Apps for Greentree

POSTING PERIOD AUDIT

APP NUMBER: 010151

Powered by:

MYOB Greentree

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FEATURES

1. **Audit when Posting periods are changed**

   This app gives you the ability to view when posting periods were changed, by who and from what period to what period. There is a report to give you this detail for the specific company you are logged into.

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: One or more of the following: Accounts Payable, Accounts Receivable, General Ledger, Inventory, Job Costing or Fixed Assets.
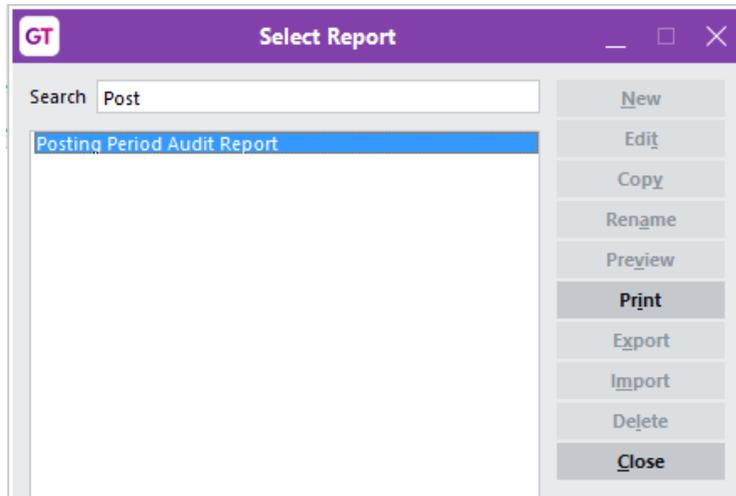
Associated Apps: None

VIEW THE POSTING AUDIT REPORT

The report can be found from the standard Other Reports menu.

Reports | Other Reports | Posting Period Audit Report

Choose the Posting Period Report and click on Print.

Type refers to what module you would like to see (AP, AR, GL, IN, FA, JC, TX). To view all, leave this blank. You can also specify the date range you would like to report on:
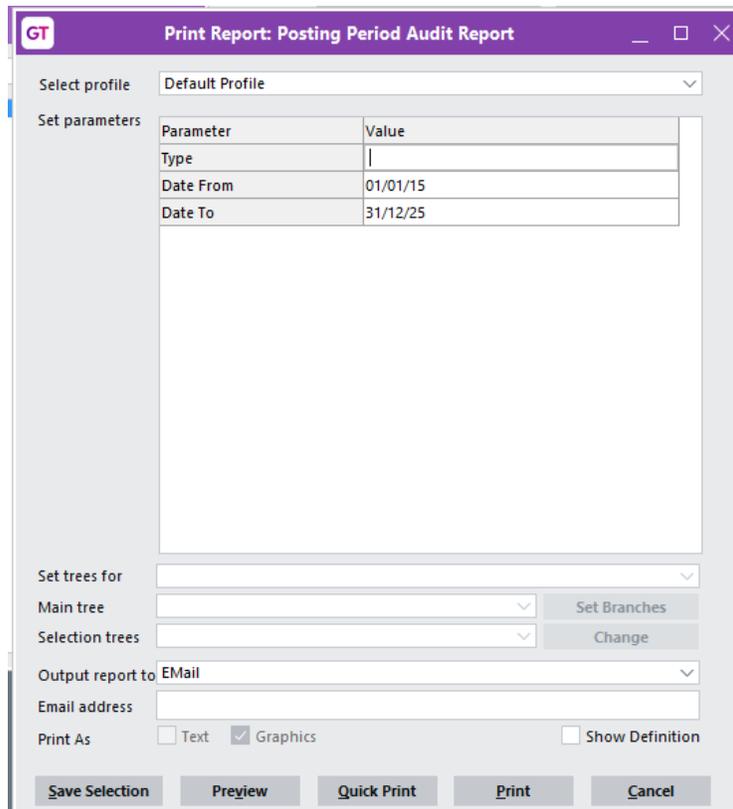
Example of report output:

e-Computers - NZ

Posting Period Audit Report for: 10 September 2019 to 31 December 2025

| Module	Date	Calendar	Type of Change	From	To	Updated By
AP	11/09/19	MARCH	First	July [2012/2013]	August [2019/2020]	SUPER
AP	11/09/19	MARCH	Current	September [2017/2018]	September [2019/2020]	SUPER
AR	11/09/19	MARCH	First	September [2019/2020]	June [2019/2020]	Amanda
AR	11/09/19	MARCH	Last	October [2019/2020]	September [2019/2020]	Amanda
AR	11/09/19	MARCH	Current	September [2019/2020]	August [2019/2020]	Amanda
FA	11/09/19	MARCH	First	August [2019/2020]	July [2019/2020]	Amanda
FA	11/09/19	MARCH	Last	October [2019/2020]	November [2019/2020]	Amanda
FA	11/09/19	MARCH	Current	September [2019/2020]	August [2019/2020]	Amanda
GL	11/09/19	MARCH	First	August [2007/2008]	August [2019/2020]	George
GL	11/09/19	MARCH	Last	March [2023/2024]	November [2019/2020]	George
GL	11/09/19	MARCH	Current	June [2019/2020]	September [2019/2020]	George
IN	11/09/19	MARCH	First	August [2019/2020]	September [2019/2020]	George
IN	11/09/19	MARCH	Last	October [2019/2020]	September [2019/2020]	George
JC	11/09/19	MARCH	Last	October [2019/2020]	November [2019/2020]	SUPER
JC	11/09/19	MARCH	Current	October [2019/2020]	September [2019/2020]	SUPER
TAX	11/09/19	MARCH	First	September [2019/2020]	August [2019/2020]	SUPER
TAX	11/09/19	MARCH	Current	September [2019/2020]	August [2019/2020]	SUPER

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
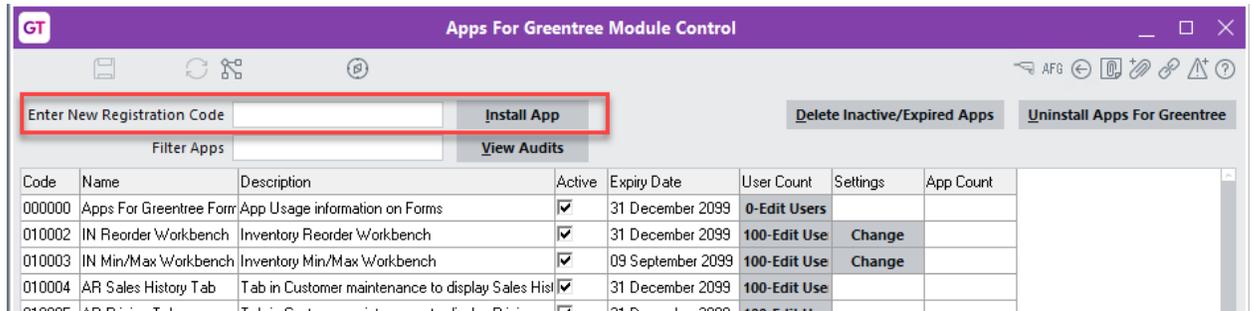
4. Select/Highlight the Posting Period Audit App.
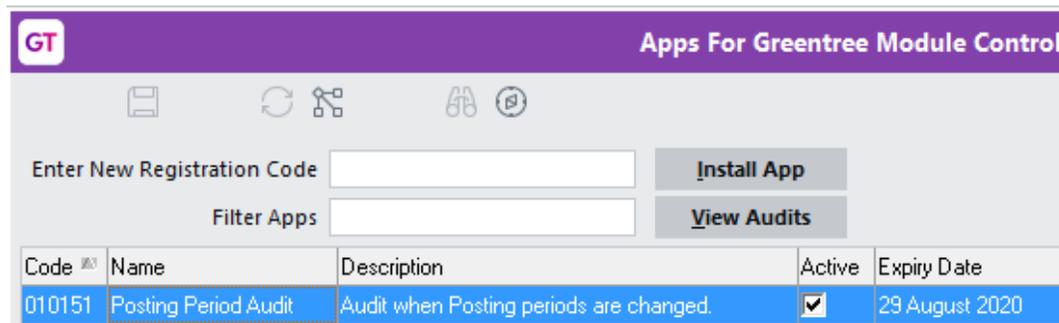
5. Click on the Edit Users button and select the users who will have access to run the Posting Period Audit Report and for which companies. All users will be audited on, regardless if they are selected in the setup or not.
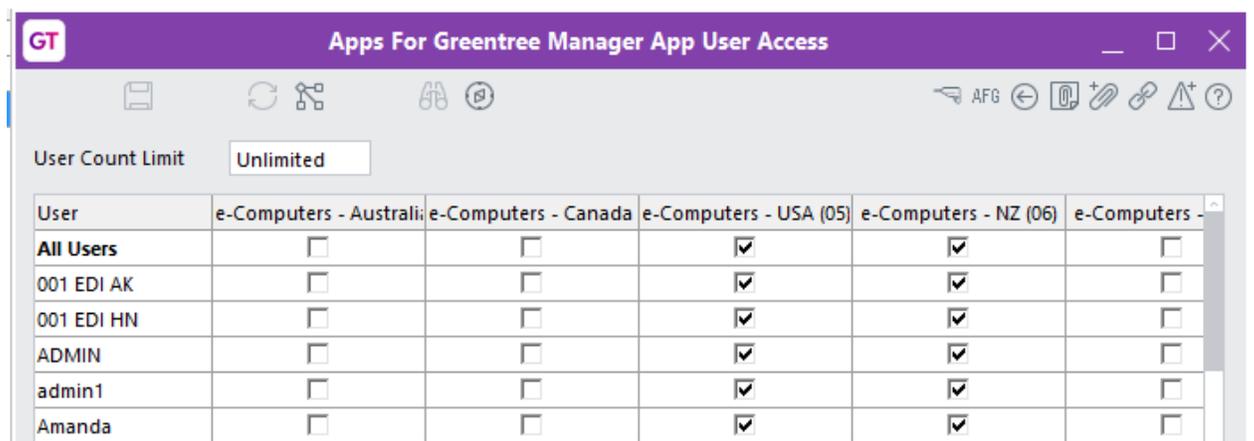
6. Once you have selected the users, Save the settings using the save icon in the header and Close the window.

7. Save and Close the form.