	QUICK REFERENCE GUIDE
marlin GTX®	**END OF FINANCIAL YEAR CLOSE-OFF (MULTI BRANCH)**
	MEGABUS HELPLINE Marlin *in*form: select Help | Marlin inform e-mail: support@megabus.com.au phone: (03) 9262 5000 *** PLEASE LOG CALLS FROM MARLIN (SELECT HELP | LOG A SUPPORT CALL) ***

1. 1 to 2 weeks BEFORE the End of Financial Year...

- ☐ Purchase a USB backup stick for your valuable End of Year backups (Stationers, Supermarkets and I.T. Shops)
- ☐ When starting GTX, respond **YES** if prompted to install updates (They may contain important fixes & enhancements)
- ☐ Confirm that the current GL Period is 12 (**Help \|About Marlin GTX,** ensure **Current GL Period** is **12**)
- ☐ Click on **Reminders** at the bottom of screen and ensure there are no **End of Day** or **Banking** warnings

Please contact Megabus if the Current GL Period is not 12, or there are End of Day or Banking warnings in Reminders (other Reminders may be ignored for EOY).

2. In the FINAL week BEFORE the End of Financial Year...

It may be necessary to liaise with your Tax Accountant, these are tips only and not meant to be accounting advice.

Please refer to Marlin inform for further information on these procedures ...
- ☐ Finalise your stocktake and review SOH for all products (especially –Negative SOH) prior to the final End of Day (**Main \| Products \| Stocktake**)
- ☐ Print an Obsolete Stock report, review items that have had no activity (e.g. for 6 months) and revalue stock (after discussion with your Tax Accountant) if required (**Reports \| Stock Reports \| Obsolete Stock Report**)
- ☐ Print and review 60-90+ days Supplier Balances and make any necessary adjustments (**Main \| Suppliers \| Aged Balance Report**)
- ☐ Print and review 60-90+ days Customer Balances and make any necessary adjustments ... E.g. Bad Debts, reconciling finance accounts (**Main \| Customers \| Aged Balance Report**)
- ☐ Bookkeepers should review trade-ins prior to EOFY and cancel any invalid trade-ins from the list (**Main \| Data Entry \| Approve Trade-Ins**)
- ☐ Print an outstanding Claims Report and adjust any uncollectable claims (**Reports \| Stock Reports \| Claims Report**)
- ☐ Print a Bank Reconciliation Report and review unpresented items (**Main \| Data Entry \| Cashbook**)

Note: Parked Transactions do **not** need to be cleared in order to perform the End of Year.

3. On the Day - final End of Day (EOD) & End of Week (EOW)   *** All Branches AND Head Office ***

- ☐ Finalise any active Stocktake before continuing
- ☐ Ensure that all Adjustments (e.g. Journals, Stocktake) are completed now, as any data entry or accounting adjustments performed after End of Day will require you to run End of Day again
- ☐ Check **Reminders** and report any **End of Day** or **Banking** warnings to Megabus Support before continuing
- ☐ Run End of Day (**Periodic \| End of Period \| Day tab**, click on **START**) – Print **BOTH** reports (Banking & End of Day Reports). Be sure to contact Megabus if any unexpected messages are displayed.
- ☐ Follow your normal **BACKUP** procedures and make sure there are no errors displayed
- ☐ **ONLY** run End of Week now if you would normally run it today (otherwise run it on the normal day of week after EOY)

4. On the Day - final End of Month (EOM)   *** All Branches ONLY ***

- ☐ If you have entered any changes/transactions since completing End of Day, you must run End of Day again now
- ☐ Run the normal **End of Month** Update (**Periodic \| End of Period \| Month tab**, click on **START**)
  - If prompted for a password to run EOM, please contact Megabus.
  - Any reports from the EOM menu can be printed later (until you run the first End of Month of the new financial year)
  - After running the final End of Month, the system will roll over to Month 13 and GL Period 13. This special EOY situation will not allow any new transactions, only End of Year can be performed.
    - **Note:** You cannot run your Customer Statements for June until your EOY has been completed.

5.   On the Day - End of Year Close-off (EOY)   * All Branches ONLY *****

☐   Close Marlin and restart the Master PC (clears memory and file locks, reducing the possibility of problems)
☐   Start Marlin and run the **End of Year** Update (**Periodic | End of Period | Year tab**, click on **START**)
  • *This process rolls all your files over to a new financial year and only retains open transactions balances. The process is now much quicker and will be of similar duration to your End of Month.*
☐   Once the EOY process has completed, confirm that the YTD Statistics are zero (**Main | Enquiries | Statistics,** select **Products**, then select **Year To Date** from the icon bar). If not zero, click on the Refresh icon .

Important:
☐   Once EOY is complete, ensure Megalink has restarted and has 2 green lights
  • If Incoming and Outgoing are not clear within a few minutes, check with your Head Office or Megabus
☐   Once Megalink is clear, phone your Head Office to advise that EOY is complete and comms have been sent
☐   Leave the machine running (turn off the screen only) in case Megabus needs to connect in to address any issues or any HO comms need to go through
☐   Be sure to store your End of Year backup media in a secure, offsite location
☐   You can now run your Customer Statements for June when convenient (does not have to be done today)

At this point, the Branches have completed their End of Year processing. Congratulations!

6.   On the Day - final End of Month (EOM)   * Head Office ONLY *****

☐   Wait for ALL branches to advise that they have completed EOY and that Incoming and Outgoing in their Megalink Control Panels are empty
☐   In your Megalink Control Panel there may be MCDs for each of your stores with 'error processing'. This is normal and they will be processed once your End of Year is finished.
☐   If you have entered any changes/transactions since completing End of Day, you must run End of Day again now
☐   Run the normal **End of Month** Update (**Periodic | End of Period | Month tab**, click on **START**)
  • If prompted for a password to run EOM, please contact Megabus.
  • Any reports from the EOM menu can be printed later (until you run the first End of Month of the new financial year)
  • After running the final End of Month, the system will roll over to Month 13 and GL Period 13. This special EOY situation will not allow any new transactions, only End of Year can be performed.
☐   Once End of Month is complete, start Megalink and wait for Incoming and Outgoing to be empty. If not clear within a few minutes, check with Megabus.

Note: You can not run your Customer Statements for June until your EOY has been completed.

7.   On the Day - End of Year Close-off (EOY)   * Head Office ONLY *****

☐   Close Marlin and restart the Master PC (clears memory and file locks, reducing the possibility of problems)
☐   Start Marlin and run the **End of Year** Update (**Periodic | End of Period | Year tab**, click on **START**)
  • *This process rolls all your files over to a new financial year and only retains open transactions balances. The process is now much quicker and will be of similar duration to your End of Month.*
☐   Once the EOY process has completed, confirm that the YTD Statistics are zero (**Main | Enquiries | Statistics,** select **Products**, then select **Year To Date** from the icon bar). If not zero, click on the Refresh icon .

Important:
•   Ensure Megalink has restarted and has 2 green lights. Leave the machine running (turn off the screen only) in case Megabus needs to connect in to address any issues or any HO comms need to go through.
•   Be sure to store your End of Year backup media in a secure, offsite location
•   You can now run your Customer Statements for June when convenient (does not have to be done today)

Congratulations, you have successfully completed End of Year!

TIPS FOR THE NEW FINANCIAL YEAR:

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1. First End of Day (EOD)

- This may take longer than usual as it creates new YTD records for every Product, Customer and Supplier on file.

2. Last Year Enquiry

- A **Last Year Transactions** tab will be available in Customers, Suppliers, Products and Accounts.

3. Entering paperwork for previous financial year

- If you are processing paperwork or adjustments relating to last year (e.g. Supplier Tax Invoices, Journal adjustments, Back Office entries), <u>ensure the **Last Year** check box is ticked and the correct **GL Period** is selected</u>.

4. Printing Final Reports for your Accountant

- ☐ After allowing a suitable period of time for the Branches to post transactions back to the previous year, have them close GL periods for the previous year (**System | System Files | General Ledger | Close GL Period**) to prevent any unexpected changes to the previous year's accounts.
- ☐ Print Bank Reconciliation reports once you have reconciled your final bank statement for the end of financial year (**Reports | General Ledger Reports | Bank Reconciliation by GL Period**, select the relevant Bank Reconciliation number that agrees to the end of financial year Bank Statement).
- ☐ After back posting all purchases, receipts and journals for the previous year, and completing your last BAS for the financial year, close all previous GL periods except the current one (**System | System Files | General Ledger | Close GL Period**). This will ensure that the reports for your accountant are marked FINAL instead of INTERIM.
- ☐ You can then print the FINAL reports for your Accountant. These will generally include:

Reports | General Ledger Reports	**Reports | Periodic Reports | End Of Year Reports**
• Trial Balance Report	• Customer Balance Report (to agree to Trial Balance figure)
• Profit & Loss Report	• Supplier Balance Report (to agree to Trial Balance figure)
• Balance Sheet Report	• Stock On Hand Report (to agree to Trial Balance figure)

- We strongly recommend clicking on the 🖺 icon to permanently save each of the FINAL reports to the Report Keeper and entering the year in the title (especially the aged balance and stock reports as these can only be generated until the next EOY close-off is completed). To later print the saved report, select **Reports** | **Report Keeper**, select the saved report and click on the Printer icon.
- The Customer and Supplier Balances reports will include adjustments back posted to the last financial year.
- Reports can be printed at any time during the year.

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