VERSION 1.0

FEBRUARY 18, 2019

Apps for Greentree

SUPPLIER INVOICE HOLD

APP NUMBER: 010146

Powered by:

MYOB Greentree

TABLE OF CONTENTS

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

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

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

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

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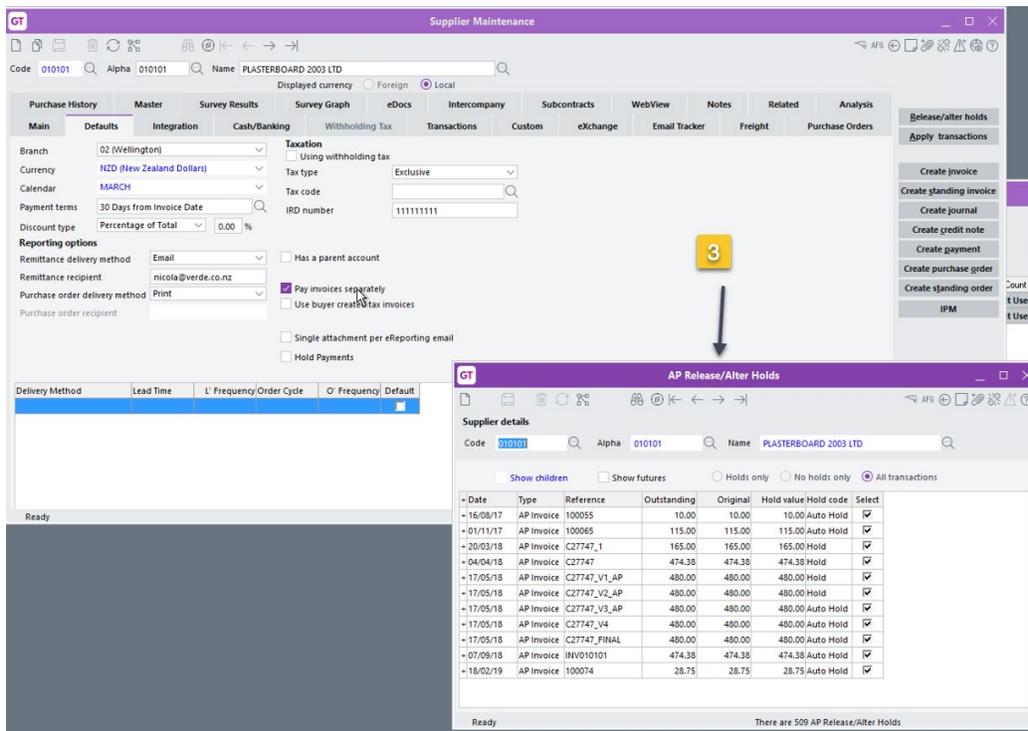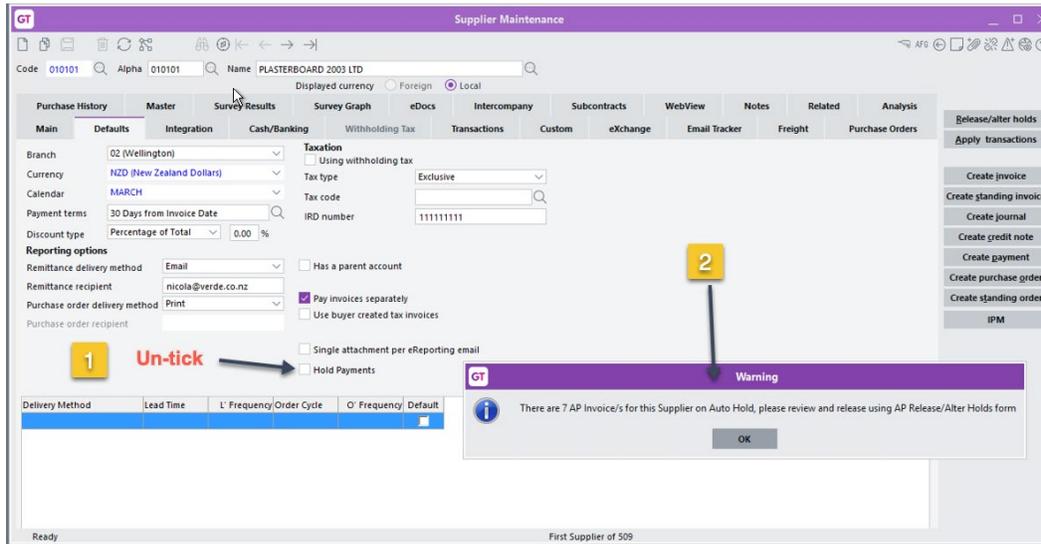
Taking a supplier off Hold Payments displays a message of the number of AP Invoices currently on Hold, after pressing OK, the Release/Alter Holds form will be opened enabling the user to select invoices that should be taken off hold

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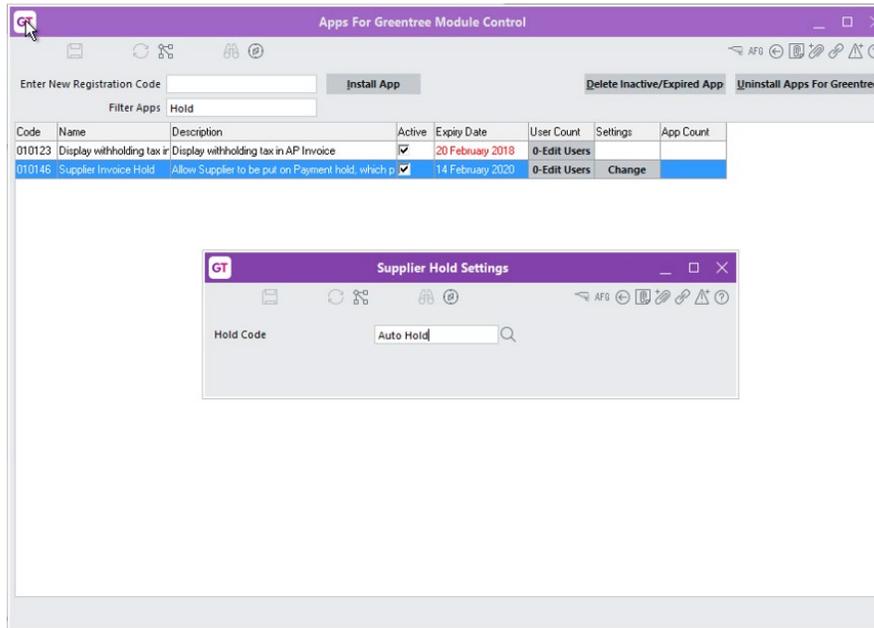
5. Click Save
6. Escape to Close the form
7. Click on Edit Users
8. Select the users by company that will have access to this functionality

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