BrightBooks for C&C Schools
Quick Reference Guide

Closing out the Financial Year 2023/24 on BrightBooks

****WARNING -THIS PROCESS IS NOT REVERSABLE****

Please note: It is important to run this step as early in the school financial year as possible.

Ideally, where feasible, this routine should be run late in the afternoon and left to process overnight.
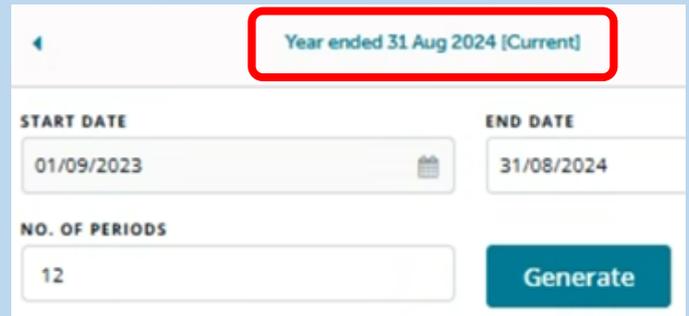
Step 1

Check the Financial Year End on BrightBooks

Instructions:

Click on Settings > Accounts > 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 questions - **Move to Step 3**
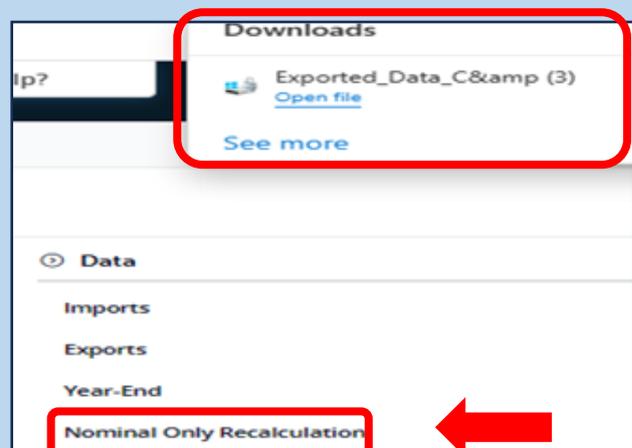
To answer YES please tick the box

1) Has the external school accountant/auditor prepared and posted/or provided adjustments to BrightBooks?

2) 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 Exports
- 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:

- Under Settings > Data> Click Year End
- The Year-End window appears. Read the messages carefully. **Note that the process is irreversible.**
- Leave box 'Copy this years Budget figures to next year' unticked
- Tick 'I acknowledge the above information and understand this operation cannot be reversed'.
- Enter "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
- Please note it may take some time for the year end to fully process
- **Move to Step 5**

After leaving the system to process overnight

Step 5

Confirm the Year End has been changed.

Instructions:

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

Step 6

Data Check

a. Perform a data check by running a Nominal Only Recalculation

Instructions:

- Under settings > Data> Nominal Only Recalculation

b. Once the routine is completed
   - No errors: move to point C below to run the Simple Trial Balance
   - Errors: If there are any validation errors in Step a above please email the details to BrightBooks support at brightbookssupport@brightsg.com and info@fssu.ie
     BrightBooks will notify via email when the validations are cleared.

c. Run the Simple Trial Balance Report to ensure the totals match for debits and credits

Instructions:

- Under reports > Nominal Ledger > Trial Balance

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

Financial Support Services Unit

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