



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.



END OF DAY TIPS!

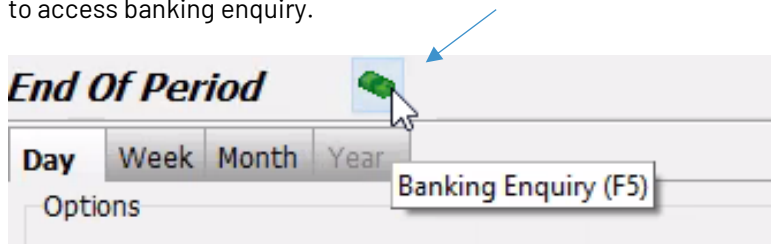
The End of Day process is a reconciliation step to ensure your banking balances, invoice GPM% looks correct, and that you have reviewed the key areas in your business.

Please also find some useful configuration options.

- 1. Banking enquiry**
 - Accessing the Banking enquiry in the End of Day update process
- 2. Banking adjustments**
 - How to adjust payment method errors
- 3. Sending EOD SMS messages**
 - Sending EOD 'Thank you and Booking reminder' SMS Messages
- 4. End of Day printing options**
 - Configuring your EOD printing options
- 5. Exception report**
 - Reviewing your exception transactions every day
- 6. Report Keeper**
 - Saving the End of Day report to the Report Keeper
- 7. On-line backups**
 - Unattended online backups to protect your critical business data

1. Banking Enquiry

When you are in the End of Day update program, there is an icon at the top left hand corner of the screen that allows you to access banking enquiry.



2. Banking Adjustments

If there is an up and down variance between say Cash and eftpos, then enter a ZERO receipt to adjust the banking.

- Select **Main | Data Entry | Receipts**
- Enter your customer code and the amount received as 0.00.
- Enter a comment to show that this is a banking correction.
- At the payment method, correct the error made in recording the payment type.

3. End of Day SMS Messages

Did you know we can set you up to send End of Day messages to the customers in your business planner, to say thank you or remind them about their booking tomorrow?

Please let me know if you would like to discuss this further.

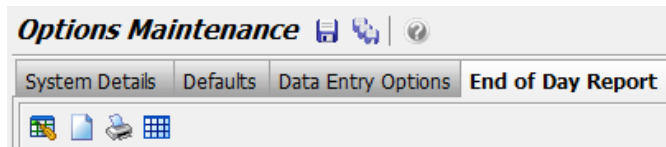
4. End of Day printing options

Do you need or use all of the pages that print at End of Day?

It is a good idea to review your End of Day printing options so that you only print the pages you need. E.g. Bank Transaction List.

All other reports can be viewed on the screen or saved to the report keeper.

Select **System | Options | End of day report**

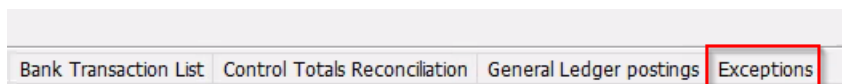


You can then generate all the EOD reports but only select the pages you wish to print.

	Generate	Print It	Show Details	Re-Printable
Customer Sales Transaction List	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes
GST Exempt Sales Transaction List	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Yes
Sales Summary Ordinary Sales	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Supplier Purchase Transaction List	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes
Purchases Summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Stock Costing Variance List	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Yes
Stock Quantity Variances	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Bank Transaction List	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Yes
Control Totals Reconciliation	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Yes
General Ledger postings				Yes
Exceptions				Yes

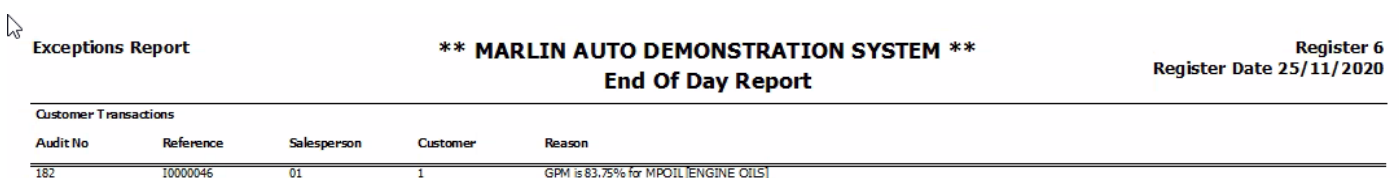
5. Exception Report

When you generate your end of day, it is important to always check your **Exceptions** tab to see if there were any unusual transactions entered that day.



This report will detail transactions such as Claim, Credit notes, Invoices exceeding a credit limit, invoices below your set GPM% etc.

It is recommended that you look at this report each time you do an end of day as there could be issues that you need to follow up on.



You can then search on the transaction number by selecting **Main | Customers | Manage Customers** | and then clicking on the binocular icon.




You can then search by a transaction type (e.g. Invoice), type in the reference number and then view the invoice to obtain further information.

Search for a Transaction

Transaction Type

Reference Type

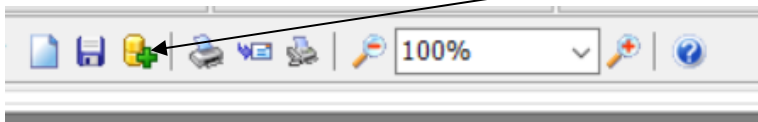
Our Reference

 Search

Date	Branch	Our Reference	Their Reference	Transaction Type	Amount	Balance	Age
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6. Report Keeper

The Marlin GTX report keeper is a great feature that files your reports electronically, saving you on printing costs. In each of the reports there is an option to save to the Marlin GTX report keeper (Yellow and green icon).



You can then add some comments relating to the report you wish to save.

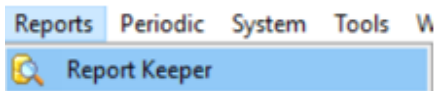
Save to Report Keeper

Source Of Business Analysis

Comments

The report name appears above. Enter any comments that you may wish to keep with this report. These comments may be helpful when identifying this report in the future.

To access the report keeper, click on Reports | Report Keeper.



7. On-line backup

We highly 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 setup 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, month 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.

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 tips
#35	Quick Stock adjustments
#36	Reduced printing costs