

# MYOB Advanced

## Release Notes

2018.1.0

myob

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# Introduction

Welcome to the 2018.1 release of MYOB Advanced. The purpose of this document is to provide essential information on the changes included in this release that affect organisations who are involved in developing reports, customisations and integrations for the MYOB Advanced system.

## Release Notes

### Distribution

#### Ability to Use Sales Orders and Purchase Orders Without Inventory Setup

A new Inventory feature switch has been added to the Standard Distribution group on the Enable/ Disable Features form (CS.10.00.00). With this feature enabled, a user can maintain stock items in the Inventory module and use the Sales Orders, Purchase Orders, and Purchase Requisitions modules of the Distribution suite for creating and processing documents that may include stock items.

If the MYOB Advanced license does not include the Inventory feature, most of the forms of the Inventory module are not available. A user will be able to use other modules of the Distribution suite for creating and processing documents with non-stock items and services only. Specifically, the following types of documents with non-stock items and services can be created and processed if the Inventory feature is not enabled:

- Sales orders and Sales Orders invoices
- Purchase orders
- Purchase requests and purchase requisitions (if the “Purchase Requisitions” feature is enabled on the Enable/Disable Features form)

Also, the following additional features of the Distribution suite can be enabled and used if the Inventory feature is not enabled:

- Multiple Units of Measure
- Blanket and Standard Purchase Orders
- Custom Order Types
- Purchase Requisitions

#### Other User Interface Changes

The Volume UOM and Weight UOM settings have been moved from the Inventory Preferences form (IN.10.10.00) to the Branches form (CS.10.20.00).

## Enhanced Tracking Item Quantities

Under some circumstances, the following problems could occur, which would result in incorrect item quantities in inventory:

- The system was not able to create an inventory issue when a Sales Orders invoice was released.
- The user could issue an item quantity of the SO Shipped allocation type (the quantity that was selected in a confirmed shipment) directly from the Inventory module by creating and releasing an inventory issue on the Issues form (IN.30.20.00).
- A shipment created for returned goods could increase the item quantity available for shipping on the Inventory Allocation Details form (IN.40.20.00) if the Include Qty. on Returns check box was selected in the availability calculation settings of the applicable item class on the Item Classes form (IN.20.10.00).

The internal logic the system uses to track item quantities in inventory has been enhanced to fix the possible issues with tracking item quantities.

## Changes in Posting to Inventory and Tracking Item Quantities

The following changes have been made to the processes of releasing and posting documents and tracking item quantities:

- The creation of an inventory issue and the release of a Sales Orders invoice are now performed in a single operation with the Release Invoice action on the Invoices (SO.30.30.00) or Process Invoices and Memos (SO.50.50.00) forms. If the inventory issue cannot be created for the Sales Orders invoice for some reason, the system does not release the invoice. Now there is no need to schedule the execution of the Post Invoice to IN action.
- For mass-processing operations, such as releasing invoices or updating inventory, the system now always generates a separate inventory issue for each shipment. If an invoice that is being released includes a part of a shipment, the system generates an individual inventory issue for this part.
- Now the system does not allow a user to release an inventory issue, transfer, or adjustment that decreases an item's quantity directly in the Inventory module if the issued quantity exceeds than the Available for Issue Qty, which is calculated for stock items as the On Hand Quantity minus the SO Shipped Quantity.
- When an inventory issue is created from a shipment or from an invoice and is saved with the Balanced status, the system now does not change items' allocation type to IN Issues—that is, the allocation type remains SO Shipped. This prevents a direct issue of the allocated items from the Inventory module. The IN Issues allocation type is now assigned to only the items that are selected in the inventory issues created directly from the Inventory module.
- A shipment created for returned goods or a sales order of the Credit Memo type does not increase the item quantity available for shipping on the Inventory Allocation Details form (IN.40.20.00) if the Include Qty. on Returns check box was selected in the availability calculation settings of the applicable item class on the Item Classes form; the Include Qty. on Returns setting now affects only the calculation of the available quantity.

## User Interface Changes

The following changes have been made to the user interface:

- The Post Invoice to IN action has been removed from the Invoices form, although it is still available on the Process Invoices and Memos form (SO.50.50.00).
- The Consolidate Documents on Updating IN setting has been removed from the Sales Order Preferences form (SO.10.10.00).
- The Update IN action, which has been used to update the inventory before creation of the invoice, becomes obsolete but is still available on the Shipments (SO.30.20.00) and Process Shipments (SO.50.30.00) forms.

## Enhanced Process of Posting to Inventory

When a Sales Orders invoice is processed, the costs and corresponding revenues can now be recorded to the same financial period, regardless of when the inventory issue is generated. Previously, when a Sales Orders invoice was released, the system always assigned the shipment date and the corresponding financial period to the inventory issue if it was created during the process of releasing the invoice. If the post period of the Sales Orders invoice was different from the period of the inventory issue, the COGS and revenues could have been recorded to different financial periods, causing an incorrect income statement for the issue period. To avoid this situation, the logic used for generating and posting inventory issues on release of sales invoices has been improved.

To help users review documents for which inventory issues have not been created yet, the new Unposted to IN Documents report (IN.65.65.00) has been introduced (see the screenshot below). The report is available in the Reports > Audit section of the Inventory module.

Unposted to IN Documents				
Company:	Revision Two HQ	From Period:	04-2013	
User:	admin, admin	To Period:	04-2013	
Doc. Type	Ref. Nbr.	Doc. Date	Period	Status
Shipment	801281	4/3/2013	04-2013	Confirmed
Shipment	801282	4/22/2013	04-2013	Confirmed
Invoice	8R984558	4/29/2013	04-2013	Balanced
Invoice	8R984263	4/30/2013	04-2013	Balanced

## The Post Period of the Inventory Issue

Now users can configure the following processes in the system (so that in either case, the financial period of the costs will match the financial period of the corresponding revenues):

- Updating the inventory as of the shipment date: A user can run the Update IN process on the Shipments (SO.30.20.00) or Process Shipments (SO.50.30.00) forms to create inventory issues from confirmed shipments with the post period of the inventory issue as of the shipment date. In this case, we recommend that the user specify the Shipped-Not-Invoiced account on the Sales Orders Preferences form (SO.10.10.00); the system will temporarily post to this account the issued costs until the invoice for the sale is processed. On release of the Sales Orders invoice prepared for the shipment, the system will create a General Ledger transaction that clears the shipped-not-invoiced amount and posts the costs and revenues to the same financial period.

**Note:** The system will show a warning when a user performs the Update IN action on the Shipments (SO.30.20.00) or Process Shipments (SO.50.30.00) forms if the Use Shipped-Not-Invoiced Account and Use Shipment Date for Invoice Date check boxes are both cleared on the Sales Orders Preferences form (SO.10.10.00); the warning will notify the user that the revenue might be posted to a financial period that does not match the COGS period.

- Updating the inventory as of the invoice date: In this case, the user does not need to run the Update IN process; inventory issues are automatically generated on release of the corresponding Sales Orders invoices. The system generates the inventory issues with the post period and date of the Sales Orders invoices, so that the costs and revenues match the financial period on the income statement.

For more information, see “Shipment Processing Options” in the MYOB Advanced User Guide.

### New Report for Reviewing Documents That Haven't Been Posted to Inventory

A new Unposted to IN Documents report (IN.65.65.00) has been introduced. A user can generate this report from the Close Financial Periods form (IN.50.90.00) or open it directly from the Reports > Audit section in the left pane, and review the list of documents that need to be posted to the Inventory module. This report is for informational purposes; the user can close financial periods without cleaning the report. The report lists the following documents whose document dates belong to the specified range of periods:

- Unreleased Sales Orders invoices having lines with stock items for which no inventory transactions have been posted to the Inventory module.
- Confirmed shipments for which no invoice has been created and no inventory transaction has been posted to the Inventory module.

### Item Class Hierarchy

With MYOB Advanced, users can now configure multi-segment item class IDs so that each segment defines a nested level of hierarchy. Thus, a user can set up item classes as a tree-like structure with parent-child relationships between item classes. Some other settings related to item class configuration have also been redesigned.

#### Defining the Hierarchy of Item Classes

The new INITEMCLASS segmented key, to which the item class entity is linked, has been added to the system. This segmented key can consist of one segment or multiple segments, each defining a nested level of hierarchy. For a detailed description of segmented keys, see “Identifier Segmentation” in the MYOB Advanced User Guide.

The Item Class Tree pane has been added to the Item Classes form (IN.20.10.00); this tree view shows the hierarchical structure of item classes configured in the system:



Melbourne ▾ Item Classes ★

Item Class Tree

- DESKTOPS\*\* Desktops
- HW\*\*\*\*\* Hardware
- LABOUR\*\*\*\* Labour
- LAPTOPS\*\*\* Laptops
- MAINBOAR\*\* Main Board
- MCHAR\*\*\*\*\* Miscellaneous Charges
- MISC\*\*\*\*\* Miscellaneous
- MKT\*\*\*\*\* Marketing Materials
- NETEQUIP\*\* Network Equipment
- NONSTKDFT\* Non Stock Item Default Class
- NSMAT\*\*\*\*\* Non-Stock Material
- PERIFERY\*\* Peripheral Items
- PRINT\*\*\*\*\* Printers
- SERVERS\*\*\* Servers
- SOFTWARE\*\* Software
- SPARE\*\*\*\*\* Spare Parts
- STMAT\*\*\*\*\* Stock Materials
- STOCKDFT\*\* Stock Default Class

\* Class ID: DESKTOPS - Desktops

Description: Desktops

General Settings | Replenishment Settings | Subitem / Restriction

General Settings

Stock Item

Allow Negative Quantity

Item Type: Finished Good

Valuation Meth... FIFO

Tax Category: DEFAULT - Default - Attracting GST

Posting Class: DESKTOP - Desktop

Lot/Serial Class: SERIALRECV - Track Serial When Rece

Price Class:

Default Wareh...:

\* Availability Cal...: DESKTOPS - Desktops

The new Inventory by Item Class form (IN.40.80.00) has been added. On this form, a user can inspect the item class hierarchy and review which inventory items belong to a particular item class. Also on this form, a user can perform mass-change of the item class for multiple inventory items.

For details on configuring and using the hierarchical structure of item class IDs, see the “Hierarchy of Item Classes” topic in the User Guide.

## Specifying Default Item Classes

The Default Item Class setting on the Inventory Preferences form (IN.10.10.00) has been split into two settings. Now a user can define separate item classes as the default for stock items in the Default Stock Item class box, and as the default for non-stock items in the Default Non-Stock Item Class box.

## Configuring Availability Calculation Rules

The Availability Calculation section of the Item Classes form (IN.20.10.00) has been replaced with a single Availability Calculation box in which a user specifies the availability calculation rule that applies to the item class. The new Availability Calculation Rules form (IN.20.15.00) has been added, on which a user can configure the availability calculation rules.

## Other User Interface Changes

The following changes have been made to the user interface:

- On the Physical Inventory Types form (IN.20.89.00), the By Item Classes generation method has been added; the Item Class Selection tab (which is displayed if this method is selected) now allows a user to specify one item class or multiple item classes. (The Item Classes box has been replaced with the Item Classes table.)
- An Item Class ID box has been added to the Summary area of the Prepare Replenishment form (IN.50.80.00).
- The Inventory Balance (IN.61.50.00), Inventory Valuation (IN.61.55.00), and Sales Profitability by Item Class and Item (AR.67.40.00) reports now support hierarchical ordering of item classes.

### Non-Invoiceable Expense Lines in Drop-Ship Purchase Orders

Users can now add expense lines to drop-ship purchase orders and purchase receipts to process extra charges that do not need to be invoiced to the customer. In particular, the system supports the following drop-ship order workflow when charges such as this are involved:

1. A user creates a drop-ship purchase order for goods ordered by a customer. To the purchase order, the user adds the expense line that has been additionally claimed by the vendor and that is not supposed to be invoiced to the customer. To add this expense line, the user should select a non-stock item for which both the Require Shipment and Require Receipt check boxes are cleared on the Non-Stock Items form (IN.20.20.00).
2. When the user prepares the Sales Orders invoice for the drop-shipped goods, the expense line is not invoiced. When the Sales Orders invoice is released, the system generates the General Ledger transaction for the sales revenue and for the cost of the drop-shipped goods.
3. The user enters the Accounts Payable bill; the system copies the expense line to the bill. When the Accounts Payable bill is released, the system creates the General Ledger transaction to the expense account of the non-stock item.

For more information, see “Drop-Ship Order Flow” in the MYOB Advanced User Guide.

## Processing of Service Lines in Purchase Orders via Purchase Receipts

To streamline the purchase order billing process, users can have the system copy the service lines (the lines with non-stock items for which the Require Receipt check box is cleared on the Non-Stock Items form (IN.20.20.00)) from purchase orders to purchase receipts without processing them via accrual. To set up the system to copy these lines for purchase orders, users can select the corresponding check box on the Purchase Orders Preferences form (PO.10.10.00), which is one of the following:

- **Process Service Lines from Normal Purchase Orders via Purchase Receipt**  
By default, this check box is cleared and the system works as it did before: Service lines are not copied from a purchase order to the corresponding purchase receipt; they also cannot be added manually to the purchase receipt by clicking Add PO or Add PO Line on the toolbar of the Documents Details tab of the Purchase Receipts form (PO.30.20.00). Service lines are billed directly from the purchase order. After an Accounts Payable bill has been prepared for a purchase order line, it is not possible to create a second unreleased bill for this line.  
  
If this check box is selected, service lines are copied to a purchase receipt prepared for a purchase order that includes these lines; these lines cannot be billed directly from the purchase order.
- **Process Service Lines from Drop-Ship Purchase Orders via Purchase Receipt**  
By default, this check box is cleared and the system works as it did before: Service lines are not copied from a drop-ship order to the corresponding purchase receipt; they also cannot be added manually to the purchase receipt by clicking Add PO or Add PO Line on the toolbar of the Documents Details tab of the Purchase Receipts form (PO.30.20.00). Service lines are billed directly from the drop-ship order. After an Accounts Payable bill has been prepared for a purchase order line, it is not possible to create a second unreleased bill for this line.  
  
If this check box is selected, service lines are copied to a purchase receipt prepared for a drop-ship order that includes these lines; these lines cannot be billed directly from the drop-ship purchase order.

For more information, see "Purchase Order Processing Options" and "Drop-Ship Order Flow" in the MYOB Advanced User Guide.

### Straightforward Line Completion Rules for Lines of the Service Type

Service lines in purchase orders are now closed based on the Complete PO Line setting of the non-stock item selected in the line. The Complete PO Line rule is preserved in the purchase order line and is not changed if the user changes the setting for the corresponding non-stock item; that is, the lines of the existing purchase orders are closed based on the settings that were specified when the purchase order was entered. The following completion rules have been introduced:

- A line with the By Quantity setting is closed in any of the following cases:
  - The purchase receipt with the full quantity of the order line has been released. The Complete PO Line check box is selected automatically for the purchase receipt line on the Purchase Receipts form.

- The purchase receipt with a partial quantity of the order line has been released, and the Complete PO Line check box has been manually selected for the purchase receipt line on the Purchase Receipts form.
- The Accounts Payable bill has been released, and the billed quantity is greater than or equal to the purchase order line quantity of all released Accounts Payable bills that refer to this line.
- A line with the By Amount setting is closed in either of the following cases:
  - The purchase receipt has been released, and the Complete PO Line check box has been manually selected for the purchase receipt line on the Purchase Receipts form.
  - The Accounts Payable bill has been released and the billed amount is greater than or equal to the purchase order line amount of all released Accounts Payable bills that refer to this line.

## Unit of Measure and Pricing Improvements

The pricing mechanism has been significantly improved to give users more ways to configure sales and vendor prices. The main changes are described in the sections below.

### Configuring Warehouse-Specific Prices

Now a user can define sales and vendor prices for each warehouse. The tables on the Sales Prices (AR.20.20.00), Sales Price Worksheets (AR.20.20.10), Vendor Prices (AP.20.20.00), and Vendor Price Worksheets (AR.20.20.10) forms now have the Warehouse column, in which a user can specify the warehouse to which the price applies. If the warehouse is not specified, the price applies to all warehouses defined in the system. The warehouse-specific price has a higher priority than a price of the same type that is not specific to a warehouse. For details about price priority, see “Multiple Price Lists” and “Vendor Price Lists” in the MYOB Advanced User Guide.

### Uploading Prices by Alternate IDs

Users can now specify inventory items by their alternate IDs on the Sales Prices, Sales Price Worksheets, Vendor Prices, and Vendor Price Worksheets forms. A user can make it possible to upload prices in worksheets by alternate IDs instead of item IDs and to create alternate IDs from worksheets by selecting the following new settings:

- The Load Sales Prices by Alternate ID check box on the Price/Discount Settings tab of the Accounts Receivable Preferences form (AR.10.10.00).
- The Load Vendor Prices by Alternate ID check box on the Price/Discount Settings tab of the Accounts Payable Preferences form (AP.10.10.00).

For more information, see “Item Cross-References” in the MYOB Advanced User Guide.

### Specifying a Price Adjustment Multiplier

The system now provides the ability to keep and update the sales price for only one unit of measure, and to configure the system to update the prices for other units of measure automatically based on this price. To enable this ability, a user needs to select the new Use a Price Adjustment Multiplier check box on the General Settings tab of the Sales Orders Preferences form (SO.10.10.00). After that, the adjustment multiplier can be specified in the Price Adjustment Multiplier column on the General Settings tab of the

Stock Items form (IN.20.25.00) (for stock items) or the Non-Stock Items form (IN.20.20.00) (for non-stock items). For details, see “Units of Measure and Conversions” in the MYOB Advanced User Guide.

### Specifying Cross-Reference Units of Measure

The table on the Cross-Reference tab of Stock Items and Non-Stock Items forms has been extended with the UOM column. If an alternate ID has the cross-reference unit of measure specified in this column, this unit of measure (UOM) will be used in any document in which a user specifies the inventory item by using this alternate ID. If the alternate IDs have this column empty, then the default unit of measure (the sales unit of measure for Accounts Receivable and Sales Orders documents, and the purchase unit of measure for Accounts Payable and Purchase Orders documents) will be used in documents.

For more information, see “Item Cross-References” in the MYOB Advanced User Guide.

### Calculating Discounts in Different Units of Measure

The new Apply Quantity Discounts To box has been added to the Discount Application section on the Price/Discount Settings tab of the Accounts Receivable Preferences (AR.10.00.00) and Accounts Payable Preferences (AP.10.000.0) forms. If “Base UOM” is selected in this box, the quantity discounts are applied to the base quantity in the document; free items are also added in the base UOM. If “Document Line UOM” is selected, the system applies quantity discounts based on the quantity in the units of measure specified in the document line; free items are also added in the document line UOM. For details, see “Discount Application” and “Calculation of Vendor Discounts” in the MYOB Advanced User Guide.

The Sales Orders (SO.30.10.00), Invoices (SO.30.30.00), Purchase Orders (PO.30.10.00), Purchase Receipts (PO.30.20.00), Invoices and Memos (AR.30.10.00), and Bills and Adjustments (AP.30.10.00) forms have been extended with the Base Qty. column, which shows the quantity in the base UOM of the inventory item specified in the document line.

### Other User Interface Changes

The following changes have been made to the user interface:

- The Price/Discount Settings tab added to the Accounts Payable Preferences form (AP.10.00.00). The Vendor Price Update box has been moved from the Purchase Orders Preferences form (PO.10.10.00) to the Accounts Payable Preferences form. The Price Retention section of settings has been moved from the General Info tab to the Price/Discount Settings tab of the Accounts Payable Preferences form.
- The Ignore Line Discounts if the Customer-Specific Price is Available check box on the Accounts Receivable Preferences form (AR.10.00.00) has been replaced with the Apply Line Discounts to Prices Specific To group of check boxes. By selecting or clearing these check boxes, the user can specify whether the system should apply line discounts to prices specific to the customer or to the customer price class.
- The Apply Line Discount To setting on the Accounts Receivable Preferences form has been renamed to Line Discount Basis.

## Advanced Processing of Sales Orders Invoices

In MYOB Advanced 2018.1, a new Advanced SO Invoices feature has been added to the Enable/Disable Features form (CS.10.00.00) (listed in the Advanced Distribution group). With this feature enabled, a user can add stock items directly to a Sales Orders invoice without creating and processing an associated sales order and shipment.

To an advanced SO invoice, a user can add both sale and return lines. To reflect inventory movements, a user can link a sale line to an opened line of the sales order, and link a return line to the original sales invoice. The system updates inventory when a user releases such an advanced Sales Orders invoice (which can be created without processing a shipment). The Advanced SO Invoices feature is to be used with external POS (point of sale) system integration to simplify the processing of direct sales. For more information, see Point-of-Sale Integration.

### Stock Items in Sales Orders Invoices

If the Advanced SO Invoices feature is enabled, when a user enters a document of any type on the Invoices form (SO.30.30.00), the user can now add lines with stock items on the Document Details tab. A sale line can be linked to a sales order or not linked to any sales order. A return line can be linked to the original sales invoice. In documents of the Invoice and Credit Memo type created on this form, a user can enter positive and negative quantities (see the screenshot below). Thus, the user can process the sale and return of stock items in one invoice. When the system creates a batch of General Ledger transactions for the invoice, lines with negative quantities are processed as lines of the reversing documents.

Melbourne ▾ Invoices ★

Notes Activities Files Notifications Customisation Tools ▾

Save & Close [Icons] Actions ▾ Reports ▾

Type: Invoice \* Customer: ABARTENDE - BA Industries GST Exempt To... 0.00  
 Reference Nbr.: 002490 \* Location: MAIN - Primary Location GST Taxable To... 111.15  
 Status: Balanced Currency: AUD 1.00 View base Balance: 122.28  
 \* Date: 2/11/2017 \* Terms: 30THMONTH - 30th of Month Prompt Payme... 2.45  
 \* Post Period: 05-2018 \* Due Date: 30/12/2017 \* Prompt Payme... 20/12/2017  
 \* Project: X - Non-Project Code. Description:

Document Details Tax Details Commissions Freight Details Financial Details Payment Information Billing Address Discount Details Applications Totals

+ Add Order View Schedule Reset Order [Icons]

Branch	Shipment Nbr.	Order Type	Order Nbr.	Inventory ID	Transaction Descr.	Warehouse	Location	Quantity	UOM	Lot/Serial Nbr.
MAIN	002735	SO	0003292	301CMPS...	80mm Hydro Bearing Case...	PER	R01C02	1.00	PC	
MAIN				301CMPS...	Tower Case - Metal Brush ...	MLB	R01C01L01	1.00	PC	
MAIN				301CMPS...	80mm Hydro Bearing Case...	MLB	R01C01L01	1.00	PC	

### Inventory Update from a Sales Orders Invoice

When a Sales Orders invoice is released, the system now generates an IN issue document and updates the inventory. If a stock item line in the Sales Orders invoice is linked to a sales order, the system also creates an automatically generated shipment line, which can be reviewed on the Shipments tab of the Sales Orders form (SO.30.10.00).

## Changes to the User Interface

The following changes has been introduced to the Invoices form (SO.30.30.00):

- New columns have been added to the Document Details tab:
  - Warehouse and Location: If the Multiple Warehouses or Multiple Locations feature is enabled on the Enable/Disable Features form (CS.10.00.00), these columns are required for Sales Orders invoice lines with stock items. If the user enters a Sales Orders invoice directly on the Invoices form (SO.30.30.00), this column is available for use. For Sales Orders invoices prepared from shipments and sales orders, the system fills in this column automatically.
  - Lot/Serial Nbr. and Expiration Date: If the Lot and Serial Tracking feature is enabled on the Enable/Disable Features form, these columns are required for Sales Orders invoice lines with lot- or serial-tracked stock items.
  - Inventory Ref. Nbr.: This column shows a link to the corresponding IN issue that updated the inventory.
  - Orig. Inv. Nbr. and Orig. Inv. Line Nbr: For the return lines, in this column, the system fills in a link to the original invoice and the line number.
- For the documents of the Credit Memo type, the Applications tab has been added.

## Quick Order Processing

In MYOB Advanced 2018.1, users can process an order in one click: the sequence of standard order processing actions is managed and launched from a single dialog box. The system performs selected steps and keeps the user informed on each step completion and outcome.

Users can enable quick processing and configure the list of actions selected by default for all order types, except for order types that are based on the quote and RMA order automation behaviours.

## Quick Processing Setup

Users enable the quick processing for an order type by selecting the Allow Quick Process check box on the Template Settings tab on the Order Types form (SO.20.10.00). The Quick Process Settings tab becomes visible on the form.

Melbourne ▾ Order Types ★ Notes Activities

---

Save & Close ↶ ↷ ↵ ↶ ↷

\* Order Type:   Active

Description:

Order Template:

General Settings **Template Settings** Quick Process Settings

Automation Behavior:

Default Operation:

AR Document Type:

Process Shipments

Require Lot/Serial Entry

Require Stock Allocation

Allow Quick Process

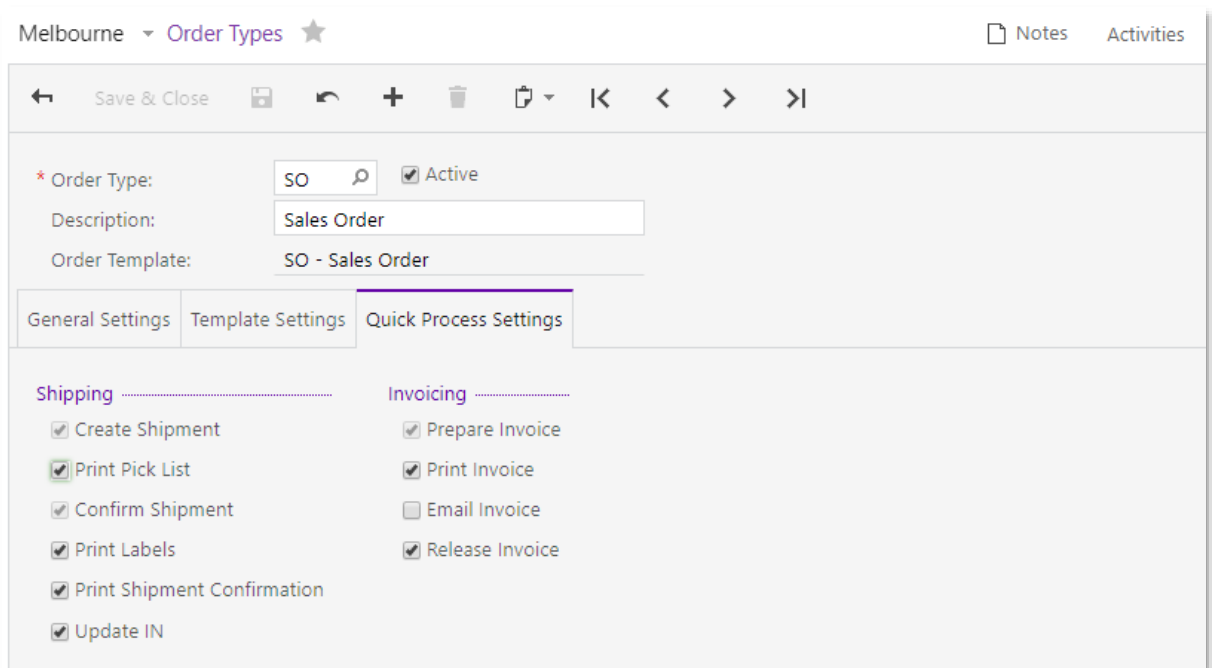
**Operations**

⌂ + ×

Operation	Inventory Transaction Type	Order Plan Type	Shipment Plan Type
> Issue	Invoice	Sales Order	SO Allocated

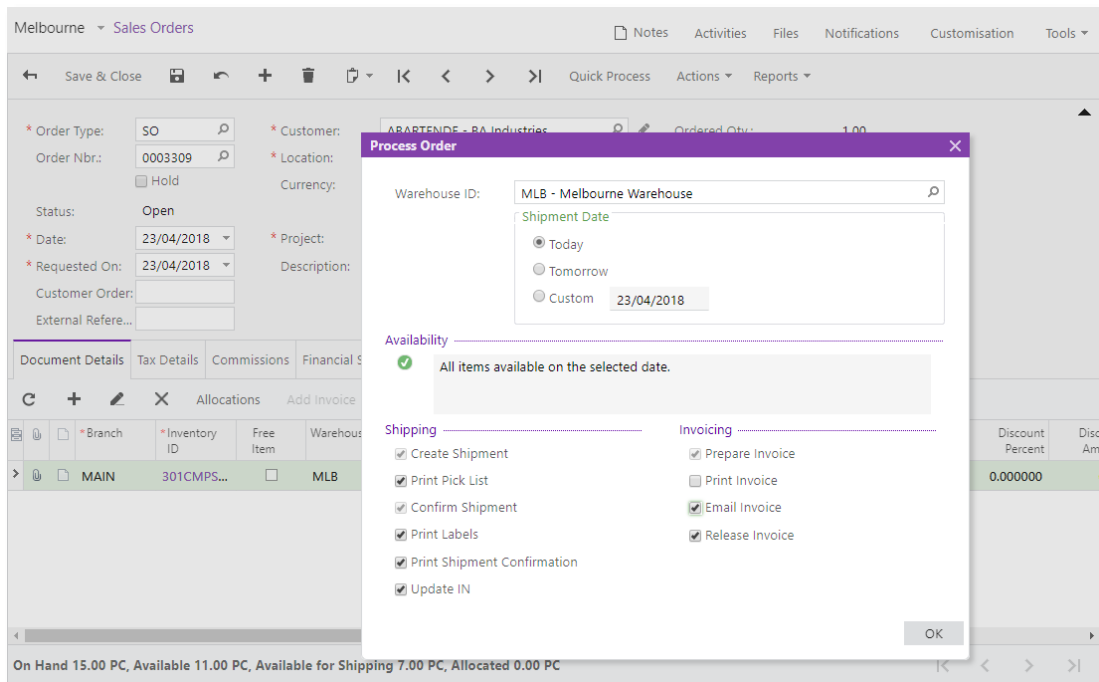


On the Quick Process Settings tab processing actions eligible for this type are listed. Users specify actions they want to be performed by default by selecting corresponding check boxes. The list of selected actions can be adjusted for each order processed.



## Quickly Processing an Order

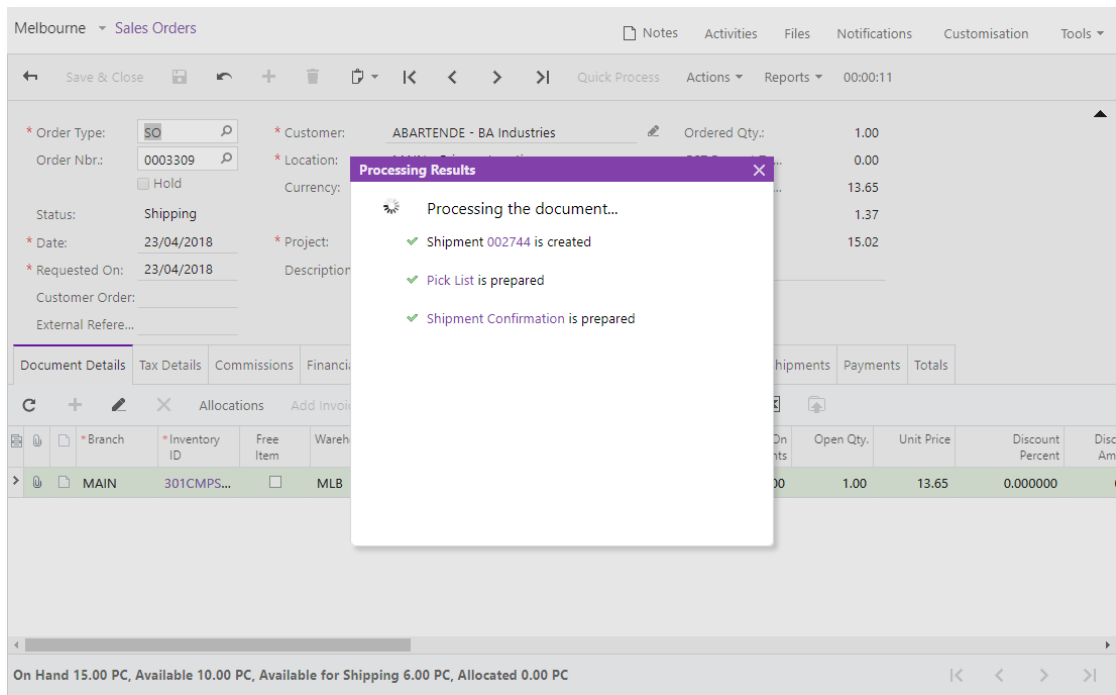
After users have completed the setup, the system will display the Quick Process button on the Sales Orders form (SO.30.10.00). Users can click the button for orders with the "Open" status, and the Process Order dialog box is displayed:



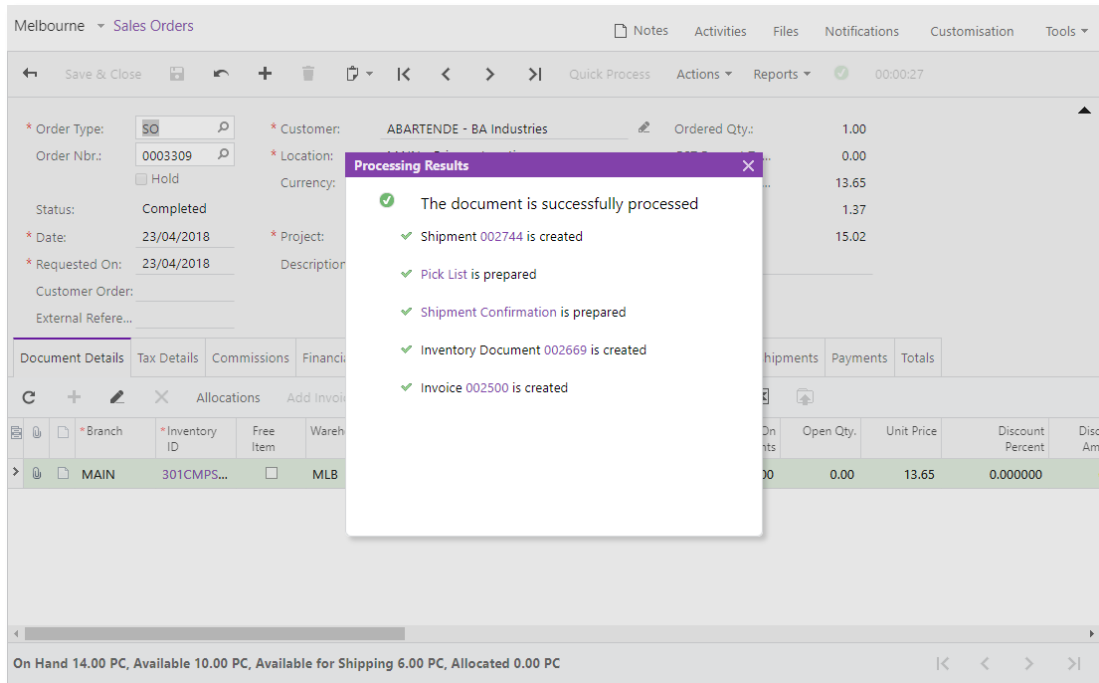
In the dialog box, users can change the shipment date if needed. The system will validate items availability for the specified date and display the result in the Availability section of the dialog box. In the following sections, users can adjust the list of processing steps to be performed by selecting or clearing corresponding check boxes.

**Note:** The system will warn users if printing and emailing preferences of the selected customer differ from the configured processing flow.

After reviewing the processing details, users click OK and the system launches processing of the order. During the processing the system notifies a user about each step completion and outcome.



After processing is complete users can view created documents by clicking document identifiers and send for printing prepared forms by clicking a corresponding form name. The system will open each link in a new tab, so users can easily return to the processing results.



The quick order processing is mostly intended for use by points of sales with a single warehouse.

Therefore, if a sales order contains items located in the different warehouses, users will need to run the quick processing for each warehouse. The next run of the quick processing for such a sales order is available after the shipment from the previous processing is completed.

Also, the sales order lines that are marked for PO will not be processed, as creation of a purchase order is not included.

## Retainage in Purchase Orders

A new Retainage Support feature has been added to the Enable/Disable Features form (CS.10.00.00) (listed in the Advanced Financials group of features). When this feature is enabled, the user can specify the retainage amount in a purchase order; when the Accounts Payable bill is created based on this order, the system will specify the retainage settings in the bill based on the purchase order settings. For the complete description of processing retains in Accounts Payable bills, see Finance: Retainage in Accounts Payable Bills and Accounts Receivable Invoices.

**Note:** The Retainage Support feature in Purchase Orders currently does not support multi-currency, group discounts, and document discounts.

## Defining the Retainage Amount in a Purchase Order

When entering a purchase order on the Purchase Orders form (PO.30.10.00), a user can select the Apply Retainage check box on the Other Information tab to indicate that the purchase order is subject to retainage. The document-level retainage percent, which is used by default in purchase order lines, is specified in the Retainage Percent box. (See the following screenshot.)

Melbourne ▾ Purchase Orders

Notes Activities Files Notifications

Save & Close [Icons] Actions ▾ Inquiries ▾ Reports ▾

Type:	Normal	* Vendor:	ARKTAK - Arktak Networks	Line Total:	838.80
Order Nbr.:	002224	* Location:	MAIN - Main Location	Discount Total:	0.00
<input checked="" type="checkbox"/> Hold		Owner:	EP00000046 - Brading James, Mr.	GST Exempt To...:	0.00
Status:	On Hold	Currency:	AUD 1.00	GST Taxable To...:	1,976.48
* Date:	14/12/2017	Vendor Ref.:		Tax Total:	98.83
Promised On:	16/12/2017			Retainage Total:	149.44
Description:				Order Total:	1,087.07

Document Details Tax Details Shipping Instructions Vendor Info Discount Details Receipts Change Orders **Other Information**

\* Branch: MAIN - Melbourne Open Quantity: 11.00  
 Sales Order Type: Open Amount: 624.76  
 Sales Order Nbr.:  
 Requisition Ref. Nbr.:  
 Prepayment Ref. Nbr.:  
 Workgroup ID:  
 Don't Print  Printed  
 Don't Email  Emailed  
 Apply Retainage  
 Retainage Percent: 20.000000

If needed, the user can override the Retainage Percent or Retainage Amount value of the purchase order in individual purchase order lines, as shown in the following screenshot:

The screenshot shows the 'Purchase Orders' form for 'Melbourne'. The 'Document Details' tab is active, displaying various fields for the purchase order, including Vendor (ARKTAK - Arktak Networks), Location (MAIN - Main Location), and Date (14/12/2017). A summary table on the right shows totals for Line Total, Discount Total, GST Exempt To..., GST Taxable To..., Tax Total, Retainage Total, and Order Total.

Description	UOM	Order Qty.	Qty. On Receipts	Unit Cost	Ext. Cost	Discount Percent	Discount Amount	Manual Discount	Discount Code	Retainage Percent	Retainage Amount	Amount
3Hz es1 Processor	TIN	12.00	6.00	42.18	506.16	0.000000	0.00	<input type="checkbox"/>		20.000000	101.23	404.93
3Hz es4 Processor	TIN	8.00	3.00	60.26	482.08	0.000000	0.00	<input type="checkbox"/>		10.000000	48.21	433.87

When an Accounts Payable bill is prepared on the Bills and Adjustments form (AP.30.10.00) for the purchase order, the retainage settings are copied from the purchase order to the bill as follows:

- The document-level retainage percent is copied from the purchase order summary to bill summary.
- The line-level retainage percentages are copied from the purchase order lines to the bill lines.
- The line-level retained amounts are copied from the purchase order lines that have been billed in full. For the purchase order lines that have been billed partially, the retained amounts in the bill are recalculated proportionally.
- The line amounts are recalculated on bill creation and are not copied from the purchase order.

## User Interface Changes in the Purchase Orders Module

For the purchase orders of the Normal, Blanket, and Standard types, an Apply Retainage check box has been added to the Other Information tab of the Purchase Orders form (PO.30.10.00). If this check box is selected, the purchase order is subject to retainage and the following UI elements appear on the form:

- The Retainage Percent box on the Other Information tab: The retainage percent specified in this box is applied to all newly added purchase order lines.
- The Retainage Percent and Retainage Amount columns on the Document Details tab: In these columns, users specify the retainage settings for purchase order lines.
- The Retainage Total box in the Summary area of the form: This is the total retainage amount for the purchase order. This box is shown for only purchase orders that are subject to retainage.

- The Retained Taxable and Retained Tax columns on the Tax Details tab: In these columns, users specify the taxes calculated on retainage amount.
- The Retained Discount column on the Discount Details tab: This column shows the part of the discount that is deducted from the retained amount.


If the Purchase Order report (PO.64.10.00) is prepared for a purchase order that is subject to retainage, the report now displays a line with the total retainage amount.

## Documentation

### Help in the Modern UI and Structural Changes

In the new UI introduced in MYOB Advanced 2018.1, the Help module has been redesigned so that users can easily find required topics. Additionally, changes in the Help structure have been made that provide users with more information about the system and make Help more convenient to use.

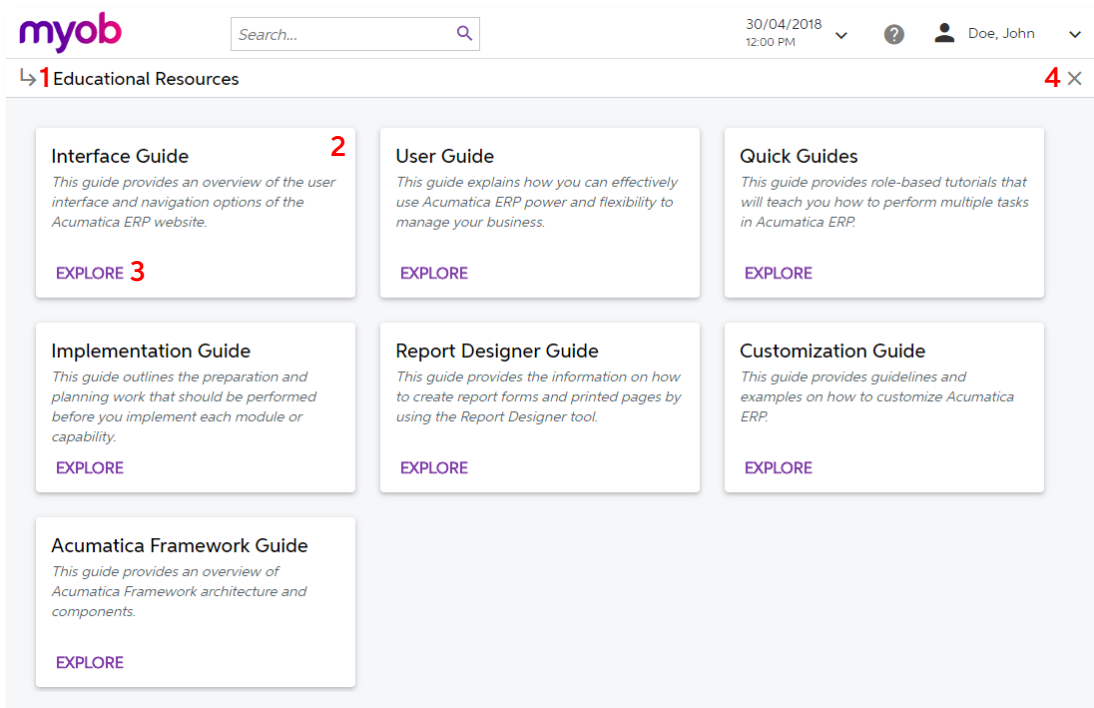
#### Help in the Modern UI

In the modern user interface of MYOB Advanced, users can click the Help button (  ) to view relevant Help information. The specific Help information users view depends on the item displayed in the working area when users click this button, as follows:

- If the working area is displaying a dashboard or a form other than a data entry form or mass- processing form (because forms of types other than data entry and mass processing are not described in documentation), the Help dashboard, which contains cards with descriptions of guides and links to them, appears over the working area.
- If the working area is displaying an MYOB Advanced form, the Help menu specific to this form appears over the working area. The Help menu contains links to the conceptual, procedural, and reference topics that are related to the form.
- If the working area is displaying a report, the reference topic that describes this report appears over the working area.

The Help menu covers part of the working area. Users can come back to the page that had been displayed in the working area by clicking the Help button again. The Help dashboard and Help topics are opened in separate tabs of a browser. If users want to open the Help dashboard and Help topics over the working area, they should press Ctrl and click the Help button.

The Help dashboard is the main navigation page of MYOB Advanced documentation (see the following screenshot). Custom wikis can be added to the Help dashboard, as described in the following section.

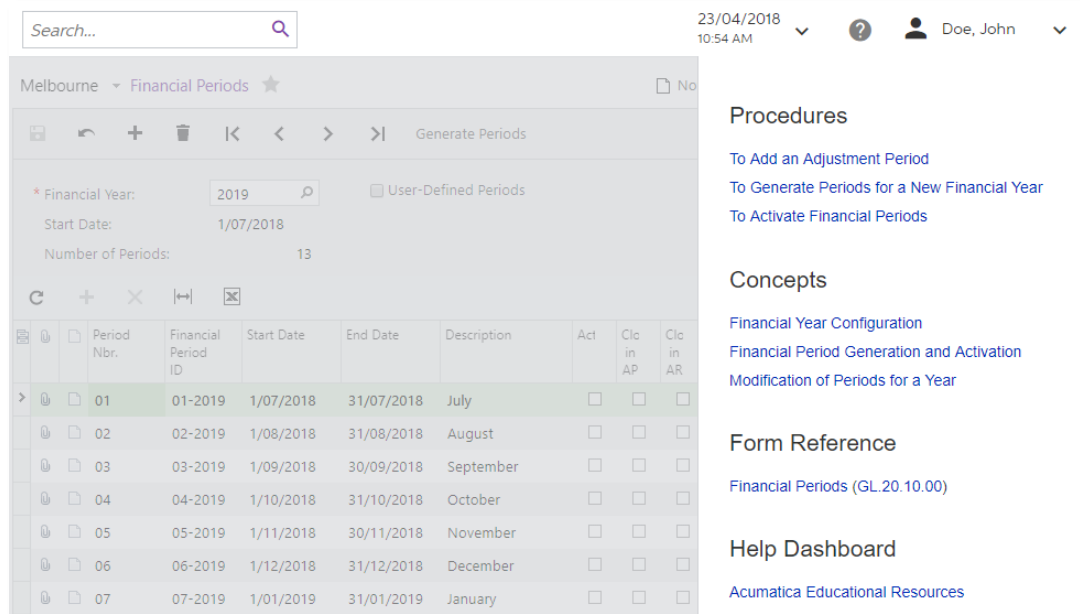


1. Topic View button
2. Guide card
3. Explore button
4. Close Help button

By clicking the Topic View button, users switch from the Help dashboard to a Help topic. The Help topic that a user last viewed in the current session is displayed.

The guide card is the card that contains a description of each guide. By clicking the Explore button on the guide card, users open the guide.

In the form-specific Help menu, you can see links to Help topics that are related to the form (see the following screenshot). The menu pane partially overlaps the working area.



For details on Help in the modern UI, see “Help in the Modern User Interface” in the MYOB Advanced Interface Guide.

## Addition of Custom Wikis to the Help Dashboard

If custom wikis have been created, users may want to add links to these wikis to the Help dashboard in the modern UI. To do this, users should perform the following steps on the Wiki form (SM.20.20.05):

1. In the Modern UI section of the Summary area, do the following:
  - a. Select the Show on Help Dashboard check box to display a card for the selected wiki on the Help dashboard.
  - b. In the Sequence box, specify the whole or decimal number that defines the sequential position of the wiki on the Help dashboard.

**Note:** The MYOB Advanced system doesn't verify the sequence number that is specified for each wiki. We recommend that different sequence numbers be used for different wikis to avoid errors.

- c. In the Default Article box, select the article to be displayed by default when a user clicks Explore on the wiki card on the Help dashboard.
2. On the Wiki Settings tab, in the Dashboard Description box, type an explanation of the content of the wiki, which will be used on the wiki card on the Help dashboard. The description box allows you to enter 255 characters, but we recommend that no more than 160 characters be entered so that the description fits the wiki card displayed on the Help dashboard.
3. In the Classic UI section of the Summary area, do the following:
  - a. In the Site Map Location box, select the node of the site map in which the wiki will be located.
  - b. In the Site Map Title box, type the title of wiki on the site map.
4. On the form toolbar, click Save.



## Changes in Help Structure

The following changes have been made to the Help structure:

- The Quick Guides wiki, which provides role-based tutorials, has been added. By using these tutorials, users will learn how to perform particular tasks in the system.
- A separate wiki has been created for the Report Designer Guide (which previously was located in the User Guide). Users now can easily find Help topics related to Report Designer.
- The API Reference chapter has been removed from the MYOB Advanced Framework Guide. You can find information from this chapter in the “Querying Data By Using BQL”, “Working with Events”, and “Working with Attributes” chapters of the MYOB Advanced Framework Guide, and in the new API Reference, which is available on the documentation portal. (The API Reference is not available in the built-in Help of MYOB Advanced.)
- The API Reference includes detailed reference information on the API provided in PX.Data.dll, and describes selected namespaces of PX.BulkInsert.dll, PX.DbServices.dll, PX.CCProcessingBase.dll, PX.PushNotifications.dll, and PX.Objects.dll.
- Help topics describing the Service Management module have been added to the User Guide.

# Finance

## Ability to Close Tax Periods by Company

A significant improvement has been implemented in the Taxes module. Now multiple branches that represent legal entities and use the same tenant in MYOB Advanced can configure their own tax periods and close the periods independently of one another.

To support the functionality of preparing tax reports and closing tax periods by company, the following changes have been made in the product:

- On the Tax Agency Settings tab of the Vendors form (AP.30.30.00), the Reporting Period Type box was renamed to Default Tax Period Type. In this box, users now can specify a default tax period for the selected tax agency which can be overridden for a particular company. The following options are now available in this box: Half a Month, Month, Two Months, Quarter, Half a Year, Year, and Financial Period.

Melbourne ▾ Suppliers

Notes Files Notifications Customisation Tools ▾

Save & Close [Icons] Actions ▾ Inquiries ▾ Reports ▾

\* Vendor ID: ATO \* Status: Active Balance: 4,573.30  
 \* Vendor Name: Australian Taxation Office Prepayment Balance: 0.00  
 Retainage Balance: 0.00

General Info Payment Settings Purchase Settings Locations Contacts Attributes Activities GL Accounts **Tax Agency Settings** Mailing Settings

**Default Tax Accounts**

Tax Payable Account: 200710 - GST Received  
 Tax Payable Sub.: 000-00 - Default  
 Tax Claimable Account: 200700 - GST Paid  
 Tax Claimable Sub.: 000-00 - Default

**Pending GST Settings**

GST Recognise Method: On Documents  
 Input Tax Entry Ref. Nbr.: Manually Entered  
 Output Tax Entry Ref. Nbr.: Manually Entered

**Tax Report Settings**

Default Tax Period Type: Quarterly  
 Fortnightly  
 Monthly  
 Two-Monthly  
 Quarterly  
 Six-Monthly  
 Annually  
 By Financial Period

Tax Report Rounding:  
 Tax Report Precision:  
 Options: [Option to calculate GST and report on]

- The new Tax Periods form (TX.20.70.00), shown in the following screenshot, has been added to the Taxes module. Users of a company can use the form to specify a tax year structure that differs from the default one set for a tax agency in the Default Tax Period Type box on the Vendors form. On the Tax Periods form, users can change the period type or the end date for the selected tax year, review the tax periods of the current and past tax years, and view the net tax amount (if any) for each tax period.

Melbourne ▾ Tax Periods ★

Actions ▾ Reports ▾

\* Company:

\* Tax Agency:

\* Tax Year:   Short Tax Year

Start Date:

Tax Period Type:

Tax Period	Start Date	End Date	Status	Net Tax Amount
> 01-2017	1/01/2017	31/03/2017	Open	
02-2017	1/04/2017	30/06/2017	Open	
03-2017	1/07/2017	30/09/2017	Open	
04-2017	1/10/2017	31/12/2017	Open	

- On the Release Tax Report (TX.50.20.00) form, users can close a tax period for the selected legal entity only.

## Approval of Outgoing Cash Transactions

Every cash outflow might require approval, and the previous product functionality gave users the ability to approve cash transactions. With the new functionality, users can also approve the following documents:

- In the Accounts Payable module:
  - Checks
  - Prepayments
  - Quick checks
- In the Accounts Receivable module:
  - Customer refunds
  - Cash returns

## Configuration

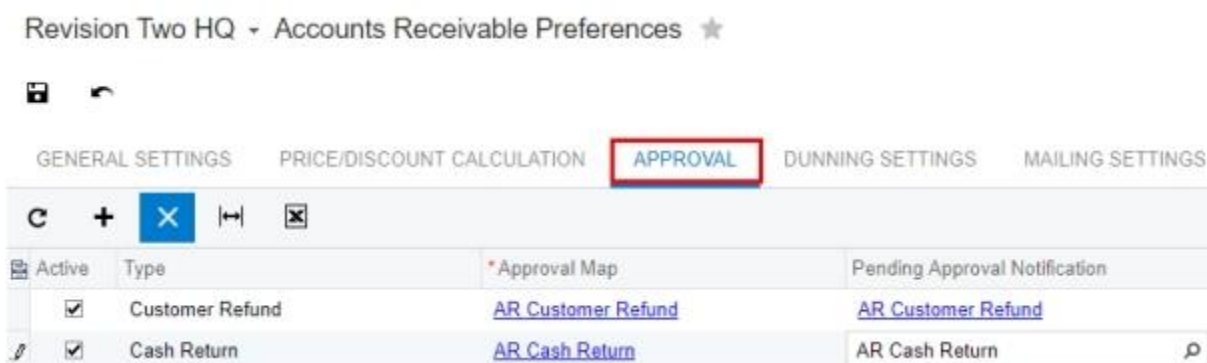
For a site to implement the approval of cash outflows, the following conditions must be met:

1. Approvals must be available in MYOB Advanced. That is, the Approval Workflow feature (found under Monitoring & Automation) must be activated on the Enable/Disable Features form (CS.10.00.00).
2. Approval maps must be created for each document type to be approved. (Checks and prepayments can share the same approval map if they are created on the same data entry form.)

- Approval maps must be assigned to the applicable document types on the Approval tab of the Accounts Payable Preferences form (AP.10.00.00), as shown in the following screenshot.



Also, approval maps should be assigned to the applicable document types on the Accounts Receivable Preferences form (AR.10.00.00), as shown in the following screenshot.



Users can now activate or deactivate approvals for each document type independently, as described in the next section.

Also, users may want to assign notification templates to each document type. Based on these templates, users who are assigned to perform approvals will receive notification messages about documents that are ready for approval or rejection. Users can use predefined templates, modify them, or prepare their own templates.

## Usage

If approvals are activated, the following forms will have the Approval Details tab that is new to this version of MYOB Advanced:

- Checks and Payments (AP.30.20.00)
- Quick Checks (AP.30.40.00)
- Payments and Applications (AR.30.20.00)
- Cash Sales (AR.30.40.00)

On each of these forms, the new menu commands Approve and Reject are available on the Actions menu.

When a document that requires approval is taken off hold (that is, when the Hold check box is cleared on the form used to create the document), the document is assigned the Pending Approval status and an approval request is sent to the employee specified in the applicable approval map. Once the document has been completely approved by all assigned employees, it is assigned the Balanced (or Pending Print, if the payment method requires printing of checks or processing of batch payments) status, and its processing may be continued as usual. Rejected documents may be put on hold, edited, or deleted.

On the Prepare Payments form (AP.50.30.00), users can apply payments to documents that are displayed on the Documents to Pay tab. To the table on this tab, the system loads documents based on the criteria specified in the selection area. However, users can select manually any open bill that is not used in any unreleased payments. Documents to which payments with Rejected status has been applied are displayed on the new Exceptions tab, as shown in the screenshot below. Payments cannot be applied to these documents even though they are not yet closed. Users can use this tab to review and process the documents with rejected payments.

Document Type	Reference No.	Vendor ID	Vendor Name	Pay Separately	Pay Date	Due Date	Cash Discount Date	Date	Amount Paid	Cash Discount Taken	Balance	Cash Discount Balance	Cash	Credit	Vendor Ref.	Description
BB	001111	EP9900	Doc Jere, Ms		4/3/2017	4/3/2017	4/3/2017	3/27/2017	1,620.84	0.00	0.00	0.00	USD		444444	Expenses for February

## Enhancements of Customer Statement Processing

The processing of statements has been enhanced in MYOB Advanced 2018.1. The following changes have been made, as described below:

- A statement can now be prepared on the last day of the financial period or on a specific day of the week.
- The ability to generate statements of the Open Item type on demand has been added.
- The ability to select the scheduled date for statement preparation has been added to the Prepare Statements form (AR.50.30.00).
- Outstanding documents can now be aged based on their document dates and aged by using financial periods.
- The ability to edit the aging period descriptions that are printed on the Customer Statement report (AR.64.15.00) has been added.
- It is now possible to not print or email statements that have no details.
- Messages can now be added to statement reports.
- Additional details (such as a branch logo and email address) have been added to the Customer Statement (AR.64.15.00) and Customer Statement MC (AR.64.20.00) reports.
- Issues with incorrect calculation of statement balance have been fixed.

## Enhanced Schedule Options of the Statement Preparation Process

Now it is possible to prepare a statement on the last day of the financial period or on the specific day of the week.

On the Statement Cycles (AR202800) form, the following options have been added to the Schedule Type box (which was the Prepare On box in previous versions of MYOB Advanced):

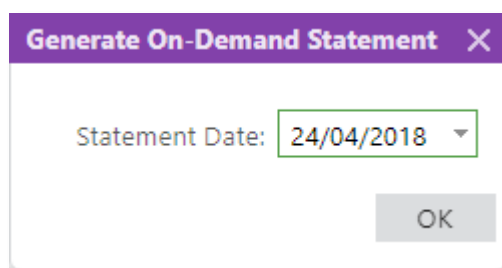
- End of Financial Period: Statements will be prepared on the last day of the financial period. With this schedule type selected, the system uses the end date of a financial period specified in the End Date column on the Financial Periods form (GL.20.10.00) as the day on which statements should be prepared.
- Weekly: Statements will be prepared on the specific day of the week. With this schedule type selected, the Day of Week box appears on the Statement Cycles form. In this box, a user selects the day on which statements should be prepared.

Also, the “Custom” option was renamed to “Twice a Month”.

## On-Demand Statement Preparation

The new Generate Statement on Demand menu command has been added to the Actions menu on the Customers form (AR.30.30.00), so that a user can prepare a statement on any date for a customer with the Open Item statement type selected on the Billing Settings tab of the form.

When the user invokes this action, the Generate On-Demand Statement dialog box opens. In the Statement Date box, the user selects the date on which the statement will be generated (see the following screenshot).



Users can print on-demand statements in one of the following ways:

- By clicking the Print Statement button on the Customer Statement History (AR.40.46.00) form.
- By selecting the Print Statement action and processing selected statements on the Print Statements (AR.50.35.00) form.
- By invoking the Customer Statement report from the Customers form (AR.30.30.00) and clicking Print.

To give users the ability to view statements that were prepared on-demand along with scheduled statements, one can select the Include On-Demand Statements check box, which has been added to the Selection area of the Statement History Summary form (AR.40.40.00):

Melbourne ▾ Statement History Summary ★

Statement History Details Print Statements

Statement Cycle ID:   Include On-Demand Statements

Start Date: 1/01/2018 ▾

End Date: 24/04/2018 ▾

Also, the On-Demand Statement column has been added to the tables on the Customer Statement History (AR.40.46.00) and Statement History Details (AR.40.43.00) forms. If this check box is selected, it indicates that the statement in the row was generated on demand. The date when each statement was generated is displayed in the Prepared On column:

Melbourne ▾ Customer Statement History ★

Print Statement

\* Customer: ABCSTUDIOS

Statement Cycle	Statement Date	Statement Balance	Overdue Balance	Don't Print	Printed	Don't Email	Emailed	On-Demand Statement	Prepared On
▶ EOTM	31/08/2013	2,035.75	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20/11/2015
EOTM	30/09/2013	0.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24/11/2015
EOTM	31/10/2013	222.51	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24/11/2015

### Scheduled Date of Statement Preparation

On the Prepare Statements form (AR.50.30.00), a new Prepare For box has been added:

Melbourne ▾ Prepare Statements ★

Process Process All

Prepare For: 24/04/2018 ▾

Cycle ID	Description	Last Statement Date	Last Finance Charge Date	Schedule Type	Next Statement Date
▶ 20TH	20th of the Month	20/03/2016		Fixed Day of Mo...	20/04/2018
EOTM	End of The Month	28/03/2016		Fixed Day of Mo...	28/03/2018

In the Prepare For box, users can select the date for which statements will be prepared on the form instead of changing the business date. All statement cycles that have a Next Statement Date that is before or the same as the Prepare For date are loaded to the table along with the newly created statement cycles with blank next statement dates. Thus, users can prepare the statements in advance without touching the business date, which is important because a non-actual business date could affect their data entry and other processes.

The default value is the current business date.

## Aging of Outstanding Documents Options

To provide the ability to age outstanding documents by using the financial periods, the Use Financial Periods for Aging check box has been added to the Aging Settings section of the Statement Cycles form (AR.20.28.00). With this check box selected, the system generates customer statements and aging reports with aging broken down into financial periods.

In addition to aging outstanding documents based on their due date, a user can now age outstanding documents based on their document date by using the new Age Based On box, which was added to the Statement Cycles form. In this box, a user can do one of the following:

- If the outstanding documents need to be aged based on their due date, select the Due Date option. (This option is the default option).
- If the outstanding documents need to be aged based on their document date, select the Document Date option.

The screenshot shows the 'Aging Settings' form. At the top, there is a checkbox labeled 'Use Financial Periods for Aging'. Below this is a table with two columns: 'Aging Period (Days)' and 'Description'. The table has four rows: 'Current', '1 - 30', '31 - 60', and '61 - 90'. Below the table is a dropdown menu labeled 'Age Based On' with options 'Due Date' and 'Document Date'. At the bottom, there is a checkbox labeled 'Require Overdue Charges Calculation Before Statement'.

Aging Period (Days)	Description
Current	
1 - 30	1 to 30 days overdue
31 - 60	31 to 60 days overdue
61 - 90	61 to 90 days overdue
Over 90	More than 90 days overdue

Age Based On: Due Date

Require Overdue Charges Calculation Before Statement

## Edited Aging Descriptions in Customer Statement Reports

If users edit the descriptions of the aging periods in the Description box of the Statement Cycles form (AR.20.28.00), the descriptions now will be printed in the customer statement reports.

## Statement Printing Options

It is now possible not to print or sent by email statements of the Open Items type with no open documents, and statements of the Balance Brought Forward type with no activity in the period and zero balance on the previous statement. A Print Empty Statements check box has been added to the Statement Cycles form:



**General Settings**

\* Cycle ID: 20TH

\* Description: 20th of the Month

Schedule Type: Fixed Day of Month

Day of Month 1: 20

Last Statement Date: 20/03/2016

Require Payment Application Before Statement

Print Empty Statements

If a user does not want the statements with no details to be printed, this check box must be unselected for statement cycles on the Statement Cycles form. After the process of preparing the statement, users can view these statements with the Don't Print and Don't Email check boxes selected on the Statement History Details, Customer Statement History, and Print Statements forms.

### Messages on Customer Statements

Now a user can add any message to customer statements by typing it in the Message box on the Print Statements form (AR.50.35.00). The same message will be printed on all statements.

Melbourne Print Statements

Actions: Email Statement \* Branch: MAIN - Melbourne

\* Statement Cycle: EOTM - End of The Month  Foreign Currency Statements

Statement Date: 28/03/2016  Show All

Message: Wishing you all the best for the New Year

Customer	Customer Name	Statement Balance	Overdue Balance	Currency	FC Statement Balance	FC Overdue Balance	FC Statement	Don't Print	Printed	Don't Email	Emailed
<input checked="" type="checkbox"/>	ABARTENDE BA Industries	2,470.85	0.00	AUD	2,470.85	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	ABCSTUDIOS ABC Studios Inc.	2,035.75	0.00	AUD	2,035.75	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	ALPHABETLD Alphabetland School Center	0.00	0.00	AUD	0.00	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	AMROBANK AMRO Bank N.V.	4,807.27	0.00	AUD	4,807.27	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	ANTUNSWEST Antun's of Westchester	2,775.63	0.00	AUD	2,775.63	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	APOSTELSCH Church of The Apostles	716.61	0.00	AUD	716.61	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The message will be printed on the first page of each customer statement.

### Enhancements of Customer Statement Reports

The Customer Statement (AR.64.15.00) and Customer Statement MC (AR.64.20.00) reports have been modified and now include the following information:

- The logo of the branch
- The company name (instead of the branch name) that is specified on the Branches form (CS.10.20.00)
- Branch and customer emails (if specified)
- Branch tax registration ID (if specified)

These changes allow using out of the box report by most of the companies. You can see the changes in red on the following screenshot.

**HQ HEAD QUARTERS**  
 Company Name of HQ Branch  
 4030 Lake Washington Blvd NE  
 Suite 100  
 Kirkland, WA, 98033  
 Phone: 206-555-1212  
 Tax Registration ID: 1234567890  
 Email: admin@revisiontwo.com  
 Web: www.revisiontwo.com

## Customer Statement

Customer ID: ELEVATION  
 Date: 12/31/2016

To:  
 Elevation Computers  
 8557 S Commercial Ave  
 Chicago IL 60617  
 United States of America  
 djohnson@acumatica.com

Wishing you a season of joy and looking forward to continued success in 2017!

Date	Due Date	Doc. Type	Ref. Nbr.	Ext. Ref. Nbr.	Orig. Amount	Amount Due	Balance
10/1/2016	10/31/2016	INVOICE	AR004539	ELEVATION20 1609008	26,941.26	26,941.26	26,941.26
Electronics Computing Order							
10/6/2016	11/5/2016	INVOICE	AR004546	ELEVATION20 1610008	138,060.90	138,060.90	165,002.16
Electronics Computing Order							

**Note:** If a user has customized the Customer Statements (AR.64.15.00) and Customer Statements MC (AR.64.20.00) reports, these reports will not work after the upgrade. The user should customize the new version of the reports.

### Fixes of Calculation Issues in Statements

Now the system correctly calculates the balances of Balance Brought Forward statements if either of the following is true:

- Documents included in the statement have applications with cash discounts, write-offs, or realized gains or losses. (Statements also display information on these applications.)
- The Consolidate Statements for All Branches check box is not selected on the Accounts Receivable Preferences form (AR.10.10.00) and a payment is applied to an invoice that was created in the branch that is different from the branch of the payment.
- The Multi-Currency Statements check box is selected for a customer on the Customers form and a payment or payments applied to documents in another currency are included to the statement.

Also, the system correctly calculates the balances of the Open Item statements if the statements have been generated after some payments from the next statement period have been applied to the invoices included into the current statement.

## Migration Mode in the Accounts Payable and Accounts Receivable Modules

With new system functionality, users can migrate historical data from a legacy system to MYOB Advanced. A user can now turn on migration mode on the Accounts Payable Preferences (AP.10.10.00) and Accounts Receivable Preferences (AR.10.10.00) forms and then load Accounts Payable and Accounts Receivable documents with their open balances, original amounts, and dates without affecting the general ledger. On release of those documents, the system will update only vendor or customer balances but will not post transactions to the General Ledger module.

To provide the ability to activate migration mode for Accounts Payable and Accounts Receivable documents, the new Activate Migration Mode check box has been added to the Posting Settings section of the Accounts Payable Preferences and Accounts Receivable Preferences forms, as shown in the following screenshot.

Melbourne ▾ Accounts Receivable Preferences ★

General Settings | Price/Discount Settings | Approval | Dunning Settings | Reporting Settings

**Numbering Settings**

- \* GL Batch Numbering Sequence: BATCH - GL Batch
- \* Invoice Numbering Sequence: ARINVOICE - AR Invoice
- \* Payment Numbering Sequence: ARPAYMENT - AR Payment
- \* Debit Memo Numbering Sequence: ARINVOICE - AR Invoice
- \* Credit Memo Numbering Sequence: ARINVOICE - AR Invoice
- \* Write-Off Numbering Sequence: ARINVOICE - AR Invoice
- \* Overdue Charge Numbering Sequence: ARINVOICE - AR Invoice
- \* Price Worksheet Numbering Sequence: ARPRICEWS - AR Price Works

**Posting Settings**

Extra Data Validation: Log Issues

Automatically Post on Release

Post Summary on Updating GL

Activate Migration Mode

**Data Processing Settings**

- Age Credits
- Set Default Overdue Charges by Statement Cycle
- Calculate on Overdue Charge Documents
- Apply Payments to Overdue Charges First

**Salesperson Commission Settings**

Salesperson Commission by: Payment

Commission Period Type: Monthly

**Consolidation Settings**

- Consolidate Statements for all Branches
- Statement from Branch:
- Consolidate Dunning Letters for all Branches
- Dunning Letter from Branch:

**Default Write-Off Reason Codes**

With migration mode activated, a user can import or manually enter documents of the following types:

- Invoice, Debit Memo, and Credit Memo on the Invoices and Memos form (AR.30.10.00)
- Payment, Prepayment and Customer Refund on the Payments and Applications form (AR.30.20.00)
- Cash Sales and Cash Return on the Cash Sales form (AR.30.40.00)
- Bill, Debit Adjustment, and Credit Adjustment on the Bills and Adjustments form (AP.30.10.00)
- Check, Prepayment, and Vendor Refund on the Checks and Payments form (AP.30.20.00)
- Quick Check on the Quick Checks form (AR.30.40.00)

For a migrated document, on the Financial Details tab of the document entry form (such as Bills and Adjustments or Quick Checks), "MIGRATED" is displayed in the Batch Nbr. box.

When migration mode is deactivated, the migrated documents are available for regular processing.

For more information about migration mode in the Accounts Payable and Accounts Receivable modules, see the Accounts Payable and Accounts Receivable modules in the User Guide.

## Pay-to Vendor Relations

MYOB Advanced now gives users the ability to set up the process of purchasing goods or services from one vendor and paying for those goods or services to another vendor. For example, in a company that consists of multiple branches (such as corporate chain stores) where a corporate head office pays all external bills, a branch (store) that is using MYOB Advanced orders and is supplied goods from an external vendor but pays for the supplied goods to its corporate office.

### Setup of Vendor Relations

In the system, the following vendor roles can be defined for vendors:

- Supplied-by Vendor: A vendor that supplies goods or services (for example, an external vendor that supplies goods to a store)
- Pay-to Vendor: A vendor to which payments should be made (for example, a corporate office that pays for all goods or services supplied to its stores, and to which a store should make a payment)

In MYOB Advanced, a user sets up these vendor relations in the Accounts Payable module on the Vendors form (AP.30.30.00). For each vendor that will function as a supplied-by vendor, on the Payment Settings tab of the Vendors form, a user specifies the pay-to vendor (for example, a corporate office) in the new Pay-to Vendor box.

Melbourne ▾ Suppliers

Save & Close
+
⌂
⏪
⏩
Actions ▾
Inquiries ▾
Reports ▾

\* Vendor ID:  \* Status: Active

\* Vendor Name:

Balance: 4,625.34

Prepayment Balance: 0.00

Retainage Balance: 0.00

General Info

Payment Settings

Purchase Settings

Locations

Contacts

Attributes

Activities

GL Accounts

Mailing Settings

**Remittance Contact**

Same as Main

Web:

Email:

Fax:

Phone 1:

Phone 2:

Attention:

Company Name:

**Default Payment Settings**

Payment Method:

Cash Account:

Payment By: Due Date

Payment Lead Time (da...):

**Pay-to Vendor:**  ⌂

Pay Separately

**Payment Instructions**

Description	Value

## Purchase Order and Receipt Processing with Relations Set Up

With vendor relations set up, when a user creates a purchase order or a purchase receipt in which a supplied-by vendor is specified in the Vendor box, the system inserts into this document the pay-to vendor defined in the settings of the supplied-by vendor. The user can change the pay-to vendor, if needed. Once the purchase order or purchase receipt is released, the pay-to vendor cannot be changed and will be used in the associated bill.

When a user clicks Actions > Enter AP Bill on the Purchase Orders form (PO.30.10.00) or Purchase Receipts form (PO.30.20.00), the system creates an Accounts Payable bill based on the current purchase order or purchase receipt. The bill has all the details copied from the initial document except for the vendor specified in the Vendor box.

## Reports Affected by Vendor Relations

The following reports have been modified to display both the supplied-by vendor and the pay-to vendor. These reports have a new area with the data grouped by pay-to vendor:

- AP Balance by Account (AP.63.20.00)
- AP Balance by Vendor (AP.63.25.00)
- AP Balance by Vendor MC (AP.63.30.00)
- AP Aged Past Due (AP.63.10.00)
- AP Aged Past Due MC (AP.63.11.00)
- AP Aged Outstanding (AP.63.15.00)
- AP Aged Outstanding MC (AP.63.16.00)
- AP Aged Period Sensitive (AP.63.05.00)
- Bills Pending Payment (AP.61.15.00)
- Bills Pending Approval (AP.61.10.00)
- Payments Pending Processing (AP.65.10.00)
- Checks Pending Printing (AP.61.25.00)
- AP Edit (AP.61.07.00)
- AP Edit Detailed (AP.61.05.00)

The following reports have the new Supplied-by Vendor and Supplied-by Vendor Name columns:

- Check Form with Remittance (AP.64.10.00)
- Additional Remittance Form (AP.64.20.00)
- Vendor Details (AP.65.55.00)
- Purchase Order (PO.64.10.00)
- Purchase Order Details by Vendor (PO.61.10.00)
- Purchase Receipt Details by Vendor (PO.62.10.00)
- Purchase Receipt Billing Details (PO.63.20.00)

- Purchase Receipt Accrual Details (PO.63.10.00)

**Note:** If vendor relations are not set up, those reports display the regular vendor only.

For more information about the vendor relations functionality, see the Accounts Payable > Overview > Managing Vendor Relations topic in the User Guide.

**Note:** This functionality is available only if the Vendor Relations feature is enabled on the Enable/Disable Features (CS.10.00.00) form.

## Changes in Names of Deferred Revenue Reports

Reports of the Deferred Revenue module have been renamed; the new names are shorter and clearer than the old names. Matching between old and new report names can be found in the following table.

Report ID	Old Name	New Name
DR.63.00.12	Deferred Revenue Balance by Customer	DR Balance by Customer
DR.63.00.14	Deferred Revenue Balance by Component	DR Balance by Component
DR.63.00.17	Deferred Expense Balance by Vendor	DE Balance by Vendor
DR.63.00.19	Deferred Expense Balance by Component	DE Balance by Component
DR.66.00.70	DR Projection by Account	DR Projected Balance by Account
DR.66.00.30	DR Projection by Customer	DR Projected Balance by Customer
DR.66.00.40	DR Projection by Component	DR Projected Balance by Component
DR.66.00.80	DR Recognition Projection by Account	DR Projected Recognition by Account
DR.66.00.50	DR Recognition Projection by Customer	DR Projected Recognition by Customer
DR.66.00.60	DR Recognition Projection by Component	DR Projected Recognition by Component
DR.66.00.75	DE Projection by Account	DE Projected Balance by Account
DR.66.00.35	DE Projection by Vendor	DE Projected Balance by Vendor
DR.66.00.45	DE Projection by Component	DE Projected Balance by Component
DR.66.00.85	DE Recognition Projection by Account	DE Projected Recognition by Account
DR.66.00.55	DE Recognition Projection by Vendor	DE Projected Recognition by Vendor
DR.66.00.65	DE Recognition Projection by Component	DE Projected Recognition by Component
DR.63.00.70	Revenue Recognized by Account	DR Recognition by Account
DR.63.00.80	Revenue Recognized by Customer	DR Recognition by Customer
DR.63.00.90	Revenue Recognized by Component	DR Recognition by Component
DR.63.00.75	Expenses Recognized by Account	DE Recognition by Account
DR.63.00.85	Expenses Recognized by Vendor	DE Recognition by Vendor

## Formulas for Descriptions in Contract Invoices

In previous versions of MYOB Advanced, invoice descriptions and line descriptions in contract invoices were predefined in the code; therefore, these descriptions could not be modified according to user requirements. In version 2018.1, users can customize the descriptions by using formulas and translate formula elements into the required languages.

New Invoice Description and Line Description boxes have been added to the Summary tab of the Contract Templates (CT.20.20.00) and Customer Contracts (CT.30.10.00) forms (see the following screenshots). In these boxes, users can specify the formulas for invoice and line descriptions by using the standard formula editor.

Melbourne ▾ Contract Templates ★

Notes Activities Files Customisation Tools ▾

Save & Close

\* Contract Template: T000000001 Active

\* Description: Software Support

Summary Details Contracts SLA Terms Attributes

**Contract Settings**

Contract Type: Renewable

Duration: 1 Year

Refundable

Refund Period: 30 Days

Mass Renewal

Renewal Point: 30 Days Before Expiration

Grace Period: 30 Days

\* Currency: AUD

Enable Template Item Override

Automatically Release AR Documents

Effective From: 1/01/2013

Discontinue After:

**Billing Settings**

\* Billing Period: Year

Bill To: Customer Account

Billing Schedule Starts ... Setup Date

Billing Format: Detail

\* Invoice Description: = @ActionInvoice+' + [Contract.ContractCD]'

\* Line Description: = If ( @Prefix=Null, ', @Prefix+': ') + If ( @Actic

Enable Overriding Formulas in Contracts

**Case Billing Settings**

Case Count Item:

**Note:** On the Customer Contracts form, the new boxes are available for editing only when the Enable Overriding Formulas in Contracts check box is selected on the Contract Templates form.

In a formula for an invoice description, the entities listed in the following table can be used.

Entity	Values	Description
Parameters	ActionInvoice	This parameter returns a contract action which caused the invoice generation. Possible values are the following: <ul style="list-style-type: none"> <li>Contract Activation</li> <li>Contract Setup</li> <li>Contract Upgrade</li> <li>Contract Billing</li> <li>Contract Renewal</li> <li>Contract Termination</li> <li>Activate/Renew</li> <li>Setup</li> <li>Setup Upgrade</li> <li>Upgrade Activation</li> </ul>
Operations	All standard operations	
Functions	All standard functions	



Objects	<ul style="list-style-type: none"> <li>• Contract</li> <li>• ContractTemplate</li> <li>• Customer</li> <li>• Location</li> <li>• ContractBillingSchedule</li> <li>• AccessInfo</li> </ul>
---------	---

In a formula for a line description, the entities listed in the following table can be used.

Entity	Values	Description
Parameters	Prefix	<p>One of the following prefixes will be returned:</p> <ul style="list-style-type: none"> <li>• Prepaid</li> <li>• Included</li> <li>• Overused</li> <li>• Included Usage</li> <li>• Prepaid Usage</li> </ul>
	ActionItem	<p>This parameter returns a contract action which caused the invoice generation. Possible values are the following:</p> <ul style="list-style-type: none"> <li>• Contract Activation</li> <li>• Contract Setup</li> <li>• Contract Upgrade</li> <li>• Contract Billing</li> <li>• Contract Renewal</li> <li>• Contract Termination</li> <li>• Activate/Renew</li> <li>• Setup</li> <li>• Setup Upgrade</li> <li>• Upgrade Activation</li> </ul>
Operations	All standard operations	
Functions	All standard functions	
Objects	<ul style="list-style-type: none"> <li>• Contract</li> <li>• Customer</li> <li>• ContractItem</li> <li>• InventoryItem</li> <li>• PMTran</li> <li>• ContractDetail</li> <li>• ContractBillingSchedule</li> <li>• UsageData</li> <li>• AccessInfo</li> </ul>	<p>The Usage(PMTran) object can be used only for contracts with the Detailed billing format. If this object is used in a contract with the Summary billing format, the formula will be ignored by the system.</p>

## Rounding Settings for Currencies

In MYOB Advanced 2018.1, the Invoice Rounding feature has been enhanced and now a capability to round amounts in Accounts Payable and Accounts Receivable documents by using the settings specified for the document currency has been added. Thus, invoices issued in different currencies can be rounded by different rules.

To configure currency-specific rounding settings:

1. On the Enable/Disable Features form (CS.10.00.00), make sure that the Invoice Rounding feature is enabled.
2. Make sure that the required currencies are defined in the system.
3. On the Currencies form (CM.20.20.00), select the currency for which you need to specify rounding settings.
4. On the new Rounding Settings tab (see the following screenshot), specify the necessary rounding settings.

**Note:** The Rounding Settings tab appears on the Currencies form only when the Invoice Rounding feature on the Enable/Disable Features form is enabled.

**Note:** For a base currency, the system uses the rounding rules specified on the Accounts Payable Preferences form (AP.10.10.00) for Accounts Payable documents and the Accounts Receivable Preferences form (AR.10.10.00) for Accounts Receivable documents. Users cannot override these rules.

The screenshot shows the 'Currencies' form in MYOB Advanced. The breadcrumb trail is 'Melbourne > Currencies'. The form has a toolbar with 'Save & Close' and various navigation icons. The 'General Settings' section includes fields for 'Currency ID', 'Currency Symbol', 'Decimal Precision' (set to 2), and 'Description'. There is a 'Use for Accounting' checkbox. Below this, there are two tabs: 'GL Accounts' and 'Rounding Settings'. The 'Rounding Settings' tab is active and contains two sections: 'Accounts Receivable' and 'Accounts Payable'. Each section has a 'Use [AR/AP] Preferences Settings' checkbox and fields for 'Rounding Rule for Invoices/Bills' and 'Rounding Precision'.

## Retainage in Accounts Payable Bills and Accounts Receivable Invoices

MYOB Advanced 2018.1 introduces the new Retainage Support feature. On the Enable/Disable Features (CS.10.00.00) form, this feature is listed under Advanced Financials. With this feature enabled, it is possible to retain part of the amount of Accounts Payable bills and Accounts Receivable invoices.

**Note:** The Retainage Support feature in the Accounts Receivable and Accounts Payable modules currently does not support multi-currency, group discounts, and document discounts.

### Retainage in Accounts Payable Bills

To assure that a vendor will satisfy its obligations and complete a project, your company can retain a part of a bill amount until the necessary work is complete and pay the retained amount when all the terms of the agreement are met. When entering the bill on the Bills and Adjustments form (AP.30.10.00), a user can select the Apply Retainage check box in the Summary area to indicate that a part of the bill amount is retained on the Retainage Payable account until the user releases the retainage for payment. The user specifies the document-level retainage percent, which is used by default for all lines of the bill, in the Default Retainage Percent box on the Retainage tab. (See the following screenshot.)

Melbourne ▾ Bills and Adjustments

Notes Activities Files Notifications Customisation Tools ▾

Save & Close [Icons] Pre-release Release Actions ▾ Inquiries ▾ Reports ▾

Type: Bill Vendor: ABCSTUDIOS - ABC Studios Inc. Detail Total: 1,600.00  
 Reference Nbr.: 001702 \* Location: MAIN - Main Location Discount Total: 0.00  
 Status: Balanced Currency: AUD 1.00 View base GST Taxable Total: 4,000.00  
 Hold \* Terms: 30THMONTH - 30th of Month GST Exempt Total: 0.00  
 \* Date: 24/04/2018 \* Due Date: 30/05/2018  Apply Retainage Tax Total: 200.00  
 \* Post Period: 10-2018 \* Prompt Payme... 20/05/2018 With Tax: 0.00  
 \* Vendor Ref.: 001111 Balance: 1,800.00  
 Description: Rounding Diff.: 0.00  
 Prompt Payment ... 36.00

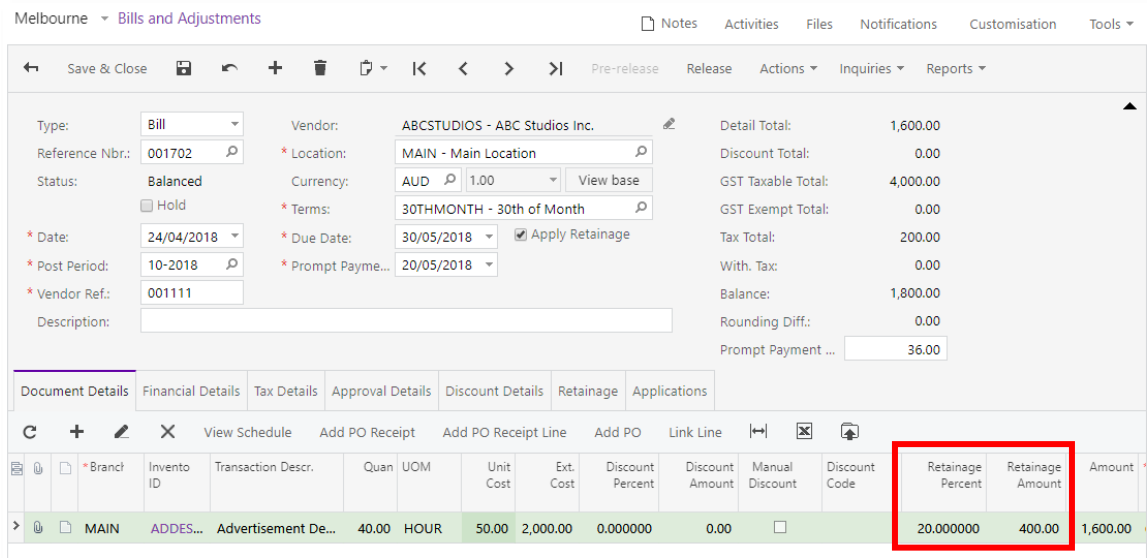
Document Details	Financial Details	Tax Details	Approval Details	Discount Details	Retainage	Applications
Default Retainage Perce...	20.000000		Unreleased Retainage:	400.00	Tax on Retainage:	0.00
Total Amount:	2,200.00		Unpaid Retainage:	400.00	Discount on Retainage:	0.00
Original Retainage:	400.00		Paid Retainage:	0.00		

[Icons]

Type	Reference Nbr.	Date	Post Period	Status	Curre	Amount	Balance	Payment Method	Vendor Ref.	Description
------	----------------	------	-------------	--------	-------	--------	---------	----------------	-------------	-------------

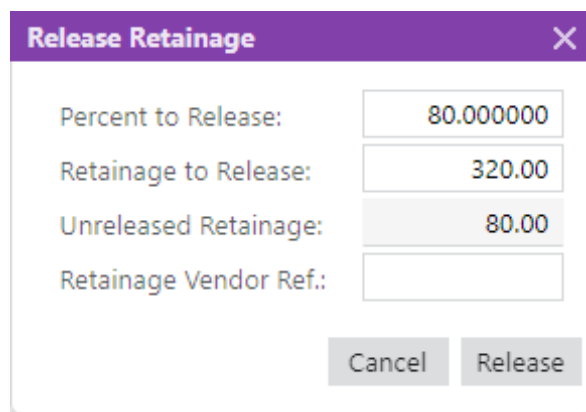
The user can specify the value manually in the Default Retainage Percent box; the box is filled in by default if a value has been specified for the selected vendor in the Retainage Percent box on the Vendors form (AP.30.30.00). (The default vendor value can be overridden.)

Also, if needed, the user can override the Retainage Percent value in particular lines of the bill, as shown in the following screenshot:



The total amount of the bill is calculated as the sum of the amounts of each line; the amount of each line is calculated as Ext. Cost – Discount Amount – Retainage Amount. When a user releases a bill with a retained amount, the total amount of the bill credits the Accounts Payable account and the retainage amount (that is displayed in the Original Retainage box on the Retainage tab) credits the Retainage Payable account specified in the bill (defaulted for the vendor).

To create a bill for a retained amount on the Bills and Adjustments form, the user invokes the Release Retainage command on the Bills menu. In the Release Retainage dialog box that opens, the user specifies the percent of the retained amount or the amount to be released (see the screenshot below) and the reference number of the related vendor document (if necessary), and clicks Release.



On the Bills and Adjustments form, the created retainage bill opens (with the Retainage Bill check box selected), as the following screenshot shows:

Branch	Inventory ID	Transaction Desc.	Quantity	Unit Cost	Ext. Cost	Discoun Percent	Discoun Amount	Discoun Date	Amount	Account	Description	Subaccount	Project	Project Task
HQ	BR 901263		0.00	0.00	300.00	0.000000	0.00		300.00	3200	Retained E.	900.000	X	
HQ	BR 901263		0.00	0.00	1,000.00	0.000000	0.00		1,000.00	3200	Retained E.	900.000	X	

When the retainage bill is released, the Retainage Payable account is debited and the Accounts Payable account is credited with the amount of the released retainage bill.

For mass creation of retainage bills, the new Release AP Retainage form (AP.51.00.00) has been created (see the screenshot below). On this form, the user can prepare retainage bills based on original bills that have a nonzero unreleased retainage.

Branch	Type	Reference No.	Vendor	Percent to Release	Retainage to Release	Unreleased Retainage	Retainage Vendor Bal.	Date	Total Amount	Currency	Description	Post Period
HQ	Bill	001261	AAVENDOR	100.000000	40.00	0.00		1/12/2018	1,000.00	USD		01-2018

The user can configure the system to automatically release retainage bills generated on this form by selecting the Automatically Release Retainage Bills check box on the Accounts Payable Preferences form (AP.10.10.00).

For purchase orders with retained amounts, related Accounts Payable bills can be created.

## Changes on Forms in the Accounts Payable Module

To give users the ability to specify retainage in Accounts Payable bills, the following changes have been made in the product:

- On the Accounts Payable Preferences form (AP.10.10.00), the Retainage Settings section has been added on the General Settings tab, as shown in the screenshot below. In this section, the following check boxes have been added:
  - The Retain Taxes check box, which the user can select to configure the system to retain taxes calculated on the retained amount.
  - The Automatically Release Retainage Bills check box, which the user can select to configure the system to automatically release retainage bills.
  - The Require Single Project per Document check box, which the user can select to link all lines of Accounts Payable documents with the same project specified by the user in the Summary area on the Bills and Adjustments form (AP.30.10.00). This check box is available if the Project Accounting feature is enabled on the Enable/Disable Features form (CS.10.00.00).

Melbourne ▾ Accounts Payable Preferences ★ Customisation Tools ▾

General Settings | Price/Discount Settings | Approval | Reporting Settings

**Numbering Settings**

- \* Batch Numbering Sequence: BATCH - GL Batch
- \* Bill Numbering Sequence: APBILL - AP Bill
- \* Debit Adjustment Numbering S...: APBILL - AP Bill
- \* Credit Adjustment Numbering S...: APBILL - AP Bill
- \* Payment Numbering Sequence: APPAYMENT - AP Payment
- \* Price Worksheet Numbering Se...: APPRICEWS - AP Price Works

**Posting Settings**

- Extra Data Validation: Log Issues
- Automatically Post on Release
- Post Summary on Updating GL
- Activate Migration Mode

**Aging Settings**

- Aging Period 1: 30 Days
- Aging Period 2: 60 Days
- Aging Period 3: 90 Days

**Data Entry Settings**

- Default Vendor Class ID: DEFAULT
- \* Combine Expense Sub. from: LLL-LL
- Rounding Rule for Bills: Use Currency Precision
- Rounding Precision: 0.10
- Payment Lead Time: 3 Days
- Hold Documents on Entry
- Require Approval of Bills Prior to Payment
- Enable Early Checks
- Validate Document Totals on Entry
- Validate Tax Totals on Entry
- Set Zero Payment Amount to Application Amount
- Require Vendor Reference
- Raise an Error on Duplicate Vendor Reference Numb...

**Retainage Settings**

- Retain Taxes
- Automatically Release Retainage Bills
- Require Single Project per Document

- On the GL Accounts tab of the Supplier Classes form (AP.20.10.00), the Retainage Payable Account and Retainage Payable Sub. boxes have been added, as shown in the screenshot below. In these boxes, the account and subaccount for retained amounts can be specified for the class, to provide the default settings for vendors of the class.

Melbourne ▾ Supplier Classes ★ Notes Activities Files Customisation Tools ▾

Save & Close | Apply Restriction Settings to All Vendors

\* Class ID: DEFAULT  
Description: Default Supplier

General Settings | **GL Accounts** | Attributes | Mailing Settings

- \* AP Account: 200100 - Accounts Payable -
- \* AP Subaccount: 000-00 - Default
- Expense Account: 500100 - Cost of Goods Sold
- Expense Subaccount: 000-00 - Default

Retainage Payable Account:

Retainage Payable Sub.:

- On the General Info tab of the Vendors form (AP.30.30.00), the Retainage Settings section has been added. In this section, the user can select the Apply Retainage check box so that the system applies the same setting for bills of the vendor; in the Retainage Percent box, the user can also specify the default percent to be retained in bills for the particular vendor.
- On the GL Accounts tab of the Vendors form, the account and subaccount for the selected vendor can be specified or changed in the Retainage Payable Account and Retainage Payable Sub. boxes.
- On the Vendor Locations form (AP.30.30.10), the Retainage Payable Account and Retainage Payable Sub. boxes have also been added.

- On the Bills and Adjustments form, the Apply Retainage check box has been added to the Summary area, as mentioned. If this check box is selected, the following new elements are displayed on the form:
  - On the Document Details tab, the Retainage Percent and Retainage Amount columns
  - On the Financial Details tab, the Retained Payable Account and Retained Payable Sub. Columns
  - On the Tax Details tab, the Retained Taxable and Retained Tax columns (only if the Retain Taxes check box is selected on the Accounts Payable Preferences form)
  - The Retainage tab (which shows the details of retainage, including related retainage bills)
- On the GL Accounts tab of the Taxes form (TX.20.50.00), the Retainage Tax Claimable Account and Retainage Tax Claimable Subaccount boxes have been added. They are available only if the Retain Taxes check box is selected on the Accounts Payable Preferences form.
- The new Release AP Retainage form (AP.51.00.00) has been created.
- On the Prepare Payments form (AP.50.30.00), the Retainage Bill and Original Document columns have been added.
- New elements related to the Retainage Support feature have been added to various Accounts Payable reports and inquiries.

### Retainage in Accounts Receivable Invoices

To assure that a work is done in time and according to the agreement, a customer can retain a part of an invoice amount until the necessary work is complete and pay the retained amount when all the terms of the agreement are met. When entering the invoice on the Invoices and Memos form (AR.30.10.00), a user can select the Apply Retainage check box in the Summary area to indicate that the selected customer retains a part of the invoice amount. The document-level retainage percent, which is used by default in invoice lines, is specified in the Default Retainage Percent box on the Retainage tab.

Melbourne ▾ Invoices and Memos ★

Save & Close [Icons] Release Actions ▾ Inquiries ▾ Reports ▾

Type: Invoice ▾ \* Customer: ABARTENDE - BA Industries [Search] Detail Total: 0.00  
 Reference Nbr.: <NEW> [Search] \* Location: MAIN - Primary Location [Search] Discount Total: 0.00  
 Status: Balanced [Hold] Currency: AUD [Search] 1.00 [View base] GST Taxable To...: 0.00  
 \* Date: 24/04/2018 ▾ \* Terms: 30THMONTH - 30th of Month [Search] GST Exempt To...: 0.00  
 \* Post Period: 10-2018 [Search] \* Due Date: 30/05/2018 ▾  Apply Retainage Tax Total: 0.00  
 \* Prompt Payme...: 20/05/2018 ▾ [Search] Balance: 0.00  
 Customer Order: [Search] \* Project: X - Non-Project Code. [Search] Rounding Diff.: 0.00  
 Description: [Text] Prompt Payme...: 0.00

Document Details Financial Details Billing Address Tax Details Salesperson Commission Discount Details **Retainage** Applications

Default Retainage Percent: 20.000000 Unreleased Retainage: 0.00 Tax on Retainage: 0.00  
 Total Amount: 0.00 Unpaid Retainage: 0.00 Discount on Retainage: 0.00  
 Original Retainage: 0.00 Paid Retainage: 0.00

[Icons] View Schedule [Icons]

Type	Reference Nbr.	Date	Post Period	Status	Curre	Amount	Balance	Customer Order	Description
------	----------------	------	-------------	--------	-------	--------	---------	----------------	-------------

The user can specify the value manually in the Default Retainage Percent box; the box is filled in by default if a value has been specified for the selected customer on the Customers form (AR.30.30.00). (The default customer value can be overridden.) Also, if needed, the user can override the Retainage Percent value of the invoice in particular lines of the invoice, as shown in the following screenshot.

Melbourne ▾ Invoices and Memos ★

Save & Close [Icons] Release Actions ▾ Inquiries ▾ Reports ▾

Type: Invoice ▾ Customer: ABARTENDE - BA Industries [Search] Detail Total: 72.00  
 Reference Nbr.: <NEW> [Search] \* Location: MAIN - Primary Location [Search] Discount Total: 0.00  
 Status: Balanced [Hold] Currency: AUD [Search] 1.00 [View base] GST Taxable To...: 90.00  
 \* Date: 24/04/2018 ▾ \* Terms: 30THMONTH - 30th of Month [Search] GST Exempt To...: 0.00  
 \* Post Period: 10-2018 [Search] \* Due Date: 30/05/2018 ▾  Apply Retainage Tax Total: 9.00  
 \* Prompt Payme...: 20/05/2018 ▾ [Search] Balance: 81.00  
 Customer Order: [Search] \* Project: X - Non-Project Code. [Search] Rounding Diff.: 0.00  
 Description: [Text] Prompt Payme...: 1.62

Document Details Financial Details Billing Address Tax Details Salesperson Commission Discount Details **Retainage** Applications

[Icons] View Schedule [Icons]

* Branch	Inventory ID	Transaction Descr.	Quantity	UOM	Unit Price	Ext. Price	Discount Percent	Discount Amount	Manual Discount	Discoun Code	Retainage Percent	Retainage Amount
MAIN	SO00002012	Cardboard Box Small	100.00	UNIT	0.20	20.00	0.000000	0.00	<input type="checkbox"/>		20.000000	4.00
MAIN	SO00002013	Cardboard Box Medium	100.00	UNIT	0.30	30.00	0.000000	0.00	<input type="checkbox"/>		20.000000	6.00
MAIN	SO000NS4D7	Cardboard Box Large	100.00	UNIT	0.40	40.00	0.000000	0.00	<input type="checkbox"/>		20.000000	8.00

The total amount of the invoice is calculated as the sum of the amounts of each line; the amount of each line is calculated as Ext. Price - Discount Amount - Retainage Amount. When a user releases an invoice with a retained amount, the total amount of the invoice debits the Accounts Receivable account and the retainage amount (that is displayed in the Original Retainage box on the Retainage tab) debits the Retainage Receivable account specified in the invoice (defaulted for the customer)



To create an invoice for the retained amount, the user invokes the Release Retainage command on the Actions menu. In the Release Retainage dialog box that opens, the user specifies the percent of the retained amount or the amount to be released, and clicks Release. On the Invoices and Memos form, the created retainage invoice (with the Retainage Invoice check box selected) opens, as the following screenshot shows.

The screenshot shows the 'Invoices and Memos' form for customer 'ABARTENDE - BA Industries'. The invoice is dated 24/04/2018 and has a total amount of 18.00. The 'Retainage Invoice' checkbox is checked. The form includes fields for Type, Reference Nbr., Status, Date, Post Period, Customer Order, Description, Customer, Location, Currency, Terms, Due Date, Prompt Payme..., Detail Total, Discount Total, GST Taxable To..., GST Exempt To..., Tax Total, Balance, Rounding Diff., and Prompt Payme... The form also has tabs for Document Details, Financial Details, Billing Address, Tax Details, Salesperson Commission, Discount Details, and Applications. A table at the bottom shows the invoice details:

Branch	Inventory ID	Transaction Descr.	Quantity	UOV	Unit Price	Ext. Price	Discount Percent	Discount Amount	Manual Discount	Discount Code	Amount	Account
PER		Invoice 002501	0.00		0.00	18.00	0.000000	0.00	<input checked="" type="checkbox"/>		18.00	300400

When the retainage invoice is released, the Retainage Receivable account is credited and the Accounts Receivable account is debited with the amount of the retainage invoice.

For mass creation of retainage invoices, the new Release AR Retainage form (AR.51.00.00) has been created. On this form, the user can prepare retainage invoices based on original invoices that have a nonzero unreleased retainage. The user can configure the system to automatically release retainage invoices generated on this form by selecting the Automatically Release Retainage Invoices check box on the Accounts Receivable Preferences form (AR.10.10.00).

## Changes on Forms in the Accounts Receivable Module

To give users the ability to specify retainage in Accounts Receivable invoices, the following changes have been made to the product:

- On the Accounts Receivable Preferences form (AR.10.10.00), the Retainage Settings section has been added on the General Settings tab. In this section, a user can configure the system to retain taxes calculated on the retained amount (by selecting the Retain Taxes check box) and to automatically release retainage invoices (by selecting the Automatically Release Retainage Invoices check box).
- On the GL Accounts tab of the Customer Classes form (AR.20.10.00), the Retainage Receivable Account and Retainage Receivable Sub. boxes have been added. In these boxes, the account and subaccount for retained amounts can be specified for the class, to provide the default settings for customers of the class.
- On the General Info tab of the Customers form (AR.30.30.00), the Retainage Settings section has been added. In this section, the user can select or clear the Apply Retainage check box and specify default percent to be retained on the Invoices and Memos form (AR.30.10.00) for the particular customer.

- On the GL Accounts tab of the Customers form, the account and subaccount for the particular customer can be specified or changed in the Retainage Receivable Account and Retainage Receivable Sub. boxes.
- On the Customer Locations form (AR.30.30.10), the Retainage Receivable Account and Retainage Receivable Sub. boxes have also been added.
- On the Invoices and Memos form (AR.30.10.00), the Apply Retainage check box has been added to the Summary area. If this check box is selected, the following new elements are displayed on the form:
  - On the Document Details tab, the Retainage Percent and Retainage Amount columns
  - On the Financial Details tab, the Retained Receivable Account and Retained Receivable Sub. columns
  - On the Tax Details tab, the Retained Taxable and Retained Tax columns (only if the Retain Taxes check box is selected on the Accounts Receivable Preferences form)
  - The Retainage tab (which shows the details of retainage, including related retainage invoices)
- The new Release AR Retainage form (AR.51.00.00) has been created.
- On the GL Accounts tab of the Taxes form (TX.20.50.00), the Retainage Tax Payable Account and Retainage Tax Payable Subaccount boxes have been added. They are available only if the Retain Taxes check box is selected on the Accounts Receivable Preferences form.
- New elements related to the Retainage Support feature have been added to various Accounts Receivable reports and inquiries.

## Split Transactions

It is now possible to split a transaction amount during reclassification. Before this implementation, it was possible only to reclassify the whole amount of the journal entry to another account, subaccount, or branch. Now it is possible to transfer a part of the amount to another account, subaccount, or branch.

To implement this functionality, changes have been made in the product, as defined in the remaining sections of this topic.

### Split Process

On the Reclassify Transactions form (GL.50.60.00), to split the journal entry, a user clicks the line to be split and clicks the new Split button (shown in the screenshot below). The system adds a new entry under the original one. The original entry and each new entry are highlighted in bold during the split.

In the new entry, the branch, account, and subaccount are derived from the original entry and can be changed.

For each new entry, in the New Amount column (also shown in the screenshot below), the user specifies the amount to be transferred from the original entry to a new one. For the original entry, in this column, the system calculates the remaining amount based on

the new amounts of new entries. The total amount of new entries cannot be more than the amount of the original entry.

Negative values can be specified in the New Amount column; these amounts will be highlighted in red and will increase the amount of the original entry (see the screenshot below).

Additionally, the Icon column has been added, which displays icons so that the user can identify the split entry and the entries added during the split. The original entry has the following icon:  Each new line added during the split process has the  icon.

To Branch	To Account	Description	To Subaccount	New Tran. Date	New Transaction Description	New Amount	Debit Amount	Credit Amount	Currency
<input type="checkbox"/> MAIN	200600	PO Accrual	000-00	4/01/2013	11ac Gigabyte Wireless ...	18,050.00	18,050.00	0.00	AUD
<input checked="" type="checkbox"/> MAIN	200600	PO Accrual	000-00	4/01/2013	11ac Gigabyte Wireless ...	0.00	0.00	0.00	AUD
<input type="checkbox"/> MAIN	200600	PO Accrual	000-00	4/01/2013	48 Port Gigabyte Switch		76,000.00	0.00	AUD
<input type="checkbox"/> MAIN	200600	PO Accrual	000-00	4/01/2013	28 Port Gigabyte Switch		6,982.50	0.00	AUD
<input type="checkbox"/> MAIN	200600	PO Accrual	000-00	4/01/2013	24 Port Gigabyte Switch		6,270.00	0.00	AUD
<input type="checkbox"/> MAIN	200600	PO Accrual	000-00	4/01/2013	11ac Dual Band Wireless R...		2,160.00	0.00	AUD
<input type="checkbox"/> MAIN	200700	GST Paid	000-00	4/01/2013	G11NONCAP GST		10,946.25	0.00	AUD

### Other Changes

On the Journal Transactions form (GL.30.10.00), the Remaining Reclass. Amount column has been added, as shown in the screenshot below. This column displays the amount that is left for a journal entry if a split process has been performed.

*Branch	*Account	Description	*Subaccount	Project	Project Task	Qty. Number	Quantity UOM	Debit Amount	Credit Amount	Transaction Description	Icon	Remaining Reclass. Amount	Reclass. Batch Number
HQ	11000	Accounts Receivable	000-000	X			0.00	600.00	0.00		<input type="checkbox"/>		
HQ	40000	Sales Revenue	000-000	X			0.00	0.00	600.00		<input type="checkbox"/>	150.00	GL000012

On the Reclassification History form (GL.40.50.00), the following columns have been added: Selected, Orig. Batch. Nbr., Action, Remaining Reclass. Amount, and Icon (see the screenshot below). In the unlabelled Selected column, a user selects the check box for each line to be reclassified. The Orig. Batch. Nbr. column displays the number of the batch for which the reclassification transaction has been generated. The Action column displays the action that has been performed for the line: Split or Reclassification. The Icon column is hidden by default on this form.

Additionally, a Reclassification History button has been added to the form toolbar. When a user clicks this button, a history is displayed for the selected line in the table.

Batch Number	Branch	Account	Description	Subaccount	Debit Amount	Credit Amount	Remaining Balance	Transaction Description	Transaction Date	Post Period
GL000011	HQ	40000	Sales Revenue	000-000	0.00	600.00	150.00		1/12/2018	01-2018
GL000012	VA	40000	Sales Revenue	000-000	200.00	0.00			1/12/2018	01-2018
GL000011	HQ	40000	Sales Revenue	000-000	-50.00	0.00			1/12/2018	01-2018
GL000011	HQ	40010	Sales - Freight	000-000	0.00	-50.00			1/12/2018	01-2018
GL000011	HQ	40000	Sales Revenue	000-000	300.00	0.00			1/12/2018	01-2018
GL000011	HQ	40000	Sales Revenue	CON-000	0.00	300.00			1/12/2018	01-2018
GL000011	HQ	19000	Due from relat...	000-000	0.00	200.00		Balancing entry for HQ	1/12/2018	01-2018
GL000012	VA	28000	Due to related	000-000	200.00	0.00		Balancing entry for VA	1/12/2018	01-2018

## Ability to Void Vendor and Customer Refunds

It is now possible to void customer or vendor refunds.

To void an existing customer refund, a user opens the refund on the Payments and Applications form (AR.30.20.00) and clicks the new Void button on the form toolbar.

Melbourne - Payments and Applications

Save & Close | Release | **Void** | Actions | Inquiries | Reports

Type: Payment | Customer: CARIBBEAN - Caribbean Secretary Online | Payment Amou... 788.11

Reference Nbr.: 000001 | Location: MAIN - Primary Location | Applied to Doc... 0.00

Status: Closed | Payment Meth... AUWBDCDC - AU Westpac Banking Corpo | Applied to Ord... 0.00

Post Date: 18/04/2014 | Cash Account: 100010 - Cheque Account - AUD | Available Balan... 0.00

Post Period: 10-2014 | Currency: AUD 1.00 | Write-Off Amo... 0.00

Payment Ref.: 00009873 | Finance Charges: 0.00

Deducted Char... 0.00

Description:

Documents to Apply | Application History | Orders to Apply | Financial Details | Approval Details | Finance Charges

Batch Number	Doc. Type	Reference Nbr.	Customer	Amount Paid	Cash Discount Taken	Balance Write-Off	Post Period	Date	Due Date	Prompt Payment Disc. Date
000527	Invoice	000063	CARIBBEAN	689.96	0.00	0.00	02-2014	28/07/2013	30/08/2013	20/08/2013
002127	Invoice	000796	CARIBBEAN	84.21	1.72	0.00	10-2014	31/03/2014	30/04/2014	20/04/2014
	Invoice	000797	CARIBBEAN	13.94	0.00	0.00	10-2014	18/04/2014	30/05/2014	20/05/2014

The system creates the document of the Voided Refund type with a negative amount. For the voided refund, the user can specify the application date, period, and description, and then release the voided refund.

The Void button has also been added to the Checks and Payments form (AP.30.20.00) to make it possible to void a vendor refund.

## Mandatory Tax Agencies

After upgrading, the Tax Agency field on the Taxes form (TX.20.50.00) becomes mandatory. You must specify a tax agency, as under the new organisation structure (see page 67), the jurisdiction for taxes is determined from the agency.

# Organisation

## Handling of Obsolete Attributes

In MYOB Advanced, a set of attributes may be defined for a particular class of entities, which may be set up on the Contact & Lead Classes (CR.20.70.00), Business Account Classes (CR.20.80.00), Opportunity Classes (CR.20.90.00), Case Classes (CR.20.60.00), Attributes (PM.20.20.00), Employee Classes (EP.20.20.00), Vendor Classes (AP.20.10.00), Item Classes (IN.20.10.00), Customer Classes (AR.20.10.00), or Contract Templates (CT.20.20.00) forms. The complete list of all attributes that may be used throughout the system is maintained on the Attributes form (CS.20.50.00).

On the Attributes tab of each entity class form, an Active check box has been added for each attribute (see the screenshot below). This check box indicates, if selected, that the attribute is available for all entities of the class.

Active	Attribute ID	Description	Sort Order	Required	Internal	Control Type	Default Value
<input checked="" type="checkbox"/>	LOCATION	Position Location	1	<input type="checkbox"/>	<input type="checkbox"/>	Combo	
<input checked="" type="checkbox"/>	POSITION	Position	2	<input type="checkbox"/>	<input type="checkbox"/>	Combo	

A user can deactivate an obsolete attribute for a particular entity class by clearing the Active check box. In this case, the deactivated attribute will no longer be displayed for entities of the class, but all attribute values that have already been specified for existing entities still will be stored in the database. If a user decides to re-activate the attribute, its values will become visible in the system again.

However, if it is not necessary to preserve the data related to an obsolete attribute, a user can deactivate the attribute and then delete it by using the Delete Row button on the table toolbar. In this case, the attribute will be permanently deleted from the class and all attribute values will be cleared for the entities of the class.

## Improved Assignment and Approval Maps

The way a user interacts with assignment and approval maps in MYOB Advanced has been significantly simplified and improved.

The Assignment and Approval Maps form (EP.20.55.00) displays a list of all assignment and approval maps available in the system (see the screenshot below). Each map has a type, which can be one of the following:

- Assignment Map: Used for assigning business accounts, cases, contacts, email activities, leads, opportunities, purchase receipts, requests, or requisitions to owners for further processing.
- Approval Map: Used for assigning approvers to projects or documents, such as bills and adjustments, employee time cards, equipment time cards, expense claims, expense receipts, projects, purchase orders, requests, requisitions, sales orders, or transactions.

- **Assignment and Approval Map:** Used for either assigning entities to owners or assigning approvers to documents. Maps of this type were created in previous versions of MYOB Advanced. This type remains supported by the system to avoid data loss and facilitate transition from the old functionality to the new design.

Melbourne ▾ Assignment and Approval Maps ★

Map Name	Map Type	*Entity Type
Lead Assignment	Approval Map	Transactions
Timesheet Approval	Assignment and Approval Map	Employee Time Card
Purchase Receipt Assignment	Assignment and Approval Map	Purchase Receipts

## Approval Maps

A user creates a new map of the Approval type or modifies an existing one by using the Approval Maps form (EP.20.50.15):

Melbourne ▾ Approval Maps

Save & Close

Map: Expense Receipt Approval \* Entity Type: Expense Receipt

\* Name: Expense Receipt Approval

**Steps**

Add Step + ↑ ↓ ×

- Management
  - Rule
- Finance
  - Approval by Finance
  - Executive > 100K

**Conditions** **Rule Actions**

Approver: Employee

Employee: EP00000002 - Andrews Michael, Mr.

Workgroup:

Decision Wait Time: 001 d 00 h 00 m

On Approval: Complete Step

The Steps pane may include any number of steps, each of which may include any number of rules.

Steps may be executed in a sequential, parallel, or sequential-parallel fashion.

For each step, a user selects an action that should be performed if no approver has been assigned in accordance with the rules specified for this step, so the document becomes automatically approved or rejected or the next step (if any) gets executed.

For each rule, a user specifies conditions, which the system checks for the document, and actions to be performed if the conditions are met. As a result, multiple approvers may be assigned to one document.

A user can configure a rule so that after one approver approves the document, the system waits until other appointed approvers (if any) also approve the document, executes the next step in the approval map, or marks the document as approved.

The new design of approval maps allows assigning approvers to a document based on individual document detail lines. On the Approval Details tab of a corresponding document entry form, all approvers assigned to the document are listed, and for each

approver, additional information is displayed that helps track which approval map and which step and rule in this map is the reason this approver has been assigned.

## Assignment Maps

Assignment maps are created and modified on the Assignment Maps form (EP.20.50.10):

Melbourne ▾ Assignment Maps

← Save & Close [Icons]

Map:  \* Entity Type:

\* Name:

**Rules**

+ ↑ ↓ ×

..... Rule

Conditions Rule Actions

Assign Ownership To:

Employee:

Workgroup:

The Rules pane may include any number of rules executed sequentially. Similarly to a rule in an approval map, a rule in an assignment map includes conditions and actions to be performed if the conditions are met.

In other respects, the assignment process is similar to that used in older versions of MYOB Advanced.

## Assignment and Approval Maps

The Assignment and Approval Maps form (EP.20.50.00) is the form that was used for creating and modifying assignment and approval maps in older versions of MYOB Advanced. The form has been moved to the Hidden folder of the site map, but otherwise, it remains fully functional. Thus, a user can work with both new and old types of assignment and approval maps.

## Improved Marketing Lists and Campaigns

Marketing lists and campaigns have been significantly improved, so users can more efficiently perform marketing activities, track relevant expenses and revenue, and analyse statistical information on campaigns. For a detailed description of marketing lists and campaigns in MYOB Advanced, see “Managing Marketing Lists and Campaigns” in the MYOB Advanced User Guide.

### Marketing Campaigns

Instead of the previously used statuses, stages have been introduced for marketing campaigns. An appropriate stage should be selected for each campaign in the Stage box on the Marketing Campaigns form (CR.20.20.00).

On the Campaign Classes form (CR.20.25.00), a campaign class should be defined for each type of campaign used in the company. For each campaign class, a list of attributes may be defined. For information about how classes and attributes can be used in MYOB Advanced, see “Classes and Attributes” in the MYOB Advanced User Guide.



Now the user can specify as a source of campaign members any generic inquiry form that displays contacts. This can be done through the Add Members dialog box (shown in the screenshot below), which opens when the user clicks Add New Members on the table toolbar of the Members tab of the Marketing Campaigns form. In this dialog box, the user can select campaign members from a specific data source, which can be either an existing marketing list or a generic inquiry form. The user can select a shared filter available for the specified inquiry form to be able to select members from only relevant records.

Typ	Contact	Job Title	Company Name	Act	Email	Phone 1	Account ID
<input checked="" type="checkbox"/>	Em... Andrews ...	General Manager	Andrews Michael, ...	<input checked="" type="checkbox"/>	michael.andrews...	+61 (3) 97...	MAIN
<input type="checkbox"/>	Co... Albarn Jam...	Purchase Manager	BA Industries	<input checked="" type="checkbox"/>	james.albarn@bai...	+61 (2) 38...	ABARTE...
<input type="checkbox"/>	Co... Allbright Al...	Senior Consultant	Boulder Earth Movi...	<input checked="" type="checkbox"/>	albert.allbright@b...	+61 (2) 82...	BOULD...
<input type="checkbox"/>	Co... Alves Jord...	Senior Consultant	Glog Consulting	<input checked="" type="checkbox"/>	jordanna.alves@...	+61 (2) 75...	NSSGL...
<input type="checkbox"/>	Co... Andersson ...	Purchasing Assis...	Shortstop Sports	<input checked="" type="checkbox"/>	dean.andersson@...	+61 (7) 73...	SNOSH...
<input type="checkbox"/>	Co... Allen Soph...	Sales Associate	China Seasons Ind...	<input checked="" type="checkbox"/>	sophie.allen@chin...	+86 (10) 5...	CHINSE...
<input type="checkbox"/>	Co... Alton Ken, ...	Customer Care R...	Etik Food Supplies	<input checked="" type="checkbox"/>	ken.alton@etik-c...	+1 (777) 3...	FOODE...
<input type="checkbox"/>	Co... Ackbar Ku...	Account Manager	Netweb Technology	<input checked="" type="checkbox"/>	kunal.ackbar@net...	+91 (777) ...	WIDNE...

If a lead or opportunity has been created as a result of marketing activities related to a particular campaign, a user can associate this lead or opportunity with the campaign in either of the following ways:

- By clicking the Add Row button on the table toolbar of the Generated Leads or Opportunities tab of the Marketing Campaigns form and creating a lead or opportunity record on the entry form that opens.
- By specifying the campaign in the Source Campaign box on the Leads (CR.30.10.00) or Opportunities (CR.30.40.00) form.

Users can create activities associated with particular campaigns (by clicking the buttons on the table toolbar of the Activities tab of the Marketing Campaigns form) or with particular campaign members (by using the commands on the Add Activity menu on the Members tab of the same form).

Also, on the Members tab of the Marketing Campaigns form, users can review the number of opportunities, activities, and emails related to the campaign and associated with a particular campaign member. On the Mass Email form (CR.30.80.00), the user can set up a mass email to be sent to all members of a particular marketing campaign or to only those members who have not previously been sent emails as part of the campaign.

To facilitate the tracking of expenses and revenue related to a particular marketing campaign, MYOB Advanced now gives users the ability to associate various documents—



such as sales orders and invoices—with campaigns. As a result, the total amounts of the related sales orders are added together and displayed in the Sales Order Total box on the Campaign Details tab of the Marketing Campaigns form.

## Marketing Lists

The capability to configure a marketing list as either dynamic or static has been improved. If the Dynamic List check box on the Configuration Options tab of the Marketing Lists form (CR.20.40.00) is selected (as shown in the following screenshot), the marketing list is considered dynamic—that is, it is formed and updated automatically according to a set of user-defined rules. If the Dynamic List check box is cleared, the marketing list is considered static—that is, it can be formed and updated only manually.

Melbourne ▾ Marketing Lists ★

Save & Close [Icons]

\* Marketing List ID: NEWS [Search]  Active Workgroup: [Search]

\* List Name: Company News Owner: [Search]

Configuration Options | List Members | Activities

Dynamic List

Generic Inquiry: CR-Contacts [Search] [Edit]

Shared Filter to Apply: All Records ▾

Visual [Icons] Paragraph [B] [I] [U] [A] [Color] [List] [List] [List] [List] [List]

Upcoming events and seminars, latest company news and more.

A user can specify the rules for a dynamic marketing list in one of the following ways:

- The user specifies necessary selection criteria on the Selection Criteria tab so that list members are automatically selected from all leads, contacts, and employees that exist in the system.
- The user specifies the generic inquiry form that lists contact records as the source of list members in the Generic Inquiry box on the Configuration Options tab; a shared filter available for the specified inquiry form may be selected so that only relevant records are added to the list.

The system applies the rules to existing and newly added records, and the records that match the specified criteria are automatically included in the list.

A user can form a static marketing list in any of the following ways:

- By clicking the Add Row button on the table toolbar of the List Members tab of the Marketing Lists form. The user then adds the needed data for the contact in the row and repeats this step as needed.
- By using the Add Members dialog box, which opens when the user clicks Add New Members on the toolbar of the List Members tab of the form. This dialog box is identical to the one used for adding members to marketing campaigns.
- By uploading an Excel file with a list of contacts, which the user does by clicking the Load Records from File button on the List Members tab of the form.

- By clicking the Add Row button on the table toolbar of the Marketing Lists tab on the Leads (CR.30.10.00), Contacts (CR.30.20.00), or Business Accounts (CR.30.30.00) form. The user then adds the needed data for the marketing list in the row; this step is repeated as needed.

A user can temporarily unsubscribe a member from a marketing list by doing any of the following:

- By clearing the check box in the Subscribed column for the particular member on the List Members tab of the Marketing Lists form populated with the details of the marketing list.
- By clearing the check box in the Subscribed column for the particular marketing list on the Marketing Lists tab of the Leads, Contacts, or Business Accounts form populated with the details of the list member.

To turn the member's subscription back on, the user needs to select the previously cleared check box.

Users can create activities associated with particular marketing lists by clicking the buttons on the table toolbar of the Activities tab of the Marketing Lists form.

## Improved Taxes in Expense Receipts and Expense Claims

A significant improvement has been implemented in the Time and Expenses module. Now MYOB Advanced provides the ability to calculate taxes in expense receipts. Previously, the system applied taxes to expense claims, and there was no ability to specify taxes in the individual receipts that make up expense claims.

Now users can configure the system to apply taxes in expense receipts. For each individual expense receipt, the tax information (tax zone, tax category, and tax calculation mode) is specified. The system calculates taxes for expense receipts by using these tax settings. Expense claims now do not have applicable taxes; for each expense claim, the system shows the summary tax information for the expense receipts included in the claim. For more information, see "Taxes in Expense Receipts" in the MYOB Advanced User Guide.

The main changes are described in detail in the following sections.

### Tax Information in Expense Receipts

Now a user can specify the tax information (tax zone, tax category, and tax calculation mode, if applicable) in an expense receipt the user is creating on Expense Receipt form (EP.30.10.20), and review the information on applicable taxes on the Tax Details tab. The system calculates the tax amount by using the settings of the taxes that are included in both the tax category and the tax zone specified in the expense receipt. The total tax amount for an expense receipt is shown in the Summary area on the Expense Receipt form.

If the tax amounts calculated by the system for the expense receipt differ from those in the original expense documents, a user can correct these amounts in the expense receipt.

## Improved UI on the Expense Receipt (EP301020) Form

The boxes on the Expense Receipt form (EP.30.10.20) have been rearranged to speed the entry of expense receipts. For information about particular UI elements on the Expense Receipt form (EP.30.10.20), see the “Expense Receipt” form reference topic in the MYOB Advanced User Guide.

## Expense Receipts with Mixed Tax Settings

By default, the system allows users to include in one expense claim only the expense receipts with the same tax settings (tax zone and tax calculation mode). If the user wants to process expense receipts with various tax settings within one expense claim, the new Allow Mixed Tax Settings in Claims check box should be selected on the Time & Expenses Preferences form (EP.10.10.00). When an expense claim that includes expense receipts with different tax settings is released, the system generates multiple Accounts Payable bills, each of which contains expense receipts with the same tax zone and tax calculation mode.

## Expense Receipts with Tax-Inclusive and Tax-Exclusive Amounts

An authorized employee now can select which amounts (tax exclusive or tax-inclusive) users should specify in expense receipts. If the Net/Gross Entry Mode feature is enabled on the Enable/ Disable Features form (CS.10.00.00), a user can select if the amounts in the entered expense receipt are tax-inclusive (gross) or tax-exclusive (net). Also, a user can assign to a non-stock expense item the appropriate tax calculation mode to be used by default in the expense receipts with this expense item.

## Upgrade Procedure for Legacy Expense Receipts

In previous versions of MYOB Advanced, the system didn't calculate taxes in individual expense receipts; the system calculated taxes for expense claims by using the expense claim tax settings. In MYOB Advanced 2018.1, taxes are calculated in expense receipts; the taxes for an expense claim are calculated as the sum of taxes for the expense receipts included in the claim. Because the logic of tax calculation was changed, unreleased expense receipts and expense claims need to be processed in a special way after the system upgrade to MYOB Advanced 2018.1.

During this upgrade, a company might have unreleased expense receipts that are not included in expense claims. These receipts have an empty tax zone and a status other than Released. After the upgrade, a user should specify a tax zone in these receipts, so that the system will calculate taxes for the receipts. After that, these receipts can be claimed. The system will display a warning for the receipts for which the tax zone should be updated on the Expense Receipt (EP301020) form and on the To Be Claimed tab of the Expense Receipts (EP301010) form.

In unreleased expense claims, the taxes calculated before the upgrade remain unchanged, and receipts included in those claims still have no applicable taxes. Users can release these claims but cannot edit tax-related data in these claims. If an unreleased legacy claim needs to be corrected, a user should delete it, edit the individual expense receipts (if needed), and recreate the claim. When the legacy expense claim is deleted, the system calculates and adds the applicable taxes to the expense receipts that have belonged to the claim.

Legacy unreleased claims with an empty tax zone can be modified before release because they have no taxes.

Thus, during the upgrade, the upgrade scripts will do the following:

- Set the tax calculation mode to Tax Settings for all receipts and claims.
- Set the receipt tax zone to the claim tax zone for all receipts included in claims.
- Mark legacy receipts with a special flag.

## Opportunity Stages for Each Opportunity Class

MYOB Advanced now provides the functionality that a user can use to set up different opportunity stages for different opportunity classes.

The Opportunity Probability tab has been removed from the Customer Management Preferences form (CR.10.10.00). Instead, the Stages tab has been added to the Opportunity Classes (CR.20.90.00) form (see the screenshot below). On this tab, a user can configure a list of opportunity stages, which is shared by all opportunity classes; if a stage is modified for any opportunity class, the changes affect all existing opportunity classes. When setting up a particular opportunity class, a user should make sure that the Active check box is selected for the opportunity stages that need to be included in this class and cleared for the opportunity stages that are not intended for this class.

		Active	*Stage ID	*Name	Probability	Sort Order
>	<input checked="" type="checkbox"/>	L	Prospect	0	0	
	<input checked="" type="checkbox"/>	N	Nurture	5	5	
	<input checked="" type="checkbox"/>	P	Qualification	10	10	
	<input checked="" type="checkbox"/>	Q	Development	20	20	
	<input checked="" type="checkbox"/>	V	Solution	40	40	
	<input checked="" type="checkbox"/>	A	Proof	60	60	
	<input checked="" type="checkbox"/>	R	Negotiation	80	80	
	<input checked="" type="checkbox"/>	W	Won	100	100	

The system offers a predefined list of opportunity stages, which includes the following

- Prospect: The contact associated with the opportunity is a known prospect but it is not clear whether they are interested in the offered products or services.
- Nurture: Information about the prospect's interest in products and services is being collected.
- Qualification: The prospect's interest in purchasing particular products or services is being determined.
- Development: The prospect's requirements, budget, and time frame are being clarified.
- Solution: A solution is under development.
- Proof: A concept is ready and pending approval.

- Negotiation: A proposal has been prepared or a contract is ready to be signed.
- Won: The deal has been successfully closed.

A user can add custom stages to reflect an established sales process. For each stage, an identifier, name, probability percentage, and sort order should be specified.

In reports, data is shown for deactivated stages too, if the included opportunities had been assigned these stages before they were deactivated.

## Campaign Expense Accounting

If the Project Accounting feature is enabled on the Enable/Disable Features form (CS.10.00.00), the project accounting functionality can now be used to track expenses and revenue related to a marketing campaign. The system now can regard a marketing campaign as a project and use the project budget tracking mechanism for tracking the campaign budget.

### Tracking of Expenses

For campaign expense tracking, a specific project dedicated to campaign expense accounting needs to be created and associated with a campaign, with proper billing and allocation rules configured. If needed, multiple campaigns may be associated with a single project.

A project can be associated with a marketing campaign through the new Project Accounting Integration section on the Campaign Details tab of the Marketing Campaigns form (CR.20.20.00):

The screenshot shows the 'Marketing Campaigns' form for 'XR Laptop Deal'. The 'Project Accounting Integration' section is highlighted with a red box. It contains the following fields:

Project Accounting Integration	
Project ID:	PR00000004 - 2018   🔍
Project Task ID:	🔍

Other visible fields in the form include:

- Campaign ID: 000001 - XR Laptop | 🔍
- Stage: Planning
- Campaign Class: DIRCALL - Direct Cal | 🔍
- Owner: | 🔍
- Campaign Name: XR Laptop Deal
- Start Date: 1/01/2013
- End Date: 28/02/2013
- Planned Budget: 2,000.00
- Expected Return: 10,000.00
- Promo Code: XRLP

The Campaign Statistics section shows the following values:

Campaign Statistics	
Total Members:	0
Members Contacted:	0
Members Responded:	0
Leads Generated:	0
Leads Converted:	0
Opportunities:	0
Won Opportunities:	0
Opportunities Value:	0.00
Won Opportunities Val...:	0.00

All the campaign-related activities, the opportunities that resulted from this campaign, and the resulting sales orders and invoices also can be associated with the previously defined project. These associations allow for accurate calculation of all expenses and revenue generated by the campaign.

## Relations

In MYOB Advanced 2018.1, the Campaign Documents form (CR.20.30.00) has been deleted. The lists of campaign-related sales orders and invoices can be reviewed on the new Campaign Sales Orders (CR.20.30.10) and Campaign Invoices (CR.20.30.00) inquiry forms; custom inquiry forms or pivot tables can be created based on these forms.

## Case Management Feature Switch

A new feature switch, Case Management, has been added on the Enable/Disable Features form (CS.10.00.00).

If the Case Management feature is enabled, the following forms are available:

- Cases (CR.30.60.00)
- Cases (CR.30.60.PL)
- Case Classes (CR.20.60.00)
- Release Cases (CR.50.70.00)
- Assign Cases (CR.50.32.10)
- Update Cases (CR.50.32.20)

Also, the following UI elements are available if the Case Management feature is enabled:

- The Cases tab on the Business Accounts form (CR.30.30.00)
- The Case menu command on the Create menu on the form toolbar of the Incoming (CO.40.90.00) and Email Activity (CR.30.60.15) forms
- The Case Numbering Sequence, Default Case Class, and Case Assignment Map boxes on the Customer Management Preferences form (CR.10.10.00)
- The Case ID box on the Employee Time Activities (EP.30.70.00), Employee Time Cards (EP.30.50.00), and Contract Usage (CT.30.30.00) forms
- The Case Count Item box on the Contract Templates (CT.20.20.00) and Customer Contracts (CT.30.10.00) forms
- The Create New Case check box and the New Case Class box on the Incoming Mail Processing tab of the System Email Accounts (SM.20.40.02) form
- All case-related reports in the Customer Management module

## Quotes in Opportunities

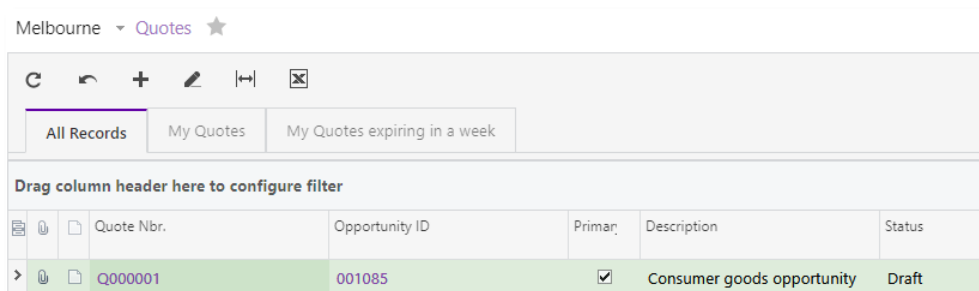
A new type of document, quote, has been introduced in the Customer Management module of MYOB Advanced 2018.1. A quote represents a formal offer made to a particular customer based on an opportunity; the quote includes a list of products offered at specific prices. For one opportunity, users can create any number of quotes, each of which can be printed or emailed to the specified customer for review. When the customer accepts the offer, the user can create a sales order and then an invoice based on the quote.

## Configuration of Quote Functionality

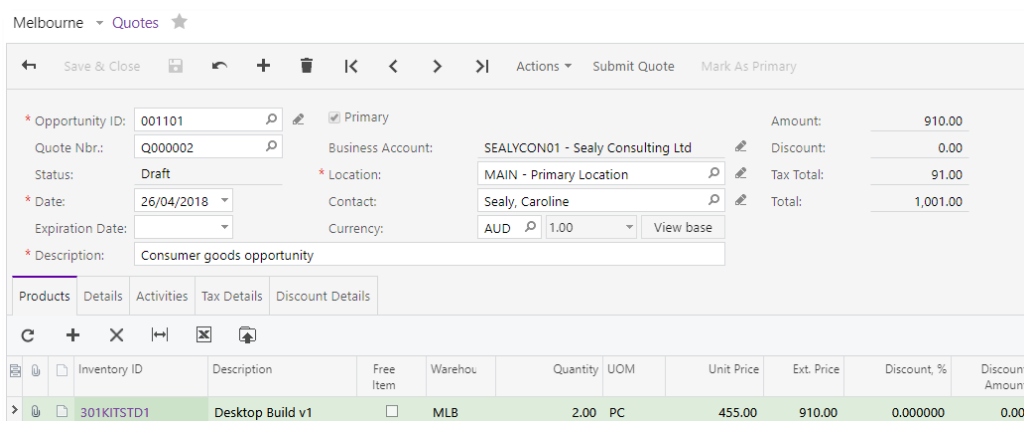
A new feature, Sales Quotes, has been added, with the corresponding check box on the Enable/Disable Features form (CS.10.00.00).

If the Sales Quotes feature is enabled, the following forms are available:

- Quotes (CR.30.45.PL): This new inquiry form displays filter tabs with lists of quotes. The following predefined filter tabs are available on this form: All Records, My Quotes, and My Quotes Expiring in a Week.



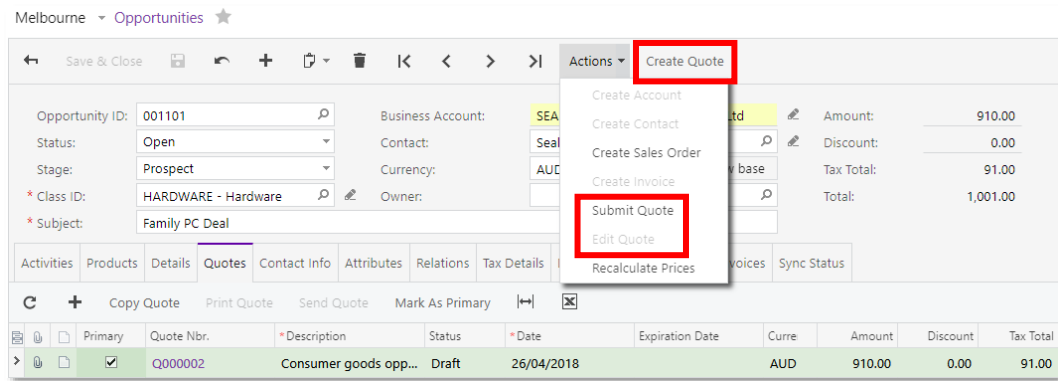
- Quotes (CR.30.45.00): By using this new data entry form, a user can create new quotes and modify or view the details of existing quotes.



- Quote (CR.60.45.00): By using this new report form, a user can generate a report with summary information on a particular quote.

Also, if the Sales Quotes feature is enabled, the following UI elements are available:

- Customer Management Preferences form (CR.10.10.00), General Settings tab: The Quote Numbering Sequence box and, if the Approval Workflow feature is also enabled, the Quote Approval Settings section
- Opportunities form (CR.30.40.00): On the form toolbar, the Submit Quote and Edit Quote commands on the Actions menu and the Create Quote button (shown in the screenshot below); the Quotes tab (also shown in the screenshot below)
- Activity form (CR.30.60.10): The "Quote" option in the Type box in the Select Entity dialog box, which opens if a user clicks the Related Entity selection box



## Creation of Quotes

A user can start creating a quote in any of the following ways:

- By clicking Create Quote on the form toolbar of the Opportunities form (CR.30.40.00)
- By clicking Create Quote on the table toolbar of the Quotes tab on the Opportunities form (CR.30.40.00)
- By clicking Add New Record on the form toolbar of the Quotes (CR3045PL) form
- By selecting an existing quote and then invoking the Copy Quote action, which is available on the Quotes tab on the Opportunities form (CR.30.40.00) and on the Actions menu on the form toolbar of the Quotes form (CR.30.45.00); in this case, a copy of the selected quote is created

If one quote or multiple quotes are created for an opportunity, one of the quotes must be marked as the primary quote, which a user can do either during the creation of a quote or by applying the Mark as Primary action to a selected quote.

An opportunity uses the primary quote as the source of the following settings: the list of products, the currency and the currency rate, the location, the contact information, and the tax and discount details. If a user marks a different quote as the primary quote for the opportunity, these settings are changed in the opportunity to those of the new primary quote.

A quote can have one of the following statuses:

- Draft: The quote is being prepared and its details can be edited.
- Prepared: The quote is ready to be sent to the customer. The quote gets this status after it has been submitted or, if approval is required for quotes, after it has been approved.
- Sent: The quote has been emailed to the customer.
- Pending Approval: The quote is pending approval within the company.
- Rejected: The quote has been rejected by an approver within the company.



## Approval of Quotes

Approval of quotes can be set up in the system if the Approval Workflow feature is enabled on the Enable/Disable Features (CS.10.00.00) form.

Quotes require approval if an approval map for quotes has been specified in the Approval Map box in the Quote Approval Settings section on the General Settings tab of the Customer Management Preferences form (CR.10.10.00):

Melbourne - Customer Management Preferences

General Settings Duplicate Validation Settings Mailing Settings

**Numbering Sequence**

- \* Opportunity Numbering Sequence: OPPORTUNITY - Opportunity
- \* Case Numbering Sequence: CASE - Case
- \* Mass Mail Numbering Sequence: MMAIL - Mass Mail
- \* Campaign Numbering Sequence: CAMPAIGN - Campaign
- \* Quote Numbering Sequence: CRQUOTE - Quotes in CRM

**Data Entry Setting**

- Default Lead Class: LEAD
- Default Contact Class: DEFAULT
- Default Business Account Class: DEFAULT
- Default Opportunity Class: HARDWARE
- Default Case Class: HARDWARE

**Data Retention Setting**

- Purge Unconverted Leads that Are Older than: 24 Months
- Purge Inactive Contacts with No Activities for More than: 24 Months

**General Setting**

- Show Author's Email Address:
- Copy Notes:
- Copy Attachments:
- Default Rate Type: SALES
- Default Currency: AUD
- Enable Rate Override:
- Enable Currency Override:

**Assignment Settings**

- Lead Assignment Map: Lead Assignment
- Contact Assignment Map:
- Business Account Assignment M...
- Opportunity Assignment Map:
- Case Assignment Map:

**Quote Approval Settings**

- Approval Map: Quote approval map
- Pending Approval Notification:

A quote that is pending approval cannot be modified. An assigned approver can approve or reject the quote by using the standard Approve and Reject actions available on the form toolbar of the Quotes form (CR.30.45.00) and on the table toolbar of the Quotes tab on the Opportunities form (CR.30.40.00). After a quote has been approved, it can be sent to the customer.

## Quote Activities

On the Activities tab of the Quotes form (CR.30.45.00), a user can create activities associated with the selected quote. On the Activities tab of the Opportunities form (CR.30.40.00), activities related to the selected opportunity are listed along with activities related to all quotes associated with the opportunity.

## Other Enhancements

Now any number of invoices and sales orders can be created for a single opportunity. The new Orders and Invoices tabs on the Opportunities form (CR.30.40.00) display a list of all sales orders or invoices associated with the selected opportunity.

Melbourne ▾ Opportunities ★

Save & Close [Icons] Actions ▾ Create Quote

Opportunity ID: 000004 Business Account: ELITEANSW - Elite Answering Amount: 1,280.50  
 Status: Open Contact: Call Isabel, Mrs. Discount: 0.00  
 Stage: Solution Currency: AUD 1.00 View base Tax Total: 128.05  
 \* Class ID: HARDWARE - Hardware Owner: Charlton Brooke, Mrs. Total: 1,280.50  
 \* Subject: Router Enquiry

Activities Products Details Quotes Contact Info Attributes Relations Tax Details Discount Details **Orders** Invoices Sync Status

*Order Type	Order Nbr.	Description	Status	*Order Date	*Requested On	Currency	OrderTotal
SO	0003310	Router Enquiry	On Hold	26/04/2018	26/04/2018	AUD	1,408.55

The Mailing Settings tab (shown in the screenshot below), which is similar to the tab with the same name on the Customer Classes (AR.20.10.00) and Vendor Classes (AP.20.10.00) forms, has been added to the Customer Management Preferences (CR.10.10.00), Business Account Classes (CR.20.80.00), and Business Accounts (CR.30.30.00) forms. This tab includes a predefined mailing and a predefined notification template to be used for sending quotes to sales contacts.

Melbourne ▾ Customer Management Preferences ★

General Settings Duplicate Validation Settings **Mailing Settings**

**Default Sources**

*Mailing ID	Default Email Account	Report	Notification Template	Format	Active
CRQUOTE		CR.60.45.00	CRQuoteNotification	PDF	<input checked="" type="checkbox"/>

**Default Recipients**

Contact Type	Contact ID	Format	Active	Bcc
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## Separate Use of Branches and Companies

In previous versions of MYOB Advanced, there was no clear difference between branches that represent legal entities and branches that represent offices or points of sales within the same legal entity.

In MYOB advanced 2018.1, a new entity, company, has been introduced. A company represents a legal entity with an independent balance sheet and separate tax reporting. A company may consist of multiple branches. Accordingly, the logical entity that a user selects on the MYOB Advanced welcome page has been renamed from a company to a tenant throughout the system.

### Companies

A new form, Companies (CS.10.15.00), has been added (see the screenshot below). On this form, a system administrator can do any of the following:

- Create new companies (with an actual ledger created automatically for a new company)
- Maintain existing companies
- Add branches to a company (if it has any) and review the list of company branches
- Assign ledgers to companies
- Review the list of company employees

The screenshot shows the 'Companies' form in MYOB Advanced. The form is titled 'Melbourne' and 'Companies'. It includes a toolbar with 'Notes', 'Files', 'Customisation', and 'Tools'. The form is divided into several sections:

- Company Details:**
  - \* Company ID: MAIN
  - \* Company Name: Melbourne
  - Company Type: Without Branches
  - Active:
  - CFID: b34c3066-561c-4286-b4cf
- Main Contact:**
  - Company Name: RapidByte
  - Attention: Lesley Wilson
  - Email: lesley.wilson@rapidbyte.com
  - Web: www.rapidbyte.com
  - Phone 1: +61 (3) 5396 6807
  - Phone 2:
  - Fax:
- Main Address:**
  - Address Line 1: 52 Dunlop Road
  - Address Line 2: Mulgrave
  - City: Melbourne
  - \* Country: AU - AUSTRALIA
  - State: VIC - Victoria
  - Postal Code: 3170
  - View on Map
- Base Currency Settings (Shared):**
  - Base Currency ID: AUD
  - Description: Australian Dollar
  - Currency Symbol: \$
  - Decimal Precision: 2
- Tax Registration Info:**
  - Tax Exemption Number:
- Configuration Settings:**
  - Access Role:
  - Default Country: AU
- Miscellaneous Settings (Shared):**
  - Quantity Decimal Places: 2
  - Price/Cost Decimal Plac...: 2
  - Weight UOM: KG
  - Volume UOM: M3
  - Phone Mask:
- Legal Information:**
  - ABN #: 53 004 085 616
  - ABN Branch Number #:
- Company Jurisdiction (Shared):**
  - \* Jurisdiction Country: AU

**Note:** To be able to create multiple companies, the “Multi-Branch Support” and “Inter-Branch Transactions” features must be enabled on the Enable/Disable Features form (CS.10.00.00). The Add button on the Companies form toolbar is not available if these features are disabled.

Each company has one of the following types, which is specified in the Company Type box on the Companies form:

- Without Branches: A company with this type cannot have any branches. If the Multi-Branch Support feature is not enabled on the Enable/Disable Features form (CS.10.00.00), this option is selected by default and cannot be changed.
- With Branches Not Requiring Balancing: A company with this type must have at least one branch. If multiple branches of the company are involved in a transaction, balancing entries are not required. This option is available if the Multi-Branch Support feature is enabled on the Enable/Disable Features form.
- With Branches Requiring Balancing: A company with this type must have at least one branch. If multiple branches of the company are involved in a transaction, balancing entries are required. This option is available if the Multi-Branch Support and Inter-Branch Transactions features are enabled on the Enable/Disable Features form.

On the Ledgers tab of the Companies form, a user can review and edit the list of the ledgers associated with the company.

On the Logo tab of the form (shown in the following screenshot), a user now can specify separate images for the logo displayed in the top left corner of MYOB Advanced and for the logo displayed on reports for the selected company.

Melbourne ▾ Companies ★

Actions ▾ Create Ledger

\* Company ID: MAIN

\* Company Name: Melbourne

Company Type: Without Branches ▾

Active

CFID: b34c3066-561c-4286-b4cf

Company Details | Delivery Settings | Employees | Ledgers | GL Accounts | **Logo**

**User Interface Logo**

Logo File:

Drag and drop the image here to upload it.

**Report Logo**

Report Logo File:

Drag and drop the image here to upload it.

## Branches

The Branches (CS.10.20.00) form has been modified as follows:

- The form is available only if the Multi-Branch Support feature is enabled on the Enable/Disable Features (CS.10.00.00) form.
- The Company box has been added to indicate the company to which the branch belongs. This box is unavailable if the selected branch relates to a company with the Without Branches type.
- A user can modify the value in the Branch ID box.
- On the Ledgers tab, the ledgers associated with the company of the branch are listed.
- On the Logo tab, a user can specify separate images for the logo displayed in the top left corner of MYOB Advanced and for the logo displayed on reports for the selected branch.

## Ledgers

On the Ledgers form (GL.20.15.00), users can maintain a list of the companies that are allowed to post to non-actual ledgers. Only the branches of a company that is associated with a particular ledger can post to that ledger.

The Ledgers form has been modified as follows:

- The Consol. Branch box and the Branch Accounting check box have been removed.
- On the Companies tab, a user can view the list of the companies associated with the ledger, link a company to the selected ledger (a company can have only one actual ledger), and delete a company from the list. An actual ledger can be detached from a listed company if the ledger contains no transactions associated with the company branches. Ledgers of other types can be linked to a company at any time, or this link can be removed.
- On the Branches tab, the branches of the companies associated with the ledgers are listed; only those branches are allowed to post to the ledger.

## Upgrade Notes

During an upgrade to MYOB Advanced 2018.1, a branch will be converted into a company if the **Consol. Branch** box on the Ledgers form (GL.20.15.00) is empty for its actual ledger or if the branch itself is specified in the **Consol. Branch** box. Otherwise, this branch will be converted to a branch with the **Consol. Branch** value specified as the parent company.

If a branch is specified in the **Consol. Branch** box and the **Branch Accounting** check box is selected for its ledger, then the branch will be converted to a company with the With Branches Requiring Balancing type. If a branch is used as Consol. Branch and the Branch Accounting check box is cleared for its ledger, then it will be converted to a company with the “With Branches Not Requiring Balancing” type selected on the Companies form (CS.10.15.00). If a branch is assigned to an actual ledger with the **Consol. Branch** box empty, then it will be converted to a company with the Without Branches type selected on the Companies form.

To avoid a branch that is not a legal entity being converted to a company before the upgrade, a system administrator needs to create a separate branch for the parent

company and select this new branch in the **Consol. Branch** box on the Ledgers form for the actual ledger.

After upgrading, the Tax Agency field on the Taxes form (TX.20.50.00) becomes mandatory. You must specify a tax agency, as under the new organisation structure, the jurisdiction for taxes is determined from the agency.

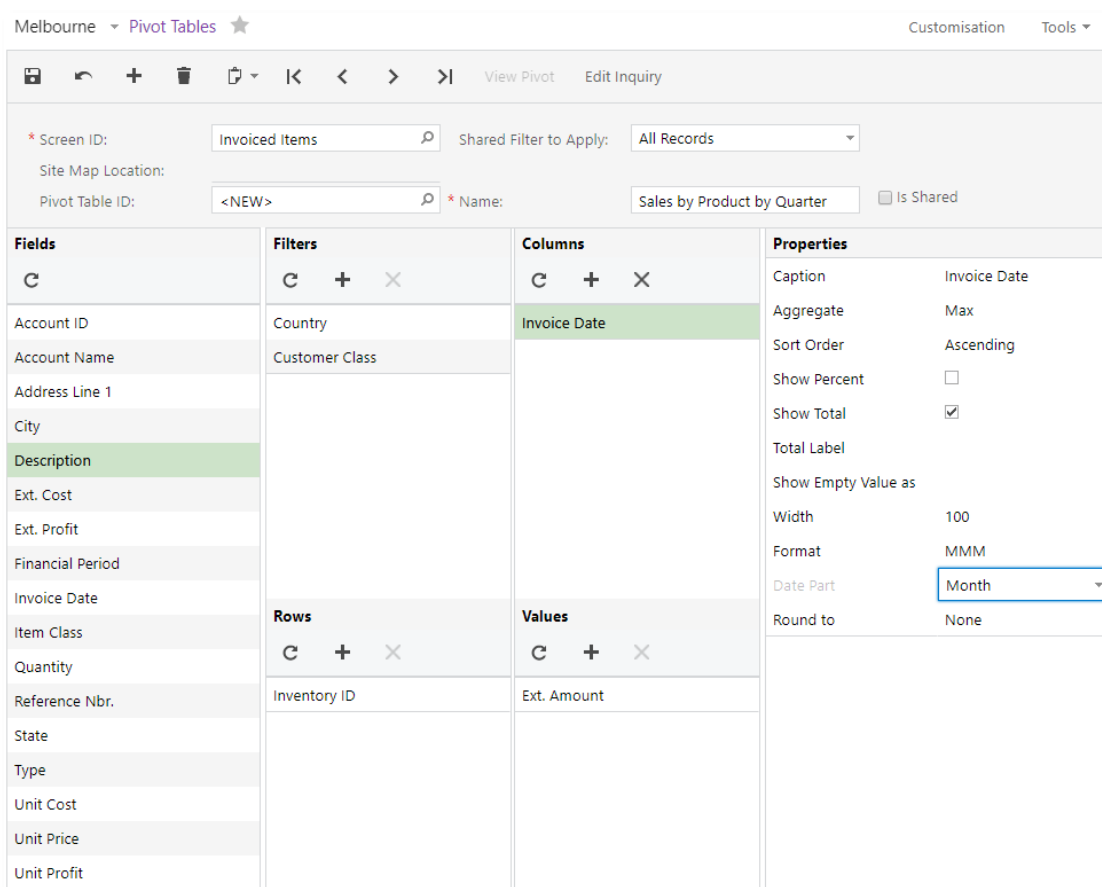
**Note:** Tax information is now configured for companies, not branches. Tax reports that previously took tax information from branches have been updated to take the required information from companies. If you have customised any tax reports, you will need to either update them to retrieve tax information from companies instead of branches, or take the updated default tax reports and add your customisations to them again.

## Platform

### Aggregation by Date Parts in Pivot Tables

In pivot tables, users may want to aggregate data by various periods of time. Now the data from a form can be aggregated by a particular part of a date.

In the Date Part box of the Properties pane on the Pivot Tables form (SM.20.80.10), users can select the part of a date field by which they want to aggregate data in a pivot table:



For example, suppose that a marketing manager wants to analyse the seasonal demand on T-shirts for the last five years. The manager can build a pivot table that displays sales

amounts aggregated by month. Suppose that the date field in the generic inquiry with sales amounts for T-shirts contains the month and the year (such as July 2017). To make the system aggregate data by month and display only months in the pivot table, in the Date Part box, the manager selects Month.

In addition, users can set up a hierarchical structure of the parts of the dates. For example, suppose that a senior sales manager wants to analyse the amount of shipped laptops by month for the last three years. Suppose that the date in the generic inquiry contains the day, the month, and the year (such as 04/11/2016). In the pivot table, the manager can display a one-level column, which will contain the following date values: Jan 2015, Feb 2015, and so on until Jun 2017. Alternatively, the manager can configure the system so that it displays two levels of column headers: In the first level, the system displays the years, and under each year, the system displays the months.

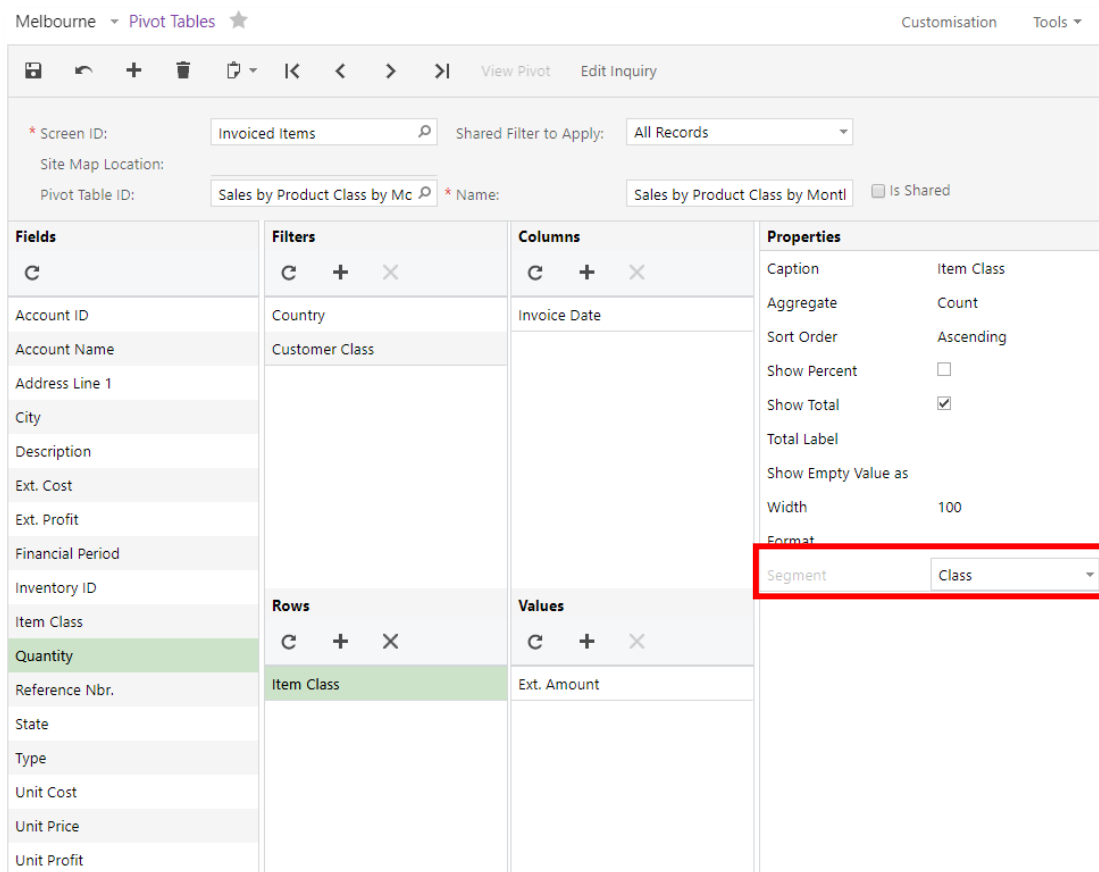
To configure the system in this way, the manager can add two copies of the date field to the Columns pane of the Pivot Tables form (SM.20.80.10). For the first copy, in the Round To box, the manager selects “Years”; for the second copy, in the Date Part box, the manager selects “Month”.

For details, see “Pivot Tables in MYOB Advanced” in the MYOB Advanced User Guide.

## Aggregation by Segments in Pivot Tables

For fields for which segmented keys are configured to have multiple segments, users can now aggregate data by selected segments.

In the Segment box of the Properties pane on the Pivot Tables form (SM.20.80.10), users can select a segment by which they want to aggregate data in a pivot table:



For example, suppose that an organisation sells fruit and vegetables to restaurants. Suppose that the item class values consist of the following segments: the item category (FR or VEG), the item type (APL, ORG, CBR, or PTO), and the country of origin (such as ES, CN, or MA). If a distribution manager wants to analyse the amounts of item types shipped to each customer by using a pivot table, in the Segment box, for the item class field, the manager selects the segment that corresponds to the item type. With these settings, the system will aggregate sales data by the item type (such as apples, designated by APL).

In addition, users can set up a hierarchical structure of column or row headers if they want to analyse data by a combination of two segments of a field value. Suppose that in the example described in the previous paragraph, the manager also wants to add to the pivot table the country of origin for each item type. To address this task, the manager adds two copies of the Item Class field to the Columns pane. For the first copy, in the Segment box, the manager selects the segment used for the item category; for the second copy, in the Segment box, the manager selects the segment used for the country of origin.

For details, see “Pivot Tables in MYOB Advanced” in the MYOB Advanced User Guide.

## Authorisation of Client Applications

MYOB Advanced 2018.1 supports the OAuth 2.0 mechanism of authorisation for applications that are integrated with MYOB Advanced through application programming interfaces (APIs). When a client application of MYOB Advanced uses the OAuth 2.0 mechanism of authorisation, the client application does not operate with the MYOB Advanced credentials to log in a user to MYOB Advanced; instead, the application obtains an access token from MYOB Advanced and uses this token when it requests data from MYOB Advanced.

Depending on the OAuth 2.0 flow that the client application implements, the client application either has no information on the credentials of an MYOB Advanced user or uses this information only once to obtain the access token. The OAuth 2.0 mechanism of authorisation improves the security of the MYOB Advanced data accessed by the application and simplifies the management of access rights.

The client application that implements the OAuth 2.0 authorisation mechanism can use one of the following OAuth 2.0 authorisation flows supported by MYOB Advanced:

- **Authorisation code:** With this flow, the client application never gets the credentials of the applicable MYOB Advanced user. After the user is authenticated in MYOB Advanced, the client application receives an authorisation code, exchanges it for an access token, and then uses the access token to work with data in MYOB Advanced. When the access token expires, the client application can request a new access token by providing a refresh token.
- **Implicit:** With this flow, the client application never gets the credentials of the applicable MYOB Advanced user. When the user is authenticated in MYOB Advanced, the client application does not receive an authorisation code (as with the authorisation code flow); instead, the client application directly receives an access token, and then uses the access token to work with data in MYOB Advanced. The access token is valid for a limited period of time and cannot be renewed.
- **Resource owner password credentials:** With this flow, the credentials (username and password) of the MYOB Advanced user are provided directly to the client application, which uses the credentials to obtain the access token. When the



access token expires, the client application can request a new access token by providing a refresh token.

The administrator uses the Connected Applications form (SM.30.30.10) to register an OAuth 2.0 client application.

To revoke the access of an OAuth 2.0 client application, either the Connected Applications form (SM.30.30.10) or the User Profile form (SM.20.30.10) can be used.

For more information on OAuth 2.0 authorisation of client applications, see “Authorizing Client Applications to Work with MYOB Advanced” in the User Guide.

## List View of Forms

In the new user interface, introduced in MYOB Advanced, the data entry, management, and configuration forms of all system suites are opened in list view: as lists of documents or entities. With this new functionality, users can quickly search for documents or entities in the list, filter these documents or entities in list, and manage the list of documents or entities. The documents or entities on the form are sorted by date and time of creation, in descending order (that is, newest to oldest).

When a user clicks a form name in the navigation pane, the list view is presented (see the following screenshot for an example of a list view of a form). Users can click the identifier of one of these documents or entities to bring up the appropriate data entry, management, or configuration form with the document or entity selected. To add a new document or entity, users click the Add New Record button, and the data entry, manage, or configuration form opens.

Modl	Batch Number	Transacti Date	Post Period	Description	Control Total	Curre	Status	Ledger
AR	006629	24/04/2018	10-2018		189.00	AUD	Posted	ACTUAL
AP	006628	24/04/2018	10-2018		2,200.00	AUD	Posted	ACTUAL
IN	006627	23/04/2018	10-2018		12.69	AUD	Posted	ACTUAL
AR	006626	23/04/2018	10-2018		28.67	AUD	Posted	ACTUAL
IN	006625	27/03/2018	09-2018		12.69	AUD	Posted	ACTUAL
AR	006624	27/03/2018	09-2018		15.02	AUD	Posted	ACTUAL
AR	006623	1/03/2018	09-2018	Process sales order	736.45	AUD	Posted	ACTUAL
AR	006622	1/03/2018	09-2018		703.56	AUD	Posted	ACTUAL
AR	006621	1/03/2018	09-2018	Sales order process	1,841.13	AUD	Posted	ACTUAL
IN	006620	1/03/2018	09-2018		11,709.20	AUD	Posted	ACTUAL

Form IDs have eight characters. For a form displayed in list view, the first six digits are those of the corresponding data entry, management, or configuration form, and the last two characters are PL (or if there are duplicates, P1, P2, and so on). For example, the GL3010PL form ID is assigned to the Journal Transactions form displayed in list view (as a list of journal transactions), and the GL301000 form ID is assigned to the form of the same name where an individual journal transaction can be entered or edited.

## Localisation of Self-Service Portal

The Self-Service Portal now provides functionality that system administrators can use to localize the system in multiple languages. Self-Service Portal can be localized in the following ways:

- Translation of the strings used in the application interface: A portal administrator can translate into multiple languages the strings used in the portal interface, such as box and column labels, error messages, and warnings.
- Translation of the user input in the boxes with multi-language support: When users log in to Self-Service Portal with a particular locale, they can see values in particular text boxes and table columns in the language of the locale if the values have been translated in MYOB Advanced.
- Translation of wiki articles: A portal administrator can translate wiki articles into multiple languages so that users can read the articles in the language of the locale with which they are logged in to Self-Service Portal.

For more information about the localisation of Self-Service Portal, see “Localisation of Self-Service Portal” in the MYOB Advanced User Guide.

## Lookup Modes of Segmented Keys

In previous versions of MYOB Advanced, the On-the-Fly Entry check box on the Segmented Keys form (CS.20.20.00) influenced both which lookup mode was used for object values and whether users could enter new object values on the fly when they were using data entry forms.

Now the new Lookup Mode box has been added to the Segmented Keys form (as shown in the following screenshot). In this box, users can select the mode the system uses to look up object identifiers when a user is typing the identifier in a box on a data entry form that holds the identifier described by this segmented key. In addition, the caption of the On-the-Fly Entry check box has been changed to Allow Adding New Values On the Fly. Now if this check box is selected, users can enter new values of the object identifier defined by the segmented key on data entry forms. If the check box is cleared, users can specify the values of the object identifier on data entry forms only by typing or selecting existing values of the identifier and its segments.

Melbourne ▾ Segmented Keys ★

\* Segmented Key ID:  🔍

Parent:

Lookup Mode: By Segment: All Avail. Segmer ▾

Specific Module:  🔍

Numbering ID:  🔍 ✎

\* Description:

Max Length: 30

Length: 5

Segments: 2

Allow Adding New Values On the Fly

🔄 + ✖ View Segment
↔️ 🗑️

Segment ID	*Description	Length	Align	Edit Mask	Case Conversion	Validat	Auto Number	*Separator
1	Department	3	Left	Alphanumeric	Uppercase	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-
2	Area	2	Left	Alphanumeric	Uppercase	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-

The following options are available in the Lookup Mode box:

- **By Segment: All Avail. Segment Values:** With this mode, a user enters an identifier segment by segment. While typing a segment value, the user can press F3 to open the list of the segment values (as specified on the Segment Values (CS203000) form) and select a value from this list. If this mode is selected, the Allow Adding New Values On the Fly check box becomes selected and unavailable for the segmented key.

With this mode selected, the system works on the same way as it did when the On-the-Fly Entry check box was selected in the previous versions.

- **By Segment: Child Segment Values:** With this mode, a user enters an identifier segment by segment. While typing a segment value, the user can press F3 to open the list of the segment values that have been specified on the object management form, such as the Item Classes form (IN.20.10.00). This list is filtered by the value of the previous segment or segments. When the user is typing segment values, the system lists the existing object identifiers. This mode is displayed for only the INITEMCLASS segmented key, which supports the hierarchical structure of segments.

With this mode selected, the Allow Adding New Values On the Fly check box is cleared by default but is available for editing. This mode does not have a similar mode in the previous versions.

- **By Segmented Key:** With this mode, a user enters the entire identifier. When the user is typing the identifier on the data entry form, the system displays the list of existing identifiers. The user can select one of the existing values from the list. When this mode is selected, the Allow Adding New Values On the Fly check box is cleared and unavailable for the segmented key.

With this mode selected, the system works as it did when the On-the-Fly Entry check box was cleared in the previous versions.

For details on the lookup modes for segmented keys, see "Segmented Identifiers" in the MYOB Advanced User Guide.

## New User Interface

MYOB Advanced introduces an all-new user interface, where users can flexibly configure navigation in the system according to the business processes of their organisations. Personalized navigation makes work with the system more effective because users can easily access the forms that they use frequently.

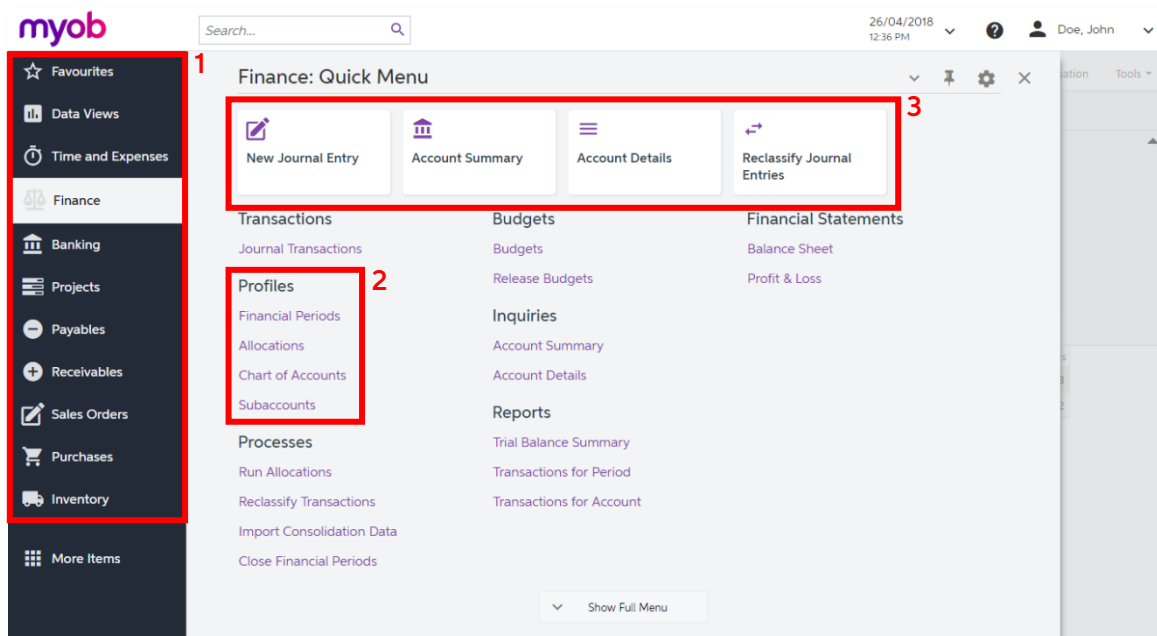
### Default UI

After users have upgraded their MYOB Advanced instance from a previous version, by default, the system opens with the classic UI. Users can switch to the modern UI by clicking their user name in the info area and clicking Switch to Modern UI.

For brand new instances of MYOB Advanced 2018.1, the modern UI is displayed by default. To switch to the classic UI, users need to select the Show Classic UI by Default check box on the User Profile form (SM.20.30.10) and save this change. (Users can open the User Profile form by clicking their user name in the info area and selecting My Profile from the dropdown menu).

## Basic Elements of the Modern User Interface

In the modern user interface, suites and modules are replaced with workspaces. A workspace is a menu that includes links to forms and reports grouped by the functional areas (categories) and tiles (buttons that are used for quick access to forms). The following screenshot shows an example of a workspace.



1. The main menu with workspaces
2. Links to forms
3. Tiles

## Upgrade Notes

If a system administrator wants to switch to the modern UI after the upgrade, they should perform the following additional steps:

- On the Access Rights by Role form (SM.20.10.25), make sure that access rights to forms for particular roles are specified. In previous versions, if access rights had been specified on the suite or module level but not on the form level, links to forms from these suites or modules can be displayed in workspaces in the modern UI even if these forms are not displayed to a user in the classic UI. For details, see “Levels of Access Rights” in the MYOB Advanced User Guide.
- If custom wikis had been created in the previous version of the system, they can be added to the Help dashboard in the modern UI, as described in “Help in the Modern UI and Structural Changes” in the MYOB Advanced User Guide.

## Migration of Custom Generic Inquiries, ARM Reports, Pivot Tables, and Dashboards

Because workspaces replace suites and modules in the modern UI, custom generic inquiries, ARM reports, pivot tables, and dashboards are moved to workspaces as follows during the upgrade:

- Custom pivot tables can be found in the Pivot Tables section of the Data Views workspace.
- Custom ARM reports are moved to the Financial Statements section of the Finance workspace.
- Custom dashboards are moved to the Dashboards section of the Data Views workspace.
- Custom generic inquiries can be found in the Inquiries section of the workspaces that correspond to the modules where these generic inquiries had been added in the classic UI (see the table below).

**Note:** If a generic inquiry has been added to a custom module in the classic UI, it is moved to the Inquiries section of the Data Views workspace.

The following table lists the modules of the classic UI and the workspaces of the modern UI that correspond to each module.

Module Title	Workspace Title
Automation	System Management
Accounts Payable	Payables
Accounts Receivable	Receivables
Cash Management	Banking
Currency Management	Currency Management
Communication	Time and Expenses
Customer Management	Marketing
Configuration	Configuration
Customisation	Customisation
Document Management	System Management
Deferred Revenue	Deferred Revenue
Email	Time and Expenses
Equipment Management	Equipment
Fixed Assets	Fixed Assets
General Ledger	Finance
Inventory	Inventory

Integration	Integration
Organisation Structure	Configuration
Projects	Projects
Purchase Orders	Purchases
Purchase Requisitions	Purchases
Row-Level Security	Row Level Security
Route Management	Routes
Management	System Management
Sales Orders	Sales Orders
Service Management	Services
Time & Expenses	Time and Expenses
Taxes	Taxes
User Security	User Security

## Customisation of the Modern UI by a System Administrator

A user with the Administrator role assigned can configure navigation in the modern user interface as follows, with the changes being visible to all users of the system:

- Adjust the list of workspaces that are items on the main menu: In the modern UI, only the workspaces that correspond to the business processes of an organisation can be kept. To perform this task, new workspaces can be added and populated with items (tiles and links that provide access to forms and reports), existing menu items can be deleted for workspaces that do not comply with business processes of the organisation, and existing workspaces can be renamed.
- Change the items of a workspace: A workspace can be customized so that only the items that employees use in their work are displayed there. The list of forms and reports in a workspace can be changed, the links to forms and reports can be regrouped in a workspace, and unnecessary tiles and links to forms and reports can be removed from a workspace.

For more information about the customisation of the modern UI, see “Customizing the Modern User Interface” in the MYOB Advanced User Guide.

If developers want to include the customized system objects of the modern UI (areas, workspaces, forms, tiles, and categories) of a customisation package, they need to add a site map node that includes these objects to a customisation project on the Site Map page of the Customisation Project Editor dialog box.

## Personalisation of the Modern UI by a User

In the modern user interface of MYOB Advanced, every user can specify his or her personal settings so that the UI better corresponds to the user's work responsibilities. Users can personalize the modern UI as follows:

- Personalize the list of workspaces shown in the main menu: Users can personalize the main menu items by pinning and unpinning workspaces. Other workspaces that users can access and that are unpinned from the panel are hidden under More Items.
- For each workspace, personalize the list of forms and reports shown in the Quick Menu: When a user clicks a menu item in the main menu, the system opens the Quick Menu of the workspace that corresponds to the menu item. Users can use this menu to quickly access the forms and reports that they use during your work. Users can configure the list of forms and reports in the Quick Menu for each workspace.
- Change the location and size of the main menu: By default, the main menu is located on the left side of the screen and is displayed in its maximum size. If users need more space in the working area of the screen (for example, to work with forms more conveniently), users can change the location and size of the main menu panel.

For details on how users can personalize the modern UI, see “Personalizing the Modern User Interface” in the MYOB Advanced User Guide.

## New Endpoint of the Contract-Based API

MYOB Advanced now includes a new endpoint of the contract-based API (default/17.200.001). This endpoint uses the new version of the system contract (Contract Version 3) and provides an extended list of entities. The new version of the system contract and the list of entities are described in detail in the following sections.

### Contract Version 3

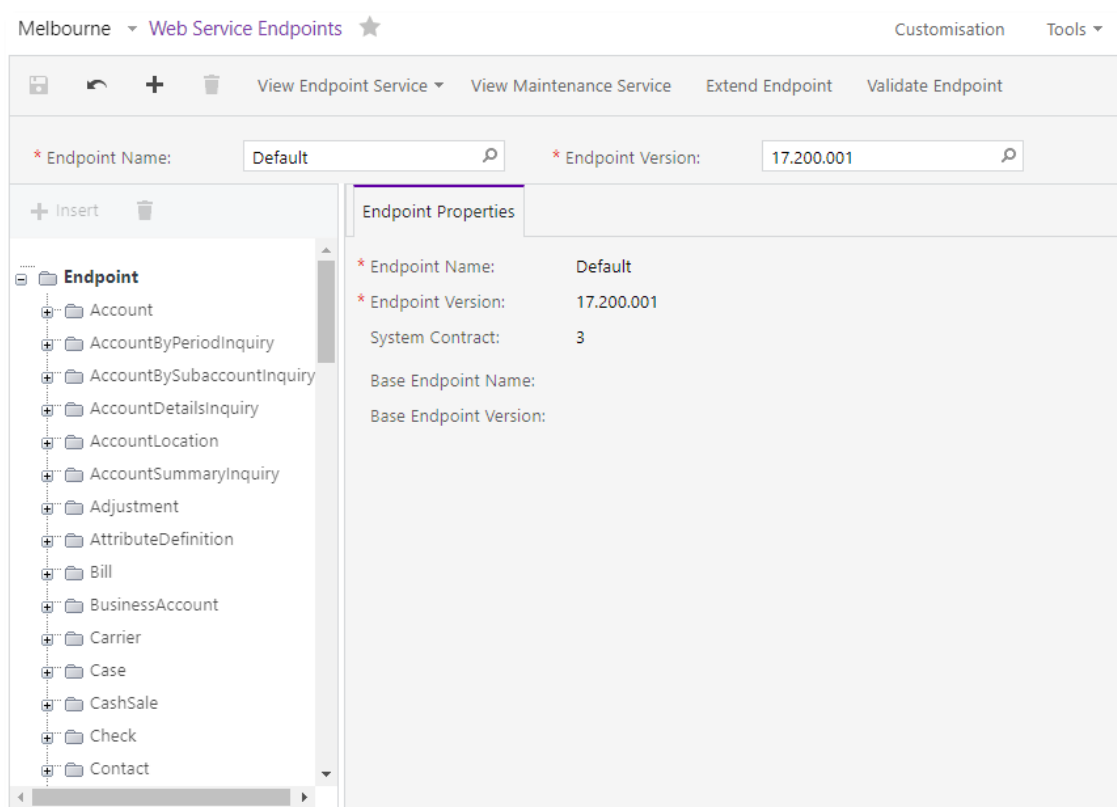
The key difference between Contract Version 3 and previous versions of the system contracts is that for the requests that are passed to the server through the endpoints with this contract version, retrieval of the list of records is always optimized for speed. If optimisation for speed of the retrieval of the list of records fails, the system returns an error with the list of fields that caused the failure. For details on the optimisation, see the following topics in the User Guide: “Retrieval of Records by Conditions for the REST API”, and “GetList() Method (Contract Version 3)” for the SOAP API.

For other differences between Contract Version 3 and previous versions of the system contracts, see “Comparison of Contract Versions” in the User Guide.

### Entities of the default/17.200.001 Endpoint

The list of entities of the default/17.200.001 endpoint includes the most commonly used entities from the following suites: Finance, Distribution, and Organisation. With the new endpoint, the developer probably will not need to extend the system endpoint at all, or will extend the system endpoint with only the entities that are specifically developed for the MYOB Advanced application in a customisation project. You can review the list of entities that are included in the default/17.200.001 endpoint on the Web Service Endpoints form (SM.20.70.60):





The developer can use the WSDL file or the file with the OpenAPI 2.0 specification to review the API of the endpoint and build the client applications of MYOB Advanced based on the corresponding file. To obtain the WSDL file or the OpenAPI 2.0 file, on the Web Service Endpoints form (SM.20.70.60), click either View Endpoint Service > WSDL or View Endpoint Service > OpenAPI 2.0.

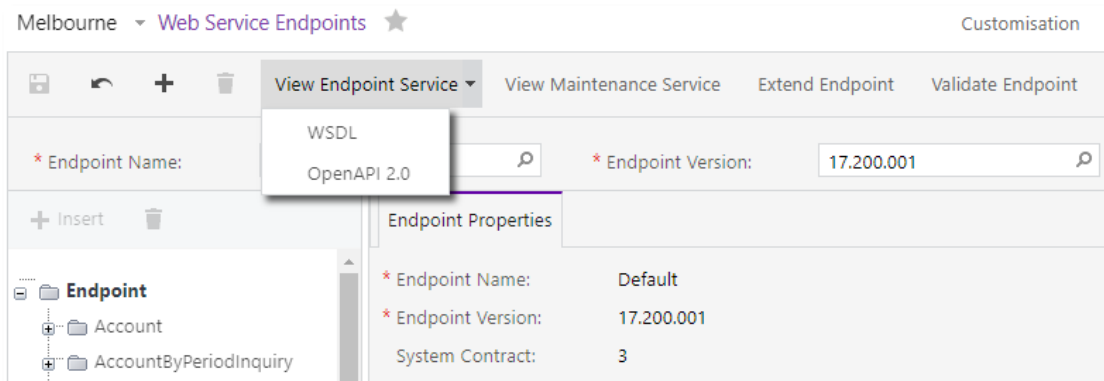
## OpenAPI 2.0 Specification for the Contract-Based REST API

MYOB Advanced 2018.1 provides the reference information for the methods of a contract-based REST API endpoint in the swagger.json file, which is an OpenAPI 2.0 (formerly known as Swagger 2.0) file. The developer can use this file to review the API of the endpoint and build the client applications of MYOB Advanced based on this file.

**Note:** For more information about the OpenAPI specification, see <https://www.openapis.org>.

MYOB advanced 2018.1 does not provide a user interface to view the swagger.json file. External tools can be used to view the file.

The developer can retrieve the swagger.json file by clicking View Endpoint Service > OpenAPI 2.0 on the Web Service Endpoints form (SM.20.70.60) for the needed endpoint, as shown in the following screenshot.



The developer can also retrieve the file by using the following URL:

```
http://<Base endpoint URL>/swagger.json
```

In this URL, <Base endpoint URL> is the URL of a contract-based endpoint of MYOB Advanced. This URL has the following format:

```
http://< MYOB Advanced instance URL>/entity/<Endpoint name>/<Endpoint version>/
```

For more information on the swagger.json file, see “Contract-Based REST API Reference” in the MYOB Advanced User Guide.

## Shared Configuration of Table Columns Across System Users

An organisation may have specific requirements for processing documents in MYOB Advanced, which can be reflected in the table layout on particular forms. Users of the system whose user account is assigned the Administrator role in MYOB Advanced can set the default column configuration for all users of the system or configure table layouts for particular users.

A user who is logged in to a user account that has the Administrator role can now configure the required table layout (such as the order of columns and the set of columns to be displayed) and set this configuration as the new default layout. If users have personalized layouts of a particular table, the administrator can override their table settings with these default settings.

If particular users have specific requirements for the table layout on a form, the administrator can set up the required configuration while logged in to a user account that has the Administrator role, and this configuration can be applied to these users only. These users will see this table configuration when they navigate to the form, but other users will not. Users can change this default table configuration at any time.

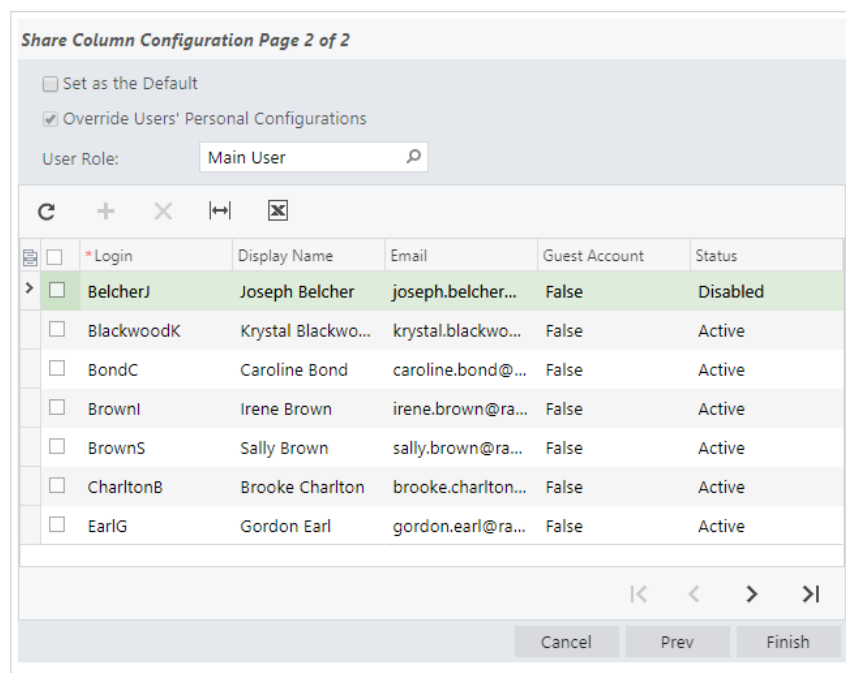
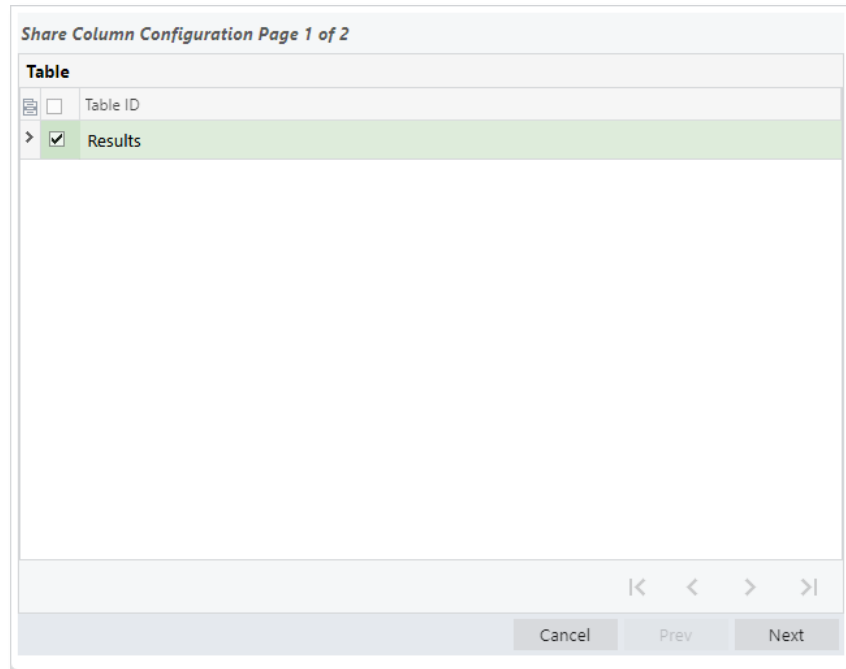
Details on the new functionality for sharing table layouts can be found in the Tables > Adjusting Table Layout > Default Table Layout topic of the Interface Guide.

## User Interface Changes

The following user interface elements have been added to the user interface to support the sharing of table layouts:

- The Tools > Share Column Configuration menu command on the form title bar: Opens the Share Column Configuration dialog box. This menu command is visible for only users with the Administrator role.
- The Share Column Configuration dialog box: System administrators can use this dialog box to set the current layout of a table on a particular form as the default

layout and to share the settings with multiple users. The pages of the dialog box are shown in the following screenshots. A detailed description of this dialog box can be found in the Tables > Table Reference > Share Column Configuration Dialog Box topic in the Interface Guide.



- The Delete Default Configuration button in the Column Configuration dialog box: Deletes the default configuration of the table columns. This button is visible to users with the Administrator role and is available if the default configuration has been set previously.

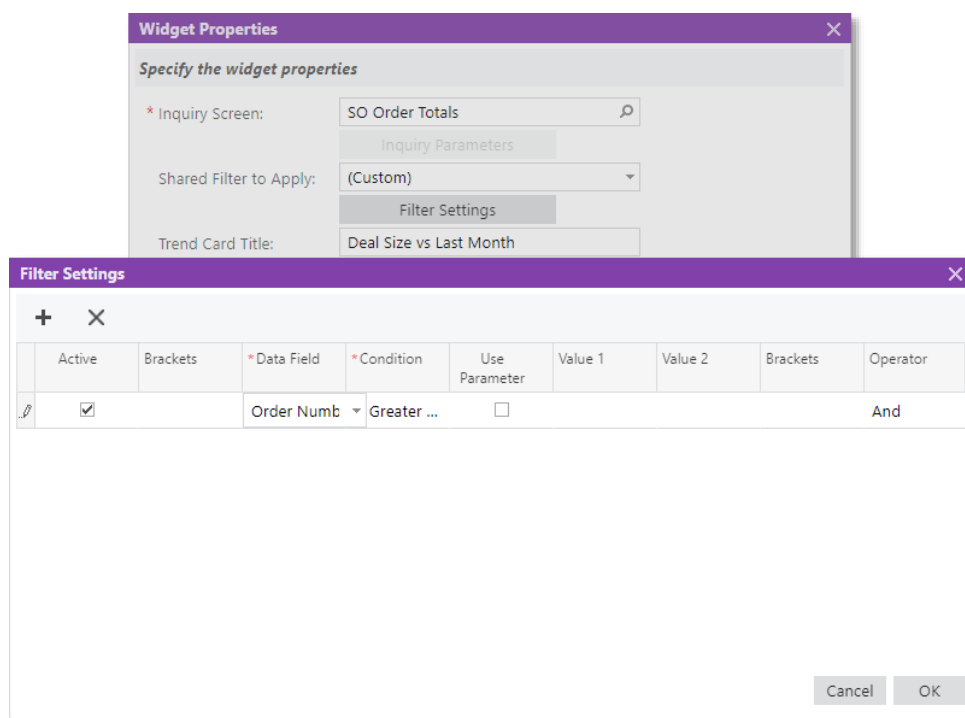
For details on sharing configurations of table columns, see Default Table Layout in the MYOB Advanced Interface Guide.

## Dashboard Enhancements

MYOB Advanced 2018.1 introduces changes related to dashboards that improve filtering data on widgets and enhance look of KPI widgets.

### Filtering Conditions in Widget Properties

Users who design dashboards can specify filtering conditions (as they can for reusable filters) for widgets that use inquiry forms as their data source (such as charts and scorecard KPI widgets) in the Filter Settings dialog box to limit the data shown to be the most relevant. A dashboard designer can open this dialog box by clicking the new Filter Settings button in the Widget Properties dialog box (see the following screenshot), which the designer opens for the widget by clicking Edit on the widget toolbar.

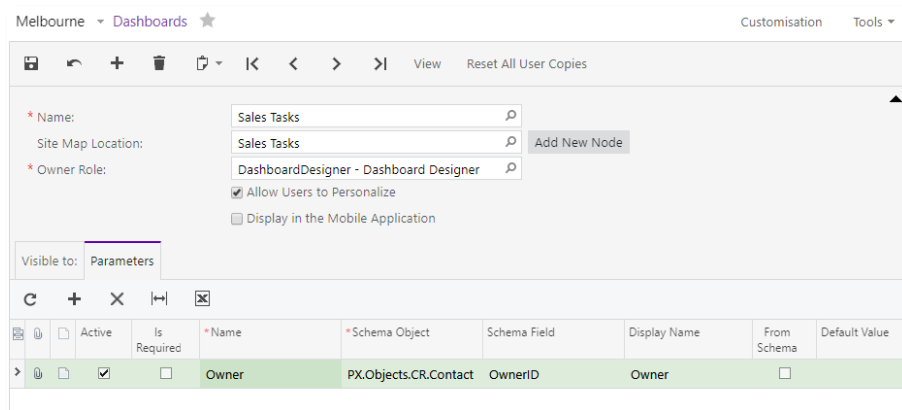


### Dashboard Parameters

Users who create and design dashboards now can add parameters to a dashboard. For example, suppose that most of the widgets of the dashboard display information about all leads of a particular company, but users may want to see information about leads of the particular company for a particular owner. In this case, the dashboard parameter will be the lead owner.

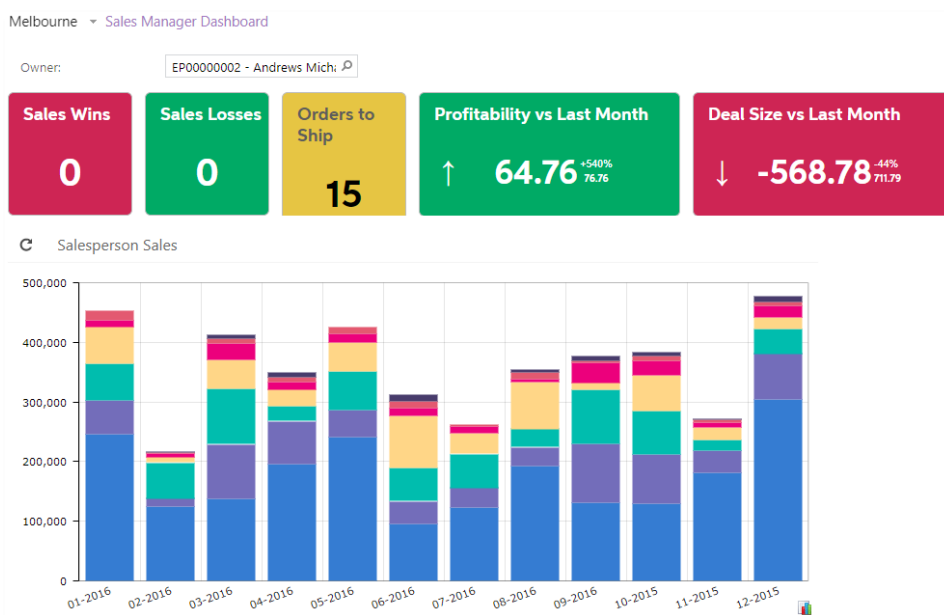
To add filtering parameters to a dashboard, the dashboard owner should perform the following steps:

1. On the new Parameters tab of the Dashboards form (SM.20.86.00), the dashboard owner adds one parameter or multiple parameters (see the following screenshot), which will be displayed in the Selection area of the selected dashboard.



2. For each widget whose data should be filtered by the values of the parameters, the dashboard designer opens the Widget Properties dialog box by clicking Edit on the widget toolbar, and then opens the Filter Settings dialog box by clicking Filter Settings. In this dialog box, the dashboard designer selects the data field whose values should be filtered and selects the parameter that have been added to the Parameters tab of the Dashboards form.

After the steps described above have been performed and the dashboard designer has saved his or her changes, users can select values of the parameters that were added to the dashboard in the selection area of the dashboard and view the filtered data in those widgets that contain these parameters selected in the filtering settings (see the following screenshot). To clear the filter by the parameter value, a user can clear the value in the parameter box.



For more information, see “Dashboard Configuration” in the MYOB Advanced User Guide.

## Scorecard KPI and Trend Card KPI Widget Enhancements

In the Widget Properties dialog box for the scorecard KPI and trend card KPI widgets, the following changes have been made:

- The Scorecard Title, Automatically Adjust Font Size, and Font Size boxes have been removed for scorecard KPI widgets. A font size for a widget of this type now is always adjusted automatically according to the widget size.
- The Icon box has been added for scorecard KPI widgets. In this box, users can select an icon that will be displayed in the top left corner of a widget. An icon illustrates a category of the widget parameter.
- The Trend Card Title, Automatically Adjust Font Size, and Font Size boxes have been removed for trend card KPI widgets. A font size for a widget of this type now is always adjusted automatically according to the widget size.

## MYOB Advanced DeviceHub

This release introduces the DeviceHub feature. On the Enable/Disable Features (CS.10.00.00) form, this feature is listed under Monitoring & Automation. When this feature is enabled, a system administrator can configure a set of default printers and streamline the printing of documents for users, regardless of the physical location of the users and printers. New default settings for all printers can be configured at the user, document, and branch level to make printer selection more flexible and less error prone.

The list of documents sent for printing can be managed directly from MYOB Advanced, which provides users with the ability to preview, reprint, and cancel the printing of a document from the list. Multiple mass-processing forms have been extended with settings that make it possible for a user to select a printer manually or rely on the selection made by the system based on the default settings.

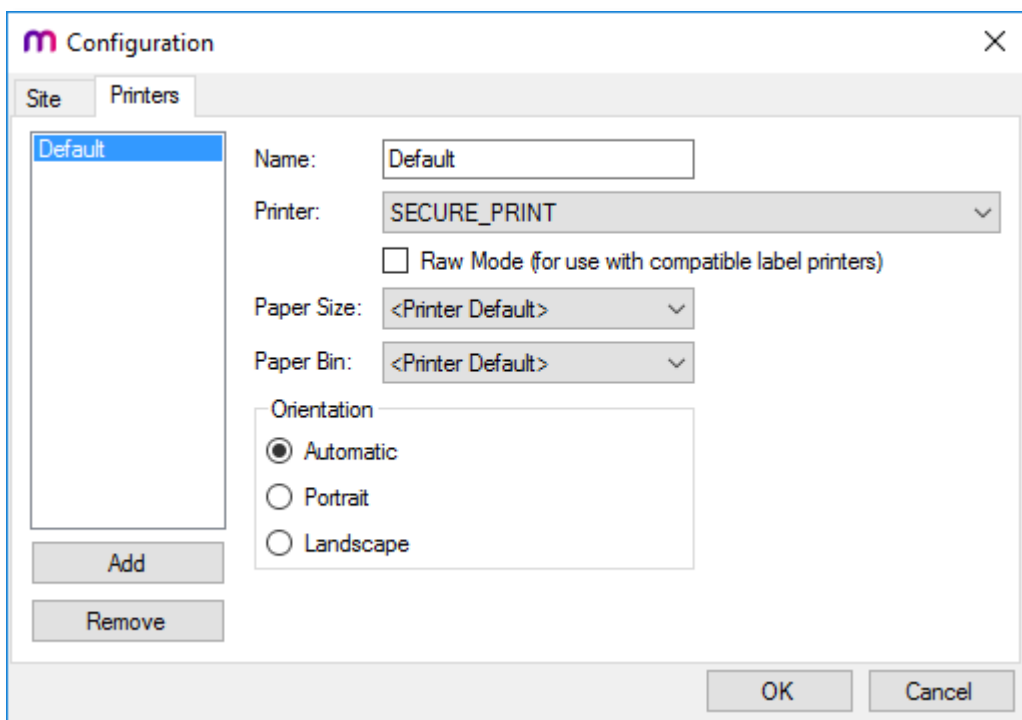
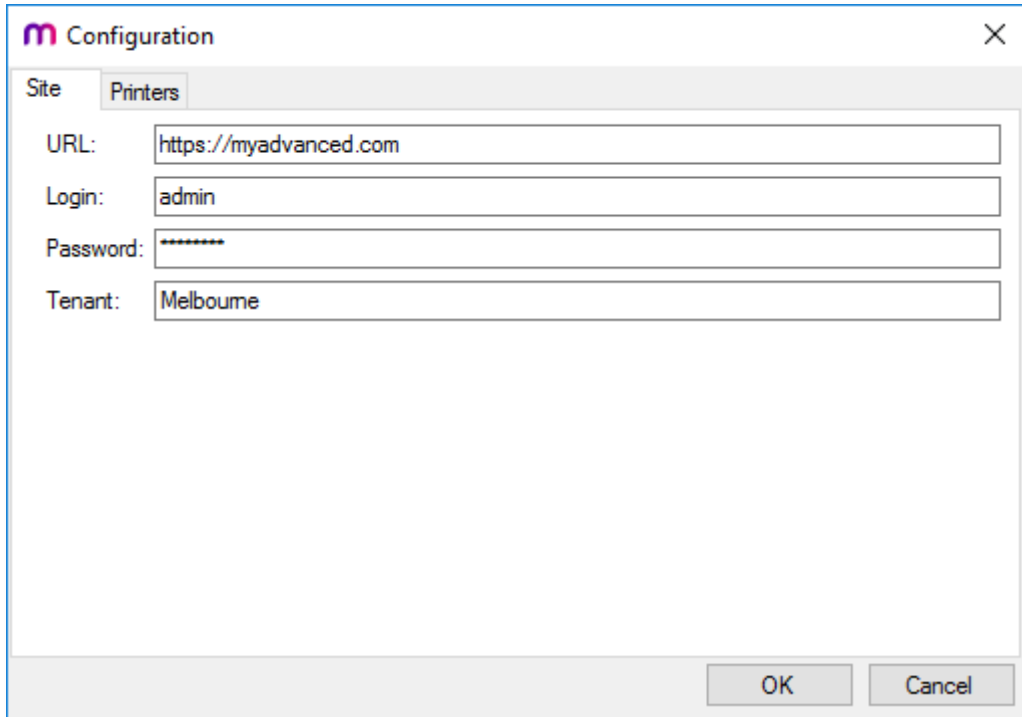
Also, a system administrator can configure restriction groups to control user access to a particular printer.

### DeviceHub Deployment and Enablement

DeviceHub is a tool application and can be run on a workstation or a server independently from a user session.

Download the DeviceHub by clicking the **Download MYOB Advanced Device Hub** link on the Download MYOB Advanced Tools form (AC.20.10.00).

The download is a ZIP file. A system administrator can extract the contents of the file and run the **DeviceHub.exe** application to configure the application settings and default printer settings (see the screenshots below). DeviceHub is associated with a particular tenant in MYOB Advance. For multiple companies, the administrator needs to install and configure a separate DeviceHub for each tenant.



After DeviceHub has been installed and configured and default printer settings have been set up, the system administrator enables the DeviceHub feature on the Enable/Disable Features form (CS.10.00.00).

Then in Acumatica ERP, the administrator can do the following:

- On the Printers (SM.20.65.10) form, review the list of printers configured in DeviceHub and send this list to Acumatica ERP through the API
- Configure user access to printers by using the Printer Access (SM.10.60.00) form
- Specify the default printer for branches, users, and documents

## Automatic Printer Selection

If a user decides to rely on the system for printer selection by selecting the Print with DeviceHub check box on a mass-processing form, the system prioritizes the printers for selection as follows:

1. The default printer specified for the currently signed-in user on the User Profile form (SM.20.30.10).
2. The default printer specified for the document to be printed on the Reporting Settings tab of the preferences form of the module of the mass-processing form—for example, Accounts Receivable Preferences (AP.10.10.00) for a form in the Accounts Receivable module.
3. The default printer specified for the branch on the Branches form (CS.10.20.00).

The user can instead select a printer manually from the list of the available printers by selecting the **Define Printer Manually** check box and specifying the printer in the **Printer** box, as shown in the following screenshot:

Melbourne ▾ Print Statements ★

Process Process All Inquiries

Actions: Print Statement \* Branch: MAIN - Melbourne

\* Statement Cycle: EOTM - End of The Month Foreign Currency Statements

Statement Date: 1/03/2018 Show All

Message:

Print with DeviceHub

Define Printer Manually

Printer:

<input type="checkbox"/>	Customer	Customer Name	Statement Balance	Overdue Balance	Currency	FC Statement Balance	FC Overdue Balance	FC Statement	Don't Print	Printed	Don't Email	Emailed

## Changes to the User Interface

The following new forms have been introduced in this release:

- Printers (SM.20.65.10): This form lists the printers that have been configured in DeviceHub and sent to Acumatica ERP through the API.
- Print Jobs (SM.20.65.00): This form lists the documents sent for printing and gives the user the ability to preview, reprint, and cancel printing of a document from the list.
- Printer Access (SM.10.60.00): By using this form, the administrator can configure access to the printers.
- Restriction Groups by Printer (SM.10.60.01): This form lists the available restriction groups and their access to the selected printer.



On the following forms, the Mailings Settings tab has been renamed to Reporting Settings:

- Sales Orders Preferences (SO.10.10.00)
- Purchase Orders Preferences (PO.10.10.00)
- Purchase Requisitions Preferences (RQ.10.10.00)
- Accounts Payable Preferences (AP.10.10.00)
- Accounts Receivable Preferences (AR.10.10.00)

Also, on the Reporting Settings tab of these forms, the Default Sources table now includes the Branch and Default Printer columns, so that the default printers can be specified for particular documents and branches.

A **Default Printer** box has been added to the following forms so that a default printer can be configured for particular users, branches, or companies:

- User Profile (SM.20.30.10)
- Branches (CS.10.20.00)
- Companies (CS.10.15.00)

Finally, the following mass-processing forms and dialog boxes have been extended with the printer selection settings:

- The Process Shipments form (SO.50.30.00) if one of the following actions is selected:
  - Print Labels
  - Print Pick List
  - Print Shipment Confirmation
- The Process Invoices and Memos form (SO.50.50.00) if the Print Invoice action is selected.
- The Print/Email Orders form (SO.50.20.00) if the Print Sales Order/Quote action is selected.
- The Print/Email Purchase Orders form (PO.50.30.00) if the Print Purchase Order action is selected.
- The Print Invoices and Memos form (AR.50.80.00) if the Print Invoice/Memo action is selected.
- The Print Statements form (AR.50.35.00) if the Print Statement action is selected.
- The Process Order dialog box, which appears when a user clicks **Quick Process** on the Sales Orders form (SO.30.10.00). For more information on the quick processing of sales orders, see “Quick Order Processing” on page 15.

## Enhanced Addition of Dashboards and Generic Inquiries to the Mobile Application

In previous versions of MYOB Advanced, it took a lot of effort to add dashboards and generic inquiries to the site map of the mobile application. In the 2018.1 release, users who are designing a dashboard or generic inquiry in MYOB Advanced can also make the system expose this dashboard or generic inquiry in the mobile application.

To support this functionality, the Display in the Mobile Application check box has been added to the Dashboards (SM.20.86.00) and Generic Inquiry (SM.20.80.00) forms, as shown in the following screenshots.

Melbourne ▾ Generic Inquiry ★ Notes Files

View Inquiry

\* Inquiry Title:  Arrange Parameters in:  columns

Site Map Title:  Select top:  records

Site Map Location:  Records per Page:

Screen ID:  Export Top:  records

Expose via OData

Display in the Mobile Application

Tables Relations Parameters Conditions Grouping Sort Order Results Grid Entry Point Navigation

* Table Name	* Alias
PX.Objects.AP.APInvoice	APInvoice
PX.Objects.AP.APRegister	APRegister

Melbourne ▾ Dashboards ★

View Reset All User Copies

\* Name:

Site Map Location:  Add New Node

\* Owner Role:

Allow Users to Personalize

Display in the Mobile Application

Visible to: Parameters

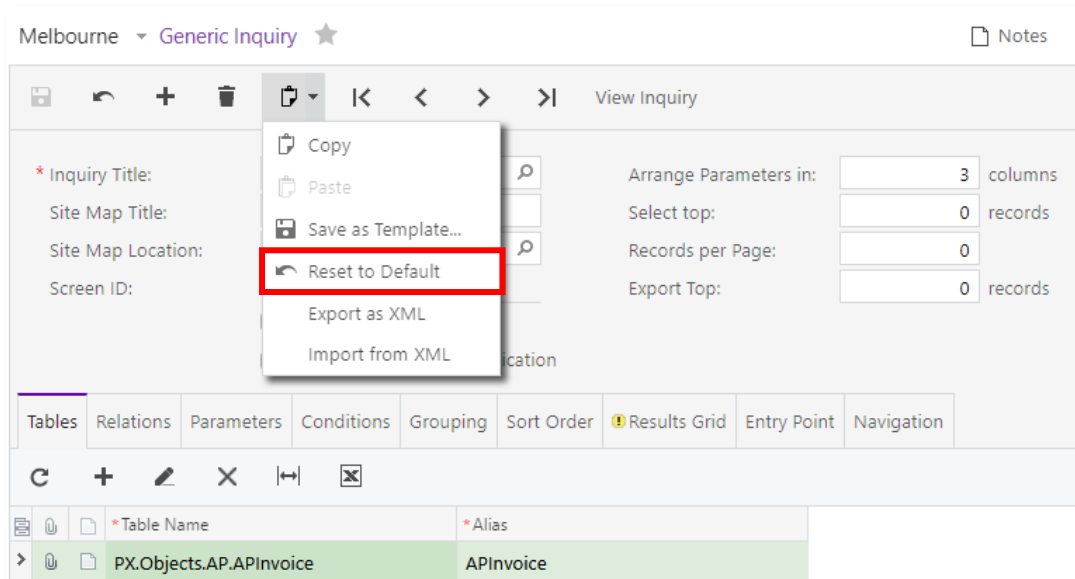
Role Name	Role Description
Administrator	System Administrator
Anonymous	Anonymous

When the Expose to Mobile check box is selected for a dashboard or generic inquiry, the system automatically adds this dashboard or generic inquiry to the site map of the mobile application connected to this instance.

## Enhanced Update of Customized Generic Inquiries

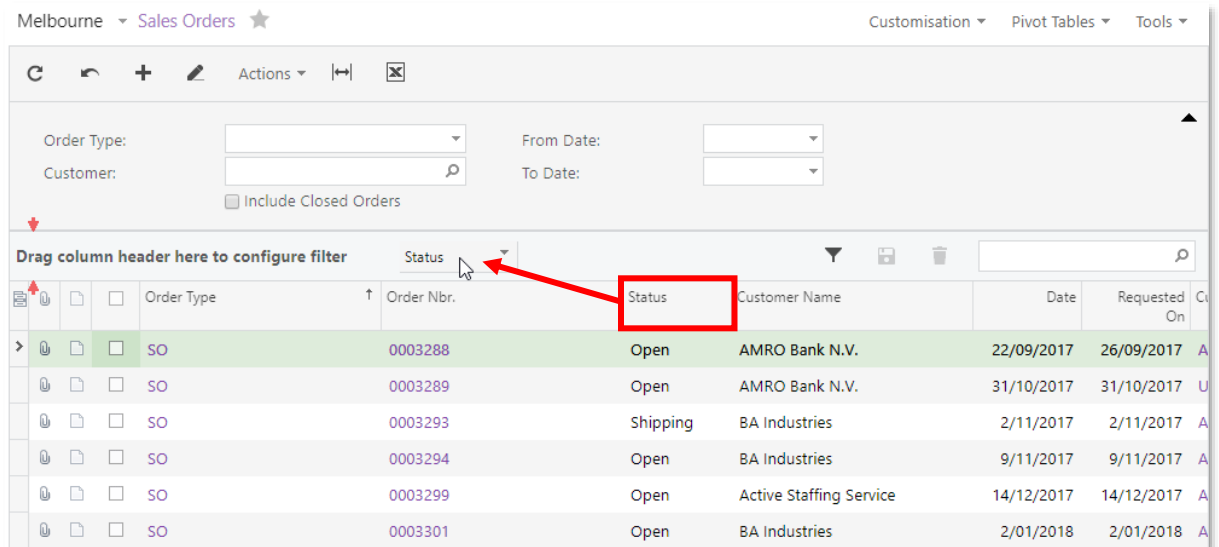
In previous versions of MYOB Advanced, if users customized a predefined generic inquiry and updated their MYOB Advanced instance with a new build, conflicts could occur if the update contained changes in this generic inquiry. In MYOB Advanced 2018.1, the system does not update the settings of customized generic inquiries during upgrade. Users can apply changes in the generic inquiries provided with an update by resetting the settings of these generic inquiries to the default settings. In this case, all customisations will be lost, and customizers should make the required changes again.

A Reset to Default menu item has been added to the Clipboard toolbar button on the Generic Inquiry form (SM.20.80.00) (see the following screenshot), which a user can click to reset the settings of the selected generic inquiry to the predefined settings.



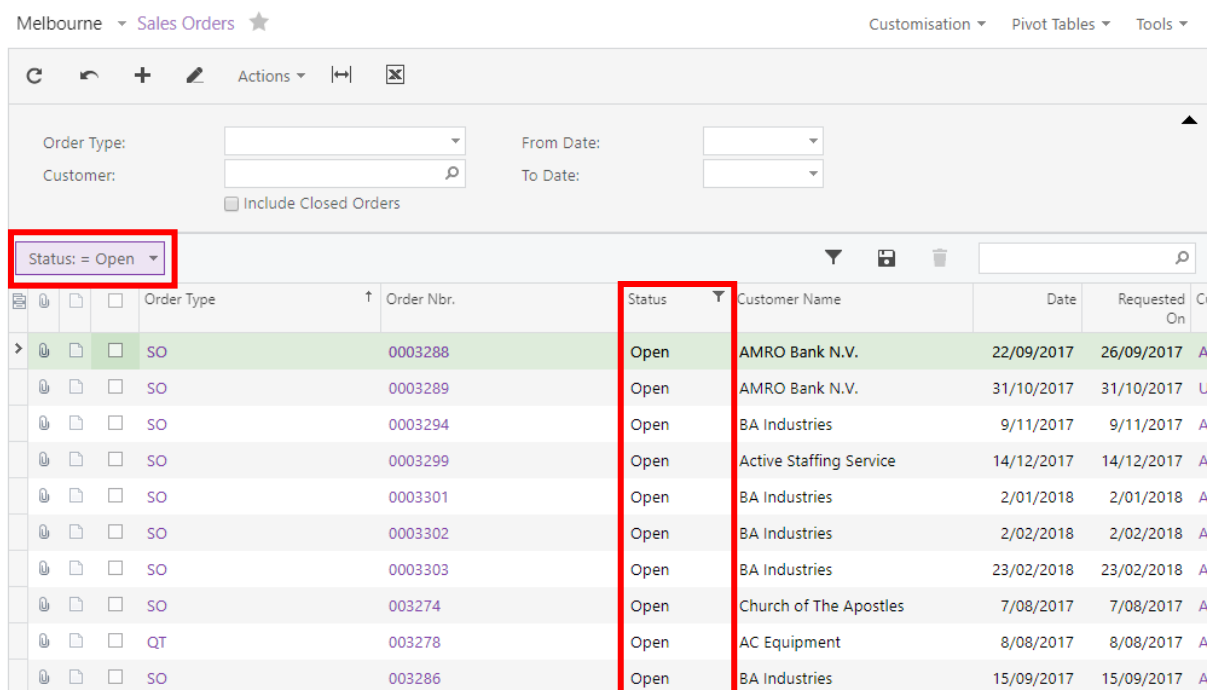
## Quick Filters for Generic Inquiry Results

In MYOB Advanced, the filtering of the results of generic inquiries has been simplified. On an inquiry form, users can now configure a filter by dragging table columns to the new filtering area (see the following screenshot) and save this filter for future use. This filter, called a quick filter, enhances the functionality of simple column filters.



All users who have access to a generic inquiry form can manage quick filters as follows:

- Add as many fields to the filtering area as they need: A user drags column headers to the filtering area of a generic inquiry form.
- Filter data in the generic inquiry on the fly: In the filtering area, a user selects field values, as shown in the following screenshot.



- Save a filter for future use: When a user clicks Save in the filtering area, the system creates a tab for this filter on the generic inquiry form. The system saves this filter for only the signed-in user who clicked Save.
- Delete a filter: When a user clicks Remove in the filtering area, the system removes the tab with the filter from the generic inquiry form.
- Remove a field from a quick filter: A user can drag a field from the filtering area to the table area to remove the field from the quick filter.

Alternatively, users can add, remove, and modify filters based on particular columns by using column filters.

Users who have access to the Filters form (CS.20.90.10) can also share a quick filter and delete shared quick filters on a generic inquiry form. The system displays all shared quick filters on the Filters form (CS.20.90.10).

The Quick Filter column has been added to the Results Grid tab of the Generic Inquiry form (SM.20.80.00). For each row for which a generic inquiry designer selects the check box in this column, the system adds a default quick filter to the generic inquiry form (see the following screenshots).

The screenshot shows the 'Revision Two HQ - Generic Inquiry' form. The 'RESULTS GRID' tab is active, displaying a table with the following columns: Active, Object, Data Field, Schema Field, Default Navigation, Width (px), Visible, Navigate To, and Quick Filter. The 'Quick Filter' column contains checkboxes for each row. The 'Status' row is selected and has its checkbox checked.

Active	Object	Data Field	Schema Field	Default Navigation	Width (px)	Visible	Navigate To	Quick Filter
<input checked="" type="checkbox"/>	SOOrder	OrderType		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>
<input checked="" type="checkbox"/>	SOOrder	OrderNbr		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>
<input checked="" type="checkbox"/>	SOOrder	Status		<input checked="" type="checkbox"/>	90	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Customer	AcctName		<input checked="" type="checkbox"/>	200	<input checked="" type="checkbox"/>		<input type="checkbox"/>
<input checked="" type="checkbox"/>	SOOrder	OrderDate		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>
<input checked="" type="checkbox"/>	SOOrder	CuryID		<input checked="" type="checkbox"/>	90	<input checked="" type="checkbox"/>		<input type="checkbox"/>
<input checked="" type="checkbox"/>	SOOrder	CuryOrderTotal		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>

Revision Two HQ - Sales Orders and Quotes ☆ CUSTOMIZATION TOOLS

Order Type:  From Date: 12/1/2017  
 Customer:  To Date: 1/31/2018  
 Include Closed Orders

Status: All

Order Type	Order Nbr.	Status	Customer Name	Date	Currency	Order Total
QT	QT000249	Open	Jersey Central Office Equip	12/20/2017	USD	29,040.00
QT	QT000250	Open	Artcages	12/4/2017	USD	8,304.70
QT	QT000251	Open	Elite Answering	12/19/2017	USD	7,125.00
QT	QT000252	Open	ABC Capital Ventures	12/10/2017	USD	3,591.60
QT	QT000253	Open	Westwood Manor	12/12/2017	USD	34,020.00
QT	QT000254	Open	ABC Capital Ventures	12/15/2017	USD	70,832.88
QT	QT000255	Open	CHENGDU RONGYI WATE...	12/1/2017	USD	14,488.90
QT	QT000256	Open	Brass Key Bar	12/2/2017	USD	1,239.97
QT	QT000257	Open	Jersey Central Office Equip	12/24/2017	USD	959.98
SQ	SQ0004073	Completed	KRK Consulting Service	12/7/2017	USD	14,000.00
SQ	SQ0004085	Completed	AgriLink Food	12/1/2017	USD	101,410.00
SQ	SQ0004086	Completed	Microchip Restaurant	12/6/2017	USD	396,511.00
SQ	SQ0004087	Completed	AgriLink Food	12/8/2017	USD	216,434.40

1-13 of 43 records 1 of 4 pages

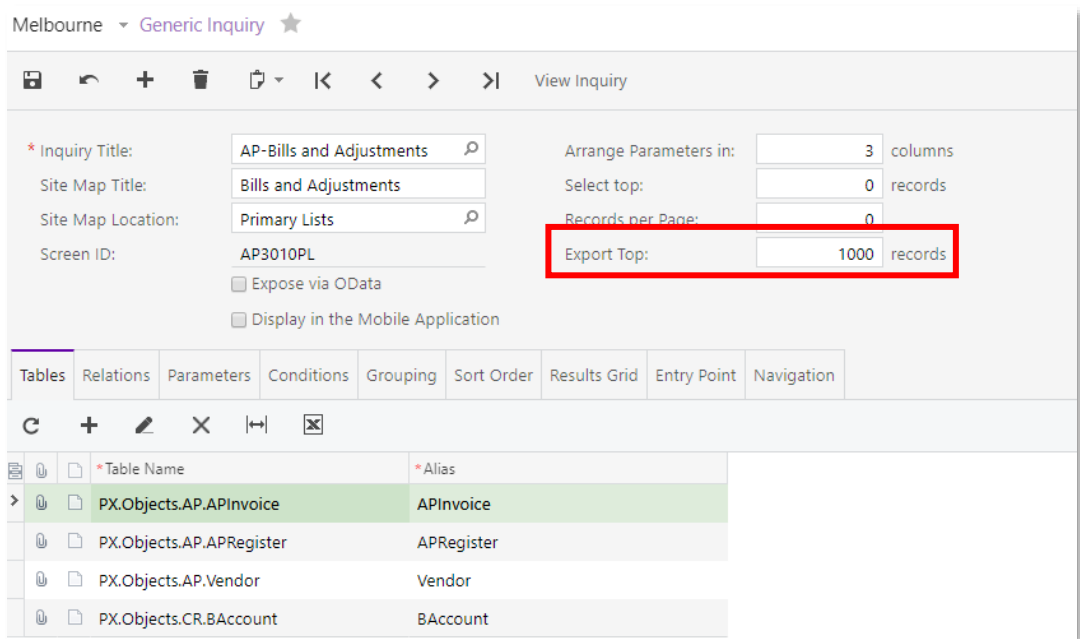
## Management of Record Number on Generic Inquiry Forms

The table footer of generic inquiry forms has been redesigned in MYOB Advanced 2018.1 so that users can always view the number of records and pages displayed by the generic inquiry.

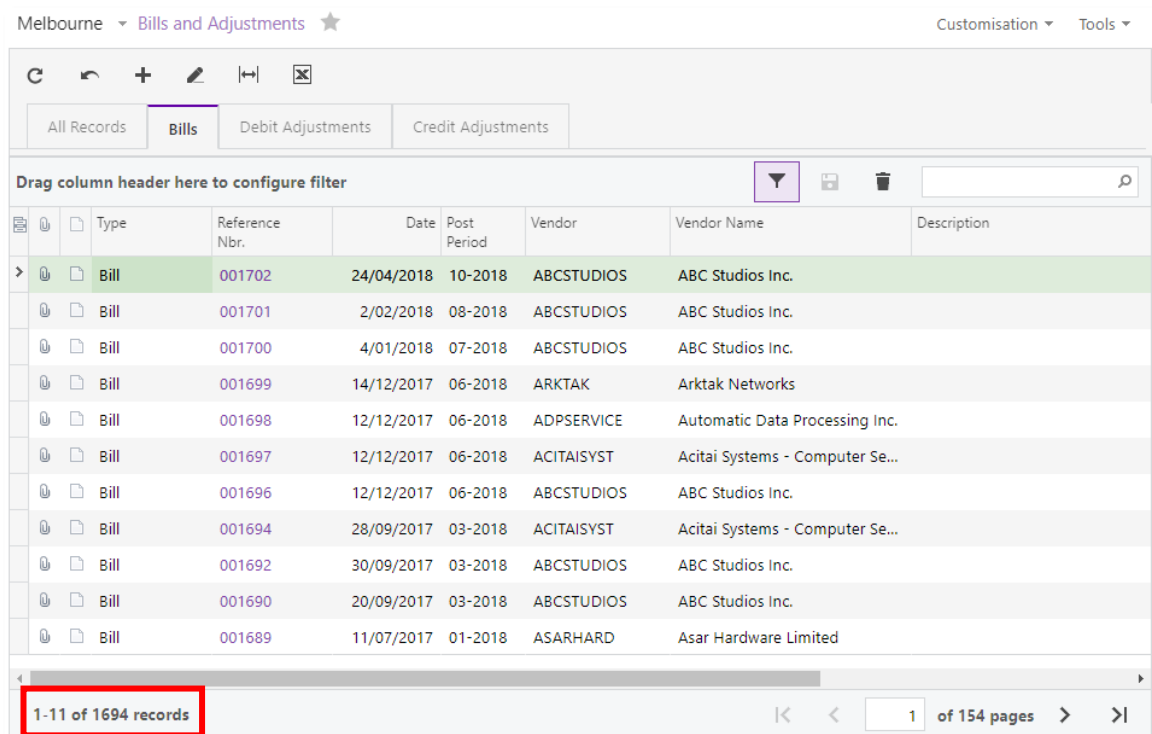
In addition, users who design a generic inquiry can now limit the number of records that the system can export to Microsoft Excel. The limitation is useful for generic inquiries that contain a lot of data (more than 1000 records) because it significantly speeds export.

The following changes, which support the new functionality, have been made to the Generic Inquiry form (SM.20.80.00) (see the following screenshot):

- The Number Pages check box has been removed.
- The Export Top x Records box has been added. In this box, users can specify the maximum number of records that can be exported to Microsoft Excel from the generic inquiry form when a user clicks Export to Excel on the table toolbar.



The number of pages, the navigation buttons, and the number of records are displayed on the table footer of a generic inquiry form:



If a request to the database takes too much time, and the system cannot calculate the number of records for the generic inquiry before timeout (the default timeout setting is six seconds), the system will display a warning message, and the table footer will not display the number of records and will display page navigation as it did in previous versions of MYOB Advanced.

# Projects

## Billing Workflow Enhancements and Invoice Preview

Substantial changes have been made to the Projects module for a more flexible billing workflow, enhanced reporting capabilities, and simplified project setup. These changes include the following:

- Simplified budget structure and reporting:
  - The project budget is exposed at the project level. Budget records are stored in a plain structure, which is available directly on the Projects (PM301000) form. Users can easily analyse the project balances and profitability in multiple dimensions by using pivot tables created on top of budget records.
  - The revenue budget can be defined by task or by task and item—that is, with an extra level of detail for large projects.
  - A cost budget line can be linked to a revenue budget line. These links give users flexible profitability analysis by the revenue structure, which may not exactly match the cost structure.
- A flexible draft invoice workflow:
  - A project manager can work with a draft invoice that originates from the Projects module and is isolated from the Accounts Receivable module.
  - A project manager can review billable amounts, make decisions about the amounts that exceed a limit, and correct the draft invoice right away.
  - An internal approval workflow of the draft invoice can be performed before the document is sent to the client and processed by the accounting team, which minimizes corrections in the Accounts Receivable module.
  - A draft invoice can be printed in a project-specific format and emailed in a project-specific notification format.
- Dedicated support for billing from a fixed amount (progress billing): The billing workflow is straightforward and requires no allocations.
- Flexible transaction-based billing:
  - Time and material transactions can be billed immediately after they have been recorded in the system because the allocation process is optional.
  - Billing rules now support formulas and the grouping of billed transactions in invoices by date, employee, vendor, and inventory item.
  - A user can process over-limit amounts in draft invoices.
  - A user can interact with the application process of a billing limit amount and select particular lines that should be included in the available limit of the invoice.
  - A user can add adjustment lines to draft invoices to correct billable transactions.
  - A user can postpone the billing of a certain amount until the next invoice or write off a billable amount.



- Comprehensive billing rules:
  - Project invoices can be segregated by project task.
  - The description of the invoice can be dynamically composed, based on the formula specified in the billing rule.
  - The branch to which the project revenues are recorded can be flexibly configured in the billing rule.
- Enhanced project rates: A project can be billed based on prices that are defined in the Accounts Receivable sales price lists, including foreign currency prices.
- Multiple UI and UX enhancements.

You can find more information about these features in the remaining sections of this topic.

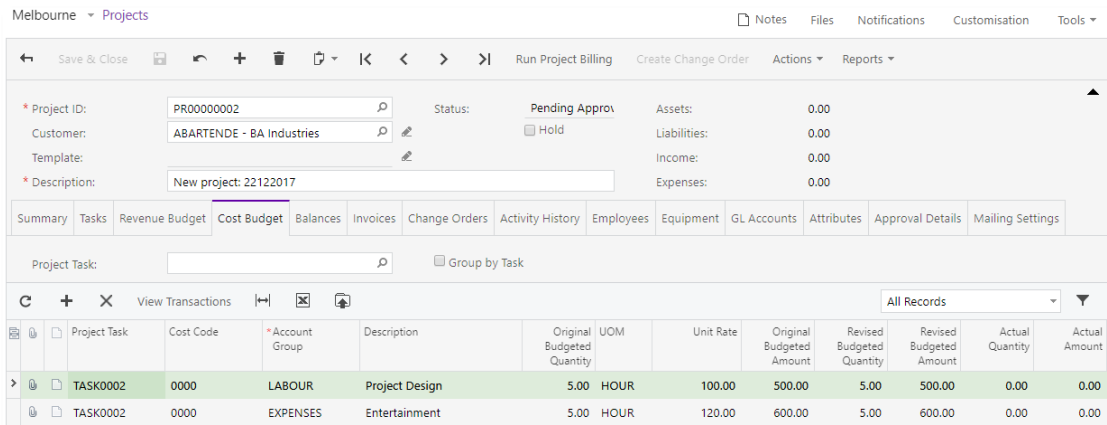
### Simplified Budget Structure and Reporting

The following enhancements have been implemented for the budget structure:

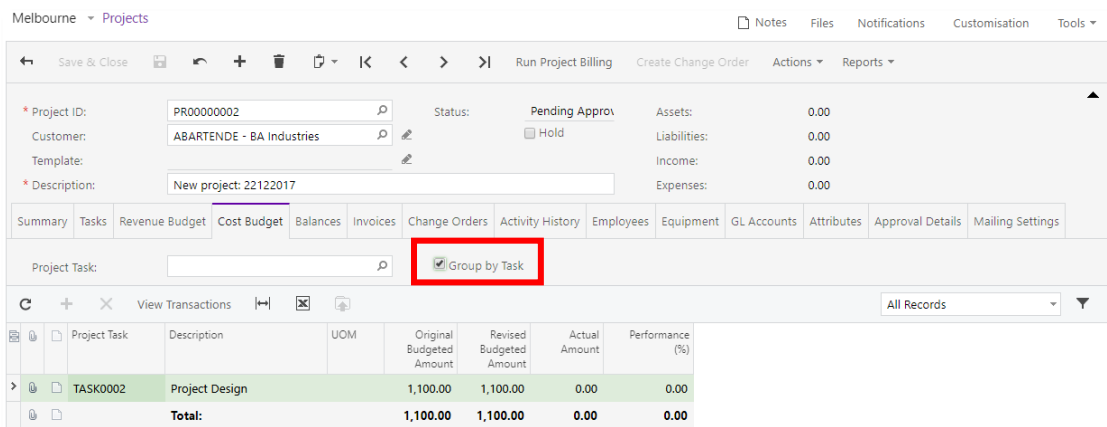
- The project budget is now defined at the project level directly on the Projects form (PM.30.10.00).
- On the Projects form (PM.30.10.00), the budget is split into two parts: Revenue Budget and Cost Budget. However, all budget records are stored in the new PMBudget table.
- The revenue budget of each project can be defined with the appropriate level of detail, depending on the Revenue Budget Level setting of the project, which can be Task or Task and Item.
- If a user wants to restructure a revenue budget—for example, if a project was started with a revenue budget by task and then an extra level of detail became needed—the user can remove records from the Revenue Budget tab of the Projects form, change the revenue budget level, upload new budget records, and validate the project balance on the Validate Project Balances form (PM.50.40.00) to make the system rebuild the actual and committed amounts and quantities with the new structure.
- A user can analyse a project's profitability by revenue budget line regardless of the structure of the cost budget. A project can have a set of tasks for revenue budgeting and billing, and a different set of tasks for cost accounting. For profitability analysis, the user can link the cost budget lines of the project to the appropriate revenue budget lines by specifying the Revenue Task and Revenue Item on the Cost Budget tab of the Projects form and aggregate costs by specified links in reports.

Users can analyse budgets by using the following capabilities:

- Users can use a quick filter by project task on the Revenue Budget and Cost Budget tabs of the Projects form, as shown in the following screenshot, and continue working with the budget records in a filtered view. That is, they can add new budget lines to the current task and modify the filtered records.



- Users can quickly aggregate budget amounts by selecting the Group by Task check box on the Revenue Budget and Cost Budget tabs of the Projects form to review totals by task without running any report, as shown in the screenshot below.



- Users can easily analyse project balances by task, inventory item, and account group by using pivot tables that can be created on top of a generic inquiry that retrieves data from the PMBudget table. The following generic inquiry and pivot table are now available out of the box in the Projects module for budget analysis and export of budget records to MS Excel:
  - Budget Details generic inquiry (PM.GI.00.10): This generic inquiry contains the list of project budget records in the system.
  - Budget Summary by Account Group pivot table (PM.PV.00.10): This pivot table shows the project balances by account group. A user can drill down from a balance amount in the pivot table to the list of budget records that result in that amount.

## Draft Invoice Workflow

A project manager can now enable draft (pro forma) invoices in the project billing workflow. A draft invoice is a new type of document that is displayed on the Pro Forma Invoices form (PM.30.70.00), as shown in the screenshots below. A user can work with pro forma invoices that are isolated from the Accounts Receivable module. The user can review and modify billable transactions and amounts in a pro forma invoice and reach agreement about the document with all required parties before the accounting team prepares the final Accounts Receivable invoice. An accountant simply releases the pro

forma invoice, and the system creates the Accounts Receivable invoice with all information copied from the pro forma invoice. With this process, the company can minimize corrections in the Accounts Receivable module.

Revision Two HQ - Pro Forma Invoices

← SAVE & CLOSE RELEASE ACTIONS REPORTS

Reference Nbr: 006001  Project: TMR02 - T&M project with inventory iss.  Progress Billing Total: 2,100.00  
 Status: On Hold  Customer: ROADBUILDER - Road Builder Company  Time and Material Total: 1,000.00  
 Hold  \* Location: MAIN - Primary Location  Detail Total: 3,100.00  
 \* Invoice Date: 10/2/2013  \* Currency: USD  1.00  VIEW BASE  
 \* Post Period: 10-2013   
 Description: Pro forma invoice for project

PROGRESS BILLING TIME AND MATERIAL FINANCIAL DETAILS APPROVAL DETAILS BILLING SETTINGS

* Branch	Project Task	Inventory ID	Description	Revised Amount	Previously Invoiced	Total Completed (%)	Amount to Invoice	Current Invoiced (%)	Sales Account	Sales Subaccount	Deferral Code
HQ	101 PM	-N/A-	Other	3,000.00	1,750.00	95.00	100.00	3.33	40000	000-000	
HQ	101 PM	CONSULTPM	Project Manager	1,600.00	1,600.00	112.50	200.00	12.50	40000	000-000	
HQ	201 SRCONS	-N/A-	Other	2,800.00	2,800.00	110.71	300.00	10.71	40000	000-000	
HQ	201 SRCONS	CONSULTSR	Senior Consultant	5,600.00	5,600.00	107.14	400.00	7.14	40000	000-000	
HQ	401 MATERI	-N/A-	Other	0.00	84.00	0.00	500.00	0.00	40000	000-000	
HQ	401 MATERI	INDCAT01	2006 Cat DGN XL	108,360.00	108,360.00	100.55	600.00	0.55	40000	000-000	

Main - Pro Forma Invoices

← RELEASE ACTIONS REPORTS

Reference Nbr: 008133  Project: PR0000076 - Customization package 6  Progress Billing Total: 0.00  
 Status: On Hold  Customer: customer1 - James Bond  Time and Material Total: 6,940.00  
 Hold  \* Location: MAIN - Primary Location  Detail Total: 6,940.00  
 \* Invoice Date: 8/14/2017  \* Post Period: 08-2017   
 Description: Invoice for Customization package for the customer

PROGRESS BILLING TIME AND MATERIAL FINANCIAL DETAILS APPROVAL DETAILS BILLING SETTINGS

VIEW TRANSACTION DETAILS

* Status	* Branch	Project Task	Inventory ID	Description	* Date	Billed Quantity	Billed Amount	Quantity to Invoice	UOM	Unit Price	Amount to Invoice	* Sales Account
Bll	main	TASK1	ANALYSIS	TRAVEL Business Travel	7/27/2017	10.00	1,000.00	10.00	HOUR	100.00	1,000.00	42000
Bll	main	TASK1	ANALYSIS	LABOR Requirement analysis	7/28/2017	15.00	3,000.00	15.00	HOUR	200.00	3,000.00	42000
Bll	main	TASK2	DEVELOP	SUBCON - Project subcontr...	7/28/2017	6.00	360.00	6.00	HOUR	60.00	360.00	42000
Bll	main	TASK2	DEVELOP	LABOR Application develop...	7/28/2017	8.00	2,400.00	8.00	HOUR	300.00	2,400.00	42000
Bll	main	TASK2	TRAINING	OTHER End-user consultn...	7/28/2017	2.00	180.00	2.00	HOUR	90.00	180.00	42000

To enable the pro forma invoice workflow for a project, a user should select the Create Pro Forma on Billing check box on the Summary tab of the Projects form (PM.30.10.00).

The pro forma invoice supports the following processes:

- The review of and corrections to billable amounts with an option to postpone billing of a certain amount until the next invoice, or to write off the needed amount.
- The ability to directly add to a pro forma invoice adjustment lines that do not originate from the revenue budget or project transactions.
- The ability to control the application of billing limit amounts to invoice lines and make decisions on the amounts that exceed a limit directly in the invoice.
- An approval workflow based on a comprehensive approval map that may include a sequence of approval steps.
- The ability to print a pro forma invoice in the project-specific format and send it to the client by email.

- The bulk release of pro forma invoices, which can be performed on the Process Pro Forma Invoices form (PM.50.60.00) to produce Accounts Receivable invoices.
- The creation of an Accounts Receivable invoice or a credit memo, depending on the sign of the resulting pro forma invoice.
- Posting to the General Ledger module from only an Accounts Receivable invoice. A pro forma invoice does not generate project transactions or General Ledger transactions directly. The draft invoice amount is reflected in a separate column on the Revenue Budget tab of the Projects form and cleared when the Accounts Receivable invoice is released.

A pro forma invoice can be edited, printed, and sent to a customer as many times as is necessary until an agreement is reached. Once all the necessary changes have been applied to the pro forma invoice, it can be approved and released to create the Accounts Receivable invoice. During this process, the pro forma invoice may have the following statuses:

- On Hold: The pro forma invoice can be edited as needed or deleted.
- Pending Approval: The pro forma invoice is read-only and pending approval before the document can be processed further. This status is automatically assigned to the pro forma invoice when a user clears the Hold check box on the Pro Forma Invoices form if an approval workflow is required in the system for pro forma invoices. The system uses the rules defined by the approval map to assign the pro forma invoice to a workgroup or to particular employees for approval. The list of approvers appears on the Approval Details tab of the Pro Forma Invoices form. The pro forma invoice that is pending approval appears on the Approvals form (EP.50.301.0).
- Rejected: The pro forma invoice has been rejected by an approver and requires further review and editing.
- Open: The pro forma invoice has been approved (if an approval workflow has been configured) and is ready for release.
- Closed: The pro forma invoice has been released and the Accounts Receivable invoice exists. If the Accounts Receivable invoice is deleted, the pro forma invoice is again given the Open status.

### Project-Specific Invoice Format

A user can use different formats of a printable pro forma invoice depending on the particular project.

On the Mailing Settings tab of the Projects form (PM.30.10.00), the user can specify a custom format and email notification template that should be used for the printing and emailing of the pro forma invoices prepared for that project.

In the Bill-to Contact and Bill-to Address sections of the Summary tab of the Projects form, a user can specify the contact information of the customer to whom the pro forma invoices should be sent. This information is copied to each pro forma invoice created for the project and can be modified at the invoice level.

The default Pro Forma Invoice form (PM.64.20.00) used for printing is shown in the following screenshot. This form supports the printing of header-level and line-level notes by default.

PRO FORMA INVOICE							
Main W 124th St Bld 15 NY, NY, 10001 Phone: 88002000600			Pro Forma Reference Nbr.: 008130 Date: 11-Aug-2017 Due Date: 10-Sep-2017 Customer ID: customer1 Currency: USD Project ID: PR00005680 Terms: Net 30 days				
<b>BILL TO</b>							
James Bond 767 5th Ave, New York NY 10153, USA United States of America							
<b>PROGRESS BILLING</b>							
#	PROJECT TASK	ITEM	DESCRIPTION	TOTAL REVISED AMOUNT	PREVIOUSLY INVOICED	CURRENT INVOICED (%)	AMOUNT
1	Business requirements analysis	<N/A>	Business requirements analysis	15,000.00	7500.00	30.00%	4,500.00
NOTE: BRDs are to be approved by 10 Sep 2017							
2	Prototype development	<N/A>	Prototype Development	20,000.00	15700.00	30.00%	4,000.00
<b>TIME AND MATERIAL</b>							
#	PROJECT TASK	ITEM	DESCRIPTION	QTY.	UDM	UNIT PRICE	AMOUNT
1	Business requirements analysis	ANALYSE	Business requirements analysis; labor	15.00	HOUR	160.00	2,000.00
2	Business requirements analysis	TRAVEL	Business requirements analysis travel	10.00	HOUR	200.00	2,000.00
NOTE: Business travel for refining software requirements							
3	Business requirements analysis	<N/A>	Business requirements analysis equipment	1.00	PC	2,000.00	2,500.00
4	Prototype development	DEVELOP	Prototype development; labor	40.00	HOUR	150.00	5,500.00
5	Prototype development	TRAINING	Prototype development travel	20.00	HOUR	300.00	6,000.00
NOTE: Onsite training for customers							
6	Prototype development	ANALYSIS	Prototype development subcon	20.00	HOUR	120.00	2,400.00
7	Prototype development	TRAINING	Prototype development other	10.00	HOUR	180.00	1,800.00
8	Business requirements analysis	<N/A>	Adjustment line	0.00		0.00	1,000.00
NOTE: This is a draft invoice.							
Progress Billing Total (USD):						8,500.00	
Time and Material Total (USD):						23,200.00	
Total (USD):						31,700.00	
Page: 1 of 1							

## Notes

The pro forma invoices of a project can be released only one by one, starting from the earliest one. The only exception is when multiple pro forma invoices segregated by invoice group have been generated during a single iteration of the billing process; in this case, these pro forma invoices can be released in any order.

- A pro forma invoice can be released only after the Accounts Receivable invoice of the preceding pro forma invoice has been released.
- If the Detail Total of a pro forma invoice is negative on the Pro Forma Invoices (PM307000) form (for example, if a user has added a negative adjustment line in

an amount greater than the amount of the billable lines), the system creates an Accounts Receivable credit memo on release of the pro forma invoice.

- The document details of an unreleased Accounts Receivable document that originates from a pro forma invoice are displayed in read-only mode on the Invoices and Memos (AR301000) form. To make a correction of the Accounts Receivable document, a user needs to delete this document and start over from the pro forma invoice.
- Tax calculation is temporarily not supported in pro forma invoices.
- A pro forma invoice can be created only through the project billing process and only assigned an automatically generated reference number. Users cannot manually enter new pro forma invoices on the Pro Forma Invoices form.

## Dedicated Support for Billing from a Fixed Amount

A simple workflow is now provided for projects that are gradually billed from a fixed contract amount.

A variety of these billing processes include the progress billing and fixed price billing models. On the Billing Rules form (PM.20.70.00), the new Progress Billing type of billing step has been introduced, as shown in the screenshot below. Progress billing does not involve allocations and can be executed right after a pending invoice amount is added to a revenue budget line of a project.

The screenshot shows the 'Billing Rules' form in MYOB. The 'Billing Rule ID' is empty, and the 'Description' is 'Progress and T&M'. The 'Billing Type' is set to 'Progress Billing'. Under 'Invoice Settings', the 'Invoice Description Formula' is '=Invoice for '+[PMProject.Description]', the 'Line Description Formula' is '=PMBudget.Description', and the 'Destination Branch' is 'MAIN - Melbourne'. Under 'Billing Options', the 'Include Transactions with Zero Amounts' checkbox is checked.

Step ID	Description	Invoice Group
5	Progress billing	A
10	Re-invoice trave...	A
30	re-invoice subco...	A
40	Bill TM labour at...	
50	Bill misc project ...	

With the new step of a billing rule, the project setup and the billing workflow proceed as follows:

- On the Revenue Budget tab of the Projects form (PM.30.10.00), a user adds a revenue budget line with a Revised Amount to a project.
- To provide a billable amount (for example, on a monthly basis), the user populates the Pending Invoice Amount or Completed (%) column on the Revenue Budget tab of the Projects form for the revenue budget lines to make the system calculate the Pending Invoice Amount as follows:

$$\text{Pending Invoice Amount} = \text{Revised Amount} * \text{Completed (\%)} / 100 - \text{Draft Invoices Amount} - \text{Actual Amount.}$$

- The user runs the project billing process to create a pro forma invoice (or an Accounts Receivable invoice, depending on the selected workflow).



- The system creates the invoice with the amounts taken from the Pending Invoice Amount column of the Revenue Budget tab of the Projects form for the revenue budget lines. The system updates the Draft Invoices Amount of the revenue budget lines with the Pending Invoice Amount and clears the Pending Invoice Amount.
- The invoice lines that are produced by the progress billing are displayed on the Progress Billing tab of the Pro Forma Invoices form (PM.30.70.00).

**Note:** If a project task uses a billing rule that has no Progress Billing step, the system does not recalculate the Pending Invoice Amount on update of the Completed (%) column of the Revenue Budget tab of the Projects form for the revenue budget lines that belong to the task, and the system ignores any pending invoice amount of these lines during the billing process.

**Note:** The Actual Quantity of the Revenue Budget tab of the Projects form is always zero in the revenue budget lines that are billed only by progress billing.

## Flexible Transaction-Based Billing

A simple workflow is now provided for projects that are billed based on project transactions. To support a variety of billing models, on the Billing Rules form (PM.20.70.00), the new Time and Material type of billing step has been introduced, as shown in the screenshot below. A billing rule may have a number of Time and Material steps for different account groups of transactions that should be used to determine the invoiced amounts by different formulas. The Time and Material billing can be executed right after the project transactions that match the selection criteria have been provisioned in the system. The allocation process can be executed before billing if necessary.

Melbourne ▾ Billing Rules

← Save & Close [Icons]

\* Billing Rule ID: [Field]  Active  
 Description: Progress and T&M

A	↑ Step ID	Description	Invoice Group
<input checked="" type="checkbox"/>	5	Progress billing	A
<input checked="" type="checkbox"/>	10	Re-invoice trave...	A
<input checked="" type="checkbox"/>	30	Re-invoice subc...	A
<input checked="" type="checkbox"/>	40	Bill TM labour at v	A
<input checked="" type="checkbox"/>	50	Bill misc project ...	A

Billing Type: Time and Material ▾

Transaction Selection Criteria

Account Group: LABOUR - Labour [Field]  
 Rate Type: [Field] If @Rate is not defined: Set @Rate to 0 ▾

Invoice Settings

Invoice Description Formula: [= 'Invoice for ' + [PMProject.Description]] [Field]  
 Line Quantity Formula: [Field]  
 Line Amount Formula: [= [PMTran.BillableQty] \* @Price] [Field]  
 Line Description Formula: [= [PMAccountGroup.GroupCD] + ' ' + [PMTran.Description]] [Field]

\* Use Destination Branch from: Task ▾ Destination Branch: MAIN - Melbourne [Field]  
 \* Use Sales Account from: Project ▾ Sales Account: 100340 - Work in Pr [Field]  
 \* Sales Subaccount Mask: BBB-BB Sales Subaccount: [Field]

Billing Options

Copy Notes and Files  Include Transactions with Zero Amounts  
 Include Non-Billable Transactions  Include Transactions with Zero Quantities

Aggregate Transactions By

Date  Employee  Vendor  Inventory ID

With the new step of a billing rule, the project setup and billing workflow proceed as follows:

- In the Line Quantity Formula and Line Amount Formula boxes of a Time and Material billing step, a user can use fields and attributes from such entities as the project, project budget, project task, project transaction, customer, vendor,

employee, inventory item, and account group. The user can also use different sources of the project rates: those from the rate tables that can be configured in the Projects module, and those from sales price lists that are defined in the Accounts Receivable module.

- The invoice lines that are produced by the Time and Material billing are displayed on the Time and Material tab of the Pro Forma Invoices form (PM.30.70.00).
- The Time and Material type of a billing rule supports the aggregation of project transactions by date, employee, vendor, and inventory item. For a selected pro forma invoice line, the user can click View Transactions Details on the table toolbar of the Time and Material tab of the Pro Forma Invoices form to drill down to the list of project transactions for which the Billed Quantity and Billed Amount have been calculated by the formula of the billing rule (as shown in the following screenshot). These values are summed to produce the respective Billed Quantity and Billed Amount of the pro forma invoice line.

The screenshot shows the 'Main - Pro Forma Invoices' form with the 'TIME AND MATERIAL' tab selected. The form displays the following details:

- Reference Nbr: 000145
- Project: PR0000076 - Customization package for the customer
- Status: On Hold
- Customer: customer1 - James Bond
- Location: MAIN - Primary Location
- Invoice Date: 9/25/2017
- Post Period: 08-2017
- Description: Invoice for Customization package for the customer

The 'VIEW TRANSACTION DETAILS' dialog box is open, showing a list of transactions for 'LABOR Application develop.' with the following columns:

Ref. Number	Inventory ID	Description	Date	Billed	Quantity	UOM	Amount	Billed Quantity	Billed Amount
PM02020197	DEVELOP	Application development	7/28/2017	<input checked="" type="checkbox"/>	8.00	HOUR	600.00	8.00	2,400.00
PM02020207	DEVELOP	Application development	7/28/2017	<input checked="" type="checkbox"/>	8.00	HOUR	600.00	8.00	2,400.00
PM02020218	DEVELOP	Application development	7/28/2017	<input checked="" type="checkbox"/>	8.00	HOUR	600.00	8.00	2,400.00
PM02020215	DEVELOP	Application development	7/28/2017	<input checked="" type="checkbox"/>	7.00	HOUR	525.00	7.00	2,100.00

- If a user removes a line from the Transaction Details dialog box or from the Time and Material tab, the line will appear in the next invoice.
- A user can modify the Amount to Invoice in a pro forma invoice line and make a decision about the difference between the calculated Billed Amount and the corrected Amount to Invoice by selecting the needed option in the Status column of the invoice line, as shown in the screenshot below. The difference can be postponed until the next invoice (Hold Remainder) or written off by this invoice (Write off Remainder). The whole amount of the pro forma invoice line can also be written off (Written Off) and will not show up in future invoices.



**Note:** The remaining amount will not be added to a pro forma invoice if the Accounts Receivable invoice that contains the line from which the remainder originates is not released.

Main - Pro Forma Invoices

SAVE & CLOSE [Icons] RELEASE ACTIONS REPORTS

Reference Nbr: 000145 Project: PR0000076 - Customization package 5 Progress Billing Total: 0.00  
 Status: On Hold Customer: customer1 - James Bond Time and Material Total: 22,410.00  
 \* Hold \* Location: MAIN - Primary Location Detail Total: 22,410.00  
 \* Invoice Date: 8/25/2017 \* Post Period: 08-2017  
 Description: Invoice for Customization package for the customer

PROGRESS BILLING TIME AND MATERIAL FINANCIAL DETAILS APPROVAL DETAILS BILLING SETTINGS

VIEW TRANSACTION DETAILS

*Status	*Branch	Project Task	Inventory ID	Description	*Date	Billed Quantity	Billed Amount	Quantity to Invoice	UOM	Unit Price	Amount to Invoice	*Sales Account
Hold Remo	main	TASK1	ANALYSIS	TRAVEL Business Travel	7/27/2017	39.00	3,900.00	39.00	HOUR	100.00	3,900.00	42000
Hold Remainder		TASK1	ANALYSIS	LABOR Requirement analysis	7/28/2017	57.00	11,400.00	57.00	HOUR	200.00	11,400.00	42000
Write off Remainder		TASK2	DEVELOP	LABOR Application develop...	7/28/2017	24.00	7,200.00	24.00	HOUR	300.00	7,200.00	42000
Write off		TASK2	DEVELOP	LABOR Application develop...	7/28/2017	24.00	7,200.00	24.00	HOUR	300.00	7,200.00	42000
Bill	main	TASK2	TRAINING	OTHER End-user consultin...	7/28/2017	9.00	810.00	9.00	HOUR	90.00	810.00	42000

- If the billing limit amounts are defined for the lines of the revenue budget of the project, the system applies the limit amounts to the invoice lines as a running total, starting from the first line on the Time and Material tab of the Pro Forma Invoices form. For each line of the invoice, the system subtracts the Amount to Invoice from the Max Available Amount and uses the reduced amount as the available limit for the next line. Invoice lines for which the Over Limit Amount becomes non-zero exceed the limit. The user can rearrange lines within the invoice by dragging them to appropriate positions to make the system apply the limit amounts to the needed lines of the invoice.
- The user can also insert an adjustment line into the pro forma invoice and move it to the needed position, as shown in the screenshot below. These added lines are also included in the limit application and can decrease or increase the limit total.

Main - Pro Forma Invoices

SAVE & CLOSE [Icons] RELEASE ACTIONS REPORTS

Reference Nbr: 000146 Project: PR0000076 - Customization package 5 Progress Billing Total: 0.00  
 Status: On Hold Customer: customer1 - James Bond Time and Material Total: 24,478.00  
 \* Hold \* Location: MAIN - Primary Location Detail Total: 24,478.00  
 \* Invoice Date: 8/25/2017 \* Post Period: 08-2017  
 Description: Invoice for Customization package for the customer

PROGRESS BILLING TIME AND MATERIAL FINANCIAL DETAILS APPROVAL DETAILS BILLING SETTINGS

VIEW TRANSACTION DETAILS

*Status	*Branch	Project Task	Inventory ID	Description	*Date	Billed Quantity	Billed Amount	Quantity to Invoice	UOM	Unit Price	Amount to Invoice	Max Limit Amount	Max Available Amount	Amount to Invoice	Over Limit Amount	*Sales Account
Bill	main	TASK1	ANALYSIS	TRAVEL Business Travel	7/27/2017	39.00	3,900.00	39.00	HOUR	100.00	3,900.00	14,000.00	12,888.00	3,900.00	0.00	42000
Bill	main	TASK1	ANALYSIS	LABOR Requirement analysis	7/28/2017	57.00	11,400.00	57.00	HOUR	200.00	11,400.00	14,000.00	8,988.00	11,400.00	2,588.00	42000
Bill	main	TASK1	<N/A>	correction discount	8/25/2017	0.00	0.00	0.00		0.00	0.00	14,000.00	0.00	-2,588.00	0.00	42000
Bill	main	TASK2	DEVELOP	LABOR Application develop...	7/28/2017	24.00	7,200.00	24.00	HOUR	300.00	7,200.00	18,000.00	16,000.00	1,560.00	0.00	42000
Bill	main	TASK2	DEVELOP	LABOR Application develop...	7/28/2017	31.00	9,300.00	31.00	HOUR	300.00	9,300.00	18,000.00	16,448.00	9,300.00	0.00	42000
Bill	main	TASK2	TRAINING	OTHER End-user consultin...	7/28/2017	9.00	810.00	9.00	HOUR	90.00	810.00	18,000.00	7,148.00	810.00	0.00	42000

## Comprehensive Billing Rules

The following additional enhancements have been implemented for billing rules:

- A user can select the Bill Separately check box for a task on the Project Tasks form (PM.30.20.00) to make the system create separate invoices (either pro forma invoices or Accounts Receivable invoices, depending on the billing workflow of a project) for that task during project billing. During the billing process, the system groups the billable amounts into invoices by the customer, the customer location, the Bill Separately setting of each project task, and the Invoice Group of the billing rules to which the project tasks refer.
- On the Billing Rules form (PM.20.70.00), for both the Progress Billing and Time and Material billing steps, in the Invoice Description Formula box, a user can specify an expression to make the system compose the document description dynamically for each invoice during the billing process.
- In the Use Destination Branch from box of the Billing Rules form (PM.20.70.00), a user can specify a dynamic source of the destination branch for an invoice line, which can be one of the following options:
  - Source Transaction: The branch from the source transaction. (This option is displayed only for the Time and Material billing type.)
  - Current Branch: The current active branch. (This option is displayed only for the Progress Billing billing type.)
  - Billing Rule: The value specified in the Destination Branch box of the Billing Rules form.
  - Project: The branch of the project associated with the underlying transaction or budget line. The default branch for the project is specified in the Branch box of the Summary tab on the Projects form (PM.30.10.00).
  - Task: The branch of the task associated with the underlying transaction or budget line. The default branch for the task is specified in the Branch box of the Summary tab on the Project Tasks form (PM.30.20.00).
  - Customer: The branch associated with the customer's location on the Customer Locations form (AR.30.30.20).
  - Employee: The branch associated with the employee on the Employees form (EP.20.30.00).
- The billing process uses the originating branch from the project settings on the Projects form (PM.30.10.00) and the destination branches from the sources according to the billing rules. When an Accounts Receivable invoice is released, the Accounts Receivable account is updated under the originating branch of the invoice, while the revenue amounts are recorded to the destination branches of the invoice lines.

## Enhanced Project Rates

As an alternative to the rate tables of the Projects module, it is now possible to use the sales prices that are defined on the Sales Prices form (AR.20.20.00) as the project billing rates. This adds the following new billing options:

- Promotional and regular rates
- Price class-specific and customer-specific rates
- Multi-currency rates
- UOM-specific rates
- Volume-specific rates
- Warehouse-specific rates for materials

A user can use the @Price parameter in a formula that calculates the billing amount to retrieve the effective sales price during the project billing process, as shown in the following screenshot.

Melbourne - Billing Rules

Save & Close

\* Billing Rule ID: [ ] Active

Description: Progress and T&M

Step ID	Description	Invoice Group
5	Progress billing	A
10	Re-invoice travel	A
30	Re-invoice subcontract	A
40	Bill TM labour at v	A
50	Bill misc project ...	A

Billing Type: Time and Material

Transaction Selection Criteria

Account Group: LABOUR - Labour

Rate Type: [ ] If @Rate is not defined: Set @Rate to 0

Invoice Settings

Invoice Description Formula: = "Invoice for " + [PMProject.Description]

Line Quantity Formula: [ ]

**Line Amount Formula: = [PMTran.BillableQty] \* @Price**

Line Description Formula: = [PMAccountGroup.GroupCD] + " " + [PMTran.Description]

\* Use Destination Branch from: Task Destination Branch: MAIN - Melbourne

\* Use Sales Account from: Project Sales Account: 100340 - Work in Pr

\* Sales Subaccount Mask: BBB-BB Sales Subaccount: [ ]

Billing Options

Copy Notes and Files  Include Transactions with Zero Amounts

Include Non-Billable Transactions  Include Transactions with Zero Quantities

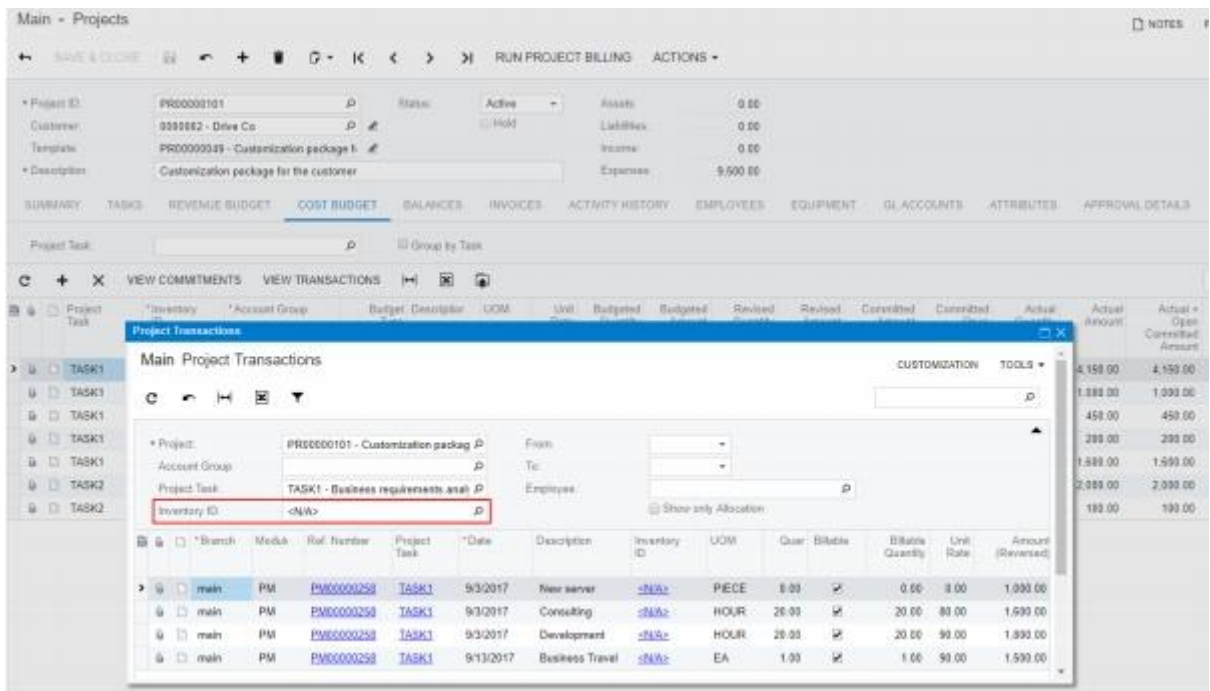
Aggregate Transactions By

Date  Employee  Vendor  Inventory ID

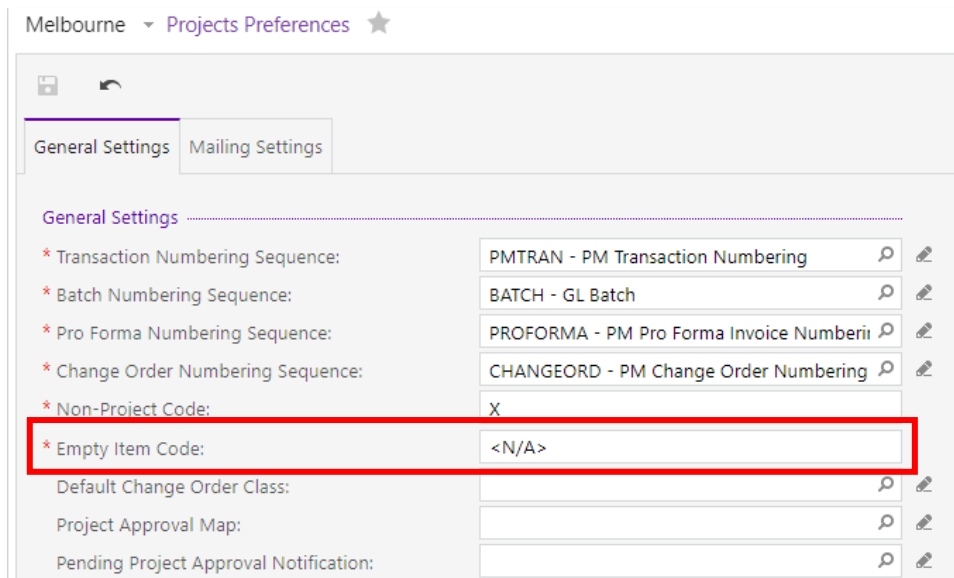
## Empty Item Code for Project Budgets

The empty item code, which by default has the <N/A> value, has been introduced instead of the NULL (empty) value in the Inventory ID element of various forms in the Project module. For example, the <N/A> value is added to budget lines instead of the empty value in the Inventory ID column on the Revenue Budget and Cost Budget tabs of the Projects (PM.30.10.00) and Project Transactions (PM.30.40.00) forms, and on the Time and Material tab of the Pro Forma Invoices form (PM.30.70.00).

With the value for the empty item code, users can filter any list by the <N/A> inventory ID. For example, users can filter the list of project transactions by the <N/A> value on the Cost Budget tab of the Projects form, as shown in the following screenshot.



Users can change the default empty item code in the Empty Item Code box of the General Settings tab on the Project Preferences form (PM.10.10.00)—see the following screenshot:



If users build custom reports for project transactions, records with the empty item code will be returned when the JOIN operator is used for the InventoryItem table in a database query.

## Notes

- If an empty value of an inventory ID is imported from Microsoft Excel or other system modules to project documents, the system replaces it with the <N/A> value.
- The default unit of measure (UOM) value for an item with empty inventory ID is Hour. Users can change a UOM value for the <N/A> inventory ID.
- When financial documents are generated based on the project documents with the <N/A> inventory ID (for example, an AR invoice is created based on a project billing), the system replaces the <N/A> value with NULL in the financial documents.
- If lines in the tables of the Revenue Budget and Cost Budget tabs on the Projects form are grouped by task and a user adds a new line, the system inserts the <N/A> value in the Inventory ID column of the new line.

## Other Enhancements

The following enhancements have been also implemented for the Projects module:

- On the Tasks tab of the Projects form (PM.30.10.00), a user can now activate all tasks of a project or complete all tasks of the project with a single click.
- The ability to edit original budget amounts and quantities on the Projects form now depends on the budget lock status and is independent from the project and task statuses. A user can now protect the Budgeted Amount and Budgeted Quantity columns of a budget line from editing by applying the Lock Budget action to the project. The lock applies to both the Revenue Budget tab and the Cost Budget tab. The Unlock Budget action reverses the Lock Budget action and makes the columns available for editing again. The access to the Unlock Budget action can be restricted by a user role.
- The following separate check boxes have been introduced on the Summary tab of the Projects and Project Tasks (PM.30.20.00) forms to control the visibility of the project or project task, respectively, in the Time & Expenses module:
  - Time Entries: The visibility for the time activity and time card entry within the project or project task
  - Expenses: The visibility for the expense receipt and expense claim entry within the project or project task
- Edit buttons have been added to the Project and Customer boxes across data entry forms in the system.
- Hyperlinks have been added to Accounts Receivable document references on the Invoices tab of the Projects form.
- On the Projects form, the selector of the Project ID box has been extended with additional columns, including Customer, Customer Name, and Project Manager.
- On the Projects Preferences form (PM.10.10.00), in the new Restrict Project Selection box, a user can specify whether all projects or only projects that belong to the selected customer should be displayed in the project selector on data entry forms in the Accounts Receivable and Sales Orders modules.

- The new TMPROJECT segmented key, which can be viewed and edited on the Segmented Keys form (CS.20.20.00), defines the format of project template identifiers on the Project Templates form (PM.20.80.00). The auto-numbering that can be specified in the PROJECT segmented key now applies to project identifiers only. The auto-numbered projects and project templates may still share the same numbering sequence, if needed.
- On the Enable/Disable Features form (CS.10.00.00), the feature that enables the Projects module is now called Project Accounting.

## Project Module Enhancements

Multiple new improvements have been implemented for the Projects module in MYOB Advanced 2018.1 These improvements are briefly described below.

### Ability to Upload Unbilled Transactions

Now a user can add unbilled project transactions that have been created after a pro forma invoice was created to a pro forma invoice on the Pro Forma Invoices form (PM.30.70.00) without deleting the invoice and creating it again. Also, the user can now delete transactions from one pro forma invoice and then add them to another pro forma invoice. For these purposes, the new Upload Unbilled Transactions button (shown in the following screenshot) has been added to the Time and Material tab of this form.

The screenshot displays the 'Pro Forma Invoices' form in MYOB Advanced. The form is titled 'Melbourne - Pro Forma Invoices' and includes various tabs such as 'Progress Billing', 'Time and Material', 'Tax Details', 'Financial Details', 'Approval Details', and 'Billing Settings'. The 'Time and Material' tab is currently selected. In the 'Time and Material' section, there is a button labeled 'Upload Unbilled Transactions' which is highlighted with a red rectangular box. Below this button is a table with columns for 'Status', 'Branch', 'Project Task', 'Inventory ID', 'Cost Code', 'Description', 'Employee', 'Vendor', 'Date', and 'Billed Quantit'.

By clicking the Upload Unbilled Transactions button, the user invokes the Upload Unbilled Transactions dialog box, which shows the list of unbilled transactions that can be uploaded to the pro forma invoice (see the screenshot below). In this dialog box, the user can select specific transactions or all transactions, and upload them to the pro forma invoice.

Basic	Ref. Number	Inventory ID	Description	Employee	Customer No.	Date	Billing	Quantity	UOM	Billing Rate	Unit Rate	Amount	Account Group
HQ	PM1001632	ANALYSIS	Application			10/17/2017	<input checked="" type="checkbox"/>	10.00	HOURS	80.00	80.00	800.00	LABOR
HQ	PM1001632	DEVELOP	Requirmon...			10/17/2017	<input checked="" type="checkbox"/>	10.00	HOURS	85.00	85.00	850.00	LABOR
HQ	PM1001632	DEVELOP	Application			10/17/2017	<input checked="" type="checkbox"/>	10.00	HOURS	90.00	90.00	900.00	LABOR
HQ	PM1001632	TECHDOC	Technical D...			10/17/2017	<input checked="" type="checkbox"/>	15.00	HOURS	75.00	75.00	1,125.00	LABOR

When an invoice is created, the lines of the pro forma invoice are ordered on the Time and Material tab by the billing rule steps applied and by the project transaction reference number within each billing step. After the user has uploaded the needed unbilled transactions, the uploaded transactions are appended to the end of list of pro forma lines (so that after upload, users can identify them easily).

## Tax Calculation in Pro Forma Invoices

Pro forma invoices now support tax calculation. The system fills in the default tax-related settings (which you can change) on the Pro Forma Invoices form (PM.30.70.00) as follows:

- The tax zone the system inserts for the pro forma invoice in the Customer Tax Zone box on the Financial Details tab is the one specified for the customer location on the Customer Locations form (AR.30.30.20). If no tax zone for the customer location has been specified, the tax zone is not inserted for the invoice.
- For each progress billing line of the pro forma invoice on the Progress Billing tab, the system copies the tax category from the related revenue budget line on the Revenue Budget tab of the Projects form (PM.30.10.00). If no tax category for the revenue budget line has been specified, the tax category is not filled in for the progress billing line.
- For each time and material line (including each adjustment line) on the Time and Material tab, the system inserts the tax category of the item specified in the pro forma invoice line, or of the task if there is no item in the line or if the tax category of the item has not been specified. Otherwise, the system does not insert a tax category in the time and material line.



A new Tax Details tab has been added to the Pro Forma Invoices form (PM.30.70.00) to display the tax details of the invoice (see the following screenshot).

Revision Two HQ Pro Forma Invoices

SAVE & CLOSE [Icons] RELEASE ACTIONS ▾ REPORTS ▾

Reference Nbr:	PF00007	Project:	PR0000011 - Time and Materials with F	Progress Billing Total:	0.00
Status:	Open	Customer:	ABCHOLDING - ABC Holdings Inc	Time and Material Total:	7,350.00
	<input type="checkbox"/> Hold	* Location:	MAIN - Primary Location	Detail Total:	7,350.00
* Invoice Date:	10/17/2017	Currency:	USD 1.00 VIEW BASE	Tax Total:	735.00
* Post Period:	10-2017			Invoice Total:	8,085.00
Description:	Invoice for Time and Materials with Pro-Forma				

PROGRESS BILLING TIME AND MATERIAL **TAX DETAILS** FINANCIAL DETAILS APPROVAL DETAILS BILLING SETTINGS

* Tax ID	Tax Rate	Taxable Amount	Tax Amount
> ILLINOISTAX	10.000000	7,350.00	735.00

The tax details are calculated in a pro forma invoice based on the tax category specified in each line of the pro forma invoice on the Progress Billing and Time and Material tabs (except when Avalara integration is configured). Taxes applied to the document amount and the line amount are supported.

**Note:** An Avalara-configured tax is applied to a pro forma invoice just as it is applied to an Accounts Receivable invoice.

On the Pro Forma Invoices form, users can now view the following totals:

- Progress Billing Total
- Time and Material Total
- Detail Total (Progress Billing Total + Time and Material Total)
- Tax Total
- Invoice Total (Detail Total + Tax Total)

## Notes

- Inclusive taxes are not supported. If an inclusive tax is applied to a pro forma invoice, the system returns the PM Error: Inclusive tax is not supported error message and does not allow a user to release the pro forma invoice.
- When Avalara integration is configured, the Actions menu of the Pro Forma Invoices form includes the Recalculate Avalara Tax action, which is used to invoke the recalculation of tax details.
- When Avalara integration is configured, the Tax is not up to date warning message is always shown for the Tax Total box of the Pro Forma Invoices form.
- Tax details in an Accounts Receivable invoice that originates from a pro forma invoice are read-only, so that the invoice totals match between the pro forma invoices and the corresponding Accounts Receivable invoices.



## Improvements to the Pro Forma Invoice Processing Workflow

On the Time and Material tab of the Pro Forma Invoices form (PM.30.70.00), if a user changes the values of the Unit Price and Quantity to Invoice columns of a pro forma invoice line, the system now recalculates the value in the Amount to Invoice column. With this recalculation, users can postpone the billing of a certain quantity until the next billing iteration or write off the desired quantity by changing the status of the pro forma line.

The system calculates the amount to invoice as follows: Amount to Invoice = Unit Price \* Quantity to Invoice. If needed, a user can manually change the amount to invoice. Users can add and edit the time and material lines of a pro forma invoice only when it has the On Hold status.

## Project-Specific Format of Accounts Receivable Invoices

You can use different formats for printable Accounts Receivable invoices depending on the project. An invoice format may depend on the project type; for instance, an installation project may have one invoice format, and a repair project may have a different invoice format. Also, a default invoice format can be specified for particular customers, with this format used for all projects of this customer unless a different format is specified for the project. For example, a company might use a particular invoice format for government customers, or for customers who work with a particular bank to get loans for their projects (and this bank dictates the invoice format).

On the Mailing Settings tab of the Projects form (PM.30.10.00), users can specify a custom format and an email notification template that should be used for the printing and emailing of the Accounts Receivable invoices prepared for that particular project, as shown in the screenshot below.

Melbourne ▾ Projects ☆

Save & Close [Icons] Run Project Billing Create Change Order Actions ▾ Reports ▾

\* Project ID: PR00000002 Status: Pending Approv Assets: 0.00  
 Customer: ABARTENDE - BA Industries [Hold] Liabilities: 0.00  
 Template: [Income: 0.00  
 \* Description: New project: 22122017 Expenses: 0.00

Summary Tasks Revenue Budget Cost Budget Balances Invoices Change Orders Activity History Employees Equipment GL Accounts Attributes Approval Details **Mailing Settings**

**Mailings**

Mailing ID	Branch	Email Account	Report	Notification Template	Form	Active
> PROFORMA			PM.64.20.00	Pro Forma Invoice N...	PDF	<input checked="" type="checkbox"/>
INVOICE			PM.64.10.00	InvoiceNotification	PDF	<input type="checkbox"/>

**Recipients**

Contact Type	Contact ID	Email	Format	Active	Bcc
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If a project template is specified for a project in the Template box on the Projects form, the mailing settings are copied from the template, but they can be overridden, if needed.

In the Bill-to section of the Summary tab of the Projects form, users can specify the contact information of the customer to whom the Accounts Receivable invoice should be sent. This information is copied to each invoice and can be modified at the document level.

On the Mailing Settings tab of the Project Preferences form (PM.10.10.00), the mailing with the INVOICE ID defines the default printable format used for project-related Accounts Receivable invoices. The default format is shown in the screenshot below. This report is a copy of the Invoice/Memo report (AR.64.10.00): the printed form used for standard Accounts Receivable invoices.

Tax Invoice						
Perth 100 Frobisher Street Osborne Park Perth, WA, 6017 Phone: +61 (8) 5362 7182 Web: www.rapidbyte.com				Reference Nbr.: 002501 Date: 24-Apr-2018 Due Date: 30-May-2018 Customer ID: ABARTENDE Currency: AUD		
<b>BILL TO:</b> BA Industries 17 Watt Street Newcastle NSW 2300 AUSTRALIA Attn: Dean Barker			<b>SHIP TO:</b> BA Industries 17 Watt Street Newcastle NSW 2300 AUSTRALIA Attn: Dean Barker			
<b>CUSTOMER REF. NBR.</b>		<b>TERMS</b>		<b>CONTACT</b>		
		30th of Month				
NO.	ITEM	QTY.	UOM	UNIT PRICE	DISC.	EXTENDED PRICE
1	SO00002012: Cardboard Box Small	100.00	UNIT	0.20	0%	16.00
2	SO00002013: Cardboard Box Medium	100.00	UNIT	0.30	0%	24.00
3	SO000NS4D7: Cardboard Box Large	100.00	UNIT	0.40	0%	32.00
<b>NOTE:</b>				Sales Total: 72.00 Tax Total: 9.00 Discount Total: 1.62 Total (AUD): 81.00		
Page: 1 of 1						

Users do not need to edit the mailing IDs (that is, the identifiers of particular mailings) on the Projects Preferences form (PM.10.10.00) because if they want to specify custom mailings for a particular project, they can specify them directly in the project.

## Project Budget Form

The new Project Budget form (PM.30.90.00) (see the screenshot below) has been created to give users the ability to perform the following actions with the project budget records in the system:

- Manually add and update budget records of any type
- View transactions and commitments for budget lines
- Upload and export budget lines of any type from and to Excel
- Import and export budget lines of any type with the help of scenarios

Also, you can apply saved filters to the form.

*Project	*Project Task	Cost Code	*Account Group	Description	UOM	Original Budgeted Quantity	Unit Rate	Original Budgeted Amount	Revised Budgeted Quantity	Revised Budgeted Amount	Actual Quantity	Actual Amount	Type
PR00000002	TASK0002	0000	EXPENSES	Entertainment	HOUR	5.00	120.00	600.00	5.00	600.00	0.00	0.00	Expense
PR00000002	TASK0002	0000	LABOUR	Project Design	HOUR	5.00	100.00	500.00	5.00	500.00	0.00	0.00	Expense
PR00000003	1000	0000	LABOUR			80.00	120.00	9,600.00	0.00	0.00	5.00	4,100.00	Expense
PR00000003	1000	0000	MATERIAL			10.00	100.00	1,000.00	0.00	0.00	0.00	750.00	Expense
PR00000003	1000	0000	REVENUE			0.00	0.00	0.00	0.00	0.00	0.00	0.00	Income
PR00000003	1000	0000	UNBILLED			0.00	0.00	0.00	0.00	0.00	0.00	0.00	Asset
PR00000003	1000	0000	UNBILLEDHR			0.00	0.00	0.00	0.00	0.00	0.00	0.00	Asset
PR00000003	1000	0000	WIP			0.00	0.00	0.00	0.00	0.00	-5.00	-500.00	Asset
PR00000003	2000	0000	LABOUR			100.00	120.00	12,000.00	0.00	0.00	0.00	0.00	Expense
PR00000003	3000	0000	LABOUR			150.00	120.00	18,000.00	0.00	0.00	0.00	0.00	Expense

## Budget Update by Inventory ID

A project cost budget is updated by the project cost transactions, regardless of whether the project cost budget has been predefined. Now your organisation can control whether the automatically added (when a corresponding project transaction is released) project cost budget line is created with the inventory ID and unit of measure (UOM) filled in or without these values being filled in. The new Cost Budget Update box has been added to the General Settings tab on the Project Preferences form (PM.10.10.00) with the following options (see the screenshot below):

- Detailed: When a cost transaction is posted and no cost budget line is predefined for this inventory ID, a new line is added to the Cost Budget tab of the Projects form (PM.30.10.00) (with the Inventory ID and UOM columns populated), and both the actual quantity and the actual amount of the transaction are recorded. If a cost budget line for this inventory ID already exists, then the values in the Actual Quantity and Actual Amount are updated.
- Summary (the option used in previous versions): When a cost transaction is posted, no cost budget line is predefined for this inventory ID, and there is no budget line with an empty item code (<N/A> by default) in the Inventory ID column, a new line is added to the Cost Budget tab of the Projects form with an empty item code, and only the actual amount is recorded. If a cost budget line with an empty item code already exists, then the values in the Actual Quantity and Actual Amount columns are updated.

Melbourne ▾ Projects Preferences ★

General Settings Mailing Settings

**General Settings**

\* Transaction Numbering Sequence: PMTRAN - PM Transaction Numbering

\* Batch Numbering Sequence: BATCH - GL Batch

\* Pro Forma Numbering Sequence: PROFORMA - PM Pro Forma Invoice Numbering

\* Change Order Numbering Sequence: CHANGEORD - PM Change Order Numbering

\* Non-Project Code: X

\* Empty Item Code: <N/A>

Default Change Order Class:

Project Approval Map:

Pending Project Approval Notification:

Pro Forma Approval Map:

Pending Pro Forma Approval Notification:

Change Order Approval Map:

Pending Change Order Approval Notification:

\* Billing Cut-off Date: Include Trans. created on billing date

Validate T&M Revenue Budget Limits: Validate

Cost Budget Update: Summary

Internal Cost Commitment Tracking

Internal Revenue Commitment Tracking

### Other Enhancements

When the Group by Task check box is selected on the Revenue Budget or Cost Budget tab of the Projects form (PM.30.10.00), the totals of each column are displayed at the end of the table of the corresponding tab:

Melbourne ▾ Projects

Notes Files Notifications Customisation Tools ▾

Save & Close Run Project Billing Create Change Order Actions Reports ▾

\* Project ID: PR0000002 Status: Pending Approv Assets: 0.00

Customer: ABARTENDE - BA Industries Liabilities: 0.00

Template: Income: 0.00

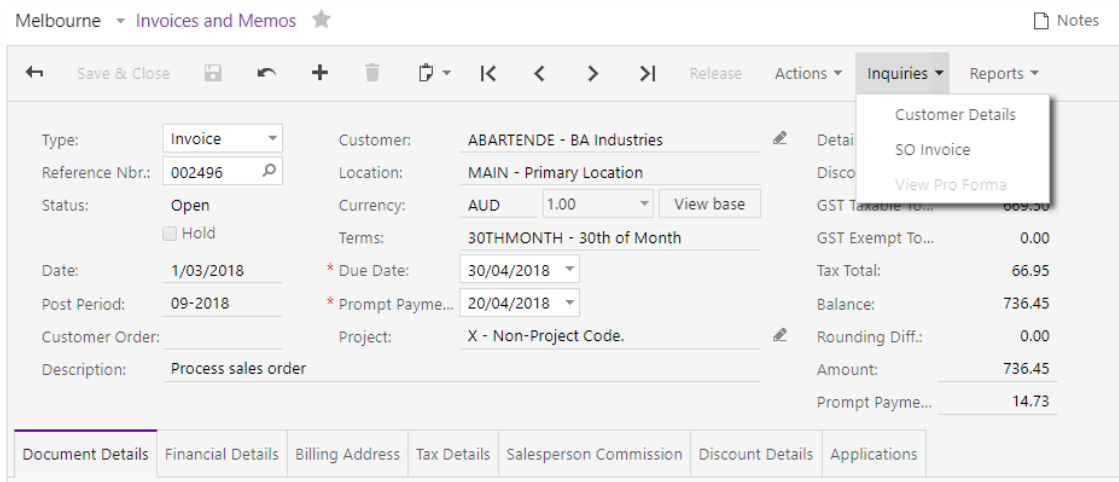
\* Description: New project: 22122017 Expenses: 0.00

Summary Tasks Revenue Budget Cost Budget Balances Invoices Change Orders Activity History Employees Equipment GL Accounts Attributes Approval Details Mailing Settings

Project Task:  Group by Task

Project Task	Description	UOM	Original Budgeted Amount	Revised Budgeted Amount	Actual Amount	Performance (%)
TASK0002	Project Design		1,100.00	1,100.00	0.00	0.00
<b>Total:</b>			<b>1,100.00</b>	<b>1,100.00</b>	<b>0.00</b>	<b>0.00</b>

On the Invoices and Memos form (AR.30.10.00), a user can now navigate directly to the Pro Forma Invoices form (PM.30.70.00) by using the View Pro Forma menu command and view the pro forma invoice from which the current Accounts Receivable invoice originates. This menu command becomes available in the Inquiries menu (as shown in the screenshot below) if the invoice being viewed has originated from a pro forma invoice. For invoices that do not originate from any pro forma invoice, the menu command is unavailable.



Attributes can be specified on Project Templates form (PM.20.80.00). If an attribute value is specified for a project template, the attribute value is copied from the project template to any project based on the template.

On the Pro Forma Invoices form, if the Over-Limit Total value exceeds zero, the system displays a warning when a limit violation occurs. The setting in the Validate T&M Revenue Budget Limits box on the Projects Preferences form (PM.10.10.00) determines whether users can release a pro forma invoice (the Ignore option) or not (the Validate option) when the warning is displayed.

## Tracking of Commitments

MYOB Advanced now supports the tracking of purchase orders and sales orders by project as the project cost commitments and project revenue commitments, respectively. These commitments affect the execution status of a project. A user can track the budget and actual amounts of a project, as well as the original commitments that remain open.

For details on commitment tracking, see Tracking of Commitments in the MYOB Advanced User Guide.

A user can perform various tasks with commitments, described in the sections of this topic.

### Tracking the Committed Cost by Purchase Order

The system tracks the commitment cost in the base currency for the Normal and Drop-Ship lines of the purchase orders associated with a project. These commitments are called internal because they originate from documents created in the system, in contrast to external commitments that can be imported into MYOB Advanced.

The system tracks the internal commitment cost if the Internal Commitment Tracking check box is selected on the Project Preferences (PM.10.10.00) form.

When a user saves a purchase order created on the Purchase Orders form (PO.30.10.00) with the Open status and the order refers to a project, the system creates a commitment record for each purchase order line in the amount of the Ext. Cost of the line. These commitments are updated as soon as the order line is changed (for example, when the quantity or amount of the line is corrected or the order line is completed or cancelled).

Users can review the commitment records on the Commitments form (PM.30.60.00). The original commitment amount is displayed in the Amount column of the line. For a new commitment, the Open Amount equals the original committed amount.

When a purchase order is received, the system updates the Received Quantity and reduces the Open Amount of the commitment line by an amount proportional to the received or billed quantity as follows:

$$\text{Open Amount} = \text{Open Amount} - \text{Amount} * \text{Received Quantity} / \text{Quantity}.$$

The system updates the Received Quantity of the commitment line depending on the type of the purchase order line as follows:

- For the purchase order lines that are processed through a purchase receipt, the commitment lines are updated with the received quantity when the purchase receipt is released.
- For the purchase order lines that are billed directly without a purchase receipt being processed, the commitment lines are updated with the invoiced quantity when the Accounts Payable bill is released.

When the Accounts Payable bill that corresponds to the purchase order is released, the Invoiced Amount is updated with the Ext. Cost of the bill line.

After a purchase order has been closed, the Open Amount of the commitment lines becomes zero. If a purchase order has been received partially or cancelled, the incomplete amounts are also subtracted from the Open Amount.

The validation process on the Validate Project Balances form (PM.50.40.00) recreates the internal commitment records based on the amounts and quantities in the lines of purchase orders if the tracking of project commitments is enabled.

### Tracking Committed Revenue by Sales Order

The system tracks the commitment revenue in the base currency for the lines of sales orders associated with a project. These commitments are also internal.

The system tracks the internal commitment revenue if the Internal Commitment Tracking check box is selected on the Project Preferences form (PM.10.10.00). Also, the Committed Tracking check box should be selected on the Order Types form (SO.20.10.00) for the order type for which the commitment tracking is required.

When a user saves a sales order created on the Sales Orders form (SO.30.10.00) with the Open status and the sales order refers to a project, the system creates a commitment record for each sales order line in the amount of the Ext. Cost of the line. These commitments are updated as soon as the order line is changed (for example, when the quantity or amount of the line is corrected, or the order line is completed or cancelled).

On the Commitments form (PM.30.60.00), the original commitment amount is displayed in the Amount column. For a new commitment, the Open Amount equals the original committed amount.

When a sales order is shipped, the system updates the Received Quantity and reduces the Open Amount of the commitment line by an amount proportional to the shipped or invoiced quantity as follows:

$$\text{Open Amount} = \text{Open Amount} - \text{Amount} * \text{Received Quantity} / \text{Quantity}.$$

The system updates the Received Quantity of the commitment line depending on whether a shipment is processed for the sales order as follows:

- For the sales order lines that are processed through a shipment, the commitment lines are updated with the shipped quantity when the shipment is confirmed.
- For the sales order lines that are invoiced directly without shipment processing, the commitment lines are updated with the invoiced quantity when the Sales Orders invoice is released.

When the Accounts Receivable invoice that corresponds to the sales order is released, the Invoiced Amount is updated with the Amount of the invoice line.

After a sales order has been completed, the Open Amount of the commitment lines becomes zero. If a sales order has been delivered partially or canceled, the incomplete amounts are also subtracted from the Open Amount.

Lines of return sales orders are recorded as commitment lines with the negative amounts if commitment tracking is enabled for the applicable return order type (for example, a credit memo).

The validation process on the Validate Project Balances (PM504000) form recreates the internal commitment records based on the amounts and quantities in the lines of sales orders for which the tracking of project commitments is enabled.

### Aggregating Committed Data for Reports

The commitment data aggregated by the project budget line key (Project ID, Project Task ID, Inventory ID, and Account Group ID) is available in the analytical reports and on the following forms:

- On the Projects form (PM.30.10.00), in the respective columns on the Revenue Budget and Cost Budget tabs. For a selected budget line, a user can click View Commitments on the table toolbar to review the detailed commitment records on the Commitments form (PM.30.60.00).
- On the Row Sets form (CS.20.60.10), in the Amount Type box of the Data Source of a row, for row sets of the PM type.
- On the Column Sets form (CS.20.60.20), in the Amount Type box of the Data Source of a column, for column sets of the PM type.
- On the Unit Sets form (CS.20.60.30), in the Amount Type box of the Data Source of a unit, for unit sets of the PM type.

### Integrating Commitments with External Systems

Project commitments do not necessarily have to originate from purchase orders or sales orders that exist in the system. Users can import commitment records from an external system into MYOB Advanced for further analysis against budget and actual figures. These commitment records are called external in contrast to internal ones that originate from documents created in the system. After the initial import, users can update imported commitment records as the project goes on and the system changes the applicable open

committed amounts and invoiced amounts. Imported commitment records have the External type on the Commitments form (PM.30.60.00) and are identified in MYOB Advanced by the external reference number, as shown in the screenshot below.

The screenshot shows the 'External Commitments' form. The title bar indicates the location is 'Melbourne'. The form contains the following fields:

- \* External Ref. Nbr.: [Text Field]
- \* Account Group: [Text Field]
- \* Project: [Text Field]
- Project Task: [Text Field]
- Inventory ID: [Text Field]
- UOM: [Text Field]
- Original Committed Amount: [Text Field] 0.00
- Original Committed Quantity: [Text Field] 0.00
- Revised Committed Amount: [Text Field] 0.00
- Revised Committed Quantity: [Text Field] 0.00
- Committed Open Amount: [Text Field] 0.00
- Committed Open Quantity: [Text Field] 0.00
- Committed Received Quantity: [Text Field] 0.00
- Committed Invoiced Amount: [Text Field] 0.00
- Committed Invoiced Quantity: [Text Field] 0.00

The selection of the Internal Commitment Tracking check box on the Project Preferences form (PM.10.10.00) is not necessary for the import of external commitment records.

To create an external commitment record, on the toolbar of the Commitments form (PM.30.60.00), a user can click Create External Commitment and then populate the necessary settings of the External Commitments form (PM.20.90.00), which opens. This form is also available for writing import and export scenarios and for the Web Services API.

## Change Management

In MYOB Advanced 2018.1, a new change order functionality has been introduced. User can now 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 trail 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 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 form (PM.30.10.00).

Project Task	*Account Group	Description	Original Budgeted Quantity	UOM	Unit Rate	Original Budgeted Amount	Budgeted CO Quantity	Budgeted CO Amount	Revised Budgeted Quantity	Revised Budgeted Amount	Draft Invoices Amount	Actual Quantity	Actual Amount
1000	REVENUE		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Project Task	Cost Code	*Account Group	Description	Original Budgeted Quantity	UOM	Unit Rate	Original Budgeted Amount	Budgeted CO Quantity	Budgeted CO Amount	Revised Budgeted Quantity	Revised Budgeted Amount	Actual Quantity	Actual Amount	Performance (%)
TASK0002	0000	LABOUR	Project Design	5.00	HOUR	100.00	500.00	0.00	0.00	5.00	500.00	0.00	0.00	0.00
TASK0002	0000	EXPENSES	Entertainment	5.00	HOUR	120.00	600.00	0.00	0.00	5.00	600.00	0.00	0.00	0.00

- The ability to review the list of change orders related to a project on the Change Orders tab of the Projects form (PM.30.10.00), as shown in the following screenshot:

Reference Nbr.	*Class	Revenue Change Nbr.	Status	*Description	*Change Date	*Complete Date	Reverse Status	Original CO Ref. Nbr.	Contract Time Change days	External Reference Nbr.	Revenue Budget Change Total	Commitments Change Total	Cost Budget Change Tot
000001	DEFAULT	N/A	On Hold	Extra labour	30/04/20	30/04/2018	None				0.00	0.00	0.00

- The ability to see on the Commitments form (PM.30.60.00) changes for each purchase order, as well as the original and committed values.
- The ability to see on the Change Orders tab of the Purchase Orders form (PO.30.10.00) the list of change orders that affect 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 form (CS.10.00.00), enable the Change Orders feature.
2. On the Summary tab of the Projects form (PM.30.10.00), 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 form (PM.30.10.00). 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 form (PM.30.10.00).

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

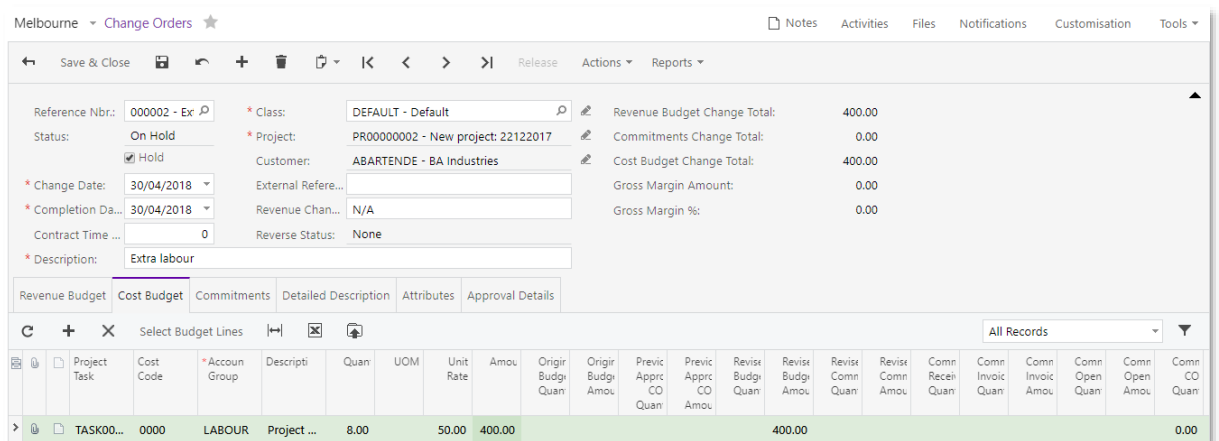
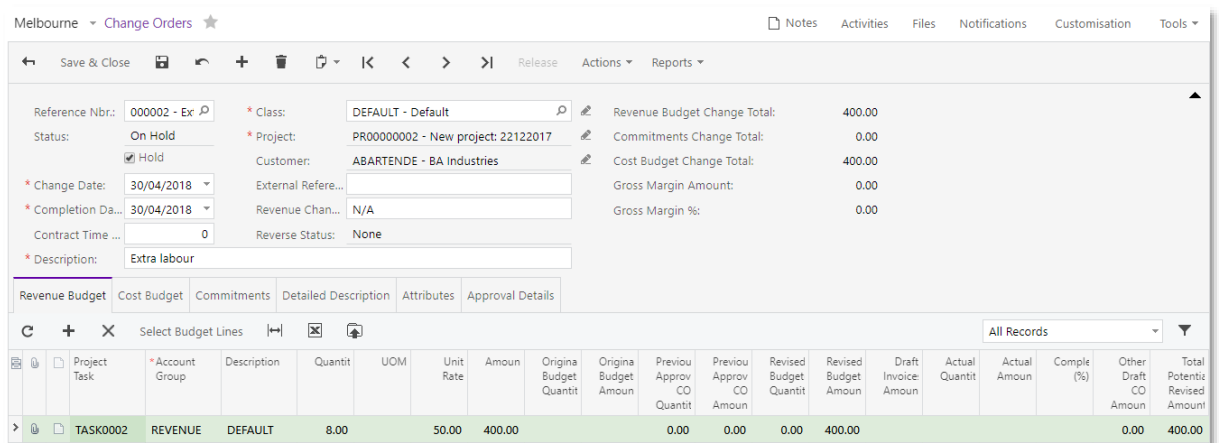
The Lock Budget action on the Projects form (PM.30.10.00) applies to both the Revenue Budget and Cost Budget tabs of the Projects form (PM.30.10.00). The Unlock Budget action makes the original budget figures available for editing even if the change order workflow has been enabled for the project.

## Change Order Creation

A new change order can be created either directly on the Change Orders form (PM.30.80.00) or on the Projects form (PM.30.10.00) if the user clicks Create Change Order on the form 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 form (PM.30.80.00):

- 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



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

Melbourne - Change Orders

Reference Nbr.: 000002 - Ex | \* Class: DEFAULT - Default | Revenue Budget Change Total: 400.00  
 Status: On Hold | \* Project: PR00000002 - New project: 22122017 | Commitments Change Total: 0.00  
 Hold | Customer: ABARTENDE - BA Industries | Cost Budget Change Total: 400.00  
 \* Change Date: 30/04/2018 | External Refer... | Gross Margin Amount: 0.00  
 \* Completion Da...: 30/04/2018 | Revenue Chan...: N/A | Gross Margin %: 0.00  
 Contract Time ...: 0 | Reverse Status: None  
 \* Description: Extra labour

Revenue Budget | Cost Budget | **Commitments** | Detailed Description | Attributes | Approval Details

Status	Project Task	Cost Code	Inventory ID	Description	Quantity	UOM	Unit Cost	Amount	Account	Vendor	PO Nbr.	Order Date
New Doc...	TASK0002	0000	LBRGENERAL	Project Design	0.00	HOUR	0.00	0.00	600615	ABCSTUDIOS		

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 form (PM.10.10.00) and can be reviewed or modified on the Numbering Sequences form (CS.20.10.10).
- 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 form (PM.30.10.00).

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 form (PM.30.80.00), 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.

The approval map can be configured on the Assignment and Approval Maps form (EP.20.55.00) and then specified on the Project Preferences form (PM.10.10.00) along with the default pending change order approval notification, as shown in the following screenshots:

Brackets	* Entity	* Field Name	* Condi	Value	Value 2	Brackets	Operator
>	Change Order Class	Class ID	Equals	DEFAULT		-	And

* Transaction Numbering Sequence:	PMTRAN - PM Transaction Numbering
* Batch Numbering Sequence:	BATCH - GL Batch
* Pro Forma Numbering Sequence:	PROFORMA - PM Pro Forma Invoice Numbering
* Change Order Numbering Sequence:	CHANGEORD - PM Change Order Numbering
* Non-Project Code:	X
* Empty Item Code:	<N/A>
Default Change Order Class:	
Project Approval Map:	
Pending Project Approval Notification:	
Pro Forma Approval Map:	
Pending Pro Forma Approval Notification:	
Change Order Approval Map:	Change Order Approval Map
Pending Change Order Approval Notification:	Change Order Notification
* Billing Cut-off Date:	Include Trans. created on billing date
Validate T&M Revenue Budget Limits:	Validate
Cost Budget Update:	Summary

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 form that is specified on the Mailing Settings tab of the Project Preferences form (PM.10.10.00). By default, this is the Change Order report (PM.64.30.00), 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 form by defining a project-specific report on the Mailing Settings tab of the Projects form (PM.30.10.00). For a project, a user can specify a custom print form 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 form, a user can also specify the contact information of the customer to whom change orders prepared for the project should be sent.

## 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 (PM301000) form:
  - 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 form:
  - 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 form (PO.30.10.00) 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 vendor and produces a new purchase order document for each vendor 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].
```
- A purchase order that originates from a change order cannot be edited or removed and can be only cancelled, completed, or altered by a yet another change order.
- For each purchase order line updated by a change order, the system updates the corresponding project commitment on the Commitments form (PM.30.60.00). 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 form. 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 form (PM.30.10.00), 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 may 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 form (PM.30.80.00).

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 form (CS.20.50.00).



Change order classes can be configured on the Change Order Classes form (PM.20.30.00), which is shown in the following screenshot.

The default change order class, which is assigned to each newly created document on the Change Orders form, can be specified on the Project Preferences form (PM.10.10.00), as shown in the following screenshot.

For information about particular UI elements on the Change Order Classes form (PM.20.30.00), 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 vendors 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 form (PM.30.10.00) 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 form (PO.30.10.00), 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.

### Cost Codes

MYOB Advanced 2018.1 introduces a new cost code feature. 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 forms 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, time cards, 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 form (CS.10.00.00), a user enables the Cost Codes feature. The list of cost codes, which can be used system-wide, is configured on the Cost Codes form (PM.20.95.00). 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

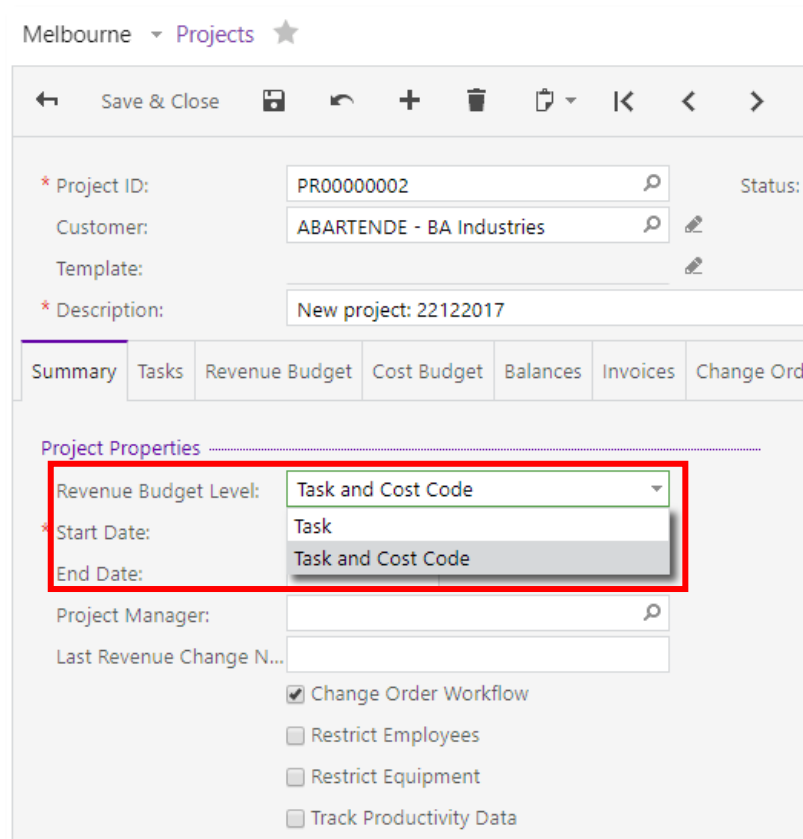
When the Project Accounting feature is enabled on the Enable/Disable Features form, even if the Cost Codes feature is not enabled, the system creates the default 0000 cost code with the DEFAULT description. When the Cost Codes feature is enabled, on the Cost Codes form (PM.20.95.00), a user can change 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 form (CS.20.20.00) 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 form (PM.20.95.00) with the list of cost codes for which COSTCODE has been configured to have three segments, with each segment consisting of two numbers.

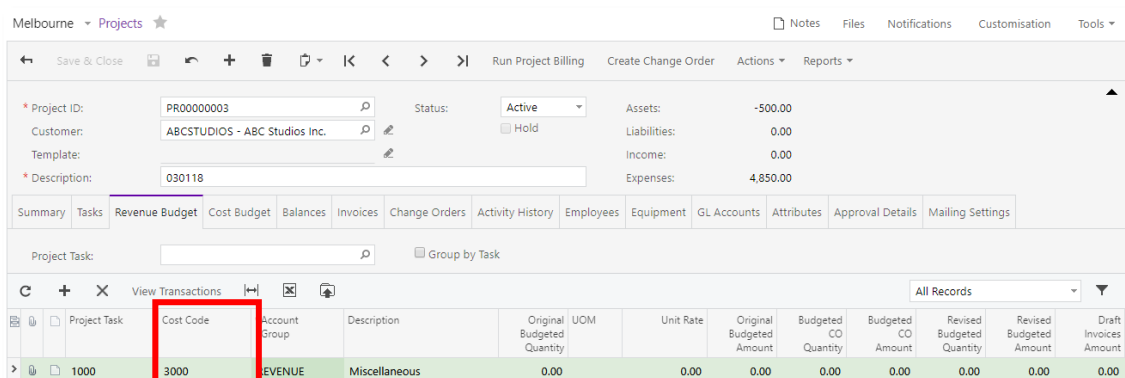
**Note:** The Cost Code of the DEFAULT cost code has been also changed.

## Project Budgets with Cost Codes

With the Cost Codes feature enabled on the Enable/Disable Features form (CS.10.00.00), on the Summary tab of the Projects form (PM.30.10.00), 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.



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



Melbourne ▾ Projects ★

Notes Files Notifications Customisation Tools ▾

Save & Close [Icons] Run Project Billing Create Change Order Actions ▾ Reports ▾

\* Project ID: PR00000003 Status: Active Assets: -500.00  
 Customer: ABCSTUDIOS - ABC Studios Inc. Liabilities: 0.00  
 Template: Income: 0.00  
 \* Description: 030118 Expenses: 4,850.00

Summary Tasks Revenue Budget **Cost Budget** Balances Invoices Change Orders Activity History Employees Equipment GL Accounts Attributes Approval Details Mailing Settings

Project Task: [Search] [Group by Task]

View Transactions [Icons] All Records ▾

Project Task	Cost Code	Account Group	Description	Original Budgeted Quantity	UOM	Unit Rate	Original Budgeted Amount	Budgeted CO Quantity	Budgeted CO Amount	Revised Budgeted Quantity	Revised Budgeted Amount	Actual Quantity
1000	1000	LABOUR	Rough Grading	80.00	HOUR	120.00	9,600.00	0.00	0.00	0.00	0.00	5.00
1000	2000	MATERIAL	Fine Grading	10.00	HOUR	100.00	1,000.00	0.00	0.00	0.00	0.00	0.00
2000	1000	LABOUR	Rough Grading	100.00	HOUR	120.00	12,000.00	0.00	0.00	0.00	0.00	0.00
3000	1000	LABOUR	Rough Grading	150.00	HOUR	120.00	18,000.00	0.00	0.00	0.00	0.00	0.00

The cost codes presented in project budgets are considered project-specific. The Cost Codes selector on MYOB Advanced forms 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.

Melbourne ▾ Projects ★

Save & Close [Icons] Run Project Billing

\* Project ID: [Search]  
 Customer: [Search]  
 Template: [Search]  
 \* Description: [Search]

Summary Tasks **Revenue**

Project Task: [Search] [Group by Task]

View [Icons]

Project Task [Search]

1000 3000 [Search] VENUE Miscellaneous 0.00

Select [Icons] [Search]

Cost Code	Description
0000	
1000	Rough Grading
2000	Fine Grading
> 3000	Miscellaneous

[Icons]

For information about project budgets with cost codes, see the Project Cost Codes topic in the MYOB Advanced User Guide.

## Project Billing by Task and Cost Code

With the Cost Codes feature enabled on the Enable/Disable Features form (CS.10.00.00), 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. 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.

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

## Forms 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 forms and documents now includes the Cost Code element:

- Project Transactions form (PM.30.40.00)
- Change Orders form (PM.30.80.00): The Revenue Budget (when the Revenue Budget Level is Task and Cost Code), Cost Budget, and Commitments tabs
- Pro Forma Invoices form (PM.30.70.00): The Progress Billing and Time and Material tabs
- Projects form (PM.30.10.00): The Revenue Budget (when the Revenue Budget Level is Task and Cost Code) and Cost Budget tabs
- Cost Codes form (PM.20.95.00)
- Project Budget form (PM.30.90.00)
- Project Transactions inquiry form (PM.40.10.00)
- Commitments inquiry form (PM.30.60.00)
- Pro Forma Invoice report (PM.64.20.00)
- Change Order report (PM.64.30.00)
- Project Balance report (PM.62.10.00)
- Project Templates (PM.20.80.00) form: The Revenue Budget (when the Revenue Budget Level is Task and Cost Code) and Cost Budget tabs
- Task form (CR.30.60.20)
- Activity form (CR.30.60.10)
- Event form (CR.30.60.30)
- Email Activity form (CR.30.60.15): The Details tab
- Employee Time Activities form (EP.30.70.00)
- Employee Time Card form (EP.30.50.00): The Summary and Details tabs
- Equipment Time Card form (EP.30.80.00): The Summary and Details tabs
- Expense Receipt form (EP.30.10.20)
- Expense Claim form (EP.30.10.00): The Expense Claim Details tab

- Journal Transactions form (GL.30.10.00)
- Journal Vouchers form (GL.30.40.00)
- Transactions form (CA.30.40.00)
- Bills and Adjustments form (AP.30.10.00)
- Quick Checks form (AP.30.40.00)
- Invoices and Memos form (AR.30.10.00)
- Cash Sales form (AR.30.40.00)
- AR Invoice report (AR.64.10.00)
- Sales Orders form (SO.30.10.00)
- Invoices form (SO.30.30.00)
- Purchase Orders form (PO.30.10.00)
- Purchase Receipts form (PO.30.20.00)
- Purchase Order report (PO.64.10.00)
- Receipts inquiry form (IN.30.10.00)
- Issues inquiry form (IN.30.20.00)

### Forms that Will Support Cost Codes

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

- Rate Tables form (PM.20.42.00)
- Rate Lookup Rules form (PM.20.50.00)
- Row Sets form (CS.20.60.10)
- Column Sets form (CS.20.60.20)
- Unit Sets form (CS.20.60.30)
- Purchase Order report (PO.64.10.00)
- AR Invoice report (AR.64.10.00)

**Note:** As a workaround for the Purchase Order (PO.64.10.00) and AR Invoice (AR.64.10.00) reports, a user can add the Cost Code column to these reports by creating a custom version of the report.

## Other Improvements to Projects

### Retainage in Project Invoices

The ability to specify retainage in project invoices is now available for any project if the Retainage Support feature is enabled on the Enable/Disable Features form (CS.10.00.00). A user can specify the default retainage percentage for a project on the Summary tab of the Projects form (PM.30.10.00).

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. 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 form (PM.30.10.00).

### Retainage in Project Cost Commitments

Project cost commitments are calculated with respect to retainage in purchase orders. The amount values on the Commitments form (PM.30.60.00) 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 form (PO.30.10.00). The following elements on the Commitments form (PM.30.60.00) 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 form (PM.30.10.00), the commitment-related columns display values consistent with those on the Commitments form (PM.30.60.00).

### The Material Stored Amount in a Progress Billing Pro Forma Invoice

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 form (CS.10.00.00), the following columns are available on the Progress Billing tab of the Pro Forma Invoices form (PM.30.70.00):

- 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 Material Stored column. The following screenshot displays the Progress Billing tab of the Pro Forma Invoices form (PM.30.70.00) with material stored amount specified.

## Production Data Tracking

A new set of columns is available on the Cost Budget tab of the Projects form (PM.30.10.00) if the Track Productivity Data check box is selected on the Summary tab of this form 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 form 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 screenshot below shows the Cost Budget tab of the Projects form (PM.30.10.00) with the production data populated.

Description	Original Budgeted Quantity	Unit Rate	Original Budgeted Amount	Budgeted CO Amount	Revised Budgeted Amount	Actual Quantity	Actual Amount	Performance (%)	Auto Complet (%)	Cost to Complete	Cost at Completion	Percentage of Completion	Last Cost to Complete	Last Cost at Completion	Last Percentage of Completion	Revenue Task
Project Design	5.00	HOURL	100.00	500.00	0.00	5.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Entertainment	5.00	HOURL	120.00	600.00	0.00	5.00	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	



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 customisation 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 (PM.62.10.00):

- 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

Company: ERP Solutions SF  
User: Baker Maxwell  
Page: 1 of 1  
Date: 12/27/2017 3:53 AM

**Project Balance by Task**

Project: PR0000002 Customization project Status: Active  
Customer: C00000056 O'Neil's Catering

Task:	Account Group	Phase 1 Description	Inventory ID	Cost Code	UOM	Budgeted Qty.	Budgeted Amt.	Revised Qty.	Revised Amt.	Actual Qty.	Actual Amt.
<b>Asset</b>											
	801COMP	Components Stock	<N/A>	00-00-00	PIECE	10.00	1250.00	10.00	1250.00	0.00	1250.00
	802SUPP	Operating Supplies Stock	<N/A>	00-00-00	PACK	20.00	1000.00	20.00	1000.00	0.00	0.00
<b>Asset Total (USD):</b>						30.00	2250.00	30.00	2250.00	0.00	1250.00
<b>Expense</b>											
	LABOR	Project labor	ANALYSIS	00-00-00	HOUR	80.00	3200.00	105.00	4200.00	80.00	3000.00
	LABOR	Project labor	DEVELOP	00-00-00	HOUR	20.00	2000.00	65.00	6500.00	40.00	3400.00
<b>Expense Total (USD):</b>						100.00	5200.00	170.00	10700.00	120.00	6400.00
<b>Income</b>											
	REVENUE	Project revenue	ANALYSIS	00-00-00	HOUR	80.00	4800.00	90.00	5400.00	0.00	3510.00
	REVENUE	Project revenue	DEVELOP	00-00-00	HOUR	20.00	2400.00	40.00	4800.00	0.00	2400.00
<b>Income Total (USD):</b>						100.00	7200.00	130.00	10200.00	0.00	5910.00
<b>Project Total</b>											
<b>Income Total (USD):</b>						100.00	7200.00	130.00	10200.00	0.00	5910.00
<b>Expense Total (USD):</b>						100.00	5200.00	170.00	10700.00	120.00	6400.00
<b>Margin Total (USD):</b>						0.00	2000.00	-40.00	-500.00	-120.00	-490.00
<b>Asset Total (USD):</b>						30.00	2250.00	30.00	2250.00	0.00	1250.00

Now users can access the Project Balance report (PM.62.10.00) from the Projects form (PM.30.10.00) by selecting the Project Balance command on the Reports menu:

Melbourne ▾ Projects ★

Save & Close [Icons] Run Project Billing Create Change Order Actions ▾

Reports ▾  
Project Balance

\* Project ID: PR00000002 Status: Pending Approv Assets: 0.00  
Customer: ABARTENDE - BA Industries Liabilities: 0.00  
Template: Expenses: 0.00  
\* Description: New project: 22122017

Summary Tasks Revenue Budget Cost Budget Balances Invoices Change Orders Activity History Employees Equipment GL Accounts Attributes Approval Details M

# Resolved Issues

The following table details the issues that are addressed by this release.

Problem ID	Description
<b>Organisation</b>	
146052316258 145910672081	The error "Lost connection to MySQL server during query" could occur when generating the Project Transactions report on the Project Transactions form (PM.40.10.00). This has been resolved.
150359252594 150065429701	The error message "Cannot convert parameter value of type 'System.Guid' to MySQL type 'MySqlType.Int'" could appear when trying to merge a duplicate Business Account.
150217688167 150145103921	When approvals were set up for Purchase Orders, the Approvals form (EP.50.30.10) displayed the name of the user who created the PO in the <b>Business Account</b> field. This has been resolved.
122612020559 122514710691	This release adds the ability to nominate a billing contact on the Summary tab of the Projects form (PM.30.10.00). This contact can then be specified as a recipient on the Mailing Settings tab.
144357858801 143658999871	It was possible to create employee time cards against project tasks that were suspended, completed or cancelled. This has been resolved; time cards can be created against a suspended, completed or cancelled task, but cannot be released until the task is re-opened.
-	Certain of the Account Sources did not work as expected on Billing Rules form (PM.20.70.00). This has been resolved.
<b>Finance</b>	
144614238596 157524510761 156211901601 144333270861 135227412939 135016923211	If a customer record was deleted, it would be impossible to edit, release or delete documents (e.g. sales orders, invoices) for that customer. This has been resolved; it is no longer possible to delete a customer if there any documents exist for the. (The customer can be deleted only once all documents are removed.)
136113612867 140143203371 138139311993 135907880271	In some cases, Vendor Refunds could not be voided or reversed on the Cheques and Payments form (AP.30.20.00). This has been resolved.
121380719870 121380719526 121087373990	This release adds an <b>Age Based On</b> dropdown to the Statement Cycles form (AR.20.28.00), which lets users choose to age statements by Due Date or Document Date.
153989449837 152579528894	After allocating tasks to a project, the Transaction Date on the resulting transactions could be incorrect. This has been resolved.
143697133993 143523037861	In some cases, historical transactions could mean that when generating End of Month Statements on the Print Statements form (AR.50.35.00), multiple copies of a customer's statement could be printed in multiple currencies. This has been resolved; unchecking the new <b>Print Empty Statements</b> option will stop the unwanted currency from printing.
142450436860 142336312051	When printing End of Month reports on the Prepare Statement form (AR.50.30.00), the Last Run date could be incorrect. This has been resolved.

Problem ID	Description
<b>131568029820</b> 131364676511	When printing Customer Statements for multiple statements, the order of printing is not the same order they are appear on the Print Statements form (AR.50.35.00) in. This has been resolved.
<b>144358466559</b> 144231984561	When printing a Customer Statement, the statement did no take into consideration any prompt payment amounts which have been applied against invoices. This has been resolved.
<b>136106964268</b> 136078316621	In some cases, a written off balances could be included in statements for customers whose statement type was Balance Brought Forward. This has been resolved.
<b>Distribution</b>	
<b>139177933079</b> 139121298411	It was possible to assemble inactive kits on the Kit Assembly form (IN.30.70.00). This has been resolved.
<b>146784142336</b> 146660771112	If an order or shipment was created in one period and saved into a subsequent period, a stock imbalance would occur when the invoice was released. This has been resolved.
<b>145899583218</b> 145749957436	When processing for a Kit Assembly or Production, the <b>Description</b> , <b>Total Qty</b> and <b>Total Cost</b> fields on the Release IN Documents form (IN.50.10.00) contained no values. This has been resolved.
<b>142623339167</b> 142550963331	Approval Maps set up on Purchase Order lines used only the values from the first line in an order and ignored all other lines. This has been resolved.
<b>147055912262</b> 147030981084	Line discounts were not applied correctly to sales orders where a discount code was set as quantity discount for an item sold using alternative units of measure. This has been resolved.
<b>System and Platform</b>	
<b>144323881911</b> 150164841681 149476734301 148239084391 146511757601 145915874121 145831591371 145545973371 144692856791 144253564851	The error "value must be positive" appeared when attempting to increase the length of the BIZACCT key on the Segmented Keys form (CS.20.20.00). This has been resolved.
<b>152485053601</b> 155016978691 153926337761 152450951571	The Customer Portal Checkout form (SP.70.00.02) displayed items with the warning "Current warehouse doesn't have enough item available. Your order processing may take slightly more time." even though there were quantities available in the warehouse. This has been resolved.
<b>153597144043</b> 156120838644 153590073061 153485064921	Bills could not be approved in the MYOB Advanced OnTheGo app. This has been resolved.
<b>151713889854</b> 155320661211 151633325631	When using the MYOB Advanced OnTheGo app, searches on Business Account Name returned no results, when searches on Business Account ID did. This has been resolved.
<b>151173613020</b> 150365052981	Kit reports did not show any revisions under the <b>Revision</b> parameter. This has been resolved.
<b>147711584245</b> 147709584147	This release address performance issues that occurred when expanding data on the WarehouseDetails endpoint.

Problem ID	Description
<b>151056566181</b> 149397997856	If a notification had been set up for the Requests form (RQ.30.10.00), then any subsequent notification created for the form could not use Request Class as a condition. This has been resolved.
<b>150748900702</b> 150697468501	When setting up System Email Accounts, it was not possible to assign an Email Assignment Map to an email account. This has been resolved.
<b>149129532845</b> 148499874001	The Generic Inquiry form (SM.20.80.00) allowed the user to create Full Joins, which are not supported by MySQL. This has been resolved; a Full Join is now converted into two selects with UNION statement on MySQL.
<b>145524155976</b> 145523815762	Embedded documents in email notifications were unreadable when received. This has been resolved.
<b>158025758554</b> 157662500681	When editing an Import Scenario, the records added to the scenario were deselected when the scenario was saved. This has been resolved.

# Known Issues

The following known issues and breaking changes have been identified in this release.

## Partner users visible on some forms

User accounts with the licence type MYOB\_Partner and the Admin account used exclusively by MYOB are hidden from all other users; they do not appear on user selection lists. However, these user accounts will appear in selection lists on the following forms:

- Event > Attendees (CR.30.60.30)
- Role List (SM.65.10.00)

## Errors with the “Portal Customiser User” user type

After adding the Administrator role to users with the user type Portal Customiser User, the error message “Administrator role not found in the system” will appear if the **Guest Role** option is not ticked for the Administrator role on the User Roles form (SM.20.10.05).

**Note:** This option is unticked by default.

## Push Notifications not available

The Push Notifications feature is not currently available in MYOB Advanced; however, the Process Push Notifications and Preferences > Push Notification forms are still visible on workspaces and will generate errors users click on them.