INNOVATIVE
SOFTWARE DESIGN

Built-In Conditions

Job Cost

JC Categories over budget by a specified percent

JC Categories that are over budget based on percent complete

JC Categories that are over budget by specified amount

JC Commitment COs not linked to a Change Order

JC Commitments where the total invoiced exceeds the revised commitment amount

JC Commitments with expiring Auto insurance

JC Commitments with expiring General Liability insurance

JC Commitments with expiring umbrella insurance

JC Commitments with expiring Workmans Comp insurance

JC Cost Codes over budget by a specified percent

JC Cost Codes over budget on labor dollars (includes unposted payroll)

JC Cost Codes over budget on labor hours (includes unposted payroll)

JC Cost Codes that are over budget based on percent complete

JC Cost Codes that are over budget by specified amount

JC Cost Codes that are over budget by specified percent

JC Cost Codes that are over budget by specified percent based on labor hours

JC Cost Codes with Committed cost greater than the Estimate

JC Cost Codes with cost totals not equal to the sum of their category cost totals

JC Group Cost Codes that are over budget

JC Group Cost Codes without a scheduled value

JC Jobs at specified billing percentage

JC Jobs marked as closed and the Total Billed is not equal to the Revised Contract amount

JC Jobs over budget by a specified percent

JC Jobs that are over budget by specified amount

JC Jobs that are over budget by specified percent based on labor hours

JC Jobs that are over budget using labor hours as percent complete

JC Jobs that are overbudget by specified percent

JC Jobs that have not been billed in specified days

JC Jobs that have started but have no contract amount

JC Jobs that have started that do not have an estimate

JC Jobs that were completed in the last specified days

JC Jobs where a GL Prefix has not been entered

JC Jobs where a Payroll Local has not been entered

JC Jobs where a Payroll state has not been entered

JC Jobs where a Payroll WC group has not been entered

JC Jobs where an AR Tax Group has not been entered

JC Jobs where costs have not been posted in specified days

JC Jobs where projected profit less than specified percent

JC Jobs where total billed exceeds the contract amount plus pending change orders

JC Jobs with Committed costs greater than the Estimate

JC Jobs with overtime payroll

Built-In Conditions

Job Cost

JC Jobs without record-security operator setup

JC New Jobs that have been entered

JC Subcontracts / POs entered to a cost code without an estimate

JC Subcontracts where retainage held > amt * ret %

JC Subcontracts without a signed contract

Payroll

JC Jobs with Payroll time entered last week, but not this week

PR Checks (unposted) greater than specified amount

PR Checks that are not in Cash Management

PR Direct Deposit pay stubs to be sent to employees

PR Employee Deductions being missed this week

PR Employees (Salary) and no Employee Pay records set to Auto

PR Employees terminated in the last specified days

PR Employees who are becoming eligible for benefits

PR Employees who do not have a specified Deduction set up

PR Employees who do not have a specified Fringe set up

PR Employees who do not have a specified Pay set up

PR Employees who have used more accrual time than they have accrued this year

PR Employees whose birthday is today

PR Employees whose employment anniversary is today

PR Employees with less than X regular hours worked in current pay period

PR Employees with more than X regular hours in current pay period

PR Employees with no birthday set up

PR Employees with no phone number set up

PR Employees with no Resident State set up

PR Employees with no WC State set up

PR Employees with Payroll time entered last week, but not this week

PR Employees with same SSN

PR Employees without union, local, and class setup

PR Time (unposted) coded to a closed job

PR Time (unposted) coded to Category with no estimate

PR Time (unposted) coded to Cost Code with no estimate

PR Time (unposted) coded to Job with no estimate

PR Time coded to closed jobs

PR Union Local records that will expire in X days

PR Unposted Time Entries

Accounts Receivable / Billing

AR Cash receipts

AR Cash Receipts that are not in Cash Management

AR Customer exceeding their credit limit

AR Customer with a balance greater than a specified amount

AR Customers where their 120 day receivable balance is a specified percent of their total outstanding amount

Accounts Receivable / Billing

AR Customers with balance older than specified days

AR Customers with balances that have not been aged in specified days

AR Invoice Distributions with future Accounting dates.

AR Invoices for Customers over their credit limit

AR Invoices generated in the last specified number of days

AR Invoices issued a specified number of days ago

AR Invoices older than specified number of days

AR Open Invoices older than a specified number of days (includes invoices with unbilled retainage)

AR Unposted Transactions

CN Contracts billing retainage and pending Change Requests exist in PJ

CN Contracts with open receivable balances over a specified amount

JC Jobs billing retainage and pending Change Requests exist in PJ

JC Jobs not billed in specified days that have a retainage balance

JC Jobs not billed in specified days with costs since the last billing

JC Jobs where costs exceed billings and not been billed in a specified number of days

JC Jobs with a receivable balance and no labor cost in a specified number of days

JC Jobs with open receivable balances

JC Jobs with open receivable balances over specified days

JC Jobs with unbilled WIP older than specified number of days

Project Management

PJ Approved commitment change orders not linked to a revenue change order

PJ Change Orders not released to accounting

PJ Change Orders not sent to a specified project Role

PJ Change Orders released to accounting, not updated in Contracts

PJ Change Request response coming due

PJ Change Request vendor quotes not returned after X days

PJ Change Requests not sent to a specified project Role

PJ Change Requests over a specified amount

PJ Change Requests over specified dollars and marked as internal

PJ Change Requests still unapproved after specified days.

PJ Change Requests submitted and not approved in specified days

PJ Change Requests where the Estimate is greater than the Price

PJ Change Requests where work finished X days ago and are unapproved

PJ Commitment Change Orders not released to accounting

PJ Commitment Change Orders released to accounting but have not updated the commitment.

PJ Correspondence Items coming due

PJ Correspondence Items waiting response

PJ Correspondence Items where a response is coming due

PJ Correspondence Items within specified days of due date

PJ Correspondence Log action items open for specified days

PJ Drawings and drawing revisions

PJ Drawings not sent to a specified project Role

Project Management

PJ Field Reports filed in the last 7 days with Extras

PJ Field Reports for the last X days where weather was not recorded

PJ Field Reports not finalized

PJ Field Reports with an accident reported yesterday

PJ Jobs that have not been released to accounting

PJ Jobs where a Field Report was not completed yesterday

PJ Jobs with internal Change Requests greater than specified amt

PJ Jobs with too many open Change Requests

PJ Jobs with too many open Change Requests over specified amount

PJ Jobs with too many open RFIs

PJ Jobs without a Field Report

PJ Jobs without a specified Role on Job Contact List

PJ Meeting Minutes Items that are not closed and due in X days

PJ Meeting Minutes Items that have been open for X days

PJ Meeting Minutes not sent to a specified project Role

PJ Open Meeting Minutes Items that are open and assigned to a responsible party

PJ RFIs answered in the last specified days

PJ RFIs not received by specified project Role

PJ RFIs not returned within specified days

PJ RFIs with a cost impact and no Change Request

PJ Subcontractors on a job with expiring Auto insurance

PJ Subcontractors on a job with expiring General Liability insurance

PJ Subcontractors on a job with expiring Umbrella insurance

PJ Subcontractors on a job with expiring Workers Compensation insurance

PJ Subcontracts and POs released but not committed

PJ Submittals due in specified days

PJ Submittals not forwarded after X days of receipt from architect

PJ Submittals not forwarded to architect within X days of receipt

PJ Submittals not returned after specified days

PJ Submittals not sent to a specified project Role

PJ Submittals within specified days of finish date

PJ Submittals without enough copies received

PJ Transmittals not sent to a specified project Role

Contracts

CN Contract Items released to acctg

CN Contracts on hold

CN Contracts that have not been billed in specified days

CN Contracts that have not been billed in specified days and have retainage balance

CN Contracts where items do not have the same Account Prefix

CN Contracts where items do not have the same AR Account

CN Contracts where items do not have the same Billing Type

CN Contracts where items do not have the same Customer

Contracts

CN Contracts where items do not have the same Format

CN Contracts where items do not have the same Job

CN Contracts where items do not have the same Retainage AR Account

CN Contracts where items do not have the same Retainage Percent

CN Contracts where items do not have the same Revenue Account

CN Contracts where work is complete but have not been fully billed

CN Contracts with costs and checklist items not checked

Property Management

PM CPI values not updated in X days

PM Interest Rates not updated in X days

PM Late Charges that are over X days old

PM Lease Checklist items overdue (Start Lease)

PM Lease Checklist items overdue (Terminate Lease)

PM Lease Deposits that have not been accrued for X days

PM Lease Insurance policies expiring in X days

PM Lease Options expiring in X days

PM Lease Recurring Charges not set up on Property

PM Leases due for scheduled recalculation in X days

PM Leases due to run the escalation process in X days

PM Leases due to run the recovery process in X days

PM Leases expiring in X days

PM Leases with a credit balance

PM Leases with incorrect interest payment tenant address

PM Leases with incorrect refund payment tenant address

PM Leases with missing sales volumes for last month

PM Leases with more than a specified number of returned checks

PM Open Items that are over X days old, no credits

PM Open Items that are over X days old, w/credits

PM Porters Wage values not updated in X days

PM Properties that are due to close in X days

PM Properties that have not run Late Charges in X days

PM Properties that have not run Rent Roll in X days

PM Properties with no record-security operator set

PM Property Insurance policies expiring in X days

PM Property Management Fees due to run in X days

PM Recurring Charge Scheduled Increases in X days

PM Tenants with a credit balance

PM Tenants with more than X returned checks

PM Terminated Leases with a balance

PM Terminated Leases without a balance

PM Units that are Vacant

PM Units without market rent set up

Built-In Conditions

Cash Management

CM Banks that have not been reconciled in X days

CM Banks whose balance decreased by specified amount

CM Banks whose balance increased by specified amount

CM Banks with Balances under X dollars

CM Banks with no record security operator

CM Checks greater than Max Check Amount

CM Checks greater than X dollars

CM Transactions of a specified type (Adjustments)

CM Transactions of a specified type (Deposits)

CM Transactions of a specified type (Withdrawals)

General Ledger

GL Accounts with a balance greater than specified amount

GL Accounts with a balance less than specified amount

GL Accounts with Prior Year Adjustments

GL Auto Recurring entries due to run

GL Auto Reversing entries due in specified days

GL Entries (Unposted)

GL Entries from GL to control accounts

GL Prefix ABCs with no record-security operator set

GL Prefix ABs with no record-security operator set

GL Prefix As with no record-security operator set

GL Suspense Accounts with a balance

Accounts Payable

AP Checks that are not in Cash Management

AP Direct Deposit statements to be sent to Vendors

AP Invoice Distributions entered to a closed commitment

AP Invoice Distributions entered to a closed job

AP Invoice Distributions for Commitments that are not committed to JC

AP Invoice Distributions for JC Categories without an estimate

AP Invoice Distributions for JC Cost Codes without an estimate

AP Invoice Distributions for JC Jobs without an estimate

AP Invoice Distributions on hold (not using JC)

AP Invoice Distributions on hold (using JC)

AP Invoice Distributions over specified amount without a PO

AP Invoice Distributions requiring joint check, none specified

AP Invoice Distributions with missing commitment

AP Invoice Distributions with missing GL expense account

AP Invoice Distributions with missing retainage

AP Invoice Distributions without tax amounts

AP Invoices open for specified number of days

AP Invoices over a specified dollar amount

AP Invoices that are beyond the current 1099 Year

Accounts Payable

AP Invoices that are beyond the current AP Year

AP Invoices to summary vendors in the last specified days

AP Invoices with a future accounting date

AP Invoices with expiring discounts

AP Invoices with missing payment date

AP Open Invoices for jobs that have received a cash receipt in the last X days

AP Open Invoices from subcontractors who do not have a contract

AP Pending Invoice distributions

AP Pending Invoices not returned after due date

AP Pending invoices still pending after a specified number of days from recipient

AP Recurring Invoices to be generated in X days

AP Vendors on hold

AP Vendors scheduled for payment that may need to be joint checked

AP Vendors who have not been paid in specified number of days

AP Vendors with a credit balance

AP Vendors with a Credit balance memo not selected for payment

AP Vendors with expiring Auto insurance

AP Vendors with expiring General Liability insurance

AP Vendors with expiring Umbrella insurance

AP Vendors with expiring Workers Compensation insurance

AP Vendors with insurance expiring in 30 days

AP Vendors with invoices selected for payment greater than a specified amount

AP Vendors with missing 1099 setup information

AP Vendors with open invoices totaling more than a specified amount

AP Vendors with same Tax ID Number

AP Vendors without a link to Address Book

CM Banks with balances less than invoices selected for payment

JC Commitments selected for payment and unsigned change orders exist

JC Open Commitments that have not been invoiced this month

Equipment Cost

EQ Equipment below desired utilization % for prior month

EQ Equipment cost is greater than specified percent of revenue

EQ Equipment in need of maintenance check

EQ Equipment Licenses about to expire

EQ Equipment rented that is due to return

EQ Equipment with no cost activity this month

EQ Equipment with no revenue activity this month

Reminder

Reminder Condition

Example

zzEXAMPLE 01 - Testing for a blank date (Using IS NULL on a date field)

Built-In Conditions

Example

zzEXAMPLE 02 - Check to see if a date is within in the last 7 days (Using CURDATE())

zzEXAMPLE 03 - Using IF-THEN-ELSE type logic

zzEXAMPLE 04 - Test the value of a text field

zzEXAMPLE 05 - Test the value selected in a radio button field

zzEXAMPLE 06 - Test the selected value in a drop-down list field

zzEXAMPLE 07 - Test the value of a checkbox

zzEXAMPLE 08 - Test on the first part of a text field (Using the LEFT() function)

zzEXAMPLE 09 - Performing a simple calculation

zzEXAMPLE 10 - Using the MONTH and YEAR functions

zzEXAMPLE 11 - Test on middle part of a text field (Using the SUBSTRING() function)

zzEXAMPLE 12 - Testing the Length of a field (Using the LENGTH() function)

zzEXAMPLE 13a - Testing to see if something Exists (partial example)

zzEXAMPLE 13b - Testing to see if something Exists (full example)

zzEXAMPLE 14 - Using summations in a condition

zzEXAMPLE 15 - How to test against a specific date

zzEXAMPLE 16 - How to test the value of a custom field

zzEXAMPLE 17 - Using the IN operator

zzEXAMPLE 18 - Using the LOCATE() function

Report Distribution

Send a Report

Send customers their reports

Send Project Managers their reports

Send vendors their reports

Other

JC Jobs with cost totals not equal to the sum of the Cost Codes cost totals

Service Management

SM Active Leads

SM Agreement Quotes expiring in a specified number of days

SM Agreements expiring in a specified number of days

SM Agreements that expired in the last specifed days and were not renewed

SM Agreements that have expired with an unbilled balance

SM Customers who have not purchased an agreement in specified months

SM Employees not setup to send time to payroll

SM Employees set to send time to payroll and missing needed settings

SM Invoices ready to be sent

SM Parts needed for PM tasks scheduled for next month

SM Parts where the quantity on hand is less than the minimum stock quantity

SM Parts with a negitive quantity on-hand

SM Purchase Order Items linked to a Work Order and are backordered

SM Purchase Order Items where the quantity received is less than the quantity invoiced

SM Purchase Order Items where the quantity received is less than the quantity ordered

Built-In Conditions

Service Management

SM Purchase Order Items without receipts after the date promised

SM Purchase Orders for Work Orders with no reciepts after a specified number of days

SM Purchase Orders ready to be sent

SM Service Site missing a sales person

SM Service Sites that have been newly added

SM Vehicles due for an oil change

SM Work Orders completed and not billed

SM Work Orders completed this week

SM Work orders enter today that have a specifed Problem code

SM Work Orders entered yesterday and assigned an Urgent or High priority

SM Work Orders invoiced in the last specified days

SM Work Orders not scheduled

SM Work Orders Quotes that expired in the last specified days

SM Work Orders that have been canceled and have an open PO

SM Work Orders that have been completed and not billed

SM Work Orders that have not been assigned to a technician

SM Work Orders waiting on parts

SM Work Orders with costs and flaged as non-billable

SM Work Orders without a job number

SM Work Orders without a PO

SM Works Orders missing a sales person