

AE Practice Manager – Report Reconciliation

Reconciliation

As an internal control, you may wish to periodically reconcile your AE PM reports. Below 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.

HINT: If you are running multiple billing companies, then you can only reconcile the Grand Total of the Control report by client company (which is on the last page) back to the relevant debtor reports.

If you wish to report on billing companies for debtors, then select the reports via **Reports ▶ Debtors ▶ Debtors control by Billing Company**.

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 33640 – Additional Report Pack for AE PM 5.0 and above.

- 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. Reports ▶ WIP ▶ Aged WIP by Client	MYOB – Aged WIP By Client Partner	Balance
Opening balance Time	This \$ field should reconcile to closing balance on this report from previous month. Reports ▶ WIP & Debt ▶ Control by Client	MYOB Control Report by Client Company	Time OB WIP PTD
Plus Time charged	Reports ▶ Time ▶ Timesheet or Reports ▶ Employee ▶ Employee Productivity 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	Reports ▶ Fees ▶ Debtors Invoices by assignment or Reports ▶ Employee ▶ Employee Productivity 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	Reports ▶ Employee ▶ Employee Productivity 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	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
		including billing	Time WO \$ PTD
Closing Balance Time	Reports ▶ WIP & Debt ▶ Client summary	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	Reports ▶ Time ▶ Disbursements	MYOB Detailed Disbursement Report	Charge
Less Disb Fees	Reports ▶ Fees ▶ Debtors Invoices by assignment	MYOB Add - Debtors Invoices by Billing Company, Code Type Summarised	Net For code type Disbursements
Less Disb Write Offs	Reports ▶ Fees ▶ Debtors Invoices by assignment	MYOB Add - Debtors Invoices by Billing Company, Code Type Summarised	Written Off For code type Disbursements
Closing Balance Disb	Reports ▶ WIP & Debt ▶ Client summary	MYOB – Client summary by Client Partner report Field WIP Disb + Misc Need to add Miscellaneous charge to this figure to reconcile unless you create your own report.	Disb CB WIP YTD

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WIP Control	Other report against which to reconcile this area	Suggested report (description)	Reporting field
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	Reports ▶ Time ▶ Miscellaneous	MYOB Detailed Miscellaneous Report	Charge
Less Misc Charges Fees	Reports ▶ Fees ▶ Debtors Invoices by assignment	MYOB Add - Debtors Invoices by Billing Company, Code Type Summarised	Net For code type Miscellaneous Charge
Less Misc Charges Write Offs	Reports ▶ Fees ▶ Debtors Invoices by assignment	MYOB Add - Debtors Invoices by Billing Company, Code Type Summarised	Written Off For code type Miscellaneous Charge
Closing Balance Misc Charge	Reports ▶ WIP & Debt ▶ Client summary	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 Complete	This \$ field should reconcile to closing balance on this report from previous month.	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
Less Estimates to Complete Fees	Reports ▶ Fees ▶ Debtors Invoices by assignment	MYOB Add - Debtors Invoices by Billing Company, Code Type Summarised	Net For code type Estimate to Complete
Less Estimates Write Offs	Reports ▶ Fees ▶ Debtors Invoices by assignment	MYOB Add - Debtors Invoices by Billing Company, Code Type Summarised	Written Off For code type Estimate to Complete
Closing Balance Est to Complete	Reports ▶ WIP ▶ Aged WIP by Client \$ 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	Reports ▶ WIP ▶ Aged WIP by Client 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. Reports ▶ Debtors ▶ Aged Debtors	MYOB Aged Debtor by Company - Partner Detailed	Balance
Plus Total Fees	Reports ▶ Fees ▶ Debtors Invoices by Client	MYOB Debtors invoices by Company - Partner ordered by Invoice	Net/Tax/Gross
Less Receipts	Reports ▶ Debtors ▶ Debtors Ledger Receipts	MYOB Receipts List by Company - ordered by Date	Net/Tax/Gross
Less Discounts	Reports ▶ Debtors ▶ Adjustments	MYOB Add - Adjustments, Discounts, and Bad Debts by Billing Company	Net/Tax/Gross
Less Adjustments	Reports ▶ Debtors ▶ Adjustments	MYOB Add - Adjustments, Discounts, and Bad Debts by Billing Company	Net/Tax/Gross
Less Bad Debts	Reports ▶ Debtors ▶ Adjustments	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. Reports ▶ Debtors ▶ Aged Debtors	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 Timetable tab.	

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Field	Other reports against which to reconcile	Suggested report (description)
Billing PTD – Time fees \$	Reports ▶ Fees ▶ Debtors Invoice by Assignment or Reports ▶ WIP & Debt ▶ Control by client	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 \$	Reports ▶ Fees ▶ Debtors Invoice by Assignment or Reports ▶ WIP & Debt ▶ Control by client	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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Debtors control by billing company

Field	Other report against which to reconcile this area	Suggested report (description)	Reporting field
Opening balance	Reports ▶ Debtors ▶ Aged debtors As at the day before the start date of the report.	MYOB Aged Debtor By Company - Partner Detailed	Balance
Invoices	Reports ▶ Fees ▶ Debtors invoices by client	MYOB Debtors invoices by Company ordered by Invoice	Net/Tax/Gross
Receipts	Reports ▶ Debtors ▶ Debtor ledger receipts	MYOB Receipts List by Company - ordered by Date	Net/Tax/Gross
Adjustments	Reports ▶ Debtors ▶ Adjustments It is the combination of adjustments and bad debts.	MYOB Add - Adjustments, Discounts, and Bad Debts by Billing company	Net/Tax/Gross
Discounts	Reports ▶ Debtors ▶ Adjustments	MYOB Add - Adjustments, Discounts, and Bad Debts by Billing company	Net/Tax/Gross
Closing balance	Reports ▶ Debtors ▶ Aged debtors As at the end date of the report.	MYOB Aged Debtor By Company - Partner Detailed	Balance

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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. AE PM does warn the user at time of billing in Stage 2 of the Billing wizard as well as when submitting, approving and 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, then it indicates that a future entry was included in a bill. Apart from reversing the bill and re-entering it with the correct date, AE PM will align again once in the future period in which the timesheet was entered.

If you want to find the clients 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.

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HINT: Always reconcile the grand total page first before moving onto the other pages.

Many practices make the mistake of comparing the Control Report which is by client company to reports which are by billing company.

For example, Control reports by partner, manager, department or office available in the additional report pack may not reconcile to Aged Debtor reports by the same partner, manager, etc. due to invoices being created that cross over several partners, managers etc.

A scenario where this occurs is if an invoice is created for Abbott & Rankin with a partner of Simon Bache but child clients WIP have been included in that bill that have a different client partner of Eric Berry. This can also occur where the practice moves a closed child client to the -Unspec- partner.