



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.



Setting up standing journals

As you start the new financial year, it is worthwhile reviewing the Standing Journals feature so that expenses are accurately recorded each month.

This allows you to set up a **'recurring'** journal in your GTX system.

Standing journals are journal templates that can be created and then run over and over to reduce repetitive data entry and the potential for mistakes, on journals that need to be performed periodically (e.g., Monthly).

1. Creating a Standing Journal
2. Processing a Standing Journal
3. Viewing a Standing Journal

1. Creating a Standard Journal:

- Select **Main | Accounts | Maintain Standing Journals** from the menu toolbar
- Click on the Add icon (green +) to add a new standing journal.
- Enter a short identifier Code (e.g., RENT) and enter a descriptive name for the journal (e.g., Building Rent).
- Enter a Start Date and either an End Date or select Runs Forever.
- Select the update frequency. It can be 'manual' or setup to run on a Weekly, Fortnightly, Monthly or Quarterly basis.
- Unless you selected 'manual', you will need to select whether to run the journal on a Fixed Day (e.g., 15), Today's Day or the Last Day of the Period.
- Select appropriate settings in the Miscellaneous pane:



Add Standing Journal

Details | Audit Log | Maintainers

General

Code *

Name

Start Date

End Date

Runs Forever

Miscellaneous

Active

Allow posting amount change

Auto reverse posting

GST Transaction

Update

Last Update Never Updated

Update Frequency

Fixed Day

Today's Day

Last day of Period This selects the last day of the Month or Quarter.

Next Update Unknown

Journal Line Details + | Balance

Account	Description	Debit	Credit	Subledger	Narration

- **Active** - Enables you to activate or disable the standing journal
- **Allow Posting Amount Change** – Allows the journal amount to be changed as it is posted.
- **Auto Reverse Posting** - This journal will reverse out this posting in the next posting period.

This is a seldom used function to enable you to estimate (or accrue) expenses for which you have not yet received invoices, and enter these amounts using a standing journal in order to get your monthly reports out without having to wait for all the invoices to come in. The invoices are entered in the next month when received.

The standing journal reversal will automatically offset the entry of the actual invoices when entered. Therefore, any differences are reported in the next month.

- **GST Transaction** – denotes whether or not this transaction is subject to GST.

For each amount to be posted:

- Click on the Add icon (green +) to add a journal line and select the appropriate Account Type
- E.g., select General then pick “Rent” from the list of accounts
- Optionally enter a Narration Override
- Select whether to Debit or Credit the account - Debit to increase an Expense account, Customer balance or Asset balance and Credit to increase a Revenue account, Supplier balance or Liability balance.
- Enter the Amount to be posted
- Once all the journal lines have been added, ensure that the Balance is zero (i.e., debits equal credits) and then click on the Save icon.

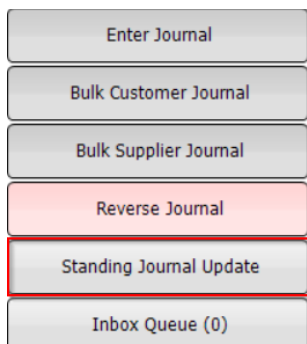
Note: If ever you need to edit any of the details, come back to this screen, select the journal and click on the Edit icon.

2. Processing a Standing Journal:

When there are Standing Journals due to be processed, the system will advise you of this in Reminders (displayed at bottom right hand corner of the screen).

Reminders (10) Backups

- Double-click on Reminders on the status bar to open the Reminders window and you will see the reminder.
- Double-click on the reminder and it will open the Standing Journal screen.
- Or you could select **Main | Accounts | Journal Entry** from the menu toolbar and then click on **Standing Journal Update** button.



- This screen displays a list of all Standing Journals with some key details.
- Click on a Standing Journal in the list to select it.
- You can then use the icons to:
 - Have the journal Skip the current GL period if necessary.
 - Display the Journal Lines at the bottom of screen.
 - Select/deselect the journal for update (see ‘Select for Update’ column); and
 - If necessary, edit the GL period that the journal will be posted to
- When you are ready to process the journals, click on Finalise and respond Yes to the prompt to confirm.
- The ‘Select for Update’ column will now be blank for those journals, indicating that they have been posted for this period.

3. Viewing a posted Standing Journal:

- Select **Main | Accounts | Manage Chart of Accounts** from the menu toolbar
- Open one of the accounts from the standing journal
- Select the Transactions tab and you will be able to:
 - See that the standing journal has a 'source' of STJ to distinguish it from JNL for normal journals.
 - View the journal details in the bottom pane.
 - Reprint the journal using the printer icon.
 - Identify the journal number in case you need to reverse the journal for some reason.

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
#20	Reviewing your Financial reports
#21	Security tips
#22	End of financial year tips