

VERSION 1.1

JULY 27, 2023

Apps for Greentree

COPY AP INVOICE BUTTON

APP NUMBER: 010179

Powered by:

MYOB Greentree

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FEATURES

1. **To copy an existing AP Invoice and select a new supplier.**

This App streamlines the function of creating AP Invoices with the same lines, ideal for manually created BCTI's or AP Invoices with the same lines but different suppliers.

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

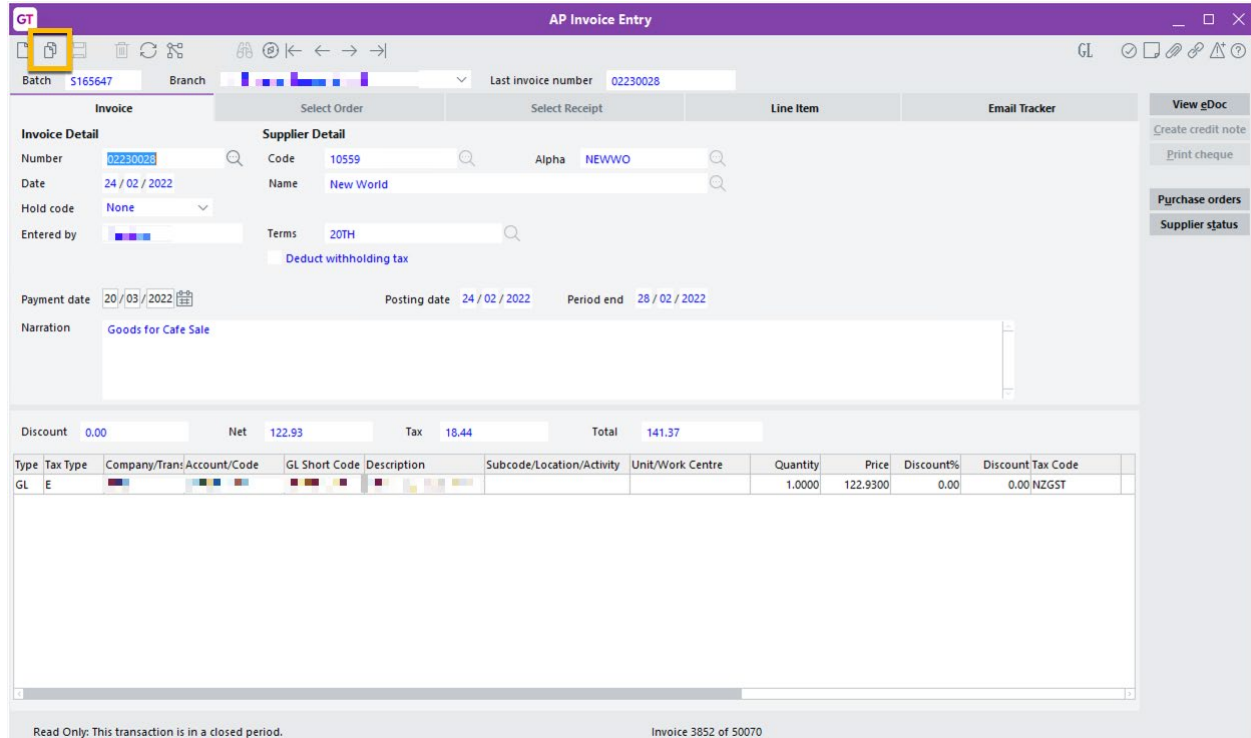
Greentree Modules: Accounts Payable

Associated Apps:

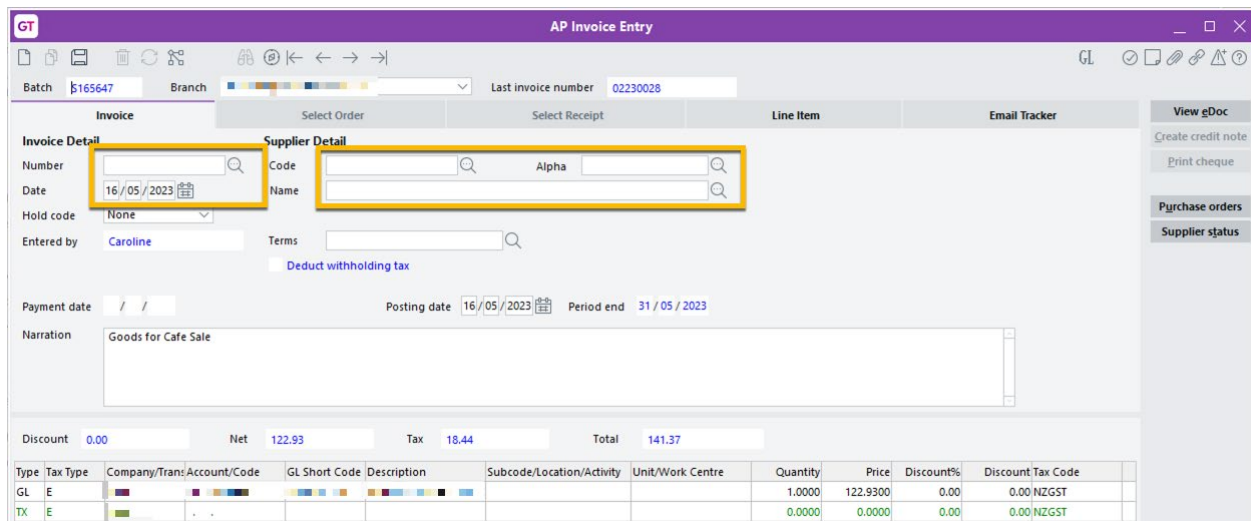
USER INSTRUCTIONS

COPYING AN AP INVOICE

This app adds a new button the AP Invoice Entry screen [Data Entry | Accounts Payable | Invoice Entry](#).



Click the copy button to duplicate the AP Invoice. The header section will clear, allowing you to select a new supplier, enter a new invoice number, invoice date, etc. You can even make changes to the lines or add additional lines if required.

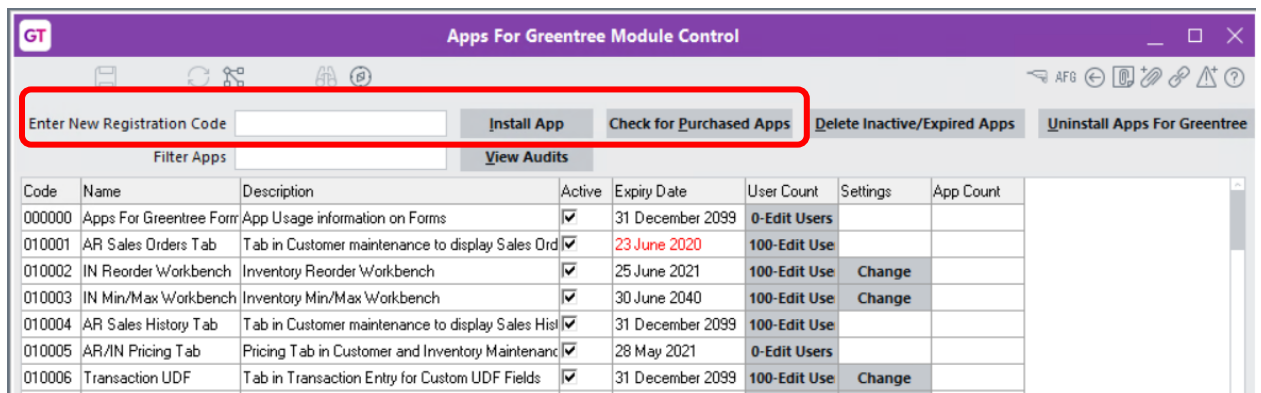


IMPLEMENTATION GUIDE

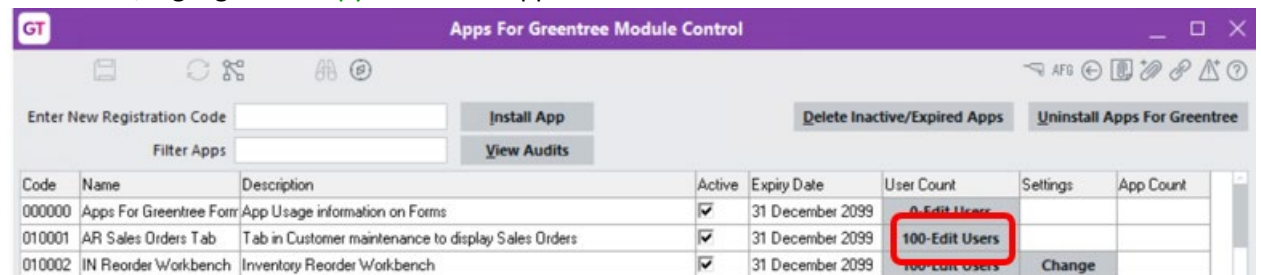
Please refer to the Important Notes section above before installing and configuring this App

APP INSTALLATION

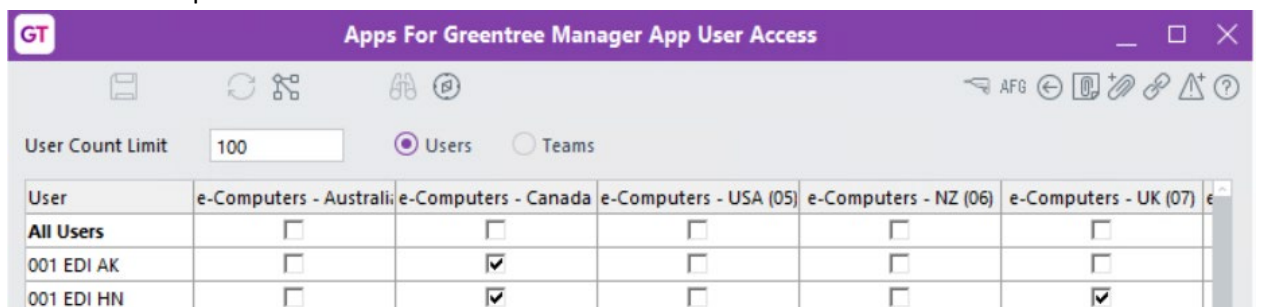
1. Log into Greentree as the **Super** user
2. Select the menu item | **System** | **Apps For Greentree** | **Apps Module Control** |
3. Either enter the New Registration Codes supplied and click **Install App** or click the **Check for Purchased Apps** button to display a list of apps recently purchased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



4. Select/Highlight the **Copy AP Invoice** App.



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



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.