



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.



Suppliers [Part Two]

Please find below some tips for dealing with your suppliers in GTX.

Part One (Last Week)

1. Inactive/Used
2. Recording the supplier's ABN
3. Megalink address
4. Credit Limits
5. Bill To
6. Supplier Groups

Part Two

1. Payment Terms
2. Bank account information
3. Buy including GST
4. Purchase order price
5. Purchase Order Receipting price
6. Reports

1. Payment Terms

Select **Main** | **Suppliers** | **Manage Suppliers**

Click on **Options** and you can set the payment terms for a supplier (e.g. 7, 14, 30 days).

Account Type	Ordinary
Payment Type	Account
Payment Terms *	S30

When you finalise a transaction, you can select the payment terms.

Finalise Purchase Details		
Account Payment Details		
Description	30 Day Payment Terms	
Payment Terms	S30	30 Day Payment Terms
Payment Due	Payment Allocation %	Payment Amount
31/10/2021	100.000000	100.00

2. Bank account information

Select **Main** | **Suppliers** | **Manage Suppliers**

Click on **Options**, and you can set the banking information for each supplier.

Banking	
Payment Method	Bank Transfer
BSB *	123-456
Account Number *	Account Name
Account Name *	Account Number
Other Supplier	
Our Bank Account	

If you use bulk supplier payments, an ABA file will be created for you to upload into your online banking.

An ABA file is a **file that is used by all major Australian financial institutions to specify payments to be made from one bank account to one or more bank accounts.** ... Once you have your ABA file, it's usually a simple matter of uploading it to your business internet banking portal and authorising the payments. 3 Aug 2021

If you would like to use this feature, please let me know.

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