



Megabus Customer Update

Tips, New Features and Troubleshooting on all the key areas in Marlin® GTX and Marlin HR®

Please find below some useful tips for your business. The team at Megabus is here to help you. Please contact me on the number above if you have any concerns or need assistance with your business systems. We will be sending out regular updates so you can make informed decisions on the key areas in your business.



Recording and entering Supplier Purchases and Expenses

There are 3 ways that you can record transactions for Purchases/Expenses in Marlin GTX:

1. Purchase entry
2. Cash out of till
3. Cashbook

This will ensure you maintain the following:

- ✓ Accurate and up to date Profit and Loss Report
- ✓ Recording GST paid for your next B.A.S Submission so that you can claim a GST credit
- ✓ Printing a Supplier payment due report for cashflow forecasting and managing on-time supplier payments

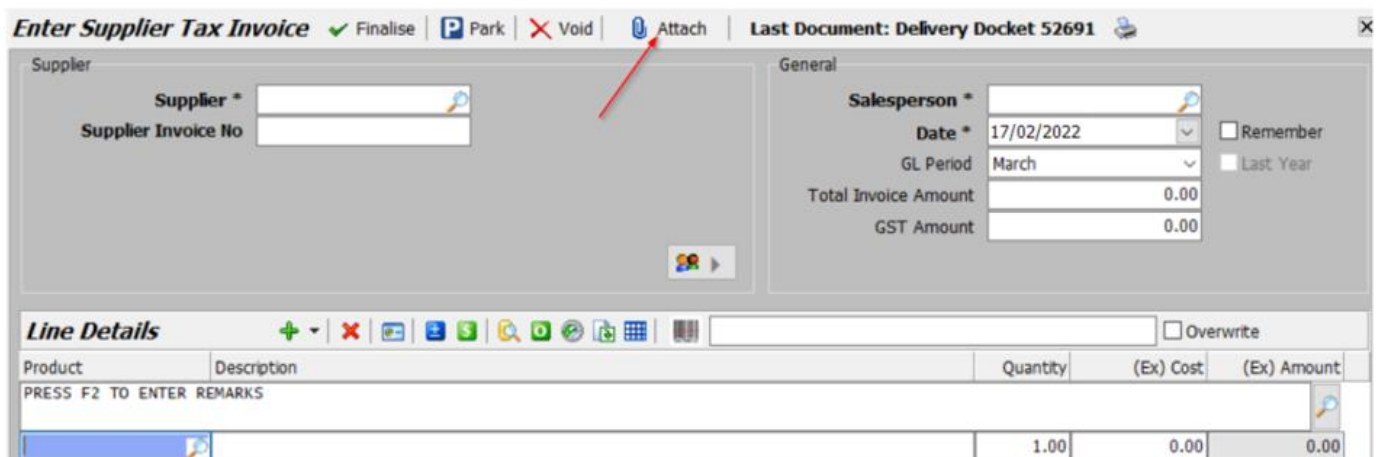
Please find an overview of each area:

| | |
|-----------------------------------|--|
| <p>1. PURCHASE ENTRY</p> | <ul style="list-style-type: none"> Supplier tax invoices are entered in purchase entry to record purchases and expenses for business. <p><i>TIP: Press F2 to enter remarks relating to an expense e.g., Rates for 12 months from 1/10/20 to 30/9/21 or details of equipment repairs so that you can view the details on the screen rather than needing to find the paperwork.</i></p> <ul style="list-style-type: none"> If it is a new company, you are dealing with it is recommend that you set up a new supplier [Select Main Suppliers Manage Suppliers] so that you can find information down the track, the ABN of the supplier is also recorded against the supplier for your BAS reconciliation. |
| <p>2. CASH OUT OF TILL</p> | <ul style="list-style-type: none"> From time to time you will need to use cash from the till to make small purchases such as staff and customer amenities that need to be paid by cash and ensure that the GST is recorded, and the expense is accounted for in your profit and loss. This also records the cash taken from the till on the End of day register. |
| <p>3. CASHBOOK ENTRY</p> | <ul style="list-style-type: none"> Cashbook entry records one off expenses and payments to suppliers that you do not use on a regular basis, this program is also used for recording bank statement charges such as leases, bank fees, merchant charges etc. |

1. PURCHASE ENTRY

Select **Main | Data Entry | Purchases** and enter supplier tax invoices for purchases and expenses.

- When entering expenses your GL codes will have a prefix of X.
- Press F2 to enter remarks relating to an expense e.g., Rates for 12 months from 1/10/21 to 30/9/22 or details of equipment repairs so that you can view the details on the screen rather than needing to find the paperwork.
- When you can print a supplier transaction report and view detail and remark lines, and you will be able to see as much information as the supplier tax invoice.



Are you using the attachment manager to electronically file supplier invoices? Please call me if you need assistance with this handy feature.

2. CASH OUT OF TILL ENTRY

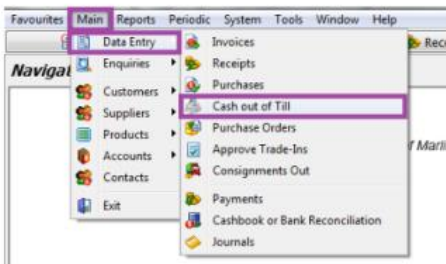
From time to time you will need to use cash from the till to make small purchases such as customer and staff amenities.

This ensures cash is accounted for and does not throw out the till balance and banking at the end of day.

- Select **Main | Data Entry | Cash Out of Till**
- Enter your Cash Out of Till password to access the screen.

(Please make sure this is a secure password and you are aware of which staff have access to this program).

- Select **Main | Data Entry | Cash Out of Till**



Note: Megabus can supply a Cash drawer that is connected to the PC and can only be opened when a transaction is finalised or when a password has been entered. You can also optionally open the drawer for EFTPOS as the eftpos slips can be inserted in the front of the drawer. Please call me if you would like further information.



Please speak to your account manger to see if this would work in your environment

- Select your Salesperson Code
- Enter the Amount to be taken from the Till
- If there is no GST associated with this payment (e.g., milk), overwrite the auto calculated GST amount with 0
- Select an Expense from the shortcuts list or from the Account list
- Enter the amount and then click on Finalise.

Setting up Cash out of till shortcut keys:

- Select **System | Options | Payment Types | Cash Out of Till**
- You can setup 9 function keys, double click on each one to add or change the code, description, and GL account code.

3. CASHBOOK ENTRY

Cashbook entry records one off expenses and payments to suppliers that you do not use on a regular basis, this program is also used for recording bank statement charges such as leases, bank fees, merchant charges etc.

- Select **Main | Data Entry | Cashbook or Bank Reconciliation** and select New Cashbook.

This program will post the expense to the GL and the payment to the bank reconciliation at the same time, but as recommend adding a supplier account to manage transactions and payment history is recommended.

Make sure you record the GST correctly for this transaction.

| Update | Weekly Topics |
|--------|--|
| #1 | Payment Details and Integrated Eftpos |
| #2 | Monitoring outstanding customer accounts |
| #3 | Using work orders |
| #4 | Business Planner Tips |
| #5 | Customers – Part 1 |
| #6 | Customers – Part 2 |
| #7 | Customers – Part 3 |
| #8 | Suppliers – Part 1 |
| #9 | Suppliers – Part 2 |