

VERSION 1.0
AUGUST 16, 2018

Apps for Greentree

COMBINED BILLING

APP NUMBER: 010088

Powered by:

MYOB Greentree

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FEATURES

- 1. Allow invoices for Child customers to be grouped against their Parent customer.**

This is the usual situation for combined billing.

- 2. Allow an individual customer's invoices to be grouped to a single reference.**

Any individual customer may want to have a single line invoice rather than receiving individual invoices.

Note that there is no requirement for all customers to be processed in the same way.

Non-combined billing customers can coexist without any issue.

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.
- There are no Combined Billing reports deployed as part of this App and it is expected that specific invoice and statement reports will be custom enhancements., and that existing reports would need a filter added to differentiate between standard and combined billing invoices.

OTHER REQUIREMENTS

Greentree Modules: Accounts Receivable

Associated Apps: None.

USER INSTRUCTIONS

CUSTOMER MAINTENANCE

From the menu option **Data Entry | Accounts Receivable | Customer Maintenance**, a new tab has been added to Customers for selection and display of Combined Billing.

Combined Billing is a checkbox. If ticked, then the customer and its child customer's invoices will be included on the Combined Billing Workbench.

The search has date range filter and search by Reference.

The Combined Billing Reference is the reference number assigned to the group of invoices selected to be combined in the process described below.

The screenshot shows the 'Customer Maintenance' window for customer 'WAGINS'. The 'Combined Billing' checkbox is checked. The table below lists transactions with columns for Posting Date, Document Date, Transaction Type, Reference, Combined Billing Reference, Customer, and Customer Name.

Posting Date	Document Date	Transaction Type	Reference	Combined Billing Reference	Customer	Customer Name
29 May 2015	29 May 2015	AR Journal	3	6	1001	Highstone High
20 May 2015	20 May 2015	AR Invoice	354	6	1001	Highstone High
19 May 2015	19 May 2015	AR Invoice	500338.01	6	1001	Highstone High
21 May 2015	21 May 2015	AR Invoice	TESyting01	6	1001	Highstone High
31 July 2014	31 July 2014	AR Invoice	01.500312.01	7	1001	Highstone High
17 December 2014	17 December 2014	AR Invoice	01.500313.01	7	1001	Highstone High
22 June 2015	22 June 2015	AR Invoice	355	7	1001	Highstone High
22 September 2015	22 September 2015	AR Invoice	358	7	1001	Highstone High
12 February 2016	12 February 2016	AR Invoice	362	7	1001	Highstone High
04 April 2016	04 April 2016	AR Invoice	378	7	1001	Highstone High
17 May 2016	17 May 2016	AR Invoice	381	7	1001	Highstone High
24 June 2016	24 June 2016	AR Invoice	389	7	1001	Highstone High
31 January 2017	31 January 2017	AR Invoice	414	7	1001	Highstone High
03 June 2015	03 June 2015	AR Invoice	500713.01	7	1001	Highstone High
10 April 2017	10 April 2017	AR Invoice	447	8	1005	Wagin Secondary
06 April 2017	06 April 2017	AR Credit Note	CN01.500312.01	8	1001	Highstone High

Note that the child customer will NOT have the Combined billing flag set, but will display the Combined Billing data associated with their parent:

Customer Maintenance

Code 1001 Alpha HIGHST Name Highstone High

Displayed currency Foreign Local

Freight Pts/Rebates Pts/Rebates Transactions Master Combined Billing Label Printing eDocs Notes Related Analysis

Main Defaults Integration Credit Delivery Transactions Custom eXchange WebView Sales Orders Sales History Pricing

Combined Billing

From 16 / 04 / 2014 To 26 / 06 / 2017 Reference Search Now

Posting Date	Docuemnt Date	Transaction Type	Reference	Combined Billing Referer	Customer	Customer Name
29 May 2015	29 May 2015	AR Journal	3	6	1001	Highstone High
20 May 2015	20 May 2015	AR Invoice	354	6	1001	Highstone High
19 May 2015	19 May 2015	AR Invoice	500338.01	6	1001	Highstone High
21 May 2015	21 May 2015	AR Invoice	TEsytyng01	6	1001	Highstone High
31 July 2014	31 July 2014	AR Invoice	01.500312.01	7	1001	Highstone High
17 December 2014	17 December 2014	AR Invoice	01.500313.01	7	1001	Highstone High
22 June 2015	22 June 2015	AR Invoice	355	7	1001	Highstone High
22 September 2015	22 September 2015	AR Invoice	358	7	1001	Highstone High
12 February 2016	12 February 2016	AR Invoice	362	7	1001	Highstone High
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17 May 2016	17 May 2016	AR Invoice	381	7	1001	Highstone High
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31 January 2017	31 January 2017	AR Invoice	414	7	1001	Highstone High
03 June 2015	03 June 2015	AR Invoice	500713.01	7	1001	Highstone High
10 April 2017	10 April 2017	AR Invoice	447	8	1005	Wagin Secondary
06 April 2017	06 April 2017	AR Credit Note	CN01.500312.01	8	1001	Highstone High

Buttons on the right: Email/Print Invoices, View Credit History, IPM, Release/alter holds, Apply transactions, View jobs, Create invoice, Create credit note, Create journal, Create receipt, Create standing invoice, Create sales order, Create standing order.

COMBINED BILLING PROCESSING

1. Select the menu option **Process | Accounts Receivable | Combined Billing**
2. Select customer(s) to search for using either their customer code(s) or their customer alpha(s).
3. Select the date range to search for

This will select all invoices not already included into a Combined Billing invoice.

Invoices are listed grouped by parent customer, with child accounts underneath.

(For situations where no parent-child relationship, a customer's invoices would simply be listed as a separate set).

The Combined Billing parent/individual customer is shown in bold.

Combined Billing Workbench

Search Criteria

From Customer Code To Customer Code

From Customer Alpha To Customer Alpha

From Date 01 / 05 / 2015 To Date 21 / 05 / 2017

Process

Invoice Posting Date 31 / 05 / 2015

Print Invoices

Process

Clear Advanced Select All Deselect All Search Now

+	Customer Code	Customer Name	Job/Parent Code	Job/Parent Name	Reference	Excl Transaction	Transaction GST	Incl Transaction	Select
-	1005	Wagin Secondary							
					377	100.00	15.00	115.00	<input type="checkbox"/>
					396	234.00	35.10	269.10	<input type="checkbox"/>
					CN500181.01	-2,875.00	-431.25	-3,306.25	<input type="checkbox"/>
					IN500004	234.00	35.10	269.10	<input type="checkbox"/>
-	1001	Highstone High	1005	Wagin Secondary					
					454	0.43	0.07	0.50	<input type="checkbox"/>
					80	-86.96	-13.04	-100.00	<input type="checkbox"/>
					CN01.500311.0	-135.44	-20.31	-155.75	<input type="checkbox"/>
					CN01.500313.0	-33.48	-5.02	-38.50	<input type="checkbox"/>
					CN500281.01	-1,000.00	-150.00	-1,150.00	<input type="checkbox"/>
					CN500540.01	-10.00	-1.50	-11.50	<input type="checkbox"/>
					CN500541.01	-622.87	-93.43	-716.30	<input type="checkbox"/>
					CN500596.01	-525.00	-78.75	-603.75	<input type="checkbox"/>
					CNRKtestingAc	0.25	0.15	0.40	<input type="checkbox"/>
					IN500002	112.00	16.80	128.80	<input type="checkbox"/>
					IN500003	1,590.00	238.50	1,828.50	<input type="checkbox"/>
	1006ANEW	Pretty Valley High	1005	Wagin Secondary					
-	TEST	Test Customer							
					388	132.00	19.80	151.80	<input type="checkbox"/>
					CN388	-119.25	-17.55	-136.80	<input type="checkbox"/>
-	1011	Highett Primary	TEST	Test Customer					

4. Select invoices to be combined:

Combined Billing Workbench

Search Criteria

From Customer Code To Customer Code

From Customer Alpha To Customer Alpha

From Date 01 / 05 / 2015 To Date 21 / 05 / 2017

Process

Invoice Posting Date 31 / 05 / 2015

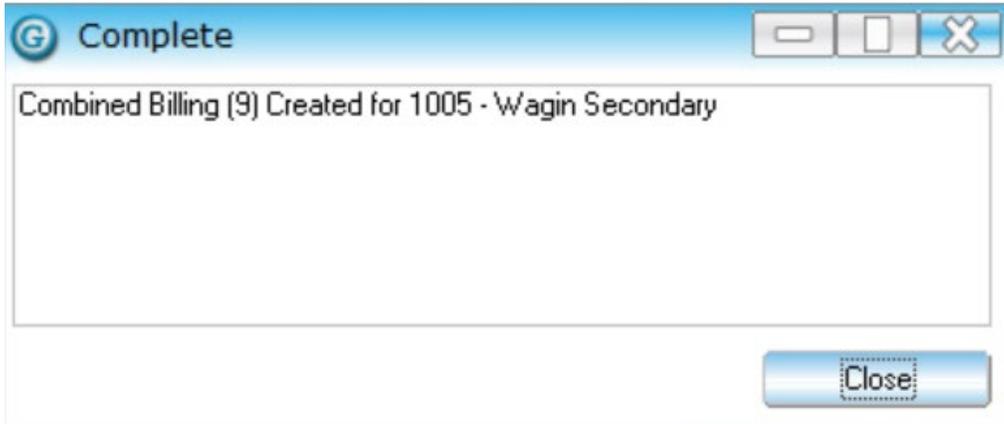
Print Invoices

Process

Clear Advanced Select All Deselect All Search Now

+	Customer Code	Customer Name	Job/Parent Code	Job/Parent Name	Reference	Excl Transaction	Transaction GST	Incl Transaction	Select
-	1005	Wagin Secondary							
					377	100.00	15.00	115.00	<input checked="" type="checkbox"/>
					396	234.00	35.10	269.10	<input type="checkbox"/>
					CN500181.01	-2,875.00	-431.25	-3,306.25	<input type="checkbox"/>
					IN500004	234.00	35.10	269.10	<input type="checkbox"/>
-	1001	Highstone High	1005	Wagin Secondary					
					454	0.43	0.07	0.50	<input type="checkbox"/>
					80	-86.96	-13.04	-100.00	<input type="checkbox"/>
					CN01.500311.0	-135.44	-20.31	-155.75	<input type="checkbox"/>
					CN01.500313.0	-33.48	-5.02	-38.50	<input type="checkbox"/>
					CN500281.01	-1,000.00	-150.00	-1,150.00	<input type="checkbox"/>
					CN500540.01	-10.00	-1.50	-11.50	<input type="checkbox"/>
					CN500541.01	-622.87	-93.43	-716.30	<input type="checkbox"/>
					CN500596.01	-525.00	-78.75	-603.75	<input type="checkbox"/>
					CNRKtestingAc	0.25	0.15	0.40	<input type="checkbox"/>
					IN500002	112.00	16.80	128.80	<input checked="" type="checkbox"/>
					IN500003	1,590.00	238.50	1,828.50	<input type="checkbox"/>
	1006ANEW	Pretty Valley High	1005	Wagin Secondary					
-	TEST	Test Customer							
					388	132.00	19.80	151.80	<input type="checkbox"/>
					CN388	-119.25	-17.55	-136.80	<input type="checkbox"/>
-	1011	Highett Primary	TEST	Test Customer					

5. Enter the Invoice Posting Date and whether to print invoices in the top right-hand panel and click **Process**.
6. A pop-up confirms completion of the process.



Customer Maintenance

Code: 1005 Alpha: WAGINS Name: Wagin Secondary

Displayed currency: Foreign Local

Navigation tabs: Pts/Rebates, Pts/Rebates Transactions, Child Balances, Master, **Combined Billing**, Label Printing, eDocs, Notes, Related, Analysis, Main, Defaults, Integration, Credit, Delivery, Transactions, Custom, eXchange, WebView, Sales Orders, Sales History, Pricing, Freight

Filter: Combined Billing

From: 13 / 05 / 2015 To: 26 / 06 / 2017 Reference: [] Search Now: []

Posting Date	Docuemnt Date	Transaction Type	Reference	Combined Billing Referer	Customer	Customer Name
29 May 2015	29 May 2015	AR Journal	3	6	1001	Highstone High
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10 April 2017	10 April 2017	AR Invoice	447	8	1005	Wagin Secondary
06 April 2017	06 April 2017	AR Credit Note	CN01.500312.01	8	1001	Highstone High
04 April 2016	04 April 2016	AR Invoice	377	9	1005	Wagin Secondary
12 October 2015	12 October 2015	AR Invoice	IN500002	9	1001	Highstone High

AR INVOICE/STATEMENT PRINTING

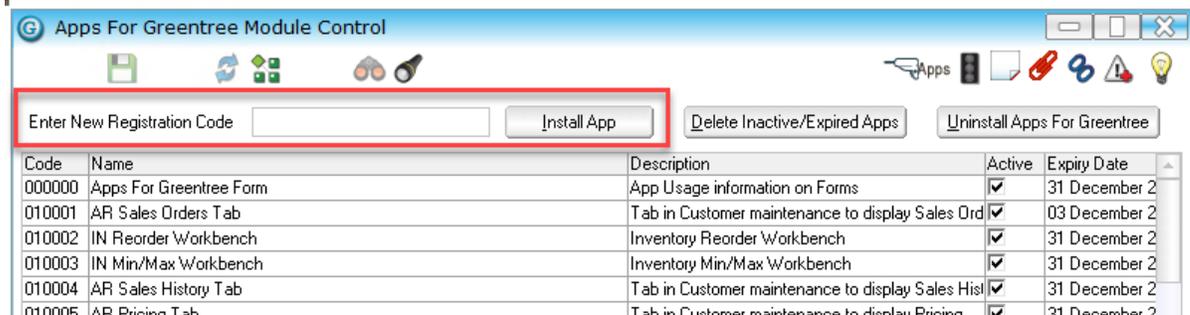
Existing AR Invoice and Statement reports are generally recommended to be set up to filter out invoices that are for combined billing customers, and new report formats created specifically for combined billing Invoices. Refer to your Greentree consultant for assistance with the new reports

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 **Combined Billing** App.
5. Click on the **Edit Users** button and select the users who will be configured to use Combined Billing, for which companies.
6. **Save** and **Close** the form.

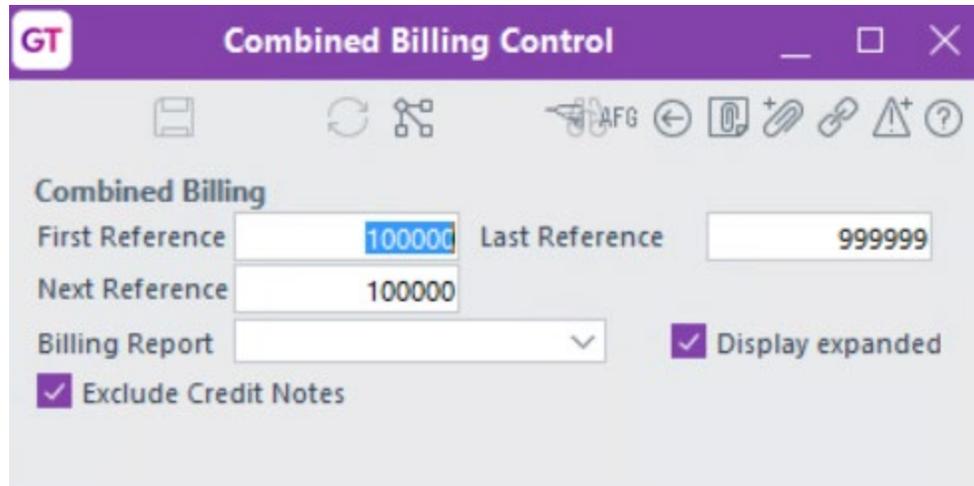
OTHER GREENTREE CONFIGURATION

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

Set Combined Billing on parent customers, or individual customers as required.

APP CONFIGURATION

1. Select the menu item | **System** | **Apps For Greentree** | **Apps Module Control** |
2. Select/Highlight the **Combined Billing** App.
3. Click on the **Change** button



First/Next/

Last Reference For autonumbering of the combined billing reference numbers.

Billing Report The Invoice report format designed to display combined invoices.

Display Expanded When selected the Combined Billing history display includes all the individual transactions. Without it, these are summed into a single line. Highly recommended.

Exclude Credit Notes This can be used to prevent inclusion of credit notes, if required.