

Sage MyAssistant - Real Estate Tasks

Accounts Payable

Invoice Management

- Banks with less cash than selected AP invoices
- Invoice Distributions on hold
- Invoices amounts greater than tolerance
- Invoices beyond the current 1099 Year
- Invoices beyond the current AP Year
- Invoices coded to a future accounting date
- Invoices coded to a summary vendor in the last X days
- Invoices entered into the future
- Invoices missing retainage
- Invoices open for specified number of days
- Invoices that have been open for a long time
- Invoices with discounts expiring soon
- Invoices with missing payment date
- Vendors who have not been paid in specified number of days

Vendor Management

- Vendors in next check run with credit memo not selected for payment
- Vendors on Hold
- Vendors with a large sum selected for payment
- Vendors with credit balances
- Vendors with large balance of open invoices
- Vendors with missing 1099 tax information
- Vendors with old open invoices
- Vendors with the same Tax ID Number
- Vendors without a link to AB
- Vendors scheduled for payment that may need a joint check

Cash Management

Bank Activity

- Checks greater than Max Check Amount
- Large AP Checks
- Withdrawal Transactions requiring attention (CM)
- Bank Accounts that need to be reconciled
- Bank Accounts with low balances
- Bank Accounts with no record security operator
- Banks with balances that decreased significantly yesterday
- Banks with balances that increased significantly yesterday ©

General Ledger

Accounting Management

- Accounts with a balance less than specified amount
- Accounts with a current balance greater than specified amount
- Accounts with Prior Year Adjustments to be made
- Auto Recurring entries due to run
- Auto-Reversing entries due to run
- Entity records (in GL) with no record-security operator set
- Entries from GL to control accounts
- Property records (in GL) with no record-security operator set
- Suspense accounts with a balance

Property Management

Lease/Tenant Control

- CPI values not updated in 30 days
- Lease Checklist items overdue (Start Lease)
- Lease Checklist items overdue (Terminate Lease)
- Lease Deposits that should be accrued
- Lease Insurance policies expiring
- Lease Insurance policies expiring in X days
- Lease Options expiring
- Lease Options expiring in 30 days
- Lease Recurring Charges not set up on Property
- Leases due for scheduled recalculation
- Leases due for scheduled recalculation in 30 days
- Leases due to run the escalation process
- Leases due to run the recovery process
- Leases expiring
- Leases expiring in 30 days
- Leases with a credit balance
- Leases with incorrect interest payment tenant
- Leases with incorrect refund payment tenant
- Leases with missing sales volumes for last month
- Leases with missing sales volumes last month
- Leases with too many returned checks
- Recurring charge scheduled increases coming up
- Start lease checklist items overdue
- Tenants with a credit balance
- Tenants with more than 3 returned checks
- Tenants with too many returned checks
- Terminate Lease Checklist items overdue
- Terminated Leases with a balance
- Terminated Leases with a balance
- Terminated Leases without a balance

Property/Unit Control

- Properties that are due to close
- Properties that need to run the Late Charge task
- Properties that need to run the Rent Roll task
- Properties with no record-security operator set
- Property Insurance policies expiring
- Property Insurance policies expiring in 30 days
- Property Management Fees that need to be run
- Units that are Vacant
- Units without market rent set up
- Units without market rent set up
- Vacant Units

Receivables

- Late Charges that are over X days old
- Late Charges that have not been paid
- Leases with a credit balance
- Leases with more than 3 returned checks
- Open Items that are over 30 days old, no credits
- Unpaid PM Charges
- Unpaid PM Charges and old PM Credits

Setup

- Interest Rates not updated in 30 days
- PM CPI values that need to be updated
- PM Interest Rates that need to be updated
- PM Porters Wage values that need to be updated

Reminders

- Advance GL & PM periods, Generate rent roll

Report Distribution

- Send a Report
- Send vendors their reports