Fact Sheet

MYOB Accountants Enterprise

Practice Manager

Customised power and control. Practice Manager gives you total control over jobs, costs and processes. A central part of the Accountants Enterprise suite, it gives you the tools to run your practice with maximum productivity and profitability. You can customise it to further define KPIs and streamline approval processes, and it lets your team collaborate on reports online. Every member of your practice has unique information needs. That's why Practice Manager has fully customisable digital dashboards or 'Homepages' so they can easily view the information that's important to them.

With Practice Manager, managing your practice is a breeze

Practice Manager is the system of choice for accounting practices in Australia and New Zealand. Its leading-edge technology, user-friendly interface and integrated features can help your firm improve efficiency and increase profitability. Practice Manager includes:

+ Personalised homepages
+ Job management
+ Customised report writing and collaboration
+ Client and contact management
+ Time and disbursement management
+ Billing and debtor management
+ Employee budgeting
+ Marketing tools

A personalised experience

Customise your home page

Every member of your practice has unique information needs. Practice Manager lets everyone customise their homepages to show the information that's important to them. This means each individuals' needs are within easy reach so they can work at their optimum productivity level.

For example, partners may want to customise their homepages to include WIP, debtors and a list of bills that are awaiting authorisation. Employees may prefer to keep an eye on their timesheets, productivity level and budget performance.

Personalisation in Practice Manager extends beyond homepages – individuals can set their own sorting, grouping and other preferences throughout the system.

Interactive real-time information at your fingertips

Homepages are interactive, so you can present information in the most relevant and meaningful way.

+ Create 'to-do' lists to ensure that follow-up phone calls, appointments and scheduled meetings are not missed.
+ These reminders will appear on your homepage, or on the homepage of the person to whom you allocate the task.
+ The homepage shows information in real time, so you have quick access to the most up-to-date information about your practice. This means you can make decisions with the most reliable and current information at hand.
+ For deeper analysis, you're able to drill down into the graphs and lists to see what's behind the numbers.

Broaden your range of services

Offering your clients value-added services is a great way to increase revenue, do more interesting work and develop deeper and more productive relationships with your clients. Practice Manager gives you the tools to offer what your clients really want – helpful, insightful advice and information which helps them make the right decisions. It provides sophisticated client management, information and marketing tools that help you to work in new ways – and improve your bottom line.

Take control of your practice

Practice Manager has significantly improved the profitability of practices of all types and sizes in Australia and New Zealand. It gives you the information, tools and reports that modern practices need to stay competitive. It lets you have full control of your practice, so you can make the decisions that count.

Automate your processes for maximum efficiency

Everything you need in just a few clicks

Whether you focus on tax compliance services or business advice, you need to work cost-effectively to stay competitive. Practice Manager automates your processes and systems so you can efficiently manage your time, costs, people and work.

Fast and easy access to every application in the suite

+ Easily move between a client's tax form, outstanding jobs and documents
+ Get started with minimum fuss with simple tool bars
+ The Task Bar is optimised so only relevant functions are displayed.

Improve efficiency and data accuracy

You can easily access your clients' AccountRight data file from within the Accountants Enterprise suite – whether the file is stored locally on your network or in the cloud. This reduces the complexity of managing various versions of AccountRight within your practice.

Simplify and centralise MYOB access

Employee MYOB Logins to access all MYOB products and services are easily managed directly from your Accountants Enterprise suite.

Easy job tracking

It's crucial that your practice stays on top of jobs and meets its deadlines. Practice Manager incorporates Job Manager – a simple and user-friendly job-tracking tool which allows you to:

+ Deliver great client service by hitting due dates
+ Quickly and easily allocate jobs
+ Get a practice-wide view of all jobs at any time
+ Display jobs by group or 'slice and dice' to sort jobs by user
+ Manage major milestones
+ Integrate with the client database and timesheets
+ Report on practice KPIs

Faster timesheet navigation

Access your timesheets with just one click using the top Tool Bar which is visible in all screens, no matter where you are in the program. Once in a timesheet, you can easily navigate between days to quickly review or amend them.

Capture time and disbursements easily

Practice Manager lets you easily capture time in a format that suits you. The Calendar Timesheets option has a familiar interface that reflects the Microsoft Outlook® calendar. You can view by day or by week, and you can view your billing times in 6 minute, 15 minute or one hour blocks. Practice Manager gives your practice flexibility with the process of posting and approving timesheets. It has the option of automatic posting which allows time to be billed as soon as it is entered into a timesheet.

Manage productivity levels

Your staff can add a productivity chart to their Homepage so they can view their status at all times, in real time, and take action if needed.

Practice Manager also allows managers to view the productivity of specific team members, employee categories or the whole practice. For more meaningful information, you can customise the productivity reports to include or exclude nonchargeable items, such as annual leave or staff training. Combined with the ability to view budget versus actual performance, the productivity chart helps motivate people to perform at their best all year around.

Easy billing and invoicing

Practice Manager's easy-to-use Billing Wizard lets you bill at either client or assignment level. It logically guides you through the process, making sure you miss nothing. It also gives you the flexibility to bill clients the way you want. The bulk invoicing options make it easy to create batches of draft invoices based on client and WIP selection criteria.

To save you time, you can automatically insert standard paragraphs into an invoice, based on the type of work completed. You can also copy wording from a previous invoice.

Invoices are based on Microsoft Word® templates, so you can easily create and update professional-looking invoices to suit your practice and your clients. You can easily update these templates as needed.

The process of approving and finalising bills is very easy and efficient. All the relevant information appears on the approver's homepage as soon as the bill is in draft. The approver can review and drill down as required, so bills can be quickly finalised and sent to clients.

Store everything you need to know about your clients

Practice Manager makes it to easy store and retrieve client information for marketing, compliance or reporting purposes. It gives you the power to identify opportunities to further build your practice by giving you deeper insights into your business and your clients.

And as well as storing contact details, including multiple addresses and phone numbers, relationships and notes, you can create custom fields and categories. Family Groups – see the true worth of every client All products in the Accountants Enterprise suite feature Family Groups, a tool which allows you to see the true worth of a client to your practice. Family Groups allow you to:

+ Understand a client's true debt position in Debtors
+ Ensure all jobs are completed before signing off client work in Job Manager
+ Understand the true worth of your clients in WIP and Billing Reports.

Powerful searches

Practice Manager has powerful searching features which make it easy to work with clients' information. You can easily view client contact information and notes without having to open individual client profiles.

Control your practice from one location

Practice Manager is the gateway to the rest of your practice. From a single location you can:

+ Open a form
+ Launch a Client General Ledger
+ Access your clients' AccountRight data files
+ Create a timesheet
+ Produce an invoice
+ Create a letter or perform a mail merge
+ View clients' WIP or outstanding debt
+ Manage your team's secure MYOB Logins.

Market your services

Practice Manager has built-in features which give you the power to enhance your marketing efforts. You can quickly create mail merges based on your clients' attributes and criteria. This means you can send specific targeted messages relevant to your clients. For example, you can create mail merges based on balances, key compliance dates or outstanding invoices.

Manage your practice more effectively

Stay informed about what's happening in your practice

Your key practice and business information is at your fingertips with Practice Manager's range of reporting options. You can quickly produce and customise standard reports, so your practice information is available when you need it, in real time.

The customisable homepages make it easy to see what's happening within your practice, including:

+ Aged WIP and debt
+ Top ten WIP, debt and lock up client balances
+ Practice KPIs such as WIP days, debtor days, lock up days and average hourly rate
+ 12 month rolling graphs covering time, billing and debtors
+ Insight into tax form lodgments when integrated to Tax.

Find client files fast with powerful search functions

+ Auto-complete functions make it faster to search and find clients
+ Locate clients using an IRD number to save time when processing assessments
+ Create powerful ad-hoc client lists for birthdays or Family Groups in seconds.

Customise your reports

As well as all the standard reports, Practice Manager allows you to create new reports or customise existing report templates to suit your unique needs. You can sort, filter and re-order content with a few clicks, and save favourite reports for everyone to use. The standard reports include client summaries, control reports, aged WIP/debt, employee productivity and analysis. You can also export information to Microsoft Excel® for further analysis.

Data mining

As part of the Accountants Enterprise suite, Practice Manager integrates with Tax. This means you can use the reporting to combine tax data and practice management data into a single report.

About Accountants Enterprise

MYOB Accountants Enterprise suite is purpose built for today's multi-partner accounting practice. The suite has extended functionality that can be customised to suit your unique workflows and reporting needs. Through tight integration, key information such as contacts, employees, security and reporting are accessible across the suite. Enter data once and it's automatically shared.

More information

To find out more about Practice Manager, please contact your MYOB Client Manager for advice specific to your practice needs.

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