Closing out the financial year in BrightBooks



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Key points to consider

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

- It is important to run this process as soon as you can in the new school year
- You can continue to enter transactions in the new school year
- Run this routine in the evening or late afternoon and allow it to process overnight

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Step 1- check the financial year on BrightBooks

Step 1

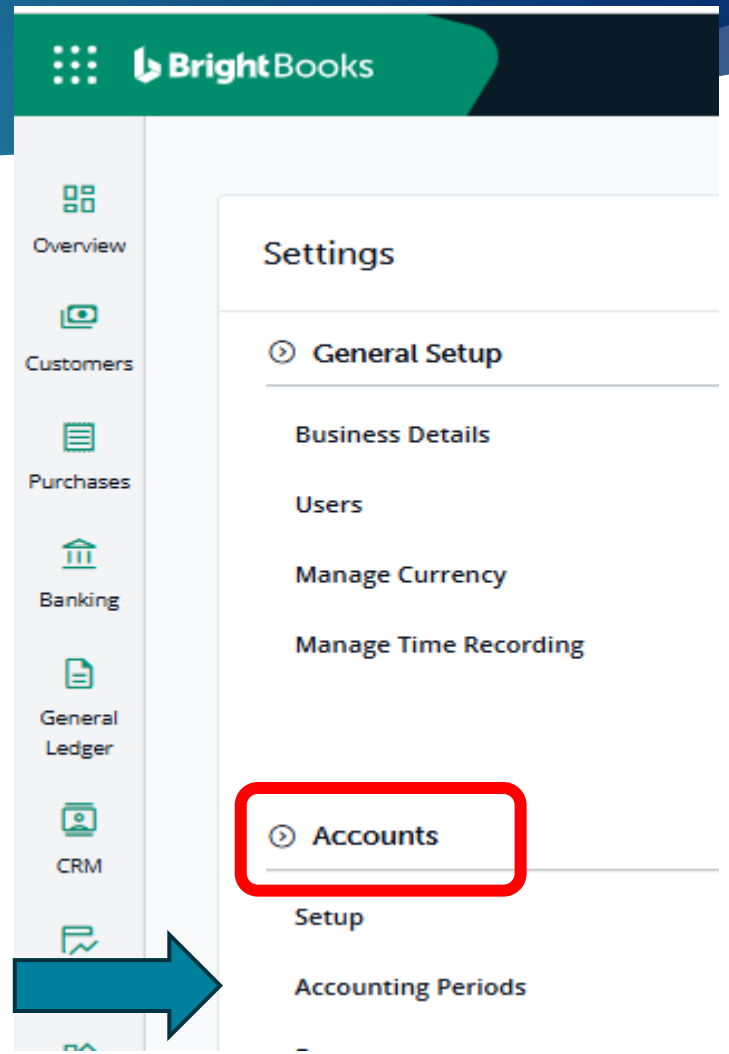
Check the Financial Year End on BrightBooks

Instructions:

Click on Settings > Accounts > Accounts Periods







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Step 2 – Answer YES to the following questions:

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. √

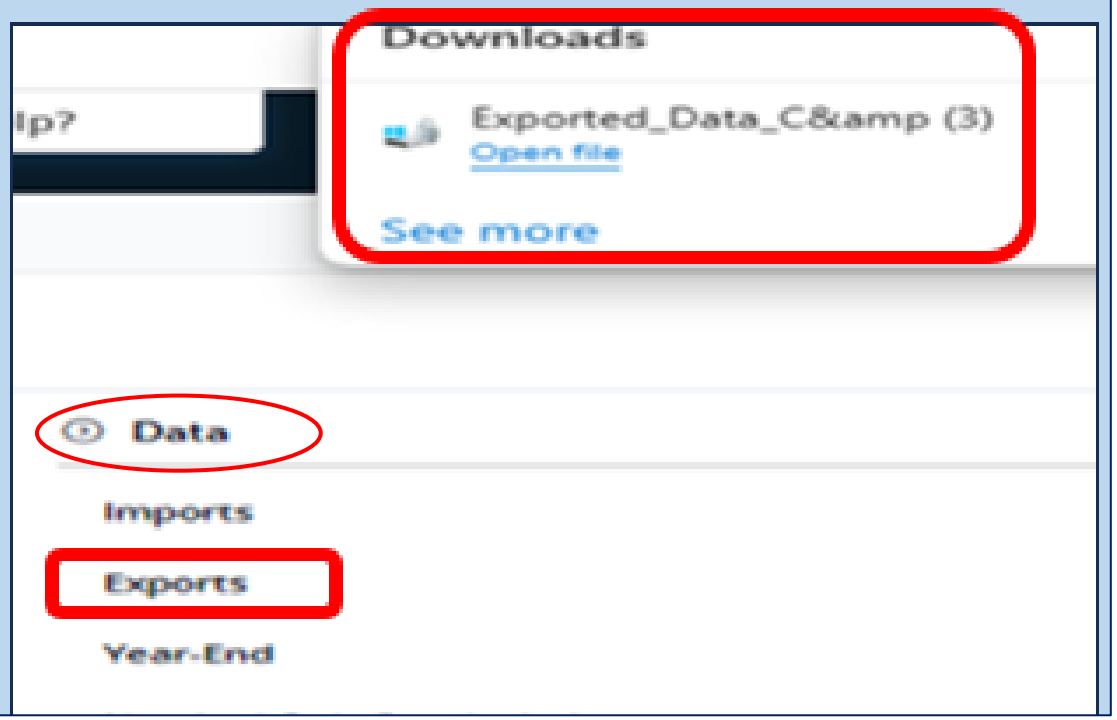
Step 3 – Take a back-up

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



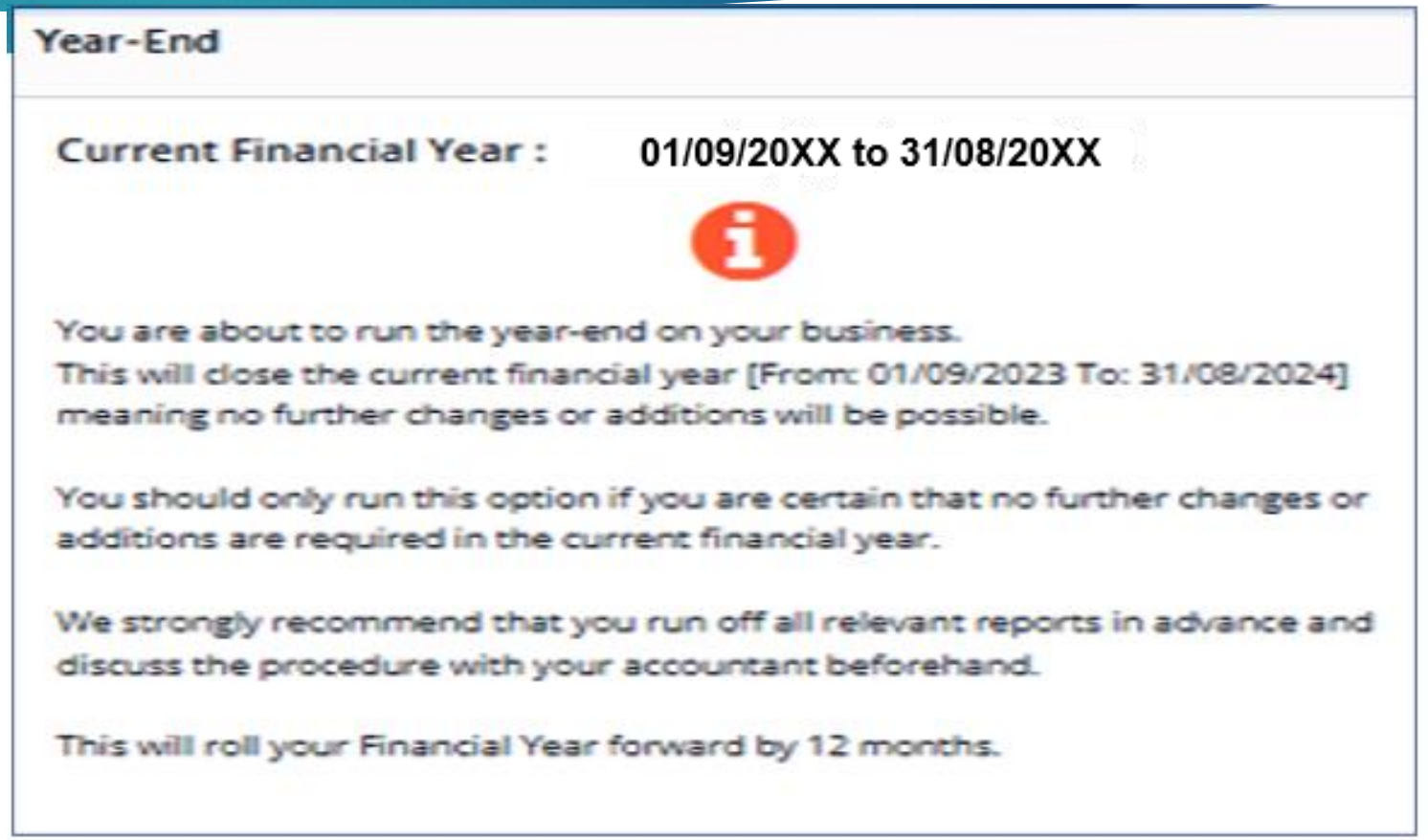
Step 4 – Run the Year end

Step 4

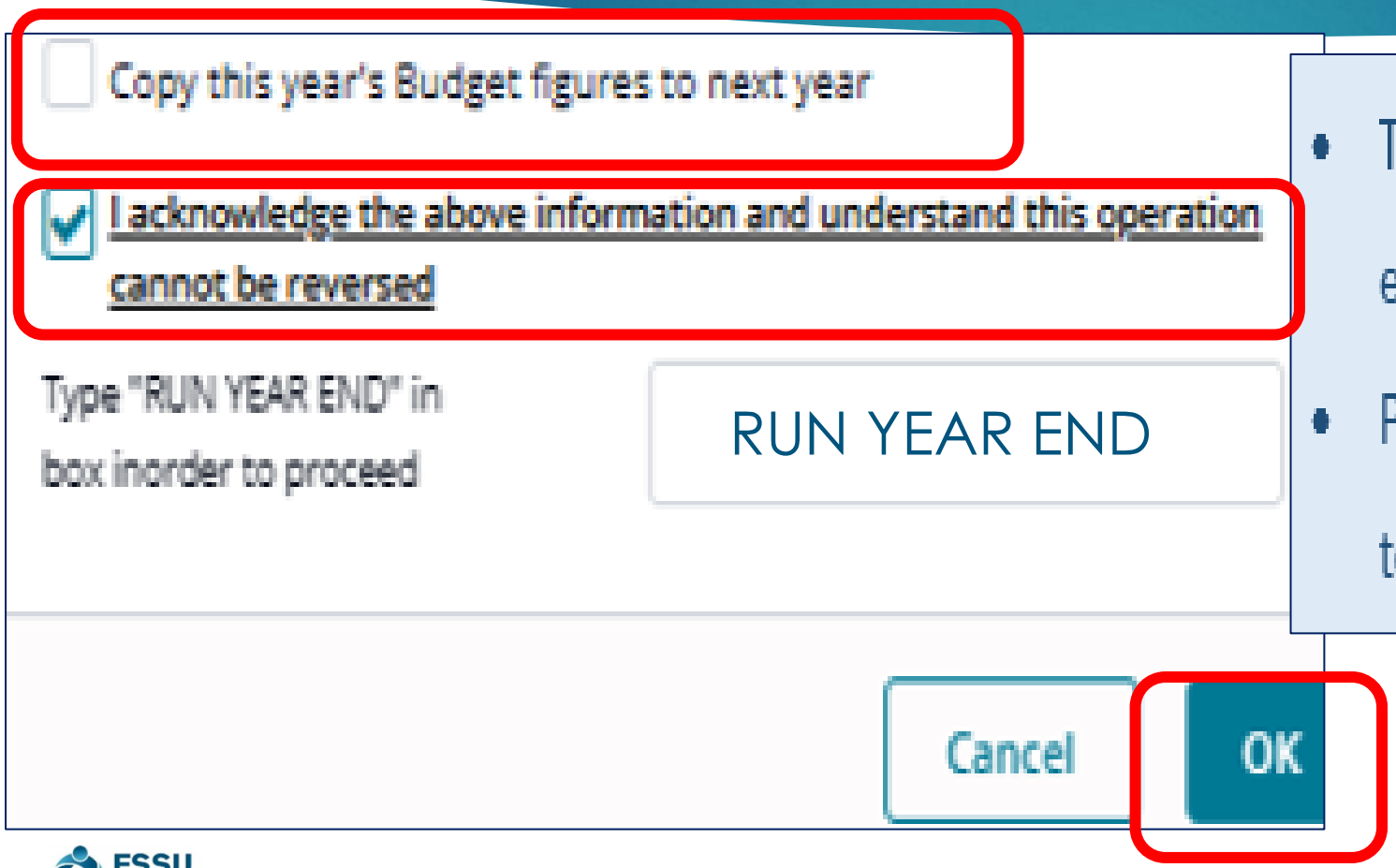
Run the Year End

Instructions:

- Under Settings > Data> Click Year End
- The Year-End window appears. Read the messages carefully. **Note that the process is irreversible.**



Step 4 – Run the Year end



- The information message window confirms the year end completion
- Please note it may take some time for the year end to fully process

Step 5 – Confirm the Year end has changed

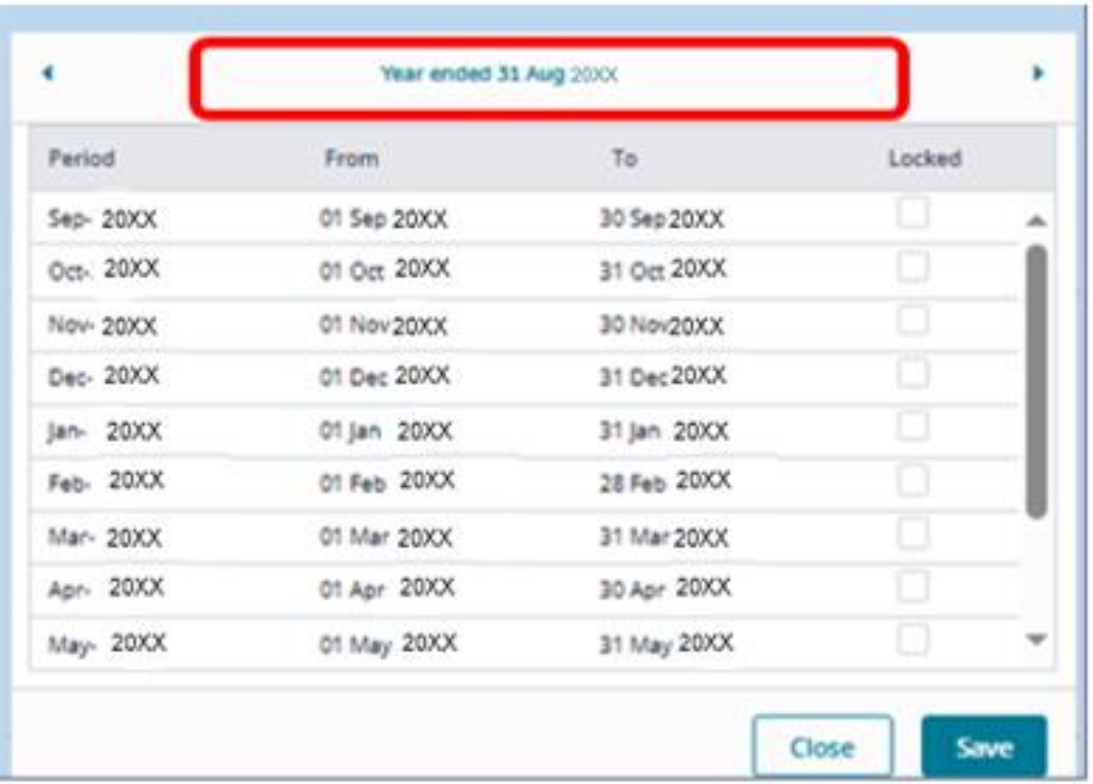
After leaving the system to process overnight

Step 5

Confirm the Year End has been changed.

Instructions

- Click Settings > Click Accounting Periods
- The Year ended date should show 31 Aug 20XX



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Step 6 – Perform a data check

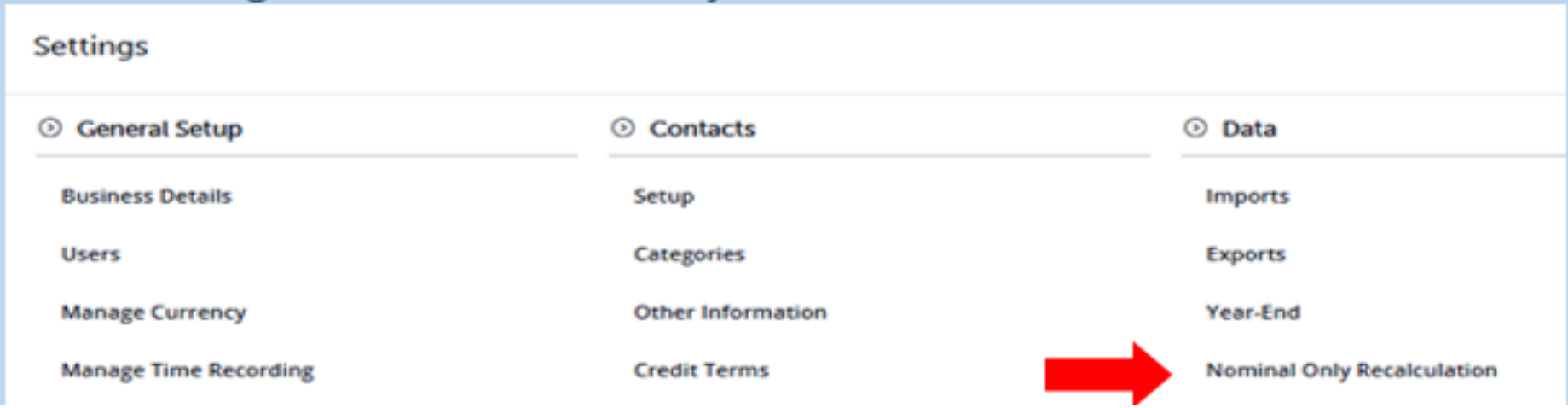
Step 6

Data Check

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

Instructions:

- Under settings > Data> Nominal Only Recalculation



Step 6 – Perform a data check

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

Thank you for viewing this training video

If you have any other questions or need assistance, please call or email us:

Phone:(01) 2690677

Email: info@fssu.ie

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