



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.



10 reasons why regular bookkeeping is important for your business!

With the start of a new financial year, please review this list of reasons for ensuring you have a bookkeeper providing you with accurate and up-to-date financial information.

Good bookkeeping is an essential component of every successful business – big or small. If you are not confident in your bookkeeping process, you can't be confident in any of your numbers, a nightmare scenario for any business!

Top 10 Reasons for bookkeeping services

1. Meet ATO requirements	<ul style="list-style-type: none"> • Ensure your GST is recorded accurately. • Review your Business Activity Statement (BAS)
2. Accurate Customer, Supplier and Bank entries	<ul style="list-style-type: none"> • Enter Customer receipts for accurate information about outstanding monies. • Enter supplier tax invoices and credits so you know exactly what you owe your suppliers. • Enter supplier payments. • Review your business activity statement. • Enter all entries from your bank statements
3. Cashflow	<ul style="list-style-type: none"> • Balance to your bank statement so you know your exact cash position based on unrepresented items and payments due from your customers and suppliers.
4. Timely Profit and Loss and Balance sheet reporting	<ul style="list-style-type: none"> • Review your profit and loss and balance sheet from the previous month so you can see any missing expenses, increase in expenses and/or focus on revenue areas.
5. Identify increases in expenses	<ul style="list-style-type: none"> • You need to see your position last year, this year and review increased costs and drill down e.g. repairs and maintenance, staff amenities.
6. Easily liaise with your accountant	<ul style="list-style-type: none"> • Bookkeepers can liaise with your accountant, provide them with information, follow up on queries, assist with BAS submission
7. Track profit and growth	<ul style="list-style-type: none"> • Review areas where there is profit and growth to see what can be done to maintain and improve this area of your business
8. Identify any losses to make quick decisions	<ul style="list-style-type: none"> • Don't wait for the end of a financial year or a report from your accountant, see within a short time frame how the previous month went and identify areas for improvements
9. Payroll and HR Management	<ul style="list-style-type: none"> • Maintain accurate employee records, all payroll requirements and comply with ATO requirements around STP reporting.
10. Peace of Mind	<ul style="list-style-type: none"> • A good bookkeeper is invaluable to your business, allowing you to focus on sales, staff, etc and know that your business records are accurate and up to date.

You may have a bookkeeper to support your business needs, or you may need assistance in this area. The above is a list of the reasons why you need to ensure this critical service is completed each week. Please let me know if you would like any further information.

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
#23	Standing Journals