JR.bizlink

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A Word from the Editor

Heading up this month's edition is Greentree's fantastic offer on the eBusiness modules. Details are enclosed.

There are many ways to use Data and I hope you enjoy our section on Searching for Information in Greentree.

The information form within our financial and qualitative systems are a businesses' biggest asset. Information is the tool to make informative decisions within your business.

We are currently upgrading our on-line accounting system this weekend, so in advance, thank you to our on-line customers, for their patience.

For other Greentree users if you wish to receive a copy of our notes on the upgrade and enhancements in the latest version - please email bizlinksupport@jr.com.au

-Teresa Hooper

eBusiness - Now is Your Chance!

-James Terrington

Offering

** 30% Discount **

** 40% Discount **

** 50% Discount **

From the 01/10/2010 to the 31/12/2010 Greentree are providing customers with the opportunity to improve their businesses via the purchase of the Greentree eBusiness modules at significantly reduced prices.

Modules included in promotion

- WebView   - eReporting

- eCRM   - eService

- WebStore   - eRequisitions

- eTimesheets   - eHRM

- eApprovals   - EDI

The offering

There are various discounts available to customers depending on the level of interaction a customer wishes to undertake.

1. Purchase any eBusiness module and receive a 30% discount of the normal retail price of that module.

2. In addition to item 1 above if the customer sends Greentree a 150 word document about what the Greentree solution has done for their business then an additional 10% discount off the normal retail price of the module will be available.

3. In addition to Item 1 and 2 above if the customer provides Greentree with contact details of 3 companies that might be interested in purchasing Greentree then an additional 10% discount off the normal retail price of the eBusiness module will be available.

Curious?

If you are curious about the above offering then please ring **JR.Bizlink** on **(07) 3222 8400** for additional information.

SEARCHING FOR INFORMATION IN GREENTREE

-James Terrington

There is always a need to be able to search through information in General Ledger, Accounts Payable, Accounts Receivable, Cashbook, Inventory and other transactional information in order to find specific details.

In most cases the transactional history will be lengthy, and therefore scrolling through information to find the details can be time consuming.

NOTE: the below process can be used in main different areas of the Greentree solution.

In the example below a supplier has rung about their account and need to know when various invoices were paid.

1. Open the **Supplier Maintenance** screen and select the supplier.

2. Navigate to the **Transactions** tab and **Show All** and **Apply**.

3. The supplier asks when AP Invoice ASK030623 was paid.

4. Right click on any of the header fields

5. Select **Set selection criteria**.

6. Enter details as below and click on **Select** (in this example it would also be possible to enter 030623 instead of ASK030623 as this search is based on a "contains" option)

   a. **NOTE**: that this screen allows for multiple searching functionality depending upon an individuals requirements.

7. The supplier transactions will be search and the required information will be returned.

RECONCLING ACCOUNTS PAYABLE/RECEIVABLE TO GENERAL LEDGER

-James Terrington

As all finance staffs are aware the process of reconciling subsidiary modules to General Ledger, while being a necessary task, has the potential to be an easy process or a difficult one.

There are various reasons why subsidiary modules like AP and AR may not reconcile to the General Ledger, some are:

- General Ledger Journals have been entered against the General Ledger control accounts, and therefore have no impact on the AP and AR modules.

- The General Ledger control accounts have been setup at a Supplier or Customer level (as compared to setting up at an overall level), and there are differences in these control accounts between individual Suppliers or Customers.

- A user codes an AP or AR transaction directly against the General Ledger control accounts.

Below are some standard steps that you can take if you find differences between the General Ledger and the AR and AP subsidiary modules. **NOTE**: there are many reasons why there could be variances, this only covers the above 3 specific situations.

FINDING GL JOURNALS CODED TO CONTROL ACCOUNTS

1. Utilise the functionality as detailed in the section above "**Searching for information in Greentree**" to search the General Ledger Control accounts for General Ledger Journals.

2. Enter details into the Selection Criteria screen as below and click on **Select**.

DIFFERENCES IN THE SETUP OF CONTROL ACCOUNTS AGAINST AP SUPPLIERS

There are two ways that Greentree can be configured in order to cater for varying client requirements:

1. Control Accounts can be configured at just an overall/module level.

   a. This means that there is no need for GL Control Account information to be setup against each individual supplier.
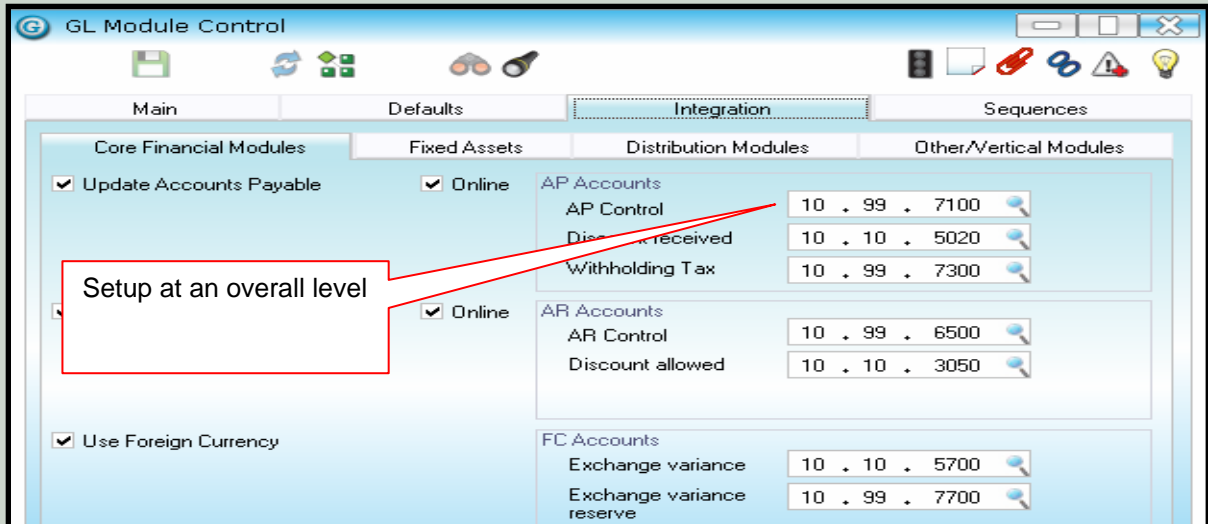
2. Control Accounts can be configured at an overall/module level and ALSO an individual supplier level.

   a. This caters for situations where certain suppliers must have distinct GL Control Accounts in order to meet specific business requirements.
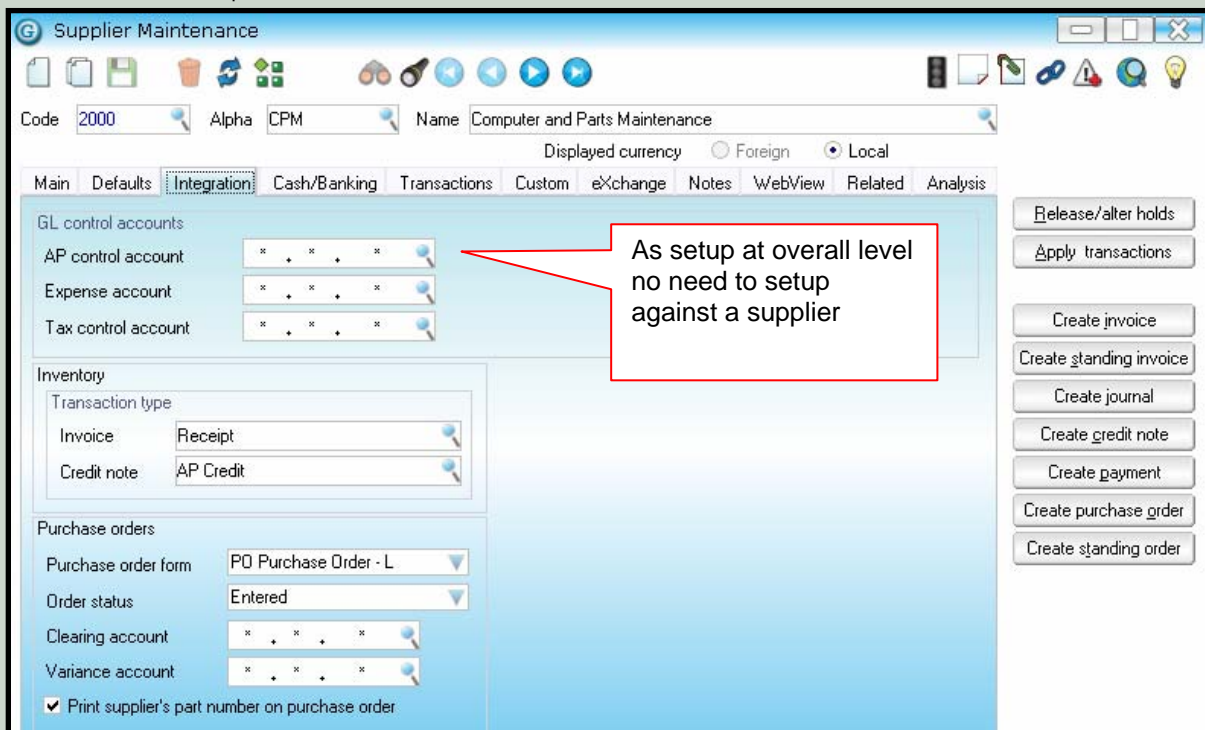
The second of these situations can lead to confusion in reconciling to the General Ledger Control accounts if a user is not aware of how each supplier has been configured.

In order to quickly see how each individual supplier is configured a query can be run:

1) Open the **Supplier Maintenance** screen.

2) Click on the **Explorer** button



3. Complete the following steps:

   a. Click on the **Query Columns** tab

   b. In the **Order by:** section click on the **Add** button. The **Select Property** screen will open, scroll down and find the field called *creditorsControlAccount* and then using your mouse drop and drag this field into the **Order by**: box.

   c. In the **Columns to view:** section click on the **Add** button. The **Select Property** screen will open, scroll down and find the fields called *code*, *name* and *creditorsControlAccount* and then using your mouse drop and drag these fields into the **Columns to view:** box.
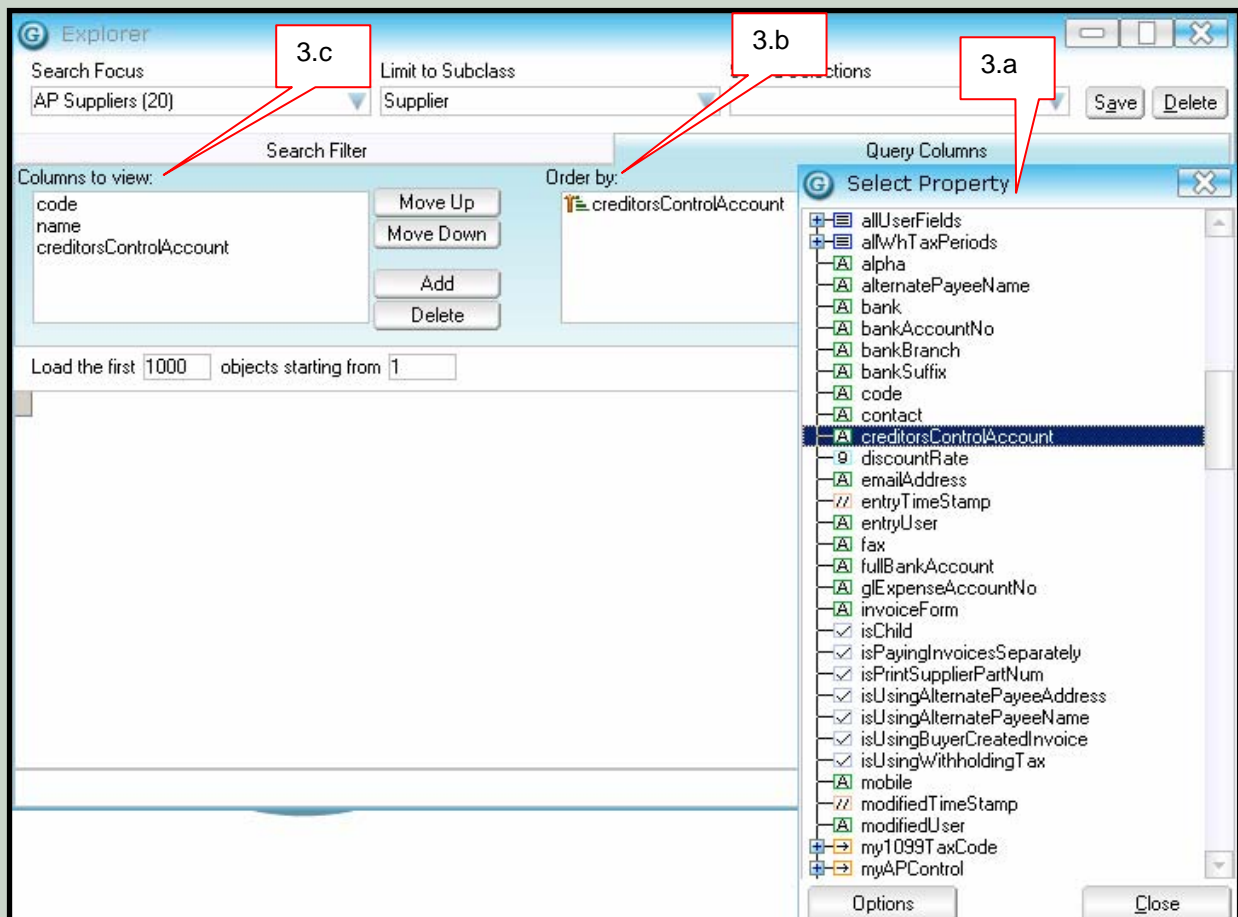
4. Click on the **Search Now** button, all suppliers will be returned with their <u>current</u> GL Creditors Control Account. This allows a user to see which suppliers may have different GL Control accounts and thus help in the reconciliation process.
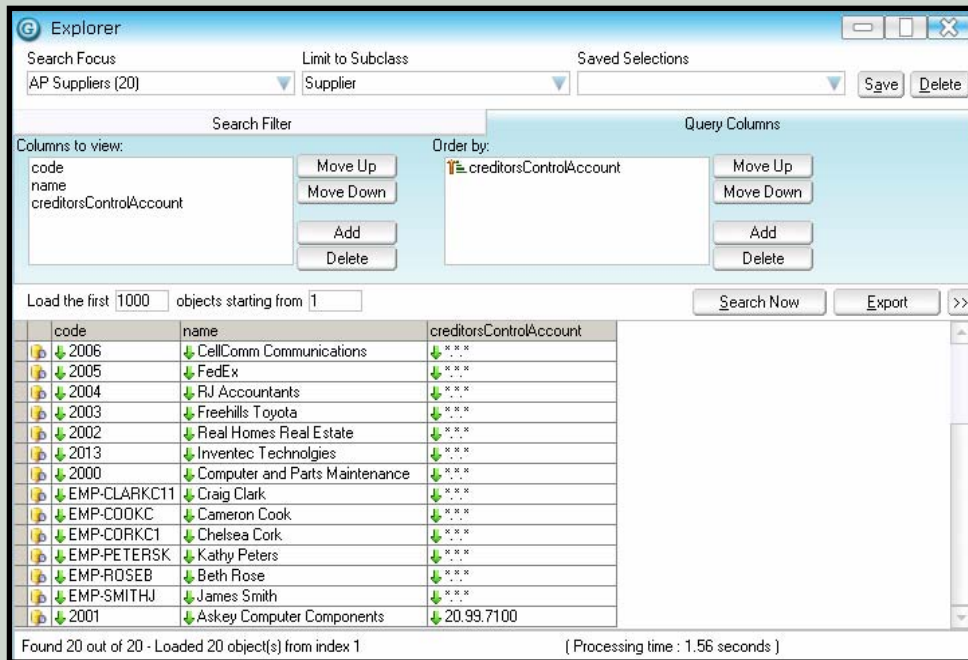
TRANSACTIONS CODED TO GL CONTROL ACCOUNTS

It is possible for users to code transactions (i.e. AP Invoices etc) direct to control accounts. This will then lead to being unable to reconcile the subsidiary module to the General Ledger control accounts.

The below example shows how to find transactions that may have been specifically coded to the creditors control account. **NOTE**: a similar process could be used for other types of control accounts.

1. From the menu select *File > Explorer*.

2. Complete the following steps:

   a. From the **Search Focus** drop down select **GL Line Items**

   b. Select the **Search Filter** tab

   c. Click on the <**Select Property...**> button to open the **Select Property** screen.
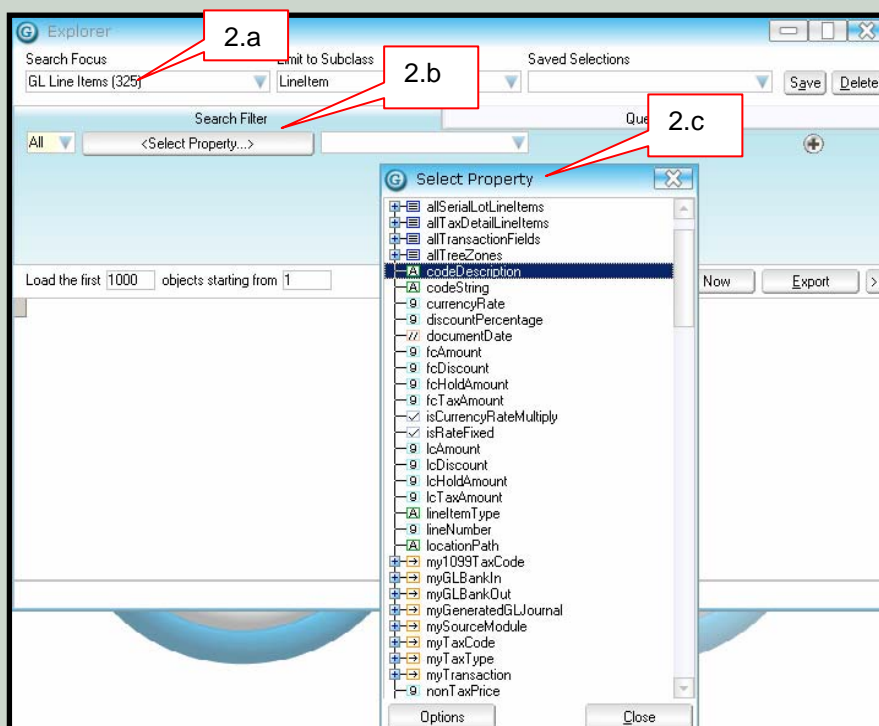
3. Complete the following steps:

   a. From the **Select Property** screen drop and drag the *codeDescription* field onto the **<Select Property…>** button (once done this button will now read codeDescription)

   b. Select Contains from the drop down.

   c. Enter **Creditors Control** in the field (**NOTE**: this assumes that your GL Control account contains these words, if your GL control account is named differently then change the wording accordingly).
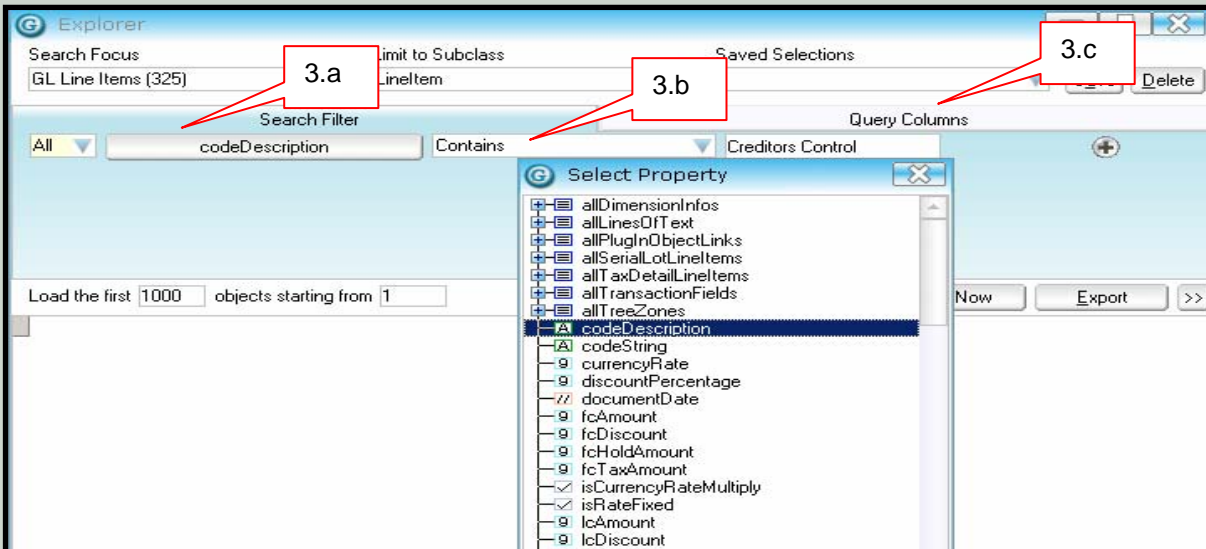
4. Complete the following:

   a. Click on the **Query Columns** tab

   b. In the **Columns to view:** section click on the **Add** button.

   c. The **Select Property** screen will open, scroll down and find the fields called *codeDescription, codeString, lcAmount, postingDate* and *mTransaction .reference* and using your mouse drop and drag these fields into the **Columns to view**: box.
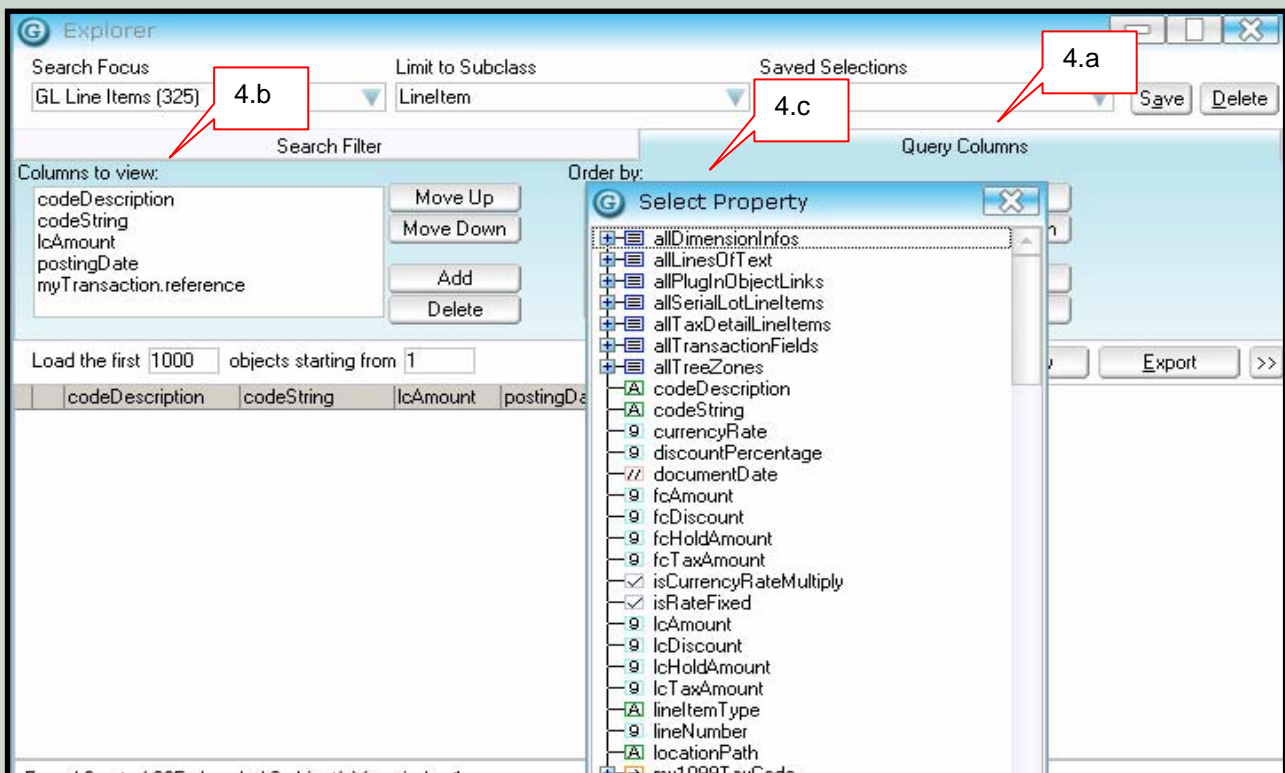
5. Click on the **Search Now** button, any transactions that were directly coded to the GL Creditors control account will be returned.

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