VERSION 1.0 DECEMBER 10, 2019

Apps for Greentree

AR INVOICE EMAIL INTERFACE FILE

APP NUMBER: 010115

Powered by:

MYOB Greentree

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FEATURES

1. AR Invoice Email Attachment

This App provides functionality to email an interface file (csv) when an AR invoice is sent by email. The csv format can be made customer specific.

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.
- This app does not work with Job cost lines.

OTHER REQUIREMENTS

Greentree Modules: Accounts Receivable, eReporting

Associated Apps: 010010 Email Copy Invoices

USER INSTRUCTIONS

PRINT INVOICES

| Reports | Accounts Receivable | Invoices

1. Open the AR Invoice report as per standard functionality. This app works when you use the eReporting module to Output report to Auto fax/email/print on invoices.

GT	Print Report: AR I	nvoices - DN				\times
Select profile	Batch Number/Entered Orde	٢			\sim	
Security view	All 🗸					
Set parameters	Parameter	Value			~	
	Batch From	0				
	Batch To	999999				
	Invoice From	500598.02				
	Invoice To	500598.02				
	Invoice list					
	Reprint Invoices?					
	Print Invoices on Hold ?					
	Print Copy Only?					
	Print Line Item?					
	Print Line Total?					
	Customer Code From					
	Customer Code To	2222222222222				
	Invoice Posting Date From	01/01/1950				
	Invoice Posting Date To	31/12/2050			~	
Set trees for					\sim	
Main tree			\sim	Set Branche	5	
Selection trees			\sim	Change		
Output report to	Auto fax/email/print				\sim	
Printer to use	Printers			\sim		
Print As	Text Graphics			Show Defin	nition	
Save Selection	Pre <u>v</u> iew <u>Q</u> u	ick Print	<u>P</u> rint	<u>C</u> anc	el	0

2. Enter the criteria for the invoices you want to send and click Print.

3. The invoice will be emailed to the Invoice recipient address on the Customer Maintenance as per standard functionality. In addition, it will also have the csv file attached. The csv file will be formatted per the interface you selected for the customer.

	Attachment Tools	AR Invoices - DN - Ref: 500598.02 - Message (Plain Text)
File Message Add-ins Help	Attachments	${\mathbb Q}$ Tell me what you want to do
Image: Constraint of the second se	All Select Copy All Select Copy All Selection	Show Message Message
AR Invoices - DN - Ref 500598-02 - 6 907 30 KB	335-12.pdf 🖕 🔽	500598.021.csv 814 bytes
Regards Super User Regards Apps for Greentree		

EMAIL COPY INVOICES

| Data Entry | Accounts Receivable | Customer Maintenance

Or

| Enquiry | Accounts Receivable

If you have app 010010 Email Copy Invoices, you can email multiple invoices and the associated csv file using that App.

GT					Custome	r Maintenanc	2				_
		C K	6A ($\rightarrow \rightarrow$	×				🚯 🤜 AFG 🤅	
Code 1000	\odot	Alpha KANG	AN 🔍	Name Kanga	an Educatio	on Unit		_	\odot		
					Display	ed currency	Foreig	in 💿 Local			
Combine	ed Billing	Label Pr	rinting	eDocs	Note	es Relat	ed	Analysis	Job	Retentions	
WebView	Sale	s Orders	Sales His	tory Pri	cing	Pts/Rebates	Pts	s/Rebates Trans	sactions	Master	Email/Print Invoices
Main	Defaults	Integratio	on Cre	edit Emai	il Tracker	Delivery	Trans	actions C	Custom	eXchange	View Credit History
Address	21	Juncley Avenu				Balances					Credit Request Enquiry
Address	51	iunsiey Avenu	e			Include ch	ild bala	nces			IPM
						Current ba	lance		14,376.95	5	Release/alter <u>h</u> olds
						Overdue 1			15,342.70)	Apply transactions
Suburb	H	ull			Q	Overdue 2			150.00)	View jobs
Post code	🦾 нс	J5 5LD	Q Cour	nty East Ridin	g of Y Q	Overdue 3			-130.00)	<u>v</u> iew jobs
Country	En	aland	~			Overdue 4	+		439,762.59)	
country		giana	*			Sub-total			469,502.24	i i	Create <u>i</u> nvoice
Phone						Future bal	ance		6,387.98	3	Create credit note

1. Select your customer, then click on the Email/Print Invoices button.

GT					Invoice	Copy Email/	Print					_	⊐ ×
Customer	invoices												
Code	1000	\odot	Name Kan	gan Education	unit 🔍 🔽	Outstanding o	nly 🗌 Includ	de Child Accou	nts 📃 Include Credit Notes			Select Al	
Date	Tran	Reference	Period	Pay Date	Original Value	Outstanding	Order No	Detail	Narration	Select	~	Deselect /	dl
26/04/201	1 AR Invoice	10	30/04/2011	26/05/2011	2,832.91	1,632.91	Suzanne		Kangan Education Unit	Г			
05/01/201	9 AR Invoice	1000	31/01/2019	04/02/2019	488.00	488.00			Kangan Education Unit			Email	
19/09/201	8 JC AR Invoice	1001	30/09/2018	19/10/2018	4,120.00	4,120.00	8102	Job: 5000				_	
24/10/201	8 JC AR Invoice	1009	31/10/2018	23/11/2018	471.50	471.50	8102	Job: 0001					
24/10/201	8 AR Invoice	1010	31/10/2018	23/11/2018	2,323.00	2,323.00		PS:44444444					
15/04/201	2 AR Invoice	102	31/12/2014	19/01/2015	7,762.44	7,762.44			Kangan Education Unit				
09/04/201	9 AR Invoice	1030	30/04/2019	09/05/2019	51.75	51.75			Created from Service Quote -				
06/05/201	9 JC AR Invoice	1032	31/05/2019	05/06/2019	1,200.00	1,200.00	8102	Job: 5103					
06/05/201	9 JC AR Invoice	1033	31/05/2019	05/06/2019	1,500.00	1,500.00	8102	Job: 5103					
05/06/201	9 JC AR Invoice	1035	30/06/2019	05/07/2019	4.00	4.00	8102	Job: 5103					
05/06/201	9 JC AR Invoice	1038	30/06/2019	05/07/2019	1.00	1.00	8102	Job: 0001					
05/06/201	9 JC AR Invoice	1039	30/06/2019	05/07/2019	1.00	1.00	8102	Job: 5103					
12/06/201	9 JC AR Invoice	1047	30/06/2019	12/07/2019	5,000.00	5,000.00	8102	Job: 5103					
02/10/201	7 AR Invoice	1048	31/10/2017	01/11/2017	15,227.70	15,227.70	1258		Standard Service Contract fo				
02/11/201	7 AR Invoice	1049	30/11/2017	02/12/2017	15,227.70	15,227.70	1258		Standard Service Contract fo				
02/12/201	7 AR Invoice	1050	31/12/2017	01/01/2018	15.227.70	15.227.70	1258		Standard Service Contract fo	Г	v		
Options Email Print	Comb	pine invoices				Note the at possit If ther	tached invoid ble. e is a query o	ces are overdue on these invoci	e, please arrange payment as es please phone on 09 123 12	soon as 34			
Select	AR Credit Note F	Form				Sel	ect JC Invoice ect JC Credit	Note Form					

2. Select the invoices and format as described in the instructions for the Email Copy Invoices app, then click Email.

GT			Email entry for	n	_ □	\times
То	accounts	@custom	er.com			
Cc						
Bcc						
Subject	e-Compu	ters - NZ.	Customer:Kangan Educ	ation Unit Copy Invoic	e/s	
the attached If there is a Regards Super User Call 26848 Regards Apps for Gr	d invoices query on t eentree	are overd these invo	ue, please arrange payr ocies please phone on 0	nent as soon as possib 9 123 1234	ile.	
File Name	File Path	File Size				
1000_Copy1		63.8K				
10001.csv		295				

- 3. The email entry form from app 010010 will be displayed and both the pdf of the invoice and a csv file of the invoice will be attached. The csv file will be formatted per the interface you selected for the customer.
- 4. Click Send Email

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

G App	os For Greentree Mod	lule Control					
Enter N	ew Registration Code	Install App			0	Delete Inactive	e/Expired Apps
	Filter Apps						
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	V	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	V	31 December 2050	0-Edit Users	Change	
010030	AR Credits from CRM Re	Functionality to allow the generation of AR credit n	V	31 December 2099	24-Edit Users	Change	
			-			1	

- 4. Select/Highlight the AR Invoice Email Interface File App.
- 5. Click on the Edit Users button and select the users who will be configured to use the AR Invoice Email Interface File 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

INTERFACE MAINTENANCE

| System | System Setup | Interface Maintenance

1. Using interface type Apps Export AR Invoice Interface, create the csv layout definition. Your Greentree dealer can assist you with this.

GT	Inter	face Selection		_ 🗆 X
		# @ (← ←	\rightarrow \rightarrow \Rightarrow $ ^{\rm AFG}$	₽₽₽₽₫?
Interface type	Apps Export AR Invo	ice Interface		\sim
Interface name	ARINV Export			Q
Default file	\\tsclient\C\0001Trai	nsfers\Derek\CSV file	project\RKInterfaceTe	est.csv
	<u>E</u> dit	E <u>x</u> port	<u>I</u> mport	
Editing an exi	sting Apps ExportF#Bt	Apps Export AR Invoi	ce Interface of 3	

2. Select the blocks for Header and then for each different line type and specify the fields to output for each block.

GT	Interface Maintenance								
	8 S	1 5 6	10				∽ afg 🥂 ?		
Format	Comma-separate	ed values							
	Eived-length fie	Ids with CRIEts	rminator						
	Fixed-length fie	Ids without CRL	F terminator						
Lines	Name	Used	No of fields	Length					
	Header		28	758					
	INARLines	V	15	408					
	NSLines								
	TOLines								
	GLLines								
	TXLines								
Fields	No Type	Value			Length	Format	Select		
	9 Database	orderNum	ber		20		<u>F</u> ormat		
	10 Database	rwPacking	SlipReference		20		Move Up		
	11 Database	myCustom	er:EDI Store Code		20		Move Down		
	12 Database	myCustom	er:code		30		Move <u>D</u> own		
	13 Database	myCustom	er:name		30		Delete field		
	14 Database	mylnvoice	Address:address1		30		-		
	15 Database	myInvoice/	myInvoiceAddress:address2						
	16 Database	myInvoice	Address:address3		30				
	17 Database	myInvoice/	Address:suburb		30				
	18 Database	myInvoice/	Address:state		30				
	19 Database	myInvoice/	Address:postCode		30				
	20 Database	myDelivery	Address:address1		30				
	21 Database	myDelivery	Address:address2		30				
	22 Database	myDelivery	Address address 3		30		- 10 C		
	25 Database	myDelivery	Address myAddress	suburb	30		1.		
	24 Database	IcDiscount	AudressimyAudress	sidle	20	0.00			
	26 Database	IcNetAmou	unt		30	0.00			
	27 Database	IcTavAmou	nt		30	0.00			
	28 Database	rwl CTotal			30	0.00			
	29 Database	Interotal			50	0.00			

3. You can have a specific layout for each customer, or you can have a generic one you use for all customers.

CUSTOMER MAINTENANCE

| Data Entry | Accounts Receivable | Customer Maintenance

1. For Customers with Invoice Delivery Method "Email", select the Export Interface from the dropdown. The Customer must have an Invoice Delivery Method of email and a valid email address against Invoice recipient.

GT	Cu	stomer Mainte	nance						×
	$\leftarrow \ \rightarrow \ \rightarrow \mid$	×,					÷ ۞	🤜 AFG 📿) - / % & & & 0
Code 1000 🔍 Alpha KANGAN 🔍 Name	Kangan Education	ı Unit			Q				
	Displayed	l currency 📀 F	oreign 🧿) Local					
Pts/Rebates Pts/Rebates Transactions Master	Combined Billing	Label Printing	eDocs	Notes	Related A	nalysis	Job Re	tentions	
Main Defaults Integration Credit Email Tracker	Delivery Transac	tions Custom	eXchange	WebView	Sales Order	s Sales	History	Pricing	Email/Print Invoices
Branch 03 (Christchurch)	Taxation								View Credit History
Currency NZD (New Zealand Dollars)	Tax type	Inclus	ive		~				Credit Request Enquiry
Calendar MARCH	Tax code	NZ GS	Т	(2				IPM
Payment terms 30 Days from Invoice Date	Local Tax In	voice			_				Release/alter holds
Salesperson Sally Scoresby (SSc) (SCORES)	Local Customer			(2				Apply transactions
Receipt type Cheque	Has parent	account							<u>V</u> iew jobs
Invoice discount 0.00 %									
Statement discount 0.00 %									Create invoice
Interest code N/A (0.00%)	/								Create credit note
Advance receipt 0.00 %									Create journal
Order No required Order No must be unique									Create receipt
Reporting options		method Ema	il		Export Int	orface	ADINV Ev	nort 🗸	Create standing invoice
Hotprint invoice form AR Invoices - L		nt acc		omer com		enace of		pont •	Create sales order
Print discount	Statement deliv	very method Ema	il	omen.com	~				Create standing order
Print overdue messages on statements Print potes on invoices	Statement recip	pient acc	ounts@cust	omer.com					create standing order
Print zero supplied order lines on invoice	Receipt delivery	y method Ema	il		\sim				
Single attachment per eReporting email	Receipt recipier	nt son	ia@verde.co	.nz					
Editing an existing customer			customer	10 of 1863					

APP CONFIGURATION

Not required for this App.