

## Assignments

Reporting Areas	General	Hints & Tips
Assignment list	The reporting area may be used to produce assignment lists which can include the assignment status of open, held and closed. You can also report on who is responsible for a particular assignment as well as which Assignment (office, department and extra values)	

# Cashbook

Reporting Areas	General	Hints & Tips
Payments Receipts	The Cashbook reporting area allows you to produce and create reports in relation to cashbook payments and receipts. This area is primarily used by firms who have implemented creditors/suppliers.	

## 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 (Please contact support for an Excel spreadsheet to provide this information).
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.	<p>This is the best area for generating reports for mail merges to clients only.</p> <p>Only current clients are included in this reporting category i.e. it excludes closed clients</p>
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.	A standard report is available in the 4.5 Additional Report Pack available for download from the website.
Adjustments by assignment	Used to produce reports that contain information on adjustments, discounts and bad debts by assignment within a selected date range.	
Aged debt by assignment	Displays age debt information at the assignment level. This area shows the assignment that the original WIP was assigned to before it was billed out.	
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.	

Reporting Areas	General	Hints & Tips
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.
Debtors statements multicurrency	Unless you are running multicurrency within the system this area would not be applicable.	
Debtors control	This area gives an overview of the debtor position within the Practice by Billing Company.	You must select a billing company when running this report. It is preferable to run reports in the Debtors Control by Billing Company area (see below).
Debtors control by billing company	This area gives an overview of the debtor position within the Practice by Billing Company.	This is a new area and should be used instead of the Debtors Control reporting area above.
Debtors ledger	Lists all posted debtors transactions, such as invoices (fees), receipts, adjustments, discounts and bad debts. Each transaction includes the	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

Reporting Areas	General	Hints & Tips
	date, reference, gross, tax and outstanding amounts.	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 debtors 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).
Outstanding debtors invoices by assignment	Reports outstanding debtors invoices (fees) at the assignment level. This area shows the assignment that the original WIP was assigned to before it was billed out.	This report is not typically used as it is more usual to refer to the whole invoice at client level and not break it down to assignment level.
Sales ledger receipts by assignment	Lists receipts within a date range broken down to assignment level. This area shows the assignment that the original WIP was assigned to before it was billed out.	Useful if you want a management report on which assignment type is bringing in dollars (\$).



## 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.	<p>This is the area that you would write your Payroll reports for leave etc.</p> <p>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.</p>
Employee cash budget by partner	This reporting area is where you can produce a report that compares partner budget versus actual receipt dollars within a specified date range.	This area would only be useful if running employee budgets (for receipts) under the employee area.
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).

Reporting Areas	General	Hints & Tips
Employee expense control	Reports the movement on the employee expense control ledger and a summary of the total employee bills and payments within a specified date range.	You would only use if you are using employee expenses and the creditors/suppliers system.
Employee ledger payments	Lists payments of employee expenses which have been entered via employee expense sheets.	You would only use if you are using employee expenses and the creditors/suppliers system.
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.
Outstanding employee invoices	Outstanding employee expenses which have not been paid via the creditors/suppliers system.	You would only use if you are using employee expenses and the creditors/suppliers system.

## Fees

Reporting Areas	General	Hints & Tips
Debtors invoices by assignment	Lists all posted invoices (fees) raised within a specified date range by assignment.	This area is useful for management to report from where their practice revenue is generated.  Two standard reports are available in the 4.5 Additional Report Pack available for download from the website.
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.
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 assignment	This reporting area reports summarised total billed, written off/up, movement within the assignments for the selected date range.	<p>This report is bill (fee) date driven rather than timesheet date driven.</p> <p><b>Note:</b></p> <p>WIP W/O is the WIP increase/decrease amount</p> <p>Profit/(Loss) is the write off/on amount</p>
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.	<p>This is a great management report to see if your clients are profitable.</p> <p>This report is invoice (fee) date driven, as opposed to timesheet date driven.</p> <p>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.</p> <p><b>Note:</b></p> <p>WIP W/O is the WIP increase/decrease amount</p> <p>Profit/(Loss) is the write off/on amount</p>
Fee recovery by employee	This reporting area summarises the total amount billed, written off/up and movement for the	This report is invoice (fee) date driven, as opposed to timesheet date driven.

Reporting Areas	General	Hints & Tips
	employee's timesheet entries.	<p><b>Note:</b></p> <p>WIP W/O is the WIP increase/decrease amount</p> <p>Profit/(Loss) is the write off/on amount</p>
Pre billing by group	This report is run from the Assignments tab of the client.	If you run the report under this area and not via the Assignments tab of the client you need to filter on client name and assignment name. This means it will only report on one assignment at a time. It is recommended that the report is run from the Assignments tab of the client where it will report on all assignments attached to the client.
Pre billing report by assignment/employee	This report is run from the Assignments tab of the client.	If you run the report under this area and not via the Assignments tab of the client you need filter on client name and assignment name. This means it will only report on one assignment at a time. It is recommended that the report is run from the Assignments tab of the client where it will report on all assignments attached to the client.
Pre billing report by month	This report is run from the Assignments tab of the client.	If you run the report under this area and not via the Assignments tab of the client you need filter on client name and assignment name. This means it will only report on one assignment at a time. It

Reporting Areas	General	Hints & Tips
		is recommended that the report is run from the Assignments tab of the client where it will report on all assignments attached to the client.

## Job Management

Reporting Areas	General	Hints & Tips
Assignment billing timetable	This area can be used to view the proposed billing timetable for assignments.	This is used by some firms that specifically use the fields on the Main tab of the assignment called Maximum Fee and Maximum Rate.
Job management	This area reports on the Jobs 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
Assignment type Association Centre Charge rates Code Company Department 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.



## Nominal Ledger

Reporting Areas	General	Hints & Tips
Ledger accounts Ledger transactions balance sheet (excl tax) Ledger transactions – profit and loss Transaction export Trial balance	The Nominal ledger reporting area allows you to report upon the general ledger codes that have been setup.	This area is more relevant to firms that export data to their general ledger system.

## Period End

Reporting Areas	General	Hints & Tips
Accruals basis Cash basis Unallocated cash receipts Unposted bills and timesheet	The Period End reporting area gives you the ability to produce reports that flag areas requiring action prior to performing a period end. Tax reports can be produced that include GST information, and other reports allow review of unallocated receipts and unposted information within the system.	These reports are designed to run when running the period close from Maintenance ▶ Time Setup ▶ Processing Time Setup.

# Schedule

Reporting Areas	General	Hints & Tips
<ul style="list-style-type: none"> <li>Allocations</li> <li>Assignment actual</li> <li>Assignment budget</li> <li>Assignment schedule comparison</li> <li>Schedule</li> <li>Schedule employee</li> </ul>	<p>For those firms that use Schedules. This area allows you to tailor reports regarding the schedules created against specific assignments.</p>	

# 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.	

## Suppliers

Reporting Areas	General	Hints & Tips
<p>Aged creditors</p> <p>Invoice payment history</p> <p>Outstanding purchase invoices</p> <p>Outstanding purchase invoices (detailed)</p> <p>Purchase control</p> <p>Purchase day book</p> <p>Purchase day book (detailed)</p> <p>Purchase ledger payments</p> <p>Supplier details</p> <p>Supplier list</p>	<p>If the creditors module has been implemented within your practice, the Suppliers reporting area provides the ability to produce reports regarding creditor information.</p>	<p>These reports are similar in function to the equivalent Debtors reports.</p>

## 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 Assignment area and filter on the Code Type field. (there is an MYOB report in the additional report pack)

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.

## WIP

Reporting Areas	General	Hints & Tips
Aged WIP by assignment	Reports outstanding WIP by assignment within the defined age bands for your practice.	
Aged WIP by client	Reports outstanding WIP by client within the defined age bands for your practice.	
Aged WIP by code	This area 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.
Assignment cumulative	This report is a cumulative report (all transactions entered into AE Practice Manager since it was implemented).	
Client summary		There is a new Client summary area in the WIP & Debt view which should be used instead of this area.



Reporting Areas	General	Hints & Tips
Control by assignment		There is a new Assignment summary area in the WIP & Debt view which should be used instead of this area.
Control by client		There is a new Client summary area in the WIP & Debt view which should be used instead of this area.
Control by client Exposure	Reports the movement of WIP and provides debtors information such as billing company, total debtors balance etc.	Not recommended to be used.
Current WIP by assignment	Current WIP reports are for the current month only.	These reports cannot be back dated to a previous period.
Current WIP by client	Current WIP reports are for the current month only.	These reports cannot be back dated to a previous period.
Total WIP/debtor client summary	This report is a cumulative report (all transactions entered into AE Practice Manager since it was implemented).	Not recommended as it is cumulative.
WIP history by assignment	Reports all the WIP transactions at client/assignment level within a specified date range.	It does not display an opening balance, just transactions within the specified date range.

Reporting Areas	General	Hints & Tips
WIP history by client	Reports all the WIP transactions at client/assignment level within a specified date range.	<p>It does not display an opening balance, just transactions within the specified date range.</p> <p>It is recommended that WIP history reports are created in this area, including those that break it down to assignment level.</p>

## WIP and Debt

Reporting Areas	General	Hints & Tips
Assignment summary	This reporting area provides partners and managers with a snapshot of the position and movement of all assignments 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\assignment against which the original WIP was charged rather than the client against which the bill was raised.
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.	<p>The outstanding debtors are what has been billed to this client and could include WIP entries charged against another client.</p> <p>This area reports fees at WIP level.</p> <p>If you try to reconcile this fee value to the Debtors Invoices by client, the figures may not agree as this area is looking at WIP fees whereas the Debtor Invoices by Client is looking at debtor fees meaning the client against which the bill was raised rather than the client to which the WIP was charged.</p>

Reporting Areas	General	Hints & Tips
Control by assignment	Presents a snapshot of the WIP and debtors figures of an assignment company on one page.	This area is looking at assignment company. So if you are running multiple billing companies then for the debtor figures refer to a report in the Debtors ▶ Debtors control by billing company for reconciliation purposes.
Control by client	Presents a snapshot of the WIP and debtors figures of a client company on one page.	<p>This area is by client company. Be careful when looking at the debtor portion if running multiple companies as debtors are done by billing company and the billing company could differ to client company.</p> <p>To report on debtors by billing company use a report in the Debtors ▶ Debtors control by billing company for reconciliation purposes.</p>