Apps for Greentree

COPY AR INVOICE

APP NUMBER: 010131

Powered by:

MYOB Greentree

TABLE OF CONTENTS

FEATURES

1. Copy AR Invoice

This App will add a button to AR Invoice Entry to allow easy duplication of invoice contents.

The same functionality is available in AR Credit Notes entry.

There is no restriction on the status of the invoice or credit note being copied when creating a copy.

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
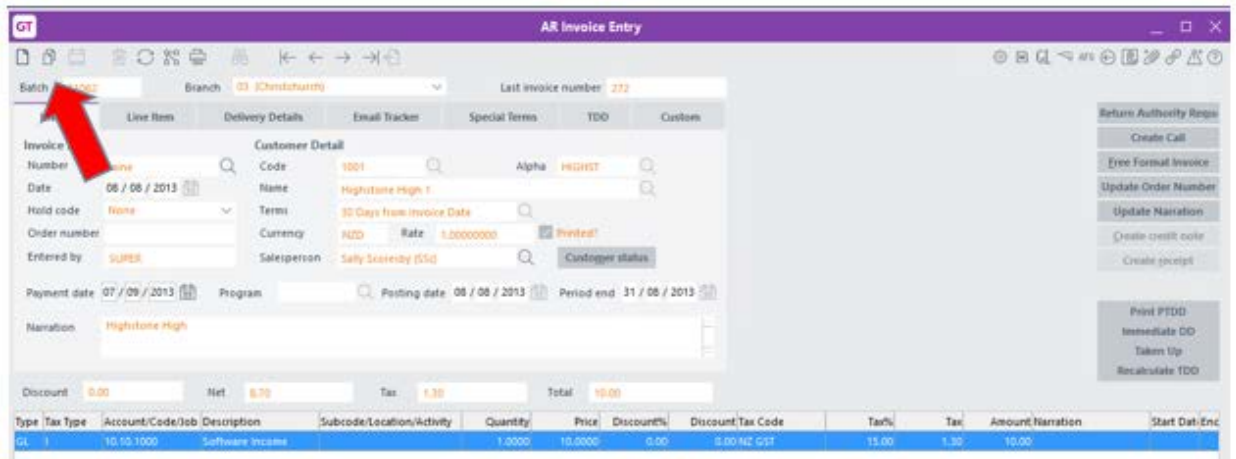
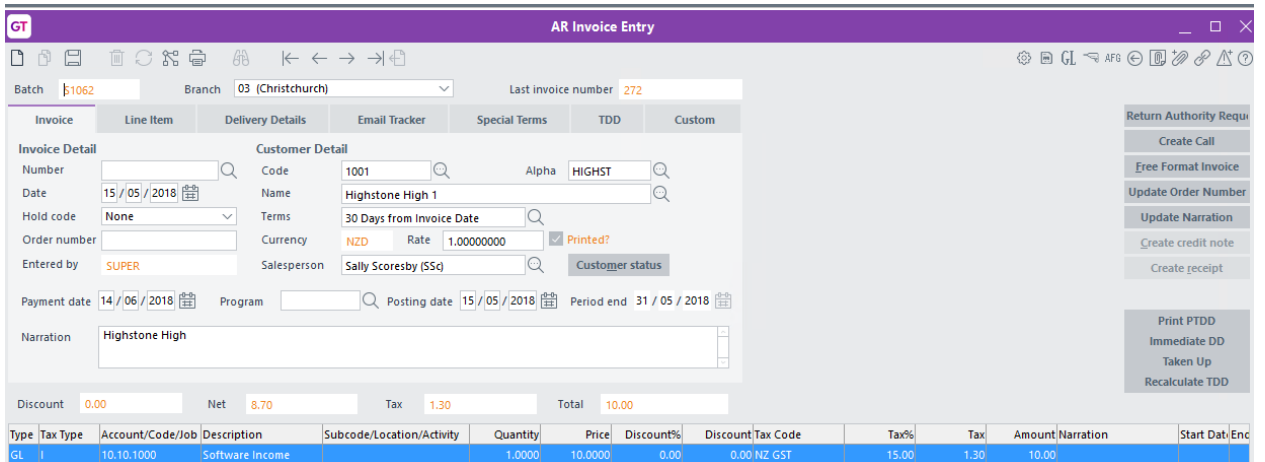**Greentree Modules:** Accounts Receivable

Associated Apps: None

AR INVOICE ENTRY

| Data Entry | Accounts Receivable | Invoice Entry|

1. A Copy button has been added to the AR Invoice Entry screen.

2. This will copy the AR Invoice details to a new invoice but clears the invoice number, and replaces/recalculates dates.
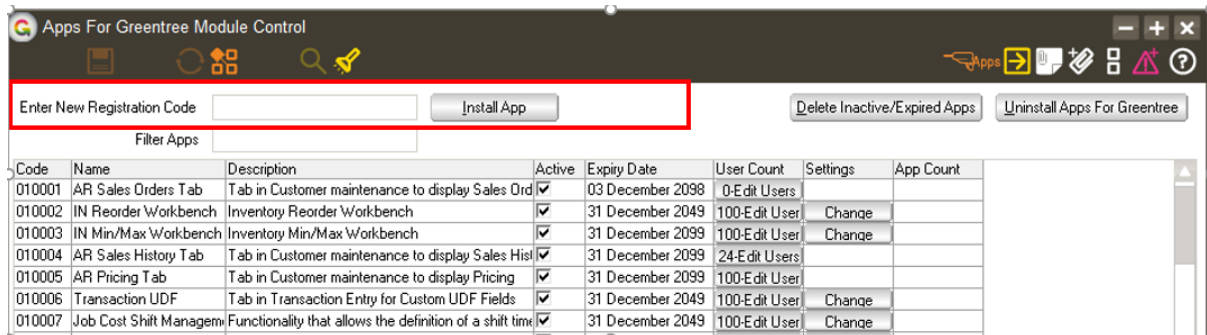
IMPLEMENTATION GUIDE

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 Copy AR Invoice App.
5. Click on the Edit Users button and select the users select the users who will be configured to use the 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.