

# MYOB Advanced

## Release Notes

2021.2

**myob**

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# Introduction

MYOB Advanced 2021.2 is a major release that adds a wide range of new features across the entire MYOB Advanced system.

## New Features

### Projects and Construction

This topic lists the upgrade notes and general recommendations related to the project-specific inventory tracking functionality released in MYOB Advanced 2021.2.

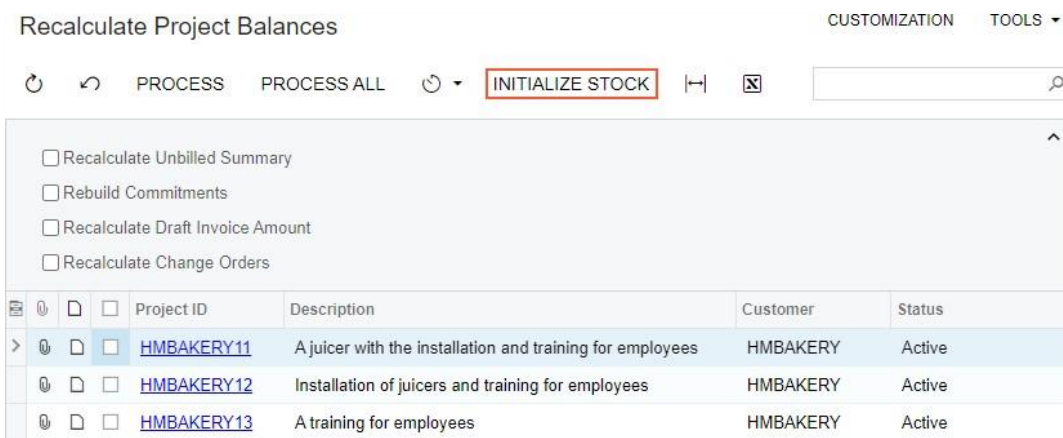
#### Upgrade Notes

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The following list provides general notes on enabling inventory tracking after an upgrade to MYOB Advanced 2021.2 and explains which actions an administrative user should perform after the upgrade:

- If the *Project-Specific Inventory* feature will not be used, no specific actions are required.
- If the *Project-Specific Inventory* will be used, for inventory tracking for projects to be used, the following features must be enabled on the *Enable/Disable Features* (CS100000) form:
  - *Inventory and Order Management*
  - *Inventory*
  - *Project-Specific Inventory*

After the features have been enabled, a user must initialise the project-related inventory balances by clicking **Initialise Stock** on the form toolbar of the *Recalculate Project Balances* (PM504000) form, as shown in the following screenshot. Please note that the operation may be time-consuming because the time required to complete it depends on the number of warehouses and stock items in the system. Once the operation has completed, all the basic inventory operations—receipts, issues, adjustments, and transfers— support all the inventory tracking modes.



After the stock has been initialised, the project manager can use the new inventory tracking mode in projects as follows:

- If the company bill customers for projects via sales orders, after the feature has been enabled and stock is initialised, there is no need to reconfigure projects, because after the upgrade, all the existing projects are assigned the *Track by Location* mode, which corresponds to the process that has been used before the upgrade.
- If the company processes sales orders and shipments but does not use the project billing procedure, after the feature has been enabled and the stock has been initialised, the project manager can use the new inventory tracking modes (*Track by Project Quantity* and *Track by Project Quantity and Cost*) in new projects.
- If the company uses the project billing procedure, the project manager can use new inventory tracking modes (*Track by Project Quantity* and *Track by Project Quantity and Cost*) in new projects.
- In an existing project, the inventory tracking mode can be changed as follows:
- If the project manager decides to change the *Track by Location* mode to *Track by Project Quantity* or *Track by Project Quantity and Cost*, the following actions must be performed before the mode is changed:
  - All items related to this project must be issued or transferred from project-specific locations.
  - Warehouse locations must be unlinked from the project on the *Warehouses* (IN204000) form.
  - If the project manager decides to change the *Track by Project Quantity* or *Track by Project Quantity and Cost* inventory tracking mode, all items related to this project must be issued or transferred before the mode is changed.

## Technical Notes and Recommendations

With the new inventory tracking feature, the following enhancements to the inventory tracking mechanism have been made:

- The system now creates virtual project inventory locations on the fly, which allows a project manager to purchase material assets (that is, stock items) for a project and have no link between warehouse locations and projects and project tasks. When these

project assets are kept at a warehouse, they are shown as project assets in balance sheets and other reports. Once one of these items is issued from the warehouse, the system captures project expenses based on the issued cost, which is calculated based on the item valuation settings. This functionality has been implemented via the new `Contract.AccountingMode` project-level setting, which corresponds to the **Inventory Tracking** setting on the *Projects* (PM301000) form. This setting controls the behaviour of the stock items purchased for a project and the project-specific cost and quantity tracking.

- The system now tracks project-specific quantities of stock items reserved for projects; this prevents stored materials purchased for a particular project from accidentally being used for non-project sales or sales

for another project. This functionality has been implemented via the creation of project-specific quantity layers. The new `PMSiteStatus`, `PMLocationStatus`, and `PMLotSerialStatus` tables have been introduced. These tables have the same structure as the `INSiteStatus`, `INLocationStatus`, and `INLotSerialStatus` tables, respectively. These new tables also include project IDs and project task IDs information; with these additional information, the system tracks the virtual project-specific locations within existing (that is, physical) warehouse locations.

# CRM

## New Layout of the Opportunities and Sales Quotes Forms

MYOB Advanced 2021.2 introduces a new layout of the *Opportunities* (CR304000) and *Sales Quotes* (CR304500) forms for improved usability. With this new layout, all the tabs' names are optimised to fit the screens of most laptops, provide a more compact view, and display more information. With the new layout, users can more easily synchronise or override the data on these forms, create and view relations between entities, and navigate between related CRM entities, such as an opportunity, sales quote, sales order, and invoice.

### New and Updated Tabs of the Opportunities Form

In MYOB Advanced 2021.2, the *Opportunities* (CR304000) form, shown in the following screenshot, has new and updated tabs. The order of the tabs has been changed, and many UI elements have been rearranged, added, or removed. The tabs of the redesigned form are shown in the following screenshot.

The screenshot shows the 'Opportunities' form for 'OP000394 - Computers to Plaza Construction'. The form is divided into several sections. At the top, there are navigation buttons: 'CLOSE AS WON' (highlighted in green), 'CREATE QUOTE', and a menu icon. Below this is a summary section with fields for Opportunity ID, Status, Class ID, Stage, Estimated Close Date, Subject, Business Account, Location, Contact, Currency, Owner, Amount, Discount, Tax Total, and Total. A red box highlights the 'ACTIVITIES' tab in the navigation bar. Below the navigation bar is a table of activities with columns for Type, Summary, Status, Start Date, Created At, Time Spent, Workgroup, and Owner. The table contains three rows of activity data. At the bottom, there is a text area with a note from Jack suggesting a 5% discount on laptops.

Type	Summary	Status	Start Date	Created At	Time Spent	Workgroup	Owner
Email	Sales Quote #Q000014 available for viewing	Open	7/26/2021 11:17 PM	7/26/2021 11:17 PM			Maxwell Baker
Phon...	Additional discount for the hardware	Completed	7/26/2021 10:57 PM	7/26/2021 10:58 PM			Maxwell Baker
Appoi...	Discussing the terms of the deal	Completed	7/26/2021 10:53 PM	7/26/2021 10:53 PM			Maxwell Baker

Jack suggests that we give an extra 5% discount on the laptops.  
We agreed that this discount will be provided if the customer purchases 15 laptops.

Some of the tabs of the *Opportunities* form have been renamed as follows:

- **Document Details** to **Details**
- **Details** to **CRM Info**
- **Contact Info** to **Contact**
- **Shipping Info** to **Shipping**
- **Tax Details** to **Taxes**
- **Discount Details** to **Discounts**



The new **Financial** tab of the *Opportunities* form contains billing address and contact information, as shown in the following screenshot. This tab is similar to the **Financial** tab of the *Sales Quotes* (CR304500) form, which is described later in this topic.

**Opportunities**  
OP000394 - Computers to Plaza Construction

NOTES FILES CUSTOMIZATION TOOLS

← ↻ + 🗑️ ⌂ ⏪ ⏩ **CLOSE AS WON** CREATE QUOTE ...

Opportunity ID:	OP000394	Business Account:	CONSTPLAZA - Plaza Construction	<input type="checkbox"/> Manual Amount	
Status:	Open	Location:	MAIN - Primary Location	Amount:	7,406.16
Class ID:	PRODUCT - Product Sales Opportunity	Contact:	Jack Keeney	Discount:	0.00
Stage:	Solution	Currency:	USD 1.00 VIEW BASE	Tax Total:	592.50
* Estimated Close Date:	8/30/2021	Owner:	Maxwell Baker	Total:	7,998.66
* Subject:	Computers to Plaza Construction				

ACTIVITIES DETAILS QUOTES CONTACT CRM INFO **FINANCIAL** SHIPPING ATTRIBUTES RELATIONS TAXES DISCOUNTS

**BILL-TO ADDRESS**

Override

ADDRESS LOOKUP

Address Line 1: 950 Main Ave #1410

Address Line 2:

City: Cleveland

State: OH - OHIO

Postal Code: 44113

Country: US - United States of America

**BILL-TO INFO**

Override

Account Name: Plaza Construction

Attention: Jack Keeney

Business 1: 216-321-2121

Cell:

Email: jkeeney@plazaconstruction.com

**FINANCIAL SETTINGS**

Branch: PRODWHOLE - Products Wholesale

Credit Terms: 30D - 30 Days

**OTHER SETTINGS**

\* Project: X - Non-Project Code

External Ref.:

The **Shipping** tab (Item 1 in the following screenshot) has been enhanced and contains tax settings and shipping instructions in addition to ship-to information (Item 2). The **Override** check boxes have been added to the **Ship-To Address** and **Ship-To Info** sections (Items 3 and 4). By default, the system populates the tab with the settings from business account location specified in the **Location** field of the Summary area on the *Opportunities* form (Item 5). After the upgrade to MYOB Advanced 2021.2 from previous versions, the **Override** check boxes on the **Shipping** tab are cleared if they were cleared in previous versions.

The screenshot displays the 'Shipping' tab for an opportunity with ID OP000394. The main header shows 'CLOSE AS WON' and 'CREATE QUOTE'. The 'Business Account' section is highlighted with a red box and number 5, containing fields for 'Location' (MAIN - Primary Location), 'Contact' (Jack Keeney), 'Currency' (USD), and 'Owner' (Maxwell Baker). The 'SHIP-TO ADDRESS' section (3) includes an 'Override' checkbox and an 'ADDRESS LOOKUP' table with fields for Address Line 1 (950 Main Ave #1410), City (Cleveland), State (OH - OHIO), Postal Code (44113), and Country (US - United States of America). The 'SHIP-TO INFO' section (4) also has an 'Override' checkbox and fields for Account Name (Plaza Construction), Attention (Jack Keeney), Business 1 (216-321-2121), Cell, and Email (jkeeney@plazaconstruction.com). The 'TAX SETTINGS' section (2) includes 'Tax Registration ID', 'Tax Zone' (AVALARA - Avalara Tax Calculation), 'Tax Exemption Number', and 'Entity Usage Type' (Default). The 'SHIPPING INSTRUCTIONS' section includes 'Warehouse' (WHOLESALE - Wholesale Warehouse), 'Ship Via' (FEDEX2 - FedEx Two Day), 'Shipping Terms' (FOB - Free on Board), 'Shipping Zone' (WEST - Western US), 'FOB Point', and checkboxes for 'Residential Delivery', 'Saturday Delivery', and 'Insurance' (checked). A 'Shipping Rule' dropdown is set to 'Cancel Remainder'.

The **Relations** tab has been enhanced to show the documents that have been created from the opportunity, such as a sales order or invoice. For details, see *CRM: Enhanced Relations Between CRM Entities and Associated Entities*.

## New Workflow for Sales Quotes

In MYOB Advanced 2021.2, the workflow used for sales quotes has been redesigned to give users the ability to process sales quotes more easily.

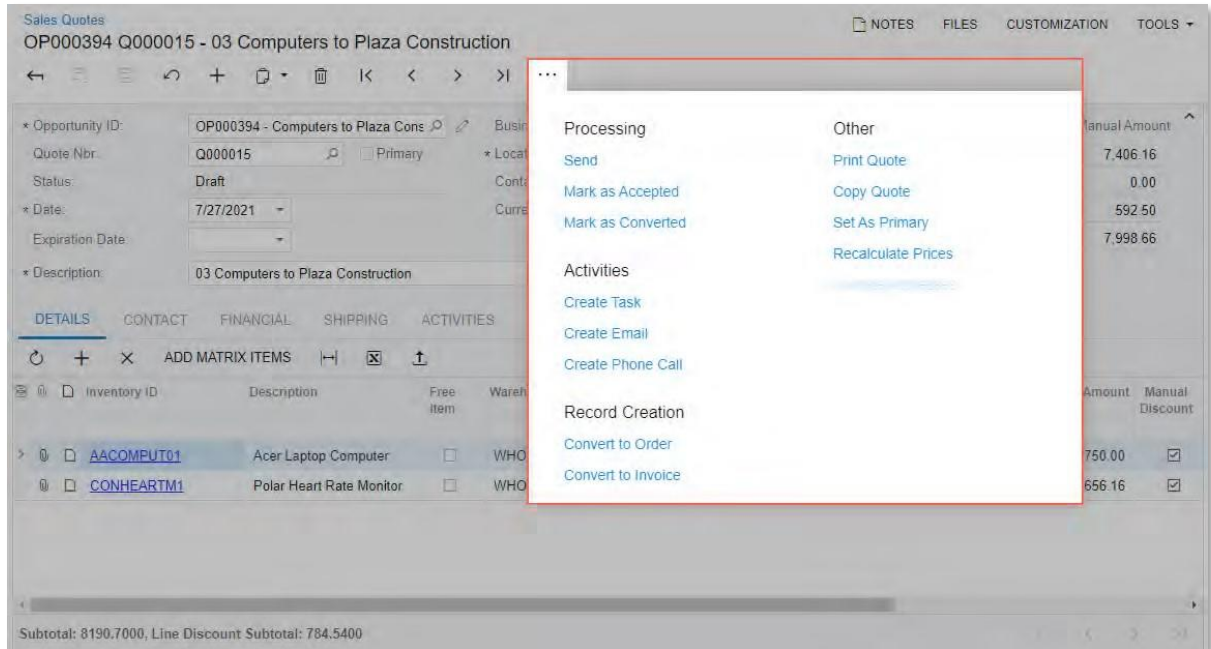
**Note:** Because the implementation of the new workflow engine entails changes to data access classes (DACs) and business logic, it may affect custom generic inquiries, customisation projects, import and export scenarios, and API integrations.

## Enhanced Workflow for Sales Quotes

Starting in MYOB Advanced 2021.2, the workflow for sales quotes has been enhanced to make the processing of sales quotes more clear and the processing steps more comprehensive. As a sales quote is being processed, it progresses through various states. Each state of a sales quote is represented in the system by a status, which is displayed in the **Status** field in the Summary area of the *Sales Quotes* (CR304500) form. The form also has the new form toolbar and the More menu introduced in MYOB Advanced 2021.2 (for details, see *CRM: UI Enhancements* and *User Interface: Redesigned Form Toolbar*).

In the new workflow, the transitions between states of a sales quote have been implemented through menu commands on the More menu on the *Sales Quotes* form, as shown in the following screenshot. When one of these commands is executed, as part of the processing,

the system changes the current state of the sales quote (and, thus, the status indicated on the form) to the particular state that is defined in the workflow.



## States of a Sales Quote and Transitions Between States

The possible states of a sales quote, which are reflected in the **Status** field on the *Sales Quotes* (CR304500) form, are shown in the following table.

Name of the State	Description
<i>Prepared</i>	The sales quote is ready to be offered to a customer. This state was used in previous versions of MYOB Advanced and is kept in the system for compatibility. A sales quote cannot be moved to this state; it can be moved only from it.
<i>Draft</i>	This sales quote is being prepared by a user. This is the default state of a new sales quote.
<i>Pending Approval</i>	The sales quote is waiting for the approval or approvals, which are determined based on the approval map assigned to sales quotes.
<i>Approved</i>	The sales quote is approved within the company.
<i>Rejected</i>	The sales quote has been rejected by an approver within the company.
<i>Sent</i>	The sales quote has been sent to a customer. The <i>Sent</i> state does not guarantee that the sales quote has been delivered to the recipient or has been read.
<i>Accepted</i>	The sales quote has been accepted by the customer.

Name of the State	Description
<i>Converted</i>	The sales quote has been converted to a sales order or invoice, and no further work on the quote is planned.
<i>Declined</i>	The customer has rejected the offer presented in the sales quote.
<i>Rejected</i>	The sales quote has been rejected by an approver within the company.

**Note:** If a sales quote is in the *Draft* state, on the **Taxes**, **Discounts**, and **Details** tabs of the *Sales Quotes* form, the settings related to prices are available for editing. If a sales quote is in the *Prepared*, *Pending Approval*, *Approved*, *Rejected*, *Sent*, or *Accepted* state, the user can change settings that are not related to prices, such as contact or billing information.

The transitions of sales quote states (and the corresponding statuses shown on the *Sales Quotes* form) are shown in the following table.

From State	To State	Name of the Menu Command
Not Applicable	<i>Draft</i>	Not applicable
<i>Draft</i>	<i>Pending Approval</i>	<b>Request Approval</b>
<i>Pending Approval</i>	<i>Rejected</i>	<b>Reject</b>
<i>Approved, Sent, Accepted, Pending Approval, Rejected</i>	<i>Draft</i>	<b>Edit</b>
<i>Pending Approval</i>	<i>Approved</i>	<b>Approve</b>
From State	To State	Name of the Menu Command
<i>Draft, Approved</i>	<i>Sent</i>	<b>Send</b>
<i>Draft, Approved, Sent, Declined, Converted</i>	<i>Accepted</i>	<b>Mark as Accepted</b>
<i>Prepared, Approved, Sent, Accepted</i>	<i>Declined</i>	<b>Mark as Declined</b>
<i>Draft, Prepared, Approved, Sent, Accepted</i>	<i>Converted</i>	<b>Convert to Order, Convert to Invoice</b>
<i>Prepared, Approved, Sent, Accepted</i>	<i>Converted</i>	<b>Mark as Converted</b>

A primary quote created on the *Sales Quotes* form is unavailable for editing if the associated opportunity is inactive (that is, if the **Active** check box on the **CRM Info** tab of the *Opportunities* (CR304000) is cleared).

## Approval of Sales Quotes

To set up the approval of sales quotes, the *Approval Workflow* feature is enabled on the *Enable/Disable Features* (CS100000) form, and an approval map is specified on the *Customer Management Preferences* (CR101000) form.

With this configuration performed, a user can submit a sales quote with the *Draft* status for approval by clicking **Request Approval** on the form toolbar of the *Sales Quotes* (CR304500) form. When a sales quote has been submitted for approval, the **Approve** and **Reject** buttons are displayed on the form toolbar.

## Creation of a Sales Order and Invoice from a Sales Quote

A user can create a sales order or invoice from a sales quote by clicking **Create Sales Order** or **Create Invoice**, respectively, on the More menu on the form toolbar of the *Sales Quotes* (CR304500) form. When a sales order or invoice has been created, the system changes the status of the sales quote to *Converted*.

A sales order or an invoice can be created from both a primary quote for an opportunity and a non-primary one. The system lists the sales order and invoice on the **Relations** tab of the *Opportunities* (CR304000) form. Each of these documents is assigned the *Source* role if the document is created from a primary sales quote for the opportunity and the *Derivative* role if the document is created from a non-primary sales quote. For details, see *CRM: Enhanced Relations Between CRM Entities and Associated Entities*.

**Note:** An opportunity can have multiple non-primary quotes and sales orders or invoices that are created based on non-primary quotes.

## Sales Quote Settings Related to a Location

When a sales quote has been created on the *Sales Quotes* (CR304500) form, the system copies the location settings from the associated opportunity to the sales quote. On the **Shipping** tab of the form, the **Override** check boxes in the **Ship-To Address** and **Ship-To Info** sections are cleared. If a user selects the **Override** check box in the **Ship-To Address** or **Ship-To Info** section, the system displays a dialog box in which a user confirms the replacement of the existing settings with the new settings.

## Enhanced Relations Between CRM Entities and Associated Entities

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In MYOB Advanced 2021.2, the relations between entities—such as a lead, contact, business account, opportunity, case, sales order, and invoice—have been enhanced.

### New Bidirectional Roles and Types of Relations

Previous versions of MYOB Advanced supported only one-way roles for entities that could be associated with an entity used in CRM, which can be a lead, contact, business account, sales quote, opportunity, and case. For example, if a user needed to associate a lead with an opportunity using the *Related Entity* role, the user had to manually add the relation to the **Relations** tab of both the *Opportunities* (CR304000) and the *Leads* (CR301000) form.

**Note:** These roles are not the roles that determine users' access to system resources; instead, they are the roles entities have to one another.

In many cases, the relation between a pair of entities is bidirectional. Starting in MYOB Advanced 2021.2, the bidirectional roles shown in the following table are supported. With bidirectional roles, a pair of roles are associated with each other in both directions: an original role (shown in the original record) and a reverse role (shown in the associated record). For example, if a sales order (original record) is created from a sales quote (associated record), then the quote becomes the source of the sales order, and the sales order becomes the derivative document for the quote. The pairs of bidirectional roles are shown in the following table. The relations between the roles are established in the system, a fixed set of relations between the roles is supported, and no pairs can be used beyond those listed below.

Original Role	Reverse Role
<i>Source</i>	<i>Derivative</i>
<i>Derivative</i>	<i>Source</i>
<i>Parent</i>	<i>Child</i>
<i>Child</i>	<i>Parent</i>

Bidirectional roles for entities have been added to the **Role** column on the **Relations** tab; see Item 1 in the following screenshot, which shows the *Opportunities* (CR304000) form. If a sales order (original record) has a relation with an opportunity that has the *Source* role, then the **Relations** tab of the *Opportunities* form for the opportunity (associated record) displays a relation with the sales order that has the *Derivative* role (Item 2). The **Add to CC** check box—which indicates, if selected, that the contact should receive a copy of notification emails—for the reverse role is always cleared (Item 3). The **Relations** tab of the *Sales Orders* (SO301000) form for the sales order displays a relation with the opportunity that has the *Source* role.

The types of records that are available for selection in the **Type** column (Item 4) depend on the role that has been selected in the **Role** column.

Opportunities  
OP000376 - Computers to Plaza Construction

Opportunity ID: OP000376 Business Account: CONSTPLAZA - Plaza Construction Location: MAIN - Primary Location Amount: 7,734.25  
 Status: Open Contact: Jack Keeney Discount: 0.00  
 Class ID: PRODUCT - Product Sales Opportunity Currency: USD 1.00 VIEW BASE Tax Total: 0.00  
 Stage: Solution Owner: Maxwell Baker Total: 7,734.25  
 Estimated Close Date: 6/30/2021 Subject: Computers to Plaza Construction

ACTIVITIES DETAILS QUOTES CONTACT CRM INFO FINANCIAL SHIPPING ATTRIBUTES RELATIONS TAXES DISCOUNTS

Role	Primary	Type	Document	Account	Name	Contact	Email	Add to CC
Derivative	<input type="checkbox"/>	Sales Order	SO_SO004935	CONSTPLAZA	Plaza Construction	Jack Keeney		<input type="checkbox"/>
Derivative	<input type="checkbox"/>	Sales Order	SO_SO005960	CONSTPLAZA	Plaza Construction	Jack Keeney		<input type="checkbox"/>
Related Entity	<input type="checkbox"/>	Campaign	HAB2020_Highway ad boards 2020					<input type="checkbox"/>
Decision Maker	<input type="checkbox"/>	Contact		CONSTPLAZA	Plaza Construction	Jack Keeney	jkeeney@plazaconstruction.com	<input type="checkbox"/>

In the original record, the row that holds the settings of the reverse role is available for editing. In the associated record, the row that holds the settings of the original role is unavailable for editing. A user can delete the row in either record of the pair, if needed.

**Note:** During the upgrade to MYOB Advanced 2021.2 from earlier versions, the changes to the *Source* role apply to all existing relations with an entity that has the *Source* role: On the **Relations** tab of the original record, the system adds the *Source* role, showing the relation to the associated record, and in the associated record, the *Derivative* role, showing the relation to the original record.

## Enhanced Copying of Settings to Opportunities, Sales Orders, and Invoices

MYOB Advanced 2021.2 introduces enhanced copying of settings from a business account location, primary quote, business account, and customer to an opportunity and from an opportunity to a sales order and invoice. These capabilities make the data entry of related entities faster and more efficient.

### Opportunity Settings Related to a Business Account and a Customer

In MYOB Advanced 2021.2, when a user creates an opportunity on the *Opportunities* (CR304000) form, and the user selects an account of the *Business Account* type in the **Business Account** field of the Summary area, the system populates the settings of the opportunity, which it copies from the related elements specified for the business account on the *Business Accounts* (CR303000) form. Specifically, the system fills in the following settings of the *Opportunities* form:

- The **Location** field of the Summary area
- The primary contact settings in the **Contact** section of the **Contact** tab
- The **Parent Account** field, if applicable, on the **CRM Info** tab
- All settings on the **Shipping** tab

When a user creates an opportunity on the *Opportunities* form and the user selects a business account of the *Customer* type in the **Business Account** field of the Summary area, the system populates the settings of the opportunity, which it copies from the related elements specified for the customer on the *Customers* (AR303000) form. Specifically, the system fills in the following settings of the *Opportunities* form (in addition to the settings from the business account listed above):

- The **Currency** field of the Summary area.
- The **Credit Terms** field of the **Financial** tab (**Financial Settings** section).
- All settings in the **Bill-To Address** section on the **Financial** tab. If the customer record has not been created, the **Bill-To Address** is copied from the business account address specified on the *Business Accounts* form (**General** tab).
- All settings in the **Bill-To Info** section of the **Financial** tab.

## Opportunity Settings Related to a Location

In MYOB Advanced 2021.2, when a user is creating an opportunity on the *Opportunities* (CR304000) form and selects a business account in the **Business Account** field of the Summary area, the system fills in the account location in the **Location** field and copies the contact, address, shipping, and tax settings from the *Account Locations* (CR303010) form to the corresponding elements on the **Contact**, **Financial**, **Shipping**, and **Taxes** tabs of the *Opportunities* form.

On the **Shipping** tab of the *Opportunities* form, in the **Ship-To Address** and **Ship-To Info** sections, the copied address information is filled in and unavailable, and the **Override** check boxes are cleared. If a user selects the **Override** check box in either section, the system displays a dialog box in which the user can confirm the intent to replace the existing settings with newly entered settings. The address-related elements again become available for selection.

If a user changes the opportunity location in the **Location** field of the *Opportunities* form, the settings on the

**Shipping** tab change to those specified in the new location. If the **Override** check box is selected in the **Ship-To Address** and **Ship-To Info** sections, only the settings in the **Tax Settings** and **Shipping Instructions** sections of the change to those specified in the new location.

## Opportunity Settings Related to a Primary Quote

In MYOB Advanced 2021.2, if a primary quote is specified for an opportunity on the **Quotes** tab of the *Opportunities* (CR304000) form, and the status of the selected primary quote is not *Draft*, the following settings in the opportunity (which the primary quote also contains) become unavailable for editing:



- The **Currency** field of the Summary area
- The **Manual Amount** field of the Summary area
- All the settings on the **Details** tab

**Note:** A user can add a note to a copied detail line for the opportunity even though other settings of the line cannot be overridden.

- All the settings on the **Contact** tab
- The **Branch** field on the **CRM Info** tab
- The **Credit Terms** field of the **Financial** tab
- All the settings on the **Shipping** tabs except those in the **Ship-To Info** section
- All the settings on the **Taxes** tab
- All the settings on the **Discounts** tab

## Opportunity-Related Settings in Invoices and Sales Orders

Starting in MYOB Advanced 2021.2, if a user creates an opportunity-based sales order or invoice, the following settings of the opportunity on the *Opportunities* (CR304000) form are copied to the corresponding settings of the sales order or invoice on the *Sales Orders* (SO301000) or *Invoices and Memos* (AR301000) form, respectively:

- All settings of the **Bill-To Address** and **Bill-To Info** sections of the **Financials** tab, including the states of the **Override** check boxes (cleared or selected).
- The **Credit Terms** field of the **Financial** tab; the specified terms are copied to the **Sales Order Terms** field for a sales order and to **Invoice Terms** field for an invoice.
- All the settings of the **Tax Settings** section on the **Shipping** tab.
- All the settings in the **Shipping Instructions** section of the **Shipping** tab (for a sales order only).

If a sales order or invoice associated with an opportunity is created, the system assigns bidirectional roles to indicate their relations to one another: the *Source* role is assigned to the opportunity, and the *Derivative* role is assigned to the sales order or invoice. The sales order or invoice is shown on the **Relations** tab of the *Opportunities* form. In the row on the **Relations** tab that has the information about the relation to the sales order or invoice, the following information is shown:

- The relation to the opportunity
- The business account specified in the opportunity
- The contact specified in the opportunity

If a sales quote is converted to a sales order or invoice, the system assigns bidirectional roles to indicate their relations to one another: the *Source* role is assigned to the quote, and the *Derivative* role is assigned to the sales order or invoice. The sales order or invoice is shown on the **Relations** tab of the *Sales Quotes* (CR304500) form. In the row on the **Relations** tab that has the information about the relation to the sales order or invoice, the following information is shown:

- The relation to the quote
- The business account specified in the quote

- The contact specified in the quote

For details about bidirectional roles, see *Enhanced Relations Between CRM Entities and Associated Entities*.

## More Flexible Duplicate Validation Workflow

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MYOB Advanced 2021.2 introduces a more flexible duplicate validation workflow and new and updated forms. These improvements help users configure duplicate validation and check records for duplicates more quickly and easily.

### New and Modified Forms Related to the Duplicate Validation Functionality

Starting in MYOB Advanced 2021.2, on the *Enable/Disable Features* (CS100000) form, the *Lead/Contact Duplicate Validation* feature has been renamed to *Duplicate Validation*. The *Customer Management Preferences* (CR101000) form no longer contains the **Duplicate Validation Settings** tab. Instead, a new *Duplicate Validation* (CR103000) form has been added to the system. A user can find the link to the *Duplicate Validation* form in the **Marketing** and **Opportunities** workspaces under the **Preferences** category. For details, see the following section.

Also, the new *Validate Records* (CR503430) form, which is also described further in this topic, has been introduced to provide mass validation of leads, contacts, and business accounts.

### Enhanced Workflow of Duplicate Validation

In previous versions of MYOB Advanced, duplicate validation for leads, contacts, and business accounts was configured on the **Duplicate Validation Settings** tab of the *Customer Management Preferences* (CR101000) form. A user could not compare records to other records of the same type, such as comparing a lead to only leads or comparing a contact to only contacts. Instead, the system applied the same duplicate validation rules to records of different types, such as leads and contacts, or contacts and business accounts. For example, if for a lead, the system found a contact with similar settings, the lead could be assigned the *Possible Duplicate* status. This logic could be unclear to users.

Starting in MYOB Advanced 2021.2, on the new *Duplicate Validation* (CR103000) form, shown in the following screenshot, a user can specify different duplicate validation rules for each combination of record types (leads, contacts, and business accounts). A user can click a combination of record types in the **Comparison** pane of the *Duplicate Validation* form (see Item 1 in the following screenshot). In the **Rules of Comparison** section and the table of the right pane (Item 2), the user can specify the rules for the selected combination of records.

Duplicate Validation

NOTES ACTIVITIES FILES CUSTOMIZATION TOOLS

Comparison

Lead to Lead (8)

Lead to Contact

Lead to Account

Contact to Contact

Contact to Lead

Contact to Account

Account to Account

RULES OF COMPARISON

Validation Score Threshold: 5.00 (6)

Validate on Entry (7)

+ × [ ] [ ] [ ] [ ] [ ] [ ]

* Matching Field (4)	Score Weight (5)	Transformation Rule	Create on Entry (3)
Email	5.0000	None	Block
First Name	1.0000	None	Allow
Account Name	1.0000	Split Words	Allow
Last Name	1.0000	None	Allow
Phone 1	0.5000	None	Allow
Web	0.5000	Domain Name	Allow

In MYOB Advanced 2021.2, the system gives users the ability to check if a lead, contact, or business account has duplicates before the record has been created or to prevent creation of the duplicate lead, contact, or business account. The **Create on Entry** column (see Item 3 in the screenshot above) contains the rule the system applies when a user tries to create a record with a matching value in the element listed in the **Matching Field** column. In the **Create on Entry** column, the following options are available for selection:

- *Allow*: The system allows creation of duplicate records.
- *Warn*: The system displays a warning message if a user tries to save a duplicate record.
- *Block*: The system prevents a user from creation of a duplicate record.

If the *Block* option is selected in the **Create on Entry** column for the element in the **Matching Field** column (Item 4; in this example, *Email* is selected in this row), the system makes the value in the **Score Weight** column (Item 5) equal to the value in the **Validation Score Threshold** field of the **Rules of Comparison** section (Item 6). The **Validate on Entry** check box (Item 7) becomes selected and unavailable for editing.

With these settings specified for the *Lead to Lead* combination (Item 8), the system prevents the creation of a duplicate lead that has the same email address as the existing lead and shows an error message when the user tries to save the duplicate lead (see the following screenshot).

Search...

Products  
Sale

6/24/2021  
8:34 AM

NOTES FILES TOOLS

Leads  
William Conway - Bearings Inc

CR Error: The Lead cannot be saved because at least one duplicate has been found for this record.

OK

Lead ID: <NEW>  
Status: New  
Reason: Created  
Description:

Contact:  
Business Account:  
Owner: Joshua Mueller  
Source: Referral  
Source Campaign:  
Duplicate: Not Validated

CONTACT INFO ACTIVITIES CRM INFO ATTRIBUTES RELATIONS CAMPAIGNS MARKETING LISTS OPPORTUNITIES

Override

CONTACT

First Name: William  
Last Name: Conway  
Account Name: Bearings Inc  
Job Title: CFO  
Email: wc@bearingsinc.com  
Business 1: 508-232-1200  
Cell:  
Home:  
Fax:  
Web:

ADDRESS

ADDRESS LOOKUP  
Address Line 1: 6102 Westheimer Rd  
Address Line 2:  
City: Houston  
State: TX - TEXAS  
Postal Code: 77057  
Country: US - United States of America  
Validated

## Copying and Pasting of Duplicate Validation Settings

In a table of the right pane on the *Duplicate Validation* (CR103000) form, a user can copy a row that has the settings specified for a combination of records and paste this row for another combination of records by doing the following:

1. In the **Comparison** pane, selecting the combination of records from which the settings will be copied.
2. In the right pane, selecting a row in the table.
3. On the table toolbar, clicking the Copy button (see Item 9 in the screenshot above).
4. In the **Comparison** pane, selecting the combination of records for which the setting will be inserted.
5. On the table toolbar, clicking the Paste button (Item 10) to insert the row with these settings.

## Enhancements to the Calculation of Validation Scores

In previous versions of MYOB Advanced, if in a target record (the record that is kept in the system as a result of the merge), empty values were specified for some fields for which duplicate validation scores were specified on the

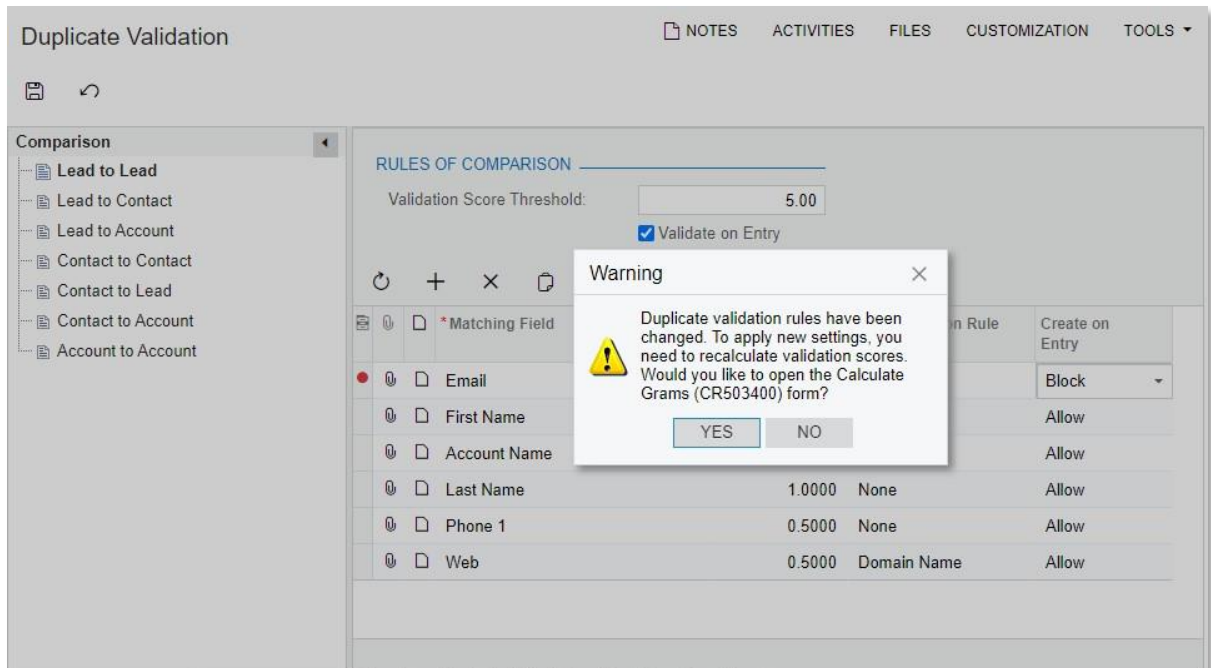
*Customer Management Preferences* (CR101000) form, the system would recalculate the scores for the fields that had values so that the total equaled the threshold value. Thus, in the target record, the scores of the fields that had values differed from the scores specified in the **Matching Field** column on the **Duplicate Validation Settings** tab of the *Customer Management Preferences* form. This logic could seem unclear and complicated to users.

In MYOB Advanced 2021.2, the calculation of validation scores has become more flexible. On the *Customer Management Preferences* form, the **Normalise Validation Scores** check box has been added (see the screenshot below). This check box determines the calculation of the scores specified for a pair of record types in the **Score Weight** column of the table in the right pane on the *Duplicate Validation* (CR103000) form. The validation scores are calculated as follows depending on the state of the check box, which is one of the following:

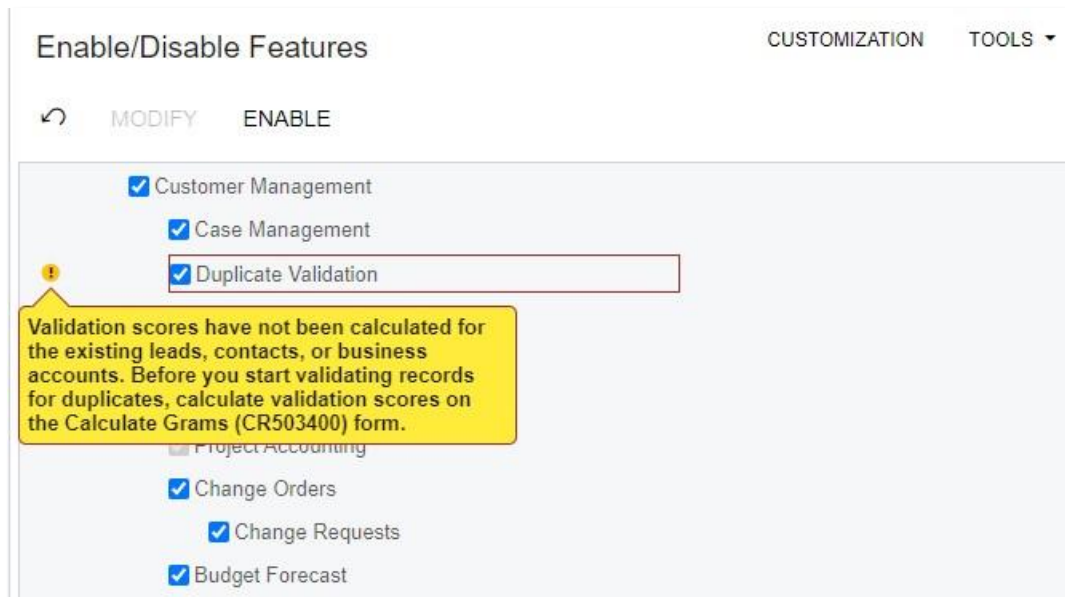
- **Selected:** If the fields in the compared records match, the validation scores in a target record are automatically recalculated. For example, suppose that for leads, the scores are specified for six fields, and in a particular lead, one or more of these fields has an empty value. The system adds the scores so that the total score equals the threshold value.
- **Cleared:** The validation scores are calculated according to the duplicate validation rules specified for the combination of records and do not depend on the number of empty fields in a target record.

The screenshot shows the 'Customer Management Preferences' form with the 'GENERAL SETTINGS' tab selected. The 'MISCELLANEOUS SETTINGS' section is expanded, and the 'Normalize Validation Scores' checkbox is checked and highlighted with a red box. Other settings include 'Copy Notes', 'Copy Attachments', 'Default Rate Type' (SPOT), 'Default Currency' (USD), and 'Enable Rate Override' and 'Enable Currency Override' checkboxes. The 'DATA ENTRY SETTINGS' section shows default classes for Lead, Contact, Business Account, Opportunity, and Case. The 'ASSIGNMENT SETTINGS' section shows maps for Lead, Contact, Business Account, Opportunity, and Case. The 'QUOTE APPROVAL SETTINGS' section shows 'Approval Map' and 'Pending Approval Notification' fields.

On the *Duplicate Validation* form, if a user changes validation scores and attempts to save the new settings, the system displays the following warning dialog box (see the following screenshot). If the user clicks **Yes**, the system saves the new settings and opens the *Calculate Grams* (CR503400) form, and the user can recalculate validation scores. If the user clicks **No**, the system closes the dialog box and saves the new settings; the validation scores are not recalculated and the user can do this later.



Also, when an administrative user enables the *Duplicate Validation* feature, the system warns this user that the calculation of validation scores is needed for correct duplicate validation. That is, if on the *Enable/Disable Features* (CS100000) form, the *Duplicate Validation* feature had been disabled and the user selects the check box to enable this feature, the system displays the following warning message to remind the user to calculate validation scores after enabling the feature. (Once the user has enabled the feature, the warning message is no longer displayed.)



## The New Validate Records Form

In MYOB Advanced 2021.2, a user can mass-validate groups of leads, contacts, and business accounts on the *Validate Records* (CR503430) form (see the following screenshot). The form has replaced the *Validate Accounts* (CR503420) and the *Validate Leads and Contacts* (CR503410) forms; a single form can now be used for this validation.

Type	Business Account	Account Name	Contact	Status	Duplicate
> Vendor	<a href="#">ACITAISSYST</a>	Acitai Systems - Computer Services For Bu...		Prospect	Not Validated
Vendor	<a href="#">ADPSERVICE</a>	Automatic Data Processing Inc.		Prospect	Not Validated
Vendor	<a href="#">AEROCOREBE</a>	Aerocorebe Travel Agency Corporation		Prospect	Not Validated
Vendor	<a href="#">ARKTAK</a>	Arktak Networks		Prospect	Not Validated
Vendor	<a href="#">ASARHARD</a>	Asar Hardware Limited		Prospect	Not Validated
Vendor	<a href="#">ATDSECUR</a>	ATD Security Services, Inc.		Prospect	Not Validated
Vendor	<a href="#">AVALARA</a>	Avalara Tax Agency		Prospect	Not Validated
Vendor	<a href="#">AVIANCE</a>	Aviance Airline Cargo		Prospect	Not Validated
Vendor	<a href="#">BANAFIDE</a>	Banafide Office Service		Prospect	Not Validated

## Other Enhancements

In previous versions of MYOB Advanced, on the **Duplicate Validation Settings** tab of the *Customer Management Preferences* (CR101000) form, in a validation rules table, if a row had *Split Words* selected in the **Transformation Rule** column, and the value in a target record's field and a duplicate record's corresponding field had more than one word, the system separated the words during comparison only if a space separated these words.

In MYOB Advanced 2021.2, more dividers can be used for separating the words that make up a field value in a record. The set of dividers can be specified through a customisation project.

## Support of User-Defined Fields During the Merge of Duplicate Records

Starting in MYOB Advanced 2021.2, a user can view the values of user defined-fields in records listed on the **Duplicates** tab of the *Leads* (CR301000), *Contacts* (CR302000), and *Business Accounts* (CR303000) forms. If userdefined fields have been added to the forms of the records that are validated for duplicates, in the **Column Configuration** dialog box, the user can add the user-defined fields to the **Selected Columns** list, and these fields will be listed in the table of the **Duplicates** tab, as shown in the following screenshot.

Leads  
Lacy Green - Cummings, Waelchi, and Predovic

DOCUMENT USER-DEFINED FIELDS

\* Industry: Cellular Telephone  
Number of Employees: 300-500  
Looking for: Electronics & Computers

CONTACT INFO ACTIVITIES CRM INFO **DUPLICATES** ATTRIBUTES RELATIONS CAMPAIGNS MARKETING LISTS OPPORTUNITIES

MERGE LINK TO ENTITY

Type	Duplicate	Last Modified On	Display Name	Email	Industry	Looking for	Number of Employees
Lead	Validated	6/28/2021	Lacy Green	lacy.green@cwpc.example.com	Computers, Internet & E-Commerce	Electronics & Computers	300-500

In the Merge dialog box, the system lists user-defined fields that have different values in a target record and in a duplicate record. When a user merges duplicate records or links records in the Merge dialog box, the user can indicate to the system which settings to use: those of the target record, or those of the duplicate record. (See the following screenshot.)

Leads  
Lacy Green - Cummings, Waelchi, and Predovic

DOCUMENT USER-DEFINED FIELDS

\* Industry: Cellular Telephone  
Number of Employees: 300-500  
Looking for: Electronics & Computers

CONTACT INFO ACTIVITIES CRM INFO **DUPLICATES** ATT

MERGE LINK TO ENTITY

Type	Duplicate	Last Modified On	Display Name	Email
Lead	Possible ...	7/1/2021	Lacy Green	lacy.greer

Please resolve the conflicts

\* Target: Lacy Green

Name	Value
Email	lacy@cwpc.example.com
Industry	Cellular Telephone
Number of Employees	Computers, Internet & E-Commerce
Looking for	Cellular Telephone
Source	Referral

OK CANCEL

## Removal of Workflows for Business Accounts, Customers, Suppliers, Locations, and Contacts

In MYOB Advanced 2021.2, the workflows introduced in 2021.1.1 and used for business accounts, customers, suppliers, and locations have been removed. Users can manually change the status of the following entities:



- Business accounts on the *Business Accounts* (CR303000) form
- Customers on the *Customers* (AR303000) form
- Suppliers on the *Suppliers* (AP303000) form
- Account locations on the *Account Locations* (CR303010) form
- Customer locations on the *Customer Locations* (AR303020) form
- Supplier locations on the *Supplier Locations* (AP303010) form

Also, the workflow has been removed for contacts on the *Contacts* (CR302000) form. (Users can manually change the status of contacts.)

**Note:** If any customisations have been made based on the workflows that were introduced in MYOB Advanced 2021.1.1, contact the MYOB Advanced support provider for assistance with the customisation upgrade.

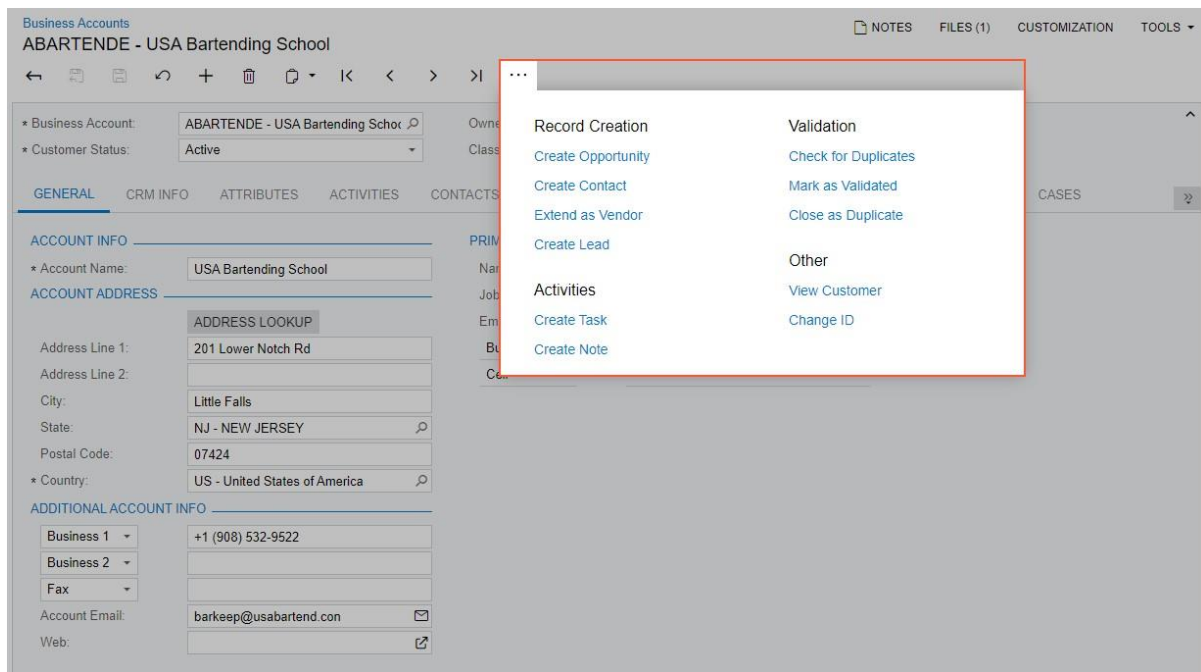
## Updated Business Accounts Form

In previous versions of MYOB Advanced, a user manually changed the status (and thus state) of a business account. With the workflow introduced in MYOB Advanced 2021.1.1, the state of a business account was changed by the system based on the user executing actions on the form toolbar and the **Actions** menu. Starting in MYOB Advanced 2021.2, the user can manually change the status of a business account in the **Customer Status** field of the *Business Accounts* (CR303000) form (see the following screenshot) as part of account processing.

The screenshot displays the 'Business Accounts' form for 'AACUSTOMER - Alta Ace'. The 'Customer Status' field is highlighted with a red box, and its dropdown menu is open, showing the following options: Active (selected), On Hold, Credit Hold, One-Time, and Inactive. The form includes sections for 'ACCOUNT INFO', 'ACCOUNT ADDRESS', and 'ADDITIONAL ACCOUNT INFO'. The 'PRIMARY CONTACT' section shows details for Amelia Armstrong, Accountant, with email aarmstrong@altaace.con and phone +1 (212) 555-6725.

The *Active*, *One-Time*, and *Credit Hold* options are available for selection in the **Customer Status** field of the form if the selected business account has the *Customer* or *Customer & Supplier* type. The *Prospect* option is available for selection for a business account of the *Business Account* and *Supplier* types. The *On Hold* and *Inactive* options are available for business accounts of all types.

The *Business Accounts* form also has the new form toolbar and the More menu introduced in MYOB Advanced 2021.2 (for details, see *CRM: UI Enhancements and User Interface: Redesigned Form Toolbar*). The commands on the More menu are shown in the following screenshot.



## Updated Customers Form

In previous versions of MYOB Advanced, a user manually changed the status (and, thus, state) of a customer. With the workflow introduced in MYOB Advanced 2021.1.1, the state of a customer was changed by the system based on the user executing actions on the form toolbar and the **Actions** menu.

Starting in MYOB Advanced 2021.2, the user can manually change the status of a customer in the **Customer Status** field of the *Customers* (AR303000) form as part of the customer's processing. The **Customer Status** field is required, and the following options are available for selection: *Active* (default value), *On Hold*, *Credit Hold*, *One-Time*, *Inactive*.

The *Customers* form also has the new form toolbar and the More menu introduced in MYOB Advanced 2021.2 (for details, see *User Interface: Redesigned Form Toolbar*). The following commands are no longer available: **Activate**, **Hold**, **Remove Credit Hold**, **Credit Hold**, **Deactivate**, **Set as One-Time Customer**, and **Set as Regular Customer**. The More menu of the *Customers* form is shown in the following screenshot.

The screenshot displays the 'ABARTENDE - USA Bartending School' customer record in the MYOB CRM system. The interface includes a top navigation bar with 'NOTES', 'FILES (1)', 'CUSTOMIZATION', and 'TOOLS'. Below this is a toolbar with navigation icons and a 'VIEW ACCOUNT' button. The main form is divided into several sections: 'GENERAL' (with sub-sections for ACCOUNT INFO, ACCOUNT ADDRESS, and ADDITIONAL ACCOUNT INFO), 'FINANCIAL', 'BILLING', 'SHIPPING', 'LOCATIONS', and 'PAYMENT METHODS'. The 'GENERAL' section contains fields for Customer ID, Status, Class, Name, Address, City, State, Postal Code, Country, and contact information. A 'PRIMARY CONTACT' section is also visible. A 'More' menu is open on the right side, listing various actions:

- Customer Management:** Create Contact, Extend as Vendor
- Document Processing:** Create Invoice, Create Sales Order, Create Payment, Write Off Balance
- Statements:** Generate on Demand, Regenerate Last Statement, Statement History, Print Statement
- Other:** View Account, View Vendor, Change ID, Manage Restriction Groups
- Inquiries:** Customer Details, Sales Prices
- Reports:** AR Balance by Customer, AR Register, Customer History, AR Aging, AR Coming Due, Customer Profile

## Updated Suppliers Form

In previous versions of MYOB Advanced, a user manually changed the status (and, thus, state) of a supplier. With the workflow introduced in MYOB Advanced 2021.1.1, the state of a supplier was changed by the system based on the actions on the form toolbar and the **Actions** menu that were executed.

Starting in MYOB Advanced 2021.2, the user can manually change the status of a supplier in the **Supplier Status** field of the *Suppliers* (AP303000) form as part of the supplier's processing. The **Supplier Status** field is required, and the following options are available for selection: *Active* (default), *On Hold*, *Hold Payments*, *One-Time*, and *Inactive*.

The *Suppliers* form also has the new form toolbar and the More menu introduced in MYOB Advanced 2021.2 (for details, see *User Interface: Redesigned Form Toolbar*). The following commands are no longer available on the *Suppliers* form: **Activate**, **Hold**, **Hold Payments**, **Deactivate**, **Set as One-Time Supplier**, and **Set as Regular Supplier**. The More menu of the *Suppliers* form is shown in the following screenshot.

The screenshot displays the 'Vendors' form for 'ALPINEAIR - Alpine Air Products'. The form is divided into several sections: 'GENERAL', 'FINANCIAL', 'PAYMENT', 'PURCHASE SETTINGS', and 'ADDITIONAL ACCOUNT INFO'. The 'GENERAL' section includes fields for Vendor ID, Vendor Status (Active), and Vendor Class (PRODUCT - Products Vendors). The 'ACCOUNT INFO' section includes Account Name (Alpine Air Products). The 'ACCOUNT ADDRESS' section includes fields for Address Line 1 (1901 Clybourn), City (Chicago), State (IL - ILLINOIS), and Country (US - United States of America). The 'ADDITIONAL ACCOUNT INFO' section includes fields for Business 1 (786-914-8742), Cell, Fax, Account Email (ar@alpineair.com), Web, Ext Ref Nbr, and Parent Account. A dropdown menu is open, showing options such as 'Vendor Management', 'Create Contact', 'Extend as Customer', 'Document Processing', 'Create Bill', 'Create Payment', 'Approve Bills for Payment', 'Pay Bills', 'Other', 'Change ID', 'View Account', 'View Customer', and 'Manage Restriction Groups'.

## Updated Layout of the Account Locations, Customer Locations, and Supplier Locations Forms

In MYOB Advanced 2021.2, on the *Account Locations* (CR303010) form, for a non-primary business account location, a user can manually select *Active* or *Inactive* in the **Status** field of the Summary area. The **Activate** and **Deactivate** commands have been removed from the form toolbar.

On the *Customer Locations* (AR303020) form, for a non-primary customer location, a user can manually select *Active* or *Inactive* in the **Status** field of the Summary area. The **Activate** and **Deactivate** commands are no longer available. The **View Account Location** command is displayed on the form toolbar.

On the *Supplier Locations* (AP303010) form, for a non-primary supplier location, a user can manually select *Active* or *Inactive* in the **Status** field of the Summary area. The **Activate** and **Deactivate** commands are no longer available.

The **Status** field is required on the *Account Locations*, *Customer Locations*, and *Supplier Locations* forms, and the default value is *Active*.

## Updated Layout of the Contacts Form

In MYOB Advanced 2021.2, on the *Contacts* (CR302000) form, a user can manually select *Active* or *Inactive* in the **Status** field of the Summary area. The **Status** field is required and the default value is *Active*. The **Activate** and **Deactivate** commands have been removed from the More menu on the form toolbar.

## Changes to the Update Contacts and Update Business Accounts Forms

In MYOB Advanced 2021.2, in the Summary area of the *Update Business Accounts* (CR503320) and *Update Contacts* (CR503021) form, the **Operation** and **Action** fields are no longer displayed if no custom workflow has been added for business accounts or contacts, respectively. For details, see the *Support of the Workflow Engine* section below.

## API Changes

The workflow support for the API for business accounts, customers, suppliers, locations, and contacts introduced in MYOB Advanced 2021.1.1 has been removed. The Status fields of the customer, supplier, and business account entities should be changed via the API directly, as was the case in MYOB Advanced 2020 R2 and earlier versions.

## Changes to Import Scenarios Related to Business Accounts

On the *Import Scenarios* (SM206025) form, the following changes have been made to the *Import Business Account from Salesforce* import scenario included in an empty company and to the *Sales Demo* dataset:

- The row that has <WorkflowTransition> in the **Field / Action Name** column has been deactivated (the **Active** check box is cleared for this row).
- In the row that maps *Customer Status* in the **Field / Action Name** column, the formula in the **Source Field / Value** column has been changed from =[BAccount.Status] to =IIF(Active\_\_c='No', IIF([BAccount.Status]<>'I', 'Deactivate', ''), IIF([BAccount.Status]='I', 'Activate', '')).

## Support of the Workflow Engine

The entities created on the *Business Accounts* (CR303000), *Account Locations* (CR303010), *Customers* (AR303000), *Customer Locations* (AR303020), *Suppliers* (AP303000), and *Supplier Locations* (AP303010) forms support the workflow engine, and customisers can create a new custom workflow for these entities, if needed.

**Note:** After a customised workflow in MYOB Advanced is upgraded from 2021.1.1 to 2021.2, a customiser or administrator needs to re-implement this workflow.

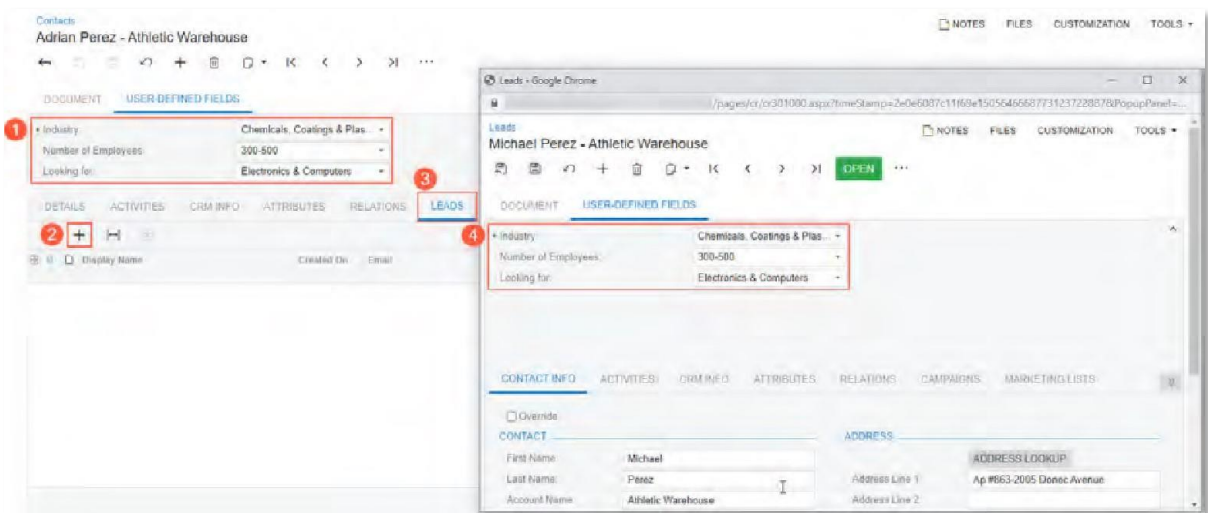
## Enhanced Support of User-Defined Fields on CRM Forms

In MYOB Advanced 2021.2, the values of user-defined fields can be copied among CRM entities. With the userdefined fields, users can add various information to records and copy this information to the associated records.

## Copying of User-Defined Fields from Original Records to Associated Records

In previous versions of MYOB Advanced, a user could add user-defined fields to such forms as Leads (CR301000), Contacts (CR302000), Business Accounts (CR303000), Opportunities (CR304000), Sales Quotes (CR304500), and Cases (CR306000).

Starting in MYOB Advanced 2021.2, if any user-defined fields are defined on both the original entity's form and the associated entity's form on the User-Defined Fields tab of the Summary area, the system automatically copies the values of the common user-defined fields to these fields for the new entities associated with the existing entities. For example, suppose that the Contacts form and the Leads form have the same three user-defined fields, and the user has filled in the field values for the contact (see Item 1 in the following screenshot). If a user creates a new lead for this contact by clicking Add New Lead (Item 2) on the Leads tab of the Contacts form (Item 3), on the Leads form, which opens in a pop-up window, the values are inserted into the corresponding fields on the User-Defined Fields tab of the Summary area (Item 4).



If a user creates an entity by using another entity's form as a starting point and the new entity has any user-defined fields that are defined as required, the system displays these fields in the dialog box used for record creation. For example, supposed that a customiser adds the same required user-defined fields to the *Leads* (see Item 1 in the following screenshot), *Contacts*, and *Business Accounts*, and a user is creating a new business account for the lead by using the **New Account** dialog box. On the new **User-Defined Fields** tab of the dialog box (Item 2), the required user-defined fields and their values will be listed (Items 3 and 4). In the example shown in the screenshot, the value of the **Industry** user-defined field will be inserted in the new contact and business account records created based on the lead record.

The screenshot displays a CRM interface for a lead record titled "Lacy Green - Cummings, Waelchi, and Predovic". The lead is in a "QUALIFY" state. The "USER-DEFINED FIELDS" section shows the following values:

- Industry: Computers, Internet & E-Co...
- Number of Employees: 300-500
- Looking for: Electronics & Computers

The "CONTACT INFO" section shows the following details:

- First Name: Lacy
- Last Name: Green
- Account Name: Cummings, Waelchi, and Predovic
- Job Title:
- Email: lacy.green@cwp.example.com
- Business 1, Cell, Home, Fax, Web: (empty fields)

The "New Account" dialog box is open, showing the "USER-DEFINED FIELDS" tab. It contains two sections:

- BUSINESS ACCOUNT:**

Name	Value
Industry	Computers, Internet & E-Commerce
- CONTACT:**

Name	Value
Industry	Computers, Internet & E-Commerce

The dialog box has "CREATE AND REVIEW", "CREATE", and "CANCEL" buttons at the bottom.

In the **New Account** dialog box, a user can select a new value for a required user-defined field that will be inserted for the new business account, contact, or both, if needed (see the following screenshot).

A user can view and select a new value for a required user-defined field in the following dialog boxes:

- **New Contact** on the *Leads, Business Accounts, Opportunities, Customers (AR303000), and Suppliers (AP303000)* forms: The set of user-defined fields depends on the class of the new entity.
- **New Account** on the *Leads, Contacts, and Opportunities* forms: The set of user-defined fields depends on the class of the new entity.
- **New Opportunity** on the *Leads* form: The set of user-defined fields depends on the class of the new entity.
- **Create New Quote** on the *Opportunities* form: The set of user-defined fields depends on the selected type of the quote (*Project Quote* or *Sales Quote*).

To be displayed on the **User-Defined Fields** tab of each of these dialog boxes, the user-defined fields must be added to and required on the form of the new record. They may or may not be added and be required on the original record.

The values of optional user-defined fields are not shown in these dialog boxes. If a customiser has specified a default value for a user-defined field in an original record, this default value is inserted in the respective field for a new record associated with this record.

A user can change the value in a user-defined field of a record, regardless of whether it is the default value or a required value (or both).

The system copies the values of user-defined fields to new records from the records created on the following forms:



- A lead, opportunity, or case created when the user clicks the **Leads, Opportunities, or Cases** tab, respectively, of the *Business Accounts* form
- A lead, opportunity, or case created on the **Leads, Opportunities, or Cases** tab of the *Contacts* form
- A sales order or invoice created when the user clicks **Create Sales Order** or **Create Invoice** on the More menu of the *Opportunities* form
- A sales quote created when the user copies the existing sales quote on the **Quotes** tab of the *Opportunities* form
- A sales quote created when the user copies the existing sales quote by clicking **Copy Quote** on the More menu of the *Sales Quotes* form
- A project quote created when the user clicks the existing project quote by clicking **Copy** on the More menu of the *Project Quotes (PM304500)* form
- A service order created when the user clicks **Create Service Order** on the More menu of the *Cases* or *Opportunities* form
- An appointment created when the user clicks **Create Appointment** on the More menu of the *Opportunities* form

Also, a user can select the values of user-defined fields when the user merges duplicate records. For details, see *CRM: More Flexible Duplicate Validation Workflow*.

## Predefined Business Events and Notification Templates

In MYOB Advanced 2021.2, new CRM business events have been configured on the *Business Events (SM302050)* form. With the new business events, users can receive email or push notifications related to leads, business accounts, opportunities, and cases.

### New Predefined Business Events

In previous versions of MYOB Advanced, if any number of users had to be notified about a change related to leads, contacts, accounts, or cases—such as the assignment of a new lead or opportunity to an owner, or opportunities that have expired on the current date—a customiser had to configure a new business event, notification template, and schedule (if applicable).

Starting in MYOB Advanced 2021.2, a set of business events and the related notification templates is available in the out-of-the-box system. A system administrator can activate the needed business event by selecting the **Active** check box in the Selection area of the *Business Events (SM302050)* form for the event, and users will receive notifications by email or in the mobile app.

On the *Business Events* form, the following predefined business events have been configured.

Event ID	Triggered by	Description
<i>CRAccountNoActivity</i>	Schedule	The returned active business accounts have had no activity for more than 30 days.

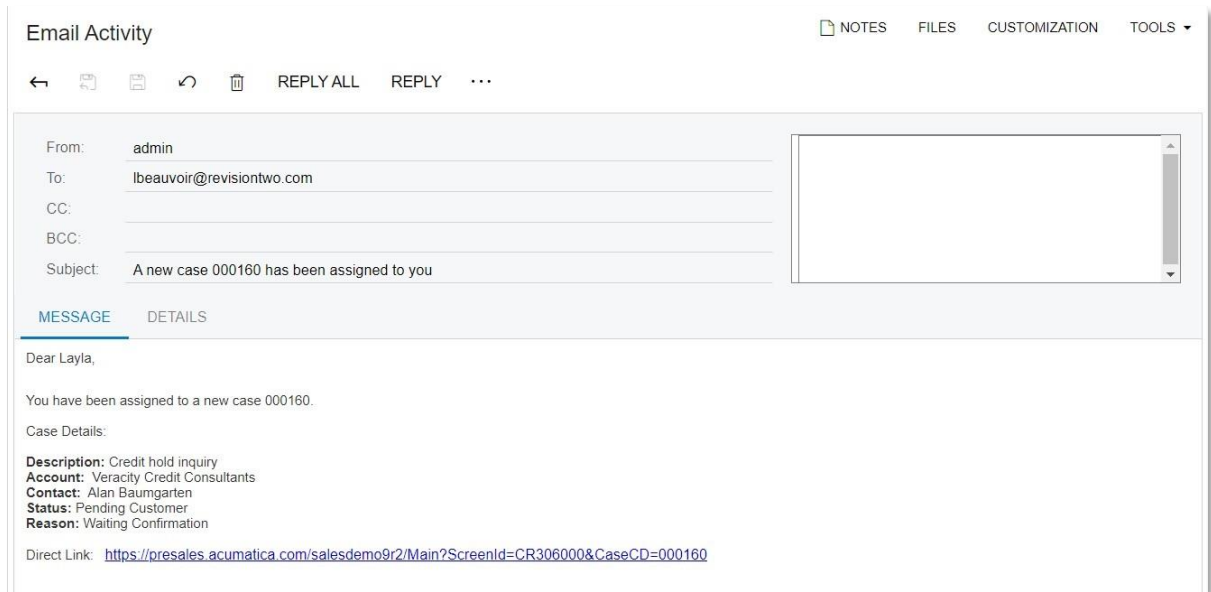
Event ID	Triggered by	Description
<i>CRCasesNoActivity</i>	Schedule	The returned active cases have had no activity for more than 30 days.
<i>CRLeadNoActivity</i>	Schedule	The returned open leads have had no activity for more than 30 days. Leads are not included if they have the <i>Converted</i> , <i>Disqualified</i> , or <i>Suspended</i> status.
<i>CRLeadNoInitialActivity</i>	Schedule	No activities have been performed yet for the returned new leads.
<i>CROppsNoActivity</i>	Schedule	The returned active opportunities have had no activity for more than 30 days.
<i>CRNewAccount</i>	Record change	A business account is assigned to a new owner.
<i>CRNewCase</i>	Record change	A case is assigned to a new owner.
<i>CRNewLead</i>	Record change	A lead is assigned to a new owner.
<i>CRNewOpp</i>	Record change	An opportunity is assigned to a new owner.
<i>CRLeadNoOpp</i>	Schedule	The returned leads have not been converted to opportunities.
<i>CRCasesPendingClosure</i>	Record change	The status of the returned cases has been changed to <i>Pending Closure</i> .
<i>CROppsDueToday</i>	Schedule	The <b>Estimated Close Date</b> of the returned opportunities is the current date (or 'a date in the past' in the next row).
<i>CROppsOverdue</i>	Schedule	The <b>Estimated Close Date</b> of the returned opportunities is a date in the past.

The new business events and the email notifications can be related to a change in a record or changes in multiple records. For example, a contact can receive an email about the assignment of a new lead or an email with a list of opportunities that expire on the current date.

## Email Notifications Related to Business Events Triggered by a Record Change

A user may need to receive an email notification when a value in a record field has been changed—for example, a new owner has been selected in a case. In MYOB Advanced 2021.2, business events triggered by a record change have been configured for data entry forms, such as *Leads* (CR301000), *Business Accounts* (CR303000), *Opportunities* (CR304000), and *Cases* (CR306000). For example, if the *CRNewCase* business event has been activated,

and a case has been assigned to a new owner or an owner has been specified for a new case, the contact selected in the **Owner** field in the Summary area of the Cases form will receive an email in the contact's mailbox. (An example of such an email is shown in the following screenshot.) The emails generated based on the notification templates are listed on the *All Emails* (CO409070) form.



If a customiser wants to add links to MYOB Advanced forms to email notifications (as is done in the email in the previous screenshot), the URL of the website should be specified in the **URL to be used in Notifications** field of the Summary area on the *Email Preferences* (SM204001) form.

## Email Notifications Related to Business Events Triggered by a Schedule

A user may need to regularly receive notifications that contain information that is useful for business in one email— for example, a list of all the opportunities expiring on the current date, or a list of all leads for which no activity has been recorded in the system for a period of time. Business events of this kind are triggered by a schedule and are configured for a generic inquiry form.

In MYOB Advanced 2021.2, the following generic inquiry forms for the CRM business events have been created:

- Lead Notifications (CR3010NT)
- Business Account Notifications (CR3030NT)
- Opportunity Notifications (CR3040NT)
- Case Notifications (CR3060NT)

To cause the system to send regular notifications related to particular changes in multiple records, a system administrator needs to create a schedule on the **Schedules** tab of the *Business Events* (SM302050) form for an existing business event and activate the business event.

For example, if a schedule has been created for the *CROppsDueToday* business event, the business event has been activated, and at least one opportunity's **Estimated Close Date** is the current date, the contact selected in the **Owner** field in the Summary area of the *Opportunities* (CR304000) form will receive an email in the contact's mailbox. (An example of such an email is shown in the following screenshot.) The emails generated based on the notification templates are listed on the *All Emails* (CO409070) form.

The screenshot shows an email activity window titled "Email Activity" with navigation options: NOTES, FILES, CUSTOMIZATION, and TOOLS. Below the title bar are icons for back, forward, refresh, delete, and actions: REPLY ALL, REPLY, and a menu icon. The email header shows:

From: admin  
 To: mbaker@revisiontwo.com  
 CC:  
 BCC:  
 Subject: Your opportunities expire today

The message content is as follows:

Dear Maxwell,

The following opportunities that you have been assigned to expire today.

Opportunity ID	Subject	Account Name	Stage	Currency	Total
<a href="#">OP000394</a>	Computers to Plaza Construction	Plaza Construction	Solution	USD	7998,66
<a href="#">OP000390</a>	Looking at new hardware for expansion	Maurices	Prospect	USD	10000
<a href="#">OP000389</a>	Upgrade to existing hardware	Little, Roob and Trantow	Prospect	USD	5700
<a href="#">OP000368</a>	Consumer goods opportunity	Southwest Food Distribution	Development	USD	79626,5

## Mobile Push Notifications

In MYOB Advanced 2021.2, a customiser can configure mobile push notifications related to CRM business events. If a business account or case has been assigned to an owner or if a case can be closed, an owner can receive a push notification.

Before the system starts sending push notifications, the following tasks should be performed:

- The MYOB Advanced instance is hosted over HTTPS.
- An MYOB Advanced license should be activated.
- A user has signed in to MYOB Advanced from a mobile device, and the information about the mobile device has been specified on the **Devices** tab of the *User Profile* (SM203010) form.
- Push notifications should be turned on for the user's mobile device.

## Improved Layout of the Opportunity Classes Form

In MYOB Advanced 2021.2, some improvements have been made on the Opportunity Classes (CR209000) form.

## Improvements in Opportunity Classes

On the Opportunity Classes (CR209000) form (Details tab), the following changes have been made:

- In the Data Entry Settings section, the Cash Discount Account and the Cash Discount Sub. fields have been removed.
- The Email Settings section has been renamed to Activity Settings (Item 1 in the following screenshot).
- In the Activity Settings section, the Show Activities from Source Lead check box has been added (Item 2). The check box has replaced the Show Activities from Contact check box. If the check box is selected, the activities added to the Activities tab of the Leads (CR301000) form are copied to the Activities tab of the Opportunities (CR304000) form for an opportunity of the class.

The screenshot shows the 'Opportunity Classes' form in the 'DETAILS' tab. The 'Opportunity Class ID' is 'PRODUCT' and it is marked as 'Internal'. The description is 'Product Sales Opportunity'. The 'Activity Settings' section is highlighted with a red box and contains a 'Show Activities from Source Lead' checkbox, which is checked. A red circle with the number '2' is next to the checkbox. Another red circle with the number '1' is next to the 'Activity Settings' section header.

## UI Enhancements

In MYOB Advanced 2021.2, the user interface of the form toolbars of the CRM-related forms has been enhanced. On multiple forms related to CRM functionality, form-specific commands on the form toolbar have been moved to the More menu, which a user views by clicking the More (...) button on the form toolbar. Commands on the More menu are now grouped by categories. For more information, see *User Interface: Redesigned Form Toolbar*.

**Note:** These commands work as they did in the previous versions; only the placement of the commands has changed.

The following table lists the forms where menu commands on the More menu have been renamed to unify the command names throughout the system.

Form	Command name in 2021.1.1	Command name in 2021.2
<i>Leads (CR301000), Contacts (CR302000)</i>	Add Email	Create Email
	Add Task	Create Task
	Add Phone Call	Create Phone Call
	Add Note	Create Note
<i>Opportunities (CR304000)</i>	Add Task	Create Task
	Add Note	Create Note
<i>Sales Quotes (CR304500)</i>	Send Quote	Send
	Mark as Primary	Set as Primary
<i>Cases (CR306000)</i>	Add Email	Create Email
	Add Work Item	Create Work Item
	Add Note	Create Note
	Add Task	Create Task
	Add Phone Call	Create Phone Call

# Documentation

## Improvements in User Guides

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In MYOB Advanced 2021.2, multiple improvements have been made to the content and structure of the guides that make up the documentation, as described in the following sections.

### Customer Relationship Management Guide

The structure of the *Customer Relationship Management* guide has been partly reorganised. The topics that describe the configuration of the CRM functionality (including the *Duplicate Validation* chapter, which has been updated) have been moved to the *Implementing Customer Relationship Management* chapter of the *Implementation* guide.

The following changes and enhancements have been made to the *Customer Relationship Management* guide:

- A new chapter, *Managing Relations*, has been added. In this chapter, users can learn how to use the relations between records to quickly find, create, view, and modify CRM records and the associated records.
- In the *Managing Opportunities* chapter, the topics describing the processing of opportunities, sales quotes, sales orders, and invoices have been significantly updated.
- In the *Creating Business Accounts* chapter, the *Extension of a Business Account as a Customer or Supplier* topic has been added.
- In the *Validating Records for Duplicates* chapter, the *Mass-Validation of Records* topic and the *To Validate Multiple Leads for Duplicates* activity have been updated.
- In the topics describing the creation of leads, contacts, business accounts, opportunities, and cases, information about working with user-defined fields has been added.

### Field Services Guide

The structure of the *Equipment Management* guide has been partly reorganised. The topics that describe the processing of service contracts have been significantly updated, and new topics have been added. The topics are now organised in chunks that contain general information on configuring a service contract of each billing type, and activity topics related to processing service contracts. The following chapters are now available in the *Equipment Management* guide:

- *Processing Service Contracts Billed at the Time of Service*: The information in the topics of this chapter has been updated with regard to the billing type that has been renamed in MYOB Advanced 2021.2.
- *Processing Service Contracts Billed at the End of the Period*: The information in the topics of this chapter has been updated with regard to the billing type that has been renamed in MYOB Advanced 2021.2.

- *Processing Service Contracts Billed at the Beginning of the Period*: The topics of this new chapter contain general information and an activity related to the new billing types that have been developed in MYOB Advanced 2021.2.

## Financial Management Guides

The structure of the *Financial Management* guides has been partly reorganised. The topics that describe the configuration of the basic and advanced finance functionality have been moved to the new *Implementation* guide.

The following changes and enhancements have been made:

- The *Intercompany Sales* chapter of the *Accounts Receivable* guide has been updated with activities that users can perform to process an intercompany invoice, pay an intercompany bill, and pay the intercompany invoice.
- A new chapter, *Processing Expenses with a Corporate Credit Card*, has been added to the *Accounts Payable* guide. By completing the activities in this chapter, users will learn how to process payments from a corporate credit card in MYOB Advanced and how to reconcile the credit card balance.
- Two new chapters—*Configuring GL Consolidation* and *Performing GL Consolidation*—have been added to the *General Ledger* guide. By performing the activities in these chapters, users will learn how to consolidate data from specific branches of a subsidiary company, which has been implemented in a separate tenant, into a specific branch of its parent company.

## Retail-Commerce Guide

The following changes have been made to *Integration with Shopify* and *Integration with BigCommerce* parts of the *Retail-Commerce* guide:

- The *Importing Refunds* chapter has been split into two chapters: *Importing Card Refunds* (which contains topics on refunds made to card-based payment methods for which integrated card processing has been configured) and *Importing Non-Card Refunds* (which contains topics on refunds to non-card payments or card payments for which integrated card processing has not been configured).
- Each part has a new *Selling Matrix Items* chapter, with topics describing the export of template and matrix items along with their quantities from MYOB Advanced to the store, and the import of orders with matrix items to MYOB Advanced.

In the *Integration with Shopify* part of the guide, the following additional changes have been made:

- The topics that describe the features of sales order synchronisation are now arranged into four separate chapters, which are *Synchronising Orders*, *Importing Orders with Taxes*, *Importing Orders with Discounts*, and *Selling and Accepting Gift Cards*.
- A new activity has been added to the *Synchronising Product Availability* chapter. Users can perform it by using the U100 dataset to learn how to export available quantities of items to the Shopify store.

Various other chapters of the *Retail-Commerce* guide have been updated and extended.



## System Administration Guide

In the *System Administration* guide, the topics related to system maintenance have been significantly updated and extended; the topics now include activities that administrators can perform by using the *U100* dataset.

The new *Publishing Customisation Projects* chapter has been added to explain in simple terms to explain to administrators who are not involved with customisation how to publish and maintain customisation projects.

The *Customising the User Interface* chapter has been split into three chapters to provide more detailed explanations of each aspect of user interface customisation. The new chapters are *Customising the User Interface*, *Using Company Logos*, and *Customising the Colour Theme*. Information that was previously in the *Managing the Site Map* chapter has been updated and merged into the *Customising the User Interface* chapter.

The *Managing Search* chapter has been updated and renamed to *Building Search Indexes*. Also, the *Managing Schedules* chapter has been updated and renamed to *Scheduling Automated Processing*.

Information about working with tenants, maintaining the database, and updating the system has been split into activities that can be performed by using the web interface and activities that can be performed by using the MYOB Advanced Configuration Wizard.

## Reporting Tools Guide

In the *Reporting Tools* guide, topics have been added that explain how to design effective dashboards and that provide detailed instructions on configuring widgets of the available types. The topics include activities that users can perform by using the *U100* dataset.

To minimise confusion about where to find information about dashboards and widgets, topics that provide this information have been moved to the *Reporting Tools* guide and removed from the *Interface Guide* and the *Getting Started with MYOB Advanced* guide.

# Field Services

## Customisable Number of Staff Members on Calendar Boards

In MYOB Advanced 2021.2, a user can now specify the number of staff members to be shown on calendar board forms—that is, the *Calendar Board* (FS300300), *Staff Calendar Board* (FS300400), and *Room Calendar Board* (FS300700) form. This new functionality is convenient for managers who need to see the working calendars of all staff members on one calendar board form.

### Specifying the Number of Staff Members

Now an administrative user can specify the number of staff members that the system will show on the calendar boards (independently of whether the vertical or horizontal view is used on the calendar). On the *Service Management Preferences* (FS100100) form, on the **Calendars & Maps** tab, the user specifies a number in the **Number of Staff Members** field (see the following screenshot) and saves the changes.

The screenshot shows the 'Service Management Preferences' form with the 'CALENDARS & MAPS' tab selected. The 'CALENDAR SETTINGS' section includes the following fields:

* Work Calendar:	MAIN - Main Calendar
Appointment Resize Precision:	30 MINUTES
Appointment Auto-Confirm Time:	12 h 00 m
Number of Staff Members:	20
Show Service Orders in a Period Of:	Days

The 'MAP SETTINGS' section includes the following fields:

Bing Map API Key:	*****
Refresh GPS Locations Every:	30 Seconds
History Time Accuracy:	15 Minutes
History Distance Accuracy:	5 Kilometers

The 'DEFAULT CALENDAR SETTINGS' section includes the following fields:

View Mode:	Vertical
Time Range:	Day
Time Filter:	Cleared Filter
Day Start Time:	7:00 AM
Day End Time:	
Day Resolution:	16
Week Resolution:	12
Month Resolution:	10

By default, the field contains 10. If a user clears the field and saves these changes, all of the field service staff members will be shown on the calendar boards.

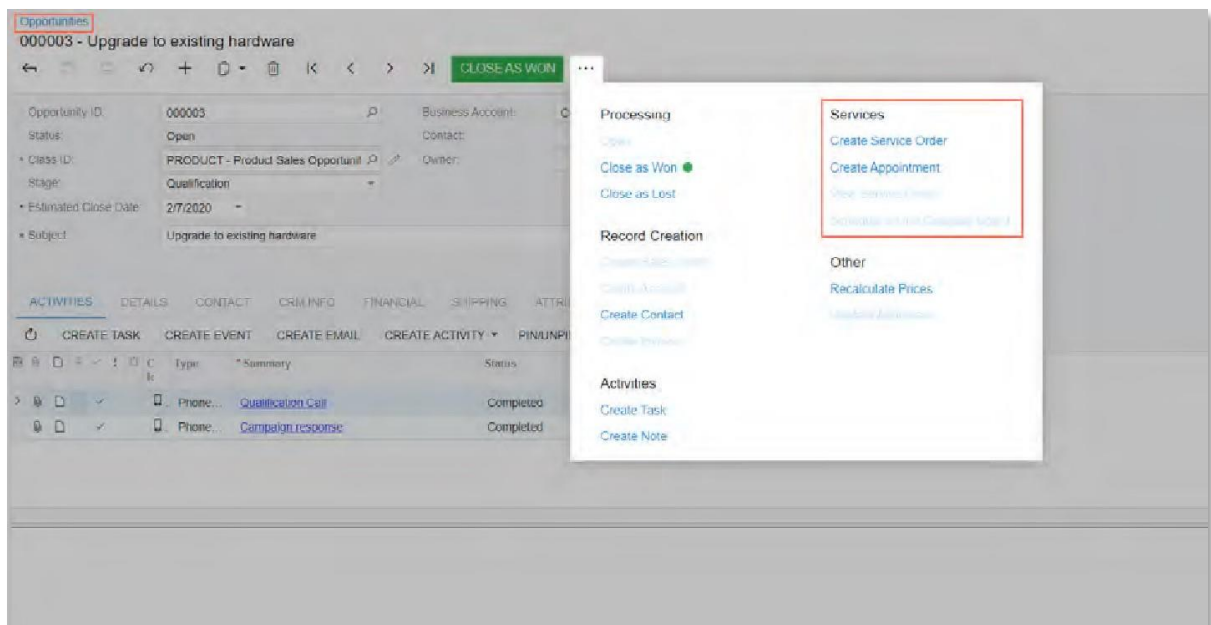
## Quick Creation of a Service Document from an Opportunity and from a Project

MYOB Advanced 2021.2 introduces the ability to quickly create service documents (service orders and appointments) from the *Opportunities* (CR304000) and *Projects* (PM301000) forms. Now while remaining on either form, a user can quickly create a service order or schedule an appointment directly on the calendar board, without opening the *Service Orders* (FS300100) or *Appointments* (FS300200) form. This new functionality will help managers to reduce the time of creating service orders and scheduling appointments because they do not need to open a service document form and enter all the required information there.

### Creating Service Documents from the Opportunities Form

In MYOB Advanced 2021.2, while working with an opportunity on the *Opportunities* (CR304000) form, a user can easily create a service order or appointment related to the opportunity. The user clicks one of the new menu commands, opens a dialog box, and quickly enters the general settings of the service order or appointment to be created. The system creates the opportunity-related service document immediately on the *Service Orders* (FS300100) or *Appointments* (FS300200) form.

To create a service document from the *Opportunities* form, on the More menu, under **Services**, the user can now use the **Create Service Order** and **Create Appointment** menu commands (see the following screenshot). The **Services** category also contains the **View Service Order** and **Schedule on the Calendar Board** service-related commands.



When a user clicks **Create Service Order**, the **Create Service Order/Appointment** dialog box is opened (see the following screenshot), in which the user specifies the basic settings the system will use to create the service order associated with the opportunity.

The screenshot shows the 'Create Service Order/Appointment' dialog box with the following settings:

- DOCUMENT SETTINGS:**
  - Service Order Type: REG - Regular Activities
  - Branch: SOFT - Software Inc.
  - Branch Location: Upgrade to existing hardware
  - Description: Upgrade to existing hardware
- SERVICE ORDER SETTINGS:**
  - Order Date: 2/7/2020
  - SLA: (empty)
  - Supervisor: (empty)
  - Problem: (empty)

Buttons at the bottom: CREATE AND REVIEW, CREATE, CANCEL.

When a user clicks **Create Appointment**, the **Create Service Order/Appointment** dialog box is opened and includes the **Appointment Settings** section (see the following screenshot). The user specifies the basic settings the system will use to create an appointment associated with the opportunity. The system creates a service order in addition to an appointment automatically.

The screenshot shows the 'Create Service Order/Appointment' dialog box with the following settings:

- DOCUMENT SETTINGS:**
  - Service Order Type: REG - Regular Activities
  - Branch: SOFT - Software Inc.
  - Branch Location: Upgrade to existing hardware
  - Description: Upgrade to existing hardware
- SERVICE ORDER SETTINGS:**
  - Order Date: 2/7/2020
  - SLA: (empty)
  - Supervisor: (empty)
  - Problem: (empty)
- APPOINTMENT SETTINGS:**
  - Scheduled Start Date: 2/7/2020
  - Scheduled End Date: 12:00 AM
  - Override:

Buttons at the bottom: CREATE AND REVIEW, CREATE, CANCEL.

The user fills in all the required fields and specifies any other needed settings, and can click one of the following buttons:

- **Create:** The system creates a service order or an appointment (or both documents) without opening the service document form—*Service Orders* or *Appointments*. In the

upper right corner of the *Opportunities* form, the system shows a notification that the document has been created, but the user stays on the current form.

- The user can later view the created service document on the *Service Orders* or *Appointments* form.
- **Create and Review:** The system opens the *Service Orders* or *Appointments* form in a pop-up window with the created document. The user can review the document, add or change any settings, and save it.

The following commands are also included on the More menu under **Services**:

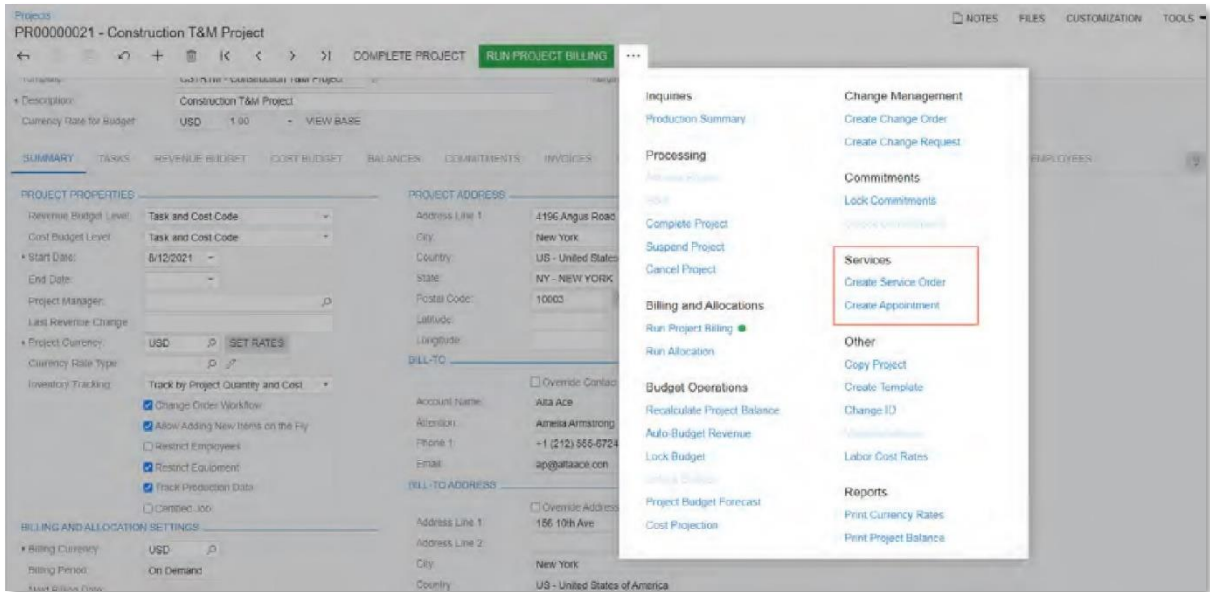
- **View Service Order:** Opens the *Service Orders* form in a pop-up window, on which a user can view the service order associated with the selected opportunity.
- **Schedule on the Calendar Board:** Opens the *Calendar Board* (FS300300) form, on which a user can schedule an appointment for the service order. The *Calendar Board* form can only be opened if a service order has been created for the selected opportunity and at least one service has been assigned to the associated service order.

## Creating a Service Order or an Appointment on the Projects Form

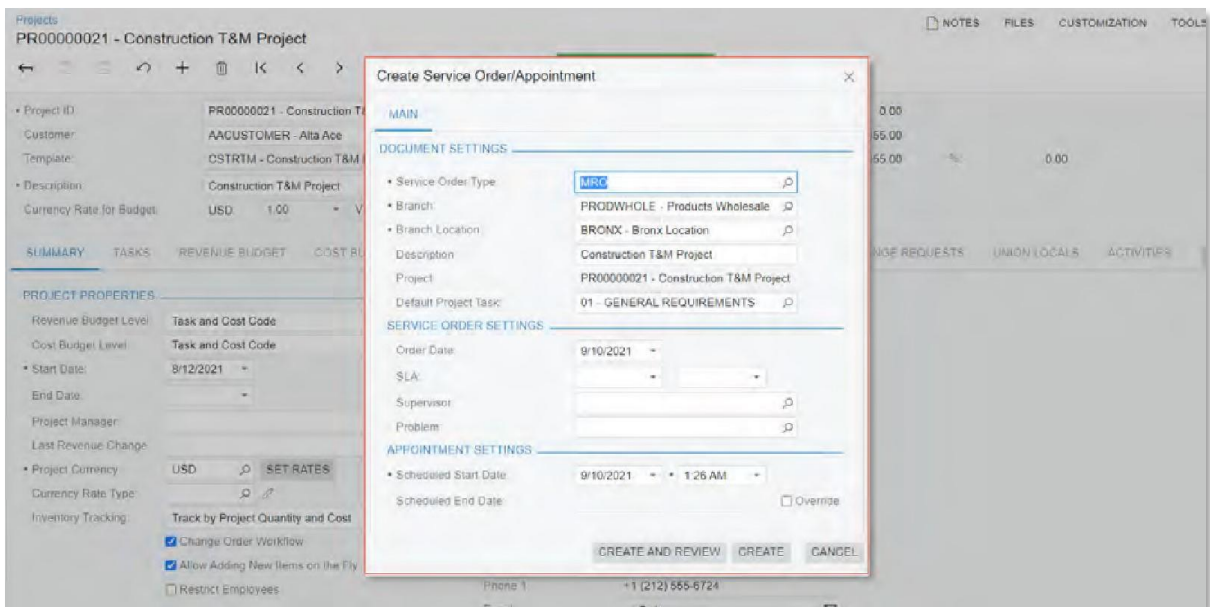
In MYOB Advanced 2021.2, while viewing a project on the *Projects* (PM301000) form, a user can easily create a service order or appointment related to the project. The user clicks one of the new menu commands, opens a dialog box, and quickly enters the general settings of the service order or appointment to be created. The system creates the project-related service document immediately on the *Service Orders* (FS300100) or *Appointments* (FS300200) form.

On the *Projects* form, on the More menu under **Services**, the following menu commands are now available (as shown in the following screenshot):

- **Create Service Order:** Opens the **Create Service Order/Appointment** dialog box, in which the user specifies the basic settings the system will use to create a service order associated with the project.
- **Create Appointment:** Opens the **Create Service Order/Appointment** dialog box with an additional section in which a user specifies the basic settings the system will use to create an appointment associated with the project.



The **Create Service Order/Appointment** dialog box with the **Appointment Settings** section is shown in the following screenshot.



The user fills in all the required fields and specifies any other needed settings, and can click one of the following buttons:

- Create:** The system creates a service order or an appointment (or both documents) without opening the service document form—*Service Orders* or *Appointments*. In the upper right corner of the *Projects* form, the system shows a notification that the document has been created, but the user stays on the current form.

The user can later view the created service document on the *Service Orders* or *Appointments* form.

- **Create and Review:** The system opens the *Service Orders* or *Appointments* form in a pop-up window with the created document. The user can review the document, add or change any settings, and save it.

As a result, a user can save time and quickly create a service order or an appointment (or both documents) for a project.

## Tracking Profitability of Items in Service Orders

Since MYOB Advanced 2021.2, a user can track the profitability and costs of items (stock items, non-stock items, services, and labour) at the service order level—that is, of the items included in a service order.

### The New Profitability Tab on the Service Orders Form

The new **Profitability** tab, shown in the following screenshot, has been added to the *Service Orders* (FS300100) form to display details about the profitability and costs of the items in the service order. The lines on this tab are added by the system.

The table on this tab contains the following columns, which contain data about each listed item: **Ref. Nbr.**, **Line Type**, **Inventory ID**, **Description**, **Staff Member**, **Unit Price**, **Unit Cost**, **Estimated Quantity**, **Estimated Amount**, **Estimated Cost**, **Actual Duration**, **Actual Quantity**, **Actual Amount**, **Ext. Cost**, **Billable Quantity**, **Billable Amount**, **Profit**, **Profit (%)**, and **Appointment Nbr.** (hidden by default).

The system copies most of the values in these columns from the source of the line, as described further in this topic. The values related to profitability and costs are calculated by the system based on the type of the line item and the billing settings specified for the customer specified in the service order.

Ref. Nbr.	Line Type	Inventory ID	Description	Staff Member	Unit Price	Unit Cost	Estimated Quantity	Estimated Amount	Estimated Cost	Actual Duration	Actual Quantity	Actual Amount	Ext. Cost	Profit
> 0001	Service	TRAINING	Training on juicer usage (at customer's place)		50.00	40.00	0.75	37.50	30.00	2 h 00 m	2.00	100.00	80.00	

On this tab, the following types of detail lines can be displayed:

- **Non-Stock Item** and **Service** types: The system copies all lines of these types, including the applicable column values, from the **Details** tab of the *Service Orders* form. For each line of this type, the system determines the values of the following columns as described:
- **Unit Cost:** The system copies this value from the **Details** tab of this form. The value is the cost specified in the **Current Cost** field of the *Non-Stock Items* (IN202000) form.
- **Ext. Cost:** This value is the extended cost of the item or service, which the system calculates as the unit cost multiplied by the actual quantity of the item.

- **Billable Quantity:** This value is the same as the value in the **Estimated Quantity** column of this tab if on the **Financial Settings** tab, *Service Orders* is specified in the **Billing By** field. If *Appointments* is instead specified in the **Billing By** field, then on the **Profitability** tab, the value in the **Billable Quantity** column is the same as the value in the **Billable Quantity** column of the **Details** tab of the *Appointments* (FS300200) form for the appointment associated with this item.
- **Billable Amount:** This value is the same as the value in the **Estimated Amount** column of this tab if on the **Financial Settings** tab, *Service Orders* is specified in the **Billing By** field. If *Appointments* is instead specified in the **Billing By** field, then on the **Profitability** tab, the value in the **Billable Amount** column is the same as the value in the **Billable Amount** column of the **Details** tab on the *Appointments* form for the appointment associated with this item.
- *Inventory Item* type: The system copies all lines of this type, including the applicable column values, from the **Details** tab of the *Service Orders* form. For each line of this type, the system determines the values of the following columns as described:
  - **Unit Cost:** This value is the cost specified in the **Average Cost** field on the *Stock Items* (IN202500) form for the item. If this item is a serialised inventory item, this value may vary; thus, the value in this column is the average of the costs of all the serialised items with this inventory ID specified in this service order on the **Details** tab.
  - **Ext. Cost:** This value is the extended cost of the item or service, which is the unit cost multiplied by the actual quantity of the item. For a serialised item, this is the sum of the costs of all the serialised items with this inventory ID in this service order.
- **Billable Quantity:** This value is the same as the value specified in the **Quantity** column of the **Details** tab if on the **Financial Settings** tab of this form, *Service Orders* is specified in the **Billing By** field. If *Appointments* is instead specified in the **Billing By** field, then on the **Profitability** tab, the value in the **Billable Quantity** column is the same as the value specified in the **Appointment Quantity** column of the **Details** tab.
- **Billable Amount:** This value is the same as the value specified in the **Amount** column of the **Details** tab if on the **Financial Settings** tab of this form, *Service Orders* is specified in the **Billing By** field. If *Appointments* is specified in the **Billing By** field, then on the **Profitability** tab, the value in the **Billable Amount** column is the same as the value in the **Appointment Amount** column of the **Details** tab.
- *Labour* type: When the system logs the time of a staff member assigned to an appointment associated with this service order, causing the log line to be added to the **Log** tab of the *Appointments* form, the system copies this line and its applicable column values to the **Profitability** tab of the *Service Orders* form. For each line of this type, the system determines the values of the following columns as described below:
  - **Unit Cost:** The system fills in this column with the cost specified in the **Rate** column on the *Labour Rates* (PM209900) form for the employee (that is, the applicable staff member) who performed the labour.
  - **Ext. Cost:** The extended cost of the labour item is the unit cost multiplied by the actual quantity of the item.
- **Billable Quantity:** For the service order type of the service order on the *Service Order Types* form, if *Project Transactions* is selected in the **Generated Billing Documents** field and *Cost as Cost* is selected in the **Billing Type** field, then the value in the **Billable Quantity** column on the **Profitability** tab of the *Service Orders* form will be the same as the value of the **Actual Quantity** column of the **Details** tab on the *Appointments*



form for the line representing this labour item. Otherwise, the system specifies 0 in this column.

- **Billable Amount:** For the service order type of the service order on the *Service Order Types* form, if *Project Transactions* is selected in the **Generated Billing Documents** field and *Cost as Cost* is selected in the **Billing Type** field, then the value in the **Billable Amount** column on the **Profitability** tab of the *Service Orders* form will be the same as the value of the **Actual Amount** column of the **Details** tab on the *Appointments* form for the line representing this labour item. Otherwise, the system specifies 0 in this column.

For each line, regardless of its type, the **Profit** column contains the profit of the line item, which the system calculates by using the following formula.

$$\text{Billable} - \text{Ext. Cost}$$

For the **Profit (%)** column, which contains the profit of the line item expressed as a percent, the system uses the following formula.

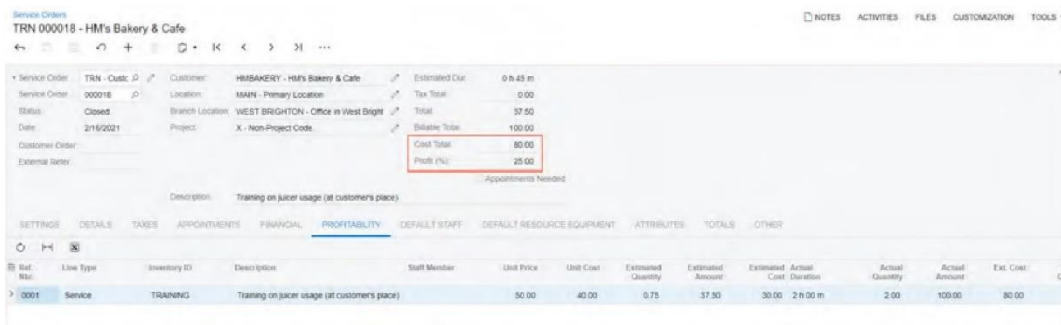
$$((\text{Billable Amount} - \text{Ext. Cost}) / \text{Ext. Cost}) * 100$$

### Changes in the Summary Area of the Service Orders Form

In the Summary area of the *Service Orders* (FS300100) form, the following fields (shown in the screenshot below) have been added:

- **Cost Total:** The total of the **Ext. Cost** values of all line items on the **Profitability** tab.
- **Profit (%):** The profitability of the service order's items, expressed as a percent. The system calculates this value as follows.

$$((\text{Line Total (the Billable Total section of the Totals tab)} - \text{Cost Total}) / \text{Cost Total}) * 100$$



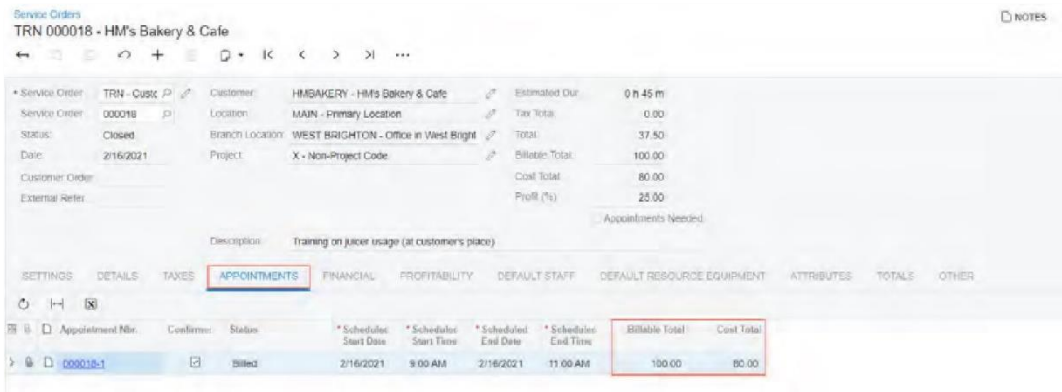
Also, the **Service Order Total** field has been moved from the Summary area to the **Totals** tab (**Service Order Total** section), and renamed to **Total**.

### Changes on the Appointments Tab of the Service Orders Form

On the **Appointments** tab of the *Service Orders* (FS300100) form, the following columns have been added (as the screenshot below shows):

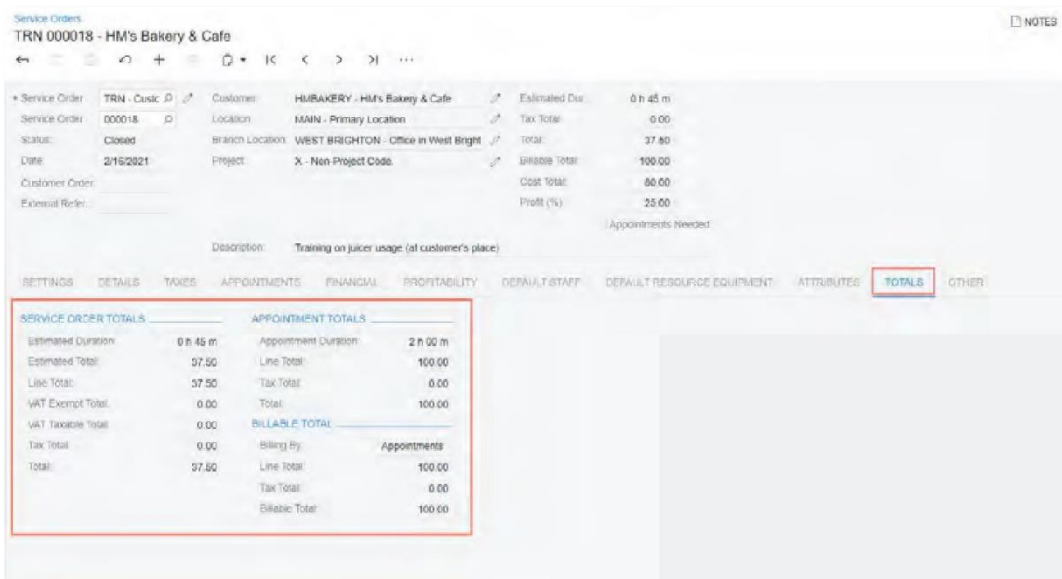
- **Billable Total:** The value in the **Appointment Total** field of the Summary area of the *Appointments* (FS300200) form for the corresponding appointment.

- **Cost Total:** The value in the **Cost Total** field of the Summary area of the *Appointments* form for the corresponding appointment.



### Changes on the Totals Tab of the Service Orders Form

On the **Totals** tab of the *Service Orders* (FS300100) form, the **Service Order Totals** section has been modified, and two new sections, **Appointment Totals** and **Billable Total**, have been added (see the following screenshot).



Specifically, the following changes have been made to this tab:

- The **Service Order Totals** section has been modified as follows:
- The **Appointments Total** field has been removed (the field that contains the equivalent value is now located in the new **Appointment Total** section).
- The **Service Order Total** field has been renamed to **Total**.
- The **Billable Total** field has been removed (the field that contains the equivalent value is now located in the new **Billable Total** section).
- The new **Appointment Totals** section has been added and contains the following elements:

- **Line Total:** This field holds the sum of totals without tax of appointments related to the service order; appointments are included only if they have the *Completed* or *Closed* status.
- **Tax Total:** This field contains the sum of the tax amounts of appointments related to the service order appointments are included only if they have the *Completed* or *Closed* status.
- **Total:** This field contains the sum of totals of appointments related to the service order with taxes included; appointments are included only if they have the *Completed* or *Closed* status.
- The new **Billable Total** section has been added and contains the following elements:
- **Billing By:** The value in this field is copied from the **Billing By** field of the **Financial Settings** tab of the current form.
- **Line Total:** If the **Billing By** field contains *Appointments*, then the system populates the **Line Total** field with the value in the **Line Total** field of the **Appointment Totals** section. If the **Billing By** field contains *Service Orders*, then the system populates this field with the value in the **Line Total** field of the **Service Order Totals** section.
- **Tax Total:** If the **Billing By** field contains *Appointments*, then the value in the **Tax Total** field is the same as the value in the **Tax Total** field of the **Appointment Totals** section. If the **Billing By** field contains *Service Orders*, then the value in the **Tax Total** field is the same as the value in the **Tax Total** field of the **Service Order Totals** section.
- **Billable Total:** If the **Billing By** field contains *Appointments*, then the value in the **Billable Total** field is the same as the value in the **Total** field of the **Appointment Totals** section. If the **Billing By** field contains *Service Orders*, then the value in the **Billable Total** field is the same as the value in the **Total** field of the **Service Order Totals** section.

Thus, on this tab, the total amounts related to the selected service order and the associated appointments, as well as the billable totals, which are calculated by the system based on the billing settings are shown.

## New Service Contract Billing Types

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Starting in MYOB Advanced 2021.2, two new service contract billing types are available in the system. With either of those new billing types, a billing document is generated for a service contract at the beginning of each contract period and contains the fixed price that has been agreed upon. If any additional services or inventory items have been used on the appointment during the contract period, then depending on the specified billing type, they will not be billed or will be billed separately. The new billing types are described in detail in the next section of this topic.

The old service contract billing types (those that were available in the system before MYOB Advanced 2021.2) have been renamed.

## New Service Contract Billing Types

On the **Summary** tab of the *Service Contracts* (FS305700) form, in the **Billing Type** field, the following new options are now available:

- *Beginning-Period Fixed*: The type that is used for contracts for which the billing occurs at the beginning of the contract period. Any additional services or inventory items that have been used in appointments during this period are not billed. At the beginning of the contract period, the system generates a billing document that contains the items specified in the contract with the agreed price. If any additional services or items have been used during an appointment, the system generates another billing document that contains these additional services or items with the 0 price.
- *Beginning-Period Plus*. The type that is used for contracts for which the billing occurs at the beginning of the contract period. Any additional services or inventory items that have been used in appointments during this period are billed separately. At the beginning of the contract period, the system generates a billing document that contains the items specified in the contract with the agreed price. If any additional services or items have been used during an appointment, the system generates another billing document that contains these additional items with their actual prices.

The following screenshot shows the current service contract billing types; the last two are the new options.

The screenshot displays the 'Service Contracts' 'New Record' form. The 'Billing Type' dropdown menu is open, showing four options: 'At Time of Service', 'End-Period Plus', 'Beginning Period Fixed', and 'Beginning Period Plus'. The 'At Time of Service' option is highlighted in blue. The form also shows other settings like 'Start Date' (7/23/2021), 'Expiration Type' (Unlimited), and 'Branch' (PRODWHOLE - Products Wholesale).

## Renamed Service Contract Billing Types

The names of the billing types that previously existed in the system have been changed in MYOB Advanced 2021.2 as follows:

- As Performed Billings has been renamed to At Time of Service.
- Standardised Plus Usage/Overage has been renamed to End-Period Plus.

The functionality of these billing type options has not been changed.

## Billing Documents

If the *Beginning-Period Fixed* or *Beginning-Period Plus* billing type is specified for the service contract on the *Service Contracts* (FS305700) form, then in the beginning of the billing period, the system generates an AR invoice for the service contract. The AR invoice includes the price defined by the contract.

For any additional services or inventory items that have been used during an appointment (if any), the system generates a billing document from an appointment or service order document, depending on the billing cycle specified for a customer.

On the *Service Contracts* form, in the table on the **Services per Period** tab, the new **Deferral Code** column has been added. In this column, the system inserts the value that is specified for the item on the **Deferral** tab of the *Non-Stock Items* (IN202000) form. When the system generates an AR invoice from the service contract, it copies the deferral code value to the **Deferral Code** column of the **Details** tab on the *Invoices and Memos* (AR301000) form.

## UI Enhancements

In MYOB Advanced 2021.2, on multiple service management, equipment management, and route management forms, the form toolbar has been redesigned, and a new workflow engine with a new toolbar has been implemented.

To enhance this functionality, all form-specific commands on the form toolbars of service management, equipment management, and route management forms for data entry and processing have been grouped on one menu and sorted by category. These commands work as they did in the previous versions; only the placement of the commands has changed. The UI on the toolbars of these forms has been enhanced to support the functionality of command categories and a single menu.

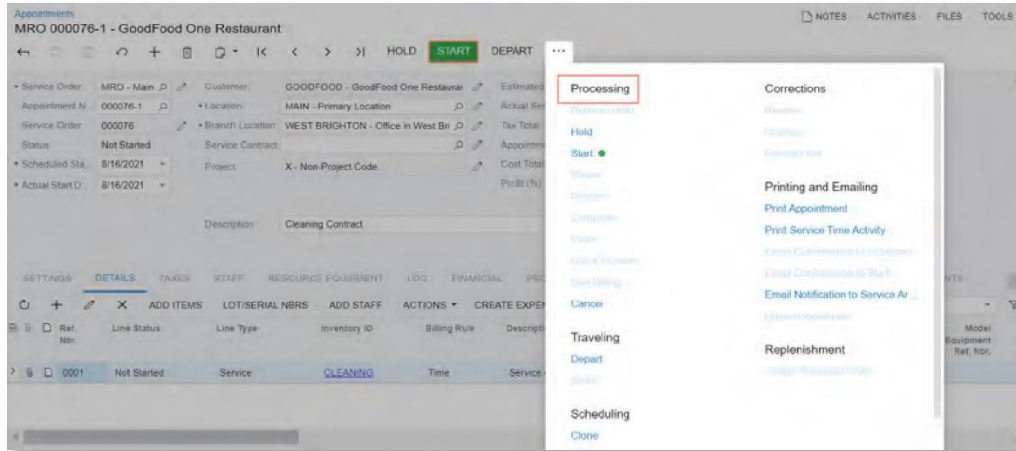
### Form Toolbar Enhancements

On multiple forms that provide service management, equipment management, and route management functionality, form-specific commands on the toolbar have been moved to the More menu, which a user can view by clicking the More (...) button on the form toolbar. Commands are now grouped by categories. For example, commands related to document processing are grouped under the **Processing** category. If a command is the primary command according to the document processing workflow (that is, the command most likely to be taken, given the status of the document), it is marked with a green dot on the More menu and is displayed on the form toolbar and highlighted in green. For more information, see *User Interface: Redesigned Form Toolbar*.

Form	Command name in previous version	Command name in 2021.2
<i>Service Orders</i> (FS300100)	Schedule	Create Appointment

The following screenshot illustrates the *Appointments* (FS300200) form with its commands placed on the More menu and organised in categories. The **Start** button, which corresponds

to the primary command for an appointment with the *Not Started* status, is displayed on the form toolbar (highlighted in green), and the corresponding menu command is highlighted on the menu. Other menu commands related to the appointment are available for selection on the menu.



### Command Name Changes

The following table lists the forms where commands on the More menu have been renamed to unify the command names throughout the system.

Form	Print Appointments in Service Order	Print Appointments
	Print Appointments in Service Order	Print Appointments
	Purchase	Create Purchase Order
<i>Appointments</i> (FS300200)	Purchase	Create Purchase Order
	Email Signed Appointment	Email Appointment
<i>Service Contracts</i> (FS305700)	Activate Contract	Activate
	Suspend Contract	Suspend
	Cancel Contract	Cancel
<i>Route Document Details</i> (FS304000)	Start Route	Start
	Complete Route	Complete
	Cancel Route	Cancel
	Reopen Route	Reopen
	Unclose Route	Unclose

Form	Print Appointments in Service Order	Print Appointments
	Delete Route	Delete
<a href="#">Route Closing</a> (FS304010)	Close Route	Close
	Unclose Route	Unclose

## Tab Name Changes

The field service forms in MYOB Advanced have multiple tabs, which previously sometimes did not fit on the screen. In MYOB Advanced 2021.2, multiple tabs on these forms have been renamed to make them clearer to users and to get rid of extra words in titles.

The following table lists all the tabs that have been renamed in 2021.2.

Form	Tab title in previous version	Tab title in version 2021 R2
<a href="#">Service Orders</a> (FS300100)	Tax Details	Taxes
	Financial Settings	Financial
	Related Service Orders	Related Documents
	Other Information	Other
<a href="#">Appointments</a> (FS300200)	Tax Details	Taxes
	Financial Settings	Financial
	Other Information	Other
<a href="#">Service Management Preferences</a> (FS100100)	General Settings	General
	Calendar and Maps	Calendar & Maps
	Mailing Settings	Mailing & Printing
<a href="#">Branch Locations</a> (FS202500)	Branch Location Details	General
<a href="#">Service Order Types</a> (FS202300)	Preferences	General
	Quick Process Settings	Quick Processing
	Mailing Settings	Mailing & Printing
<a href="#">Equipment Management Preferences</a> (FS100300)	General Settings	General

Form	Tab title in previous version	Tab title in version 2021 R2
<i>Equipment</i> (FS205000)	General Info	General
	Purchase Info	Purchase
	Source Info	Source
<i>Service Contracts</i> (FS305700)	Contract History	History
<i>Manufacturers</i> (FS204400)	Manufacturer Details	General
<i>Generate from Service Contracts</i> (FS500300)	Run History	History
	Generation Error Log	Error Log
<i>Route Management Preferences</i> (FS100400)	General Settings	General
<i>Vehicles</i> (FS203600)	General Info	General
	Purchase Info	Purchase
<i>Routes</i> (FS203700)	Execution Days	Execution
	Route Employees	Employees
	Days by Week Codes	Week Codes
<i>Route Service Contracts</i> (FS300800)	Contract History	History
<i>Route Service Contract Schedules</i> (FS305600)	Days by Week Codes	Week Codes

## Mobile App Enhancements

In the MYOB Advanced mobile app connected to an instance of MYOB Advanced 2021.2, the usability of the Appointments screen has been improved. Now on the **Details** tab, a user can filter the items listed for selection, select the needed items, and add the selected inventory items to the appointment simultaneously.

The process of performing an action (such as start, pause, resume, or complete) on selected services on the **Details** tab has also been optimised. The number of screen views for performing the action has been reduced to save the user's time.



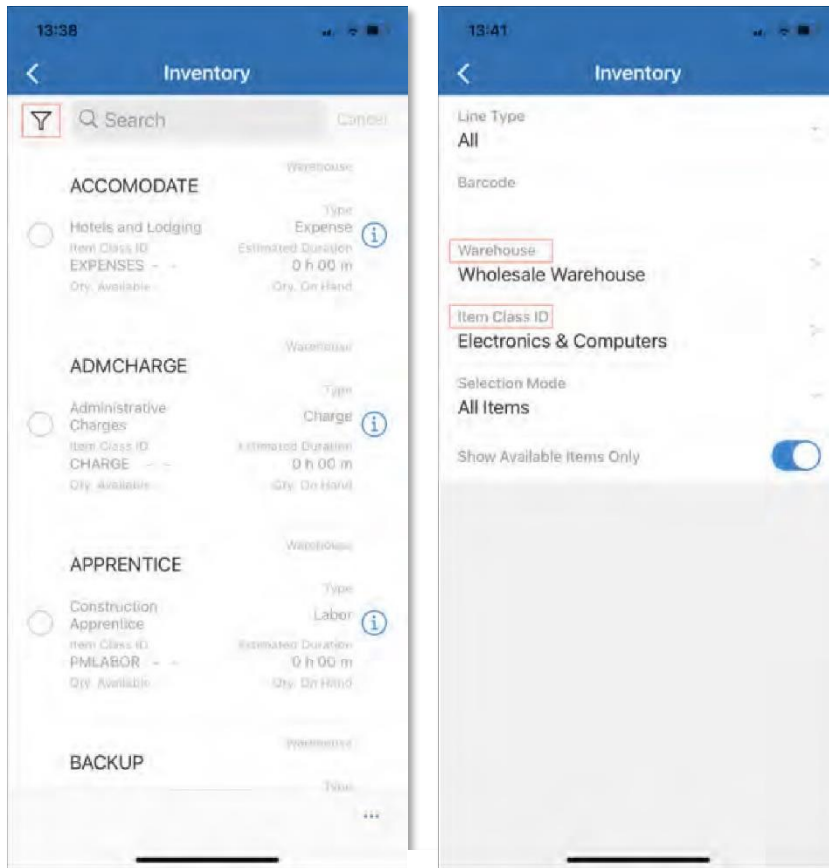
## Addition of Multiple Items Simultaneously

**Note:** In this topic, we are demonstrating the functionality on the MYOB Advanced mobile app for iOS devices. The appearance of the mobile app for Android devices may differ somewhat.

On the **Details** tab of the Appointments screen, the new **Add Items** action has been added (as shown in the following screenshot), which opens the list of inventory items.



In the list of inventory items, a user can select the items to be included in the appointment. The user can narrow the list of items available for selection by clicking the filter icon (shown in the left screenshot below) and specifying filtering settings (as the right screenshot below shows).



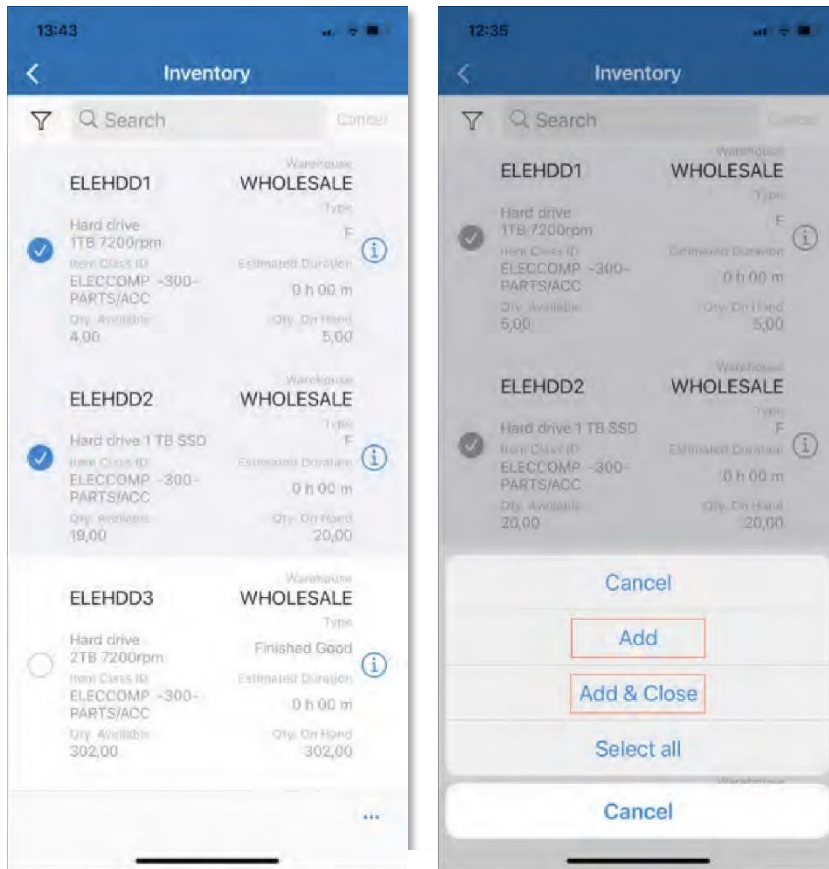
The user can specify any of the following filtering elements:

- **Line Type:** The type of the items to be listed, which is one of the following options: *Service, Non-Stock Item, Inventory Item, or All*.
- **Barcode:** The barcode of the item to be listed, which the user can enter manually (if needed).
- **Warehouse:** The warehouse for which items are listed.
- **Item Class ID:** The item class for which items will be shown.
- **Selection Mode:** One of the following options: *All* (the default option, which does not filter the items further) or *Sold Since* (which filters the items by date). If *Sold Since* is selected, the user specifies the needed date (**Sold Since**).
- **Sold Since:** The date on or after which items sold are listed. This element appears on the screen only if the user selected *Sold Since* as the **Selection Mode**.
- **Show Available Items Only:** A check box that the user selects to cause the system to list only available items.

If filtering settings are specified, the system narrows the list of items based on the filtering criteria. The user can more easily find the needed items in the list and select them (as the left screenshot below shows). Then the user clicks one of the following actions (as the right screenshot below shows):

- **Add:** The system adds the selected items to the **Details** tab for the appointment, but the user continues to view the list of items available for selection.

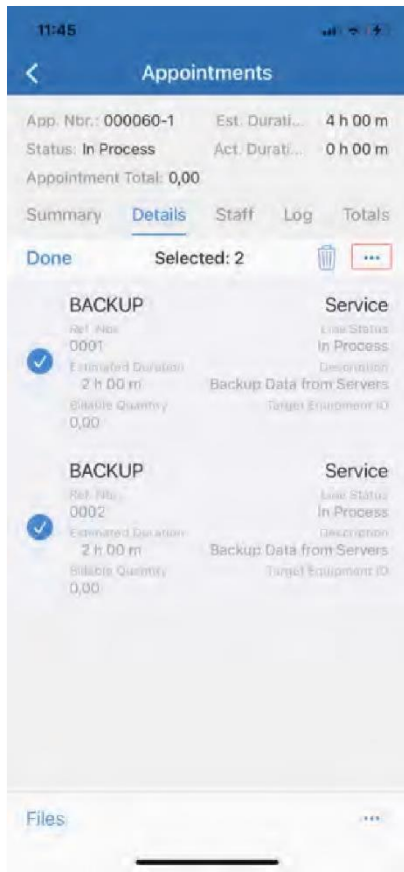
- **Add & Close:** The system adds the selected items to the **Details** tab for the appointment, closes the list of items, and returns to the **Details** tab.



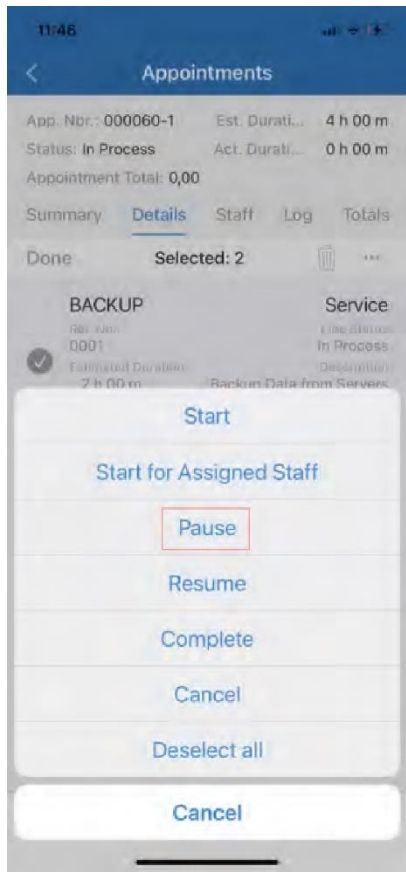
## Improved Process of Managing the Services Included in an Appointment

The process of working with the services of an appointment (such as starting, pausing, resuming, and completing these services) in the MYOB Advanced mobile app has been optimised. The number of steps (and screen views) for performing these tasks has been reduced.

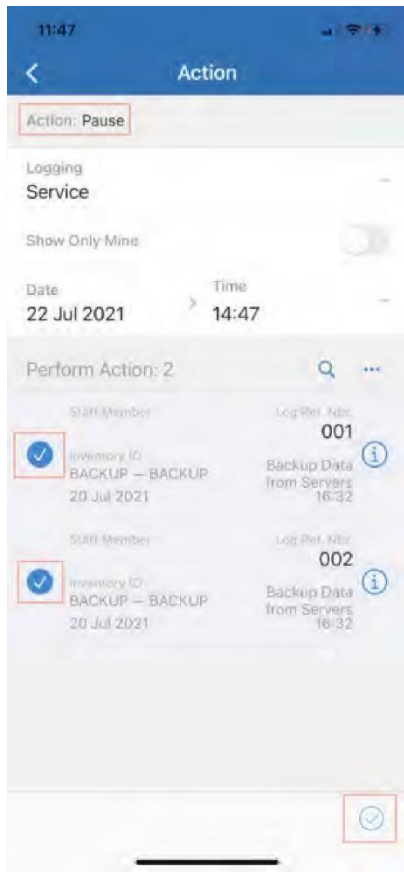
Now a user can select one service or multiple services on the **Details** tab, as shown in the following screenshot. The user then selects the ... button to view the Actions screen menu.



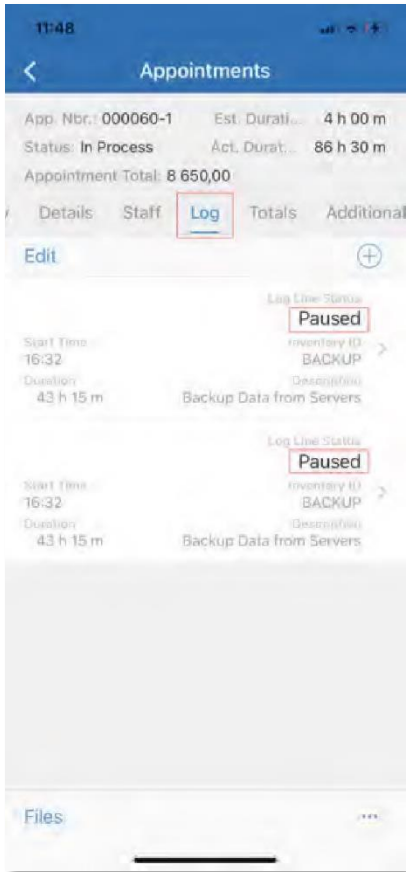
On the Actions screen menu, the user taps the needed action (such as **Start**, **Pause**, **Resume**, or **Complete**). As an example, in the following screenshot, the **Pause** action has been selected.



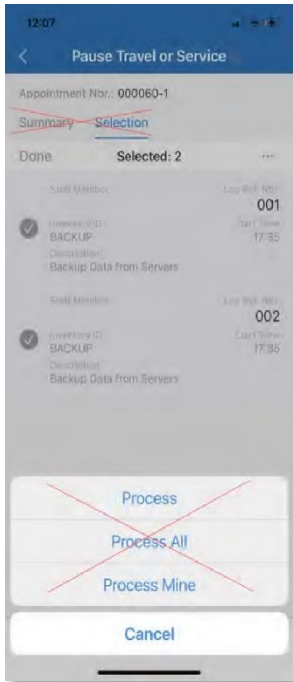
In the next screen view, which has been modified in the MYOB Advanced mobile app connected to an instance of MYOB Advanced 2021.2, the user completes selected action (see the following screenshot).



As a result, the selected services have been paused, as shown in the following screenshot.



The following UI elements have been removed (as the following screenshot shows) starting in the MYOB Advanced mobile app connected to MYOB Advanced 2021.2 to reduce the number of screen views for performing the actions with the services.





# Finance

## Application of Unreleased AR Documents to Payments

On the *Invoices and Memos* (AR301000) form, during document creation, users can apply unreleased invoices and debit memos to payments on the **Applications** tab.

On the **Applications** tab, the **Add Row** button is now available if a user is creating a new document of the *Invoice* or *Debit Memo* type and the document has the *On Hold* or *Balanced* status. The following screenshot illustrates an unreleased invoice with the *Balanced* status for which the **Add Row** button is available on the table toolbar of the **Applications** tab.

The screenshot shows the 'Invoices and Memos' form for 'Invoice AR009662 - ABC Holdings Inc'. The 'Status' is 'Balanced'. The 'Applications' tab is active, showing a table with columns: Branch, Doc. Type, Reference Nbr., Customer, Amount Paid, Cash Discount Taken, Write-Off Amount, Write-Off Reason Code, Payment Date, Balance, and Description. The 'Add Row' button (+) is visible in the toolbar above the table.

The following screenshot illustrates the same unreleased AR invoice after the application to a payment has been added.

The screenshot shows the same 'Invoices and Memos' form, but now a payment application has been added to the table. The 'Add Row' button (+) is no longer visible. The new row is highlighted with a red border:

Branch	Doc. Type	Reference Nbr.	Customer	Amount Paid	Cash Discount Taken	Write-Off Amount	Write-Off Reason Code	Payment Date	Balance	Description
PRODWHOLE	Payment	003487	ABCHOLDING	390.00	0.0000	0.00	BALWOFF	6/22/2021	200.00	Consulting services

## Customer Refunds with Open Balance

In previous versions of MYOB Advanced, a customer refund could not have an open balance and could be fully applied to a payment, prepayment, or credit memo. When a user created a credit memo on the *Invoices and Memos* (AR301000) form, a customer refund could not be applied to this credit memo.

Starting in MYOB Advanced 2021.2, a customer refund that is released and open can be applied to a sales order or payment. Now when a user creates a customer refund on the *Payments and Applications* (AR302000) form and releases it, the status of the refund is changed to *Open*, the corresponding GL transaction is posted, and the refund can be applied partially or in full to a credit memo, payment, or prepayment.

## Changes to the Invoices and Memos Form

On the **Applications** tab of the *Invoices and Memos* (AR301000) form, in the **Doc. Type** column, the *Customer Refund* option has been added, as shown in the following screenshot.

**Invoices and Memos**  
Credit Memo - ABC Holdings Inc

RELEASE

Type: Credit Me... Customer: ABCHOLDING - ABC Holdings Inc Detail Total: 23.00  
 Reference Nbr.: <NEW> \* Location: MAIN - Primary Location Discount Total: 0.00  
 Status: Balanced Currency: USD 1.00 VIEW BASE VAT Taxable T...: 0.00  
 \* Date: 5/24/2021 Terms: VAT Exempt T...: 0.00  
 \* Post Period: 05-2021 Due Date:  Apply Retainage Tax Total: 0.00  
 Customer Ord... Cash Discount...  Pay by Line Balance: 23.00  
 \* Project/Contract: X - Non-Project Code. Cash Discount: 0.00  
 Description: Overpaid amount

DETAILS FINANCIAL ADDRESSES TAXES COMMISSIONS APPROVALS DISCOUNTS **APPLICATIONS**

BranchID	Doc. Type	*Reference Nbr.	Customer	Amount Paid	Date	Balance	Description
	Invoice			0.00		0.00	

The numbers of only released and open customer refunds are available for selection in the **Reference Nbr.** column.

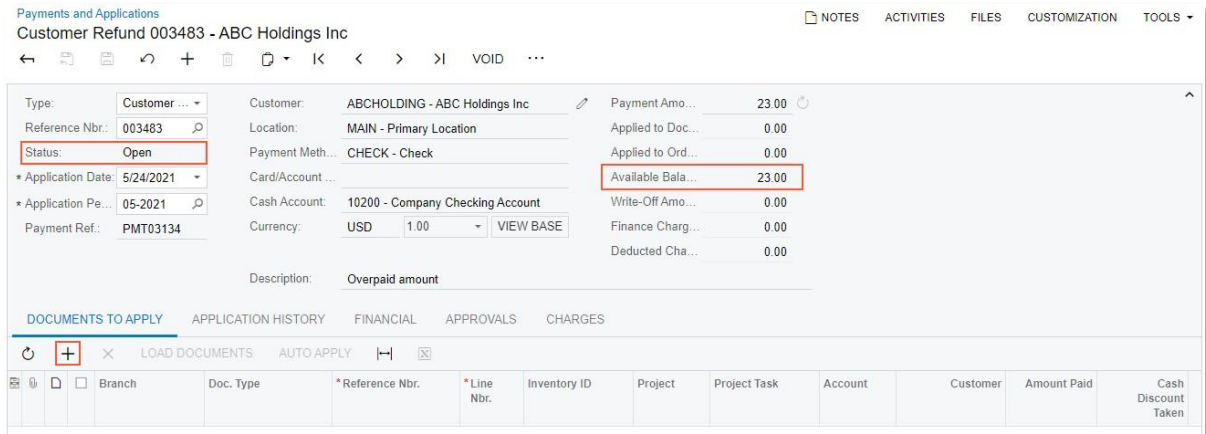
For a credit memo selected on the *Invoices and Memos* form, the processing of customer refunds to be applied to the credit memo has been modified in 2021.2 as follows:

- A customer refund with the *Open* status can be applied to a credit memo if the credit memo is unreleased. Regardless of the status of the credit memo and the customer refunds applied to it, all applications of documents to this credit memo are displayed on the **Applications** tab.
- For a customer refund listed on the **Applications** tab of the form, users can edit the application amount in the **Amount Paid** column to partially apply the customer refund to the credit memo. Changes to Refund Processing on the Payments and Applications Form

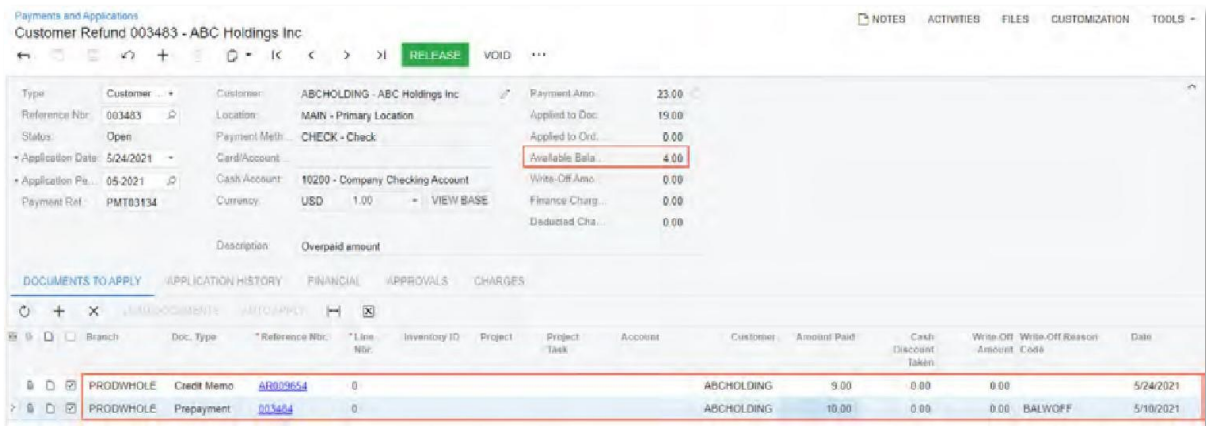
On the *Payments and Applications* (AR302000) form, a user can create and release a document with the *Customer Refund* type without applying it to another document. When the customer refund is released, its status is changed to *Open*, the refund has an open balance (that is, the **Available Balance** field shows a nonzero amount), and the **Add Row** button is available on the **Documents to Apply** tab.

On the **Documents to Apply** tab, users can select a document (payment, prepayment, or credit memo) and edit the application amount in the **Amount Paid** column for this document.

In the example shown in the following screenshot, a customer refund that has not been applied to any document has been released.



Because this refund has been released, it can be applied to one document or multiple documents fully or partially. The example in the following screenshot illustrates the customer refund partially applied to a credit memo and a prepayment and still having an available balance after these applications.



When the application to the documents is released, the customer refund will retain its *Open* status, because it will still have an open balance (the amount displayed in the **Available Balance** field), as shown in the example in the following screenshot.



Accounts Receivable Preferences

NOTES FILES CUSTOMIZATION TOOLS

GENERAL PRICING APPROVAL DUNNING MAILING & PRINTING

**NUMBERING SETTINGS**

- \* GL Batch Numbering Sequence: BATCHAR - AR 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 Work
- Dunning Fee Numbering Sequence:

**POSTING SETTINGS**

- Automatically Post on Release
- Post Summary on Updating GL
- Activate Migration Mode

**DATA ENTRY SETTINGS**

- Default Customer Class ID: LOCAL
- \* Combine Sales Sub. From: LLL-LLL
- Use Intercompany Sales Account From: Customer Location
- Hold Documents on Entry
- Validate Document Totals on Entry
- Require Payment Reference on Entry
- Hold Document on Failed Credit Check
- Require Invoice/Memo Printing Before Release
- Require Invoice/Memo Emailing Before Release

**DATA PROCESSING SETTINGS**

- Enable Integrated CC Processing
- 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**

- Prepare Statements: For Each Branch
- Consolidate Dunning Letters for all Branches
- Dunning Letter from Branch:

**DEFAULT WRITE-OFF REASON CODES**

- Balance Write-Off Reason Code: BALWOFF
- Credit Write-Off Reason Code: CRWOFF

**VAT RECALCULATION SETTINGS**

- Automatically Release Credit Memos
- Credit Memo Description:

**RETAINAGE SETTINGS**

- Retain Taxes
- Automatically Release Retainage Documents

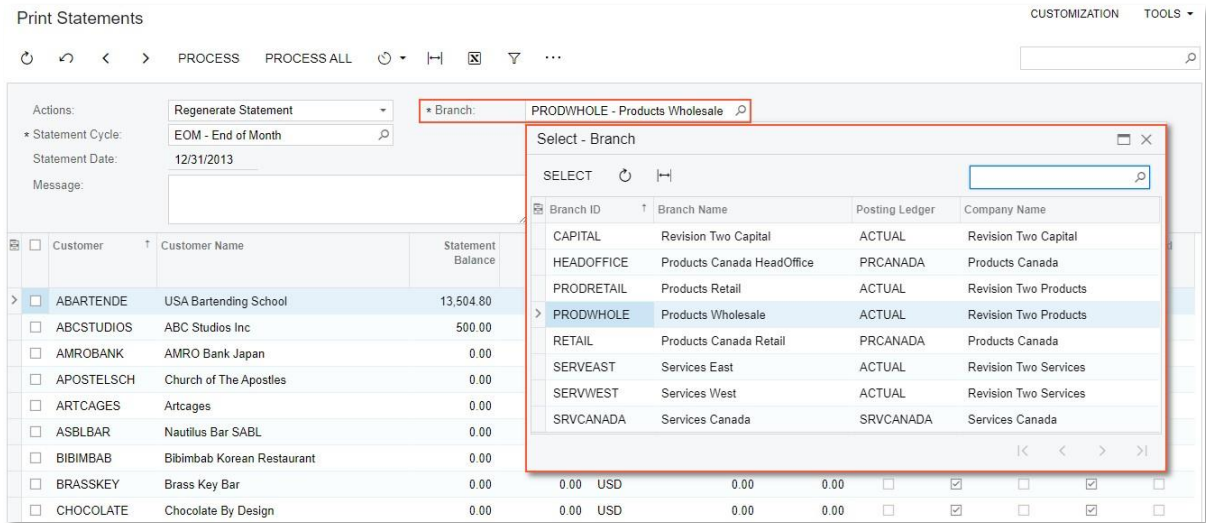
The **Prepare Statements** field appears on the form if the *Multi-Branch Support* feature has been enabled on the *Enable/Disable Features (CS100000)* form. A user can select one of the following options:

- *For Each Branch*: If this option is selected, statements will be generated for each branch separately. This option corresponds to the **Consolidate Statements for all Branches** check box being cleared in previous versions of MYOB Advanced.
- *Consolidated for Company* (default): If this option is selected, a separate statement will be generated for each company the customer is working with. This statement contains the documents originating from all the branches of the company.
- *Consolidated for All Companies*: If this option is selected, statements from different branches will be consolidated. This option corresponds to the **Consolidate Statements for all Branches** check box being selected in the previous versions of MYOB Advanced. The option appears on the list if the *Multiple Base Currencies* feature is disabled.

**Note:** If a user attempts to enable the *Multiple Base Currencies* feature on the *Enable/Disable Features* form and this option is selected, the system will display an error message that the user should select a different option in this field.

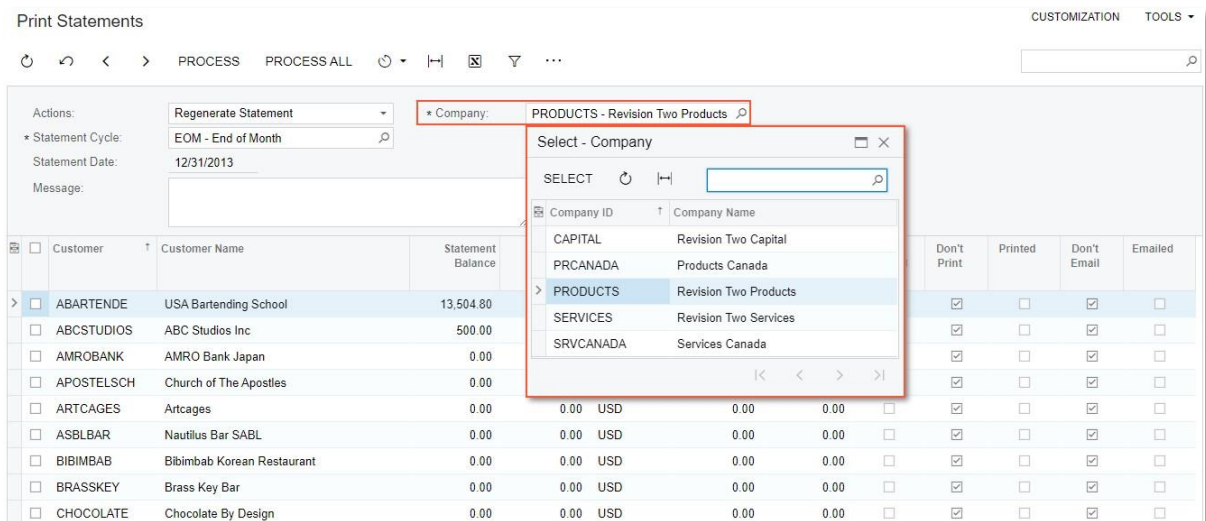
## Changes to the Print Statements Form

On the *Print Statements (AR503500)* form, the **Branch** box appears on the form if *For Each Branch* is selected in the **Prepare Statements** field of the *Accounts Receivable Preferences (AR101000)* form. The **Branch** field and its lookup table are illustrated in the following screenshot.



This setting is required, and the **Branch** lookup table shows all active branches that can be accessed by the current user. By default, the **Branch** field displays the branch to which the user is signed in. The statements related to the selected branch are loaded to the table.

If *Consolidated for Company* is selected in the **Prepare Statements** field on the *Accounts Receivable Preferences* form, the **Company** field appears on the *Print Statements* form, as shown in the following screenshot.



This setting is required, and the **Company** lookup table shows all active companies whose branches can be accessed by the current user. By default, the **Company** field displays the



## Other Changes Related to Customer Statements

On the *Customers* (AR303000) and *Statement History Details* (AR404300) forms, a user clicks the **Print Statement** command to run the *Customer Statement* (AR641500) report with the **Branch** and **Company** report parameters left empty. The statements include only data related to the branches to which the current user has access. Depending on the option selected in the **Prepare Statements** field on the **General** tab of the *Accounts Receivable Preferences* (AR101000) form, the documents in the statements will be separated by company (if the *Consolidated for Company* option is selected) or by branch (if the *For Each Branch* option is selected), or they will be consolidated (if the *Consolidated for All Companies* option is selected).

Depending on the option selected in the **Prepare Statements** field on the *Accounts Receivable Preferences* form, the *Customer Statement* and *Customer Statement MC* (AR642000) reports will include the transactions listed in the following table.

Option in the Prepare Statements Field	Transactions Displayed in the Reports
<i>For Each Branch</i>	Transactions related to each branch are included in a separate statement.
<i>Consolidate for Company</i>	<p>Transactions related to all branches of the same company are included in a single statement.</p> <p>In the statement header, the company information will be displayed.</p>
<i>Consolidate for All Companies</i>	<p>Transactions related to all branches are included in a single statement.</p> <p>In the statement header, the address, phone, email, and tax registration ID of the branch selected in the <b>Statement from Branch</b> field on the <b>General</b> tab of the <a href="#">Accounts Receivable Preferences</a> form will be displayed.</p>

## Upgrade Notes

On the *Accounts Receivable Preferences* (AR101000) form, if in an earlier version of MYOB Advanced, the **Consolidate Statements for all Branches** check box was selected, after an upgrade to MYOB Advanced 2021.2, the *Consolidate for All Companies* option will be selected in the **Prepare Statements** field on this form. If the **Consolidate Statements for all Branches** check box was cleared before the upgrade, the *For Each Branch* option will be selected in the **Prepare Statements** field after the upgrade.

If the *Customer Statement* (AR641500) and *Customer Statement MC* (AR642000) reports have been customised, after the upgrade to MYOB Advanced 2021.2, the reports will work as follows:



- If *Consolidated for All Companies* is selected in the **Prepare Statements** field on the *Accounts Receivable Preferences* form, the statements will be consolidated for all branches.
- If *For Each Branch* or *Consolidated for Company* is selected in the **Prepare Statements** field on the *Accounts Receivable Preferences* form, the statements will be printed separately for each branch.

Customisers should modify the old customised reports to support the new *Consolidated for Company* option in the **Prepare Statements** field of the *Accounts Receivable Preferences* form.

## Matching of Bank Transactions to Multiple Documents

---

In previous versions of MYOB Advanced, users could match one bank transaction to one document only if they had the exact same amount. As a result, one transaction could be matched to only one document. However, a company may receive one bulk transaction that includes multiple documents from different customers or suppliers, so they need the ability to match all documents to one bank transaction.

In MYOB Advanced 2021.2, users can match one bank transaction to multiple documents. The sum of the document amounts must be equal to the amount of the bank transaction.

### Changes to the Match to Payments Tab

In the Summary area of the **Match to Payments** tab on the *Process Bank Transactions* (CA30600) form, the following new UI elements have been added, as shown in the screenshot below:

- **Match to Multiple Payments:** A user selects this check box to match one bank transaction to multiple documents. This check box is cleared by default.

When the user selects this check box, the table on the **Match to Payments** tab lists the outstanding payments that the users can match to the selected bank transaction. These payments include the ones whose amounts are less than or equal to the bank transaction amount and that involve funds moving in the same direction (receipts or disbursements) as the transaction. (For example, a receipt transaction can be matched to an AR payment, a supplier refund, and a CA receipt transaction.)

- **Match to Receipts and Disbursements:** A user selects this check box to match a bank transaction to receipts and disbursements. The check box is available only if the **Match to Multiple Payments** check box is selected, and it is cleared by default.

When the user selects this check box, the system adds available receipts and disbursements to the list of the documents that the user can match to the bank transaction and displays them in the table of the **Match to Payments** tab. With both the **Match to Multiple Payments** check box and the **Match to Receipts and Disbursements** check box selected, documents of any amount and direction are available for matching. The system displays a plus sign for the documents with the same direction as the bank transaction and a minus sign for the documents with the opposite direction.

- **Transaction Amount:** The system inserts the bank transaction amount in this read-only field.

- **Matched Amount:** This read-only field contains the amount of the selected matched documents. The matching is successful only when the sum of the matched document amounts (**Matched Amount**) equals the amount of the bank statement transaction (**Transaction Amount**). Otherwise, the system cannot process the bank transaction.
- **Unmatched Amount:** In this read-only field, the system inserts the amount of the bank transaction that has not been matched yet—that is, the amount that the user has yet to match to the bank transaction.

MATCH TO PAYMENTS    MATCH TO INVOICES    CREATE PAYMENT

Match to Multiple Payments      Transaction Amount:      53,372.66

Match to Receipts and Disbursements      Matched Amount:      0.00

Unmatched Amount:      53,372.66

↻    ⇄   

Matched	Match Relevance, %	* Orig. Doc. Number	* Doc. Date	Document Ref.	Module	Tran. Type
> <input type="checkbox"/>	90.000	<a href="#">001820</a>	11/15/2016	001	AP	Vendor Refund
<input type="checkbox"/>	29.631	<a href="#">AR004592</a>	11/10/2016	CS01	AR	Cash Sale
<input type="checkbox"/>	19.604	<a href="#">000779</a>	11/14/2016	PMT00525	AR	Payment
<input type="checkbox"/>	18.462	<a href="#">000775</a>	11/17/2016	PMT00521	AR	Payment

## Changes to the Match to Invoices Tab

In the Summary area of the **Match to Invoices** tab on the *Process Bank Transactions* (CA30600) form, the following new UI elements have been added, as shown in the screenshot below:

- **Match to Multiple Documents:** A user selects this check box to match one bank transaction to multiple invoices. This check box is cleared by default.

When the user selects this check box, the table on the **Match to Invoices** tab lists the outstanding invoices that the user can match to the selected bank transaction. These invoices include the ones whose amounts are less than or equal to the bank transaction amount and that are made in the same direction as the transaction. However, one transaction can be matched to multiple invoices only if they are from the same customer. When the user selects the **Matched** check box in the row of an invoice in the table, the system refreshes the table with the invoices for the same customer, and the user cannot select invoices of any other customer for matching.

- **Business Account:** This field contains the business account (supplier or customer) of the selected document. This field is read-only.
- **Transaction Amount:** This read-only field contains the bank transaction amount.
- **Matched Amount:** In this read-only field, the system inserts the amount of the selected matched invoices. The matching is successful only when the sum of the matched invoice amounts (**Matched Amount**) equals the amount of the bank statement



Process Bank Transactions

← 📄 ↻ AUTO-MATCH PROCESS MATCH SETTINGS UPLOAD FILE

2 ⚠️ Not all records have been processed, please review

---

Cash Account: 10200 - Company Checking Account

UNMATCH All Records

Ext. Ref. Nbr.	* Tran. Date	Receipt	Disbursement
0001	11/15/2016	53,372.66	0.00

3 CA Error: The total amount of the selected payments (4000.0000) is not equal to the bank transaction amount (53372.6600). Select payments with the total amount equal to the bank transaction amount.

**MATCH TO PAYMENTS** MATCH TO INVOICES CREATE PAYMENT

Match to Multiple Payments  
 Match to Receipts and Disbursements

Transaction Amount:	53,372.66
Matched Amount:	4,000.00 <span style="color: red; font-weight: bold;">1</span>
Unmatched Amount:	49,372.66

Matched	Match Relevance, %	* Orig. Doc. Number	* Doc. Date	Document Ref.
<input checked="" type="checkbox"/>	90.000	001820	11/15/2016	001
<input type="checkbox"/>	29.631	AR004592	11/10/2016	CS01
<input type="checkbox"/>	19.604	000779	11/14/2016	PMT00525
<input type="checkbox"/>	18.462	000775	11/17/2016	PMT00521

Transaction is matched to an existing document.

## The Process of Matching a Bank Transaction to Multiple Invoices

Starting in MYOB Advanced 2021.2, to match a selected bank transaction to multiple invoices, a user performs the following steps on the **Match to Invoices** tab of the *Process Bank Transactions* (CA30600) form:

1. The user selects the **Match to Multiple Documents** check box. The system displays the list of outstanding invoices for matching.
2. The user selects the **Matched** check box in the row of an invoice to be matched to the selected bank transaction. The table is refreshed with the invoices of the same customer.

With every document the user selects, the system updates the values in the **Matched Amount** and **Unmatched Amount** fields. The user needs to proceed with matching until the sum of the amounts of the selected invoices becomes the same as the amount of the bank transaction—that is, until **Matched Amount** equals **Transaction Amount**. Only then is the matching successfully complete; the user can process it.

## Changes to the Bank Transaction History Form

The **Matched Receipt** and **Matched Disbursement** columns have been added to the table of the *Bank Transactions History* (CA402000) form. In these columns, users can see the respective matched amounts of the bank transactions, as shown in the following screenshot.

**Bank Transactions History** CUSTOMIZATION TOOLS

Cash Account: 10200 - Con    Statement Nbr:

From Date: 11/15/2016

To Date: 4/30/2021

Statement Nbr.	Ext. Ref. Nbr.	Match Type	Tran. Date	Receipt	Disbursemen	Invoice Nbr.	Entry Type ID	Applied Rule	Module	Location	Matched Receipt	Matched Disbursement
> 000004	0001	Matched to Payment	11/15/2016	53,372.66	0.00				AR		15,000.00	0.00
000004	0001	Matched to Payment	11/15/2016	53,372.66	0.00				AR		19,000.00	0.00
000004	0001	Matched to Payment	11/15/2016	53,372.66	0.00				AR		15,372.66	0.00
000004	0001	Matched to Payment	11/15/2016	53,372.66	0.00				AP		4,000.00	0.00
000004	0002	Matched to Payment	11/30/2016	5,939.00	0.00				AP		0.00	1,040.00
000004	0002	Matched to Payment	11/30/2016	5,939.00	0.00				AR		14,000.00	0.00
000004	0002	Matched to Payment	11/30/2016	5,939.00	0.00				CA		0.00	21.00

## Matching of Bank Transactions to Invoices with Charges

In previous versions of MYOB Advanced, if a bank transaction included a payment (or multiple payments) and bank charges, it was impossible to match the bank transaction to an invoice (or multiple invoices) and immediately create a cash transaction for the charges. A user needed to change the amount of the bank transaction and add a new bank transaction on the *Import Bank Transactions* (CA306500) form. The user would then need to match the first bank transaction to the invoice and create a cash transaction from the second bank transaction on the *Process Bank Transactions* (CA306000) form. This process required a lot of clicks, and the resulting list of imported bank transactions no longer corresponded to the bank statement, which could cause problems with audits.

Starting in MYOB Advanced 2021.2, users can match one bank transaction to an invoice or multiple invoices (from a single customer or multiple customers that are in a parent-child relationship) and immediately create a cash transaction for one associated charge.

### Changes to the Match to Invoices Tab

In the Summary area of the **Match to Invoices** tab on the *Process Bank Transactions* (CA30600) form, the following new UI elements have been added, as shown in the screenshot below:

- **Charge Type:** The entry type with which the cash transaction will be created for the charge. This field is displayed if the **Match to Multiple Documents** check box is selected.
- **Charge Amount:** The amount of the charge, including tax. This field becomes available for editing when a user fills in the **Charge Type** field.
- **Charge Tax Amount:** The amount of tax in the charge amount. The system calculates this value based on the tax zone specified for the entry type in the cash account settings and the default tax category of the tax zone. This field is read-only.

MATCH TO PAYMENTS    **MATCH TO INVOICES**    CREATE PAYMENT

Match to Multiple Documents

Business Account: SQUEEZO - Squeezez Inc. 🔍

Location: MAIN - Primary Location 🔍

Payment Method: CHECK - Check Payment 🔍

Charge Type: **BANKFEE - Bank Fees** 🔍

Transaction Amount: 582.40

Matched Amount: 582.40

Charge Amount: 22.40

Charge Tax Amount: 0.00

Unmatched Amount: 0.00

Matched	Module	Type	* Reference Nbr.	Ext. Ref. Nbr.	* Doc. Date	Amount	Cash Discount
<input type="checkbox"/>	AP	Bill	<a href="#">000031</a>		1/23/2021	190.00	0.00
<input type="checkbox"/>	AP	Bill	<a href="#">000035</a>		1/16/2021	400.00	0.00
<input checked="" type="checkbox"/>	AP	Bill	<a href="#">000036</a>		1/17/2021	560.00	0.00
<input type="checkbox"/>	AP	Bill	<a href="#">000055</a>		1/15/2021	480.00	0.00
<input type="checkbox"/>	AP	Bill	<a href="#">000056</a>		1/25/2021	320.00	0.00

## The Process of Matching of a Bank Transaction to an Invoice with a Charge

Starting in MYOB Advanced 2021.2, to match a selected bank transaction to an invoice and enter a charge, a user performs the following steps on the **Match to Invoices** tab of the *Process Bank Transactions* (CA30600) form:

1. The user selects the **Match to Multiple Documents** check box. The system displays the list of outstanding invoices for matching.
2. The user selects the **Matched** check box in the row of an invoice to be matched to the selected bank transaction. The table is refreshed with the invoices of the selected customer and its child companies.
3. The user selects an entry type in the **Charge Type** field and fills in the **Charge Amount** field. The amount entered in this field updates the values in the **Matched Amount** and **Unmatched Amount** fields.
4. When the **Matched Amount** becomes equal to the **Transaction Amount**, the user processes the transaction.

When the matched transaction is processed, the system creates a payment and applies it to the matched documents. Based on the charge type and charge amount that the user has specified, on the *Transactions* (CA304000) form, the system creates a cash transaction with the following settings:

- **Tran. Date:** The date of the original bank transaction.
- **Entry Type:** The entry type selected as the charge type.

- **Document Ref.:** The external reference number of the original bank transaction.
- **Price:** The price, which is calculated as follows:
  - If the *Net/Gross Entry Mode* feature is enabled, the price is calculated as if the *Gross* tax calculation mode was set up.
  - If the *Net/Gross Entry Mode* feature is disabled, the price is calculated as the charge amount minus the amount of exclusive charge taxes.
- **Amount:** The amount, which is calculated as follows:
  - If the *Net/Gross Entry Mode* feature is enabled, the amount is calculated as if the *Gross* tax calculation mode was set up.
  - If the *Net/Gross Entry Mode* feature is disabled, the amount is calculated as the charge amount minus the amount of exclusive charge taxes.
- **Tax Zone:** The tax zone of the entry type and cash account.
- **Tax Category:** The default tax category of the tax zone.

When the cash transaction is created, taxes are automatically recalculated, and the transaction is automatically released.

**Note:** Adding charges as described in this topic is recommended only if MYOB Advanced is used for tax calculation. If an external tax provider is used, taxes on the cash transaction will be calculated incorrectly.

## Negative Write-Offs on the Process Bank Transactions Form

In previous versions of MYOB Advanced, a user could create only write-offs with positive amounts on the **Create**

**Payment** tab of the *Process Bank Transactions* (CA306000) form. Starting in MYOB Advanced 2021.2, in addition to creating positive write-offs, users can create negative write-offs while processing bank transactions. When a user is matching a bank transaction to a customer's AR invoice during bank reconciliation, a write-off with a negative amount can be used to record an amount overpaid by a customer.

### Changes to the Process Bank Transactions Form

On the **Create Payment** tab of the *Process Bank Transactions* (CA306000) form, if the *AR* option is selected in the **Module** field, the following UI changes have been introduced:

- In the **Write-Off Reason Code** column, the *Credit Write Off* option has been added. The user must select this option if the amount specified in the **Write-Off Amount** column is negative; otherwise, the system displays an error message.
- If the amount specified in the **Write-Off Amount** column is positive, the user must select the *Balance WriteOff* option (which was available in previous versions of the system); otherwise, the system displays an error message.

### Usage Example

Suppose that a user is performing a bank reconciliation on February 28, 2021. The bank statement includes a bank receipt transaction for \$201 from the *ABCHOLDING* customer, as shown in the following screenshot.

**Process Bank Transactions**

← 📄 📄 ↶ AUTO-MATCH PROCESS MATCH SETTINGS UPLOAD FILE

\* Cash Account: 10200 - Company Checking Account 🔍 ✎

🔄 UNMATCH UNMATCH ALL HIDE TRANSACTION |⇆| All Records ▾ 🔍

📄	☑	Ext. Ref. Nbr.	* Tran. Date	Receipt	Disbursement	Card Number	Tran. Desc
	<input type="checkbox"/>	1231	2/2/2021	9,000.00	0.00		Deposited checks
	<input type="checkbox"/>	1627	2/3/2021	0.00	2,300.00		Payment to Arktak Networks
	<input type="checkbox"/>	1628	2/10/2021	0.00	7,500.00		Payment to Datacenter Services
	<input type="checkbox"/>	010101	2/15/2021	8,500.00	0.00		Wire transfer from Kamm System France
>	<input checked="" type="checkbox"/>	1630	2/17/2021	201.00	0.00		Bank transfer from ABCHOLDING
	<input type="checkbox"/>	0009	2/28/2021	0.00	50.00		KeyBank Service fee February 2021

This transaction is the customer's payment of a \$200 invoice. The user needs to match the transaction to the invoice and write off the overpaid amount of \$1 directly on the *Process Bank Transactions* (CA306000) form.

On the **Create Payment** tab of the form, the user should do the following:

- In the Summary area, select the following settings:
  - Module:** AR
  - Business Account:** ABCHOLDING
- Click **Load Documents** so that the system loads the invoice and displays it in the table.
- In the row with the \$200 invoice, specify the following settings:
  - Amount Paid:** 201 (the amount specified in the bank transaction)
  - Balance Write-Off:** -1 (the overpaid amount to be written off)
  - Write-Off Reason Code:** CRWOFF - Credit Write Off

The following screenshot illustrates the \$200 invoice being matched to the \$201 bank transaction with the overpayment of \$1 written off.

MATCH TO PAYMENTS MATCH TO INVOICES **CREATE PAYMENT**

Create CLEAR RULE CREATE RULE

Module: AR Total Amount: 201.00

\* Payment Date: 2/17/2021 Application Amount: 201.00

\* Fin. Period: 02-2021 Unapplied Balance: 0.00

Business Account: ABCHOLDING - ABC Holdings Inc Write-Off Amount: -1.00

Location: MAIN - Primary Location

Payment Method: CHECK - Check

Invoice Nbr:

Tran. Desc: Bank transfer from ABCHOLDING

🔄 + ✕ LOAD DOCUMENTS |⇆| 📄

📄	Document Type	* Reference Nbr.	Customer	Amount Paid	Balance	Balance Write-Off	Write-Off Reason Code	Date	Currency
>	Invoice	AR009655	ABCHOLDING	201.00	0.00	-1.00	CRWOFF	2/10/2021	USD



## Redesigned Calculation of Balance and Retainage in AR and AP Documents

---

In MYOB Advanced, the data related to the invoices and payments applied to each other is stored in different columns of two database tables (ARAdjust and APAdjust). In previous versions, the system calculated a document's balance by using a query from the ARAdjust or APAdjust table that subtracted the total of the applications from the document amount. For a payment or credit memo that was partially applied to an invoice and partially refunded, the balance calculation was performed by a complicated query, which could lead to performance issues.

To address this issue, in MYOB Advanced 2021.2, the ARTranPost and APTranPost tables have been added to the database to hold the transactions related to a document so that the document balance can be calculated with a simple query from these tables. The new tables are populated with data by the system on document release.

### Affected Forms

In MYOB Advanced 2021.2, the balance amounts on the following forms are calculated based on data from the new ARTranPost and APTranPost tables:

- *Customer Details* (AR402000)
- *Supplier Details* (AP402000)
- *Payments and Applications* (AR302000), the **Application History** tab
- *Cheques and Payments* (AP302000), the **Application History** tab

### Upgrade Notes

During an upgrade of MYOB Advanced to 2021.2, the new ARTranPost and APTranPost tables will be populated with the data from the ARAdjust and APAdjust tables.

**Note:** The ARAdjust and APAdjust tables will not be removed from the system.

## Support of Multiple Base Currencies

---

In previous versions of MYOB Advanced, all companies within one tenant had the same base currency. If system administrators wanted to implement a related company that has a base currency that is different from the base currency of the parent company, they had to implement the related company in a separate tenant. As a result, because implementation spanned multiple tenants, it was difficult to maintain a shared list of items, there was no single place to manage approvals, and it was impossible to have joint projects that involved the employees of multiple companies.

In MYOB Advanced 2021.2, in one tenant, users can implement multiple companies with different base currencies.

### Changes to the Enable/Disable Features Form

On the *Enable/Disable Features* (CS100000) form, the *Multiple Base Currencies* feature has been added as shown in the following screenshot.

**Enable/Disable Features**

↶ MODIFY ENABLE

Activation Status: **Validated**

---

Finance

- Standard Financials
  - Multi-Branch Support
  - Business Account Locations
  - Multicurrency Accounting
  - Centralized Period Management
  - Volume Pricing
  - Expense Reclassification
  - Tax Entry from GL Module
  - VAT Reporting
  - 1099 Reporting
  - Net/Gross Entry Mode
  - Invoice Rounding
  - Expense Management
- Advanced Financials
  - Subaccounts
  - General Ledger Allocation Templates
  - Inter-Branch Transactions
  - Customer and Vendor Visibility Restriction
  - Multiple Base Currencies

**!** This feature is currently in **Managed Availability** and some scenarios may not be supported yet. We recommend testing it before enabling it on a production instance.

- Customer Discounts
- Vendor Discounts

The system displays a warning message near the **Multiple Base Currencies** check box, informing users that the feature needs to be tested before enabling it on a production instance.

For the *Multiple Base Currencies* feature to be enabled, the following features need to be enabled on the *Enable/ Disable Features* (CS100000) form:

- Multi-Branch Support
- Multicurrency Accounting

- Customer and Supplier Visibility Restriction

In 2021.2, multiple base currencies are supported for a limited set of financial areas—general ledger, accounts payable, accounts receivable, cash management, currency management, time and expenses, and taxes.

**Note:** The following features are not supported if the *Multiple Base Currencies* feature has been enabled:

- Deferred Revenue Management
- Contract Management
- Fixed Asset Management
- Dunning Letter Management
- Purchase Requisitions
- Time Management
- Projects
- Customer Portal
- Customer Management
- Service Management
- Payroll
- Manufacturing
- Commerce Integration
- Procore Integration

If the *Multiple Base Currencies* feature is enabled and the user selects a check box corresponding to one of the listed features, the system displays an error message.

If one or all of the listed features are enabled and the user selects the check box corresponding to the *Multiple Base Currencies* feature, the system displays an error message that the feature cannot be enabled.

## Changes to the Companies Form

If the *Multiple Base Currencies* feature is enabled on the *Enable/Disable Features* (CS100000) form, on the *Companies* (CS101500) form, if a user is creating a new company, the **Base Currency ID** setting is required; no default value is inserted in this field. When the user saves the new company, the **Base Currency ID** field becomes unavailable for editing.

If the *Multiple Base Currencies* feature is disabled, when a new company record is being created, the **Base Currency ID** setting is required; the field has no default value if no other companies have been defined in the tenant. (For subsequent companies in the tenant, the field is populated with the base currency selected for the first company and cannot be modified.)

The following screenshot illustrates a new company with the CAD base currency being created.

Companies

PRCANADA - Products Canada

NOTES FILES CUSTOMIZATION TOOLS

← ↻ 📄 ↶ + 🗑️ 📄 ▾ ⌂ < > ⌂ ⋮

\* Company ID: PRCANADA    Active

\* Company Name: Products Canada

Company Type: With Branches Not Requiring Balancing

COMPANY DETAILS BRANCHES EMPLOYEES LEDGERS VISUAL APPEARANCE COMPANY GROUPS

**MAIN CONTACT**

Account Name: Products Canada

Attention:

Email:

Web:

Phone 1:

Phone 2:

Fax:

**MAIN ADDRESS**

ADDRESS LOOKUP

Address Line 1:

Address Line 2:

City:

\* Country: US - United States of America

State:

Postal Code:

**BASE CURRENCY SETTINGS (SHARED)**

\* Base Currency ID: CAD - Canadian Dollars

**TAX REGISTRATION INFO**

\* Legal Name: Products Canada

Tax Registration ID:

Tax Exemption Number:

Entity Usage Type: Default

1099-MISC Reporting Entity

**CONFIGURATION SETTINGS**

Access Role:

Default Country:

**MISCELLANEOUS SETTINGS (SHARED)**

Quantity Decimal Places:

Price/Cost Decimal Pla...

Phone Mask:

On the **Ledgers** tab, the lookup table in the **Ledger** column contains ledgers of the *Actual* type only if the company's base currency is specified for them; it also contains all ledgers of other types. If a user clicks **Create Ledger** on the form toolbar, the system creates a ledger with the company's base currency.

On the **Company Groups** tab, the lookup table in the **Group ID** column shows only groups with the same currency as the base currency of the company.

## Changes to the Ledgers Form

If the *Multiple Base Currencies* feature is enabled on the *Enable/Disable Features (CS100000)* form, on the *Ledgers (GL201500)* form, the **Currency** field is available for an actual ledger if there are no companies associated with the ledger. If a user is creating a new ledger of the *Actual* type, the **Currency** setting is required; the field is empty by default.

For an actual ledger, on the **Companies** tab, a user can select only a company with the same base currency as the ledger's currency.

If the *Multiple Base Currencies* feature is disabled, the **Currency** field is disabled for an actual ledger. When an actual ledger is being created, the system inserts the currency used for all companies of the tenant.

## Changes to the Company Groups Form

If the *Multicurrency Accounting* feature has been enabled on the *Enable/Disable Features* (CS100000) form, the **Currency ID** field appears in the Summary area of the *Company Groups* (CS102500) form, as shown in the following screenshot.

The screenshot shows the 'Company Groups' form for 'CANADA - Canadian Companies'. The 'Currency ID' field is highlighted with a red border. The form includes a toolbar with icons for navigation and actions, and a table below the form fields.

Company ID	Company Name	Primary Group	Actual Ledger

If the *Multiple Base Currencies* feature is enabled, when a user is creating a new company group, the **Currency ID** setting is required; the field is empty by default. The currency can be selected from the list of active currencies. The currency can be changed for an empty company group (a company group with no companies listed) only if the company group is not associated with any customer or supplier. If the *Multiple Base Currencies* feature is disabled, the **Currency ID** field contains the base currency used for all companies in the tenant and is unavailable for editing.

A user can add to the group only companies that have the same base currency as the currency of the group, as shown in the following screenshot.

The screenshot shows the 'Company Groups' form for 'CANADA - Canadian Companies'. The 'Currency ID' field is set to 'CAD'. Below the form fields is a table listing companies associated with the group.

Company ID	Company Name	Primary Group	Actual Ledger
PRCANADA	Products Canada		PRCANADA
SRVCANADA	Services Canada		SRVCANADA

## Changes to the Customers Form

If the *Multiple Base Currencies* feature is enabled on the *Enable/Disable Features* (CS100000) form, the **Restrict Visibility To** setting on the **Financial** tab of the *Customers* (AR303000) form becomes required for regular customers. Users should associate each customer with an

appropriate entity by selecting it in the **Restrict Visibility To** field. The base currency of the entity with which the customer is associated will be the currency in which the system stores the customer's balance and credit limit. As a result, customers can be used only in the transactions originating from the branches that have the same base currency as the customer has.

On the *Customers* form, if the *Multiple Base Currencies* feature is enabled, the base currency symbol in parenthesis is displayed for the **Balance**, **Prepayment Balance**, and **Retained Balance** fields in the Summary area, and the **Write-Off Limit**, **Credit Limit**, **Unreleased Balance**, and **Remaining Credit Limit** fields on the **Financial** tab.

On the **Child Accounts** tab, the **Currency** column has been added to the table, as shown in the following screenshot.

Customer	Customer Name	Currency	Balance	Prepayment Balance	Unreleased Balance	First Due Date	Consolidate Balance	Consolidate Statements	Share Credit Policy	Statement Cycle
> <a href="#">ABCHOLDING</a>	ABC Holdings Inc	USD	0.00	0.00	0.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EOM
<a href="#">ABCSTUDIOS</a>	ABC Studios Inc	USD	288,620.00	0.00	0.00	6/2/2021	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	EOM
<a href="#">ABCVENTURE</a>	ABC Capital Ventures	USD	103,826.25	0.00	378.00	7/23/2021	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	EOM

If the *Multiple Base Currencies* feature is enabled, on the *Customers* form, the following changes have been implemented for customers extended from a branch:

- The **Restrict Visibility To** setting on the **Financial** tab is not required.

If a customer is not associated with any entity, it is visible and can be used by any company in the tenant. A user can select an entity in the **Restrict Visibility To** field if no transactions have been posted for the customer in a currency different from the base currency of the selected entity.

- The credit verification rules cannot be used for customers extended from a branch. That is, the **Credit Verification Rules** section and its fields do not appear on the **Financial** tab of the *Customers* form.
- The **Balances** tab is now visible on the *Customers* form, as shown in the following screenshot. The tab is shown only if the current user is assigned to a role that gives users the ability to access companies with different base currencies.

The screenshot shows the 'Balances' tab in the MYOB Customers form. The table displays the following data:

Currency	Balance	Prepayment Balance	Retained Balance
CAD	6,720.92	0.00	0.00
USD	495.00	0.00	0.00

The table on the **Balances** tab displays the balances of the customer grouped by base currency.

## Changes to the Suppliers Form

If the *Multiple Base Currencies* feature is enabled on the *Enable/Disable Features (CS100000)* form, the **Restrict Visibility To** setting on the **Financial** tab of the *Suppliers (AP303000)* form becomes required for regular suppliers. Users should associate each supplier with an appropriate entity by selecting it in the **Restrict Visibility To** field. The base currency of the entity with which the supplier is associated will be the currency in which the system stores the supplier's balance. As a result, suppliers can be used only in the transactions originating from the branches that have the same base currency as the supplier has.

In the Summary area of the *Suppliers* form, if the *Multiple Base Currencies* feature is enabled, the base currency symbol in parenthesis is displayed for the **Balance**, **Prepayment Balance**, and **Retained Balance** fields.

If the *Multiple Base Currencies* feature is enabled, on the *Suppliers* form, the following changes have been implemented for suppliers extended from a branch:

- The **Restrict Visibility To** setting on the **Financial** tab is not required.

If a supplier is not associated with any entity, it is visible and can be used by any company in the tenant. A user can select an entity in the **Restrict Visibility To** field if no transactions have been posted for the supplier in a currency different from the base currency of the selected entity.

- The **Balances** tab is now visible on the *Suppliers* form, as shown in the following screenshot. The table on this tab displays the balances of the supplier grouped by base currency. The tab is shown only if the current user is assigned to a role that gives users the ability to access companies with different base currencies.

Currency	Balance	Prepayment Balance	Retained Balance
CAD	410.00	0.00	0.00
USD	1,679.16	0.00	0.00

## Changes to the Accounts Receivable Preferences Form

If the *Multiple Base Currencies* feature is enabled on the *Enable/Disable Features (CS100000)* form, on the *Accounts Receivable Preferences (AR101000)* form, the *Consolidated for All Companies* option is not available for selection in the **Prepare Statements** field. For more details about the changes on this form, see *Finance: Flexible Statement Generation Options*.

## Support of Prices in Base Currencies

If multiple related companies with multiple base currencies are configured in the same tenant and the companies share the inventory item records, users can perform the following operations:

- Upload a list of non-stock items with the default prices in a specific currency; this list will be valid for the companies with this base currency
- Review and edit the default prices in the currency of the current branch
- Maintain the MSRP for the products in different currencies that will be used by the companies with these base currencies
- Maintain the standard cost of the non-stock items that are valid for a specific base currency

If the *Multiple Base Currencies* feature is enabled on the *Enable/Disable Features (CS100000)* form, on the *Non-Stock Items (IN202000)* form, item default price, MSRP, pending cost, standard cost, and last cost are displayed in the base currency of the branch to which the user is signed in. The currency symbol of the base currency is now displayed for the following fields: **MSRP**, **Default Price**, **Pending Cost**, **Current Cost**, and **Last Cost**, as shown in the following screenshot. (In this example, the Canadian dollar is the applicable base currency.)



Non-Stock Items NOTES ACTIVITIES FILES CUSTOMIZATION TOOLS

### DEPOSIT - Contract Deposit

Inventory ID: DEPOSIT - Contract Deposit Product Workgroup:  
 Item Status: Active Product Manager:  
 Description: Contract Deposit

GENERAL **PRICE/COST** VENDORS PACKAGING GLACCOUNTS ATTRIBUTES DESCRIPTION

**PRICE MANAGEMENT**

Price Class:

Price Workgroup:

Price Manager:

Subject to Commission

Min. Markup %: 0.000000

Markup %: 0.000000

MSRP (C\$): 10.00

Default Price (C\$): 120.00

**STANDARD COST**

Pending Cost (C\$): 0.00

Pending Cost Date:

Current Cost (C\$): 125.00

Effective Date: 7/19/2021

Last Cost (C\$): 0.00

**COST ACCRUAL**

Accrue Cost

Cost Based On: Standard Cost

Percent of Sales ... 0.000000

On the *Sales Price Worksheets* (AR202010) form, in the **Calculate Pending Prices** dialog field, the **Currency** field has been added, as shown in the following screenshot.

Sales Price Worksheets NOTES FILES CUSTOMIZATION TOOLS

### 000003 - Sales Prices for Canadian Companies

Reference Nbr.: 000003 Effective Date: 7/19/2021  Promotional  
 Status: On Hold Expiration Date:

Overwrite Overlapping Prices

Description: Sales Prices for Canadian Companies

ADD ITEM COPY PRICES CALCULATE PENDING PRICES

Price Type	Price Code	Alternate ID
Customer Price Class	WHOLESALE	
Customer Price Class	WHOLESALE	
Customer Price Class	WHOLESALE	

**Calculate Pending Prices**

**PRICE ADJUSTMENT**

% of Original Price: 105.000000

Decimal Places: 2

Update with Zero Price when Basis is Zero

**PRICE BASIS**

Last Cost + Markup %

Avg./Std. Cost + Markup %

Source Price

MSRP

Pending Price

\* Currency: USD

UPDATE CANCEL

**Select - Currency**

SELECT

Currency ID	Description
CAD	Canadian Dollars
USD	U.S. Dollars

The lookup table shows the list of the base currencies set for the branches to which the user has access. The **Currency** field is available and this setting is required if one of the following option buttons is selected: **Avg./Std. Cost + Markup %** or **MSRP**. By default, the base currency of the current branch is displayed in the field. The system will use the standard cost or MSRP in the selected currency, respectively, as a price basis.

On the *Invoices and Memos* (AR301000) and *Cash Sales* (AR304000) forms, the system will insert the applicable price according to the following criteria:

- If the **Always Calculate Price from Base Currency Price** check box is selected on the *Accounts Receivable Preferences* (AR101000) form, the system will look for a sales price of the item in the base currency of the document's originating branch effective on the document date and convert it to the document currency.
- If the sales price is not found, the default price in the base currency of the document's originating branch will be used if this price has been specified. The price will be converted to the document currency.

In the transactions that write off the accrued cost of the non-stock items for which the **Accrue Cost** check box is selected and *Standard Cost* is selected in the **Cost Based On** field on the **Price/Cost** tab of the *Non-Stock Items* form, the standard cost specified in the base currency of the document's originating branch will be used.

On the *Bills and Adjustments* (AP301000) and *Quick Cheques* (AP304000) forms, when the system searches for an applicable price that is effective on the document date, the standard cost in the base currency of the document's originating branch will be used if this cost has been specified.

## Support of Company-Specific Base Currencies on Data Entry Forms

If the *Multiple Base Currencies* feature is enabled on the *Enable/Disable Features* (CS100000) form, the system converts each transaction to the base currency of the company by using the exchange rate effective on the transaction date.

On data entry forms, all branches involved in the transaction must have the same base currency. The system performs validation for manually created documents and for documents generated automatically.

To ensure that the base currency of the branches and customers or suppliers involved in a transaction is the same, on transaction release, the system validates that the base currency of the customer or supplier and of the branches is the same as the base currency saved for the transaction. These and other validations have been implemented on the following forms:

- *Allocations* (GL204500)
- *Journal Transactions* (GL301000)
- *Budgets* (GL302010)
- *Trial Balance* (GL303010)
- *Journal Vouchers* (GL304000)
- *Reclassify Transactions* (GL506000)
- *Cash Accounts* (CA202000)
- *Funds Transfers* (CA301000)
- *Transactions* (CA304000)
- *Process Bank Transactions* (CA306000)
- *Reclassify Payments* (CA506500)
- *Bills and Adjustments* (AP301000)
- *Cheques and Payments* (AP302000)
- *Suppliers* (AP303000)

- *Supplier Locations* (AP303010)
- *Quick Cheques* (AP304000)
- *Bills Pending Payments* (AP403000)
- *Cheques Pending Printing* (AP404000)
- *Prepare Payments* (AP503000)
- *Invoices and Memos* (AR301000)
- *Payments and Applications* (AR302000)
- *Customers* (AR303000)
- *Customer Payment Methods* (AR303010)
- *Cash Sales* (AR304000)
- *Write Off Balances and Credits* (AR505000)
- *Calculate Overdue Charges* (AR507000)
- *Tax Adjustments* (TX301000)
- *Tax Bills and Adjustments* (TX303000)
- *Prepare Tax Report* (TX501000)
- *Release Tax Report* (TX502000)
- *Recognise Output VAT* (TX503000)
- *Recognise Input VAT* (TX503500)
- *Employees* (EP203000)
- *Expense Receipt* (EP301020)
- *Expense Claim* (EP301000)

## Changes in Reports and Inquiries

If the *Multiple Base Currencies* feature is enabled on the *Enable/Disable Features* (CS100000) form, the **Company/ Branch** setting is required on multiple report and inquiry forms related to accounts payable, accounts receivable, currency management, and taxes.

By default, the **Company/Branch** field displays the branch to which the user is signed in. The user can select another branch, company, or company group to which they have access.

## Other UI Changes

To support the *Multiple Base Currencies* feature, the following UI changes have been introduced:

- On the *Calculate Commissions* (AR505500) and *Close Commission Period* (AR506500) forms, the **Currency** column has been added to the table, showing the base currency of the documents and commissions. The column is visible if the *Multiple Base Currencies* feature has been enabled. All commissionable documents and commission history records are now grouped by their base currency.
- On the *Commission Details* (AR403000) form, the **Currency** column has been added to the table, showing the base currency of the documents. The column is visible if the *Multiple Base Currencies* feature has been enabled.
- On the *Salespersons* (AR205000) form, the **Currency** column has been added to the table on the **Commission History** tab, which shows the currency of the commissions.

The column is visible if the *Multiple Base Currencies* feature has been enabled. All commission history records are now grouped by their currency.

- On the *Release AR Retainage* (AR510000) and *Release AP Retainage* (AP510000) forms, the **Branch** field in the Selection area has been replaced with the **Company/Branch** field; this setting is required if the *Multiple Base Currencies* feature has been enabled. Users can select a branch, company, or company group to which they have access. If a company or a branch is selected in the **Company/Branch** field, the **Post Period** field shows the periods from the company calendar. If a company group is selected or the field is empty, the periods from the master calendar are shown.
- On the *Generate Intercompany Documents* (AP503500) form, if the base currencies of the selling company and the purchasing company are different, the rate is not copied from an AR document to the corresponding AP document.
- On the *Cash Flow Forecast* (CA401000) form, the **Company/Branch** field has been added to limit the cash accounts used in a forecast to the accounts that belong to the branches with the same base currency. The setting is required if the *Multiple Base Currencies* feature has been enabled. Users can select a branch, company, or company group to which they have access.
- On the *Revalue AP Accounts* (CM504000), *Revalue AR Accounts* (CM505000), and *Revalue GL Accounts* (CM506000) forms, the **Company/Branch** field has been added to the Selection area. The setting is required if the *Multiple Base Currencies* feature has been enabled. In this field, users can select a branch, company,

or company group to which they have access. If a company or a branch is selected in the **Company/Branch** field, the **Fin. Period** field shows the periods from the company calendar. If a company group is selected or the field is empty, the periods from the master calendar are shown.

The base currency symbol in parenthesis has been added to the **Revaluation Total** field in the Selection area.

- On the *Supplier Summary* (AP655000) report, the **Currency** column has been renamed to **Supplier Currency**, and the **Balance Currency** column has been added, which shows the currency of the supplier balance.
- On the *Supplier Profiles* (AP655500) report, the **Currency** column has been renamed to **Supplier Currency**.
- On the *Customer Summary* (AR650500) report, the **Currency** column has been renamed to **Customer Currency**, and the **Balance Currency** column has been added, which shows the currency of the customer balance.
- On the *Customer Profiles* (AR651000) report, the **Currency** column has been renamed to **Customer Currency**. The currency ID of the customer's base currency has been added in parentheses to the **Write-Off Limit** and **Credit Limit** rows.
- On the *Employees* (EP203000) form, the **Base Currency ID** field has been added. For more information, see *Projects and Construction: Multiple Base Currencies in Expense Receipts and Claims*.

## Upgrade Notes

During an upgrade of MYOB Advanced to 2021.2, for customers and suppliers, the value in the **Restrict Visibility To** field on the **Financial** tab of the *Customers* (AR303000) and *Suppliers* (AP303000) forms will not be changed.

Users should associate each customer and supplier with the appropriate company or company group this customer or supplier will work with, by selecting the needed entity in the **Restrict Visibility To** field on the *Customers* (AR303000) and *Suppliers* (AP303000) form respectively.

## Tax Support in Cash Transactions on the Process Bank Transactions Form

In previous versions, MYOB Advanced did not support the creation of taxable cash entries on the *Process Bank Transactions* (CA306000) form. Users could not review or edit the applied taxes, tax zones, tax categories, or the tax calculation mode of the cash transaction, and could not apply an exclusive tax to a document when they created creating a new cash transaction during bank transaction processing.

Starting in MYOB Advanced 2021.2, on the *Process Bank Transactions* form, a user can create a cash transaction with one tax or multiple taxes applied automatically or manually to the transaction. Taxes associated with different tax categories can be added to each line in the table on the **Create Payment** tab of the form. If the user manually changes the settings of the applied taxes, the system automatically recalculates the corresponding amounts and updates the total amounts on the **Create Payment** tab.

This topic describes the changes that have been made to the *Process Bank Transactions* (CA306000) form to provide this support.

### UI Changes on the Process Bank Transactions Form

On the **Create Payment** tab of the *Process Bank Transactions* (CA306000) form, if CA is selected in the **Module** field, the system displays new UI elements, as shown in the following screenshot.

The screenshot displays the 'CREATE PAYMENT' tab of the 'Process Bank Transactions' form. The 'Module' is set to 'CA'. The 'Amount' is 50.00, 'Detail Total' is 45.45, and 'Tax Total' is 4.55. The transaction description is 'KeyBank Service fee February 2021'. Below the form, a table shows the transaction line with a tax category of 'TAXABLE'.

* Branch	Description	Quantity	Price	Amount	* Offset Account	Description	* Offset Subaccount	Tax Category
> PRODWHOLE	KeyBank Service fee February 2021	1.00	45.45	45.45	61100	Bank Service Charges	000-000	TAXABLE

The following new UI elements have been added to the form:

- **Amount:** This field displays the automatically calculated sum of the amounts in the **Detail Total** field and in the **Tax Total** field, if any exclusive taxes are used. This field is always displayed on the form, and its value cannot be overridden.

**Note:** In rare cases, both inclusive and exclusive taxes can be calculated. In this case, the **Tax Total** will include both types of taxes, but only exclusive taxes will be reflected in the **Detail Total** field.

- **Tax Total:** This field displays the automatically calculated sum of the tax amounts of all lines in the table. This field is always displayed on the form, and its value cannot be overridden. The value is a link that the user can click to open the new **Tax Details** dialog box.
- **Tax Category:** This column of the table shows the tax category of the document, which is filled in automatically when a line is added, although the user can override the inserted category. The system selects the tax category as follows:
  - From the corresponding **Tax Zone** if no item is selected for the line and the selected offset account does not have a tax category
  - From the **Offset Account** if no item is selected for the line and the offset account has a tax category
  - From the item if it is selected for the line and has a tax category specified in the **Tax Category** field on the **General** tab of the *Non-Stock Items* (IN202000) form

Other changes have been made to the *Process Bank Transactions* form as well. The **Total Amount** field has been removed from the tab and the **Balance Left** field has been renamed to **Discrepancy**. The amount in the **Discrepancy** field is calculated as Transaction Amount–Amount. Also, the calculation of amounts in the **Price** and **Amount** columns and the **Detail Total** field has been changed according to the *diminishing* calculation rule described below.

## The Tax Details Dialog Box

On the **Create Payment** tab of the *Process Bank Transactions* (CA306000) form, if a user clicks the link in the **Tax Total** field, the new **Tax Details** dialog box opens, as shown in the following screenshot.

The screenshot shows the 'CREATE PAYMENT' dialog box with the following details:

- Module:** CA
- Payment Date:** 2/28/2021
- Fin. Period:** 02-2021
- Entry Type ID:** BANKFEE - Bank Fees
- Amount:** 50.00
- Detail Total:** 45.45
- Tax Total:** 4.55
- Discrepancy:** 0.00

The 'Tax Details' dialog box is open, showing:

- Tax Zone:** WASTATE - Washington State
- Tax Calculation Mode:** Tax Settings

* Tax ID	Tax Rate	Taxable Amount	Tax Amount	Deductible Tax Rate	Expense Amount
> WASH TAX	10.000000	45.45	4.55	100.000000	0.00

In this dialog box, the user can specify a tax zone and tax calculation mode for the taxes to be applied to the document line. If a user specifies values in the fields, the taxes associated with the selected tax zone appear in the table. For taxes that have been applied automatically, the user can change their settings in the table of the dialog box, as well as add a new tax or remove an automatically added tax.

The **Tax Details** dialog box has the following fields:

- **Tax Zone:** The tax zone specified for the selected cash account and entry type on the **Entry Types** tab of the *Cash Accounts* (CA202000) form. The user can override this value.
- **Tax Calculation Mode:** The tax calculation mode specified for the selected cash account and entry type on the **Entry Types** tab of the *Cash Accounts* form. The user can override this value.

This field appears in the dialog box if the *Net/Gross Entry* mode feature has been enabled on the *Enable/ Disable Features* (CS100000) form.

The dialog box has a table, which lists taxes, with the following columns:

- **Tax ID:** The tax ID of the tax associated with the selected tax zone
- **Tax Rate:** The tax rate of the tax associated with the selected tax zone
- **Taxable Amount:** The taxable amount of the line
- **Tax Amount:** The amount of the tax calculated automatically by the system based on the tax ID or specified manually by the user
- **Deductible Tax Rate:** The revision of the deductible tax rate, which is actual as of the expense date
- **Expense Amount:** The non-deductible tax amount that is recorded as an expense

## Rules of Diminishing Calculation

On the **Create Payment** tab of the *Process Bank Transactions* (CA306000) form, if a user updates the tax category for a line, the system uses the *Diminishing* calculation rule to update the line amounts for *Exclusive* and *Net* taxes. The line amounts are calculated as follows:

- If a new line is added, the initial amount is the amount of the discrepancy; if the tax category for the current line is added, the initial amount is the current line amount.
- The preliminary line amount is calculated as follows:  $(\text{Initial Amount} * (1 + \text{Total Inclusive Tax Rate})) / (1 + \text{Total Inclusive Tax Rate} + \text{Total Exclusive Tax Rate})$
- Inclusive taxes are calculated based on the preliminary line amount, and rounding is applied
- The taxable amount is calculated as follows:  $\text{Preliminary Line Amount} - \text{Inclusive Taxes}$
- Exclusive taxes are calculated for the line based on the taxable amount, and rounding is applied
- The line amount is calculated as follows:  $\text{Initial Amount} - \text{Exclusive Taxes}$
- If the quantity in the **Quantity** column is 1,  $\text{Price} = \text{Amount} / \text{Quantity}$  rounded to the number of decimals specified in the **Price/Cost Decimal Places** field on the *Companies* (CS101500) form for the current company.
- If the user changes the **Quantity** or **Price**,  $\text{Amount} = \text{Quantity} * \text{Price}$  rounded to the number of decimals set up for the currency in the **Decimal Precision** field on the *Currencies* (CM202000) form.

## Limitations

The diminishing calculation rule will not be applied for the following taxes:

- A tax for which a nonzero value is specified in the **Min. Taxable Amount** or **Max. Taxable Amount** column on the **Tax Schedule** tab on the *Taxes* (TX205000) form
- A tax for which the *Compound Line-Level* or *Compound Document-Level* option is selected in the **Calculation Rule** field on the *Taxes* form

If the user updates the **Tax Amount** for an *Inclusive* tax or for a tax that has the *Gross* tax calculation mode, and a rounding difference is calculated, the system displays an error message that this option is not available when the user tries to save the changes in the **Tax Details** dialog box.



## Other Improvements

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In MYOB Advanced 2021.2, multiple improvements to the UI and financial management processes have been introduced, as described below.

### Price Class Field on the Customer Classes Form

Users often create different customer classes and price classes for customers of the business-to-business (B2B) and business-to-customer (B2C) types. In previous versions of MYOB Advanced, because the price class was not copied by default from the customer class, users had to select it manually for customers on the *Customers* (AR303000) form, which required extra work and could lead to incorrect prices in the sales orders and invoices for these customers.

In MYOB Advanced 2021.2, on the *Customer Classes* (AR201000) form, the new **Price Class** field has been added to the **General** tab, as shown in the following screenshot.

Customer Classes  
KEY - Key Customers

INCLUDE CUSTOMERS IN RESTRICTION GROUP

\* Class ID: KEY  
Description: Key Customers

GENERAL GL ACCOUNTS ATTRIBUTES MAILING & PRINTING

**DEFAULT GENERAL SETTINGS**

Country: US - United States of America  
Restrict Visibility To:  
Tax Zone ID:  
 Require Tax Zone  
\* Entity Usage Type: Default  
 Require Entity Usage Type  
 Default Location ID from Branch  
**Price Class: WHOLESALE2**  
Default Restriction Group:  
Salesperson ID: SP0001 - Jason Mendenhall

**DEFAULT DELIVERY SETTINGS**

Ship Via:  
Shipping Terms:  
Shipping Rule: Back Order Allowed

**DEFAULT CREDIT VERIFICATION SETTINGS**

Credit Verification: Limit and Days Past Due  
Credit Limit: 300,000.00  
Over-Limit Amount: 0.00  
Credit Days Past Due: 90

**DEFAULT FINANCIAL SETTINGS**

Terms: 30D - 30 Days  
Statement Cycle ID: EOM  
Payment Method: CHECK - Check  
 Auto-Apply Payments  
 Apply Overdue Charges  
Overdue Charge ID:  
 Enable Write-Offs  
Write-Off Limit: 50.00  
Currency ID: USD  Enable Currency Override  
Currency Rate Type: SPOT  Enable Rate Override  
Group/Document Disco...: 50.00  
 Pay by Line  
 Apply Retainage

**DEFAULT PRINT AND EMAIL SETTINGS**

Send Invoices by Email  Print Invoices  
 Send Dunning Letters by Email  Print Dunning Letters  
 Send Statements by Email  Print Statements  
Statement Type: Open Item  
 Multi-Currency Statements

**CREDIT CARD PROCESSING SETTINGS**

Save Payment Profiles: Always

The new field is optional and is empty by default. If a user selects a specific price class for the selected customer class, when a new customer of the class is created, on the **Shipping** tab of the *Customers* (AR303000) form, the **Price Class** value will be copied from the selected customer class.

If a user changes the customer class for a customer, the system displays a warning message asking if the user wants to confirm this change; the system changes the existing price class if the user answers **Yes**. Otherwise, the system keeps the customer settings that were previously specified. In the following screenshot, the user is changing the customer class from *KEY* (for which the *WHOLESALE2* price class is specified) to *LOCAL* (for which no price class is specified). The system displays the warning dialog box.

Customers  
**ABCSTUDIOS - ABC Studios Inc**

← ↻ 📄 ↶ + 🗑️ 📄 ▾ ⌂ < > >> VIEW ACCOUNT ...

\* Customer ID: ABCSTUDIOS - ABC Studios Inc Balance: 333,620.00  
 Customer Status: Active Prepayment Balance: 0.00  
 \* Customer Class: LOCAL - Domestic Customers Retained Balance: 0.00

GENERAL FINANCIAL BILLING **SHIPPING** LOCATIONS PAYMENT METHODS CONTACTS SALESPERSONS ATTRIBUTES

**SHIP-TO ADDRESS**

Override  
 ADDRESS LOOKUP  
 Address Line 1: 77 W 66th St # 13  
 Address Line 2:  
 City: New York  
 State: NY - NEW YORK  
 Postal Code: 10023  
 \* Country: US - United States of America

**SHIP-TO INFO**

Override  
 Account Name: ABC Studios Inc  
 Attention: Receiving  
 Business 1: +1 (777) 446-7537  
 Business 2:  
 Fax:  
 Email: info@abcstudios.com  
 Web:

**OTHER SETTINGS**

Default Branch:  
 Price Class: **WHOLESALE2**  
 Default Project:

**TAX SETTINGS**

Tax Registration ID:  
 Tax Zone:  
 Tax Exemption Number:  
 \* Entity Usage Type: Default

**SHIPPING INSTRUCTIONS**

Warehouse:  
 Ship Via:  
 Shipping Terms:  
 Shipping Zone:  
 FOB Point:  
 Residential Delivery  
 Saturday Delivery  
 Insurance  
 Shipping Rule: Back Order Allowed  
 Order Priority: 0

**Warning** ✕

Please confirm if you want to update current customer settings with the customer class defaults. Otherwise, original settings will be preserved.

YES NO

## Batch Payment Information for Cheques

In previous versions of MYOB Advanced, users could not see if a check was included in any batch payment. To improve the user experience, the **Batch Payment Nbr.** field has been added to the **Remittance** tab of the *Cheques and Payments* (AP302000) form, as shown in the following screenshot.

Checks and Payments  
**Check 001821 - Arktak Networks** NOTES ACTIVITIES FILES

...

Type: <input type="text" value="Check"/>	Vendor: <input type="text" value="ARKTAK - Arktak Networks"/>	Payment Amount: <input type="text" value="116.00"/>
Reference Nbr.: <input type="text" value="001821"/>	Location: <input type="text" value="MAIN - Primary Location"/>	Unapplied Balance: <input type="text" value="0.00"/>
Status: <input type="text" value="Closed"/>	Payment Meth...: <input type="text" value="FEDWIRE"/>	Application Amount: <input type="text" value="0.00"/>
Application Date: <input type="text" value="5/26/2021"/>	Cash Account: <input type="text" value="10200 - Company Checking Account"/>	Finance Charges: <input type="text" value="0.00"/>
Application Pe...: <input type="text" value="05-2021"/>	Currency: <input type="text" value="USD"/> <input type="text" value="1.00"/> <input type="button" value="VIEW BASE"/>	
Payment Ref.: <input type="text" value="00457"/>	Description: <input type="text"/>	

DOCUMENTS TO APPLY   APPLICATION HISTORY   FINANCIAL   APPROVALS   **REMITTANCE**   CHARGES

**REMITTANCE CONTACT**

Override Contact

Account Name:

Attention:

Phone 1:

Email:

**PRINT OPTIONS**

Print Check

Batch Payment Nbr.:

**REMITTANCE ADDRESS**

Override Address

Address Line 1:

Address Line 2:

City:

Country:

State:

Postal Code:

The **Batch Payment Nbr.** column has been added to the *Cash Account Details* (CA303000) form, as shown in the following screenshot.

Cash Account Details CUSTOMIZATION TOOLS

Cash Account:

Start Date:   Show Summary

End Date:   Include Unreleased

Currency:

ALL TRANSACTIONS		CLEARED ONLY	
Beginning Balance	69,415,576.44	67,593,883.62	
Appt. Debit Total	463.00	0.00	
Add. Credit Total	459.00	0.00	
Ending Balance	69,415,570.44	67,593,883.62	

Doc. Date	Post Period	Module	Orig. Doc. Number	Document Ref.	Tran. Type	Batch Number	Status	Receipt	Disbursement	Ending Balance	Batch Payment Nbr.	Cleared	Clear Date	Reconciled
5/10/2021	05-2021	AR	<a href="#">003484</a>	PMT03135	Prepayment	<a href="#">AR028176</a>	Posted	453.00	0.00	69,416,029.44		<input type="checkbox"/>		<input type="checkbox"/>
5/24/2021	05-2021	AR	<a href="#">003483</a>	PMT03134	Customer Refund	<a href="#">AR029474</a>	Posted	0.00	23.00	69,416,006.44		<input type="checkbox"/>		<input type="checkbox"/>
5/26/2021	05-2021	AP	<a href="#">001820</a>	00456	Check	<a href="#">AP004373</a>	Posted	0.00	320.00	69,415,686.44	<a href="#">000083</a>	<input type="checkbox"/>		<input type="checkbox"/>
5/26/2021	05-2021	AP	<a href="#">001821</a>	00457	Check	<a href="#">AP004374</a>	Posted	0.00	116.00	69,415,570.44	<a href="#">000083</a>	<input type="checkbox"/>		<input type="checkbox"/>

Both the field on the *Cheques and Payments* form and the column on the *Cash Account Details* form display a link to the batch payment in which the check has been included. If the user clicks the link, the system opens the batch on the *Batch Payments* (AP305000) form.

## Removed Filtering by Open Amount on the Convert Purchases to Assets Form

In previous versions of MYOB Advanced, on the *Convert Purchases to Assets* (FA504500) form, it was possible to filter the lines in the upper table by the values in the **Open Amount** column. Because the amount in this column was recalculated each time a line was added to the lower table, both tables were cleared when a user added a new line to the lower table, which was confusing.

To fix this issue in 2021.2, filtering by the **Open Amount** in the upper table has been prohibited. Users cannot apply a filter when they click the **Open Amount** column or click the Filter Settings button on the table toolbar of the upper table.

## Increased Length of the Tax ID and Tax Category Identifiers

In previous versions of MYOB Advanced, the length of the **Tax ID** field on the *Taxes* (TX205000) form was 30 characters, and the length of the **Tax Category ID** field on the *Tax Categories* (TX205500) form was 10 characters. Also, orders created in eCommerce platforms such as BigCommerce and Shopify could not be imported to MYOB Advanced because of this limitation.

In MYOB Advanced 2021.2, the length of the **Tax ID** field on the *Taxes* form has been increased to 60 characters, and the length of the **Tax Category ID** field on the *Tax Categories* form has been increased to 15 characters.

## UI Changes on the Cash Flow Forecast Form

In MYOB Advanced 2021.2, on the *Cash Flow Forecast* (CA401000) form, the following UI elements have been renamed.

UI element name in previous version	UI element name in 2021.2
Convert to Currency	Forecast Currency
Include AP, AR Documents with No Cash Account Specified	Include Documents Without Cash Account
Convert Curr. Rate Type	Currency Rate Type
UI element name in previous version	UI element name in 2021.2

## UI Enhancements

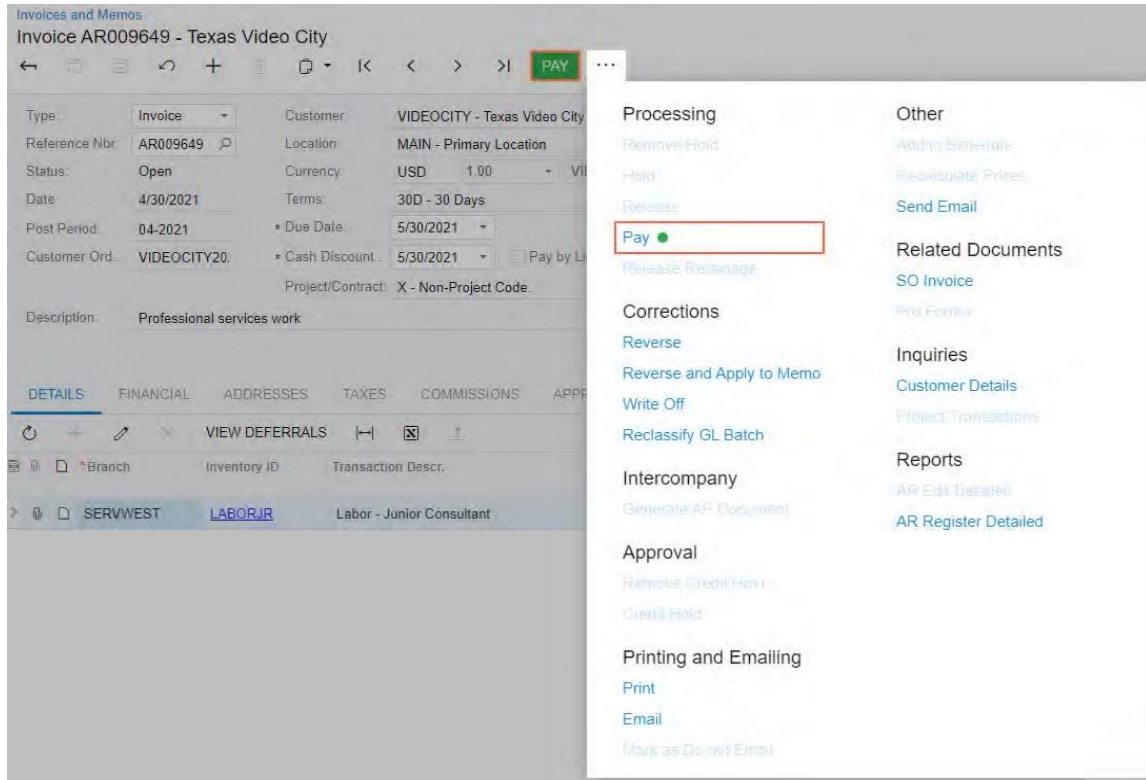
In MYOB Advanced 2021.1.1, the user interface of multiple forms has been redesigned, and a new workflow engine with a new toolbar has been implemented.

In MYOB Advanced 2021.2, to enhance this functionality, all form-specific commands on the form toolbars of finance forms for data entry and processing have been grouped on one menu and sorted by category. These commands work as they did in the previous versions; only the placement of the commands has changed. The UI on the toolbars of these forms has been enhanced to support the functionality of command categories and a single menu.

## Form Toolbar Enhancements

On multiple forms related to accounts payable, accounts receivable, contract management, general ledger, tax management, fixed assets, and cash management, form-specific commands on the toolbar have been moved to the More menu, which a user views by clicking the More (...) button on the form toolbar. Commands are now grouped by categories. For example, commands related to document processing are grouped under the **Processing** category, and commands related to the reclassification of transactions and write-offs are grouped under the **Corrections** category. If a command is the primary command according to the document processing workflow (that is, the command most likely to be taken, given the status of the document), it is marked with a green dot on the More menu and is displayed on the form toolbar and highlighted in green. For more information, see *User Interface: Redesigned Form Toolbar*.

The following screenshot illustrates the *Invoices and Memos* (AR301000) form with its commands on the More menu organised in categories. The **Pay** button, which corresponds to the primary command for an invoice with the *Open* status, is displayed on the form toolbar (highlighted in green), and the corresponding menu command is highlighted on the menu. Other menu commands related to the invoice are available for selection on the menu.



## Command Name Changes

The following table lists the forms where commands on the More menu have been renamed to unify the command names throughout the system.

Form	Applicable to document type or entity	Command name in previous version	Command name in 2021.2
<a href="#">Bills and Adjustments</a> (AP301000)	Debit Adjustment	Supplier Refund	Refund
<a href="#">Cheques and Payments</a> (AP302000)	All types	AP Document Register Detailed	AP Register Detailed
<a href="#">Suppliers</a> (AP303000)	Suppliers	View Restriction Groups	Manage Restriction Groups
<a href="#">Invoices and Memos</a> (AR301000)	All types	View Pro Forma	Pro Forma
		View Project Transactions	Project Transactions
	Credit Memo	Customer Refund	Refund
<a href="#">Customers</a> (AR303000)	Customers	View Restriction Groups	Manage Restriction Groups

Form	Applicable to document type or entity	Command name in previous version	Command name in 2021.2
		Generate Statement on Demand	Generate on Demand
		Customer Statement History	Statement History
		Customer Statement	Print Statement
<a href="#">Subaccounts</a> (GL203000)	Subaccounts	View Restriction Groups	Manage Restriction Groups
<a href="#">Chart of Accounts</a> (GL202500)	Chart of accounts	View Restriction Groups	Manage Restriction Groups

## Tab Name Changes

The finance-related forms in MYOB Advanced have multiple tabs, which previously sometimes did not fit on the screen, even on a high-resolution device. In MYOB Advanced 2021.2, multiple tabs on these forms have been renamed to make them clearer to users and to get rid of extra words in titles, which makes it possible to fit more tabs on the screen. Also, the order of tabs on some forms has been changed to make the forms more user-friendly.

The following table lists all the tabs on finance forms that have been renamed in 2021.2.

Form	Tab title in previous version	Tab title in version 2021 R2
<a href="#">Contract Items</a> (CT201000)	Used in Contract Templates	Contract Templates
<a href="#">Contract Usage</a> (CT303000)	Transactions History	Billed
	Unbilled Transactions	Unbilled
<a href="#">Fixed Asset Classes</a> (FA201000)	Depreciation Settings	Depreciation
	General Settings	General
<a href="#">Fixed Assets</a> (FA303000)	Depreciation History	Depreciation
	General Settings	General
	Location History	Locations



Form	Tab title in previous version	Tab title in version 2021 R2
	Purchase/Tangible Info	Other Info
	Transaction History	Transactions
<i>Accounts Payable Preferences</i> (AP101000)	General Settings	General
	Price/Discount Settings	Pricing
	Reporting Settings	Mailing & Printing
<i>Supplier Classes</i> (AP201000)	General Settings	General
	Mailing Settings	Mailing & Printing
<i>Bills and Adjustments</i> (AP301000)	Approval Details	Approvals
	Discount Details	Discounts
	Document Details	Details
	Financial Details	Financial
	Tax Details	Taxes
<i>Cheques and Payments</i> (AP302000)	Approval Details	Approvals
	Finance Charges	Charges
	Financial Details	Financial
	Orders to Apply	Orders
	Remittance Information	Remittance
<i>Suppliers</i> (AP303000)	Tax Agency Settings	Tax Agency
	Mailing Settings	Mailing & Printing
<i>Quick Cheques</i> (AP304000)	Approval Details	Approvals
	Document Details	Details

Form	Tab title in previous version	Tab title in version 2021 R2
	Finance Charges	Charges
	Financial Details	Financial
	Remittance Information	Remittance
	Tax Details	Taxes
<i>Accounts Receivable Preferences</i> (AR101000)	Dunning Settings	Dunning
	General Settings	General
	Price/Discount Settings	Pricing
	Reporting Settings	Mailing & Printing
<i>Customers</i> (AR303000)	Mailing Settings	Mailing & Printing
<i>Customer Classes</i> (AR201000)	General Settings	General
	Mailing Settings	Mailing & Printing
<i>Invoices and Memos</i> (AR301000)	Address Details	Addresses
	Approval Details	Approvals
	Discount Details	Discounts
	Document Details	Details
	Financial Details	Financial
	Salesperson Commission	Commissions
	Tax Details	Taxes
<i>Payments and Applications</i> (AR302000)	Approval Details	Approvals
	Credit Card Processing Info	Card Processing
	Finance Charges	Charges

Form	Tab title in previous version	Tab title in version 2021 R2
	Financial Details	Financial
	Orders to Apply	Sales Orders
	Service Orders to Apply	Service Orders
<i>Cash Sales</i> (AR304000)	Address Details	Addresses
	Approval Details	Approvals
	Credit Card Processing Info	Card Processing
	Document Details	Details
	Finance Charges	Charges
	Financial Details	Financial
	Salesperson Commission	Commissions
	Tax Details	Taxes
<i>Tax Adjustments</i> (TX301000)	Document Details	Details
	Financial Details	Financial
<i>Tax Bills and Adjustments</i> (TX303000)	Financial Details	Financial

Additionally, the order of tabs on some of the forms has been changed as follows:

- On the *Cheques and Payments* form, the **Orders** tab has been moved after **Documents to Apply**.
- On the *Payments and Applications* form, the **Sales Orders** tab has been moved after **Documents to Apply**. The **Service Orders** tab has been moved after **Sales Orders**.
- On the *Fixed Assets* form, the tabs have been rearranged and are now in the following order:
  - **General**
  - **GL Accounts**
  - **Balance**
  - **Components**
  - **Other Info**
  - **Depreciation**
  - **Transactions**
  - **Locations**

- **Reconciliation**

# Manufacturing

## Review of the Labour Efficiency in Production

A new report, *Production Order Labour Efficiency* (AM653000), has been added to MYOB Advanced Manufacturing Edition 2021.2. By using the report, production managers can analyse the labour efficiency of the employees involved in production. By default, the corresponding report form (shown in the following screenshot) can be accessed from the **Reports** category of the **Production Management** workspace. On the report form, a user can specify the needed parameters and then run the report.

Production Order Labor Efficiency TOOLS ▾

✎ ↶ RUN REPORT SAVE TEMPLATE REMOVE TEMPLATE SCHEDULE TEMPLATE EDIT REPORT

Template  x ▾  
 Default  Shared

REPORT PARAMETERS ADDITIONAL SORT AND FILTERS PRINT AND EMAIL SETTINGS REPORT VERSIONS

Order Type:  Production Nbr.:   
Inventory ID:   Show Employee Details

Employee details can be displayed or hidden depending on whether the **Show Employee Details** check box is selected. In the following screenshot, the report displays data for a particular production order, including employee details.

Production Order Labor Efficiency TOOLS ▾

✎ ↶ 🖨️ 📧 📄 |< < > >| PRINT SEND EXPORT ▾  Find

Order Type	Production Nbr.	Inventory ID	Subitem	Warehouse	Qty. Scrapped	Qty. Complete	Status	
RO	AM000014	MGPCB		WHOLESALE	0.00	10.00	Closed	
		Work Center	Employee ID	Employee Name	Qty. Scrapped	Planned Hours	Actual Hours	Efficiency %
	0010	WC10	EP00000004	Joseph Becher			1.00	
					0.00	2.00	1.00	200.00%
	0020	WC30	EP00000012	Eric Cozzi			.50	
					0.00	1.00	.50	200.00%
							Average:	200.00%

In the report, the labour efficiency is calculated by using the following formula:

Efficiency = (Production Order Standard Time / Labour Actual Time) \* 100

Manufacturing: Review of the Labour Efficiency in Production |

The formula's parameters mean the following:

- *Production Order Standard Time* is the sum of the time of a production order's operations—that is, setup time and run time.
- *Labour Actual Time* is the sum of times reported for each production order operation

The efficiency is calculated for production orders that have a status of *Completed* or *Closed*. Operations with backflushed labour always have 100% efficiency; therefore, the efficiency is not displayed for these operations.

## Preassigned Lot and Serial Numbers

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In previous versions of MYOB Advanced Manufacturing Edition, for a lot- or serial-tracked item being manufactured, a production manager was able to assign the lot or serial number to the item only when the item was moved to stock from a work centre. This was inconvenient for organisations that need to prepare labels and other paperwork prior to moving produced items to stock based on their production processes, as well as for organisations that need to trace the specific subassemblies and materials that make up the final product.

Version 2021.2 introduces the ability to specify a lot or serial number for a produced item on creation of a production order. Additionally, for organisations that need granular traceability, a production manager can set up the system so that it requires the lot or serial number of the produced item to be assigned to lot- or serial-tracked materials when the materials are being issued or when the produced item is being moved to stock.

The new functionality is available only when the *Lot and Serial Tracking* feature is enabled on the *Enable/Disable Features* (CS100000) form and only for produced items with an assigned lot or serial class that has the *When Received* assignment method selected on the *Lot/Serial Classes* (IN207000) form.

## Preparation for the Preassignment of Lot and Serial Numbers

A production manager needs to create a production order type that will facilitate the processing of production orders with lot- or serial-tracked items whose lot or serial numbers need to be preassigned. On the *Production Order Types* (AM201100) form, the production manager needs to do the following for the production order type (as shown in the screenshot below):

1. In the Summary area, specify the identifier and description, and select the *Regular* function.
2. In the **Data Entry** section of the **General** tab, select the new **Allow Preassigning Lot/Serial Numbers** check box. With this check box selected, lot or serial numbers can be specified for items before a production order is released.
3. In the new **Require Parent Lot/Serial Number** field, which becomes available if the **Allow Preassigning Lot/Serial Numbers** check box is selected, select one of the following options:

- *Never* if the assignment of lot or serial numbers of a parent item to lot- or serial-tracked materials is not needed or if most produced items do not contain lot- or serial-tracked materials. This is the default option.
- *On Issue* if the lot or serial number of a produced item should be assigned to lot- or serial-tracked materials when a material transaction is released on the *Materials* (AM300000) form. The system will not release the transaction until the user assigns the lot or serial number of the produced item to each lot- or serial-tracked material.

**Note:** With this option, backflushing of lot- or serial-tracked materials is not supported because this setting requires a lot or serial number to be assigned to the parent item when the materials are issued.

- *On Completion* if the lot or serial number of a produced item must be assigned to lot- or serial-tracked materials before the movement of the produced items into stock through the release of the appropriate transaction on the last operation. On the new *Late Assignment* (AM312000) form, a user assigns lot or serial numbers of the produced item to its materials after the materials have been issued. The user must assign the lot or serial number of the produced item to each material to be able to release the transaction, which is a move transaction on the *Move* (AM302000) form or a labour transaction with a positive produced quantity on the *Labour* (AM301000) form.

The screenshot shows the 'Production Order Types' configuration for 'RO - Regular Orders'. The 'Function' dropdown is set to 'Regular'. In the 'DATA ENTRY SETTINGS' section, the 'Require Parent Lot/Serial Number' dropdown is set to 'On Issue' and the 'Allow Preassigning Lot/Serial Numbers' checkbox is checked. Other settings include 'Order Numbering Sequence' as 'AMPROD - Production Order', 'Scrap Source' as 'Order Type', and 'Costing Method' as 'Actual'.

When a user creates a production order on the *Production Order Maintenance* (AM201500) form, the **Allow Preassigning Lot/Serial Numbers** and **Require Parent Lot/Serial Number**

settings from the selected production order type are copied to the production order (on the **General** tab), as shown in the following screenshot. The user can change these default settings for a particular order, if needed.

Production Order Maintenance  
RO AM000035 - Assemble Printed Circuit Board

NOTES ACTIVITIES FILES NOTIFICATIONS CUSTOMIZATION TOOLS

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\* Order Type:  Order Date: 7/1/2021  
 \* Production Nbr: AM000035 - Assemble Printed Circuit Status: In Process  Hold  
 Inventory ID: MGPCB - Printed Circuit Board Product Workgroup:  
 Warehouse: WHOLESALE - Wholesale Warehouse Product Manager:  
 Location: R1S1 - Row 1 Shelf 1  
 Description: Assemble Printed Circuit Board

GENERAL REFERENCES EVENT HISTORY ATTRIBUTES TOTALS LINE DETAILS

Qty to Produce: 2.00 Schedule Status: **Unscheduled**  
 UOM: EA Scheduling Method: **Start On**  
 Qty Complete: 0.00 Constraint: 7/1/2021  
 Qty Scrapped: 0.00 Start Date: 7/1/2021  
 Qty Remaining: 2.00 End Date: 7/1/2021

Use Fixed Mfg Lead Times for Order Dates  
 Use Order Start Date for MRP  
 Exclude from MRP

Dispatch Priority: 5  
 Costing Method: **Actual**  
 Scrap Override

Scrap Warehouse: RETAIL - Retail Warehouse  
 Scrap Location: RETURNS - Returns area

Allow Preassigning Lot/Serial Numbers  
 Require Parent Lot/Seri... **On Issue**

### Preassignment of Lot and Serial Numbers

To assign lot or serial numbers to the units of a produced item in a production order, on the *Production Order Maintenance* (AM201500) form, a user does the following:

1. Creates a production order for the lot- or serial-tracked item.
2. If the item is serialised, on the **Line Details** tab, adds a line for each unit of the item to be produced, and specifies its serial number in the **Lot/Serial Nbr.** column (see the following screenshot). When entry is complete, the number of rows on this tab must be equal to the **Qty. to Produce** value on the **General** tab.



Production Order Maintenance  
RO AM000040

NOTES ACTIVITIES FILES NOTIFICATIONS CUSTOMIZATION TOOLS

Order Type: RO - Regular Orders Order Date: 7/22/2021  
 Production Nbr: AM000040 Status: Released  Hold  
 Inventory ID: AMKEURIG46 - Keurig Model 450 Product Workgroup:  
 Warehouse: WHOLESALE - Wholesale Warehouse Product Manager:  
 Location: R1S1 - Row 1 Shelf 1  
 Description:

GENERAL REFERENCES EVENTS ATTRIBUTES TOTALS **LINE DETAILS**

Unassigned Qty.: 0.00 Start Lot/Serial Number:  
 Quantity to Generate: 0.00 GENERATE

Location	Lot/Serial Nbr.	UOM	Quantity	Complete Qty.	Scrapped Qty.	Remaining Qty.	Expiration Date
R1S1	SRS000101	EA	1.00	0.00	0.00	1.00	
R1S1	SRS000102	EA	1.00	0.00	0.00	1.00	
R1S1	SRS000103	EA	1.00	0.00	0.00	1.00	

- If the item is tracked by lot, on the **Line Details** tab, adds one line for each lot number (which is entered in the **Lot/Serial Nbr.** column) to which units are assigned and specifies the quantity of units to which this lot number is assigned. The total sum in the **Quantity** column of all rows must be equal to the **Qty. to Produce** value on the **General** tab.

The production order can be released only when lot or serial numbers have been assigned to the full quantity of the produced item. Otherwise, an error message is displayed and the order is not released (see the following screenshot).

The screenshot shows a software interface for a production order. At the top, a modal dialog box displays an error message: "localhost says Error: Updating 'Production Item' record raised at least one error. Please review the errors. Production Order RO AM000048 cannot be released. Make sure that each item in the order has a serial number assigned." Below the error message is an "OK" button. The background interface shows the "Production Order Maintenance" form for "RO AM000048". The form includes fields for Order Type (RO - Regular Orders), Order Date (7/29/2021), Production Number (AM000048 - Production of keurig mod), Status (Planned), Inventory ID (AMKEURIG46 - Keurig Model 450), Warehouse (WHOLESALE - Wholesale Warehouse), Location (R1S1 - Row 1 Shelf 1), and Description (Production of keurig model 450). Below the form, there are tabs for GENERAL, REFERENCES, EVENTS, ATTRIBUTES, TOTALS, and LINE DETAILS. The LINE DETAILS tab is active, showing a table with columns: Location, Lot/Serial Nbr., UOM, Quantity, Complete Qty., Scrapped Qty., Remaining Qty., and Expiration Date. The table contains one row with the following data: Location: R1S1, UOM: EA, Quantity: 3.00, Complete Qty.: 0.00, Scrapped Qty.: 0.00, Remaining Qty.: 3.00. Above the table, there are fields for Unassigned Qty. (0.00), Quantity to Generate (0.00), and Start Lot/Serial Number, along with a GENERATE button.

### Assignment of Parent Lot or Serial Numbers on Issue of Materials

To assign lot or serial numbers of the item to be produced (the *parent* item) to lot- or serial-tracked materials when issuing materials for a production order—that is, if the *On Issue* value is specified in the **Require Parent Lot/Serial Number** field of the *Production Order Maintenance* (AM201500) form for the production order—the user does the following:

1. On the *Materials* (AM300000) form, adds the materials required for producing the lot- or serial-tracked item for a particular production order (see the following screenshot).

Materials  
AMB000057

NOTES ACTIVITIES FILES NOTIFICATIONS CUSTOMIZATION TOOLS

← ↻ + 🗑️ 📄 ⏪ ⏩ RELEASE WIZARD

Batch Nbr: AMB000057 Orig Batch Nbr: Total Qty.: 15.00  
 Status: On Hold Orig Doc Type: Total Amount: 234.00  
 Hold Description:  
 \* Date: 7/23/2021 \* Post Period: 07-2021

LINE DETAILS

*Order Type	*Production Nbr	*Operatio ID	*Inventory ID	*Warehouse	Location	Quantity	*UOM	Lot/Serial Nbr.
RO	AM000041	0010	MGRESVINLT	WHOLESALE	R1S1	3.00	EA	
RO	AM000041	0010	MGFILTER	WHOLESALE	R1S1	3.00	EA	
RO	AM000041	0010	MGH20RESV	WHOLESALE	R1S1	3.00	EA	
RO	AM000041	0010	MGHOUSING	WHOLESALE	R1S1	3.00	EA	
RO	AM000041	0010	MGCIRBD1	WHOLESALE	R1S1	3.00	EA	<SPLIT>

On Hand 31.00 EA, Available 31.00 EA, Available for Shipping 31.00 EA

2. Clicks the row with the lot- or serial-tracked material, and clicks **Line Details** on the table toolbar. The system opens the **Line Details** dialog box.
3. If the material is serialised, adds a line in the dialog box for each unit of the material item and either specifies its serial number in the **Lot/Serial Nbr.** column (see the following screenshot) or makes sure that the serial numbers have been generated automatically, depending on the settings of the serial class.

Materials  
AMB000057

NOTES ACTIVITIES FILES NOTIFICATIONS CUSTOMIZATION TOOLS

← ↻ + 🗑️ 📄 ⏪ ⏩ RELEASE WIZARD

Batch Nbr: AMB000057 Orig Batch Nbr: Total Qty.: 15.00  
 Status: On Hold Orig Doc Type: Total Amount: 234.00  
 Hold Description:  
 \* Date: 7/23/2021 \* Post Period: 07-2021

LINE DETAILS

*Order Type	*Production Nbr	*Operatio ID	*Inventory ID	*Warehouse	Location	Quantity	*UOM	Lot/Serial Nbr.
RO	AM000041	0010	MGRESVINLT	WHOLESALE	R1S1	3.00	EA	
RO	AM000041	0010	MGFILTER	WHOLESALE	R1S1	3.00	EA	
RO	AM000041	0010	MGH20RESV	WHOLESALE	R1S1	3.00	EA	
RO	AM000041	0010	MGHOUSING	WHOLESALE	R1S1	3.00	EA	
RO	AM000041	0010	MGCIRBD1	WHOLESALE	R1S1	3.00	EA	

Line Details

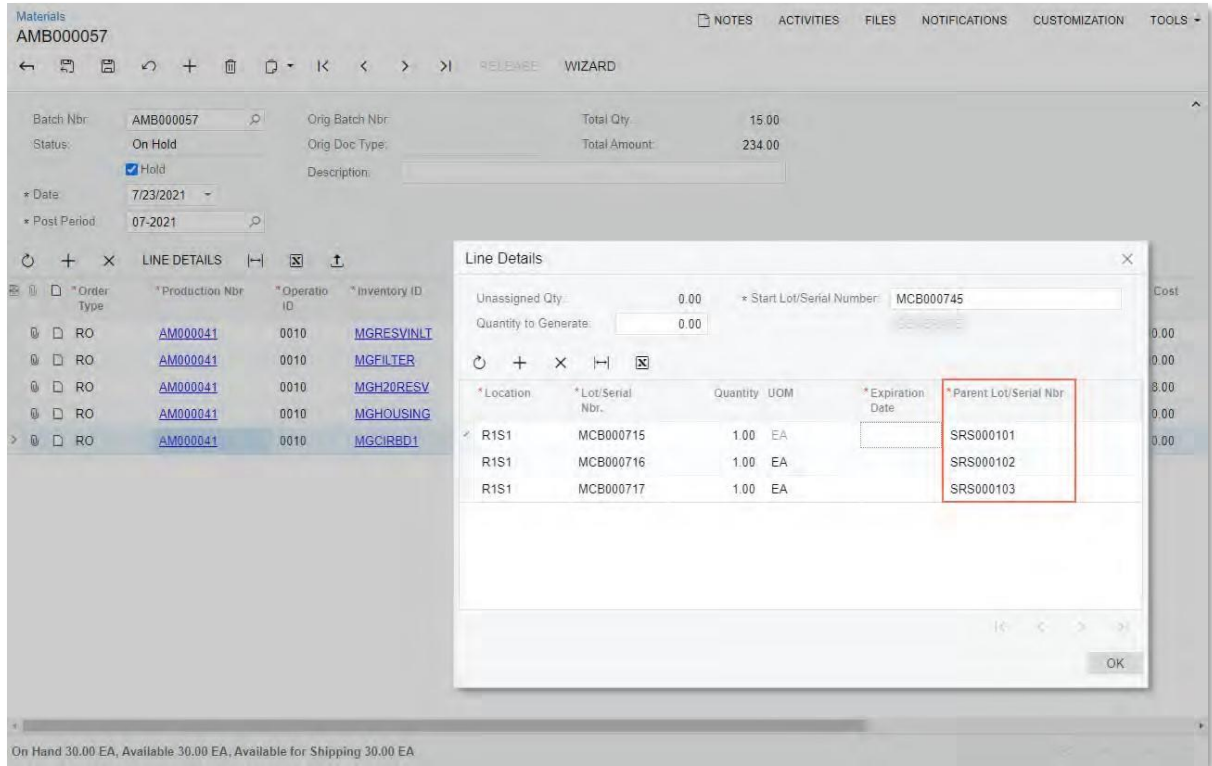
Unassigned Qty: 0.00 \* Start Lot/Serial Number: MCB000745  
 Quantity to Generate: 0.00

*Location	*Lot/Serial Nbr.	Quantity	UOM	*Expiration Date	*Parent Lot/Serial Nbr
R1S1	MCB000715	1.00	EA		
R1S1	MCB000716	1.00	EA		
R1S1	MCB000717	1.00	EA		

OK

On Hand 30.00 EA, Available 30.00 EA, Available for Shipping 30.00 EA

- If the material is tracked by lot, adds one line for each lot number to which units are assigned, and specifies the quantity of units to which this lot number is assigned.
- In the **Parent Lot/Serial Nbr.** column, specifies the lot or serial number of the parent item to be assigned to each line (see the following screenshot).



- Clicks **OK** to save the changes and close the dialog box.
- Releases the material transaction by clicking **Release** on the form toolbar.

If the lot or serial numbers of the parent item have not been assigned to some lot- or serial-tracked materials, the system displays an error message and does not release the transaction (see the following screenshot).

Materials  
AMB000048

NOTES ACTIVITIES FILES

AM Error: Production Order RO AM000031 contains materials that are not assigned to parent lot or serial numbers.

Batch Nbr: AMB000048 Orig Batch Nbr: Total Qty.:  
Status: Balanced Orig Doc Type: Total Amount: 500.00  
 Hold Description:  
\* Date: 9/2/2021  
\* Post Period: 09-2021

LINE DETAILS

Order Type	Production Nbr	Operation ID	Inventory ID	Warehouse	Location	Quantity	UOM	Lot/Serial Nbr.
RO	AM000031	0010	MGRESVINLT	WHOLESALE	R1S1	5.00	EA	
RO	AM000031	0010	MGPCB	WHOLESALE	R1S1	5.00	EA	<SPLIT>
RO	AM000031	0010	MGFILTER	WHOLESALE	R1S1	5.00	EA	
RO	AM000031	0010	MGH20RESV	WHOLESALE	R1S1	5.00	EA	
RO	AM000031	0010	MGHOUSING	WHOLESALE	R1S1	5.00	EA	

On Hand 26.00 EA, Available 26.00 EA, Available for Shipping 26.00 EA

## Assignment of Parent Lot or Serial Numbers to Materials on Completion

If the lot or serial numbers of a parent item to be produced can be assigned to lot- or serial-tracked materials before the movement of the parent item to stock—that is, if the *On Completion* value is specified in the **Require Parent Lot/Serial Number** field of the *Production Order Maintenance* (AM201500) form for the production order—the user does the following:

1. On the *Materials* (AM300000) form, adds the materials required for producing the lot- or serial-tracked item for a particular production order, including the lot- or serial-tracked materials.
2. Releases the material transaction.
3. Moves the units of the produced item between the operations involved in production, except the last operation, by using the *Labour* (AM301000) or *Move* (AM302000) form.
4. When moving the units of the produced item for the last operation on the *Labour* or *Move* form, clicks **Late Assignment** on the table toolbar to open the new *Late Assignment* (AM312000) form.
5. Assigns the parent lot or serial number to each material as follows:
  - a) In the **Lot/Serial Nbr.** field of the Summary area, selects the lot or serial number that will be assigned to materials (as shown in Item 1 of the first screenshot below).
  - b) In the Unallocated Materials table (the bottom table), clicks the material line to be allocated (Item 2).
  - c) On the form toolbar, clicks **Allocate** (Item 3). The system allocates the materials for the lot or serial number and moves the material line to the Allocated Materials table (the top table), as shown in the second screenshot below.

Late Assignment CUSTOMIZATION TOOLS

RO AM000028 SRS000053

---

Order Type: RO - Regular Orders    Status: In Process    Qty. to Produce: 1.00

Production Nbr.: AM000028 - Assemble Printe    Inventory ID: MGPCB - Printed Circuit Board    Complete Qty.: 0.00

\* Lot/Serial Nbr.: SRS000053    Warehouse: WHOLESALE - Wholesale Ware    Scrapped Qty.: 0.00

Remaining Qty.: 1.00

---

UNALLOCATE

Inventory ID	Description	Lot/Serial Nbr.	Qty. Allocated	UOM
No records found. Try to modify parameters above to see records here.				

---

ALLOCATE

Inventory ID	Description	Lot/Serial Nbr.	Qty. Unallocated	UOM	Qty. Required	Qty. to Allocate
MGCIRBOARD	Circuit Board	SRS000525	1.00	EA	1.00	1.00
MGCIRBOARD	Circuit Board	SRS000526	1.00	EA	1.00	1.00
MGCIRBOARD	Circuit Board	SRS000527	1.00	EA	1.00	1.00
MGCIRBOARD	Circuit Board	SRS000528	1.00	EA	1.00	1.00
MGCIRBOARD	Circuit Board	SRS000529	1.00	EA	1.00	1.00

Late Assignment CUSTOMIZATION TOOLS

RO AM000028 SRS000053

---

Order Type: RO - Regular Orders    Status: In Process    Qty. to Produce: 1.00

\* Production Nbr.: AM000028 - Assemble Printe    Inventory ID: MGPCB - Printed Circuit Board    Complete Qty.: 0.00

\* Lot/Serial Nbr.: SRS000053    Warehouse: WHOLESALE - Wholesale Ware    Scrapped Qty.: 0.00

Remaining Qty.: 1.00

---

UNALLOCATE

Inventory ID	Description	Lot/Serial Nbr.	Qty. Allocated	UOM
MGCIRBOARD	Circuit Board	SRS000525	1.00	EA

---

ALLOCATE

Inventory ID	Description	Lot/Serial Nbr.	Qty. Unallocated	UOM	Qty. Required	Qty. to Allocate
MGCIRBOARD	Circuit Board	SRS000526	1.00	EA	0.00	0.00
MGCIRBOARD	Circuit Board	SRS000527	1.00	EA	0.00	0.00
MGCIRBOARD	Circuit Board	SRS000528	1.00	EA	0.00	0.00
MGCIRBOARD	Circuit Board	SRS000529	1.00	EA	0.00	0.00

- d) Repeats the previous two steps for each material to be allocated to the lot or serial number they select in the **Lot/Serial Nbr.** field.
- 6. When all needed materials have been allocated to parent lot or serial numbers, opens the *Labour* or *Move* form and releases the transaction for the last operation.

### Viewing of Lot- and Serial-Tracked Items in Production Orders

A production manager can view the lot and serial numbers assigned to a parent item and materials in multiple ways.

First, the *Lot/Serial Hierarchy* (AM600000) report has been modified to display the parent lot and serial numbers that have been assigned to materials (see the following screenshot).

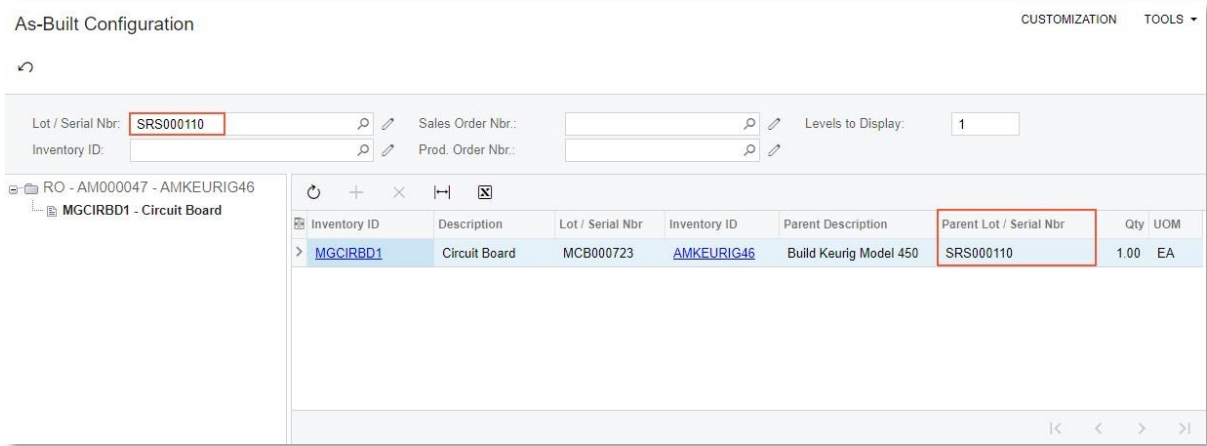
Lot/Serial Hierarchy TOOLS ▾

🔍 🔄 📄 🔖 ⏪ ⏩ ⏴ ⏵ PRINT SEND EXPORT ▾
Type your query here Find

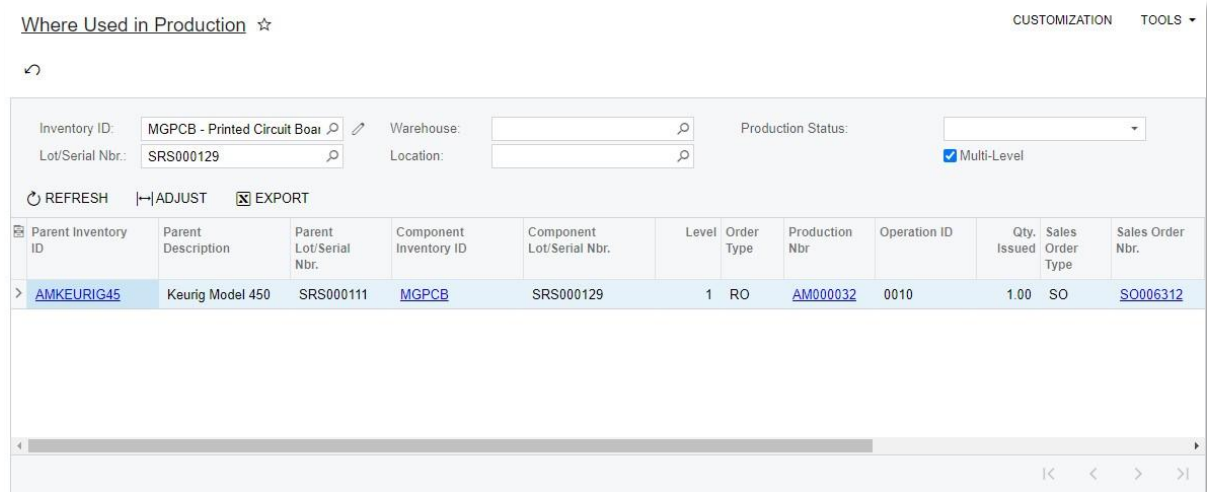
Lot/Serial Hierarchy		Order Type:	RO	Page:	1 of 1			
Company: Revision Two Products		Production Nbr:	AM000041	Date:	7/23/2021			
User: admin admin								
<b>Order Type</b>	<b>Production Nbr.</b>	<b>Inventory ID</b>	<b>Qty Completed</b>					
RO	AM000041	AMKEURIG46	Keurig Model 450	3.00				
<b>Finished Good Lot/Serial Numbers</b>								
	<b>Parent Lot/Serial Number</b>	<b>Qty</b>	<b>Batch</b>	<b>Tran. Date</b>				
	SRS000101	1.00	AMB000059	7/23/2021				
	SRS000102	1.00	AMB000059	7/23/2021				
	SRS000103	1.00	AMB000059	7/23/2021				
<b>Material Transactions</b>								
<b>Inventory ID</b>	<b>Description</b>	<b>Parent Lot/Serial Number</b>	<b>Qty Issued</b>	<b>Lot/Serial Number</b>	<b>Lot Qty</b>	<b>Unit Cost</b>	<b>PM Batch</b>	<b>Inv Batch</b>
MGRESVINLT	Reservoir Inlet		3.00		3.00	30.00	AMB000057	004639
MGFILTER	Internal Purifying Filter		3.00		3.00	30.00	AMB000057	004639
MGH20RESV	Water Reservoir		3.00		3.00	8.00	AMB000057	004639
MGHOUSING	Housing		3.00		3.00	10.00	AMB000057	004639
MGCIRBD1	Circuit Board	SRS000101	3.00	MCB000715	1.00	0.00	AMB000057	004639
MGCIRBD1	Circuit Board	SRS000102	3.00	MCB000716	1.00	0.00	AMB000057	004639
MGCIRBD1	Circuit Board	SRS000103	3.00	MCB000717	1.00	0.00	AMB000057	004639

Second, the new *As-Built Configuration* (AM401700) inquiry form has been introduced (see the screenshot below). The form is useful when a user wants to view details about the original structure of the manufactured item as it came off the line; if the organisation provides warranties, the customer managers must be sure that the produced item has not been modified before authorising the warranty claim.

By using this form, a user can select an item by a serial number and view the lot- or serial-tracked materials used to produce this item. On the form, the user can also select items by inventory ID, reference number of a sales order, or reference number of a production order. For items that require subassemblies to be produced, in the **Levels to Display** field of the Selection area, the user can specify the number of levels of the nested subassemblies to be displayed in the tree on the left pane.



Third, the new *Where Used in Production* (AM402500) form has been introduced (shown in the following screenshot), where a user can view the parent items and subassemblies of a specific lot- or serial-tracked material used in the production of finished items or materials. This form is useful when the user needs to find all items that used a component with a specific lot or serial number and the related sales order (if any)—for example, when a defect has been discovered in a specific lot of components.



## Other UI Enhancements

To support the functionality of preassigning lot or serial numbers, on the **Line Details** tab of the *Production Order Maintenance* (AM201500) form, the following columns have been added:

- **Complete Qty.**
- **Scrapped Qty.**
- **Remaining Qty.**

These columns make it possible for users to track the quantities, including the quantity that cannot be used, at the lot- or serial-number level. The total quantities for all lot and serial numbers assigned in the production order are displayed on the **General** tab.



## Supplier Shipment Enhancements

In MYOB Advanced Manufacturing Edition 2021.2, the functionality of supplier shipments has been enhanced to make the creation of supplier shipments more convenient to users.

### Creation of a Purchase Order from a Production Order

Production managers can now create purchase orders with expenses for outside processing services directly from production orders. A production manager can create this type of purchase order as follows:

1. Create a production order for an item with a bill of material that contains an outside processing operation and release it by using the *Production Order Maintenance* (AM201500) form.
2. Open the production order on the *Production Order Details* (AM209000) form.
3. In the Operations table, click the row with the outside processing operation. Rows for services to be paid for should have *Subcontract* specified in the **Material Type** column and *Purchase* specified in the **Subcontract Source** column (see the following screenshot).

The screenshot displays the 'Production Order Details' form for 'RO AM000033 - Production of the sterilized scalpels'. The 'Operations' table lists three operations: Milling (WC70), Autoclave Sterilization (AASERVICES), and Inspection (WC10). The 'AASERVICES' row is selected. Below the operations table, the 'Materials' section is visible, showing a line item for 'SUBCON' (Subcontractor Expense) with a quantity of 0.34. The 'Material Type' is 'Subcontract' and the 'Subcontract Source' is 'Purchase', both of which are highlighted with a red box in the original image.

Operation ID	*Work Center	Operation Description	*Setup Time	Run Units	*Run Time	Machine Units	*Machine Time	*Queue Time	*Finish Time
0010	WC70	Milling	00:00	10.00	01:00	0.00	01:00	00:00	00:00
0020	AASERVICES	Autoclave Sterilization	00:00	1.00	00:00	0.00	01:00	00:00	00:00
0030	WC10	Inspection	00:00	25.00	01:00	0.00	01:00	00:00	00:00

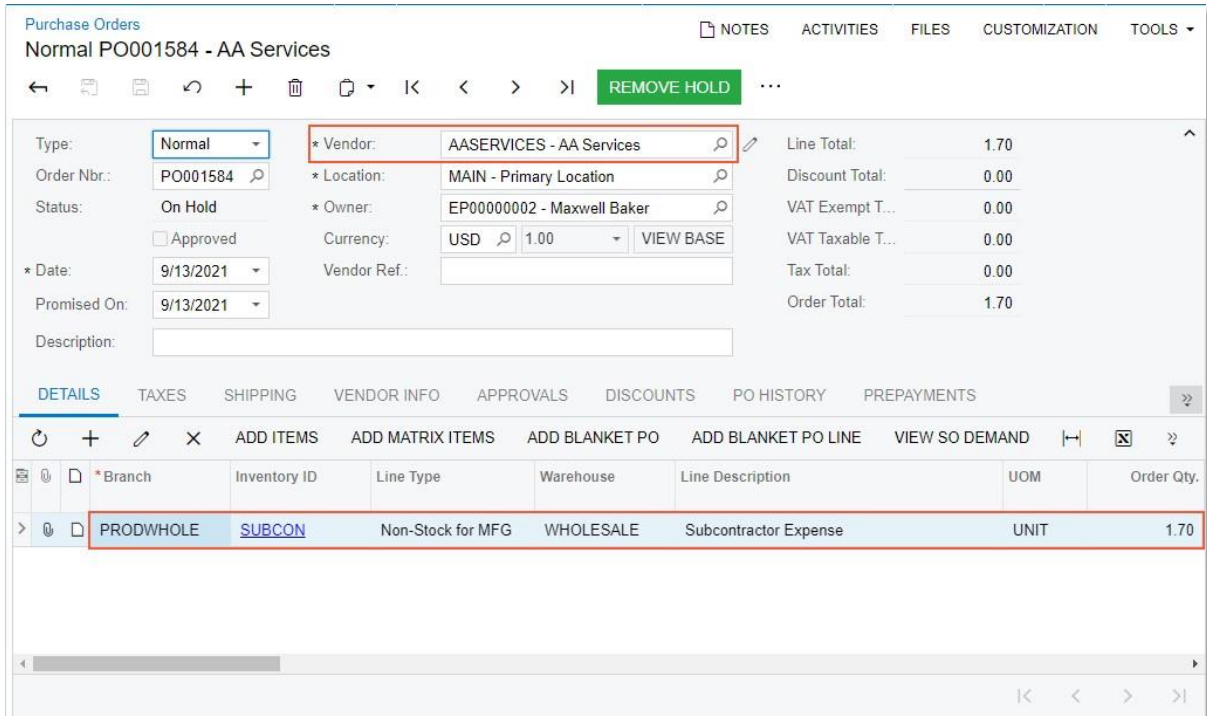
  

*Inventory ID	Description	Qty Required	*UOM	Unit Cost	Material Type	Subcontract Source	Backflush	Warehouse Override	*Warehouse
MGPEELPACK	Self Sealing Envelope with indicator	1.00	EA	0.05	Subcontract	Ship to Vendor	<input type="checkbox"/>	<input type="checkbox"/>	WHOLESALE
SUBCON	Subcontractor Expense	0.34	UNIT	1.00	Subcontract	Purchase	<input checked="" type="checkbox"/>	<input type="checkbox"/>	WHOLESALE

4. On the toolbar of the Operations table, click the new **Create Purchase Order** button (shown in the screenshot above). The system creates the purchase order for the

supplier specified on the **Outside Process** tab and opens it on the *Purchase Orders* (PO301000) form. On the **Details** tab, the purchase order contains the row or rows with the services to be paid for (see the following screenshot).

**Note:** If no supplier is specified on the **Outside Process** tab for the operation on the *Production Order Details* form, the system leaves the **Supplier** field empty, and the production manager has to specify the supplier manually.



### Creation of a Supplier Shipment from a Production Order

It is now possible to create supplier shipments with materials for outside processing directly from production orders. A production manager can create this type of supplier shipment as follows:

1. Create a production order for an item with a bill of material that contains an outside processing operation and release it by using the *Production Order Maintenance* (AM201500) form.
2. Open the production order on the *Production Order Details* (AM209000) form.
3. In the Operations table, click the row with the outside processing operation. Materials to be shipped to a supplier should have *Subcontract* specified in the **Material Type** column and *Ship to Supplier* specified in the **Subcontract Source** column (see the following screenshot).

Production Order Details  
 RO AM000033 - Production of the sterilized scalpels

Inventory ID: AMTOOLOSP - Sterilized Scalpel  
 Warehouse: WHOLESALE - Wholesale Warehouse  
 Order Date: 9/13/2021  
 Status: Released  Hold

CREATE PURCHASE ORDER CREATE VENDOR SHIPMENT

Operation ID	*Work Center	Operation Description	*Setup Time	Run Units	*Run Time	Machine Units	*Machine Time	*Queue Time	*Finish Time
0010	WC70	Milling	00:00	10.00	01:00	0.00	01:00	00:00	00:00
0020	AASERVICES	Autoclave Sterilization	00:00	1.00	00:00	0.00	01:00	00:00	00:00
0030	WC10	Inspection	00:00	25.00	01:00	0.00	01:00	00:00	00:00

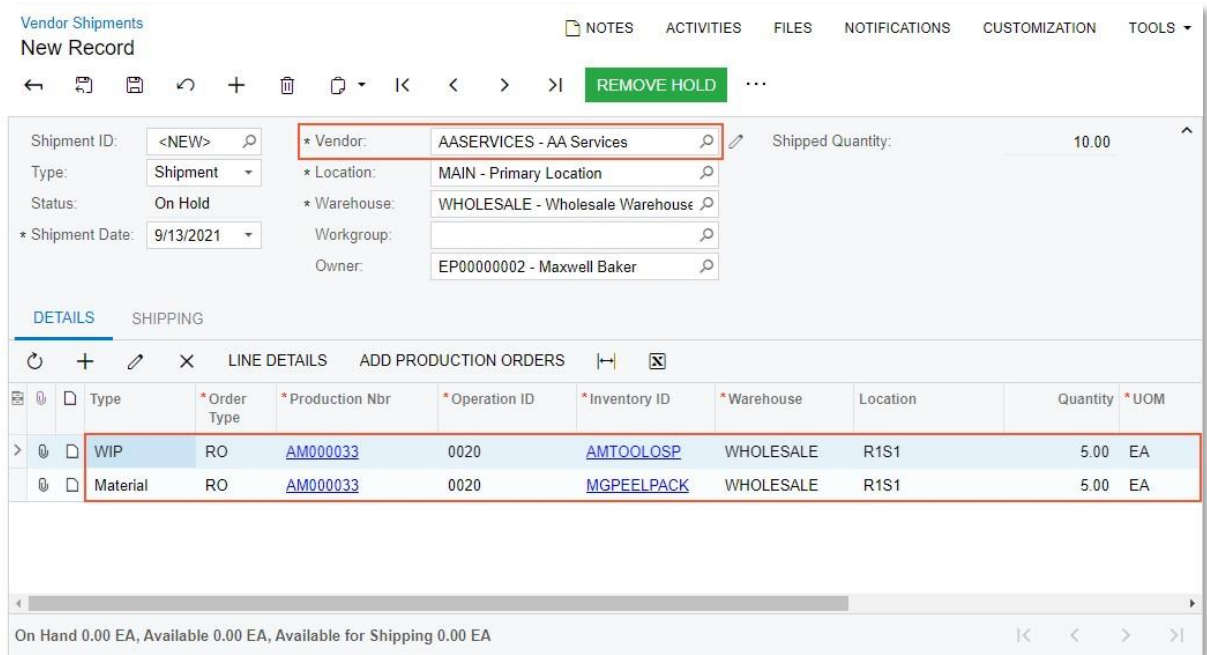
MATERIALS STEPS TOOLS OVERHEAD TOTALS OUTSIDE PROCESS

RESET LINES LINE DETAILS ALLOC. DETAILS PO LINK

*Inventory ID	Description	Qty Required	*UOM	Unit Cost	Material Type	Subcontract Source	Backflush	Warehouse Override	*Warehouse
MGPEELPACK	Self Sealing Envelope with indicator	1.00	EA	0.05	Subcontract	Ship to Vendor	<input type="checkbox"/>	<input type="checkbox"/>	WHOLESALE
SUBCON	Subcontractor Expense	0.34	UNIT	1.00	Subcontract	Purchase	<input checked="" type="checkbox"/>	<input type="checkbox"/>	WHOLESALE

- On the toolbar of the Operations table, click the new **Create Supplier Shipment** button (shown in the screenshot above). The system creates the supplier shipment for the supplier specified on the **Outside Process** tab and opens it on the *Supplier Shipments* (AM310000) form. On the **Document Details** tab, the supplier shipment contains one row of the *WIP* type with the item to be produced and rows of the *Material* type with the materials to be shipped to the supplier (see the following screenshot).

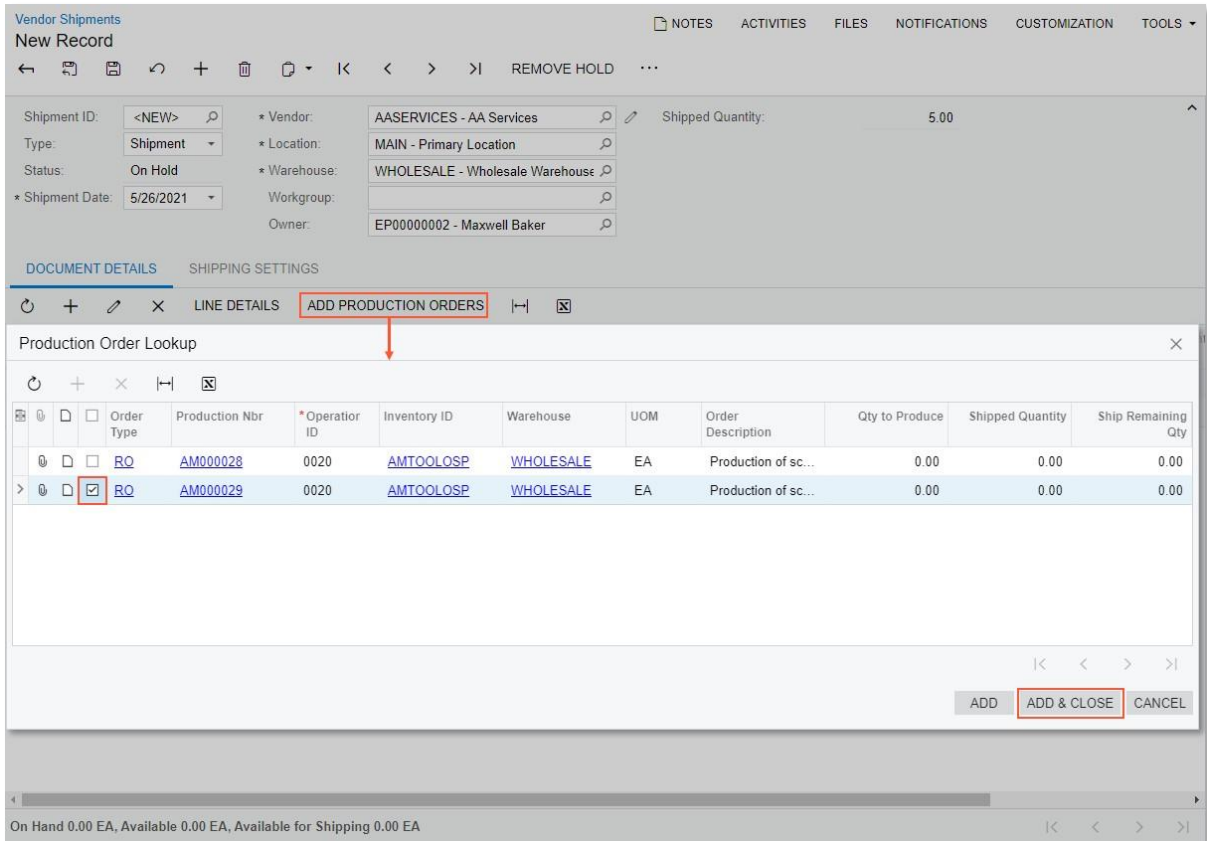
**Note:** If no supplier is specified on the **Outside Process** tab for the operation on the *Production Order Details* form, the system leaves the **Supplier** field empty and the production manager has to specify the supplier manually.



## Addition of Multiple Production Orders to a Supplier Shipment

Some organisations may want to aggregate materials from multiple production orders in one supplier shipment. In previous versions of MYOB Advanced Manufacturing Edition, a production manager added the required lines manually line by line. In MYOB Advanced Manufacturing Edition 2021.2, the production manager can select a production order with the needed materials on the *Supplier Shipments* (AM310000) form, and the system adds the material lines to the supplier shipment. To add the materials from production orders to a supplier shipment, the production manager does the following:

1. Opens the supplier shipment to which materials from multiple production orders should be added on the *Supplier Shipments* form.
2. On the table toolbar of the **Document Details** tab, clicks the new **Add Production Orders** button. The system opens the **Production Order Lookup** dialog box (shown in the following screenshot).



3. Selects the unlabelled check boxes in the rows of the production orders that will be used as material sources for the supplier shipment.

**Note:** The **Production Order Lookup** dialog box displays only production orders that meet all of the following conditions:

- They have the Planned, Released, or In Process status.
- They contain materials with the Ship to Supplier subcontract source.
- They have the same supplier specified on the **Outside Process** tab of the *Production Order Details* (AM209000) form as in the **Supplier** field on the *Supplier Shipments* form.

4. Clicks **Add and Close** to add the materials to the supplier shipment and close the dialog box.

On the **Document Details** tab, for each selected production order, the system adds one row of the *WIP* type with the item to be produced and the rows for the *Material* type with the materials to be shipped to the supplier (see the following screenshot).

Vendor Shipments

Shipment AMVS00001

NOTES ACTIVITIES FILES NOTIFICATIONS CUSTOMIZATION TOOLS

← ↻ 📄 ↶ + 🗑️ 📄 ↷ REMOVE HOLD ...

Shipment ID: AMVS00001 \* Vendor: AASERVICES - AA Services Shipped Quantity: 16.00  
 Type: Shipment \* Location: MAIN - Primary Location  
 Status: On Hold \* Warehouse: WHOLESALE - Wholesale Warehouse  
 \* Shipment Date: 5/26/2021 Workgroup: Owner: EP00000002 - Maxwell Baker

DOCUMENT DETAILS SHIPPING SETTINGS

🔄 + ✎ ✕ LINE DETAILS ADD PRODUCTION ORDERS

Type	*Order Type	*Production Nbr	*Operation ID	*Inventory ID	*Warehouse	Location	Quantity	*UOM
WIP	RO	AM000028	0020	AMTOOLOSP	WHOLESALE	R1S1	5.00	EA
Material	RO	AM000028	0020	MGPEELPACK	WHOLESALE	R1S1	5.00	EA
WIP	RO	AM000029	0020	AMTOOLOSP	WHOLESALE	R1S1	3.00	EA
Material	RO	AM000029	0020	MGPEELPACK	WHOLESALE	R1S1	3.00	EA

On Hand 0.00 EA, Available 0.00 EA, Available for Shipping 0.00 EA

## Enhanced Validation on Closing Production Orders

In previous versions of MYOB Advanced Manufacturing Edition, a production manager could close a production order even when a supplier shipment related to the order had not been completed. Now when a production manager closes a production order on the *Close Production Orders* (AM506000) form, the system makes sure that all production transactions and documents related to the production order, including supplier shipments, have been released or completed and prevents the order from being closed if finds any unprocessed transactions or documents.

## Visual Production Schedule

MYOB Advanced Manufacturing Edition Version 2021.2 introduces a new visual tool designed to benefit organisations that use advanced planning and scheduling in the system and process many production orders with complex routing. This visual tool provides the ability to visualise whether and where existing production orders can be rescheduled to accommodate order escalations or emergencies on the shop floor.

The new functionality is available only when the *Advanced Planning and Scheduling* feature is enabled on the *Enable/Disable Features* (CS100000) form.

## Visual Production Schedule

To give scheduling managers the ability to view the production schedule in a graphical form, the *Production Schedule Board* (AM215555) form has been implemented. On this form, a Gantt chart displays the schedule for the selected production orders over time. On this form, shown in the following screenshot, the production manager can adjust the timescale, assign colour coding of chart bars, and view missed commitment dates.

The screenshot shows the 'Production Schedule Board' form. At the top, there are tabs for 'SCHEDULE', 'FIRM', and 'UNDO FIRM'. Below this is a section for filters, divided into 'PRODUCTION ORDER FILTERS', 'REFERENCE FILTERS', 'DATE RANGE', and 'DISPLAY SETTINGS'. The 'DATE RANGE' section shows a date range from 8/29/2021 to 9/7/2021. The 'DISPLAY SETTINGS' section has a 'Color Coding' dropdown set to 'Production Order Status'. Below the filters is a table of 'PRODUCTION ORDERS' with columns for Selected, Type, Production N, Inventory I, Dispatch, Constraint, and a Gantt chart. The Gantt chart shows bars for production orders AM000005, AM000010, AM000012, and AM000013. Below the production orders is a section for 'WORK CENTERS' with columns for Work Center, Shift, Crew Size, Machine, and a Gantt chart. The Gantt chart shows capacity for work centers WC10 and WC100.

The form consists of the following parts (with the numbers corresponding to those in the screenshot above):

1. The form toolbar with form-specific commands. By using these commands, the scheduling manager can schedule or firm a production order. Also the manager can undo the *Firm* action for a previously firmed production order. For details about firm scheduling production orders, see *Manufacturing: Firm Scheduling of Production Orders*.
2. The Selection area, which holds the selection criteria for production orders to be displayed on the form. In the **Colour Coding** field, the scheduling manager can also select the production order setting for which the bars in the Gantt chart will be colour coded, such as the production order status or order type.
3. The upper pane with the **Production Orders** tab, which displays the list of production orders that meet the selection criteria, the Gantt chart for each production order, and the pane toolbar.
4. The lower pane, which contains tabs with lists of all work centres and machines. These tabs show histograms with details for the available and scheduled capacity for each work centre and machine.

## Gantt Chart for Production Orders

Each chart for production orders can display any of the following graphical elements (see the screenshot below):

- A bar, which represents an operation of the production order and is displayed as follows:
- The length represents the duration of the operation from the start date and time to the end date and time.
- The label displays the operation number and the status of the production order.
- The colour represents the option specified in the **Colour Coding** field of the Selection area. If *Production Order Status* is selected, for example, each colour corresponds to a particular order status.
- An optional diamond shape, which indicates that the production order is linked to a sales order. The system compares the **Requested On** date in the sales order, which is in the Summary area of the *Sales Orders* (SO301000) form, to the **End Date** in the production order, which is on the **General** tab of the *Production*

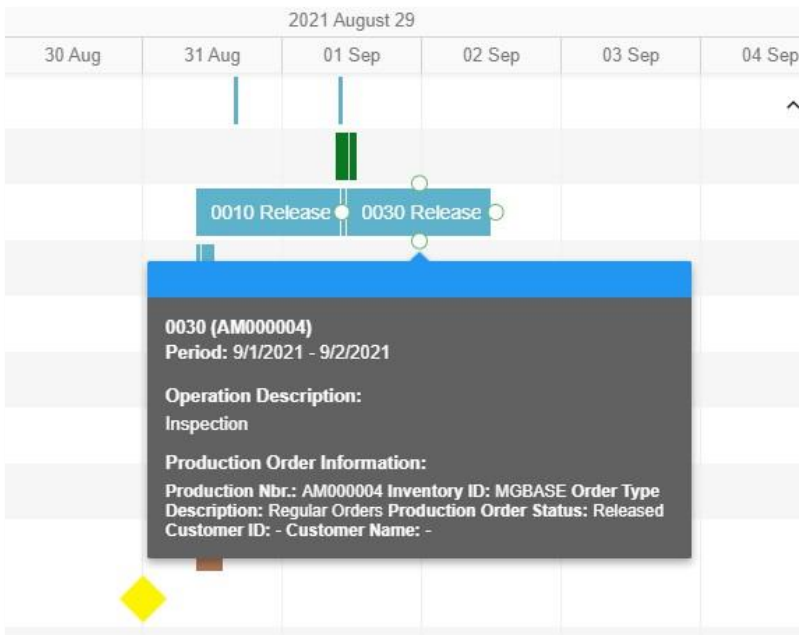
*Order Maintenance* (AM201500) form. Based on this comparison, one of the following colours is used for the diamond:

- Green: The **Requested On** date in the sales order is later than the **End Date** in the production order. That is, the production order meets the date commitment.
- Yellow: The **Requested On** date in the sales order is the same as the **End Date** in the production order. That is, the production schedule is tight, and production dates should not be shifted later to meet the commitment.
- Red: The **Requested On** date in the sales order is earlier than the **End Date** in the production order. That is, the production order does not meet the commitment.
- An optional lightning bolt icon, which indicates that the on-hand quantity of some materials required for the operation is insufficient.
- An optional white circle shape, which indicates that the operation is performed outside of the organisation.

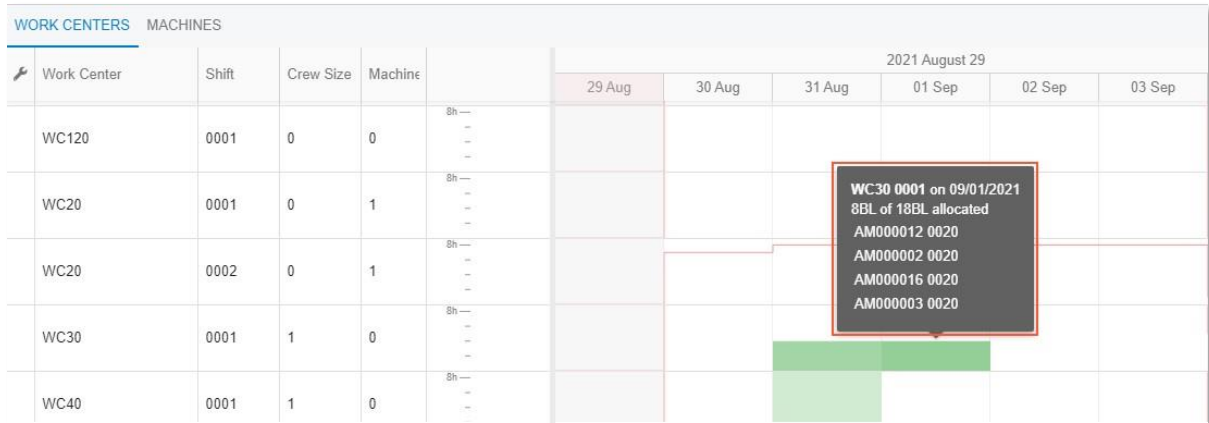




The scheduling manager can point to an element on the Gantt chart to view the details for the scheduled operation and the related production order (see the following screenshot).



The charts for work centres and machines consist of bars. The height of each bar represents the workload of the work centre or machine resource for a particular timescale unit. The scheduling manager can point to the bar to view details about the work centre or machine workload (see the following screenshot).



The scheduling manager can adjust the view of both panes as follows by using elements on the pane toolbar (located in the top right corner of the upper pane):

- Change the timescale— which can be hours, days, weeks, or months—by selecting the appropriate option in the Timescale field
- Show or hide the lower pane by clicking the **Maximise** button
- Display the chart in full-screen mode by clicking the **Fullscreen** button
- Display only late production orders by clicking the **Late Orders** button

The scheduling manager can schedule production orders directly on this form by doing the following:

1. In the Selection area, specifying the selection criteria to be used to filter the production orders to be scheduled, which are displayed on the **Production Orders** tab.
2. On the **Production Orders** tab, selecting the check box in the **Selected** column for each production order to be scheduled.
3. On the form toolbar, clicking **Schedule**.
4. On the form title bar, clicking the form name to refresh the page

## Firm Scheduling of Production Orders

MYOB Advanced Manufacturing Edition Version 2021.2 gives users the ability to prevent a production order from being rescheduled if strict production dates are important for a production order (for example, due to commitment with a customer). A production manager can now firm the order—that is, fix the production dates. When the production manager runs finite scheduling of production orders, the system does not reschedule the firmed production orders.

**Note:** Only the scheduled production orders can be firmed.

This functionality is available only when the *Advanced Planning and Scheduling* feature is enabled on the *Enable/ Disable Features (CS100000)* form.

## Firm Scheduling of Production Orders

To firm any number of production orders that have been scheduled, on the *Rough Cut Planning* (AM501000) form, the scheduling manager does the following (with the numbers corresponding to those shown in the screenshot below):

1. Selects the check box in the unlabelled column of each row of a production order to be firmed.
2. In the **Action** field of the Selection area, selects *Firm*.
3. Clicks **Process** on the form toolbar. The schedule status of the orders is changed to *Firm*.

The screenshot shows the 'Rough Cut Planning' form with the following elements:

- Toolbar:** Includes a 'PROCESS ALL' button (highlighted with a red box and number 3).
- Action Field:** A dropdown menu is set to 'Firm' (highlighted with a red box and number 2).
- Selection Area:** Includes checkboxes for 'Release Orders', 'Exclude Planning Orders', and 'Exclude Firm Orders'.
- Table:** A table with columns: Qty to Produce, Qty Remaining, UOM, Order Type, Production Nbr, Inventory ID, Description, and Schedule Status. The first row is highlighted, and its 'Schedule Status' is 'Scheduled' (highlighted with a red box and number 1).

	Qty to Produce	Qty Remaining	UOM	Order Type	Production Nbr	Inventory ID	Description	Schedule Status
<input checked="" type="checkbox"/>	10.00	10.00	EA	RO	AM000002	MGRESVIN...	Reservoir Inlet	Scheduled
<input type="checkbox"/>	15.00	15.00	EA	RO	AM000003	MGPCE	Printed Circuit Board	Scheduled
<input type="checkbox"/>	100.00	100.00	EA	RO	AM000004	MGBASE	Base Unit	Scheduled
<input type="checkbox"/>	10.00	10.00	EA	RO	AM000005	AMKEURIG...	Keurig Model 450	Scheduled
<input type="checkbox"/>	3.00	3.00	EA	RO	AM000007	AMKEURIG...	Keurig Model 450	Scheduled
<input type="checkbox"/>	1.00	1.00	EA	RO	AM000008	AMTOOLOSP	Sterilized Scalpel	Unscheduled
<input type="checkbox"/>	30.00	30.00	EA	RO	AM000010	MGPCE	Printed Circuit Board	Scheduled
<input type="checkbox"/>	1.00	1.00	EA	RO	AM000011	MGBASE	Base Unit	Scheduled
<input type="checkbox"/>	10.00	10.00	EA	RO	AM000012	MGRESVIN...	Reservoir Inlet	Scheduled

To undo the *Firm* action for a production order, the scheduling manager performs the same steps, but selects *Undo Firm* in the **Actions** field.

Firm production orders are hidden from the *Rough Cut Planning* form by default—that is, the new **Exclude Firm Orders** check box in the Selection area is selected—but the scheduling manager can display these orders by clearing the check box (see the following screenshot).

Rough Cut Planning CUSTOMIZATION TOOLS ▾

Action: Schedule ▾
 Release Orders
  Exclude Planning Orders
  Exclude Firm Orders

Qty to Produce	Qty Remaining	UOM	Order Type	Production Nbr	Inventory ID	Description	Schedule Status
10.00	10.00	EA	RO	<a href="#">AM000002</a>	<a href="#">MGRESVIN...</a>	Reservoir Inlet	Firm
15.00	15.00	EA	RO	<a href="#">AM000003</a>	<a href="#">MGPCB</a>	Printed Circuit Board	Firm
100.00	100.00	EA	RO	<a href="#">AM000004</a>	<a href="#">MGBASE</a>	Base Unit	Firm
10.00	10.00	EA	RO	<a href="#">AM000005</a>	<a href="#">AMKEURIG...</a>	Keurig Model 450	Firm
3.00	3.00	EA	RO	<a href="#">AM000007</a>	<a href="#">AMKEURIG...</a>	Keurig Model 450	Scheduled
1.00	1.00	EA	RO	<a href="#">AM000008</a>	<a href="#">AMTOOLOSP</a>	Sterilized Scalpel	Unscheduled
30.00	30.00	EA	RO	<a href="#">AM000010</a>	<a href="#">MGPCB</a>	Printed Circuit Board	Scheduled
1.00	1.00	EA	RO	<a href="#">AM000011</a>	<a href="#">MGBASE</a>	Base Unit	Scheduled
10.00	10.00	EA	RO	<a href="#">AM000012</a>	<a href="#">MGRESVIN...</a>	Reservoir Inlet	Scheduled
10.00	10.00	EA	RO	<a href="#">AM000013</a>	<a href="#">MGBASE</a>	Base Unit	Scheduled
10.00	10.00	EA	RO	<a href="#">AM000016</a>	<a href="#">MGPCB</a>	Printed Circuit Board	Scheduled
10.00	10.00	EA	RO	<a href="#">AM000017</a>	<a href="#">MGWIDGET</a>	Assembled widget	Scheduled
100.00	100.00	PALLET	RO	<a href="#">AM000018</a>	<a href="#">AMPIPECVR</a>	Custom Pipe Cover	Unscheduled
2.00	2.00	EA	RO	<a href="#">AM000021</a>	<a href="#">AMDOORS...</a>	Single Hung Configured Door	Scheduled
5.00	5.00	EA	RO	<a href="#">AM000022</a>	<a href="#">AMCTOBAT</a>	Custom Wooden Bat	Scheduled

The scheduling manager can also firm production orders by doing the following on the new *Production Schedule Board* (AM215555) form (see the screenshot below):

1. On the **Production Orders** tab, selecting the **Selected** check box of each row that contains a production order to be firmed.
2. On the form toolbar, clicking **Firm**.
3. On the form title bar, clicking the form name to refresh the page.

**Production Schedule Board** CUSTOMIZATION TOOLS

SCHEDULE 2 **FIRM** UNDO FIRM

**PRODUCTION ORDER FILTERS**

Warehouse:    
 Order Type:    
 Production Nbr.:    
 Production Order Status:   
 Schedule status: **Both**   
 Product Workgroup:    
 Product Manager:    
 Include on Hold

**REFERENCE FILTERS**

Inventory ID:    
 SO Order Type:    
 SO Order Nbr.:    
 Customer:

**DATE RANGE**

From: 8/29/2021 To: 9/9/2021

**DISPLAY SETTINGS**

Color Coding: **Production Order Status**

**PRODUCTION ORDERS**

Selected	Production Nbr	Inventory ID	Constraint	Schedule Status
<input checked="" type="checkbox"/>	AM000002	MGRESVINLT	8/26/2020 12:00 AM	Scheduled
<input type="checkbox"/>	AM000003	MGPCB	9/1/2021 12:00 AM	Scheduled
<input type="checkbox"/>	AM000004	MGBASE	8/12/2020 12:00 AM	Scheduled
<input type="checkbox"/>	AM000005	AMKEURIG45	8/12/2020 12:00 AM	Scheduled
<input type="checkbox"/>	AM000010	MGPCB	8/12/2020 12:00 AM	Scheduled
<input type="checkbox"/>	AM000012	MGRESVINLT	8/11/2020 12:00 AM	Scheduled
<input type="checkbox"/>	AM000013	MGBASE	9/1/2021 12:00 AM	Scheduled
<input type="checkbox"/>	AM000016	MGPCB	1/28/2021 12:00 AM	Scheduled

2021 August 29

LATE ORDERS Days

29 Aug 30 Aug 31 Aug 01 Sep 02 Sep 03 Sep

0010 Release 0030 Release

0020 PI

For the description of the *Production Schedule Board* form, see *Manufacturing: Visual Production Schedule*.

## Schedule Status of Production Orders

Now a production manager can view the schedule status of production orders in any of the following places:

- In the new **Schedule Status** column on the *Rough Cut Planning* (AM501000) form (as shown in the following screenshot). The option in this column reflects whether the production order has been scheduled.

Rough Cut Planning CUSTOMIZATION TOOLS ▾

Action: Schedule ▾
 Release Orders
  Exclude Planning Orders
  Exclude Firm Orders

Qty to Produce	Qty Remaining	UOM	Order Type	Production Nbr	Inventory ID	Description	Schedule Status
10.00	10.00	EA	RO	<a href="#">AM000002</a>	<a href="#">MGRESVIN...</a>	Reservoir Inlet	Firm
15.00	15.00	EA	RO	<a href="#">AM000003</a>	<a href="#">MGPCB</a>	Printed Circuit Board	Firm
100.00	100.00	EA	RO	<a href="#">AM000004</a>	<a href="#">MGBASE</a>	Base Unit	Firm
10.00	10.00	EA	RO	<a href="#">AM000005</a>	<a href="#">AMKEURIG...</a>	Keurig Model 450	Firm
3.00	3.00	EA	RO	<a href="#">AM000007</a>	<a href="#">AMKEURIG...</a>	Keurig Model 450	Scheduled
1.00	1.00	EA	RO	<a href="#">AM000008</a>	<a href="#">AMTOOLOSP</a>	Sterilized Scalpel	Unscheduled
30.00	30.00	EA	RO	<a href="#">AM000010</a>	<a href="#">MGPCB</a>	Printed Circuit Board	Scheduled
1.00	1.00	EA	RO	<a href="#">AM000011</a>	<a href="#">MGBASE</a>	Base Unit	Scheduled
10.00	10.00	EA	RO	<a href="#">AM000012</a>	<a href="#">MGRESVIN...</a>	Reservoir Inlet	Scheduled
10.00	10.00	EA	RO	<a href="#">AM000013</a>	<a href="#">MGBASE</a>	Base Unit	Scheduled
10.00	10.00	EA	RO	<a href="#">AM000016</a>	<a href="#">MGPCB</a>	Printed Circuit Board	Scheduled
10.00	10.00	EA	RO	<a href="#">AM000017</a>	<a href="#">MGWIDGET</a>	Assembled widget	Scheduled
100.00	100.00	PALLET	RO	<a href="#">AM000018</a>	<a href="#">AMPIPECVR</a>	Custom Pipe Cover	Unscheduled
2.00	2.00	EA	RO	<a href="#">AM000021</a>	<a href="#">AMDOORS...</a>	Single Hung Configured Door	Scheduled
5.00	5.00	EA	RO	<a href="#">AM000022</a>	<a href="#">AMCTOBAT</a>	Custom Wooden Bat	Scheduled

- In the new **Schedule Status** field on the *Production Order Maintenance* (AM201500) form (see the following screenshot). The option in this field reflects whether the production order has been scheduled.

Production Order Maintenance  
 RO AM000035 - Assemble Printed Circuit Board

NOTES ACTIVITIES FILES NOTIFICATIONS CUSTOMIZATION TOOLS

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\* Order Type:  Order Date: 7/1/2021  
 \* Production Nbr: AM000035 - Assemble Printed Circuit Status: In Process  Hold  
 Inventory ID: MGPCB - Printed Circuit Board Product Workgroup: \_\_\_\_\_  
 Warehouse: WHOLESALE - Wholesale Warehouse Product Manager: \_\_\_\_\_  
 Location: R1S1 - Row 1 Shelf 1  
 Description: Assemble Printed Circuit Board

GENERAL REFERENCES EVENT HISTORY ATTRIBUTES TOTALS LINE DETAILS

Qty to Produce: 2.00 Schedule Status: **Scheduled**  
 UOM: EA Scheduling Method: Start On  
 Qty Complete: 0.00 Constraint: 7/1/2021  
 Qty Scrapped: 0.00 Start Date: 7/2/2021  
 Qty Remaining: 2.00 End Date: 7/2/2021

Use Fixed Mfg Lead Times for Order Dates  
 Use Order Start Date for MRP  
 Exclude from MRP

Dispatch Priority: 5  
 Costing Method: Actual  
 Scrap Override

Scrap Warehouse: RETAIL - Retail Warehouse  
 Scrap Location: RETURNS - Returns area  
 Allow Preassigning Lot/Serial Numbers  
 Require Parent Lot/Seri... On Issue

The possible schedule statuses are the following:

- *Scheduled*: The production order has been scheduled.
- *Unscheduled*: The production order has not been scheduled yet.
- *Firm*: The production order has been firmed; that is, the system skips this production order during rescheduling.

### Other UI Changes

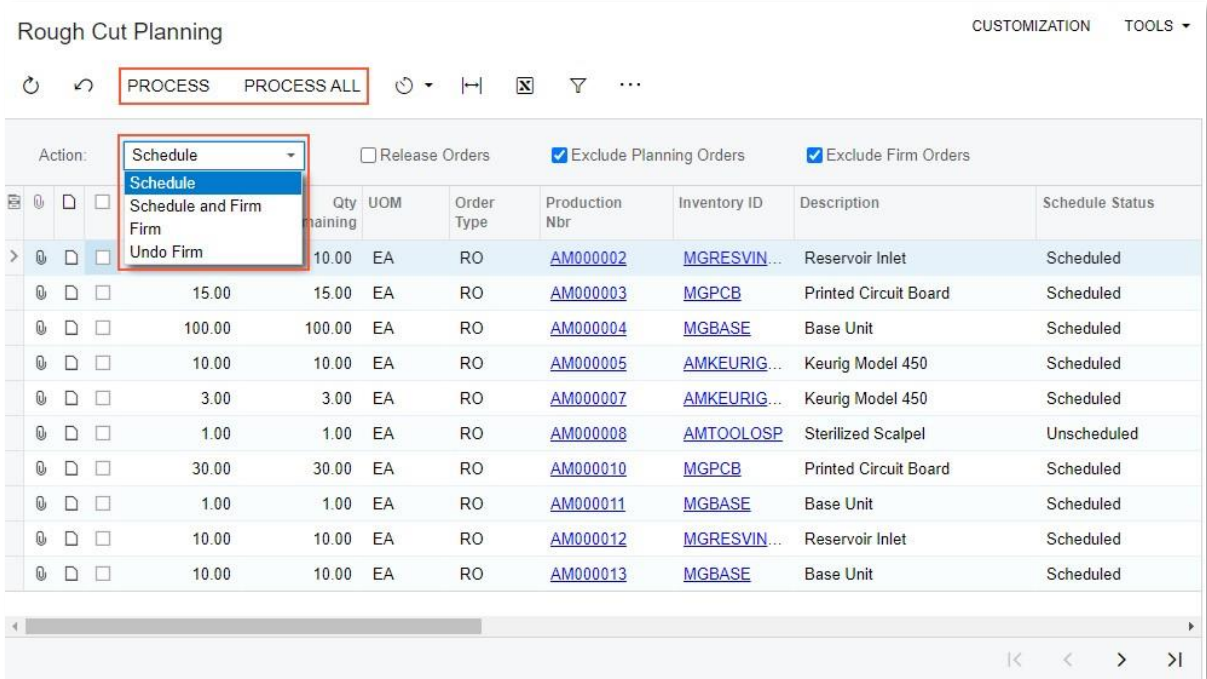
The *Rough Cut Planning* (AM501000) form has been redesigned to support the scheduling enhancements as follows:

- In the Summary area, the **Action** field has been added, where a scheduling manager can select any of the following actions (shown in the screenshot below):
- *Schedule*: Schedules the production orders
- *Schedule and Firm*: Schedules the production orders and firms the orders after scheduling

- *Firm*: Firms the production orders that have already been scheduled
- *Undo Firm*: Undoes the *Firm* action for the production orders that have previously been firmed
- On the form toolbar, the **Schedule** and **Schedule All** commands have been replaced with the **Process** and

**Process All** commands (see the following screenshot). When a user clicks either of the commands, the

system performs the action specified in the **Action** field for the selected production orders or all production orders.



- On the More menu, the **Production Schedule Board** command has been added, which opens the *Production Schedule Board (AM215555)* form.

## UI Enhancements

In MYOB Advanced Manufacturing Edition 2021.2, multiple UI enhancements have been introduced on manufacturing-related forms.

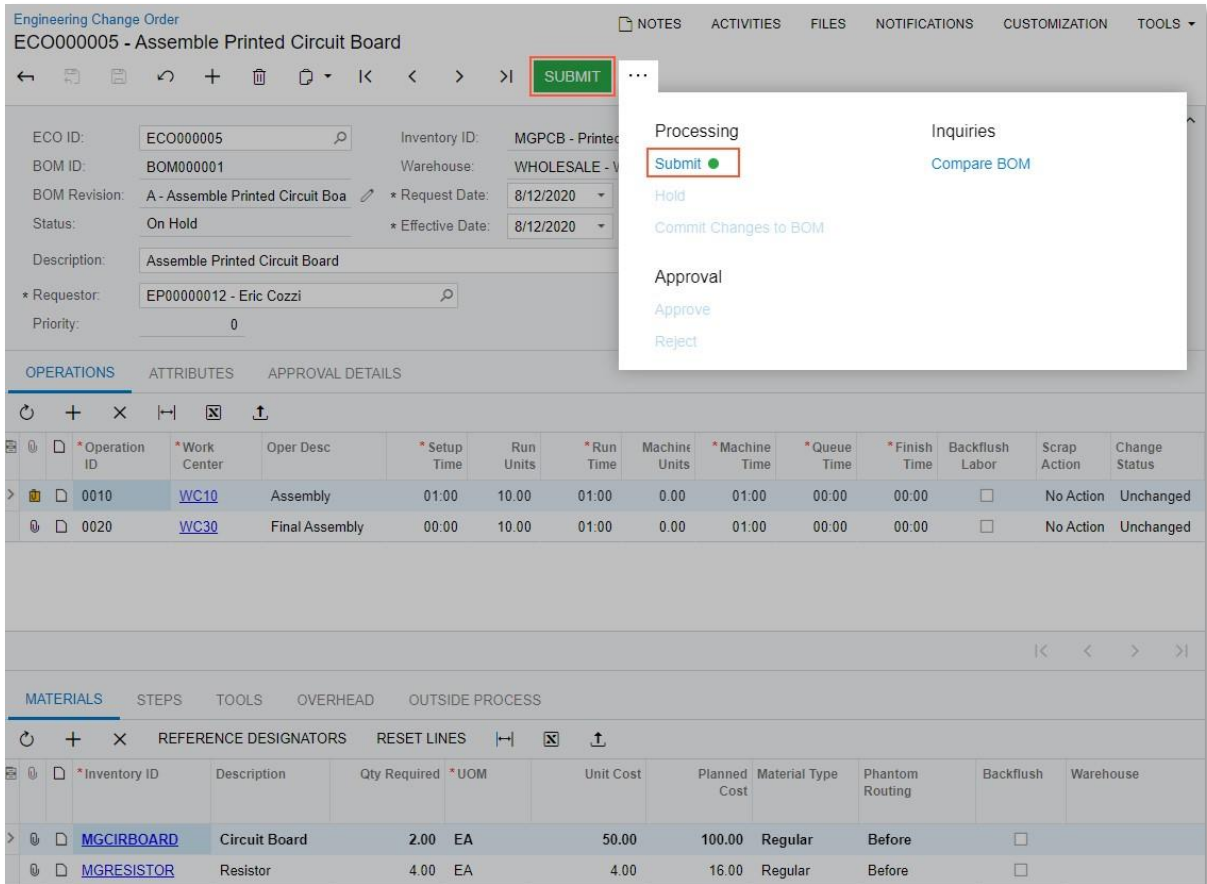
### Form Toolbar Enhancements

On multiple forms related to manufacturing functionality, form-specific commands on the form toolbar have been moved to the More menu, which a user can view by clicking the More ... button on the form toolbar. Commands on the More menu are now grouped by categories. These commands work as they did in the previous versions; only the placement of the commands has changed. For more information, see *User Interface: Redesigned Form Toolbar*.



**Note:** During an update to MYOB Advanced 2021.2, all custom and customised forms will be updated to display the redesigned toolbar. To cause the toolbar to be displayed correctly on custom and customised forms or to display the old version of the toolbar, before the update, a developer needs to modify these forms, as described in Upgrade Procedure: Redesigned Form Toolbar on Custom and Customised Forms in the *Release Notes for Developers*.

The following screenshot illustrates the *Engineering Change Order (AM215000)* form with its commands on the More menu organised in categories.



### Command Name Changes

The following table lists the forms where menu commands on the More menu have been renamed to unify the command names throughout the system.

Form	Command name in 2021.1.1	Command name in 2021.2
<a href="#">Production Order Maintenance</a> (AM201500)	Auto Create Linked Orders	Generate Orders for Subassemblies
	Calculate Plan Cost	Update Planned Costs

Form	Command name in 2021.1.1	Command name in 2021.2
	Create Move	Create Move Transaction
	Release Material	Release Materials
<i>Bill of Material</i> (AM208000)	Attributes	BOM Attributes
	BOM Cost Summary	Calculate BOM Cost
	Make Default BOM	Set as Default BOM
	Make Planning BOM	Set as Planning BOM
<i>Configuration Maintenance</i> (AM207500)	Set as default for Item	Set as Default Configuration
<i>Estimates</i> (AM303000)	Add to Order	Add to Sales Order
	Copy From	Create by Copying
	Create Inventory	Create Inventory Items
	Mark as Primary	Set as Primary Estimate
	New Revision	Create New Revision

## Tab Name Changes

The following table lists the forms where tabs have been renamed to unify the command names throughout the system.

Form	Tab name in 2021.1.1	Tab name in 2021.2
<i>Work Centres</i> (AM207000)	Shift Info	Shifts
	Substitute Work Centres	Substitutes
<i>Engineering Change Request</i> (AM210000)	Approval Details	Approvals
<i>Engineering Change Order</i> (AM215000)	Approval Details	Approvals
<i>BOM Preferences</i> (AM101000)	General Settings	General
<i>Machines</i> (AM204500)	Info	General

Form	Tab name in 2021.1.1	Tab name in 2021.2
<a href="#">Production Order Maintenance</a> (AM201500)	Event History	Events
<a href="#">Production Preferences</a> (AM102000)	General Settings	General
<a href="#">Production Order Types</a> (AM201100)	General Settings	General
<a href="#">Supplier Shipments</a> (AM310000)	Document Details	Details
	Shipping Settings	Shipping

### Form Name Changes

The Where Used (AM402000) form has been renamed to *Where Used in BOM*, as shown in the following screenshot, to make the form name clearer.

The screenshot shows the 'Where Used in BOM' form. At the top, the title 'Where Used in BOM' is highlighted with a red box. Below the title are search fields for 'Inventory ID' (containing 'MGPCB - Printed Circuit Board'), 'Warehouse', and 'Item Class'. There are also buttons for 'REFRESH', 'ADJUST', and 'EXPORT'. The main part of the form is a table with the following data:

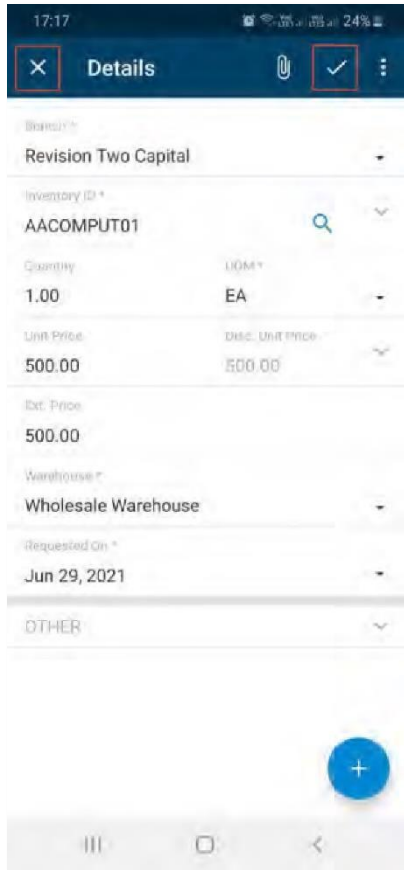
Inventory ID	Level	Parent Inventory ID	Qty Required	UOM	Item Class	Is stock	Source	Warehouse	Description
MGPCB	1	AMKEURIG45	1.00	EA	MFGSUBASSY--	<input checked="" type="checkbox"/>	Manufacturing	WHOLESALE	Printed Circuit Board

# Mobile

## Ability to Save Data On a Secondary Screen

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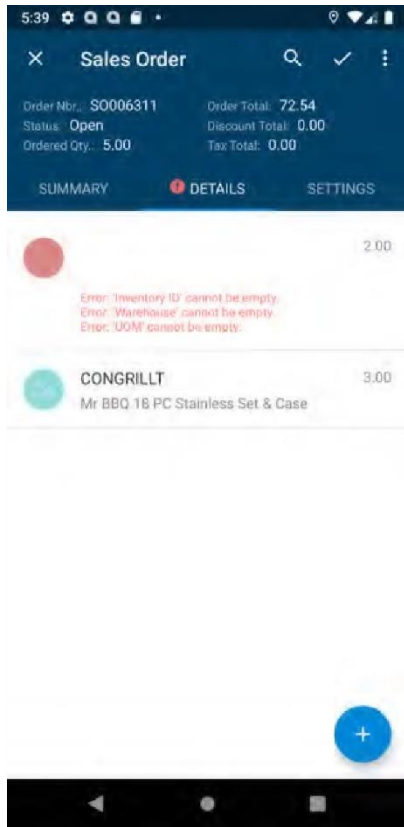
In the MYOB Advanced mobile app connected to an instance of MYOB Advanced 2021.2, a user can now save or discard data on a secondary screen—for example, on a screen with the details of a sales order line. A user can save or discard data by using the Save and Cancel buttons, which appear on the screen toolbar, as shown in the following screenshot.



## Improvements in Error Reporting

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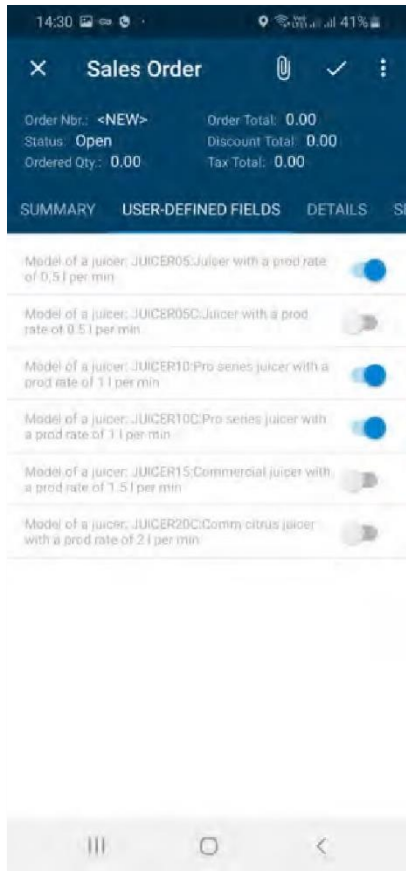
In the MYOB Advanced mobile app connected to an instance of MYOB Advanced 2021.2, error reporting has been improved. When an error happens on a field as a result of an action, the MYOB Advanced mobile app highlights the tab that contains the field with the error, as shown in the following screenshot.



Also, if an error happens in a specific detail line as a result of an action, that line is also highlighted in the app.

## Full Support of Multi-Select Lists

In previous versions of MYOB Advanced, the MYOB Advanced mobile app supported multi-select lists only for document attributes. The mobile app connected to an instance of MYOB Advanced 2021.2 now supports multi-select lists on all screens of the app, including filters and mapped forms. An example of a multi-select list displayed on the MYOB Advanced mobile app screen is shown in the following screenshot.



# Order Management

## Customer Refunds in Sales Orders and SO Invoices

In MYOB Advanced 2021.2, the ability to create customer refunds directly on the *Sales Orders* (SO301000) and *Invoices* (SO303000) forms has been implemented. Also, a user can now add or link existing customer refunds to sales orders with the *RMA Order* and *Credit Memo* automation behaviour and to credit memos.

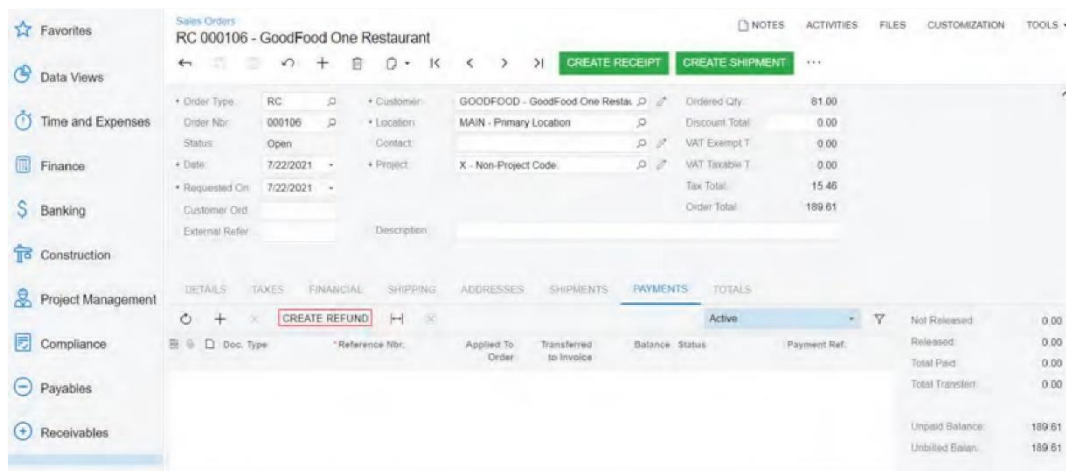
### Customer Refunds on the Sales Orders Form

On the *Sales Orders* (SO301000) form, a user can now create a customer refund for an order that has an order type whose settings on **Template** tab of the *Order Types* (SO201000) form meet the following criteria:

- The **Automation Behaviour** is *RMA Order* or *Credit Memo*.
- In the **AR Document Type** field, the *No Update* option is not selected.
- In the **Operations** table of the tab, one active operation is listed with *Receipt* selected in the **Operations** column.

In MYOB Advanced, the predefined *RC* and *CM* types of orders can be used to create customer refunds.

The **Create Refund** button has been added to the form toolbar of the **Payments** tab of the *Sales Orders* form (see the following screenshot).



The **Create Refund** button appears in sales orders with the *RMA Order* and *Credit Memo* automation behaviour. The button is available if the order has the *Open* status and the **Allow Refund Before Return** check box is selected on the **General** tab of the *Order Types* form (shown on the following screenshot) for the order type of the sales order.

If the **Allow Refund Before Return** check box is cleared for the order type of the order, the **Create Refund** button is unavailable.

Order Types  
**RC - Return for Credit**

Order Type: RC  Active  
 Description: Return for Credit  
 Order Template: RC - Return for Credit

GENERAL    TEMPLATE

**ORDER SETTINGS**

Order Numbering Sequence: ARINVOICE  
 Days To Keep: 30

Hold Orders on Entry  
 Hold Document on Failed Credit Check  
 Require Control Total  
 Bill Separately  
 Ship Separately  
 Calculate Freight  
 Ship in Full if Negative Quantity Is Allowed  
 Supports Approval  
 Allow Refund Before Return  
 Copy Notes  
 Copy Attachments  
 Copy Line Notes To Shipment  
 Copy Line Attachments To Shipment  
 Copy Line Notes To Invoice  
      Only Non-Stock  
 Copy Line Attachments To Invoice  
      Only Non-Stock  
 Require Customer Order Nbr.

**POSTING SETTINGS**

Use Sales Account from: Inventory Item  
 Freight Account: 51300 - COGS - Freight  
 Use Freight Account from: Ship Via  
 Discount Account:  
 Use Discount Account from: Customer Location  
 Auto Write-Off

**INTERCOMPANY POSTING SETTINGS**

Use Sales Account from: Inventory Item  
 Use COGS Account from: Inventory Item

**MANUFACTURING SETTINGS**

Allow Production Orders - Approved  
 Allow Production Orders - Hold  
 Allow Estimating  
 Allow Configuration Entry  
 Enable Warehouse On Line With Linked Production  
 MTO Order

If the order has the *On Hold* status, the **Create Refund** button is unavailable, but the user can add an existing customer refund to the sales order by clicking the **Add Row** button on the **Payments** tab of the *Sales Orders* form.

When the user clicks the **Create Refund** button on the form toolbar, the **Create Refund** dialog box opens (see the following screenshot). By default, the system automatically inserts the values from the **Payment Information** section on the **Financial** tab of the *Sales Orders* form to the corresponding fields in the **Create Refund** dialog box.

Create Refund

\* Refund Amount: 110.00    USD  
 Description: customer refund for returned goods  
 \* Payment Meth...: CHECK - Check  
 \* Cash Account: 10200 - Company Checking Account  
 \* Payment Ref.: PMT03228

OK    CANCEL



- When a cash or check payment method is selected in the **Payment Method** field of the **Create Refund** dialog box, the dialog box has the following fields (as shown in the screenshot above, because it has a check payment method):
- **Refund Amount:** The amount of the customer refund, which equals the total amount of the return order by default.
- **Description:** The description of the customer refund. This field is always blank by default.
- **Payment Method:** The payment method used to create the payment to be refunded.
- **Cash Account:** The cash account used to create the payment to be refunded.
- **Payment Ref.:** The reference number of the customer refund. The value of this field is inserted automatically if the **AR -Suggest Next Number** check box is selected on the **Allowed Cash Accounts** tab of the *Payment Methods* (CA204000) form for the payment method specified in the dialog box.
- **Orig. Transaction:** The reference number of the payment's original credit card transaction. If the payment has more than one transaction, the field is blank by default.
- **Card/Account No:** The card or account number used to create the payment to be refunded.
- **Proc. Centre ID:** The identifier of the plug-in used for integration with the processing centre.

The screenshot shows a 'Create Refund' dialog box with the following fields and values:

• Refund Amount:	110.00	USD
Description:	refund for returned goods	
• Payment Meth...	VISATOK - Visa Tokenized	[Magnifying Glass Icon]
• Orig. Transact...	60171610616	[Magnifying Glass Icon]
• Cash Account:	10600 - Credit Card Account	[Magnifying Glass Icon]

Buttons: REFUND, CANCEL

Processing Centers  
AUTHNETAPI - Authorize.Net Tokenized (API)

← → ↺ + - 🔍 TEST CREDENTIALS

\* Proc. Center ID: AUTHNETAPI  Allow Saving Payment Profiles  
 \* Name: Authorize.Net Tokenized (API)  Synchronize Deletion  
 \* Cash Account: 10800 - Credit Card Account  Accept Payments from New Cards  
 Currency: USD  Allow Unlinked Refunds  
 Active

\* Payment Plug-in (Type): Authorize.Net API plug-in

PLUG-IN PARAMETERS PAYMENT METHODS PREFERENCES FEES

⌂ + × ⏪ ⏩

ID	Description	Value
MERCNAME	Your Merchant Name / Login	*****
SIGNKEY	Your Signature Key	*****
TESTMODE	Sets testing mode on/off	1
TRANKEY	Your Transaction Key / Password	*****
USEWEBHOOK	Use Webhooks	<input checked="" type="checkbox"/>

When the user clicks the **Refund** button in the **Create Refund** dialog box, the system creates a customer refund with the original transaction specified in this dialog box. If the transaction is not specified, the system generates a new refund transaction for the customer refund being created.

The status of a new customer refund with a cash or check payment method depends on the **Hold Documents on Entry** check box state on the *Accounts Receivable Preferences* (AR101000) form. A new customer refund with a credit card payment method is automatically released when the system successfully processes the refund transaction. If approval is configured for customer refunds on the *Accounts Receivable Preferences* form, all customer refunds are created with the *On Hold* status.

The customer refund is applied to the sales order for which it was created. On the **Payments** tab of the *Sales Orders* form for the sales order, the link to the customer refund can be found in the **Reference Nbr.** column of the table.

A sales order with a customer refund applied cannot be canceled or deleted.

If a user adds a customer refund to a sales order with the *RMA Order* or *Credit Memo* automation behaviour by adding a row on the **Payments** tab and saves the sales order, the system checks whether the linked customer refund has an original payment transaction and whether this original transaction is related to the invoices listed on the **Details** tab of the form. If the original transaction of the linked customer refund is not related to any of these invoices, the system displays an error message, and changes are not saved. The system also checks whether the original transaction in a customer refund is related to invoices that have a reference in the sales order with the *RMA Order* or *Credit Memo* automation behaviour when this sales order is linked to a customer refund on the **Order to Apply** tab of the *Payments and Applications* (AR302000) form.

When a credit memo is created for a sales order with the *RMA Order* or *Credit Memo* automation behaviour, the application to the customer refund is automatically transferred from the sales order to the credit memo. When the user releases the credit memo, the

application to the customer refund is also released, if the customer refund has the *Open* status.

## Customer Refunds on the Invoices Form

On the *Invoices* (SO303000) form, a user can now create a customer refund directly for an invoice of the *Credit Memo* type and any status by clicking the **Create Refund** button on the table toolbar of the **Applications** tab (shown in the following screenshot). The creation of customer refunds on this form works in the same way as the creation of customer refunds by using the **Create Refund** button on the **Payments** tab of the *Sales Orders* (SO30100) form.

The screenshot shows the 'Applications' tab of the 'Credit Memo 000109 - GoodFood One Restaurant' form. The 'CREATE REFUND' button is highlighted in the toolbar. The table below shows the current state of the applications:

Customer	Amount Paid	Date	Balance	Description	Currency	Post Period	Customer Order No.	Status	Not Released	Released	Total Paid
			0.00						0.00	0.00	0.00

When the user adds a customer refund by clicking the **Add Row** button on the **Applications** tab of the *Invoices* form and saves the credit memo, the system checks whether the linked customer refund has an original transaction specified and whether this original transaction is related to invoices listed for the credit memo on the **Details** tab of the form.

On the far right of the **Applications** tab, the following fields have been added:

- **Not Released:** The sum of the amounts of the documents (invoices, customers refunds, debit memos, and overdue charges) that have been applied to the credit memo and are not released yet.
- **Released:** The sum of the amounts of the documents (invoices, customers refunds, debit memos, and overdue charges) that have been applied to the credit memo and released.
- **Total Paid:** The sum of the amounts in the **Not Released** and **Released** fields.

## Limitations

Documents with the *Voided* status are removed from the **Applications** tab automatically when the applied document is assigned this status.

The status of the credit memo is not affected by the status of the applied customer refund—that is, if a customer refund with the *Pending Processing* status is applied to a credit memo, the status of the credit memo does not change.

The user cannot remove the application of an unreleased credit memo to an unreleased customer refund on the *Payments and Applications* (AR302000) form.

An unreleased credit memo cannot be selected to be applied to customer refunds, payments, and prepayments on the **Documents to Apply** tab of the *Payments and Applications* form.

## Other Changes on the Sales Orders and Invoices Forms

Now the system inserts the information about the customer's payment method in the **Payment Information** section on the **Financial** tab of the *Sales Orders* (SO301000) and *Invoices* (SO303000) forms for sales orders with the *RMA Order* or *Credit Memo* automation behaviour and credit memos. The information is copied from the payment method that is specified as the customer's default payment method on the **Payment Methods** tab of the *Customers* (AR303000) form.

## Drop Shipments for Projects

In MYOB Advanced 2021.2, to give the users the ability to create purchase orders for goods and materials that should be delivered directly to the project site, the *Project Drop-Ship* type has been added to the *Purchase Orders* (PO301000) form. The functionality is available when the *Inventory and Order Management* and *Projects* features are enabled on the *Enable/Disable Features* (CS100000) form.

**Note:** The *Project Drop-Ship* type of purchase orders cannot be used for processing drop-ship purchase orders for retail processes. To process drop shipments directly to customers, the *Drop-Ship* type of purchase orders must be used.

## Changes on the Purchase Orders Form

The new *Project Drop-Ship* type of orders has been added to the **Type** field of the Summary area (shown on the following screenshot) of the *Purchase Orders* (PO301000) form. When this type is selected, the mandatory **Project** field appears in the Summary area. When a user specifies a project, on the **Shipping** tab, in the **Shipping Destination Type** field, the system selects the new *Project Site* option and copies the shipping contact and address to the **Ship-To Contact** and **Ship-To Address** sections from the **Bill-To** and **Project Address** sections on the **Summary** tab of the *Projects* (PM301000) form, respectively. The contact and address can be overridden by the user.

The screenshot shows the 'Purchase Orders' form for 'Project Drop-Ship - Big Green Trucks Ltd.'. The 'Type' dropdown menu is open, showing 'Project Drop-Ship' selected. The 'Project' field is highlighted in red and contains the text 'HMBAKERY8 - Installation of juicers'. The form also displays vendor information for 'GREENTRUCK - Big Green Trucks Ltd.' and a summary table with columns for 'Line Total', 'Discount Total', 'VAT Exempt T.', 'VAT Taxable T.', 'Tax Total', and 'Order Total', all showing 0.00.

Line Total	Discount Total	VAT Exempt T.	VAT Taxable T.	Tax Total	Order Total
0.00	0.00	0.00	0.00	0.00	0.00

Also, the following new types of lines have been introduced on the **Details** tab:

- *Goods for Project* for stock items.
- *Non-Stock for Project* for non-stock items, for which the **Require Receipt** is selected on the **General** tab of on the *Non-Stock Items* (IN202000) form. If this check box is cleared, the line has the *Service* type (same as for other purchase order types).

In purchase orders of the *Project Drop-Ship* type, the system fills in the **Account** and **Sub.** fields based on the settings specified for a project in the **Use Expense Account From** and **Combine Expense Sub. From** fields on the **Defaults** tab of the *Projects* (PM301000) form.

**Note:** If the user adds a line without an inventory ID, such as service or freight, the accounts defined by the standard functionality will be used for this line if the *Posting Class or Item* option is selected for the project in the **Purchases** section on the **Defaults** tab of the *Projects* form, or the account specified in the project or project task if the *Project* or *Task* option is selected. The subaccount for such lines is always defined by the standard functionality and does not depend on the project settings.

The purchase order is processed according to the settings specified for the project in the **Drop-Ship Receipt Processing** and **Record Drop-Ship Expenses** fields. If the related receipts are generated, the expense can be recorded either on the bill release or receipt release.

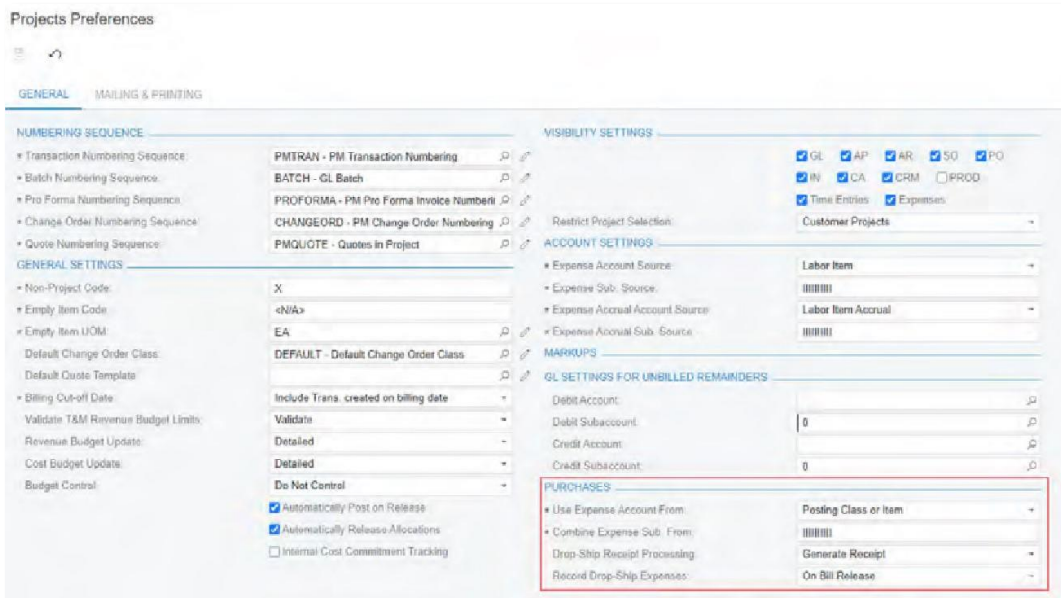
- The warehouse is not required in the purchase order and the **Warehouse** column on the **Details** tab of the *Purchase Orders* form is hidden. In the purchase receipt, the user still has to specify a warehouse but the inventory stock of the warehouse will not be affected.
- The project drop-ship orders are always processed without sales orders. It is not possible to create a project drop-ship order from a sales order.
- PPV is always recorded in the bill transaction regardless of the **Allocation Mode** setting on the *Purchase Orders Preferences* (PO301000) form.

If the project drop-ship return is created, the system will process this order based on the settings which were specified for the purchase order. The *Cost by Issue Strategy* option in the **Cost of Inventory Return From** field in the Summary area of the *Purchase Receipts* (SO302000) form is available for the project drop-ship returns.

## Changes on Other Forms

The **Purchases** section has been added to the **General** tab of the *Projects Preferences* (PM101000) form and the **Defaults** tab of the *Project Templates* (PM208000), and *Projects* (PM301000) forms (shown on the following screenshot).

**Note:** The settings of the **Purchases** section apply only to purchase orders of the *Project Drop-Ship* type.



The **Purchases** section contains the following fields:

- **Use Expense Account From:** The source of the expense account to be used in the project drop-ship order. The following options are available:
- *Posting Class or Item* (the default option): The system inserts the expense account according to the standard functionality. For non-stock items that do not require a receipt, the expense account is inserted from the **Expense Account** field on the **GL Accounts** tab of the *Non-Stock Items* (IN202000) form. For non-stock items that require a receipt and for stock items, the account is inserted according to the option selected in the **Use COGS/Expense Account from** field on the **General** tab of the *Posting Classes* (IN206000) form.
- *Project*: The system inserts the expense account from the **Default Cost Account** field on the **Defaults** tab of the *Projects* (PM301000) form for the project specified in the project drop-ship document.
- *Task*: The system inserts the expense account from the **Default Cost Account** field on the **Summary** tab of the *Project Tasks* (PM302000) form for the project specified in the project drop-ship document line.
- **Combine Expense Sub. From:** The subaccount mask for items used in the project drop-ships orders. The following options are available:
  - *|* (the default option): Inventory item
  - *P*: Posting class
  - *J*: Project
  - *T*: Task

After an upgrade to MYOB Advanced 2021.2, by default, the system assigns *I* to all segments of the subaccount mask.

**Note:** The value for *Project* in subaccount masks has been changed from *P* to *J* in the system. The following fields and forms have been affected:

- **Sales Subaccount Mask** field on the *Billing Rules* (PM207000) form
- **Subaccount** fields on the *Allocation Rules* (PM207500) form
- **Expense Sub. Source** and **Expense Accrual Sub. Source** fields on the *Projects Preferences* (PM101000) form
- **Combine Expense Sub. From** field on the *Accounts Payable Preferences* (AP101000) form
- **Combine Sales Sub. From** and **Combine Expense Sub. From** fields on the *Time and Expenses Preferences* (EP101000) form
- **Combine Expense Sub. From** on the **Defaults** tab of the *Project Templates* (PM208000) form
- **Combine Expense Sub. From** on the **Defaults** tab of the *Projects* (PM301000) form
- **Drop-Ship Receipt Processing**: The setting that defines whether a receipt will be generated for project drop shipment. This setting contains the following options: **Generate Receipt** (the default option) and **Skip Receipt Generation**.
- **Record Drop-Ship Expenses**: The setting that defines when the expense transaction should be recorded. This setting contains the following options: *On Bill Release* (the default option) and *On Receipt Release*.

If the *On Bill Release* option is selected, the system does not generate an inventory receipt on release of the purchase receipt. The system generates the transaction that updates expense account for both stock and non-stock items, when the related AP bill is released.

If the *On Receipt Release* option is selected, the system generates an inventory receipt and a transaction that updates the expense account when the purchase receipt is released. The system updates expense accounts for both stock and non-stock items in this case, and the system does not update any inventory accounts.

This field is not available if the *Skip Receipt Generation* option is selected in the **Drop-Ship Receipt Processing** field.

The **Drop-Ship Receipt Processing** and **Record Drop-Ship Expenses** fields are displayed only if the *Inventory* feature is enabled on the *Enable/Disable Features* (CS100000) form.

The **Purchases** section on *Project Templates* (PM208000) inherits settings from the *Projects Preferences* (PM101000) form. The section on *Projects* (PM301000) inherits settings from the *Project Templates* form. If a project has been created without a template, the values in the **Purchases** section on the *Projects* form are derived from the settings specified on the *Projects Preferences* form.

On the *Purchase Orders Preferences* (PO101000) form, the **For Project Drop-Ship Orders** check box has been added to the **Validate Total on Entry** section on the **General** tab (see the following screenshot). If this check box is selected, to save an order with the *Project Drop-Ship* type with a status other than *On Hold*, the user has to enter the total amount in the **Control Amount** field on the *Purchase Orders* (PO301000) form.

**Purchase Orders Preferences** CUSTOMIZATION TOOLS

GENERAL MAILING & PRINTING WAREHOUSE MANAGEMENT

**PURCHASE ORDER NUMBERING SETTINGS**

- Blanket Order Numbering Sequ: POORDER - Purchase Order
- Regular Order Numbering Sequ: POORDER - Purchase Order
- Receipt Numbering Sequence: PORECEIPT - PO Receipt
- Landed Cost Numbering Sequence: POLANDCOST - PO Landed Costs

**VALIDATE TOTAL ON ENTRY**

- For Receipts
- For Normal and Standard Orders
- For Blanket Orders
- For Drop-Ship Orders
- For Project Drop-Ship Orders
- For Landed Costs

**PURCHASE PRICE VARIANCE ALLOCATION**

Allocation Mode: Purchase Price Variance Account

Reason Code:

**THREE-WAY MATCH VALIDATION**

Bill Against Commitments: No Validation

**OTHER**

- Create Bill on Receipt Release
- Create Bill on LC Release
- Freight Expense Account: 61500 - Freight Expense
- Freight Expense Sub: 0
- PO Return Reason Code: VENDORRET - Vendor Return
- Tax Reason Code:
- Release IN Documents Automatically
- Release LC IN Adjustments Automatically
- Release AP Documents Automatically
- Hold Receipts on Entry
- Hold Landed Costs on Entry
- Process Service Lines from Normal Purchase Orders via Purchase Receipts
- Process Service Lines from Drop-Ship Purchase Orders via Purchase Receipts
- Update Sub. on Order Owner Change
- Copy Line Descriptions from Sales Orders
- Copy Line Notes from Sales Orders
- Automatically Add Receipt Line for Barcode

Also, on the **Approval** tab of the *Purchase Orders Preferences* form, the user can specify an approval map for the project drop-ship orders.

### Limitations

The following limitations apply to the project drop-ship order functionality in MYOB Advanced 2021.2 :

- Landed costs are not supported for the project drop-ship orders.
- Project drop-ship orders cannot be created from a change order.

## Item Substitution, Up-Sell, and CrossSell

In MYOB Advanced 2021.2, the new *Related Items* feature has been added to facilitate cross-sales, up-sales, and item substitutions for stock and non-stock items, which can increase sales while improving the customer experience. The feature has been added to the *Inventory and Order Management* group of features on the *Enable/ Disable Features* (CS100000) form.

When the feature is enabled, on the *Stock Items* (IN202500) and *Non-Stock Items* (IN202000) forms, the **Related**

**Items** tab appears so that related items can be listed; this tab was previously displayed only when the *Commerce Integration* feature was enabled. Also, with the *Related Items* feature enabled, the new related item functionality becomes available on the *Sales Orders* (SO301000) and *Invoices* (SO303000) forms so that users can quickly assess the items related to the initially specified items.

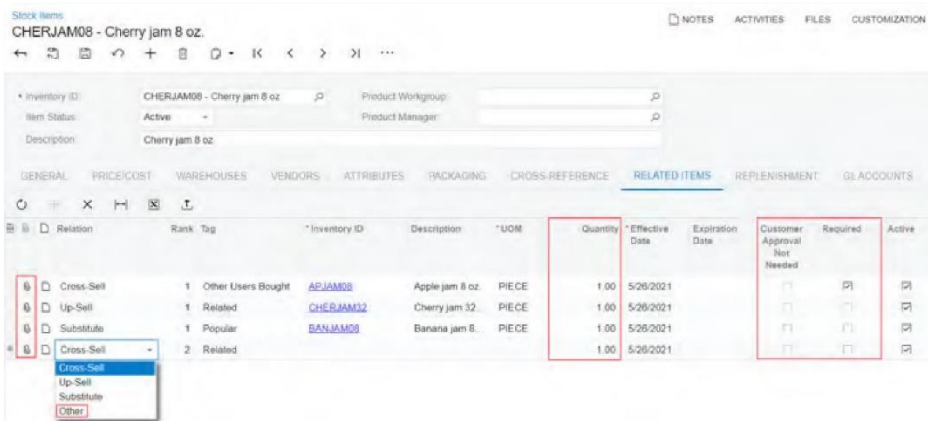
### Changes to the Related Items Tab

If the *Related Items* feature is enabled, on the *Stock Items* (IN202500) and *Non-Stock Items* (IN202000) forms, the **Related Items** tab is shown. On this tab, a user can list the items related to the original item (which in this context is the stock or non-stock item that is



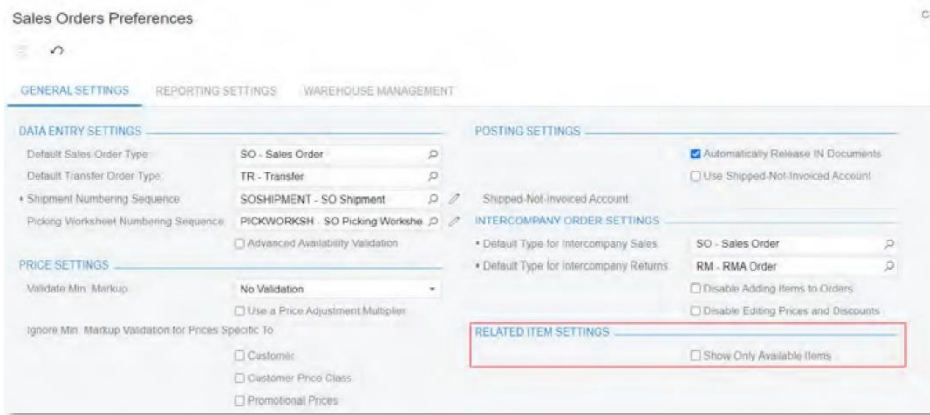
selected on the form) and the settings of the relation. The following changes have been made to the **Related Items** tab (shown in the following screenshot):

- The *Alternative* and *Related* relation types have been replaced with the *Other* type in the **Relation** column. (The possible relation types are *Cross-Sell*, *Up-Sell*, *Substitute*, and *Other*, as the screenshot shows.)
- The following columns have been added:
- **Files:** An icon the user can click in the row of the related item to attach a file to the relation.
- **Quantity:** The quantity of the related item required to replace one original item (for substitute and upsell items) or the quantity of the item of the *Cross-Sell* or *Other* relation type to be added to one original item.
- **Customer Approval Not Needed:** A check box that indicates that this related item can be selected without obtaining approval from a customer. If this check box is cleared, the salesperson has to confirm with the customer that the item can be replaced. This check box can be selected for only a related item with the *Substitute* type of relation.
- **Required:** A check box that indicates that this related item is required for the original item when the original item is sold. The check box can be selected if the related item has the *Substitute*, *Cross-Sell*, or *Other* type of relation. If this check box is selected for an item with the *Substitute* relation type, on the *Sales Orders* (SO301000) or *Invoices* (SO303000) form, the **Substitution Required** check box is selected for the item in a sales order or invoice.



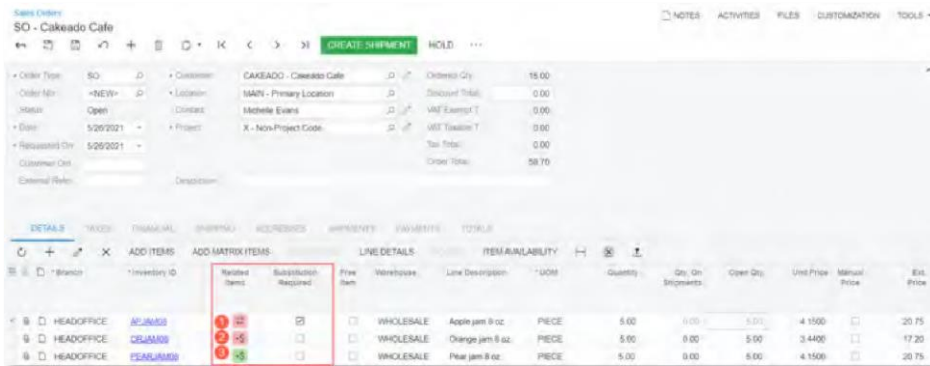
### New Section on the Sales Orders Preferences Form

On the *Sales Orders Preferences* (SO101000) form, the **Related Item Settings** section has been added (see the following screenshot). The section contains the **Show Only Available Items** check box. If this check box is selected, on the **Details** tab of the *Sales Orders* (SO301000) and *Invoices* (SO303000) forms, the system performs validation of the available quantity of related items and suggests only related items that are available. By default, this check box is cleared.



## New Functionality on the Sales Orders and Invoices Forms

When a user adds an item on the **Details** tab of the *Sales Orders* (SO301000) or *Invoices* (SO303000) form (which is the *original item* in this case) and this item has related items specified on the **Related Items** tab of the *Stock Items* (IN202500) or *Non-Stock Items* (IN202000) forms, the system displays a button in the **Related Items** column of the **Details** tab (see the following screenshot). The user can click these buttons to view information about the related items in the **Add Related Items** dialog box, and make any needed additions and replacements.



The buttons that may appear in the **Related Items** column are described below:

1. An item with the *Substitute* relation type has been specified for the original item and specified as required. The original item has to be replaced.
2. At least one item with the *Cross-Sell* or *Other* relation type has been specified for the original item and specified as required (as the red shading indicates). The user needs to add the specified item to the sales order.
3. At least one item with one of the relation types (*Cross-Sell*, *Up-Sell*, *Substitute*, or *Other*) has been specified for the original item in the item settings but is not defined as required. Thus, the user can assess the required item or items and determine whether to offer any to the customer.

If the related item with the *Substitution* relation has the **Required** check box selected on the **Related Items** tab of the *Stock Items* or *Non-Stock Items* form, when the original item is

selected on the **Details** tab of the *Sales Orders* and *Invoices* forms, the system automatically selects the check box in the **Substitution Required** column. If this check box is selected for an item listed in a sales order, the user cannot create a shipment based on the sales order, and if it is selected for an item in an invoice, the user cannot release the invoice.

**Note:** By default, the **Substitution Required** check box is available for editing but the availability of the check box can be restricted by user roles. For example, a user with the administrative rights can select the *View Only* option for the **Substitution Required** column for specific roles on the *Access Rights by Screen (SM201020)* form.

When the user clicks any of these buttons in the **Related Items** column on the **Details** tab of the *Sales Orders* or *Invoices* form, the system opens the **Add Related Items** dialog box (shown in the following screenshot). In the dialog box, the user can select a line with a substitute or up-sell item to replace or partially replace the original item, or select any number of lines with the *Cross-Sell* or *Other* relation type to add these to the original item in the sales order or invoice.

In the **Quantity** field of the Selection area of the dialog box, the user can specify the quantity of the original item to which the related items will be applied. For example, if a customer orders 10 laptops and the salesperson persuades the customer to buy 5 laptops of another model (which represents an up-sell), then in the **Add Related Items** dialog box, the salesperson specifies 5 in the **Quantity** field, selects the unlabelled check box in the line with the up-sell laptops, and clicks **Add & Close**. On the **Details** tab of *Sales Orders* or *Invoices* form, the system automatically reduces the value in the **Quantity** column for the line with the original laptops to 5, and inserts another line with 5 up-sell laptops.

Qty Selected	Rank	Relation	Tag	Inventory ID	Description	UOM	Unit Price	Ext. Price	Ext. Price Difference	Qty Available	Warehouse	Customer Approval	Required
0.00	1	Cross-Sell	Related	PEARJAM08	Pear jam	PIE	4.1500	0.00	0.00	0.00	RETAIL		
0.00	1	Cross-Sell	Related	PEARJAM08	Pear jam	PIE	4.1500	0.00	0.00	0.00	WHOL		
0.00	1	Other	Related	GIFTCERT	Gift Cert	EA	0.0000	0.00	0.00				
0.00	1	Substitute	Related	CHERJAM08	Cherry ja	PIE	4.1500	0.00	0.00	0.00	RETAIL		
0.00	1	Substitute	Related	CHERJAM08	Cherry ja	PIE	4.1500	0.00	0.00	0.00	WHOL		
0.00	1	Up-Sell	Related	APJAM08	Apple ja	PIE	45.1500	0.00	0.00	15.00	RETAIL		
0.00	1	Up-Sell	Related	APJAM08	Apple ja	PIE	45.1500	0.00	0.00	50.00	WHOL		

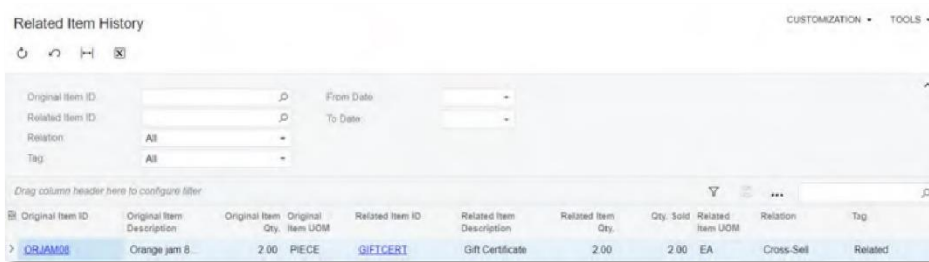
If a line with the substitute item is selected in the dialog box, the user can select the **Keep Original Price** check box in the Selection area to replace the original item with the substitute item but keep the value in the **Ext. Price** column of the original item line. The user can view the difference between those prices of the original and related items in the **Ext. Price Difference** column of the tab. A negative value means that the related item is cheaper than the original item. A positive value means that the related item is more expensive than the original item.

On the *Invoices* (SO303000) form, the button in the **Related Items** column of the **Details** tab appears for only the lines that have been added to the invoice directly (that is, they have not been processed through a sales order).

**Note:** On the *Invoices* form, if a related item with serial number tracking has been added to the document by using the **Add Related Items** dialog box and its quantity is more than one, the system will insert a separate line for each piece of the item (with a quantity of 1).

## The Related Item History Inquiry Form

The new **Related Item History** (IN401600) inquiry form has been added and listed in the **Inquiries** group of the **Sales Orders** workspace (shown in the following screenshot). The user can use this inquiry form to view related items that have replaced or complemented the original items specified on a sales order or invoice. The inquiry contains only records of related items that have been sold—that is, the invoices with these items have been released.



The user can narrow the search by using the following fields:

- **Original Item ID:** Records are shown for the selected original item only.
- **Related Item ID:** Records are shown for the selected related item only.
- **Relation:** Records are shown for the selected relation only. If the user selects *All*, the records are shown for all relations.
- **Tag:** Records are shown for the selected tag only. If the user selects *All*, the records are shown for all tags.
- **From Date:** Records are shown for related items with a sale date that is later than or equal to the specified date.
- **To Date:** Records are shown for related items with a sale date that is earlier than or equal to the specified date.

## Changes to the Customers Form

Some customers stick with familiar items and may not be willing to be informed about substitutes, cross-sell, or up-sell items. The **Suggest Related Items** check box has been added on the **Shipping** tab of the *Customers* (AR303000) form. If the check box is cleared for a customer, the **Related Items** and **Substitution Required** columns are not displayed on the **Details** tab of the *Sales Orders* (SO301000) and *Invoices* (SO303000) forms if this customer is selected in the document.

Customers  
CAKEADO - Cakeado Cafe

VIEW ACCOUNT ...

Customer ID: CAKEADO - Cakeado Cafe Balance: 17.20  
Customer Status: Active Prepayment Balance: 0.00  
Customer Class: DEFAULT - Local Customers Retained Balance: 0.00

GENERAL FINANCIAL BILLING SHIPPING LOCATIONS PAYMENT METHODS CONTACTS SALESPERSONS

**SHIP-TO ADDRESS**

Override  
[VIEW ON MAP](#)

Address Line 1: 3056 Hanover Street  
Address Line 2:  
City: New York  
State:  
Postal Code: 10013  
Country: US - United States of America

**SHIP-TO INFO**

Override

Account Name: Cakeado Cafe  
Attention:  
Business 1: 917-657-7778  
Cell:  
Fax:  
Email: m.evans.cakeado@example.com  
Web:

**OTHER SETTINGS**

Default Branch:  
Price Class:  
Default Project:

Suggest Related Items

**TAX SETTINGS**

Tax Registration ID:  
Tax Zone:

**SHIPPING INSTRUCTIONS**

Warehouse:  
Ship Via:  
Shipping Terms:  
Shipping Zone:  
FOB Point:

Residential Delivery  
 Saturday Delivery  
 Insurance

Shipping Rule: Cancel Remainder  
Order Priority: 0  
Lead Time (Days): 0  
Calendar:

**Carrier Accounts**

Active	*Carrier	*Carrier Account	Postal Code

## Multiple Base Currencies

In MYOB Advanced 2021.2, the support of the *Multiple Base Currencies* feature in inventory, purchase orders, and sales orders functionality has been delivered. The user can now implement multiple companies with different base currencies within one tenant and process these documents in different base currencies.

For detailed information about multiple base currencies in MYOB Advanced 2021.2, see *Finance: Support of Multiple Base Currencies*

## Inventory Functionality

The new **Currency** field has been added to the **Financial** tab of the *Receipts* (IN301000), *Issues* (IN302000),

*Adjustments* (IN303000), *Transfers* (IN304000), and *Kit Assembly* (IN307000) forms (shown in the following screenshot). The value in the new field is derived from the currency of the branch specified in the **Branch** field on the same tab of the forms listed above. This branch is the originating branch of inventory documents.

Receipts  
000001 - Initial inventory balance at main office and store

Reference Nbr: 000001    Transfer Nbr:    Total Qty: 725.00  
 Status: Released    External Ref:    Total Cost: 740.34  
 Date: 11/1/2020    Description: Initial inventory balance at main office and store  
 Post Period: 11-2020

DETAILS    FINANCIAL    MANUFACTURING

Batch Nbr: IN000001  
 Branch: HEADOFFICE - SweetLife Head Office at  
 Currency: USD

On the *Transfers* form, the **Branch** and **Currency** fields are empty until a warehouse is selected in the **Warehouse ID** field in the Summary area of the same form. When the warehouse is selected, the system automatically inserts values to the **Branch** and **Currency** fields. The branch is inherited from the branch specified for this warehouse in the **Branch** field in the Summary area of the *Warehouses* (IN204000) form.

**Note:** The transfers between warehouses associated with different branches that have different base currencies are not possible—that is, the user cannot specify warehouses that are associated with branches with different base currencies in the **Warehouse ID** and **To Warehouse** fields in the Summary area of the *Transfers* (IN304000) form.

When the *Multiple Base Currencies* feature is enabled, the user can process an inventory document only if this document has branches with the same base currency. That is, if the **Branch** field on the **Financial** tab of the

*Receipts* (IN301000), *Issues* (IN302000), *Adjustments* (IN303000), *Transfers* (IN304000), and *Kit Assembly* (IN307000) forms has a value, the system will not allow selecting a branch with a different base currency for the **Branch** field on the **Details** tab of these forms.

**Note:** The following limitations also appear when the *Multiple Base Currencies* feature is enabled:

- It is forbidden to change a branch in the **Branch** field on the *Warehouses* form to a branch with other base currency than the initial branch if at least one transaction record in the base currency of the initial branch exists for the warehouse.
- It is forbidden to change a branch in the **Branch** field on the *Warehouses* form to a branch with the same base currency if there is non-zero stock in at least one warehouse location.

The default warehouse, price, cost, and some other settings of a stock and non-stock items on the *Stock Items* (IN202500) and *Non-Stock Items* (IN202000) forms are defined separately for each base currency. The values that are displayed on the *Stock Items* and *Non-Stock Items* forms depend on the base currency of the current branch.

Once the *Multiple Base Currencies* feature is enabled, the user needs to configure settings of stock and nonstock items **for each base currency** on the *Stock Items* and *Non-Stock Items* forms. To configure the settings for a particular base currency, the user must select a branch

that uses this base currency (the name of the branch can be checked in the upper right part of the browser window) and specify the following settings:

- The value in the **Default Warehouse** on the **General** tab. The user can select warehouses with associated branches that have the same base currency as a current branch base currency.
- The values in some fields on the **Price/Cost** tab that are displayed in the base currency of the current branch. A user can specify the values of the **Markup %**, **Default Price**, **Current Cost**, and **Last Cost** fields. These values will be used for the stock item in documents with branches that have the same base currency as the branch for which these values are specified.
- The settings on the **Warehouses** tab. The user can add only those warehouses that are associated with branches that have the same base currency as the base currency of the current branch (only for stock items).
- The settings on the **Replenishment** tab. The user can set as a replenishment warehouse only a warehouse that is associated with the branch that has the same base currency as the current company or branch. (only for stock items)
- The settings on the **Suppliers** tab. Only suppliers with visibility restricted to the branch with the same base currency as the current branch can be selected.

If the user has more than one branch with the same base currency, settings specified for this base currency will be active for all branches with this base currency within the tenant.

On the *Template Items* (IN203000) form, the values in the **Price Management** and **Standard Cost** sections on the **Price/Cost** tab, the value of the **Default Warehouse** field on the **General** tab, and the default supplier on the **Suppliers** tab are specified for each base currency.

On the **Suppliers** tab of the *Template Items* (IN203000) forms, only the suppliers restricted to the branch that has the same base currency as the current branch can be selected. For each base currency, a separate default supplier must be specified.

When the user creates or updates matrix items on the *Template Items* (IN203000) form, the settings that are specific for the base currency of the current branch will be copied to matrix items.

**Note:** After the system upgrade, the existing stock, non-stock, and matrix items and their prices and costs are set to the base currency used in the tenant before the system upgrade and enabling of the *Multiple Base Currencies* feature.

On the *Update Standard Costs* (IN502000) form, the values of the **Pending Cost** and **Current Cost** columns are displayed in a base currency of the branch associated with the warehouse that is selected in the table. If the **Std. Cost Override** check box is cleared for a stock or non-stock item, when the user clicks the **Process** button on the form toolbar, the system updates the cost of this item in all warehouses associated with branches that have the same base currency as the base currency of the branch associated with the warehouse of the stock item.

On the **General** tab of the *Item Classes* (IN201000) form, the user can set as the default warehouse only a warehouse associated with the branch that has the same base currency as the current company or branch. On the **Replenishment** tab of the *Item Classes* form, the

settings of each item class should be specified separately for each base currency (except the **Demand Calculation** field). The user can set as a replenishment warehouse only a warehouse that is associated with the branch that has the same base currency as the current company or branch. When the user creates a stock item, the default warehouse and replenishment settings (if any replenishment settings were defined) for all base currencies will be copied from the item class to the stock item.

When the user changes the settings of an item class and selects the **Apply to Children** command on the More menu, the settings that are specific for the base currency of the current branch will be propagated to the child item classes.

On the **Replenishment** tab of the *Item Warehouse Details* (IN204500) form, the user can set as the replenishment warehouse only a warehouse that is associated with the branch that has the same base currency as the branch of the warehouse selected in the **Warehouse** field in the Selection area. In the **Preferred Supplier** field, only the suppliers restricted to the branches that have the same base currency as the base currency of the branch of the warehouse selected in the **Warehouse** field in the Selection area can be selected.

The values in the **Price Management** and **Standard Cost** sections on the **Price/Cost** tab and the value in the **Replenishment Warehouse** field on the **Replenishment** tab of the *Item Warehouse Details* form are specified for each base currency.

On the *Stock Items*, *Non-Stock Items*, *Template Items*, and *Item Classes* (IN201000) forms, when the Copy and Paste actions are used for stock, non-stock, template, or matrix items or item class, the settings that are specific for the base currency of the current branch will be copied from and pasted to the new item or item class. If the original item or item class has settings specified for another base currency, those settings will not be copied from and pasted to a new item or item class.

## Purchase Orders Functionality

In purchase orders, purchase receipts and returns, and landed costs documents, the base currency of the document is the base currency of the branch specified in the **Branch** field on the **Other** tab of the *Purchase Orders* (PO301000) and *Purchase Receipts* (PO302000) forms and on the **Financial** tab of the *Landed Costs* (PO303000) form respectively. This branch is the originating branch of documents for the purchase order functionality.

On these forms, the user can only select suppliers that are:

- restricted to the document branch
- not restricted to any entity but have the same base currency as the base currency of the document branch

The user cannot change the value of the **Restrict Visibility To** field on the *Suppliers* (AP303000) form to a different group, company, or branch with other base currency than the base currency of the current group, company, or branch if at least one of the following conditions is met:

- A record on the *Supplier Inventory* (PO201000) form exists for this supplier.
- A purchase receipt or landed cost document with this supplier exists.



- This supplier is selected as the preferred supplier on the **Replenishment** tab of the *Item Warehouse Details* (IN204500) form.

**Note:** After the system upgrade, all existing suppliers are set to the base currency same as the base currency set in the tenant before the upgrade.

On the **Details** tab of the *Purchase Orders* and *Purchase Receipts* forms, when the user adds a stock item, the system inserts the last cost of the item to the **Unit Cost** field in the base currency of the branch which is selected in the **Branch** field on the **Other** tab of the form if the system cannot find the value in the **Last Supplier Price** column on the **Suppliers** tab of the *Stock Items* (IN202500) form and the **Price** column on the *Supplier Prices* (AP202000) form. Also, the default warehouse with the base currency of the branch selected in the **Branch** field on the **Other** tab of the *Purchase Orders* and *Purchase Receipts* forms is automatically inserted to the **Warehouse** column on the **Details** tab of these forms.

Once the branch is specified in the **Branch** field on the **Other** tab of the *Purchase Orders* and *Purchase Receipts* forms or on the **Financial** tab of the *Landed Costs* form, the user cannot select a branch with the base currency different from the base currency of this branch in the **Branch** column on the **Details** tab of the same forms.

On the *Purchase Orders* form, in purchase orders of the *Drop-Ship* type, the user can only select a customer that has the same base currency as the base currency of the purchase order branch in the **Ship-To** field on the **Shipping** tab and in the **Customer** field of the **Create Sales Order** dialog box.

On the *Create Purchase Orders* (PO505000) form, the **PO Creation Branch** field has been added (shown in the following screenshot). On this form, only lines with warehouses that are associated with a branch in the same base currency as the branch in the **PO Creation Branch** field are shown. Purchase orders that are created on this form will be created with the branch that is selected in the **PO Creation Branch** field.

In prepayment requests created from a purchase order, the originating branch is copied from this purchase order.

On the *Create Purchase Orders* form, suppliers that are restricted to the purchase order creation branch or are not restricted to any entity but have the same base currency as the purchase order creation branch can be selected. When the system generates inventory receipts, issues, and adjustments on the release of purchase receipts or returns and landed costs documents, the generated documents inherit the branch of the originating document. They are also posted in the base currency of the inherited branch.

## Sales Orders Functionality

In sales orders and invoices, the base currency of the document is the currency of the branch specified in the **Branch** field on the **Financial** tab of the *Sales Orders* (SO301000) and *Invoices* (SO303000) forms respectively. This branch is the originating branch of documents for the sales order functionality.

On these forms, the user can only select customers that are:

- restricted to the document branch
- not restricted to any entity but have the same customer base currency as the base currency of the document branch

Once the branch is specified in the **Branch** field on the **Financial** tab of the *Sales Orders* and *Invoices* forms, the user cannot specify a branch with a different base currency in the **Branch** column on the **Details** tab of these forms.

On these forms, the user can select customers that are restricted to the document branch or that are not restricted to any entity but have the same currency as the base currency of the document branch.

**Note:** After the system upgrade, all existing customers are set to the base currency same as the base currency set in the tenant before the upgrade.

On the **Details** tab of the *Sales Orders* or *Invoices* forms, when the user adds a stock item, the system inserts the default unit price in the base currency of the document branch if no item price is defined in the customer's price sheets. Also, the default warehouse with the base currency of the branch selected in the **Branch** field on the **Financial** tab of *Sales Orders* or *Invoices* forms is automatically inserted to the **Warehouse** column on the **Details** tab of these forms.

The user cannot change the value of the **Restrict Visibility To** field on the *Customers* (AR303000) form to a different group, company, or branch with other base currency than the base currency of the current group, company, or branch if a shipment with this customer exists.

In the **PO Link** dialog box on the **Details** tab of the *Sales Orders* form, the user can select only purchase orders from suppliers that have the same base currency as the base currency of the sales order branch.

When the system generates inventory issues on the release of SO invoices, credit memos, cash sales, cash returns, and debit adjustments, the generated documents inherit the branch of the originating document. They also are posted in the base currency of the inherited branch.

**Note:** The transfers between warehouses associated with different branches that have different base currencies are not possible—that is, the user cannot specify warehouses that are associated with branches with different base currencies in the **Warehouse ID** and **To Warehouse** fields in the Summary area of the *Sales Orders* (SO301000) form for sales orders with the *Transfer Order* automation behaviour.

## Intercompany Sales and Purchases

For customers and suppliers that are extended from branches and are not restricted to a group, company, or branch and that do not have any base currency specified in any associated entities, the following rules of document processing exists:

If the base currencies of related intercompany sales orders and purchase orders are different, the currency rate of the sales orders (or sales returns) is automatically inserted by the system according to the sales order date. The currency rate type applied to the currency rate in the sales order is defined by the value in the **Cur. Rate Type** field on the *Customers* form for this customer.

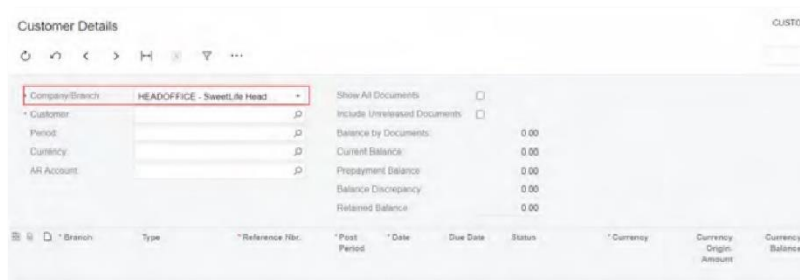
Customers and suppliers that are extended from branches and are not restricted to any entity with the base currency specified can be selected in sales and purchase orders with any base currency. For example, if a branch has the *AUD* base currency, and this branch is extended as a supplier that does not have any visibility restrictions, this supplier can be selected in purchase orders with the *EUR* base currency. The same rule applies to customers extended from branches and specified in sales orders.

If the supplier, who is not restricted to any entity, is selected as the default supplier in any stock or non-stock item on the **Suppliers** tab of the *Stock Items* (IN202500), *Non-Stock Items* (IN202000), this supplier will be set as the default supplier for all branches in the tenant.

If an intercompany supplier or customer is specified in documents with different base currencies on the *Shipments* (SO302000), *Purchase Receipts* (PO302000), or *Landed Costs* (PO303000) forms, the **Restrict Visibility To** field on the **Financial** tab of the *Customers* or *Suppliers* form for this supplier or customer can be empty only. This rule is also applicable if a supplier is specified as the preferred supplier in a record on the *Item Warehouse Details* (IN204500) form for a warehouse with a branch that has a different base currency.

## Other Changes

In all inquiries and reports of the inventory, purchase orders, and sales orders functionality that show the amount in documents, the **Company/Branch** field has been added (shown in the following screenshot). To view an inquiry or prepare a report for a group of companies, a company or branch must be selected in the field.



**Note:** When the *Multiple Base Currencies* feature is enabled, the **Restrict Visibility To** field on the **Financial** tab of the *Customers (AR303000)* and *Suppliers (AP303000)* forms becomes mandatory. If the branch is selected in the **Restrict Visibility To** field for a customer or supplier, by default the system inserts the selected branch to the **Default Branch** field for a customer: on the **Shipping** tab of the *Customers (AR303000)* form and on the **General** tab of the *Customer Locations (AR303020)* form, or for a supplier on the **Purchase Settings** tab of the *Suppliers (AP303000)* form and on the **General** tab of the *Supplier Locations (AP303010)* form. Once the default branch is specified for a customer or supplier, the system automatically inserts the specified branch as the originating branch in all documents that the user creates for this customer or supplier including the documents that the user generates from other documents and that should have inherited the originating branches of the documents they have been generated from (for example, an invoice created for a sales order).

## Paperless Picking

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In MYOB Advanced 2021.2, the pick-by-scan capabilities has been implemented in the warehouse management system (WMS). With the pick-by-scan method, the most common type of paperless picking, a warehouse worker uses a mobile handheld computer with an integrated 1D or 2D barcode scanner. The device displays the storage location and the picking quantity, and guides the picker step by step through all pick lists in the picking order. The employee must confirm each picked item by scanning a barcode.

The functionality is available if the *Paperless Picking* feature is enabled on the *Enable/Disable Features (CS100000)* form and the new Automated Warehouse Operations Engine is in use. For details on the new Automated Warehouse Operations Engine, see *Customisation: Upgraded Automated Warehouse Operations Engine*.

**Note:** In MYOB Advanced 2022 R1, the legacy Automated Warehouse Operations Engine will be deprecated.

Before the 2021.2 version, all MYOB Advanced clients using MYOB Advanced's native warehouse management solutions had to print pick lists for all the shipments before they could start picking. A pick list contained the following information for the picker and the system:

- The barcode of the shipment (the picker scans it to start picking the particular shipment).
- The list that shows the location, item, lot or serial number, and quantity. records for each shipment's line details. (That is, it shows where to go, what to pick, which specific unit to pick, and how many to pick.) The printing of the paper pick list had the following disadvantages:
- Money and time were spent on printing the paper documents.
- The picker was walking around the warehouse carrying multiple paper pick lists, which could be inconvenient because using both hands for picking is easier.
- The picker worked with printed pick lists, which contained multiple pages and multiple lines on the page; this made it difficult to find the required line.

- Printed pick lists created a lot of paper trash.

## Paperless Picking

Starting in the 2021.2 version, the user can organise the warehouse picking jobs by using queues, prioritising pick lists, and assigning these pick lists directly to a particular picker. The pick list with the highest priority that is nearest to the picker's current position in the warehouse is automatically suggested to the picker on the *Pick, Pack, and Ship* (SO302020) form, and the picker receives any picking jobs automatically.

The process of picking has to be prepared by the warehouse manager in order for the system to manage the picking queue, priorities, and direct assignments of the pick lists. The new entities, processes, and forms that have been introduced for this purpose are described below.

## The Create Pick Lists Form

The pick list is an entity created for a shipment. The pick list contains the pickable line details of the shipment, in the order of the location path (from the smallest value to the largest value). The pick list is a unit of job for the picking process.

To create the pick lists for shipments, the warehouse manager should open the *Create Pick Lists* (SO503050) form (shown in the following screenshot), which was formerly known as the *Create and Print Pick Lists* form, and select one of the following actions:

- *Create Single-Shipment Pick Lists*: To create one pick list for each shipment.
- *Create Wave Pick Lists*: To create a wave worksheet for multiple shipments (for detailed information about wave picking, see *Wave Picking: General Information*).
- *Create Batch Pick Lists*: To create a batch worksheet for multiple shipments (for detailed information about batch picking, see *Batch Picking: General Information*).

Shipment Nbr.	Status	Shipment Date	Customer	Customer Name	Location	Customer Location Name
000031	Open	1/30/2021	COFFEESHOP	FourStar Coffee & Sweets Shop	MAIN	Primary Location
000034	Open	1/30/2021	COFFEESHOP	FourStar Coffee & Sweets Shop	MAIN	Primary Location
000035	Open	1/30/2021	GOODFOOD	GoodFood One Restaurant	MAIN	Primary Location
000036	Open	1/30/2021	COFFEESHOP	FourStar Coffee & Sweets Shop	MAIN	Primary Location
000037	Open	1/30/2021	GOODFOOD	GoodFood One Restaurant	MAIN	Primary Location
000038	Open	1/30/2021	COFFEESHOP	FourStar Coffee & Sweets Shop	MAIN	Primary Location
000039	Open	1/30/2021	GOODFOOD	GoodFood One Restaurant	MAIN	Primary Location
000040	Open	1/30/2021	COFFEESHOP	FourStar Coffee & Sweets Shop	MAIN	Primary Location

**Note:** Items with the *When Used* assignment method, as well as items with the *When Received* assignment method and the *User-Enterable* issue method, are not supported in batch picking and in Pack-Only mode of the paperless picking. The assignment method of an item is determined by the settings of the item class of the item, which are specified on the *Item Classes* (IN201000) form.

The Pack-Only mode is defined by the following settings on the **Warehouse Management** tab of the *Sales Orders Preferences* (SO101000) form:

- Display the Pick Tab: Cleared
- Display the Pack Tab: Selected

When the warehouse manager selects the *Create Single-Shipment Pick Lists* action and specifies the warehouse for which the single pick lists are created, the system displays the list of all the shipments with the *Open* status for which the pick list has not been created yet. The warehouse manager can narrow the range of shipments listed in the table by some settings of the shipment or shipment lines. The manager can also use the following check boxes to include additional steps in the processing of shipments:

- **Send to Picking Queue:** Once the warehouse manager selects the needed shipments and clicks the **Process** button on the form toolbar, the pick lists are created for the selected shipments. The pick lists are created with the *On Hold* status (which means that they are not available to be picked yet) if the **Send to Picking Queue** check box is cleared. If the **Send to Picking Queue** check box is selected, the pick lists are created with the *Added to Queue* status (which means that they can be instantly claimed by pickers).
- **Confirm Shipment on Pick List Confirmation:** If this check box is selected for the processed shipments, the shipment is confirmed once the pick list is confirmed.
- **Print Pick Lists:** If this check box is selected a printing version will be prepared for the pick list after the list is created.

## The Manage Picking Queue Form

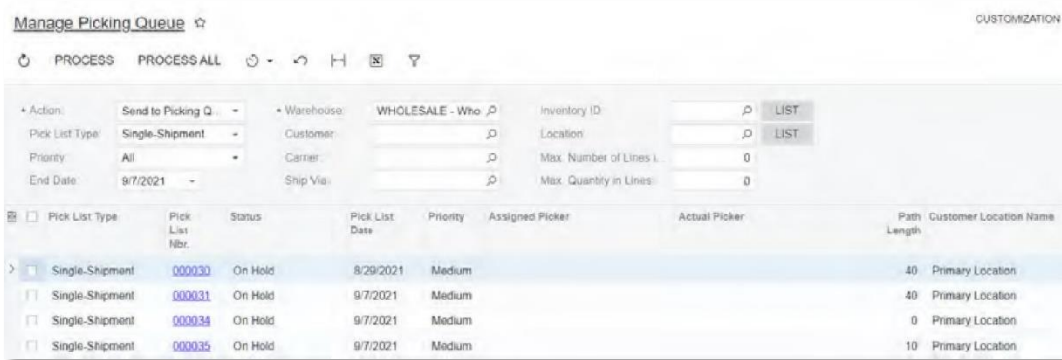
To manage pick lists, the warehouse manager should use the new *Manage Picking Queue* (SO503075) form (shown in the following screenshot), on which multiple actions can be performed on pick lists. The warehouse manager specifies the warehouse and selects one of the following actions:

- *Send to Picking Queue:* Displays all the pick lists with the *On Hold* status. Processing the selected pick lists will change the status of pick lists to the *Added to Queue*, which means that they can be instantly claimed by pickers.
- *Change Picking Priority:* Mass-changes the picking priority of the pick lists. By default, all the pick lists are created with *Medium* priority. To change the priority, the user must select shipments in the table and select the required priority in the **Set Picking Priority To** field for these shipments.
- *Assign Pick Lists:* Mass-changes the assigned picker of the pick lists to a specific picker.

By default, all the pick lists are created with an empty value in the **Assigned Picker** column. To assign pick lists, the user must select shipments (by selecting the unlabeled check boxes in

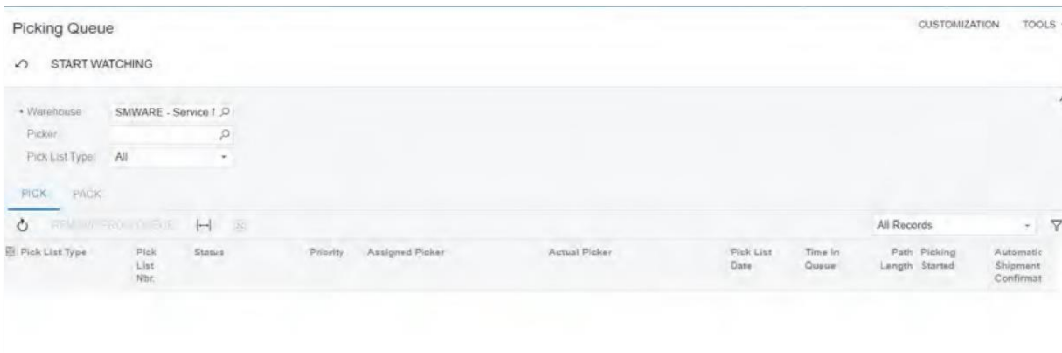
their row) and fill in the **Assign To Picker** field with the name of the needed user for selected shipments.

- *Remove from Picking Queue:* Mass-removes pick lists from the picking queue to make them unavailable for paperless picking. This action may be required if the warehouse needs to process the PI count on some of the locations, and the warehouse manager doesn't want to interrupt the PI count with picking, or if some of the items are not received yet and the warehouse manager wants to postpone picking of the pick lists which contain these items.



### The Picking Queue Form

To view and edit all the active pick lists, the new *Picking Queue* (SO503080) form is used (shown in the following screenshot). An option must be selected in the **Warehouse** field, and the pick lists for that warehouse are listed in the table. This form shows the pick lists with all statuses except *On Hold* and *Completed*, which means that the form shows all the pick lists that are currently in the active queue for the warehouse pickers. The warehouse manager can change the priority of any pick list or assign the pick list to a particular picker on the fly if the picking for the pick list has not been started yet. The warehouse manager can also remove the pick list from the active queue.



The **Start Watching** button is used to continuously update the data on the form so that the user can put this form on display in the warehouse to see the progress (for example, how the pickers grab pick lists, what is the highest priority now, and how much time was spend on picking the pick list).

To view any pick list, the warehouse manager can click the link in the **Pick List Nbr.** column. In the **Pick List** dialog box, which opens, the manager can also click the **View Source Document** button to open the shipment from which the pick list originated.

If the warehouse manager wants to recreate the pick list or even pick the shipment with a paper pick list, the manager can delete the pick list for the shipment from the *Shipments* (SO302000) form by using the *View Pick List* action and clicking the **Delete Pick List** button in the dialog box that opens.

Putting the pick list into the picking queue is the final step for the manager.

## Changes from the Pickers Perspective

From the picker's perspective, the following changes have been made to the processing on the *Pick, Pack, and Ship* (SO302020) form.

1. The new **Next List** button has been introduced. When a picker clicks this button, the system suggests the next pick list to pick. When the system asks the picker about their position in the warehouse, the picker should scan the nearest warehouse location. The system suggests the pick list to the picker by using the following priority:
  - a) A pick list that has been assigned directly to the particular picker by the manager; if multiple pick lists assigned to this picker by the manager exist, it suggests the pick list that has the highest priority and nearest location among these pick lists
  - b) The pick list that is not assigned directly to the particular picker by the manager, but has the highest priority and nearest location between those that are not assigned by the manager
2. For the assigned pick list, the system asks the picker to scan the tote. The tote is required to identify the shipment because physical identification or the picked goods is no longer used (previously, the paper pick list was used for this identification). After the picker has scanned the tote, the system assigns the tote to the pick list.
3. The system starts to guide the user through the pick list: The starting point is the location that is the nearest to the user. The system asks the user to go to the proper location. The picker can confirm the location by scanning it or can just follow the instruction and reach the location, depending on the **Use Default Location** setting on the **Warehouse Management** tab of the *Sales Orders Preferences* (SO101000) form. The system shows the picker the item to pick and the item's lot or serial number and quantity. The picker must scan the item, scan the lot or serial number, and reach the required quantity of items. If there are not enough units of the item, the picker can click the **Confirm Line Quantity** button with a short quantity. Depending on the **Short Shipment Confirmation** setting on the **Warehouse Management** tab of the *Sales Orders Preferences* form, the picker may confirm the short shipment or return to the picking of the short line afterward by selecting this line and using the *Proceed Picking* action.
4. When the picker claims all items in the pick list, the picker can click one of the following buttons on the form toolbar:



- **Confirm Pick List:** This option is used when the picker wants to stop working after confirming the particular pick list. In this case, the system will confirm the pick list—that is, it will assign the *Picked* status to the pick list and display it on the **Pack** tab on the *Picking Queue* (SO503080) form—and the system will not suggest the next pick list to pick.
- **Finish and Next:** This option is used if the picker expects to continue working and would like to receive another pick list to be picked. The system confirms the pick list and suggests the next pick list to be picked. The system uses the last scanned location as the current location of the picker to suggest the nearest pick list.

The picker still can process paper pick lists by using the *Pick, Pack, and Ship* form. In this case, if the pick list number (the shipment number) is scanned, the system will NOT suggest to the picker where to go and what to pick because the paper pick list is being used.

The paperless picking queue supports wave and batch pick lists too.

### Changes From a Packer's Perspective

From a packer's perspective, the following changes have been made to the process:

- On the *Pick, Pack, and Ship* (SO302020) form, in Pack mode, on the *Scan the shipment number* step, the system accepts both scanning the shipment number and scanning the tote ID, because both can identify the shipment.
- The new hidden command `*PACK*ALL*INTO*BOX` has been introduced in Pack mode. This command can be used when the packer needs to pack all the remaining items into one box at once. This command will pack all the unpacked items in the currently active box.
- Paperless picking is now supported in Pack-Only mode.

### Reconciliation of the Purchase Accrual Balance by Period

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In MYOB Advanced 2021.2, the *Purchase Accrual Balance by Period* (PO402000) inquiry form has been introduced, which facilitates the reconciliation of the purchase accrual account with the general ledger. The users can now view documents that were created by using the purchase order functionality and posted to the purchase accrual account. This capability of the system will be helpful for accountants who need to review the PO accrual balance at the end of the financial period to ensure that the balance is correct.

### Purchase Accrual Balance by Period Inquiry Form

The *Purchase Accrual Balance by Period* (PO402000) inquiry form (see the following screenshot) has been added to the **Inquiries** category of the **Purchases** workspace.

Purchase Accrual Balance by Period

VIEW UNRELEASED IN DOCUMENTS

Company/Branch: PRODWHOLE - Products Wholes  
 Vendor:  
 Period: 07-2021  
 Account: 20100 - Inventory Purchase Accrual  
 Subaccount:

Unbilled Total: 686,650.89  
 Not Received Total: 0.00  
 Drop-Ship Total Not Invoiced: 0.00  
 IN Adjustment Total Not Released: 0.00  
 PO Accrued Total: -686,650.89

Show Details by Line

PO Type	PO Ref. Nbr.	Document Type	Document Number	Document Date	Vendor	Vendor Name	IN Document Ref. Nbr.	Post Period	Branch
Normal	000109	PO Return	000095	3/28/2014	CONGOODTOL	Good Hardware Pte. Ltd	000498	03-2014	PRODWHOLE
Drop-Ship	E0000430	PO Receipt	PR000382	9/1/2018	ELEEASTCOM	East COM Electronic S	001279	09-2018	PRODWHOLE
Normal	E0000960	PO Receipt	PR000927	4/12/2019	FOODETISUP	Etik Food Supplies	000947	04-2019	PRODWHOLE

In the Selection area, the user can specify the following criteria to narrow the range of documents to be shown:

- **Company/Branch:** The company or branch for which the document has been created. By default, the system inserts the current company or branch.
- **Supplier:** The supplier specified in the document. By default, this field is blank.
- **Period:** The posting period. The inquiry form shows documents that were posted in financial periods earlier than or the same as the selected financial period. By default, the system inserts the current posting period.
- **Account:** The control account for the purchase order functionality to which the transactions are posted. If only one PO control account is configured for the purchase order functionality, the system inserts this account by default. If there are multiple control accounts configured in the system or only non-control accounts are configured, the **Account** field is blank by default.
- **Subaccount:** The subaccount of the specified account. By default, this field is blank.

The following fields in the Selection area show the sum of amounts for the corresponding columns in the table with documents:

- **Unbilled Total:** The sum of all amounts in the **Unbilled Amount** column.
- **Not Received Total:** The sum of all amounts in the **Not Received Amount** column.
- **Drop-Ship Total Not Invoiced:** The sum of all amounts in the **Drop-Ship Amount Not Invoiced** column.
- **In Adjustment Total Not Released:** The sum of the **IN Adjustment Amount Not Released** column.
- **PO Accrued Total:** The sum of the **PO Accrued Amount** column.

The *Purchase Accrual Balance by Period* inquiry form shows the following documents:

- Released purchase receipts that have been prepared for purchase orders of the *Normal* type and have not been billed as of the end of the financial period
- Order Management: Reconciliation of the Purchase Accrual Balance by Period |
- Released purchase returns that have not been billed as of the end of the financial period
- Released accounts payable bills that have been prepared for purchase orders of the *Normal* type and have not been received as of the end of the financial period

- Released accounts payable bills and debit adjustments that have a generated inventory adjustment with purchase price variance amounts or tax amounts and have not been released as of the end of the financial period
- Released accounts payable bills that have been prepared for drop-ship purchase orders and purchase receipts and have not been billed to the customer and posted to the AR subledger as of the end of the financial period
- Released drop-ship purchase receipts that have been billed to the customer and posted to the AR subledger, but have not been billed to the supplier and posted to the AP subledger as of the end of the financial period
- Released drop-ship purchase returns that have been billed to the supplier and posted to the AP subledger, but have not been billed to the customer and posted to the AR subledger as of the end of the financial period
- Released drop-ship purchase returns that have been billed to the customer and posted to the AR subledger, but have not been billed for the supplier and posted to the AP subledger as of the end of the financial period
- Released project drop-ship purchase receipts that have not been billed as of the end of the financial period
- Released project drop-ship purchase returns that have not been billed as of the end of the financial period

The released receipts and returns listed in the *Purchase Accrual Balance by Period* inquiry are the purchase receipts and returns that have a generated and released IN receipt or IN issue. The purchase receipts and returns that do not have a released IN receipt or IN issue will not be shown in the inquiry results.

All amounts are calculated in the base currency of the selected company or branch.

The *Purchase Accrual Balance by Period* inquiry does not show documents that were created without using the sales order or purchase order functionality and posted to the purchase accrual account—that is, if the purchase accrual account is specified as a reason code account for an IN receipt created directly on the *Receipts* (IN301000) form, on the release of this IN receipt, the purchase accrual account will be credited, but the IN receipt will not appear in the *Purchase Accrual Balance by Period* inquiry.

To view document details, the user can select the **Show Details by Line** check box in the Selection area. The table will be extended with the following columns: **Warehouse**, **Inventory ID**, and **Description**.

When AP bills are shown in the inquiry because the adjustments generated for them are not released, the system displays warning messages indicating that these adjustments are not released in the **PPV Adj. Ref. Nbr.** and **Tax Adj. Ref. Nbr.** columns respectively.

**Note:** The **PPV Adj. Ref. Nbr.** and **Tax Adj. Ref. Nbr.** columns are hidden by default.

To view and release all adjustments, the user can click the **View Unreleased IN Documents** button on the form toolbar. The system opens the *Release IN Documents* (IN501000) form in a new browser window.

## UI Enhancements and Other Improvements

In MYOB Advanced 2021.2, multiple improvements have been made on forms related to the inventory and order management functionality. This topic describes these improvements.

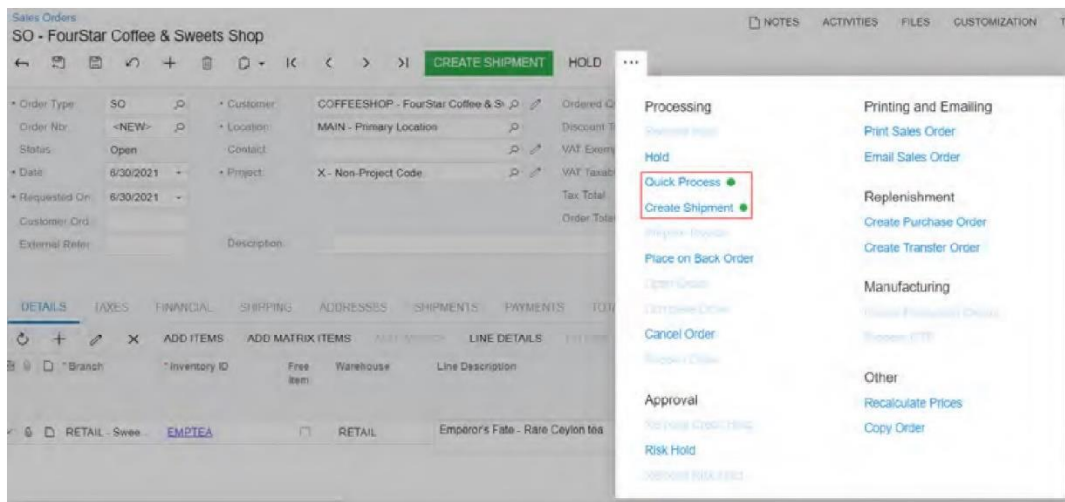
**Note:** During an update to MYOB Advanced 2021.2, all custom and customised forms will be updated to display the redesigned toolbar. To cause the toolbar to be displayed correctly on custom and customised forms or to display the old version of the toolbar, before the update, a developer needs to modify these forms, as described in Upgrade Procedure: Redesigned Form Toolbar on Custom and Customised Forms in the *Release Notes for Developers*.

### Form Toolbar Enhancements

On multiple forms related to inventory and order management functionality, form-specific commands on the toolbar have been moved to the More menu, which you view by clicking the More (...) button on the form toolbar. Commands on the More menu are now grouped by categories. For more information, see *User Interface: Redesigned Form Toolbar*.

**Note:** These commands work as they did in the previous versions; only the placement of the commands has changed.

The following screenshot illustrates the *Sales Orders (SO301000)* form with its commands on the More menu organised in categories.



### Command Name Change

The following table lists the forms where menu commands on the More menu have been renamed to unify the command names throughout the system.

Form	Command name in the previous versions	Command name in 2021.2
<i>Item Classes</i> (IN201000)	View Restriction Groups	Manage Restriction Groups
<i>Non-Stock Items</i> (IN202000)	View Restriction Groups	Manage Restriction Groups
<i>Purchase Orders</i> (PO301000)	Re-Open Order	Reopen Order
<i>Purchase Receipts</i> (PO302000)	View Purchase Receipts Billing History	Purchase Receipt Billing History
<i>Requests</i> (RQ301000)	Request Form	Print Request
<i>Sales Orders</i> (SO301000)	Re-Open Order	Reopen Order
<i>Stock Items</i> (IN202500)	Allocation Details	Inventory Allocation Details
	Transaction Details	Inventory Transaction Details
	Summary	Inventory Summary
	Transaction History	Inventory Transaction History
	Transaction Summary	Inventory Transaction Summary
	View Restriction Groups	Manage Restriction Groups

## Other Changes in the Inventory and Order Management Forms

Tabs have been renamed on some inventory and order management forms, as detailed in the following table.

The following UI changes have been introduced:

Old Name	New Name
<i>Order Types</i> (SO201000)	
General Settings	General
Template Settings	Template
Quick Process Settings	Quick Processing
<i>Sales Orders Preferences</i> (SO101000)	

Old Name	New Name
General Settings	General
Reporting Settings	Mailing & Printing
<i>Item Classes</i> (IN201000)	
Old Name	New Name
General Settings	General
Replenishment Settings	Replenishment
<i>Posting Classes</i> (IN206000)	
Posting Settings	General
<i>Inventory Preferences</i> (IN101000)	
General Settings	General
Reporting Settings	Mailing & Printing
<i>Purchase Orders Preferences</i> (PO101000)	
General Settings	General
Reporting Settings	Mailing & Printing
<i>Request Classes</i> (RQ201000)	
Request Class Item List	Item List
<i>Purchase Requisitions Preferences</i> (RQ101000)	
General Settings	General
Reporting Settings	Mailing & Printing

- On the form toolbar of the *Inventory Allocation Details* (IN402000) form, the Edit Record button has been replaced with the **View Document** button.
- On the *Inventory Transaction Summary* (IN406000) form, the **Transaction Details, Inventory Summary, Allocation Details** menu options have been moved from the drop-down list of the **View** action to the form toolbar. The **View** action has been removed from the form toolbar of the *Inventory Transaction Summary* form.
- On the *Requests* (RQ401000) inquiry form and on the *Create Requisitions* (RQ504000) form, the Edit Record button has been removed from the form toolbar.

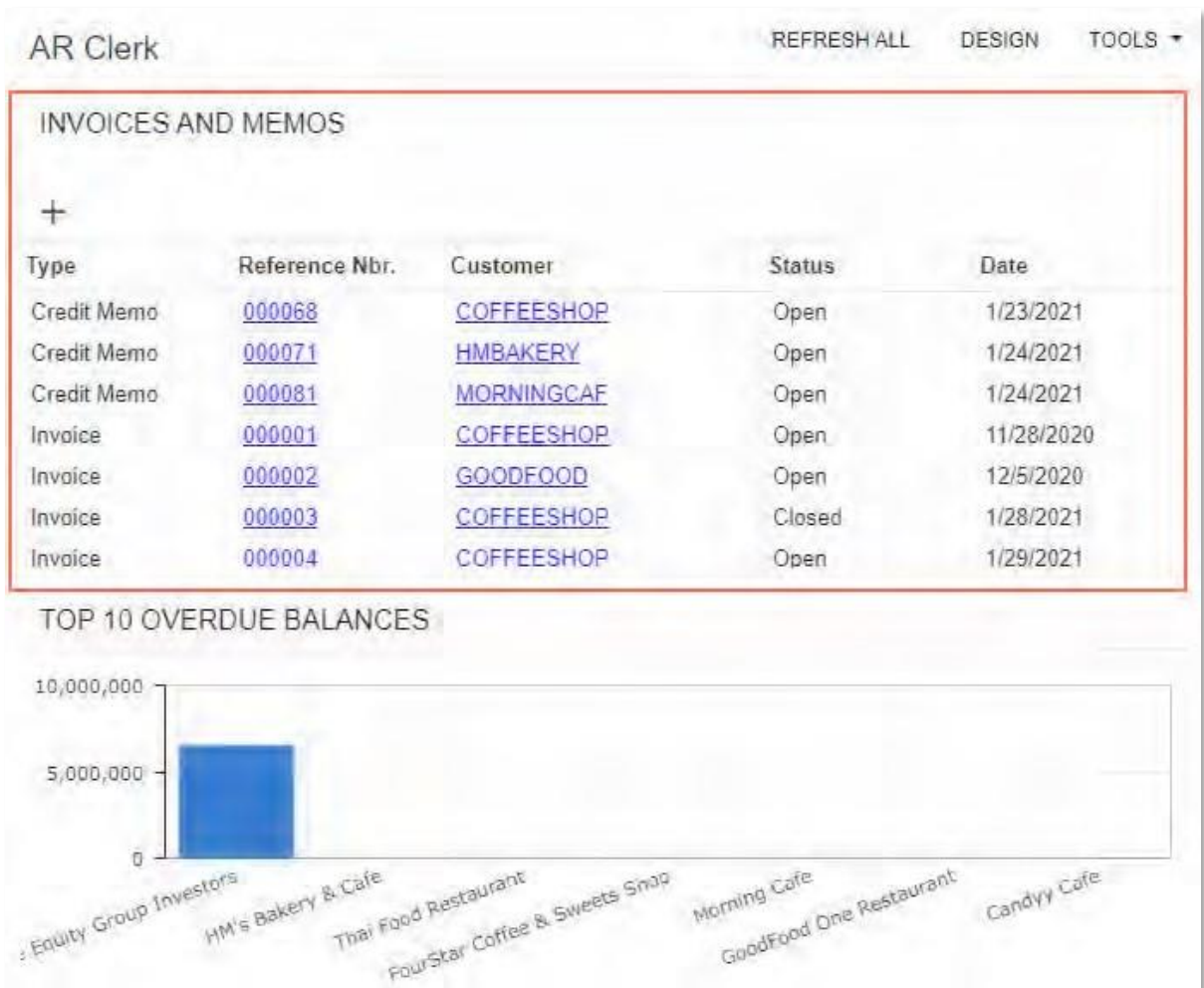
# Platform

## Data Sorting in the Data Table Widget

Starting in MYOB Advanced 2021.2, a user can sort the data in a data table widget on a dashboard.

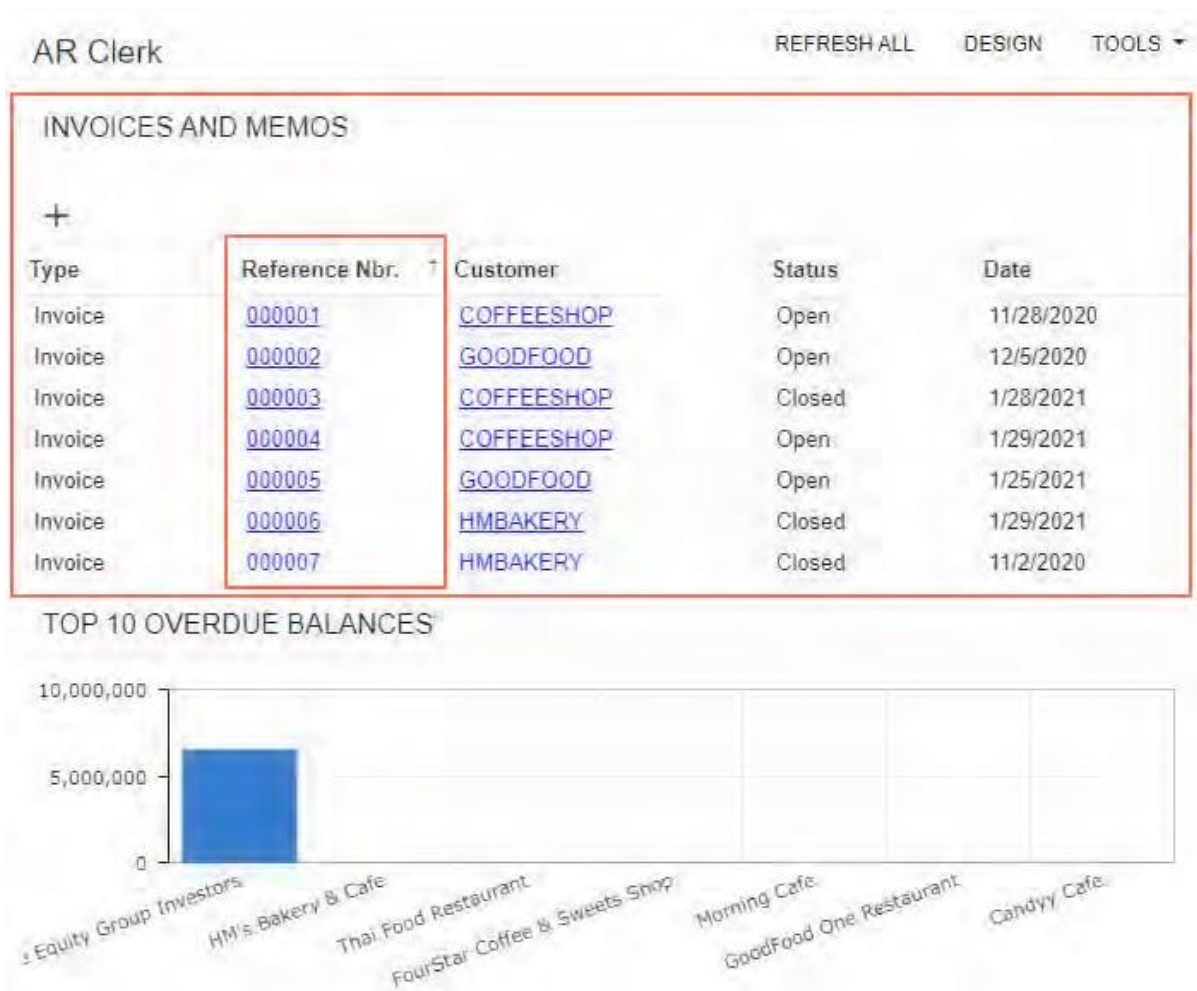
### Sorting of the Data in a Data Table Widget

When a data table widget is used on a dashboard, the data in the widget is not sorted. For example, the following screenshot demonstrates the AR Clerk dashboard with the *Invoices and Memos* data table widget before its data has been sorted by a user.



A dashboard user can sort the rows in the table by the values in a column of the data table widget by clicking the column header. Each time a user clicks a column header, MYOB Advanced sorts the data in the table by the data in this column in ascending or descending order and displays an arrow icon right of the column header that indicates the sort order.

The up arrow means that the rows are sorted in ascending sorting order of the values in this column, and the down arrow means that the rows are sorted in descending sorting order of the values in the column. The following screenshot shows the AR Clerk dashboard with the *Invoices and Memos* data table widget after a user has sorted the data in the table by the data in the **Reference Nbr.** column in ascending order.



MYOB Advanced saves the sorting in the data table widget on the dashboard within the user's session. The user can open any MYOB Advanced forms and then return to this dashboard, and the data in the data table widget on the dashboard remains sorted until the user signs out. When the user signs in to MYOB Advanced again, the data in the data table widget on the dashboard is displayed without the user's previous sorting applied—that is, the data is displayed in its predefined state.

## New CRM Task Subscriber on the Business Events Form

In MYOB Advanced 2021.2, a new type of subscriber, *CRM Task*, has been added to the *Business Events* (SM302050) form. Now a customiser can create a task template for a task that is automatically assigned to an assignee when a particular business events occurs in the



system. For example, the customiser can create a task template for a task that will be assigned to an approver after a new sales order is assigned the *Pending Approval* status.

## Creating a Task Template

To create a new task template for a task related to a business event, the customiser opens an existing event or creates a new one on the *Business Events* (SM302050) form. On the table toolbar of the **Subscribers** tab, the customiser clicks **Create Subscriber > CRM Task**, as shown in the following screenshot.



When the customiser selects the new subscriber type, the system opens the *Task Templates* (SM204005) form, which opens in a pop-up window. On this form, the customiser specifies the settings of the task related to the particular business event.

In the Summary area, the customiser specifies the following required settings:

- **Description:** The description of the task template. The system uses this description as a unique ID of the created task template.
- **Screen ID:** The screen name of the inquiry or data entry form whose data the system should monitor to detect whether the business event has occurred. The values of the data fields of the selected screen ID can be used in the fields of the task template. If the customiser creates the task template from *Business Events* (SM302050) form, the system automatically fills in this field with the screen ID selected for the business event.
- **Owner:** The employee for whom the system assign the task.
- **Summary:** A short summary of the task. The customiser can select data fields of the selected screen ID.

On the **Body** tab, in the message body, the customiser can enter a message with required details that will be displayed to an assignee of a task. The customiser can click **Insert Data Field** on the formatting toolbar to insert as a placeholder any data field provided by the data entry form or the inquiry selected in the **Screen ID** field of the form. The customiser can click **Insert Previous Data Field** on the formatting toolbar to insert as a placeholder any data field whose value was retrieved before the business event occurred.

On the **Task Settings** tab, the customiser defines the following properties of the task:

- **Start Date:** The start date and time of the task.
- **End Time:** The end date of the task.
- **Priority:** The priority level of the task: *Low*, *Normal*, or *High*.

- **Status:** The status of the task.
- **Category:** The category of the task.
- **Workgroup:** The responsible workgroup.
- **Contact:** The contact person associated with the task.
- **Business Account:** The business account associated with the task.
- **Internal:** A check box that a customiser selects if the task should be hidden from external users.
- **Reminder:** A check box that a customiser selects if a reminder should be set for the task.
- **Remind at:** The date when the reminder should be sent.
- **Project:** The project associated with this task.
- **Project Task:** The particular project task with which this task is associated.

The following screenshot shows an example of the specified task settings on the **Task Settings** tab of the *Task Templates* form.

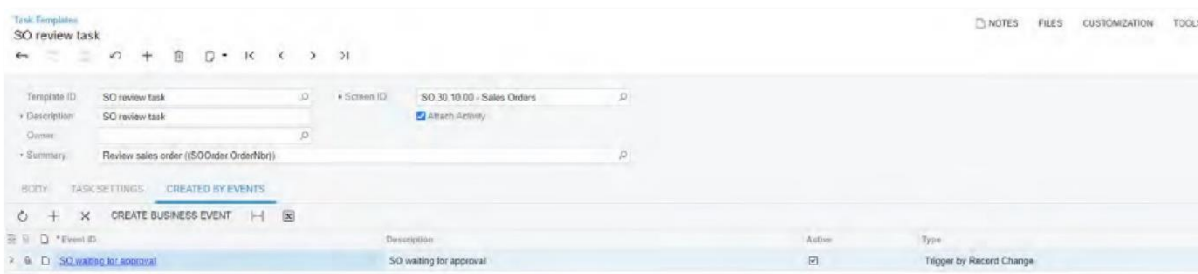
The screenshot displays the 'Task Templates' form for the 'SO review task' template. The 'TASK SETTINGS' tab is active, showing a table of fields and their values. The fields are listed in the table below:

Field Name	From Schema	Value
Start Date	<input checked="" type="checkbox"/>	5/5/2021 12:00 AM
End Time	<input type="checkbox"/>	@Today+5
Priority	<input checked="" type="checkbox"/>	Normal
Status	<input type="checkbox"/>	
Category	<input checked="" type="checkbox"/>	Green Category
Workgroup	<input type="checkbox"/>	
Contact	<input checked="" type="checkbox"/>	3213
Business Account	<input type="checkbox"/>	
Internal	<input type="checkbox"/>	
Reminder	<input type="checkbox"/>	
Remind at	<input type="checkbox"/>	
Project	<input type="checkbox"/>	SOOrder ProjectID
Project Task	<input type="checkbox"/>	SOOrder ProjectTaskID

If a subscriber to a business event is a CRM task, when the business event occurs in the system, the system automatically creates a new task and fills in the necessary fields based on the task template the customiser has configured.

## Viewing the Business Events that Trigger the Task Template

The **Created by Events** tab of the *Task Templates* (SM204005) form, which the customiser uses to view or change the business events that trigger the selected task template, is shown in the following screenshot.



If the customiser clicks a link in the **Event ID** column on the tab, the system opens the *Business Events* form for the selected event. The customiser can also create an event by clicking **Create Business Event** on the table toolbar, add a link to an existing event by clicking **Add Row** on the table toolbar, or delete a business event from the list.

## Customisation of the New Toolbar

In MYOB Advanced 2021.2, the user interface of the form toolbars of multiple forms has been enhanced. All form specific commands are now grouped in a separate menu. Within the menu, the commands are sorted by category. For details on the new toolbar, see *User Interface: Redesigned Form Toolbar*.

**Note:** During an update to MYOB Advanced 2021.2, all custom and customised forms will be updated to display the redesigned toolbar. To cause the toolbar to be displayed correctly on custom and customised forms or to display the old version of the toolbar, before the update, a developer needs to modify these forms, as described in *Upgrade Procedure: Redesigned Form Toolbar on Custom and Customised Forms in the Release Notes for Developers*.

## Customisation of the New Toolbar

The new toolbar can be customised through both the UI and code.

To customise the new toolbar through the user interface, a customiser uses the Customisation Project Editor and specifies connotations, categories, and the order of the commands on the More menu. For details on how to modify the toolbar through the UI, see *Customisation: Updates in the Customisation Project Editor* (the **Actions Page** section).

For details on how to customise the toolbar through code, see *Workflow: Ability to Assign Categories and Connotations to Actions*.

## DAC Schema Browser

Users of MYOB Advanced do not access the database directly. Instead, they access data access classes (DACs)—that is, programming objects used to represent and provide access to a database table in the code of MYOB Advanced. These DACs are used when customisations are made to MYOB Advanced, including the design of generic inquiries and reports.

Starting in MYOB Advanced 2021.2, customisers and users designing generic inquiries and reports can use the new MYOB Advanced DAC Schema Browser to get such information as the following about any DAC:

- Basic details about the selected DAC—for example, display name, namespace, description, and related DACs
- A table showing all fields of the selected DAC and information about each field, such as the field name, field type, description, and icons that are shown if the field is a primary key, a foreign key, or both types of keys
- Tags that indicate additional information about the type of the DAC—for example, *Obsolete*, *Hidden*, and *Projection*

For generic inquiry and report designers, all this information can be used to understand which DACs should be used in generic inquiries and reports, and how to join these DACs.

For customisers, this information can be used to do the following:

- Obtain more detailed information about a DAC than the Element Inspector provides
- Learn the dependencies between DACs
- Ascertain where the data is used and understand the origin of the field data
- Determine what fields have been added or modified by customisation projects, and find out the names of these projects

To access the DAC Schema Browser, an MYOB Advanced user should have at least one of the following predefined roles:

- Administrator
- Report Designer
- Customiser

## Opening of the DAC Schema Browser

A customiser or a designer of generic inquiries and reports can open the DAC Schema Browser by doing one of the following:

- Selecting a generic inquiry on the *Generic Inquiry (SM208000)* form and clicking the name of a DAC in the **Table Name** column on the **Tables** tab. This opens the DAC Schema Browser for the selected DAC.

For details, see the *Changes to the Generic Inquiry (SM208000) Form* section below.

- Opening a form and clicking **Tools > DAC Schema Browser** on the form title bar. This opens the DAC Schema Browser for the primary DAC of the current form. If a form does not have a primary DAC, the DAC Schema Browser opens with an empty page.

For details, see the *Changes to the Tools Menu on Forms* section below.

- Opening the Element Inspector for the needed element and clicking the link in the **Data Class** field. This opens the DAC Schema Browser for the selected DAC.

For details, see the *Changes in the Element Properties Dialog Field on Forms* section below.

## DAC Schema Browser Overview

The DAC Schema Browser consists of the following parts, which are shown in the following screenshot and described in detail in the following sections:

Search field (see Item 1 in the following screenshot)

- DAC navigation menu (Item 2)
- Page title bar (Item 3)
- Main information area (Item 4)
- Summary and Remarks area (Item 5)
- List of DAC fields (Item 6)
- Incoming references (Item 7)
- Outgoing references (Item 8)

The screenshot displays the 'DAC Schema Browser' interface for the 'BAccount' DAC. The interface is annotated with red boxes and numbers 1 through 8, corresponding to the items listed in the preceding text.

**Item 1:** Search field (containing 'BAccount').

**Item 2:** DAC navigation menu (tree view on the left).

**Item 3:** Page title bar (containing 'BAccount', 'DAC', 'CUSTOMIZED', 'ROW LEVEL SECURITY', and 'Preview Source Data').

**Item 4:** Main information area (containing 'Display Name: Business Account', 'Namespace: PX Objects CR', and 'Customization: BAccountExt (PX Objects dt)').

**Item 5:** Summary area (containing a paragraph describing the 'BAccount' DAC).

**Item 6:** List of DAC fields (table with columns: Name, Type, Display Name, Foreign Reference).

Name	Type	Display Name	Foreign Reference
AcctCD	mvarchar(30)	Account ID	
AcctName	nvarchar(255)	Account Name	
AcctReferenceNbr	nvarchar(50)	Ext Ref Nbr	
BAccountID	int	Account ID	
BaseCurrenID	nvarchar(5)	Base Currency ID	CurrencyList
CarrierSourceID	mvarchar(10)	Source Campaign	CRCCampaign
CaseClient	int		

**Item 7:** Incoming References table (containing columns: Parent Key Fields, Child DAC, Child Key Fields).

Parent Key Fields	Child DAC	Child Key Fields
BAccountID	Address	BAccountID CASCADE DELETION
BAccountID	AMISumOpex	VendorID
BAccountID	AMCConfigurationResults	CustomerID
BAccountID	AMEISumateCoper	VendorID

**Item 8:** Outgoing References table (containing columns: Child Key Fields, Parent DAC, Parent Key Fields).

Child Key Fields	Parent DAC	Parent Key Fields
DefAddressID	Address	AddressID
ParentBAccountID	BAccount	BAccountID
ChildBAccountID	BAccount	BAccountID
VendorBAccountID	BAccount	BAccountID
DefContactID	Contact	ContactID

## Search Field and the DAC Navigation Menu

The left pane of the page contains a search field and the DAC navigation menu. In the search field, a customiser or a designer of generic inquiries or reports can search for a DAC by its name or display name. The navigation menu, which contains the list of DACs, has a tree structure in which DACs are listed below their namespaces.

## Page Title Bar

The page title bar helps a customiser or a designer of generic inquiries or reports to go to the needed sections of a page. It contains the following elements:

- DAC name

- Optional tags (such as *Customised*; see the *DAC and Field Tags* section below)
- The *Definition*, *Fields*, *Incoming References*, and *Outgoing References* links, which give the customiser or a designer of generic inquiries or reports the ability to quickly scroll to the corresponding sections on the page (which are described below)

The *Preview Source Data* link (on the far right of the title bar), which opens a new tab with a generic inquiry form showing all the data of the selected DAC

**Note:** To open this link, a customiser or a designer of generic inquiries or reports should have access to the *Generic Inquiry (SM208000)* form.

## Main Information Area

The main information area contains the following elements, which may or may not be displayed depending on the type of the selected DAC:

- **Base DAC:** A link to the base data access class. This element appears only if the selected DAC is based on another DAC.
- **Display Name:** The display name of a UI element related to the selected DAC. This element appears only if a corresponding element is displayed on the UI.
- **Namespace:** The namespace of the selected DAC.
- **Primary Screens:** The links to the forms whose primary view is based on the selected DAC. This element appears only for primary DACs.
- **Customisation:** The customisation projects that modify the selected DAC and the links to the customisation packages. This element appears for only customised DACs.

## Summary and Remarks Area

This area contains a general description of the DAC and remarks about it, if this information has been specified in the XML comments in the code. If a field has been added through the publication of a customisation project, the field description from this project is added under **Summary** as a separate paragraph with the link to the customisation project.

## List of DAC Fields

The **Fields** table shows the list of all fields of the selected DAC. The fields are sorted alphabetically, except for primary keys, which are always listed at the top of the table. The table contains the following columns:

- **Key icon column:** A column that may contain an icon or two icons to indicate that the field is a primary key (yellow key), a foreign key (black key), or both types of keys.
- **Name:** The name of the field.

If a customiser hovers over the field name, the link icon is displayed. If the customiser clicks this icon, the system opens the field details in a dialog box that contains the following elements:

- A header with the following elements: Field name, type (*Field*), and optional tags (see the *DAC and Field Tags* section below)

- The main information area with the following elements: **Display Name**, **Parent DAC**, **Type**, **Customisation**, and a link to the foreign DAC (for a foreign key)
- A Summary area with a short field description, as specified in the XML comments in the code
- A Remarks area with additional information about the field, as specified in the XML comments in the code

**Note:** These elements may or may not be displayed, depending on the field type.

- Tag (optional): The type of the field (see the *DAC and Field Tags* section below).
- **Type:** The type of the field.
- **Display Name:** The name of the field as it is displayed in MYOB Advanced.

**Foreign Reference:** The link to the foreign DAC if the current field is a foreign key.

## Incoming References and Outgoing References

Below the list of fields for a DAC, a DAC Schema Browser page displays the lists of incoming and outgoing references (see Items 1 and 2, respectively, in the following screenshot). Incoming references are the DACs that reference the selected DAC, and outgoing references are the DACs that the selected DAC references.

The screenshot shows the DAC Schema Browser for the **CRCCaseClass** DAC. The interface includes a search bar, a list of DACs on the left, and a main area with tabs for Definition, Fields, Incoming References, and Outgoing References. The Fields tab is active, showing a table of fields with their types and descriptions. Below the fields table are two sections: Incoming References (marked with a red '1') and Outgoing References (marked with a red '2').

Field Name	Type	Description
ReopenCaseTimeInDays	int	Allowed Period to Reopen Case (in Days)
RequireContract	bit	Require Contract
RequireContract	bit	Require Contract
RequireCustomer	bit	Require Customer
RoundingInMinutes	int	Round Time by
Timestamp	timestamp	

Incoming References		
Parent Key Fields	Child DAC	Child Key Fields
CaseClassID	CRCCase	CaseClassID
CaseClassID	CRCCaseClassLaborMatrix	CaseClassID <b>CASCADE DELETION</b>
CaseClassID	CRCClassSeverelyTime	CaseClassID
CaseClassID	CRLead	ClassID
CaseClassID	CRopportunity	ClassID
CaseClassID	CRSetup	DefaultCaseClassID
CaseClassID	EmailAccount	CreateCaseClassID

Outgoing References		
Child Key Fields	Parent DAC	Parent Key Fields
DefaultEmailAccountID	EmailAccount	EmailAccountID
LaborItemID	InventoryItem	InventoryID
OvertimeItemID	InventoryItem	InventoryID
CreatedByID	Users	PKID
LastModifiedByID	Users	PKID

The table with incoming references contains the following columns:

- **Parent Key Fields:** The key field or fields of the selected DAC
- **Child DAC:** A link to the DAC that references the selected DAC
- **Child Key Fields:** The key field or fields of the child DAC

The table with outgoing references contains the following columns:

- **Child Key Fields:** The key field or fields of the DAC
- **Parent DAC:** A link to the data access class that references the selected DAC
- **Parent Key Fields:** The key field or fields of the parent DAC

## DAC and Field Tags

In the DAC Schema Browser, DACs and their fields can be marked with one tag or multiple tags; these tags are described in the following table. A tag provides additional information about the type of the DAC or field.

Tag	Description
<i>Obsolete</i>	A deprecated DAC or field.
<i>Nonexistent in DB</i>	A virtual DAC or field (for example, a filter).
<i>Hidden</i>	A hidden DAC or field.
<i>Nested</i>	A nested DAC or field.
<i>Customisation</i>	A DAC or field that has been added or modified through the publication of one customisation project or multiple projects.
<i>Projection</i>	A DAC with the PXProjection attribute.
<i>Accumulator</i>	A DAC with the PXAccumulator attribute.
<i>Cascade Deletion</i>	A field of a DAC with the PXParent attribute.
<i>User-Defined</i>	A user-defined field.
<i>Name-Value</i>	A field of the NameValuePair type that has been added through the publication of any number of customisation projects.
<i>Default Navigation</i>	A field of a DAC with the PXSelector attribute.
<i>Row-Level Security</i>	A DAC that contains the GroupMask field, and to which row-level security is applied.

## Changes to the Generic Inquiry (SM208000) Form

When a generic inquiry designer adds a table on the **Tables** tab of the *Generic Inquiry* (SM208000) form, the name of the table is displayed in the **Table Name** column. Starting in MYOB Advanced 2021.2, for all predefined and custom generic inquiries in the system, the table names in the **Table Name** column are displayed as links. If the generic inquiry designer clicks a link in this column, the system opens the DAC Schema Browser in a separate browser tab with the information about the selected data access class. In the following screenshot,



which shows the **Tables** tab of the *Generic Inquiry* form, the names of DACs are displayed as links, each of which can be clicked to view information about the DAC in the DAC Schema Browser.

**Generic Inquiry** NOTES FILES CUSTOMIZATION TOOLS ▾

VIEW INQUIRY ...

\* Inquiry Title: SO-SalesOrder

Site Map Title: Sales Orders

Workspace:

Category:

Screen ID: SO3010PL

Make Visible on the UI

Show Deleted Records

Expose via OData

Expose to the Mobile Application

Arrange Parameters in: 3 columns

Select Top: 0 records

Records per Page: 0

Export Top: 0 Records

Attach Notes To:

**TABLES** RELATIONS PARAMETERS CONDITIONS GROUPING SORT ORDER RESULTS GRID

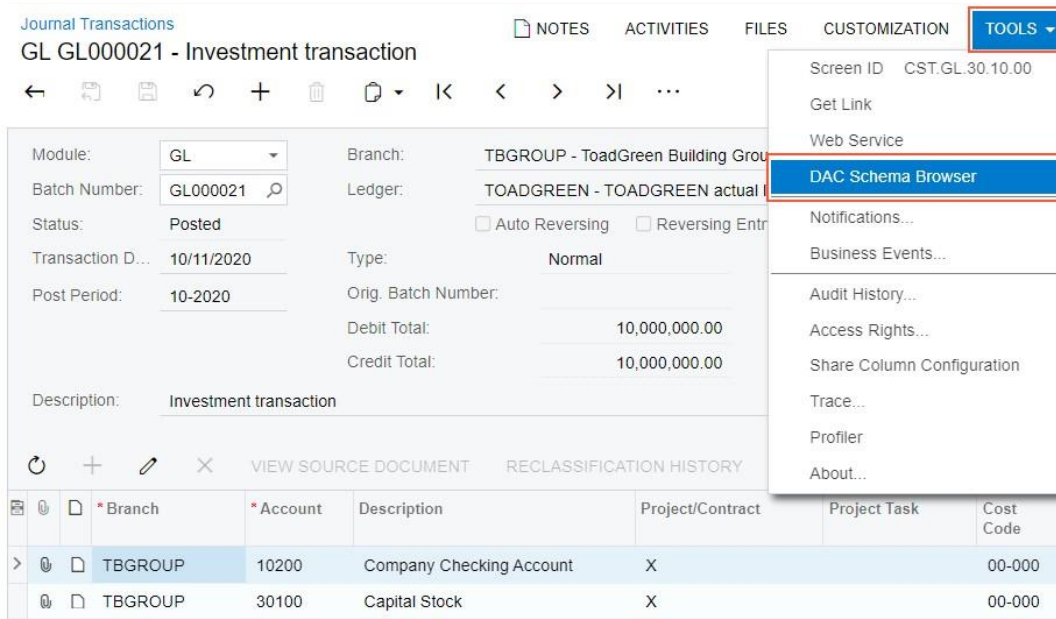
ADD RELATED TABLE

* Table Name	Description	* Alias
<a href="#">PX_Objects_AR_Customer</a>		Customer
<a href="#">PX_Objects_CR_BAccount</a>	Represents a business account used ...	BAccountR
<a href="#">PX_Objects_GL_Branch</a>	Represents a Branch of the company...	Branch
<a href="#">PX_Objects_PM_PMProject</a>	Planned set of interrelated tasks to be...	PMProject
<a href="#">PX_Objects_SO_SOOrder</a>		SOOrder

## Changes to the Tools Menu on Forms

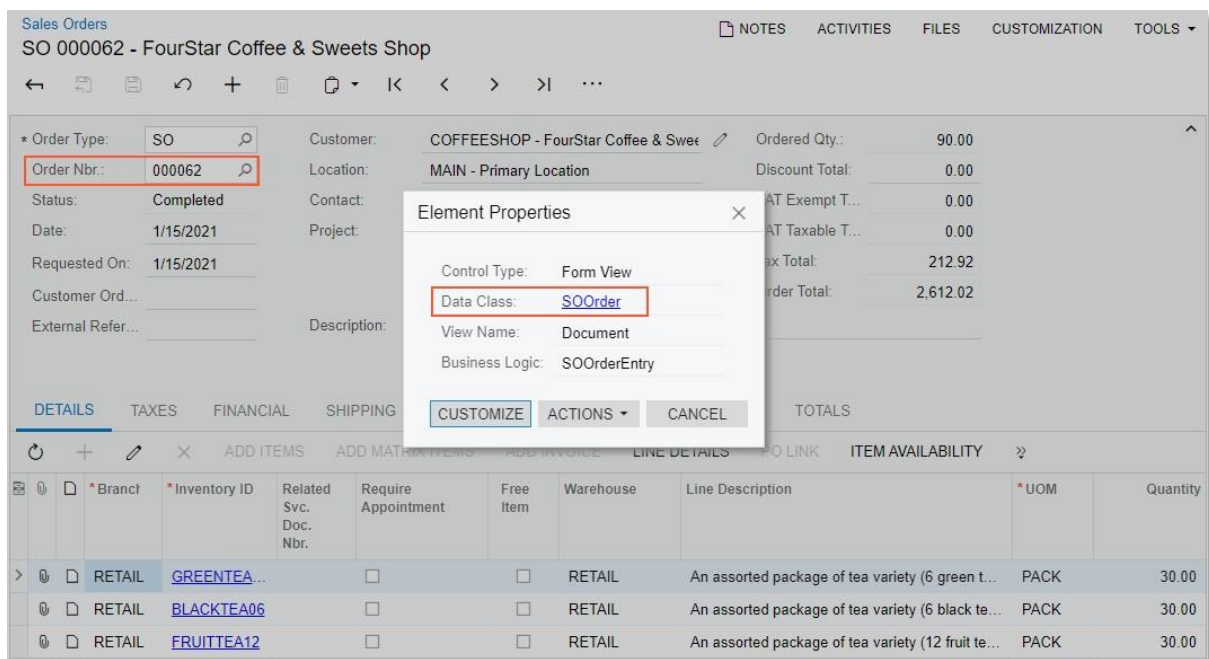
Almost every form in MYOB Advanced, except generic inquiries and reports, has a primary DAC—that is, the DAC through which the system receives data. For example, the *Batch* DAC is the primary DAC for the *Journal Transactions* (GL301000) form.

Starting in MYOB Advanced 2021.2, the **DAC Schema Browser** command has been added to the **Tools** menu on the right side of the form title bar of all forms. (This command is shown on the form only if the user account is assigned any of the following roles: *Administrator*, *Customiser*, or *Report Designer*.) If a customiser clicks this option, the DAC Schema Browser opens in a separate browser tab with the primary DAC of the form selected, or with no DAC selected if the form does not have a primary DAC. The following screenshot shows the command on the **Tools** menu of the *Journal Transactions* form.



## Changes in the Element Properties Dialog Box

Starting in MYOB Advanced 2021.2, in the **Element Properties** dialog box, which opens when a customiser or a user designing generic inquiries and reports inspects UI elements on a data entry form, the name in the **Data Class** field is displayed as a link. If the user clicks this link, the system opens the DAC Schema Browser in a separate browser tab with the information about selected data access class. The following screenshot shows the **Element Properties** dialog box with a link to the DAC Schema Browser on the *SOOrder* data access class.



## Use of the DAC Schema Browser During Generic Inquiry or Report Design

To design a generic inquiry or report, a designer needs to find the appropriate DACs and build relations between these DACs. For a generic inquiry, a designer can build relations automatically by means of the **Related Tables** dialog box, which is available on the *Generic Inquiry* (SM208000) form. (The generic inquiry designer can also build the DAC relations manually, relying upon their own experience.) In the Report Designer, there is no feature to build DAC relations automatically, and a report designer needs to build relations manually. The DAC Schema Browser provides information on the DACs in the system and thus eases the work of the generic inquiry or report designer.

Suppose that a generic inquiry designer needs to create an inquiry that shows a list of AR invoices with detailed information about customers and the branch related to each AR invoice. The designer needs to select the correct DACs for this inquiry and specify the correct fields to link these DACs. The designer opens the *Invoices and Memos*

(AR301000) form and invokes the **Element Properties** dialog box for the Summary area of the form. In the **Element Properties** dialog box, the designer clicks the *ARInvoice* link, and the system opens the DAC Schema Browser (see the following screenshot) in a separate browser tab.

The screenshot shows the DAC Schema Browser for the **ARInvoice** DAC. The left sidebar lists various DACs, with **ARInvoice** selected. The main area displays the following information:

- Base DAC:** ARRegister
- Display Name:** AR Invoice/Memo
- Namespace:** PX.Objects.AR
- Primary Screens:** Invoices and Memos (AR301000), Payments and Applications (AR302000), Cash Sales (AR304000), Invoices (SO303000)
- Customization:** ARInvoiceExt (PX.Objects.dll), FSxARInvoice (PX.Objects.FS.dll)

The **Summary** section states: "Represents the Accounts Receivable invoices, credit and debit memos, overdue charges and credit write-offs as well as the invoices created in the Sales Orders module (see SOInvoice). The records of this type are created and edited through the Invoices and Memos (AR.30.10.00) screen (corresponds to the ARInvoiceEntry graph). The SO Invoices are created and edited through the Invoices (SO.30.30.00) screen (corresponds to the SOInvoiceEntry graph)."

The **Fields** table is as follows:

Name	Type	Display Name	Foreign Reference
DocType	char(3)	Type	
RefNbr	nvarchar(15)	Reference Nbr.	ARRegister
AdjCntr	int		
ApplicationBalance	decimal		
ApplyOverdueCharge	bit	Apply Overdue Charges	
ApplyPaymentWhenTaxAvailable	bit		

In the DAC Schema Browser, in the **Name** column of the **Fields** table, the generic inquiry designer looks for the key fields of the *ARInvoice* DAC and finds that *BranchID* and *CustomerID* are foreign keys. In the rows with the key fields, the designer looks for the DACs specified in the **Foreign Reference** column and opens the DAC Schema Browser to explore these DACs—that is, *Branch*, *BAccount*, and *Customer*. Further suppose that after inspecting the *Customers* (AR303000) form, the designer concludes that it is the *Customer*, but not *BAccount*, DAC that must be used for the generic inquiry. Thus, for the generic inquiry, the

following DACs are necessary: *ARInvoice*, *Customer*, and *Branch*; the designer adds these DACs on the **Tables** tab of the *Generic Inquiry* form. Then in the **Outgoing References** table, the designer determines that the following relations should be used for the selected DACs:

- *ARInvoice* and *Branch*: *ARInvoice.BranchID* = *Branch.BranchID*
- *ARInvoice* and *Customer*: *ARInvoice.CusomerID* = *Customer.BAccountID*

The designer now needs to specify these relations on the **Relations** tab of the *Generic Inquiry* form.

# Projects and Construction

## Inventory Tracking

---

In previous MYOB Advanced versions, to receive stock items that had been purchased for a project to a warehouse and issue the items from the warehouse, users had to configure a warehouse location for each project task. This configuration was necessary for the system to keep project-specific stock items separate from other inventory and to have project quantities and costs segregated in inventory balances. However, businesses often could not use this configuration for many reasons, including the following:

- If a project task was linked to a warehouse location, a user was no longer able to use this location for any other project. Therefore, a physical location could not be assigned to a project: a user could either use linked warehouse locations for projects, or use physical locations without being able to allocate particular stock items on projects.
- If many projects were being processed at the same time, and materials were purchased frequently for each project, the maintenance of warehouse locations could become very complex. The users were forced to create numerous locations in the system for each project and task combination within the same physical warehouse.

In MYOB Advanced 2021.2, with the new *Project-Specific Inventory* feature enabled on the *Enable/Disable Features (CS100000)* form, users can set up the tracking of the quantity and cost of inventory items for projects without any additional configuration of each warehouse. Users can receive the stock items of projects to regular warehouse locations where the items are easy to locate and are protected from being issued to other projects or to customers outside of projects. Items related to projects are recorded as separate inventory quantities and costs. These items are available for shipping only for a particular project; for other projects the items are not available unless users explicitly transfer them to those projects first. As a project's stock items are consumed and users issue them, depending on the inventory tracking setting of the project, the project expenses will be captured at the costs that are calculated within the physical warehouse, a separate warehouse location, or within the virtual project location based on valuation method of the item.

The remainder of this topic contains details about how to initialise, configure, and use the new functionality, and provides an example which explains in detail how inventory tracking is performed.

## System Preparation

For inventory tracking to be used for projects, the following features must be enabled on the *Enable/Disable Features (CS100000)* form:

- Inventory and Order Management
- Inventory
- Project-Specific Inventory

When the *Project-Specific Inventory* feature is enabled, an administrative user must perform the stock initialisation procedure by clicking **Initialise Stock** on the form toolbar of the *Recalculate Project Balances (PM504000)* form.

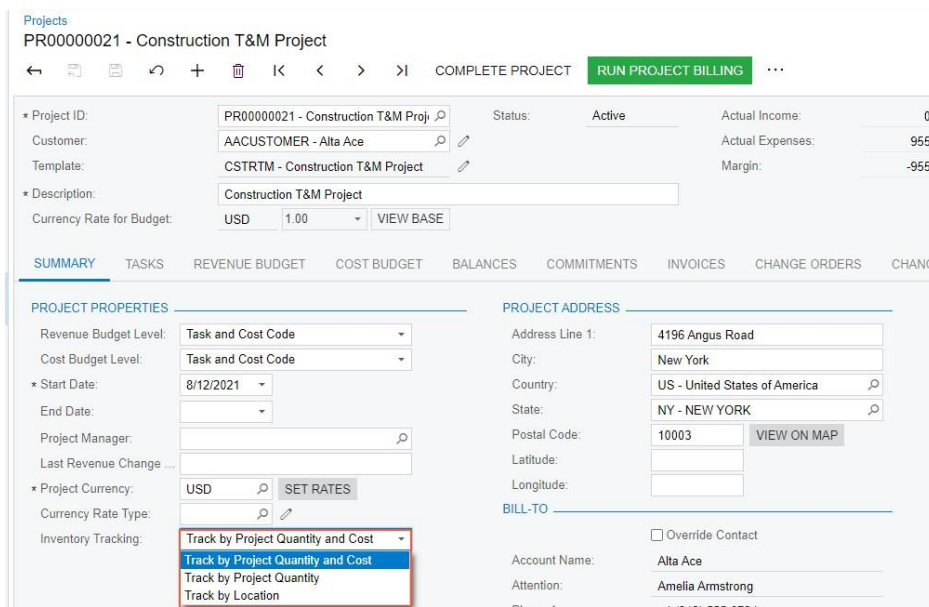
## Inventory Tracking Modes

When the *Project-Specific Inventory* feature is enabled on the *Enable/Disable Features* (CS100000) form, on the **Summary** tab of the *Projects* (PM301000) form, the new **Inventory Tracking** field has been added. For a new project, a user can select one of the following modes in the field (see the following screenshot):

- *Track by Location*: The quantity and cost of the purchased materials are tracked at the warehouse location level. The system does not reserve the purchased quantity and does not track the cost of materials for the project.

**Note:** This is a backward-compatible mode that corresponds to the inventory tracking process that has been used in previous MYOB Advanced versions. In this mode, a user configures inventory tracking by linking warehouse locations to particular projects and project tasks.

- *Track by Project Quantity*: The quantity of the purchased materials is tracked at the project level, whereas the cost of the materials is tracked at the warehouse location level. The system tracks the quantity but not the cost of the materials reserved for the project.
- *Track by Project Quantity and Cost*: The quantity and cost of the purchased materials are tracked at the project level. The system tracks the quantity and cost of the materials reserved for the project.



## Tracking by Location

The *Track by Location* inventory tracking mode corresponds to the functionality of previous MYOB Advanced versions. In this mode, a dedicated warehouse location is created for the project or project task on the **Locations** tab of the *Warehouses* (IN204000) form, as the following screenshot shows. For this location, the **Cost Separately** check box is selected automatically.

Warehouses  
EQUIPHOUSE - Warehouse for Equipment Storage

NOTES ACTIVITIES FILES CUSTOMIZATION TOOLS

Warehouse ID: EQUIPHOUSE Location Entry: Do Not Allow On-the-Fly En...  
 Branch: SWEETEQUIP - Ser Avg. Default Returns C... Average  
 Replenishment Class: FIFO Default Returns C... Average

Active  
 Description: Warehouse for Equipment Storage

LOCATIONS TOTES GLACCOUNTS ADDRESS MANUFACTURING

Receiving Location: MAIN RMA Location: MAIN  Use Item Default Location for Picking  
 Shipping Location: MAIN Drop-Ship Location: MAIN

Location Table

Location ID	Active	Project	Project Task	Sort Location	Include in Qty. Available	Cost Separately	Sales Allowed	Receipts Allowed	Transfers Allowed	Production Allowed	Pick Priority
HMBAKERY2	<input checked="" type="checkbox"/>	HMBAKERY2	INSTALL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2
HMBAKERY4	<input checked="" type="checkbox"/>	HMBAKERY4		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2
MAIN	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1

With these settings, the quantity and cost of the items purchased for the project are tracked at the warehouse location level. The system does not reserve the purchased quantity and does not track the cost of materials for the project. A user (typically a project manager or purchasing manager) creates and processes the following documents with project stock items:

- For the purchase of project items, the user creates a purchase order on the *Purchase Orders* (PO301000) form. These expenses can be captured to the project as project commitments. The purchased materials are not reserved for the project and can be shipped for other projects and customers. The purchased materials are received to the warehouse location with a purchase receipt that the user creates on the *Purchase Receipts* (PO302000) form.

**Note:** In this mode, the system tracks assets purchased for the project only if the inventory account of the corresponding stock items is linked to an account group. Also, with this configuration, the system does not track project-specific quantity and cost of purchased items.

- For the sale of project items, the user creates a sales order on the *Sales Orders* (SO301000) form. The shipment is processed for the sales order from the same location on the *Shipments* (SO302000) form with the quantity available for shipping that is defined by the warehouse location.

### Tracking Project Inventory

For a project in which *Track by Project Quantity* or *Track by Project Quantity and Cost* inventory tracking mode is selected, a project manager or purchasing manager creates and processes the following documents with stock items:

- To purchase stock items for project, the user creates a purchase order on the *Purchase Orders* (PO301000) form. The expenses are captured to the project cost budget as a project commitment.

- To receive items to a warehouse, the user processes a purchase receipt on the *Purchase Receipts* (PO302000) form, or processes an inventory receipt on the *Receipts* (IN301000) form. The system automatically creates a virtual project-specific location within the warehouse location where the materials are received to separate the project items from free stock. The purchased materials are reserved for the project and cannot be issued for another project.
- To issue the materials for the customer, the user processes an inventory issue for the project on the *Issues*

(IN302000) form, or processes a sales order on the *Sales Orders* form and a corresponding shipment on the *Shipments* (SO302000) form. The quantity available for issuing is defined by the warehouse location, the project, and project task.

### Item Cost Calculation

When the *Project-Specific Inventory* feature is enabled on the *Enable/Disable Features* (CS100000) form, more levels of inventory tracking can be used for inventory and order management and the complete set of inventory operations is supported—receipts, issues, adjustments, transfers, and physical counts. All the valuation methods that are supported in inventory and order management are also supported with the *Project-Specific Inventory* feature.

In a project with the *Track by Location* mode, the cost of the issued materials is not project-specific and is defined by general cost calculation rules. The cost of an item depends on the item valuation method and is affected by other factors: the warehouse location from which the item is issued, the account and subaccount, the selected subitem, and the lot or serial number of the item.

In a project with the *Track by Project Quantity* mode, the cost of the issued materials is not project-specific and is defined by general cost calculation rules. The cost of an item depends on the item valuation method and is affected by other factors: the warehouse location from which the item is issued, the account and subaccount, the selected subitem, and the lot or serial number of the item).

In a project with the *Track by Project Quantity and Cost* mode, the system tracks project-specific cost layers. That is, for each combination of project and project task, the system calculates the cost of an item depending on the item valuation method and other applicable factors: the warehouse location from which the item is issued, the account and subaccount, the selected subitem, and the lot or serial number of the item.

For example, suppose that the project is configured to use the *Track by Project Quantity and Cost* inventory tracking mode. Further suppose that a stock item with the *Average* valuation method is purchased as follows:

- 10 units (at a cost of \$100) that are not related to any project
- 10 units (at a cost of \$100) that are not related to any project
- 10 units (at a cost of \$100) that are purchased for Project A
- 12 units (at a cost of \$110) that are purchased for Project A

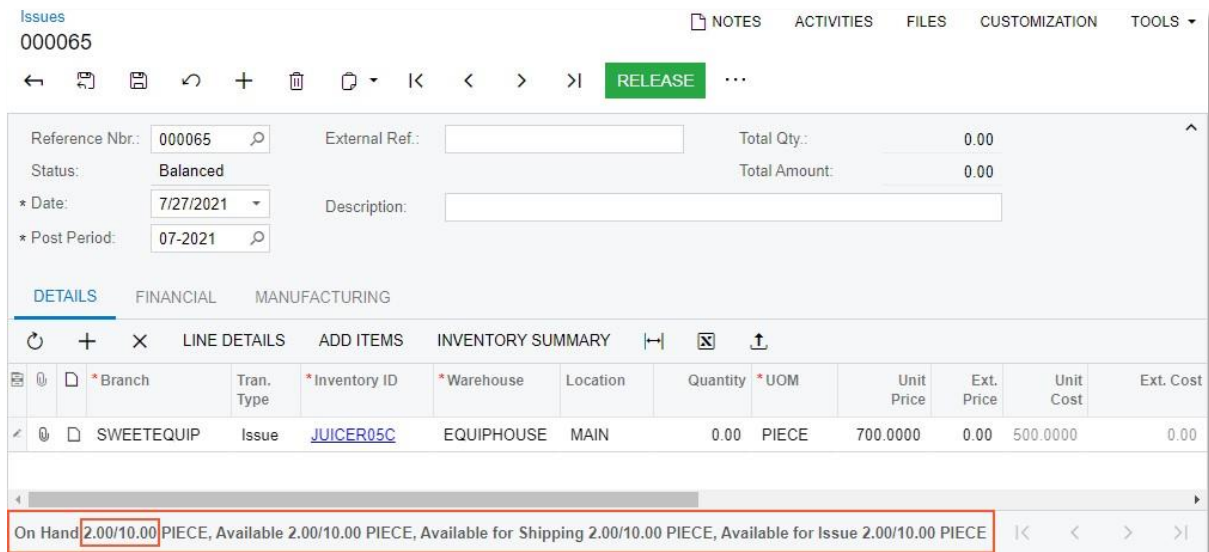
The system will issue the item for Project A at the unit cost of \$105.45; the unit cost is calculated as follows:  $(10 * \$100 + 12 * \$110) / 22$ . The system will issue the item for a non-



project-specific shipment at a unit cost of \$100; the unit cost is calculated as follows:  $(10 * \$100 + 10 * \$100) / 20$ .

### Calculation of Item Availability

When a user adds a line with an inventory item to a sales order, shipment, transfer, or issue, in the table footer, the system calculates and shows the availability status of the item of the selected line, based on the line attributes, such as subitem, lot or serial number, and warehouse location. When the *Project-Specific Inventory* feature is enabled on the *Enable/Disable Features (CS100000)* form, the system calculates two figures for each availability bucket, such as On Hand, Available, Available for Shipping, and Allocated (see the following screenshot).



The first figure is the available quantity for the selected line, which depends on the inventory tracking mode of the project selected in the line or at the document level as follows:

- *Track by Location*: The quantity of items related to the project linked to the selected location and items that correspond to no project (that is, that have the non-project code specified)
- *Track by Project Quantity*: The quantity of items related to the selected project and project task
- *Track by Project Quantity and Cost*: The quantity of items related to the selected project and project task
- None (the non-project code, which is X by default, is selected in the line): The quantity of items that correspond to no project (that is, that have the non-project code specified) and the items related to the projects linked to the selected location

The second figure is the entire available quantity of the item of selected line, including the quantity related to the selected project.

## Transferring of Project-Related Items

When the *Project-Specific Inventory* feature is enabled on the *Enable/Disable Features* (CS100000) form, issuing materials for a project tracked by quantity (for example, Project 1) or by quantity and cost (for example, Project 2) is allowed only within a single project. In order to issue materials reserved for Project 1 but utilise those materials for Project 2 (and thus, capture the expenses for this project), a user has to process a transfer from Project 1 to Project 2 on the *Transfers* (IN304000) form first; only then the user can create an issue for Project 2.

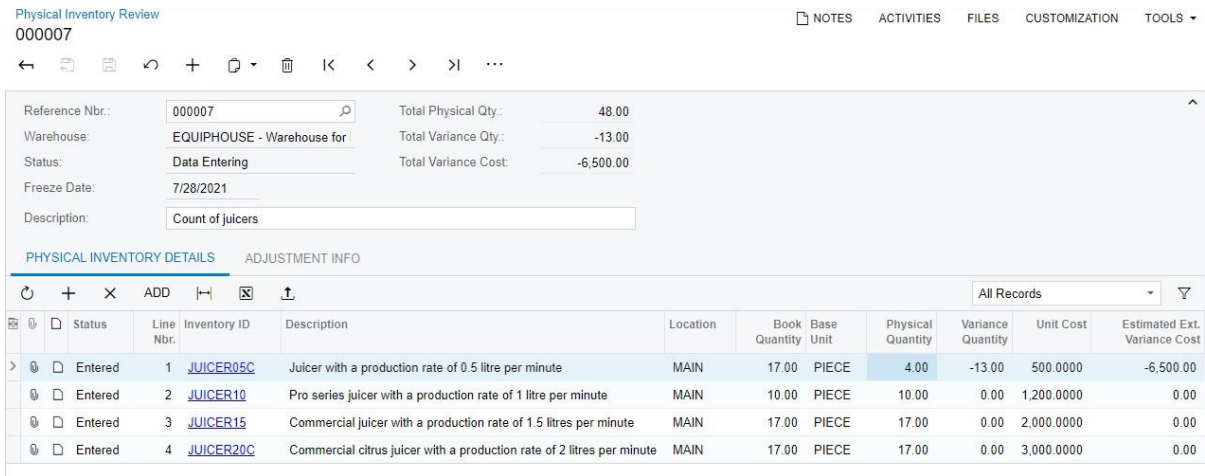
Also, issuing items from the free stock (that is, materials related to the non-project code, which is X by default) to Project 1 or Project 2 is not supported. This scenario is also addressed with a preliminary transfer (as illustrated in the following screenshot).

The screenshot shows the MYOB Transfers form for reference number 000058. The form is in the 'DETAILS' tab. The 'Warehouse ID' is 'EQUIPHOUSE - Warehouse for Equipme' and the 'Total Qty.' is 1.00. The 'Status' is 'Balanced' and the 'Transfer Type' is '1-Step'. The 'Date' is 7/28/2021 and the 'Post Period' is 07-2021. The 'Description' field is empty. Below the form, there is a table with the following data:

Inventory ID	Location	Project	Project Task	Cost Code	To Location ID	To Project	To Project Task	To Cost Code	UOM	Quantity
JUICER05C	MAIN	X			MAIN	HMBAKERY3	MATERIALS	00-000	PIECE	1.00

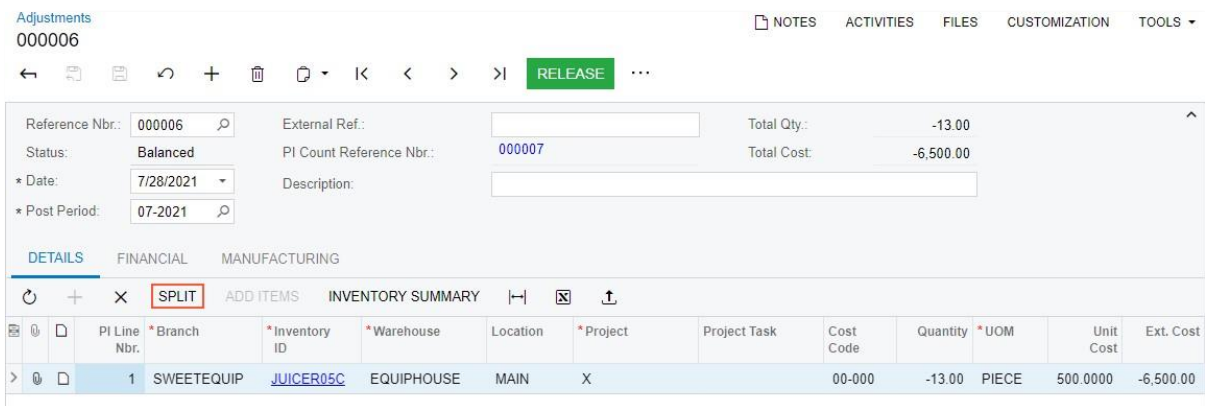
## Physical Inventory Review

With the new *Project-Specific Inventory* feature enabled on the *Enable/Disable Features* (CS100000) form, at the time of actual physical counting, warehouse clerks count units without taking projects into consideration because the clerks may not have information which particular items are reserved for projects and which are not. The *Physical Inventory Review* (IN305000) form does not contain information about projects and their virtual locations within the physical bin locations, as the screenshot below shows. Because the physical count process stops all the inventory operations and it is important to quickly get back to the operating system state, the decision on which projects to affect is made at the stage of the inventory adjustment generated from the physical count.



On the *Adjustments* (IN303000) form, in the adjustment generated based on a physical count, the number of adjustment lines created for a physical count line equals the number of different cost layers found for the physical count line. For projects with the *Track by Project Quantity and Cost* inventory tracking mode, the system auto-splits free stock items by their cost layers. For those cost layers, a user can then manually select a project and a project task to adjust the corresponding virtual location.

After a physical count on the *Physical Inventory Review* form, if a negative variance quantity of an item is greater than the number of this item that corresponds to no project (the non-project code), the adjustment originating from this physical inventory review is generated but cannot be released until the variance is manually distributed between projects on the *Adjustments* form. A user performs this distribution by selecting the line and clicking the **Split** button on the toolbar of the **Details** tab of the *Adjustments* form, as shown in the following screenshot.



A user can perform a split operation for the following projects:

- The X non-project code.
- Projects that have the *Track by Location* inventory tracking mode. In the split line, the user can change only the cost code because each project tracked by location has a single cost layer
- Projects that have the *Track by Quantity* inventory tracking mode.

For projects that have the *Track by Quantity and Cost* inventory tracking mode, the manual split functionality is not supported.

### Inventory Tracking Process

Suppose that a company has two different physical warehouses: one in New York, and one in Seattle. Each warehouse has two physical bin locations that initially are empty.

Also, in the company, there are currently three active projects:

- Project A, in which the *Track by Location* mode is used; in the project, the *TA* project task is configured
- Project B, in which the *Track by Project Quantity* mode is used; in the project, the *TB1* and *TB2* project tasks are configured
- Project C, in which the *Track by Project Quantity and Cost* mode is used; in the project, the *TC3* and *TC4* project tasks are configured

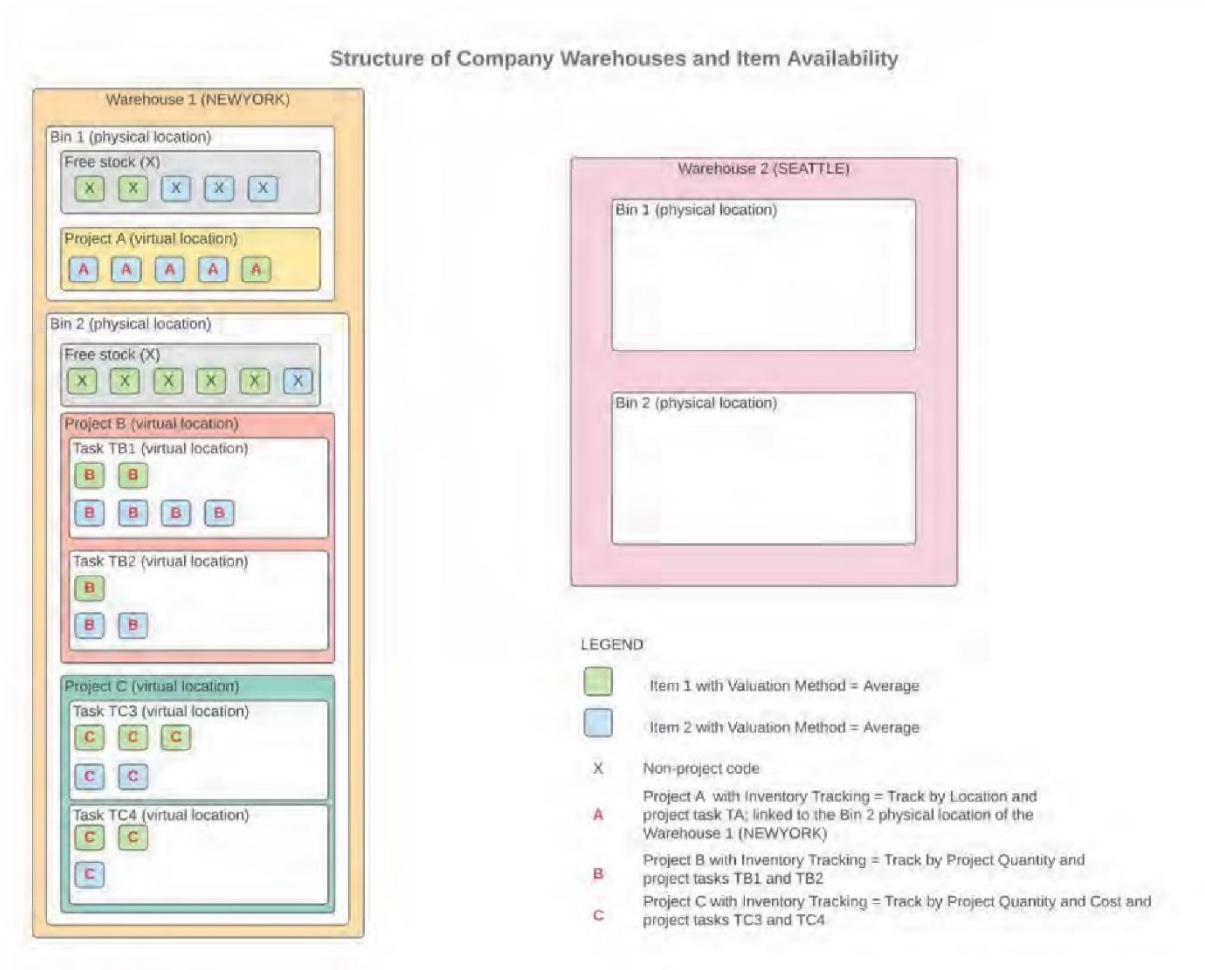
Then suppose that the purchasing manager has processed an inventory receipt (shown in the following diagram) with two types of stock items: Item 1 and Item 2. For both items, the *Average costing* method is used.

**Inventory receipt transaction**

Inventory Receipt (IN301000)							Data Storage				
Inventory ID	Warehouse	Warehouse Location	Project	Project Task	Quantity	Ext. Cost	Qty to be received on the Physical + Virtual Warehouse	Qty to be reserved for the Project and	Total Cost	Unit Cost for Issue	
Item 1	NEW YORK	Bin 1	A	TA	1	\$100.00	3	0	\$100.00 + 150.00 = \$250.00	\$250.00 / 3 = \$83.33	
			X		2	\$150.00		0			
		Bin 2	X		5	\$200.00	5	0	\$200.00 + 250.00 + 300.00 = \$750.00	\$750.00 / (5 + 2 + 1) = \$93.75	
			B	TB1	2	\$250.00	2	2			
				TB2	1	\$300.00	1	1			
			C	TC3	3	\$450.00	3	3			\$450.00 / 3 = \$150.00
	TC4	2	\$500.00	2	2	\$500.00 / 2 = \$250.00					
Item 2	NEW YORK	Bin 1	A	TA	4	\$70.00	7	0	\$70.00 + 80.00 = \$150.00	\$150.00 / 7 = \$21.43	
			X		3	\$80.00		0			
		Bin 2	X		1	\$72.00	1	0	\$72.00 + 85.00 + 90.00 = \$247.00	\$247.00 / (1 + 4 + 2) = \$39.29	
			B	TB1	4	\$85.00	4	4			
				TB2	2	\$90.00	2	2			
			C	TC3	2	\$120.00	2	2			\$120.00 / 2 = \$60.00
				TC4	1	\$130.00	1	1			\$130.00

"Cost layers" auto-generated on inventory receipt release

The system automatically tracks which particular units of item 1 and item 2 are reserved for which project and which of these items are free stock not related to any project. The item availability information and the structure of company warehouses is shown in the following diagram).



In the diagram above, the quantity of items in the warehouse locations after releasing the inventory receipt transaction is as follows:

- Warehouse 1 (New York):
- Bin 1, non-project code: Two units of Item 1 and three units of Item 2
- Bin 1, items reserved for project A: One unit of Item 1 and four units of Item 2
- Bin 1, items reserved for project B: No units
- Bin 1, items reserved for project C: No units
- Bin 2, non-project code: Five units of Item 1 and one unit of Item 2
- Bin 2, items reserved for project A: No units
- Bin 2, items reserved for project B: Three units of Item 1 and six unit of Item 2
- Bin 2, items reserved for project C: Five units of Item 1 and three unit of Item 2
- Warehouse 2 (Seattle):
- Bin 1, non-project code: no units
- Bin 1, items reserved for project A: No units
- Bin 1, items reserved for project B: No units
- Bin 1, items reserved for project C: No units
- Bin 2, non-project code: no units

- Bin 2, items reserved for project A: No units
- Bin 2, items reserved for project B: No units
- Bin 2, items reserved for project C: No units

The inventory items are shown as assets in the balance sheet.

Balance Sheet		September, 30 2021
<b>Assets</b>		
Current assets:		
<b>Inventories</b> .....	2,597.00	
Cash and cash equivalents.....	35,000.00	
Other current assets.....	12,580.00	
<b>Total current assets</b> .....	<b>50,177.00</b>	
Acquired intangible assets, net.....	2,870.00	
Long-term marketable securities.....	16,320.00	
<b>Total assets</b> .....	<b>69,367.00</b>	
<b>Liabilities and Shareholders' Equity</b>		
...		

Then suppose that purchasing manager has processed the inventory issue shown in the following diagram.

**Inventory issue transaction**

Inventory issue (IN302000)							Data Storage					
Inventory ID	Warehouse	Warehouse Location	Project	Project Task	Quantity	Ext. Cost	Qty left on the Physical + Virtual Warehouse Location	Qty left reserved for the Project and Project Task	Cost Layer affected Total Cost	Unit Cost for future issue		
Item 1	NEW YORK	Bin 1	A	TA	0	0	2	0	1	$\$(250.00 - 83.33) = \$166.67$	$\$166.67 / 2 = \$83.34$	
			X	-	1	$1 * \$83.33 = 83.33$		0				
		Bin 2	X	-	0	0	0.00	5	0	2	$\$(750.00 - 93.75) = \$656.25$	$\$626.25 / (5 + 1 + 1) = \$93.75$
			B	TB1	1	$1 * \$93.75 = 93.75$	1	1				
				TB2	0	0.00	1	1				
			C	TC3	0	0.00	3	3	3	$\$450.00$		
	C	TC4	2	$2 * \$250.00 = \$500.00$	0	0	0	4	$\$(500 - 500) = 0.00$	$0.00$		
Item 2	NEW YORK	Bin 1	A	TA	3	$3 * \$21.43 = \$64.29$	4	0	5	$\$(150.00 - 64.29) = \$85.71$	$\$85.71 / 4 = \$21.43$	
			X	-	0	0.00		0				
		Bin 2	X	-	0	0	0.00	1	0		$\$(72.00 + 85.00 + 90.00) = \$247.00$	$\$247.00 / (1 + 4 + 2) = \$35.29$
			B	TB1	0	0.00	4	4				
				TB2	0	0.00	2	2				
			C	TC3	0	0.00	2	2	7	$\$120.00$		
	C	TC4	0	0.00	1	1	B	$\$130.00$	$\$130.00$			

With this transaction, the following inventory operation are performed in the New York warehouse:

- One unit of Item 1 is issued from free stock of bin 1.
- One unit of Item 1 that has been reserved for project task *TB1* of project *B* is issued from Bin 2.
- Two units of Item 1 that have been reserved for project task *TC4* of project *C* are issued from Bin 2. • Three units of Item 2 that have been reserved for project task *TA* of project *A* are issued from Bin 1.

After that, the purchasing manager has processed the inventory transfer transactions shown in the following diagram.

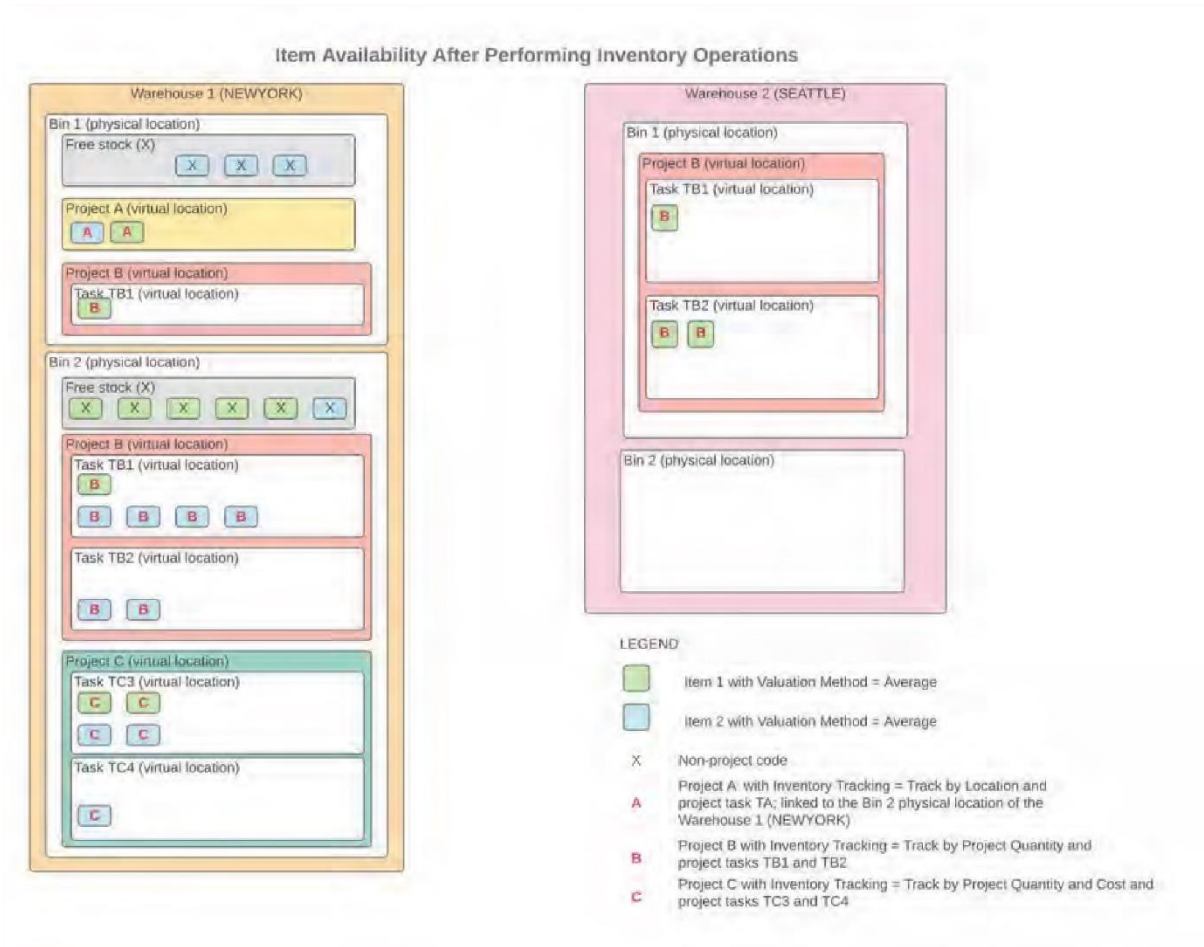
**Inventory transfer transaction**

Inventory Transfer (IN304000)											Data Storage				
Inventory ID	From Warehouse	From Warehouse Location	From Project	From Project Task	To Warehouse	To Warehouse Location	To Project	To Project Task	Quantity	Ext. Cost	Cost FROM Layer affected Total Cost	Cost Layer TO affected, Total Cost	Unit Cost for future Issue		
BIN 1	NEW YORK	Bin 1	A	TA	SEATTLE	Bin 1	B	TB1	1	1 * \$83.34 = \$83.34	1 * (\$166.67 - \$83.34) = \$83.33	1 * \$83.34 = \$83.34	\$83.34 / 1 = \$83.34		
			X				B	TB2	1	1 * \$83.33 = \$83.33	0.00	1 * (\$83.34 + \$83.33) = \$166.67	\$166.67 / 2 = \$83.34		
		Bin 2	B	TB1		Bin 2	B	TB2	1	1 * \$35.29 = \$35.29	2 * (247.00 - 35.29) = \$411.71	10 * \$35.29 = \$352.90	\$35.29	\$35.29	
			B	TB2		NEW YORK	Bin 1	B	TB1	1	1 * \$35.29 = \$35.29	2 * (211.71 - 35.29) = \$376.42	1 * (35.29 + 35.29) = \$70.58	\$35.29 / 1 = \$35.29	\$35.29
			C	TC3				A	TA	1	1 * \$60.00 = \$60.00	7 * (120.00 - 60.00) = \$420.00	1 * (35.29 + 1.00) = \$36.29	\$95.29 / 2 = \$47.65	

With this transaction, the following inventory operation are performed:

- One unit of Item 1 that has been reserved for project A is issued from Bin 1 of the New York warehouse and is received to Bin 1 of the Seattle warehouse and reserved for project B.
- One unit of Item 1 is issued from the free stock of Bin 1 of the New York warehouse and is received to Bin 1 of the Seattle warehouse.
- One unit of Item 1 that has been reserved for project task *TB1* of project *B* is issued from Bin 2 of the New York warehouse. The item is received to Bin 2 of the Seattle warehouse and is reserved for project task *TB2* of project *B*.
- One unit of Item 1 that has been reserved for project task *TB2* of project *B* is issued from Bin 2 of the New York warehouse. The item is received to Bin 1 of the Seattle warehouse and is reserved for project task *TB1* of project *B*.
- One unit of Item 1 that has been reserved for project task *TC3* of project *C* is issued from Bin 2 of the New York warehouse. The item is received to Bin 1 of the Seattle warehouse and is reserved for project task *TA* of project *A*.

As a result of the processed transactions, the following items are available in the warehouses:



In the diagram above, the resulting quantity of items in the warehouse bins is as follows:

**Note:** Italic text highlights the changes in item availability after performing inventory operations.

- Warehouse 1 (New York):
- Bin 1, non-project code: *No units of item 1* and three units of Item 2
- Bin 1, items reserved for project A: One unit of Item 1 and *one unit of Item 2*
- Bin 1, items reserved for project B: *One unit of Item 1*
- Bin 1, items reserved for project C: No units
- Bin 2, non-project code: Five units of Item 1 and one unit of Item 2
- Bin 2, items reserved for project A: No units
- Bin 2, items reserved for project B: *One unit of Item 1* and six units of Item 2 • Bin 2, items reserved for project C: *Two units of Item 1* and three unit of Item 2
- Warehouse 2 (Seattle):
- Bin 1, non-project code: no units
- Bin 1, items reserved for project A: No units
- Bin 1, items reserved for project B: *Three units of Item 1*
- Bin 1, items reserved for project C: No units



- Bin 2, non-project code: no units
- Bin 2, items reserved for project A: No units
- Bin 2, items reserved for project B: No units
- Bin 2, items reserved for project C: No units

## Reclassification of Bills

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In previous versions of MYOB Advanced, there was no ability to quickly correct the lines of an accounts payable bill after bill release if an incorrect account or subaccount had been specified in these lines. Also, there was no ability to correct actual amounts for a project (that is, move a bill from a project budget line with a particular project, project task, and cost code to another project budget line) after the bill has been released.

Starting in MYOB Advanced 2021.2, a user can reclassify an accounts payable bill—that is, change the account, subaccount, project, project task, or cost code in the lines of the bill. Also, a user can now link a commitment related line of a bill to another commitment line to reclassify it in the project budget.

### Configuration of the Bill Reclassification Functionality

In the **Posting Settings** section on the *Accounts Payable Preferences* (AP101000) form, a new **Allow Bill Reclassification** check box has been added (see the screenshot below). If this check box is selected, the bill reclassification functionality is available for users that are assigned either (or both) of the following predefined roles: *Financial Supervisor* and *Project Accountant*.

**Note:** No other access roles can be configured to provide access to the functionality.

That is, a user with the *Financial Supervisor* or *Project Accountant* role (or both roles) can select the **Allow Bill**

**Reclassification** check box on the *Accounts Payable Preferences* form; after that, this user can use the **Reclassify Bill** menu command on the *Bills and Adjustments* (AP301000) form for bills that are assigned the *Open* or *Closed* status.

Accounts Payable Preferences

GENERAL PRICING APPROVAL 1099 SETTINGS MAILING & PRINTING

**NUMBERING SETTINGS**

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

**POSTING SETTINGS**

- Automatically Post on Release
- Post Summary on Updating GL
- Activate Migration Mode
- Allow Bill Reclassification

**AGING SETTINGS**

- Aging Period 1: 7 Days
- Aging Period 2: 14 Days
- Aging Period 3: 30 Days

**DATA ENTRY SETTINGS**

- Default Vendor Class ID: [ ]
- \* Combine Expense Sub. From: III-III
- Use Intercompany Expense Account From: Inventory Item
- Payment Lead Time: 7 Days
- Hold Documents on Entry
- Require Approval of Bills Prior to Payment
- Enable Early Checks
- Validate Document Totals on Entry
- Set Zero Payment Amount to Application Amount
- Require Vendor Reference
- Raise an Error on Duplicate Vendor Reference Num...

**RETAINAGE SETTINGS**

- Retain Taxes
- Automatically Release Retainage Bills

**VAT RECALCULATION SETTINGS**

Debit Adjustment Description: [ ]

To reclassify a bill, this user opens it on the *Bills and Adjustments* form and on the More menu, clicks **Reclassify Bill** (under **Corrections**), as shown in the following screenshot.

Bills and Adjustments

Bill 002934 - Office Maximum

Processing Other

Reference Nbr: 002934 Vendor: OFFICEMAX - Office Maximum

Status: Open Location: MAIN - Primary Location

Date: 6/15/2021 Due Date: 7/15/2021

Post Period: 06-2021 Cash Discount: 7/15/2021

Description: Purchase supplies for the project

DETAILS FINANCIAL TAXES APPROVALS DISCOUNTS APPLICATIONS

VIEW DEFERRALS

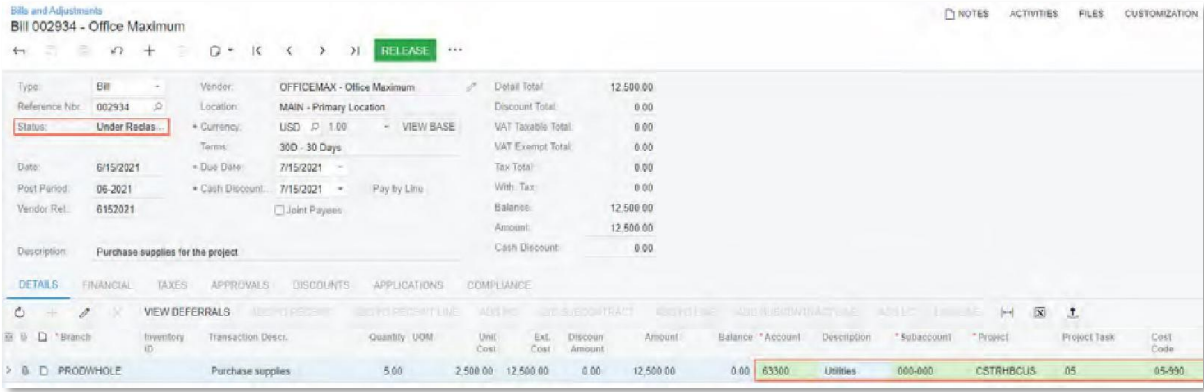
Inventory Transaction Desc. Quantity

PRODDHOLE Purchase supplies 5.00 2,500.00 12,500.00 0.00 12,500.00 0.00 62500

Utilities 000-000 CSTRNBCUS 05 95-990

Reclassify Bill

The system changes the status of the bill to *Under Reclassification* (which is the new status that has been introduced for the reclassification functionality). In the bill lines on the **Document Details** tab, the columns whose values are available for reclassification become editable and are highlighted in green (see the following screenshot).

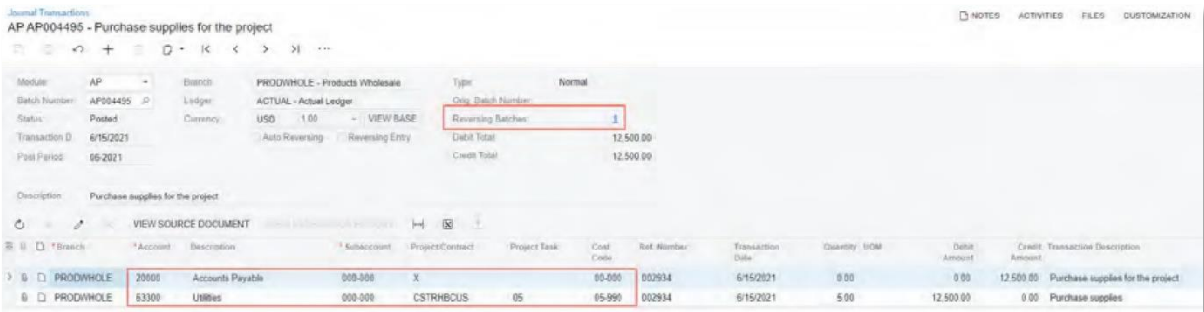


For each bill line, the user can change the values in any of the following columns:

- **Account**
- **Subaccount**, which appears on the form if the *Subaccounts* feature is enabled on the *Enable/Disable Features (CS100000)* form,
- **Project**, which appears on the form if the *Project Accounting* feature is enabled on the *Enable/Disable Features* form
- **Project Task**, which appears on the form if the *Project Accounting* feature is enabled on the *Enable/Disable Features* form
- **Cost Code**, which appears on the form if the *Cost Codes* feature is enabled on the *Enable/Disable Features* form

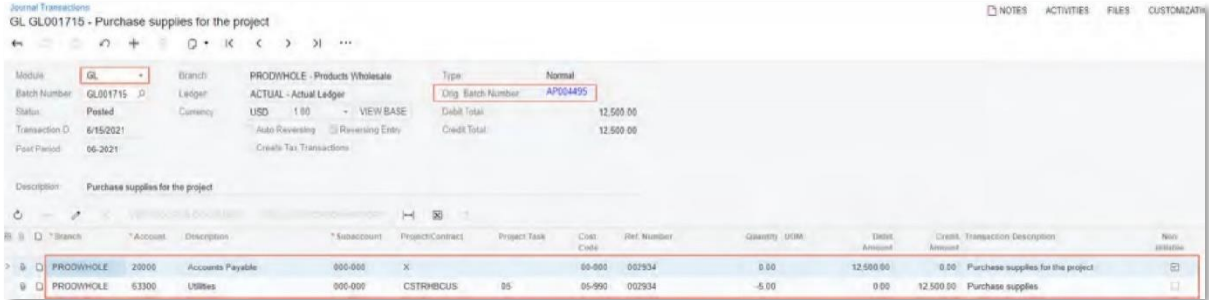
After the user has made changes to the bill being reclassified, the user releases the bill. On release of the bill, the system reverses the original transaction linked to the bill and generates a new GL transaction based on the updated bill details. In the bill, the link to the reversed transaction is replaced with a link to the newly generated GL transaction. See the following screenshots, which show the batches on the *Journal Transactions (GL301000)* form that were affected by the reclassification process:

- In the Summary area of the form, for the batch that was initially created on release of the bill, the link to the reversing batch is shown in the **Orig. Batch Number** field, as shown in the following screenshot.

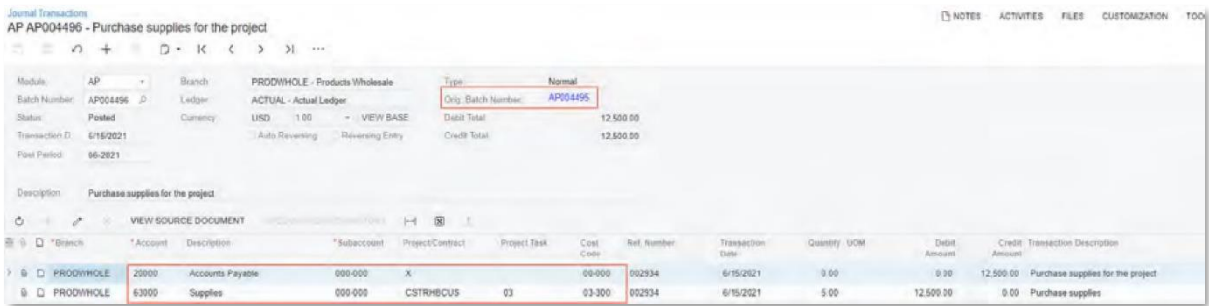


- In the Summary area of the form, for the reversing batch, the link to the original batch is shown in the **Orig. Batch Number** field, as shown in the following screenshot.

**Note:** The reversing batch is posted to the general ledger automatically if the **Automatically Post on Release** check box is selected in the **Posting Settings** section of the *Accounts Payable Preferences* form. If the check box is cleared, the reversing batch is saved with the *Unposted* status.



- In the Summary area of the form, for the batch that has been created on release of the reclassified bill, the link to the original batch is shown in the **Orig. Batch Number** field



**Note:** If there were no changes made to the bill with the *Under Reclassification* status, on release of the bill, the system assigns the previous status (*Open* or *Closed*) to it and does not reverse the original batch.

For the project-related bills, the system also reverses the original project transaction (the first screenshot below shows the original project transaction, and the second screenshot shows the reversing project transaction) and generates a new project transaction (see the third screenshot below) with the new project budget key and *GL* selected in the Summary area of the *Project Transactions* (PM304000) form.

Project Transactions  
 AP PM00001965 - Purchase supplies for the project

Module: AP Total Quantity: 5.00  
 Ref. Number: PM00001965 Total Billable Quantity: 5.00  
 Status: Released Total Amount: 12,500.00  
 Description: Purchase supplies for the projec

DETAILS COMPLIANCE

VIEW ALLOCATION SOURCE SELECT PROJECT CURRENCY RATE SELECT BASE CURRENCY RATE VIEW BASE

Branch	Project	Project Task	Cost Code	Account Group	Customer/Vendor	Quantity	Inventory ID	Description	Amount	Debit Account	Debit Subaccount
PRODWHOLE	CSTRHRCJUS	05	05-990	MATERIAL	OFFICEMAX	5.00	<N/A>	Purchase supplies	12,500.00	63300	000-000

Project Transactions  
 GL PM00001966 - Purchase supplies for the project

Module: GL Total Quantity: -5.00  
 Ref. Number: PM00001966 Total Billable Quantity: -5.00  
 Status: Released Total Amount: -12,500.00  
 Description: Purchase supplies for the projec

DETAILS COMPLIANCE

VIEW ALLOCATION SOURCE SELECT PROJECT CURRENCY RATE SELECT BASE CURRENCY RATE VIEW BASE

Branch	Project	Project Task	Cost Code	Account Group	Customer/Vendor	Quantity	Inventory ID	Description	Amount	Debit Account	Debit Subaccount
PRODWHOLE	CSTRHRCJUS	05	05-990	MATERIAL	OFFICEMAX	-5.00		Purchase supplies	-12,500.00	63300	000-000

Project Transactions  
 AP PM00001967 - Purchase supplies for the project

Module: AP Total Quantity: 5.00  
 Ref. Number: PM00001967 Total Billable Quantity: 5.00  
 Status: Released Total Amount: 12,500.00  
 Description: Purchase supplies for the projec

DETAILS COMPLIANCE

VIEW ALLOCATION SOURCE SELECT PROJECT CURRENCY RATE SELECT BASE CURRENCY RATE VIEW BASE

Branch	Project	Project Task	Cost Code	Account Group	Customer/Vendor	Quantity	Inventory ID	Description	Amount	Debit Account	Debit Subaccount
PRODWHOLE	CSTRHRCJUS	03	03-300	MATERIAL	OFFICEMAX	5.00	<N/A>	Purchase supplies	12,500.00	63000	000-000

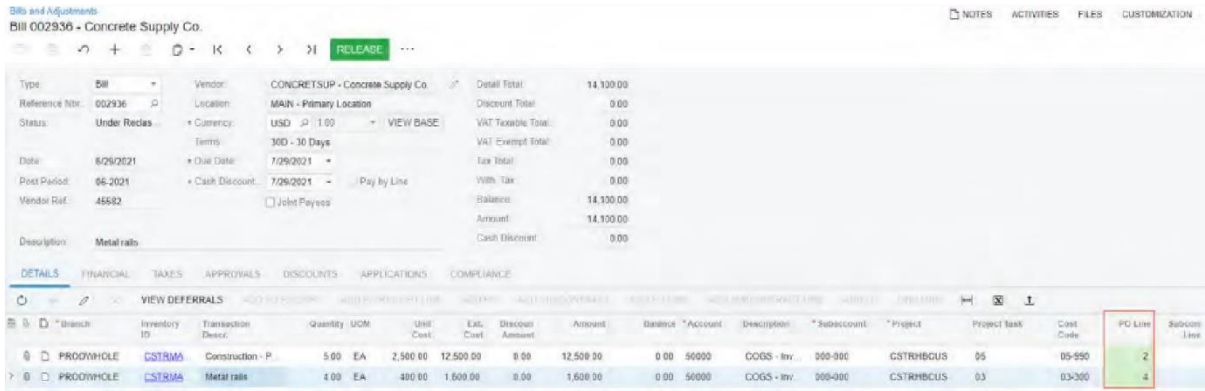
**Note:** In the reclassified project transaction, the system will specify the account group to which the specified general ledger account is linked.

If a project-related bill has been reclassified as a non-project bill (that is, a particular project has been changed to a non-project code), the system reverses the original project transaction and does not generate a new one.

### Reclassification of Commitment-Related Bill Lines

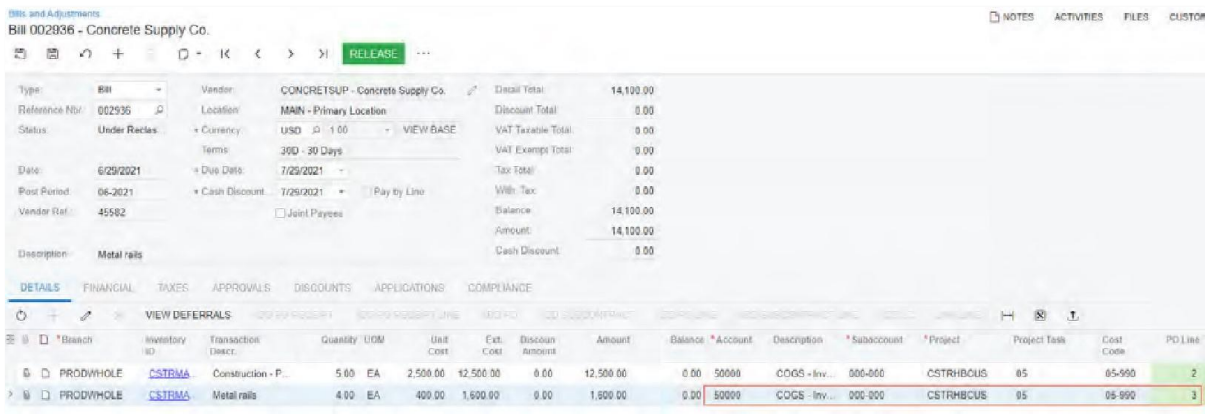
If a bill being reclassified includes lines related to commitments (that is, purchase orders or subcontracts) on the

**Details** tab of the *Bills and Adjustments* (AP301000) form, the only columns available for editing in these lines are **PO Line** and **Subcontract Line**, as shown in the following screenshot.



**Note:** By default, the **PO Line** and **Subcontract Line** columns are hidden on the **Details** tab of the *Bills and Adjustments* form. The user needs to add these columns via the **Column Configuration** dialog box.

A user can link a bill line to another commitment line with the same **Inventory ID**. Once a user selects a new commitment line to be linked to a bill line, the system copies the following settings from the newly specified commitment line to the bill line: **Account**, **Subaccount**, **Project**, **Project Task**, and **Cost Code**, as shown in the following screenshot.



A commitment line can be linked to only one line of a particular bill.

## Reports with Reclassification Information

A new *Reclassified Bills* (AP657000) report has been added. This report shows the bills that have been reclassified and the bills that are assigned the *Under Reclassification* status (see the following screenshot). The user can run the report even if the **Allow Bill Reclassification** check box has been cleared on the *Accounts Payable Preferences* (AP101000) form.

RECLASSIFIED BILLS										
Company/Branch		PROD/WHOLE								
From Period		06-2021								
To Period		06-2021								
Bill Reference Nbr.		002932		Status		Open		Vendor		ATDSECUR
								ATD Security Services, Inc.		Currency
										USD
BILL LINE DESCRIPTION	INVENTORY ID	QUANTITY	UNIT COST	EXT. COST	AMOUNT	ACCOUNT	SUBACCOUNT	PROJECT	PROJECT TASK	COST CODE
Monthly Alarm Monitoring		0.00	\$0.00	\$99.99	\$99.99	81010	000-000	X		
		BATCH NBR.		RELEASED BY		RELEASE DATE		ACCOUNT		SUBACCOUNT
		AP004499		Michael Andrews		6/29/2021		81010		000-000
		AP004493		Michael Andrews		6/1/2021		81000		000-000
Bill Reference Nbr.		002934		Status		Open		Vendor		OFFICEMAX
								Office Maximum		Currency
										USD
BILL LINE DESCRIPTION	INVENTORY ID	QUANTITY	UNIT COST	EXT. COST	AMOUNT	ACCOUNT	SUBACCOUNT	PROJECT	PROJECT TASK	COST CODE
Purchase supplies		5.00	\$2,500.00	\$12,500.00	\$12,500.00	63000	000-000	CSTRHBCUS	03	03-300
		BATCH NBR.		RELEASED BY		RELEASE DATE		ACCOUNT		SUBACCOUNT
		AP004496		Michael Andrews		6/29/2021		63000		000-000
		AP004495		Michael Andrews		6/29/2021		63300		000-000
								CSTRHBCUS		05
										05-990

The following reports also now include the bills with the *Under Reclassification* status:

- AP Edit Detailed (AP610500)
- AP Register Detailed (AP622000)
- Unreleased AP Documents (AP656100)

## Notes on Reclassification Processing

A user should be aware of the following specifics of processing reclassified bills:

- If the approval process is configured for AP bills on the **Approval** tab of the *Accounts Payable Preferences* (AP101000) form, for the bills with the *Under Reclassification* status, the system skips the approval process.
- If a bill in the system has the *Under Reclassification* status, a user will not be able to close the corresponding financial period in AP on the *Manage Financial Periods* (GL503000) form.
- A user cannot clear the **Allow Bill Reclassification** check box on the *Accounts Payable Preferences* form if at least one bill is still assigned the *Under Reclassification* status.
- Bills assigned the *Under Reclassification* status cannot be mass-released and thus are not shown on the *Release AP Documents* (AP501000) form.
- If the **Pay by Line** check box is selected for a bill on the *Bills and Adjustments* (AP301000) and if a payment has been applied to this bill, the payment lines will not be updated during reclassification.
- If the system is configured to use a single project for all bill lines—that is, if the **Require Single Project per Document** check box is selected on the *Accounts Payable Preferences* (AP101000) form—and a user changes the project in the **Project** field on the *Bills and Adjustments* (AP301000) form, the system updates the project in all lines of the bill accordingly. If there is at least one bill line linked to a commitment, a user cannot change the project in the **Project** field.

## Limitations on Bill Reclassification

A bill cannot be reclassified if any of the following criteria are met:

- The bill has the applied retainage; the retainage has been released.
- It is a retainage bill.
- The bill has multiple-installment credit terms.

- For the bill, a consolidated GL transaction has been generated if the **Generate Consolidated Batches** check box was selected on the *General Ledger Preferences* (GL102000) form or the **Post Summary on Updating GL** check box was selected on the *Accounts Payable Preferences* (AP101000) form.
- For the bill, the corresponding GL transaction has been reclassified on the *Journal Transactions* (GL301000) form.
- The project transaction corresponding to the bill has been reallocated.
- The project transaction corresponding to the bill has been billed.
- The bill has been created in migration mode.
- The bills is linked to an expense claim.
- The bill is linked to a service order or appointment.

An individual bill line cannot be reclassified if any of the following is true:

- It has a specified deferral code.
- It is linked to purchase order line with a line type other than *Service*.
- It is linked to a purchase order that is linked to a receipt.

## Reclassification of GL Transactions

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In previous versions of MYOB Advanced, the functionality of the reclassification of general ledger transactions was limited, so that users were able to reclassify only general ledger transactions that were not linked to projects. In MYOB Advanced 2021.2, this functionality has been extended so that a user can now perform the reclassification of a project-related general ledger transaction to change an incorrectly specified account, subaccount, or branch, or to move posted amounts between the projects, project tasks, and cost codes.

### UI Changes on the General Ledger Forms

New UI elements have been added to general ledger forms to support the functionality of the reclassification of general ledger transactions.

**Note:** The project-related fields and columns are shown on the form if the *Project Accounting* feature is enabled on the *Enable/Disable Features* (CS100000) form. The cost code-related fields and columns are shown on the form if the *Cost Codes* feature is enabled.

The following UI elements have been added to the *Reclassify Transactions* (GL506000) form:

- In the table, the **Project**, **To Project**, **Project Task**, **To Project Task**, **Cost Code**, and **To Cost Code** columns have been added.
- In the **Load Transactions** dialog box, the **Project**, **From Project Task**, **To Project Task**, **From Cost Code**, and **To Cost Code** fields have been added.
- In both the **Find** section and the **Replace** section of the **Find and Replace** dialog box, the **Project**, **Project Task**, and **Cost Code** fields have been added.

Also, on the *Reclassification History* (GL405000) form, the **Project**, **Project Task**, and **Cost Code** columns have been added.



## Reclassification of GL Transactions

To reclassify a particular transaction, a user clicks **Reclassify** on the form toolbar of the *Account Details* (GL404000) or *Journal Transactions* (GL301000). To reclassify a transaction that corresponds to a particular document, the user opens this documents and clicks **Reclassify GL Batch** on the form toolbar of the *Invoices and Memos* (AR301000) or *Bills and Adjustments* (AP301000) form.

Alternatively, the user can open the *Reclassify Transactions* (GL506000) form, specify the selection criteria in the **Load Transactions** dialog box, and load the required list of transactions to be reclassified. Then in each transaction line to be reclassified, the user specifies new values in any of the following columns:

- **To Branch**, which appears if the *Multi-Branch Support* feature is enabled on the *Enable/Disable Features* (CS100000) form
- **To Account**
- **To Subaccount**, which appears on the form if the *Subaccounts* feature is enabled on the *Enable/Disable Features* form
- The transaction date (**New Tran. Date**)
- The transaction description (**New Transaction Description**)
- **To Project**, which appears on the form if the *Project Accounting* feature is enabled on the *Enable/Disable Features* form
- **To Project Task**, which appears on the form if the *Project Accounting* feature is enabled on the *Enable/Disable Features* form
- **To Cost Code**, which appears on the form if the *Cost Codes* feature is enabled on the *Enable/Disable Features* form

In a modified transaction line, the system automatically selects the unlabelled check box. The following screenshot illustrates the details of a general ledger transaction being reclassified.

To Branch	To Account	Description	To Subaccount	To Project	To Project Task	To Cost Code	New Tran. Date	New Transaction Description	Debit Amount	Credit Amount	Currency	Project	Project Task	Cost Code	Branch	Account	Subaccount		
PRODWHOLE	20500	Accounts P	600-600	X		00-600	6/15/2021	Purchase supplies fo	4,800.00	0.00	USD	X		00-600	PRODWHOLE	20500	Accounts Payable	000-000	
PRODWHOLE	63000	Supplies	000-600		CSTRHBCUS	02	6/15/2021	Purchase supplies	0.00	4,800.00	USD		CSTRHBCUS	05	05-690	PRODWHOLE	63300	UNL	000-000

After the user has made changes to the transaction line and clicked **Process** on the form toolbar of the *Reclassify Transactions* form, the system generates a new GL transaction of the *Reclassification* type (shown in the following screenshot) that offsets the original transaction and posts the transaction amounts.

Branch	Account	Description	Subaccount	Project/Contract	Project Task	Cost Code	Ref. Number	Quantity	UOM	Debit Amount	Credit Amount	Transaction Description	Orig. Batch No.
PRODWHOLE	63300	UNL	000-000	CSTRHBCUS	05	05-990	002934	-22.00		4,800.00	0.00	Purchase supplies	GL001717
PRODWHOLE	63000	Supplies	000-000	CSTRHBCUS	02	02-200	002934	22.00		0.00	4,800.00	Purchase supplies	GL001717

If the reclassified transaction relates to a project, the corresponding project transaction is generated to update the actual project values, as shown in the following screenshot.

Project Transactions  
GL PM00001971

← ↻ 📄 ↶ + 🗑️ 📄 ↷ |< < > >| RELEASE REVERSE ALLOCATION

Module:  Total Quantity: 0.00  
 Ref. Number:  Total Billable Quantity: 0.00  
 Status: Released Total Amount: 0.00  
 Description:

DETAILS COMPLIANCE

🔄 + × VIEW ALLOCATION SOURCE SELECT PROJECT CURRENCY RATE SELECT BASE CURRENCY RATE VIEW BASE |<| ☒ ⬆

	*Branch	*Project	Project Task	Cost Code	Account Group	Quantity	Description	Amount	Debit Account	Debit Subaccount
>	🗑️	🗑️	PRODWHOLE	<a href="#">CSTRHBCUS</a>	05	05-990	MATERIAL	-22.00	Purchase supplies	4,800.00 63300 000-000
	🗑️	🗑️	PRODWHOLE	<a href="#">CSTRHBCUS</a>	02	02-200	MATERIAL	22.00	Purchase supplies	-4,800.00 63000 000-000

### Limitations on Transaction Reclassification

The following project-related transactions cannot be reclassified:

- Transactions that have been billed
- Transactions that have been allocated
- Transactions linked to project commitments
- Transactions that are related to the project that is not active

### Multiple Base Currencies in Expense Receipts and Claims

In previous versions of MYOB Advanced, all companies within one tenant had the same base currency. In MYOB Advanced 2021.2, in one tenant, users can implement multiple companies with different base currencies. For more information about the functionality and its implementation, see *Finance: Support of Multiple Base Currencies*. This topic describes the use of this functionality for expense receipts and expense claims.

### Applicable Scenarios

Users of MYOB Advanced that use the functionality of expense receipts and claims may need the new functionality of multiple base currencies in the following scenarios:

- An employee works in a US company and pays a USD meal expense out of pocket while working on a project that belongs to a Canadian company. The expense is captured for the US branch, the expense currency, base currency, and claim currency is USD. The AP account is updated under the US branch.
- An employee works in a US company and pays a CAD meal expense out of pocket while working on a project that belongs to a Canadian company. The expense is captured for the US branch, the expense currency is CAD, the base currency and claim

currency is USD. The AP account is updated under the US branch. In this scenario, the expense currency can be any non-accounting currency instead of CAD.

- An employee works in a US company and pays a CAD meal expense out of pocket while working on a project that belongs to a Canadian company. The expense is captured for the US branch, the expense currency is CAD, the base currency is USD, and the claim currency is CAD because the employee requests the reimbursement in the expense currency. The AP account is updated under the US branch. CAD has to be an accounting currency to support this scenario.
- An employee works in a US company and pays a CAD meal expense with a USD corporate card while working on a project that belongs to a Canadian company. The corporate card is provided by the US branch. The expense is captured for the US branch, the expense currency is CAD, the base currency and claim currency is USD. The AP account is updated under the US branch.
- An employee has been working in a US company for some time and has been getting reimbursements for travel expenses every month. Now the employee is moving to a Canadian company. The employee account manager has to create a new employee entry for the moved employee, link it to the Canadian branch, and deactivate the old employee entry. The employee has to use the new account for new expense receipts because from now on he or she will be claiming expenses from the Canadian branch.

### Process Limitations

The new functionality of multiple base currencies currently does not support the following scenarios:

- An employee works in a US company and pays a CAD meal expense with a CAD corporate card while working on a project that belongs to a Canadian company. The corporate card is provided by the Canadian branch. The system prohibits the employee to enter an expense receipt using a corporate card of the different base currency.
- An employee works in a US company and pays a CAD meal expense with any means of payment while working on a project that belongs to a Canadian company and tries to select the Canadian branch to capture expenses for it. The system prohibits the employee to enter an expense receipt using the Canadian branch with a different base currency.
- An employee works in a US company and pays a CAD meal expense with any means of payment while working on a project that belongs to a Canadian company and tries to select the Canadian branch as the originating branch to claim the expense and update the AP account for the Canadian branch. The system prohibits the employee to enter an expense claim using the Canadian branch with a different base currency.

### Changes to the Employees Form

If the *Multiple Base Currencies* feature is enabled, the new **Base Currency ID** field appears on the **General Info** tab of the *Employees* (EP203000) form, as shown in the following screenshot.

The screenshot displays the 'Employees' form for 'Michael Andrews' (Employee ID: EP00000001). The form is divided into several sections:

- GENERAL INFO:** Includes fields for Title (Mr.), First Name (Michael), Middle Name, Last Name (Andrews), Phone 1 (Home), Phone 2 (Cell), Phone 3 (Business 1), Fax (Home Fax), Email (mandrews@revisiontwo.com), and Web.
- ADDRESS INFO:** Includes an 'ADDRESS LOOKUP' button and fields for Address Line 1 (417 32nd Ave E) and Address Line 2.
- EMPLOYEE SETTINGS:** Includes fields for Employee Ref. No., Employee Class (EMPSTAND - Employee - Standard), Branch (PRODWHOLE - Products Wholesale), Department (ADMIN - Administration), Calendar (PST - Pacific Time Zone), Default Workgroup, Regular Hours Validation (Warning Only), Reports to, Salesperson, Employee Login (andrews - Michael Andrews), Currency ID (USD), Curr. Rate Type (SPOT), Base Currency ID (USD), and Labor Item (LABORPM - Labor - Project Manager).

The employee's base currency is the base currency of the branch selected in the **Branch** field on the **General Info** tab; a user cannot change it manually. Employee's branch can be changed to a branch with a different base currency if the employee has no unreleased documents in the previous base currency, the base currency is updated, otherwise, the branch cannot be changed.

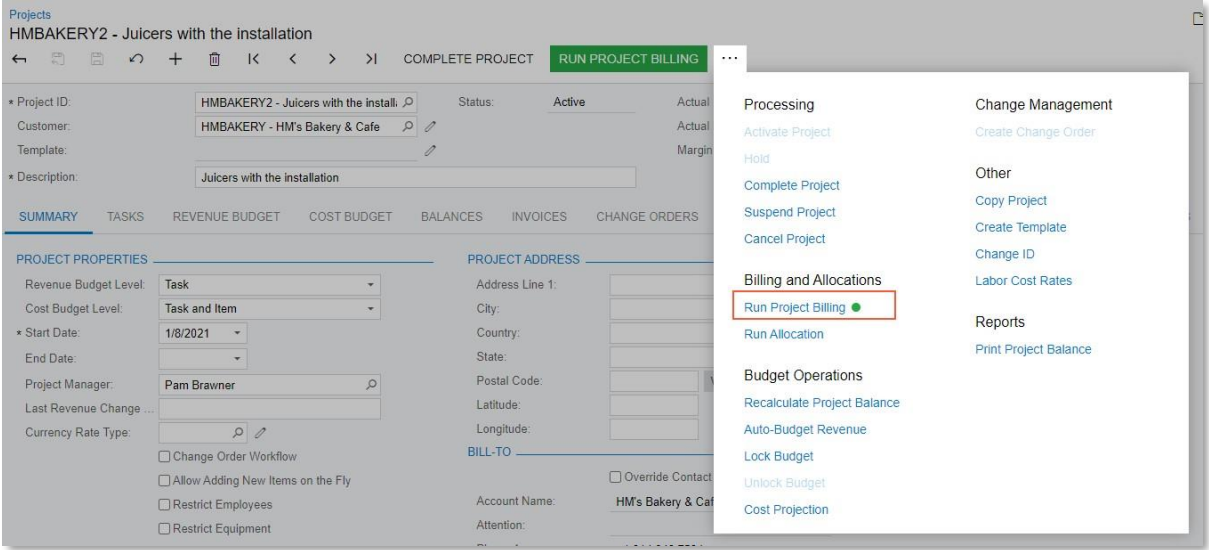
On the **Corporate Cards** tab of the form, a user can assign a corporate card for processing expense receipts to an employee only if the cash account associated with the corporate card is in the same base currency as the employee's base currency.

## Other UI Enhancements

In MYOB Advanced 2021.2, the user interface of the form toolbars of multiple project, construction, and time and expense forms has been enhanced. All form-specific commands on the toolbars of these forms are now grouped in a separate menu. Multiple tabs on multiple forms have been renamed to get rid of extra words in titles, which makes it possible to fit more tabs on the screen. Also, multiple menu commands has been renamed to make them clearer to users. In addition, a number of minor fixes have been made to the titles of UI elements in order to make them consistent throughout the system.

## Form Toolbar Enhancements

On multiple forms related to project, construction, and expenses, form-specific commands on the toolbar are now located on a separate menu, which opens when a user clicks the More button, shown as ..., on the form toolbar. On the More menu, which opens, commands are grouped by categories, as shown for the *Projects* (PM301000) form in the following screenshot.



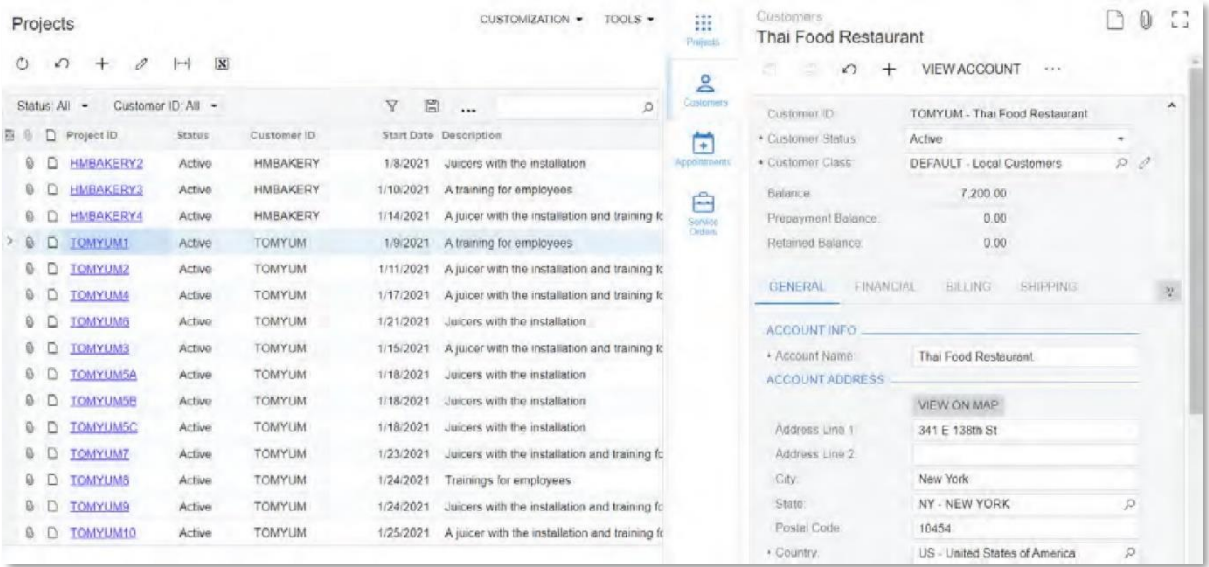
**Note:** These commands work as they did in the previous versions; only the placement of the commands has changed.

For more information, see *User Interface: Redesigned Form Toolbar*.

### Added Side Panels

The side panel, which is a navigation option where users can drill down to relevant details about any record listed on the form, has been added to the following forms:

- *Projects (PM3010PL)*, as shown in the following screenshot
- *Subcontracts (SC3010PL)*
- *Billing rules (PM2070PL)*



## Renamed Tabs

The following table lists all the tabs on the project, construction, and time and expense forms that have been renamed in 2021.2.

Form	Tab title in previous version	Tab title in 2021.2
<a href="#">Change Orders</a> (PM308000)	Approval Details	Approvals
<a href="#">Change Requests</a> (PM308500)	Approval Details	Approvals
<a href="#">Compliance Preferences</a> (CL301000)	Lien Waiver Reporting Settings	Lien Waiver Mailing & Printing
<a href="#">Cost Projections</a> (PM305000)	Approval Details	Approvals
<a href="#">Expense Claim</a> (EP301000)	Approval Details	Approvals
	Expense Claim Details	Details
	Financial Details	Financial
	Tax Details	Taxes
<a href="#">Expense Receipt</a> (EP301020)	Receipt Details	Details
	Tax Details	Taxes
<a href="#">Photo Log Preferences</a> (PJ103000)	General Settings	General
<a href="#">Pro Forma Invoices</a> (PM307000)	Address Details	Addresses
	Approval Details	Approvals
	Financial Details	Financial
	Tax Details	Taxes
<a href="#">Project Issue</a> (PJ302000)	Related Activities	Activities
<a href="#">Project Management Preferences</a> (PJ101000)	General Settings	General
	Weather Service Integration Settings	Weather Services
<a href="#">Project Quotes</a> (PM304500)	Approval Details	Approvals

Form	Tab title in previous version	Tab title in 2021.2
	Billing Info	Billing
	Shipping Info	Shipping
	Tax Details	Taxes
<i>Project Tasks</i> (PM302000)	Activity History	Activities
<i>Project Templates</i> (PM208000)	Mailing Settings	Mailing & Printing
	Settings	Defaults
<i>Project Transactions</i> (PM304000)	Document Details	Details
<i>Projects</i> (PM301000)	Activity History	Activities
	Approval Details	Approvals
	Mailing Settings	Mailing & Printing
	Settings	Defaults
<i>Projects Preferences</i> (PM101000)	General Settings	General
	Mailing Settings	Mailing & Printing
<i>Subcontracts</i> (SC301000)	Approval Details	Approvals
	Discount Details	Discounts
	Document Details	Details
	Other Information	Other
	SC History	Billing
	Tax Details	Taxes
	Supplier Info	Supplier
<i>Subcontracts Preferences</i> (SC101000)	General Settings	General
	Mailing Settings	Mailing & Printing

## Renamed Commands

The following table lists all the menu command on the project, construction, and time and expense forms that have been renamed in 2021.2.

Form	Command name in previous version	Command name in 2021.2
<i>Change Requests</i> (PM308500)	Email Change Request	Email
	Print Change Request	Print
<i>Change Orders</i> (PM308000)	Email Change Order	Email
	Print Change Order	Print
<i>Cost Projections</i> (PM305000)	Refresh Budget	Refresh and Recalculate
<i>Daily Field Report</i> (PJ304000)	Print/Email	Print Daily Field Report
<i>Drawing Log</i> (PJ303000)	Download ZIP	Export Drawing Log
	Email Drawing	Email
	New Project Issue	Create Project Issue
	New Revision/Sketch	Create Revision
	New RFI	Create RFI
<i>Expense Claim</i> (EP301000)	Print Expense Claim	Print
<i>Photo Logs</i> (PJ305000)	Download ZIP	Export Photo Log
<i>Print/Email Subcontracts</i> (SC503000)	Email Subcontract	Email
	Print Subcontract	Print
<i>Pro Forma Invoices</i> (PM307000)	AIA Report	Print AIA Report
	Correct Pro Forma Invoice	Correct
	Email Pro Forma Invoice	Email
	Print Pro Forma Invoice	Print



Form	Command name in previous version	Command name in 2021.2
<i>Project Budget Forecast</i> (PM209600)	Distribute	Generate Forecast
	Project Budget Forecast By Month	Print Project Budget Forecast
<i>Project Issue</i> (PJ302000)	Print/Email	Print Project Issue
<i>Project Quotes</i> (PM304500)	Copy Quote	Copy
	Edit Quote	Edit
	Print Quote	Print
	Send Quote	Email
	Submit Quote	Submit
<i>Project Templates</i> (PM208000)	Copy Template	Copy
<i>Projects</i> (PM301000)	Auto-Budget Time and Material Revenue	Auto-Budget Revenue
	Currency Rates	Print Currency Rates
<i>Request for Information</i> (PJ301000)	Email RFI	Email
	Print RFI	Print
<i>Submittals</i> (PJ306000)	Close Submittal	Close
	Open Submittal	Open
	Print Submittal	Print
	Send Email	Email
<i>Subcontracts</i> (SC301000)	Cancel Subcontract	Cancel
	Complete Subcontract	Complete
	Email Subcontract	Email
	Print Subcontract	Print
	Reopen Subcontract	Reopen

## Renamed UI Elements

The following table lists all the UI elements on the project, construction, and time and expense forms that have been renamed in 2021.2:

Form	UI element title in previous version	UI element title in 2021 R2
<a href="#">Allocation Rules</a> (PM207500)	Can be used as source in another allocation	Can Be Used as a Source in Another Allocation
	Do not allocate	Do Not Allocate
	If @Rate is not defined	If @Rate Is Not Defined
<a href="#">Billing Rules</a> (PM207000)	Do not bill	Do Not Bill
	If @Rate is not defined	If @Rate Is Not Defined
	Use Sales Account from	Use Sales Account From
<a href="#">Change Order Classes</a> (PM203000)	2-tier Change Management	Two-Tier Change Management
<a href="#">Change Orders</a> (PM308000)	Commitments Change Total	Commitment Change Total
	Draft Invoices Amount	Draft Invoice Amount
<a href="#">Change Requests</a> (PM308500)	Amount Subject To Markup	Amount Subject to Markup
<a href="#">Pro Forma Invoices</a> (PM307000)	Current Invoiced (%)	Currently Invoiced (%)
<a href="#">Projects</a> (PM301000)	Create Pro Forma on Billing	Create Pro Forma Invoice on Billing
	Draft Invoices Amount	Draft Invoice Amount
<a href="#">Projects Preferences</a> (PM101000)	Quote Pending Approval Notification	Pending Quote Approval Notification
<a href="#">Recalculate Project Balances</a> (PM504000)	Recalculate Draft Invoices Amount	Recalculate Draft Invoice Amount

## Other Changes

The following minor changes have been introduced in the system:

- The value for *Project* in subaccount masks has been changed from *P* to *J* in the system. The following fields and forms have been affected:
- **Sales Subaccount Mask** field on the *Billing Rules* (PM207000) form

- **Subaccount** fields on the *Allocation Rules* (PM207500) form
- **Expense Sub. Source** and **Expense Accrual Sub. Source** fields on the *Projects Preferences* (PM101000) form
- **Combine Expense Sub. From** field on the *Accounts Payable Preferences* (AP101000) form
- **Combine Sales Sub. From** and **Combine Expense Sub. From** fields on the *Time and Expenses Preferences* (EP101000) form
- **Combine Expense Sub. From** on the **Defaults** tab of the *Project Templates* (PM208000) form
- **Combine Expense Sub. From** on the **Defaults** tab of the *Projects* (PM301000) form
- On the **Other Information** tab of the *Subcontracts* (SC301000) form, the **Allow AP Bill Before Receipt** check box has been removed, because it is not applicable to the subcontract workflow.
- In the **Project Task** field on the **Revenue Budget** tab on the *Projects* (PM301000) form, the user can now select only project tasks of the *Revenue Task* type and the *Cost and Revenue Task* type.
- In the **Project Task** field on the **Cost Budget** tab on the *Projects* form, the user can now select only project tasks of the *Cost Task* type and the *Cost and Revenue Task* type.
- On the *Projects* form, the *Task, Item, and Cost Code* option is now available in the **Revenue Budget Level** field and in the **Cost Budget Level** field if the *Cost Codes* feature is enabled on the *Enable/Disable Features* (CS100000) form.
- On the *Project Transactions* (PM401000) form, the **Employee Name** column has been added to the table and is hidden by default.

## Visibility of Project Transactions

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In MYOB Advanced 2021.2, by using row-level security, administrative users can limit the visibility of some transactions that can contain information about employees' hour rates and wages for the users who are not supposed to see this information.

For these purposes, the new *Project Transaction Visibility by Account Group* (PM103000) form has been introduced (see the following screenshot). On this form, administrative users can configure restriction groups for managing the visibility of account groups to users. The form is visible if the *Row-Level Security* feature is enabled on the *Enable/Disable Features* (CS100000) form.

The restriction groups configured on the *Project Transaction Visibility by Account Group* form affects project transaction lines that contain the corresponding account groups on the following forms:

- *Project Transactions* (PM304000)
- *Project Transaction Details* (PM401000)
- *Project Transaction Register* (PM633000)
- *Project Cost Transaction History* (PM706230)
- *Project Transaction Inquiry* (PMGI0035)

**Note:** On all other forms besides the listed above, the restricted account groups can be viewed and selected regardless of the row-level security settings.

On these forms, a user is not able to view transactions where the debit account group or credit account group is one of the restricted accounts groups for the user. If any transaction lines are hidden for this reason on one of the forms, the system displays a warning (see the following screenshot) and calculates the totals shown on the forms based on the visible transaction lines.

This restriction functionality is also implemented for lookup fields and the **Copy, Paste, Release, and Reverse Allocation** commands on the forms listed above, with the purpose to deny operations with the restricted account groups. For example, users with limited access cannot select the restricted account groups or select accounts that belong to restricted account groups, as the following screenshot shows.

Project Transactions  
PM

Module: PM    Orig. Doc. Type:    Total Quantity: 0.00  
 Ref. Number: <NEW>    Orig. Doc. Nbr.:    Total Billable Quantity: 0.00

DETAILS

VIEW ALLOCATION SOURCE    SELECT PROJECT CURRENCY RATE    SELECT BASE CURRENCY RATE    VIEW BASE

Amount	Currency	Project Currency Amount	Project Currency	Project Currency Rate	Debit Account	Debit Subaccount	Credit Account	Credit Subaccount	*Date	*Fin. Period
0.00	USD	0.00	USD	1.00000000			51000		7/29/2021	07-2021

The account is included in the account group for which you do not have permissions to operate. Select another account.

Also, on the new *Restriction Groups by Account Group* (PM103010) form, the user can view the restriction groups that are configured in the system and find out which of these groups include a particular account group (see the following screenshot).

Restriction Groups by Account Group

\* Account Group ID: LABOR - Labor  
 Account Group Description: Labor  
 Account Group Type: Expense  
 Active

<input type="checkbox"/>	Restriction Group Name	Restriction Group Description	Active	Restriction Group Type
<input type="checkbox"/>	Cash Account Access	Block non-finance from cash accounts	<input type="checkbox"/>	A
<input type="checkbox"/>	International Customers	International Customer Access	<input checked="" type="checkbox"/>	A
<input type="checkbox"/>	International Vendors	Limit access to international vendors	<input type="checkbox"/>	A
<input checked="" type="checkbox"/>	Labor transactions	Project labor	<input checked="" type="checkbox"/>	B
<input type="checkbox"/>	Limit Access to Employees	Limit Access to Employees	<input type="checkbox"/>	A

# Self-Service Portal

## Support of User-Defined Fields

Starting in MYOB Advanced 2021.2, user-defined fields can be added on forms used for submitting a case in the MYOB Advanced Self-Service Portal. With the user-defined fields, users can add various information to a case.

On the New Case (SP203000) or Case Details (SP203010) forms of the Self-Service Portal, shown in the following two screenshots, a system administrator or customiser can define a set of user-defined fields. User-defined fields are based on attributes that have been defined in the system. Thus, before adding new user-defined fields to a form, the administrator or customiser needs to create the attributes for the field on the *Attributes* (CS205000) form or make sure they have already been created.

When the user-defined fields have been added to the New Case (SP203000) or Case Details (SP203010) forms, the system displays the **Document** and **User-Defined Fields** tabs (see Item 1 in the first screenshot) in the Summary area of the form. The UI elements that were previously in the Summary area of the form are on the **Document** tab, and the user-defined fields are displayed as UI elements on the **User-Defined Fields** tab (Item 2).

New Case

NOTES FILES CUSTOMIZATION TOOLS

SUBMIT 1

DOCUMENT USER-DEFINED FIELDS

Shirt Size: Small

Color: 2 Black

Blue

Grey

Red

White

DETAILS ATTRIBUTES

VISUAL Paragraph B I U A

Hi,  
25 shirts were not delivered yesterday.  
Please deliver.  
Sincerely,  
Hugo Bell

Case Details

NOTES FILES CUSTOMIZATION TOOLS

ADD COMMENT CLOSE CASE REOPEN NEW SUPPORT CASE

DOCUMENT **USER-DEFINED FIELDS**

Shirt Size: Small

Color: Black

ACTIVITIES CASE DESCRIPTION ATTRIBUTES

Hi,  
25 shirts were not delivered yesterday.  
Please deliver.  
Sincerely,  
Hugo Bell

The attributes created on the *Attributes* (CS205000) form can be used for user-defined fields in both MYOB Advanced and the Self-Service Portal.

In MYOB Advanced, a system administrator or customiser can define user-defined fields on the *Cases* (CR306000) form. If the user-defined fields added to the *Cases* form include user-defined fields that have also been added to the *New Case* (SP203000) and *Case Details* (SP203010) forms, and if a user has submitted a case in the Self-Service Portal and filled in the values in the user-defined fields for the case, a support engineer can view these values on the *Cases* form for the case, as shown in the following screenshot.

Cases

000161 - 25 shirts undelivered

NOTES FILES CUSTOMIZATION TOOLS

OPEN TAKE CASE

DOCUMENT **USER-DEFINED FIELDS**

Shirt Size: Small

Color: Black

DETAILS ADDITIONAL INFO ATTRIBUTES ACTIVITIES RELATED CASES RELATIONS

VISUAL Paragraph B I U A

Hi,  
25 shirts were not delivered yesterday.  
Please deliver.  
Sincerely,  
Hugo Bell

# User Interface

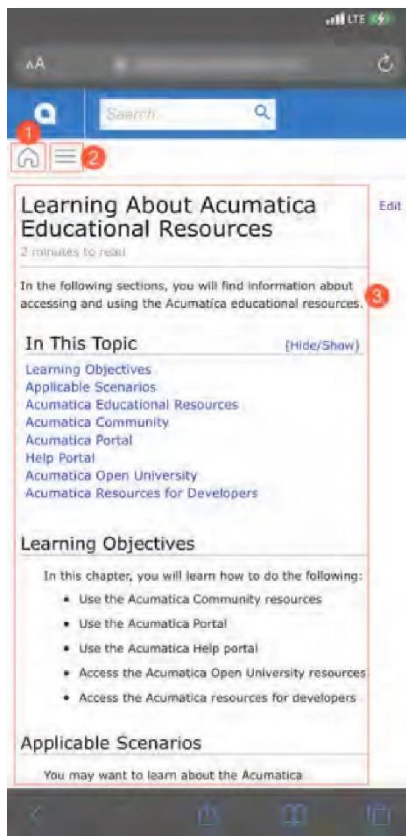
## Mobile-Friendly MYOB Advanced Help

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In a world where mobile devices are used more and more frequently, surfing for information is easier and faster on a mobile device than on a desktop or laptop. Starting in MYOB Advanced 2021.2, Help topics have become flexible and easy to read on mobile devices.

### User Interface of the Mobile Help

To make the Help Portal mobile-friendly, some changes have been made to the user interface of Help topics on the Help Portal (see the following screenshot).



The following items are shown in the screenshot:

1. Home button: Opens the Help dashboard, which has cards for the guides available on the Help Portal
2. Open/Hide button: Displays or hides the tree of topics available in the Help guide of the selected topic
3. Topic text: Is adjusted to the width of the screen of the device

### Enhancements to the Help Portal

When users open a Help topic on a mobile device, the system opens it with the topic tree closed by default. A user can click the Open/Hide button to open the tree of available topics.



If the user clicks the Home button, the system navigates to the Help dashboard with the list of available guides. The user can then click the Back button to return to the topic that was last opened.

In the mobile view of the topic, the Help topic toolbar has been removed.

Text blocks are adjusted to the screen size automatically to fit the text to the screen, whereas the code blocks remains as is but a horizontal scroll bar appears for such blocks. If a user rotates the screen, the system automatically resizes the blocks to fit them to the screen width.

## Redesigned Form Toolbar

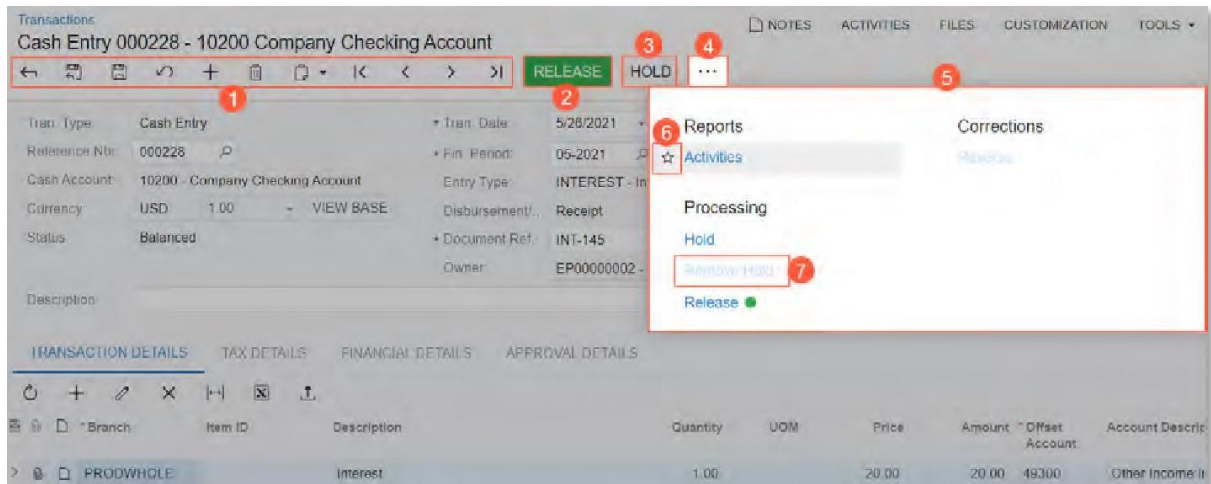
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MYOB Advanced 2021.2 introduces a redesigned form toolbar. The main goal of this change was to reorganise the commands available on a form. Previously, to find the needed menu command, a user had to switch between the **Inquiries**, **Actions**, and **Reports** menus on the form toolbar, which could become frustrating and time-consuming. Also, the list of menu commands on the **Actions** menu was sometimes lengthy, making it hard to find the needed menu command. Now if there are multiple form-specific commands on the form toolbar, they are displayed on a single menu—the More menu—and listed under descriptive categories, which makes it easier to find the needed menu command.

**Note:** During an update to MYOB Advanced 2021.2, all custom and customised forms will be updated to display the redesigned toolbar. To cause the toolbar to be displayed correctly on custom and customised forms or to display the old version of the toolbar, before the update, a developer needs to modify these forms, as described in Upgrade Procedure: Redesigned Form Toolbar on Custom and Customised Forms in the *Release Notes for Developers*.

### The Redesigned Form Toolbar and the New More Menu

The newly redesigned form toolbar gives users the ability to easily define their favourite menu commands, which eases access to them. On some forms, the system places a button (which is highlighted in green) on the form toolbar for the expected next command, which represents the likely next step to be performed on the selected record. The following screenshot, which shows the *Transactions* (CA304000) form, illustrates an example of the redesigned form toolbar and the new More menu, which contains categories and menu commands.



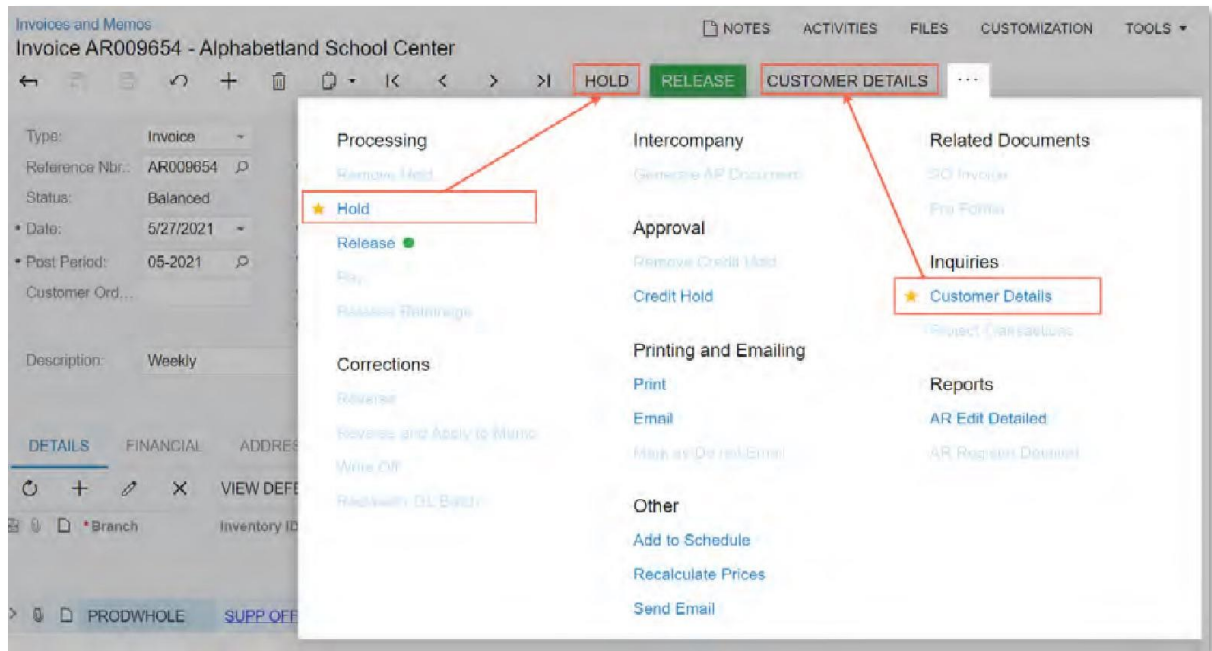
The numbered items in the screenshot indicate the following:

1. The standard form toolbar buttons, all or some of which appear on most of the forms in MYOB Advanced
2. A highlighted button for the expected next command, which represents the next logical step to be performed on the record selected on the form
3. Another button for a command that is commonly performed on the form
4. The More button, which the user clicks to open the More menu
5. The More menu with most form-specific menu commands and descriptive categories on it
6. The star icon, which is used to mark the individual user's favourite menu commands on the form
7. An unavailable command

## Favourite Commands

Based on a user's specific role in the company and job duties, they may use some commands more often than others. On the redesigned form toolbar, the user can specify these commands as favourites. This will cause the system to duplicate the commands as form toolbar buttons, easing access to them.

To add a command to the form toolbar as a button, the user opens the More menu, hovers over the needed command, and click the star icon when it appears. The yellow colour of the star indicates that the command has been added to the user's favourites, and a button for the command appears on the form toolbar immediately. The following example shows two commands that have been added to the user's favourites on the *Invoices and Memos* (AR301000) form and thus added as buttons on the form toolbar.

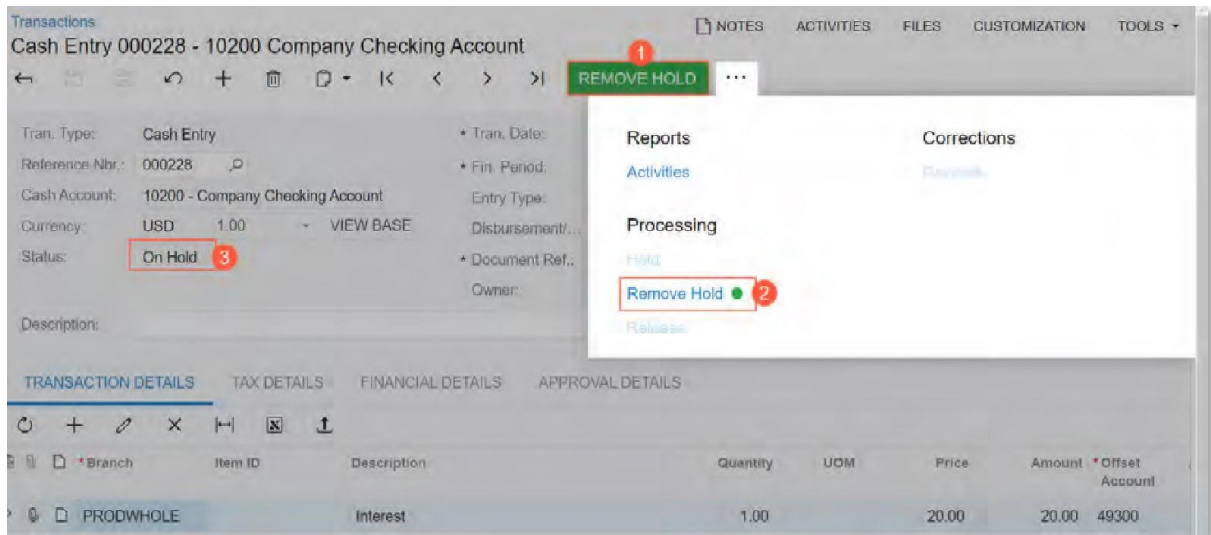


Favourites are individual to each user account, specific to a particular form, and preserved across user sessions.

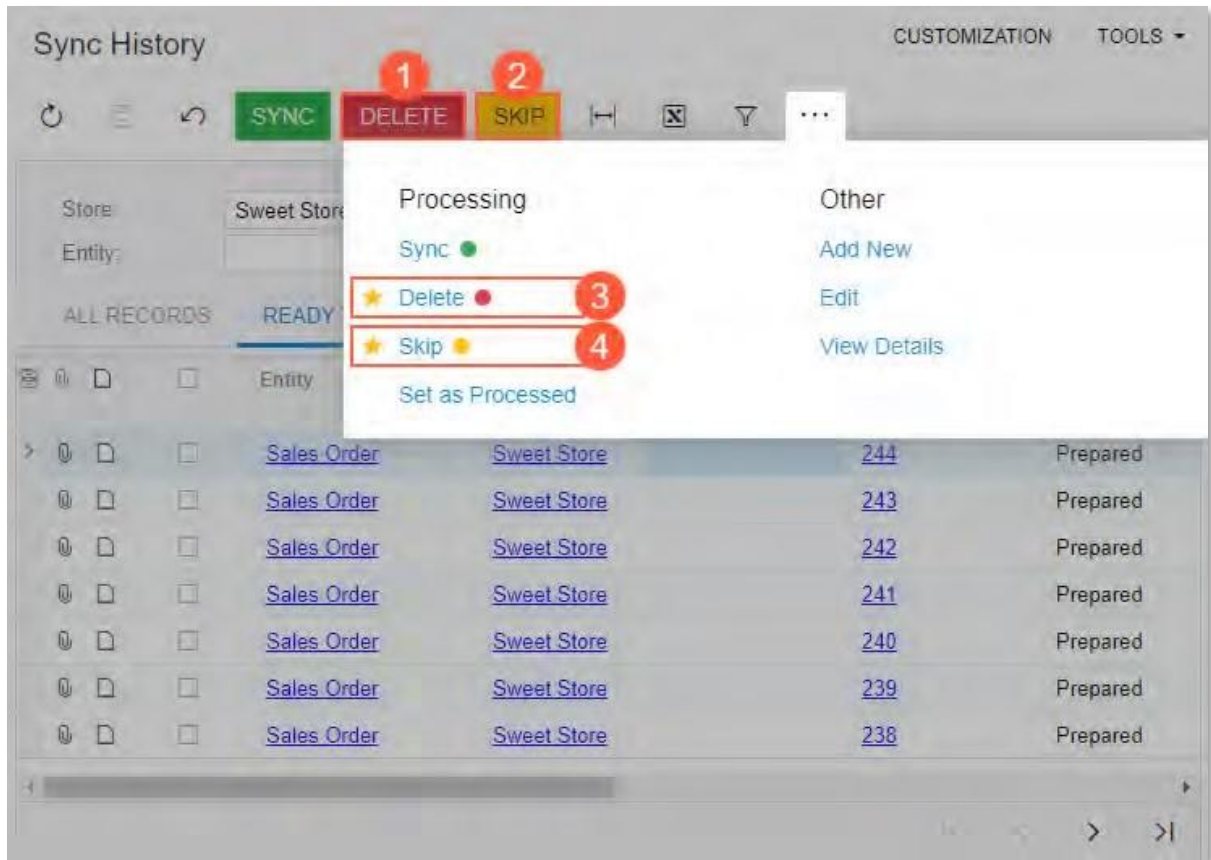
## Highlighted Buttons and Commands

On some forms, the system applies predefined logic to commands for specific records. Based on this logic, the system may place a button on the form toolbar, highlight it using some colour, or do both of these things.

If a command is the expected next command (that is, the command that is most likely to be clicked for a record with the current status), it is shown both on the form toolbar and on the More menu. The primary command on the form toolbar is highlighted in green (see Item 1 in the following screenshot), and on the More menu, it is marked with a green dot (Item 2). Below is an example of a cash transaction on the *Transactions* (CA304000) form that has the *On Hold* status (Item 3). Before the user can process it, it needs to be removed from hold. Because **Remove Hold** is the next logical command, it is displayed as a button on the form toolbar and highlighted in green.



On some of the forms (for instance, *Sync History* (BC301000)), commands that should be used with caution or that may be potentially dangerous are marked with a yellow or red dot, respectively. They are clicked are marked with a yellow or red dot, respectively. They are not added to the toolbar automatically, but you can select them as favourites, which will display them on the form toolbar with the appropriate colour. The highlighted commands that are displayed as buttons (Items 1 and 2 in the screenshot below) on the form toolbar are also listed on the More menu with dots of the appropriate colour next to the command title (Items 3 and 4 in the screenshot below).



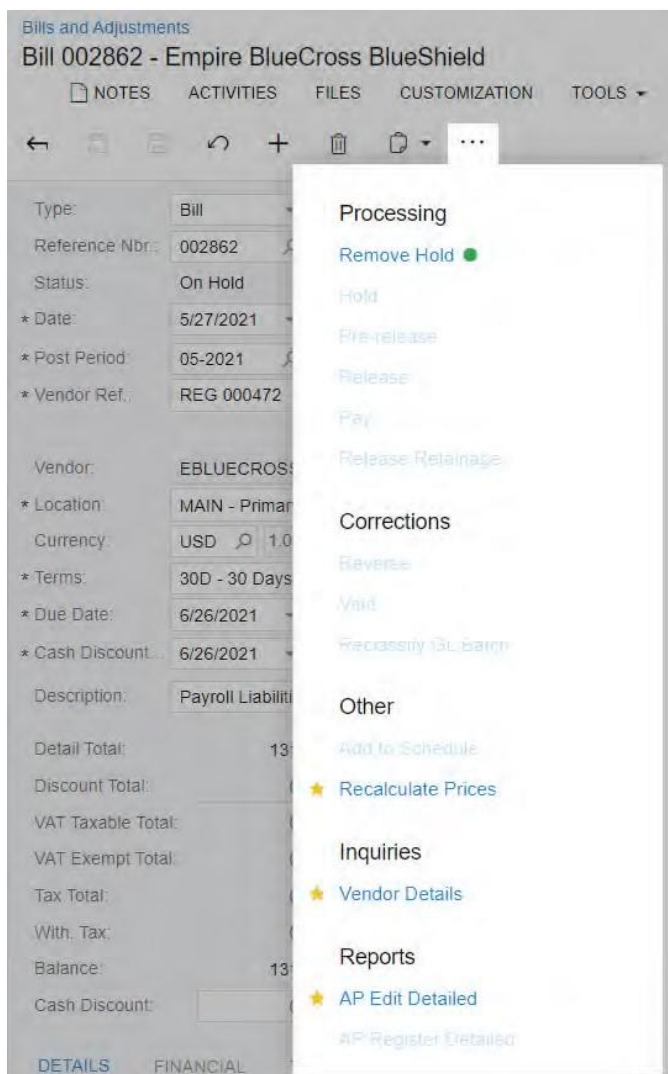
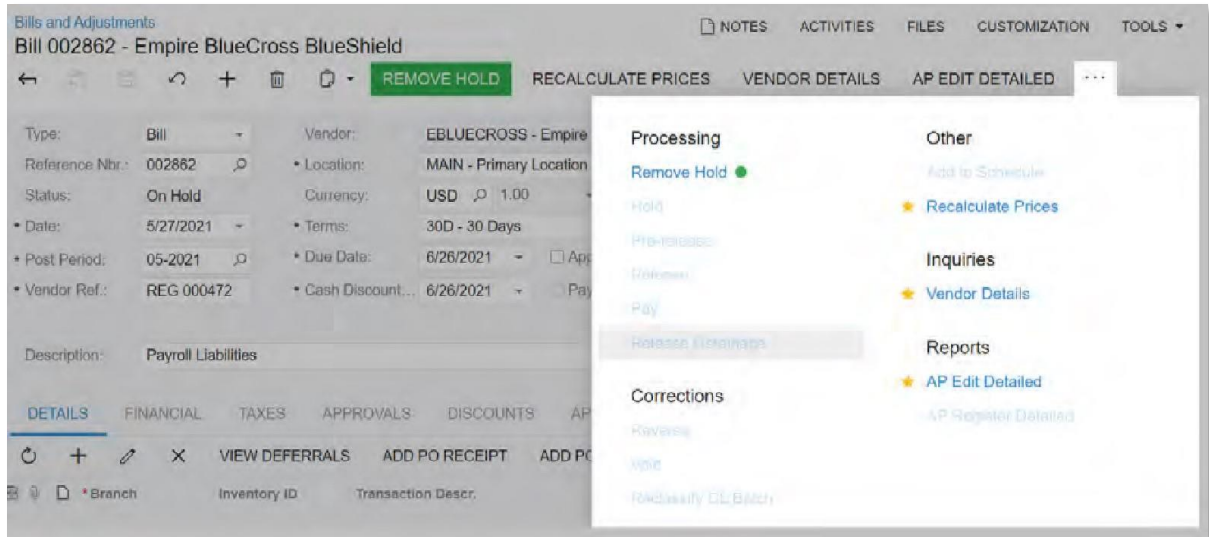
## Unavailable Commands

By default, on the More menu, the system displays all commands that could be available for the form, based on the system configuration. Some of these commands may be unavailable (that is, they are listed but cannot be clicked). These are the commands that are not applicable to the record based on its current status or other factors.

## The Responsive Form Toolbar and More Menu

The redesigned form toolbar and the More menu have a responsive layout, meaning that they dynamically adjust to different screen sizes. When there is enough space, buttons for highlighted and favourite commands are displayed on the form toolbar. When the screen size decreases, the system moves the commands off the form toolbar one by one but keeps them on the More menu.

If there are multiple categories on the More menu, the categories and menu commands can be displayed in multiple columns on the More menu depending on the screen size and the number of categories. When the screen size decreases, the system moves some categories and menu commands to the left to decrease the number of columns, and in the screens of the smallest size, all categories are displayed in one column. Below are two examples of the same menu in different screen sizes for a record on the *Bills and Adjustments (AP301000)* form.



# Customisation

## Ability to Include Connected Applications in a Customisation Project

In MYOB Advanced 2021.2, once connected applications have been configured on the *Connected Applications*

(SM303010) form, a developer can include connected applications in a customisation project by using the Customisation Project Editor. (See the following screenshot.)

Connected applications can work with MYOB Advanced through OAuth 2.0. Developers can add connected applications to a customisation project. When this project is published in MYOB Advanced, the connected applications included in the project can be used along with other project functionality.

The Customisation Project Editor now contains **Connected Applications** in the navigation pane, which the developer can click to open the Connected Applications page and manage connected applications in a customisation project. The developer can click the following buttons on the page toolbar to invoke relevant actions:

- **Reload From Database:** Loads the settings of the connected applications configured in the current tenant to the customisation project.
- **Manage Connected Applications:** Opens the *Connected Applications* form.
- **Add New Record:** Opens the **Add Connected Application** dialog box, which displays the connected applications that are present in the current tenant. The developer can select connected applications to add them to the customisation project.

Customization Project Editor Back Reload

File Publish Extension Library Source Control

TestProject **Connected Applications**

RELOAD FROM DATABASE MANAGE CONNECTED APPLICATIONS

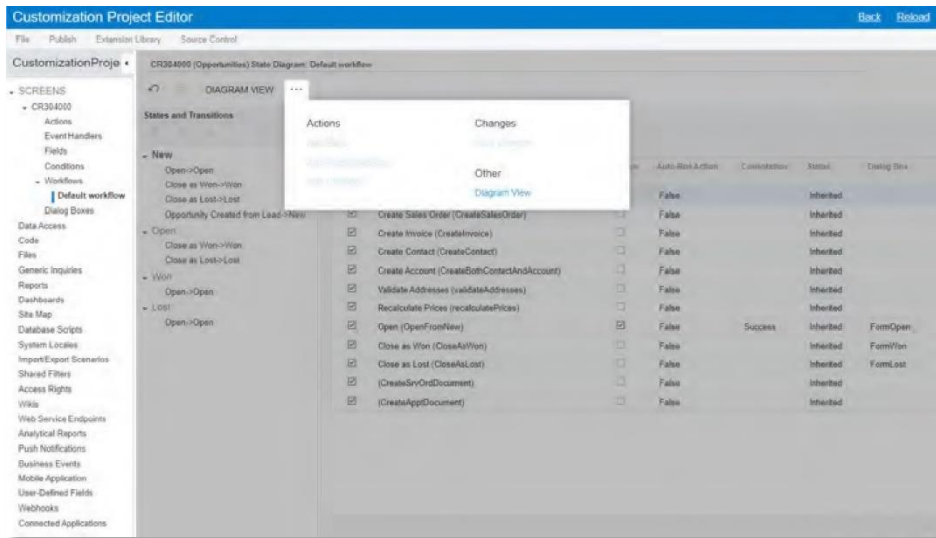
Object Name	Description	Last Modified By	Last Modified On
> Acumatica Support		admin admin	5/24/2021

Connected Applications (1)

## Updates in the Customisation Project Editor

In MYOB Advanced 2021.2, a redesigned form toolbar, with actions organised in categories on the More menu, has been implemented for multiple forms. For details on the redesigned toolbar, see *User Interface: Redesigned Form Toolbar*.

In the Customisation Project Editor, the page toolbar of multiple pages has been redesigned, with similar changes to those on the form toolbar in MYOB Advanced: With the new page toolbar, page-specific actions are now located on a separate menu, which opens when a customiser clicks the More button on the page toolbar. On the More menu, which opens, actions are grouped by categories. The following screenshot shows the updated Default Workflow page for the *Opportunities (CR304000)* form.



In the Customisation Project Editor, the following pages have been updated to use the redesigned page toolbar, support the redesigned form toolbar, or do both:

- Screens page
- Screen Editor: Form\_ID (Form\_Name) pages
- Actions page
- Event Handlers page
- Fields page
- Workflows page
- Workflow pages
- Dialog Boxes page
- Database Scripts page
- Mobile Application page

The categories and actions that have been added to the More menu of the Customisation Project Editor pages are described in the following sections.

### Actions Page

The categories and actions that have been added to the More menu of the Actions page are listed in the following table.



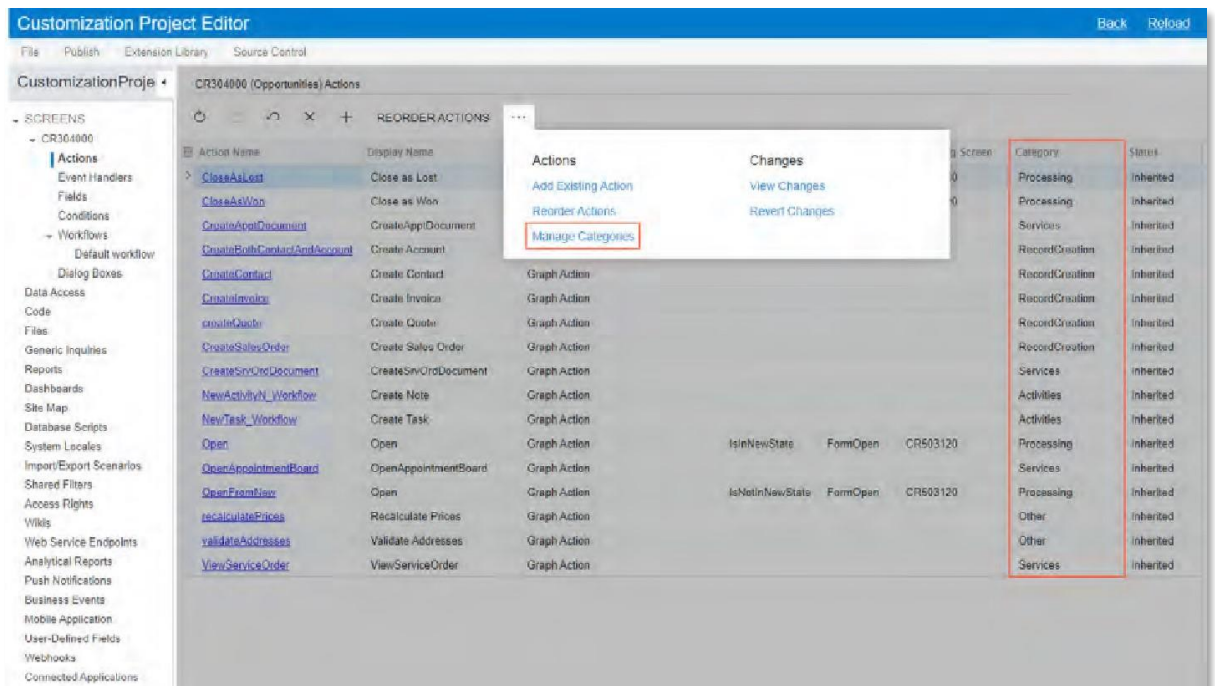
Category	Menu Actions
Actions	Add Existing Action
	Reorder Actions
	Manage Categories
Changes	View Changes
	Revert Changes

On the Actions page, a customiser can now manage the categories that are displayed on the More menu of the MYOB Advanced form, specify connotations for the actions, and change the order of the actions.

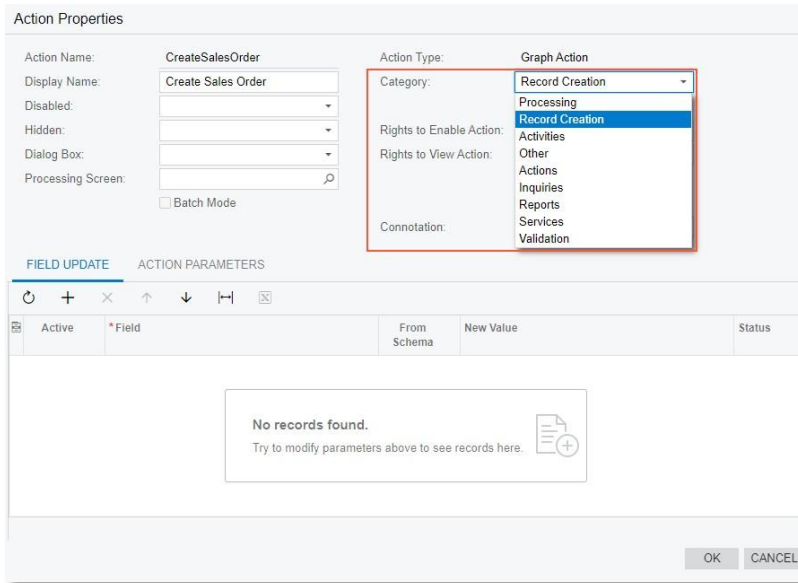
Categories and connotations for actions on an MYOB Advanced form can be specified in the Customisation Project Editor, through code by using the PXButton attribute, or through the workflow code (for details, see *Workflow: Ability to Assign Categories and Connotations to Actions*). In any of these cases, a customiser can modify these elements in the Customisation Project Editor, as described in the following sections.

### Actions Page: Managing Categories

The Actions page now has the **Category** column in the table and the **Manage Categories** action on the More menu. The following screenshot shows the updated Actions page for the *Opportunities* (CR304000) form.



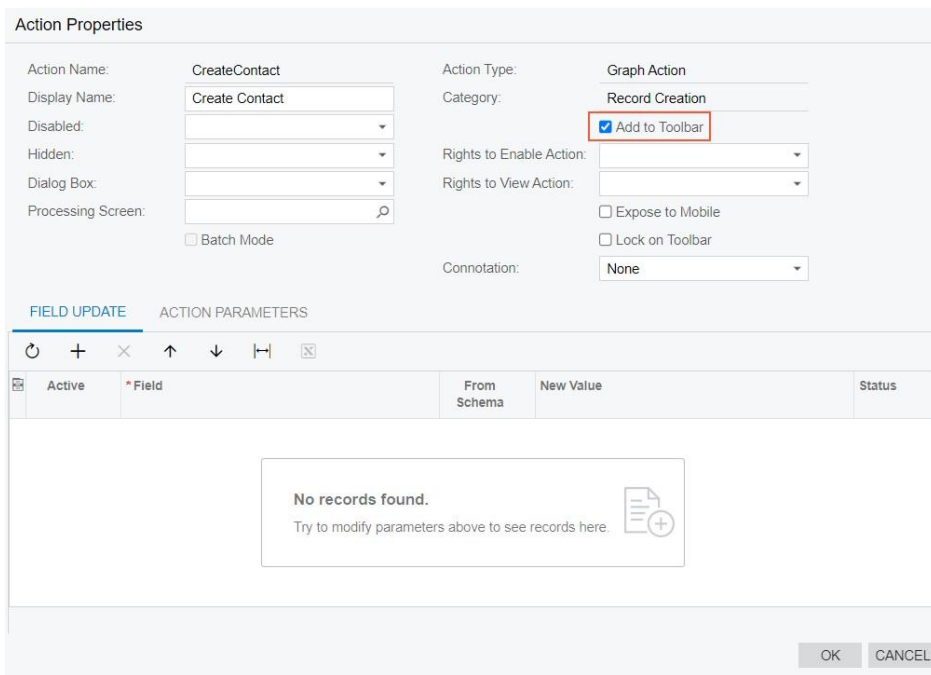
In the **Action Properties** dialog box (which opens when a customiser clicks a link with the name of an action), the **Category** field, the **Add to Toolbar** check box, and the **Lock on Toolbar** check box have been added. The **Category** field contains the list of all categories defined for the form (see the following screenshot).



To change the category of the selected action, the customiser selects the required category in the **Category** box; when the customiser clicks **OK** to close the **Action Properties** dialog box, this change is saved.

The customiser can use the new **Add to Toolbar** and **Lock on Toolbar** check boxes to manage how an action is displayed on a form toolbar and under a category.

If the customiser selects the **Add to Toolbar** check box (shown in the following screenshot) for an action, this action will be displayed on the form toolbar of the MYOB Advanced form and under the **Other** category if the action is available for a record based on its state. (If the action is unavailable for a record based on its state, it will be displayed only under **Other**.) The **Category** field becomes unavailable in this case. If the customiser then clears the **Add to Toolbar** check box, the **Category** field becomes empty and available.



If the **Add to Toolbar** check box and the **Lock on Toolbar** check box are selected for an action (shown in the following screenshot), this action will be displayed on the form toolbar even if it is unavailable for a record based on its state, and it will not be displayed under any category.

Active	*Field	From Schema	New Value	Status
<input checked="" type="checkbox"/>	Reason	<input type="checkbox"/>	[FormWon.Reason]	Inherited
<input checked="" type="checkbox"/>	Stage	<input type="checkbox"/>	[FormWon.Stage]	Inherited
<input checked="" type="checkbox"/>	Active	<input checked="" type="checkbox"/>		Inherited
<input checked="" type="checkbox"/>	Actual Close Date	<input checked="" type="checkbox"/>	@Today	Inherited
<input checked="" type="checkbox"/>	Override	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Inherited
<input checked="" type="checkbox"/>	Override Shipping Info	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Inherited

To manage categories on the More menu of the MYOB Advanced form, the customiser clicks the **Manage Categories** action on the More menu of the Actions page. This opens the **Manage Categories** dialog box (as shown in the following screenshot).

Category Name	*Display Name
Action	Actions
CustomerManagementID	Customer Management
DocumentProcessingID	Document Processing
OtherID	Other
Inquiry	Inquiries
Report	Reports
ServicesID	Services
StatementsID	Statements

In the dialog box, the customiser can change the order of the existing categories by selecting a category and then clicking **Move Up** and **Move Down**.

In the dialog box, the customiser can also add a new category by doing the following:

1. On the table toolbar, clicking **Add category**.

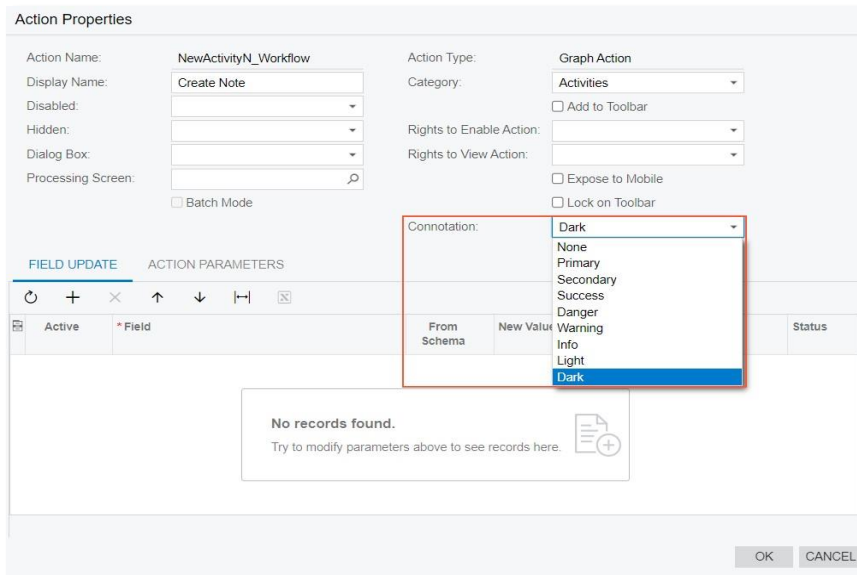
2. In the **New Category** dialog box, which opens, specifying the **Category Name** and the **Display Name** for the category.
3. Clicking **OK** to close the **New Category** dialog box.
4. Clicking **OK** to close the **Manage Categories** dialog box and save the changes.

As a result, the new category becomes available in the **Category** field of the **Action Properties** dialog box.

## Actions Page: Specifying Connotations

From the Actions page, a customiser can specify a connotation for an action—that is, highlight an action with a selected colour.

For an action on a form without a workflow, the customiser can specify a connotation for an action in the **Action Properties** dialog box, which is invoked on the Actions page. To do so, the customiser selects the required option in the **Connotation** field (see the following screenshot).



The possible values and their corresponding colours are listed in the following table.

Value	Colour
Cleared	No connotation specified
<i>Primary</i>	The primary colour of the site theme
<i>Secondary</i>	The secondary colour of the site theme
<i>Success</i>	Green
<i>Danger</i>	Red
<i>Warning</i>	Yellow
<i>Info</i>	Blue

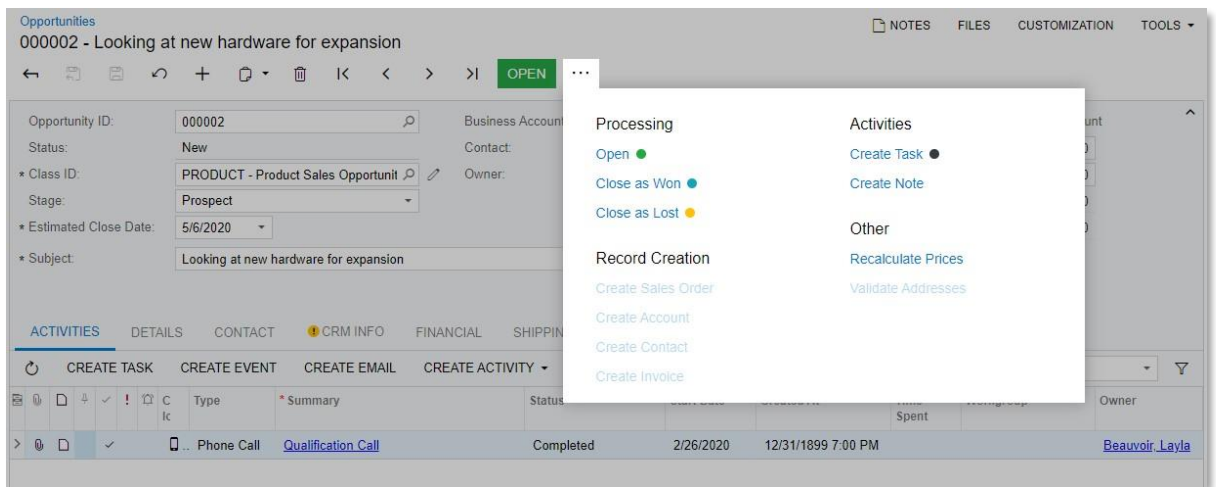
Value	Colour
Light	Light gray
Dark	Dark gray

For an action on a form with a workflow, the customiser can also specify a connotation in the **Action Properties** dialog box, as described above. The customiser can instead specify a connotation on one of the Workflow pages. To do so, the customiser performs the following actions:

1. On the Workflows page, creates an inherited workflow for the form.
2. On the **States and Transitions** pane of the Workflow page for the created workflow, selects the required state.
3. In the **Connotation** column of the **Actions** tab for the state, selects the required connotation for an action.
4. Saves the changes.

If a connotation is specified for an action in the **Action Properties** dialog box, this connotation is used for this action in all states of an entity in the workflow. If in a specific state, another connotation is specified for the action, the state-specific connotation takes precedence.

The following screenshot shows the *Opportunities* (CR304000) form with added connotations.



For details on how to modify connotations through code, see *Workflow: Ability to Assign Categories and Connotations to Actions*.

## Screens Page

The category and menu actions that have been added to the More menu of the Screens page are listed in the following table.

Category	Menu Actions
Add Screen	Customise Existing Screen
	Create New Screen

## Screen Editor: Form\_ID (Form\_Name) Pages

The categories and actions that have been added to More menu of the Screen Editor: Form\_ID (Form\_Name) pages are listed in the following table. (These pages are displayed when a customiser adds a form to the list of customised screens.)

Category	Menu Actions
Actions	Edit ASPX
	Open Screen
	Customise Business Logic
	Customise Data Class
Other	Preview Changes

## Event Handlers Page

The category and actions that have been added to the More menu of the Event Handlers page are listed in the following table.

Category	Menu Actions
Changes	View Changes
	Revert Changes

## Fields Page

The categories and actions that have been added to the More menu of the Fields page are listed in the following table.

Category	Menu Actions
Actions	Combo Box Values
Changes	View Changes

## Workflows Page

The categories and actions that have been added to the More menu of the Workflows page are listed in the following table.

Category	Menu Actions
Actions	Add Workflow
	Upgrade Predefined Workflow
	Disinherit

Category	Menu Actions
Changes	View Changes
Other	Preview Changes

## Dialog Boxes Page

The categories and actions that have been added to the More menu of the Screens page are listed in the following table.

Category	Menu Actions
File	Copy
	Paste
Other	Preview Dialog Box
Changes	View Changes

## Database Scripts Page

The categories and actions that have been added to the More menu of the Database Scripts page are listed in the following table.

Category	Menu Actions
Actions	Add Script
	Add Custom Table Schema
	Add Custom Column to Table
Changes	Increase Column Length
Other	Reload from Database

## Mobile Application Page

The categories and actions that have been added to the More menu of the Mobile Application page are listed in the following table.

Category	Menu Actions
Customise	Update Main Menu
	Update Existing Screen
	Remove Existing Screen
	Add New Screen
Other	Clear Current Tenant

Category	Menu Actions
	Clear All Tenants



# Developer Documentation

## New and Refactored Content

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In MYOB Advanced 2021.2, the documentation for developers have been extended and improved as described below.

### Commerce Connector Documentation

For developers of connectors between MYOB Advanced and the e-commerce systems, the documentation now includes the following new parts:

- *The part in the Plug-in Development Guide*, which covers the development of a commerce connector. It briefly describes the architecture of MYOB Advanced Commerce Framework and provides a step-by-step guide on the creation of a connector.
- The API reference of the `PX.Commerce.Core` and `PX.Commerce.Objects` assemblies.

### Integration Development Guide

The Integration Development Guide has been changed as follows:

- The contents of the guide have been refactored. Now all request examples are gathered in one part of the guide, which is *REST API Examples*. The part includes the following types of examples:
  - Basic requests, such as sign-in and sign-out requests
  - Use of parameters, such as *\$filter* and *\$expand*
  - Requests grouped by API entities, such as the creation and retrieval of Customer records
  - Scenarios, which includes multiple requests, such as the creation of a pro forma invoice
- A *REST API Example* has been added that describes how the validation of an original transaction can be enabled or disabled.

# Platform API

## Insertion of a Multicurrency Document

---

In MYOB Advanced 2021.2, financial forms have been moved to the latest version of the multicurrency generic graph extension, which is available in the `PX.Objects.CM.Extensions` namespace. The namespace includes `MultyCurrencyGraph` abstract classes and attributes. The main DACs of the graphs that implement the latest version of the multicurrency functionality have their `Cury` fields marked with `PX.Objects.CM.Extensions.PXDBCurrencyAttribute`. The call of `FindImplementation<IPXCurrencyHelper>()` for these graphs returns an object whose type is a successor of `MultyCurrencyGraph`.

However, the previous version of the multicurrency functionality is still available on particular MYOB Advanced forms. The previous version uses the attributes from the `PX.Objects.CM` namespace. The main DACs of the graphs that implement the previous version of the multicurrency functionality have their `Cury` fields marked with `PX.Objects.CM.PXDBCurrencyAttribute`.

If a developer needs to insert a document into an MYOB Advanced form that works with the multicurrency functionality, before implementing the insertion, the developer needs to find out which version of the multicurrency functionality is used in the target graph. This topic briefly describes how to implement the insertion of a document for the latest version of the multicurrency functionality.

## Inserting a Document into a Graph That Supports the Latest Version of the Multicurrency Functionality

To insert a new document with the currency information, the developer does the following:

1. Obtains the `CurrencyInfo` object.
  - MYOB Advanced now supports two types of `CurrencyInfo` entities: `PX.Objects.CM.CurrencyInfo` (which is used in the previous version of the multicurrency functionality) and `PX.Objects.CM.Extensions.CurrencyInfo` (which is used in the latest version of the multicurrency functionality). These entities are saved in the same table in the database but have different `PXCache`. The developer can convert one entity type to another by using the following methods:

```
public static PX.Objects.CM.Extensions.CurrencyInfo
PX.Objects.CM.Extensions.CurrencyInfo.GetEX(
    PX.Objects.CM.CurrencyInfo Info)

public PX.Objects.CM.CurrencyInfo    PX.Objects.CM.Extensions.CurrencyInfo.GetCM()
```

2. Obtains the target graph.
3. Copies and inserts the `CurrencyInfo` object into `PXCache` of the target graph by using one of the methods shown in the following code.

```
//Inserts a copy of CurrencyInfo with the new ID CurrencyInfo info_copy =
graph.GetExtension<APIInvoiceEntry.MultiCurrency>().CloneCurrencyInfo(info);
//Inserts a new CurrencyInfo with the same CuryID, BaseCuryID,
//ModuleCode, and RateTypeID, but the rate is defaulted for the specified date
CurrencyInfo info_copy =
```

4. Composes the `CurrencyInfo` object that should be inserted and sets the `CuryInfoFold` from the `info_copy` object.

5. Inserts the CurrencyInfo object into PXCache by using the Insert(...) method.

## Implementation of the Multicurrency Support on a Custom Form

---

In MYOB Advanced 2021.2, financial forms have been moved to the most recent version of the multicurrency generic graph extension, which is available in the PX.Objects.CM.Extensions namespace. The namespace provides MultiCurrencyGraph abstract classes and attributes, including the new FinDocMultiCurrencyGraph, ARMultiCurrencyGraph, and APMultiCurrencyGraph abstract classes. A developer may need to reuse this multicurrency functionality in a custom form. This topic briefly describes how to implement this scenario with the latest multicurrency extension.

### Implementing Multicurrency Support on a Custom Form

To add multicurrency functionality to a custom form, a developer does the following:

1. In the file of the graph that corresponds to the custom form, adds the following using directives.

```
using PX.Objects.CM.Extensions; using PX.Objects.Extensions.MultiCurrency;
```

2. Declares the multicurrency extension as a nested class, as shown in the following code example.

```
public partial class APPaymentEntry : APDataEntryGraph<APPaymentEntry, APPayment>
{
    public class MultiCurrency : APMultiCurrencyGraph<APPaymentEntry,
APPayment>
    {
    }
}
```

The developer can use one of the following base classes:

- MultiCurrencyGraph, which is the base multicurrency extension
  - FinDocMultiCurrencyGraph, which is used if it is necessary to control the system behaviour based on the status of the document
  - ARMultiCurrencyGraph, which is specific to accounts receivable
  - APMultiCurrencyGraph, which is specific to accounts payable
  - CRMultiCurrencyGraph, which is specific to CRM
3. In the multicurrency extension, overrides the following abstract properties and methods:
    - Module: This property specifies the two-character code of the MYOB Advanced functional area to be used in the created CurrencyInfo entities, as shown in the following code. This value is necessary to obtain rounding accounts and other information that is specific to the functional area. The area-specific extensions override this property.

```
protected override string Module => "AP";
```

- GetCurySourceMapping(): As shown in the following code, this method returns a valid mapping for the CurrencyInfo entity, from which the system takes the default currency ID, rate type, and rules for overriding these values. Usually these values are taken from the supplier, customer, or cash account entity. The area-specific extensions override this method.

```
return new CurySourceMapping(typeof(CashAccount)) {
    CuryID = typeof(CashAccount).curyID,
```

```
CuryRateTypeID = typeof(CashAccount.curyRateTypeID)
};
```

- **CurrentSourceSelect():** This method adjusts the mapping of the CurrencyInfo entity if the mapping of the entity is taken from multiple entities. For example, in the following code, the AllowOverrideRate property originates from the supplier entity while other properties come from the cash account entity.

```
protected override CurySource CurrentSourceSelect() { CurySource CurySource =
base.CurrentSourceSelect(); if (CurySource != null)
CurySource.AllowOverrideRate = Base.supplier?.Current?.AllowOverrideRate;
return CurySource; }
```

- **GetDocumentMapping():** This method returns a valid mapping for the document entity. This mapping must specify the date and business account, as shown in the following code.

```
protected override DocumentMapping GetDocumentMapping() { return new
DocumentMapping(typeof(APPayment)) {
    DocumentDate = typeof(APPayment.adjDate),
    BAccountID = typeof(APPayment.supplierID)
};
}
```

- **GetChildren():** The method returns all views that MultiCurrencyGraph should process, as shown in the following code example.

```
protected override PXSelectBase[] GetChildren() { return new PXSelectBase[]
{
    Base.Document,
    Base.Adjustments,
    Base.Adjustments_Balance,
    Base.Adjustments_History,
    Base.Adjustments_Invoices,
    Base.Adjustments_Payments,
    Base.PaymentCharges,
    Base.dummy_CATran
};
}
```

4. For each DAC of each view that has been specified in the GetChildren() method, ensures the following:

- Each Cury field has one of the following attributes:
- For non-database fields with the rounding precision from the currency entity,
  - PX.Objects.CM.Extensions.PXCurrencyAttribute
- For database fields with the rounding precision from the currency entity,
  - PX.Objects.CM.Extensions.PXDBCurrencyAttribute
- For non-database fields with the rounding precision from the price and cost entity,
  - PX.Objects.CM.Extensions.PXCurrencyPriceCostAttribute
- For database fields with the rounding precision from the price and cost entity,
  - PX.Objects.CM.Extensions.PXDBCurrencyPriceCostAttribute
- The PX.Objects.CM.Extensions.PXCurrencyAttribute and PX.Objects.CM.Extensions.PXDBCurrencyAttribute attributes refer to the CurrencyInfoID and Base fields correctly.
- PX.Objects.CM.Extensions.CurrencyInfoAttribute is assigned to each

- CurrencyInfoID field whose value refers to the CurrencyInfo entity that can be inserted or updated by the graph.
- Each Base field has PX.Objects.CM.Extensions.PXDBBaseCuryAttribute or PX.Objects.CM.Extensions.PXBaseCuryAttribute.
- To perform any currency-related calculations in the graph, the developer obtains the CurrencyInfo entity by using
- `GetExtension<MultiCurrency>().GetCurrencyInfo(...)` or
- `GetExtension<MultiCurrency>().GetDefaultCurrencyInfo()`, as well as call calculation methods, on this entity.
- To clone the CurrencyInfo entry, the developer can use
- `GetExtension<MultiCurrency>().CloneCurrencyInfo(...)`.

# Workflow

## Ability to Assign Categories and Connotations to Actions

In MYOB Advanced 2021.2, for actions that are displayed on the More menu of the redesigned form toolbar, a developer can assign categories and connotations. For details on the redesigned toolbar, see *User Interface: Redesigned Form Toolbar*. An action that is present in the More menu can also be displayed on the form toolbar.

**Note:** During an update to MYOB Advanced 2021.2, all custom and customised forms will be updated to display the redesigned toolbar. To cause the toolbar to be displayed correctly on custom and customised forms or to display the old version of the toolbar, before the update, a developer needs to modify these forms, as described in *Upgrade Procedure: Redesigned Form Toolbar on Custom and Customised Forms* in the *Release Notes for Developers*.

### Configuring Categories

A developer can create categories and specify the order of the categories in the More menu.

To define a new category, the developer can define it by creating a new object that can later be used to add multiple actions, or create it in an action definition.

To define a category by creating an object, the developer should do the following:

1. Call the `Categories.CreateNew` method, and provide the display name of the category. An example is shown in the following code.

```
var processSalesCategory = context.Categories.CreateNew
(ActionCategories.ProcessSalesCategoryID,
 category => c.DisplayName(ActionCategories.DisplayNames.ProcessSales));
```

2. Add the category to the screen configurator by using the `WithCategories` method, as the following code shows.

```
.WithCategories(categories =>categories.Add(processSalesCategory))
```

To define a category dynamically not in the workflow code but in the graph code, a developer should specify the display name of the new category in the `PXButton` attribute. For details, see *Configuring Actions in Categories*.

The developer can define the order of categories by using the `PlaceAfter` and `PlaceBefore` methods in the `WithCategories` method. An example is shown in the following code.

```
.WithCategories(categories =>
categories.Add(processCategory);
categories.Add(intercompanyCategory);
categories.Add(printingEmailingCategory);
categories.Add(otherCategory);
categories.Update(FolderType.ReportsFolder, category =>
category.PlaceAfter(otherCategory));
})
```

By default, the **Actions**, **Inquiries**, and **Reports** categories are the first categories on the menu if there is at least one action in any of these categories.

## Configuring Actions in Categories

A developer can put an action into a category and order actions inside a single category by doing one of the following:

- In the action definition, specifying the display name of the category in the Category parameter of the PXButton attribute, as shown in the following example.

```
[PXButton(Tooltip = Messages.ViewXmlOfPublishedCustomisationToolTip,
Category = "Publish")]
```

- In the workflow code, specifying the object that defines the category. An example is shown in the following code.

**Note:** Actions for which a category is not defined are placed in the Other category and on the form toolbar.

To order actions in a category, when adding the action, the developer specifies the action after which the current action should be located in the WithCategory method. For example, in the following code, the putOnHold action will be placed after the releaseFromHold action.

```
actions.Add(g => g.putOnHold, c => c .WithCategory(processingCategory, g =>
g.releaseFromHold))
```

## Configuring Actions On the Form Toolbar

A developer can place an action on the form toolbar of a particular form by doing one of the following:

- To duplicate an action on the toolbar for a particular state of a record defined on the form, calling the IsDuplicateOnToolbar method when adding an action to the state. Example is shown in the following code.

```
flowState.WithActions(actions => {
actions.Add(g => g.putOnHold, a => a.IsDuplicatedInToolbar());})
```

- To place an action on the toolbar and remove it from the More menu, specifying IsLockedOnToolbar = true in the PXButton attribute in the action definition. Example is shown in the following code.

```
[PXButton(Tooltip = Messages.ViewXmlOfPublishedCustomisationToolTip,
IsLockedOnToolbar = true)]
```

This property can be changed dynamically by using the SetIsLockedOnToolbar method in the action definition in the workflow code.

- To put an action for which a category is not defined on a form toolbar, a developer should do nothing. Actions for which a category is not defined are placed in the Other category and on the form toolbar automatically.

**Note:** An action will be displayed on the toolbar only if the action is enabled and it fits the toolbar.

## Configuring Connotations

A developer can configure a connotation for an action—that is, highlight an action with a selected colour. The connotation can be assigned once in the action declaration and dynamically for a selected workflow state.

To configure a connotation in the action declaration, in the `PXButton` attribute that defines the action, a developer should specify the `Connotation` parameter value. An example is shown in the following code.

```
[PXButton(Tooltip = Messages.ViewXmlOfPublishedCustomisationToolTip,
IsLockedOnToolbar = true, Connotation = ActionConnotation.Success)]
```

To configure a connotation for a single workflow state, in the state definition, the developer should call the `flowState.WithConnotation` method and specify the connotation in the parameter. An example is shown in the following code.

```
flowState.WithActions(actions => {actions.Add(g => g.copyOrderQT, a =>
a.IsDuplicatedInToolbar().WithConnotation(ActionConnotation.Success));
```

All connotations are defined in the `ActionConnotation` enumeration. The possible values and corresponding colours are listed in the following table.

Value	Colour
Primary	Primary colour of the site theme
Secondary	Secondary colour of the site theme
Success	Green
Danger	Red
Warning	Yellow
Info	Blue
Light	Light gray
Dark	Dark gray

## Ability to Assign Field Value Before and After a Workflow Transition

In MYOB Advanced 2021.2, in workflow code, a developer can now specify a list of field assignments that will be performed when a document enters the state and when a document leaves the state.

To provide a list of fields whose values should be assigned when a document enters a state, a developer should use the `flowState.WithOnEnterAssignments` method when defining the state. The field assignments listed in the method are applied to the state for which the method was called.

To provide a list of fields whose values should be assigned to a state when a document leaves a state, a developer should use the `flowState.WithOnLeaveAssignments` method when defining the state. The field assignments listed in the method are applied to the state for which the method was called.

Example of using these methods is shown in the following code.

```
flowStates.Add<State.hold>(flowState => { return flowState
.WithOnEnterAssignments(fields => fields.Add<inclCustOpenOrders>(false));
.WithOnLeaveAssignments(fields => fields.Add<inclCustOpenOrders>(true)); ...
}
```



## Disabling Predefined Workflows

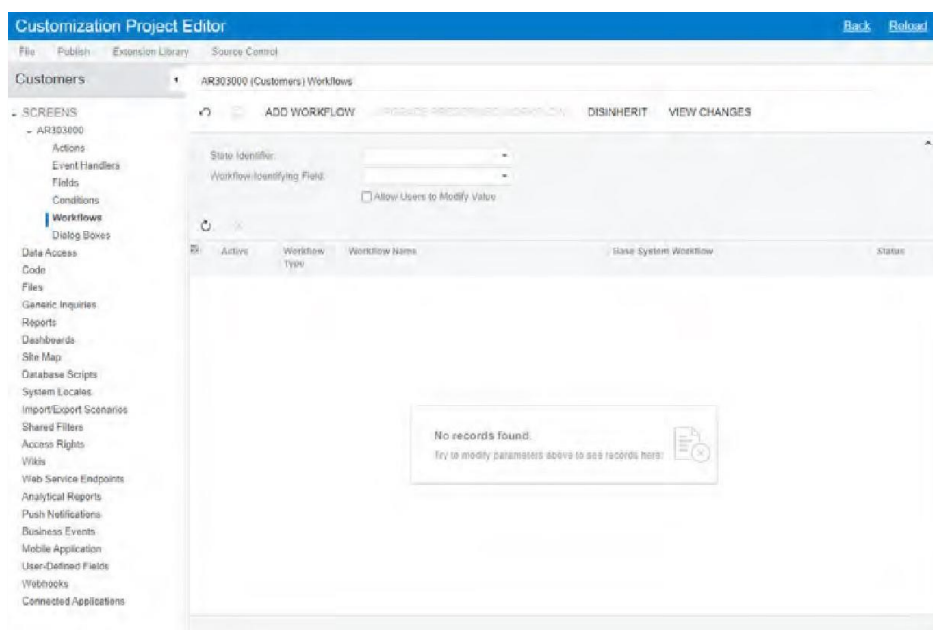
In MYOB Advanced 2021.2, the predefined system workflows have been removed for the following forms in the CRM functional area:

- *Business Accounts* (CR303000)
- *Customers* (AR303000)
- *Suppliers* (AP303000)
- *Contacts* (CR302000)
- *Account Locations* (CR303010)
- *Customer Locations* (AR303020)
- *Supplier Locations* (AP303010)

For details, see CRM: Removal of Workflows for Business Accounts, Customers, Suppliers, Locations, and Contacts.

## Changes Related to Predefined Workflows

As a result of the removal of the predefined CRM workflows, the Workflows page in the Customisation Project Editor for these forms does not contain any workflows by default, as shown in the following screenshot for the *Customers* (AR303000) form. On the form title bar of each of these forms, the **Customisation** menu does not contain the **Show State Diagram** command.



For the forms listed above, customisers cannot create inherited workflows; they can create only new workflows from scratch.

**Note:** If any customisations have been made based on the workflows that were introduced in MYOB Advanced 2021.1.1, these customisations will not work after the upgrade. Contact the MYOB Advanced support provider for assistance with the customisation upgrade.

## Changes Related to Import Scenarios and API Integrations

Because the predefined workflows for the forms listed above have been disabled, the upgrade to MYOB Advanced 2021.2 will also cause the following changes:

- Import scenarios will not work if they use workflow actions to set the statuses of records created on these forms.
- API integrations will not work if they use workflow actions to set the statuses of records created on these forms.

Customisers will need to replace these workflow actions with updates of the applicable **Status** elements.

## Save Changes Before an Action Is Performed

---

In MYOB Advanced 2021.2, in workflow code, a developer can specify that changes should be persisted to the database after an action is invoked but before the actual action is performed. A developer may need this feature to save user input before a dialog box is displayed.

To specify that data should be persisted before an action is performed, a developer should call the

`WithPersistOptions` method and provide the `ActionPersistOptions.PersistBeforeAction` parameter in an action definition.

By default, no changes are persisted to the database before an action is performed.

An example of an action definition with the `WithPersistOptions` method is shown in the following code. This action opens the `formClose` dialog box and saves changes to the database before the dialog box is displayed.

```
var actionClose = context.ActionDefinitions.CreateNew(_actionClose, a => a
    .MapEnableToUpdate().WithForm(formClose)
    .WithPersistOptions(ActionPersistOptions.PersistBeforeAction));
```