USER GUIDE · VERSION 1

Project management

Run each outlet fit-out or renovation from budget to final payment: price the work, ask vendors for quotes, award the contract, and certify each payment the vendor claims.

1. What it is for
2. Find your way around
3. Create a project
4. Prepare a budget
5. Approve a document
6. Prepare the bill of quantities
7. Ask vendors for quotes
8. Compare quotes and award the work
9. Check and certify a claim
10. Handle a variation order
11. Follow costs, reports and retention
12. Quote for work
13. Claim a payment
14. Ask for a change to the work
15. Keep your company details up to date
16. Register and approve vendors
17. Add staff
18. Set who approves each document
19. Keep the rate templates

What it is for

For: Everyone

Project management keeps every outlet fit-out or renovation in one record, from the first budget to the last payment. Your company prices the work, sends it to vendors for quotes, awards the contract to one vendor, and then checks and pays each stage of the work. Every figure on the dashboard comes from those records, so nobody keeps a separate spreadsheet.

The module has two sides:

- **Staff** plan the project, approve money and certify payments.
- **Vendors** (the contractors your company hires) sign in to their own screens, where they see only the requests addressed to them. They send quotes, claim payments and keep their company papers up to date.

Who does what

The person's role decides which buttons they see. These are the roles as **Users & Roles** names them:

Role	What they do
Coordinator	Creates projects, prepares budgets and the bill of quantities, asks vendors for quotes, certifies claims
Project Manager	Usually the first approver of budgets, awards and variations
Head Of Operations	Usually the second approver
Ceo	Usually the last approver of large documents
Finance	Releases retention money
System Administrator	Adds staff, approves vendors, sets who approves what, keeps the rate templates

Who approves each document is set per project, so your company's chain may differ from the one above.

Words you will see

- **BQ (bill of quantities)**: the list of work items with quantities that vendors price.
- **RFQ (request for quotation)**: the invitation sent to vendors to price a BQ.
- **VO (variation order)**: a change to the work after the contract is awarded, either extra work or work removed.
- **Retention**: a small part of the contract held back until some months after the outlet opens, in case defects show up.
- **BVA (budget vs actual)**: how much of each budget line has really been spent.

What it needs from other modules

Staff sign in through the Portal. Outlet names come from your company's outlet list. Vendors sign in with their own phone number.

PROJECT MANAGEMENT

Find your way around

For: Staff

The menu on the left groups the pages in the order a project moves:

- **Overview**: **Dashboard** and **Projects**.
- **Cost & Tender**: **Budget**, **Bill of Quantities**, **RFQ** and **Comparison**.
- **Delivery**: **Variation Orders** and **Claims**.
- **Analysis**: **BVA** and **Reports**.
- **Admin**: **Vendors**, **Users & Roles**, **Templates**, **Approval Groups** and **Group Templates**. Only administrators use these.

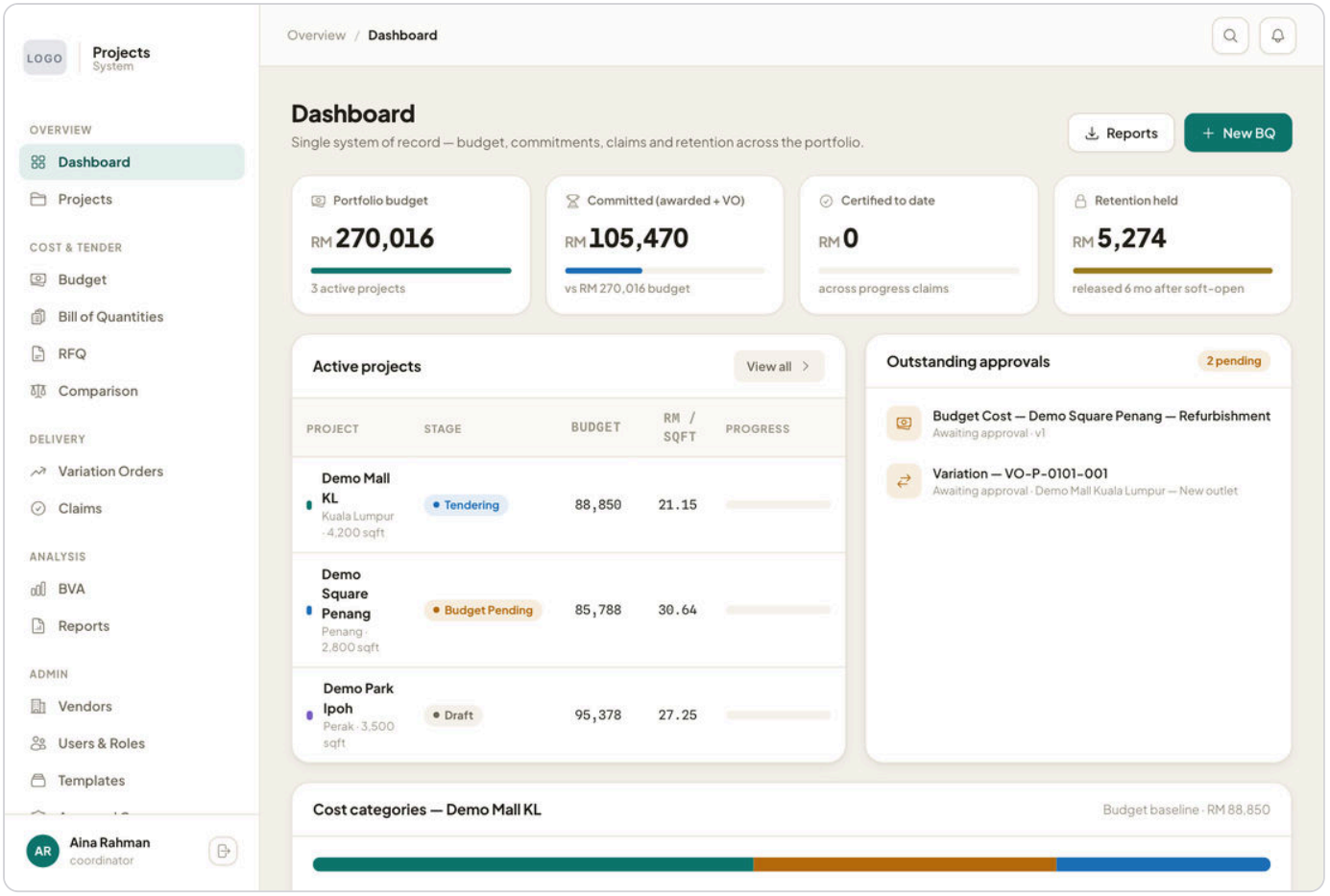
You see only the pages your role allows. Your name and role are at the bottom of the menu, with the sign-out button beside them.

The dashboard

The four boxes at the top add up all projects:

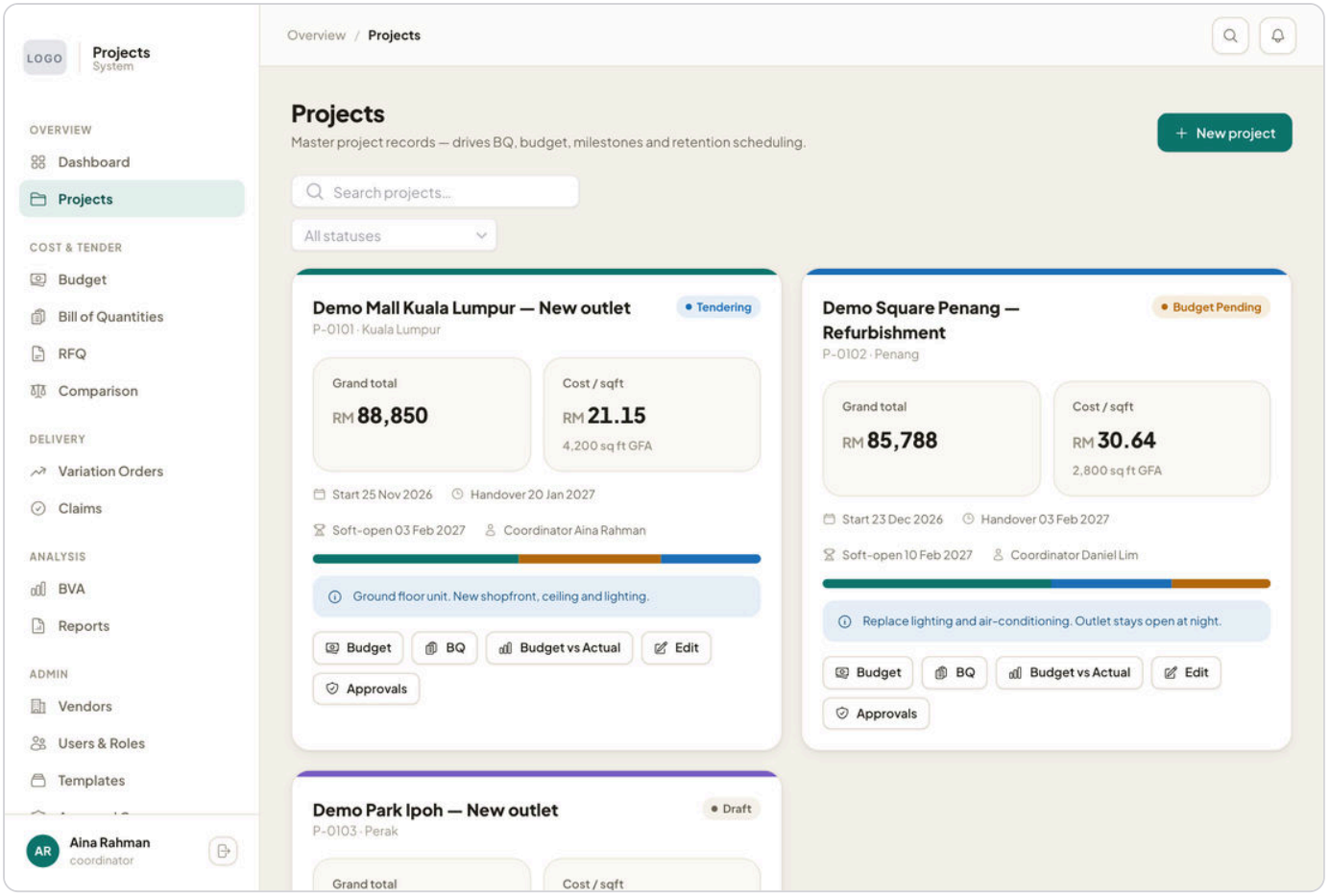
- **Portfolio budget**: the total of every project's budget.
- **Committed (awarded + VO)**: what has been promised to vendors through awards and approved variations.
- **Certified to date**: what has been checked and certified on vendor claims.
- **Retention held**: money held back until after the outlets open.

Active projects lists each project with its stage, budget and cost per square foot. **Outstanding approvals** on the right lists documents waiting for someone to approve them.



The project list

Open **Projects** to see one card per project: its stage, grand total, cost per square foot, key dates and coordinator. The buttons on each card open its **Budget**, **BQ**, **Budget vs Actual**, **Edit** and **Approvals**. Use **Search projects…** and **All statuses** to narrow the list.

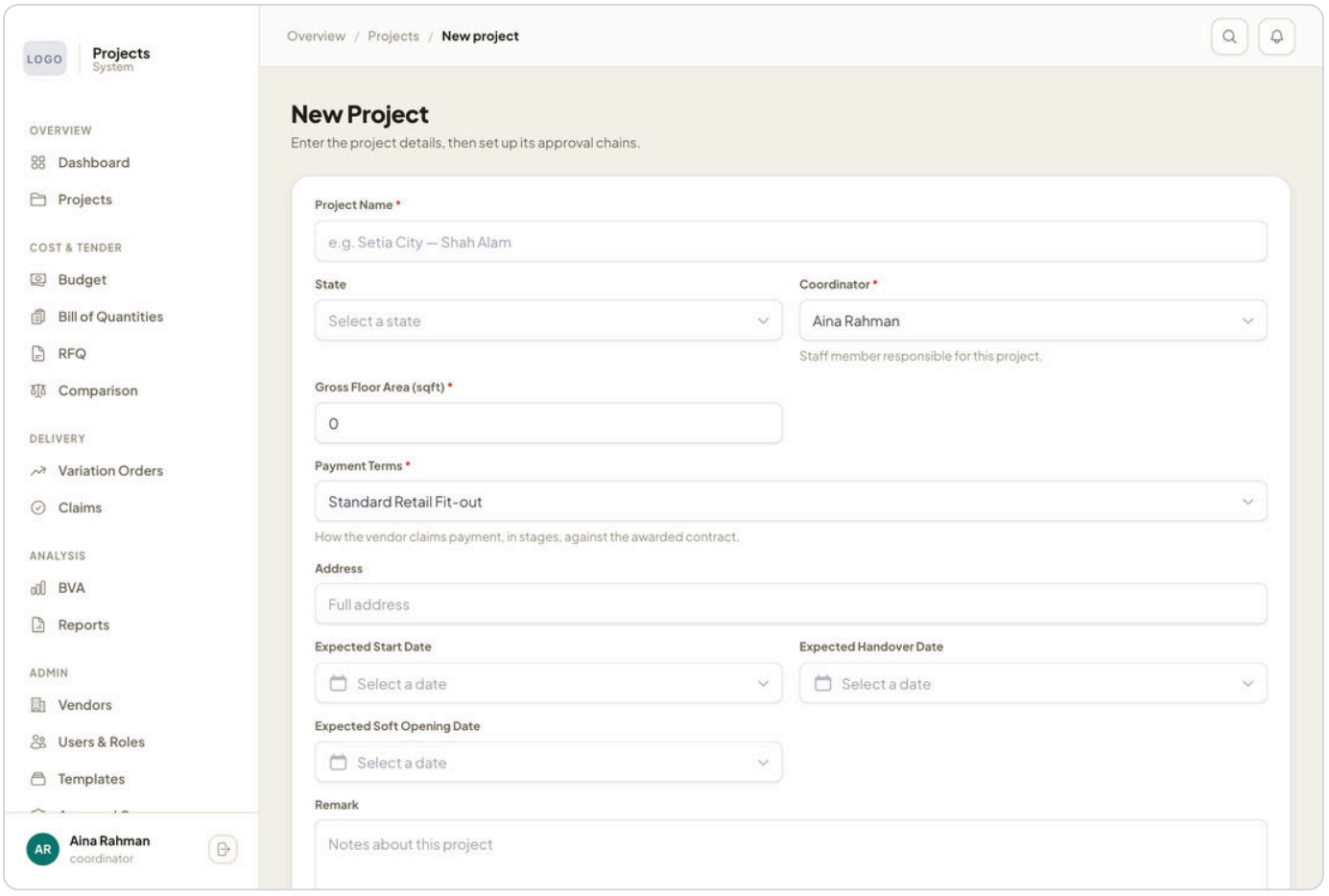

LOGO
Projects
System
OVERVIEW
Dashboard
Projects
COST & TENDER
Budget
Bill of Quantities
RFQ
Comparison
DELIVERY
Variation Orders
Claims
ANALYSIS
BVA
Reports
ADMIN
Vendors
Users & Roles
Templates
AR
Aina Rahman
coordinator
Overview / Projects
Projects
Master project records — drives BQ, budget, milestones and retention scheduling.
+ New project
Search projects...
All statuses
Demo Mall Kuala Lumpur — New outlet
Tendering
P-0101 · Kuala Lumpur
Grand total
RM 88,850
Cost / sqft
RM 21.15
4,200 sq ft GFA
Start 25 Nov 2026
Handover 20 Jan 2027
Soft-open 03 Feb 2027
Coordinator Aina Rahman
Ground floor unit. New shopfront, ceiling and lighting.
Budget
BQ
Budget vs Actual
Edit
Approvals
Demo Square Penang — Refurbishment
Budget Pending
P-0102 · Penang
Grand total
RM 85,788
Cost / sqft
RM 30.64
2,800 sq ft GFA
Start 23 Dec 2026
Handover 03 Feb 2027
Soft-open 10 Feb 2027
Coordinator Daniel Lim
Replace lighting and air-conditioning. Outlet stays open at night.
Budget
BQ
Budget vs Actual
Edit
Approvals
Demo Park Ipoh — New outlet
Draft
P-0103 · Perak
Grand total
Cost / sqft

PROJECT MANAGEMENT

Create a project

For: Coordinators

1. Open **Projects** and press **New project** at the top right.
2. Fill in **Project Name** and **Gross Floor Area (sqft)**. Both are required.
3. Check **Coordinator**. It starts with your name; pick someone else if they will run the project.
4. Pick the **Payment Terms**. This decides the stages in which the vendor will be paid (for example down payment, progress, balance and retention).
5. Add the **State**, **Address**, the three expected dates and a **Remark** if you have them.
6. Press **Next: Approvals**.

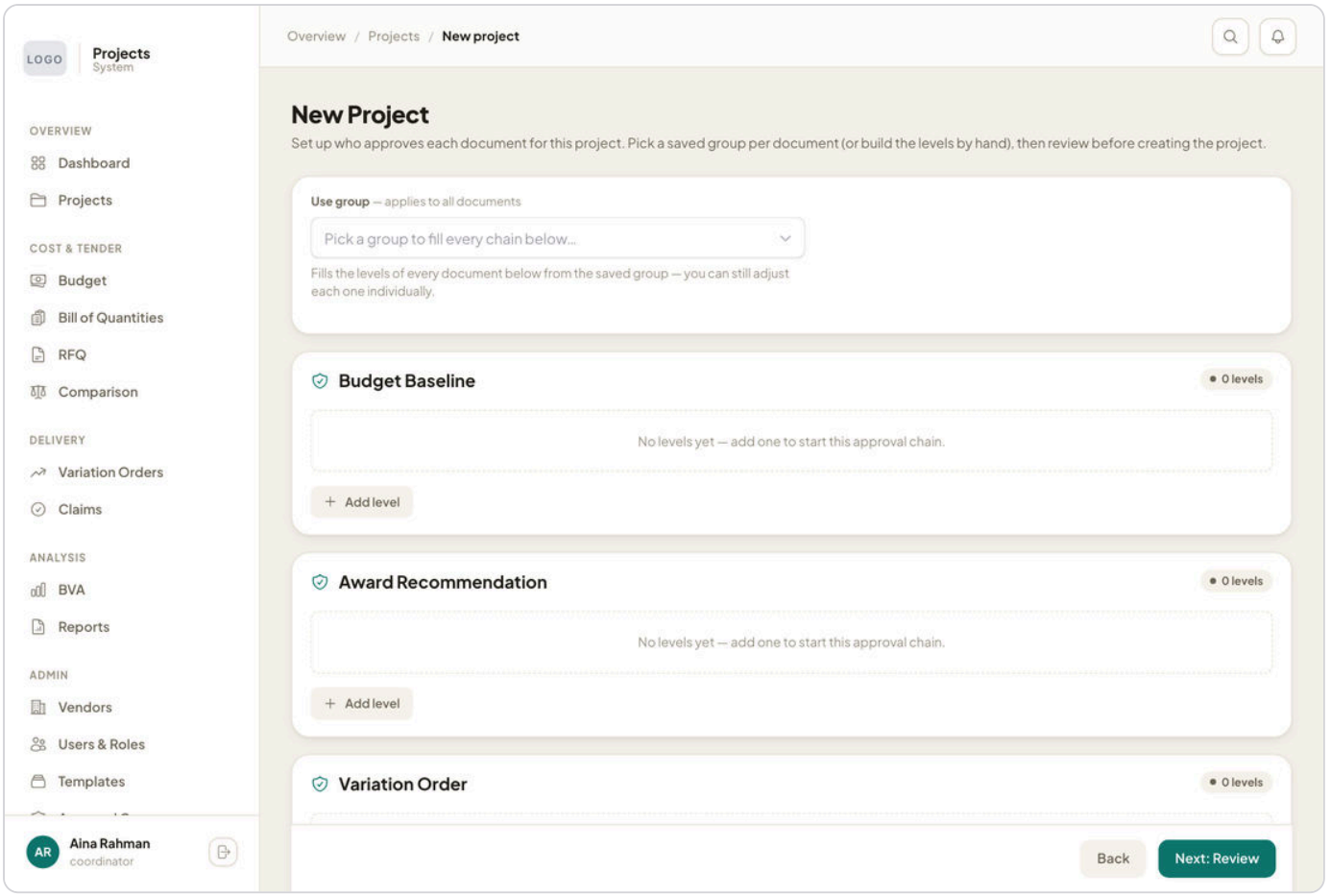


Choose who approves

The second step lists every document of the project: budget, award, variation order, progress claim, final claim, milestone certification and retention release. Each starts empty.

1. In **Use group**, pick a saved group. It fills every document's approval chain at once.
2. Change any single document if it needs different approvers, with **Add level** or **Remove**.
3. Press **Next: Review**, check the summary, and create the project.

Every document needs at least one level before you can continue. If no saved group fits, ask an administrator to add one under **Group Templates**.



You can change the details later with **Edit** on the project card. The approval chains lock once the project's budget is approved.

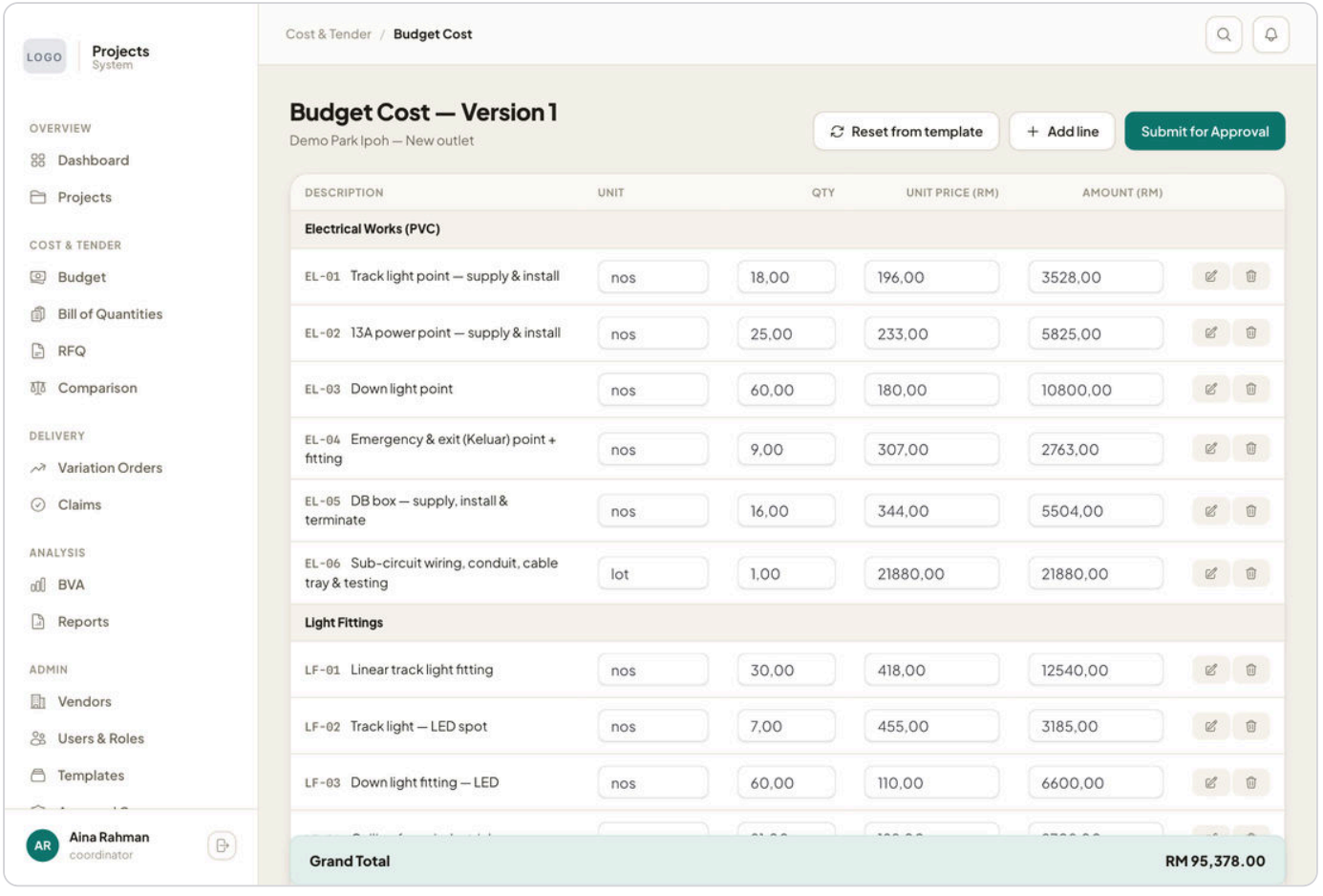
PROJECT MANAGEMENT

Prepare a budget

For: Coordinators

The budget is the approved cost of the project. Once approved, it becomes the figure every later cost is compared with.

1. Open **Budget** and press **New Budget**. Pick the **Project** and the **Template** to start from, then press **Create Budget**.
2. The budget opens with every item of the template. For each item that applies, type the **QTY** and **UNIT PRICE (RM)**. The **AMOUNT (RM)** is worked out for you.
3. Leave items that do not apply at zero.
4. Use **Add line** for anything the template does not have.
5. Press **Submit for Approval**. If some items are still at zero, you are warned first.



Reset from template puts the budget back to the template. It wipes everything you typed, so use it only to start again.

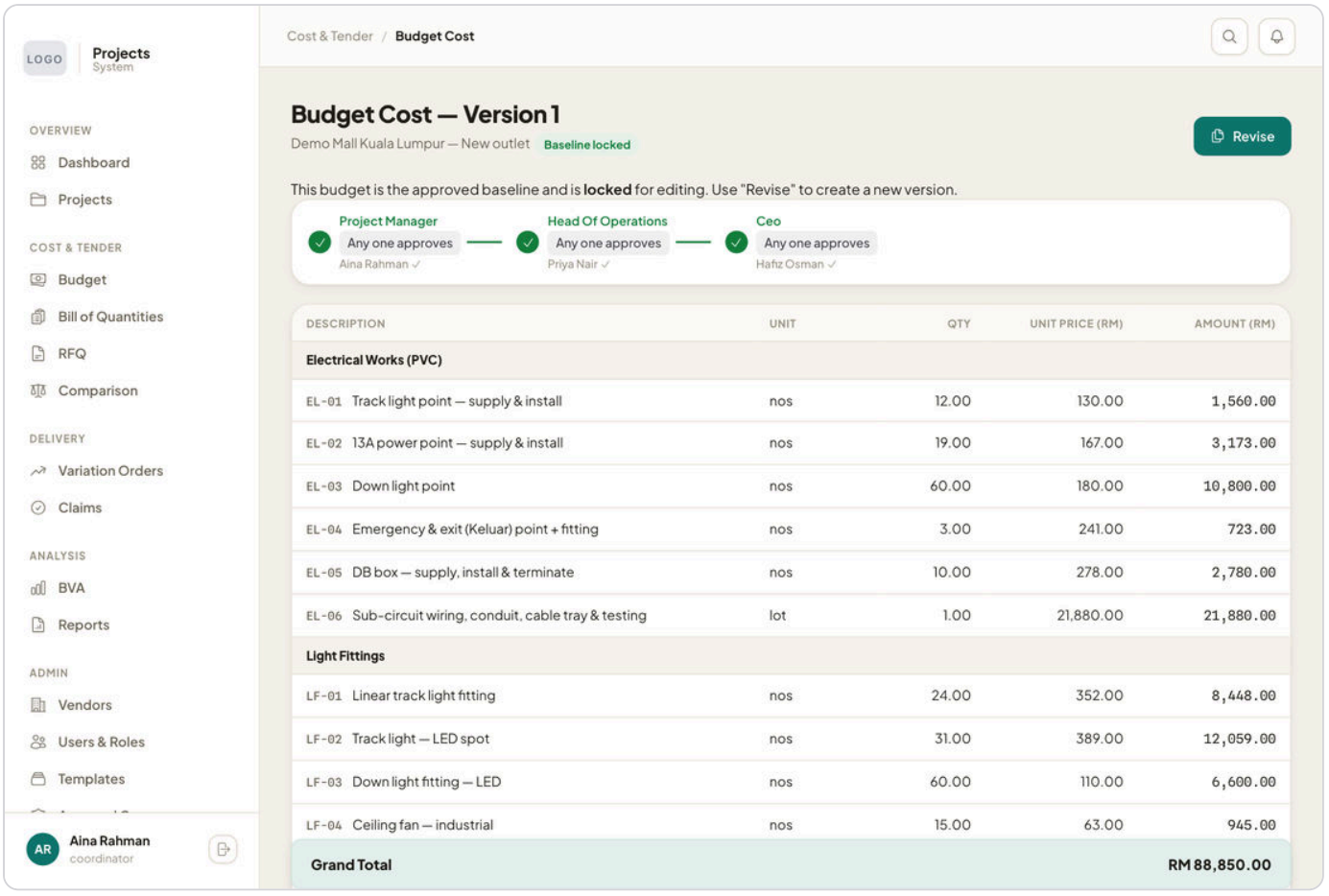
Percentage items

Some items are a percentage of the rest of the budget (for example "8% of total, maximum 15k"). Their amount fills in by itself from the other items and stops at the maximum. To keep an item out of that base, open the item with its pencil button and switch on **Exclude from % base**. The item still counts in the grand total.

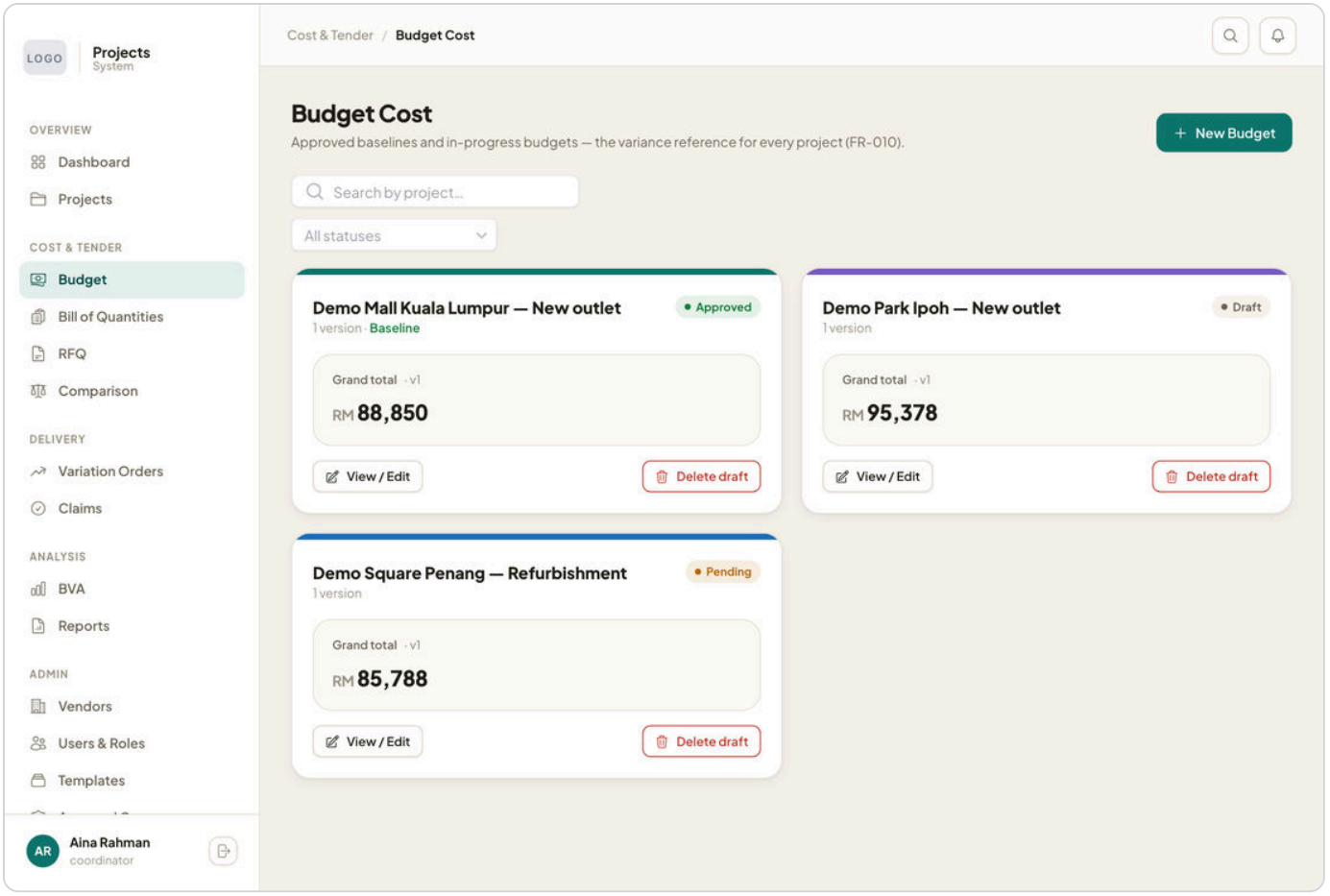
After you submit

- The budget cannot be edited while it is being approved.
- Items left at zero are hidden from the approvers. Nothing is deleted: if the budget is sent back, every item comes back.
- When the last approver says yes, the budget shows **Baseline locked**, and a draft bill of quantities is made from the priced items.

To change an approved budget, press **Revise**. This starts a new version that goes through approval again.



The **Budget** page lists every project's budget with its status: **Draft**, **Pending** or **Approved**.


LOGO
Projects
System
OVERVIEW
Dashboard
Projects
COST & TENDER
Budget
Bill of Quantities
RFQ
Comparison
DELIVERY
Variation Orders
Claims
ANALYSIS
BVA
Reports
ADMIN
Vendors
Users & Roles
Templates
AR
Aina Rahman
coordinator
Cost & Tender / Budget Cost
Budget Cost
Approved baselines and in-progress budgets — the variance reference for every project (FR-010).
+ New Budget
Search by project...
All statuses
Demo Mall Kuala Lumpur — New outlet
Approved
1 version · Baseline
Grand total · v1
RM 88,850
View / Edit
Delete draft
Demo Park Ipoh — New outlet
Draft
1 version
Grand total · v1
RM 95,378
View / Edit
Delete draft
Demo Square Penang — Refurbishment
Pending
1 version
Grand total · v1
RM 85,788
View / Edit
Delete draft

Approve a document

For: Approvers

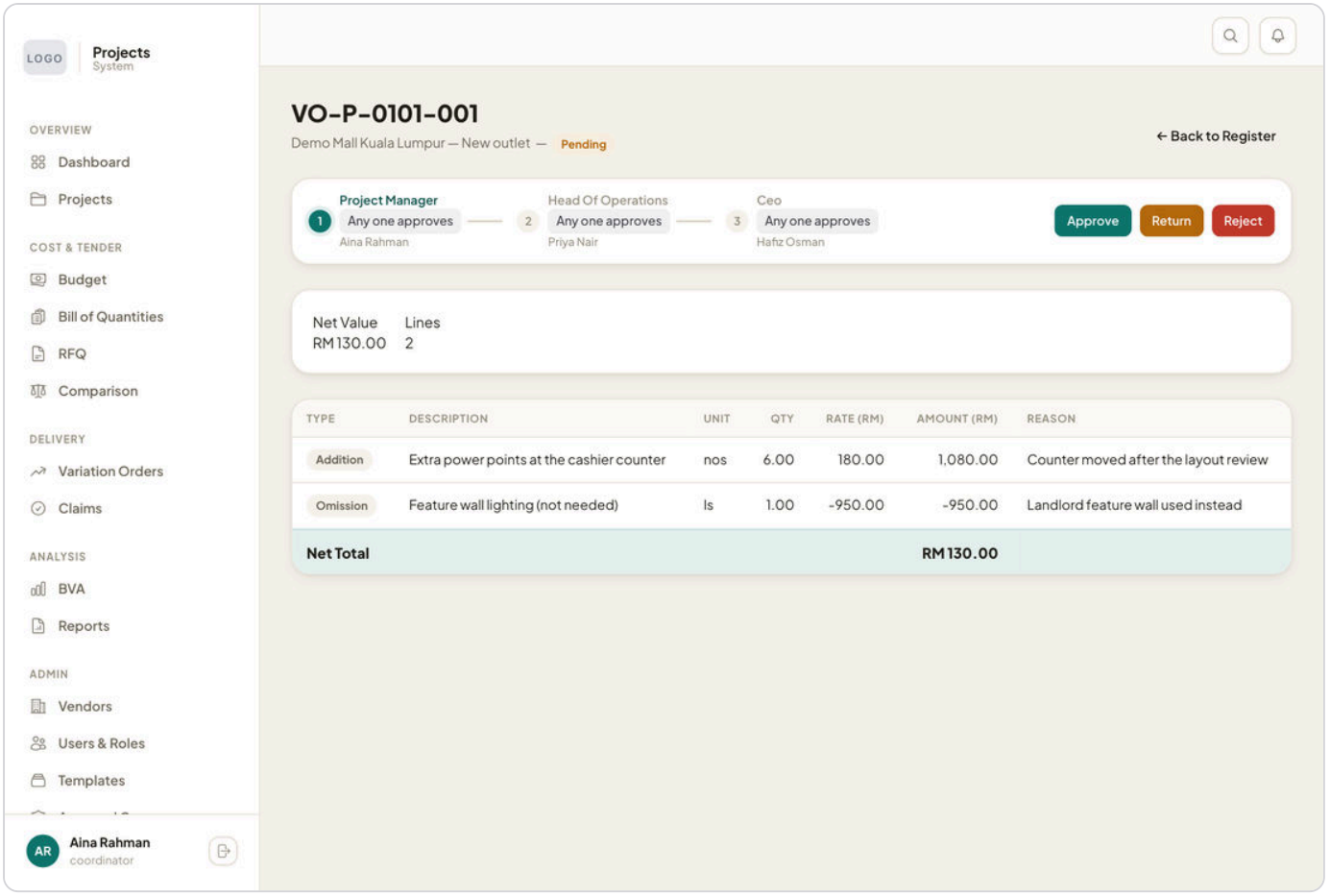
Budgets, awards, variation orders and claims all go through the same kind of approval. The bar at the top of the document shows the chain:

- Each step is one level, with its name (for example **Project Manager**), its rule and the people who can approve it.
- **Any one approves** means one person's yes clears the level. **All must approve** means everyone listed must say yes.
- A tick appears beside each person who has approved, and the step turns green when the level clears.

Documents waiting for you appear under **Outstanding approvals** on the dashboard.

Make your decision

1. Open the document from **Outstanding approvals**.
2. Read it. On a claim, look at every supporting document first.
3. Press one of the buttons on the right of the bar:
    - **Approve** passes it to the next level, or finishes the chain if you are last.
    - **Return** sends it back to the person who prepared it, to fix and send again.
    - **Reject** ends it.



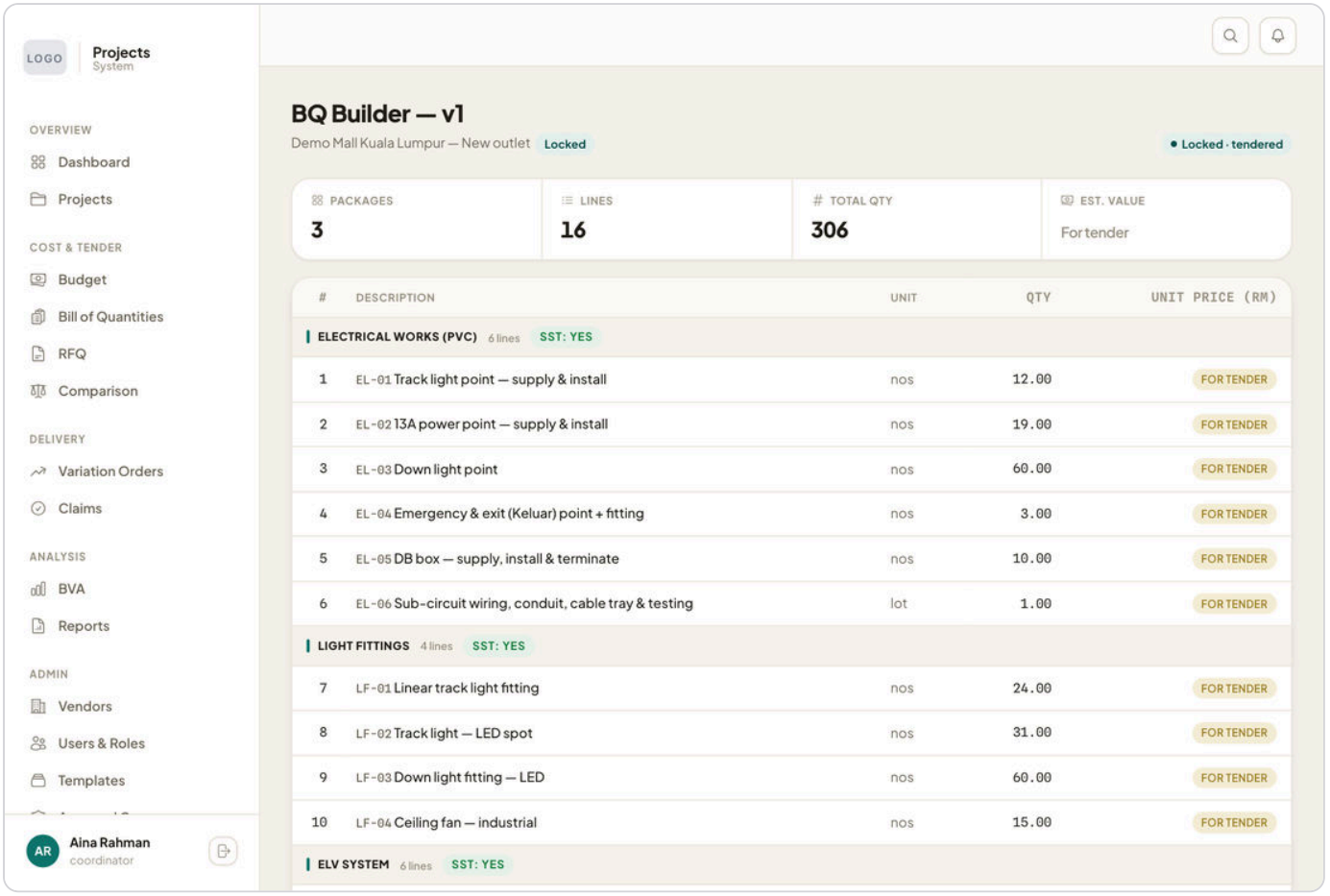
The buttons appear only when it is your turn. If you are waiting on someone else, you see **Resend notification** instead, which reminds the people at the current level.

Prepare the bill of quantities

For: Coordinators

The bill of quantities (BQ) is the list of work that vendors will price. You usually do not start it by hand: when a budget is approved, a draft BQ is made with only the items that had an amount. Each item shows **FOR TENDER**, because the vendors' prices are still to come.

1. Open **Bill of Quantities** and press **View / Edit** on the project's BQ.
2. Check the items and quantities. Add an item to a group with that group's **Add line**, or bring in more items with **Load from Template**.
3. When the list is right, press **Issue RFQ** to ask vendors for quotes.



Once an RFQ goes out, the BQ shows **Locked · tendered** and can no longer be changed, so every vendor prices the same list.

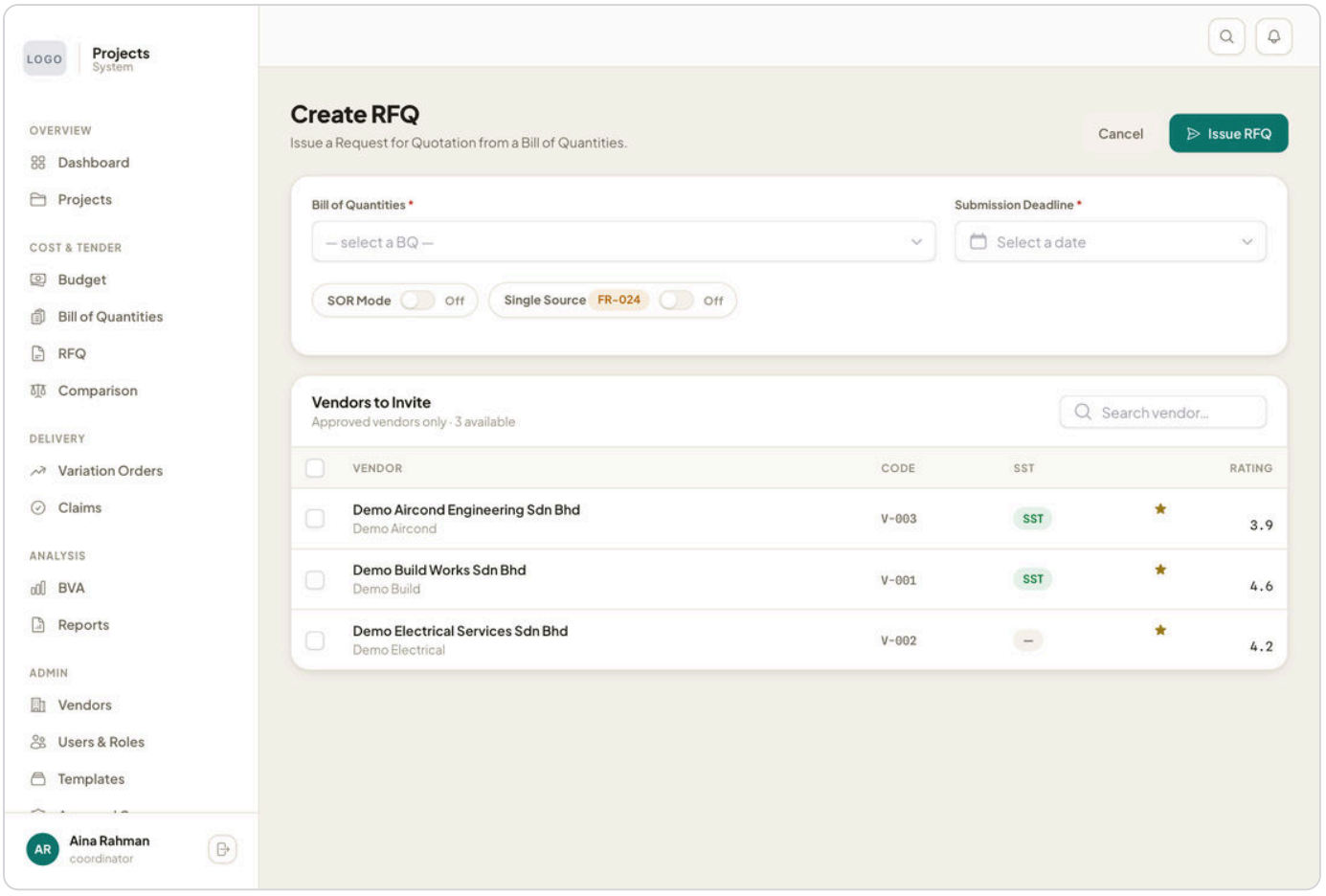
PROJECT MANAGEMENT

Ask vendors for quotes

For: Coordinators

An RFQ (request for quotation) sends the bill of quantities to the vendors you choose.

1. Open **RFQ** and press **Create RFQ**, or press **Issue RFQ** on the bill of quantities.
2. Pick the **Bill of Quantities** and the **Submission Deadline**.
3. Tick the vendors to invite under **Vendors to Invite**. Only approved vendors are listed.
4. Press **Issue RFQ**.

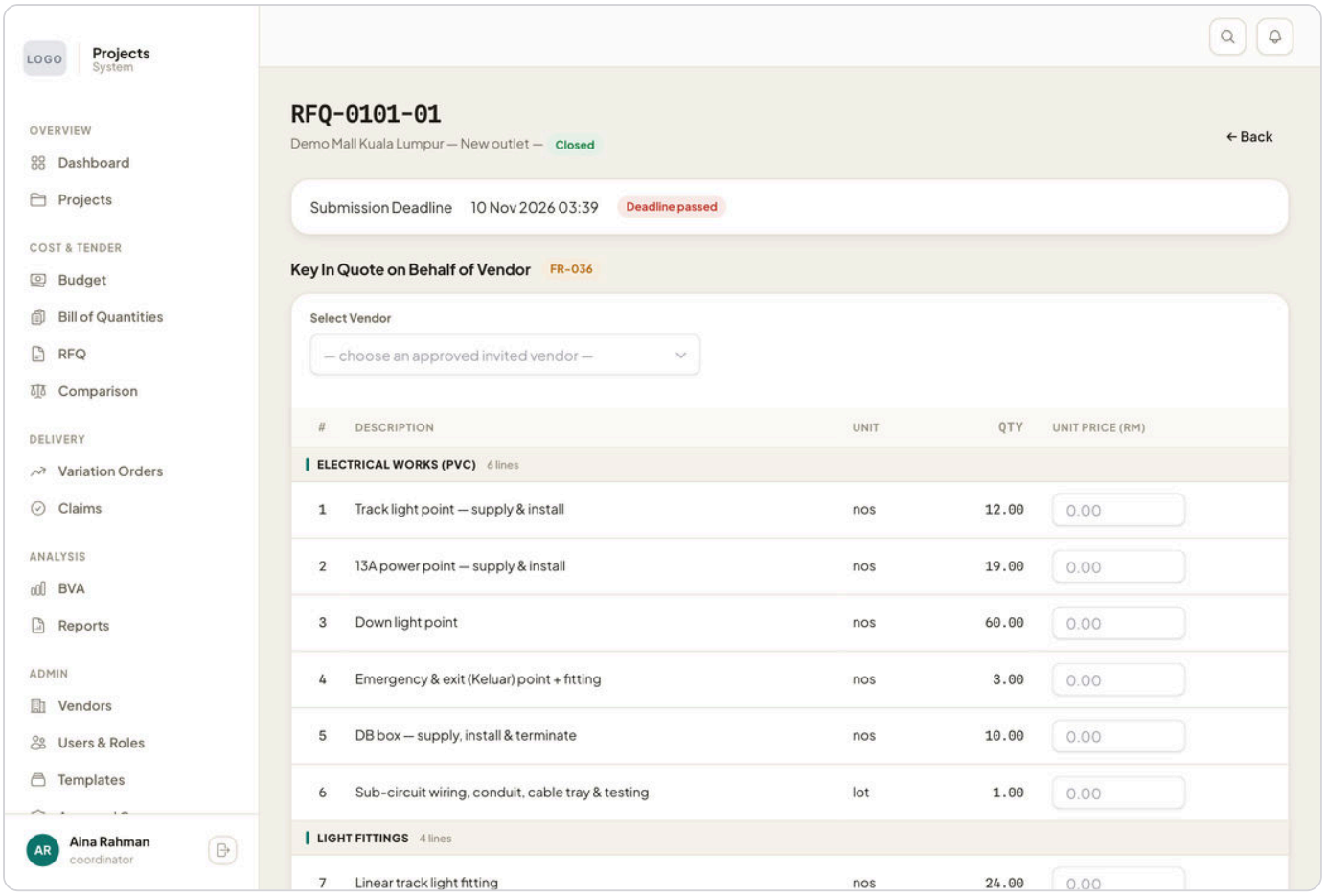


Single Source is for work only one vendor can do. Switch it on when you invite a single vendor on purpose.

The invited vendors see the request on their own screens and price it there. The **RFQ** page lists every open request with its deadline and number of vendors.

A vendor who cannot use the screens

If a vendor sends the quote on paper or by email, open the RFQ and use **Key In Quote on Behalf of Vendor**: pick the vendor, type the prices and press **Submit Staff-Keyed Quote**. The bottom of the page shows each invited vendor and whether they have sent their quote.

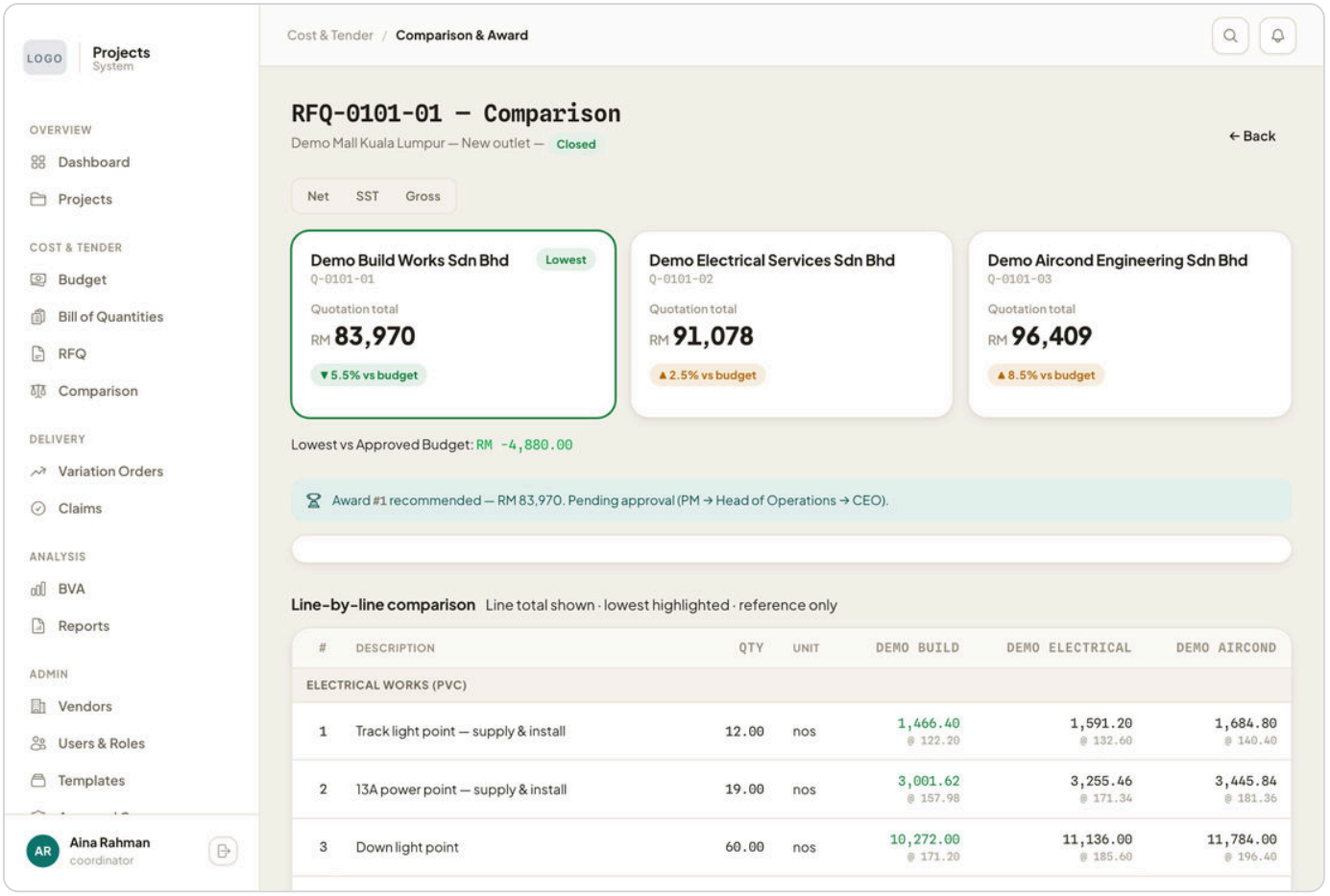


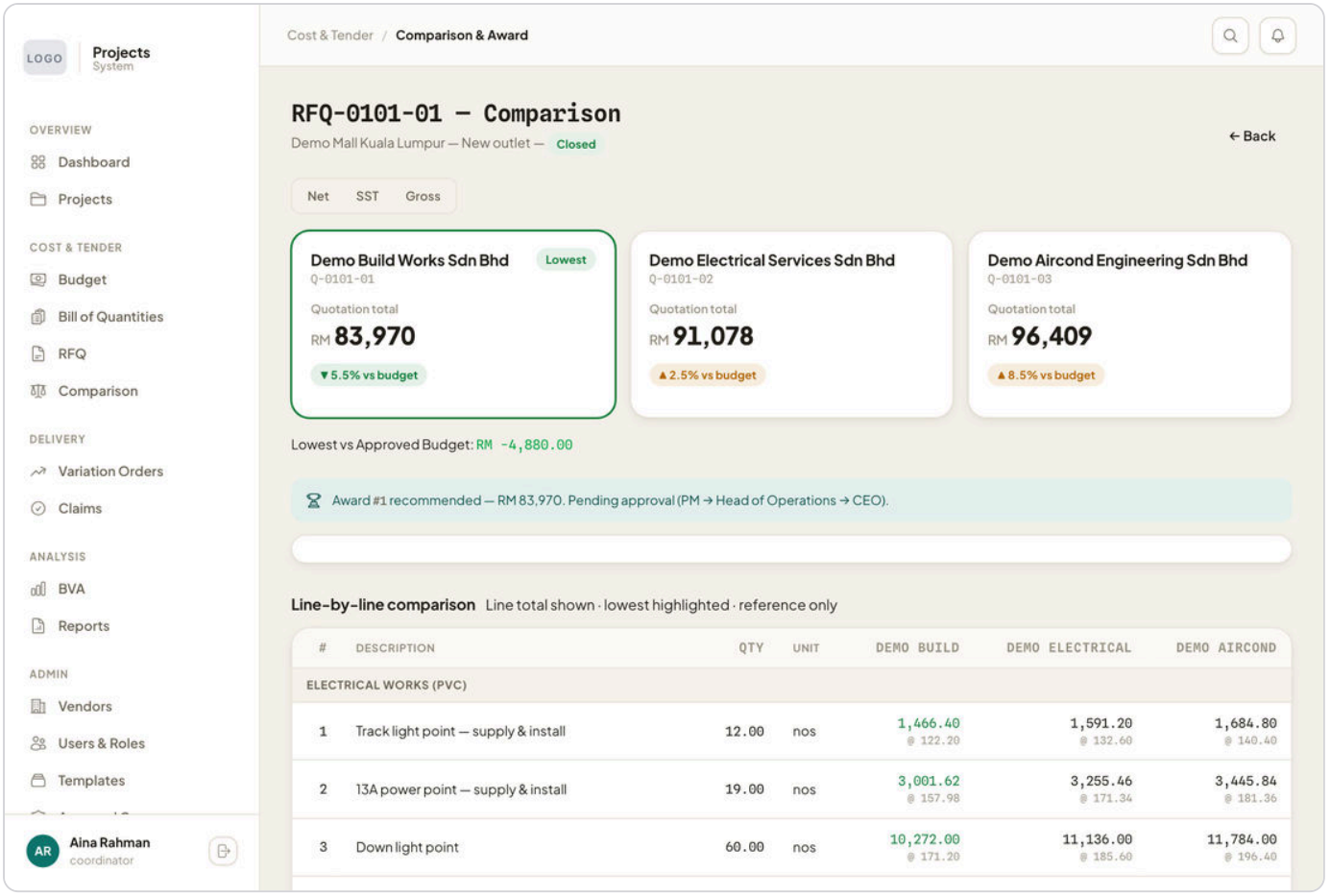
PROJECT MANAGEMENT

Compare quotes and award the work

For: Coordinators and project managers

1. Open **Comparison**. Requests with at least one quote are listed. Press **Compare**.
2. Each vendor has a card with the quote total and how far it is above or below the approved budget. The lowest is marked **Lowest**. Switch between **Net**, **SST** and **Gross** to see the totals with or without tax.
3. Scroll down to **Line-by-line comparison** to see each vendor's price for every item. The lowest price on each line is highlighted.





Award the contract

1. Press the card of the vendor you choose.
2. Check each vendor's extra items, then press **I have reviewed MISC items — Proceed**. A vendor who lists required extras separately can look dearer than one who leaves them out and charges them later.
3. Type the **Justification**, for example why you did not pick the lowest quote.
4. Press **Recommend & submit for approval**.

The whole quote goes to the chosen vendor, and the award goes through its approval chain. Once approved, the contract value counts as committed, and the vendor can start claiming payments.

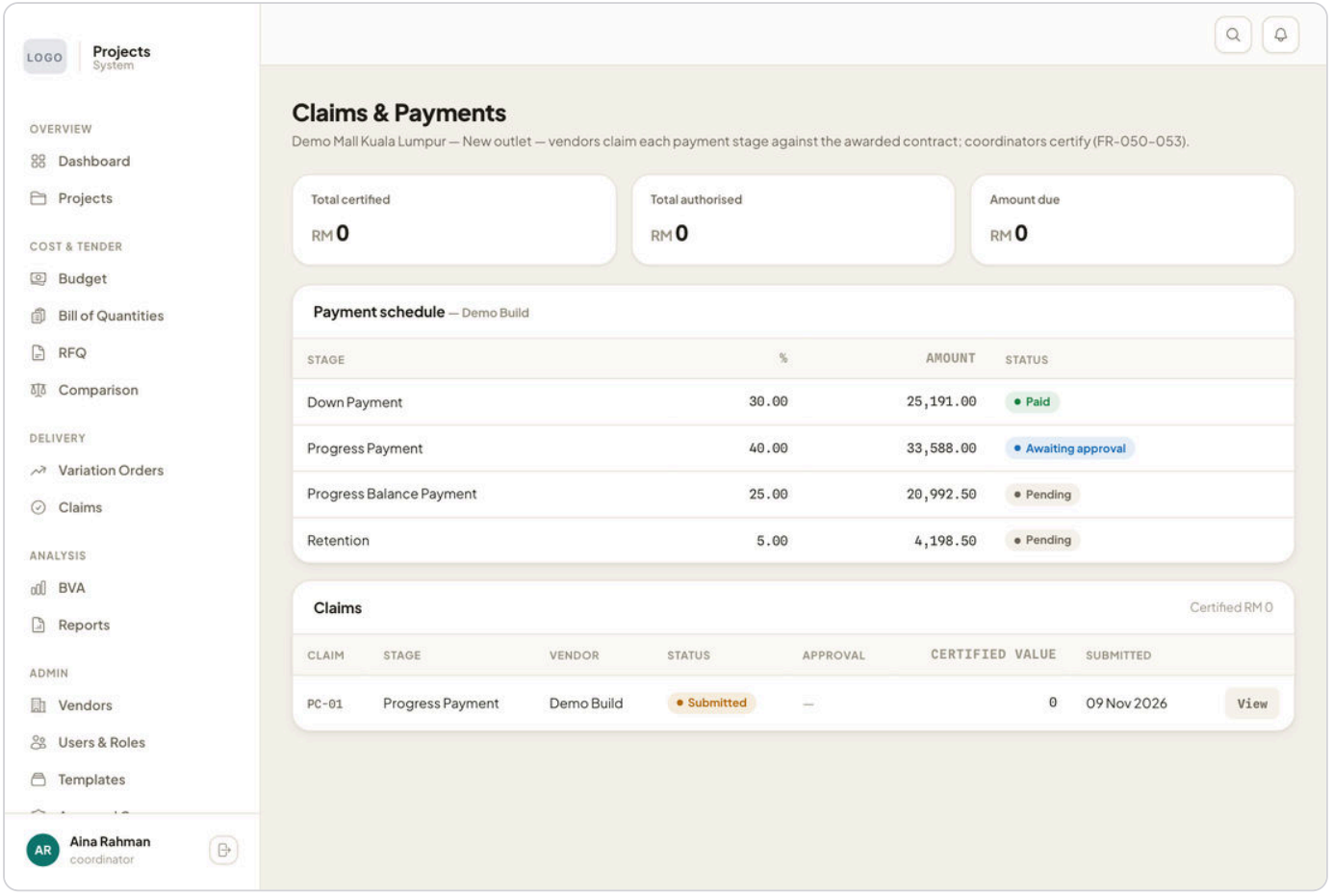
PROJECT MANAGEMENT

Check and certify a claim

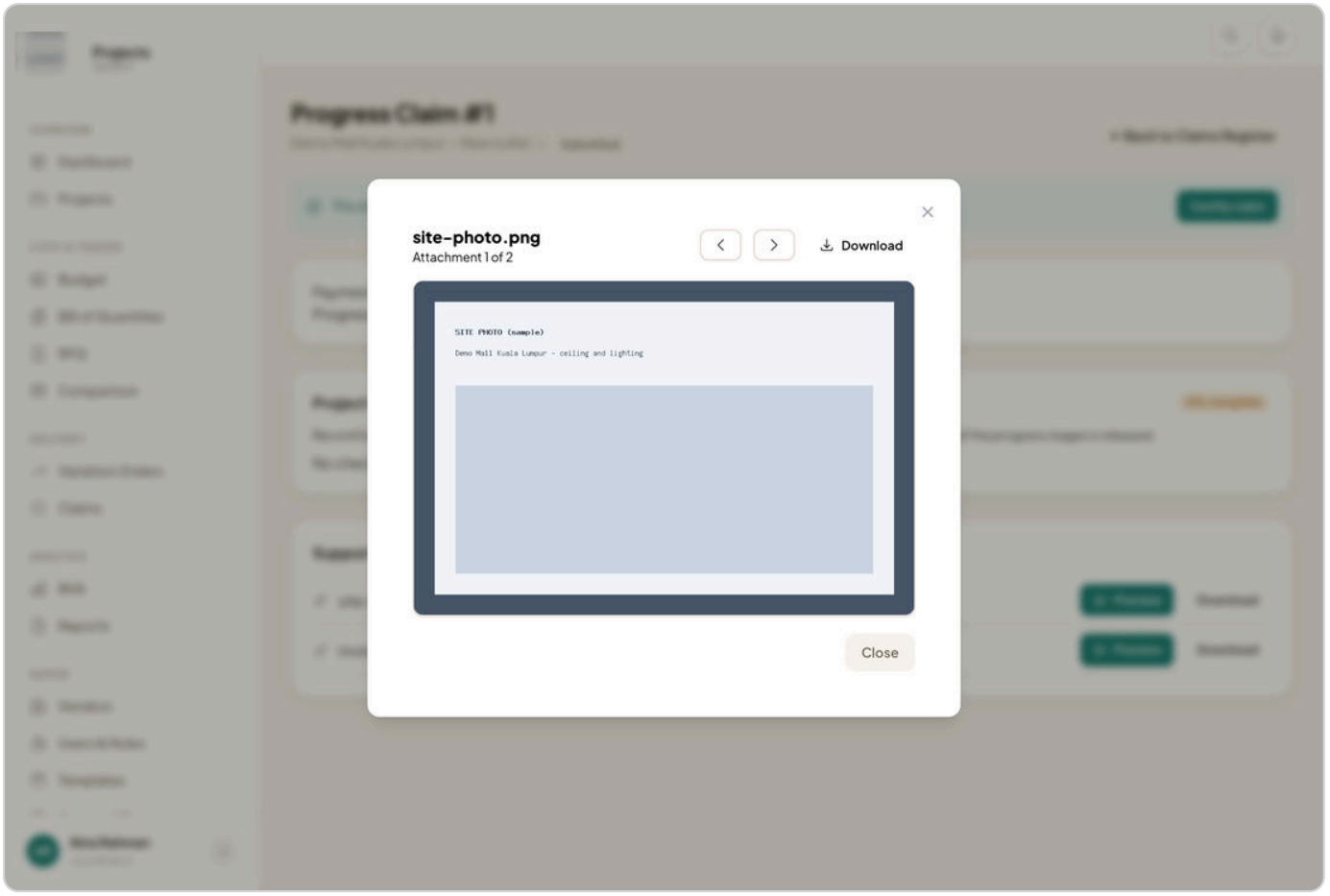
For: Coordinators

Vendors are paid in stages, for example a down payment, progress payments, the balance and the retention. The vendor claims each stage on their own screens, with photos and invoices attached. You check the claim and certify it before it goes for approval.

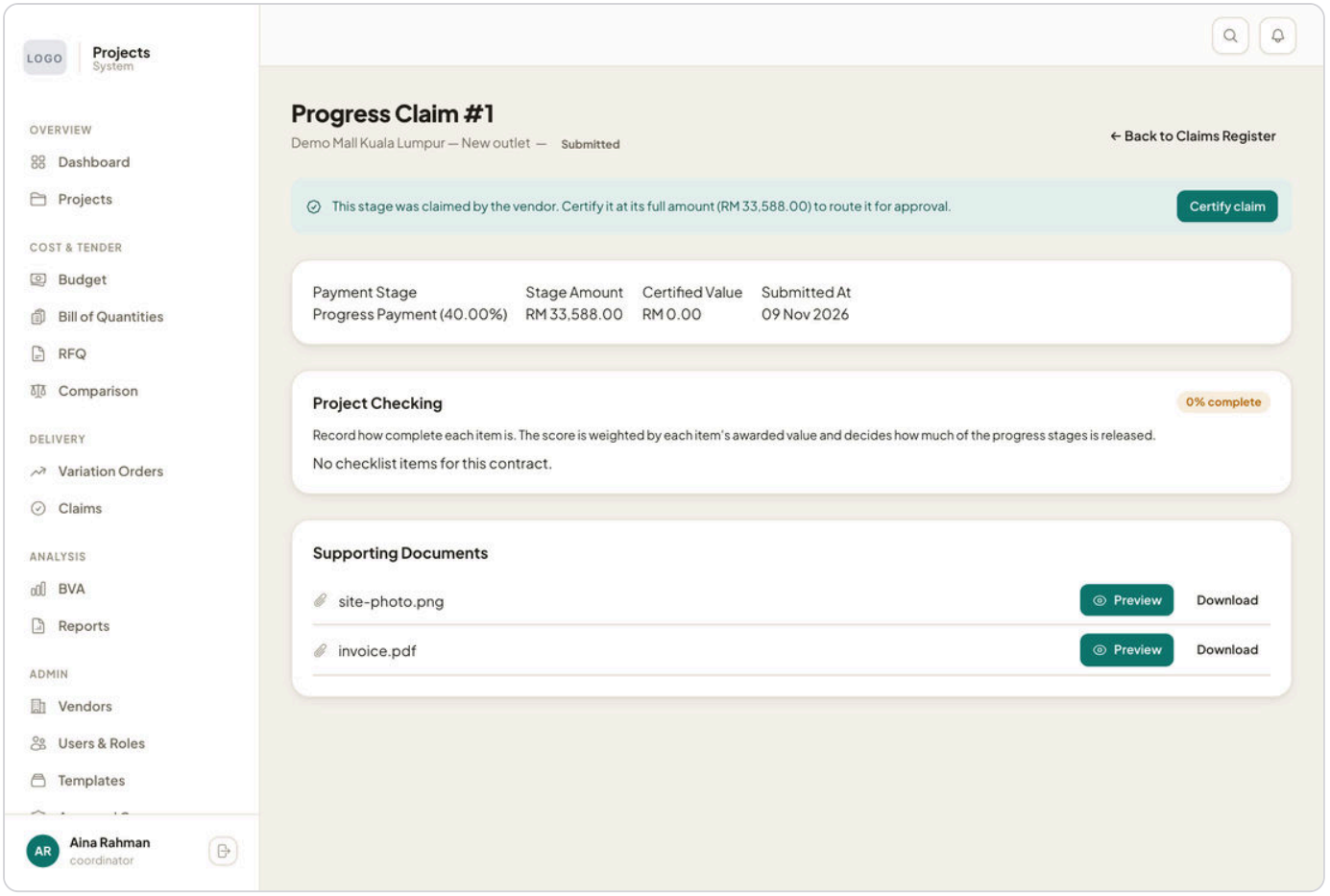
1. Open **Claims** and press **Open Register** on the project.
2. **Payment schedule** shows every stage with its amount and status. Below it, **Claims** lists what the vendor has claimed. Press **View** on a claim.



3. Under **Supporting Documents**, press **Preview** on each file. Pictures and PDFs open on the page; use the arrows to move from one file to the next. Word and Excel files can only be downloaded.



4. If the work is done, press **Certify claim**.
5. Then press **Submit for approval** to send it to the approvers.



Progress stages and project checking

For progress stages, the amount you can certify can depend on **Project Checking**: a list of the contract's items where you record how complete each one is. The page then says how much of the stage it releases. If no work is recorded yet, it asks you to record progress before certifying. If the contract has no checklist, the stage is certified at its full amount.

Stages are paid in order. The vendor cannot claim a stage until the one before it is certified.

PROJECT MANAGEMENT

Handle a variation order

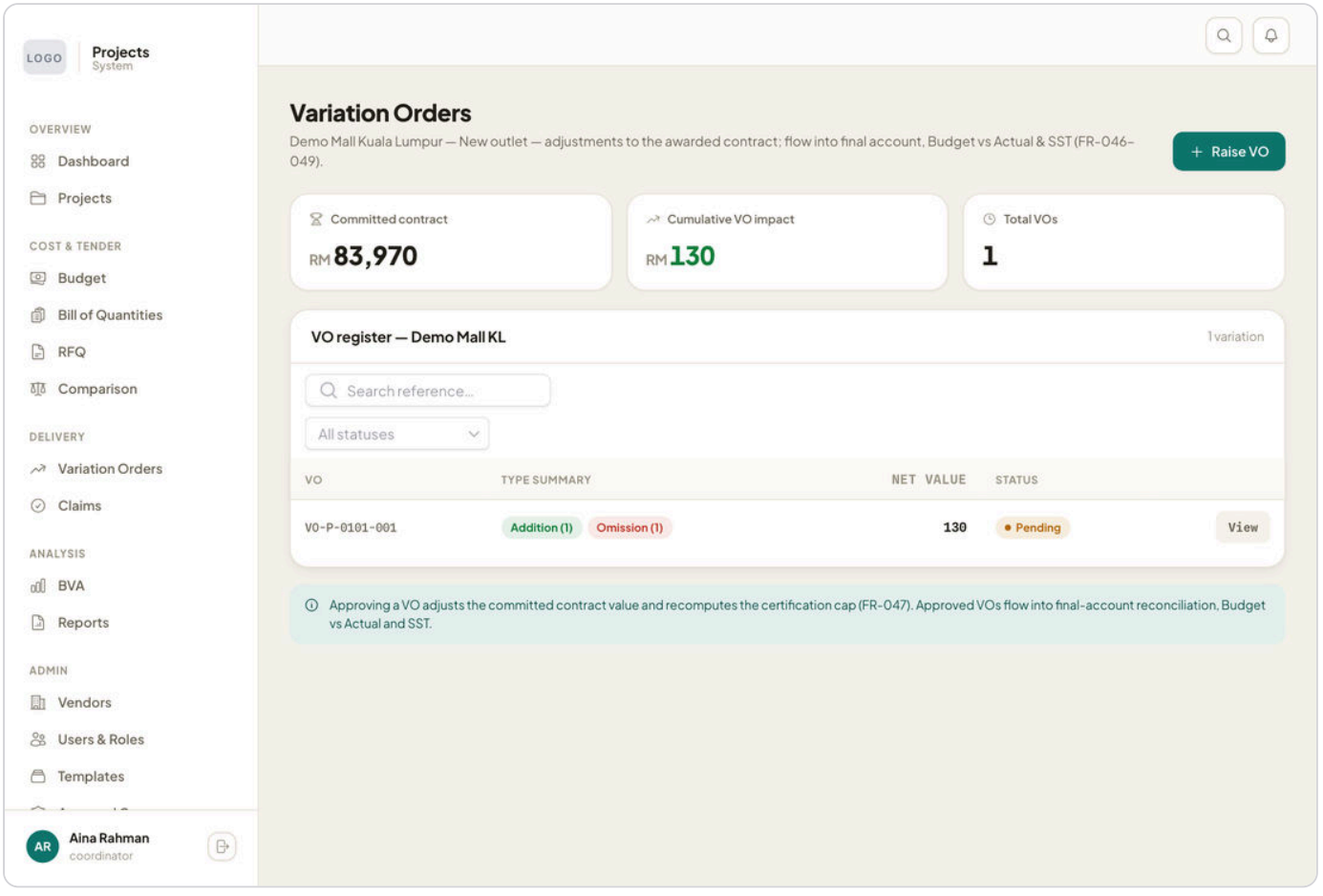
For: Coordinators and approvers

A variation order (VO) records a change to the work after the contract is awarded: extra work (**Addition**), work taken out (**Omission**), a new price for an item, or a new item. It changes the contract value once it is approved.

Raise one

1. Open **Variation Orders** and press **Open Register** on the project.
2. Press **Raise VO**.
3. Fill in one line for each change: the type, a description, the unit, quantity, rate and reason. Press **+ Add Line** for the next one.
4. Press **Submit Variation Order**. The reference number is given on submission, and the VO goes to its approval chain.

Vendors can also ask for a change from their own screens. Their request appears in the same register for you to review.



The boxes at the top show the **Committed contract**, the **Cumulative VO impact** and the number of VOs. Press **View** on a VO to see its lines and approve it.

If a VO is more than 10% of the contract sum, its page shows a warning that it needs approval from the top of the company. The warning does not stop it.

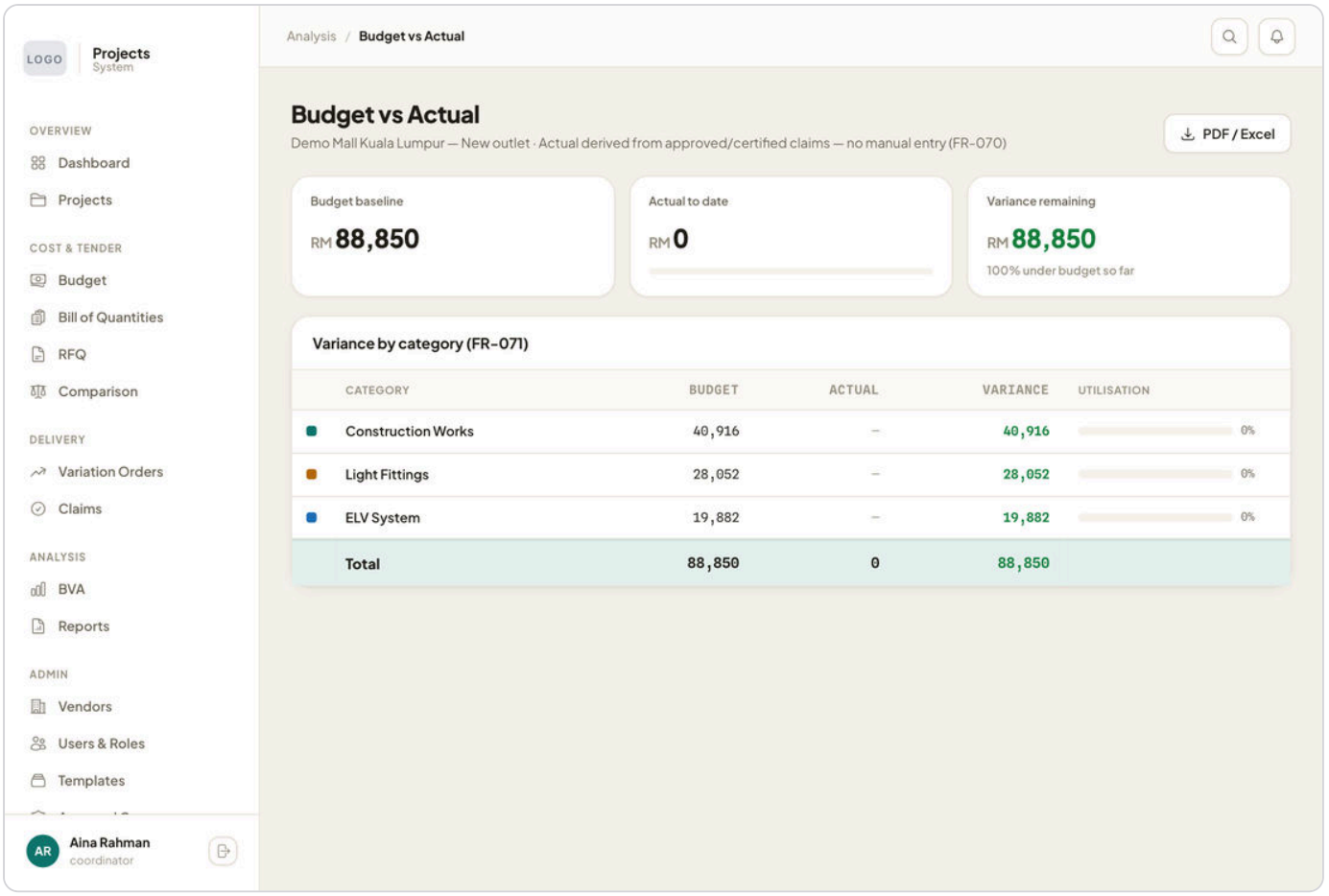
PROJECT MANAGEMENT

Follow costs, reports and retention

For: Managers and finance

Budget against actual spend

Open **BVA**, then pick a project. For each cost category you see the budget, the actual spend so far, what is left, and how much of the budget is used. The actual spend comes from approved and certified claims; nobody types it in. **PDF / Excel** downloads the report.

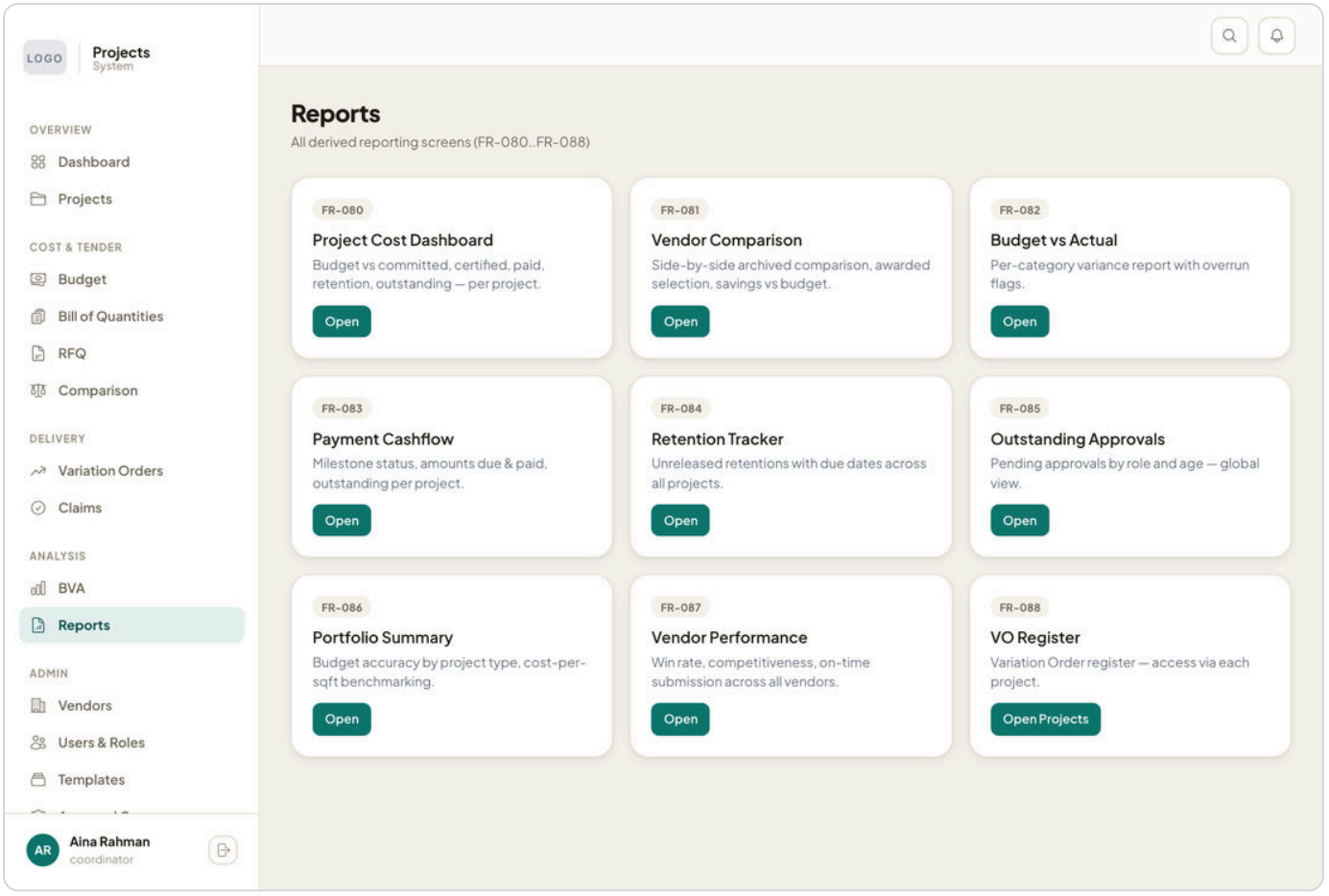


Reports

Reports holds every report in one place. Press **Open** on the one you need:

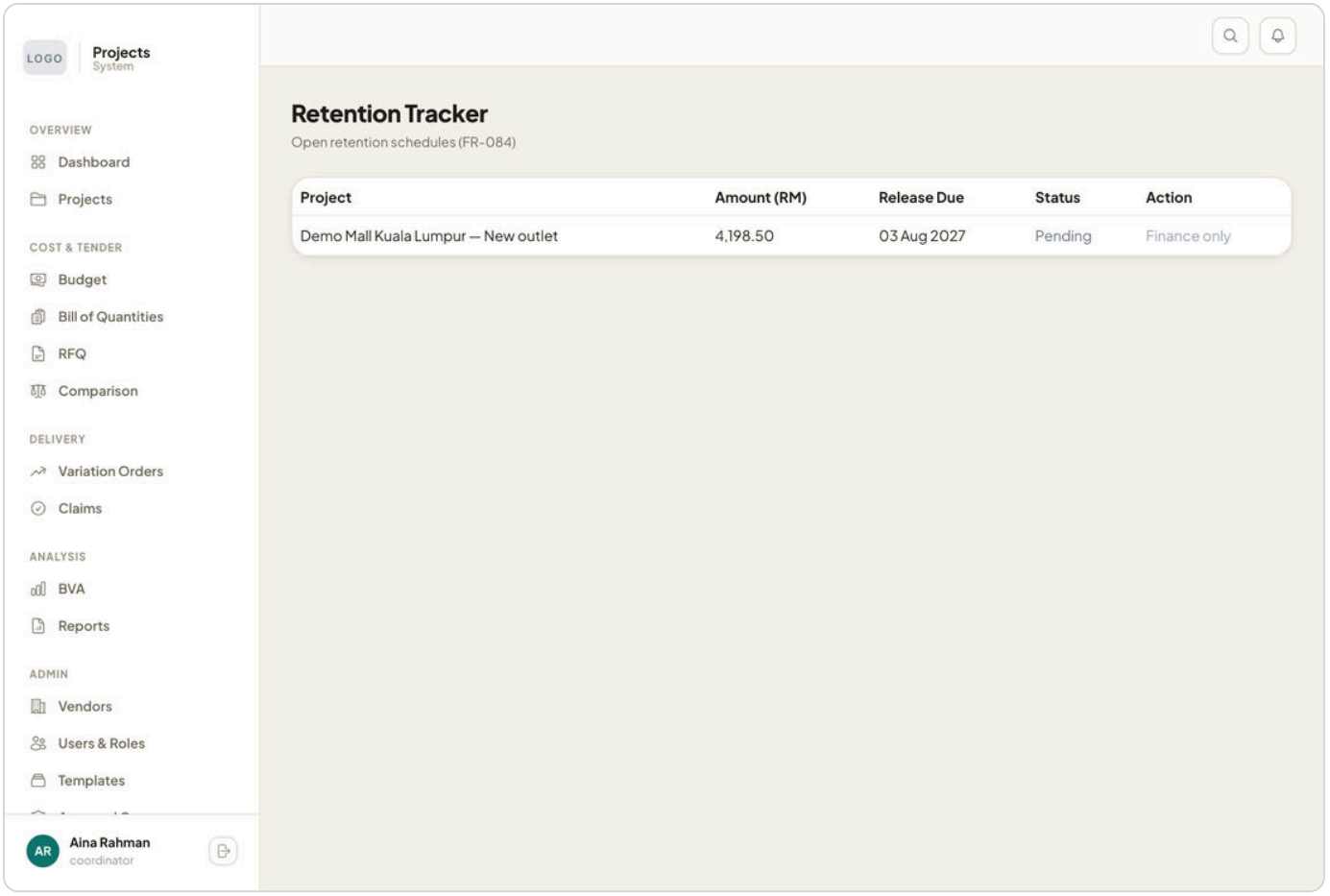
- **Project Cost Dashboard**: budget, committed, certified, paid and retention for each project.
- **Vendor Comparison**: past comparisons and what was saved against the budget.
- **Budget vs Actual**: the report above.
- **Payment Cashflow**: each payment stage, what is due and what is paid.

- **Retention Tracker**: money held back and when it is due.
- **Outstanding Approvals**: everything waiting for approval, by role and age.
- **Portfolio Summary**: how accurate budgets were, and cost per square foot by project type.
- **Vendor Performance**: each vendor's win rate and how often they quote on time.
- **VO Register**: opened from each project.



Retention

Retention is the part of a contract held back until some months after the outlet opens. **Retention Tracker** lists each amount with its release date. When the date comes, a user with the **Finance** role presses **Release**. Everyone else sees **Finance only** in that column.

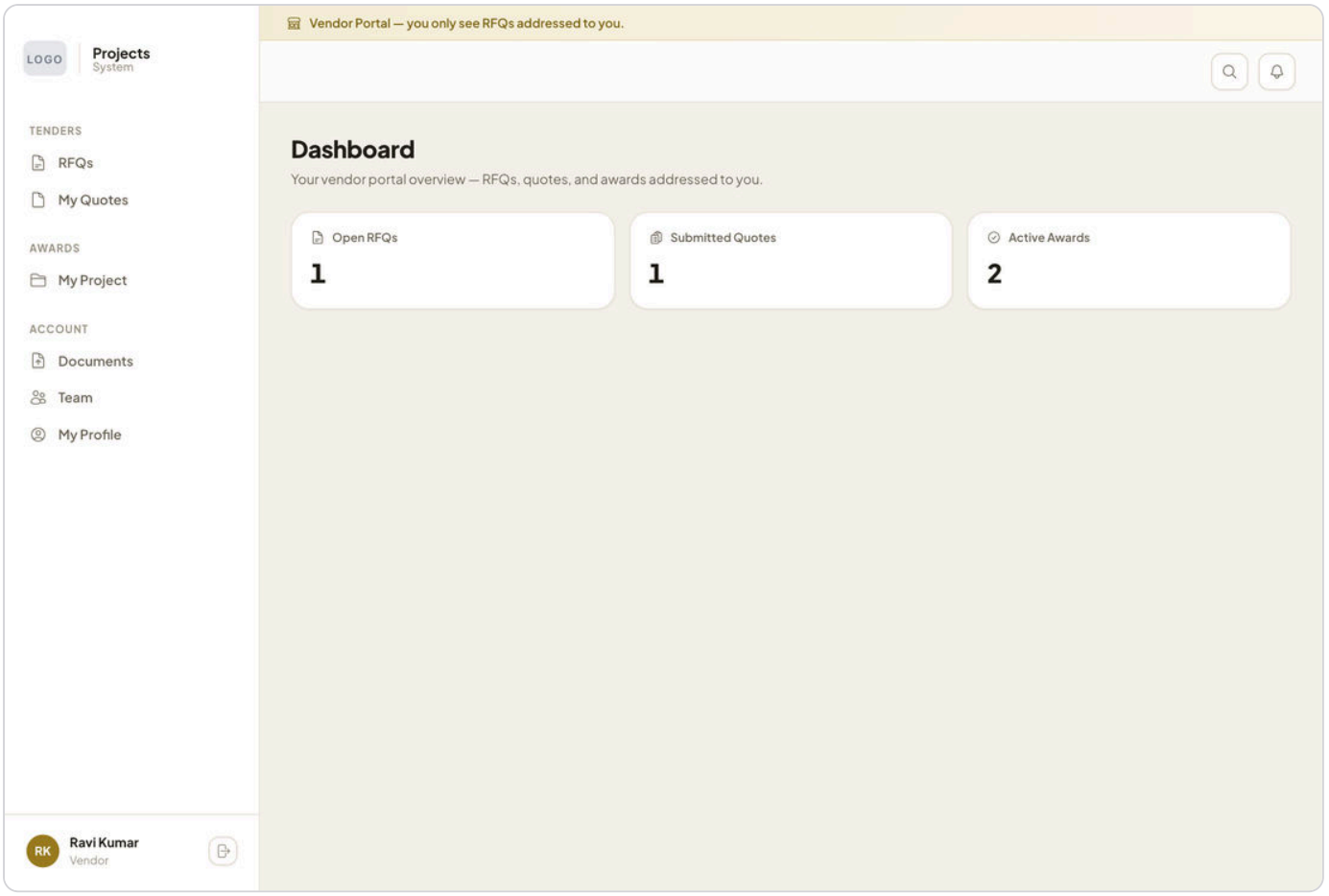

LOGO
Projects
System
OVERVIEW
Dashboard
Projects
COST & TENDER
Budget
Bill of Quantities
RFQ
Comparison
DELIVERY
Variation Orders
Claims
ANALYSIS
BVA
Reports
ADMIN
Vendors
Users & Roles
Templates
AR
Aina Rahman
coordinator
Retention Tracker
Open retention schedules (FR-084)
Project
Amount (RM)
Release Due
Status
Action
Demo Mall Kuala Lumpur — New outlet
4,198.50
03 Aug 2027
Pending
Finance only

Quote for work

For: Vendors

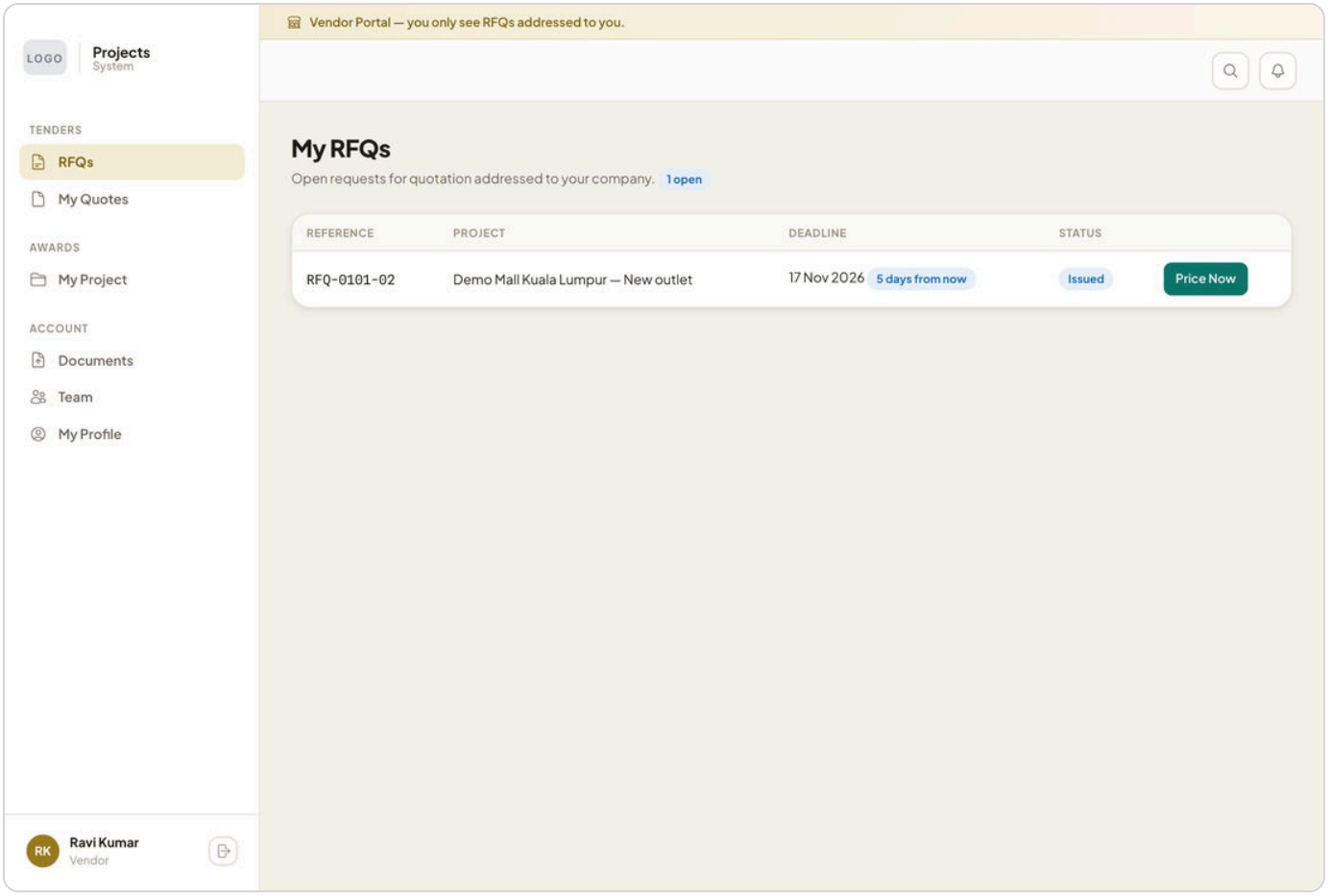
Your company's screens show only the requests addressed to you. The menu has three parts: **Tenders** (**RFQs** and **My Quotes**), **Awards** (**My Project**) and **Account** (**Documents**, **Team** and **My Profile**).

The **Dashboard** counts your **Open RFQs**, **Submitted Quotes** and **Active Awards**.

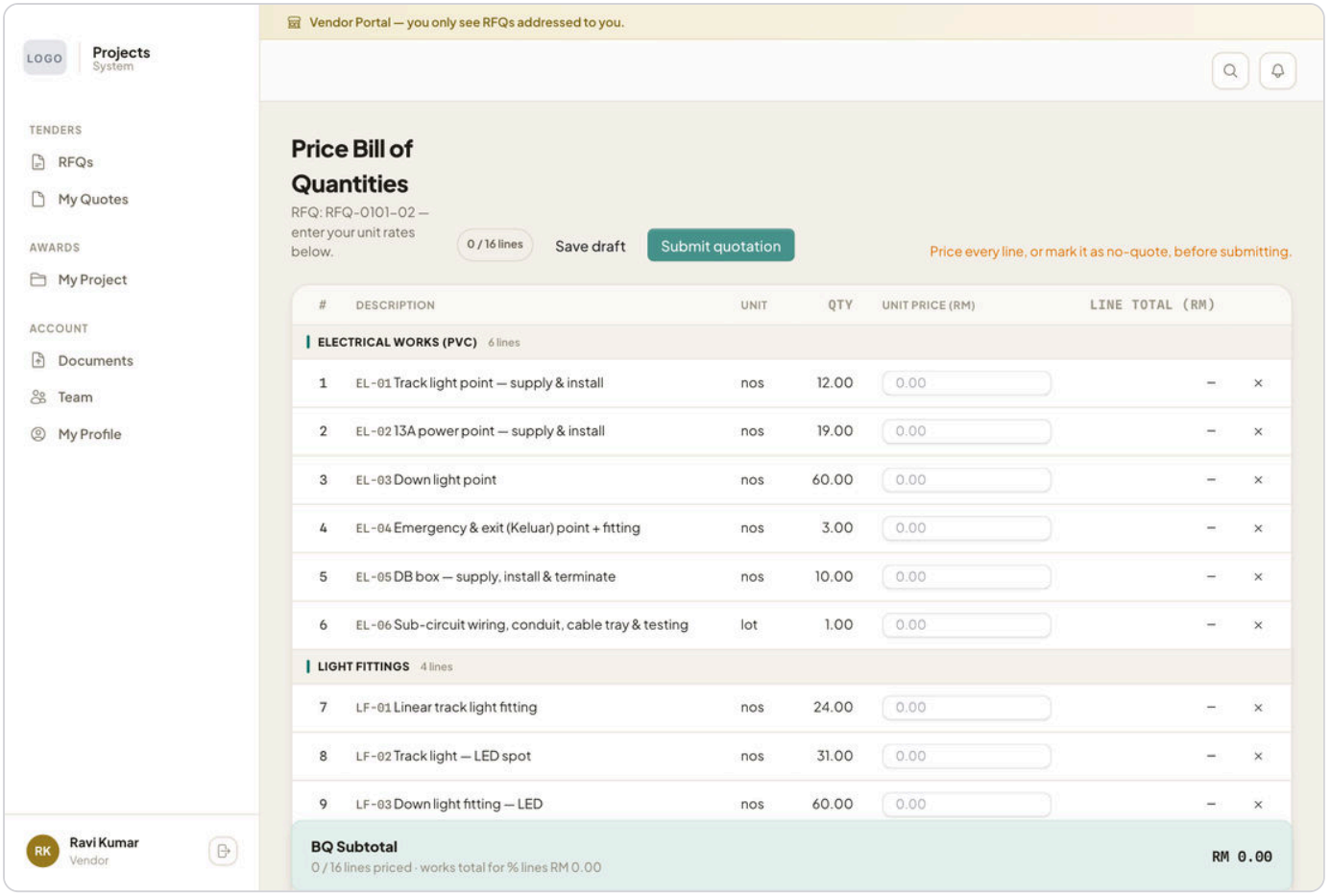


Price a request

1. Open **RFQs**. Each request shows the project, the deadline and how many days are left.
2. Press **Price Now**.



3. Type your **UNIT PRICE (RM)** for each line. The line total and the subtotal at the bottom update as you type.
4. If you do not want to price a line, mark it as no-quote with the **×** at the end of the line, so the company knows you left it out on purpose.
5. Press **Save draft** to finish later, or **Submit quotation** when every line is priced or marked.

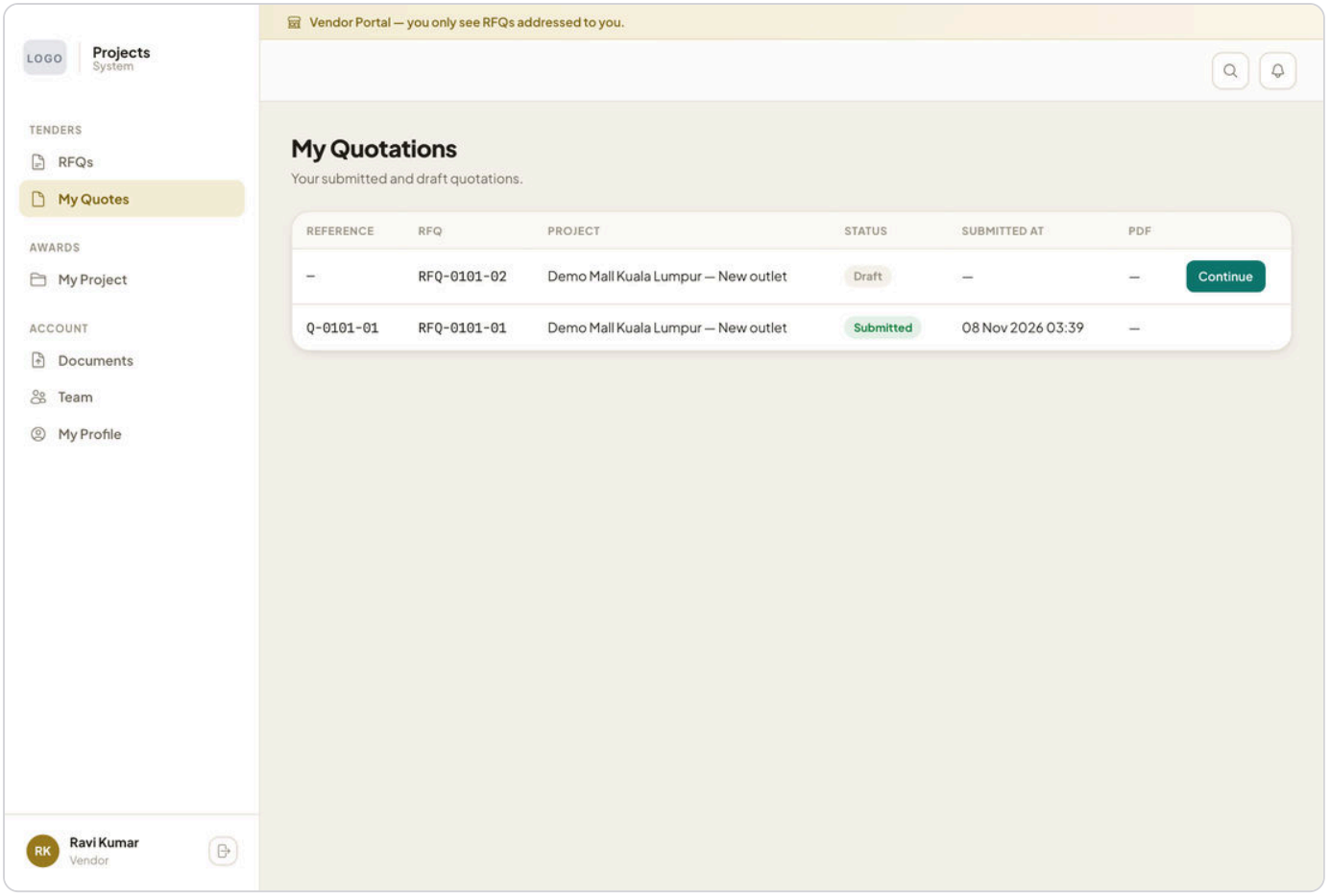


Some lines are a percentage, shown with a badge such as "8% of total amt or maximum 15k". Type the percentage you charge (for example 8). The amount is worked out from your other prices and stops at the maximum.

Submit before the deadline. A late quote may not be considered.

Your quotes

My Quotes lists your quotes with their status. A draft has **Continue** to carry on pricing.

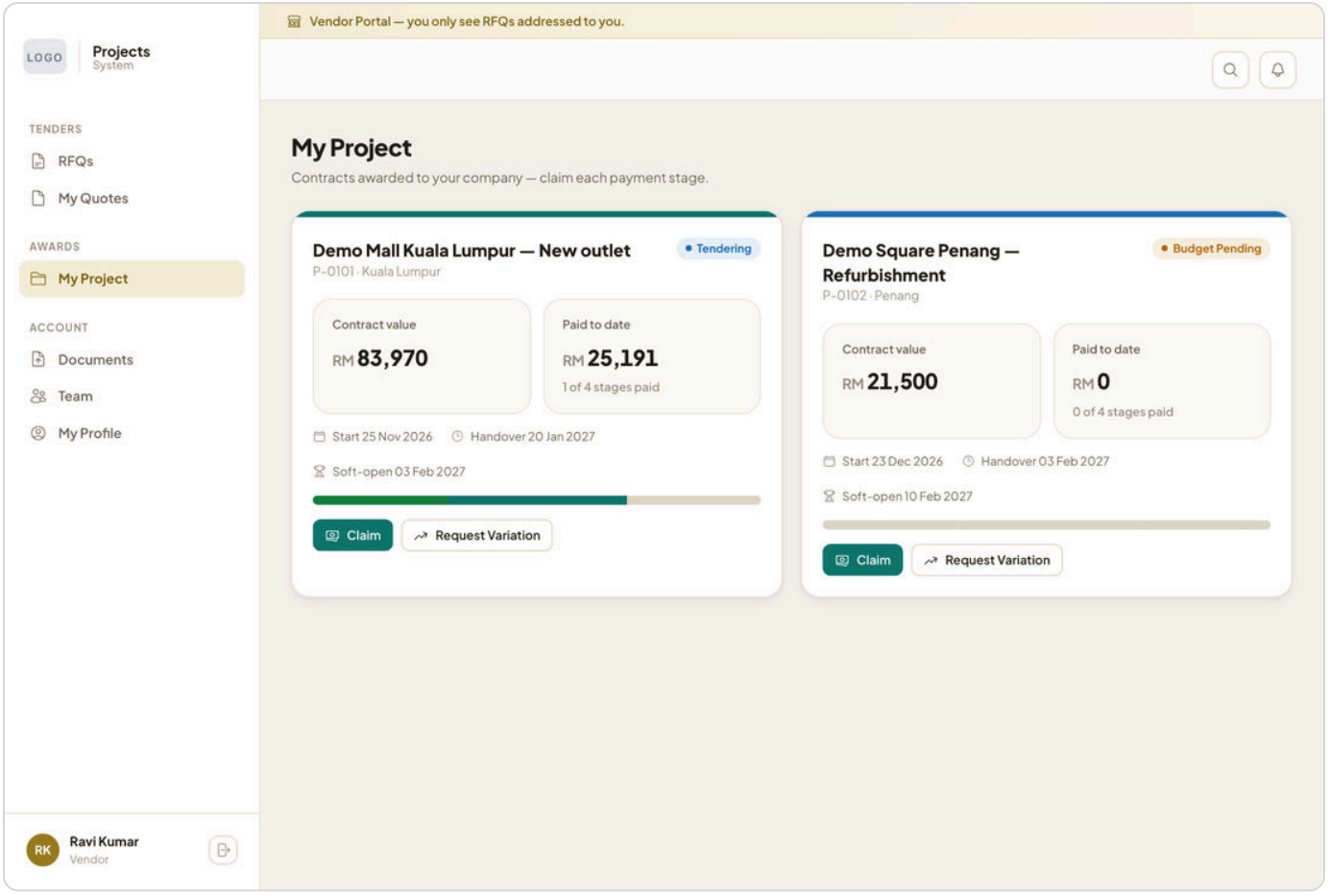

LOGO
Projects
System
TENDERS
RFQs
My Quotes
AWARDS
My Project
ACCOUNT
Documents
Team
My Profile
RK
Ravi Kumar
Vendor
Vendor Portal — you only see RFQs addressed to you.
My Quotations
Your submitted and draft quotations.
REFERENCE
RFQ
PROJECT
STATUS
SUBMITTED AT
PDF
–
RFQ-0101-02
Demo Mall Kuala Lumpur — New outlet
Draft
–
–
Continue
Q-0101-01
RFQ-0101-01
Demo Mall Kuala Lumpur — New outlet
Submitted
08 Nov 2026 03:39
–

Claim a payment

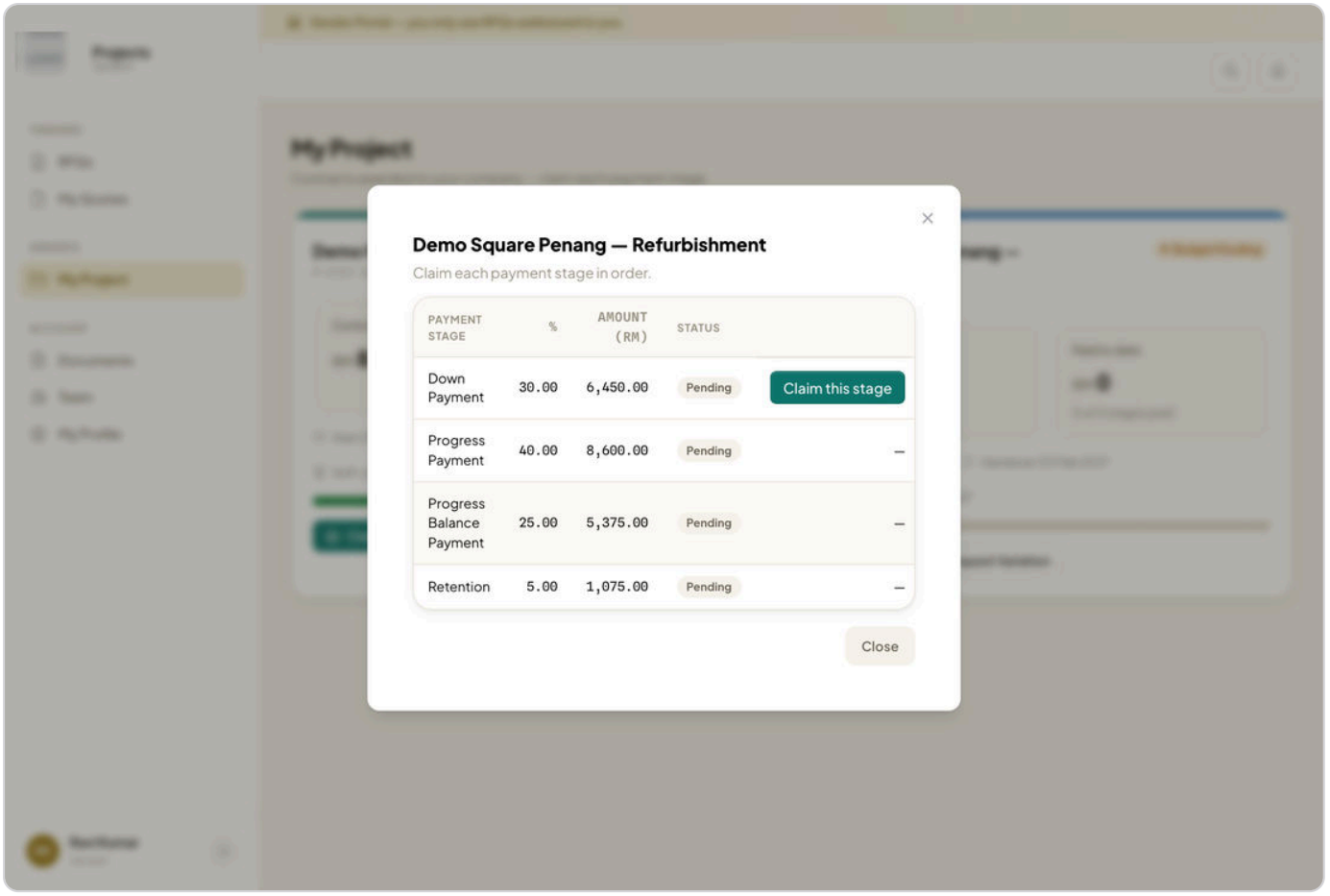
For: Vendors

When you win a contract, you are paid in stages, for example a down payment, progress payments, the balance and the retention (a part held back until some months after the outlet opens).

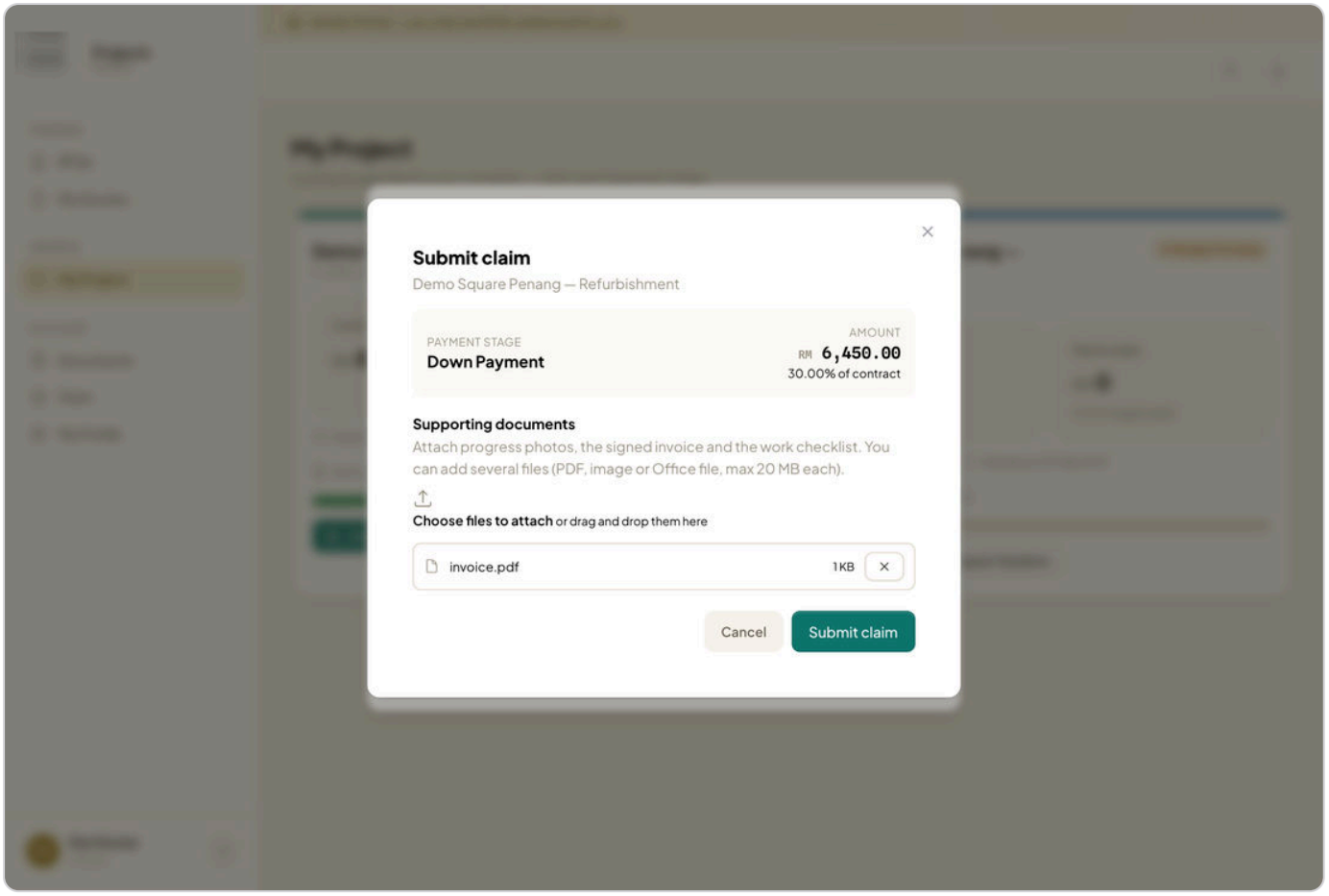
1. Open **My Project**. Each contract shows its **Contract value**, **Paid to date** and how many stages are paid.



2. Press **Claim** on the contract. The list shows every stage with its share of the contract, the amount and the status: **Pending**, **Awaiting approval** or **Paid**.
3. Press **Claim this stage**. Only the next stage you are owed has this button: stages are claimed in order.



4. Under **Supporting documents**, press **Choose files to attach** or drag the files onto it. Attach progress photos, the signed invoice and the work checklist. PDF, picture, Word and Excel files of up to 20 MB each are accepted.
5. Each file appears with its size. Press **×** to remove one added by mistake.
6. Press **Submit claim**. At least one file is needed.



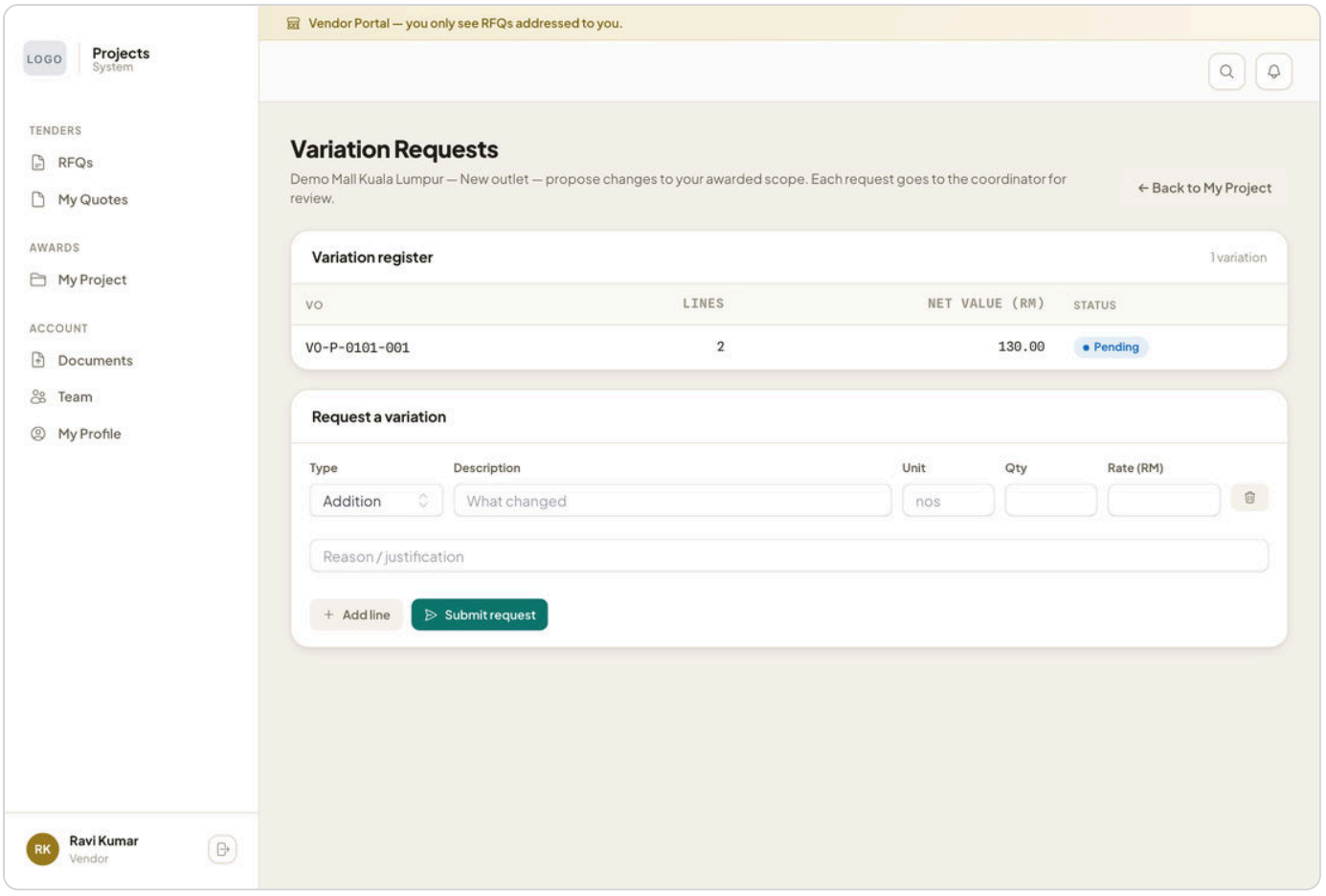
The stage then shows **Awaiting approval** while the company checks the work. Once it is approved and paid, it shows **Paid**, the paid-to-date figure goes up, and the next stage can be claimed.

Ask for a change to the work

For: Vendors

If the work changes after you won the contract, ask for a variation instead of claiming it as extra.

1. Open **My Project** and press **Request Variation** on the contract.
2. Under **Request a variation**, pick the **Type**: **Addition**, **Omission**, **Rate Change** or **New Item**.
3. Fill in the **Description**, **Unit**, **Qty**, **Rate (RM)** and the reason.
4. Press **Add line** for each further change.
5. Press **Submit request**.



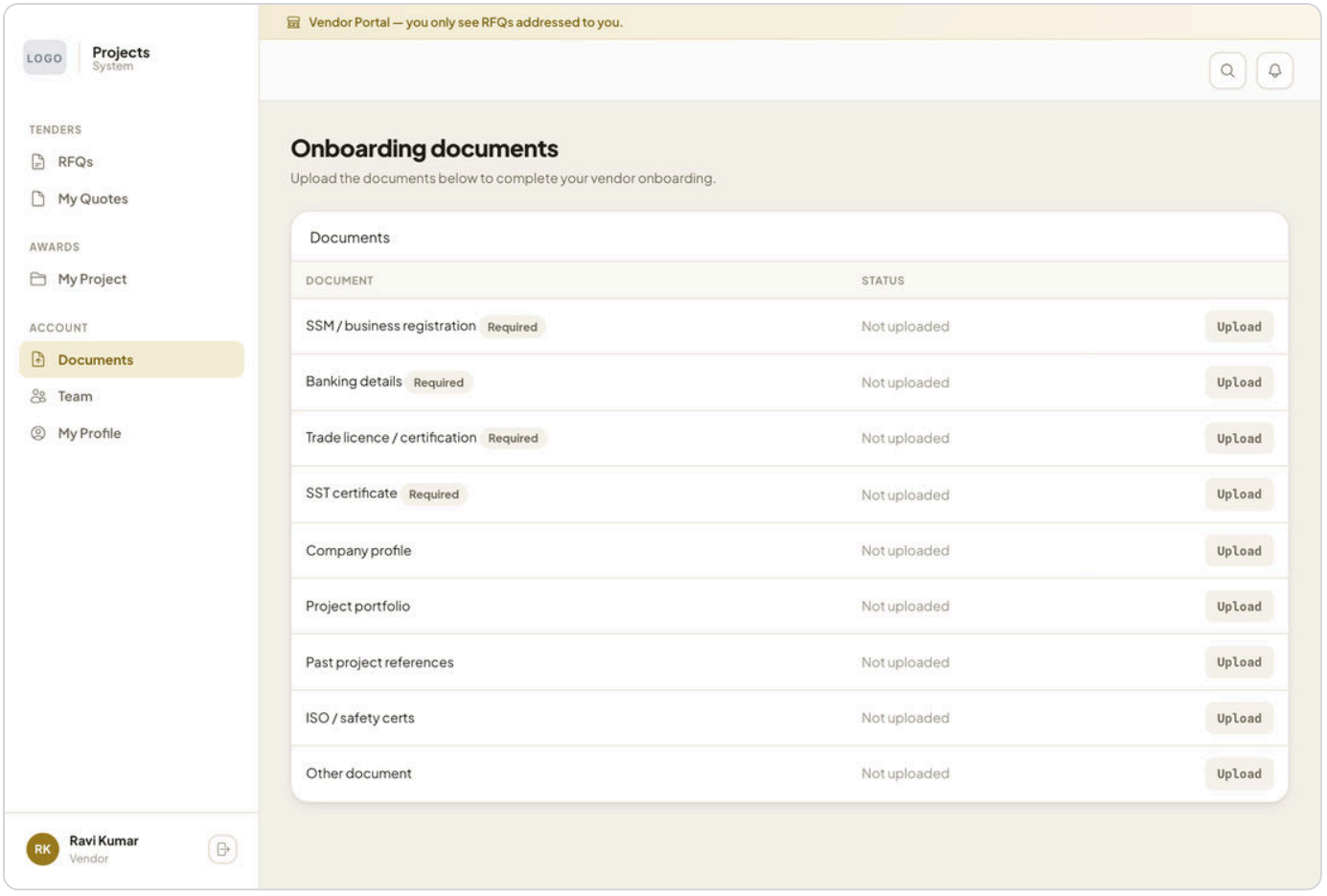
The request goes to the project coordinator. The **Variation register** at the top shows each request and its status.

Keep your company details up to date

For: Vendors

Documents

Open **Documents** to upload the papers the company needs before it can work with you. Items marked **Required** must be uploaded: business registration, banking details, trade licence and SST certificate. Press **Upload** on a row to add the file.

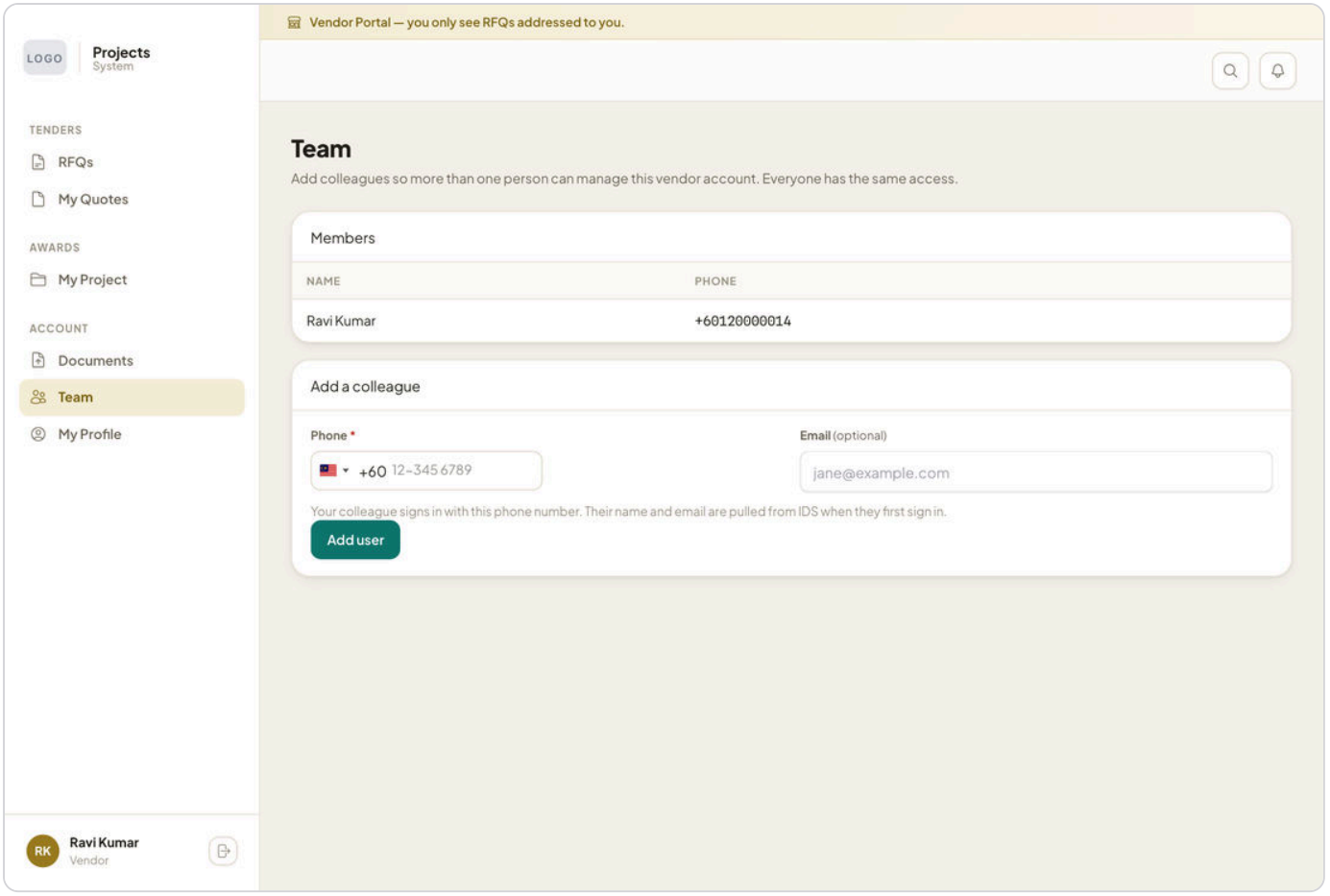


Team

More than one person can use your company's account, and everyone has the same access.

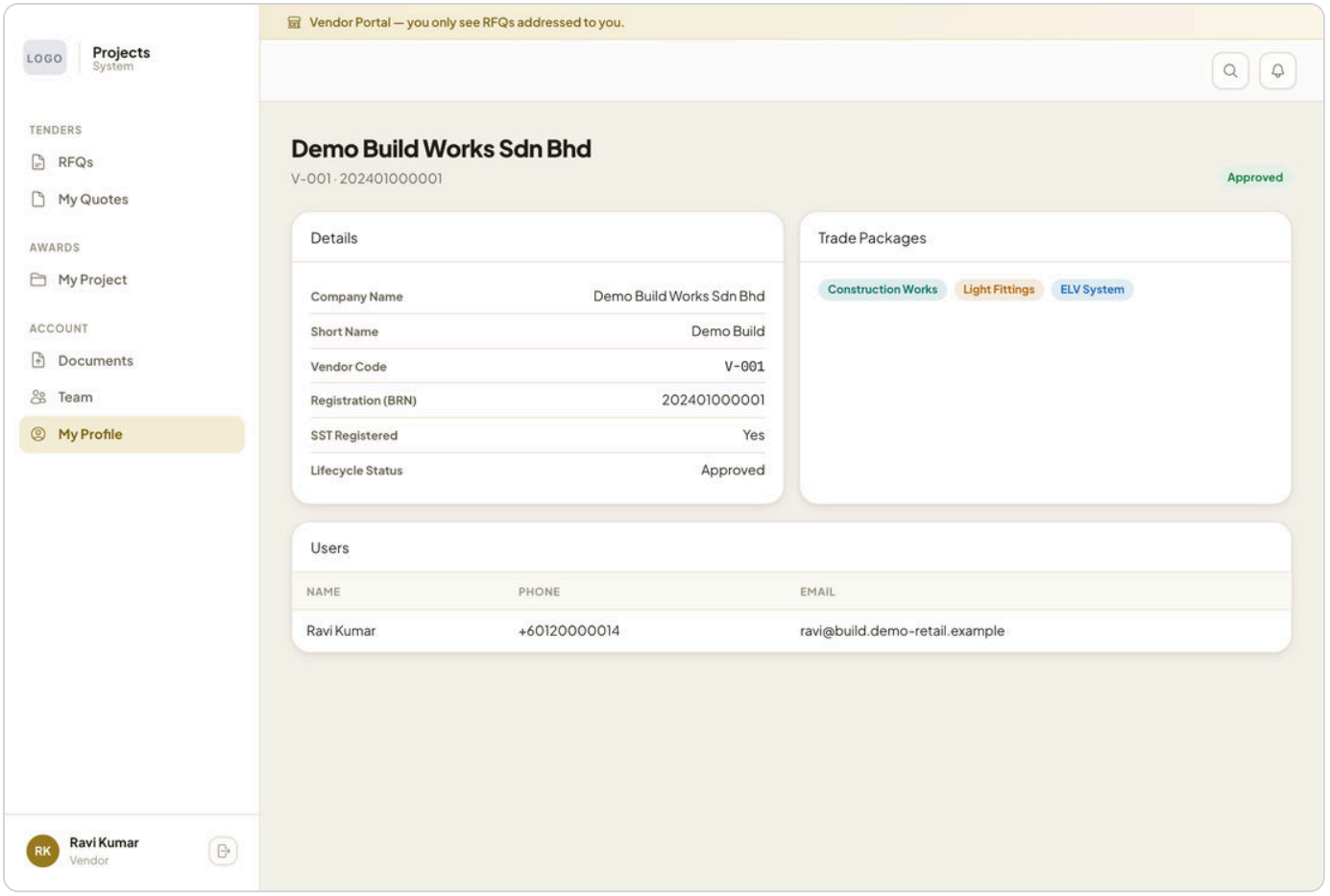
1. Open **Team**.
2. Under **Add a colleague**, type their **Phone** number. Add an **Email** if you like.
3. Press **Add user**.

Your colleague signs in with that phone number. Their name is filled in the first time they sign in. Only add people you trust to send quotes and claims for your company.



My Profile

My Profile shows what the company holds about you: company name, vendor code, registration number, SST registration, status, the **Trade Packages** (kinds of work) you are registered for, and your users. The trade packages decide which requests you can be invited to. If anything is wrong, contact the company; you cannot edit these details yourself.


Vendor Portal — you only see RFQs addressed to you.
LOGO
Projects
System
TENDERS
RFQs
My Quotes
AWARDS
My Project
ACCOUNT
Documents
Team
My Profile
RK
Ravi Kumar
Vendor
Demo Build Works Sdn Bhd
V-001 · 202401000001
Approved
Details
Company Name
Demo Build Works Sdn Bhd
Short Name
Demo Build
Vendor Code
V-001
Registration (BRN)
202401000001
SST Registered
Yes
Lifecycle Status
Approved
Trade Packages
Construction Works
Light Fittings
ELV System
Users
NAME
PHONE
EMAIL
Ravi Kumar
+60120000014
ravi@build.demo-retail.example

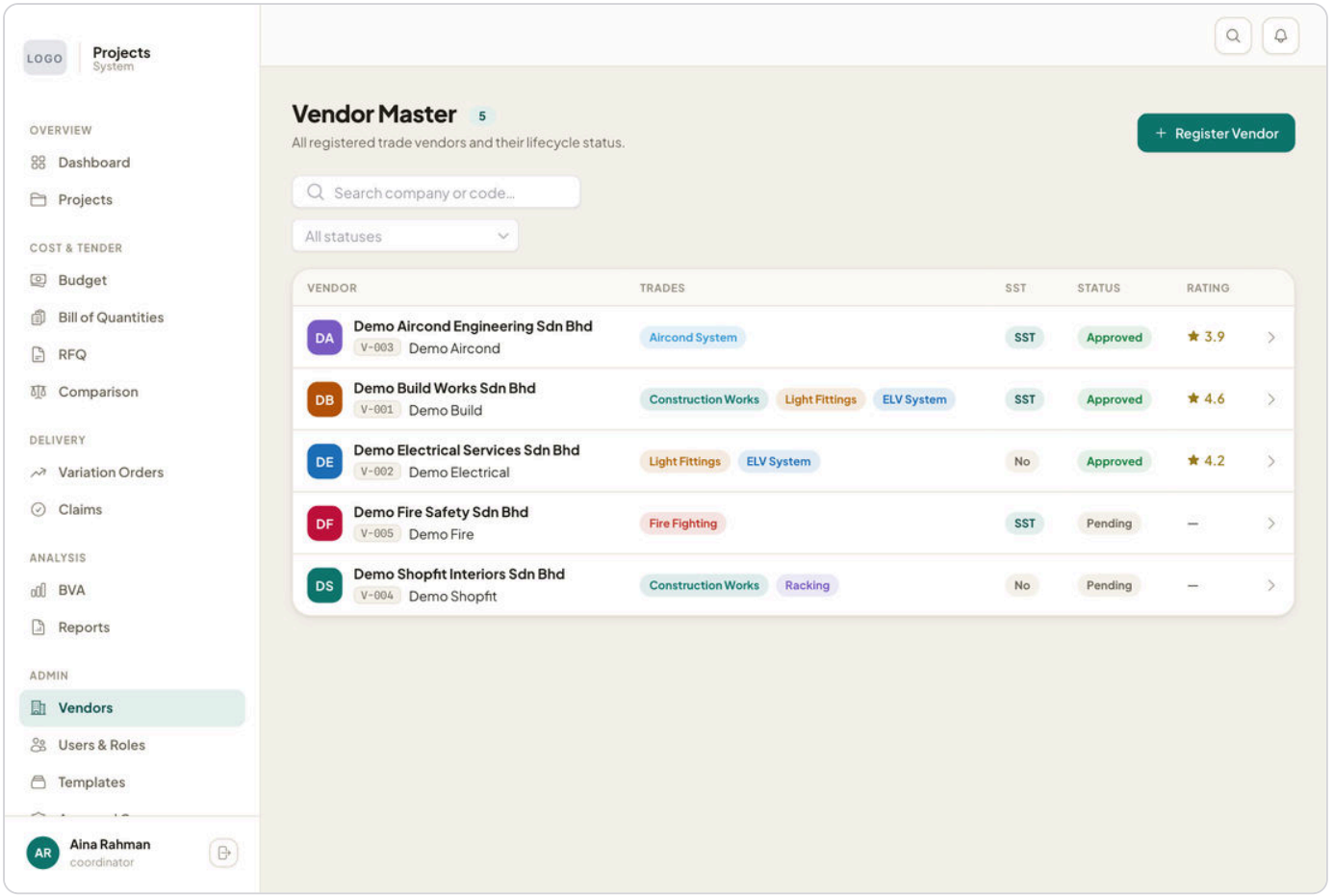
PROJECT MANAGEMENT

Register and approve vendors

For: Administrators

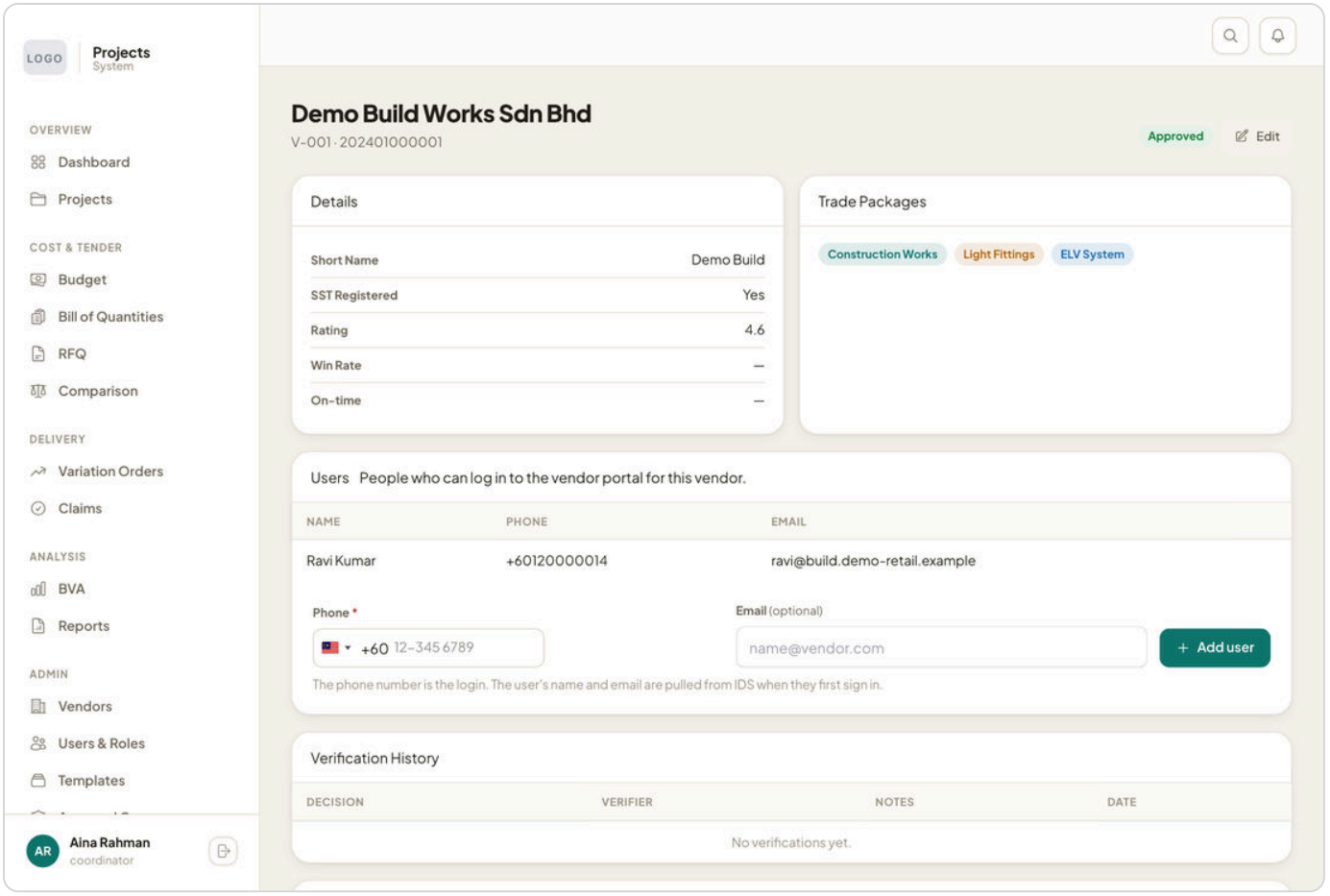
Vendors lists every vendor with the kinds of work they do, whether they are SST-registered, their status and their rating. Only vendors with the status **Approved** can be invited to quote.

1. Press **Register Vendor** to add a new one.
2. Press a vendor's row to open it.



On a vendor's page:

- **Users** lists who can sign in for that vendor. Type a **Phone** number and press **Add user** to add one.
- **Documents** shows the papers the vendor has uploaded.
- At the bottom, review the documents, then press **Approve & activate**, **Request more info** or **Reject registration**.
- **Edit** at the top right changes the vendor's details.


LOGO
Projects
System
OVERVIEW
Dashboard
Projects
COST & TENDER
Budget
Bill of Quantities
RFQ
Comparison
DELIVERY
Variation Orders
Claims
ANALYSIS
BVA
Reports
ADMIN
Vendors
Users & Roles
Templates
AR
Aina Rahman
coordinator
Demo Build Works Sdn Bhd
V-001 · 202401000001
Approved
Edit
Details
Short Name
Demo Build
SST Registered
Yes
Rating
4.6
Win Rate
—
On-time
—
Trade Packages
Construction Works
Light Fittings
ELV System
Users People who can log in to the vendor portal for this vendor.
NAME
PHONE
EMAIL
Ravi Kumar
+60120000014
ravi@build.demo-retail.example
Phone *
+60 12-345 6789
Email (optional)
name@vendor.com
+ Add user
The phone number is the login. The user's name and email are pulled from IDS when they first sign in.
Verification History
DECISION
VERIFIER
NOTES
DATE
No verifications yet.

PROJECT MANAGEMENT

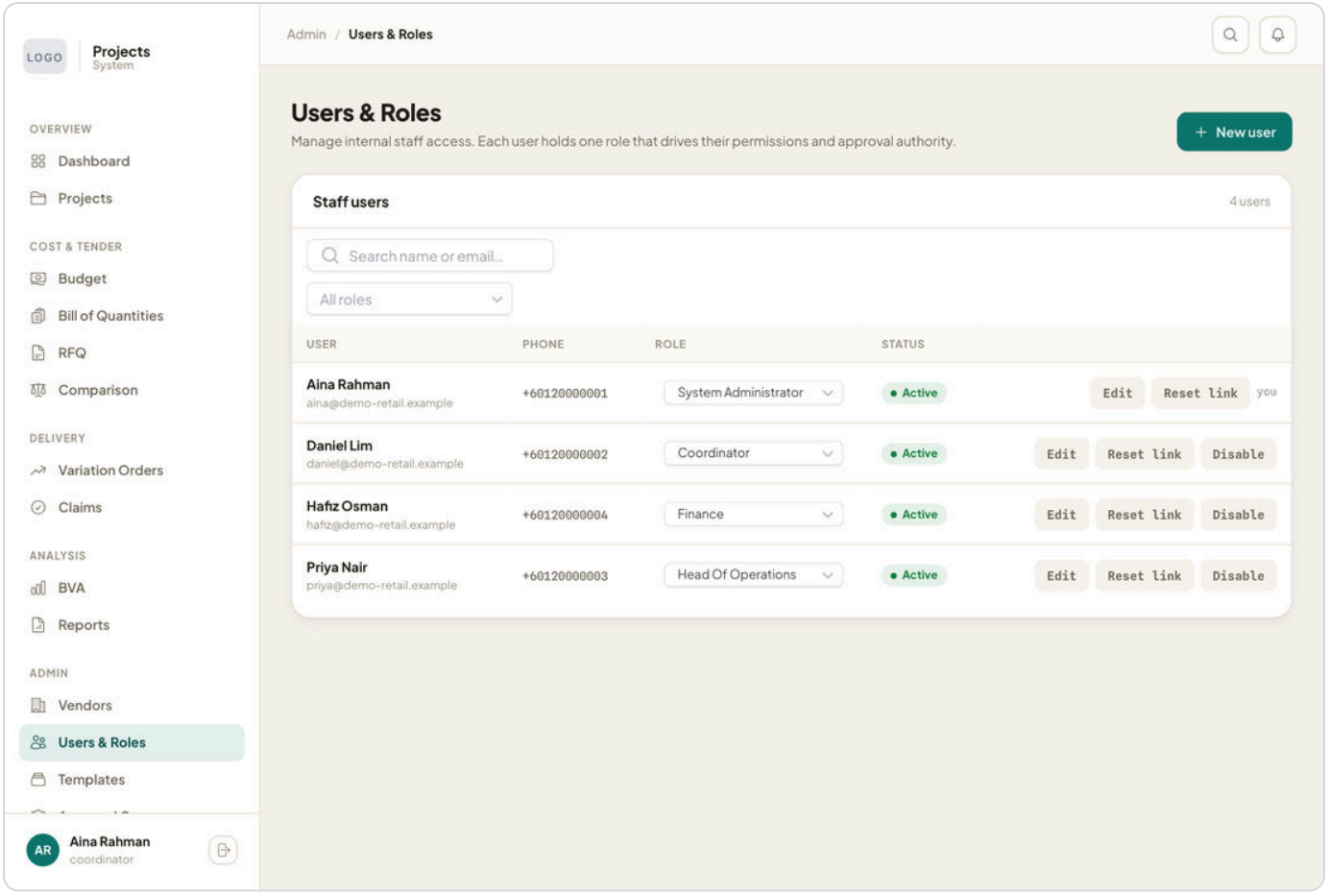
Add staff

For: Administrators

Staff accounts are added by an administrator. Each person holds one role, and the role decides both what they can open and where they can approve.

1. Open **Users & Roles** and press **New user**.
2. Type the person's **Phone** and pick the **Role**.
3. Press **Create user**.

Staff sign in with their phone number. Their name and email are filled in from the company sign-in the first time they sign in.



On each row:

- Change the **Role** straight from the list.
- **Edit** changes the person's details.
- **Reset link** sends a new sign-in link.
- **Disable** stops the person signing in. Your own row says **you** instead; you cannot disable yourself.

Every change made in the module is recorded on the **Audit Log** page: who did it, when, and the values before and after. It is not in the menu; open it by adding `/audit` to the module's web address.

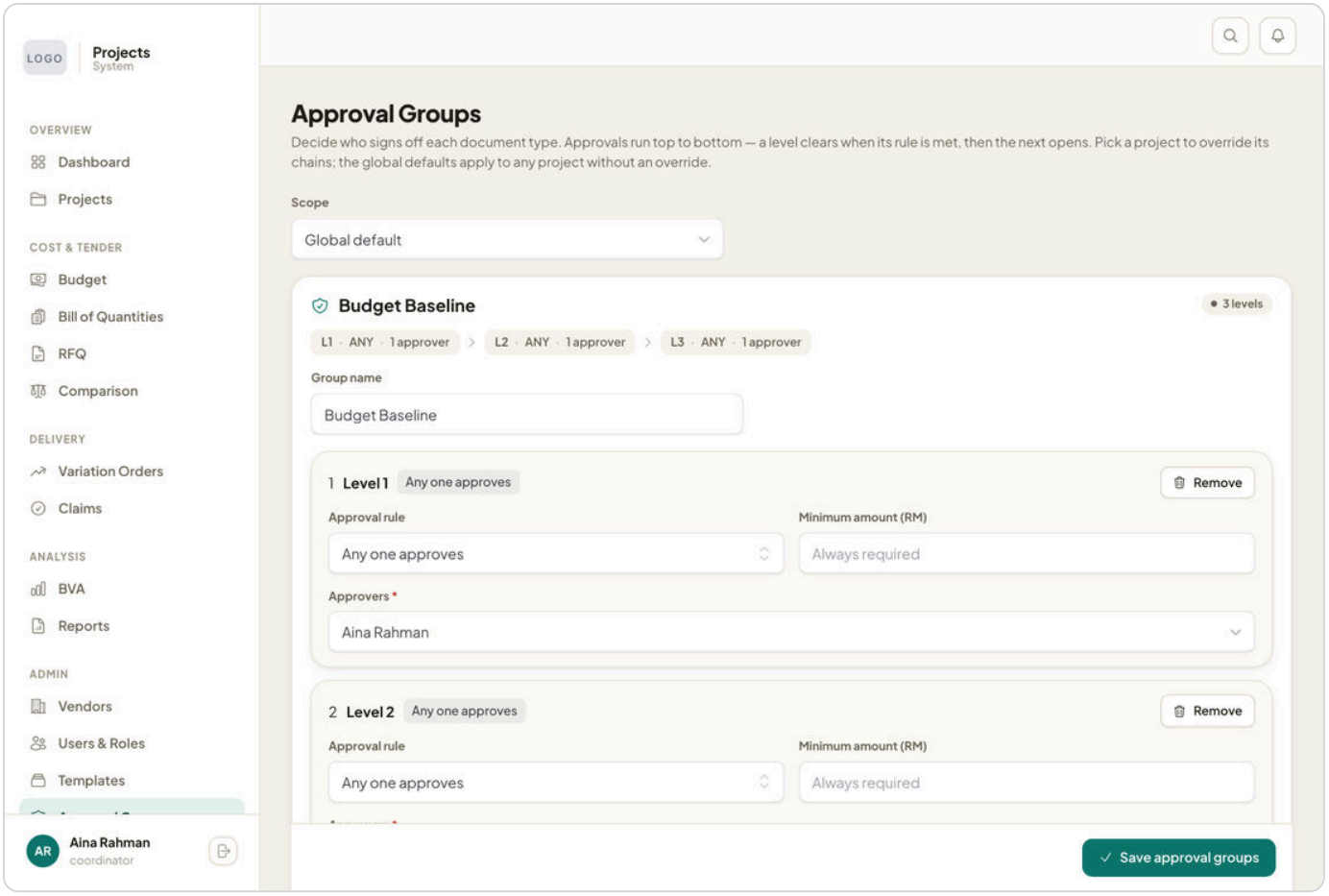
Set who approves each document

For: Administrators

Approval Groups decides who signs off each kind of document: budget, award, variation order, progress claim, final claim, milestone certification, retention release and vendor verification.

1. Keep **Scope** on **Global default** to change the chain used by every project, or pick a project to give it its own chain.
2. For each document, each **Level** has:
    - **Approval rule**: **Any one approves** or **All must approve**.
    - **Minimum amount (RM)**: leave it on **Always required**, or type an amount so the level only applies to documents of that value or more.
    - **Approvers**: the people who can approve at that level.
3. Use **Add level** and **Remove** to change the chain.
4. Press **Save approval groups**.

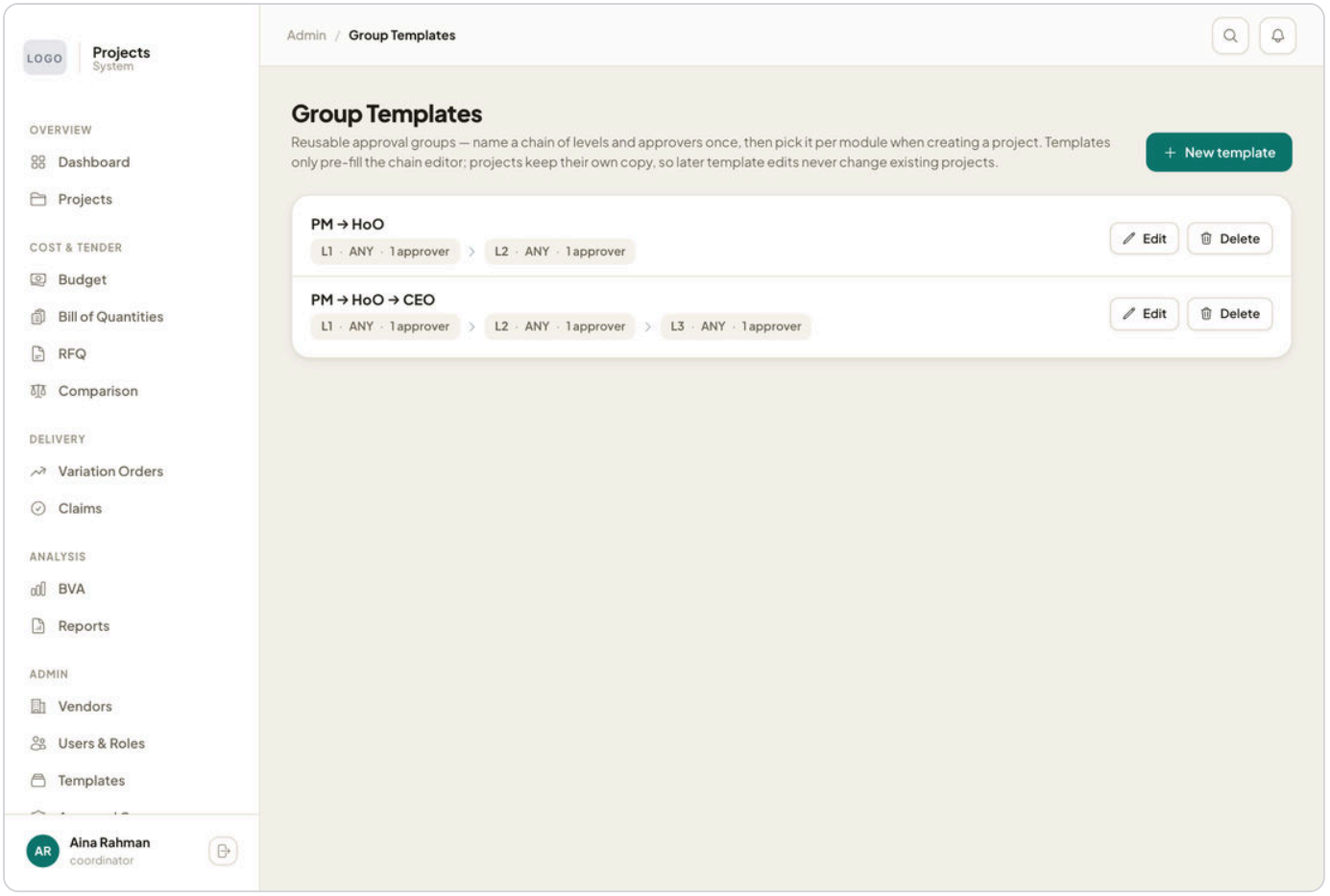
Levels run from top to bottom. A level clears when its rule is met, then the next one opens.



Group templates

Group Templates keeps named chains to reuse, such as "PM → HoO → CEO". They are what **Use group** offers when someone creates a project. Press **New template** to add one, or **Edit** and **Delete**.

A project keeps its own copy of the chain, so changing or deleting a template later never changes an existing project.


LOGO
Projects
System
OVERVIEW
Dashboard
Projects
COST & TENDER
Budget
Bill of Quantities
RFQ
Comparison
DELIVERY
Variation Orders
Claims
ANALYSIS
BVA
Reports
ADMIN
Vendors
Users & Roles
Templates
AR
Aina Rahman
coordinator
Admin / Group Templates
Group Templates
Reusable approval groups — name a chain of levels and approvers once, then pick it per module when creating a project. Templates only pre-fill the chain editor; projects keep their own copy, so later template edits never change existing projects.
+ New template
PM → HoO
L1 · ANY · 1 approver
L2 · ANY · 1 approver
Edit
Delete
PM → HoO → CEO
L1 · ANY · 1 approver
L2 · ANY · 1 approver
L3 · ANY · 1 approver
Edit
Delete

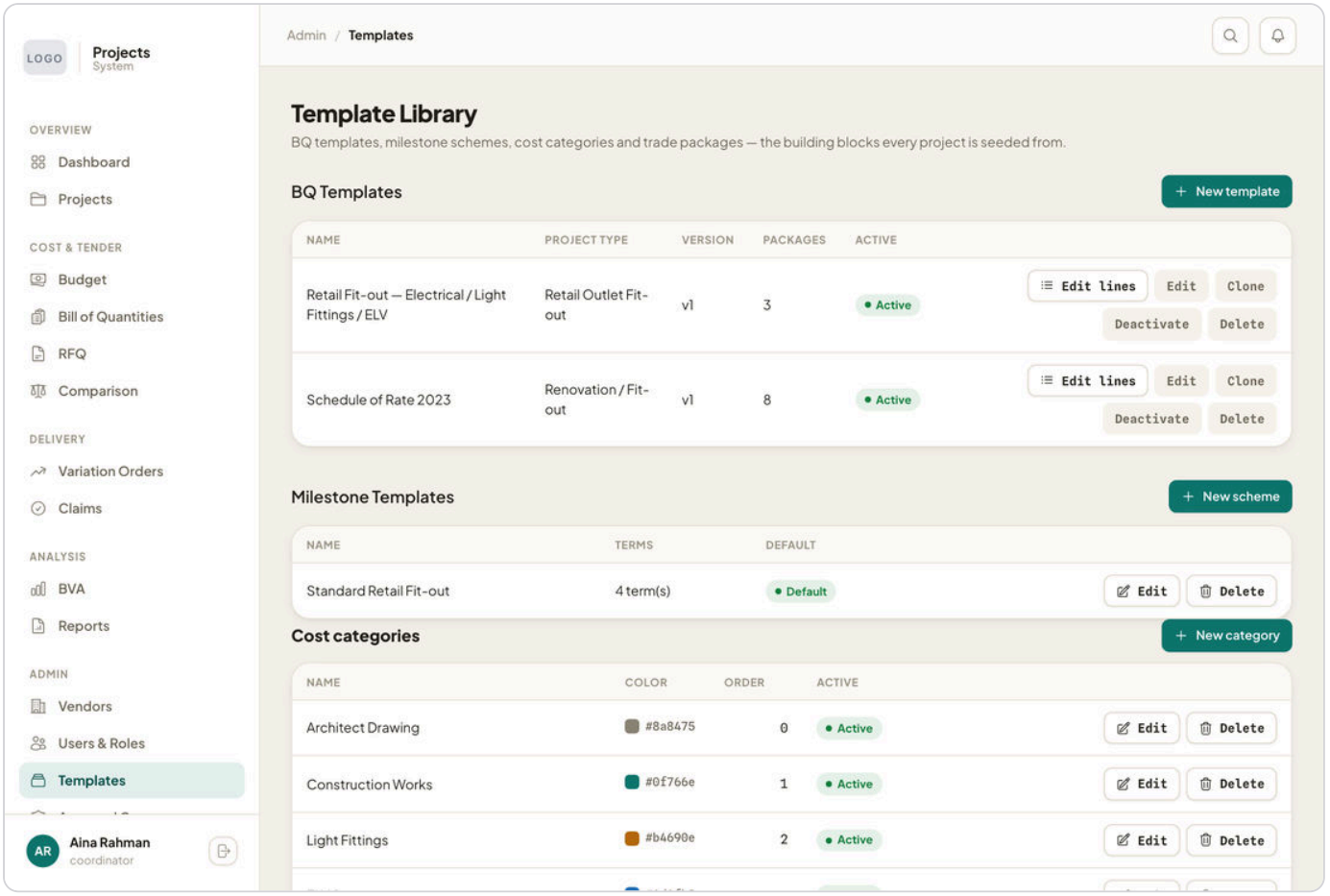
PROJECT MANAGEMENT

Keep the rate templates

For: Administrators

New budgets start from a rate template, so coordinators begin from your company's agreed rates instead of a blank sheet. Open **Templates** to see:

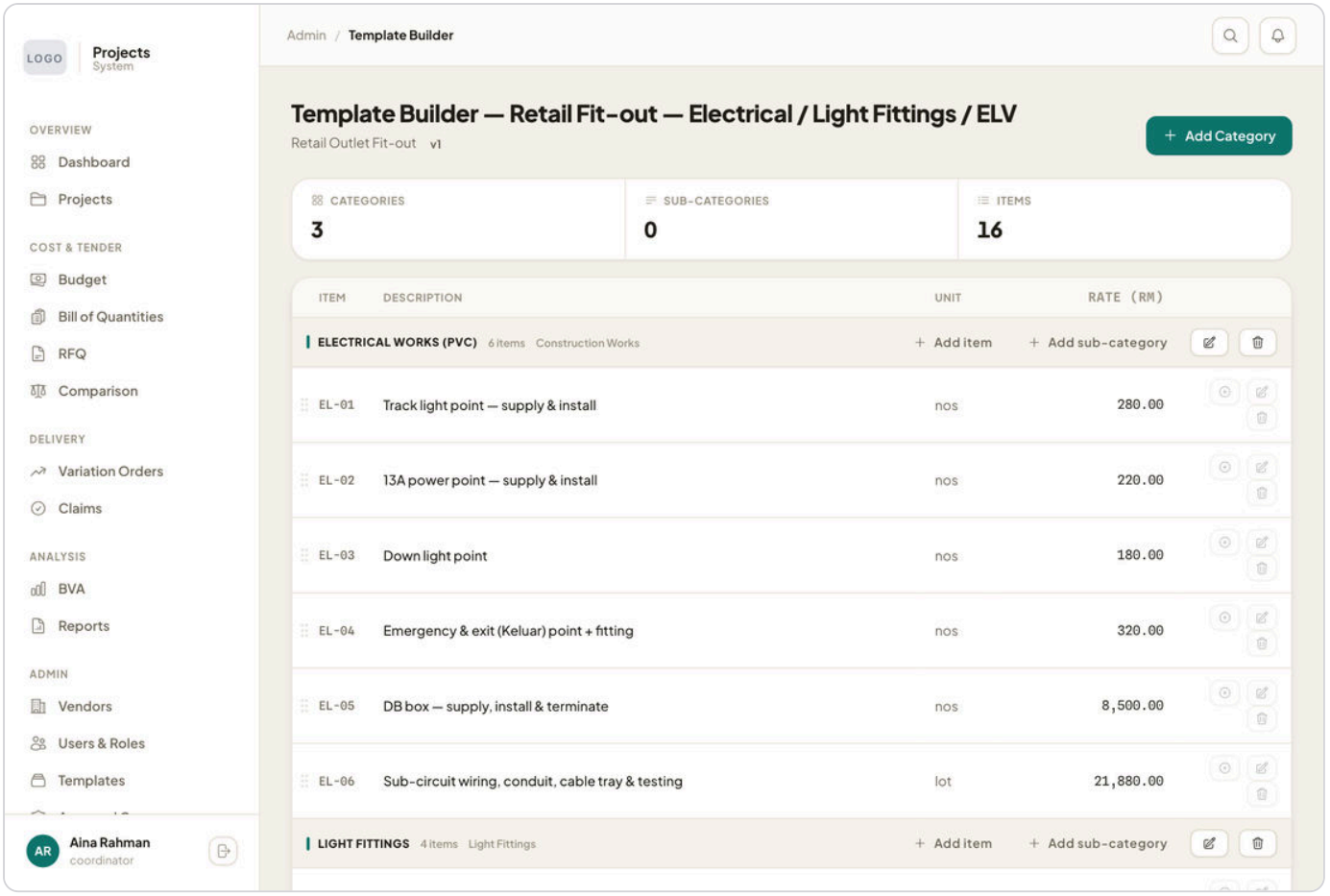
- **BQ Templates**: the rate templates. Press **Edit lines** to change the items, **Clone** to copy one, **Deactivate** to hide it from new budgets.
- **Milestone Templates**: the payment stages offered as **Payment Terms** when creating a project.
- **Cost categories** and **Trade Packages**: the groups used in reports and to match vendors to work.



Change a rate template

1. Press **Edit lines** on the template.
2. Press **Add Category** for a new group, **Add item** for a new item in a group, or **Add sub-category** for a heading inside a group.
3. Use the pencil and bin buttons to change or remove an item.

An item's edit window has **Exclude from % base**: switch it on for items that should not count towards percentage items (for example goods your company supplies itself). Budgets made from the template then start with that item already excluded.



Changes affect new budgets only. Budgets already made keep the items they started with.