



## QUICK REFERENCE GUIDE BULK SUPPLIER PAYMENTS

### MEGABUS HELPLINE

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## HOW TO PERFORM BULK SUPPLIER PAYMENTS

### Introduction

This guide demonstrates how to pay multiple Suppliers and Transactions with one easy payment that allows for different payment methods for each supplier.

### Step 1 – Generate Suppliers and Transactions List

1. From the menu toolbar, select **Main | Data Entry | Payments**.
2. Click on the Supplier Bulk Payment button in the column at left.
3. To clear suppliers & transactions displayed from the last time you visited this screen, click on the Void icon.
4. To select suppliers, click on the **Add To List** icon (green +) or press the Insert key.

**Select Supplier Transactions to be paid**

Supplier

From:   MANNY'S IT SERVICES

To:   TELSTRA

Transaction Type

Invoice  Credit Note

Delivery Docket  Linked Transaction

Journal  Payment

Transfer

Transaction Date

Transaction Date From:  To:

Due Date From:  To:

Age Code From:  To:

- a.
5. Accept the default supplier range (first to last) or select your own (you can add/remove suppliers later).
6. Accept the default transaction types to pay (Invoice & Credit Note) or change as required.
7. By default, all outstanding transactions of the types selected will be displayed but you may choose to select only those with a Transaction Date or Due Date within a specified range (eg. 1<sup>st</sup> to last of the month) or by Age Code. Click on the Proceed button when ready.

## Step 2 – Edit Payment Details

A list of Suppliers and Transactions matching your selection criteria in the previous step are now displayed.

**Bulk Supplier Payment** Finalise Park Void Attach

**Suppliers** + X 🔍 🔄 📄

| Supplier | Name              | GL Period | Method | Amount  | Status |
|----------|-------------------|-----------|--------|---------|--------|
| SUPPA    | SUPPLIER A        | January   | Eft    | 6500.00 |        |
| SUPPB    | SUPPLIER B        | January   | None   | 8450.00 |        |
| SWISH    | SWISH ADVERTISING | January   | None   | 2200.00 |        |

Totals: Suppliers **3** Amount **17150.00**

Credit Limit: 0.00 Terms: 7DAYS Last Payment: 22/01/2014 Amount: 1100.00  
 Account Balance: 21028.00 Current: 8800.00 Yesterday: 0.00 2 Days: 0.00 3 Days: 12228.00

**Transactions** 🔍 X 🔍 🔄 📄 📄 📄

| Date       | Our Ref | Their Ref | Age  | Due Date   | Original Amount | Current Balance | Payment Allocation | Balance Remaining | Discount (Inc GST) | Selected |
|------------|---------|-----------|------|------------|-----------------|-----------------|--------------------|-------------------|--------------------|----------|
| 09/11/2010 | 1000018 | 3453566   | 1171 | 16/11/2010 | 2200.00         | 2200.00         | 2200.00            | 0.00              | 0.00               | Yes      |
| 09/11/2010 | 1000019 | 425324    | 1171 | 09/11/2010 | 1000.00         | 1000.00         | 1000.00            | 0.00              | 0.00               | Yes      |
| 26/11/2010 | 1000026 | 32423     | 1154 | 03/12/2010 | 1540.00         | 1540.00         | 1540.00            | 0.00              | 0.00               | Yes      |
| 11/12/2013 | 1000033 | 456323    | 43   |            | 1540.00         | 1540.00         | 1540.00            | 0.00              | 0.00               | Yes      |
| 21/01/2014 | 1000034 | 55555     | 2    |            | 220.00          | 220.00          | 220.00             | 0.00              | 0.00               | Yes      |

Totals: Transactions **5** Amount **6500.00** Discount **0.00** Balance **0.00**

|                    |         |                     |      |
|--------------------|---------|---------------------|------|
| Payment Allocation | 2200.00 | Discount (Inc GST)  | 0.00 |
|                    |         | GST Paid Adjustment | 0.00 |

## Edit Supplier Information

1. Use the **Add** and **Delete** icons (+ and X) to add or remove Suppliers from the bulk payment.
2. To change the GL Period for a Supplier, click on that Supplier and then on the **Edit GL Period** icon.
3. To change the Payment Method for a Supplier, click on that Supplier and then on the **Edit Payment Method** icon. You cannot Finalise if any Suppliers still have None specified.

## Edit Transaction Information

1. To change the Due Date on a Transaction, click on that Transaction and then on the **Edit Due Date** icon.
2. To change the Payment Allocation amount, Discount amount or GST Paid Adjustment amount, double-click on the transaction (or single-click then click on the Edit button), make the change and click on **Save** button.

## Select / Unselect Transactions

1. To change whether a transaction is included in the bulk payment, change its **Selected** status by clicking on it and then on the **Toggle Transaction Selection** icon (or pressing the Space bar). Use the **Select All** and **Unselect All** icons to change the **Selected** status of all transactions with one click.

## Step 3 – Process the Payment

1. When all changes and selections have been made, click on the **Finalise** button and Marlin GTX will process your payments as well as create an ABA banking file (in the BankFile folder within your Marlin folder) for use with your online banking.

Please visit [eLearning.megabus.com.au](http://eLearning.megabus.com.au) for step by step guidance on how to use Marlin GTX and Marlin HR.