VERSION 2.0

OCTOBER 8, 2018

Apps for Greentree

JOB TRANSACTION ENTRY

APP NUMBER: 010018

Powered by:

MYOB Greentree

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FEATURES

1. **Job Transaction Entry**

Job transaction Entry allows you to load multiple transactions against a job in a single screen at the same time, and then invoice if required. This is very efficient and will save time.

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

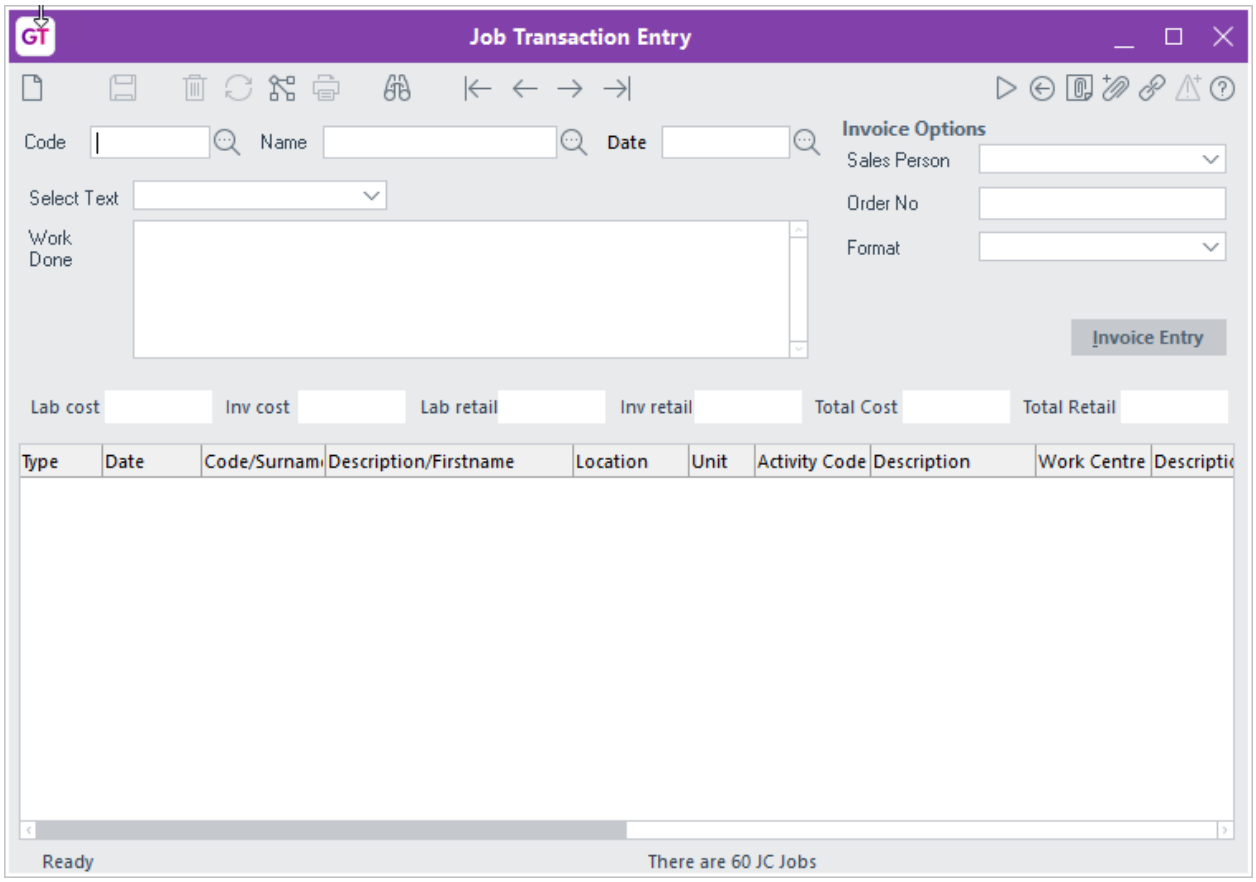
Greentree Modules: Job Costing

Associated Apps: None

INSTRUCTIONS

Processing

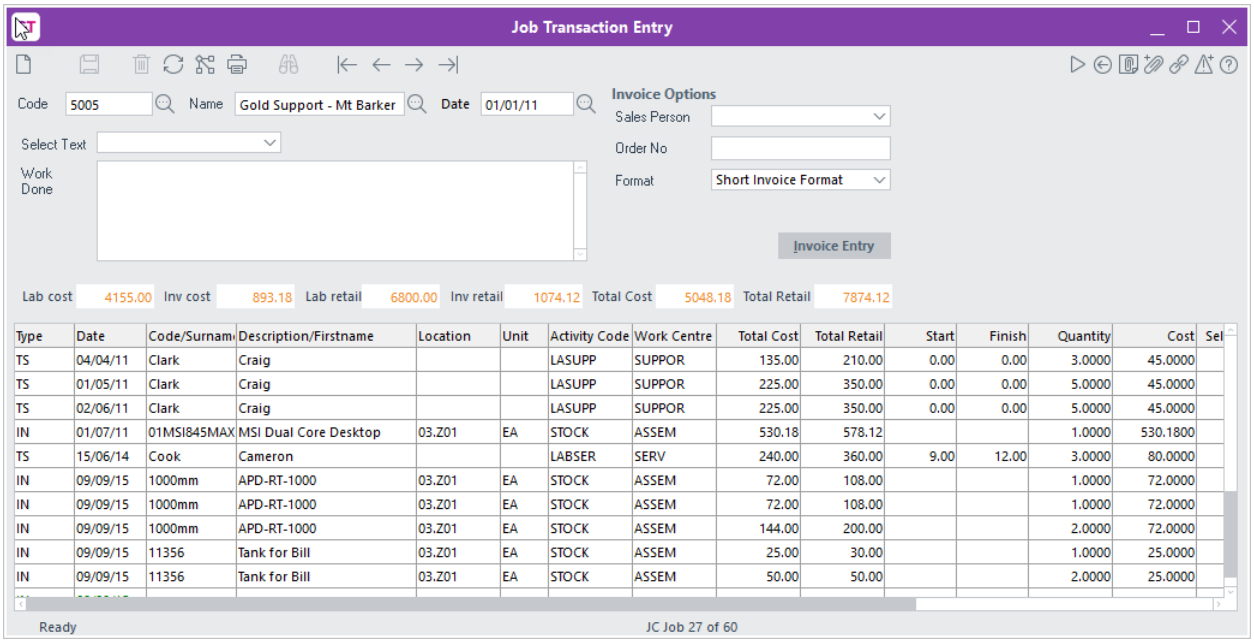
1. Log in to Greentree
2. Go to | Data Entry| Job Cost | Job Transaction Entry |
   Entering the Job lines
3. Select the Job you wish to enter the lines for



You can select the Job either by;

Code	Enter a valid job number
Name	Enter a valid job description
Date	You can enter the date that a job was opened and selected from here

4. Once a valid job has been selected all of the existing un- invoiced transactions will be displayed in the table



5. You can now add any additional items by clicking on the last line in the list and then select the correct line type. Available line types are;

TS	Timesheet Line
IN	Inventory item to be posted to job

6. Depending on the choice of line type the fields to enter will change. If you chose TS line type, then the available fields will be:

Date	The date of the timesheet line
Code/Surname	The surname of the employee whose time is to be charged
Description/First name	The first name of the employee whose time is to the charged
Activity Code	The activity code, selected from the list of available codes for this job/line type. This field may default.

Description	The activity code description
Workcentre	Selected from a valid list for the Job. This field may default
Description	Workcentre description
Start and Finish	Time of day that the task was started and finished
Quantity	Determined by the Start/Finish time entered. This field can be overridden
Cost	Determined from the JC Employees
Selling Rate	The rate attached to the activity code / employee
Total Cost	Cost rate X quantity
Total Retail	Selling rate X quantity
Narration	Add any narration relevant to the entered line

If you chose IN line type, then the available fields will be:

Date	The date of the timesheet line
Code/Surname	Inventory code of the item to be used on this job
Description/First name	Inventory item description
Location	The location of the inventory item to be supplied
Unit	The selling unit of the item to be supplied
Activity Code	The activity code, selected from the list of available codes for this job/line type. This field may default.
Description	The activity code description
Workcentre	Selected from a valid list for the Job. This field may default
Description	Workcentre description
Quantity	Number of units to be supplied

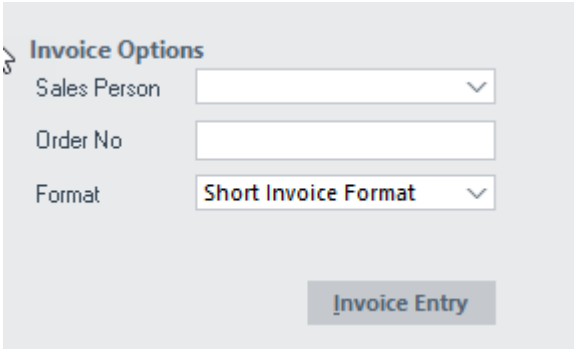
Cost	Determined from the IN item
Selling Rate	The rate attached to the IN item
Total Cost	Cost rate X quantity
Total Retail	Selling rate X quantity
Narration	Add any narration relevant to the entered line

7. You can enter as many TS or IN line as required. Once all items are entered for the period you can invoice the job.

Invoice Entry from the Job Transaction Entry screen

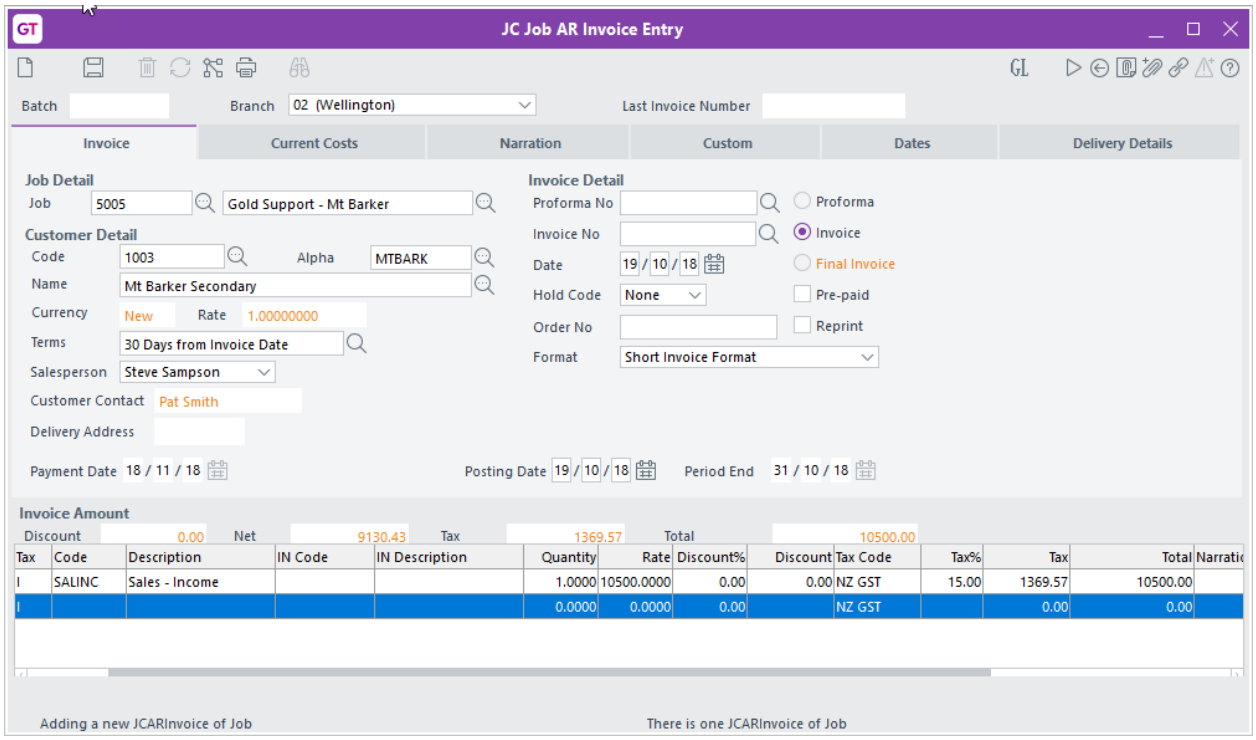
8. Once you have entered all the lines required for this job, for this period, the job can be invoiced.

9. On the top right-hand corner of the screen you will find the invoice controls



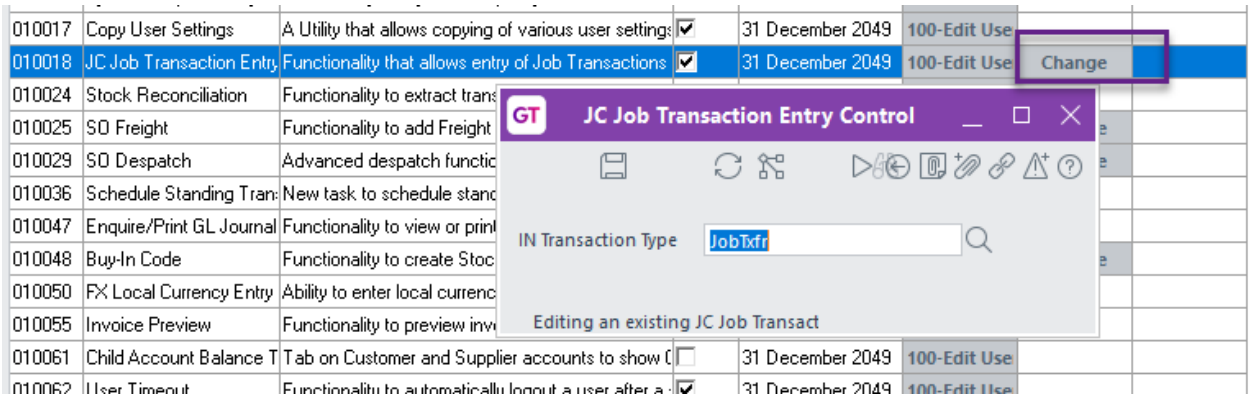
You can enter the salesperson, order number and invoice format if it has not defaulted from the Job

10. Select the Invoice Entry button to start the normal JCAR invoice process.


JC Job AR Invoice Entry
Batch
Branch 02 (Wellington)
Last Invoice Number
Invoice
Current Costs
Narration
Custom
Dates
Delivery Details
Job Detail
Job 5005 Gold Support - Mt Barker
Customer Detail
Code 1003 Alpha MTBARK
Name Mt Barker Secondary
Currency New Rate 1.00000000
Terms 30 Days from Invoice Date
Salesperson Steve Sampson
Customer Contact Pat Smith
Delivery Address
Payment Date 18 / 11 / 18
Invoice Detail
Proforma No
Invoice No
Date 19 / 10 / 18
Hold Code None
Order No
Format Short Invoice Format
Proforma
Invoice
Final Invoice
Pre-paid
Reprint
Posting Date 19 / 10 / 18
Period End 31 / 10 / 18
Invoice Amount
Discount 0.00 Net 9130.43 Tax 1369.57 Total 10500.00
Tax Code Description IN Code IN Description Quantity Rate Discount% Discount Tax Code Tax% Tax Total Narrati
I SALINC Sales - Income 1.0000 10500.0000 0.00 0.00 NZ GST 15.00 1369.57 10500.00
I 0.0000 0.0000 0.00 NZ GST 0.00 0.00
Adding a new JCARInvoice of Job
There is one JCARInvoice of Job

CONFIGURATION

1. From the | System | Apps For Greentree | Apps Module Control | screen, select the Change button



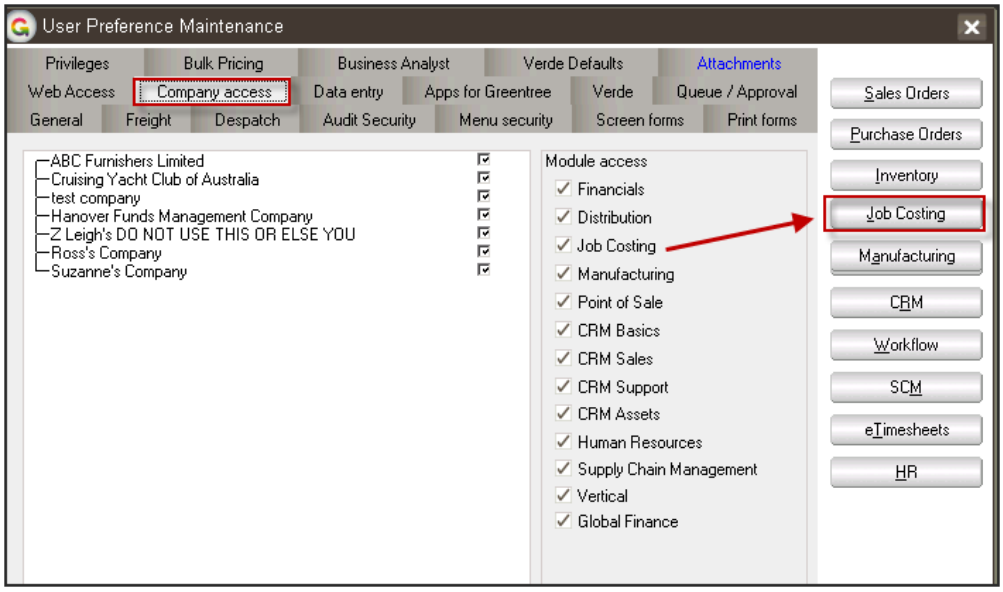
2. Specify an IN Transaction Type
3. Save the settings, using the save (disk) icon in the header and Close the JC Job Transaction Entry Control window.
4. Save the settings, using the save (disk) icon in the header and Close the Apps For Greentree Module Control window.

User Setup

There is no user specific configuration for this application. The Application will assume that the user has access to the Job costing module as specified in the User Preferences. Steps below explain how to confirm that the user has access to this module

1. Go to | System | System Setup | User Maintenance |
2. In the Name box, select the relevant user name.
3. Click on the More Preferences button.

4. Click on the Company access tab. The Job Costing Module access must be ticked this will make the Job Costing button available where the general settings are configured for Job Costing

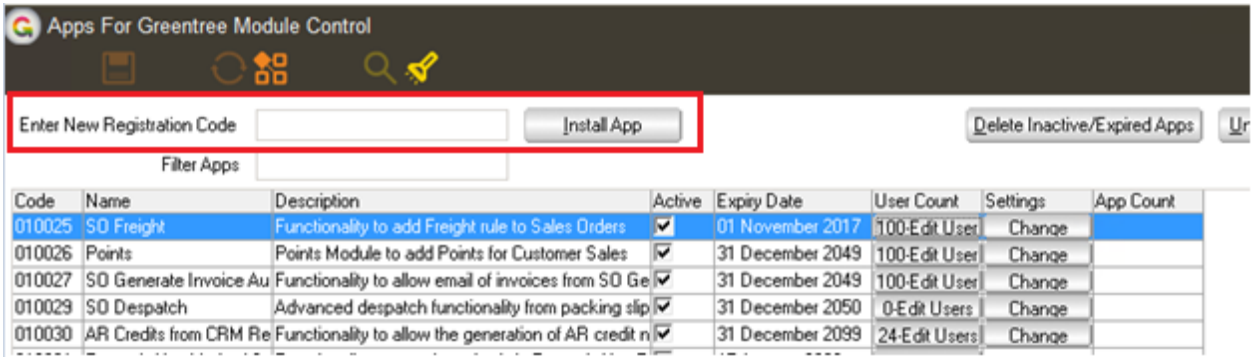


IMPLEMENTATION GUIDE

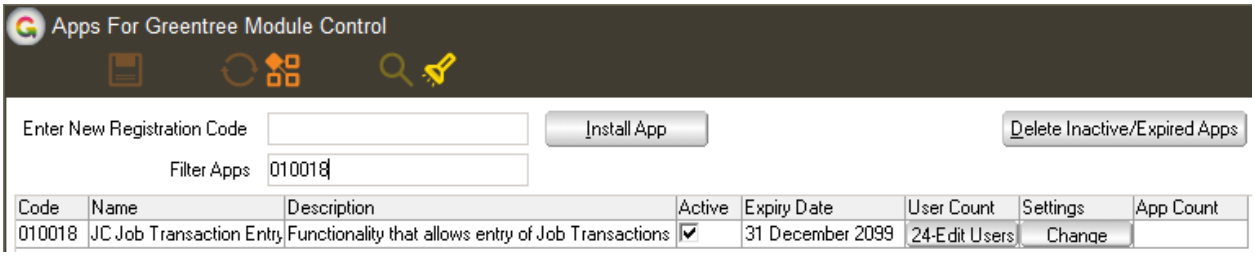
Please refer to the Important Notes section above before installing and configuring this App

APP INSTALLATION

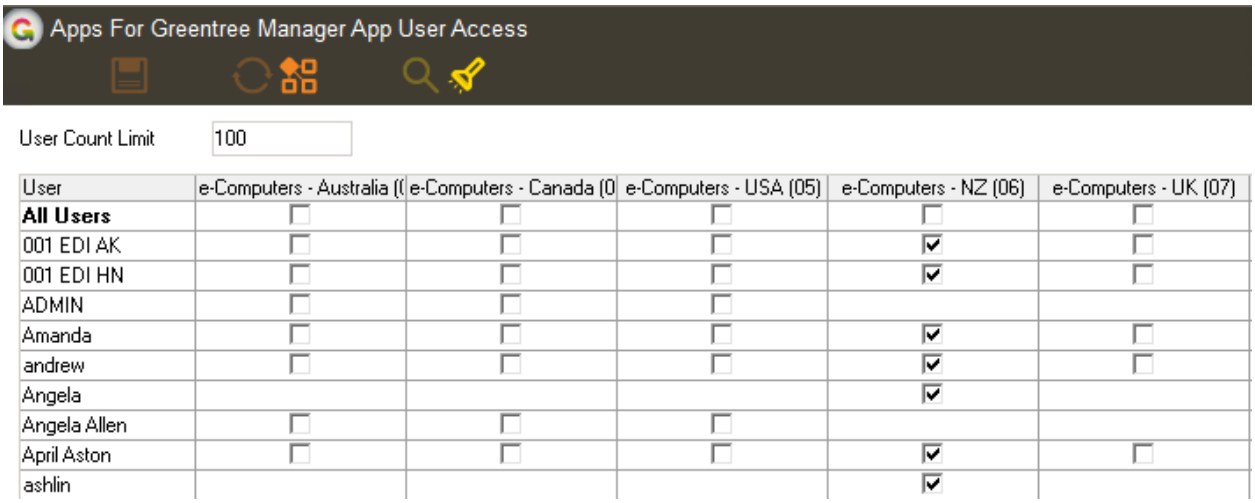
1. Log into Greentree as the Super user
2. Select the menu item | System | Apps For Greentree | Apps Module Control | 3. Enter the New Registration Codes supplied and click Install App



4. Select/Highlight the Job Transaction Entry App.



5. Click on the Edit Users button and select the users who will be configured to use Active Directory Integration, for which companies.



6. Once you have selected the users, Save the settings using the save icon in the header and Close the window.

7. Save and Close the form.