

VERSION 1.0
AUGUST 23, 2018



REPORT TASK QUEUE

APP NUMBER: 010130

Powered by:

MYOB Greentree

TABLE OF CONTENTS

Features	2
Important Notes	2
Other Requirements	2
User Instructions	3
Setting up a report in the task queue	3
Implementation Guide	5
App Installation	5

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.

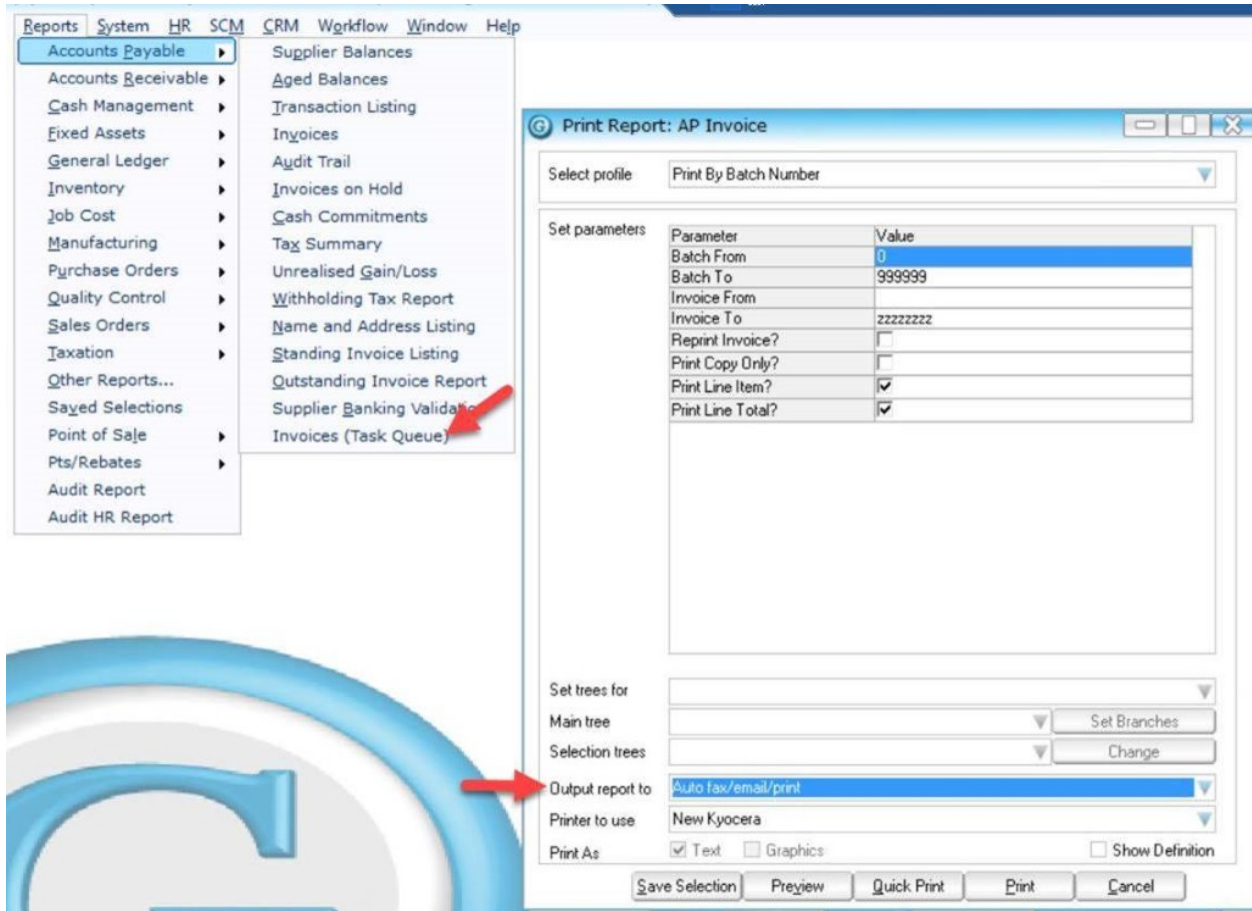
OTHER REQUIREMENTS

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.

Supplier Maintenance

Code Alpha Name

Displ

Purchase Orders Purchase History Child Balances Master eDocs

Main **Defaults** Integration Cash/Banking Withholding Tax Transa

Branch 01 (Auckland)

Currency NZD (New Zealand Dollars)

Calendar MARCH

Payment terms 15D

Discount type Percentage of Total 0.00 %

Reporting options

Remit/Inv delivery method Print

Remittance/Invoice recipient

Purchase order delivery method Print

Purchase order recipient

Taxati
☐ Us
Tax ty
Tax c
IRD r

☐ Has
☐ Pay
☐ Use

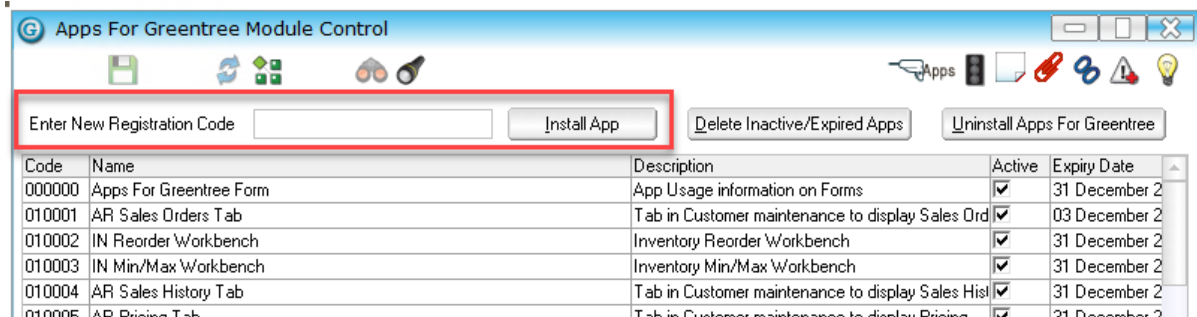
This will be used to determine what delivery method the Supplier prefers for the AP Invoice.

IMPLEMENTATION GUIDE

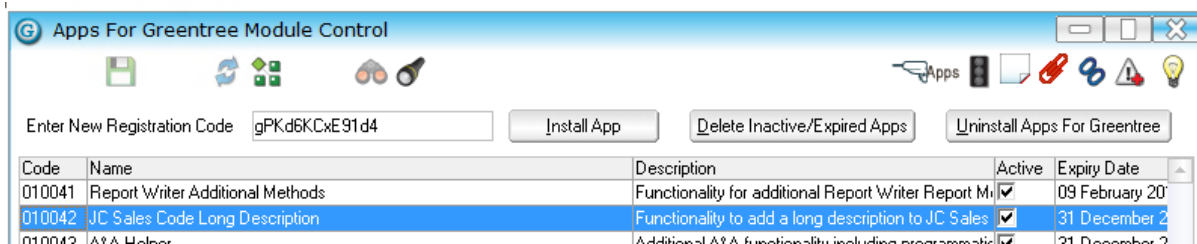
Please refer to the Important Notes section above before installing and configuring this App

APP INSTALLATION

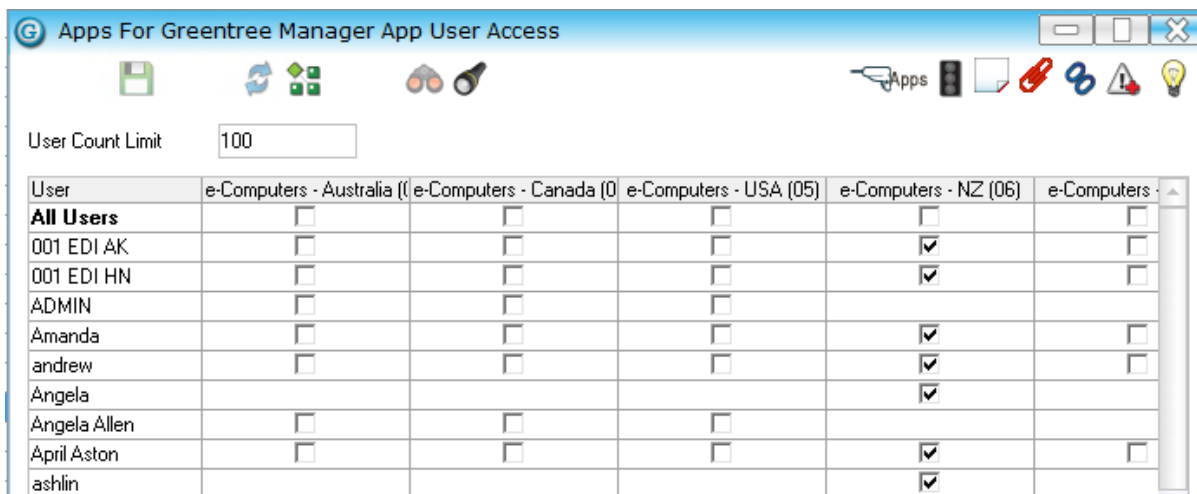
1. Log into Greentree as the **Super** user
2. Select the menu item | **System** | **Apps For Greentree** | **Apps Module Control** | 3.
Enter the New Registration Codes supplied and click Install App



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.