MYOB AE/AO Practice Manager

Additional Employee Reports – Pack 1

Version 5.4.29 and above

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MYOB AE/AO Practice Manager 5.4.29+
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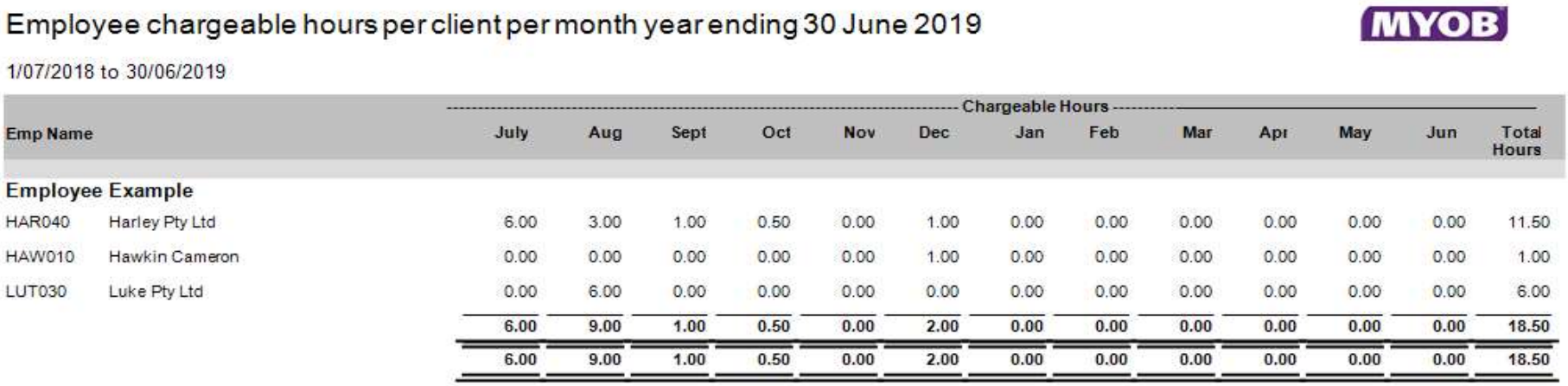
Employee chargeable hours per client per month year ending 30 June 2019

Reporting area/sub area	Orientation	Information on this report
Employee > Employee Activity	Landscape	This report has been written using IIF statements to pick up transactions within a specific date range; in this case, each month. You can only run this report for the 2019 year. You have the option of either: Editing the report and change the detail field to pick up the new date range, as well as recreate all sub totals or Waiting until a new version of the report is available next year and downloading it. The report is filtered to display chargeable hours per client; picking up this flag from assignment types/templates. **Note**: if exporting the data to Excel, highlight and run the report. From the Preview window, select Export > Excel.



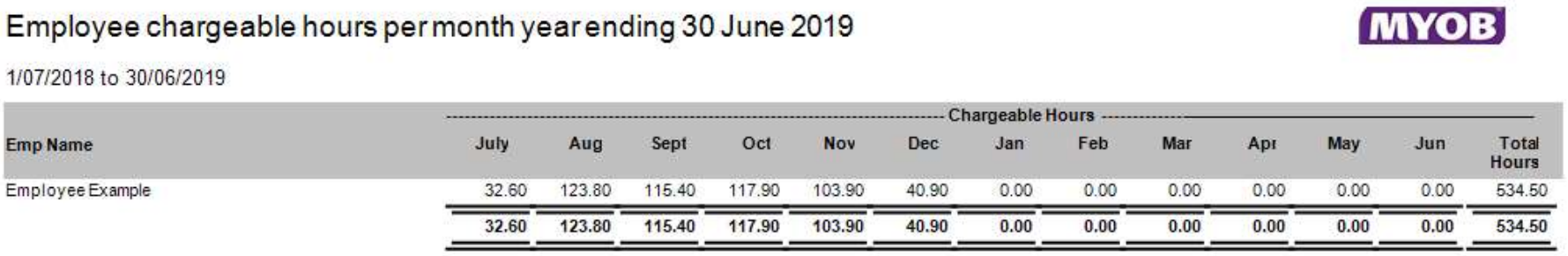
Employee chargeable hours per client per month year ending 30 June 2019

1/07/2018 to 30/06/2019

Emp Name		Chargeable Hours July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total Hours
Employee Example														
HAR040	Harley Pty Ltd	6.00	3.00	1.00	0.50	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	11.50
HAW010	Hawkin Cameron	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
LUT030	Luke Pty Ltd	0.00	6.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.00
		6.00	**9.00**	**1.00**	**0.50**	**0.00**	**2.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**18.50**
		6.00	**9.00**	**1.00**	**0.50**	**0.00**	**2.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**18.50**

Employee chargeable hours per month year ending 30 June 2019

Reporting area/sub area	Orientation	Information on this report
Employee > Employee Activity	Landscape	This report has been written using IIF statements to pick up transactions within a specific date range; in this case, each month. You can only run this report for the 2019 year. You have the option of either: Editing the report and change the detail field to pick up the new date range, as well as recreate all sub totals or Waiting until a new version of the report is available next year and downloading it. The report is filtered to display chargeable hours; picking up this flag from assignment types/templates. **Note**: if exporting the data to Excel, highlight and run the report. From the Preview window, select Export > Excel.



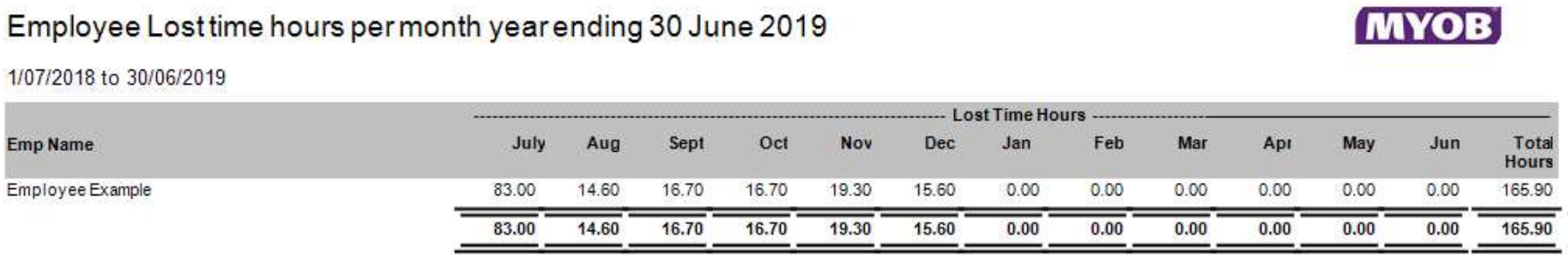
Employee chargeable hours per month year ending 30 June 2019

1/07/2018 to 30/06/2019

Emp Name	Chargeable Hours												
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total Hours
Employee Example	32.60	123.80	115.40	117.90	103.90	40.90	0.00	0.00	0.00	0.00	0.00	0.00	534.50
	32.60	**123.80**	**115.40**	**117.90**	**103.90**	**40.90**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**534.50**

Employee Lost time hours per month year ending 30 June 2019

Reporting area/sub area	Orientation	Information on this report
Employee > Employee Activity	Landscape	This report has been written using IIF statements to pick up transactions within a specific date range; in this case, each month. You can only run this report for the 2019 year. You have the option of either: Editing the report and change the detail field to pick up the new date range, as well as recreate all sub totals or Waiting until a new version of the report is available next year and downloading it. The report is filtered to display lost time hours; picking up this flag from assignment types/templates. **Note**: if exporting the data to Excel, highlight and run the report. From the Preview window, select Export > Excel.



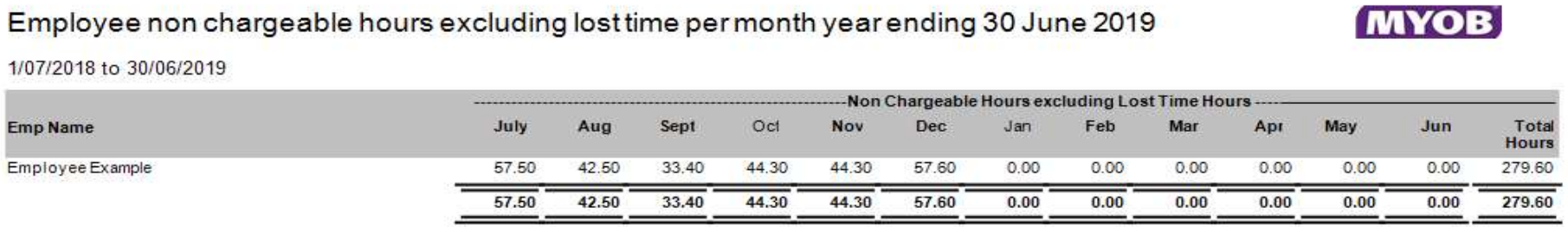
Employee Lost time hours per month year ending 30 June 2019

1/07/2018 to 30/06/2019

Emp Name	Lost Time Hours												
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total Hours
Employee Example	83.00	14.60	16.70	16.70	19.30	15.60	0.00	0.00	0.00	0.00	0.00	0.00	165.90
	83.00	**14.60**	**16.70**	**16.70**	**19.30**	**15.60**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**165.90**

Employee non chargeable hours excluding lost time per month year ending 30 June 2019

Reporting area/sub area	Orientation	Information on this report
Employee > Employee Activity	Landscape	This report has been written using IIF statements to pick up transactions within a specific date range; in this case, each month. You can only run this report for the 2019 year. You have the option of either: Editing the report and change the detail field to pick up the new date range, as well as recreate all sub totals or Waiting until a new version of the report is available next year and downloading it. The report is filtered to display non chargeable hours excluding lost time hours; picking up this flag from assignment types/templates. **Note**: if exporting the data to Excel, highlight and run the report. From the Preview window, select Export > Excel.



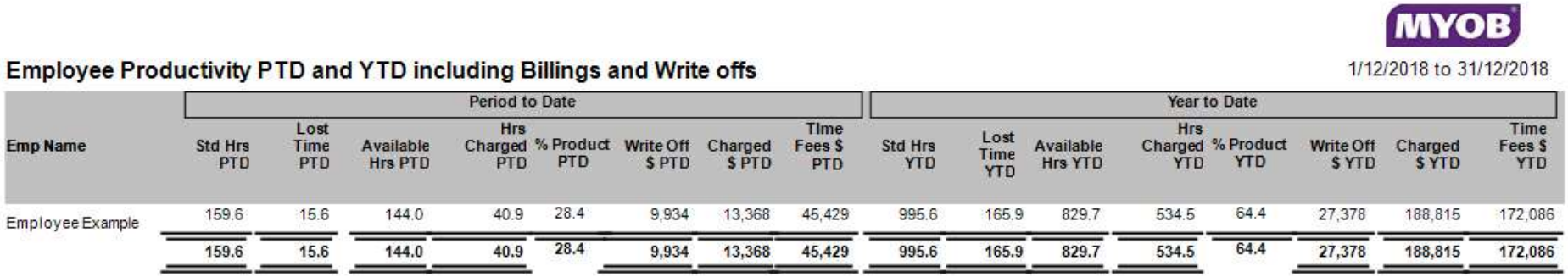
Employee non chargeable hours excluding lost time per month year ending 30 June 2019

1/07/2018 to 30/06/2019

Emp Name	Non Chargeable Hours excluding Lost Time Hours												
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total Hours
Employee Example	57.50	42.50	33.40	44.30	44.30	57.60	0.00	0.00	0.00	0.00	0.00	0.00	279.60
	57.50	**42.50**	**33.40**	**44.30**	**44.30**	**57.60**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**279.60**

Employee Productivity PTD and YTD including Billings and Write offs

Reporting area/sub area	Orientation	Information on this report
Employee > Employee Productivity	Landscape	This is a slight variation to the existing Employee Productivity PTD and YTD report. This report includes billings and write off figures. The % productivity = (Charge Hours /Available Hours) **Note**: if exporting the data to Excel, highlight and run the report. From the Preview window, select Export > Excel.



Employee Productivity PTD and YTD including Billings and Write offs

1/12/2018 to 31/12/2018

Emp Name	Period to Date								Year to Date							
	Std Hrs PTD	Lost Time PTD	Available Hrs PTD	Hrs Charged PTD	% Product PTD	Write Off $ PTD	Charged $ PTD	Time Fees $ PTD	Std Hrs YTD	Lost Time YTD	Available Hrs YTD	Hrs Charged YTD	% Product YTD	Write Off $ YTD	Charged $ YTD	Time Fees $ YTD
Employee Example	159.6	15.6	144.0	40.9	28.4	9,934	13,368	45,429	995.6	165.9	829.7	534.5	64.4	27,378	188,815	172,086
	159.6	15.6	144.0	40.9	28.4	9,934	13,368	45,429	995.6	165.9	829.7	534.5	64.4	27,378	188,815	172,086