

MyAssistant for Sage Timberline Office - Task List

Accounts Payable

Invoice Management

Pending Invoices out for approval too long
Invoices entered to Jobs without an estimate
Invoices entered to JC Categories without an estimate
Invoices missing a PO or Subcontract
Invoices above a threshold without a PO
Banks with insufficient cash
Invoices over threshold
Invoices with expiring discounts
Invoices posted to a closed job
Invoices posted beyond the current 1099 Year
Invoices coded to a future accounting date
Vendors who have not been paid in specified number of days
Invoices missing retainage
Invoices open for specified number of days
Invoices coded to a summary vendor in the last X days
Invoices posted to closed commitments
Invoices posted to Commitments that are not committed to JC
Open Commitments that have not been invoiced this month
Open Invoices for jobs that have received a cash receipt in the last X days
Open Invoices from subcontractors who do not have a contract
Send Direct Deposit statements to Vendors
Commitments with unsigned change orders and are selected to be paid

Vendor Setup

Vendors scheduled for payment that may need a joint check
Vendors with expiring insurance
Vendors on Hold
Vendors with expiring Worker's Comp. Insurance
Vendors with expiring General Liability Insurance
Vendors missing 1099 information
Vendors with a credit memo not selected for payment
Vendors with open invoices totaling above threshold

AR and Billing

Receivables Management

Customers with a balances over \$ 10000
Customers exceeding their credit limit
Contracts where work is complete but not fully billed

Contracts not billed in 40 days

Jobs not billed in 40 days

Jobs with receivable balances above \$ 10,000

AR Invoices for Customers over their credit limit

AR Invoices with future Accounting Dates

Contracts billing retainage and pending Change Requests exist

Jobs billing retainage and pending Change Requests exist

Customers with balances older than 45 days

AR Invoices issued X number of days ago

AR Invoices older than a specified number of days

Cash receipts received in the last specified days

Contracts with open receivable balances over a specified amount

Jobs losing their lien rights

Jobs marked as closed and the total billed is not equal to the revised contract amount

Jobs with open receivable balances over specified days

Jobs with unbilled WIP older than specified number of days

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

Send Billing Worksheet

Send Invoices

Send Invoice Verification

Cash Management

Bank Activity

Withdrawal transactions requiring attention

Bank balances that increased too much yesterday

Bank balances that decreased too much yesterday

Bank Accounts with balances under specified threshold

Checks greater than Max Check Amount

Checks greater than a specified amount

Bank Management

Bank Accounts without a security operator

Bank Accounts that need to be reconciled

Equipment Cost

Equipment Control

Equipment in need of maintenance

Equipment Licenses expiring

Equipment rented to be returned soon

Equipment with no cost this month

Equipment with no revenue this month

Equipment under-utilized last month

Equipment with cost is too high compared to revenue

General Ledger

Accounting Management

Company records (GL) with no record-security operator set
Accounts with Prior Year Adjustments
Suspense Accounts with a balance
Invalid entries to control accounts
Accounts with balance above threshold
Accounts with a balance under threshold

Job Cost

Contract Setup

Contracts released to accounting
Contracts where items do not have the same Customer
Contracts where all items don't have the same Billing Type
Contracts where items do not have the same Format
Contracts where items do not have the same Job
Contracts with costs and checklist items not checked

Cost Control

Categories over budget by a specified percent
Jobs with overtime payroll
Cost Codes over budget on labor dollars (includes unposted payroll)
Categories that are over budget by specified amount
Commitments where the total invoiced exceeds the revised commitment amount
Cost Codes over budget by a specified percent
Jobs over budget by a specified percent
Jobs where a retainage reduction might be needed
Jobs with missing change requests
Jobs where Committed costs are greater than the Estimate
Cost Codes with committed cost greater than the estimate
Change Orders released to accounting, not updated in Contracts
Jobs over budget
Cost Codes over budget
JC Cost Codes that are over budget based on percent complete
Jobs where projected profit is less than 5%

Job Setup

Jobs where a Payroll WC group has not been entered
Jobs where a Payroll state has not been entered
Jobs where a Payroll Local has not been entered
Group Cost Codes without a scheduled value
Jobs where costs have not been posted in 45 days
Jobs where a GL Prefix has not been entered
Started jobs that do not have an estimate
Started jobs without a contract amount
New Jobs that have been entered

Subcontracts / POs entered to a cost code without an estimate

Subcontracts where retainage held is greater than the amount that should be retained

Jobs without record-security setup

Subcontract Control

Subcontracts and POs released to Acct but not committed

Commitment COs not linked to a Change Order

Subcontracts without a signed contract

Commitments with expiring General Liability insurance

Commitments with expiring Auto insurance

Payroll

Processing

Unposted Time coded to a closed job

Employees who have used more vacation time than they have accrued

Time coded to Jobs with no estimate

Time coded to JC Categories without an estimate

Unposted PR Checks greater than \$ 2,500

Employee Deductions being missed this week

Salaried Employees with no Employee Pay records set to Auto

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

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

Employees with too many hours in current pay period

Send Employees their direct deposit notice

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

Setup

Employees without specified Fringes

Employees who are becoming eligible for benefits

Employees whose employment anniversary is today

Employees without a specified pay setup

Employee without a specified deduction

Employees with same Social Security #

Employees whose birthday is today

Employees terminated in the last 14 days

Union Local records expiring soon

Employees without a birthday set up

Employees without a phone number entered

Employees with no WC State set up

Project Management

Change Control

Unapproved Change Requests

Jobs with internal budget changes more than \$ 5,000

Jobs with too many open Change Requests

Unapproved Change Requests where work is completed

Internal budget change over \$ 2,500

Change Requests where estimated cost is greater than the price

Change Requests needing a response in 4 days

Vendor quotes needed for Change Requests

Change Orders not released to accounting

Change Requests submitted and not approved

Approved commitment change orders not linked to a revenue change order

Commitment Change Orders release to accounting but have not updated the contract

Commitment Change Orders not released to accounting

Document Management

Current drawings and drawing revisions

Jobs missing a Daily Report

Meeting Minutes not sent to a specified project Role

RFIs answered in the last X days

Submittals not sent to a specified project Role

Field Reports filed in the last 7 days with Extras

Field Reports with an accident reported yesterday

Incomplete submittals coming up on required finish date

PJ Submittals coming due

PJ Jobs with too many open RFIs

Transmittals not sent to the Superintendent

RFIs not sent to Superintendent

Drawings not sent to the Superintendent

Submittals not returned in 5 days

Submittals not forwarded in 4 Days

Past due Meeting Minutes Items

Submittals without enough copies received

Correspondence Items waiting response

RFIs not returned in 5 days

Open correspondence item requiring action

Job Setup

Jobs without a specified contact on Job Contact List

Jobs that have not been released to accounting

Reminders

General

Print Quarterly Reports

Report Distribution

General

Send customers their reports

Send vendors their reports

Send Project Managers their reports

Send a Report

Service Management

Parts - Inventory

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

Purchase Order Items without receipts after the date promised

Purchase Orders for Work Orders with no receipts after 20 days

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

Purchase Orders linked to a Work Order and are backordered

Purchase Orders ready to be sent to Vendors

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

Parts with a negative quantity on hand

Service Agreements

Agreements expiring in the next 30 days or in the last 120 days

Parts needed for PM tasks scheduled for the next month

Agreement Quotes expiring in the next 30 days

Active Leads not contacted in specified days

Agreements that expired in the last 30 days and were not renewed

Agreements that have expired in the last 30 days with an unbilled balance

Customers who have not purchased an agreement in 12 months

Setup - Other

Employees not set up to send time to Payroll

Employees set to send time to payroll and missing needed settings

Service Sites missing a sales person

Service Sites that have been newly added

Vehicles due for an oil change

Work Orders

Work Orders completed this week

Work Orders entered yesterday and assigned as Urgent or High priority

Work Orders entered today that have a specified Problem code

Work Orders invoiced in the last 5 days

Work Orders missing a sales person

Work Orders not scheduled

Work Orders that have been canceled and have an open PO

Work Orders that have been completed and not billed

Work Orders that have not been assigned to a technician

Work Orders waiting on parts

Work Orders with costs and flagged as non-billable

Work Orders Quotes that expired in the last 7 days

Work Orders without a job number

Work Orders without a PO number

Invoices ready to be sent

Work Orders completed and not billed