BrightBooks for C&C Schools
Quick Reference Guide

Closing out the Financial Year 2023/24 on BrightBooks

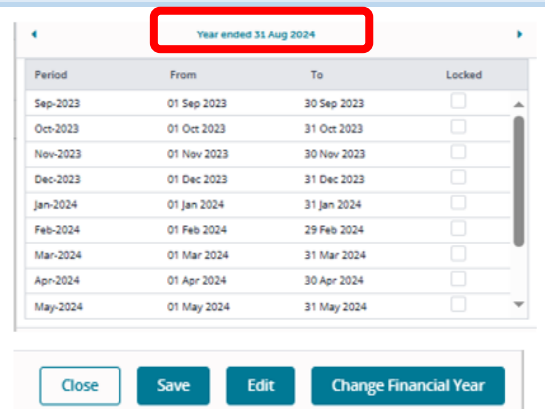**WARNING-THIS PROCESS IS NOT REVERSABLE**

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

- Brick 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**
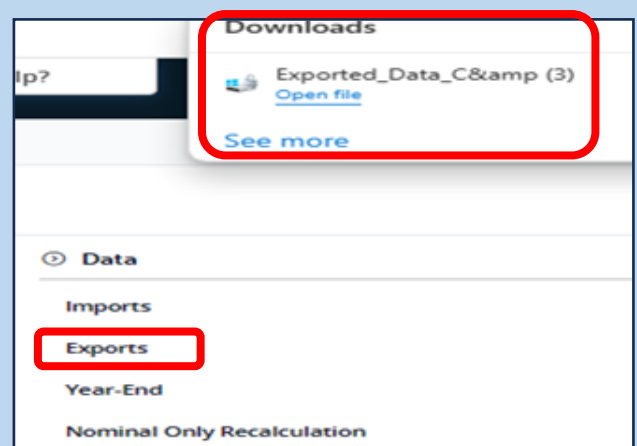
Step 4

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**

Step 5

Confirm the Year End has been changed.

Instructions

A. Click Settings > Click Accounting Periods
B. The Year ended date should show 31 Aug 2025

Step 6

A. Perform a data check by running a Nominal only recalculation

Instructions

- Click Settings > Data > Nominal Only Recalculation

B. Run the Simple Trial Balance report to ensure the totals match for debits and credits

Instructions

- Click Reports> Nominal ledger > Trial Balance

If there are any validation errors in step A above please email the details to BrightBooks at brightbookssupport@brightsg.com and info@fssu.ie.

BrightBooks will notify via email when the validations are cleared

Click **here** to watch a short video on the above process of closing out the year end.

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