

Supplier Transaction List

Select **Main**

Select **Suppliers**

Select **Transaction List**

This report will list all supplier transaction for a specified date range to help reconcile supplier statements.

- Enter a range or individual suppliers.
- Choose Paid, Closed or Details lines.
- Select the transaction types you wish to view.
- Select the Date Range

Supplier Payments

Select **Main**

Select **Data Entry**

Select **Payments**

To leave the payment unallocated simply press the finalise button or the F10 key.

- Type Supplier code
- Enter Payment Date
- Type Amount Paid as the amount on your cheque or tick Auto Calculate Amount. Skip Settlement Discount (unless applicable)
- Type a Comment, eg. Cheque number
- Select GL Period (if cheque relates to a prior month)
- Using your mouse or TAB key to move to each invoice that you are paying and press enter to allocate the full amount of the invoice.
- Press green tick to finalise or F10 key.
- Press enter to allocate the amount paid
- Type in Cheque number (If a direct payment, then arrow up to Direct EFT)
- Press OK button or F10 key to End.

Cashbook Payments

We strongly recommend that as many payments as possible are made by supplier payments, as detailed record keeping is vital under the new Tax system.

Select **Main**

Select **Data Entry**

Select **Cashbook**

- Press the magnifying glass to select Bank account or press the Enter key
- Select Salesperson
- Select Date from the drop down or type in date
- Select GL period from drop down
- Select Type dropdown whether: Payment, Deposit or Bank
- Type Reference number
- Type Payee name, or select from dropdown
- Type details
- Type amount
- Select Account by typing Account code or pressing magnifying glass
- Press F2 and type in the account code that relates to the expense and the amount, and then type the GST Account code and type in the GST amount.
- When the balance is zero, Press F10 to End
- Enter another cheque or press F10 to End.

MARLIN GTX

Quick Reference Guide

Back Office

PHONE (03) 9262 5000

Email: support@megabus.com.au

Cashbook Bank Entries

Select **Main**

Select **Data Entry**

Select **Cashbook**

- Type Bank Account number or press F4 button or magnifying glass icon to display drop down.
- Select Salesperson
- Select Date
- Select GL period (Tick box if last year GL period is required)
- Select Type; whether Payment, Deposit or Bank
- Type Reference details
- Type Name; or select from drop down
- Type Details
- Type Amount
- Press F4 and type in the account code that relates to the expense and the amount, and then type the Tax Account code and type in the GST amount.
- When the balance is zero, Press the green tick or F10 to finalise

Direct Receipts

Select **Main**

Select **Data Entry**

Select **Receipts**

- Type Customer Code
- Type Amount Received as the amount deposited in your bank account
- Type Merchant Fee inclusive of GST
- Confirm Merchant Fee (inc GST)
- Confirm GST Paid on Merchant Fee
- Type Salesman Code
- Confirm Merchant Fee (Ex GST)
- Type any necessary comments
- Select GL Period (if deposit relates to a previous period)
- Press Enter to allocate credit to outstanding invoices
- Press the Finalise button or F10 key to finalise
- Enter in payment method.
- Press OK button to end



Sundry Deposits

Select **Main**

Select **Data Entry**

Select **Cashbook**

- Type Bank Account number or press F4 button or magnifying glass icon to display drop down.
- Select Salesperson
- Select Date
- Select GL period (Tick box if last year GL period is required)
- Select Deposit from Type drop down
- Type Reference number, eg Bank Statement page
- Type the name of the company who has deposited the amount in your account.
- Type Details.
- Type amount into deposit payment details
- Press OK button
- Most of the time the amount of the deposit will be split between General Ledger account codes to allocate the expense and the GST PAID.
- Press magnifying glass or F4 key and type in the account code that relates to the expense and the amount, and then type the GST Account code and type in the GST amount.
- When the balance is zero, press finalise button or F10 key to finalise

Bank Reconciliation

Select **Main**

Select **Data Entry**

Select **Cashbook**

Select **Bank Reconciliation**

- Press green arrow button to start new Bank Reconciliation
- Make sure the opening balance (displayed on the top right hand corner) matches to the opening balance of your bank statement.
- Select Bank Account Code
- Type Current Bank Statement Balance
- Select Current Bank Statement Date
- Tick the box next to the date or press space bar or enter to FLAG an entry as presented on the screen. (The closing balance will be calculated as each debit & credit is flagged). Flag each line on the screen in the same order as the bank statement.
- If you need to un-Flag an entry, untick the tick box or press space bar
- When the closing balance matches to your bank statement, press the green tick or F10 key to finalise the reconciliation.
- THE BANK RECONCILIATION SHOULD BE FINALISED EACH WEEK.
- Select Finalise reconciliation, update and print
- If there is a small variance in the CASH/CHQ or EFTPOS figure in Marlin to your Bank Statement, create a cashbook entry and allocate to an appropriate General Ledger code. Detail whether the variance was short banked or overbanked and the date of the variance.

Matching Supplier Delivery Dockets

Select Main

Select Data Entry

Select Purchases

- Type Supplier Code
- Type Date & Tax Invoice Number
- Type Salesperson Code
- Type TOTAL Invoice Amount
- Type GST amount or press enter if correct
- When matching from supplier delivery docket, press dropdown beside the green plus and select Import Delivery Docket
- Select Delivery Docket
- Press Import button
- Press green tick button or F10 key to finalise

Supplier Claim Credits

Select Main

Select Data Entry

Select Purchases

- Type Supplier Code
- Type Date & Tax Invoice Number
- Type Salesperson Code
- Type TOTAL Claim Amount
- Type GST amount or press enter if correct
- From dropdown beside green plus, select Add Claim
- In the Product line press TAB to display a pick list of available claims
- Select the Claim and press the Import button
- If a credit or debit balance is left then it must be written off to the Claims Revenue or Expense account.
- Enter any replacement stock on the next Product Code line
- Press the green tick to finalise or F10 key

Note: Claims can also be entered as negative deliver dockets for defective stock, see our web site for detailed claim procedures.

Zero Receipts

This can be used to clean up any debtor invoices that still hold a balance where a credit note, journal or un-allocated receipt was made and not allocated to the original invoice.

This procedure can also be used to clean up supplier transaction as well.

Select Main

Select Data Entry

Select Receipts

- Type Customer Code
- Type Amount Received as Z
- Type any necessary comments
- Type Salesperson Code
- Skip past the GL Period if correct
- Press F10 to End
- Enter past the Receipt Details as this is a Zero Balance Receipt

Reversing a Customer Receipt

Select Main

Select Data Entry

Select Receipts

- Type Customer Code
- Type the Amount Received as a Negative figure.
- Type any necessary comments

This procedure can also be used to reverse supplier

- Type Salesperson Code
- Skip past the GL Period if correct
- Locate the incorrect receipt line. Use the Original Transaction Balance to help you find the correct Payment.
- Type the Receipt Allocation as a negative & Press enter to allocate.
- This will reverse the original receipt
- Press green tick button to finalise or the F10 key
- Enter the Receipts Details the same as the original receipt.

Non Stocked Supplier Invoices

This option can be used to process all tax invoices from supplier of item that are not on sold to your customers. Accountants, Telephone bills & work shop expenses.

Select Main

Select Data Entry

Select Purchases

- Type Supplier Code
- Type Date & Supplier Invoice Number
- Type Salesperson Code
- Type TOTAL Invoice Amount
- Type GST amount or skip if correct
- Use an X code from your stock file that relates to the expense on your paperwork.
- Press the Finalise button or F10 key to finalise

Capital Acquisitions

You need to record the purchase of plant and equipment for GST if the item is of a capital nature and above \$300.00.

Select Main

Select Data Entry

Select Journals

- Select Date
- Select GL Period
- Type Salesperson code
- Type Narration
- Debit the GST Capital Acquisition Account and enter the GST amount.
- Debit the Plant and Equipment Account, or other relevant asset accounts.
- Select Supplier from the green plus dropdown and select the relevant supplier code and enter the full amount of the invoice.
- Make sure Journal equals ZERO.
- Press Finalise button or F10 key to finalise

Generating the Marlin BAS

Select Reports

Select Business Activity Statement

- Select the Correct Period from the Generate BAS Report list & Click Generate.
- This will generate an Interim Report with the current date & time base on the transactions entered into Marlin for that period.
- Check the Summary Tab at the top of the report which displays the G1 to G20
- Check the Adjustments & exceptions tabs for transaction where the GST is not 1/11th of the invoice amount.
- Print the Report by clicking on the printer symbol

- Report can also be saved or emailed
- To retrieve a Saved Report; go to Reports then Report Keeper & select the required report from the list.
- All Previous Periods can be Re-Generated

Closing the BAS Period

The procedure for closing the Marlin BAS varies from site to site. The following instructions are listed as a guide only.

1. Generate an Interim BAS Report.
2. Check the Summary & Exceptions Pages.
3. Compare the BAS Summary Page to the Marlin GST Accounts.
4. Close the BAS from the Marlin Reminders.
5. Generate the Final BAS Report.
6. Clear the GST Accounts for that Period with a Journal.
7. Post the Tax Liability to the ATO Supplier account.
8. Post any variations to the Cost of Goods Sold Variation account

Payments of GST to the ATO

Refer to Marlin Inform eLearning Centre for more detailed information.

Monthly Procedure

Refer to Marlin Inform eLearning Centre for more detailed information.

End of Month Reports

Select Reports

Select Periodic Reports

Select 3 – End of Month Reports

These reports can be printed as required. They do not have to be printed on the day the end of Month was run. Each Report has the date & time it was run logged

Remember Marlin Invoices & Customer Statements can now be sent via Megafax or Via Email directly to your customer. This can save you many \$\$\$ in stationery & postage charges per month.

Call your Megabus Account Manager for details