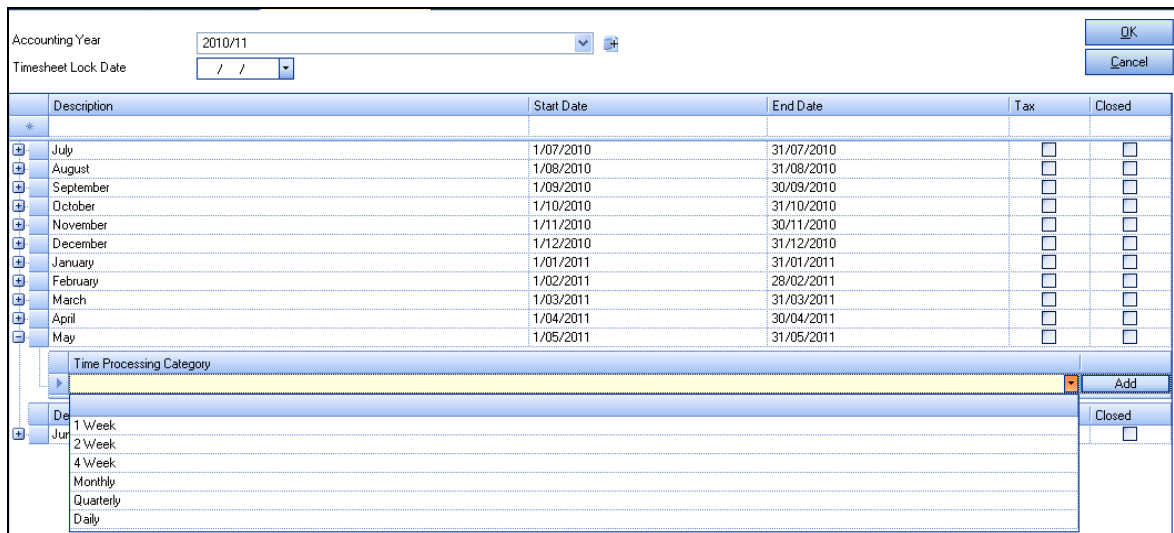# Month End Procedures – AE Practice Manager (AE PM)

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.

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.

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.

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 *Tax period is optional* 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 VPMSER 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.
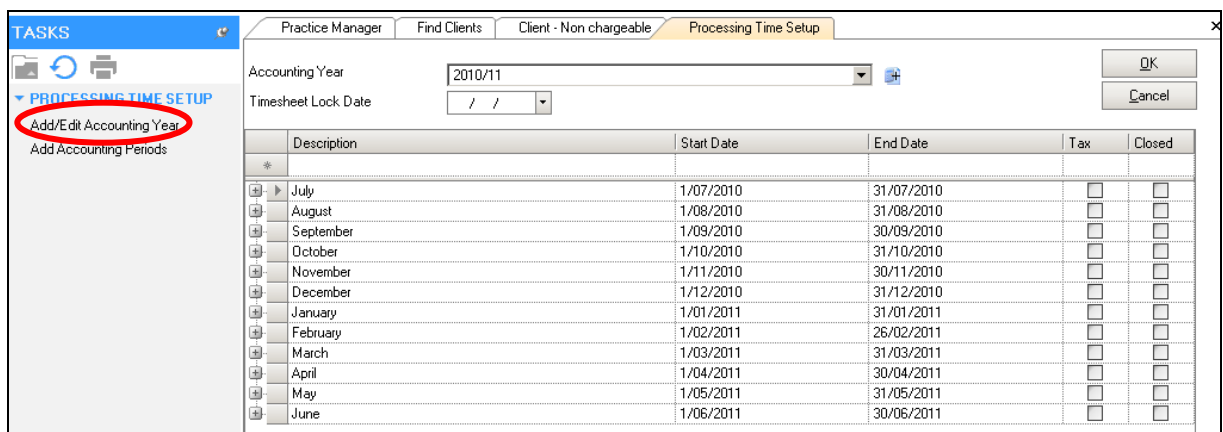
New Accounting Year

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.
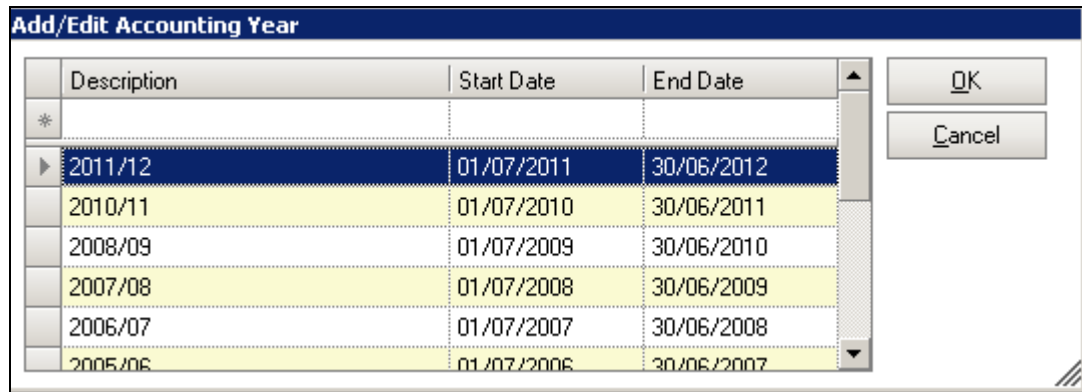
To add a new **Accounting Year**, select:

**Maintenance ▶ Maintenance Map ▶** In the **Search** box, type **Time setup**

1. Select the **Time setup** icon.
   The **Processing Time Setup** window appears.

2. Click **Add/Edit Accounting Year** from the Task bar.

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

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.

4. Type 01/07/2010 and press **[Tab]**.
   The cursor appears in the **End Date** field.

5. Type 30/06/2011 and click **OK**.
   The **Processing Time Setup** window appears.

6. Add the required Accounting Periods.
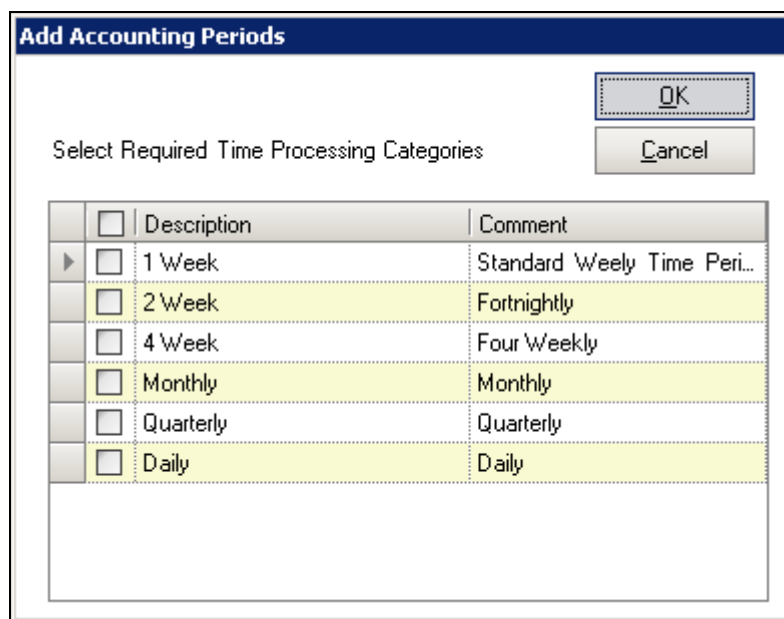
Do not tick any boxes; just click the **OK** button.
It is recommended that Time Processing Periods are added manually.

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