



**App Number: 010061**

## Child Account Balances Tab on Customers and Suppliers



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**Greentree**<sup>®</sup>  
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## Features

Tired of not knowing what child accounts you have linked to a parent?

Want to be able to see all child balances at the same time?

With this app, we have added a new "Child Balances" tab to the Customer Maintenance and Enquiry screens and Supplier Maintenance and Enquiry screens. From there you can easily see all linked accounts and their balances. Optional tick box to view the child accounts with a zero balance.

### *Important Notes*

- Not applicable for this App.

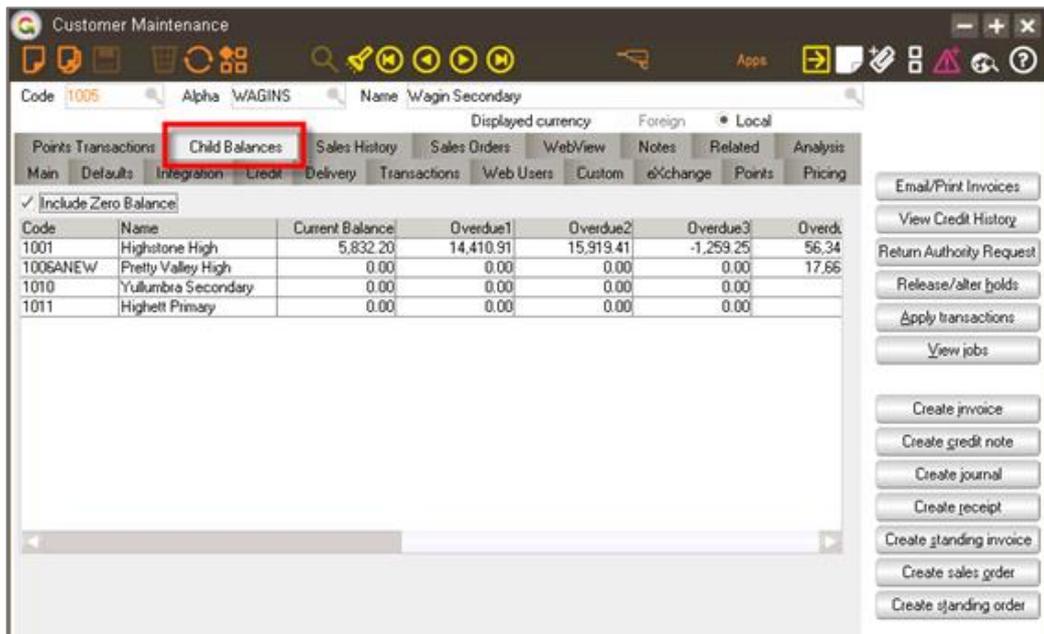
### *Other Requirements*

**Greentree Modules:** Accounts Receivable, Accounts Payable

**Associated Apps:** None

## User Guide

1. Select the menu item | [Data Entry](#) | [Accounts Receivable](#) | [Customer Maintenance](#) | or the menu item | [Enquiry](#) | [Accounts Receivable](#) |
2. Select the parent customer to view in the usual manner using arrow keys, entering a Code, Alpha or Name, or using the Advanced Search
3. Click on the [Child Balances](#) tab



4. If you want to see all linked accounts including those with a zero balance, tick [Include Zero Balance](#)
5. Untick to hide the Zero Balance accounts.

The same instructions apply when viewing the [Child Balances Tab](#) under Supplier Maintenance

1. Select the menu item | [Data Entry](#) | [Accounts Payable](#) | [Supplier Maintenance](#) | or the menu item | [Enquiry](#) | [Accounts Payable](#) |

## Implementation Guide

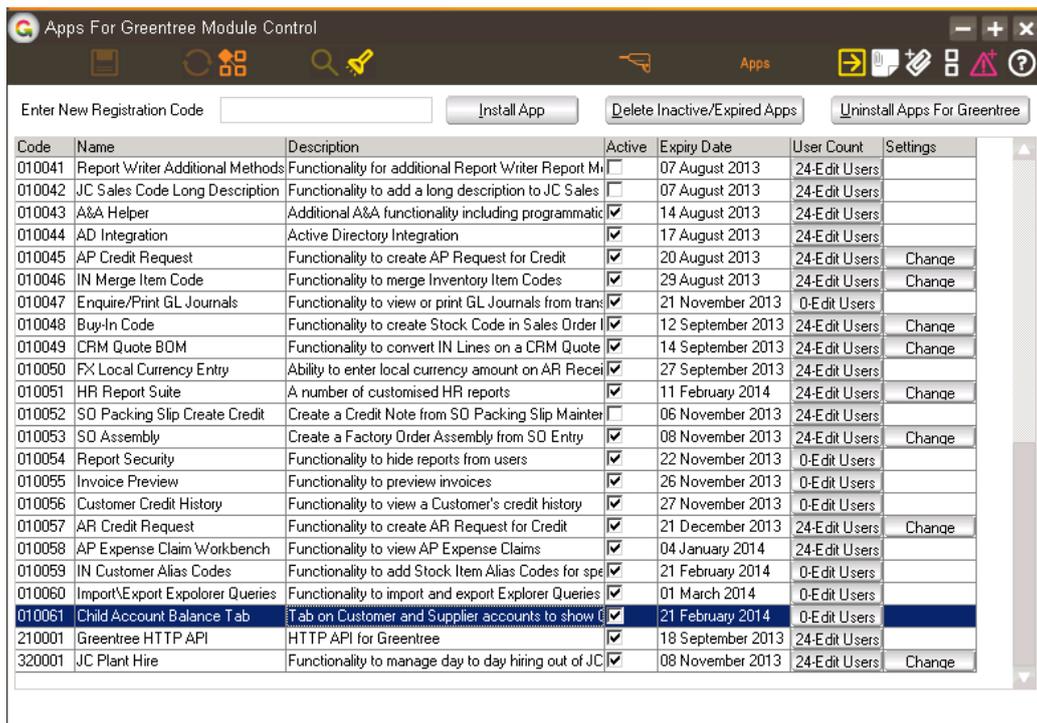
Please refer to the Important Notes section above before installing and configuring this App

### Installation

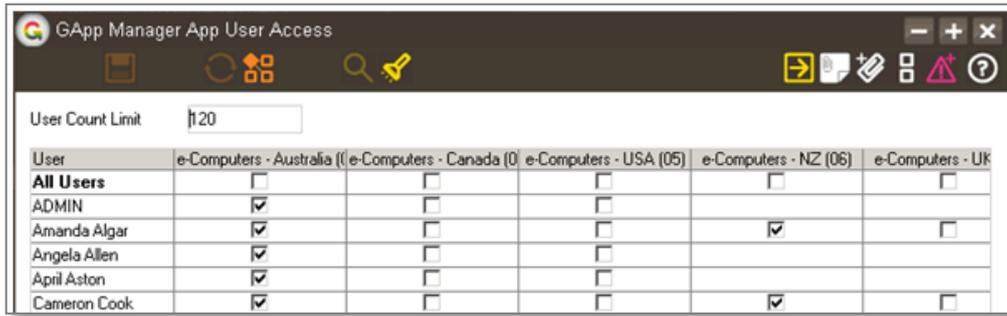
1. Log in to Greentree as the *Super* user
2. Select the menu item | System | Apps For Greentree | Apps Module Control |
3. Enter the New Registration Codes supplied and click Install App



4. Select/Highlight the **Child Account Balance Tab** App



5. Click on the **Edit Users** button and select the users who will be configured to use the Child Account Balances Tab in Customer/Supplier Maintenance / Enquiry, for which companies



6. Once you have selected the users, **Save** the settings using the save icon in the header and **Close** the window