# Viewpoint Guide

## Updating the Budget Meeting Report

1. Open PM Projects
2. Click on the Budget Meeting Adj tab
3. Edit/Add the entry for the current month (**Do not forward date an entry**)



1. Run the Monthly Budget Meeting report to confirm changes.

## Important Notes

At the start of every month, the prior months “Budget Meeting Adj” record will be copied into the new month ready for updating

* 1. This process will copy the prior months EOT Sub, EOT App, Variation Sub Amt. Commentary will be left blank ready for entry.
	2. **Do not create a new record in a future month. Wait until the record is created automatically for your project. Any future month entries will be deleted.**

## Field Mapping

|  |  |
| --- | --- |
| **Budget Meeting Adjustment Form** | **Budget Meeting Sheet** |
| EOT Sub | EXT Time Claim Sub |
| EOT App | Ext Time Claims App |
| Variation Sub Amt | Variation Claim Sub |
| Commentary | Comments |
| Program Status | Program Status |

## Other Budget Meeting Sheet updates

For any updates on completion dates, please email james.taylor@hutchinsonbuilders.com.au

For all other help, please email viewpointsupportgroup@hutchinsonbuilders.com.au