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.

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.

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.
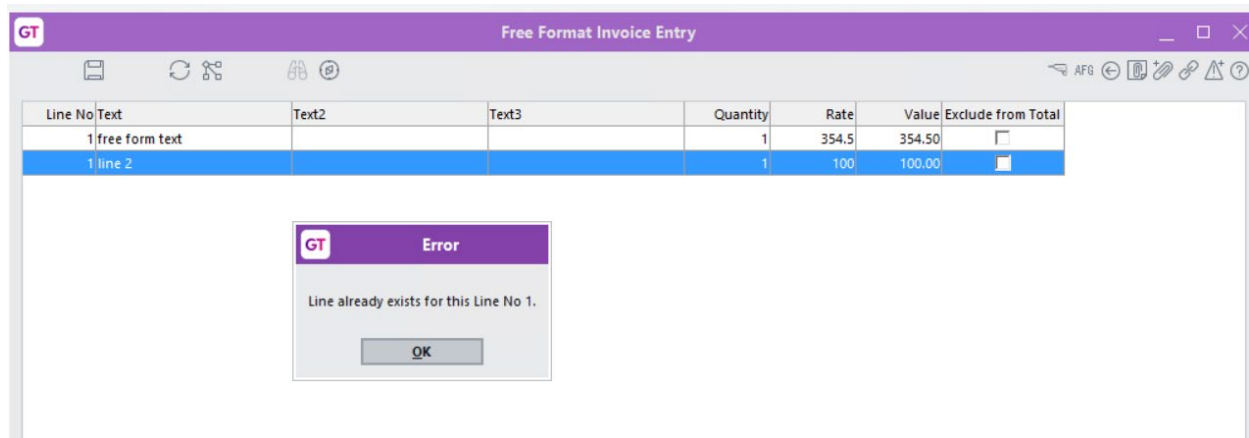
Note:

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

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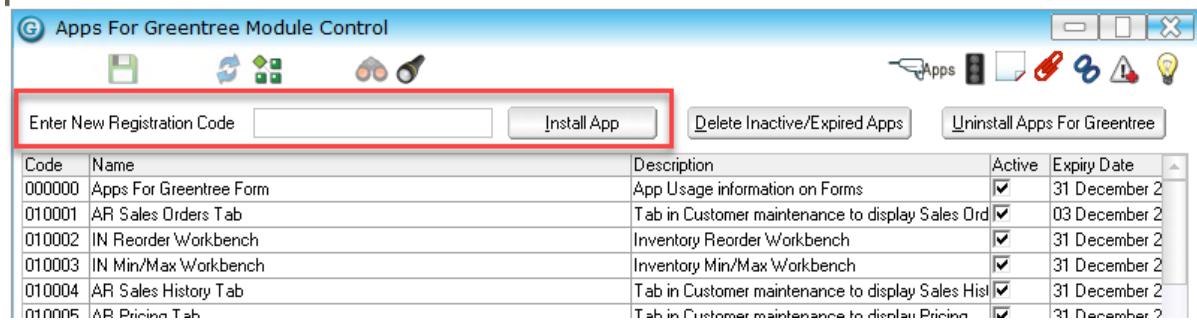
4. Select/Highlight the JC/AR Printed Invoice App.
5. Click on the Edit Users button and select the users who will be configured to use Replace, for which companies.
6. Save and Close the form.

OTHER GREENTREE CONFIGURATION

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

Not required for this app.