



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.



End of Financial Year Preparation Part 1.

With just over 8 weeks until the End of Financial Year, we recommend that you begin reviewing your preparation tasks in the following areas.

- Customers
- Suppliers
- Bank
- Stock

End of financial year preparation tasks

Please find below a list of areas in your system that you can review and follow up if required:

Customers	✓
1. Print Customers Balance Report <ul style="list-style-type: none"> Select Main Customers Aged Balance Report Print this report and review any balances in 60 +90 Day 	
2. Review outstanding Deposits <ul style="list-style-type: none"> Select Main Customers Deposit Report Review all older outstanding deposits 	
3. Print a customer unallocated receipt report and review with your bookkeeper <ul style="list-style-type: none"> Select Main Customers Unmatched receipts Print this report as all transactions on this report have not been allocated to an invoice and are an unmatched receipt. 	
Suppliers	✓
4. Print Supplier Balance Report <ul style="list-style-type: none"> Select Main Suppliers Aged Balance Report Print this report and review any balances in 60 +90 Days 	
5. Print Promotions Rebate Pending Report <ul style="list-style-type: none"> Select Main Suppliers Outstanding Supplier Rebates 	
6. Print Request for credit Report <ul style="list-style-type: none"> Select Main Suppliers Request for credit report You can use the date filter to exclude the current months credits if you want to focus on older transactions 	
Bank	
7. Review unpresented Deposits and Payments in the Bank Reconciliation Program <ul style="list-style-type: none"> Select Main Data Entry Cashbook or Bank Reconciliation Click on Reconciliation and then click on Bank reconciliation Review Previous Bank Statement Date and ensure it is up to date 	
8. Review Banking Variances <ul style="list-style-type: none"> Select Main Accounts Manager accounts Enter your account number for banking variances and review 	
Stock	
9. Review Items with a negative Stock on Hand <ul style="list-style-type: none"> Select Reports Stock Stock on Hand Report Select Validation Methods – with Negative Quantity and review this to find out why they are in Negative. 	
10. Print Outstanding Claims Report <ul style="list-style-type: none"> Select Reports Stock Claims Tick - Print uncompleted claims 	
11. Review Trade-ins <ul style="list-style-type: none"> Select Main Approve Trade-ins Review all items, ensure all entries are accurate. 	

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
#10	Recording and entering supplier purchases and expenses
#11	Investigating Transactions
#12	Credit Notes
#13	Sales Statistics