

VERSION 1.0

JULY 13, 2017

# Apps for Greentree

## JC ADJUSTMENT REVERSALS

APP NUMBER: 010085

Powered by:

**MYOB** Greentree

## TABLE OF CONTENTS

Features .....	<b>Error! Bookmark not defined.</b>
Important Notes .....	<b>Error! Bookmark not defined.</b>
Other Requirements .....	<b>Error! Bookmark not defined.</b>
User Instructions.....	<b>Error! Bookmark not defined.</b>
GL Transaction Extract.....	<b>Error! Bookmark not defined.</b>
Implementation Guide.....	<b>Error! Bookmark not defined.</b>
App Installation.....	<b>Error! Bookmark not defined.</b>
Greentree Configuration .....	<b>Error! Bookmark not defined.</b>
App Configuration .....	<b>Error! Bookmark not defined.</b>

## FEATURES

1. **This App allows for the automatic creation of reversals for JC Adjustments and Disbursements with nominated Reversal Date.**

---

### 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:** Job Cost, General Ledger

**Associated Apps:**

## USER INSTRUCTIONS

### JC ADJUSTMENT ENTRY/DISBURSEMENT ENTRY

| Data Entry | Job Cost | Adjustments

| Data Entry | Job Cost | Disbursements

All types of adjustments are included in this App – costs GL, Costs Non-GL, Sales, Sales Non-GL

This App enables the Accrual box in the middle of the top panel.

When an adjustment or disbursement is entered, ticking Accrual and entering a valid Reversal Date, will result in a balancing entry with the reference assigned as the originating transaction's reference with R on the end.

Thus,

Date	Job	Name	Customer	Description	Sales Code	Description	Quantity	Sell Rate	Sell Narration
30/04/20	107815	TEST107815	1004	HighLake Primary	ACCMD	Accommodation	1.0000	1000.0000	1000.00
30/04/20	107815	TEST107815	1004	HighLake Primary	ADMCO	Administrative Costs	-1.0000	1000.0000	-1000.00

Results in:

Batch:  Branch:  Last Reference Number:

**Header** | **Line Item**

Sales Adjustments GL Reference:  Date:

Accrual  Reversal Originating document date:

Posting Date:  Period End:

Narration:

Sales Adjustment GL Totals:
   
 Quantity:  Debit Amount:  Credit Amount:  Zero proof:

Date	Job	Name	Customer	Description	Sales Code	Description	Quantity	Sell Rate	Sell Narration
30/04/20	107815	TEST107815	1004	HighLake Primary	ACCMD	Accommodation	-1.0000	1000.0000	-1000.00
30/04/20	107815	TEST107815	1004	HighLake Primary	ADMCD	Administrative Costs	1.0000	1000.0000	1000.00
30/04/20									

When you are looking at the reversal transaction the box is read only and cannot be changed. If you need to change the reversal you have to do it from the originating entry.

This App can be used to accrue additional expenses or sales at month end when you know more expenses or sales should be recorded but the details are not available yet.

## 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 Adjustment Reversals** App.
5. Click on the **Edit Users** button and select the users who will be configured to use Active Directory Integration, for which companies.



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

---

**GREENTREE CONFIGURATION**

Not required for this App.

---

**APP CONFIGURATION**

Not required for this App.