

## **What to do to prepare for the year-end processing.**

### **Speak to your Accountant**

Talk to your accountant about what reports they want and what they expect. Your accountant will charge you to prepare and finalise your financial figures and as such the more efficient you are and the easier you make it for your accountant, the less you will have to pay for his / her services. (Well that's how it should be anyway).

Your accountant will require certain reports such as balance sheets etc. Some accountants vary in the reports they expect and a discussion with them prior to ending your year may save you a lot of time and grief at a later stage. Your accountant should also be made aware of your chart of accounts in advance to ensure they are aware of what each account represents and where they need to place it on their system. Not all accountants would understand your terminology for what you call an account.

### **Backing up your data**

It is the responsibility of the user to ensure that you keep adequate backups of your software to avoid any data loss due to corruption, power failures, processing errors or any other event, which may cause the loss of data.

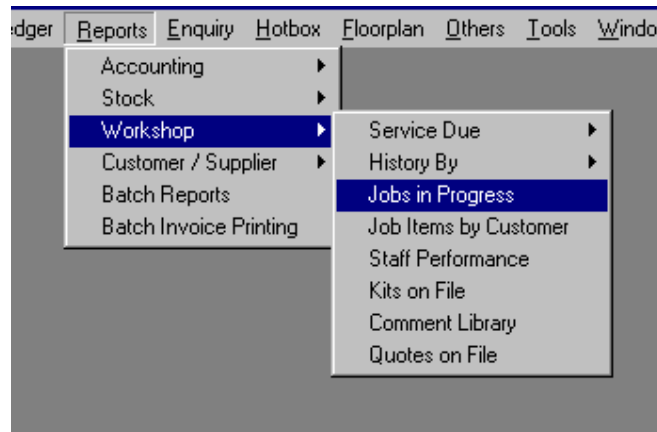
Do **2** (two), or more than 1 Backup of your data just prior to processing the year end and ensure that these backups are done correctly and stored in a safe place e.g. keep one at the office and one at home.

### **Unfinalised jobs**

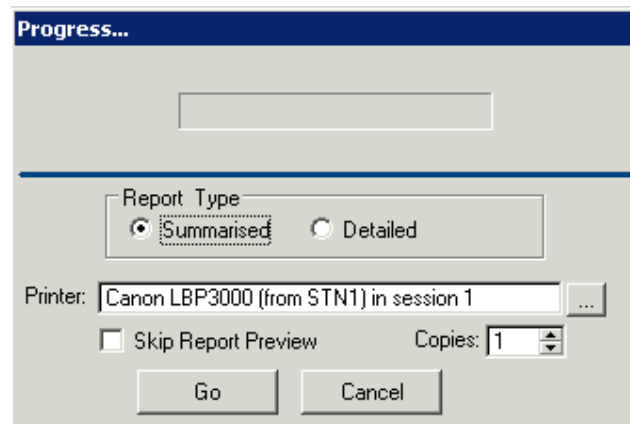
Before processing your year end, you may wish to ensure that all of your work in progress has been finalised, or at least as much as possible is finalised to ensure your customers receive their bill and you get paid quicker. However, if you are in a position whereby expect that you have made a good profit for the year then you may wish to extend the unfinished jobs into the next tax period. This will reduce your tax liability for the current financial year. However it will catch up with you next year. (Again we don't recommend this procedure.)

### **Printing a report**

To get a list of all un-finalised jobs go to Reports > then workshop > then Jobs in progress.



You are then asked for a date range in which to look for the un-finalised jobs e.g. 01/07/07 to 30/06/08. You also have the option to put in your sales person's initials & print it off person by person, (if you use this facility)



The report will provide you with all un-finalised jobs awaiting input from you. Either they are jobs in progress not finished which you will carry into the new year, or jobs that have been forgotten about which you will need to finalise or jobs that were never started, which you will need to delete.

## Un finalised orders

Before processing your year end, you may wish to ensure that all of your orders in progress have been finalised, or at least as much as possible is finalised to ensure you can claim all valid expenses in the current financial year and as such reduce your tax liability. This will also ensure the maximum input credits for your GST.

### Reviewing purchase orders

Select purchase orders then > review orders.

I instead of selecting a supplier code click onto the small gray box next to the Order No section. A locator box will come up with all your outstanding purchase orders select which one you want to review.

**Sel Purchase Order**

Locator

Order	Date	Supplier	Reference	Description	Op
100825	31/07/2007	GEC.01			
100828	8/11/2007	GEC.01			XXX
100844	30/11/2007	BOwY01			
100852	29/02/2008	ABC.02			
100855	30/04/2008	BOwY01			
100859	30/04/2008	BPA.01			
100860	30/04/2008	AMER01	56454		
100866	26/05/2008	BOwY01			
100867	26/05/2008	ABC.02			
100868	26/05/2008	BEAR01			
100869	31/05/2008	BEAR01			
100878	20/06/2008	GEC.01			
100879	20/06/2008	BEAR01			
100880	20/06/2008	BPA.01			

Qty	Code	Description	Total Amount	:P
5.000	115299	Propeller	179.75	95

Select Exit

Go through them all one by one by using the review process above, so you can either Delete, Finalise or leave them if you are still waiting for goods & they will be carried over into the next financial year

## Bank Rec.

You should have been performing regular and accurate bank reconciliations and so reconciling prior to the end of the year should be the same simple process.

If you have not, you have a tedious process to go through to ensure that your bank account statement matches what you have processed through the computer

The most important thing is not to forget to process in your system, Bank charges, Loan Payments, Lease payments or any other direct debit, automatic payment which goes into or comes out of your bank account. As these only show on your Bank statement each month & you do not get a remittance posted to you each month to remind you they can easily be forgotten.

## Stocktake

Prior to processing the end of the year you may wish to perform a stock take and update your stock records with the current on hand values.

## Reconciling your Ledger control accounts to your aged analysis.

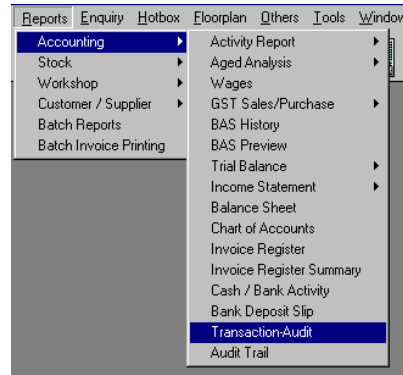
Check that your 2020 a/c matches your creditors list from your trial balance and your debtors aged analysis you can match the total on the analysis report to the 1030 account on your trial balance. These figures should be the same. In the event that they are not then you have a few options. The best option is to track down the event/transaction that cause the out of balance to occur.

1. The first step in doing this is to go the AmwTools program and select the Check Tran Master file option from the Others menu.
2. Select the customer option and click on the Process button. This will provide a list of any customers, which do not balance against the transactions for that customer.

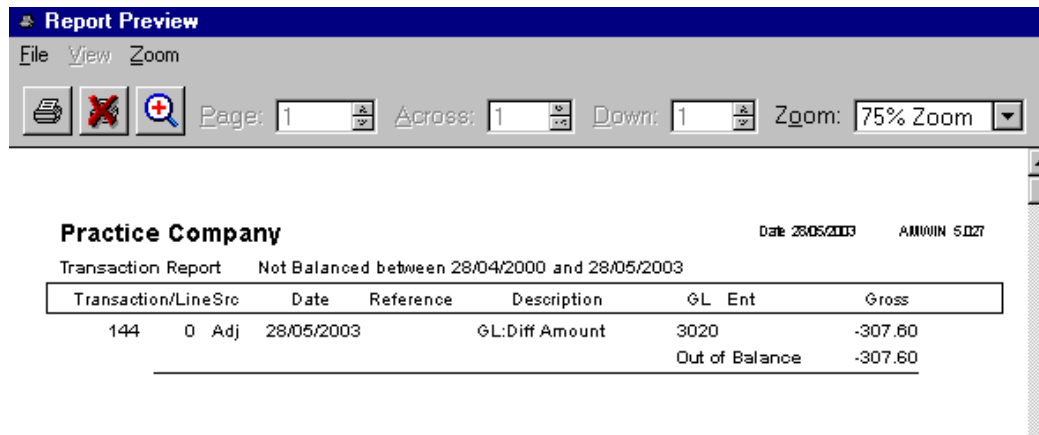
Code	Name	Bal_Bfwd	Trans Bal +Bbfwd	Mster Bal +Bbfwd	Trans Bal	Mster Bal	Diff Amount
NEWA01	New Age Business Systems Pty L	362.42	145.92	1,667.57	-216.50	1,305.15	-1,159.23

3. You can then print this list and investigate each entry. You should also do the same process for Supplier and Ledger to check any other out of balance entries.

- The next step is to print the Transaction-Audit report under the reports > accounting menu within AM-Win.

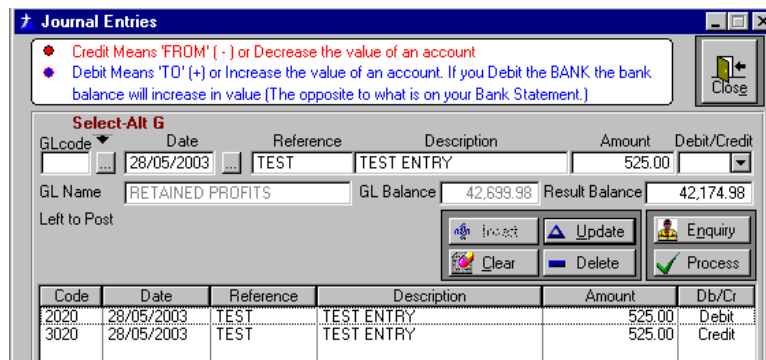


- This will display a list of any out of balance transactions that have occurred.

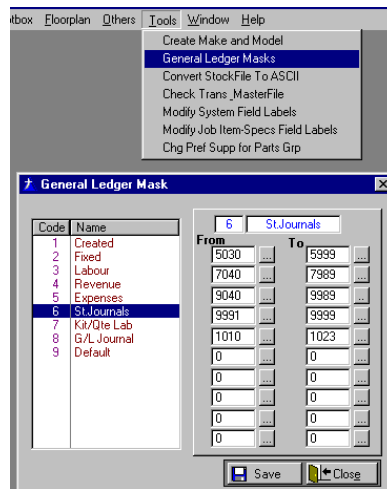


- In the event that you are unable to find the discrepancy after many hrs of searching then you may wish to process a journal against the control account (3020) to rectify this problem (we highly advise AGAINST this unless its simply a last resort). Now it depends on which way the journal entries go either debit or credit by how much the debtor & creditor accounts are out by> (Up or Down/ minus or positive)

Please note this screen is an example only; do not follow for your entries.



- If you are unable to journal against these accounts then you must setup the Ledger Masks under the tools menu within AM-Win to provide you access to these accounts.



- You should also check that your 1040 (all stock held) account matches your stock average cost .on the stock valuation report. The stock valuation report will give you qty x ave ex cost, for grand total ave cost value of stock  
Go to reports > stock> valuation report to get this figure it is at the bottom of the last page.

Practice Company  
Stock Valuation Report

Included Items=All Order-by Code - Include negative stock - Use zero stock

Date: 2006/06/01 08:58:52

Stock Code and Description	Bin	On Hand	Average Cost	Cost	Cost	Ext. Value
762 OK FILTER		6.66	16.67	96.66		96.66
764 OK FILTER		6.66	14.12	122.81		122.81
766 OK FILTER		6.66	9.81	65.21		65.21
774 OK FILTER		6.66	23.54	156.34		156.34
796 OK FILTER		1.66	9.69	16.06		16.06
798 OK FILTER		6.66	13.64	90.97		90.97
798 OK FILTER		6.66	13.36	89.36		89.36
798 OK FILTER		6.66	13.69	91.36		91.36
798 OK FILTER		-1.66	15.16	-25.27		-25.27
79 OK FILTER		-1.66	6.24	-10.37		-10.37
791 FUEL FILTER		6.66	9.11	60.66		60.66
792 FUEL FILTER		6.66	9.52	63.36		63.36
<b>Product Group Value</b>						
<b>BRK</b>						
D1044 BRK F100	D.1	-1.66	91.15	-151.50	91.15	-151.50
D1045 BRK F100	D.12	-2.66	11.82	-31.44	11.82	-31.44
<b>Product Group Value</b>						
<b>ELECT</b>						
8965 SPKR FLUIDS		-7.66	1.99	-15.24	1.99	-15.24
8987		6.66	6.92	46.06	6.92	46.06
8987 CONTRACTORS	C.12	-1.66	22.69	-37.56	22.69	-37.56
<b>Product Group Value</b>						
<b>ENG</b>						
104001221 10400-175HP-1400R		1.66	2,272.73	3,761.66	2,272.73	6,033.32
104001222 10400-175HP		6.66	5,006.91	33,346.06	5,006.91	151,613.46
104001226 10400-175HP-1400R		1.66	2,566.66	4,260.66	2,566.66	6,587.32
<b>Product Group Value</b>						
<b>LUBE</b>						
81000 111 4400R 111 8200-1400R-08		-1.66	1.66	-2.76	1.66	-2.76
142706777 OIL		-9.66	7.66	-73.66	7.66	-66.00
<b>Product Group Value</b>						
<b>TRANS</b>						
104001 111 4400R 111 8200-1400R-08		-1.66	1.66	-2.76	1.66	-2.76
<b>Product Group Value</b>						
<b>Total Report Valuation</b>						

- In most cases due to negative stock, incorrect stocktaking, resetting of average costs etc these figures will not balance. In the event that they do not balance you should attempt to investigate why. However, in most cases this will be a very long and fruitless exercise. Once you have given up on this then transfer

the out of balance amount from your 1040 or appropriate stock account to your 7020 cost of sales account where it should have gone in the first place. (Using your General ledger journal screen)

- Check that your income statement ytd figure equals your un-appropriated profit figure on the balance sheet. (It comes under "Income & Expense") These two figures should be the same. If this is not the case then you may have some corrupt or unbalanced entries.

**If this is the case contact your distributor for further help, Data can be lost due to corruption, power failures, processing errors, hardware lockups, virus attacks or any other event. Your distributor will try to help you fix the problem but it is not guaranteed due to some of the instances above.**

## **ABOUT YEAR END.**

The AMWIN 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 Quote: 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.

## **Before Processing the Year End**

### **Final checks to do:**

1. Please ensure that prior to processing the year-end you are confident that you have performed the steps outlined previously in this document and that you are ready to continue.
2. Make sure as stated previously before numerous times that you have made at least two backup copies of your data prior to processing year end.
3. Note that the year-end process can only be run when no on else is currently in the AMWIN program or any other associated modules including History/ Bank Rec etc. If you attempt to process a year-end with other modules open it is likely that your data will be corrupted.
4. 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

1. 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 process will advise you it will update and roll forward your accounts from June to July. You will then be provided with an option to backup your data to a disk first prior to running the year-end process

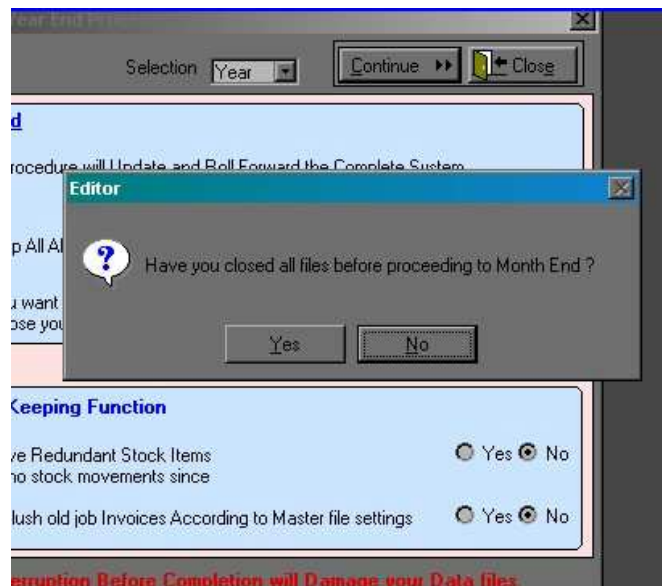
**However, it would be expected of you that you have already done so prior to getting to this stage.**

There are also two other housekeeping functions, 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.

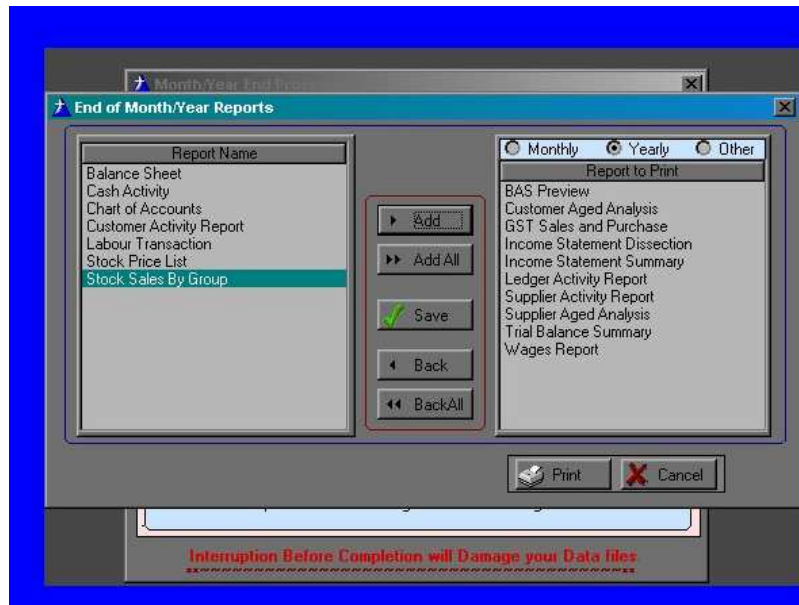
**If you are currently a Level 1 or Level 2 user then you must also process your end of GST period at this time. Furthermore, if you are a monthly GST client and you have not already closed off your prior**

**GST period then you will be required to do so before processing Year end. Please see notes below on how to close the GST period.**

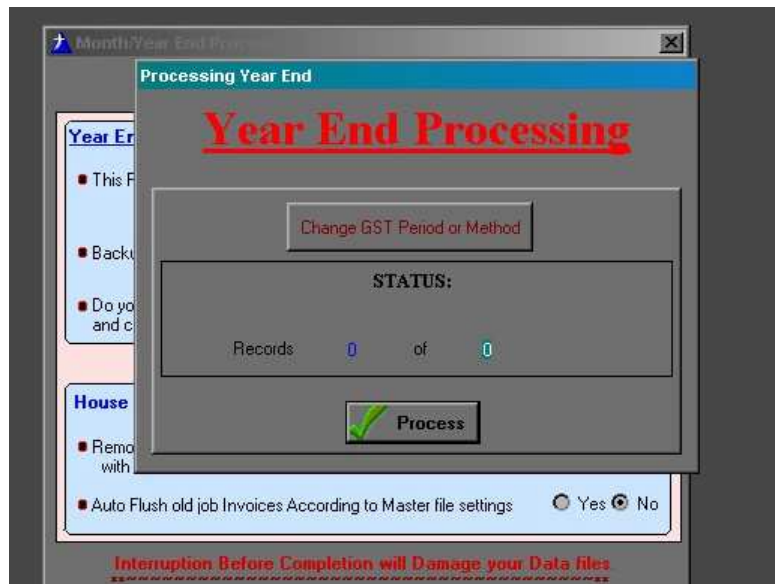
2. Click on the continue button after selecting no on all of the options then to go to the next step.
3. The computer will ask you if you have closed all files before running Year-end, This is an opportune time to go around the office / workshop/ front counter and ensure that all computers are not logged into the AMWIN program or any of its modules eg History etc. Continue onto the next step after checking.



4. This will open up a window allowing you to print off your end of year reports. However, it is not advisable you will print off your end of year reports at this stage unless you are absolutely not back posting any entries into the previous financial year once the year has been closed. Therefore, it is better to cancel past this reports window and then print your end of year reports in a few weeks time when you have back posted any required entries.



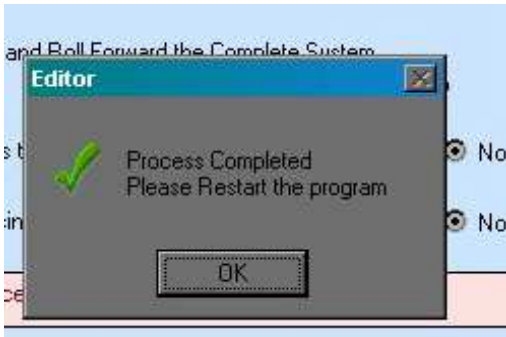
- At this point the system will automatically process any standing journal entries that you have previously set up in the program. You are then required to process your Year-end, click on the process button, which will then begin the procedure.



**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 and also the GST period is reset and both the purchase and invoice register is aged to the next period.

6. The system will then display a message that the year-end has been successfully completed and advising you to close AMWIN and restart the program. At this point we would advise you to reboot your server after closing AMWIN. You are then ready to begin using AMWIN in the new financial year.



## Back posting entries into the previous month

There is now a separate process for the GST period end and for the month end processing.

The system allows the user to finalise the month end and then close the GST period (if the period is due to be closed) at any time until the next month end is processed.

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.

To back post a transaction to the previous month, simply date the transaction with a previous month date.

If the GST period has not been closed then the system will give you the option to post the transaction to last month. If you say YES then the transaction will be back posted.

If you say "NO" then the transaction will be posted to the current month.

**In the event that you back post into a previous year there are several rules, which you be aware of.**

If you back post a asset, liability or capital account then the previous year will be adjusted by the value of the back posting and the carried forward for the same ledger account will be adjusted for the new financial year as you would expect.

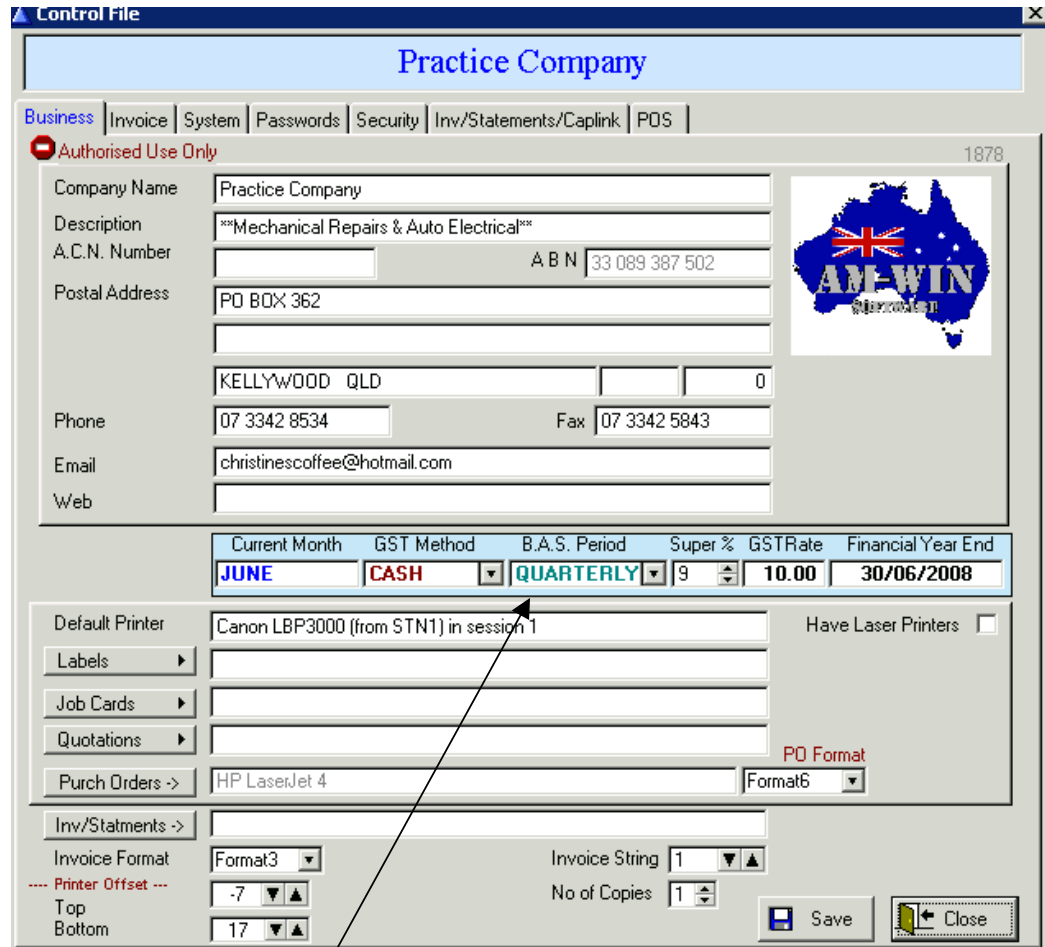
However, if you back post to a trading account between 4000 and 9999 then the previous year balance for that account would be updated but only the 3030 unappropriated profit account will be updated in the new financial year.

This is because the income and expense account for the previous year are consolidated into the 3030 accounts during end of year.

**\* \* NOTE:** If you back post a transaction then you should reprint your monthly reports. Also note that you cannot reprint adjusted debtors / creditors list as at month end except through last months reports.

## When you need to close off your GST period

AMWIN allows you to close off your GST period separately to your month end. The system sets a flag, which determines whether you need to do a month end or a GST period end for the current period.



The screenshot shows the 'Control File' window for 'Practice Company'. The window has a menu bar with 'Business', 'Invoice', 'System', 'Passwords', 'Security', 'Inv/Statements/Caplink', and 'POS'. Below the menu bar is a 'Business' tab and a '1878' label. The main area contains several sections:

- Company Information:** Company Name (Practice Company), Description (\*\*Mechanical Repairs & Auto Electrical\*\*), A.C.N. Number, A B N (33 089 387 502), Postal Address (PO BOX 362, KELLYWOOD QLD), Phone (07 3342 8534), Fax (07 3342 5843), Email (christinescoffee@hotmail.com), and Web.
- GST Settings:** Current Month (JUNE), GST Method (CASH), B.A.S. Period (QUARTERLY), Super % (9), GSTRate (10.00), and Financial Year End (30/06/2008).
- Printer Settings:** Default Printer (Canon LBP3000), Labels, Job Cards, Quotations, Purch Orders (HP LaserJet 4), Invoice Format (Format3), Invoice String (1), No of Copies (1), and Printer Offset (Top: -7, Bottom: 17).
- Buttons:** Save and Close.

A red arrow points to the 'B.A.S. Period' dropdown menu, which is currently set to 'QUARTERLY'.

This screen shows your control file, which is where the BAS period is originally set up. Either you are on a Quarterly period or monthly period. This should have been determined when you first started using AMWIN

If you are on a monthly GST period you must alternately do a month end and a GST period end.

This means that you would not be able to do 2-month ends one after the other, unless you have done a GST period close in between and vice versa.

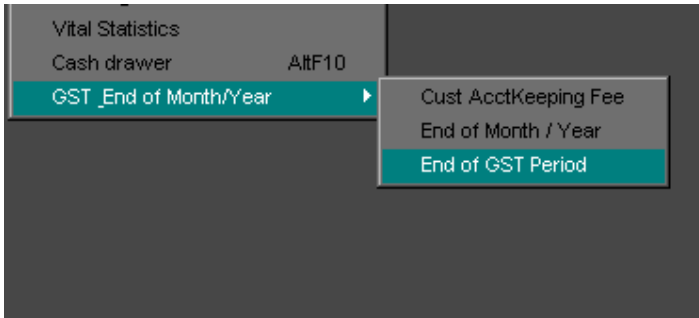
If you are on a quarterly BAS then you must do a GST period end after every third month end.

The GST period end must be done for the period, which ended at the last month end.

For example if your last month end was at the end of a GST period being, lets say, March, then you need to close your GST period end by the end of April. The system will not allow you to close the month of April until the GST period is closed

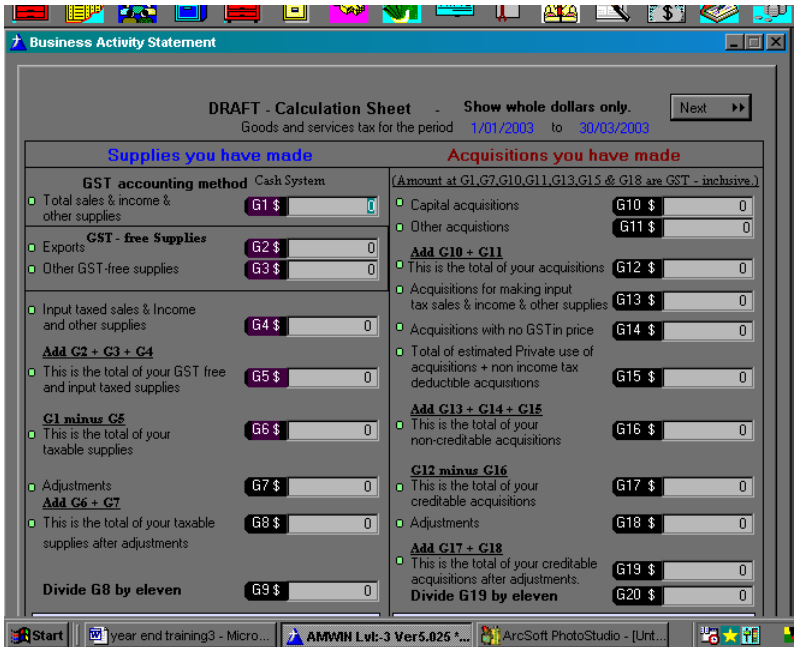
**Closing off the GST Period**

Go to Accounting > then end GST\_End of month/Year then > then end GST period



The Business Activity statement screen will come up; check that the dates are correct for the GST period you are in. These figures are a guideline only and will not change any ledger figures in the AMWIN program. You can change these figures manually.

A document ID number will be needed to filled in on the last page of your BAS statement so check that you have this information, it is on the GST lodgement form that is sent from the TAXATION office.



You can add/change any figures manually by clicking into the box you want changed and over writing with your correct figure.

Once you have entered all your figures or you are happy with the figures that are already there click on the NEXT button to go to the second page. Do the same for this screen and change any figures that are required.

If you are using the Wages Entries in the AMWIN program these figures will be added automatically, if not you can add them in manually

Click on the Next button again to come to the last page: fill in the document ID number if you have it. If not you can leave it blank.

Click on the Process button to close of this GST period.

A1 Document Identification Number  
 A2 Australian Business Number: 21001722265  
 Period Covered By This Statement  
 From: 1/01/2003 To: 30/03/2003  
 This Statement is due on: 27/04/2003 Payable on: 27/04/2003  
 Please use the Business Activity Statement Instructions to help you

You can then print off this DRAFT copy of your BAS report.

**Report Preview**  
 File View Zoom  
 Page: 1 Across: 1 Down: 1 Zoom: Page Width

AMWIN LEVEL 3 DEMO

A1 Document Identification Num 0  
 A2 Australian Business Number 21001722265  
 A3 Period Covered By this Statement From 1/01/2003 To 31/03/2003  
 A5 This is statement is due on 28/04/2003 Payable on 28/04/2003

**Business Activity Statement** Please use the Business Activity Statement Instructions to help you  
 Shown whole dollars DEBITS CREDITS

Goods and Services tax payable	1A	0	Credit for goods and services tax paid	1B	0
Add 1A = 2A			Add 1B = 2B		
2A minus 2B GST Due Amount 3 \$			0		
If the result is positive this is your nett amount of GST If the result is negative this is your nett amount of GST Credit					
Pay As You Go withholding	4	0	Cre Adj for previous income tax instalment	5B	0
Pay As You Go Instalment	5A	0	Variation Cre from fringe benefit tax instalment	6B	0
Fringe benefits tax Instalment	6A	0			
Deferred company/fund Instalment	7	0			
Add 2A + 4 + 5A + 6A + 7	8A	0	Add 2B + 5B + 6B	8B	0
8A minus 8B			9		
Net amount for this statement			0		
If the result is positive, the amount is payable to the ATO If the result is negative, the amount will be refundable to you or offset against any other tax debt you have.					

DRAFT - Calculation Sheet GST accounting method  
 Page 1 of 1 Zoom: Page Width

After you have printed of this report the screen should say process complete restart the program. Exit the AMWIN program & go back in. You have now completed closing off your BAS period.

## **Printing your End Of financial Year reports.**

Once you have finished back posting back 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.  
Supplier Aged analysis  
Trial Balance  
Income Statement  
Balance Sheet  
Invoice Register  
Stock Valuation Report  
Wage reports (If you use the wage entry)

### **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 backpost)  
Bas Report (if not intending to backpost)  
Cash Bank Activity  
Ledger Activity (very long report)  
Customer Activity (Very long report)  
Supplier Activity (Very long report)  
Stock Sales by Group

Refer to descriptions of each report for further information.

### **Why not to Delete Ledgers**

Please note if you delete an account which was used in a previous financial year but has a current zero balance which would be the case for income and expense accounts which have not been used in the current year then when printing or viewing reports for the previous years the reports will NOT balance because these ledger accounts no longer exist. As a result it is recommended that you do not delete any ledger accounts but mark them as being suspended. Do this by changing the name of the ledger to unused plus changing your general ledger masks so that they do not come up in any screens when selecting the Revenue, journal and expense etc buttons.

## Clearing financial details

You would do this in the event that you have not carried forward accurate accounting figures and would like your system to start afresh in the new financial year.

The system can be told to clear all financial details using the AMWtools utility module.



This process will reset your debtor, creditor, stock and ledger figures back to zero but retain your Job history & Master file details. You will then be able to re-enter the opening balances for your customers, suppliers, stock & ledgers.

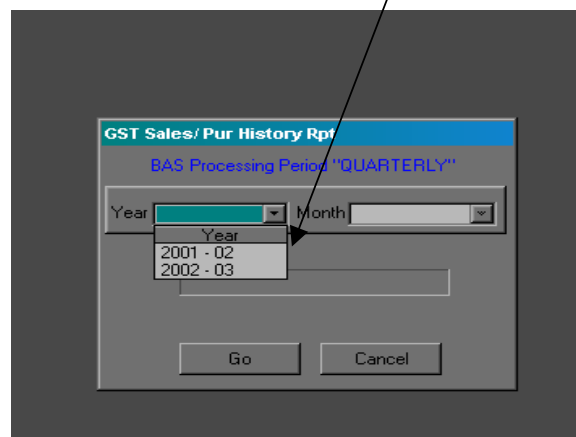
Please contact your Distributor if you wish to run this process and they will guide you through step-by-step or dial in if you have the facility and run it for you.

We do not like customers to run any AMWIN Utilities without going through your distributor as running the wrong utility could cause irreversible damage.

## Processing in the new financial year

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

If you required 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.



## THE FINAL CHECK LIST ....

It is important that the knowledge you have learnt is followed and utilised to ensure that your year end goes smoothly and you provide yourself and your accountant with the information required to efficiently process your figures.

Remember these important steps.

1. Contact your accountant to discuss what they will require from you in the way of reports and other financial records. It is this more than anything else that will save you money and time in the process of getting your financials processed.
2. Ensure that you are up to date with your invoicing and purchasing and you have claimed all of the GST credits you are legally able to claim.
3. Ensure that prior to processing your year end that you have done 2 separate and Reliable backups of your data. If you change any information after the backups and prior to processing the year-end then redo the backups. Store these backups in a safe place and take at least one copy off site for added protection of your data.
4. Make sure that no other user is in the system and that no other tasks on your computer are in any other AM-Win module such as History or Bankrec during the year end process.
5. Make sure you have not processed transactions immediately before doing the year-end. If you are unsure then exit AM-Win and restart AM-Win and do the year-end. Do not do transactions and then go immediately to the year end process.
6. After the year-end has been processed exit AM-Win and restart AM-Win to begin the new financial year. Remember not to print your reports until all transactions for the previous year have been processed.
7. Have a coffee / tea / beer / scotch / champagne / wine (Whatever you fancy, or all of the above). You have done well. Congratulations.