

VERSION 2.0  
OCTOBER 9, 2018

# Apps for Greentree

## JC WIP TO GL RECONCILIATION TOOL

APP NUMBER: 010021

Powered by:

**MYOB** Greentree

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## FEATURES

### 1. JC WIP to GL Reconciliation Tool

This WIP Reconciliation app enables you to output Job Cost transactions to a spread sheet so that you can reconcile Job Cost transactions with the General Ledger. You have a choice of exporting directly to Microsoft Excel, so you can use Excel features like Pivot Tables, filters and calculated columns, or outputting to a CSV file which will allow you to import into most spread sheet programs.

The WIP Reconciliation Outputs Job Cost data, and also includes GL posting information, GL account, period and value to assist with reconciling to the General Ledger. The data output includes total values, as well as movements to assist with different reconciliations. We also output customer, parent jobs, job types, trees, status to make the process easy.

#### Options

A date range can be selected. You may output directly to Excel, or to a CSV file.

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### 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.

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### OTHER REQUIREMENTS

**Greentree Modules:** Job Cost, Financial Management

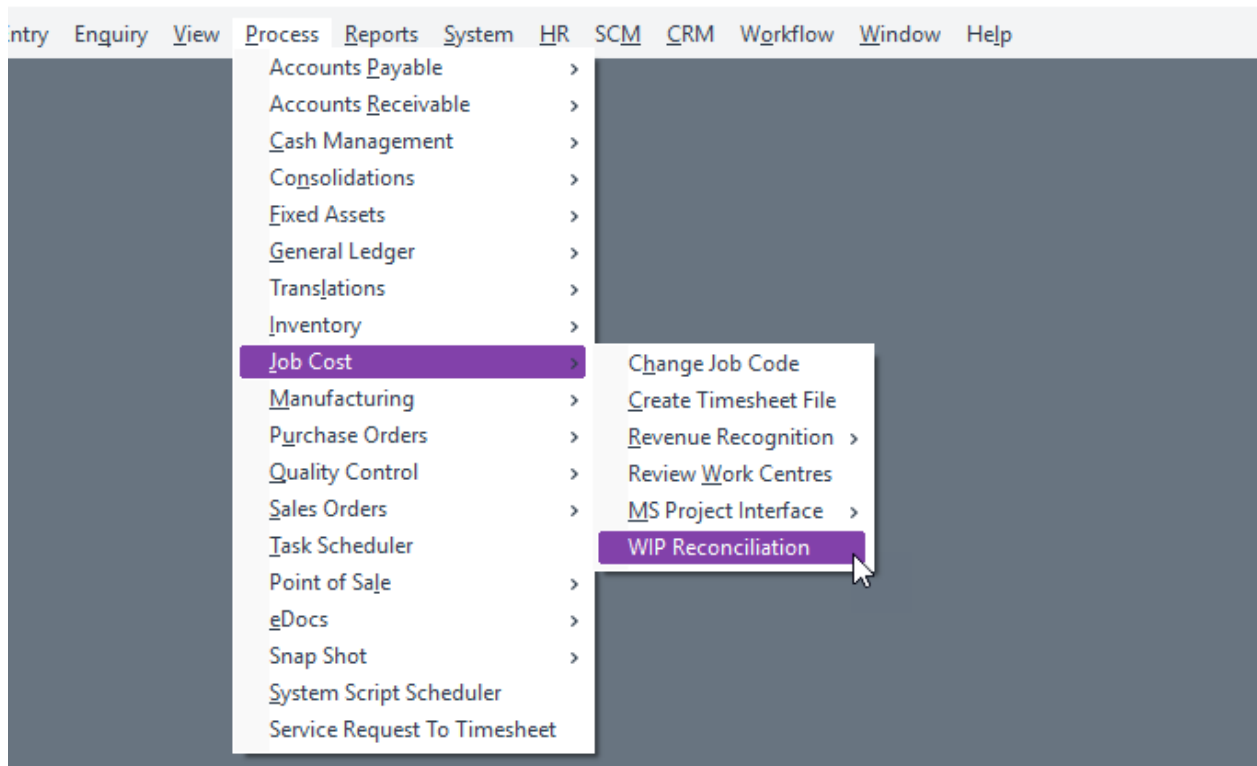
**Associated Apps:** Financial Management (General Ledger)

## USER INSTRUCTIONS

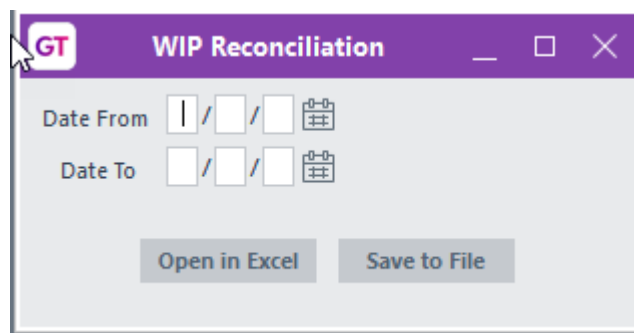
### INSTRUCTIONS

#### Running the reconciliation report

Select the menu option **Process/ Job Cost / WIP Reconciliation**



#### Selection Criteria



Enter the **From** and **To** dates of the JC Transactions you want to report on.

Next, click **Open** in **Excel** to say you want to open the file in Microsoft Excel immediately, or **Save To File** to save the output as a CSV file for opening later by a spread sheet (or other) program.

If you choose to save to file, you will be asked to select the name and location of the file. The file by default will be called JC Activity Report. If there is already a file of that name in the directory, which would occur if you have run this before, it would make sense to give it a different name to avoid overwriting the existing file

Please choose the directory and filename, then select **Save**.



### Report Fields

We recommend opening the report in a spread sheet program and using filters that match your General Ledger Inquiry or report. This data is based on the **Job Cost** transactions.

The output is a list of columns as below:

<b>Transaction Type</b>	The type of transaction. This column could be used for filtering if you are reconciling against a particular transaction type.
<b>WIP/COST/SALES</b>	The broader type – again commonly used for filtering.
<b>Customer</b>	Customer code and name
<b>Job</b>	Job code and name
<b>Parent Job</b>	If applicable

Job Type	The Job Type field (set against the job)
Job Status	The Job Status field (set against the job)
Closed date	Blank if the job is still open, otherwise the date the job was closed
WIP Movement	If the transaction affected WIP, the amount will be shown here. This column can be totaled and reconciled against the WIP G/L account. In other words it shows movements into WIP as positive, and movements out of WIP as negative.
Cost Movement	The cost of the transaction as it affected the General Ledger COS account. Transactions usually go to COS after they have been invoiced. At this time they will also have come out of WIP. This column can be reconciled against the appropriate COS account.
Total Cost	This column shows the cost of this transaction. It isn't a column you should total without appropriate selection criteria. The cost of a job may show up in this column once when the cost goes into WIP and once when it comes out.
Sales	The value charged to the customer on the JC AR Invoice
Batch	The batch number of the transaction. Can be useful for G/L Batch edit listings, or inquiries.
Batch Date	Batch (posting) date
GL Account	The affected G/L account. This is useful to ensure you are reconciling against the correct G/L account, and for identifying any transactions that may have erroneously gone to the wrong account. If there are multiple G/L accounts involved, that will be highlighted in this column.
GL Tran Amount	This is the amount of the transaction that relates to the G/L account in the previous column
Write Off Batch	If the transaction has been written off the batch number of the write off will show in this column.
AR Invoice	The Invoice number of the invoice that these transactions were billed against

AR Invoice Batch	The Invoice batch number of the invoice that these transactions were billed against
Activity Code	The activity code for costs, or Sales code for JC AR Invoices
Activity Code Type	Activity type (costs only)
Work Centre	For Costs only
Transaction Date	The date of the transaction
GL Period	The last day of the G/L period
JC Period	The last day of the JC period
Branch	Shows on cost transactions – this is the branch of the associated Sales Transaction
WeekNo	Week number of the transaction if applicable.
Hours	For timesheet transactions, the number of hours
ChargeableHrs	If the transaction is chargeable, based on the Job Cost Activity Code, this column will show the number of chargeable hours
NonChargeableHrs	If the transaction is non-chargeable, based on the Job Cost Activity Code, this column will show the number of non-chargeable hours
Employee/Supplier/StockItem	The Employee name for timesheet entries, the supplier, or stock item.
Profit Centre	For Costs only
Narration	For Costs only

## 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 JC WIP to GL Reconciliation Tool App.

Code	Name	Description	Active	Expiry Date	User Count	Settings	App Count
010021	WIP Reconciliation	Functionality to extract transactions for WIP Recor	<input checked="" type="checkbox"/>	26 September 2018	24-Edit Users		

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)
<b>All Users</b>	<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.