VERSION 1.0 MARCH 11, 2018

Apps for Greentree

BULK DELETING OF BATCH TRANSACTIONS

APP NUMBER: 010135

Powered by:

MYOB Greentree

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FEATURES

1. Bulk delete of batch transactions

This app gives you the ability to bulk delete all transactions that are loaded into a batch, this include AP or AR invoices loaded via Free and AP Payments

IMPORTANT NOTES

• We recommend that you test the configuration of the App thoroughly in a test system prior to deploying the App in your live Greentree system.

OTHER REQUIREMENTS

Greentree Modules: None

Associated Apps: None

USER INSTRUCTIONS

SELECTING A BATCH TO DELETE

The App adds the ability to select all transactions that have been created in the same batch.

| Process | General Ledger | Batch Delete

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Date				Total				Select	All	Dese	lect All			
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Enter in your batch number into the Batch Number search field

The transactions connected to the batch will be displayed in the results field.

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AR Invoice	09/0	4/2018	12298			5.75										
AR Invoice	09/0	4/2018	12299			575.00										

If any of the transactions cannot be deleted then the reason that it cannot be deleted will be displayed in the Reason column and the select column will not allow you to select the line. In this instance you need to resolve the issue prior to deleting that line

Once lines have been selected click on the Delete Selected.

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AR Invoice 09/04	4/2018 12298		5.75									
AR Invoice 09/04,	1/2018 12299		575.00	✓								

You will be asked to confirm the number of transactions that are to be deleted

GT	Message												
Are you sure you want to delete 2 transactions?													
	ОК	Cancel											

The screen will clear and you will be taken back to the initial screen where the batch will no longer exist

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IMPLEMENTATION GUIDE

Please refer to the Important Notes section above before installing and configuring this App

APP INSTALLATION

- 1. Log into Greentree as the Super user
- Select the menu item | System | Apps For Greentree | Apps Module Control | 3. Enter the New Registration Codes supplied and click Install App

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4. Click on the Edit Users button and select the users who will be configured to use this app, for which companies.

Apps For Gr	eentree Manager Ap	p User Access			
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User Count Limit	100				
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All Users					
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ADMIN					
Amanda					
andrew					
Angela					
Angela Allen					
April Aston					
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- 5. Once you have selected the users, Save the settings using the save icon in the header and Close the window.
- 6. Save and Close the form.