



QUICK REFERENCE GUIDE TRADE-IN PROCESSING

MEGABUS HELPLINE

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

HOW TO PROCESS TRADE-INS ON AN INVOICE

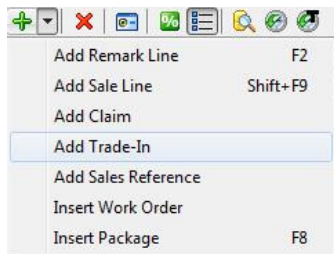
Introduction

This guide demonstrates how to process trade-ins on an invoice. Trade-Ins are basically a Purchase and Sale in the one invoice. Goods can be traded from customers and the new goods sold with the net price or difference calculated on the invoice. All traded goods are brought into stock at the traded price.

How to process a trade-in

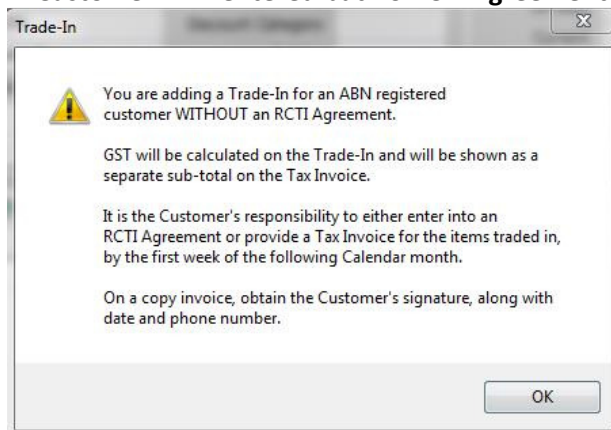
Invoice entry caters for processing trade-ins from customers with or without an ABN.

1. Process the invoice as normal, entering the Customer, AutoTracker details, Salesperson etc. (be sure you have saved an address and phone number for the customer).
2. Enter the lines for the products being purchased by the customer
3. On a new product line, select Add Trade-In

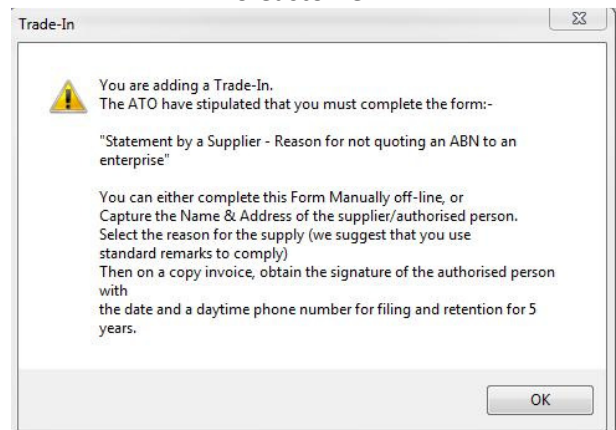


Depending on the details you have stored for this customer in Customer Maintenance, one of the following popups will provide you with additional information:

Customer ABN entered but no RCTI Agreement



No Customer ABN



- For customers with an ABN, you will be prompted for the Tax Invoice number upon entering the trade-in amount. You have the option to leave this blank and enter it later using the Approve Trade-Ins module.

A red 'T' symbol in the last column highlights this product line as a Trade-in line.

- Enter the Trade-in product code, quantity and price (the price and amount will be shown in red and subtracted from the other product lines)

Product	Description	Quantity	(Inc) Sell	Amount
DXY2256015	XYZ 2256015	4	220.00	880.00
PRODUCTA	PRODUCT A	4	50.00	200.00
PRODUCT		0	0.00	0.00

- Finalise the invoice as normal.

An appropriate message will be printed on the invoice:

ABN Customer

"Includes GST of \$10 on Sales of \$110, GST of \$5 on Trade-in of \$55"

ABN Customer with no RCTI Agreement

"Credit given for Trade-in includes GST. It is the customer's responsibility to either enter into an RCTI Agreement or submit a Tax Invoice for the amount of the Trade-in."

Please visit eLearning.megabus.com.au for step by step guidance on how to use Marlin GTX and Marlin HR.