



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

INSIDE THIS ISSUE:

Editorial	1
eBusiness	1
Searching for Information in GT	2-3
Reconciling AP/AR To General Ledger	4-9
JR.Bizlink People	9

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
- eCRM
- WebStore
- eTimesheets
- eApprovals
- eReporting
- eService
- eRequisitions
- eHRM
- 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**.

Supplier Maintenance

Code: 2001 Alpha: ASKEY Name: Askey Computer Components

Displayed currency: Foreign Local

Main Defaults Integration Cash/Banking **Transactions** Custom eXchange Notes WebView Related Analysis

Current balance: 243,231.30
 MTD purchases: 243,231.30
 Currency: US Dollars

Mode: Balance forward Open item

Shows: Show all Show children Show futures Show outstanding only Show priors Select period

Holds: Not Filtered From: 2006/2007 May To: 2006/2007 May

+ Date	P	Tran	Reference	Detail	Pay Date	Original Value	Outstanding Value	Br	Batch
+ 28/3/2004	31	AP Invoice	ASK000328		27/4/2004	3,960.00	0.00	02	S12
+ 24/4/2004	30	Payment	001004	2001	24/4/2004	-3,960.00	0.00	02	S17
+ 11/5/2004	31	AP Invoice	ASK000511		10/6/2004	12,430.00	0.00	02	S29
+ 2/6/2004	30	AP Invoice	63575367		2/7/2004	38,500.00	38,500.00	03	S465
+ 10/7/2004	31	Payment	001014	2001	10/7/2004	-12,430.00	0.00	02	S45
+ 17/6/2006	30	AP Invoice	ASK020617		17/7/2006	544.45	0.00	02	S155
+ 2/9/2006	30	AP Invoice	ASK020902		2/10/2006	14,685.00	0.00	02	S163
+ 23/9/2006	30	Payment	001065	2001	23/9/2006	-544.45	0.00	02	S165
+ 28/10/2006	31	AP Invoice	ASK021028		27/11/2006	3,811.12	0.00	02	S173
+ 23/12/2006	31	Payment	001071	2001	23/12/2006	-18,496.12	0.00	02	S180
10/2/2007	31	AP Invoice	Parts		12/3/2007	3,291.20	3,291.20	02	S478
27/4/2007	30	AP Invoice	5366		27/5/2007	7,920.00	7,920.00	02	S476
1/5/2007	31	AP Invoice	57		31/5/2007	114,089.60	114,089.60	02	S515
10/5/2007	31	AP Invoice	Parts		9/6/2007	3,291.20	3,291.20	02	S481
24/5/2007	31	AP Invoice	12534		23/6/2007	125,850.50	125,850.50	02	S514

Ready Supplier 2 of 20

3. The supplier asks when AP Invoice ASK030623 was paid.
4. Right click on any of the header fields

+ Date P Tran Reference Detail Pay Date Original Value Outstanding Value Br Batch

5. Select **Set selection criteria**.

VOLUME 2, ISSUE 5

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.

RECONCILING 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.

Selection Criteria

Match any of the following Match all of the following

Tran: [Tran] contains [GL Journal]

[More] [Fewer] [Select] [Clear Selection] [Cancel]

GL Account Maintenance

Account: 10 . 99 . 7100 Brisbane.99.Creditors Control

Short code: Creditors Description: Creditors Control

Enquiry by: Ledger Account AUD

Allow reconciliations:

Main Balances Transactions Custom Notes Global Finance Related Analysis

Select period(s): From 2003/2004 July To 2010/2011 July

Summarise by: Tran type / period Transaction Reference

Transactions by: Posted Unposted Posted and unposted

Total for entries shown: -20129.30

Period	Date	Tran	Ref	Batch	Subcode	Amount
July 2005/2006	31/7/2005	GL Journal	1000	2000		-720,616.25
July 2005/2006	31/7/2005	GL Journal	1000	2000		-120,249.39
August 2005/2006	31/8/2005	GL Journal	1001	2000		64,789.43
August 2005/2006	31/8/2005	GL Journal	1001	2000		-10,583.64
September 2005/2006	30/9/2005	GL Journal	1002	2000		77,258.88
September 2005/2006	30/9/2005	GL Journal	1002	2000		6,669.21
October 2005/2006	31/10/2005	GL Journal	1003	2000		47,599.84
October 2005/2006	31/10/2005	GL Journal	1003	2000		614.69
November 2005/2006	30/11/2005	GL Journal	1004	2000		53,450.98
November 2005/2006	30/11/2005	GL Journal	1004	2000		2,112.80
December 2005/2006	31/12/2005	GL Journal	1005	2000		222,290.79

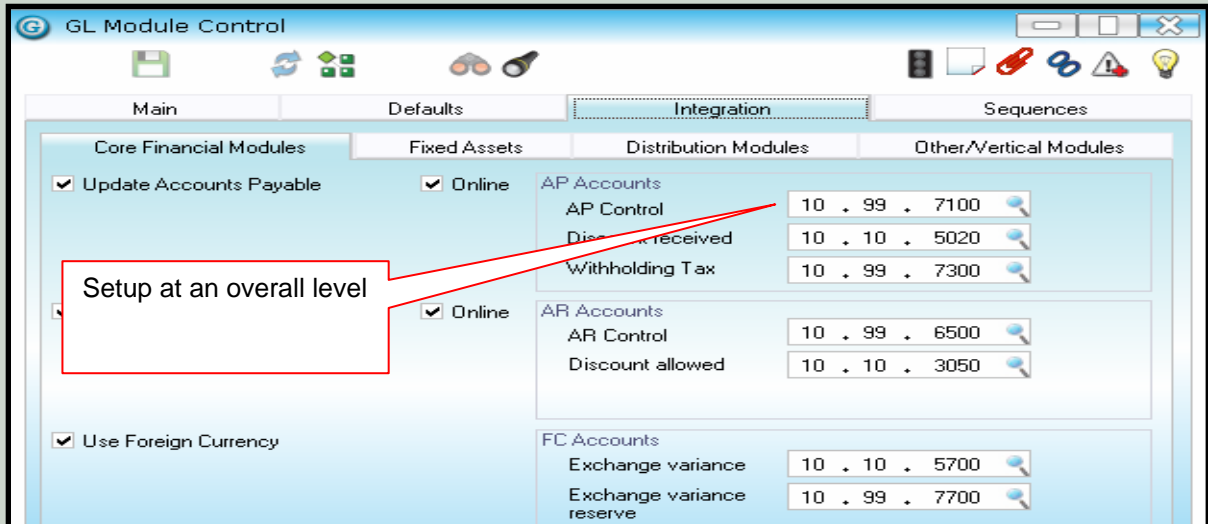
Purchase orders enquiry

Ready GL Account 90 of 321

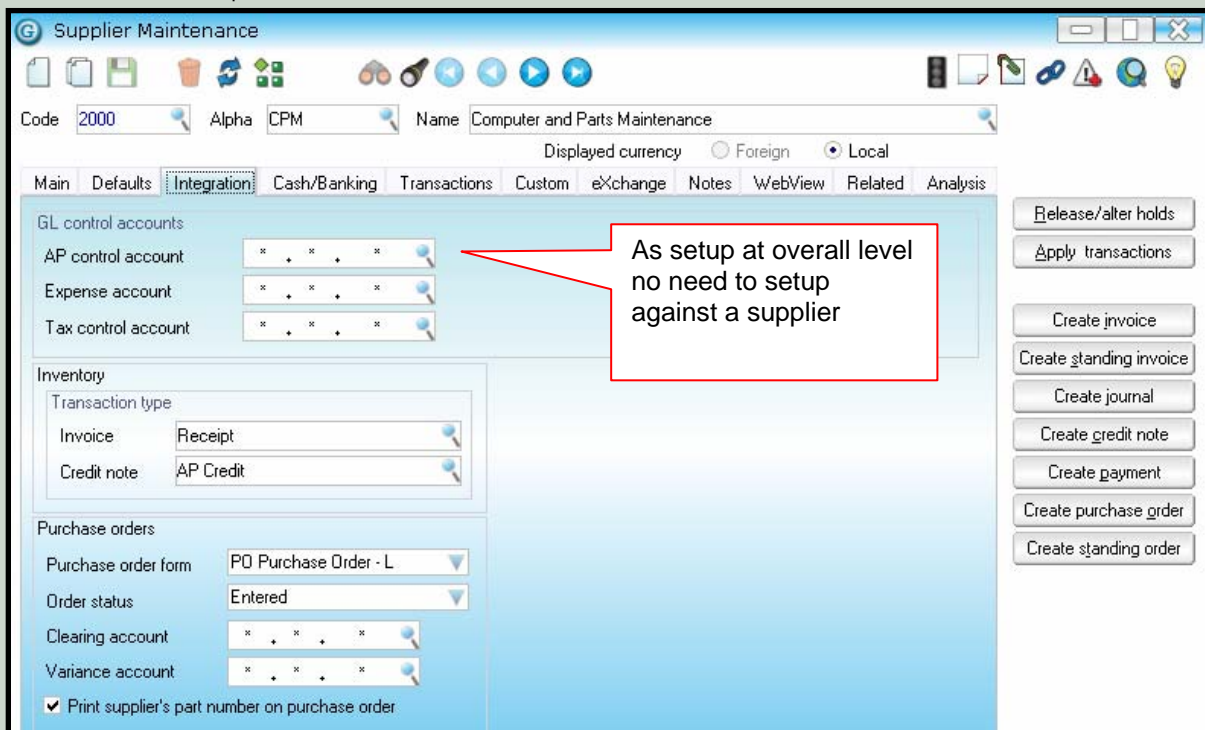
DIFFERENCES IN THE SETUP OF CONTROL ACCOUNTS AGAINST AP SUPPLIERS

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.

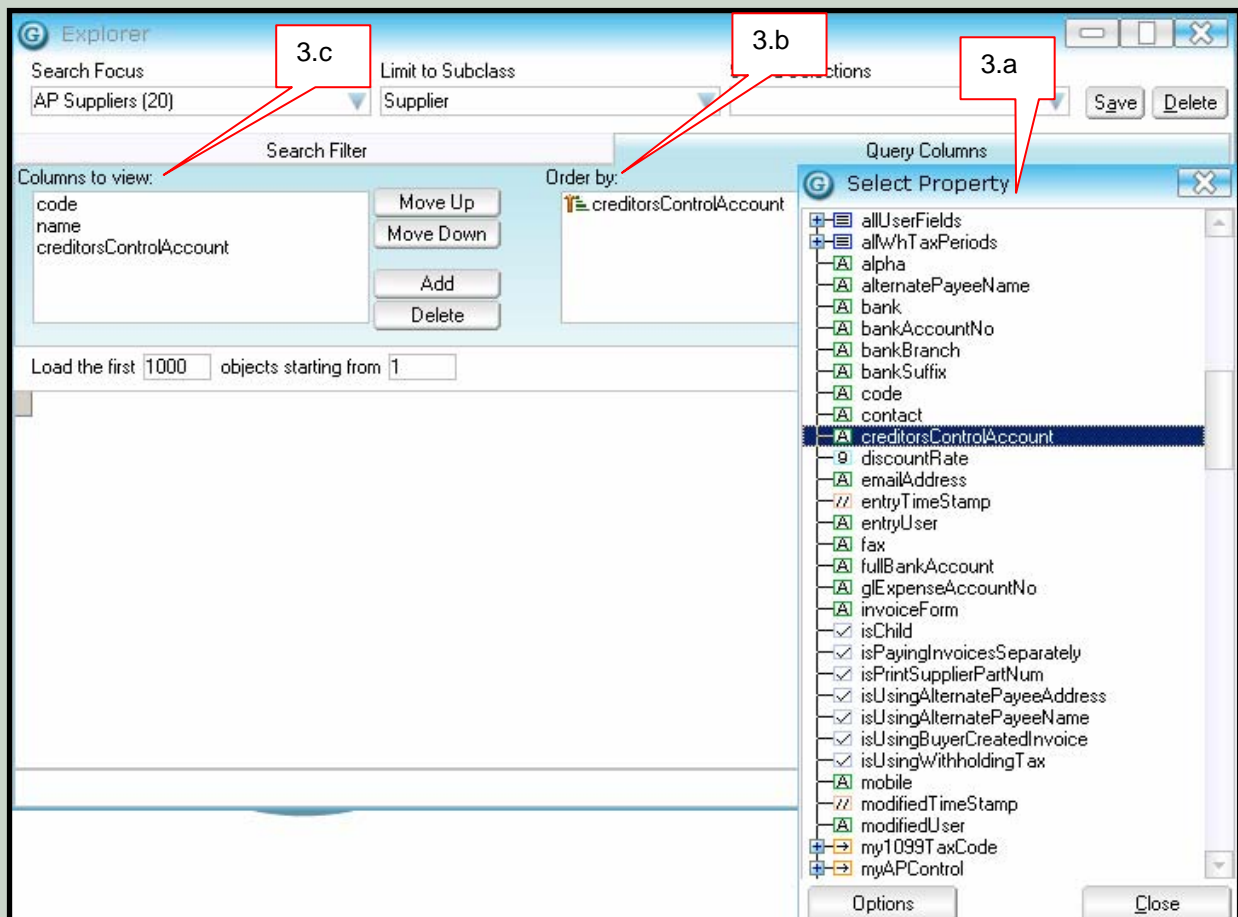
In order to quickly see how each individual supplier is configured a query can be run:

- 1) Open the **Supplier Maintenance** screen.
- 2) Click on the **Explorer** button

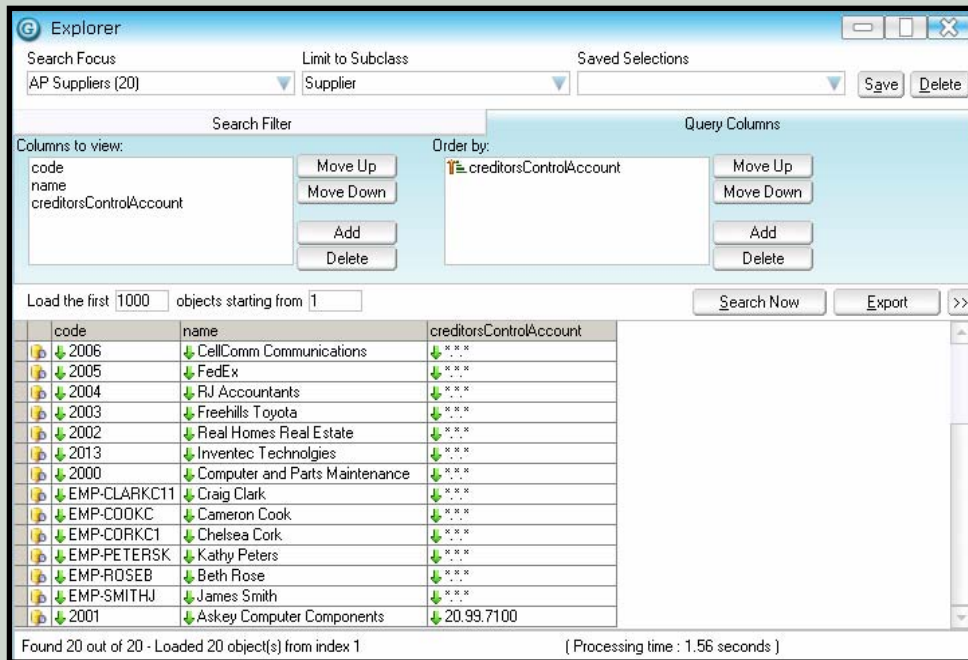


3. Complete the following steps:

- 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 current 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.

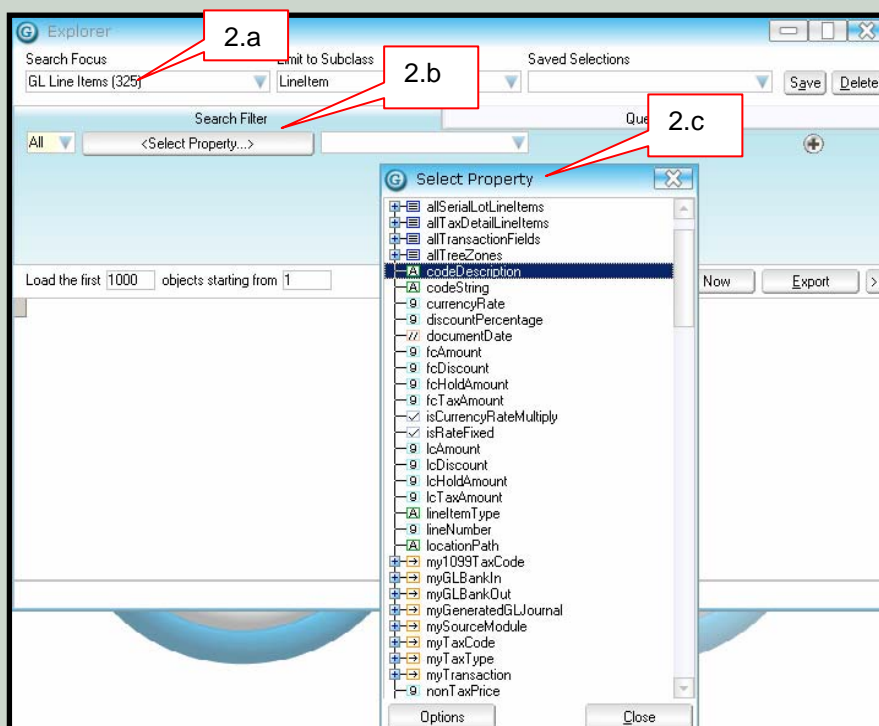


TRANSACTIONS CODED TO GL CONTROL ACCOUNTS

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.

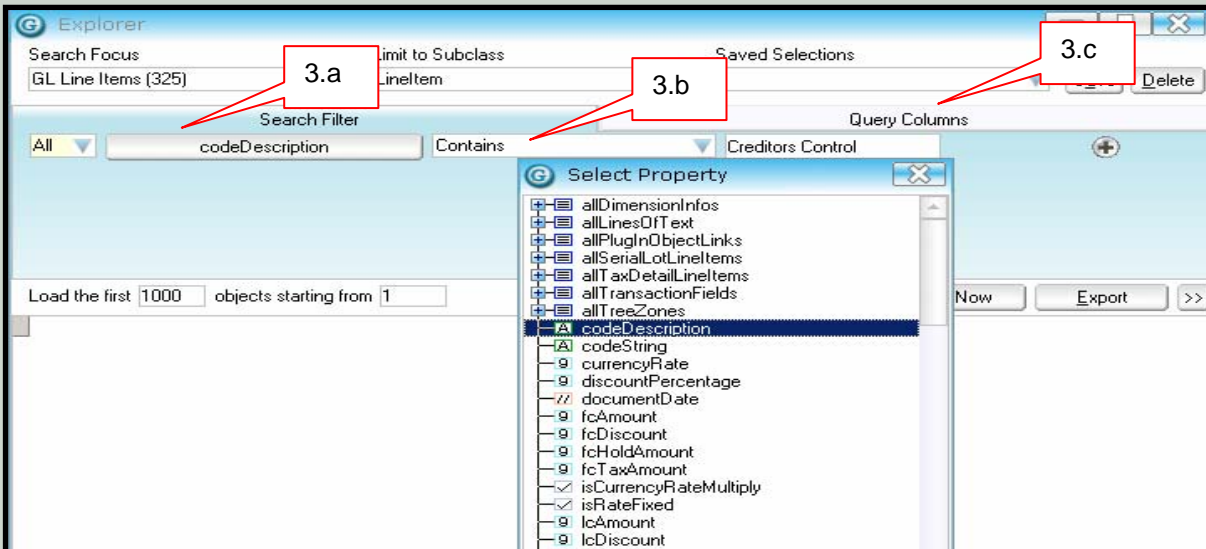
The below example shows how to find transactions that may have been specifically coded to the creditors control account. **NOTE:** a similar process could be used for other types of control accounts.

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.



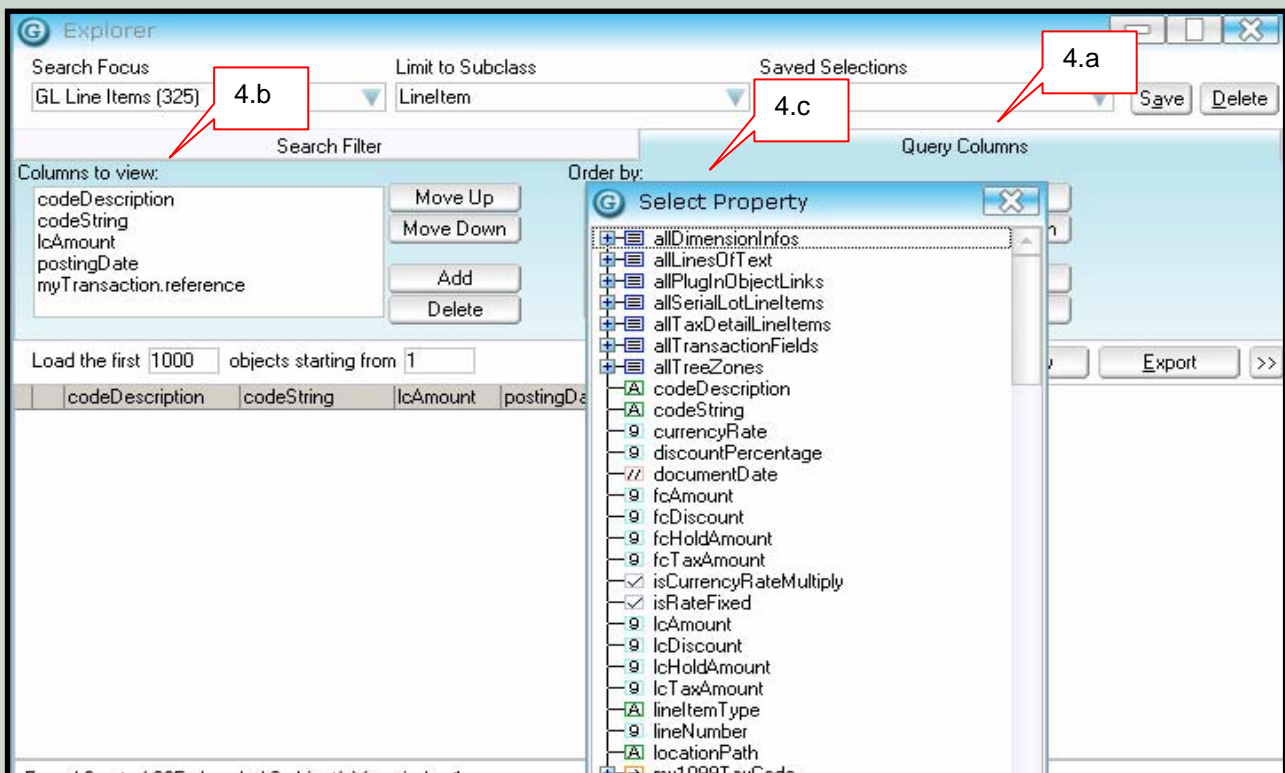
3. Complete the following steps:

- From the **Select Property** screen drop and drag the *codeDescription* field onto the <Select Property...> button (once done this button will now read codeDescription)
- Select Contains from the drop down.
- 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:

- Click on the **Query Columns** tab
- In the **Columns to view:** section click on the **Add** button.
- 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.



- Click on the **Search Now** button, any transactions that were directly coded to the GL Creditors control account will be returned.

Explorer

Search Focus: GL Line Items (325) | Limit to Subclass: Lineltem | Saved Selections: [] | Save | Delete

Search Filter: [] | Query Columns: []

Columns to view: codeDescription, codeString, lcAmount, postingDate, myTransaction.reference | Order by: []

Load the first 1000 objects starting from 1 | Search Now | Export | >>

	codeDescription	codeString	lcAmount	postingDate	myTransaction.reference
	↓ Creditors Control	↓ 10.99.7100	↓ 909.01	23 September 2010	↓ test111

Found 1 out of 325 - Loaded 1 object(s) from index 1 (Processing time : 0.08 seconds)

JR.BIZLINK PEOPLE

Teresa Hooper

Direct: 3222 8461

Email: thooper@jr.com.au

Gaye Smith

Direct: 3222 8350

Email: gsmith@jr.com.au

Gurudutt Bhat

Direct: 3222 8318

Email: gbhat@jr.com.au

James Terrington

Direct: 3222 8328

Email: jterrington@jr.com.au

Steve Kruger

Direct: 3222 8339

Email: skruger@jr.com.au

Kirsty Block

Direct: 3222 8479

Email: kblock@jr.com.au

Victoria Cole

Direct: 3222 8338

Email: vcole@jr.com.au

Bernice Boucher

Direct: 3222 8478

Email: bboucher@jr.com.au

SUPPORT DESK

Direct: 3222 8400

Email: bizlinksupport@jr.com.au

