Manage Your Practice Using Accountants Office Practice Manager Reports   (Version 2011.1 and above)

Client

Reporting Areas	General	Hints & Tips
Client and Contact Addresses	This area contains all address information for both clients and contacts.	This area does not include all phone numbers
Client Contact Details	All information for both clients and contacts, including their personal details, all addresses, primary phone numbers and responsibilities.	Also displays primary address and telephone numbers. Primary telephone numbers are under the field names of Tel, Fax, Mobile, Email; whereas address field names are under the actual address label name.
Client Details	Similar to Client List (see below). It does not include banking details but does include the primary address and primary phone numbers.	Use this area to produce a list of clients created within a certain date range. To include all clients set the start date to 1/1/1900.

Also displays primary address & telephone numbers. Primary telephone numbers are under the field names of Tel, Fax, Mobile, Email; whereas address field names are under the actual address label name. |

Reporting Areas	General	Hints & Tips
Client List	This area contains client information, including banking details.	This is the best area for generating reports for mail merges to clients only. Only current clients are included in this reporting category i.e. it excludes closed clients
Client Partner Check	This area reports on any clients that have duplicate partners or no valid partner.	This report should be run before running any month end reports to make sure that all clients have a valid partner attached.

Contacts

Reporting Areas	General	Hints & Tips
Contact Details	Used to produce reports containing all information for contacts, including their personal details, all addresses, primary phone numbers and the people in the practice who are responsible for the contact.	Primary telephone numbers are under the field names of Tel, Fax, Mobile, Email; whereas address field names are under the actual address label name.
Contact List	Used to produce reports containing all information for contacts, including their personal details, all addresses, primary phone numbers and the people in the practice who are responsible for the client.	Use this area if you want to do a mail merge to contacts only. This is the recommended area for creating contact reports, providing the field you specifically want to report on is available.
Contacts and Clients	Used to produce reports containing all information for both clients and contacts, including their personal details, all addresses primary phone numbers and the people in the practice who are responsible for the client/contact.	Use this area if you want to do a mail merge to both clients and contacts.

Debtors

Reporting Areas	General	Hints & Tips
Adjustments	Used to produce reports that contain information on adjustments, discounts and bad debts within a selected date range.	
Aged Debtors Invoices	Displays all outstanding age debtor invoices (fees) and aged unallocated cash transactions.	
Aged Debtors	Displays the outstanding debtor balance and the unallocated cash value for individual clients.	
Debtors Statements	Reports on outstanding or unpaid client invoices (fees) based on the invoice (fee) date. The report shows the total amount receipted against the invoice (fee).	This is the most commonly used debtor statement area .
Debtors Statements Balance Forward	Reports outstanding or unpaid client invoices (fees) based on the invoice (fee) date. The report shows the total amount receipted against the invoice (fee). This report includes the receipt date and the debtors opening balance prior to the defined period.	This is more like a transactional debtor statement. It displays all transactions within the date range selected.

Reporting Areas	General	Hints & Tips
Debtors Control by Billing Company	This area gives an overview of the debtor position within the Practice by Billing Company.	
Debtors Ledger	Lists all posted debtors transactions, such as invoices (fees), receipts, adjustments, discounts and bad debts. Each transaction includes the date, reference, gross, tax and outstanding amounts.	The transactions for an individual client can be exported from the Debtor enquiry screen of the client but this area allows for multiple clients to be included on one report. Note: the date field in this area is called Invoice Date (even if you want receipt, etc information).
Debtors Ledger Receipts	Lists client receipts within a date range.	
Outstanding Debtors Invoices	Reports outstanding sales invoices (fees) at the client level.	This report could be useful if you have a debtor collection person who wants more detail than is available on the aged debtor reports. (also refer to the Aged Debtor Invoices reports).

Employee

Reporting Areas	General	Hints & Tips
Employee Activity	Lists employee activities recorded in timesheet entries within a specified period. Reports can include payroll details e.g. sick leave or an employee list of clients worked on, as well as chargeable and non chargeable time.	This is the area that you would write your Payroll reports for leave etc.

Note: this area is timesheet date driven. The fields billed, written off, unbilled are as at the date and time at which the report is run for the timesheet transactions within the date range selected. These figures will therefore differ from day to day. |
| Employee Details | Contains a breakdown of employee details, including employee categories, company, centre department and office. | This area does not include employee security groups (Please contact support for an Excel spreadsheet to provide this information if required). |
| Employee Productivity | You can evaluate the performance of employees either by available hours or budgets. Comparisons can be done on dollars and hours. This area also displays chargeable and non-chargeable employee time as well as billing and budget information. | This is where you would run your productivity reports. The standard reports are based on available hours, which are made up of standard hours less lost time hours. You can create your own reports if you want to report differently. |

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Fees

Reporting Areas	General	Hints & Tips
Debtors Invoices by Client	Lists all posted invoices (fees) raised within a specified date range.	This will report on the debtor fees (not WIP fees) meaning the client against which the bill was raised rather than the client to which the WIP was charged.
Debtors Invoices by Job	Lists all posted invoices (fees) raised within a specified date range by Job Type.	This area is useful for management to report from where their practice revenue is generated.
Draft Bills	Lists draft bills within the system, including client code, unposted, billed and write off/up amounts.	This same information can be viewed via Billing ▸ Draft Bills.
Draft Report	This report can be viewed on the Bills tab of the client by highlighting the bill in the Full Billing History section and clicking the Report button. This report displays the WIP information for the specific bill (fee).	If you want to use a modified report, copy the master as a new report and run it from this area. You will need to filter on the draft bill number to run the report for a specific bill.

Reporting Areas	General	Hints & Tips
Fee Recovery by Client	This reporting area summarises the total amount billed, written off/up and movement within the clients for the selected date range.	This is a great management report to see if your clients are profitable. This report is invoice (fee) date driven, as opposed to timesheet date driven. This will report the debtors fees not the WIP fees. This means that is it will report the fees against the client you created the bill against not the client against which the WIP was charged. **Note:** WIP W/O is the WIP increase/decrease amount Profit/(Loss) is the write off/on amount
Fee Recovery by Employee	This reporting area summarises the total amount billed, written off/up and movement for the employee's timesheet entries.	This report is invoice (fee) date driven, as opposed to timesheet date driven. **Note:** WIP W/O is the WIP increase/decrease amount Profit/(Loss) is the write off/on amount
Fee Recovery by Job	This reporting area reports summarised total billed, written off/up, movement within the Job	This report is bill (fee) date driven rather than timesheet date driven.

Reporting Areas	General	Hints & Tips
	Types for the selected date range.	**Note:** WIP W/O is the WIP increase/decrease amount Profit/(Loss) is the write off/on amount
Pre Billing by Group	This report is run from the Jobs tab of the client.	If you run the report under this area and not via the Jobs tab of the client you need to filter on client name and Job Type name. This means it will only report on one Job Type at a time. It is recommended that the report is run from the Jobs tab of the client where it will report on all Jobs attached to the client.
Pre Billing Report by Job/Employee	This report is run from the Jobs tab of the client.	If you run the report under this area and not via the Jobs tab of the client you need filter on client name and Job Type name. This means it will only report on one Job Type at a time. It is recommended that the report is run from the Jobs tab of the client where it will report on all jobs attached to the client.

| Pre Billing Report by Month | This report is run from the Jobs tab of the client. | If you run the report under this area and not via the Jobs tab of the client you need filter on client name and Job Type name. This means it will only report on one Job Type at a time. It is recommended that the report is run from the Jobs tab of the client where it will report on all Job Types attached to the client. |

Job Management

Reporting Areas	General	Hints & Tips
Job List	The reporting area may be used to produce Job Type lists. You can also report on who is responsible for a particular Job Type as well as which Job Type (office, department and extra values)	
Job Management	This area reports on the Job (Years) that are being managed within the Job Manager application. Whilst most practices simply report directly from the Job Manager Homepage, reports can be produced to measure actual amounts against budget.	It preferable to filter your homepage and then right click and export to Excel so that milestones are displayed across the page. Reports created in this area will always display the milestones down the page.

Maintenance

Reporting Areas	General	Hints & Tips
Association Charge Rates Code Company Department Job Type Office Processing Time Setup	Primarily the Maintenance reporting area provides detail regarding areas of your system that may remain static, such as task codes, charge rates, etc.	This area can be used to create lists, such as a list of the task codes available so they can be reviewed.

Standing Data

Reporting Areas	General	Hints & Tips
Document Master Paragraphs	Within the Standing Data reporting area, you can produce lists of master paragraphs for review, as well as listings of documents that exist within your system.	

Time

Reporting Areas	General	Hints & Tips
Corrections	Lists timesheet corrections or WIP transfers made within a date range.	Preview the report and use the search option (binoculars icon in the top-left) to search for a client name if you are querying any timesheet corrections or transfers. This report currently only displays the client the correction was made to (it does not display the client from which the correction was transferred).
Disbursements	Lists disbursement entries.	
Miscellaneous	Lists miscellaneous entries; being both WIP and debtor miscellaneous charges.	If there is a $ value in the charge column then this is a WIP Miscellaneous Charge. All Miscellaneous Charges created via billing will display zero in the charge column. The preferred way to get a list of debtor Miscellaneous Charges is to create a report in the Fees ▸ Debtors Invoices by Job area and filter on the Code Type field.

Reporting Areas	General	Hints & Tips
Missing Timesheets	Lists timesheets that have not been completed for a selected date range.	Don't forget to filter for Std Hrs <> 0 to only include employees that have standard hours setup. You can also filter on the status of the timesheet to only report on employees who have not created their timesheet (missing/not created).
Timesheet	Use this area to list all your timesheet transactions for a selected date range.	If you want to produce employee based reports for payroll or clients worked on use a report in the Employee ▸ Employee Activity area.

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WIP

Reporting Areas	General	Hints & Tips
Aged WIP by Client	Reports outstanding WIP by client within the defined age bands for your practice.	
Aged WIP by Code	This are would be used if you want to see the age WIP broken down by time, disbursements etc	This area is useful if you want to see the aged WIP broken down between time and disbursements. There is no standard report for this area.
Aged WIP by Job	Reports outstanding WIP by Job Type within the defined age bands for your practice.	
Current WIP by Client	Current WIP reports are for the current month only.	These reports cannot be back dated to a previous period.
Current WIP by Job	Current WIP reports are for the current month only.	These reports cannot be back dated to a previous period.

WIP History by Client	Reports all the WIP transactions at client/Job Type level within a specified date range.	It does not display an opening balance, just transactions within the specified date range. It is recommended that WIP history reports are created in this area, including those that break it down to Job Type level.
WIP History by Job	Reports all the WIP transactions at client/job type level within a specified date range.	It does not display an opening balance, just transactions within the specified date range.

WIP and Debt

Reporting Areas	General	Hints & Tips
Client Summary	This reporting area provides partners and managers with a snapshot of the position and movement of all clients within a particular date range. This area contains WIP and Debtors together as well as PTD & YTD figures all on the one report.	The outstanding debtors are what has been billed to this client and could include WIP entries charged against another client. This area reports fees at WIP level. If you try to reconcile this fee value to the Sales Day Book the figures may not agree as this area is looking at WIP fees whereas the Sales Day Book is looking at debtor fees meaning the client against which the bill was raised rather than the client to which the WIP was charged.
Job Summary	This reporting area provides partners and managers with a snapshot of the position and movement of all Job Typed within a particular date range. This area contains WIP and Debtors together as well as PTD & YTD figures all on the one report.	This area reports fees at WIP level. That is the client\job type against which the original WIP was charged rather than the client against which the bill was raised.
Control by Client	Presents a snapshot of the WIP and debtors figures of a client company on one page.	This area is by client company.