

Sage 300 Construction and Real Estate MyAssistant Version 20.1 and 20.3 Release Notes

The following outlines the Sage MyAssistant 20.3 enhancements that can increase productivity.

Sage MyAssistant 20.3 Highlights:

- Option to personalize who MyAssistant emails come from
- 19 new pre-configured Tasks, including:
 - Send AR Aging Detail by Job spreadsheets to each project manager
 - New Tasks to send Vendors & Customers miscellaneous communications
 - Generate and send AP Cash Flow spreadsheets
 - Generate and send AP Invoice Register by Job Spreadsheet
- Check for unposted entries in Sage
- Updated AR Aging by Job Spreadsheet
- 7 new MyAssistant Formulas
- Enhanced Payroll Pay Statement reports to run faster
- Fixes to a variety of MyAssistant Conditions

For more information, see [page 2](#).

Sage MyAssistant 20.1 Highlights:

- Updated software appearance to be consistent with Microsoft Office 2019
- Simplified toolbars to make commonly used buttons more prevalent
- Automatically create MyAssistant spreadsheet templates from the Notification list
- Easily maintain Tasks attachments with new Attachment Properties
- Update Crystal Reports attached to Tasks without removing & re-adding them
- Password protect attached spreadsheets
- Automatically customize spreadsheet names based on the spreadsheet content
- Use Formulas in MyAssistant Email Directories to send personalized email messages
- Enhance performance with an option to not save Notification lists after emails are sent
- Enhancement supports using email addresses and hyperlinks in email body
- Improved software performance with upgrade to SQL Server 2017

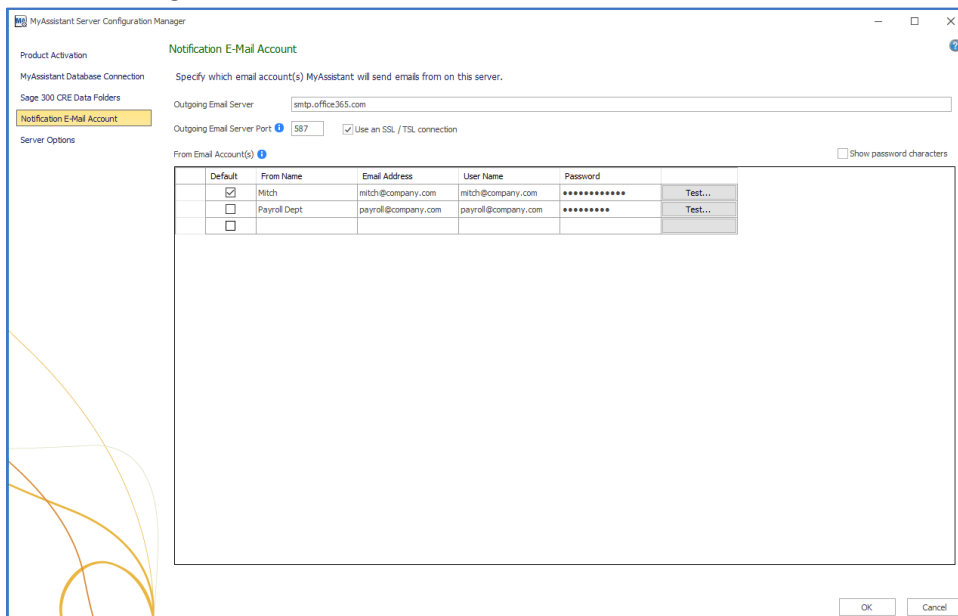
For more information, see [page 7](#).

Sage MyAssistant Version 20.3

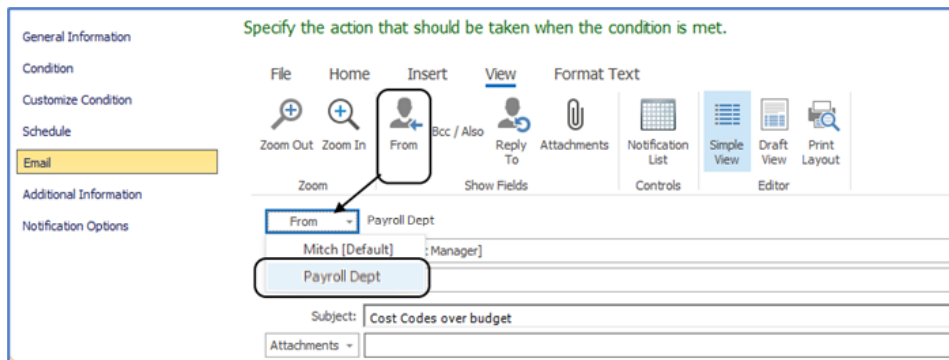
Personalize who Sage MyAssistant Emails Come From

Many Sage customers would like to personalize who MyAssistant emails come from, whether they be from different departments or different companies. For example, sending Payroll-related notices from someone in Payroll, sending insurance requests from a contract compliance person, etc.; helps recipients recognize who information is coming from. You can now do this in version 20.3.

Multiple “From” email addresses can be specified in the MyAssistant Server Configuration Manager, with one being the default.



If you would like to send emails for a MyAssistant Task from a specific email address, just open Task Setup and select the desired “From” email address.



Once a "From" email address is specified on a Task, all emails created and sent by that MyAssistant Task will come from the specified email.

New Preconfigured Tasks

The following new Tasks and Task changes are included in Sage MyAssistant 20.3. Any of the now 324 preconfigured Tasks can be used as is or customized to your needs.

- AR Aging Detail by Job spreadsheet: Emails project managers or other recipients a spreadsheet that lists aged AR Invoices and Cash Receipts for their Jobs

AR Aging Detail by Job										Timberline Construction
ID	Draw	Date	Amount	Current	Over 30 Days	Over 60 Days	Over 90 Days	Over 120 Days	Retainage	
03-001	NW Food Warehouse									
Customer:			GA Grocer's Association							
	010010000002	8/31/2020	(117,000.00)	-	-	(117,000.00)	-	-	-	-
	010010000002	8/31/2020	117,000.00	-	-	117,000.00	-	-	-	(13,000.00)
	010010000003	9/30/2020	(214,740.00)	-	-	-	(214,740.00)	-	-	-
	010010000003	9/30/2020	214,740.00	-	-	-	214,740.00	-	-	(23,860.00)
	010010000004	10/31/2020	(85,260.00)	-	(85,260.00)	-	-	-	-	-
	010010000004	10/31/2020	318,420.00	-	318,420.00	-	-	-	-	(35,380.00)
	010010000005	11/30/2020	120,510.00	120,510.00	-	-	-	-	-	(13,390.00)
	010010000006	11/30/2020	2,950.00	2,950.00	-	-	-	-	-	-
Grocer's Association Totals:			\$ 356,620.00	\$ 63,205.00	\$ 275,790.00	\$ 58,500.00	\$ 107,370.00	\$ (148,245.00)	\$ (85,630.00)	
NW Food Warehouse Totals:			\$ 356,620.00	\$ 63,205.00	\$ 275,790.00	\$ 58,500.00	\$ 107,370.00	\$ (148,245.00)	\$ (85,630.00)	
03-002	Clackamas Office Park #4									
Customer:			TC Trammel Crow							
	010020000001	2/28/2015	(6,300.00)	-	-	-	-	-	(6,300.00)	-
	010020000001	2/28/2015	6,300.00	-	-	-	-	-	6,300.00	(700.00)

- AP Cash Flow Spreadsheet: Emails a spreadsheet that lists open AP Invoices, how much is still outstanding, and a week-by-week breakdown of when each invoice is coming due

AP Cash Flow by Vendor Spreadsheet					
Invoice	Description	Invoice Date	Due Date	Total Outstanding	Due on or before 9/29/2020
100 - A-1 Electric Company					
049610	10% complete billing	4/21/2015	6/20/2015	3,052.50	3,052.50
049612	10% complete billing	4/23/2015	6/22/2015	659.22	659.22
14598		4/28/2015	6/27/2015	500.00	500.00
14900	custom paint	7/12/2015	9/10/2015	70.00	70.00
149412		6/15/2015	8/14/2015	1,500.00	1,500.00
14987		5/12/2015	7/11/2015	1,574.00	1,574.00
15678		6/24/2015	8/23/2015	1,250.00	1,250.00
30112	PO#1002 WO 23154	3/5/2015	5/4/2015	116.50	116.50
5387		4/1/2015	5/31/2015	1,329.00	1,329.00
658791	PO#1000	1/16/2015	3/17/2015	48.00	48.00
987		5/20/2015	7/19/2015	14,555.00	14,555.00
A-1 Electric Company Totals:				24,654.22	24,654.22
1000 - Jackson Heating & A/C					
014986		5/15/2015	7/14/2015	1,675.00	1,675.00
54353		5/20/2015	7/19/2015	800.00	800.00
Jackson Heating & A/C Totals:				2,475.00	2,475.00

- AP Invoice Register by Job Spreadsheet: Emails project managers and/or other recipients a spreadsheet outlining all the open AP Invoices for their Jobs.

AP Invoice Register by Job								
Invoice	Invoice Date	Payment Date	Description	Amount	Amount Paid	Amount Open	Retainage	Net Balance
Job: 03-001 - NW Food Warehouse								
Vendor: 100 - A-1 Electric Company								
049610	4/21/2015	5/21/2015	10% complete billing	8,250.00	5,197.50	3,052.50	825.00	2,227.50
14598	4/28/2015	5/28/2015		5,000.00	4,500.00	500.00	500.00	-
5387	4/1/2015	5/1/2015		1,329.00	-	1,329.00	-	1,329.00
A-1 Electric Company Totals:				\$ 14,579.00	\$ 9,697.50	\$ 4,881.50	\$ 1,325.00	\$ 3,556.50
Vendor: 101 - Alpha Insulation								
14928	5/1/2015	5/31/2015		4,500.00	-	4,500.00	300.00	4,200.00
92654658	3/17/2015	4/16/2015		7,300.00	-	7,300.00	-	7,300.00
Alpha Insulation Totals:				\$ 11,800.00	\$ -	\$ 11,800.00	\$ 300.00	\$ 11,500.00
Vendor: 205 - Beaverton Sand & Gravel								
8910	3/9/2015	4/8/2015	1000 ton gravel	7,726.00	6,953.40	772.60	-	772.60
9002	4/1/2015	5/1/2015	Fill gravel	2,200.11	-	2,200.11	-	2,200.11
Beaverton Sand & Gravel Totals:				\$ 9,926.11	\$ 6,953.40	\$ 2,972.71	\$ -	\$ 2,972.71
Vendor: 206 - Beaverton; City of								
36623	2/28/2015	3/9/2015	NW Foods monthly water	185.00	-	185.00	-	185.00

- Vendor Payments by Job Spreadsheet: Emails a spreadsheet to project managers showing the recent payments made to vendor invoices for work done on their Jobs, including how the vendor was paid.

AP Vendor Payments by Job							
Payment Type	Check/Ref #	Payment Date	Invoice	Description	Amount	Amount Paid	Outstanding
Job: 03-001 - NW Food Warehouse							
Vendor: 100 - A-1 Electric Company							
Check	24426	5/10/2015	049610	10% complete billing	\$ 8,250.00	\$ 5,197.50	\$ 3,052.50
Check	24438	10/9/2014	14598		\$ 5,000.00	\$ 4,500.00	\$ 500.00
Vendor Totals:					\$ 13,250.00	\$ 9,697.50	\$ 1,776.25
Vendor: 102 - Acme Door & Glass Distributors							
Credit card	AD585985	5/10/2015	AD585985	Doors	\$ 1,500.00	\$ 1,500.00	\$ -
Vendor Totals:					\$ 1,500.00	\$ 1,500.00	\$ -
Vendor: 103 - Ace Drywall							
Credit card	AD123456	5/5/2015	AD123456	Drywall supplies	\$ 1,500.00	\$ 1,500.00	\$ -
Vendor Totals:					\$ 1,500.00	\$ 1,500.00	\$ -

- JC Job Overview and Cost Entries Spreadsheet: Send each Project Manager a spreadsheet providing a job overview and a list of costs on their Jobs in the last specified days

Cost Entries by Job							
Cost Code	Description	Transaction Date	Transaction Type	Units	Amount	Vendor	Invoice
Job: 03-001 - NW Food Warehouse							
Project Manager: Michael Perkins							
Original Contract:		2,489,500.00	Original Estimate:		2,262,272.88	JTD Cost: 757,152.25	
Approved Change Orders:		151,195.00	Approved Change Orders:		78,927.50	Remaining Budget: 1584048.13	
Revised Contract:		2,640,695.00	Revised Estimate:		2,341,200.38		
1-040	Coordination						
	Equipment						
	PM's pickup expense	2/28/2015	JC cost	15.00	273.30		
	PM's pickup expense	3/31/2015	JC cost	15.00	273.30		
	PM's pickup expense	4/30/2015	JC cost	15.00	273.30		
	Equipment Totals:			45.00	819.90		
	Labor						
	PR Update summary	1/13/2015	PR cost	23.00	586.50		
	PR Update summary	1/27/2015	PR cost	27.00	688.50		
	PR Update summary	2/10/2015	PR cost	36.00	918.00		
	PR Update summary	2/24/2015	PR cost	55.00	1,402.50		
	PR Update summary	3/9/2015	PR cost	68.00	1,734.00		
	PR Update summary	3/23/2015	PR cost	65.00	1,657.50		
	PR Update summary	4/6/2015	PR cost	64.00	1,632.00		
	PR Update summary	4/20/2015	PR cost	60.00	1,530.00		

- Invoices entered to JC Cost Code without an estimate: Looks through all AP Invoices and produces a list where an Invoice Distribution coded to a JC Cost Code that doesn't have an estimate.

- AP Checks Issued in the Last Specified Days: Send a list of all AP Checks that have been issued in a specified number of days
- Send Vendors an Email: Automate miscellaneous vendor communications by sending an email to specified AP Vendors who have an email address entered in Sage
- Send Customers an Email: Send miscellaneous Customer communications
- CM and GL Balances not reconciled: Emails a list of Bank Accounts where the Posted CM Balance, the CM Derived Posted Balance and/or the CM General Cash Account balance don't match
- JC Jobs to be closed: Looks through Job Cost and emails a list of Jobs with a status of "In Progress" but no costs in the last 365 days
- AP Invoices with payment dates in the next 7 days: Looks through Accounts Payable and produces a list of AP Invoices whose "Payment Date" is in the next week
- AP Invoices not fully paid: Produces a list of all AP invoices that are not fully paid
- 6 new MyAssistant Tasks that check for items that haven't been posted – each checking a different Sage application:
 - o Accounts Payable
 - o Accounts Receivable
 - o Equipment Cost
 - o General Ledger
 - o Job Cost
 - o Payroll

See Appendix A for a complete list of preconfigured Sage MyAssistant Tasks.

Enhanced "Payroll Employee Pay Statement" reports

MyAssistant's default reports for sending employees their pay statements have been enhanced to run faster in version 20.3. The newest versions of the reports can be found in the Sage Knowledgebase online, or from your local consultant or business partner.

New MyAssistant Formulas

Seven prebuilt MyAssistant formulas have been added to version 20.3, and can be used for purposes like date prompts on an attached report, filling out personal information in a form letter in the body of an email, and/or naming a new folder that will be created when saving an attached report to a location on disk.

- First Day of Last Year
- Last Day of Last Month
- Current Month and Year Text
- Last Month and Year Text
- Next Month and Year Text
- PR Employee Years Employed
- PR Employee First Name

Updated Conditions

The following MyAssistant Task Conditions were updated in version 20.3:

- AP Invoices (posted) with a duplicate invoice based on vendor ID and invoice amount
 - o Now checks that both duplicate invoices were in the same time frame
- AP Payments made for jobs in the last 30 days
 - o Now looks back the correct number of days by default
- AR invoices with an open balance (job related)
 - o Updated to consider retainage released when determining open Invoices
- CN Contracts billing retainage and pending Change Requests exist in PJ
 - o Fixed typo in Condition Expression
- JC Commitments with expiring insurance (vendor or commitment specific)
 - o Now looks for all insurance types looking for expiration dates in the next 30 days
- JC Open Commitments that have not been invoiced this month
 - o Updated to run faster
- PR Checks (posted) that use Direct Deposit for Employees with no Email Address
 - o Fixed typo in Condition Expression
- PR Checks (posted) that use direct deposit
 - o Excludes voided checks
- PR Employees whose birthday is next month
 - o Now excludes terminated employees
- PR Employees whose employment anniversary is today
 - o Now checks rehire employment anniversaries when applicable
- PR Employees with an Employment Anniversary in the Next 14 Days
 - o Now checks rehire employment anniversaries when applicable
- PR Employees with employment anniversaries next month
 - o Now excludes terminated employees
- CM Banks with Balances less than invoices selected for payment
 - o Updated to run faster

Sage MyAssistant Version 20.1

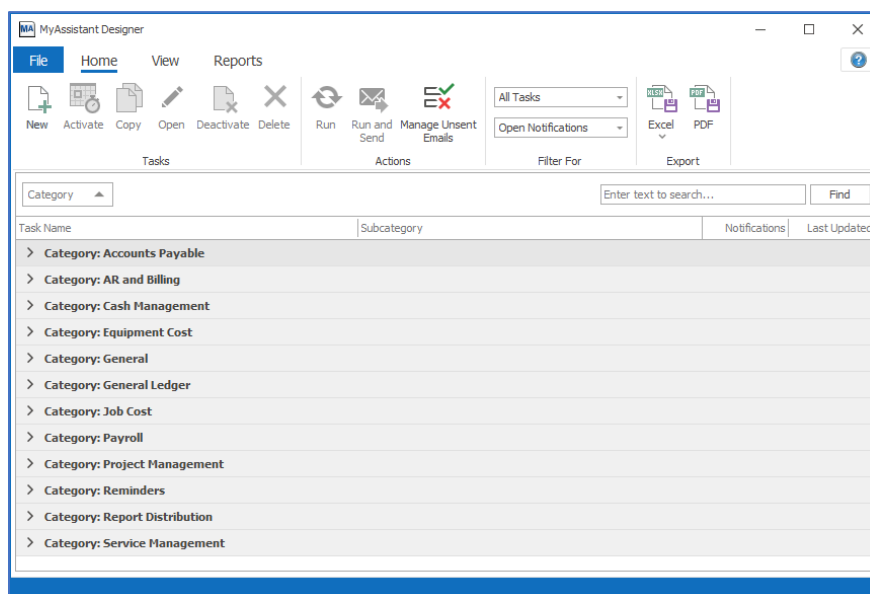
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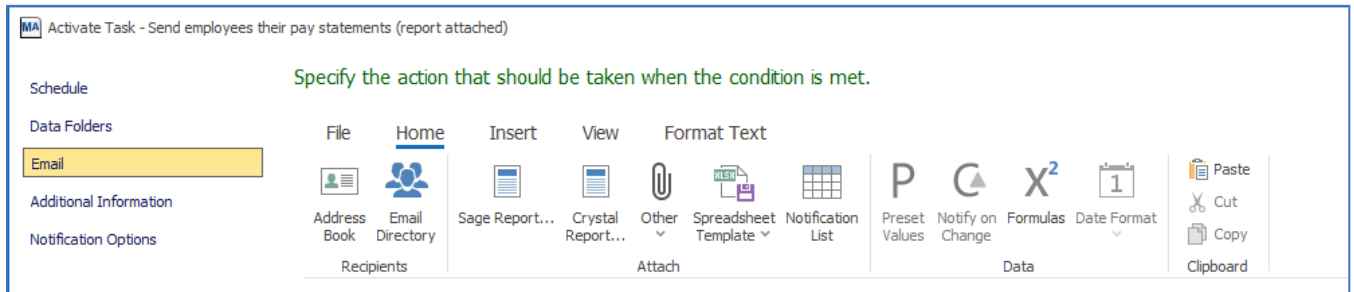
Updated software appearance

The appearance MyAssistant 20.1 has been updated to be more consistent with the style of current Microsoft Office products. This change helps Customers become comfortable with MyAssistant more quickly.



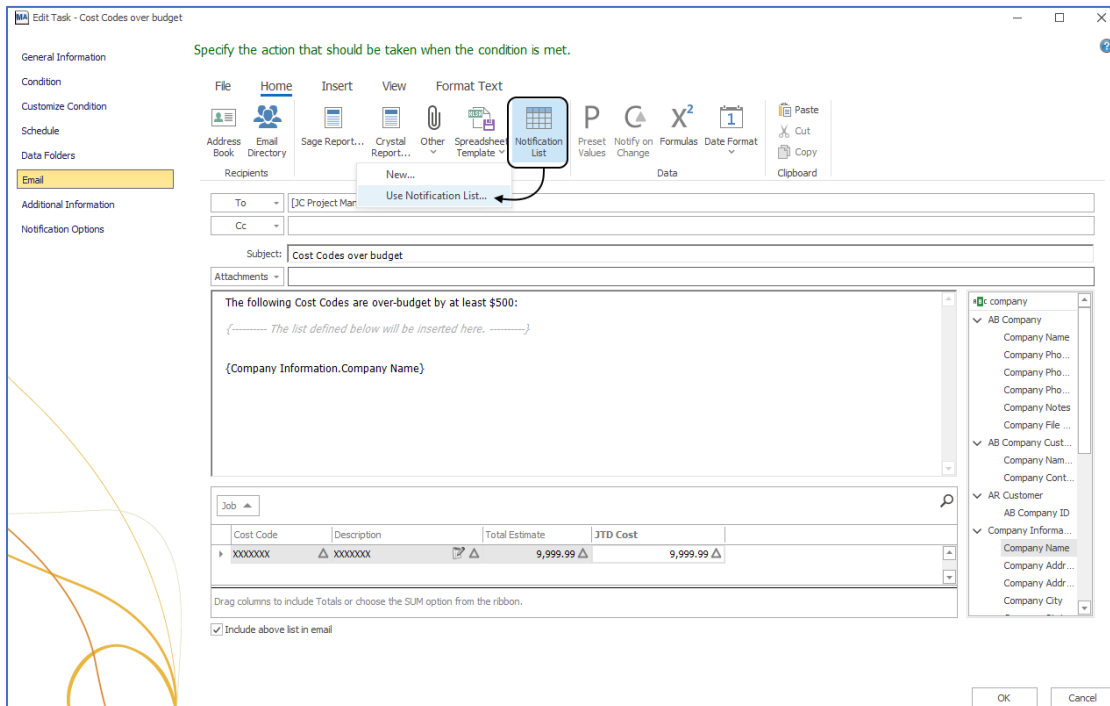
Streamlined toolbars

Toolbars in MyAssistant have been updated to make the more commonly used buttons easier than ever to find and use. This helps customers more quickly find what they need and achieve their goals when working with the MyAssistant software.

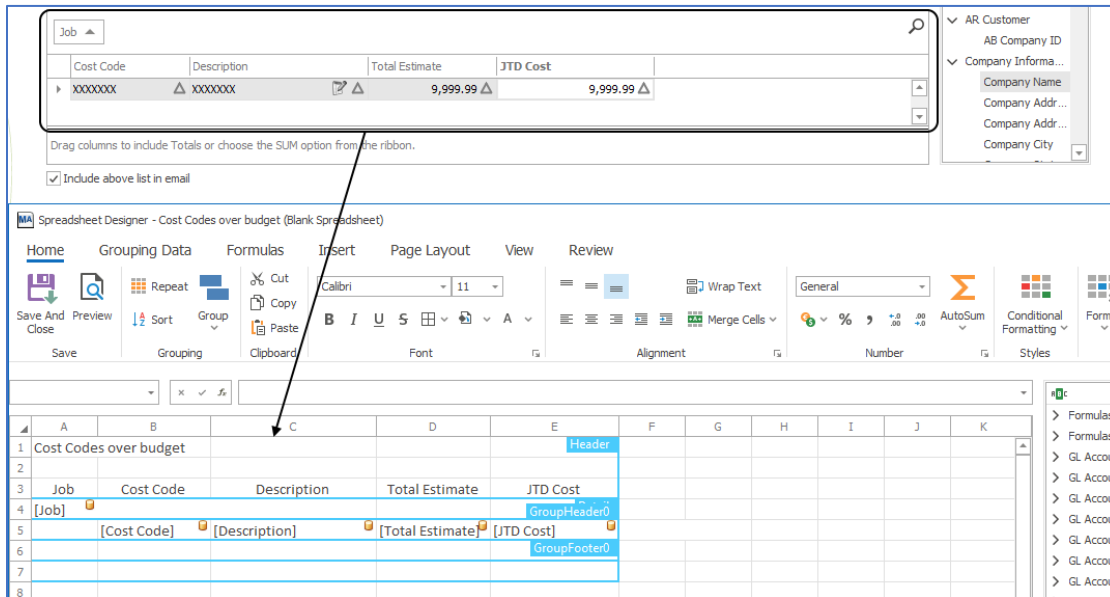


New Way to Create MyAssistant Spreadsheets

With MyAssistant 20.1 you can turn lists that are sent in the body of an email into spreadsheets. This new option lets you quickly build spreadsheet templates by adding the Sage fields to the Notification list and then clicking “Spreadsheet Template”, then “Use Notification List”:



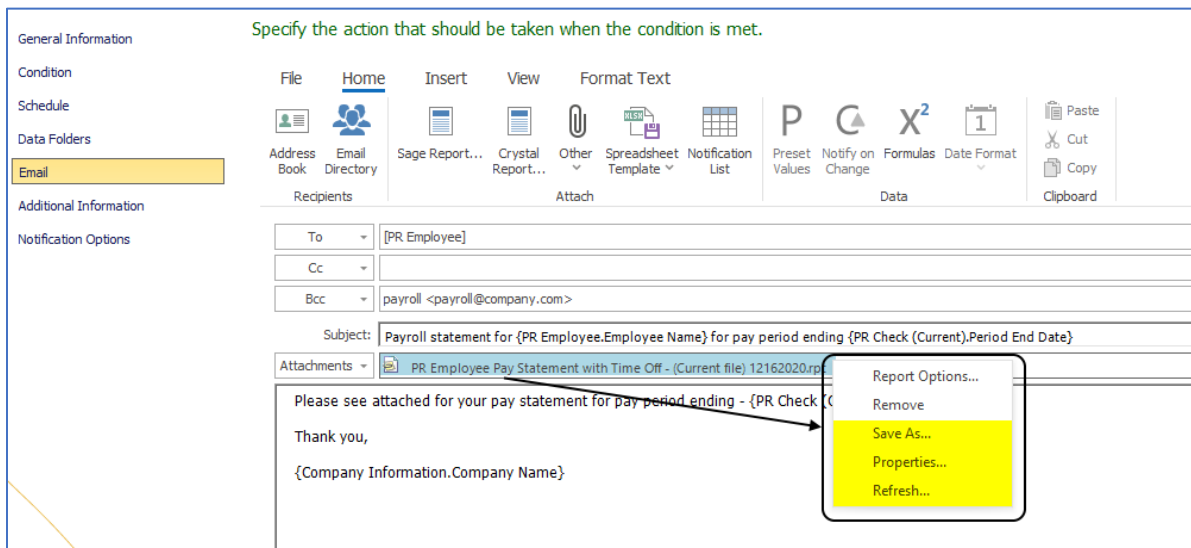
When you click “Use Notification List”, the MyAssistant Spreadsheet Designer opens with a template that matches the Notification List:



After you’ve made any desired changes, click Save & Close to add it to the Task.

More easily maintain Task attachments with new “Attachment Properties”

More quickly track down/make needed changes to reports or spreadsheets attached to MyAssistant Tasks; simply by right-clicking on an attachment in the Email Step of Task Setup.



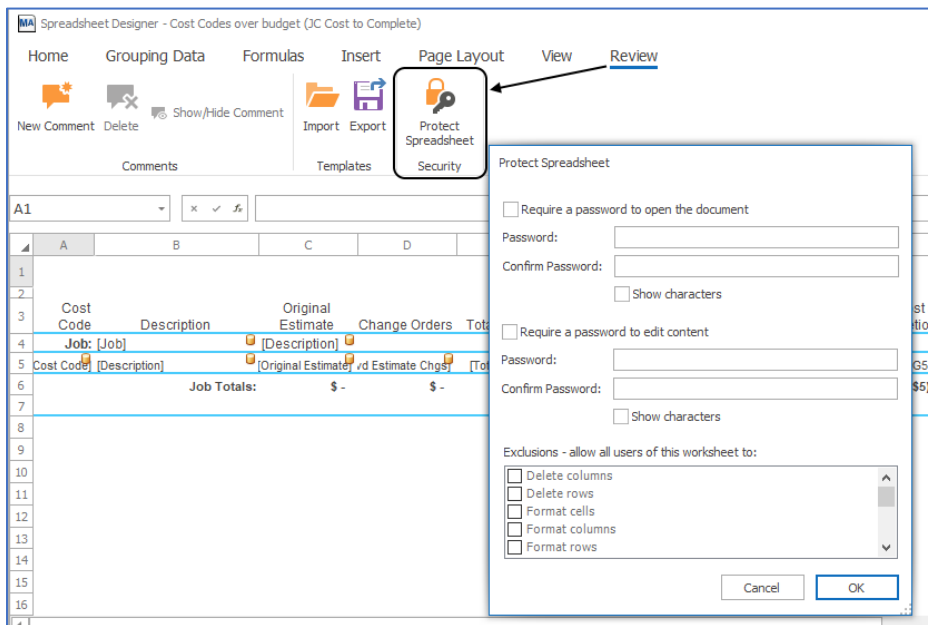
The new “Attachment Properties” offer a number of different options:

- Save As: Lets customers save a copy of an attached Crystal Report design or Spreadsheet Template on their computer. This is especially useful when there’s a need to update the design of an attached Crystal report and the original cannot be found.
- Properties: Provides information about the selected attachment including the kind of attachment (e.g. Crystal Report, Sage Report, Spreadsheet Template, etc.), the size on disk of the attachment, and the file path of where it was attached from (if applicable).
- Refresh: This is used to update an attached Crystal Report without having to remove, re-attach and entering the report options.

MyAssistant Spreadsheet Security

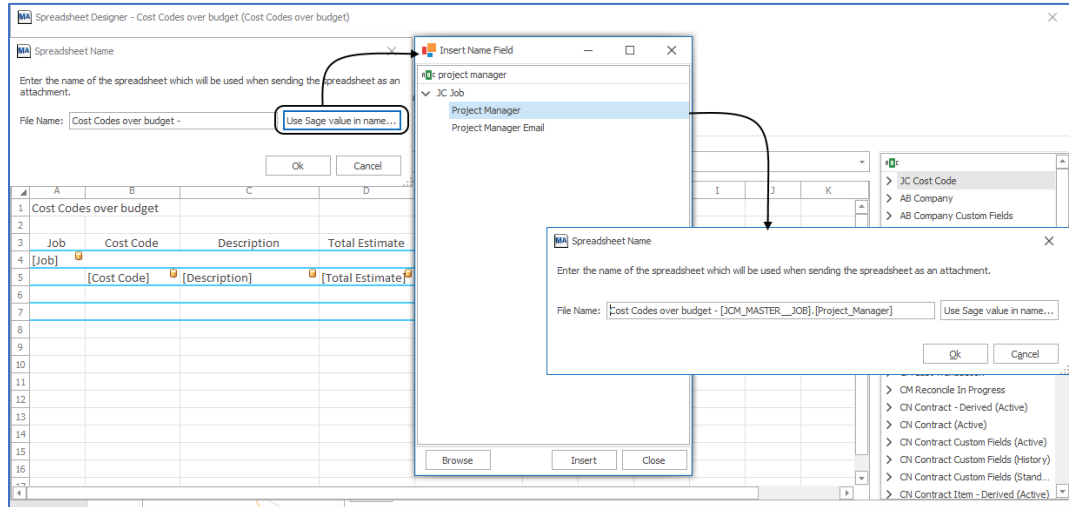
Customers continue to use MyAssistant to email Sage information in an Excel spreadsheet, and a common request is to secure who could open spreadsheets and/or edit their content. MyAssistant 20.1 now allows requiring passwords for opening an attached spreadsheet or editing its contents.

Passwords are added to spreadsheets in the Spreadsheet Template Designer in Task Setup: Just click “Protect Spreadsheet” on the “Review” tab to add:



Personalizing attached spreadsheet names

MyAssistant spreadsheet names can be automatically customized with Sage information (e.g. job numbers, Vendor or customer names, etc.). This is especially useful when multiple spreadsheets are being generated (e.g. creating a separate spreadsheet for each of a Project Manager's Jobs).



Formulas in Email Directories

Customers can now use MyAssistant Formulas in Email Directories to look up email addresses in locations normally not accessible. For example, a formula can be created to retrieve the email address of the Project Manager on a PJ Job Contact List when sending a list of Jobs with unapproved change orders. Also, a formula could be used to retrieve the desired email address to send SM Invoices.

Remove Notifications after emails send to keep MyAssistant organized

MyAssistant now provides the option to automatically remove Notifications from the MyAssistant database any related emails are sent. This is useful in cases where a Task creates a large number of Notifications, but the Notifications are no longer needed once the email is sent. Using this option helps keep the MyAssistant database running efficiently and minimizing the resources used on your server.

Efficiently add email addresses and website hyperlinks to MyAssistant emails

MyAssistant 20.1 was updated to allow email addresses and website hyperlinks to be copied and pasted directly into the email message in the Email step of Task Setup. This is useful when customers want to add their email signatures to MyAssistant emails and keep the same formatting that appears in other emails.

Improved MyAssistant performance with SQL Server 2017

Upgrading from a previous version of MyAssistant to version 20.1 includes upgrading the SQL Server Express database MyAssistant uses to SQL Server 2017. This upgrade improves the overall performance of MyAssistant.

Sage MyAssistant Preconfigured Tasks

Accounts Payable

AP Cash Flow Spreadsheet

AP Invoice Register by Job Spreadsheet

AP Invoices Not Fully Paid

AP Invoices with Payment Dates in the next 7 days

Banks with insufficient cash

Checks issued in the last specified days

Commitments with unsigned change orders and are selected to be paid

Companies with Invoices not posted in Accounts Payable

Invoices (un-posted) 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 JC Cost Codes without an estimate

Invoices entered to Jobs without an estimate

Invoices from the same vendor, for the same amount with different invoice numbers

Invoices from vendors with missing or expiring insurance (vendor or commitment specific)

Invoices from vendors with missing or expiring insurance (vendor specific)

Invoices from vendors with outstanding Lien Waivers

Invoices missing a PO or Subcontract

Invoices missing retainage

Invoices open for specified number of days

Invoices over threshold

Invoices paid with a credit card in the last 15 days

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 selected for payment from vendors missing certified reports

Invoices selected for payment from vendor's with expiring insurance (vendor or commitment)

Invoices selected for payment from vendors with missing lien waivers

Invoices that are on hold

Invoices with an open balance sorted by Job (Spreadsheet Attached)

Invoices with expiring discounts

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

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
Payments for job related costs made the last 30 days
Pending Invoices out for approval too long
Send a letter to Vendors with expiring insurance
Send Direct Deposit statements to Vendors
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 a request for updated contact information
Send Vendors an Email
Send Vendors their Electronic Payment Statement (Report Attached)
Send vendors their list of outstanding lien waivers
Vendor Contacts without an email address
Vendor Insurance Call List (Spreadsheet Attached)
Vendor List
Vendor Payments by Job Spreadsheet
Vendors marked inactive
Vendors missing 1099 information
Vendors missing a Recipient Tax ID
Vendors missing address information
Vendors on Hold
Vendors recently setup in Sage Accounts Payable
Vendors scheduled for payment that may need a joint check
Vendors who have not been paid in specified number of days
Vendors whose address information has been changed
Vendors whose banking information has changed
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 no invoices in the last three years and marked as active
Vendors with open invoices or commitments and expiring insurance
Vendors with open invoices totaling above threshold

AR and Billing

AR Aging Detail by Job Spreadsheet
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 for the current year
Cash receipts received in the last specified days
Companies with items not posted in Accounts Receivable

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
Customer Contact list
Customers exceeding their credit limit
Customers exempt from finance charge
Customers missing a "Days before due" value
Customers missing an email address
Customers recently setup in Accounts Receivable
Customers with a balance over \$10000
Customers with balances older than 45 days
Customers with no Credit Limit entered
Invoices coming due in a specified number of 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 AR Aging by Job Spreadsheet
Send Billing Worksheet
Send Customers an Email
Send Customers their Statements (Report Attached)
Send Invoice Verification
Send Invoices

Cash Management

Bank Accounts that need to be reconciled
Bank Accounts with balances under specified threshold
Bank Accounts without a security operator
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
CM Bank Accounts and GL Balances not reconciled
Withdrawal transactions requiring attention

Equipment Cost

Companies with items not posted in Equipment Cost
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

New Sage 300 CRE user added

General Ledger

Accounts with a balance under threshold
Accounts with balance above threshold
Accounts with Prior Year Adjustments
Companies with items not posted in General Ledger
General Ledger (continued)
Company records (GL) with no record-security operator set
Invalid entries to control accounts
Suspense Accounts with a balance

Job Cost

Categories over budget by a specified percent
Categories that are over budget by specified amount
Change Orders released to accounting, not updated in Contracts
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
Commitment COs not linked to a Change Order
Commitments committed today
Commitments where the total invoiced exceeds the revised commitment amount
Commitments with expiring Auto insurance
Commitments with expiring General Liability insurance
Commitments with expiring insurance (Vendor or Commitment specific)
Commitments with expiring umbrella insurance
Commitments with expiring worker's comp. insurance
Commitments with Retainage-only balances over 30 days old
Companies with items not posted in Job Cost
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 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

Cost Codes with costs in the last seven days

Cost Entries by Job in the Last X Days (Spreadsheet Attached)

Cost Transactions from the last seven days

Cost Transactions posted after the Job's Completion Date

Group Cost Codes without a scheduled value

JC Cost Codes that are over budget based on percent complete

JC Jobs to be closed

Jobs list with contact information

Jobs missing a project manager email address

Jobs missing a Superintendent email address

Jobs missing a Worker's Comp group

Jobs over budget

Jobs over budget by a specified percent

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 a retainage reduction might be needed

Jobs where Committed costs are greater than the Estimate

Jobs where costs have not been posted in 45 days

Jobs where projected profit is less than 5%

Jobs where the percent of budget used exceeds the percent billed

Jobs where work is complete and not fully billed

Jobs with a completion date one year ago and not closed

Jobs with labor costs last week

Jobs with missing change requests

Jobs with overtime payroll in the last X days

Jobs without costs in the last 90 days

Jobs without record-security setup

New Jobs that have been entered

Send Cost Breakdown spreadsheet

Send Cost to Complete spreadsheet to project managers

Send WIP Spreadsheet

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 and PO's entered at least 14 days ago and are not committed to JC

Subcontracts and POs released to Acct but not committed

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

Subcontracts without a signed contract

Payroll

Companies with time entries not posted in Payroll

Employee Contact List

Employee Deductions being missed this week

Employee records without an email address

Employee without a specified deduction

Employees missing a Worker's Compensation code

Employees terminated in the last 14 days

Employees who are becoming eligible for benefits

Employees who have been employed between 90 and 120 days

Employees who have reached a deduction limit

Employees who have used more vacation time than they have accrued

Employees whose address information has been changed

Employees whose birthday is today

Employees whose employment anniversary is today

Employees whose pay rates have changed

Employees with a birthday next month

Employees with an employment anniversary in the next 14 days

Employees with employment anniversaries next month

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

Employees with no WC State set up

Employees with Overtime (not posted)

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

Employees with same Social Security #

Employees with too many hours in current pay period

Employees without a birthday set up

Employees without a phone number entered

Employees without a specified pay setup

Employees without specified Fringes

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

Salaried Employees with no Employee Pay records set to Auto

Send a welcome letter to salary employees hired in the last 7 days

Send direct deposit Statements for employees without an email address

Send Employee their direct deposit notice (unposted)

Send employees request for updated information

Send employees their pay statements (Master file-based report attached)

Send employees their pay statements (report attached)

Time coded to JC Categories without an estimate

Time coded to Jobs where the work state & employee home state differ (no reciprocity agreement)

Time coded to Jobs with no estimate

Union Local records expiring soon

Unposted PR Checks greater than \$ 2,500

Unposted Time coded to a closed job

Project Management

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
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
Internal budget change over \$ 2,500
Jobs missing a Daily Report
Jobs that have not been released to accounting
Jobs with internal budget changes more than \$ 5,000
Jobs with too many open Change Requests
Jobs without a specified contact on Job Contact List
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
RFI Log (Spreadsheet Attached)
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
Unapproved Change Requests
Unapproved Change Requests where work is completed
Vendor quotes needed for Change Requests

Reminders

Print Quarterly Reports

Report Distribution

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

Service Management

- Active Leads not contacted in specified days
- Agreement Quotes expiring in the next 30 days
- Agreement Renewal Spreadsheet
- 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
- Employees not set up to send time to Payroll
- Employees set to send time to payroll and missing needed settings
- Invoices ready to be sent
- Parts needed for PM tasks scheduled for the next month
- 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 Sites missing a sales person
- Service Sites that have been newly added
- Vehicles due for an oil change
- 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