Quick Reference Guide

Closing out the Financial Year 2025/26 on BrightBooks

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

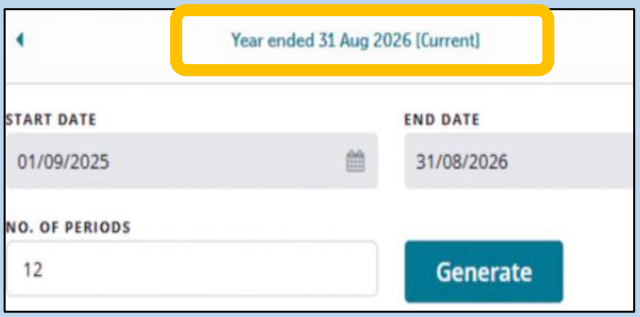
Ideally, where feasible, this routine should be run late in the afternoon and left to process overnight.

Step 1

Check the Financial Year End on BrightBooks

Instructions:

- Click on Settings > Accounts > Accounting Periods Year Ended 31 Aug 2027 - No further action required.
- Year Ended 31 Aug 2026 - **Move to Step 2**



Step 2

To answer YES please tick the box

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

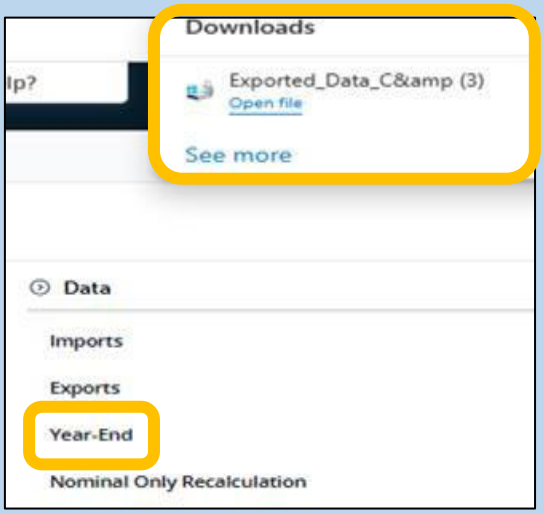
- Has the external school accountant/auditor prepared and posted/or provided adjustments to BrightBooks? ☐
- Confirm with the external school accountant/auditor that all adjustments are completed prior to running the year end routine. ☐

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**

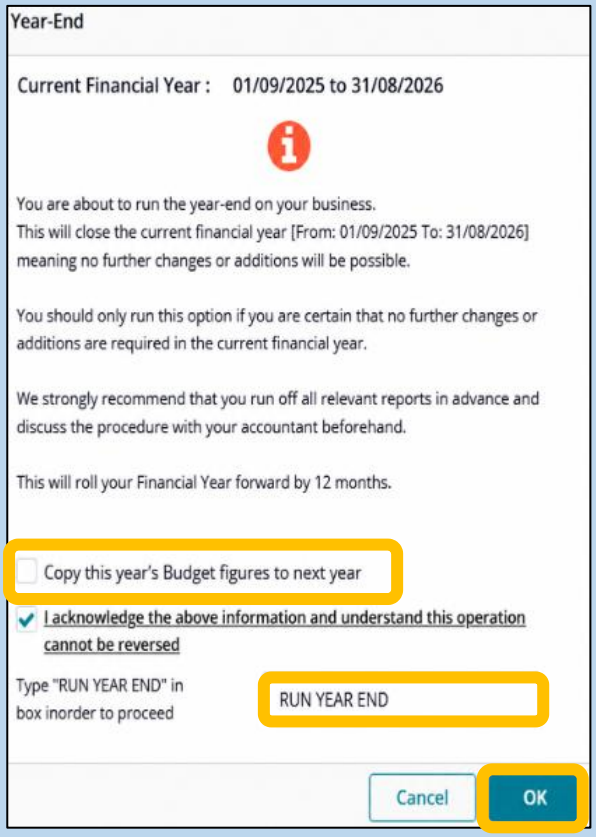


Step 4

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 year’s 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**



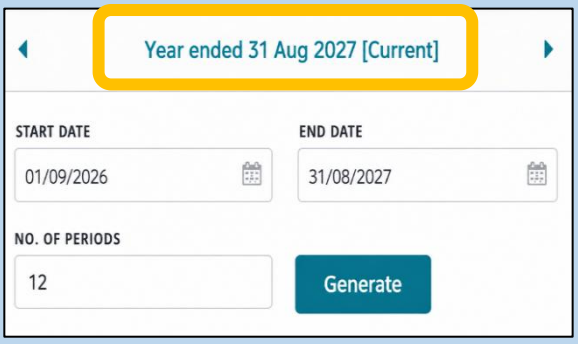
After leaving the system to process overnight

Step 5

Confirm the Year End has been changed

Instructions:

- Click Settings > Click Accounting Periods
- The Year ended date should show 31 Aug 2027.



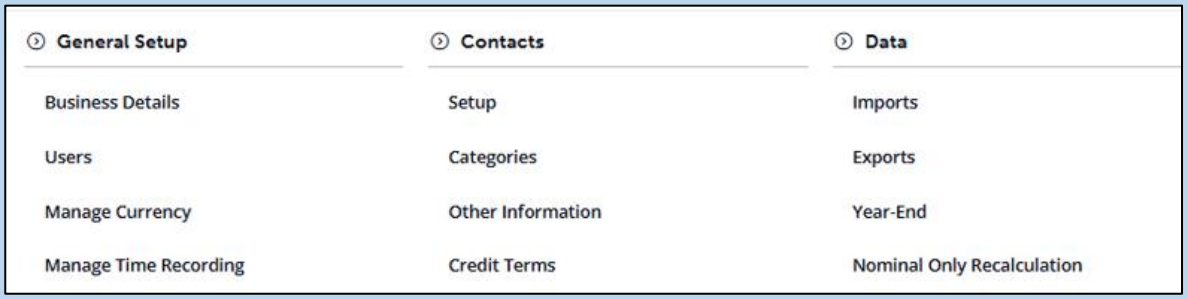
Step 6

Data Check

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

   Instructions:

   ➢ Under settings > Data> Nominal Only Recalculation



2. Once the routine is completed:
   - No errors: move to point 3. below to run the Simple Trial Balance.
   - Errors: If there are any validation errors in point 1. 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.

3. 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

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