

VERSION 1.0  
AUGUST 27, 2024

# Apps for Greentree

010181 AP INVOICE ON-CHARGE

APP NUMBER: 010181

Powered by:

**MYOB** Greentree

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## FEATURES

### **010181 AP Invoice On-Charge**

This app allows you to raise an AR Invoice from the AP Invoice Entry screen, and select costs to invoice directly to a customer.

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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:** AR, AP, GL.

**Associated Apps:** None

# USER INSTRUCTIONS

## USING THE AP INVOICE ON CHARGE APP

| Data Entry | Accounts Payable | Invoice Entry

1. Recall an existing AP invoice or enter the details of a new one. Click the **On-Charge** button to raise an AR Invoice:

The screenshot shows the 'AP Invoice Entry' window. At the top, there are fields for Batch (S6748), Branch (1610), and Last invoice number (ASDF123). Below this are tabs for Invoice, Select Order, Select Receipt, Select Additional Charges, Select Shipment, Line Item, Custom, and Email Tracker. The 'On-Charge' button is highlighted with a red box. The 'Invoice Detail' section includes fields for Number (ASDF123), Date (28/08/2024), Hold code (None), Entered by (SUPER), Payment date (27/09/2024), Posting date (28/08/2024), and Period end (31/08/2024). The 'Supplier Detail' section includes Code (100), Name (Test Supplier), Currency (NZD), Rate (1.00000000), and Terms (30 Days from Invoice Date). A summary table shows Discount (0.00), Net (500.00), Tax (75.00), and Total (575.00). Below this is a table with columns: Type, Adv Invoicing, Tax Type, Company/Trans Account/Code, GL Short Code, Description, Transaction Analysis, Subcode/Location/Activity, Unit/Work Centre, Quantity, Price, and Discour.

Type	Adv Invoicing	Tax Type	Company/Trans Account/Code	GL Short Code	Description	Transaction Analysis	Subcode/Location/Activity	Unit/Work Centre	Quantity	Price	Discour
GL		E	06	10.05.1010	Staff Purchases				1.0000	500.0000	0
GL		E	06	.10.					0.0000	0.0000	0

2. The AR Invoice Entry screen will open where you can choose a customer and make other changes to the header, and click save.

The screenshot shows the 'AR Invoice Entry' window. At the top, there are fields for Batch, Branch (03 (Christchurch)), and Last invoice number. Below this are tabs for Invoice, Line Item, Delivery Details, Email Tracker, Special Terms, TDD, and Custom. The 'Customer Detail' section is highlighted with a red box. The 'Invoice Detail' section includes fields for Number, Date (28/08/2024), Hold code (None), Order number, Entered by (SUPER), Payment date, Program, Posting date (28/08/2024), and Period end. The 'Customer Detail' section includes fields for Code, Name, Terms, Currency, Rate, Salesperson, and Customer status. A summary table shows Discount (0.00), Net (500.00), Tax (75.00), and Total (575.00). Below this is a table with columns: Type, Tax Type, Company/Trans Account/Code/Job, GL Short Code, Description, Transaction Analysis, Subcode/Location/Activity, Price Book, Unit, Text Type, Quantity, Price, Discount%, and DiscountTe.

Type	Tax Type	Company/Trans Account/Code/Job	GL Short Code	Description	Transaction Analysis	Subcode/Location/Activity	Price Book	Unit	Text Type	Quantity	Price	Discount%	DiscountTe
GL	E	06	10.05.1010	Staff Purchases			TRADE			1.0000	500.0000	0.00	0.00 N

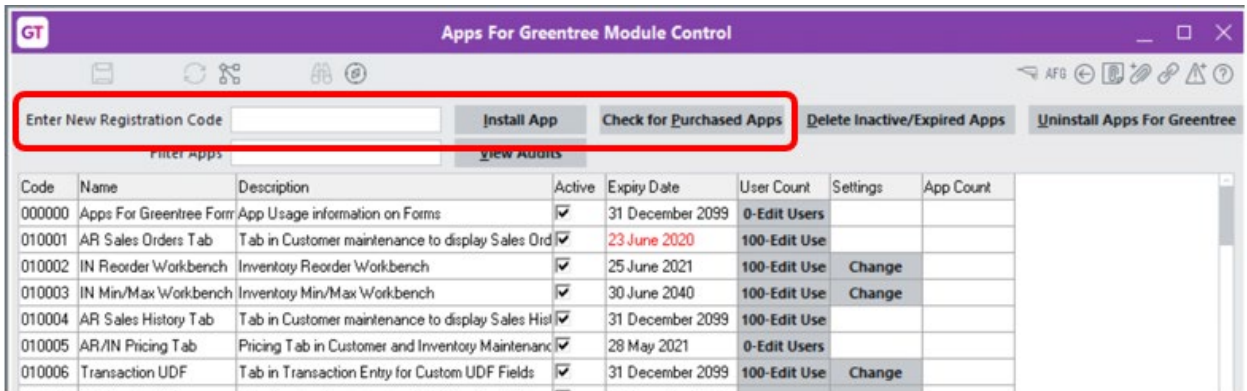
3. The lines of the AP Invoice have automatically been brought through to the AR Invoice. Once you have saved, you can make changes to the lines details.

## IMPLEMENTATION GUIDE

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

### APP INSTALLATION

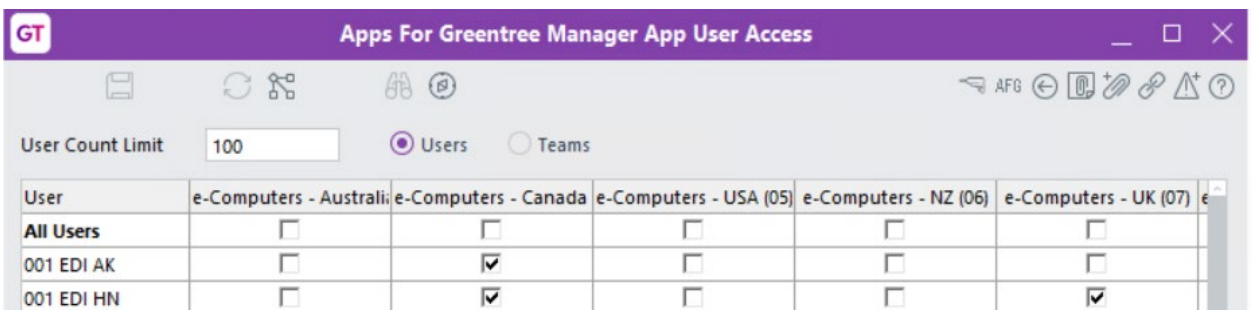
1. Log into Greentree as the Super user
2. Select the menu item | System | Apps For Greentree | Apps Module Control |
3. Either enter the New Registration Codes supplied and click Install App or click the Check for Purchased Apps button to display a list of apps recently purchased or renewed to install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



4. Select/Highlight the 010181 AP Invoice On-Charge App.



5. Click on the Edit Users button and select the users who will be configured to use 010181 AP Invoice On-Charge, 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.

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**APP CONFIGURATION**

None required.

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**OTHER GREENTREE CONFIGURATION**

None required.