

My Assistant Available Conditions

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Built-In Conditions

Accounts Payable

AP Checks that are not in Cash Management

This condition looks through all AP Checks and returns any Check that does not have a corresponding Check transaction in the Register.cmt or the History.cmt files. (This condition requires both files to exist, or it will fail).

AP Direct Deposit statements to be sent to Vendors

This condition looks through AP Checks and returns a list of Checks that were machine generated (not manual checks) and have a check date within a specified number of days. This condition can be used along with a Role to send Vendors their direct deposit pay stub. In implementing this process you will want to add a filter to this condition based on you indicated in Vendor setup, which AP Vendors do direct deposit.

Tasks that use this Condition: Send Direct Deposit statements to Vendors

AP Invoice Distributions entered to a closed commitment

This condition looks through all Open AP Invoice Distributions and returns those that are coded to a closed commitment.

Tasks that use this Condition: Invoices posted to closed commitments

AP Invoice Distributions entered to a closed job

This condition looks through all Open AP Invoice Distributions and returns those that are coded to a closed job.

Tasks that use this Condition: Invoices posted to a closed job

AP Invoice Distributions for Commitments that are not committed to JC

This condition looks through all open AP Invoice Distributions and returns those that are coded to commitments that have not been committed in Job COst.

Tasks that use this Condition: Invoices posted to Commitments that are not committed to JC

AP Invoice Distributions for JC Categories without an estimate

This condition looks through all Open AP Invoice Distributions that are coded to Categories, and returns those with no estimate amount.

Tasks that use this Condition: Invoices entered to JC Categories without an estimate

AP Invoice Distributions for JC Cost Codes without an estimate

This condition looks through all open AP Invoice Distributions that are coded to Cost Codes, and returns those with no estimate amount.

AP Invoice Distributions for JC Jobs without an estimate

This condition looks through all Open AP Invoice Distributions that are coded to jobs, and returns those with no estimate amount.

Tasks that use this Condition: Invoices entered to Jobs without an estimate

AP Invoice Distributions on hold (not using JC)

This condition looks through all open AP Invoice distributions and returns any distributions that are on hold, that are part of an invoice that was put on hold, or are for a vendor who is on hold. (This condition does not look to the JC Commitment to determine if the distribution is being held due to a JC Commitment hold, and can be safely used if you do not have or use the JC application.)

AP Invoice Distributions on hold (using JC)

This condition looks through all open AP Invoice distributions and returns any distributions that are on hold, that are part of an invoice that was put on hold, that are for a vendor who is on hold, or is for a commitment that is on hold. (This condition looks to the JC Commitment table in the Master.jcm file, and should not be used if you do not use the JC application).

AP Invoice Distributions over specified amount without a PO

This condition looks through all open AP Invoice Distributions and returns those that are over a specified amount and where not posted to a PO (commitment field was left blank).

Built-In Conditions**Accounts Payable**

Tasks that use this Condition: Invoices above a threshold without a PO

AP Invoice Distributions requiring joint check, none specified

This condition looks through all open AP Distributions that are coded to commitments and returns those that have a "joint check required" checkbox checked on the commitment (in the "Secondary Vendors" section) and do not have a joint vendor filled in, and the received date for the secondary vendor is less than the invoice date of the invoice.

AP Invoice Distributions with missing commitment

This condition looks through all open AP Invoice Distributions and returns those that do not have a commitment filled in, but a commitment exists for the vendor, job, cost code, and category associated with the invoice distribution.

Tasks that use this Condition: Invoices missing a PO or Subcontract

AP Invoice Distributions with missing GL expense account

This condition looks through all open AP Invoice Distributions and returns those with a blank GL expense account.

AP Invoice Distributions with missing retainage

This condition looks at all open AP Invoice Distributions and returns those where the retainage is blank and the associated commitment has a retainage percent.

Tasks that use this Condition: Invoices missing retainage

AP Invoice Distributions without tax amounts

This condition looks at all open invoice distributions and returns those that do not have a tax amount, but the vendor has a tax group set up OR the corresponding tax group (based on the category) has a value on the Job. (This condition is only useful if AP is set to calculate taxes in AP Settings).

AP Invoices (posted) with a duplicate invoice based on vendor ID and invoice amount

This condition looks through posted AP Invoices and returns a list of invoices where another AP invoice from the same Vendor, for same amount and different invoice number exists.

Tasks that use this Condition: Invoices from the same vendor, for the same amount with different invoice numbers

AP Invoices (Un-posted) with a duplicates based on vendor ID and invoice amount

This condition looks through un-posted AP Invoices and returns a list of invoices where another AP invoice from the same Vendor, for same amount and different invoice number exists. The condition checks both post and un-posted invoices for duplicates.

This condition will error out / fail to run if you don't have any un-posted invoices.

Tasks that use this Condition: Invoices (un-posted) from the same vendor, for the same amount with different invoice numbers

AP Invoices from Vendor with expiring insurance (vendor or commitment specific)

This condition looks at open AP Invoices and returns a list of Invoices where either of the following is true:

- The Required box is checked, the Override box is not checked and the Expiration Date is either blank or will expire in 30 days on the AP Vendor for any type of insurance.
- The Required box is checked, the Override box is not checked and the Expiration Date is either blank or will expire in 30 days on the JC Commitment for any type of insurance.

Tasks that use this Condition: Invoices selected for payment from vendor's with expiring insurance (vendor or commitment)
Invoices from vendors with missing or expiring insurance (vendor or commitment specific)

AP Invoices from Vendors with missing or expiring insurance (Vendor specific only)

This condition looks through posted AP Invoices and returns a list of open invoices from Vendors with missing, expired, or expiring insurance. This condition looks out 30 days in determining if the insurance is expiring. The types of Insurance taken into consideration is based on the Proof Required checkbox in AP Vendor setup.

Built-In Conditions**Accounts Payable**

Tasks that use this Condition: Invoices from vendors with missing or expiring insurance (vendor specific)

AP Invoices from vendors with outstanding lien waivers

This condition looks at the first Distribution for open (not fully paid) AP Invoices. It returns a list of Invoice Distributions where any of the Distributions are open (not fully paid), and one or more Lien Waivers for the Job and Vendor on the Invoice distribution haven't been returned.

This is limited to run off the AP Invoice Distribution record so that Job information can be included in the Notification list. It's limited to the first Distribution to receive one Notification per AP Invoice.

Tasks that use this Condition: Invoices from vendors with outstanding Lien Waivers

AP Invoices open for specified number of days

This condition goes through all open AP Invoices and returns those that have been open for a specified number of days (based on the invoice date).

Tasks that use this Condition: Invoices open for specified number of days

AP Invoices over a specified dollar amount

This condition looks through all open AP Invoices and returns those where the Invoice Amount is over a specified amount.

Tasks that use this Condition: Invoices over threshold

AP Invoices select for payment from Vendors with outstanding Lien Waivers

This Condition looks at the first Distribution for open (not fully paid) AP Invoices that are selected for payment. The condition returns a list of Invoice Distributions that are open (not fully paid), selected for payment, and one or more Lien Waivers for the Job and Vendor on the Invoice distribution has not been received.

Tasks that use this Condition: Invoices selected for payment from vendors with missing lien waivers

AP Invoices selected for payment from vendors missing certified reports

This Condition looks through posted AP Invoices and returns a list of invoices that that are selected for payment and from a Vendor who hasn't provided one or more Certified Reports.

Tasks that use this Condition: Invoices selected for payment from vendors missing certified reports

AP Invoices that are beyond the current 1099 Year

This condition looks through all open invoices and returns those where the accounting date falls after the current 1099 year.

Tasks that use this Condition: Invoices posted beyond the current 1099 Year

AP Invoices that are beyond the current AP Year

This condition looks through all open invoices and returns those where the accounting date falls after the current AP Year.

AP Invoices to summary vendors in the last specified days

This condition looks through all open invoices and returns those where the vendor type is Summary and the Invoice Date was no more than a specified number of days ago.

Tasks that use this Condition: Invoices coded to a summary vendor in the last X days

AP Invoices with a future accounting date

This condition looks through all open AP Invoices and returns those where the accounting date is a specified number of days in the future.

Tasks that use this Condition: Invoices coded to a future accounting date

AP Invoices with expiring discounts

This condition looks through all open AP Invoices and returns those where the Discount Date is not blank and has passed or is within a specified number of days. Use this condition if your Discount Usage option in AP Settings -Invoice Settings is set to Invoice Level or Distribution Level.

Tasks that use this Condition: Invoices with expiring discounts

Built-In Conditions**Accounts Payable****AP Invoices with missing payment date**

This condition looks through all open AP Invoices and returns those with a blank Payment date (which can happen when importing invoices).

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

This condition looks through open AP invoice distributions coded to a job and returns those where an AR cash recipient has been received for the same job within a specified number of days. This condition can help determine what should be paid in a paid-when-paid situation.

Tasks that use this Condition: 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

This condition looks through open AP invoices that have been posted and returns those that are from subcontractors that do not have a contract (JC Commitment) for the job to which the invoice has been coded.

Tasks that use this Condition: Open Invoices from subcontractors who do not have a contract

AP Pending Invoice distributions

This condition looks through the pending AP Invoices Distributions and returns those where the Due Back date has past or the invoice date was a specified number of days ago. This condition can be used to send a Project Manager a list of invoices needing approval.

AP Pending Invoices not returned after due date

This condition looks through all AP Pending Invoices and returns those that are still pending after the due date or a specified number of days from the invoice date.

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

This condition looks through all AP Pending invoices and returns those that are still pending a specified number of days after the date received. This condition does not look at pending invoices where the received date is blank.

Tasks that use this Condition: Pending Invoices out for approval too long

AP Recurring Invoices to be generated in X days

This condition looks through all AP Recurring Invoices and returns the ones that are due to be generated in a specified number of days.

AP Vendors marked inactive

This condition looks through AP Vendors and returns a list of vendors that are marked inactive.

Tasks that use this Condition: Vendors marked inactive

AP Vendors on hold

This condition looks through all AP Vendors and returns those that are on hold.

Tasks that use this Condition: Vendors on Hold

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

This condition looks through the AP vendors that are scheduled to be paid and are not setup to receive a joint check and returns those that have receive a joint checked within the past.

Tasks that use this Condition: Vendors scheduled for payment that may need a joint check

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

This condition looks at all vendors who currently have open invoices, and returns those who have not been paid in a specified number of days.

Tasks that use this Condition: Vendors who have not been paid in specified number of days

Built-In Conditions**Accounts Payable****AP Vendors with a credit balance**

This condition looks through all AP Vendors and returns those that currently have a credit balance greater than a specified amount (Looking at the Open Invoices field in AP under Setup->Vendors->Current Balances). Specify the credit balance with a positive number.

AP Vendors with a Credit balance memo not selected for payment

This condition looks through all AP Vendors and returns those that have one or more credit memos that are not selected for payment and other invoices are selected for payment.

Tasks that use this Condition: Vendors with a credit memo not selected for payment

AP Vendors with activity in the last 24 months

This Condition looks through AP Vendors and returns a list of Vendors that are not marked inactive and have had invoice activity in the last 2 years (730 days).

Tasks that use this Condition: Send vendors a request for updated contact information

AP Vendors with expiring Auto insurance

This condition looks through all AP Vendors and returns those where the Automobile Insurance - Proof Required checkbox is checked and the Expiration Date has passed or is going to pass in a specified number of days.

AP Vendors with expiring General Liability insurance

This condition looks through all AP Vendors and returns those where the General Liability Insurance - Proof Required checkbox is checked and the Expiration Date has passed or is going to pass in a specified number of days.

Tasks that use this Condition: Vendors with expiring General Liability Insurance

AP Vendors with expiring Umbrella insurance

This condition looks through all AP Vendors and returns those where the Umbrella Insurance - Proof Required checkbox is checked and the Expiration Date has passed or is going to pass in a specified number of days.

AP Vendors with expiring Workers Compensation insurance

This condition looks through all AP Vendors and returns those where the Workers Compensation Insurance - Proof Required checkbox is checked and the Expiration Date has passed or is going to pass in a specified number of days.

Tasks that use this Condition: Vendors with expiring Worker's Comp. Insurance

AP Vendors with insurance expiring in 30 days

This condition looks at all AP Vendors and returns those where an insurance Proof of Insurance checkbox is checked and the corresponding insurance type is expired or going to expire in the next 30 days.

Tasks that use this Condition: Vendors with expiring insurance

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

This condition looks through all AP Vendors and returns those whose sum of invoices that are selected for payment are greater than a specified amount.

AP Vendors with missing 1099 setup information

This condition looks through all vendors, and returns those where "Vendor receives a Form 1099" is checked, and either the "Recipients tax ID number" or "Recipients tax ID name" field is not filled in.

Tasks that use this Condition: Vendors missing 1099 information

AP Vendors with open invoices totaling more than a specified amount

This condition looks through all AP Vendors and returns those that have an outstanding amount greater than a specified amount.

Tasks that use this Condition: Vendors with open invoices totaling above threshold

AP Vendors with same Tax ID Number

Built-In Conditions**Accounts Payable**

This condition looks through ALL AP Vendors who do not have a blank Tax ID Number (under the 1099 tab) and returns those that have the same Tax ID Number as another Vendor in the Accounts Payable Master File. It is best to sort the notification items for any task based on this condition by Tax ID Number.

AP Vendors without a link to Address Book

This condition looks through all AP vendors and returns those that do not have an associated contact in Address Book.

CM Banks with balances less than invoices selected for payment

This condition looks at all invoices selected for payment for each bank, and returns those banks where the Cash Management register balance is less than the total invoices selected for payment for that bank. (This condition only works if you have "System automatically assigns per distribution" selected in the "AP Settings" -> "Check Settings" screen.)

Tasks that use this Condition: Banks with insufficient cash

Copy of JC Open Commitments that have not been invoiced this month

This condition looks through open Job Cost Commitments for in progress jobs and returns those where an AP invoice has not been entered for the current month. This condition can be limited to just Subcontract or Purchase order commitment types.

JC Certified Reports (primary and secondary vendors)

This condition looks through JC Certified records for in-progress jobs and returns a list of certified reports that have not been returned, and the Override or No Work check boxes are not checked.

Tasks that use this Condition: Missing certified reports
Send vendors a list of certified reports that have not been received

JC Commitments selected for payment and unsigned change orders exist

This condition looks through all Job Cost commitments (i.e., subcontracts and purchase orders) on in-progress jobs and returns a list of commitments that are selected to be paid and at least one unsigned commitment change order exists.

Tasks that use this Condition: Commitments with unsigned change orders and are selected to be paid

JC Lien Waivers not received in 30 days - primary and secondary vendors

This Condition looks through the Lien Waivers for in-progress jobs and returns a list of waivers that are due from your AP Vendors, and your vendor's vendors, and have not been returned, voided or overridden. The list of Lien Waivers will be filtered to those issued at least 30 days ago.

Tasks that use this Condition: Lien waivers not received in 30 days from all vendors

JC Lien Waivers not received in 30 days - primary Vendors

This Condition looks through the Lien Waivers for in-progress jobs and returns a list of waivers that are due from your AP Vendors and have not been returned, voided, or overridden. The list of Lien Waivers will be filtered for those issued at least 30 days ago.

Tasks that use this Condition: Lien Waivers not received in 30 days from primary vendors

JC Lien Waivers not received in 30 days - secondary vendors

This Condition looks through the Lien Waivers for in-progress jobs and returns a list of Lien Waivers that are due from secondary vendors (your vendor's vendors). The list of Lien Waivers is filtered to include those that have not been returned, voided, overridden, and were issued at least 30 days ago.

Tasks that use this Condition: Lien waivers not received in 30 days from secondary vendors

JC Lien Waivers that haven't been received

This condition looks through the Lien Waivers for in-progress jobs and returns a list of waivers that are due from your vendor's, vendors (secondary vendors). The list of Lien Waivers is filtered to include those that have not been returned, voided, or overridden.

Tasks that use this Condition: Send project managers a list of lien waivers that have not been received
Send vendors their list of outstanding lien waivers

Built-In Conditions**Accounts Payable****JC Open Commitments that have not been invoiced this month**

This condition looks through open Job Cost Commitments for in progress jobs and returns those where an AP invoice has not been entered for the current month. This condition can be limited to just Subcontract or Purchase order commitment types.

Tasks that use this Condition: Open Commitments that have not been invoiced this month

Accounts Receivable / Billing**AR Cash receipts**

This condition looks through the AR Activity and returns Cash Receipts with a Deposit or Activity date within the last specified number of days. This condition can be used to send a project manager a list of cash recipients received on their jobs.

Tasks that use this Condition: Cash receipts received in the last specified days

AR Cash Receipts that are not in Cash Management

This condition looks through all AR Deposits and returns any Deposit that does not have a corresponding deposit transaction in the Cash Management Register.cmt or the History.cmt files.

AR Customer exceeding their credit limit

This condition looks at all AR Customers and returns those where the outstanding balance is greater than their credit limit (and the credit limit on the Customer is not zero). This condition excludes "one time" customers.

Tasks that use this Condition: Customers exceeding their credit limit

AR Customer with a balance greater than a specified amount

This condition looks at all AR Customers and returns those with an outstanding balance greater than a specified amount. This condition excludes "one time" customers.

Tasks that use this Condition: Customers with a balance over \$10000

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

This condition looks through AR Customers with an outstanding balance and provides a list of customers whose balance that is 120 days old is a specified percentage of their total amount due. This condition assumes the receivable balances for each customer are aged using the "Age Receivables Balances" menu option and that the 120 day aging field is named "Over 120 Days Amount".

AR Customers with balance older than specified days

This condition looks through all active or On-hold AR Customers and returns those with a balance older than a specified number of days. Balances aged based on Due Date.

Tasks that use this Condition: Customers with balances older than 45 days

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

This condition looks at the aged totals for each customer and returns a list of customers whose aging totals have not been updated in a specified number of days.

AR Invoice Distributions with future Accounting dates.

This condition looks through all AR Invoice Distributions and returns those that have an accounting date greater than the current date plus a specified number of days.

Tasks that use this Condition: AR Invoices with future Accounting Dates

AR Invoices for Customers over their credit limit

This condition looks through all AR Invoices generated in the last specified number of days and returns those for Customers who are over their credit limit (and the credit limit on the Customer is not zero).

Tasks that use this Condition: AR Invoices for Customers over their credit limit

Built-In Conditions**Accounts Receivable / Billing****AR Invoices generated in the last specified number of days**

This condition looks through invoices that have not been posted and returns a list of invoices generated in the last number of days. This condition can be used to email invoices to customers or send customers an email verifying receipt of your invoice.

Tasks that use this Condition: Send Invoices

AR Invoices issued a specified number of days ago

This condition looks through AR invoices and returns a list of invoices with an invoice date that is a specified number of days ago. This condition can be used to follow up with customers to confirm that they have what they need to pay your invoice.

Tasks that use this Condition: AR Invoices issued X number of days ago
 Send Invoice Verification

AR Invoices older than specified number of days

This condition looks through all open AR Invoices and returns those where the date is older than the specified number of days.

AR Open Invoices older than a specified number of days (includes invoices with unbilled ret:

This condition looks through all open AR Invoices and provides a list of invoices where the invoice date is older than the specified number of days. This condition includes unbilled retainage when determine if an invoice has been fully paid.

Tasks that use this Condition: AR Invoices older than a specified number of days

AR Unposted Transactions

This condition looks at transactions in the AR New file and returns all of them. (The condition will fail if the new.art file does not exist.)

CN Contracts billing retainage and pending Change Requests exist in PJ

This condition looks through all CN Contracts that are not Paid in Full and returns those that have an invoice in AR that is billing retainage and a Change Request exists in Project Management for that Contract with the status of "Submitted" or "Verbal Okay".

Tasks that use this Condition: Contracts billing retainage and pending Change Requests exist

CN Contracts with open receivable balances over a specified amount

This condition looks through all CN Contracts that are not Paid in Full and returns those with an open AR balance greater than a specified amount.

Tasks that use this Condition: Contracts with open receivable balances over a specified amount

JC Jobs billing retainage and pending Change Requests exist in PJ

This condition looks through all JC Jobs that are not Closed and returns those that have an invoice in AR that is billing retainage, but a Change Request exists in Project Management for that Job with the status of "Submitted" or "Verbal Okay".

Tasks that use this Condition: Jobs billing retainage and pending Change Requests exist

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

This condition looks through all Jobs that have a status of "In Progress" and returns those that have not been billed in a specified number of days based on the Transaction Date of the last billing transaciton and have a retainage balance.

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

This condition looks through all Jobs with a status of "In Progress" and returns those not billed a specified number of days based on the Transaction Date of the last billing transaciton have had costs posted to them in a specified number of days. An option is provided to monitor only quick bill jobs or all jobs.

Tasks that use this Condition: 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

This condition looks through in progress jobs and returns those where the job-to-date billings exceeds job-to-date costs and the job has not been billed in a specified number of days.

Built-In Conditions**Accounts Receivable / Billing****JC Jobs with a receivable balance and no labor cost in a specified number of days**

This condition looks through all jobs that have a receivable balance and returns a list of jobs where there has not been any labor cost in a specified number of days. This condition can be used to notify you when you are about to lose your lien rights.

Tasks that use this Condition: Jobs losing their lien rights

JC Jobs with open receivable balances

This condition looks through all JC Jobs that are not Closed and returns those with an open AR balance greater than a specified amount.

Tasks that use this Condition: Jobs with receivable balances above \$ 10,000

JC Jobs with open receivable balances over specified days

This condition looks through all JC Jobs that are not Closed and returns those with an open AR balance greater than the specified amount that is older than the specified number of days.

Tasks that use this Condition: Jobs with open receivable balances over specified days

JC Jobs with unbilled WIP older than specified number of days

This condition looks through all Jobs that are not closed and returns those that have unbilled detail in the unbilled.blw file older than a specified number of days.

Tasks that use this Condition: Jobs with unbilled WIP older than specified number of days

Cash Management**CM Banks that have not been reconciled in X days**

This condition looks at all CM Bank Accounts and returns those that have not been reconciled in a specified number of days or have not been reconciled at all.

Tasks that use this Condition: Bank Accounts that need to be reconciled

CM Banks whose balance decreased by specified amount

This condition looks through all CM Bank Accounts and returns those whose account balance decreased more than a specified amount yesterday (enter the amount of decrease as a negative number).

Tasks that use this Condition: Bank balances that decreased too much yesterday

CM Banks whose balance increased by specified amount

This condition looks through all CM Bank Accounts and returns those whose account balance increased more than a specified amount yesterday (enter the amount of increase as a positive number).

Tasks that use this Condition: Bank balances that increased too much yesterday

CM Banks with Balances under X dollars

This condition looks at all CM Bank Accounts and returns the bank accounts that have a register balance under a specified amount.

Tasks that use this Condition: Bank Accounts with balances under specified threshold

CM Banks with no record security operator

This condition looks through all CM Bank Accounts and returns those that do not have a security operator set. (Only useful if Bank Account record security is turned on).

Tasks that use this Condition: Bank Accounts without a security operator

CM Checks greater than Max Check Amount

This condition processes through all unreconciled CM Transactions and returns any AP checks with an amount that is greater than the AP Max Check Amount on the bank record OR any PR checks with an amount that is greater than the PR Max Check Amount (unless the Max Check Amount is zero).

Built-In Conditions**Cash Management**

Tasks that use this Condition: Checks greater than Max Check Amount

CM Checks greater than X dollars

This condition processes through all unreconciled CM Transactions and returns any checks with an amount that is greater than X dollars.

Tasks that use this Condition: Checks greater than a specified amount

CM Transactions of a specified type (Adjustments)

This condition looks through all unreconciled CM Adjustment Transactions and returns those that are of the specified type (ie: NSF Check, ATM Withdrawal Charge, NSF Charge)

CM Transactions of a specified type (Deposits)

This condition looks through all unreconciled CM Deposit Transactions and returns those that are of the specified type (ie: Electronic, Teller, ATM)

CM Transactions of a specified type (Withdrawals)

This condition looks through all unreconciled CM Withdrawal Transactions and returns those that are of the specified type (ie: Electronic, Teller, ATM)

Tasks that use this Condition: Withdrawal transactions requiring attention

Contracts**CN Contract Items released to acctg**

This condition looks through all Contract Items that are not Paid in Full and returns those that have been released to accounting.

Tasks that use this Condition: Contracts released to accounting

CN Contracts on hold

This condition looks through all CN Contracts that are not closed or paid in full, and returns those that are on hold.

CN Contracts that have not been billed in specified days

This condition looks through all CN Contracts that are not paid in full or on hold and returns those that have never been billed or where the last invoice date is over a specified number of days ago.

Tasks that use this Condition: Contracts not billed in 40 days

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

This condition looks through all CN Contracts that are not paid in full or on hold and returns those that have never been billed or where the last invoice date is over a specified number of days ago and have a retainage balance.

CN Contracts where items do not have the same Account Prefix

This condition looks through all CN Contracts that are not closed or paid in full, and returns those that have contract items with different Account Prefixes.

CN Contracts where items do not have the same AR Account

This condition looks through all CN Contracts that are not closed or paid in full, and returns those that have contract items with different AR Accounts.

CN Contracts where items do not have the same Billing Type

This condition looks through all CN Contracts that are not closed or paid in full, and returns those that have contract items with different Billing Types.

Tasks that use this Condition: Contracts where all items don't have the same Billing Type

Built-In Conditions**Contracts****CN Contracts where items do not have the same Customer**

This condition looks through all CN Active Contracts that are not closed or paid in full, and returns those that have contract items with different Customers.

Tasks that use this Condition: Contracts where items do not have the same Customer

CN Contracts where items do not have the same Format

This condition looks through all CN Contracts that are not closed or paid in full, and returns those that have contract items with different Formats.

Tasks that use this Condition: Contracts where items do not have the same Format

CN Contracts where items do not have the same Job

This condition looks through all CN Contracts that are not closed or paid in full, and returns those that have contract items with different Jobs.

Tasks that use this Condition: Contracts where items do not have the same Job

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

This condition looks through all CN Contracts that are not closed or paid in full, and returns those that have contract items with different Default Retainage AR Accounts.

CN Contracts where items do not have the same Retainage Percent

This condition looks through all CN Contracts that are not closed or paid in full, and returns those that have contract items with different Retainage Percents.

CN Contracts where items do not have the same Revenue Account

This condition looks through all CN Contracts that are not closed or paid in full, and returns those that have contract items with different Default Revenue Accounts.

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

This condition looks through all CN Contracts and returns those where the work complete date is filled in, the contract is not on Billing Hold and the Total Billed is not equal to the Revised Contract.

Tasks that use this Condition: Contracts where work is complete but not fully billed

CN Contracts with costs and checklist items not checked

This condition looks through Contracts and returns those where the specified Contract Checklist item is not checked and costs are being posted to the contract.

Tasks that use this Condition: Contracts with costs and checklist items not checked

Equipment Cost**EQ Equipment below desired utilization % for prior month**

This condition looks through all EQ Equipment records that are In Service and returns those that were utilized below a specified percent for last month. Percentage should be entered as a decimal number between 0 and 1.

Tasks that use this Condition: Equipment under-utilized last month

EQ Equipment cost is greater than specified percent of revenue

This condition looks through all EQ Equipment records that are In Service and returns those where the year-to-date cost is greater than a specified percentage of year-to-date revenue. Percentage should be entered as a decimal number between 0 and 1.

Tasks that use this Condition: Equipment with cost is too high compared to revenue

EQ Equipment in need of maintenance check

Built-In Conditions**Equipment Cost**

This condition looks through all EQ Equipment records that are In Service and returns those where the last maintenance date is blank or is greater than a specified number of days from the current date.

Tasks that use this Condition: Equipment in need of maintenance

EQ Equipment Licenses about to expire

This condition looks through all EQ Equipment License/Permit records on Equipment that is In Service and returns those where the expiration date is blank or a specified number of days away from the current date.

Tasks that use this Condition: Equipment Licenses expiring

EQ Equipment rented that is due to return

This condition looks through all EQ Equipment records that are In Service and rented and returns those where the Return Date is blank or within a specified number of days from the current date.

Tasks that use this Condition: Equipment rented to be returned soon

EQ Equipment with no cost activity this month

This condition looks through all EQ Equipment records that are In Service and returns those where the Month To Date cost is zero.

Tasks that use this Condition: Equipment with no cost this month

EQ Equipment with no revenue activity this month

This condition looks through all EQ Equipment records that are In Service and returns those where the Month To Date revenue amount is zero.

Tasks that use this Condition: Equipment with no revenue this month

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

This condition checks to see if the Invoice Date on the AP Invoice record has a value. Any date field that does not have a value filled in is assigned the NULL value. You can check to see if a field is assigned the NULL value or not by using the keywords IS NULL or IS NOT NULL.

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

This condition looks for Invoices where the Discount Date is between the current date and 7 days from now. CURDATE() returns the current date. Use the addition (+) or Subtraction (-) operators to add or subtract a certain number of days from a date field.

zzEXAMPLE 03 - Using IF-THEN-ELSE type logic

If-then-else type logic - using a different condition based on the result of a test - is performed by using two logical statements and the 'OR' operand. The first statement contains the IF test and the condition that should be used when the test is true. The second statement contains the IF test and the condition when the IF test is false.

For example, if you want to return a list of AP Invoices with Discount Dates that are within the last 7 days when the discount date has been entered or a list of AP Invoices with an Invoice Date within the last 7 days when the Discount Date has not been entered.

zzEXAMPLE 04 - Test the value of a text field

This condition checks to see if the State field on the Vendor record is equal to NY. Any time you need to compare text fields, use single quotes (') to surround the text you're comparing.

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

Built-In Conditions

Example

This condition checks to see if the Type on the Vendor record is Supplier. Radio buttons are text fields. Any time you need to compare text fields, use single quotes (') to surround the text you're comparing. In the case of radio buttons, you might need to use the Timberline Report Designer option to print the 'Available Fields' to determine the exact syntax of the possible values for a given field.

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

This condition checks to see if the Intercompany Status on the Account record is 'I/C Payable'. Drop-down lists are text fields. To test for a value in a text field you need to include it in single quotes ('). In the case of a drop-down list, you might need to use the Timberline Report Designer 'Available Fields' option to determine the possible values for the field you're testing.

zzEXAMPLE 07 - Test the value of a checkbox

This condition looks for Vendors where Receives Lien Waiver is checked (True or False). 1 and 0 are used for True and False values respectively.

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

This condition looks for GL Accounts starting with '10' (useful if the condition needs to work on accounts under a specific prefix.) The LEFT(<text>, <Number of chars>) function can be used to return the first X characters of the field. This value will then be compared to the text value '10'.

zzEXAMPLE 09 - Performing a simple calculation

This condition checks to see if an AP Invoice will be entirely paid in full after the next check run. In order to do this, it has to add the Amount Paid and Included For Payment fields on the Invoice and compare that to the Invoice Amount.

zzEXAMPLE 10 - Using the MONTH and YEAR functions

This condition returns all of the closed invoices where the invoice date is in the current month. It compares the month of the Invoice Date to the month of the current date, and the year of the invoice date to the year of the current date. The MONTH(<date>) and YEAR(<date>) functions return the month or year part of a date field. These functions can be used with a date database field or the CURDATE() function. (The DAYOFMONTH(<date>) function works the same to get the day part of the date.)

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

This condition returns accounts at the balance sheet level (assuming an account format: xx-xx-xxxx and the balance sheet level is prefix B). The SUBSTRING(<text>, <starting position>, <length>) function returns part of a text field based on a starting position (going from left to right) and the number of characters (length) to be taken into consideration.

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

This condition returns vendor whose zip code is not 5 or 10 characters long (assuming a 5 digit zip code or 5+4 digit zip, with an extra character for the dash). The LENGTH(<text>) function returns the length of the specified text field.

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

In this example, we want to see vendors with open invoices where the invoice code is '100'. However, we don't want to see each invoice, just vendors who have one or more open invoices under this invoice code. If we select APM_MASTER__INVOICE as the driving record, we're going to see a row for each invoice. We can select the APM_MASTER__VENDOR record and receive one vendor per notification however, the APM_MASTER__VENDOR doesn't contain information for individual invoices. In this case, we can use an EXISTS subquery to find any vendor who has at least one invoice meeting our Invoice Code = '100' condition. (This example is meant to demonstrate how to write a subquery, but is not generally considered a good practice in writing subqueries. See Example 13b for the better-practice example.)

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

To build on the previous example, a subquery should use aliasing in order to prevent issues with selecting the same table name multiple times in a query. An alias is simply another name for a data table in a given query. To add an alias, simply type the alias for the table after the table name, and replace the table name in the SELECT and WHERE clauses with the alias. (Table names from the main query cannot be aliased in MyAssistant conditions.)

Built-In Conditions

Example

zzEXAMPLE 14 - Using summations in a condition

This condition returns those vendors who have more than \$10,000 of open invoices with invoice dates in the current. To do this we will use a subquery to sum the value of those invoices and compare that to a number in our condition.

zzEXAMPLE 15 - How to test against a specific date

Date fields can be compared to a text value in the format 'YYYY-MM-DD'. This condition checks the invoice date to exclude any invoice dated before Jan 1, 2005.

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

MyAssistant can test on custom field values entered in Sage Timberline Office, even though a list of custom fields is not available to select from. There are a few things to keep in mind about custom fields: 1. Use the "base" record, not the custom field record, as the Driving Record. For example, this condition runs off the APM_MASTER_VENDOR record, not the APM_MASTER_VENDOR_CUSTOM_FIELDS record. 2. Test the custom field value for NULL first, using the IS NULL or IS NOT NULL functions. 3. To use a custom field you need to type it into the condition expression. Type the name of the field as it appears in Crystal Reports or MS Access. 4. It helps to pull in one of the other custom fields into the condition express first, and then changing the field name to match the field you're testing on. This condition selects all Subcontractors who do not have a check in a checkbox custom field called Closed Vendor.

zzEXAMPLE 17 - Using the IN operator

The IN operator allows you to easily see if a field matches an item from a list of comma separated values. This example returns any vendor where the vendor type is Subcontractor or Material.

zzEXAMPLE 18 - Using the LOCATE() function

The LOCATE() function searches a text field for a given value. The function itself returns the location of the the text within the field. (See help topic on this function for the parameters it takes). This is particularly useful for a description field, where you may not know exactly where the sought-after text resides within the field. This example returns any invoice with the word "window" somewhere in the description field for any vendor other than a materials vendor. (Additionally, the LCASE() function is used on the text field to force the field to all lower-case letters, to make sure our text matches Window or window.)

General Ledger

GL Accounts with a balance greater than specified amount

This condition looks at all GL accounts and returns those with a Current Balance greater than a specified amount.

Tasks that use this Condition: Accounts with balance above threshold

GL Accounts with a balance less than specified amount

This condition looks at all GL accounts and returns those with a Current Balance less than a specified amount.

Tasks that use this Condition: Accounts with a balance under threshold

GL Accounts with Prior Year Adjustments

This is a condition that looks at the GL Accounts and returns those that have prior year adjustments. These adjustments can cause financial statements and the ledger to appear out of balance until the Close Fiscal Year task is run.

Tasks that use this Condition: Accounts with Prior Year Adjustments

GL Auto Recurring entries due to run

This condition looks at auto-recurring entries set up in the recur.glr file, and returns transactions that are due to run in a specified number or days.

GL Auto Reversing entries due in specified days

This condition looks at auto-reversing entries set up in the auto.glv file and returns those that are due to be run in a specified number of days.

Built-In Conditions**General Ledger****GL Entries (Unposted)**

This condition looks at GL Transactions in the new.glt file and returns all of them. (The condition will fail if the new.art file does not exist.)

Tasks that use this Condition: New GL

GL Entries from GL to control accounts

This condition looks at all transactions in the GL Current file, and returns those transactions that are for control accounts where the application of origin is GL.

Tasks that use this Condition: Invalid entries to control accounts

GL Prefix ABCs with no record-security operator set

This condition looks through all GL Prefix ABC records and returns those that do not have a security operator set. (Only useful if GL Prefix record security is turned on, and your account format contains three prefixes [ie: xx-xx-xx-xxxx]).

GL Prefix ABs with no record-security operator set

This condition looks through all GL Prefix AB records and returns those that do not have a security operator set. (Only useful if GL Prefix record security is turned on, and your account format contains two prefixes [ie: xx-xx-xxxx]).

GL Prefix As with no record-security operator set

This condition looks through all GL Prefix A records and returns those that do not have a security operator set. (Only useful if GL Prefix record security is turned on, and your account format contains only one prefix [ie: xx-xxxx]).

Tasks that use this Condition: Company records (GL) with no record-security operator set

GL Suspense Accounts with a balance

This condition looks at all GL Accounts where the account type is "Suspense" and returns those where the current balance is not zero.

Tasks that use this Condition: Suspense Accounts with a balance

Job Cost**JC Categories over budget by a specified percent**

This condition looks through all Categories that are not completed, on Jobs that are not closed, and returns those that are a specified percentage overbudget. The value entered in the "Percentage" prompt should be a number between 1 and 100. This condition will not return categories where the Total Estimate is blank or zero. This condition uses the following formula determine if a category is overbudget: $((\text{JTD Cost} - \text{Total Estimate}) / \text{Total Estimate}) * 100$. A negative number can be entered in the Percentage prompt to monitor for categories within the specified percentage of being overbudget.

Tasks that use this Condition: Categories over budget by a specified percent

JC Categories that are over budget based on percent complete

This condition looks through all JC Categories on jobs that are not closed and returns those where the JTD Cost is greater than the Total Estimate times the Percent Complete entered for each Category.

JC Categories that are over budget by specified amount

This condition looks through all JC Categories on jobs that are not closed and returns those where the Job-to-date Costs are a specified amount over the Total Estimate.

Tasks that use this Condition: Categories that are over budget by specified amount

JC Change orders that are waiting on approval

This Condition looks through Job Cost Change Orders for in-progress jobs and returns a list of Change Orders where the type is Billable, total price is greater than zero, and at least one Change Order Item has a status of Submitted.

Tasks that use this Condition: Change orders waiting to be approved

Built-In Conditions**Job Cost****JC Change Orders that have been denied**

This Condition looks through Job Cost Change Orders for in-progress jobs and returns a list of Change Orders where the type is Billable, total price is greater than zero, and all of the Change Order Items have a status of Denied.

Tasks that use this Condition: Change orders that have been denied

JC Change Orders that have not been submitted

This Condition looks through Job Cost Change Orders for in-progress jobs and returns a list of Change Orders where the type is Billable, total price is greater than zero, and all Change Order Items have a status of Not Issued or Potential.

Tasks that use this Condition: Change orders that have not been submitted for approval

JC Commitment Change Orders not linked to a revenue Change Order

This Condition looks through Job Cost Commitment Change Orders for in-progress jobs (if the commitment is for one job) and returns a list of Commitment Change Orders where the Status is not Denied, the commitment change order amount is greater than zero, and the Commitment Change Order is not linked to a Change Order.

Tasks that use this Condition: Commitment change orders not linked to a revenue change order

JC Commitment COs not linked to a Change Order

This condition looks through all approved Commitment Change Orders for Commitments that are not closed, and returns those that are not linked to a Change Order.

Tasks that use this Condition: Commitment COs not linked to a Change Order

JC Commitments where the total invoiced exceeds the revised commitment amount

This condition looks through all commitments (purchase orders and subcontracts) for in-progress jobs and provides a list of commitments where the total amount of posted AP invoices is greater than the revised commitment amount.

Tasks that use this Condition: Commitments where the total invoiced exceeds the revised commitment amount

JC Commitments with expiring Auto insurance

This condition looks at open JC Commitments for Jobs that are not closed and returns a list of Commitments where either of the following is true.

-The Required box on the Commitment is checked, the Override box is not checked and the Auto Expiration Date on the Commitment is either blank, expired or will expire in 30 days.

OR

-The Required box on the Commitment is not checked, the Required box on the Vendor is checked, the Override box on the Vendor is not checked and the Auto Expiration Date on the Vendor record is either blank, expired or will expire in 30 days.

Tasks that use this Condition: Commitments with expiring Auto insurance

JC Commitments with expiring General Liability insurance

This condition looks at open JC Commitments for Jobs that are not closed and returns a list of Commitments where either of the following is true.

-The Required box on the Commitment is checked, the Override box is not checked and the General Liability Expiration Date on the Commitment is either blank, expired or will expire in 30 days.

OR

-The Required box on the Commitment is not checked, the Required box on the Vendor is checked, the Override box on the Vendor is not checked and the General Liability Expiration Date on the Vendor record is either blank, expired or will expire in 30 days.

Tasks that use this Condition: Commitments with expiring General Liability insurance

Built-In Conditions**Job Cost****JC Commitments with expiring insurance (vendor or commitment specific)**

This condition looks at open JC Commitments for in-progress jobs and returns a list of Commitments where either of the following is true:

- The Required box is checked, the Override box is not checked and the Expiration Date is either blank or will expire in 30 days on the AP Vendor for any type of insurance.
- The Required box is checked, the Override box is not checked and the Expiration Date is either blank or will expire in 30 days on the JC Commitment for any type of insurance.

Tasks that use this Condition: Commitments with expiring insurance (Vendor or Commitment specific)

JC Commitments with expiring umbrella insurance

This condition looks at open JC Commitments for Jobs that are not closed and returns a list of Commitments where either of the following is true.

- The Required box on the Commitment is checked, the Override box is not checked and the Umbrella Expiration Date on the Commitment is either blank, expired or will expire in 30 days.

OR

- The Required box on the Commitment is not checked, the Required box on the Vendor is checked, the Override box on the Vendor is not checked and the Umbrella Expiration Date on the Vendor record is either blank, expired or will expire in 30 days.

Tasks that use this Condition: Commitments with expiring umbrella insurance

JC Commitments with expiring Workmans Comp insurance

This condition looks at open JC Commitments for Jobs that are not closed and returns a list of commitments where either of the following is true.

- The Required box on the Commitment is checked, the Override box is not checked and the Worker's Comp. Expiration Date on the Commitment is either blank, expired or will expire in 30 days.

OR

- The Required box on the Commitment is not checked, the Required box on the Vendor is checked, the Override box on the Vendor is not checked and the Worker's Comp. Expiration Date on the Vendor record is either blank, expired or will expire in 30 days.

Tasks that use this Condition: Commitments with expiring worker's comp. insurance

JC Cost Codes over budget by a specified percent

This condition looks through all Job Cost Cost Codes that are not completed, on Jobs that are not closed, and returns those that are a specified percentage overbudget. The value entered in the "Percentage" prompt should be a number between 1 and 100. This condition will not return cost codes where the Total Estimate is blank or zero. This condition uses the following formula to determine if the cost code is overbudget: $((\text{JTD Cost} - \text{Total Estimate}) / \text{Total Estimate}) * 100$. A negative number can be entered in the Percentage prompt field to monitor for cost codes that are within the specified percentage of being overbudget.

Tasks that use this Condition: Cost Codes over budget by a specified percent

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

This conditions returns a list of JC cost codes that are over budget on labor dollars based on the labor costs posted in Job Cost plus the labor cost associated with any unposted payroll time. The following formula is used in this condition: $\text{Job-to-date labor estimate} - (\text{job-to-date cost} + \text{sum}(\text{unposted amount} + \text{fringes from payroll})) < 0$.

Tasks that use this Condition: Cost Codes over budget on labor dollars (includes unposted payroll)

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

Built-In Conditions

Job Cost

This conditions returns a list of JC cost codes that are over budget on labor hours based on the labor hours posted in Job Cost plus the hours cost associated with any unposted payroll time. The following formula is used in this condition: Job-to-date labor estimate - (job-to-date cost + sum(unposted hours from payroll)) < 0.

JC Cost Codes that are over budget based on percent complete

This condition looks through all JC Cost Codes (except group cost codes) on jobs that are not closed and returns those where the Job-to-Date Costs are greater than the Total Estimate times the Percent Complete entered for each JC Cost Code.

Tasks that use this Condition: JC Cost Codes that are over budget based on percent complete

JC Cost Codes that are over budget by specified amount

This condition looks through all JC Cost Codes (except group cost codes) on jobs that are not closed and returns those where the Job-to-date Costs are a specified amount over the Total Estimate.

Tasks that use this Condition: Cost Codes over budget

JC Cost Codes that are over budget by specified percent

This condition looks through all JC Cost Codes that are not completed, on Jobs that are not closed, and returns those that are a specified percentage overbudget. The value entered in the Percentage prompt should be a number between 1 and 100. This condition will not return Cost Codes whose Total Estimate is blank or zero. This condition uses this formula to determine out-of-budget: $((\text{JTD Cost} - \text{Total Estimate}) / \text{Total Estimate}) * 100$. A negative number can be entered in the Percentage prompt field to return cost codes within the specified percentage of being overbudget.

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

This condition looks through all JC Cost Codes that are not completed, on Jobs that are not closed, and returns those that are a specified percentage overbudget based on labor hours. The value entered in the Percentage prompt should be a number between 1 and 100. This condition will not return Cost Codes whose Total Labor Units Estimate is blank or zero. This condition uses this formula to determine out-of-budget: $((\text{JTD Labor Units} - \text{Total Labor Units Estimate}) / \text{Total Labor Units Estimate}) * 100$. A negative number can be entered in the Percentage prompt field to monitor for cost codes within the specified percentage of being overbudget.

JC Cost Codes with Committed cost greater than the Estimate

This condition looks through all JC Cost Codes (except group cost codes) on jobs that are not closed and returns those where the total commitment invoices are a specified amount over the total estimate.

Tasks that use this Condition: 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

This condition looks through JC Cost Codes for in-progress jobs and returns a list of Cost Codes where the sum of the cost totals on associated Categories does not equal the cost totals on the Cost Code record. This condition looks at JTD Cost, YTD Cost, QTD Cost and MTD Cost. It can be used to ensure the Job Cost summary totals are in balance.

JC Group Cost Codes that are over budget

This condition looks at all JC Group Cost Codes on Jobs that are not closed and returns the group cost codes where the estimate plus a specified variance is less than the JTD Cost.

JC Group Cost Codes without a scheduled value

This condition looks at all JC Group cost codes on Jobs that are not closed, and returns those where the the original scheduled value is blank or zero.

Tasks that use this Condition: Group Cost Codes without a scheduled value

JC Internal Change Orders (unbilled budget revisions) over \$ 1000

This Condition looks through Job Cost Change Orders for in-progress jobs and returns a list of Change Orders where the type is Internal and the Total Estimate (estimated costs) is greater than \$ 250. Job Cost Internal Change Orders can be used to document unbillable budget additions.

Built-In Conditions**Job Cost**

Tasks that use this Condition: Change orders that are not marked as billable

JC Jobs at specified billing percentage

This condition looks at all Jobs that are not closed and returns those where the JTD Billed divided by the Revised Contract Amount is greater than a specified percentage. Enter the percentage as a number between 0 and 100.

Tasks that use this Condition: Jobs where a retainage reduction might be needed

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

This condition looks through all closed jobs and returns a list of jobs where there total billed amount does not equal the revised contract amount. This condition can be used to indentify missing change orders or unbilled jobs.

Tasks that use this Condition: Jobs marked as closed and the total billed is not equal to the revised contract amount

JC Jobs missing a Project Manager email address

This condition looks through in-progress jobs and returns a list of jobs where an email address has not been entered in the Project Manager Email Address field in job setup.

Tasks that use this Condition: Jobs missing a project manager email address

JC Jobs missing a Superintendent email address

This condition looks through in-progress jobs and returns a list of jobs where an email address is not entered in the Superintendent email address field in JC Job Setup.

Tasks that use this Condition: Jobs missing a Superintendent email address

JC Jobs over budget by a specified percent

This condition looks through all Jobs that are not closed and returns those that are a specified percentage overbudget. The value entered in the 'Percentage' prompt should be a number between 1 and 100. This condition will not return jobs whose Total Estimate is blank or zero. The following formula is used to determine if a job is overbudget: $((\text{JTD Cost} - \text{Total Estimate}) / \text{Total Estimate}) * 100$. A negative number can be entered in the Percentage prompt to monitor for jobs within the specified percentage of being overbudget.

Tasks that use this Condition: Jobs over budget by a specified percent

JC Jobs that are over budget by specified amount

This condition looks through all JC Jobs that are not closed and returns those where the Job-to-Date Costs are a specified amount over the Total Estimate.

Tasks that use this Condition: Jobs over budget

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

This condition looks through all JC Jobs that are not closed, and returns those that are a specified percentage overbudget based on labor hours. The value entered in the Percentage prompt should be a number between 1 and 100. This condition will not return Jobs whose Total Labor Units Estimate is blank or zero. This condition uses this formula to determine out-of-budget: $((\text{JTD Labor Units} - \text{Total Labor Units Estimate}) / \text{Total Labor Units Estimate}) * 100$. A negative number can be entered in the Percentage prompt to monitor for jobs within the specified percentage of being overbudget.

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

This condition looks through all JC Jobs that are not closed, and returns those that are overbudget based on labor hours percent complete. The number entered into the prompt should be a number between 1 and 100. This condition will not return Jobs whose Total Labor Units Estimate is blank or zero. This condition uses this formula to determine overbudget based on labor hours percent complete : $\text{Total Estimate} * (\text{JTD Labor Units} / \text{Total Labor Units Estimate}) - \text{JTD Cost}$. The condition returns any job where this formula evaluates to a value less than zero.

JC Jobs that are overbudget by specified percent

Built-In Conditions

Job Cost

This condition looks through all JC Jobs that are not closed, and returns those that are a specified percentage overbudget. The value entered in the Percentage prompt should be a number between 1 and 100. This condition will not return Jobs whose Total Estimate is blank or zero. This condition uses this formula to determine out-of-budget: $((\text{JTD Cost} - \text{Total Estimate}) / \text{Total Estimate}) * 100$. A negative number can be entered in the Percentage prompt to return jobs within the specified percentage of being overbudget.

JC Jobs that have not been billed in specified days

This condition looks through all JC Jobs that have a status of "In Progress" and returns those whose last billed date was a specified number of days ago.

Tasks that use this Condition: Jobs not billed in 40 days

JC Jobs that have started but have no contract amount

This condition looks through all JC Jobs and returns those with a status of In Progress and do not have Revised Contract Amount.

Tasks that use this Condition: Started jobs without a contract amount

JC Jobs that have started that do not have an estimate

This condition looks through all JC Jobs that are started and not closed and returns jobs where the Total Estimate Amount is zero.

Tasks that use this Condition: Started jobs that do not have an estimate

JC Jobs that were completed in the last specified days

This condition looks through all JC Jobs and returns those where the Actual Complete Date was within a specified number of days of the current date.

JC Jobs where a GL Prefix has not been entered

This condition looks through all JC Jobs that are not closed and returns those where the GL Prefix field is empty.

Tasks that use this Condition: Jobs where a GL Prefix has not been entered

JC Jobs where a Payroll Local has not been entered

This condition looks at all JC Jobs that are not closed and returns those where the Payroll Local is not filled in.

Tasks that use this Condition: Jobs where a Payroll Local has not been entered

JC Jobs where a Payroll state has not been entered

This condition looks at all JC Jobs that are not closed and returns those where the Payroll State field was not filled in.

Tasks that use this Condition: Jobs where a Payroll state has not been entered

JC Jobs where a Payroll WC group has not been entered

This condition looks through all JC Jobs that are not closed, and returns those where the Payroll Workers Comp group is blank.

Tasks that use this Condition: Jobs where a Payroll WC group has not been entered

JC Jobs where an AR Tax Group has not been entered

This condition looks through all JC Jobs that are not closed and returns those the AR Tax Group (on the Billing Info tab of Job setup) is blank.

JC Jobs where costs have not been posted in specified days

This condition looks through all JC Jobs that are not closed and returns those where the Last Cost Update field is more than a specified number of days from the current date.

Tasks that use this Condition: Jobs where costs have not been posted in 45 days

JC Jobs where projected profit less than specified percent

Built-In Conditions**Job Cost**

This condition looks through all JC Jobs that are not closed and returns those where the projected profit is less than a specified percentage. The number entered into the prompt should be a number between 1 and 100. This condition will not return jobs whose Revised Contract Amount is blank or zero. This condition uses this formula to determine projected profit percent:
 $((\text{Revised Contract Amount} - \text{Total Estimate}) / \text{Revised Contract Amount}) * 100$.

Tasks that use this Condition: Jobs where projected profit is less than 5%

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

This condition looks through in progress jobs and returns those where the total amount billed exceeds the total contract amount plus pending contract change orders. This condition can help identify missing / needed change orders requests.

Tasks that use this Condition: Jobs with missing change requests

JC Jobs with Committed costs greater than the Estimate

This condition looks through all Jobs that are not closed and returns those where the total commitment invoices are a specified amount over the estimate.

Tasks that use this Condition: Jobs where Committed costs are greater than the Estimate

JC Jobs with overtime payroll

This condition looks through in progress JC Jobs and returns those charged with payroll overtime in the last number of days

Tasks that use this Condition: Jobs with overtime payroll

JC Jobs without record-security operator setup

This condition looks through all JC Jobs that are not closed and returns those that do not have a security operator set. (Only useful if Job record security is turned on).

Tasks that use this Condition: Jobs without record-security setup

JC Miscellaneous Compliance items expiring

This conditions looks through JC Miscellaneous Compliance items for Job that haven't been closed and returns a list of items where the Required box is checked, a date has been entered I the Date Expired field and the date is has past or is within 30 days of the current date.

Tasks that use this Condition: Miscellaneous compliance items expiring

JC Miscellaneous Compliance items not received

This condition look through JC Miscellaneous Compliance items for jobs that are not closed and returns a list of compliance items where the Required is box is checked, the Received box is not checked and the Override box is not checked.

Tasks that use this Condition: Miscellaneous compliance items not received

JC Miscellaneous Compliance items not received or expired (From Vendors)

This Condition looks through JC Miscellaneous Compliance on Jobs that haven't been marked 'Closed' and returns a list of items where a Vendor has been entered, the Override box has not been checked, the Received box has been checked or the Expired Date is blank or within the next 30 days.

Tasks that use this Condition: Send vendors a list of their missing or expired miscellaneous compliance items

JC New Jobs that have been entered

This condition looks through JC Jobs and returns a list of jobs that are not closed. It can be used on Task with the "Notify Once" option to notify someone of new jobs entered in Job Cost or setup on the fly.

Tasks that use this Condition: New Jobs that have been entered

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

This condition looks through open commitments for in progress jobs and returns those that coded to a cost code that does not have an estimate.

Tasks that use this Condition: Subcontracts / POs entered to a cost code without an estimate

Built-In Conditions**Job Cost****JC Subcontracts where retainage held > amt * ret %**

This condition looks through all open Subcontract Commitments in JC, for Jobs that are not closed, and returns those where the amount being retained is greater than the commitment amount times the retainage percent. (This condition ignores any Commitment that has zero entered for the retainage percent).

Tasks that use this Condition: Subcontracts where retainage held is greater than the amount that should be retained

JC Subcontracts without a signed contract

This condition looks through all open JC Commitments on jobs that are not closed and returns those that are subcontracts, are not closed and do not have the "Signed Contract Received" checkbox checked.

Tasks that use this Condition: Subcontracts without a signed contract

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

This condition looks through all open jobs and returns a list of jobs where the sum of the cost total totals on the associated Cost Code records does not equal the cost totals on the Job record. This condition looks at JTD Cost, YTD Cost, QTD Cost and MTD Cost.

Sage 300 CRE Users

This condition looks through Sage 300 CRE Users and returns a list of Users that have access to Sage 300 CRE.

Tasks that use this Condition: New Sage 300 CRE user added

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

This condition looks for active Jobs that have time entered for the prior week (Current.prt) but do not have time entered for the current week. (This condition assumes a weekly payroll and that the time for current week is not posted.)

Tasks that use this Condition: Jobs with Payroll time entered last week, but not this week

PR Activity Employees

This condition looks through the PR Employee records and returns a list of employee who do not have a termination date, or the termination date is prior to the rehire date.

Tasks that use this Condition: Send employees request for updated information

PR Checks (posted) that use direct deposit

This condition looks through posted Payroll Checks for an checks with a Period End Date in the last 5 days, with a direct deposit amount is greater than '0' and an email address has been entered for the employee.

Tasks that use this Condition: Send employees their pay statements (report attached)
Send direct deposit Statements for employees without an email address

PR Checks (unposted) greater than specified amount

This condition looks through all unposted checks and returns those where the check amount is greater than a specified amount.

Tasks that use this Condition: Unposted PR Checks greater than \$ 2,500

PR Checks that are not in Cash Management

This condition looks through all posted PR Checks in the current.prt file and returns any Check that does not have a corresponding Check transaction in the Register.cmt or the History.cmt files. (This condition requires both files to exist, or it will fail).

PR Direct Deposit pay stubs to be sent to employees

Built-In Conditions

Payroll

This condition looks through employee checks and returns a list of checks in the New file that have been processed and not been posted. This condition can be used along with a Role to send employees their direct deposit pay stub. In implementing this process you will want to add a filter to this condition based on you indicated in employee setup, which employees do direct deposit.

Tasks that use this Condition: Send Employees their direct deposit notice

PR Employee Deductions being missed this week

This condition looks through all Employee Deductions for Employees who do not have a termination date entered (or if they do, whose rehire date is after the termination date) where the deduction is set to Automatic with a frequency of once per Check, and returns employee deductions that are not on the current check. (The condition assumes a weekly pay cycle, that payroll is being processed the week after the payroll period ending date and that the condition is run when payroll is being processed).

Tasks that use this Condition: Employee Deductions being missed this week

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

This condition looks through all employees and returns those who do not have a termination date entered (or if they do, whose rehire date is after the termination date), who have a Pay Group with Auto Salary checked, but do not have an Employee Pay marked Auto set up.

Tasks that use this Condition: Salaried Employees with no Employee Pay records set to Auto

PR Employees terminated in the last specified days

This condition looks through all PR Employees and returns those that were terminated a specified number of days ago.

Tasks that use this Condition: Employees terminated in the last 14 days

PR Employees who are becoming eligible for benefits

This condition looks through all employees and returns those who do not have a termination date entered (or, if they do, whose rehire date is after the termination date) and whose Hire Date plus the specified Number of Days (Eligibility Period) is within a specified number of days (Lead Days) from the current date.

Tasks that use this Condition: Employees who are becoming eligible for benefits

PR Employees who do not have a specified Deduction set up

This condition looks through all Employees and returns those who do not have a termination date entered (or, if they do, whose rehire date is after the termination date), who are in a specified Pay Group, but do not have a specified Deduction set up.

Tasks that use this Condition: Employee without a specified deduction

PR Employees who do not have a specified Fringe set up

This condition looks through all employees and returns those who do not have a termination date entered (or, if they do, whose rehire date is after the termination date), who are in a specified Pay Group, but do not have a specified Fringe set up.

Tasks that use this Condition: Employees without specified Fringes

PR Employees who do not have a specified Pay set up

This condition looks through all employees and returns those who do not have a termination date entered (or, if they do, whose rehire date is after the termination date), who are in a specified Pay Group, but do not have a specified Pay set up.

Tasks that use this Condition: Employees without a specified pay setup

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

This condition looks through all Employees and returns those who do not have a termination date entered (or, if they do, whose rehire date is after the termination date), and returns those who have used more accrual pay than they have accrued. (This condition requires you to enter the PayID that tracks accrued hours as well as the PayID that tracks hours taken).

Tasks that use this Condition: Employees who have used more vacation time than they have accrued

PR Employees whose birthday is today

Built-In Conditions**Payroll**

This condition looks through all Employees and returns those who do not have a termination date entered (or, if they do, whose rehire date is after the termination date) and whose birthday is today.

Tasks that use this Condition: Employees whose birthday is today

PR Employees whose employment anniversary is today

This condition looks through all Employees and returns those who do not have a termination date entered (or, if they do, whose rehire date is after the termination date) and whose employment anniversary is today.

Tasks that use this Condition: Employees whose employment anniversary is today

PR Employees with an employment anniversary the next 14 days

This condition looks through PR Employee records and returns a list of employees who are not terminated and have an employment anniversary in the next 14 days.

Tasks that use this Condition: Employees with an employment anniversary in the next 14 days

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

This condition looks through all Employees and returns those who do not have a termination date entered (or if they do, whose rehire date is after the termination date), who are part of the specified Pay Group, and have less than the specified number of hours unposted in the new.prt file.

Tasks that use this Condition: Employees with less than X regular hours worked in current pay period

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

This condition looks through all Employees and returns those who do not have a termination date entered (or, if they do, whose rehire date is after the termination date), who are part of the specified Pay Group, and have more than the specified number of hours unposted in the new.prt file. This condition assumes that payroll is posted after printing checks.

Tasks that use this Condition: Employees with too many hours in current pay period

PR Employees with no birthday set up

This condition looks through all Employees and returns those who do not have a termination date entered (or, if they do, whose rehire date is after the termination date) and do not have a birthday entered.

Tasks that use this Condition: Employees without a birthday set up

PR Employees with no phone number set up

This condition looks through all Employees and returns those who do not have a termination date entered (or, if they do, whose rehire date is after the termination date) and do not have a phone number entered.

Tasks that use this Condition: Employees without a phone number entered

PR Employees with no Resident State set up

This condition looks through all Employees and returns those who do not have a termination date entered (or, if they do, whose rehire date is after the termination date) and do not have a Resident State entered.

PR Employees with no WC State set up

This condition looks through all Employees and returns those who do not have a termination date entered (or, if they do, whose rehire date is after the termination date) and do not have a Workers Comp State entered.

Tasks that use this Condition: Employees with no WC State set up

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

This condition looks through all Employees and returns those who do not have a termination date entered (or, if they do, whose rehire date is after the termination date) and that do not have time entered in the new.prt file for the current week, but do have time entered in the current.prt file for last week.

Tasks that use this Condition: Employees with Payroll time entered last week, but not this week

PR Employees with same SSN

Built-In Conditions**Payroll**

This condition looks through ALL PR Employees and returns those that have the same Social Security Number as another employee in the Payroll Master File. It is best to sort the notification items for this condition by Social Security Number.

Tasks that use this Condition: Employees with same Social Security #

PR Employees without an email address

This Condition looks through active employees and returns a list of employee records where an email address has not been entered.

Tasks that use this Condition: Employee records without an email address

PR Employees without union, local, and class setup

This condition looks through all Employees and returns those who do not have a termination date entered (or, if they do, whose rehire date is after the termination date), are assigned to a specified pay group and do not have a default Union, Union Local, and Union Class entered.

PR Time (unposted) coded to a closed job

This condition looks through all Time records in the new.prt file and returns those that are coded to a closed job.

Tasks that use this Condition: Unposted Time coded to a closed job

PR Time (unposted) coded to Category with no estimate

This condition looks through all unposted time entries and returns those that were coded to a Category with no estimate.

Tasks that use this Condition: Time coded to JC Categories without an estimate

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

This condition looks through all unposted time entries and returns those that were coded to a Cost Code with no labor estimate.

PR Time (unposted) coded to Job with no estimate

This condition looks through all unposted time entries and returns those that were coded to a job that had no labor estimate.

Tasks that use this Condition: Time coded to Jobs with no estimate

PR Time coded to closed jobs

This condition looks through in progress jobs and returns those that have not had labor costs in the last number of specified days. This condition may help identify when lien rights will be lost.

PR Union Local records that will expire in X days

This condition looks through all union local records and returns those where the good-through date is within a specified number of days from the date which the condition is run.

Tasks that use this Condition: Union Local records expiring soon

PR Unposted Time Entries

This condition looks through all time records in the new.prt file, and returns all of them. (This condition will fail if the new.prt file does not exist).

Project Management**PJ Approved commitment change orders not linked to a revenue change order**

This condition looks through approved commitment change orders and returns those that are not linked to an approved change order request or change order. This condition can be used to send a list of subcontract / PO change requests or a list of newly entered change requests over a specified amount using the "Notify Once" Task setup option.

Tasks that use this Condition: Approved commitment change orders not linked to a revenue change order

PJ Change Orders not released to accounting

Built-In Conditions**Project Management**

This condition looks through all Project Management Change Orders on jobs that are not closed and returns those that are not released to accounting.

Tasks that use this Condition: Change Orders not released to accounting

PJ Change Orders not sent to a specified project Role

This condition looks through all Project Management Change Orders on Jobs that are not closed and returns those that were not sent to a specified Role from the Job Contact List. (The suggested Roles to use are: Project Manager, Accounting (Primary), GC (Primary), Superintendent, Owner (Primary), and Architect (Primary)).

PJ Change Orders released to accounting, not updated in Contracts

This condition looks through all Project Management Change Orders that have been released to accounting, for jobs that are not closed, and returns those that have not been updated in Contracts.

Tasks that use this Condition: Change Orders released to accounting, not updated in Contracts

PJ Change Request response coming due

This condition looks through all Project Management Change Requests with a Status of Not issued or Potential on jobs that are not closed, and returns those where the Response Due Date is in a specified number of days.

Tasks that use this Condition: Change Requests needing a response in 4 days

PJ Change Request vendor quotes not returned after X days

This condition looks through all Project Management Change Request Items on Change Requests that are Not-Issued or Potential, for jobs that are not closed, and returns those where the vendor price is blank after a specified number of days from initiating the Change Request. This condition can be used with a MyAssistant Role that lookups the vendor's email address in the Sage Timberline Office Address Book.

Tasks that use this Condition: Vendor quotes needed for Change Requests

PJ Change Requests not sent to a specified project Role

This condition looks through all Project Management Change Requests on Jobs that are not closed and returns those that were not sent to a specified Role from the Job Contact List. (The suggested Roles to use are: Project Manager, Accounting (Primary), GC (Primary), Superintendent, Owner (Primary), and Architect (Primary)).

PJ Change Requests over a specified amount

This condition looks through unapproved project management change requests for in progress jobs and returns those over a specified amount. Change Requests with a status of anything by "Approved" are considered unapproved. This condition can be used to send a list of open change requests or a list of newly entered change requests over a specified amount using the "Notify Once" Task setup option.

PJ Change Requests over specified dollars and marked as internal

This condition looks at all Project Management Change Requests that are marked Internal on Jobs that are not closed where the Total Estimate is over a specified amount.

Tasks that use this Condition: Internal budget change over \$ 2,500

PJ Change Requests still unapproved after specified days.

This condition looks through all Project Management Change Requests for jobs that are not closed and returns those that have a status of Not Issued, Potential or Submitted and are at least a specified number of days old. This condition can be used with a MyAssistant Email Directory to notify the Change Request "To:" contact using their email address from the Timberline Office Address Book.

Tasks that use this Condition: Unapproved Change Requests

PJ Change Requests submitted and not approved in specified days

Built-In Conditions**Project Management**

This condition looks through all submitted Project Management Change Requests that are for jobs that are not closed and returns those that are older than a specified number of days from the date on the Change Request. This condition can be used with a MyAssistant Email Directory to notify the Change Request "To:" contact using their email address from the Timberline Office Address Book.

Tasks that use this Condition: Change Requests submitted and not approved

PJ Change Requests where the Estimate is greater than the Price

This condition looks through all Project Management Change Requests on jobs that are not closed and returns those where the Total Estimate is greater than the Total Price.

Tasks that use this Condition: Change Requests where estimated cost is greater than the price

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

This condition looks through all Project Management Change Requests for jobs that are not closed and returns those that have a status of Not Issued, Potential or Submitted and the work has been completed at least a specified number of days ago. This condition can be used with a MyAssistant Role to notify the Change Request "To:" contact using their email address from the Timberline Office Address Book.

Tasks that use this Condition: Unapproved Change Requests where work is completed

PJ Commitment Change Orders not released to accounting

This condition looks through approved Commitment Change Orders entered in Project Management for in-progress jobs and returns a list of change orders where "Released to Accounting" is not checked. This condition can be used to inform the accounting group that Change Orders are ready for their review and processing.

Tasks that use this Condition: Commitment Change Orders not released to accounting

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

This condition looks through Commitment Change Orders entered in Project Management for in-progress jobs and returns a list of change orders where "Release to Accounting" is checked and "Revise Commitment" is not checked. This condition can be used to identify commitment change orders that need to be reviewed and applied to commitments.

Tasks that use this Condition: Commitment Change Orders release to accounting but have not updated the contract

PJ Correspondence Items coming due

This condition looks through all Project Management Correspondence Items on Jobs that are not closed and returns those where the Due By date is not blank, and is coming up in a specified number of days.

PJ Correspondence Items waiting response

This condition looks through all Project Management Correspondence Log items on jobs that are not closed and returns those where the status is Waiting Response and do not have a Completed On date.

Tasks that use this Condition: Correspondence Items waiting response

PJ Correspondence Items where a response is coming due

This condition looks through the Project Management Correspondence Item records that have been sent to someone and have status of "Waiting Response". It returns the correspondence records that have a "Due By" date that are within a specified number of days of the current date. This condition can use a MyAssistant Role to retrieve an email address from Sage Timberline Office Address Book and send a notification to the "To:" contact on correspondence item.

PJ Correspondence Items within specified days of due date

This condition looks through all PJ Correspondence Items on Jobs that are not closed, and returns those that are within the specified number of days from the due date or past the due date. (Use zero in the prompt field to show only items past their due date.)

PJ Correspondence Log action items open for specified days

Built-In Conditions

Project Management

This condition looks through all Project Management Correspondence Log items on jobs that are not closed, and returns the ones that are marked Action Required and are a specified number of days after the date the item was record.

Tasks that use this Condition: Open correspondence item requiring action

PJ Drawings and drawing revisions

This condition looks through the Project Management drawing log for in progress jobs and returns a list of current drawings, drawing revisions and sketches. This condition can be used to send someone a list of current drawings or new drawings / sketches using the "Notify Once" Task setup option.

Tasks that use this Condition: Current drawings and drawing revisions

PJ Drawings not sent to a specified project Role

This condition looks through all Project Management Transmittals with Drawings attached to them on Jobs that are not closed and returns those that were not sent to a specified Role from the Job Contact List. (The suggested Roles to use are: Project Manager, Accounting (Primary), GC (Primary), Superintendent, Owner (Primary), and Architect (Primary)).

Tasks that use this Condition: Drawings not sent to the Superintendent

PJ Field Reports filed in the last 7 days with Extras

This condition provides a list of Extras included on Project Management Field Reports in the last 7 days for in-progress jobs.

Tasks that use this Condition: Field Reports filed in the last 7 days with Extras

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

This condition looks the Project Management Field Reports for in-progress jobs and provides a list of Field Reports that do not have weather recorded.

PJ Field Reports not finalized

This condition looks through the PJ Field Reports for all in progress jobs and returns a list of Field Reports that have not been 'Finalized'. This condition can be limited to monitor a single type of field report such as 'Daily Reports'

PJ Field Reports with an accident reported yesterday

This condition looks through the Project Management Field Reports for in-progress jobs and returns a list of Field Reports where an accident was reported yesterday. An accident is defined as an Event that has "Accidents" in the Type field.

Tasks that use this Condition: Field Reports with an accident reported yesterday

PJ Jobs that have not been released to accounting

This condition looks through all PJ Jobs that are not closed and returns those that have not been released to accounting.

Tasks that use this Condition: Jobs that have not been released to accounting

PJ Jobs where a Field Report was not completed yesterday

This conditions looks through all in progress Project Management Jobs and returns a list of jobs where a Field Report for the prior work day was not entered but a Field Report was entered for two days ago. This condition assumes a 5 day work week (Monday through Friday) and takes weekends into consideration when looking for prior Field Reports.

Tasks that use this Condition: Jobs missing a Daily Report

PJ Jobs with internal Change Requests greater than specified amt

This condition looks through all Project Management jobs that are not closed and returns those jobs where the sum of the approved internal change requests are greater than a specified amount.

Tasks that use this Condition: Jobs with internal budget changes more than \$ 5,000

PJ Jobs with too many open Change Requests

This condition looks through all Project Management Jobs that are not closed and returns those that have more than a specified number of Change Requests that have a status of "Submitted" or "Verbal Okay".

Built-In Conditions**Project Management****PJ Jobs with too many open Change Requests over specified amount**

This condition looks through all PJ Jobs that are not closed and returns those that have a specified number of Change Requests that have a status of "Submitted" or "Verbal Okay" and have a Total Price over a specified amount.

Tasks that use this Condition: Jobs with too many open Change Requests

PJ Jobs with too many open RFIs

This condition looks through all Project Management Jobs that are not closed and returns those that have more than a specified number of open RFIs.

Tasks that use this Condition: PJ Jobs with too many open RFIs

PJ Jobs without a Field Report

This condition looks through all in-progress Project Management jobs and returns a list of jobs where a field report was not entered yesterday.

PJ Jobs without a specified Role on Job Contact List

This condition looks through all Project Management Jobs that are not closed and returns those that do not have the specified role listed on the Job Contact List.

Tasks that use this Condition: Jobs without a specified contact on Job Contact List

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

This condition looks through all open Project Management Meeting Minute Items that have a Due Date, for jobs that are not closed and returns those that are a specified number of days away from the due date. This condition can be used with a MyAssistant Role to notify the Responsible Party assigned to the meeting minute item, using their email address from the Timberline Office Address Book.

PJ Meeting Minutes Items that have been open for X days

This condition looks through all Project Management Meeting Minutes Items on jobs that are not closed and returns those that have been open for a specified number of days.

Tasks that use this Condition: Past due Meeting Minutes Items

PJ Meeting Minutes not sent to a specified project Role

This condition looks through all PJ Meeting Minutes on Jobs that are not closed and returns those that were not sent to a specified Role from the Job Contact List. (The suggested Roles to use are: Project Manager, Accounting (Primary), GC (Primary), Superintendent, Owner (Primary), and Architect (Primary)).

Tasks that use this Condition: Meeting Minutes not sent to a specified project Role

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

This condition looks through all Project Management Meeting Minutes Items on jobs that are not closed and returns those that have been open for a specified number of days. This condition can be used with a MyAssistant Role to notify the Responsible Party assigned to the meeting minute item, using their email address from the Timberline Office Address Book.

PJ RFIs answered in the last specified days

This condition looks through RFIs for in-progress jobs and returns a list of RFIs that were answered in the last specified number of days. This condition can be used to send a copy of an answered RFI to someone (i.e., a superintendent)

Tasks that use this Condition: RFIs answered in the last X days

PJ RFIs not received by specified project Role

This condition looks through all Project Management RFIs on Jobs that are not closed and returns those that were not sent to a specified Role from the Job Contact List. (The suggested Roles to use are: Project Manager, Accounting (Primary), GC (Primary), Superintendent, Owner (Primary), and Architect (Primary)).

Tasks that use this Condition: RFIs not sent to Superintendent

Built-In Conditions**Project Management****PJ RFIs not returned within specified days**

This condition looks through all Project Management RFIs on jobs that are not closed and returns those where the Returned Date is empty and has been out for a specified number of days. This condition can be used with a MyAssistant Role to notify the "To:" contact on the RFI, using their email address from the Timberline Office Address Book.

Tasks that use this Condition: RFIs not returned in 5 days

PJ RFIs with a cost impact and no Change Request

This condition looks through RFIs for in-progress jobs and returns a list of RFIs that have a cost impact and are not linked to a change request.

PJ Subcontractors on a job with expiring Auto insurance

This condition looks through the Subcontractors listed on the Project Management Field Reports from the last specified days and returns a list of subcontractors who do not have Auto insurance or or have insurance that will expire in a specified number of days.

PJ Subcontractors on a job with expiring General Liability insurance

This condition looks through the subcontractors listed on the Project Management Field Reports from the last specified days and returns a list of subcontractors who do not have General Liability insurance or or have insurance that will expire in a specified number of days.

PJ Subcontractors on a job with expiring Umbrella insurance

This condition looks through the Subcontractors listed on the Project Management Field Reports from the last specified days and returns a list of subcontractors who do not have Umbrella insurance or or have insurance that will expire in a specified number of days.

PJ Subcontractors on a job with expiring Workers Compensation insurance

This condition looks through the subcontractors listed on the Project Management Field Reports from the last specified days and returns a list of subcontractors who do not have Workers Compensation insurance or have insurance that will expire in a specified number of days.

PJ Subcontracts and POs released but not committed

This condition looks through all open Project Management Commitments (Subcontracts and Purchase Orders), for jobs that are not closed and returns those that have been released to accounting, but have not been committed to Job Cost.

Tasks that use this Condition: Subcontracts and POs released to Acct but not committed

PJ Submittals due in specified days

This condition looks through all open PJ Submittals where the status is blank and have a blank received date, for jobs that are not closed, and returns those that have not been received and the Received Due Date is within a specified number of days. (Received Due Date comes from the current revision). This condition can be used with a MyAssistant Role to notify the "Receive From" contact on the Submittal Revision, using their email address from the Timberline Office Address Book.

Tasks that use this Condition: PJ Submittals coming due

PJ Submittals not forwarded after X days of receipt from architect

This condition looks through all open Project Management Submittals for jobs that are not closed, and returns those that have not been forwarded for a specified number of days from the returned date. (Returned Date come from the current revision).

PJ Submittals not forwarded to architect within X days of receipt

This condition looks through all open Project Management Submittals where the status is blank, for jobs that are not closed, and returns those where the Sent Date is blank and it has been a specified number of days from the Received Date. (Received date comes from the current revision).

Tasks that use this Condition: Submittals not forwarded in 4 Days

Built-In Conditions

Project Management

PJ Submittals not returned after specified days

This condition looks through all open Project management Submittals on jobs that are not closed, where the status is blank and returns those that do not have a Status and are a specified number of days from the sent date. This condition only looks at the current revision. This condition can be used with a MyAssistant Role to notify the "To" contact on the Submittal Revision, using their email address from the Timberline Office Address Book.

Tasks that use this Condition: Submittals not returned in 5 days

PJ Submittals not sent to a specified project Role

This condition looks through all PJ Trasmittals with Submittals attached to them on Jobs that are not closed and returns those that were not sent to a specified Role from the Job Contact List. (The suggested Roles to use are: Project Manager, Accounting (Primary), GC (Primary), Superintendent, Owner (Primary), and Architect (Primary)).

Tasks that use this Condition: Submittals not sent to a specified project Role

PJ Submittals within specified days of finish date

This condition looks through all Project Management Submittals not marked as Approved or Approved as noted for jobs that are not closed, and returns those where the Required date - Finish is coming up in a specified number of days.

Tasks that use this Condition: Incomplete submittals coming up on required finish date

PJ Submittals without enough copies received

This condition looks through all open Project Management Submittals that are for jobs that are not closed, and returns those where the Copies Received from a vendor is less than the Submittals - Copies to Send value on the PJ Job. (Copies Received comes from the current revision.)

Tasks that use this Condition: Submittals without enough copies received

PJ Transmittals not sent to a specified project Role

This condition looks through all Project Management Transmittals on Jobs that are not closed and returns those that were not received by the specified Role from the Job Contact List. (The suggested Roles to use are: Project Manager, Accounting (Primary), GC (Primary), Superintendent, Owner (Primary), and Architect (Primary)).

Tasks that use this Condition: Transmittals not sent to the Superintendent

Property Management

PM CPI values not updated in X days

This condition looks through all the PM CPI values set up and returns those that have not been updated in a specified number of days.

PM Interest Rates not updated in X days

This condition looks through all the PM Interest Rates set up and returns those that have not been updated in a specified number of days.

PM Late Charges that are over X days old

This condition looks through all PM Open Items and returns Late Charges that are unpaid, and are over a specified number of days old.

PM Lease Checklist items overdue (Start Lease)

This condition looks through all Lease Checklist items (under the Start Lease tab) and looks for any that are not checked and the Date Completed is blank. This condition only looks at leases with a status of Future, Current, and Future Revision.

PM Lease Checklist items overdue (Terminate Lease)

This condition looks through all Lease Checklist items (under the Terminate Lease tab) and looks for any that are not checked and the Date Completed is blank or less than the current date. This condition only looks at leases with a status of Terminated.

Built-In Conditions**Property Management****PM Lease Deposits that have not been accrued for X days**

This condition looks through all Lease Deposits on current Leases and returns those that have not been accrued at all (and have an interest rate ID filled in) or have not been accrued for a specified number of days.

PM Lease Insurance policies expiring in X days

This condition looks through all Lease Insurance policies on current Leases and returns those where the expiration date is not blank and in a specified number of days.

PM Lease Options expiring in X days

This condition looks through all lease options on current leases and returns the ones where the expiration date is not blank and in a specified number of days.

PM Lease Recurring Charges not set up on Property

This condition looks through Recurring Charges on current Leases and returns those charges that are not set up on the Property.

PM Leases due for scheduled recalculation in X days

This condition looks through all current leases set up for percentage rent and returns those where the next scheduled recalculation date is in a specified number of days.

PM Leases due to run the escalation process in X days

This condition looks through all current Leases and returns those charges set up for the units on the lease where the escalation terminate date (if filled in) is in the future and are due for the escalation process in a specified number of days.

PM Leases due to run the recovery process in X days

This condition looks through all current leases and returns those charges set up for the units on the lease where the recovery period will end in a specified number of days.

PM Leases expiring in X days

This condition looks through all current Leases and returns the ones where the Intended Lease End date is not blank and in a specified number of days.

PM Leases with a credit balance

This condition looks through all current Leases and returns any that have a credit balance.

PM Leases with incorrect interest payment tenant address

This condition looks at the Send Interest Payments To fields on the Lease, and returns those leases where the corresponding tenant address type is set up. This condition only looks at current leases.

PM Leases with incorrect refund payment tenant address

This condition looks at the Send Refund Payments To fields on the Lease, and returns those leases where the corresponding tenant address type is set up. This condition only looks at current leases.

PM Leases with missing sales volumes for last month

This condition looks through all current Leases that are set up for Percentage Rent, and returns those that do not have any sales volumes entered for last month for each sales type.

PM Leases with more than a specified number of returned checks

This condition looks through all current Leases and returns those that have more than the specified number of returned checks.

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

Built-In Conditions**Property Management**

This condition looks through all PM Open Items that are unpaid and returns those where the charge date plus a specified number of days is less than the current date. This condition does not include open items with a credit balance.

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

This condition looks through all PM Open Items that are unpaid and returns those where the charge date plus a specified number of days is less than the current date. This condition includes open items with a credit balance.

PM Porters Wage values not updated in X days

This condition looks through all the PM Porter Wage values set up and returns those that have not been updated in a specified number of days.

PM Properties that are due to close in X days

This condition looks through all PM Properties and returns those with a period end date coming up in a specified number of days (or that have never been closed).

PM Properties that have not run Late Charges in X days

This condition looks through all PM Properties and returns those that have not run Late Charges in a specified number of days (or at all).

PM Properties that have not run Rent Roll in X days

This condition looks through all PM Properties and returns those that have not run Rent Roll in a specified number of days (or at all).

PM Properties with no record-security operator set

This condition looks through all PM Properties and returns those that do not have a security operator set. (Only useful if Property record security is turned on).

PM Property Insurance policies expiring in X days

This condition looks through all property insurance policies and returns those where the expiration date is not blank in a specified number of days.

PM Property Management Fees due to run in X days

This condition looks through all PM Properties with Management Fees set up and returns those where the first day of the next date month is within a specified number of days (or at all).

PM Recurring Charge Scheduled Increases in X days

This condition looks through all the PM Recurring Charges on current leases and returns those that have an increase occurring in a specified number of days.

PM Tenants with a credit balance

This condition looks through all active Tenants and returns any that have a credit balance.

PM Tenants with more than X returned checks

This condition looks through all active Tenants and returns those that have more than the specified number of returned checks.

PM Terminated Leases with a balance

This condition looks through all terminated PM Leases and returns those where the balance is not zero.

PM Terminated Leases without a balance

This condition looks through all terminated PM Leases and returns those where the balance is zero, signifying that they may be ready to be moved to history.

Built-In Conditions**Service Management****SM Agreements that expired in the last specified days and were not renewed**

This condition looks through Service Agreements that have expired in the last specified days and returns a list of Agreements that where not renewed.

Tasks that use this Condition: Agreements that expired in the last 30 days and were not renewed

SM Agreements that have expired with an unbilled balance

This condition looks through Service Agreements and returns a list of Agreements that have expired in the last specified days and return a list of Agreements where the amount billed is less than the agreement amount.

Tasks that use this Condition: Agreements that have expired in the last 30 days with an unbilled balance

SM Customers who have not purchased an agreement in specified months

This condition looks through active Customers that have purchased a service agreement a specified number of months ago but have not purchased in the last X months.

Tasks that use this Condition: Customers who have not purchased an agreement in 12 months

SM Employees not setup to send time to payroll

This conditions looks through active Employee records and returns a list of employees who are not setepup to send time to Payroll.

Tasks that use this Condition: Employees not set up to send time to Payroll

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

This condition looks through all employees a returns a list of employees that have "Send time to payroll" checked and do not have a value in the Work State, WC State, WC Code or Pay ID.

Tasks that use this Condition: Employees set to send time to payroll and missing needed settings

SM Invoices ready to be sent

This condition looks through printed Invoices and returns a list of Invoices Invoice dated today. This condition can be used along with a MyAssistant Role to send invoices to customers.

Tasks that use this Condition: Invoices ready to be sent

SM Parts needed for PM tasks scheduled for next month

This condition looks through PM Tasks for Service Agreements with a future expiration date and returns a list of parts needed for Tasks that are scheduled for next month.

Tasks that use this Condition: Parts needed for PM tasks scheduled for the next month

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

This condition looks through the Inventory Parts records and returns a list of parts where the quantity on hand is less than the minimum quantity to keep in stock and have not been order in a specified number of days.

Tasks that use this Condition: Parts where the quantity on hand is less than the minimum stock quantity

SM Parts with a negative quantity on-hand

This condition looks through the Inventory Parts records and returns a list of parts where the quantity on hand is negative.

Tasks that use this Condition: Parts with a negative quantity on hand

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

This condition looks through Purchase Order Items and returns a list of Items that are backordered and linked to a Work Order.

Tasks that use this Condition: Purchase Orders linked to a Work Order and are backordered

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

This condition looks through Purchase Orders Items that have not been closed or canceled and returns a list of Items where the quantity received is less than the quantity invoiced.

Tasks that use this Condition: Purchase Order Items where the quantity received is less than the quantity invoiced

Built-In Conditions**Service Management****SM Purchase Order Items where the quantity received is less than the quantity ordered**

This condition looks through Purchase Order items on PO's and returns a list of PO Items where the quantity received is less than the quantity ordered and it has been a specified number of days since the order date.

Tasks that use this Condition: Purchase Order Items where the quantity received is less than the quantity ordered

SM Purchase Order Items without receipts after the date promised

This condition looks through the Items on Purchase Orders that have not been closed or canceled and returns a list of PO Items where a receipt has not been received and the current date is beyond the promise date.

Tasks that use this Condition: Purchase Order Items without receipts after the date promised

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

This condition looks through open Purchase Orders that are linked to a Work Order and returns a list of POs where a receipt has not been received in a specified number of days from the order date.

Tasks that use this Condition: Purchase Orders for Work Orders with no receipts after 20 days

SM Purchase Orders ready to be sent

This condition looks through Purchase Orders and returns a list of PO's where the last order date is today or yesterday. This condition can be used to send Purchase Orders to vendors.

Tasks that use this Condition: Purchase Orders ready to be sent to Vendors

SM Service Site missing a sales person

This condition looks through service sites and returns a list of sites where a sale person was not entered. This condition can be ensure commissions paid to sale people are correct.

Tasks that use this Condition: Service Sites missing a sales person

SM Service Sites that have been newly added

This condition looks through Service Sites and returns a complete list of active sites. This condition can be used to send someone a list of new Service Sites. To do this set the Notification Frequency on the Task to 'Notify Once'.

Tasks that use this Condition: Service Sites that have been newly added

SM Vehicles due for an oil change

This condition looks through Vehicle records with an active status and returns a list of vehicles where it has been 3000 miles or a specified number of days since the last oil change. This condition can be used to send the employee the vehicle is assigned to a reminder to change the oil.

Tasks that use this Condition: Vehicles due for an oil change

SM Work Orders completed and not billed

This condition looks through completed Work Orders and returns a list of Work Orders that have not been billed.

Tasks that use this Condition: Work Orders completed and not billed

SM Work Orders completed this week

This condition looks through completed Work Orders and returns a list of Work Orders completed this week (the last 7 days).

Tasks that use this Condition: Work Orders completed this week

SM Work orders enter today that have a specified Problem code

This condition looks through all Work Orders entered today and returns a list of Work Orders code with a specified problem code.

Tasks that use this Condition: Work Orders entered today that have a specified Problem code

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

This condition looks through Work Orders entered yesterday and returns a list of Work Orders that were assigned an Urgent or High priority.

Tasks that use this Condition: Work Orders entered yesterday and assigned as Urgent or High priority

Built-In Conditions**Service Management****SM Work Orders invoiced in the last specified days**

This condition looks through Work Orders and returns a list of Work Orders invoiced in the last specified days. This condition can be used to send customers a list of their completed Work Orders.

Tasks that use this Condition: Work Orders invoiced in the last 5 days

SM Work Orders not scheduled

This condition looks through open Work Orders and returns a list of Work Orders where a technician has not been scheduled in a specified number of days.

Tasks that use this Condition: Work Orders not scheduled

SM Work Orders Quotes that expired in the last specified days

This condition looks through Work Order Quotes and returns a list of Quotes that expired in the last specified days.

Tasks that use this Condition: Work Orders Quotes that expired in the last 7 days

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

This condition looks through all voided Work Orders and returns a list of Work Orders that have one or more open purchase orders linked to the Work Order.

Tasks that use this Condition: Work Orders that have been canceled and have an open PO

SM Work Orders that have been completed and not billed

This condition looks through completed Work Orders and returns a list of Work Orders that are not link to a Service Agreement, have costs posted to them and have not been billed.

Tasks that use this Condition: Work Orders that have been completed and not billed

SM Work Orders that have not been assigned to a technician

This condition looks through open Work Orders that have not been assigned to a technician and it's been a specified number of days since the Work Order was entered.

Tasks that use this Condition: Work Orders that have not been assigned to a technician

SM Work Orders waiting on parts

This condition looks through open or on hold Work Orders and returns a list of Work Orders that have one or more open PO's.

Tasks that use this Condition: Work Orders waiting on parts

SM Work Orders with costs and flagged as non-billable

This conditions looks through open, completed, closed or reviewed Work Orders and returns a list of Work Orders that are not linked to a service agreement, have cost and are flagged as non-billable. This condition can be used to monitor unbillable costs.

Tasks that use this Condition: Work Orders with costs and flagged as non-billable

SM Work Orders without a job number

This condition looks through open or on hold Work Orders and returns a list of Work Orders that are not linked to a service agreement and do not have a job number.

Tasks that use this Condition: Work Orders without a job number

SM Work Orders without a PO

This condition looks through open Work Orders and returns a list of Work Orders where a customer PO number has not been entered. This condition can be used to send someone a list of Work Orders to review or send the customer a note that they haven't provided a PO and to do so if one is required.

Tasks that use this Condition: Work Orders without a PO number

SM Works Orders missing a sales person

Built-In Conditions

Service Management

This condition looks through Work Orders entered in the last specified days and returns a list of Works Orders where a sale person was not entered.

Tasks that use this Condition: Work Orders missing a sales person