

VERSION 1.0

MAY 7, 2019



## GL TRANSACTION ENQUIRY TABLE

APP NUMBER: 010148

Powered by:

**MYOB** Greentree

## TABLE OF CONTENTS

Features .....	2
Important Notes .....	2
Other Requirements .....	2
User Instructions.....	3
GL account Enquiry.....	3
Implementation Guide.....	4
APP INSTALLATION .....	4
OTHER GREENTREE CONFIGURATION .....	4

## FEATURES

### 1. GL Transaction Enquiry Table.

This app will add a Supplier or Customer column to the GL Account transactions tab enquiry.

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### 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.

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### OTHER REQUIREMENTS

**Greentree Modules:** General Ledger.

**Associated Apps:** Account Payable, Accounts Receivable.

# USER INSTRUCTIONS

## GL ACCOUNT ENQUIRY

Within the menu option **Data Entry | General Ledger | Account Maintenance** function, on the Transactions tab, an extra column has been added, for Customer/Supplier. This will contain customer or supplier name associated with the transaction (whichever is relevant).

The screenshot shows the 'GL Account Maintenance' window. The 'Transactions' tab is active. The 'Summary by' dropdown is set to 'Transaction'. The table below shows various transactions with a new 'Customer/Supplier' column.

Period	Date	Tran	Ref	Batch	Subcode	Amount	Narration	Co	Detail	Account	Currency	Rate	Quantity	Customer/Supplier	Contract	Management Report	Salesperson
May 2018/2019	15/05/18	AR Invoice	976	S4249		-8.70	Highstone High 1	06	1001	10.10.1000			-1.0000	Highstone High 1			
October 2018/2019	16/10/18	AR Invoice	1003	S4416		-1.00	Student 20170074	06	091804625	10.10.1000			-1.0000	Student 20170074	Cascade Level 6 24 MBA		
November 2018/2019	15/11/18	AR Credit N	336	S4473		8.70		06	1005	10.10.1000			0.0000	Wagin Secondary			
November 2018/2019	15/11/18	AR Credit N	337	S4475		8.70		06	1005	10.10.1000			1.0000	Wagin Secondary			
November 2018/2019	26/11/18	AR Invoice	1020	S4477		160.00	Redeem Line: 1 Code: ACER17LCD - Acc	06	1005	10.10.1000			1.0000	Wagin Secondary			
November 2018/2019	26/11/18	AR Invoice	1020	S4477		-10.00	Admin fee Wagin Secondary	06	1005	10.10.1000			-1.0000	Wagin Secondary			
November 2018/2019	26/11/18	AR Invoice	1021	S4477		160.00	Redeem Line: 1 Code: ACER17LCD - Acc	06	1005	10.10.1000			1.0000	Wagin Secondary			
November 2018/2019	26/11/18	AR Invoice	1021	S4477		-10.00	Admin fee Wagin Secondary	06	1005	10.10.1000			-1.0000	Wagin Secondary			
November 2018/2019	26/11/18	AR Invoice	1022	S4477		160.00	Redeem Line: 1 Code: ACER17LCD - Acc	06	1005	10.10.1000			1.0000	Wagin Secondary			
November 2018/2019	26/11/18	AR Invoice	1022	S4477		-10.00	Admin fee Wagin Secondary	06	1005	10.10.1000			-1.0000	Wagin Secondary			
November 2018/2019	29/11/18	GL Bank In	9307	S4478		-5,180.00		06		10.10.1000			-1.0000				
February 2018/2019	14/02/19	AP Invoice	100073	S4496		144.00	Sam's Franchise	06	SamFran	10.10.1000			12.0000	Sam's Franchise			
April 2019/2020	01/04/19	AR Invoice	RKtest1	S4590		-2,011.30	Wagin Secondary	06	1005	10.10.1000			-1.0000	Wagin Secondary			

Note that this column must be selected (right click, Edit Columns then right click, Save settings) and can only be used when the summary is by Transaction as above.

The 'Edit Column Headings' dialog box shows a list of columns with checkboxes for visibility. The 'Customer/Supplier' column is highlighted in blue and has its checkbox checked.

Original Heading	New Heading	Visible
Ref	Ref	<input checked="" type="checkbox"/>
Batch	Batch	<input checked="" type="checkbox"/>
Subcode	Subcode	<input checked="" type="checkbox"/>
Amount	Amount	<input checked="" type="checkbox"/>
Narration	Narration	<input checked="" type="checkbox"/>
Co	Co	<input checked="" type="checkbox"/>
Detail	Detail	<input checked="" type="checkbox"/>
Account	Account	<input checked="" type="checkbox"/>
Currency	Currency	<input checked="" type="checkbox"/>
Rate	Rate	<input checked="" type="checkbox"/>
Quantity	Quantity	<input checked="" type="checkbox"/>
Customer/Supplier	Customer/Supplier	<input checked="" type="checkbox"/>

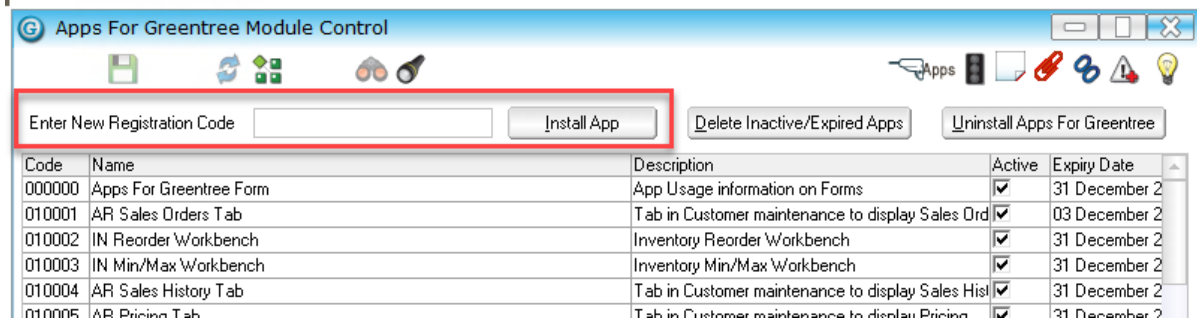
Buttons: **Apply** **Cancel**

## 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 GL Transactions Enquiry Table App.
5. Click on the Edit Users button and select the users who will be configured to use Replace, for which companies.
6. Save and Close the form.

### OTHER GREENTREE CONFIGURATION

None.