

Sage MyAssistant - Construction Tasks

Accounts Payable

Invoice Management

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

Vendor Compliance

- Invoices from vendors with missing or expiring insurance
- Invoices from vendors with outstanding Lien Waivers
- Invoices selected for payment from vendors missing certified reports
- Invoices selected for payment from vendor's with expiring insurance
- Invoices selected for payment from vendors with missing lien waivers
- Lien waivers not received in 30 days from all vendors
- Lien Waivers not received in 30 days from primary vendors
- Lien waivers not received in 30 days from secondary vendors
- Miscellaneous compliance items expiring
- Miscellaneous compliance items not received
- Missing certified reports
- Send project managers a list of lien waivers that have not been received
- Send vendors a list of certified reports that have not been received
- Send vendors a list of their missing or expired miscellaneous compliance items
- Send vendors their list of outstanding lien waivers

Vendor Setup

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

AR and Billing

Receivables Management

- AR Invoices for Customers over their credit limit
- AR Invoices issued X number of days ago
- AR Invoices older than a specified number of days
- AR Invoices with future Accounting Dates
- Cash receipts received in the last specified days
- Contracts billing retainage and pending Change Requests exist
- Contracts not billed in 40 days
- Contracts where work is complete but not fully billed
- Contracts with open receivable balances over a specified amount
- Customers exceeding their credit limit
- Customers with a balance over \$10000
- Customers with balances older than 45 days
- Jobs billing retainage and pending Change Requests exist
- Jobs losing their lien rights
- Jobs marked as closed and the total billed is not equal to the revised contract amount
- Jobs not billed in 40 days
- Jobs not billed in specified days with costs since the last billing
- Jobs with open receivable balances over specified days
- Jobs with receivable balances above \$ 10,000
- Jobs with unbilled WIP older than specified number of days
- Send Billing Worksheet
- Send Invoice Verification
- Send Invoices

Cash Management

Bank Activity

- Bank Accounts with balances under specified threshold
- Bank balances that decreased too much yesterday
- Bank balances that increased too much yesterday
- Checks greater than a specified amount
- Checks greater than Max Check Amount
- Withdrawal transactions requiring attention

Bank Management

- Bank Accounts that need to be reconciled
- Bank Accounts without a security operator

Equipment Cost

Equipment Control

- Equipment in need of maintenance
- Equipment Licenses expiring
- Equipment rented to be returned soon
- Equipment under-utilized last month
- Equipment with cost is too high compared to revenue
- Equipment with no cost this month
- Equipment with no revenue this month

General

System Maintenance

- New Sage 300 CRE user added

General Ledger

Accounting Management

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

Change Control

- Change orders that are not marked as billable
- Change orders that have been denied
- Change orders that have not been submitted for approval
- Change orders waiting to be approved
- Commitment change orders not linked to a revenue change order

Contract Setup

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

Cost Control

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

Job Setup

- Group Cost Codes without a scheduled value
- Jobs missing a project manager email address
- Jobs missing a Superintendent email address
- Jobs where a GL Prefix has not been entered
- Jobs where a Payroll Local has not been entered
- Jobs where a Payroll state has not been entered
- Jobs where a Payroll WC group has not been entered
- Jobs where costs have not been posted in 45 days
- Jobs without record-security setup
- New Jobs that have been entered
- Started jobs that do not have an estimate
- Started jobs without a contract amount
- Subcontracts / POs entered to a cost code without an estimate
- Subcontracts where retainage held is greater than the amount that should be retained

Subcontract Control

- Commitment COs not linked to a Change Order
- Commitments with expiring Auto insurance
- Commitments with expiring General Liability insurance
- Commitments with expiring insurance
- Commitments with expiring umbrella insurance
- Commitments with expiring worker's comp. insurance
- Subcontracts and POs released to Acct but not committed
- Subcontracts without a signed contract

Payroll

Processing

- Employee Deductions being missed this week
- Employees who have used more vacation time than they have accrued
- Employees with less than X regular hours worked in current pay period
- Employees with Payroll time entered last week, but not this week
- Employees with too many hours in current pay period
- Jobs with Payroll time entered last week, but not this week
- Salaried Employees with no Employee Pay records set to Auto
- Send direct deposit Statements for employees without an email address
- Send Employees their direct deposit notice
- Send employees their pay statements (report attached)
- Time coded to JC Categories without an estimate
- Time coded to Jobs with no estimate
- Unposted PR Checks greater than \$ 2,500
- Unposted Time coded to a closed job

Employee Setup

- Employee records without an email address
- Employees with an employment anniversary in the next 14 days
- Employee without a specified deduction
- Employees terminated in the last 14 days
- Employees who are becoming eligible for benefits
- Employees whose birthday is today
- Employees whose employment anniversary is today
- Employees with no WC State set up
- Employees with same Social Security #
- Employees without a birthday set up
- Employees without a phone number entered
- Employees without a specified pay setup
- Employees without specified Fringes
- Send employees request for updated information
- Union Local records expiring soon

Project Management

Change Control

- Approved commitment change orders not linked to a revenue change order
- Change Orders not released to accounting
- Change Requests needing a response in 4 days
- Change Requests submitted and not approved
- Change Requests where estimated cost is greater than the price
- Commitment Change Orders not released to accounting
- Commitment Change Orders release to accounting but have not updated the contract
- Internal budget change over \$ 2,500
- Jobs with internal budget changes more than \$ 5,000
- Jobs with too many open Change Requests
- Unapproved Change Requests
- Unapproved Change Requests where work is completed
- Vendor quotes needed for Change Requests

Document Control

- Correspondence Items waiting response
- Current drawings and drawing revisions
- Drawings not sent to the Superintendent
- Field Reports filed in the last 7 days with Extras
- Field Reports with an accident reported yesterday
- Incomplete submittals coming up on required finish date
- Jobs missing a Daily Report
- Meeting Minutes not sent to a specified project Role
- Open correspondence item requiring action
- Past due Meeting Minutes Items
- PJ Jobs with too many open RFIs
- PJ Submittals coming due
- RFIs answered in the last X days
- RFIs not returned in 5 days
- RFIs not sent to Superintendent
- Submittals not forwarded in 4 Days
- Submittals not returned in 5 days
- Submittals not sent to a specified project Role
- Submittals without enough copies received
- Transmittals not sent to the Superintendent

Job Setup

- Jobs that have not been released to accounting
- Jobs without a specified contact on Job Contact List

Reminders

- Print Quarterly Reports

Report Distribution

- Send a Report
- Send customers their reports
- Send Project Managers their reports
- Send vendors their reports

Service Management

Parts - Inventory

- Parts where the quantity on hand is less than the minimum stock quantity
- Parts with a negative quantity on hand
- Purchase Order Items where the quantity received is less than the quantity invoiced
- Purchase Order Items where the quantity received is less than the quantity ordered
- Purchase Order Items without receipts after the date promised
- Purchase Orders for Work Orders with no receipts after 20 days
- Purchase Orders linked to a Work Order and are backordered
- Purchase Orders ready to be sent to Vendors

Service Agreements

- Active Leads not contacted in specified days
- Agreement Quotes expiring in the next 30 days
- Agreements expiring in the next 30 days or in the last 120 days
- Agreements that expired in the last 30 days and were not renewed
- Agreements that have expired in the last 30 days with an unbilled balance
- Customers who have not purchased an agreement in 12 months
- Parts needed for PM tasks scheduled for the next month

Setup - Other

- Employees not set up to send time to Payroll
- Employees set to send time to payroll and missing needed settings
- Service Sites missing a sales person
- Service Sites that have been newly added
- Vehicles due for an oil change

Work Orders

- Invoices ready to be sent
- Work Orders completed and not billed
- Work Orders completed this week
- Work Orders entered today that have a specified Problem code
- Work Orders entered yesterday and assigned as Urgent or High priority
- Work Orders invoiced in the last 5 days
- Work Orders missing a sales person
- Work Orders not scheduled
- Work Orders Quotes that expired in the last 7 days
- Work Orders that have been canceled and have an open PO
- Work Orders that have been completed and not billed
- Work Orders that have not been assigned to a technician
- Work Orders waiting on parts
- Work Orders with costs and flagged as non-billable
- Work Orders without a job number
- Work Orders without a PO number