VERSION 2.0 AUGUST 16, 2018

Apps for Greentree

VIEW AND MODIFY GL JOURNALS ON TRANSACTIONS

APP NUMBER: 010047

Powered by:

MYOB Greentree

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FEATURES

1. Enquire/Recode journals.

This App lets you drill into any type of transaction and then click on the **GL** icon to see the GL accounts updated by the transaction. With a further right click you are able to generate a new journal to recode a line if any of the GL postings are incorrect.

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: None.

Associated Apps: None.

USER INSTRUCTIONS

GL ENQUIRY/RECODE

- 1. Enquire on the GL account with transactions.
- 2. Drill into any transaction you want to see the GL coding for

GT				GL /	Account Mainten	ance					_ O ×			
	C 11	AA @	← ←	$\rightarrow \rightarrow \mid$					-7	Þenz)		
Account 10 . 10 Short code Miscincom Allow reconciliations	• 1050 Q	Auckland.10.	Misc Inc	ome	Enqui © Le Ac NZ	dger count								
Main Bal	lances	Transaction	5	GT					AP Invoid	e Entry				_ o ×
Select period(s) From 2017/2018 To 2017/2018	✓ Dece✓ Dece		s V	Batch S1076	C %		(Ø) uckland)	÷	✓ Li	ast invoice num	nber 123	[GL ≺9 ⊳ €	_ ₽ <i>₽₽₽</i> ₫ ₽
Total for entries shown				Invoice	Select Order		Select Rec	eipt Se	ect Additional C	harges	Select Shipme	ent Line Item	Custom	View <u>e</u> Doc
1318.00		App <u>ly</u>		Invoice Detail			Supplier D)etail						Create credit note
Period	Date	Tran	Ref	Number	123	Q	Code	2007	Q	Alpha	ESUELE	Q		Print cheque
December 2017/2018	08/12/17	AP Invoice	123	Date	08 / 12 / 17 🚔		Name	Watt Electricity	`			e la companya de la compa		
December 2017/2018 December 2017/2018	08/12/17	AP Invoice AP Invoice	123		None	2	Currency		1.0000000			\sim		Serial/Lot number
December 2017/2018	08/12/17	AP Invoice	-											Dimensions
December 2017/2018	08/12/17	AP Invoice	88871	Entered by	SUPER		Terms	30 Days from In	oice Date	Q				Purchase orders
December 2017/2018	08/12/17	AP Invoice	88871				Deduc	t withholding tax						Supplier status
December 2017/2018	08/12/17	AP Invoice	88771	Description of the last	07 / 01 / 18 🛱			Dth	ng date 08 / 12	/17 件 -	Period end 31 /	12 / 17 🕮		
December 2017/2018	08/12/17	AP Invoice	88771	Payment date	07701710 🏦			Posti	ng date 00 / 12	/ <u>//</u> # P	renoa ena 517	12717 ===		Split location
Purchase <u>o</u> rders enqu	08/12/17 iry	AP Invoice	77123	Narration	Watt Electricity									
Ready														
				Discount 0.0		Net	393.56	Tax			otal 421.60			
				Type I		Descripti		Transaction Anal	rsi Subcode/Loci			Amount Narration	Allocated Job	
				GL I	10.10.1050	Misc Inco				1.0000	100.0000	358.73 Regus - Acc. No. 75		
				GL I		Misc Inco	me			1.0000	100.0000	62.87 Regus - Acc. No. 75		
				GL I	10					0.0000	0.0000	0.00 Regus - Acc. No. 75	641	

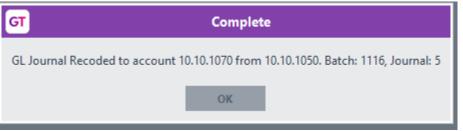
3. Click on the GL icon to see the current coding

GT					Generate	ed GL Journal	s for this Tra	nsaction			>
+	Соу	Account No	Description	Currency	Trans Value	Account Value	Ledger Value	Recode Post Date	Recoded by	Recoded Batch	Recoded Reference
	06	10.99.7100	Creditors Control	NZD	-421.60	-421.60	-421.60				
	06	10.10.1050	Misc Income	reate <u>R</u> ecode	Journal 13.73	343.73	343.73				
	06	10.99.8100	GST Paid	NZD	28.04	28.04	28.04				
	06	10.10.1050	Misc Income	NZD	49.83	49.83	49.83				
¢											
										Print	Close

- 4. If you are happy with the coding click the X or Close
- 5. If you want to change the GL account for any entry, click on the line, right click and choose "Create Recode Journal"

GT Create	Recode Journal	_ 🗆 X					
Account	10 . 10 . 1070	Q					
Descriptio	Job Cost Misc Income						
Posting Date Transaction Trees	08 / 12 / 17 🛱	ср.					
Reason	Job related						
	Cancel	Create Journal					

- 6. Select the GL account you now want the entry posted to. You can select the account by typing it's code and pressing Find, click Find and search, use Advanced search function key. The account can be selected from the Code, shortcode or description fields
- 7. Type the date to be used for the recoding journal. This will default to the same date as the original transaction but if that period is closed you will have to chose an open period.
- 8. You can also type a reason for the recoding this will be appended to the narration of the original invoice line as well as both entries on the recode journal.
- 9. Click "Create Journal"



10. You will receive a confirmation message, click OK

म				Generate	ed GL Journal	s for this Tra	nsaction			>
Coy	Account No	Description	Currency	Trans Value	Account Value	Ledger Value	Recode Post Date	Recoded by	Recoded Batch	Recoded Reference
06	10.99.7100	Creditors Control	NZD	-421.60	-421.60	-421.60				
06	10.10.1050	Misc Income	NZD	343.73	343.73	343.73				
06	10.10.1050	Misc Income	NZD	-343.73	-343.73	-343.73	08 December 2017	SUPER 26 October 2018, 14:14:13	1116	5
06	10.10.1070	Job Cost Misc Income	NZD	343.73	343.73	343.73	08 December 2017	SUPER 26 October 2018, 14:14:13	1116	5
06	10.99.8100	GST Paid	NZD	28.04	28.04	28.04				
06	10.10.1050	Misc Income	NZD	49.83	49.83	49.83				

- 11. If you click back on GL, click the + beside the line and you will see the recoded lines
- 12. The original GL posting has an updated narration, and the recode journal has your Reason appended to the narration.

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	12	66 🕑	$\leftarrow \leftarrow \cdot$	$\rightarrow \rightarrow$					\neg	⊙ ◘ ∅ ℓ ∆ © 0
hort code Miscincom	1050 0	Auckland.10.1		e Q	Enquiry by Ledger Account NZD					
Main	Balanc	es	Tra	nsactions	Custom	Notes	FC Revaluation	Global Finance	Related	
Select period(s)			Sum	marise by	Transactions by					Group
From 2017/2018	✓ Decer	mber 🕓	- OT	ran type / period	OPosted					Advanced search
To 2017/2018	✓ Decer	mber .	· _		O Unposted					Account reconciliation
Total for entries shown				ransaction Reference	Posted and unposte	1	_			, itee any itee and a
974.27		App <u>ly</u>		terence						Create journal
Period	Date	Tran	Ref	Batch Subcode	Amount Narration				Detail	^
December 2017/2018	08/12/17	AP Invoice	123	S1076	343.73 Regus - Acc.	No. 7564192 - Virtual Off	ice for Jan 18 (USD 86) Watt Electrici	y - line has been recoded to 10.	10.1070.Job 2007	Create cash payme
December 2017/2018	08/12/17	AP Invoice	123	S1076	49.83 Regus - Acc.	No. 7564192 - Virtual Off	ice for Jan 18 (USD 86) Watt Ele ctrici	ý.	2007	Create cash receip
December 2017/2018	08/12/17	AP Invoice	887123	S1077	343.73 Regus - Acc.	No. 7564192 - Virtual Off	ice for Jan 18 (USD 86) Watt Electrici	ly .	2007	
December 2017/2018	08/12/17	AP Invoice	887123	S1077	49.83 Regus - Acc.	No. 7564192 - Virtual Off	ice for Jan 18 (USD 86) Watt Electrici	y .	2007	
December 2017/2018	08/12/17	AP Invoice	8887123	S1078	85.00 Regus - Acc.	No. 7564192 - Virtual Off	ice for Jan 18 (USD 86) Watt Electrici	y .	2007	
December 2017/2018	08/12/17		8887123	S1078	86.96 Regus - Acc.	No. 7564192 - Virtual Off	ice for Jan 18 (USD 86) Watt Electrici	y .	2007	
December 2017/2018	08/12/17	AP Invoice	8877123	S1079	85.00 Regus - Acc.	No. 7564192 - Virtual Off	ice for Jan 18 (USD 86) Watt Electrici	y .	2007	
December 2017/2018	08/12/17	AP Invoice		\$1079	86.96 Regus - Acc.	No. 7564192 - Virtual Off	ice for Jan 18 (USD 86) Watt Electrici	y .	2007	
December 2017/2018	08/12/17	AP Invoice	77123	\$1080	100.00 Regus - Acc.	No. 7564192 - Virtual Off	ice for Jan 18 (USD 86) Watt Electrici	ly .	2007	
Purchase orders enquiry										
entenase orders enquiry										
Ready						CI.	Account 7 of 442			

13. The recode window has a Print button, this will print the coding details to the users Default printer.

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

🕝 App	os For Greentree Module	e Control				
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Enter N	ew Registration Code		Install App	Delete Inactive/Expired Apps	Uninstall App	os For Greentree
Code	Name		1	Description	Active	Expiry Date
000000	Apps For Greentree Form		,	App Usage information on Forms	V	31 December 2
010001	AR Sales Orders Tab			Tab in Customer maintenance to display S	ales Ord 🔽	03 December 2
010002	IN Reorder Workbench			nventory Reorder Workbench	V	31 December 2
010003	IN Min/Max Workbench			nventory Min/Max Workbench	~	31 December 2
010004	AR Sales History Tab			Tab in Customer maintenance to display S	ales Hisl 🔽	31 December 2
	AB Pricing Tab			Tab in Customer maintenance to display P	rioing 🗖	31 December 2

- 4. Select/Highlight the View and Modify GL Journals on Transactions App.
- 5. Click on the Edit Users button and select the users who will be configured to use the Enquire/Recode journal function, for which companies.
- 6. Save and Close the form.