

VERSION 1.0

JULY 13, 2017

Apps for Greentree

AP SUPPLIER PURCHASE ORDERS TAB

APP NUMBER: 010032

Powered by:

MYOB Greentree

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FEATURES

1. This App provides a tab on AP Supplier Maintenance for Purchase Orders

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: Accounts Payable, Purchase Orders

Associated Apps:

USER INSTRUCTIONS

SUPPLIER MAINTENANCE

This App allows Purchase Orders to be displayed during Supplier Maintenance.

Supplier Maintenance

Code 010101 Alpha 010101 Name PLASTERBOARD 2003 LTD

Displayed currency Foreign Local

Purchase Orders Purchase History Master eDocs WebView Subcontracts Notes Related Analysis

Main Defaults Integration Cash/Banking Withholding Tax Transactions Custom eXchange Email Tracker Freight

Address P O Box 1225
Penrose
AUCKLAND
Suburb Abbotsford
Post code 9018 City Dunedin
Country New Zealand
Phone (09) 634 2666
Mobile (000) 000 0000
Fax (00) 999 9999
Contact
Email
Web

Balance type Open Item
Status Active
Assigned Team

Balances

Include child balances

| | |
|-----------------------|-----------|
| Current balance | -1.00 |
| Overdue 1 | 0.00 |
| Overdue 2 | 0.00 |
| Overdue 3 | -294.70 |
| Overdue 4+ | 15,406.53 |
| Sub-total | 15,110.83 |
| Future balance | -10.00 |
| Hold balance | 0.00 |
| Total | 15,100.83 |
| Retention balance | 0.00 |
| IPM Retention Balance | 0.00 |

History

| | |
|------------------|-----------|
| MTD purchases | -1.00 |
| YTD purchases | 498.99 |
| L/year purchases | 14,611.84 |
| Last payment | 0.00 |

Release/alter holds
Apply transactions
Create invoice
Create standing invoice
Create journal
Create credit note
Create payment
Create purchase order
Create standing order
IPM

Ready First Supplier of 54

An extra tab Purchase Orders is provided. On this screen there is a range of searching capability.

Supplier Maintenance

Code: 010101 Alpha: 010101 Name: PLASTERBOARD 2003 LTD

Displayed currency: Foreign Local

Purchase Orders | Purchase History | Master | eDocs | WebView | Subcontracts | Notes | Related | Analysis

Main | Defaults | Integration | Cash/Banking | Withholding Tax | Transactions | Custom | eXchange | Email Tracker | Freight

Selection Criteria

Date: From 01 / 01 / 2015 To 31 / 12 / 2019

Item Code: zzzzzzzzzz

GL Account: zzzzzzzzzz

Description Search: Enter any number of words or partial words.

Outstanding All

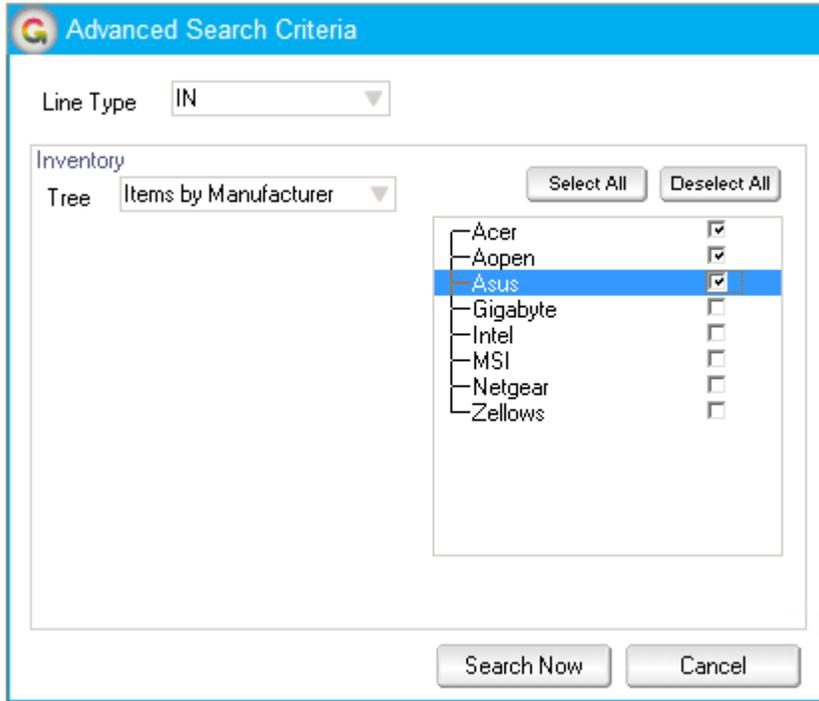
Advanced Search Now

| Purchase Order | Order Date | Expected Date | Account/Code | Description | |
|----------------|------------|---------------|--------------------|---------------------------------|--|
| 100367 | 15/09/2016 | 15/09/2016 | DQTUS20Y | Panasonic DQTUS20Y Yellow Toner | |
| 100371 | 12/10/2016 | 12/10/2016 | 01INTELD845EBG2 | Intel Dual Core Desktop | |
| 100371 | 12/10/2016 | 12/10/2016 | 01MSI845MAX2 | MSI Dual Core Desktop | |
| 100371 | 12/10/2016 | 12/10/2016 | 100011 | Test 7th BuyInProduct | |
| 100371 | 12/10/2016 | 12/10/2016 | AOPEN19LCD | AOpen 19" LCD Monitor | |
| 100371 | 12/10/2016 | 12/10/2016 | AOPENVDCDROM48X | AOpen 16x DVD, 52x CD-RW Drive | |
| 100371 | 12/10/2016 | 12/10/2016 | AOPENH500AMIDICASE | AOpen Quad Core Midi-Server | |
| 100371 | 12/10/2016 | 12/10/2016 | ASUSV8170MX44064MB | ASUS 64MB Monitor Card | |
| 100371 | 12/10/2016 | 12/10/2016 | CDROMGBPIOCABLE | CD Rom Audio Cable | |
| 100371 | 12/10/2016 | 12/10/2016 | DESKCAL | Desk calendar | |
| 100371 | 12/10/2016 | 12/10/2016 | HDIBM120GB | IBM 120 Deskstar System | |
| 100371 | 12/10/2016 | 12/10/2016 | HDSEAG60GB | Seagate 60GB Hard Disk Drive | |

Ready First Supplier of 54

Release/alter holds
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The Purchase Order tab allows optional selections for Date, Item Code and GL Account ranges. There is also the ability to search for a specific word or string of text within the Description of a line. The search can be limited to only Outstanding or All Purchase Orders.



The Advanced Search also allows for filtering by Line Type and searching for items that belong to selected branches of an Inventory Tree.

When all selections have been entered click Search Now to return matching Purchase Order lines

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 **AP Supplier Purchase Order tab** 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.

GREENTREE CONFIGURATION

Not required for this App.

APP CONFIGURATION

Not required for this App.