VERSION 1.0 AUGUST 16, 2018

# Apps for Greentree

# **AP CREDIT REQUEST**

APP NUMBER: 010045

Powered by:

MYOB Greentree

# **TABLE OF CONTENTS**

Features
Important Notes
Other Requirements2
User Instructions
Request for Credit3
Creating a Request for Credit from a PO Receipt3
Creating a Request for Credit from an AP Invoice4
Request for Credit Stock
Request for Credit Price
RFC Enquiry7
PO INSTANT ALERT
Match an RFC to a Credit Note
Match an RFC to a Purchase Receipt10
Reporting13
Implementation Guide14
APP INSTALLATION
OTHER GREENTREE CONFIGURATION14
AP CREDIT REQUEST STATUS DEFINITION14
Inventory Quarantine Location15
Inventory Transaction Type
Inventory Item Maintenance
Hold Code
Request for Credit Form
APP CONFIGURATION

# FEATURES

#### Credit Request from an Purchase Order Receipt or AP Invoice.

- Record a Request for credit against a Purchase Order receipt or AP invoice
- Print a Request for credit for sending to your Supplier
- Have Credit Notes automatically matched to invoices
- Monitor outstanding credit requests placed on a supplier.
- Automatically have the invoice placed on hold then matched when the credit is received.
- Caters for both product and price credits.

# **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.
- Only for Inventory items.

### **OTHER REQUIREMENTS**

Greentree Modules: Inventory, Accounts Payable, Purchase Orders

Associated Apps: None.

# **USER INSTRUCTIONS**

# **REQUEST FOR CREDIT**

A Request for Credit can be created by drilling from a stock item into a PO Receipt transaction or by drilling from a Supplier enquiry into an AP Invoice.

#### **CREATING A REQUEST FOR CREDIT FROM A PO RECEIPT**

- 1. Select the menu item | Enquiry | Inventory | Inventory Items |
- 2. Select the stock item you need to raise a Request for credit on
- 3. Go the transactions tab and display the transactions
- 4. Find the Receipt to be credited and double click to drill into it

de PUMER	Defination		C PO Receir	t Entry	-			U	0.0				1912
on primari	Carbone - C				•	0.0						51	120
Man	Defaul	ts Transaction		0	•	~ N				e			& 0 a (
elect by	From	To	Batch 5816		Branch	02 (Wellingto	n)			Last Reference	100172_1		
Location		× 100		Receipt			Select D	der:			Line Items	D.	Create BFC
Date	11	1	Receipt detail			Supplier deta							Lieale ynoce
Tran tune			Reference	100172 1		Code	2001A		Ale	ha 2001			
narrype.					-	Name	Asher: Computer	Concernent					
seterence			Date	21/1/201		nane							
Match	partial of refe	sence				Currency	AUD Rat	e 0 900000	00				Carden
te l	Period	Tsans Type											S-ancel line
/1/2013	31/1/2013	Location Transfer											Serial/Lot deta
/1/2013	31/1/2013	Location Transfer											-
/1/2013	31/1/2013	Location Transfer	Dection date	20111200		induced In .	1 2 201 2 201	Bereine	dunka 100	9.90	Ten	e much mines	
/1/2013	31/1/2013	Location Transfer	r coursy core			nou enu	1112012	meconic	0 F000 1		100	( CHUNDITE	
/1/2013	31/1/2013	Location Transfer				A 100							
/1/2013	31/1/2013	Location Transfer	Nariation	Generated no	n ingnierit i	uu ra							Label gptions
/1/2013	31/1/2013	Location Transfer											
/1/2013	31/1/2013	Location Transfer											
/1/2013	31/1/2013	Negative Adjustment											
/1/2013	31/1/2013	Negative Adjustment											
/1/2013	31/1/2013	Negative Adjustment											
/1/2013	31/1/2013	Location Transfer											
	31/1/2013	Location Transfer											
1/2013	31/1/2013	Location Transfer	-					-					
/1/2013 /1/2013	31/1/2013	Location Transfer	Order/Line	Type Comp Acc	ouni/Code/	Description	Transaction Ar	te SubCode	NL UOM/Wa	k ty Received	Price	Val Rec'd Tax Tj	
/1/2013 /1/2013 /1/2013		Receipt	100172/1	IN 01A	OPENAX48	AUpen Dual C	04	02	EA	10.0000	100.0000	1000.00 Exclus	
/1/2013 /1/2013 /1/2013 /1/2013	31/1/2013		100172/2	IN 018	ITELD845E	Intel Dual Core	0	02	EA.	10.0000	110.0000	1100.00 Exclus	
/1/2013 /1/2013 /1/2013 /1/2013	31/1/2013			IN 015	S1845MAC	MSI Dual Core	C	02	EA.	10.0000	276.9900	2763.90 Exclus	
/1/2013 /1/2013 /1/2013 /1/2013	31/1/2013		100172/3										
/1/2013 /1/2013 /1/2013 /1/2013	(31/1/2013) ers enquity]	Cognitted to FD repo	100172/3										
/1/2013 /1/2013 /1/2013 /1/2013 /1/2013	31/1/2013 es: enquity]	Cogmitted to FD repo	100172/3										
/1/2013 /1/2013 /1/2013 /1/2013 /1/2013 actory ord	81/1/2013 Iers enquity] : Enquity Mos	Cogmitted to FD repo	100172/3										
/1/2013 /1/2013 /1/2013 /1/2013 actory org lead Only:	ett enquity	Cogmitted to FD repo	100172/3										

5. Click on the Create RFC button

# CREATING A REQUEST FOR CREDIT FROM AN AP INVOICE

- 1. Select the menu item | Enquiry | Accounts Payable |
- 2. Select the Supplier you need to raise a Request for credit on
- 3. Go the transactions tab and display the transactions
- 4. Find the Invoice to be credited and double click to drill into it

lode 2001A - Alpha		Name Aske	Comps Die	played ourrency	* Foreig	n CLoor	4	0,							
WebView Freight Main Defaults I	N I	Cash/Banking	F To	G AP Invoici	Entry	**	Q	9						Ð	-+) 88.40
Current balance	2,550.00	Show all		Batch Sets		Branch	12 (Welling	ioni -			Last invoice n	unber	100159		
ATD purchases	2,950.00	Show lutures		Invoice	Select 0	Inder S	elect Receip	1 5	elect Additor	nal Charges	Select Shipmer	*	Line Ren	Custom	Create BFC
Made	di Condis	Show prove		Invoice Detail			Sup	cilior Detail							Create credit not
Balance forward		Holds Not Filtered	1	Number	1005		. 0	ode 1	2001A		Alph	200	1		Distoken
Open item				Date	307.57	2012			Arken Connai	ter Connonenti					Eux cuedre
Date P	Tian	Releience	Dete		Maren .				and compo						2
26/9/2012 30/9/2012	AP Invoice	INV100093		Hold code	THU, FIG		0	mency	NUD PL	are 0.300000	20				Senavux pano
25/9/2012 30/9/2012	AP Invoice	INV100094		Entered by	SUPER		Te	ems :	30 D ays from	Invoice Date	9,				Pyrchece order
24/10/2012 31/10/2012	AP Invoice	Pats						Deductiv	et holding ta						Supplier status
5/11/2012 30/11/2012	AP Credit Not	e 100161													
5/11/2012 30/11/2012	AP Credit Not	e 100161	-	Payment date	17.37	2010 11			F	osting date	30 / 1 / 2013 1	Period	end 317.17	2013	
6/11/2012 30/11/2012	Payment	005008					2006								
6/11/2012 30/11/2012	AP Invoice	100164		Nariation	Askey Co	nputer Compor	nenits								
30/1/2013 31/1/2013	AP Invoice	100159													
24/2/2013 31/1/2014	AP Invoice	Pats													
24/6/2013 31/1/2014	AP Invoice	Pati	-												
1240/2013 30/0/2014	AD Invoice	7670670	-												
24/2/2014 31/1/2015	AP Invoice	Pats													
74/6/2011 01/1/20115	&P Invoice	Parts		Discount 0.0	0		Net 2217	39		Tax 302.61		Total	2550.00		
Read Only: Enquiry Mode				Tune Account.	inde 1	hermiter	5	brode	Quarthe	Price	Decourt's Law Co	da	Test	Amou	
			-	IN ODAOPEN	17MONIT /	Open 17""LC	D Monito 02		10.0000	121.7391	0.00 NZ GS	T	15.0	1217.5	
				IN CLAOPEN	42048533 /	Open Dual Co	re Decktr 02		10,0000	100.0000	0.00 NZ GS	T	15.0	1000.0	
									0.0000	0.0000	0.00 NZ av	-	0.0	01	

5. Click on the Create RFC button

# **REQUEST FOR CREDIT STOCK**

The AP Request for Credit form will be displayed with the Supplier, exchange rate and all the inventory items from the PO Receipt. The Request will have automatically been applied to the receipt generated from.

Ġ AP Requ	uest for Credit									- + ×
		💼 Q 🚀	•••	$\odot$					<b>&gt;</b> 🛙	♥ 🖉 🗄 🐼 🕄
Branch 02 (V	/ellington)	v								
	Н	leader				Ap	oply Details			Create Credit Note
Credit detail			Supplier deta	il						
Number	CR100172_1	۹.	Code	2001A	۹,		Alpha	2001	٩,	Create <u>R</u> eceipt
Date	29/1/2013		Name	Askey Comp	uter Componen	ts			٩,	Match Receipt
Entered by			Currency	AUD	Rate 0.8000	0000				
Status	Requested	θ.								
Price 0	nly		Matched Tr	ansaction						
Narration	Askey Compu	uter Components								Select All
										Deselect All
Discount	0.00	Net 2,769	90	Tax	0.00		Total	2,769.90		
Code	Description	n	Location	Orig Qty	Return Qty	Price	Disc Amt	Tax Amt	Total Narration	1
01MSI845MA	X2 MSI Dual I	Core Desktop	02	10.00	10.00	276.99	0.00	0.00	2,769.90	
Adding a ne	w AP Credit Request				There a	re 54 AP Cre	edit Reques	ts		

If only some of the items are to be credited, then you can delete the ones not required by clicking on the line and using Shift F2 to delete.

You can also edit the quantity to be credited.

- 1. When you have the correct items displayed, click the Printer icon if you want a form to send to the Supplier
- 2. Click Save.

### **REQUEST FOR CREDIT PRICE**

The AP Request for Credit form will be displayed with the Supplier, exchange rate and all the inventory items from the AP Invoice. The Request will have automatically been applied to the invoice generated from.

If the Request for credit relates to an overcharge for an item and no stock movements are required, then tick the Price Only checkbox.

G AP Request for Credit		- + x
🔽 🗏 谜◯器 🖶 ୍⊀0	🕽 🕙 🕞 🔛 — 🤜 Apps	🔁 🖳 🐼 🖳 🖸
Branch 02 (Wellington)		
Header	Apply Details	
Credit detail	Supplier detail	
Number CR100159	Code 2001A C Alpha 2001	Create <u>R</u> eceipt
Date 30 / 1 / 2013	Name Askey Computer Components	Match Receipt
Entered by	Currency AUD Rate 0.90000000	
Status Requested		
✓ Price Only	Matched Transaction	
Narration Askey Computer Components		<u>S</u> elect All
		Deselect All
Discount 0.00 Net 117.40	Tax 17.61 Total 135.01	
Code Description	Location Orig Qty Return Qty Price Disc Amt Tax Amt	Total Narration
00AOPEN17MONITOR  AOpen 17"" LCD Monitor	02 10.00 10.00 11.74 0.00 17.61	117.40

If only some of the items are to be credited then you can delete the ones not required by clicking on the line and using Shift F2 to delete.

To Request a credit, you edit the Price field to be the value per unit you have been overcharged.

- 1. When you have the correct items displayed, click the printer icon to print a Request form to send to the Supplier
- 2. Click Save.

### **RFC ENQUIRY**

You can view outstanding Requests for credit from Supplier Enquiry.

G Supplier Enquiry					– + ×
	୍ 🖋 🛛 🔇	$\mathbf{O}$		s 🔁 🕛 🖓	🖉 🖁 🖄 🚱 🕐
Code 2001A 🔍 Alpha 200	01 🔍 Name Aske	y Computer Components			
		Displayed currency	Foreign C Loc	al	
WebView Freight	Purchase Orders	Purchase History	Related	Analysis	
Main Defaults Integr	ration Cash/Banking	Transactions	Custom eXchange	Notes	Release/alter holds
Current balance 2.55	50.00 Chan all	Channel Alderer			Apply transactions
MTD purchases 255	50.00 Show all	Show children		3bbla	
Currencu Australian Do	ollers	<ul> <li>Show outstan</li> </ul>	ding only	ase orders	
Currency Australian Do	Show priors	Select period	<u>B</u> FC	Enquiry	Create invoice
Mode	Holds Not Filtered	From 2012/201	3 🔻 Ja <mark>hwany –</mark>		Create standing invoice
Balance forward		To 2012/201	3 🔻 January		Create journal
Upen item					
+ Date P Tran	Reference	Detail Pay Da	ate 👘 Original Value Out	standing V 🔊	Create <u>c</u> redit note
26/9/2012 30/9/2012 AP In	nvoice INV100093	26/10/20	12 287.50	28	Create payment
26/9/2012 30/9/2012 AP In	nvoice INV100094	26/10/20	12 4,025.00	4,02!	Citato Ealiment
26/9/2012 30/9/2012 AP In	nvoice INV100095	26/10/20	12 207.00	20'	Create purchase <u>o</u> rder
24/10/2012 31/10/2012 AP In	nvoice Parts	23/11/20	12 1,202.64	1,20;	Construction of the
5/11/2012 30/11/2012 AP C	redit Note 100161	5/11/20	12 0.00	-80	Create standing order
+ 5/11/2012 30/11/2012 AP C	redit Note 100161	5/11/20	12 -800.00	-80	
5/11/2012 30/11/2012 AP In	nvoice 100155	5/12/20	12 3,080.00	3,08	
6/11/2012 30/11/2012 Paym	nent 005008	6/11/20	12 0.00	-21,76	
6/11/2012 30/11/2012 AP In	nvoice 100164	6/12/20	12 1,100.00	1,10	
30/1/2013 31/1/2013 AP In	nvoice 100159	1/3/20	13 2,550.00	2,55	
24/2/2013 31/1/2014 AP In	nvoice Parts	26/3/20	13 1,202.64	1,20	
24/6/2013 31/1/2014 AP In	nvoice Parts	24/7/20	13 1,202.64	1,20;	

- 1. Select the menu item | Enquiry | Accounts Payable |
- 2. Click on the Transactions tab
- 3. Click on the RFC Enquiry button

Select All 1	Statuses			Supplier	From 2001A	6	To 2001A	0
Email		Select	173					
Approved -waiting for credit  Approved -waiting for repl stk.				Document Date	1 / 1 / 1950	3171272050		
Completed	- 19 - 19 - 19 - 19 - 19 - 19 - 19 - 19						0.11	
Requested			1				Search Now	1
Date	Reference		Match	hed Transaction	Value Statu	:		
30/1/2013	CR100159				135.01 Regu	ested		
5/11/2012	CR100159_1		2		2,550.00 Requ	ested		
6/11/2012	/11/2012 CR100164				1,100.00 Regu	ested		
29/1/2013	CR100172_1				2,769.90 Regu	ested		
21/9/2012	CR2LMTestin	a			0.00 Regu	ested		

By default, only the outstanding statuses are displayed – you can change this by ticking the Completed status if you want to see those.

You can double click on any Request to see the details.

#### **PO INSTANT ALERT**

If you selected the option in the App settings, an instant alert will pop-up when you go into a Purchase Order if there is an outstanding RFC against it.

#### MATCH AN RFC TO A CREDIT NOTE

An RFC can be matched to a credit note or it can be matched to a PO Receipt if replacement goods are sent.

1. Go into RFC enquiry for the relevant Supplier per instructions above and drill into the RFC you have received the Credit Note for

G AP Requ	est for Credit									- + ×
	े 🏶 🖶	् 🖋							▶ .	🕻 🕅 🗄 🖉
Branch 02 (W	'ellington)	V								
	Heade	r				Ap	ply Details			Create Credit Note
Credit detail			Supplier deta	il					L	
Number	CR100159	۹.	Code	2001A	۹,		Alpha	2001	۹,	Create <u>R</u> eceipt
Date	30 / 1 / 2013 📰		Name	Askey Comp	uter Components				θ,	Match Receipt
Entered by	SUPER		Currency	AUD	Rate 0.900000	000				
Status	Requested	۹.								
V Price Or	nly		Matched T	ransaction						
Narration	Askey Computer C	omponents								Select All
Nanadon										
Discount (	0.00	Net 117.40		Тах	17.61		Total	135.01		
Code	Description		Location	Orig Qty	Return Qty	Price	Disc Amt	Tax Amt	Total Narration	
00A0PEN17M	IONITOR AOpen 17"" LCI	D Monitor	02	10.00	10.00	11.74	0.00	17.61	117.40	

2. Click the Create Credit Note button



3. Type in the Credit Note number as issued by the Supplier and click Save

G AP Credit Note Entry	Ð	GL Apps	- + × ⑦ ♪ 8 & 見 (1)
Batch 819 Branch 02 (Wellington)		<ul> <li>Last credit note</li> </ul>	CN100159
Credit Note	Line Item		Apply Details
Credit detail	Supplier detail		
Number CN100159	Code 2001A	Alpha	2001 🔍
Date 31 / 1 / 2013	Name Askey Computer Co	mponents	۹,
Entered by SUPER	Currency AUD Rate	0.90000000	
	Deduct withholding tax		
Payment date 31 / 1 / 2013 📰 Posting date	31 / 1 / 2013 Period er	id 🛛 31 / 1 / 2013 📰	
Narration Credit Request: CR100159			
Discount 0.00 Net 117.40	Tax 17.6	Tota	135.01
Type Tax Ty Company/TraAccount/Code Description	Subcode/L Quantity	Price Tax Code	Tax Amount Narration
IN E AP Credit PRICE Price variance		11.7400 NZ GST 1 0.0000 NZ exempt	7.61 117.40 0.00 0.00

4. The Credit Note Entry screen will be displayed. It will already have been populated with the supplier and item to be credited. If this was a price credit only then the non-diminishing item selected for price credits will be on the line

G AP	Credit	Note Entry						- + ×
		$\odot$ **	Q 🚀	-Ð	- <del>-</del>		🗲 🖳 🗲	8 🕂 🛈
Batch	819	Branch	02 (Wellington)		V	Last credit note	CN100159	
		Credit Note		Line Item			Apply Details	
Applied	l total	0.00	Unapplied value	135.01				
		Applied Items	Items to	o Select		Bala	nce Forward	
Date 30/1/2 31/1/2	2013 2013	Reference 100159	Applied Amount 135.01 0.00					

- The Credit Note will already have been applied to the Invoice the RFC was generated from. If the invoice has been fully paid previously, then the credit will also show as an outstanding Unapplied transaction.
- 6. Close the credit note screen once you have checked the details.

G) AP Requi	est for Credit 📿 🎥 🚍	् 🖋			P	J	Apps			- + × ⊙ ∆ 8 V
Branch 02 (W	ellington) Header	•				Арр	oly Details			Create Credit Note
Credit detail Number Date Entered by	CR100159 0 307 1 7 2013 🎆 SUPER	3	Supplier detai Code Name Currency	2001A Askey Compi AUD	uter Component Rate 0.90000	s 000	Alpha	2001	۹. ۲	Create Receipt
Status	Completed		Matched Cr	edit Note	CN100159					Select All
Discount	.00	Net 117.40		Tax	17.61		Total	135.01		Deselect All
Code 00AOPEN17M	Description ONITOR AOpen 17"" LCD	Monitor	Location 02	Orig Qty 10.00	Return Qty 10.00	Price 11.74	Disc Amt 0.00	Tax Amt 17.61	Total Narration 117.40	

7. The RFC will now be on a Completed status and will show the Credit Note it has been matched to.

G) Supplier I	Enquiry	) <b>8</b> 8	<u>्                                    </u>	•••		9	App		Ð	×+- ⊙ ∞ ∆ 8 %
Code 2001A	< Alph	a 2001	Name Ad	bey Computer C Displaye	omponents	Ecceion	Clea	a.		
Freight		Purchase Ord	ars Pu	chase History	N	otes	Re	lated	Analysis	
Main	Defaults	Integra	tion Cash/B	anking	Transactions	Cu	stom	eXchange	WebView	Belease/alter holds
Current balance MTD purchase	ce es	62.59 2,414.99	Show all Show lutures	Sho	w children how outstanding	only	A	pply ise orders		Apply transactions
Currency	Austr	alian Dollars		V SI	elect period		BEC	Enquiry		Create invoice
Mode Ralance fo	ound		Holds Not Filtered	T From	2012/2013		January	Y		Create standing invoice
Open item	rwaru			To	2012/2013	Ψ.	lanuary	. 9		Create journal
+ Date	P	Tran	Reference	Detail	Pay Date	Original	Value Outs	tanding Value Br	Batch	Create credit note
+ 23/1/2013	31/1/2013	Payment	005009	2001A	23/1/2013	-15,2	205.52	0.00 02	\$802	Create payment
- 30/1/2013	31/1/2013	AP Invoice	100159		1/3/2013	2,	550.00	2,414.99 02	\$818	
31/1/2013	31/1/2013	AP Credit N	ote CN100159		31/1/2013	-	35.01	-135.01 02	819	Create purchase grder
30/1/2013	31/1/2013	AP Litedit N AP Invoice	100159		1/3/2013		135.01	2,414.99.02	\$819	Create standing order

# MATCH AN RFC TO A PURCHASE RECEIPT

If replacement stock is sent in reply to the Request for Credit, you can either create a new PO Receipt from the RFC when the goods arrive, or if the store staff have already booked the replacement product in, you can match the RFC to the existing Receipt so that you know it has been matched.

1. Go into RFC enquiry for the relevant Supplier per instructions above and drill into the RFC you have received the replacement stock for

G AP Requ	est for Credit	0 🖌			-Qi		Apps			-+× 10 11 11 11 11 11 11 11 11 11 11 11 11 1
Branch 02 (W	ellington)				, v					
	Header					Ap	ply Details			
Credit detail			Supplier deta	il						Lifeate Lifedit Note
Number	CR100172_1		Code	2001A	۹,		Alpha	2001	۹.	Create <u>R</u> eceipt
Date	29/1/2013 📰		Name	Askey Comp	uter Component	s			۹.	Match Receipt
Entered by	SUPER		Currency	AUD	Rate 0.80000	0000				
Status	Requested 🔍 🔍									
Price On	ly -		Matched T	ransaction						
Narration	Askey Computer Comp	onents								Select All
										Deselect All
										Decondectria
Discount [	.00 Ne	2,769.90	)	Tax	0.00		Total	2,769.90		
Code	Description		Location	Orig Qty	Return Qty	Price	Disc Amt	Tax Amt	Total Narration	
01MSI845MA>	2 MSI Dual Core Desk	top	02	10.00	10.00	276.99	0.00	0.00	2,769.90	

2. If the stock has already been receipted in, click the Match receipt button

PO Receipt	Select	
030418ASK_1		
100080/1		]
100089		]
100096		]
100100		1
100101		1
100102		1
100103		1
100156		1
100161_1		1
100172_1		1
s	ave	Cancel

3. Tick the receipt that matches the RFC and then click Save

G AP Request for C	redit									- + ×
	⊖ <b>**</b> ⊜ 0	<b>\$</b>							<b>&gt;</b>	0 🖄 🗄 🖋
Branch 02 (Wellington)		T								
	Header					Ap	ply Details			Create Credit Note
Credit detail		S	iupplier detail							Create credit Note
Number CR1001	72_1		Code	2001A	۹,		Alpha	2001	<b>A</b>	Create <u>R</u> eceipt
Date 29/1/	2013		Name	Askey Compi	uter Componen	ts			۹,	Match Receipt
Entered by SUPER			Currency	AUD	Rate 0.80000	0000				
Status Request	ed 🔍									
Price Only			Matched Tra	Insaction						
Narration A	skey Computer Compone	nts								Select All
										Deselect All
Discount 0.00	Net	2,769.90		Tax	0.00		Total	2,769.90		
Code	Description		Location	Orig Qty	Return Qty	Price	Disc Amt	Tax Amt	Total Narration	I
01MSI845MAX2	MSI Dual Core Desktop		02	10.00	10.00	276.99	0.00	0.00	2,769.90	

4. If the stock has not already been booked in click the Create Receipt button



5. Click Ok to create a Purchase Order – we need a new purchase order so that we can Receipt the items

Branch 02 (W	ellington)						Last Order No	unber		100173	
	Purchase Order				Line Item			Deliver	/ Details		Create Credit Not
Order detail Number	100173		Suppler d Code	2001A			Apha 2001				Create Beceipt
UIGer D-Sile	317 1 7 2013	-	Name	Askey Cor	nputer Comp	onents				-	Tarrusceh
Expected Date	31 / 1 / 2013 🔤		Currency	AUD	Rate 0.80	000000	1	Fixed			
Location	02	Y	Tems	30 Days fr	om Invoice D	Date					
Discount %	0.00						Supple S	Create	Receipt		<b></b>
Pinted	On Hold							Palanance	100174		
Status	Entered	4	Narration C	ledit Reque	st CR10017	2_1		verexence		0040	
Entered by	SUPER						ļ	Pocument da Posting date	31/1/ 31/1/	/ 2013	QK
Discount	0.00	Net		0.0	0 Ta	×	0.00	Total		0.00	
No Tune Tex T	Account/Fords Des	richer		Cabrada I		Expected Date	0 - 0 -	hand	Dina	T	
1 IN E	01MSI845MAXC MSI	Dual Co	e Desktop	02	EA	31/1/2013	10.0	0000	0.0000		
2 IN E		-		02		31/1/2013	0	0000	0.0000		

- 6. The purchase order screen will open and be populated with a new Purchase Order with the Supplier and items from the RFC. At the same time you will get the Create receipt pop-up.
- 7. Type in the reference to use for the Receipt you might match this to the new PO number or back to the original RFC number.

G Batch information						
PO receipt batch number is 5821						
(O7)						

8. When you close the Purchase Order Entry form that was opened, the system will display the batch number that has been used for the Receipt. Click OK

G AP Request for Credit	- 🖓 Apps 🗧	×+− ⑦ № 8 % ¶ §
Branch 02 (Wellington)		
Header	Apply Details	Create Credit Note
Number CR100172_1	Supplier detail Code 2001A Alpha 2001	Create <u>R</u> eceipt
Date 29 / 1 / 2013	Name Askey Computer Components	Match Receipt
Entered by SUPER	Currency AUD Rate 0.80000000	
Status Completed Price Only	Matched Purchase Order 100173	
Narration Askey Computer Components		Select All
		Deselect All
Discount 0.00 Net 2,76	.90 Tax 0.00 Total 2,763.90	
Code Description	Location Orig Qty Return Qty Price Disc Amt Tax Amt Total Na	rration
01MSI845MAX2 MSI Dual Core Desktop	02 10.00 10.00 276.99 0.00 0.00 2,769.90	

9. The RFC now has a Completed status and shows as having been matched to the new Purchase Order.

# REPORTING

Refer to the Setup section for creating a request for credit form.

You could also optionally create a report to list outstanding Requests for credit based on the same App class.

# **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

G App	os For Greentree	Module Co	ontrol						
	8 🗳	<b>*</b> =	n 🔊			- Ap	ps 🚦	0	ମ୍ 🖌 🚱
Enter N	ew Registration Code			Install App		Delete Inactive/Expired Apps	<u>U</u> nin:	stall App:	For Greentree
Code	Name				Descr	ption		Active	Expiry Date 📃 🔺
000000	Apps For Greentree F	orm			App U	sage information on Forms		<b>v</b>	31 December 2
010001	AR Sales Orders Tab	)			Tab in	Customer maintenance to display Sal	les Ord	<b>v</b>	03 December 2
010002	IN Reorder Workben	ich			Invent	ory Reorder Workbench		<b>I</b>	31 December 2
010003	IN Min/Max Workber	nch			Invent	ory Min/Max Workbench		<b>V</b>	31 December 2
010004	AR Sales History Tab	)			Tab in	Customer maintenance to display Sal	les Hisl	<b>~</b>	31 December 2
010005	AB Pricipa Tab				Tah in	Customer maintenance to display Priv	nina		31 December 2

- 4. Select/Highlight the AP Credit Request App.
- 5. Click on the Edit Users button and select the users who will be configured to use AP Credit Request, for which companies.
- 6. Save and Close the form.
  - 7. Log-out and log-in again to activate the associated menu options.

# **OTHER GREENTREE CONFIGURATION**

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

#### **AP CREDIT REQUEST STATUS DEFINITION**

- 1. Select the menu item | System | Accounts Payable | AP Credit Request Status Definition |
- 2. Create as a minimum, records for the Default Unmatched status and Default Matched status. e.g.

Ġ AP Credit Re	quest Status Defi	nition	- + ×
	₩⊖₩	🔍 🖋 🖲 💽 🕅 🗟 Apps 🄁	"-₩ 🖁 🕅 🖳
Name	Matched	•	
Effective Status	Matched	•	
Ready		First Status Definition of 2	

The following features must also be set up in Greentree prior to configuring the App.

- Inventory Quarantine location
- Stock write-off transaction type
- Pricing credit non-diminishing stock item
- Hold code
- Request for credit form

#### **INVENTORY QUARANTINE LOCATION**

- 3. Select the menu item | System | Inventory | Location Maintenance |
- 4. Setup a location for Quarantine Stock Stock is moved to this location when a Request for credit is made if the product is faulty. Should be set as Is Protected to prevent Sales.

G Location Maintenance	× + − ⊙ <u>∆</u> ∃ ∛ <mark>⊴ ⊆</mark> ~ ∞ <b>⊙ ⊗ ∕</b>
Root -01 -02 -03 -04 -INTR -LEED -0UAR	Code       QUAR         Name       Quarantine Location         ✓ Hold inventory at this level       Is warehouse         ✓ Is active       ✓ Is protected         ✓ Is active       ✓ Is protected         ✓ Is active       ✓ Is protected         ✓ Is transit       Print location transfers at this level         ✓ Goods returned for Credit
	Suburb   Post code   Country   New Zealand   Phone   (00) 000 0000   Fax   (00) 000 0000   Fax   (00) 000 0000   Email
Hold inventory at this level Warehouse at this level Hold inventory and warehouse at this level	Branch 01(Auckland)
Editing an existing INLocation	Last INLocation of 11

#### **INVENTORY TRANSACTION TYPE**

- 1. Select the menu item | System | Inventory | Transaction Type Maintenance |
- 2. Setup a transaction type to be used to move any stock on hand from a receipt into the quarantine location used when the stock is faulty and can't be sold.

G IN Transaction Type Maintenance	~ <b>&amp;® @ ©</b> (	- 8 😵 🖳 🔞	- + × •@
C-AP -AR -ADJ -S/Take -S/Take -S/Take -CottAdj -FGReceipt -Fw0 -FreeFreight -ManualFreight -ManualFreight -RMIssue -RMReturns -RMReturns -Replaced	Code Module Name Effect on inventory GL account Tax code Location	Replaced N V Is active Goods Replaced WriteOff Decrease Inventory Level 10 , 10 , 2050 NZ GST	0, V
Greight Total Adj Transfer G-JC E-MF Editing an existing IN Transaction Type	Inventory update opti Update inventory Update inventory Update transfer of IN Transacti	ons item sales history item purchase history or adjustment on Type 24 of 31	

3. Setup a transaction type to be used to write-off any stock not being returned to the Supplier but which is no suitable for sale.

#### **INVENTORY ITEM MAINTENANCE**

- 1. Select the menu item | Data Entry | Inventory | Inventory Item Maintenance |
- 2. Set up a non-diminishing stock item to go on the Request for credit when it is a pricing credit only no stock movement involved.

G IN Inventory	Item Mainte	enance 🔠 Q 🖋	°® @ ©	0 🕲	P	/ 🔁 🕛 🔎	×+- © ∞ <u>∿</u> ∃ %
Code PRICE		Description	Price variance	1		٩. [5	Sage details
Main	Defaults	Transactions	Custom	Notes	Related	Analysis	Costing
Analysis code	MISC		ous	On-hand quantit	es	999999999	Pricing
Decimal item unit	0 Decimal Pla	ices	v	Committed to s	ales orders	0	Unit of measure
Job activity code	STOCK (Stoc	k]	Ψ.	Picked Qt	/ / 0 hr	0	Reorder details
Туре	Not Serial/Lo	t Item	v	Committed to fa	actory orders	0	Supplier details
				Committed to re Protected	quisitions	0	Tegt
Kitrate aver				Available	-	9999999999	Options
Unit weight 0	.0000	Non dimini Indent Item	shing 1	On-order		0	Kitsets
Unit volume 0	.0000	Keep ward	anty details	On-requisition		0	Warranty
Stocking unit	A	✓ Allow nega Allow nega	tive available egative on-hand	In-production		0	Bill of materials
Stocktake details				Backorders POs Allocated	to Jobs	0	
Cycle Monthly	ht 100 11	Stock ranking N	one V	Forward orders		0	Create adjustment
Location 02	Next Stockta	ake Date Stocktake in	Progress Last	Balance		999999999	Create multi adjustment
04				Date histo	ve Loc	ation balances	Create purchase order
						and contract	Create factory order
The second second			13				QC tests
Statue Active							
Supercession det	als i been superce	ded Details	Process	This item reple	aced an old iter	Dgtais	
Ready				Inventory i	tem 248 of 278		Archived

#### HOLD CODE

- 1. Select the menu item | System | System Setup | Hold Code Maintenance |
- 2. Setup a hold code to be assigned to any outstanding invoice when a request for credit is raised against it.

G UT Hold	Code Maintenance		- + ×
	▋₩⊖器	୍ 🖋 🛛 🕑 🕑	Ð₽₽₩ 🗄 🚺 🕑
Code	RFC	٩	
Description	Request for credit		
	Is retained		
Ready		Hold Code 4 of 8	

#### **REQUEST FOR CREDIT FORM**

- 1. Select the menu item | System | Customisation | Report |
- 2. Configure a report to send to your supplier when requesting a credit. This should be based on the new class VAppsAPCreditRequest. You need to install the App to make this class available.

G Report Design - AP Request For Credit	- + ×
Units pixels 🔻	
Apply security None	Request for Credit
Display grid     Span     Display rulere	
Current section	Re
Current field	
Current profile Default Profile 🔍	
Form Details:	
Paper size A4 🔻	Supplier
Page/form width 750 pixels	DB:myVAppsSupplier:mySupplier:name
Form height 1055 pixels	DB:myVAppsSupplier:mySupplier:myAddress:addressBlock
Page height 1061 units	+++++
Landscape	Phone DB:myVAppsSupplier:mySup
Forms Manager Report	
Last page phantom job	Query Date _DB:document[ You
	Comment DB:narration
System report (cannot be modified)	
Class: Company	ut Number Cuplics Code Description
Shows: miVAppsAPCreditBequestCopt	in Number
UI CIass. VAppsAPCreditHequest	
Save Save As Print Close	

3. Right click on the body of the report, select Module Membership and set it as **AP**. This ensures the report can be associated with the App when configuring it in Apps Module Control.

G Enter report's module code				
Name AP				
OK Cancel Help				

# **APP CONFIGURATION**

- 1. Select the menu item | System | Apps For Greentree | Apps Module Control |
- 2. Select/Highlight the AP Credit Request App.
- 3. Click on the Change button to configure the App for use.

G AP Credit Request Module Control 🛛 🗕 🕂 🗙				
	🖁 🔍 🖌 🔁 🔁 🐼 🕄			
Quarantine Location	QUAR 🔍			
Transfer Transaction Type	Transfer			
Stock write-off Transaction Type	Replaced V			
Default Unmatched Status	Requested V			
Default Matched Status	Completed V			
✓ Use Average Cost for AP Credit Note and PO Receipt Return				
Variance GL Account	10 10 3813 🔍			
Pricing Credit Stock Item	PRICE			
Hold Code	RFC 🔍			
Report	BGH AP Request For Credit			
Editing an existing AP Credit Request Control				

Quarantine Location	Select the location to move faulty product to
Transfer Transaction Type	Select the transaction type to transfer stock to quarantine
Write-off Transaction Type	Select the transaction type to write-off faulty non- returned stock
Unmatched Status	Select Requested to indicate that the Request for Credit is not yet complete – has not been matched to an actual Credit Note
Matched Status	Select Completed to indicate the Request has been matched to an actual Credit Note
Use Average Cost	Tick this box to have the current system average cost of the item unchanged by the Request. This means

	that any additional charges from Shipments will be written off to a variance account
Variance GL Account	This is the GL account that any additional charges will be posted to if ticked above and excluded from the credit
Pricing Credit Stock Item	Select the non-diminishing stock item to be used when the request for credit is for pricing and you don't want to affect the stock on hand
Hold Code	Select the hold code to be assigned if the Request for credit is raised from an outstanding invoice – the invoice will be put on hold
Report	Select the report to print to send to the Supplier
Disable Create Credit Note But	ton if no access to Credit Note Entry Tick this box to enforce menu security for Credit Note entry.
Add Alert to Source Transaction	n Tick this box to have an instant alert added to the Purchase Order if it has an Outstanding RFC

4. Click Save and Close the form