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 M	aintenance			
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Code 010101	Ripha 010101 Rame PLAS	TERBOARD 2003 LTD	2	
		Displayed currency O Foreign	💿 Local	
Purchase Order	s Purch <mark>i</mark> se History Master eDocs	WebView Subcontracts Notes	Related Analysis	
Main Defaults	Integration Cash/Banking Withholding Tax	Transactions Custom eXchange	Email Tracker Freight	<u>R</u> elease/alter holds
Address 🛛 💎	P O Box 1225	Balances		Apply transactions
	Penrose	Include child balances		
	AUCKLAND	Current balance	-1.00	Create invoice
Suburb	Abbotsford	Overdue 1	0.00	Create <u>s</u> tanding invoid
Post code	9018 City Dunedin	Overdue 2 Overdue 3	-294.70	Create journal
Caumbru		Overdue 4+	15,406.53	Create <u>c</u> redit note
Country		– Sub-total	15,110.83	Create payment
Phone	(09) 634 2666	Future balance	-10.00	Create purchase orde
Mobile	(000) 000 0000	Hold balance	0.00	Create parentase <u>o</u> rde
Fax	(00) 999 9999	Total	15,100.83	Create standing orde
Contact		Retention balance	0.00	IPM
Email 🛛 🔛				
Web 💼		History		
		MTD purchases	-1.00	
Balance type	Upen Item 🗸 🗸	YID purchases	498.99	
Status	Active V	Lizyear purchases	14,611.04	
Assigned Team		Lost payment	0.00	
Ready		First Supplier of 54		

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

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Code 010101	Ripha	010101	Rame PLAS	TERBOAF	D 2003 LTD				]
				Displa	ved currency	O Foreign	<ul> <li>Local</li> </ul>		1
Purchase Orde	Durahasa	Liston M.	a Dees	) (ab) (iau	Cubeentree	to Mater	Balatad	Annhusia	
Fuichase ofde	is Fuichase			T	- Subcontiac	as Notes	neialeu	Analysis	
Main Defaults	Integration	Cash/Banking	Withholding Lax	Iransac	tions Custom	eXchange	Email Fracker	Freight	Helease/alter holds
Selection Criteria	3								Apply transactions
	From	To		Descriptio	on Search				
Date	01/01/2015	31 /	127 2019 📷						
Item Code		7777	777777	Enter ar	y number of wor	ds or partial w	vords.		Create invoice
GL Account		7777		0.0.1					Create standing invoice
al Account		~~~~~			tanding				Create journal
						Advanced	<u>S</u> earch	Now	Create <u>c</u> redit note
Purchase Order	Order Date 💌	Expected Da	te Account/Code		Description				Create payment
100367	15/09/2016	15/09/2016	DOTUS20Y		Panasonic DQ1	US20Y Yello	w Toner		Consta averaliana andre l
100371	12/10/2016	12/10/2016	01INTELD845E	BG2	Intel Dual Core	Desktop			Lreate purchase order
100371	12/10/2016	12/10/2016	01MSI845MAX2	2	MSI Dual Core	Desktop		_	Create standing order
100371	12/10/2016	12/10/2016	100011		Test 7th BuyInF	Product			
100371	12/10/2016	12/10/2016	AOPEN19LCD		AOpen 19" LCE	) Monitor			IPM
100371	12/10/2016	12/10/2016	AOPENDVDCD	ROM48X	A0pen 16x DVI	D, 52x CD-RV	V Drive	9	
100371	12/10/2016	12/10/2016	AOPENH500AM	<b>IIDICASE</b>	AOpen Quad C	ore Midi-Serve	er	35	
100371	12/10/2016	12/10/2016	ASUSV8170MX	44064MB	ASUS 64MB M	onitor Card		54	
100371	12/10/2016	12/10/2016	CDROMGBPIO	CABLE	CD Rom Audio	Cable		17	
100371	12/10/2016	12/10/2016	DESKCAL		Desk calendar			5	
100371	12/10/2016	12/10/2016	HDIBM120GB		IBM 120 Desks	tar System		20(	
100371	12/10/2016	12/10/2016	HDSEAG60GB		Seagate 60GB	Hard Disk Dri	ve	202 -	
<b></b>	1	1			-			•	
Ready					First Suppli	ier of 54			

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.

G Advanced Search Criteria	
Line Type IN 🔍	
Inventory Tree Items by Manufacturer 🔍	Select All Deselect All Acer Aopen Gigabyte Intel MSI Netgear Zellows
	Search Now Cancel

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
- Select the menu item | System | Apps For Greentree | Apps Module Control | 3. Enter the New Registration Codes supplied and click Install App

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Eriter N	ew Registration Code	Instal A	pp ]	Delete Inactive/Exp	pired Apps	Uninstall App	s For Greentree
Code	Name	Description	Active	Expiry Date	User Count	Settings	
000000	Apps For Greentree Form	App Usage information on Forms	P	31 December 2099	0-Edit Users	1	
010002	IN Reorder Workbench	Inventory Reorder Workbench		07 August 2013	24-Edit Users	Change	
010008	Utility System Scripts	A collection of useful scripts for importing and expo		07 August 2013	24-Edit Users	1	
010012	IN Pricing Workbench	Inventory pricing workbench		29 July 2013	24-Edit Users	1	
010013	Copy GL Journal	Allows copying of a GL Journal on the GL Journ	VI le	01 August 2013	24-Edit Users	1	
010026	Points	Points Module to add Points for Customer Sale		03 August 2013	24-Edit Users	Change	
010030	IN Codestitute from Accella	Description in the second of the second seco	-	34 1.4. 3013	05.011		

- 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.

Ġ GApp Mana	ger App User Access		- + ×		
	088	Q 🖋		<b>Ð</b> 🦳	🖉 🖁 🕂 🕐
User Count Limit	þ120				
User	e-Computers - Australia	(le-Computers - Canada (0	e-Computers - USA (05)	e-Computers - NZ (06)	e-Computers - UK
All Users					
ADMIN	<b>V</b>				
Amanda Algar	<b>V</b>	Г			
Angela Allen	<b>V</b>				
April Aston	<b>V</b>	Г			
Cameron Cook	<b>V</b>	Γ		V	
Chelsea Cork	<b>V</b>	Г			

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.