

Marlin Workshop

Quick Reference - End of Month

While there is no required end of month process in Marlin Tyre and Mechanical Workshop Software, **Megabus recommends performing the following tasks at the end of each month** to help maintain an organised system and facilitate smooth business operations.

Customers

Aged Balance Report

Select **Reports**
Select **Report Centre**
Select **Customer Aged Balances**
Click **Generate Report**

Review all customers with outstanding balances and follow-up, as needed

Customer Statements

Select **Reports**
Select **Customer Statements**
Click **Add**
Select **Ageing Period**
Click **Start**

Generate and deliver customer statements, as needed

Note: If you have customers for both **Month** and **Week** ageing periods, you will need to add statement runs for each

Tip: Set up customer contacts with email addresses for easy email delivery

Customer Orders

Select **Daily Activity**
Select **Customer Orders**
Set filter to **Current**

Review all open customer orders

Invoice, follow-up and **cancel**, as needed

Suppliers

Aged Balance Report

Select **Reports**
Select **Report Centre**
Select **Supplier Aged Balances**
Click **Generate Report**

Review all suppliers with outstanding balances and follow-up, as needed

Supplier Transactions

Select **Reports**
Select **Report Centre**
Select **Outstanding Supplier Transactions**
Click **Generate Report**

Review all outstanding supplier transactions and action, as needed

Supplier Orders

Select **Daily Activity**
Select **Customer Orders**
Set filter to **Current**

Review all open customer orders

Receive, invoice and **follow-up**, as needed

Stocktake

Select **Daily Activity**
Select **Stocktake**
Add a new stocktake

Perform inventory stocktake and adjustments, as needed

General Ledger

Bank Reconciliation

Select **Daily Activity**
Select **Bank Reconciliation**
Add a new bank reconciliation

Compare Marlin's records to your company bank statement and adjust, as needed

BAS

Select **Reports**
Select **Business Activity Statement**
Click **Add**
Open the new bas report

Review transactions in preparation for BAS submission



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