

QUICK REFERENCE GUIDE

BULK SUPPLIER PAYMENTS

MEGABUS HELPLINE

FREE online Marlin courses: eLearning.megabus.com.au e-mail: support@megabus.com.au phone: (03) 9553 4099

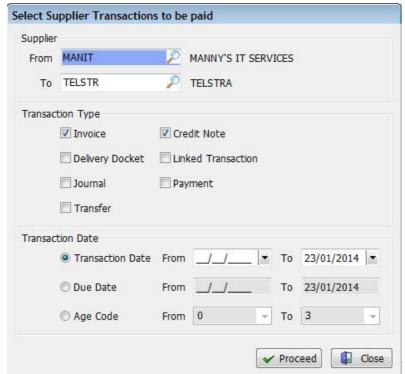
HOW TO PERFORM BULK SUPPLIER PAYMENTS

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.

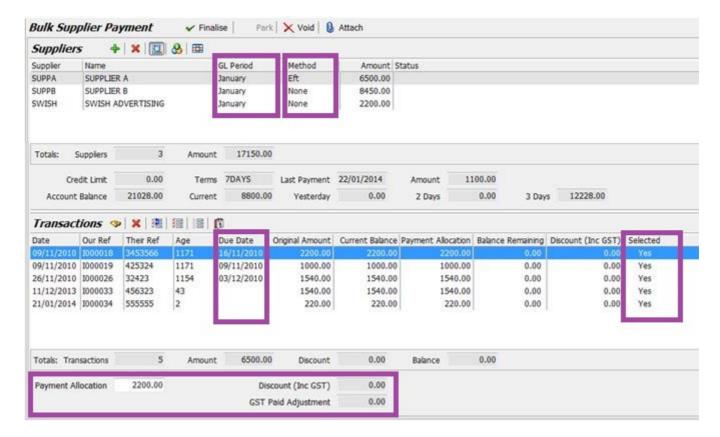


- a.
- 5. Accept the default supplier range (first to last) or select your own (you can add/remove suppliers later).
- 6. Accept the default transaction types to pay (Invoice & Credit Note) or change as required.
- 7. By default, all outstanding transactions of the types selected will be displayed but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

Issue Date: 7/02/2014

Step 2 – Edit Payment Details

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



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.