

Marlin Workshop

Quick Reference - EOFY Review

While there are no specific end of year processes needed for Marlin Tyre and Mechanical Workshop Software, you may want to review the following areas of your system to ensure everything is in order.

Business Planner, Customer Orders, Payments & Credit Providers

Activity	Module	Review Item	Review Action
Business Planner	Daily Activity > Business Planner > Search	Open planner bookings by oldest date	Old bookings should be reviewed and cancelled or rescheduled
		Open planner enquiries	Old enquiries should be reviewed and cancelled
	Daily Activity > Business Planner > Follow-Ups	Open Follow-Ups	Past Due follow-ups should be reviewed and Declined or Completed
Customer Orders	Daily Activity > Customer Orders	Open customer orders by oldest date Tip: Use the filter to change the view between Current, Closed and Cancelled	Review all Open customer orders Tip: As Confirmed orders allocate inventory, all Open customer orders should be invoiced or cancelled Tip: If using a multi-branch system, remember to view by All branches
		Reports > Report Centre > Deposits	Open deposits held Tip: Deposits can be refunded or forfeited if the customer order was not invoiced
Customer Payments	Daily Activity > Customer Payments	Open Draft payments	Review all draft customer payments and cancel invalid payments
Credit Provider Payments	Daily Activity > Credit Provider Payments	Open Draft payments	Review all draft credit provider payments and cancel invalid payments

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Supplier Orders, Payments and Claims

Activity	Module	Review Item	Review Action
Supplier Orders	Daily Activity > Supplier Orders	Open supplier orders by oldest date Tip: Use the filter to change the view to Current	All Draft purchase orders, Pending Receiving orders and Pending Invoicing orders Tip: If multi-site operation, remember to view by All branches
Supplier Orders	Daily Activity > Supplier Orders > Inbox	Open Supplier Inbox transactions by oldest date	All Open Supplier Inbox transactions should be reviewed and deleted if not required
Supplier Payments	Daily Activity > Supplier Payments	Open Draft payments	Review all Draft supplier payments and cancel invalid payments
Supplier Claims	Reports > Report Centre > Warranty Claims Report	Warranty Claims Report	Review all Open pending claims for action with each supplier

Inventory

Activity	Module	Review Item	Review Action
Stocktake	Daily Activity > Stocktake	Consider running a full stocktake on all inventory items	Run stocktake and compare physical inventory to the system Tip: Stocktake can be performed in segments if required using Item Field, Item Type or Reporting category
Inventory	Reports > Report Centre > Items	Excess Inventory Report Outstanding Inventory Lots	Run these inventory reports to review stock holdings
Model Stock	Reports > Report Centre > Items	Model Inventory Report	Review and update model stock accordingly

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Back Office

Activity	Module	Review Item	Review Action
Banking	Daily Activity > Bank Deposits	Banking	Review Summary tabs to ensure banking is performed correctly
Bank Reconciliation	Daily Activity > Bank Reconciliation	Compare bank rec to company statement	Review last reconciled date
Business Activity Statement (BAS)	Reports > BAS	Review Adjustment & Exception Items	Ensure entries are valid
	Reports > BAS	Review all Open BAS entries	Finalise previous BAS periods in consultation with your accountant
Closing Previous GL Periods	System > Accounts > Accounting Periods	Review all Partial & Open periods	Close previous accounting periods in consultation with your Accountant
Sub-Ledger Reconciliation	Reports > Report Centre > Accounts	Run the Sub-Ledger Reconciliation report	Review and report any general ledger variances to Megabus
Accounting Entries & Adjustments	Daily Activity > Journal Entry	Fixed asset / depreciation	Refer to your accountant