

VERSION 2.0  
JUNE 20, 2017

# Apps for Greentree

## DISPLAY WITHHOLDING TAX IN AP INVOICE

APP NUMBER: 010123

Powered by:

**MYOB** Greentree

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## FEATURES

### 1. Controls display of withholding tax in AP Invoice screens.

- This is applicable to both eDoc and actual AP Invoices.
- Without this App it is possible to see the checkbox for Deduct Withholding Tax, but not the value.

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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:** Accounts Payable, eDocs

**Associated Apps:**

# USER INSTRUCTIONS

## AP INVOICE MAINTENANCE

This App provides visibility of Withholding Tax

| [Data Entry](#) | [Accounts Payable](#) | [Invoice Entry](#)

AP-Invoice: 1

The screenshot shows the 'AP Invoice Entry' window. At the top, there are fields for 'Batch' (52518), 'Branch' (02 (Wellington)), and 'Last invoice number' (7893). Below this are tabs for 'Invoice', 'Select Order', 'Select Receipt', 'Select Additional Charges', 'Select Shipment', 'Line Item', and 'Custom'. The 'Invoice' tab is active, showing 'Invoice Detail' and 'Supplier Detail' sections. The 'Invoice Detail' section includes 'Number' (7893), 'Date' (22/02/2017), 'Hold code' (None), and 'Entered by' (Suzanne). The 'Supplier Detail' section includes 'Code' (2014), 'Name' (Window Washing Services), 'Currency' (NZD), 'Rate' (1.00000000), and 'Terms' (30 Days from Invoice Date). A red box highlights the 'Deduct withholding tax' section, showing a value of 50.00 and a 'Net' value of 285.00. Below this are fields for 'Payment date' (24/03/2017), 'Posting date' (22/02/2017), and 'Period end' (26/02/2017). A 'Narration' field contains 'Window Washing Services'. At the bottom, there is a summary table with columns for 'Discount', 'Net', 'Tax', and 'Total'. The values are: Discount 0.00, Net 300.00, Tax 45.00, Total 345.00. Below the summary table is a table with columns: 'Type', 'Adv Inv. I', 'Company/Trans', 'Account/Code', 'Description', 'Transaction Analysis', 'Subcode/Loca', and 'Unit/Work Centre'. The table contains two rows: one for 'GL' with 'E' and '06' in the first two columns, and another for 'GL' with 'E' and '06' in the first two columns.

| Type | Adv Inv. I | Company/Trans | Account/Code | Description          | Transaction Analysis | Subcode/Loca | Unit/Work Centre |
|------|------------|---------------|--------------|----------------------|----------------------|--------------|------------------|
| GL   | E          | 06            | 20.10.3000   | Other Admin Expenses |                      |              |                  |
| GL   | E          | 06            | 20.          |                      |                      |              |                  |

| eDoc Desktop Drill

EDoc Invoice:

The screenshot shows the 'eDoc AP Invoice Test' window. At the top, there are icons for save, refresh, and print. Below that, the invoice details are displayed in a form:

- Reference: 120
- Status: Imported
- Created: 13 February 2014, 12:42:41
- Invoice Ref: 120
- Invoice Date: 22 / 02 / 2017
- Supplier: 2014 WINWASH Window Washing Services NZD
- PO Ref: [empty]
- Value Incl Tax: 0.00
- Matched Value: 460.00
- Matched Tax: 60.00
- Display: test.tif

A red box highlights the 'Withholding tax' row in the summary section, showing a value of 80.00, and the 'Net' value of 380.00.

Below the summary, there are tabs for 'Main' and 'System'. The 'Main' tab is active, showing a search bar and a table of items. The table has columns for Type, Code, Description, Subcode, Quantity, Price, Amount, Select, and Narration.

| Type | Code        | Description          | Subcode  | Quantity | Price | Amount | Select                   | Narration |
|------|-------------|----------------------|----------|----------|-------|--------|--------------------------|-----------|
| IN   | 00AOPEN17MO | AOpen 17" LCD Monito | 30CH.BUI |          |       |        | <input type="checkbox"/> |           |
| IN   | 100004      | Some narr            | 02       |          |       |        | <input type="checkbox"/> |           |

## 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 **Display withholding tax in AP Invoice** 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.

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**GREENTREE CONFIGURATION**

Not required for this App.

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**APP CONFIGURATION**

Not required for this App.