MYOB Advanced

Construction Edition

Release Notes

2020.4

myob

Contents

Introduction

Welcome to Construction Edition

MYOB Advanced Construction Edition includes the following functionality:

- MYOB Advanced core functionality, including:
  - Project accounting by cost codes.
  - Project change management.
  - Stored material tracking in pro forma invoices.
  - Retainage support, including:
    - Ability to account for retainage in commitments (purchase orders and subcontracts) and in Account Payable documents.
    - Ability to account for retainage in project invoices, which include the draft invoices (pro forma) and Account Receivables invoices.
  - Taxable payments annual reporting (TPAR).
- Construction customization package functionality as follows:
  - Support for construction industry terminology.
  - Management of subcontracts.
  - Tracking of compliance issues.
  - Reports specific to the construction industry.

This document details the features that relate specifically to the MYOB Advanced Construction Edition. For information on all of the changes introduced in MYOB Advanced 2020.4 (and in previous releases), see the Release Notes documents on the MYOB Advanced Education Centre website.

Installing the Construction Edition

To install MYOB Advanced Construction Edition:

1. Install an edition of MYOB Advanced that is compatible with the version of the Construction Edition customization package.
2. On the Enable/Disable Features screen (CS100000) enable:
   - Projects
   - Project Accounting
   - Change Order
   - Budget Forecast
   - Cost Codes
   - Project Quotes
   - Construction
   - Construction Project Management

Note: Construction Project Management is sold separately and requires a license.

3. Download the Construction Edition customisations.
4. Import and publish the customisations to the Publish Customisation screen (SM204505).

New Features

Subcontract Management

A subcontract is a document that represents a commitment with a supplier to provide goods and services for a project. The subcontract workflow is similar to the workflow of a purchase order that contains service lines and non-stock lines only. Accounts Payable bills are entered directly for a subcontract once the work has been completed and the AP document has been received from the supplier.

Subcontract Creation

Subcontracts are entered on the Subcontracts screen (SC301000), shown in the following screenshot. You can link subcontract lines to projects by specifying for each line a project and the following project specific entities: a sub job (project task), account group or inventory ID, cost code.

Figure: Details of a subcontract on the Subcontracts (SC301000) screen

A subcontract entity is based on a purchase order of the *Normal* type and provides the following functionality:

- Ability to enter prepayments for subcontracts
- Ability to enter partial AP bills for subcontracts
- Ability to complete or cancel subcontracts fully or line by line
- Support for the following document workflow options:
    o Ability to approve or reject subcontracts with the standard assignment and approval map rules
    o Ability to email subcontracts
    o Ability to print subcontracts

- Support for other options that are similar to capabilities provided for purchase orders:
    - Tracking subcontracts as project commitments
    - Change order functionality for project commitments
    - Compliance tracking
    - Tax calculation
    - Supplier prices

Subcontract Specifics

Subcontracts differ from purchase orders in the following ways:

- Subcontracts do not include stock items and do not involve inventory management processes.
- Users define supplier-specific printed formats for subcontracts and purchase orders separately by using the respective mailing IDs:
    - PURCHASE ORDER: The printed format of a purchase order entered on the Purchase Orders screen (PO301000)
    - SUBCONTRACT: The printed format of a subcontract entered on the Subcontracts screen (SC301000)
- Subcontracts do not use the purchase to order process and cannot be linked to sales orders.
- Subcontracts do not use the blanket order workflow, which is available for purchase orders.

Subcontract Screens

The following dedicated screens are provided for working with subcontracts:

- Subcontracts (SC301000): The data entry screen where you can create, edit, and process subcontracts
- Print/Email Subcontracts (SC503000): The mass-processing screen that is used for printing or emailing subcontracts

Compliance Tracking

Firms managing construction projects have requirements to protect their clients, suppliers, suppliers, and partners from the many potential issues associated with compliance. These compliance issues might be associated with federal, state and local governmental requirements, but may also be legal and procedural. Compliance tracking allows a firm to establish the compliance items that should be captured for different types of entities, so that this information can be used for in-place warnings to users and for reports on project exposure.

The following types of compliance items are provided by default and can be extended with more types that users can track and report on:

- Certificate
- Insurance
- Lien Waiver
- Notice
- Status

Compliance Type Creation

Users can configure common attributes that are available for all types of compliance, as well as define custom attributes for each compliance type on the Compliance Preferences screen (CL301000), as shown in the screenshot below.
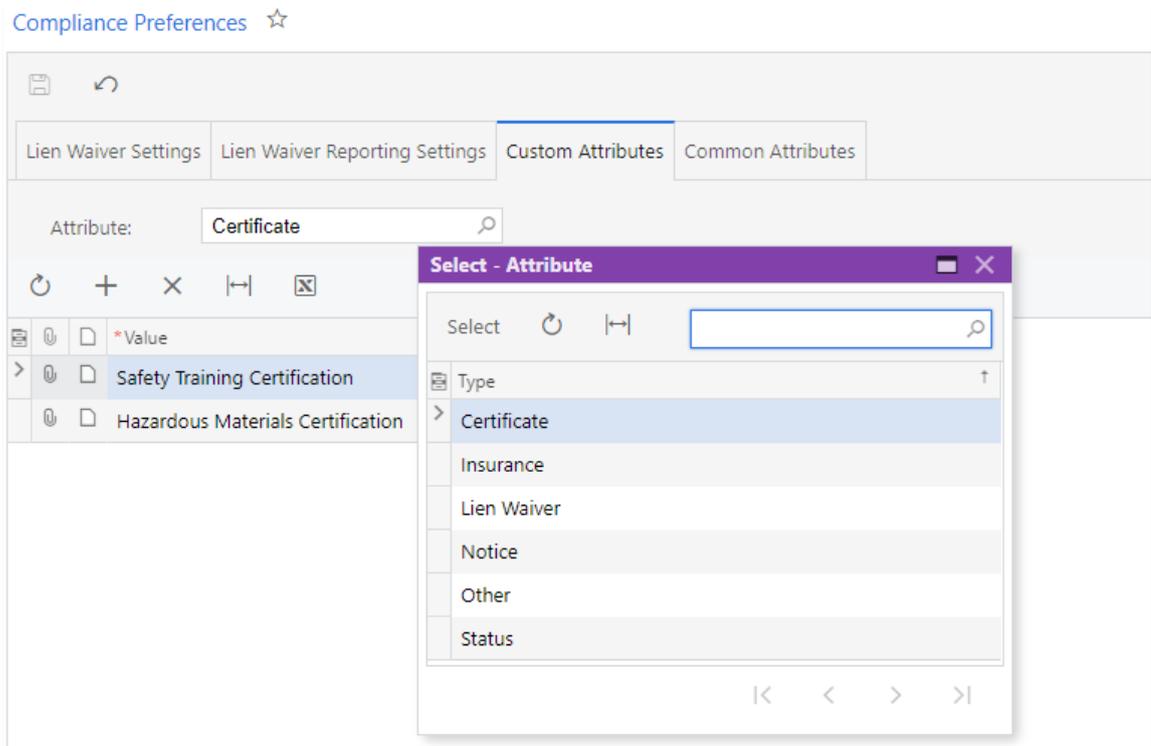

Figure: Compliance Preferences screen

Once a compliance type has been configured, the compliance items of that type can be recorded and viewed on the Compliance Management screen (CL401000), as demonstrated on the screenshot below.
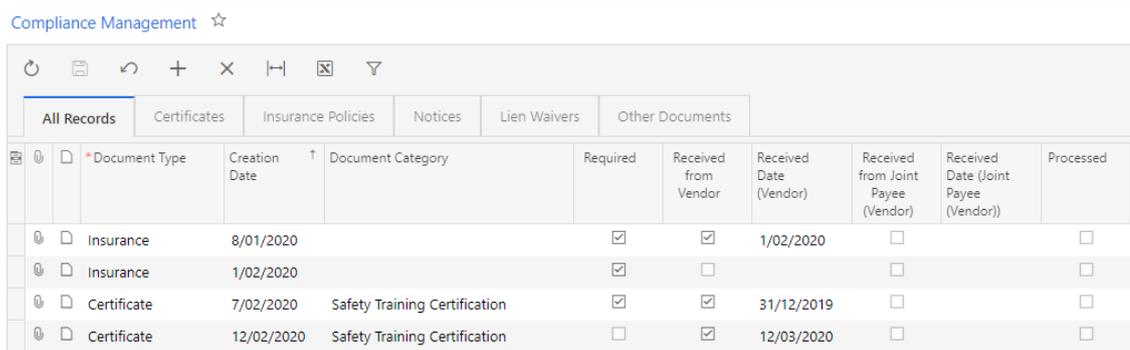
Figure: Usage of a compliance type for recording a compliance item

Warnings About Compliance Issues

Each compliance item can be associated with various types of documents and with multiple entities, such as project, sub job or schedule of values (project task), cost code, supplier, and customer. On the Compliance tab of each of the screens listed below, the users can enter and review the compliance items associated with the entity:

- Suppliers (AP303000)
- Bills and Adjustments (AP301000)
- Checks and Payments (AP302000)
- Customers (AR303000)
- Invoices and Memos (AR301000)
- Projects (PM301000)
- Project Tasks (PM302000)
- Project Transactions (PM304000)
- Purchase Orders (PO301000)
- Subcontracts (SC301000)
- Change Orders (PM308000)

Based on the entered information, the system warns users of any records with compliance issues where applicable. For example, if a compliance item is overdue, the system displays a warning message, as demonstrated on the screenshot below.

Figure: Warning about a record with compliance issues

Construction-Specific Reports

The following inquiries, dashboards, and reports are available:

- *Commitments by Supplier Summary (CU000002)*: This inquiry screen lists suppliers with open commitments (purchase orders or subcontracts) within the specified date range. Commitments are totalled together to provide an order quantity, open quantity, overall total, and open balance across all commitments. Additionally, the list can be filtered for a single project, supplier, account group, or inventory item. The user can click the hyperlinks in the **SupplierID** and **Supplier Name** columns to view the line item details by open commitment.

- *Supplier Commitments Details (CU000001)*: This inquiry screen lists open commitment line item details for the selected supplier, project, account group, or inventory item (for example, labour, materials, subcontracts, and the like). The user can click the hyperlinks in the **Account ID**, **Project**, **PO/Subcontract No**, **Account Group/Item**, and **Cost Code** columns, to obtain detailed information associated with the applicable column. For example, by clicking the hyperlink in the **PO/Subcontract No.** column, the user can navigate to the Purchase Order (PO301000) or Subcontract (SC301000) screen, where the user can print, edit, or otherwise work with the entity.

- *Project Summary (CU000003)*: This inquiry screen provides a high-level view of contract, costs, and gross profit. A user can click the hyperlinks in the **Project**, **Description**, and **Open Committed Costs** columns to obtain detailed information associated with the applicable column. For example, if a user clicks the link in the **Open Committed Costs** column, the system navigates to the Commitments (PM306000) screen, which provides a detailed list of commitments for the associated project.

- *Project Dashboard (CU000013)*: The default configuration of this dashboard gives users an overview of the costs by project, contract status by project, and gross profit by project in a grid format. The columns of data shown in each grid can be displayed as separate widgets that use a variety of chart types, such as doughnut. The dashboard can be customized to meet the needs of your company.

- *Project WIP (CU000004)*: This report gives users a way to track the progress and financial performance of project contracts while using that data to forecast future performance. If a user drills down to a record, the system navigates to the *Project WIP Detail (CU000005)* report.

- *Project WIP Detail (CU000005)*: This report provides users with a way to track the progress and financial performance of project contracts while using that data to forecast future performance at a task (sub job) and cost code level.

- *Subcontract Short Form (CU000006)*: This report provides a snapshot of the contract details broken down by task, sub job, cost code, and account group or inventory item.

Note: We recommend that you customize the report to meet the needs of your company.

- *Subcontract Agreement Long Form (CU000011)*: This report is a sample of a full contract outlining the details of the agreement.

Note: We recommend that you customize the report to meet the needs of your company.

- *Conditional Waiver on Progress Payment (CU000008)*: This report provides a sample release of partial lien rights when the current payment has not been received and future payments are expected.
- *Conditional Waiver on Final Payment (CU000007)*: This report provides a sample release of the remaining lien rights when the current payment has not been received and no future payments are expected.
- *Unconditional Waiver on Progress Payment (CU000010)*: This report provides a sample release of partial lien rights when the current payment has been received and future payments are expected.
- *Unconditional Waiver on Final Payment (CU000009)*: This report provides a sample release of the remaining lien rights when the current payment has been received and no future payments are expected.
- *Compliance by Supplier (CU000014)*: This report lists compliance items matching the report parameters in three categories: non-project/commitment items, project/non-commitment-related items, and project/commitment-related items.
- *Compliance by Project (CU000012)*: This report lists compliance items matching the report parameters in two categories for each project: subcontractor (supplier)/non-commitment-related items and subcontractor (supplier)/commitment-related items.
- *Project Profit Analysis (CU000015)*: This report provides a snapshot of the original profit compared to the revised profit.
- *Project Performance (CU000016)*: This report provides a snapshot of the project performance to date with both profit and markup values.
- *Project Cost Budget Status (CU000017)*: This report provides detail on the cost budget of a project, showing budgeted, committed, and actual amounts resulting in the remaining budget values per project task (sub job) and overall totals for the project. By drilling down to a project record, a user can navigate to the *Projects (PM301000) screen*. By drilling down to a project task (sub job) record, the user can navigate to the *Project Tasks (PM302000) screen*.
- *Subcontract Audit (CU000018)*: This report gives a snapshot of each subcontract, showing the subcontract amount, changes, invoices, and outstanding balance.
- *Subcontract (SC641000)*: This report displays the subcontracts created in the Subcontracts module; you can print and email these subcontracts.
- *Subcontract Summary (SC610500)*: This report shows summary information about subcontracts that are neither closed nor cancelled.
- *Subcontract Details by Supplier (SC611000)*: This report displays detailed information about subcontracts that are neither closed nor cancelled. The data in this report is grouped by supplier.
- *Project Cost Transaction History* (PM706230): Displays a list of cost transactions by project for a project manager to review.
- *Customer Transaction History* (PM706210): Displays a list of customer transactions by project and allows the user to review the details of customer invoices, credit memos, debit memos, payments and voided payments with the Open, Voided, or Closed status. This indicates possible cash flows and helps the user determine how timely customers are paying their invoices.
- *Supplier Transaction History* (PM706220): Displays a list of supplier transactions by project and allows the user to review the details of related open invoices.
- *Project Billing* (PM706300): Displays a list of unbilled projects and their details, such as the last billing date and last activity date.

Daily Field Reports

In the construction industry, a lot of independent activities may take place on a project site and in the office. To make sure that everyone is looking at the same data and that the data has been transferred from the field to the office accurately, *daily field reports* may be used by project managers and site supervisors to record observations, activities, and conditions that occur on a project site every day.

In MYOB Advanced Construction Edition, the functionality of daily field reports (*DFR*) provides members of a project team with a single location for viewing, tracking, and emailing updates about daily project activities, such as employee activities or subcontractor activities, as well as about daily weather observations, visitors to the site, and potential changes to a project budget.

Setting Up Daily Field Reports

On the Project Management Preferences screen (PJ101000), the **Daily Field Report Settings** group of settings is available (shown in the screenshot below).
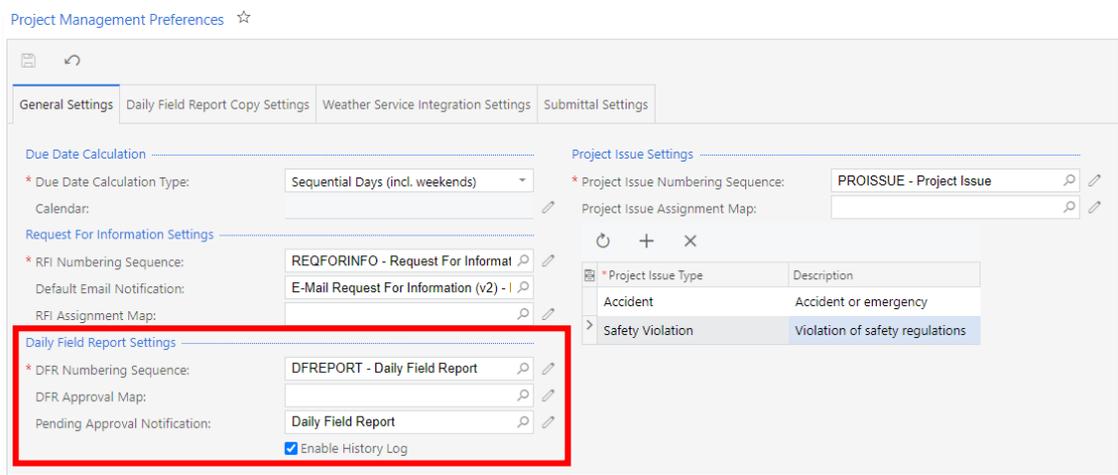

Figure: Daily Field Report Settings group of settings

Before users can starting using daily field reports, a numbering sequence should be entered in the **DFR Numbering Sequence** box and the changes should be saved.

In the **DFR Approval Map** box, an approval map for daily field reports can be specified.

In the **Pending Approval Notification** box, a notification template can be specified. The system will use this template to generate notification emails for employees who approve daily field reports. An employee will receive an approval notification when a daily field report requires approval from this employee.

The **DFR Approval Map** and **Pending Approval Notification** boxes are available only if the *Approval Workflow* feature is enabled on the Enable/Disable Features screen (CS100000).

The Project Management Preferences screen (PJ101000) also contains a **Daily Field Report Copy Settings** tab. On that tab, settings of daily field reports are listed. If the check box is selected for a setting, the setting will be copied from an original daily field report to its copy created through the use of the standard **Copy** and **Paste** actions on the screen toolbar of the Daily Field Report screen (PJ304000).

By default, the settings are read-only. To be able to modify the list of settings, select the **Override Default Copy-Paste Settings** check box.
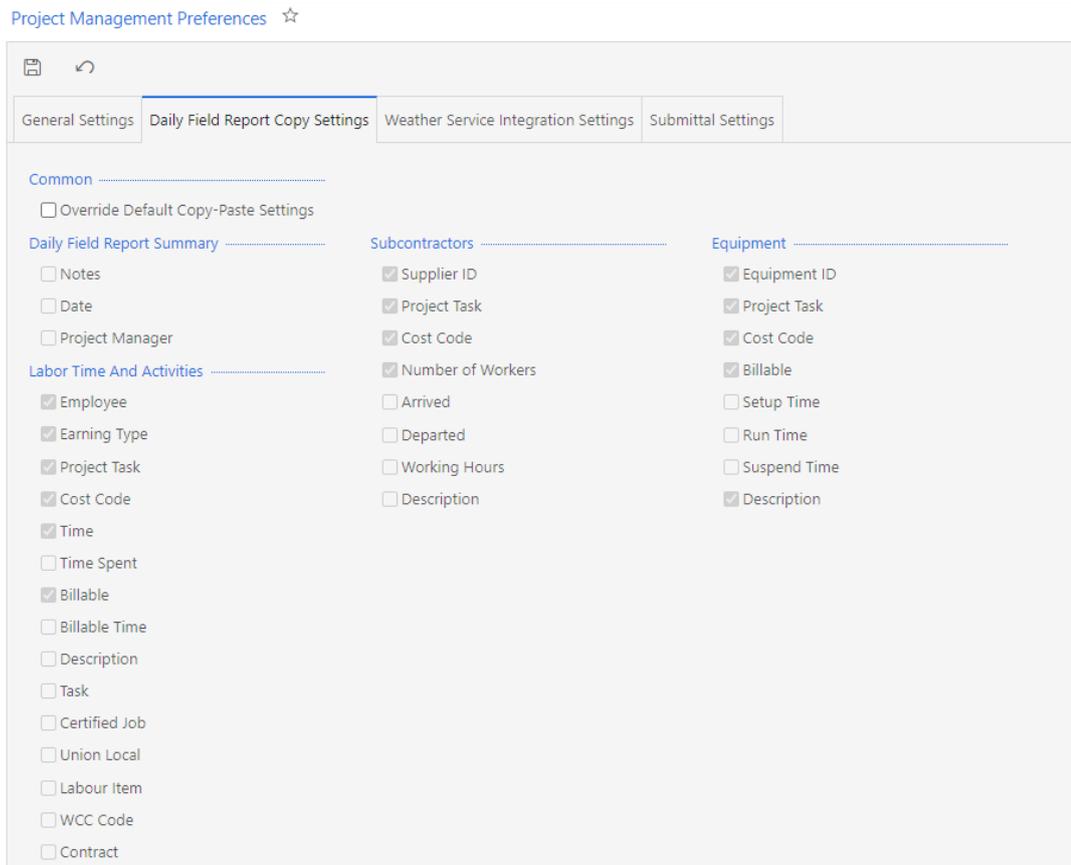

Figure: Daily Field Report Copy Settings tab

Creating Daily Field Reports

A user can create a daily field report on the Daily Field Report (PJ304000) screen (shown in the following screenshot).
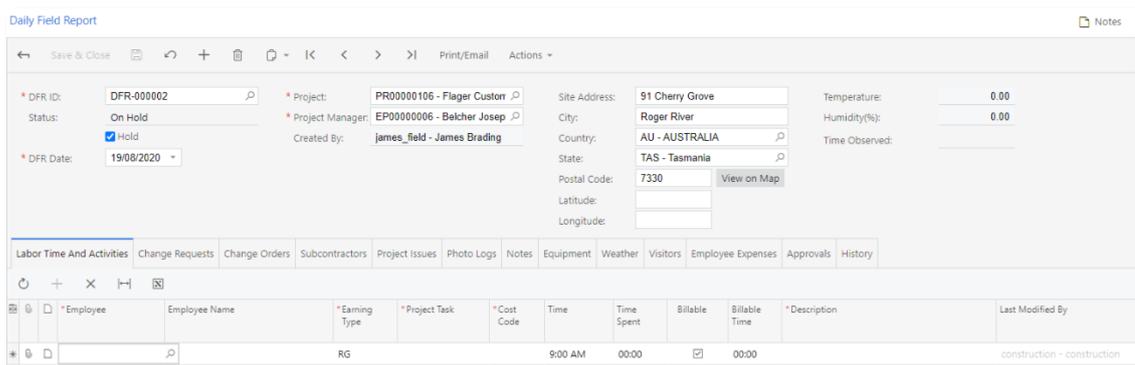

Figure: Daily Field Report (PJ304000) screen

For a new daily field report, a user should specify the related project in the **Project** box and, in the **Project Manager** box, the employee who is responsible for managing the project and is authorized to approve the daily field report.

In a daily field report, the user can enter information about activities of specific employees, linked change requests, subcontractor works, associated project issues, weather conditions observed on the project site, and visitors to the site.

When the user saves the new record, the identifier in the **DFR ID** box is generated automatically in accordance with the numbering sequence specified for daily field reports on the Project Management Preferences screen (PJ101000).

Entering Labour Time and Reporting Activities

On the **Labour Time and Activities** tab, which is shown in the screenshot below, the user can select the employee whose activity should be included in the daily field report and specify the earning type, the sub job, and the cost code for the activity. Also, the user can enter the time that the employee spent on the activity and specify whether this time is billable. The user can enter multiple lines if the employee performed different activities or if activities were performed by different employees.

The user can update or delete only those time activity lines that have the *Open* status and are not included in employee timecards.

Figure: Labour Time and Activities tab

Associating Change Requests

On the **Change Requests** tab, which is shown in the screenshot below, the user can associate an existing change request (that was previously created for the project) with the daily field report by using the **Add Row** button on the screen toolbar.

Also, the user can click **Create New Change Request** on the screen toolbar. As a result, the Change Requests screen (PM308500) opens, with the project and customer copied from the daily field report and non-editable. After the user saves the change request, it is automatically associated with the daily field report and listed in the table on the **Change Requests** tab.

The user can associate as many change requests with a daily field report as needed.

Figure: Change Requests tab

Associating Change Orders

On the **Change Orders** tab, which is shown in the screenshot below, the user can associate an existing change order (that was previously created for the project) with the daily field report by using the **Add Row** button on the table toolbar.

Also, the user can click **Create New Change Order** on the table toolbar. As a result, the Change Orders screen (PM308000) opens, with the project and customer copied from the daily field report and non-editable. After the user saves the change order, it is automatically associated with the daily field report and listed in the table on the **Change Orders** tab.

The user can associate as many change orders with a daily field report as needed.

The **Change Orders** tab is available only if the *Change Orders* feature is enabled on the Enable/Disable Features screen (CS100000).

Figure: Change Orders tab

Reporting Subcontractor Activities

On the **Subcontractors** tab, which is shown in the screenshot below, the user can add information about subcontractors, which may include the number of workers who worked on site during the day, the number of hours they worked, and the cost codes associated with the performed work.

Figure: Subcontractors tab

Associating Project Issues

On the **Project Issues** tab, which is shown in the screenshot below, the user can associate an existing project issue (that was previously created for the project) with the daily field report by using the **Add Row** button on the screen toolbar.

Also, the user can click **Create New Project Issue** on the screen toolbar. As a result, the Project Issue screen (PJ302000) opens, with the project copied from the daily field report and non-editable. After the user saves the project issue, it is automatically associated with the daily field report and listed in the table on the **Project Issues** tab.

The user can associate as many project issues with a daily field report as needed.

Figure: Project Issues tab

Associating Photo Logs

On the **Photo Logs** tab, which is shown in the screenshot below, the user can associate an existing photo log (that was previously created for the project) with the daily field report by using the **Add Row** button on the table toolbar—see "Photo Logs" on page 28.

Also, the user can click **Create New Photo Log** on the table toolbar. As a result, the Photo Log screen (PJ305000) opens, with the project copied from the daily field report and non-editable. After the user saves the photo log, it is automatically associated with the daily field report and listed in the table on the **Photo Logs** tab.

The user can associate as many photo logs with a daily field report as needed. For each photo log in the table, a preview of its main photo (if any) is shown in the **Main Photo Preview** area.

Figure: Photo Logs tab

Adding Notes

On the **Notes** tab, which is shown in the screenshot below, the user can report additional information for a day by using the **Add Row** button on the table toolbar. The user can type a description for the note and attach files to it.

Figure: Notes tab

Tracking Equipment Used

On the **Equipment** tab, which is shown in the screenshot below, the user can select the equipment that was used on the project and specify the sub job, the cost code, and the time for which the equipment was utilized; also, the user can specify whether that time is billable. The user can enter multiple lines if various equipment should be included in the daily field report. Each new entry on this tab updates the timecard for the corresponding equipment; if no corresponding equipment timecard exists in the system, a new timecard is created.

The user can update or delete lines that are not included in equipment timecards and lines associated with equipment timecards with the *On Hold* status.

The **Equipment** tab is available only if the *Project Accounting* feature is enabled on the Enable/Disable Features screen (CS100000).

Figure: Equipment tab

Reporting Weather Observations

On the **Weather** tab, which is shown in the screenshot below, the user can report weather conditions, such as sky condition, temperature, precipitation, wind, and site conditions, observed on the project site during the day. The user can select the **Delay** check box to indicate that the weather conditions may cause a delay in the project delivery.

Figure: Weather tab

> **Note:** Weather conditions can also be automatically loaded for daily field reports that haven't been completed yet—see "Integration with Weather Services" on page 65.

Tracking Visitors

On the **Visitors** tab, which is shown in the screenshot below, the user can specify information about visitors to the project site. The user can select the type of the visitor, specify the name of the visiting person, the name of their company (if applicable),and the time when the visitor arrived and departed, type the purpose of the visit, specify the visited area or inspected entity, and enter an additional description.

The user can add as many visitor records as needed.

Figure: Visitors tab

Tracking Employee Expenses

On the **Employee Expenses** tab, which is shown in the screenshot below, the user can report information about day-to-day expenses he or she incurs while working on the project. To link an existing expense receipt to a daily field report, the user should click **Add Row** on the table toolbar and then select an expense receipt from a list.

Also, the user can click **Create New Expense Receipt** on the table toolbar. As a result, the Expense Receipt screen (EP301020) opens, with the project copied from the daily field report and non-editable. After the user saves the expense receipt, it is automatically associated with the daily field report and listed in the table on the **Employee Expenses** tab.

The user can associate as many expense receipts with a daily field report as needed.

The **Employee Expenses** tab is available only if the *Expense Management* feature is enabled on the Enable/Disable Features screen (CS100000).

Figure: Employee Expenses tab

Keeping a History Log

If the **Enable History Log** check box is selected on the Project Management Preferences screen (PJ101000), all new revisions of a daily field report are saved as PDF files and listed on the **History** tab that becomes available on the Daily Field Report screen (PJ304000) (shown in the following screenshot). A history log record is created when the status of the daily field report changes to *Completed*. The list of revisions is generated automatically and cannot be edited by the user.

Figure 19: History tab

Updating Daily Field Reports

A daily field report may be updated multiple times during the day, sometimes by different employees. A user can update a daily field report only if it has the *On Hold* status—that is, if the **Hold** check box is selected for the daily field report on the Daily Field Report screen (PJ304000). If the daily field report has a different status, the user should select the **Hold** check box to put the document on hold before he or she starts updating it.

Deleting Daily Field Reports

A user can delete an incorrect daily field report if all of the following apply:

- the report is on hold,
- it has no related employee activities and subcontractor activities,
- it has no linked change requests and project issues,
- it has no records about weather conditions and visitors.

Approving Daily Field Reports

If an approval workflow is configured in the system for daily field reports, a daily field report gets the *Pending Approval* status after the user takes the document off hold by clearing the **Hold** check box on the Daily Field Report screen (PJ304000).

The authorized approver can approve the daily field report by using the **Approve** menu command on the Actions menu on the screen toolbar of the Daily Field Report screen, or the approver can use the Approvals screen (EP503010) to approve daily field reports along with documents of other types.

If the approver rejects the daily field report (by using the corresponding action on the Daily Field Report or Approvals screen), the document gets the *Rejected* status. Then it may be put on hold and updated as needed so that the user can submit it for approval again.

On the **Approvals** tab of the Daily Field Report screen, information about approvals of the document is displayed. This tab is available only if the *Approval Workflow* feature is enabled on the Enable/Disable Features screen (CS100000).

Printing or Emailing Daily Field Reports

To generate a printed form of a daily field report, the user can do any of the following:

- On the Daily Field Report Form screen (PJ644000), select the daily field report in the **DFR ID** box on the **Report Parameters** tab and then click **Run Report** on the screen toolbar.
- On the Daily Field Report screen (PJ304000), open the daily field report and click **Print/Email** on the screen toolbar. The generated report can be printed or emailed. (See the screenshot below for an example.)

Also, the user can use the Daily Field Report by Project screen (PJ644050) to generate an aggregate report for a particular project on a specific date.

Working with Daily Field Reports Through the Mobile App

While visiting the project site, the user can use the MYOB Advanced mobile app to work with daily field reports. The Daily Field Report app screen allows the user to create, update, or delete daily field reports, view document details, and approve or reject the daily field reports that are pending the user's approval.

Generating and Processing Lien Waivers

A lien waiver is a compliance document which is involved in the payment process for a project. The party that receives a payment (for instance, a contractor, subcontractor, or material supplier) signs a lien waiver to waive their rights against the property in exchange for the payment.

MYOB Advanced Construction Edition supports the following basic types of lien waivers:

- *Conditional waivers for partial (or progress) payment*: Used when a progress payment on the project is expected. A signed lien waiver of this type becomes effective immediately after the payment has been received.
- *Conditional waivers for final payment*: Used when the entire contract value is to be paid at one time or when the payment in question is the final payment for a project. A signed lien waiver of this type also becomes effective only after the payment has been received.
- *Unconditional waivers for partial (or progress payment)*: Used when a progress payment on the project is expected. A lien waiver of this type becomes effective after it has been signed, regardless of whether the payment has been actually received.
- *Unconditional waivers for final payment*: Used for a one-time payment or for the final payment for a project. A lien waiver of this type becomes unconditionally effective once it has been signed even if no payment has been actually received.

Users can manually create new lien waivers or edit existing ones on the All and Lien Waivers tabs of the Compliance Management screen (CL401000), which is shown in the following screenshot, and on the Compliance tab of the entry screens for the corresponding entities.
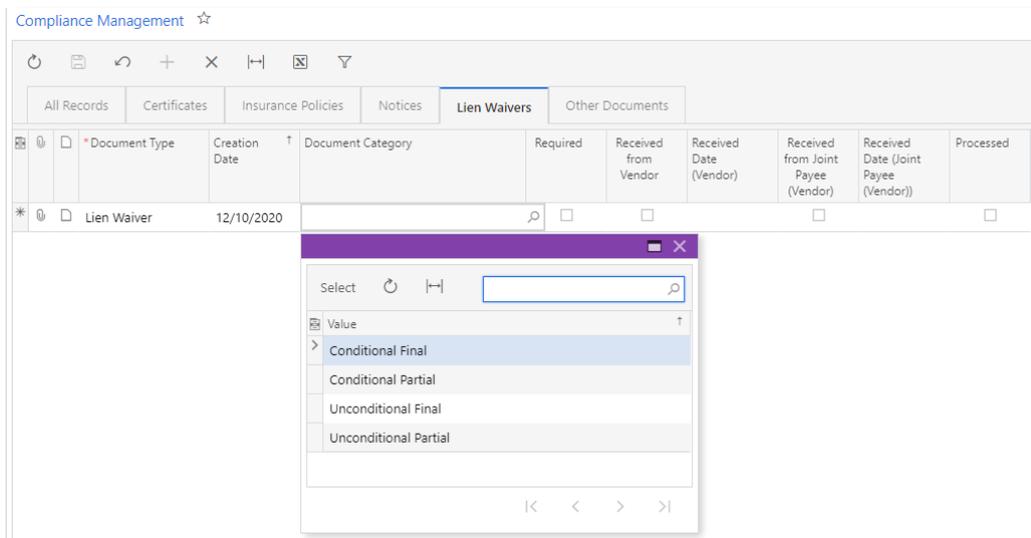

Figure: Lien Waivers tab of the Compliance (CL401000) screen

Also, automatic generation of lien waivers can be set up in the system. For details, see the section below.

Automatically Generating Lien Waivers

An administrator can activate and set up automatic generation of lien waivers by using the settings on the Lien Waiver tab of the Compliance Preferences screen (CL301000), which is shown in the screenshot below.

Figure: Lien Waiver tab of the Compliance Preferences (CL301000) screen

Automatic generation can be set up separately for conditional and unconditional lien waivers.

If the **Automatically Generate Lien Waivers** check box is selected in the **Conditional Lien Waiver Creation Criteria** or **Unconditional Lien Waiver Creation Criteria** section, a lien waiver of the corresponding type will be generated when the status of the accounts payable check (or checks) changes from *On Hold* to *Pending Printing* or *Balanced*, or if the documents are created with the *Pending Printing* or *Balanced* status, which is the case when the **Hold Documents on Entry** check box is cleared on the General Settings tab of the Accounts Payable Preferences screen (AP101000).

The administrator specifies how the through date should be determined for automatically generated lien waivers. The party that signs a lien waiver agrees to waive their rights for the work completed since the previous lien waiver (if any) on (or before) the date defined by the **Through Date** setting. In the **Through Date** box, the administrator can select one of the following options:

- **AP Bill Date**: The date of the accounts payable bill
- **Posting Period End Date**: The last day of the posting period of the accounts payable bill (which is the default value for conditional lien waivers)
- **AP Check Date**: The date of the payment application (which is the default value for unconditional lien waivers) The system generates a final lean waiver if the following criteria are met:
  - Other lien waivers related to the same combination of project, supplier, and commitment exist in the system, and the lien notice amount is specified.
  - The lien notice amount equals the sum of all lien waiver amounts related to the combination of project, supplier, and commitment (excluding newly created lien waivers) plus the AP bill amount (if a conditional lien waiver is being generated) or the amount paid (if an unconditional lien waiver is being generated).

The amount of an automatically generated final conditional lien waiver will equal the amount of the accounts payable bill. For a final unconditional lien waiver, the document amount will equal the amount paid on the accounts payable bill.

If the **Automatically Generate Lien Waivers** check box on the Lien Waiver tab of the Compliance Preferences screen is selected for at least one type of lien waivers (that is, for conditional or unconditional lean waivers), the **Through Date** setting from the corresponding section is copied to the Lien Waiver Settings tab that is available on the Project Templates (PM208000) and Projects (PM301000) screens (shown in the screenshot below); the default values can be modified by the user.
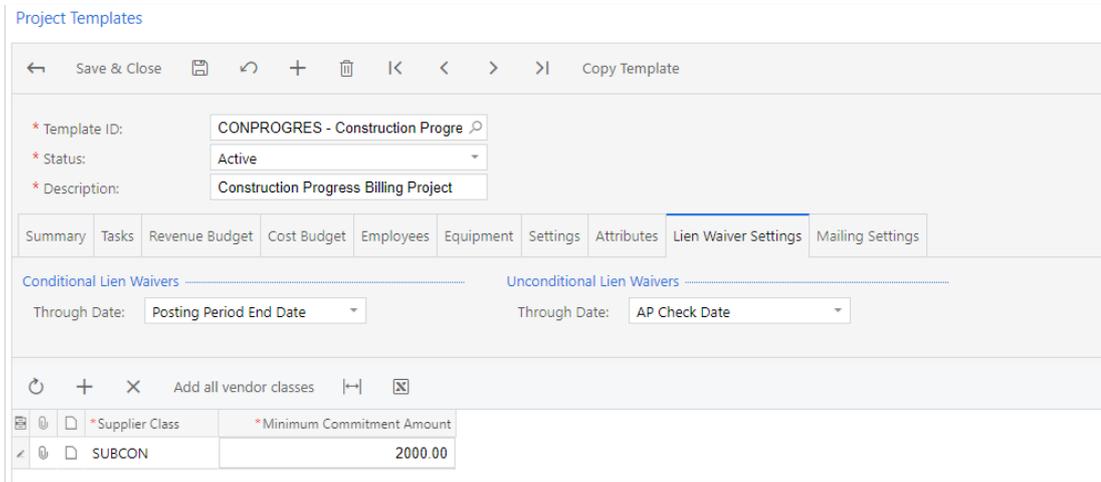

Figure: Lien Waiver Settings tab on the Project Templates screen (PM208000)

Lien waivers will be automatically created for suppliers that belong to the supplier classes listed in the table on the **Compliance Settings** tab of the Projects screen. For each supplier class, a minimum commitment amount should be specified so that lien waivers are automatically generated for commitments whose amount is larger than or equal to the specified minimum amount.

The compliance settings on the Project Templates screen are copied to projects associated with the project template. If a new project is not associated with a project template that has compliance settings specified, the default values for the compliance settings are transferred to the project from the **Lien Waiver** tab of the Compliance Preferences screen. The user can modify default values of compliance settings for a specific project template or project, if needed.

On the General Settings tab of the Supplier Classes screen (AP201000), a **Generate Lien Waivers Automatically** check box is available (shown in the following screenshot). If this check box is selected, lien waivers will be automatically generated for a supplier of the class by default, but only if no other option is specified for the particular supplier on the Suppliers screen (AP303000).
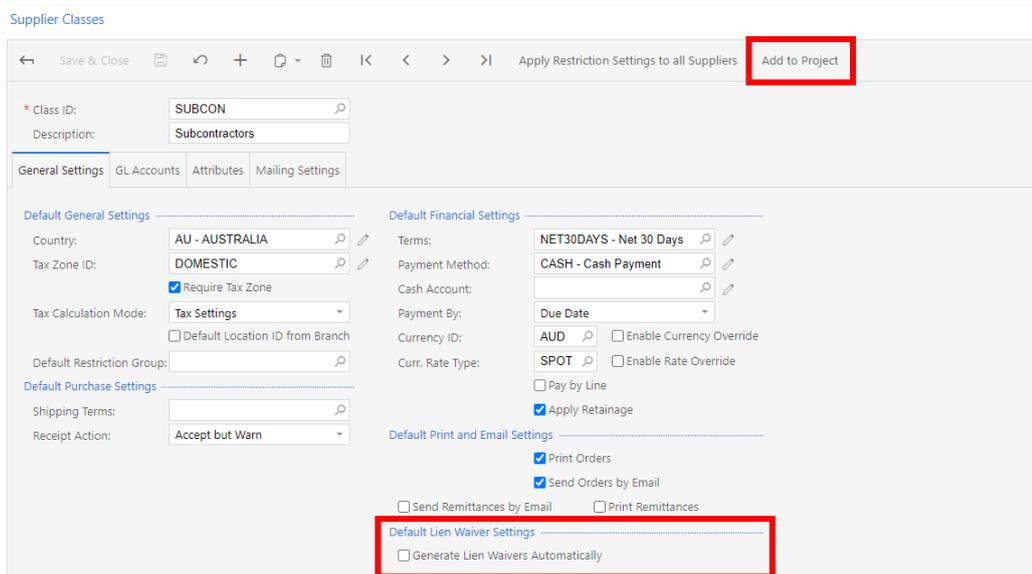

Figure: Supplier Classes (AP201000) screen

The **Add to Project** button opens a window where the user can select projects for which lien waivers are to be generated automatically, and specify the minimum commitment amount for the supplier class.
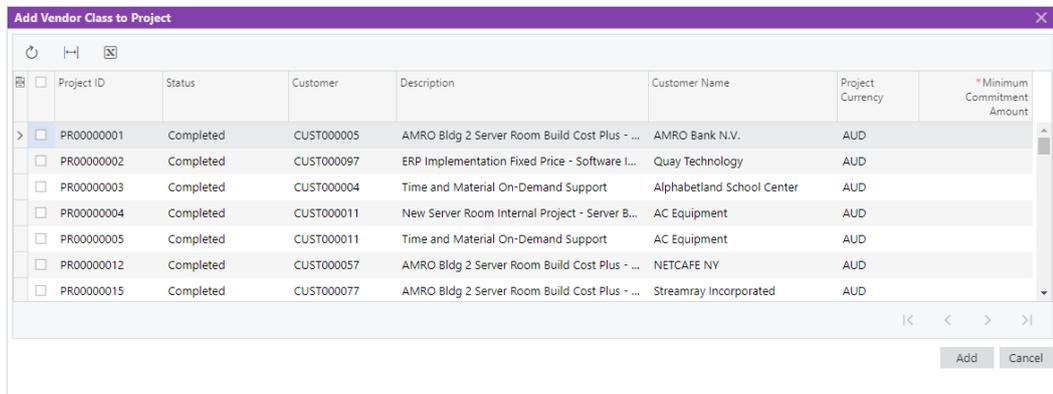

Figure: Add Supplier Class to Project dialog box

On the General Info tab of the Suppliers screen (AP303000), the **Generate Lien Waivers Based on Project Settings** check box is available (see the screenshot below). If the check box is cleared, no lien waivers will be generated for the supplier.

Figure: Suppliers (AP303000) screen

If the primary supplier and the joint supplier are paid with one Accounts Payable cheque, one lien waiver is generated for each combination of supplier and joint payee. After the lien waiver is processed, one printed form of the document is attached to the primary supplier and one to the joint payee.

When automatic generation is activated for a particular type of lien waivers, users also can manually create and edit lien waivers (including those generated automatically) of that type.

Exceptions to Lien Waiver Automatic Generation

The system will not generate lien waivers in the following cases:

- The **Automatically Generate Lien Waivers** check box on the **Lien Waiver** tab of the Compliance Preferences screen is cleared for the particular type of document.
- The **Pay per Line** check box in the **Default Payment Info** section on the **Financial Details** tab of the Bills and Adjustments (AP301000) screen is cleared for the accounts payable bill that is paid by an accounts payable check while the accounts payable bill refers to multiple combinations of project and commitment.
- The supplier or joint payee does not belong to a supplier class listed in the table on the **Compliance Settings** tab of the Projects screen.
- The **Generate Lien Waivers Based on Project Settings** check box on the **General Info** tab of the Suppliers screen is cleared for the supplier or joint payee.
- The supplier or joint payee has any number of linked outstanding lien waivers (which is checked for the combination of project and supplier or joint payee) and the **Stop Payment of AP Bill when There Are Outstanding Lien Waivers** check box on the **Lien Waiver** tab of the Compliance Preferences screen is selected. (For details about outstanding lien waivers, see "Outstanding Lien Waivers" below.)

- The minimum commitment amount specified on the Projects screen for the supplier class to which the supplier or joint payee belongs is larger than total amount of the related subcontract or purchase order.
- There are no commitments related to the Accounts Payable cheque.

Outstanding Lien Waivers

An outstanding lien waiver is a lien waiver that has not been marked as received and whose **Through Date** is earlier than the current business date in the system.

The system searches for outstanding lien waivers through all compliance documents related to the particular combination of the project and primary and joint suppliers. If any outstanding lien waivers are found, the system may display a warning when the user attempts to enter an accounts payable bill on the Bills and Adjustments screen (AP301000) or to select an accounts payable bill for a payment on the Cheques and Payments screen (AP302000).

Also, warnings may appear on the Prepare Payments screen (AP503000). A warning may appear only if the **Warn of Outstanding Lien Waivers During AP Bill Entry** or **Warn of Outstanding Lien Waivers when Selecting AP Bill for Payment** check box (or both check boxes) is selected in the General Settings section on the Lien Waiver tab of the Compliance Preferences screen (CL301000).

Also, if the **Stop Payment of AP Bill when There Are Outstanding Lien Waivers** check box in the same section is selected, the system will show an error message and stop the payment in the following circumstances:

- On the Bills and Adjustments screen, when a user clicks **Actions** > **Pay Bill/Apply Adjustment** on the screen toolbar for an accounts payable bill that has a linked outstanding lien waiver.
- On the Checks and Payments screen, when a user attempts to take off hold or release a check that has a linked outstanding lien waiver.
- On the Prepare Payments (AP503000), Process Payments / Print Checks (AP505000), or Release Payments (AP505200) screen, when the user initiates the processing of the document.

Note: If the primary supplier has an outstanding lien waiver, the payment will be stopped for the joint payee too.

All these check boxes are cleared by default (see the screenshot below).

Figure: General Settings section on the Lien Waiver tab of the Compliance Preferences screen (CL301000)

Processing Lien Waivers

The Print/Email Lien Waivers screen (CL502000) is a standard processing screen (shown in the screenshot below) on which users can initiate the processing of previously unprocessed lien waivers.

Figure: Print/Email Lien Waivers (CL502000) screen

The system can process lien waivers of particular types only for the suppliers that have corresponding mailing IDs specified on the **Mailing Settings** tab of the Suppliers screen (AP303000), as shown in the following screenshot.

Figure: Mailing Settings tab of the Suppliers (AP303000) screen

On the Print/Email Lien Waivers screen, by selecting a corresponding option in the **Action** box and then clicking **Process** or **Process All** on the screen toolbar, the user can print or email selected or all listed lien waivers. A print form will be generated for the primary supplier and for a joint payee if one is specified for the lien waiver.

If the user puts an accounts payable cheque back on hold, the related automatically generated lien waivers (if any) are deleted from the system. When the user voids an accounts payable check, the system offers the user to void the related automatically created lien waivers (if any).

Photo Logs

In the construction industry, field superintendents and other employees may use mobile devices to take progress photos, and then they may need to store and share those photos by using a secure online service. In MYOB Advanced Construction Edition, users can create photo logs that may be associated with particular projects and project tasks.

Setting Up Photo Logs

Before users can starting using photo logs, numbering sequences should be specified for photo logs and photos and the changes should be saved on the Photo Log Preferences screen (PJ103000), as shown in the screenshot below.
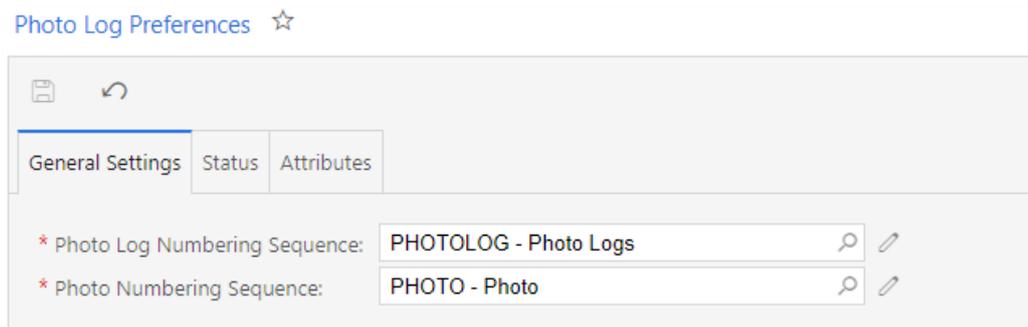

Figure : Photo Log Preferences screen (PJ103000)

On the Status tab (shown in the following screenshot), the user can define custom statuses for photo log documents. The *N/A* status is a predefined status specified by default for a new photo log. This status cannot be deleted, but the user can change its name and description if needed.
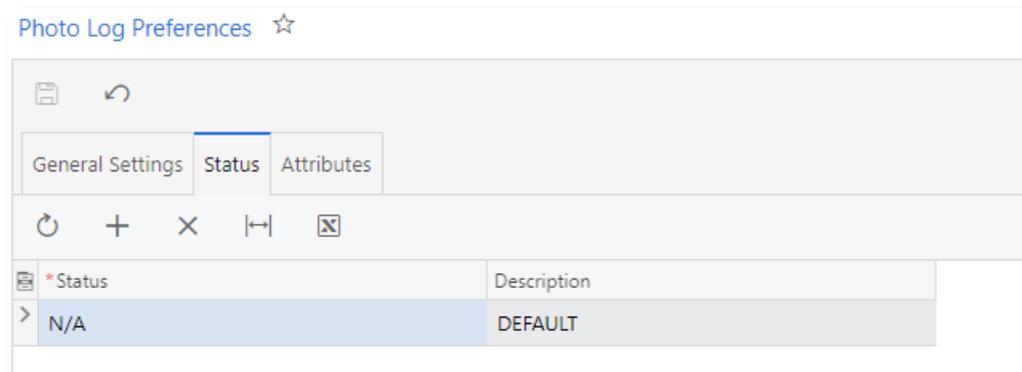

Figure: Status tab

On the Attributes tab, the user can specify a list of attributes that will be available for individual photos in a photo log.

Creating a Photo Log

A user can create a photo log by using the Photo Log screen (PJ305000), shown in the following screenshot. This screen opens when the user clicks **Add New Record** on the screen toolbar of the Photo Logs screen (PJ405000).

Figure: Photo Log (PJ305000) screen

On the Photo Log screen (PJ305000), the user needs to specify the project on which the photo log is being created, a date, and a status. Also, the user can specify a project task and a brief description for the photo log.

On the **Photos** tab, the user needs to click **Add Row** on the table toolbar to open the Photo screen (PJ305010), shown in the screenshot below, through which photos are uploaded and added to a photo log. If the user clicks **Upload Photo** next to the **Photo Log ID** box, selects a photo in the **Upload New Photo** dialog box, clicks **Upload**, and then saves the changes, the photo is added to the photo log.

The user can add as many photos to a photo log as needed.

Figure: Photo screen (PJ305010)

If the **Main Photo** check box is selected for a photo, the photo is displayed in the preview area on the Photo Logs screen (PJ405000) as the main photo of the entire photo log, as shown in the screenshot below. Only one photo can be marked as the main photo for a photo log. If no photo is marked as the main photo, the preview area remains empty.
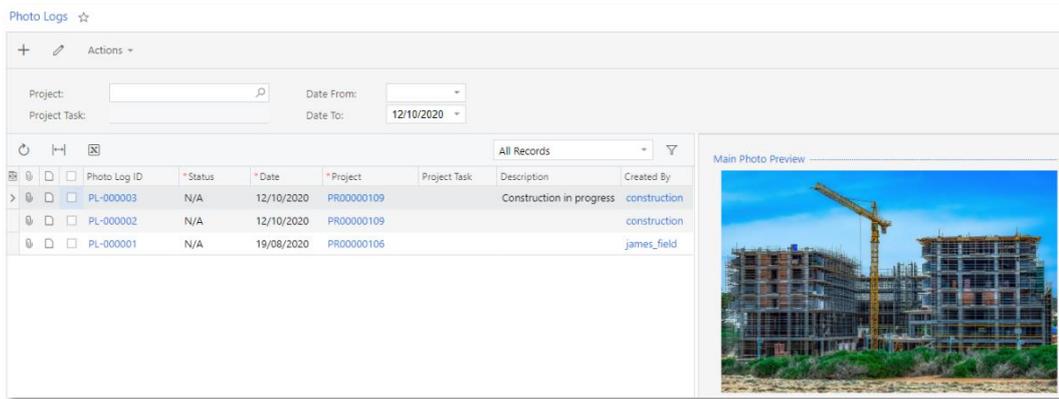
Figure 12: Preview area on the Photo Logs screen (PJ405000)

Working with Photo Logs

The Activities tab on the Photo Log screen (PJ305000) contains a table that displays a list of activities (if any), such as emails, events, tasks, or notes associated with the photo log. A user can add new activities by using the action buttons on the table toolbar.
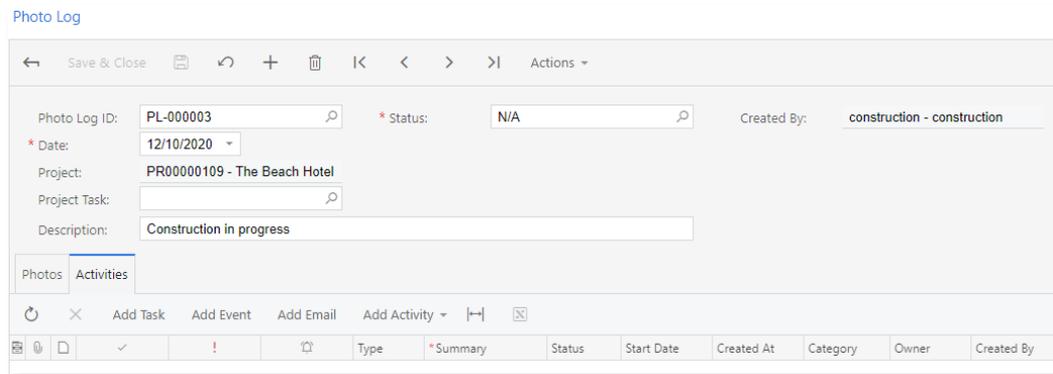

Figure: Activities tab on the Photo Log screen

When working with photo logs on the Photo Logs screen (PJ405000), the user can also do the following:

- Filter photo logs by project and by project task by using the **Project** and **Project Task** boxes in the Summary area
- Download photos from selected photo logs in a single zip archive by selecting the unlabelled check boxes next to the needed photo logs in the table and clicking **Actions** > **Download Zip** on the screen toolbar.
- Email photos from selected photo logs as an email attachment by selecting the unlabelled check boxes next to the needed photo logs in the table and clicking **Actions** > **Email** on the screen toolbar.

To move a photo from one photo log to another, the user can simply select the destination photo log in the **Photo Log ID** box for the photo on the Photo screen (PJ305010) and save the changes.

If the user deletes a photo log, all photos included in the photo log are also deleted.

The user can search for photos by using the standard search functionality. The system searches photos by photo ID, description, file name, and attribute.

Project Cost Codes

Cost codes represent an additional classification level for project revenues and project costs, as subaccounts do in the General Ledger module. The **Cost Code** element has been added to various screens in the system so that it can be specified for General Ledger transactions and all document lines across the system where projects can be referenced, such as the lines of project budgets, Accounts Payable bills, purchase orders, Accounts Receivable invoices, expense entries, timecards, and rate tables of projects.

The cost codes feature can be used only with the Construction Edition. To start using the feature, on the Enable/Disable Features screen (CS100000), a user enables the Cost Codes feature. The list of cost codes, which can be used system-wide, is configured on the Cost Codes screen (PM209500). You can manually create cost codes as well as upload a list of cost codes from an Excel file.

A cost code has the following UI elements:

- **Cost Code**: The code that is used for posting
- **Description**: The default description specified for the cost code, which can be overridden in a particular cost budget line of a project

When the *Project Accounting* feature is enabled on the Enable/Disable Features screen, even if the *Cost Codes* feature is not enabled, the system creates the default *0000* cost code with the *DEFAULT* description. When the *Cost Codes* feature is enabled, on the Cost Codes screen (PM209500), a user can change this cost code and its description, but cannot delete the default cost code, because its system identifier is one of the components of the compound key in the `PMBudget` table in the database.

Cost codes have a segmented structure, which can be configured on the Segmented Keys screen (CS202000) for the *COSTCODE* segmented key. Initially, *COSTCODE* is a one-segment key that consists of four numeric symbols. The following screenshot displays the Cost Codes screen (PM209500) with the list of cost codes for which *COSTCODE* has been configured to have two segments, one with two numbers and one with three.

> **Note:** Notice that the **Cost Code** of the *DEFAULT* cost code has been also changed.
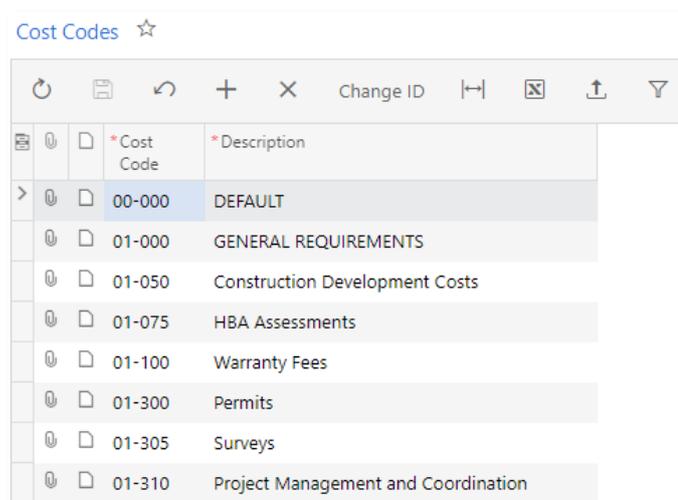
Figure: List of two-segment cost codes

> **Note:** It is not possible to decrease the complexity of a segmented key once it has been increased—bear this in mind when adding digits/segments to a key.

Project Budgets with Cost Codes

With the *Cost Codes* feature enabled on the Enable/Disable Features screen (CS100000), on the **Summary** tab of the Projects screen (PM301000), in the **Revenue Budget Level** box, the revenue budget of a project can be defined at the *Task and Cost Code* detail level, as shown in the following screenshot.
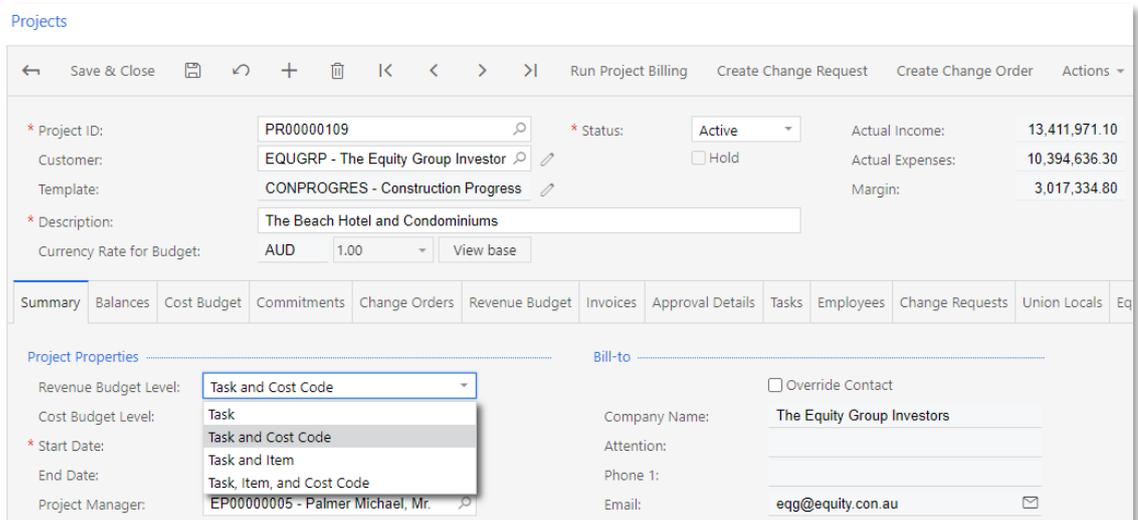

Figure: The revenue budget level of a project

Project budget lines are represented by cost codes instead of inventory items, as shown in the following screenshots.

Figure: The revenue budget of a project defined at the task and cost code level

Figure: The cost budget of a project defined at the task and cost code level

The cost codes presented in project budgets are project-specific. The **Cost Codes** selector on MYOB Advanced screens has the corresponding Project Codes filter tab. When a user selects a cost code for a document line with the selected project, project task, and account, on the Project Codes filter tab of the lookup table, the system shows the cost codes that are used in budget lines of the same project, for the same project task, and for the same account group that corresponds to the account (see the following screenshot). The cost code description that is displayed in the Project Codes filter tab of the selector is retrieved from the corresponding project budget line. The All Records filter tab of the selector lists all the existing cost codes.

Figure: The Project Codes filter tab of the Cost Codes selector

Project Billing by Task and Cost Code

With the *Cost Codes* feature enabled on the Enable/Disable Features screen (CS100000), a project can be billed by task and cost code. Progress billing by task and cost code is available for projects with the *Task and Cost Code* revenue budget level (see the following screenshot). Time and material billing by task and cost code is available for a project with any revenue budget level. Both types of billing work similarly to billing by task and inventory item.

Figure: The Pro Forma Invoices (PM307000) screen with the Cost Codes feature enabled

For information about project billing, see the "Project Billing" topic in the MYOB Advanced User Guide.

Screens That Support Cost Codes

A user can create purchase orders, Account Payable bills, and other entities for which cost codes are specified and can use cost codes in reports and pivot tables. The following list of screens and documents includes the **Cost Code** element:

- Project Transactions screen (PM304000)
- Change Orders screen (PM308000): The Revenue Budget (when the **Revenue Budget Level** is Task and Cost Code), Cost Budget, and Commitments tabs
- Pro Forma Invoices screen (PM307000): The Progress Billing and Time and Material tabs
- Projects screen (PM301000): The Revenue Budget (when the **Revenue Budget Level** is Task and Cost Code) and Cost Budget tabs
- Cost Codes screen (PM209500)
- Project Budget screen (PM309000)
- Project Transactions inquiry screen (PM401000)
- Commitments inquiry screen (PM306000)
- Pro Forma Invoice report (PM642000)
- Change Order report (PM643000)
- Project Balance report (PM621000)
- Project Templates screen (PM208000): The Revenue Budget (when the **Revenue BudgetLevel** is Task and Cost Code) and Cost Budget tabs
- Task screen (CR306020)
- Activity screen (CR306010)
- Event screen (CR306030)

- Email Activity screen (CR306015): The Details tab
- Employee Time Activities screen (EP307000)
- Employee Time Card screen (EP305000): The Summary and Details tabs
- Equipment Time Card screen (EP308000): The Summary and Details tabs
- Expense Receipt screen (EP301020)
- Expense Claim screen (EP301000): The Expense Claim Details tab
- Journal Transactions screen (GL301000)
- Journal Vouchers screen (GL304000)
- Transactions screen (CA304000)
- Bills and Adjustments screen (AP301000)
- Quick Checks screen (AP304000)
- Invoices and Memos screen (AR301000)
- Cash Sales screen (AR304000)
- AR Invoice report (AR641000)
- Sales Orders screen (SO301000)
- Invoices screen (SO303000)
- Purchase Orders screen (PO301000)
- Purchase Receipts screen (PO302000)
- Purchase Order report (PO641000)
- Receipts inquiry screen (IN301000)
- Issues inquiry screen (IN302000)

Screens That Temporarily Do Not Support Cost Codes

The support of cost codes is planned for the future for the following screens:

- Rate Tables screen (PM204200)
- Rate Lookup Rules screen (PM205000)
- Row Sets screen (CS206010)
- Column Sets screen (CS206020)
- Unit Sets screen (CS206030)
- Purchase Order report (PO641000)
- AR Invoice report (AR641000)

Note: As a workaround for the Purchase Order (PO641000) and AR Invoice (AR641000) reports, a user can add the **Cost Code** column to these reports by creating a custom version of the report.
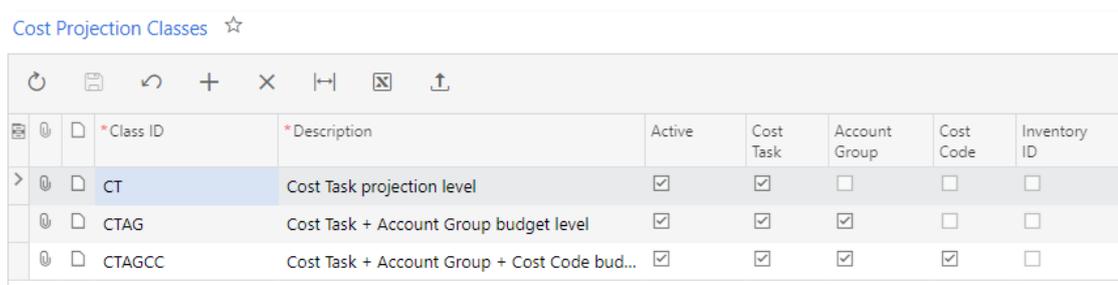
Project Cost Projections

In MYOB Advanced Construction Edition, users can forecast final costs and remaining costs for a project at a particular stage by using cost projections. The calculated costs may be compared with the initial estimates of the cost budget, which will help users detect potential problems early in the project, track if the project is going over budget, and reduce costs.

Users can create as many revisions of a cost projection as needed.

Cost Projection Classes

In MYOB Advanced Construction Edition, a cost projection has a certain budget detail level, which is defined by a cost projection class.

A cost projection class can be created and modified on the Cost Projection Classes screen (PM203500), which is shown in the screenshot below. By selecting or clearing the check boxes in the **Cost Task**, **Account Group**, **Cost Code**, and **Inventory ID** columns for a particular class, the user sets up the budget detail level for cost projections that belong to that class.

Figure: Cost Projection Classes screen

A cost projection can have the same budget detail level as that of the project, or it can be less detailed. For instance, if the project has the *Task and Cost Code* cost budget level, related cost projections can have the *Cost Task*, *Cost Code*, or *Cost Task + Cost Code* budget level, but they cannot have a greater level of detail than that of the project, such as *Cost Task + Cost Code + Inventory ID*.

Only a class with the **Active** check box selected can be selected on the cost projection entry screen.

Cost Projection Entry

Users can enter, modify, and process cost projections by using the Cost Projection screen (PM305000), which is shown in the following screenshot.
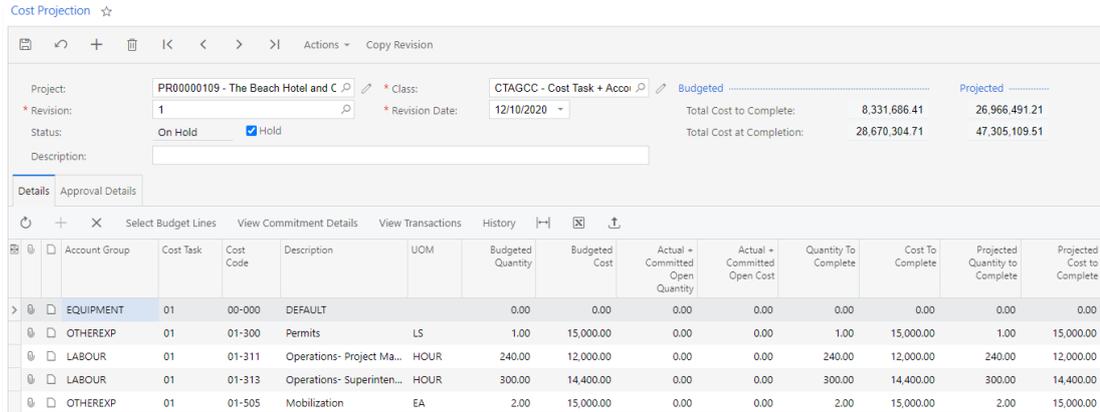

Figure: Cost Projection screen

When creating a new cost projection, the user should specify the necessary project, a cost projection class, and a revision ID in the Summary area of the screen. In the **Revision Date** box, the current business date is specified by default.

On the Details tab, the user should click **Select Budget Lines** on the table toolbar and then in the **Select Budget Lines** dialog box, which opens, select the cost budget lines of the project for which a revision of the cost projection is to be created and click **Add Lines** or **Add Lines and Close**. (See the screenshot below.)
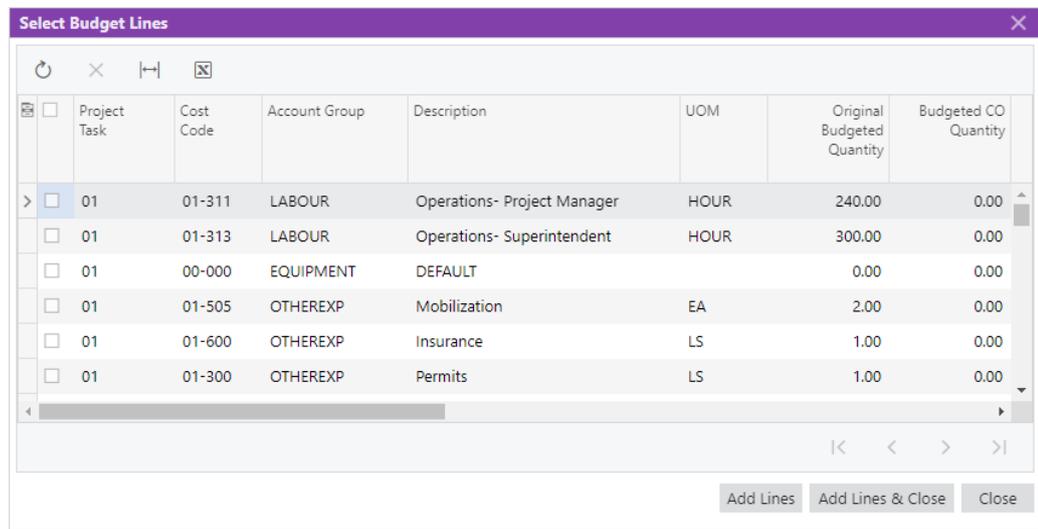

Figure: Select Budget Lines dialog box

As a result, the selected cost budget lines are added to the table on the **Details** tab. Each line has the following projected values calculated by default:

- **Projected Cost to Complete** = Budgeted Cost - (Actual + Unbilled Committed Cost)
- **Projected Cost at Completion** = Projected Cost to Complete + (Actual + Unbilled Committed Cost)
- **Projected Quantity to Complete** = Budgeted Quantity - (Actual + Unbilled Committed Quantity)

- **Projected Quantity at Completion** = Projected Quantity to Complete + (Actual + Unbilled Committed Quantity)
- **Projected Completed (%)** = (Budgeted Cost- Projected Cost to Complete) / Budgeted Cost * 100%

For each line, in the **Mode** column, the user can select a data entry mode, which can be one of the following (as shown in the screenshot below):

- *Auto*: The user can manually specify one of the projected values, and the other values are recalculated automatically.
- *Manual*: The user can manually modify any of projected values, and the other values are not recalculated.
- *Manual Quantity*: If the user manually modifies the **Projected Quantity to Complete** or **Projected Quantity at Completion** value, the other values are not recalculated. If the user modifies any value other than a projected quantity value, the other values are recalculated automatically.
- *Manual Cost*: If the user manually modifies the **Projected Cost to Complete** or **Projected Cost at Completion** value, the other values are not recalculated. If the user modifies any value other than a projected cost value, the other values are recalculated automatically.
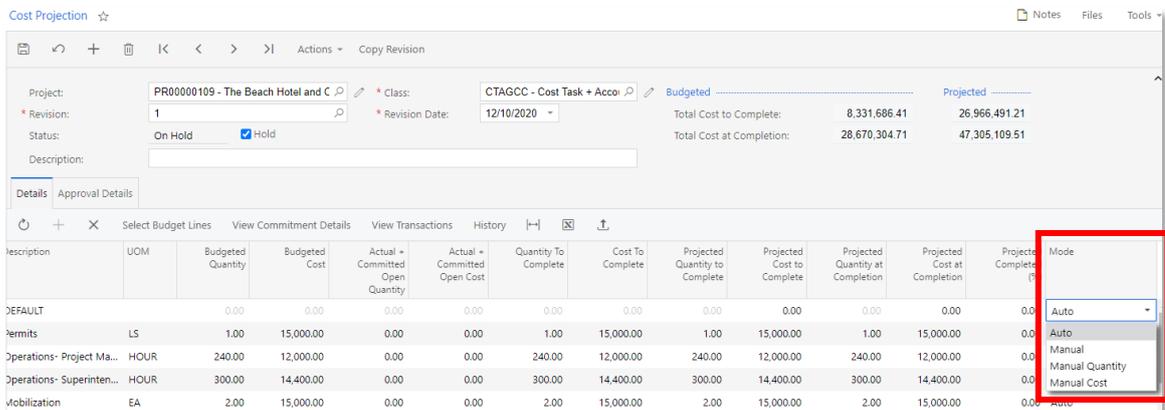

Figure: Data entry modes available for a budget line

If the cost budget of the project has been updated, the user can click **Actions** > **Refresh Budget** on the screen toolbar. As a result, the lines that have been deleted from the project cost budget will be removed from the table on the **Details** tab and the settings of the remaining lines will be properly updated.

Also, users can use the following buttons on the table toolbar of the **Details** tab:

- **View Commitment Details**: Opens the Commitments screen (PM306000) in a pop-up window with the commitment details for the selected cost budget line.
- **View Transactions**: Opens the Project Transactions screen (PM305000) in a pop-up window with the project transactions linked with the selected cost budget line.
- **History**: Opens the **History** dialog box, where the user can compare the settings of the selected budget line through all revisions of the cost projection.

To create a new revision of the cost projection that will be based on the currently selected revision, the user needs to click **Copy Revision** on the screen toolbar.

A user can modify a cost projection only while it is on hold. When a cost projection is prepared, the user clears the **Hold** check box.

Cost Projection Approval

If the *Approval Workflow* feature is enabled on the Enable/Disable Features screen (CS100000), approval of cost projections can be configured in the system as follows:

1. An approval map for cost projections should be created on the Assignment and Approval Maps screen (*EP205500)*.
2. The approval map should be specified in the **Cost Projection Approval Map** box on the General Settings tab of the Projects Preferences screen (PM101000).
3. If an employee needs to receive notifications about pending approval when cost projections require approval from that employee, a corresponding notification template can be created on the Notification Templates screen (SM204003) and then specified in the **Cost Projection Approval Notification** box on the **General Settings** tab of the Project Preferences screen.

After approval of cost projections has been configured, once a cost projection is taken off hold, it gets the *Pending Approval* status and requires approval by an authorized employee who can approve or reject the cost projection by using the **Approve** or **Reject** actions on the screen toolbar of the Cost Projection screen (PM305000).

An approved cost projection gets the *Open* status, and a rejected cost projection is put back on hold.

Information about approvals is recorded for each revision of a cost projection on the Approval Details tab of the Cost Projection screen.

By clicking **Actions** > **Release** on the screen toolbar of the Cost Projection screen (PM305000) (shown in the following screenshot), the user can release a cost projection with the *Open* status and with the same budget level as the cost budget level of the project.

On release, the status of the cost projection changes to *Released* and the projected values are copied to the corresponding cost budget lines on the Projects screen (PM301000)—see the following section for details.

Changes to the Projects Screen

A **Cost Projection** option has been added to the Inquiries menu on the screen toolbar of the Projects screen (PM301000). By clicking this menu option, a user can open the Cost Projection screen (PM305000) where the project ID will be prefilled and the latest revision of the project's cost projection (if any) will be displayed.

On the Cost Budget tab, the following columns have been added to the table (shown in the following screenshot):

- Projected Cost to Complete
- Projected Cost at Completion
- Projected Quantity to Complete
- Projected Quantity at Completion
- Projected Completed (%)

The values displayed in those columns are taken from the latest released revision (if any) of the related cost projection.

Project Change Management

Users of MYOB Advanced Construction Edition can control changes of the project's budgeted and committed values and control the profitability of every change initiated by a customer. The change order is a document for profitability analysis and an audit trial of changes to the project revenue budget, commitments, and budgeted costs. Change orders do not alter the original figures of a project directly; they are tracked separately from the original figures for analysis.

Change orders are enabled on the Enable/Disable Features screen (CS100000), and provide the following functionality:

- The ability to record changes to project revenue budget, cost budgets, and commitments. With the change order workflow enabled for a project, the revised values of the project are calculated as original values affected by change orders as follows: Revised Amount = Original Amount + Released Change Orders.

  The screenshots below show change order columns on the Revenue Budget and Cost Budget tabs of the Projects screen (PM3010000).

Figure: The values of the revenue budget of a project affected by change orders

Figure: The values of the cost budget of a project affected by change orders

- The ability to review the list of change orders related to a project on the **Change Orders** tab of the Projects screen (PM301000), as shown in the following screenshot:

Figure: The change orders related to the project

- The ability to see on the Commitments screen (PM306000) changes for each purchase order as well as the original and committed values, as shown in the following screenshot:

Figure: The values of commitments affected by change orders

- The ability to see on the **Change Orders** tab of the Purchase Orders screen (PO301000) the list of change orders that affect the purchase order, as shown in the following screenshot:

Figure: The change orders related to the purchase order

- The ability to see the profitability of every change of the project budget initiated by the customer.

Projects with the Change Order Workflow

To enable the change order workflow for a project, a user should do the following:

1. On the Enable/Disable Features (CS100000) screen, enable the Change Orders feature.
2. On the **Summary** tab of the Projects (PM101000) screen, select the **Change Order Workflow** check box, and save changes to the project.

The change order workflow may include the following stages:

- Change order entry
- Change order approval
- Change order printing and emailing
- Change order release
- Change order reversal

Project Budget Freeze

During the initial stage of a project, after the project budget has been agreed upon, the user can lock the original figures from further editing by using the **Lock Budget** action on the Projects screen (PM301000). After the original values are locked, the following scenarios can be used to update the revised budget figures:

- If the project does not use the change order workflow, the revised budget figures can be edited manually on the Projects screen (PM301000).

  The following columns of the project with the locked budget are read-only on the **Revenue Budget** and **Cost Budget** tabs of the Projects screen (PM301000): **Budgeted Quantity**, **Unit Rate**, and **Budgeted Amount**.

- With the change order workflow enabled for the project, the revised budget figures become read- only, and all changes to the project budget can be made only with change orders. The system updates the revised budget figures based on the change orders as follows: **Revised Amount** = **Original Amount** + the amount of the released change orders.

  The following columns of the project with the locked budget are read-only on the **Revenue Budget** and **Cost Budget** tabs of the Projects screen (PM301000): **Budgeted Quantity**, **Unit Rate**, **Budgeted Amount**, **Revised Quantity**, and **Revised Amount**.

The **Lock Budget** action on the Projects screen (PM301000) applies to both the **Revenue Budget** and **Cost Budget** tabs of the Projects screen (PM301000). The **Unlock Budget** action makes the original budget figures available for editing even if the change order workflow has been enabled for the project.

Creating Change Orders

A new change order can be created either directly on the Change Orders screen (PM308000) or on the Projects screen (PM301000) if the user clicks **Create Change Order** on the screen toolbar. In the change order, the user can enter the necessary amendments to the project budget and commitments. The change order provides the ability to see the original budgeted amounts, the approved and draft change order amounts, and the revised budgeted amounts when a user edits a change order line. The following user scenarios are supported on the Change Orders screen (PM308000):

- On the **Revenue Budget** and **Cost Budget** tabs (see the following screenshots):
    - Creation of a new budget line with a positive amount
    - Creation of a new budget line with a negative amount
    - Addition to an existing budget line
    - Deduction from an existing budget line

Figure: The Revenue Budget tab of the Change Orders screen (PM308000)

Figure: The Cost Budget tab of the Change Orders screen (PM308000)

- On the **Commitments** tab (see the following screenshot):
  - o Creation of a new purchase order with a new line
  - o Addition of a new line to an existing purchase order
  - o Addition to an existing purchase order line
  - o Deduction from an existing purchase order line

> **Note:** The deduction from the amount and quantity of a purchase order line can be no greater than the **Received Qty.** and **Received Amount** of the line.

Figure: The Commitments tab of the Change Orders screen (PM308000)

A change order document can also have the following attributes:

- Notes and attachments at the change order summary level
- Notes and attachments at the change order detail level
- Detailed description of the change order

A change order document has the following reference numbers:

- **Reference Nbr.**: The number of the change order in the system. This number is assigned to each change order based on the *CHANGEORD* numbering sequence, which is selected on the Project Preferences screen (PM101000) and can be reviewed or modified on the Numbering Sequences screen (CS201010).
- **Revenue Change Nbr.**: The number of the change order within the project. Each project has its own numbering sequence of change orders for printing. The **Revenue Change Nbr.** is an integer that the system assigns sequentially, starting from 1 and then 2, 3, and so on. The last assigned number for the project is shown in the **Last Revenue Change Nbr.** box in the **Project Properties** area of the **Summary** tab of the Projects screen (PM301000).

  A user can manually change the **Revenue Change Nbr.** of a particular change order. (Duplicate numbers within a project are not allowed.) In this case, the user should respectively change the **Last Revenue Change Nbr.** of the corresponding project so that the system continues to assign these numbers correctly.

- **External Reference Nbr.**: The external reference number. This number is entered manually and can be populated with an identifier required by the customer or with the number from an external system integrated with MYOB Advanced.

For information about particular UI elements on the Change Orders screen (PM308000), see the "Change Orders" form reference topic in the MYOB Advanced User Guide.

Change Order Approval

A change order supports the standard MYOB Advanced approval process. An approval map can be configured on the Assignment and Approval Maps screen (EP205500) and then specified on the Project Preferences screen (PM101000) along with the default pending change order approval notification, as shown in the following screenshots:
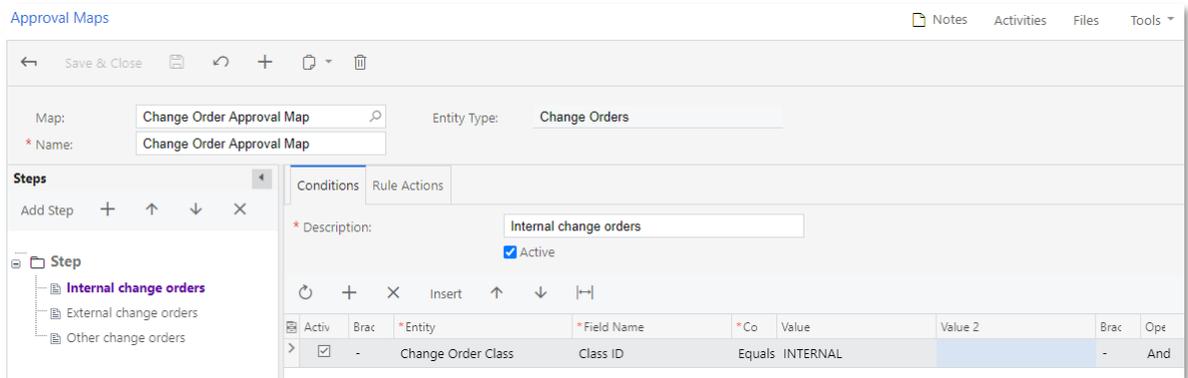
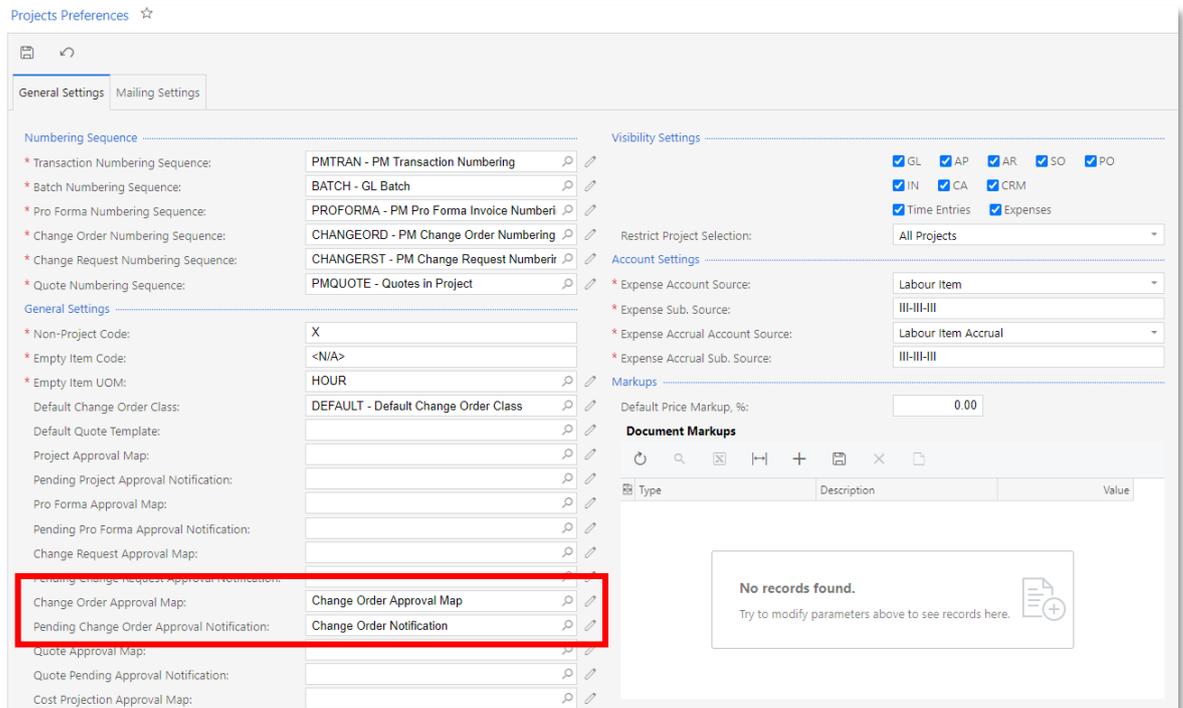

Figure: An approval map for change orders

Figure: The approval map and approval notification to be used for change orders

The approval process is optional; the configuration of the approval process can be skipped and a user can create an approved change order right away.

Change Order Printing

A user can print a change order with any status. For the printing of change orders, the system uses the screen that is specified on the **Mailing Settings** tab of the Project Preferences screen (PM101000). By default, this is the Change Order report (PM643000), which is shown in the screenshot below. This report supports the printing of revenue budget lines, header-level and line-level notes, and detailed descriptions of change orders.

A user can override the default printed screen by defining a project-specific report on the **Mailing Settings** tab of the Projects screen (PM301000). For a project, a user can specify a custom print screen and email notification template that should be used for the printing and emailing of change orders prepared for the project. On the **Billing Settings** tab of the Projects screen, a user can also specify the contact information of the customer to whom change orders prepared for the project should be sent.

Figure: Change Order (PM643000) report

Release of a Change Order

When a change order is released, the balances and commitments of the corresponding project are updated as follows:

- If the project has a revenue budget line with the same project task, cost code or inventory item, and account group as a revenue budget line of the change order, the system updates the following columns of the revenue budget line of the project on the **Revenue Budget** tab of the Projects screen (PM301000):
  - **Budgeted CO Quantity** = The total quantity of released change orders
  - **Budgeted CO Amount:** = The total amount of released change orders
  - Revised Budgeted Quantity = Original Budgeted Quantity + Budgeted CO Quantity
  - Revised Budgeted Amount = Original Budgeted Amount + Budgeted CO Amount
  - Pending Invoice Amount = Completed (%) * Revised Budgeted Amount – Actual Amount – Draft Invoices Amount

> **Note:** As the result of the update, this amount can take rational values, including negative ones.

- If the project does not have a revenue budget line with the same project task, cost code or inventory item, and account group as a revenue budget line of the change order, the system creates a new revenue budget line for the project based on the revenue budget line of the change order.
- If the project has a cost budget line with the same project task, cost code or inventory item, and account group as a cost budget line of the change order, the system updates the following columns of the cost budget line of the project on the **Cost Budget** tab of the *Projects screen*:
  - **Budgeted CO Quantity** = The total quantity of released change orders
  - **Budgeted CO Amount:** = The total amount of released change orders
  - Revised Budgeted Quantity = Original Budgeted Quantity + Budgeted CO Quantity
  - Revised Budgeted Amount = Original Budgeted Amount + Budgeted CO Amount
- If the project does not have a cost budget line with the same project task, cost code or inventory item, and account group as a cost budget line of the change order, the system creates a new cost budget line for the project based on the cost budget line of the change order.
- If a commitment line of the change order has the *Update* status, the system updates the following values of the corresponding purchase order line on the **Document Details** tab of the Purchase Orders screen (PO301000) based on the commitment line of the change order:
  - **Order Qty.** = Original **Order Qty.** of the purchase order line + **Quantity** of the commitment line of the change order
  - Open Quantity = Order Qty. – Qty. on Receipts
  - **Ext. Cost** = Original **Ext. Cost** of the purchase order line + **Amount** of the commitment line of the change order
  - Open Amount = Ext. Cost – Received Amount
  - **Requested Date** = **Date** of the commitment line of the change order

- If a commitment line of the change order has the *New Line* status, the system adds a new line with the following values to the corresponding purchase order to the **Document Details** tab of the *Purchase Orders* based on the commitment line of the change order:
  - **Order Qty.** = **Quantity** of the commitment line of the change order
  - **Ext. Cost** = **Amount** of the commitment line of the change order
  - **Requested Date** = **Date** of the commitment line of the change order
- If any commitment lines of the change order have the *New Document* status, the system groups these lines by supplier and produces a new purchase order document for each supplier based on the commitment lines of the change order as follows:
  - The **Order Date** of a created purchase order is the earliest date of the commitment lines of the change order.
  - The **Requested Date** of each purchase order line is the **Date** of the commitment line of the change order.
  - The system generates the default description of a created purchase order by using the following formula: **Description** = 'Change Order #' + [PMChangeOrder.RefNbr].

Note: A purchase order that originates from a change order cannot be edited or removed and can be only cancelled, completed, or altered by another change order.

- For each purchase order line updated by a change order, the system updates the corresponding project commitment on the Commitments screen (PM306000). For each purchase order line created from a change order, the system creates a new project commitment. In these commitments, the following values are updated as follows:
  - **Revised Committed Quantity** = **Order Qty.** of the purchase order line
  - **Revised Committed Amount** = **Ext. Cost** of the purchase order line
  - Committed CO Quantity = Revised Committed Quantity – Original Committed Quantity
  - Committed CO Amount = Revised Committed Amount – Original Committed Amount
  - **Committed Open Amount** = **Open Amount** of the purchase order line

If the project has a cost budget line with the same project task, cost code or inventory item, and account group as an updated or newly created commitment, the system updates the cost budget line of the project on the **Cost Budget** tab of the Projects screen. Otherwise, the system creates a new cost budget line for the project based on the commitment.

For information about particular UI elements on the Projects screen (PM301000), see the "Projects" form reference topic in the MYOB Advanced User Guide.

Change Order Reversal

After release, a change order can no longer be changed and can only be reversed. When the change order is reversed, the system creates a new change order with lines that reverse the impact of the original change order.

In this reversing change order, the quantity and amount of a commitment line cannot be greater than the **Received Qty.** and **Received Amount** of the corresponding purchase order line.

A commitment line of this reversing change order also cannot reduce the **Order Qty.** of a purchase order line to zero—a user can cancel the purchase order line in this case.

Change Order Classes

Change order classes make it possible to split change orders by their impact on projects and by additional attributes that classes can have. A user can also segregate changes by class in reports to analyse, for example, which types of changes have the greatest impact on project profitability. For instance, by using a change order class, a user can create an internal change order that does not affect the revenue budget of projects and is not assigned any reference number within a project. This class of change orders does not have the **Revenue Budget** tab on the Change Orders screen (PM308000).

A list of attributes can be also specified for a change order class to be available in each change order belonging to the class. Change order classes support the use of global attributes defined on the Attributes screen (CS205000).

Change order classes can be configured on the Change Order Classes screen (PM203000), which is shown in the following screenshot.
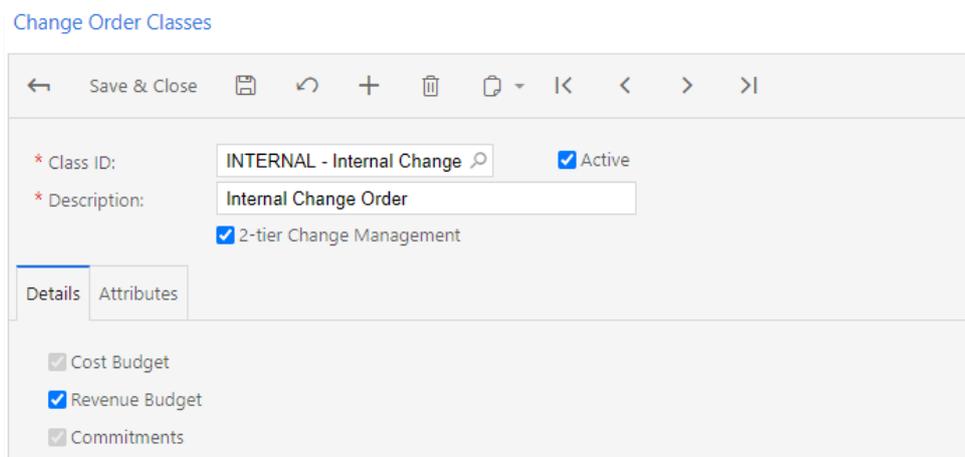
Figure: Change Order Classes screen (PM203000)

The default change order class, which is assigned to each newly created document on the Change Orders screen, can be specified on the Project Preferences screen (PM101000).

For information about particular UI elements on the Change Order Classes screen (PM203000), see the "Change Order Classes" form reference topic in the MYOB Advanced User Guide.

Purchase Order Workflow with Change Orders

Change orders can be created for the *Normal* type of purchase orders. The change order workflow affects the standard purchase order life cycle as follows:

- The change order workflow is automatically enabled for a normal purchase order if at least one purchase order line refers to a project with the change order workflow enabled.
- After a purchase order with the change order workflow has been assigned the Open status, the purchase order cannot be removed or put on hold.
- A purchase order with the Pending Print or Pending Email status cannot be removed from the system if there is a change order that refers to this purchase order.
- A purchase order with the Open status and with the change order workflow enabled can be modified by means of change orders only.

- A purchase order with the Open status or an open line of this purchase order can be cancelled or completed.

Ability to Control the Original Committed Values

At the initial stage of a project, after the original commitments have been agreed on with suppliers and entered into the system, a user can lock the commitments for the project, after which all further amendments to the committed figures should be tracked as project changes by change orders. The following commands in the **Actions** menu become available on the Projects screen (PM301000) when the change order workflow is enabled for a project:

- **Lock Commitments**: When this action is applied for a project, purchase orders for this project cannot be created directly on the Purchase Orders screen (PO301000), existing purchase orders cannot be put on hold, and the commitments of the project can be modified by means of change orders only.
- **Unlock Commitments**: This action gives users the ability to directly enter purchase orders for the project.

Converting Requests for Information and Project Issues to Change Requests

In MYOB Advanced Construction Edition, users can convert requests for information (RFIs) and project issues to change requests.

A **Convert to Change Request** button is available on the screen toolbar of the Request for Information (PJ301000) and Project Issue (PJ302000) screens. This button is available for documents with the *Open* status.

If the **Change Order Workflow** check box is selected for the linked project, on the **Summary** tab of the Projects screen (PM301000), then after the user clicks **Convert to Change Request**, the Change Requests screen (PM308500) opens, filled in with data from the corresponding RFI or project issue. A new change request is created when the user clicks **Save** on the screen toolbar. The original document (RFI or project issue) then gets the *Closed* status along with the *Converted to Change Request* reason.

Submittals

MYOB Advanced Construction Edition includes submittals functionality, which is used to track the progress and status of the approval of the submittal documents and items, such as shop drawings, material samples, and product data.

Settings for Submittals

On the Project Management Preferences screen (PJ101000), the new **Submittal Settings** tab has been added (see the following screenshot). In the **Submittal Numbering Sequence** box, an administrative user specifies the numbering sequence to be used for submittals. In the **Submittal Types** table, the user can add (and delete, if needed) types of submittals, which are used to categorize submittals and can be used to filter submittals on the Submittals screen (PJ3060PL). Initially, the *Schedules* type is predefined in the system.
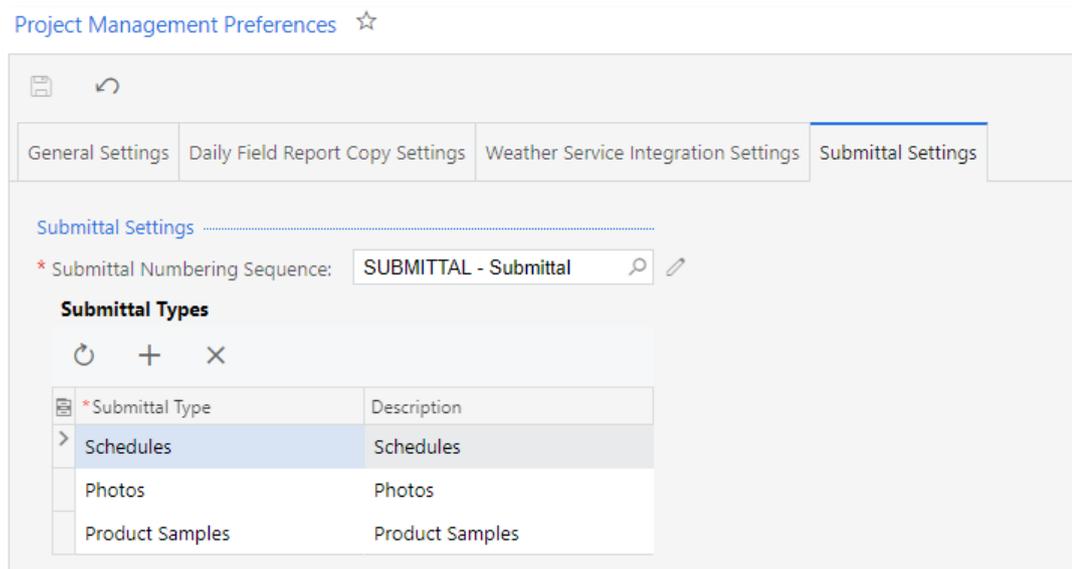

Figure: The Submittal Settings tab

After a submittal type has been saved, it cannot be changed. If the submittal type needs to be corrected, the user must delete the type and create a new one with the necessary settings.

> **Note:** A submittal type cannot be deleted if it has been used in at least one submittal.

Submittal Processing Workflow

Users can enter, modify, and process submittals on the Submittals screen (PJ306000), which is shown in the following screenshot.
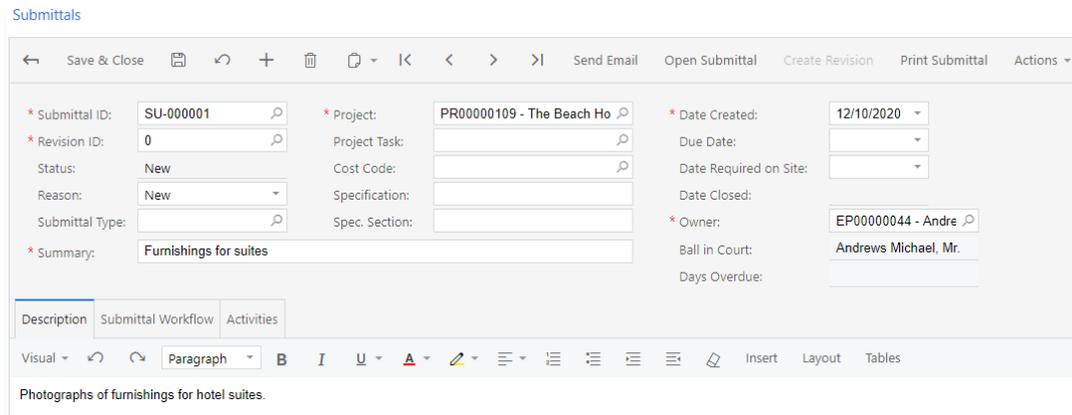

Figure: The Submittals screen

Generally, the processing of a submittal consists of the following steps:

1. A user (who is then designated as the owner of the submittal) enters the submittal in the system. The submittal has the *New* status. If the owner has the submittal documents, the owner can add these documents and send them for approval at this point.
2. When the submittal is ready, the owner indicates that the processing of the submittal has been started by opening the submittal in the system. The submittal has the *Open* status. If the documents have not yet been added, the owner sends an email to the responsible person in the submittal workflow to notify this person that they need to submit documents or review them.
3. The submitter submits documents to the owner (if they have not been added by the owner).
4. The owner sends the submittal documents or items for approval. The responsible persons approve or reject the submittal documents or items.
5. Optional: The owner sends the submittal documents or items for review.
6. The owner indicates that the processing of the submittal has been completed by closing the submittal in the system. The submittal has the *Closed* status.

Also, at any appropriate time in the workflow, emails can be sent to responsible parties and a print-friendly version of the submittal can be generated. These steps are described in the sections that follow.

Entering a Submittal

When creating a new submittal, in the Summary area of the screen, the owner has to specify the project and a summary that describes the submittal, as the following screenshot shows. The owner can also specify the submittal type, the project task, the cost code, the specification reference number, the related section in the specification, the due date, and the date when the materials and items are required on site. In the **Revision ID** box, the system inserts *0* for the submittal, because it is newly created and thus has no revisions. In the **Date Created** box, the system inserts the current business date by default. The system also inserts the owner ID of the user who created the submittal in the **Owner** box; this user is also initially specified in the **Ball in Court** box, which tracks the party currently responsible for taking action on this submittal.

On the Description tab, the owner can enter a more complete description of the submittal. On the Submittal Workflow tab (shown in the screenshot below), the owner adds a row for each user with a role in processing this submittal. For each user, the owner specifies the following details:

- Contact information for the responsible person in the row. The owner selects a contact from the list of existing contacts or adds a new contact. The system fills in the company name, job title, email address, and phone number with the details that have been specified for the contact on the Contacts screen (CR302000).

  To select an existing contact, the owner clicks the magnifier icon in the **Contact** column and selects the needed contact from the list of contacts in the lookup table. To create a new contact, in the lookup table, the owner clicks **Add New Record**. The system opens the Contacts screen, on which the owner specifies the contact details.

- Role, which is one of the following options:
  - *Submitter*: A person who provides the submittal documents or items.
  - *Approver*: A person who reviews and needs to approve the submittal documents or items.
  - *Reviewer*: A person who reviews the submittal but does not need to approve or reject the submittal documents or items.
- The number of days that are scheduled for the review or the providing of the submittal documents or items; a number of days may or may not be assigned.
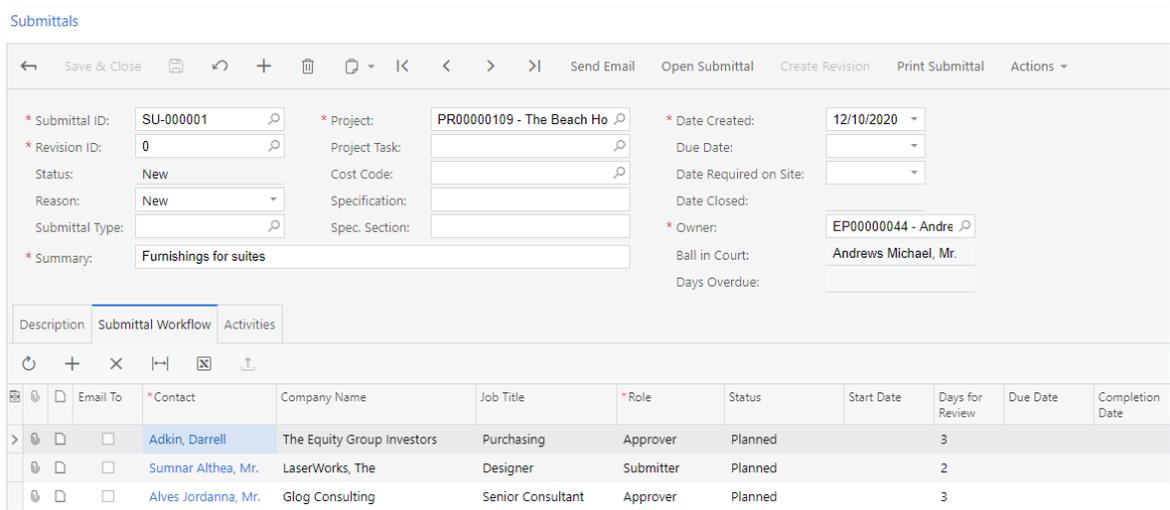
Figure: The Submittal Workflow tab

When the submittal is initially created, all the rows have the *Planned* status and the submittal has the *New* status.

Opening a Submittal

When the summary settings and the submittal workflow have been specified, the owner opens the submittal by clicking **Open Submittal** (or **Actions > Open Submittal**) on the screen toolbar. In the **Details** dialog box, which is opened, the owner then selects one of the following reasons, and clicks **OK** (see the following screenshot):

- *Issued*: Documents need to be submitted for the submittal documents or items.
- *Submitted*: The documents or items have been submitted and have to be sent for approval.
- *Pending Approval*: The documents or items have been submitted and sent for approval.
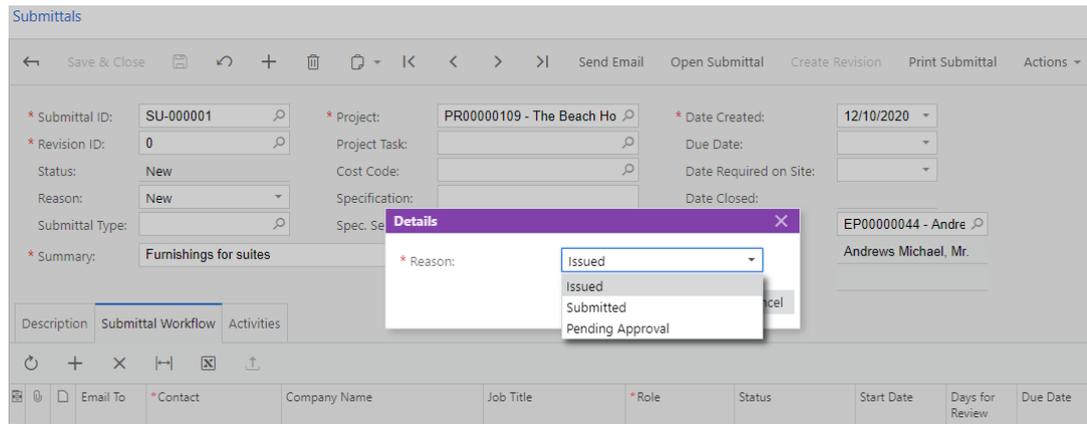
Figure: The Details dialog box

The system closes the dialog box; in the Summary area, it changes the submittal status to *Open* and the reason to the reason selected in the dialog box, as the following screenshot shows. The option in the **Reason** box can be overridden at any time during processing the submittal.

Sending Emails

To notify users that they need to submit documents or items or review them, the owner sends emails to each responsible person in the submittal workflow. Generally, the owner sends these emails to each user in the workflow one by one. To send an email, the owner does the following:

1. On the Submittals screen (PJ306000), selects the **Email To** check box on the **Submittal Workflow** tab in the row of the user (or users) to whom you want to direct the current email.
2. Clicks the **Send Email** button on the screen toolbar. The system opens the Email Activity screen (CR306015) with the email addresses of the recipients selected in the **To** box.

3. Enters and sends the email. When the user sends the email, the system generates a PDF file (printed form) with the submittal and attaches it to the email.
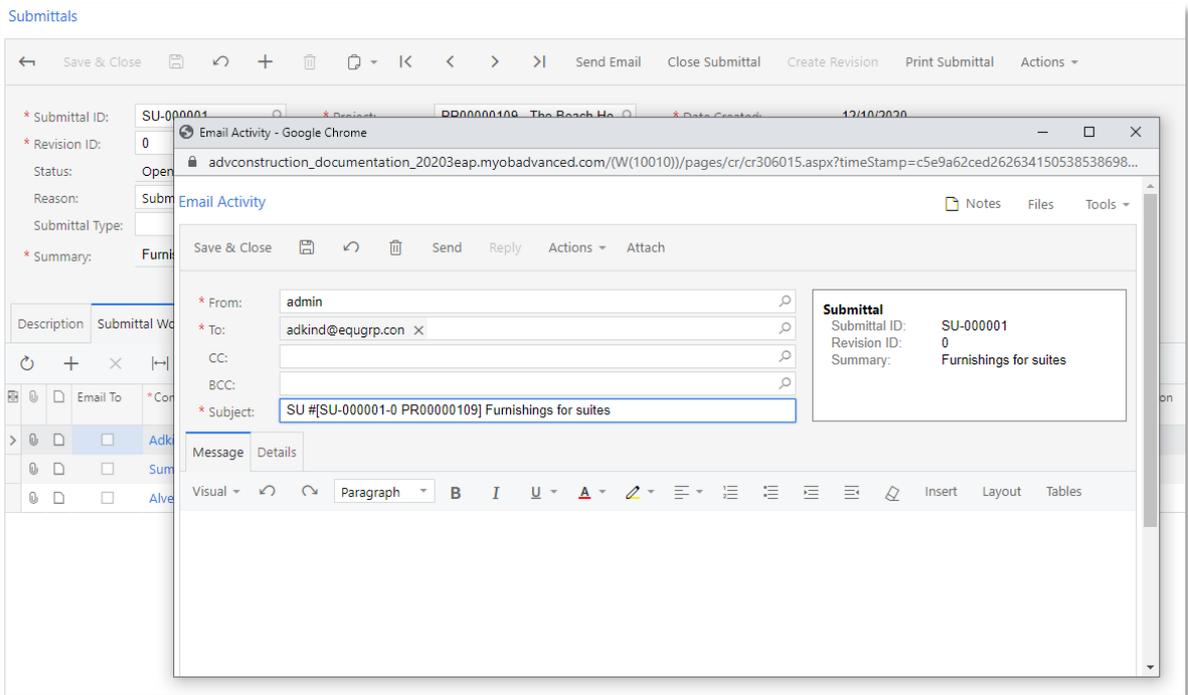
Figure: Email about the submittal

The owner can send files in the email in either of the following ways:

- If the files are attached to the submittal on the *Submittals screen*, the owner attaches them to the email by using the **Attach** button on the toolbar of the Email Activity screen.
- If the files are not attached to the submittal, the owner attaches them to the email by using the **Files** button on the title toolbar of the Email Activity screen.

When the owner sends the email and closes the Email Activity screen and returns to the Submittals screen, the sent email is listed on the **Activities** tab; it can be opened from this tab. On the tab, the user can add and review submittal-related activities, such as tasks, events, emails, and activities (see the following screenshot).
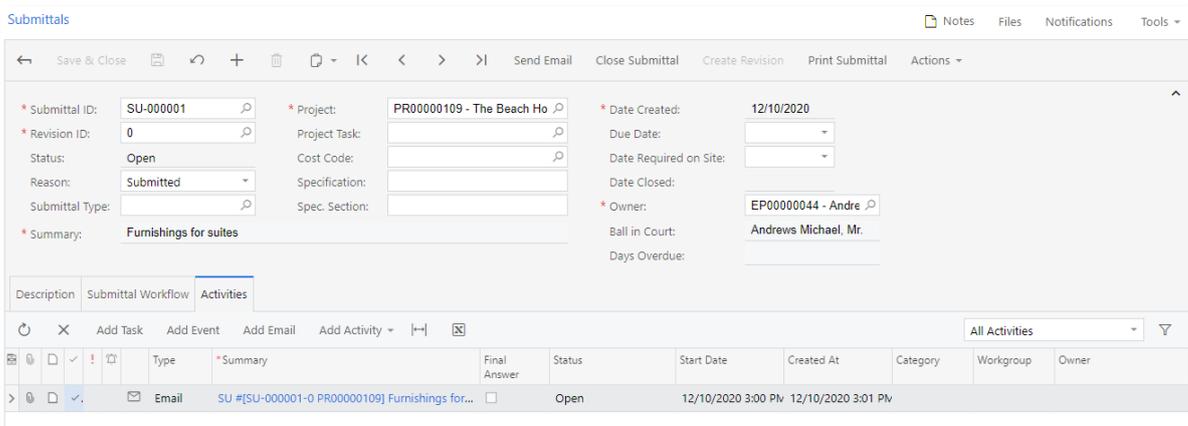
Figure: The Activities tab

Submitting Documents

If it is necessary to submit documents or items, the owner sends an email about the required actions to the submitter, as described in the previous section.

Then on the **Submittal Workflow** tab of the Submittals screen (PJ306000), the owner specifies *Pending* in the **Status** column of the row of the submitter. The system changes the name in the **Ball in Court** box of the Summary area to the name of the contact of the first row that has the *Pending* status on the **Submittal Workflow** tab; in this case, the contact is the submitter. On the **Submittal Workflow** tab, for the row of the submitter, the system inserts the current business date in the **Start Date** column and calculates the date in the **Due Date** column if a number of days for review is specified in this row, as the following screenshot shows. The date in the **Due Date** column can be overridden.

Figure: Submittal for which documents must be submitted

The submitter replies to the email and attaches the necessary submittal files to the email reply. The incoming email appears on the **Activity** tab of the Submittal screen.

The incoming email appears on the **Activity** tab only if the respondent (the submitter in this case) clicks **Reply** to reply to the email, which results in the following conditions being met:

- The response is sent to the same email address from which the emailwas received.
- The subject of the email is not changed.

The owner then adds the files to the submittal by using the **Files** button on the title toolbar of the screen, and changes the status of the row on the **Submittal Workflow** tab to *Completed* and the reason in the Summary area to *Submitted*. The system inserts the current date in the **Completion Date** column of the **Submittal Workflow** tab; if this tab has no more rows with the *Pending* status, the system changes the **Ball in Court** setting in the Summary area to the owner.

Approving Submittal Documents

When the necessary documents have been submitted, the owner sends an email with the documents to an approver from the Submittals screen (PJ306000). The submittal documents or items can be sent to approvers one at a time or to all approvers at the same time. The owner also specifies *Pending Approval* in the **Reason** box of the Summary area and changes the status of the row of the approver to *Pending* on the **Submittal Workflow** tab.

The system inserts the name of the approver in the **Ball in Court** box in the Summary area (if the owner has changed the status to *Pending* for multiple approvers on the **Submittal Workflow** tab, the system uses the name of the first such contact listed in the table). For each approver with the *Pending* status on the **Submittal Workflow** tab, the system also inserts the date in the **Start Date** column and calculates the date in the **Due Date** column if a number of days for review is specified for the applicable approvers.

After approving the documents and completing the review, the approver sends a notification email to the owner by clicking **Reply** to answer to the email.

In the **Status** column on the **Submittal Workflow** tab, the owner selects *Approved* in the row of the approver (see the following screenshot). The system inserts the current date in the **Completion Date** column on the **Submittal Workflow** tab and changes the **Ball in Court** setting to the owner or to the next approver if the *Pending* status is selected for multiple approvers; the following screenshot shows these changes as well.

If changes need to be made in the submittal documents or items, the approver sends an email to notify the owner that the submittal is rejected. On the Submittals screen (PJ306000), the owner specifies *Rejected* in the **Status** column in the appropriate row on the **Submittal Workflow** tab. The system inserts the current date in the **Completion Date** column of this row and changes the **Ball in Court** box to the owner in the Summary area.

Reviewing Submittal Documents

After the submittal documents or items have been approved, the owner sends an email with the documents to a reviewer or multiple reviewers from the Submittals screen (PJ306000) to notify them. The owner changes the status of the row of the reviewers to *Pending* on the **Submittal Workflow** tab.

The system inserts the name of the reviewer in the **Ball in Court** box in the Summary area; if the owner has changed the status to *Pending* for multiple reviewers on the **Submittal Workflow** tab, the system uses the name of the first such person listed in the table. For each reviewer with the *Pending* status on the **Submittal Workflow** tab, the system also inserts the date in the **Start Date** column and calculates the date in the **Due Date** column if a number of days for review is specified for the applicable reviewers.

If the reviewer has completed the review, the reviewer sends a notification email to the owner by clicking **Reply** to answer the email. In the **Status** column on the **Submittal Workflow** tab, the owner selects *Completed* in the row of the reviewer. The system inserts the current date in the **Completion Date** column of the row and changes the **Ball in Court** setting to either the owner or the next reviewer if the *Pending* status is selected for multiple reviewers.

Cancelling a Contact Row in the Workflow

If the action of a contact specified on the **Submittal Workflow** tab should be skipped, the owner can cancel the row of the contact by selecting *Cancelled* in the **Status** column for the row.

Closing a Submittal

If all approvals have been completed without any concerns, the owner closes the submittal by clicking **Close Submittal** on the screen toolbar; in the **Details** dialog box, which is opened, the owner specifies *Approved* in the **Reason** box and the date in the **Date Closed** box (see the following screenshot) and clicks **OK**. In the Summary area, the system inserts *Closed* in the **Status** box and *Approved* in the **Reason** box.
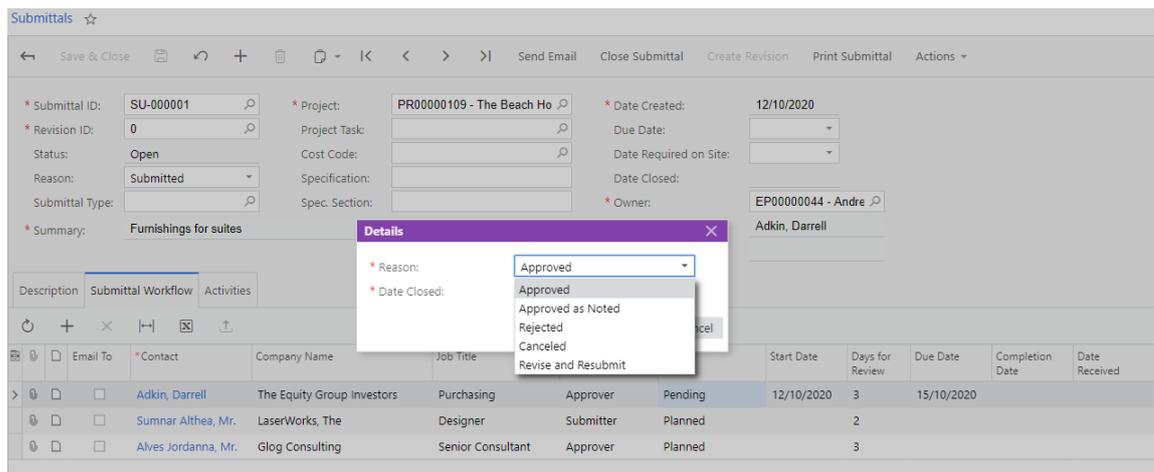
Figure: The Details dialog box on closing of an approved submittal

If all approvals and reviews have been completed and any approver has approved the submittal with some concerns, the owner closes the submittal by clicking **Close Submittal** on the screen toolbar; in the Details dialog box, which is opened, the owner specifies *Approved as Noted* in the **Reason** box and the date in the **Date Closed** box and clicks **OK**. In the Summary area, the system inserts *Closed* in the **Status** box and *Approved as Noted* in the **Reason** box.

If the submittal did not fit the requirements, the owner closes the submittal by clicking **Close Submittal** on the screen toolbar; in the Details dialog box, which is opened, the owner specifies *Rejected* in the **Reason** box and the date in the **Date Closed** box of the **Details** dialog box, which appears. In the Summary area, the system inserts *Closed* in the **Status** box and *Rejected* in the **Reason** box.

If the submittal was rejected with some comments that should be taken into consideration, the owner needs to close the submittal and create a new revision of it. To close the submittal, the owner clicks **Close Submittal** on the screen toolbar; in the **Details** dialog box, which is opened, the owner specifies *Revise and Resubmit* in the **Reason** box and the date in the **Date Closed** box and clicks **OK**. In the Summary area, the system inserts *Closed* in the **Status** box and *Revise and Resubmit* in the **Reason** box.

In this case, because the rejection was not complete and this submittal could be approved with the needed changes made, the owner creates a new revision of this submittal by clicking the **Create Revision** button on the screen toolbar. The system creates a new revision of the submittal with the *New* status and the *Revision* reason, and increases the value in the **Revision ID** box by 1. The system also copies details from the original submittal to the **Details** and **Submittal Workflow** tabs.

Printing the Submittal

A user can print the screen with the submittal details by clicking **Print Submittal** on the toolbar of the Submittals screen (PJ306000). The system opens the Submittal Form (PJ663000), shown in the following screenshot, with the submittal details; this print-friendly version of the submittal can be printed.

Figure: The printed submittal

Projects: Other Improvements

Retainage in Project Invoices

The ability to specify retainage in project invoices is available for any project if the *Retainage Support* feature is enabled on the Enable/Disable Features screen (CS100000). A user can specify the default retainage percentage for a project on the **Summary** tab of the Projects screen (PM301000), as shown in the following screenshot.

Figure: Defining the default retainage for a project

Retainage tracking is supported for progress billing and time and material billing of projects. If the draft invoice (that is, pro forma invoice) workflow is used, the retained amounts are copied from the pro forma invoice to the Accounts Receivable invoice when the latter is created. The screenshot below shows a pro forma invoice of a project with retainage percentages and amounts in the document lines. Also, for a particular project, a user can review the information on the retainage held, released, and paid by invoice on the **Invoices** tab of the Projects screen (PM301000).

Figure: Viewing retainage in a pro forma invoice

Retainage in Project Cost Commitments

Project cost commitments are calculated with respect to retainage in purchase orders. The amount values on the Commitments screen (PM306000) include the retained amount, while the related purchase order line itself contains the amount after retainage in the **Amount** box on the **Document Details** tab of the Purchase Orders screen (PO301000). The following elements on the Commitments screen (PM306000) are calculated including the retainage:

- Original Committed Amount
- Committed CO Amount
- Revised Committed Amount
- Committed Open Amount
- Committed Invoiced Amount

On the **Cost Budget** tab of the Projects screen (PM301000), the commitment-related columns display values consistent with those on the Commitments screen (PM306000).

Material Stored Amount in Progress Billing Pro Forma Invoices

A progress billing pro forma invoice supports the scenario of including the material stored amount in the amount to be invoiced. If the "Construction" feature is enabled on the Enable/Disable Features screen (CS100000), the following columns are available on the Progress Billing tab of the Pro Forma Invoices screen (PM307000):

- **Amount**: The original line amount calculated by the progress billing rule
- **Material Stored**: The amount of the material stored

The value of the **Amount to Invoice** column, which is also located on the **Progress Billing** tab, is calculated as the sum of the values in the **Amount** column and the **Stored Material** column. The following screenshot displays the **Progress Billing** tab of the Pro Forma Invoices screen (PM307000) with material stored amount specified.

Figure: Specifying the Stored Material column

Production Data Tracking

A new set of columns is available on the **Cost Budget** tab of the Projects screen (PM301000) if the **Track Production Data** check box is selected on the **Summary** tab of this screen for the project. The new columns, which reflect the current production values, are:

- **Cost to Complete**: The current projected amount that is required to complete the cost budget line, as reported from the field.
- **Cost at Completion**: The current projected total cost amount of the cost budget line, as reported from the field.
- **Percentage of Completion**: The current approximate percentage of project completion that corresponds to the cost budget line, as reported from the field.

> **Note:** The importing of data into these columns can be scheduled on a regular basis by means of an import scenario or with a web service API call.

The additional columns listed below have been added to the Cost Budget tab of the Projects screen so that users can import extra information to be tracked in the system and analysed against the budget figures. The columns are intended primarily for capturing production data that can be regularly received from the field to support the following scenarios:

- The project manager has access to the current production values and can compare them to the planned budget figures to determine the project productivity at the moment.
- The project manager can build the production trend based on the history of the imported values to determine if any corrective actions need to be taken to reach the planned values.

Every time a new value is entered into one of the columns listed above and the user's changes are saved, the system copies the previous value in the column to one of the following corresponding columns:

- **Last Cost to Complete**: The previous **Cost to Complete** value
- **Last Cost at Completion**: The previous **Cost at Completion** value
- **Last Percentage of Completion**: The previous **Percentage of Completion** value

The columns described in this section are available in the `PMBudget` table for generic inquiries and Report Designer reports. The history of values that were imported into the current production columns is stored in the new `PMBudgetProduction` table, which is also available for use in custom generic inquiries and Report Designer reports. If necessary, the set of production columns can be extended by means of standard customization techniques. For instance, hours to complete, hours at completion, and other metrics can be added.

Improvements to the Project Balance Report

The following enhancements have been introduced in the Project Balance report (PM621000):

- Project and task report input parameters
- Subtotals by project task and balance type
- Project totals by balance type, with the profitability margin calculated as total income minus total expenses
- Enhanced layout
- Improved error and warning messages to help the user to troubleshoot issues The updated Project Balance report (PM621000) is shown in the following screenshot.

Figure: Viewing enhancements to the Project Balance report

Users can access the Project Balance report (PM621000) from the Projects screen (PM301000) by selecting the **Print Project Balance** command on the Reports dropdown, as the following screenshot shows.
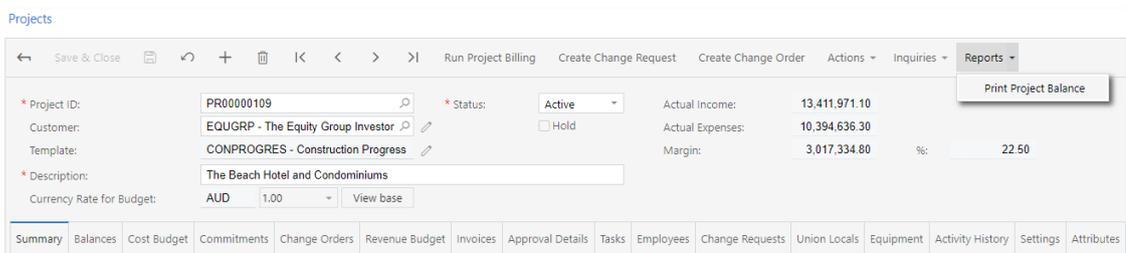
Figure: Accessing the report from a project

Substantiated Billing

In the construction industry, when contractors bill their customers, the customers may want to see proof of the costs. In this case, contractors need to provide supporting documentation along with the customer statement or invoice.

MYOB Advanced Construction Edition allows emailing a substantiated billing report for a specific billing period to retrieve costs and scanned or uploaded images associated with the costs. The substantiated billing report provides a list of costs from payable invoices, labour, and other project expenses, in addition to hyperlinks to attached documents.

For example, if a payable invoice has a scanned image of the supplier invoice attached, a hyperlink to that image is included in the substantiated billing report. A user can see the image by selecting the hyperlink and entering guest credentials into the MYOB Advanced sign-in page. As a result, the user does not need to download, compress, and send large file attachments.

Supported Billing Types

The functionality supports the following types of project billing:

- Progress billing
- Time and Material billing
- Cost Plus billing

Configuring the System for the Substantiated Billing Report

To be able to use the Substantiated Billing report (shown in the screenshot below), perform the following steps:

1. On the Attributes screen (CS205000), create an attribute with the following settings:
    - **Attribute ID**: `APPID`
    - **Description**: `Application Link`
    - **Control Type**: *Text*
    - **Reg. Exp.**: Enter the URL of the site from which the hyperlinks will launch. Make sure to include the forward slash at the end of the URL, for example, `https://companyname.myobadvanced.com/` or `https://companyname.myobadvanced.com/instancename/`
2. In the Substantiated Billing report, enter the project and the billing period range from which costs should be listed.
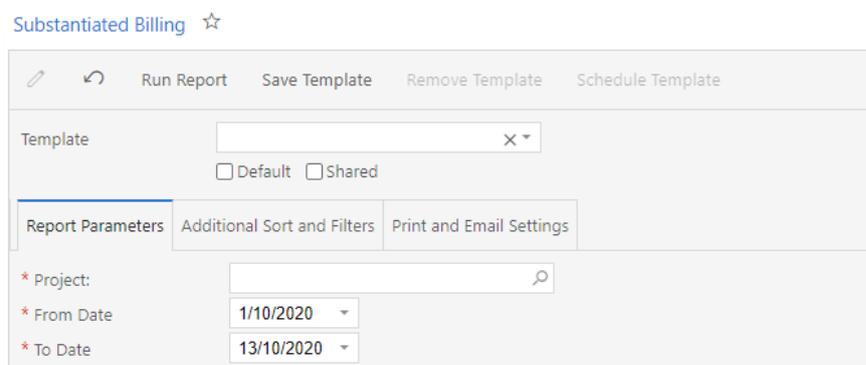
Figure: Substantiated Billing report

Integration with Weather Services

Integration with an external weather service can be set up so that weather conditions are automatically loaded for daily field reports that haven't been completed yet.

Configuring Integration with an External Weather Service

MYOB Advanced Construction Edition supports integration with the following weather services:

- OpenWeatherMap
- WeatherBit
- AccuWeather

> **Note:** Each of the weather services provides only a limited number of free API calls. For details, see the descriptions of available subscriptions for the particular service.

Before an administrator starts configuring the integration with an external weather service, he or she needs to subscribe for the service and receive an API key.

On the **Weather Service Integration Settings** tab of the Project Management Preferences screen (PJ101000), shown in the screenshot below, the **Enable Weather Service Integration for Daily Field Reports** check box should be selected so that the other settings on the tab become available.

Figure: Weather Service Integration Settings tab

The following settings should be specified for correct integration with the selected weather service:

- **Weather API Service**: The weather service to be integrated with the daily field reports.
- **Weather API Key:** The API key provided by the weather service after subscription for that service has been activated.
- **UOM Format**: The format, metric or imperial, for representing the numerical values of temperature, wind speed, and precipitation.

- **Request By**: The parameters to be used in an API call for automatic retrieval of the weather conditions for the project site. These parameters are defined by the settings of the related project, which are specified in the Project Properties group of settings on the Summary tab of the Projects screen (PM301000). The following options are available:
  - *Zip Code and Country*: Information about weather conditions is retrieved for a combination of country and zip code. This option is available only for OpenWeatherMap and WeatherBit.
  - *City and Country*: Information about weather conditions is retrieved for a combination of country and city. This option is available only for OpenWeatherMap and WeatherBit.
  - *Geographic Location*: Information about weather conditions is retrieved for a set of coordinates (latitude and longitude) that define the site location. This option is available for all three supported weather services.

To verify that correct settings have been specified and that the selected weather service responds to the API calls, an administrator should click **Test Connection**. A green check mark appears on the screen toolbar if the test connection is successful.

The **Enable Weather Processing Log** check box indicates, if selected, that all API calls to the external weather service and all responses from that service are logged on the Daily Field Report Weather Processing Log screen (PJ404000)—see "Weather Services Screens" on page 68 below for details about the screen.

In the **Weather Processing Log Term (Days)** box, an administrator specifies the number of days after which the records from the processing log appear on the Clear Daily Field Report Weather Processing Log screen (PJ504010)—see "Weather Services Screens" on page 68 below for details about the screen. This box is available only if the **Enable Weather Processing Log** check box is selected.

Changes to the Projects Screen

The following settings that specify the site location are available in the Project Properties group of settings on the Summary tab of the Projects screen (PM301000), as shown in the screenshot below:

- **City**: The city of the project site's location
- **Country**: The country of the site location
- **State**: The state or province of the site location
- **Postal Code**: The postal code of the site location
- **View on Map**: A button that opens the site location on the map specified on the Site Preferences screen (SM200505)
- **Latitude**: The latitude of the site's geographic location
- **Longitude**: The longitude of the site's geographic location

A combination of these settings is used as parameters of an API call sent to the weather service, depending on the option selected in the **Request By** box on the **Weather Service Integration Settings** tab of the Project Management Preferences screen (PJ101000).

Figure: Settings for the project site location

Changes to the Daily Field Report Screen

In the Summary area of the Daily Field Report screen (PJ304000), a group of elements displays the project site's location settings and the latest available information about the weather conditions (shown in the following screenshot), which is copied from the **Weather** tab.

On the table toolbar of the **Weather** tab, the **Load Weather Conditions** button has been added (also shown in the screenshot below). By clicking this button, the user loads the latest information about the weather conditions on the project site provided by the integrated weather service. Each time the user clicks the button, a new row is added to the table and the information about the weather conditions in the Summary area of the screen is updated correspondingly. The **Load Weather Conditions** button is available only if the **Enable Weather Service Integration for Daily Field Reports** check box is selected on the Weather Service Integration Settings tab of the Project Management Preferences screen (PJ101000) and only for the daily field reports that are on hold.

Figure: Weather elements on the Daily Field Report screen

Weather Services Screens

The following screens specific to weather conditions are available:

- *Load Daily Field Report Weather Conditions (PJ504000)*: On this screen, the user can process selected or all listed daily field reports. As a result, information about weather conditions at the project sites is loaded to the processed daily field reports. Only daily field reports with the *On Hold* status and with the date matching the current business date are listed on the screen.

  The screen is available only if the integration with a weather service is properly configured on the Project Management Preferences screen (PJ101000).
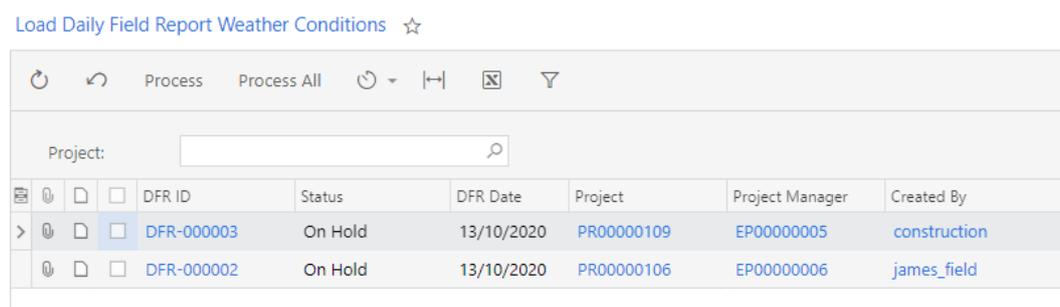
Figure: Load Daily Field Report Weather Conditions screen

- *Daily Field Report Weather Processing Log (PJ404000)*: On this screen, the user can review the weather processing log to see if information about weather conditions has been successfully loaded to daily field reports. Each record in the log corresponds to one API call to the selected weather service. By using the filters in the Selection area, the user can filter records by project and weather service or choose to view errors only. In the **Body Request** column, the entire body of an API call to the external system is logged, and in the **Response Body** column, the full response from the external system is logged.

  The screen is available only if integration with a weather service is properly configured and the **Enable Weather Processing Log** check box is selected on the Weather Service Integration Settings tab of the Project Management Preferences screen.
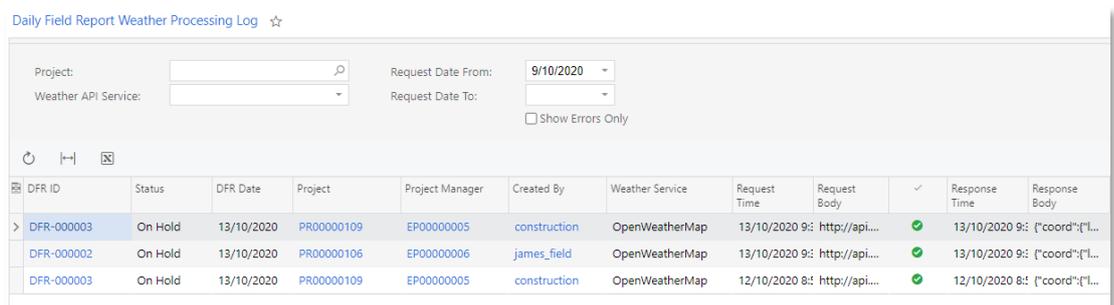

Figure 15: Daily Field Report Weather Processing Log screen

- *Clear Daily Field Report Weather Processing Log (PJ504010)*: The table on this screen includes all records from the processing log that are older than the number of days specified in the **Weather Processing Log Term (Days)** box on the **Weather Service Integration Settings** tab of the Project Management Preferences screen. These records can be permanently deleted so that the log does not grow uncontrollably. The user can mass delete the selected or all listed records on this screen, or an automation schedule can be set up.

  The screen is available only if integration with a weather service is properly configured and the **Enable Weather Processing Log** check box is selected on the Weather Service Integration Settings tab of the Project Management Preferences screen.

Taxable Payment Reporting (TPAR)

Australia only

Australian businesses in the building and construction industries that make payments to contractors for building and construction services are required to report these payments to the Australian Tax Office (ATO) on the "Taxable payments annual report" (TPAR).

See "Taxable payments annual report (TPAR)" on the ATO website for more information.

This release introduces features that allow organisations to track taxable payments in MYOB Advanced and report them on the Taxable payments annual report.

> **Note:** MYOB Advanced supports the use of document-level inclusive and exclusive GST in the transactions reported.

Enabling Payment Tracking

Tracking payments for TPAR reporting can be turned on or off at several levels in the MYOB Advanced System. The Supplier Classes screen (AP201000) contains a new **Track for TPAR** option—when this option is ticked, any new suppliers that are created with this class will track payments for TPAR by default. A new **Apply TPAR to all Suppliers** toolbar button is available to apply the current **Track for TPAR** setting to all suppliers of this class:
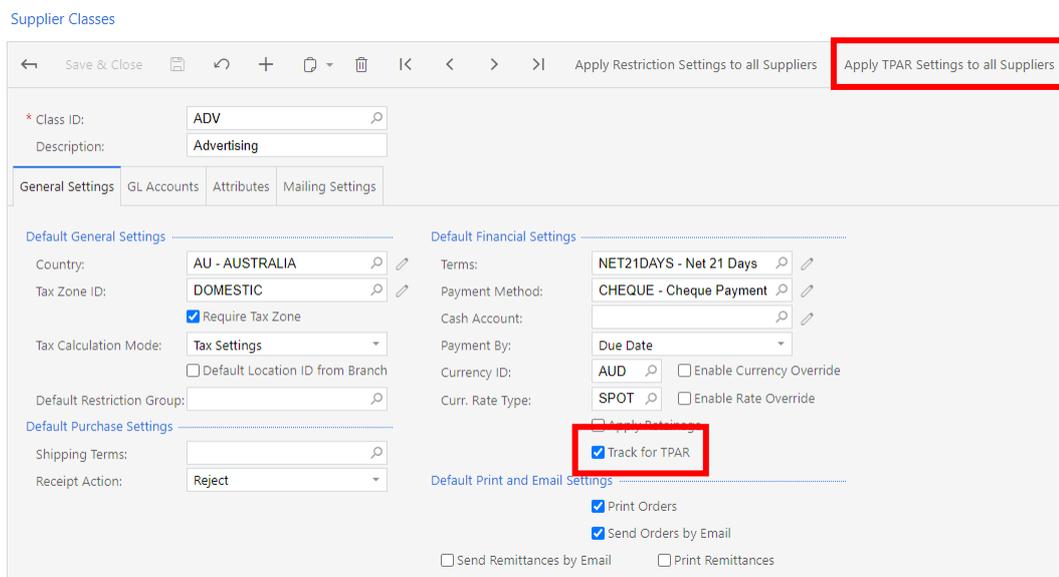
The **Track for TPAR** setting can be set for individual suppliers on the Suppliers screen (AP303000). When **Track for TPAR** is ticked, extra fields become available:

The **ABN** field should contain the Australian Business Number that will be used for this supplier when filing the TPAR. The ABN entered here will be used for TPAR reporting only.

The **TPAR Location** field is an optional setting that lets you specify a location to use for TPAR reporting, to determine address, contact and banking details for the supplier. You can use this if you've set up a specific location with an ATO-registered address details for TPAR.

Tracking Payments

A **Track for TPAR** option has been added to the Bills and Adjustments screen (AP301000). When **Track for TPAR** is ticked for a supplier, any bills raised for that supplier will also have their **Track for TPAR** option ticked; however, you can change this option for individual bills as necessary. Once a bill is released, the **Track for TPAR** option becomes read-only, but it is still possible to change its status using the new **Track for TPAR** / **Stop tracking for TPAR** actions:

These new actions allow you to turn on tracking for historical payments from the current financial year that were released before the MYOB Advanced system was upgraded to 2020.4.

> **Note:** You can also track historical bills on the new TPAR Review Supplier Payments inquiry screen—see page 73.

On the Cheques and Payments screen (AP302000), the table on the Documents to Apply tab has a new read-only **Track for TPAR** column, which shows the TPAR status of all bills included in the payment:
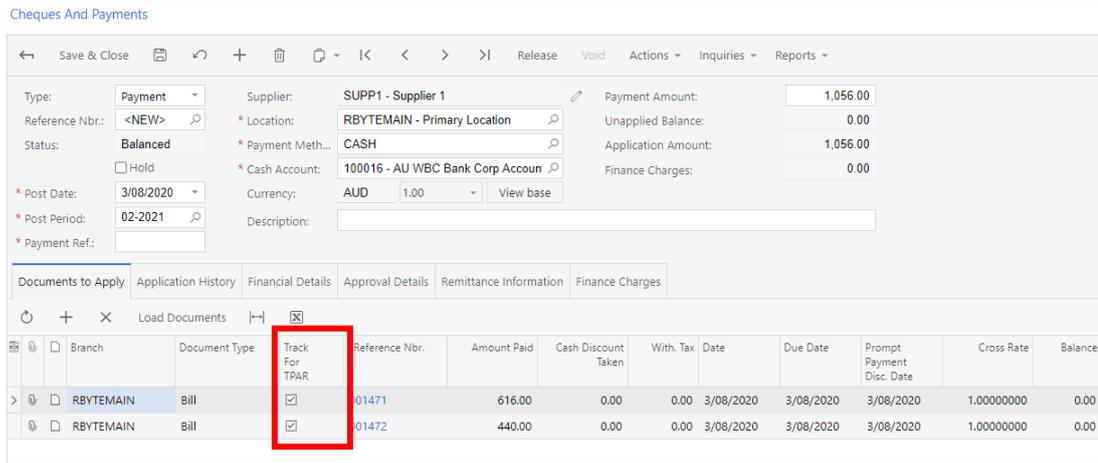
TPAR Reporting

This release adds two inquiries and two reports, which let you view detailed and summary information about TPAR payments and produce the TPAR report for sending to the ATO.

> **Note:** These inquiries and reports always reports on a single financial year: 1 July – 30 June. The system check payments' **Post Date** field to see if they should be included in the TPAR report for a year—the **Post Period** is not used.

TPAR Summary

The TPAR Summary inquiry (MBTX4010) displays data for a selected company and financial year, and allows you to generate a TPAR file for submission to the ATO. It shows a summary of TPAR amounts for each supplier:

Clicking on the amount in the **TPAR Amount** column opens the TPAR Review Supplier Payments inquiry in a separate window, showing details of the payments included in the selected supplier's TPAR amount (see page 73).

To produce a TPAR file for submission to the ATO, us the options in the **Export TPAR File** dropdown:

- **Validate TPAR file** – Validates all the data in the submission file to ensure the correct address, name, bank, ABN etc information is valid for submission to the ATO. A text file is created, which will either list any data that needs to be updated for each supplier, or a message saying that the validation was successful.
- **Generate TPAR file** – Generates a TPAR export file for the selected company and year. This file can then be lodged with the ATO—see "Lodging your TPAR" on the ATO website for details.

> **Note:** You do not have to validate the file before generating it, but we strongly recommend that you do.

This screen also has a **Reports** dropdown, which gives access to the TPAR Summary Report and TPAR Details Report (see page 73).

TPAR Review Supplier Payments

The TPAR Review Supplier Payments inquiry screen (MPTX4011) shows all payments for the selected company and supplier over the selected financial year. Individual transactions, can be marked as tracked or not tracked for TPAR:

> **Note:** The **Amount Paid** column shows the amount that is eligible for TPAR, less any withholding payment amount.

The **Reports** dropdown gives access to the TPAR Details Report for the selected supplier (see page 74).

TPAR Summary Report

The TPAR Summary Report (MBTX6040) provides a printable report that shows the same data that appears on the TPAR Summary inquiry screen:

TPAR Details Report

The TPAR Details Report (MBTX6041) provides a printable report that shows the TPAR-tracked transactions for a specific supplier, as they would appear on the TPAR Review Supplier Payments screen:

Taxable Payments for Suppliers						Financial Year 2021

Rapid Byte Head Quarters
301 Sussex Street

Melbourne

ABN: 12345677298

Supplier 1
ABN: 88 888 889

Date	Source	Ref. Number	Description	Amount Paid	GST Paid	Withholding Tax
3/08/2020	Bill	001198		440.00	40.00	0.00
3/08/2020	Bill	001198		616.00	56.00	0.00
21/07/2020	Bill	000154		610.50	55.50	0.00
				1,666.50	151.50	0.00