

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

USER INSTRUCTIONS

INSTRUCTIONS

Processing

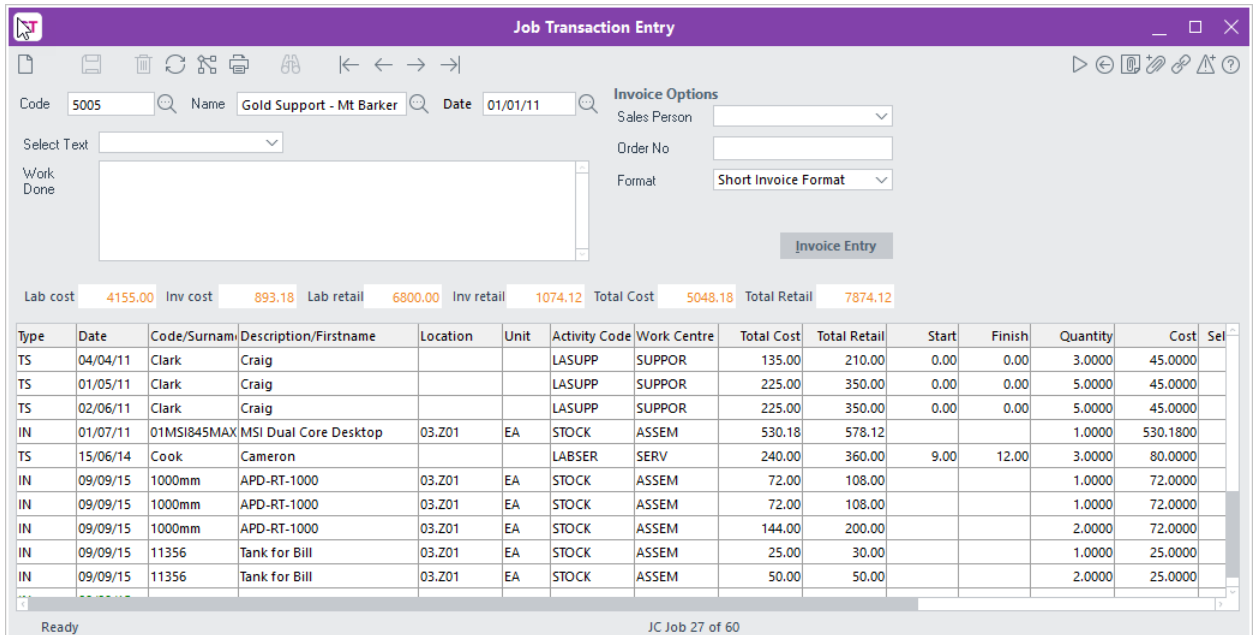
1. Log in to Greentree
2. Go to | [Data Entry](#) | [Job Cost](#) | [Job Transaction Entry](#) | **Entering the Job lines**
3. Select the Job you wish to enter the lines for

Type	Date	Code/Surnam	Description/Firstname	Location	Unit	Activity Code	Description	Work Centre	Descriptio
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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

The screenshot shows a panel titled "Invoice Options" with a small icon on the left. It contains three input fields: "Sales Person" with a dropdown arrow, "Order No" with a text box, and "Format" with a dropdown menu showing "Short Invoice Format". At the bottom right of the panel is a button labeled "Invoice Entry".

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.

GT JC Job AR Invoice Entry

Batch Branch **02 (Wellington)** Last Invoice Number

Invoice	Current Costs	Narration	Custom	Dates	Delivery Details
---------	---------------	-----------	--------	-------	------------------

Job Detail

Job

Customer Detail

Code Alpha

Name

Currency **New** Rate

Terms

Salesperson

Customer Contact

Delivery Address

Payment Date Posting Date Period End

Invoice Detail

Proforma No Proforma

Invoice No Invoice

Date Final Invoice

Hold Code Pre-paid

Order No Reprint

Format

Invoice Amount

Discount	<input type="text" value="0.00"/>	Net	<input type="text" value="9130.43"/>	Tax	<input type="text" value="1369.57"/>	Total	<input type="text" value="10500.00"/>
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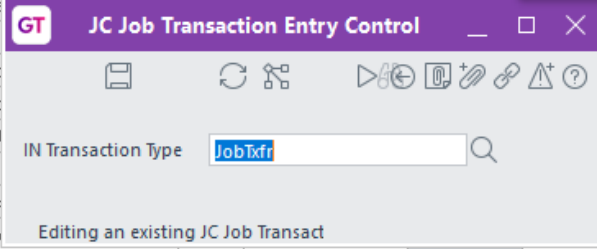
Tax	Code	Description	IN Code	IN Description	Quantity	Rate	Discount%	Discount	Tax Code	Tax%	Tax	Total	Narrative
I	SALINC	Sales - Income			1.0000	10500.0000	0.00	0.00	NZ GST	15.00	1369.57	10500.00	
					0.0000	0.0000	0.00		NZ GST		0.00	0.00	

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

010017	Copy User Settings	A Utility that allows copying of various user settings	<input checked="" type="checkbox"/>	31 December 2049	100-Edit Use	
010018	JC Job Transaction Entry	Functionality that allows entry of Job Transactions	<input checked="" type="checkbox"/>	31 December 2049	100-Edit Use	Change
010024	Stock Reconciliation	Functionality to extract trans				
010025	SO Freight	Functionality to add Freight				
010029	SO Despatch	Advanced despatch funcio				
010036	Schedule Standing Tran	New task to schedule stand				
010047	Enquire/Print GL Journal	Functionality to view or print				
010048	Buy-In Code	Functionality to create Stoc				
010050	FX Local Currency Entry	Ability to enter local curren				
010055	Invoice Preview	Functionality to preview inv				
010061	Child Account Balance T	Tab on Customer and Supplier accounts to show	<input type="checkbox"/>	31 December 2049	100-Edit Use	
010062	User Timeout	Functionality to automatically logout a user after a	<input checked="" type="checkbox"/>	31 December 2049	100-Edit Use	

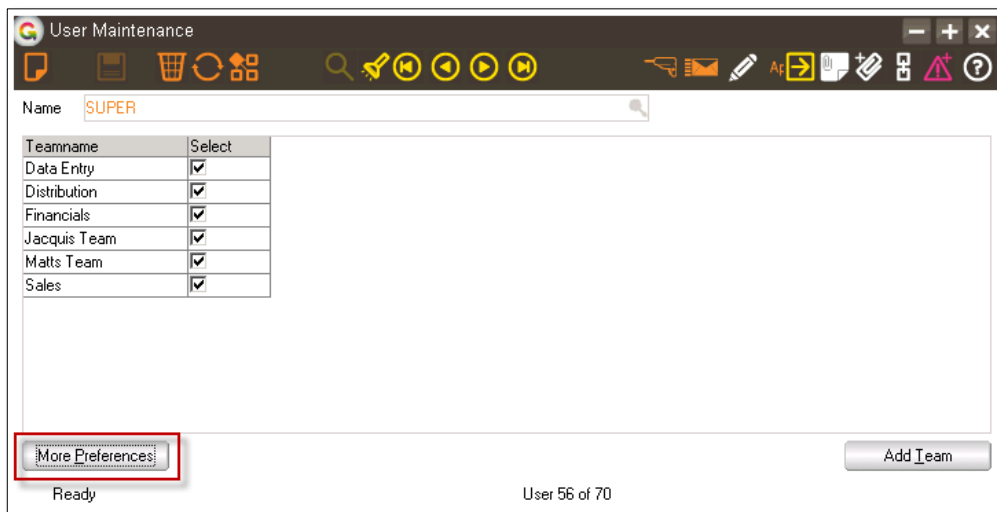


2. Specify an IN Transaction Type
3. **Save** the settings, using the save (disk) icon in the header and **Close** the **JC Job Transaction Entry Control** window.
4. **Save** the settings, using the save (disk) icon in the header and **Close** the **Apps For Greentree Module Control** window.

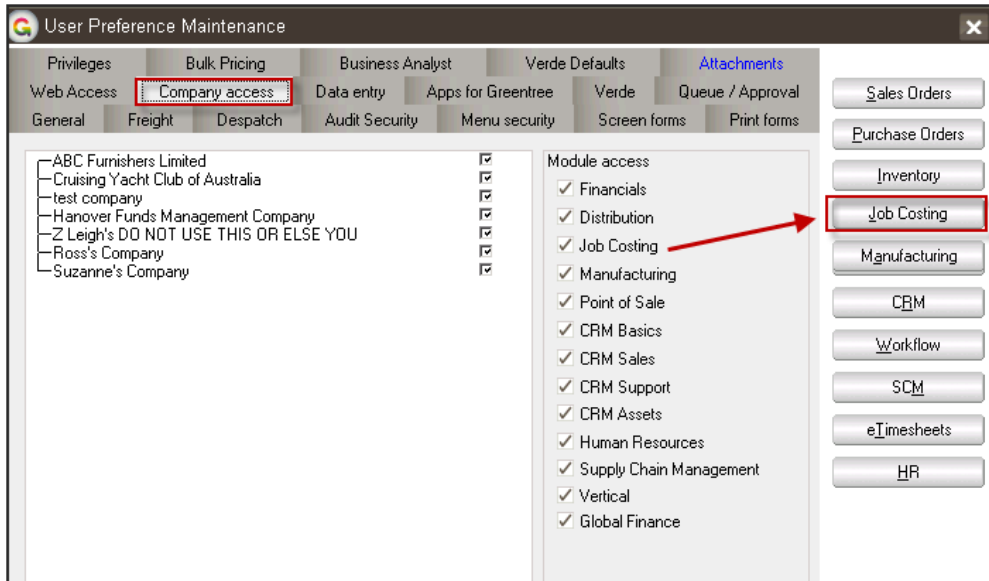
User Setup

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

Code	Name	Description	Active	Expiry Date	User Count	Settings	App Count
010025	SO Freight	Functionality to add Freight rule to Sales Orders	<input checked="" type="checkbox"/>	01 November 2017	100-Edit User	Change	
010026	Points	Points Module to add Points for Customer Sales	<input checked="" type="checkbox"/>	31 December 2049	100-Edit User	Change	
010027	SO Generate Invoice Au	Functionality to allow email of invoices from SO Ge	<input checked="" type="checkbox"/>	31 December 2049	100-Edit User	Change	
010029	SO Despatch	Advanced despatch functionality from packing slip	<input checked="" type="checkbox"/>	31 December 2050	0-Edit Users	Change	
010030	AR Credits from CRM Re	Functionality to allow the generation of AR credit n	<input checked="" type="checkbox"/>	31 December 2099	24-Edit Users	Change	

4. Select/Highlight the Job Transaction Entry App.

Code	Name	Description	Active	Expiry Date	User Count	Settings	App Count
010018	JC Job Transaction Entry	Functionality that allows entry of Job Transactions	<input checked="" type="checkbox"/>	31 December 2099	24-Edit Users	Change	

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

User	e-Computers - Australia (0)	e-Computers - Canada (0)	e-Computers - USA (05)	e-Computers - NZ (06)	e-Computers - UK (07)
All Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
001 EDI AK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
001 EDI HN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ADMIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amanda	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
andrew	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Angela	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Angela Allen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
April Aston	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ashlin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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.