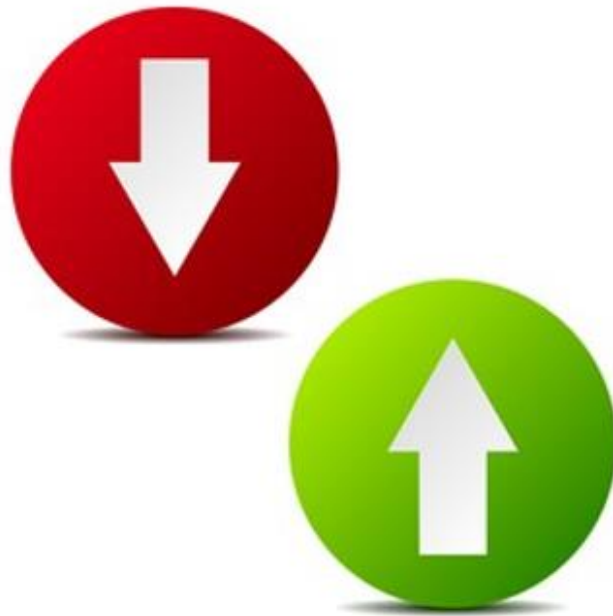




Megabus Customer Update

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.



Quick Stock Adjustments

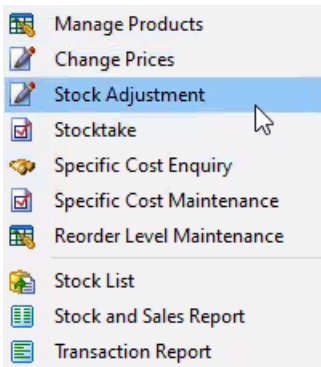
Below is an overview of using the Quick Stock Adjustment program in Marlin GTX:

1. Quick Stock Adjustments vs Stocktake
2. Entering a Quick Stock Adjustment
3. Product/s invoiced incorrectly
4. Product/s purchased incorrectly

1. Quick Stock Adjustments vs Stocktake

A quick stock adjustment is done when you have only a few adjustments to make and don't need to activate a full stock take.

The quick stock adjustment program is already set up to be allocated to the stock adjustment area in your profit and loss.



2. Entering a Quick Stock Adjustment

Select **Main | Products | Stock Adjustment**.

- Select your product (or you can press F5 to use Stock Search)
- You can then choose an adjustment reason.
- The current quantity and cost are displayed, and you can then enter a new quantity which might be higher or lower than the current quantity on hand.
- You will finalise each transaction once it is completed.

Quick Stock Adjustment Finalise Void

Product

Product * BATTERIES

Classification

Adjustment Reason * Quick Stock Adjustment

GL Account STOCK TAKE ADJ - MANUAL

Salesperson * David

Adjustment

Current Quantity	<input type="text" value="4.00"/>	Cost	<input type="text" value="45.00"/>	Current Value	<input type="text" value="180.00"/>
New Quantity *	<input type="text" value="5.00"/>	Cost	<input type="text" value="45.00"/>	New Value	<input type="text" value="225.00"/>
Adjustment Quantity	<input type="text" value="1.00"/>	Cost	<input type="text" value="45.00"/>	Adjustment Value	<input type="text" value="45.00"/>

3. Product/s Invoiced incorrectly

It is important to fix issues the correct way.

- If a customer has been invoiced the wrong product, do not do a quick stock adjustment to correct your stock.
- You need to do a credit note to reverse the original invoice and press F2 to enter a remark recording what was wrong.
- Then do another invoice with the correct product.
- This ensures your history in Autotracker is correct.

4. Product/s Purchased incorrectly

If you have entered the wrong products in purchase entry, do not do a quick stock adjustment to correct your stock.

- Do a supplier purchase to reverse out the product that you entered incorrectly (e.g. -4) and then enter the correct product.
- Again, use your F2 remark to record why you have made this correction.

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
#24	Top 10 Reasons to hire a bookkeeper
#25	Managing Salespeople
#26	Cash out of Till
#27	Customer Deposits
#28	Autotracker enquiry
#29	Entering Remarks
#30	Search features
#31	Using the Inbox
#32	Master file maintenance
#33	Promotions
#34	Navigator features