

Sage Timberline Office

MyAssistant Construction Task List



Accounts Payable

Invoice Management

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

Vendor Setup

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

AR and Billing

Receivables Management

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

Cash Management

Bank Activity

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

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Bank Management

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

Equipment Cost

Equipment Control

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

General Ledger

Accounting Management

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

Job Cost

Contract Setup

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

Cost Control

- Categories over budget by a specified percent
- Jobs with overtime payroll
- Cost Codes over budget on labor dollars (includes unposted payroll)
- Categories that are over budget by specified amount
- Commitments where the total invoiced exceeds the revised commitment amount

- Cost Codes over budget by a specified percent
- Jobs over budget by a specified percent
- Jobs where a retainage reduction might be needed
- Jobs with missing change requests
- Jobs where Committed costs are greater than the Estimate
- Cost Codes with committed cost greater than the estimate
- Change Orders released to accounting, not updated in Contracts
- Jobs over budget
- Cost Codes over budget
- JC Cost Codes that are over budget based on percent complete
- Jobs where projected profit is less than 5%

Job Setup

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

Subcontract Control

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

Payroll

Processing

- Unposted Time coded to a closed job
- Employees who have used more vacation time than they have accrued
- Time coded to Jobs with no estimate

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(cont. from Payroll: Processing)

Time coded to JC Categories without an estimate
Unposted PR Checks greater than \$ 2,500
Employee Deductions being missed this week
Salaried Employees with no Employee Pay records set to Auto
Jobs with Payroll time entered last week, but not this week
Employees with Payroll time entered last week, but not this week
Employees with too many hours in current pay period
Send Employees their direct deposit notice
Employees with less than X regular hours worked in current pay period

Setup

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

Project Management

Change Control

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

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

Commitment Change Orders not released to accounting

Document Management

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

Job Setup

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

Reminders

General

Print Quarterly Reports

Report Distribution

General

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

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Service Management

Parts—Inventory

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

Service Agreements

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

Setup—Other

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

Work Orders

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

Sage Construction and Real Estate

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