

BrightBooks for C&C Schools Quick Reference Guide

Closing out the Financial Year 2023/24 on BrightBooks

WARNING-THIS PROCESS IS NOT REVERSABLE

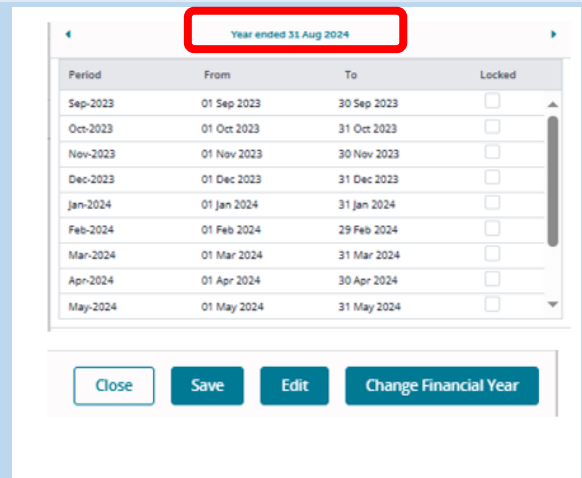
Step 1

Check the Financial Year End on BrightBooks

Instructions

Click on Settings > Click Accounting Periods

- Year Ended 31 Aug 2025 - No further action required.
- Year Ended 2024 - **Move to Step 2**



Step 2

When you can answer **YES** to these four questions - **Move to step 3**

To answer YES
please tick the box

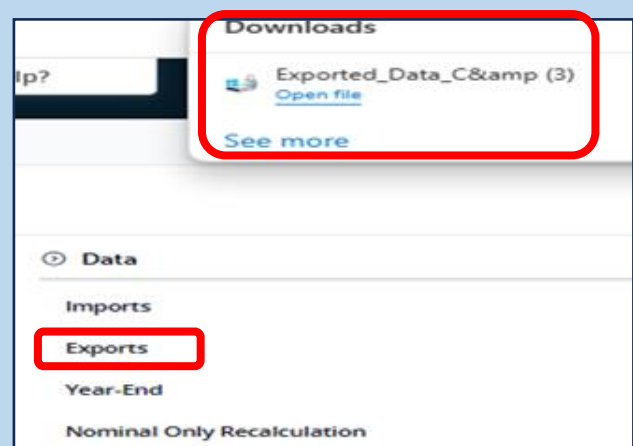
- 1) Has the board of management signed off on the annual accounts for the year ended 31st August 2024?
- 2) Has the external accountant/auditor submitted the annual accounts for the year ended 31st August 2024 to the FSSU?
- 3) Has the external school accountant/auditor prepared and posted/or provided adjustments to BrightBooks?
- 4) Confirm with the external school accountant/auditor that all adjustments are completed prior to running the year end routine.

Step 3

Take a Back Up

Instructions

- Click on Settings > Click Export
- On the Data Export Message > Click OK
- A download file will appear at the bottom of the screen or in your list of downloads.
- Save this to the cloud or a USB stick.
- **Move to Step 4**



Step 4

Run the Year End

Instructions

- Click Settings > Click Year End
- The Year-End window appears. Read the messages carefully. **Note that the process is irreversible.**
- Tick 'I acknowledge the above information and understand this operation cannot be reversed'.
- Enter the "RUN YEAR END" as shown in the diagram.
- Click the **OK** button.
- A confirmation message window will appear asking "Are you sure you wish to run Year-End routine?".
- To proceed, click **OK**.
- The information message window confirms the year end completion.
- **Move to Step 5**

Year-End

Current Financial Year : 01/09/2023 to 31/08/2024

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You are about to run the year-end on your business.
This will close the current financial year [From: 01/09/2023 To: 31/08/2024] 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

Step 5

Confirm the Year End has been changed.

Instructions

- Click Settings > Click Accounting Periods
- The Year ended date should show 31 Aug 2025

Year ended 31 Aug 2025

| Period | From | To | Locked |
|----------|-------------|-------------|--------------------------|
| Sep-2024 | 01 Sep 2024 | 30 Sep 2024 | <input type="checkbox"/> |
| Oct-2024 | 01 Oct 2024 | 31 Oct 2024 | <input type="checkbox"/> |
| Nov-2024 | 01 Nov 2024 | 30 Nov 2024 | <input type="checkbox"/> |
| Dec-2024 | 01 Dec 2024 | 31 Dec 2024 | <input type="checkbox"/> |
| Jan-2025 | 01 Jan 2025 | 31 Jan 2025 | <input type="checkbox"/> |
| Feb-2025 | 01 Feb 2025 | 28 Feb 2025 | <input type="checkbox"/> |
| Mar-2025 | 01 Mar 2025 | 31 Mar 2025 | <input type="checkbox"/> |
| Apr-2025 | 01 Apr 2025 | 30 Apr 2025 | <input type="checkbox"/> |
| May-2025 | 01 May 2025 | 31 May 2025 | <input type="checkbox"/> |

Click [here](#) to watch a short video on the above process of closing out the year end.