

VERSION 1.0

APRIL 3, 2018

# Apps for Greentree

## CREDIT NOTE RESPONSIBILITY

APP NUMBER: 010107

Powered by:

**MYOB** Greentree

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## FEATURES

### 1. Recording Credit Note Reasons

This App will allow the recording of Credit Note Reason and Responsibility against AR Credit Notes.

### 2. Allow reporting of use of Responsibility and Reasons

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## 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.

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## OTHER REQUIREMENTS

**Greentree Modules:** Account Receivable

**Associated Apps:** None

## USER INSTRUCTIONS

### AR CREDIT NOTE ENTRY

#### | Data Entry | Accounts Receivable | Credit Note Entry

- The AR Credit Note entry screen has two additional input fields when using this App.
- Both of these fields are drop-downs, to allow selection from existing tree values.
- If the Mandatory checkbox is ticked in the App control, then these must be entered.

The screenshot displays the 'AR Credit Note Entry' application window. At the top, there are navigation icons and a toolbar. Below that, the 'Batch' is set to '51206' and the 'Branch' is '02 (Wellington)'. The 'Last credit note number' is 'testnoEDI'. The interface is divided into several tabs: 'Credit Note', 'Line Item', 'Apply Details', 'Delivery Details', and 'Custom'. The 'Credit Note' tab is active, showing fields for 'Number' (testnoEDI), 'Date' (10/10/2013), 'Order no.' (12345678), and 'Entered by' (SUPER). The 'Customer detail' section includes 'Code' (1002), 'Alpha' (WILLER), 'Name' (Willers Primary), 'Salesperson' (Sally Scoresby (SSc)), 'Currency' (NZD), and 'Rate' (1.00000000). Below this, there are fields for 'Payment date' (09/11/2013), 'Posting date' (10/10/2013), and 'Period end' (31/10/2013). The 'Narration' field contains 'Willers Primary'. A table below the narration shows a line item with 'Discount' (0.00), 'Net' (20.00), and 'Total' (23.00). A red box highlights the 'Responsibility' (Response C) and 'Reason' (Faulty Stock) fields in this table. Below the table is a grid with columns for 'Type | Tax Type', 'Company/Trans Account/Code/Job', 'GL Sh Price Wrong', 'Transaction Analysis', 'Subcode/Location/Activity', and 'Price Book'. The grid contains two rows of data. At the bottom, the status bar shows 'Ready' and 'Last credit note of 156'.

Type   Tax Type	Company/Trans Account/Code/Job	GL Sh Price Wrong	Transaction Analysis	Subcode/Location/Activity	Price Book
IN	AR Credit   100039		Test Buyn Product15	02	TRADE
IN	AR Credit				TRADE

## AR INVOICE ENTRY – CREATE CREDIT

| Data Entry | Accounts Receivable | Invoice Entry

- The AR Invoice entry screen has a Create Credit Note button. The pop-up screen is different to credit note entry, but has these two additional input fields when using this App.

The screenshot shows two overlapping windows from the GT software. The background window is titled "AR Invoice Entry" and displays invoice details for invoice number TX500700.01, dated 03/06/2015, with customer Highett Primary. The foreground window is titled "AR Credit Note Creation" and shows fields for creating a credit note. The "Responsibility" and "Reason" dropdown menus in the "Credit Detail" section are highlighted with a red box. Other fields include "Number" (TX500700.01), "Date" (03/04/2018), "Currency" (NZD), and "Rate" (1.00000000). A table at the bottom shows a credit total of 136.35 and a goods value of 5909.00.

Type	Tax Type	Company/Trans/Account/Code/Job	Quantity	Price/Tax Code	Tax	Amount	Selection	Narration
TX	I	Issue	0.0000	0.0000 NZ GST	136.35	0.00	<input checked="" type="checkbox"/>	Goods Value 5909.00

## CREDIT NOTE RESPONSIBILITY REPORTING

| Reports | Accounts Receivable | Credit Note Report (Apps)

Parameter	From	To
Customer		zzzzzz
Transaction Type		zzzzzz
Picked By User		zzzzzz
Period Date	01/01/2017	31 / 08 / 2017

Additional Selection Criteria

Summary       Item Detail  
 Detail       Include NS Lines

Printer: New Kyocera

Address: SHARAPOVA, Kyocera FS-1135MFP KX (XPS)

Save Selection    Preview    Print    Cancel

When running the report you can select to view for;

- A range of customers
- A range of transaction Types
- A selection of Users – who picked the stock on the original Sales Order (if Sales Orders Picking is in use)
- A date range

There are three separate sections in the report, which will be included based on the Check boxes

- Summary
- Detail
- Item Detail

e-Computers - NZ		Credit Note Report							Page 1		
Customer Range : to ZZZZZZ		Period 01/01/2013 to 31/08/2013							11 September 2017, 10:44:21		
Transaction Type Range : to ZZZZZZ											
Responsibility User Range : to ZZZZZZ											
Transaction Type	Date	Credit Note Ref	Raised By /Stock Code	Branch	Customer Name	Narration/Stock Description /Reason	Responsibility	Salesperson	Qty	Ref /Line Value	Value
Summary											
Points Credit									1		-464.64
Sale Return									41		-55,192.40
Stock Credit									3		0.00
Value Credit									6		0.00
									51		-55,657.04

The Summary section lists the number of credit notes that have been saved for each reason and the value of them.

e-Computers - NZ		Credit Note Report							Page 1		
Customer Range : to ZZZZZZ		Period 01/01/2013 to 31/08/2013							11 September 2017, 10:45:41		
Transaction Type Range : to ZZZZZZ											
Responsibility User Range : to ZZZZZZ											
Transaction Type	Date	Credit Note Ref	Raised By /Stock Code	Branch	Customer Name	Narration/Stock Description /Reason	Responsibility	Salesperson	Qty	Ref /Line Value	Value
Detail											
	31/01/13	18	SUPER	Christchurch	Wagin Secondary			Sally Scoresby (SS)	1.00		-464.64
	03/01/13	CN140	SUPER	Wellington	Australian Customer			Steve Sampson (St)	1.00		-2,128.26
	21/01/13	CNTEST	SUPER	Wellington	Dinsdale High			Sandra Sandston (S)	1.00		-400.00
	24/01/13	CN0001	SUPER	Wellington	Wagin Secondary			Sally Scoresby (SS)	1.00		-434.78
	21/02/13	CN600016	SUPER	Wellington	Wagin Secondary			Sally Scoresby (SS)	4.00		-1,612.44
	21/02/13	CN600012	SUPER	Wellington	Wagin Secondary			Sally Scoresby (SS)	4.00		-1,612.44
	11/03/13	9223	SUPER	Christchurch	Wagin Secondary			Sally Scoresby (SS)	11.00		-273.13

The detail section includes information on who raised the credit note, the branch, customer and salesperson as well as the quantity and value of the credit note.

e-Computers - NZ		Credit Note Report							Page 1		
Customer Range : to ZZZZZZ		Period 01/01/2013 to 31/08/2013							11 September 2017, 10:47:01		
Transaction Type Range : to ZZZZZZ											
Responsibility User Range : to ZZZZZZ											
Transaction Type	Date	Credit Note Ref	Raised By /Stock Code	Branch	Customer Name	Narration/Stock Description /Reason	Responsibility	Salesperson	Qty	Ref /Line Value	Value
Item Detail											
Points Credit											-464.64
		18	REBATE			Points Rebate			1.00	-464.64	
Sale Return											-55,192.40
		CN140	ZODIAC-DC1.6			Dual Core 1.6GHz System			1.00	-2,128.26	
		CNTEST	00AOPEN17MONITOR			AOpen 17" LCD Monitor			1.00	-400.00	
		CN0001	PRICE			Price variance			1.00	-434.78	
		CN600016	00AOPEN17MONITOR			AOpen 17" LCD Monitor			2.00	-1,413.33	
		CN600016	01INTELD845EBG2			Intel Dual Core Desktop			2.00	-199.11	
		CN600012	00AOPEN17MONITOR			AOpen 17" LCD Monitor			2.00	-1,413.33	
		CN600012	01INTELD845EBG2			Intel Dual Core Desktop			2.00	-199.11	
		9223	00AOPEN17MONITOR			AOpen 17" LCD Monitor			1.00	-234.00	

The Item Detail section includes the stock code or non-stock code(if selected), item description as well as quantity and value.



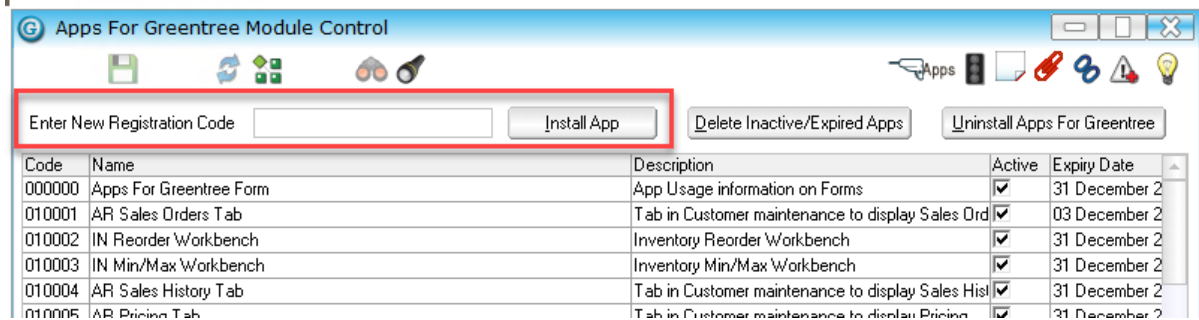


## IMPLEMENTATION GUIDE

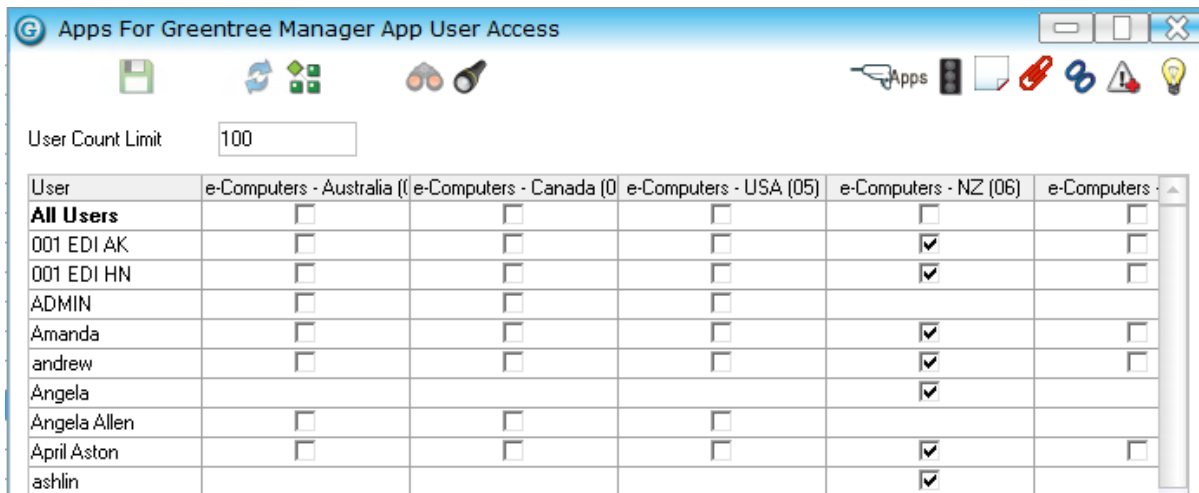
Please refer to the Important Notes section above before installing and configuring this App

### 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 **Credit Note Responsibility** 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.
7. **Save** and **Close** the form.

## GREENTREE CONFIGURATION

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

### TREE SETUP

| System | Trees | Tree Maintenance

Tree names must be available before configuring the App.

It is not necessary to have all valid entries defined however, until ready to use the App.

Enter all valid values for both trees for Credit Note Responsibility and Credit Note Reasons.

Tree Maintenance Form

Tree name:

Tree structure

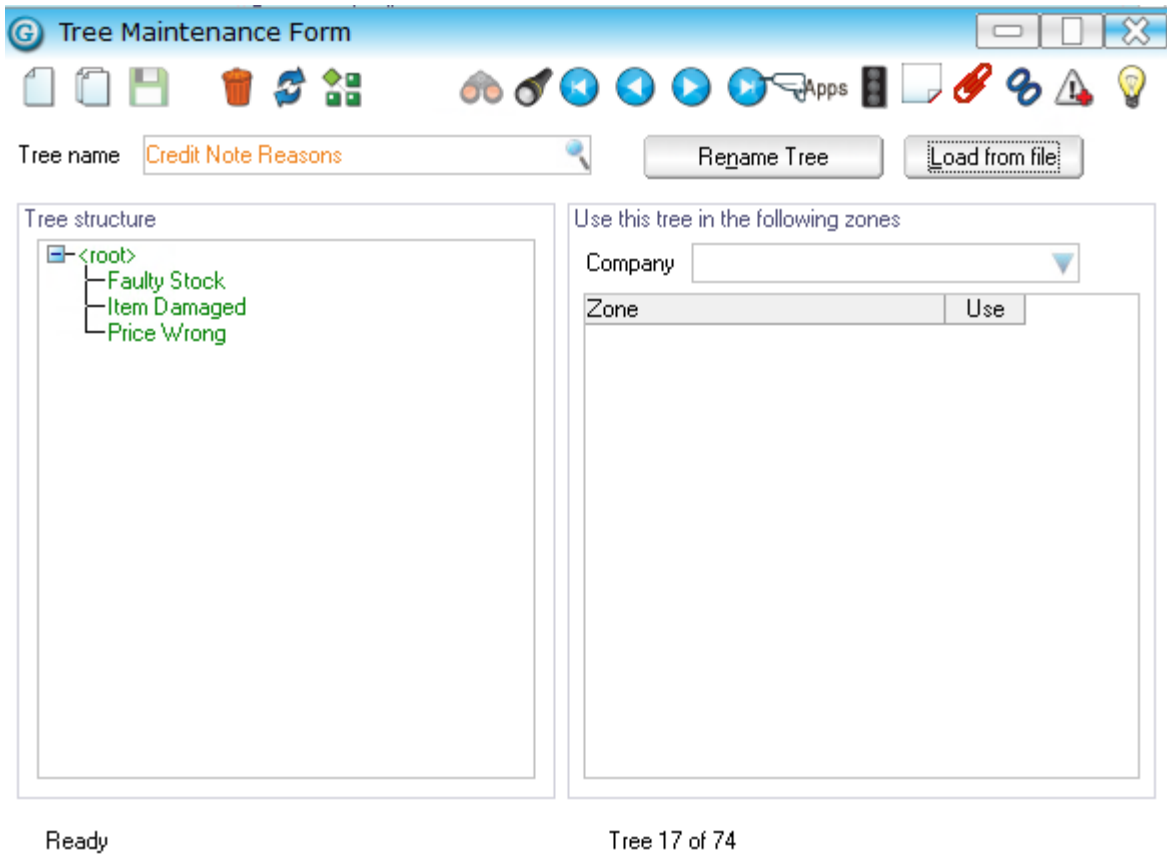
- <root>
  - Response A
  - Response B
  - Response C

Use this tree in the following zones

Company:

Zone	Use
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Ready Tree 18 of 74



### OTHER GREENTREE SETUP

Not required for this App.

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## CONFIGURATION

### Credit Note Responsibility Setup

1. Log in to Greentree as the *Super* user
2. Select the menu item | System | Apps For Greentree | Apps Module Control |
3. Locate the **Credit Note Responsibility** App in the list and click on the **Change** button beside it.

AR

Mandatory

Responsibility Tree:

Reason Tree:

- Mandatory – if ticked then the entry of Credit Note Responsibility and Reason will be compulsory during the entry of a Credit Note.
- Responsibility Tree and Reason tree – Select the trees defined for Credit Note Responsibility and Reasons.