# MYOB Accountants Office Practice Manager - Month End Procedures

## 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.

(The report called Missing – Incomplete Timesheet Report by Employee – is similar to the AO Classic Report)

## 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 at any time for changes, but you will need to re run your Month End reports again.

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.

## Month End reports

Run the necessary reports required by your practice. There is a list of recommended standard reports in Favourites. Click the **Reports icon drop down ▶ Favourites**. The standard report set is found in **Practice Favourites Report Sets ▶ Month End Reports**.

## 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 AO 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 AO SQL database file in a safe location to keep for up to 12 months.

The AO database can be backed up via **Maintenance ▶ Maintenance Map ▶ Backup.** For more information refer to the **F1** online help.

Offsite backups are recommended.

Please ensure that your backups are reviewed regularly for validity.