



Accountants
Enterprise

Additional Reports Guide

Practice Manager
Version 5.2 and above





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MYOB Accountants Enterprise Practice Manager Version 5.2 and above Additional Smart Reports Guide

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Additional Reports Guide

The following guide contains a selection of reports for use with MYOB Accountants Enterprise Practice Manager Version 5.2 and above.

This guide provides you with examples of the information that can be reported on using AE PM 5.2 and above, and covers a range of reporting areas that are common for most practices. The following is a list of the reports included in this guide.

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Example 1 - Client Summary by Client Manager - Family Groups

Name of the report	Reporting area/sub area	Orientation	Information on this report
Client Summary by Client Manager - Family Groups	WIP & Debt ▶ Client summary	Landscape	Standard Client Summary now grouped by manager and family groups.

Client Code	Client Name	WIP Time less Est	WIP Disb & WIP Misc	WIP OS	Last WIP	Fees	Last Bill	Time W/O	Disb W/O	Est W/O	Misc W/O	Drs Bal	Lockup
Zang													
TODALTD	Toda Limited	0.00	0.00	0.00	31/07/2005	0.00	16/12/2011	0.00	0.00	0.00	0.00	0.00	0.00
TRSTBENEF	Trust for Beneficial Interests The	0.00	0.00	0.00	28/07/2005	0.00	1/10/2009	0.00	0.00	0.00	0.00	0.00	0.00
TUNESTONES	Tunestones Pty Ltd	0.00	0.00	0.00	21/08/2005	0.00	31/08/2009	0.00	0.00	0.00	0.00	0.00	0.00
VALUE	Value Added Pty Ltd	0.00	0.00	0.00	8/09/2012	8,800.00	30/01/2013	0.00	0.00	0.00	0.00	0.00	0.00
		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>		<u>8,800.00</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total for Manager:		<u>695,330.24</u>	<u>48,800.00</u>	<u>744,130.24</u>		<u>2,458,185.47</u>		<u>45,576.25</u>	<u>0.00</u>	<u>(3,460.00)</u>	<u>(115,765.80)</u>	<u>1,090,715.37</u>	<u>1,834,845.61</u>


Example 2 - Aged WIP by Client Manager - Family Groups

Name of the report	Reporting area/sub area	Orientation	Information on this report							
Aged WIP By Client Manager - Family Groups	WIP ▶ Aged WIP by client	Landscape	Standard Aged WIP report now grouped by manager and family groups.							

Aged WIP By Client Manager - Family Groups										
										
To 30/06/2013										
Client Code	Client Name	Balance	Estimates	Age 0	Age 1	Age 2	Age 3	Age 4	Age 5	Last Bill Date
Client Manager										
Adams										
ADAMSAA	Adams Amy	600.00	0.00	600.00	0.00	0.00	0.00	0.00	0.00	12/06/2013
ADAMSB	Adams Brian	625.00	0.00	0.00	0.00	0.00	0.00	625.00	0.00	1/02/2013
ADAMSFT	Adams Family Trust	200.00	0.00	0.00	200.00	0.00	0.00	0.00	0.00	29/05/2013
		1,425.00	0.00	600.00	200.00	0.00	0.00	625.00	0.00	

Example 3 - Aged Debtor by Client Manager - Family Groups

Name of the report	Reporting area/sub area	Orientation	Information on this report
Aged Debtor By Client Manager - Family Groups	Debtors ▶ Aged debtors	Landscape	Standard Aged Debtors report now grouped by manager and family groups.

Aged Debtor By Client Manager - Family Groups 									
To 30/06/2013									
Client Code	Client Name	Unallocated Cash	Balance	Age 0	Age 1	Age 2	Age 3	Age 4	Age 5
Client Manager									
Adams									
ADAMSAA	Adams Amy	0.00	1,100.00	1,100.00	0.00	0.00	0.00	0.00	0.00
ADAMSB	Adams Brian	0.00	1,430.00	0.00	0.00	0.00	0.00	1,430.00	0.00
ADAMSFT	Adams Family Trust	0.00	550.00	0.00	550.00	0.00	0.00	0.00	0.00
		<u>0.00</u>	<u>3,080.00</u>	<u>1,100.00</u>	<u>550.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,430.00</u>	<u>0.00</u>


Example 4 - Fee Recovery by Employee by Client

Name of the report	Reporting area/sub area	Orientation	Information on this report			
Fee Recovery by Employee by Client	Fees ▶ Fee recovery by employee	Portrait	Fee recovery by employee and client. Useful to display the clients for whom each employee worked for a selected date range including the billed, write off and recovery percentage per client.			

Client Code	Client Name	WIP Movement	Billed	Profit/(Loss)	Recovery
Taylor Tim					
GRAPAS	Graceland Pastoral Pty Ltd	1,976.25	2,074.07	97.82	104.94
GRAPAS	Graceland Pastoral Pty Ltd	193.75	193.75	0.00	100.00
GRAPAS	Graceland Pastoral Pty Ltd	2,131.25	2,131.25	0.00	100.00
GRAPAS	Graceland Pastoral Pty Ltd	341.00	341.00	0.00	100.00
AJOHNS	Johns Andrew	93.00	93.00	0.00	100.00
		4,735.25	4,833.07	97.82	100.99

Example 5 - Client 5 Year Fee Analysis by Partner Family Groups 2012

Name of the report	Reporting area/sub area	Orientation	Information on this report
Client 5 Year Fee Analysis by Partner Family Groups 2012	Fees ▶ Debtors invoice by client	Portrait	Similar report to Client 5 Year Fee Analysis by Partner but grouped by Family Groups. This report is from 1/7/2008 to 30/6/2012.

Client 5 Year Fee Analysis by Partner Family Groups						
1/07/2008 to 30/06/2012						
Client Partner						
Client Name	Client Code	30/6/2012	30/6/2011	30/6/2010	30/6/2009	30/6/2008
Partner Abbott Chris						
Family Group						
Australian Chalets	AUSTCHAL	0.00	0.00	100.00	20,015.00	0.00
Negative Prints Pty Limited	NEGPRINTS	0.00	0.00	6,000.00	11,015.00	0.00
Thest Beatrice	THESTB	0.00	0.00	7,500.00	0.00	0.00
		<u>0.00</u>	<u>0.00</u>	<u>13,600.00</u>	<u>31,030.00</u>	<u>0.00</u>
Family Group ABC						
ABC Electronic Pty Ltd	ABCELECTRO	2,800.00	0.00	0.00	0.00	0.00

Example 6 - Bank Deposit Receipt List


Name of the report	Reporting area/sub area	Orientation	Information on this report
Bank Deposit Receipt List	Debtors ▶ Debtors ledger receipts	Portrait	This report is filtered for payment types Cheque and Cash. You can modify to include any payment types that are set by your practice. When running this report, you will be prompted to enter the number of cheques in this bank run. If you would like to enter the practice's banking details to the top of this report, you will need to enter information into a text box in AE Reports Designer.

<p>Smith and Co ANZ - 000 111 Account Number 1234 5678 1/06/2013 to 30/06/2013</p> <p style="text-align: right;">MYOB BANK DEPOSIT SLIP</p>			
Billing Company			OFFICE USE ONLY
Payment Type Desc			Client Code Receipt No
Receipt Date	Client Name	Description	Gross
Cheque			
15/06/2013	Kinston Smith Pty Ltd		27,500.00
15/06/2013	Smith Family Discretionary Trust		8,624.00
22/06/2013	Kinston Smith Pty Ltd		27,500.00
29/06/2013	Sandhurst Medical Supplies Ltd		-2,200.00
29/06/2013	Wallingtons Equipment Pty Ltd		100.00
29/06/2013	Wallingtons Equipment Pty Ltd		27,500.00
29/06/2013	Wallingtons Equipment Pty Ltd		-27,500.00
30/06/2013	Balthazar Marketing	Payment of Preparation of Accounts 2008	3,300.00
30/06/2013	Jackson, Mike	Payment - Receipt of GST Component	100.00
30/06/2013	Jackson, Mike	Payment of Invoice	1,000.00
30/06/2013	Clear Policies Ltd		80,000.00
30/06/2013	Clement Keys & Associates		48,000.00
Total 12 Cheque Deposits			193,924.00
Total 12 Deposits			193,924.00

Example 7 - Direct Debit Receipts

Name of the report	Reporting area/sub area	Orientation	Information on this report
Direct Debit Receipts	Debtors ▶ Debtors ledger receipts	Portrait	<p>This report is filtered for payment type Direct Debit. You can modify this report to include any payment types that are set by your practice.</p> <p>If you would like to enter the practice's banking details to the top of this report, you will need to enter information into a text box in AE Reports Designer.</p>

Abbott Costello & Hardy
 ANZ Brighton - BSB 000 111 Account Number 1234 5678
 1/07/2012 to 30/06/2013



Direct Debit Receipts

Billing Company				OFFICE USE ONLY	
Payment Type Desc	Receipt Date	Client Name	Description	Gross	Client Code Receipt No
Direct Debit	18/12/2012	Abbot and Rankine Pty Limited		3,500.00	ABBOTRA NK
Total				1	
Total				1	Deposits
					3,500.00


Example 8 - EFTPOS Receipts List

Name of the report	Reporting area/sub area	Orientation	Information on this report
EFTPOS Receipts List	Debtors ▶ Debtors ledger receipts	Portrait	<p>This report is filtered for payment type EFTPOS. You can modify this report to include any payment types that are set by your practice.</p> <p>If you would like to enter the practice's banking details to the top of this report, you will need to enter information into a text box in AE Reports Designer.</p>

Abbott Costello & Hardy

ANZ Brighton - BSB 123 123 Account Number 1234 5678

1/07/2012 to 30/06/2013



EFTPOS Receipts

Billing Company				OFFICE USE ONLY	
Payment Type Desc					
Receipt Date	Client Name	Description	Gross	Client Code	Receipt No
Credit Card					
18/12/2012	Abbot and Rankine Pty Limited		3,000.00	ABBOTRA	
			Total		
	1	Credit Card	Deposits	3,000.00	
			Total		
	1	Deposits		3,000.00	

Example 9 - Debtors Summary of Activity by Partner

Name of the report	Reporting area/sub area	Orientation	Information on this report
Debtors Summary of Activity by Partner	WIP & Debt ▶ Control by client	Landscape	<p>This report displays the debtor movement from opening balance, fees, receipts, adjustments, discounts, bad debts and closing balance.</p> <p>There are filters on this report to exclude clients that do not have a movement in all areas except discount and bad debts. These filters can be modified to suit your practice.</p>

Client Partner		OB Debt Gross	Total Fees \$	Receipts Gross	Discount	Adjustment	BadDebt	CB Debt Gross
Client Code	Client Name	PTD	Gross PTD	PTD	Gross PTD	Gross PTD	Gross PTD	PTD
Abbott Chris								
ABCELECTRO	ABC Electronic Pty Ltd	3,080.00	3,520.00	6,600.00	0.00	0.00	0.00	0.00
ABCENGINEER	ABC Engineering Pty Ltd	152,200.00	2,200.00	154,400.00	0.00	0.00	0.00	0.00
ADAMSFT	Adams Family Trust	0.00	550.00	0.00	0.00	0.00	0.00	550.00
ADVPROP	Advanced Properties Limited	2,000.90	0.00	0.00	0.00	0.00	0.00	2,000.90
AFFORDLEG	Affordable Legal	238,147.90	18,590.00	238,147.90	0.00	0.00	0.00	18,590.00
AJOHNS	Johns Andrew	0.00	11,000.00	0.00	0.00	0.00	0.00	11,000.00

Example 10 - Debtors Summary of Activity by Manager

Name of the report	Reporting area/sub area	Orientation	Information on this report
Debtors Summary of Activity by Manager	WIP & Debt ▶ Control by client	Landscape	<p>This report displays the debtor movement from opening balance, fees, receipts, adjustments, discounts, bad debts and closing balance.</p> <p>There are filters on this report to exclude clients that do not have a movement in all areas except discount and bad debts. These filters can be modified to suit your practice.</p>

Client Partner		OB Debt Gross	Total Fees \$	Receipts Gross	Discount	Adjustment	BadDebt	CB Debt Gross
Client Code	Client Name	PTD	Gross PTD	PTD	Gross PTD	Gross PTD	Gross PTD	PTD
ABBOTRANK	Abbot and Rankine Pty Limited	88,687.00	142,138.34	166,300.00	0.00	300.00	0.00	64,225.34
ABCELECTRO	ABC Electronic Pty Ltd	3,080.00	3,520.00	6,600.00	0.00	0.00	0.00	0.00
ABCENGINEER	ABC Engineering Pty Ltd	152,200.00	2,200.00	154,400.00	0.00	0.00	0.00	0.00
ACEPROPTST	Ace Property Trust	170,555.00	121,000.00	291,555.00	0.00	0.00	0.00	0.00

Example 11 - Invoice Write Offs Explanations by Partner

Name of the report	Reporting area/sub area	Orientation	Information on this report
Invoice Write Offs Explanations by Partner	Fees ▶ Debtors invoices by client	Portrait	This report is grouped by Partner and billing explanation. This report can be very useful if you have used billing explanations at time of billing to explain your write offs. To maximise your ability to use this report, MYOB recommend that the practice establishes a consistent list of Write off explanations such as Staff Training, Incomplete information, Out of scope etc. to enable you to categorise the write off/ups.


Client Partner				
Client Code	Client Name	Invoice Date	Invoice No	Written Off
Hardy Oliver				
Write off Explanation				
ABBOTRANK	Abbot and Rankine Pty Limited	31/07/2012	100049	4,000.00
ABBOTRANK	Abbot and Rankine Pty Limited	31/08/2012	100036	0.00
ABBOTRANK	Abbot and Rankine Pty Limited	14/09/2012		366.67
ABBOTRANK	Abbot and Rankine Pty Limited	14/09/2012		-366.67
ABBOTRANK	Abbot and Rankine Pty Limited	21/09/2012	100040	-200.00
ABBOTRANK	Abbot and Rankine Pty Limited	28/02/2013	100099	0.00
ABBOTRANK	Abbot and Rankine Pty Limited	30/05/2013	100068	0.00
ABBOTRANK	Abbot and Rankine Pty Limited	7/06/2013	100083	0.00
				3,800.00

Example 12 - Invoice Write Offs Explanations by Manager

Name of the report	Reporting area/sub area	Orientation	Information on this report																								
Invoice Write Offs Explanations by Manager	Fees ▶ Debtors invoices by client	Portrait	<p>This report is grouped by Partner and billing explanation. This report can be very useful if you have used billing explanations at time of billing to explain your write offs.</p> <p>To maximise your ability to use this report, MYOB recommend that the practice establishes a consistent list of Write off explanations such as Staff Training, Incomplete information, Out of scope etc. to enable you to categorise the write off/ups.</p>																								
<table border="1"> <thead> <tr> <th data-bbox="259 794 560 826">Write off Explanation</th> <th data-bbox="600 794 792 826">Staff Training</th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td data-bbox="248 858 427 890">ABBOTRANK</td> <td data-bbox="521 858 916 890">Abbot and Rankine Pty Limited</td> <td data-bbox="1245 858 1391 890">18/12/2012</td> <td data-bbox="1485 858 1585 890">100104</td> <td data-bbox="1921 858 2022 890">500.00</td> <td data-bbox="1771 906 2022 1027"> <hr/> <hr/> </td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td data-bbox="1921 914 2022 946">500.00</td> <td data-bbox="1771 962 2022 994"><hr/></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td data-bbox="1877 978 2022 1010">-73,149.55</td> <td data-bbox="1771 1010 2022 1042"><hr/></td> </tr> </tbody> </table>				Write off Explanation	Staff Training					ABBOTRANK	Abbot and Rankine Pty Limited	18/12/2012	100104	500.00	<hr/> <hr/>					500.00	<hr/>					-73,149.55	<hr/>
Write off Explanation	Staff Training																										
ABBOTRANK	Abbot and Rankine Pty Limited	18/12/2012	100104	500.00	<hr/> <hr/>																						
				500.00	<hr/>																						
				-73,149.55	<hr/>																						

Example 13 - Client Average Hourly Rate by Partner

Name of the report	Reporting area/sub area	Orientation	Information on this report
Client Average Hourly Rate by Partner	WIP & Debt ▶ Client Summary	Portrait	<p>Average Hourly Rate \$ = Net Time Fees / Time in these fees where Net Time Fees = Sum of Net Time Fees posted to the clients in the selected data group and within the selected dates. Time within these fees = Total hours in the above fee.</p> <p>For any fees that partially bill a timesheet transaction, the total time entered for that transaction is included in the value and not just the time billed. This will alter the time within these fee values and therefore the Average Hourly Rate.</p>

Client Average Hourly Rate by Partner				
1/07/2012 to 30/06/2013				
Client Code	Client Name	Time Fees \$ PTD	Charge Hrs PTD	Avg Hourly Rate
Abbott Chris				
ADAMSFT	Adams Family Trust	500.00	3.50	142.86
CLEAR	Clearwater Pty Ltd	8,397.50	50.00	167.95
CLEARPOL	Clear Policies Ltd	100,800.00	404.00	249.50
ESTABARRIV	Established Arrivals Pty Ltd	49,125.00	487.50	100.77
GRAPAS	Graceland Pastoral Pty Ltd	347,200.00	871.60	398.35


Example 14 - Client Assignment Average Hourly Rate by Partner

Name of the report	Reporting area/sub area	Orientation	Information on this report
Client Assignment Average Hourly Rate by Partner	WIP & Debt ▶ Assignment Summary	Portrait	<p>Average Hourly Rate \$ = Net Time Fees / Time in these fees where Net Time Fees = Sum of Net Time Fees posted to the clients in the selected data group and within the selected dates.</p> <p>Time within these fees = Total hours in the above fee</p> <p>For any fees that partially bill a timesheet transaction, the total time entered for that transaction is included in the value and not just the time billed. This will alter the time within these fee values and therefore the Average Hourly Rate.</p>

Client Assignment Average Hourly Rate by Partner				
1/07/2012 to 30/06/2013				
Client Code	Client Name	Time Fees \$ PTD	Charge Hrs PTD	Avg Hourly Rate
Abbott Chris				
ADAMSFT	Adams Family Trust			
	Accounting	500.00	3.50	142.86
		<u>500.00</u>	<u>3.50</u>	<u>142.86</u>


Example 15 - Employee Actual Hrs vs Budget Productivity by Employee Category

Name of the report	Reporting area/sub area	Orientation	Information on this report
Employee Actual Hrs vs Budget Productivity by Employee Category	Employee ▶ Employee Productivity	Landscape	Employee Budget Productivity vs actual hours and available hours. Also include employee time fees & write offs. Please note that employee budgets must be entered for the required time period to enable the calculations to function.

Employee Actual Hrs vs Budget Productivity by Employee Category													
													
1/07/2012 to 30/06/2013													
Employee Name	Budget Std Hrs	Actual Hrs	Lost Time Hrs	Charge Hrs	Net Std Available (StdHrs -Lost time)	Actual Prod Hrs (ActualHrs - Lost time)	Adjusted Prod. % (Chg Hrs /NetStd Avail)	Actual Product % (Chg Hrs / Actual Hrs)	Time Charge \$ Bud	Time Charge \$ Act	Over / (Under) Budget (Time Act - Time Bud)	Time Fees \$ PTD	Time WO \$ PTD
Employee Category: Partner													
Bache Simon	1,920.00	1,079.50	190.50	889.00	1,729.50	889.00	51.40%	82.35%	480,000.00	355,600.00	-124,400.00	269,700.00	15,400.00
Dodds Clare	1,920.00	12.00	0.00	12.00	1,920.00	12.00	0.63%	100.00%	504,000.00	5,760.00	-498,240.00	10,000.00	0.00
Mitchell Andrew	1,920.00	161.50	160.00	1.50	1,760.00	1.50	0.09%	0.93%	78,000.00	97.50	-77,902.50	97.50	0.00
Bowe Allison	1,920.00	3.00	0.00	3.00	1,920.00	3.00	0.16%	100.00%	168,000.00	420.00	-167,580.00	0.00	0.00
Ellis George	1,920.00	10.50	0.00	10.50	1,920.00	10.50	0.55%	100.00%	396,000.00	4,740.00	-391,260.00	4,080.00	0.00
Abbott Chris	1,920.00	1,501.42	16.50	1,047.92	1,903.50	1,484.92	55.05%	69.80%	480,000.00	424,716.67	-55,283.33	387,929.60	2,314.07
Hardy Oliver	160.00	184.00	0.00	184.00	160.00	184.00	115.00%	100.00%	0.00	73,600.00	73,600.00	83,000.00	0.00
	<u>11,680.00</u>	<u>2,951.92</u>	<u>367.00</u>	<u>2147.9167</u>	<u>11,313.00</u>	<u>2,584.92</u>			<u>2,106,000.00</u>	<u>864,934.17</u>	<u>-1,241,065.83</u>	<u>754,807.10</u>	<u>17,714.07</u>

Example 16 - Client list of family groups by partner

Name of the report	Reporting area/sub area	Orientation	Information on this report
Client list of family groups by partner	Client ▶ Client List	Portrait	List of family groups with all the clients belonging to the family group by partner.

Client list of Family Groups by Partner 

Client Partner	Family Group	Client Code	Client Name
Abbott Chris			
		LYNCO	Lynco Holdings Pty Ltd
ABC		ABCDAD	ABC Steve
		ABCELECTRO	ABC Electronic Pty Ltd
		ABCENGINEER	ABC Engineering Pty Ltd
		ABCMUM	ABC Dorothy
		ABCPROP	ABC Property Partnership
		ABCSFUND	ABC Superfund
		ABCTST	ABC Unit Trust

Example 17 - Aged Debtor By Company - Partner Detailed Including Receipt date

Name of the report	Reporting area/sub area	Orientation	Information on this report
Aged Debtor By Company - Partner Detailed Including Receipt date	Debtors ▶ Aged debtors	Landscape	This report includes the last receipt date which enables you to filter on clients that have not paid since a certain date.

Aged Debtor By Company - Partner Detailed Including Receipt date											MYOB
To 30/06/2013											
Client Code	Client Name	Unallocated Cash	Balance	Age 0	Age 1	Age 2	Age 3	Age 4	Age 5	Last Receipt Date	
Billing Company	Abbott Costello & Hardy										
Client Partner	Abbott Chris										
ADAMSFT	Adams Family Trust	0.00	550.00	0.00	550.00	0.00	0.00	0.00	0.00		
ADVPROP	Advanced Properties Limited	0.00	2,000.90	0.00	0.00	0.00	0.00	0.00	2,000.90	16-Aug-2011	
CANVEYLTD	Canvey Limited	0.00	3,706.00	0.00	0.00	0.00	0.00	0.00	3,706.00	15-Jul-2012	
CLASSICZIP	Classic Zips Limited	-24,580.00	22,490.00	-2,090.00	0.00	0.00	0.00	0.00	24,580.00	29-Jun-2013	
CLEAR	Clearwater Pty Ltd	0.00	1,100.00	0.00	0.00	0.00	0.00	0.00	1,100.00	27-Feb-2010	
CLEARPOL	Clear Policies Ltd	0.00	138,320.00	80,880.00	0.00	0.00	18,480.00	38,960.00	0.00	30-Jun-2013	
ESTABARRIV	Established Arrivals Pty Ltd	0.00	825.00	825.00	0.00	0.00	0.00	0.00	0.00	10-Mar-2013	
GRAPAS	Graceland Pastoral Pty Ltd	0.00	249,516.73	110,000.00	0.00	53,937.10	0.00	52,580.00	32,999.63	16-Sep-2012	
KINGSMITH	Kingston Smith Pty Ltd	27,500.00	1,462.00	28,962.00	-27,500.00	0.00	0.00	0.00	0.00	22-Jun-2013	
MCCLEAND	McClelland Demolitions	0.00	3,806.00	3,806.00	0.00	0.00	0.00	0.00	0.00	29-Jun-2013	
TERRORVIS	Terrorvision Effects Limited	0.00	141.90	141.90	0.00	0.00	0.00	0.00	0.00	22-Nov-2012	
THESTC	Thest Cedric	0.00	1,100.00	0.00	0.00	0.00	0.00	0.00	1,100.00	01-Jan-2012	
		2,920.00	425,008.53	222,514.90	-26,950.00	53,937.10	18,480.00	91,540.00	65,486.53		
		0.7%	100.0%	52.4%	-6.3%	12.7%	4.3%	21.5%	15.4%		