

VERSION 1.0
NOVEMBER 23, 2017

Apps for Greentree

JOB TRANSACTION ENTRY

APP NUMBER: 010018

Powered by:

MYOB Greentree

TABLE OF CONTENTS

| | |
|-------------------------------|-------------------------------------|
| Features | 2 |
| Important Notes | 2 |
| Other Requirements | 2 |
| User Instructions..... | 3 |
| Sending a communication | Error! Bookmark not defined. |
| Implementation Guide..... | 9 |
| App Installation..... | 9 |

FEATURES

1. Job Transaction Entry

Job transaction Entry allows you to load multiple transactions against a job in a single screen at the same time, and then invoice if required. This is very efficient and will save time.

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: Job Costing

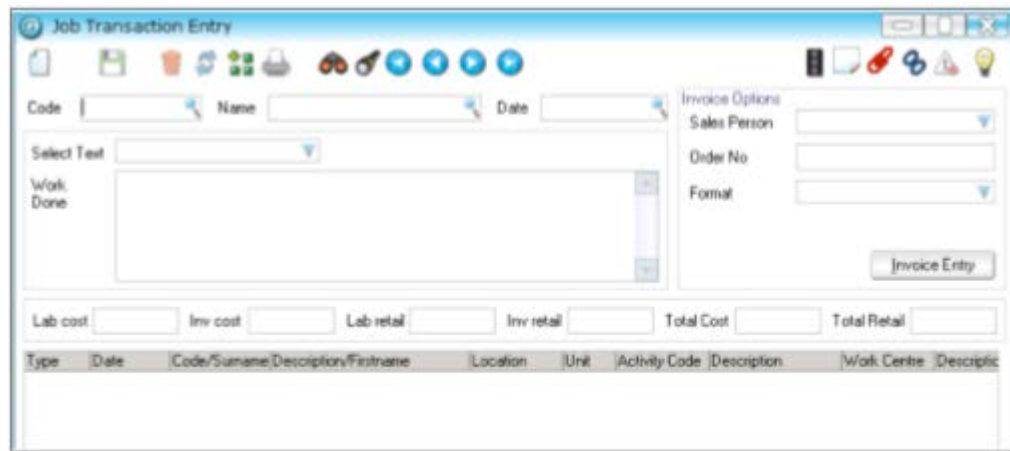
Associated Apps: None

USER INSTRUCTIONS

INSTRUCTIONS

Processing

1. Log in to Greentree
2. Go to | [Data Entry](#) | [Job Cost](#) | [Job Transaction Entry](#) | **Entering the Job lines**
3. Select the Job you wish to enter the lines for



You can select the Job either by;

- Code** Enter a valid job number
- Name** Enter a valid job description
- Date** You can enter the date that a job was opened and selected from here

4. Once a valid job has been selected all of the existing un- invoiced transactions will be displayed in the table



5. You can now add any additional items by clicking on the last line in the list and then select the correct line type. Available line types are;

| | |
|----|------------------------------------|
| TS | Timesheet Line |
| IN | Inventory item to be posted to job |

6. Depending on the choice of line type the fields to enter will change. If you chose **TS line type**, then the available fields will be:

| | |
|------------------------|--|
| Date | The date of the timesheet line |
| Code/Surname | The surname of the employee whose time is to be charged |
| Description/First name | The first name of the employee whose time is to the charged |
| Activity Code | The activity code, selected from the list of available codes for this job/line type. This field may default. |
| Description | The activity code description |
| Workcentre | Selected from a valid list for the Job. This field may default |
| Description | Workcentre description |
| Start and Finish | Time of day that the task was started and finished |
| Quantity | Determined by the Start/Finish time entered. This field can be overridden |
| Cost | Determined from the JC Employees |
| Selling Rate | The rate attached to the activity code / employee |
| Total Cost | Cost rate X quantity |
| Total Retail | Selling rate X quantity |

Narration Add any narration relevant to the entered line

If you chose **IN line type**, then the available fields will be:

| | |
|-------------------------------|--|
| Date | The date of the timesheet line |
| Code/Surname | Inventory code of the item to be used on this job |
| Description/First name | Inventory item description |
| Location | The location of the inventory item to be supplied |
| Unit | The selling unit of the item to be supplied |
| Activity Code | The activity code, selected from the list of available codes for this job/line type. This field may default. |
| Description | The activity code description |
| Workcentre | Selected from a valid list for the Job. This field may default |
| Description | Workcentre description |
| Quantity | Number of units to be supplied |
| Cost | Determined from the IN item |
| Selling Rate | The rate attached to the IN item |
| Total Cost | Cost rate X quantity |
| Total Retail | Selling rate X quantity |
| Narration | Add any narration relevant to the entered line |

7. You can enter as many **TS or IN line** as required. Once all items are entered for the period you can invoice the job.

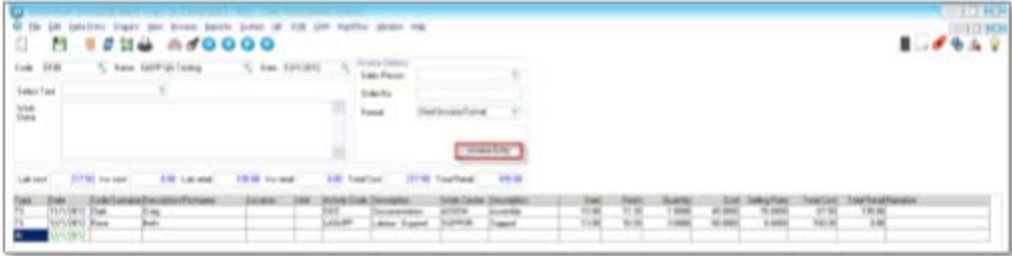
Invoice Entry from the Job Transaction Entry screen

- 8. Once you have entered all the lines required for this job, for this period, the job can be invoiced.
- 9. On the top right-hand corner of the screen you will find the invoice controls



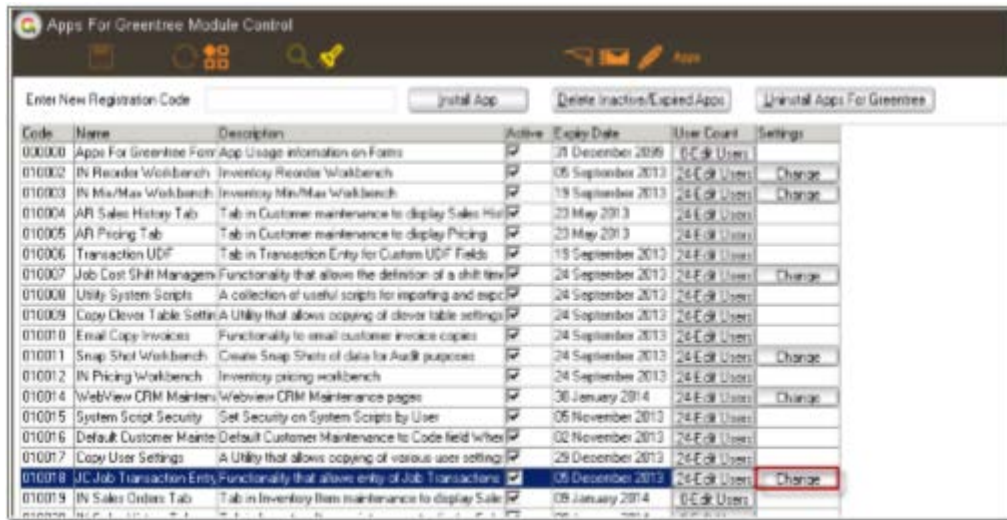
You can enter the salesperson, order number and invoice format if it has not defaulted from the Job

- 10. Select the **Invoice Entry** button to start the normal JCAR invoice process.



CONFIGURATION

1. From the | System | Apps For Greentree | Apps Module Control | screen, select the Change button



2. Specify an IN Transaction Type



3. Save the settings, using the save (disk) icon in the header and Close the JC Job Transaction Entry Control window.
4. Save the settings, using the save (disk) icon in the header and Close the Apps For Greentree Module Control window.

User Setup

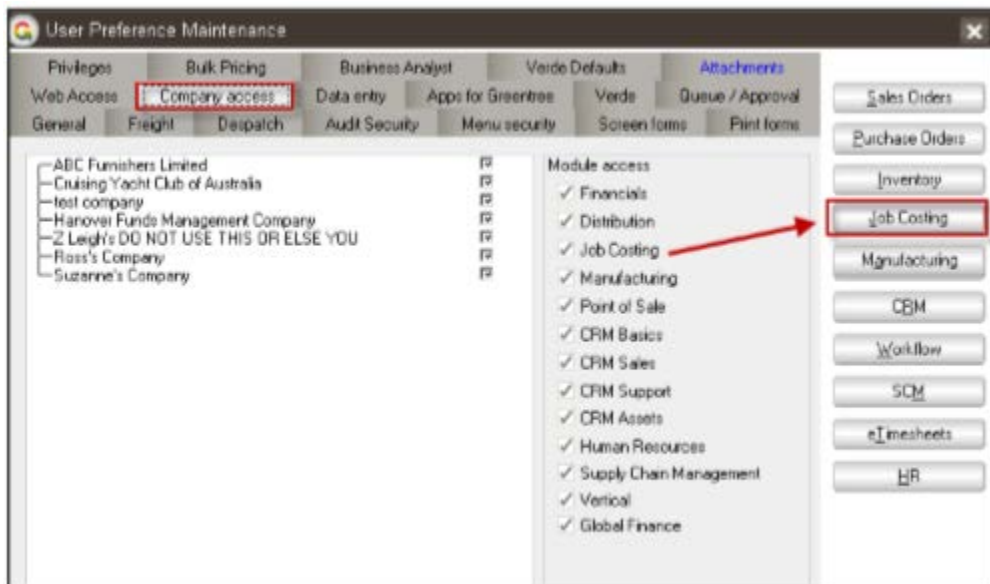
There is no user specific configuration for this application. The Application will assume that the user has access to the Job costing module as specified in the User Preferences. Steps below explain how to confirm that the user has access to this module

1. Go to | System | System Setup | User Maintenance |
2. In the Name box, select the relevant user name.

3. Click on the **More Preferences** button.



4. Click on the **Company access** tab. The **Job Costing** Module access must be ticked this will make the **Job Costing** button available where the general settings are configured for Job Costing



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

| Code | Name | Description | Active | Expiry Date | User Count | Settings | App Count |
|--------|------------------------|--|-------------------------------------|------------------|---------------|----------|-----------|
| 010025 | SO Freight | Functionality to add Freight rule to Sales Orders | <input checked="" type="checkbox"/> | 01 November 2017 | 100-Edit User | Change | |
| 010026 | Points | Points Module to add Points for Customer Sales | <input checked="" type="checkbox"/> | 31 December 2049 | 100-Edit User | Change | |
| 010027 | SO Generate Invoice Au | Functionality to allow email of invoices from SO Ge | <input checked="" type="checkbox"/> | 31 December 2049 | 100-Edit User | Change | |
| 010029 | SO Despatch | Advanced despatch functionality from packing slip | <input checked="" type="checkbox"/> | 31 December 2050 | 0-Edit Users | Change | |
| 010030 | AR Credits from CRM Re | Functionality to allow the generation of AR credit n | <input checked="" type="checkbox"/> | 31 December 2099 | 24-Edit Users | Change | |

4. Select/Highlight the **Job Transaction Entry** App.

| Code | Name | Description | Active | Expiry Date | User Count | Settings | App Count |
|--------|--------------------------|---|-------------------------------------|------------------|---------------|----------|-----------|
| 010018 | JC Job Transaction Entry | Functionality that allows entry of Job Transactions | <input checked="" type="checkbox"/> | 31 December 2099 | 24-Edit Users | Change | |

5. Click on the **Edit Users** button and select the users who will be configured to use Active Directory Integration, for which companies.

| User | e-Computers - Australia (0) | e-Computers - Canada (0) | e-Computers - USA (05) | e-Computers - NZ (06) | e-Computers - UK (07) |
|------------------|-----------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|
| All Users | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 001 EDI AK | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 001 EDI HN | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ADMIN | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Amanda | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| andrew | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Angela | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Angela Allen | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| April Aston | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ashlin | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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.