

# Minfos End-of-Year Checklist

## Tasks to complete before End-of-Day on 31 December

### Weeks prior to EOY

- ☐ **Task 1:** Ensure your pharmacy is running the latest Minfos version available.
- ☐ **Task 2:** Review and reconcile owing prescriptions.
- ☐ **Task 3:** Review scripts waiting at the Till, including your claim configuration options.
- ☐ **Task 4:** Start your first dispense claim for the year (Your last claim should be closed on or after the 26th of December as the last claim checkbox will only be enabled when selecting New Claim from the 26th of December to the 31st of January (inclusive)).
- ☐ **Task 5:** Close all Minfos programs and services, except for **Automation Manager**, **PBS Online** and **Minfos Back Office Service Manager**.

### First working day of the New Year

- ☐ **Task 6:** Check that the January dispense updates have imported.
- ☐ **Task 7:** Check that the End-of-Year process ran correctly.

#### Note

This should run automatically as part of your pharmacy's overnight process on 31 December.

- ☐ **Task 8:** Check that the Government fees have updated.