

## AO Practice Manager – Report Reconciliation

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### Reconciliation

As an internal control, you may wish to periodically reconcile your AO PM reports. Here are some hints and tips to help you with this reconciliation process.

#### Control Report by Client Company

This report is based on the company linked to the client in the Responsibility tab at the date and time the report is run.

The table on the following pages provides information on reconciling each field. It is not a requirement that every field be reconciled, however there are a couple of rows highlighted in lilac which MYOB highly recommend are verified to ensure the integrity of your data.

#### Note

The additional reports mentioned are available for download. Please refer to Kb 34548 – MYOB AO Additional Reports

- MYOB Add - Debtors Invoices by Billing Company, Code Type Summarised
- MYOB Add - Adjustments, Discounts, and Bad Debts by Billing Company

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WIP Control	Other report against which to reconcile this area	Suggested report (description)	Reporting field
Opening balance WIP	This \$ field should reconcile to the closing balance for Aged WIP as at the date before this report.  <b>Reports ▶ WIP ▶ Aged WIP by Client</b>	MYOB – Aged WIP By Client Partner	Balance
Opening balance Time	This \$ field should reconcile to closing balance on this report from previous month.  <b>Reports ▶ WIP &amp; Debt ▶ Control by Client</b>	MYOB Control Report by Client Company	Time OB WIP PTD
Plus Time charged	<b>Reports ▶ Time ▶ Timesheet</b>  or <b>Reports ▶ Employee ▶ Employee Productivity</b>  Make sure no filters used on productivity report so all employees display.	MYOB Summary Timesheet Report  or MYOB Employee Productivity PTD including billing	Charge  or Time Charge \$ PTD
Less Time Fees	<b>Reports ▶ Fees ▶ Debtors Invoices by Job</b>  or <b>Reports ▶ Employee ▶ Employee Productivity</b>  Make sure no filters used on productivity report so all employees display.	MYOB Add - Debtors Invoices by Billing Company, Code Type Summarised  or MYOB Employee Productivity PTD including billing	Net (for code type of Time only)  Time Fees \$ PTD
Less Time Write Offs	<b>Reports ▶ Employee ▶ Employee Productivity</b>  Make sure no filters used on productivity report so all employees display.	MYOB Add - Debtors Invoices by Billing Company, Code Type Summarised  or	Written Off (for code type Time only)

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WIP Control	Other report against which to reconcile this area	Suggested report (description)	Reporting field
		MYOB Employee Productivity PTD including billing	Time WO \$ PTD
Closing Balance Time	<b>Reports ▶ WIP &amp; Debt ▶ Client summary</b>	MYOB – Client summary by Client Partner report – field WIP Time-Est.  Need to subtract Estimates to this figure to agree unless you create your own report.	Time CB WIP YTD
Opening Balance Disb	This \$ field should reconcile to closing balance on this report from previous month.	MYOB Control Report by Client Company	Disb OB WIP PTD
Plus Disb Charged	<b>Reports ▶ Time ▶ Disbursements</b>	MYOB Detailed Disbursement Report	Charge
Less Disb Fees	<b>Reports ▶ Fees ▶ Debtors Invoices by Job</b>	MYOB Add - Debtors Invoices by Billing Company, Code Type Summarised	Net For code type Disbursements
Less Disb Write Offs	<b>Reports ▶ Fees ▶ Debtors Invoices by Job</b>	MYOB Add - Debtors Invoices by Billing Company, Code Type Summarised	Written Off For code type Disbursements
Closing Balance Disb	<b>Reports ▶ WIP &amp; Debt ▶ Client summary</b>	MYOB – Client summary by Client Partner report  Field WIP Disb + Misc  Need to add Miscellaneous charge to this	Disb CB WIP YTD

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WIP Control	Other report against which to reconcile this area	Suggested report (description)	Reporting field
		figure to reconcile unless you create your own report.	
Opening Balance Misc Charge	This \$ field should reconcile to closing balance on this report from previous month.	MYOB Control Report by Client Company	MC OB WIP PTD
Plus Misc Charges	<b>Reports ▶ Time ▶ Miscellaneous</b>	MYOB Detailed Miscellaneous Report	Charge
Less Misc Charges Fees	<b>Reports ▶ Fees ▶ Debtors Invoices by Job</b>	MYOB Add - Debtors Invoices by Billing Company, Code Type Summarised	Net For code type Miscellaneous Charge
Less Misc Charges Write Offs	<b>Reports ▶ Fees ▶ Debtors Invoices by Job</b>	MYOB Add - Debtors Invoices by Billing Company, Code Type Summarised	Written Off For code type Miscellaneous Charge
Closing Balance Misc Charge	<b>Reports ▶ WIP &amp; Debt ▶ Client summary</b>	MYOB – Client summary by Client Partner report  Field WIP Disb + Misc  Need to add Miscellaneous charge to this figure to agree unless you create your own report.	MC CB WIP YTD
Opening balance Est to	This \$ field should reconcile to closing balance on	MYOB Control Report by Client Company	ETC OB WIP PTD

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WIP Control	Other report against which to reconcile this area	Suggested report (description)	Reporting field
Complete	this report from previous month.		
Less Estimates to Complete Fees	<b>Reports ▶ Fees ▶ Debtors Invoices by Job</b>	MYOB Add - Debtors Invoices by Billing Company, Code Type Summarised	Net For code type Estimate to Complete
Less Estimates Write Offs	<b>Reports ▶ Fees ▶ Debtors Invoices by Job</b>	MYOB Add - Debtors Invoices by Billing Company, Code Type Summarised	Written Off For code type Estimate to Complete
Closing Balance Est to Complete	<b>Reports ▶ WIP ▶ Aged WIP by Client</b> \$ should reconcile to Estimate column in this report WIP except if Auto Estimates have been used by your practice.	Aged WIP by Partner Summary	Estimates
Closing Balance WIP	<b>Reports ▶ WIP ▶ Aged WIP by Client</b> This \$ field should reconcile to the closing balance for Aged WIP as at the end date of this report.	Aged WIP by Partner Summary	Balance

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Debtors Control	Other report against which to reconcile this area	Suggested report (description)	Reporting field
Debtors Opening Balance	This \$ field should reconcile to the closing balance for Aged Debtors as at the date before this report.  <b>Reports ▶ Debtors ▶ Aged Debtors</b>	MYOB Aged Debtor by Company -Partner Detailed	Balance
Plus Total Fees	<b>Reports ▶ Fees ▶ Debtors Invoices by Client</b>	MYOB Debtors invoices by Company - Partner ordered by Invoice	Net/Tax/Gross
Less Receipts	<b>Reports ▶ Debtors ▶ Debtors Ledger Receipts</b>	MYOB Receipts List by Company - ordered by Date	Net/Tax/Gross
Less Discounts	<b>Reports ▶ Debtors ▶ Adjustments</b>	MYOB Add - Adjustments, Discounts, and Bad Debts by Billing Company	Net/Tax/Gross
Less Adjustments	<b>Reports ▶ Debtors ▶ Adjustments</b>	MYOB Add - Adjustments, Discounts, and Bad Debts by Billing Company	Net/Tax/Gross
Less Bad Debts	<b>Reports ▶ Debtors ▶ Adjustments</b>	MYOB Add - Adjustments, Discounts, and Bad Debts by Billing Company	Net/Tax/Gross
Debtors Closing Balance	This \$ field should reconcile to the closing balance for Aged Debtors as at the end date of this report.  <b>Reports ▶ Debtors ▶ Aged Debtors</b>	MYOB Aged Debtor by Company > Partner - Detailed	Balance

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### Employee Productivity PTD including Billing

If reconciling this report to other reports, please ensure no filters have been applied to the Productivity report.

**HINT:** This report should not be run over a financial year end.

Field	Other reports against which to reconcile	Suggested report (description)
Hours charged	Reports ▶ Employees ▶ Employee activity ▶ Employee performance report	MYOB Employee Performance Summary Total of chargeable: Yes
Hours non-productive non charge	Reports ▶ Employees ▶ Employee activity ▶ Employee performance report	MYOB Employee Performance Summary Chargeable No / Included time No
Hours productive non charge	Reports ▶ Employees ▶ Employee activity ▶ Employee performance report	MYOB Employee Performance Summary Chargeable No / Included time Yes
Total hours	Reports ▶ Employees ▶ Employee activity ▶ Employee performance report  or Reports ▶ Time ▶ Timesheets	MYOB Employee Performance Summary Total for Employee
Standard hours	Originates from the Standard Hours on the employee <b>Timetable</b> tab.	

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Field	Other reports against which to reconcile	Suggested report (description)
Billing PTD – Time fees \$	<b>Reports ▶ Fees ▶ Debtors Invoice by Job</b>  or  <b>Reports ▶ WIP &amp; Debt ▶ Control by client</b>	MYOB Add - Debtors Invoices by Billing Company, Code Type Summarised  For code type of Time  or  Grand Total page only
Billing PTD – Time write off \$	<b>Reports ▶ Fees ▶ Debtors Invoice by Job</b>  or  <b>Reports ▶ WIP &amp; Debt ▶ Control by client</b>	MYOB Add - Debtors Invoices by Billing Company, Code Type Summarised  For code type of Time  or  Grand Total page only
Billing PTD - Total time \$	Total of the Time fees \$ + Time write off \$ in this report.	



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### What if my reports don't reconcile?

#### Client Partner Check (Reports > Client > Client partner check > Client Partner Check)

This report will identify any client without a valid partner attached and should be run before printing any partner based reports. Clients without a current active partner will not appear on some partner based reports causing them not to reconcile to other reports.

Where every client has a current valid partner a message appears 'Report contains no data. Try altering the filter conditions and re-run the report.' If any clients are listed on the report, go into the Responsibility tab of those clients and allocate a valid partner and start date.

#### Control by Client Report

If the Control by Client report does not agree to the Aged WIP report then it may be that a team member has billed future transactions in the month in which the reports are being run.

For example, if you are producing February reports and they do not reconcile, an employee may have included March timesheet entries in a February bill. AO PM does warn the user at time of billing in Stage 2 of the Billing wizard as well as when posting the bill.

To check if this is the cause, run both reports up to a future date such as the end of the next month or the financial year. If both reports now agree, it indicates that a future entry was included in a bill. Apart from reversing the bill and re-entering it with the correct date, AO PM will align again once in the future period in which the timesheet was entered.

If you want to find the client causing the reports not to reconcile, run a Client Summary by Client Partner (Reports > WIP and Debt > Client Summary) and an Aged WIP by Client Partner (Reports > WIP > Aged WIP by Client) and tick off the clients to find those with differing balances between the 2 reports.