓	✓	
Balance sheet report	✓	✓	✓

The full list of financial reports to be prepared and reviewed every month are

- List of all school bank & cash accounts
- Bank reconciliation reports
- Receipts & Payments listings for all bank & cash accounts
- Income & Expenditure Report
- Balance sheet report
- General ledger activity report
- Trial balance
- Payroll reports
- List of Creditors/Supplier balances
- List of accruals & prepayments
- List of income received in advance &
- Capital Grants Income & Expenditure Account Report if applicable

Final accuracy checklist

Month end reports		Comments
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
	<i>If for any reason the totals do not agree</i>	Run the Nominal Only Recalculation under settings / Data
	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



Final accuracy checklist – DATA CHECKS

66

General Ledger

Trial Balance

Trial Balance

[Back](#)

[Print](#)

[Excel](#)

[Save](#)

[Email](#)

PERIOD FROM



Sep-2022



PERIOD TO

Aug-2023

ACCT. CODE FROM

From



ACCT. CODE TO

To



DEP

Leave Blank

[Run](#)

[Advanced Settings](#)

Final accuracy checklist – DATA CHECKS

67

Settings

General Setup **Contacts** **Data**

Business Details Setup Imports

Users Categories Exports

Manage Currency Year-End

Manage Time Record **Nominal Only Recalculation**

Recalculation

This Recalculation routine will recalculate the current year nominal balances ONLY. It will NOT recalculate the comparative year or the customers & suppliers ledgers.

Cancel

OK

Basic Settings

Recalculation

There is no nominal validation for this business.

OK

F-Mail

Final accuracy checklist

1	A list of balances on all school bank and cash accounts	Bank codes in the simple trial balance
2	Bank Reconciliation Bank reconciliation report for all school bank accounts	Check that the <i>balance</i> as per BrightBooks agrees to the relevant bank balance in the <i>Balance sheet</i> & in the Simple Trial Balance <u>report</u> 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



Generating reports in BrightBooks

A list of balances on all school bank and cash accounts

From 'Reports' > under 'General Ledger' heading select 'Trial Balance'.

Trial Balance [Back](#)

[Print](#) [Excel](#) [Save](#) [Email](#)

PERIOD FROM: Sep-2023

PERIOD TO: Jan-2024

ACCT. CODE FROM: 1800

ACCT. CODE TO: 1950

DEP: **Leave Blank**

[Run](#) [Advanced Settings](#)

Generating reports in BrightBooks

A bank reconciliation statement for each bank account
From 'Reports' > under 'Banking' select 'Bank reconciliation'.

Banking

Bank Reconciliation



Bank Reconciliation Report [Back](#)

[Print](#) [Excel](#) [Save](#) [Email](#)

BANKS **STATEMENTS** **REPORT TYPES**

1802 Current Acco... 31/08/2023 Unreconciled

[Run](#)

Final accuracy checklist – Cross checks

Balances on all Bank Accounts

Simple Trial Balance Report
Sample C & C School

Date Range: 1st Sep 20XX To 31st Oct 20XX

Code	Description	Debit	Credit
1800	Current Account	76,489.00	-
1810	Deposit Account	47,948.00	-

Bank Reconciliation Report
Sample C & C School

1800 Current Account	31-Oct-20XX
Balance as per BrightBooks	76,489.00
Balance per Bank Statement	76,489.00
Less un-presented Payments	-0.00
Plus un-presented Lodgement	0.00
Reconciled Balance	76,489.00

Generating reports in BrightBooks


Income and Expenditure Account report

From 'Reports' > under 'General Ledger' select 'I&E Report'.

General Ledger

Income & Expenditure

Income & Expenditure [Back](#) [Print](#) [Excel](#) [Save](#) [Email](#)

 **PERIOD FROM** Sep-2023 **PERIOD TO** Oct-2023 **DEP** *Leave Blank* [Run](#) [Advanced Settings](#)








Generating reports in BrightBooks

Payments listings for each bank account

From 'Reports' > under 'Banking' select 'Payments report'.

Payments Report

Payments Report [Back](#) [Print](#) [Excel](#) [Save](#) [Email](#)

	DATE FROM	DATE TO	TYPE	PMT. TYPE	DOC. NO. START	DOC. NO. END	BANK	DEP
	 01/04/2023	 30/04/2023	 All	 All	 From	To	1800 Curren... 	

[Run](#) [Advanced Settings](#)









Generating reports in BrightBooks

Receipts listings for each bank account

From 'Reports' > under 'Banking' select 'Receipts report'

Receipts Report

Receipts Report [Back](#) [Print](#) [Excel](#) [Save](#) [Email](#)

DATE FROM	DATE TO	TYPE	PMT. TYPE	DOC. NO. FROM	DOC. NO. TO	CO-ORDINATOR	BANK	DEP
 01/01/2023 	31/01/2023 	All 	All 	From	To		1801 Curr... 	

[Run](#) [Advanced Settings](#)

Final accuracy checklist

4	Balance sheet report	<p>Cumulative balances to the month end being reported on.</p> <p>The bank rec <u>reports</u> and the Aged Creditor balances should also be generated to this same month end date and balances should always be cross checked</p>
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	Department report for Income in advance and 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



Generating reports in BrightBooks


Balance Sheet report

From 'Reports' > under 'General Ledger' select 'Balance Sheet Report'.

General Ledger

Balance Sheet

Balance Sheet [Back](#) [Print](#) [Excel](#) [Save](#) [Email](#)

 **PERIOD FROM** Sep-2022 **PERIOD TO** Aug-2023 **DEP** *Leave Blank* [Run](#) [Advanced Settings](#)

Generating reports in BrightBooks

Balance Sheet

Test School

Date Range: 1st Sep 2022 To 31st Aug 2023

		2023	2022
		Current	Comparative
		€	€
Balance Sheet			
Fixed Assets			
Current Assets			
Debtors & Prepayments			
1720	Prepayments	12,520.00	
		€12,520.00	

Generating reports in BrightBooks

Aged creditors/suppliers listing report

From 'Reports' > under 'Purchases' select 'Aged Supplier Balance Summary'.

Purchases

Aged Supplier Balance Detailed

Aged Supplier Balance Summary

Aged Supplier Balance Summary [Back](#) [Print](#) [Excel](#) [Save](#) [Email](#)

DATE TO To SUPPLIER FROM From SUPPLIER TO To ☐ Current Year

Do not tick

[Run](#) [Advanced Settings](#)

Generating reports in BrightBooks

The nominal/general ledger activity report


From 'Reports' > under 'General Ledger' select
'General Ledger Account Activity'

General Ledger

General Ledger Account Activity

General Ledger Account Activity [Back](#) [Print](#) [Excel](#) [Save](#) [Email](#)

BASED ON **PERIOD FROM** **PERIOD TO** **ACCT. CODE FROM** **ACCT. CODE TO** **D P**

 Period Sep-2023 Sep-2023 From To ALL


[Run](#) [Advanced Settings](#)

Generating reports in BrightBooks

School income received in advance report

From 'Reports' > under 'General Ledger' heading select 'General Ledger Account Activity'.

General Ledger Account Activity [Back](#) [Print](#) [Excel](#) [Save](#) [Email](#)

BASED ON	PERIOD FROM	PERIOD TO	ACCT. CODE FROM	ACCT. CODE TO	DEP
 Period	Sep-2022	Aug-2023	2105	2105	All ALL

Generating reports in BrightBooks

Advanced Settings [X]

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. Code [v] ☐ Total

2. Department [v] ☒ Total

☐ Total Only

FEATURES

☐ Suppress Zeros

☐ Show Balance Forward

☐ Show Opening Balance Journals

☐ Show Future Opening Balances

☐ Page Break

Cancel [Update]

Print

Excel

Save

Email



Need Help?

82

6. More Help



How can we help you?

Please select the process you need help with:

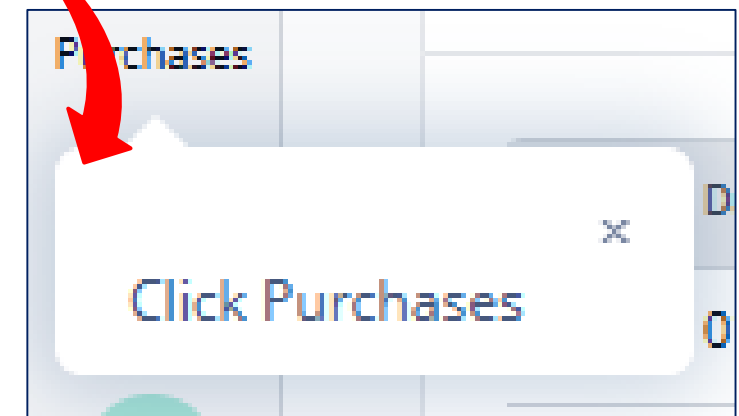
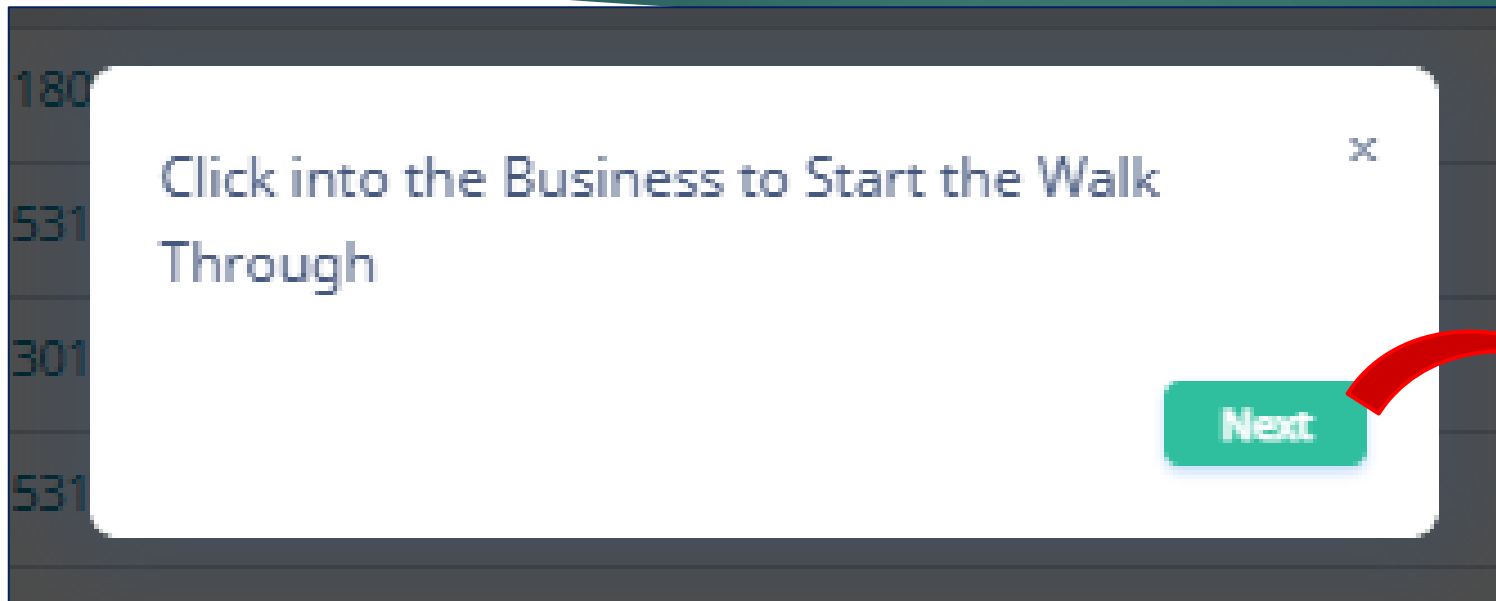


Help



How to set up a new supplier

On screen help on Brightbooks



More Help



POST-PRIMARY



VIDEO DEMO



Home

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FSSU Guidelines



More Help



FSSU

Financial Support
Services Unit

POST-PRIMARY

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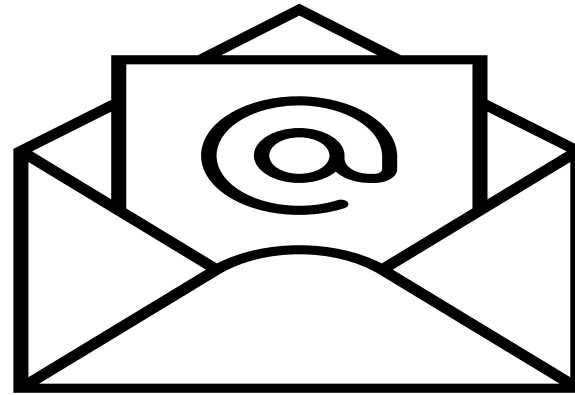
Remote
Support

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[Training Resources](#)

Contact Us

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Post Primary Team
01 2690677

email:
info@fssu.ie