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.

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

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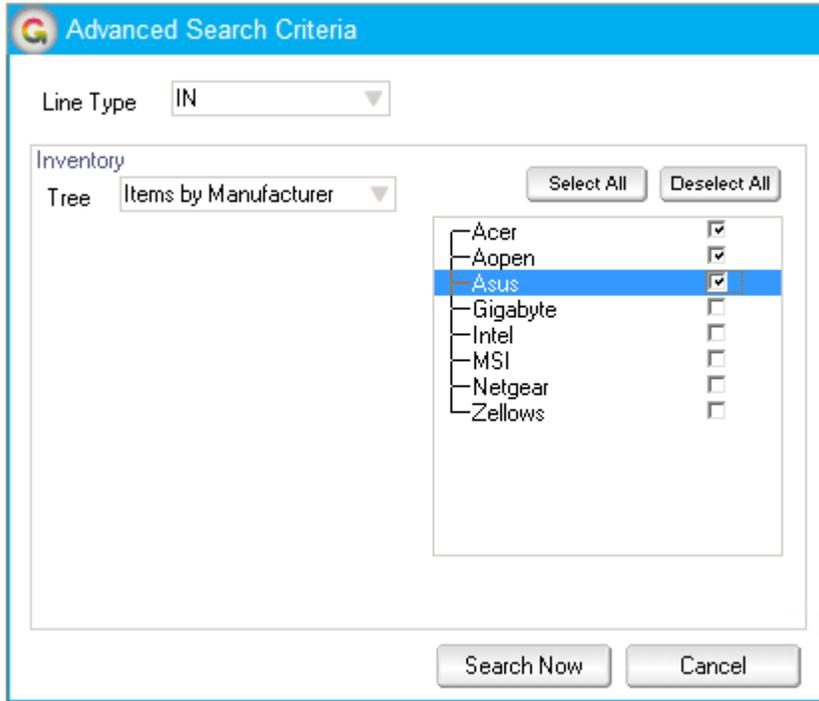
The Advanced Search also allows for filtering by Line Type and searching for items that belong to selected branches of an Inventory Tree.

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

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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.