

VERSION 1.0

JULY 16, 2021

Apps for Greentree

PO RECEIPT ENTRY PO SEARCH

APP NUMBER: 010165

Powered by:

MYOB Greentree

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FEATURES

1. PO Receipt Entry PO Search

This app gives you the ability to search for a PO before selecting a supplier.

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

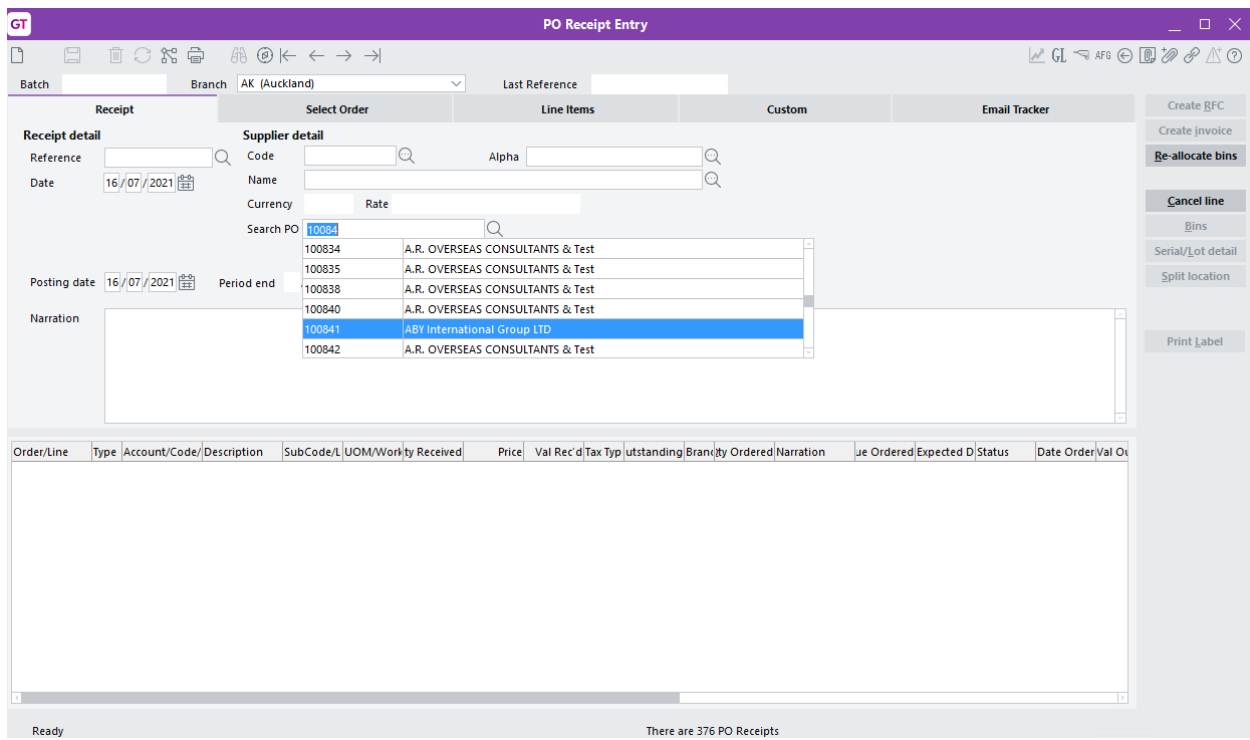
Greentree Modules: Purchasing, Accounts Payable,

Associated Apps: None

USER INSTRUCTIONS

INSTRUCTIONS

1. Select the menu item | Data Entry | Purchase Orders | Receipt Entry |
2. This normally requires selection of a Supplier Code, but with this App a "Search PO" box allows selection of a PO to receive against.
3. If a PO is selected, the "select orders" screen is populated as if the supplier has been found with the PO and the lines already selected, allowing receipting to continue as normal.



GT PO Receipt Entry

Batch Branch AK (Auckland) Last Reference

Receipt Select Order Line Items Custom Email Tracker

Receipt detail
 Reference Code 10016 Alpha 10016
 Date 16/07/2021 Name ABY International Group LTD
 Currency NZD Rate 1.00000000
 Search PO 100841

Posting date 16/07/2021 Period end 31/07/2021 Received value 0.00 Tax exclusive

Narration
 ABY International Group LTD

Order/Line	Type	Account/Code	Description	SubCode/L	UOM/Work	Received	Price	Val Rec'd	Tax Typ	Outstanding	Branch	Qty Ordered	Narration	Qty Ordered	Expected D	Status	Date Order	Val Oc
100841/1	IN	TSHIRTS	T Shirts	01	EA	20.0000	15.0000	300.00	Exclush	20.0000	02	20.0000	ABY internatio	300.00	30/01/2019	Entered	30/01/2019	

Adding a new PO Receipt There are 376 PO Receipts

The form can still be used in the normal manner if preferred.

IMPLEMENTATION GUIDE

Please refer to the Important Notes section above before installing and configuring this App

APP INSTALLATION

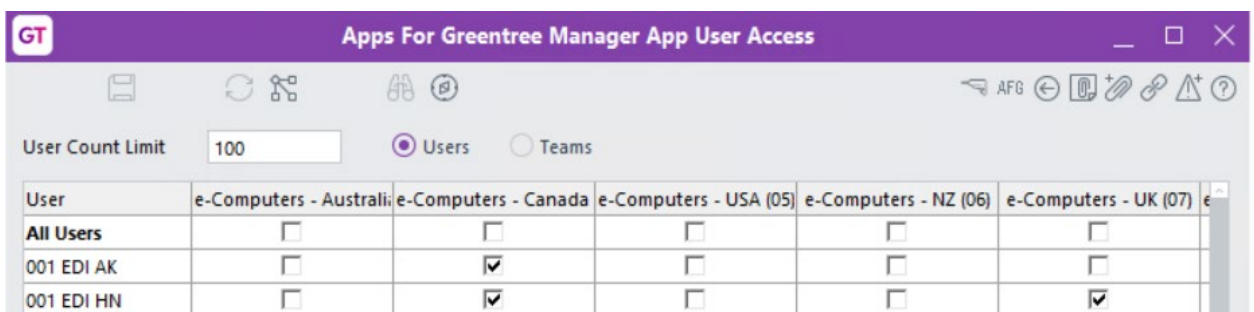
1. Log into Greentree as the Super user
2. Select the menu item | System | Apps For Greentree | Apps Module Control |
3. Either enter the New Registration Codes supplied and click **Install App** or click the **Check for Purchased Apps** button to display a list of apps recently purchased or renewed to install in bulk.



4. Select/Highlight the **PO Receipt Entry PO Search App**.



5. Click on the **Edit Users** button and select the users who will be configured to use PO Receipt Entry PO Search, for which companies.



6. Once you have selected the users, **Save** the settings, and **Close** the window.
7. **Save** and **Close** the Module Control form.

APP CONFIGURATION

Not required for this App.

OTHER GREENTREE CONFIGURATION

Not required for this App.