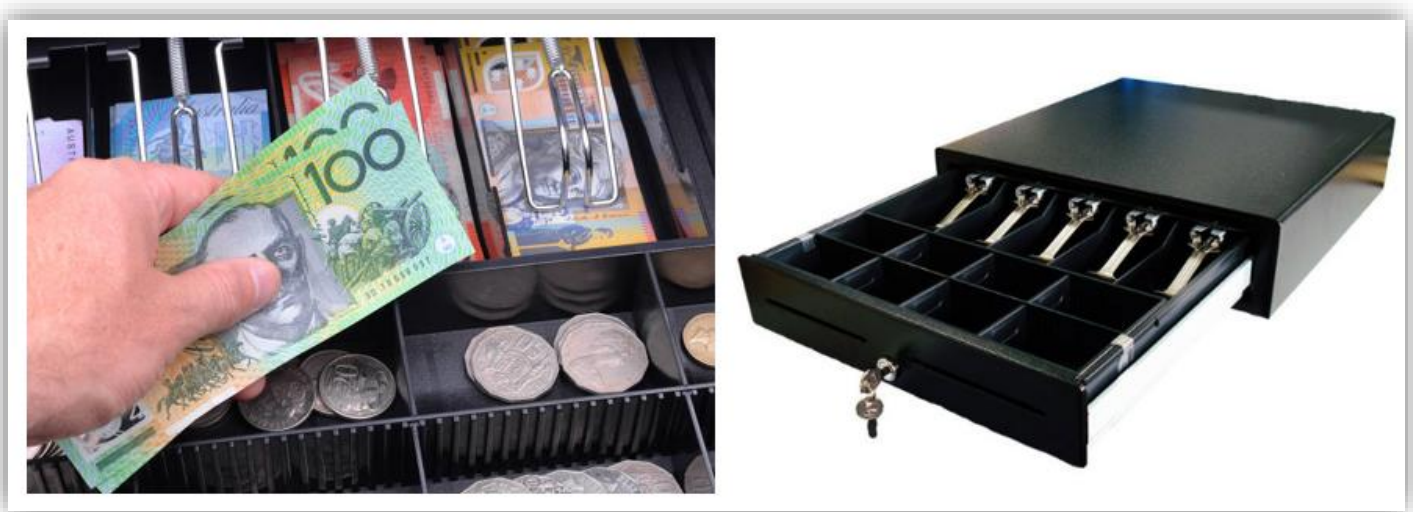




## Megabus Customer Update

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.



## Using Cash out of Till

Reconciling the cash in your till each day is an important part of your End of Day process.

Accounting for any cash taken for cash purchases is essential for recording expenses and claiming GST credits.

- 1. Electronic Cash drawer benefits**
- 2. Entering a cash out of till transaction**
- 3. Creating default cash out of till expenses**
- 4. Printing & clearing a Cash Out of Till Register**
- 5. Reviewing a transaction**
- 6. C.O.D. Suppliers**

## 1. Electronic cash drawer benefits

An integrated cash drawer provides the following benefits:

- It will only open if there is cash involved in the transaction e.g. Invoice paid by cash, cash out of till.
- There are keys that can be used only by you or a nominated staff member.
- It prevents the cash drawer being opened at any time for no reason.
- It has a slot at the front for Eftpos docketts (We can set a switch so that it opens for Eftpos transactions if this is your preference)
- It can be secured to your counter.



## 2. Entering a cash out of till transaction

From time to time you may need to use cash from the till to make small purchases such as customer or staff amenities.

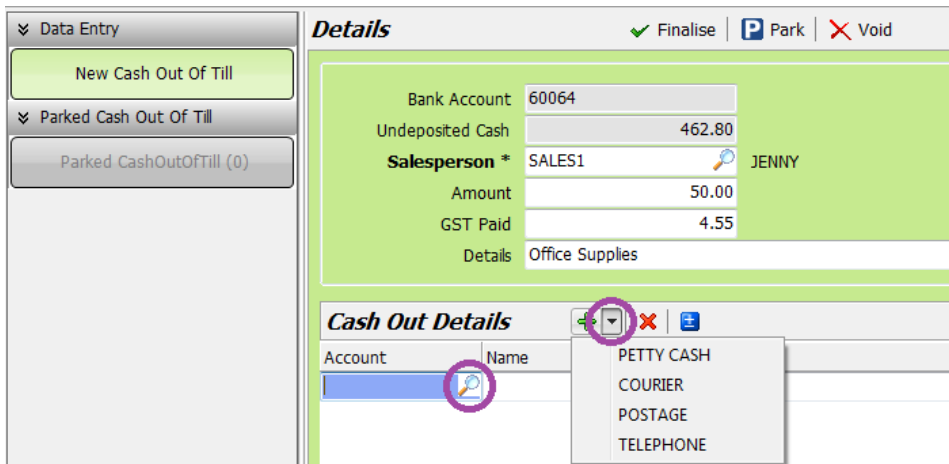
- Select **Main | Data Entry | Cash Out of Till**.
- Enter your Cash Out of Till password to access the screen



**IMPORTANT:** Make sure your cash out of till password is secure, not easily guessable, and only known by appropriate staff. This can be changed with the correct authority if you feel this password is not secure.

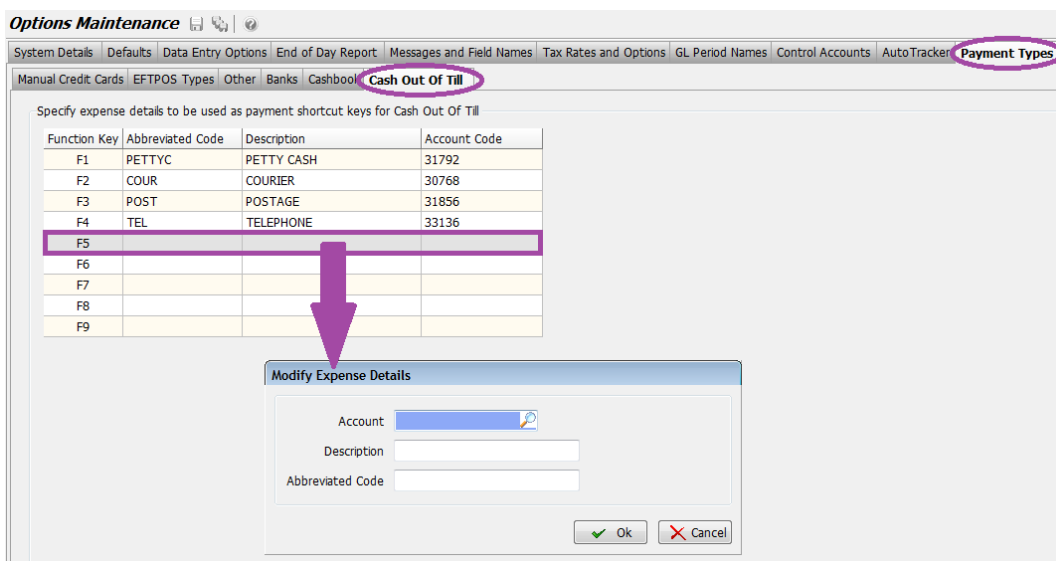
- Select your **Salesperson Code**.
- Enter the **Amount** to be taken from the till.
- If there is no GST associated with this payment (e.g. milk), overwrite the auto calculated GST amount with 0.
- Select an **Expense** from the shortcuts list or from the Account list (Refer following page for instructions on adding/changing these).
- Enter the **amount** and then click on **Finalise**.

Please note: If there is a regular supplier you use it may be worthwhile setting up a COD supplier (Refer following page for instruction) so that you can see the history of purchases, record the ABN and contact details.



### 3. Creating default Cash out of Till expenses

- Select **System | Options**
- Select the **Payment Types** tab and then the **Cash Out of Till** tab.
- Double-click on the first blank line to see the Modify Expense Details popup.
- Select the Account Code from the dropdown list, enter a Description & Abbreviated Code, and then click on OK to Save.



### 4. Printing & clearing a Cash Out of Till Register

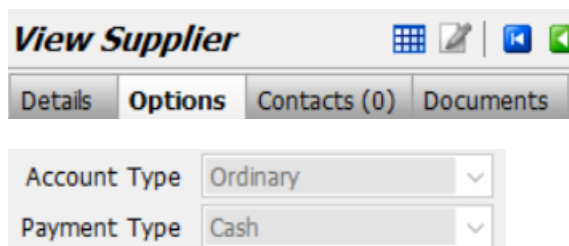
- Select **Reports | Print Register Reports | Cashtill Register**.
- If re-printing a previous Cashtill Register, tick the Reprint Register checkbox and select the register from the dropdown list. Otherwise, just click on the Generate button to see current entries.
- On closing the report, you will be prompted to advise whether you wish to clear the register.
- Respond Yes or No as appropriate.





## 5. Reviewing a transaction

- The end of day report will detail any cash out of till transactions.
- You can also select **Main | Accounts | Manage accounts**.
- You can enter your bank account code and then view transactions, or you can view via the expense code (e.g. cleaning, customer amenities).


## 6. COD suppliers


- You can add a Supplier that is set up with a payment type of Cash (e.g. Cleaning company).
- This means you can easily check invoices and payment history, record the ABN, obtain contact information etc.
- In the **Options** tab, change the payment type to Cash. When you enter a supplier tax invoice, upon finalising the transaction you can record the payment information (e.g. cash).



**View Supplier**    

Details **Options** Contacts (0) Documents

Account Type  

Payment Type  

<b>Update</b>	<b>Weekly Topics</b>
#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
#24	Top 10 Reasons to hire a bookkeeper
#24	Managing Salespeople