

AM-Win - How to rollover your end of year.

AM-Win Level 2 and 3 users only

This document refers to functions in version AM-Win 7.5 levels two and three. If you are not sure which level program that you have, open AM-Win and check in the top left hand corner in the blue bar and you will find the information. Earlier versions may be different and we recommend that you update your AM-Win to the latest version.

To do this please contact your local supporting Consultant or phone national Support on 1300 766 231. Owners of earlier versions will be able to use this document to assist them with end of year processing although there may be some differences in screen layouts and processing sequences.

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If you are not sure which level program that you have open AM-Win and check in the top left hand corner in the blue bar and you will find the information.

AMWIN levels two and three will only allow you to process a year-end during the last month of the financial year, which in the case of Australia is June or March in New Zealand. At any other time the system will only allow you to process a month end.

One of the most frequently asked questions at the end of the financial year is "do I also need to do a month end" The answer is **NO** as the system processes the usual month end entries during the year-end process as well as other entries, which are specific to year-end. However you will still be required to do your business activity statement and close your GST period when they are due.

Before Processing the Year End

To do list prior to commencing End of year rollover.

Ensure that prior to processing the year-end you are confident that you have performed the steps outlined in this document and that you are ready to continue.

Make sure that you have made **at least two backup copies of your data prior to processing year end**. Don't forget - do two backups preferably to CD, ZIP disk or to USB Stick. **Do not under any circumstances backup to multiple diskettes. Use a separate backup device for each of your two back-ups in case one turns out to be faulty.**



What if I forget to do a backup.

You are going to get a bill [and it'll be a doozy] from your supporting Consultant if he/she has to sort out your problems because you didn't backup your data, **and** you will have to re-key a great deal of information in the process. You pay money to insure your vehicles in case of mishap. Back-ups are an insurance policy that costs you nothing, furthermore unlike your vehicles your business data can't be replaced. Simply put **DON'T FORGET**.

Make sure that everyone is out of AM-Win

Note that the year-end process and backups can only be run when no one else is currently in the AMWIN program or any other associated modules including History/Bank Rec, Winparts, Auto Service Manager etc. **If you attempt to process a year-end rollover with other users on a network or other modules open your back-up data will be incomplete and corrupted.** Refer to **What if I forget to do a backup** to see what may happen if you do not ensure that everyone is out of AM-Win or its modules [History/ Bank Rec etc] when you process end of year.

Some staff members have a tendency to sneak back in to the system "just to have a look at something" so it's best to advise everyone that the system will be down for a short time then go out and **turn off every computer on the network.** Threaten them all with a near death experience if they even look at their computer before you advise them that you have finished.

Ensure that you have not performed any other work in the current session of AMWIN. If you are unsure then exit out of AMWIN, redo your backups and then go back into AMWIN and proceed to run your End of Year.

Rolling over Year End - The Process

To run the Year end select the Ledger/ GST end of month/year/ end of month/year option and the year end processing window will appear automatically stating that you are running the year end process.





This above screen shows you that AM-Win will update and roll forward your accounts from June to July.

You will notice that you have the option to back-up your data to your hard disk first, prior to running the year-end process. This will create an internal AM-Win backup kept within your AM-Win files. Click the **yes** checkbox as it is recommended that you back-up your data to your hard drive even though you have already made 2 backup copies [haven't you] to a portable backup media device.

Saying no to close GST period will allow back posting entries into the previous month

AM-Win has a separate process for the GST period end and for the month/year end processing. This means that you can process the end of month/year rollover and close off your GST period at any time prior to the next month end process.

Until the GST period is closed you are able to back post invoices, purchases, cheques, journals etc. In fact all transactions except for BAS payments and standing journals can be back posted to the previous month once you have rolled over to July.

We recommend that you check the **No** checkbox when asked to do your BAS statement and close your GST period. [see above image]. Note that if you close your GST period now you will not be able to post transactions back into last financial year [previous month]

Housekeeping Functions

There are also two other housekeeping functions shown in this screen, which allow you to remove redundant stock, the other is to auto flush old history invoices according to your settings in the job item master file. **It is recommended that these housekeeping functions be performed by the AMWIN tools program rather than during the year-end process and we strongly suggest that you tick the "no" check buttons at this time.**

Processing in the new financial year

You are now ready to begin processing transactions for the new financial year.

Click the Continue button at the top right hand side of the Month/Year end processing screen.

The following screen will appear only if labelled to print in the control file. If this screen does not appear, reports can be printed at a later date. However **it is important that your aged customer and aged supplier reports are printed by the end of July** as once you have rolled the month from July to August you will not be able to reprint the aged customer and supplier reports for 30 June.

If you wish to have a printout of your stock valuation, this must be printed just prior to rollover, as the stock valuation report will always print as at the current point in time.

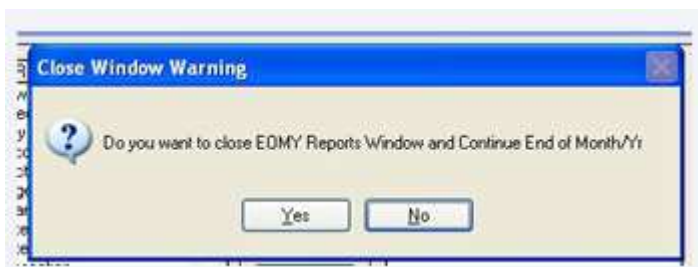


Don't print your end of year reports until you have completed all of your back postings.

We recommend that you do not print end of year reports until you have completed back posting all transactions. The reason is easy to understand. If you print all of your end of year reports as of the 30th June and then back post transactions then all of your printed reports will be incorrect and will not reflect the back posted transactions.

If you wish to view or print reports for the previous year such as trial balance, sales & purchases etc etc , then you can do so by selecting the required year when printing or requesting such information.

AMWIN retains up to 21 years of financial data at any one time and retains Job service History for an unlimited period.



Select the Cancel button and say yes to confirm cancellation of printing.

At this point the system will automatically process any standing journal entries that you have previously set up in the program

You will now be shown the Year End Processing Screen.

Do not under any circumstances select the Change GST Period or Method.

Now is a good time to ensure that no-one else is in the AM-Win program or any of it's modules.



Now select the Click here to process button.

Your computer and AM-Win will now process the end of year transactions.

The following events will occur during the year-end process:

- Any ledger balances in account 4000 and above will bring forward a zero carried forward balance and the accumulative balance of all these accounts will be carried forward into the 3030 unappropriated profit account
- Any account below 4000 will have the balance carried into the new financial year.
- All year to date transactions will be moved back one financial year with zero transactions carried forward. This means that you can still print or do an inquiry on any ledger for any previous year.
- The system will then update the carried forward balance and aging for all customers & suppliers and reset the turnover figures to zero.
- The system will then process stock year to date and month to date figures to zero.
- The current month is set to July and the year-end date is forwarded one year

Printing your End Of financial Year reports.

Once you have finished back posting entries into the previous financial year you should then close your GST period to ensure that no further entries can be back posted. Once this is done you are then ready to print your end of year reports.

What reports to print.

The following reports are generally considered essential as part of your end of financial year reporting.

Customer Aged analysis. [Debtor's ledger]
Supplier Aged analysis. [Creditor's ledger]
Trial Balance
Income Statement
Balance Sheet

Invoice Register
Stock Valuation Report
Wage reports (If you use the wage system)

Optional Reports

The following reports maybe printed as part of your year-end reporting but are generally considered not essential unless you or your accountant require them specifically.

GST Report (if not intending to back-post)
Bas Report (if not intending to back-post)
Cash Bank Activity
Ledger Activity (very long report)
Customer Activity (Very long report)
Supplier Activity (Very long report)
Stock Sales by Group