MYOB Greentree

Release Notes

2020.5.0

Contents

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).

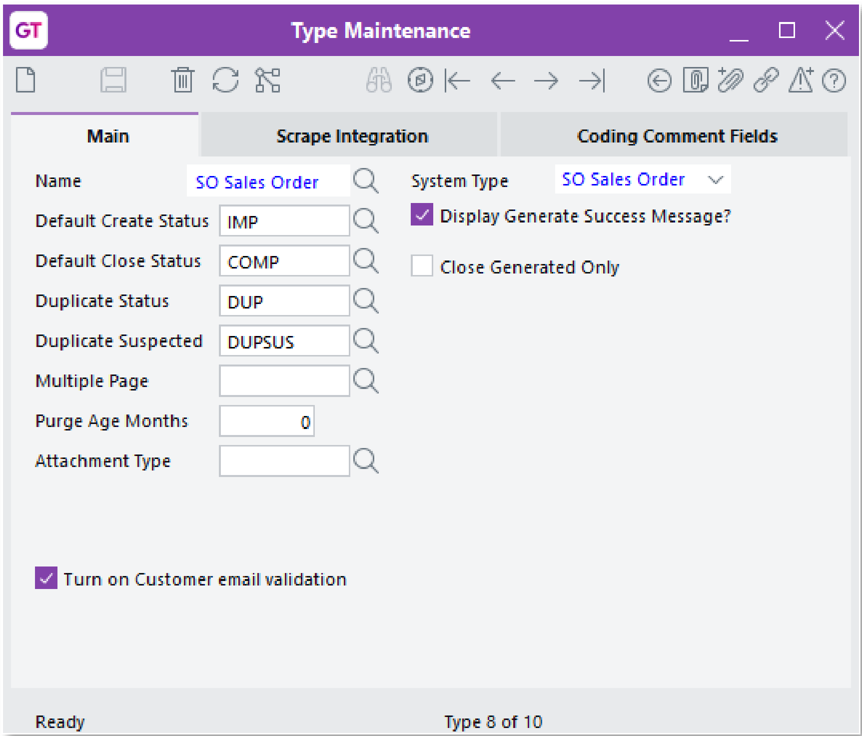
Header information for the eDoc Sales Order can be entered manually by the user, or scraped and then checked and updated where required. Similarly, line details can be manually entered by the user or scraped and auto-matched, as with eDoc AP Invoices. You can also set up line mapping for each customer,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

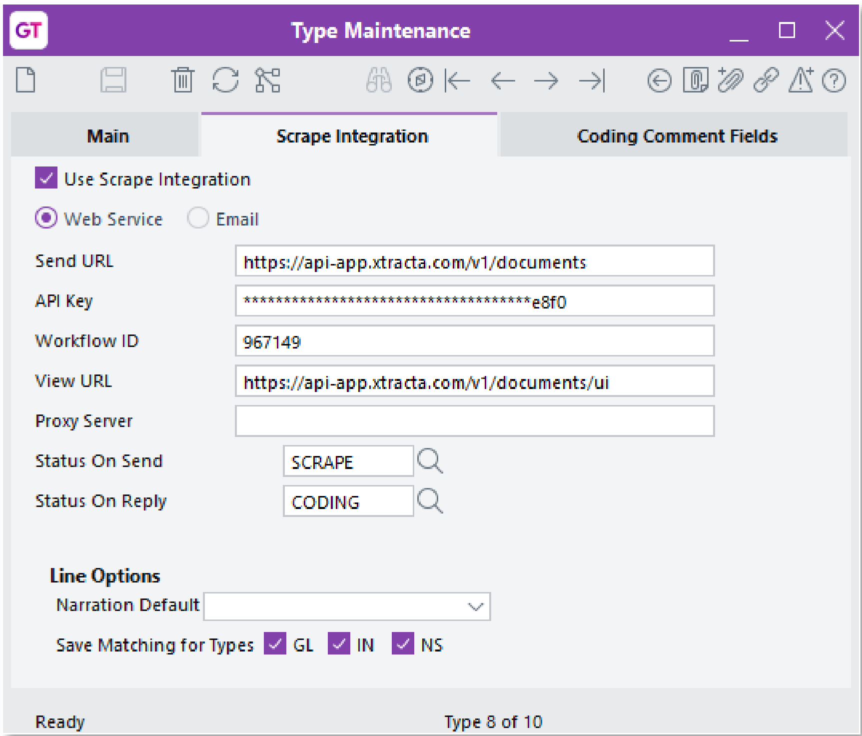
Type Maintenance

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



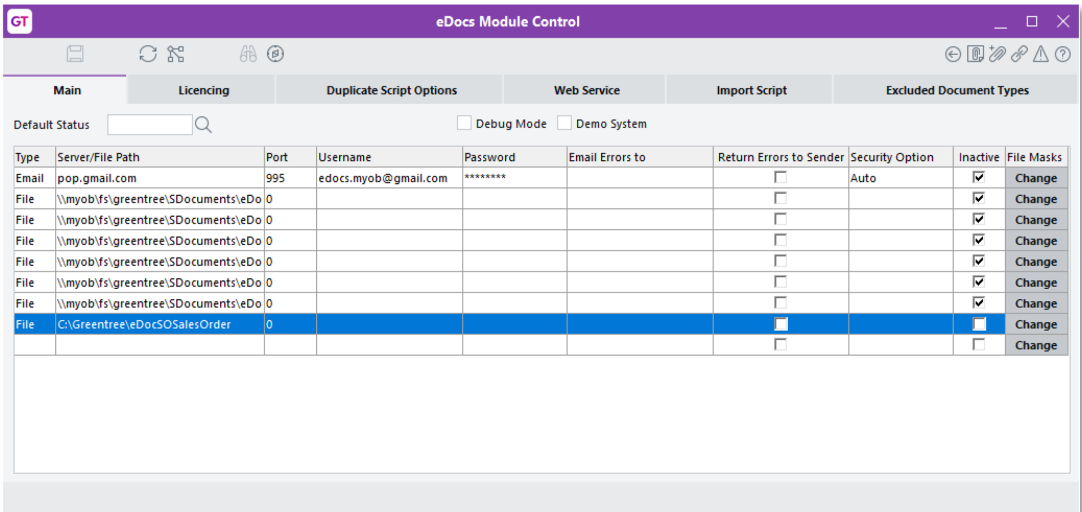
For the SO Sales Order type, the Main tab includes a **Turn on Customer email validation** option—this works in the same way as the **Turn on Supplier email validation** option for AP Invoices.

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:

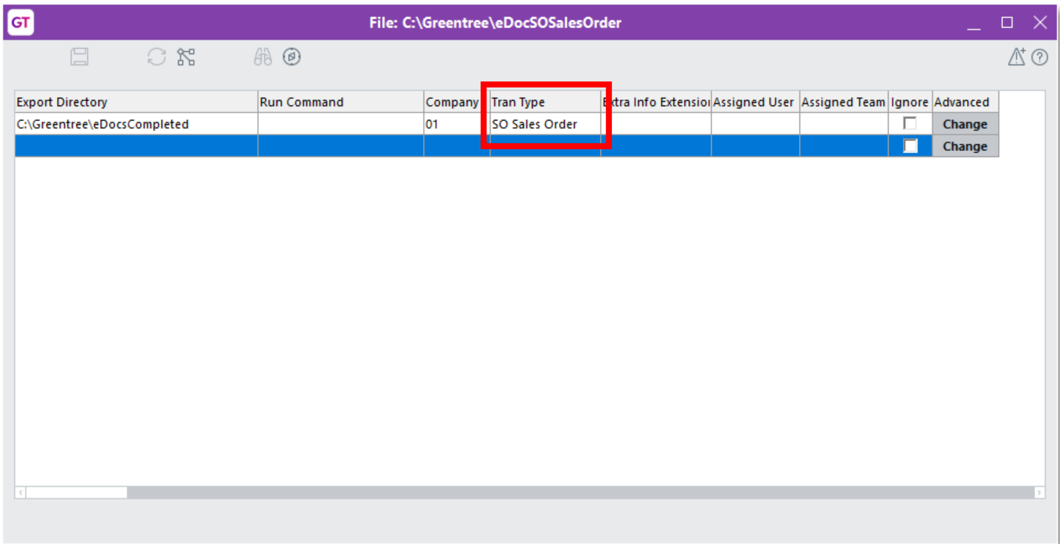


Module Control

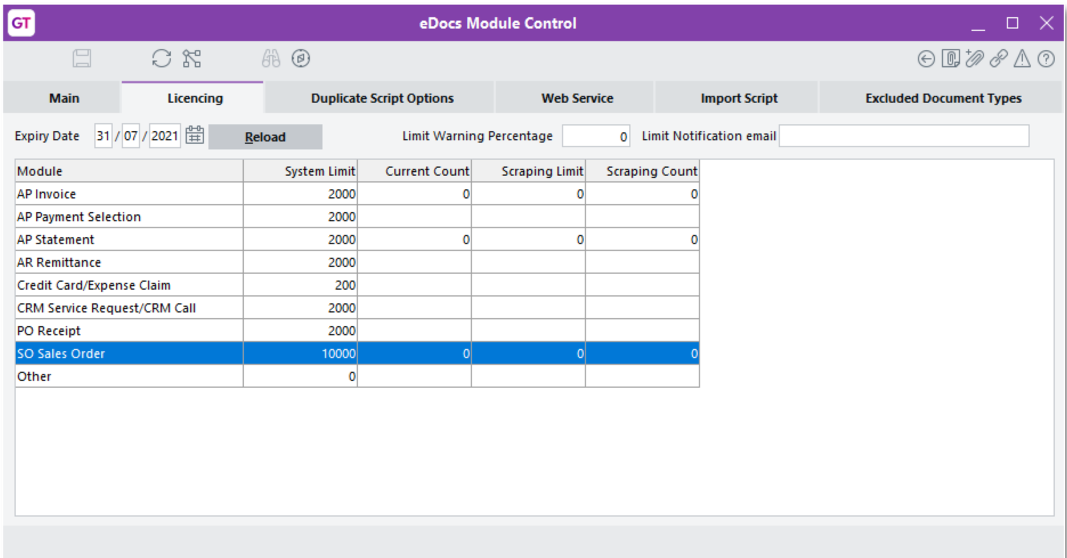
Setup options for Sales Orders can be entered on the eDocs Module Control window. You can enter a new line for Sales Orders on the main tab, selecting whether documents will be imported from an email address or a file location:



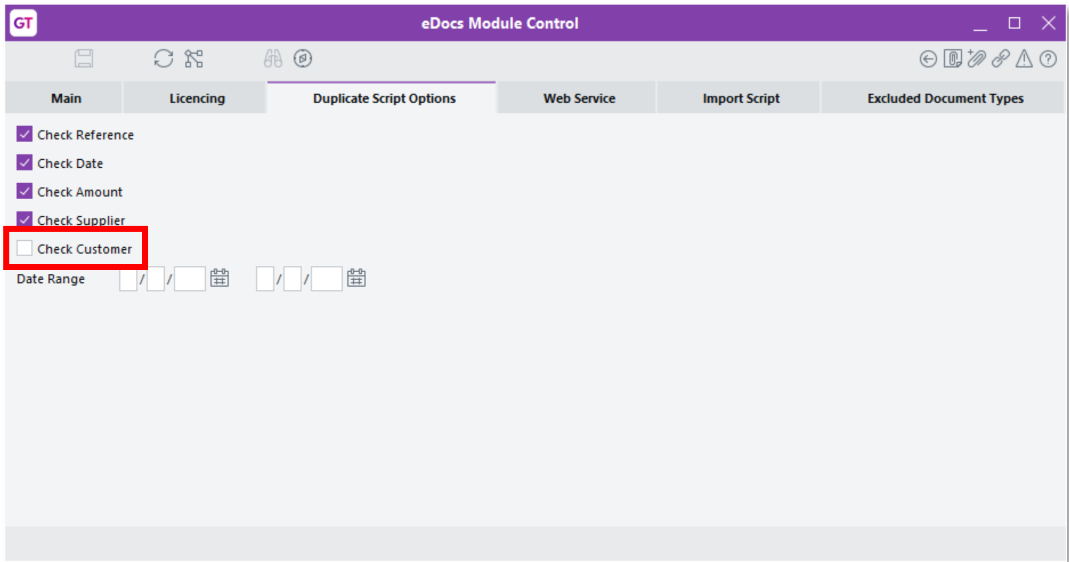
When editing the details of a line, you can select the “SO Sales Order” transaction type from the dropdown in the Tran Type column:



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

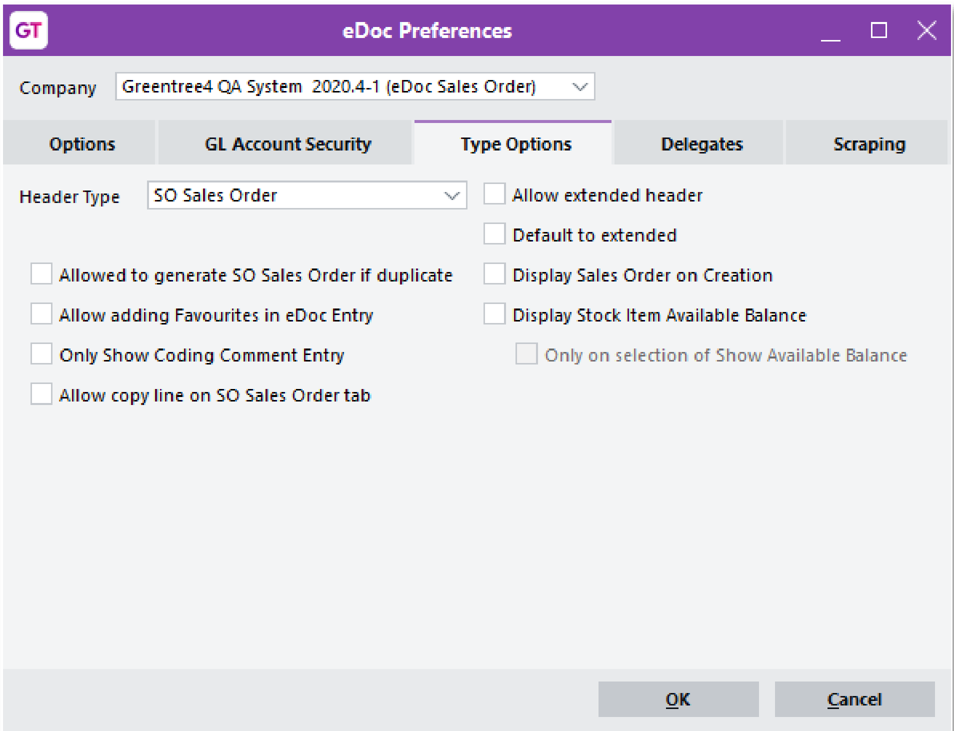


A new **Check Customer** option has been added to the Duplicate Script Options tab, so that eDoc Sales Orders can check for duplicate customers, in the same way that other eDoc types check for duplicate suppliers:



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:



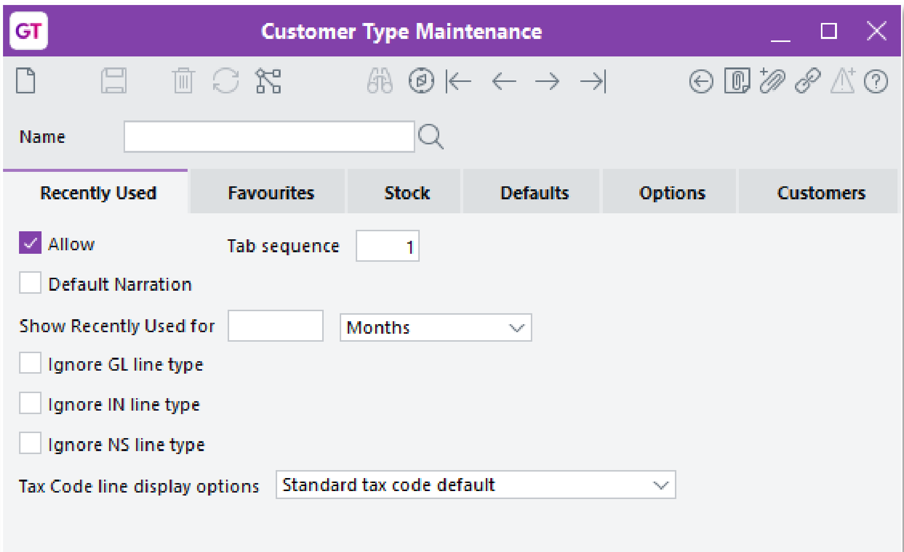
Most of the options are the same as options for existing transaction types—new options specific to eDoc Sales Orders are:

- **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

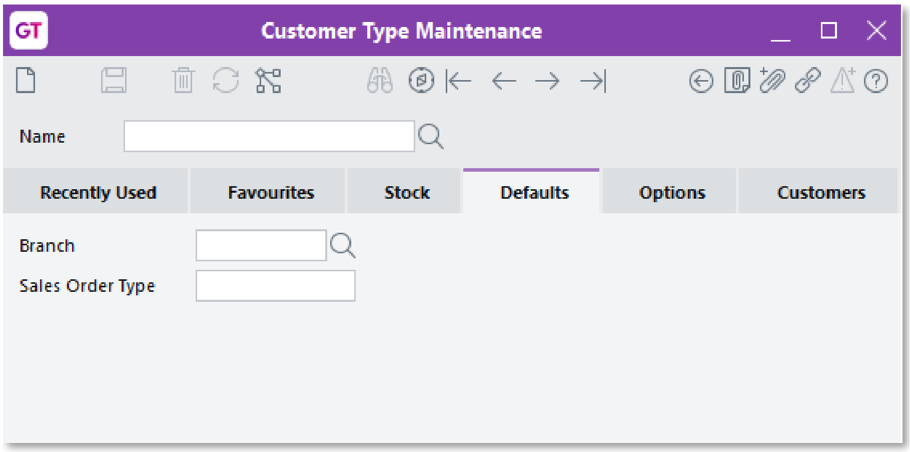
A new Customer Type Maintenance window has been added for eDocs—you can open it at System > eDocs > Customer Type Maintenance. This window is used to group customers into types, and for each type, set options that affect how eDocs Sales Orders will behave. It behaves similarly to the existing Supplier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



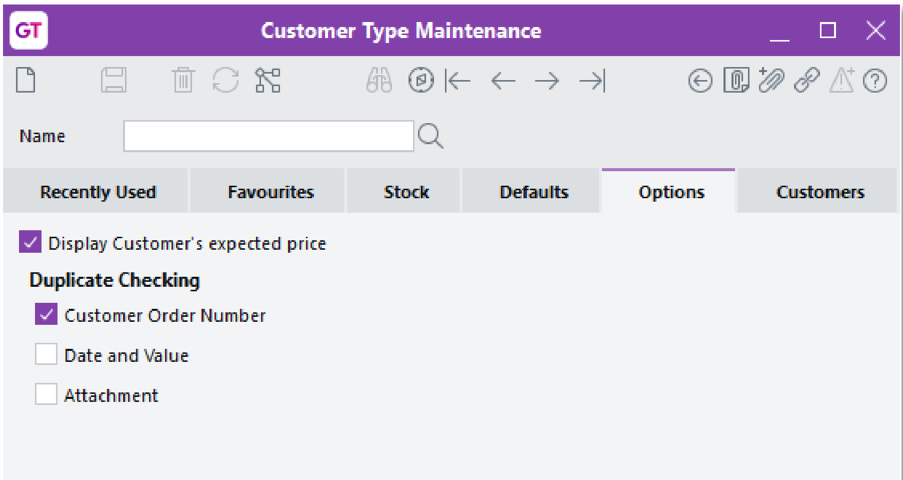
The Favourites and Stock tabs let you choose whether or not to show these tabs on the eDoc Sales Order window and what order they should appear in.

The Defaults tab let you specify a default branch and sales order type for eDocs Sales Orders:

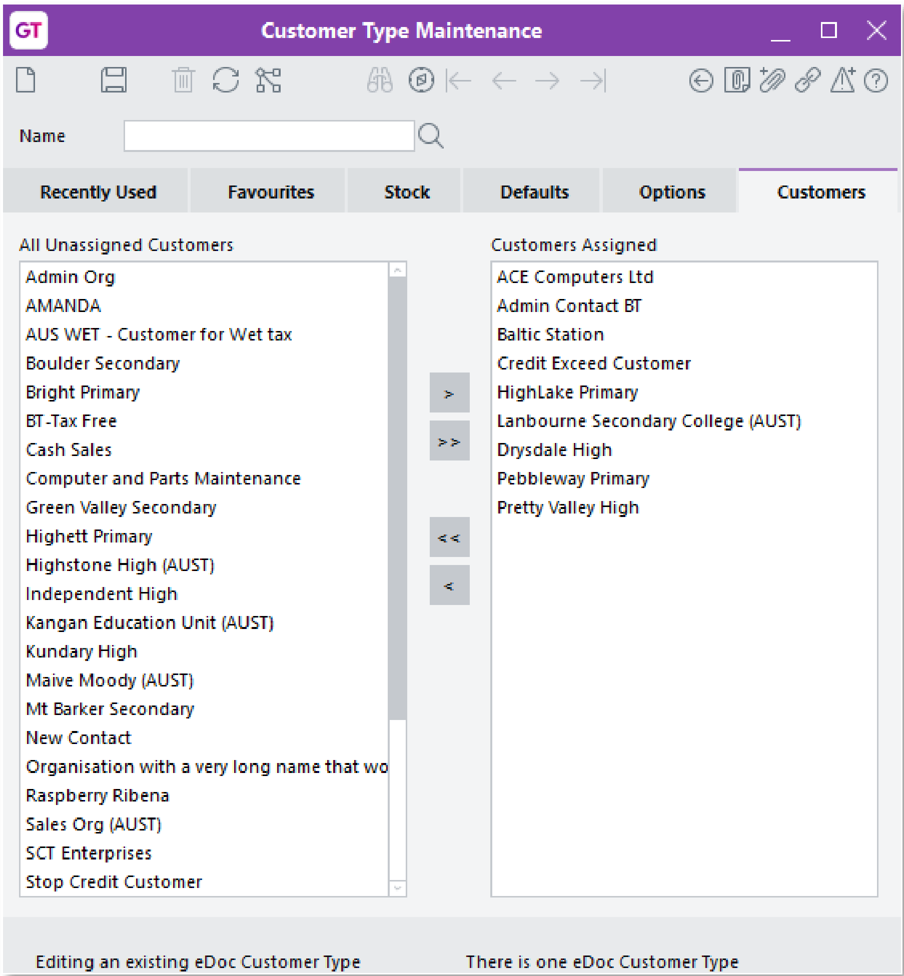


Note: The **Sales Order Type** field is only available if the **Use order type entry** option on the SO Module Control window is ticked.

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.

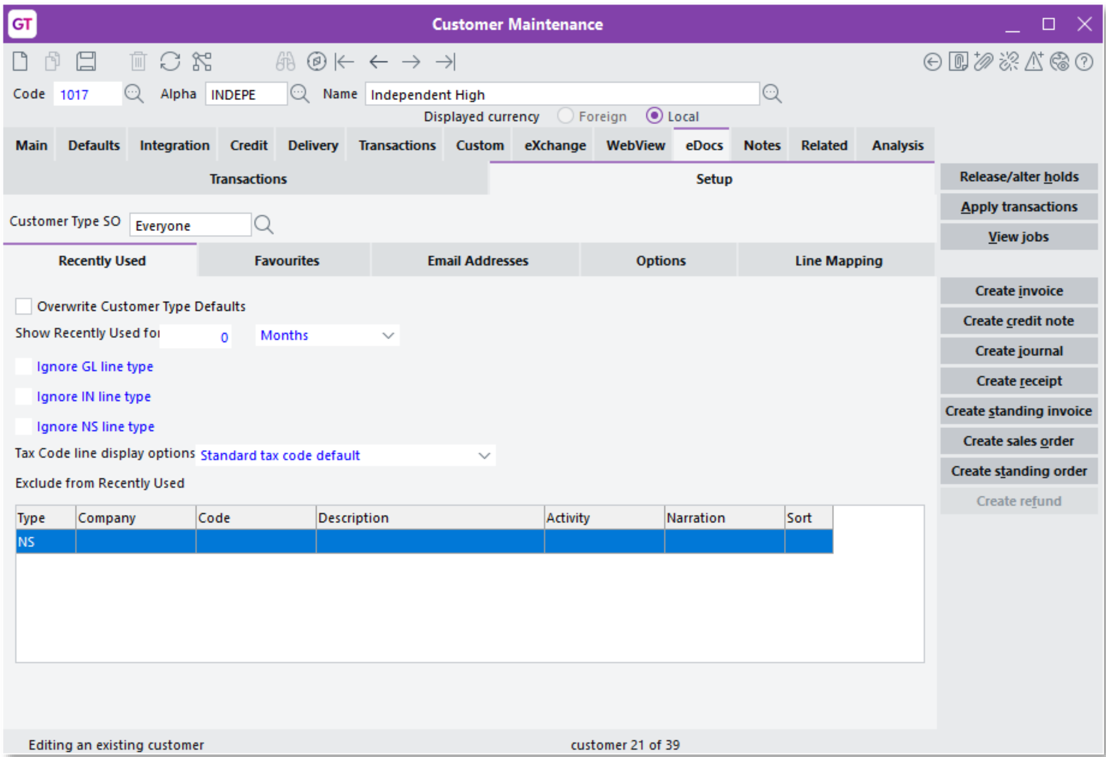


Customer Maintenance

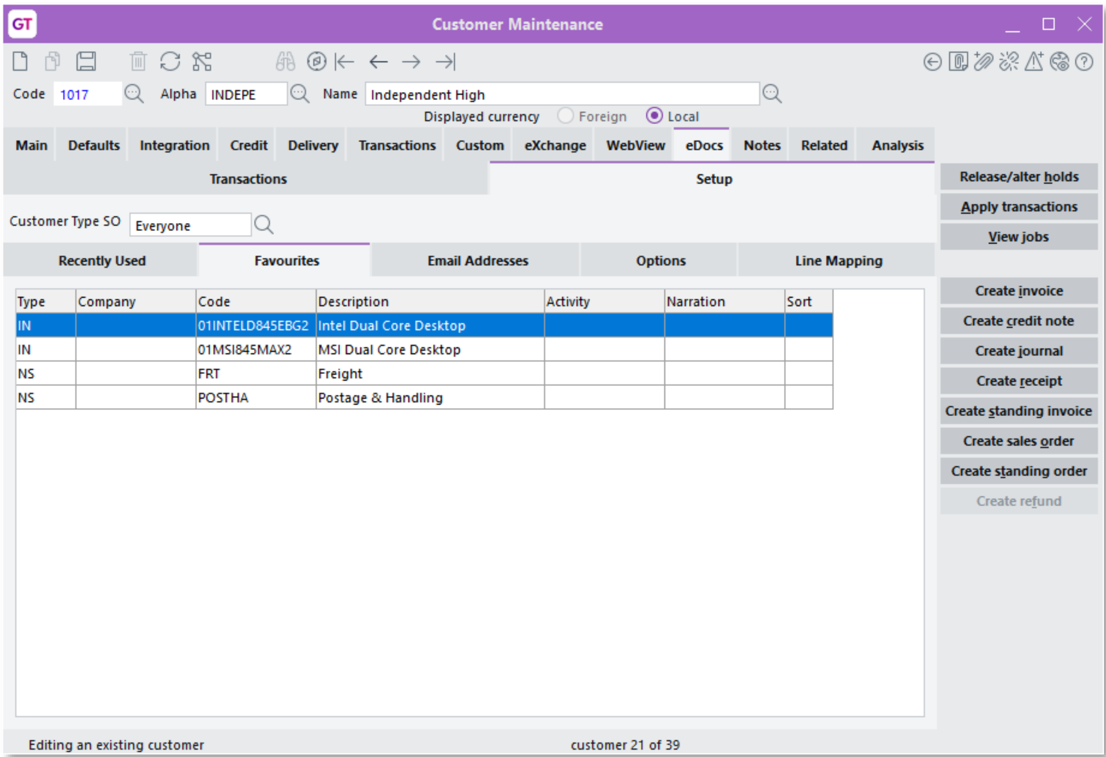
The eDocs > Setup tab of the Customer Maintenance window has been expanded to capture details to do with eDoc Sales Orders. The Setup tab is now divided into the following sub-tabs:

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

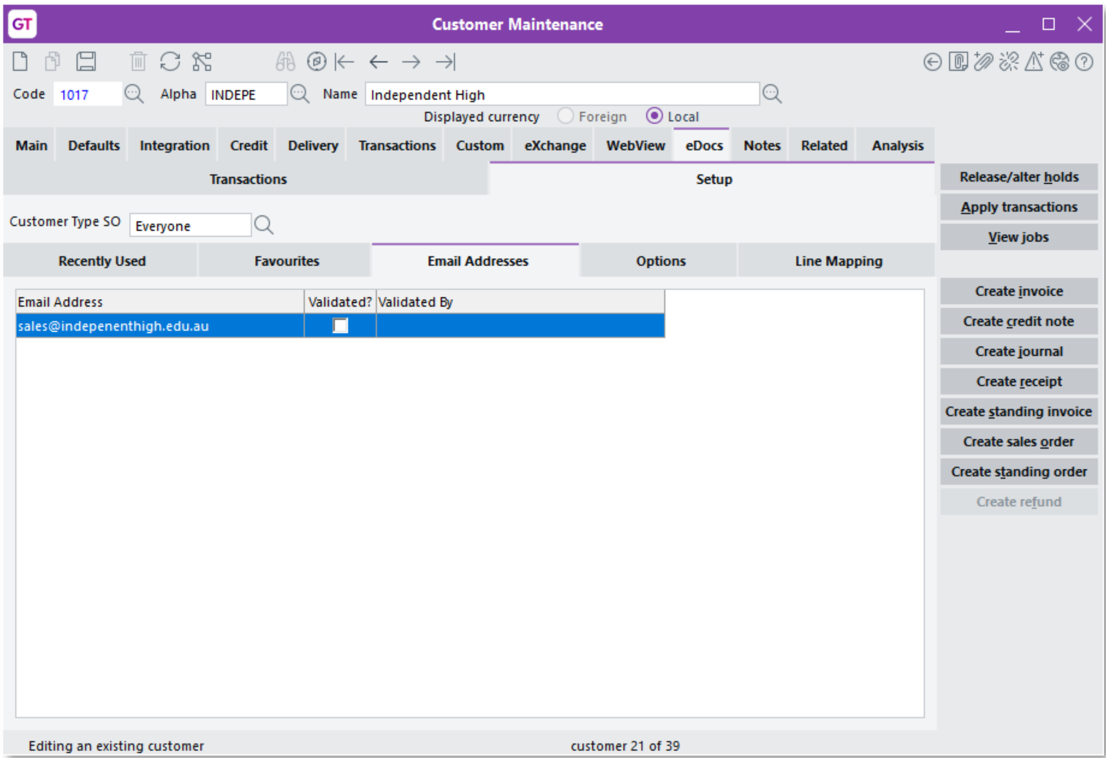
The Recently Used tab lets you set up the appearance and function of the Recently Used tab in the eDoc Sales Order window (see page 14), overriding the settings from the customer's customer type. You can also enter any line items to exclude from the Recently Used tab for this customer.



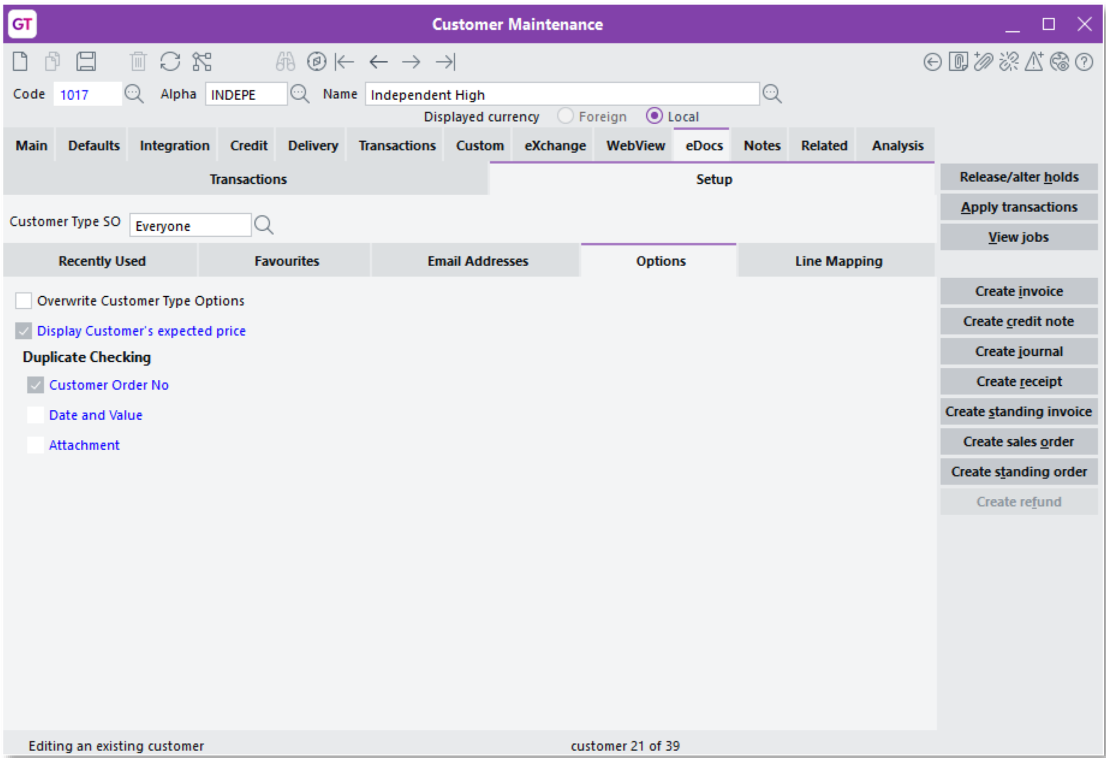
The Favourites tab lets you enter line items to appear on the Favourites tab of the eDoc Sales Order window (see page 14):



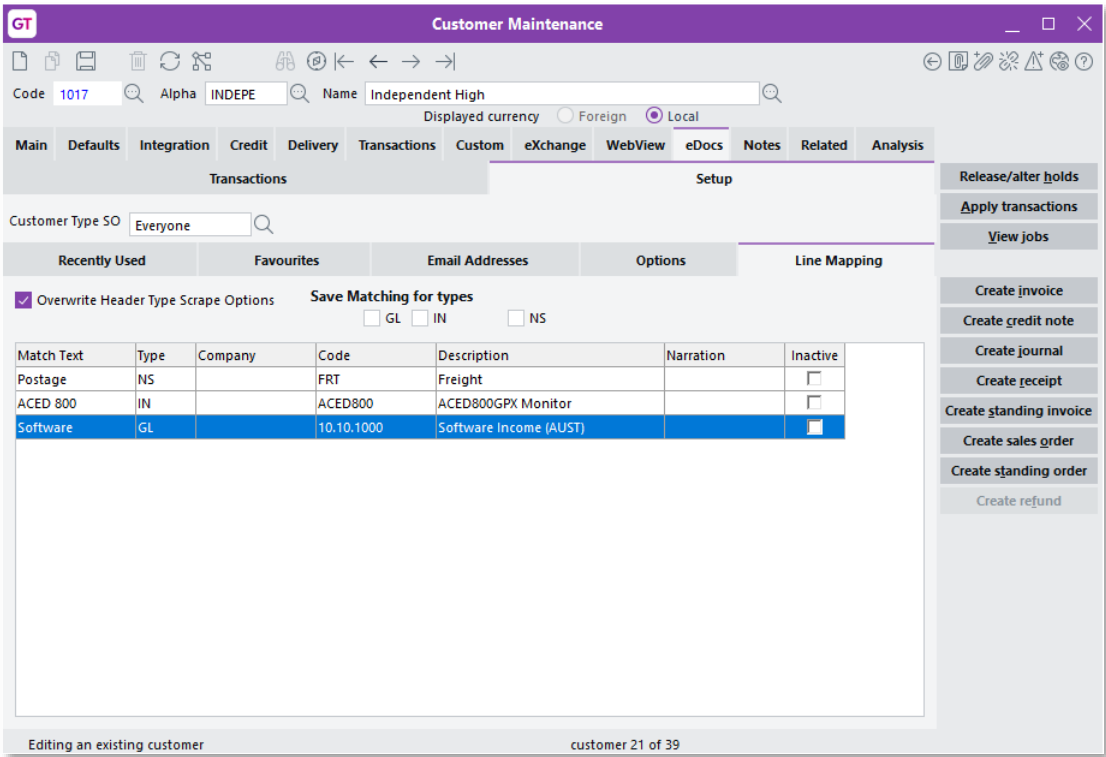
The Email tab contains the email addresses that were on the Setup tab in previous versions—these are the addresses that this customer uses when sending orders for import into eDocs.



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



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

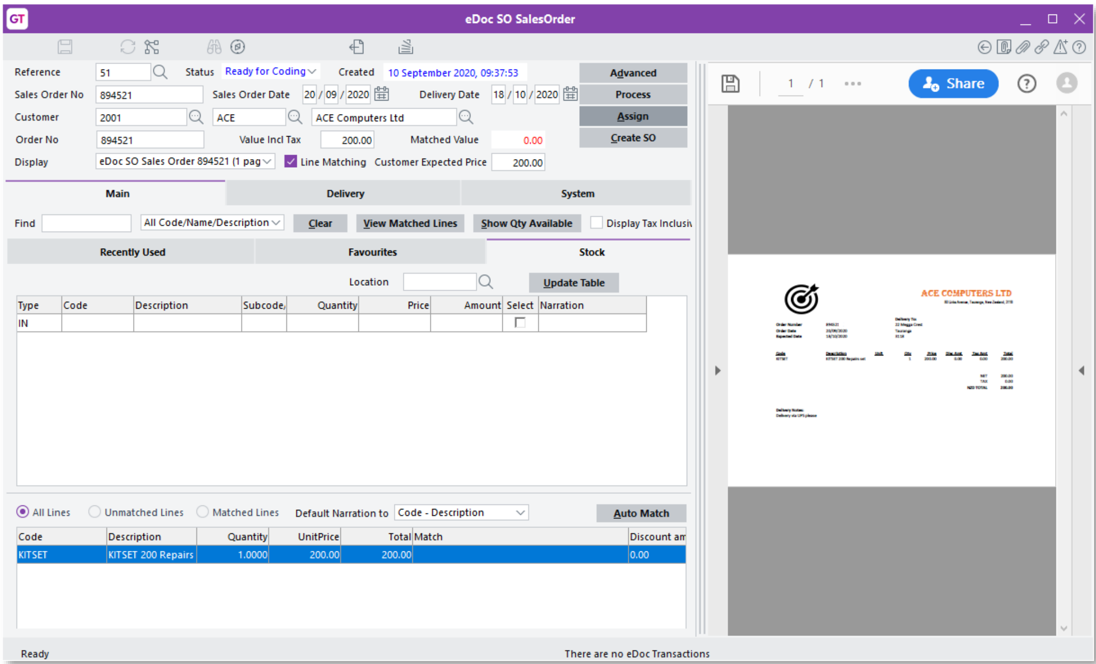


For each mapping you want to set up, enter the text to be matched into the **Match Text** column, then select the item that should be added to an eDoc Sales Order when that text is detected.

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.

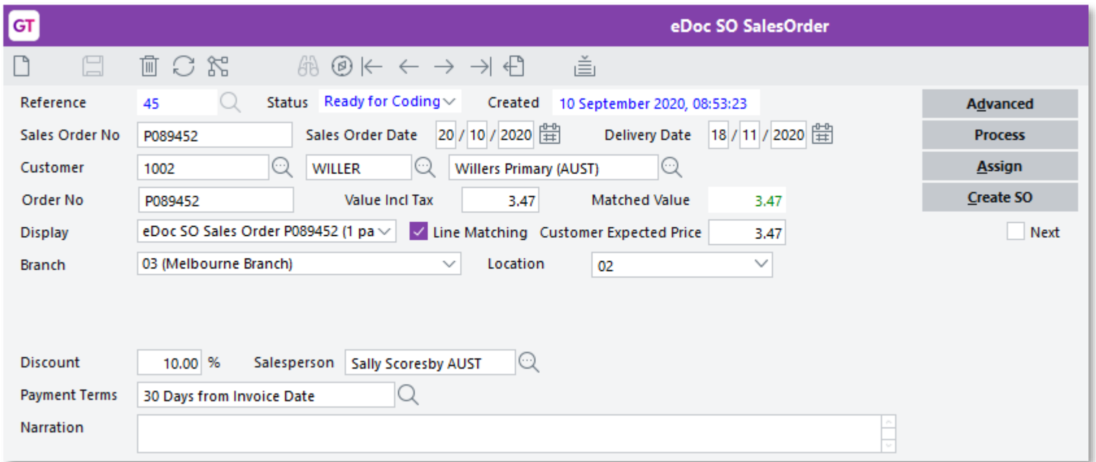
Creating eDoc Sales Orders

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:



Entering Header Information

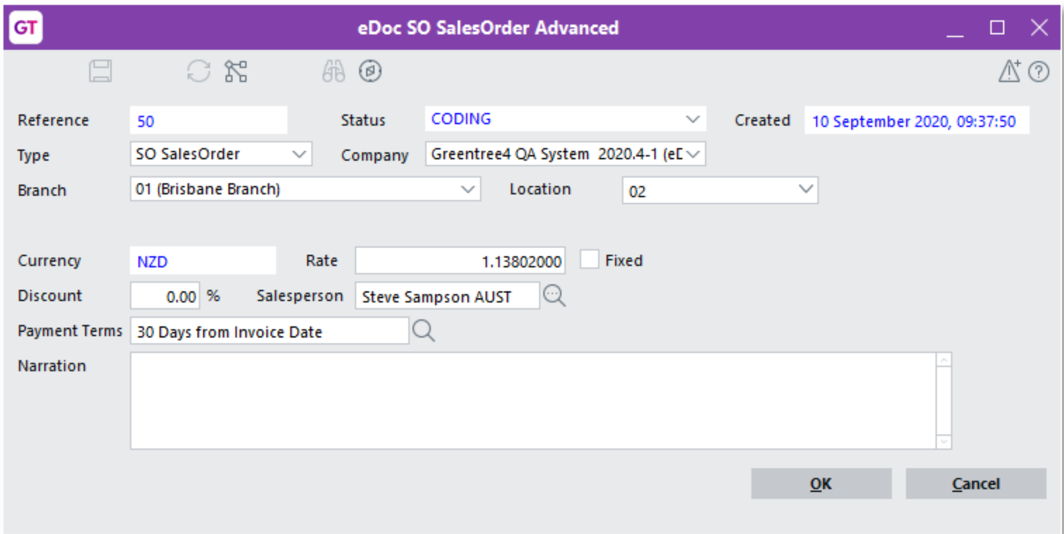
Most of the details in the header section of the eDoc Sales Order window can be entered manually or populated via data scraping. Additional fields are available if the **Allow extended header** option is selected for the "SO Sales Order" type on the eDocs Preferences window (see page 5).



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:



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.

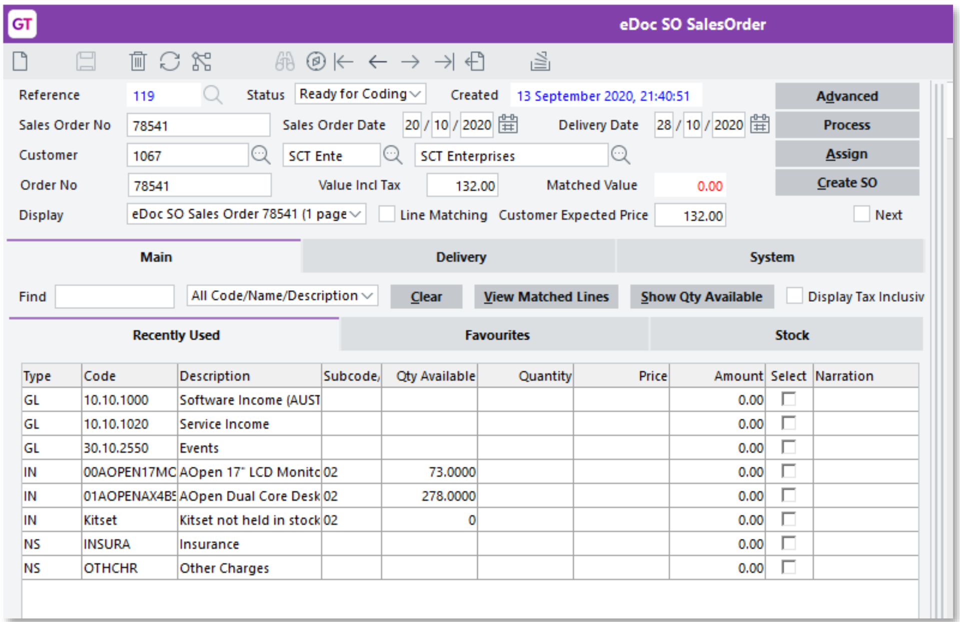
Clicking the **Assign** button in the header lets you assign the record to a particular user or team, in the same way as other eDoc types.

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

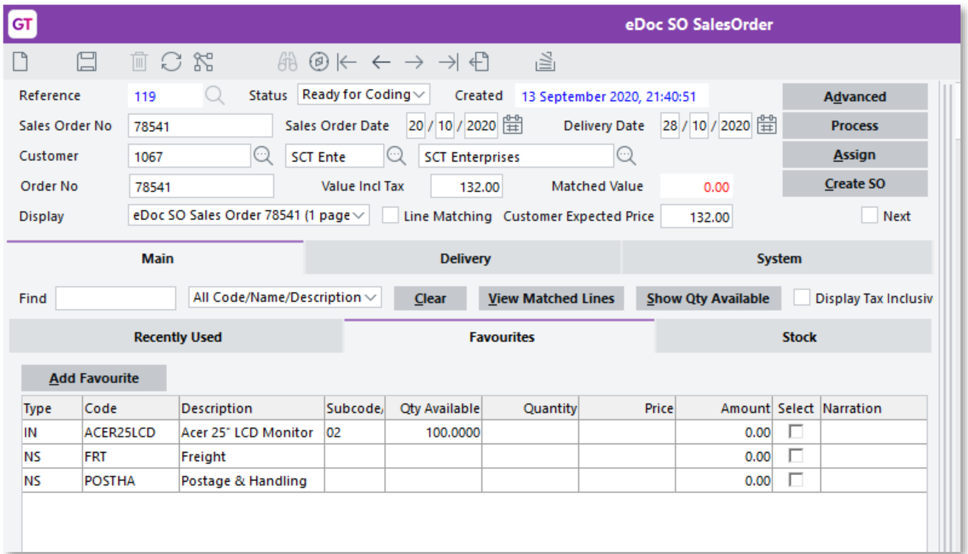
Manually Entering Line Items

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:

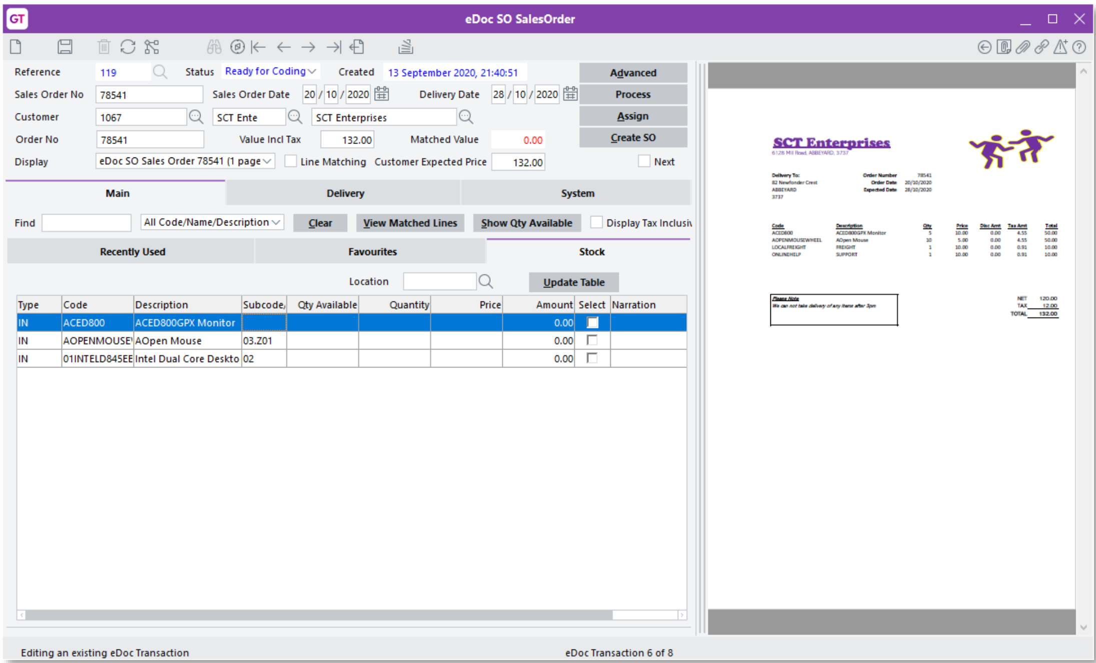
- **Recently Used** – this tab displays any line items that you have recently added to eDoc Sales Orders. Its behaviour is set up on the Customer Type Maintenance window (see page 6), although this can be overridden for individual customers on the Customer Maintenance window (see page 8). Tick the **Select**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



- **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.



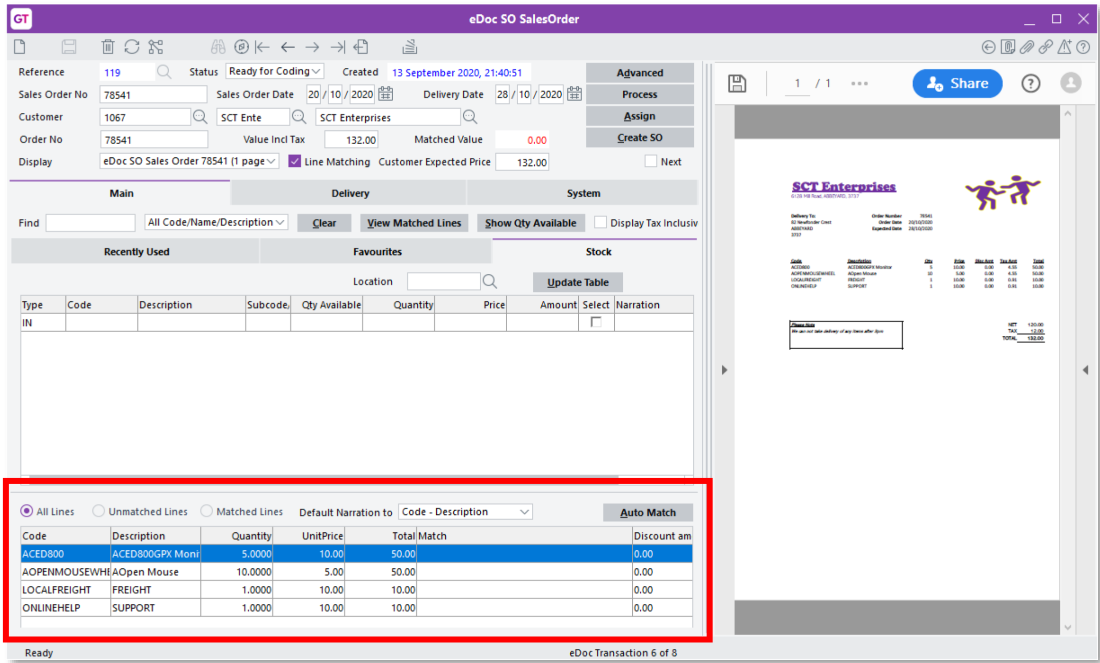
- **Stock** – this tab lets you enter the details of line items manually. Double-click on a line item to edit its details on the Edit Line Item window, which functions in the same way as with other eDoc types. Tick the Select box for any entered item to add it to the eDoc Sales Order.



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.

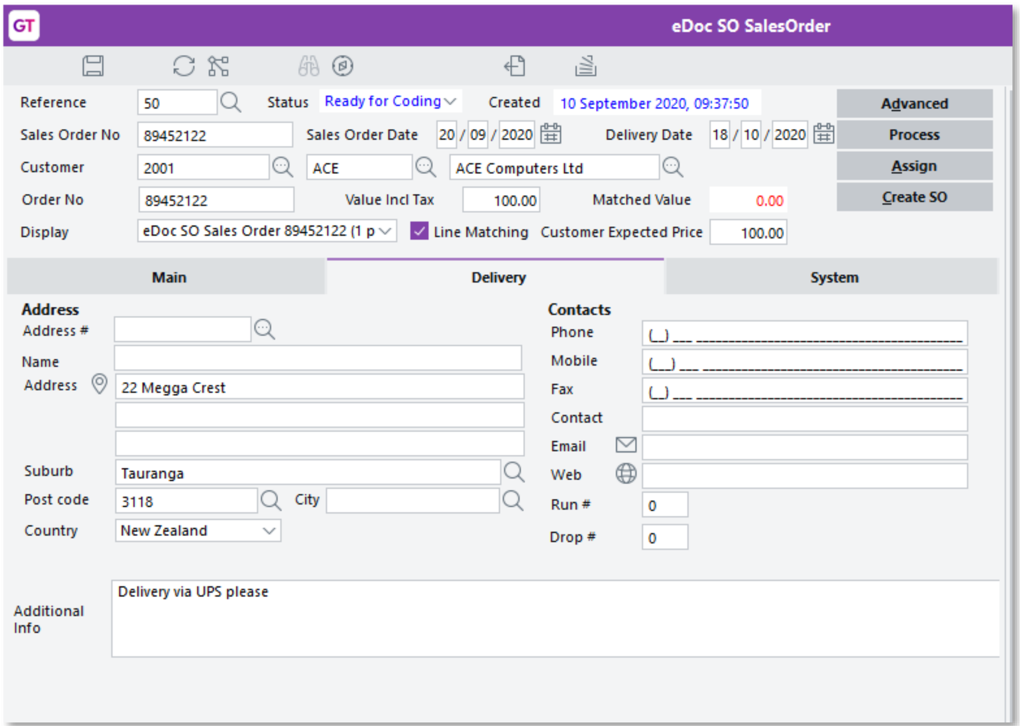
When a document has been scraped, a **Line Matching** check box in the header controls the visibility of extra line mapping controls at the bottom of the Main tab:



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.



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

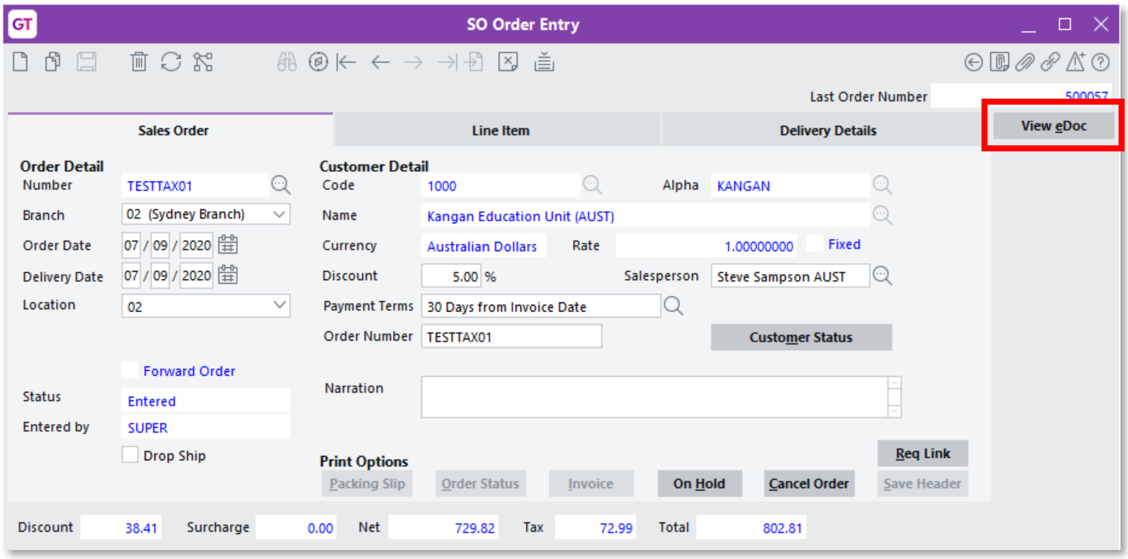
Once all details have been entered, click **Create SO** to generate a sales order record from the eDoc Sales Order. Before creating the sales order, Greentree performs validation on the eDocs Sales Order record and alerts you to any problems it encounters. This can include:

- 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.

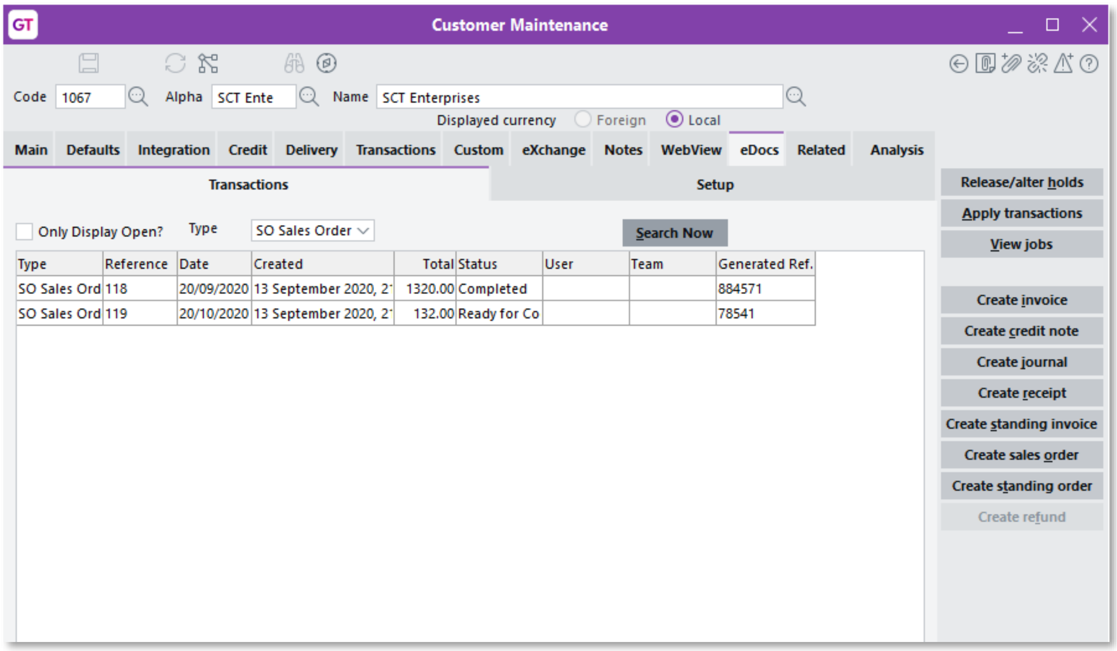
Note: If the **Value Incl Tax** and **Matched Value** do not match, you may need to add or edit line items so that the two values are the same.

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.



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

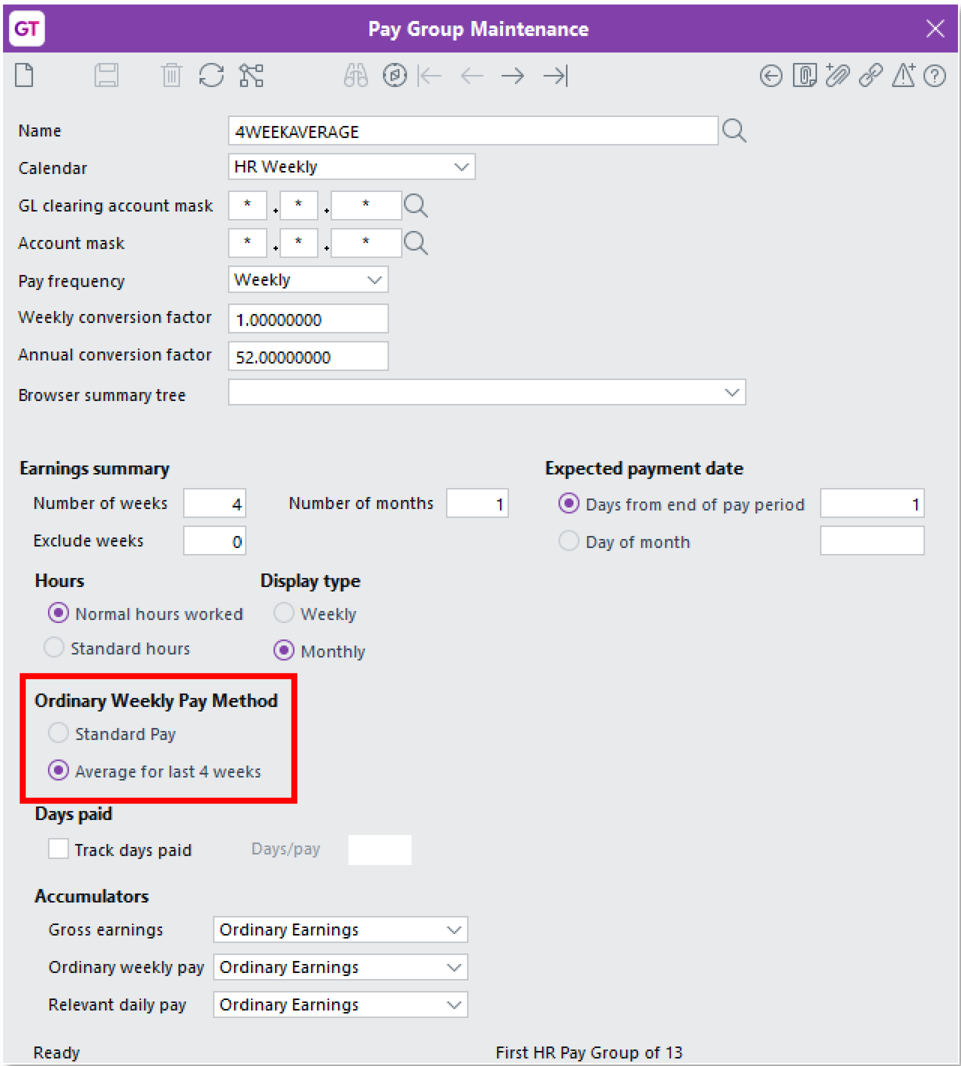
These changes applies to NZ companies only

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

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.

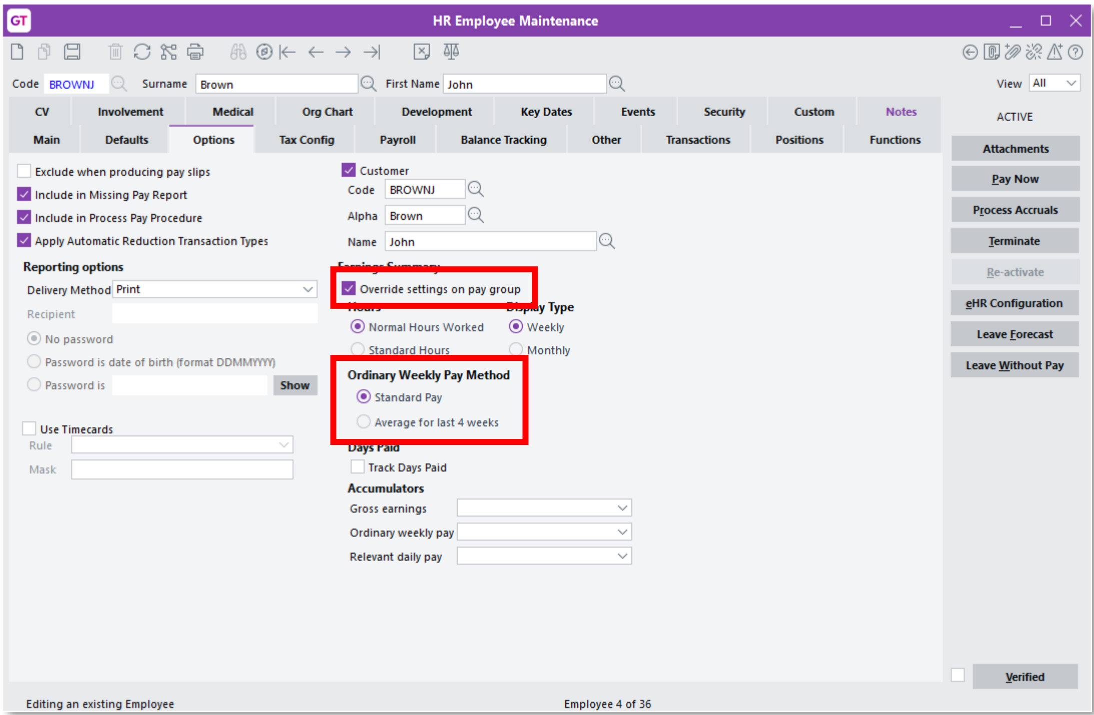
The standard pay hours value is based on pay items that are:

- 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.

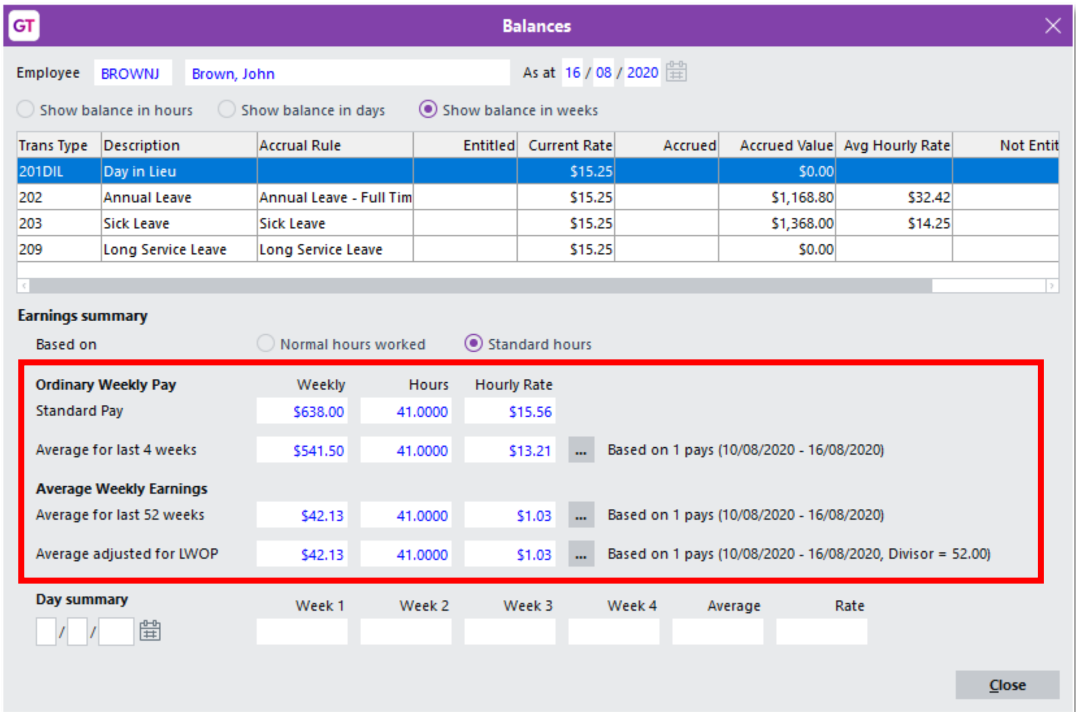
Employees inherit the **Ordinary Weekly Pay Method** setting from their pay group, unless the **Override settings on pay group** option is ticked on the Employee Maintenance window. In this case, you can select an option for the employee's **Ordinary Weekly Pay Method** manually:



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):



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

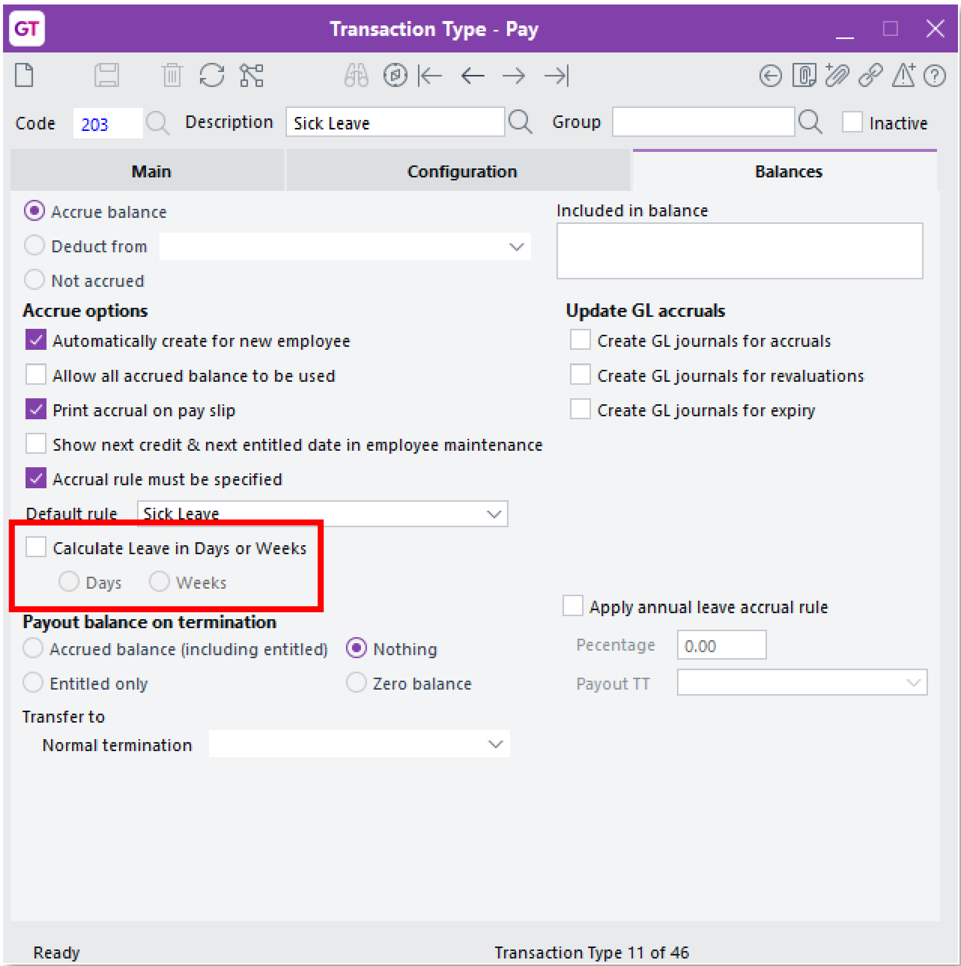
This release includes enhancements and improvements to help you to comply with regulatory compliance requirements, as well as help to provide you with more control and visibility when managing leave entitlements. These enhancements make it easier for you to calculate and report on an employee's sick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

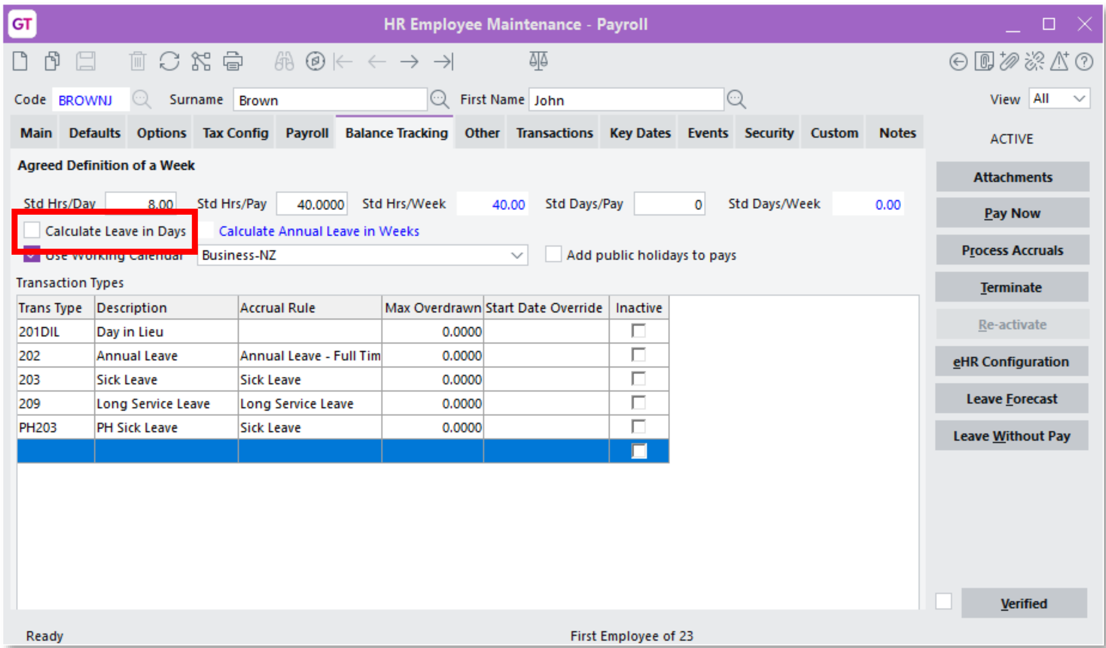
The **Calculate Leave in Weeks** option on the Balances tab has been changed to **Calculate Leave in Days or Weeks**. When this option is ticked, you can choose whether the transaction type is calculated in days or weeks:



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:

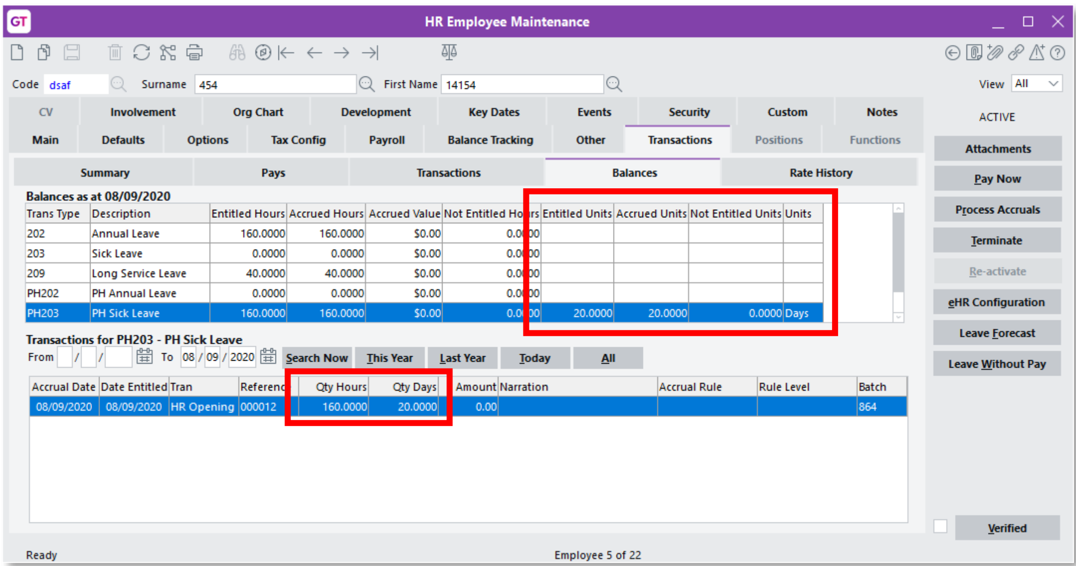


If any of the leave types that default for a new employee are set to calculate in days, then **Calculate in Days** will be ticked by default for new employees; otherwise, new employees will have this option unticked by default.

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:



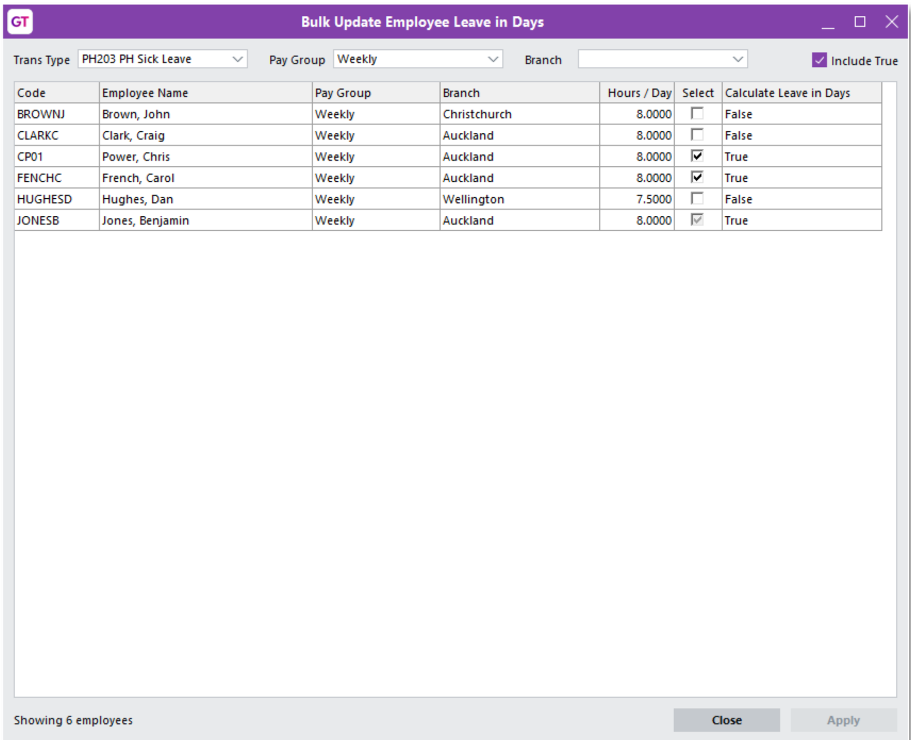
In the Transactions for [Transaction Type] section, a balance line will be displayed a value in the new **Qty Days** column if both the employee and the transaction type it relates to are set to calculate leave in days. (If either or both of them are not set to calculate leave in days, the balance will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



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.

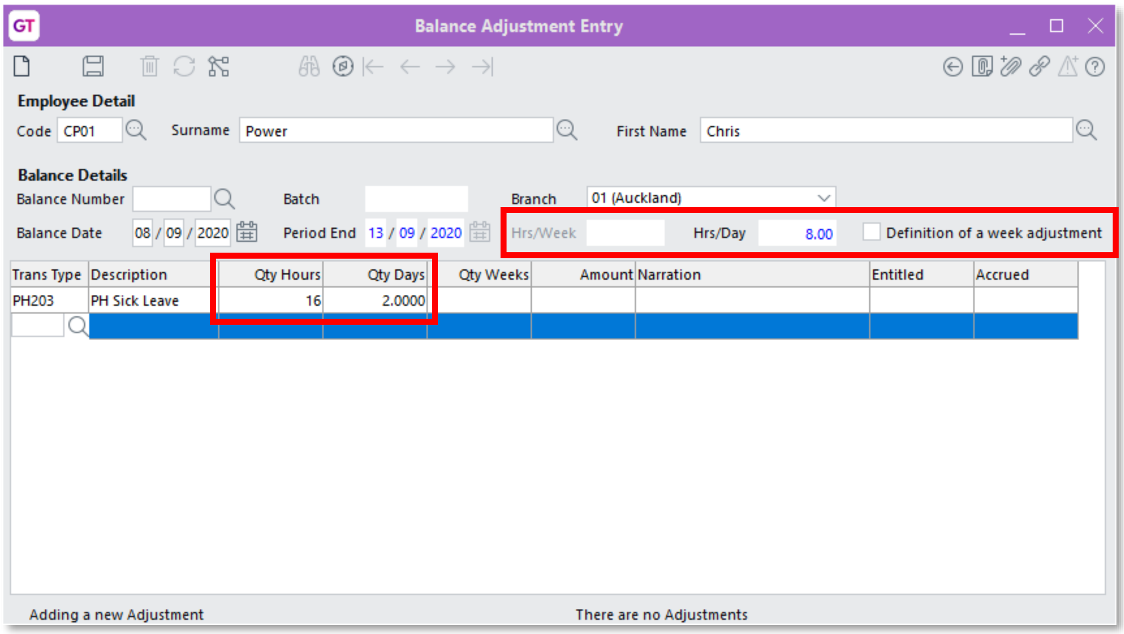
The **Calculate Leave in Days** column shows which employees are currently calculating leave in days and which aren't. If an employee does not have a **Std Hrs/Day** value entered, this column displays "Missing Std Hrs/Day", and it will not be possible to select the employee for updating.

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.

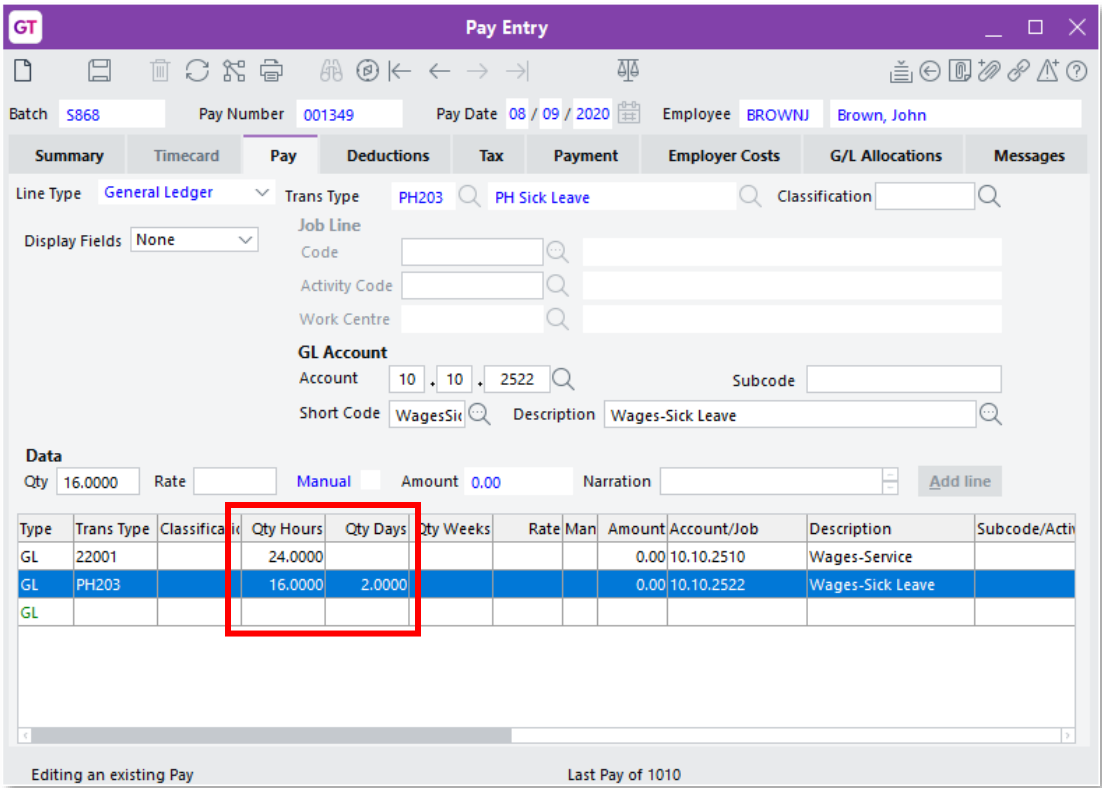
A line will display a value in the **Qty Hours** column and the new **Qty Days** column if both the employee and the transaction type it relates to are set to calculate leave in days. (If either or both of them are not set to calculate leave in days, the balance will be displayed in hours only, as in 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.

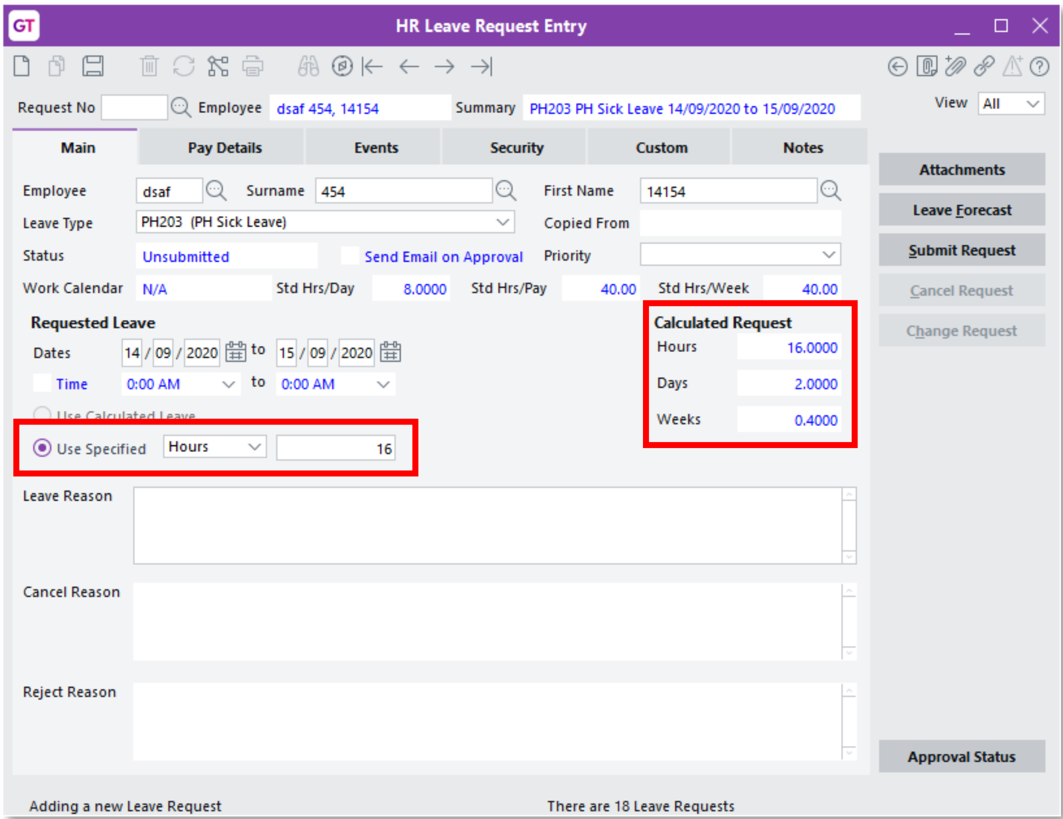


Reporting on Sick Leave in Days

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.



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

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.