

## MyAssistant for Sage Timberline Office - Task List

### Accounts Payable

#### Invoice Management

Invoices entered into the future  
Invoices with missing payment date  
Banks with less cash than selected AP invoices  
Invoices amounts greater than tolerance  
Invoices with discounts expiring soon  
Invoice Distributions on hold  
Invoices beyond the current AP Year  
Invoices that have been open for a long time  
Invoices 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

#### Vendor Management

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

#### Vendor Setup

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 Management

Banks with balances that increased significantly yesterday  
Banks with balances that decreased significantly yesterday  
Bank Accounts with no record security operator

Bank Accounts that need to be reconciled

Bank Accounts with low balances

## General Ledger

### Accounting Management

Auto-Reversing entries due to run

Entity records (in GL) with no record-security operator set

Property records (in GL) with no record-security operator set

Accounts with Prior Year Adjustments to be made

Suspense accounts with a balance

Entries from GL to control accounts

Accounts with a current balance greater than specified amount

Accounts with a balance less than specified amount

Auto Recurring entries due to run

## Property Management

### Lease/Tenant Control

Leases with incorrect interest payment tenant

Leases with incorrect refund payment tenant

Recurring charge scheduled increases coming up

Lease Recurring Charges not set up on Property

Leases with missing sales volumes last month

Terminated Leases with a balance

Terminated Leases without a balance

Leases due to run the escalation process

Leases due to run the recovery process

Leases due for scheduled recalculation

Lease Deposits that should be accrued

Tenants with too many returned checks

Leases with too many returned checks

CPI values not updated in 30 days

Terminated Leases with a balance

Lease Checklist items overdue (Terminate Lease)

Lease Checklist items overdue (Start Lease)

Lease Insurance policies expiring in X days

Leases expiring in 30 days

Leases due for scheduled recalculation in 30 days

Lease Options expiring in 30 days

Leases expiring

Lease Options expiring

Lease Insurance policies expiring

Start lease checklist items overdue

Terminate Lease Checklist items overdue

Leases with a credit balance

Tenants with a credit balance

Leases with missing sales volumes for last month

Tenants with more than 3 returned checks

### **Property/Unit Control**

Units without market rent set up

Units that are Vacant

Property Insurance policies expiring in 30 days

Properties with no record-security operator set

Property Insurance policies expiring

Vacant Units

Units without market rent set up

Properties that need to run the Rent Roll task

Properties that need to run the Late Charge task

Property Management Fees that need to be run

Properties that are due to close

### **Receivables**

Late Charges that have not been paid

Leases with a credit balance

Unpaid PM Charges and old PM Credits

Unpaid PM Charges

Late Charges that are over X days old

Open Items that are over 30 days old, no credits

Leases with more than 3 returned checks

### **Setup**

Interest Rates not updated in 30 days

PM CPI values that need to be updated

PM Porters Wage values that need to be updated

PM Interest Rates that need to be updated

### **Reminders**

#### **General**

Advance GL & PM periods, Generate rent roll

### **Report Distribution**

#### **General**

Send vendors their reports

Send a Report