

VERSION 1.0
DECEMBER 10, 2019

Apps for Greentree

AR INVOICE UPDATE ORDER NUMBER

APP NUMBER: 010110

Powered by:

MYOB Greentree

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FEATURES

1. **Update Order Number**

This App allows Update of the Customer Order number on Read only AR invoices - this is useful where the customer has placed an order then says they will come back to you with the order number, but the invoice has been updated before that happens.

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

Associated Apps: None

USER INSTRUCTIONS

AR INVOICE MAINTENANCE

| Data Entry | Accounts Receivable | Invoice Entry

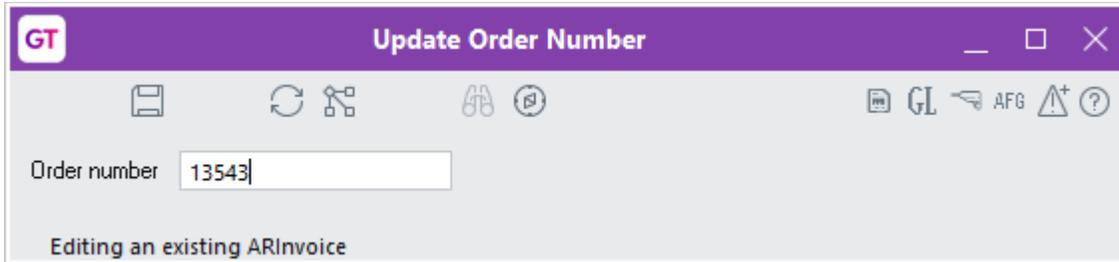
Once an invoice becomes Read Only it is normally unable to be altered. This App allows the Order Number reference to be changed, but only if the invoice hasn't already been applied.

1. Bring up the invoice you want to change the order number on.

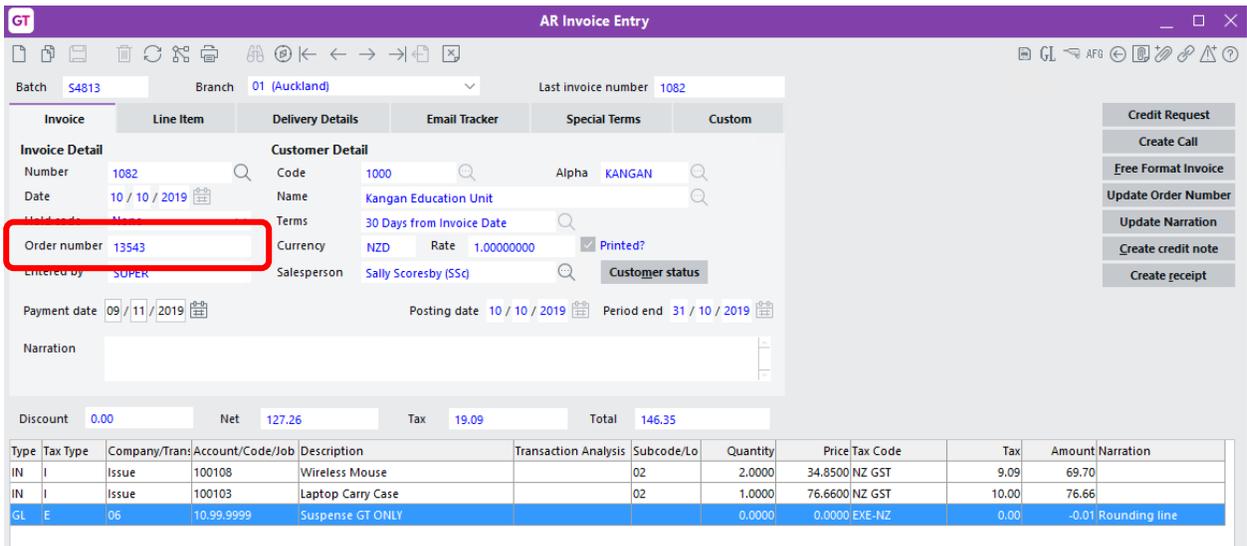
The screenshot shows the 'AR Invoice Entry' application window. At the top, there are navigation icons and a title bar. Below that, there are fields for 'Batch' (S4813), 'Branch' (01 Auckland), and 'Last invoice number' (1082). The main area is divided into 'Invoice Detail' and 'Customer Detail' sections. The 'Update Order Number' button is highlighted with a red rectangle. Below the main form, there is a summary row showing 'Discount 0.00', 'Net 127.26', 'Tax 19.09', and 'Total 146.35'. At the bottom, there is a table with columns: Type, Tax Type, Company/Trans, Account/Code/Job, Description, Transaction Analysis, Subcode/Lo, Quantity, Price/Tax Code, Tax, Amount, and Narration. The table contains three rows of data.

Type	Tax Type	Company/Trans	Account/Code/Job	Description	Transaction Analysis	Subcode/Lo	Quantity	Price/Tax Code	Tax	Amount	Narration
IN	I	Issue	100108	Wireless Mouse		02	2.0000	34.8500 NZ GST	9.09	69.70	
IN	I	Issue	100103	Laptop Carry Case		02	1.0000	76.6600 NZ GST	10.00	76.66	
GL	E	06	10.99.9999	Suspense GT ONLY			0.0000	0.0000 EXE-NZ	0.00	-0.01	Rounding line

2. Click **Update Order Number** button and enter the Order Number into the pop-up.



3. Click **Save**.



4. The order number has been updated.

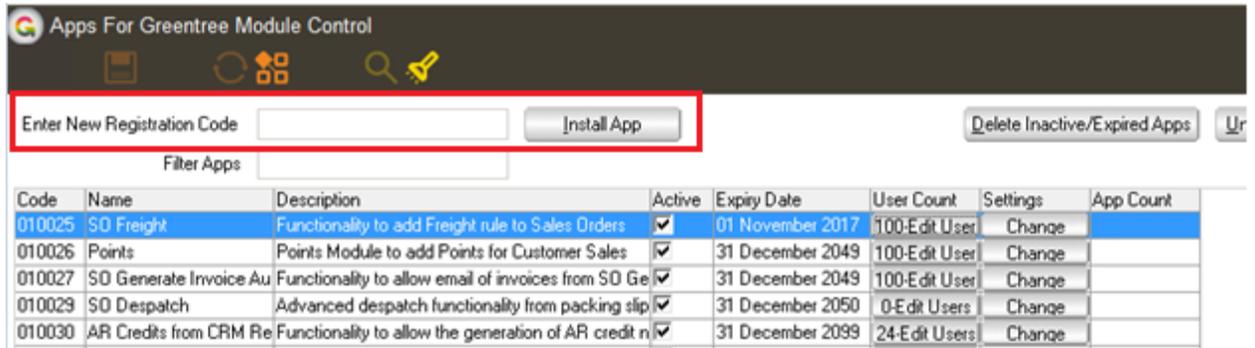
5. This process can be repeated if necessary.

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



Code	Name	Description	Active	Expiry Date	User Count	Settings	App Count
010025	SO Freight	Functionality to add Freight rule to Sales Orders	✓	01 November 2017	100-Edit User	Change	
010026	Points	Points Module to add Points for Customer Sales	✓	31 December 2049	100-Edit User	Change	
010027	SO Generate Invoice Au	Functionality to allow email of invoices from SO Ge	✓	31 December 2049	100-Edit User	Change	
010029	SO Despatch	Advanced despatch functionality from packing slip	✓	31 December 2050	0-Edit Users	Change	
010030	AR Credits from CRM Re	Functionality to allow the generation of AR credit n	✓	31 December 2099	24-Edit Users	Change	

4. Select/Highlight the **AR Invoice Update Order Number** App.
5. Click on the **Edit Users** button and select the users who will be configured to use the AR Invoice Update Order Number App, 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.

OTHER GREENTREE CONFIGURATION

Not required for this App.

APP CONFIGURATION

Not required for this App.