Apps for Greentree

EXPENSE CLAIMS WORKBENCH

APP NUMBER: 010058

Powered by:

MYOB Greentree

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FEATURES

1. **Allows tracking of expense claims and associated receipts.**

   This App adds a new Workbench to Greentree that displays the Expense Sheet lines (AP Invoices) and their status, and allows you to process and approve open expense claims simply and efficiently.

   You can also see at a glance which expense claims are complete and ready to approve, and which ones are awaiting the employee to provide receipts.

   Note: This User Guide does not give specific details about how to configure or use eTimesheets or any of the other modules that the App is dependent on. If you are unsure on any aspect of the standard Greentree Functionality, we recommend you contact your Greentree Reseller or Consultant.

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, Inventory, eTimesheets, Job Costing

Associated Apps: None.

EXPENSE CLAIMS WORKBENCH

1. Select the menu item | Process | Accounts Payable | Expense Claim Workbench |

2. Use the Selection Criteria to search for un-processed/approved Expense Claims.

    Employee From/To   Enter the employee codes to display as a range

    Date From/To   Enter the date range

    Unreceived receipts only?   If ticked, this will display only lines without the Receipt Received box ticked.

3. Buttons controlling the Workbench

    Search button   to search when the parameters have been entered

    Process button   to update the receipt received flag when ticked by the AP user

    Select All   select all lines to be converted from Non Stock lines to General Ledger lines

    Deselect All   de-select all lines to be converted from Non Stock lines to General Ledger lines

    Convert   click to perform the conversion from NS lines to GL lines

4. Columns in the Workbench

    Employee Code   the code of the employee (may be a credit card employee or actual employee)

    Employee Name   Employee's name

    Number   AP Invoice number

    Document Date   date of the Expense Sheet

    Line Type   JC or NS

    Account Code/Type   NS code or Job code

    Description   NS or JC description

Activity	Activity Code
Description	Activity Code description
Quantity	the quantity on the expense line
Amount	the amount of the expense
Notes	any narration entered
Receipt received?	tick this box to record that the receipt has been received from the employee
Convert?	tick individual lines to convert from Non Stock lines to General Ledger lines or use the Select All/ Deselect All buttons

5. If updating the receipts that have been received then once the receipt received fields have been ticked, use the Process button to process and save changes.

6. If converting the NS lines to GL lines, select the lines to be converted and click the Convert button. The line(s) will now display on the workbench as GL lines instead.

FROM

| CORKC1 | Chelsea Cork | test123 | 04/01/2013 | NS | FRTA | Freight by Amount | | | 1.00 | 50.00 | | □ | ☑ |

TO
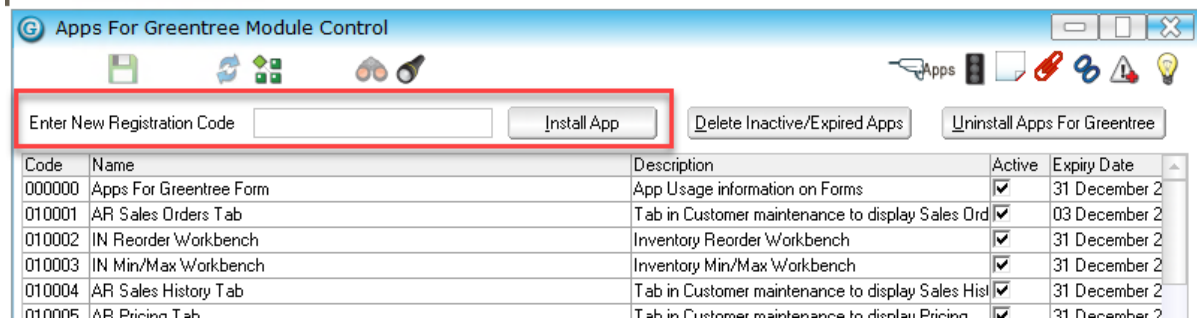
| CORKC1 | Chelsea Cork | test123 | 04/01/2013 | GL | 20.10.3020 | Freight | | | 1.00 | 50.00 | | □ | |

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 Expense Claims Workbench App.
5. Click on the Edit Users button and select the users who will be configured to use the Expense Claims Workbench, for which companies.
6. Save and Close the form.

OTHER GREENTREE CONFIGURATION

The following setup is required to enable the system to know what General ledger transaction tree to post to when converting a Non Stock line on the AP invoice generated by the Expense Claim to a General Ledger line.

EMPLOYEE USER FIELD MAINTENANCE

1. Select the menu item | System | Job Cost | Employee User Field Maintenance |
2. Set up a UDF for each of the transaction trees that will be applicable to the Expense Claims. The name of the UDF will be exactly the same as the name of the Transaction Tree.

EMPLOYEE MAINTENANCE

1. Select the menu item | System | Job Cost | Employee Maintenance |
2. Complete the User Defined Fields on the Custom tab.
3. Against each UDF that is the same name as a transaction tree, enter the branch of the transaction tree that this should be posted to for the employee. E.g. if it is a vehicle expense and the transaction tree value is a vehicle registration then enter the employees' vehicle registration here. The value entered needs to be exactly the same as the branch name on the matching transaction tree.

Note: If there is a transaction tree with a dependency set then leave the tree that is dependent on the other blank as this will be automatically populated on the general ledger line with the conversion process. E.g. if a Vehicle registration tree has a dependency set for the employee then leave the employee tree blank.

NON STOCK CODE MAINTENANCE

1. Select the menu item | System | Accounts Payable | Non Stock Code Maintenance |
2. Set up a Non Stock Code for each General Ledger account that an expense claim can be posted to.

3. The General Ledger Transaction Trees will be displayed on the right hand side. Select the Transaction Tree that the Non Stock Code should be posted to if it is not an employee specific one.

Notes: For a mandatory Transaction Tree there must be a valid option entered either against the Employee Maintenance or the Non Stock Code Maintenance.

The conversion process will check the Non Stock Code first and then the Employee Maintenance so if both Transaction Tree fields are populated it will use the Non Stock Code one first.

4. To unselect a Transaction Tree:
   a. click the arrow to open the search
   b. then press the Shift+Enter keys
   c. then click out of the cell which will select the Root of the Tree
   d. click Save