MYOB Greentree Release Notes 2020.5.0



Contents

eDocs – Support for Sales Orders2Setting up eDocs for Sales Orders2Creating eDoc Sales Order12Creating a Sales Order17Reviewing Customer Transactions18Update to eDoc AP Invoices18Desktop – Ordinary Weekly Pay19Setting Ordinary Weekly Pay Methods19Employee Balances21Desktop – Sick Leave in Days22Changes to Setup Options22Updating Employees24Effects on Pay Entry26Reporting on Sick Leave in Days26Making Sick Leave Requests27Desktop – ADP and OWP Features28Update to .NET Framework Version28Resolved Issues29Greentree Desktop29	Introduction	1
Setting up eDocs for Sales Orders.2Creating eDoc Sales Orders.12Creating a Sales Order.17Reviewing Customer Transactions.18Update to eDoc AP Invoices.18Desktop – Ordinary Weekly Pay.19Setting Ordinary Weekly Pay Methods.19Employee Balances.21Desktop – Sick Leave in Days.22Changes to Setup Options.22Updating Employees.24Effects on Pay Entry.26Reporting on Sick Leave in Days.26Making Sick Leave Requests.27Desktop – ADP and OWP Features.28Update to .NET Framework Version.28Resolved Issues.29Greentree Desktop.29	New Features	2
Creating eDoc Sales Orders12Creating a Sales Order17Reviewing Customer Transactions18Update to eDoc AP Invoices18Desktop – Ordinary Weekly Pay19Setting Ordinary Weekly Pay Methods19Employee Balances21Desktop – Sick Leave in Days22Changes to Setup Options22Updating Employees24Effects on Pay Entry26Reporting on Sick Leave in Days26Making Sick Leave Requests27Desktop – ADP and OWP Features28Update to .NET Framework Version28Resolved Issues29Greentree Desktop29	eDocs – Support for Sales Orders	2
Creating a Sales Order17Reviewing Customer Transactions18Update to eDoc AP Invoices18Desktop – Ordinary Weekly Pay19Setting Ordinary Weekly Pay Methods19Employee Balances21Desktop – Sick Leave in Days22Changes to Setup Options22Updating Employees24Effects on Pay Entry26Reporting on Sick Leave in Days26Making Sick Leave Requests27Desktop – ADP and OWP Features28Update to .NET Framework Version28Resolved Issues29Greentree Desktop29	Setting up eDocs for Sales Orders	2
Reviewing Customer Transactions18Update to eDoc AP Invoices18Desktop – Ordinary Weekly Pay19Setting Ordinary Weekly Pay Methods19Employee Balances21Desktop – Sick Leave in Days22Changes to Setup Options22Updating Employees24Effects on Pay Entry26Reporting on Sick Leave in Days26Making Sick Leave Requests27Desktop – ADP and OWP Features28Update to .NET Framework Version28Resolved Issues29Greentree Desktop29	Creating eDoc Sales Orders	12
Update to eDoc AP Invoices18Desktop – Ordinary Weekly Pay19Setting Ordinary Weekly Pay Methods19Employee Balances21Desktop – Sick Leave in Days22Changes to Setup Options22Updating Employees24Effects on Pay Entry26Reporting on Sick Leave in Days26Making Sick Leave Requests27Desktop – ADP and OWP Features28Update to .NET Framework Version28Resolved Issues29Greentree Desktop29	Creating a Sales Order	17
Desktop – Ordinary Weekly Pay19Setting Ordinary Weekly Pay Methods19Employee Balances21Desktop – Sick Leave in Days22Changes to Setup Options22Updating Employees24Effects on Pay Entry26Reporting on Sick Leave in Days26Making Sick Leave Requests27Desktop – ADP and OWP Features28Update to .NET Framework Version28Resolved Issues29Greentree Desktop29	Reviewing Customer Transactions	18
Setting Ordinary Weekly Pay Methods 19 Employee Balances 21 Desktop – Sick Leave in Days 22 Changes to Setup Options 22 Updating Employees 24 Effects on Pay Entry 26 Reporting on Sick Leave in Days 26 Making Sick Leave Requests 27 Desktop – ADP and OWP Features 28 Update to .NET Framework Version 28 Resolved Issues 29 Greentree Desktop 29	Update to eDoc AP Invoices	
Employee Balances21Desktop – Sick Leave in Days22Changes to Setup Options22Updating Employees24Effects on Pay Entry26Reporting on Sick Leave in Days26Making Sick Leave Requests27Desktop – ADP and OWP Features28Update to .NET Framework Version28Resolved Issues29Greentree Desktop29	Desktop – Ordinary Weekly Pay	19
Desktop – Sick Leave in Days22Changes to Setup Options.22Updating Employees.24Effects on Pay Entry.26Reporting on Sick Leave in Days26Making Sick Leave Requests.27Desktop – ADP and OWP Features.28Update to .NET Framework Version28Resolved Issues29Greentree Desktop29	Setting Ordinary Weekly Pay Methods	19
Changes to Setup Options.22Updating Employees.24Effects on Pay Entry.26Reporting on Sick Leave in Days.26Making Sick Leave Requests.27Desktop – ADP and OWP Features.28Update to .NET Framework Version28Resolved Issues29Greentree Desktop29	Employee Balances	21
Updating Employees 24 Effects on Pay Entry 26 Reporting on Sick Leave in Days 26 Making Sick Leave Requests 27 Desktop – ADP and OWP Features 28 Update to .NET Framework Version 28 Resolved Issues 29 Greentree Desktop 29	Desktop – Sick Leave in Days	
Effects on Pay Entry	Changes to Setup Options	
Reporting on Sick Leave in Days	Updating Employees	24
Making Sick Leave Requests 27 Desktop – ADP and OWP Features 28 Update to .NET Framework Version 28 Resolved Issues 29 Greentree Desktop 29	Effects on Pay Entry	26
Desktop – ADP and OWP Features	Reporting on Sick Leave in Days	26
Update to .NET Framework Version	Making Sick Leave Requests	
Resolved Issues 29 Greentree Desktop	Desktop – ADP and OWP Features	
Greentree Desktop29	Update to .NET Framework Version	
	Resolved Issues	29
Greentree Browser	Greentree Desktop	29
	Greentree Browser	

Introduction

In release 2020.5.0, we've added support for Sales Orders to eDocs. This helps to optimise the sales order process by increasing business efficiency, providing more control over operational cost and delivering time and productivity benefits.

The 2020.5.0 release continues our work to improve leave management for NZ companies, and fixes bugs identified in previous versions.

New Features

eDocs – Support for Sales Orders

This release adds support for sales orders to eDocs. You can now import a customer's purchase order document as an eDoc Sales Order from an email address or file location, as with other eDoc types (e.g. AP Invoices).

Header information for the eDoc Sales Order can be entered manually by the user, or scraped and then checked and updated where required. Similarly, line details can be manually entered by the user or scraped and auto-matched, as with eDoc AP Invoices. You can also set up line mapping for each customer, to allow auto-matching of scraped lines.

Setting up eDocs for Sales Orders

We've updated configuration options on several new and existing screens to capture all of the setup options needed for eDoc Sales Orders.

Type Maintenance

We've added a new system type for Sales Orders—select the "SO Sales Order" type on the Type Maintenance window to configure it:

GT	Туре	Maintenance		_ 🗆 X
	0 %	#@⊬ •	$\leftrightarrow \rightarrow \rightarrow \mid$	© D, ∅ ℰ ∆ ?
Main	Scrape Ir	ntegration	Codin	g Comment Fields
Name	SO Sales Order	Q System Typ	e SO Sales	order 🗸
Default Create Statu	IMP	🔾 🔽 Display	Generate Succe	ss Message?
Default Close Status	COMP	Q Close C	Senerated Only	
Duplicate Status	DUP	Q		
Duplicate Suspected	DUPSUS	Q		
Multiple Page		Q		
Purge Age Months	0			
Attachment Type		Q		
🗹 Turn on Custom	er email validation			
Ready		Type 8	of 10	

For the SO Sales Order type, the Main tab includes a **Turn on Customer email** validation option—this works in the same way as the **Turn on Supplier email validation** option for AP Invoices.

If you are registered for scraping, a Scrape Integration tab is available for the SO Sales Order type, so you can set up scraping for eDoc Sales Orders in the same way that you would with other types:

GT	Type Maintenance	_ = ×
	$\mathbb{S} \mathbb{R} = \mathbb{A} \otimes \mathbb{H} \leftrightarrow \rightarrow \rightarrow \mathbb{A}$	✐▯୬ℰ∆♡
Main	Scrape Integration Coding	Comment Fields
🗸 Use Scrape Integrati	n	
Web Service Er	nail	
Send URL	https://api-app.xtracta.com/v1/documents	
API Key	**************************************	
Workflow ID	967149	
View URL	https://api-app.xtracta.com/v1/documents/ui	
Proxy Server		
Status On Send	SCRAPE Q	
Status On Reply		
Line Options Narration Default Save Matching for Typ	es 🗹 GL 🗹 IN 🔽 NS	
Ready	Type 8 of 10	

Module Control

Setup options for Sales Orders can be entered on the eDocs Module Control window. You can enter a new line for Sales Orders on the main tab, selecting whether documents will be imported from an email address or a file location:

эт				eD	ocs Module Co	ontrol			-	>
			Ø						⊕ 🗊 🗸	₽₽∆(
	Main	Licencing		Duplicate Script Options	;	Web Service	Import Script	Excluded D	ocument	Types
Default	t Status	Q			Debug Mode	Demo System				
Туре	Server/File	Path	Port	Username	Password	Email Errors to	Return Errors to Sender	Security Option	Inactive	File Masks
Email	pop.gmail.	:om	995	edocs.myob@gmail.com	******			Auto	~	Change
File	\\myob\fs\g	reentree\SDocuments\eDo	0						2	Change
File	\\myob\fs\g	reentree\SDocuments\eDo	0						7	Change
File	\\myob\fs\g	reentree\SDocuments\eDo	0						~	Change
File	\\myob\fs\g	reentree\SDocuments\eDo	0						•	Change
File	\\myob\fs\g	reentree\SDocuments\eDo	0						•	Change
File	\\myob\fs\g	reentree\SDocuments\eDo	0						V	Change
File	C:\Greentre	e\eDocSOSalesOrder	0							Change
										Change

When editing the details of a line, you can select the "SO Sales Order" transaction type from the dropdown in the Tran Type column:

GT	File: C:\Greentree\eDocSOSalesOrder	_
8 C X A @		$\mathbb{A}^{\!\!\!\!\!\!*} \mathbb{O}$
Export Directory Run Cor C:\Greentree\eDocsCompleted	nmand Company Tran Type Extra Info Extensio Assigned User Assigned Team Ignore Advance 01 SO Sales Order Chan	ge
د]		>

The Licencing tab shows the document limits that your site is licenced for and the current count of documents processed:

	C K	# @					
Main	Licencing	Duplicate	Script Options	Web Ser	vice	Import Script	Excluded Document Types
piry Date 31	/ 07 / 2021 🖽	<u>R</u> eload	Limit Warning	Percentage	0 Limit Notif	fication email	
lodule		System Limit	Current Count	Scraping Limit	Scraping Count		
P Invoice		2000	0	0	0		
P Payment Selec	tion	2000					
P Statement		2000	0	0	0		
R Remittance		2000					
Credit Card/Expe	nse Claim	200					
CRM Service Requ	uest/CRM Call	2000					
PO Receipt		2000					
5O Sales Order		10000	0	0	0		
Other		0					

A new **Check Customer** option has been added to the Duplicate Script Options tab, so that eDoc Sales Orders can check for duplicate customers, in the same way that other eDoc types check for duplicate suppliers:

бТ		eDocs Moo	dule Control		_ □ ×
	C X	47 @			$\bigcirc \mathbb{D} \not $
Main	Licencing	Duplicate Script Options	Web Service	Import Script	Excluded Document Types
Check Reference	e				
Check Date					
Check Amount					
Check Supplier	-				
Check Custome					
Date Range					

User Preferences

eDocs Sales Orders observe the settings on the eDoc Preferences window, as with other transaction types. New options relating to eDoc Sales Orders have been added to the Type Options tab of the eDoc Preferences window:

ਯ	eDoc P	Preferences		_ 🗆 X
Company Gr	eentree4 QA System 2020.4-1 (eD	oc Sales Order) 🔍 🗸		
Options	GL Account Security	Type Options	Delegates	Scraping
Header Type	SO Sales Order	→ Allow exten	ded header	
		Default to e	xtended	
Allowed to	o generate SO Sales Order if dup	licate Display Sale	s Order on Creation	
Allow add	ing Favourites in eDoc Entry	Display Stoo	k Item Available Bala	ance
Only Shov	v Coding Comment Entry	Only on	selection of Show A	wailable Balance
Allow cop	y line on SO Sales Order tab			
			_	
			<u>о</u> к	<u>C</u> ancel

Most of the options are the same as options for existing transaction types—new options specific to eDoc Sales Orders are:

- **Display Sales Order on Creation** If this option is ticked, then when a sales order is created from an eDoc Sales Order record, the order will be displayed along with any messages or prompts, e.g. insufficient inventory. If this option is not ticked, the sales order will not be displayed, but any messages or prompts relating to the sales order will.
- **Display Stock Item Available Balance** If this option is ticked, a **Qty Available** column will be available on the eDoc Sales Order window when adding line items (see page 14).
- Only on selection of Show Available Balance This option becomes available if Display Stock Item Available Balance is ticked. When this option is ticked, the Qty Available column on the eDoc Sales Order window will not be populated until the Show Qty Available button is clicked (see page 14).

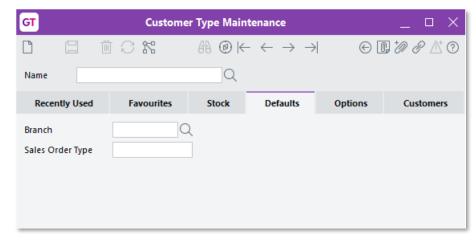
Customer Types

A new Customer Type Maintenance window has been added for eDocs—you can open it at System > eDocs > Customer Type Maintenance. This window is used to group customers into types, and for each type, set options that affect how eDocs Sales Orders will behave. It behaves similarly to the existing Supplier Type Maintenance window.

The window's Recently Used tab lets you set options that affect how the Recently Used tab appears on the eDoc Sales Order window for customers of each type (see page 14):

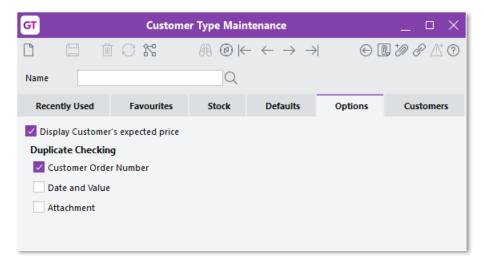
GT	Customer	Type Mair	itenance		_ 🗆 X
	0 %	# @ K	$ \leftarrow$ \rightarrow \rightarrow	€ [D <i>D 8 &</i> ₫ 0
Name		Q			
Recently Used	Favourites	Stock	Defaults	Options	Customers
Allow Default Narration Show Recently Used fo Ignore GL line type Ignore IN line type Ignore NS line type	· · · · · · · · · · · · · · · · · · ·	1 Aonths	Y		
Tax Code line display o	options Standard	l tax code def	fault	\sim	

The Favourites and Stock tabs let you choose whether or not to show these tabs on the eDoc Sales Order window and what order they should appear in. The Defaults tab let you specify a default branch and sales order type for eDocs Sales Orders:



Note: The **Sales Order Type** field is only available if the **Use order type entry** option on the SO Module Control window is ticked.

On the Options tab, you can choose whether or not to display a **Customer Expected Price** field on the eDoc Sales Order window header (see page 12). You can also select whether to check for duplicate Customer Order Numbers, dates and values, and attachments.



The Customers tab lets you assign customers to each customer type. Any customers who have not currently been assigned to a customer type appear in the list on the left. Select customers and use the arrow buttons to assign them to the customer type or remove them from it.

GT	Custome	r Type Maint	tenance		_ 🗆 X
Name	0 %	#} @ (← Q	$\leftrightarrow \rightarrow \rightarrow \mid$		D <i>D8</i> C
Recently Used	Favourites	Stock	Defaults	Options	Customers
All Unassigned Custon	ners		Customers Ass	igned	
Admin Org AMANDA AUS WET - Customer 1 Boulder Secondary Bright Primary BT-Tax Free Cash Sales Computer and Parts N Green Valley Seconda Highett Primary Highstone High (AUS' Independent High Kangan Education Un Kundary High Maive Moody (AUST) Mt Barker Secondary New Contact Organisation with a v Raspberry Ribena Sales Org (AUST) SCT Enterprises Stop Credit Customer	Vaintenance ry T) hit (AUST)	> >> < < two	ACE Compute Admin Contac Baltic Station Credit Exceed HighLake Prin Lanbourne Se Drysdale High Pebbleway Pri Pretty Valley H	t BT Customer hary condary Colleg mary	e (AUST)

Customer Maintenance

The eDocs > Setup tab of the Customer Maintenance window has been expanded to capture details to do with eDoc Sales Orders. The Setup tab is now divided into the following sub-tabs:

- Recently Used
- Favourites
- Email Addresses
- Options
- Line Mapping

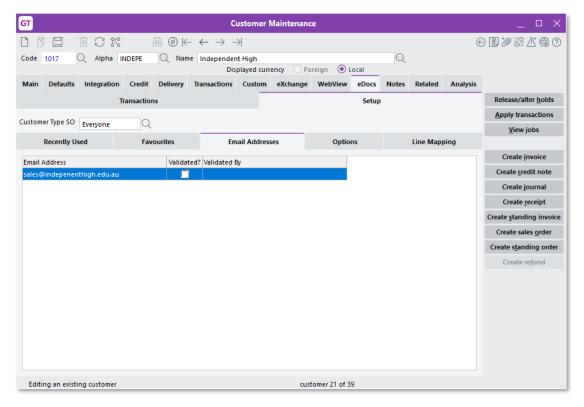
The Recently Used tab lets you set up the appearance and function of the Recently Used tab in the eDoc Sales Order window (see page 14), overriding the settings from the customer's customer type. You can also enter any line items to exclude from the Recently Used tab for this customer.

GT Customer Maintenance _ 🗆 🗙										
	: # @	$) \models \leftarrow \rightarrow \rightarrow$	•						e	002200
Code 1017 🔍 Alpha		Name Independent	High				Q			
		Disp	layed curr	ency 🔿 Fo	reign 💿	Local				
Main Defaults Integration	Credit Delive	ery Transactions	Custom	eXchange	WebView	eDocs	Notes	Related	Analysis	
	Transactions					Setup				Release/alter <u>h</u> olds
Customer Type SO Everyone	Q									Apply transactions
Everyone										<u>V</u> iew jobs
Recently Used	Favourites	Ema	il Address	ies	Optio	ons		Line Mapp	bing	
Overwrite Customer Type De	faults									Create invoice
Show Recently Used for	0 Months	~								Create credit note
Ignore GL line type										Create journal
Ignore IN line type										Create receipt
Ignore NS line type										Create standing invoice
Tax Code line display options St	to a doubt how on the st	l a f a u l b	~							Create sales order
Exclude from Recently Used	tandard tax code d	ierault	v							Create standing order
										Create re <u>f</u> und
Type Company Co NS	ode [Description		Activity		Narration		Sort		
NS										
Editing an existing customer				cust	omer 21 of	39				

The Favourites tab lets you enter line items to appear on the Favourites tab of the eDoc Sales Order window (see page 14):

GT			Cı	ustomer N	laintenanc	e					_ 🗆 ×
D 6		** 68	$ @ \models \leftarrow \rightarrow \rightarrow \rightarrow =$	>						(0 6 1 2 2 4 4
Code 1017 Q Alpha INDEPE Q Name Independent High Q											
			Disp	played curre	ency 🕖 Fo	reign 💿 I	Local				
Main	Defaults Integrati	ion Credit Del	livery Transactions	Custom	eXchange	WebView	eDocs	Notes	Related	Analysis	
		Transactions					Setup				Release/alter holds
Custom	er Type SO Everyone	Q									Apply transactions
	creiyone										<u>V</u> iew jobs
	Recently Used	Favourit	tes Em	ail Address	es	Optio	ons		Line Map	ping	
Туре	Company	Code	Description		Activity	1	Narration		Sort		Create invoice
IN		01INTELD845EBG2	2 Intel Dual Core Deskt	top							Create credit note
IN		01MSI845MAX2	MSI Dual Core Deskt	op							Create journal
NS		FRT	Freight								Create receipt
NS		POSTHA	Postage & Handling								Create standing invoice
											Create sales <u>o</u> rder
											Create standing order
											Create refund
Editi	ng an existing custom	er			cust	omer 21 of 3	39				

The Email tab contains the email addresses that were on the Setup tab in previous versions—these are the addresses that this customer uses when sending orders for import into eDocs.



The Options tab lets you override the Options settings from the customer's customer type (see page 7) if necessary.

GT	GT Customer Maintenance _ 🗆 🗙										
	- -	#@⊬	$\leftarrow \rightarrow -$	≥						e	0 6 2 2 3 4 6
Code 1017 🔍 Alpha	INDEPE	🔍 Nam	e Independen	t High				Q			
			Dis	played cur	rency 🔿 Fo	reign 💿 L	ocal				
Main Defaults Integration	n Credit	Delivery	Transactions	Custom	eXchange	WebView	eDocs	Notes	Related	Analysis	
	Transaction	ns					Setup				Release/alter holds
Customer Type SO Everyone	0										Apply transactions
cveryone	Q							-			<u>V</u> iew jobs
Recently Used	Fav	ourites	Em	ail Addres	ises	Option	ns		Line Map	ping	
Overwrite Customer Type O	ptions										Create invoice
Display Customer's expecte	d price										Create credit note
Duplicate Checking											Create journal
Customer Order No											Create <u>r</u> eceipt
Date and Value											Create standing invoice
Attachment											Create sales <u>o</u> rder
											Create standing order
											Create re <u>f</u> und
Editing an existing customer				_	cus	tomer 21 of 3	9	_			

On the Line Mapping tab, you can set up rules for mapping lines in scraped data to items in the Greentree system.

т				Customer	Maintenanc	e					_ □ >
1 6 8	İ C	7 7	#@⊬•	$\leftrightarrow \rightarrow \rightarrow \mid$						e	9 D % % C C
ode 1017	🔍 Alpha	a INDEPE	🔍 Name	ndependent High				Q			
				Displayed cu	rrency 🕖 Fo	reign 🛛 💿 I	Local				
lain Default	s Integrati	ion Credit	Delivery Tra	insactions Custom	eXchange	WebView	eDocs	Notes	Related	Analysis	
Transactions Setup										Release/alter <u>h</u> olds	
istomer Type S	0 -	0								Apply transactions	
isconici type 5	Everyone	Q									<u>V</u> iew jobs
Recently	Used	Fav	ourites	Email Addre	sses	Optio	ins		Line Map	ping	
Overwrite H	eader Type Sc	rane Ontions	Save Mat	ching for types							Create invoice
	cade, type se			GL IN	NS						Create credit note
latch Text	Туре	Company	Code	Description	ı	I	Narration		Inactive		Create journal
ostage	NS		FRT	Freight							Create receipt
CED 800	IN		ACED800	ACED800G	PX Monitor						Create standing invoid
oftware	GL		10.10.100	0 Software II	ncome (AUST)						Create sales order
											Create standing orde
											Create refund

For each mapping you want to set up, enter the text to be matched into the **Match Text** column, then select the item that should be added to an eDoc Sales Order when that text is detected.

A customer's line mapping can be automatically updated for matches made manually on the eDoc Sales Order window. This is controlled by the **Save Matching for Types** options on the Scrape Integration tab of the Type Maintenance window (see page 3). The **Overwrite Header Type Scrape Options** check box lets you override those options for each customer where necessary.

Creating eDoc Sales Orders

Once you have set up eDocs Sales Orders, documents can be imported from a file location or email address in the same way as any other eDocs. Depending on your configuration, document information can be scraped and used to populate the eDoc Sales Order, or you can enter information manually. In either case, the eDoc Sales Order header and line information is edited on the new eDoc Sales Order window:

GT				eDoc SO SalesOrder	,				
	C 1%	A @	€ ≜				\odot] 0 0	°∆* ⊘
Reference Sales Order No Customer Order No Display Find Type Code IN	51 Q State 894521 2001 Q 894521 eDoc SO Sales Order 85	us Ready for Coding Sales Order Date ACE Value Incl Tax 24521 (1 pag V	Created 10 Sep 20 / 09 / 2020 🛱 ACE Computers Ltd	Syn ed Lines Show Qty Available	Assign Create SO stem Display Tax Inclusia Stock Table	1	C (1) A Share ACE COMPUTERS LI MENTAL MENT	?	
All Lines Code KITSET	Unmatched Lines Description kTSEF 200 Repairs	Quantity U	fault Narration to Cod nitPrice Total 200.00 200.00		Auto Match Discount arr 0.00		۳ ⁻ ۹ <u>م</u> می می می ۳۳۰		4

Entering Header Information

Most of the details in the header section of the eDoc Sales Order window can be entered manually or populated via data scraping. Additional fields are available if the **Allow extended header** option is selected for the "SO Sales Order" type on the eDocs Preferences window (see page 5).

GT	eDoc SO SalesOrder	
	$ \square \bigcirc \heartsuit \qquad \qquad \land \land \otimes \vdash \leftarrow \rightarrow \rightarrow \bigcirc \triangleq $	
Reference	45 Q Status Ready for Coding Created 10 September 2020, 08:53:23	A <u>d</u> vanced
Sales Order No	P089452 Sales Order Date 20 / 10 / 2020 🖽 Delivery Date 18 / 11 / 2020 🏥	Process
Customer	1002 🔍 WILLER 🔍 Willers Primary (AUST)	<u>A</u> ssign
Order No	P089452 Value Incl Tax 3.47 Matched Value 3.47	Create SO
Display	eDoc SO Sales Order P089452 (1 pa 🗸 🔽 Line Matching Customer Expected Price 3,47	Nex
Branch	03 (Melbourne Branch) V Location 02 V	
Branch Discount Payment Terms	03 (Melbourne Branch) V Location 02 V 10.00 % Salesperson Sally Scoresby AUST Q 30 Days from Invoice Date Q	

Fields of note include:

- Sales Order No can be entered manually or populated automatically when the sales order is created.
- **Display** choose whether to view the original document, view the scraped XML data, or the view document in the Xtracta scraping service, where you can train the service to identify data from documents.
- **Matched Value** the current total of line items entered for the eDoc Sales Order. This amount is displayed in green if it matches the **Value Inc Tax**; otherwise it appears in red.
- **Customer Expected Price** this field is available if it was enabled on the Customer Type Maintenance window (see page 7). It displays the total amount from the customer order, which can be scraped or entered manually.
- **Next** if this box is ticked, then when an eDoc Sales Order is saved, the next eDoc Sales Order will be displayed. If it is unticked, the window will be cleared on saving.

Clicking the **Advanced** button in the header opens the Advanced window showing extended header information, in the same way as other eDoc types:

б		eDoc SC	D SalesOrder Advance	ed			_
	C 11	4A @					₫?
Reference	50	Status	CODING	\sim	Created	10 Septembe	er 2020, 09:37:50
Туре	SO SalesOrder	✓ Company	Greentree4 QA System	2020.4-1 (eE 🗸			
Branch	01 (Brisbane Branch)		✓ Location	02	`		
Currency	NZD	Rate	1.13802000	Fixed			
Discount	0.00 % Sale	sperson Steve Sa	mpson AUST 🔍				
Payment Terms	30 Days from Invoice	Date	2				
Narration							<u>^</u>
						<u>о</u> к	<u>C</u> ancel

Clicking the **Process** button in the header lets you run Alert and Approval rules, if any have been setup for this document type and status.

Clicking the **Assign** button in the header lets you assign the record to a particular user or team, in the same way as other eDoc types.

Clicking the **Create SO** button creates a sales order record from the eDoc Sales Order—see "Creating a Sales Order" on page 17.

Manually Entering Line Items

Where documents are imported without being scraped, you can enter the header and line items for the eDoc Sales Order manually. The Main tab of the eDoc Sales Order window has three sub-tabs that let you select or enter line items:

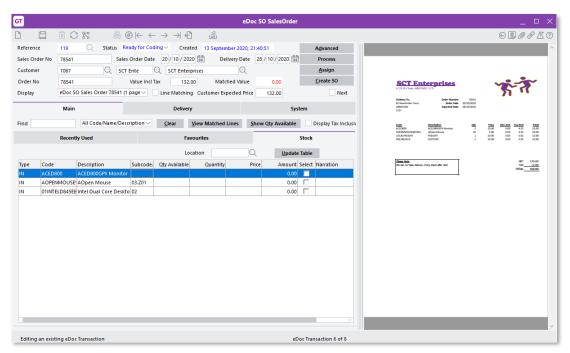
• **Recently Used** – this tab displays any line items that you have recently added to eDoc Sales Orders. Its behaviour is set up on the Customer Type Maintenance window (see page 6), although this can be overridden for individual customers on the Customer Maintenance window (see page 8). Tick the **Select** box for any item to add it to the eDoc Sales Order.

T						eDoc S	O SalesOrder		
1		C 13 64	$@ \vdash \leftarrow$	$\rightarrow \rightarrow \models$	7				
Referen	nce 11	9 🔍 Status	Ready for Cod	ling∨ Creat	ed 13 Septembe	er 2020, 21:40	:51		A <u>d</u> vanced
Sales Order No 78541 Sales Order Date 20 / 10 / 2020 000 Delivery Date 28 / 10 / 2020									Process
Customer 1067 🔍 SCT Ente 🔍 SCT Enterprises 🔍									<u>A</u> ssign
Order N	No 78	3541	Value Incl 1	00 Matche	d Value	0.00		<u>C</u> reate SO	
Display		Next							
Main Delivery Syst									
Find		All Code/Name/D	escription \smallsetminus	on V Clear View Matched Lines Show Qty Available					Display Tax Inclusiv
				_	-	_			
	Re	ecently Used		Fav	ourites		.,	Stock	
Туре	Code	Description	Subcode,	Fav	ourites Quantity	Price			Narration
Type GL		Description				Price			
	Code	Description Software Income (A				Price	Amount	Select	
GL	Code 10.10.1000	Description Software Income (A Service Income				Price	Amount 0.00	Select	
GL GL	Code 10.10.1000 10.10.1020 30.10.2550	Description Software Income (A Service Income	UST			Price	Amount 0.00 0.00	Select	
GL GL GL	Code 10.10.1000 10.10.1020 30.10.2550 00AOPEN1	Description Software Income (A Service Income Devents	nitc 02	Qty Available		Price	Amount 0.00 0.00 0.00	Select	
GL GL GL IN	Code 10.10.1000 10.10.1020 30.10.2550 00AOPEN1	Description Description Software Income (A Description	NUST nitc 02 Desk 02	Qty Available 73.0000		Price	Amount 0.00 0.00 0.00 0.00	Select	
GL GL IN IN	Code 10.10.1000 10.10.1020 30.10.2550 00AOPEN1 01AOPEN4	Description Software Income (A Service Income Events TMC AOpen 17" LCD Mo XX485 AOpen Dual Core E	NUST nitc 02 Desk 02	Qty Available 73.0000 278.0000		Price	Amount 0.00 0.00 0.00 0.00 0.00	Select	

• **Favourites** – this tab displays a customisable list of items that you want to have quick access to. The list of favourites is set up for each customer on the Customer Maintenance window (see page 8). You can add a to the list by clicking the **Add Favourite** button, if this has been enabled in the eDoc Preferences (see page 5).Tick the **Select** box for any item to add it to the eDoc Sales Order.

эт					eDoc S	O SalesOrder				
	[] 1		$@ \vdash \leftarrow \rightarrow \\$							
Referen	ce 1	19 🔍 Status R	eady for Coding $\!$	Created 13 Septer	mber 2020, 21:40	:51		Advanced		
Sales O	rder No 7	8541 Sale	s Order Date 20 /	10 / 2020 🛱 De	livery Date 28	/ 10 / 2020 🛱	3	Process		
Custom	er 1	067 🔍 SCI	Ente 🔍 S	CT Enterprises	Q			<u>A</u> ssign		
Order N	lo 7	78541	Value Incl Tax	132.00 Mate	ched Value	0.00		Create SO		
Display eDoc SO Sales Order 78541 (1 page 🗸 🗌 Line Matching Customer Expected Price 132.00										
Main Delivery System										
Find			cription \vee <u>C</u> le		Lines <u>S</u> how		_	Display Tax Inclusi		
Find	F		cription V Cle		Lines <u>S</u> how		_			
	F Id Favourite	All Code/Name/Des	cription V <u>C</u> le	ar <u>V</u> iew Matched	Lines <u>S</u> how			Display Tax Inclusi		
		All Code/Name/Des		ar <u>V</u> iew Matched		v Qty Available	Stock			
Ad	d Favourite	All Code/Name/Des Recently Used	Subcode, Qty A	ar <u>V</u> iew Matched Favourites		v Qty Available	Stock			
<u>A</u> d Type	d Favourite	All Code/Name/Des Recently Used	Subcode, Qty A	ar <u>V</u> iew Matched Favourites vailable Quantity		v Qty Available Amount	Stock Select			

• **Stock** – this tab lets you enter the details of line items manually. Double-click on a line item to edit its details on the Edit Line Item window, which functions in the same way as with other eDoc types. Tick the Select box for any entered item to add it to the eDoc Sales Order.



Entering Line Items via Scraping

Where a document has been scraped by the Xtracta data extraction service, any line item details identified in the document are copied to the eDoc Sales Order automatically. Any missing lines can then be entered manually, using the same controls detailed under "Manually Entering Line Items" on page 14.

When a document has been scraped, a **Line Matching** check box in the header controls the visibility of extra line mapping controls at the bottom of the Main tab:

бТ					eDoc SO	SalesOrder							_	
	₫ C %	$\mathscr{A} \circledcirc \vdash \leftarrow$	$\rightarrow \rightarrow \models$	20								€[D &	°∆°
Reference	119 🔍 Sta	tus Ready for Codi	ng 🗸 🛛 Create	d 13 September	2020, 21:40:5	1	A <u>d</u> vanced		1				0	-
Sales Order No	78541	Sales Order Date	20 / 10 / 2020	Delivery	Date 28 /	10 / 2020 🟥	Process	B	1 / 1		4 0	Share	?	9
Customer	1067	SCT Ente	SCT Enterp	rises	Q		<u>A</u> ssign							^
Order No	78541	Value Incl Ta	x 132.0	0 Matched	Value	0.00	Create SO							
Display	eDoc SO Sales Order	8541 (1 page 🗸 🔽	Line Matching	Customer Expecte	ed Price	132.00	Next							
	Main		Delivery			Sy	stem		SCT En	terprises		yr-	*	
		me/Description ~							Delivery To: 52 Newforder Creet	Order Number	76541	ת	••	
Find	All Code/Na	me/Description ~	<u>C</u> lear <u>\</u>	liew Matched Line	s <u>S</u> how	Qty Available	Display Tax Inclusiv		82 Newforder Cret ABBDYARD 3737	Order Date Expected Date	26/10/2020			
	Recently Used		Fav	ourites			Stock		Costs ACTORNO	Description	-	the States In	Are Total 4.35 50.00	
			Loca	ation	Q	Update	e Table		ACEDBOD ACPENMOUSEWINEEL LOCALFREIGHT CNUNDHELP	ACEDROGPX Movies ACpen Mouse HEIGHT SUPPORT	10 1	10.00 0.00 5.00 0.00 10.00 0.00 10.00 0.00	Ant Tatal 4.55 50.00 4.55 50.00 0.81 10.00 0.81 10.00	
Type Code	Description	Subcode	Qty Available	Quantity	Price	Amount	Select Narration							
IN									Chanter Nate	y of any lines after Jun	I		NET 120.00 TAX 12.00 TAL 132.00	
											l	70	7.4. 132.00	
														4
								, r						1
_														
All Lines	Unmatched Lines	Matched Lines	D	on to Code - Desc	rintian	~	Auto Match							
-	-				nption	~	_							
Code ACED800	Description	Quantity	UnitPrice	Total Match 50.00			Discount am							
	ACED800GPX Monit	5.0000 10.0000	10.00 5.00	50.00			0.00							
LOCALFREIGHT	FREIGHT	1.0000	10.00	10.00			0.00							
ONLINEHELP	SUPPORT	1.0000	10.00	10.00			0.00							
UNLINEHELP	SUPPORT	1.0000	10.00	10.00			0.00							
														¥ [
Ready						el	Doc Transaction 6 of 8							

Any line items identified by the data scraping are displayed—you can then match these items to line items in the Greentree system. Click **Auto Match** to automatically match scraped items to Greentree items, based on the line mapping rules set up for the customer on the Customer Maintenance window (see page 11).

Delivery Details

The Delivery tab contains the details that would appear on the Delivery tab of a sales order. If delivery details were identified in a scraped document or if they have been set up for the customer on the order, they will be entered here automatically, but you can also enter or edit the details manually. When a sales order is created from the eDoc Sales Order, the details here will be copied to the sales order.

GT				eDoc S	O SalesOrder	
	C K	4A @	€ ≧			
Reference	50 Q Statu	Ready for Coding \sim	Created 10 Se	otember 2020, 09:3	7:50	A <u>d</u> vanced
Sales Order No	89452122	Sales Order Date 20 /	09 / 2020 🗮	Delivery Date 18	3 / 10 / 2020 🛱	Process
Customer	2001	ACE 🔍 A	CE Computers Ltd	\odot		<u>A</u> ssign
Order No	89452122	Value Incl Tax	100.00	latched Value	0.00	<u>C</u> reate SO
Display	eDoc SO Sales Order 89	452122 (1 p 🗸 🔽 Line	Matching Custome	r Expected Price	100.00	
	Main		Delivery		Syster	n
Address Address # Name Address © 2	ා 2 Megga Crest		Contac Phone Mobile Fax Contac Email			
Suburb Ta	auranga		Q Web	•		
Post code 3	118 Q (City	Q Run #	0		
Country N	ew Zealand 🛛 🗸		Drop #	0		
Additional Info	elivery via UPS please					

System Information

The System tab contains subtabs for Fields, Actions and Security. These tabs function in the same way as for other eDocs document types.

Creating a Sales Order

Once all details have been entered, click **Create SO** to generate a sales order record from the eDoc Sales Order. Before creating the sales order, Greentree performs validation on the eDocs Sales Order record and alerts you to any problems it encounters. This can include:

- No customer has been entered
- No salesperson has been entered
- The customer is on Stop Credit
- The entered Sales Order No is not unique
- The Value Incl Tax and Matched Value do not match
- The order exceeds the maximum order value for sales orders
- No stock location has been selected
- A line discount exceeds the maximum discount allowed
- A serial or lot number has not been entered for a line item that requires one
- There is insufficient inventory for one of the line items (and backorders are not allowed)

If any errors occur, you are returned to the eDoc Sales Order record where you can correct the errors, e.g. enter any missing information. In the case of insufficient inventory, the standard Insufficient Inventory Available window may appear, so you can choose how to deal with the situation, e.g. allow the item to go into negative stock, or put the item on backorder.

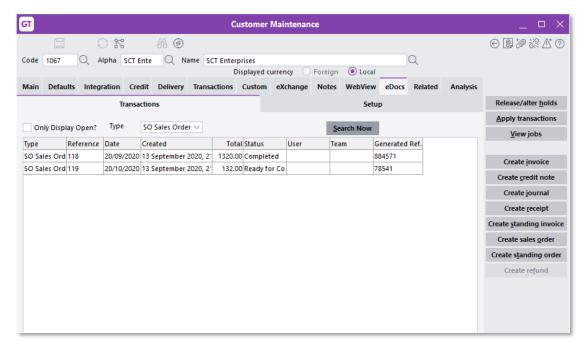
Note: If the **Value Incl Tax** and **Matched Value** do not match, you may need to add or edit line items so that the two values are the same.

Once the sales order has been created, you can view it as you would any other sales order. You can click the **View eDoc** button to open the original eDoc Sales Order record, and the original PDF document from the eDoc Sales Order is included in the sales order's attachments.

бт			SO Order Er	ntry					_ 🗆 X
002	ėck ($\mathbb{A} \otimes \vdash \leftarrow \rightarrow$	> ->] 🛛 🛓	I				e	∋ □ ∅ ℓ ∆ ⑦
							Last Order	Number	500057
	Sales Order		Line Item			Deli	very Details		View <u>e</u> Doc
Order Detail		Customer Deta	ail						
Number	TESTTAX01	2 Code	1000	Q	Alpha	KANGAN	(ର	
Branch	02 (Sydney Branch) 💦 🗸	Name	Kangan Education U	nit (AUST)			(Q	
Order Date	07 / 09 / 2020 🛱	Currency	Australian Dollars	Rate		1.00000000	Fixed		
Delivery Date	07 / 09 / 2020 🟥	Discount	5.00 %	Sales	person	Steve Sampsor	AUST	Q	
Location	02	Payment Terms	30 Days from Invoice	Date	Q				
		Order Number	TESTTAX01			Custo <u>m</u> e	r Status		
	Forward Order								
Status	Entered	Narration							
Entered by	SUPER								
	Drop Ship	Print Options Packing Slip	Order Status	Invoice	On <u>H</u> o	old <u>C</u> ance	l Order	<u>R</u> eq Link Save Header	
Discount	38.41 Surcharge	0.00 Net	729.82 Tax	72.99	Total	802.81			

Reviewing Customer Transactions

Any eDocs Sales Orders that have been processed for a customer are listed on the Transactions tab of the Customer Maintenance window, along with all other eDocs transaction types. Select "SO Sales Order" from the **Type** dropdown to view just the eDoc Sales Orders:



Update to eDoc AP Invoices

Many Australian companies put their BSB and Bank Account Number on separate lines on invoices. To account for this, eDoc AP Invoices for Australian companies now store bank account numbers in three separate fields:

- Bank Account The full bank account number
- Bank Account Excl. BSB The bank account without the BSB number
- BSB Number The BSB number by itself

Desktop – Ordinary Weekly Pay

These changes applies to NZ companies only

This release adds new options for the calculation of employees' Ordinary Weekly Pay. When an employee takes annual leave, this is paid out at the greater of the employee's Ordinary Weekly Pay (OWP) or their Average Weekly Earnings (AWE).

In previous versions, OWP could be calculated manually from an employee's Standard Pay, or if this was not possible, as an average of the employee's last four weeks' gross earnings. This release adds the option to explicitly choose the method for calculating employees' OWP.

Setting Ordinary Weekly Pay Methods

GT	Pay Group Maintenance	×
	$\mathbb{C} \cong \mathbb{C} \to \mathbb{C} \oplus \mathbb{C} \to \mathbb{C} \to \mathbb{C}$	⊕ 🗊 🖉 & ∆ ?
Name	4WEEKAVERAGE	Q
Calendar	HR Weekly 🗸	
GL clearing account mask	* • * • * Q	
Account mask	* * * * Q	
Pay frequency	Weekly	
Weekly conversion factor	1.0000000	
Annual conversion factor	52.0000000	
Browser summary tree		\sim
Earnings summary	Expected	payment date
Number of weeks	4 Number of months 1 Oays f	from end of pay period 1
Exclude weeks	0 Day o	f month
Hours	Display type	
Normal hours work	ked 🔷 Weekly	
O Standard hours	 Monthly 	
Ordinary Weekly Pay I Standard Pay Average for last 4 to		
Days paid		
Track days paid	Days/pay	
Accumulators		
Gross earnings	Ordinary Earnings 🛛 🗸	
Ordinary weekly pay	Ordinary Earnings 🛛 🗸	
Relevant daily pay	Ordinary Earnings 🛛 🗸	
Ready	First HR Pay Grou	p of 13

We've added a new **Ordinary Weekly Pay Method** setting to the Pay Group Maintenance window:

The new setting has two options: Standard Pay and Average for last 4 weeks.

The **Standard Pay** option is best for employees who work regular hours. The standard pay amount is based on pay items in an employee's pay that are:

- set as the default pay (including classification and additional paysets), and
- included in the Ordinary Weekly Pay accumulator.

The standard pay hours value is based on pay items that are:

- set as the default pay (including classification and additional paysets),
- included in the Ordinary Weekly Pay accumulator, and
- have a transaction type that is set to "Include in normal hours".

The **Average for last 4 weeks** option is useful for casual employees who work irregular hours, or employees who have a basic pay but often have extra earnings to be included in the calculation for leave, such as regular overtime or commissions.

Note: For existing pay groups, this setting will be set to **Average for last 4 weeks** by default; for new pay groups added after the upgrade to version 2020.5.0, the **Standard Pay** option will be selected by default.

Employees inherit the **Ordinary Weekly Pay Method** setting from their pay group, unless the **Override settings on pay group** option is ticked on the Employee Maintenance window. In this case, you can select an option for the employee's **Ordinary Weekly Pay Method** manually:

GT	GT HR Employee Maintenance _ 🗆 🗙										
		- H ($\mathbb{D} \models \leftarrow -$	$\rightarrow \rightarrow \mid \qquad \searrow$							✐♫⅔◬◑
Code BROW	VNJ 🔍 Surname	Brown		🔍 🛛 First Nam	ie John		Q				View All 🗸
с٧	Involvement	Medical	Org Ch	art Devel	opment	Key Dates	Events	Security	Custom	Notes	ACTIVE
Main	Defaults	Options	Tax Config	Payroll	Baland	e Tracking	Other	Transactions	Positions	Functions	Attachments
	when producing pay			Customer	Q						<u>P</u> ay Now
_	in Missing Pay Report in Process Pay Proced			Code BROWN							Process Accruals
	utomatic Reduction Tr		s	Name John	~		Q				Terminate
Reporting) options			Farninge Cumma	<u>,</u>	_					<u>R</u> e-activate
	1ethod Print		~	Override setting	ngs on pay g	proup Display Type					eHR Configuration
Recipient				 Normal Hou 	rs Worked	Weekly					Leave Forecast
· · ·	ord is date of birth (fe	ormat DDMMYY	11)	Standard Ho		O Monthly					 Leave <u>W</u> ithout Pay
O Passwo	ord is		Show	Ordinary Week Standard P		od					_ /
Use Tim	acarde			Average for		s					
Rule	recarus		× •	Days Paid							
Mask				Track Days P	aid						
				Accumulators							
				Gross earnings			\sim				
				Ordinary weekly	pay		\sim				
				Relevant daily p	ау		\sim				
											Verified
Editing an	n existing Employee					Emj	ployee 4 of 36				

Note: For employees who had the **Override settings on pay group** check box ticked before the upgrade to version 2020.5.0, this setting will default to the **Average for last 4 weeks** option.

Employee Balances

The Balances window has been updated to clearly label the OWP and AWE values, and to show the two methods for calculating OWP (where previously only the **Average for last 4 weeks** row was displayed):

mployee	BROWNJ Brown,	John			As at 16 /	08 / 2020 🕯					
Show ba	alance in hours	Show balance in da	ays 🧿	Show balar	nce in weeks						
Trans Type	Description	Accrual Rule		Entitled	Current Ra	ite A	ccrued	Accrued \	alue A	vg Hourly Rate	Not Ent
201DIL	Day in Lieu				\$15.	25		9	50.00		
202	Annual Leave	Annual Leave - F	ull Tim		\$15.	25		\$1,16	68.80	\$32.42	
203	Sick Leave	Sick Leave			\$15.	25		\$1,36	58.00	\$14.25	
209	Long Service Leave	Long Service Lea	ive		\$15.	25		5	60.00		
¢											
		0	s worked	<u> </u>							
Ordinary Standard	' Weekly Pay I Pay	Weekly \$638.00	Hou 41.00		7 Rate 15.56						
Standard			Ηοι	00 S		Based on	1 pays (10/08/2020 -	16/08/2	2020)	
Standard Average	i Pay	\$638.00	Hou 41.00	00 S	15.56	Based on	1 pays (10/08/2020 -	16/08/2	2020)	
Standard Average	i Pay for last 4 weeks	\$638.00	Hou 41.00	00 S	15.56			10/08/2020 - 10/08/2020 -			
Standard Average Average Average	l Pay for last 4 weeks Weekly Earnings	\$638.00 \$541.50	Hou 41.00 41.00	00 S	15.56 13.21	Based on	1 pays (10/08/2020 -	16/08/2		52.00)
Standard Average Average Average	I Pay for last 4 weeks Weekly Earnings for last 52 weeks adjusted for LWOP	\$638.00 \$541.50 \$42.13	Hou 41.00 41.00	00 S 00 S 00 S	15.56 13.21 \$1.03	Based on	1 pays (1 pays (10/08/2020 -	16/08/2	2020) 2020, Divisor = 5	52.00)
Standard Average Average Average	I Pay for last 4 weeks Weekly Earnings for last 52 weeks adjusted for LWOP	\$638.00 \$541.50 \$42.13 \$42.13	Hou 41.000 41.000 41.000 41.000	00 S 00 S 00 S	15.56 13.21 \$1.03 \$1.03	Based on Based on	1 pays (1 pays (10/08/2020 - 10/08/2020 -	16/08/2 16/08/2	2020) 2020, Divisor = 5	52.00)

This makes it easy to compare the results of the two OWP calculation methods, and to compare the OWP and AWE rates, so it is clearer overall which rate will be used when annual leave is paid out.

Note: The Standard Pay values will be blank for existing pays.

Desktop – Sick Leave in Days

These changes applies to NZ companies only

This release includes enhancements and improvements to help you to comply with regulatory compliance requirements, as well as help to provide you with more control and visibility when managing leave entitlements. These enhancements make it easier for you to calculate and report on an employee's sick leave in days.

Balances are converted from hours to days based on the **Std Hrs/Day** value from the Balance Tracking tab of the Employee Maintenance window.

Changes to Setup Options

Transaction Type – Pay Form

The **Calculate Leave in Weeks** option on the Balances tab has been changed to **Calculate Leave in Days or Weeks**. When this option is ticked, you can choose whether the transaction type is calculated in days or weeks:

ਯ	Transaction Type - Pay		×
	$\mathbb{A} @ \vdash \leftarrow \rightarrow$		₫?
Code 203 Q Description Sick I	Leave Q	Group Q Inac	tive
Main	Configuration	Balances	
 Accrue balance 		Included in balance	
O Deduct from	\sim		
O Not accrued			
Accrue options		Update GL accruals	
Automatically create for new employ	ee	Create GL journals for accruals	
Allow all accrued balance to be used	I	Create GL journals for revaluations	
Print accrual on pay slip		Create GL journals for expiry	
Show next credit & next entitled dat	e in employee maintenance		
Accrual rule must be specified			
Default rule Sick Leave	\sim		
Calculate Leave in Days or Weeks			
O Days O Weeks			
Payout balance on termination		Apply annual leave accrual rule	
 Accrued balance (including entitled) 	Nothing	Pecentage 0.00	
Entitled only	Zero balance	Payout TT	~
Transfer to			
Normal termination	~		
Ready	Transa	ction Type 11 of 46	

If a transaction type was set to calculate leave in weeks before upgrading to version 2020.5.0, its **Calculate Leave in Days or Weeks** option will be ticked and **Weeks** will be selected; if not, the option will be unticked.

Employee Maintenance

A new **Calculate Leave in Days** option is available on the Balance Tracking tab:

т			HR Employee	Maintenance - P	ayroll					×
10 6		• # @ K ← ←	$\rightarrow \rightarrow$	ālā						⊕ ◘ ∅ ⅔ ∆ 0
ode BROV	WNJ 🔍 Surname	Brown	⊙ Firs	t Name John		(2			View All 🗸
Main Def	faults Options Tax	Config Payroll Balan	ce Tracking Otl	her Transactions	Key Dates	Events	Security	Custom	Notes	ACTIVE
Agreed Defi	inition of a Week									Attachments
Std Hrs/Da	v <u>8.00</u> Std H	rs/Pay 40.0000 Std	Hrs/Week	40.00 Std Days/F	Pay	0 9	td Days/We	ek	0.00	Pay Now
	te Leave in Days Ca Drking Calendar Busin	alculate Annual Leave in N	Weeks	o bbA	ublic holida	ws to nav				Process Accruals
ransaction						, j s co puj.				Terminate
frans Type	Description	Accrual Rule	Max Overdrawn	Start Date Override	Inactive					-
201DIL	Day in Lieu		0.0000							<u>R</u> e-activate
202	Annual Leave	Annual Leave - Full Tim	0.0000							eHR Configuration
203	Sick Leave	Sick Leave	0.0000							
209	Long Service Leave	Long Service Leave	0.0000							Leave <u>F</u> orecast
PH203	PH Sick Leave	Sick Leave	0.0000							Leave Without Pay
										<u></u> ,
										Votified
Ready					mployee of					Verified

If any of the leave types that default for a new employee are set to calculate in days, then **Calculate in Days** will be ticked by default for new employees; otherwise, new employees will have this option unticked by default.

Note: You can update this setting for multiple employees in bulk using the new Bulk Update Employee Leave in Days utility—see page 24.

Employee Balances

Where leave is calculated in days, the Transactions > Balances tab of the HR Employee window now displays values in days. To allow for the fact that balances could be displayed in hours, days or weeks, the Balances section of this tab now displays "Units" in column headings, with a new **Units** column displaying what the unit is for each transaction type:

						0				
le dsaf	C Surname	454	C	First Name	14154	Q				View All
CV	Involvement	Org Chart	Devel	opment	Key Dates	Events	Security	Custom	Notes	ACTIVE
Main	Defaults Op	tions Tax	Config	Payroll	Balance Tracking	Other	Transactions	Positions	Functions	Attachments
5	Summary	Pays		Transa	actions	Bala	ances	Rate His	tory	Pay Now
	s at 08/09/2020	-								Process Accruals
	Description Annual Leave	Entitled Hours		Accrued Value N \$0.00	Not Entitled Hours Ent	itled Units Ac	crued Units Not Entit	led Units Units		Piocess Accidais
202	Sick Leave	0.0000	160.0000	\$0.00	0.0000					Terminate
209	Long Service Leave	40.0000	40.0000	\$0.00	0.000					Re-activate
PH202	PH Annual Leave	0.0000	0.0000	\$0.00	0.0000					-
PH203	PH Sick Leave	160.0000	160.0000	\$0.00	0.0 00	20.0000	20.0000	0.0000 Days		eHR Configuration
ransaction	ns for PH203 - PH Sic	k Leave								Leave Forecast
From /		/ 09 / 2020 🛱 🛓	earch Now	[his Year]_i	ast Year <u>T</u> oday	All				Leave Without Pay
Accrual Da	te Date Entitled Tran	Referenc	Qty Hours	Qty Days	Amount Narration		Accrual Rule	Rule Level	Batch	
08/09/202	0 08/09/2020 HR Op	pening 000012	160.0000	20.0000	0.00				864	
					•					

In the Transactions for [Transaction Type] section, a balance line will be displayed a value in the new **Qty Days** column if both the employee and the transaction type it relates to are set to calculate leave in days. (If either or both of them are not set to calculate leave in days, the balance will be displayed in hours, as in previous versions.)

If the balance includes transactions that were created before the leave in days options were ticked, the value in the **Qty Days** column will be blue; otherwise they will appear in the standard colour.

Updating Employees

Bulk Update

We've added a new Bulk Update Employee Leave in Days utility that lets you set the **Calculate Leave in Days** option for multiple employees in one operation. Open this utility at **HR > System > Utilities > HR System Scripts > Leave in Days Employee Setup**:

Code	Employee Name	Pay Group	Branch	Hours / Day		Calculate Leave in Days	
ROWNJ	Brown, John	Weekly	Christchurch	8.0000		False	
LARKC	Clark, Craig	Weekly	Auckland	8.0000		False	
P01	Power, Chris	Weekly	Auckland	8.0000		True	
ENCHC	French, Carol	Weekly	Auckland	8.0000		True	
UGHESD	Hughes, Dan	Weekly	Wellington	7.5000		False	
DNESB	Jones, Benjamin	Weekly	Auckland	8.0000	V	True	

Select the required transaction type, then optionally filter the list of employees by Pay Group and/or branch. The **Include True** option determines whether or not the utility will show employees who already have the **Calculate Leave in Days** option ticked. It is unticked by default, so only employees who haven't already been set to calculate leave in days will be listed.

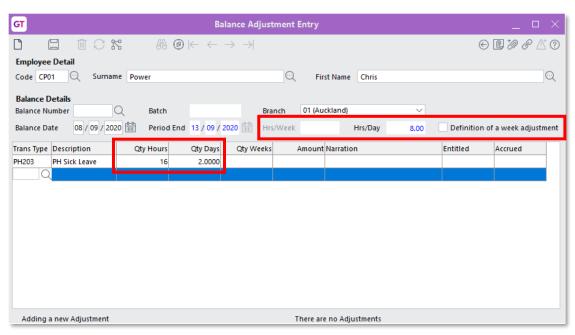
The **Calculate Leave in Days** column shows which employees are currently calculating leave in days and which aren't. If an employee does not have a **Std Hrs/Day** value entered, this column displays "Missing Std Hrs/Day", and it will not be possible to select the employee for updating.

Tick the box in the **Select** column for all employees you want to update, then click **Apply** to apply the update to all selected employees.

Note: Once transactions of the selected type have been recorded for an employee, the **Select** column becomes read-only for them.

Balance Adjustments and Opening Balances

The Balance Adjustment Entry and Opening Balance windows have been updated to allow for adjustments to leave types that are calculated in days.



You can now adjust employee's standard hours/day as well as their hours/week—the **Std Hrs/Week Adjustment** check box has been renamed to **Definition of a week adjustment** to reflect this.

A line will display a value in the **Qty Hours** column and the new **Qty Days** column if both the employee and the transaction type it relates to are set to calculate leave in days. (If either or both of them are not set to calculate leave in days, the balance will be displayed in hours only, as in previous versions.) You can update the hours value, and the days will be calculated automatically based on the employee's **Std Hrs/Day** value.

Updating the Definition of a Week

Balances are converted from hours to days based on the **Std Hrs/Day** value from the Balance Tracking tab of the HR Employee Maintenance window. If this value is changed, a message window appears, showing the effects on the employee's leave balance. This message changes depending on whether Annual Leave calculation in weeks is turned on, and the setting of the **Behaviour when changing Agreed Definition of a Week** section on the HR Module Control window.

Effects on Pay Entry

When entering leave on the Pay Entry window, the new **Qty Days** column contains a value if both the employee and the transaction type for that line are set to calculate leave in days. You can enter a value into the **Qty Hours** or the **Qty Days** column, and the other will be updated based on the employee's **Std Hrs/Day** value.

GT					Pay Er	ntry			_ 🗆 X
Ľ		İ Ci	1 6	8@⊬ €	$- \rightarrow -$) <u>al</u> a		ĕ⊕[D <i>D 8 &</i> C
Batch	S868	Pay N	Number 001	349	Pay Date 0	8 / 09 / 2020 🟥	Employee BROWN	Brown, John	
Su	mmary	Timecard	Pay	Deductions	Тах	Payment	Employer Costs	G/L Allocations	Messages
Line T	ype Ger	eral Ledger	─ Trans [™]	Type PH20	з 🔍 рн	Sick Leave	Q Clas	sification	Q
Disp	lay Fields	None	∠ Job						
			Cod						
				vity Code					
						Q			
			Acco		10 . 25	22 Q	Subcode		
			Sho	rt Code Wage	sSic 🔍 I	Description Wag	es-Sick Leave		Q
Data	a								
Qty	16.0000	Rate	Man	ual Amou	unt 0.00	Narratio	n	<u> </u>	l line
Туре	Trans Ty	pe Classifica	Qty Hours	Qty Days Qty	Weeks	Rate Man Amo	unt Account/Job	Description	Subcode/Actin
GL	22001		24.0000			0	.00 10.10.2510	Wages-Service	
GL	PH203		16.0000	2.0000		0	.00 10.10.2522	Wages-Sick Leave	
GL									
									2

Reporting on Sick Leave in Days

Leave quantities can now appear in days on Payslips and on the Leave Liability report. The HR Balance Transaction Listing, which could already display quantities in days, converts values between hours and days where necessary so that it always shows the correct totals.

Making Sick Leave Requests

When entering a leave request in the desktop client, if the employee and transaction type are set to calculate leave in days, the **Use Calculated Leave** option is disabled. You can select "Hours" or "Days" from the **Use Specified** dropdown to enter the leave amount—the amount will be converted to days/hours using the **Std Hrs/Day** value.

GT		HR Lea	ive Request En	ntry			_ □ ×
			$\rightarrow \rightarrow \mid$				$\ominus \blacksquare \not ? ? \land \land ?$
Request No	C Employee dsaf	454, 14154	Summary PH20	03 PH Sick Le	ave 14/09/2020 to	15/09/2020	View All \checkmark
Main	Pay Details	Events	Security	C	Custom	Notes	Attachments
Employee	dsaf 🔍 Surname	454	् Fir	st Name	14154	Q	
Leave Type	PH203 (PH Sick Leave)		√ Co	pied From			Leave <u>F</u> orecast
Status	Unsubmitted	Send Email o	n Approval Pri	iority		\sim	Submit Request
Work Calendar	N/A Std H	Irs/Day 8.0000	Std Hrs/Pay	40.00	Std Hrs/Week	40.00	Cancel Request
	4/09/2020 (to 15/ 00 AM ∨ to 0:00 ted Leave				Calculated Req Hours Days Weeks	uest 16.0000 2.0000 0.4000	C <u>h</u> ange Request
Reject Reason						>	Approval Status
Adding a new L	eave Request		Tł	nere are 18 L	eave Requests		

When entering a leave request on the website, you can enter the number of hours into the **Override** field:

NUMBER	19 1	0	EMPLOYEE J	OHN BROWN			0
Туре	Sick Leave	0					
All day			Availab	le as at 11/09/2020	Days 0.00	Hours 0.0000	
From	11/09/2020		Reques	ted	0.00	0.0000	
То	0		Balanc	e	0.00	0.0000	
Override	Hours						
Reason							

Desktop – ADP and OWP Features

These changes applies to NZ companies only

The INI file settings that enabled the Average Daily Pay (ADP) and Ordinary Weekly Pay (OWP) features from previous versions are no longer required. These features are now available by default.

Update to .NET Framework Version

Greentree has increased the dependent .NET Framework version to 4.8 to take advantage of the added security and the support for TLS 1.2 in Greentree's email integration libraries. This includes Exchange Integration in EDI, Exchange File to Greentree in CRM Email Filing, Pop3 in eDocs and SMTP using STARTTLS.

This upgrade is essential for sites that integrate with email servers that require TLS 1.2 protocol.

If you see the error message "The requested security protocol is not supported" when testing or using connections, ensure you have .NET Framework 4.8 Runtime installed. The current version is shown in the Windows Registry at:

Computer\HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft\NET Framework Setup\NDP\v4\Full.

Resolved Issues

Greentree Desktop

We've fixed these issues in Greentree Desktop:

- An error (1011) could occur on the Maintain Hours window that opens from the Working Calendar Maintenance window, if all six **From:** and **To:** fields were populated. This has been resolved.
- Changes to the job code on a JC Sales Adjustment (GL and non GL) were not saved. This has been resolved.
- An error (1035: String too long) could occur when importing timesheets if any timesheets lines had a narration that was more than 30 characters. This has been resolved.
- eRequisitions now allows non-quantity accounts to be selected.
- The error "You do not have privileges to this form" could appear when accessing reports from the Favourites menu. This has been resolved.
- When calls/service requests were created for JC Estimates, the Assigned Activity code was not populated. This has been resolved.
- A 1090 error occurred when submitting an unsaved leave request. This has been resolved.
- *NZ companies only* The **Retiring or redundancy payments** option under **Tax as lump sum payment** was missing from the Transaction Type Pay window. This has been resolved.

Greentree Browser

We've fixed these issues in Greentree Browser:

- An error (1035: String too long) could occur on the Contact screen when saving a contact whose gender was not specified. This has been resolved.
- Manual changes to a Quote's delivery address were not transferred to the sales order created from the quote. This has been resolved.