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.

Reviewing your Financial Reports

With the EOFY now 2 weeks away, there is a lot to do to review and finalise your financial reports so that you can 'drill-down' and look at missing information, increased amounts, double ups etc. prior to and after the End of Financial year.

- Profit and Loss
  - o Viewing report
  - o Account enquiry
- Balance Sheet
  - o Viewing report
  - o Account enquiry

1. Profit and Loss Report

- Select **Main | Accounts | Profit and Loss Report**

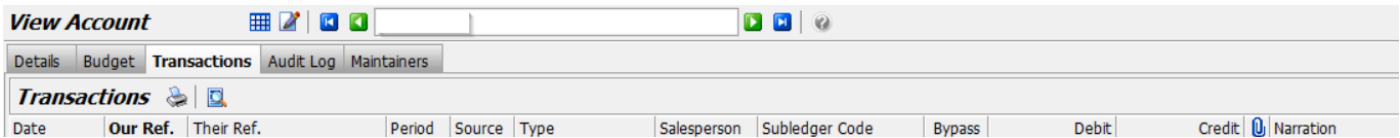- Make your selections (refer to the table below) and then click on generate.

Current Year/Previous Year	Choose to view/print the current or previous year
Period range	Select the months you wish to report on
Report Frequency	Select from monthly, quarterly and yearly view
Additional Columns	Add additional columns to show value change and percentage change along with % of revenue / expense
Print zero balance accounts	Click to print zero balance accounts
Show cents	Click to show the value in cents

Please note: You can generate your Profit and Loss report at any time. However, there are some transactions posted at the end of day so if you have just posted transactions then you may need to wait till an end of day has been completed.

2. Profit and Loss Report – Account Enquiry

- Select **Main | Accounts | Manage Accounts**

- Enter the account code you need to view in more detail.

- Click on Transactions and you can then see all the info required, e.g. Date, our ref, their ref, GL period, Salesperson, subledger, amounts and narration. In some cases, you will also need to do a supplier and customer enquiry to find out more info.

- This is where you can see if the account code is wrong, if the amount is wrong, if the expense hasn't been entered etc.

3. Balance Sheet Report

- Select **Main | Accounts | Balance Sheet Report**

- Make your selections (refer to the table below) and then click on generate

Current Year/Previous Year	Choose to view/print the current or previous year
Period range	Select the months you wish to report on
Report Frequency	Select from monthly, quarterly and yearly view
Additional Columns	Add additional columns to show value change and percentage change along with % of revenue / expense
Print zero balance accounts	Click to print zero balance accounts
Show cents	Click to show the value in cents

Please note: You can generate your Balance Sheet report at any time. However, there are some transactions posted at the end of day so if you have just posted transactions then you may need to wait till and end of day has been completed.

4. Balance Sheet Report - Account Enquiry

- Select **Main | Accounts | Manage Accounts**

- Enter the account code you need to view in more detail.

- Click on Transactions and you can then see all the info required, e.g. Date, our ref, their ref, GL period, Salesperson, subledger, amounts and narration. In some cases, you will also need to do a supplier and customer enquiry to find out more info.

- This is where you can see if the account code is wrong, if the amount is wrong, if the item hasn't been entered etc.

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 payrun 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 • 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.	

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.
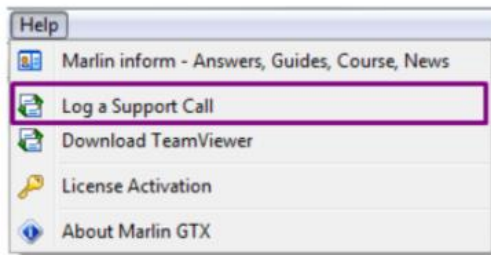
- **Secure and Encrypted** – The data can only be accessed by Megabus authorised staff at your request.
- **100% Automated** – Megabus will set up your nominated PCs, you just need to do your End of Day as normal and then forget it. Your files will sync silently in the background, without you having 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"**


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.
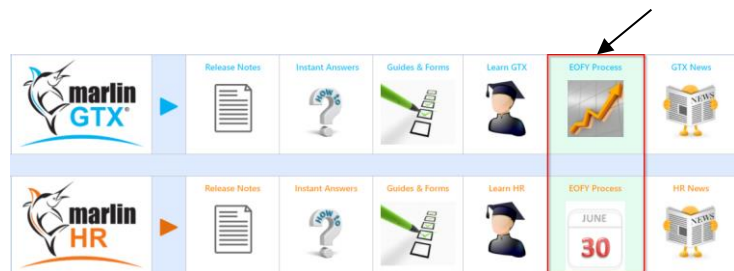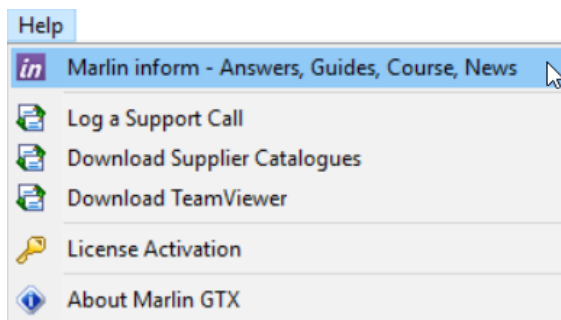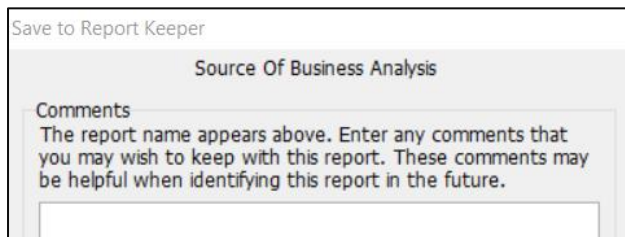
Report Keeper

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.
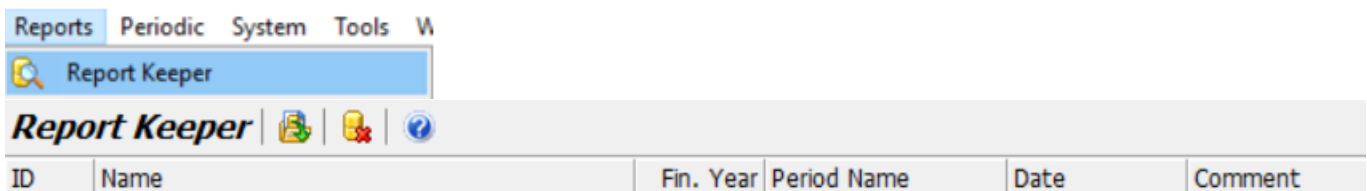
In each of the reports there is an option to save to the Marlin GTX report keeper (Yellow and green icon).
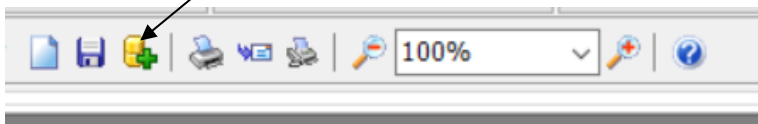
When saving reports, you can add comments relating to the report being saved.

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
#19	Obsolete Stock