



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.



Obsolete Stock

Reviewing obsolete stock in the lead up to end of financial year is recommended using the last purchase date, sale date and stock value.

-
- | | |
|--|--|
| 1. Obsolete Stock Report | <ul style="list-style-type: none">• Run a report that can show you products that have had no activity for xx number of months. |
| 2. Product Search - Viewing last purchase & sale date | <ul style="list-style-type: none">• Review the last Purchase and Last Sale date |
| 3. Product Search - Obsolete column | <ul style="list-style-type: none">• Add a column to identify obsolete stock in Product Search |
| 4. Re-valuing Stock/Re-pricing | <ul style="list-style-type: none">• Revalue products and alter the sale price. |

1. Obsolete Stock Report

It is recommended that you review your obsolete stock report for inventory that has not been sold for a period of time.

- Select **Reports | Stock Reports | Obsolete Stock Report**
- You can sort the report by product code, product group or search code (e.g. size order)
- In the field **Print products where there has been NO MOVEMENT for how many months**, you can enter say 3 or 6 months.
- You can then highlight to your sales staff the products that they can offer at a reduced price and if applicable reduce the sell price.

The Obsolete Stock report will generate a report with the following columns:

Product Code	Description	Branch	Last Purchases	Last Sales	Last Transfers	Cost	Qty On Hand	Valuation	Avg Sales Units in 6 Months	Qty On Order
--------------	-------------	--------	----------------	------------	----------------	------	-------------	-----------	-----------------------------	--------------

There are various reports that you can use to help you with your stock levels:

Overstocked Report

This report will show you stock on hand that is > your re-order level.

Obsolete Stock Report

As above

Re-order Report

This report will show you the stock you need to order against your re-order level.

You can also choose to include allocated work order to calculate the stock you need to re-order.

Model Stock Report

This report will show you the re-order level you have set up against each product.

- Stock and Sales
- Transaction List
- Price Lists
- ➔ Over-stocked Report
- ➔ Obsolete Stock Report
- ➔ Re-order Report
- ➔ Model Stock Report
- Units Sales History
- Stock On Hand Report
- Stock Profitability Report
- Unapproved Trade In Report
- Claims Report
- Stock Variance Report
- 📄 Stock Adjustment Report
- 📄 Open Specific Cost Items Report

2. Product Search – Viewing Last Purchase and Last Sale Date

In Product Search, when you press F2 to show product details you can view the last purchase date and last sale date. This is useful to determine if you can return an item to your supplier.

Quantities			
Available	<input type="text" value="7"/>	Allocated Work Order	<input type="text" value="0"/>
On Hand	<input type="text" value="7"/>	On Purchase Order	<input type="text" value="0"/>
Reserved	<input type="text" value="0"/>	On Shipment	<input type="text" value="0"/>
		On Consignment Out	<input type="text" value="0"/>
Reorder Min	<input type="text" value="0.00"/>		
Reorder Max	<input type="text" value="0.00"/>		
MTD Purchases	<input type="text" value="0.00"/>	Supplier	<input type="text"/>
Last Purchase Date	<input type="text" value="31/01/2020"/>	Last Sale Date	<input type="text" value="14/04/2020"/>
Last Purchase Ref	<input type="text" value="44781"/>	Discontinued Date	<input type="text"/>

3. Product Search – Obsolete Column

Did you know that you can display a column in stock search so that it highlights whether a product is obsolete?

This is based on the xx of months you have selected in your obsolete stock report.

Please let me know if you would like assistance setting up this feature.

(Inc) Sell Price	Available	Obsolete
330.00	1	Yes
330.00	2	

4. Re-valuing Stock/Repricing

Product revaluation is the adjustment of the costs to reflect changes in the recorded cost.

These changes may be due to obsolescence, or that the price is no longer reflective of the actual value.

You may also need to reflect a new Sell Price to move this stock e.g. markdown.

If you need to revalue your stock, a journal is entered and you can make adjustments.

You should seek accounting advice on making these changes.

Marlin HR EOFY Close-off

The top 3 tips to reduce EOFY stress at June 30 are:

- Review the GL Reconciliation Report now whilst there is time to consult with your tax accountant, the ATO or Megabus re any discrepancies (*Select Reports > GL Reconciliation Report from the menu*)
- Review the info, tips & FAQs on the HR EOFY Process page in Marlin Inform, download the HR EOFY Close-off Guide and GL Reconciliation Guide and commence the preparation tasks now (*Select Help > Marlin Inform from the menu*)
- Do not leave your Marlin HR EOFY close-off until the first pay day of the new tax year as any issues may delay the pays.

New tax scales (Budget2023) and Super Guarantee Rate (11.00%) are to be applied to all pays paid on or after 1 July 2023 and are included in the HR EOFY update (v2.3.2 & 5.3.2) released on 29 May. After completing your HR EOFY close-off, opening the payroll screen will automatically trigger selection of the new rates.

Your employees may see two income statements from you in their myGov accounts for 2022-23, one for STP-1 reported amounts and one for STP-2 reported amounts. Added together they will reflect the full year figures shown on their final pay advice for 2022-23. After 30 June, both income statements should show as TAX READY and be available for inclusion in online tax returns.

EOFY preparation tasks

Please refer to update #14 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 <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 unrepresented 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. 	

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.

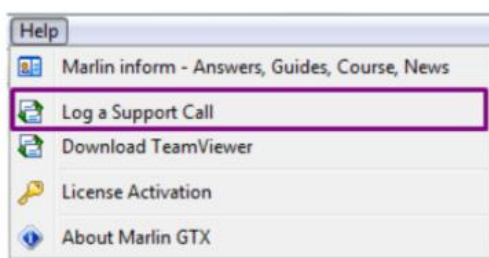
- **Secure and Encrypted** - The data can only be accessed by Megabus authorised staff at your request.
- **100% Automated** - Megabus will set up your nominated PCs, you just need to do your End of Day as normal and then forget it. Your files will sync silently in the background, without you having 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. **Please note: This is not applicable if you have a hosted solution*

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"



Your Name *

Please summarise your request for help *

Please provide any further details to help us *

B *I* U

Error says "No posting for End of Day"

Please select your product *

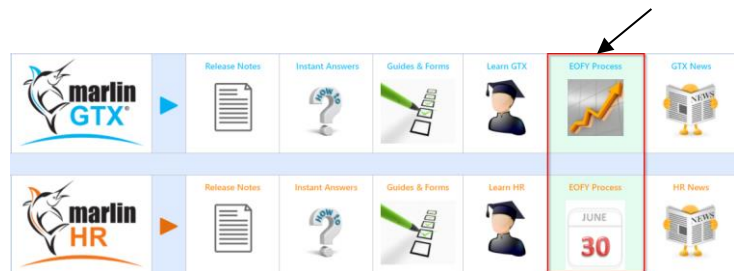
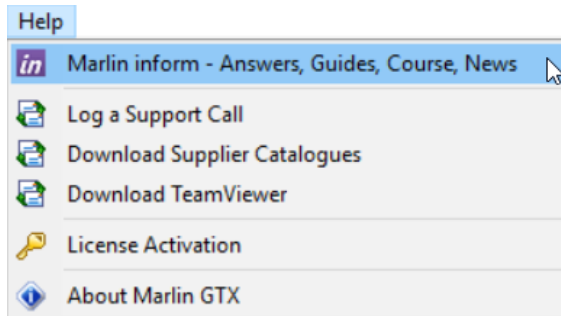
Please indicate the nature of this ticket *

Important:

- Please enter a meaningful **Summary** line and pertinent **Further Details** to assist us in assessing the call priority, assigning an appropriate person to call you and possibly having an answer ready when we call.
- Be sure to mention any significant loss of functionality (eg. "Can't invoice" or "Can't print" or "GTX down") in the Summary line to ensure appropriate prioritisation.
- We may respond to "How do I" queries by emailing you a step by step answer. If you would prefer to wait for an available support person to call you, please note this in the case.

EOFY checklists

Please download your EOFY 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.



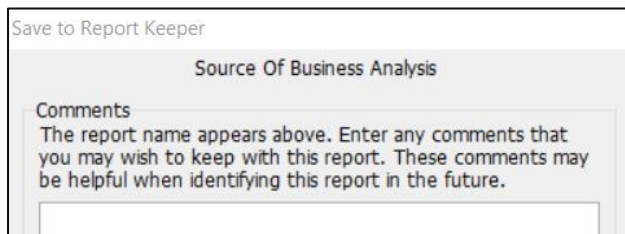
Report Keeper

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.

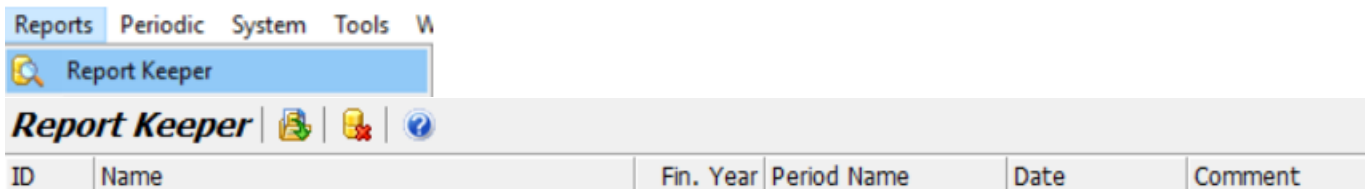
In each of the reports there is an option to save to the Marlin GTX report keeper (Yellow and green icon).



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 Stock takes. 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
#15	End of year preparation tasks – Part #2
#16	Investigating stock issues
#17	Bad Debts
#18	Claims