

VERSION 1.0
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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.

USER INSTRUCTIONS

EXPENSE CLAIMS WORKBENCH

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

The screenshot shows the 'Expense Claim Workbench' window. It features a 'Selection Criteria' section with 'From' and 'To' fields for Employee (BRDwNJ and SMITHJ) and Date (01 / 01 / 2013 and 31 / 01 / 2013). There is a checkbox for 'Un-received Receipts only?' and buttons for 'Search', 'Process', and 'Convert'. A 'Convert NS to GL Lines' section contains 'Select All' and 'Deselect All' buttons. Below is a table with columns: Employee Code, Employee Name, Number, Document Date, Line Type, Account Code/Description, Activity, Description, Quantity, Amount/Notes, Receipt received?, and Convert?.

Employee Code	Employee Name	Number	Document Date	Line Type	Account Code/Description	Activity	Description	Quantity	Amount/Notes	Receipt received?	Convert?	
CORKC1	Chelsea Cork	test123	04/01/2013	JC	107815	TEST107815	ACC	Accommodation	1.00	12.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CORKC1	Chelsea Cork	test123	04/01/2013	JC	5000	System for Kangan	PUR	Purchases	2.00	4.00	<input type="checkbox"/>	<input type="checkbox"/>
CORKC1	Chelsea Cork	test123	04/01/2013	GL	20.10.3020	Freight		2.00	4.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CORKC1	Chelsea Cork	test123	04/01/2013	NS	FRTA	Freight by Amount		1.00	50.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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

- 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.



- 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	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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TO

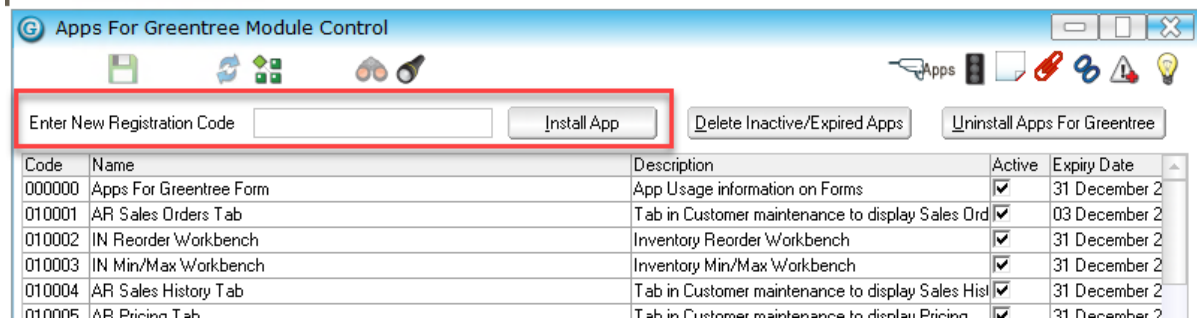
CORKC1	Chelsea Cork	test123	04/01/2013	GL	20.10.3020	Freight			1.00	50.00	<input type="checkbox"/>	
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IMPLEMENTATION GUIDE

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 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.

User Defined Employee Fields

Delete Add

Name	Type	Length	Decimals
Contract	String	30	
Salesperson	String	30	
Site	String	30	

Done

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.

Tree	Value
Region-NZ	Wellington

Field	Value
Contract	20003
Salesperson	SSA
Site	FT

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.

Tree	Default Value
Contract	Cascade Level 9
Salesperson	Sandra Sandston
Site	Fandangal Towers

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**