

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

Type	I	Account/Code	Description	Transaction Analysis Subcode/Loc	Quantity	Price	Amount/Narration	Allocated Job
GL	I	10.10.1050	Misc Income		1.0000	100.0000	358.73 Regus - Acc. No. 75641	
GL	I	10.10.1050	Misc Income		1.0000	100.0000	62.87 Regus - Acc. No. 75641	
GL	I	10. .			0.0000	0.0000	0.00 Regus - Acc. No. 75641	

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

+ Coy	Account No	Description	Currency	Trans Value	Account Value	Ledger Value	Recode Post Date	Recorded by	Recorded Batch	Recorded 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	10.99.8100	GST Paid	NZD	28.04	28.04	28.04				
06	10.10.1050	Misc Income	NZD	49.83	49.83	49.83				

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

Account: 10 . 10 . 1070

Short code: JCInc

Description: Job Cost Misc Income

Posting Date: 08 / 12 / 17

Transaction Trees: [Empty]

Reason: Job related

Buttons: 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”

GT Complete

GL Journal Recoded to account 10.10.1070 from 10.10.1050. Batch: 1116, Journal: 5

Button: OK

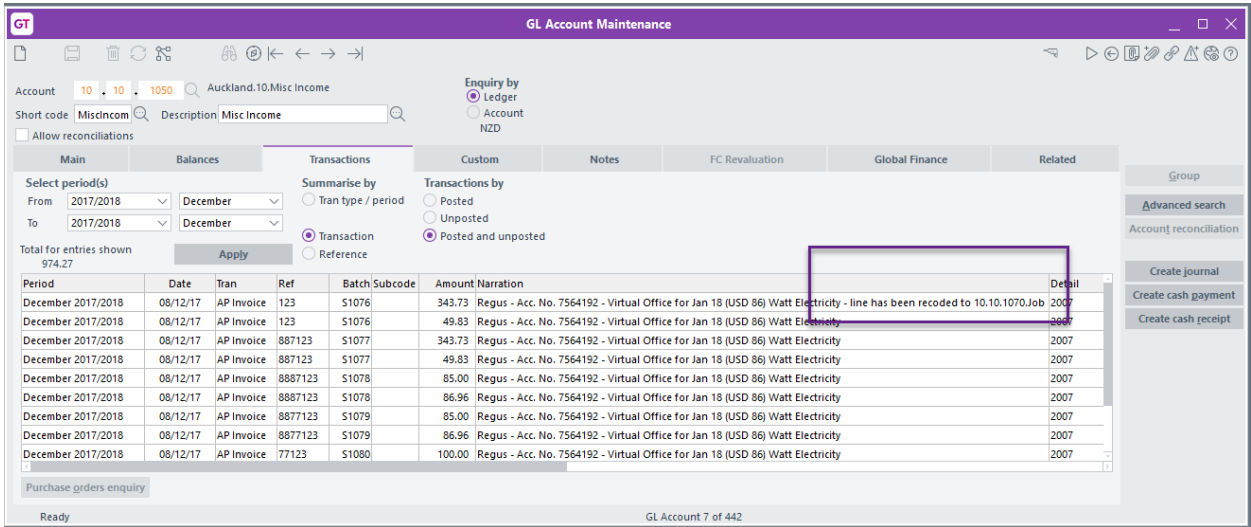
10. You will receive a confirmation message, click OK

Generated GL Journals for this Transaction

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				
-	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				

Buttons: Print, Close

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.



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

Code	Name	Description	Active	Expiry Date
000000	Apps For Greentree Form	App Usage information on Forms	<input checked="" type="checkbox"/>	31 December 2
010001	AR Sales Orders Tab	Tab in Customer maintenance to display Sales Ord	<input checked="" type="checkbox"/>	03 December 2
010002	IN Reorder Workbench	Inventory Reorder Workbench	<input checked="" type="checkbox"/>	31 December 2
010003	IN Min/Max Workbench	Inventory Min/Max Workbench	<input checked="" type="checkbox"/>	31 December 2
010004	AR Sales History Tab	Tab in Customer maintenance to display Sales Hist	<input checked="" type="checkbox"/>	31 December 2
010005	AR Pricing Tab	Tab in Customer maintenance to display Pricing	<input checked="" type="checkbox"/>	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.