



## End of Financial Year Quick Reference Checklist

### Megabus Support

**Marlin Inform:** Select [Help > Marlin Inform](#)  
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### Purpose

- **Reconciles your General Ledger (GL) to HR**
- **Confirms the information** to be sent to the ATO as **Final** is complete and correct
- **Sends a "Final" STP submission** to the ATO  
(ensuring employees' MyGov statements are **Tax Ready** and available for tax return lodgement on July 1)
- **Performs a full backup** of your HR data
- **Clears YTD balances** (except carry forward leave balances)
- **Rolls over into new tax year** ready for the first pay run
- **Applies new tax scales** and **new superannuation guarantee rates** for the new tax year (if any)

### When to Start Preparing

#### Early June:

- **Start the Preparation section** of this guide.
- **Reconcile your GL to HR** now (especially if you have not been doing so during the year).
- **Resolve any issues** before the busy EOFY period.

### When to Run EOFY Close-Off

You should perform the EOFY close-off **ASAP after completing all pay runs and adjustments** for the tax year.

- **For monthly pay cycles paid mid-month:** Megabus recommends waiting until the **end of June**, in case there are any unexpected absences or terminations that you need to process first.
- **The Date Paid (not the Pay to Date) determines the year** in which a pay run should be processed.  
(As stipulated by the ATO)
- **If the Pay Date is after 30 June:** the entire pay must be processed in the next tax year.  
(i.e. after completing your EOFY close-off)

**Note:** As long as you have processed all pay runs and adjustments, and posted the pay journals in your GL, it does not matter whether you complete the EOFY close-off in HR or GTX first.

### Warning!

**Do not leave your HR close-off until the first pay day in the new tax year**, as any unforeseen issues (e.g. reconciling to GL) may cause payments to be delayed.

## Preparation – Early June

These steps are **pre-requisite** to performing your EOY close-off on June 30.

**Identify and resolve any issues well before June 30** to ensure correct information is provided on your:

- ATO **EOY STP** submission
- Employees' **MyGov** income statements

## Check Marlin Inform for the Latest Information

- ☐ From the HR menu, select **Help > Marlin Inform** and click on the **End of Year (EOFY)** button.
  - Any **special pre-close-off tasks** for this year will be listed here.
- ☐ **Check which version of HR you need to be on** before commencing the close off (This may contain important EOY fixes and enhancements).
- ☐ Download the **GL Reconciliation Guide**.

## Ensure All Employees Payments Have Been Processed for This Tax Year

- ☐ This includes **all employee payments** and any **superannuation top-ups** for directors.  
**Excludes:** Any loan repayments to owners/directors and payments to non-employees (e.g. contractors hired & paid through an agency).

## Update ATO EOY STP Submission Information

### Employee Details

Select **Main > Employee Maintenance** from the menu:

- ☐ Enter any **missing tax file numbers** (**General** tab)
- ☐ Enter any **reportable fringe benefits tax amounts** (**General** tab)
- ☐ Update any **employee contact details or addresses** (**Personal** tab)

### Employer ABN & Payroll Contact Details

Select **System > Options** from the menu, then select the **Company Details** tab:


- ☐ Carefully check your **ABN number**  
(Report to Megabus and **do not proceed** if the ABN is incorrect).
- ☐ Update the **payroll contact name** and **email address**.

## Reconcile General Ledger to HR

Megabus recommends reconciling the GL **at least quarterly**, in order to identify and resolve issues well before EOFY.

- ☐ Print and follow the **GL Reconciliation Guide** (downloaded above).

## Prepare USB Thumb Drive for EOY Backup – Not Required If Hosted on a Megabus Server

- ☐ You can use last year's USB thumb drive, or a new one. New ones must be labelled *before* use, as follows:
  - **Insert** the USB thumb drive into a USB port.
  - From the HR menu select **Tools > Backup**.
  - Click on the **Relabel Removable Drives** icon .
  - Select **USB thumb drive** from the dropdown list.
  - Enter **ENDOFYEAR** (no spaces) as the **Drive Label** (and click **Save**).

## EOY Close-Off Checklist ~ June 30

- ☐ Make sure all of the **Preparation** tasks from the previous section have been completed.
- ☐ From the HR menu, select **Periodic > End of Year Close-Off**.
- ☐ A confirmation prompt will display the date of the last EOY close-off (normally a year ago).  
**Before continuing:** Check carefully to ensure EOY hasn't already been completed for this tax year.

### Check for Special Instructions for This Tax Year

- ☐ Click on the **Get Guides and Notes** button and then select the **End of Year (EOFY)** button.
- ☐ **Perform any special tasks** that you are required to complete **before commencing** this year's close-off.
- ☐ **Take note of any special tasks** that you are required to complete **after finalising** this tax year's close-off.
- ☐ Make sure you have the **latest version** of the **GL Reconciliation Guide** (required below).
- ☐ Tick the **Completed** checkbox beside the Get Guides and Notes button on the End of Year Close-off screen.

### Verify Employee YTD Report Data

- ☐ Click on the **Employee YTD Report** button
- ☐ Confirm that **all employees** that have been included on a pay run this tax year appear in the report.
- ☐ Thoroughly check that **all data** in the report is correct (as it will be sent to the ATO as FINAL).
  - ☐ Ensure **Reportable Super, Lump Sums** and **Reportable FBT** amounts are present and correct.
  - ☐ **If there are any errors:** Close EOY, address the errors then re-run up to the Employee YTD Report.
  - ☐ **If ok:** Close the report (black X), which is automatically saved in the **Report Keeper**.
- ☐ Tick the **Completed** checkbox beside the Employee YTD Report button.

### Reconcile GL to HR

- ☐ Click on the **GL Rec Report** button and generate the **GL Reconciliation Report** for the closing year.
- ☐ Use this report and the **GL Reconciliation Guide** to reconcile the GL.
- ☐ Tick the **Completed** checkbox beside the GL Rec Report button.

### Backup HR – Not Required If Hosted on a Megabus Server

- ☐ Insert USB thumb drive, labelled **ENDOFYEAR** (see Preparation).
- ☐ Click on the **Backup** button to backup all HR data to hard drive and USB.
- ☐ Tick the **Completed** checkbox beside the Backup button.

### Finalise EOY Close-Off

- ☐ **When absolutely certain all data is entered and correct:** Click on the **Finalise EOY** button, which will:
  - **Generate a final STP submission** and send it to the ATO
  - **Clear all balances** (except carry forward leave balances)
  - **Roll over** into a new tax year
- ☐ Open the **Pay Run** module (**Payrun > Payrun Processing**). If there are **new tax scales** or a new **superannuation guarantee rate**, an automatic popup will ask whether you wish to apply them. Click **Yes**.
- ☐ **Complete any special, year-specific tasks** required for after finalising EOY close-off.
- ☐ **Apply any pay rate changes** that are to be put into effect from July 1.

**The end of year close-off is now complete, and HR is ready for the new tax year.**