

BrightBooks for C&C Schools

Quick Reference Guide

Closing out the Financial Year 22/23 on BrightBooks

WARNING-THIS PROCESS IS NOT REVERSABLE

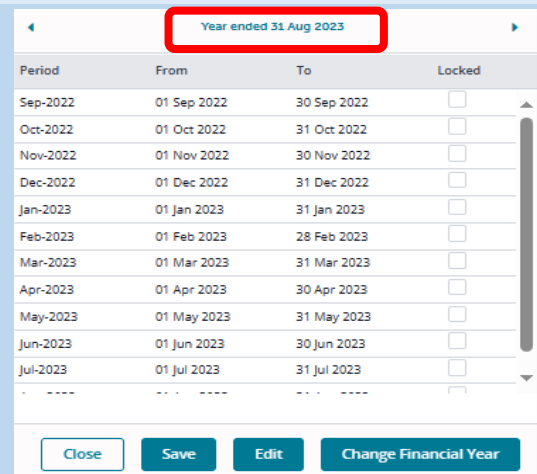
Step 1

Check the Financial Year End on BrightBooks

Instructions

Click on Settings > Click Accounting Periods

- Year Ended 31 Aug 2024 - No further action required.
- Year Ended 2023 - **Move to Step 2**



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"/>

Step 2

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

To answer YES
please tick the box

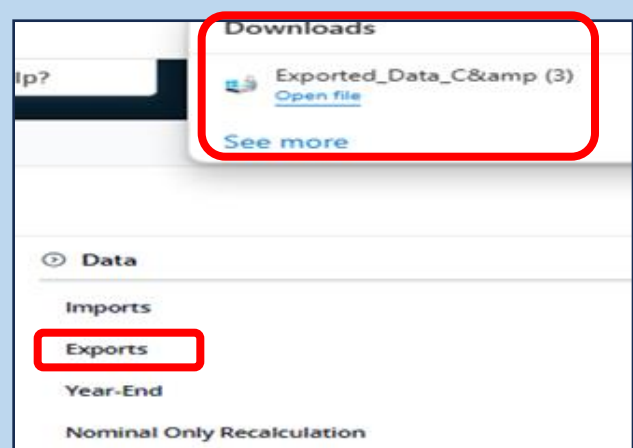
- 1) Has the board of management signed off on the annual accounts for the year ended 31st August 2023?
- 2) Has the external accountant/auditor submitted the annual accounts for the year ended 31st August 2023 to the FSSU?
- 3) Has the external school accountant/auditor prepared and posted/or provided 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 : 01/09/2022 to 31/08/2023

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You are about to run the year-end on your business.
This will close the current financial year [From: 01/09/2022 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

Type "RUN YEAR END" in box in order to proceed

RUN YEAR END

Cancel OK

Step 5

Confirm the Year End has been changed.

Instructions

- Click Settings > Click Accounting Periods
- The Year ended date should show 31 Aug 2024

Period	From	To	Locked
Sep-2023	01 Sep 2023	30 Sep 2023	<input type="checkbox"/>
Oct-2023	01 Oct 2023	31 Oct 2023	<input type="checkbox"/>
Nov-2023	01 Nov 2023	30 Nov 2023	<input type="checkbox"/>
Dec-2023	01 Dec 2023	31 Dec 2023	<input type="checkbox"/>
Jan-2024	01 Jan 2024	31 Jan 2024	<input type="checkbox"/>
Feb-2024	01 Feb 2024	29 Feb 2024	<input type="checkbox"/>
Mar-2024	01 Mar 2024	31 Mar 2024	<input type="checkbox"/>
Apr-2024	01 Apr 2024	30 Apr 2024	<input type="checkbox"/>
May-2024	01 May 2024	31 May 2024	<input type="checkbox"/>
Jun-2024	01 Jun 2024	30 Jun 2024	<input type="checkbox"/>
Jul-2024	01 Jul 2024	31 Jul 2024	<input type="checkbox"/>
.....	<input type="checkbox"/>

Close Save

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