

VERSION 2.0
JUNE 20, 2017

Apps for Greentree

CHANGE SUPPLIER ON PO

APP NUMBER: 010087

Powered by:

MYOB Greentree

TABLE OF CONTENTS

Features	2
Important Notes	2
Other Requirements	2
User Instructions.....	3
PO Purchase Order Entry.....	3
Implementation Guide.....	5
App Installation.....	5
Greentree Configuration	6
App Configuration	6

FEATURES

1. This App provides the ability to change a supplier on a Purchase Order

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: Purchase Orders

Associated Apps:

USER INSTRUCTIONS

PO PURCHASE ORDER ENTRY

A Supplier Code is usually fixed once a Purchase Order has been saved.

This App allows the Supplier to be changed on a Purchase Order, but not if there are any invoice or receipt lines.

[| Data Entry | Purchase Order | Purchase Order Entry](#)

Branch: 02 (Wellington) Last Order Number: 100463

Order detail: Number 0001-0001, Order Date 09/09/2014, Expected Date 09/09/2014, Location 03.Z01, Discount % 0.00, Status Invoiced, Entered by SUPER

Supplier detail: Code 1979, Alpha PARAMOUNT, Name Paramount Services, Currency NZD, Rate 1.00000000, Terms 30 Days from Invoice Date, Contact [Redacted]

Buttons: Change supplier, Supplier Status, Cancel Order, Create Receipt, Create Invoice, PO Enquiry

No.	Type	Tax T	Account/Code	Description	SubCode/Locat	UOM/Aw	Qty Ordered	Price	Tax Code	Tax Amt
1	JC	E	0001	0001 (Angela's Testing J	PM	410-302	1.0000	1000.0000	NZ GST	75.00

Discount: 0.00 Net: 500.00 Tax: 75.00 Total: 575.00

Read Only There are 551 Purchase Orders

Click Change Supplier button and enter the Supplier Number you now want to use for this PO into the pop-up.

PO Purchase Order Entry

Branch: 02 (Wellington) Last Order Number: 100463

Purchase Order: Line Item: Delivery Details: Custom: Email Tracker

Order detail

Number: S15500256
 Order Date: 21 / 03 / 2013
 Expected Date: 22 / 03 / 2013
 Location: 01
 Discount %: 0.00
 Printed On Hold
 Status: Entered
 Entered by: SUPER
 Receipt in progress

Supplier detail

Code: 2009 Alpha: BLACKI
 Name: Blackwood IT Tools
 Currency: NZD Rate: 1.00000000 Fixed
 Terms: 30 Days from Invoice Date
 Contact: Craig Hillsworth

Field	Value
Approval Code	
Originator	123456
PO Sam Test	
SamTesting B	false
Test	

Buttons: Change supplier, Supplier Status, Cancel Order, Create Receipt, Create Invoice

Discount: 0.00

No.	Type	Tax T	Account/Code	Description
1	IN	I	00AOPEN17MD	AOpen 1
2	IN	I	00AOPEN17MD	AOpen 1
3	IN	I		

Ready Purchase Order 543 of 551

Select new supplier for PO

Select supplier

Code: 11636 Alpha: EMP-ROSEB
 Name: Beth Rose

Buttons: Save, Cancel

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 **Change Supplier on PO** 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.