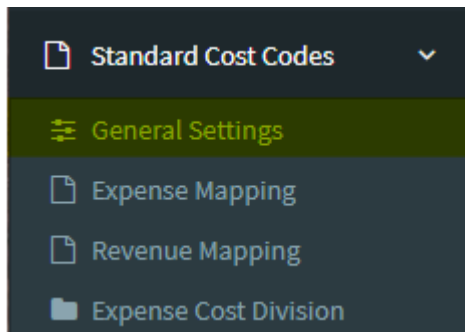
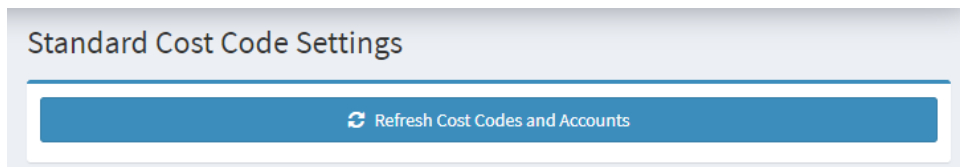


How to map cost codes to MYOB accounts in OneCore MYOB

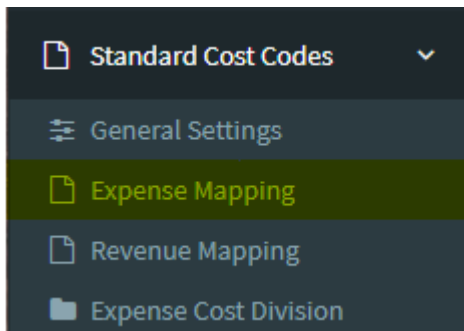
1. From OneCore, go to **Standard Cost Codes -> General Settings**.



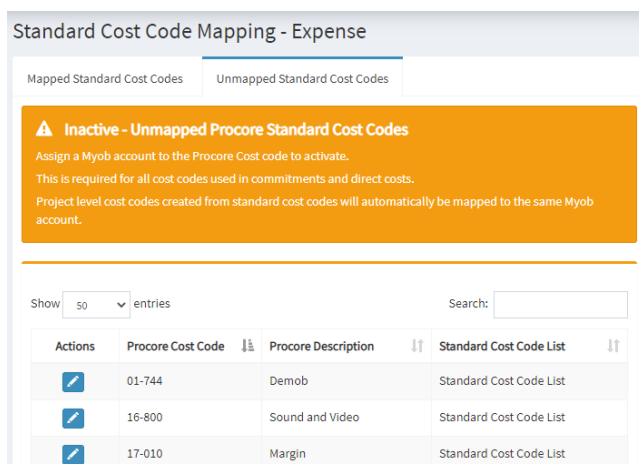
2. Select **Refresh Cost Codes and Accounts** to ensure you have an up-to-date list of cost codes and accounts.



3. For expense mapping, go to **Expense Mapping**.



4. You will see two tabs – Mapped Standard Cost Codes and Unmapped Standard Cost Codes. Select **Unmapped Standard Cost Codes**. This shows the list of unmapped Procore cost codes.



Standard Cost Code Mapping - Expense

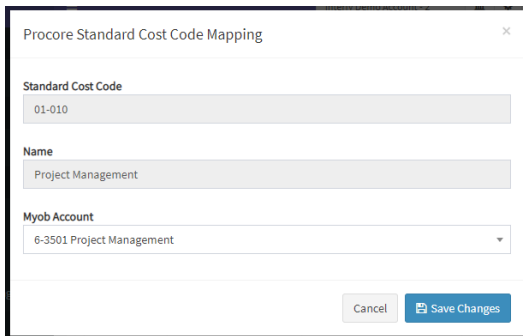
Mapped Standard Cost Codes | Unmapped Standard Cost Codes

⚠ Inactive - Unmapped Procore Standard Cost Codes
Assign a Myob account to the Procore Cost code to activate.
This is required for all cost codes used in commitments and direct costs.
Project level cost codes created from standard cost codes will automatically be mapped to the same Myob account.

Show 50 entries Search:

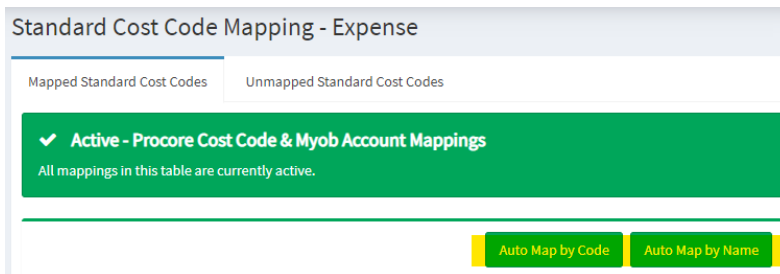
Actions	Procore Cost Code	Procore Description	Standard Cost Code List
	01-744	Demob	Standard Cost Code List
	16-800	Sound and Video	Standard Cost Code List
	17-010	Margin	Standard Cost Code List

- To manually map, click on the **pencil icon** next to a cost code to select the corresponding MYOB account to map to. Click on **Save Changes** once done.

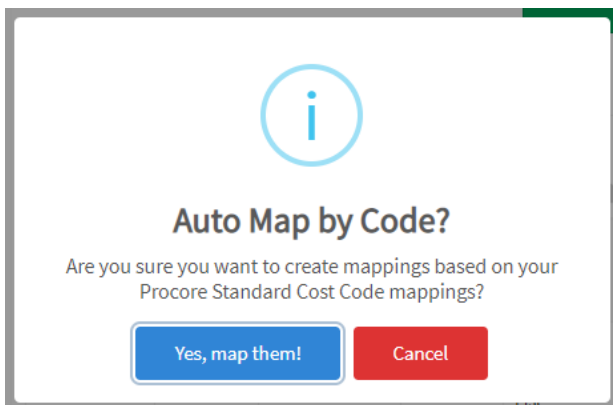


The screenshot shows a dialog box titled "Procore Standard Cost Code Mapping". It contains three input fields: "Standard Cost Code" with the value "01-010", "Name" with the value "Project Management", and "Myob Account" with a dropdown menu showing "6-3501 Project Management". At the bottom right, there are two buttons: "Cancel" and "Save Changes".

- To auto-map cost codes to a corresponding Xero account, go to the **Mapped Standard Cost Codes** tab and click on **Auto Map by Code** or **Auto Map by Name**. This will only work if the corresponding MYOB account has been created. Select **Yes, map them!** to map the codes.

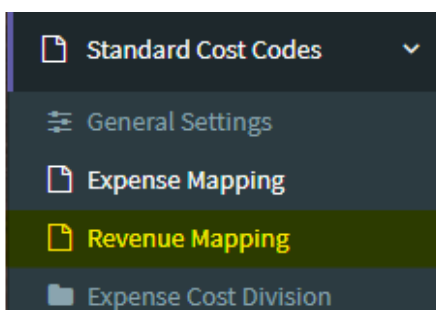


The screenshot shows the "Standard Cost Code Mapping - Expense" interface. It has two tabs: "Mapped Standard Cost Codes" (selected) and "Unmapped Standard Cost Codes". Below the tabs is a green banner with a checkmark icon and the text "Active - Procore Cost Code & Myob Account Mappings" and "All mappings in this table are currently active." At the bottom right, there are two yellow buttons: "Auto Map by Code" and "Auto Map by Name".



The screenshot shows a confirmation dialog box with a blue information icon at the top. The title is "Auto Map by Code?". The text below the title asks, "Are you sure you want to create mappings based on your Procore Standard Cost Code mappings?". At the bottom, there are two buttons: "Yes, map them!" (blue) and "Cancel" (red).

- The auto-mapped cost codes will appear under the **Mapped Cost Codes** tab. Any cost codes that cannot be auto mapped will appear under the unmapped cost codes tab.
- For revenue mapping, go to **Revenue Mapping**.



The screenshot shows a vertical navigation menu with five items: "Standard Cost Codes" (with a dropdown arrow), "General Settings", "Expense Mapping", "Revenue Mapping" (highlighted in green), and "Expense Cost Division".

9. Again, you will see two tabs – Mapped Standard Cost Codes and Unmapped Standard Cost Codes. **Unmapped Standard Cost Codes** show the list of unmapped Procore cost codes.

Mapped Standard Cost Codes | Unmapped Standard Cost Codes

⚠ Inactive - Unmapped Procore Standard Cost Codes
Assign a Myob account to the Procore Cost code to activate.
All project cost codes that are inherited from the standard cost code will automatically be mapped.

Show 50 entries Search:

Actions	Procore Cost Code	Procore Description	Standard Cost Code List
	01-112	Crane Hire	Standard Cost Code List
	01-651	Site Hire	Standard Cost Code List

10. To manually map, click on the **pencil icon** next to a cost code to select the corresponding MYOB revenue account to map to. Click on **Save Changes** once done.

Procore Standard Cost Code Mapping - Revenue

Standard Cost Code
01-651

Name
Site Hire

Myob Account
- Select an Account -

Cancel Save Changes

11. To auto-map all cost codes to one MYOB revenue account, go to the **Mapped Standard Cost Codes** tab, select the MYOB revenue account from Apply to All, and click on **Apply to All**. Select **Yes** to map the codes.

Standard Cost Code Mapping - Revenue

Apply All - Apply a Myob revenue account for all cost codes when performing a head contract claim.

Apply to All:

- Select an Account -

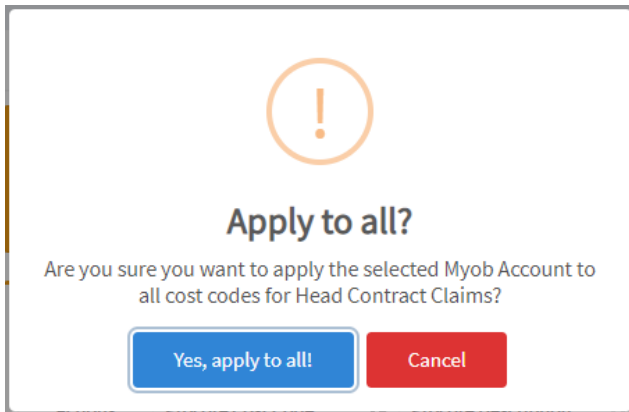
|

- Select an Account -

1-1110 - Business Bank Account #1

1-1120 - Business Bank Account #2

1-1130 - Business Bank Account #3



12. The auto-mapped cost codes will appear under the mapped cost codes tab. Any cost codes that cannot be mapped will appear under the unmapped cost codes tab.