VERSION 2.0

OCTOBER 26, 2018

Apps for Greentree

DESPATCH SCANNING AND DELIVERY LABELS

APP NUMBER: 010029

Powered by:

MYOB Greentree

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FEATURES

The Despatch Scanning and Delivery Labels App;

- **Controls your stock by forcing each item despatched to be scanned.**
- **Allows for printing delivery labels which can also be scanned giving you a record of what product was despatched in which boxes.**

Either part of the app can be used independently.

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

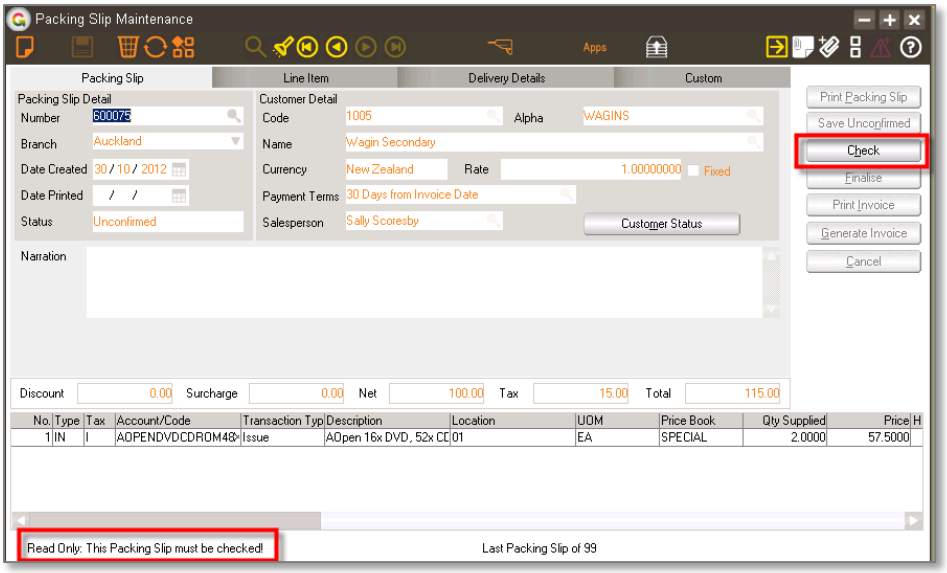
Greentree Modules: Inventory, Sales Orders

Associated Apps: 010025 Advanced Freight Module (optional).

PACKING SLIP MAINTENANCE

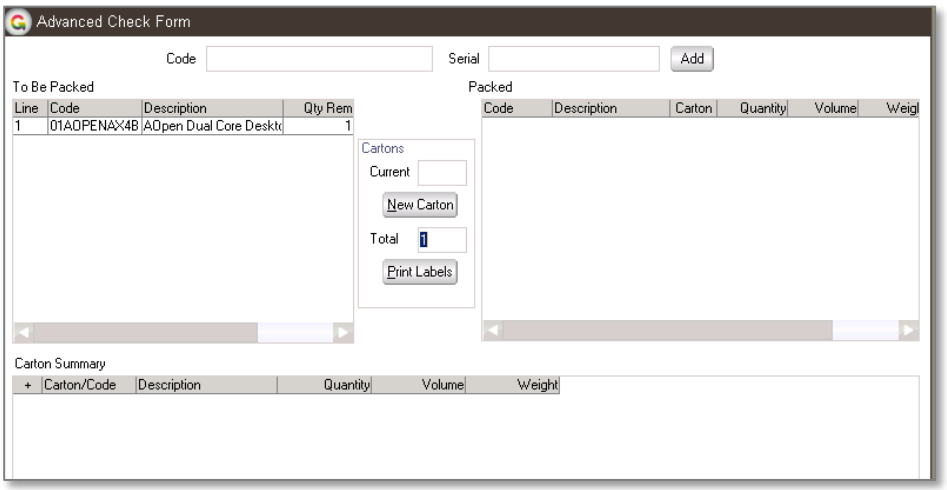
All functionality is shown below. Depending on the options in module control either the labels or the checking can be used independently.

1. Select the menu item | Data Entry | Sales Order | Packing Slip Maintenance |



If "Force Packing Slip Check" was ticked in the app control you will not be able to Finalise or Invoice a packing slip without first checking (scanning) the product.

2. Click on the Check button

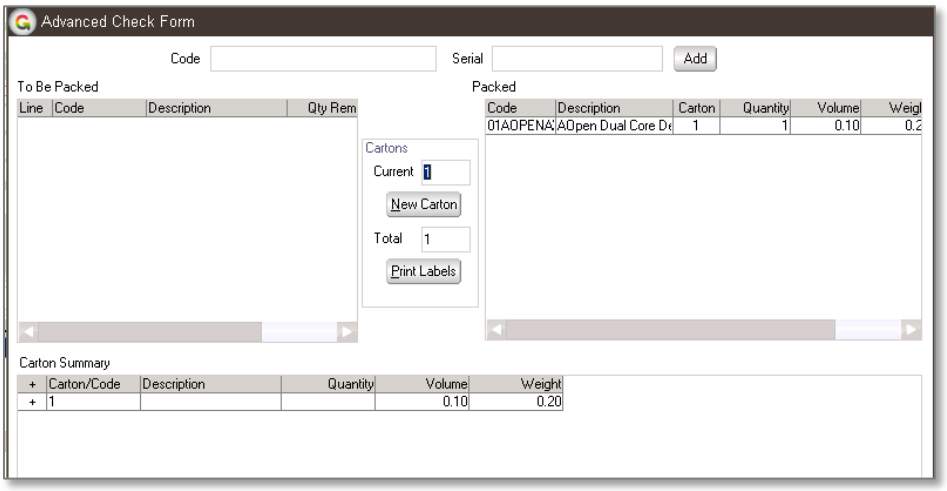


If you chose “Require Print Labels First” in App control, you will have to print labels before you can proceed.

3. Confirm the Total is the number of cartons required – if not edit, then click Print Labels

4. Scan a delivery label – the label is interpreted to update the carton number

5. Scan a stock item



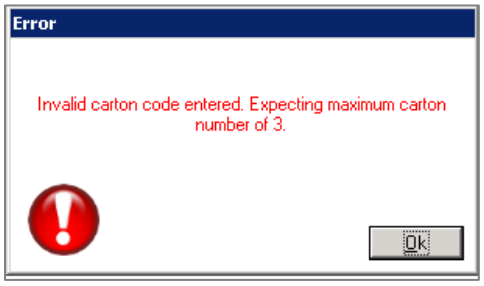
As each item is scanned it will move from the box on the left to the box on the right. The carton summary at the bottom is updated.

If you only want to Print Labels, print them then Cancel.
The OK button will only be enabled once all items have been scanned.

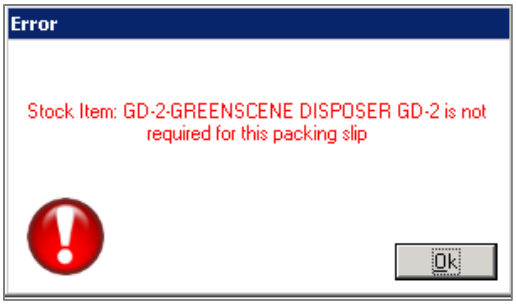
6. Click Ok

7. Packing slip can then be Finalised or Invoiced.

An error message will be displayed if you try to scan an extra carton



Another error message is displayed if you scan a product that does not belong on the order.

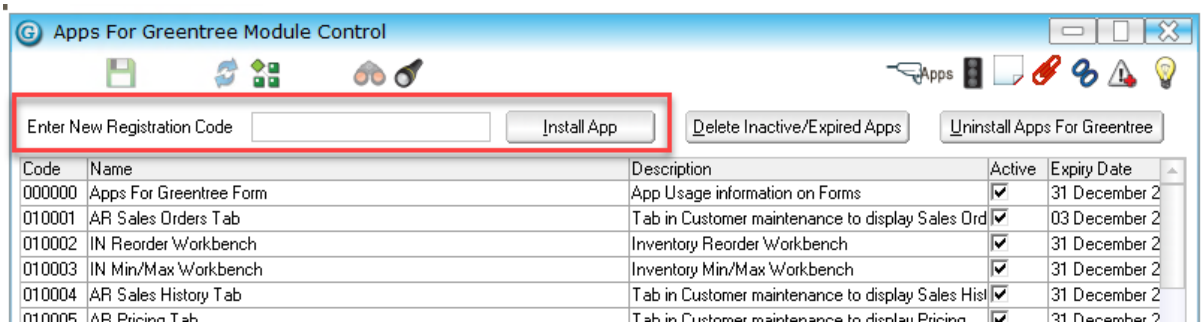

Error
Stock Item: GD-2-GREENSCENE DISPOSER GD-2 is not required for this packing slip
Ok

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



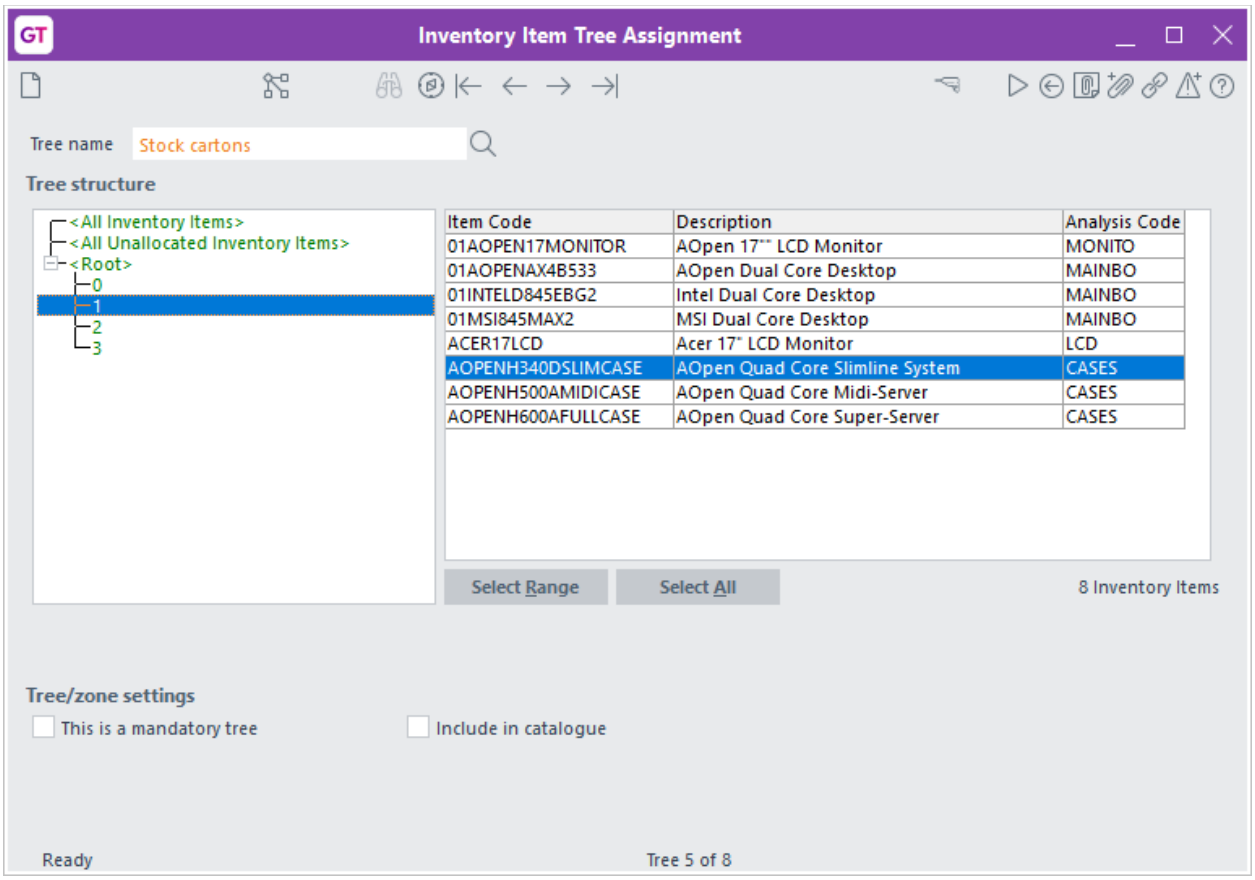
4. Select/Highlight the SO Despatch App.
5. Click on the Edit Users button and select the users who will be configured to use the App, for which companies.
6. Save and Close the form.

OTHER GREENTREE CONFIGURATION

Complete the following set-up in Greentree before configuring the App.

TREE MAINTENANCE, INVENTORY ITEM TREE MAINTENANCE

Set up a tree which shows how many cartons are required for a product. Branch values would be 0 – can go in with another product, 1 – 1 per carton, 2 – comes in 2 cartons.

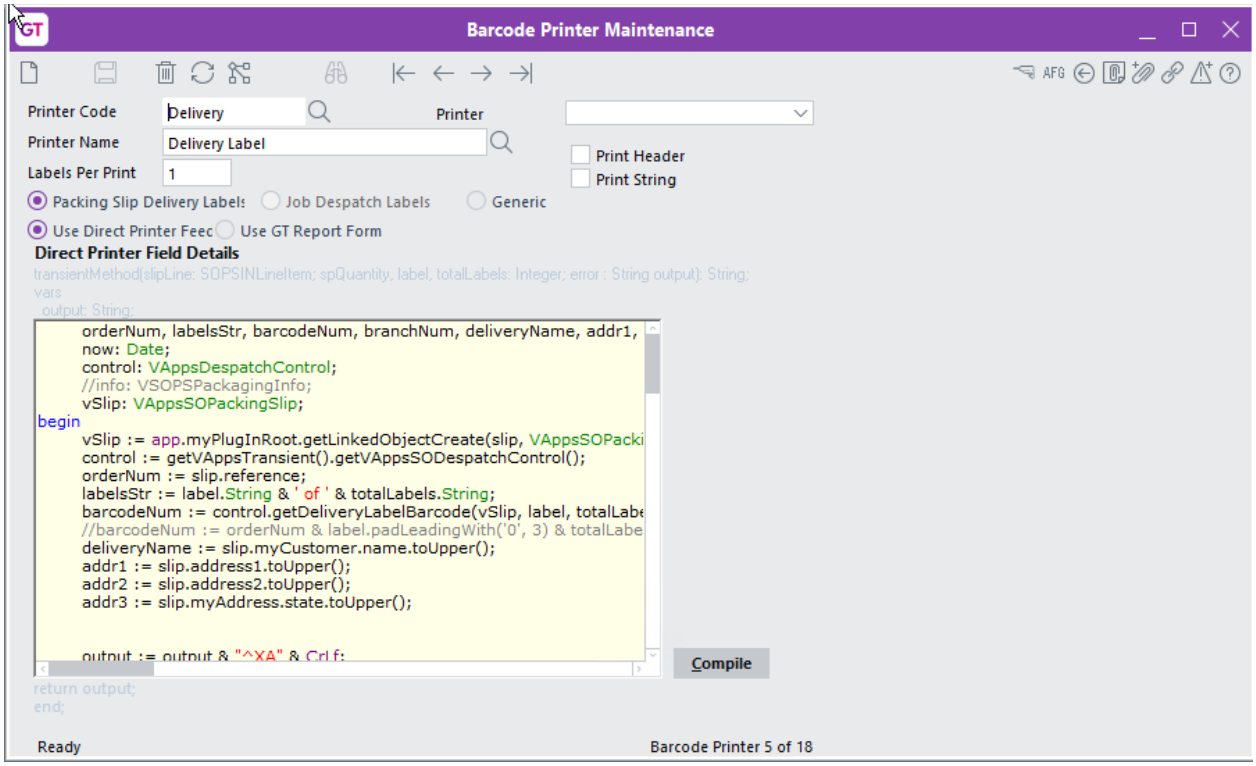


Assign the inventory items to the appropriate branch. It is advisable to make this a mandatory tree.

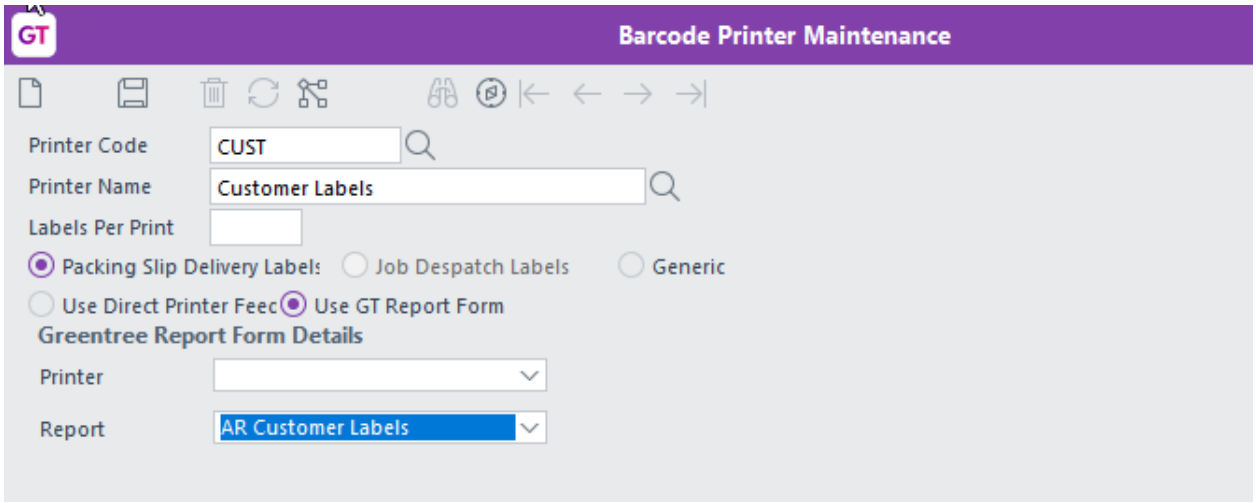
DELIVERY LABEL

Delivery labels can be written in the report writer, or coded for direct feed to the printer. Direct feed gives more formatting options but requires a developer.

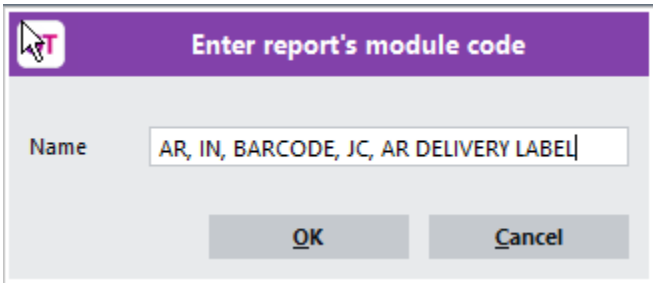
1. Select the menu item | System | Utilities | Barcode Printer Maintenance |



2. Type a code and name for the Label
3. Select Direct feed or GT report
4. For direct feed have the developer code the label – this normally requires use of printer software to interpret.



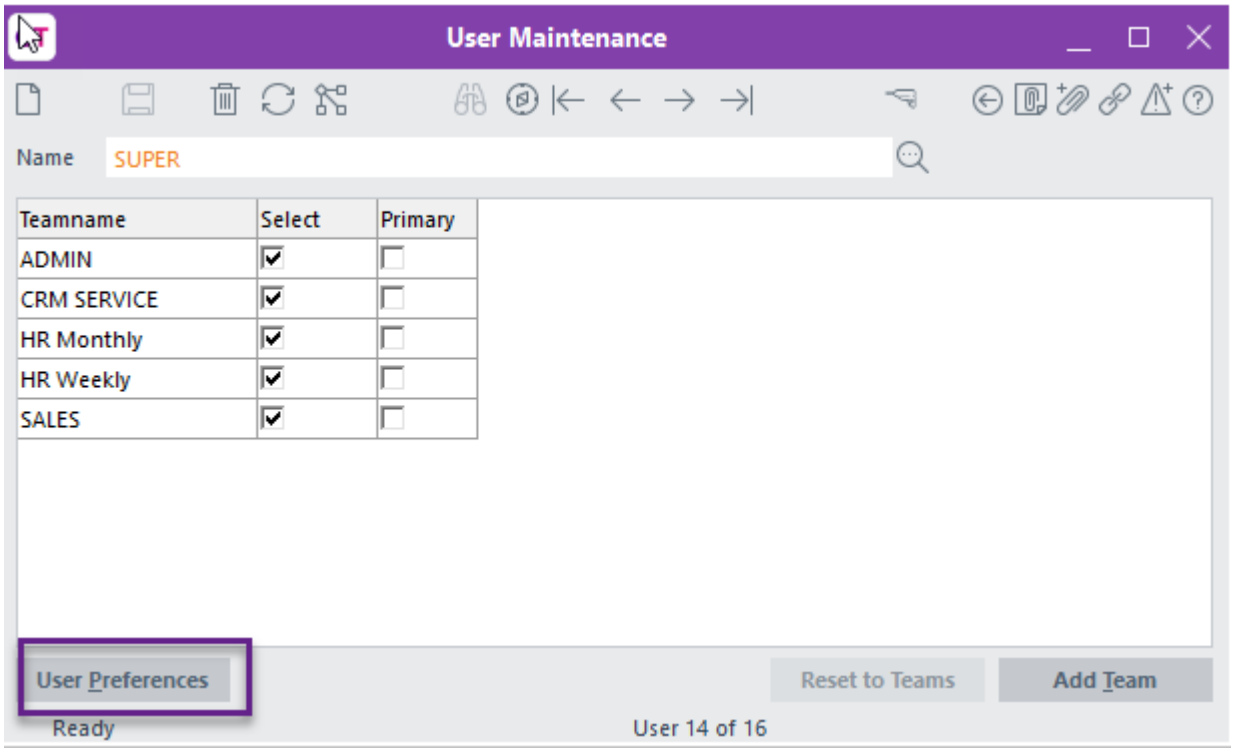
5. For a report writer label, select the printer and the report to use.



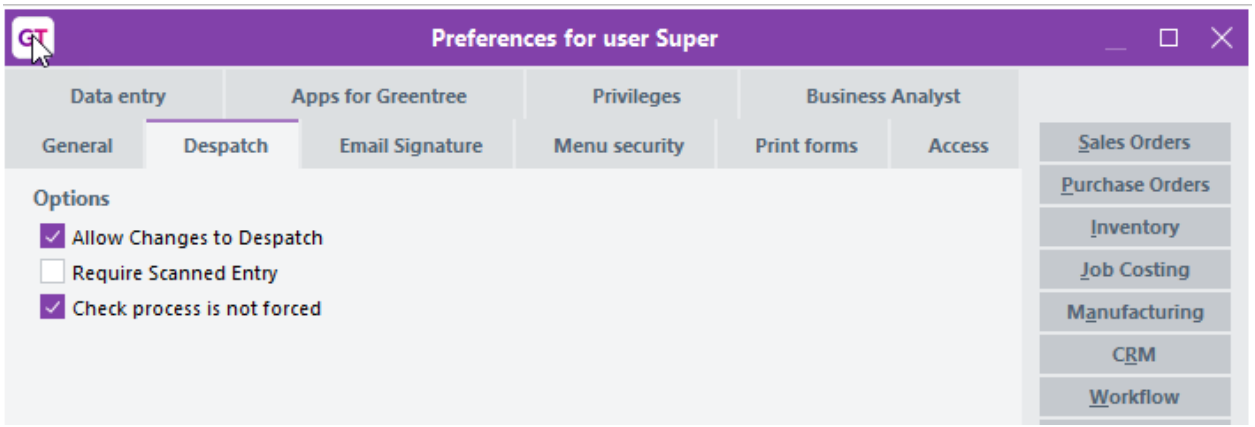
6. The label must belong to the above modules to appear for selection.

USER MAINTENANCE

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



4. Click on the Despatch tab.



Allow Changes to Despatch Check this box if this user is allowed to change Despatch details after packing slip completion

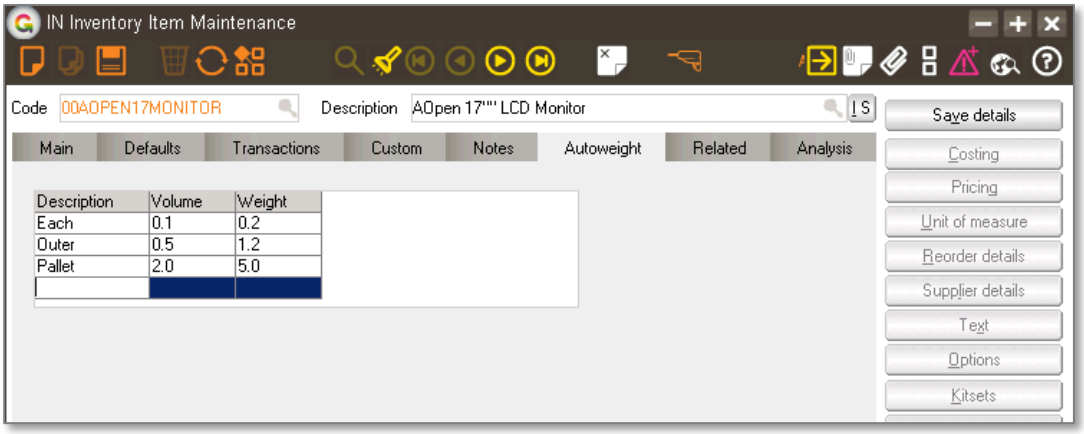
Require Scanned Entry If checked all items must be scanned, you are unable to type in the product code

Check process is not forced

If checked the user is able to skip the scanning process

INVENTORY ITEM MAINTENANCE

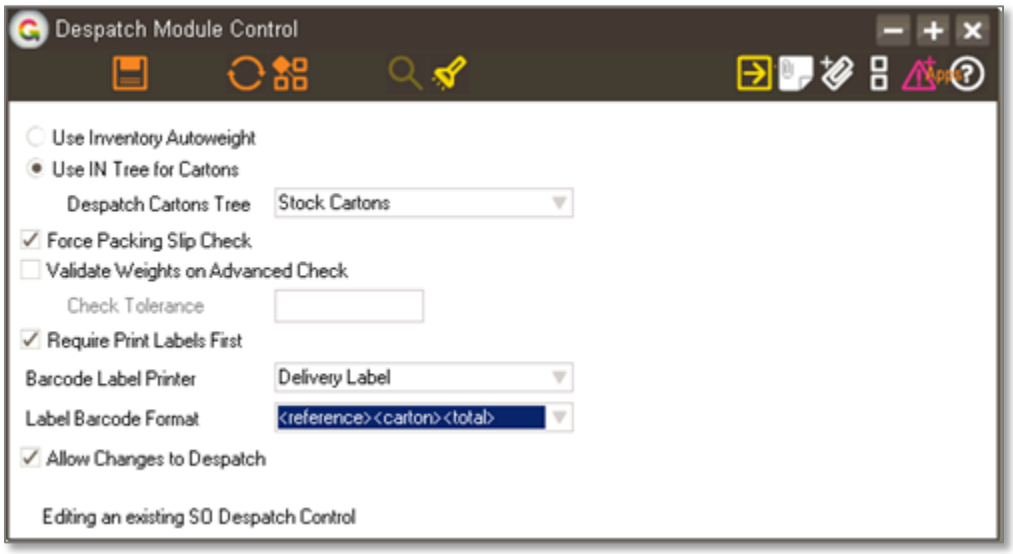
1. Go to | Data Entry | Inventory | Inventory Item Maintenance |
2. Click on the Autoweight tab



3. Enter the different packaging units that can be sold and their relevant volume and weight.

APP CONFIGURATION

1. Select the menu item | System | Apps For Greentree | Apps Module Control |
2. Select/Highlight the SO Despatch App.
3. Click on the Change button
4. Complete the App Control to meet your requirements



Use Inventory Autoweight

Check this if you want a sheet added in Stock Maintenance called Autoweight, which contains a packaging info table

Use IN Tree for Cartons

Check this to have the system prompt the number of cartons required – this provides an additional check that the right product has been selected and all cartons included

Tree — Select the tree setup above

Force Packing Slip Check

Check this box if all product must be scanned before the order can be Finalised or Invoiced

Validate Weights on Advanced Check

Check this box if you want the system to check if the weight

	of the stock item is within the percentage range allowed for the package
Check Tolerance	Enter the percentage variance in weight that is acceptable
Require Print Labels First	Check this box if delivery labels must be printed first. This enables you to print delivery labels, then scan each box label then the items that go into it.
Barcode label Printer	Select the barcode label setup above.
Label Barcode Format	If you have checked the Require Print Labels First, this box is the format that the carton barcode will be in. This is a set format and cannot be changed.
Allow Changes to Despatch	If checked the user can edit despatch details after the packing slip has been completed.