

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

The screenshot shows the 'Supplier Maintenance' window in Greentree software, specifically the 'Defaults' tab. The window title is 'Supplier Maintenance' and the supplier name is 'PLASTERBOARD 2003 LTD'. The 'Hold Payments' checkbox is checked, and a red arrow points to it with the text 'Tick to hold supplier payments'. Other visible fields include Branch (02 (Wellington)), Currency (NZD (New Zealand Dollars)), Calendar (MARCH), Payment terms (30 Days from Invoice Date), and Taxation (Exclusive). The 'Reporting options' section includes 'Pay invoices separately' (checked) and 'Use buyer created tax invoices' (unchecked). The 'Delivery Method' table at the bottom is empty.

Delivery Method	Lead Time	L' Frequency	Order Cycle	O' Frequency	Default
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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

GT AP Invoice Entry

Batch: S4497 Branch: 01 (Auckland) Last Invoice number: 100074

Invoice Select Order Select Receipt Select Additional Charges Select Shipment Line Item Custom Email Tracker

Invoice Detail

Number: 100074 Date: 18/02/19 Hold code: Auto Hold Entered by: SUPER

Supplier Detail

Code: 010101 Alpha: 010101 Name: PLASTERBOARD 2003 LTD Currency: NZD Rate: 1.00000000 Terms: 30 Days from Invoice Date

Payment date: 20/03/19 Posting date: 18/02/19 Period end: 28/02/19

Narration: PLASTERBOARD 2003 LTD

Supplier is on Hold Payment so any new AP Invoice's created will be assigned the Hold Code set in the App control

Discount: 0.00 Net: 25.00 Tax: 3.75 Total: 28.75

Type	Adv Invoicing	Tax Type	Company/Trans	Account/Code	GL Short Code	Description	Transaction Analysis	Subcode/Loc
GL		E	06	10.10.1030	SupportInc	Support Income		
GL		E	06	10.				

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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](#)

Date	Type	Reference	Outstanding	Original	Hold value	Hold code	Select
+ 16/08/17	AP Invoice	100055	10.00	10.00	10.00	Auto Hold	<input checked="" type="checkbox"/>
+ 01/11/17	AP Invoice	100065	115.00	115.00	115.00	Auto Hold	<input checked="" type="checkbox"/>
+ 20/03/18	AP Invoice	C27747_1	165.00	165.00	165.00	Hold	<input checked="" type="checkbox"/>
+ 04/04/18	AP Invoice	C27747	474.38	474.38	474.38	Hold	<input checked="" type="checkbox"/>
+ 17/05/18	AP Invoice	C27747_V1_AP	480.00	480.00	480.00	Hold	<input checked="" type="checkbox"/>
+ 17/05/18	AP Invoice	C27747_V2_AP	480.00	480.00	480.00	Hold	<input checked="" type="checkbox"/>
+ 17/05/18	AP Invoice	C27747_V3_AP	480.00	480.00	480.00	Auto Hold	<input checked="" type="checkbox"/>
+ 17/05/18	AP Invoice	C27747_V4	480.00	480.00	480.00	Auto Hold	<input checked="" type="checkbox"/>
+ 17/05/18	AP Invoice	C27747_FINAL	480.00	480.00	480.00	Auto Hold	<input checked="" type="checkbox"/>
+ 07/09/18	AP Invoice	INV010101	474.38	474.38	474.38	Auto Hold	<input checked="" type="checkbox"/>
+ 18/02/19	AP Invoice	100074	28.75	28.75	28.75	Auto Hold	<input checked="" type="checkbox"/>

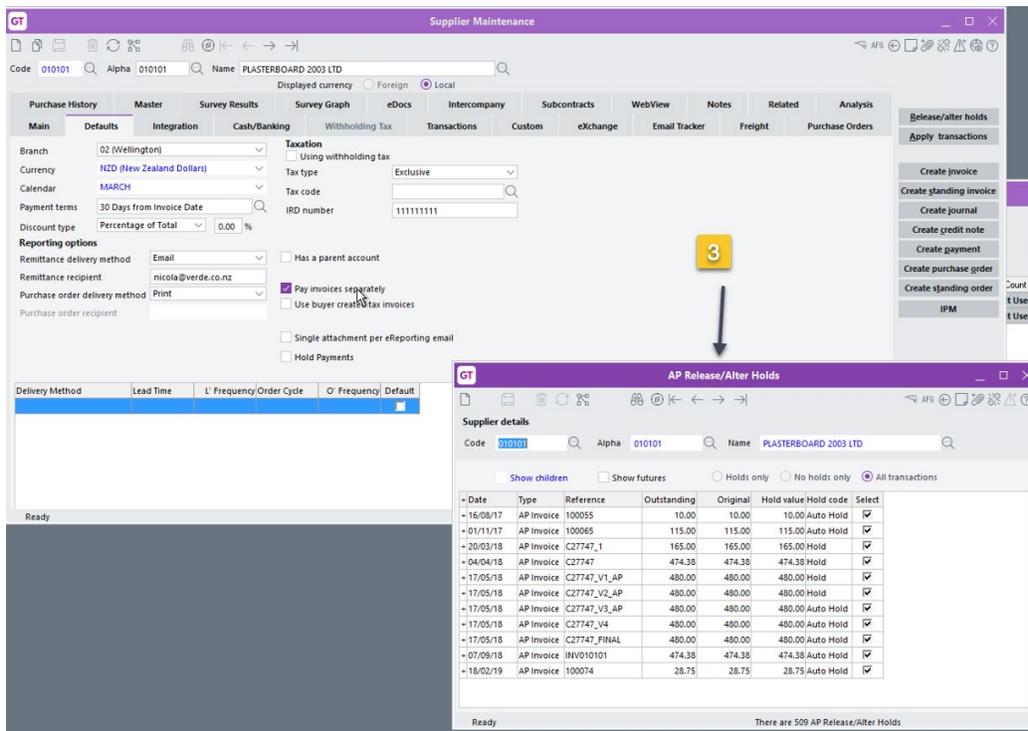
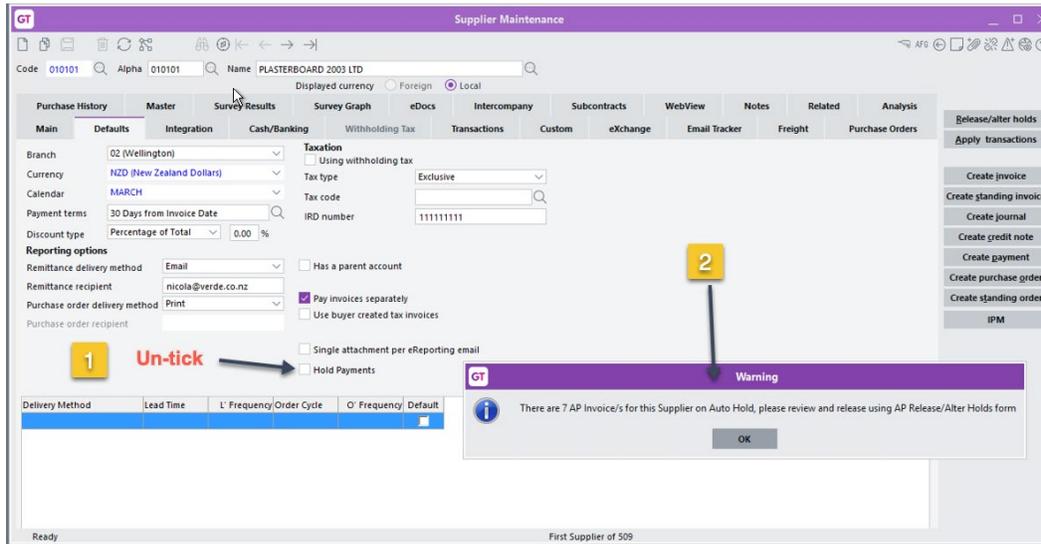
Example: The example above shows that when the supplier 010101 was put on payment hold, all AP Invoices that were not already on hold (Status Hold), were assigned the Hold code of Auto Hold, from Apps control setting.

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**



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

Note: 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

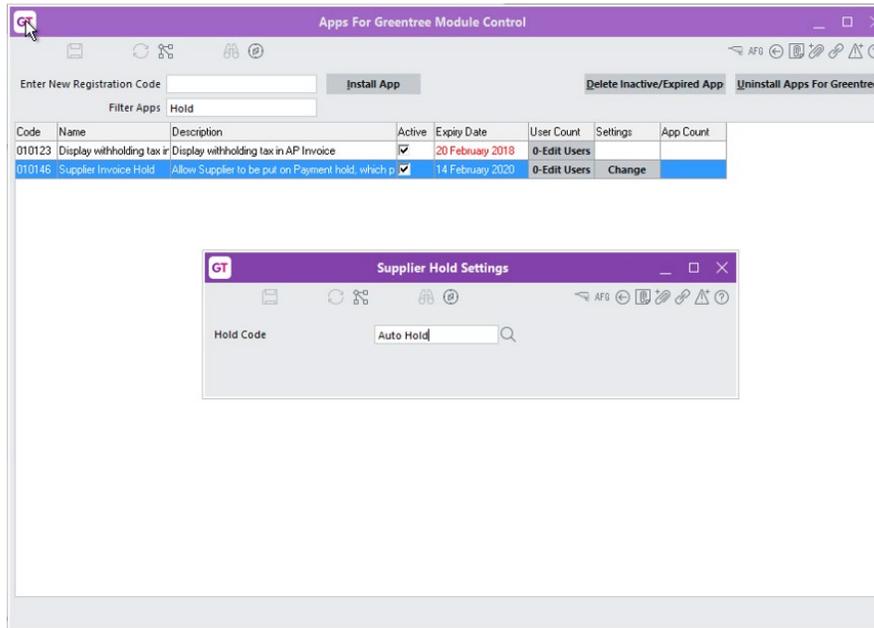
1. Log into Greentree as the **Super** user
2. Select the menu item | **System** | **Apps for Greentree** | **Apps Module Control** |
3. Enter the New Registration Codes supplied and click Install App



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



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

GT UT Hold Code Maintenance

Code Auto Hold

Description Supplier Payment Hold

Active Is retained

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