

VERSION 2.0
OCTOBER 26, 2018



CHILD ACCOUNT BALANCES TAB

APP NUMBER: 010061

Powered by:

MYOB Greentree

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FEATURES

1. **Visibility of child accounts linked to a parent and to see child balances at the same time as the parent.**

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

- 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 Receivable, Accounts Payable.

Associated Apps: None.

USER INSTRUCTIONS

CUSTOMER MAINTENANCE

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

The screenshot shows the 'Customer Maintenance' window. At the top, there's a search bar with 'Code 1020', 'Alpha LANBOU', and 'Name Lanbourne College'. Below this, there are tabs for 'Child Balances' (selected), 'Notes', and 'Related'. Under the 'Child Balances' tab, there's a sub-tab bar with 'Main', 'Defaults', 'Integration', 'Credit', 'Delivery', 'Transactions', 'Web Users', 'Custom', and 'eXchange'. The 'Main' sub-tab is active, showing a table with columns: Code, Name, Current Balance, Overdue1, Overdue2, Overdue3, and Overdue4+. A checkbox labeled 'Include Zero Balance' is visible and unchecked. The table contains one entry: Code 1018, Name Yellowglen Primary, Current Balance 10,000.00, and all overdue amounts are 0.00. On the right side, there's a vertical menu with buttons: 'Email/Print Invoices', 'Release/alter holds', 'Apply transactions', 'View jobs', 'Create invoice', 'Create credit note', 'Create journal', and 'Create receipt'.

Code	Name	Current Balance	Overdue1	Overdue2	Overdue3	Overdue4+
1018	Yellowglen Primary	10,000.00	0.00	0.00	0.00	0.00

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.

SUPPLIER MAINTENANCE

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

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	✓	31 December 2
010001	AR Sales Orders Tab	Tab in Customer maintenance to display Sales Ord	✓	03 December 2
010002	IN Reorder Workbench	Inventory Reorder Workbench	✓	31 December 2
010003	IN Min/Max Workbench	Inventory Min/Max Workbench	✓	31 December 2
010004	AR Sales History Tab	Tab in Customer maintenance to display Sales Hist	✓	31 December 2
010005	AR Pricing Tab	Tab in Customer maintenance to display Pricing	✓	31 December 2

4. Select/Highlight the **Child Account Balances Tab** App.
5. Click on the **Edit Users** button and select the users who will be configured to use Child Account Balances Tab, for which companies.
6. **Save** and **Close** the form.