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 2

With just 7 weeks until the End of Financial Year (EOFY), we recommend that you begin reviewing your preparation tasks.

- End of financial year preparation tasks
- End of year Backups
- Contacting Megabus
- Checklists
- Report Keeper

1. EOFY preparation tasks

Please refer to last week's update for a list of the preparation tasks to review your Customers, Suppliers, Bank and 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** • Select Main | Customers | Aged Balance Report • Print this report and review any balances in 60 +90 Day	
2. **Review outstanding Deposits** • Select Main | Customers | Deposit Report • Review all older outstanding deposits	
3. **Print a customer unallocated receipt report and review with your bookkeeper** • 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** • Select Main | Suppliers | Aged Balance Report • Print this report and review any balances in 60 +90 Days	
5. **Print Promotions Rebate Pending Report** • Select Main | Suppliers | Outstanding Supplier Rebates	
6. **Print Request for credit Report** • 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** • 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** • Select Main | Accounts | Manager accounts | Enter your account number for banking variances and review	
Stock	
9. **Review Items with a negative Stock on Hand** • 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** • Select Reports | Stock | Claims • Tick - Print uncompleted claims	
11. **Review Trade-Ins** • Select Main | Approve Trade-ins • Review all items, ensure all entries are accurate.	

2. EOFY backup

You will need to purchase a USB backup key for your valuable End of Year backups (Stationers, Supermarkets, IT shops etc.)

We also recommend our Shieldcare services for remote backup and protection.

In times like this the last thing we want to see is you unnecessarily stressing about a virus, malware, crypto locker or loss of data.

It is an important time to review all the insurances in your business and our on-line backup option is a unique offering to help you get up and running as quickly as possible in a disaster scenario.

• **Secure and Encrypted** – The data can only be accessed by Megabus authorised staff at your request

• **100% Automated** – Megabus will set up your nominated PCs, you just need to do your End of Day as normal and then forget it. Your files will sync silently in the background, without you having to do anything!

• **Simple & Easy to Use** – Worry free, no configuration or monitoring required by you. Computer backup made simple!

• **What data is sent to the cloud?** – Marlin GTX (Day, week, monthly and yearly backup files), Marlin HR (each finalised pay run), My Documents, Desktop folder

Please let me know if you would like further information on this option.

3. Contacting Megabus

For us to help you during the busy lead up to the end of Financial year, the most efficient way to contact Megabus is to click on **Help | Log a support call** and follow the prompts. This ensures your company name is recorded against the call. Please enter as much information as possible to ensure we understand your issue.

Please note: If you are prompted for a Username/Password and don't know what they are, please email **support@megabus.com.au** with a subject line of "**Cannot log a Support Call online**"


4. EOFY checklists

Please download your EOY checklist from Marlin Inform. Printing it and ticking the checkboxes as you complete each step will ensure that nothing is missed, reducing problems and stress at this busy time of year.
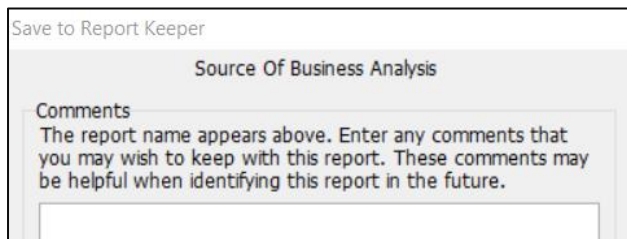
5. Report Keeper

The Marlin GTX report keeper is a great feature that files your reports electronically, saving you on printing costs.   This is an ideal place to save your End of financial year reports.
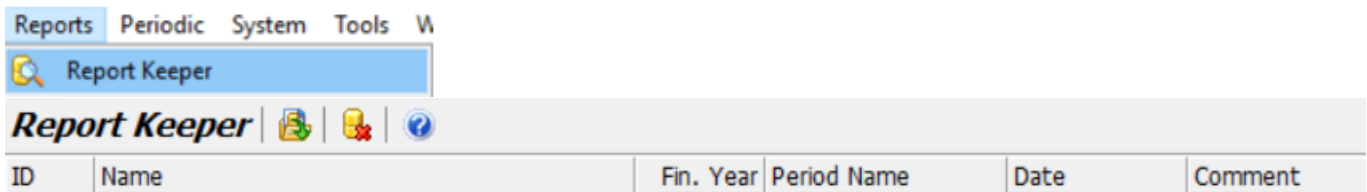
In each of the reports there is an option to save to the Marlin GTX report keeper (Yellow and green icon).
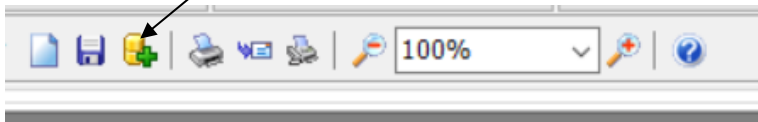
When saving reports, you can add comments relating to the report being saved.

To access reports saved in the report keeper, click on **Reports** | **Report Keeper**.

TIP: You can save End of Day Reports, Financial Reports, and Stocktakes. This is a really good feature for End of Financial Year reports. It is also useful for saving reports such as the BAS (Business Activity Statement) as reports in the report keeper are available after End of Year. This feature is also available in Marlin HR.

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
#14	End of year preparation tasks – Part #1