Marlin Workshop

Quick Reference Guide – Front Office Tasks

Item Explorer

Select **Daily Activity**
Select **Item Explorer**
Enter the search text in the **Search** box
Click **Search** to find the item
Results will appear below

[F1]	Show details of the highlighted item
[F2]	Edit the highlighted item
[F3]	Toggle between Show All, On Hand & Available search results

Customer Orders

Select **Daily Activity**
Select **Customer Orders**
Click **Add** & select the order type
- Search for your customer or add a new customer
- Click on the **Order Details** tab
- Select the item or press **F6** for **Item Explorer**
- Enter the item **Qty** & **Prices**
- Click **Invoice**
- If the order is a cash sale, select the **Payment Method**
- If it is for an account customer, confirm the **Payment Terms**
- Click **Invoice** to finalise & print

[F6]	Search for an item using the Item Explorer
Remark	Add a free form remark or select a standard remarks
Discount	Add a discount as a $ or % of the item or total amount
Sales History	View all previous orders for this customer
Delete	Remove a single item line, package or remark
Save	Save the order without finalising
Invoice	Invoice the order & move to payment methods and document delivery window
Cancel	Void the order with all invoice details removed
Print	Print a Job Card, Sales Order or Tax Invoice
Close	Closes the order without finalising

Supplier Orders

Select **Daily Activity**
Select **Supplier Orders**
Click **Add** & select the order type
- Select the **Supplier**
- Click on the **Order Details** tab
- Select the items or press **F6** for **Item Explorer**
- Enter the item **Qty** & **Prices**
- Click **Invoice** to process as a **Tax Invoice**
- Enter the **Tax Invoice** or **Supplier Reference** number
- Enter the **Total Amount**
- Confirm the **Tax Amount** is correct
- Click **Commit** to finalise & print

[Insert]	Add a new item to the order
[F6]	Search for an item using the Item Explorer
Account	Post directly to a general ledger account
Delete	Remove item or other detail line
History	View previous purchases of the selected item
Pricing	Allow item attribute editing including pricing
Invoice	Invoice the order & move to payment methods window
Cancel	Void the order with all invoice details removed
Print	Print the order, prior to finalising
Close	Close the order without finalising

Statistics Explorer

Select **Reports**
Select **Statistics Explorer**
Select the reporting category
- ▶ 📁 **Item**
- ▶ 📁 **Customer**
- ▶ 📁 **Customer Order**
- ▶ 📁 **Branch**
- ▶ 📁 **Supplier**
- Select the **Date Range**

Today	This Week	This Month	This Year

- Click on the item category to drill down to the item and transaction details

Customer Payments

Select **Daily Activity**
Select **Customer Payments**
Click **Add**
- Select the **Customer**
- Click on the **Allocations** tab
- Enter the **Payment Amount**
- Select the invoice or invoices relating to the payment in the **Allocations** list
- Click on the relevant **Allocation** cell and press **Enter** on the keyboard to allocate the payment amount
- Ensure that the **Balance Remaining** is zero
- Click **Commit** to finalise
- Select the **Payment Method**
- Click **Clear** to reset the allocation if a mistake is made

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Transaction Explorer

Select **Reports**
Select **Transaction Explorer**
To find any previously entered transaction

- Click on the relevant category tab
- Click on a column to search
- Start typing to search for the transaction

EFT Settlements

Select **Daily Activity**
Select **Bank Deposits**
Click **Add**

- The **Summary** tab provides an overview of **Money to be Deposited** & **EFT to be Settled**
- The **EFT Settlement** tab displays all EFT transactions since last settlement
- Ensure the amount matches the settled EFT machine
- Click **Adjust** to change the payment method of any incorrect transactions
- Click **Settle** to clear the balance and post to the associated bank account

Bank Deposits

- The **Bank Deposit** tab shows **Cash** & **Cheques Received**
- Ensure the amounts are correct
- Click **Adjust** to record any variances for the selected cash register
- Click **Deposit** to clear the balance and post to the selected bank account

Stock Adjustments

Locate the item using the **Item Explorer**
Select the item
Click **Edit**
Click on the **Transactions** tab
Click **Adjust**

- Select an **Adjustment Reason**
- Enter the **New Quantity** and/or new **Accounting Cost** as per the valuation of current stock on hand

Business Planner

Select **Daily Activity**
Select **Business Planner**
Double-click on a time slot to add a booking

- Click **Search** to look up existing customers or vehicles
- Select the **Customer** and **Vehicle**
- To add a customer, select **NEW CUSTOMER**
- To add a vehicle, select **NEW VEHICLE**
- Select a **Sales Person**
- Add **Notes**
- Add item lines to the **Details** section on the left
- Click **Save** to save the booking to the Business Planner

Double-click a booking in the **Business Planner** to open it

- Click **Add Customer Order** to create a customer order

(see **Customer Orders** section for more details)