

MyAssistant Pre-Built Tasks - Construction

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

Vendor Setup

- 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

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 specified threshold

Checks greater than Max Check Amount

Checks greater than a specified amount

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

Cost Control

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
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
Time coded to Jobs with no estimate
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

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 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
Change Orders not released to accounting
Change Requests submitted and not approved
Vendor quotes needed for 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
Jobs with too many open Change Requests

Document Management

PJ Jobs with too many open RFIs
Transmittals not sent to the Superintendent
RFIs not sent to Superintendent
Drawings not sent to the Superintendent
Incomplete submittals coming up on required finish date
PJ Submittals coming due
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