VERSION 1.0 APRIL 10, 2019

Apps for Greentree

JC/AR PRINTED INVOICE

APP NUMBER: 010072

Powered by:

MYOB Greentree

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FEATURES

1. Allow free form text in printed invoices.

This app allows printing of AR and JC Invoices showing free format text and quantity/rate data which does not correspond to the sales or cost lines which make up the invoice. These details will not update General ledger or Sales figures otherwise held in Greentree, but will be used for the printed copy of invoices only.

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, Job Cost

Associated Apps: None.

USER INSTRUCTIONS

INVOICE MAINTENANCE

The same functionality has been added to AR and JC Invoices.

From the menu option Data Entry | Accounts Receivable | Invoice Entry, a new button has been added to the screen Free Format Invoice.

This is equivalent in Data Entry | Job Cost | Job Invoicing.

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Batch \$1992	2 В	ranch 02	(Wellington)		✓ Last in	nvoice number 346							
Invoice	e L	ine Item	De	livery Details	Custom	Ema	ail Tracker						Credit Request
Invoice Deta	il		Customer Det	ail									Create Call
Number	TEST2.01	Q	Code	TEST2		oha TEST2	Q						Eree Format Invoice
Date	04 / 05 / 15 🛱		Name	Test Customer 2			Q						Create credit note
Hold code	None	\sim	Terms	30 Days from Inv	oice Date	2							Create receipt
Order numbe	er		Currency	NZD Rate	1.00000000	Printed?							
Entered by	SUPER		Salesperson	Steve Sampson (sts)	Customer sta	tus						
Payment date	8 03 / 06 / 15 ∰			Posting	date 04 / 05 / 15 🗄	Period end 31	/ 05 / 15 🔠						
Narration	Test Customer 2												
Discount 0	0.00	Net 1	,118.50	Тах	68.18	Total 1186.68							
Company/Trans	Account/Code/Job	GL Short Co	de Description	Transa	ction Analysis Subco	de/Location/Activity	Price Book	Unit	Text Type	Quantity	Price	Discount%	Discount Tax Code
Issue	010012		IN Pricing W	orkbench	02		RETAIL	EA		1.0000	454.5000	0.00	0.00 NZ GST
Issue	010012		IN Pricing W	orkbench	01		RETAIL	EA		2.0000	332.0000	0.00	0.00 NONE

The free format allows a different make-up of the invoice lines. The total of free form lines must match the invoice total (net) or it will not save.

		Free Format Inv						_ □
	68 O					P	AFG 💮 💽	OP Ct
Line No Text	Text2	Text3	Quantity	Rate	Value 8	Exclude from Total		
line 1			1.0000	100.0000	100.0000			
2 free form text			1.0000	254.5000	254.5000			
3 line 3			1.0000	100.0000	100.0000			
4 line 4			1.0000	664.0000	664.0000			
5								
						Total (Evr) G		1 118
						Total (Excl G		
						Invoice GST		1,118. 68.
						Invoice GST		68.

The amounts entered on this screen are exclusive of any tax.

Columns in this form are:

- 1. First column will default the sequence, starting from 1.
 - Column sequence can be overridden by the user, but will not be 'saved' in the new sequence until the 'OK' button is pressed.
 - Column sequences must be unique.
- 2. The next three columns are text fields.
- 3. Quantity (not mandatory, 2 decimals). Blank is zero.
- 4. Rate, also not mandatory (2 decimals).
- 5. Value and will accept only numerics (2 decimals). The column will calculate Qty x Rate if qty/rate exists >0.00.
 - If value is entered (overridden from what was calculated, the 'rate' will be updated, by dividing the new 'Value' by the qty.

Totals will be calculated. Free format lines do not add to the invoice, they simply provide a breakdown. Then the total section sums lines added and compares to the total of the invoice.

- 6. The Save button will be activated by the user when details are complete, and when clicked this will:
 - a. Check that there are no sequence duplications.
 - b. Check calculations are correct.
 - c. If all are NOT correct it will not save.
- 7. The 'Cancel' button will clear the form and display the previous saved data (if any).

When re-opened, the display of lines will be sequenced according to column 1.

68 @	Free Format Inv	oice Entry				—
69 O						
					4	AFG 💮 🗊 🤣
Text2	Text3	Quantity	Rate	Value Ex	clude from Total	
		1	354.5	354.50		
				100.00		
GT	Error					
Line already exist	ts for this Line No.1.					
		GT Error Line already exists for this Line No 1.	Line already exists for this Line No 1.	GT Error Line already exists for this Line No 1.	GT Error Line already exists for this Line No 1.	GT Error Line already exists for this Line No 1.

Note:

If the invoice is Read Only, the free format lines can be viewed but not edited.

INVOICE REPORTS

Creation of AR and JC reports in Greentree report writer:

When using free-form invoice lines, you can have a repeating section on allVAppsPrintedLines instead of allLineItems so that the free form lines are included on the invoice.

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

🕝 App	os For Greentree Module	e Control				
	🖹 🧳 🏭	<i>i</i> n <i>d</i>		- - -	pps 🚦 🕞 🎸	🖋 S 🕼 💡
Enter N	ew Registration Code		Install App	Delete Inactive/Expired Apps	Uninstall App	os For Greentree
Code	Name		1	Description	Active	Expiry Date
000000	Apps For Greentree Form		,	App Usage information on Forms	V	31 December 2
010001	AR Sales Orders Tab			Tab in Customer maintenance to display S	ales Ord 🔽	03 December 2
010002	IN Reorder Workbench			nventory Reorder Workbench	V	31 December 2
010003	IN Min/Max Workbench			nventory Min/Max Workbench	~	31 December 2
010004	AR Sales History Tab			Tab in Customer maintenance to display S	ales Hisl 🔽	31 December 2
	AB Pricing Tab			Tab in Customer maintenance to display P	rioing 🗖	31 December 2

- 4. Select/Highlight the JC/AR Printed Invoice App.
- 5. Click on the Edit Users button and select the users who will be configured to use Replace, for which companies.
- 6. Save and Close the form.

OTHER GREENTREE CONFIGURATION

Complete the following set-up in Greentree before configuring the App.

Not required for this app.