

# Month End Procedures – AE Practice Manager (AE PM)

## **Create Time Processing Period**

This routine creates the next period's processing time setup so employees can continue processing their timesheets.

To create a **Time Processing Period**, select:

#### Maintenance ► Maintenance Map ► Processing Time Setup

- 1. Select the relevant year.
- 2. Expand the [+] next to the relevant month.
- 3. Click in the next available line within the relevant month and using the drop down list, select Daily (or Weekly if using weekly timesheets).
- 4. Click on the **Add** button.

Ассоц	unting Year	2010/11	✓ #			<u>0</u> K	
Timesheet Lock Date							
	Description		Start Date	End Date	Tax	Closed	
*							
٠.	July		1/07/2010	31/07/2010			
٠.	August		1/08/2010	31/08/2010			
٠.	September		1/09/2010	30/09/2010			
٠	October		1/10/2010	31/10/2010			
٠.	November		1/11/2010	30/11/2010			
٠	December		1/12/2010	31/12/2010			
•	January		1/01/2011	31/01/2011			
٠	February		1/02/2011	28/02/2011			
٠	March		1/03/2011	31/03/2011			
٠	April		1/04/2011	30/04/2011			
9	May		1/05/2011	31/05/2011			
	Time Proce	essing Category					
					-	Add	
	De 1 Week					Closed	
±	Jur 2 Week						
	4 Week						
	Monthly						
	Quarterly						
	Daily						

### **Missing Timesheet report**

This report should be produced to determine if any employees have failed to complete their timesheets. Once the month is closed any timesheets on the Missing Timesheet report relating to the month will no longer display on future reports.

To produce the **Missing Timesheet** report, select:

#### **Reports** ▶ Time ▶ Missing Timesheet

- 1. Display the report.
- 2. Identify any timesheets that are outstanding.
- 3. Complete any timesheets required.



# **Client Partner Check**

This report will identify any client that does not have a valid partner attached and should be run before printing any partner based reports.

To run the **Client Partner Check**, select:

#### **Reports** > Client > Client Partner Check

When run, this report may display an error dialog box as follows:

"Report contains no data. Try altering the filter conditions and re-run the report." This is correct.

If clients are listed on the report, go into the **Responsibility** tab for those clients and allocate a valid partner and start date.

### Making an employee inactive

This routine allows you to terminate an employee and set an end date for productivity reporting purposes.

To make an employee inactive:

- 1. Select the relevant employee.
- 2. Click on the **Main** tab.
- 3. Enter an **End Date** in the employee's stationed record.
- 4. Flag the employee as inactive by clicking on the **Inactive** checkbox.

nployee Name	John Kelly														<u>0</u> K
mployee Code	JK														<u>C</u> ancel
Timespeets	Main Tim T	able	Charge Rates	Personal	Budget	Authorisation	Extras	Security Groups	Documents	Document Sett	ings ToDo	Salary/Co	ost		
Stationed															
Start Date	End	Date		Company		Office		Department	Centre		Category		Primary		^
* 31/01/2005	5/0	/2011		Smith and Co		I JINSPECIEIED.			JINSE	ECIFIED-	-LINSPECIEIE'	).			
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lotes					1-								U/Name	JK	
Notes Title					Date	4011							U/Name Code	JK JK	
Votes Title					Date 7/04/2	2011							U/Name Code	JK JK	\$
Title					Date 7/04/2	2011						$\boldsymbol{\mathcal{C}}$	U/Name Code ☑ Inactive	JK JK roment Acces	\$
Votes Title					Date 7/04/2	2011						$\boldsymbol{<}$	U/Name Code ⊒ Foll+ : Inactive	JK JK roment Acces	\$
Title					Date 7/04/2	2011						<	U/Name Code ⊡ unactive	JK JK Ment Acces	\$
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Notes Title					Date 7/04/2	2011						$\boldsymbol{<}$	U/Name Code ☑ nactive	JK JK	\$



# **Close off your Accounting Period**

This routine is recommended to prevent any further changes to that period once reports have been produced.

**Note:** Accounting periods <u>CAN</u> be re-opened for Adjustments but Tax Periods <u>CANNOT</u> be reopened.

To close an Accounting Period, select:

#### Maintenance Maintenance Map Processing Time Setup

- 1. Select the relevant year.
- 2. Tick the **Closed** checkbox for the month you wish to close.

Accounting Year 2010/11   Timesheet Lock Date / /   Cancel							<u>O</u> K <u>C</u> ancel
	Description			Start Date	End Date	Tax	Closed
*							
Ð	July			1/07/2010	31/07/2010		
•	August			1/08/2010	31/08/2010		Image: A start of the start
•	September			1/09/2010	30/09/2010		
•	October			1/10/2010	31/10/2010		
•	November			1/11/2010	30/11/2010		
•	December			1/12/2010	31/12/2010		
•	January			1/01/2011	31/01/2011		
٠	February			1/02/2011	28/02/2011		
•	March			1/03/2011	31/03/2011		
• ب	April			1/04/2011	30/04/2011		
•	May			1/05/2011	31/05/2011		
٠	June			1/06/2011	30/06/2011		

**Note:** An Exception Report may appear with any incomplete bills and/or timesheets preventing closure of your accounting period. You will need to either post these timesheets and for bills, either post or change the date to the next month.

#### Closing Tax periods

Be careful if and when you close off your Tax periods as once closed they cannot be reopened. Closing off your <u>Tax period is optional</u> and depends on whether you use GL Integration or Tax reports within AE PM for your BAS.

### **Month End reports**

Run the necessary reports required by your practice.

### **Reorganise database**

This routine re-indexes and re-orders the database and can improve system performance. You can run this routine while continuing to work in AE PM but speed may be reduced. It is therefore suggested that you run this routine during quieter periods.

To reorganise your database, select:

#### Help ▶ About ▶ Re-organise database



## **Month End backup**

Ensure that your Server/System is maintaining an appropriate backup of the AE PM <u>VPMSER</u> SQL database file in a safe location to keep for up to 12 months.

**Note:** Your database file may be called something other than VPMSER.

In AE PM 5.2 and above the AE PM database can be backed up via **Maintenance > Maintenance Map > Backup.** For more information refer to the **F1** online help.

Offsite backups are recommended.

Should you be utilising other MYOB products such as AE Tax and Corporate Compliance, please ensure the relevant backups for these databases are also maintained as these databases are NOT included as part of your AE PM backup.

Should you have a relevant third party IT provider, please contact them to ensure this process is being maintained. Please ensure that your backups are reviewed regularly for validity.

# **New Accounting Year**

A new accounting year must be created for each financial year to enable the Time Processing Periods to be created for timesheets and bills.

It's recommended that the new accounting year is created as part of the month end procedures for the last month of your current accounting year.

To add a new Accounting Year, select:

Maintenance > Maintenance Map > In the Search box, type Time setup

- Select the Time setup icon. The Processing Time Setup window appears.
- 2. Click Add/Edit Accounting Year from the Task bar.

TASKS 🦻		Practice Manager Find Clients	Client - Non chargeable Processing Time Se	łup		
PROCESSING TIME SETUP  Add/Edit Accounting Year	Acco Time	ounting Year 2010/11 scheet Lock Date / /	•	•		<u>O</u> K <u>C</u> ancel
Add Accounting Periods		Description	Start Date	End Date	Tax	Closed
_	*					
		▶ July	1/07/2010	31/07/2010		
	_ ⊕	August	1/08/2010	31/08/2010		
		September	1/09/2010	30/09/2010		
	÷.	October	1/10/2010	31/10/2010		
	÷-	November	1/11/2010	30/11/2010		
		December	1/12/2010	31/12/2010		
	÷-	January	1/01/2011	31/01/2011		
	. D	February	1/02/2011	26/02/2011		
	÷-	March	1/03/2011	31/03/2011		
		April	1/04/2011	30/04/2011		
	÷-	May	1/05/2011	31/05/2011		
	i iii-	June	1/06/2011	30/06/2011		



#### The Add/Edit Accounting Year window appears.

Description	Start Date	End Date	<u>O</u> K
÷			Cancel
2011/12	01/07/2011	30/06/2012	
2010/11	01/07/2010	30/06/2011	
2008/09	01/07/2009	30/06/2010	
2007/08	01/07/2008	30/06/2009	
2006/07	01/07/2007	30/06/2008	
2005/06	01/07/2006	30/06/2007	

3. Click the new record row under **Description** and enter the relevant details (ie. 2010/11) and press **[Tab]**.

The cursor moves to the Start Date field.

- Type 01/07/2010 and press [Tab].
   The cursor appears in the End Date field.
- Type 30/06/2011 and click OK. The Processing Time Setup window appears.
- 6. Add the required Accounting Periods.

Add Accounting Periods								
S	ele	ect R	equired Time Processing Categoria	<u>O</u> K es <u>C</u> ancel				
			Description	Comment				
J	▶		1 Week	Standard Weely Time Peri				
			2 Week	Fortnightly				
			4 Week	Four Weekly				
			Monthly	Monthly				
			Quarterly	Quarterly				
			Daily	Daily				

Do not tick any boxes; just click the **OK** button.

It is recommended that Time Processing Periods are added manually.

Refer to the section titled **Create Time Processing Period** on page **1** of this guide.