VERSION 1.0

AUGUST 23, 2018


# REPORT TASK QUEUE

APP NUMBER: 010130

Powered by:

MYOB Greentree

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## FEATURES

1. **Report Task Queue**

   This App will allow certain reports the ability to be added to the task queue (Auto fax/email/print option). Reports currently available:

   - AP Invoice

## 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.

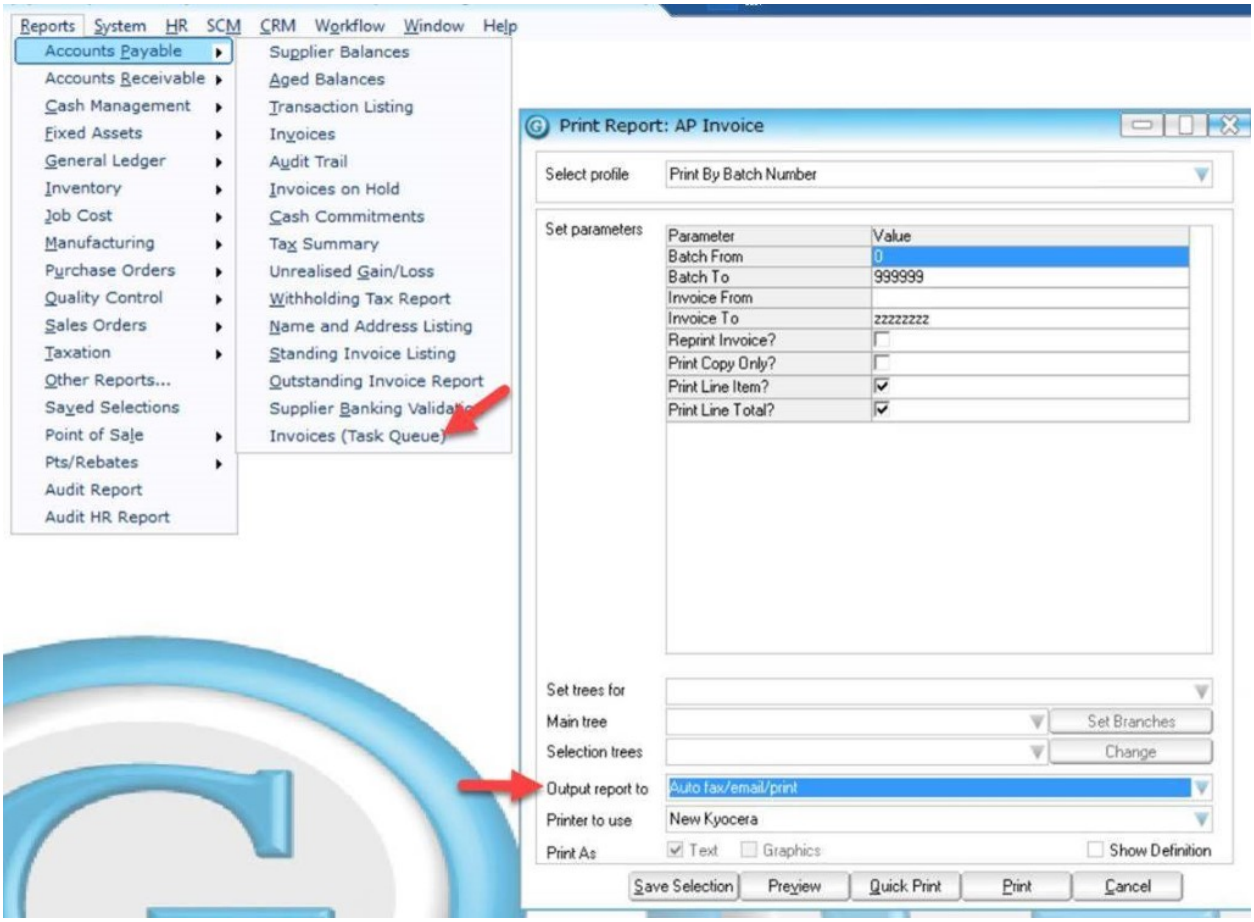
## OTHER REQUIREMENTS

**Greentree Modules:** Reports

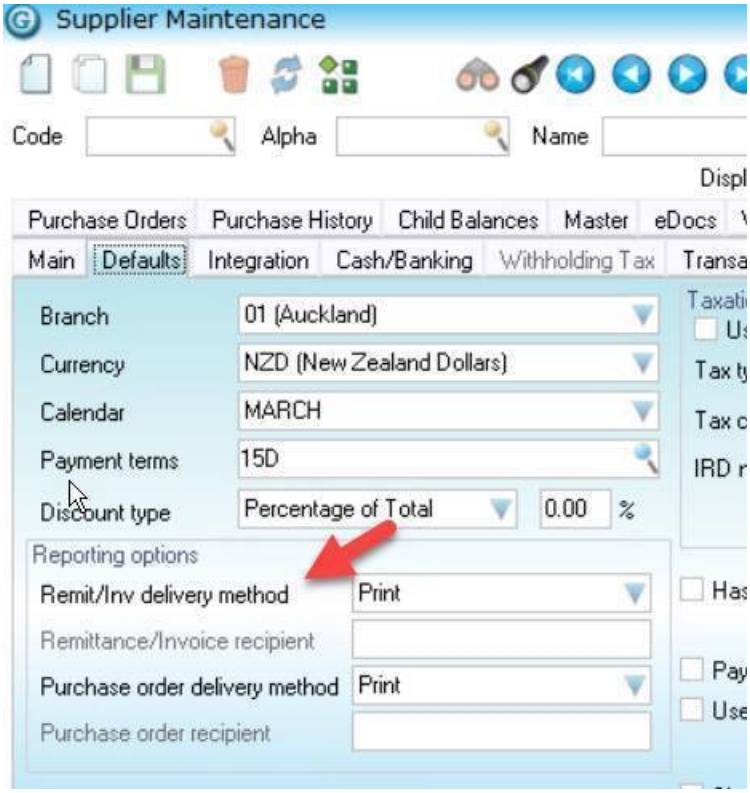
**Associated Apps:** None

## USER INSTRUCTIONS

### SETTING UP A REPORT IN THE TASK QUEUE




There is a new menu option that says “Invoices (Task Queue)” this will bring up the form which is the same as the normal AP Invoice form but with the additional options to output to the task queue.



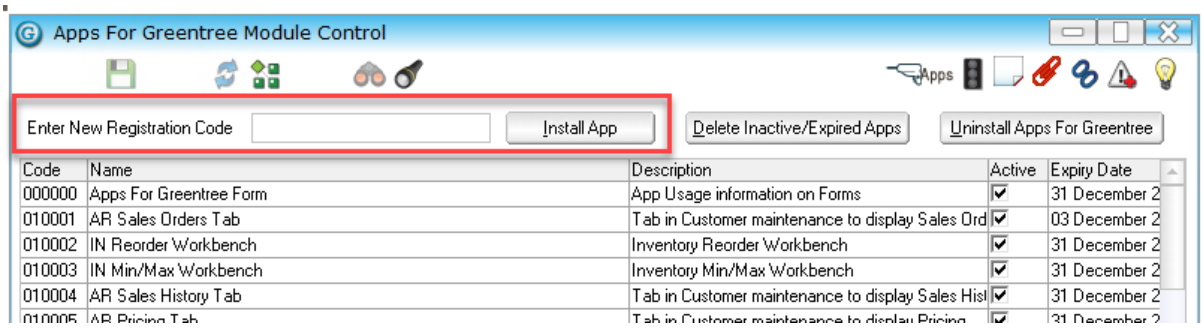

This will be used to determine what delivery method the Supplier prefers for the AP Invoice.

## IMPLEMENTATION GUIDE

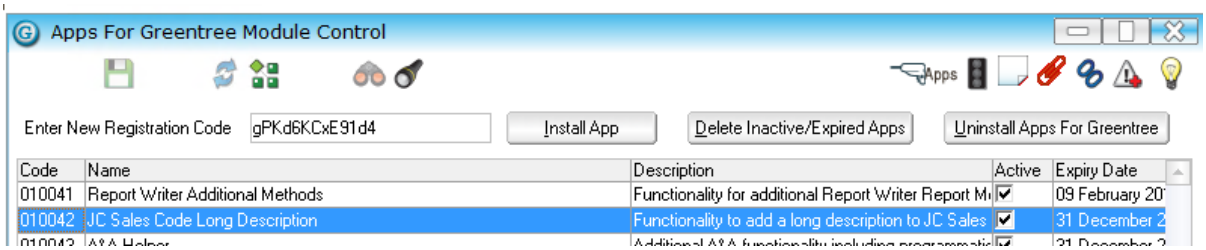
**Please refer to the Important Notes section above before installing and configuring this App**

### APP INSTALLATION

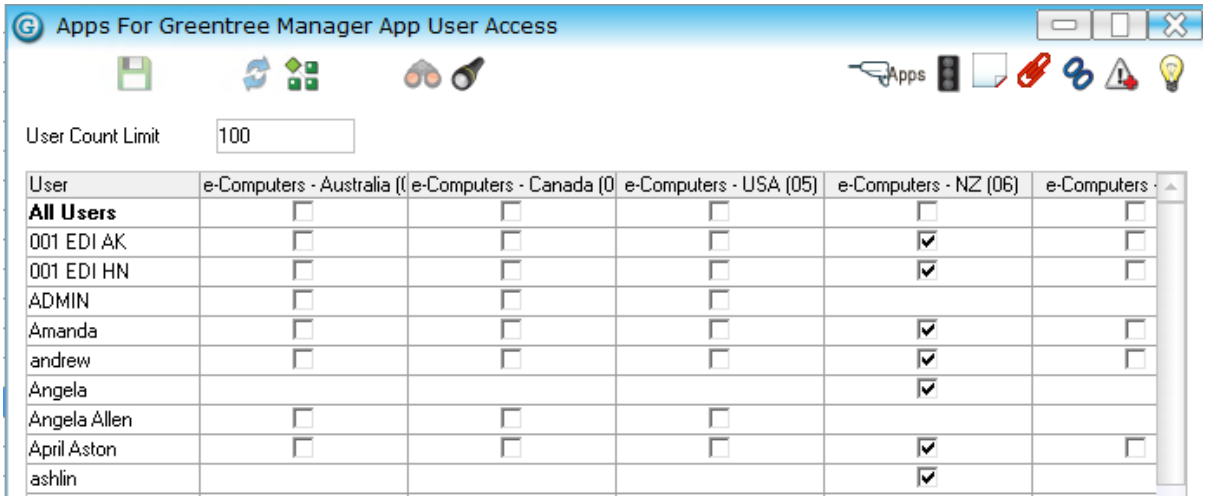
1. Log into Greentree as the Super user
2. Select the menu item | System | Apps For Greentree | Apps Module Control | 3. Enter the New Registration Codes supplied and click Install App




4. Select/Highlight the Report Task Queue 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.