VERSION 1.0 FEBRUARY 18, 2019

# Apps for Greentree

# SUPPLIER INVOICE HOLD

APP NUMBER: 010146

Powered by:

**MYOB** Greentree

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# FEATURES

- 1. Put a supplier on Payment Hold which sets the Hold code for all current and new AP Invoices to the Hold Code set in the App's Module Control
- 2. Taking a supplier off Payment Hold displays the Release/Alter Holds form, giving the user the ability to selectively remove the Hold Code from invoice on Hold
- 3. User level access to Payment Hold by Company

Any AP Invoice that has a Hold Code that is not None will not be included in an AP Payment run (standard Greentree functionality)

#### **OTHER REQUIREMENTS**

Greentree Modules: Accounts Payable

## **USER INSTRUCTIONS**

#### PUT SUPPLIER ON PAYMENT HOLD

To put a supplier on payment hold

- 1. Select the menu item | Data Entry | Accounts Payable | Supplier Maintenance |
- 2. Click on the Defaults tab
- 3. Tick Hold Payments

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	\$ #@⊬ ←	→ →  ¬¬ AF6 (	0002860
Code 010101 Q Alpha	010101 Q Name PLAST	RBOARD 2003 LTD	
		Displayed currency 🕖 Foreign 💿 Local	
Purchase History	Master Survey Results	Survey Graph eDocs Intercompany Subcontracts WebView Notes Related Analysis	
Main Defaults	Integration Cash/Ba	nking Withholding Tax Transactions Custom eXchange Email Tracker Freight Purchase Orders	Release/alter holds
Branch 02 (Wellin	ington) 🗸 🗸	Taxation Using withholding tax	Apply transactions
Currency NZD (New	w Zealand Dollars) V	Tax type Exclusive	Create invoice
Calendar MARCH	×	Tax code Q	Create standing invoice
Payment terms 30 Days f	from Invoice Date	IRD number 111111111	Create journal
Discount type Percenta	ge of Total V 0.00 %		Create credit note
Reporting options	Email	Har a payant account	Create payment
Remittance delivery method	nisela@uarde.ce.nz		Create purchase order
Purchase order delivery meth	Print V	V Pay invoices separately	Create standing order
Purchase order recipient		Use buyer created tax invoices	IPM
reconsection of the section of the		Tick to hold	
		Single attachment per eReporting email supplier payments	
		Hold Payments	
Delivery Method	Lead Time L' Frequency O	der Cycle O' Frequency Default	
Editing an existing Supplier	r	First Supplier of 509	

Once Hold Payments is ticked, the Hold Code on all open AP Invoices and any future AP Invoice created will be update to the Hold Code stored in the App Module Control

Note: Any AP Invoice that already has a hold code set will not have the hold code updated

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Invo	oice Detail	0			Supplier I	Detail						View eDoc
Num	ber	100074		Q	Code	010101		Q	Alpha 01	0101	Q	IPM
Date		18 / 02 / 1	19 🛱		Name	PLASTE	REOARD 2003	LTD			Q	IPM Attachment
Hold	i code	Auto Hold	d ~		Currency	NZD	Rate 1.00	000000				Create credit note
Ente	red by	SUPER	-		Terms	30 Days	from Invoice	Date Q				Print cheque
Narr	ation	PLASTERB	19 1	D3 LTD	<u> </u>	Su		is on H	old Pa	yment	SO 9d	Bins Purchase orders Supplier status
Disc	ount 0.0	)		Net	25.00	wi	ll be a	ssigned	the H	old Co	de	
Type	Adv Invoic	ng Tax Ty	pe Con	pany/Tran	Account/0	Code	GL Short Code	Description	Trans	action Analysis	Subcode/Loc	
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Rea	adv							Invoice 118 of	1228		Þ	

### **VIEW AP INVOICE AND CREDITS ON HOLD**

The current hold status of AP Invoices and credits for a selected supplier can be view and altered in the AP Release/Alter Holds form

1. Select the menu item | Process | Accounts Payable | Release/Alter Holds

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Supplier de	tails						
Code 01	0101	Q Alpha	010101	Q Name	PLASTERBOARD 2003	LTD	Q
				-			
	Show childre	n Show	futures	O Holds o	only 🗌 No holds only	<ul> <li>All t</li> </ul>	transactions
+ Date	Туре 🛖	Reference	Outstanding	Original	Hold value Hold code	Select	
+ 16/08/17	AP Invoice	100055	10.00	10.00	10.00 Auto Hold	1	
+ 01/11/17	AP Invoice	100065	115.00	115.00	115.00 Auto Hold	2	
+ 20/03/18	AP Invoice	C27747_1	165.00	165.00	165.00 Hold	1	
+ 04/04/18	AP Invoice	C27747	474.38	474.38	474.38 Hold	2	
+ 17/05/18	AP Invoice	C27747_V1_AP	480.00	480.00	480.00 Hold	•	
+ 17/05/18	AP Invoice	C27747_V2_AP	480.00	480.00	480.00 Hold	1	
+ 17/05/18	AP Invoice	C27747_V3_AP	480.00	480.00	480.00 Auto Hold	7	
+ 17/05/18	AP Invoice	C27747_V4	480.00	480.00	480.00 Auto Hold	•	
+ 17/05/18	AP Invoice	C27747_FINAL	480.00	480.00	480.00 Auto Hold	•	
+ 07/09/18	AP Invoice	INV010101	474.38	474.38	474.38 Auto Hold	1	
+ 18/02/19	AP Invoice	100074	28.75	28.75	28.75 Auto Hold	•	
1000 CT							

Example: The example above shows that when the supplier 010101 was put on payment hold, all AP Invoices that where not already on hold (Status Hold), where assigned the Hold code of Auto Hold, from Apps control setting.

Un-ticking the select check box next to an AP Invoice in the AP Release/Holds Screen will change the hold code on the AP Invoice to None

### TAKE SUPPLIER OFF PAYMENT HOLD

To take a supplier off payment hold

- 1. Select the menu item | Data Entry | Accounts Payable | Supplier Maintenance |
- 2. Click on the Defaults tab
- 3. Un-tick Hold Payments

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Purchase History	Master Sun	Results S	urvey Graph	eDocs I	ntercompany	Subcontracts	WebView N	lotes Relat	ed Analysis	
Main Defaults	Integration	Cash/Banking	Withholding Ta	y Transa	ctions Cust	om eXchapge	Email Tracker	Freight	Purchase Orders	Release/alter holds
Branch 02 (V	Wellington)	→ Tao	ation							Apply transactions
Currency NZD	(New Zealand Dollars)	✓ Tax	type	Exclusive	~					Create invoice
Calendar MAR	RCH	✓ Tax	code		Q					Create standing invoice
Payment terms 30 D	Days from Invoice Date	Q IRE	number	11111111						Create journal
Discount type Perc	entage of Total $\sim$	0.00 %								Create credit note
Reporting options							2			Create payment
Remittance delivery meth	hod Email	~	las a parent account				<u> </u>			Create purchase order
Remittance recipient	nicola@verde.c	o.nz	ay invoices separately							Create standing order
Purchase order delivery	metriod		Jse buyer created tax in	nvoices			1			IPM
1	Un-tick		ingle attachment per o fold Payments	Reporting emai	π		Wa	arning		
Delivery Method	Lead lime L	Frequency Order Cyc	e O Frequency I		There are	7 AP Invoice/s for thi	is Supplier on Auto Hol	d, please review an	d release using AP Relei	ase/Alter Holds form
Ready					Fit	rst Supplier of 509				



Taking a supplier off Hold Payments displays a message of the number of AP Invoices currently on Hold, after pressing OK, the Release/Alter Holds form will be opened enabling the user to select invoices that should be taken off hold

<u>Note</u>: Taking a supplier off payment hold does not automatically remove hold codes from existing AP Invoices, this must be done manually. New AP Invoices created after a supplier is taken off Payment Hold will no longer be assigned a hold code automatically by the App

# 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

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Enter N	lew Registration Coc	oVjhflAQQUQmW	Install App		Load from File	<u>[</u>	<u>D</u> elete Inactive	/Expired App	Uninstall Apps For Greentre
Code	Name	Description		Active	Expiry Date	User Count	Settings	App Count	<u>^</u>
010006	Transaction UDF	Tab in Transaction Entry for Cu	stom UDF Fields	<b>v</b>	31 December 2049	100-Edit Use	Change		
010007	Job Cost Shift Managem	Functionality that allows the def	iinition of a shift time	~	09 February 2019	0-Edit Users	Change		
010008	Utility System Scripts	A collection of useful scripts for	importing and expc	~	31 January 2023	5-Edit Users	Change	5-View	
010010	Email Copy Invoices	Functionality to email customer	invoice copies	~	31 December 2049	100-Edit Use	Change		
010011	Snap Shot Workbench	Create Snap Shots of data for A	Audit purposes	~	31 December 2049	100-Edit Use	Change		
010012	IN Pricing Workbench	Inventory pricing workbench		~	31 December 2049	100-Edit Use	5		
010015	System Script Security	Set Security on System Scripts	by User	•	31 December 2049	100-Edit Use	8		

- 4. Select/Highlight the Point App.
- 5. Click on the Edit Users button and select the users who will be configured to use this App, for which companies.
- 6. Save and Close the form.

#### **APP CONFIGURATION**

- 1. Select the menu item | System | Apps for Greentree | Apps Module Control |
- 2. Select/Highlight the Supplier Invoice Hold App.
- 3. Click on the Change button to configure the App for use.
- 4. Select the Hold Code to be used by the App

		. 88 @							
Enter N	lew Registration Code		Install Ap	p		5	elete Inactiv	e/Expired App	Uninstall Apps For Greentr
	Filter Apps	Hold							
ode	Name	Description		Active	Expiry Date	User Count	Settings	App Count	
10123	Display withholding tax in	Display withholding tax in AP In	voice	~	20 February 2018	0-Edit Users			
0146	Supplier Invoice Hold	Allow Supplier to be put on Pay	ment hold, which p		14 February 2020	0-Edit Users	Change		
		GT	Su	pplier	Hold Settings			_ 🗆 🗙	
		P	0 20	Æ	Ø	9	AFG @ R	to R M O	
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		Hold Code	Au	to Hold	Q				

- 5. Click Save
- 6. Escape to Close the form
- 7. Click on Edit Users
- 8. Select the users by company that will have access to this functionality

Close and re-open the supplier maintenance screen to enable the Hold Payment property

#### **OTHER GREENTREE CONFIGURATION**

#### **CREATE A HOLD CODE**

You should setup a hold code specific for the Supplier Payment Hold functionality to differentiate AP Invoice placed on Hold as a result of the Supplier being placed on hold as opposed to the AP Invoice being placed on Hold manually or through some other process

To setup a new Hold Code

- 1. Select the menu item | System | System Setup | Hold Code Maintenance |
- 2. Enter a Code

- 3. Enter a Description for the Hold Code
- 4. Tick the Active button
- 5. Click Save
- 6. Escape to Close the form

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Description	Supplier Payment Hold	1								
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Ready		Hold Code 2 of 11								