

The 3 biggest Greentree problems we see !



Training, training and a commitment to train !

All too often organisations view **training** as an expense to be avoided, as opposed to **an investment that can, in the bigger picture, protect the success of the business in the long term.**

You all have an extensive financial investment in Greentree.

With this in mind, **what is the risk** to your business of not prioritising the training of your team?

New and eager employees will be affected by old team members and their attitudes.

New staff will be ready for the challenges ahead with a willingness to learn everything they can, to get the best start possible, but **if you don't have a training plan in place, the natural place they will look for training is to their colleagues.** If those colleagues are disengaged, frustrated and struggling to achieve because of their own lack of training, well – you can see the pattern forming.

At Primacc **we have been thinking about how to best assist our clients when new staff are appointed** to ensure that your investment in Greentree is maximised.

Contact

Please contact your **Primacc consultant** for any enquires, we are always happy to help.

09 570 4580

We have come up with the following:

1. **We will email your new employee and our primary point of contact for your organisation with a reminder that some training may be helpful;**
2. **We will provide a free 53 page GETTING STARTED USER GUIDE for users new to Greentree. This "beginners" guide has been designed to help new users familiarise themselves with moving around Greentree and the basics of the system.**
3. **Primacc believe training is so important we will offer training at a rate of 40% off our standard consulting rate, for a maximum of two hours, provided this is booked within 30 days of the employee commencing in their role.**

We will **trial this until the end of June** to understand how you feel about the initiative and would welcome your feedback.

Annual MYOB Partner Conference

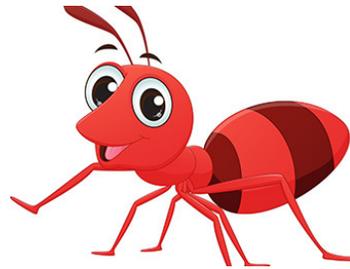
Leigh, Bryce and Peter will be attending the annual MYOB conference on the sunny Gold Coast in the first week in March. It's a **forum for all partners in Australia and NZ** to come together to see **what developments are expected** in the coming months and years with respect to **product enhancement and development**. **There will be professional development, education, focus group discussions**, along with recognition of excellence at their **annual awards**.

Our **March** news-talks will **update** you on major themes.

Riddle of the Month / Caption this Picture

We hear you! We had limited interest in Captioning the picture and have elected to drop that and revert back to the Riddle of the Month. So its back to the Riddle.

I'm as small as an ant, as big as a whale. I'll approach like a breeze, but can come like a gale. By some I get hit, but all have shown fear. I'll dance to the music, though I can't hear. Of names I have many, of names I have one. I'm as slow as a snail, but from me you can't run. What am I?



It's a Leap year

There are 29 days in Feb this month

Please check your calendar files to make sure they also are reflect it's a leap year with 29 days, otherwise you could run into a number of complications.



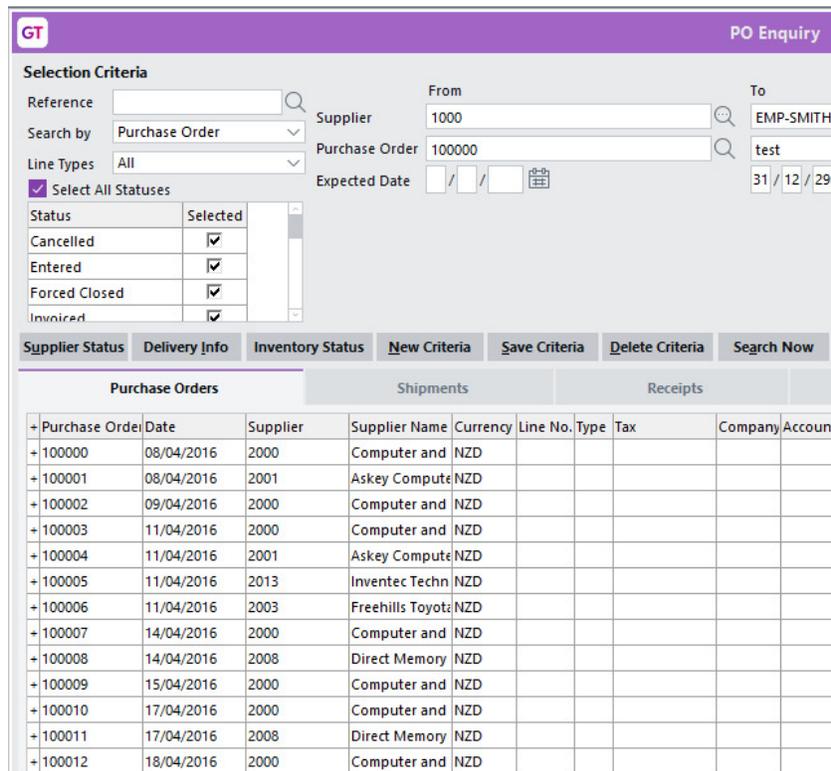
Greentree Tip of the Month

Clever Table Tips

One of **our long time consultants brought this tip to our attention**. Everyone else in the room was like “yep we all know that”, but as the saying goes, **you don’t know what you don’t know** and for those that may not be aware it’s a fantastic tip.

When you have a table of data that has the “+” drill down and you want to expand all lines to see the detail

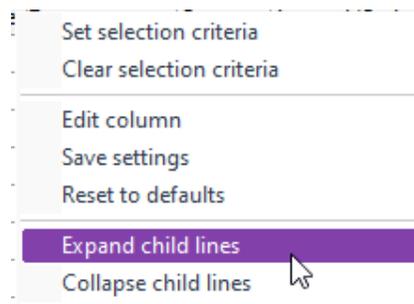
Eg PO Enquiry



The screenshot shows the 'PO Enquiry' window in the Greentree system. It includes a 'Selection Criteria' section with fields for Reference, Search by (Purchase Order), Line Types (All), Status (with checkboxes for Cancelled, Entered, Forced Closed, Invoiced), Supplier (1000), Purchase Order (100000), and Expected Date. Below this are buttons for Supplier Status, Delivery Info, Inventory Status, New Criteria, Save Criteria, Delete Criteria, and Search Now. The main table is titled 'Purchase Orders' and has columns for Purchase Order, Date, Supplier, Supplier Name, Currency, Line No., Type, Tax, Company, and Account. The table contains 12 rows of data, each starting with a '+' icon in the Purchase Order column.

Purchase Order	Date	Supplier	Supplier Name	Currency	Line No.	Type	Tax	Company	Account
+ 100000	08/04/2016	2000	Computer and	NZD					
+ 100001	08/04/2016	2001	Askey Compute	NZD					
+ 100002	09/04/2016	2000	Computer and	NZD					
+ 100003	11/04/2016	2000	Computer and	NZD					
+ 100004	11/04/2016	2001	Askey Compute	NZD					
+ 100005	11/04/2016	2013	Inventec Techn	NZD					
+ 100006	11/04/2016	2003	Freehills Toyot	NZD					
+ 100007	14/04/2016	2000	Computer and	NZD					
+ 100008	14/04/2016	2008	Direct Memory	NZD					
+ 100009	15/04/2016	2000	Computer and	NZD					
+ 100010	17/04/2016	2000	Computer and	NZD					
+ 100011	17/04/2016	2008	Direct Memory	NZD					
+ 100012	18/04/2016	2000	Computer and	NZD					

You can right click on the header row and choose to Expand Child Lines



This will expand all lines in the table as below. **To Collapse them back again, right click the Header row and choose “Collapse Child Lines”**

Supplier Status	Delivery Info	Inventory Status	New Criteria	Save Criteria	Delete Criteria	Search Now	Print R		
Purchase Orders		Shipments			Receipts		In		
Purchase Order	Date	Supplier	Supplier Name	Currency	Line No.	Type	Tax	Company	Account/Code
- 100000	08/04/2016	2000	Computer and	NZD					
100000	08/04/2016	2000	Computer and	NZD	1	IN	Exclusive	06	00AOPEN17MON
100000	08/04/2016	2000	Computer and	NZD	2	IN	Exclusive	06	01INTELD845EBG
100000	08/04/2016	2000	Computer and	NZD	3	IN	Exclusive	06	ACER17LCD
- 100001	08/04/2016	2001	Askey Compute	NZD					
100001	08/04/2016	2001	Askey Compute	NZD	1	IN	Exclusive	06	01AOPENAX4B53:
100001	08/04/2016	2001	Askey Compute	NZD	2	IN	Exclusive	06	01MSI845MAX2
- 100002	09/04/2016	2000	Computer and	NZD					
100002	09/04/2016	2000	Computer and	NZD	1	IN	Exclusive	06	01INTELD845EBG
100002	09/04/2016	2000	Computer and	NZD	2	IN	Exclusive	06	750MBZIPEXT
- 100003	11/04/2016	2000	Computer and	NZD					
100003	11/04/2016	2000	Computer and	NZD	1	IN	Exclusive	06	01INTELD845EBG
100003	11/04/2016	2000	Computer and	NZD	2	IN	Exclusive	06	750MBZIPEXT
- 100004	11/04/2016	2001	Askey Compute	NZD					
100004	11/04/2016	2001	Askey Compute	NZD	1	IN	Exclusive	06	01AOPENAX4B53:
100004	11/04/2016	2001	Askey Compute	NZD	2	IN	Exclusive	06	00AOPEN17MON
- 100005	11/04/2016	2013	Inventec Techn	NZD					
100005	11/04/2016	2013	Inventec Techn	NZD	1	IN	Exclusive	06	01MSI845MAX2

New Greentree Apps Released

Greentree's ongoing ecosystem of apps continues to develop with release of the following **NEW apps in the last couple of months**. Primacc has had direct involvement in a number of these apps and would be happy to discuss with you if required. Please refer to [New Greentree Apps](#) for further information.



Webview Job Cost Reporting

This app will give users the ability to report against various aspects of Job Cost within WebView.

[View](#)



Convert Job to Stock

This app lets you convert costs on a job into receipts against a stock item.

[View](#)



Convert Job to FA

This app lets you convert a job into a fixed asset with a value based on the costs on the job.

[View](#)



Job Despatch

This App allows you to despatch stock directly from jobs without affecting stock until completed.

[View](#)



Job Cost Shift Management

Shift management integrated with Job Costing

[View](#)



Email Job Cost Invoices with Attachments

Functionality to email JC AR Invoice and attachments.

[View](#)



Job Cost Accruals & Reversals

This App allow for JC Adjustment reversals.

[View](#)



Free-Format Printed Invoices for Job Cost and Accounts Receivable

Functionality to allow free format Invoice definition.

[View](#)

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