

INTERNATIONAL COMPUTER SERVICE

EOFY 2025 NEWSLETTER



AM-WIN

NEW AM-WIN

iOS APPS VERSION!

**AM-Win iOS Apps
Version 2.8.1
is now available!**

*If your SUA is up to date
contact ICS for assistance!*

*Find out more about Version 11
in the AM-Win sections
of the newsletter.*

END OF FINANCIAL YEAR READY FOR EOFY?!

**End of Financial Year is
quickly approaching!**

Please read the
AM-Win EOFY guide well before
June 30th as there are many
steps to consider leading up to
the financial year processing.

*Find out more about EOFY in the
AM-Win sections of the
newsletter.*

LIGHTNING PAYROLL EOFY IS EASY WITH LIGHTNING!

Please follow our
Step-by-Step guide
for EOFY and for renewing your
Machine Credentials.

*Find out more in the
Lightning Payroll Integration
section of the newsletter.*

If you have any queries about any of the
content in this newsletter,
or any general enquires, contact ICS:

(07) 3107 1923

support@icsjet.com.au

<http://www.icsjet.com.au/contact/>

or find us on Facebook!



END OF FINANCIAL YEAR WITH LIGHTNING PAYROLL!



Since our transition with Lightning Payroll, the EOFY payroll process is easy.

Please follow our step-by-step guide below.

<https://www.amonline.com.au:/HelpOnline/Level3/ViewTopic/9368>

If you require assistance during this process, you can contact the ICS or Lightning support teams, email support@icsjet.com.au or support@lightningpayroll.com.au and a support ticket will be lodged for you.

It is recommended you start reconciling your payroll now!



See below for Lightning's 2025 End of Financial Year Checklist. It contains everything you need to know about reporting end of year figures to the ATO, troubleshooting and more.

What's included in the EOFY Checklist:

- ✓ How to finalise STP for the year with step-by-step guidance
 - 📅 Clarification on processed dates vs pay period
 - 📄 Super increase to 12% from July 1st, 2025
 - 🔄 Tax table updates and version info
 - 🧑🏫 Premium one-on-one EOFY training sessions
 - 📄 How to handle payment summaries
 - 🤝 Contact info for EOFY support

✓ EOFY PAYROLL: ALL YOU NEED TO DO

Simple Steps for Finalising the Year in Lightning Payroll:

- When lodging your final Single Touch Payroll of the financial year, **tick the box marked 'Final pay for the financial year?'**. The first submission for this pay run will be a new/pay event.
 - At EOFY we always recommend **lodging a second STP submission as an update event** immediately afterwards. Make sure to again tick the box that says **'Final pay for the financial year?'**.

💡 *This two-step approach helps prevent the most common EOFY errors.*

- Create a new/pay event (additional YTD figures)
- Create an update event (refresh YTD figures)
- Adjust incorrect pay/new event parent totals (YTD figures n/a)
- Final pay for the financial year?
- Submit zero dollar values?
- Submit as a third party/tax agent?

31 IT'S ALL ABOUT THE PROCESSED DATE

As the ATO explains here:

- With regards to financial years, **it is not the pay period but the date of payment that matters.**
- A pay run processed and paid on **1 July** belongs **entirely** to the **new financial year**, even if the pay period ends on **30 June**.
- Make sure you **finalise the 24/25 financial year in the final pay run processed in June**.
 - ⌚ *Processed dates are critical – don't get caught out!*

The screenshot shows the Lightning Payroll interface with three main sections: EMPLOYEES, ROSTERS, and PAYS. Below these is a summary for the period '21 June 2025 - 27 Jun'. A row of action buttons is visible: 'Edit Pay/s' (circled in blue), 'Create Pays Wizard', 'Delete Pays Wizard', 'Mark all as Complete', and 'Timec (Portal)'. Below the buttons is a table with the following data:

End Date	Processed Date	Status
27 Jun 2025	26 Jun 2025	COMPLETED
27 Jun 2025	26 Jun 2025	COMPLETED
27 Jun 2025	26 Jun 2025	COMPLETED
27 Jun 2025	26 Jun 2025	COMPLETED
27 Jun 2025	26 Jun 2025	COMPLETED
27 Jun 2025	26 Jun 2025	COMPLETED
27 Jun 2025	26 Jun 2025	COMPLETED
27 Jun 2025	26 Jun 2025	COMPLETED
27 Jun 2025	26 Jun 2025	COMPLETED
27 Jun 2025	26 Jun 2025	COMPLETED

SUPER RATE INCREASE TO 12% FROM JULY 1ST, 2025

Starting 1 July 2025, the compulsory Superannuation Guarantee (SG) rate will increase from 11.5% to **12%** as part of the legislated pathway toward stronger retirement savings.

Lightning Payroll makes this easy — we'll automatically adjust your employees' super rates during their first or second July pay run (if applicable). If someone is already earning above the required SG rate, no change will be made.

Please double-check super rates after your first July pay.

Some uncommon workflows (e.g. test pays in June using June dates) may prevent the automatic update. Newer versions of Lightning Payroll handle these better, but it's always worth confirming.

If needed, you can:

- **Manually update super** under **Tools >> Update Superannuation Guarantee Rates**
 - **Recalculate super** on pays via **Tools >> Recalculate Super On Pays**
- Or **disable auto-checking** under **Employees >> Super >> Superannuation Contributions**

UPDATE NOW FOR THE 2025/2026 TAX TABLES

To ensure you're using the latest ATO rates for the new financial year, make sure your Lightning Payroll software is up to date.

Web and mobile users – you're already up to date!

 **Desktop users (Windows and Mac)** – please check that you're running **version 2026.3 or later**.

Here's how:

- Click '**Check for Updates Now**' on the bottom toolbar of your Lightning Payroll app.
 - If that doesn't work, you can **reinstall the latest version manually** using the download links below.
-  Reinstalling will **not affect your payroll data** – it's a safe and easy way to get the latest updates.

What's changed this year?

Only the **STSL (Study and Training Support Loans)** tax tables and a few **minor adjustments** have been made for 2025/2026. The **standard tax thresholds remain unchanged**, so most employees will not see any difference in take-home pay.

We've applied all the latest ATO changes as outlined here:

 2025 PAYG Withholding Tax Tables – ATO



Windows Download

Mac Download

EOFY REFRESHER TRAINING – ONE-ON-ONE SUPPORT

Need peace of mind closing out the financial year?

Lightning's **standard support remains 100% free** and available if you need quick help.

But if you'd like more focused assistance, they're also offering **dedicated one-hour EOFY training sessions** – a premium service designed to give you tailored, uninterrupted support with one of our payroll specialists.

During your private session, they'll:

-  Guide you through running key reports
-  Check over your pay runs for common issues
-  Walk you step-by-step through the STP finalisation process

 *Perfect if you want a professional check-up before submitting your EOFY reports with confidence.*

 [Learn more about what's included in a session](#)

Book Now

STILL NEED PAYMENT SUMMARIES?

Even though STP finalisation has replaced the need to distribute traditional group certificates, you can still **generate PAYG Payment Summaries** in Lightning Payroll for your records or for employees who request them.

It's easy:

1. Go to the **End of Year** section in Lightning Payroll.
2. Select the relevant **financial year**.
3. Follow the on-screen prompts to **print or email** the summaries.

 [Full instructions in our FAQ](#)

 *Note: There's no longer any need to lodge these with the ATO if you're using STP, but you can still provide them to employees for reference.*

EOFY Help, When You Need It

Whether you're finalising a single pay run or wrapping up a full year of payroll, Lightning's friendly support team is here to help you every step of the way.

 **Call them on:** (07) 3051 5895

 **Email:** support@lightningpayroll.com.au

Let's close this year strong with clean books, correct submissions, and confidence.

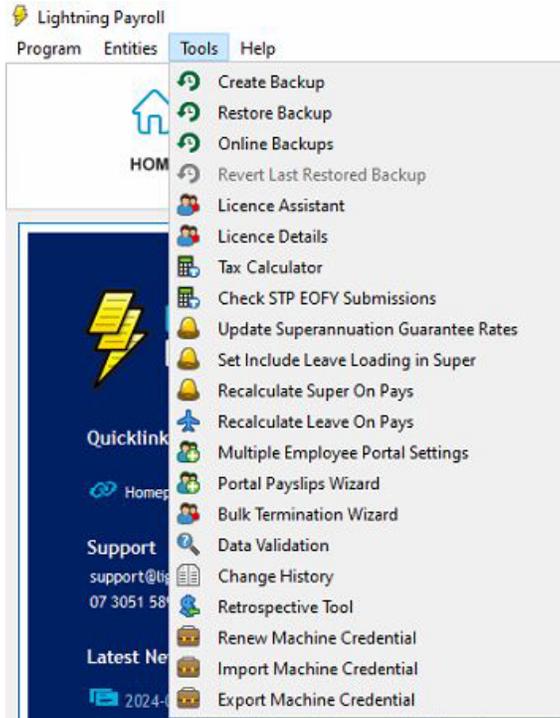
 Lightning Payroll, helping Aussie businesses do payroll right!

Q: How Can I Renew My ATO Machine Credential for Lightning Payroll Desktop?

Answer:

Lightning Payroll desktop can connect with the ATO's machine credential renewal service. This allows you to easily renew machine credentials used for sending Single Touch Payroll through to the ATO.

You can renew your credentials under **Tools >> Renew Machine Credential**.



All you need to do is select the credential you wish to renew and click **Attempt Renewal**.

Renewals are not guaranteed since it is outside of our control. You may need to create a new machine credential if a problem arises or if you have forgotten your ATO keystore password.

To find out how to create a new machine credential, [click here](#).

To find out what to do if you have forgotten your machine credential keystore password, [click here](#).

Lightning Payroll - Renew ATO Machine Credential

ATO Machine Credential Renewal

Use this tool to attempt a renewal of a chosen machine credential with the ATO. This tool does not guarantee a renewed credential as there are some factors outside of our control which may prevent credential renewal.

If renewal fails, you will need to obtain a fresh machine credential from the ATO. Please [see here](#) for more information on creating a machine credential.

Credential To Renew

Keystore Password



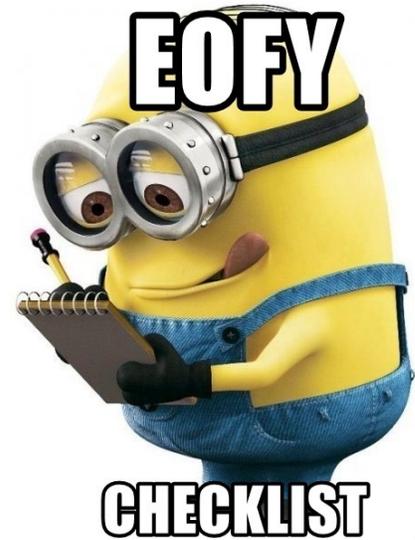
END OF FINANCIAL YEAR IS COMING!

IMPORTANT INFORMATION

Please read the [AMWIN EOFY 25](#) guide well before June 30th as there are many steps to consider leading up to the financial year processing.

Including:

- For your Accountant - what reports they want and what they expect
- Backing up your data (**TWICE! At least one external backup!**)
- What to consider when looking at unfinalised jobs and the work in progress report
- Unfinalised Orders
- Bank reconciliation
- Stocktake
- Reconciling your Ledger control accounts to your aged analysis
- Do I need to do a month end?
- Final checks to perform before processing
- Processing the year end
- Back posting entries to the previous month
- When you need to process your GST period
- Closing off your GST period
- Printing off your year-end reports
- What reports to print
- Optional reports
- Deleting ledgers
- Clearing financial details
- Processing in the new financial year
- The final checklist prior to processing.



See the [AMWIN EOFY 25](#) to view/print the EOY document. Please read this document, print it out and have it handy **well before you perform your year-end process.**



AM-WIN EOFY FAQs

END OF FINACIAL YEAR FREQUENTLY ASKED QUESTIONS

In this section you will find answers to a few of our most Frequently Asked AM-Win Questions from the past month...

[BAD DEBT WRITE OFF](#)

[AM-WIN – EOFY CHECK LIST](#)

[DEPOSIT RECONCILIATION SCREEN](#)

[AM-WIN END OF YEAR ON AMONLINE](#)

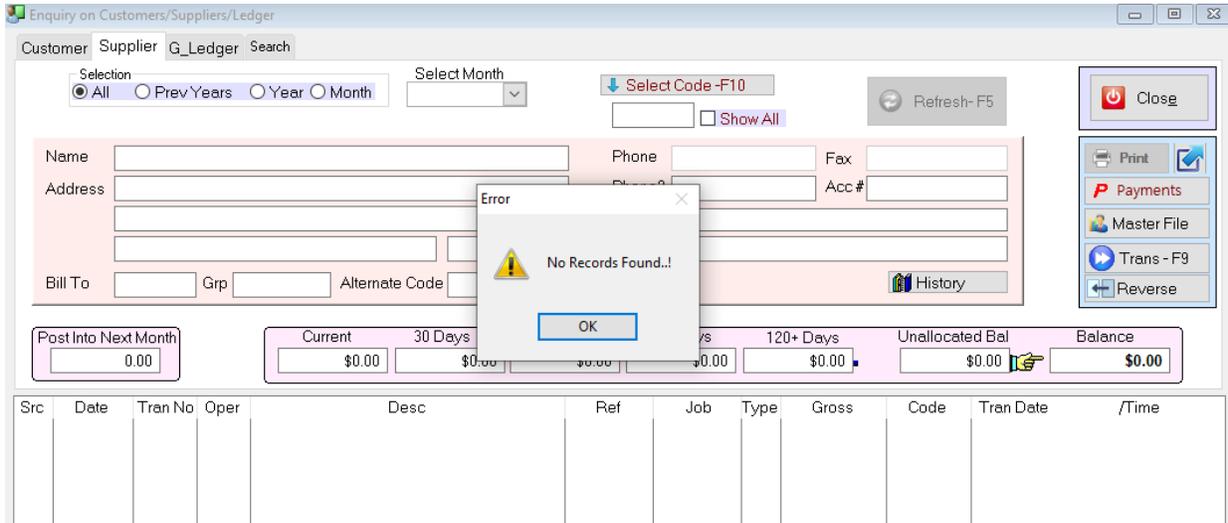
**PLEASE DO NOT STOP YOUR END OF YEAR PROCESS
IF YOU THINK IT IS TAKING TOO LONG.
THE END OF YEAR PROCESS IS LONGER THAN THE END OF MONTH PROCESS.
END OF YEAR PROCESS COULD BE ANYTHING FROM 10 MINUTES UP AN HOUR.
PLEASE DO NOT STOP IT HALF WAY AS THAT WILL CAUSE MORE ISSUES.
IF YOU BELIEVE SOMETHING HAS GONE WRONG
OR YOU NEED ANY HELP PLEASE [CONTACT ICS.](#)**

PLEASE KEEP IN MIND THIS IS OUR BUSIEST TIME OF YEAR AND THERE MAY BE A SHORT DELAY IN THE CALL PERIOD. WE DO APOLOGISE FOR ANY DELAY BUT WILL HELP YOU AS SOON AS POSSIBLE.

AM-WIN EOFY TIPS

EOFY ENQUIRY SCREEN TIP

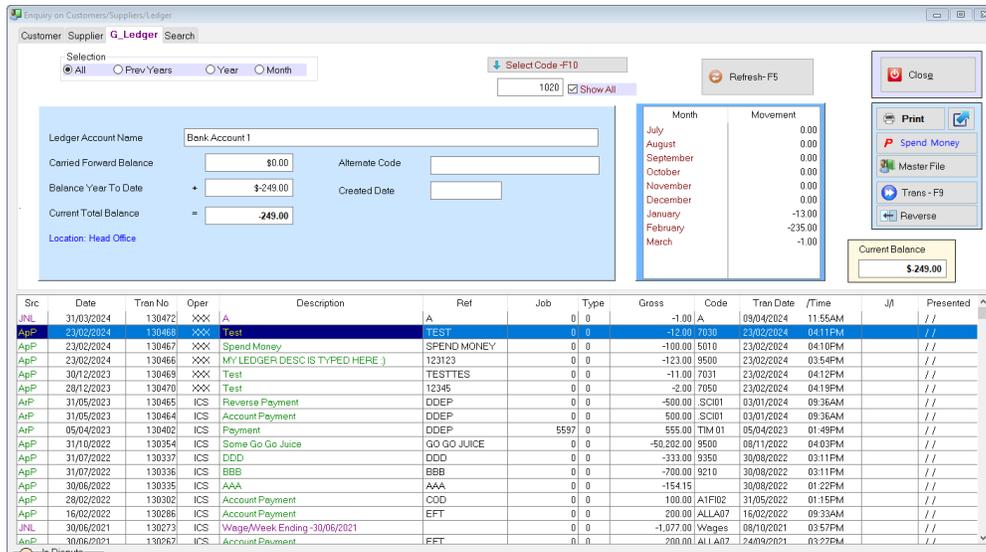
Remember! Once you have rolled AM-Win into the new financial year, the enquiry screen will now be showing, by default, only the new year's transactions. If you haven't done any transaction this year you will even get a No Records Found message.



To view previous years' transactions, make sure you select the **Show All** or **Prev Year** and select year and a particular month if required. If you don't select a month the entries for the entire financial year will be shown.



and then hit **F5** or the **Refresh** button.



USEFUL EOFY AM-WIN FEATURES

STOCK DATA TOOL

Every year businesses are looking to reduce tax and one of the best ways to do this is to write-off your dead stock. This can be a time-consuming process, but AM-Win has you covered.

The AM-Win Stock Data Tool Module is a powerful tool which allows you to manipulate your Stock File in a variety of ways including creating a list of Dead Stock that hasn't been sold for a time that you nominate and then allowing you to write-off the value to a chosen expense account.

You can also use the Tool for many other things from setting Prices, changing Descriptions, moving Parts between and in and out of Stock Groups and Subgroups, changing preferred Suppliers to many other features.

This Tool provides a great deal of power for you to make your Stock File much more efficient and for it to start working for you rather than against you.

The Stock Data Tool is not a standard AM-Win module. This Additional Module can be added to your Package quickly and easily and a technician would guide you through the many uses for this Tool.

See more about the [Stock Data Tool](#) on the AM-Win Online Education Centre.



WANT A DEMO?

Contact the ICS team now on 07 3107 1923 or at support@icsjet.com.au to arrange a demo and find out how it can improve the efficiency of your business.



AM-WIN EOFY FAQ

THIS MONTH'S MOST FREQUENTLY ASKED AM-WIN QUESTIONS

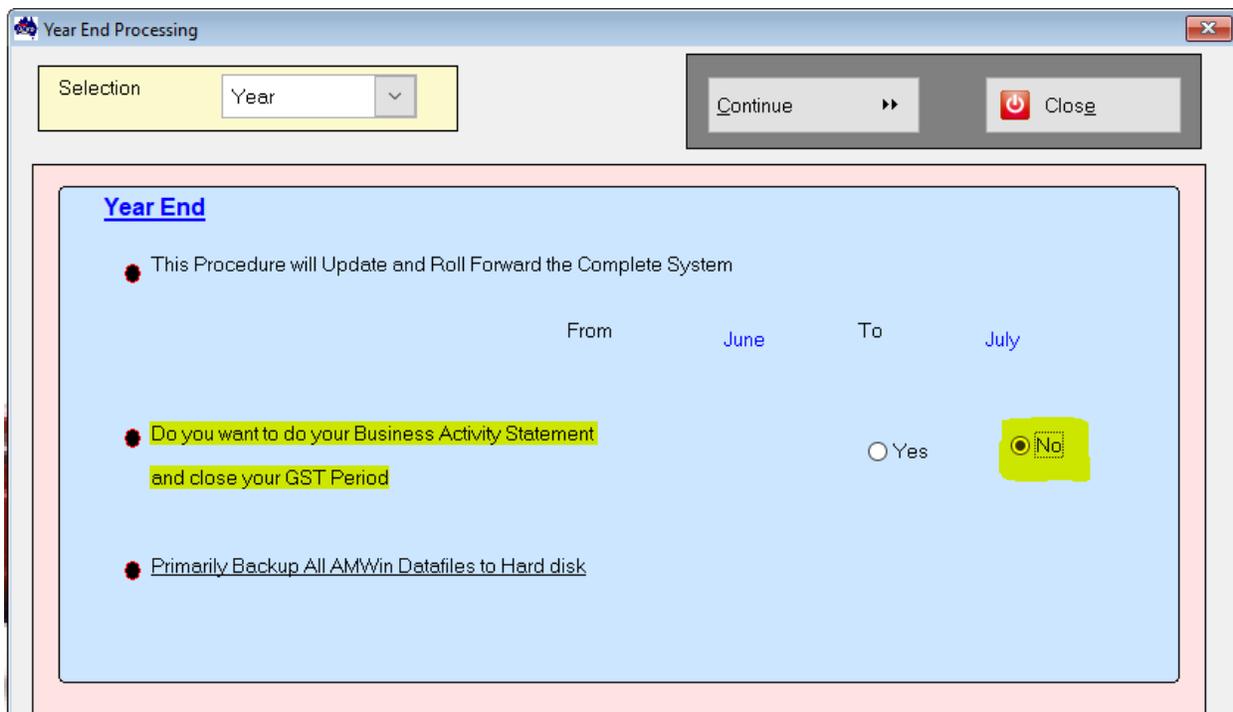
Question: Once I have rolled the Year over in AM-Win, can I still post to Last Year?

Answer: Yes, you can do your End of Year rollover and then still be able to back-post transactions into June **as long as you don't close your GST.**

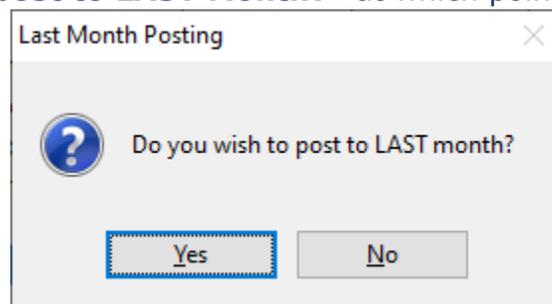
1. Roll the year using the usual month rollover procedure.
(**Ledger > GST End of Month/Year > End of Month/Year.**
See End of Year Rollover document for details)
2. The system will do a backup, then show you the screen below
3. **Select "No"** to the question highlighted below to keep your GST open

This will keep June open for 1 month until you roll into August,
at which point it will ask you to close the GST.

Note: whether you close your GST or not, Journal Entries can still be back posted into any month in the previous financial year



Then when processing invoices/orders etc from last month you will be asked **"Do you wish to post to LAST Month?"** at which point you can press **Yes.**



Question: Can I change a Part Number on a Finalised Invoice?

Answer: Yes! You can now change the part number on a finalised invoice instead of cloning, deleting, and re-finalising the invoice.

From the Customer History screen right click on the part number you wish to change and select the Part Change option.

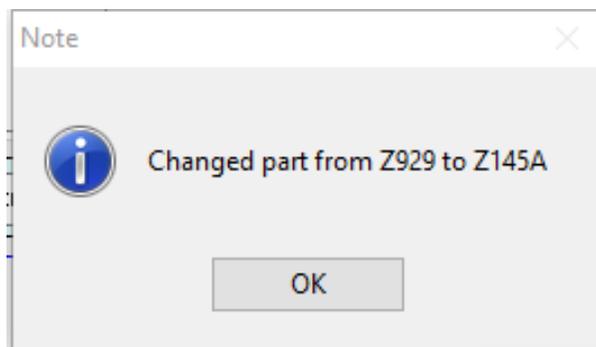
You can change the item which will update the invoice and also correct the stock on hand figures for the old and new item.

You are not able to change the price or quantity supplied. The system will account for the difference in average cost between the items.

The screenshot shows the 'Customer History' window. At the top, there are buttons for 'Notes', 'Change', 'Clone', and 'Close'. Below this is a table of invoices with columns for Invoice No, Job No, Order #, Cust & Registration, Bill To, Registration, Date, and Cust & Inv. The table contains three rows of invoice data.

Below the invoice table is a section for vehicle details, including 'Make N Model' (FORD FALCON (TO 1988) XD (ZJ)), 'Name' (BRIAN ADAMS), and 'Address' (16 MACARTHUR STREET, TOOWOOMBA, QLD, 4350). There are also checkboxes for 'Part', 'Revenue', 'Consignment', 'Desc', 'Labour', and 'Consignment'.

At the bottom, there is a table for 'Parts Usage History' with columns for Stock, Desc, Reference, Actual Qty, Delvrd Qty, Item Per, Cost, Disc Amt, Sell Am, GST, Gross, and Alternate code. The table lists several items, including 'Remove old gasket', 'Labour', 'CONSUMABLES/ENVIRO LEVY', 'FEES - CREDIT CARD SURCHAR', and 'FILTER - OIL (FORG)'. A context menu is open over the 'FILTER - OIL (FORG)' row, showing options: 'Add to Bucket', 'Parts Usage History', and 'Change Part'.



Question: I made a mistake and, in an attempt to fix that mistake, I made several more. Now if I send this customer a statement it will show the invoice, a credit, a payment, a reverse payment and several other transactions I made to correct my mistake, which can be confusing for the customer.

How do I hide these extra transactions so the customer only sees what they need to on the statement?

Answer: AM-Win has added the feature in the **Enquires** window that allows you to Right Click on a transaction and hide it so it won't appear on the Customer's Statement.

NOTE: The transactions you wish to hide must add up to zero.

The screenshot shows the 'Enquiry on Customers/Suppliers/Ledger' window. At the top, there are search and filter options. The customer details for BRIAN ADAMS are displayed. Below this, there are summary statistics for various periods (Current, 30 Days, 60 Days, 90 Days, 120+ Days, Unallocated Bal, Balance). The main part of the window is a table of transactions. A context menu is open over the first transaction, showing options like 'Hide' and 'Hide Entries in Rpt Statements'. The table data is as follows:

Src	Date	Tran No	Oper	Description	Ref	Job	Type	Gross	Code	Tran Date	/Time	J/Item
ArC	31/03/2024	130479	XXX	Cr Note		135780	0	-177.10	ADAM02	11/06/2024	07:46PM	
ArP	31/03/2024	130478	XXX	Account Payment			0	-210.45	ADAM02	11/06/2024	07:46PM	
ArP	31/03/2024	130477	XXX	Reverse Payment			0	177.10	ADAM02	11/06/2024	07:45PM	
ArI	31/03/2024	130475	XXX	AUTO SERVICE	41409	135779	0	210.45	ADAM02	11/06/2024	07:45PM	585OFF
ArP	31/03/2024	130474	XXX	Payment	EFT	135778	0	-177.10	ADAM02	11/06/2024	07:44PM	585OFF
ArI	31/03/2024	130473	XXX	AUTO SERVICE	41408	135778	0	177.10	ADAM02	11/06/2024	07:44PM	585OFF

The image shows a sequence of three dialog boxes. The first is a blue box with the text 'Hide'. The second is a white box with a blue border containing the text 'Hide Entries in Rpt Statements'. The third is a grey box with a white border containing the text 'Update Complete' and an 'OK' button.

AMONLINE TOP PAGE OF THE MONTH

AM-WIN Online Education Centre

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STOCKTAKE OPTIONS

There are numerous options available to process a stocktake using AM-Win. These options depend on the size of your business, the type of stocktake you wish to perform, how many items of stock you carry, how many stock locations or departments you have, along with many other circumstances.

Below are a number of options that can be used depending on the type of stocktake you wish to perform.

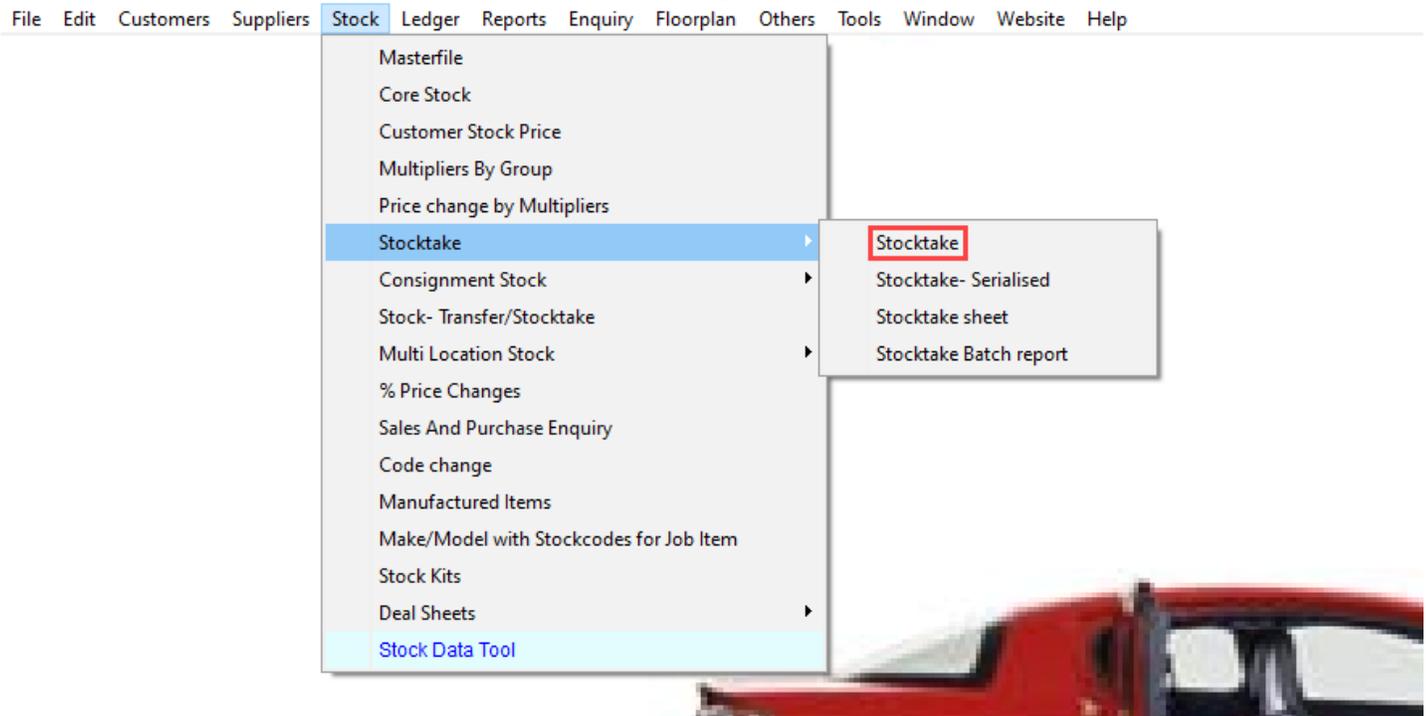
STOCKTAKE BATCH

The Stocktake Batch allows you to process stocktaking by batches. This means that you can process a stocktake using a large criterion of filters such as bin location, supplier, stock group etc. You can also do a stocktake for a range of parts by location and between two parts numbers alphanumerically.

Once the batch is saved you can then print batch stocktake reports and count the actual stock on hand. Once the stock is counted you are then able to enter the discrepancies and process the stocktake.

One of the main features of the stocktake module is that once the stock is counted you can take as long as you like to update the batch on the computer and AM-Win will account for any sales or purchases that have been done since the items were counted.

To open the Stocktake Module, in the main AM-Win program to go **Stock > Stocktake > Stocktake Batch**.



Note: This help page also includes information on processing a serialised stocktake, with help specific to serialised stock coloured in green. If you wish to process a stocktake for serialised stock then you must use the Stocktake - Serialised option.

Stocktake Batch

New **Revise** Batch No: Delete Batch # **Save** **Clear** **Close**

Generate Complete

Select Single **Select Multi** Part Entry Status: - NEW

Type All Bin Group SubGrp Supplier Import Stockclass: All Sort: Stkcode

From Bin: *425115 To Part: Z88A 0 Records 713

Locator Ignore Zero Stk Only Negative Stk Active Stk Only Include Issued Stk **Generate** **Insert Part** **Toggle** **Save-Print** **Tag All** **Process**

Part No	Desc	Rpt Qty	Counted	Alloc	On Hand	Adj By	New Qty	Rpt date	Entry Date	Tag	Counl	Ent C	Grp	Bin	L
4311J	DRILLED SET	0.00	0.00	0.00	0.00	0.00	0.00	30/06/2018					ACCES		
4311JU	DRILLED SET	0.00	0.00	0.00	0.00	0.00	0.00	30/06/2018					ACCES		
4410328090	ABS SENSOR	0.00	0.00	0.00	0.00	0.00	0.00	30/06/2018					ACCES		
4514G DNA	LINING SET DON EE	0.00	0.00	0.00	0.00	0.00	0.00	30/06/2018					ACCES		
4630131140	3 WAY EXHAUST BRAKE VALVE	-1.00	0.00	0.00	0.00	0.00	0.00	30/06/2018					ACCES		
4948	GAS STRUT HI-ACE YH/LH TAIL	0.00	0.00	0.00	0.00	0.00	0.00	30/06/2018					ACCES		
4949L	GAS STRUT SUBARU WAGON TAIL	0.00	0.00	0.00	0.00	0.00	0.00	30/06/2018					ACCES		
5003547	AIR DRYER PURGE KIT	0.00	0.00	0.00	0.00	0.00	0.00	30/06/2018					ACCES		
710656R	C/D AIR PAK	0.00	0.00	0.00	0.00	0.00	0.00	30/06/2018					ACCES		
91725	BLUE RYDER	0.00	0.00	0.00	0.00	0.00	0.00	30/06/2018					ACCES		
A105	AIR FILTER	-1.00	0.00	0.00	0.00	0.00	0.00	30/06/2018					AF		
A114X	AIR FILTER	0.00	0.00	0.00	0.00	0.00	0.00	30/06/2018					AF		
A1200	AIR FILTER	0.00	0.00	0.00	0.00	0.00	0.00	30/06/2018					AF		
A1203	AIR FILTER	0.00	0.00	0.00	0.00	0.00	0.00	30/06/2018					AF		
A1204	AIR FILTER	0.00	0.00	0.00	0.00	0.00	0.00	30/06/2018					AF		
A1206	AIR FILTER	0.00	0.00	0.00	0.00	0.00	0.00	30/06/2018					AF		

Note: - Cannot do Stocktake on Serialised, Revenue and Non Stock Items
When in Revise & Status:- Active, Use Enterkey to Tag

Creating a New Batch

The first step in the stocktake process is to begin a new batch. This allows you to create a batch, which can then be printed, counted and processed. To create a new batch click on the **New** button. You are then able to create a stocktake by a single filter or by multiple filters. Firstly, we will start with a single criteria.

Select Single

Select the criteria you want to use from **All**, **Bin**, **Group**, **Sub Group** or **Supplier**. You can also **Import** a CSV file.

You can then select the stock class from the Stockclass drop-down to be included either by "All", "Stock", "Consignment" or "Trade-In". You are not able to do a stocktake on non-stock or revenue items. If you wish to change the on hand quantity of a non-stock item, you can change the quantity directly from the Stock Masterfiles.

You can then select the **Sort** order to list entries by either "Bin", "Group", "No Group", "Stockcode" or "Bin - Stockcode". However, the report is printed in Bin location followed by part number order ("Bin - Stockcode").

All Type

If **All** type is chosen then you can select a range of parts to be in the batch by part number. Firstly click on the **From Part** button and select the first part to be added to the batch. Then click on the **To Part** button and select the last part to be added to the batch.

Bin Type

If the **Bin** type is chosen then you can select a range of parts to be in the batch by bin location. The system will then load the bin location list which may take a few seconds. Firstly select the **From Bin** list and select the first Bin to be added to the batch. Then select the **To Bin** list and select the last Bin location to be added to the batch.

Group Type

If **Group** type is chosen then you can select a range of parts to be in the batch by the Group. Firstly click on the **Group** button and select the group.

Supplier Type

If **Supplier** type is chosen then you can select a range of parts to be in the batch based on the Preferred Supplier. Firstly click on the **Supplier** button and select the supplier.

Inserting Single Items

The system will also allow you to insert single items into the batch as long as these items do not already appear on other batches or in fact are already on the existing batch. Click on the **Insert Part** button and select the parts to be added from the ****Parts Link** screen. This will then add the selected items into the batch.

Select Multi

You may wish to generate a batch using multiple criteria at the same time under the options available in the **Select Multi** tab. Click on the **Select Multi** tab which then changes your filter options. You are now able to select a range of parts to be included in the stocktake by a combination of filters.

You are able to select within a certain supplier and within a group and also within a sub group as well as within a certain bin location range. If left blank then this means all of that type will be used. Eg, if supplier is left blank then the system ignores who the supplier is when generating the batch.

If you use all filters then only parts for the selected supplier, within the selected group and sub group and also within the bin location range will be placed in the batch. This can generate rather small and very specific stocktake batches. Remember that when you click the **Generate** button to generate the batch, only parts that are within the filter ranges and also that are not already on another batch will be added to the batch.

Filter Options

There are a number of tick boxes that enable you to filter the records based on a number of criteria as follows:

Ignore Zero Stock - This option will ignore any items that have a stock on hand of 0. This will save you trying to count stock that doesn't exist and you may not have purchased for a long time. One issue with this option is that you may fail to count stock which is on hand but excluded because the system shows the stock as having 0 on hand.

Only Negative Stock - If your stock is generally under control with a few negative items, you may wish to tick this box so that only stock with a negative quantity on hand is generated into the batch.

Active Stock Only - This option will only bring active stock into the stocktake. Stock that has been marked Inactive or basically redundant will not be added to the batch.

Include Issued Stock - It is often difficult to do a stocktake when you have work in progress as some of the stock may be removed from the shelf and fitted to the job. In this case, you can mark the stock as "Issued" to the Job or Customer Order so that the system knows not to count the stock. If you tick this option the system will assume you are only counting what is on the shelf and excluding from the count anything that is issued to a Job or Customer Order. If the option is not ticked then the system assumes your counted quantity also includes these items.

Generating a Batch

You can then click on the **Generate** button and the screen will be filled with all parts within the range chosen unless those parts are already in another batch. An item can only exist in one batch at a time for each location to avoid it being counted twice.

If you are processing a serialised stocktake, then two additional columns will appear on the right of the list box showing details of the serial numbers and status of the serial number against each item as you click on the item.

Multiple selections

Multiple types can be used to generate a single batch. For example you may choose a specific supplier and then **Generate** the batch, and then also choose a certain **Group** and then generate additional items into the batch.

Importing into a batch

You are able to create a CSV file via Excel or some other method and import this file into the stocktake batch. The file format needs to have the Part Number or Barcode in the first column, and the Quantity Counted in the second column.

If you have saved the file as an Excel format and are ready to import into the Stocktake in AM-Win, you need to change the file to a CSV format. To do this, in Excel click on **File > Save As**. Choose a location, then below the name of the file change the **Save As Type** to be **CSV (Comma Delimited) (*.csv)**

You can also use Notepad or some other editor to create the file. A CSV file must have a comma between the part number/barcode and the quantity. If the part number contains a comma (unusual), then this will cause an issue when trying to import the file.

Note: If you need to make any changes to this file after you've saved it, open the Excel file and make the changes, NOT the CSV file as any leading 0s on a part number or barcode will be removed from the file.

To import this stocktake file into AM-Win and process the stocktake, in the Stocktake Module under the **Select Single** tab choose the **Import** option, then click on the **Import** button and select the CSV file you have saved. This will then drop the parts and the new counted quantities into the stocktake screen.

Note: If you get the error message "Access Denied", close the stocktake file in Excel and try again, as AM-Win cannot open the file if you already have it open somewhere else.

Click **Save** to save this stocktake batch, then follow the steps below to update records as needed, print a variance report and finalise the stocktake.

Part Entry

This tab allows you to insert items into the stocktake batch that have already been counted but not currently on the batch. During the stocktake you might find additional items that you count that were not on the batch which have been done manually and have to be accounted for. This tab allows you to select the stock item and then enter a quantity that was counted, which will then be appended to the batch once you click the **Add** button.

Save

After generating the batch and adding all of the items required for the batch, you can click on the **Save** button to save the batch prior to either counting, exporting or printing a batch.

Once the batch is saved the system will record the batch number and date of the batch in the Stock Masterfiles. If a batch number exists on the item then the system knows that item is allocated to a batch and will not be placed on another batch. When a batch is deleted or an item on the batch is finalised, the batch number is removed from that item and it can then be used in another batch.

Import / Export

After creating a batch you can then export the batch out to a CSV file, which can be accessed from Excel, Notepad or some other program. You can then update the file with the quantity that was counted using a laptop or other device. Once the counted quantity has been updated you can then import the file back into the batch to update the counted quantity. The Export / Import option is not available until a batch has been saved.

*Note: If you have exported a batch and wish to import the counted batch back in, you must do it through the **Export / Import** tab after revising the batch, and **NOT** through the Import option under the Select Single tab.*

Batch Report

Once the batch is generated you can save and print the stocktake sheet by clicking on the **Sav-Print** Button. This will save the batch and generate a batch stocktake report.

The report allows you to **Ignore Zero Quantities** in the variance which will only display items where the stock on hand varies from the reported quantity. You should only tick this option to print a variance report.

You also have the option **Don't Print Quantity** which will leave the quantity figure blank on the report. You may wish to do this so that when the count is being performed the person counting the stock doesn't just assume that the quantity reported is the quantity on hand. If someone is a bit lazy and counting items where there are many in stock they may not count them properly.

Counting the Stock

Once the batch has been created and saved and you have printed the stocktake sheets, you should now count the stock. The stock should be counted relating to the batch as soon as the batch is created so that stock is not removed from the shelf between the report being generated and the time the stock is counted. Once the stock is counted, you can update the count in the system within a reasonable time of the stock being counted. The system will take into account stock that is sold or purchased since the batch was created and allow for that in the stock adjustment. You can then revise the batch to update the counted quantity.

See Stock Allocation. for information on how Unallocated, Reserved or Issued stock will affect the stocktake.

Revising a Batch

Once a New Stocktake Batch has been generated, you can then revise the batch to view or update it.

To revise a batch, go into the Stocktake Batch screen under the **Stock > Stocktake > Stocktake** menu option and then click on the **Revise** button. You are then provided with a list of batches to choose from. Normally the batch number would be located on the report you printed for that batch. Once the batch is selected the parts on that batch will be displayed in the screen.

There are 4 different **Revise Types** which filter the information to be displayed. These include **All**, **Active**, **Completed** and **Tagged**. The default when revising a batch is **Active**.

All - Displays all items in the batch regardless of the status of the items.

Active - Displays only the items which are on the batch and have not yet been processed.

Completed - Displays only those records in the batch that have been counted and processed.

Tagged - Displays all records in the batch that are currently tagged and counted ready for processing.

Updating the Records

Now that the batch details are on the screen you are able to update the "Active" items and process the stocktake. Firstly, click on the **Entered Operator** button and select the person who is updating the records. Then click on the **Counted Operator** button and select the staff member who was responsible for counting the items. If you do not update the Operators, the system will force you to do so before updating the counted quantity for any of the items.

Highlight the record to be changed and press the **Enter Key**. Enter the counted quantity and then press the **Enter Key** again. The item will be changed and the next item will be automatically selected ready for that item to be process by again using the Enter key. These items are then tagged with a green tick ready to be processed. If an item is tagged and you wish to untag it you can do so by right-clicking on the selected item and then selecting the option to **Untag** the record. You can also **Delete**, **Delete All Selected** items that have been tagged but not processed, **Show Stock** in the Stock Masterfiles, **Tag All** or **Untag All** items when right-clicking.

If you are using Serialised Stocktake and modifying the quantity, the system will open the Serial Number window. You will need to **Insert** or **Delete** serial numbers within this window to match the number of items that have been counted. If the original quantity was 5 and only 4 were found, you will need to delete one of the serial numbers so that only 4 numbers remain on hand. If you found additional items you will need to insert serial numbers to match those items.

If an item was originally not serialised and you wish to make it a serialised item, you must first zero the stock by doing a stocktake of the item, and then do a serialised stocktake to bring those items into stock and allocate serial numbers to them. You can also do this through the **!!Make Stock Serialised** function in AM-Win Tools.

You can also tag the item as counted by clicking the **Toggle** button. This assumes that the counted quantity agrees with the reported quantity.

Items that are manually added onto the stocktake report which were not included in the batch can be manually inserted using the **Insert Part** button. Click on the button and select the item required and this item will be added to the batch as long as this item is not already active on another batch.

Now that you have changed and tagged the records to be processed, you can then click on the **Tag All** button to tag the remaining unchanged records. This is because there may be say 200 items in the batch but only 20 of them need to be changed. Firstly, you can update/tag the 20 records that have changed and then click the **Tag All** button to tag the remaining unchanged records for processing and colour them in yellow, unlike other tagged records that are tagged in red. Even unchanged records need to be processed so that they can be marked as completed and then be available in the future for new stocktake batches.

If you wish to untag all of the items that were automatically tagged (coloured in yellow) using the **Tag All** button you can click the same button again to **Untag All** items that were tagged. The **Untag All** button will only untag items that were tagged using the **Tag All** button. Items that were updated using the **Enter** key or **Toggle** button will not be untagged.

At any time you can click on the **Save** button to save a batch in the middle of processing the stocktake. Remember that although the physical count should be done immediately after the stocktake has been processed, the data entry to update the records can be done later as the system recognises sales and purchases that have been done since the stocktake batch was generated.

Printing the Variance Report

Once you have updated the records to be processed you can then print a variance report by clicking on the **Print Variance** button before processing the batch. This will print a report showing the \$ value and percentage variance for each item as well as a total dollar value and percentage. This report can be done before or after the records have been processed, but you can only alter the stocktake figures prior to them being processed. You can use this report to quickly scan for any large discrepancies which you may wish to investigate further and modify the counted quantity if the additional items are found.

You can print **All** items, **Active** items, only **Completed** items or only **Tagged** items by changing the report **Print Type** drop-down above the button.

If you do not wish to print the counted quantity on the reports, you can tick the **Do Not Print Counted Quantity** option.

Processing the Batch

You should ensure that the **Process Date** is set to the date you wish to use. Once the records have been tagged and they are ready to be processed you can then click on the **Process** button to process the stocktake. This is when the stock on hand and accounting functions are actually recorded. After clicking the process button the system will default to processing the discrepancy ledger based on the **Stock Discrepancy** account set up in the Multi Location settings. If this has not been set up, the system will default the discrepancy to the 9010 ledger. You can manually change this if required.

The stock is updated, the ledgers for stock and the discrepancy is adjusted, and the stock movement is recorded against the items. This stock movement can be accessed under the Stock Enquiry screen.

After processing the batch, a report will be automatically printed showing all of the completed items from the batch. If the batch has been part-completed previously, the report will also include previously completed items.

Once the records have been processed, they are marked as completed with a red "P" in the **Tag** column, and the batch number is removed from the stock masterfile so that the item can be used in future batches.

If you are processing a serialised stocktake, the serial numbers of the items will be amended based on the changes made from the stocktake.

Note: That if a part number has been deleted from the Masterfiles and is on a batch then the item will never be able to be completed as the stock no longer exists in the system. You will need to right-click and delete the item from the batch.

Deleting a Batch

Click the **Revise** button and select the batch to be deleted. Once selected you can then click on the **Delete** button and the system will delete the selected batch and remove the batch numbers from the stock masterfiles for each item.

Note: A batch can only be deleted if:

- 1. All of the items on that batch have been completed / processed, or*
- 2. None of the items on the batch have been processed.*

Otherwise you must tag and process the remaining items on the batch in order to release those items for future stocktake batches.

Clear

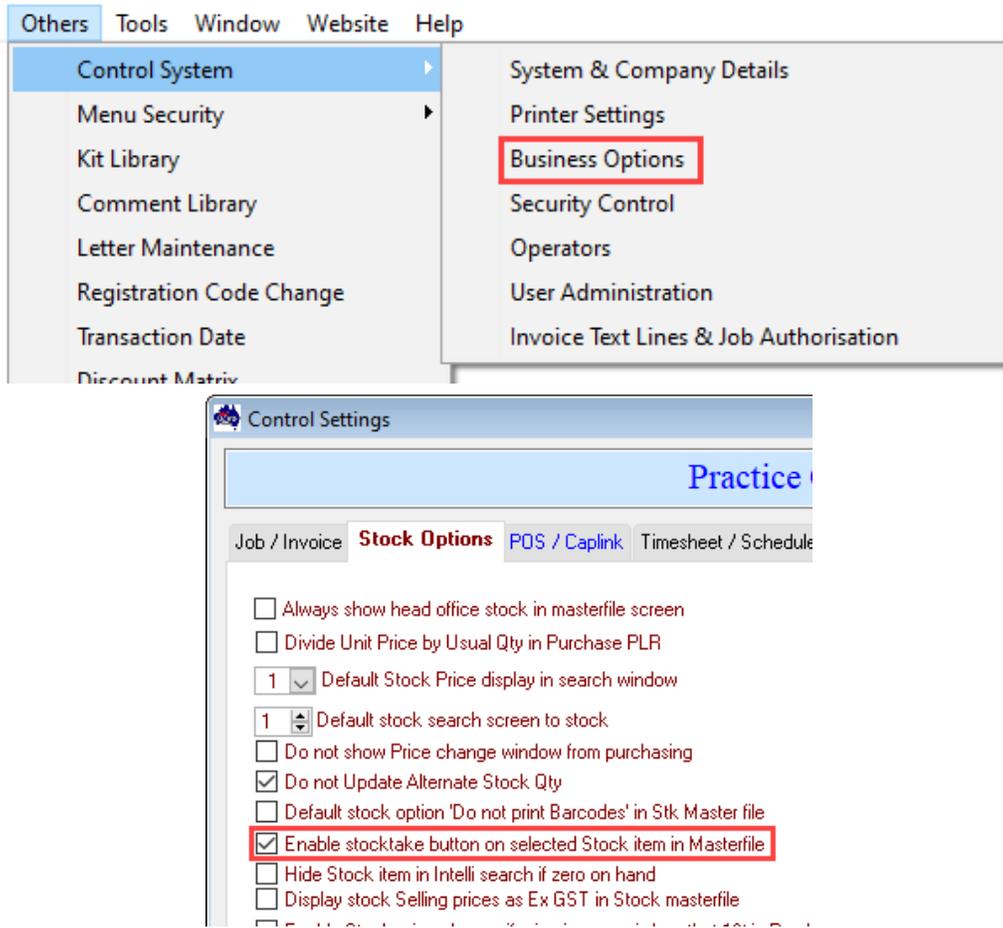
The **Clear** button clears the screen and allows you to begin a new batch or to revise an existing batch.

Close

The **Close** button closes the stocktake module. The X button at the top right corner of the screen will also do this.

QUICK ONE-OFF STOCKTAKE

You can do a stocktake for a single item from the Stock Masterfile's screen using the Stocktake button if the option for this button is enabled in the **Business Options > Stock Options tab > Enable Stocktake Button in Masterfile**.



This button will allow a stock take on an individual stock item. After clicking the button, the stocktake window will appear, allowing you to record a quantity of stock on hand. The stocktake takes into consideration items that have been issued to a job or customer order, and as such when recording the stocktake quantity you should not count items that are currently issued to one of these documents. After clicking the **Process** button, the system will modify the on-hand quantity for the item and post a journal between the stock asset account and the discrepancy expense account (usually 9010).

*Note: This button will be greyed out unless the "Enable stocktake button on selected stock item in masterfile" check box is ticked in **Business Options**.*

Keep reading about the numerous [Stocktake Options](#) available in AM-Win on AMOnline!

[Manual Stocktake](#)

[Importing A CSV File](#)

[Using the iOS Stocktake app](#)

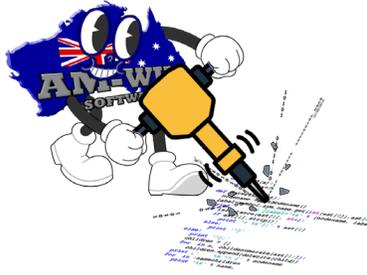


[Manual Batch Stocktake](#)

[Serialised Batch Stocktake](#)

[Using A Mobile Data Terminal](#)

WHAT IS AM-WIN WORKING ON?



XERO INTEGRATION



AM-Win have been working on the integration between AM-Win and Xero and we are happy to announce it is finally complete.

The integration is one-way from AM-Win into Xero. This means that any adjustments or changes that need to be made to invoices / purchases / payments etc. will need to take place in AM-Win and pushed to Xero. Deposits for jobs will be sent to Xero as prepayments and will then later need to be allocated both in AM-Win and Xero as there will be no invoice link in AM-Win to Xero to facilitate the link to the invoice.

This is because the invoice could be processed several months later and also possibly in a different financial year or GST period.

Debtors (Including debtor statements) will be managed in AM-Win as will creditors, stock control, debtor and creditor payments, till reconciliation will also be in AM-Win based on deposits, cash sales, POS sales etc. being AM-Win processes. Xero will only have 1 debtor for AM-Win purposes which will be an AM-Win debtor containing all AM-Win produced invoices and the total balance. AM-Win will manage individual debtors. Creditors will be the same. You may also have other debtors or creditors which are directly managed by Xero. This shouldn't be a concern as statements, payments and other debtor management is handled by AM-Win.

Creditor management, purchase orders and payments will be managed in the same way.

Xero will be used to manage non inventory creditors (utilities, office supplies etc.). Xero can also manage all of your overheads, bank reconciliation, depreciation and loan accounts, fixed assets / liabilities, BAS and other general accounting functions. AM-Win does have a full accounting system build in which could be used for all you bank recs, bas and all other accounting functions if required.

E-COMMERCE WEBSITE INTEGRATION



AM-Win now integrates with numerous e-Commerce sites such as **Neto, Woo Commerce, Shopify** and AM-Win's own **Back to Base web portal**. This allows your dealers or agents to place an order with you via your website and those orders will be directly placed into AM-Win. Prices and stock on hand can be uploaded from AM-Win into your website and sales from the website can be automatically uploaded into AM-Win ready to be picked and packed for the customer.

We are constantly developing further integration between AM-Win and websites.



PODIUM INTEGRATION

AM-Win is now integrated with **Podium**, a customer interaction platform designed to help businesses connect with customers through messaging, reviews, and feedback management.

This integration enhances AM-Win's capabilities, allowing businesses to manage customer communication and interactions seamlessly across both platforms.

Powered by AI, Podium is an all-in-one messaging platform to help your business stay connected with your customers with ease.

- **Alert your customers for vehicle pickups.**
- **Appointment confirmations**
- **Send out reminders**



STIHL INTEGRATION

AM-Win has been selected as one of only a few organisations in Australia to be involved in their new pilot program to integrate our DMS software directly into Stihl via an API interface.

This integration will allow the following:

1. Order Placements from Stihl Website

- This application will download all the new Online orders into SQL Server.
- This program will keep running in the background and will download orders automatically.

2. Online Order processing Tool

- This application will show all the Online Orders in one place.
 - User can select all orders which are new in the list.
 - User can process the Orders into AM-Win.
- After processing to AM-Win order will disappear from the list and will go to AM-Win.

3. AM-Win updates

- Stihl order will show in Orders screen in AM-Win.
- User can set Order as Ready to Stihl online Website.
- User can cancel the Order and it will update the Stihl online Website.
- When user will finalise the Job it will send updates to Stihl Website that order is complete.

4. Inventory Updates to Stihl Website



YAMAHA INTEGRATION

AM-Win are currently working on a full integration with Yamaha for the marine and motorcycle industries. This will be of great benefit to numerous customers we have who are Yamaha dealers.



HUBSPOT & THRYV INTEGRATION

AM-Win are currently investigating and working with a few clients on integration with popular CRM systems including Hubspot and Thryv.

POWER BI INTEGRATION

AM-WIN & POWER BI

AM-Win are partnering with Subset Analytics to provide a state-of-the-art reporting solution for AM-Win. Subset Analytics is offering a comprehensive suite of interactive Power BI reports, tailored specifically for AM-Win customers.



WHAT IS POWER BI?

Power BI is a powerful data visualisation tool from Microsoft that turns raw data into insightful, interactive reports and dashboards. Imagine having all your business data—sales figures, labour efficiency, financial metrics—brought together in one place, where you can easily explore and understand it through colourful charts, graphs, and maps. With Power BI, you can quickly identify trends, make informed decisions, and share your findings with others in a visually engaging way.

Power BI makes data analysis accessible and effective, empowering you to see the big picture at a glance. The true magic of Power BI lies in its ability to present information from multiple perspectives. For instance, with a sales-over-time chart, you can easily navigate through different time frames—year, quarter, month, week, or day. By clicking on a customer name elsewhere on the page, the line chart filters to display only that customer's sales totals. This powerful filtering can be applied to various categories, such as salesperson, supplier, location, product, or any other category you can think of, allowing for a comprehensive and tailored view of your data.

WHAT'S ON OFFER?

The product will launch with Sales and Workshop Reports available, and these will be followed by other AM-Win-Data reports such as Management Overview, Spares, Marketing and Finance. Each report will include a dashboard showing key metrics over time like Total Sales or Invoiced hours, and calculated metrics such as Gross and Net Profit or Fitter Efficiency. Also included are comprehensive bonus systems for Sales and Workshop teams and Monthly Breakdowns and Job Detail pages so staff can delve deeper into their individual performance.

HOW DOES IT WORK?

James at Subset Analytics has developed a suite of Power BI reports that leverage AM-Win data. These reports are hosted on a managed, secure Microsoft framework and will be continuously improved in functionality and usability. Setup is straightforward: AM-Win will establish a data gateway on your server, and soon after, you'll be provided an online link to access your reports. There is no connection fee, and the reports are available through a flexible, no-commitment monthly subscription. In the future we plan to introduce new features and expand connectivity to additional data sources, including Facebook, Google, and customer management systems, enhancing the value and insights provided by our reports.

For more information or for access to example reports, contact James at james@subsetdata.com.au or 0427 444 114.

LIGHTNING PAYROLL INTEGRATION



As part of our ongoing commitments to our customers and partnership with Lightning payroll, AM-Win has developed a Lightning interface link to AM-Win, which is available in the latest version of AM-Win and Lightning.

NOTE: To be eligible for the Lightning > AM-Win link you must purchase Lightning Payroll through ICS. Please [contact ICS](#) if you are interested.

Version 2026.0 of Lightning has now been released. Some of the changes are below:

- TChanges made to STSL (study loan) tax tables for the 2025-26 financial year. Standard tax tables remain unchanged.
 - New direct entry ABA file regeneration tool added to the **Tools** menu. This will allow you to regenerate ABA files for super fund deposits or pays.
 - Temporary TFNs can now be used for SuperStream.
- This will allow you to register a super fund or pay a contribution for an employee who has not yet provided a TFN. The temporary TFN will be replaced with the actual TFN when it is provided.
- Improvements made to SuperStream flow, to help prevent errors.

Other minor bug fixes and improvements. In most cases, users will be prompted to update once they open Lightning. In cases where they have declined to update or they did not get prompted, the installer can be downloaded from the [Lightning Payroll website](#) which will update their program to have the confirmation messages.

Please note that the Lightning Integration sends all pays marked as completed for the selected pay run. Learn more about lightning on their website or watch their videos on the YouTube Page:

<https://www.lightningpayroll.com.au/features> <https://www.youtube.com/@LightningPayrollAustralia>

LIGHTNING 2025 PRICING STRUCTURE UPDATE

We've been advised by Lightning Payroll that as of 1 January 2025 there has been a slight price increase to their Payroll Software Packages, the new Pricing is as follows:

- **Small - \$299***
Up to 5 employees & 10 companies
- **Medium - \$549***
Up to 30 employees & 10 companies
- **Large - \$999***
Up to 75 employees & 10 companies
- **Unlimited - \$1649***
No employee limit - Up to 10 companies

**Please note that these prices as far as we are aware are current for the remainder of the 2025 calendar year and do not include any integration fees that are charged directly from ICS for various features and support that are currently available to all of our payroll supported customers.*





NEW AM-WIN IOS VERSION RELEASE

AM-Win has recently released a new iOS version for the AMATWORK app to the AppStore, v2.8.1.

This new version includes the following:

AMATWORK APP

Adding Checklists – users can now attach checklists to a job in the Workshop and OnSite modules.

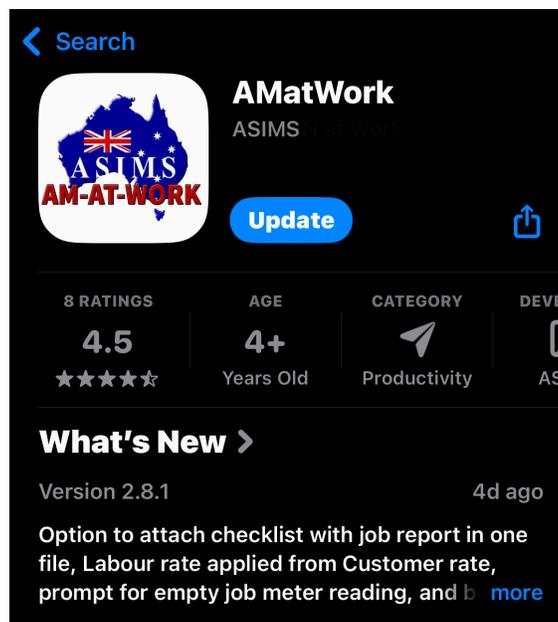
AMSTOCKTAKE APP

Stocktake Module – when completing a batch stocktake (single, online, or offline) and updating stock qty, the error requesting for the Bin Loc to be updated has now been removed.

NOTE: If you have enabled automatic updates to the device running AMAtWork, then that iOS device may have already received this update.

You can check this by navigating to the Settings screen in the AMAtWork app, where the current version your device is running is displayed.

If you do not have automatic updates enabled, then you can manually update your AMAtWork app by going to the **AppStore** > find the **AMAtWork app** and enter the app page > select the **Update** button.



ANDROID MOBILE APP

After the success of the iOS applications in many businesses, AM-Win are developing an Android version. AM-Win have completed the workshop application for Android and are now working on other features of the application including job bookings, sales orders, add to bucket etc.

The workshop version of the Android application is now available to users on the Google Play Store. *All licenced iOS users will be able to use the Android version on their same licence.*

IOS STOCKTAKE APP

AM-Win have finished developing a single-stocktake function for iOS and currently working on a batch-stocktake function as well as an Android version.



Do your Stocktaking Easier this Year!

Throw away your clipboards and grab your mobile devices, the new Stocktaking app is here.

No need to install another application, the feature will show on your AM-At-Work app as soon as you're licenced!

You can do both Single and Batch stocktaking with the data going straight into your AM-Win

Scan stock items using your iOS Device and even with a handheld scanner attachment!



CONTACT US TO GET A QUOTE

TYRO INTEGRATION



BUSINESS EFTPOS SOLUTIONS MADE EASY

Experience seamless payment processing for your business with Tyro’s innovative EFTPOS machine solutions. Tyro’s EFTPOS solutions are crafted to streamline transactions, ensuring reliable and efficient EFTPOS payments.



SUPER FAST TRANSACTIONS

Pair your Tyro EFTPOS with your POS, so customers can pay and be on their way in seconds.



SAME DAY SETTLEMENTS

See your daily takings paid into your Tyro Bank Account 7 days a week - even on weekends and public holidays¹.



REAL TIME INSIGHTS

Keep track of your EFTPOS takings in real time with the Tyro Portal and Tyro App.

WHY YOU’LL LOVE TYRO



No lock-in contract, or fees for set-up or cancellation



Easy set-up, just plug in, activate, and you’re good to go



Aussie support, 7 days a week

GET STARTED TODAY

To find out more, get in touch with the Tyro team on 02 7908 3719 or email services@tyro.com



Tyro Payments Limited ACN 103 575 042 AFSL 471951 is the issuer of its own financial products. Please consider whether the products are suitable for you. Tyro may pay financial benefits and/or referral fees to our partners.

1. Settlements are paid 7 days a week when you meet the following eligibility criteria:

- The daily takings from your Tyro EFTPOS and/or eCommerce facility are settled into the Tyro Bank Account; and
- The Flexible Settlement Allocation feature is configured to leave a percentage of your daily takings in the Tyro Bank Account each day.

Available settlement times are from 8pm to 5am (Sydney time). Excludes Alipay, HealthPoint and funds settled directly by Afterpay, American Express, JCB and Diners Club

Contact the ICS team now on 07 3107 1923 or at support@icsjet.com.au to find out more about how Tyro works with AM-Win and how it can improve the efficiency of your business.

SMS is the way to go with AM-Win

SMS is a fast, easy and powerful way to communicate with your customers.

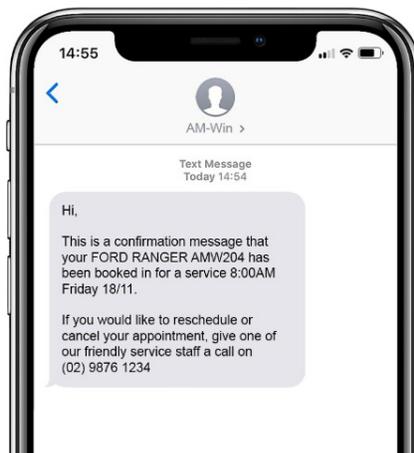
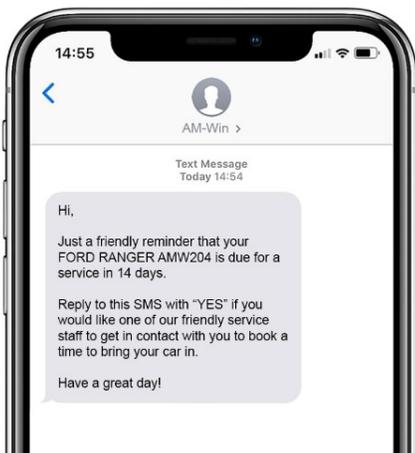


You can reduce no shows with **SMS** appointment reminders. **SMS** marketing works

That's why we've partnered with MessageNet, Australia's #1 SMS provider of mobile messaging solutions, to offer you the best channel to connect with your customers.

SMS is fast, affordable, easy to use, scalable and engaging. Let's get started.

Here are some ways you can use **SMS** for your business:



- Set up a bulk SMS broadcast
- Create and use SMS templates
- Send automated notifications
- Personalise messages with dynamic fields
- Activate social sending – avoid accidentally disturbing customers out of hours.

[Click here to get started](#)

Exclusive offer for our valued customers.



AM-Win
software

REFERRAL
program

KNOW SOMEONE WHO WOULD LOVE AM-WIN?

Share the tools that have helped your business succeed!

Earn \$200 Credit for Every Referral.

HOW TO REFER

1. Tell a Friend

Tell your colleagues and industry connections about your experience with AM-Win.

2. Contact Us

They can reach out to us by phone, [email](#), or on our [website](#), or if they prefer, we can contact them. Then they just need to mention your business name as their referrer.

3. You Get Rewarded

Once they purchase AM-Win, you'll receive a \$200 credit applied to your next AM-Win SUA.

SHARE THE POWER OF AM-WIN WITH YOUR NETWORK!

REWARD YOURSELF WHILE HELPING OTHERS SUCCEED!

**CLICK HERE TO
REFER TODAY!**

FREQUENTLY ASKED QUESTIONS

Is there a limit to how many people I can refer?

Absolutely not!

Refer as many connections as you'd like and earn \$200 for each successful referral.

How do you track my referrals?

When your referral contacts us, they'll mention your business name. Our team records this information and credit your account accordingly.

Can the credit be applied to any AM-Win product?

The \$200 credit is specifically for your AM-Win Software Update Agreement (SUA).

Terms and conditions apply. The \$200 credit will be applied to your account once your referral's purchase is confirmed. Credits can only be used toward your AM-Win Software Update Agreement (SUA). Referrals must mention your business name when they contact us via phone, email, or our website at www.icsjet.com.au/Home/Contact.

ICS

International Computer Service

HARDWARE

Are your computers slow? We can help!



ICS offer great valued Hardware Packages for outright purchase or rental.



ALL ICS HARDWARE PACKAGES INCLUDE:

- Setup to ICS standards, inc. transfer of data, programs etc. from old hardware (where possible). This includes resetting up of e-mails and other personal settings where required.
- Options for Anti-Virus and Anti-Malware to keep your new computers protected.
- Business Grade Hardware with a 3-Year Warranty.
- *ICS also offer retail (home) options with 1 Year RTB Warranty.*

\$20K instant asset write-off available for small biz

Read More in the FAQs section 

FAQs TAX TIME FAQs

TAX TIME TIPS

In this section you will find some handy tips related to tax time.

\$20K instant asset write-off available for small biz

If you're a small business owner, you may be able to claim an immediate deduction for eligible assets costing less than \$20,000.

Assets can be new or second hand and must be first used or installed ready for use between **1 July 2024 and 30 June 2025.**

For more info and to check eligibility, visit www.ato.gov.au/instantassetwriteoff



Small business owners:

Do you know if you can claim a deduction for the business portion of assets you bought last financial year in your tax return?

Rather than depreciate the cost over a longer time, you can use the instant asset write-off to claim for multiple assets, big or small, as long as they cost less than the threshold – including things like:

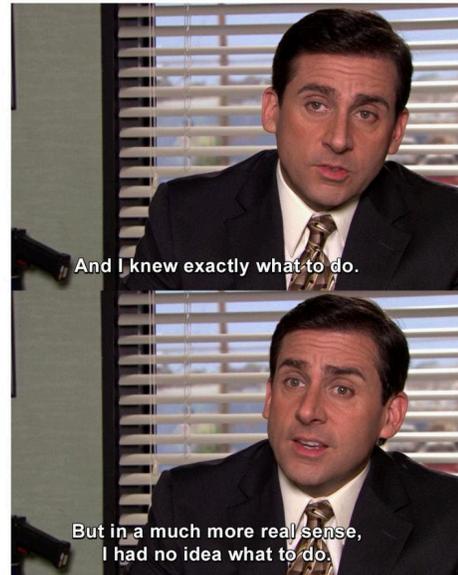
- Tools of your trade
- Gadgets and tech
- Furniture and storage
- Even vehicles!

Different thresholds apply depending on when you first used or installed the asset. Check which rules apply to you at

<https://www.ato.gov.au/businesses-and-organisations/income-deductions-and-concessions/depreciation-and-capital-expenses-and-allowances/simpler-depreciation-for-small-business>

End of financial year is coming...

Business owners when it's end of financial year



Business
business.gov.au

Now is the time to:

- Review your finances
- Chat with your accountant
- Check in on your pricing, expenses and goals
- Find out the tax deductions and concessions you can claim

You don't have to do it alone - we have a helpful checklist to guide you:

<https://business.gov.au/finance/yearly-financial-tasks/end-of-financial-year-checklist>

When my accountant is explaining all the financial terms I should know



SCAMWATCH

THE LATEST TAX TIME SCAMS TO WATCH OUT FOR

If you have Facebook, we highly recommend following ICS for posts on everything from the latest Scams to watch out for, to AM-Win and general computing support.

SCAM ALERT! 🚨

Beware of tax time scams. The financial year has ended, which means scammers are just getting started. Scammers may pretend to be from myGov, Centrelink or the **Australian Taxation Office**. They may say you can get a tax time refund or bonus, or that you need to pay a debt. You can help reduce the risk of getting scammed at tax time by keeping track of key dates. This includes when refunds, debt repayments or lodgements are due.

We've got more tips on how you can spot a scam on our website: <https://www.servicesaustralia.gov.au/how-scams-work>

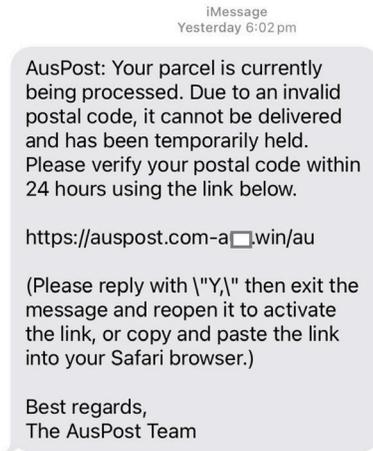


Have you noticed unusual activity on your accounts? Don't ignore it – it could be a sign that you're a victim of cybercrime.

Our 'So you think you've been hacked' tool helps you figure out if you've been compromised, and shows you what you can do to secure your accounts and devices.

Find out more <https://www.cyber.gov.au/report-and-recover/so-you-think-you-have-been-hacked>

SCAM ALERT! 🚨



The sender is not in your contact list.
[Report Spam](#)

🚨 A scam text is going around asking you to "verify your postcode" to get a parcel. It's fake — don't click or reply.

Delivery scam texts are on the rise and they're getting trickier to spot. Don't fall for it. If it feels off, trust your gut.

Here's how to stay scam-safe:

- ✅ Track parcels safely in the AusPost app with legitimate notifications
- 🚫 Don't click links from unknown numbers — even if it says 'AusPost'
- 🚫 Never enter personal or payment info via SMS

🚫 Report dodgy texts to scams@auspost.com.au

🚫 Delete the message after reporting – don't reply

Reminder: we'll never ask for payment, personal info or address updates via text. Ever.

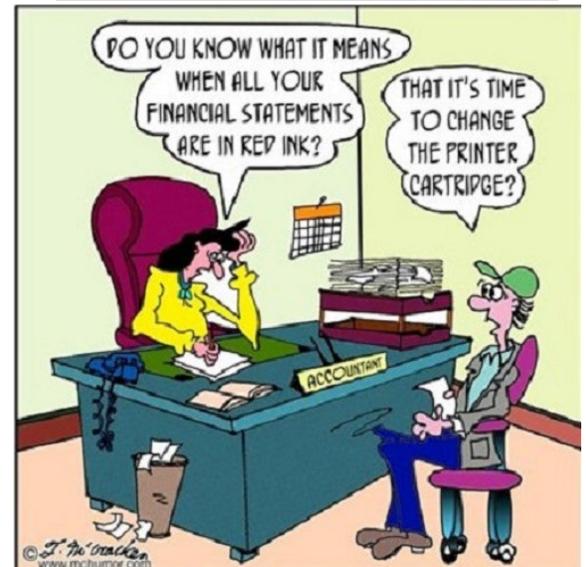


Phishing is one of the most common and effective techniques used by cybercriminals to gain unauthorised access to a computer system or network. Once a victim engages with the malicious link or file, they may be prompted to provide personal details, or malware may run on their device to covertly retrieve this information. Cybercriminals may then use this information to steal money or goods, or leverage this information to access other accounts and systems of higher value.

- ✔ Think twice before clicking on links from unsolicited correspondence
- ✔ Verify the legitimacy of suspicious messages with the source via their official website or verified contact information, particularly if it is a request to transfer money or supply sensitive information. Visit the entity's website directly, rather than via links in emails, SMS or other messaging services
- ✔ Report unusual activity as quickly as possible to ReportCyber and Scamwatch Visit [cyber.gov.au/threats/types-threats/phishing](https://www.cyber.gov.au/threats/types-threats/phishing) for more.

NOTICE

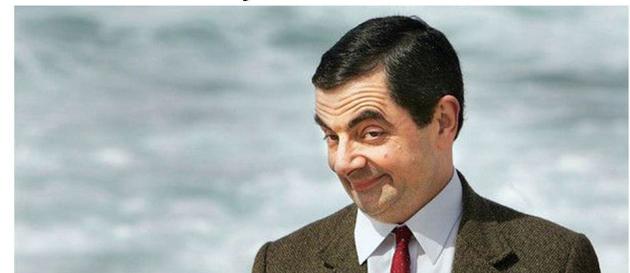
Due to the current work load the light at the end of the tunnel will be turned off until further notice.



PAPERS AND PDFS, PAPERS AND PDFS EVERYWHERE



The look you get when everything balances in all your financial statements



AM-WIN END OF FINANCIAL YEAR PROCESS

WHAT TO DO TO PREPARE FOR THE YEAR-END PROCESS

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

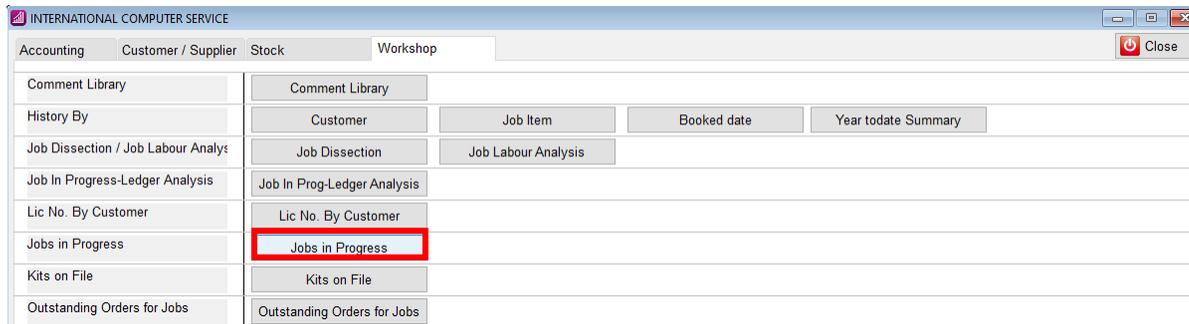
Before processing your year end, you may wish to ensure that all of your work in progress has been finalised, or at least as much as possible is finalised to ensure your customers receive their bill and you get paid quicker. However, if you are in a position whereby expect that you have made a good profit 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

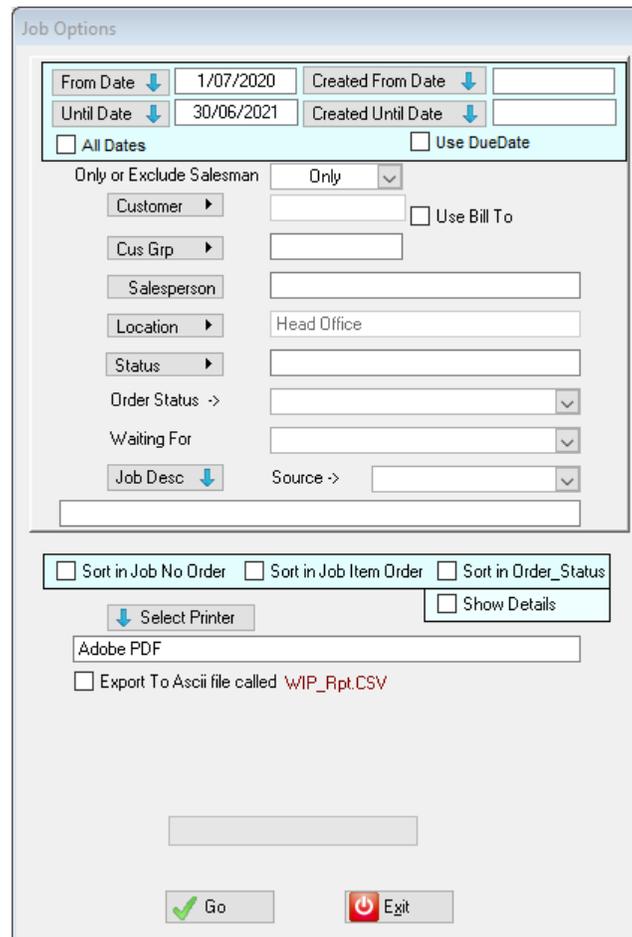
To get a list of all un-finalised jobs, you can either print a **Work in Progress Report** from the **Job Invoicing Screen**.

The screenshot shows the 'Select Job' window of the software. The top toolbar contains several buttons: 'JOB' (dropdown), 'New F9', 'Revise F10', 'History Alt H', 'Proforma', 'Job Card', 'Referral', 'WIP Rpt' (highlighted with a red arrow), 'Delete Document', and 'Close'. Below the toolbar is a search form with fields for Customer, Group, Territory, Location (set to 'Head Office'), Job Status, Waiting for, Job Item, Status, Salesperson, Job Desc, From Date, and To Date. There are also 'Reset Search' and 'Reload' buttons on the right side of the form.

Or, go to **Reports Centre > Workshop > Jobs in progress.**



You are then asked for a date range in which to look for the un-finalised jobs e.g. 01/07/23 to 30/06/24. Make you selections the press on **GO**.



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 financial 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.

UNFINALISED 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

Go to the purchase orders screen to view all outstanding purchase orders.

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.

Date	Order	Supplier	Billto	Description	Loc	Due Date	Status	Snt/Wty	Init	Amount
7/09/2021	104553	ABC SPARES	ABCDEF	Purchase Order	0		Ordered		FD	24.20
30/04/2021	102555	ABC SPARES	ABCDEF	Purchase Order	0		Ordered		SS	188.10
24/08/2020	102514	Bearing Services Pty Ltd	BEAR01	Purchase Order	0		Ordered		XXX	445.50

Item Code	Alt Code	Description	Qty	Deliver	Back Ord	Total
001245		Steel	2,000	2,000		24.20

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.

When you have completed your bank rec for June, please print 2 copies of your unreconciled entries. Keep on for yourself and 1 for the accountant. Once you start doing your bank rec for July onwards, the unreconciled entries cannot be reprinted as the entries will end up in the presented column from July onwards.

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

This MUST be done and completed prior to year-end for both customers and suppliers!

Check that your 2020 a/c matches your aged supplier list and your debtors aged analysis matches the 1030. 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 caused the out of balance to occur.

1. The first step in doing this is to go the **AMWTools** program and select **Check Trans Masterfile** 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.

The screenshot shows a window titled 'Details' with a message: 'This program checks Master file balances and Transaction file balances (Only Incorrect balances are shown)'. Below the message are radio buttons for Selection: Customer (selected), Supplier, Ledger, Ledger Last Yr. There are buttons for Print, Process, and Close. Below the selection is a table with columns: Code, Name, Bal. Bfwd, Trans Bal +Bb fwd, Mster Bal +Bb fwd, Trans Bal, Mster Bal, and Diff Amount. The table contains one row for 'TEST04 Test' with values: 0.00, 88.86, 12.00, 88.86, 12.00, 76.86.

Code	Name	Last Yr and Current Yr Balance			Current Yr Balance		
		Bal. Bfwd	Trans Bal +Bb fwd	Mster Bal +Bb fwd	Trans Bal	Mster Bal	Diff Amount
TEST04	Test	0.00	88.86	12.00	88.86	12.00	76.86

3. You can then print this list and investigate each entry. You should also do the same process for Suppliers.
4. When you have the Customer and Suppliers out of balances corrected, you should then check the Ledgers. If there were any Customers or Suppliers out of balance, then you would expect to see the 1030 and 2020 ledgers on the screen. When you run the process for the Ledgers, there will be a 'fix' button available. If this is selected the relevant ledgers displayed will be corrected, and if there is still an adjusting figure require to make the Trial Balance balance, then the system will automatically place the balancing figure into the 3020 ledger.
5. Once this process is completed, you should recheck the 1030 Ledger against the Aged Customer Report and the 2020 ledger against the Aged Supplier Report. If there is still a difference, a journal can be done to balance the Ledgers. Generally, the 6020 Ledger would be used with the 1030 Ledger to balance, and the 7020 Ledger would be used with the 2020 Ledger to balance.
6. If you are unable to journal against these accounts then you must setup the General Ledger Masks under the Tools menu within AM-Win to provide you access to these accounts.
7. Click on G/L Journal on the left-hand side of the screen and change the 1029 to 1030 and the 2021 to 2022 to gain access. Click on **Save**, then **Close**.

8. The next step is to print the **Transaction-Audit** report under the **Reports Centre > Accounting > Transaction Audit** and select the dates of 01/07/23 to 30/06/24 and click on **Print**.

The screenshot shows the 'Practice Company' Accounting menu. The 'Transaction-Audit' option is highlighted with a red box. Other options include Activity Report, Aged Analysis, Audit Trail, Balance Sheet, Budget Statement, Business Activity Stmt, Cash / Bank Activity, Chart of Accounts, Daily, GST Sales/Purchase, Invoice Register, Invoice Register Summary, Payment Details (Non cash), Profit and Loss, Remittance, Trial Balance, and Wages.

The screenshot shows the 'Ledger Audit Trail Report Options' dialog box. The 'Report Type' is set to 'Not Balanced'. The 'Date Range' is from 1/07/2020 to 30/06/2021. The 'Select Printer' button is highlighted, and the 'Print' button is also highlighted.

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

Practice Company Date 4/06/2019 AMWIN 10.085

Transaction Report Not Balanced between 1/07/2018 and 30/06/2019

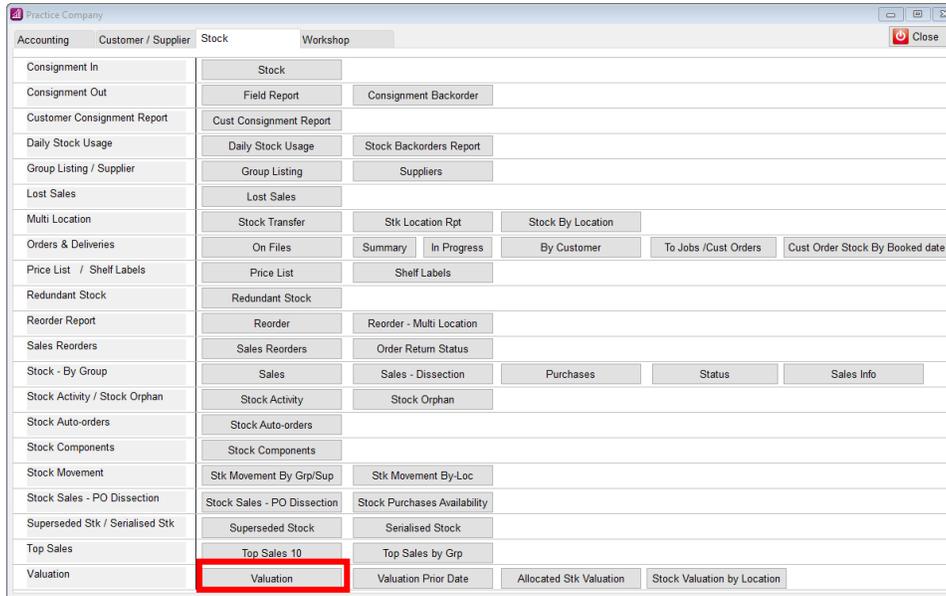
Transaction/Line	Src	Date	Reference	Description	GL	Ent	Gross
19927	1	MNF	31/12/2018	MNF WORK	1040	MANUF#	208.00
	2	MNF	31/12/2018	MNF WORK	1041	MANUF#	-70.00
	3	MNF	31/12/2018	MNF WORK	4010	MANUF#	-60.00
	4	MNF	31/12/2018	MNF WORK	6030	MANUF#	-33.00
Out of Balance							45.00

PLEASE NOTE THIS SCREEN IS AN EXAMPLE ONLY; DO NOT FOLLOW FOR YOUR ENTRIES.

AT THIS POINT IT WE SUGGEST TO CONTACT YOUR LOCAL SUPPORT PERSON FOR ASSISTANCE WITH THE OUT OF BALANCE ENTRIES.

10. 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 the **Report Centre > Stock > Valuation** report to get this figure it is at the bottom of the last page.



11. 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)

Practice Company Date 4/08/2019 AMWIN 10.055

Stock Valuation Report Included Items=Stock Order-by Code - Include negative Stk - Use zero Stk

- All Locations

Stock Code and Description	Bin	On Hand	Average Cost	Cost Inc	Cost Exc	Value
ZWO1J000U 09480		0.00		0.00	0.00	
ZWO1L000U 09599		0.00		0.00	0.00	
ZWO1N000U 09284		0.00		0.00	0.00	
ZWO1P000U HY4200		0.00		0.00	0.00	
ZWO1X000U SPRING WASHER M24		0.00	1.28	1.28	1.28	
ZWO3F000U 09273		0.00		0.00	0.00	
ZWO4G000U 7/16"UNF SPRING WA		0.00	1.25	1.25	1.25	
ZWO4H000U 09282		0.00		0.00	0.00	
ZWP1D000U 09658		0.00		0.00	0.00	
ZWP1E000U WASHER - M5 PLAIN		0.00	1.28	1.28	1.28	
ZWP1F000U PLAIN WASHER M8		0.00	1.25	1.25	1.25	
ZWP1H000U WASHER (M8)		0.00	1.25	1.25	1.25	
ZWP1J000U 09479		0.00		0.00	0.00	
ZWP1L000U PLAIN WASHER M12		0.00	1.29	1.29	1.29	
ZWP1P000U PLAIN WASHER		0.00	1.28	1.28	1.28	
ZWP1T000U PLAIN WASHER M20		0.00	1.28	1.28	1.28	
ZWP1X000U PLAIN WASHER M24		0.00	1.28	1.28	1.28	
ZWP9P000U DISCONTINUED		0.00		0.00	0.00	
ZWQ1E000U 09470		0.00		0.00	0.00	
ZWQ1F000U 09472		0.00		0.00	0.00	
ZWQ1H000U PLAIN WASHER H DUT		0.00	1.28	1.28	1.28	
ZWQ1J000U PLAIN HEAVY WASHER		0.00	1.28	1.28	1.28	
ZWQ1L000U HY09485		0.00		0.00	0.00	
ZWQ1P000U 09491		0.00		0.00	0.00	
ZWQ1T000U 09499		0.00		0.00	0.00	
ZWQ1X000U 09555		0.00	17.00	18.70	17.00	
ZZZSimpMis Simpson Miscellaneous	10A	97.00	0.23	0.25	0.227	22.02
ZZZZZ10 Filter	10A	107.00	0.01	253.01	230.011	1.07
ZZZZZ1418580 ZZZZZ 1418559	10A	153.00	33.49	13.22	12.018	5,123.91
Product Group Value						\$6,684,053.72
Valuation Total		Last Cost >	\$20832,989.78	**Average Cost >		\$6,684,053.72
		Value of stock received but not invoiced				\$66,191.27
		Reconciled Value				6,617,862.45

- Check that your Profit & Loss YTD figure equals your INCOME & EXPENSE figure at the end of your balance sheet. 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 ICS for further help, Data can be lost due to corruption, power failures, processing errors, hardware lockups, virus attacks or any other event.

ICS will try to help you fix the problem but it is not guaranteed due to some of the instances above.

ABOUT YEAR END

The AM-Win 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

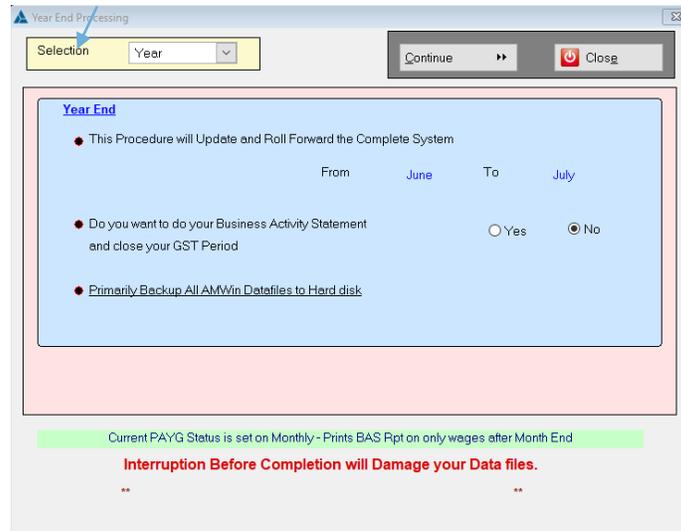
FINAL CHECKS:

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.

NOTE: THE YEAR END PROCESS HAS A LOT OF WORK TO DO AND WILL TAKE LONGER THAN A NORMAL MONTH END

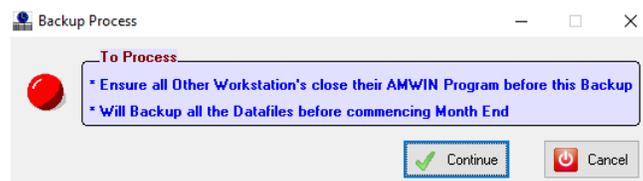
ROLLING OVER YEAR END

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.

Please note that latest version of AM-Win automatically does a backup. If you do not have the latest version, please ensure you back up your data first.



However, it would be expected of you that you have already done your own backups prior to getting to this stage.

If you are currently a Lite or Level 1 user then you must also process your end of GST period at this time.

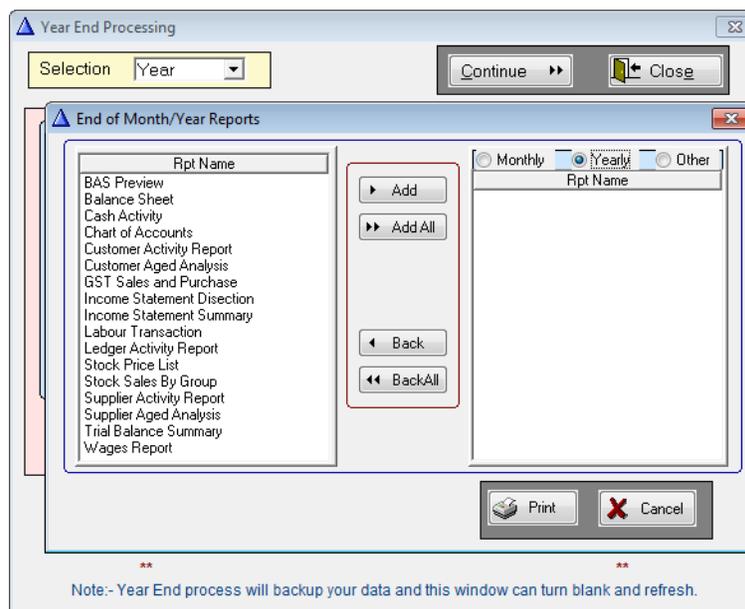
Furthermore, if you are a monthly GST client and you have not already closed off your prior GST period then you will be required to do so before processing Year end.

Please see notes below on how to close the GST period.

If you are L2 or higher you can leave the BAS open and close it in July so any late documentation can still be back-posted to June.

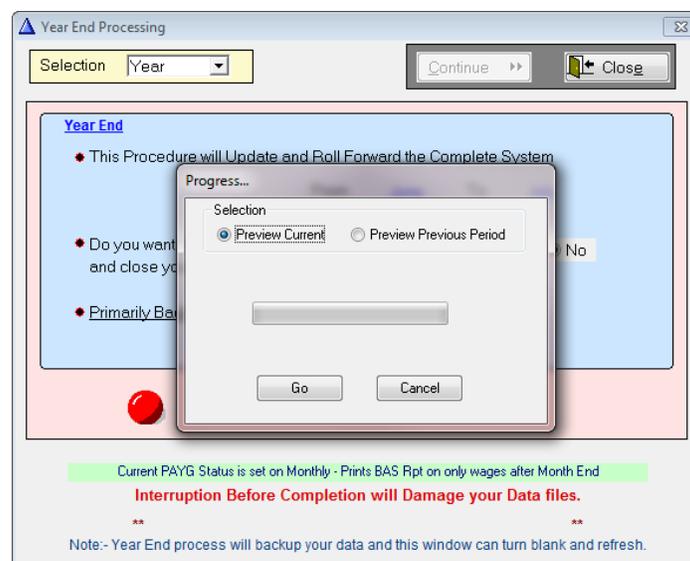
- Click on the continue button after selecting no on all of the options then to go to the next step, and an automatic backup will be performed.
- Ensure you have closed all files before running year-end. This is an opportune time to go around the office / workshop/ front counter and ensure that all computers are not logged into the AM-Win program or any of its modules eg History etc. Continue onto the next step after checking.

The following window may appear for 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.



- The next screen gives you the ability to print out a draft copy of your BAS during the year end process without actually having to close the BAS, if required.

Please note: Once you are rolled into July if you back post any entries into June then your BAS figures on the EOY BAS Draft will no longer be accurate.



DEMONSTRATION VERSION
 Suite 8
 3276 Mt Lindesay Hwy
 BROWNS PLAINS QLD 4118

A2 Australian Business Number
 33089387502
A3 Period Covered By this Statement
 From 1/04/2013 To 30/06/2013
 (Upto Trans date only)

DRAFT

Business Activity Statement Please use the Business Activity Statement Instructions to help you

Shown whole dollars

DEBITS		CREDITS	
Goods and Services tax payable	1A	Credit for goods and services tax paid	1B
Luxury car Tax Payable	1E		
Add 1A + 1E = 2A		2B	
2A minus 2B GST Due Amount 3 \$		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	4 312	Cre Adj for previous income tax instalment	5B
Pay As You Go Instalment	5A	Variation Cre from fringe benefit tax instalmt	6B
Fringe benefits tax Instalment	6A		
Deferred company/fund Instalment	7		
Add 2A + 4 + 5A + 6A + 7	8A	Add 2B + 5B + 6B	8B

At this point the system will automatically process any standing journal entries process your Year-end, click on the process button, which will then begin the procedure.



Click on the 'Click here to Process' button and the Year End Process will begin.

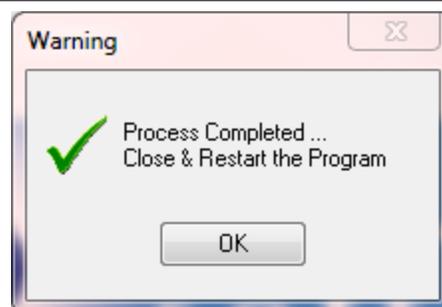
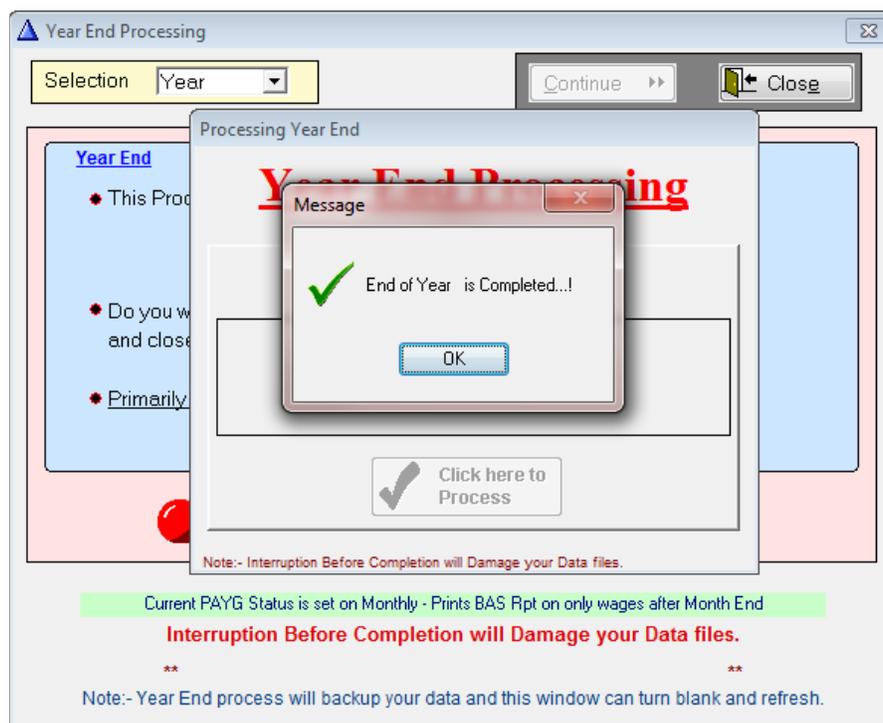
The following events will occur during the year-end process:

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.

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 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.

*** * 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 month's reports, then you will be able reprint the aged reports for June anytime in future months.

WHEN YOU NEED TO CLOSE OFF YOUR GST PERIOD

AMWIN allows you to close off your GST period separately to your month end. This gives you an extra few weeks to still back post any late Supplier invoices. 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 'Company Details' window for 'Practice Company'. The window is divided into several sections:

- Company Information:** Fields for Company Name (Practice Company), Description (Demo Data), A.C.N. Number (052-930-748), ABN (33 089 387 502), Postal Address (Demo Street), DEMOVILLE QLD 4000, Phone (07 3800 0000), FAX (07 3800 1111), Email (demo@practice.com.au), and Web (www.practice.com.au).
- Summary Table:** A table with columns: Current Month (MARCH), GST Method (CASH), B.A.S. Period (MONTHLY), Country (Australia), Super % (9.50), GST (10.00), Prog Lvl (3), and Financial Year End (30/06/2018). A red arrow points to the 'MONTHLY' dropdown in the B.A.S. Period column.
- System Options:** A list of system options with checkboxes, all of which are checked: Gen:Ledger Export, POS, Stock Data Tool, Core Stock, Bank Reconciliation, Hire System, Marketing, Catalogue, Stocktake, Mooring, Multi Locations, AM TOOLS, Consignment Stock, Asset Register, Deal Sheets, Bucket, Time Manager, Customer Orders, Scheduler, and AM Parts.
- Buttons:** 'Save' and 'Cancel' buttons are visible.

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.

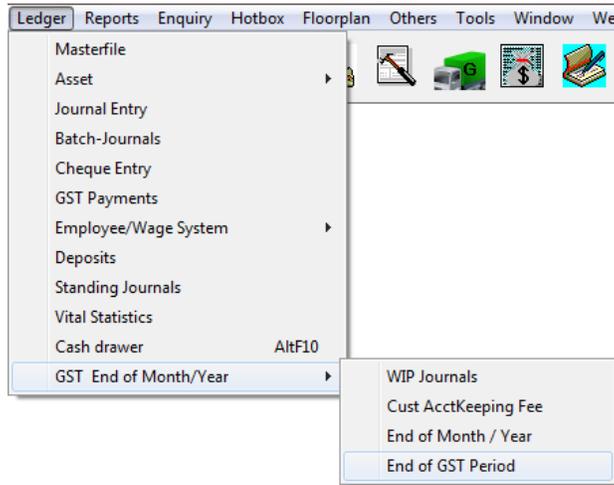
If you are on a quarterly BAS then you must do a GST period end after every third month end.

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, let's 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 **Ledger > GST_End of Month/Year > End of GST Period**



The Business Activity statement screen will come up; check that the dates are correct for the GST period you are closing. 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 can be 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.

Note that your GST period must be closed prior to rolling from July to August. This would generally be done anyway, as the payment is due at the ATO by this time anyway.

A sample 'Draft' BAS follows:

DEMONSTRATION VERSION		A1 Document Identification No		Admin 9.05	
Suite 8		A2 Australian Business Number		DRAFT	
3276 Mt Lindesay Hwy		33089387502			
BROWNS PLAINS QLD 4118		A3 Period Covered By this Statement			
		From 1/04/2013		TO 30/06/2013	
Business Activity Statement Please use the Business Activity Statement instructions to help you					
Show whole dollars					
DEBITS			CREDITS		
Goods and Services tax payable ^{1A}	92		Credit for goods and services tax paid	1B	277
Luxury car Tax Payable	1E	0			
Add 1A + 1E = 2A		92	Add 1B = 2B		277
2A minus 2B GST Due Amount 3\$		-185	if the result is positive this is your net amount of GST if the result is negative this is your net amount of GST Credit		
Pay As You Go withholdings	4	312	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	404	Add 2B + 5B + 6B	
8A minus 8B		8B	127	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					
Supplies you have made			Acquisition you have made		
Total sales & income & other supplies	G1	1,017	Capital acquisitions	G10	
GST-free supplies Exports	G2	0	Other acquisitions ¹⁰ (incl. GST free purc G14)	G11	3,047
Other GST free supplies	G3	0	This is the total of your acquisition	G12	3,047
Input taxed sales and income & other supplies	G4	0	Acquisition for making input tax sales and income & other supplies	G13	
(Add G2 + G3 + G4)	G5	0	Acquisition with no GST in price	G14	
This is the total of your GST free and input taxed supplies	G6	1,017	Total of estimated private use of acquisitions non income tax deductible acquisition	G15	
(G1 minus G5)	G7	0	Total of non-creditable acquisition	G16	
Adjustments	G8	1,017	Total of your creditable acquisition	G17	3,047
(Add G6 + G7)	G9	92	Adjustments	G18	0
Total of your taxable supplies after adjustments	G9	92	(Add G17 + G18)	G19	3,047
Divide G9 by eleven	G20	277	Total creditable acquisition after adjustments	G20	277
Amount to be paid to the ATO (G9 minus G20)			Divide G19 by eleven		
Pay As You Go withholdings for the period			Amount at G20 is your GST Credit this amount is transferred to 1B at top.		
Total of salary wage and other payments	W1	0	Amounts withheld from Investment distribution where no TFN is quoted	W3	0
Amounts withheld from salary wages and other payments	W2	238	Amounts withheld from payment of Invoices where no ABN is quoted	W4	74
Add W2 + W3 + W4 and the amount written at 4 on the top.					
Pay As You Go instalment for the period					
Instalment Income ¹¹ (G1 - G9)	924	Commissioner's instalment rate	T2	0.00	New varied instalment rate
Calculated instalment income with instalment rate is mentioned at 5A.					
Fringe benefits tax instalment for the period					
ATO - Calc fringe benefits tax In F1	0	Varied fringe benefits tax instalment	F3	0	
Estimate total fringe benefit tax payable	F2	0	Reason for fringe benefits tax variation	F4	
Fringe benefits tax instalments transferred to 5A on the top					

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 or Lightning Payroll, 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.

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

After you have printed off 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 (very long report)
 - Balance Sheet
 - Invoice Register
- Stock Valuation Report
 - Wage reports

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

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.

We do not like customers to run any AMWIN Utilities without assistance from an ICS technician as running the wrong utility could cause irreversible damage.

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 **ICS** 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.

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 screenshot shows a dialog box titled "Trial Balance Summary". It contains the following fields and options:

- Year: 2023 - 2024 (dropdown)
- Month: June (dropdown)
- Type: Ledger (dropdown)
- Location: (text input field)
- Show External Accountant Number
- Show Budget
- Ignore Zero Ledger Balances
- Treeview
- Show YTD Only
- Include WIP
- Export To Ascii file **GLTBS.CSV**
- Select Printer: (button)
- Printer selection: Adobe PDF (text field)
- Print: (button with green checkmark icon)
- Exit: (button with yellow folder icon)

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 Bank Rec 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.



***Our valued customers are reminded that the following support call back guidelines are currently in place under all current support agreements.**

Our support office endeavours to attend to your call as soon as possibly practicable and our staff always make every effort to maintain a high level of support to all of our customers every day. Under the current support agreement these are our support obligations:

AM-WIN PRODUCT SUPPORT

AM-Win and ICS is only obligated to provide Maintenance for any version of the AM-Win Software until the earlier of:

- (i) eighteen (18) months from that version's release or
- (ii) the release of a second subsequent Major Product Update (for example, until the release of version 11 if you have version 10).

AM-WIN HOTLINE SUPPORT to the customer is provided as long as the customer is currently up to date with their annual or monthly AM-Win Hotline Support Agreement charges. This excludes public holidays and the Christmas - New Year holiday period. Outside these hours' help is available on a best endeavour basis. The customer may use telephone Hotline Support on the nominated hotline numbers during the hours of 8.00am and 5.00pm AEST on weekdays and will normally receive a response to their call within the following periods.

1. Four working hours for calls whereby the user is not able to access the data or AM-Win program or any associated programs written by AM-Win Software as a result of data corruption or program error.
2. Six working hours for calls that involve a significant restriction of the use of the software, an error restricting access to certain records as opposed to the data as a whole or a program fault which causes data to be recorded incorrectly. Issues of an urgent nature that requires same day attention to rectify software issues, data errors or system bugs.
3. Two working days for calls that are of a general nature requiring help on how to use certain functionality of the software, calls whereby the customer is able to use a workaround or calls where the customers have not received training on the areas for which the call relates to. Any non-urgent enquiries or general support calls.

While we specify the times above, we expect that in most cases response times will be much quicker.

Response Time is defined as the time between receipt of the call and the time that an ICS Team member begins working on the problem. Due to the wide diversity of problems that can occur, and the methods needed to resolve them, response time IS NOT defined as the time between the receipt of a call and problem resolution.

We do not offer telephone support during public holidays, weekends or outside of usual business hours. We also have certain times throughout the year during which support is either unavailable or diminished due to national conferences and staff training events or some events such as Christmas parties. Customers will be notified of these times via email. We usually close for 7 - 8 business days over the Christmas / New Year period at which time general support is not available.

During times when support is not readily available, our staff regularly check emails, phone messages and will offer assistance for urgent and severe issues as soon as possible if the issue is emailed to us.

Customers not on a valid support agreement will be charged at a rate of \$30 + GST per 15 minutes. In all cases response for non-support contract holders will be within 1 working day. See [ICS's Labour Rates](#) for a full list of our rates.

PLEASE NOTE: Certain times of year most commonly around the end of financial year and early in the new financial year during the months of June and July, we often experience unusual high call volumes and as such response times during this period may be longer. In the event that a support staff is not able to respond in the required time, it is recommended that the customer call again to ensure quicker support is provided. Customers calling for a second or subsequent time will be given higher priority. Response times rely on the client accepting a response by any available support representative even if that particular representative is not fully familiar with the problem or the specific module in question. If the client wishes to speak with a specific support representative, then response times may be considerably longer.

It is the user's responsibility to back up their data and to ensure that the backup is operating correctly, the backup data is valid and the backup data is safely stored. If the user does not have recent and valid backups, then this will greatly reduce the ability for either AM-Win or ICS to support the customer.

***Support is only available for products supplied by, written by or manufactured by either AM-Win software or ICS.**

