



Spire User Manual

2.2 — Last update: 2016/09/14

Spire Systems Inc

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Introduction

Welcome to Spire

Spire is a business management solution for small and mid-sized businesses. Our software is developed with an intuitive interface and a robust database that uses modern technology for efficiency, flexibility and scalability. With Spire, organizations gain a competitive advantage with greater visibility and control of business operations.

Start experiencing the benefits of a business management software designed to meet your business needs.

Profitability

Having all the information allows you to make better decisions that help drive profitable growth. Spire provides valuable data and insight about your business operations in one system so you no longer need to compile data from multiple sources. With this information, you can determine where you can make cost reductions and improve profitability.

Customer Demand

Customer satisfaction is important for growing your business. By optimizing inventory levels and reducing shortages, Spire will help you deliver on time, every time. Have confidence in knowing that you can gain the trust of your customers and meet their expectations.

Efficiency

Improving operational efficiency leads to increased productivity. Spire helps automate and streamline business processes and eliminates manual workflow. As a result, your organization can expand at a quicker pace without the need to hire more employees.

Help Resources

This guide provides detailed information on installing, setting up and using Spire on your system. However should you find yourself with a problem that you cannot answer with the provided tools, please contact your Spire Partner.

When you call your Spire Partner, please be at your computer and prepared to provide the following information:

- Product name and version number.
- The exact wording of any messages that appeared on your screen.
- Can you reproduce the steps taken prior to the problem?
- How you tried to solve the problem?
- How did you try to solve the problem?

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Spire Systems Inc.
410 – 713 Columbia Street
New Westminster, B.C. V3M 1B2

What's New in Version 2.2

2.2 New Features:

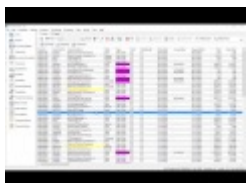
- The last of the technology upgrades
- AR and AP multiple invoice discounts
- AR and AP void transaction (not just Payment)
- AR and AP payment application over several invoices
- Purchase Order line and footer discounts
- Allow sorting on account reconciliation bank import
- Inventory labels from sales orders

2.2 New Reports

- Daily Fill Rate – Each days percentage of sales fulfillment compared to back orders)
- Pending Purchase Order Receipts – Print a report based on received column on PO before posting
- Pending Inventory Adjustments – Print adjustments before posting
- Inventory Receipts From Purchase Order – Receive report as PO receipt is posted
- Receipts Order Fulfillment from Purchase Order – List of all items and the orders numbers that can now be filled based on the receipt
- POS Receipt
- Inventory Allocations – (on one report see all item commitments and incoming POs)
- 1x2 Inventory Label – for Zebra Label Printer
- Inventory Re-Order – (by filtered or selected list, so this can be used by vendor or Product code or any other column)

We've made many report improvements in this release. Legacy reports are no longer required for Spire.

Video Instruction – Version 2.2



What's New in Version 2.1

- Add Optional Service Manager (Equipment tracking module)
- Improve all Sales Tax behavior to make all 4 tax fields available as configured, allow any tax to be set as recoverable
- Add timecard_entries table to improve Timecard data structure
- Add Items tab to Sales module
- Add Items tab to Purchases module
- Add Receipt tab to Edit Purchase Order to show receipts on this PO
- Improve GL Transaction screen behavior
- Add sorting in Serial/Lot number List
- Add sorting to Timecard List
- Support sorting in a Production Order
- Add Vendor Code Change feature
- Increase address fields to allow email addresses up to 254 characters
- Respect new date as logon date if user stays logged in over midnight
- Show Last Journal Source number used by current user in the Spire status bar
- Add search capability to ShipTo address lookup list
- Improve Spire UI to respect US Company
- Improve error when logging in as an InActive User
- Improve all List view screens
- Update Currency monthly tab when updating currency rate, display no more than 5 decimal places
- Add ability to search for Transaction number in Sales History
- Add Province column to Sales History, Items tab
- User Defined fields on timecards in Canadian Payroll



All custom Payroll Cheques and Payroll reports will need to be edited to use the new database tables!



This video shows the 2.1 features.



In addition see this video for changes to sales and purchasing taxes.

Spire Installation

Hardware Requirements

Spire Server

Spire Server is supported on the following Microsoft Windows editions:

Windows 7 (not Home editions) SP1

Windows (not Home editions) 8.1

Windows (not Home editions) 10

Windows Server 2008 R2 SP1

Windows Server 2012 R2

| Minimum | Recommended |
|--|------------------------------|
| 2.4 GHz quad core processor | i7 or 2.8 GHz Xeon processor |
| 8 GB RAM | 16 GB RAM (or more) |
| Display with native resolution of 1024×768 or higher | Same |
| 512 MB of disk space for Server and PostgreSQL database installation | Same |
| 5 GB of available disk space for data and data snapshots | SSD |
| 100 IPv4 network required to use Spire Server on a Local Area Network with multiple connected workstations | Gigabit Network |

✿ **Note:** 64-bit operating system is required for Spire Server.

Spire Desktop

Spire Desktop is supported on the following Microsoft Windows editions:

Windows Vista SP2 (until April 2017)

Windows 7 (not Home editions) SP1

Windows (not Home editions) 8.1

Windows (not Home editions) 10

Windows Server 2003 SP2 (until July 2015)

Windows Server 2008 R2 SP1

Windows Server 2012 R2

Note: 64-bit operating system is NOT required for Spire Desktop.

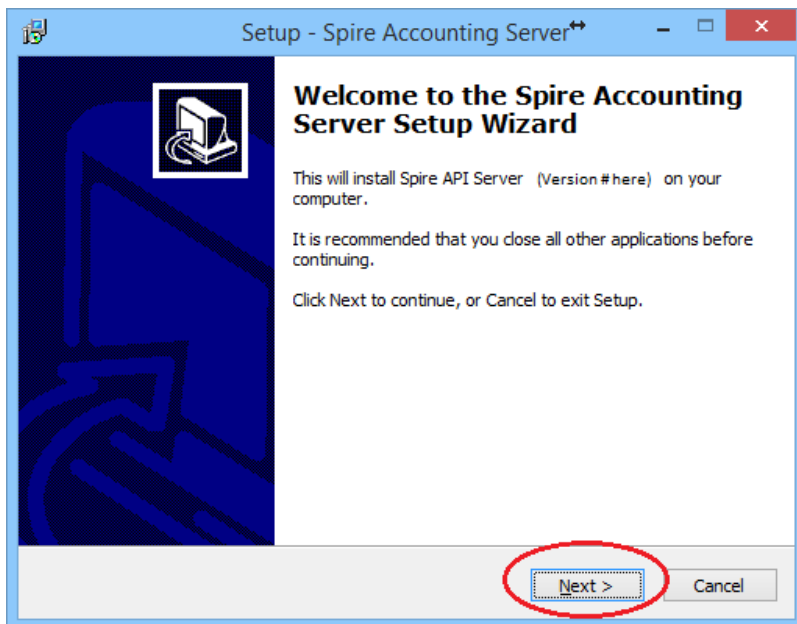
| Minimum | Recommended |
|--|--------------------------|
| 2.4 GHz quad core processor | i5 or 3.06 GHz processor |
| 4 GB RAM | 8 GB RAM |
| Display with native resolution of 1366×768 or higher (multiple displays and high DPI displays supported) | 1920×1080 or higher |
| Keyboard and pointing device for data entry (Desktop interface does not currently support touch) | Same |
| 100 IPv4 network required to use Spire Desktop on a Local Area Network | Gigabit Network |

Installing Spire on the Server

After you have finished downloading the file(s) you are ready to start the Server installation. Click on the link from your Download screen (or on the file itself from your Downloads folder).

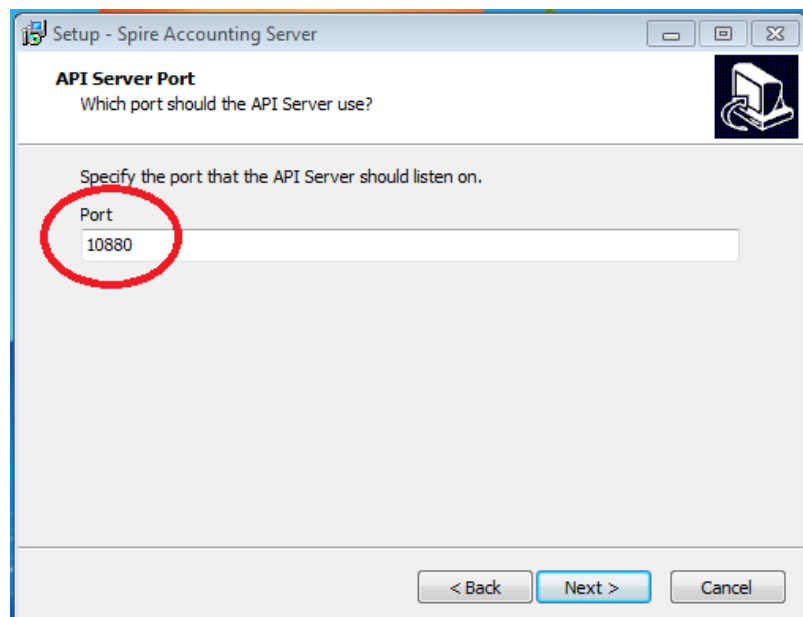
You will see the usual Windows prompt for an executable file. Click on Run.

You will then come to the Install Wizard – press Next to continue.



You will need to define the Port that will be used by the application. By default, it is set to 10880. If this is a new installation of Spire, and you aren't upgrading from BV/BVE, then leave it set to the default. However if you are upgrading, and Essentials exists on this server, then it may be using Port 10880 already by default.

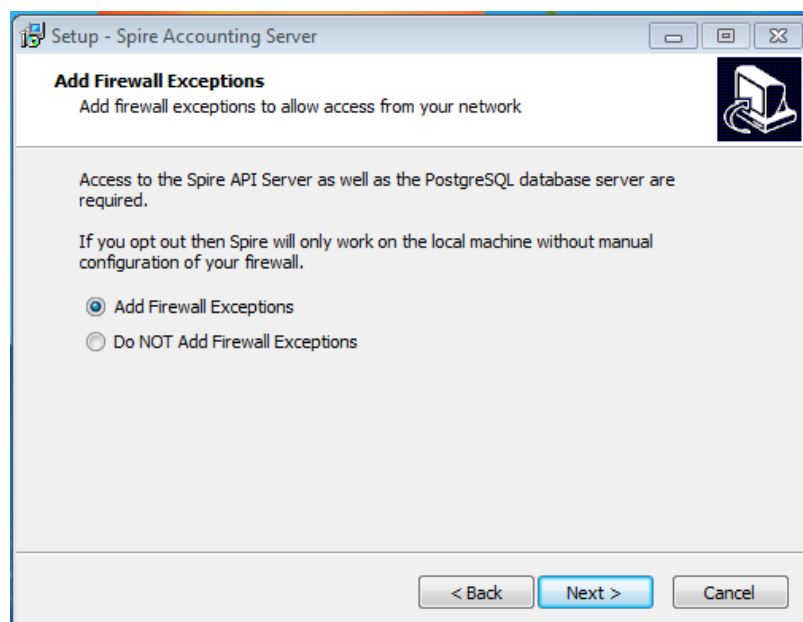
You will need to change one or the other to prevent a conflict. We recommend you let Spire keep 10880 and set Essentials to something else like 10888.



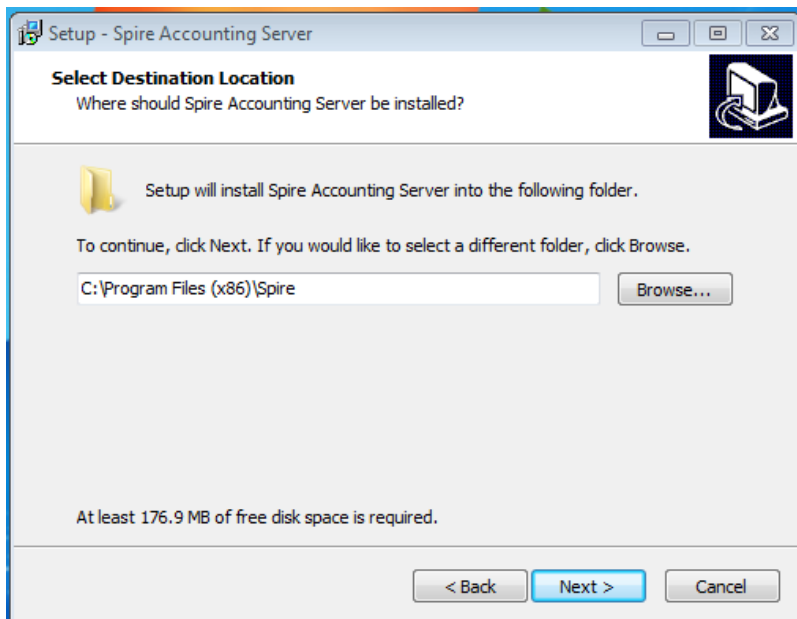
The next window discusses Firewall Exceptions – it is recommended you leave this set to the default of Add Exceptions.



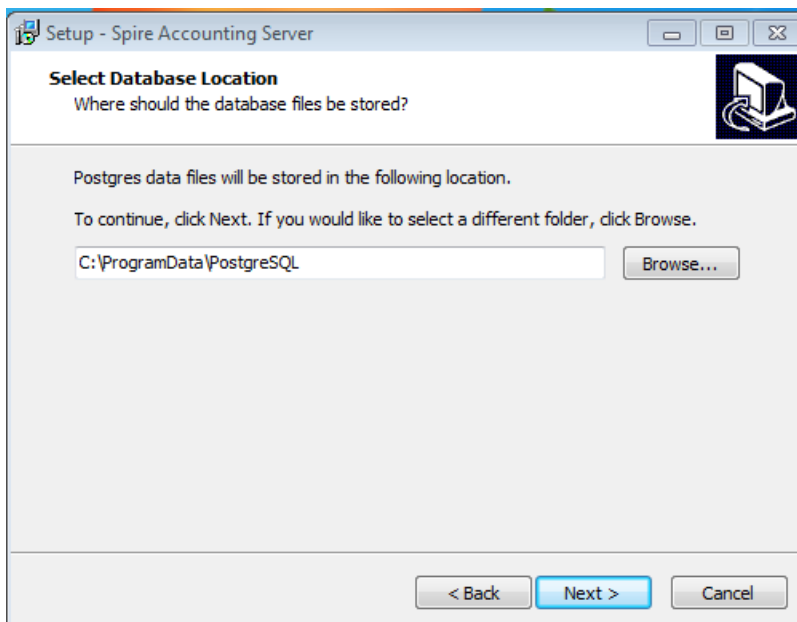
NOTE: Only change this if you intend to make some custom network security settings.



The next window is for setting the destination folder for installation of the Program Files – we recommend leaving it set to the default.



The next window is for selecting the Database Location – we recommend using the fastest drive available on the computer, with room for growth.

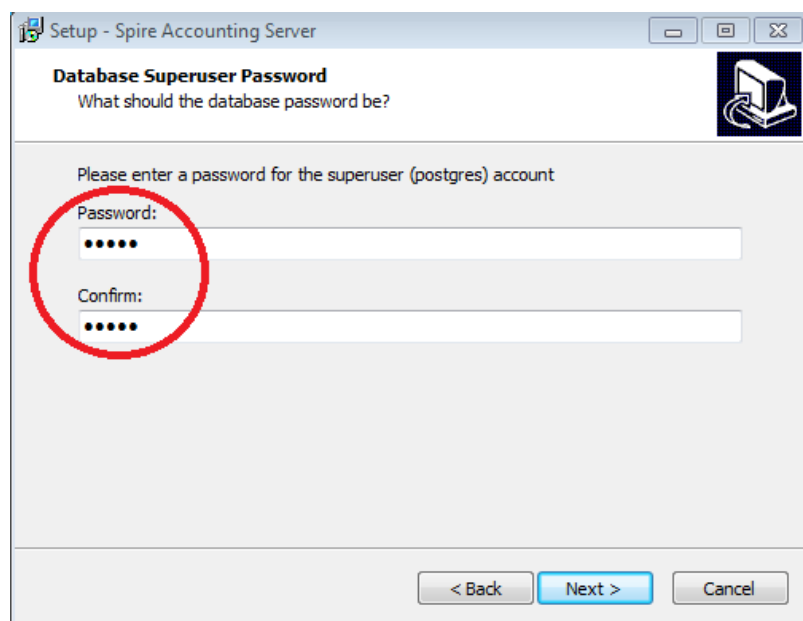


You will need to create a Password for the PostgreSQL Database. This is not the password for individual Spire companies.

✿ NOTE: Passwords are case-sensitive

This is a security feature to ensure that there is no unauthorized access to your data.

✿ To Add, Delete or Import a Company, or to perform updates, you will need this password. Please make sure you have a record of this in a secure location.



Setup - Spire Accounting Server

Database Superuser Password
What should the database password be?

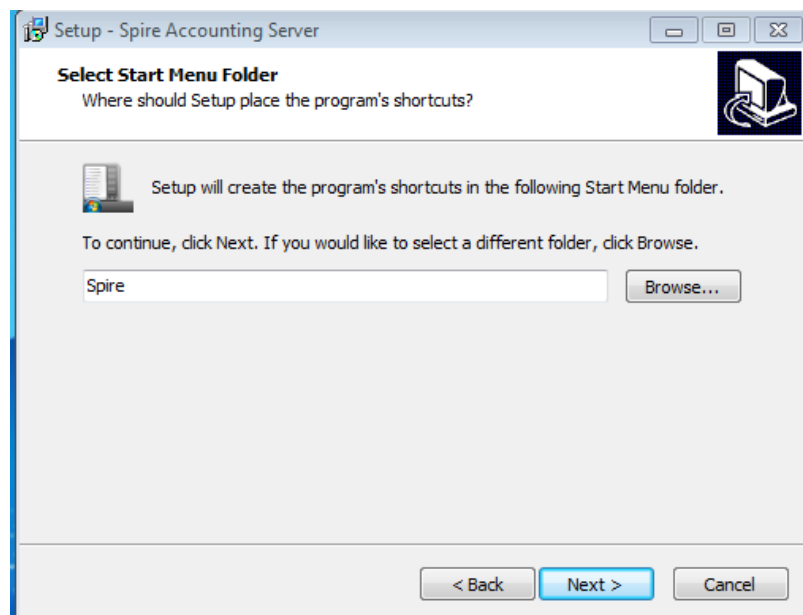
Please enter a password for the superuser (postgres) account

Password:

Confirm:

< Back Next > Cancel

The next window defines the location of the Start Menu Folder – we recommend leaving this set to the default.



Setup - Spire Accounting Server

Select Start Menu Folder
Where should Setup place the program's shortcuts?

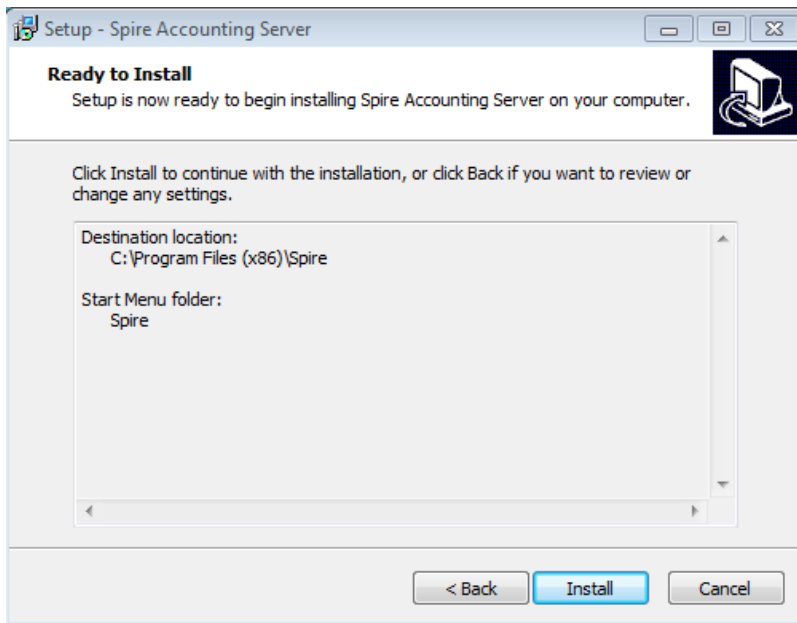
Setup will create the program's shortcuts in the following Start Menu folder.

To continue, click Next. If you would like to select a different folder, click Browse.

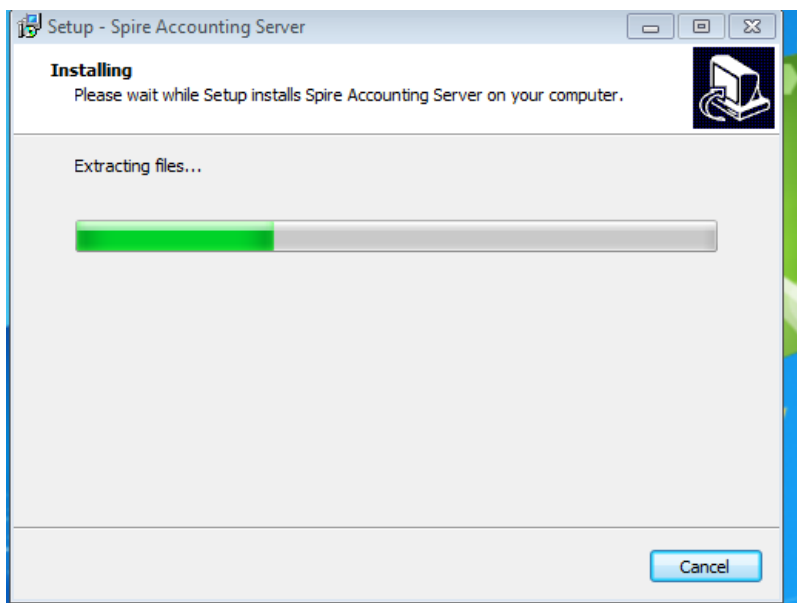
Spire Browse...

< Back Next > Cancel

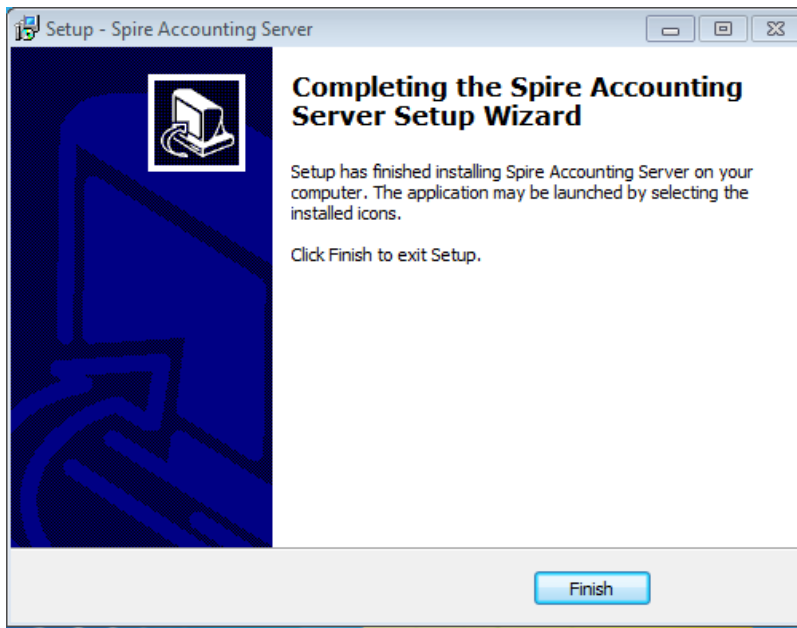
Click the Install button to begin the installation.



You will be presented with a new window displaying a progress bar.



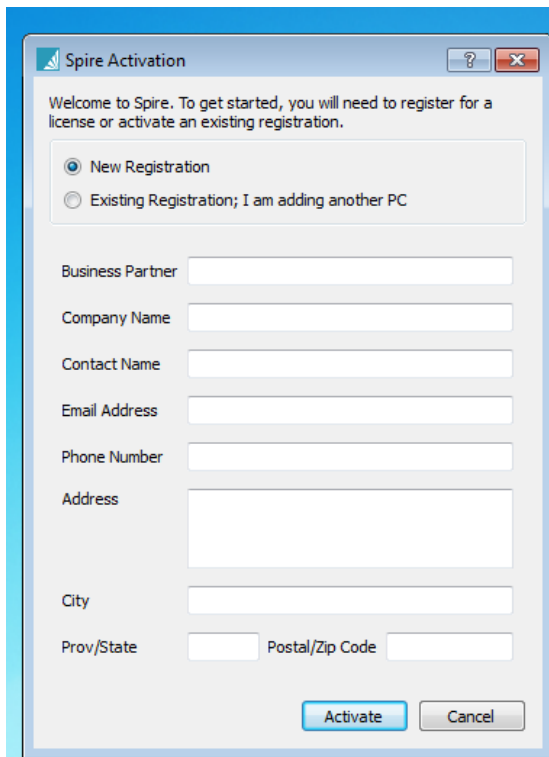
And you will be notified when installation is complete.



Next, you will be prompted to register your new installation or activate an existing license. To complete the registration, simply fill in all relevant data and select activate.

* Note: Make sure to complete this form with customer information including a customer specific email address (e.g.: the owner/manager or accountant), NOT the business partner. This email is used to manage your licensing.

To Activate, enter the licence code that would have been provided with your original purchase.



The image shows a Windows-style dialog box titled "Spire Activation". It has a blue header bar with a question mark icon and a close button. The main text reads: "Welcome to Spire. To get started, you will need to register for a license or activate an existing registration." Below this, there are two radio buttons: "New Registration" (which is selected) and "Existing Registration; I am adding another PC". Underneath, there are several text input fields: "Business Partner", "Company Name", "Contact Name", "Email Address", "Phone Number", "Address" (a larger text area), "City", and "Prov/State" followed by "Postal/Zip Code". At the bottom right, there are two buttons: "Activate" and "Cancel".

Video Instructions



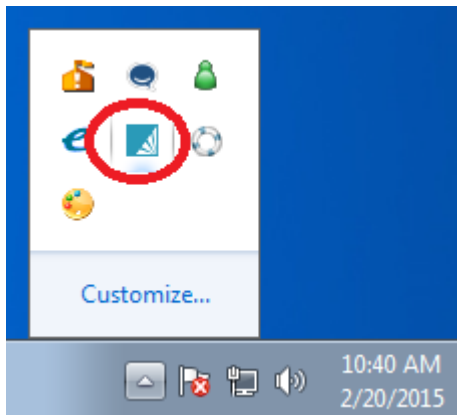
Congratulations, you have completed your installation of the Server software.

Creating a Database

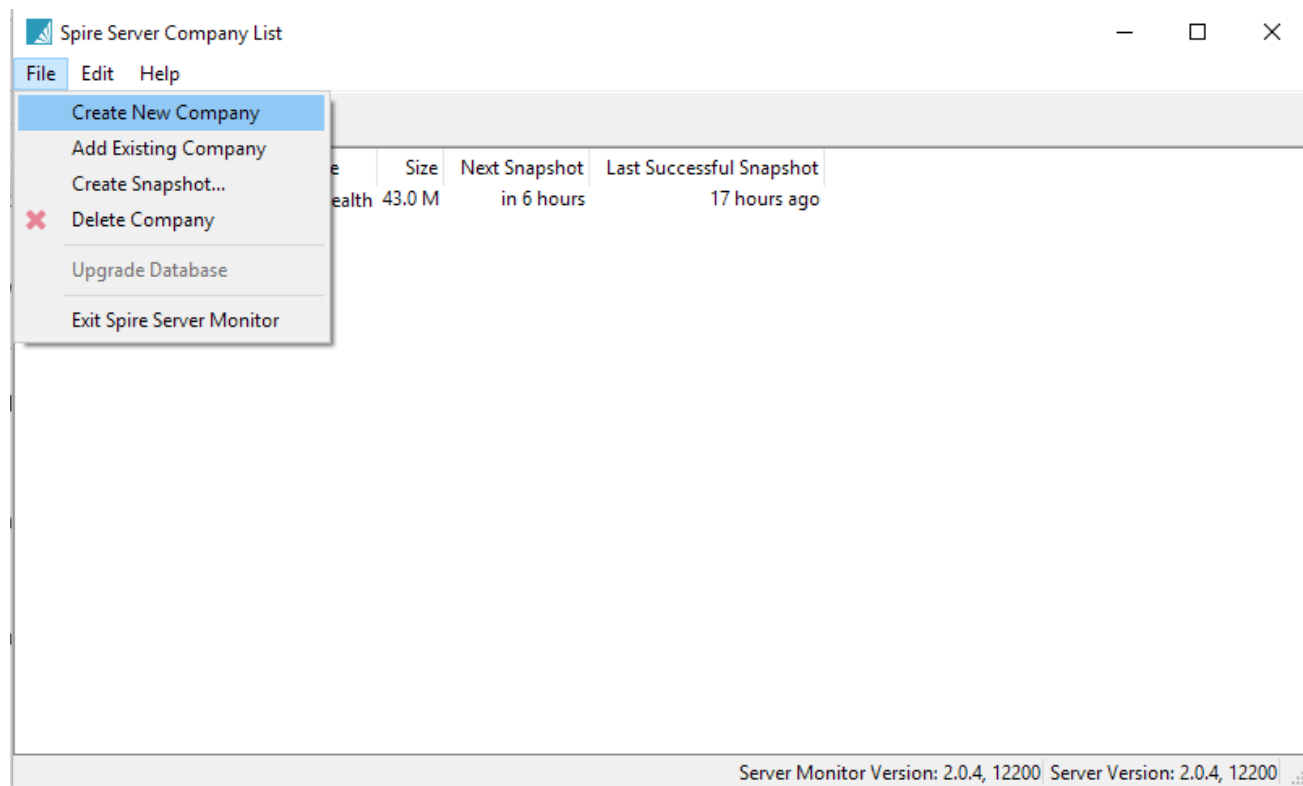
After you have installed the Server software, you are ready to create a New Company.

This is done via the Server software itself (all database activity related to Companies is managed through the Server, not the Client)

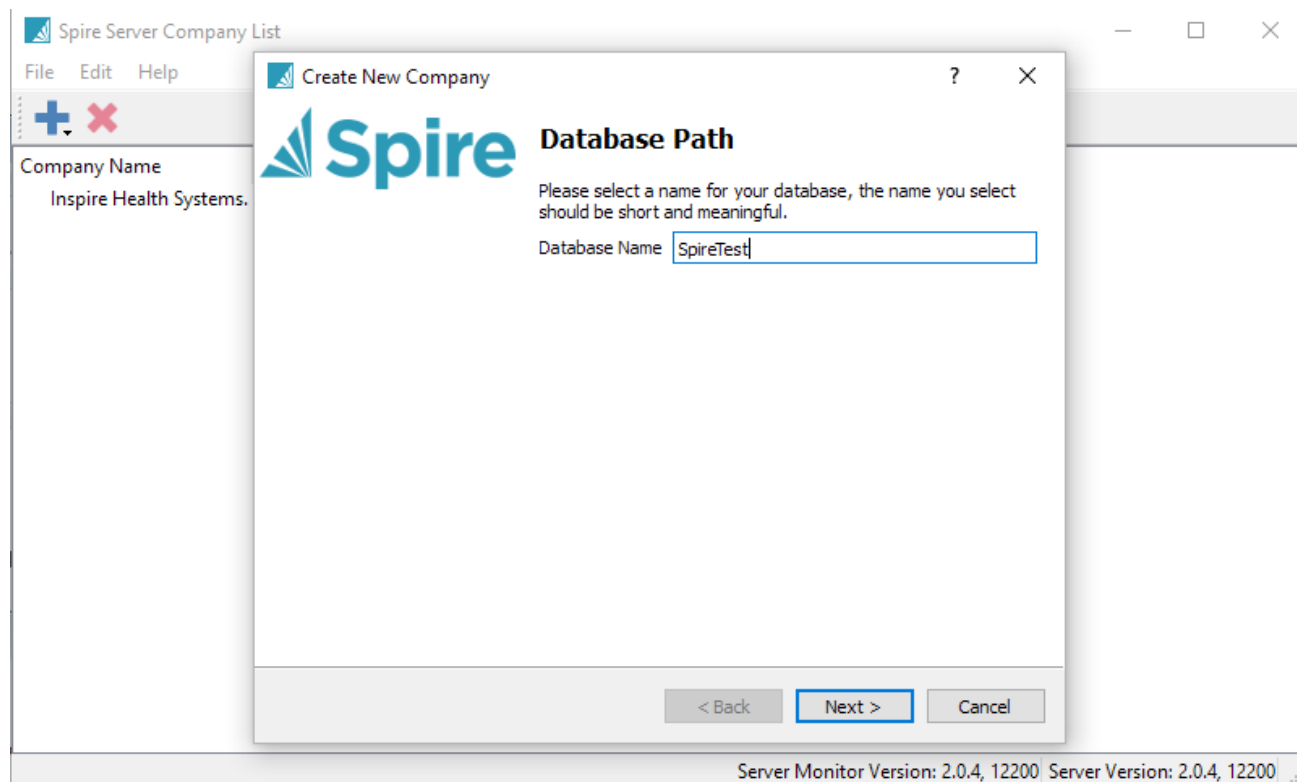
Go to your System Tray in Windows, lower right corner of your screen, and click on the Spire icon.



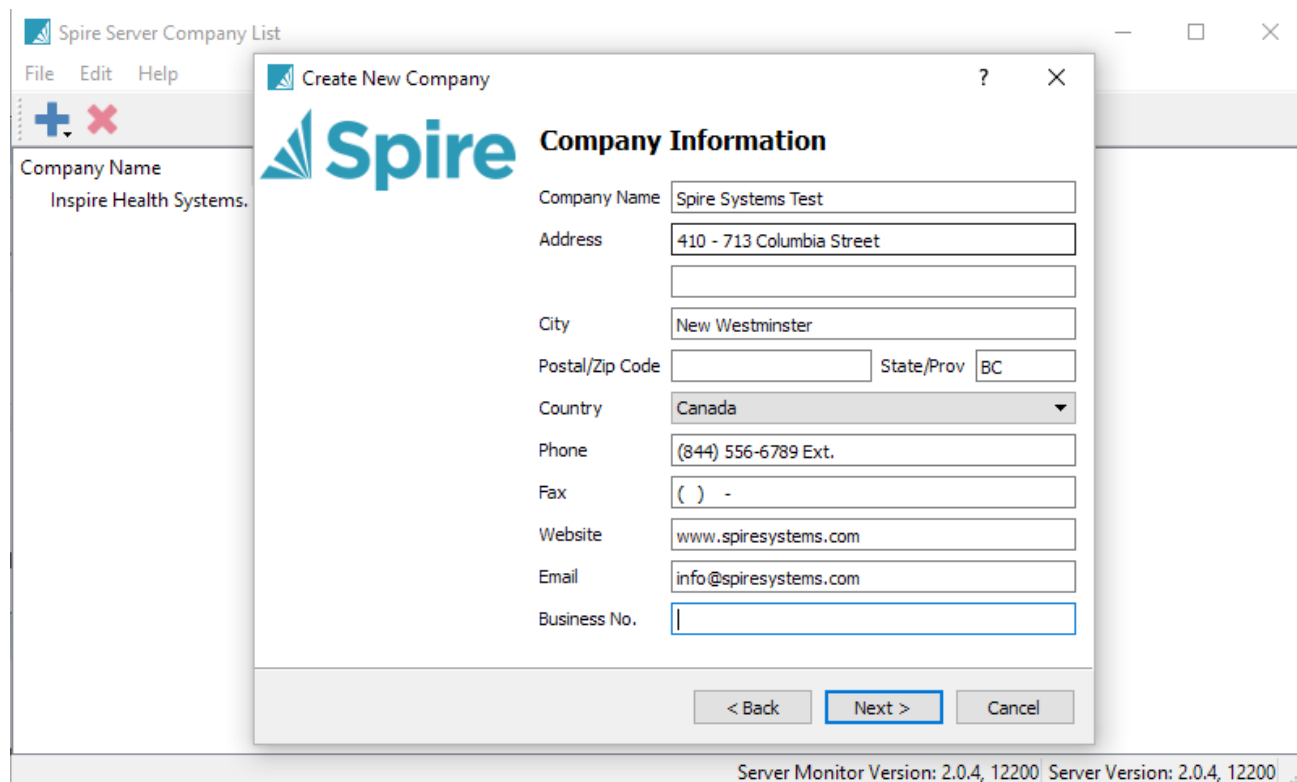
This will bring up the Spire Server Company List. Select the File navigation menu and select Create New Company from the drop down.



The next window will ask you to create a name for your actual database – use a short name with no spaces rather than the full company name here.



On this next screen, you may enter all the Company information in full.



Then you will be prompted to create an Admin user and Password for the company. Note that the password is case-sensitive.

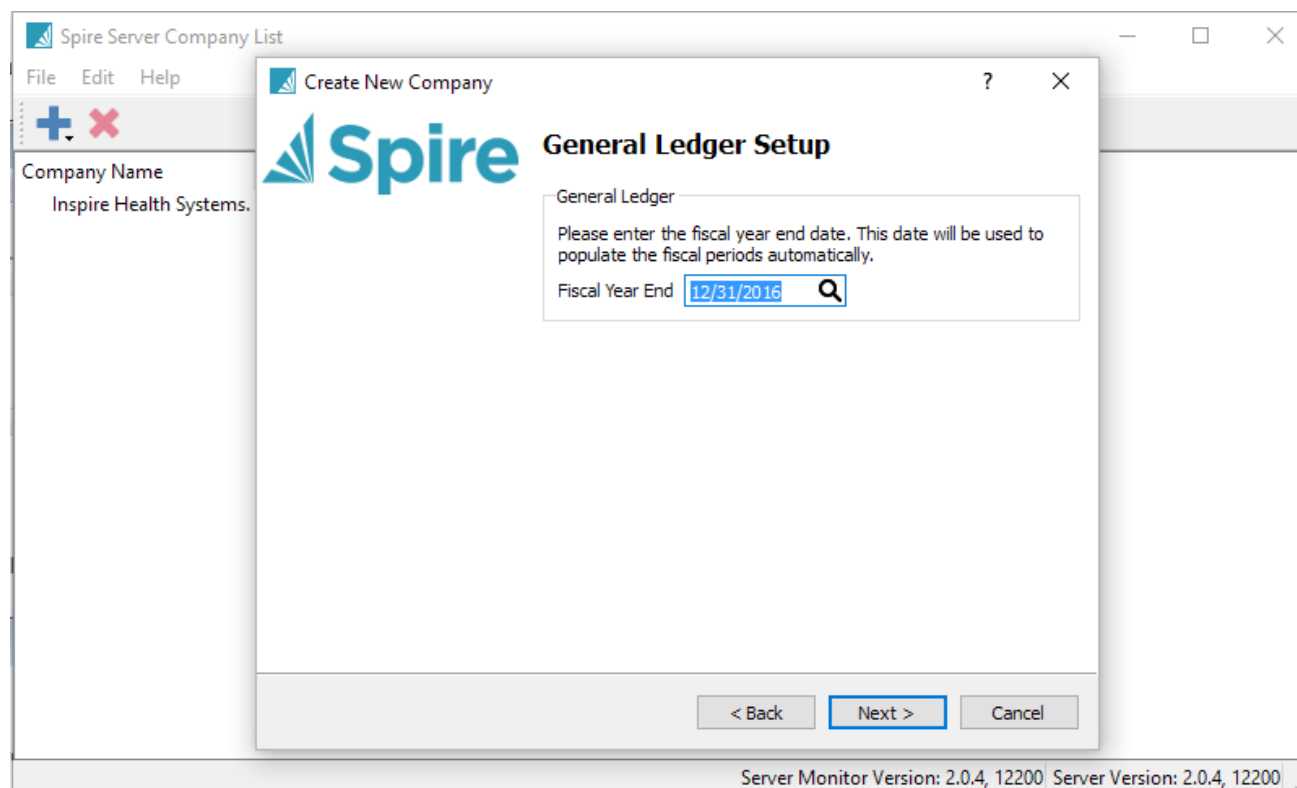
The screenshot shows the 'Spire Server Company List' application window. In the foreground, a 'Create New Company' dialog box is open, titled 'Company Administrator'. The dialog box contains the following fields and labels:

- Administrator Details**
 - First Name:
 - Last Name:
 - Initials:
- Administrator User Account**
 - Username:
 - Password:
 - Confirm:

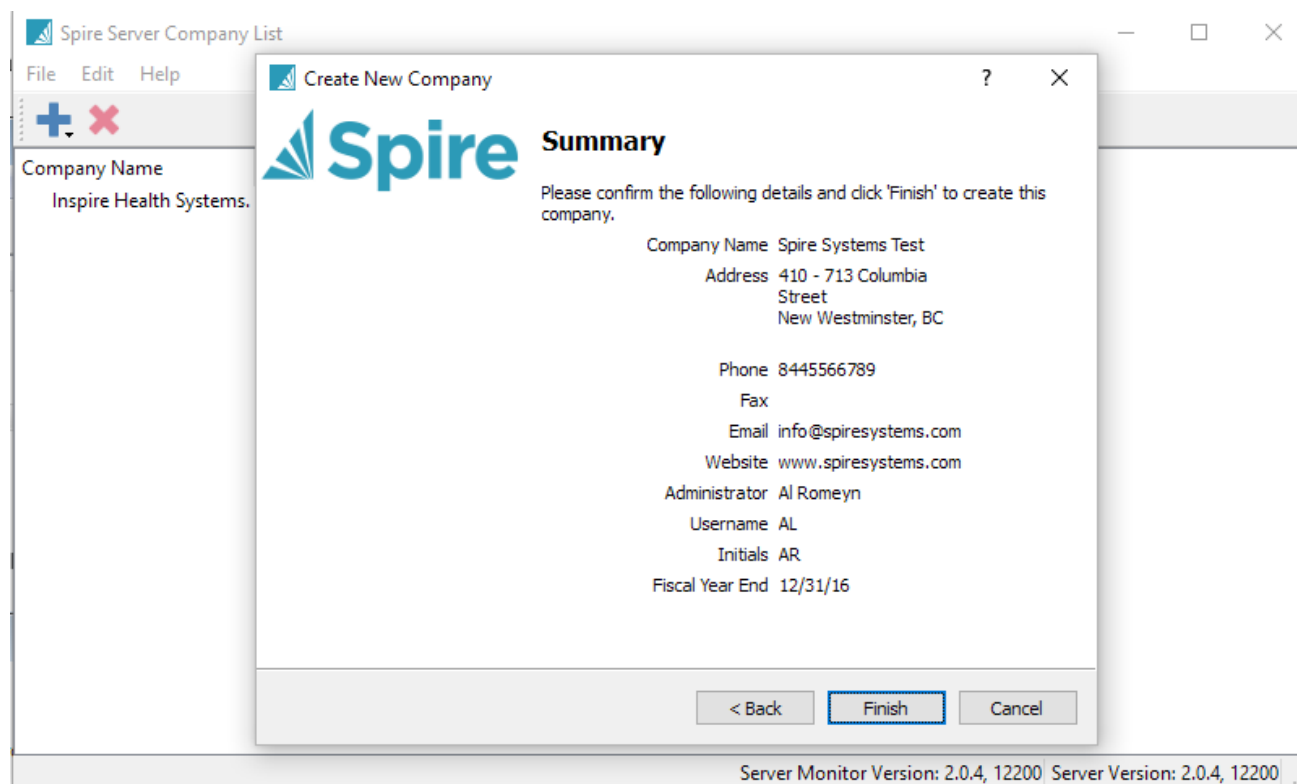
At the bottom of the dialog box, there are three buttons: '< Back', 'Next >' (which is highlighted with a blue border), and 'Cancel'.

At the bottom of the application window, the status bar displays: 'Server Monitor Version: 2.0.4, 12200 | Server Version: 2.0.4, 12200'.

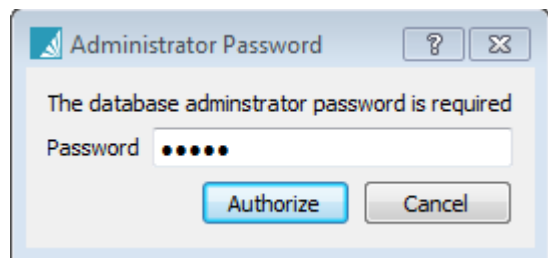
Next you will be prompted to enter a date for your Fiscal Year End.



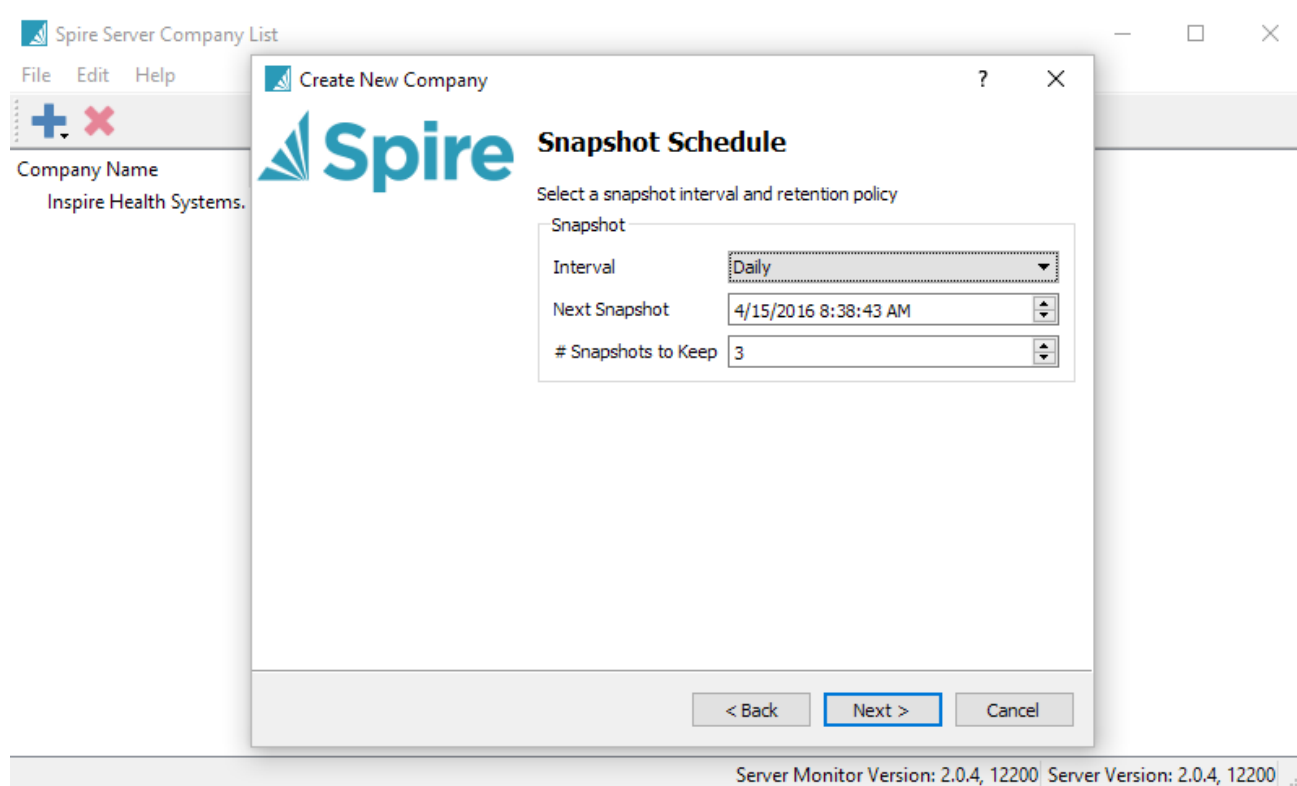
You will be shown a Summary screen – click on Finish to complete your registration.



You will be prompted for the Admin password you set up during installation of the Server.



The last step in setting up your new company is in scheduling the database snapshot schedule. You will want to select the interval, the time you want the snapshot to occur and the amount of snapshots you wish to keep.



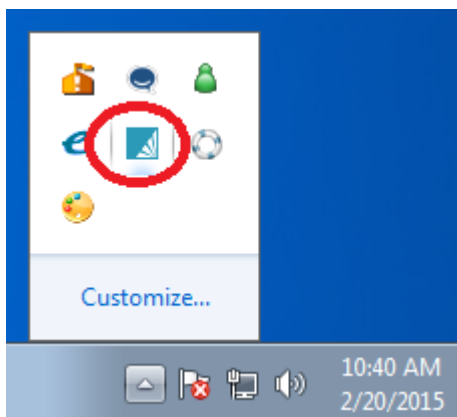
Converting Data

Database Conversion from BusinessVision

After you have installed Spire Server, you can import an existing BV company or restore from a Snapshot (backup).

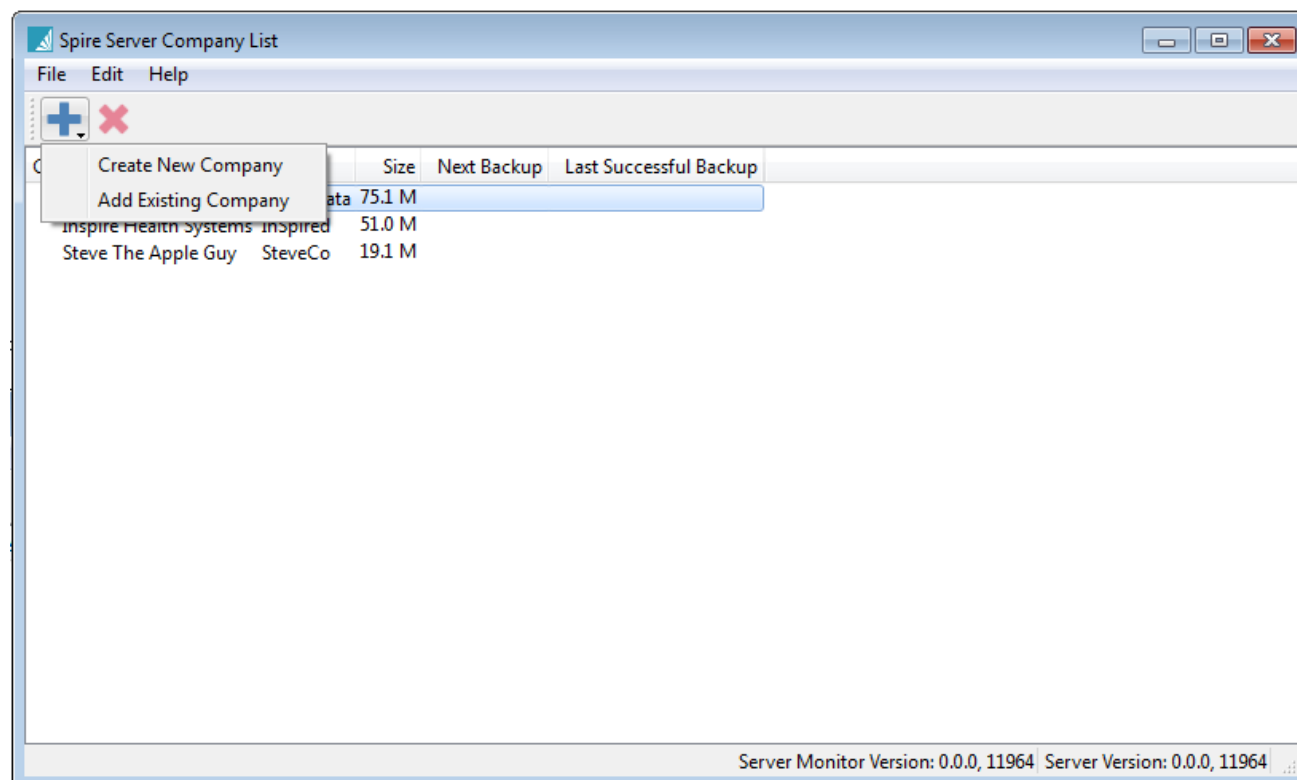
This is done via the Server software itself (all database activity related to Companies is managed through the Server, not the Client)

Go to your System Tray in Windows, lower right corner of your screen, and click on the Spire icon.

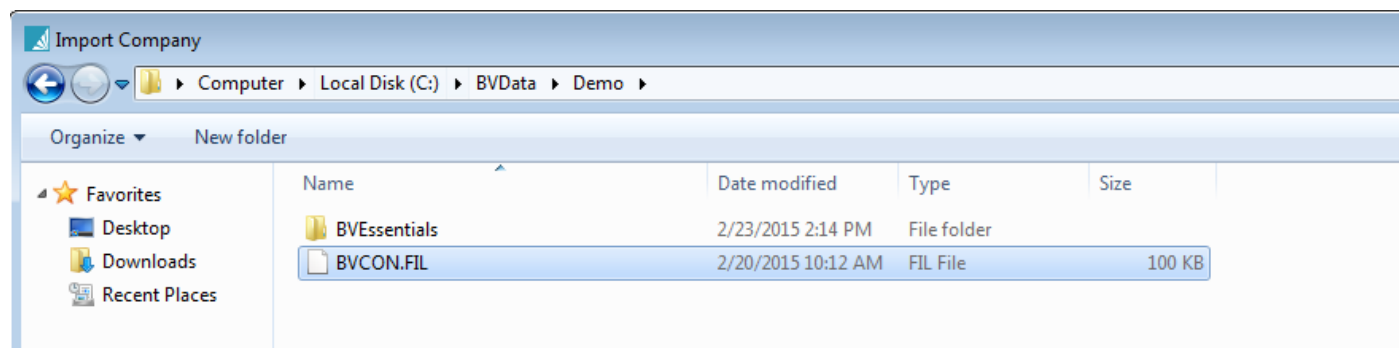


* NOTE: if you have installed Spire on a new machine that had no previous BV installation, then you will need to add Pervasive to the new machine. Spire needs the Pervasive database to read the BV data and convert it to a Spire company.

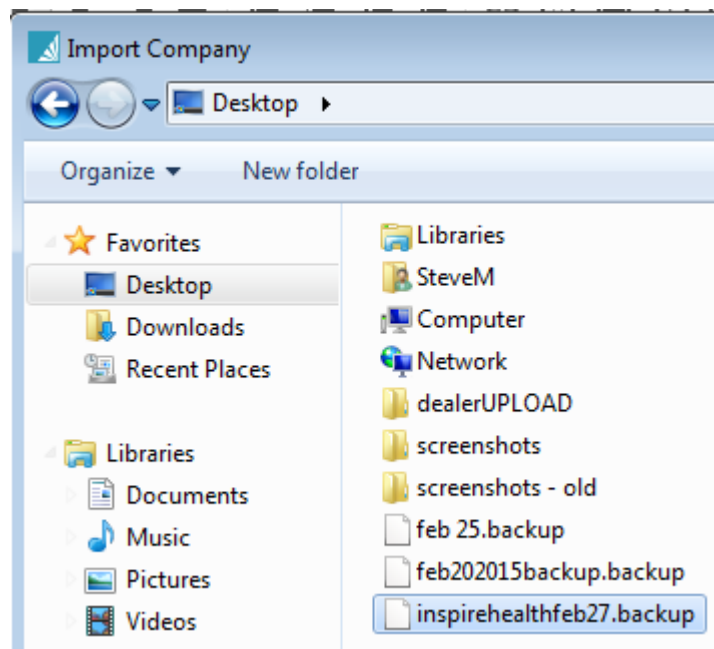
This will bring up the Spire Server Company List. Hit the Plus+ button and select Add Existing Company from the drop down.



You will be prompted to navigate to where the Existing Company's data is. Enter a short, unique name for the database.

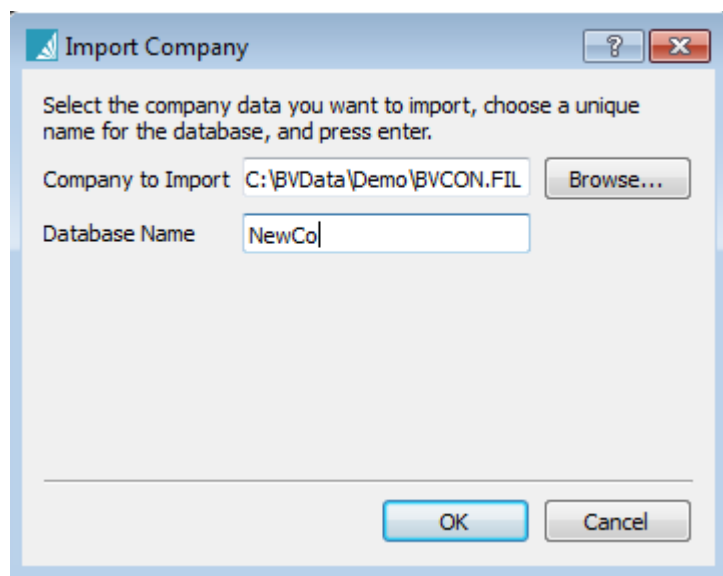


You are looking for BVCON.FIL in the case of live data, or a (yourcompany).backup file in the case of a snapshot.

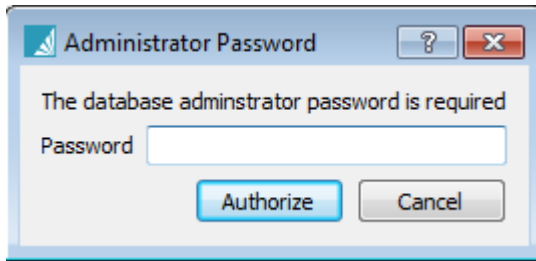


— Or —

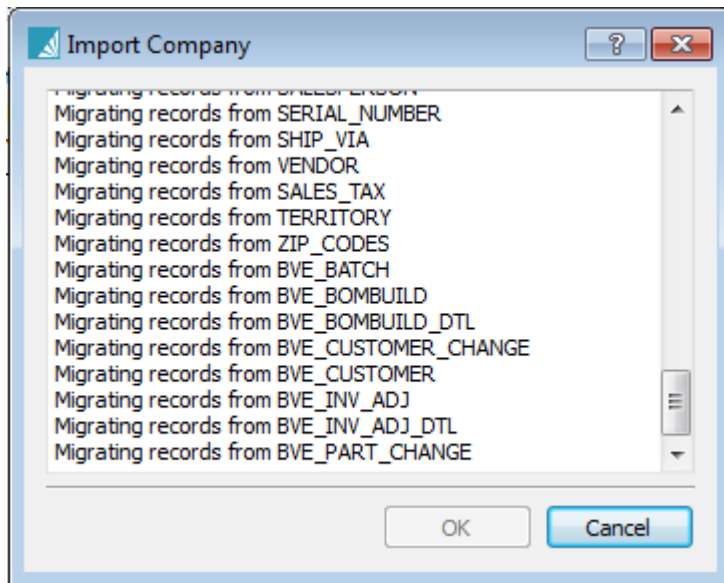
After locating the file you are now ready to begin the import.



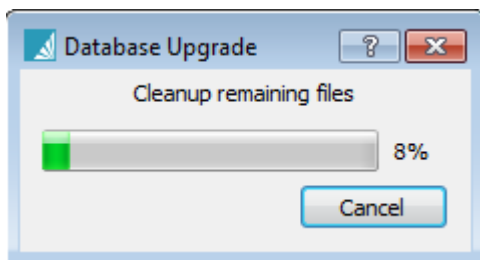
You will be prompted to enter your database administrator password.



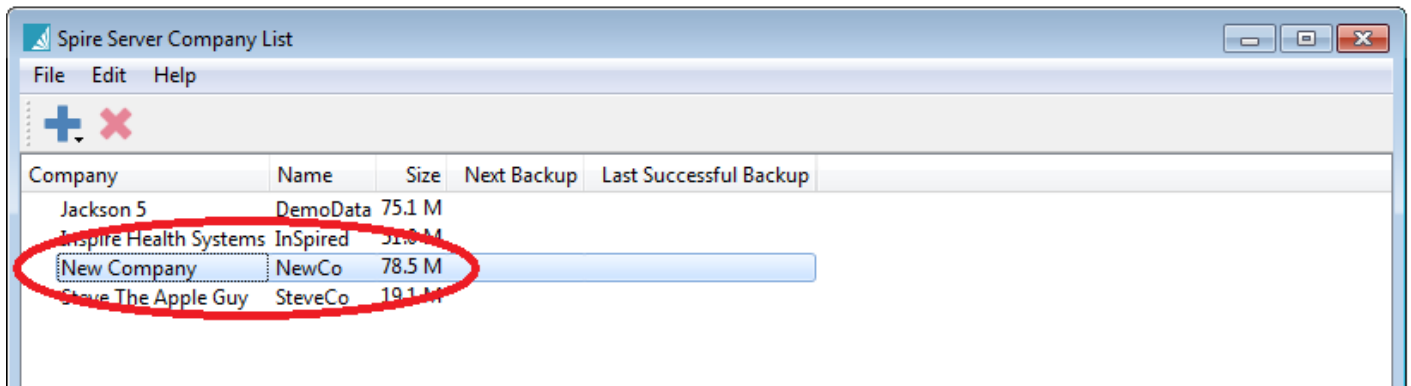
The following window will open and you will see the “Migrating Records from” processes



The last step in the process that you will see is the cleanup of the remaining files.



Your final window will display your Spire Server Company List which will include your newly added company.



| Company | Name | Size | Next Backup | Last Successful Backup |
|------------------------|----------|--------|-------------|------------------------|
| Jackson 5 | DemoData | 75.1 M | | |
| Inspire Health Systems | InSpired | 51.8 M | | |
| New Company | NewCo | 78.5 M | | |
| Steve The Apple Guy | SteveCo | 19.1 M | | |

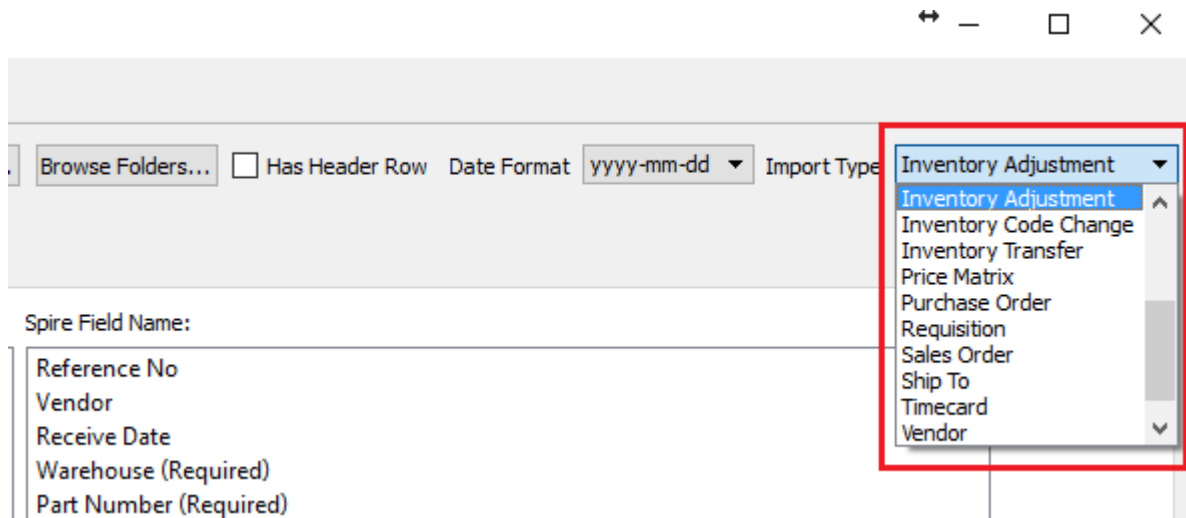
Congratulations! You have successfully converted or restored a company to Spire.

To start working in your company, you will need to install and then launch the Spire Client.

Importing Data

Data can be imported into many Spire files. Users can setup a type of import and save it to be able to perform that same type of import later.

Go to Tools/Import and select the type of import that you need to do.



Available imports are:

- Accounts Payable
- Accounts Receivable
- Chart of Accounts
- Customers
- Customer Code Change
- GL Transaction
- Inventory
- Inventory Adjustment
- Inventory Code Change
- Inventory Transfer
- Price Matrix
- Purchase Order
- Requisition
- Sales Order
- Ship To
- Timecard

- Vendor
- Vendor Price

Mapping a Spire Import

Import

Source: Browse Files... Browse Folders... ☒ Has Header Row Date Format: Import Type:

Edit Columns

Import File Field Value: **D:**

Spire Field Name: **E:**

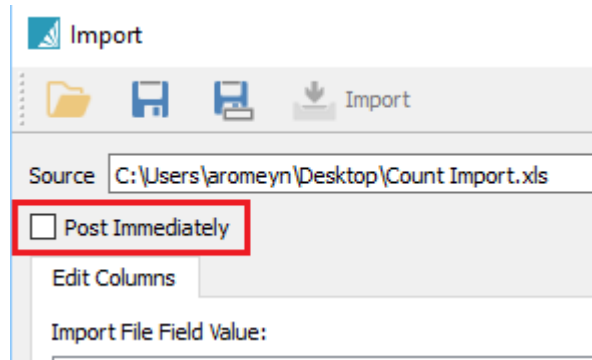
| Import File Field Value | Spire Field Name |
|-------------------------|------------------|
| BEIE396 | Customer No |
| Beierle & Beierle | Name |
| 3855 Pitfield Blvd | Address 1 |
| St Laurent | City |
| H4S 1H3 | Postal Code |
| CAN | Country |
| (514) 817-0292 Ext. | Contact #1 Name |
| mcyrg@gmail.com | Email |

B: Destination: Browse... **C:** Failure: Browse...

C:\Users\aromeyn\Desktop\Exports\Customer\cust.ini

- Select the Excel or csv file to import from
- Select a location for the import file to move to when complete
- Select a location for the import file to move to if it fails
- Map each field from the import file to the Spire field name
- Click on Match
- Select 'Has Header Row' if there is a heading on the spreadsheet
- If there is a date in the import. Select the 'Date Format'
- Save the .ini file and give it a name that makes sense so it can be used again
- Click Import

Imports – Post Immediately



The screenshot shows the 'Import' dialog box. At the top, there is a title bar with the word 'Import' and a small icon. Below the title bar is a toolbar with icons for a folder, a floppy disk, a document with a floppy disk, and a download arrow labeled 'Import'. The 'Source' field contains the text 'C:\Users\aromeyn\Desktop\Count Import.xls'. Below the 'Source' field is a checkbox labeled 'Post Immediately', which is highlighted with a red rectangle. Below the checkbox is a button labeled 'Edit Columns'. At the bottom, there is a label 'Import File Field Value:' followed by a text input field.

- For Sales Order and Inventory Adjustment imports, there is an option called “Post Immediately”.
- For Sales Orders if this is checked the import will be posted as invoices. If not checked they will go into sales orders for invoicing manually.
- For Inventory adjustments the option will post to inventory receipts and the GL. If unchecked they will appear in the adjustments module for review and posting later.

Setting Up a Spire Backup

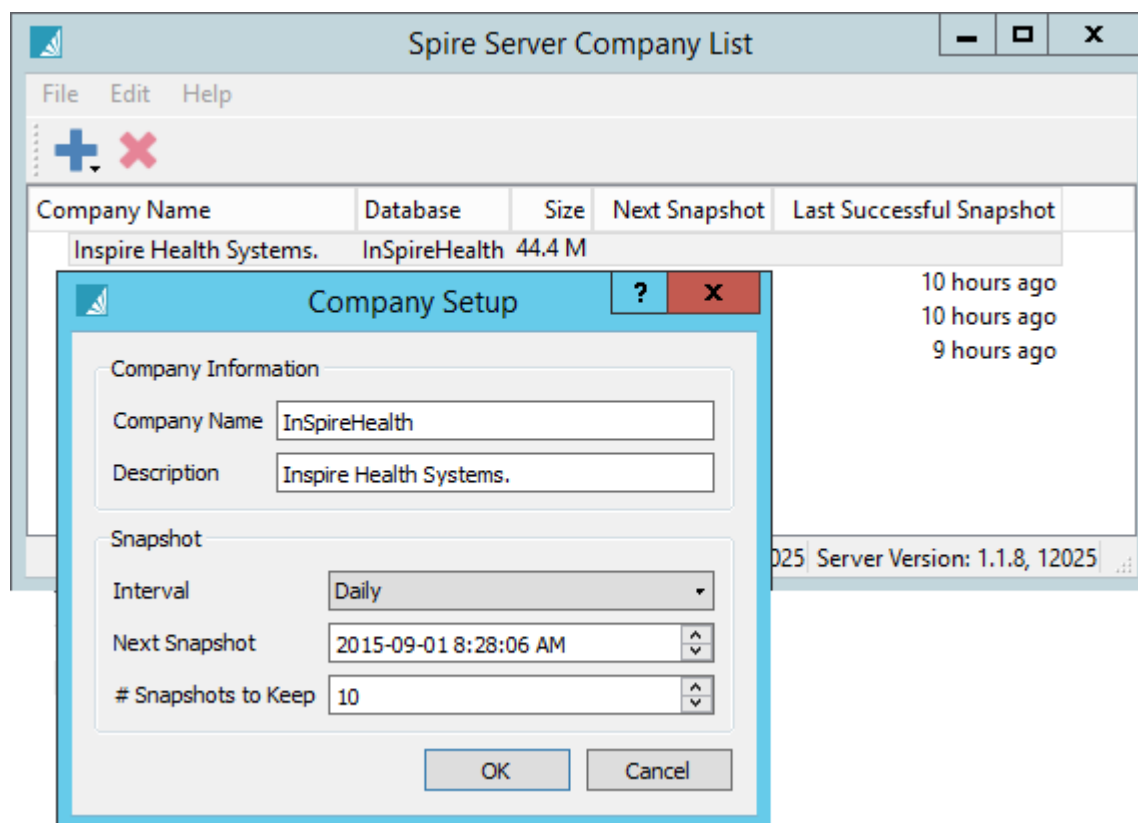
To create a Snapshot of Spire data you will need to do the following:

- Open Spire Server Tray
- Double click a company
- Choose Interval
- Select time to perform snapshot
- Select how many snapshots to save

Snapshots will be saved in on the server in C:\Programdata\Spire\Snapshots

This folder also contains all custom reports

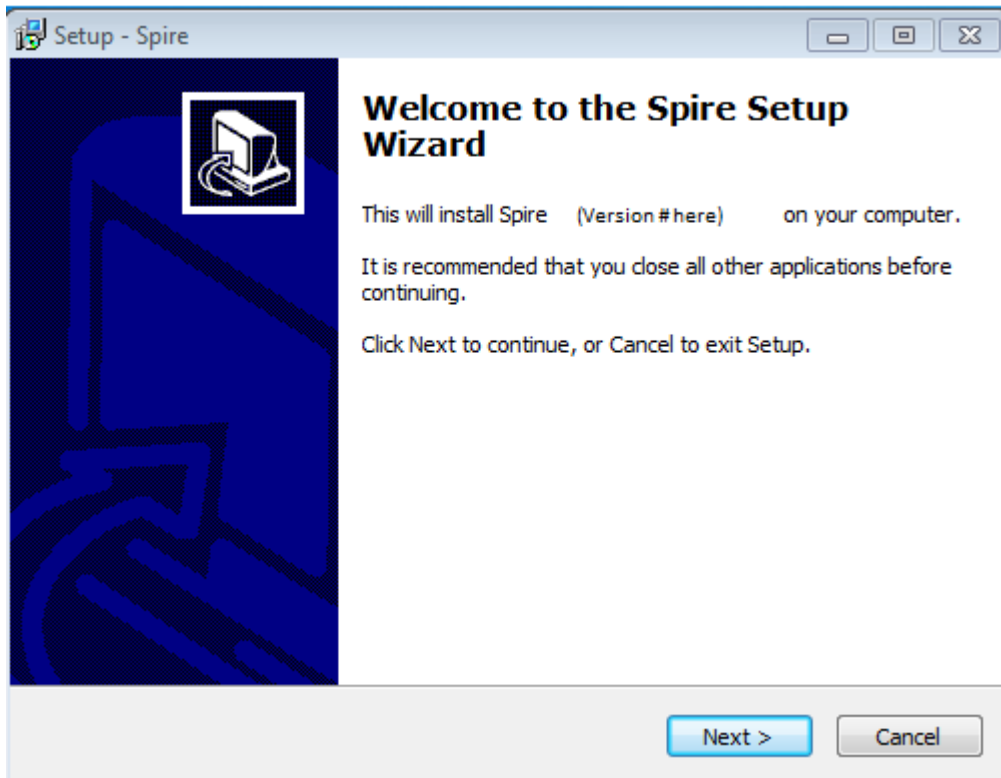
✿ Important – Backup contents of C:\Programdata\Spire\Snapshots to an external device and store offsite.



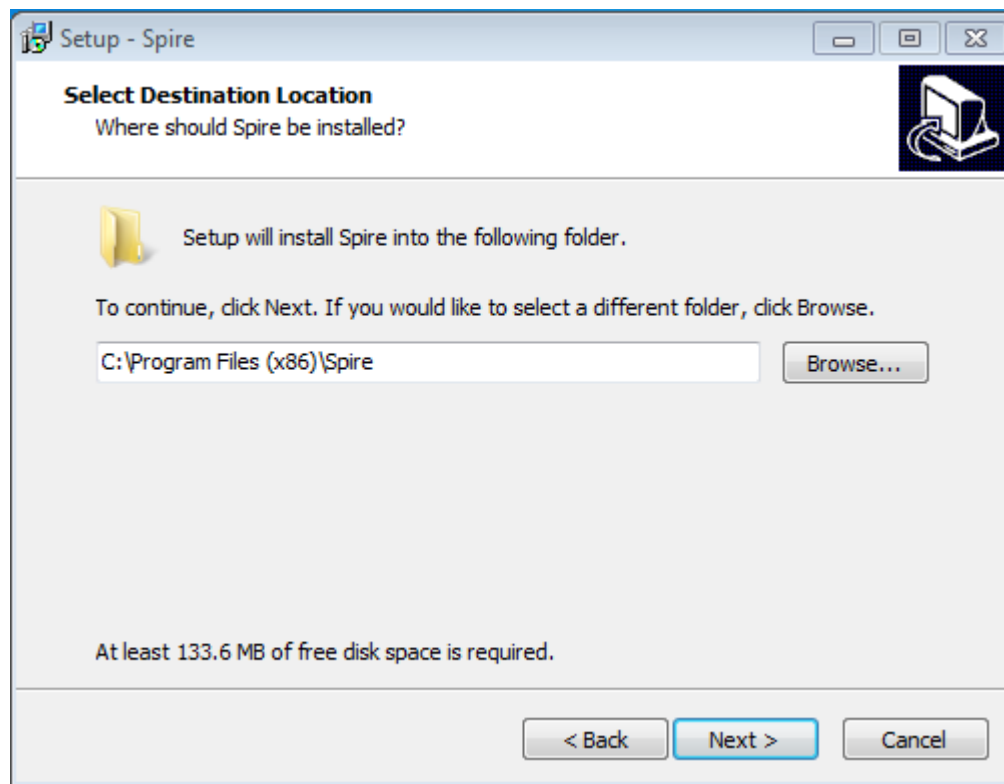
Installing Spire on a Workstation

After you have finished downloading the file, you are ready to start the Client installation. Click on the link from your Download screen (or on the file itself from your Downloads folder).

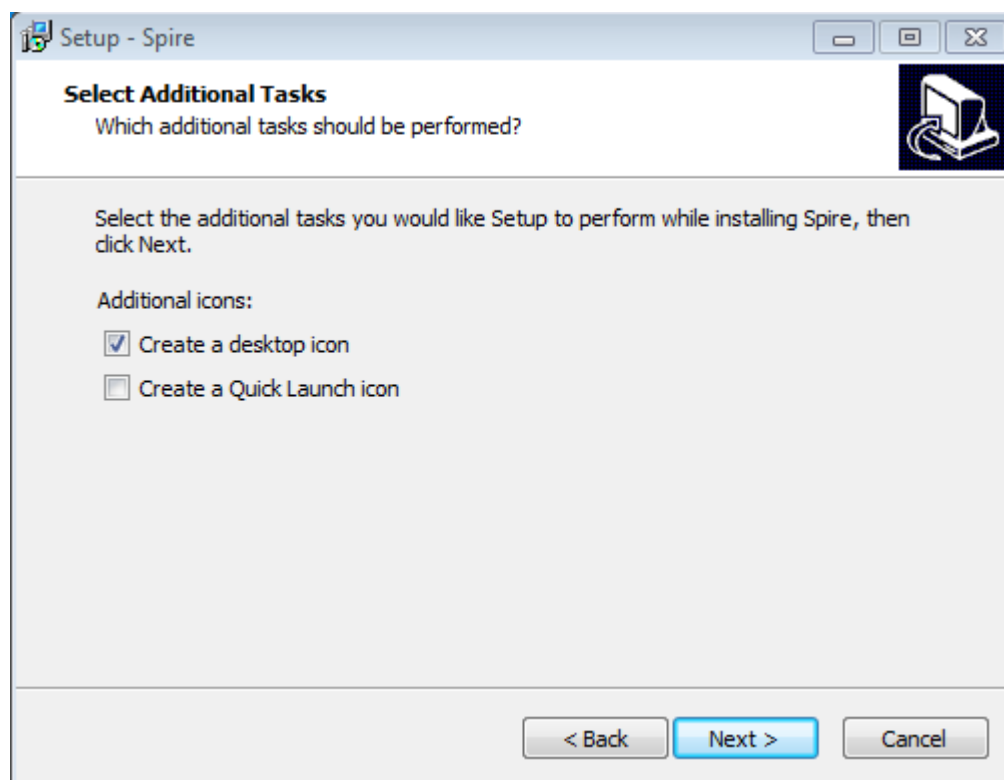
You will next see the Spire Setup Wizard. Click Next to continue.



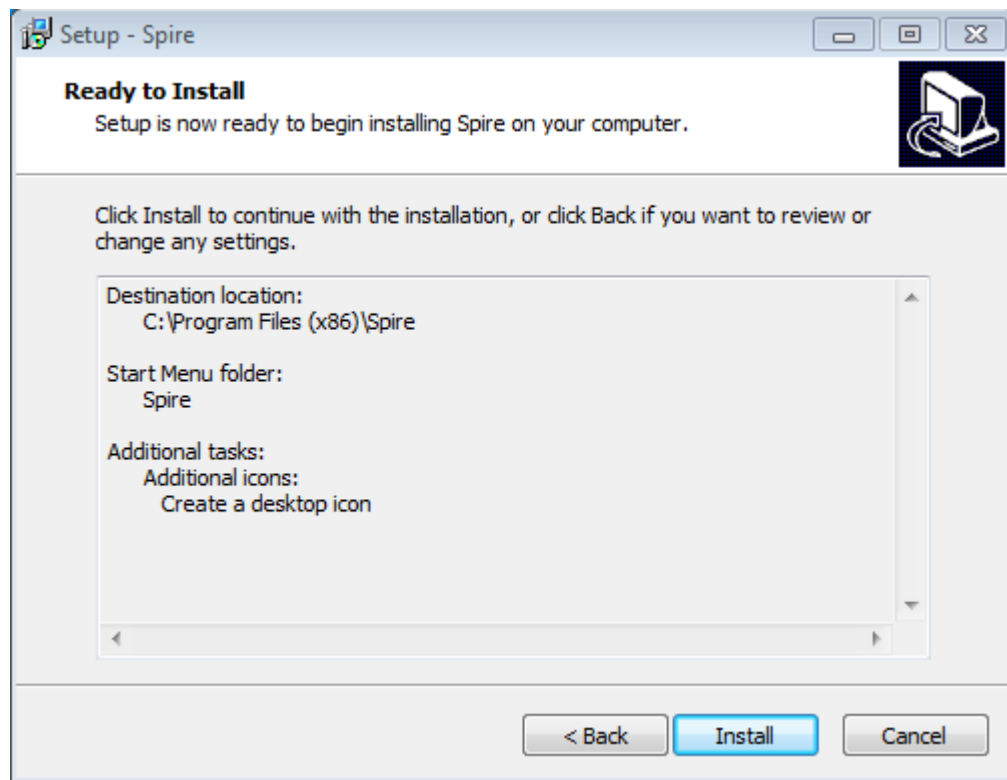
You will be asked to select an installation location. We recommend leaving it set to the default.



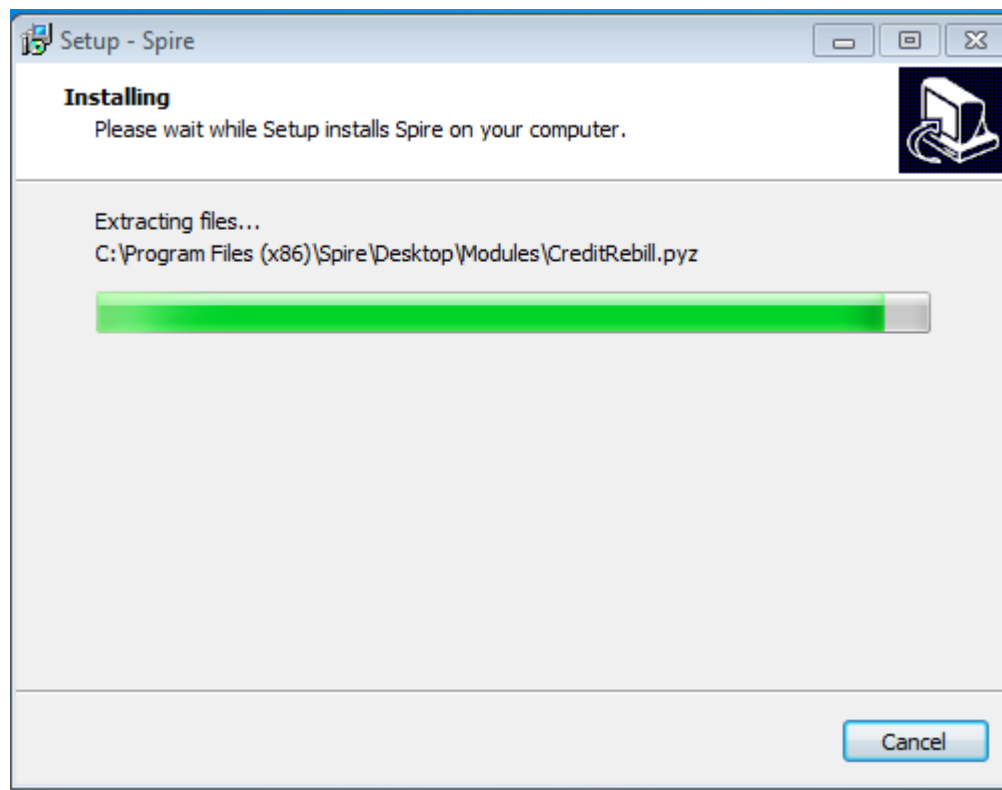
Next you will be asked about setting Desktop and Quick Launch Icons – set preferences as you wish.



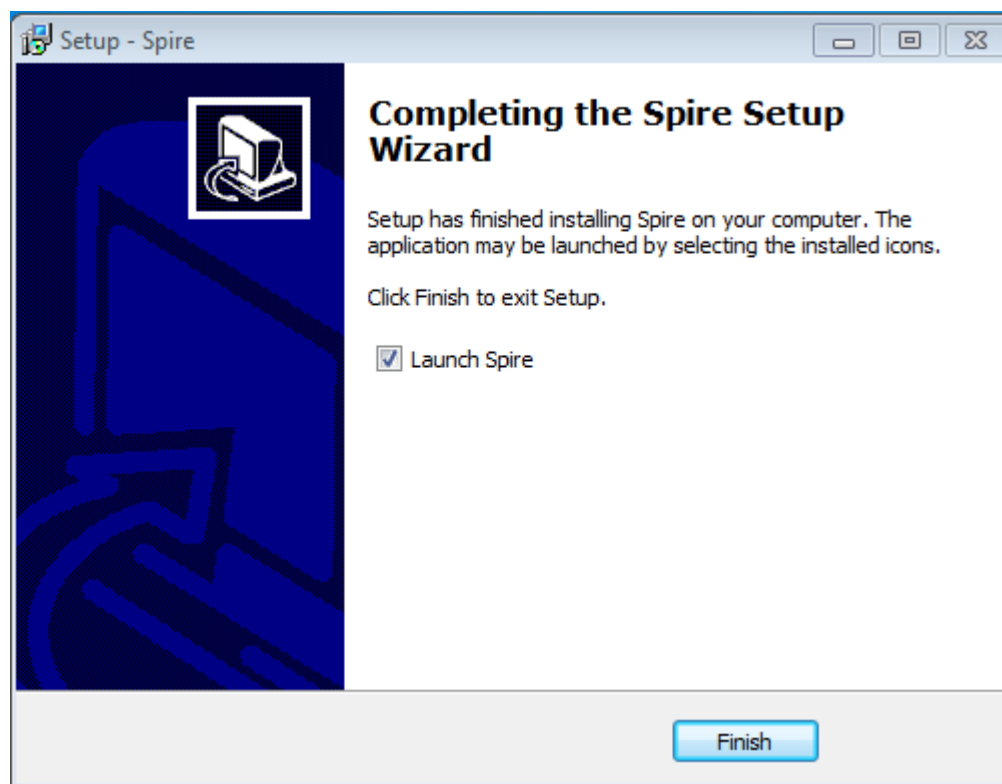
You are ready to proceed – click Install.



You will see a Progress Bar.



You will be notified that the installation is complete.



You may then launch the Client and log into a Company.

The screenshot shows a Windows-style dialog box titled "Select Company". The dialog has a standard title bar with a question mark and a close button. The main area is divided into two sections. On the left, under the heading "Company Name", there is a tree view showing a folder icon next to "spire-ws17", which contains a sub-entry "Inspire Health Systems." with a small grid icon. Above this list are three icons: a blue circular arrow, a blue plus sign, and a red minus sign. On the right side of the dialog, there are three input fields: "Username" with the text "SPIRE", "Password" (empty), and "Date" with the text "4/15/2016" and a magnifying glass icon. At the bottom left, it says "Licensed To: Alcomp". At the bottom right, there are two buttons: "Login" and "Exit".

Backup & Restore

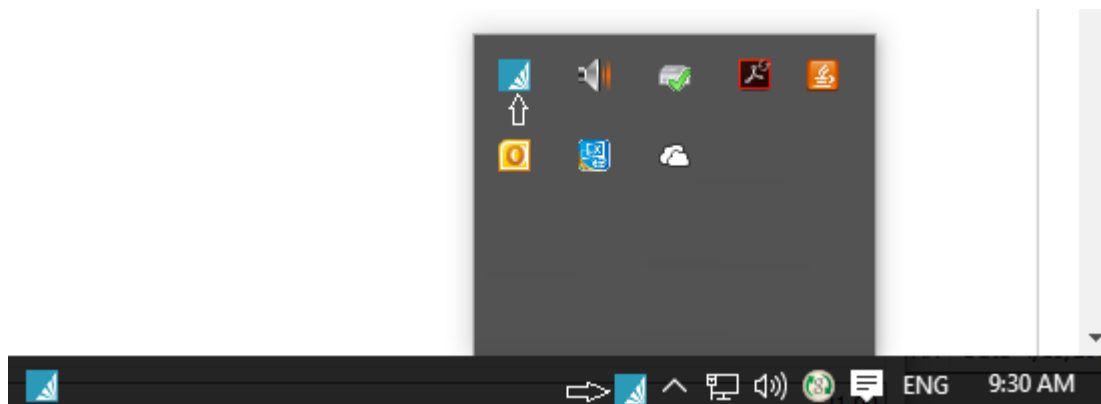
Spire's Snapshots and restore is done on the server. The snapshot creates a single file a fraction of the size the original PostgreSQL data that can then be copied off site. The restore function points to that single file and re-creates the original Spire dataset.



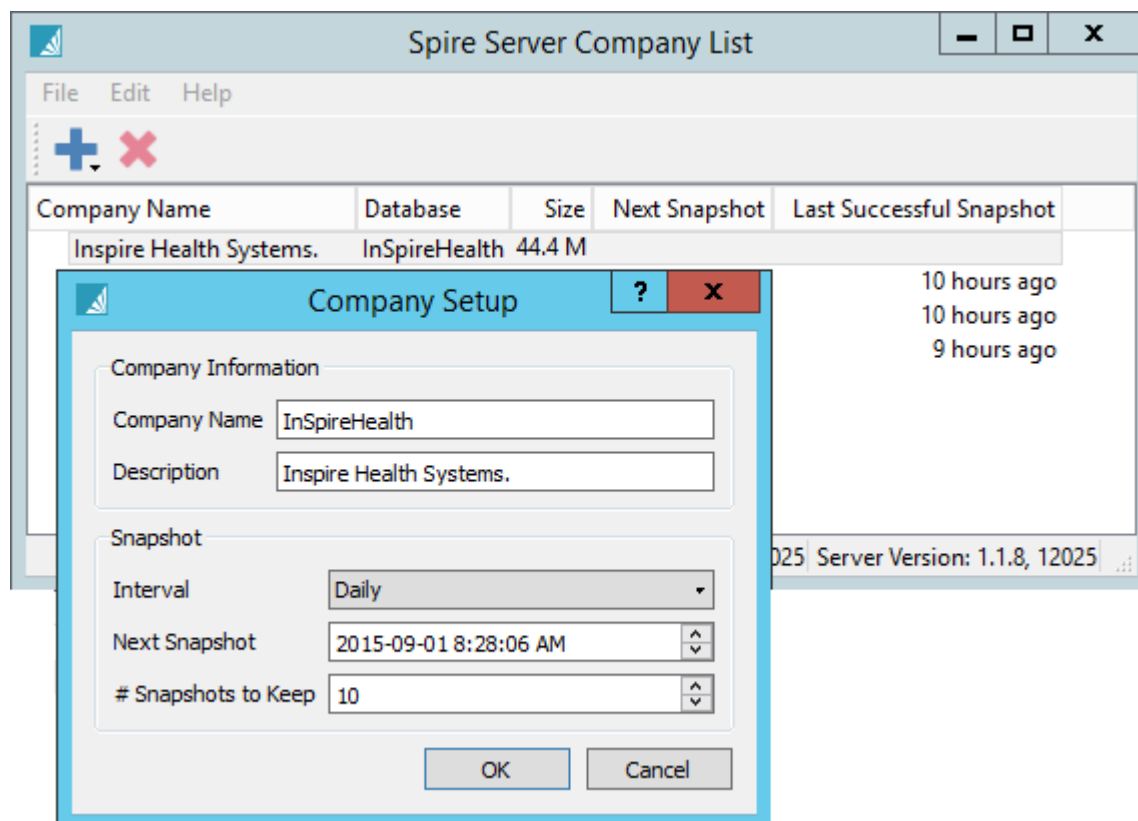
The Snapshot is not a backup!! Until the files are copied to an external device taken off site or to a cloud backup service, they are not safe....

Backup

To backup Spire data click on the tray icon on the server. It may be on the task bar or the user may have to click the little 'up arrow' on the tray to see the hidden icons.



When the company list comes up double click on the one to set a snapshot for.



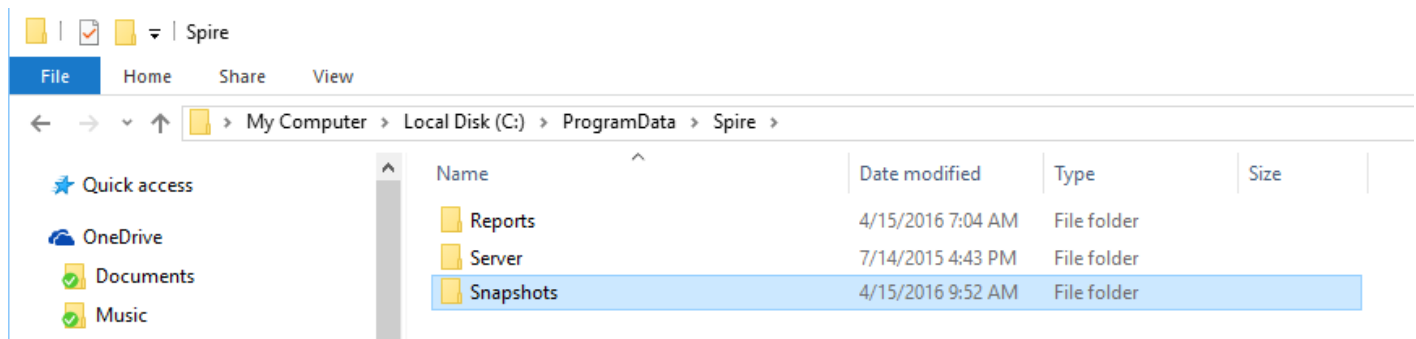
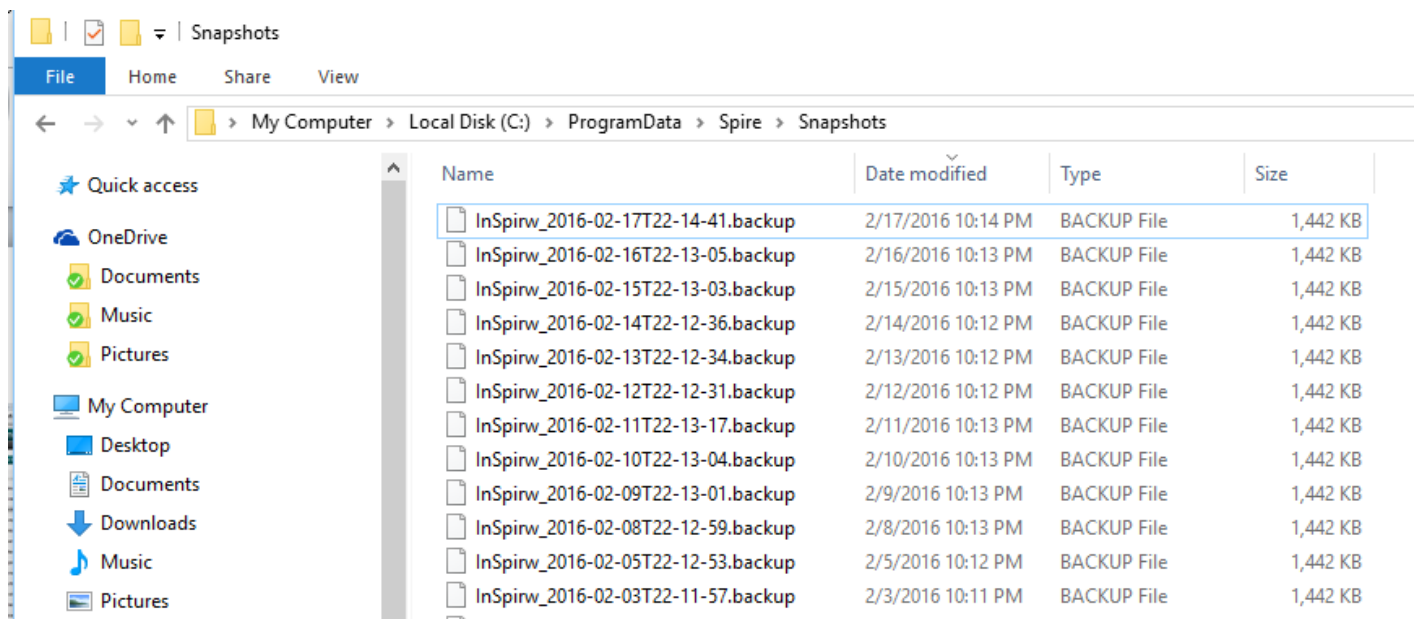
Interval

- **Never** -Do not create a snapshot.
- **Hourly** – Create snapshot very hour.
- **Daily** – Create a snapshot every day.
- **Weekly** – Create a snapshot every week.
- **Monthly** – Create a snapshot every month.

Next Snapshot – The date/time for the next snapshot.

#Snapshots to Keep – How many snapshots to store.

The snapshots will be stored in C:\Programdata\Spire\Snapshots



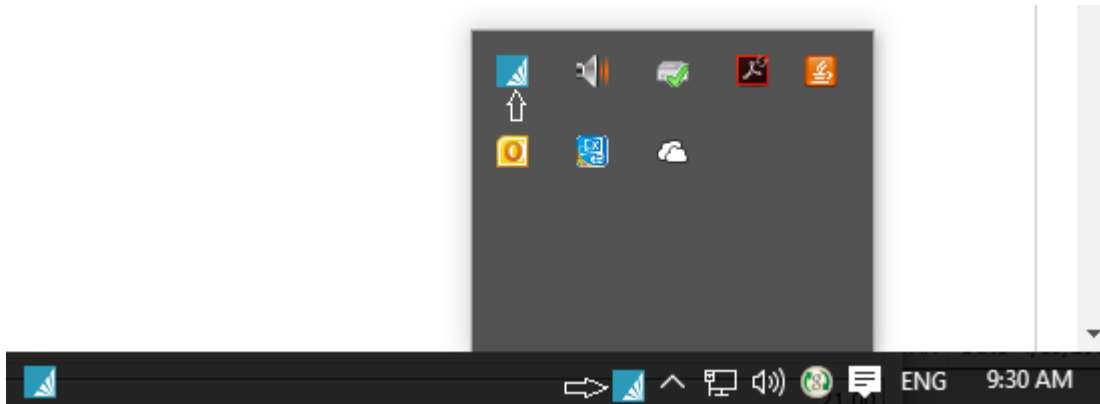
Make sure to backup the complete contents of C:\Programdata\Spire. That way the custom reports will also be included.



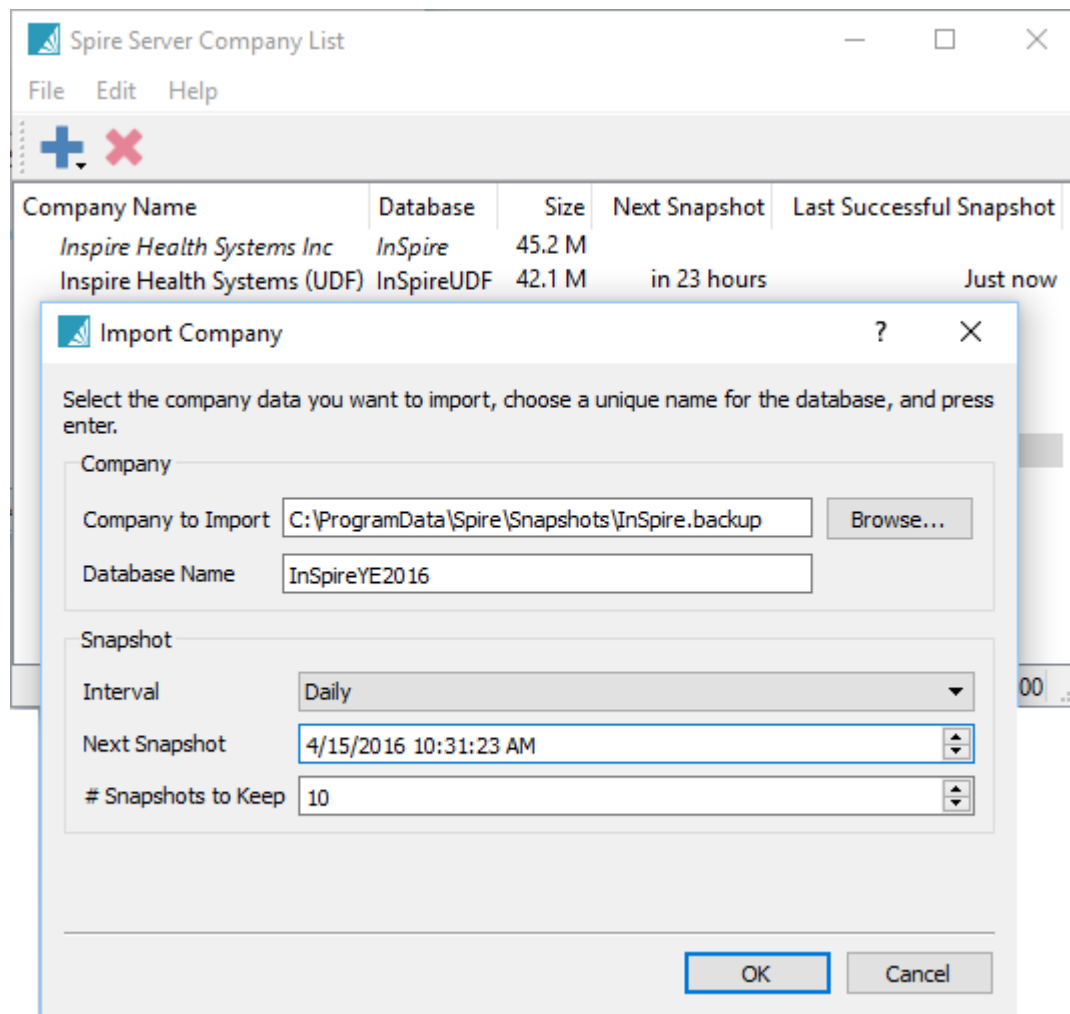
The Snapshot is not a backup!! Until the files are copied to an external device taken off site or to a cloud backup service, they are not safe....

Restore

To restore a Spire dataset go to the Spire tray icon on the server.



When the company list is displayed, select add, and then 'Add Existing Company'.



Company to Import – Browse to the snapshot file to restore.

Database Name – Select a unique name for the database. If the company that is being restored already exists then select a different name. In this example we are selecting a year end backup so we appended YE2015 to the end of the name.

Interval – As this is a database that was not previously on the list the snapshot intervals must be setup.

Next Snapshot – Displays when the next snapshot will occur.

#Snapshots – How many snapshots to save.



Warning – If the data restored is given a different name than originally then the custom reports will not be available. The custom reports are stored in the folder C:\Programdata\Spire\Reports\DatabaseName, where Database name is the one assigned in the Spire Tray.

Backup & Restore Video

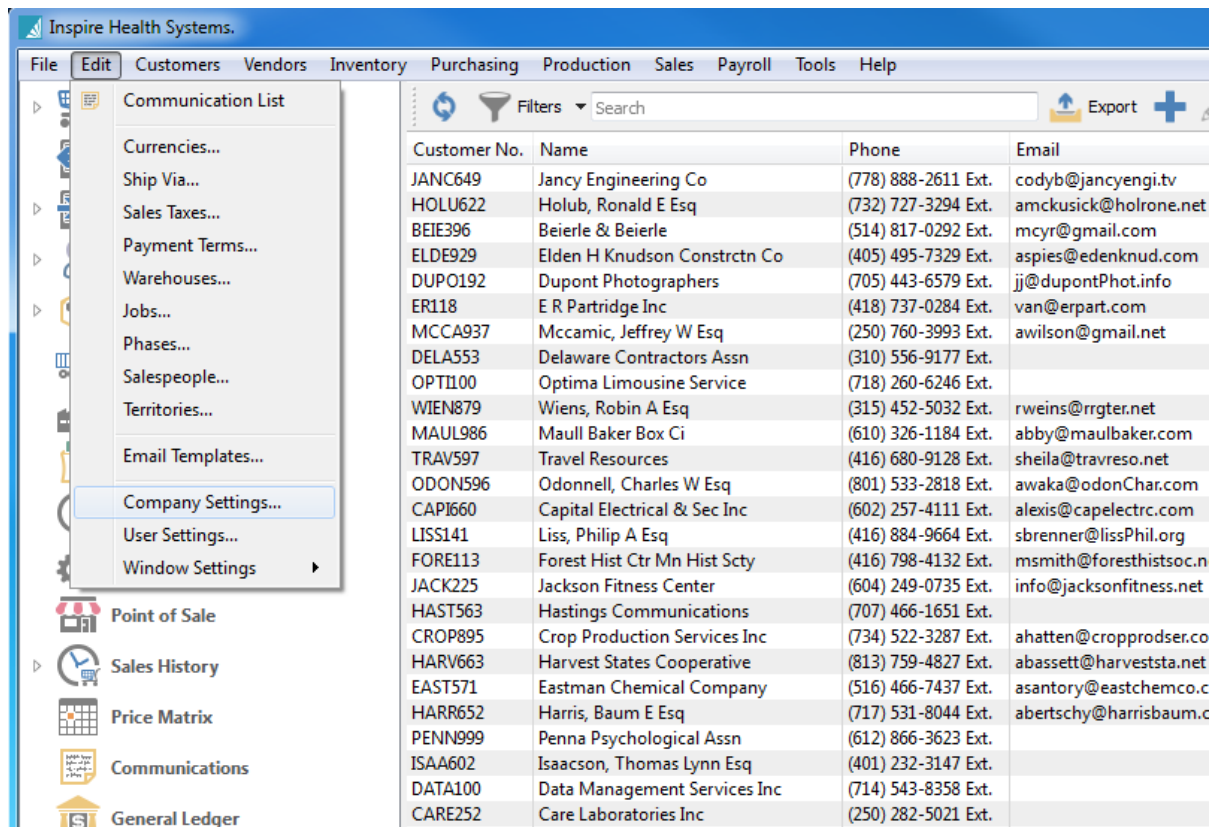
Video Instruction – How to create a snapshot of the Spire data so it can be taken off site. How to restore a database back into Spire.



Company Setup

Company Settings

Once you have Spire installed on the system you will need to modify both the company and user permissions in accordance with your specific internal requirements. Begin with the Company Settings as pictured below.



Once you have clicked on Company Settings in the navigation menu a new window will open where you will perform your setting modifications.

Address

This is the main Company Settings window. You will notice a new navigation menu down the left hand side of this window. Each of the menu items have their own section that you can modify based on your business requirements.

The screenshot shows the 'Company Settings' window with the 'Address' tab selected. The left sidebar contains a tree view with 'Company' selected. The main area is divided into several sections: 'Contact Information' with fields for Name, Address, City, Postal Code, Province, and Country; 'Contact #1', 'Contact #2', and 'Contact #3' sections with fields for Name, Phone, Fax/Cell, and Email; and 'Internet Addresses' with fields for Email and Website. The 'Address' field is populated with '5578 First Avenue', 'City' with 'Vancouver', 'Postal Code' with 'V5T 6Y6', 'Province' with 'BC', and 'Country' with 'Canada'. The 'Phone' field is populated with '(604) 555-4589 Ext.' and the 'Fax' field with '(604) 555-7763'.

The first section to complete will be under the Company section. Here you will enter all of your company information including address, primary and secondary contacts, phone formats and tax information.

Billing

The Billing tab is where you enter your banking information to be used with payroll direct deposit and accounts payable EFT.

The screenshot shows the 'Company Settings' window with the 'Billing' tab selected. The left sidebar is the same as the previous screenshot. The main area is divided into sections: 'Bank Information' with fields for EFT Originator ID, Short Name, Long Name, Institution, Transit Number, Account Number, and File Creation Number. The 'Long Name' field is populated with 'Inspire Health Systems.' and the 'Institution' field is a dropdown menu.

Phone Formats

The Phone Format tab is where you decide what format you want your phone numbers to be in.

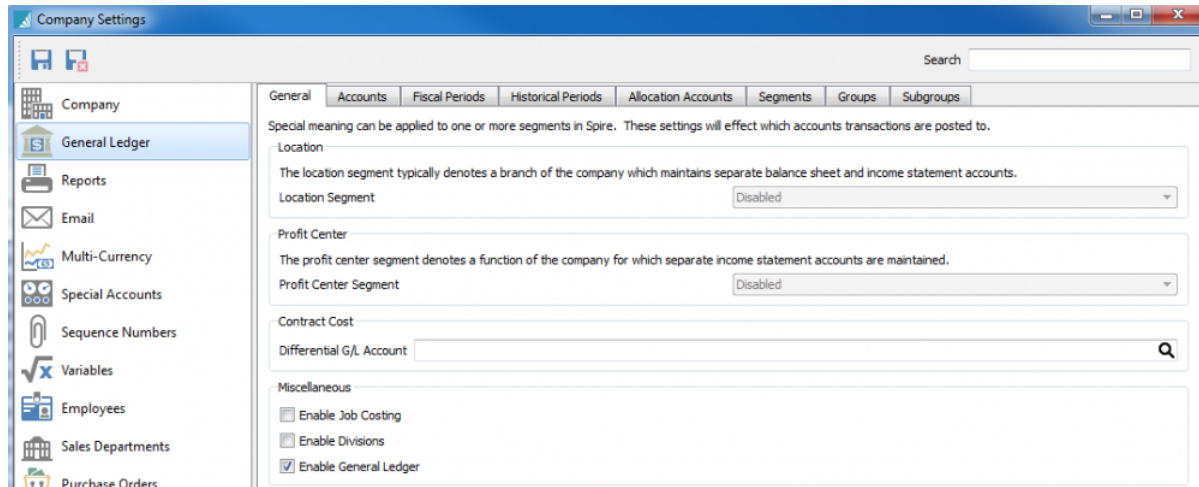
Tax Info

The screenshot shows the 'Company Settings' window with the 'Tax Info' tab active. The left sidebar lists various settings categories, with 'Company' selected. The main area is divided into three sections: 'Company Tax Information', 'Purchasing Taxes', and 'Tax Defaults'. The 'Company Tax Information' section contains four text input fields: 'Tax 1 License Number', 'Tax 2 Exemption Number', 'Business Number' (pre-filled with '00000 000'), and 'Employer Account Identifier' (pre-filled with '0000'). The 'Purchasing Taxes' section has two rows: 'G.S.T.' with a value of '1' and a search icon, and 'P.S.T.' with a value of '2' and a search icon. The 'Tax Defaults' section features a checkbox labeled 'Post Q.S.T. Input Tax Refunds (Quebec)' which is currently unchecked.

| Section | Field | Value | Action |
|-------------------------|--|--------------------------|--------|
| Company Tax Information | Tax 1 License Number | | |
| | Tax 2 Exemption Number | | |
| | Business Number | 00000 000 | |
| | Employer Account Identifier | 0000 | |
| Purchasing Taxes | G.S.T. | 1 | Search |
| | P.S.T. | 2 | Search |
| Tax Defaults | Post Q.S.T. Input Tax Refunds (Quebec) | <input type="checkbox"/> | |

General Ledger

In this section, you can modify the General Ledger settings. There are several tabs to complete data entry that include; General, Fiscal Periods, Segments, Groups, Subgroups, and Allocations.



Location – If one of your segments in the GL has been designated for Location, use this setting to define that segment. Then when you log into Spire, the user will be presented with a list of locations. The one they choose will be where all postings will go to. This is a much easier method to track locations than using GL divisions.

Profit Center – Similar to locations, a segment can be designated as a profit center. Then specific postings can be re-directed as required.

Contract Cost Differential Account – A GL account can be selected to post cost differences when using contract costs for customers. This way, each customer can have their own cost. The cost is entered on the vendor cost field in price matrix. This vendor cost only appears if this differential account has been configured.

The difference between average cost and the contract cost gets posted to this account. That way, inventory is always relieved of the average cost and difference goes here. The cost of goods is posted at the customer's contract cost. This then achieves the proper cost of goods and profit even if the customer's contract cost is lower than average cost.

Enable Job Costing – When checked, the income and costs will get posted to the job. If not checked, the job info will still be posted to sales and purchase history.

Enable Division – When enabled, division 000 becomes the consolidated company; and when a user posts to it, it updates 000 and the current division.

Enable General Ledger – If unchecked, postings will only go to the sub ledgers. This is typically used during initial setup. Users will be warned when logging in that the GL is disabled.

Fiscal Periods

The Fiscal Periods tab is where the company yearend is decided. There is also a place to lock periods that are complete to prevent accidental posting. Note that 3 fiscal years are available for posting. When the yearend function is performed, last year gets moved to GL history and can no longer get posted to.

Company Settings

Company General Ledger Reports Email Multi-Currency Special Accounts Sequence Numbers Variables Employees Sales Departments Purchase Orders Sales Orders Payroll Accounts Receivable Accounts Payable

General Accounts **Fiscal Periods** Historical Periods Allocation Accounts Segments

Current Year End

Locked Periods

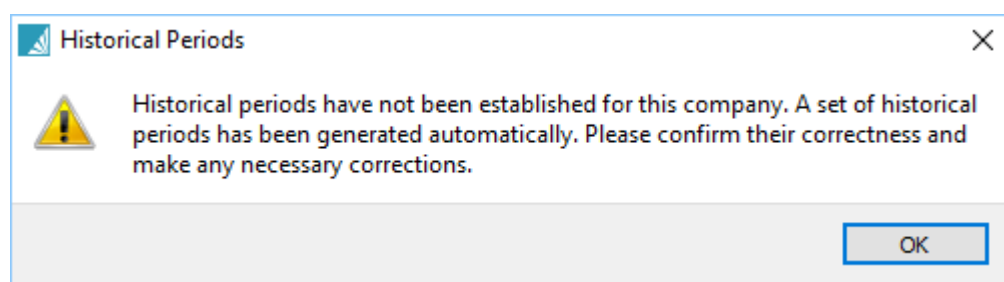
Number of Periods ☒ 12 (1 month duration) ☐ 13 (4 week duration)

| | Last Year | This Year | Next Year |
|----|------------|------------|------------|
| 1 | 28/02/2014 | 28/02/2015 | 31/01/2016 |
| 2 | 31/03/2014 | 31/03/2015 | 29/02/2016 |
| 3 | 30/04/2014 | 30/04/2015 | 31/03/2016 |
| 4 | 31/05/2014 | 31/05/2015 | 30/04/2016 |
| 5 | 30/06/2014 | 30/06/2015 | 31/05/2016 |
| 6 | 31/07/2014 | 31/07/2015 | 30/06/2016 |
| 7 | 31/08/2014 | 31/08/2015 | 31/07/2016 |
| 8 | 30/09/2014 | 30/09/2015 | 31/08/2016 |
| 9 | 31/10/2014 | 31/10/2015 | 30/09/2016 |
| 10 | 30/11/2014 | 30/11/2015 | 31/10/2016 |
| 11 | 31/12/2014 | 31/12/2015 | 30/11/2016 |
| 12 | 31/01/2015 | | 31/12/2016 |

Historical Periods

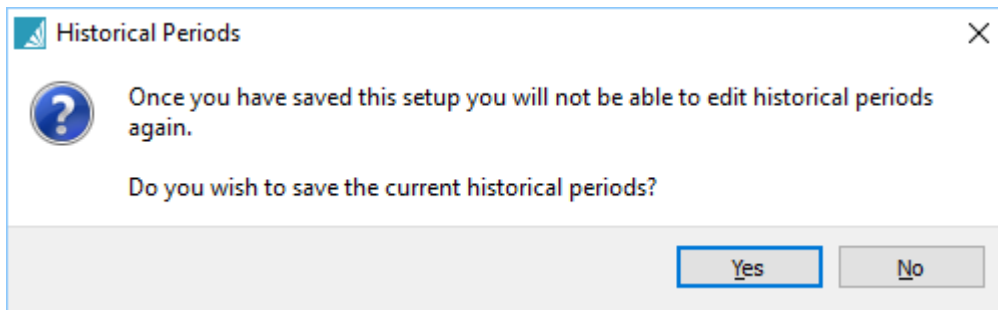
This is where historical periods are displayed. Each year shown has history posted in it. The first time a user clicks this tab they are able to define historical periods. It defaults to the same as the current fiscal periods, but if a company has previously changed their year-end, they can edit this tab to match history. Once set and accepted it can take some time to save.

This must be defined before the first Year End is processed, if you have imported data from another accounting system.



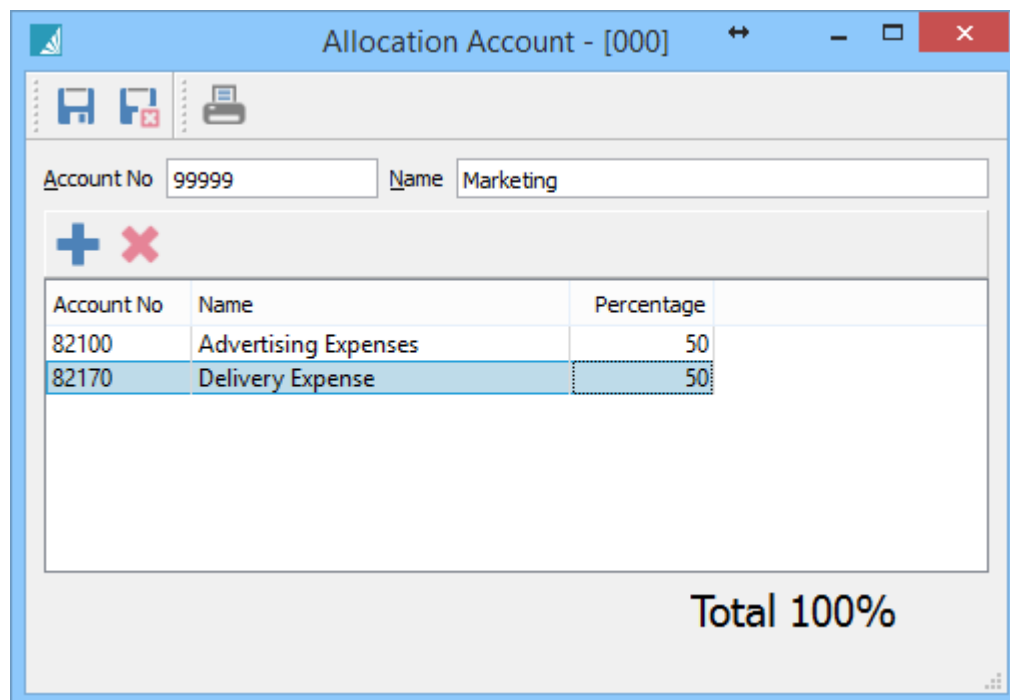
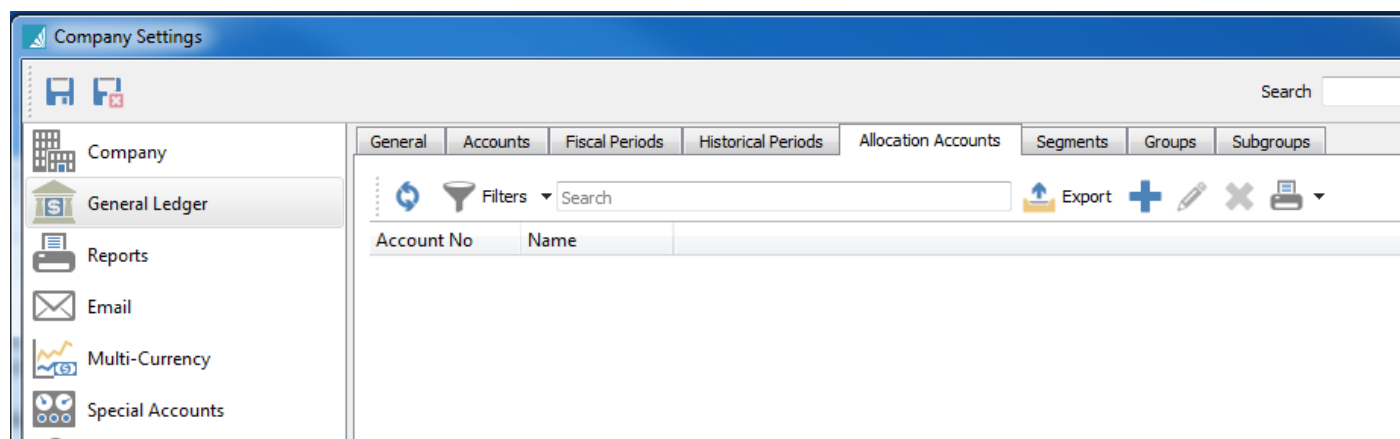
| General | | | Fiscal Periods | Segments | Groups | Subgroups | Allocations |
|---------|------------|------------|----------------|----------|--------|-----------|-------------|
| Current | | | Historical | | | | |
| | 2013 | 2012 | | | | | |
| 1 | 04/30/2012 | 04/30/2011 | | | | | |
| 2 | 05/31/2012 | 05/31/2011 | | | | | |
| 3 | 06/30/2012 | 06/30/2011 | | | | | |
| 4 | 07/31/2012 | 07/31/2011 | | | | | |
| 5 | 08/31/2012 | 08/31/2011 | | | | | |
| 6 | 09/30/2012 | 09/30/2011 | | | | | |
| 7 | 10/31/2012 | 10/31/2011 | | | | | |
| 8 | 11/30/2012 | 11/30/2011 | | | | | |
| 9 | 12/31/2012 | 12/31/2011 | | | | | |
| 10 | 01/31/2013 | 01/31/2012 | | | | | |
| 11 | 02/28/2013 | 02/29/2012 | | | | | |
| 12 | 03/31/2013 | 03/31/2012 | | | | | |

Once the user clicks 'Save' they get this message and clicking Yes saves the historical periods and cannot be edited again.



Allocation Accounts

A User can add Allocation accounts that can be used to post to more than one account. You can set up the percentage to post to each 'real' account. That way, the user posts to a single account and it disperses it based on those percentages.



Segments, Groups, Subgroups

Segments

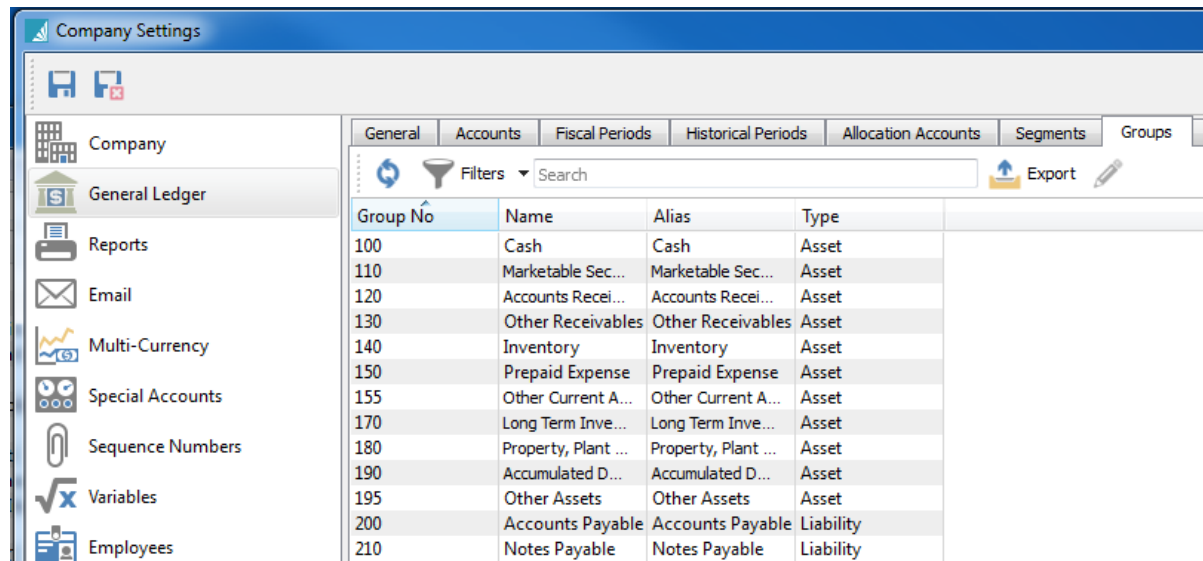
Segment structure is used to define how many segments are required and the length of each. You can also decide if the segment is to be numbers, letters or a combination. You can have up to 4 segments, totaling 24 characters each.

The screenshot shows the 'Company Settings' window with the 'Segments' tab selected. The 'Segment Structure' section is active, showing a table with one segment defined.

| Segment | Length | Name | Type |
|---------|--------|------|---------|
| 1 | 5 | Base | Numeric |

Groups

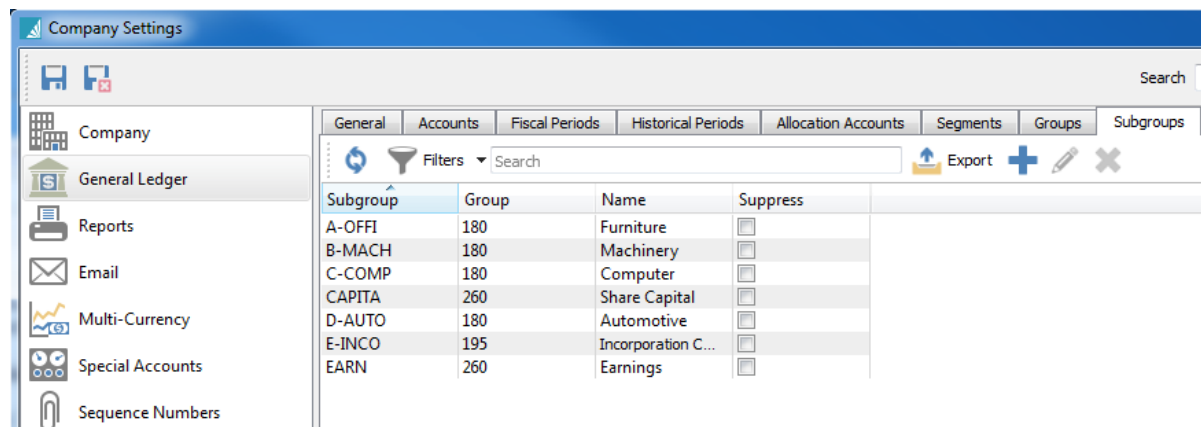
The groups section is used to decide the name and description of each GL group.



| Group No | Name | Alias | Type |
|----------|---------------------|---------------------|-----------|
| 100 | Cash | Cash | Asset |
| 110 | Marketable Sec... | Marketable Sec... | Asset |
| 120 | Accounts Recei... | Accounts Recei... | Asset |
| 130 | Other Receivables | Other Receivables | Asset |
| 140 | Inventory | Inventory | Asset |
| 150 | Prepaid Expense | Prepaid Expense | Asset |
| 155 | Other Current A... | Other Current A... | Asset |
| 170 | Long Term Inve... | Long Term Inve... | Asset |
| 180 | Property, Plant ... | Property, Plant ... | Asset |
| 190 | Accumulated D... | Accumulated D... | Asset |
| 195 | Other Assets | Other Assets | Asset |
| 200 | Accounts Payable | Accounts Payable | Liability |
| 210 | Notes Payable | Notes Payable | Liability |

Subgroups

Subgroups is to decide the name and description of the GL sub groups and what group they belong in.



| Subgroup | Group | Name | Suppress |
|----------|-------|--------------------|--------------------------|
| A-OFFI | 180 | Furniture | <input type="checkbox"/> |
| B-MACH | 180 | Machinery | <input type="checkbox"/> |
| C-COMP | 180 | Computer | <input type="checkbox"/> |
| CAPITA | 260 | Share Capital | <input type="checkbox"/> |
| D-AUTO | 180 | Automotive | <input type="checkbox"/> |
| E-INCO | 195 | Incorporation C... | <input type="checkbox"/> |
| EARN | 260 | Earnings | <input type="checkbox"/> |

Reports

In the Reports section, you will be able to adjust your security preferences on how your company can process reports.

Disable security – With this setting, all users will have access to all reports for the modules that they have access to.

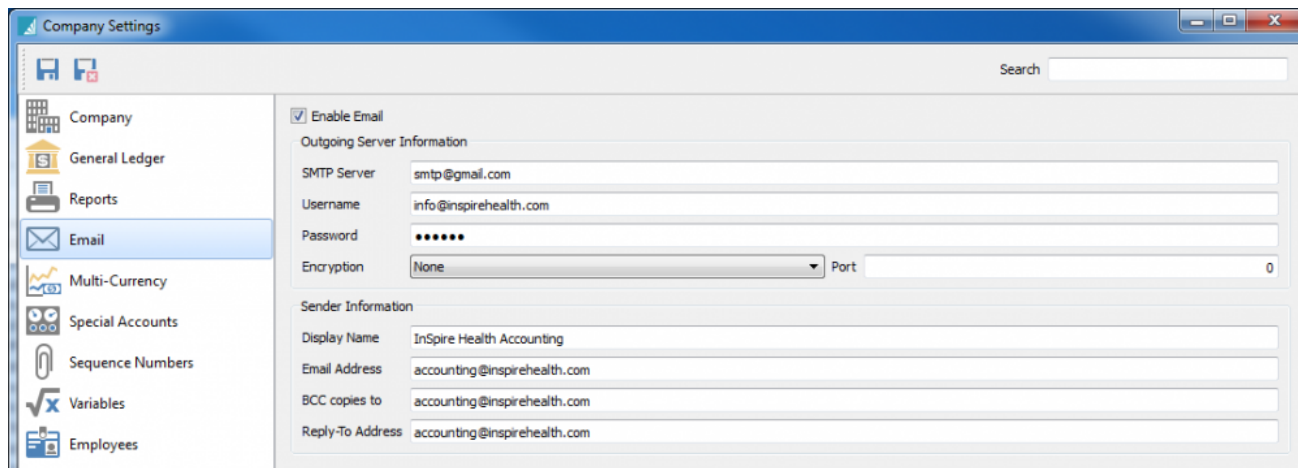
Enable Security – With this turned on, you will set the default reports that are given to each new user that is added.

| Title | Preview | Print | Export | Email | Template | Description | Filename |
|--|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------|-------------|------------------|
| #10 Envelope | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | customer, cu... | | #10 envelop... |
| #10 Envelope with Return Address | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | customer, cu... | | #10 envelop... |
| AP Cheque | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | ap payment, ... | | ap cheque.rpt |
| Account Reconciliation | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | account reco... | | account reco... |
| Aged Accounts Payable List | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | accounts pay... | | accounts pa... |
| Aged Accounts Receivable List | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | accounts rec... | | accounts rec... |
| Backorder Details by Customer | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | in progress | | backorder de... |
| Balance Sheet | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | general ledge... | | balance shee... |
| Cash Out | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | cash out | | sales cashou... |
| Comparative Financial Statement | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | general ledge... | | comparative ... |
| Comparative Financial Statement by Pe... | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | xxgeneral led... | | comparative ... |
| Costed | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | inventory list | | manufacture... |
| Customer Payments List | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | accounts rec... | | customer pa... |
| Customer Statement | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | accounts rec... | | customer sta... |
| Employee Summary | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | employee list | | employee su... |
| GL Journal Transaction | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | gl transactio... | | general ledg... |
| General Ledger Account Activity | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | gl transactio... | | general ledg... |
| Income Statement | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | general ledge... | | income state... |
| Inventory Count Sheet | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | inventory list | | inventory co... |
| Invoice | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | invoice batch... | | invoice.rpt |
| Invoice | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | invoice poste... | | invoice post... |
| Item Components List | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | inventory co... | | item compo... |
| Materials Requirements by Inventory | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | production o... | | materials req... |
| Order Confirmation | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | sales order, s... | | order confir... |
| Packing Slip | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | process | | packing slip... |
| Payment on Account Receipt | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | ar payment | | payment on ... |
| Payroll Cheque (HTML) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | payroll_base |
| Payroll Cheque - Bottom | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | payroll cheque | | payroll cheq... |
| Payroll Cheque - Centre | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | payroll cheque | | payroll cheq... |
| Payroll Cheque - Top | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | payroll cheque | | payroll cheq... |

Email

Setup

The Email section is where you will add the email address and outgoing mail server information in order to allow you to use the email function in Spire. If the user email is not setup, then this can be used as their email settings. Some companies just setup the company email and all email comes from this account.



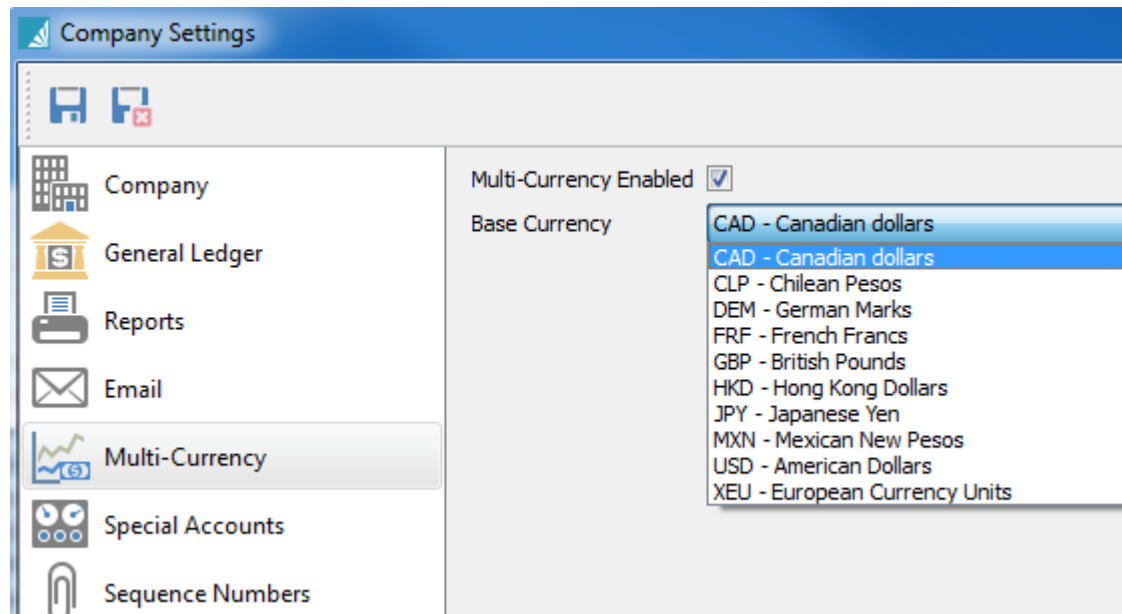
The screenshot shows the 'Company Settings' window with the 'Email' tab selected. The 'Enable Email' checkbox is checked. The 'Outgoing Server Information' section contains fields for SMTP Server (smtp@gmail.com), Username (info@inspirehealth.com), Password (masked with dots), Encryption (None), and Port (0). The 'Sender Information' section contains fields for Display Name (InSpire Health Accounting), Email Address (accounting@inspirehealth.com), BCC copies to (accounting@inspirehealth.com), and Reply-To Address (accounting@inspirehealth.com).

- SMTP – This is the internet providers SMTP info
- Username – Usually their email address.
- Password – Usually their email password. If the provider does not require secured SMTP this may be left blank.
- Encryption – Many providers require encryption to be on.
- Encryption Ports – 25, 465 and 587 are common.
- Display Name – The name of the sender.
- Email Address – The senders email address.
- BCC copies to – The address the sender wants copies of the email sent to.
- Reply-To Address – When the recipient replies, who will get the message?

It can sometimes be difficult to get the correct information from the internet provider. Always test with a known address to prove all the necessary firewall settings are correct.

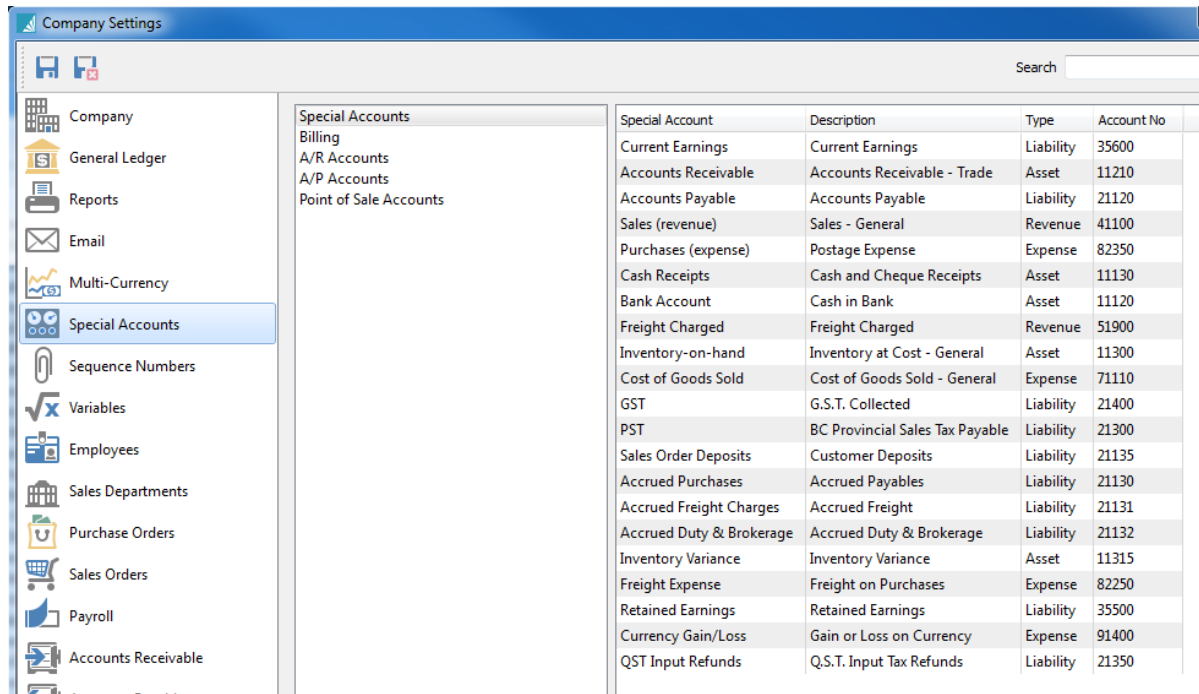
Multi-Currency

The Multi-Currency section can be enabled if you require currency conversion for customers and vendors in multiple countries. Choose the currency that you conduct your business in.



Special Accounts

Special Accounts are required to setup the company's integration between the GL and the sub ledgers. It is important that these are selected carefully as this controls the company's financial information. The user that sets these up should have a good understanding of accounting or have someone with that knowledge review these settings before posting anything.



| Special Account | Description | Type | Account No |
|--------------------------|---------------------------------|-----------|------------|
| Current Earnings | Current Earnings | Liability | 35600 |
| Accounts Receivable | Accounts Receivable - Trade | Asset | 11210 |
| Accounts Payable | Accounts Payable | Liability | 21120 |
| Sales (revenue) | Sales - General | Revenue | 41100 |
| Purchases (expense) | Postage Expense | Expense | 82350 |
| Cash Receipts | Cash and Cheque Receipts | Asset | 11130 |
| Bank Account | Cash in Bank | Asset | 11120 |
| Freight Charged | Freight Charged | Revenue | 51900 |
| Inventory-on-hand | Inventory at Cost - General | Asset | 11300 |
| Cost of Goods Sold | Cost of Goods Sold - General | Expense | 71110 |
| GST | G.S.T. Collected | Liability | 21400 |
| PST | BC Provincial Sales Tax Payable | Liability | 21300 |
| Sales Order Deposits | Customer Deposits | Liability | 21135 |
| Accrued Purchases | Accrued Payables | Liability | 21130 |
| Accrued Freight Charges | Accrued Freight | Liability | 21131 |
| Accrued Duty & Brokerage | Accrued Duty & Brokerage | Liability | 21132 |
| Inventory Variance | Inventory Variance | Asset | 11315 |
| Freight Expense | Freight on Purchases | Expense | 82250 |
| Retained Earnings | Retained Earnings | Liability | 35500 |
| Currency Gain/Loss | Gain or Loss on Currency | Expense | 91400 |
| QST Input Refunds | Q.S.T. Input Tax Refunds | Liability | 21350 |

Special Accounts

Current Earnings – The current earnings are calculated automatically as sales and expenses are recorded. The current earnings balance is, income minus costs and expenses. Current earnings start at zero at the beginning of each year. The amount is not shown in the account or on the trail balance as is a calculation.

Accounts Receivable – The default AR GL account that is used when adding a new customer. There can be more than one AR account so the company can track groups of customers receivables separately.

Accounts Payable – The default AP GL account that is used when adding a new vendor. There can be more than one AP account so the company can track groups of vendors receivables separately.

Sales (revenue) – The default account that will be used when adding an invoice directly into the accounts receivable account. It is also the default account used for inventory sales if it is not changed using inventory “Sales Departments”

Purchases (expense) – The default GL account that will be used when posting an AP invoice if a vendor does not have one set.

Cash Receipts – The GL account that customer accounts receivable payments will be posted to by default.

Bank Account – The default company bank account.

Freight Charged – The GL account that freight will be posted to in sales invoicing.

Inventory-on-hand – The account that inventory will be debited to on receipts and credited on sales. If inventory sales departments are used then this can be changed to another account for each department.

Cost of goods sold – The account that invoices will post cost of goods to. If inventory sales departments are used then this can be changed to another account for each department.

GST – The GST/HST collected account used to charge customers on invoices and AR entries. (Canada)

PST – The Provincial Sales Tax account charged to customers on invoices and AR entries. (Some Canadian Provinces)

Sales Order Deposits – The account that is used to post customer deposits in a sales order. This is usually set as a current liability account.

Accrued Purchases – The GL account that is used to post purchase accruals if a vendor's invoice is not posted at the same time as receiving the inventory. The inventory account is debited and this account is credited. Then when the invoice is received the user goes into the purchase order and clicks the invoice button, and the accrual is reversed.

Accrued Freight Charges – This account is used to post the landed freight on a purchase order. The landed freight on a purchase order is added to the inventory value and credits this account with that same amount. When a freight bill is received the user manually posts the amount to this account. In theory this amount will zero out if the amount accrued and the freight are the same. Inevitably these amounts are not always the same so this account should be manually reconciled regularly.

Accrued Duty and Brokerage – Same as accrued freight except for Duty and Brokerage.

Inventory Variance – The account used when purchase order receipt value does not match the accounts payable entry. This account can either be a cost of goods or expense. Some companies like to set this account as an asset and then manually disperse the variance to other accounts monthly.

Freight Expense – The default account used for freight expense on a purchase order if the freight is entered on the footer of a PO (not accrued freight). There is a company setting that makes the PO footer freight add to the value of the inventory instead of posting to freight expense. (Company Settings/Inventory/Enable Landed Costs)

Retained Earnings – When a year end is processed, the current earnings from 'Last Year' are rolled into this account. Posting can be made to this account if a closed year needs to be adjusted.

*Currency Gain/Loss – When there is a difference in the currency rate from when an invoice in AP or AR is entered and when it is paid that amount gets posted to this account when posting the payment. This account is also used to post the difference when 'Currency Revaluation' is performed in the GL.

Billing

(These are read only and set above)

Accounts Receivable

Sales (revenue)

Freight Charged

Inventory-on-hand

Cost of goods sold

GST

PST

AR Accounts

(Most are read only and set above)

Accounts Receivable

Sales (revenue)

Cash Receipts

Inventory-on-hand

Cost of goods sold

Currency Gain/Loss

Finance Charges – The GL income account that will be used when adding finance charges in accounts receivable.

Optional Entry – This account will be added as an additional account when entering an invoice. The user can always add any account to an AR entry but if there is one common one used then add it here.

Discount (CR) Given – The account that is used when an early payment discount is given in accounts receivable.

Write-off (expense) – The account used when an AR entry is written off.

AP Accounts

(Most are read only and set above)

Accounts Payable

Purchases (expense)

Bank Account

Currency Gain/Loss

Discount Taken – Account used to post early payment discounts in accounts payable.

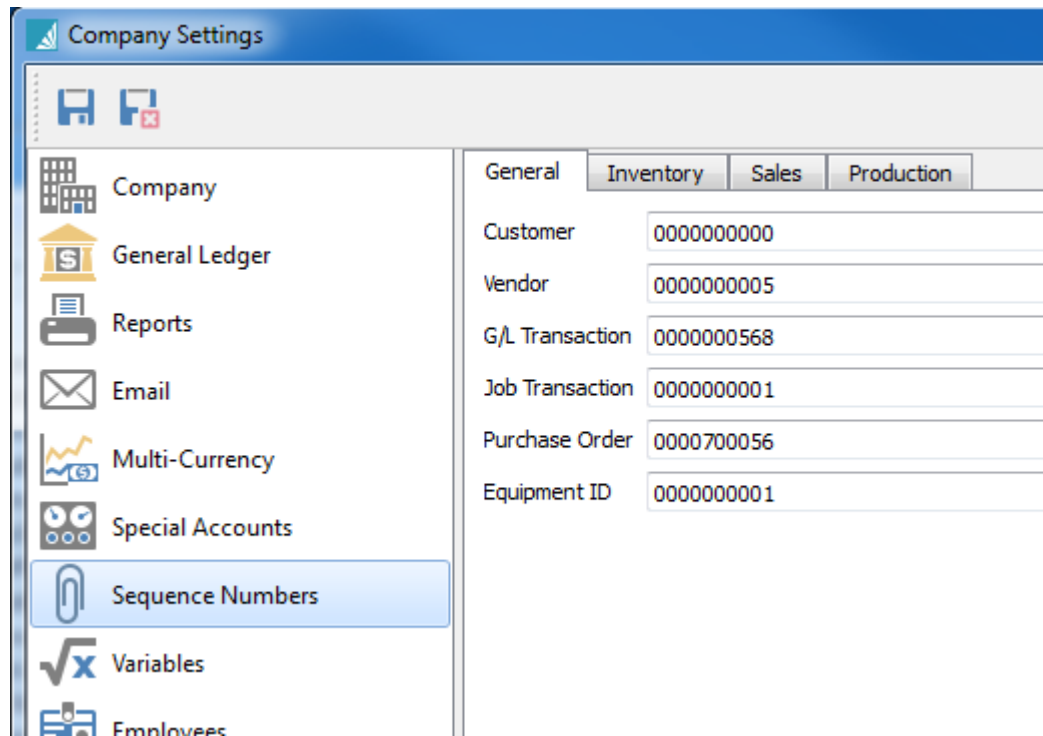
Point of Sale Accounts

Cash Receipts – Set above

Optional Entry 1 – 6 – Add up to 6 additional payments that are used in invoicing and POS.

Sequence Numbers

The Sequence Numbers section will allow you to set the starting number for a type of transaction or record that you will create in Spire.



The screenshot shows the 'Company Settings' window with the 'Sequence Numbers' section selected in the left sidebar. The main area displays a table of sequence numbers for various transaction types, with tabs for General, Inventory, Sales, and Production. The 'General' tab is active, showing the following data:

| Transaction Type | Sequence Number |
|------------------|-----------------|
| Customer | 0000000000 |
| Vendor | 0000000005 |
| G/L Transaction | 0000000568 |
| Job Transaction | 0000000001 |
| Purchase Order | 0000700056 |
| Equipment ID | 0000000001 |

Inventory

Company Settings

Company

General Ledger

Reports

Email

Multi-Currency

Special Accounts

Sequence Numbers

Variables

General

Inventory

Sales

Production

Inventory Receipt

0000000351

Adjustment

A000000004

Adjustment Receipt

R000000002

Adjustment Transfer

T000000002

Sales

For the sales sequence numbers we also allow you to set the colour of the order on the sales order list.

Company Settings

Company

General Ledger

Reports

Email

Multi-Currency

Special Accounts

Sequence Numbers

Variables

Employees

Sales Departments

General

Inventory

Sales

Production

Invoice

0000600313

Sales Order

0000800030

Quote

Q000057969

☒ Number Sales Orders by Type

Booking Order

8000359758

Standing Order

S000578596

RMA Order

R000000001

Work Order

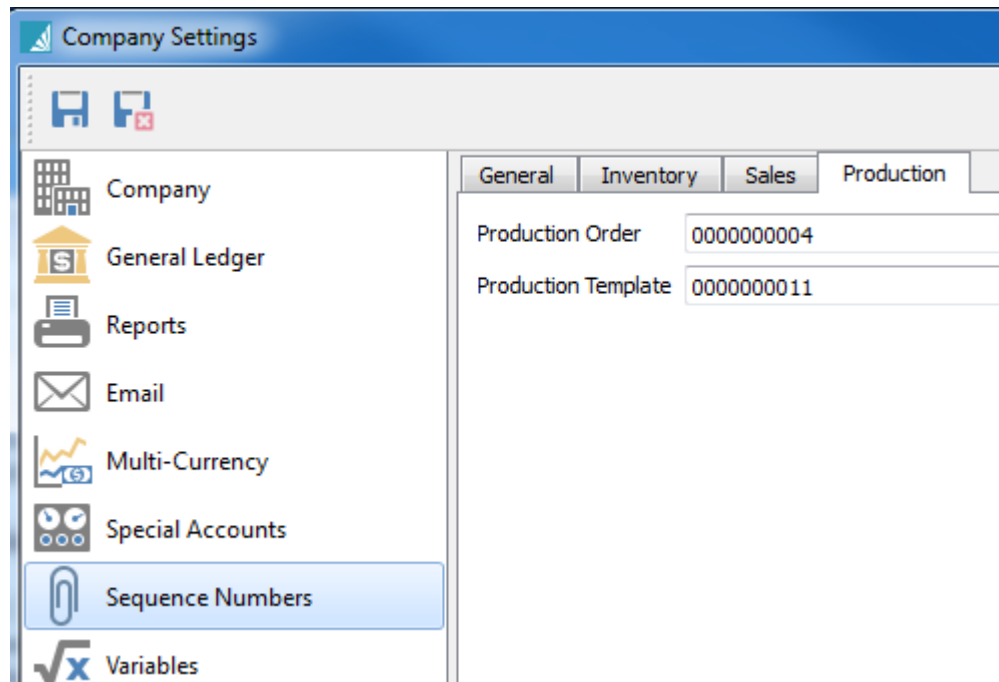
W000647859

Rental Order

R000789583

Production

The starting number for the next production order and the next template.

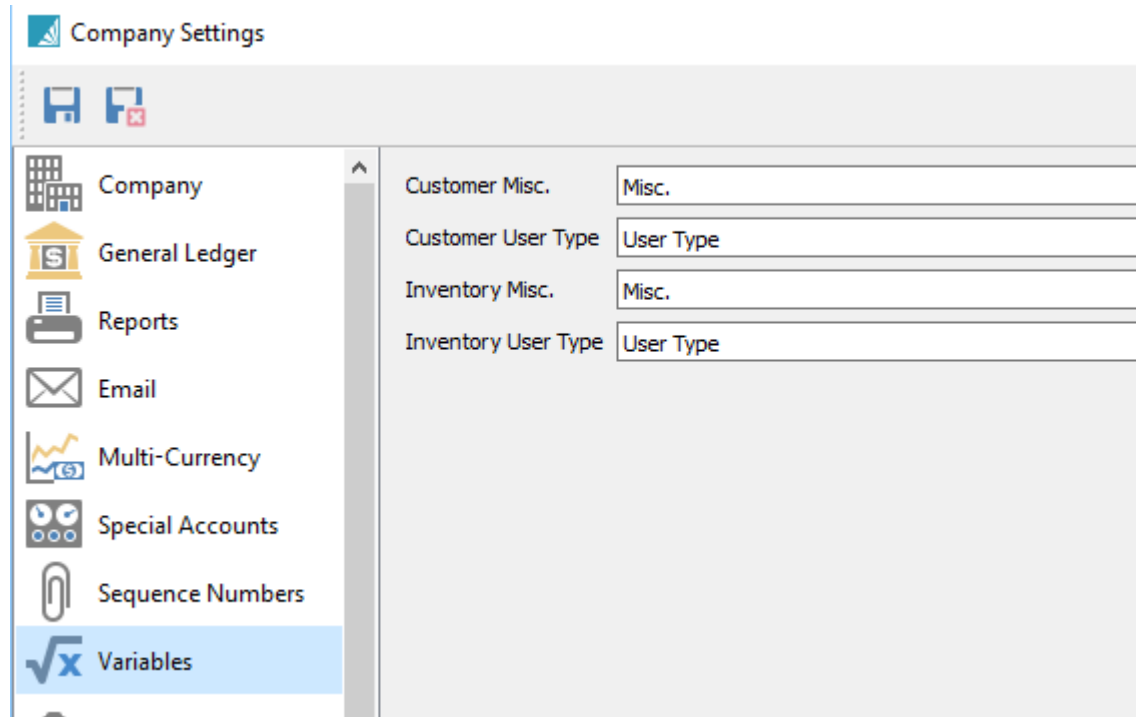


The screenshot shows the 'Company Settings' window. It has a blue title bar and a toolbar with 'Save' and 'Cancel' icons. A left sidebar contains icons and labels for 'Company', 'General Ledger', 'Reports', 'Email', 'Multi-Currency', 'Special Accounts', 'Sequence Numbers' (highlighted), and 'Variables'. The main area has tabs for 'General', 'Inventory', 'Sales', and 'Production'. Under the 'Production' tab, there are two text input fields: 'Production Order' with the value '0000000004' and 'Production Template' with the value '0000000011'.

| Field | Value |
|---------------------|------------|
| Production Order | 0000000004 |
| Production Template | 0000000011 |

Variables

These are fields that can have a custom label put on them. This will change the label for two fields in customers and two fields in inventory.

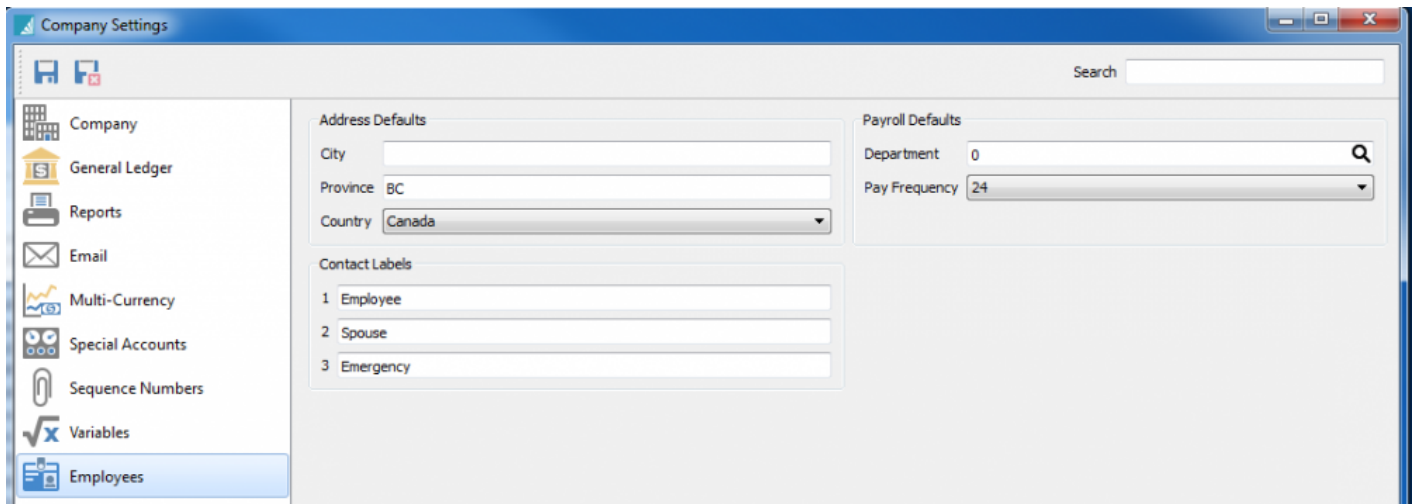


The screenshot shows the 'Company Settings' window with the 'Variables' tab selected. The 'Variables' tab displays a list of fields with their current labels and a text input field for a custom label.

| Field | Current Label | Custom Label |
|---------------------|---------------|--------------|
| Customer Misc. | Misc. | |
| Customer User Type | User Type | |
| Inventory Misc. | Misc. | |
| Inventory User Type | User Type | |

Employees

The Employees section is where you enter your Address Defaults for the location of employment, the Contact Labels for the employee's contact record, the Department the employee works in and the Pay Frequency. It will use these defaults when creating a new employee.



The screenshot shows the 'Company Settings' window with the 'Employees' section selected in the left-hand navigation menu. The main area displays three sections: 'Address Defaults', 'Contact Labels', and 'Payroll Defaults'. The 'Address Defaults' section includes fields for 'City', 'Province' (set to 'BC'), and 'Country' (set to 'Canada'). The 'Contact Labels' section lists three labels: '1 Employee', '2 Spouse', and '3 Emergency'. The 'Payroll Defaults' section includes a 'Department' field (set to '0') and a 'Pay Frequency' dropdown menu (set to '24'). A search bar is located at the top right of the window.

| Section | Field | Value |
|------------------|---------------|-----------|
| Address Defaults | City | |
| | Province | BC |
| | Country | Canada |
| Contact Labels | 1 | Employee |
| | 2 | Spouse |
| | 3 | Emergency |
| Payroll Defaults | Department | 0 |
| | Pay Frequency | 24 |

Sales Departments

Used to define the sales, cost of sales and inventory GL accounts for each sales department. Then a sales department gets assigned to each inventory item. If a sales department is not added to the inventory item department, 0 gets used.

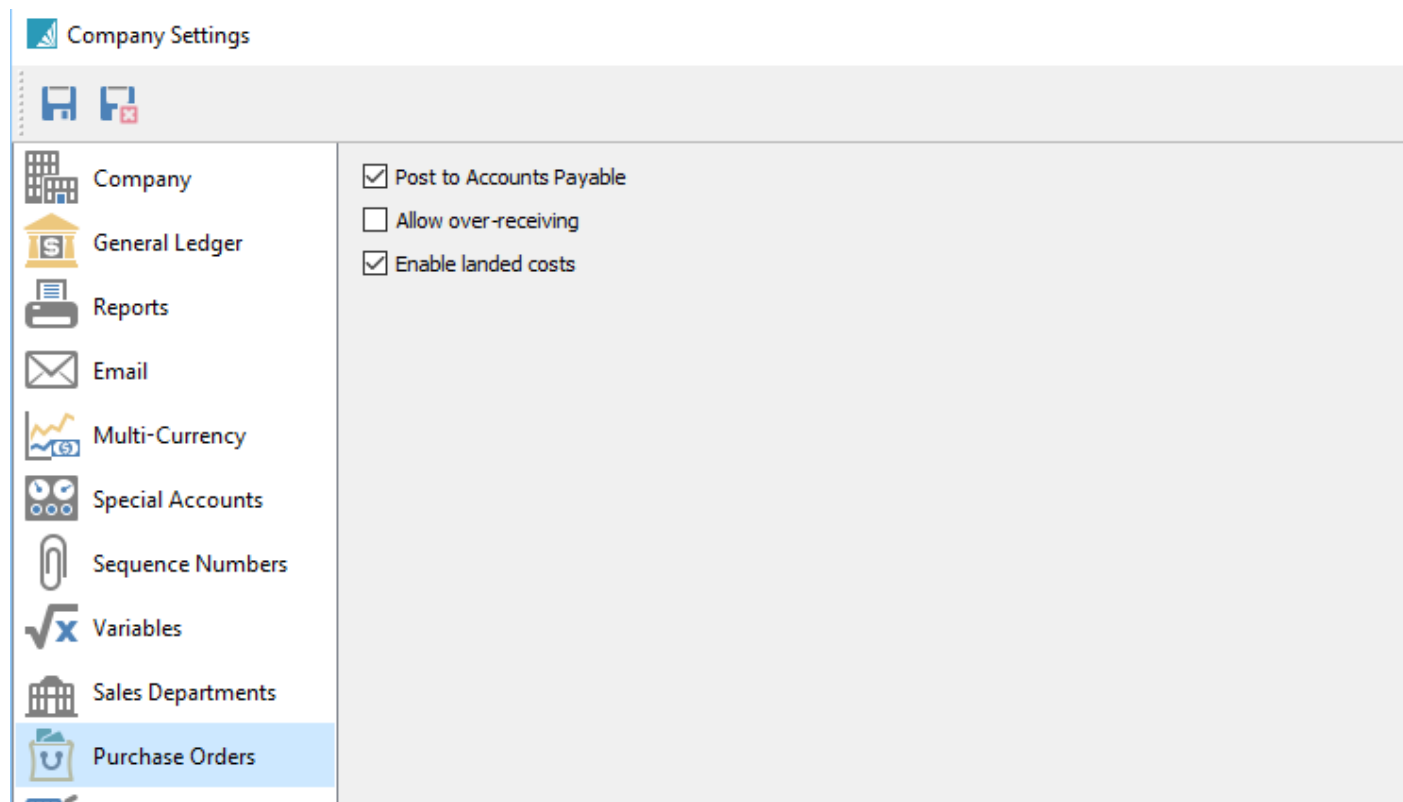
| Company Settings | | | |
|--|-----------------------------|--|---|
| <div> <div>Company</div> <div>General Ledger</div> <div>Reports</div> <div>Email</div> <div>Multi-Currency</div> <div>Special Accounts</div> <div>Sequence Numbers</div> <div>Variables</div> <div>Employees</div> <div>Sales Departments</div> </div> | | <div>Search</div> | |
| # | Sales Account | Cost of Goods | Inventory |
| | 41100 - Sales - General | 71110 - Cost of Goods Sold - General | 11300 - Inventory at Cost - General |
| 1 | 41200 - Sales - Accessories | 71120 - Cost of Goods Sold - Accessories | 11302 - Inventory at Cost - Accessories |
| 2 | 41300 - Sales - Equipment | 71130 - Cost of Goods Sold - Equipment | 11303 - Inventory at Cost - Equipment |
| 3 | 41400 - Sales - Games | 71140 - Cost of Goods Sold - Games | 11304 - Inventory at Cost - Games |
| 4 | 41500 - Sales - Supplements | 71150 - Cost of Goods Sold - Supplements | 11305 - Inventory at Cost - Supplements |
| 5 | 41600 - Sales - Weights | 71160 - Cost of Goods Sold - Weights | 11306 - Inventory at Cost - Weights |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | 11310 - Inventory - Raw Material |
| 11 | | | |
| 12 | | | |
| 13 | | | |
| 14 | | | |

Purchase Orders

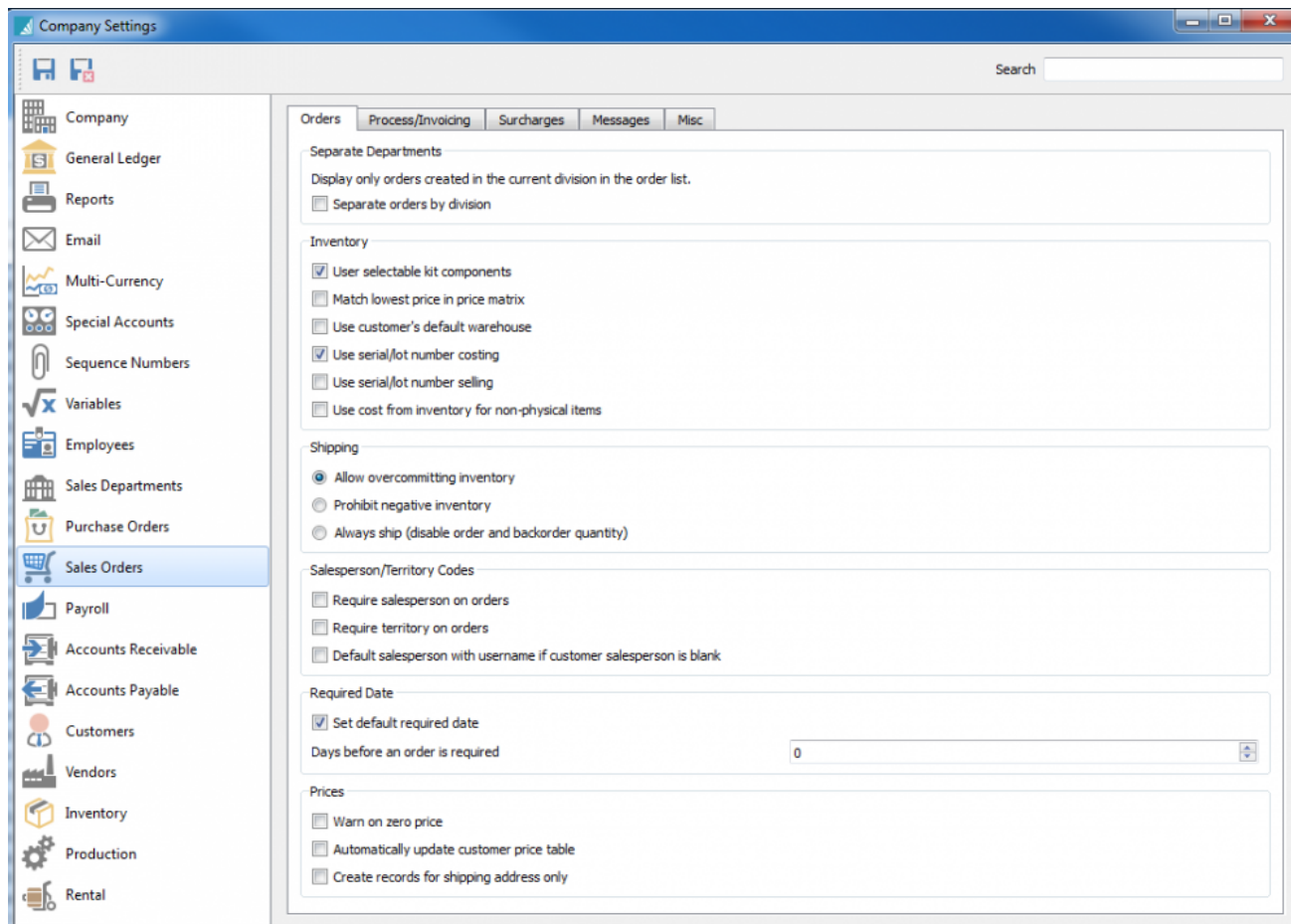
Post to Accounts Payable – When checked, the inventory receipts on POs will be accrued if received before obtaining the vendors invoice. Once the invoice is received, the AP entry is done from within the PO and the accrual is reversed. If the invoice is available on receipt of inventory, then the AP entry is posted without the accrual. If this setting is off, there are no GL postings or AP entries done when receiving a PO. (not recommended)

Allow over-receiving – If checked, then the user can receive more than what was ordered on a purchase order.

Enable landed costs – If checked, purchase orders accrue freight and duty on receiving.



Sales Orders



Orders Tab

Separate orders by division – With this option set, a user only sees the orders from their own division.

User selectable kit components – Kits will explode onto a sales order after allowing the user to select the components required.

Match lowest price in price matrix – The lowest price will get selected even if the customer's specific price is higher.

Use customer's default warehouse – If this is selected, the warehouse that is set for a customer will get used on a sales order instead of the one in inventory.

Use serial/lot number costing – Costing for sales history will come from the serial/lot number instead of the inventory item. The GL cost posting will still be derived from the costing method set in company setup.

Use serial/lot number selling – Sell price will come from the individual serial/lot number.

Use cost from inventory for non-physical items – If selected, the cost will come from inventory. If it's not selected, the cost will be zero but allow the user to edit it on the sales order line.



Use caution with cost on non physical items. Be sure that the sales dept used does not credit the inventory GL account, unless the user makes sure that a corresponding AP entry gets debited to the inventory asset account.

Allow overcommitting inventory – Inventory will be able to be oversold.

Prohibit negative inventory – Inventory will not be able to be oversold.

Always ship (disable order and back order quantity) – Inventory levels will not be used to decide what to ship. In this case, everything will ship and there will be no back orders kept.

Require salesperson on orders – Order will not be able to be saved without a salesperson.

Require territory on orders – Order will not be able to be saved without a territory.

Default salesperson with username if customer salesperson is blank – If there is no salesperson on a customer, and the salesperson code matches the logged in user code, the code will be automatically entered in the salesperson field of the sales order.

Set default required date – Set a required date on the sales order.

Days before an order is required – Number of days ahead the default required date (above) will be set to.

Warn on zero price – Warn user if an item is added to an order without a price.

Automatically update customer price table – If set, every item and its price on a sales order will be added to the customer's price list.



BE CAREFUL because if you sell to the customer at a onetime low or zero price, it will remember it.

Create records for shipping addresses only – Prices will be set for the shipping address of the sales order instead of the billing address.

Processing / Invoicing

Enable process status – When enabled, the Process feature will be turned on.

Enable Shipped status – When enabled, the Ship feature will be turned on.

Prohibit processing orders twice – Will not allow an order to be processed more than once unless user has override security setting.

Lock processed orders – If an order is processed, it cannot be edited without the correct user setting.

Prompt on zero freight amount – Warns user if they try to invoice an order without freight.

Apply tax to freight – Check if freight needs tax 2 applied.

Zero freight after invoicing – After an invoice is generated and if there are back orders, the freight will get zeroed out.

Percentage Charge – % charged on shipping method by default.

Minimum Charge – Minimum freight charged.

Maximum Charge – Maximum freight charged.

For Orders Below – Freight only charged if sales order is below this amount.



NOTE: Above freight settings are overridden by the same settings that can be applied to each shipping method.

Order Invoicing

User selectable invoice numbers – Users can override the next invoice number. It gets added to the sales order before invoicing and can be an alphanumeric number that has not yet been used.

Batch Posting

Live Posting – Order gets posted as soon as the user clicks invoice.

Batch Posting – Order gets an invoice number added to it when the user clicks invoice, however, they stay in orders until someone 'batches' them. With this option, the invoice can be corrected/edited up until the user posts the batch.

Customer Credit

Require credit authorization –Orders/invoices must be credit authorized before they can be saved and/or invoiced.

Check credit limit when processing orders – Credit is checked when order is processed.

Disable credit for customers over terms – Credit is checked for terms in addition to credit limit.

Check credit when saving – Credit is checked when the order is saved, not just processed.

Check credit based on ordered quantity – Credit check is based on the order value instead of just the value that can be shipped. It includes back ordered items.

Inventory

Post FIFO Cost to Sales History Current Cost – FIFO gets posted to current cost in sales history.

Post Standard Cost to Sales History Current Cost – Standard cost gets posted to sales history instead of current cost.

Standing Orders

Reset phase when invoicing standing orders – Phase gets reset each time the standing order gets invoiced.

Backorders

Allow fill back orders on processed orders – Will ship items on a processed order if the items are now in stock.



Not recommended as the order may already be picked.

Use suffix on order number to manage backorders – All sales orders will start with a -0 and will increment each time an order is invoiced and still has back orders. It goes as high as -Z.

Create back orders while invoicing – If using batch invoicing, a new order will get created on invoicing instead of when the invoice gets batch posted.

Reset phase when invoicing with back orders.

Surcharges

Company Settings

Company General Ledger Reports Email Multi-Currency Special Accounts Sequence Numbers Variables Sales Departments Purchase Orders **Sales Orders** Employees

Orders Process/Invoicing **Surcharges** Messages Misc

Surcharges

☒ Tax code 1 applies to surcharge

☒ Tax code 2 applies to surcharge

Min

Max

G/L account

Alias

Surcharges can be set to automatically be added to the footer of an order, much like a tax. The surcharge amount or % is set in editing of Product Codes. This can be used for 'Fuel Surcharge' or 'Shop Supplies' etc.

Tax code 1 applies to surcharge – Charge tax1 on the surcharge.

Tax code 2 applies to surcharge – Charge tax2 on the surcharge.

Min – Minimum amount to charge.

Max – Maximum amount to charge.

G/L account – GL sales account to post the surcharge to.

Alias – What the company calls the surcharge (ie – Shop Fees, Fuel Surcharge).

Messages

The screenshot shows the 'Company Settings' window with the 'Messages' tab selected. The left sidebar contains a list of settings categories: Company, General Ledger, Reports, Email, Multi-Currency, Special Accounts, Sequence Numbers, Variables, Sales Departments, Purchase Orders, Sales Orders (highlighted), and Employees. The main area has tabs for Orders, Process/Invoicing, Surcharges, Messages, and Misc. Under the 'Messages' tab, there are two sections: 'Price Check Warning' and 'Warning Messages'. The 'Price Check Warning' section has a text input field for a custom message and two checkboxes: 'Display in POS' and 'Display in sales orders'. The 'Warning Messages' section has two checkboxes: 'Display warning when POS overcommits inventory' and 'Display warning when a duplicate Purchase Order number is used'.

Price Check Warning – Warning to prompt user if an item is sold below the expected margin. This margin is set in Edit/Product Code.

- **Message** – Custom price check warning message that is given to the user can be entered here.
- **Display in POS** – Display the price check warning in POS.
- **Display in Sales Orders** – Display the price check warning in Sales Order.

Warning Messages

Display warning when POS over commits inventory.

Display warning when a duplicate purchase order number is used.

Misc

Company Settings

Company General Ledger Reports Email Multi-Currency Special Accounts Sequence Numbers Variables Sales Departments Purchase Orders Sales Orders Employees

Orders Process/Invoicing Surcharges Messages Misc

Point of Sale

☐ Always prompt for customer

☒ Accumulate Items

POS multiplier

Home Page

Credit/Copy

☐ Retain Order number on Copy and Credit in Sales History

☐ Convert quotes to Sales Order with next Order number

Sales Order Number

☐ Allow users to set Sales Order number on new orders

Recurrence

Default Repeat

Point of Sale

Always prompt for customer – If set, each time a user creates a POS order, they will be prompted to enter a customer. Otherwise a default 'cash' customer can be set and used.

Accumulate Items – If an item is added to a POS order more than once, the quantity is increased instead of adding the item to the order again.

POS multiplier – The user can use a shortcut character to multiply an item in POS. ie. if the multiplier is set to * then when 6 of an item are required the user would enter 6* and then scan or type the item.

Home Page – An html location to display in the left hand pane of the POS. This is used for display ads to the screen.

Credit/Copy

Retain Order number on Copy and Credit in Sales History – If set, the same order number will be copied from history. If not, then it will get the next available order number.

Convert quotes to Sales Orders with next Order Number – This will change the Quote number to the next available sales order number. The original Q number gets saved as well.

Sales Order Number

Allow users to set Sales Order number on new orders – Users can override the next available order number in sales orders.

Recurrence

Default Repeat – Select None, Daily, Weekly, Monthly or Yearly for the default repeat cycle on a standing sales order.

Payroll

These settings are used to define each payroll department. Then, each employee would be added to one of the departments. If a department is not set for an employee, then they default to department 1.

Company Settings

Company

General Ledger

Reports

Email

Multi-Currency

Special Accounts

Sequence Numbers

Variables

Employees

Sales Departments

Purchase Orders

Sales Orders

Payroll

Accounts Receivable

Accounts Payable

Customers

Vendors

Payroll Department

1

Division

000

Accounts

Deductions

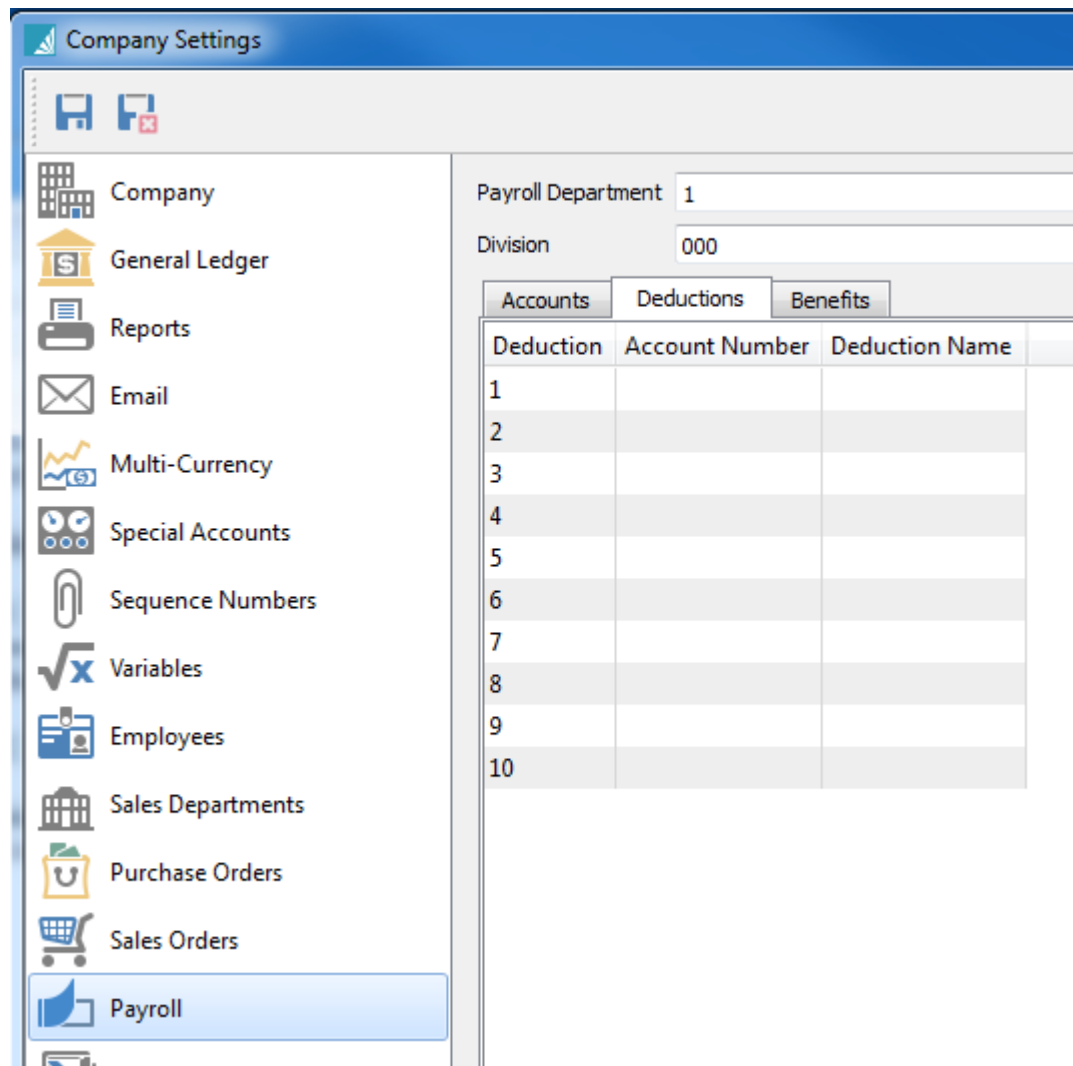
Benefits

| Payroll Account | Account Description | Type | Account Number |
|---------------------|--------------------------------|-----------|----------------|
| Salaries & Wages | Production Wages | Expense | 71100 |
| E.I. (expense) | E.I. - Employers Share | Expense | 82410 |
| C.P.P. (expense) | C.P.P. - Employers Share | Expense | 82420 |
| Workers Comp. (exp) | W.C.B. - Employers Expense | Expense | 82430 |
| Adances receivable | Advances Receivable | Asset | 11280 |
| E.I. payable | Employees' E.I. Payable | Liability | 21160 |
| C.P.P. payable | Employees' CPP Payable | Liability | 21150 |
| W.C.B. payable | Employees' Workers Comp. Pble. | Liability | 21170 |
| Income Tax payable | Employees' Income Tax Payable | Liability | 21140 |
| Pension payable | Employees' Pension Payable | Liability | 21180 |
| Union dues payable | Employees' Union Dues Payable | Liability | 21190 |
| Vacation payable | Employees' Accrued Vacation | Liability | 21200 |
| Bank or Clearing | Cash in Bank | Asset | 11120 |
| QPP (expense) | | | |
| CSST (expense) | | | |
| QHSF (expense) | | | |
| QPP payable | | | |
| CSST payable | | | |
| QHSF payable | | | |
| Quebec Income Tax | | | |
| QPIP (expense) | | | |
| QPIP payable | | | |

This is where the GL accounts are selected so that the employee department posts to the correct GL accounts.

Deductions

Setup each deduction with a GL account and give it a name that will appear in the employee record and on timecards.






| Deduction | Account Number | Deduction Name |
|-----------|----------------|----------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |


Benefits


Give each benefit a name. The benefit will be further defined when editing the employee record.


Company Settings





 Company


 General Ledger


 Reports


 Email


 Multi-Currency


 Special Accounts


 Sequence Numbers


 Variables

 Employees

 Sales Departments

 Purchase Orders

 Sales Orders

 Payroll

Payroll Department

Division

Accounts

Deductions

Benefits

| Benefit | Benefit Name |
|---------|--------------|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| 6 | |
| 7 | |
| 8 | |
| 9 | |
| 10 | |

Accounts Receivable

The screenshot shows the 'Company Settings' window with a sidebar on the left containing various settings categories. The 'Accounts Receivable' category is selected and highlighted. The main area on the right displays the 'Monthly Interest Rate (%)' set to 0 and a section for 'Aging Periods' with four periods: Period 1 (30), Period 2 (60), Period 3 (90), and Period 4 (120). Each period has a spin button for adjustment.

| Category | Value |
|---------------------------|-------|
| Monthly Interest Rate (%) | 0 |
| Aging Periods | |
| Period 1 | 30 |
| Period 2 | 60 |
| Period 3 | 90 |
| Period 4 | 120 |

Monthly Interest Rate – Interest rate to charge in AR.

Aging Periods – Select 4 aging periods.

Accounts Payable

The screenshot shows the 'Company Settings' window with the 'Accounts Payable' option selected in the left-hand navigation menu. The main content area is divided into two sections: 'Aging Periods' and 'Batch Processing'. The 'Aging Periods' section contains four rows, each with a label (Period 1, Period 2, Period 3, Period 4) and a numeric input field with up/down arrows. The values are 30, 60, 90, and 120 respectively. The 'Batch Processing' section contains a label 'Cheque Detail Limit' followed by a numeric input field with the value 15.

| Aging Periods | |
|---------------|-----|
| Period 1 | 30 |
| Period 2 | 60 |
| Period 3 | 90 |
| Period 4 | 120 |

| Batch Processing | |
|---------------------|----|
| Cheque Detail Limit | 15 |

Aging Periods – Select 4 aging periods.

Cheque Detail Limit – Define how many invoices will fit the cheque stub.

Customers

Address Defaults – Set the default address that will be used when creating a new customer.

Unique Ship To – Check this if you require each ship to ID to be different across customers.

Contact Labels – Contacts 1, 2 and 3 can have a label added to define what the contact is used for; i.e. if you always want contact 3 to be used for accounts payable, then change the label to 'Accounts Payable'.

Shipping

Terms – Customers default terms.

Ship Via – Customers default shipping method.

Taxes – Default taxes for a new customer.

Sales


GL Account – Default GL account that will be used for a customer if the setting to override the inventory sales account is selected (below).



Override Sales Account – Use this to override the sales GL account selected in the sales department used for inventory items.
















Credit Type – Default credit type for a customer. Choose either No Credit, Unlimited or Limited.

Credit Limit – Default credit limit for a new customer.

Vendors

 Company Settings

 Company
 General Ledger
 Reports
 Email
 Multi-Currency
 Special Accounts
 Sequence Numbers
 Variables
 Sales Departments
 Purchase Orders
 Sales Orders
 Employees
 Payroll
 Customers
 Vendors

Address Defaults

City

Province

Country

Purchasing

Default G/L Expense Account

Credit Type

Credit Limit

Contact Labels

1

2

3

Address Defaults – Set the default address that will be used when creating a new vendor.

Contact Labels – Contacts 1, 2 and 3 can have a label added to define what the contact is used for; i.e. if you always want contact 3 to be used for the buyer, then change the label to 'Buyer'.

Purchasing

Default G/L Expense Account – Default expense account when adding a new vendor.

Credit Type – Default credit type for a vendor. Choose either No Credit, Unlimited or Limited.

Credit Limit – Default credit limit for a new vendor.

Inventory

Company Settings

Search

Company

General Ledger

Reports

Email

Multi-Currency

Special Accounts

Sequence Numbers

Variables

Sales Departments

Purchase Orders

Sales Orders

Employees

Payroll

Customers

Vendors

Accounts Receivable

Accounts Payable

Inventory

Warehouse

☐ Multiple warehouses

Receiving/Transfers

☒ Post adjustments to GL

Default Adjustment Account 41110/

Transfer Markup Account /

Default Markup Percentage

Landed Costs

Accrued Freight %

Accrued Duty and Brokerage %

☒ Enable landed costs

☒ Save landed costs

Serialized Inventory

☒ Use serialized inventory

☒ Upon receipt

Miscellaneous

Cost Method Average

Default Stock UOM EA

☐ Prohibit overshipping

☐ Enforce product codes

☐ Use permissive FIFO (not recommended)

Warehouses

Multiple Warehouses – Select if you require more than one warehouse.

Receiving/Transfers

Post adjustments to GL – When adjustments are made they will get posted to the GL.

Default Adjustment Account – Default GL account to post inventory adjustments to. User can override the account on each adjustment.

Transfer Markup Account – If a markup is required when transferring inventory, then a GL account will be required to post the markup to. Typically a sales account is used here. It will then debit the percentage set below to the inventory account setup for the receiving warehouse and credit the sales transfer markup account.

Default Markup Percentage – What default percentage will be used for inventory transfers if setup above.

Landed Costs

Accrued Freight % – What default percentage will be used on a purchase order for freight.

Accrued Duty and Brokerage % – What default percentage will be used on a purchase order for duty and brokerage.

Enable Landed Costs – If “Enable Landed Cost” is on in the Company Settings, Inventory, then in purchase orders the vendor’s freight cost will get included in the cost of the items received. If it is not on, then the freight amount will get posted to freight expense.

Save Landed Costs – Automatically save the freight and Duty/Brokerage percentage entered on a purchase order to inventory for future orders.

Serialized Inventory

Use Serialized Inventory – Use serial numbers.

Upon Receipt – Serial numbers are received into inventory for later selling. Otherwise, you can enter manual serial numbers on a sales order.

Miscellaneous

Cost Method – Choose Average or FIFO

Default Stock UOM – When adding a new item to inventory it will default to this unit of measure.

Prohibit overshipping – Inventory cannot be consumed below zero on hand.



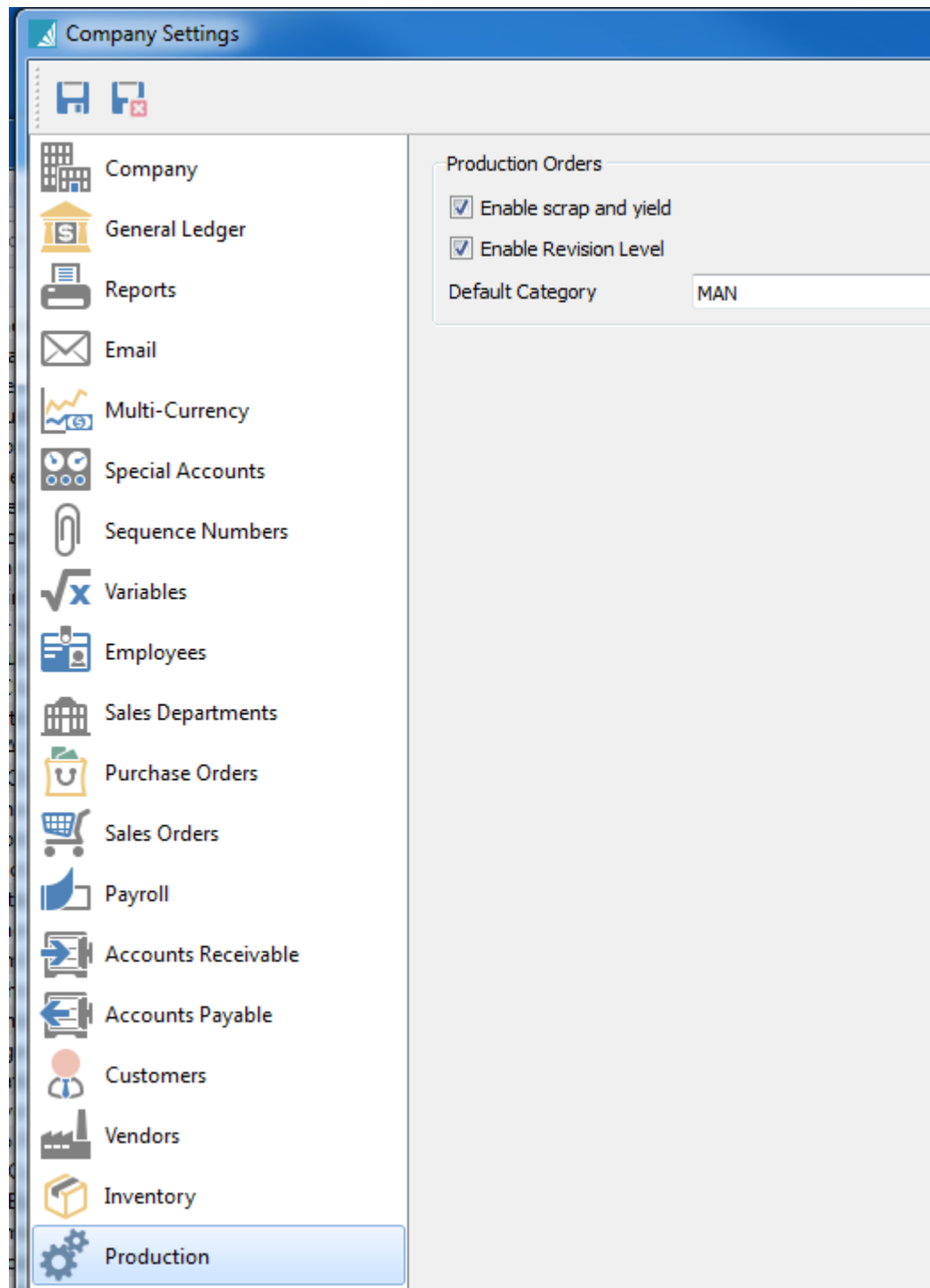
It is not recommended that the company allows over committing of inventory as the cost that will be used in sales and production will not be accurate. When a PO is received for an item

that was negative and the cost was different, the difference will be posted to the cost of goods account for that item.

Enforce Product Codes – Require product codes when adding inventory items.

User permissive FIFO (*not recommended*) – Allow over shipping of inventory when set to FIFO.

Production



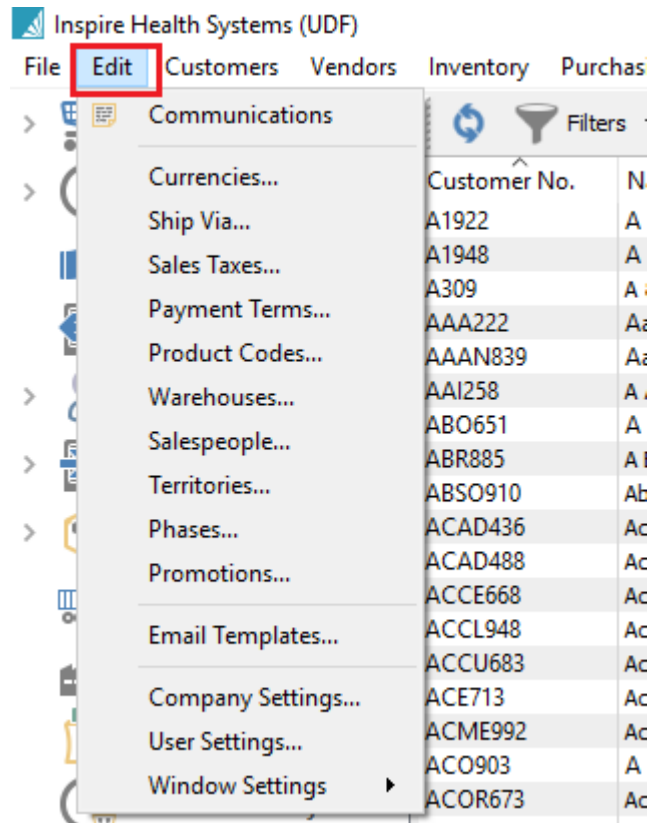
Enable Scrap and Yield – Enable if scrap and yield need to be tracked.

Enable Revision Level – User will be prompted for a revision number when editing a template.

Default Category – If categories on templates are always the same, then users can set a default category so it does not have to be manually entered.

Settings

These setup items are found under Edit.



Ship Via

The screenshot shows the 'Shipping Methods' window with a table of shipping methods and a detailed view for 'Federal Express'.

| Code | Description | Threshold | Rate | Minimum | Maximum |
|------|-----------------|-----------|------|---------|---------|
| 01 | Mail | 0.00 | 0.00 | 0.00 | 0.00 |
| 02 | U.P.S. | 0.00 | 0.00 | 0.00 | 0.00 |
| 03 | Federal Express | 100.00 | 5.00 | 5.00 | 50.00 |

The detailed view for 'Federal Express' shows the following fields:

- Code: 03
- Description: Federal Express
- Method: Rate (dropdown)
- Taxable: ☐
- Threshold: 100
- Min Charge: 5
- Rate: 5
- Max Charge: 50

The 'Notes' section is labeled 'User Defined' and contains a table with columns: Subject, Created Date, Created By, Due Date, and Completion Date. The bottom status bar indicates: Created by SS on 7/7/2005 10:06:12 AM Modified by SS on 4/11/2016 11:41:02 AM.

Code – A code of up to 10 digits.

Description – Description of the shipping method.

Method – How to charge the shipping fee.

- **Prompt** – User enters the freight on each order manually.
- **Fixed** – Shipping fee is a fixed amount.
- **Rate** – Percentage of the order.

Threshold – Charge freight if the order is less than threshold.

Rate – Percentage to charge for freight.

Taxable – Is the freight taxable.

Min Charge – The minimum to charge for freight.

Notes – Any number of notes specific to the selected shipping method.

User Defined – User defined fields can be added to track and/or print. (Spire UDF license required)

Sales Taxes

The screenshot shows the 'Sales Taxes' application window. In the background, a table lists existing taxes:

| Tax Code | Name | Rate | Short Name |
|----------|--------|-------|------------|
| 1 | G.S.T. | 5.00 | G.S.T. |
| 2 | P.S.T. | 7.00 | BC P.S.T. |
| 3 | H.S.T. | 13.00 | H.S.T. |
| 4 | | | |
| 5 | | | |

In the foreground, the 'Tax - H.S.T.' window is open, showing details for Tax Code 3:

- Tax Code:** 3
- Description:** H.S.T.
- Details Tab:**
 - Short Name:** H.S.T.
 - Rate:** 13.0000
 - ☒ Use Partial Tax Rate
 - Partial Rate:** 5.0000
 - GL Account:** 21400/ / **G.S.T. Collected**
 - GL Credit Account:** 21410/ / **G.S.T. Input Credits**
 - ☒ Apply to freight
 - ☒ Apply to surcharge
 - ☐ Include in PO landed costs and AP expenses

Created by SS on 06/15/2011 11:11:10 AM Modified by SS on 07/04/2016 8:16:51 AM

Tax Code – The code for this tax that can now be added as the default to customers for invoices and AR and to vendors for purchase orders and AP.

Description – Description of the tax.

Short Name – Name that shows on sales orders, purchase orders, AR and AP.

Rate – The percentage rate to charge for this tax.

Use Partial Tax Rate – Set if this tax can be charged partially for some items.

Partial Rate – The percentage to charge if set to a partial rate.

GL Account – The GL account to post this tax to.

GL Credit Account – Add a GL account if this tax will be used for input tax credits. Usually for countries that have Value Added Tax (VAT) or GST/HST in Canada, where the tax paid by companies is recoverable against the tax that is collected from customers.

Apply to freight – Is this tax to be charged on freight.

Apply to surcharge – Is this tax to be applied to sales invoice surcharges as setup in Company Settings/Sales Orders/Surcharges.

Communication – Add any number of notes related to this tax.

User Defined – User defined fields can be added to track and/or print. (Spire UDF license required)

Include in Inventory landed cost – When this is checked and the tax is on a purchase order, this tax will be added to the cost of the items on the PO. If un-checked then the tax will be posted separately into the GL account selected as “GL Credit Account”. When the tax is recoverable like VAT or HST this setting is un-checked.

Payment Terms

The screenshot shows the 'Payment Terms' application interface. At the top, there is a toolbar with icons for filters, search, export, and editing. Below this is a table listing payment terms:

| Code | Description | Days Before Due | Days Allowed |
|------|-------------|-----------------|--------------|
| 01 | Net 30 days | 30 | 30 |
| 02 | 2% 10 days | 10 | 10 |

A secondary window titled 'Payment Terms - 2% 10 days' is open, showing the details for the selected term. It includes fields for Code (02) and Description (2% 10 days). Below these are tabs for 'Info', 'Customers', 'Vendors', 'Accounts Receivable', 'Accounts Payable', 'Notes', and 'User Defined'. The 'Info' tab is active, showing the following fields:

- Days Available: 10
- Discount Rate: 2.00
- Days Before Due: 10
- ☐ Apply Discount to Net Amount
- ☐ Apply Discount to Freight

At the bottom of the window, a status bar indicates: 'Created by BV* on 7/7/2005 10:06:12 AM | Modified by BV* on 7/7/2005 10:06:12 AM'.

Code – The code for this Payment Term.

Description – The description of the terms.

Days Available – Days available for a discount.

Discount Rate – The discount if paid before days available.

Days Before Due – Days before due, after which service charges can be levied.

Apply Discount to Net Amount – Do not include taxes or freight in the discount calculation.

Apply Discount to Freight – Include freight in the discount calculation.

Payment Terms Tabs

Customers – The list of customers that have these terms as a default.

Vendors – The list of vendors that have these terms as a default.

Accounts Receivable – The open AR entries that have these terms.

Accounts Payable – The open AP entries that have these terms.

Notes – Any number of notes can be added to these terms.

User Defined – User defined fields can be added to track and/or print. (Spire UDF license required)

Product Codes

The screenshot displays the 'Product Codes' application interface. At the top, there is a toolbar with icons for filters, search, export, and editing. Below this is a table listing product codes with columns for Code, Description, Margin Pct., Surcharge, and Sales Department.

| Code | Description | Margin Pct. | Surcharge | Sales Department |
|-------|-------------|-------------|-----------|------------------|
| ACC | Accessories | 35.00 | 0.00 | 1 |
| EQUIP | Equipment | 25.00 | 0.00 | 2 |
| GAM | Games | 25.00 | 0.00 | 3 |
| SUPP | Supplements | 30.00 | 0.00 | 4 |

Below the table, a 'Product Code - SUPP' window is open, showing detailed information for the 'SUPP' code. This window includes fields for Product code, Description, Margin, Surcharge, and Dept. Below these fields is a 'User Defined' section with a 'Commission %' table.

| User Defined | |
|--------------|-------|
| Commission % | |
| Barry | 11.00 |
| Mary | 12.00 |
| John | 11.00 |
| David | 10.00 |

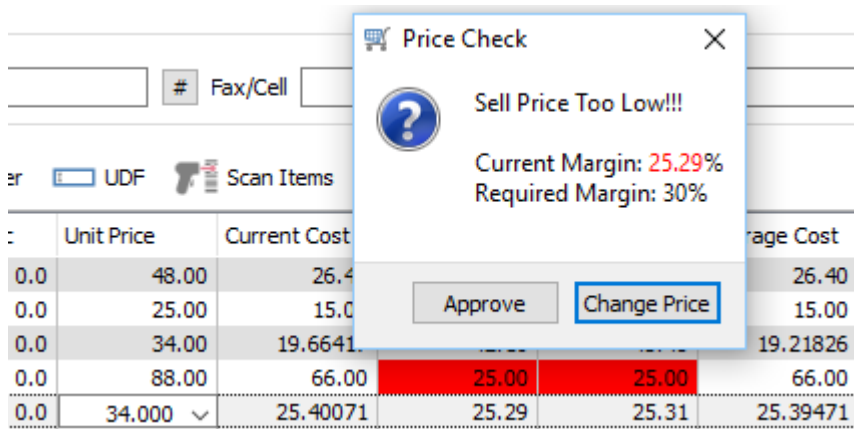
At the bottom of the 'Product Code - SUPP' window, there are buttons for 'Add Page', 'Edit Page', 'Remove Page', 'Move Left', and 'Move Right'. A footer bar indicates the creation and modification dates: 'Created by SS on 8/25/2014 4:45:15 PM | Modified by SS on 1/18/2016 2:17:33 PM'.

Product Code – Assign a code to the product.

Description – The description of the product code.

Margin – The lowest margin that this product code should be sold for. If the user sells for less than this margin, the sales order line margin will appear in red. Optionally, a message can pop up to the user if they

sell below this margin. Setup the message in [Company Settings/Sales Orders/Messages/Message](#). It can be set to pop up on a sales order and/or POS. The user can choose to accept the price or edit it.



Surcharge – The surcharge is calculated based on the percentage put onto the inventory product code. It can be overridden by the user.

Dept – The sales department that is usually connected with this product code. If there is a sales department added here, and the user changes the sales dept of an item, they will be prompted if they want to change the product code to match.

User Defined – User defined fields can be added to track and/or print. (Spire UDF license required)

Warehouses

The screenshot displays the Spire Warehouses application. The top window, titled 'Warehouses', shows a list of warehouses with columns for Code and Description. The bottom window, titled 'Warehouse - TO', shows the details for the warehouse with Code 'TO' and Description 'InSpire Toronto'. The details are organized into tabs: Address, Sales Taxes, Communications, and User Defined. The Address tab is active, showing contact information and internet addresses.

| Code | Description |
|------|-----------------|
| RAW | Raw Material |
| TO | InSpire Toronto |

Warehouse - TO

Code: TO
Description: InSpire Toronto

Address | Sales Taxes | Communications | User Defined

Contact Information

Address: 5563 12th Street
Map:
City: Toronto
Postal Code: M6Y 7Y6 Province: ON
Country: Canada
Phone: (416) 555-1212 Ext. #
Fax: () - #

Contact #1 | Contact #2 | Contact #3

Name:
Phone: #
Fax/Cell: #
Email:

Internet Addresses

Email: >
Website: >

Created by SS on 11/18/2014 8:38:39 AM Modified by SS on 4/11/2016 11:56:18 AM

Code – The code assigned to this warehouse

Description – The description of this warehouse which is available to print on purchase orders and other reports.

Address – The address of this warehouse which is available to print on purchase orders and other reports.

Communications – Any number of notes can be added to the warehouse.

User Defined – User defined fields can be added to track and/or print. (Spire UDF license required)

Salespeople

Salespeople

Filters Search Export

| Key | Name |
|-------|-------|
| BARRY | Barry |
| DAVID | David |

Salesperson - David

Key: DAVID
Name: David

Address Communications User Defined

Contact Information

Address:
 Map:

 City:
 Postal Code: Province:
 Country:
 Phone: () - Ext. #
 Fax: () - #

Contact #1 Contact #2 Contact #3

Contact #1

Name:
 Phone: () - Ext. #
 Fax/Cell: () - #
 Email:

Internet Addresses

Email: >
 Website: >

Created by SS on 1/17/2016 3:03:15 PM Modified by SS on 1/17/2016 3:07:51 PM

Code – The code for this salesperson.

Name – The name of the salesperson.

Address – The salesperson's address.



Note that the email address for the salesperson becomes available to email sales orders and invoices.

Communications – Any number of notes can be added to salespeople

User Defined – User defined fields can be added to track and/or print. (Spire UDF license required).

Territories

The screenshot displays the 'Territories' application window. At the top, there's a toolbar with icons for filters, search, export, and editing. Below this is a table listing territories:

| Code | Name |
|------|---------------|
| BC | British Co... |
| ON | Ontario |

Below the table, a 'Territory - Ontario' window is open, showing a detailed view. It includes input fields for 'Code' (containing 'ON') and 'Name' (containing 'Ontario'). Below these fields are three tabs: 'Details', 'Notes', and 'User Defined'. The 'Details' tab is currently selected, showing a large empty text area for notes. At the bottom of the window, a status bar indicates: 'Created by SS on 4/11/2016 12:00:24 PM | Modified by SS on 4/11/2016 12:00:32 PM'.

Code – The code for this territory.

Name – The name of the territory.

Details – Detailed notes can be added to the territory.

Communications – Any number of notes can be added to territories.

User Defined – User defined fields can be added to track and/or print. (Spire UDF license required).

Phases

The screenshot shows the 'Phases' application window. It contains a table with the following data:

| Phase | Description | Type | Next Phase | Report |
|---------------|----------------|----------------|------------|------------|
| APPROVED | Approved | Purchase Order | | |
| NEW | New | Purchase Order | APPROVED | |
| APPROVED | Approved | Sales Order | READY | |
| NEEDSAPPROVAL | Needs Approval | Sales Order | APPROVED | SPApproval |
| NEW | | | | |
| READY | | | | |

A modal window titled 'Phase - Needs Approval' is open, showing the following fields:

- Phase Code: NEEDSAPPROVAL
- Phase Type: Sales Order (dropdown)
- Description: Needs Approval
- Report Template: SPApproval
- Next Phase: APPROVED (with search icon)

At the bottom of the modal, it says: 'Created by SS on 2/16/2015 6:14:13 PM | Modified by SS on 4/11/2016 12:06:28 PM'.

Phase Code – A code for this phase

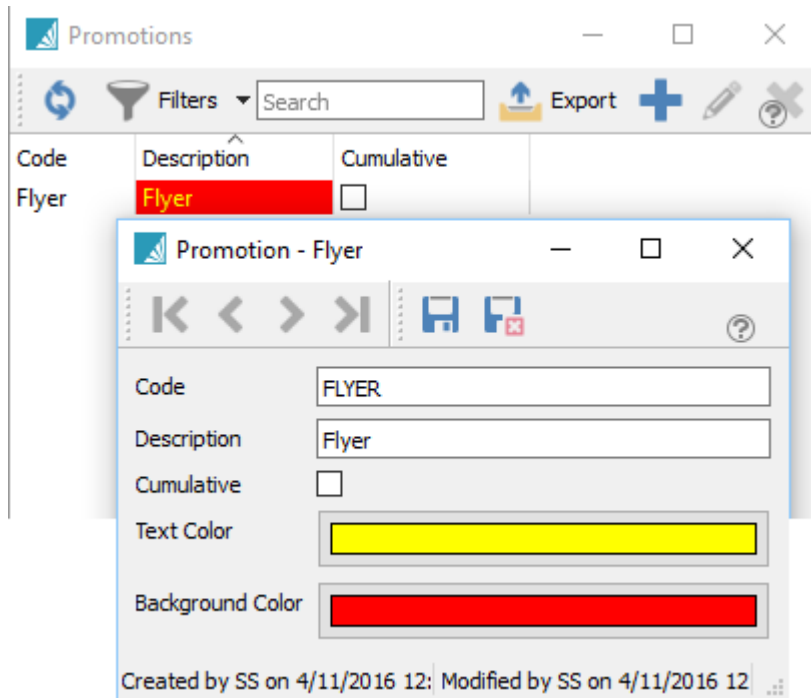
Phase Type – Select Sales Order, Production Order or Purchase Order. This phase will be only available within that module.

Description – A description for the phase.

Report Type – Enter a report template name for this phase. When the order moves into this phase all Crystal Reports with that template name will be presented to the user for printing. If no template is entered then the reports dialog will not come up.

Next Phase – When the user selects 'Next Phase' from inside the order or from the order list the order will move to this phase.

Promotions



Promotion reasons can be added to a price matrix record. When used, the reason code will have this name and colour on the sales order line.

Code – A code for this promotion

Description – The description of the promotion code

Cumulative – When checked, and quantity breaks are used, all items that have the same promotion code will be added together to calculate the quantity break price.

* For example if all of product “WEIGHT” are in the same promotion code and we have a lower price if they buy 6, then when 3 20 pound weights and 3 30 pound weights are put on the sales order it will give the quantity pricing to both items.

Text Colour – The colour of the text for this promo code.

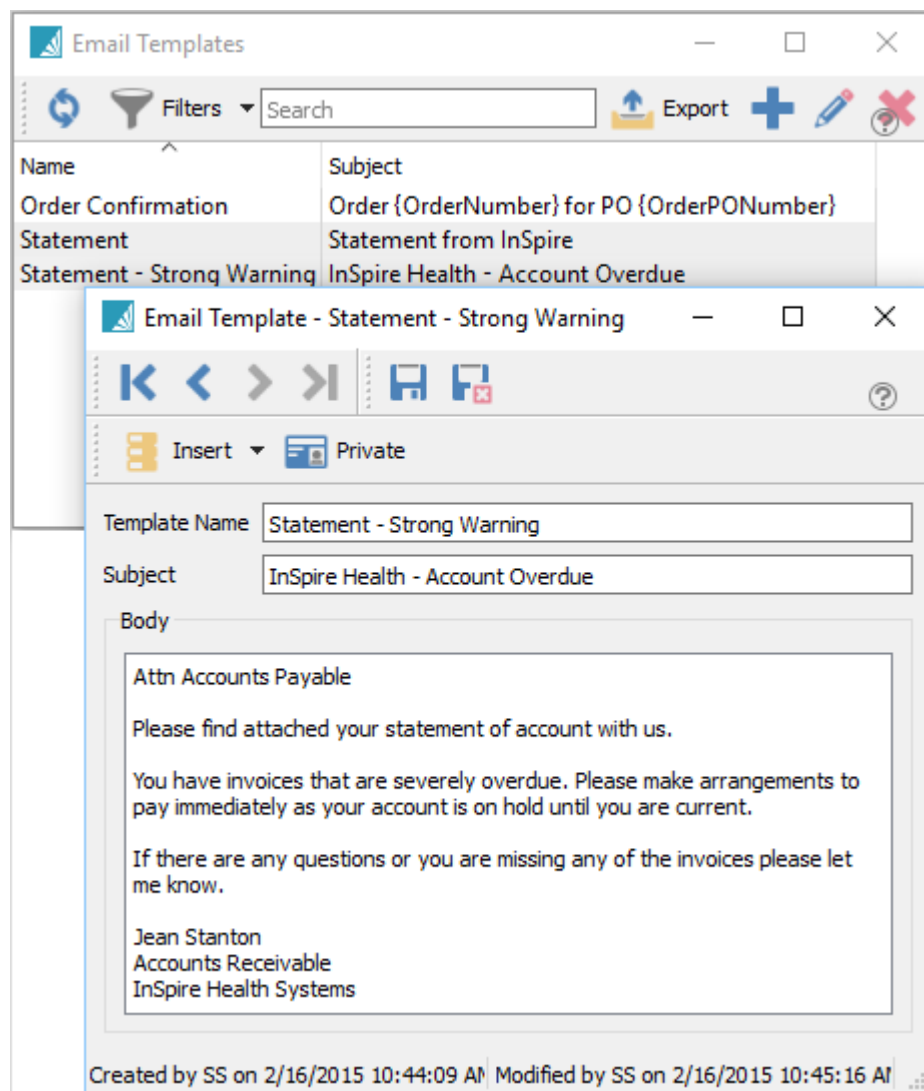
Background Colour – The colour of the background for this promo code.

Video Instruction

This video shows how to use Spire's cumulative pricing to do quantity breaks across multiple items.



Email Templates



Email templates can be used throughout Spire for sending email merges with customers and vendors. A template can be setup so that the user does not have to type the email each time it is sent. Some of the merge fields can also be used to merge into the email.

Insert – User can insert merge fields into the template

Private – Marks the template for your own use and it is not visible to anyone else.

Template Name – Meaningful name for the template.

Subject – The email subject for the template.

Body – The contents of the email.

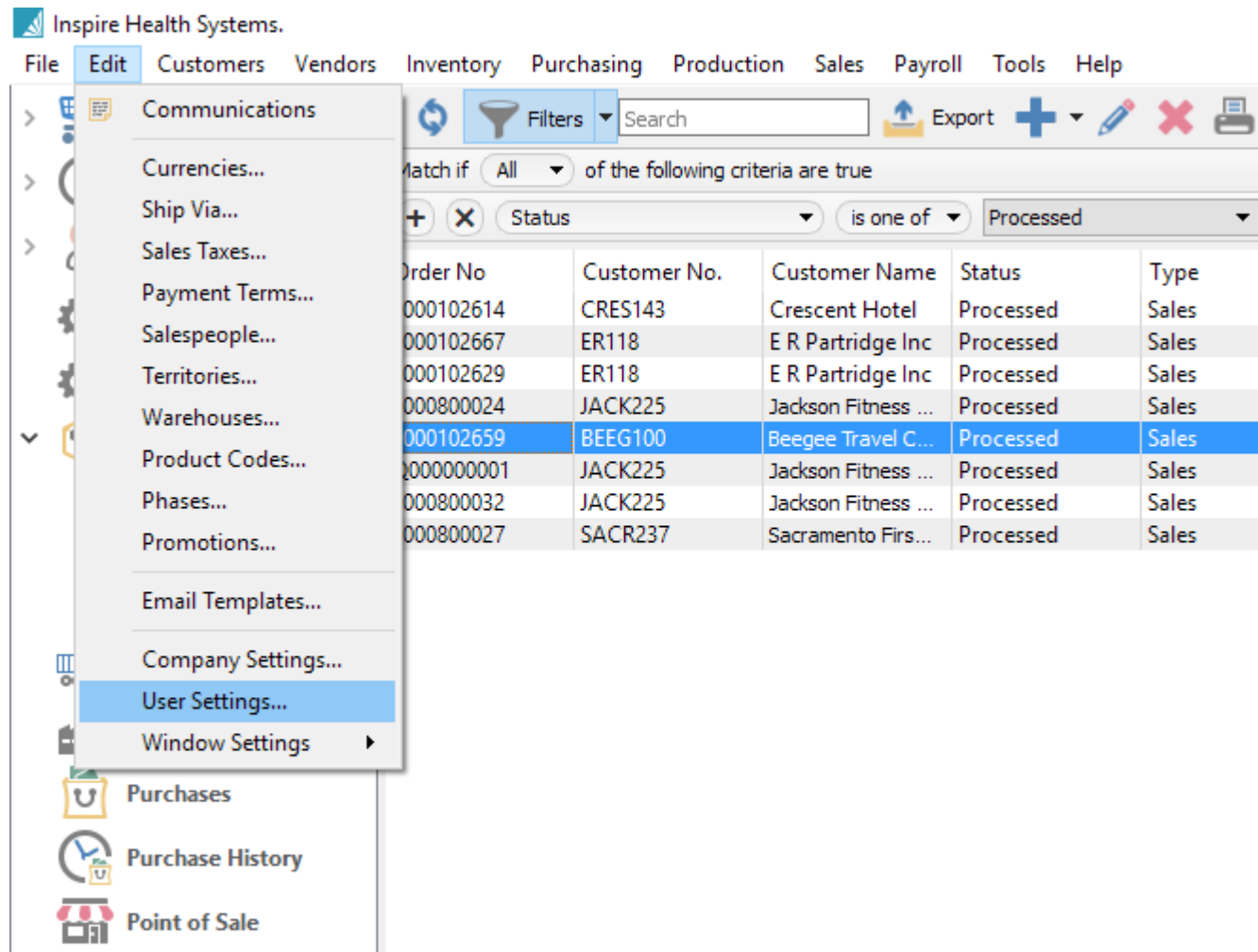
Video Instructions – Email Templates



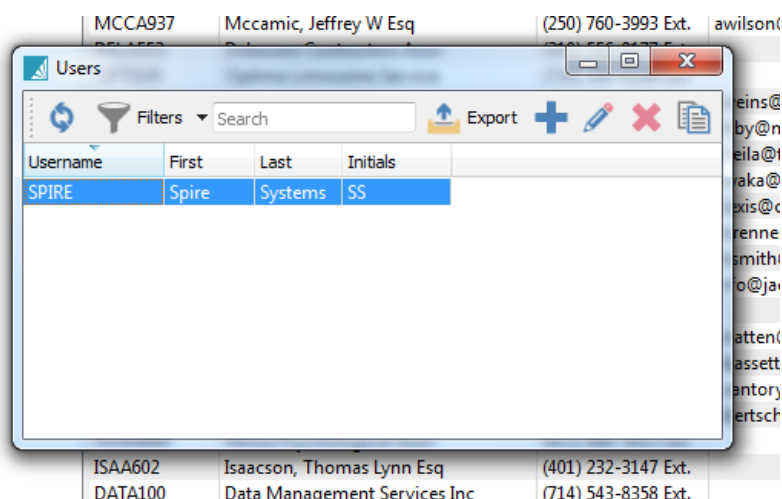
User Settings

Creating a New User

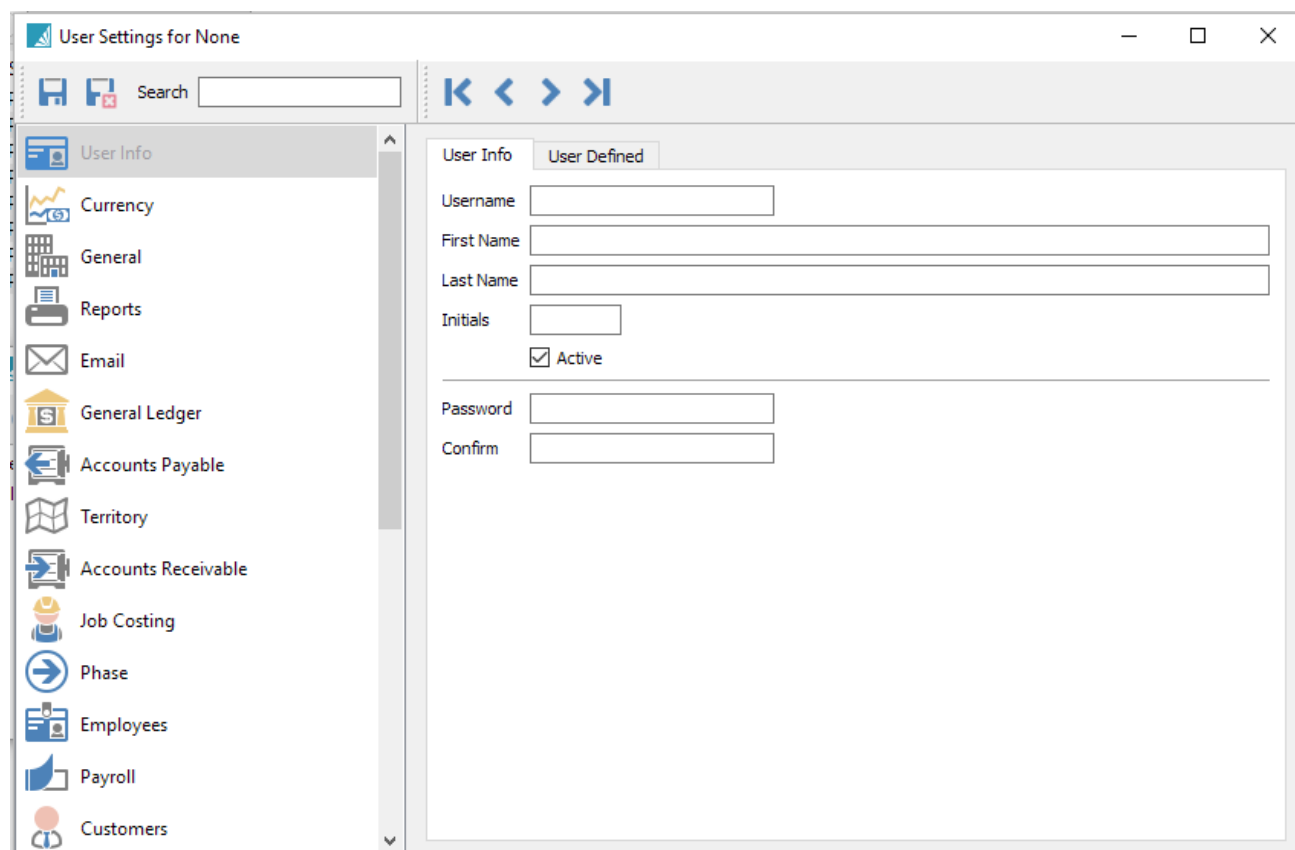
To create a new user you will need to have access to the user settings, select User Settings from the Edit menu in the main Spire window.



Once you have selected User Settings, a new window will open which will allow you click the plus icon to add a new user.



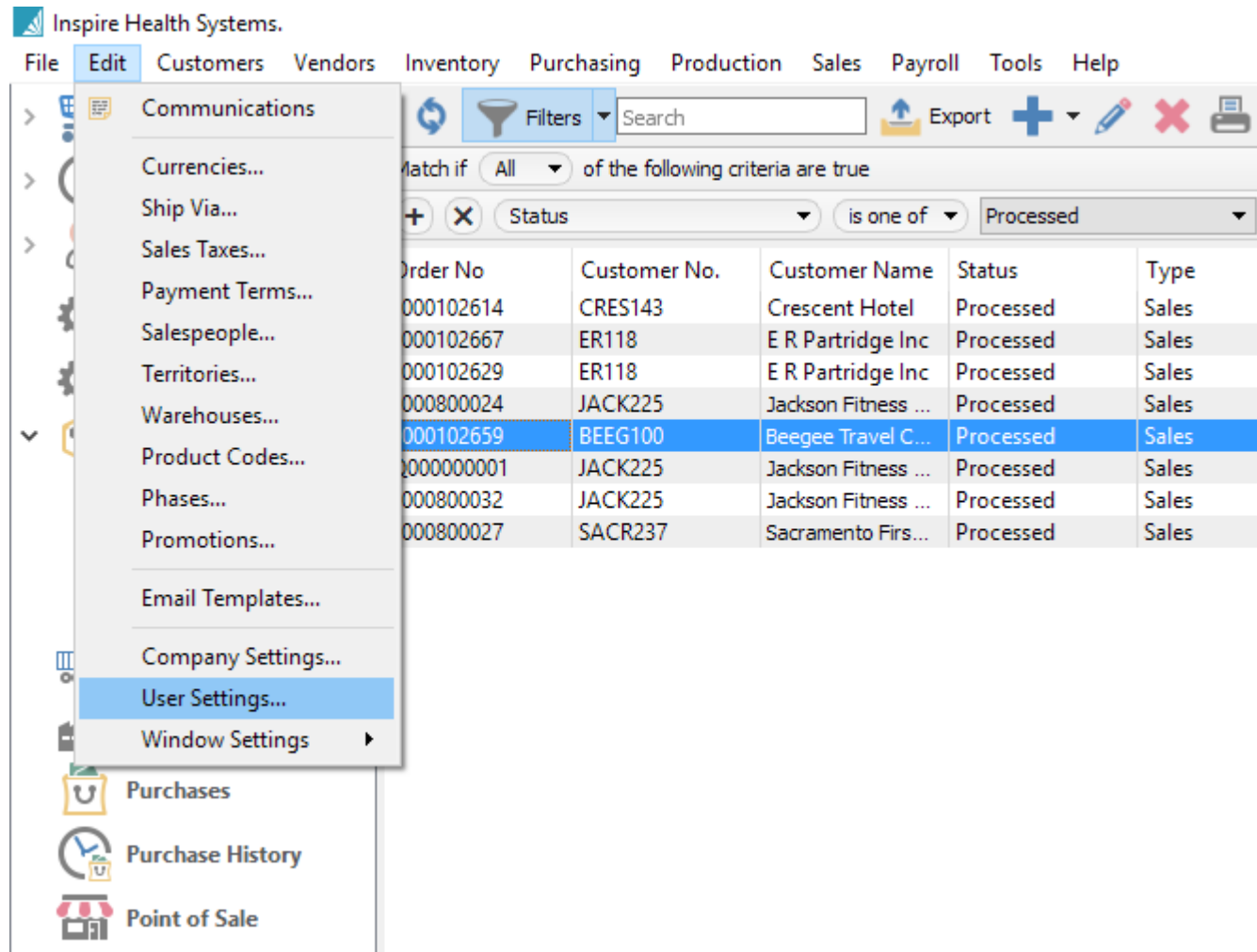
You will be presented with a new window where you will add the new Username, the associated First and Last Name and then create and confirm the password that user will have assigned to their login



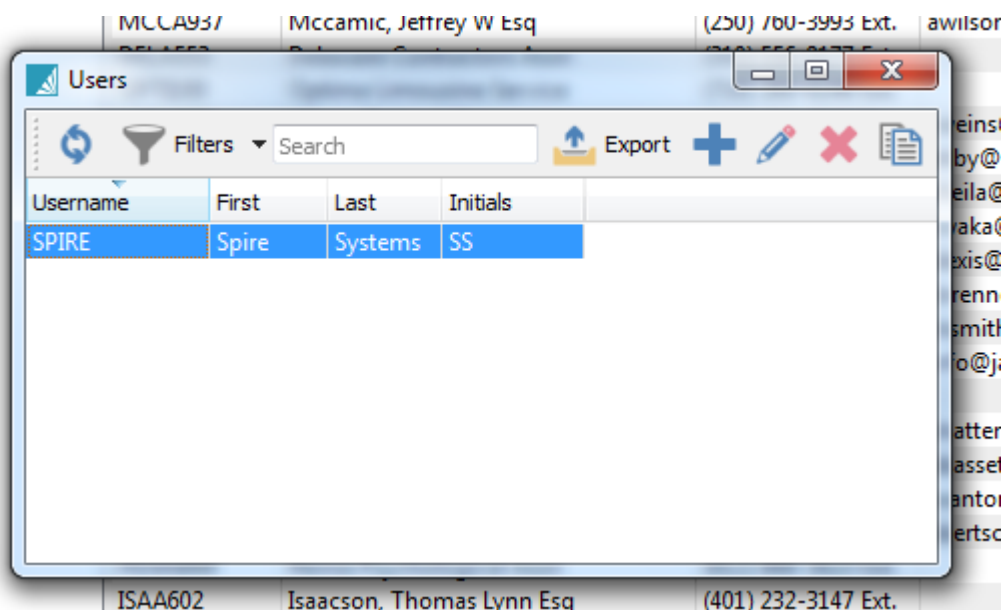
Once you have completed entering the new user information you will need to save the record via the “save” icon located on the top left of the window.

Configuring User Permissions

Navigate to the User Settings section from the Edit menu in the main Spire window.



You will need to select the Username you wish to configure the settings for, in this case we will use the SPIRE username.



The new window that opens will have a left side navigation menu which you work your way through for this user. In order to provide permission for any particular item, simply select to complete the check box next to the item you are allowing access to in Spire.

The window below is where the user, their initials and password are set. You can also deactivate a user here.

User Settings for SPIRE

Save Search

Navigation: << < > >>

User Info

Currency

General

Reports

Email

Employees

Accounts Payable

Job Costing

Phase

Territory

Accounts Receivable

Username: SPIRE

First Name: Spire

Last Name: Systems

Initials: SS

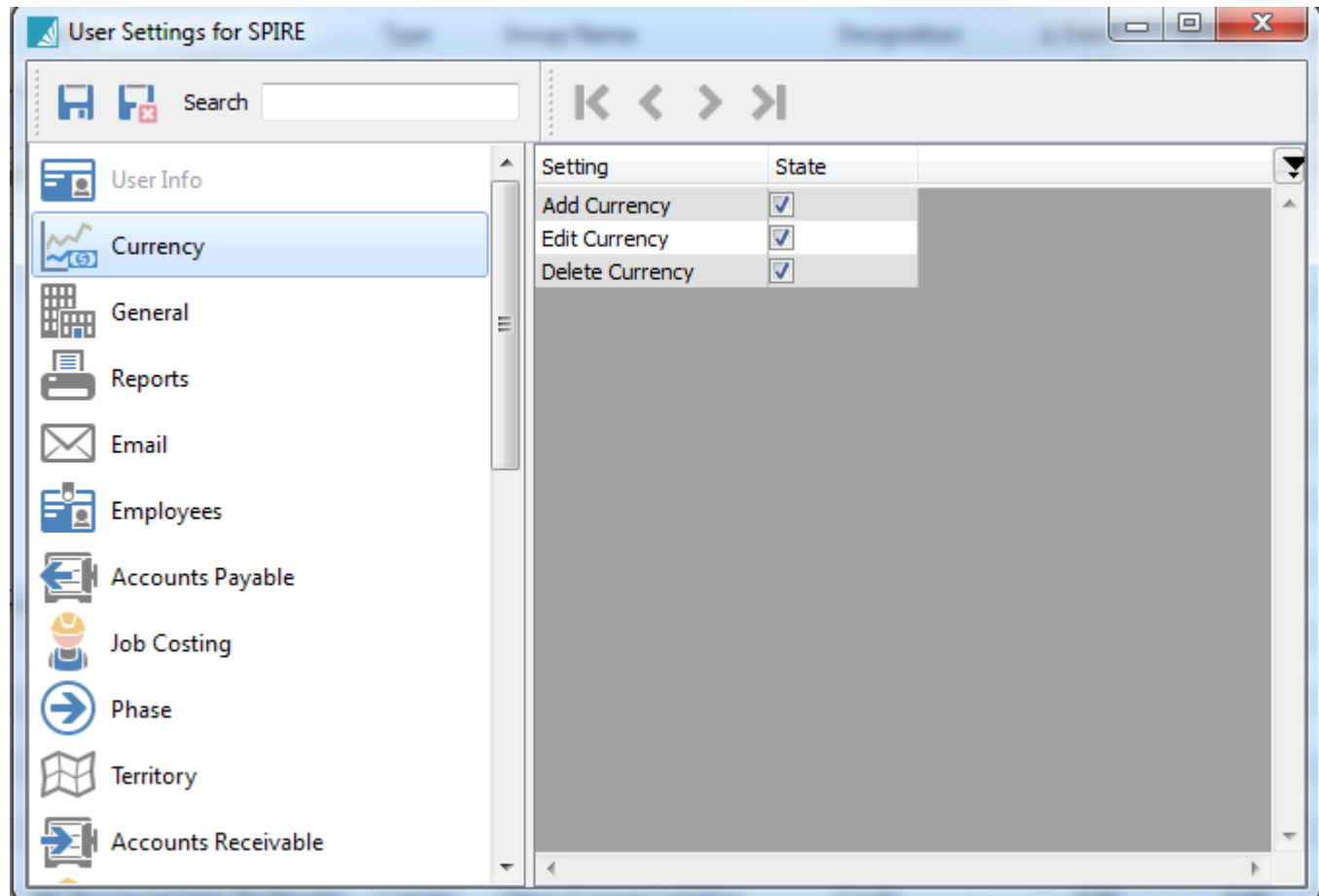
Active: ☒

Password:

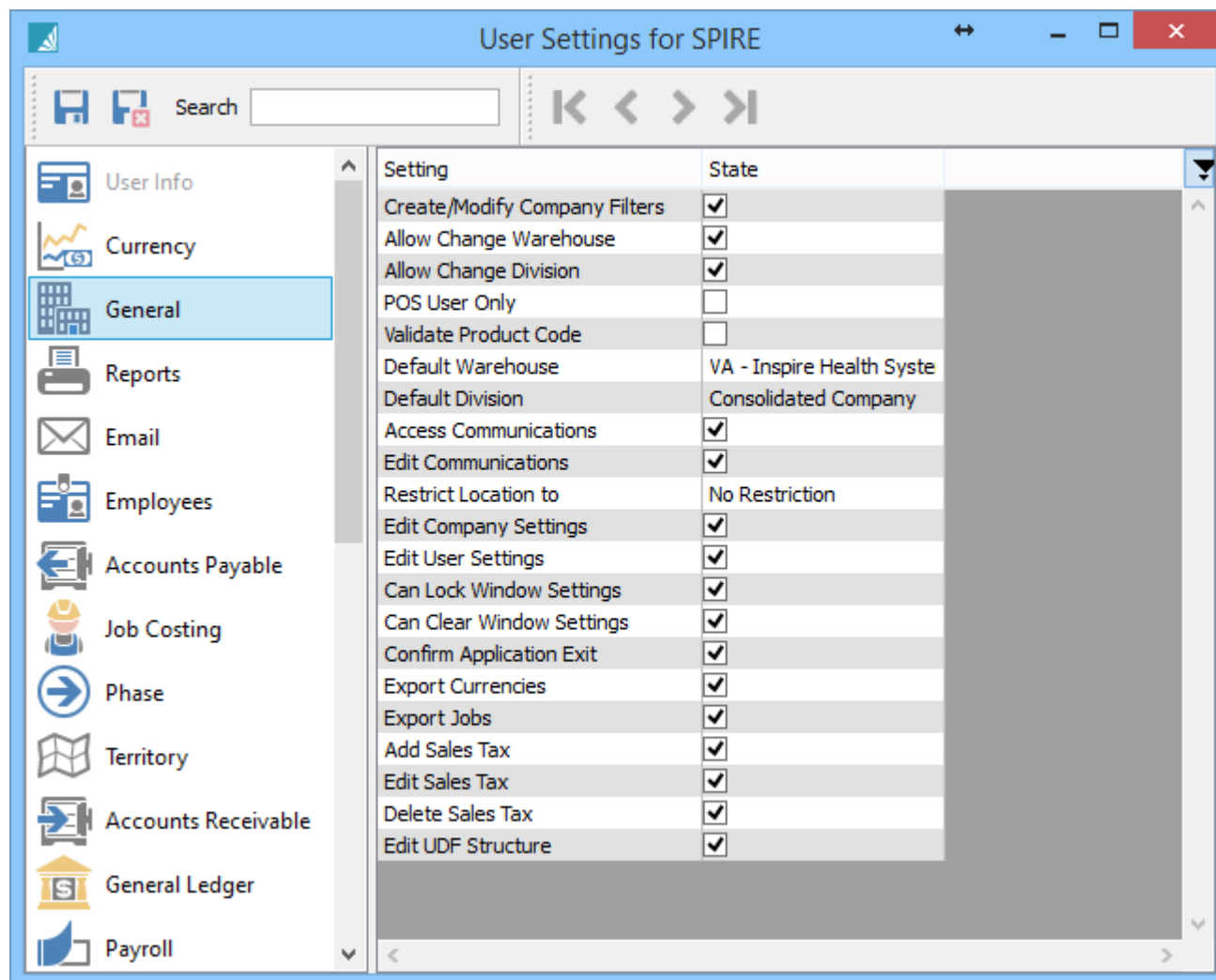
Confirm:

Currency

User security to add/edit/delete currencies.



General



Create/Modify Company Filters – User can create company-wide filters instead of just their own.

Allows Change Warehouse – User can switch to another warehouse.

Allow Change Division – User can switch divisions.

POS User Only – The POS module will get launched automatically and the user cannot open other modules.

Validate Product Code – Product codes added to inventory must exist.

Default Warehouse – The user's default warehouse.

Default Division – The user's default division.

Access Communications – Allows user to have access to the Communication module.

Edit Communications – Allows user to edit communications.

Restrict Location to – Sets user to one location and not allow them to switch.

Edit Company Settings – Allow user to edit company settings.

Edit User Settings – Allows user to edit user settings.

Can Lock Windows Settings – Once the column layout is set, allows the user to lock them.

Can Clear Windows Settings – Allows user to clear layout to default.

Confirm Application Exit – When exiting program asks the user if they are sure they want to exit.

Export Currencies – Allows export of currencies.

Export Jobs – Allows job export.

Add Sales Tax – Allows the user to add new sales taxes.

Edit Sales Tax – Allows editing of sales taxes.

Delete Sales Tax – Allows deleting of sales taxes.

Edit UDF Structure – Allows creation and editing of User Defined Fields.

Reports

Once the company defaults are set for reports, each user can be set to what reports they are allowed. Each report can be set to Preview, Print, Export and Email. This screen also shows the template and Crystal Report .rpt name of each report including custom ones..

Enable Report Development Tools – When this is checked a screen shows up every time the user prints, that includes all of the parameters that can be used for reports printed in this module. It also shows the template name that determines where the report should be presented.

Report Security – Each user can be set to:

- **Company Default** – Sets the user the same as the security was set in company settings.
- **Enable** – When checked each report that the user can see needs to be set.
- **Disable** – When checked the user gets full access to all reports.

| <input type="checkbox"/> Enable report development tools | | | | | | | |
|---|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|------------------------------------|--------------------------------------|
| Report Security Enable Security Use Defaults Select All Select None | | | | | | | |
| Title | Company Default | Preview | Print | Export | Email | Template | Filename |
| #10 Envelope | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | customer, customer list | #10 envelope.rpt |
| #10 Envelope with Return Address | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | customer, customer list | #10 envelope with return address.rpt |
| AP Cheque | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ap payment, ap batch payment | ap cheque.rpt |
| AP Cheque - Centre | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | ap payment, ap batch payment | ap cheque-centre.rpt |
| AP Cheque - Top | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | ap payment, ap batch payment | ap cheque-top.rpt |
| AP Cheque Remittance | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | ap batch remittance, ap remittance | ap cheque remittance.rpt |
| Account Reconciliation | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | account reconciliation | account reconciliation.rpt |
| Accounts Payable by Due Date | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | accounts payable list | accounts payable by due date.rpt |
| Accrued Payables Summary | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | purchase order list | accrued payables summary.rpt |
| Aged Accounts Payable List | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | accounts payable list | accounts payable list.rpt |
| Aged Accounts Receivable List | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | accounts receivable list | accounts receivable list.rpt |
| Backorder Details by Customer | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | sales order list | backorder details by customer.rpt |
| Balance Sheet | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | general ledger list | balance sheet.rpt |
| Cash Out | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | cash out | sales cashout.rpt |
| Comparative Financial Statement | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | general ledger list | comparative statement.rpt |
| Customer Payments List | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | accounts receivable list | customer payments list.rpt |
| Customer Price List | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | customer price matrix | customer price matrix.rpt |

Email

In this section you will either select the Company Default for email settings or you can add a custom email for this particular user. If left as default, the email settings will come from the company email configuration.

The screenshot shows the 'User Settings for SPIRE' application window. The 'Email' tab is selected in the left sidebar. The main content area contains the following settings:

- Send Mail Using:** Two radio buttons are present. 'Company Default' is selected, and 'Custom' is unselected.
- Outgoing Server Information:** This section contains several input fields:
 - SMTP Server:** An empty text box.
 - Username:** An empty text box.
 - Password:** An empty text box.
 - Encryption:** A dropdown menu currently showing 'None'.
 - Port:** A text box containing the value '0'.
- Sender Information:** This section contains four input fields:
 - Display Name:** An empty text box.
 - Email Address:** An empty text box.
 - BCC copies to:** An empty text box.
 - Reply-To Address:** An empty text box.

SMTP – This is the internet provider’s SMTP information.

Username – Usually their email address.

Password – Usually their email password. If the provider does not require secured SMTP this may be left blank.

Encryption – Many providers require encryption to be on.

Encryption Ports – 25, 465 and 587 are common.

Display Name – The name of the sender.

Email Address – The senders email address.

BCC Address – The address the sender wants copies of the email sent to.

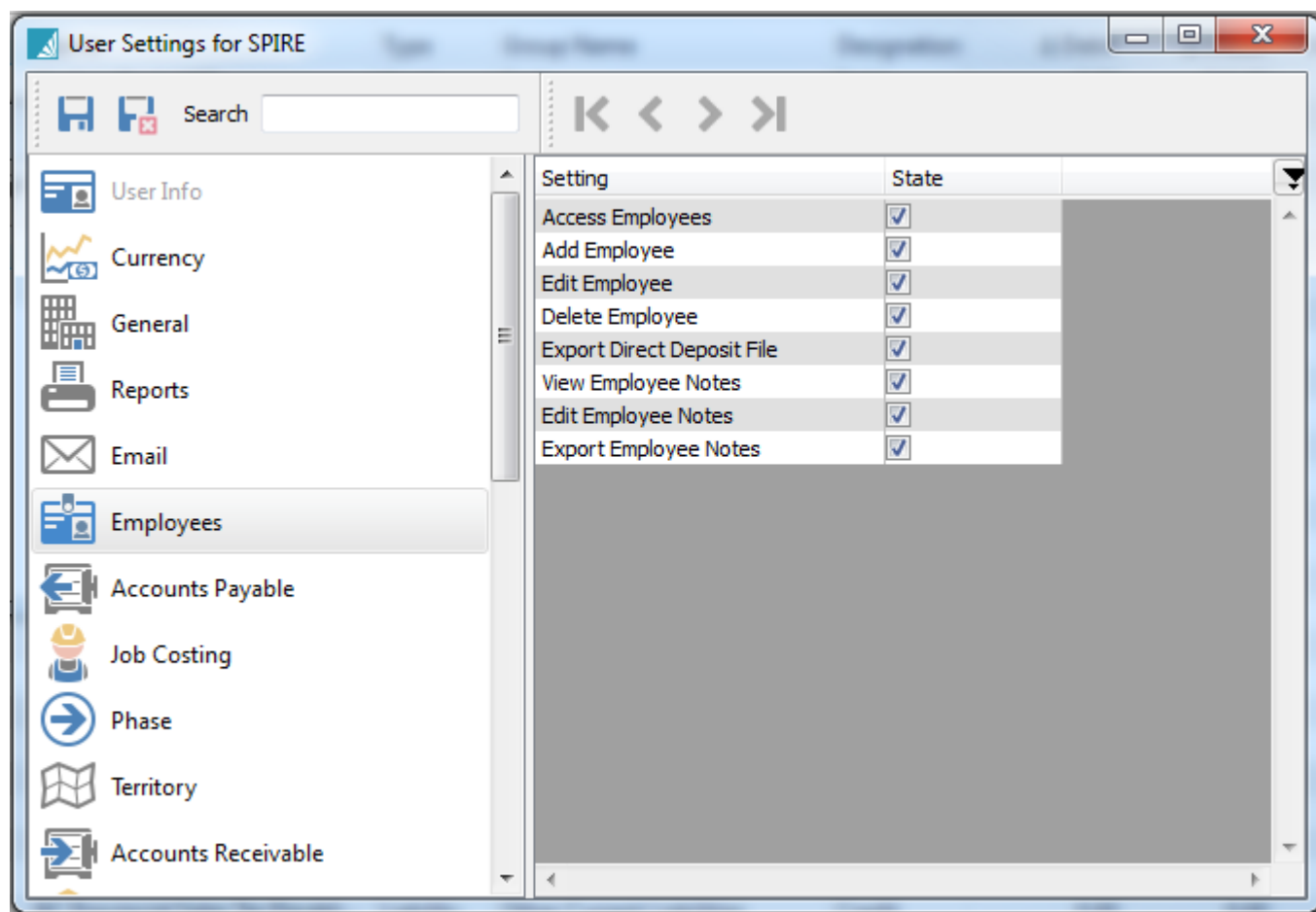
Reply-To Address – When the recipient replies, who will get the message?



It can sometimes be tricky to get the correct info from the internet provider so this is why we always test with a known address to prove all the necessary firewall settings are correct.

Employees

In the Employees section, you will assign permissions this user will be able to view, modify or export.



Access Employees – Allows user access to the employee list

Add Employees – Can add employees

Edit Employee – Can edit employees

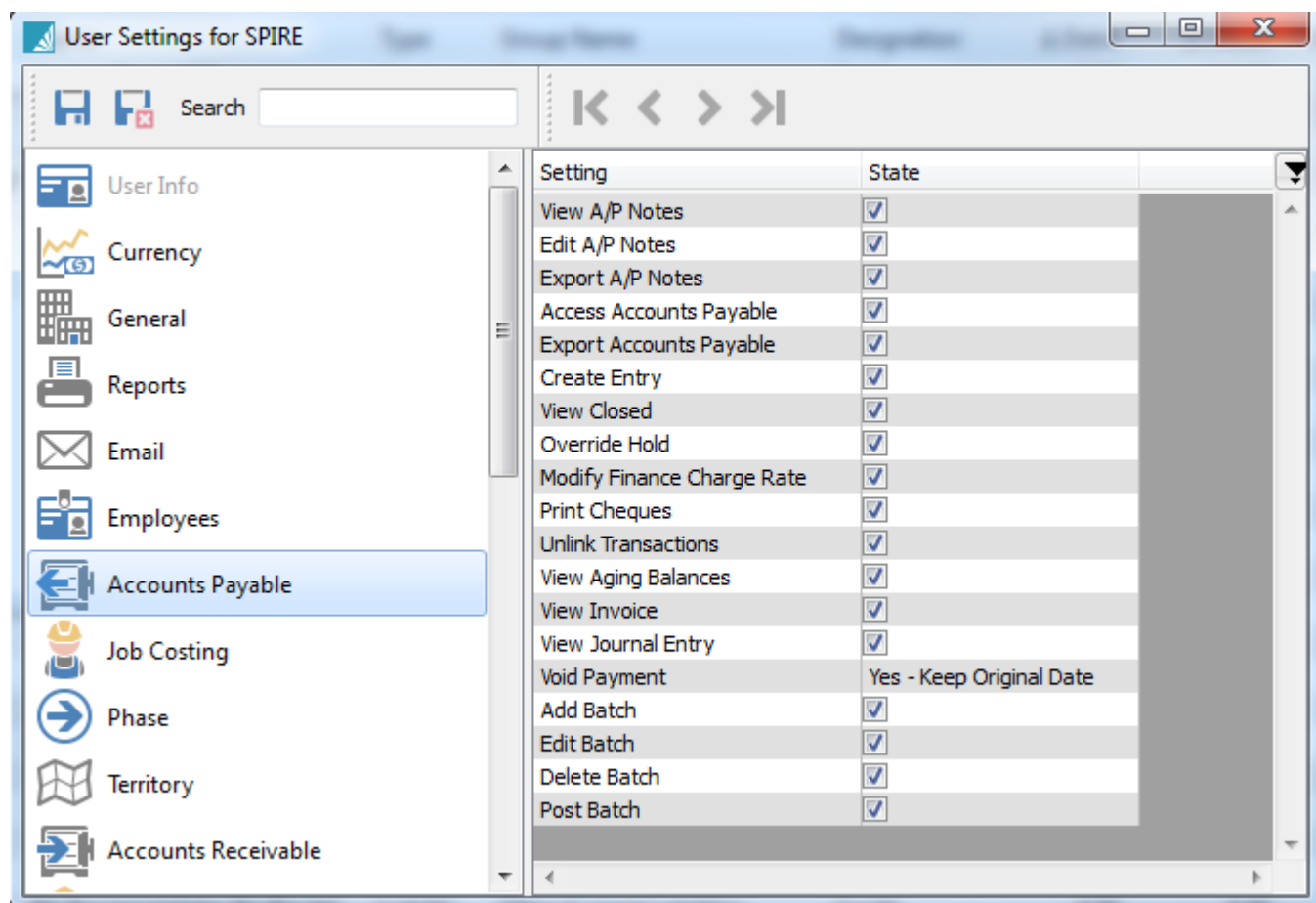
Delete Employees – Can delete employees

Export Direct Deposit File – Can export a CPA1464 (CPA005) EFT file to upload to bank

Edit Employee Notes – Can edit employee notes

Export Employee Notes – Can export employee notes

Accounts Payable



View A/P Notes — allows the user to view all accounts payable notes

Edit A/P Notes — allows the user to edit all accounts payable notes

Export A/P Notes — allows the user to export all accounts payable notes

Access Accounts Payable — allows the user to access all accounts payable

Export Accounts Payable — allows the user to export all accounts payable

Create Entry — allows the user to create new accounts payable

View Closed — allows the user to views all accounts payable

Override Hold — allows the user to override holds on accounts payable

Modify Finance Charge Rate — allows the user to modify finance charges on all accounts payable

Print Cheques — allows the user to print cheques on all accounts payable

Unlink Transactions — allows the user to unlink transactions in all selected accounts payable

View Aging Balances — allows the user to view all aging balances on all accounts payable

View Invoice — allows the user to view all invoices on all accounts payable

View Journal Entry — allows the view to all accounts payable journal entries

Void Payment — allows the user to void payments on all accounts payable

Add Batch — allows the user to add a batch to all accounts payable

Edit Batch — allows the user to edit the batch on all accounts payable

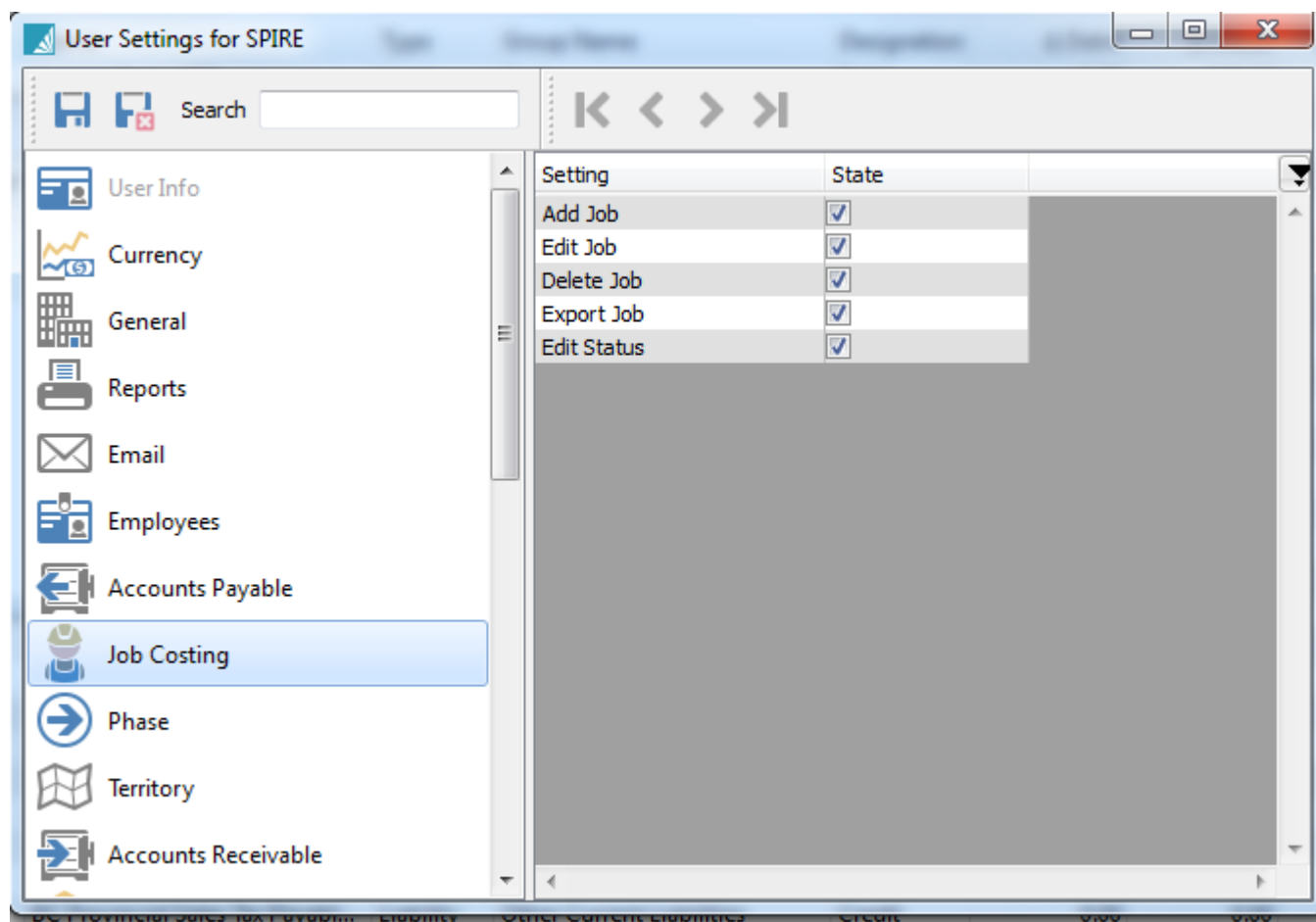
Delete Batch — allows the user to delete a batch on all accounts payable

Post Batch — allows the user to post a batch on all accounts payable



NOTE: Batch payables have their own settings.

Job Costing



Add Job — allows the user to add a job to the job costing module

Edit Job — allows the user to edit any job in the job costing module

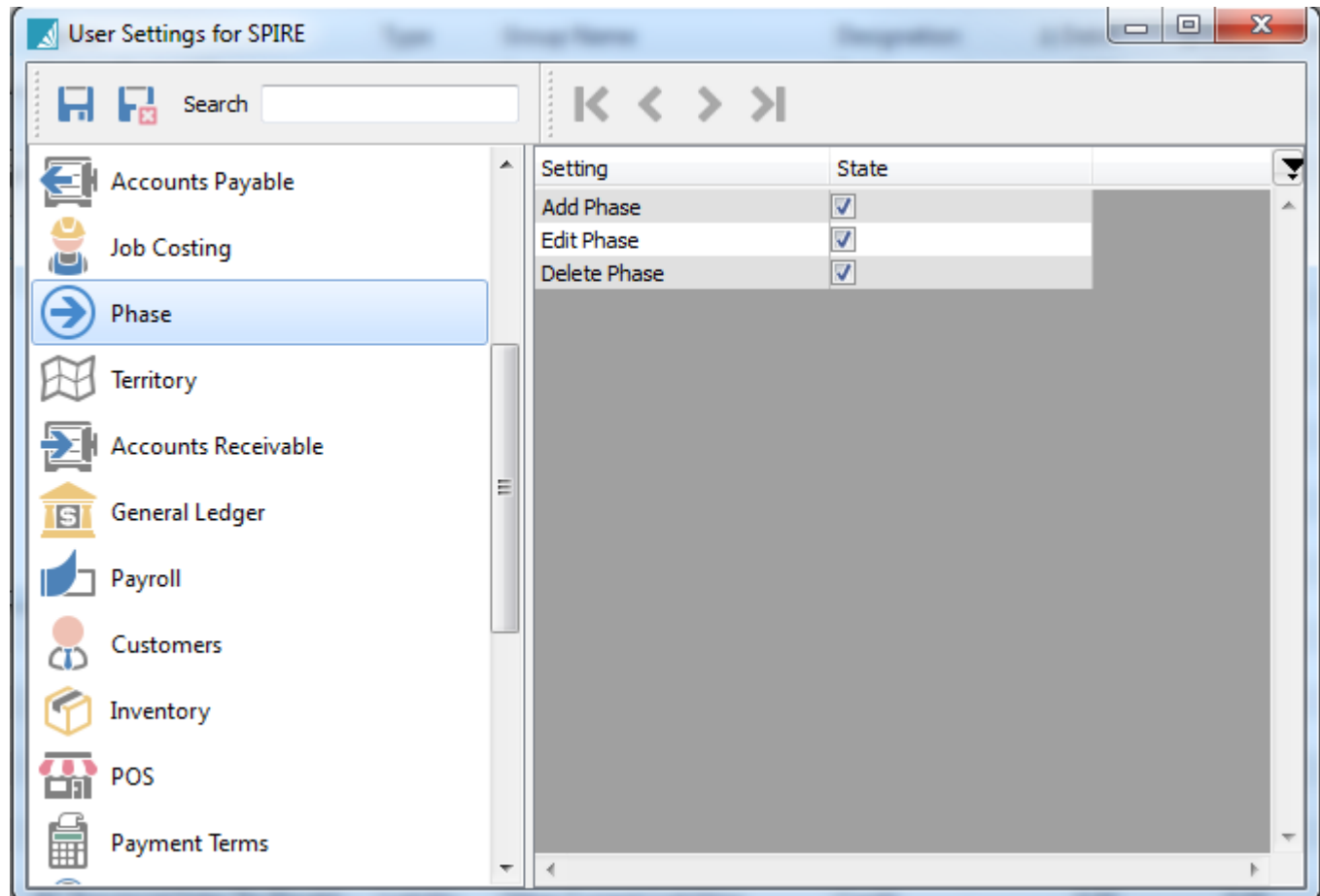
Delete Job — allows the user to delete any selected job in the job costing module

Export Job — allows the user to export any selected job in the job costing module

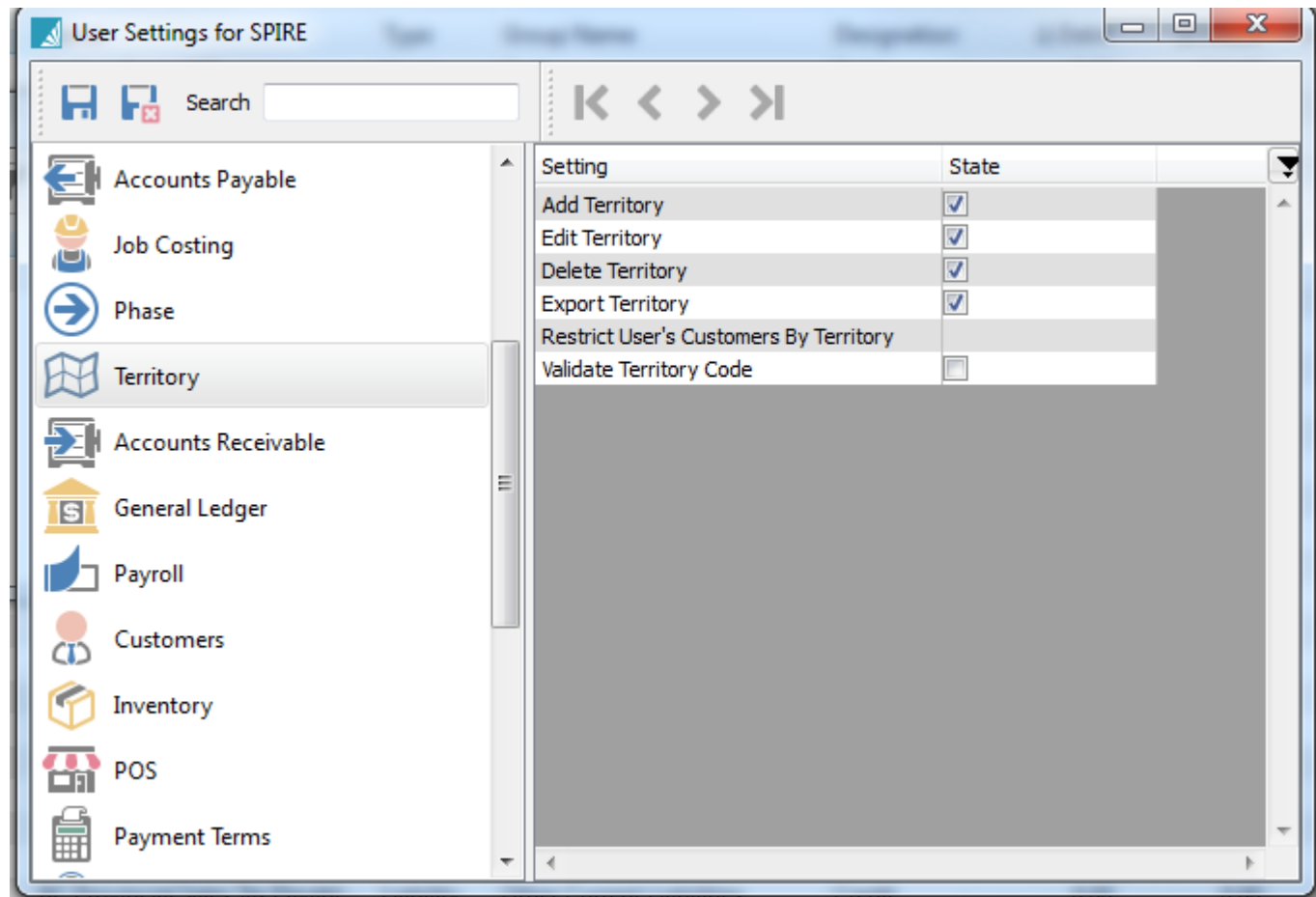
Edit Status — allows the user to edit and modify any selected job in the job costing module

Phases

Phases can be added to Sales Orders, Purchase Orders and Production Orders. These settings give permission for the user to add, edit and delete phases on any of the aforementioned sections.



Territory



Add Territory — This setting allows the user to add territories by user.

Edit Territory — This setting allows the user to edit territories by user.

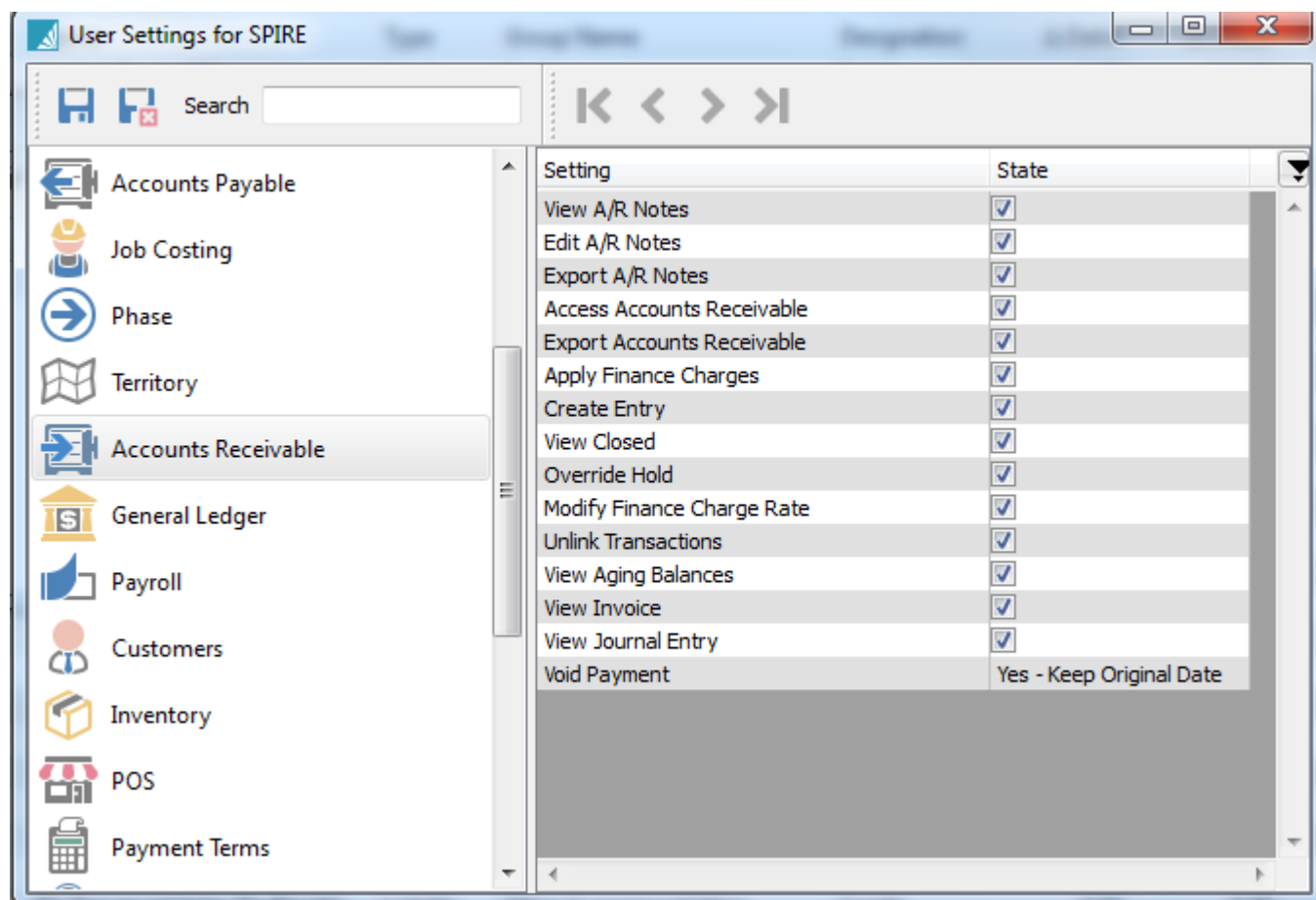
Delete Territory — This setting allows the user to delete territories by user.

Export Territory — This setting allows the user to export territories by user.

Restrict User's Customers By Territory — This setting restricts the user from seeing customers, sales orders and sales history only to that territory.

Validate Territory — When set the user must only use territories that exist for customers and sales orders.

Accounts Receivable



View A/R Notes — allows the users to see the AR notes.

Edit A/R Notes — allows the users to edit AR notes.

Export A/R Notes — allows the users to edit AR notes.

Access Accounts Receivable — allows the users to access to AR and adds it to the main menu.

Apply Finance Charges — allows user to apply finance charges to overdue invoices.

Create Entry — allows the users to create an AR entry.

View Closed — allows the users to view the closed/paid invoices.

Override Hold — allows the users to take on invoice that is on hold and release it.

Modify Finance Charge Rate — allows the users to modify the default finance charge that is about to post.

Unlink Transactions — allows the users to unlink transactions.

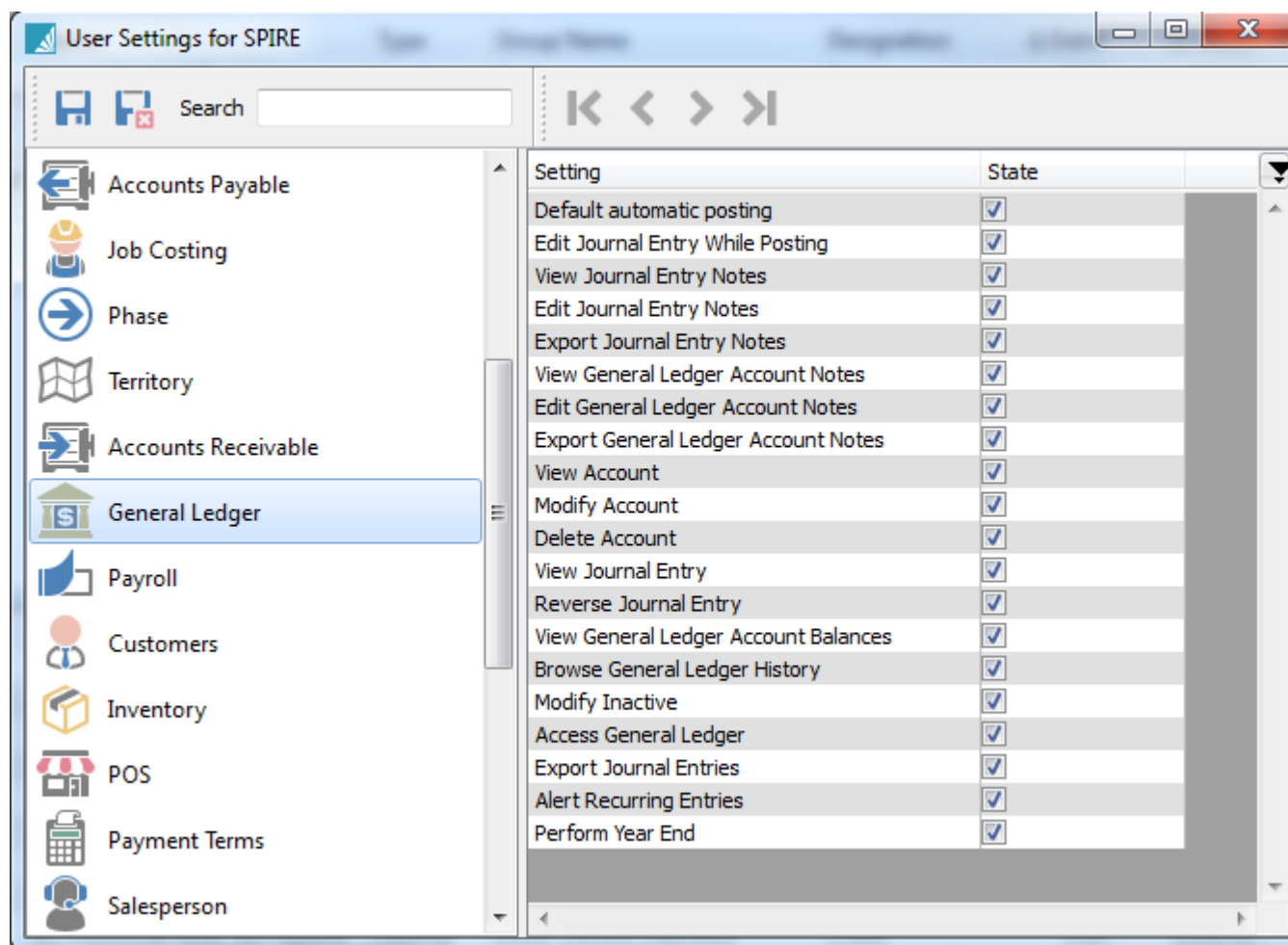
View Aging Balances — allows the users to view the customers aging.

View Invoice — allows the users to view the source invoice.

View Journal Entry — allows the users to view the journal entry associated with an AR entry.

Void Payment — allows the users to void a previous payment.

General Ledger



Default automatic posting — this means that when the user posts a transaction it uses the defaults for transaction.

Edit Journal Entry While Posting — Allows the user to override the above setting and edit the transaction before it posts to the GL. This can be selected as they post.

View Journal Entry Notes — provides the user with the permission to view journal entry notes

Edit Journal Entry Notes — provides the user with the permission to edit journal entry notes

Export Journal Entry Notes — provides the user with the permission to export journal entry notes

View General Ledger Account Notes — allows the user to view general ledger account notes

Edit General Ledger Account Notes — allows the user to edit general ledger account notes

Export General Ledger Account Notes — allows the user to export general ledger account notes

View Account — sets the permission for the user to view accounts

Modify Account — sets the permission for the user to modify accounts

Delete Account — sets the permission for the user to delete accounts

View Journal Entry — sets the permission for the user to view journal entries

Reverse Journal Entry — sets the permission for the user to reverse journal entries

View General Ledger Account Balances — permits the user to view general ledger account balances

Browse General Ledger History — permits the user to browse the general ledger history

Modify Inactive — allows the user to modify inactive items in the general ledger

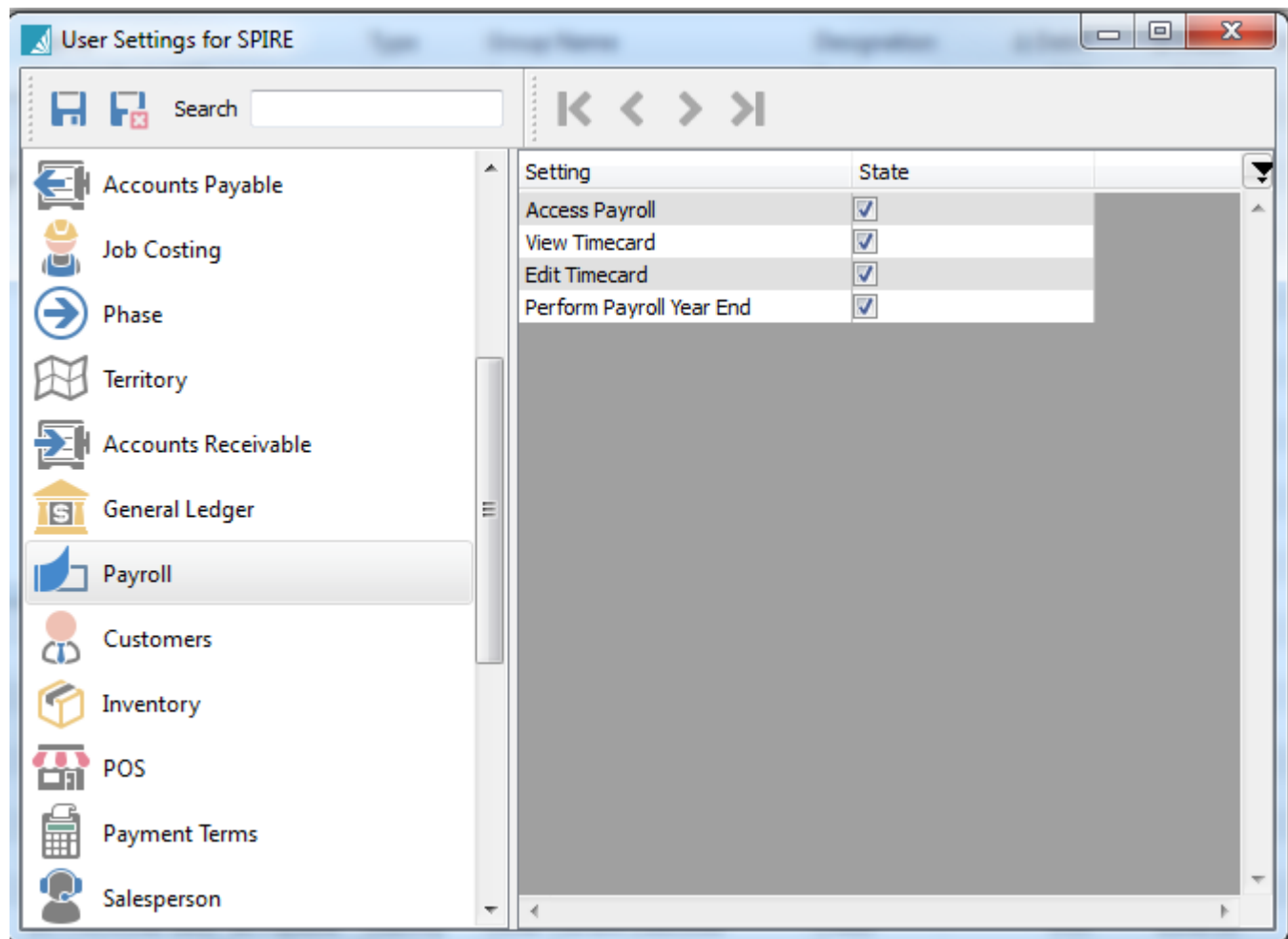
Access General Ledger — allows the user to access the general ledger

Export Journal Entries — allows the user to export journal entries in the general ledger

Alert recurring entries — when there are recurring entries setup, and they are due to be posted, the user will be presented with the list and can review and post them.

Perform Year End — provides permission for the user to perform the year end in the general ledger

Payroll



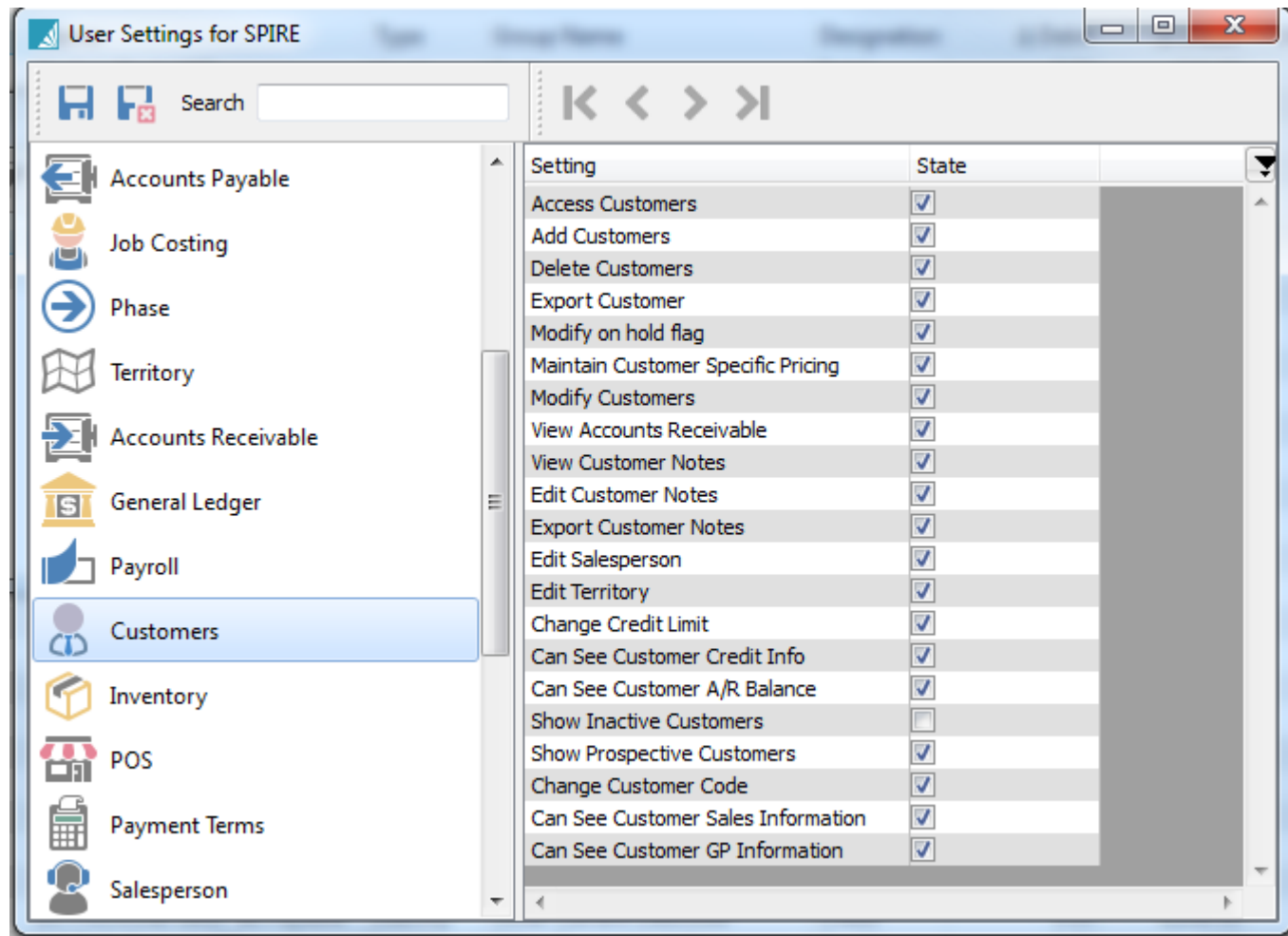
Access Payroll — allows the user to access the payroll module

View Timecard — allows the user to view employee timecards in the payroll module

Edit Timecard — allows the user to edit employee timecards in the payroll module

Perform Payroll Year End — allows the user to perform payroll year end

Customers



Access Customer — allows the user to access the customer module

Add Customer — allows the user to add a customer record

Delete Customer — allows the user to delete a customer record

Export Customer — allows the user to export a customer record

Modify on hold flag — allows the user to modify the on hold flag on a customer record

Maintain Customer Specific Pricing — allows the user to manage the pricing on a customer record

Modify Customers — allows the user to modify a customer record

View Accounts Receivable — allows the user to view the customer's accounts receivables

View Customer Notes — allows the user to view the customer's notes

Edit Customer Notes — allows the user to edit the customer's notes

Export Customer Notes — allows the user to export the customer's notes

Edit Salesperson — allows the user to edit salesperson on the customer's record

Edit Territory — allows the user to edit the customer's territory on the customer record

Change Credit Limit — permits the user to edit the customer's credit limit

Can see customer credit info — When set, the user can see the customer's credit status in customer edit and on sales orders.

Can see customer A/R balance — When set, the user can see the customer's A/R balance in customer edit and on sales orders.

Show Inactive Customers — permits the user to see the inactive customer records

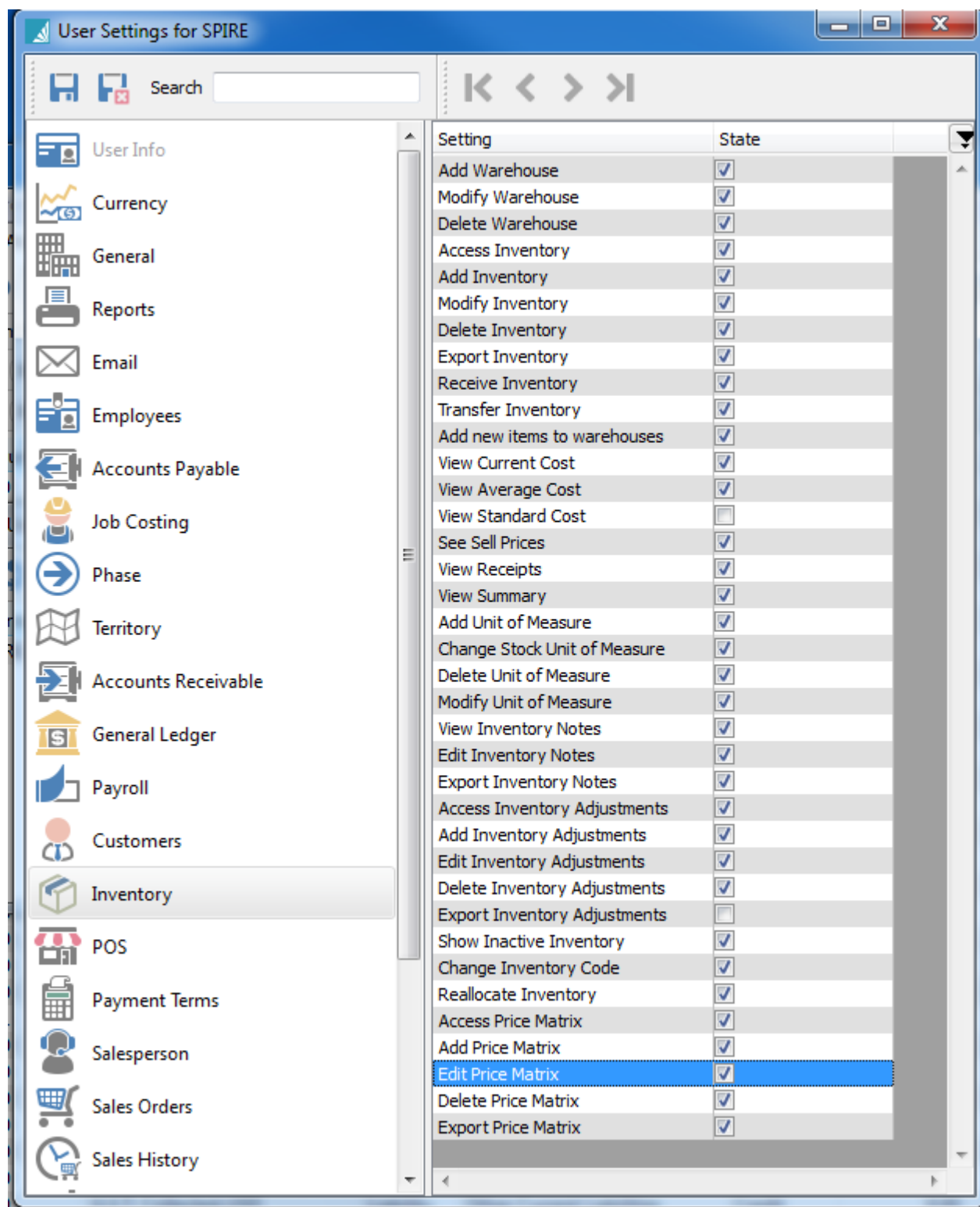
Show prospective customers — Allow users to see customers that are set as prospects.

Change customer code — Allow user to change a customer code using the code change module.

See Customer Sales Information — on the customer list, allow users to see this year, last year and next year sales

See Customers GP Information — on the customer list, allows users to see this year, last year and next year gross profit.

Inventory



Add Warehouse — User can add a warehouse to the company

Modify Warehouse — User can modify a warehouse in the company

Delete Warehouse — User can delete a warehouse in the company

Access Inventory — User can access inventory lists in the company

Add Inventory — User can add inventory items to the company

Modify Inventory — User can modify inventory items in the company

Delete Inventory — User can delete inventory items in the company

Export Inventory — User can export inventory lists from the company

Receive Inventory — User can receive inventory items in the company

Transfer Inventory — User can transfer inventory items to another warehouse in the company

Add New Items to Warehouse — User can add new inventory items to a warehouse in the company

View Current Cost — User can be set to see current cost. This setting applies to seeing them in sales orders as well.

View Average Cost — User can be set to see all average cost. This setting applies to seeing them in sales orders as well.

View Standard Cost — User can be set to see all standard cost. This setting applies to seeing them in sales orders as well.

See Sell Prices — If unchecked, the user cannot see the sell prices in inventory or on sales orders.

View Receipts — User can view receipts in the company

View Summary — User can view inventory summaries in the company

Add Unit of Measure — User can add a unit of measure to the company

Change Stock Unit of Measure — User can change a stock unit of measure in the company

Delete Unit of Measure — User can delete a unit of measure from the company

Modify Unit of Measure — User can modify a unit of measure in the company

View Inventory Notes — User can view inventory notes

Edit Inventory Notes — User can edit inventory notes

Export Inventory Notes — User can export inventory notes

Access Inventory Adjustments — User can access inventory adjustments in the company

Add Inventory Adjustments — User can add inventory adjustments to the company

Edit Inventory Adjustments — User can edit inventory adjustments in the company

Delete Inventory Adjustments — User can delete inventory adjustments in the company

Export Inventory Adjustments — User can export inventory adjustments from the company

Show Inactive Inventory — Inactive inventory is shown on inventory list. If not set then it is hidden from view.

Change Inventory Code — Gives access to the user to change inventory codes using the utility under the top toolbar Inventory/Inventory Code Change.

Reallocate Inventory — this allows user to reset the committed, back ordered and on order quantities for items that are not correct. Mainly this is only required after a new migration from other software.

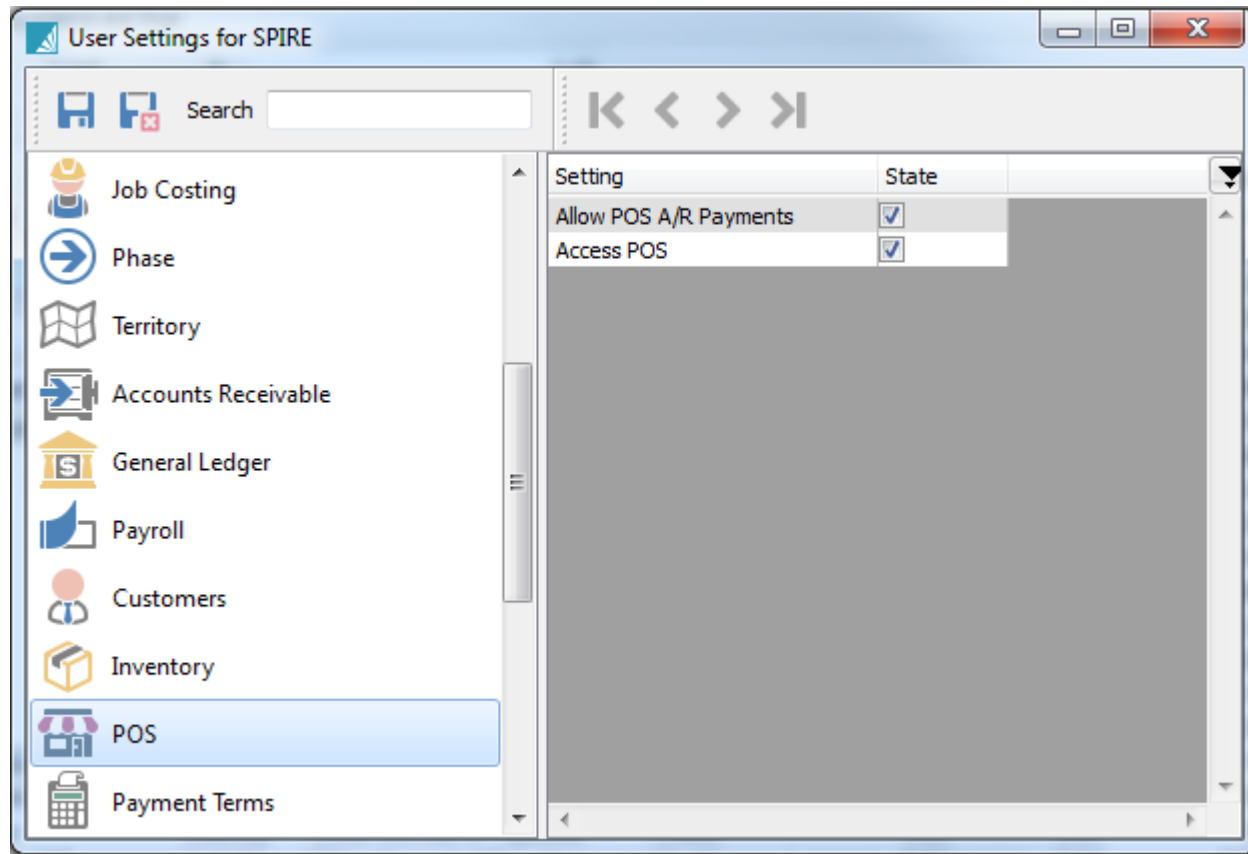
Access Price Matrix — User can access the price matrix for the company

Edit Price Matrix — User can edit the price matrix for the company

Delete Price Matrix — User can delete the price matrix from the company

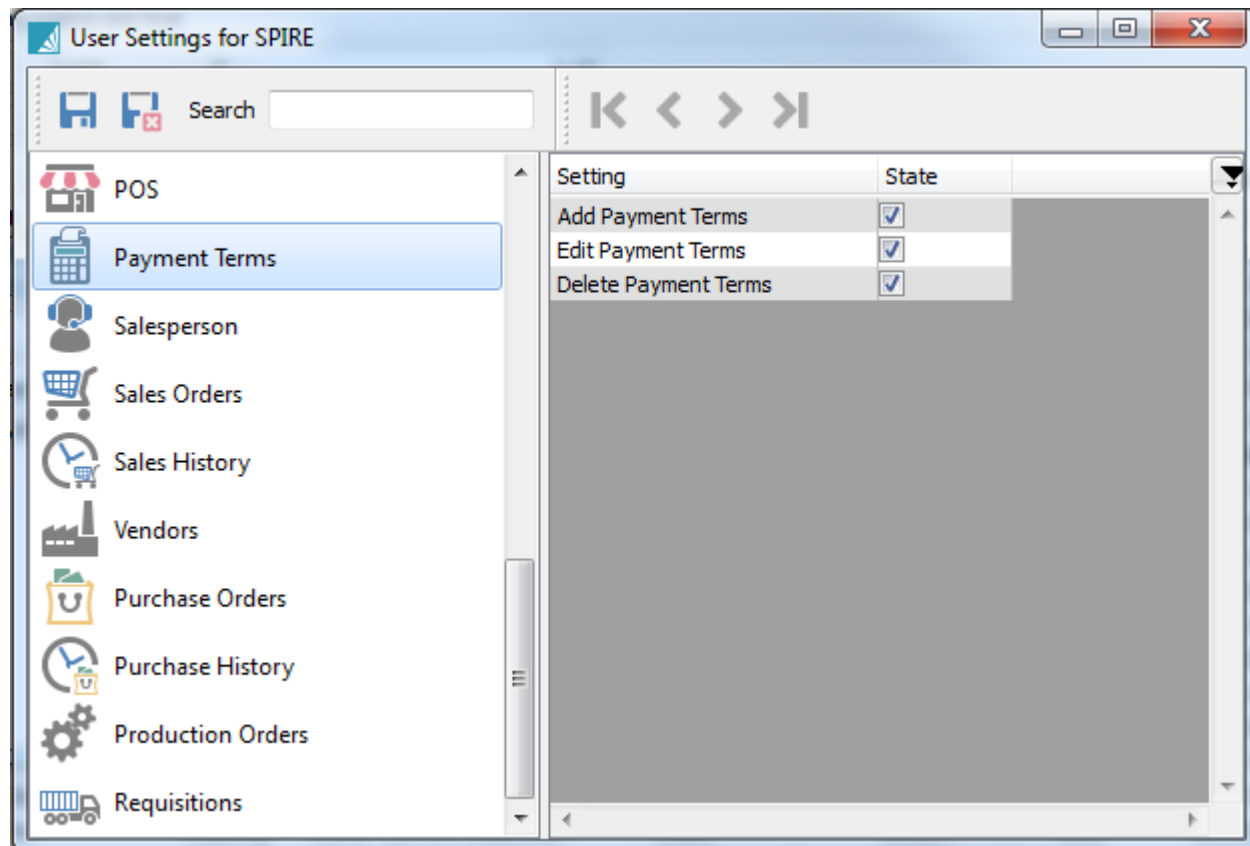
Export Price Matrix — User can export the price matrix from the company

Point of Sale



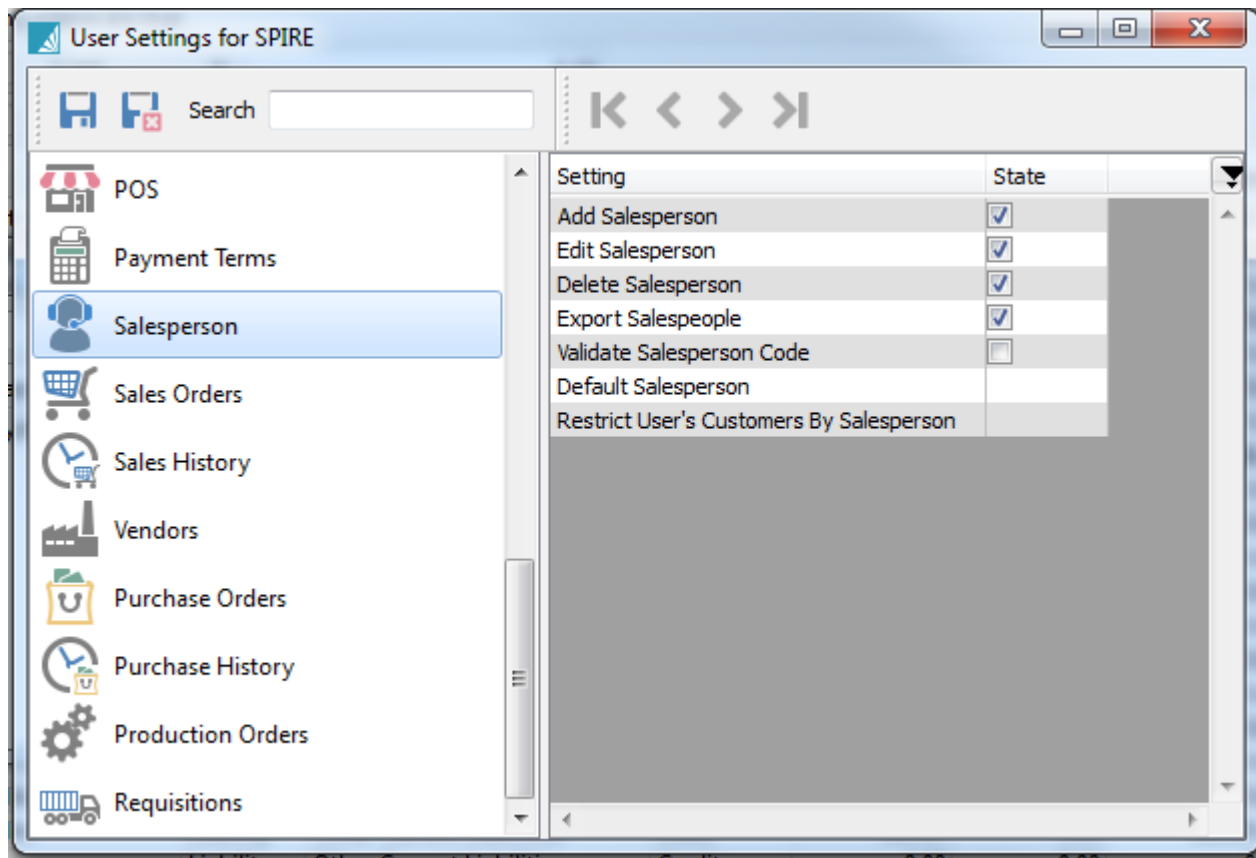
Allow POS A/R payments – With this set, the user can put payments on account for a customer without going into the accounts receivable module.

Payment Terms



Add, edit and delete payment methods that can then be used for customers, vendors, sales orders and purchase orders.

Salesperson



Add Salesperson — User has permissions to add a salesperson to the company

Edit Salesperson — User has permissions to edit a salesperson in the company

Delete Salesperson — User has permissions to delete a salesperson from the company

Export Salesperson — User has permissions to export a salesperson from the company

Validate Salesperson Code – The salesperson that gets added to a customer or sales order must exist in the salesperson table.

Default Salesperson – When set, this salesperson code will be added to a sales order if there is not a salesperson set for the customer

Restrict User's Customers By Salesperson – This setting restricts the user from seeing customers, sales orders and sales history only to that salesperson.

Sales Order

User Settings for SPIRE

Search

Navigation icons: << < > >>

| Setting | State |
|--|-------------------------------------|
| Access Sales Orders | <input checked="" type="checkbox"/> |
| Add Sales Orders | <input checked="" type="checkbox"/> |
| Modify Sales Orders | <input checked="" type="checkbox"/> |
| Delete Sales Orders | <input checked="" type="checkbox"/> |
| Export Sales Orders | <input checked="" type="checkbox"/> |
| Edit Tax Flags | <input checked="" type="checkbox"/> |
| Modify Prices | <input checked="" type="checkbox"/> |
| Allow Returns | <input checked="" type="checkbox"/> |
| Create Quotes | <input checked="" type="checkbox"/> |
| Create Standing Orders | <input checked="" type="checkbox"/> |
| Edit Description | <input checked="" type="checkbox"/> |
| Order Invoice Date Mode | Always current date |
| Line Discount | <input checked="" type="checkbox"/> |
| Create Deposit / Layaway | <input checked="" type="checkbox"/> |
| View Sales Order/History Notes | <input checked="" type="checkbox"/> |
| Edit Sales Order/History Notes | <input checked="" type="checkbox"/> |
| Export Sales Order/History Notes | <input checked="" type="checkbox"/> |
| Edit Salesperson | <input checked="" type="checkbox"/> |
| Edit Territory | <input checked="" type="checkbox"/> |
| Only Modify Shipping Fields | <input type="checkbox"/> |
| Show Backorder Warning | <input checked="" type="checkbox"/> |
| Process Orders | <input checked="" type="checkbox"/> |
| Ship Orders | <input checked="" type="checkbox"/> |
| Override Orders Over Credit Limit | <input checked="" type="checkbox"/> |
| Lock Processed Orders | Yes |
| Hold Invoicing Mode | Allow Invoicing |
| Reopen Closed/Processed/Shipped Orders | <input checked="" type="checkbox"/> |
| Edit Closed Orders - Invoices | <input checked="" type="checkbox"/> |
| Batch Orders | <input checked="" type="checkbox"/> |
| Post Batches | <input checked="" type="checkbox"/> |
| Change Division on an Order | <input checked="" type="checkbox"/> |
| Modify Bill to Address on Sales Orders | <input checked="" type="checkbox"/> |
| Edit Sales Order Item Cost | <input checked="" type="checkbox"/> |
| Default Payment to "On Account" | <input type="checkbox"/> |
| Default Order Type | |
| Non-Inventory Items | Okay |
| Archive Quotes | <input checked="" type="checkbox"/> |
| Edit Profit Centre | <input checked="" type="checkbox"/> |
| Order Detail Sorting | <input type="checkbox"/> |
| Allow Fill Backorder | <input checked="" type="checkbox"/> |
| Allow Update Prices | <input checked="" type="checkbox"/> |
| Select warehouse when editing item in | <input type="checkbox"/> |
| Allow Increment Phase | <input checked="" type="checkbox"/> |
| Allow Change Phase | <input checked="" type="checkbox"/> |
| Modify Hold | <input checked="" type="checkbox"/> |
| Add Ship Via | <input checked="" type="checkbox"/> |

Left sidebar menu items:

- User Info
- Currency
- General
- Reports
- Email
- Employees
- Accounts Payable
- Job Costing
- Phase
- Territory
- Accounts Receivable
- General Ledger
- Payroll
- Customers
- Inventory
- POS
- Payment Terms
- Salesperson
- Sales Orders**
- Sales History
- Vendors
- Purchase Orders
- Purchase History
- Production Orders

Access Sales Orders – Sales orders gets added to the users menu

Add/Modify/Delete/Export – Sales orders

Edit Tax Flags – Can edit the taxes charged by overriding the defaults on the sales order.

Modify Prices – Can edit the default sell price.

Allow Returns – Can return items by entering a negative quantity.

Create Quotes

Create Standing Orders

Edit Description – Can edit the default inventory description for a sales order line.

Order Invoice Date mode – Set the users date mode by choosing from:

- Always Current Date
- Current Date Unless Invoice Date is Filled
- Ask for the Date Unless Invoice Date is Filled

Line Discount – User can add/edit the line discount percentage.

Create Deposit / Layaway – Can add a deposit to a sales order.

View sales order/History notes – See the notes/communications on a sales order and the invoice.

Edit Sales order/History notes – Edit the notes/communications on a sales order and the invoice.

Export Sales order/History notes – Export the notes/communications on a sales order and the invoice.

Edit Salesperson – If set, the user can change the salesperson code on an order that was previously saved, and edit the default sales person code that came from the customer.

Edit Territory – If set, the user can change the territory code on an order that was previously saved, and edit the default territory code that came from the customer.

Only Modify Shipping Fields – If set the user can only edit the following on a sales order:

- Ship Via
- FOB
- Carrier
- Ship Date
- Tracking number
- Ship to
- Ship quantity

Show Back Order Warning – If checked, the user will be warned that the item was back ordered. If not checked the item is silently back ordered.

Process Orders – User can process orders therefore print the picking slip.

Ship Orders – User can ship an order and print the packing slip.

Override orders over credit limit – If the customer is over their credit limit, the user will be able to override the order and/or edit the customer's credit limit.

Lock processed orders – If checked, the user cannot edit a processed or shipped order.

Hold Invoicing Mode

- Allow Invoicing – User can always invoice
- Hold Invoicing – User can never invoice
- Hold over limit – User can only invoice if the customer is under their credit limit

Reopen Closed/Processed/Shipped Orders – User can right click on an order and put it back to open status.

Edit Closed Orders/Invoices – User can edit an order even if it is processed, shipped or in the case of batch invoicing, closed.

Batch Orders – Adds the ability to create batches.

Post Batches – Adds the ability to post batches.

Change Division on an Order – User can switch divisions on a sales order before invoicing.

Modify Bill to address on a sales order – User can edit the bill to address on a sales order before invoicing.

Edit sales order item cost – User can edit line by line costs on a sales order. CAUTION – Allowing this setting overrides the cost from inventory therefore putting the GL out of balance with the inventory.

Default payment to 'On Account' – User will not be prompted for the payment method. If the customer does not have available credit or is over terms then it will prompt for the payment method unless these 2 settings in Company Settings/Sales Orders/Process-Invoicing are both disabled.

1. Require Credit Authorization
2. Disable Credit for Customers Over Terms

Default order type – The users default order type can be:

- Sales
- Quote
- Standing
- Booking
- RMA
- Work

Non-Inventory items – User can be set to:

- Not allowed
- Prompt
- Okay

Archive Quotes – If set the user can click the archive button and send the 'lost' quote to sales history with no shipped items.

Edit Profit Centre – User is able to change the profit centre on a sales order.

Order Detail Sorting – User is able to sort the detail lines of a sales order by any of the columns. Especially useful if the packing slip is printed sorted by something like 'location' A column is added to the beginning to allow the user to resort back to 'natural' order.

Allow Fill Back Orders – The 'Fill Backorder' button inside the order and on the order list will become available to the user.

Allow Update Prices – Can store the edited prices to the customer 'Price Matrix' from inside the sales order or from the sales order list.

Select warehouse when editing item inventory – Adds the warehouse selector to the sales order detail line.

Allow Increment Phase – User will be able to click the 'Next Phase' button inside a sales order or on the sales order list.

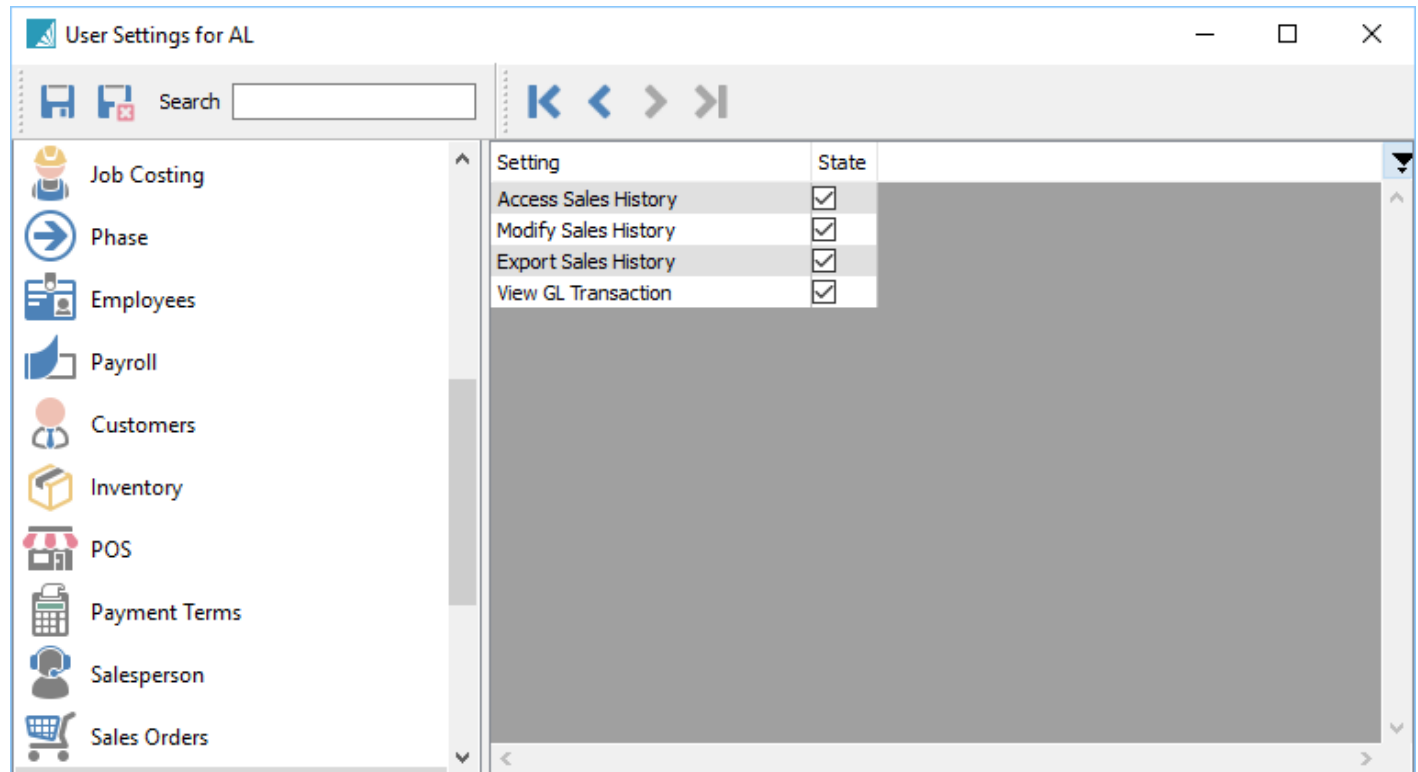
Allow Change Phase – User can edit the phase that the order is currently in.

Modify Hold – Can change the hold status of a sales order.

Add/Edit/Delete Ship Via – Can add/edit ship via's that can be then used on sales and purchase orders

Default Phase – When a user creates a sales order this phase is added automatically.

Sales History



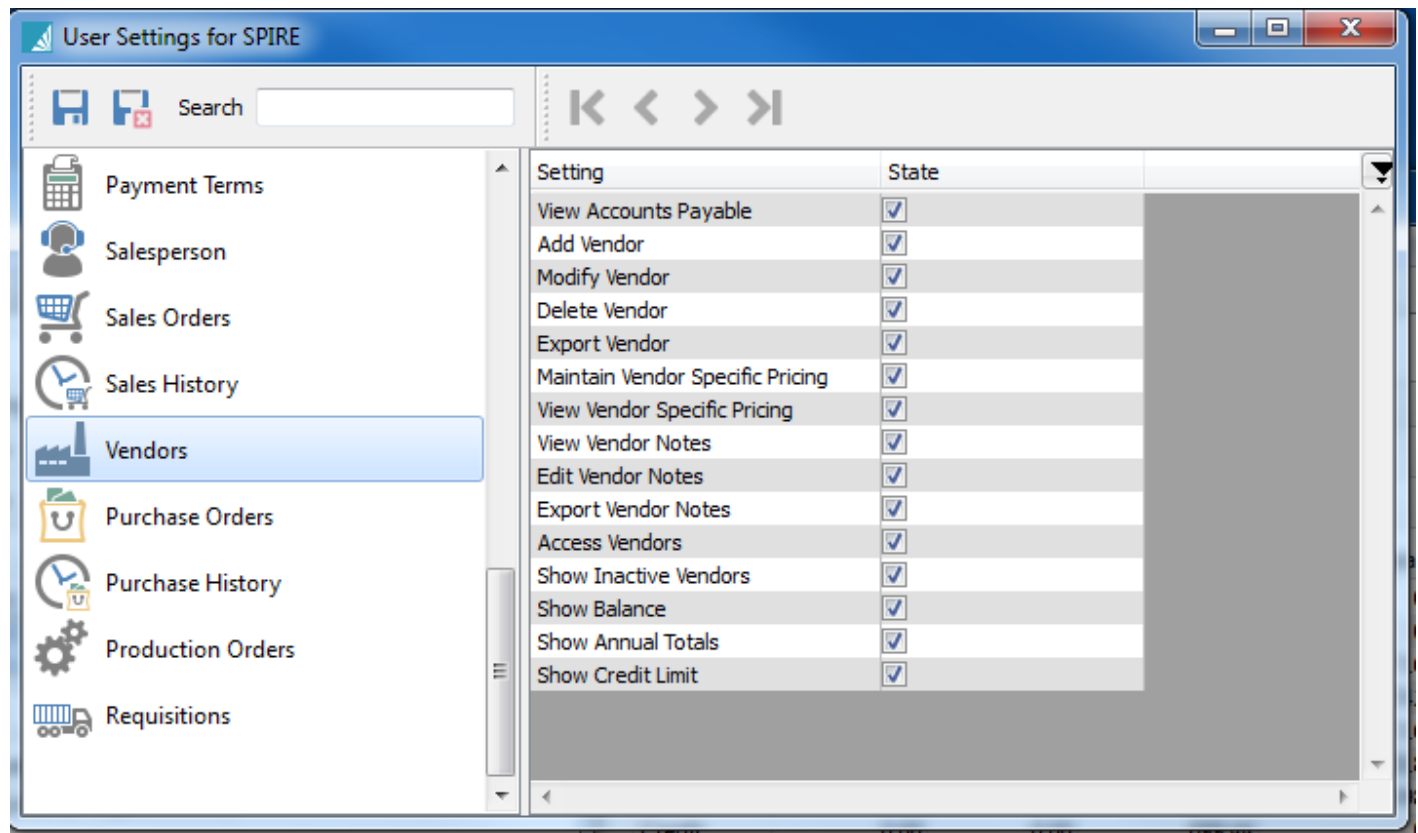
Access – Can access sales history.

Modify – Can edit non-financial information on a posted invoice.

Export – Can export sales history.

View GL Transaction – Can see the corresponding GL transaction for the invoice

Vendors



View Accounts Payable — User can view vendors accounts payable

Add Vendor — User can add a vendor

Modify Vendor — User can modify a vendor record

Delete Vendor — User can delete a vendor record

Export Vendor — User can export a vendor record

Maintain Vendor Specific Pricing — User can maintain/edit vendor specific pricing

View Vendor Specific Pricing — User can view vendor specific pricing

View Vendor Notes — User can view vendor notes

Edit Vendor Notes — User can edit vendor notes

Export Vendor Notes — User can export vendor notes

Access Vendors — User can access the vendor list

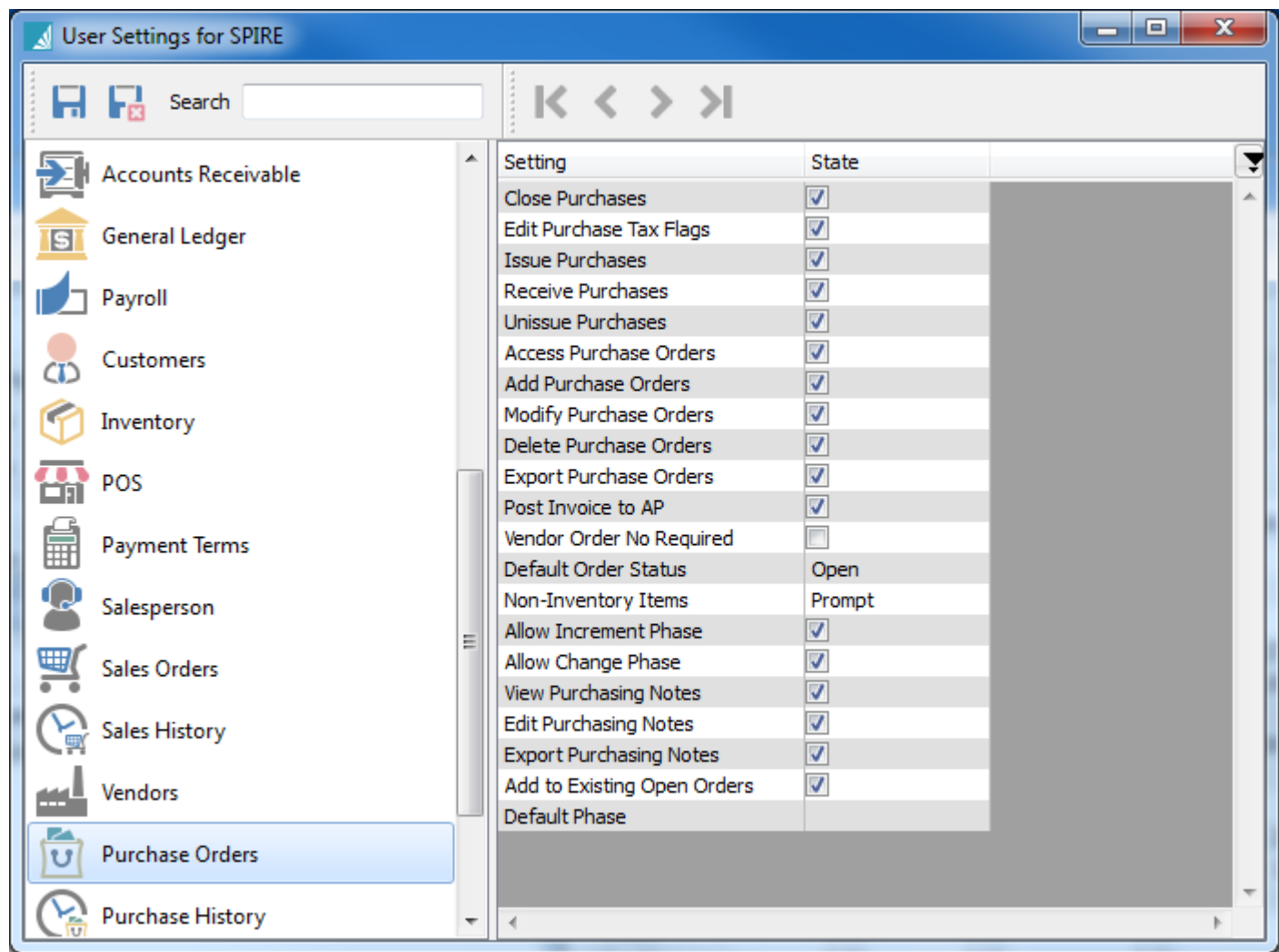
Show Inactive Vendors — User can view the inactive vendor

Show Balance — User can view the vendor balance

Show Annual Totals — User can view the vendor's annual totals

Show Credit Limit — User can view the vendor's credit limit

Purchase Orders



Access Purchase Orders – Can get into POs and the PO module will be on the main menu.

Add Purchase Orders – Allow user to add POs

Add to Existing Purchase Orders – Allow user to add to existing POs

Allow change Phase – User can edit the phase that a PO is currently in.

Allow increment phase – User can move a PO to the next phase by clicking the button in the PO or on the PO list.

Close Purchase Order – Can close a purchase order to purchase history.

Default Order Status – User can have a default status of:

- Open
- Hold
- Standing

Default Phase – The default phase that a PO gets set to for the user.

Delete Purchase Order – Allow user to delete an unissued or non received PO.

Edit Purchase Tax Flags – Allow user to change the default taxes that were added from the vendor.

Edit Purchasing Notes – Can edit PO notes.

Export Purchase Orders – Can export POs

Issue Purchase Orders – Can issue and send PO to vendor.

Modify Purchase Orders – Can modify a PO.

Non-Inventory items – User can be set to:

- Not allowed
- Prompt
- Okay

Post Invoice to AP – User will be prompted to create an invoice to accounts payable.

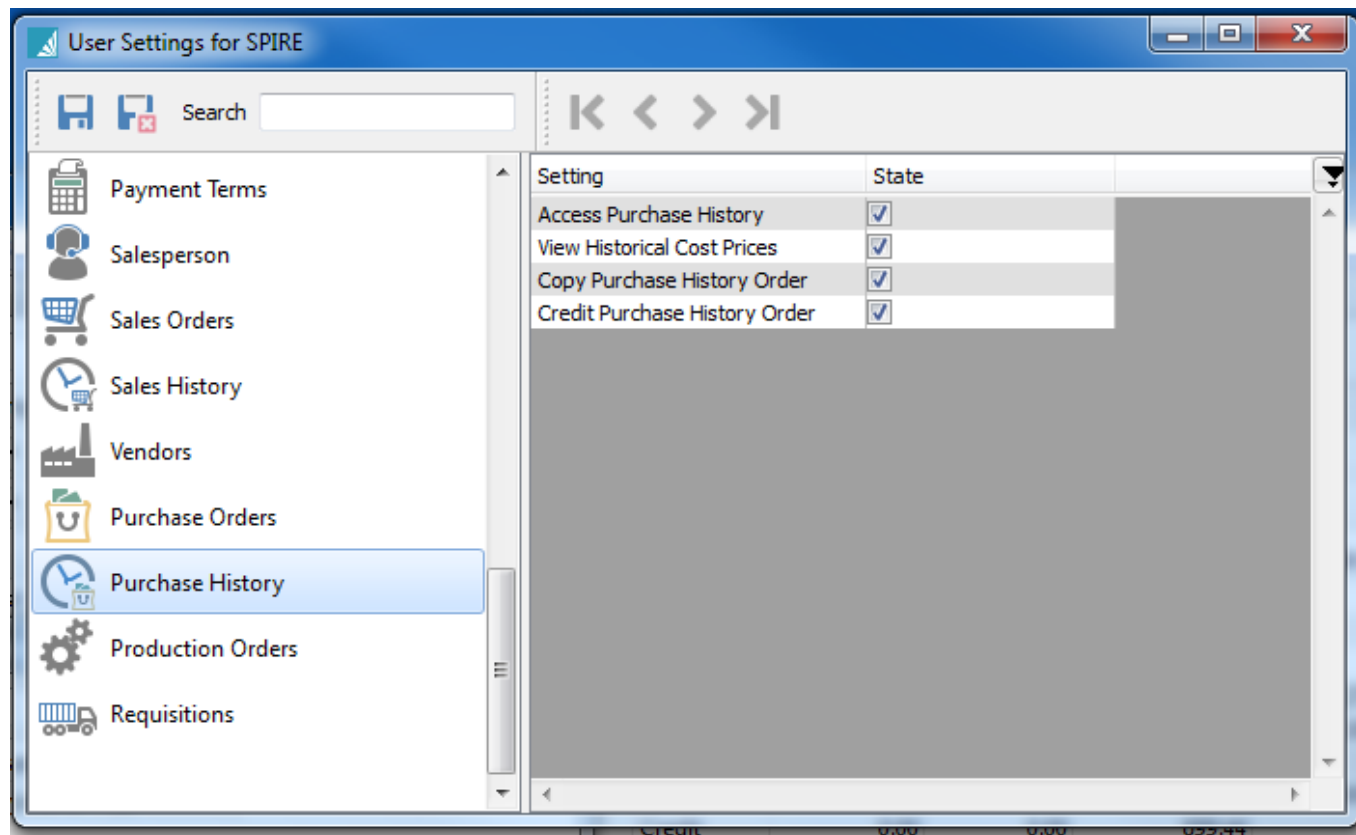
Receive Purchase Orders – Can receive a PO to inventory.

Un-issue Purchase Orders – Can un-issue an issued or received PO.

Vendor Order No Required – Requires the user to enter a vendor order number before saving the PO.

View Purchasing Notes – Can view the PO notes.

Purchase History



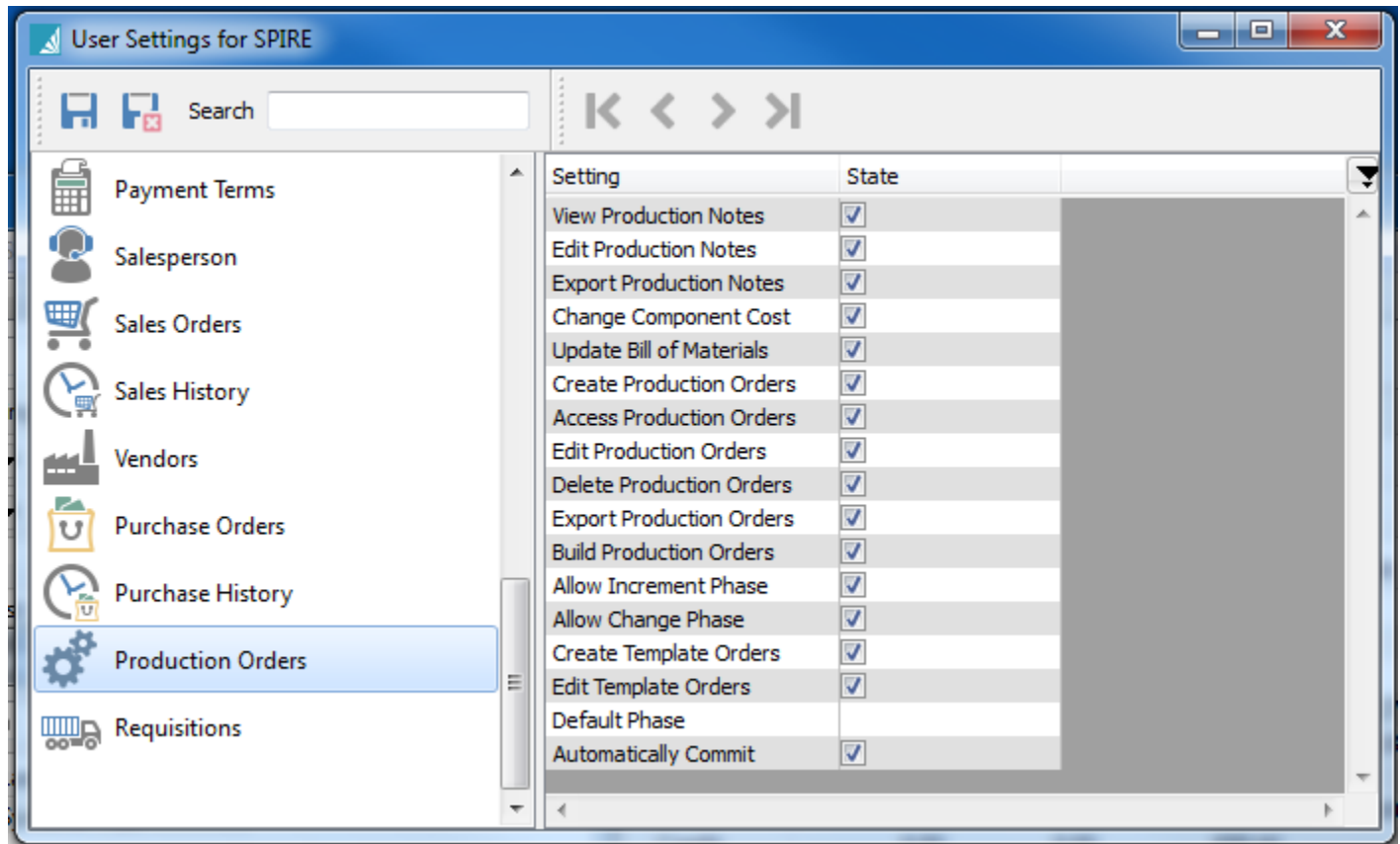
Access Purchase History – Gives access to PO history and is added to the user's main menu.

View Historical Cost Prices – Can see the cost from historical POs

Copy Purchase History Order – Can copy a historical PO to a new PO.

Credit Purchase History Order – Can credit a historical PO to a new credit PO.

Production Orders



View Production Notes – Can see the production notes.

Edit Production Notes – Can edit production notes.

Export Production Notes – Can export production notes.

Change Component Cost – Can edit the component cost.



CAUTION – allowing this setting overrides the cost from inventory therefore putting the GL out of balance with the inventory.

Update Templates – User can update the templates from inside a template or by pushing from a production order.

Create Production Orders – Can create production orders.

Access Production Orders – Can access production and it gets added to the user's main menu

Edit Production Orders – Can edit production orders.

Delete Production Orders – Can delete production orders.

Export Production Orders – Can export production orders.

Build Production Orders – Can build production orders which add the produced item to inventory and relieves raw material.

Allow Increment Phases – Can increment to the next phase by clicking the button in the production order or on the production order list.

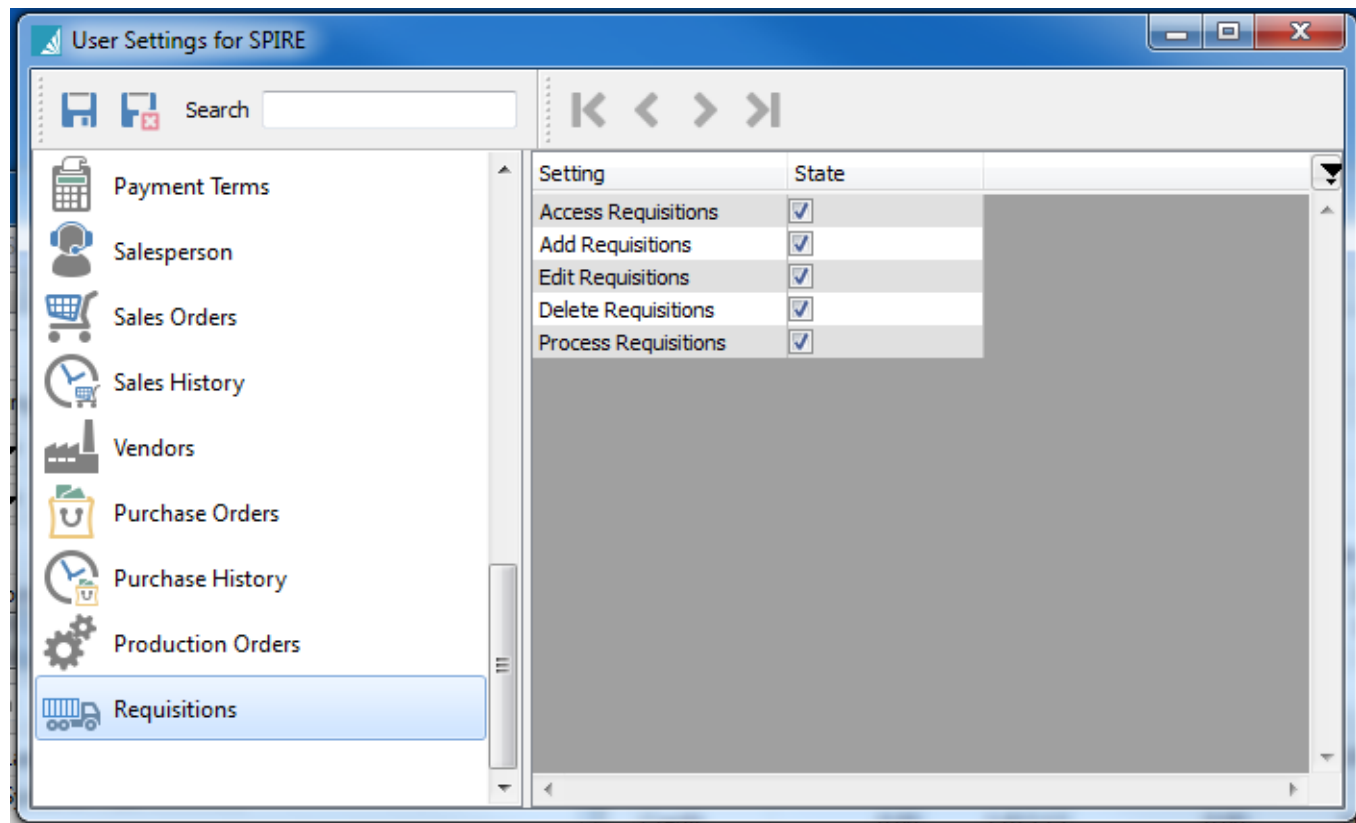
Allow Phase Change – Can edit the phase.

Create Template Orders – Allow to create templates.

Default Phase – What phase a production order is set to when adding a new order.

Automatically Commit – When setting a production order to 'Pending' or 'In Progress' it commits the complete order instead of the user committing line by line.

Requisitions



Access Requisitions – User gets access to requisitions and it gets added to their main menu.

Add Requisitions – Can add requisitions.

Edit Requisitions – Can edit requisitions.

Delete Requisitions – Can delete requisitions.

Process Requisitions – Can process requisitions to create purchase orders.

Opening Balances

When starting new with Spire and the company is not using a migration from another product, the GL and sub ledgers require opening balances. Each of the sub ledgers need to balance to the General Ledger.

For instance if the Inventory that is entered or imported has a value of \$1,000,000 then the Inventory GL account(s) need to total to \$1,000,000.

See each of the sections below for instruction on entering opening balances.

! It is important to turn off the GL before posting any opening balances because in the case of the GL you will not be able to post to control accounts, and in the case of sub ledgers the posting will include a journal entry and will be added to the already posted GL opening balance.

The screenshot shows the 'Company Settings' window with the 'General' tab selected. The left sidebar contains a list of settings categories: Company, General Ledger, Reports, Email, Multi-Currency, Special Accounts, Sequence Numbers, Variables, Sales Departments, Employees, Payroll, Sales Orders, and Purchase Orders. The main content area has tabs for General, Fiscal Periods, Segments, Groups, Subgroups, and Allocations. The 'General' tab is active, displaying instructions and settings for various segments. A red arrow points to the 'Enable General Ledger' checkbox in the 'Miscellaneous' section, which is currently unchecked. A red text annotation next to the arrow reads: 'Uncheck to allow posting to control accounts for opening balances'.

Company Settings

Search

General | Fiscal Periods | Segments | Groups | Subgroups | Allocations

Special meaning can be applied to one or more segments in Spire. These settings will effect which accounts transactions are posted to.

Location
The location segment typically denotes a branch of the company which maintains separate balance sheet and income statement accounts.
Location Segment: Disabled

Profit Center
The profit center segment denotes a function of the company for which separate income statement accounts are maintained.
Profit Center Segment: Disabled

Contract Cost
Differential GL Account: 11340/

Miscellaneous
☐ Enable Job Costing
☐ Enable Divisions
☐ Enable General Ledger

Uncheck to allow posting to control accounts for opening balances

General Ledger

The easiest way to enter the general ledger opening balance is to enter it as one large journal entry. The memo can be entered as something like "Starting Open Balance". To accomplish this the user must first turn off the GL, otherwise they will not be able to post to the control accounts.

The date to use for the GL opening balance is the closing date of the the old accounting system.

The other way to post the opening balance is to import it as journal entry which in the end has the same result as entering it manually.

Decide which method to use by figuring out if creating a spreadsheet with the correct layout will be less work than manually entering them. The spreadsheet layout is critical and the import will fail if not correct.



Once the opening balance is posted then do not forget to turn on the GL otherwise sub ledger postings will not be posted to the GL.

Accounts Payable

The usual method for entering accounts payable opening balance is to simply enter one transaction for each outstanding invoice.

The other way to post the opening balance is to import it as an AP transaction which in the end has the same result as entering it manually.

Decide which method to use by figuring out if creating a spreadsheet with the correct layout will be less work than manually entering them. The spreadsheet layout is critical and the import will fail if it is not correct.

This should include at least the following:

- Invoice Number
- Date
- Amount

This is the minimum required to make sure that the data is aged properly. The date cannot be before that first fiscal period available for posting. Usually when starting that date is at least one year prior. If the date of the invoice is older than that just use the earliest date possible so that the aging will be at the maximum value set in company settings/Accounts payable/aging periods

Optionally you should also include:

- PO number
- Terms
- Due Date
- Memo

* Optionally, and if available, historical transactions can also be imported but again the spreadsheet layout is critical and most users opt to look in their old accounting system for historical data.

! Important – The GL MUST be turned off when posting, otherwise it will post a journal entry and add to the GL opening balance that was already posted.

Accounts Receivable

The usual method for entering accounts receivable opening balance is to simply enter one transaction for each outstanding invoice.

The other way to post the opening balance is to import it as an AR transaction which in the end has the same result as entering it manually.

Decide which method to use by figuring out if creating a spreadsheet with the correct layout will be less work than manually entering them. The spreadsheet layout is critical and the import will fail if it is not correct.

This should include at least the following:

- Invoice Number
- Date
- Amount

This is the minimum required to make sure that the data is aged properly. The date cannot be before that first fiscal period available for posting. Usually when starting that date is at least one year prior. If the date of the invoice is older than that just use the earliest date possible so that the aging will be at the maximum value set in company settings/Accounts payable/aging periods

Optionally it should also include:

- PO number
- Terms
- Memo



Optionally, and if available, historical transactions can also be imported but again the spreadsheet layout is critical and most users opt to look in their old accounting system for historical data.



Important – The GL MUST be turned off when posting, otherwise it will post a journal entry and add to the GL opening balance that was already posted.

Inventory

For inventory opening balances they can be imported as part of the initial import or on the day the company goes live. However this is not a desirable method because there is no way to see what the opening balance was at the start.

The best way to get the opening balance for inventory is to start by importing the inventory from a spreadsheet without the balances and then on the go live date, and before posting anything that involves inventory, import the count as an "Inventory Adjustment"

Include the following in the spreadsheet:

- Warehouse
- Part number
- Count
- Memo

The memo should reference something like "Opening Balance"

Once imported it can be reviewed and then posted.



Important – The GL MUST be turned off when posting the adjustment, otherwise it will post a journal entry and add to the GL opening balance that was already posted.

Payroll

When creating opening balances for employees the items that should be set before posting a payroll in Spire is the vacation owed, (which should total in the GL to the liability account set for accrued vacation) and the advances owing (which should total in the GL to the asset account set for accrued advances).

If the company is going live in any month except January first then they must also post a timecard to each employee for the total year to date from their old system. Before posting be sure to edit the taxes, deductions and benefits to match what was historically posted.

Optionally each timecard can be posted separately.

Filters/Searches/Exports

Users can create and save filters and then combine searches with them, and then export them To Excel which will include the selected layout along with the headers and sort order.

Video instruction – Filters & Searches



Filters

Filters can be saved and include the actual filter, the columns selected, the column position and the sort order.

Useful Filter Examples

- **Inventory requires ordering** – *Filter* = ‘Suggested Qty’ is not equal to 0
- **Inventory not sold in 2 years** – *_Filter* = _“This Years Units” is 0 + “Last Years Units” is 0. Then set the “Match if” to All
- **AR over 120 days** – *Filter* = “Over 120” is not 0
- **Sales Order with margin less than X** – *Filter* = “GP %(Average) is less than X
- **Purchase orders received in full** – *_Filter* – _ “Remaining Amount” is 0

Filter Save Options.

Add Filter – Adds another filter selection.

Save Default – Once a filter an/or column layout is selected the user can click ‘Save Default’ and then every time they enter this module this is the layout that will be presented. It does not have to be given a name so therefore does not have to be selected.

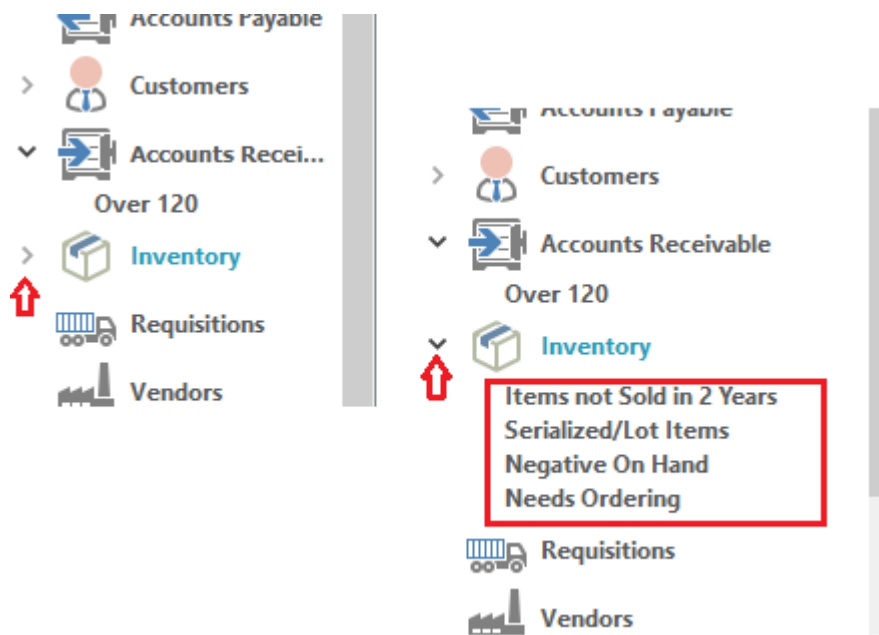
Remove Default – Removes a default that was previously set.

Save Preset – Save a filter and/or column layout. User will be asked to give it a name and if they want it to be just for the user or for everyone in the company.



NOTE: The user must have permission to create company filters in Edit/Users/General.

Add Filter To Module List – Select this to add the filter to the main menu on the left. Once added it will be indented under the module icon. The list can be accessed by clicking the arrow to the left of the icon.



Remove Filter From Module List – Removes the preset filter from the list.

Delete Preset – Deletes the preset filter.

Filter List – Shows the list of saved filters.



NOTE: The 'Company Filters' save at the end of the list separated from the user filters by a horizontal line.

Labels Adjust Requisition

Match if **All** of the following criteria are true

+ X This Year Units is 0

+ X Last Year Units is 0

+ X On Hand is not 0.00

| Warehouse | Part number | Description | Vendor |
|-----------|---------------|---|--------|
| RAW | PPBARCVC48PK | PP Bar Double Chocolate Vanilla Crunc... | |
| RAW | PPBARDCD48PK | PP Bar Dark Chocolate Coconut 50g (4... | |
| RAW | ACMFITSB | ACME Swiss Ball | ACME |
| RAW | PPBARGYB48PK | PP Bar Greek Yogurt Blueberry 78g (48 ... | |
| VA | YOGURTCOATING | High Protein Yogurt Coating | STRING |
| VA | CUBEAMKIT | Chin Up Bar Beam Mounting Kit | NOLIFI |
| VA | PRETRM223 | Precor TRM 223 Treadmill | FIDEBU |
| VA | PRETRM935 | Precor 9.35 Treadmill | FIDEBU |
| VA | PREEFX222 | Precor EFX 222 Elliptical Fitness Crosstra... | FIDEBU |
| VA | CBHALFRACKFB | Cross box Half Rack Floor Braces | NOLIFI |
| VA | SALT | Salt | FORFOO |
| VA | INSFITLEGEX | Inspire Fitness Leg Ext. Option for FT2 | FIDEBU |
| VA | VICELBEN | Vicore Elite Core Bench | FIDEBU |
| VA | PEABUTT | Peanut Butter | FORFOO |
| VA | ACAI | Acai Fruit Extract | STRING |

Filters

- Add filter
- Save default
- Remove default
- Save preset
- Add filter to Module List
- Remove filter from Module List
- Delete preset
- Items not Sold in 2 Years
- Items with No re-order Point
- Needs Ordering
- Negative On Hand
- Serialized/Lot Items
- Raw Material

| Active | 7 | 4 |
|--------|---|---|
| Active | | |
| Active | | |
| Active | | |
| Active | | |

Searches

Each module of Spire includes a search box at the top of the list. Word(s) can be entered and the list will be filtered to the records that include the word(s) searched for. For the first word entered it will include partial words, but if another word is entered then both words to have to be complete. For instance if “hos” is entered then all records with “hos” will show. However if a “black hose” is required then “hos black” will not work. The user must enter “hose black” to achieve the desired search result.

The search feature looks into most of the fields in the database records including any communications or notes entered.

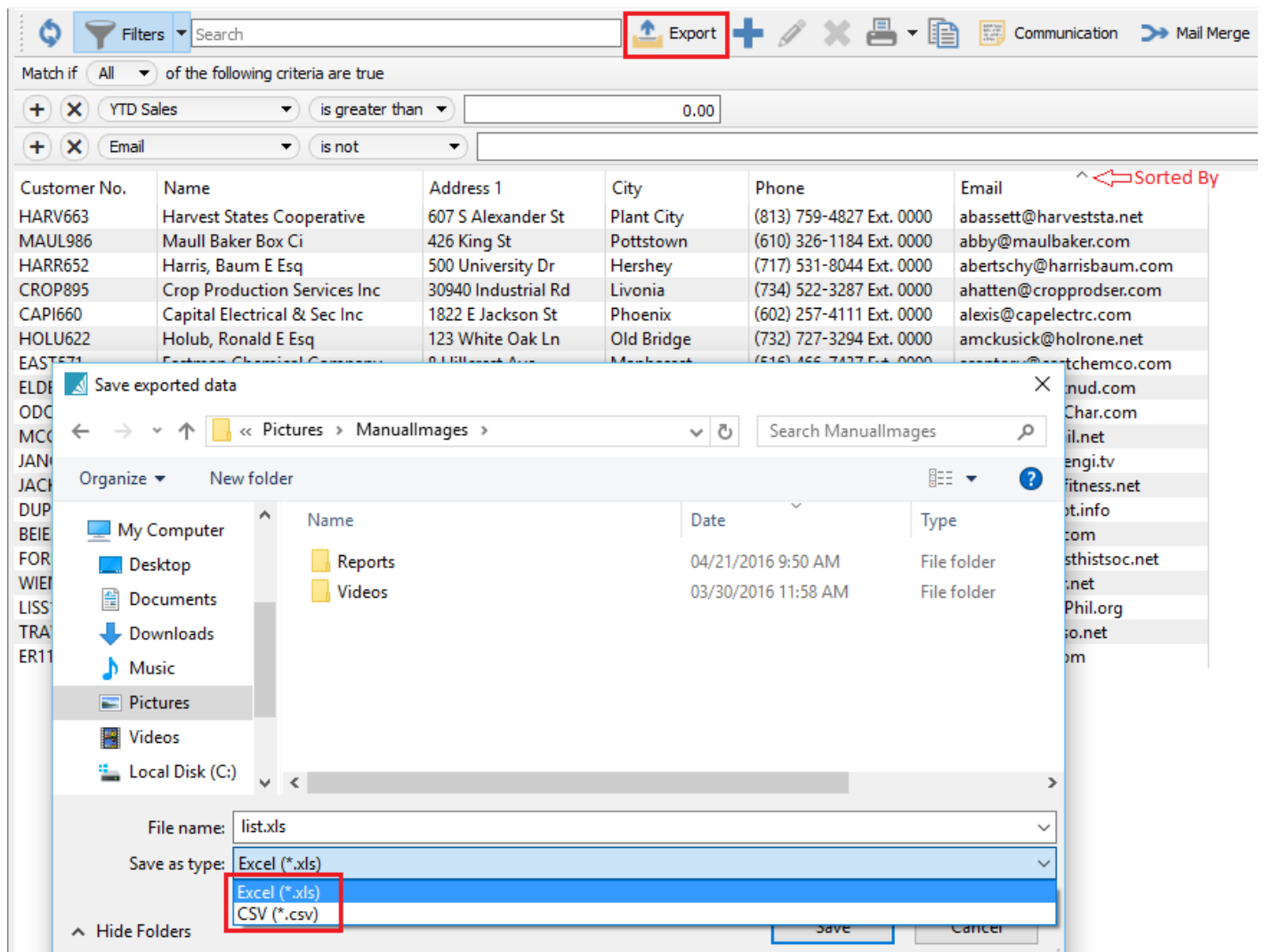
The user can also put an ‘or’ between words and then results with either words will show in the search results. Another option to use in searching is a minus symbol (-) which produces an exclusion for the search. As an example, if in the inventory list the user types *bar -caramel* then all items with bar in the record will show up with the exception of the ones with caramel in them.

Searches can then be exported to Excel or .csv.

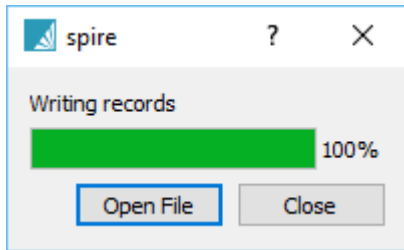
Exports

This feature gives the user the ability to combine filters and searches along with column layouts and export them. This means that Spire users can create a custom reporting system that each user can design themselves.

Once the list has been filtered as required, click on the “Export” button and then choose Excel or .csv.



The user will be asked if they want to open the file for viewing or editing.



Click open and note that the spreadsheet maintains the list layout and sort order that was selected in Spire. It also locks the top row for easy scrolling through large lists.

list.xls Automatically Locks top row for easy scrolling

| | A | B | C | D | E | F |
|----|--------------|------------------------------|--------------------------|----------------|--------------------------|--------------------------|
| 1 | Customer No. | Name | Address 1 | City | Phone | Email ← Sorted By |
| 5 | CROP895 | Crop Production Services Inc | 30940 Industrial Rd | Livonia | (734) 522-3287 Ext. 0000 | ahatten@cropprodser.com |
| 6 | CAP1660 | Capital Electrical & Sec Inc | 1822 E Jackson St | Phoenix | (602) 257-4111 Ext. 0000 | alexis@capelectrc.com |
| 7 | HOLU622 | Holub, Ronald E Esq | 123 White Oak Ln | Old Bridge | (732) 727-3294 Ext. 0000 | amckusick@holrone.net |
| 8 | EAST571 | Eastman Chemical Company | 8 Hillcrest Ave | Manhasset | (516) 466-7437 Ext. 0000 | asantory@eastchemco.com |
| 9 | ELDE929 | Elden H Knudson Constrctn Co | 4617 N Macarthur Blvd | Oklahoma City | (405) 495-7329 Ext. 0000 | aspies@edenknud.com |
| 10 | ODON596 | Odonnell, Charles W Esq | 50 S Main St | Salt Lake City | (801) 533-2818 Ext. 0000 | awaka@odonChar.com |
| 11 | MCCA937 | Mccamic, Jeffrey W Esq | 2107 Roger Street | Nanaimo | (250) 760-3993 Ext. 0000 | awilson@gmail.net |
| 12 | JANC649 | Jancy Engineering Co | 3789 Robson St | Vancouver | (778) 888-2611 Ext. 0000 | codyb@jancyengi.tv |
| 13 | JACK225 | Jackson Fitness Center | 2018 No. 3 Road | Richmond | (604) 249-0735 Ext. 0000 | info@jacksonfitness.net |
| 14 | DUPO192 | Dupont Photographers | 1449 Bridgeport Rd | Collingwood | (705) 443-6579 Ext. 0000 | jj@dupontPhot.info |
| 15 | BEIE396 | Beierle & Beierle | 3855 Pitfield Blvd | St Laurent | (514) 817-0292 Ext. 0000 | mcyrg@gmail.com |
| 16 | FORE113 | Forest Hist Ctr Mn Hist Scty | 2968 Derry Rd | Malton | (416) 798-4132 Ext. 0000 | msmith@foresthistsoc.net |
| 17 | WIEN879 | Wiens, Robin A Esq | 7395 Taft Park Dr | East Syracuse | (315) 452-5032 Ext. 0000 | rweins@rrgter.net |
| 18 | LISS141 | Liss, Philip A Esq | 2401 Merton Street | Toronto | (416) 884-9664 Ext. 0000 | sbrenner@lissPhil.org |
| 19 | TRAV597 | Travel Resources | 2731 Victoria Park Ave | Toronto | (416) 680-9128 Ext. 0000 | sheila@travreso.net |
| 20 | ER118 | E R Partridge Inc | 1531 St Jean Baptiste St | St Ulric | (418) 737-0284 Ext. 0000 | van@erpart.com |
| 21 | | | | | | |
| 22 | | | | | | |
| 23 | | | | | | |

Exact same column layout as was selected in Spire

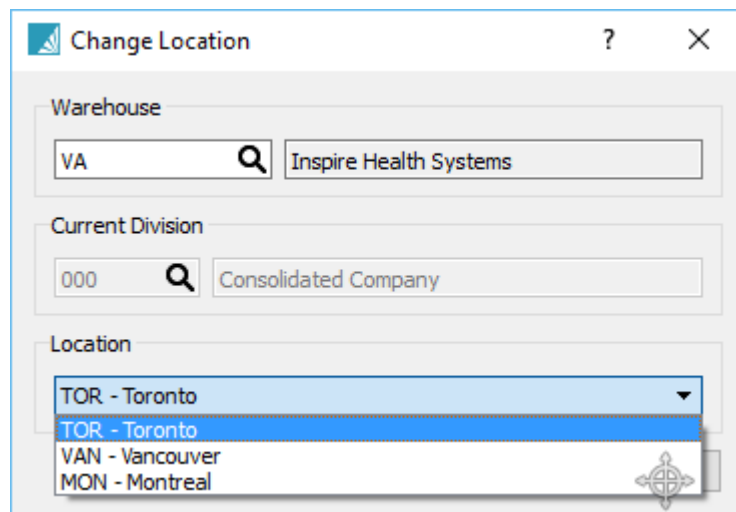
Sheet1

Locations & Profit Centers

The location and profit center feature allows a company to use a GL segment to redirect a posting so that when a user logs in it automatically posts to the correct location or profit center.

Location

The location is selected as the user logs into Spire and everything will then be posted to that location. The user can change locations once in Spire by clicking the F10 key, as long as they have access to the other locations.



Profit Center

The profit center is selected on each sales order. If it is not changed before posting an invoice the GL will post as default. If it is changed then the GL accounts that are set for that location will be used instead.

Sales Order - 0000102627 Sadler Properties

Open Customer View Compact Process Reprocess Invoice Next Phase

Totals By Ordered Qty Deposits Requisition

Main Bill To Ship To Info Phase Communications Sales Attachments Fill Order Service Info

Display the previous record on the list

Customer

Customer No SADL845 Sadler Properties AR Balance 235.20 Credit Limit Unlimited

PO No Ref No Other Orders 5.00 Available Unlimited

Notes Salesperson DAVID David Territory

Shipping

Ship To Sadler Properties Ship Via FOB Your dock

Contact

Name Phone Fax/Cell Email

Order Details

Open Sales Order

Order No 0000102627

Order Date 06/13/2015

Required Date 06/13/2015

Invoice No

Invoice Date / /

Repeat None

Phase READY

Location

Profit Center Production

Table

| Part No | Description | Order Qty | Ship Qty | B/O Qty | Disc | Vendor | Unit Price | Current Cost | Average Cost | Margin (Curr) | Margin (Avg) | U/M | Conversion Factor | G.S.T. |
|-------------|-------------|-----------|----------|---------|------|--------|------------|--------------|--------------|---------------|--------------|-----|-------------------|-------------------------------------|
| [VA] LABOR | labor | 1 | 1 | 0 | 0.0 | | 100.00 | 0.00 | 0.00 | 100.00 | 100.00 | EA | 1 EA per EA | <input checked="" type="checkbox"/> |

Setup

General Ledger – Create or designate one of the GL segments for locations or profit centers and name the segment with either one, The examples below show it set as a location.

Company Settings

General Ledger

Segments

Codes

Segment Attributes

Separator: /

Segment Structure

| Segment | Length | Name | Type |
|---------|--------|----------|--------------|
| 1 | 5 | Base | Numeric |
| 2 | 6 | Location | Alphanumeric |

Once the segment is created and saved, go to the accounts tab and add names for the locations or profit centers as below.

Company Settings

General Ledger

Segments

Codes

Code

| Code | Description |
|------|-------------|
| MON | Montreal |
| TOR | Toronto |
| VAN | Vancouver |

Location

Then go into company settings/General and on the location segment select 'Location' (or whatever it was named) and save.

Company Settings

Search

Company General Ledger Reports Email Multi-Currency Special Accounts Sequence Numbers

General Fiscal Periods Segments Groups Subgroups Allocations

Special meaning can be applied to one or more segments in Spire. These settings will effect which accounts transactions are posted to.

Location
The location segment typically denotes a branch of the company which maintains separate balance sheet and income statement accounts.

Location Segment Disabled

Profit Center
The profit center segment denotes a function of the company for which separate income statement accounts are maintained.

Profit Center Segment Disabled

Contract Cost

Differential GL Account 11200

If the segment created was for a profit center select it there instead. In that case the segment is probably called 'Profit Center'

Then add a GL account for each location or profit center.

Inventory Purchasing Production Sales Payroll Tools Help

Accounts Summary Transactions Recurring Entries

Filters Search Export + - Revalue Create Transaction

| Account No | Name | Type | Group Name | Designation | Δ Debit | Δ Credit | Debit Balance |
|------------|--------------------|-----------|------------|-------------|---------|----------|---------------|
| 35500 | Retained Earnings | Liability | Equity | Credit | 0.00 | 0.00 | 0.00 |
| 35600 | Current Earnings | Liability | Equity | Credit | 0.00 | 0.00 | 0.00 |
| 41100 | Sales - General | | | | | | |
| 41100/MON | Sales - General | | | | | | |
| 41100/TOR | Sales - General | | | | | | |
| 41100/VAN | Sales - General | | | | | | |
| 41200 | Sales - Access | | | | | | |
| 41300 | Sales - Equipment | | | | | | |
| 41400 | Sales - Game | | | | | | |
| 41500 | Sales - Supply | | | | | | |
| 41600 | Sales - Weight | | | | | | |
| 51900 | Freight Charge | | | | | | |
| 61950 | Sales - Return | | | | | | |
| 71100 | Production Value | | | | | | |
| 71110 | Cost of Goods Sold | | | | | | |
| 71110/MON | Cost of Goods Sold | | | | | | |
| 71110/TOR | Cost of Goods Sold | | | | | | |
| 71110/VAN | Cost of Goods Sold | | | | | | |
| 71120 | Cost of Goods Sold | | | | | | |
| 71130 | Cost of Goods Sold | | | | | | |
| 71140 | Cost of Goods Sold | | | | | | |
| 71150 | Cost of Goods Sold | | | | | | |
| 71160 | Cost of Goods Sold | | | | | | |

GL Account [000] 71110/MON

Reconcile

Division No 000 Account No 71110/MON Name Cost of Goods Sold - General Currency Inactive

Details Transactions Balances History Notes User Defined

Group 700 Cost of Goods Sold Type Expense

Subgroup GIF Account 8320

Normal balance ☒ Debit ☐ Credit

Cheque sequence 0 ☒ Track job cost ☐ Revalue

Created by SS on 05/09/2016 3:56:25 PM Modified by SS on 05/09/2016 3:56:25 PM

Locations

For locations each user can be set to be restricted to a specific location. Go to Edit/Users/General.

User Settings for SPIRE

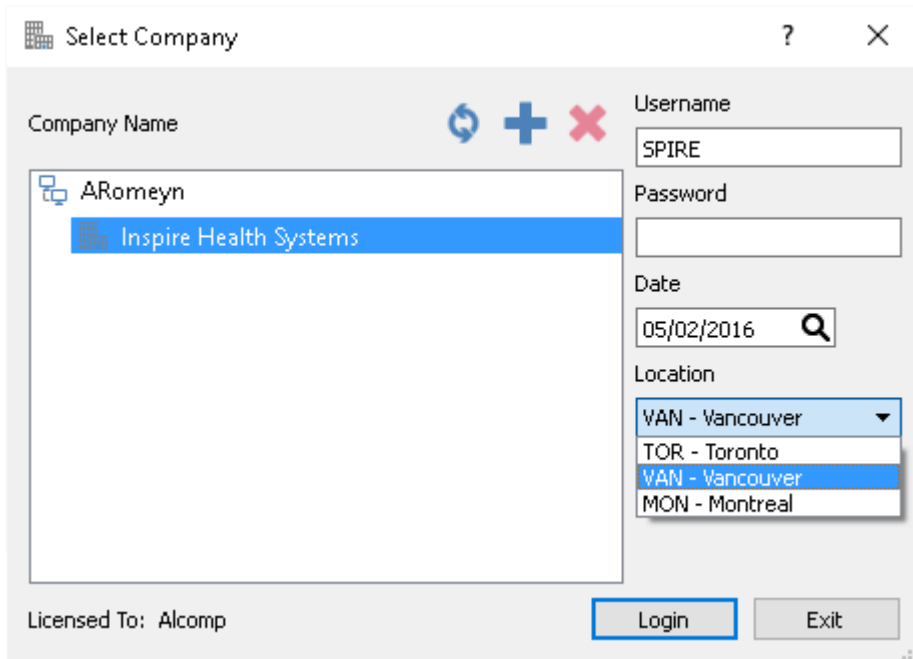
Search

Navigation: << < > >>

| Setting | State |
|-------------------------------|-------------------------------------|
| Create/Modify Company Filters | <input checked="" type="checkbox"/> |
| Allow Change Warehouse | <input checked="" type="checkbox"/> |
| Allow Change Division | <input checked="" type="checkbox"/> |
| POS User Only | <input type="checkbox"/> |
| Default Warehouse | VA - Inspire Health Systems |
| Default Division | Consolidated Company |
| Access Communications | <input checked="" type="checkbox"/> |
| Edit Communications | <input checked="" type="checkbox"/> |
| Restrict Location to | No Restriction |
| Edit Company Settings | No Restriction |
| Edit User Settings | VAN - Vancouver |
| Can Lock Window Settings | TOR - Toronto |
| Can Clear Window Settings | MON - Montreal |
| Can Clear Window Settings | <input checked="" type="checkbox"/> |
| Confirm Application Exit | <input checked="" type="checkbox"/> |
| Export Currencies | <input checked="" type="checkbox"/> |
| Export Jobs | <input checked="" type="checkbox"/> |
| Add Sales Tax | <input checked="" type="checkbox"/> |
| Edit Sales Tax | <input checked="" type="checkbox"/> |
| Delete Sales Tax | <input checked="" type="checkbox"/> |
| Edit UDF Structure | <input checked="" type="checkbox"/> |

Left sidebar menu items: User Info, Currency, General, Reports, Email, General Ledger, Territory, Accounts Payable, Job Costing, Phase, Accounts Receivable

Then when the user logs in there will be a dialog for which location to use. If they are restricted then they will only be able to log into the one they are assigned to.



The screenshot shows a 'Select Company' dialog box. On the left, under 'Company Name', there is a list with 'ARomeyn' and 'Inspire Health Systems' (which is highlighted). Above the list are icons for refresh, add, and delete. On the right, there are input fields for 'Username' (containing 'SPIRE'), 'Password', and 'Date' (containing '05/02/2016'). Below these is a 'Location' dropdown menu with options: 'VAN - Vancouver' (selected), 'TOR - Toronto', 'VAN - Vancouver', and 'MON - Montreal'. At the bottom left, it says 'Licensed To: Alcomp'. At the bottom right, there are 'Login' and 'Exit' buttons.

Add a GL account using the location segment for each account the company wants to re-direct. At minimum the company usually sets a sales account for each location, but can also add cost of goods, inventory and taxes.

Video Instruction – Location Accounting



Profit Centers

This feature allows the user to select on each order where the posting will be redirected based on pre-defined 'Profit Centers'

Inside a sales order the user selects the profit center to post to.

Sales Order - 0000800048 Sadler Properties

Open Customer View Compact Process Reprocess Invoice Next Phase

Totals By Ordered Qty Deposits Requisition

Main Bill To Ship To Info Phase Communications Sales Orders Sales History User Defined Attachments Fill Order Service Info

Customer

Customer No SADL845 Sadler Properties AR Balance 235.20 Credit Limit Unlimited

PO No Ref No Other Orders 5.00 Available Unlimited

Notes Salesperson DAVID David Territory

Shipping

Ship To Sadler Properties Ship Via FOB

Contact

Name Phone Fax/Cell Email

Order Details

Open Sales Order

Order No 0000800048

Order Date 05/10/2016

Required Date 05/10/2016

Invoice No

Invoice Date / /

Repeat None

Phase

Location VAN - Vancouver

Profit Center

No Change
Service
Production

| Part No | Description | Order Qty | Ship Qty | B/O Qty | Disc | Vendor | Unit Price | Current Cost | Average Cost | Margin (Curr) | Margin (Avg) | U/M |
|-------------|-------------|-----------|----------|---------|------|--------|------------|--------------|--------------|---------------|--------------|-----|
| [VA] LABOR | labor | 1 | 1 | 0 | 0.0 | | 100.00 | 0.00 | 0.00 | 100.00 | 100.00 | EA |

Available On Hand Committed Backorder On Order Expected

Total Weight 0.0 Discount 0.0 % 0.00 Current GP 100.0 % 100.00 Subtotal 100.00 All amounts shown in Canadian dollars.

Freight 5.00 Average GP 100.0 % 100.00 G.S.T. 5.25

BC P.S.T. 7.35

117.60

When the invoice is posted without changing the profit center it posts sales to the GL account set in Sales Department for the item.

GL Transaction - 0000000732

Post Reverse View Source

Entry Notes

05/10/2016

| Account No | Account Name | Base Debit | Base Credit | Source | Designation | Type | Entity | Document | User |
|--------------|---------------------------------|------------|-------------|-------------|-------------|------|---------|------------|------|
| 42000/ / [] | Labor Service | 0.00 | 100.00 | Order Entry | Debit | Inv. | SADL845 | 0000600362 | SS |
| 21400/ / [] | G.S.T. Collected | 0.00 | 5.25 | Order Entry | Credit | Inv. | SADL845 | 0000600362 | SS |
| 21300/ / [] | BC Provincial Sales Tax Payable | 0.00 | 7.35 | Order Entry | Credit | Inv. | SADL845 | 0000600362 | SS |
| 51900/ / [] | Freight Charged | 0.00 | 5.00 | Order Entry | Credit | Inv. | SADL845 | 0000600362 | SS |
| 11210/ / [] | Accounts Receivable - Trade | 117.60 | 0.00 | Order Entry | Debit | Inv. | SADL845 | 0000600362 | SS |
| / / [] | | | | | | | | | |

Debits 117.60
Credits 117.60

Balance 0.00

Then when the profit Center 'Production' is selected it redirects the post to a different GL account as below.

GL Transaction - 0000000732

Post Reverse View Source

Entry Notes

05/10/2016

| Account No | Account Name | Base Debit | Base Credit | Source | Designation | Type | Entity | Document | User |
|--------------|---------------------------------|------------|-------------|-------------|-------------|------|---------|------------|------|
| 42010/ / [] | Labor Production | 0.00 | 100.00 | Order Entry | Debit | Inv. | SADL845 | 0000600361 | SS |
| 21400/ / [] | G.S.T. Collected | 0.00 | 5.25 | Order Entry | Credit | Inv. | SADL845 | 0000600361 | SS |
| 21300/ / [] | BC Provincial Sales Tax Payable | 0.00 | 7.35 | Order Entry | Credit | Inv. | SADL845 | 0000600361 | SS |
| 51900/ / [] | Freight Charged | 0.00 | 5.00 | Order Entry | Credit | Inv. | SADL845 | 0000600361 | SS |
| 11210/ / [] | Accounts Receivable - Trade | 117.60 | 0.00 | Order Entry | Debit | Inv. | SADL845 | 0000600361 | SS |
| / / [] | | | | | | | | | |

Debits 117.60
Credits 117.60

Balance 0.00

Video Instruction – Invoicing using Prof Centers



Reporting

Spire uses Crystal Reports for all of its reports. Spire partners can assist with developing reports for you or if you have the knowledge you can write them on your own. The reports are created or edited with Crystal Reports versions 10, XI or 2013. Crystal Reports can be obtained online from [SAP with this link](#). If you have a previous version of Crystal Reports then you may qualify for an upgrade price.

In Crystal Reports, select File/Summary Info and this screen will show,

Document Properties

Summary Statistics

Application: SAP Crystal Reports

Author: reportdev@spiresystems.com

Keywords:

Comments: Inventory list of Committed, On Hand, Costs and value by part number, product code warehouse and total.

Title: Inventory Status

Subject:

Template: Inventory List

☐ Save Preview Picture

OK Cancel Help

Author – The person that developed this report.

Keywords – Not used.

Comments – A brief description of what this report does. This is shown to the user when they print it in Spire.

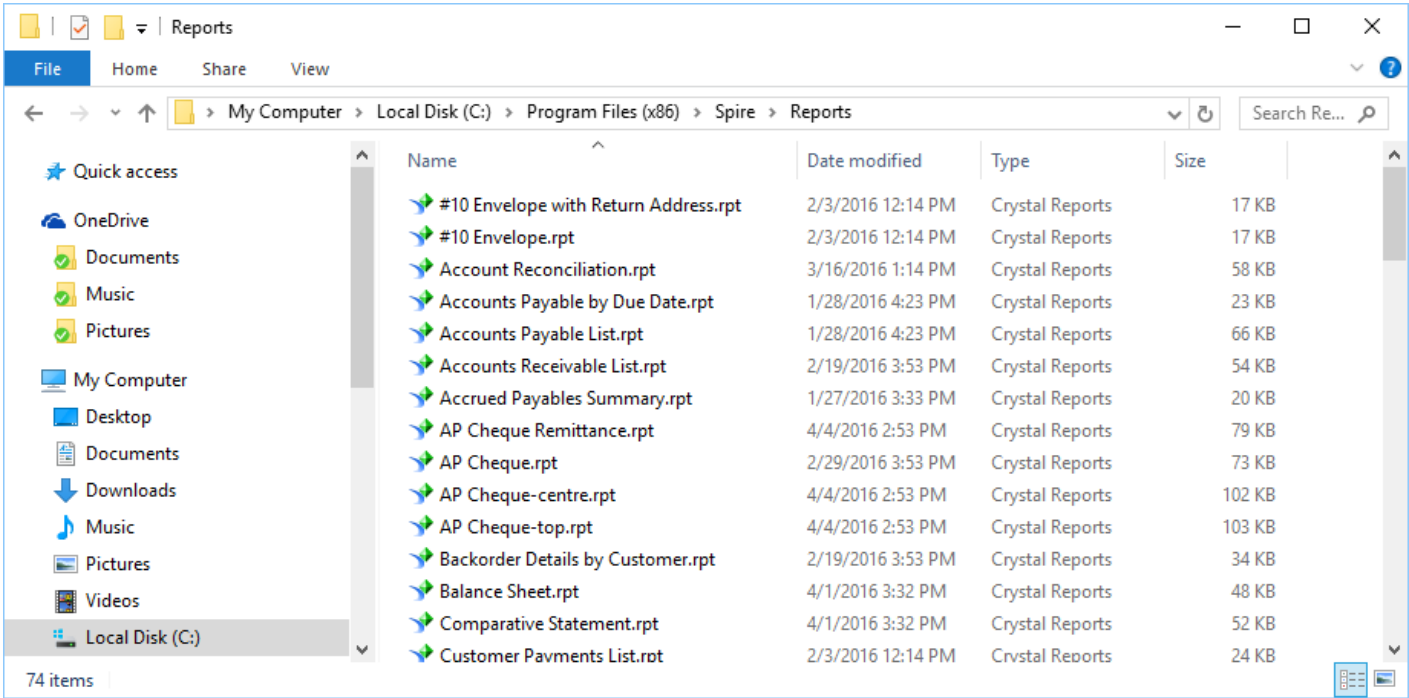
Title – This is the title that the user sees when they print the report in Spire.

Subject – Not Used

Template – The template name is how Spire knows where the report should be presented to the user. [See 'Report Templates' for more detail.](#)

Stock Reports

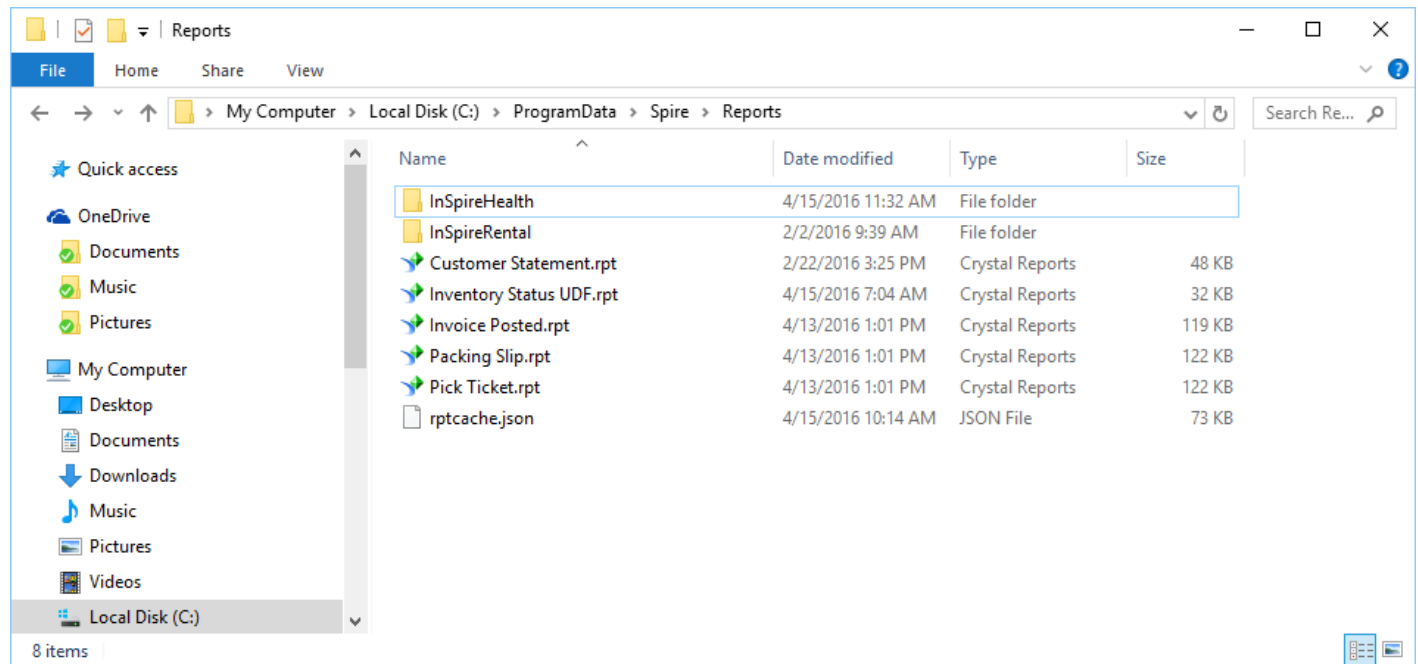
All stock reports are saved on the server in C:\Program Files (x86)\Spire\Reports.



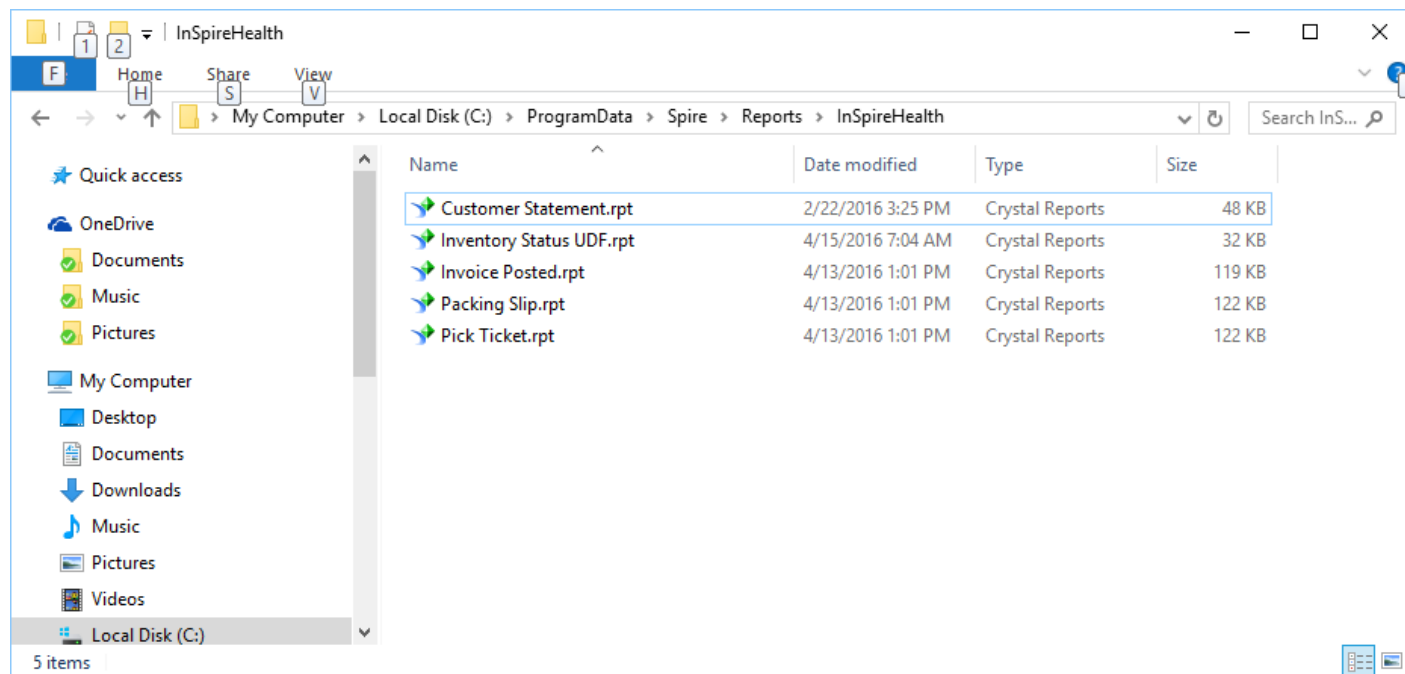
! Do not edit these reports and then leave them in this location. All changes will be overwritten when a new version of Spire is installed.

Custom Reports

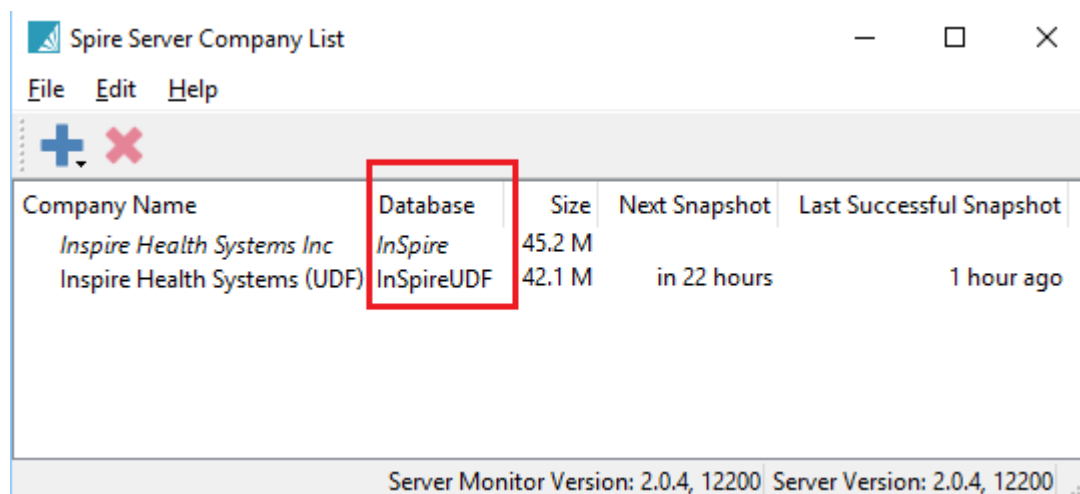
Custom reports for Spire are saved on the server in one of 2 places. If the report is required for all companies then save it on the server in C:\Programdata\Spire\Reports



If the report is just for one of the companies then it is saved on the server in C:\Programdata\Spire\Reports\DatabaseName.



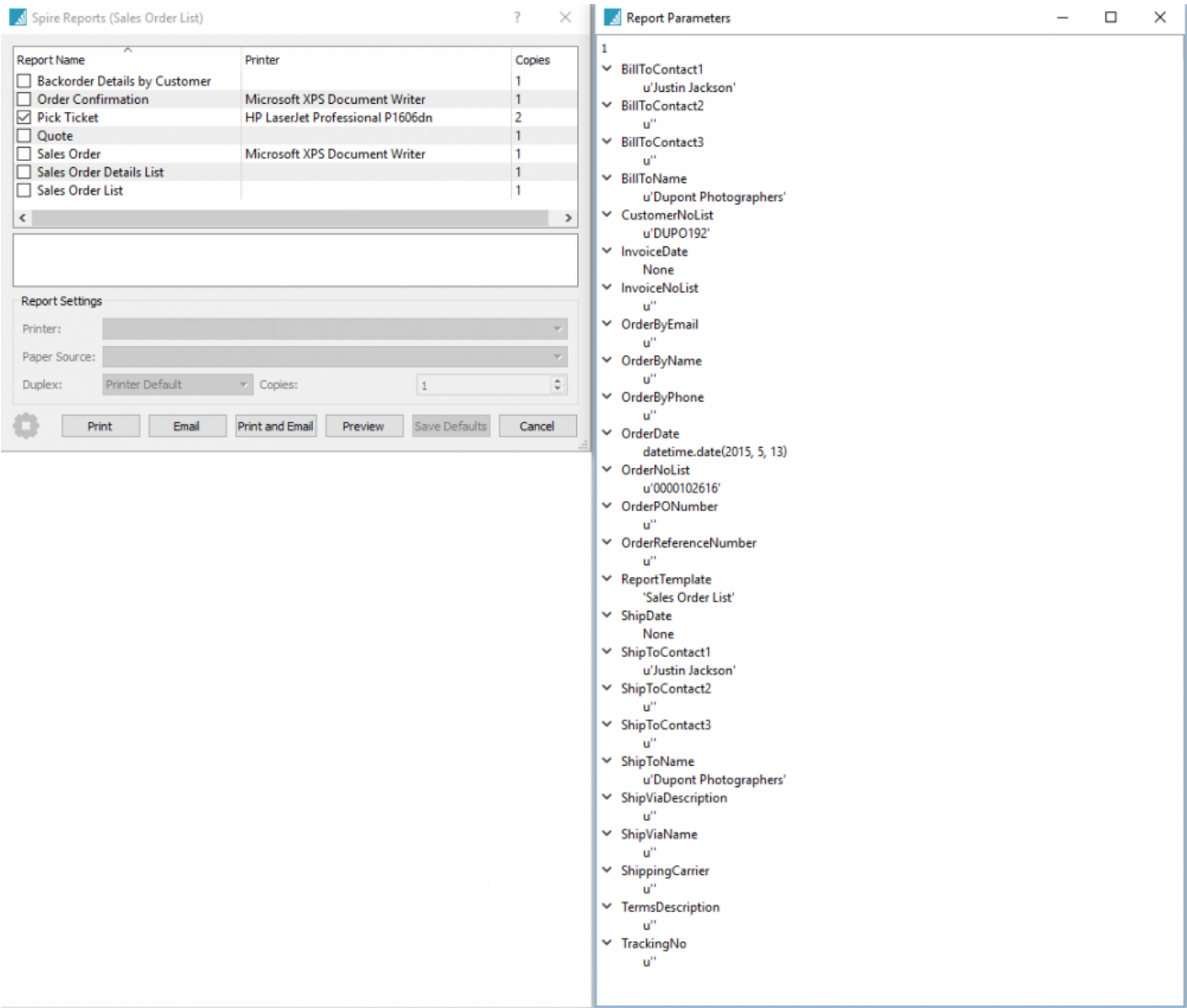
The database name can be found by looking at the Spire Tray.



If the custom report is an edited version of one of the stock reports and it has the same file name as the stock one, it will replace the stock one. If it is given a different name then both the stock one and the custom one will appear when the user prints,

Templates & Parameters

To find out what report templates and parameters are available when printing, turn on the user setting Reports 'Enable report development tools'. Then whenever the print button is clicked this dialog will appear beside the reports list and the available report fields will be displayed.



Communications- (CRM)

The communications tab appears in most modules and master records. It allows a user to enter notes that can then be assigned to either the current user or another user for followup on the specified date. While it is not a Customer Relationship Management system it can assist your team in keeping informed on your customers activities and communications.

Click the Communication icon on the main menu.

Inspire Health Systems.

File Edit Customers Vendors Inventory Purchasing Production Sales Payroll Tools Help

> Sales

> Sales History

> Customers

Production

Production History

> Inventory

Requisitions

Vendors

Purchases

Purchase History

Point of Sale

Price Matrix

Communications

Filters Search

Export + ✕ Print Open Rel

Match if All of the following criteria are true

+ ✕ Assigned To is SPIRE

| Module | Item | Subject | Created Date | Created By | Due Date | Completion Date | Atten |
|---------------------|------------|----------|--------------|------------|-----------|-----------------|-------|
| Accounts Receivable | JACK225 | Payment | 3/17/2015 | SS | 3/21/2016 | | Print |
| Customer | LISS141 | | 2/20/2015 | SS | 3/20/2016 | | None |
| Sales | Q000000002 | Call Bob | 2/20/2015 | SS | 3/25/2016 | | None |
| Sales | 0000100609 | Repeat | 2/20/2015 | SS | 3/14/2016 | | None |
| Sales | Q000000001 | Call | 2/20/2015 | SS | 3/17/2016 | | None |

From the communications list click add or edit

Filters – Set a filter to display only the communication that the user wants to see. The most common one is the “Assigned To” filter so they only see their own communications.

Export – Exports the list of communications to Excel or .csv based on column and position selection.

Add – Adds a communication.

Edit – Edits a communication.

Delete – Deletes a communication.

Print – Any report that has '[Communications](#)' as a [Crystal Reports template](#) will be presented.

Open Related – Opens the module and record for the source of the message.

Module – The module where the communication was created.

Item – The record for where the communication was created. For example the customer number, sales order number or inventory item.

Subject – The subject the user put on the communication.

Created Date – The date it was created.

Created By – The initials of the user that created the communication.

Due Date – The date the assigned communication is due for completion.

Completion Date – The date entered when it was completed.

Attention – This can either be:

- **Alert** – Means that this message will pop up when editing a document like a sales or purchase order when the item, customer or vendor is added.
- **Print** – Means this will be printed on whichever form was selected.



Note- The Crystal Sub Report that contains the communication on forms is hidden by default. Speak with your Spire partner to assist with revealing it.

Display Type – The form that this communication should print on. For example on Invoices or Purchase Orders.

Assigned To – The user's initials that the communication is assigned to.

Group Type – The type of message. Each company can create their own types by doing a lookup on the type field. For example "Follow-Up"

Modified Date – Date this communication was last edited.

Modified By – The users initials that last edited this communication.



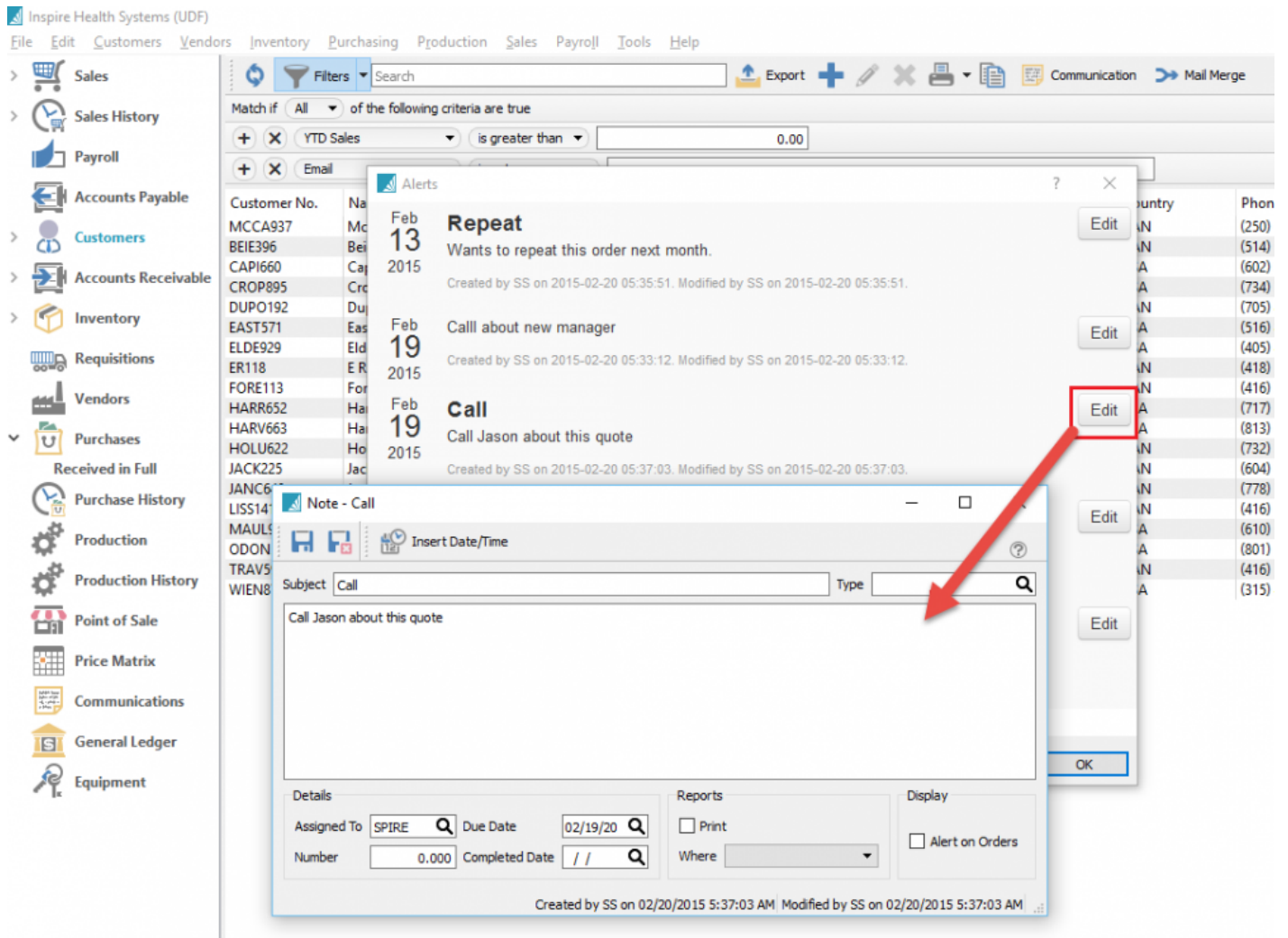
Note that there is no security that stops users from seeing each others communications. However the user can be blocked from seeing notes from certain modules.

Example communications

- **Inventory** – Add a note if someone notices that there are not the correct quantity in stock in the warehouse. Assign to the warehouse manager to do a count.
- **Customer** – Put an alert on the customer for their birthday so if you add a sales order for them it will pop the message.
- **Accounts Receivable** – Add a message if the customer says they will have payment on a certain day. If assigned to a user they will be prompted to call on the correct day,
- **Quote** – Add a follow-up reminder so the quote does not get forgotten.

When User Logs In

When the user logs in and there are communication notes that are due or overdue, a "To-Do" list will be presented. By clicking the edit button the user can see the details of the communication.



When the user marks the activity complete, they will no longer be shown it on login but it can still be viewed by clicking on the main Communications module on the main menu.

The screenshot displays the Inspire Health Systems (UDF) application interface. On the left is a navigation pane with various modules. The 'Communications' module is highlighted with a red box. The main window shows a table of communications filtered by 'Assigned To: SPIRE'. A red box highlights the first row of the table, which is a 'Sales' record for 'Call Bob'. A red arrow points from this row to a 'Note - Call Bob' dialog box that is open in the foreground. The dialog box contains the subject 'Call Bob', the type 'FOLLOW-UP', and the text 'Call Bob about this quote'. At the bottom of the dialog box, there are fields for 'Assigned To' (SPIRE), 'Due Date' (02/26/20), 'Number' (0.000), and 'Completed Date' (//). The dialog box also has checkboxes for 'Print' and 'Alert on Orders'.

| Module | Item | Subject | Created Date | Created By | Due Date | Completion Date | Attention | Display Type | Assigned To | Group Type | Modified Date | Modified By | Number |
|---------------------|------------|----------|--------------|------------|------------|-----------------|-----------|--------------|-------------|------------|---------------|-------------|--------|
| Accounts Receivable | JACK225 | Payment | 03/17/2015 | SS | 03/27/2015 | | Print | None | SPIRE | | 09/15/2015 | SS | 0.00 |
| Customer | LISS141 | | 02/20/2015 | SS | 02/19/2015 | | None | None | SPIRE | | 02/20/2015 | SS | 0.00 |
| Sales | 0000100609 | Repeat | 02/20/2015 | SS | 02/13/2015 | | None | None | SPIRE | | 02/20/2015 | SS | 0.00 |
| Sales | Q000000001 | Call | 02/20/2015 | SS | 02/19/2015 | 05/03/2016 | None | None | SPIRE | | 05/04/2016 | SS | 0.00 |
| Sales | Q000000002 | Call Bob | 02/20/2015 | SS | 02/26/2015 | | None | None | SPIRE | FOLLOW-UP | 05/04/2016 | SS | 0.00 |

Clicking on the “Open Related” button will bring up the record where that communication was created. For instance if it was an accounts receivable message it will open to that customers AR record.

Inspire Health Systems (UDF)

File Edit Customers Vendors Inventory Purchasing Production Sales Payroll Tools Help

Filters Search Export + - Open Related

Match if All of the following criteria are true

Assigned To is SPIRE

| Module | Item | Subject | Created Date | Created By | Due Date | Completion Date | Attention | Display Type | Assigned To | Group Type | Modified |
|---------------|---------|---------|--------------|------------|------------|-----------------|-----------|--------------|-------------|------------|-----------|
| Accounts R... | JACK225 | Payment | 03/17/2015 | SS | 03/27/2015 | | None | None | SPIRE | | 09/15/201 |
| Customer | LIS141 | | 02/20/2015 | SS | 02/19/2015 | | None | None | SPIRE | | 02/20/201 |
| Sales | | | | | | | | | | | 02/20/201 |
| Sales | | | | | | | | | | | 02/20/201 |

Accounts Receivable - Jackson Fitness Center

Open Customer Apply Finance Charges

Customer JACK225 Jackson Fitness Center Currency

Billing Address Address 2018 No. 3 Road Richmond, BC V6X 2B8 Phone (604) 249-0735 Ext. # Fax () - #

Contact Name Jason Fallon Phone () - Ext. # Email jallon@jacksonfitness.net Fax/Cel () - #

Info Last invoice 04/25/20 Credit limit 30,000.00 Average days to pay 0 Terms 2% 10 days

Open Items Notes Attachments User Defined

New Apply Payment Hold Show All Show Credits Expand All View Journal Entry View Invoice

| Transaction No | Date | Debit | Credit | Balance | Terms Code | Terms Desc. | Customer PO | Reference No | Type |
|-------------------------------------|------------|----------|--------|----------|------------|-------------|-------------|--------------|---------|
| <input type="checkbox"/> 0000000676 | 01/25/2016 | 529.76 | 0.00 | 529.76 | 02 | 2% 10 days | | 0000600351 | Invoice |
| <input type="checkbox"/> 0000000650 | 04/18/2015 | 820.96 | 0.00 | 820.96 | 01 | Net 30 days | 124645 | 0000600347 | Invoice |
| <input type="checkbox"/> 0000000651 | 04/18/2015 | 1,904.00 | 0.00 | 1,904.00 | 02 | 2% 10 days | 124859 | 0000600348 | Invoice |
| <input type="checkbox"/> 0000000649 | 04/18/2015 | 2,714.88 | 0.00 | 2,714.88 | 02 | 2% 10 days | 124399 | 0000600346 | Invoice |
| <input type="checkbox"/> 0000000512 | 07/07/2015 | 5,591.75 | 0.00 | 5,591.75 | | | 123677 | 0000600318 | Invoice |

Total Balance 11,561.35 Remaining 11,561.35 Total Amount 0.00

Video Instructions – Communications



General Ledger

General Ledger

Accounts Summary Transactions Recurring Entries

Filters Export + ✕ 🖨 📄 Revalue

Match if Any of the following criteria are true

+ ✕ Credit Balance is not 0.00







+ ✕ Debit Balance is not 0.00

| Account No | Name | Type | Group Name | Designation | Δ Debit | Δ Credit | Debit Balance | Credit Balance | Foreign Debit Bal. | Foreign Credit Bal. |
|------------|-------------------------------------|-----------|-----------------------------|-------------|-----------|-----------|---------------|----------------|--------------------|---------------------|
| 11120 | Cash in Bank | Asset | Cash | Debit | 0.00 | 12,556.32 | 0.00 | 170,310.43 | 0.00 | 0.00 |
| 11130 | Cash and Cheque Receipts | Asset | Cash | Debit | 25,125.28 | 0.00 | 1,245,336.15 | 0.00 | 0.00 | 0.00 |
| 11130 | Cash Receipts | Asset | Cash | Debit | 0.00 | 0.00 | 4,766.00 | 0.00 | 3,906.56 | 0.00 |
| 11140 | American Express | Asset | Cash | Debit | 20,000.00 | 0.00 | 20,000.00 | 0.00 | 0.00 | 0.00 |
| 11150 | MasterCard | Asset | Cash | Debit | 5,000.00 | 0.00 | 5,250.00 | 0.00 | 0.00 | 0.00 |
| 11160 | Visa | Asset | Cash | Debit | 5,000.00 | 0.00 | 36,013.03 | 0.00 | 0.00 | 0.00 |
| 11210 | Accounts Receivable - Trade | Asset | Accounts Receivable | Debit | 1,582.00 | 0.00 | 1,191,300.60 | 0.00 | 0.00 | 0.00 |
| 11300 | Inventory at Cost - General | Asset | Inventory | Debit | 0.00 | 770.00 | 655,098.29 | 0.00 | 0.00 | 0.00 |
| 11302 | Inventory at Cost - Accessories | Asset | Inventory | Debit | 0.00 | 0.00 | 419.77 | 0.00 | 0.00 | 0.00 |
| 11303 | Inventory at Cost - Equipment | Asset | Inventory | Debit | 0.00 | 29,096.00 | 0.00 | 57,144.54 | 0.00 | 0.00 |
| 11304 | Inventory at Cost - Games | Asset | Inventory | Debit | 0.00 | 0.00 | 837.54 | 0.00 | 0.00 | 0.00 |
| 11305 | Inventory at Cost - Supplements | Asset | Inventory | Debit | 0.00 | 0.00 | 4,278.96 | 0.00 | 0.00 | 0.00 |
| 11306 | Inventory at Cost - Weights | Asset | Inventory | Debit | 0.00 | 79.20 | 5,692.13 | 0.00 | 0.00 | 0.00 |
| 11315 | Inventory Variance | Asset | Inventory | Debit | 0.00 | 0.00 | 0.01 | 0.00 | 0.00 | 0.00 |
| 21120 | Accounts Payable-USD | Liability | Accounts Payable | Credit | 0.00 | 0.00 | 0.00 | 352.80 | 0.00 | 352.80 |
| 21120 | Accounts Payable | Liability | Accounts Payable | Credit | 12,556.32 | 0.00 | 0.00 | 121,274.71 | 0.00 | 0.00 |
| 21130 | Accrued Payables | Liability | Other Accrual of Payables | Credit | 0.00 | 0.00 | 0.00 | 1,817,181.44 | 0.00 | 0.00 |
| 21140 | Employees' Income Tax Payable | Liability | Other Current Liabilities | Credit | 0.00 | 0.00 | 0.00 | 21,103.75 | 0.00 | 0.00 |
| 21150 | Employees' CPP Payable | Liability | Other Current Liabilities | Credit | 0.00 | 0.00 | 0.00 | 12,875.96 | 0.00 | 0.00 |
| 21160 | Employees' E.I. Payable | Liability | Other Current Liabilities | Credit | 0.00 | 0.00 | 0.00 | 6,368.30 | 0.00 | 0.00 |
| 21200 | Employees' Accrued Vacation | Liability | Other Current Liabilities | Credit | 0.00 | 0.00 | 0.00 | 5,649.92 | 0.00 | 0.00 |
| 21300 | BC Provincial Sales Tax Payable-USD | Liability | Other Current Liabilities | Credit | 0.00 | 0.00 | 0.00 | 244.16 | 0.00 | 244.16 |
| 21300 | BC Provincial Sales Tax Payable | Liability | Other Current Liabilities | Credit | 0.00 | 3,557.33 | 0.00 | 173,754.94 | 0.00 | 0.00 |
| 21400 | G.S.T. Collected-USD | Liability | Other Current Liabilities | Credit | 0.00 | 0.00 | 0.00 | 174.40 | 0.00 | 174.40 |
| 21400 | G.S.T. Collected | Liability | Other Current Liabilities | Credit | 0.00 | 2,530.95 | 0.00 | 110,667.11 | 0.00 | 0.00 |
| 21410 | G.S.T. Input Credits | Liability | Other Current Liabilities | Debit | 0.00 | 0.00 | 7,856.72 | 0.00 | 0.00 | 0.00 |
| 21440 | Employee Social | Liability | Other Current Liabilities | Credit | 0.00 | 0.00 | 0.00 | 105.00 | 0.00 | 0.00 |
| 35500 | Retained Earnings | Liability | Equity | Credit | 0.00 | 0.00 | 0.00 | 410,078.65 | 0.00 | 0.00 |
| 41100 | Sales - General | Revenue | Gross Sales | Credit | 0.00 | 1,400.00 | 0.00 | 817,644.69 | 0.00 | 0.00 |
| 41200 | Sales - Accessories | Revenue | Gross Sales | Credit | 0.00 | 0.00 | 0.00 | 9,871.04 | 0.00 | 0.00 |
| 41300 | Sales - Equipment-USD | Revenue | Gross Sales | Credit | 0.00 | 0.00 | 0.00 | 3,488.00 | 0.00 | 3,488.00 |
| 41300 | Sales - Equipment | Revenue | Gross Sales | Credit | 0.00 | 49,075.00 | 0.00 | 164,302.88 | 0.00 | 0.00 |
| 41400 | Sales - Games | Revenue | Gross Sales | Credit | 0.00 | 0.00 | 0.00 | 855.00 | 0.00 | 0.00 |
| 41500 | Sales - Supplements | Revenue | Gross Sales | Credit | 0.00 | 0.00 | 0.00 | 242.02 | 0.00 | 0.00 |
| 41600 | Sales - Weights | Revenue | Gross Sales | Credit | 0.00 | 144.00 | 0.00 | 9,618.00 | 0.00 | 0.00 |
| 71100 | Production Wages | Expense | Cost of Goods Sold | Debit | 0.00 | 0.00 | 109,118.88 | 0.00 | 0.00 | 0.00 |
| 71110 | Cost of Goods Sold - General | Expense | Cost of Goods Sold | Debit | 770.00 | 0.00 | 507,499.42 | 0.00 | 0.00 | 0.00 |
| 71120 | Cost of Goods Sold - Accessories | Expense | Cost of Goods Sold | Debit | 0.00 | 0.00 | 5,763.52 | 0.00 | 0.00 | 0.00 |
| 71130 | Cost of Goods Sold - Equipment | Expense | Cost of Goods Sold | Debit | 29,096.00 | 0.00 | 103,136.80 | 0.00 | 0.00 | 0.00 |
| 71140 | Cost of Goods Sold - Games | Expense | Cost of Goods Sold | Debit | 0.00 | 0.00 | 427.50 | 0.00 | 0.00 | 0.00 |
| 71150 | Cost of Goods Sold - Supplements | Expense | Cost of Goods Sold | Debit | 0.00 | 0.00 | 134.90 | 0.00 | 0.00 | 0.00 |
| 71160 | Cost of Goods Sold - Weights | Expense | Cost of Goods Sold | Debit | 79.20 | 0.00 | 5,369.90 | 0.00 | 0.00 | 0.00 |
| 82350 | Postage Expense | Expense | Operating Expense | Debit | 0.00 | 0.00 | 8,836.61 | 0.00 | 0.00 | 0.00 |
| 82370 | Rent Expense | Expense | Operating Expense | Debit | 0.00 | 0.00 | 5,000.00 | 0.00 | 0.00 | 0.00 |
| 82410 | E.I. - Employers Share | Expense | Operating Expense | Debit | 0.00 | 0.00 | 2,759.54 | 0.00 | 0.00 | 0.00 |
| 82420 | C.P.P. - Employers Share | Expense | Operating Expense | Debit | 0.00 | 0.00 | 4,785.70 | 0.00 | 0.00 | 0.00 |
| 91230 | A/R Service Charges (Earned) | Expense | Other Revenues and Expenses | Debit | 0.00 | 0.00 | 0.00 | 140.08 | 0.00 | 0.00 |
| 91400 | Gain or Loss on Currency | Expense | Other Revenues and Expenses | Debit | 0.00 | 0.00 | 0.00 | 859.44 | 0.00 | 0.00 |

Accounts

General Ledger

Accounts Summary Transactions Recurring Entries

Filters       Revalue

Match if Any of the following criteria are true

+ X Credit Balance is not 0.00

+ X Debit Balance is not 0.00

| Account No | Name | Type | Group Name | Designation | Δ Debit | Δ Credit | Debit Balance | Credit Balance | Foreign Debit Bal. | Foreign Credit Bal. |
|------------|---------------------------------|-------|---------------------|-------------|-----------|-----------|---------------|----------------|--------------------|---------------------|
| 11120 | Cash in Bank | Asset | Cash | Debit | 0.00 | 12,556.32 | 0.00 | 170,310.43 | 0.00 | 0.00 |
| 11130 | Cash and Cheque Receipts | Asset | Cash | Debit | 25,125.28 | 0.00 | 1,245,336.15 | 0.00 | 0.00 | 0.00 |
| 11130 | Cash Receipts | Asset | Cash | Debit | 0.00 | 0.00 | 4,766.00 | 0.00 | 3,906.56 | 0.00 |
| 11140 | American Express | Asset | Cash | Debit | 20,000.00 | 0.00 | 20,000.00 | 0.00 | 0.00 | 0.00 |
| 11150 | MasterCard | Asset | Cash | Debit | 5,000.00 | 0.00 | 5,250.00 | 0.00 | 0.00 | 0.00 |
| 11160 | Visa | Asset | Cash | Debit | 5,000.00 | 0.00 | 36,013.03 | 0.00 | 0.00 | 0.00 |
| 11210 | Accounts Receivable - Trade | Asset | Accounts Receivable | Debit | 1,582.00 | 0.00 | 1,191,300.60 | 0.00 | 0.00 | 0.00 |
| 11300 | Inventory at Cost - General | Asset | Inventory | Debit | 0.00 | 770.00 | 655,098.29 | 0.00 | 0.00 | 0.00 |
| 11302 | Inventory at Cost - Accessories | Asset | Inventory | Debit | 0.00 | 0.00 | 419.77 | 0.00 | 0.00 | 0.00 |
| 11303 | Inventory at Cost - Equipment | Asset | Inventory | Debit | 0.00 | 29,096.00 | 0.00 | 57,144.54 | 0.00 | 0.00 |
| 11304 | Inventory at Cost - Games | Asset | Inventory | Debit | 0.00 | 0.00 | 837.54 | 0.00 | 0.00 | 0.00 |
| 11305 | Inventory at Cost - Supplements | Asset | Inventory | Debit | 0.00 | 0.00 | 4,278.96 | 0.00 | 0.00 | 0.00 |
| 11306 | Inventory at Cost - Weights | Asset | Inventory | Debit | 0.00 | 79.20 | 5,602.13 | 0.00 | 0.00 | 0.00 |

Export – Used to export the filtered list and column order to Excel. In the screenshot example above this list is sorted by account number and has a filter set to see all rows where 'Debit Balance' and 'Credit Balance' is not 0.00 (zero). The match if = 'Any' makes sure we are not using an 'or' selection. This can now be export to Excel and it will be a trial balance that the user can add a total using Excel's sum command.

Add – Adds a new GL account

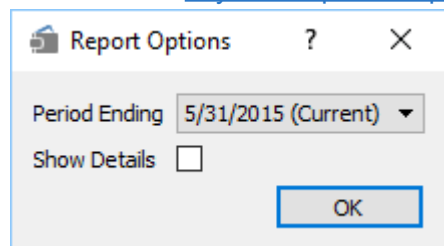
Edit – Edits highlighted GL account

Delete – Deletes the highlighted GL account. This account cannot be deleted if it has anything posted to it.

Print – Print GL account reports such as:

- **Trial Balance**
- **Income Statement**
- **Balance Sheet**

The user will be presented with a screen like this that includes all Spire stock reports and any custom ones added with a [Crystal Report template](#) of 'General Ledger List'.



Report Options

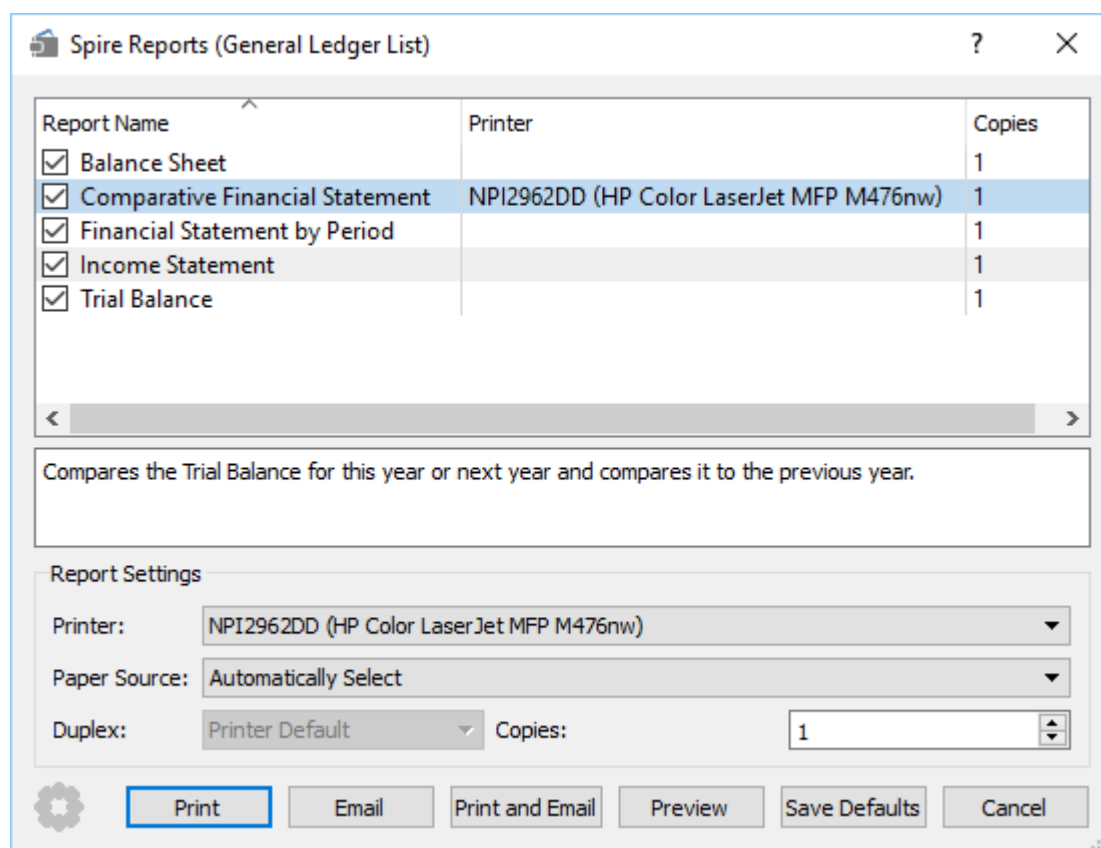
Period Ending: 5/31/2015 (Current)

Show Details: ☐

OK

The user would select the period they want to print, and whether they want to add additional details.

The next screen would ask which report(s) to print, the printer selection information and if they want to email the reports. Note that all reports can be printed or emailed at once.



Spire Reports (General Ledger List)

| Report Name | Printer | Copies |
|---|--|--------|
| <input checked="" type="checkbox"/> Balance Sheet | | 1 |
| <input checked="" type="checkbox"/> Comparative Financial Statement | NPI2962DD (HP Color LaserJet MFP M476nw) | 1 |
| <input checked="" type="checkbox"/> Financial Statement by Period | | 1 |
| <input checked="" type="checkbox"/> Income Statement | | 1 |
| <input checked="" type="checkbox"/> Trial Balance | | 1 |

Compares the Trial Balance for this year or next year and compares it to the previous year.

Report Settings

Printer: NPI2962DD (HP Color LaserJet MFP M476nw)

Paper Source: Automatically Select

Duplex: Printer Default

Copies: 1

Print Email Print and Email Preview Save Defaults Cancel

Copy – Copy selected GL account.

Revalue – Revalue the base amount for the GL accounts that are in another currency. The difference will be posted to the Gain/Loss setup for that specific currency. See the Multi-Currency module for more details.

Edit and Add Accounts

Save – Saves changes

Save Close – Saves changes and closes the account

Delete – Deletes a GL account. This is only allowed if there are not transactions posted to the account.

Print – Prints all reports that have a [Crystal Report template](#) of “GL Account”

Reconcile – Click this to do an account reconciliation for this GL account. Most commonly it is for bank accounts and credit card accounts but any GL account can be reconciled. See [Account Reconciliation](#) for more details.

Division – If Divisions are turned on in [Company Settings/General Ledger](#), then each account will have a division. Each account will also then have a consolidated division of ‘000’. All transactions will get posted to a division plus the consolidated (000) division.

Account No – The General Ledger Account number.

Name – A descriptive name for the GL account.

Currency – The currency assigned to this account.

Inactive – If set to inactive the GL account cannot be posted to.

Group – The group that the account belongs in. Groups are setup in [Company Settings/General Ledger](#)

Subgroup – The subgroup that the account belongs in. Subgroups are setup in [Company Settings/General Ledger](#). Subgroups allow you to consolidate GL accounts on GL reports.

Normal Balance – Select Debit if the normal balance is a debit, and Credit if the normal balance is a credit.

Type – When the group is selected the type is automatically populated from the group setup.

GIFI Account – An acronym for ‘General Index of Financial Information’ as setout by CRA (Canada Revenue Agency) [See this link](#) for more information.

Check Sequence – The next cheque number that will be assigned by default when paying from this GL account.

Sales Account – Is this account set as a sales account.

Bank Account – Is this account a bank account. By checking this the next cheque number field will be exposed and the account will become available to pay from.

Revalue – When invoking the multi-Currency revaluation process, should this GL account be included.

Account Transactions

GL Account - [000] 11120

Division No 000 Account No 11120 Name RBC Bank Currency Inactive

Details Transactions Balances History Notes User Defined

Filters Search Export View View Source

| Transaction No | Source | Debit | Credit | Transaction Date | Posted Date | Memo | Type | Entity | Document | Reconciled | User Id |
|----------------|------------------|-------|-----------|------------------|-------------|--------------------------|-------|---------|------------|------------|---------|
| 0000000242 | Accounts Payable | 0.00 | 20,033.54 | 11/18/2015 | 11/18/2015 | | Pmt. | INSPIRE | 0000000001 | 3/16/2015 | SS |
| 0000000244 | Accounts Payable | 0.00 | 600.00 | 1/21/2016 | 1/21/2016 | | Pmt. | WALEQU | 0000000002 | 3/16/2015 | SS |
| 0000000325 | Accounts Payable | 0.00 | 855.46 | 2/20/2015 | 2/20/2015 | | Pmt. | ACME | 0000000012 | | SS |
| 0000000326 | Accounts Payable | 0.00 | 6,751.22 | 7/6/2015 | 7/6/2015 | | Pmt. | WALEQU | 0000024589 | | SS |
| 0000000326 | Payroll | 0.00 | 2,336.45 | 1/15/2015 | 7/6/2015 | | Empl. | 100002 | 0000024590 | | SS |
| 0000000326 | Payroll | 0.00 | 1,508.68 | 1/15/2015 | 7/6/2015 | | Empl. | 100001 | 0000024591 | | SS |
| 0000000327 | Payroll | 0.00 | 1,435.88 | 1/15/2015 | 7/6/2015 | | Empl. | 100003 | 0000024592 | | SS |
| 0000000327 | General Ledger | 0.00 | 50.00 | 2/20/2015 | 2/20/2015 | recurring | | | | 3/16/2015 | SS |
| 0000000327 | General Ledger | 0.00 | 2,500.00 | 2/20/2015 | 2/20/2015 | recurring | | | | 3/16/2015 | SS |
| 0000000328 | General Ledger | 12.00 | 0.00 | 2/20/2015 | 2/20/2015 | AutoReverse - 0000000327 | | | | 3/16/2015 | SS |
| 0000000328 | General Ledger | 50.00 | 0.00 | 2/20/2015 | 2/20/2015 | AutoReverse - 0000000327 | | | | | SS |
| 0000000348 | Accounts Payable | 0.00 | 8,556.22 | 3/8/2015 | 3/8/2015 | | Pmt. | NOLIFI | 0000000013 | | SS |
| 0000000349 | Accounts Payable | 0.00 | 14,554.40 | 3/8/2015 | 3/8/2015 | | Pmt. | WALEQU | | | SS |
| 0000000350 | Accounts Payable | 0.00 | 559.78 | 3/8/2015 | 3/8/2015 | | Pmt. | WALEQU | | 3/16/2015 | SS |
| 0000000351 | Accounts Payable | 0.00 | 3,300.00 | 3/8/2015 | 3/8/2015 | | Pmt. | NATPRO | | 3/16/2015 | SS |
| 0000000352 | Accounts Payable | 0.00 | 2,000.00 | 3/8/2015 | 3/8/2015 | | Pmt. | NATPRO | | | SS |

Refresh – Refresh transactions to see if there are new posting to this account

Filters – Set any numbers of filter to show only the rows of data required.

Search Box – Is a search to look for word(s) in all fields.

Export – Export the filtered and sorted list to Excel or .csv.

Print – Print any report with the [Crystal Report Template](#) of GL Transaction List.

View – View the complete journal entry.

View Source – View the source document that produced this journal entry if there is one. Possible source documents are:

- Order Entry
- Purchase Order
- Payroll

Transaction No – The GL transaction number that was generated sequentially the next transaction number in [Company Settings/Sequence Numbers](#).

Source – The source that this posting came from.

Debit – The amount of the debit transaction

Credit – The amount of the credit transaction.

Transaction Date – The the date that the transaction was posted to.

Posted Date – The the date the user was logged into Spire when they posted the transaction.

Memo – A memo added by the user doing a journal entry.

Type – The type of transaction that was posted.

Entity – The entity is the customer, vendor or employee code of the posting.

Document – The document number passed from the sub ledger posting. ie- the invoice number

Reconciled – The date that the entry was reconciled. If blank then it has not been reconciled.

User ID – The initials of the user that posted the transaction.

Account Balances

The GL is open for posting for 3 years. Once the year is complete, the year end process is run and the balances from this year get moved to last year. It is typical that today's date falls into this year, but if the year end process is not complete then the user will log into 'Next Year' using today's date.

| | Δ 2016 | 2016 | Δ 2015 | 2015 | Δ 2015 | 2015 |
|-----------|-----------|-------------|-------------|-------------|------------|------------|
| January | -622.00 | -397,544.53 | | | -28,671.49 | -28,671.49 |
| February | 0.00 | -397,544.53 | -35,324.95 | -63,996.44 | 0.00 | 0.00 |
| March | 0.00 | -397,544.53 | -68,677.80 | -132,674.24 | 0.00 | 0.00 |
| April | -2,514.25 | -400,058.78 | -25,079.87 | -157,754.11 | 0.00 | 0.00 |
| May | 0.00 | -400,058.78 | -12,556.32 | -170,310.43 | 0.00 | 0.00 |
| June | 0.00 | -400,058.78 | 0.00 | -170,310.43 | 0.00 | 0.00 |
| July | 0.00 | -400,058.78 | -128,516.52 | -298,826.95 | 0.00 | 0.00 |
| August | 0.00 | -400,058.78 | 0.00 | -298,826.95 | 0.00 | 0.00 |
| September | 0.00 | -400,058.78 | -78,062.04 | -376,888.99 | 0.00 | 0.00 |
| October | 0.00 | -400,058.78 | 0.00 | -376,888.99 | 0.00 | 0.00 |
| November | 0.00 | -400,058.78 | -20,033.54 | -396,922.53 | 0.00 | 0.00 |
| December | 0.00 | -400,058.78 | 0.00 | -396,922.53 | 0.00 | 0.00 |

1
Created by SS on 7/7/2015 10:06:45 AM | Modified by SS on 4/13/2016 1:32:31 PM

View – Highlight a period and click view and the transactions for just that period will show.

Foreign Currency – Toggle to see the base and foreign currency values.

Change Next Year – The amount that this account changed for that period for next year.

Next Year – The running balance of the GL account for that period for next year.

Change This Year – The amount that this account changed for that period for this year.

This Year – The running balance of the GL account for that period for this year.

Change Last Year – The amount that this account changed for that period for last year.

Last Year – The running balance of the GL account for that period for last year.

Account History

Once last year has had its final adjusting entries completed, the year can be closed. When it is closed the balances get moved to the GL History table and the transactions to the GL History Transaction table. Once there they are only available for viewing and reporting and can no longer be posted to.

GL Account - [000] 11210

Reconcile

Division No 000 Account No 11210 Name Accounts Receivable - Trade Currency Inactive

Details Transactions Balances History Notes User Defined

| Fiscal Year End | Ending Balance | Net Change |
|-----------------|----------------|--------------|
| 1/31/2014 | 1,204,390.89 | 1,204,390.89 |

Historical Balances

View

| | Period End Date | Net Change | Balance |
|-----------|-----------------|------------|--------------|
| Opening | | | 0.00 |
| Period 1 | 2/28/2013 | 0.00 | 0.00 |
| Period 2 | 3/31/2013 | 45,500.03 | 45,500.03 |
| Period 3 | 4/30/2013 | 0.00 | 45,500.03 |
| Period 4 | 5/31/2013 | 127,143.45 | 172,643.48 |
| Period 5 | 6/30/2013 | 92,674.31 | 265,317.79 |
| Period 6 | 7/31/2013 | 66,748.16 | 332,065.95 |
| Period 7 | 8/31/2013 | 85,278.55 | 417,344.50 |
| Period 8 | 9/30/2013 | 0.00 | 417,344.50 |
| Period 9 | 10/31/2013 | 458,374.65 | 875,719.15 |
| Period 10 | 11/30/2013 | 8,776.71 | 884,495.86 |
| Period 11 | 12/31/2013 | 150,392.18 | 1,034,888.04 |
| Period 12 | 1/31/2014 | 169,502.85 | 1,204,390.89 |

Fiscal Year End – Year end of the year that was closed to GL history.

Ending Balance – The closing balance of this account when the year was closed.

Net Change – The net change for that year.

Once you drill down into one of the years you see each period.

Period End Date – The end date for each period of the closed year.

Net Change – The net change for the historical period.

Balance – The closing balance for the historical period.

Account Notes

Any number of notes can be added for this GL account.

User Defined Fields

User defined fields can be added to track and/or print. (Spire UDF license required).

Summary

The GL Summary screen totals each group but allows the user to expand the tree structure to see individual accounts.

| General Ledger | | | | | | | |
|--|-----------------------------|----------|-------|-------|----------|-------------|---------------|
| <div> <div>Accounts</div> <div>Summary</div> <div>Transactions</div> <div>Recurring Entries</div> </div> | | | | | | | |
| Number | Name | Currency | Type | Group | Subgroup | Designation | Balance |
| ▼ Division - 000 | Consolidated Company | | | | | | 294,120.80 |
| ▼ Group - 100 | Cash | | | | | | 907,483.49 |
| 11110 | Petty Cash | | Asset | 100 | | DR | 0.00 |
| 11130 | Cash and Cheque Receipts | | Asset | 100 | | DR | 1,246,222.51 |
| 11130 | Cash Receipts | USD | Asset | 100 | | DR | 4,766.00 |
| 11150 | MasterCard | | Asset | 100 | | DR | 5,250.00 |
| 11120 | Cash in Bank-USD | USD | Asset | 100 | | DR | -5,352.47 |
| 11120 | RBC Bank | | Asset | 100 | | DR | -400,058.78 |
| 11160 | Visa | | Asset | 100 | | DR | 36,656.23 |
| 11140 | American Express | | Asset | 100 | | DR | 20,000.00 |
| Group - 110 | Marketable Securities | | | | | | 0.00 |
| > Group - 120 | Accounts Receivable | | | | | | 1,381,341.57 |
| > Group - 130 | Other Receivables | | | | | | 0.00 |
| > Group - 140 | Inventory | | | | | | 714,224.10 |
| > Group - 150 | Prepaid Expense | | | | | | 0.00 |
| Group - 155 | Other Current Assets | | | | | | 0.00 |
| Group - 170 | Long Term Investments | | | | | | 0.00 |
| > Group - 180 | Property, Plant & Equipment | | | | | | 0.00 |
| Group - 190 | Accumulated Depreciation | | | | | | 0.00 |
| > Group - 195 | Other Assets | | | | | | 0.00 |
| > Group - 200 | Accounts Payable | | | | | | -145,921.16 |
| > Group - 210 | Notes Payable | | | | | | 0.00 |
| Group - 220 | Current Portion of LT Debt | | | | | | 0.00 |
| > Group - 230 | Other Accrual of Payables | | | | | | -1,808,797.44 |
| > Group - 240 | Other Current Liabilities | | | | | | -340,860.55 |
| > Group - 250 | Long Term Debt | | | | | | 0.00 |
| > Group - 260 | Equity | | | | | | -410,078.65 |
| > Group - 400 | Gross Sales | | | | | | -14,376.00 |
| Group - 410 | Returns & Allowances | | | | | | 0.00 |
| > Group - 420 | Interest Income | | | | | | 0.00 |
| Group - 430 | Other Income Expense | | | | | | 0.00 |
| > Group - 700 | Cost of Goods Sold | | | | | | 9,432.23 |
| Group - 710 | Selling Expense | | | | | | 0.00 |
| > Group - 720 | Operating Expense | | | | | | 1,673.21 |
| > Group - 725 | Other Revenues and Expenses | | | | | | 0.00 |
| Group - 730 | General & Admin Expense | | | | | | 0.00 |
| > Group - 740 | Interest Expense | | | | | | 0.00 |
| > Group - 750 | Gain/Loss on Asset Disposal | | | | | | 0.00 |
| > Group - 760 | Income Tax Expense | | | | | | 0.00 |

Transactions

In this screen you can see all transactions posted from last year, this year and next year if items were post dated or you are working in next year. Filters can be set to view less transactions and either reported on or exported. When printing any report with the [Crystal Report Template](#) of GL Transaction List will be listed.

The search box is very powerful in this list as the user can find any word(s). An example would be to search for a customer code and every transaction posted for that customer will show on the list. Or search for a purchase order number so that every receiving, closed and AP entry will be found.

| Transaction No | Account No | Account Name | Source | Debit | Credit | Foreign Debit | Foreign Credit | Currency | Transaction Date | Posted Date | Memo | Type | Entity | Document | Reconciled | User Id |
|----------------|------------|-------------------------------------|---------------------|-----------|-----------|---------------|----------------|----------|------------------|-------------|--------------------------|-------|--------|------------|------------|---------|
| 0000000326 | 11120 | RBC Bank | General Ledger | 0.00 | 50.00 | 0.00 | 0.00 | | 2/20/2015 | 2/20/2015 | | | | | 3/16/2015 | SS |
| 0000000326 | 82140 | Bank Charges Expense | General Ledger | 12.00 | 0.00 | 0.00 | 0.00 | | 2/20/2015 | 2/20/2015 | | | | | | SS |
| 0000000326 | 82370 | Rent Expense | General Ledger | 2,500.00 | 0.00 | 0.00 | 0.00 | | 2/20/2015 | 2/20/2015 | | | | | | SS |
| 0000000326 | 82165 | Computer Expense | General Ledger | 50.00 | 0.00 | 0.00 | 0.00 | | 2/20/2015 | 2/20/2015 | | | | | | SS |
| 0000000326 | 11120 | RBC Bank | General Ledger | 0.00 | 12.00 | 0.00 | 0.00 | | 2/20/2015 | 2/20/2015 | | | | | 3/16/2015 | SS |
| 0000000326 | 11120 | RBC Bank | General Ledger | 0.00 | 2,500.00 | 0.00 | 0.00 | | 2/20/2015 | 2/20/2015 | | | | | 3/16/2015 | SS |
| 0000000327 | 11120 | RBC Bank | General Ledger | 0.00 | 50.00 | 0.00 | 0.00 | | 2/20/2015 | 2/20/2015 | recurring | | | | 3/16/2015 | SS |
| 0000000327 | 11120 | RBC Bank | General Ledger | 0.00 | 2,500.00 | 0.00 | 0.00 | | 2/20/2015 | 2/20/2015 | recurring | | | | 3/16/2015 | SS |
| 0000000327 | 11120 | RBC Bank | General Ledger | 0.00 | 12.00 | 0.00 | 0.00 | | 2/20/2015 | 2/20/2015 | recurring | | | | 3/16/2015 | SS |
| 0000000327 | 82370 | Rent Expense | General Ledger | 2,500.00 | 0.00 | 0.00 | 0.00 | | 2/20/2015 | 2/20/2015 | recurring | | | | | SS |
| 0000000327 | 82165 | Computer Expense | General Ledger | 50.00 | 0.00 | 0.00 | 0.00 | | 2/20/2015 | 2/20/2015 | recurring | | | | | SS |
| 0000000327 | 82140 | Bank Charges Expense | General Ledger | 12.00 | 0.00 | 0.00 | 0.00 | | 2/20/2015 | 2/20/2015 | recurring | | | | | SS |
| 0000000328 | 11120 | RBC Bank | General Ledger | 12.00 | 0.00 | 0.00 | 0.00 | | 2/20/2015 | 2/20/2015 | AutoReverse - 0000000327 | | | | 3/16/2015 | SS |
| 0000000328 | 82165 | Computer Expense | General Ledger | 0.00 | 50.00 | 0.00 | 0.00 | | 2/20/2015 | 2/20/2015 | AutoReverse - 0000000327 | | | | | SS |
| 0000000328 | 82140 | Bank Charges Expense | General Ledger | 0.00 | 12.00 | 0.00 | 0.00 | | 2/20/2015 | 2/20/2015 | AutoReverse - 0000000327 | | | | | SS |
| 0000000328 | 11120 | RBC Bank | General Ledger | 50.00 | 0.00 | 0.00 | 0.00 | | 2/20/2015 | 2/20/2015 | AutoReverse - 0000000327 | | | | | SS |
| 0000000329 | 71130 | Cost of Goods Sold - Equipment | Order Entry | 1,744.00 | 0.00 | 0.00 | 0.00 | | 2/20/2015 | 2/20/2015 | | Inv. | ACC668 | 0000600272 | | SS |
| 0000000329 | 21300 | BC Provincial Sales Tax Payable-USD | Order Entry | 0.00 | 244.16 | 0.00 | 244.16 | USD | 2/20/2015 | 2/20/2015 | | Inv. | ACC668 | 0000600272 | | SS |
| 0000000329 | 21400 | G.S.T. Collected-USD | Order Entry | 0.00 | 174.40 | 0.00 | 174.40 | USD | 2/20/2015 | 2/20/2015 | | Inv. | ACC668 | 0000600272 | | SS |
| 0000000329 | 11210 | Accounts Receivable - Trade-USD | Order Entry | 3,906.56 | 0.00 | 3,906.56 | 0.00 | USD | 2/20/2015 | 2/20/2015 | | Inv. | ACC668 | 0000600272 | | SS |
| 0000000329 | 41300 | Sales - Equipment-USD | Order Entry | 0.00 | 3,488.00 | 0.00 | 3,488.00 | USD | 2/20/2015 | 2/20/2015 | | Inv. | ACC668 | 0000600272 | | SS |
| 0000000329 | 11303 | Inventory at Cost - Equipment | Order Entry | 0.00 | 1,744.00 | 0.00 | 0.00 | | 2/20/2015 | 2/20/2015 | | Inv. | ACC668 | 0000600272 | | SS |
| 0000000330 | 11130 | Cash Receipts | Accounts Receivable | 4,766.00 | 0.00 | 3,906.56 | 0.00 | USD | 2/20/2015 | 2/20/2015 | | Cust. | ACC668 | Payment | | SS |
| 0000000330 | 11210 | Accounts Receivable - Trade-USD | Accounts Receivable | 0.00 | 3,906.56 | 0.00 | 3,906.56 | USD | 2/20/2015 | 2/20/2015 | | Cust. | ACC668 | Payment | | SS |
| 0000000330 | 91400 | Gain or Loss on Currency | Accounts Receivable | 0.00 | 859.44 | 0.00 | 0.00 | | 2/20/2015 | 2/20/2015 | | Cust. | ACC668 | Payment | | SS |
| 0000000347 | 82350 | Postage Expense | Accounts Payable | 573.21 | 0.00 | 0.00 | 0.00 | | 2/16/2015 | 3/8/2015 | | | | | | SS |
| 0000000347 | 21410 | G.S.T. Input Credits | Accounts Payable | 26.79 | 0.00 | 0.00 | 0.00 | | 2/16/2015 | 3/8/2015 | | | | | | SS |
| 0000000347 | 21120 | Accounts Payable | Accounts Payable | 0.00 | 600.00 | 0.00 | 0.00 | | 2/16/2015 | 3/8/2015 | | | | | | SS |
| 0000000348 | 11120 | RBC Bank | Accounts Payable | 0.00 | 8,556.22 | 0.00 | 0.00 | | 3/8/2015 | 3/8/2015 | | Pmt. | NOLIFI | 0000000013 | | SS |
| 0000000348 | 21120 | Accounts Payable | Accounts Payable | 8,556.22 | 0.00 | 0.00 | 0.00 | | 3/8/2015 | 3/8/2015 | | Pmt. | NOLIFI | 0000000013 | | SS |
| 0000000349 | 11120 | RBC Bank | Accounts Payable | 0.00 | 14,554.40 | 0.00 | 0.00 | | 3/8/2015 | 3/8/2015 | | Pmt. | WALEQU | | | SS |
| 0000000349 | 21120 | Accounts Payable | Accounts Payable | 14,554.40 | 0.00 | 0.00 | 0.00 | | 3/8/2015 | 3/8/2015 | | Pmt. | WALEQU | | | SS |
| 0000000350 | 11120 | RBC Bank | Accounts Payable | 0.00 | 559.78 | 0.00 | 0.00 | | 3/8/2015 | 3/8/2015 | | Pmt. | WALEQU | | 3/16/2015 | SS |
| 0000000350 | 21120 | Accounts Payable | Accounts Payable | 559.78 | 0.00 | 0.00 | 0.00 | | 3/8/2015 | 3/8/2015 | | Pmt. | WALEQU | | | SS |
| 0000000351 | 11120 | RBC Bank | Accounts Payable | 0.00 | 3,300.00 | 0.00 | 0.00 | | 3/8/2015 | 3/8/2015 | | Pmt. | NATPRO | | 3/16/2015 | SS |
| 0000000351 | 21120 | Accounts Payable | Accounts Payable | 3,300.00 | 0.00 | 0.00 | 0.00 | | 3/8/2015 | 3/8/2015 | | Pmt. | NATPRO | | | SS |
| 0000000352 | 82350 | Postage Expense | Accounts Payable | 1,910.71 | 0.00 | 0.00 | 0.00 | | 3/8/2015 | 3/8/2015 | | Vend. | NATPRO | Invoice | | SS |
| 0000000352 | 21410 | G.S.T. Input Credits | Accounts Payable | 89.29 | 0.00 | 0.00 | 0.00 | | 3/8/2015 | 3/8/2015 | | Vend. | NATPRO | Invoice | | SS |

Refresh – Refresh transactions to see if there are transactions posted.

Filters – Set any numbers of filter to show only the rows of data required.

Search Box – Enter is a search to look for word(s) in all fields.

Export – Export the filtered and sorted list to Excel or .csv.

Print – Print any report with the [Crystal Report Template](#) of GL Transaction List.

View – View the complete journal entry.

View Source – View the source document that produced this journal entry if there is one. Possible source documents are:

- Order Entry
- Purchase Order
- Payroll

Transaction No – The GL transaction number that was generated sequentially the next transaction number in [Company Settings/Sequence Numbers](#).

Source – The source that this posting came from.

Debit – The amount of the debit transaction

Credit – The amount of the credit transaction.

Transaction Date – The date that the transaction was posted to.

Posted Date – The date the user was logged into Spire when they posted the transaction.

Memo – A memo added by the user doing a journal entry.

Type – The type of transaction that was posted.

Entity – The entity is the customer, vendor or employee code of the posting.

Document – The document number passed from the sub ledger posting. ie- the invoice number

Reconciled – The date that the entry was reconciled. If blank then it has not been reconciled.

User ID – The initials of the user that posted the transaction.

Recurring Entries

Recurring transactions allows past transactions to be duplicated on a schedule. Transactions available to recur are entries made directly in AP, AR or Journal Entries. The user can edit the recurring entry before posting it and then the next time the entry comes up on the schedule it will use the latest version of the posting.

Recurring Setup

| No | Journal Entry | Description | Subledger | Reference | Frequency | Status | Last Posting | Next Posting | Start Date | End Date |
|--------|---------------|-------------|-----------|-----------|---------------------------------------|--------|--------------|--------------|------------|-----------|
| 000001 | 0000000242 | Pmt. | INSPIRE | 000000000 | Recurs at the beginning of each month | Active | 11/18/2015 | | 4/13/2016 | 4/13/2016 |
| 000002 | 0000000327 | recurring | | | Every four months | Active | 2/20/2015 | 8/20/2016 | 5/27/2016 | 4/25/2020 |
| 000003 | 0000000356 | Pmt. | OMEELE | | Recurs on day 1 and 15 of each month | Active | 3/8/2015 | 4/15/2016 | 4/15/2016 | 4/15/2022 |

Recurring Journal Entry

Source: 0000000356 Description: Pmt. Module: Accounts Payable

Recurrence:

Start Date: 4/15/2016 End Date: 4/15/2022 Frequency: Bi-Monthly

Day of Month: 1 Second Day of Month: 15

Day of Year: 01-01 Day of Week: Monday Days of Week: Monday through Friday

Recurs on day 1 and 15 of each month
Next occurrence: 4/15/2016

Info:

Status: Active Created By: SS Last Occurrence: 3/8/2015 Reference: Vendor: OMEELE

Save – Save the recurring entry.

Save and Close – Save and close the recurring entry.

View Source – View the GL posting of the transaction that was selected to recur..

Start Date – When the recurring transaction should start.

End Date – When the recurring transaction should end.

Frequency – Select a repeat cycle for the transaction. The choices are:

- Monthly
- Specific Date
- Bi-Monthly
- Fiscal
- Annual
- Weekly
- Bi-Weekly
- Daily
- Quarterly

Start of Month – If the cycle selected is 'Monthly', select this if it should have at the start of the month.

End of Month – If the cycle selected is 'Monthly', select this if it should have at the end of the month.

Day of Month – If the cycle selected is 'Specific Date' then choose the day of the month.

Second Day of Month – If the cycle selected is 'Bi-Monthly' then select the second day along with the 'Day of Month' above for the first day.

Start of Period – If the cycle selected is 'Fiscal' then select the period.

Day of Year – If the cycle selected is Annual then select the day of the year.

Day of Week – If the cycle selected is 'Weekly' then select the day of the week.

Status – Status can be 'Active' or 'Suspended'

Created By – The initials of the user that created the recurring record.

Last Occurrence – The last date the entry was posted.

Reference – A reference can be added.

Vendor/Customer – The vendor or customer that the entry will be posted to.

Recurring Alerts

If the user has the setting [General Ledger/Alert Recurring Entries](#) when the user logs in they will be presented with the list of recurring entries that are due or overdue to be posted. They can simply click on post, view or edit.

The screenshot shows the 'Recurring GL Transactions Due' window in the background, listing several recurring transactions. In the foreground, a detailed view of a transaction is shown. A red box highlights a message: 'This is an unposted transaction. If posted, it will be used for the chosen recurrence.' with a red arrow pointing to it.

GL Transaction - 0000000596

Buttons: Post, Reverse, View Source

Message: This is an unposted transaction. If posted, it will be used for the chosen recurrence.

Dismiss

Entry Notes

4/15/2016

| Account No | Account Name | Base Debit | Base Credit | Foreign Debit | Foreign Credit | Designation | Memo |
|------------|------------------|------------|-------------|---------------|----------------|-------------|------|
| 21120 [] | Accounts Payable | 1,900.00 | 0.00 | 0.00 | 0.00 | Credit | |
| 11120 [] | RBC Bank | 0.00 | 1,900.00 | 0.00 | 0.00 | Debit | |
| [] | | | | | | | |

Debits 1,900.00
Credits 1,900.00
Balance 0.00



Note-The user can edit the recurring entry before posting it and then the next time the entry comes up on the schedule it will use the latest version of the posting.

Account Reconciliation

Each general ledger account can be reconciled against a statement. The most common use is for banks and credit cards, but any account can be reconciled.

To access the account reconciliation, go to GL/Accounts and open the account to be reconciled and click on 'Reconcile'. If divisions are turned on the reconciliation should be done on the '000' (consolidated) division. This is because if postings are done to multiple divisions then not all transactions will show up except in the consolidated division.

The screenshot shows a software window titled "GL Account - [000] 11120". The window has a toolbar at the top with icons for saving, printing, and a "Reconcile" button (a green checkmark in a box) which is highlighted with a red rectangle. Below the toolbar, there are input fields for "Division No" (000), "Account No" (11120), "Name" (RBC Bank), and "Currency". There is also an "Inactive" checkbox. Below these fields are tabs for "Details", "Transactions", "Balances", "History", "Notes", and "User Defined". The "Balances" tab is currently selected. Under this tab, there are several fields: "Group" (100), "Subgroup" (empty), "Normal balance" (radio buttons for Debit and Credit, with Debit selected), "Cash" (empty), "Type" (Asset), "GIFI Account" (1002), "Cheque sequence" (24685), and checkboxes for "Sales Account", "Bank Account" (checked), "Track job cost", and "Revalue". At the bottom of the window, it says "Created by SS on 7/7/2005 10:06:45 AM Modified by SS on 4/14/2016 10:57:13 AM".

The user will be presented with this screen and they then enter end date of the statement and the opening balance, (which will be carried forward from the last reconciliation) and the closing balance from the statement.

Reconciliation - [000] 11120

Division: 000 End Date: // Opening Balance: 45,841.00 Closing Balance: 0.00

Account No.: 11120 RBC Bank

Currency:

| Transaction No. | Memo | Type | Entity | Document | Debit | Credit | Foreign Debit | Foreign Credit | Source | Date | Reconcil |
|-----------------|--------------------------|------|--------|------------|-------|-----------|---------------|----------------|--------|-----------|--------------------------|
| 0000000325 | | Pmt. | ACME | 0000000012 | 0.00 | 855.46 | 0.00 | 0.00 | AP | 2/20/2015 | <input type="checkbox"/> |
| 0000000328 | AutoReverse - 0000000327 | | | | 50.00 | 0.00 | 0.00 | 0.00 | GL | 2/20/2015 | <input type="checkbox"/> |
| 0000000348 | | Pmt. | NOLIFI | 0000000013 | 0.00 | 8,556.22 | 0.00 | 0.00 | AP | 3/8/2015 | <input type="checkbox"/> |
| 0000000349 | | Pmt. | WALEQU | | 0.00 | 14,554.40 | 0.00 | 0.00 | AP | 3/8/2015 | <input type="checkbox"/> |
| 0000000353 | | Pmt. | NATPRO | | 0.00 | 2,000.00 | 0.00 | 0.00 | AP | 3/8/2015 | <input type="checkbox"/> |
| 0000000356 | | Pmt. | OMEELE | | 0.00 | 1,900.00 | 0.00 | 0.00 | AP | 3/8/2015 | <input type="checkbox"/> |
| 0000000357 | | Pmt. | OMEELE | | 0.00 | 1,500.00 | 0.00 | 0.00 | AP | 3/8/2015 | <input type="checkbox"/> |
| 0000000358 | | Pmt. | OMEELE | | 0.00 | 100.00 | 0.00 | 0.00 | AP | 3/8/2015 | <input type="checkbox"/> |
| 0000000359 | | Pmt. | OMEELE | | 0.00 | 500.00 | 0.00 | 0.00 | AP | 3/9/2015 | <input type="checkbox"/> |
| 0000000397 | | Pmt. | ~1TIME | | 0.00 | 600.00 | 0.00 | 0.00 | AP | 3/16/2015 | <input type="checkbox"/> |
| 0000000407 | | Pmt. | NATPRO | 0000024588 | 0.00 | 7,201.45 | 0.00 | 0.00 | AP | 3/17/2015 | <input type="checkbox"/> |
| 0000000408 | AutoReverse - 0000000327 | | | | 12.00 | 0.00 | 0.00 | 0.00 | GL | 3/17/2015 | <input type="checkbox"/> |
| 0000000408 | AutoReverse - 0000000327 | | | | 50.00 | 0.00 | 0.00 | 0.00 | GL | 3/17/2015 | <input type="checkbox"/> |

Cheques & Charges 0.00 Deposits & Debits 0.00 **Unreconciled 45,841.00**

Created by SS on 3/20/2015 10:23:10 AM Modified by SS on 3/20/2015 10:23:38 AM

Save – Save your work in progress.

Save & Close – Save and close the GL account.

Refresh – Refresh transactions posted elsewhere. The user can minimize the reconciliation screen to complete a transaction that effect this account and then come back and refresh.

Print – All [Reports with a template](#) of 'Account Reconciliation' will be presented.

Post – Post the reconciliation . The user will be asked to print the report first.

Import – Import a .qfx file from the bank that contains transactions that were posted to the account. Any transactions that match dates and amounts will automatically get the reconcile flag added.

Show Reconciled – Shows all transactions that were previously reconciled for this account. The user can uncheck one that was checked incorrectly in a past reconciliation. This should only be done when nothing else is checked because when the post button is clicked it will un-reconcile the ones that were previously reconciled and reconcile the ones checked now.

Create Journal Entry – Starts a journal entry that has the account being reconciled as the first line.

View Journal Entry – View the journal entry of the highlighted line.

View Account – Opens the GL account for viewing.

End Date – Date of the last transaction that the user wants to see.



Note – If doing back to back reconciliations be sure to use the date of the bank statement end as it will use that date for the reconciliation post. If left blank then it will post today's date. If more than one reconciliation is done with the same date it becomes harder to un-reconcile if required

Opening Balance – The statement opening balance that gets carried forward from the previous reconciliation.

Closing Balance – The closing balance of the statement.

Reconciliation Import

Import
C:\Users\Desktop\ofx545.qfx Browse...

Account 3912 3912 3912

Select Deselect

| Transaction Id | Date | Amt. | Type | Payee | Memo |
|----------------|------------|------------|--------|---------------------|-----------------------------------|
| 90000010020... | 12/31/2015 | 1,355.10 | credit | VSA DEP07275753 | |
| 90000010020... | 12/31/2015 | 7,301.06 | credit | MC DEP 07275753 | |
| 90000010020... | 12/31/2015 | -32.00 | debit | VISAFEE07275753 | |
| 90000010020... | 12/31/2015 | -45.20 | debit | MON FEE07275753 | |
| 90000010020... | 12/31/2015 | -182.19 | debit | MSTCFEE07275753 | |
| 90000010020... | 1/4/2016 | -70,056.78 | check | CHEQUE - 5081 | |
| 90000010020... | 1/4/2016 | -4.08 | debit | SERVICE FEE | |
| 90000010020... | 1/4/2016 | -18.90 | debit | ELECTRONIC ITEM FEE | |
| 90000010020... | 1/4/2016 | -0.22 | debit | ITEMS ON DEP. FEE | |
| 90000010020... | 1/6/2016 | -84.54 | debit | Payment | WWW PAYMENT - 4348 CAPITAL ONE... |
| 90000010020... | 1/6/2016 | -2,788.09 | debit | Payment | WWW PAYMENT - 3732 CAPITAL ONE... |
| 90000010020... | 1/6/2016 | -49.47 | debit | Email Trfs | INTERAC E-TRF- 1652 |
| 90000010020... | 1/6/2016 | -109.02 | debit | Email Trfs | INTERAC E-TRF- 3189 |
| 90000010020... | 1/6/2016 | -111.63 | debit | Email Trfs | INTERAC E-TRF- 3004 |
| 90000010020... | 1/6/2016 | -174.41 | debit | Email Trfs | INTERAC E-TRF- 2939 |
| 90000010020... | 1/6/2016 | -230.75 | debit | Email Trfs | INTERAC E-TRF- 4437 |
| 90000010020... | 1/6/2016 | -1.50 | debit | INT E-TRF FEE | |
| 90000010020... | 1/6/2016 | -1.50 | debit | INT E-TRF FEE | |
| 90000010020... | 1/6/2016 | -1.50 | debit | INT E-TRF FEE | |
| 90000010020... | 1/6/2016 | -1.50 | debit | INT E-TRF FEE | |

Id 90000010020160310C0010090A9D8

Date 3/10/2016

Amount -38.46

Payee Email Trfs

Memo INTERAC E-TRF- 5405

Reconciliation Items

| Transaction No. | Memo | Debit Amt. | Credit Amt. | Source | Date | Reconciled | Import Trans. Id |
|-------------------------------------|------|------------|-------------|--------|-----------|--------------------------|------------------|
| <input type="checkbox"/> 2000002665 | | 0.00 | 15.72 | AP | 2/3/2016 | <input type="checkbox"/> | |
| <input type="checkbox"/> 2000002838 | | 1,668.59 | 0.00 | AR | 3/1/2016 | <input type="checkbox"/> | 9000001002016030 |
| <input type="checkbox"/> 2000002851 | | 10,039.07 | 0.00 | GL | 3/3/2016 | <input type="checkbox"/> | 9000001002016030 |
| <input type="checkbox"/> 2000002800 | | 0.00 | 4,311.99 | AP | 3/3/2016 | <input type="checkbox"/> | 9000001002016030 |
| <input type="checkbox"/> 2000002801 | | 4,311.99 | 0.00 | AP | 3/3/2016 | <input type="checkbox"/> | |
| <input type="checkbox"/> 2000002802 | | 0.00 | 1,624.19 | AP | 3/3/2016 | <input type="checkbox"/> | 9000001002016030 |
| <input type="checkbox"/> 2000002803 | | 0.00 | 4,311.99 | AP | 3/3/2016 | <input type="checkbox"/> | |
| <input type="checkbox"/> 2000002856 | visa | 4,117.50 | 0.00 | GL | 3/3/2016 | <input type="checkbox"/> | 9000001002016030 |
| <input type="checkbox"/> 2000002828 | | 9,286.72 | 0.00 | GL | 3/9/2016 | <input type="checkbox"/> | 9000001002016030 |
| <input type="checkbox"/> 2000002833 | | 0.00 | 343.94 | AP | 3/10/2016 | <input type="checkbox"/> | 9000001002016031 |
| <input type="checkbox"/> 2000002834 | | 0.00 | 38.46 | AP | 3/10/2016 | <input type="checkbox"/> | 9000001002016031 |
| <input type="checkbox"/> 2000002836 | | 0.00 | 377.81 | AP | 3/11/2016 | <input type="checkbox"/> | 9000001002016031 |
| <input type="checkbox"/> 2000002938 | | 7,194.81 | 0.00 | GL | 3/16/2016 | <input type="checkbox"/> | 9000001002016031 |
| <input type="checkbox"/> 2000002876 | | 0.00 | 357.00 | AP | 3/16/2016 | <input type="checkbox"/> | |
| <input type="checkbox"/> 2000002877 | | 0.00 | 490.87 | AP | 3/16/2016 | <input type="checkbox"/> | |
| <input type="checkbox"/> 2000002932 | | 5,172.70 | 0.00 | GL | 3/16/2016 | <input type="checkbox"/> | |
| <input type="checkbox"/> 2000002882 | | 0.00 | 28.67 | AP | 3/17/2016 | <input type="checkbox"/> | 9000001002016031 |
| <input type="checkbox"/> 2000002881 | | 0.00 | 185.25 | AP | 3/17/2016 | <input type="checkbox"/> | 9000001002016031 |
| <input type="checkbox"/> 2000002883 | | 0.00 | 65.02 | AP | 3/17/2016 | <input type="checkbox"/> | 9000001002016031 |
| <input type="checkbox"/> 2000002939 | | 4,464.30 | 0.00 | GL | 3/24/2016 | <input type="checkbox"/> | 9000001002016032 |
| <input type="checkbox"/> 2000002956 | eft | 5,026.35 | 0.00 | AR | 3/24/2016 | <input type="checkbox"/> | 9000001002016032 |
| <input type="checkbox"/> 2000002933 | | 8,552.39 | 0.00 | GL | 3/24/2016 | <input type="checkbox"/> | 9000001002016032 |
| <input type="checkbox"/> 2000002924 | | 0.00 | 26.32 | AP | 3/24/2016 | <input type="checkbox"/> | 9000001002016032 |
| <input type="checkbox"/> 2000002949 | | 339.00 | 0.00 | GL | 3/28/2016 | <input type="checkbox"/> | 9000001002016032 |
| <input type="checkbox"/> 2000002940 | | 0.00 | 10,000.00 | AP | 3/28/2016 | <input type="checkbox"/> | 9000001002016032 |
| <input type="checkbox"/> 2000002949 | | 5,646.61 | 0.00 | GL | 3/28/2016 | <input type="checkbox"/> | 9000001002016032 |
| <input type="checkbox"/> 2000002950 | | 0.00 | 53,176.62 | AP | 3/29/2016 | <input type="checkbox"/> | 9000001002016032 |
| <input type="checkbox"/> 2000002944 | | 0.00 | 5,402.25 | AP | 3/29/2016 | <input type="checkbox"/> | 9000001002016032 |
| <input type="checkbox"/> 2000002947 | | 0.00 | 798.00 | AP | 3/29/2016 | <input type="checkbox"/> | |
| <input type="checkbox"/> 2000002964 | | 0.00 | 197.85 | AP | 3/31/2016 | <input type="checkbox"/> | 9000001002016033 |
| <input type="checkbox"/> 2000002962 | | 3,867.47 | 0.00 | GL | 3/31/2016 | <input type="checkbox"/> | 9000001002016033 |
| <input type="checkbox"/> 2000002963 | | 6,253.09 | 0.00 | GL | 3/31/2016 | <input type="checkbox"/> | 9000001002016033 |
| <input type="checkbox"/> 2000002965 | | 0.00 | 4,942.34 | AP | 3/31/2016 | <input type="checkbox"/> | 9000001002016033 |
| <input type="checkbox"/> 2000002967 | | 0.00 | 63.00 | AP | 3/31/2016 | <input type="checkbox"/> | 9000001002016033 |

OK Cancel

The 'Import' button can be clicked and the user can browse for a .qfx file that gets downloaded from web banking. It will then automatically reconcile the transactions that match dates and amounts.

Reconciliation - [000] 11120

Division: 000 End Date: 3/20/2015 Opening Balance: 45,841.00

Account No.: 11120 RBC Bank Closing Balance: 8,698.43

Currency:

| Transaction No. | Memo | Type | Entity | Document | Debit | Credit | Foreign Debit | Foreign Credit | Source | Date | Reconciled |
|-----------------|--------------------------|-------|--------|------------|-------|-----------|---------------|----------------|--------|-----------|--------------------------|
| 000000325 | | Pmt. | ACME | 0000000012 | 0.00 | 855.46 | 0.00 | 0.00 | AP | 2/20/2015 | <input type="checkbox"/> |
| 000000328 | AutoReverse - 0000000327 | | | | 50.00 | 0.00 | 0.00 | 0.00 | GL | 2/20/2015 | <input type="checkbox"/> |
| 000000348 | | Pmt. | NOLIFI | 0000000013 | 0.00 | 8,556.22 | 0.00 | 0.00 | AP | 3/8/2015 | <input type="checkbox"/> |
| 000000349 | | Pmt. | WALEQU | | 0.00 | 14,554.40 | 0.00 | 0.00 | AP | 3/8/2015 | <input type="checkbox"/> |
| 000000353 | | Pmt. | NATPRO | | 0.00 | 2,000.00 | 0.00 | 0.00 | AP | 3/8/2015 | <input type="checkbox"/> |
| 000000356 | | Pmt. | OMELEE | | 0.00 | 1,900.00 | 0.00 | 0.00 | AP | 3/8/2015 | <input type="checkbox"/> |
| 000000357 | | Pmt. | OMELEE | | 0.00 | 1,500.00 | 0.00 | 0.00 | AP | 3/8/2015 | <input type="checkbox"/> |
| 000000358 | | Pmt. | OMELEE | | 0.00 | 100.00 | 0.00 | 0.00 | AP | 3/8/2015 | <input type="checkbox"/> |
| 000000359 | | Pmt. | OMELEE | | 0.00 | 500.00 | 0.00 | 0.00 | AP | 3/9/2015 | <input type="checkbox"/> |
| 000000397 | | Pmt. | ~1TIME | | 0.00 | 600.00 | 0.00 | 0.00 | AP | 3/16/2015 | <input type="checkbox"/> |
| 000000407 | | Pmt. | NATPRO | 0000024588 | 0.00 | 7,201.45 | 0.00 | 0.00 | AP | 3/17/2015 | <input type="checkbox"/> |
| 000000408 | AutoReverse - 0000000327 | | | | 50.00 | 0.00 | 0.00 | 0.00 | GL | 3/17/2015 | <input type="checkbox"/> |
| 000000408 | AutoReverse - 0000000327 | | | | 12.00 | 0.00 | 0.00 | 0.00 | GL | 3/17/2015 | <input type="checkbox"/> |
| 000000435 | | Empl. | 100002 | 0000024590 | 0.00 | 2,336.45 | 0.00 | 0.00 | PAYR | 1/15/2015 | <input type="checkbox"/> |
| 000000436 | | Empl. | 100001 | 0000024591 | 0.00 | 1,508.68 | 0.00 | 0.00 | PAYR | 1/15/2015 | <input type="checkbox"/> |
| 000000437 | | Empl. | 100003 | 0000024592 | 0.00 | 1,435.88 | 0.00 | 0.00 | PAYR | 1/15/2015 | <input type="checkbox"/> |
| 000000438 | | Empl. | 100000 | 0000024593 | 0.00 | 705.64 | 0.00 | 0.00 | PAYR | 1/15/2015 | <input type="checkbox"/> |
| 000000439 | | Empl. | 100007 | 0000024594 | 0.00 | 1,565.74 | 0.00 | 0.00 | PAYR | 1/15/2015 | <input type="checkbox"/> |
| 000000440 | | Empl. | 100008 | 0000024595 | 0.00 | 1,184.64 | 0.00 | 0.00 | PAYR | 1/15/2015 | <input type="checkbox"/> |
| 000000441 | | Empl. | 100004 | 0000024596 | 0.00 | 1,638.22 | 0.00 | 0.00 | PAYR | 1/15/2015 | <input type="checkbox"/> |
| 000000442 | | Empl. | 100005 | 0000024597 | 0.00 | 1,210.71 | 0.00 | 0.00 | PAYR | 1/15/2015 | <input type="checkbox"/> |
| 000000443 | | Empl. | 100006 | 0000024598 | 0.00 | 1,360.44 | 0.00 | 0.00 | PAYR | 1/15/2015 | <input type="checkbox"/> |
| 000000444 | | Empl. | 100009 | 0000024599 | 0.00 | 1,295.79 | 0.00 | 0.00 | PAYR | 1/15/2015 | <input type="checkbox"/> |

Cheques & Charges 37,254.57
Deposits & Debits 112.00

Unreconciled 0.00

Created by SS on 3/20/2015 10:23:10 AM Modified by SS on 3/20/2015 10:23:38 AM

Once the reconciliation is balanced the bottom right field will say **“Unreconciled 0.00”**. The user can then click the ‘Post’ button and they will get the opportunity to print the report.

| | | | | | | | | | | |
|-----------|-------|--------|------------|------|----------|------|------|------|-----------|--------------------------|
| 000000435 | Empl. | 100002 | 0000024590 | 0.00 | 2,336.45 | 0.00 | 0.00 | PAYR | 1/15/2015 | <input type="checkbox"/> |
| 000000436 | Empl. | 100001 | 0000024591 | 0.00 | 1,508.68 | 0.00 | 0.00 | PAYR | 1/15/2015 | <input type="checkbox"/> |
| 000000437 | Empl. | 100003 | 0000024592 | 0.00 | 1,435.88 | 0.00 | 0.00 | PAYR | 1/15/2015 | <input type="checkbox"/> |
| 000000438 | Empl. | 100000 | 0000024593 | 0.00 | 705.64 | 0.00 | 0.00 | PAYR | 1/15/2015 | <input type="checkbox"/> |
| 000000439 | Empl. | 100007 | 0000024594 | 0.00 | 1,565.74 | 0.00 | 0.00 | PAYR | 1/15/2015 | <input type="checkbox"/> |
| 000000440 | Empl. | 100008 | 0000024595 | 0.00 | 1,184.64 | 0.00 | 0.00 | PAYR | 1/15/2015 | <input type="checkbox"/> |
| 000000441 | Empl. | 100004 | 0000024596 | 0.00 | 1,638.22 | 0.00 | 0.00 | PAYR | 1/15/2015 | <input type="checkbox"/> |
| 000000442 | Empl. | 100005 | 0000024597 | 0.00 | 1,210.71 | 0.00 | 0.00 | PAYR | 1/15/2015 | <input type="checkbox"/> |
| 000000443 | Empl. | 100006 | 0000024598 | 0.00 | 1,360.44 | 0.00 | 0.00 | PAYR | 1/15/2015 | <input type="checkbox"/> |
| 000000444 | Empl. | 100009 | 0000024599 | 0.00 | 1,295.79 | 0.00 | 0.00 | PAYR | 1/15/2015 | <input type="checkbox"/> |

Cheques & Charges 36,894.57
Deposits & Debits 112.00

Unreconciled 0.00

Created by SS on 3/20/2015 10:23:10 AM Modified by SS on 3/20/2015 10:23:38 AM

Once printed they will be asked if they want to post the reconciliation.

Inspire Health Systems (UDF)

Account Reconciliation

Account 11120 RBC Bank

April 14, 2016 / 2:35 pm

End Date : March 20, 2015

Opening Balance 45,481.00
Closing Balance 8,698.43

| Rec | Transaction # | Source | Memo | Date | Debit | Credit | Reconciled |
|-------------------------------------|---------------|--------|--------------------------|------------|-------|-----------|--------------------------|
| <input checked="" type="checkbox"/> | 0000000325 | AP | Pmt. ACME 0000000012 | Feb 20, 15 | 0.00 | 855.46 | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 0000000328 | GL | AutoReverse - 0000000327 | Feb 20, 15 | 50.00 | 0.00 | <input type="checkbox"/> |
| <input type="checkbox"/> | 0000000348 | AP | Pmt. NOLIFI 0000000013 | Mar 8, 15 | 0.00 | 8,556.22 | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 0000000349 | AP | Pmt. WALEQU | Mar 8, 15 | 0.00 | 14,554.40 | <input type="checkbox"/> |
| <input type="checkbox"/> | 0000000353 | AP | Pmt. NATPRO | Mar 8, 15 | 0.00 | 2,000.00 | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 0000000356 | AP | Pmt. OMEELE | Mar 8, 15 | 0.00 | 1,900.00 | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 0000000357 | AP | Pmt. OMEELE | Mar 8, 15 | 0.00 | 1,500.00 | <input type="checkbox"/> |
| <input type="checkbox"/> | 0000000358 | AP | Pmt. OMEELE | Mar 8, 15 | 0.00 | 100.00 | <input type="checkbox"/> |
| <input type="checkbox"/> | 0000000359 | AP | Pmt. OMEELE | Mar 9, 15 | 0.00 | 500.00 | <input type="checkbox"/> |
| <input type="checkbox"/> | 0000000397 | AP | Pmt. ~1TIME | Mar 16, 15 | 0.00 | 600.00 | <input type="checkbox"/> |
| <input type="checkbox"/> | 0000000407 | AP | Pmt. NATPRO 0000024588 | Mar 17, 15 | 0.00 | 7,201.45 | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 0000000408 | GL | AutoReverse - 0000000327 | Mar 17, 15 | 12.00 | 0.00 | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 0000000408 | GL | AutoReverse - 0000000327 | Mar 17, 15 | 50.00 | 0.00 | <input type="checkbox"/> |
| <input type="checkbox"/> | 0000000435 | PAYR | Empl. 100002 0000024590 | Jan 15, 15 | 0.00 | 2,336.45 | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 0000000436 | PAYR | Empl. 100001 0000024591 | Jan 15, 15 | 0.00 | 1,508.68 | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 0000000437 | PAYR | Empl. 100003 0000024592 | Jan 15, 15 | 0.00 | 1,435.88 | <input type="checkbox"/> |
| <input type="checkbox"/> | 0000000438 | PAYR | Empl. 100000 0000024593 | Jan 15, 15 | 0.00 | 705.64 | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 0000000439 | PAYR | Empl. 100007 0000024594 | Jan 15, 15 | 0.00 | 1,565.74 | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 0000000440 | PAYR | Empl. 100008 0000024595 | Jan 15, 15 | 0.00 | 1,184.64 | <input type="checkbox"/> |
| <input type="checkbox"/> | 0000000441 | PAYR | Empl. 100004 0000024596 | Jan 15, 15 | 0.00 | 1,638.22 | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 0000000442 | PAYR | Empl. 100005 0000024597 | Jan 15, 15 | 0.00 | 1,210.71 | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 0000000443 | PAYR | Empl. 100006 0000024598 | Jan 15, 15 | 0.00 | 1,360.44 | <input type="checkbox"/> |
| <input type="checkbox"/> | 0000000444 | PAYR | Empl. 100009 0000024599 | Jan 15, 15 | 0.00 | 1,295.79 | <input type="checkbox"/> |
| <input type="checkbox"/> | 0000000480 | PAYR | Empl. 100009 0000024635 | Mar 13, 15 | 0.00 | 1,295.79 | <input type="checkbox"/> |
| <input type="checkbox"/> | 0000000481 | PAYR | Empl. 100001 0000024636 | Mar 13, 15 | 0.00 | 1,508.68 | <input type="checkbox"/> |
| <input type="checkbox"/> | 0000000482 | PAYR | Empl. 100006 0000024637 | Mar 13, 15 | 0.00 | 1,360.44 | <input type="checkbox"/> |
| <input type="checkbox"/> | 0000000625 | GL | AutoReverse - 0000000327 | Feb 20, 15 | 12.00 | 0.00 | <input type="checkbox"/> |
| <input type="checkbox"/> | 0000000625 | GL | AutoReverse - 0000000327 | Feb 20, 15 | 50.00 | 0.00 | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 0000000627 | GL | | Feb 8, 15 | 0.00 | 644.13 | <input type="checkbox"/> |

| | |
|---------------------------|-------------|
| Statement Opening Balance | 45,481.00 |
| Checked Cheques & Charges | 36,894.57 |
| Checked Deposits & Debits | 112.00 |
| Statement Closing Balance | 8,698.43 |
| Reconciled ! | 0.00 |

Reversing a Reconciliation

Sometimes an error is made after the account reconciliation has been posted, and the user would like to reverse and re-do it.

First of all make sure there are no check marks in the reconciliation screen and then click "Show Reconciled"

Reconciliation - [000] 11120

Buttons: Post, Import, **Show Reconciled**, Create Journal Entry, View Journal Entry, View Account

Division: 000, Account No.: 11120, RBC Bank, End Date: / / , Opening Balance: 0.00, Closing Balance: 0.00

Make sure No-Checkmarks

| Transaction No. | Memo | Type | Entity | Document | Debit | Credit | Foreign Debit | Foreign Credit | Source | Date | Reconciled |
|-------------------------------------|--------------------------|-------|---------|------------|-------|-----------|---------------|----------------|--------|------------|--|
| <input type="checkbox"/> 0000000242 | | Pmt. | INSPIRE | 0000000001 | 0.00 | 20,033.54 | 0.00 | 0.00 | AP | 11/18/2015 | <input checked="" type="checkbox"/> 03/16/2015 |
| <input type="checkbox"/> 0000000244 | | Pmt. | ~1TIME | 0000000002 | 0.00 | 600.00 | 0.00 | 0.00 | AP | 01/21/2016 | <input checked="" type="checkbox"/> 03/16/2015 |
| <input type="checkbox"/> 0000000326 | | | | | 0.00 | 50.00 | 0.00 | 0.00 | GL | 02/20/2015 | <input checked="" type="checkbox"/> 03/16/2015 |
| <input type="checkbox"/> 0000000326 | | | | | 0.00 | 2,500.00 | 0.00 | 0.00 | GL | 02/20/2015 | <input checked="" type="checkbox"/> 03/16/2015 |
| <input type="checkbox"/> 0000000326 | | | | | 0.00 | 12.00 | 0.00 | 0.00 | GL | 02/20/2015 | <input checked="" type="checkbox"/> 03/16/2015 |
| <input type="checkbox"/> 0000000327 | recurring | | | | 0.00 | 50.00 | 0.00 | 0.00 | GL | 02/20/2015 | <input checked="" type="checkbox"/> 03/16/2015 |
| <input type="checkbox"/> 0000000327 | recurring | | | | 0.00 | 12.00 | 0.00 | 0.00 | GL | 02/20/2015 | <input checked="" type="checkbox"/> 03/16/2015 |
| <input type="checkbox"/> 0000000350 | | Pmt. | WALEQU | | 0.00 | 559.78 | 0.00 | 0.00 | AP | 03/08/2015 | <input checked="" type="checkbox"/> 03/16/2015 |
| <input type="checkbox"/> 0000000351 | | Pmt. | NATPRO | | 0.00 | 3,300.00 | 0.00 | 0.00 | AP | 03/08/2015 | <input checked="" type="checkbox"/> 03/16/2015 |
| <input type="checkbox"/> 0000000325 | | Pmt. | ACME | 0000000012 | 0.00 | 855.46 | 0.00 | 0.00 | AP | 02/20/2015 | <input checked="" type="checkbox"/> 03/20/2015 |
| <input type="checkbox"/> 0000000327 | recurring | | | | 0.00 | 2,500.00 | 0.00 | 0.00 | GL | 02/20/2015 | <input checked="" type="checkbox"/> 03/20/2015 |
| <input type="checkbox"/> 0000000328 | AutoReverse - 0000000327 | | | | 12.00 | 0.00 | 0.00 | 0.00 | GL | 02/20/2015 | <input type="checkbox"/> 03/20/2015 |
| <input type="checkbox"/> 0000000328 | AutoReverse - 0000000327 | | | | 50.00 | 0.00 | 0.00 | 0.00 | GL | 02/20/2015 | <input checked="" type="checkbox"/> 03/20/2015 |
| <input type="checkbox"/> 0000000349 | | Pmt. | WALEQU | | 0.00 | 14,554.40 | 0.00 | 0.00 | AP | 03/08/2015 | <input checked="" type="checkbox"/> 03/20/2015 |
| <input type="checkbox"/> 0000000356 | | Pmt. | OMELEE | | 0.00 | 1,900.00 | 0.00 | 0.00 | AP | 03/08/2015 | <input checked="" type="checkbox"/> 03/20/2015 |
| <input type="checkbox"/> 0000000357 | | Pmt. | OMELEE | | 0.00 | 1,500.00 | 0.00 | 0.00 | AP | 03/08/2015 | <input checked="" type="checkbox"/> 03/20/2015 |
| <input type="checkbox"/> 0000000394 | | Pmt. | MOESYS | | 0.00 | 55.00 | 0.00 | 0.00 | AP | 03/16/2015 | <input checked="" type="checkbox"/> 03/20/2015 |
| <input type="checkbox"/> 0000000395 | | Pmt. | MOESYS | | 0.00 | 56.00 | 0.00 | 0.00 | AP | 03/16/2015 | <input checked="" type="checkbox"/> 03/20/2015 |
| <input type="checkbox"/> 0000000396 | | Pmt. | MOESYS | 0000024586 | 0.00 | 68.00 | 0.00 | 0.00 | AP | 03/16/2015 | <input checked="" type="checkbox"/> 03/20/2015 |
| <input type="checkbox"/> 0000000408 | AutoReverse - 0000000327 | | | | 12.00 | 0.00 | 0.00 | 0.00 | GL | 03/17/2015 | <input checked="" type="checkbox"/> 03/20/2015 |
| <input type="checkbox"/> 0000000408 | AutoReverse - 0000000327 | | | | 50.00 | 0.00 | 0.00 | 0.00 | GL | 03/17/2015 | <input checked="" type="checkbox"/> 03/20/2015 |
| <input type="checkbox"/> 0000000436 | | Empl. | 100001 | 0000024591 | 0.00 | 1,508.68 | 0.00 | 0.00 | PAYR | 01/15/2015 | <input checked="" type="checkbox"/> 03/20/2015 |
| <input type="checkbox"/> 0000000437 | | Empl. | 100002 | 0000024592 | 0.00 | 1,435.88 | 0.00 | 0.00 | PAYR | 01/15/2015 | <input checked="" type="checkbox"/> 03/20/2015 |

Cheques & Charges 0.00
Deposits & Debits 0.00
Unreconciled 0.00

- Sort the list by the reconciled date and un-check all the ones for the date that needs to be un-posted. (Note- the check to use is the left hand column and not the one next to the reconciled date)
- Once selected click on 'Post' and you will be prompted for a report which can be cancelled,
- Click OK to post and the reconciliation for that date will be reversed.










Note – If doing back to back reconciliations be sure to use the date of the bank statement end as it will use that date for the reconciliation post. If left blank then it will post today's date. If more than one reconciliation is done with the same date it becomes harder to un-reconcile if required.

GL – Included Reports

- Trial Balance
- Income Statement
- GL Open Balance check
- GL Foreign Balance
- GL Chart of Accounts
- Financial Statement by Period
- Comparative Financial Statement
- Balance Sheet

Multi-Currency

| Currencies | | | | | | | |
|--|----------------|------------------|------------|-----------|-----------|-------------------------------------|--------|
|   Filters <input type="text" value="Search"/>  Export    Default Selling Price Level  | | | | | | | |
| Code | Country | Currency | Fixed Rate | Buy Rate | Sell Rate | Indirect Rate | Symbol |
| CAD | Canada | Canadian dollars | 1.0000000 | | | <input type="checkbox"/> | \$ |
| GBP | United Kingdom | British Pounds | | 0.5300000 | 0.5600000 | <input checked="" type="checkbox"/> | £ |
| JPY | Japan | Japanese Yen | 0.0115900 | | | <input type="checkbox"/> | ¥ |
| USD | United States | American Dollars | 1.2900000 | | | <input type="checkbox"/> | \$ |
| XEU | Europe | Euros | 1.4300000 | | | <input type="checkbox"/> | EC\$ |

Code – The short name for a currency.

Country – The country using this currency,

Currency – The name of the currency.

Fixed Rate – The fixed rate for the currency.

Buy Rate – The rate this currency is bought at.

Sell Rate – The rate this currency is sold at.

Indirect Rate – Checked if set to indirect.

Symbol – The symbol used for this currency.

The multi-currency module allows a company to operate in other currencies besides the base used for GL reporting.

Invoices can therefore be sent to customers and payments can be accepted in their own currency and when they get posted to the GL they get converted to the companies base currency.

Purchase orders can be sent to vendors in their currency and when the inventory arrives it gets converted to base currency, Then when payment is made to the vendor it will pay them in their currency.

When invoices are posted to accounts receivable and purchase orders are closed to accounts payable the currency rate of the day is used. Then when the payments are received and made and the rate is different, Spire will automatically post the difference to the Gain/Loss GL account set for that currency.

Setting Currency Rates

Click add or edit to setup a currency.

Code USD

Country United States

Description American Dollars

Main Monthly Rates

Value

Rate ☒ Direct ☐ Indirect Fixed 1.29

Method ☒ Fixed ☐ Buy/Sell Buy 1.29

Sell 1.29

Format

Unit Name Dollars

Fraction Name Cents

Sign \$

☒ Sign is Prefix ☐ Sign is Suffix

Thousands Separator ,

Decimal Places 2

Decimal Mark .

Cheque Date Format MM-DD-YYYY

Gains/Losses

GL Account 91400

Gain or Loss on Currency

Threshold (base currency) 0

Conversion Defaults

☒ Convert Selling Prices from Base Currency

Unit Price Rounding 0.001

Created by SS on 07/07/2005 10:06:47 AM Modified by SS on 04/19/2016 1:41:49 PM

Code – The international short code for a currency.

Country – The country that uses this currency,

Description – The name of the currency.

Value

Rate – Select direct or indirect.

Fixed – The rate that will be used if the monthly rate is at zero.

Method – Select fixed or Buy/Sell

- *Buy* – The rate the currency is purchased.
- *Sell* – The rate the currency is sold.



If the method chosen is 'Fixed' then the sales and purchases will use the same rate. The bank charges a different rate to purchase a currency that they pay for deposits so a buy and sell rate can be entered so that Spire will separate the rates.

Format

Unit Name – The unit name that the currency is traded in such are dollars.

Fraction Name – The fraction of units name such as cents.

Sign – The sign or symbol for the name such as \$.

Sign is – Sign is a prefix or a suffix.

Thousands Separator – The separator for thousands of the currency such as 1,345,366

Decimal Places – How many decimals is usually used.

Decimal Mark – What mark is used for the decimals for instance a point or comma.

Cheque Date Format – The date format for the date when paying with this currency.

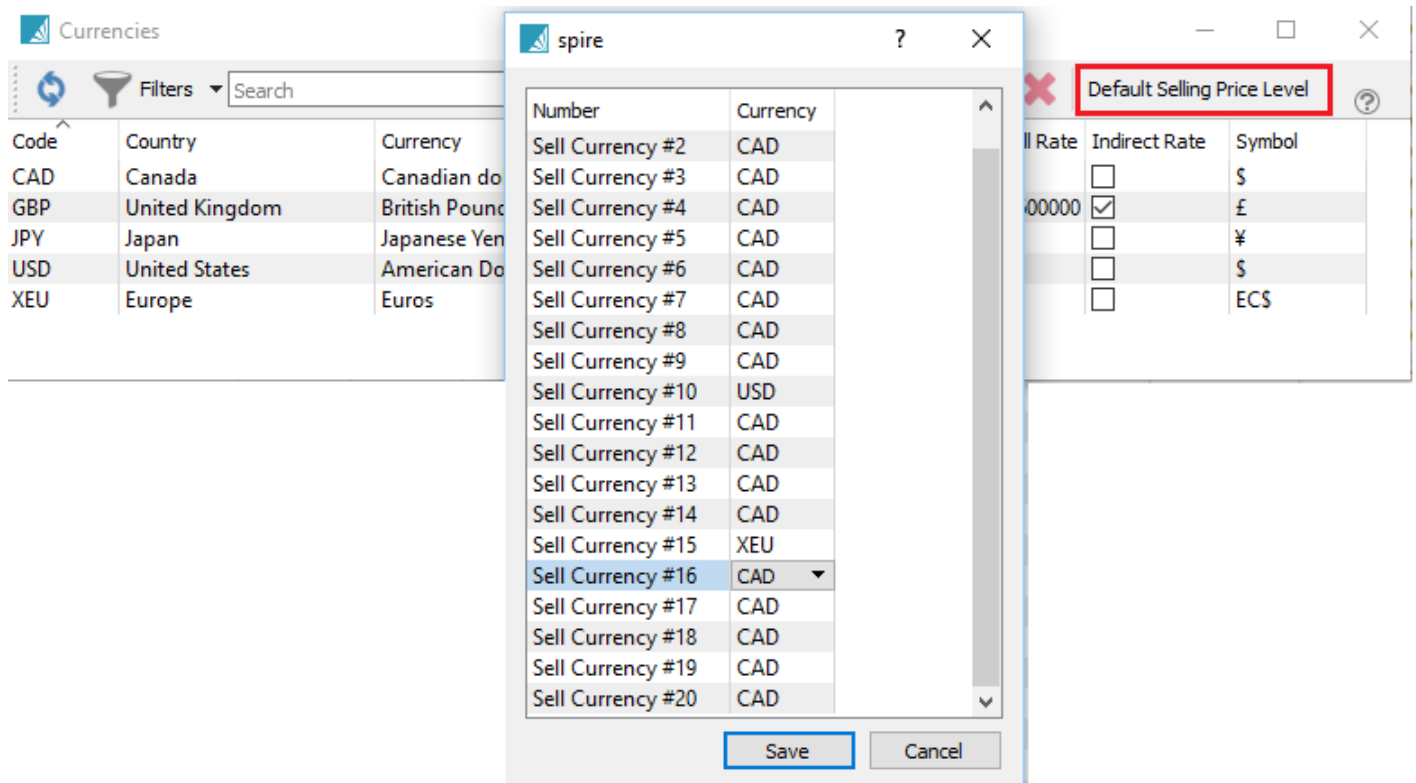
Gains/Losses

GL Account – The GL account to post gains and losses for this currency.

Conversion Defaults

Convert Selling Prices from Base Currency – If this is checked then the sell price will use the customers currency as a conversion. If not checked then it will sell at the same amount in foreign as it is set in base.

Inventory price levels can be linked to a currency. Highlight the currency in Edit/Currencies and click the “Default Selling Price Level” button. When a price is set for that level, it will charge in the currency selected.




Unit Price Rounding – Usually set to the nearest 10th or 2 decimals.


Currency Revaluation

Used to revalue GL accounts because of current rate changes.

The user must have the setting Users/Currency/Revalue Currency to be able to run this function.

The revaluation process can be run for 'Today's' date or the user can select a past month(s) to run it retroactively. If there is a rate set for that month it will be used as a direct in the revaluation. If there is no rate set then it will use the main rate. See below.

 Currency - USD



Code:

Country:

Description:

| Period Ending (Last Year) | Rate | Period Ending (This Year) | Rate | Period Ending (Next Year) | Rate |
|---------------------------|------|---------------------------|------|---------------------------|------|
| 02/28/2014 | 0.00 | 02/28/2015 | 1.27 | 01/31/2016 | 1.38 |
| 03/31/2014 | 1.22 | 03/31/2015 | 1.27 | 02/29/2016 | 1.22 |
| 04/30/2014 | 1.22 | 04/30/2015 | 1.27 | 03/31/2016 | 1.30 |
| 05/31/2014 | 1.22 | 05/31/2015 | 1.27 | 04/30/2016 | 1.30 |
| 06/30/2014 | 1.22 | 06/30/2015 | 1.27 | 05/31/2016 | 0.00 |
| 07/31/2014 | 1.23 | 07/31/2015 | 1.27 | 06/30/2016 | 0.00 |
| 08/31/2014 | 1.23 | 08/31/2015 | 1.28 | 07/31/2016 | 0.00 |
| 09/30/2014 | 1.23 | 09/30/2015 | 1.27 | 08/31/2016 | 1.30 |
| 10/31/2014 | 1.23 | 10/31/2015 | 1.29 | 09/30/2016 | 0.00 |
| 11/30/2014 | 1.24 | 11/30/2015 | 1.27 | 10/31/2016 | 0.00 |
| 12/31/2014 | 1.24 | 12/31/2015 | 1.30 | 11/30/2016 | 0.00 |
| 01/31/2015 | 1.24 | | | 12/31/2016 | 0.00 |

Created by SS on 07/07/2005 10:06:47 AM Modified by SS on 04/19/2016 5:25:42 PM

Before running the revaluation process be sure to set the rate for each currency.

The revaluation will only be run on the GL accounts that have the 'Revalue' flag set on them.

Division No Account No Name Currency ☐ Inactive

Details Transactions Balances History Notes User Defined

Group Type ☐ Sales Account

Subgroup GIFL Account ☒ Bank Account

Normal balance ☒ Debit ☐ Credit Cheque sequence ☐ Track job cost

☒ Revalue

To run the revaluation go into the GL accounts view and highlight one of the GL accounts for the currency that needs to be revalued and click on 'Revalue'. Choose 'Selected' and the revaluation will be run for all accounts with that currency.

If the user want to revalue all currencies at once then choose "All" instead of "Selected"

The user will be asked to select a date to revalue. Whatever date is selected the revaluation process will be done for that 'Month End' backwards and posted to the the date selected.

| Accounts Summary Transactions Recurring Entries | | | | | | | | | |
|---|-------------------------------------|----------|-----------|---------------------------|-------------|------------|----------|---------------|----------------|
| Filters Search Export + - Revalue | | | | | | | | | |
| Account N | Name | Currency | Type | Group Name | Designation | Δ D | All | Debit Balance | Credit Balance |
| 11120 | RBC Bank-XEU | XEU | Asset | Cash | Debit | | | 0.00 | 8,653.80 |
| 11120 | RBC-USD | USD | Asset | Cash | Debit | | Selected | 0.00 | 5,352.47 |
| 11130 | Cash Receipts | USD | Asset | Cash | Debit | 0.00 | | 4,766.00 | 0.00 |
| 11210 | Accounts Receivable - Trade-USD | USD | Asset | Accounts Receivable | Debit | 3,690.00 | | 3,690.00 | 0.00 |
| 21120 | Accounts Payable-USD | USD | Liability | Accounts Payable | Credit | 0.00 | | 951.81 | 0.00 |
| 21130 | Accrued Payables-USD | USD | Liability | Other Accrual of Payables | Credit | 0.00 | | 699.44 | 0.00 |
| 21300 | BC Provincial Sales Tax Payable-... | USD | Liability | Other Current Liabilities | Credit | 0.00 | | 0.00 | 244.16 |
| 21400 | G.S.T. Collected-USD | USD | Liability | Other Current Liabilities | Credit | 0.00 | | 0.00 | 174.40 |
| 41100 | Sales - General-USD | USD | Revenue | Gross Sales | Credit | 0.00 | | 3,690.00 | 3,690.00 |
| 41300 | Sales - Equipment-USD | USD | Revenue | Gross Sales | Credit | 0.00 | | 0.00 | 0.00 |
| 11110 | Petty Cash | | Asset | Cash | Debit | 0.00 | | 0.00 | 0.00 |
| 11120 | RBC Bank | | Asset | Cash | Debit | 0.00 | | 147,970.46 | 528,767.71 |
| 11130 | Cash and Cheque Receipts | | Asset | Cash | Debit | 145,498.11 | | 1,374,497.66 | 0.00 |
| 11140 | American Express | | Asset | Cash | Debit | 0.00 | | 20,000.00 | 0.00 |
| 11150 | MasterCard | | Asset | Cash | Debit | 0.00 | | 5,250.00 | 0.00 |
| 11160 | Visa | | Asset | Cash | Debit | 0.00 | | 36,656.23 | 0.00 |
| 11210 | Accounts Receivable - Trade | | Asset | Accounts Receivable | Debit | 0.00 | | 91,297.39 | 1,312,337.38 |

The value in the base column for a foreign GL account is based on the exchange rate of each of the transactions that were posted to it. If the currency rate has changed, the revaluation function changes the balance of the account, for the month it is run to match the new rate. The difference gets posted to the GL account that was set for gain/loss for each currency. The foreign balance of the account does not change when reevaluating the account.

If an error is made and the user wants to reverse the revaluation transaction, locate the journal entry and click 'Reverse'

Modules using Multi-Currency

Multi-Currency is used in various places in Spire.

General Ledger – Journal entries can be made posting to foreign and base accounts.

NOTE: The base and foreign amounts as well as the rate are editable prior to posting.

The screenshot shows the 'GL Transaction - 0000000673' window. The 'Entry' tab is active, displaying a date of '04/21/2016'. Below the date are '+' and 'x' icons. A table lists the transaction details:

| Account No | Account Name | Base Debit | Base Credit | Foreign Debit | Foreign Credit | Currency | Rate |
|-------------|--------------|------------|-------------|---------------|----------------|----------|------|
| 11120 [USD] | RBC-USD | 1,200.00 | 0.00 | 923.08 | 0.00 | USD | 1.30 |
| 11120 [] | RBC Bank | 0.00 | 1,200.00 | 0.00 | 0.00 | | 0.00 |
| [] | | | | | | | |

At the bottom of the window, the summary shows: Debits 1,200.00, Credits 1,200.00, and a Balance of 0.00.

Accounts Payable – All items are entered in the foreign value and are posted using the rate at the time. If the rate changes when the item is paid, the difference is posted to the gain/loss GL account set for the currency,

Purchase Orders – When a purchase order is created the prices are all in the foreign currency. When the PO is received the amounts are posted to accounts payable in the foreign amount. The amounts of the accrued freight and duty are in base. The inventory received gets landed in base and includes the accrued freight and duty.

The vendor's currency is shown on the bottom of the PO. Once items are added to a PO the vendor cannot be changed to a one with a different currency.

Accounts Receivable – All items are entered in the foreign value and are posted using the rate at the time. If the rate changes when the item is paid, the difference is posted to the gain/loss GL account set for the currency,

Sales Order/Invoicing – When creating a sales order for a customer that is set with a foreign currency the prices are either converted using the currency rate unless the customer is set to a sell level that has a currency assigned to it. The exception of this is if there is a 'Price Matrix' record for this customer. It will then use that price in their currency.

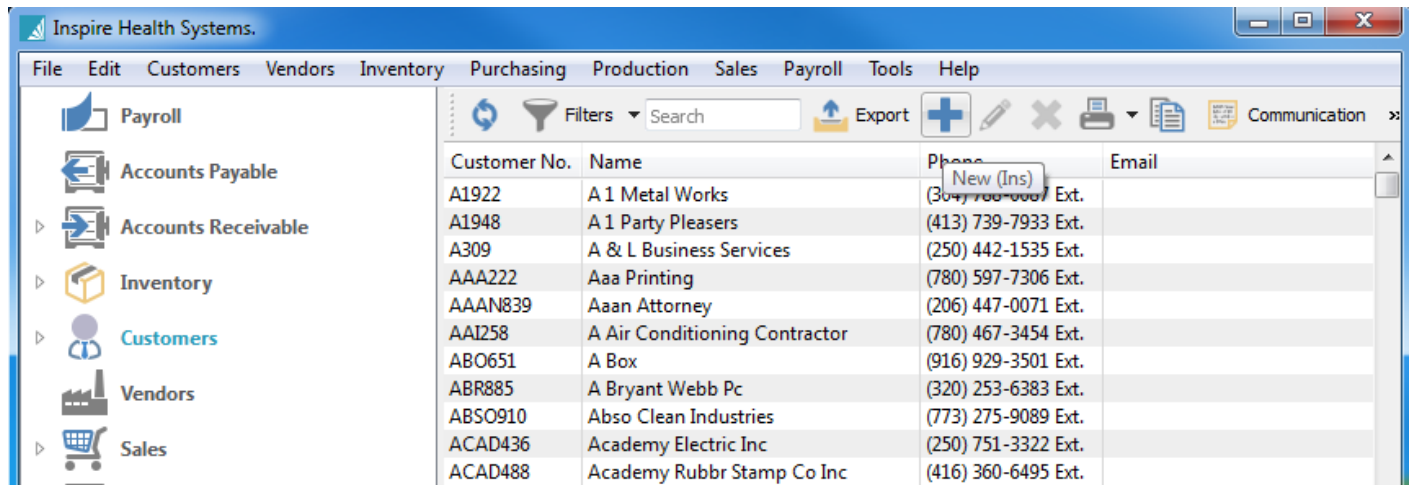
The customer's currency is shown on the bottom of the sales order. Once items are added to an order the customer cannot be changed to a one with a different currency.

Point of Sale – Acts the same way as sales orders.

Customers

Creating or Editing a Customer

Select 'Customer' from the main menu and then click the + (plus) button.



This will bring you to the customers main address screen. If creating a new customer the minimum data entry required is the customer code and a customer name.

- ✿ Make sure that all data entry is done in a standardized format to insure accuracy in searching for records later. For instance many will use the first 3 characters of the first word in a companies name and the first 3 letters of the companies second name. Therefore Acme Tools will become ACMT00.

Customer Header

Save – Saves a customer and leaves the customer window open

Save/Close – Saves a customer and closes the customer window

Delete – Deletes a customer.

- **NOTE:** A customer with history cannot be deleted.

Update Orders – This button will search for open sales orders and update any address changes including email addresses.

Navigation buttons – Allows the user to navigate the customer list. The navigation order will respect the filters and sort that was set before editing the customer.

Customer Addresses

Code – Must be unique

Name – The customer name that will appear on reports/forms

On Hold – If this check box is selected then no transactions can be entered for this customer.

Status – The customer can be set to one of 3 statuses, Active, Inactive or Prospect. A customer can only be made inactive if they have no balance in accounts receivable. A prospect setting is normally used when we are still trying to earn a company's' business. All of these statues can be used to create filters so that you can view only the ones that you want.

- **NOTE:** A user needs to have the security setting of "Customers/Show Inactive Customers" on to see be able to see inactive customers.

Colours – Each customer can be colour coded with a background and text colour for whatever reason. For example a company may want their foreign customers to stand out on their customer list and therefore colour code them in blue.

Addresses – Click on the + button to add any number of ship-to addresses. You can also delete ship-to's by clicking the X icon. The button between the 2 gives allows you the ability to append the currently highlighted address to a new ship-to. By default only the billing address is put onto a sales order, however you can change this by selecting one of the ship-to addresses to be 'default'. Then every sales order will default to having the billing address and this ship-to address.

Map – This button opens the address in either Google Maps. OpenStreetMap or Bing.

Contacts – These 3 contact labels can be edited to suit your requirements in Company Settings/Customer.

Hold Address – This puts a ship-to on hold so orders cannot be created for it

Email Addresses – All of the email addresses including those in the ship-to's are available when emailing reports or forms to a customer.

Created / Modified by – The user and date/time the record was created and the last time it was edited.

Sales Taxes Tab

Customer - JACK225

Customer No: JACK225 Name: Jackson Fitness Center ☐ On Hold Status: Active ☐ Foreground ☐ Background ☐

Addresses Billing General Sales Orders Sales History Accounts Receivable Price Matrix

Default Billing Address

Billing Address: TORONTO

Sales Taxes

| Tax Code | Description | Rate | Exempt No. |
|----------|-------------|------|------------|
| 1 | G.S.T. | 5.0 | |
| 2 | P.S.T. | 7.0 | |
| | | 0.0 | |

Sales Taxes – The sales tax code can be selected from the list that was setup in Edit/Sales Taxes. Once it is selected the code, the description and the rate will be displayed. An exemption number can also be added if the customer is exempt for a tax. This exemption number will then be added to a sales order when it is created.

Order Default Tab

Customer - JACK225

Customer No: JACK225 Name: Jackson Fitness Center ☐ On Hold Status: Active ☐ Foreground ☐ Background ☐

Addresses Billing General Sales Orders Sales History Accounts Receivable Price Matrix

Default Billing Address

Billing Address: TORONTO

Order Defaults

Warehouse: VA Inspire Health Systems Territory:

Shipping Method: Federal Express Salesperson: JOHN John Ather

Warehouse – If the company setting ‘Sales Orders/Use customer’s default warehouse’ is on then this warehouse it will be used by default on a sales order.

Shipping Method – This is the customers default shipping method will get added to sales orders. It is selected from a list that is created under Edit/Ship Via.

Territory – This is the customers default territory and will get added to sales orders. It is selected from a list that is created under Edit/Territory

Salesperson – This is the customers default salesperson and will get added to sales orders. It is selected from a list that is created under Edit/Salespeople

Price Tab

Customer - JACK225

Customer No: JACK225 Name: Jackson Fitness Center ☐ On Hold Status: Active Foreground: Background:

Addresses Billing General Sales Orders Sales History Accounts Receivable Price Matrix

Default Billing Address

Billing Address: TORONTO

Sell Price Level: 01

01
02
03
04
05
06
07
08
09
10

Pricing – A customer can be set for 1 of 20 different sell prices. This will then set the item at the corresponding level set in inventory. The multi-currency setup can further define a price level for a particular currency. Then when a customer is set for that currency it will select that price level automatically.

Communications Tab

Customer - JACK225

Customer No: JACK225 Name: Jackson Fitness Center ☐ On Hold Status: Active Foreground: Background:

Addresses Billing General Sales Orders Sales History Accounts Receivable Price Matrix

Default Billing Address

Billing Address: TORONTO

Address Sales Taxes Order Defaults Pricing Communication Attachments User Defined

Filters Search

| Subject | Created Date | Created By | Due Date | Completion Date | Attention | Display Type |
|---------|--------------|------------|----------|-----------------|-----------|--------------|
| watch | 2/20/2015 | SS | | | Alert | None |

Note - watch

Subject: watch Type:

Make sure no invoices over 60 days

Details

Assigned To: Due Date:

Number: 0.000 Completed Date:

Reports

☐ Print

Where:

Display

☒ Alert on Orders

Created by SS on 2/20/2015 7:09:29 AM Modified by SS on 2/20/2015 7:09:29 AM 34:59 PM

Communications – A communication or note can be added to a customer for later follow-up. If it is assigned to a user and it has a due date added, then this will be presented to the user when it is due or

overdue every time they log into Spire. The communications tab will also be red if there are any notes for this customer.

Any number of notes can be added to a customer and have several options:

Subject – Gives the note a subject

Type – This groups notes by a type and must come from lookup list if used

Body – The details of a note

Assigned To – Who is responsible for this note or task

Number – A numeric field that be used for custom reports

Due Date – When the assigned communication/task is due for completion. If the user logs into Spire and there are communications that are due today or earlier they will be 'popped' in a message.

Completed Date – Enter a date here when the task is completed.

Print – Select if the contents should be printed on one of below:

Where – Select what document the message should be printed on. Spire's stock reports have these messages on them, however they are defaulted to hidden so your consultant can un-hide them for you. The choices are:

- **Packing Slip**
- **Picking Slip**
- **Booking Order**
- **Invoice**
- **Order Confirmation**
- **Quote**
- **Purchase Order**
- **Sales Order**
- **Work Order**
- **Alert on Orders** – If the message is set as an alert, the message will be presented to the user when the customer is added to a sales order or when it is edited. If the alert is not set, the communications ribbon at the top of the sales order, will indicate that there is customer communication.

Customer Attachments

The screenshot shows the 'Customer - JACK225' window. The 'Attachments' tab is selected, displaying a table of existing attachments. An 'Attachment' dialog box is open, allowing a new attachment to be added.

Customer Information:

- Customer No: JACK225
- Name: Jackson Fitness Center
- On Hold: ☐
- Status: Active
- Foreground: ☐
- Background: ☐

Attachments Table:

| Subject | Document Type | Document Path | User Added | Date Added |
|---------|---------------|---|------------|------------|
| Merge | Adobe Acrobat | C:/Users/aromeyn/Documents/Merge Template.pdf | SS | 2016-04-04 |

Attachment Dialog Box:

Add new attachment:

Subject: Meeting

File: C:/Users/aromeyn/Desktop/quarterly-meeting.pptx

Buttons: Add, Cancel, Browse...

Footer: Created by SS on 8/25/2014 5:00:57 PM | Modified by SS on 4/4/2016 8:42:17 AM

Customer Attachments – Any number of attachments can be added to a customer. When double clicked it will open the attachment with the default viewer for that type of document.

User Defined Tab

The screenshot displays the Spire CRM interface for customer JACK225, named Jackson Fitness Center. The 'User Defined' tab is active, showing a list of fields: Leads, Lead, and Followup. The 'Leads' field is highlighted in the 'User Defined Page - Leads' dialog box. The dialog box includes buttons for New, Edit, Delete, Move Up, Move Down, Ok, and Cancel. The 'Edit' button is highlighted. The 'Leads' field is also highlighted in the main window. The 'Followup' field is visible below it. The 'Leads' field is highlighted in the 'User Defined Page - Leads' dialog box. The 'Edit' button is highlighted. The 'Leads' field is also highlighted in the main window. The 'Followup' field is visible below it. The 'Leads' field is highlighted in the 'User Defined Page - Leads' dialog box. The 'Edit' button is highlighted. The 'Leads' field is also highlighted in the main window. The 'Followup' field is visible below it.

User Defined Fields – UDF's can be added to a customer to track extra information that Spire does not keep by default. The user can add additional tabs and define the fields and field types to store this data. The structure for the customer billing address can be different than the ship-to addresses.

Billing Tab

Customer - JACK225

Customer No: JACK225 Name: Jackson Fitness Center ☐ On Hold Status: Active Foreground: Background:

Addresses Billing General Sales Orders Sales History Accounts Receivable Price Matrix

Account Information

| | |
|----------|----------|
| Current | 0.00 |
| Over 30 | 0.00 |
| Over 60 | 0.00 |
| Over 90 | 0.00 |
| Over 120 | 7,971.63 |

Credit Limit

Balance: 7,971.63 Limit: Limited Credit 30,000 ☒ Apply finance charges

Approved By: SS Approved Date: 3/16/2015 [Clear Approval](#)

Average days to pay: 65

Statements & Invoices

Invoices: Form

Statements: Form

Pricing

Discount %: 0.00

Payments

Receivables: 11210/ Accounts Receivable - Trade

Currency: Canadian dollars

Payment Terms: 01 Net 30 days

☐ PO number required

☐ Service Charge Default Exempt

☐ Inventory Levy Default Exempt

Bank Information

Transit Number:

Institution:

Bank Account:

Created by SS on 8/25/2014 5:00:57 PM Modified by SS on 4/4/2016 9:16:57 AM

Account Information – Shows the aged accounts receivable for this customer. The aging days that are used are setup in Company Settings/Accounts Receivable.

Statements & Invoices – User can select how the customer invoices and statements are sent. The choices are Form, Email, Form and Email or none. When printing, Spire does not use these settings, however this field is one of the columns on the customer list so the user can sort or filter by this and select all of the customers by form type before sending.

Discount – The default discount that is applied to the total sales order.

- **Caution** – this discount is applied after the line by line discounts.

Balance – The customers accounts receivable balance.

Limit – The customers credit limit.

Apply Finance Charges – When checked, finance charges will be applied to the customers AR. The 'Apply Finance Charges' button can be checked on the accounts receivable list or inside a customer AR screen.

Approved By – The initials of the user that last edited the customer's credit type and/or limit.

Clear Approval – Clears the credit limit to zero.

Average Days to Pay – The average time it takes a customer to pay their accounts receivable.

Receivables – The GL account that this customer's AR is posted to

Currency – The currency that the customer is billed in.

Payment Terms – The default terms that get added to a sales order. Once on the sales order it can be changed to other terms.

Bank Information – For Canadian banks, this is used for EFT to create a CPA1464 file (aka005) from all accounts receivable transactions that have payment terms of 'PAD'

- **Transit Number** – The Customer's bank transit number
- **Institution** – The Customer's bank institution number
- **Bank Account** – The Customer's bank account number

PO Number Required – When saving or editing a customer's sales order the user will be warned that a purchase order number is required by this customer. Once the sales order is Processed, Shipped or Invoiced the PO number will be required.

Service Charge Default Exempt – If the Company Setting Sales Orders/Surcharges is active, this customer will not be charged this fee.

Inventory Levy Default Exempt – If a levy is set on an inventory item, this customer will be exempt from it.

Customer General Tab

User Type – This is an alphanumeric field that can have its label changed in Company Settings/Variables. This field is usually called ‘Customer Type’ and Spire’s price matrix uses this to define pricing for groups of customers. This field also has an associated table where values can be selected from.

Misc. – This is an numeric field that can have its label changed in Company Settings/Variables.

Special Code – A code from A-Z can be added to the customer. It is not used anywhere in the program but simply a way to rank a customer and be able to filter by it.

Customer Sales Order Tab

| Order No | Status | Type | Hold | Modified By | Order Date | Required Date | Total | Subtotal | PO Number | GP % (Average) | 3P % (Current) | GP (Current) | GP (Average) | Backordered |
|------------|-----------|----------------|--------------------------|-------------|------------|---------------|--------|----------|-----------|----------------|----------------|--------------|--------------|-------------------------------------|
| 0000800005 | Open | Sales Order | <input type="checkbox"/> | SS | 2/16/2015 | 2/16/2015 | 0.00 | 0.00 | | | | 0.00 | | <input type="checkbox"/> |
| 0000800011 | Open | Sales Order | <input type="checkbox"/> | SS | 2/20/2015 | 2/20/2015 | 0.00 | 0.00 | | | | 0.00 | | <input type="checkbox"/> |
| Q000000001 | Processed | Sales Order | <input type="checkbox"/> | SS | 2/20/2015 | 2/20/2015 | 352.80 | 315.00 | | 44.50 | 44.70 | 140.76 | 140.11 | <input checked="" type="checkbox"/> |
| Q000000002 | Open | Sales Order | <input type="checkbox"/> | SS | 2/20/2015 | 2/20/2015 | 0.00 | 0.00 | | | | 0.00 | | <input type="checkbox"/> |
| 0000800015 | Open | Sales Order | <input type="checkbox"/> | SS | 3/16/2015 | 3/16/2015 | 0.00 | 0.00 | | | | 0.00 | | <input type="checkbox"/> |
| 0000800018 | Open | Sales Order | <input type="checkbox"/> | SS | 3/17/2015 | 3/17/2015 | 0.00 | 0.00 | | | | 0.00 | | <input type="checkbox"/> |
| 0000800032 | Processed | Standing Order | <input type="checkbox"/> | SS | 4/17/2015 | 4/17/2015 | 135.52 | 121.00 | | 31.20 | 31.20 | 37.77 | 37.81 | <input type="checkbox"/> |
| 0000800024 | Processed | Sales Order | <input type="checkbox"/> | SS | 9/15/2015 | 9/15/2015 | 0.06 | 0.06 | | 16.70 | 16.70 | 0.01 | 0.01 | <input type="checkbox"/> |
| 0000800029 | Open | Sales Order | <input type="checkbox"/> | SS | 9/16/2015 | 9/16/2015 | 52.04 | 46.47 | | 15.00 | 15.00 | 6.97 | 6.97 | <input type="checkbox"/> |
| 0000102660 | Open | Sales Order | <input type="checkbox"/> | SS | 11/13/2015 | 11/13/2015 | 72.80 | 65.00 | | 43.90 | 43.90 | 28.52 | 28.52 | <input type="checkbox"/> |
| 0000102683 | Open | Sales Order | <input type="checkbox"/> | SS | 12/13/2015 | 12/13/2015 | 0.00 | 0.00 | | | | 0.00 | | <input type="checkbox"/> |
| 0000800035 | Open | Sales Order | <input type="checkbox"/> | SS | 3/30/2016 | 3/30/2016 | 0.00 | 0.00 | | | | 0.00 | | <input type="checkbox"/> |
| 0000800036 | Open | Sales Order | <input type="checkbox"/> | SS | 4/1/2016 | 4/1/2016 | 0.00 | 0.00 | | | | 0.00 | | <input type="checkbox"/> |

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Sales Orders – Here a user can see all of the customers sales including active sales orders and their statuses. They can be viewed at the order header level of the detail level. The orders can be edited, processed, shipped to and invoiced just like they can in the sales order module.

Customer Sales History Tab

Customer - JACK225

Update Orders

Customer No: JACK225 Name: Jackson Fitness Center ☐ On Hold Status: Active Foreground: Background:

Addresses Billing General Sales Orders Sales History Accounts Receivable Price Matrix

Invoices Items

Filters Search Export View Journal Entry

| Invoice Date | Invoice No | Order No | Order Date | Subtotal | Total | Territory | Total Cost (Current) | Total Cost (Average) | Trans No | PO No | Reference No |
|--------------|------------|------------|------------|-----------|-----------|-----------|----------------------|----------------------|------------|-------|--------------|
| 2/3/2014 | 0000600014 | 0000100703 | 2/3/2014 | 4,755.00 | 5,373.15 | | 2,820.85 | 2,820.85 | 0000000016 | 45689 | |
| 6/15/2014 | 0000600036 | 0000100626 | 6/15/2014 | 1,626.38 | 1,837.81 | | 956.66 | 956.66 | 0000000038 | 45944 | |
| 9/20/2014 | 0000600070 | 0000009914 | 9/20/2014 | 850.00 | 960.50 | | 540.40 | 540.40 | 0000000072 | 45990 | |
| 11/11/2014 | 0000600110 | 0000100660 | 11/11/2014 | 2,810.00 | 3,175.30 | | 1,659.60 | 1,659.60 | 0000000112 | 46889 | |
| 12/7/2014 | 0000600131 | 0000100683 | 12/7/2014 | 326.50 | 368.95 | | 230.70 | 230.70 | 0000000133 | 46999 | |
| 2/3/2015 | 0000600155 | 0000100725 | 2/3/2015 | 10,141.00 | 11,459.33 | | 6,170.05 | 6,170.05 | 0000000157 | 47844 | |
| 3/20/2015 | 0000600183 | 0000100760 | 3/20/2015 | 442.00 | 499.46 | | 244.45 | 244.45 | 0000000185 | 48799 | |
| 4/16/2015 | 0000600199 | 0000100778 | 4/16/2015 | 403.64 | 456.11 | | 278.35 | 278.35 | 0000000201 | 48113 | |
| 1/6/2015 | 0000600249 | 0000011914 | 9/13/2015 | 10,956.00 | 12,270.72 | | 6,502.09 | 6,498.18 | 0000000283 | 49225 | |
| 1/6/2015 | 0000600260 | 0000102703 | 2/13/2015 | 344.50 | 385.85 | | 231.53 | 228.53 | 0000000294 | 49556 | |
| 2/19/2015 | 0000600267 | 0000800008 | 2/19/2015 | 850.00 | 952.00 | | 542.93 | 542.33 | 0000000313 | 45990 | |
| 2/19/2015 | 0000600268 | 0000800009 | 2/19/2015 | 850.00 | 952.00 | | 542.93 | 542.33 | 0000000312 | 45990 | |
| 2/20/2015 | 0000600271 | 0000800012 | 2/20/2015 | -850.00 | -952.00 | | -542.33 | -542.33 | 0000000323 | 45990 | |
| 3/14/2015 | 0000600283 | 0000800006 | 2/16/2015 | 4,546.00 | 5,091.52 | | 2,694.37 | 2,694.06 | 0000000373 | | |
| 3/16/2015 | 0000600285 | 0000800011 | 2/20/2015 | 8,166.88 | 9,146.90 | | 6,522.25 | 6,522.25 | 0000000384 | | |

Created by SS on 8/25/2014 5:00:57 PM Modified by SS on 4/4/2016 9:16:57 AM

Sales History – This is a list of all of the customer's sales history. It can be viewed at the invoice header level or details of all invoices. Filters can be set to limit the amount range of invoices shown. The invoice can also be drilled into to view and edit non financial information if the user has security to do so. The invoice can also be copied or credited when viewing it.

Customer Accounts Receivable Tab

Customer - JACK225

Customer No: JACK225 Name: Jackson Fitness Center ☐ On Hold Status: Active ☐ Foreground ☒ Background ☐

Addresses Billing General Sales Orders Sales History Accounts Receivable Price Matrix

Payment Hold Show All Show Credits Collapse All View Journal Entry View Invoice

| Transaction No | Date | Debit | Credit | Applied | Balance | Terms Desc. | Customer PO | Reference No | Type | Hold | Due Date | Memo | User |
|--|----------|----------|----------|----------|----------|-------------|-------------|--------------|---------|--------------------------|----------|-------------------------------------|------|
| <input type="checkbox"/> 0000000510 | 7/7/2015 | 761.05 | 0.00 | | 761.05 | | | 0000600316 | Invoice | <input type="checkbox"/> | 7/7/2015 | | SS |
| <input checked="" type="checkbox"/> 0000000511 | 7/7/2015 | 1,551.77 | 0.00 | | 551.77 | Net 30 days | | 0000600317 | Invoice | <input type="checkbox"/> | 8/6/2015 | TORONTO Jackson Fitness Center - TO | SS |
| <input type="checkbox"/> 0000000581 | 4/4/2016 | 0.00 | 1,000.00 | 1,000.00 | 0.00 | Net 30 days | | | Payment | <input type="checkbox"/> | 5/4/2016 | | SS |
| <input type="checkbox"/> 0000000512 | 7/7/2015 | 5,591.75 | 0.00 | | 5,591.75 | | | 0000600318 | Invoice | <input type="checkbox"/> | 7/7/2015 | | SS |
| <input type="checkbox"/> 0000000515 | 7/7/2015 | 67.06 | 0.00 | | 67.06 | | | 0000600319 | Invoice | <input type="checkbox"/> | 7/7/2015 | TORONTO Jackson Fitness Center - TO | SS |

Total Balance 6,971.63 Total Amount 0.00
Remaining 6,971.63

Created by SS on 8/25/2014 5:00:57 PM Modified by SS on 4/4/2016 9:16:57 AM

Accounts Receivable – This gives full access to the accounts receivable for this customer. Data can be added here and invoices can be paid here. You can also view the applied accounts receivable data for this customer. If a customer has a balance of zero and everything is fully applied, then this is the only place to be able to see a customers accounts receivable info.

Customer Price Matrix Tab

Customer - JACK225

Customer No: JACK225 Name: Jackson Fitness Center ☐ On Hold Status: Active ☐ Foreground ☒ Background ☐

Addresses Billing General Sales Orders Sales History Accounts Receivable Price Matrix

Filters Search Export Purge Previous Show all inventory matches Show all customer matches

| ID | Warehouse | Part number | Description | Amount Type | U/M | Amount | Margin | Average Cost | Current Cost | Start Date | End Date |
|----|-----------|-------------|------------------------------|-------------|-----|--------|--------|--------------|--------------|------------|----------|
| 3 | VA | INSDB40 | InSpire Dumbbell 40 | Price | EA | 246.19 | 79.00 | 51.70 | 51.70 | | |
| 5 | VA | ABMAT | AbMat | Price | EA | 22.22 | 12.02 | 19.55 | 19.55 | | |
| 19 | VA | CHALK | Gym Chalk | Price | EA | 26.00 | 50.00 | 13.00 | 13.00 | | |
| 20 | VA | INSKB5 | InSpire Kettlebell 5 | Price | EA | 15.00 | 45.00 | 8.25 | 8.25 | | |
| 28 | VA | INSKB10 | InSpire Kettlebell 10 | Discount | EA | 10.00 | | 13.75 | 13.75 | | |
| 29 | VA | INSKB15 | InSpire Kettlebell 15 | Price | EA | 35.00 | 44.26 | 19.4616 | 19.5106 | | |
| 30 | VA | INSKB20 | InSpire Kettlebell 20 | Price | EA | 45.00 | 45.00 | 24.75 | 24.75 | | |
| 31 | VA | INSKB25 | InSpire Kettlebell 25 | Margin | EA | 25.00 | | 30.25 | 30.25 | | |
| 32 | VA | INSKB30 | InSpire Kettlebell 30 | Price | EA | 65.00 | 43.88 | 36.47862 | 36.47862 | | |
| 33 | VA | INSKB35 | InSpire Kettlebell 35 | Price | EA | 75.00 | 45.00 | 41.95134 | 41.25 | | |
| 34 | VA | INSKB40 | InSpire Kettlebell 40 | Price | EA | 85.00 | 45.00 | 46.75 | 46.75 | | |
| 35 | VA | ABMAT | AbMat | Price | EA | 37.01 | 47.18 | 19.55 | 19.55 | | |
| 36 | VA | RESCAB10 | Resistance Cable 10lb Teal | Price | EA | 3.88 | 61.34 | 1.50 | 1.50 | | |
| 37 | VA | RESCAB20 | Resistance Cable 20lb Purple | Price | EA | 3.88 | 61.34 | 1.50 | 1.50 | | |
| 38 | VA | RESCAB30 | Resistance Cable 30lb Pink | Price | EA | 2.353 | 15.00 | 2.00 | 2.00 | | |

Created by SS on 8/25/2014 5:00:57 PM Modified by SS on 4/4/2016 9:16:57 AM

Price Matrix – On this tab you can add/edit/delete and report on a customers special pricing. See the 'Price Matrix' Module for a full description.

Customers – Included Reports

- Customer Statement
- Customer Statement Detailed
- #10 Envelope with Return Address
- #10 Envelope

Mail Merge

In Spire users can print or email merge the selected customers from within the customer list. To create a shorter list to send your merged document to you can create a filter for the customer list and then highlight the ones to merge with and click the merge button.

Spire Health Systems (UDF)

File Edit Customers Vendors Inventory Purchasing Production Sales Payroll Tools Help

Filters Search Export + - Communication **2** Mail Merge

Match if All of the following criteria are true

+ X YTD Sales is greater than 0.00

+ X Email is not

| Customer No. | Name | Address 1 | City | Phone | Email |
|--------------|------------------------------|---------------------|-------------------|--------------------|--------------------|
| MCCA937 | Mccamic, Jeffrey W Esq | 2107 Roger Street | Nanaimo | (250) 760-3993 ... | awilson@gmail... |
| BEIE396 | Beierle & Beierle | 3855 Pitfield Blvd | St Laurent | (514) 817-0292 ... | mcy@gmail.co... |
| CAP1660 | Capital Electrical & Sec Inc | 1822 E Jackson St | Phoenix | (602) 257-4111 ... | alexis@capelect... |
| CROP895 | Crop Production Services Inc | 30940 Industrial... | Livonia | (734) 522-3287 ... | ahatten@cropp... |
| DUPO192 | Dupont Photographers | 1449 Bridgeport... | Collingwood | (705) 443-6579 ... | jj@dupontPhot... |
| EAST571 | Eastman Chemical Company | 8 Hillcrest Ave | Manhasset | (516) 466-7437 ... | asantory@eastc... |
| ELDE929 | Elden H Knudson Constrcn Co | 4617 N. Mesquite... | Oldsboro, City... | (405) 405-7329 ... | aspies@edenkn... |
| ER118 | E R Partridge Inc | | | | van@erpart.com |
| FORE113 | Forest Hist Ctr Mn Hist Scty | | | | msmith@forest... |
| HARR652 | Harris, Baum E Esq | | | | abertschy@harr... |
| HARV663 | Harvest States Cooperative | | | | abassett@harve... |
| HOLU622 | Holub, Ronald E Esq | | | | amckusick@hol... |
| JACK225 | Jackson Fitness Center | | | | info@jacksonfit... |
| JANC649 | Jancy Engineering Co | | | | codyb@jancye... |
| LISS141 | Liss, Philip A Esq | | | | sbrenner@lissP... |
| MAUL986 | Maul Baker Box Ci | | | | abby@maulbak... |
| ODON596 | Odonnell, Charles W Esq | | | | awaka@odonC... |
| TRAV597 | Travel Resources | | | | sheila@travreso... |
| WIEN879 | Wiens, Robin A Esq | | | | rweins@rrgter.net |

1 Highlight Customers to Merge with

3 Click Edit and MS Word Will Open

Spire Mail Merge Documents

Select Document to Merge

☒ Existing Document ☐ New Document

\\Documents\SpireMerge\Newsletter.docx Browse...

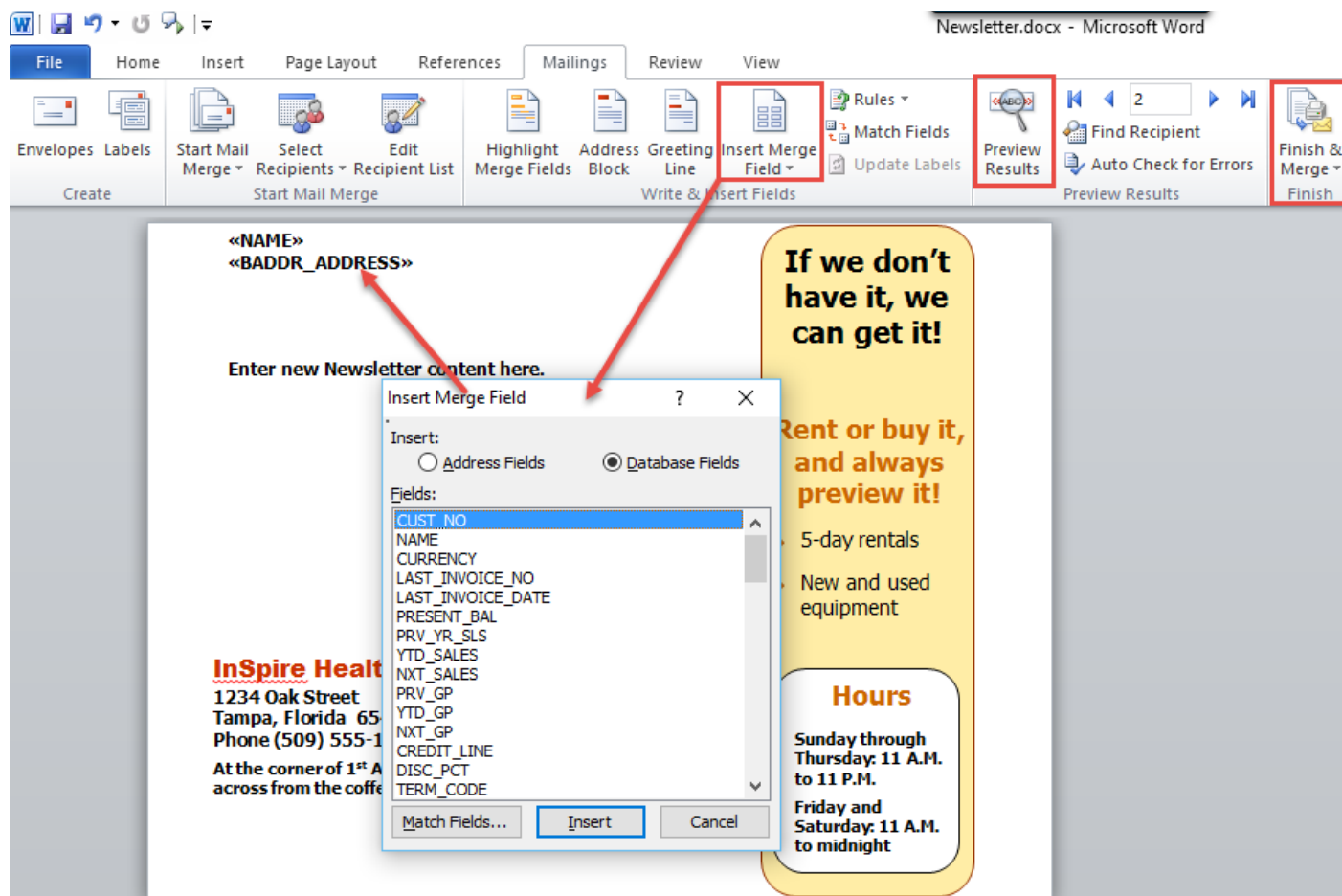
Report Settings

☐ Modify Data in Excel Before Merging

Blanks: 0 Copies: 1

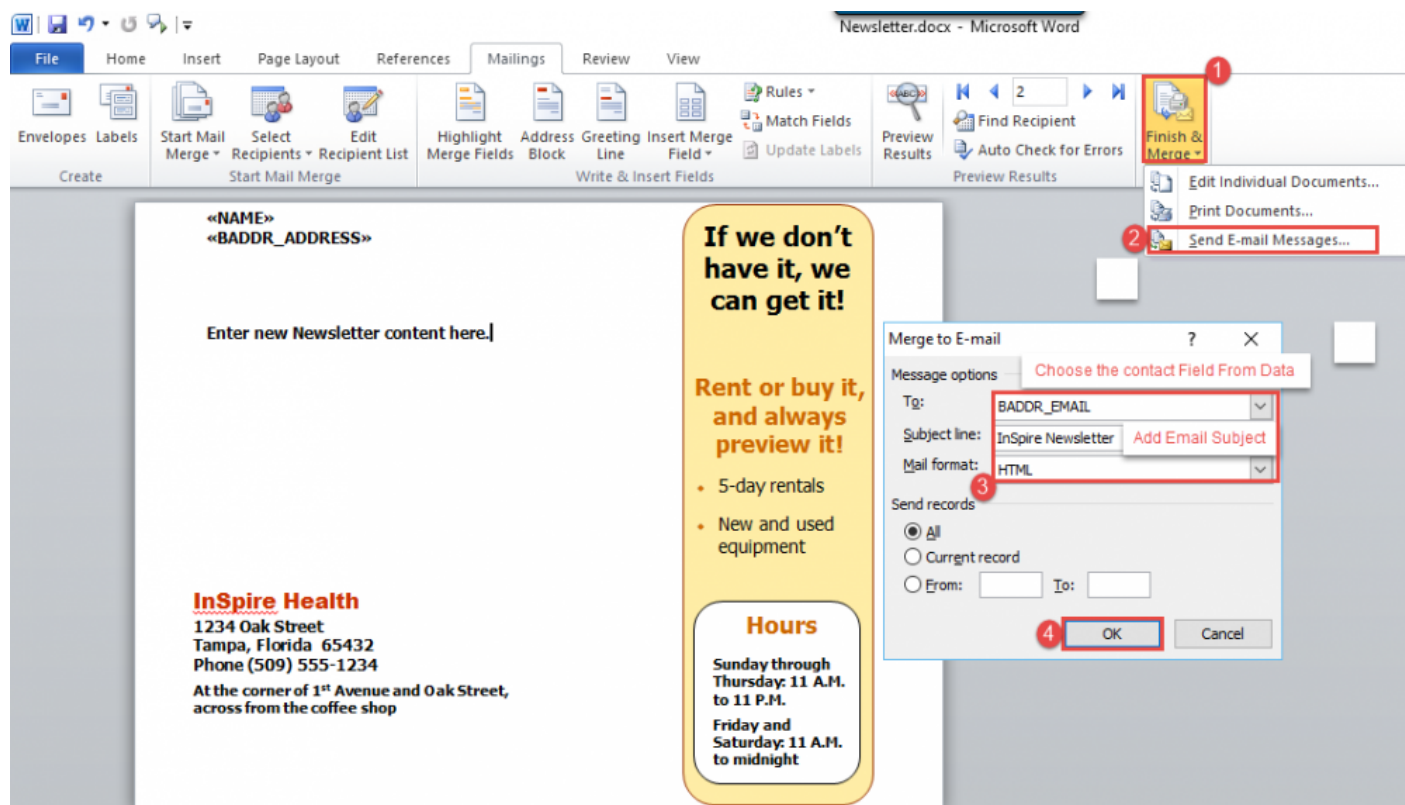
Edit Print Preview Cancel

Microsoft Word will then open and you can choose to create a new document or you can choose to edit an existing document.



You will need to add the fields you would like to use for the data that should appear on the document by selecting "Insert Merge Fields" on the Word Mailings tab.

Users can then 'Preview' the results to see who will receive the mailing and then click "Finish & Merge" when ready to send.



The merged document can be either printed or emailed. If being emailed, select the email address from the Spire customer database, add a subject and click 'OK'. The user email will then merge the documents to the email address list, or if printed will merge print to the printer.

Video Instruction – Customer Mail/Email Merge



Sales Orders

Refresh

Add Edit Delete Print Copy

Filters Search

Export

Sales Order List – Menu Items

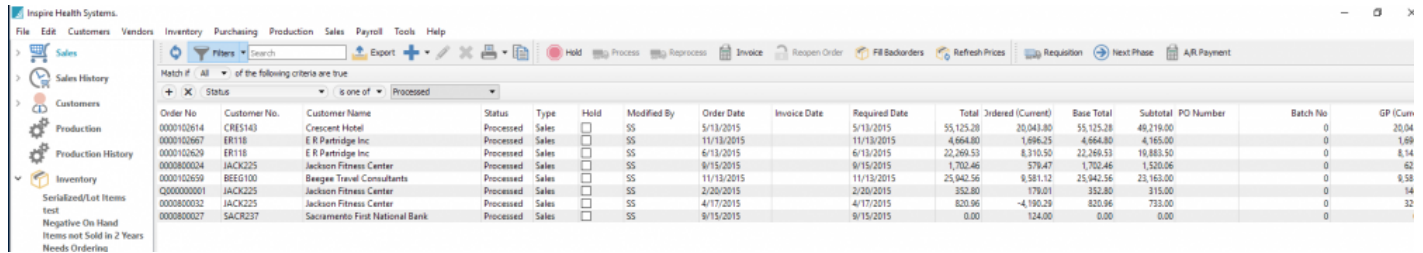
This list may not be in the same order because the columns can be moved and removed. Also some columns like costs, have security settings so some users may not see them at all.

- **Refresh** – Allows you to view orders that have been added by other users
- **Filters** – Create a custom filter and save that filter to customize your view
- **Export** – Export the filtered list to Excel or .csv including your filtered screen layout and column positions
- **Add** – Add a new sales order
- **Edit** – Edit an existing sales order
- **Delete** – Delete a sales order
- **Print** – Prints a sales order report. The arrow beside the print button allows the user to choose to print all sales orders or the selected sales orders
- **Copy** – Copies the selected sales order
- **Requisition** – Will create a requisition and purchase order for shortages on the selected order(s)
- **Next Phase** – Moves the sales order to its next phase
- **AR Payment** – Puts an un-applied payment onto the customers account
- **Hold** – Holds a sales order that can only be released by a user with the rights to do so
- **Process** – Processes a sales order and prompts the user to print a pick ticket
- **Reprocess** – Allows users with the correct security to re-process and therefore re-print a pick ticket
- **Invoice** – Invoices selected sales order(s)

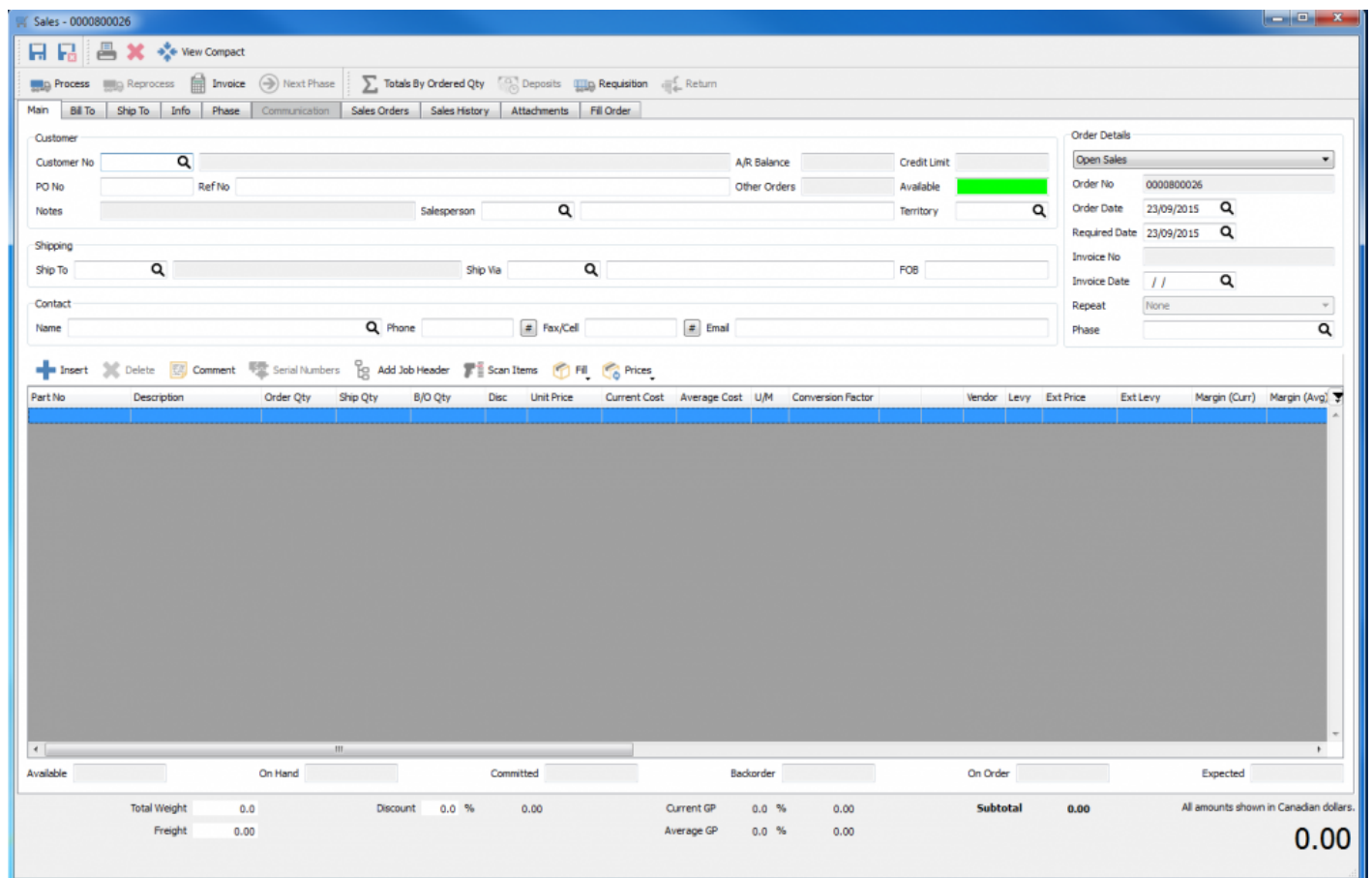
- **Reopen Order** – Moves an order that has been processed or shipped back to being open and therefore editable
- **Fill Back Orders** – Selected orders will have back orders filled if there is now inventory to commit. This processes from the oldest to newest orders until stock is depleted
- **Refresh Prices** – Sets prices to default to a new sell price, including if a user has overridden the sell price

Sales Order Header

To create a new Sales Order in Spire, begin in the main Spire window and select “Sales” from the left navigation menu.



Once on the Sales section, you select the “Plus” icon located above the main window to open a new sales order. A new Sales Order window will open in front of the main Spire window.



Using the lookup icon you can navigate to the intended customer for this sales order. You can also enter search criteria about the customer and it will find them based on that search. For instance type the city and all customers within that city will be presented in the drop down list. Alternatively type the city name and then press the 'F9' key and the complete list of customers with that city name will be short listed and ready for selection. You can also use a combination of words to search such as the contact name and the city and the list presented will be restricted to the results that contain both words.

Video Instruction for Order Searches



Main Tab

The screenshot shows the 'Main Tab' for a sales order. At the top, there's a title bar 'Sales - 0000800035 Jackson Fitness Center'. Below it is a toolbar with icons for Process, Reprocess, Invoice, Next Phase, Totals By Ordered Qty, Requisition, and Deposits. A red ribbon message states 'There are notes for this customer' with 'View Notes' and 'Dismiss' buttons. The main area has tabs: Main, Bill To, Ship To, Info, Phase, Communications, Sales Orders, Sales History, User Defined, Attachments, and Fill Order. The 'Main' tab is active, showing customer information (Customer No: JACK225, Jackson Fitness Center, AR Balance: 9,063.71, Credit Limit: 30,000.00, Available: 17,935.23), shipping details (Ship To: TORONTO, Jackson Fitness Center - TO, Ship Via: Federal Express), and contact information. On the right, the 'Order Details' section shows Order No: 0000800035, Order Date: 3/30/2016, Required Date: 3/30/2016, Invoice No: /, Invoice Date: /, Repeat: None, and Phase: . Below this is a table with columns: Part No, Description, Order Qty, Ship Qty, B/O Qty, Retail Price, Disc, Unit Price, Levy, Ext Levy, Margin (Curr), Current Cost, Average Cost, U/M, Conversion Factor, and G.S.T. The table is currently empty. At the bottom, there's a summary section with fields for Available, On Hand, Committed, Backorder, On Order, and Expected. It also shows Total Weight: 0.0, Discount: 0.0 %, Current GP: 0.0 %, Average GP: 0.0 %, Subtotal: 0.00, G.S.T.: 0.00, BC P.S.T.: 0.00, and a final total of 0.00. A footer note says 'All amounts shown in Canadian dollars.' and a status bar at the bottom indicates 'Created by SS on 3/31/2016 9:17:41 AM Modified by SS on 3/31/2016 9:17:52 AM'.

Once the customer is selected the customers credit information will be displayed, If the credit limit background is red this means that the customer is over the credit limit or has unpaid invoices beyond their terms. The user must have the security setting User/Customers/Can See Customer Credit Info.



Note the red ribbon message. This means that the customer has notes that should be read.

Order Details -The choices for types of order are:

- **Sales** – This is a regular sales order that will commit product immediately to the customer
- **Booking** – Does not commit inventory and is used for future orders that can be committed once the due date has been reached

- **Standing** – These are used for repeat orders. Once invoiced the order stays behind to be invoiced at the next pre-determined cycle
- **Quote** – Used to send a quotation to a customer. It does not commit inventory until the user releases it to a sales order
- **RMA** – Used for 'Return Material Authorization' and can use a different numbering sequence from regular sales orders
- **Work** – Use for service type orders that can have a separate sequence number that sales

PO Number – Adds the customer's PO number and if the customer is set to 'Require PO' in their profile then the user will be warned that a Purchase Order number is required. The order can then be saved without a PO but cannot be processed, shipped or invoiced until a PO number has been entered.

Ref No – The user can enter a reference to another document if required

Salesperson – The salesperson can be entered if the sale is to be tracked. There is a company setting, that if turned on, the salesperson must be added to the order before saving it. If the customer has a salesperson attached to their record it will populate this field with the salesperson as you add the customer to the order. There is another company setting available that will populate the order with the user code if it matches the salesperson's code. Users need security to be able to change the salesperson code on an order.

Territory – The territory can be entered if the sale is to be tracked. There is a company setting, that if turned on, the territory must be added to the order before saving it. If the customer has a territory attached it will populate this field with the salesperson as you add the customer to the order.

Ship to – Users can select from any ship to attached to the customer. When using the lookup the user can click on 'All Addresses' and they will be able to select any customer in case the order needs to be drop shipped elsewhere.

Ship Via – Select from any shipping carrier that has been previously set up in Edit/Ship Via. The user can also free type in the ship via description field if using a miscellaneous shipper.

FOB – Free On Board is a term in international commercial law specifying at what point the seller transfers ownership of the goods to the buyer. Many companies use this field for other data they want on the order instead of FOB.

Contact – This area is for adding the contact of the person that gave you the order. You can free type in the name, Phone, Fax and email. You can also use the lookup to select the contact information for any of the customer's main or ship to contacts even if the ship to is not on this order.

Order date – Usually the day that you created the order but it can be edited to any date.

Required Date – The date that the customer want the goods. This is useful on the sales order list because the user can sort by this date column to see what needs to be shipped today.

Invoice date – This is the date that the order needs to be invoiced. The user can be set to:

- **Always Current date** – means that today's date will get added as soon as the user invoices the order
- **Current Data unless Invoice date is filled** – Means the user can add a date but if they do not it will use today's date
- **Always ask for date if not filled in** – Means the user must enter an invoice date

Repeat – This option is available for standing orders. The user can select from daily, weekly, monthly, yearly or custom. If custom is selected they can choose any non standard repeat cycle using one of the calendar options as a start. When a standing order gets invoiced the invoice date will automatically be advanced by the repeat cycle. The user can set a filter on the sales order list for all standing orders due this week and simply highlight all of them and print or email invoices to the customer.

Phase – Custom phases can be added to a sales order. Preset phases can be set up under Edit/Phases or on the sales order phase lookup dialog. Each phase is given a code, a description, a report template and a next phase. If a report template is added to a phase and the order is moved to that phase, any report that has that template name will be presented for printing. The next phase needed is triggered when the user clicks the 'Next Phase' button on the sales order list, or from inside an order and then the order will be moved to the 'Next Phase'. This feature is very useful for user that need their order to go through a custom set of procedures.

Bill To:

Sales - 0000800035 Jackson Fitness Center

Process Reprocess Invoice Next Phase Totals By Ordered Qty Requisition Deposits

There are notes for this customer [View Notes](#) [Dismiss](#)

Main Bill To Ship To Info Phase Communications Sales Orders Sales History User Defined Attachments Fill Order

Contact Information

Address 2018 No. 3 Road
 Map
 City Richmond
 Postal Code V6X 2B8 Province BC
 Country Canada
 Phone (604) 249-0735 Ext.
 Fax () -

☐ Hold Address

Main Sales Accounting

Name Jason Fallon
 Phone () - Ext.
 Fax/Cell () -
 Email jfallon@jacksonfitness.net

Internet Addresses

Email info@jacksonfitness.net
 Website

| | | | | | | | | | | |
|--------------|------|----------|-------|------|------------|-------|------|-----------------|-------------|--|
| Total Weight | 0.0 | Discount | 0.0 % | 0.00 | Current GP | 0.0 % | 0.00 | Subtotal | 0.00 | All amounts shown in Canadian dollars. |
| Freight | 0.00 | | | | Average GP | 0.0 % | 0.00 | G.S.T. | 0.00 | |
| | | | | | | | | BC P.S.T. | 0.00 | 0.00 |

Created by SS on 3/31/2016 9:17:41 AM Modified by SS on 3/31/2016 9:17:52 AM

This tab displays the customers bill-to information and contacts. They are added to the order when it is first created. Therefore if the customers address and contact info changes while an order exists, the order will no longer have the correct information. This includes customers email addresses that will be used when sending orders and invoices to a customer. There is a button in customer edit that the user can click that will update any open sales orders with the customers new information.

Ship To:

Sales - 0000800035 Jackson Fitness Center

Process Reprocess Invoice Next Phase Totals By Ordered Qty Requisition Deposits

There are notes for this customer [View Notes](#) [Dismiss](#)

Main Bill To Ship To Info Phase Communications Sales Orders Sales History User Defined Attachments Fill Order

Name: Jackson Fitness Center - TO ☐ Hold Address

Contact Information

Address: 46776 Dunn Rd [Map](#)

City: Toronto

Postal Code: M6Y 7Y7 Province: ON

Country: Canada

Phone: (416) 777-1234 Ext. #

Fax: () - #

Main Sales Accounting

Name: Albert Svenson

Phone: 4164492222 #

Fax/Cell: #

Email: asvenson@jacksonfitness.net

Internet Addresses

Email: >

Website: >

| | | | | | | | | | | |
|--------------|------|----------|-------|------|------------|-------|------|-----------------|-------------|--|
| Total Weight | 0.0 | Discount | 0.0 % | 0.00 | Current GP | 0.0 % | 0.00 | Subtotal | 0.00 | All amounts shown in Canadian dollars. |
| Freight | 0.00 | | | | Average GP | 0.0 % | 0.00 | G.S.T. | 0.00 | 0.00 |
| | | | | | | | | BC P.S.T. | 0.00 | |

Created by SS on 3/31/2016 9:17:41 AM Modified by SS on 3/31/2016 9:17:52 AM

This tab displays the customers ship-to information and contacts. They are added to the order when it is first created. Therefore if the customers address and contact information changes while an order exists, the order will no longer have the correct information. This includes the customers email addresses that will be used when sending orders and invoices to the customer. There is a button in customer edit that the user can click that will update any open sales orders with the customers new information.

These fields are editable and can be overridden by the user.

Info

Sales - 0000800035 Jackson Fitness Center

Process Reprocess Invoice Next Phase Totals By Ordered Qty Requisition Deposits

There are notes for this customer [View Notes](#) [Dismiss](#)

Main Bill To Ship To Info Phase Communications Sales Orders Sales History User Defined Attachments Fill Order

Customer

Terms Net 30 days

Sell Price Level

Account Information

| | | | |
|----------|----------|--------------|-----------|
| Current | 0.00 | AR Balance | 9,063.71 |
| Over 30 | 0.00 | Other Orders | 3,001.06 |
| Over 60 | 0.00 | Credit Limit | 30,000.00 |
| Over 90 | 0.00 | Available | 17,935.23 |
| Over 120 | 9,063.71 | | |

Carrier

Name

Ship Date

Tracking No

Sales Tax

| Code | Description | Rate |
|---|-------------|-------|
| <input type="text" value="1"/> <input type="button" value="Q"/> | G.S.T. | 5.0 % |
| <input type="text" value="2"/> <input type="button" value="Q"/> | P.S.T. | 7.0 % |

Exempt No

Total Weight Discount % Current GP % Subtotal **0.00** All amounts shown in Canadian dollars.

Freight Average GP % G.S.T. BC P.S.T. **0.00**

Created by SS on 3/31/2016 9:17:41 AM Modified by SS on 3/31/2016 9:17:52 AM

Terms – The terms get populated by the customers terms but can be edited on the order.

Sell Price Level – The price level is populated by the customer level but can be edited for the order.

Carrier – The name of the carrier that shipped this order

Ship Date – The actual ship date of the order

Tracking No – The carriers tracking or weigh bill number

Sales Taxes – The customers default sales taxes that are to be charged. These are editable in case the product is being shipped to a different tax jurisdiction

Exempt No – The customers tax exempt for tax 2 will be put here if the customer has one in their profile and the user can enter one manually.

Account Information – Shows the customers current aging, balance, amount in other sales order, credit limit and available credit

Phase

Standing - 0000800032 Jackson Fitness Center

View Compact

Ship Reprocess Invoice Next Phase Totals By Ordered Qty Requisition Deposits

There are notes for this customer [View Notes](#) [Dismiss](#)

Main Bill To Ship To Info **Phase** Communications Sales Orders Sales History User Defined Attachments Fill Order

| Phase | Description | Operator | Carrier | Reference | Started | Ended | Notes |
|---------------|----------------|----------|---------|-----------|-----------------------|-----------------------|-------|
| NEW | New Order | SS | | | 3/31/2016 11:44:26 AM | 3/31/2016 11:45:35 AM | |
| NEEDSAPPROVAL | Needs Approval | SS | | | 3/31/2016 11:45:35 AM | 3/31/2016 11:45:36 AM | |
| APPROVED | Approved | SS | | | 3/31/2016 11:45:36 AM | 3/31/2016 11:45:37 AM | |
| READY | Ready to Ship | SS | | | 3/31/2016 11:45:37 AM | | |

Total Weight 0.0 Discount 0.0 % 0.00 Current GP -97.94 % -1,185.14 Subtotal 1,210.12 All amounts shown in Canadian dollars.

Freight 0.00 Average GP -97.94 % -1,185.14 G.S.T. 60.51 BC P.S.T. 84.71

1,355.34

Created by SS on 9/17/2015 7:02:51 AM Modified by SS on 3/31/2016 11:45:37 AM

This tab displays each phase that an order has gone through including when it entered that phase and when it was completed. The user is able to edit the start and end time if necessary. They can also add in different information and notes, and if the phase required shipping the carrier can be added. This information can be added to custom reports for tracking purposes.

Communication

Standing - 0000800032 Jackson Fitness Center

View Compact

Ship Reprocess Invoice Next Phase Totals By Ordered Qty Requisition Deposits

There are notes for this customer [View Notes](#) [Dismiss](#)

Main Bill To Ship To Info Phase **Communications** Sales Orders Sales History User Defined Attachments Fill Order

Filters Search Export + -

| Subject | Created Date | Created By | Due Date | Completion Date | Attention | Display Type | Assigned To | Group Type | Modified Date | Modified By |
|---------|--------------|------------|----------|-----------------|-----------|--------------|-------------|------------|---------------|-------------|
| Catalog | 3/31/2016 | SS | | | Alert | | SHIPPER | ADD | 3/31/2016 | SS |

Note - Catalog

Subject: Catalog Type: ADD

Include a new catalog in the order, and provide free shipping as we missed this product on thier last order

Details: Assigned To: SHIPPER Due Date: / / Number: 0,000 Completed Date: / /

Reports: ☐ Print Where:

Display: ☒ Alert on Orders

Created by SS on 3/31/2016 11:52:19 AM Modified by SS on 3/31/2016 11:52:19 AM

BC P.S.T. 0.00

Created by SS on 9/17/2015 7:02:51 AM Modified by SS on 3/31/2016 11:53:03 AM

Total Weight Freight

0.00

nts shown in Canadian dollars.

Any number of notes can be added to an order that can have several options.

Subject – Gives the note a subject

Type – This groups notes by a type and must come from lookup list if used

Body – The details of a note

Assigned To – Who is responsible for this note or task

Number – A numeric field that be used for custom reports

Due Date – When the assigned communication/task is die for completion. If the user logs into Spire and there are communications that are due today or earlier they will be 'popped' is a message.

Completed Date – The field to enter a date when it has been completed.

Print – Select if the contents should be printed on one of below:

Where – Select what document the message should be printed on. Spire's stock reports have these

messages on them, however they are defaulted to hidden so your consultant can un-hide them for you. The choices are:

- **Packing Slip**
- **Picking Slip**
- **Booking Order**
- **Invoice**
- **Order Confirmation**
- **Quote**
- **Purchase Order**
- **Sales Order**
- **Work Order**

Alert on Orders – If the message is set as an alert, the message will be presented to the user when the order is edited. If the alert is not set the communications tab on the order simply turns red.

Sales Orders

Standing - 0000800032 Jackson Fitness Center

View Compact

Ship Reprocess Invoice Next Phase Totals By Ordered Qty Requisition Deposits

There are notes for this customer [View Notes](#) [Dismiss](#)

Main Bill To Ship To Info Phase **Communications** Sales Orders Sales History User Defined Attachments Fill Order

Header Detail

Filters Search Export

Hold Process Reprocess Invoice Reopen Order Fill Backorders Refresh Prices Requisition Next Phase AR Payment

| Order No | Status | Type | Hold | Modified By | Order Date | Required Date | Total | Subtotal | PO Number | GP (Current) | GP % (Current) | GP (Average) | GP |
|------------|-----------|-------|--------------------------|-------------|------------|---------------|----------|----------|-----------|--------------|----------------|--------------|----|
| 0000102660 | Open | Sales | <input type="checkbox"/> | SS | 11/13/2015 | 11/13/2015 | 72.80 | 65.00 | | 28.52 | 43.90 | 28.52 | |
| 0000102683 | Open | Sales | <input type="checkbox"/> | SS | 12/13/2015 | 12/13/2015 | 0.00 | 0.00 | | 0.00 | | | |
| 0000800005 | Open | Sales | <input type="checkbox"/> | SS | 2/16/2015 | 2/16/2015 | 0.00 | 0.00 | | 0.00 | | | |
| 0000800011 | Open | Sales | <input type="checkbox"/> | SS | 2/20/2015 | 2/20/2015 | 0.00 | 0.00 | | 0.00 | | | |
| 0000800015 | Open | Sales | <input type="checkbox"/> | SS | 3/16/2015 | 3/16/2015 | 0.00 | 0.00 | | 0.00 | | | |
| 0000800018 | Open | Sales | <input type="checkbox"/> | SS | 3/17/2015 | 3/17/2015 | 0.00 | 0.00 | | 0.00 | | | |
| 0000800024 | Processed | Sales | <input type="checkbox"/> | SS | 9/15/2015 | 9/15/2015 | 1,702.46 | 1,520.06 | | 623.21 | 41.00 | 623.21 | |
| 0000800029 | Open | Sales | <input type="checkbox"/> | SS | 9/16/2015 | 9/16/2015 | 52.04 | 46.47 | | 6.97 | 15.00 | 6.97 | |
| 0000800035 | Open | Sales | <input type="checkbox"/> | SS | 3/30/2016 | 3/30/2016 | 0.00 | 0.00 | | 0.00 | | | |
| Q000000001 | Processed | Sales | <input type="checkbox"/> | SS | 2/20/2015 | 2/20/2015 | 352.80 | 315.00 | | 140.76 | 44.70 | 140.11 | |
| Q000000002 | Open | Sales | <input type="checkbox"/> | SS | 2/20/2015 | 2/20/2015 | 0.00 | 0.00 | | 0.00 | | | |

Total Weight 0.0 Discount 0.0 % 0.00 Current GP 0.0 % 0.00 Subtotal 0.00 All amounts shown in Canadian dollars.

Freight 0.00 Average GP 0.0 % 0.00 G.S.T. 0.00

BC P.S.T. 0.00 **0.00**

Created by SS on 9/17/2015 7:02:51 AM Modified by SS on 3/31/2016 11:53:03 AM

This tab allows you to see all sales orders that this customer has open at the moment. This is very helpful to make sure you are not duplicating an order someone else has already entered for this customer. You can view the orders individually as above and click the details tab to see every item on every order on one list. You can also double click an order to view, edit, process, ship or invoice it.

Sales History

Standing - 0000800032 Jackson Fitness Center

View Compact

Ship Reprocess Invoice Next Phase Totals By Ordered Qty Requisition Deposits

There are notes for this customer [View Notes](#) [Dismiss](#)

Main Bill To Ship To Info Phase **Communications** Sales Orders Sales History User Defined Attachments Fill Order

Items Invoices

Filters Search Export View Journal Entry Order Items Only Add To Order

| Invoice No | Invoice Date | Warehouse | Part number | Description | Ship Qty | Order Qty | Unit Price | Extended price | Margin % (Average) |
|------------|--------------|-----------|--------------|--------------------------------------|----------|-----------|------------|----------------|--------------------|
| 0000600014 | 2/3/2014 | VA | INSKB10 | InSpire Kettlebell 10 | 1.00 | 1.00 | 25.00 | 25.00 | 45.00 |
| 0000600014 | 2/3/2014 | VA | INSWP40 | InSpire Weight Plate 40 | 1.00 | 1.00 | 54.00 | 54.00 | 45.00 |
| 0000600014 | 2/3/2014 | VA | INTRS400 | Intek RS-400 Rowing Machine | 3.00 | 3.00 | 1,520.00 | 4,560.00 | 41.00 |
| 0000600014 | 2/3/2014 | VA | NATWR | National Wrist Roller | 3.00 | 3.00 | 29.00 | 87.00 | 25.00 |
| 0000600014 | 2/3/2014 | VA | NATWR | National Wrist Roller | 1.00 | 1.00 | 29.00 | 29.00 | 25.00 |
| 0000600036 | 6/15/2014 | VA | INSPOME3-100 | Inspire Omega 3 Supplement (100 cap) | 1.00 | 1.00 | 44.88 | 44.88 | 45.01 |
| 0000600036 | 6/15/2014 | VA | INSWP35 | InSpire Weight Plate 35 | 3.00 | 3.00 | 48.00 | 144.00 | 45.00 |
| 0000600036 | 6/15/2014 | VA | INT TK500 | InTek TK500 Stair Climber | 1.00 | 1.00 | 1,400.00 | 1,400.00 | 41.00 |
| 0000600036 | 6/15/2014 | VA | NAT TPR | National Trigger Point Roller | 3.00 | 3.00 | 9.50 | 28.50 | 24.95 |
| 0000600036 | 6/15/2014 | VA | SP88FR | Springfield 88 Foam Roller | 1.00 | 1.00 | 9.00 | 9.00 | 40.00 |
| 0000600070 | 9/20/2014 | VA | INSDB15 | InSpire Dumbbell 15 | 2.00 | 2.00 | 34.00 | 68.00 | 45.00 |
| 0000600070 | 9/20/2014 | VA | INSDB40 | InSpire Dumbbell 40 | 2.00 | 2.00 | 94.00 | 188.00 | 45.00 |
| 0000600070 | 9/20/2014 | VA | INSWP35 | InSpire Weight Plate 35 | 4.00 | 4.00 | 48.00 | 192.00 | 45.00 |
| 0000600070 | 9/20/2014 | VA | NATBEL55 | Weight Lifting Belt Model 55 | 4.00 | 4.00 | 88.00 | 352.00 | 25.00 |
| 0000600070 | 9/20/2014 | VA | SP500FM | Springfield 500 Floor Mat | 2.00 | 2.00 | 25.00 | 50.00 | 40.00 |
| 0000600110 | 11/11/2014 | VA | ACMFITMB | ACME Medicine Ball | 1.00 | 1.00 | 55.00 | 55.00 | 33.00 |
| 0000600110 | 11/11/2014 | VA | INSDB5 | InSpire Dumbbell 5 | 3.00 | 3.00 | 10.00 | 30.00 | 45.00 |
| 0000600110 | 11/11/2014 | VA | INSKB10 | InSpire Kettlebell 10 | 3.00 | 3.00 | 25.00 | 75.00 | 45.00 |
| 0000600110 | 11/11/2014 | VA | INT TK250 | InTek TK250 Cross Trainer | 1.00 | 1.00 | 2,500.00 | 2,500.00 | 41.00 |
| 0000600110 | 11/11/2014 | VA | SP4CHIN | Springfield SP-4 Chin-up Bar | 1.00 | 1.00 | 150.00 | 150.00 | 40.00 |

Total Weight 0.0 Discount 0.0 % 0.00 Current GP 0.0 % 0.00 Subtotal 0.00 All amounts shown in Canadian dollars.

Freight 0.00 Average GP 0.0 % 0.00 G.S.T. 0.00 BC P.S.T. 0.00 **0.00**

Created by SS on 9/17/2015 7:02:51 AM Modified by SS on 3/31/2016 11:53:03 AM

This tab shows what the customer has bought in the past and what price they paid for it. The user can set a filter and then choose to use it as their default view to only see, as an example, a certain date range.

There is also a button that stays pressed until you change it so that you would only see items that are not the order you are currently on.

The user can also multi-select items from this history view and click the 'Add to Order' button and they will be added to this order.



F7 is a shortcut / Hotkey to get to this history screen from the main order.

User Defined

Standing - 0000800032 Jackson Fitness Center

View Compact

Ship Reprocess Invoice Next Phase Totals By Ordered Qty Requisition Deposits

There are notes for this customer [View Notes](#) [Dismiss](#)

Main Bill To Ship To Info Phase **Communications** Sales Orders Sales History **User Defined** Attachments Fill Order

Quarantine

Released ☒

Approved By Mary Smith

User Defined Page - Quarantine

Label Quarantine

Released

AppBy

New Edit Delete Move Up Move Down Ok Cancel

Add Page Edit Page Remove Page Move Left Move Right

| | | | | | | | | | | |
|--------------|------|----------|-------|------|------------|-------|------|-----------------|-------------|--|
| Total Weight | 0.0 | Discount | 0.0 % | 0.00 | Current GP | 0.0 % | 0.00 | Subtotal | 0.00 | All amounts shown in Canadian dollars. |
| Freight | 0.00 | | | | Average GP | 0.0 % | 0.00 | G.S.T. | 0.00 | |
| | | | | | | | | BC P.S.T. | 0.00 | |

0.00

Created by SS on 9/17/2015 7:02:51 AM Modified by SS on 3/31/2016 11:53:03 AM

User Defined fields allows you to add any number of extra fields to a sales order that pertain to your sales orders for your business. To be able to edit the design of the UDF (User Defined Fields) the user needs to have the correct security access. For a full description on UDF see [User Defined Section](#)

Attachments

Standing - 0000800032 Jackson Fitness Center

View Compact

Ship Reprocess Invoice Next Phase Totals By Ordered Qty Requisition Deposits

There are notes for this customer [View Notes](#) [Dismiss](#)

Main Bill To Ship To Info Phase **Communications** Sales Orders Sales History User Defined Attachments Fill Order

| Subject | Document Type | Document Path | User Added | Date Added |
|---------|---------------|-------------------------------------|------------|------------|
| Drawing | Adobe Acrobat | C:/Users/aromeyn/Desktop/DesignDraw | None | None |

Total Weight 0.0 Discount 0.0 % 0.00 Current GP 0.0 % 0.00 Subtotal 0.00 All amounts shown in Canadian dollars.

Freight 0.00 Average GP 0.0 % 0.00 G.S.T. 0.00 BC P.S.T. 0.00 **0.00**

Created by SS on 9/17/2015 7:02:51 AM Modified by SS on 3/31/2016 11:53:03 AM

This allows the user to attach any kind or number of documents to a sales order. If you have the viewer/editor for that type of document it will open by double clicking the document link.

Fill Order

Standing - 0000800032 Jackson Fitness Center

View Compact

Ship Reprocess Invoice Next Phase Totals By Ordered Qty Requisition Deposits

There are notes for this customer [View Notes](#) [Dismiss](#)

Main Bill To Ship To Info Phase **Communications** Sales Orders Sales History User Defined Attachments **Fill Order**

Quantity Part Number

[Zero Qty](#)

| Whse | Part No | Location | Description | Order Qty | Ship Qty | Backorder Qty | Unit Price | Extended Price |
|------|----------|----------|---------------------------|-----------|----------|---------------|------------|----------------|
| VA | CHALK | | Gym Chalk | 1.000 | 0.000 | 1.000 | 26.000 | 0.000 |
| VA | INSWP 10 | | InSpire Weight Plate 10 | 1.000 | 0.000 | 1.000 | 18.000 | 0.000 |
| VA | INTTK200 | | InTek TK200 Cross Trainer | 1.000 | 0.000 | 1.000 | 1,500.000 | 0.000 |
| VA | INSD50 | | InSpire Dumbbell 50 | 1.000 | 0.000 | 1.000 | 118.000 | 0.000 |
| VA | INSKB5 | | InSpire Kettlebell 5 | 1.000 | 0.000 | 1.000 | 15.000 | 0.000 |

Available On Hand Committed Backorder On Order Expected

Total Weight Discount 0.00 Current GP 44.88 % 67.77 **Subtotal 151.00** All amounts shown in Canadian dollars.

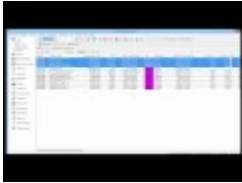
Freight Average GP 44.91 % 67.81 G.S.T. 7.55 **169.12** BC P.S.T. 10.57

Created by SS on 9/17/2015 7:02:51 AM Modified by SS on 3/31/2016 3:02:10 PM

This screen allows the user to scan in the items as they are being shipped. Start by clicking on “Zero Qty” to start from zero shipped. It will not allow a scan on an item that is not on the order, and will not allow the user to over-ship an item on an order. It will sound an alert by beeping in both cases. The user can enter the quantity before scanning the item. The ship quantities will all go black when the order is fully shipped.

Standing Order

Video Instruction – How to create standing orders with an invoice repeat cycle.



* Important

After invoicing a standing order Spire does not ship the item for next time so that it doesn't commit items too early. Here is how it is handled.

Create a custom filter call 'Standing' (or whatever) that just shows the standing orders. Make sure one of the columns exposed is the Back Order column.

- Highlight all orders being invoiced and click the 'Fill Back order" button on the top of the list. Do this even if the B/O column does not have a check
- If there are not back orders as shown by the B/O column, fix them by first receiving product, or go into the order and force ship them. (if allowed)
- Highlight all orders to be invoiced and click 'Invoice' on the top of the list.
- After invoicing all physical item will now not be committed again.



See this video for clarification –

Prices – This is used refresh selected or all prices to the updated price for this customer. There is also the option to store either the selected or all prices on the order to the customers price file (price matrix). When you choose to store the price it will also ask if you want the prices that were not changed on the order to be included in the customers price file. Additionally it will ask if you want to make this customers price apply to all of the warehouses or just the one currently on the order. Lastly there is an option to only save the price(s) to the ship-to that is on this order.

Adding Items to an Order

Standing - 0000800032 Jackson Fitness Center

View Compact

Ship Reprocess Invoice Next Phase Totals By Ordered Qty Requisition Deposits

There are notes for this customer View Notes Dismiss

Main Bill To Ship To Info Phase Communications Sales Orders Sales History User Defined Attachments Fill Order

Customer

Customer No JACK225 Jackson Fitness Center AR Balance 9,063.71 Credit Limit 30,000.00

PO No Ref No Other Orders 2,180.10 Available 18,756.19

Notes Salesperson JOHN John Ather Territory

Shipping

Ship To

Contact

Name

Insert Delete

Part No Description

[VA] CHALK Gym Chalk

[VA] INSWP10 InSpire We

[VA] INTTK200 InTek TK20

[VA] INSDB50 InSpire Dun

[VA] INSKB5 InSpire Ket

Available 46,000

Total Weight 0.0

Freight 0.00

Inventory

Labels Adjust Requisition Filters Search Export

Match if All of the following criteria are true

+ X Warehouse is one of VA - Inspire Health Systems

| Warehouse | Part number | Description | Type | Serialized | Vendor | Status |
|-----------|-------------|--------------------|--------|----------------|---------|--------|
| VA | INSWP10 | InSpire Weight | Normal | Non-Serialized | INSPIRE | Active |
| VA | INSWP15 | InSpire Weight ... | Normal | Non-Serialized | INSPIRE | Active |
| VA | INSWP20 | InSpire Weight ... | Normal | Non-Serialized | INSPIRE | Active |
| VA | INSWP25 | InSpire Weight ... | Normal | Non-Serialized | INSPIRE | Active |
| VA | INSWP30 | InSpire Weight ... | Normal | Non-Serialized | INSPIRE | Active |
| VA | INSWP35 | InSpire Weight ... | Normal | Non-Serialized | INSPIRE | Active |
| VA | INSWP40 | InSpire Weight ... | Normal | Non-Serialized | INSPIRE | Active |
| VA | INSWP45 | InSpire Weight ... | Normal | Non-Serialized | INSPIRE | Active |
| VA | INSWP5 | InSpire Weight ... | Normal | Non-Serialized | INSPIRE | Active |
| VA | INSWP50 | InSpire Weight ... | Normal | Non-Serialized | INSPIRE | Active |
| VA | INTRS400 | InTek RS-400 Ro... | Normal | Non-Serialized | INTEK | Active |
| VA | INTTK200 | InTek TK200 Cr... | Normal | Non-Serialized | INTEK | Active |
| VA | INTTK250 | InTek TK250 Cr... | Normal | Non-Serialized | INTEK | Active |
| VA | INTTK500 | InTek TK500 Sta... | Normal | Non-Serialized | INTEK | Active |
| VA | INTTK500 | InTek TK500 Sta... | Normal | Non-Serialized | INTEK | Active |

Order Details

Processed Standing

Order No 0000800032

Order Date 4/17/2015

Required Date 4/17/2015

Invoice No

None

READY

Version Factor G.S.T.

1 EA per EA

1 EA per EA

1 EA per EA

1 EA per EA

1 EA per EA

Expected 8/26/2014

BC P.S.T. 0.00

0.00

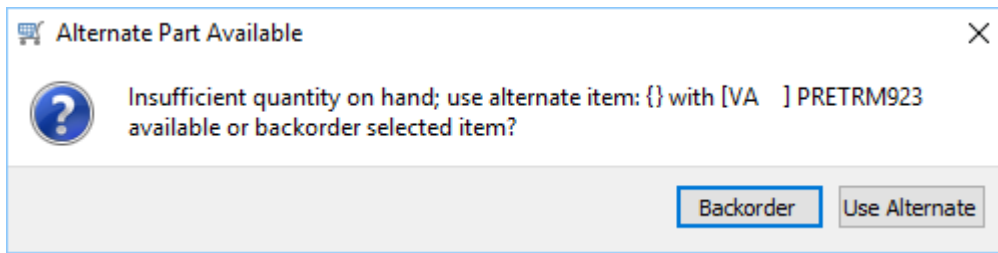
Created by SS on 9/17/2015 7:02:51 AM Modified by SS on 3/31/2016 3:02:11 PM

To add an item to a sales order you can type in a part number and it will auto-complete and show the 10 closest matches. Alternatively you can type in a portion of text and hit the lookup or F9 key and it will search all inventory items for that text. It looks at code, description, notes, product codes, vendors and much more and shows a shortlist of the items containing that text.

Notice that the inventory lookup dialog is also an inventory edit. The user can add/edit/delete items on the fly if they have the security permissions to do so. This means that by editing the item on lookup they can see everything about that item, including who has it on another sales order or what purchase orders the item is coming in on and when.

They can also set a filter for what inventory they want to see.

Once selected the item is added to the order. If the item has no stock and there is an 'alternate' part number assigned to it in inventory then the user will see this screen.



They can either back order the original item, or accept the alternate.

Video Instruction – Inventory Searches in a sales order



Sales Item Status

+

Insert

✖

Delete

🗨

Comment

🔢

Serial Numbers

📋

Add Job Header

🔑

UDF

🔍

Scan Items

🧲

Fill

💰

Prices

| Part No | Description | Order Qty | Ship Qty | B/O Qty | Retail Price | Disc | Unit Price | Levy | Ext Levy | Margin (Curr) | Current Cost | Average Cost | U/M | Conversion Factor | G.S.T |
|---------------|---------------------------|-----------|----------|---------|--------------|------|------------|------|----------|---------------|--------------|--------------|-----|-------------------|-------------------------------------|
| [VA] CHALK | Gym Chalk | 1 | 0 | 1 | 26.00 | 0.0 | 26.00 | 0.00 | 0.00 | 50.00 | 13.00 | 13.00 | EA | 1 EA per EA | <input checked="" type="checkbox"/> |
| [VA] INSWP10 | InSpire Weight Plate 10 | 1 | 1 | 0 | 18.00 | 0.0 | 18.00 | 0.00 | 0.00 | 44.00 | 10.07976 | 10.03981 | EA | 1 EA per EA | <input checked="" type="checkbox"/> |
| [VA] INTK200 | InTek TK200 Cross Trainer | 1 | 0 | 1 | 1,500.00 | 0.0 | 1,500.00 | 0.00 | 0.00 | 41.00 | 885.00 | 885.00 | EA | 1 EA per EA | <input checked="" type="checkbox"/> |
| [VA] IND50 | InSpire Dumbbell 50 | 1 | 1 | 0 | 118.00 | 0.0 | 88.00 | 0.00 | 0.00 | 26.25 | 64.90 | 64.90 | EA | 1 EA per EA | <input checked="" type="checkbox"/> |
| [VA] INKB5 | InSpire Kettlebell 5 | 1 | 1 | 0 | 15.00 | 0.0 | 15.00 | 0.00 | 0.00 | 45.00 | 8.25 | 8.25 | EA | 1 EA per EA | <input checked="" type="checkbox"/> |

Available

46.000

On Hand

99.000

Committed

53.000

Backorder

5.000

On Order

12.000

Expected

8/26/2014

Total Weight

0.0

Discount

0.0 %

0.00

Current GP

31.21 %

37.77

Subtotal

121.00

All amounts shown in Canadian dollars.

Freight

0.00

Average GP

31.25 %

37.81

G.S.T.

6.05

BC P.S.T.

8.47

135.52

Created by SS on 9/17/2015 7:02:51 AM

Modified by SS on 3/31/2016 3:02:11 PM

The image above shows that when an item on the order is highlighted, it shows the status of it in inventory.

Available – This is the onhand quantity minus the committed quantity.

On Hand – This is the amount that is in stock and includes inventory that has been committed.

Committed – Is the quantity that is in on sales orders, production orders and inventory adjustments/transfer that are in transit

Back Order – Quantity that is is back ordered on a sales order

On Order – The quantity that is on an issued purchase order and not yet received.

Expected – The due date of the last PO created for this item

Average Cost – The average cost of all of the quantities of this item that we have in stock. This average cost gets updated ever time more of it is received.

U/M – The selling unit of measure. The default unit of measure gets selected when the item is added to the order but if there are other available selling units of measure for this item the user can select one from the dropdown available. The item will then get re-priced based on its price set for that UOM in inventory.

Conversion Factor – The unit of measure conversion used if it has one

Tax1 – This tax flag gets set from the customer default but can be overridden

Tax2 – This tax flag gets set from the customer default but can be overridden

Vendor – The vendor that this item is purchased from by default, but can be edited to another vendor. This vendor will be used if the user creates a requisition / PO from within the sales order.

Levy – These are setup in inventory so that a levy (aka environmental fee) can be charged when it is sold.

Ext Levy – The extended levy is calculated based on quantity shipped on this order line.

Ext Price -The extended discounted price for this line item

Margin (Curr) – The margin percentage made on this line based on the last price paid for this item

Margin (Avg) – The margin percentage made on this line based on the average price paid for this item

Employee – An employee can be added to each line if it is required for commission or tracking purposes

Employee Name – The employee name for this line

Price Reason – If the special price setup for this item in price matrix has a reason attached to it, it will be displayed in the field. Many companies use this field for customer specific part numbers. The reason code can be set with a colour so that it is prominent on the order.

Created By – The initials of the user that added this line to the order

Modified By – The initials of the user that last modified this line on the order

Location – The warehouse location/bin that this item is set to in inventory

Pack Size – The usual case size of this item

Memo – The user can enter many lines of text in this field that will be attached to this line of the order. By default this memo is not printed on any reports/forms

Inv. Committed – This is the committed quantity of this line of the order based on the multiplier on the unit of measure. If the UOM CASE has 12 of the stocking UOM and we are selling 10 of them the Inventory Committed field will have 12

Required Date – The date the customer requires this line of the order. It defaults to the 'Required Date' in the header of the order. If the date on the header is edited the user will be asked if they want to update all of the detail lines as well.

Product Code – The product code of the inventory item on this order line

Inventory GL – The default inventory GL account for this inventory item. **(see warning below)**

Cost of Goods GL – The default cost of goods GL account for this inventory item **(see warning below)**

Revenue GL – The default revenue GL account for this inventory item **(see warning below)**



If the user has the security setting General Ledger/Edit Journal Entry While Posting active, then they can lookup or type in a different GL account. Use caution when doing this because you are manipulating the default posting setup and if done without the correct knowledge it can produce undesirable GL results.

Reference No – Text can be entered here so the user can track line info. For instance if an item's warranty needs to be tracked back to the supplier, the suppliers invoice number can go here. By default this field does not print on any reports or forms.

Weight – The weight of an item multiplied or divided by its unit of measure conversion factor. Note that the weight field will be red if there is no weight for this item. The total weight on the footer of the order will be red as well if there is any item in the order that is missing its weight. The user can edit this weight field but it does not update the weight in inventory so it is important to update it as well.

Ext Weight – The extended weight based on the shipped quantity of this item

UPC Code – The UPC code that was scanned or typed for this line of the order. Each item can have many UPC codes and each unit of measure can also have its own UPC.

Target Type – When a purchase order is created through requisitions for this sales order it fills this field with “Purchase Order”. If the item was sent to Production then it is “Production Order”.

Target No – The Purchase Order number or Production Order number that this line of the order got sent to.

Sales Order Footer

| | | | | | | | | | | | | | | | | |
|------|---------|-------------------------|---|---|---|-------|-----|-------|----------|----------|----|-------------|-------------------------------------|-------------------------------------|---------|--|
| [VA] | CHALK | Gym Chalk | 1 | 0 | 1 | 25.00 | 0.0 | 25.00 | 13.00 | 13.00 | EA | 1 EA per EA | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | ROGCAN | |
| [VA] | INSWP10 | InSpire Weight Plate 10 | 1 | 1 | 0 | 18.00 | 0.0 | 18.00 | 10.07975 | 10.03981 | EA | 1 EA per EA | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | INSPIRE | |

Available On Hand Committed Backorder On Order Expected

Total Weight Discount 0.0 % 0.00 Current GP 51.33 % 87.77 Subtotal 171.00 All amounts shown in Canadian dollars.
 Freight 25.00 Fuel Surcharge 20.00 Average GP 51.35 % 87.81 G.S.T. 9.80
 BC P.S.T. 13.72

219.52

Created by SS on 4/1/2016 11:07:54 AM Modified by SS on 4/1/2016 12:45:44 PM

By default these amounts are based on the shipped quantity except in the case of a quote and a booking order, which are based on the order quantity.

Sales Order - 0000800036 Jackson Fitness Center

Open Customer View Compact Process Reprocess Invoice Next Phase **Totals By Ordered Qty** Requisition Deposits

However if the user clicks the button on the header of the sales order called “Totals By Ordered Qty” the totals will be based on order quantity of all sales order types.



*This button will stay depressed until the user un-selects it, even if they close Spire completely, so if the total is not as you expect check this setting.

Total Weight – The total weight of all items on the sales order. If this number is red then that means that not all items on the order have a weight. The user can override this just before shipping if it is known to be incorrect.

Freight – This is the freight for this order and it is calculated based on the shipping charges setup in company settings default unless a shipping method has been setup with freight amounts under edit/Ship Via. This freight is editable by the user if they want to change it before invoicing.

Discount – This discount comes from the customer default discount but is editable by the user. This total order discount is applied after line by line discounts so be sure that is the result that you want.

Surcharge – The surcharge is calculated based on the percentage put onto the inventory product code (aka category). It can be overridden by the user but once it is it will never re-calculate for this order.

The screenshot shows a window titled "Product Code -". It contains several input fields:

- Product code: LABOR
- Description: Labor
- Margin: 0
- Surcharge: 5 (highlighted with a red box)
- Dept: 6

 There are icons for save, print, and help at the top left, and a search icon at the bottom right of the Dept field.

The main setup for the surcharges is done in company settings under sales orders/Surcharges. You have to set:

- Tax Code 1 – Select id tax 1 is charged on the surcharge
- Tax Code2 – Select if tax 2 is charged on the surcharge
- Min – Set the minimum amount for each order's surcharge
- Max – Set the maximum amount to charge for each order's surcharge
- GL Account – The GL income account to post the surcharge to
- Alias – What you want to call the surcharge. ie: 'Fuel Surcharge' or 'Shop Charge'

The screenshot shows the "Surcharges" tab in a settings window. It contains the following fields:

- Checkboxes: ☒ Tax code 1 applies to surcharge, ☒ Tax code 2 applies to surcharge
- Min: 10.00
- Max: 50.00
- GL account: 51900/ (with a search icon)
- Alias: Fuel Surcharge

 The tabs at the top are Orders, Process/Invoicing, Surcharges, Messages, and Misc.

Current GP – The gross profit amount and percentage for this sales order based on current cost.

Average GP – The gross profit amount and percentage for this sales order based on average cost.

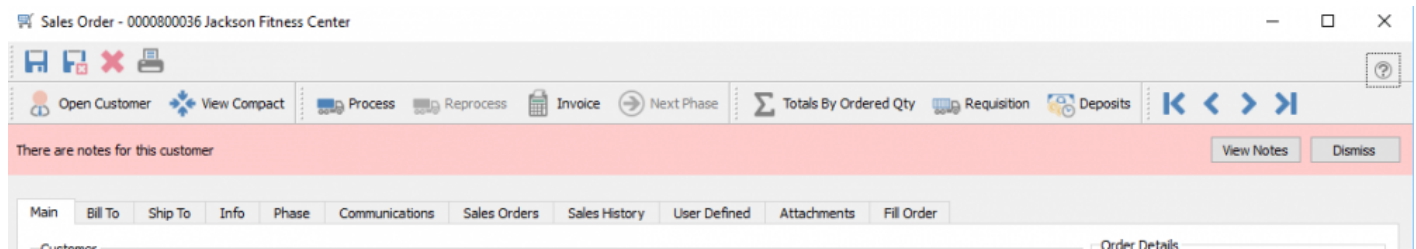
Sub Total – The sub total of the order before taxes and freight

Tax1 – Total tax 1 for the order

Tax2 – Total tax 2 for the order

Total – Grand total of the order.

Processing Sales Orders



Save – Saves the order but leaves it open. This is useful if you are creating a sales order and the customer wants the order number. Even though the order number is displayed, it is not permanent until saving because another user on the network may save before you.

Save Close – This saves and closes the order.

Delete – Deletes the order and saves the details that were on it into a deleted archive for audit purposes. You must enter a reason you deleted this order.

Print – Brings up the print dialog with all reports that have a template of 'Sales Order' in the Crystal Report 'Summary Info'. These reports can be printed, emailed or both. If emailed, the user will be presented with all of the email addresses available on that sales order including the main one, the 3 bill-to contacts and the 3 ship-to contacts. If the email addresses were not on the customer before the order was created they will not be available unless when the user added the email addresses to the customer, they clicked the "Update Orders" button on the customer edit dialog. The user can also manually type in an email address.

Open Customer – This opens the customer edit for the customer that is one the order. This allows you to see all information about this customer including their special pricing, sales history and accounts receivable info.

View Compact – Once you have entered your header information this button collapses the a lot of the header information to give you a lot more body room. This is especially helpful if you have a lower resolution monitor. The button is remembered even if you exit Spire so if you find info missing it is probably because this button is pressed.

Process – The 'Process' button only appears if the process feature is turned on in company settings. The process button puts the order into a processed status and brings up the report dialog with all reports that have the word 'Process' in the Crystal Report 'Summary Info'. Usually the pick slips are printed here.

These reports can be printed, emailed or both. If emailed, the user will be presented with all of the email addresses available on that sales order including the main one, the 3 bill-to contacts and the 3 ship-to contacts. If the email addresses were not on the customer before the order was created they will not be available unless when the user added the email addresses to the customer, they clicked the "Update Orders" button on the customer edit dialog. The user can also manually type in an email address.

Ship – The 'Ship' button only appears if the ship feature is turned on in company settings. The ship button replaces the Process button once an order is processed and puts the order into a shipped status and brings up the report dialog with all reports that have the words 'Ship Order' in the Crystal Report 'Summary Info'. Usually the packing slip is printed here.

These reports can be printed, emailed or both. If emailed, the user will be presented with all of the email addresses available on that sales order including the main one, the 3 bill-to contacts and the 3 ship-to contacts. If the email addresses were not on the customer before the order was created they will not be available unless when the user added the email addresses to the customer, they clicked the "Update Orders" button on the customer edit dialog. The user can also manually type in an email address.

Reprocess- If the user has the security setting then they can process an order again. Caution should be taken to make sure that the picking report that was previously printed is replaced and not duplicated to prevent an order from being picked twice.

Invoice – This button assigns the invoice number to the order, unless the override invoice setting is turned on. The payment method dialog will be presented unless the user setting "Sales Orders/Default to "On Account" is turned on.

Sales Order - 0000800036 Jackson Fitness Center

Open Customer View Compact Process Reprocess Invoice Next Phase Totals By Ordered Qty Requisition Deposits

There are notes for this customer [View Notes](#) [Dismiss](#)

Payment Methods

Bill To JACK225 Jackson Fitness Center

Order No 0000800036 AR Balance 9,063.71 Credit Limit 30,000

Invoice No Other Orders 613.22 Available 20,323.07

Payment Method Amount Auth Code

On Account
Cash and Cheque Receipts
Visa
MasterCard
American Express

Subtotal 151 G.S.T. 7.55 Tended 0

Freight 0 BC P.S.T. 10.57

Discount 0 Grand Total 169.12 Balance Due 169.12

Credit Limit... Invoice Cancel

Order Details

Open Sales Order

Order No 0000800036

Order Date 4/1/2016

Required Date 4/1/2016

Invoice No

Invoice Date / /

Repeat None

Phase

G.S.T. BC P.S.T. Vendor Levy Ext P

ROGCAN

INSPIRE 1

Available -3.000 On Hand -3.000 Committed 0.000 Backorder 2.000 On Order 0.000 Expected

Total Weight 66.0 Discount 0.0 % 0.00 Current GP 44.88 % 67.77 Subtotal 151.00 All amounts shown in Canadian dollars.

Freight 0.00 Fuel Surcharge 0.00 Average GP 44.91 % 67.81 G.S.T. 7.55

BC P.S.T. 10.57

169.12

Invoice and Pay this Order Created by SS on 4/1/2016 11:07:54 AM Modified by SS on 4/1/2016 12:45:44 PM

This payment screen gives you the financial detail of the same order including the customer's credit situation. If the customer does not have enough credit limit available then the user will be prompted for an override. If they have the security they can just click OK, otherwise someone else with the security can come and put in their user name and password.

The credit limit can also be increased if the user has the security permissions to do so by clicking the credit limit button.

Select the payment method and click invoice. If there is insufficient credit then 'On account' cannot be selected.

A shortcut to selecting a payment method is to type the first character of the payment method. ie: 'V' for Visa.

If cash is selected the user can enter the amount tendered and if it is more than the amount owing the change will be displayed.

Once the payment method is selected all invoice formats with the word 'Invoice' in the Crystal Report 'Summary Info'.

These reports can be printed, emailed or both. If emailed, the user will be presented with all of the email addresses available on that sales order including the main one, the 3 bill-to contacts and the 3 ship-to contacts. If the email addresses were not on the customer before the order was created they will not be available unless when the user added the email addresses to the customer, they clicked the "Update Orders" button on the customer edit dialog. The user can also manually type in an email address.

Next Phase – This button moves the sales order into the next phase in its sequence.

Total by Ordered Qty – Changes the footer totals to be calculated by the order quantity instead of the shipped quantity. This is very useful for seeing what the complete order is worth when there are back orders on it. This button stays depressed until the user clicks it again even if they exit the program.

Requisition – This brings up the requisition screen populated with all of the orders shortages but includes items that do not need ordering with a zero quantity. The user can override the zero quantity with the order quantity in case they want to drop ship the complete order from the supplier to the customer.

The requisition will have the vendor on the items that need ordering because it is passed from the sales order detail line. The user can however still change the vendor on this requisition screen. The quantities and prices can also be edited before processing.

If the process button is clicked the list of products on this screen will get put onto a PO for each vendor. It will depend on the user setting "Purchase Orders/Add to existing Open Orders" as to whether a new Purchase Order will be created or the items will get added to an existing open (un-issued) PO.

If the save button is clicked instead of process, the requisition for this sales order will be saved in the requisition module for later ordering from the supplier.

When the PO is processed it will enter the PO number onto the sales order detail line for later reference. It will also enter the customer and sales order number onto the purchase order detail line. Therefore if the customer calls later to find out where the product is for a particular order it will be easy to find the PO it was placed onto.

This is very useful to the person receiving the product so that they know who it is for, and so they don't accidentally shelve the product.

Deposits

Navigation



CAUTION – do not enter an email address manually when you are sending a group of sales orders. This will cause all of the orders to be sent to that one address instead of merging them to each customer.

Sales Orders – Included Reports

- Work Order
- Sales Order List
- Sales Order Details List
- Sales Order
- RMA Order
- Quote
- Pick Ticket
- Order Confirmation
- Backorder Details by Customer

Price Matrix

Spire's Price Matrix allows the user to set pricing for customers and groups of customers in many different ways.

Add/Edit Price

Price Matrix - 10

Inventory Criteria

| | | | |
|-----------------|--------------------------------------|----------------------------------|---------------------------|
| Whse | <input type="text" value="VA"/> | <input type="button" value="Q"/> | Inspire Health Systems |
| Part No | <input type="text" value="SP500FM"/> | <input type="button" value="Q"/> | Springfield 500 Floor Mat |
| Unit of Measure | (EA) | <input type="button" value="v"/> | |
| Product Code | <input type="text"/> | <input type="button" value="Q"/> | <input type="text"/> |

Customer Criteria

| | | | |
|-----------|--------------------------------------|----------------------------------|----------------------|
| Customer | <input type="text" value="DUPO192"/> | <input type="button" value="Q"/> | Dupont Photographers |
| Ship To | <input type="text"/> | <input type="button" value="Q"/> | |
| Territory | <input type="text"/> | <input type="button" value="Q"/> | |
| Type | <input type="text"/> | | |

Date Range

| | | | | | |
|------------|----------------------------------|----------------------------------|----------|----------------------------------|----------------------------------|
| Start Date | <input type="text" value="/ /"/> | <input type="button" value="Q"/> | End Date | <input type="text" value="/ /"/> | <input type="button" value="Q"/> |
|------------|----------------------------------|----------------------------------|----------|----------------------------------|----------------------------------|

Other Criteria

☐ High Priority

Pricing

| | | | | | |
|----------------|------------------------------------|----------------------------------|-------------------------------------|------------------------------------|-------------------------------------|
| Default Price | <input type="text" value="25.00"/> | Average Cost | <input type="text" value="15.000"/> | Current Cost | <input type="text" value="15.000"/> |
| Vendor | <input type="text"/> | <input type="button" value="Q"/> | Contract Cost | <input type="text" value="0.000"/> | |
| Pricing Method | Price | <input type="button" value="v"/> | Price Reason | <input type="text"/> | |

| Min Qty | Price | Price per EA | Margin |
|---------|-------|--------------|--------|
| 0.00 | 25.00 | 25.00 | 40.00 |
| 4.00 | 22.00 | 22.00 | 31.82 |
| 6.00 | 20.00 | 20.00 | 25.00 |

Save – Saves the price.

Save & Close – Saves and closes the price.

Copy – Copies a price record.

Whse – Warehouse for the price. If this is left blank then the price applies to all warehouses.

Part No – The item getting the price.

Unit of Measure – The UOM of the item getting the price.

Product Code – Used if applying the price to a product code. Can only be used if Part No is blank.

Customer – The customer getting the price.

Ship To – Use this if the price is restricted to only one of the customer's Ship To's.

Territory – Use this if the price applies to a complete territory.

Type – Select a 'Type' from the lookup list if the price is for a group of customers. Each customer would then get assigned to that group in customer edit/General/Type.

Date Range – The starting and ending dates for this price. Many ranges can be added as long as they do not overlap. If a sales order is created for a past date, and a price matrix record exists for that date the order will be given this price.

High Priority – Makes this price the highest priority. It overrides all other methods that a could be assigned even if there is a lower possible price for this customer for this item. (See Price Matrix Scoring Below)

Default Price – The price the customer would get if they did not get this special price. It comes from the level that the customer is set for and this is the price that price matrix discounts would be based on.

Vendor – If there is a GL account in Company Settings/General Ledger/Differential GL Account then a vendor can be added and a contract cost added below.

Price Method – The method for this price. The choices are:

- **Price** – A set price for this item.
- **Discount** – A discount off of 'Default Price' as described above.
- **Margin** – If selected the sell price will be based on this formula. $\text{InventoryCurrentCost} / (100 - \text{Margin}\% / 100)$

Average Cost – The average cost from inventory.

Contract Cost – The cost that will be applied when selling to this customer. If this cost is different than the average cost, the difference will be posted to the GL account set in Company Settings/General Ledger/Differential GL Account. This is usually a vendor rebate account. This way when selling an item that has a contract cost the inventory GL account is still credited by the average cost.

Price Reason – The reason this price is being offered. It could be a contract number of something like 'FLYER'. This reason will appear on the sales order detail line.

Current Cost – The current cost from Inventory.

Add – Add a price, discount or margin.

Delete – Deletes a price.

- **Min Qty** – Adds a quantity if the price has a minimum quantity.
- **Price** – The Price, Discount or Margin amount.
- **Price per X** – If an item and warehouse has been selected then a unit of measure can also be selected for this price.
- **Margin** – The margin that this item will obtain based on this price. Only shows is item and warehouse are selected.

Price Matrix List

| Price Matrix | | | | | | | | | | | | | | | | | | | | | |
|--|-----------|-------------|--------------------------------|-----|--------------|--------------|---------------------------|---------|-----------|------------|-------------|-------------|----------|------------|-----------|-------------|--------|--------------|--------------|---------------|------------|
| <div><div><div>Filters</div><div>Search</div></div><div><div>Export</div><div></div><div></div><div></div><div></div><div></div></div><div><div>Purge Previous</div></div></div> | | | | | | | | | | | | | | | | | | | | | |
| ID | Warehouse | Part number | Description | U/M | Product Code | Customer No. | Customer Name | Ship To | Territory | Misc. | Minimum Qty | Amount Type | Amount | Start Date | End Date | Reason Code | Margin | Current Cost | Average Cost | Contract Cost | Vendor No. |
| 2 | TO | | | | SUPP | AAA222 | Aaa Printing | | | | 0.00 | Price | 11.00 | | | | | | | | 0.00 |
| 3 | VA | INSD840 | InSpire Dumbbell 40 | EA | | JACK225 | Jackson Fitness Center | TORONTO | | | 0.00 | Price | 246.19 | | | | 79.00 | 51.70 | 51.70 | 0.00 | 0.00 |
| 4 | | BLUBERR | | | | | | | | GOVERNMENT | 0.00 | Margin | 0.00 | 9/17/2015 | 9/25/2015 | Over | | | | | 0.00 |
| 5 | | | | | WEIGHT | | | ON | | | 6.00 | Discount | 10.00 | 4/7/2016 | 4/30/2016 | WEIGHT | | | | | 0.00 |
| 6 | VA | MS-RS1000 | Moet Systems RS-1000 Treadmill | EA | | BELL383 | Bell West Credit Union | | | | 0.00 | Price | 2,250.00 | | | | 32.00 | 1,530.00 | 1,530.00 | 0.00 | 0.00 |
| 7 | VA | SPAB | Springfield Ab Toner | EA | | BELL383 | Bell West Credit Union | | | | 0.00 | Price | 45.00 | | | | 40.00 | 27.00 | 27.00 | 0.00 | 0.00 |
| 8 | VA | INSWP50 | InSpire Weight Plate 50 | EA | | BELL383 | Bell West Credit Union | | | | 0.00 | Price | 66.00 | | | | 45.00 | 36.30 | 36.30 | 0.00 | 0.00 |
| 9 | VA | INSKB25 | InSpire Kettlebell 25 | EA | | DUP0192 | Dupont Photographers | | | | 0.00 | Price | 35.00 | | | | 45.00 | 30.25 | 30.25 | 0.00 | 0.00 |
| 10 | VA | SP500FM | Springfield 500 Floor Mat | EA | | DUP0192 | Dupont Photographers | | | | 0.00 | Price | 25.00 | | | | 40.00 | 15.00 | 15.00 | 0.00 | 0.00 |
| 11 | VA | WALEQBELHAR | Walcom Belt harness | EA | | DUP0192 | Dupont Photographers | | | | 0.00 | Price | 25.00 | | | | 30.00 | 17.50 | 17.50 | 0.00 | 0.00 |
| 12 | VA | NATPUBA | National Pushup Bars | EA | | DUP0192 | Dupont Photographers | | | | 0.00 | Price | 45.00 | | | | 25.00 | 33.75 | 33.75 | 0.00 | 0.00 |
| 13 | VA | MS-RS900 | Moet Systems RS-900 Treadmill | EA | | DUP0192 | Dupont Photographers | | | | 0.00 | Price | 1,575.00 | | | | 32.00 | 1,071.00 | 1,071.00 | 0.00 | 0.00 |
| 14 | VA | INSWP10 | InSpire Weight Plate 10 | EA | | DUP0192 | Dupont Photographers | | | | 0.00 | Price | 18.00 | | | | 44.00 | 10.07976 | 10.09981 | 0.00 | 0.00 |
| 15 | | INSD825 | | EA | | DELA553 | Delaware Contractors Assn | | | | 0.00 | Price | 58.00 | | | | | | | 0.00 | 0.00 |
| 16 | | INSD850 | | EA | | DELA553 | Delaware Contractors Assn | | | | 0.00 | Price | 118.00 | | | | | | | 0.00 | 0.00 |
| 17 | | INSWP25 | | EA | | DELA553 | Delaware Contractors Assn | | | | 0.00 | Price | 36.00 | | | | | | | 0.00 | 0.00 |
| 18 | | INBLE100 | | EA | | DELA553 | Delaware Contractors Assn | | | | 0.00 | Price | 389.00 | | | | | | | 0.00 | 0.00 |
| 19 | | INSWP15 | | EA | | DELA553 | Delaware Contractors Assn | | | | 0.00 | Price | 24.00 | | | | | | | 0.00 | 0.00 |
| 20 | | INSKB40 | | EA | | OPT1100 | Optima Limousine Service | | | | 0.00 | Price | 85.00 | | | | | | | 0.00 | 0.00 |
| 21 | | INSD85 | | EA | | OPT1100 | Optima Limousine Service | | | | 0.00 | Price | 10.00 | | | | | | | 0.00 | 0.00 |
| 22 | | INSWP10 | | EA | | OPT1100 | Optima Limousine Service | | | | 0.00 | Price | 18.00 | | | | | | | 0.00 | 0.00 |
| 23 | | INSD815 | | EA | | OPT1100 | Optima Limousine Service | | | | 0.00 | Price | 34.00 | | | | | | | 0.00 | 0.00 |
| 24 | | WALEQRTBAN | | EA | | OPT1100 | Optima Limousine Service | | | | 0.00 | Price | 45.00 | | | | | | | 0.00 | 0.00 |
| 25 | | INTTK200 | | EA | | OPT1100 | Optima Limousine Service | | | | 0.00 | Price | 1,500.00 | | | | | | | 0.00 | 0.00 |
| 26 | | INSKB15 | | EA | | OPT1100 | Optima Limousine Service | | | | 0.00 | Price | 35.00 | | | | | | | 0.00 | 0.00 |
| 27 | | INTTSP500 | | EA | | OPT1100 | Optima Limousine Service | | | | 0.00 | Price | 800.00 | | | | | | | 0.00 | 0.00 |
| 28 | | INSWP20 | | EA | | OPT1100 | Optima Limousine Service | | | | 0.00 | Price | 30.00 | | | | | | | 0.00 | 0.00 |
| 29 | | SPPG | | EA | | OPT1100 | Optima Limousine Service | | | | 0.00 | Price | 45.00 | | | | | | | 0.00 | 0.00 |
| 30 | | INSKB35 | | EA | | OPT1100 | Optima Limousine Service | | | | 0.00 | Price | 75.00 | | | | | | | 0.00 | 0.00 |
| 31 | | INSKB5 | | EA | | OPT1100 | Optima Limousine Service | | | | 0.00 | Price | 15.00 | | | | | | | 0.00 | 0.00 |
| 32 | | INSKB10 | | EA | | OPT1100 | Optima Limousine Service | | | | 0.00 | Price | 25.00 | | | | | | | 0.00 | 0.00 |
| 33 | VA | INSD815 | InSpire Dumbbell 15 | EA | | ELDE929 | Elden H Knudson Constr... | | | | 0.00 | Price | 34.00 | | | | 42.16 | 19.66417 | 19.21826 | 0.00 | 0.00 |
| 34 | VA | INSCV300 | Inspire Coconut Water (300ml) | EA | | ELDE929 | Elden H Knudson Constr... | | | | 0.00 | Price | 2.50 | | | | 43.62 | 1.40950 | 1.39937 | 0.00 | 0.00 |
| 35 | VA | SP2CHIN | Springfield SP-2 Chin-up Bar | EA | | ELDE929 | Elden H Knudson Constr... | | | | 0.00 | Price | 125.00 | | | | 40.00 | 75.00 | 75.00 | 0.00 | 0.00 |
| 36 | VA | INSKB20 | InSpire Kettlebell 20 | EA | | ELDE929 | Elden H Knudson Constr... | | | | 0.00 | Price | 45.00 | | | | 45.00 | 24.75 | 24.75 | 0.00 | 0.00 |
| 37 | VA | INSKB15 | InSpire Kettlebell 15 | EA | | ELDE929 | Elden H Knudson Constr... | | | | 0.00 | Price | 35.00 | | | | 44.26 | 19.5106 | 19.4616 | 0.00 | 0.00 |
| 38 | VA | INSKB10 | InSpire Kettlebell 10 | EA | | ELDE929 | Elden H Knudson Constr... | | | | 0.00 | Price | 25.00 | | | | 45.00 | 13.75 | 13.75 | 0.00 | 0.00 |
| 39 | VA | INSD815 | InSpire Dumbbell 15 | EA | | PENH999 | Penna Psychological Assn | | | | 0.00 | Price | 34.00 | | | | 42.16 | 19.66417 | 19.21826 | 0.00 | 0.00 |
| 40 | VA | ACMFITJR | ACME Jump Rope | EA | | PENH999 | Penna Psychological Assn | | | | 0.00 | Price | 15.00 | | | | 33.00 | 10.05 | 10.05 | 0.00 | 0.00 |
| 41 | VA | INSWP50 | InSpire Weight Plate 50 | EA | | PENH999 | Penna Psychological Assn | | | | 0.00 | Price | 66.00 | | | | 45.00 | 36.30 | 36.30 | 0.00 | 0.00 |
| 42 | VA | INSD845 | InSpire Dumbbell 45 | EA | | PENH999 | Penna Psychological Assn | | | | 0.00 | Price | 106.00 | | | | 45.00 | 58.30 | 58.30 | 0.00 | 0.00 |
| 43 | VA | INBLE100 | InSpire 100 Max Blender | EA | | PENH999 | Penna Psychological Assn | | | | 0.00 | Price | 389.00 | | | | 41.80 | 226.40161 | 223.31943 | 0.00 | 0.00 |
| 44 | VA | INSD835 | InSpire Dumbbell 35 | EA | | PENH999 | Penna Psychological Assn | | | | 0.00 | Price | 82.00 | | | | 44.94 | 45.14621 | 45.50613 | 0.00 | 0.00 |

This list can be filtered and exported if mass updates need to be done using the Spire import routine. Be sure to include the record number if the import should replace the prices that are already there. If it is not included and a price already exists then the user will get a duplicate error on import.

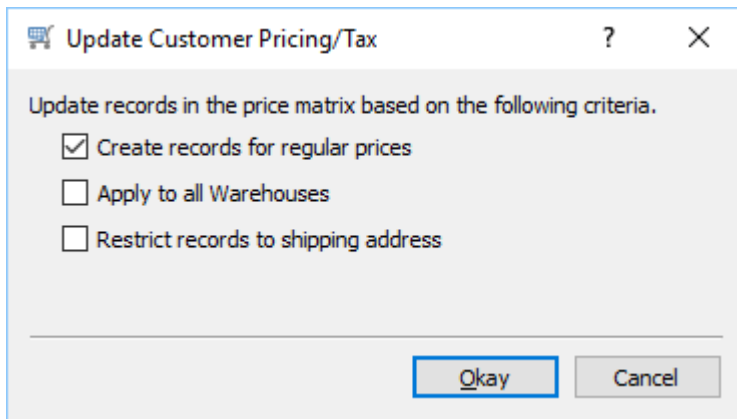
Save Prices from Sales Order

Prices can also be added from a sales order or quote. Once an order is created the user can select the prices button and choose:

- **Store All Price** – This will save the edited prices to the customers price matrix file.
- **Store Selected prices** – This will store all prices from this sales order to the customers price matrix file.

Once clicked the user will be given these options.

Update Records in the price matrix based on the following criteria:



- **Create Records for regular prices** – Even if the price is not edited this will add a record to the customer's price matrix file. They will get regular price for this item. However if the regular price changes they will still continue to get this stored price unless the user also updates it.
- **Apply to all Warehouses** – Apply the price to all warehouses. This way the customer gets the same price even if they go to another location.
- **Restrict records to shipping address** – If selected then only the ship to on this sales order gets this added to their price matrix file. If not selected then the billing and all ship to addresses get this price. If a ship to is not on the order then it is grayed out.

Once added and saved the user can view or edit them on the list.

Price Matrix – Included Reports

Contract Cost

The contract cost option in price matrix allows the cost of an item to be set for a customer or group. The true margin is shown when the item is sold to the customer and the inventory GL account is credited with the amount that was paid for for that inventory item.

Using this feature requires some setup.

Contract Cost Differential Account

In Company settings a GL account can be selected to post cost differences when using contract costs for customers. Entering a differential account activates the feature. The vendor and vendor cost fields only appear on price matrix records if this differential account has been configured.

The screenshot shows the 'Company Settings' window with the 'General' tab selected. The left sidebar contains a navigation menu with options: Company, General Ledger, Reports, Email, Multi-Currency, Special Accounts, Sequence Numbers, Variables, and Sales Departments. The main content area has tabs for General, Fiscal Periods, Segments, Groups, Subgroups, and Allocations. Under the 'General' tab, there is a section titled 'Special meaning can be applied to one or more segments in Spire. These settings will effect which accounts transactions are posted to.' This section contains three sub-sections: 'Location' with a description and a 'Location Segment' dropdown set to 'Disabled'; 'Profit Center' with a description and a 'Profit Center Segment' dropdown set to 'Disabled'; and 'Contract Cost' which is highlighted with a red box. The 'Contract Cost' section has a 'Differential GL Account' field with the value '11290' entered and a search icon to its right.

Price Matrix

After setting the item and the customer or group, select a vendor and the contract cost the vendor will give for this customer. Then set the price the customer will pay for this item.

Price Matrix - 45

Inventory Criteria

Whse: VA Inspire Health Systems

Part No: INTTK200 InTek TK200 Cross Traine

Unit of Measure: (EA)

Product Code:

Date Range

Start Date: // End Date: //

Customer Criteria

Customer: JACK225 Jackson Fitness Center

Ship To:

Territory:

User Type:

Other Criteria

☐ High Priority

Pricing

Default Price: 1,500.00 Average Cost: 885.000 Current Cost: 885.000

Vendor: INTEK Contract Cost: 785.000

Pricing Method: Price Price Reason: 2016 CONTRACT

+ ×

| Min Qty | Price | Price per EA | Margin |
|---------|----------|--------------|--------|
| 0.00 | 1,395.00 | 1,395.00 | 36.56 |

Created by SS on 05/02/2016 9:21:20 AM Modified by SS on 05/02/2016 9:26:31 AM

Sales

When this item is sold to the customer the cost and the sell price will come from the price matrix record. It will show the contract cost and the margins based on that cost.

Sales Order - 0000800038 Jackson Fitness Center

Open Customer View Compact Process Reprocess Invoice Next Phase

Totals By Ordered Qty Deposits Requisition

Main Bill To Ship To Info Phase Communications Sales Orders Sales History User Defined Attachments Fill Order

Customer

Customer No JACK22! Jackson Fitness Center AR Balance 11,031.59 Credit Limit 30,000.00

PO No Ref No Other Orders 124.84 Available 18,843.57

Notes Salesperson JOHN John Ather Territory

Shipping

Ship To Jackson Fitness Center Ship Via 011 FOB

Contact

Name Phone Fax/Cell Email

Order Details

Open Sales Order

Order No 0000800038

Order Date 05/02/2016

Required Date 05/02/2016

Invoice No

Invoice Date / /

Repeat None

Phase

+ Insert X Delete Comment Serial Numbers Add Job Header UDF Scan Items Fill Prices

| Part No | Description | Order Qty | Ship Qty | B/O Qty | Disc | Vendor | Unit Price | Current Cost | Average Cost | Margin (Curr) | Margin (Avg) |
|----------------|---------------------------|-----------|----------|---------|------|---------|------------|--------------|--------------|---------------|--------------|
| [VA] INTTK200 | InTek TK200 Cross Trainer | 1 | 1 | 0 | 0.0 | INTEK | 1,395.00 | 785.00 | 785.00 | 43.73 | 43.73 |
| [VA] INSKB5 | InSpire Kettlebell 5 | 2 | 2 | 0 | 0.0 | INSPIRE | 15.00 | 8.25 | 8.25 | 45.00 | 45.00 |
| [VA] INSKB10 | InSpire Kettlebell 10 | 2 | 2 | 0 | 0.0 | INSPIRE | 25.00 | 13.75 | 13.75 | 45.00 | 45.00 |
| [VA] INSKB15 | InSpire Kettlebell 15 | 3 | 3 | 0 | 0.0 | INSPIRE | 35.00 | 19.5106 | 19.4616 | 44.26 | 44.40 |
| [VA] INSKB20 | InSpire Kettlebell 20 | 4 | 4 | 0 | 0.0 | INSPIRE | 45.00 | 24.75 | 24.75 | 45.00 | 45.00 |

GL Posting

Once the invoice is posted, here is the journal entry that will be made. Note that the \$100 difference is posted to the 'Vendor Rebates Receivable' account set in company settings.

GL Transaction - 0000000668

Post Reverse View Source

Entry Notes

05/02/2016

| Account No | Account Name | Base Debit | Base Credit | Source | Designation | Memo | Type | Entity | Document | Us |
|------------|---------------------------------|------------|-------------|-------------|-------------|------|------|---------|------------|----|
| 71130 [] | Cost of Goods Sold - Equipment | 785.00 | 0.00 | Order Entry | Debit | | Inv. | JACK225 | 0000600352 | SS |
| 11303 [] | Inventory at Cost - Equipment | 0.00 | 885.00 | Order Entry | Debit | | Inv. | JACK225 | 0000600352 | SS |
| 41300 [] | Sales - Equipment | 0.00 | 1,395.00 | Order Entry | Credit | | Inv. | JACK225 | 0000600352 | SS |
| 71160 [] | Cost of Goods Sold - Weights | 322.38 | 0.00 | Order Entry | Debit | | Inv. | JACK225 | 0000600352 | SS |
| 11306 [] | Inventory at Cost - Weights | 0.00 | 322.38 | Order Entry | Debit | | Inv. | JACK225 | 0000600352 | SS |
| 41600 [] | Sales - Weights | 0.00 | 585.00 | Order Entry | Credit | | Inv. | JACK225 | 0000600352 | SS |
| 71110 [] | Cost of Goods Sold - General | 0.05 | 0.00 | Order Entry | Debit | | Inv. | JACK225 | 0000600352 | SS |
| 11300 [] | Inventory at Cost - General | 0.00 | 0.05 | Order Entry | Debit | | Inv. | JACK225 | 0000600352 | SS |
| 41100 [] | Sales - General | 0.00 | 0.06 | Order Entry | Credit | | Inv. | JACK225 | 0000600352 | SS |
| 21400 [] | G.S.T. Collected | 0.00 | 99.00 | Order Entry | Credit | | Inv. | JACK225 | 0000600352 | SS |
| 21300 [] | BC Provincial Sales Tax Payable | 0.00 | 138.60 | Order Entry | Credit | | Inv. | JACK225 | 0000600352 | SS |
| 11160 [] | Visa | 2,217.66 | 0.00 | Order Entry | Debit | | Inv. | JACK225 | 0000600352 | SS |
| 11290 [] | Vendor Rebates Receivable | 100.00 | 0.00 | Order Entry | Debit | | Inv. | JACK225 | 0000600352 | SS |
| [] | | | | | | | | | | |

Debits 3,425.09
Credits 3,425.09

Balance 0.00

Instructional Video



Point of Sale

The Point-of-Sale (POS) module is a quick way to enter sales that can be processed without the use of a mouse. There are keyboard shortcuts always visible at the top of the screen.

If there is a url set in Company Settings/Sales Orders/Misc/Home Page then it will be displayed on the POS left pane. The html document (webpage) it points to can be on the local computer network or on the internet. The example below shows a webpage that is a signup for the companies newsletter. In this view the user can enter the required information and submit it.

spire

Close (F2) Clear (F3) Customer (F4) Edit Item (F5) Invoice/Tender (F6) Order Entry (F7) Edit Comment (F9) Inventory Lookup

Newsletter Signup

Name:

Email:

Phone:

Company:

Message:

Send

Customer

CALI775 California Thread Co

Address
1812 Valtec Ln
Boulder, CO 80301

Contact
Phone (303) 444-4223 Ext
Fax () -

Credit Balance 0.00
Available Unlimited
Other Orders 0.00

Notes
Email

| Qty | Whse | Part No | Description | Unit Price | Ext Price | UOM |
|------|------|---------|-----------------------|------------|-----------|-----|
| 3.00 | VA | INSDB10 | InSpire Dumbbell 10 | 22.00 | 66.00 | EA |
| 2.00 | VA | INSKB5 | InSpire Kettlebell 5 | 15.00 | 30.00 | EA |
| 4.00 | VA | INSKB10 | InSpire Kettlebell 10 | 25.00 | 100.00 | EA |
| 2.00 | VA | INSKB15 | InSpire Kettlebell 15 | 35.00 | 70.00 | EA |
| 3.00 | VA | INSKB20 | InSpire Kettlebell 20 | 45.00 | 135.00 | EA |
| 5.00 | VA | INSKB25 | InSpire Kettlebell 25 | 55.00 | 275.00 | EA |
| 4.00 | VA | INSKB30 | InSpire Kettlebell 30 | 65.00 | 260.00 | EA |
| 1.00 | VA | INSKB35 | InSpire Kettlebell 35 | 75.00 | 75.00 | EA |
| 1.00 | VA | INSKB40 | InSpire Kettlebell 40 | 85.00 | 85.00 | EA |

Discount 0.0 0.00
Subtotal 1,096.00
G.S.T. 54.80
BC P.S.T. 76.72

1,227.52

User SPIRE Whse VA Div 000 Date 2016-04-21

F1-Help – Launches the help manual.

Close – Closes the order and if un-posted order exists, asks “Are You Sure...”

F2-Clear – Clears the items off the order.

F3-Customer – Click to select a customer. When the customer screen comes up, select a customer, and if you want to use that customer as the default for future POS orders for this user, check “Default POS Customer”

F4-Edit Items – Highlight a line and click the F4 key or enter to edit the line.

F5-Invoice/Tender – Brings up the payment screen. Choose a payment method by typing the first character. ie- if selecting Visa enter a ‘V’. The payment can be split over more than one method.

F6-Order Entry – Transfers the POS order to a full sales order. This gives access to everything the user can do when in a sales order. This includes seeing the customers sales history and therefore pricing. Hitting F6 in the sales order brings it back to POS. If the order is invoiced in POS the report is usually a small POS ticket, but if invoiced while in sales orders it prints a full size invoice.

F7-Edit Comment – Adds a comment to the POS order

F9-Inventory Lookup – Lookup for inventory

Video Instruction of POS



Sales Cash out



POS – Included Reports

Accounts Receivable

When first going into accounts receivable the aged list will be shown. This list can be sorted and filtered.

Accounts Receivable

Apply Finance Charges Export PAD Filters Search Export

| Customer No. | Name | Future | Current | Over 30 | Over 60 | Over 90 | Over 120 | Balance | Phone | Last Payment Amount | Last Payment Date | Last Invoice |
|--------------|-------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|------------|--------------------------|---------------------|-------------------|--------------|
| A1948 | A 1 Party Pleasers | 50.71 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 50.71 | (413) 739-7933 Ext. 0000 | 0.00 | | 07/02/2014 |
| AAAN839 | Aaan Attorney | 2,140.22 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,140.22 | (206) 447-0071 Ext. 0000 | 0.00 | | 07/18/2014 |
| ACT1620 | Action Technology Co | 616.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,864.50 | 2,480.50 | (405) 943-1609 Ext. 0000 | -1,779.75 | 03/14/2015 | 01/18/2016 |
| ADVA284 | Advantage Computers Inc | 2,441.60 | 0.00 | 4,644.03 | 306.23 | 0.00 | 0.00 | 7,391.86 | (450) 645-6985 Ext. 0000 | 0.00 | | 09/11/2015 |
| BEEG100 | Beegee Travel Consultants | 25,942.56 | 4,656.48 | 0.00 | 0.00 | 268.80 | 0.00 | 30,867.84 | (615) 799-0803 Ext. 0000 | 3,445.37 | 03/16/2015 | 04/14/2016 |
| BEE396 | Beierle & Beierle | 43,779.13 | 21,873.41 | 0.00 | 13,711.42 | 0.00 | 0.00 | 79,363.96 | (514) 817-0292 Ext. 0000 | 0.00 | | 09/11/2015 |
| BELL383 | Bell West Credit Union | 0.00 | 120.91 | 0.00 | 0.00 | 0.00 | 1,475.78 | 1,596.69 | (416) 966-9836 Ext. 0000 | 0.00 | | 09/11/2015 |
| C248 | C & G Barbeque Seafood & Ctrg | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 73.45 | 73.45 | (519) 829-5502 Ext. 0000 | 0.00 | | 03/30/2015 |
| CAP1660 | Capital Electrical & Sec Inc | 21,343.84 | 20,158.07 | 0.00 | 1,230.57 | 10,786.72 | 0.00 | 53,519.20 | (602) 257-4111 Ext. 0000 | 0.00 | | 09/11/2015 |
| CARE252 | Care Laboratories Inc | 15,244.32 | 7,119.57 | 0.00 | 1,270.12 | 0.00 | 0.00 | 23,634.01 | (250) 282-5021 Ext. 0000 | 0.00 | | 01/18/2016 |
| DALE203 | Dales Automotive | 0.00 | 5,198.00 | -250.00 | 0.00 | 0.00 | 0.00 | 4,948.00 | (778) 835-4075 Ext. 0000 | 250.00 | 03/14/2015 | 03/14/2015 |
| DALE991 | Dale, William J Jr | 141.25 | 0.00 | 0.00 | 93.39 | 0.00 | 0.00 | 234.64 | (320) 587-1605 Ext. 0000 | 0.00 | | 02/13/2015 |
| DANV470 | Danville Nursing Home | 1,080.28 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,080.28 | (613) 726-1731 Ext. 0000 | 0.00 | | 07/10/2014 |
| DATA100 | Data Management Services Inc | 0.00 | 0.00 | 0.00 | 8,704.02 | 0.00 | 0.00 | 8,704.02 | (714) 543-8358 Ext. 0000 | 0.00 | | 09/11/2015 |
| DELA553 | Delaware Contractors Assn | 16,029.44 | 21,713.34 | 16,029.44 | 0.00 | 748.16 | 2,711.44 | 57,231.82 | (310) 556-9177 Ext. 0000 | 0.00 | | 07/06/2015 |
| DUP0192 | Dupont Photographers | 0.00 | 72,531.88 | 0.00 | 0.00 | 5,131.84 | 7,621.85 | 85,285.57 | (705) 443-6579 Ext. 0000 | 85,285.57 | 04/14/2016 | 01/06/2015 |
| EAST571 | Eastman Chemical Company | 0.00 | 23,005.67 | 0.00 | 0.00 | 5,253.37 | 1,270.12 | 29,529.16 | (516) 466-7437 Ext. 0000 | 9,018.53 | 03/14/2015 | 01/06/2015 |
| ELDE929 | Elden H Knudson Constrcn Co | 0.00 | 71,375.89 | 0.00 | 1,581.34 | 694.40 | 29,906.58 | 103,558.21 | (405) 495-7329 Ext. 0000 | 0.00 | | 01/06/2015 |
| ER118 | E R Partridge Inc | 0.00 | 30,776.12 | 0.00 | 41,120.93 | 7,117.60 | 0.00 | 79,014.65 | (418) 737-0284 Ext. 0000 | 0.00 | | 02/13/2015 |
| FAIR724 | Fairfield Printing | 1,582.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,582.00 | (604) 421-4238 Ext. 0000 | 0.00 | | 05/30/2014 |
| FAIR771 | Fairfield Inn By Marriott | 2,075.83 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,075.83 | (847) 888-8942 Ext. 0000 | 0.00 | | 09/16/2015 |
| FORE113 | Forest Hist Ctr Mn Hist Scy | 8,065.12 | 18,586.55 | 8,065.12 | 2,210.28 | 1,972.32 | 0.00 | 38,899.39 | (416) 798-4132 Ext. 0000 | 0.00 | | 07/06/2015 |
| GAMB260 | Gambina Dolls | 0.00 | 1,711.32 | 0.00 | 0.00 | 22,667.68 | 276.85 | 24,655.85 | (519) 504-6441 Ext. 0000 | 7,195.57 | 03/14/2015 | 03/27/2015 |
| HARR652 | Harris, Baum E Esq | 0.00 | 10,963.42 | 0.00 | 7,356.30 | 26,497.81 | 0.00 | 44,817.53 | (717) 531-8044 Ext. 0000 | 11,901.16 | 03/14/2015 | 01/06/2015 |
| HART426 | Hartzhorn, Charles J Esq | 0.00 | 732.24 | 1,861.44 | 1,233.96 | 0.00 | 0.00 | 3,827.64 | (780) 832-8738 Ext. 0000 | 0.00 | | 02/19/2015 |
| HARV663 | Harvest States Cooperative | 0.00 | 23,064.43 | 0.00 | 0.00 | 33,717.33 | 0.00 | 56,781.76 | (813) 759-4827 Ext. 0000 | 0.00 | | 01/06/2015 |
| HAST563 | Hastings Communications | 13,543.89 | 7,943.62 | 6,232.80 | 4,996.86 | 0.00 | 0.00 | 32,717.17 | (707) 466-1651 Ext. 0000 | 0.00 | | 09/11/2015 |
| WAT1632 | Wahki, Ronald E Esq | 0.00 | 80,347.43 | 0.00 | 0.00 | 0.00 | 13,146.50 | 93,493.93 | (723) 737-2384 Ext. 0000 | 0.00 | | 04/16/2014 |

Add – Adds an AR entry.

View Receivables – Opens the receivables records for the selected customer.

Apply Finance Charges – Applies finance charges to the selected customers. This relies on the finance charge rate being set in Company Settings/Accounts Receivable/Monthly Interest Rate (%) and a setting on each Customer/Billing/Apply finance charges.

Export PAD – Exports a EFT file in CPA1464 (aks005) format for all invoices that have the terms of PAD.

Refresh – Refreshes the AR list for any new transactions added by another user on the network.

Filters – Sets any number of filters that are required to only see the data wanted.

Search – Searches the customer records for word(s) entered.

Export – Exports the filtered list to Excel or .csv.

Print – Prints reports with the [template of 'Accounts Receivable List'](#) for all filtered or selected records reports.

Video Instruction – Accounts Receivable



Customer Open AR Items

Accounts Receivable - Jackson Fitness Center

Open Customer Apply Finance Charges

Customer JACK225 Jackson Fitness Center Currency

Billing Address
 Address 2018 No. 3 Road
 Richmond, BC
 V6X 2B8
 Phone (604) 249-0735 Ext. #
 Fax () - #

Contact
 Name Jason Fallon Phone () - Ext. #
 Email jfallon@jacksonfitness.net Fax/Cel () - #

Info
 Last invoice 04/18/2015
 Credit limit 30,000.00
 Average days to pay 73
 Terms 2% 10 days

Open Items Notes Attachments User Defined

Payment Hold Show All Show Credits Expand All View Journal Entry View Invoice

| Transaction No | Date | Debit | Credit | Applied | Balance | Terms Code | Terms Desc. | Customer PO | Reference No | Type | Hold | Due Date | Memo | User |
|--|------------|----------|--------|---------|----------|------------|-------------|-------------|--------------|----------------|--------------------------|------------|-------------------------------------|------|
| <input checked="" type="checkbox"/> 0000000388 | 03/16/2015 | 140.08 | 0.00 | | 140.08 | | | 123556 | | Service Charge | <input type="checkbox"/> | 03/16/2015 | | SS |
| <input checked="" type="checkbox"/> 0000000510 | 07/07/2015 | 761.05 | 0.00 | | 761.05 | | | 123588 | 0000600316 | Invoice | <input type="checkbox"/> | 07/07/2015 | | SS |
| <input checked="" type="checkbox"/> 0000000511 | 07/07/2015 | 1,551.77 | 0.00 | | 1,551.77 | 01 | Net 30 days | 123599 | 0000600317 | Invoice | <input type="checkbox"/> | 08/06/2015 | TORONTO Jackson Fitness Center - TO | SS |
| <input checked="" type="checkbox"/> 0000000512 | 07/07/2015 | 5,591.75 | 0.00 | | 5,591.75 | | | 123677 | 0000600318 | Invoice | <input type="checkbox"/> | 07/07/2015 | | SS |
| <input checked="" type="checkbox"/> 0000000515 | 07/07/2015 | 67.06 | 0.00 | | 67.06 | | | 123900 | 0000600319 | Invoice | <input type="checkbox"/> | 07/07/2015 | TORONTO Jackson Fitness Center - TO | SS |
| <input type="checkbox"/> 0000000648 | 04/18/2015 | 582.40 | 0.00 | | 582.40 | 02 | 2% 10 days | 124214 | 0000600345 | Invoice | <input type="checkbox"/> | 04/28/2015 | | SS |
| <input type="checkbox"/> 0000000649 | 04/18/2015 | 2,714.88 | 0.00 | | 2,714.88 | 02 | 2% 10 days | 124599 | 0000600346 | Invoice | <input type="checkbox"/> | 04/28/2015 | TORONTO Jackson Fitness Center - TO | SS |
| <input type="checkbox"/> 0000000650 | 04/18/2015 | 820.96 | 0.00 | | 820.96 | 01 | Net 30 days | 124645 | 0000600347 | Invoice | <input type="checkbox"/> | 05/18/2015 | | SS |
| <input type="checkbox"/> 0000000651 | 04/18/2015 | 1,904.00 | 0.00 | | 1,904.00 | 02 | 2% 10 days | 124859 | 0000600348 | Invoice | <input type="checkbox"/> | 04/28/2015 | | SS |

Total Balance 8,066.32
 Remaining 5,546.36 **Total Amount 2,519.96**

Header

Open Customer – Opens the customer to see all their information including sales history and open sales orders.

Apply Finance Charges – Applies finance charges to this customer. This relies on the finance charge rate being set in Company Settings/Accounts Receivable/Monthly Interest Rate (%) and a setting on each Customer/Billing/Apply finance charges.

Navigation – Navigates between AR records based on the filtered and sorted list.

Contact Info – Customer contact and credit information.

Items

Refresh – Refreshes any new entries other users have posted.

Print – Prints report with the [template of 'Accounts Receivable'](#)


Add – Adds an entry to the customer's AR.

Apply – Applies payments or customer credits to an invoice.

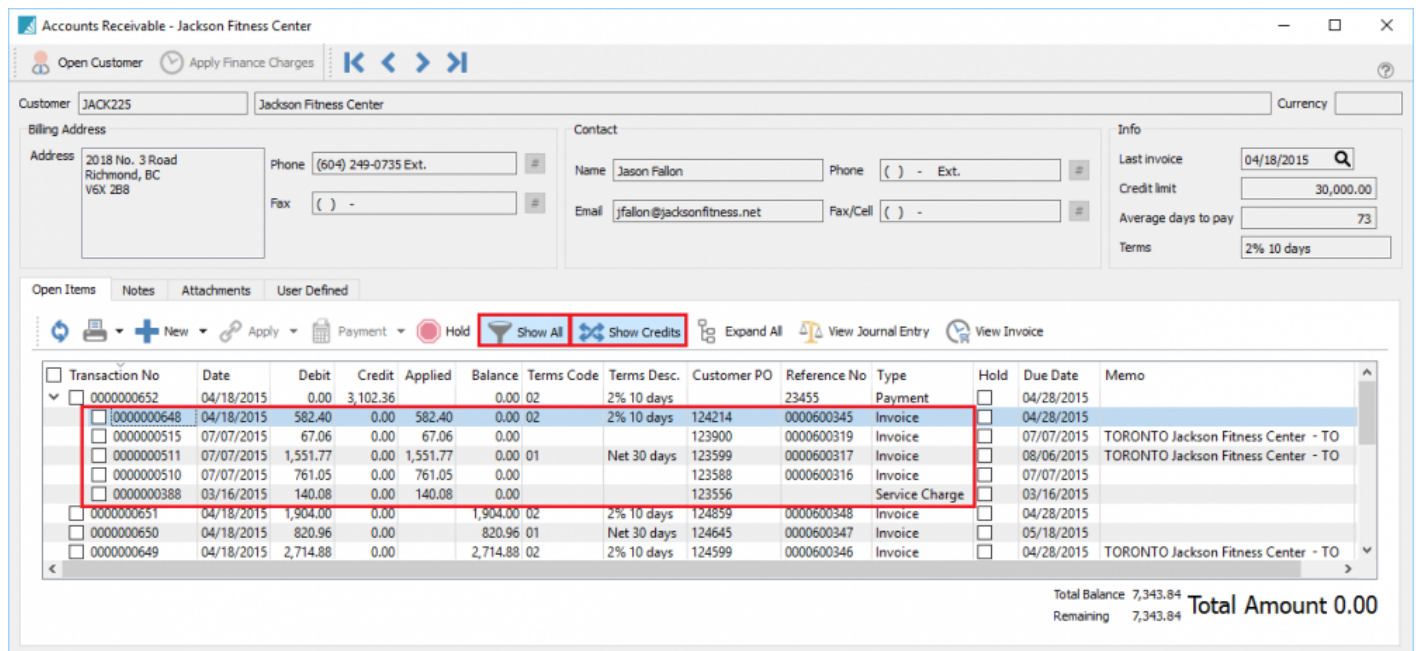
Payment – Pays the selected invoice(s). The arrow beside the payment button is to void a selected payment. When voided it will automatically unlink.

Hold – Holds an invoice so it cannot be paid.

Show All – Show all entries including paid and applied.

 **NOTE** that the payment is shown on each invoice but you will not see the payment total.

Show Debits – Puts the payment on top with the invoices it paid indented below. The Show All button will also need to be depressed.



Accounts Receivable - Jackson Fitness Center

Open Customer Apply Finance Charges

Customer: JACK225 Jackson Fitness Center

Billing Address: 2018 No. 3 Road Richmond, BC V6X 2B8

Phone: (604) 249-0735 Ext. Fax: () -

Contact: Name: Jason Fallon Phone: () - Ext. Email: jfallon@jacksonfitness.net Fax/Cel: () -

Info: Last invoice: 04/18/2015 Credit limit: 30,000.00 Average days to pay: 73 Terms: 2% 10 days

Open Items Notes Attachments User Defined

Buttons: New Apply Payment Hold Show All Show Credits Expand All View Journal Entry View Invoice

| Transaction No | Date | Debit | Credit | Applied | Balance | Terms Code | Terms Desc. | Customer PO | Reference No | Type | Hold | Due Date | Memo |
|----------------|------------|----------|----------|----------|----------|------------|-------------|-------------|--------------|----------------|--------------------------|------------|-------------------------------------|
| 0000000652 | 04/18/2015 | 0.00 | 3,102.36 | 0.00 | 0.00 | 02 | 2% 10 days | 124214 | 0000600345 | Payment | <input type="checkbox"/> | 04/28/2015 | |
| 0000000648 | 04/18/2015 | 582.40 | 0.00 | 582.40 | 0.00 | 02 | 2% 10 days | 123900 | 0000600319 | Invoice | <input type="checkbox"/> | 07/07/2015 | TORONTO Jackson Fitness Center - TO |
| 0000000515 | 07/07/2015 | 67.06 | 0.00 | 67.06 | 0.00 | 01 | Net 30 days | 123599 | 0000600317 | Invoice | <input type="checkbox"/> | 08/06/2015 | TORONTO Jackson Fitness Center - TO |
| 0000000511 | 07/07/2015 | 1,551.77 | 0.00 | 1,551.77 | 0.00 | 01 | Net 30 days | 123588 | 0000600316 | Invoice | <input type="checkbox"/> | 07/07/2015 | |
| 0000000510 | 07/07/2015 | 761.05 | 0.00 | 761.05 | 0.00 | | | 123556 | | Service Charge | <input type="checkbox"/> | 03/16/2015 | |
| 0000000651 | 04/18/2015 | 1,904.00 | 0.00 | | 1,904.00 | 02 | 2% 10 days | 124859 | 0000600348 | Invoice | <input type="checkbox"/> | 04/28/2015 | |
| 0000000650 | 04/18/2015 | 820.96 | 0.00 | | 820.96 | 01 | Net 30 days | 124645 | 0000600347 | Invoice | <input type="checkbox"/> | 05/18/2015 | |
| 0000000649 | 04/18/2015 | 2,714.88 | 0.00 | | 2,714.88 | 02 | 2% 10 days | 124599 | 0000600346 | Invoice | <input type="checkbox"/> | 04/28/2015 | TORONTO Jackson Fitness Center - TO |

Total Balance 7,343.84 Remaining 7,343.84 Total Amount 0.00

Payment is shown first with the invoices indented below. This makes it very clear what invoices the payment included.

Expand All – Expands the links for all transactions so as to see the invoices and related payment.

View Journal Entry – Views the journal entry of the highlighted transaction.

View Invoice – Views the invoice for the highlighted transaction.

Notes

Notes – Any number of notes can be added to accounts receivable.

Attachments

Attachments – Any number of attachments can be added to an item. Once attached the user simply double clicks the attachment and it will open in the default viewer for that type of document.

User Defined

User Defined – User defined fields can be added to track and/or print. (Spire UDF license required).

AR Entry

Accounts Receivable Entry

Receiveable Entry - JACK225 Jackson Fitness Center

Post Entry

Type: Invoice (dropdown menu open showing: Credit Memo, Debit Memo, Invoice, Payment, Service Charge, Write Off)

Customer: Jackson Fitness Center

Date:

Terms: 2% 10 days

Transaction no.: 0000000653 ☒ Post automatically

Reference no.: 543646

Customer PO: 15579

Memo:

| | | | |
|-----------|-------|----------|----------|
| G.S.T. | 56.20 | Subtotal | 1,124.00 |
| BC P.S.T. | 78.68 | Total | 1,258.88 |

All amounts in currency

Type – AR entry can be one of 6 types.

- Credit Memo
- Debit Memo
- Invoice
- Payment
- Service Charge
- Write Off

Customer – Select a vendor to post to.

Date – The date for the transaction.

Terms – The terms given for this invoice.

Transaction no. – The assumed GL transaction number. If another transaction is posted after this number is assigned, then the transaction will be given the next available number.

Post Automatically – If checked the entry will post using the default accounts set in company settings or the customers default sales account. If unchecked the user can redirect all of the entry except the amount posted to accounts receivable.

Reference no. – Usually the invoice number.

Customer PO – Customer's purchase order number,

Memo – The user can enter a memo for this entry.

Tax1 – Tax 1 for this transaction that is automatically calculated based on how taxes are set for this customer.

Tax2 – Tax 2 for this transaction that is automatically calculated based on how taxes are set for this customer.

Subtotal – Total before taxes.

Total – Total of the entry including taxes.

Processing Payments

Accounts Receivable - Jackson Fitness Center

Customer: JACK225 Jackson Fitness Center

Billing Address: 2018 No. 3 Road Richmond, BC V6X 2B8 Phone: (604) 249-0735 Ext. Fax: () -

Open Items

Select amounts to pay and click 'Payment'

| Transaction No | Reference No | Debit | Date | Terms De |
|-------------------------------------|--------------|------------|----------|------------|
| <input checked="" type="checkbox"/> | 0000000512 | 0000600318 | 5,591.75 | 07/07/2015 |
| <input checked="" type="checkbox"/> | 0000000649 | 0000600346 | 2,714.88 | 04/18/2015 |
| <input type="checkbox"/> | 0000000650 | 0000600347 | 820.96 | 04/18/2015 |
| <input checked="" type="checkbox"/> | 0000000651 | 0000600348 | 1,904.00 | 04/18/2015 |
| <input checked="" type="checkbox"/> | 0000000676 | 0000600354 | 529.76 | 04/25/2016 |
| <input type="checkbox"/> | 0000000728 | 0000600357 | 2,462.88 | 05/09/2016 |
| <input type="checkbox"/> | 0000000754 | 0000600370 | 617.40 | 05/13/2016 |
| <input type="checkbox"/> | 0000000755 | 0000600359 | 5.66 | 05/10/2016 |
| <input type="checkbox"/> | 0000000756 | 0000600372 | 1,232.00 | 03/29/2016 |
| <input type="checkbox"/> | 0000000757 | 0000600369 | 123.48 | 05/13/2016 |
| <input type="checkbox"/> | 0000000758 | 0000600371 | 246.97 | 02/09/2016 |
| <input type="checkbox"/> | 0000000784 | 0000600378 | 952.57 | 05/25/2016 |
| <input type="checkbox"/> | 0000000785 | 0000600379 | 376.32 | 05/25/2016 |
| <input type="checkbox"/> | 0000000792 | 0000600386 | 123.48 | 05/25/2016 |

Payment

Entry Job

Type: Payment Method: Cash and Cheque Receipts

Date: 08/24/2016

☐ Print receipt

Transaction no.: 0000000838 ☒ Post automatically

Reference no.:

Memo:

| Transaction No | Terms Code | Terms Description | Balance | Pay Amount | Discount Amount | Discount % | Give Discount |
|----------------|------------|-------------------|----------|------------|-----------------|------------|-------------------------------------|
| 0000000512 | | | 5,591.75 | 5,591.75 | 0.00 | 0.00 | <input type="checkbox"/> |
| 0000000649 | 02 | 2% 10 days | 2,714.88 | 2,714.88 | 48.48 | 2.00 | <input checked="" type="checkbox"/> |
| 0000000676 | 02 | 2% 10 days | 529.76 | 529.76 | 9.46 | 2.00 | <input checked="" type="checkbox"/> |
| 0000000651 | 02 | 2% 10 days | 1,904.00 | 1,904.00 | 34.00 | 2.00 | <input checked="" type="checkbox"/> |

Discount is editable

All amounts in base currency

Total: 10,648.45

Total Balance: 17,707.71
Remaining: 6,967.32
Total Amount: 10,740.39

Type – Hard coded with “Payment”.

Method – Payment method

Date – Date for the payment.

Print Receipt – Check if a payment receipt is required to print or email

Transaction – The assumed GL transaction number. If another transaction is posted after this number is assigned, then the transaction will be given the next available number.

Post automatically – If checked then the journal entry will be posted without the user editing it. If unchecked then the user will be given the opportunity to edit it before posting. The ability to edit the posting is a user security setting in Users/General

Reference – Usually the customers check number or if paid by credit card the user can enter Mastercard or Visa.

Memo – A memo can be added for this payment.

Terms Code – The terms code that was used for the amount

Terms Description – The terms description that was used for the amount

Balance – The balance of the transaction

Pay Amount – User can override this and the invoice will get partially paid have the payment linked to the amount.

Discount Amount – The discount amount. This is calculated by the terms but can be edited before posting.

Discount % – The discount % being offered.

Give Discount – Check to give the discount. Amounts that fall within terms will automatically be checked but user can override.

Total – The amount being paid. It is the sum of the transactions selected for payment.

AR – Included Reports

- Customer Statement Detailed
- Customer Statement
- Customer Payments List
- Ages Accounts Receivable List

Vendor

Vendor List

The vendor list shows all vendors by default but the user can set filters and layouts to customize the view as they require.

| Filters <input type="text"/> | | | | | | | | | | | |
|------------------------------|---------------------------------------|---------------|--------------------------|--------------------------------|-------------|-------------|----------|---------|-------------------|-----------|-------------------|
| Export + ✎ ✕ 🖨 | | | | | | | | | | | |
| Vendor No. | Name | Contact #1 | Email | Address 1 | City | Postal Code | Province | Country | Phone | Balance | Terms Description |
| ACME | ACME Systems Inc | Bill Jonder | bjonder@acmesys.ne | 500 - 44882 Saperton St | Port Moody | V5T 5Y6 | BC | CAN | (604) 555-7892... | -536.54 | |
| EMHEDE | Empire Health Distribution | | | 585 Fernand Street | Toronto | M2W 5T2 | ON | CAN | (416) 563-4585... | 7,339.00 | Net 60 Days |
| FIDEBU | Fitness Development Equipment | Bill Smith | | 3455 Ferdale Street | Burnaby | V5M 8V8 | BC | CAN | (604) 443-4890... | 8,068.48 | Net 60 Days |
| FORFOO | Forester Food Ingredients | Darren Hensen | dhenson@foresterFoods.ou | 54789 Trent Street | Toronto | M7Y H6H | ON | CAN | (905) 555-7788... | 1,000.00 | |
| INSPIRE | Inspire China | | | | Toronto | | ON | CAN | | 32,030.36 | Net 60 Days |
| INTEK | International Technology | Sally Lear | sallyl@intek.ce | 100 - 8855 Olson | Calgary | T5G6Y6 | AB | CAN | (403) 555-7896... | 36,462.94 | |
| MOESYS | Moet Systems | Paul Hop | phope@moen.ci | 77119 232nd Street | Aldergrove | V4E2E4 | BC | CAN | (604) 555-7228... | 0.00 | |
| NATPRO | National Equipment | George Colot | gcolot@natpro.be | 1677 Bwer Ave | Toronto | M6V8D5 | ON | CAN | (416) 555-1889... | 39.00 | |
| NOLIFI | Northern Lights Fitness Products Inc. | | | P.O. Box 1748 | Cornwall | K6H 5V7 | ON | CAN | (800) 461-1709... | 6,787.00 | Net 60 Days |
| OMELEE | Omega Electronics Inc | Abbie Elson | aellson@omega.da | 1000 - 600 West Georgia Street | Vancouver | V7Y6K7 | BC | CAN | (604) 555-4422... | 1,921.04 | |
| ROGCAN | Rogue Canada | | meet@roguecanada.ca | 4242 - 99 Street | Edmonton | T6E 5B3 | AB | CAN | (780) 988-9668... | 3,306.44 | Net 60 Days |
| SPEGAM | Specialty Games LLC | | | 33612 S. Fifth Avenue | Honolulu | 96813 | HI | USA | (180) 855-5789... | -38.95 | |
| SPRFIT | Springfield Fitness | Albert Namton | anamton@springfit.to | 3477 Kingston | New York | 10007 | NY | USA | (588) 964-2596... | 22.40 | |
| STRING | Strategic Ingredients | Sam Wheely | swheely@strategicFood.vc | 6297 Stern Ave | Vancouver | V5T 7G6 | BC | CAN | (604) 555-7822... | 41,539.05 | |
| WALECHI | Walechi Equipment Ltd | John Simpson | jsimpson@walechi.ca | 7711 4th Ave | Mississauga | L4V0V0 | ON | CAN | (905) 778-5555 | 0.00 | |

Add/Edit Vendor

To add a vendor, click the + (add) button and to edit an existing vendor click the vendor in the vendor list and click the edit icon.

Addresses

Vendor - FIDEBU

Vendor No. FIDEBU Name Fitness Development Equipment ☐ On Hold Status Active

Addresses General Billing Purchases Accounts Payable Vendor Prices Purchase Orders Purchase History

Billing Address
Remit to

Address Sales Taxes Order Defaults **Communication** Attachments User Defined

Hold Address ☐

Contact #1 Contact #2 Contact #3

Name Bill Smith

Phone () - Ext. #

Fax/Cell () - #

Email bsmith@fitdev.com

Internet Addresses

Email >

Website >

Address 3455 Ferdale Street

Map

City Burnaby

Postal Code V5M 8Y8 Province BC

Country Canada

Phone (604) 443-4890 Ext. #

Fax (604) 443-4489 #

Created by SS on 10/1/2014 2:39:35 PM Modified by SS on 4/6/2016 7:39:22 AM

Vendor No – Select a unique code for this vendor

Name – Enter the vendors legal name

On Hold – Holds the vendor so no transaction can be entered

Status – Active or Inactive. Inactive hides the vendor from display unless the user has 'Show inactive Vendors' set on in [User Settings/vendors](#).

Billing Address – The company billing address and contact information. Contacts 1 – 3 labels can be renamed to something that makes sense in [Company Settings/Vendor](#)

Remit to – The name and address that will print on checks if Remit to exists. To add a 'Remit to' click the + at the bottom of the list. Leave the address code blank and tab off. It will automatically add the 'Remit to' code and then user can enter the name and address.

Sales Tax Tab

| Address | Sales Taxes | Order Defaults | Communication | Attachments | User Defined |
|-------------|-------------|----------------|---------------|-------------|--------------|
| Sales Taxes | | | | | |
| Tax Code | Description | Rate | | | |
| 1 | G.S.T. | 5.0 | | | |
| 2 | P.S.T. | 7.0 | | | |
| 3 | | 0.0 | | | |

Tax1 – Select a tax from list that was created in Edit/Sales Taxes

Tax2 – Select a tax from list that was created in Edit/Sales Taxes

Tax3 – Select a tax from list that was created in Edit/Sales Taxes

An exempt tax number can be added if this tax is not paid to the vendor. In Canada Tax 2 exempt number from [Company settings/General/Tax Info](#) will be added automatically when creating a new vendor. Remove this number if the tax is to be paid.

Order Defaults

| Address | Sales Taxes | Order Defaults | Communication | Attachments | User Defined |
|-----------------|-------------|----------------|---------------|-------------|--------------|
| Order Defaults | | | | | |
| Shipping Method | | | | | |

Shipping method – Shipping method that gets added to purchase orders by default for this vendor.

Communications

| Address | Sales Taxes | Order Defaults | Communication | Attachments | User Defined |
|---|--------------------|----------------|---------------|-------------|-----------------|
| <div> Filters <input type="text"/> Export </div> | | | | | |
| Attention | Subject | Created Date | Created By | Due Date | Completion Date |
| Alert | PO minimum \$5,000 | 4/6/2016 | SS | | |
| | | | | | Display Type |
| | | | | | Purchase Order |

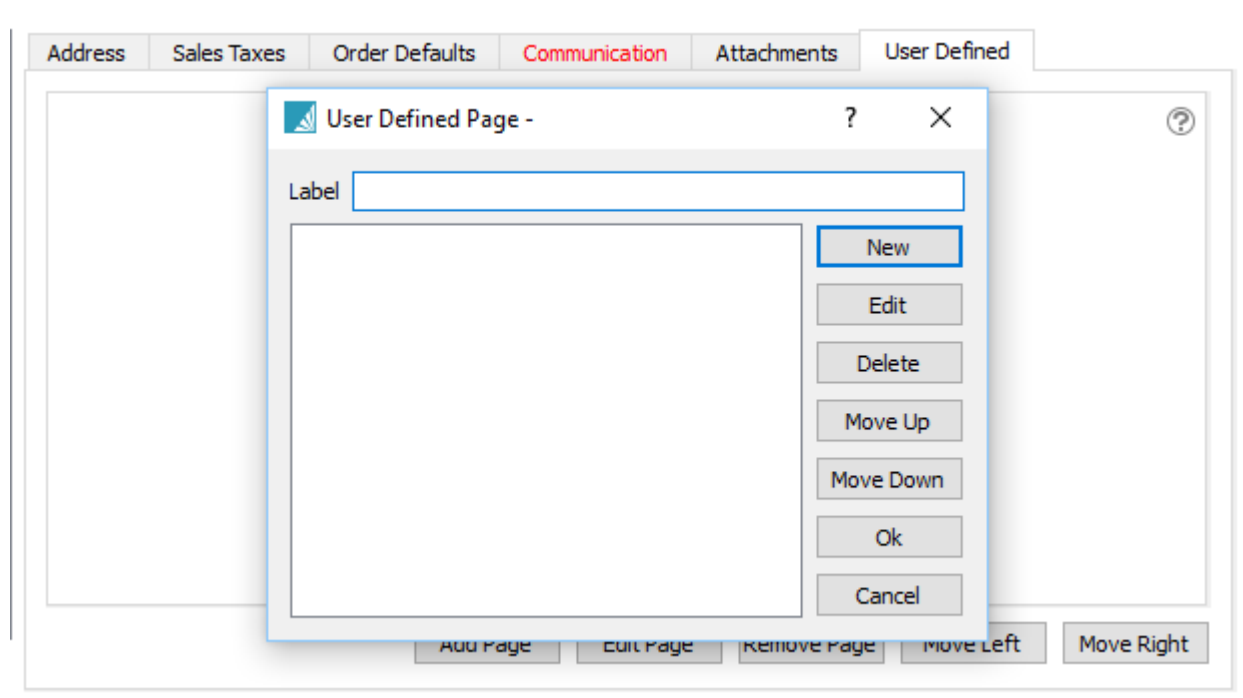
Any number of communications or notes can be added to a vendor. The example above shows how you can add a note that is set as an alert. When the vendor is added to a purchase order the message “PO Minimum \$5,000” will pop up.

Attachments

| Address | Sales Taxes | Order Defaults | Communication | Attachments | User Defined |
|--------------------|---------------|---|---------------|-------------|--------------|
| <div> </div> | | | | | |
| Subject | Document Type | Document Path | User Added | Date Added | |
| Warehouse Location | | https://www.google.ca/maps/place/1234+Knight+ | SS | 2016-04-06 | |

Any number of attachments can be added to a vendor. The user browses for the file to attach to the record and gives it a subject and saves it. Then by double clicking it the attachment will open in the computers default program for that type of file. The example above shows a link that was saved to a Google map. When double clicked Google Maps will open to that location.

User Defined (UDF)



If a UDF license for Spire is owned, fields can be added of various types to track extra information about this vendor that can also be added to custom reports and forms. See [User Defined Fields section](#) for more info on setting up and using UDFs.

General

Notes – A note that will appear on the PO in yellow. Use this for one important note about the vendor.

Buyer – The company buyer that is in charge of purchases for this vendor

Payment Terms – Default payment terms for this vendor. This can be changed on each PO or when processing the accounts payable.

Print CPRS (T5018/T1204) – If the vendor is a contractor and the company needs to report their income to the government then check this option.

CPRS Identification Type – Select either Business number or Social Insurance Number

CPRS Identification – The actual business number or social insurance number

Billing

The screenshot shows the 'Vendor - FIDEBU' window with the 'Billing' tab selected. The window title bar includes standard OS controls (minimize, maximize, close) and a toolbar with icons for save, print, delete, and navigation. The main form area contains the following fields and sections:

- Vendor No.:** FIDEBU
- Name:** Fitness Development Equipment
- On Hold:** ☐
- Status:** Active (dropdown menu)
- Tabs:** Addresses, General, **Billing**, Purchases, Accounts Payable, Vendor Prices, Purchase Orders, Purchase History
- GL Accounts Section:**
 - Payables:** 21120 (with search icon) → Accounts Payable
 - Expense:** 11300 (with search icon) → Inventory at Cost - General
 - ☒ Print Cheques
 - ☐ Use Remit To
- Account Section:**
 - Account No:** (empty field)
 - Credit Limit:** (empty field) 0
 - Currency:** (with search icon) → Canadian dollars
- Footer:** Created by SS on 10/1/2014 2:39:35 PM | Modified by SS on 4/6/2016 7:17:34 AM

Payables – The GL payables account that will be used to post for this vendor. Once posted to this account cannot be edited.

Expenses – The default expense account for this vendor. This can be edited at time of entering a AP entry. This is not used for purchase orders

Print Checks – Select if cheques are printed for this vendor. When a payment is issued in accounts payable

they the next available check number will be presented. If they are paid by another means leave it unchecked.

Use Remit To – Select if the check is sent to a different name or address.

Account No – The companies account number with this supplier.

Credit Limit – The AP limit allowed for this vendor,

Currency – What currency this vendor bill in. Once posted to the currency cannot be changed, The code show blank if the currency is in base.

Purchases

Vendor - FIDEBU

Vendor No. FIDEBU Name Fitness Development Equipment ☐ On Hold Status Active

Addresses General Billing Purchases Accounts Payable Vendor Prices Purchase Orders Purchase History

Summary

Present Balance 20,624.80 Last payment ref. 0000024682 Last payment date 4/5/2016

Current P.O. number 0000700050

Purchases

Year-to-date 41,554.05 Last Year 0

Present Balance – What is presently owed to the vendor

Current PO number – The last purchase order number issued to this vendor

Last Payment ref. – The last payment reference number (i.e.: Check number)

Last payment date – Date of the last payment to this vendor

Year-To-Date – Year to date purchases to this vendor

Last Year – Last years purchases to this vendor

Accounts Payable

Vendor - FIDEBU

Vendor No. FIDEBU Name Fitness Development Equipment ☐ On Hold Status Active

Addresses General Billing Purchases **Accounts Payable** Vendor Prices Purchase Orders Purchase History

| Transaction No | Date | Debit | Credit | Applied | Balance | Terms Desc. | Purchase No | Reference No | Due Date | Type |
|--|-----------|-------|----------|---------|----------|-------------|-------------|--------------|------------|---------|
| <input checked="" type="checkbox"/> 0000000379 | 3/14/2015 | 0.00 | 3,702.16 | | 3,702.16 | Net 60 Days | 0000700023 | 9226 | 5/13/2015 | Invoice |
| <input checked="" type="checkbox"/> 0000000428 | 7/6/2015 | 0.00 | 4,366.32 | | 4,366.32 | 2% 10 days | 0000700016 | 48783 | 7/16/2015 | Invoice |
| <input type="checkbox"/> 0000000578 | 9/16/2015 | 0.00 | 8,120.00 | | 8,120.00 | Net 60 Days | 0000700034 | 113344 | 11/15/2015 | Invoice |
| <input type="checkbox"/> 0000000579 | 2/19/2016 | 0.00 | 1,973.44 | | 1,973.44 | Net 60 Days | 0000700041 | 23456 | 4/19/2016 | Invoice |
| <input type="checkbox"/> 0000000580 | 4/4/2016 | 0.00 | 1,231.44 | | 1,231.44 | 2% 10 days | 0000700045 | | 4/14/2016 | Invoice |
| <input type="checkbox"/> 0000000581 | 3/16/2016 | 0.00 | 1,231.44 | | 1,231.44 | Net 60 Days | 0000700050 | 243455 | 5/15/2016 | Invoice |

Total Balance 16,188.48
 Remaining 8,120.00 **Total Amount 8,068.48**

Created by SS on 10/1/2014 2:39:35 PM Modified by SS on 4/6/2016 6:50:04 AM

The Accounts Payable tab allows the user to do AP transactions for this vendor just as if they were in the accounts payable module. [See Accounts Payable](#) section for more details

Vendor Prices

Vendor - FIDEBU

Vendor No. FIDEBU Name Fitness Development Equipment ☐ On Hold Status Active

Addresses General Billing Purchases Accounts Payable Vendor Prices Purchase Orders Purchase History

+ ✎ ✕ 📄 Export

| Warehouse | Part No | Description | Unit of Measure | Cost Price | Vendor Part No | Start Date |
|-----------|-----------|--|-----------------|------------|----------------|------------|
| VA | PRETRM935 | Precor 9.35 Treadmill | EA | 2,688.00 | 457878 | 9/14/2015 |
| VA | PREEFX425 | Precor EFX 425 Elliptical Fitness Crosstrainer | EA | 2,105.00 | ST5865 | 1/1/2015 |

Vendor Price Edit

Vendor

Inventory [VA] PREEFX425 Precor EFX 425 Elliptical Fitness Crosstrainer

Vendor FIDEBU Fitness Development Equipment

Vendor Part No ST5865

Start Date 1/1/2015

End Date / / ☐ Automatically delete price after expiry

Details

Unit of Measure EA

Minimum Order Qty 0

Cost Price 2,105.00 ☐ Automatically update vendor cost in receiving

Variance -4.49

Quantity Breaks

| Quantity | Cost Price |
|----------|------------|
| 3.00 | 2,000.00 |
| 0.00 | 0.00 |
| 0.00 | 0.00 |

Add – Adds a new vendor price

Edit – Edits a vendor price

Delete – Deletes a vendor price

Export – Exports vendor prices

Inventory – Inventory Code

Vendor – Vendor

Vendor Part No – Vendor part numbers that will be printed on the purchase order if it exists,

Start Date – Date to start this price. Note that overlapping dates cannot exist.

End Date – Date to end this price

Automatically delete prices after expiry – Delete this record once the end date is reached

Unit of Measure – UOM for this price

Minimum Order Qty – Minimum quantity the vendor will allow this item to be purchased in. When the item is added to a purchase order this amount will be added to at minimum.

Cost Price – Cost for this item

Variance – Difference between this cost and the items current cost.

Automatically update vendor cost in receiving – When the PO is received and the cost is different than this record, this cost will be updated.

Quantity breaks – Breaks in prices can be added for various quantities.

Purchase Orders

Vendor - FIDEBU

Vendor No. FIDEBU Name Fitness Development Equipment ☐ On Hold Status Active

Addresses General Billing Purchases Accounts Payable Vendor Prices Purchase Orders Purchase History

Filters Search Export + - Print Next Phase Refresh Prices

| Order No | Status | Order Date | Required Date | Received Date | Sub Total | Received Amount | Remaining Amount | Total |
|------------|----------|------------|---------------|---------------|-----------|-----------------|------------------|----------|
| 0000700057 | Received | 4/5/2016 | 4/5/2016 | 4/5/2016 | 10,263.00 | 5,376.00 | 4,887.00 | 6,021.12 |
| 0000700058 | Issued | 4/5/2016 | 4/5/2016 | | 2,899.00 | 0.00 | 2,899.00 | 3,246.88 |
| 0000700059 | Issued | 2/9/2016 | 4/5/2016 | | 8,598.00 | 0.00 | 8,598.00 | 9,629.76 |

Purchase Orders can be added/edited for this vendor just like they can be in the Purchase Order Module.

Purchase History

Vendor - FIDEBU

Vendor No. Name ☐ On Hold Status **Active**

Addresses General Billing Purchases Accounts Payable Vendor Prices Purchase Orders **Purchase History**

Invoices Items

Filters Export

| PO Number | Order Date | Received Date | Required Date | Ordered Value | Buyer | Ship Via | FOB |
|------------|------------|---------------|---------------|---------------|-------|----------|-----|
| 0000700016 | 2/16/2015 | 2/16/2015 | 2/15/2015 | 3,898.50 | | | |
| 0000700023 | 2/19/2015 | 3/14/2015 | 2/19/2015 | 3,305.50 | | | |
| 0000700034 | 3/16/2015 | 9/16/2015 | 3/16/2015 | 7,250.00 | | | |
| 0000700041 | 3/17/2015 | 9/16/2015 | 3/17/2015 | 1,762.00 | | | |
| 0000700045 | 3/17/2015 | 4/4/2016 | 3/17/2015 | 1,099.50 | | | |
| 0000700050 | 7/7/2015 | 3/16/2016 | 7/7/2015 | 1,099.50 | | | |

All of the closed purchase orders for this vendor show up in this tab. The user can sort, search, filter and export POs from this screen. They can also drill down into the PO and see the details. While viewing a PO they can copy or credit it.

Vendor - FIDEBU

Vendor No. Name ☐ On Hold Status **Active**

Addresses General Billing Purchases Accounts Payable Vendor Prices Purchase Orders **Purchase History**

Invoices Items

Filters Export

| PO Number | Order Date | Received Date | Product Code | Whse | Part No | Part Description | Qty Ordered | Qty Received | Unit Price | Ordered Value |
|------------|------------|---------------|--------------|------|-------------|--|-------------|--------------|------------|---------------|
| 0000700016 | 2/16/2015 | 2/16/2015 | EQUIP | VA | PRES323 | Precor S3.23 Functional Trainer | 2.00 | 2.00 | 1,299.50 | 3,898.50 |
| 0000700016 | 2/16/2015 | 2/16/2015 | EQUIP | VA | PRES323 | Precor S3.23 Functional Trainer | 1.00 | 1.00 | 1,299.50 | 3,898.50 |
| 0000700023 | 2/19/2015 | 3/14/2015 | EQUIP | VA | VICELBEN | Vicore Elite Core Bench | 6.00 | 6.00 | 124.00 | 3,305.50 |
| 0000700023 | 2/19/2015 | 3/14/2015 | ACC | VA | RESCAB100 | Resistance Cable 100lb Black | 5.00 | 5.00 | 5.00 | 3,305.50 |
| 0000700023 | 2/19/2015 | 3/14/2015 | ACC | VA | RESCAB30 | Resistance Cable 30lb Pink | 2.00 | 2.00 | 2.00 | 3,305.50 |
| 0000700023 | 2/19/2015 | 3/14/2015 | EQUIP | VA | INSFITLEGEX | Inspire Fitness Leg Ext. Option fo... | 2.00 | 2.00 | 59.00 | 3,305.50 |
| 0000700023 | 2/19/2015 | 3/14/2015 | EQUIP | VA | SMSM5 | Stairmaster StepMill SM5 | 1.00 | 1.00 | 2,244.00 | 3,305.50 |
| 0000700023 | 2/19/2015 | 3/14/2015 | ACC | VA | P90XBASEDVD | P90X3 Tony Horton's Workout D... | 4.00 | 4.00 | 40.00 | 3,305.50 |
| 0000700023 | 2/19/2015 | 3/14/2015 | ACC | VA | RESCAB60 | Resistance Cable 60lb Red | 3.00 | 3.00 | 3.50 | 3,305.50 |
| 0000700034 | 3/16/2015 | 9/16/2015 | ACC | VA | TRICABPR | Handle for Triple Cable (pair) | 1.00 | 1.00 | 2.50 | 7,250.00 |
| 0000700034 | 3/16/2015 | 9/16/2015 | EQUIP | VA | PREEFX222 | Precor EFX 222 Elliptical Fitness C... | 5.00 | 5.00 | 1,449.50 | 7,250.00 |
| 0000700041 | 3/17/2015 | 9/16/2015 | EQUIP | VA | SMSC5 | Stairmaster Stairclimber SC5 | 1.00 | 1.00 | 1,744.00 | 1,762.00 |
| 0000700041 | 3/17/2015 | 9/16/2015 | ACC | VA | WODGYM | Wooden Gymnastic Ring 1.25" 3... | 2.00 | 2.00 | 9.00 | 1,762.00 |

Created by SS on 10/1/2014 2:39:35 PM Modified by SS on 4/6/2016 7:39:22 AM

If the items tab is selected every item from every purchase order is available to sort, search, filter and export.

Vendor – Included Reports

- Vendor Transaction Activity

Purchase Orders

Purchase Order - 0000700059

Open Vendor View Compact

Refresh Prices Unissue Receive Invoice Close Totals by Receiving Qty Next Phase

Main Bill To Ship To Info **Communications** Receive Order Sales History Phase User Defined Attachments Purchase History

Vendor

Vendor No. **FIDEBU** Fitness Development Equipment Notes **Always place order with Bill**

Vendor Order No. Reference No. 534846

General

Ship To Customer **JACK225** Ship Address ID **FOB**

Warehouse **VA** Buyer **Terry**

Ship Via **03** Description **Federal Express**

Order Details

Status **Issued**

PO No. 0000700059

Order Date **2/9/2016**

Required Date **4/1/2016**

Last Received **/ /**

Receive Date **4/5/2016**

Phase

Items

Serial Numbers Scan Items Comment Show UDF Receiving Labels

| Part No | Description | UOM | Min Qty | Order Qty | To Date Qty | Receive Qty | Cost | Extended Cost | Duty % | Freight % |
|-----------------|--|-----|---------|-----------|-------------|-------------|-------------|---------------|--------|-----------|
| [VA] PRETRM931 | Precor 9.31Treadmill | EA | 0.000 | 4.000 | 0.000 | 0.000 | 2,149.50000 | 8,598.00000 | 0.00 | 0.00 |
| [VA] PREEFX222 | Precor EFX 222 Elliptical Fitness Crosstrainer | EA | 0.000 | 2.000 | 0.000 | 0.000 | 1,449.50000 | 2,899.00000 | 0.00 | 0.00 |
| [VA] PRETRM933 | Precor 9.33 Treadmill | EA | 0.000 | 3.000 | 0.000 | 0.000 | 2,449.50000 | 7,348.50000 | 0.00 | 0.00 |
| [VA] PRETRM935 | Precor 9.35 Treadmill | EA | 0.000 | 1.000 | 0.000 | 0.000 | 2,688.00000 | 2,688.00000 | 0.00 | 0.00 |
| [VA] PREEFX425 | Precor EFX 425 Elliptical Fitness Crosstrainer | EA | 0.000 | 2.000 | 0.000 | 0.000 | 2,105.00000 | 4,210.00000 | 0.00 | 0.00 |

Available On Hand Committed Backorder On Order Expected

Total Vendor Freight 0.00 Discount 0.0 % 0.00 Subtotal 25,743.50 All amounts shown in Canadian dollars.

Landed Freight 0.00 Weight 0.00 G.S.T. 1,287.18

Landed Duty 0.00 BC P.S.T. 1,802.05

28,832.73

Created by SS on 4/6/2016 7:39:22 AM Modified by SS on 4/6/2016 10:48:41 AM

Purchase Order List

This list may not be in the same order because the columns can be moved and removed. Also some columns, like costs have security settings so some users may not see them at all.

Order No – Purchase order number. This is assigned sequentially when creating the PO. The starting number can be edited in [Company Settings/Sequence Numbers](#)

Vendor No. – The vendor's code

Vendor Name – The vendor's name

Status – The status on the PO. It can be:

- **Open** – This means that it is still editable and has not been sent to the vendor yet.
- **Issued** – Usually means that the vendor has received a copy of the purchase order. With the correct security permissions the user can un-issue and then edit the PO. Care should be taken to make sure the vendor has the correct copy of the PO.
- **Received** – Means that this PO has had some product received on it. It can be un-issued and edited, but the lines that have had receipts cannot be changed.

Order Date – The date the order was created. This date can be edited.

Warehouse – The warehouse the user was set to when the PO was created

Required Date – The date that is required for the items on the PO to arrive

Received Date – The date of the last receiving on this PO

Sub Total – The sub total of this PO before freight and taxes

Received Amount – The received to date value

Remaining Amount – The value still to be received

Total – The total with taxes and freight

Reference No – An external document number

FOB – Free On Board is a term in international commercial law specifying at what point the seller transfers ownership of the goods to the buyer. Many companies use this field for other data they want on the order instead of FOB.

Vendor Order Number – A confirmation number given by the vendor for this PO.

Buyer – The person that placed the order with the vendor.

Ship Via – How the product on this PO is to be shipped

Created By – Users initials that created this PO

Modified By – User initials that last edited this PO

Terms Code – Payment terms for this PO

Currency – The currency that the vendor sells product in.

Phase ID – The Phase that this PO is currently in.

Purchase Order Header

Main

Purchase Order - 0000700059

Open Vendor View Compact

Refresh Prices Unissue Receive Invoice Close Totals by Receiving Qty Next Phase

Main Bill To Ship To Info **Communications** Receive Order Sales History Phase User Defined Attachments Purchase History

Vendor

Vendor No. Fitness Development Equipment Notes

Vendor Order No. Reference No.

General

Ship To Customer Ship Address ID FOB

Warehouse Buyer

Ship Via Description

Order Details

Status

PO No

Order Date

Required Date

Last Received

Receive Date

Phase

Vendor – The vendor’s code and name

Vendor Order Number – A confirmation number given by the vendor for this PO.

Notes – This note comes from the vendor record in a field called ‘Notes’ Used for that one important item like in the example where it says “Always place order with Bill”

Reference No – An external document number

Status – The status of the PO can be:

- **Open** – This means that it is still editable and has not usually been sent to the vendor yet.
- **Issued** – Usually means that the vendor has received a copy of the purchase order. With the correct security permissions the user can un-issue and then edit the PO. Case should be taken to make sure the vendor has the correct copy of the PO.
- **Received** – Means that this PO has had some product received on it. It can be un-issued and edited, but the lines that have had receipts cannot be changed.

PO No – Purchase order number. This is assigned sequentially when creating the PO. The starting number can be edited in [Company Settings/Sequence Numbers](#)

Order Date – The date the order was created

Required Date – The date that is required for the items on the PO to arrive

Last Received – The date of the last receiving on this PO

Receive Date – Enter the date just before receiving the PO

Phase – The Phase that this PO is currently in.

Ship To Customer – The customer that this PO is being shipped to.

Warehouse – The warehouse the user was set to when the PO was created

Ship Via – How the product on this PO is to be shipped

Ship Address ID – Address ID of Ship-to customer.

Buyer – The person that placed the order with the vendor.

FOB – Free On Board is a term in international commercial law specifying at what point the seller transfers ownership of the goods to the buyer. Many companies use this field for other data they want on the order instead of FOB.

Bill To

Purchase Order - 0000700059

Open Vendor View Compact

Refresh Prices Issue Receive Invoice Close Totals by Receiving Qty Next Phase

Main Bill To Ship To Info Communications Receive Order Sales History Phase User Defined Attachments Purchase History

Contact Information

Address 3455 Ferdale Street

Map

City Burnaby

Postal Code V5M 8Y8 Province BC

Country Canada

Phone (604) 443-4890 Ext. #

Fax (604) 443-4489 #

☐ Hold Address

Contact #1 Contact #2 Contact #3

Name Bill Smith

Phone () - Ext. #

Fax/Cell () - #

Email bsmith@fitdev.com

Internet Addresses

Email >

Website >

This is the billing information for this PO. It includes the email addresses that will be available for emailing the purchase order to the vendor. The addresses can be edited but will not get updated to the vendor record. If the vendor record is edited the purchase orders that already exist will not be updated.

Ship To

Purchase Order - 0000700059

Open Vendor View Compact

Refresh Prices Issue Receive Invoice Close Totals by Receiving Qty Next Phase

Main Bill To Ship To Info Communications Receive Order Sales History Phase User Defined Attachments Purchase History

Name Jackson Fitness Center

☐ Hold Address

Contact Information

Address 2018 No. 3 Road

Map

City Richmond

Postal Code V6X 2B8 Province BC

Country Canada

Phone (604) 249-0735 Ext. #

Fax () - #

Contact #1 Contact #2 Contact #3

Name Jason Fallon

Phone () - Ext. #

Fax/Cell () - #

Email jfallon@jacksonfitness.net

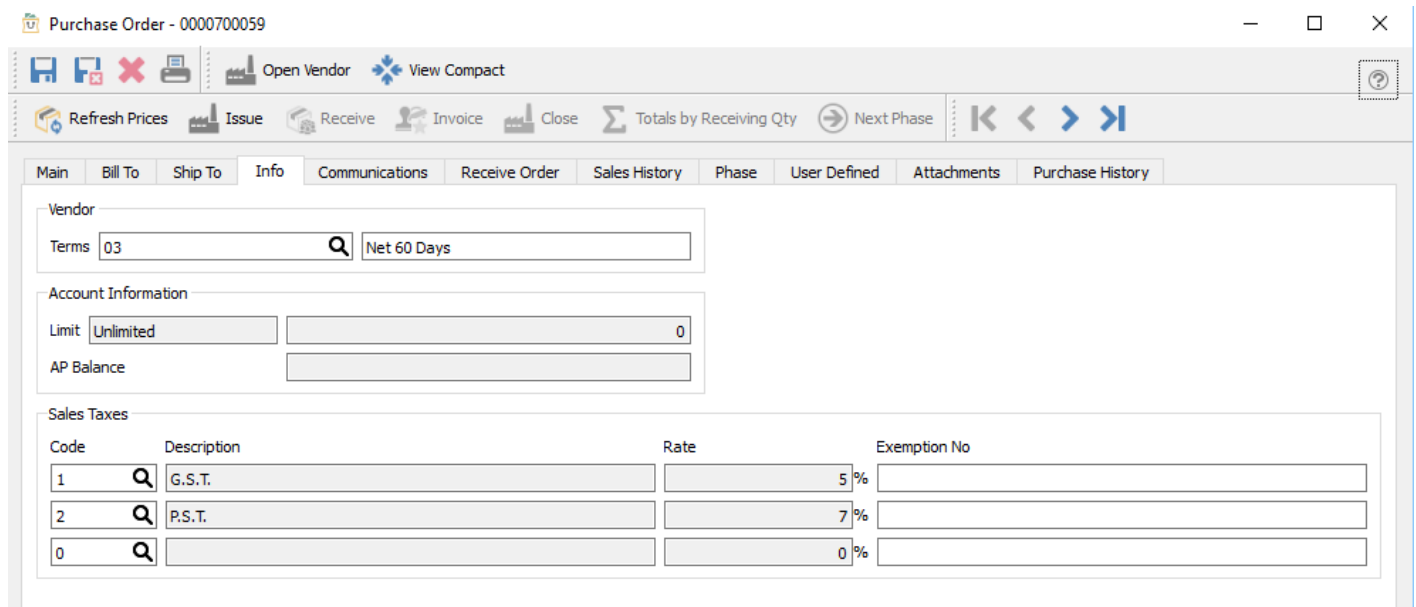
Internet Addresses

Email info@jacksonfitness.net >

Website >

This is the ship-to information for this PO. It includes the email addresses that will be available for emailing the purchase order to the vendor. The addresses can be edited but will not get updated to the vendor record. If the vendor record is edited the purchase orders that already exist will not be updated.

Info



Purchase Order - 0000700059

Open Vendor View Compact

Refresh Prices Issue Receive Invoice Close Totals by Receiving Qty Next Phase

Main Bill To Ship To **Info** Communications Receive Order Sales History Phase User Defined Attachments Purchase History

Vendor

Terms 03 Net 60 Days

Account Information

Limit Unlimited 0

AP Balance

Sales Taxes

| Code | Description | Rate | Exemption No |
|------|-------------|------|--------------|
| 1 | G.S.T. | 5% | |
| 2 | P.S.T. | 7% | |
| 0 | | 0% | |

Terms – The terms fro this purchase order. It is populated by default from the terms on the vendor record.

Limit – The credit limit for this vendor

AP Balance – How much is owed to the vendor at this time

Tax1 – The default tax 1

Tax2 – The default tax 2

Tax3 – The default tax 3

Exempt – If an exemption number is added to the PO that tax will not be charged. If there is an exemption number on the vendor it will be populated in the exempt field by default.

Communications

Purchase Order - 0000700059

Open Vendor View Compact

Refresh Prices Issue Receive Invoice Close Totals by Receiving Qty Next Phase

Main Bill To Ship To Info **Communications** Receive Order Sales History Phase User Defined Attachments Purchase History

Filters Search Export

| Attention | Subject | Created Date | Created By | Due Date | Completion Date | Display Type | Assigned To | Group Type | Modified Date | Modified |
|-----------|-----------|--------------|------------|----------|-----------------|--------------|-------------|------------|---------------|----------|
| Alert | Drop Ship | 4/6/2016 | SS | | | | | | 4/6/2016 | SS |

Note - Drop Ship

Insert Date/Time

Subject: Drop Ship Type:

This will be drop shipped to Jackson Fitness

Details

Assigned To: Due Date: / /

Number: 0.000 Completed Date: / /

Reports

Print

Where:

Display

☒ Alert on Orders

Created by SS on 4/6/2016 10:47:50 AM Modified by SS on 4/6/2016 10:47:50 AM

Any number of communications can be added to a PO. They can be set as alerts so that they popup when the PO is edited. The example above shows a popup that lets the user know to drop ship the items to a customer.

Receiver Order

Purchase Order - 0000700059

Open Vendor View Compact

Refresh Prices Unissue Receive Invoice Close Totals by Receiving Qty Next Phase

Main Bill To Ship To Info **Communications** Receive Order Sales History Phase User Defined Attachments Purchase History

Quantity Part Number

Zero Qty

| Whse | Part Number | Description | Order Qty | To Date Qty | Receive Qty | Cost | Extended Cost | Sell 01 | Location | Vendor Part No |
|------|-------------|--|-----------|-------------|-------------|-----------|---------------|-----------|----------|----------------|
| VA | PREEFX222 | Precor EFX 222 Elliptical Fitness Crosstrainer | 2.000 | 0.000 | 0.000 | 1,449.500 | 2,899.000 | 2,899.000 | | |
| VA | PREEFX425 | Precor EFX 425 Elliptical Fitness Crosstrainer | 2.000 | 0.000 | 0.000 | 2,105.000 | 4,210.000 | 4,399.000 | | ST5865 |
| VA | PRETRM931 | Precor 9.31Treadmill | 4.000 | 0.000 | 0.000 | 2,149.500 | 8,598.000 | 4,299.000 | | |
| VA | PRETRM933 | Precor 9.33 Treadmill | 3.000 | 0.000 | 0.000 | 2,449.500 | 7,348.500 | 4,899.000 | | |
| VA | PRETRM935 | Precor 9.35 Treadmill | 1.000 | 0.000 | 0.000 | 2,688.000 | 2,688.000 | 5,699.000 | | 457878 |

Available On Hand Committed Backorder On Order Expected

| | | | | | | | |
|----------------------|------|----------|-------|------|-----------------|------------------|--|
| Total Vendor Freight | 0.00 | Discount | 0.0 % | 0.00 | Subtotal | 25,743.50 | All amounts shown in Canadian dollars. |
| Landed Freight | 0.00 | Weight | | 0.00 | G.S.T. | 1,287.18 | |
| Landed Duty | 0.00 | | | | BC P.S.T. | 1,802.05 | |
| | | | | | | 28,832.73 | |

Created by SS on 4/6/2016 7:39:22 AM Modified by SS on 4/6/2016 10:48:41 AM

This screen allows the user to scan in the items as they are being received. Start by clicking on “Zero Qty” to start from zero received. It will not allow a scan on an item that is not on the order, and will not allow over receiving of an item on an order. It will sound an alert by beeping in both cases. The user can enter the quantity before scanning the item. The receive quantities will all go black when the order is fully received.

Sales History

Purchase Order - 0000700059

Open Vendor View Compact

Refresh Prices Unissue Receive Invoice Close Totals by Receiving Qty Next Phase

Main Bill To Ship To Info **Communications** Receive Order Sales History Phase User Defined Attachments Purchase History

Filters Export View Journal Entry

| Invoice No | Invoice Date | Customer No. | Customer Name | Order Qty | Ship Qty | B/O | Unit Price | Extended price | Margin % (Average) | Margin % (Current) |
|------------|--------------|--------------|-----------------------------|-----------|----------|------|------------|----------------|--------------------|--------------------|
| 0000600272 | 2/20/2015 | ACCE668 | Access Answering Service | 1.00 | 1.00 | 0.00 | 3,488.00 | 3,488.00 | 50.00 | 50.00 |
| 0000600316 | 7/7/2015 | JACK225 | Jackson Fitness Center | 2.00 | 0.00 | 2.00 | 2,599.00 | 0.00 | 50.00 | 50.00 |
| 0000600023 | 5/15/2014 | CARE252 | Care Laboratories Inc | 3.00 | 3.00 | 0.00 | 2,500.00 | 7,500.00 | 41.00 | 41.00 |
| 0000600034 | 5/15/2014 | HARV663 | Harvest States Cooperative | 5.00 | 5.00 | 0.00 | 2,500.00 | 12,500.00 | 41.00 | 41.00 |
| 0000600035 | 6/15/2014 | HART426 | Hartzhelm, Charles J Esq | 5.00 | 5.00 | 0.00 | 2,500.00 | 12,500.00 | 41.00 | 41.00 |
| 0000600067 | 9/20/2014 | HARR652 | Harris, Baum E Esq | 4.00 | 4.00 | 0.00 | 2,500.00 | 10,000.00 | 41.00 | 41.00 |
| 0000600068 | 9/20/2014 | HARV663 | Harvest States Cooperative | 6.00 | 6.00 | 0.00 | 2,500.00 | 15,000.00 | 41.00 | 41.00 |
| 0000600093 | 9/20/2014 | TRAV597 | Travel Resources | 7.00 | 7.00 | 0.00 | 2,500.00 | 17,500.00 | 41.00 | 41.00 |
| 0000600095 | 9/20/2014 | BEIE396 | Beierle & Beierle | 12.00 | 12.00 | 0.00 | 2,500.00 | 30,000.00 | 41.00 | 41.00 |
| 0000600095 | 9/20/2014 | BEIE396 | Beierle & Beierle | 8.00 | 8.00 | 0.00 | 2,500.00 | 20,000.00 | 41.00 | 41.00 |
| 0000600104 | 11/11/2014 | JANC649 | Jancy Engineering Co | 4.00 | 4.00 | 0.00 | 2,500.00 | 10,000.00 | 41.00 | 41.00 |
| 0000600110 | 11/11/2014 | JACK225 | Jackson Fitness Center | 1.00 | 1.00 | 0.00 | 2,500.00 | 2,500.00 | 41.00 | 41.00 |
| 0000600122 | 12/7/2014 | OPTI100 | Optima Limousine Service | 4.00 | 4.00 | 0.00 | 2,500.00 | 10,000.00 | 41.00 | 41.00 |
| 0000600123 | 12/7/2014 | JANC649 | Jancy Engineering Co | 4.00 | 4.00 | 0.00 | 2,500.00 | 10,000.00 | 41.00 | 41.00 |
| 0000600126 | 12/7/2014 | ELDE929 | Elden H Knudson Constrcn Co | 9.00 | 9.00 | 0.00 | 2,500.00 | 22,500.00 | 41.00 | 41.00 |
| 0000600132 | 12/7/2014 | ER118 | E R Partridge Inc | 14.00 | 14.00 | 0.00 | 2,500.00 | 35,000.00 | 41.00 | 41.00 |

From this tab all of the sales history for the items on the PO are shown. This is useful to see how well the items are selling when deciding how many to purchase.

Phase

Purchase Order - 0000700059

Open Vendor View Compact

Refresh Prices Unissue Receive Invoice Close Totals by Receiving Qty Next Phase

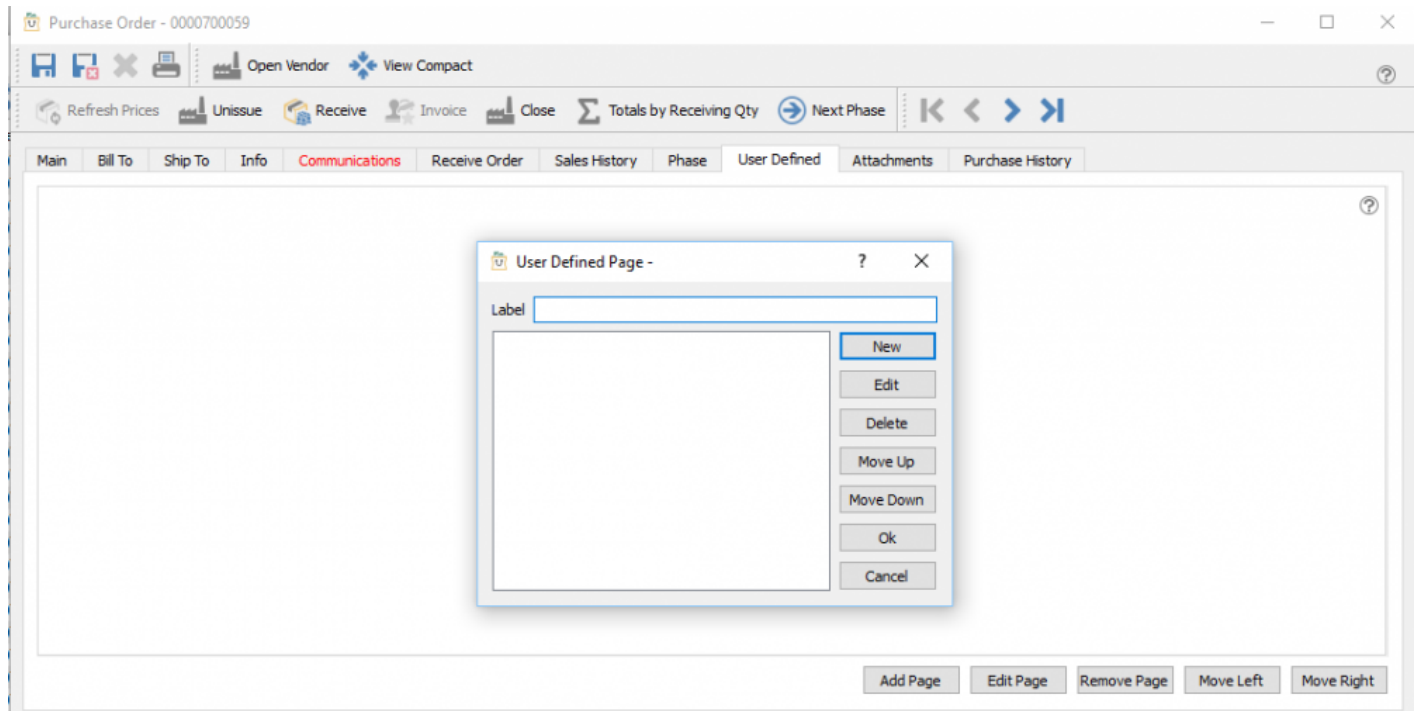
Main Bill To Ship To Info **Communications** Receive Order Sales History **Phase** User Defined Attachments Purchase History

| Phase | Description | Operator | Carrier | Reference | Started | Ended | Notes |
|--------|-------------|----------|---------|-----------|-----------|----------------------|-------|
| NEW | New | SS | | | 4/6/20... | 4/6/2016 11:01:05 AM | |
| APP... | Approved | SS | | | 4/6/20... | | |

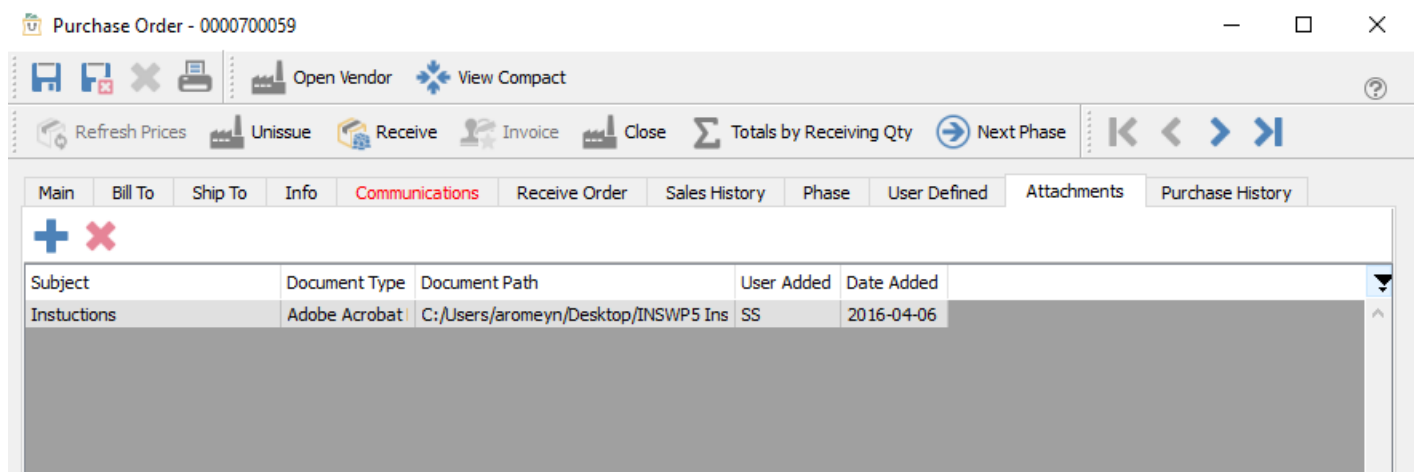
From this tab, the user can see what phases a purchase order has been in and how long it was there. The Dates and times are editable and the user can also add shipping info, reference numbers and a memo in case this PO had some sublet work done.

User Defined

User Defined fields allows you to add any number of extra fields to a PO that pertain to your business. To be able to edit the design of the UDF (User Defined Fields) the user needs to have the correct security access. For a full description on UDF [see User Defined Section](#)



Attachments



Any number of attachments can be added to a PO. When double clicked it will open the attachment with the default viewer for that type of document.

Purchase History

Purchase Order - 0000700059

Open Vendor View Compact

Refresh Prices Unissue Receive Invoice Close Totals by Receiving Qty Next Phase

Main Bill To Ship To Info **Communications** Receive Order Sales History Phase User Defined Attachments **Purchase History**

Invoices Items

Filters Search Export

| PO Number | Order Date | Received Date | Required Date | Ordered Value | Buyer | Ship Via | FOB | Reference |
|------------|------------|---------------|---------------|---------------|-------|----------|-----|-----------|
| 0000700016 | 2/16/2015 | 2/16/2015 | 2/15/2015 | 3,898.50 | | | | |
| 0000700023 | 2/19/2015 | 3/14/2015 | 2/19/2015 | 3,305.50 | | | | |
| 0000700034 | 3/16/2015 | 9/16/2015 | 3/16/2015 | 7,250.00 | | | | |
| 0000700041 | 3/17/2015 | 9/16/2015 | 3/17/2015 | 1,762.00 | | | | |
| 0000700045 | 3/17/2015 | 4/4/2016 | 3/17/2015 | 1,099.50 | | | | |
| 0000700050 | 7/7/2015 | 3/16/2016 | 7/7/2015 | 1,099.50 | | | | |

Shows the purchase history for this vendor for items on this purchase order.

Purchase History Details

Shows the purchase history for the items that are on this PO even if they were bought from a different vendor. This is helpful to see past cost and to make sure of getting the best deal.

Purchase Order - 0000700059

Open Vendor View Compact

Refresh Prices Unissue Receive Invoice Close Totals by Receiving Qty Next Phase

Main Bill To Ship To Info **Communications** Receive Order Sales History Phase User Defined Attachments **Purchase History**

Invoices Items

Filters Search Export

| PO Number | Order Date | Received Date | Product Code | Whse | Part No | Part Description | Qty Ordered | Qty Received | Unit |
|------------|------------|---------------|--------------|------|-----------|--|-------------|--------------|------|
| 0000700034 | 3/16/2015 | 9/16/2015 | EQUIP | VA | PREEFX222 | Precor EFX 222 Elliptical Fitness C... | 5.00 | 5.00 | 1.4 |

Purchase Order Details

This is where items are added, edited and received on a PO.

Items

| Part No | Description | Order Qty | Receive Qty | To Date Qty | Min Qty | Cost | Extended Cost | Duty % | Freight % | Freight | Duty | UOM | Vendor Part No |
|-----------------|--|-----------|-------------|-------------|---------|-------------|---------------|--------|-----------|---------|------|-----|----------------|
| [VA] PRETRM931 | Precor 9.31Treadmill | 4.000 | 0.000 | 0.000 | 0.000 | 2,149.50000 | 8,598.00000 | 0.00 | 0.00 | 0.00 | 0.00 | EA | |
| [VA] PREFEX222 | Precor EFX 222 Elliptical Fitness Crosstrainer | 2.000 | 0.000 | 0.000 | 0.000 | 1,449.50000 | 2,899.00000 | 0.00 | 0.00 | 0.00 | 0.00 | EA | |
| [VA] PRETRM933 | Precor 9.33 Treadmill | 3.000 | 0.000 | 0.000 | 0.000 | 2,449.50000 | 7,348.50000 | 0.00 | 0.00 | 0.00 | 0.00 | EA | |
| [VA] PRETRM935 | Precor 9.35 Treadmill | 1.000 | 0.000 | 0.000 | 0.000 | 2,688.00000 | 2,688.00000 | 0.00 | 0.00 | 0.00 | 0.00 | EA | 457878 |
| [VA] PREFEX425 | Precor EFX 425 Elliptical Fitness Crosstrainer | 2.000 | 0.000 | 0.000 | 0.000 | 2,105.00000 | 4,210.00000 | 0.00 | 0.00 | 0.00 | 0.00 | EA | ST5865 |

Available
 On Hand
 Committed
 Backorder
 On Order
 Expected



Note that the item that is highlighted on a PO shows its status in inventory. The user can see Available, On Hand, Committed, Back Ordered, On Order, and Expected Due Date.

Add – Adds a new line above the line that is highlighted.

Delete – Deletes the selected line.

Serial Numbers – Selects serial or lot numbers when receiving the items.

Scan Items – Puts the PO into scan mode so that items can be added with a bar code scanner one at a time.

Comment – Adds a comment line that is printed on the PO.

Show UDF – Allows the user to add data to the user defined fields. Each line of the purchase order can have its own data. The structure is also edited on the dialog, but only those with the allowed security can edit the structure.

Receiving – Clicking the receiving button allows the user to receive the complete PO. They can also select 'None' to remove the received quantity before clicking the 'receive button in the header of the PO.

Labels – Clicking the labels button passes the quantity received on this PO to the dialog below to print labels for the items.

- Set Quantity to one of each label
- Set quantity to on-hand for each item
- Set how many blanks to print first in case some of the labels on the sheet are used
- Once all selections are made they can print the labels required

Items

Serial Numbers

| Part No | Qty | Part | Description | Location |
|-----------------|-----|-----------------|--|----------|
| [VA] PRETRM931 | 2 | [VA] PRETRM931 | Precor 9.31Treadmill | |
| [VA] PREEFX222 | 2 | [VA] PREEFX222 | Precor EFX 222 Elliptical Fitness Crosstrainer | |
| [VA] PRETRM933 | 3 | [VA] PRETRM933 | Precor 9.33 Treadmill | |
| [VA] PRETRM935 | 1 | [VA] PRETRM935 | Precor 9.35 Treadmill | |
| [VA] PREEFX425 | 2 | [VA] PREEFX425 | Precor EFX 425 Elliptical Fitness Crosstrainer | |

Available 0.000 On Hand

Total Vendor Freight 0.00
Landed Freight 0.00
Landed Duty 0.00

BC P.S.T. 1,802.05

Cost Inventory
0000 2,149.50
0000 1,449.50
0000 2,449.50
0000 2,688.00
0000 2,105.00

2016-04-01

in Canadian dollars.

832.73

Created by SS on 4/6/2016 7:39:22 AM Modified by SS on 4/11/2016 6:34:50 AM

Detail Lines Info

Partno – The warehouse and part number. The item can be selected from inventory or a miscellaneous non-inventory code. Each user has a setting under [Edit/Users/Purchase Orders](#) to set permission for purchasing non-inventory items. The choices are ‘Okay, Not Allowed or Prompt’.

Description – Description of the item ordered that comes from inventory but is editable by the user.

Min Qty – The minimum quantity the vendor sells of this item.

Order Qty – Quantity ordered. By default this will be filled with the suggested order quantity that is calculated by “*BackOrderQty+CommittedQty+ReOrder-OnOrder-OnHand*” It will then be rounded up to the minimum order quantity.

To Date Qty – The quantity that have previously been received for this line of the PO.

Receive Qty – Quantity being received now.

Cost – Cost of the item.

Inventory Cost – Unit of measure converted cost.

UOM – Unit of measure of this line. Defaults to the purchase UOM but the user can select another available UOM that has a purchase UOM in inventory.

Tax1 – Tax 1 from the vendor.

Tax2 – Tax 2 from the vendor.

Extended Cost – Extended cost for this PO line.

Duty% – Percentage of duty used to calculate landed cost that gets posted to the accrued duty GL account setup in [Company Settings/Special Accounts](#). This is populated from the duty% in the inventory item, but can be edited by the user. If [Company Settings/Inventory/Save Landed Costs](#) is turned on, then the duty in inventory will be updated to the change that the user made.

Duty – Duty accrued for this line of the purchase order.

Freight% – Percentage of freight used to calculate landed cost that gets posted to the accrued freight GL account setup in [Company Settings/Special Accounts](#). This is populated from the freight% in the inventory item, but can be edited by the user. If [Company Settings/Inventory/Save Landed Costs](#) is turned on, then the freight in inventory will be updated to the change that the user made.

Freight – Freight accrued for this line of the purchase order.

Reqd Date – The date this line of the PO is required to be received. By default this is not printed on the PO.

Vendor Part No – The vendors part number for this item. On the Spire default purchase order report this code is printed instead of the inventory part number.

Inventory GL – The GL account that this line will be debited to. This can be edited if the user has permission.



If the user has the security setting [General Ledger/Edit Journal Entry While Posting](#) active, then they can lookup or type in a different GL account. Use caution when doing this because you are manipulating the default posting setup and if done without the correct knowledge it can produce undesirable GL results.

Location – The location that this item is stored in the warehouse. The user can edit this and the inventory will be updated when the PO line is received.

Pack Size – The standard pack size that an item is bought and or sold in. The user can edit this and inventory will be updated when the PO line is received.

Sell Price 1 – Level 1 pricing for this item. The user can edit this and inventory will be updated when the PO line is received.

Memo – A memo that can be added on each line, that is not printed on the PO by default.

Reference – A reference that can be added on each line, that is not printed on the PO by default.

Source Type – If a PO was created by the requisition module this will be populated with “Inventory, Sales Order or Production Order” depending where it was requisitioned from.

Source No – The Sales Order or Production Order number that this line was requisitioned from.

Customer – The customer code for the sales order that requisitioned this PO line. This is very useful so that the person receiving this PO does not put this item on the shelf instead of putting it aside for the customer.

Employee – An employee can be selected from the Canadian payroll list for tracking purposes.

Employee Name – The name of the employee selected for this line.

Ship To – The Ship To ID for the sales order where this line was requisitioned from.

Weight – The default weight of this item from inventory. This can be edited by the user but is not written back to inventory.

Ext Weight – The extended weight of this line of the PO.

Purchase Order Footer

| | | | | | | | |
|---|------|----------|-------|----------|-----------------|------------------|--|
| Total Vendor Freight | 0.00 | Discount | 0.0 % | 0.00 | Subtotal | 25,743.50 | All amounts shown in Canadian dollars. |
| Landed Freight | 0.00 | Weight | | 5,030.00 | G.S.T. | 1,287.18 | |
| Landed Duty | 0.00 | | | | BC P.S.T. | 1,802.05 | |
| | | | | | | 28,832.73 | |
| Created by SS on 4/6/2016 7:39:22 AM Modified by SS on 4/11/2016 7:34:35 AM | | | | | | | |

Total Vendor Freight – The freight that the vendor will include on their invoice. If “Enable Landed Cost” is on in [Company Settings/Inventory](#) then this cost will get included in the cost of the items received. If it is not on, then the freight amount will get posted to freight expense.

Landed Freight – The estimated freight that gets charged by another vendor that gets included in the cost of the items received. When the user enters the amount to the landed freight field they get prompted for how the freight should be distributed to each PO line. The choices are “Quantity, Weight or cost. The user can then edit each line of the PO if required.

Landed Duty -The estimated duty that gets charged by another vendor that gets included in the cost of the items received. When the user enters the amount to the landed duty field they get prompted for how the duty should be distributed to each PO line. The choices are “Quantity, Weight or cost. The user can then edit each line of the PO if required.

Weight – The total weight of the items on the purchase order.

Sub Total – The total of the PO before taxes and freight.

Tax1 – Total of Tax 1

Tax2 – Total of Tax 2

Total – Total of the purchase order.

Processing Purchase Orders

A purchase order can have 4 different statuses.

Open – Open means that the PO has not yet been sent to the vendor and the items are not put 'On Order' in inventory.

Issued – Means that the vendor has received a copy of the purchase order. With the correct security permissions the user can un-issue and then edit the PO. If un-issuing a PO, care should be taken to make sure that the vendor has the correct copy of it. When the PO is issued and sent to the vendor the items on it get the 'On Order' quantity increased and the PO number gets saved to the 'PO No' field in inventory.

Received – Means that this PO has had some product received on it. It can be un-issued and edited, but the lines that have had products received cannot be changed.

When the items are received and the user clicks the 'Receive' button in the header of the purchase order, the On-Hand quantity of the items are increased and the 'On-Order' quantities get decreased. If the user has the setting Purchase Orders/"Post Invoices to AP" on they will be asked "Would you like to create a vendor invoice?". If they click "Yes" then the user will get the dialog below and the GL account for the item will be debited and the accounts payable GL account will be credited. If they don't have permission or they say no to closing, then the inventory GL account will be debited with the received amount and the 'Accrued Purchases' account setup in Company Settings/Special Accounts will be credited,



Note – If an item on-hand quantity had been allowed to go negative, and the replacement cost is now different, the PO receiving will adjust the 'cost of goods' GL account for the difference. [See this link for more details](#)

Post Vendor Invoice ? X

Expected vendor invoice amount 6,938.40

Actual vendor invoice amount 6,938.40

Vendor freight amount 0.00

G.S.T. 309.75

BC P.S.T. 433.65

Vendor invoice number

Terms

Invoice date 4 /11/2016

Due date 4 /11/2016

☒ Post automatically

* All amounts shown in base currency

OK Cancel

Enter in the vendor's invoice number, date of the invoice and edit the terms as required. The values can also be edited but if it does not match the received amount of the PO then the difference will be posted to the 'Inventory Variance' GL account that was set in [Company Settings/Special Accounts](#).

If the user does not enter an AP invoice, the inventory GL account still gets debited, but credit goes to the 'Accrued Purchases' account that was setup in Company Settings/Special Accounts. When the accounts payable invoice is eventually entered via the purchase order it will debit the accrual and credit accounts payable.



Note – If the user enters the the vendors invoice in accounts payable instead of through the PO then the accrual will not automatically be reversed. [Click Here for more details.](#)

If the user has the setting Purchase Orders/Close Purchases then once the vendor invoice is posted the user will be asked if they want to close the purchase order. If the amount of the accruals received on the PO do not match the amount posted to AP then the remaining amount will get posted to the GL account setup as 'Inventory Variance' in company settings.

Hold – PO is on hold and cannot be edited.

Standing – A repeat purchase order that once closed stays in the PO list so user can issue it again.

Video Instruction – Purchase Orders



Video Instruction – Accounts Payable Accruals



PO – Included Reports

- Purchase Order Summary
- Purchase Order Details
- Purchase Order
- Accrued Payable Summary
- Purchase Order Reprint

Accounts Payable

When first going into accounts payable the aged list will be shown. This list can be sorted and filtered.

| <div> <div> <div>+</div> <div>✎</div> <div>Batch</div> </div> <div> <div>⌂</div> <div>Filters</div> <div>Search</div> </div> <div> <div>Export</div> <div>⌵</div> </div> </div> | | | | | | | | | | | | | | | |
|---|---------------------------------------|---------|-----------|-----------|---------|----------|----------|-----------|---------|------------|----------|-------------|--------------------------|----------------|-------|
| Vendor No. | Name | Current | Future | Over 30 | Over 60 | Over 90 | Over 120 | Balance | Account | City | Province | Postal Code | Phone | Fax | Terms |
| ACME | ACME Systems Inc | 536.54 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 536.54 | | Port Moody | BC | V5T 5Y6 | (604) 555-7892 Ext. 0000 | | |
| EMHEDE | Empire Health Distribution | 0.00 | 0.00 | 0.00 | 0.00 | 7,339.00 | 0.00 | 7,339.00 | | Toronto | ON | M2W 5T2 | (416) 563-4585 Ext. 0000 | (416) 563-4586 | 03 |
| FIDEBU | Fitness Development Equipment | 0.00 | 794.00 | 0.00 | 0.00 | 0.00 | 0.00 | 794.00 | | Burnaby | BC | V5M 8Y8 | (604) 443-4890 E t. 0 | (604) 443-4489 | 03 |
| FORFOO | Forester Food Ingredients | 0.00 | 0.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | | Toronto | ON | M7Y H6H | (905) 555-7788 Ext. 0000 | | |
| INTEK | International Technology | 0.00 | 111.00 | 36,462.94 | 0.00 | 0.00 | 0.00 | 36,573.94 | | Calgary | AB | T5G6V6 | (403) 555-7896 Ext. 0000 | | |
| NATPRO | National Equipment | 0.00 | 1,234.00 | 0.00 | 0.00 | 0.00 | 39.00 | 1,273.00 | | Toronto | ON | M6V8D5 | (416) 555-1889 Ext. 0000 | | |
| NOLIFI | Northern Lights Fitness Products Inc. | 0.00 | 1,122.00 | 0.00 | 0.00 | 6,787.00 | 0.00 | 7,909.00 | | Cornwall | ON | K6H 5V7 | (800) 461-1709 Ext. 0000 | | 03 |
| OMELEE | Omega Electronics Inc | 0.00 | 0.00 | 0.00 | 0.00 | 921.04 | 1,000.00 | 1,921.04 | | Vancouver | BC | V7Y6K7 | (604) 555-4422 Ext. 0000 | | |
| ROGCAN | Rogue Canada | 0.00 | 0.00 | 1,996.01 | 0.00 | 1,310.43 | 0.00 | 3,306.44 | | Edmonton | AB | T6E 5B3 | (780) 988-9668 Ext. 0000 | | 03 |
| SPEGAM | Specialty Games LLC | 0.00 | 0.00 | 0.00 | 0.00 | -38.95 | 0.00 | -38.95 | | Honolulu | HI | 96813 | (180) 855-5789 E9t. 0000 | | USD |
| SPRIFT | Springfield Fitness | 0.00 | 22.40 | 0.00 | 0.00 | 0.00 | 0.00 | 22.40 | | New York | NY | 10007 | (588) 964-2596 Ext. 0000 | | USD |
| STRING | Strategic Ingredients | 0.00 | 10,584.00 | 41,539.05 | 0.00 | 0.00 | 0.00 | 52,123.05 | | Vancouver | BC | V5T 7G6 | (604) 555-7822 Ext. 0000 | | |

Add – Adds an AP entry and the user can select from any vendor.

Open – Opens highlighted vendors AP

Batch – Opens the '[Batch Payables](#)' module. See link for more information.

Refresh – Refreshes the AP list to see any changes others may have made since clicking on Accounts Payable.

Filter – The user can set a filter to see only the records required.

Search – Searches the vendor record for word(s) entered.

Export – Exports the filtered list to Excel or .csv in the order that the user laid out.

Print – Print all filtered, or selected records.

Video Instruction – Accounts Payable



Vendor Open Items

Accounts Payable - Nestors Fitness Products Inc.

Open Vendor

Vendor: NOLIFI Nestors Fitness Products Inc. Currency: \$

Billing Address
 Address: 5668 Seventh Cornwall, ON K6H 7H6
 Phone: (800) 777-5577 Ext. #
 Fax: () - #

Contact
 Name: Gerry Alston Phone: (416) 555-4789 Ext. #
 Email: galston@inesfit.das Fax/Cell: () - #

Info
 Last payment: 03/08/2015 Q
 Credit limit: 0.00
 Purchases year to date: 33,565.3

Open Items Notes Attachments User Defined

| Transaction No | Date | Debit | Credit | Applied | Balance | Terms Code | Terms Desc. | Purchase No | Reference No | Type | Void Payment | Hold | Due Date | Memo | User |
|--|------------|-------|----------|----------|---------|-------------|-------------|-------------|--------------|---------|--------------------------|--------------------------|------------|------|------|
| <input checked="" type="checkbox"/> 0000000432 | 07/06/2015 | 0.00 | 6,787.00 | 6,787.00 | 02 | 2% 10 days | | | 98765 | Invoice | <input type="checkbox"/> | <input type="checkbox"/> | 07/16/2015 | | SS |
| <input type="checkbox"/> 0000000589 | 04/11/2016 | 0.00 | 122.00 | 122.00 | 03 | Net 60 Days | | | | Invoice | <input type="checkbox"/> | <input type="checkbox"/> | 06/10/2016 | | SS |
| <input checked="" type="checkbox"/> 0000000590 | 04/11/2016 | 0.00 | 1,000.00 | 1,000.00 | 03 | Net 60 Days | | | | Invoice | <input type="checkbox"/> | <input type="checkbox"/> | 06/10/2016 | | SS |
| <input checked="" type="checkbox"/> 0000000628 | 03/09/2016 | 0.00 | 4,480.00 | 4,480.00 | 02 | 2% 10 days | | 0000700040 | 3445 | Invoice | <input type="checkbox"/> | <input type="checkbox"/> | 03/19/2016 | | SS |
| <input type="checkbox"/> 0000000629 | 04/06/2016 | 0.00 | 5,038.32 | 5,038.32 | 03 | Net 60 Days | | 0000700051 | 3499 | Invoice | <input type="checkbox"/> | <input type="checkbox"/> | 06/05/2016 | | SS |

Total Balance 17,427.32
 Remaining 5,160.32 **Total Amount 12,267.00**

Header

Open Vendor – Allows the user to open the vendor to see all information including purchase orders not yet closed.

Navigation – Navigates from vendor to vendor in the order that the list AP list was in.

Contact Info – Shows the vendors current contact, credit and year to date purchases.

Items

Refresh – Refreshes any new entries other users have posted.

Print – Prints report with the [template of 'Accounts Payable'](#)

Add – Adds an entry to the vendors AP.

Apply – Applies payments or vendor credits to an invoice.

Payment – Pays the selected invoice(s). The arrow beside the payment button is to void a selected payment. When voided it will automatically unlink.

Hold – Holds an invoice so it cannot be paid.

AP Entry

Accounts Payable Entry

Payable Entry - NOLIFI Nestors Fitness Products Inc.

Post Entry

Type: Invoice Vendor Credit Vendor Debit One Time Vendor

Vendor: Invoice Payment Nestors Fitness Products Inc.

Date: 04/18/2016

Transaction no.: 0000000633 ☒ Post automatically

Reference no.: 232435

Purchase no.:

Terms: 03 Net 60 Days

Due date: 06/17/2016

GL account: 11300 Inventory at Cost - General

Memo:

| | | | |
|-----------|--------------------|----------|-----------------------|
| G.S.T. | 55.89 | Subtotal | 1,117.86 |
| BC P.S.T. | 78.25 | Total | 1,252.00 |

All amounts in base currency

Type – AP entry can be one of 4 types.

- Vendor Credit
- Vendor Debit
- Invoice
- Payment

Vendor – Select a vendor to post to.

Date – The date for the transaction.

Transaction no. – The assumed GL transaction number. If another transaction is posted after this number is assigned, then the transaction will be given the next available number.

Reference no. – Usually the vendors invoice number.

Terms – The terms given for this invoice.

Due Date – The due date for this invoice that is automatically calculated based on the terms selected above.

GL Account – The default GL account that was set for this vendor.

Memo – The user can enter a memo for this entry.

Tax1 – Tax 1 for this transaction that is automatically calculated based on how taxes are set for this vendor.

Tax2 – Tax 2 for this transaction that is automatically calculated based on how taxes are set for this vendor.

Subtotal – Total before taxes.

Total – Total of the entry including taxes.

One Time Vendors

Misc Payments

To enter a miscellaneous payment to a vendor that does not exist, select 'One Time Vendor'.

Payable Entry - None

Post Entry

Type: **Invoice**

☐ Existing Vendor ☒ One Time Vendor

One Time Vendor Address

Name: Angelo's Pizza

Address: 35363 First Ave

City: Vancouver

Postal Code: V5T6T6 Province: BC

Country: Canada

Date: 04/18/2016

Cheque no.: 0000024688 ☒ Print cheque

Transaction no.: 0000000633 ☒ Post automatically

Reference no.: Pizza

Purchase no.:

Terms:

Due date: / /

GL account: 82385 Meals & Entertainment

Memo: Pizza for Inventory Count

| | | | |
|-----------|-------|----------|--------|
| G.S.T. | 12.11 | Subtotal | 242.14 |
| BC P.S.T. | 0.00 | Total | 254.25 |

All amounts in base currency

In addition to the info for a regular vendor the user also enters the vendor address.



Note – A vendor will be created with a numeric sequence number. These miscellaneous vendors can be filtered out so they are not seen on the list. If the vendor is used again there is no need to use this one-time option.

Processing Payments

Accounts Payable - Nestors Fitness Products Inc.

Open Vendor

Vendor: NOLIFI Nestors Fitness Products Inc.

Billing Address: 5668 Seventh Cornwall, ON K6H 7H6

Phone: (800) 777-5577 Ext. Fax: () -

Open Items: Select transactions to pay and click 'Payment'

User Defined

Payment

Payable Entry - NOLIFI Nestors Fitness Products Inc.

Post Entry

Entry Job

Type: Payment

Vendor: Existing Vendor NOLIFI Nestors Fitness Products Inc.

Date: 08/24/2016

Payment no.: 0000024735

Transaction no.: 0000000848

Reference no.:

Bank account: 11120/ / RBC Bank

Memo:

Edit discounts as required and click 'Post Entry'

| Transaction No | Terms Code | Terms Description | Balance | Pay Amount | Discount Amount | Discount % | Take Discount |
|----------------|------------|-------------------|-----------|------------|-----------------|------------|-------------------------------------|
| 0000000628 | 02 | 2% 10 days | 4,480.00 | 4,480.00 | 80.00 | 2.00 | <input checked="" type="checkbox"/> |
| 0000000629 | 03 | Net 60 Days | 5,038.32 | 5,038.32 | 0.00 | 0.00 | <input type="checkbox"/> |
| 0000000590 | 03 | Net 60 Days | 1,000.00 | 1,000.00 | 0.00 | 0.00 | <input type="checkbox"/> |
| 0000000846 | | | 12,267.00 | 12,267.00 | 0.00 | 0.00 | <input type="checkbox"/> |
| 0000000432 | 02 | 2% 10 days | 6,787.00 | 6,787.00 | 121.20 | 2.00 | <input checked="" type="checkbox"/> |
| 0000000841 | | | 12,267.00 | 12,267.00 | 0.00 | 0.00 | <input type="checkbox"/> |
| 0000000631 | | | 17,427.32 | 17,427.32 | 0.00 | 0.00 | <input type="checkbox"/> |

All amounts in base currency

Total: 59,065.44

Total Balance: 59,388.64
Remaining: 122.00
Total Amount: 59,266.64

Type – Hard coded with 'Payment'.

Vendor – If done from inside AP for an existing vendor, this will be the vendors code and it is not editable.

Date – Date for the payment that will be printed on the cheque

Payment no. – The cheque number. This field is alpha numeric so if the payment is done electronically the user can enter something like 'Online' or 'EFT'

Print Check – Each vendor has a field for if a printed check is used for them, however the user can override this. If selected, a check will be printed using the check number displayed.



Note that check number can be edited just before posting. Then the next check will automatically advance to the one after the edited number.

Transaction – The assumed GL transaction number. If another transaction is posted after this number is assigned, then the transaction will be given the next available number.

Post automatically – If checked then the journal entry will be posted without the user editing it. If unchecked then the user will be given the opportunity to edit it before posting. The ability to edit the posting is a user security setting in Users/General

Reference – Grayed out for payments.

Bank Account – Select the bank account for this payment. Uses the default account set in Company Settings/Special Accounts.

Memo – A memo can be added for this payment.

Transaction Number – The GL transaction number from the amount of the AP transaction.

Terms Code – The terms code that was used for the amount

Terms Description – The terms description that was used for the amount

Balance – The balance of the transaction

Pay Amount – User can override this and the invoice will get partially paid have the payment linked to the amount.

Discount Amount – The discount amount. This is calculated by the terms but can be edited before posting.

Discount % – The discount % being offered.

Take Discount – Check to give the discount. Amounts that fall within terms will automatically be checked but user can override.









Total – The amount being paid. It is the sum of the transactions selected for payment.

AP – Included Reports

- Accounts Payable by Due Date
- Accounts Payable List

Batch Payables

Batch Payables List

| AP Batches | | | | | | | |
|--|------------|--------|----------|-----------|-----------------|------------------|------|
|   Filters <input type="text" value="Search"/>  Export      | | | | | | | |
| ID | Date | Due By | Currency | Total | Payment Account | Note | User |
| 1 | 04/18/2016 | | | 43,801.94 | 11120 | Due now | SS |
| 2 | 04/18/2016 | | | 58,609.07 | 11120 | Due Next Week | SS |
| 3 | 04/18/2016 | | | 34,898.96 | 11120 | Due end of month | SS |
| 4 | 04/18/2016 | | USD | 698.40 | 11120 | USD - Due now | SS |

Batch ID – The batch number.

Date – Date the batch was created.

Due By – The due date of the batch if selected.

Currency – The currency of the batch. Note that currencies cannot be mixed.

Total – The total amount to be paid for this batch.

Payment Account – The GL account for this batch. If the batch is in a foreign currency then the currency will be appended to the account shown.

Note – A note that the user can add to the batch for the reviewer.

User – The user that created the batch.

Creating a Batch

AP Batch - 2

Load Payables Select All Due Discounts Post Open Vendor View Invoice

Due By: // Currency: Payment Account: 11120 Starting Cheque No: 24688 Note:

| Pay | Take Discount | Discount | Pay Amount | Balance | Type | Vendor No | Vendor Name | Date | Due Date | Terms Code | Terms Desc. | Hold | Transaction No | Purchase No | Reference No | Memo |
|-------------------------------------|-------------------------------------|----------|------------|-----------|---------|-----------|-------------------------------|------------|------------|------------|-------------|--------------------------|----------------|-------------|--------------|------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 0.00 | 536.54 | 536.54 | Invoice | ACME | ACME Systems Inc | 10/09/2015 | 10/09/2014 | | | <input type="checkbox"/> | 0000000241 | 0000700007 | 11112 | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 0.00 | 921.04 | 921.04 | Invoice | OMEELE | Omega Electronics Inc | 07/07/2015 | 07/07/2015 | | | <input type="checkbox"/> | 0000000514 | 0000700012 | | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 26.21 | 1,310.43 | 1,310.43 | Invoice | ROGCAN | Rogue Canada | 07/06/2015 | 07/16/2015 | 02 | 2% 10 days | <input type="checkbox"/> | 0000000429 | 0000700024 | 5678 | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 135.74 | 6,787.00 | 6,787.00 | Invoice | NOLIFI | Nestors Fitness Products Inc. | 07/06/2015 | 07/16/2015 | 02 | 2% 10 days | <input type="checkbox"/> | 0000000432 | | 98765 | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 0.00 | 41,539.05 | 41,539.05 | Invoice | STRING | Strategic Ingredients | 09/09/2015 | 09/09/2015 | | | <input type="checkbox"/> | 0000000530 | 0000700055 | 6808776 | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 0.00 | 1,996.01 | 1,996.01 | Invoice | ROGCAN | Rogue Canada | 09/17/2015 | 11/16/2015 | 03 | Net 60 Days | <input type="checkbox"/> | 0000000555 | 0000700052 | 3456789 | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 89.60 | 4,480.00 | 4,480.00 | Invoice | NOLIFI | Nestors Fitness Products Inc. | 03/09/2016 | 03/19/2016 | 02 | 2% 10 days | <input type="checkbox"/> | 0000000628 | 0000700040 | 3445 | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 211.68 | 0.00 | 10,584.00 | Invoice | STRING | Strategic Ingredients | 04/14/2016 | 04/24/2016 | 02 | 2% 10 days | <input type="checkbox"/> | 0000000599 | 0000700072 | 46567 | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 0.00 | 0.00 | 5,038.32 | Invoice | NOLIFI | Nestors Fitness Products Inc. | 04/06/2016 | 06/05/2016 | 03 | Net 60 Days | <input type="checkbox"/> | 0000000629 | 0000700051 | 3499 | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 0.00 | 1,000.00 | 1,000.00 | Invoice | NOLIFI | Nestors Fitness Products Inc. | 04/11/2016 | 06/10/2016 | 03 | Net 60 Days | <input type="checkbox"/> | 0000000590 | | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 0.00 | 0.00 | 122.00 | Invoice | NOLIFI | Nestors Fitness Products Inc. | 04/11/2016 | 06/10/2016 | 03 | Net 60 Days | <input type="checkbox"/> | 0000000589 | | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 0.00 | 0.00 | 794.00 | Invoice | FIDEBU | Fitness Development Equipment | 04/14/2016 | 06/13/2016 | 03 | Net 60 Days | <input type="checkbox"/> | 0000000619 | 0000700073 | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 0.00 | 39.00 | 39.00 | Invoice | NATPRO | National Equipment | 03/08/2015 | | | | <input type="checkbox"/> | 0000000352 | | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 0.00 | 0.00 | 1,000.00 | Invoice | OMEELE | Omega Electronics Inc | 03/08/2015 | | | | <input type="checkbox"/> | 0000000355 | | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 0.00 | 0.00 | 1,000.00 | Invoice | FORFOO | Forester Food Ingredients | 09/11/2015 | | | | <input type="checkbox"/> | 0000000543 | | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 0.00 | 0.00 | 1,234.00 | Invoice | NATPRO | National Equipment | 04/14/2016 | | | | <input type="checkbox"/> | 0000000608 | | | |

All amounts shown in base currency.

58,609.07

Created by SS on 04/18/2016 11:32:13 AM Modified by SS on 04/18/2016 11:40:04 AM

Batch Payables Header

Save – Saves current batch.

Save and Close – Saves the batch and returns to the AP batch list.

Delete – Deletes the batch.

Print – Prints reports with [template of 'AP Batch'](#)

Load Payables – Loads all payables that are not yet in a saved batch.

Select All Due – Puts a check mark on all invoices that are due today or earlier.

Discounts – Adds a check to the discount field and applies the discount amount. The user can select from:

- Take Expired Discounts
- Take Available Discounts
- Don't Take Discounts

 **Note-** The user can edit the discount even if the terms did not offer one.


Post – Posts payments and prints cheques.

Open Vendor – Opens this vendor so the user can look at other information like open purchase orders and purchase history.

View PO – View the purchase order that is associated with this amount.

Due By – When the invoice is due for payment.

Currency – The currency of the invoice.

 **Note** that currencies cannot be mixed in a batch.

Payment Account – The GL account (usually a bank account) being used for this payment. All payments in the batch must come from the same account.

Starting Check Number – The next cheque number in the sequence. This number comes from the GL account but can be overridden.

Note – A note that gets saved with the batch usually for the reviewer. For example *'All payments due this week'*

Batch Payables Details

Pay – Check to pay this invoice.

Take Discount – When checking the invoice to pay, the discount will automatically be taken if the discount is within the terms. The user can also take the discount if the discount terms have expired.

Discount – The amount of the discount. If the terms have a discount applied this will be populated when selected. The user can also override or enter a manual discount.

Pay Amount – Amount that will be paid after discount.

Balance – The outstanding amount of the invoice before discount.

Type – Invoice, credit memo, debit memo or payment..

Vendor No – The vendor code.

Vendor Name – The Vendor's name.

Date – The date of the invoice.

Due Date – The due date of the invoice.

Terms Code – The terms code for the invoice.

Terms Desc. – The description of the terms.

Hold – Shows if the invoice is on hold and cannot be paid.

Transaction No – The GL transaction number for the invoice.

Purchase No – The PO number for the invoice.

Reference No – In the invoice, memo or check number for the transaction.

Memo – The memo that was put on the transaction.

Printing Checks

Once a batch of transactions are checked for payment, click the 'Post' button and this screen will be presented.

AP Batch - 2

Load Payables
 Select All Due
 Discounts
 Post
 Open Vendor
 View Invoice

Due By: / /

Currency:

Payment Account: 11120

Starting Cheque No: 24689

Note: Due Next Week

| <input type="checkbox"/> Pay | <input type="checkbox"/> Take Discount | Discount | Pay Amount | Balance | | Date |
|-------------------------------------|--|----------|------------|-----------|---------|------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 0.00 | 536.54 | 536.54 | | 10/09/2015 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 0.00 | 921.04 | 921.04 | | 07/07/2015 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 26.21 | 1,310.43 | 1,310.43 | | 07/06/2015 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 135.74 | 6,787.00 | 6,787.00 | | 07/06/2015 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 0.00 | 41,539.05 | 41,539.05 | Invoice | 09/09/2015 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 0.00 | 1,996.01 | 1,996.01 | Invoice | 09/17/2015 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 89.60 | 4,480.00 | 4,480.00 | Invoice | 03/09/2016 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 0.00 | 1,000.00 | 1,000.00 | Invoice | 04/11/2016 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 0.00 | 39.00 | 39.00 | Invoice | 03/08/2015 |

Spire

Are you sure you want to pay 9 items?

Continue Cancel

Click 'Continue' and the report with the template of "AP Batch Payment" will be presented.

Choose the correct report and click on print. The user will be asked if the checks printed correctly. If Yes is selected the screen closes. If 'No' is selected then the print screen comes up again.

If there are more items than will print on a cheque stub then the user will be asked to load blank paper so the cheque remittance can be printed. The number of items that will fit on a stub is set by going into Company Settings/Accounts Payable/Cheque Detail Limit.

Spire

Please change paper in printer if necessary and click Continue to print attachments.

Continue

Video Instruction – Batch Payables



Batch Payables- Included Reports

Inventory

Inspire Health Systems.

File Edit Customers Vendors Inventory Purchasing Production Sales Payroll Tools Help

Customers Sales Point of Sale Sales History Accounts Receivable Price Matrix Vendors Accounts Payable Purchases Purchase History **Inventory** Serialized/Lot Items Negative On Hand Items not Sold in 2 Years Needs Ordering

Warehouse Product Code Part number Description Vendor Status Available On Hand Sales Dept. Backorder Committed On Order Suggested Order Qty Buy

| | | | | | | | | | | | | | |
|-----|-------|--------------|---|--------|--------|-----------|-----------|---|------|-------|-------|------|----|
| VA | | 4RTT | 5556 | | Active | 500.00 | 500.00 | 1 | 0.00 | 0.00 | 0.00 | 0.00 | EA |
| VA | ACC | ABMAT | AbMat | ROGCAN | Active | -3.00 | -3.00 | 1 | 1.00 | 0.00 | 24.00 | 0.00 | EA |
| VA | | ACAI | Acai Fruit Extract | STRING | Active | 4,500.00 | 4,500.00 | 1 | 0.00 | 0.00 | 0.00 | 0.00 | GM |
| VA | ACC | ACMFITJR | ACME Jump Rope | ACME | Active | 76.00 | 83.00 | 1 | 4.00 | 7.00 | 5.00 | 0.00 | EA |
| VA | ACC | ACMFITMB | ACME Medicine Ball | ACME | Active | 43.00 | 71.00 | 1 | 0.00 | 28.00 | 7.00 | 0.00 | EA |
| RAW | ACC | ACMFITSB | ACME Swiss Ball | ACME | Active | 1.00 | 1.00 | 1 | 0.00 | 0.00 | 0.00 | 0.00 | EA |
| VA | ACC | ACMFITSB | ACME Swiss Ball | ACME | Active | 47.00 | 102.00 | 1 | 0.00 | 55.00 | 0.00 | 0.00 | EA |
| VA | EQUIP | AFRARC102 | ARC-102 Air Rower | NOLFI | Active | -1.00 | -1.00 | 2 | 0.00 | 0.00 | 0.00 | 1.00 | EA |
| VA | | ALMONDS | Almonds | FORFOO | Active | 8,499.00 | 8,499.00 | 1 | 0.00 | 0.00 | 0.00 | 0.00 | GM |
| VA | ACC | BALPOD6.3 | Balance Pod 6.3" | FIDEBU | Active | 0.00 | 0.00 | 1 | 0.00 | 0.00 | 0.00 | 0.00 | EA |
| VA | | BLUBERR | Blueberries | FORFOO | Active | 5,099.00 | 5,099.00 | 1 | 0.00 | 0.00 | 0.00 | 0.00 | GM |
| VA | | BLUSYRP | Blueberry Syrup | FORFOO | Active | 3,835.00 | 3,835.00 | 1 | 0.00 | 0.00 | 0.00 | 0.00 | GM |
| VA | | BRNSUG | Brown Rice Syrup | FORFOO | Active | 15,000.00 | 15,000.00 | 1 | 0.00 | 0.00 | 0.00 | 0.00 | GM |
| VA | | BRNSUG | Brown Sugar | STRING | Active | 3,675.00 | 3,675.00 | 1 | 0.00 | 0.00 | 0.00 | 0.00 | GM |
| VA | ACC | CBHALFRACKFB | Cross box Half Rack Floor Braces | NOLFI | Active | 0.00 | 0.00 | 1 | 0.00 | 0.00 | 0.00 | 0.00 | EA |
| VA | ACC | CBSS072NB | Cross Box Squat Stand 72" | NOLFI | Active | 0.00 | 0.00 | 1 | 0.00 | 0.00 | 0.00 | 0.00 | EA |
| VA | EQUIP | CBSS092SB | Cross Box Squat Stand with Chin Bar 92" | NOLFI | Active | 0.00 | 0.00 | 2 | 0.00 | 0.00 | 0.00 | 0.00 | EA |
| VA | EQUIP | CBSS110TB | Cross Box Squat Stand w/Triple Bar 110" | NOLFI | Active | 7.00 | 7.00 | 2 | 0.00 | 0.00 | 0.00 | 0.00 | EA |
| VA | ACC | CBSSARNS | Cross Box Half Rack Safety Spotter Arms | NOLFI | Active | 0.00 | 0.00 | 1 | 0.00 | 0.00 | 0.00 | 0.00 | EA |
| VA | ACC | CCFPKG | Charlie CrossFit Package | ROGCAN | Active | 0.00 | 0.00 | 2 | 0.00 | 0.00 | 0.00 | 0.00 | EA |
| VA | ACC | CHALK | Gym Chalk | ROGCAN | Active | -3.00 | -3.00 | 1 | 2.00 | 0.00 | 0.00 | 5.00 | EA |
| VA | ACC | CMATS | Crash Mats | ROGCAN | Active | 0.00 | 0.00 | 1 | 0.00 | 0.00 | 0.00 | 0.00 | EA |
| VA | | COCONUT | Coconut | FORFOO | Active | 6,500.00 | 6,500.00 | 1 | 0.00 | 0.00 | 0.00 | 0.00 | GM |
| VA | | CORONW | Corona Beer | ENBEOG | Active | 7,100.00 | 7,100.00 | 1 | 0.00 | 0.00 | 0.00 | 0.00 | GM |

Inventory List – When inventory is selected from the main menu, the inventory list is presented to the user either the last way they left it, or using the default, if it was set by the user. It remembers column position, width and the column it was sorted by.

Copy – If a user selects an item and clicks copy, the item is opened and the user can select what to copy to the new item. Then enter a new part number for the item and click OK. The item will then be editable before saving it.

spire ? X

Copy from... VA INSD850 OK

Copy to... VA INSD875 Cancel

☒ Copy customer specific prices

☒ Copy selling price list

☒ Copy extended description

☒ Copy all units of measure

☐ Place on hold

- Customer Specific Prices
- Selling Price List
- Extended Description
- Units of Measure

- Place on Hold

Labels – Any number of item scan be selected and then click on the labels button.

The following dialog will come up and the user can:

- Set Quantity to one of each label
- Set quantity to on-hand for each item (default)
- Set how many blanks to print first in case some of the labels on the sheet are used
- Once all selections are made they can print the labels required

The 'Print Labels' dialog box contains a table with the following data:

| Qty | Part | Description | Location | Stock UOM | Sell UOM |
|-----|--------------------|--|----------|-----------|----------|
| 68 | [VA] INSDB20 | InSpire Dumbbell 20 | | EA | EA |
| 53 | [VA] INSKB10 | InSpire Kettlebell 10 | | EA | EA |
| 12 | [VA] CUCBBTHG1048 | Chin Up Bar 1" x 48" Bent Bar W/Hammer Grips | | EA | EA |
| 97 | [VA] INSBLE100 | InSpire 100 Max Blender | | EA | EA |
| 66 | [VA] INSDB10 | InSpire Dumbbell 10 | | EA | EA |
| 86 | [VA] INSPOME3-100 | Inspire Omega 3 Supplement (100 cap) | | EA | EA |
| 0 | [VA] NLLATP | Lat Machine Plate Loaded | | EA | EA |

Below the table, there are two summary fields:

Total Labels: 382

Blank Labels: 4

Adjust – Any number of inventory items can be selected and then click on adjust. By clicking the down arrow next the the adjust button, it will become a warehouse transfer instead. The items will then be passed to a list that the user can edit and add to. The quantities default to zero so the user can edit them to whatever quantity is required to adjust. The default GL credit account that was setup in Company Settings Inventory is on each line by default but can be edited. [See Inventory Adjustments](#) for more detail.

Requisition – Highlight any number of items and click the requisition button. Usually the user will sort or filter by the column “Suggested Order Qty” and click the requisition button. The items will get passed to the requisition screen where they can be saved for later ordering, or by processing them direct to a purchase order. [See ‘Requisitions’](#) for more detail.

| Requisition | | | | | | | | | | | | | | |
|-------------------------------------|------|--------------|---------------------------------|--------------|-----|-----------|---------------|-------------|------------------|-----------------------------|---------|----------|-----------|-------------|
| Process | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> | Whse | Part No | Description | Required Qty | UOM | Unit Cost | Minimum Order | Reorder Qty | Target Type | Vendor No. | On Hand | On Order | Committed | Backordered |
| <input checked="" type="checkbox"/> | VA | RESCAB10 | Resistance Cable 10lb Teal | 12.00 | EA | 1.50 | 0.00 | 0.00 | Production Order | FIDEBU - Fitness Develop... | 0.00 | 0.00 | 0.00 | 12.00 |
| <input checked="" type="checkbox"/> | VA | RESCAB20 | Resistance Cable 20lb Purple | 12.00 | EA | 1.50 | 0.00 | 0.00 | Production Order | FIDEBU - Fitness Develop... | 0.00 | 0.00 | 0.00 | 12.00 |
| <input checked="" type="checkbox"/> | VA | RESCAB40 | Resistance Cable 40lb Magenta | 12.00 | EA | 2.00 | 0.00 | 0.00 | Production Order | FIDEBU - Fitness Develop... | 0.00 | 0.00 | 0.00 | 12.00 |
| <input checked="" type="checkbox"/> | VA | RESCAB50 | Resistance Cable 50lb Orange | 12.00 | EA | 3.00 | 0.00 | 0.00 | Production Order | FIDEBU - Fitness Develop... | 0.00 | 0.00 | 0.00 | 12.00 |
| <input checked="" type="checkbox"/> | VA | RESCAB80 | Resistance Cable 80lb Green | 12.00 | EA | 4.40 | 0.00 | 0.00 | Production Order | FIDEBU - Fitness Develop... | 0.00 | 0.00 | 0.00 | 12.00 |
| <input checked="" type="checkbox"/> | VA | RESCAB90 | Resistance Cable 90lb Blue | 12.00 | EA | 5.00 | 0.00 | 0.00 | Production Order | FIDEBU - Fitness Develop... | 0.00 | 18.00 | 0.00 | 30.00 |
| <input checked="" type="checkbox"/> | VA | RESCAB30 | Resistance Cable 30lb Pink | 10.00 | EA | 2.00 | 0.00 | 0.00 | Production Order | FIDEBU - Fitness Develop... | 2.00 | 0.00 | 2.00 | 10.00 |
| <input checked="" type="checkbox"/> | VA | RESCAB60 | Resistance Cable 60lb Red | 9.00 | EA | 3.50 | 0.00 | 0.00 | Production Order | FIDEBU - Fitness Develop... | 3.00 | 0.00 | 3.00 | 9.00 |
| <input checked="" type="checkbox"/> | VA | PPBARCVC... | PP Bar Double Chocolate Va... | 8.00 | PK | 36.26 | 0.00 | 0.00 | Production Order | | 0.00 | 0.00 | 0.00 | 8.00 |
| <input checked="" type="checkbox"/> | VA | RESCAB100 | Resistance Cable 100lb Black | 7.00 | EA | 5.00 | 0.00 | 0.00 | Production Order | FIDEBU - Fitness Develop... | 5.00 | 0.00 | 5.00 | 7.00 |
| <input checked="" type="checkbox"/> | VA | PPBARCSC... | PP Bar Chocolate Salted Cara... | 6.00 | PK | 36.26 | 0.00 | 0.00 | Production Order | | 0.00 | 0.00 | 0.00 | 6.00 |
| <input checked="" type="checkbox"/> | VA | PPBARDCD... | PP Bar Dark Chocolate Coco... | 6.00 | PK | 36.26 | 0.00 | 0.00 | Production Order | | 0.00 | 0.00 | 0.00 | 6.00 |
| <input checked="" type="checkbox"/> | VA | PPBARGYS4... | PP Bar Greek Yogurt Strawber... | 6.00 | PK | 57.26 | 0.00 | 0.00 | Production Order | | 0.00 | 0.00 | 0.00 | 6.00 |
| <input checked="" type="checkbox"/> | VA | PPBARCCC... | PP Bar Chewy Chocolate Chi... | 4.00 | PK | 36.26 | 0.00 | 0.00 | Production Order | | 0.00 | 0.00 | 0.00 | 4.00 |
| <input checked="" type="checkbox"/> | RAW | RESCABFAS... | Resistance cable - Handle Fa... | 0.00 | EA | 0.10 | 0.00 | 0.00 | Purchase Order | | 0.00 | 0.00 | 120.00 | 0.00 |
| <input checked="" type="checkbox"/> | RAW | RUBHOSEB... | Rubber Hose - Blue | 108.00 | MET | 0.10 | 0.00 | 0.00 | Purchase Order | | 0.00 | 0.00 | 108.00 | 0.00 |
| <input checked="" type="checkbox"/> | RAW | RUBHOSEY... | Rubber Hose - Yellow | 72.00 | MFT | 0.10 | 0.00 | 0.00 | Purchase Order | | 0.00 | 0.00 | 72.00 | 0.00 |

Refresh – Refreshes the list with any changes made by another user or a process like invoices and purchase order changing on-hand and costs,

Filters – Allows the user to filter the list to only show what they want. [See 'Filters'](#) for more information.

Export – Exports the current list layout and sort to Excel or .csv in the same order as listed.

Add – Click to add an inventory item

Edit – Click to edit an inventory item,

Delete – Click to delete an inventory item. There cannot be any on-hand, back ordered, committed or on-order inventory items of this type to be able to delete the item.

Print – Prints inventory reports. Users can select 'Print All' for every item on the filtered list, or 'Print Selected' and then only items highlighted will be passed to the report.

Details

Inventory Header

Inventory - [VA] INSKB5

Warehouse: VA Part Number: INSKB5 Description: InSpire Kettlebell 5 Active

Details Prices and Units Price Matrix Vendor Prices Sales Sales History Purchases Purchase History Statistics User Defined Receipts Serial Numbers Image Communications Attachments Components

General

Inventory Type: Normal Non Serialized

Product code: WEIGHT Alternate: INSWPS Price per EA: 15.00

Sales Dept.: 5 Accessory: [VA] ACMFITJR Margin %: 45.00

☒ Allow Backorders ☒ Allow Returns Harmonized Customs Code: 8409847609 Country of Origin: Belgium

Cost

Average cost: 8.25 Physical Pack size: 1.000 User Defined User Type: Misc.: 0

Current cost: 8.25 Weight: 5.000

Standard cost: 0.00 Location: Shelf 5

Purchasing

Primary Vendor: INSPIRE Inspire China Canadian dollars

Reorder Point: 12 PO No: 0000700044 Due date: 4/14/2016

Min. Order Qty: 12 Duty %: 5 Freight %: 5 Default Expiry Days: 0

Extended Description

These can be purchased as a package with all available weights

UPC Numbers: 78654321

On Hand: 115,000 Committed: 18,000 Backorder: 35,000 On Order: 12,000 Available Qty: 97,000

Created by SS on 8/25/2014 4:50:16 PM Modified by SS on 4/4/2016 12:21:39 PM

Navigation Arrows – Navigates between inventory records keeping the list filtered and sorted as it was when the item was edited.

Save – Saves and keeps the item open

Save/Close – Saves and closes the window back to the main inventory list.

Delete – Deletes the item if there is none on-hand, back ordered, committed or on-order

Print – Prints reports related to this item

Copy – Copies the item allowing user to edit the warehouse and part number before saving.

Inventory Details

Inventory Type – Inventory items can be set as:

- **Normal** – For normal buy/sell items
- **Non-Physical** – For items that are not physically in inventory. Use this for things like labor or miscellaneous items that belong in a particular sales department. Use caution with cost on non

physical items. Be sure that the sales department used does not credit the inventory GL account, unless the user makes sure that an corresponding AP entry gets debited to the inventory asset account.

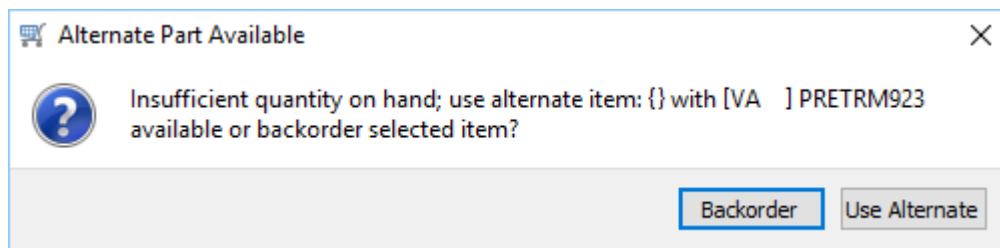
- **Manufactured** – For items where a template is created to deplete raw material items from stock when building and receiving the finished product into stock. The build process will credit inventory raw material and debit inventory finished goods, if their sales departments are different.
- **Kitted** – Items that are built 'on-the-fly' then invoiced to a customer. When a kit is added to a sales order it commits the components in inventory. When the order gets invoiced the components are depleted from stock and the kit is put into stock and then immediately removed as the invoice is posted.
- **Raw Material** – Treated the same as normal items. The only reason for a different type is that some companies want to see raw material separately in stock from normal items.

Serial/Lot – Inventory items can be set as serialized or lot controlled. When serial numbers are received into stock each serial number has a quantity of 1. Lot numbers can be received with many to the same lot number. When the item is added to a sales order the user is presented with the serial/lot number(s) to select. For more details on Inventory Lot Control See [this link](#).

Product Code – This is used to group common inventory items together. The product code can be related to 'Sales Dept' so that when an items product code is edited the related sales department is also changed.

Sales Dept – The sales department is how the GL posting is defined. Each of the 200 sales departments has an inventory, sales and cost of goods account. See ['Sales Dept'](#) in company settings.

Alternate – Sets an alternate inventory item so that if an item is out of stock and it is added to a sales order the user is prompted if they would like to replace it with the alternate, or to back order the item that is short. This is also useful if the item has been replaced and the user accidentally uses the old part number.



Accessory – An accessory will automatically get added to a sales order under the item that was sold. The accessory can be a kit, that will 'explode' onto the order. Therefore several items will get added under the item sold. This is very useful because the user will not forget to include the items. An example would be to add labor and a package of install items for something that needs to be assembled.

Allow Backorders – If unchecked this item cannot be back ordered.

Allow Returns – If unchecked this item cannot have a negative quantity shipped.

Harmonized Customs Code – The customs code that needs to go onto an international bill of lading.


Country of Origin – The country where an item came from that needs to go onto an international bill of lading.

Average Cost – The average cost of an item based on receipts of items. This is the default method of costing and is the most common used


$$\text{Average Cost} = \frac{(\text{on-hand} \times \text{original average cost}) + (\text{quantity received} \times \text{received cost})}{(\text{on-hand quantity} + \text{quantity received})}$$

Current Cost – What was last paid for an item or what the user edited the cost to. If the on-hand quantity is zero and the user edits the current cost the average cost will get the same value.

Standard Cost – A cost that only changes if the user sets it. This is commonly used to inflate the cost by adding overhead to it. This cost can be used to post to sales history instead of current cost in company settings/Sales Orders/Process/Post Standard Cost to Sales History Current Cost.



A user can be set to see all or any of the above costs in inventory, sales and sales history, in user settings/inventory

Pack Size – The standard pack size that an item is bought and or sold in. This field appears on the sales order line to encourage the salesperson to sell full packs, but does not warn or use full packs automatically.

Weight – The weight of the stocking unit of measure for this item

Location – The location of this item in inventory.

User Type – This alphanumeric field can have its label defined in Company Settings/Variables and has a lookup tables associated with it.

Misc. – This numeric field can have its label defined in Company Settings/Variables

Foreground Colour – The foreground or text colour of an item. The colors are user configured for any purpose the company requires. For instance items that are discontinued can be green.

Background Colour – The background colour of an item.



The colors of items appear in inventory, on inventory lists, in sales orders, on purchase orders and on inventory adjustments.

Primary Vendor – The vendor that the item is usually purchased from.

Reorder Point – How many are required to be in stock for this item. The reorder point is used to calculate the 'Suggested Order Qty'

Min. Order Qty – The minimum the supplier will sell. This is used in the 'Suggested Order Qty'

PO Number The last purchase order number issued for this item. This field is editable.

Due Date The due date of the last purchase order issued for this item. This field is editable.

Duty % – The usual duty charged on this item. This field is editable, and if the 'Save Landed Cost' is turned on in Company Settings/Inventory this will be updated when receiving a purchase order and the user has edited it on the PO line.

Freight – The usual freight charged on this item. This field is editable, and if the 'Save Landed Cost' is turned on in Company Settings/Inventory this will be updated when receiving a purchase order and the user has edited it on the PO line.

Default Expiry Days – When an item that is lot controlled is received this number is added to the receive date to calculate the expiration or best before date.

Extended Description – A long description can be added here for this item. It can be printed on sales reports and invoices. There is a sub report for this purpose on the Spire stock reports but is hidden by default. Contact your Spire partner if you do not have the knowledge to edit this.

On-hand – Quantity on-hand of this item. It includes all committed items.

Committed – Quantity that are committed on sales orders, production orders and inventory adjustments/transfers in transit.

Backorder – Quantity on back order on sales orders.

On Order – Quantity on issued purchase orders not yet received.

Available – On-hand quantity minus committed quantity.

Prices and Units

Unit of Measure (UOM)

The screenshot shows the 'Unit of Measure' window for 'InSpire Kettlebell 5'. The window has a toolbar with navigation and action icons. Below the toolbar is a tabbed interface with tabs for 'Details', 'Prices and Units', 'Price Matrix', 'Vendor Prices', 'Sales', 'Sales History', 'Purchases', 'Purchase History', 'Statistics', 'User Defined', 'Receipts', 'Serial Numbers', 'Image', 'Communications', 'Attachments', and 'Components'. The 'Prices and Units' tab is active, showing the 'Unit of Measure' section. This section includes buttons for 'Set Inventory UOM', 'Set Sales UOM', and 'Set Purchase UOM'. Below these buttons is a table with columns: Code, Description, Qty. Factor, Direct Conversion, Fractional Quantities, Sell, Buy, UPC Code, Location, and Weight. The table lists three units: 'EA' (Case), 'CASE' (Case), and 'PAIR' (Pair). The 'PAIR' unit is highlighted in blue. Below the table is a 'Pricing' section with a table showing 'Level', 'Sell Price (EA)', 'Sell Price (PAIR)', 'Margin (Curr)', 'Margin (Avg)', and 'Currency'. The 'Pricing' table has 8 levels. To the right of the 'Pricing' table are 'Taxes' and 'Tax Rebates' sections. The 'Taxes' section includes checkboxes for 'G.S.T.', 'BC P.S.T.', and 'Discountable', along with a 'Levy Code' field. The 'Tax Rebates' section includes checkboxes for various provinces and territories: Alberta, British Columbia, Manitoba, New Brunswick, Newfoundland, Nova Scotia, NWT, Nunavut, Ontario, PEI, Quebec, Saskatchewan, Yukon, and Other. At the bottom of the window, there is a summary bar with fields for 'On Hand', 'Committed', 'Backorder', 'On Order', and 'Available Qty'. The values are: On Hand: 115.000, Committed: 18.000, Backorder: 35.000, On Order: 12.000, Available Qty: 97.000. The footer of the window states: 'Created by SS on 8/25/2014 4:50:16 PM Modified by SS on 4/4/2016 12:21:39 PM'.

Unit of Measure

- Add
- Delete
- Set Inventory UOM
- Set Sales UOM
- Set Purchase UOM

Each unit of measure has a:

- **Code** – A unique code for the UOM
- **Description** – Optional description for the UOM
- **Qty. Factor** – How many stocking units in the conversion
- **Direct Conversion** – Stocking per Unit or Unit per Stocking
- **Fractional Qty Allowed** – Can this UOM be sold in anything but whole numbers

- **Sell Allowed** – Can this UOM be sold
- **Buy Allowed** – Can this UOM be purchased
- **UPC Code** – UPC code for this UOM
- **Location** – Warehouse location for this UOM
- **Weight** – The weight of this UOM.

✿ The stocking unit of measure cannot be edited unless there are zero of the item in stock.

Pricing

Each sell level can have its own price. The amount can be entered as a price and it will calculate margin, or it can be entered as a margin and it will calculate price. The customer then gets setup with one of the sell levels.

✿ When the cost changes the *margin will not be maintained. *

Sell level can be setup in the multi currency module to be assigned to a certain currency. Then when a customer is added with that currency it uses that level as the customers default sell price.

When a unit of measure is added the price is also added and by default it is multiplied or dived by the conversion factor. The user can then edit the UOM sell price,

Taxes

Tax1 – Tax1 charged by default on this item

Tax2 – Tax2 charged by default on this item

Levy Code – The levy or environmental fee charged on this item. There is a lookup to select the levy and they can be added as needed

Levy -

Code Description

Taxes

☐ G.S.T. ☐ BC P.S.T.

Adjustment Type

☒ Amount Adjustment ☐ Percentage Adjustment

Amount

GL Account

Tax Rebates – Canada – Select each Canadian jurisdiction where there is a tax rebate offered for this item. The rebate percentage is defined in Edit/Sales Taxes.

Price Matrix

Inventory - [VA] INSKB5

Warehouse: VA Part Number: INSKB5 Description: InSpire Kettlebell 5 Active

Details Prices and Units Price Matrix Vendor Prices Sales Sales History Purchases Purchase History Statistics User Defined Receipts Serial Numbers Image

Filters Search Export + - Purge Previous Show all inventory matches Show all customer matches

| ID | Warehouse | U/M | Average Cost | Amount | Margin | Minimum Qty | Amount Type | Product Code | Customer No. | Customer Name | Ship To | Te |
|----|-----------|-----|--------------|--------|--------|-------------|-------------|--------------|--------------|------------------------|---------|----|
| 20 | VA | EA | 8.25 | 15.00 | 45.00 | 0.00 | Price | | JACK225 | Jackson Fitness Center | | |
| 46 | VA | | 8.25 | 12.00 | 31.25 | 0.00 | Price | | AAI258 | A Air Conditioning ... | | |
| 47 | VA | | 8.25 | 5.00 | | 0.00 | Discount | | YM785 | Y M Products Inc | | |
| 48 | VA | | 8.25 | 22.00 | | 0.00 | Margin | | PERR915 | Perri Sausage Inc | | |
| 49 | VA | | 8.25 | 10.00 | 17.50 | 10.00 | Price | | WHIT692 | Whitney Florists | | |

This displays all of the customers special pricing for this item. Prices can be added and edited from this screen. [See 'Price Matrix'](#) for more details.

Vendor Price Edit

Inventory - [VA] INSKB5

Warehouse: VA Part Number: INSKB5 Description: InSpire Kettlebell 5 Active

Details Prices and Units Price Matrix Vendor Prices Sales Sales History Purchases Purchase History Statistics User Defined Receipts Serial Numbers Image

Vendor Code Vendor Name Unit of Measure Cost Price Vendor Part No Start Date End Date

| | | | | | | |
|---------|-------------------------------|----|------|--------|----------|--|
| INSPIRE | Inspire China | EA | 8.50 | 435776 | 3/2/2014 | |
| FIDEBU | Fitness Development Equipment | EA | 9.00 | 65657 | | |

On Hand: 115,000 Committed:

Vendor Price Edit

Vendor

Inventory: [VA] INSKB5 InSpire Kettlebell 5

Vendor: INSPIRE Inspire China

Vendor Part No: 435776

Start Date: 3/2/2014

End Date: / / ☐ Automatically delete price after expiry

Details

Unit of Measure: EA

Minimum Order Qty: 0

Cost Price: 8.50 ☐ Automatically update vendor cost in receiving

Variance: 2.94

Quantity Breaks

| Quantity | Cost Price |
|----------|------------|
| 12.00 | 6.00 |
| 25.00 | 5.00 |
| 0.00 | 0.00 |

Allows multiple vendor prices to be added to each item.

- **Inventory** – Warehouse and part number
- **Vendor** – Vendor name
- **Vendor Part No** – Part number the vendor uses and will print on Spire's default purchase order number instead of companies part number.
- **Start Date** – Starting date for this price
- **End Date** – Ending date for this price
- **Automatically delete price after expiry** – Deletes the modified price when it expires
- **Unit of Measure** – Unit of measure for this price
- **Minimum Order Qty** – Minimum order quantity for this price. When the item is added to the PO it will put at least this quantity on the order. (uses the suggested order quantity from the inventory list)
- **Cost Price** – Your cost from the vendor

- **Variance** – Difference from the current cost in inventory
- **Automatically update vendor cost in receiving** – When a PO is received and the cost is different than this, this price will be updated.
- **Quantity breaks** – Prices for different quantities ordered

Sales

Inventory - [VA] INSKB5

Warehouse VA Part Number INSKB5 Description InSpire Kettlebell 5 Active

Details Prices and Units Price Matrix Vendor Prices Sales Sales History Purchases Purchase History Statistics User Defined Receipts Serial Numbers Image Communications Attachments

Filters Search Export

| Order No | Order Date | Invoice Date | Customer No. | Customer Name | Order Qty | Ship Qty | Backordered Qty | Retail Price | Discount | Unit Price | Total | GP % (Current) | GP % (Average) | Status |
|------------|------------|--------------|--------------|------------------------------|-----------|----------|-----------------|--------------|----------|------------|-----------|----------------|----------------|-----------|
| 0000011906 | 9/13/2015 | | ELDE929 | Elden H Knudson Constrctn Co | 4.00 | 4.00 | 0.00 | 15.00 | 0.00 | 15.00 | 313.60 | 45.00 | 45.00 | Shipped |
| 0000011938 | 9/13/2015 | 9/14/2015 | TRAV597 | Travel Resources | 24.00 | 0.00 | 24.00 | 15.00 | 0.00 | 15.00 | 0.00 | | | Open |
| 0000102618 | 5/13/2015 | | ELDE929 | Elden H Knudson Constrctn Co | 1.00 | 1.00 | 0.00 | 15.00 | 0.00 | 15.00 | 1,554.56 | 32.40 | 33.60 | Open |
| 0000102673 | 12/13/2015 | 7/11/2015 | OPTI100 | Optima Limousine Service | 1.00 | 1.00 | 0.00 | 15.00 | 0.00 | 15.00 | 23,466.24 | 41.10 | 41.10 | Open |
| 0000102679 | 12/13/2015 | | CAP1660 | Capital Electrical & Sec Inc | 9.00 | 9.00 | 0.00 | 15.00 | 0.00 | 15.00 | 5,533.92 | 40.50 | 40.50 | Open |
| 0000800007 | 2/16/2015 | | JENK322 | Jenkins, Robert L Esq | 1.00 | 1.00 | 0.00 | 15.00 | 0.00 | 15.00 | 565.60 | 44.80 | 44.70 | Open |
| 0000800011 | 2/20/2015 | | JACK225 | Jackson Fitness Center | 2.00 | 0.00 | 2.00 | 15.00 | 0.00 | 15.00 | 0.00 | | | Open |
| 0000800011 | 2/20/2015 | | JACK225 | Jackson Fitness Center | 5.00 | 0.00 | 5.00 | 15.00 | 0.00 | 34.00 | 0.00 | | | Open |
| 0000800015 | 3/16/2015 | | JACK225 | Jackson Fitness Center | 2.00 | 0.00 | 2.00 | 15.00 | 0.00 | 15.00 | 0.00 | | | Open |
| 0000800018 | 3/17/2015 | | JACK225 | Jackson Fitness Center | 2.00 | 0.00 | 2.00 | 15.00 | 0.00 | 15.00 | 0.00 | | | Open |
| 0000800032 | 4/17/2015 | | JACK225 | Jackson Fitness Center | 1.00 | 1.00 | 0.00 | 15.00 | 0.00 | 15.00 | 135.52 | 31.20 | 31.20 | Processed |
| Q000000001 | 2/20/2015 | | JACK225 | Jackson Fitness Center | 1.00 | 1.00 | 0.00 | 15.00 | 0.00 | 15.00 | 352.80 | 44.70 | 44.50 | Processed |

Shows all sales order that have this item on it. Also shows the detail of each order as to who the customer is, the quantities ordered and the sell price. These orders can be edited in the same way as in the sales order module.

Sales History

Inventory - [VA] INSKB5

Warehouse: VA Part Number: INSKB5 Description: InSpire Kettlebell S Active

Details Prices and Units Price Matrix Vendor Prices Sales Sales History Purchases Purchase History Statistics User Defined Receipts Serial Numbers Image Communications

Filters Search Export View Journal Entry

| Invoice No | Invoice Date | Customer No. | Customer Name | Order Qty | Ship Qty | B/O | Unit Price | Extended price | Margin % (Average) | Margin % (Current) |
|------------|--------------|--------------|------------------------------|-----------|----------|-------|------------|----------------|--------------------|--------------------|
| 0000600026 | 5/15/2014 | DELA553 | Delaware Contractors Assn | 1.00 | 1.00 | 0.00 | 15.00 | 15.00 | 45.00 | 45.00 |
| 0000600026 | 5/15/2014 | DELA553 | Delaware Contractors Assn | 3.00 | 3.00 | 0.00 | 15.00 | 45.00 | 45.00 | 45.00 |
| 0000600037 | 6/15/2014 | BEEG100 | Beegee Travel Consultants | 3.00 | 3.00 | 0.00 | 15.00 | 45.00 | 45.00 | 45.00 |
| 0000600060 | 9/20/2014 | DELA553 | Delaware Contractors Assn | 2.00 | 2.00 | 0.00 | 15.00 | 30.00 | 45.00 | 45.00 |
| 0000600084 | 9/20/2014 | LEON158 | Leona Mama Pza & Ital Rstrnt | 10.00 | 10.00 | 0.00 | 15.00 | 150.00 | 45.00 | 45.00 |
| 0000600091 | 9/20/2014 | HARR652 | Harris, Baum E Esq | 20.00 | 20.00 | 0.00 | 15.00 | 300.00 | 45.00 | 45.00 |
| 0000600103 | 11/11/2014 | LISS141 | Liss, Philip A Esq | 9.00 | 9.00 | 0.00 | 15.00 | 135.00 | 45.00 | 45.00 |
| 0000600112 | 11/11/2014 | HARV663 | Harvest States Cooperative | 3.00 | 3.00 | 0.00 | 15.00 | 45.00 | 45.00 | 45.00 |
| 0000600121 | 12/7/2014 | MATE317 | Mater Dei College | 3.00 | 3.00 | 0.00 | 15.00 | 45.00 | 45.00 | 45.00 |
| 0000600124 | 12/7/2014 | HARV663 | Harvest States Cooperative | 5.00 | 5.00 | 0.00 | 15.00 | 75.00 | 45.00 | 45.00 |
| 0000600126 | 12/7/2014 | ELDE929 | Elden H Knudson Constrctn Co | 9.00 | 9.00 | 0.00 | 15.00 | 135.00 | 45.00 | 45.00 |
| 0000600140 | 2/3/2015 | HART426 | Hartzhelm, Charles J Esq | 5.00 | 5.00 | 0.00 | 15.00 | 75.00 | 45.00 | 45.00 |
| 0000600152 | 2/3/2015 | BEEG100 | Beegee Travel Consultants | 3.00 | 3.00 | 0.00 | 15.00 | 45.00 | 45.00 | 45.00 |
| 0000600154 | 2/3/2015 | CARE252 | Care Laboratories Inc | 5.00 | 5.00 | 0.00 | 15.00 | 75.00 | 45.00 | 45.00 |
| 0000600166 | 3/20/2015 | TRAV597 | Travel Resources | 13.00 | 13.00 | 0.00 | 15.00 | 195.00 | 45.00 | 45.00 |
| 0000600170 | 3/20/2015 | CARE252 | Care Laboratories Inc | 5.00 | 5.00 | 0.00 | 15.00 | 75.00 | 45.00 | 45.00 |
| 0000600172 | 3/20/2015 | CRES143 | Crescent Hotel | 1.00 | 1.00 | 0.00 | 15.00 | 15.00 | 45.00 | 45.00 |
| 0000600211 | 4/16/2015 | HARR652 | Harris, Baum E Esq | 2.00 | 2.00 | 0.00 | 15.00 | 30.00 | 45.00 | 45.00 |
| 0000600217 | 4/16/2015 | EAST571 | Eastman Chemical Company | 1.00 | 1.00 | 0.00 | 15.00 | 15.00 | 45.00 | 45.00 |
| 0000600242 | 1/6/2015 | ELDE929 | Elden H Knudson Constrctn Co | 2.00 | 2.00 | 0.00 | 15.00 | 30.00 | 45.00 | 45.00 |
| 0000600254 | 1/6/2015 | EAST571 | Eastman Chemical Company | 1.00 | 1.00 | 0.00 | 15.00 | 15.00 | 45.00 | 45.00 |
| 0000600274 | 3/14/2015 | OPTI100 | Optima Limousine Service | 1.00 | 1.00 | 0.00 | 15.00 | 15.00 | 45.00 | 45.00 |
| 0000600278 | 3/14/2015 | TRAV597 | Travel Resources | 24.00 | 0.00 | 24.00 | 15.00 | 0.00 | 45.00 | 45.00 |
| 0000600285 | 3/16/2015 | JACK225 | Jackson Fitness Center | 2.00 | 0.00 | 2.00 | 15.00 | 0.00 | 45.00 | 45.00 |

On Hand 115.000 Committed 18.000 Backorder 35.000 On Order 12.000 Available Qty 97.000

Created by SS on 8/25/2014 4:50:16 PM Modified by SS on 4/4/2016 12:21:39 PM

This screen shows all the customers that have purchased this item along with the quantity, price and margin. The user can drill down into an invoice to print, copy or credit it. If they have the security permissions to do so they can edit non-financial information on the invoice. This is especially helpful if the customers PO number was missed or if the wrong sales person was put on the invoice when it was posted. Once edited and saved the invoice can be sent to the customer with the correct Purchase Order number and the commission report can be re-printed with the correct salesperson.

This list can be filtered by many criteria and then exported to Excel or .csv.

The original GL transaction that got posted with this invoice can also be viewed.

Purchases

Inventory - [VA] INSKB5

Warehouse: VA Part Number: INSKB5 Description: InSpire Kettlebell 5 Active

Details Prices and Units Price Matrix Vendor Prices Sales Sales History Purchases Purchase History Statistics User Defined Receipts Serial Numbers Image

Filters Search Export

| PO Number | Status | Order Date | Required Date | Vendor No. | Vendor Name | Order Qty | Received Qty | Remaining Qty | Unit Price | Received Date | UOM |
|------------|----------|------------|---------------|------------|---------------|-----------|--------------|---------------|------------|---------------|-----|
| 0000700010 | Received | 2/13/2015 | 8/26/2015 | INSPIRE | Inspire China | 2.000 | 2.000 | 0.000 | 8.250 | 3/14/2015 | EA |
| 0000700010 | Received | 2/13/2015 | 8/26/2015 | INSPIRE | Inspire China | 24.000 | 24.000 | 0.000 | 8.250 | 3/14/2015 | EA |
| 0000700044 | Issued | 3/17/2015 | 4/14/2016 | INSPIRE | Inspire China | 12.000 | 0.000 | 12.000 | 8.250 | | EA |

These are all of the purchase orders for this item that are not yet closed to purchase history. You can see at a glance how many are on each PO, what the price is and when the PO is due. The user can double click on any PO an edit, issue, receive, apply Accounts Payable entries and close the PO right from this screen.

Purchase History

| PO Number | Vendor No. | Vendor Name | Vendor Order No | Qty Ordered | Qty Received | Unit Price | Base Unit Price | Received Date | UOM | Product Code | Order Date |
|------------|------------|---------------|-----------------|-------------|--------------|------------|-----------------|---------------|-----|--------------|------------|
| 0000700026 | INSPIRE | Inspire China | 123354r | 5.00 | 5.00 | 8.25 | 8.25 | 3/28/2016 | EA | WEIGHT | 2/20/2015 |
| 0000700026 | INSPIRE | Inspire China | 123354r | 2.00 | 2.00 | 8.25 | 8.25 | 3/28/2016 | EA | WEIGHT | 2/20/2015 |
| 0000700037 | INSPIRE | Inspire China | | 2.00 | 2.00 | 8.25 | 8.25 | 3/30/2015 | EA | WEIGHT | 3/16/2015 |
| R000000001 | | | | 200.00 | 200.00 | 8.25 | 8.25 | 2/1/2014 | EA | WEIGHT | 2/1/2013 |

In this screen the user can see all purchase orders that have been closed to purchase history. A filter can be set to just view the range that the user wants. The user can double click on a Purchase Order and see what was ordered and then copy or credit it.

Statistics

Inventory - [VA] INSKB5

From this screen every sale of this item is summarized by year and period. The user can see the totals sold for each month along with the profit.

Displayed is:

- Year
- Period
- Period Ending
- Qty Sold
- Total Sell
- Total Cost
- Gross Profit
- GP %
- Average Sell
- Average Cost
- UOM

User Defined

The screenshot shows the 'Inventory - [VA] INSKB5' window. The 'User Defined' tab is active, displaying the 'Food Info' section. The 'Food Info' section has two sub-tabs: 'Food Info' and 'Preparation Info'. Under 'Food Info', there are three fields: 'Gluten Free' (checkbox), 'Kosher' (checkbox), and 'Store Temp (Degress C)' (text input). A modal window titled 'User Defined Page - Food Info' is open, showing a list of fields: 'GlutenFree', 'Kosher', and 'StoreTemp'. To the right of the list are buttons: 'New', 'Edit', 'Delete', 'Move Up', 'Move Down', 'Ok', and 'Cancel'. At the bottom of the main window, there are buttons: 'Add Page', 'Edit Page', 'Remove Page', 'Move Left', and 'Move Right'.

In this tab the user can enter data into user defined fields that can be created for data not stored in Spire by default. If they have the user setting General/Edit UDF Structure checked, they can also edit, add and delete different types of fields to the UDF structure. [See User Defined Fields](#) for more details.

Receipts

The screenshot shows the 'Inventory - [VA] INSKB5' window with the 'Receipts' tab selected. The window includes a toolbar with navigation and action icons, and a search bar with 'Warehouse: VA', 'Part Number: INSKB5', and 'Description: InSpire Kettlebell 5'. The 'Active' status is set to 'Active'. Below the search bar are tabs for 'Details', 'Prices and Units', 'Price Matrix', 'Vendor Prices', 'Sales', 'Sales History', 'Purchases', 'Purchase History', 'Statistics', 'User Defined', 'Receipts' (selected), 'Serial Numbers', and 'Image'. The 'Receipts' tab displays a table with columns: P.O. No., Receipt No., Vendor No., Vendor Name, Date, Location, Stock Qty, Stock UOM, Receipt Qty, Receipt UOM, Cost, and Sell Price. The table contains six rows of receipt data.

| P.O. No. | Receipt No. | Vendor No. | Vendor Name | Date | Location | Stock Qty | Stock UOM | Receipt Qty | Receipt UOM | Cost | Sell Price |
|------------|-------------|------------|---------------|-----------|----------|-----------|-----------|-------------|-------------|------|------------|
| R000000001 | 40 | | | 2/1/2014 | | 200.00 | EA | 200.00 | EA | 8.25 | 15.00 |
| 0000700010 | 159 | INSPIRE | Inspire China | 3/14/2015 | | 24.00 | EA | 24.00 | EA | 8.25 | 15.00 |
| 0000700010 | 178 | INSPIRE | Inspire China | 3/14/2015 | | 2.00 | EA | 2.00 | EA | 8.25 | 15.00 |
| 0000700037 | 204 | INSPIRE | Inspire China | 3/30/2015 | | 2.00 | EA | 2.00 | EA | 8.25 | 15.00 |
| 0000700026 | 320 | INSPIRE | Inspire China | 3/28/2016 | | 2.00 | EA | 2.00 | EA | 8.25 | 15.00 |
| 0000700026 | 321 | INSPIRE | Inspire China | 3/28/2016 | | 5.00 | EA | 5.00 | EA | 8.25 | 15.00 |

Similar to the purchase history tab, this shows receipts for the item. Unlike purchase history this includes all receipts done from purchase orders not yet closed, and it shows all receipts done from the [inventory adjustments module](#).

The PO and the adjustment can be viewed to see what else was on it.

Lot Numbers

Inventory - [VA] YOGURTCOATING

Warehouse: VA Part Number: YOGURTCOATING Description: High Protein Yogurt Coating Active

Prices and Units Price Matrix Vendor Prices Sales Sales History Purchases Purchase History Statistics User Defined Receipts Lot Numbers

Available

| Number | Hold | Available Qty | Unit Cost | Sell Price | Expiry Date |
|------------|-------------------------------------|---------------|-----------|------------|-------------|
| 436352DS77 | <input checked="" type="checkbox"/> | 900.00 | 0.45 | 0.529 | 6/17/2016 |
| 4T657756 | <input checked="" type="checkbox"/> | 2,200.00 | 0.45 | 0.529 | 5/5/2017 |
| 5678909 | <input type="checkbox"/> | 2,900.00 | 0.45 | 0.529 | 1/8/2016 |

| Number | Type | No | Receipt No | Date | Unit Cost | Received Qty | Sales Qty |
|---------|------|------------|------------|----------|-----------|--------------|-----------|
| 5678909 | PORD | 0000700055 | 220 | 9/9/2015 | 0.45 | 6,000.00 | 0.00 |
| 5678909 | SHIS | 0000600342 | | 4/4/2016 | 0.00 | 0.00 | 100.00 |
| 5678909 | SHIS | 0000600343 | | 4/4/2016 | 0.00 | 0.00 | 1,000.00 |
| 5678909 | PORD | 0000000007 | 345 | 4/4/2016 | 0.45 | -200.00 | 0.00 |
| 5678909 | PORD | 0000000008 | 358 | 4/4/2016 | 0.45 | -1,800.00 | 0.00 |

On Hand 6,000.000 Committed 0.000 Backorder 0.000 On Order 0.000 Available Qty 6,000.000

Created by SS on 9/9/2015 10:57:04 AM Modified by SS on 4/4/2016 3:41:17 PM

On the upper section it shows:

- **Number** – The lot number
- **Hold** – Whether it is on hold. This is used to quarantine lot numbers
- **Available Qty** – How many are still available to sell or for production
- **Unit Cost** – Cost of this lot number
- **Sell Price** – Sell price of this lot number
- **Expiry Date** – Expiration or best before date

You can select a lot number and see its disposition. The information shown is:

- **Number** – The lot number
- **Type** – Type of movement. Can be PORD for PO receipt or Production consumption
- **No** – The document number. Can be a Purchase order, an Invoice, a Production or adjustment number
- **Receipt No** – Receipt number
- **Date** – Date of transaction
- **Unit Cost** – Cost of the lot receipt
- **Received Qty** – How many were received on a PO or consumed in production
- **Sales Qty** – How many were sold

As you can see by the data saved on a lot number a full tractability can be done. It takes literally seconds to find out where an item came from, who it got sold to, what other item it was consumed by and how many are left in stock.

Serial Numbers

Inventory - [VA] PRES323

Warehouse VA Part Number PRES323 Description Precor S3.23 Functional Trainer Active

Prices and Units Price Matrix Vendor Prices Sales Sales History Purchases Purchase History Statistics User Defined Receipts Serial Numbers

Available

| | Hold | available Qty | Unit Cost |
|----------|--------------------------|---------------|-----------|
| 14646584 | <input type="checkbox"/> | 1.00 | 1,299.50 |
| 234345 | <input type="checkbox"/> | 1.00 | 1,299.50 |
| 28649848 | <input type="checkbox"/> | 1.00 | 1,299.50 |
| 34567 | <input type="checkbox"/> | 1.00 | 1,299.50 |
| 46765196 | <input type="checkbox"/> | 1.00 | 1,299.50 |
| 56495694 | <input type="checkbox"/> | 1.00 | 1,299.50 |
| 98448445 | <input type="checkbox"/> | 1.00 | 1,299.50 |

| Number | Type | No | Receipt No | Date | Unit Cost | Received Qty | Sales Qty |
|--------|------|------------|------------|-----------|-----------|--------------|-----------|
| 234345 | PORD | 0000700016 | 114 | 2/16/2015 | 1,299.50 | 1.00 | 0.00 |

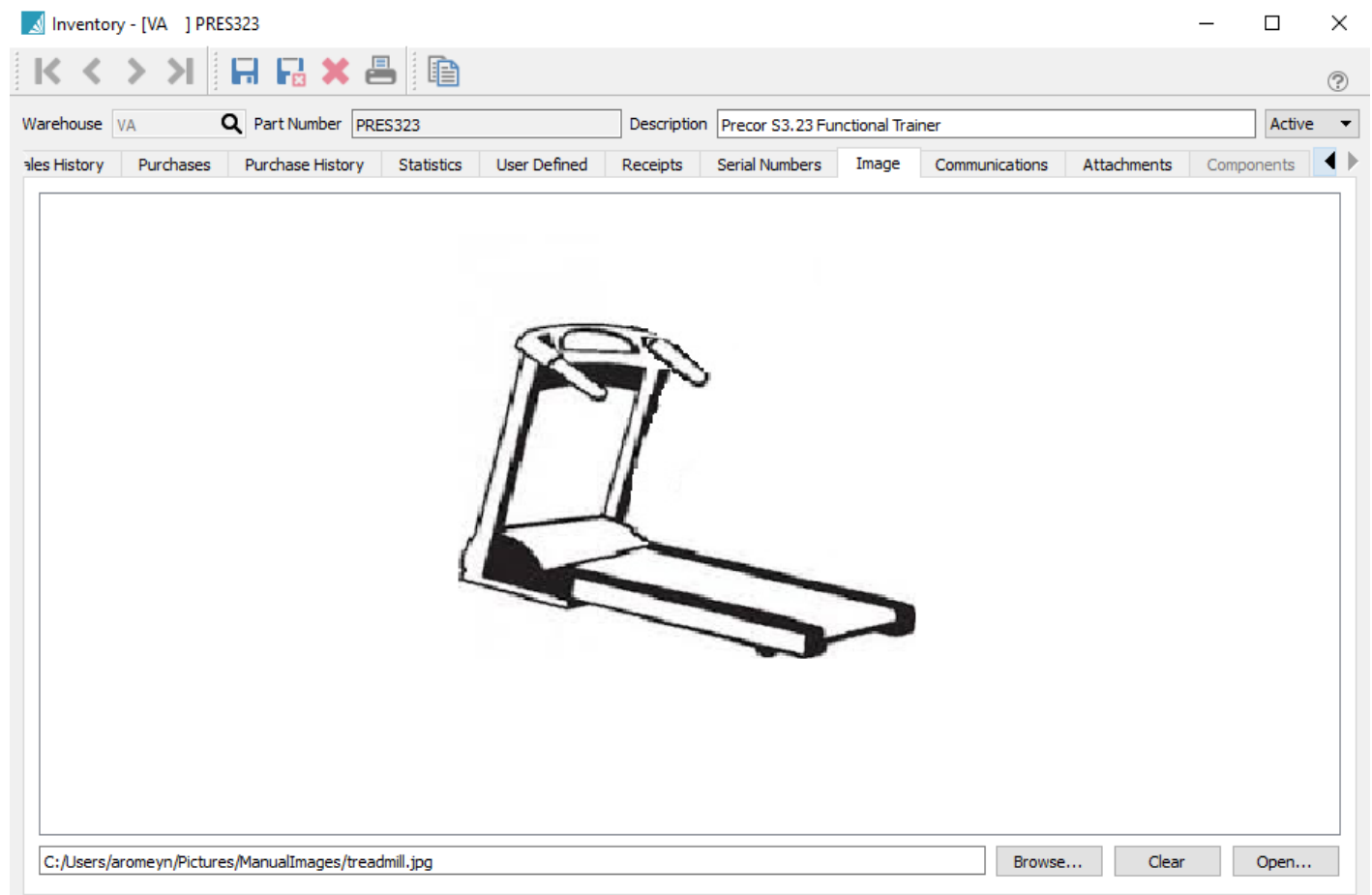
On Hand 7.000 Committed 0.000 Backorder 4.000 On Order 0.000 Available Qty 7.000

Created by SS on 10/2/2014 10:10:23 AM Modified by SS on 3/16/2015 3:55:44 PM

The serial number tab shows the serial numbers for this item. By default it shows the available serial numbers but the user can select 'Depleted' and 'All' as well.

The upper area shows the serial, the hold flag and the unit cost, and the lower area shows the PO that it was received on, and if sold, the invoice that it was sold on.

Image



Browse to any image on your computer and select it to have it show on this page. You can then click on the 'Open' button to view/edit it with your default image viewer/editor. This image will show up on the left hand pane in POS when the item is added or selected.

Communications

Inventory - [VA] INSWP5

Warehouse: VA Part Number: INSWP5 Description: InSpire Weight Plate 5 Active

Vendor Prices Sales Sales History Purchases Purchase History Statistics User Defined Receipts Serial Numbers Image Communications

Filters Search Export

| Subject | Created Date | Created By | Due Date | Completion Date | Attention | Display Type | Assigned To | Group Type |
|-------------------|--------------|------------|----------|-----------------|-----------|--------------|-------------|------------|
| Package Available | 4/4/2016 | SS | | | Alert | | | |
| Check Inventory | 4/4/2016 | SS | 4/8/2016 | | | | SHIPPER | |

Note - Package Available

Subject: Package Available Type:

Be sure to tell the customer that this item is available at a better price if bought as a package with all weights

Details: Assigned To: Due Date: / / Number: 0.000 Completed Date: / /

Reports: ☐ Print Where:

Display: ☒ Alert on Orders

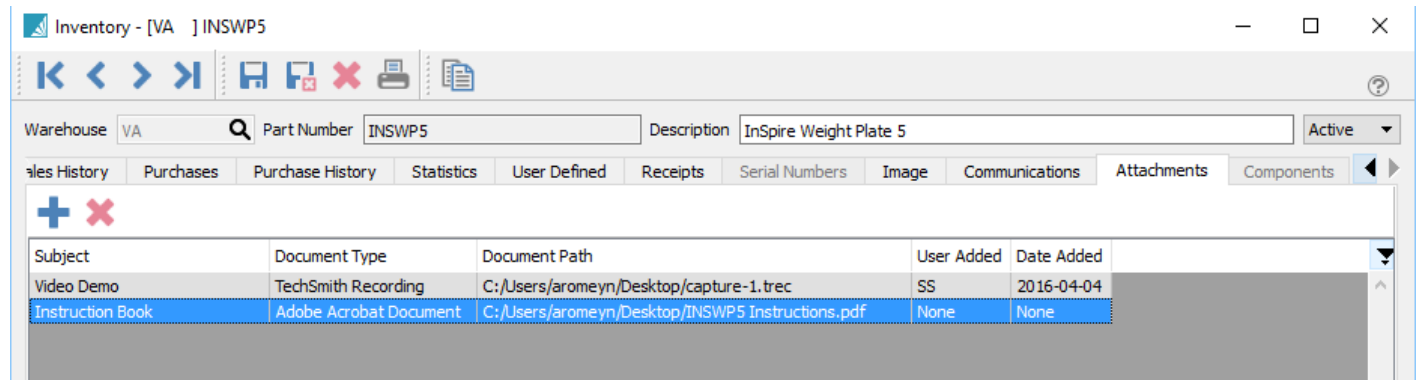
Created by SS on 4/4/2016 4:18:56 PM Modified by SS on 4/4/2016 4:18:56 PM

On Hand: 151.000 Committed: 51.000 Backorder: 0.000 On Order: 0.000 Available Qty: 100.000

Notes can be added to inventory items for various reasons. If the alert flag is set like the example above this note will pop up when adding the item to an order. The note can also be assigned to a user so that when the user logs into Spire and the note is due or overdue it will be included on their alerts list.

This note can also be included on any report. Many of Spire's stock reports have a sub report on them that is hidden and using Crystal Reports your Spire partner can assist to have them print where required.

Attachments



Any number of attachments can be added to an item. Once attached the user simply double clicks the attachment and it will open in the default viewer for that type of document.

In this example there is a demonstration video attached as well as an instruction book.

Components

Inventory - [VA] PPBARCSC48PK

Warehouse: VA Part Number: PPBARCSC48PK Description: PP Bar Chocolate Salted Caramel 50g (48 pack) Active

Prices and Units Price Matrix Vendor Prices Sales Sales History Purchases Purchase History Statistics User Defined Receipts Lot Numbers Image Communications Attachments Components

Build + Subassemblies Switch To Alternate Copy Components

| Inventory | Description | Quantity | Extended Qty | Unit Cost | Extended Cost | UOM | Conv. Factor | Inv. Usage | Lead | Vendor No. | Exp. Scrap % |
|-------------------|---|-----------|--------------|-----------|---------------|-----|--------------|------------|------|------------------------------------|--------------|
| [VA] PPBARCSC48PK | PP Bar Chocolate Salted Caramel 50g (48 pack) | 100.00000 | 100.00000 | 253.65000 | 25,365.00000 | PK | | | 0 | | |
| [VA] WHEPRO | Whey Protein | 100.00000 | 10,000.00000 | 0.25000 | 2,500.00000 | GM | 1 GM per GM | 10,000.00 | 0 | FORFOO - Forester Food Ingredients | 0.0 |
| [VA] SOYLEC | Soy Lecithin | 20.00000 | 2,000.00000 | 0.90000 | 1,800.00000 | GM | 1 GM per GM | 2,000.00 | 0 | FORFOO - Forester Food Ingredients | 0.0 |
| [VA] NONFATMILK | Nonfat Milk | 50.00000 | 5,000.00000 | 0.88000 | 4,400.00000 | GM | 1 GM per GM | 5,000.00 | 0 | FORFOO - Forester Food Ingredients | 0.0 |
| [VA] EGGS | Eggs | 25.00000 | 2,500.00000 | 0.02000 | 50.00000 | GM | 1 GM per GM | 2,500.00 | 0 | STRING - Strategic Ingredients | 0.0 |
| [VA] BRNSUG | Brown Sugar | 50.00000 | 5,000.00000 | 0.06000 | 300.00000 | GM | 1 GM per GM | 5,000.00 | 0 | STRING - Strategic Ingredients | 0.0 |
| [VA] SALT | Salt | 20.00000 | 2,000.00000 | 0.02000 | 40.00000 | GM | 1 GM per GM | 2,000.00 | 0 | FORFOO - Forester Food Ingredients | 0.0 |
| [VA] SLTCARM | Salted Caramel | 125.00000 | 12,500.00000 | 0.85000 | 10,625.00000 | GM | 1 GM per GM | 12,500.00 | 0 | FORFOO - Forester Food Ingredients | 0.0 |
| [VA] OLEICOIL | High Oleic Sunflower Oil | 30.00000 | 3,000.00000 | 0.30000 | 900.00000 | GM | 1 GM per GM | 3,000.00 | 0 | FORFOO - Forester Food Ingredients | 0.0 |
| [VA] XANGUM | Xanthan Gum | 25.00000 | 2,500.00000 | 1.00000 | 2,500.00000 | GM | 1 GM per GM | 2,500.00 | 0 | FORFOO - Forester Food Ingredients | 0.0 |
| [VA] TAPSTARCH | Modified Tapioca Starch | 25.00000 | 2,500.00000 | 0.90000 | 2,250.00000 | GM | 1 GM per GM | 2,500.00 | 0 | STRING - Strategic Ingredients | 0.0 |

Manufacturing Notes

Instructions

This item may contain peanut residue

On Hand 0.000 Committed 0.000 Backorder 6.000 On Order 0.000 Available Qty 0.000

Created by SS on 10/2/2014 10:10:23 AM Modified by SS on 9/15/2015 12:27:23 PM

If an item is set as manufactured or kitted it will have a components tab. You can see very visually if you have enough stock to be able to build the item. The green dots mean that there is enough of the component, the red dot means that there is not, and the yellow dot means that there is enough for this build but we are over-committed. There is also an orange dot to indicate that we are short, but a purchase Order has already been issued for the shortage.

- **Build** – Click to relieve the components of a manufactured item and add the finished product to stock. A journal entry will be posted to credit the raw materials and debit finished goods, if the GL account for the items are different.
- **Add** – Adds a component
- **Delete** – Deletes a component
- **Print** – Prints a report for this template
- **Sub Assemblies** – Shows and expands sub assemblies. If there is a + in front of the sub assemblies the components of that sub-assembly will be depleted instead of the finished sub-assembly
- **Switch to Alternate** – If a component is out of stock, clicking this button will switch to the alternate part number if it is setup

- **Copy Components** – If creating a new manufactured item clicking the 'Key Components' button will prompt the user to select another item to copy the components from.

Manufacturing notes – Can be entered here to post notes to history. These notes will not be saved to the components template.

Instructions – Can be added to the top item and line by line on the components. These notes are save to the manufactured item template.

Inventory – Included Reports

Inventory Labels

Labels can be printed from a purchase order or from the inventory list.

Purchase Orders

Click on the label button on the details toolbar of the purchase order and a screen will come up that is populated with the items on the purchase order. The quantities will be set to the receive quantity of if they have not yet been received, the order quantity.

The screenshot displays the 'Purchase Order - 0000700076' window. The 'Items' section lists various products with their respective quantities. A 'Print Labels' dialog box is open, showing a list of items to be labeled. The dialog includes fields for 'Total Labels' (316) and 'Blank Labels' (3). The main window also shows 'Order Details' on the right, including status, PO number, and dates. At the bottom, a summary of costs is visible, including a total of 11,711.70.

| Part No | Description | Order Qty | Receive Qty |
|--------------------|--------------------------------------|-----------|-------------|
| [VA] INSD840 | InSpire Dumbbell 40 | 8,000 | 8,000 |
| [VA] INSCW300 | Inspire Coconut Water (300ml) | 50,000 | 3,000 |
| [VA] INSD830 | InSpire Dumbbell 30 | 5,000 | 5,000 |
| [VA] INSD840 | InSpire Dumbbell 40 | 4,000 | 4,000 |
| [VA] INSD825 | InSpire Dumbbell 25 | 14,000 | 2,000 |
| [VA] INSWP45 | InSpire Weight Plate 45 | 18,000 | 5,000 |
| [VA] INSKB5 | InSpire Kettlebell 5 | 24,000 | 12,000 |
| [VA] INSWP35 | InSpire Weight Plate 35 | 16,000 | 0,000 |
| [VA] INSD835 | InSpire Dumbbell 35 | 10,000 | 5,000 |
| [VA] INSPOME3-100 | Inspire Omega 3 Supplement (100 cap) | 10,000 | 10,000 |

| Qty | Part | Description | Freight % | Freig |
|-----|--------------------|--------------------------------------|-----------|-------|
| 8 | [VA] INSD840 | InSpire Dumbbell 40 | 0.00 | 0. |
| 3 | [VA] INSCW300 | Inspire Coconut Water (300ml) | 0.00 | 0. |
| 5 | [VA] INSD830 | InSpire Dumbbell 30 | 0.00 | 0. |
| 4 | [VA] INSD840 | InSpire Dumbbell 40 | 0.00 | 0. |
| 2 | [VA] INSD825 | InSpire Dumbbell 25 | 0.00 | 0. |
| 5 | [VA] INSWP45 | InSpire Weight Plate 45 | 0.00 | 0. |
| 12 | [VA] INSKB5 | InSpire Kettlebell 5 | 0.00 | 0. |
| 16 | [VA] INSWP35 | InSpire Weight Plate 35 | 0.00 | 0. |
| 5 | [VA] INSD835 | InSpire Dumbbell 35 | 0.00 | 0. |
| 10 | [VA] INSPOME3-100 | Inspire Omega 3 Supplement (100 cap) | 0.00 | 0. |
| 4 | [VA] INSD825 | InSpire Dumbbell 25 | 0.00 | 0. |
| 1 | [VA] INSD845 | InSpire Dumbbell 45 | 0.00 | 0. |
| 23 | [VA] INSD815 | InSpire Dumbbell 15 | 0.00 | 0. |

Available: 181,000 On Hand: 202,000 Committed: 21,000

Total Vendor Freight: 0.00 Discount: 0.0 %
 Landed Freight: 0.00 Weight:
 Landed Duty: 0.00

Total Labels: 316
 Blank Labels: 3

11,711.70

Created by SS on 05/10/2016 3:21:34 PM. Modified by SS on 05/10/2016 3:21:34 PM

Inventory List

To print labels from the inventory list, highlight the ones required and click on the 'Labels' button on the inventory toolbar.

| Part number | Description | On Hand | Status | Available | Backorder | Committed | On Order |
|--------------|---|---------|--------|-----------|-----------|-----------|----------|
| CMATS | Crash Mats | 0.00 | Active | 0.00 | 0.00 | 0.00 | 0.00 |
| COCONUT | Coconut | | | | | | |
| COCPOW | Cocoa Powder | | | | | | |
| CUBEAMKIT | Chin Up Bar Beam Mounting Kit | | | | | | |
| CUCBBT12548K | Chin Up Bar 1.25" x 48" Bent Bar | | | | | | |
| CUCBBTHG1048 | Chin Up Bar 1" x 48" Bent Bar W/Hammer Gri... | | | | | | |
| CUCBST12548K | Chin Up Bar 1.25" x 48" Straight Bar | | | | | | |
| CUCHINKITS | Chin Up Kits | | | | | | |
| CUHGHANDLES | Hammer Grip Handles Kit | | | | | | |
| DRKCHOC | Dark Chocolate | | | | | | |
| EGGS | Eggs | | | | | | |
| HARVV | Human X Weighted Vest | | | | | | |
| INSBLE100 | InSpire 100 Max Blender | | | | | | |
| INSCW300 | Inspire Coconut Water (300ml) | | | | | | |
| INSDB10 | InSpire Dumbbell 10 | | | | | | |
| INSDB15 | InSpire Dumbbell 15 | | | | | | |
| INSDB20 | InSpire Dumbbell 20 | | | | | | |
| INSDB25 | InSpire Dumbbell 25 | | | | | | |
| INSDB30 | InSpire Dumbbell 30 | | | | | | |
| INSDB35 | InSpire Dumbbell 35 | | | | | | |
| INSDB40 | InSpire Dumbbell 40 | | | | | | |
| INSDB45 | InSpire Dumbbell 45 | | | | | | |
| INSDB5 | InSpire Dumbbell 5 | | | | | | |
| INSDB50 | InSpire Dumbbell 50 | | | | | | |
| INSFITFT2 | Inspire Fitness Weight Bench for FT2 | | | | | | |
| INSFITLEGEX | Inspire Fitness Leg Ext. Option for FT2 | | | | | | |
| INSKB10 | InSpire Kettlebell 10 | | | | | | |
| INSKB15 | InSpire Kettlebell 15 | | | | | | |
| INSKB20 | InSpire Kettlebell 20 | | | | | | |
| INSKB25 | InSpire Kettlebell 25 | | | | | | |
| INSKB30 | InSpire Kettlebell 30 | 82.00 | Active | 63.00 | 18.00 | 19.00 | 30.00 |

Print Labels

Set Quantity to 1
 Set Quantity to BOH

| Qty | Part | Description |
|------|--------------------|--------------------------------------|
| 1 | [VA] CUCBST12548K | Chin Up Bar 1.25" x 48" Straight Bar |
| 0 | [VA] CUCHINKITS | Chin Up Kits |
| 0 | [VA] CUHGHANDLES | Hammer Grip Handles Kit |
| 9500 | [VA] DRKCHOC | Dark Chocolate |
| 7851 | [VA] EGGS | Eggs |
| 0 | [VA] HARVV | Human X Weighted Vest |
| 92 | [VA] INSBLE100 | InSpire 100 Max Blender |
| 202 | [VA] INSCW300 | Inspire Coconut Water (300ml) |
| 63 | [VA] INSDB10 | InSpire Dumbbell 10 |
| 216 | [VA] INSDB15 | InSpire Dumbbell 15 |
| 38 | [VA] INSDB20 | InSpire Dumbbell 20 |
| 100 | [VA] INSDB25 | InSpire Dumbbell 25 |
| 129 | [VA] INSDB30 | InSpire Dumbbell 30 |
| 96 | [VA] INSDB35 | InSpire Dumbbell 35 |
| 115 | [VA] INSDB40 | InSpire Dumbbell 40 |
| 103 | [VA] INSDB45 | InSpire Dumbbell 45 |

Total Labels

Blank Labels

Print – Prints quantities of each item on the list.

Set Quantity to 1 – Clicking this sets all quantities to 1 so only 1 label will be printed for each item.

Set Quantity to BOH – Changes the quantity of labels for each item to the balance on-hand.

Qty – Gets populated with the receive or order quantity from a purchase order and the On-Hand quantity if printed from inventory list. These quantities can be manually edited.

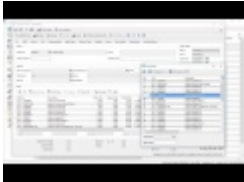
Part – The item for which labels will be printed.

Description – The description of the item for which labels will be printed.

Total Labels – Total quantity of labels that will be printed. This is helpful so that the user loads enough labels in the printer.

Blank Labels – How many blank labels to print before starting the first one. This is helpful if the user is printing on sheets of labels and some were used the last time labels were printed.

Video Instruction – Inventory Labels



Requisitions

Requisitions is the step in between Sales/Production/Inventory and Purchase orders. Items sent to requisition stay on the list until the purchase order is closed or the production order is built.

| Requisition List | | | | | | | | | | | |
|-------------------------|-------------|-----------------------------------|--------------|-----------|------------------|----------------------------------|------------|---------|----------|-----------|-------------|
| Hide Processed Process | | | | | | | | | | | |
| Whse | Part No | Description | Required Qty | Unit Cost | Target Type | Vendor No. | Order No | On Hand | On Order | Committed | Backordered |
| VA | INTRS400 | Intek RS-400 Rowing Machine | 1.00 | 896.80 | Purchase Order | INTEK - International Technology | 0000700046 | 138.00 | 0.00 | 13.00 | 4.00 |
| VA | INTTK200 | InTek TK200 Cross Trainer | 7.00 | 885.00 | Purchase Order | INTEK - International Technology | 0000700042 | 29.00 | 0.00 | 38.00 | 11.00 |
| VA | INTTK200 | InTek TK200 Cross Trainer | 29.00 | 885.00 | Purchase Order | INTEK - International Technology | 0000700046 | 29.00 | 0.00 | 38.00 | 11.00 |
| VA | INTTK200 | InTek TK200 Cross Trainer | 2.00 | 885.00 | Purchase Order | INTEK - International Technology | 0000700046 | 29.00 | 0.00 | 38.00 | 11.00 |
| VA | INTTP500 | Intek PT-500 Vibration Plate | 4.00 | 472.00 | Purchase Order | INTEK - International Technology | 0000700046 | 91.00 | 0.00 | 4.00 | 4.00 |
| VA | MISC | This description passes to req... | 3.00 | 0.00 | Purchase Order | INTEK - International Technology | 0000700046 | | | | |
| VA | MS-RS1000 | Moet Systems RS-1000 Tread... | 62.00 | 1,530.00 | Purchase Order | MOESYS - Moet Systems | | 12.00 | 2.00 | 12.00 | 23.00 |
| VA | MS-RS1000 | Moet Systems RS-1000 Tread... | 20.00 | 1,530.00 | Purchase Order | MOESYS - Moet Systems | 0000700043 | 12.00 | 2.00 | 12.00 | 23.00 |
| VA | MS-RS1000 | Moet Systems RS-1000 Tread... | 2.00 | 1,530.00 | Purchase Order | MOESYS - Moet Systems | 0000700047 | 12.00 | 2.00 | 12.00 | 23.00 |
| VA | MS-RS1000 | Moet Systems RS-1000 Tread... | 1.00 | 1,530.00 | Purchase Order | MOESYS - Moet Systems | 0000700043 | 12.00 | 2.00 | 12.00 | 23.00 |
| VA | NATBEL55 | Weight Lifting Belt Model 55 | 7.00 | 66.00 | Purchase Order | NATPRO - National Equipment | 0000700009 | 54.00 | 29.00 | 3.00 | 12.00 |
| VA | NATBEL55 | Weight Lifting Belt Model 55 | 10.00 | 66.00 | Purchase Order | NATPRO - National Equipment | 0000700009 | 54.00 | 29.00 | 3.00 | 12.00 |
| VA | NATBEL55 | Weight Lifting Belt Model 55 | 12.00 | 66.00 | Purchase Order | NATPRO - National Equipment | 0000700009 | 54.00 | 29.00 | 3.00 | 12.00 |
| VA | NATPUBA | National Pushup Bars | 8.00 | 33.75 | Purchase Order | NATPRO - National Equipment | 0000700009 | 62.00 | 8.00 | 13.00 | 6.00 |
| VA | NATWR | National Wrist Roller | 5.00 | 21.75 | Purchase Order | NATPRO - National Equipment | 0000700048 | 59.00 | 0.00 | 64.00 | 0.00 |
| VA | NATYM900 | National 900 Yoga Mat | 5.00 | 9.375 | Purchase Order | NATPRO - National Equipment | 0000700009 | 173.00 | 29.00 | 31.00 | 1.00 |
| VA | NATYM900 | National 900 Yoga Mat | 22.00 | 9.375 | Purchase Order | NATPRO - National Equipment | 0000700009 | 173.00 | 29.00 | 31.00 | 1.00 |
| VA | NATYM900 | National 900 Yoga Mat | 6.00 | 9.375 | Purchase Order | NATPRO - National Equipment | 0000700009 | 173.00 | 29.00 | 31.00 | 1.00 |
| VA | OME300HHM | Omega 300 Heart Rate Monitor | 41.00 | 58.74 | Purchase Order | OMELEE - Omega Electronics Inc | 0000700004 | 64.00 | 41.00 | 16.00 | 6.00 |
| VA | OME300HHM | Omega 300 Heart Rate Monitor | 1.00 | 58.74 | Purchase Order | OMELEE - Omega Electronics Inc | 0000700021 | 64.00 | 41.00 | 16.00 | 6.00 |
| VA | OME300HHM | Omega 300 Heart Rate Monitor | 1.00 | 58.74 | Purchase Order | OMELEE - Omega Electronics Inc | 0000700021 | 64.00 | 41.00 | 16.00 | 6.00 |
| VA | OME300HHM | Omega 300 Heart Rate Monitor | 1.00 | 58.74 | Purchase Order | OMELEE - Omega Electronics Inc | 0000700021 | 64.00 | 41.00 | 16.00 | 6.00 |
| VA | PPBARCCC... | PP Bar Chewy Chocolate Chip... | 3.00 | 36.26 | Production Order | | 0000000019 | 0.00 | 0.00 | 0.00 | 4.00 |
| VA | PPBARCCC... | PP Bar Chewy Chocolate Chip... | 4.00 | 36.26 | Production Order | | | 0.00 | 0.00 | 0.00 | 4.00 |
| VA | PPBARCCC... | PP Bar Chewy Chocolate Chip... | 5.00 | 36.26 | Production Order | | 0000000037 | 0.00 | 0.00 | 0.00 | 4.00 |
| VA | PPBARCCC... | PP Bar Chewy Chocolate Chip... | 9.00 | 36.26 | Production Order | | 0000000054 | 0.00 | 0.00 | 0.00 | 4.00 |
| VA | PPBARCCC... | PP Bar Chewy Chocolate Chip... | 4.00 | 36.26 | Production Order | | | 0.00 | 0.00 | 0.00 | 4.00 |
| VA | PPBARCPC... | PP Bar Chocolate Peanut Butt... | 6.00 | 36.26 | Production Order | | 0000000055 | 13.00 | 0.00 | 0.00 | 1.00 |
| VA | PPBARCPC... | PP Bar Chocolate Peanut Butt... | 5.00 | 36.26 | Production Order | | 0000000039 | 13.00 | 0.00 | 0.00 | 1.00 |
| VA | PPBARCSC... | PP Bar Chocolate Salted Cara... | 11.00 | 36.26 | Production Order | | 0000000056 | 0.00 | 0.00 | 0.00 | 6.00 |
| VA | PPBARCSC... | PP Bar Chocolate Salted Cara... | 6.00 | 36.26 | Production Order | | 0000000022 | 0.00 | 0.00 | 0.00 | 6.00 |
| VA | PPBARCSC... | PP Bar Chocolate Salted Cara... | 5.00 | 36.26 | Production Order | | 0000000040 | 0.00 | 0.00 | 0.00 | 6.00 |
| VA | PPBARCSC... | PP Bar Chocolate Salted Cara... | 6.00 | 36.26 | Production Order | | | 0.00 | 0.00 | 0.00 | 6.00 |
| VA | PPBARCSC... | PP Bar Chocolate Salted Cara... | 6.00 | 36.26 | Production Order | | | 0.00 | 0.00 | 0.00 | 6.00 |

Save – Save changes

Delete – Delete a line from list

Refresh – Refresh to get changes from other users on the network

Print – Print requisition reports

Hide Processed – Hide requisitions that are already on a purchase order or production order

Process – Create PO or production orders

From Sales Order List

On the sales order list, one of the available fields is 'Backordered'. If there is a check in the box it means that at least one item is backordered on the sales order. If a filter is created that has the criteria Backordered – is true, then the list will only have sales orders with a backorder on it.

We can then simply highlight all the orders on the list and click the 'Requisition Button'.

Inspire Health Systems.

File Edit Customers Vendors Inventory Purchasing Production Sales Payroll Tools Help

Customers Sales **Back Orders** Orders < 30% GP Processed Shipped Point of Sale Sales History Accounts Receivable Price Matrix Inventory Needs Ordering Serialized/Lot Items Negative On Hand Items not Sold in 2 Years

Filters Search Export + - - - - - Hold Process Reprocess Invoice R

Requisition Next Phase AR Payment

Match if All of the following criteria are true

+ X Backordered is true

| Order No | Customer No. | Customer Name | Status | Type | Required Date | Subtotal | Subtotal Ordered | Backordered |
|------------|--------------|------------------------------|-----------|----------------|---------------|-----------|------------------|-------------------------------------|
| 0000011905 | EAST571 | Eastman Chemical Company | Open | Sales Order | 9/13/2015 | 0.00 | 412.88 | <input checked="" type="checkbox"/> |
| 0000011906 | ELDE929 | Elden H Knudson Constrcn Co | Shipped | Sales Order | 9/13/2015 | 280.00 | 1,955.00 | <input checked="" type="checkbox"/> |
| 0000011907 | ER118 | E R Partridge Inc | Shipped | Sales Order | 9/13/2015 | 0.00 | 285.00 | <input checked="" type="checkbox"/> |
| 0000011917 | ER118 | E R Partridge Inc | Shipped | Sales Order | 9/13/2015 | 0.00 | 1,908.00 | <input checked="" type="checkbox"/> |
| 0000011925 | BELL383 | Bell West Credit Union | Open | Sales Order | 9/13/2015 | 0.00 | 44.00 | <input checked="" type="checkbox"/> |
| 0000011938 | TRAV597 | Travel Resources | Open | Standing Order | 9/13/2015 | 0.00 | 54,870.00 | <input checked="" type="checkbox"/> |
| 0000011941 | CAP1660 | Capital Electrical & Sec Inc | Open | Sales Order | 9/13/2015 | 0.00 | 181.00 | <input checked="" type="checkbox"/> |
| 0000011943 | DATA100 | Data Management Services Inc | Open | Standing Order | 9/13/2015 | 0.00 | 1,694.00 | <input checked="" type="checkbox"/> |
| 0000102616 | DUPO192 | Dupont Photographers | Open | Sales Order | 5/13/2015 | 5,274.00 | 6,915.00 | <input checked="" type="checkbox"/> |
| 0000102629 | ER118 | E R Partridge Inc | Processed | Sales Order | 6/13/2015 | 24,587.50 | 24,982.90 | <input checked="" type="checkbox"/> |
| 0000102652 | MAUL986 | Maul Baker Box Ci | Open | Sales Order | 11/13/2015 | 434.00 | 20,693.00 | <input checked="" type="checkbox"/> |
| 0000102667 | ER118 | E R Partridge Inc | Processed | Sales Order | 11/13/2015 | 850.00 | 4,165.00 | <input checked="" type="checkbox"/> |
| 0000102668 | ELDE929 | Elden H Knudson Constrcn Co | Open | Sales Order | 11/13/2015 | 1,024.00 | 5,924.00 | <input checked="" type="checkbox"/> |
| 0000102673 | OPT1100 | Optima Limousine Service | Open | Standing Order | 12/13/2015 | 20,952.00 | 21,072.00 | <input checked="" type="checkbox"/> |

From Inventory List

On the inventory list the user can highlight any number of items and click 'Requisition'. The usual method is to sort by the column called "Suggested Order Qty" and requisition the required items. The suggested quantity is $(\text{BackOrder} + \text{Committed} + \text{ReOrderPoint}) - \text{OnOrder}$ and then rounded up to the suppliers minimum order quantity for that item.

In this example a filter has been created called "Needs Ordering". It has one filter selection – >> 'Suggested Order Qty is not 0.00 and only the columns pertaining to the inventory quantities are selected. Therefore the displayed items on the list need to be ordered.

Inspire Health Systems.

File Edit Customers Vendors Inventory Purchasing Production Sales Payroll Tools Help

Labels Adjust Requisition Filters Search Export + - X Print

Match if All of the following criteria are true

+ X Suggested Order Qty is not 0.00

| Warehouse | Part number | Description | Suggested Order Qty | Vendor | Available | On Hand | Backorder | Committed | Reorder Point | On Order | Minimum Buy Qty |
|-----------|--------------|--|---------------------|---------|-----------|---------|-----------|-----------|---------------|----------|-----------------|
| VA | AFRARC102 | ARC-102 Air Rower | 1.00 | NOLIFI | -1.00 | -1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| VA | CHALK | Gym Chalk | 5.00 | ROGCAN | -3.00 | -3.00 | 2.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| VA | CUBEAMKIT | Chin Up Bar Beam Mounting Kit | 1.00 | NOLIFI | -1.00 | 0.00 | 0.00 | 1.00 | 0.00 | 0.00 | 0.00 |
| VA | CUCBST12548K | Chin Up Bar 1.25" x 48" Straight Bar | 37.00 | NOLIFI | -1.00 | -1.00 | 0.00 | 0.00 | 36.00 | 0.00 | 12.00 |
| VA | INSKB40 | InSpire Kettlebell 40 | 10.00 | INSPIRE | -1.00 | 43.00 | 9.00 | 44.00 | 0.00 | 0.00 | 0.00 |
| VA | INTTK200 | InTek TK200 Cross Trainer | 44.00 | INTEK | -9.00 | 29.00 | 11.00 | 38.00 | 24.00 | 0.00 | 12.00 |
| VA | MS-RS1000 | Moet Systems RS-1000 Treadmill | 21.00 | MOESYS | 0.00 | 12.00 | 23.00 | 12.00 | 0.00 | 2.00 | 0.00 |
| VA | NATWR | National Wrist Roller | 5.00 | NATPRO | -5.00 | 59.00 | 0.00 | 64.00 | 0.00 | 0.00 | 0.00 |
| VA | PPBARCCC48PK | PP Bar Chewy Chocolate Chip 50g (48 pack) | 4.00 | | 0.00 | 0.00 | 4.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| VA | PPBARCSC48PK | PP Bar Chocolate Salted Caramel 50g (48 pack) | 6.00 | | 0.00 | 0.00 | 6.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| VA | PPBARDCD48PK | PP Bar Dark Chocolate Coconut 50g (48 pack) | 6.00 | | 0.00 | 0.00 | 6.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| VA | PPBARGYS48EA | PP Bar Greek Yogurt Strawberry - 78g (48 Pack) | 6.00 | | 0.00 | 0.00 | 6.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Customers
Sales
Point of Sale
Sales History
Accounts Receivable
Price Matrix
Inventory
Needs Ordering
Serialized/Lot Items
Negative On Hand
Items not Sold in 2 Years

From Sales Order

If we have back ordered items in a sales order we can see line by line what our default vendor is that we buy the item from. If you want to select an alternate vendor, simply click the lookup. Then click on the 'Requisition' button. The back ordered item will get passed to the requisition along with the vendor from the line of the sales order.

Sales Order - 0000102616 Dupont Photographers

Process Reprocess Invoice Next Phase

Open Customer View Expanded Totals By Ordered Qty **Requisition** Deposits

Inventory is available to commit on this order. Ship Available Dismiss

Main Bill To Ship To Info Phase Communications Sales Orders Sales History User Defined Attachments Fill Order

Order Details

Customer No DUPO192 Dupont Photographers Order No 0000102616 Order Date 5/13/2015 Open Sales Order

Insert Delete Comment Serial Numbers Add Job Header UDF Scan Items Fill Prices

| Part No | Description | Order Qty | Ship Qty | B/O Qty | Unit Price | Current Cost | Average Cost | Vendor | U/M |
|-----------------|---|-----------|----------|---------|------------|--------------|--------------|---------|-----|
| [VA] NATPUBA | National Pushup Bars | 1 | 1 | 0 | 45.00 | 33.75 | 33.75 | NATPRO | EA |
| [VA] SP4CHIN | Springfield SP-4 Chin-up Bar | 1 | 1 | 0 | 150.00 | 90.00 | 90.00 | SPRFIT | EA |
| [VA] MS-RS900 | Moet Systems RS-900 Treadmill | 1 | 0 | 1 | 1,575.00 | 1,071.00 | 1,071.00 | MOESYS | EA |
| [VA] INSDB10 | InSpire Dumbbell 10 | 1 | 1 | 0 | 22.00 | 12.11952 | 12.11898 | INSPIRE | EA |
| [VA] NATACCBAL | National Accupressure Balls | 3 | 0 | 3 | 22.00 | 16.50 | 16.50 | NATPRO | EA |
| [VA] INSBLE100 | InSpire 100 Max Blender | 13 | 13 | 0 | 389.00 | 226.40161 | 223.31943 | INSPIRE | EA |
| [VA] MISC | This description passes to requisition and therefore the PO | 3 | 0 | 3 | 100.00 | 50.00 | 50.00 | INTEK | |

From Production Order

From inside a production order, each component line has an indicator for shortages. The ones with a red dot have no stock at all, the ones with a yellow dot have stock but it is over committed and the ones with an orange dot are short but already has a purchase order created for it.

Production Order - 0000000025

Build Requisition Next Phase

Main Attachments Communications Phase User Defined

Order Information

Build No 0000000025 Status Open

Sales Order 0000800028 Order Date 9/16/2015 Reference No

Phase Required Date 9/16/2015 Priority Normal

Customer SADL845 Sadler Properties Phase Date / / Customer PO

Details

Subassemblies Serial Numbers Switch To Alternate Show UDF Pull From Template Push To Template Commit Item

| Inventory | Description | Quantity | Built Qty | Remaining Qty | Extended Qty | Unit Cost | Extended Cost |
|----------------------|--|------------|-----------|---------------|--------------|-----------|---------------|
| [VA] PPBARGYS48EA | PP Bar Greek Yogurt Strawberry - 78g (48 Pa... | 25.00000 | 0.00000 | 25.00000 | 25.00000 | 397.90000 | 9,947.50000 |
| [VA] WHEPRO | Whey Protein | 100.000... | 0.00000 | 2,500.00000 | 2,500.00000 | 0.25000 | 625.00000 |
| [VA] SOYLEC | Soy Lecithin | 25.00000 | 0.00000 | 625.00000 | 625.00000 | 0.90000 | 562.50000 |
| [VA] STRBERR | Strawberries | 100.000... | 0.00000 | 2,500.00000 | 2,500.00000 | 0.15000 | 375.00000 |
| [VA] OATS | Oats | 100.000... | 0.00000 | 2,500.00000 | 2,500.00000 | 0.12000 | 300.00000 |
| [VA] BRNSUG | Brown Sugar | 65.00000 | 0.00000 | 1,625.00000 | 1,625.00000 | 0.06000 | 97.50000 |
| [VA] EGGS | Eggs | 25.00000 | 0.00000 | 625.00000 | 625.00000 | 0.02000 | 12.50000 |
| [VA] NONFATMILK | Nonfat Milk | 75.00000 | 0.00000 | 1,875.00000 | 1,875.00000 | 0.88000 | 1,650.00000 |
| [VA] SALT | Salt | 25.00000 | 0.00000 | 625.00000 | 625.00000 | 0.02000 | 12.50000 |
| [VA] YOGURTCOATI... | High Protein Yogurt Coating | 100.000... | 0.00000 | 2,500.00000 | 2,500.00000 | 0.45000 | 1,125.00000 |
| [VA] OLEICOIL | High Oleic Sunflower Oil | 25.00000 | 0.00000 | 625.00000 | 625.00000 | 0.30000 | 187.50000 |
| [VA] VEGGLY | Vegetable Glycerine | 30.00000 | 0.00000 | 750.00000 | 750.00000 | 4.00000 | 3,000.00000 |
| [VA] ACAI | Acai Fruit Extract | 80.00000 | 0.00000 | 2,000.00000 | 2,000.00000 | 1.00000 | 2,000.00000 |

From Production List

When on the production order list any number of orders can be highlighted and then the user can click requisition. The production orders with shortages will be sent to the requisition screen. There is no way to set a filter from the list to know which ones have shortages.

Production Orders

Orders Templates

Filters Search Export Build Requisition Pull From Template

| Order No | Customer No. | Name | Warehouse | Part number | Description | Required Qty |
|------------|--------------|------------------------------|-----------|--------------|--|--------------|
| 0000000001 | ABR885 | A Bryant Webb Pc | VA | RESCAB90 | Resistance Cable 90lb Blue | 12.00 |
| 0000000002 | ACAD488 | Academy Rubbr Stamp Co Inc | VA | RESCAB70 | Resistance Cable 70lb Yellow | 12.00 |
| 0000000003 | | | VA | RESCAB90 | Resistance Cable 90lb Blue | 18.00 |
| 0000000016 | | | VA | PPBARDCD48PK | PP Bar Dark Chocolate Coconut 50g (48 pack) | 24.00 |
| 0000000018 | | | VA | PPBARGYS48EA | PP Bar Greek Yogurt Strawberry - 78g (48 Pack) | 12.00 |
| 0000000019 | SADL845 | Sadler Properties | VA | PPBARCCC48PK | PP Bar Chewy Chocolate Chip 50g (48 pack) | 3.00 |
| 0000000020 | SADL845 | Sadler Properties | VA | PPBARCVC48PK | PP Bar Double Chocolate Vanilla Crunch 50g (48 pack) | 5.00 |
| 0000000021 | SAIN123 | Saint Laurent Collision Auto | VA | PPBARCPC48PK | PP Bar Chocolate Peanut Butter 50g (48 pack) | 12.00 |
| 0000000022 | SADL845 | Sadler Properties | VA | PPBARCSC48PK | PP Bar Chocolate Salted Caramel 50g (48 pack) | 6.00 |
| 0000000023 | A1948 | A 1 Party Pleasers | VA | PPBARCVC48PK | PP Bar Double Chocolate Vanilla Crunch 50g (48 pack) | 3.00 |
| 0000000024 | SADL845 | Sadler Properties | VA | PPBARDCD48PK | PP Bar Dark Chocolate Coconut 50g (48 pack) | 5.00 |
| 0000000025 | SADL845 | Sadler Properties | VA | PPBARGYS48EA | PP Bar Greek Yogurt Strawberry - 78g (48 Pack) | 6.00 |
| 0000000027 | JACK225 | Jackson Fitness Center | VA | RESCAB10 | Resistance Cable 10lb Teal | 12.00 |
| 0000000028 | JACK225 | Jackson Fitness Center | VA | RESCAB20 | Resistance Cable 20lb Purple | 12.00 |
| 0000000029 | JACK225 | Jackson Fitness Center | VA | RESCAB30 | Resistance Cable 30lb Pink | 10.00 |
| 0000000030 | JACK225 | Jackson Fitness Center | VA | RESCAB40 | Resistance Cable 40lb Maroon | 12.00 |

Processing Requisitions

When the requisition button is clicked the list of items that need ordering are populated. The user still has the opportunity to edit the vendor, the quantity and the costs before processing it to a purchase order.

To create purchase orders immediately, click the 'Process' button. The PO number will then get written to the requisition list and if it was created from within a sales order or production order, the PO number will get written to the line of the sales or production order.

When the PO gets created or if adding to an existing PO, the sales or production order number gets written to the PO detail line along with the customer number. This is helpful so that the person receiving the purchase order knows who the items are for and does not store them in the warehouse.

If the requisitions are saved and not processed, then the user or someone else will need to go to the requisition module to process the requisitions to PO's or production at a later time.

Sales Order - 0000102616 Dupont Photographers

Totals By Ordered Qty Requisition Deposits

Requisition Process

| Whse | Part No | Description | Required Qty | Unit Cost | Target Type | Vendor No. | Order No |
|------|-----------|---|--------------|-----------|----------------|------------------------------|------------|
| VA | INSBLE100 | InSpire 100 Max Blender | 0.00 | 226.40161 | Purchase Order | INSPIRE - Inspire China | |
| VA | INSDB10 | InSpire Dumbbell 10 | 0.00 | 12.11952 | Purchase Order | INSPIRE - Inspire China | |
| VA | MISC | This description passes to requisition and therefore the PO | 3.00 | 0.00 | Purchase Order | INTEK - International Tec... | 0000700046 |
| VA | MS-RS900 | Moet Systems RS-900 Treadmill | 1.00 | 1,071.00 | Purchase Order | MOESYS - Moet Systems | 0000700015 |
| VA | NATACCBAL | National Accupressure Balls | 3.00 | 16.50 | Purchase Order | NATPRO - National Equip... | 0000700020 |
| VA | NATPUBA | National Pushup Bars | 0.00 | 33.75 | Purchase Order | NATPRO - National Equip... | |
| VA | SP4CHIN | Springfield SP-4 Chin-up Bar | 0.00 | 90.00 | Purchase Order | SPRFIT - Springfield Fitness | |

| Part No | Description | Order Qty | Ship Qty | B/O Qty | Unit Price | Current Cost | Average Cost | Vendor | U/M |
|-----------------|---|-----------|----------|---------|------------|--------------|--------------|---------|-----|
| [VA] NATPUBA | National Pushup Bars | 1 | 1 | 0 | 45.00 | 33.75 | 33.75 | NATPRO | EA |
| [VA] SP4CHIN | Springfield SP-4 Chin-up Bar | 1 | 1 | 0 | 150.00 | 90.00 | 90.00 | SPRFIT | EA |
| [VA] MS-RS900 | Moet Systems RS-900 Treadmill | 1 | 0 | 1 | 1,575.00 | 1,071.00 | 1,071.00 | MOESYS | EA |
| [VA] INSDB10 | InSpire Dumbbell 10 | 1 | 1 | 0 | 22.00 | 12.11952 | 12.11898 | INSPIRE | EA |
| [VA] NATACCBAL | National Accupressure Balls | 3 | 0 | 3 | 22.00 | 16.50 | 16.50 | NATPRO | EA |
| [VA] INSBLE100 | InSpire 100 Max Blender | 13 | 13 | 0 | 389.00 | 226.40161 | 223.31943 | INSPIRE | EA |
| [VA] MISC | This description passes to requisition and therefore the PO | 3 | 0 | 3 | 100.00 | 50.00 | 50.00 | INTEK | |

Available On Hand Committed Backorder On Order Expected

Subtotal 5,274
GP 2,194.91

5,906.88

Requisitions – Included Reports

Utilities

The following section will provide you with an overview of the utilities included in Spire which will include the following topics.

- Inventory Adjustments
- Customer Code Change
- Inventory Code Change

Inventory Adjustments

To setup inventory adjustments go to [Company Settings/Inventory](#) and select a default GL account that adjustments should be posted to. This should be a cost of goods account that writes off the inventory.

There is also an optional setting to post a markup percentage on inventory transfers. Usually an income account is selected so that inventory is debited for the increase and the income account is credited. This feature is used when head office wants to add overhead for stocking inventory. The warehouse that the goods get sent to will then realize a higher cost for that item than the main warehouse. This higher cost is offset by the transfer so the company's bottom line does not change.

Inventory adjustments can be reached from 2 places in Spire. From the inventory list the user can highlight the items to be adjusted or transferred and then click the adjustment button on the top of the inventory list. The transfer option is selected by clicking the little arrow in the adjustment button.

The other way to reach adjustments is via the top menu under Inventory/Inventory Adjustments. Click the + button and choose 'Adjust Inventory' or 'Warehouse Transfer'.

Inventory Adjustment

General User Defined

Mode: ☒ Adjust Inventory ☐ Warehouse Transfer

Reference No: SerFit Date: 4/5/2016 Adjustment No:

Parts

| Inventory | Description | Receive Qty | Cost | UOM | Ext Cost | Base Ext Cost | Avg Cost | Sell 01 | GL Account | Location | Pack Size | Transfer % |
|-------------------|-----------------------|-------------|-----------|-----|-----------|---------------|----------|----------|------------|----------|-----------|------------|
| [RAW] RUBHOSERED | Rubber Hose - Red | 2.000 | 0.100 | MET | 0.200 | 0.200 | 0.10 | 0.00 | 70000 | | 0.00 | 0.00 |
| [VA] PPDFPMB | PP Daily Fit Powd... | 4.000 | 13.495 | EA | 53.980 | 53.980 | 13.495 | 26.99 | 70000 | | 0.00 | 0.00 |
| [VA] PREFX447 | Precor EFX 447 Ell... | 1.000 | 2,999.500 | EA | 2,999.500 | 2,999.500 | 2,999.50 | 5,999.00 | 70000 | | 0.00 | 0.00 |
| [VA] SMSCS | Stairmaster Staird... | 5.000 | 1,744.000 | EA | 8,720.000 | 8,720.000 | 1,744.00 | 3,488.00 | 70000 | | 0.00 | 0.00 |
| [VA] NLPREURL | Northern Lights P... | 3.000 | 99.000 | EA | 297.000 | 297.000 | 99.00 | 198.00 | 70000 | | 0.00 | 0.00 |
| [VA] NLFLBE | Northern Lights Fl... | 6.000 | 99.000 | EA | 594.000 | 594.000 | 99.00 | 198.00 | 70000 | | 0.00 | 0.00 |
| [VA] ACMFITMB | ACME Medicine B... | -5.000 | 36.850 | EA | -184.250 | -184.250 | 36.85 | 55.00 | 70000 | | 0.00 | 0.00 |

Available: 0.000 On Hand: 0.000 Committed: 0.000 Backorder: 0.000 On Order: 0.000

Notes: All sent to local non profit fitness center

Total Cost: 12,480.43

Adjustment Header

Save – Saves the adjustment and assigns a number. The items on this list have now been put 'In Transit'. This means that they have been committed in the warehouse. In the case of a warehouse transfer, the items in the 'from' warehouse get committed, and the items in the 'to' warehouse get set as 'On-Order' just like when they are on an issued purchase order.

Save Close – Same as saving but it closes the adjustment and shows the list.

Print – Prints the pending adjustment or transfer

Post – Posts the adjustment/transfer. The items are removed from the 'in transit' state and are posted as receipts. They also get posted to the purchase history table using the adjustment or transfer number as the PO number. This way a user can review and print past adjustments.

User Defined – If a license for UDF's is owned then extra fields can be added to the header and details

Mode – Select between adjust inventory or warehouse transfer

Reference No – User can add a reference number to the adjustment

Date – The date that will get used for the receipt and GL posting

Adjustment No – Adjustments have a sequential number that starts with an 'A' as a prefix and transfers start with a 'T'



NOTE: When an item is highlighted the status of the item shows just below the grid.

Adjustments Body

Delete – Removes a line off of the adjustment

Serial – Numbers – Use to select the serial or lot number to be adjusted

Show UDF – Line User Defined fields can be added if a Spire UDF license is owned

Scan Items – Use this option to scan items one at a time. Users can also directly scan serial or lot numbers and the item will also get populated.

Inventory – Warehouse and part number

Description – Description of part number

Receive Qty – Quantity to adjust or transfer. Use minus quantity to remove items from stock

Cost – Cost of the item. Defaults to the average cost but the user can edit this. (be careful as this should only be used if the GL account is accruing the purchase)

UOM – Unit of Measure to be adjusted. Defaults to the stocking UOM

Ext Cost – Extended cost of the line

Avg Cost – Extended average cost

Sell 01 – Sell price 1 from inventory. This can be edited and it will update inventory.

GL Account – GL account that this line will post to. The inventory GL account for the sales department of this item will always be used for the transaction as well.

Location – The warehouse location for this item. This can be edited and it will update inventory.

Pack Size – The pack size that this item is in. This can be edited and it will update inventory.

Transfer % – The percentage to charge to the GL account that was setup in [Company Settings/Inventory](#).

Adjustment Footer

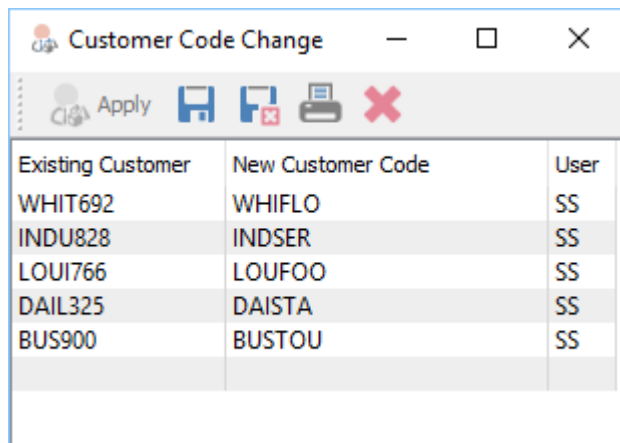
Notes – Notes can be added for this adjustment and will be save as a communications note in purchase history.

Total Cost – Total cost of the transfer.

Customer Code Change

Customer code change allows the user to change the customers code and once applied it changes the code in all of the tables where that customer was previously posted. Once applied it will be as if that customers code always had the new code. No history of the old code is kept.

This utility is accessed from the top menu under Customers/Customer Code Change and requires the User setting Customer/Change Customer Code.



| Existing Customer | New Customer Code | User |
|-------------------|-------------------|------|
| WHIT692 | WHIFLO | SS |
| INDU828 | INDSER | SS |
| LOUI766 | LOUFOO | SS |
| DAIL325 | DAISTA | SS |
| BUS900 | BUSTOU | SS |

Apply – Posts the record and history changes

Save – Saves the selected list

Save Close – Saves the list for later posting

Print – Prints report for list

Delete – Deletes the selected line

✿ **NOTE:-** That posting the changes requires exclusive use of Spire, however adding to the list does not.

Inventory Code Change

Inventory code change allows the user to change inventory codes and once applied it changes the code in all of the tables where that the item was previously posted to. Once applied it will be as if that inventory code always had the new code. No history of the old code is kept.

This utility is accessed from the top menu under Inventory/Inventory Code Change and requires user setting Inventory/Change Inventory Code.

| Inventory Code Change | | | |
|-------------------------------------|-------------------------|-----------------|------|
| Apply All Warehouses | | | |
| Existing Item | Description | New Part Number | User |
| [VA] ABMAT | AbMat | ABMAT12 | SS |
| [VA] ACMFITSB | ACME Swiss Ball | ACMEFITSB | SS |
| [RAW] ACMFITSB | ACME Swiss Ball | ACMEFITSB | SS |
| [VA] VIECCHAIR | Vicore Elite Core Chair | VIECCHAIR12 | SS |
| [VA] HARWV | Human X Weighted Vest | HARWVEZ | SS |

Apply – Posts the record and history changes

Save – Saves the selected list

Save Close – Saves the list for later posting

Print – Prints report for list

Delete – Deletes the selected line

All Warehouses – Once an item is added to the list, highlight it and select 'All Warehouses' and each of the other warehouses with this code will get added to the list.

Utilities – Included Reports

Optional Add-ons

The following section will provide you with an overview of the available Add-on modules for Spire.

This includes the following Add-Ons currently available for Spire:

- Production Manager
- Service Manager
- Canadian Payroll
- User Defined Fields

Production Manager

Production Manager add-on lets you control inventory with pinpoint accuracy, reduce unplanned expenses and improve cash flow. Efficiently plan production from beginning to end and track progress with real-time information on raw materials, costs and production status.

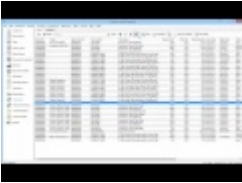
Features:

- Commit raw materials before production begins
- Link production order to sales orders
- Customize production builds on the fly
- Create subassemblies for a single product
- Track work in progress (WIP)
- Manage production phases with one click
- Automatically generate requisitions from inventory shortages and create purchase orders
- Reorder reports based on committed items and date requirements
- Print production schedule
- Print production orders
- Automatically create production orders from shortages
- Automatically create production orders from sales orders

Production Order list

| Production Orders | | | | | | | | | | | | | | | | |
|--|-------------|------------------------|-----------|-------------|--|--------------|-----------|---------------|------------|------------|--------|----------|-------|------------|----------------|-----------|
| Orders | | | | | | | | | | | | | | | | |
| Filters Search | | | | | | | | | | | | | | | | |
| Export Build Requisition Pull From Template Next Status Next Phase | | | | | | | | | | | | | | | | |
| Order No | Customer No | Name | Warehouse | Part number | Description | Required Qty | Built Qty | Remaining Qty | Order Date | Reqd. Date | Status | Priority | Phase | Phase Date | Sales Order No | PO Number |
| 0000000055 | JACK225 | Jackson Fitness Center | VA | PPBARCC48PK | PP Bar Chocolate Peanut Butter 50g (48 pack) | 6.00 | 0.00 | 0.00 | 04/17/2015 | 04/17/2015 | Open | Normal | | | | |
| 0000000049 | JACK225 | Jackson Fitness Center | VA | PPBARCC48PK | PP Bar Chocolate Salted Caramel 50g (48 pack) | 5.00 | 0.00 | 0.00 | 04/17/2015 | 04/17/2015 | Open | Normal | | | 0000000032 | |
| 0000000056 | JACK225 | Jackson Fitness Center | VA | PPBARCC48PK | PP Bar Chocolate Salted Caramel 50g (48 pack) | 11.00 | 0.00 | 0.00 | 04/17/2015 | 04/17/2015 | Open | Normal | | | | |
| 0000000048 | JACK225 | Jackson Fitness Center | VA | PPBARCC48PK | PP Bar Double Chocolate Vanilla Crunch 50g (48 pack) | 5.00 | 0.00 | 0.00 | 04/17/2015 | 04/17/2015 | Open | Normal | | | 0000000032 | |
| 0000000041 | JACK225 | Jackson Fitness Center | VA | PPBARCC48PK | PP Bar Double Chocolate Vanilla Crunch 50g (48 pack) | 5.00 | 0.00 | 0.00 | 04/17/2015 | 04/17/2015 | Open | Normal | | | | |
| 0000000057 | JACK225 | Jackson Fitness Center | VA | PPBARCC48PK | PP Bar Double Chocolate Vanilla Crunch 50g (48 pack) | 18.00 | 0.00 | 0.00 | 04/17/2015 | 04/17/2015 | Open | Normal | | | | |
| 0000000042 | JACK225 | Jackson Fitness Center | VA | PPBARCC48PK | PP Bar Dark Chocolate Coconut 50g (48 pack) | 12.00 | 0.00 | 0.00 | 04/17/2015 | 04/17/2015 | Open | Normal | | | 0000000032 | |
| 0000000050 | JACK225 | Jackson Fitness Center | VA | PPBARCC48PK | PP Bar Dark Chocolate Coconut 50g (48 pack) | 17.00 | 0.00 | 0.00 | 04/17/2015 | 04/17/2015 | Open | Normal | | | | |
| 0000000059 | JACK225 | Jackson Fitness Center | VA | PPBARCC48PK | PP Bar Dark Chocolate Coconut 50g (48 pack) | 6.00 | 0.00 | 0.00 | 04/17/2015 | 04/17/2015 | Open | Normal | | | | |
| 0000000044 | JACK225 | Jackson Fitness Center | VA | PPBARCC48PK | PP Bar Greek Yogurt Blueberry 78g (48 pack) | 44.00 | 0.00 | 44.00 | 04/17/2015 | 04/17/2015 | Open | Normal | | | 0000000032 | |
| 0000000060 | JACK225 | Jackson Fitness Center | VA | PPBARCC48PK | PP Bar Greek Yogurt Strawberry - 78g (48 pack) | 8.00 | 0.00 | 0.00 | 04/17/2015 | 04/17/2015 | Open | Normal | | | | |
| 0000000043 | JACK225 | Jackson Fitness Center | VA | PPBARCC48PK | PP Bar Greek Yogurt Strawberry - 78g (48 pack) | 2.00 | 0.00 | 0.00 | 04/17/2015 | 04/17/2015 | Open | Normal | | | 0000000032 | |
| 0000000040 | JACK225 | Jackson Fitness Center | VA | RESCAB10 | Resistance Cable 100lb Teal | 12.00 | 0.00 | 0.00 | 04/17/2015 | 04/17/2015 | Open | Normal | | | | |
| 0000000047 | JACK225 | Jackson Fitness Center | VA | RESCAB100 | Resistance Cable 100lb Black | 7.00 | 0.00 | 0.00 | 04/17/2015 | 04/17/2015 | Open | Normal | | | | |
| 0000000049 | JACK225 | Jackson Fitness Center | VA | RESCAB20 | Resistance Cable 20lb Purple | 12.00 | 0.00 | 0.00 | 04/17/2015 | 04/17/2015 | Open | Normal | | | | |
| 0000000045 | JACK225 | Jackson Fitness Center | VA | RESCAB30 | Resistance Cable 30lb Pink | 10.00 | 0.00 | 0.00 | 04/17/2015 | 04/17/2015 | Open | Normal | | | | |
| 0000000050 | JACK225 | Jackson Fitness Center | VA | RESCAB40 | Resistance Cable 40lb Magenta | 12.00 | 0.00 | 0.00 | 04/17/2015 | 04/17/2015 | Open | Normal | | | | |
| 0000000051 | JACK225 | Jackson Fitness Center | VA | RESCAB50 | Resistance Cable 50lb Orange | 12.00 | 0.00 | 0.00 | 04/17/2015 | 04/17/2015 | Open | Normal | | | | |
| 0000000046 | JACK225 | Jackson Fitness Center | VA | RESCAB60 | Resistance Cable 60lb Red | 9.00 | 0.00 | 0.00 | 04/17/2015 | 04/17/2015 | Open | Normal | | | | |
| 0000000052 | JACK225 | Jackson Fitness Center | VA | RESCAB80 | Resistance Cable 80lb Green | 12.00 | 0.00 | 0.00 | 04/17/2015 | 04/17/2015 | Open | Normal | | | | |
| 0000000053 | JACK225 | Jackson Fitness Center | VA | RESCAB90 | Resistance Cable 90lb Blue | 12.00 | 0.00 | 0.00 | 04/17/2015 | 04/17/2015 | Open | Normal | | | | |
| 0000000042 | JACK225 | Jackson Fitness Center | VA | RESCAB100 | Resistance Cable 100lb Pink | 1.00 | 0.00 | 1.00 | 08/09/2015 | 10/01/2015 | Open | Normal | | | | |
| 0000000077 | JACK225 | Jackson Fitness Center | VA | PPBARCC48PK | PP Bar Chewy Chocolate Chip 50g (48 pack) | 5.00 | 0.00 | 5.00 | 09/16/2015 | 09/16/2015 | Open | Normal | | | | |
| 0000000006 | JACK225 | Jackson Fitness Center | VA | PPBARCC48PK | PP Bar Double Chocolate Vanilla Crunch 50g (48 pack) | 12.00 | 0.00 | 12.00 | 09/16/2015 | 09/23/2015 | Open | Normal | | | | |
| 0000000012 | JACK225 | Jackson Fitness Center | VA | PPBARCC48PK | PP Bar Chewy Chocolate Chip 50g (48 pack) | 4.00 | 0.00 | 4.00 | 09/16/2015 | 11/20/2015 | Open | Normal | | | | |
| 0000000019 | SADL845 | Sadler Properties | VA | PPBARCC48PK | PP Bar Chewy Chocolate Chip 50g (48 pack) | 3.00 | 0.00 | 0.00 | 09/16/2015 | 09/16/2015 | Open | Normal | | | 0000000028 | |
| 0000000013 | SADL845 | Sadler Properties | VA | PPBARCC48PK | PP Bar Chocolate Peanut Butter 50g (48 pack) | 2.00 | 0.00 | 2.00 | 09/16/2015 | 09/23/2015 | Open | Normal | | | | |
| 0000000021 | SADL845 | Sadler Properties | VA | PPBARCC48PK | PP Bar Chocolate Peanut Butter 50g (48 pack) | 12.00 | 12.00 | 1.00 | 09/16/2015 | 09/16/2015 | Open | Normal | | | 0000000028 | |
| 0000000022 | SADL845 | Sadler Properties | VA | PPBARCC48PK | PP Bar Chocolate Salted Caramel 50g (48 pack) | 6.00 | 0.00 | 0.00 | 09/16/2015 | 09/16/2015 | Open | Normal | | | 0000000028 | |
| 0000000014 | SADL845 | Sadler Properties | VA | PPBARCC48PK | PP Bar Chocolate Salted Caramel 50g (48 pack) | 6.00 | 0.00 | 6.00 | 09/16/2015 | 09/16/2015 | Open | Normal | | | | |
| 0000000015 | SADL845 | Sadler Properties | VA | PPBARCC48PK | PP Bar Double Chocolate Vanilla Crunch 50g (48 pack) | 12.00 | 0.00 | 12.00 | 09/16/2015 | 12/25/2015 | Open | Normal | | | | |
| 0000000020 | SADL845 | Sadler Properties | VA | PPBARCC48PK | PP Bar Double Chocolate Vanilla Crunch 50g (48 pack) | 12.00 | 0.00 | 12.00 | 09/16/2015 | 09/16/2015 | Open | Normal | | | 0000000028 | |
| 0000000023 | SADL845 | Sadler Properties | VA | PPBARCC48PK | PP Bar Double Chocolate Vanilla Crunch 50g (48 pack) | 3.00 | 0.00 | 3.00 | 09/16/2015 | 09/16/2015 | Open | Normal | | | | |
| 0000000016 | SADL845 | Sadler Properties | VA | PPBARCC48PK | PP Bar Dark Chocolate Coconut 50g (48 pack) | 24.00 | 0.00 | 24.00 | 09/16/2015 | 10/03/2015 | Open | Normal | | | | |
| 0000000024 | SADL845 | Sadler Properties | VA | PPBARCC48PK | PP Bar Dark Chocolate Coconut 50g (48 pack) | 5.00 | 0.00 | 5.00 | 09/16/2015 | 09/16/2015 | Open | Normal | | | 0000000028 | |

Video Instruction of Production Manager



Order List

Production Order list

Production Orders

Orders Templates

Filters

Search

Export

Refresh – Refreshes the list of production orders for changes that others have made.

Filters – Sets filters to see just the production orders required.

Search – Enter the word(s) to find info from the header or details of production orders.

Export – Exports the filtered list to Excel or .csv.

Add – Adds a Production Order

Edit – Edits a Production Order

Delete Deletes selected production order(s).

Print – Prints selected Production Order(s).

Build – Builds selected Production Order(s) to receive the finished product using the total component cost, and relieves the components from inventory.

Requisition – Requisition shortages for selected Production Order(s).

Copy – Copies a Production Order to a new one.

Pull From Templates – Pulls details from the template from which the production order(s) were derived. This is useful to update the production order if the template has been edited.

Next Status – Moves the selected production order to the next status.

Next Phase – Moves the production order to the next phase based on the custom phases setup in production.

Order No – The sequence number assigned to the production order. It gets the next sequence from Company Settings/Sequence numbers.

Customer No – The customer that this production order is for. It can be added manually or it can come from sales orders when a user requisitions a manufactured item.

Name – The name of the customer the production order is for.

Warehouse – The warehouse where the item will be 'Built' into.

Part Number – The part number of the item that will be built.

Description – The description of the item that will be built.

Required Qty. – The quantity that is required to be built. This can be entered manually or can come from the shortage on a sales order when requisitioned.

Built Qty – The quantity that has been built so far on this production order.

Remaining Qty – How many are left to be built on this production order.

Order Date – The date the order was added.

Reqd. Date – The date that is required for this production order to be completed. This date is either added manually or will come from the required date of a sales order requisition.

Status – The status of the production order.

- **New** – This means the components of this production order are not yet committed in inventory.

- **Pending** – The components are now committed and this usually means that production has not yet started.
- **In Progress** – The components are committed and the work is now in progress.

Priority – Users can set a priority so that they can sort by this to see the most important ones, or derive a report based on priority.

Phase – What phase the production order is currently in.

Phase Date – The date that this production order was moved into its current phase

Sales Order No. – The sales order number that this production order is from. This can be manually entered or come from sales order requisitions.

PO Number – The customers purchase order number.

Reference No – A reference number that gets manually entered.

Created By – The initials of the user that created this production order.

Modified By – The initials of the user that last modified this production order.

Template No – The template number that this production order was derived from. If this is blank it means that it was created as a custom order from the start. A production order can become a template for later use.

Templates

The Production templates tab is where the components are defined for production orders. They are otherwise known as 'BOMs' or 'Recipes'. When a new production order is created the user can select the template from which to derive the order. The production order can then be customized for a particular need. If a template changes then the user can choose to update the existing open production orders with the changes.

| Orders Templates | | | | | | | | | | |
|--|-------------------------------------|--------------|------------------------|-----------|--------------|--|----------|--------------|------------|-------------|
| Filters Search Export + - Create From Template | | | | | | | | | | |
| Template No | Default | Customer No. | Name | Warehouse | Part number | Description | Priority | Reference No | Created By | Modified By |
| T000000011 | <input checked="" type="checkbox"/> | | | VA | PPBARCCC48PK | PP Bar Chewy Chocolate Chip 50g (48 pack) | Normal | SS | SS | SS |
| T000000014 | <input checked="" type="checkbox"/> | | | VA | PPBARCPC48PK | PP Bar Chocolate Peanut Butter 50g (48 pack) | Normal | SS | SS | SS |
| T000000015 | <input checked="" type="checkbox"/> | | | VA | PPBARCSC48PK | PP Bar Chocolate Salted Caramel 50g (48 pack) | Normal | SS | SS | SS |
| T000000016 | <input checked="" type="checkbox"/> | | | VA | PPBARCVC48PK | PP Bar Double Chocolate Vanilla Crunch 50g (48 pack) | Normal | SS | SS | SS |
| T000000017 | <input checked="" type="checkbox"/> | JACK225 | Jackson Fitness Center | VA | PPBARDCD48PK | PP Bar Dark Chocolate Coconut 50g (48 pack) | Normal | SS | SS | SS |
| T000000018 | <input checked="" type="checkbox"/> | | | VA | PPBARGVB48PK | PP Bar Greek Yogurt Blueberry 78g (48 pack) | Normal | SS | SS | SS |
| T000000019 | <input checked="" type="checkbox"/> | | | VA | PPBARGYS48EA | PP Bar Greek Yogurt Strawberry - 78g (48 pack) | Normal | SS | SS | SS |
| T000000020 | <input checked="" type="checkbox"/> | | | VA | PPBARCSC48PK | PP Bar Chocolate Salted Caramel 50g (48 pack) | Normal | SS | SS | SS |
| T000000001 | <input checked="" type="checkbox"/> | | | VA | RESCAB10 | Resistance Cable 10lb Teal | Normal | SS | SS | SS |
| T000000002 | <input checked="" type="checkbox"/> | | | VA | RESCAB20 | Resistance Cable 20lb Purple | Normal | SS | SS | SS |
| T000000003 | <input checked="" type="checkbox"/> | | | VA | RESCAB30 | Resistance Cable 30lb Pink | Normal | SS | SS | SS |
| T000000004 | <input checked="" type="checkbox"/> | | | VA | RESCAB40 | Resistance Cable 40lb Magenta | Normal | SS | SS | SS |
| T000000005 | <input checked="" type="checkbox"/> | | | VA | RESCAB50 | Resistance Cable 50lb Orange | Normal | SS | SS | SS |
| T000000006 | <input checked="" type="checkbox"/> | | | VA | RESCAB60 | Resistance Cable 60lb Red | Normal | SS | SS | SS |
| T000000007 | <input checked="" type="checkbox"/> | | | VA | RESCAB70 | Resistance Cable 70lb Yellow | Normal | SS | SS | SS |
| T000000008 | <input checked="" type="checkbox"/> | | | VA | RESCAB80 | Resistance Cable 80lb Green | Normal | SS | SS | SS |
| T000000009 | <input checked="" type="checkbox"/> | | | VA | RESCAB90 | Resistance Cable 90lb Blue | Normal | SS | SS | SS |
| T000000010 | <input checked="" type="checkbox"/> | | | VA | RESCAB100 | Resistance Cable 100lb Black | Normal | SS | SS | SS |

Refresh – Refreshes the list of templates for changes that others have made.

Filters – Sets filters to see just the templates required.

Search – Enter word(s) to find info from the header or details of templates.

Export – Exports the filtered list to Excel or .csv.

Add – Adds a template

Edit – Edits a template

Delete Deletes selected template(s).

Print – Prints selected template(s). Reports with 'Production Template List' as the Crystal Reports template will be presented for printing.

Copy – Copies the selected template to a new one.

Create From Templates – Pulls details from the template to a new production order.

Template No – The sequence number assigned to the template. It gets the next sequence from Company Settings/Sequence numbers.

Customer No – The customer that this template is usually for.

Name – The name of the customer that this template is usually for.

Warehouse – The warehouse where the item will be 'Built' into.

Part Number – The part number of the item that will be built.

Description – The description of the item that will be built.

Priority – User can set a priority so that they can sort by this to see the most important ones, or derive a report based on priority.

Created By – The initials of the user that created this template.

Modified By – The initials of the user that last modified this template.

Production Order

Production Order

Once a production order has been created it can go through several steps before it gets built and received to inventory. Click on add or edit to open a production order.

Production Order - 000000014

Build Requisition Next Phase

Main Attachments Communications Phase User Defined

Order Information

Build No: 000000014 Status: Pending

Sales Order: 0000800005 Order Date: 03/24/2016 Reference No:

Phase: PACKAGING Required Date: 05/20/2016 Priority: Normal

Customer: JACK225 Jackson Fitness Center Phase Date: 05/11/2016 Customer PO: 21458

Details

+ Subassemblies Serial Numbers Switch To Alternate Show UDF Pull From Template Push To Template Commit Item

| Inventory | Description | Quantity | Built Qty | Remaining Qty | Extended Qty | Unit Cost | Extended Cost | UOM | Conv. Factor | Inv. Usage |
|-------------------|---------------------------------------|-----------|-----------|---------------|--------------|-----------|---------------|-----|--------------|------------|
| [VA] PPBARCSC48PK | PP Bar Chocolate Salted Caramel 5... | 6.00000 | 0.00000 | 6.00000 | 6.00000 | 358.05000 | 2,148.30000 | PK | | |
| [VA] WHEPRO | Whey Protein | 100.00000 | 0.00000 | 600.00000 | 600.00000 | 0.25000 | 150.00000 | GM | 1 GM per GM | 600.00 |
| [VA] SOYLEC | Soy Lecithin | 20.00000 | 0.00000 | 120.00000 | 120.00000 | 0.90000 | 108.00000 | GM | 1 GM per GM | 120.00 |
| [VA] NONFATMILK | Nonfat Milk | 50.00000 | 0.00000 | 300.00000 | 300.00000 | 0.88000 | 264.00000 | GM | 1 GM per GM | 300.00 |
| [VA] PPBARCVC48PK | PP Bar Double Chocolate Vanilla Cr... | 1.00000 | 0.00000 | 6.00000 | 6.00000 | 104.90000 | 629.40000 | PK | 1 PK per PK | 6.00 |
| [VA] WHEPRO | Whey Protein | 100.00000 | 0.00000 | 600.00000 | 600.00000 | 0.25000 | 150.00000 | GM | 1 GM per GM | 600.00 |
| [VA] SOYLEC | Soy Lecithin | 25.00000 | 0.00000 | 150.00000 | 150.00000 | 0.90000 | 135.00000 | GM | 1 GM per GM | 150.00 |
| [VA] SALT | Salt | 20.00000 | 0.00000 | 120.00000 | 120.00000 | 0.02000 | 2.40000 | GM | 1 GM per GM | 120.00 |
| [VA] SOYPRO | Soy Protein Crisps | 95.00000 | 0.00000 | 570.00000 | 570.00000 | 0.60000 | 342.00000 | GM | 1 GM per GM | 570.00 |
| [VA] DRKCHOC | Dark Chocolate | 0.00000 | 0.00000 | 0.00000 | 0.00000 | 0.05000 | 0.00000 | GM | 1 GM per GM | 0.00 |
| [VA] SALT | Salt | 20.00000 | 0.00000 | 120.00000 | 120.00000 | 0.02000 | 2.40000 | GM | 1 GM per GM | 120.00 |
| [VA] SLTCARM | Salted Caramel | 125.00000 | 0.00000 | 750.00000 | 750.00000 | 0.85000 | 637.50000 | GM | 1 GM per GM | 750.00 |
| [VA] OLEICOIL | High Oleic Sunflower Oil | 30.00000 | 0.00000 | 180.00000 | 180.00000 | 0.30000 | 54.00000 | GM | 1 GM per GM | 180.00 |
| [VA] XANGUM | Xanthan Gum | 25.00000 | 0.00000 | 150.00000 | 150.00000 | 1.00000 | 150.00000 | GM | 1 GM per GM | 150.00 |

Manufacturing Notes

These are for Jackcon Fitness so be sure to pack in their boxes.

Instructions

Mix whey and lecithin with milk before adding the rest of the ingredients.

Can Build: 0 On Hand: 0 Committed: 0 Back Ordered: 11 On Order: 6

Created by SS on 09/16/2015 6:52:27 AM Modified by SS on 05/11/2016 4:30:31 PM Total Cost: 2,148.300 Unit Cost: 358.050

Header

Save – Saves the production order.

Save/Close – Saves and closes the production order.

Delete Deletes production order.

Print – Prints Production Order.

Build – Builds Production Order to receive the finished product using the total component cost, and relieves the components from inventory.

Requisition – Requisition shortages for Production Order.

Next Phase – Pushes the production order in the next phase in the sequence.

Navigation – Moves from order to order in the sale order that the list is in.

Attachments – Can add any number of attachments to the production order. Double clicking the attachment will open it with its default viewer.

Communications – Any number of notes can be added.

Phase – What phase the production order is currently in.

User Defined – User defined fields can be added to the production order to track info that Spire does not have by default.

Build No – The number assigned to this production order coming from the next number in the sequence taken from Company Setting/Sequence/Production.

Sales Order – The sales order number that this production order is from. This can be manually entered or come from sales order requisitions.

Phase – What phase the production order is currently in.

Customer – The customer that this production order is for. It can be added manually or it can come from sales orders when a user requisitions a manufactured item.

Order Date – The date the order was added.

Required. Date – The date that is required fore this production order to be completed. This date is either added manually or will come from the required date of a sales order requisition.

Phase Date – The date that this production order was moved into its current phase

Status – The status of the production order.

Reference No – A reference number that gets manually entered.

Priority – Users can set a priority so that they can sort by this to see the most important ones, or derive a report based on priority.


Customer PO – The customers purchase order number.

Detail Menu

Add – Adds a component or sub-assembly line.

Delete Deletes a component or sub-assembly line.

Sub Assemblies – Allows the user to toggle sub-assemblies on or off and to expand all available sub-assemblies.

 A sub-assembly is indicated by a square dot on the detail line instead of a round one.



When sub-assemblies have the arrow in front of them and the production order gets built, it will consume the components of the sub-assemblies and NOT a finished sub-assembly.

Serial Numbers – Used to select serial or lot numbers of the components.

Switch to Alternate – If an item is short as indicated by a red or yellow dot, clicking this button on a detail line will switch the item for its alternative as set in inventory edit.

Show UDF – Shows the user defined fields for the details of a production order. Used to track extra info not normally in Spire. (Note- a license for Spire UDF is required)

Pull From Template – Used to pull the components onto the production order from the template indicated on the top assembly item.

Push To Template – Pushes changes on this production order back to the template from which this order was derived.

Commit Item – Commits the components in inventory for the selected line of the order.

Details

Inventory – The item being built on the top, and the components and sub-assemblies beneath it.

Description – The description of the items.

Quantity – The quantity of the finished item on top and the quantities of components and sub-assemblies that will be consumed beneath it.

Built Qty – The quantity of the top item that have been built so far and quantity of components and sub-assemblies that have been consumed so far.

Remaining Qty – Now many still left to build and consume.

Extended Qty – Extended quantity of components calculated by the total to be built times the quantity of the component.

Unit Cost – The cost of the top item is the sum of the components cost, The component cost comes from the inventory cost.

UOM – The unit of measure being built and consumed.

Conv. Factor The conversion factor for the unit of measure.

Inv. Usage – The inventory usage is calculated by (quantity being built) X (Component quantity) X (UOM conversion factor).

Lead – The lead time from the supplier.

Vendor No – The vendor the component is usually purchased from.

Category – The category for the top and components. This is just used for reporting.

Exp. Yield% – The expected yield for this top item.

Exp. Scrap% – The expected scrap for this component.

Exp. Scrap Qty – The expected scrap quantity for this component.

Act. Scrap Qty – The actual scrap quantity for this component. This is usually edited just before building the production order.

Assemble Qty – The quantity to assemble based on yield.

Assembled Qty – The top item quantity that was built based on yield.

Date – The date the line was committed.

Employee – The employee code can be added manually to indicate who was responsible. (Canada Only)

Employee Name – The employee name selected above.

Requisition Type – If this production order was created from a requisition, it will indicate 'Inventory' if it was requisitioned from the inventory list, or Sales Order' if it came from a sales order'

Requisition No – The purchase order or sales order the requisition came from.

Template – The template from which this order came from. If blank it was created manually as a custom order.

Revision – The revision number of the template.

Production – Included Reports

Processing

To meet the requirements of a production order the user can either visually look at the order to see if it can be built by looking at the colored indicators.

Green – on the top item means that all components or sub-assemblies are available to proceed.

Yellow – means that this production order can be built but at least one component is over-committed elsewhere. Once built other orders may now be short.

Red – tells the user that one or more components are not available. In company settings/Inventory if 'Over commit is not allowed, then the user cannot build.



It is not recommended that the company allows over committing of inventory as the cost that will be used in production will not be accurate. When a PO is received for an item that was negative and the cost was different, the difference will be posted to the cost of goods account for that item.

To get a printed version of shortages, click on the print icon and select "Production Trial Build" report.

| Report Viewer | | | | | | | |
|---|---|----------|-----------|-----------|----------|-------|------------|
| | Print | | Print All | | Export | | Group Tree |
| Zoom 100% | | | | | Find | | First |
| | | | | | Previous | 1 / 1 | |
| Production Trial Build | | | | | | | |
| Inspire Health Systems | | | | | | | |
| Production Trial Build # 0000000022 | | | | | | | |
| May 12, 2016 / 11:58 am | | | | | | | |
| Item | Description | Required | Shortage | Available | On Order | UOM | Last P.O. |
| [VA]PPBARCSC48PK | PP Bar Chocolate Salted Caramel 50g (48 pk) | 6 | Required | | | | |
| ----- List of shortages for trial build requirement ----- | | | | | | | |
| [VA]WHEPRO | Whey Protein | 600 | 17,800 | -17,200 | | GM | |
| ----- Potential list of shortages for trial build requirement ----- | | | | | | | |
| [VA]NONFATMILK | Nonfat Milk | 300 | 10,594 | -10,294 | | GM | |
| [VA]BRNSUG | Brown Sugar | 300 | 7,950 | -7,650 | 30,000 | GM | 0000700077 |
| [VA]SALT | Salt | 120 | 1,200 | -1,080 | | GM | |
| ----- No shortages ----- | | | | | | | |
| [VA]SOYLEC | Soy Lecithin | 120 | | 2,455 | | GM | |
| [VA]SLTCARM | Salted Caramel | 750 | | 4,250 | | GM | |
| [VA]OLEICOIL | High Oleic Sunflower Oil | 180 | | 3,345 | | GM | |
| [VA]XANGUM | Xanthan Gum | 150 | | 3,850 | | GM | |
| [VA]TAPSTARCH | Modified Tapioca Starch | 150 | | 16,160 | | GM | |

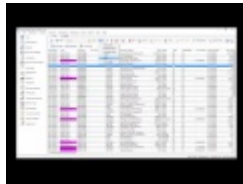
Once a production order has been scheduled the company would normally print a 'Production Order' also know as a traveler.

Service Manager

The Service Manager add-on will help improve customer satisfaction and increase the efficiency of your service business. This add-on gives you quick access to all service records, making it easy to track the history of each piece of equipment.

Features:

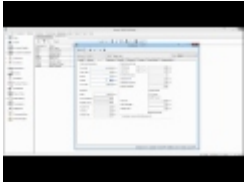
- Track equipment by customer
- View/print equipment service history
- Set follow-up dates
- Flexible sorting of parts and labour information
- Create purchase orders from service orders
- Link purchase orders to service orders
- Multiple word search of all records
- Automatic shop supplies



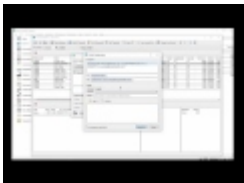
Video Instruction –

Canadian Payroll

Video Instruction – Adding Employees



Processing Timecards



Payroll – Included Reports

Payroll UDFs

User defined fields can be added to timecards in Canadian payroll. This way the company can track more info on timecards pertaining to things like vacation and sick days. See example below.

Timecard Batch - 2016-05-31

Payroll Date: 2016-05-31 | 000021 | Richard Danek

User Defined

Timeoff:

Vacation:

Sick:

Days Off: Sick May 15, 2016 -- Vacation May 24, 2016

Notes: Asked for ther vacation day with no notice.

Buttons: Add Page, Edit Page, Remove Page, Move Left, Move Right, Ok, Cancel

| Employee No | Transaction | Posted | Supplemental | Reversal |
|-------------|-------------|-------------------------------------|--------------------------|--------------------------|
| 000021 | 2000000987 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 000025 | 2000000988 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 000027 | 2000000989 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 000300 | 2000000990 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 002600 | 2000000991 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 290000 | 2000000992 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 300000 | 2000000993 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 320000 | 2000000994 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 360000 | 2000000995 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| Benefit | Amount | Deduction | Amount |
|---------|--------|-----------|--------|
| Medical | 0.00 | | |
| Group | 10.41 | | |

User Defined Fields

Overview

The UDF module allows you to add fields that are not included in the default Spire program. There are several types of data fields that can be added and they can then be given parameters for how the data is to be formatted. Once entered, this data can be added to stock or custom reports.

An example would be if a food product in inventory needed the ability to be identified to whether it is 'Gluten Free'. This could then be printed on to packing slips and invoices.

The UDF tab appears in all modules so extra data can be added wherever it is required. The data can be organised into several tabs so that information can be grouped.

The types of fields that are available are:

- Numeric
- Text
- Drop Down Lists
- Check Boxes
- Dates

Each of these types can then have validation added to them. For instance, you can specify if a date field is allowed to be a blank, if it defaults to blank or to today's date. The date can be forced to be within the current month or in to current fiscal year.

Each field added can be set to be 'Required' so that a record cannot be added without filling in that field. An example would be when creating a new customer, the UDF field "Wants Emailed Newsletter" and the options are a drop down of 'Yes' or 'No' the person adding that new customer would be forced to select one of the choices before saving.

To be able to edit the User Defined Fields' structure the user requires the setting 'Edit UDF Structure' under Edit/Users/General to be turned on.

A license is required for UDFs so contact your Spire partner if you would like to purchase it, or if you would like to take it for a 30 day test drive.

Configuring Your Custom Fields

Configuring your custom fields

Make sure you first have access to design the UDF structure.

To add new fields to one of your modules, go to the tab “User Defined” within one of the records. In this example we will add some fields to the sales order. Note that fields added to sales order will get posted to sales history.

Open a sales order and go to the ‘User Defined’ tab.

First you need to add a ‘Page’ to the structure by clicking on ‘Add Page’. Give the page a name that will appear as a tab.

Standing - 0000102600 Hastings Communications

View Compact

Ship Reprocess Invoice Next Phase Totals By Ordered Qty Requisition Deposits

Main Bill To Ship To Info Phase Communications Sales Orders Sales History **User Defined** Attachments Fill Order

Size Info

User Defined Page - Size Info

Label Size Info

New Edit Delete Move Up Move Down Ok Cancel

Add Page Edit Page Remove Page Move Left Move Right

Total Weight 0.0 Discount 0.0 % 0.00 Current GP 37.56 % 2,090.29 Subtotal 5,565.00 All amounts shown in Canadian dollars.
Freight 0.00 Average GP 37.55 % 2,089.59 G.S.T. 278.25
BC P.S.T. 389.55

6,232.80

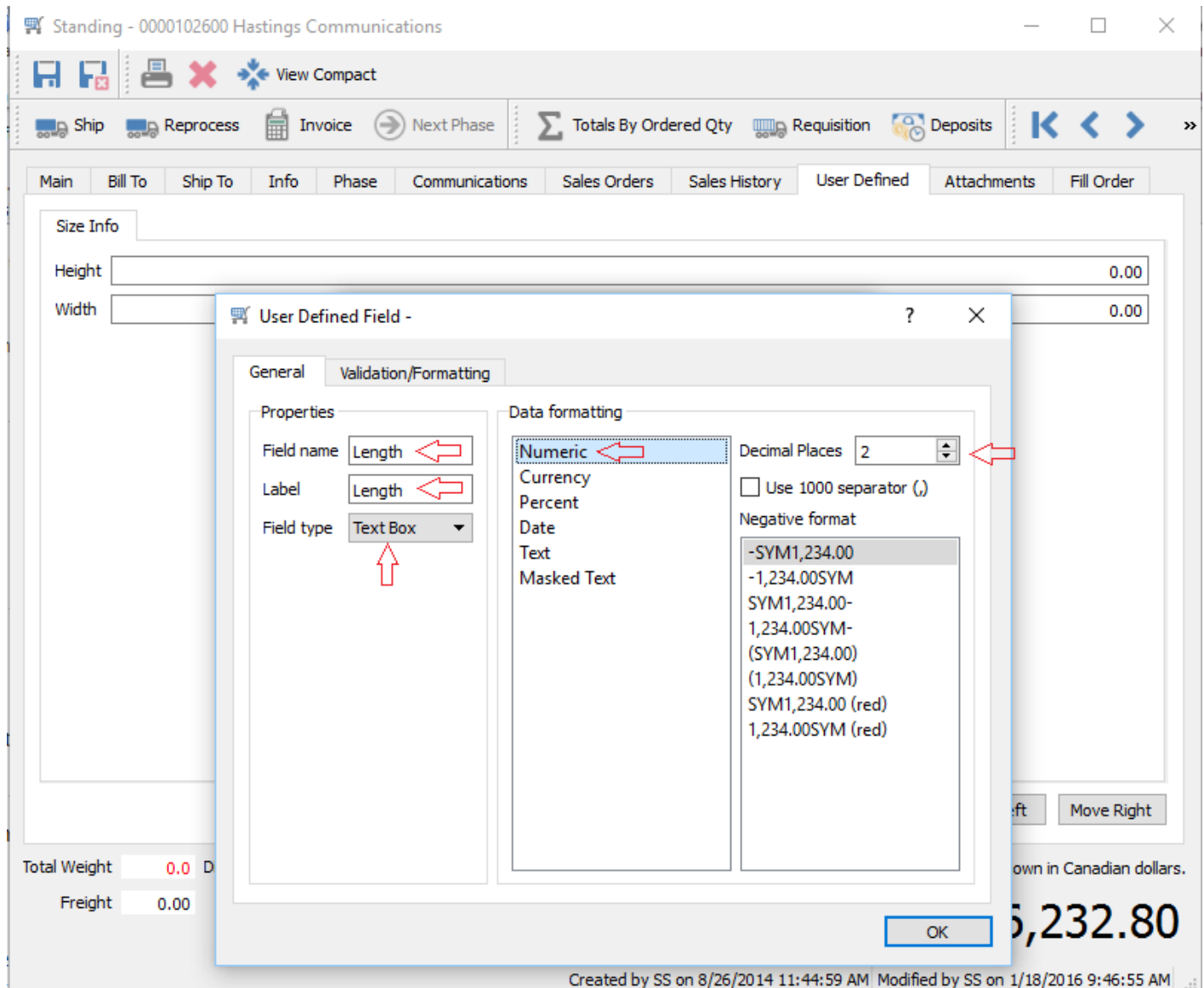
Created by SS on 8/26/2014 11:44:59 AM Modified by SS on 1/18/2016 9:46:55 AM

Within the page info dialog click 'New' to add a field.

In this example we added 3 new fields in our page called 'Size Info'.

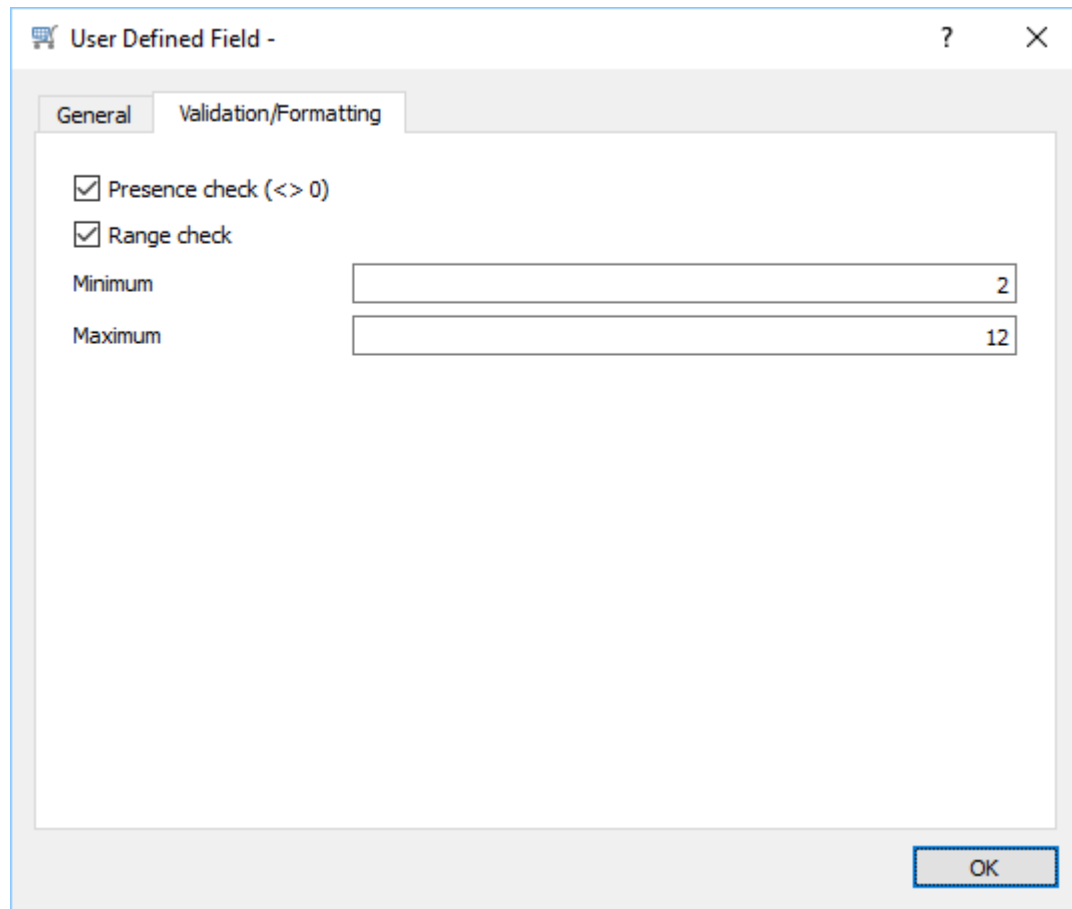
- Height
- Width
- Length

We set the 3 fields as numeric with 2 decimals.



You should take care when creating the field names because when data is retrieved by Crystal Reports it is case sensitive. Therefore if you set the field name as Due Date and you ask Crystal to retrieve DUE DATE it will not return any results.

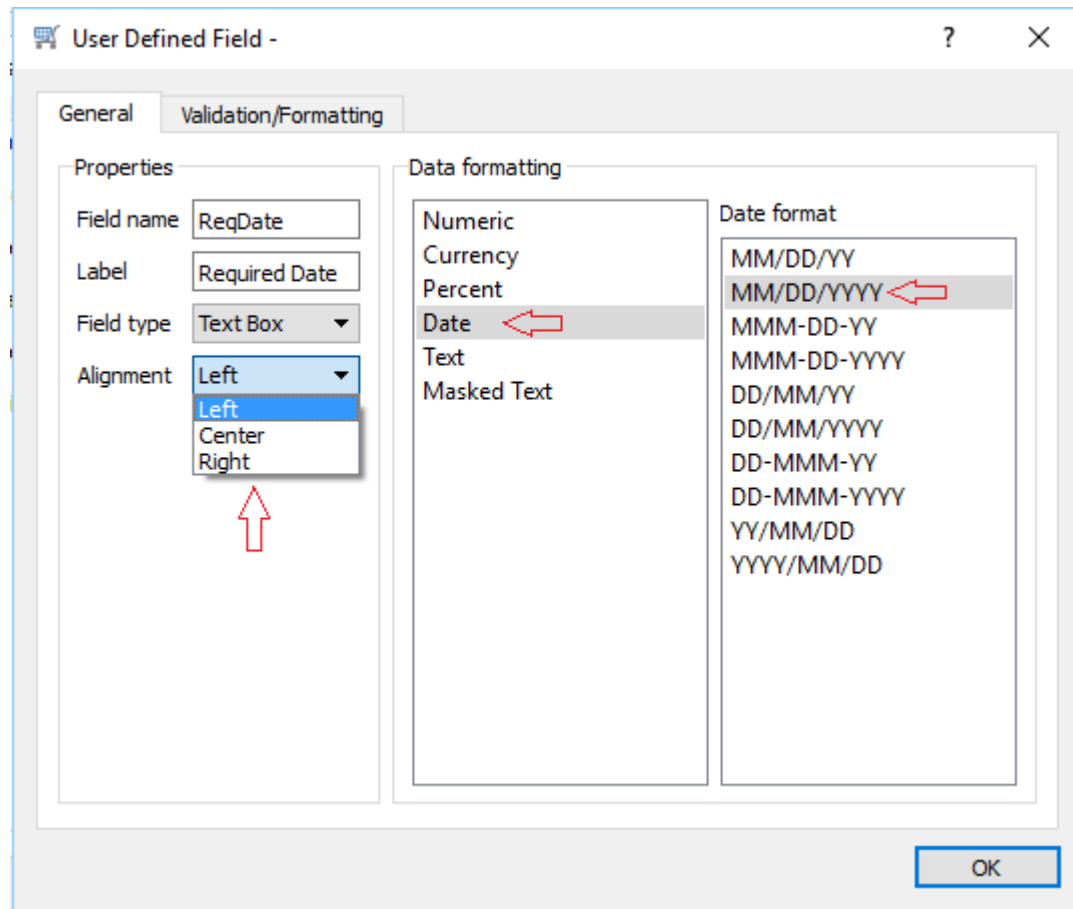
We can also set some validation for the fields we added.



The image shows a dialog box titled "User Defined Field -" with a question mark icon and a close button (X) in the top right corner. The dialog has two tabs: "General" and "Validation/Formatting". The "Validation/Formatting" tab is selected. Inside this tab, there are two checked checkboxes: "Presence check (<> 0)" and "Range check". Below these, there are two input fields: "Minimum" with the value "2" and "Maximum" with the value "12". An "OK" button is located at the bottom right of the dialog.

On this field we checked that the field cannot be zero and has to fall between 2 and 12.

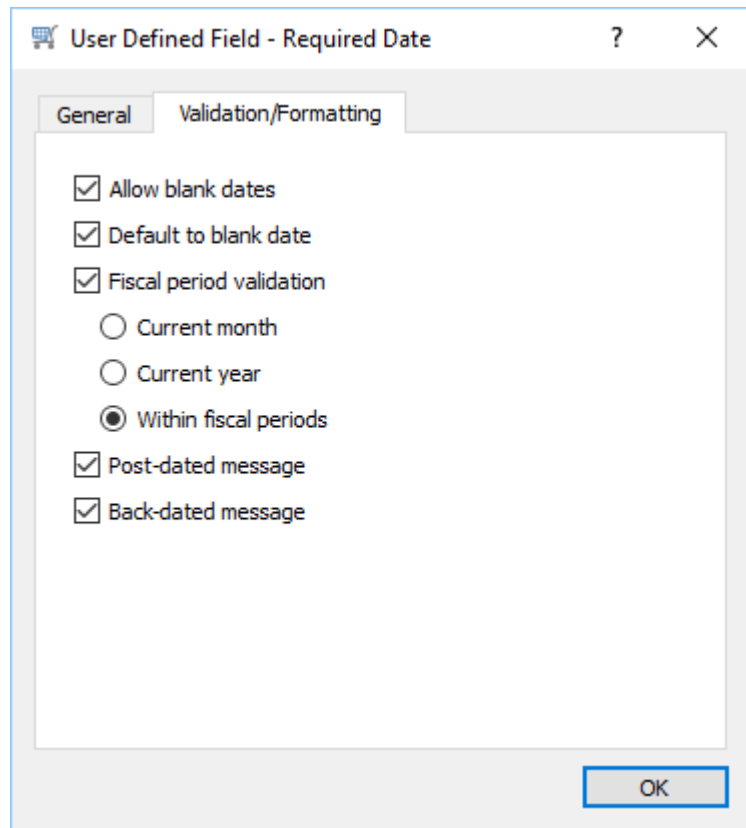
We also added a page called 'Progress' and included a field called 'Required Date' and made it left aligned, and formatted as MM/DD/YYYY.



We can also add date validation by selecting

- Allow blank dates
- Default to blank date
- Fiscal Period validation
- * Current month
- * Current year
- * Within fiscal periods
- Post-dated message
- Back-dated message

If the post-dated or back-dated message options are selected the user will be prompted with a message that the date is either before or after the fiscal validation. But then still let them enter it.



We can add a dropdown list for the user to select from

User Defined Field - Staus

General Validation/Formatting

Properties

Field name: Status

Label: Status

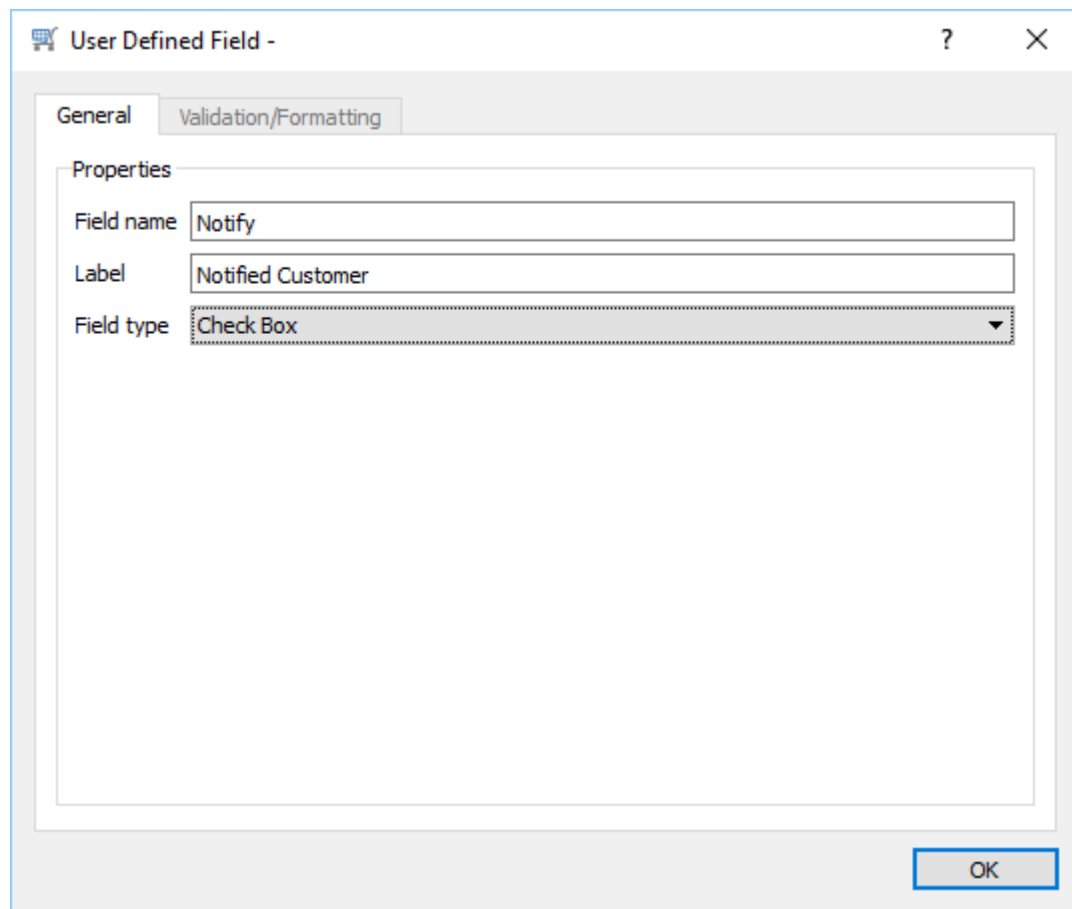
Field type: Drop Down

Values:

- Waiting for Stock
- Stock Arrived
- In Progress
- Final Prep
- Packaged
- Ready to Ship

OK

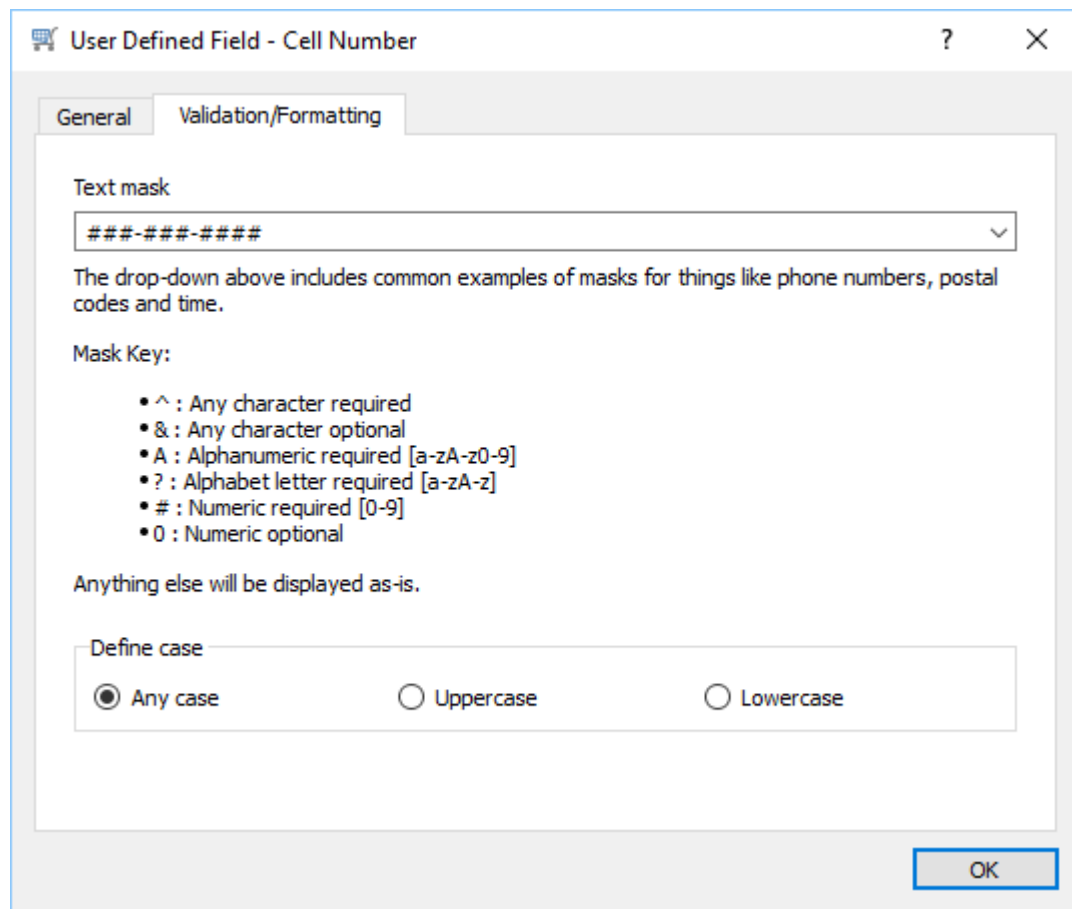
We can add a checkbox.



The image shows a 'User Defined Field' dialog box with a title bar containing a question mark and a close button. It has two tabs: 'General' (selected) and 'Validation/Formatting'. Under the 'General' tab, there is a 'Properties' section with three fields: 'Field name' containing 'Notify', 'Label' containing 'Notified Customer', and 'Field type' set to 'Check Box' from a dropdown menu. An 'OK' button is located at the bottom right of the dialog.

In the case of a text field it can be masked and have the case defined. In this example we added a cell number and we want it formatted as 555-555-5555 for use the number symbol ###-###-#### with – between them.

Another example is that if you want a text field to only be a certain width you can set it as 'masked text' and set the width by populating the mask with a quantity of & to equaling the width. For example if you want it 6 characters wide enter &&&&&& .



The image shows a dialog box titled "User Defined Field - Cell Number". It has two tabs: "General" and "Validation/Formatting". The "Validation/Formatting" tab is active. Inside this tab, there is a section for "Text mask" with a drop-down menu showing "###-###-####". Below this, a text box explains that the drop-down includes common examples for phone numbers, postal codes, and time. A "Mask Key:" section lists five symbols and their meanings: ^ for any character required, & for any character optional, A for alphanumeric required, ? for alphabet letter required, and # for numeric required. Below this list, it states "Anything else will be displayed as-is." At the bottom of the tab, there is a "Define case" section with three radio buttons: "Any case" (selected), "Uppercase", and "Lowercase". An "OK" button is located at the bottom right of the dialog box.

User Defined Field - Cell Number

General Validation/Formatting

Text mask

###-###-####

The drop-down above includes common examples of masks for things like phone numbers, postal codes and time.

Mask Key:

- ^ : Any character required
- & : Any character optional
- A : Alphanumeric required [a-zA-z0-9]
- ? : Alphabet letter required [a-zA-z]
- # : Numeric required [0-9]
- 0 : Numeric optional

Anything else will be displayed as-is.

Define case

☒ Any case ☐ Uppercase ☐ Lowercase

OK

Entering UDF Data & Using them in Reports

Entering data in UDFs

Entering data into the fields that you created is done by going to the 'User Defined' tab of the module.

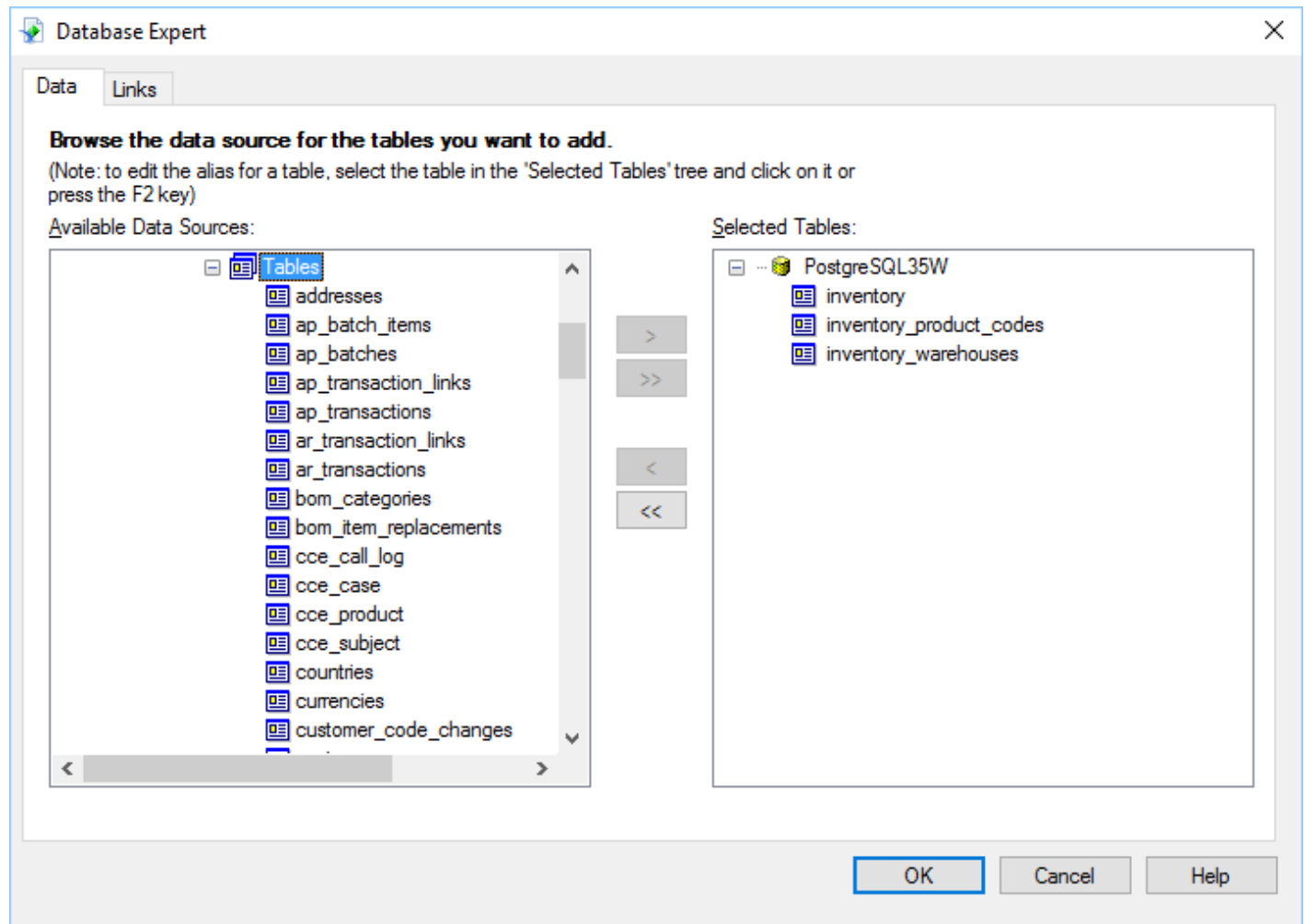
The screenshot shows the 'Inventory - [VA] COCPOW' window. The 'Warehouse' is 'VA' and the 'Part Number' is 'COCPOW'. The 'Description' is 'Cocoa Powder'. The 'User Defined' tab is selected, showing 'Food Info' and 'Preparation Info' sections. The 'Food Info' section has checkboxes for 'Gluten Free' and 'Kosher', both of which are checked. The 'Store Temp (Degress C)' field is set to '5'.

All the formatting you applied when setting up the fields, are respected.

Creating Reports on UDF data

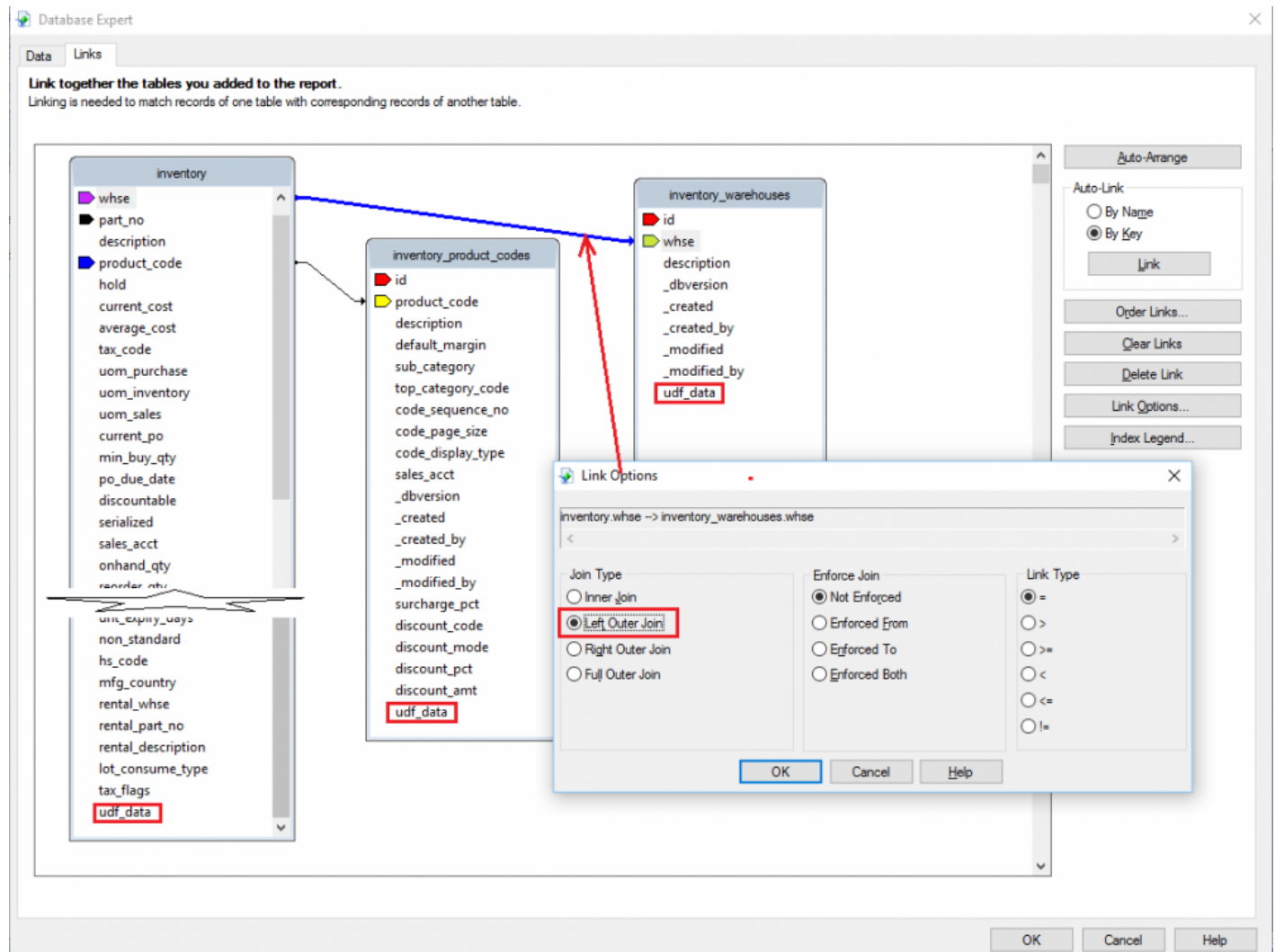
Open Crystal Reports and edit the report that needs UDF data added to it. In this example we will edit the 'Inventory Stock Status' report.

Go to 'Database Expert' and add the tables that are required for the report.

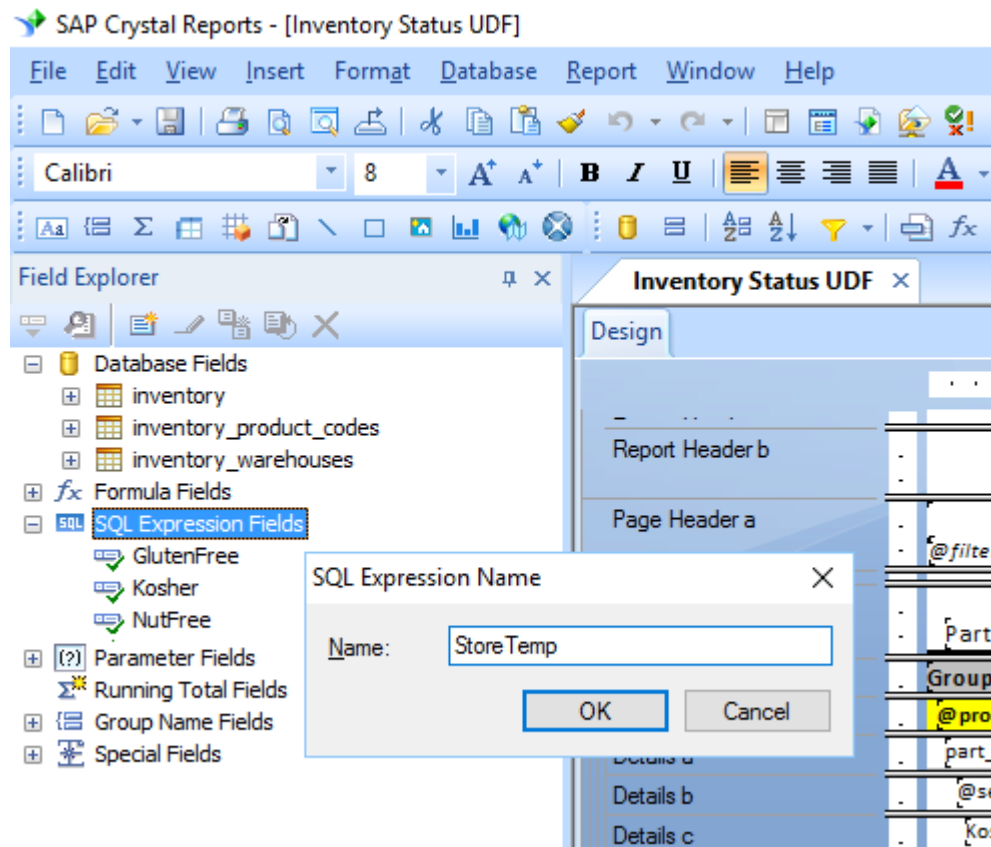


Set the join type to 'Left OuterJoin'

Click OK

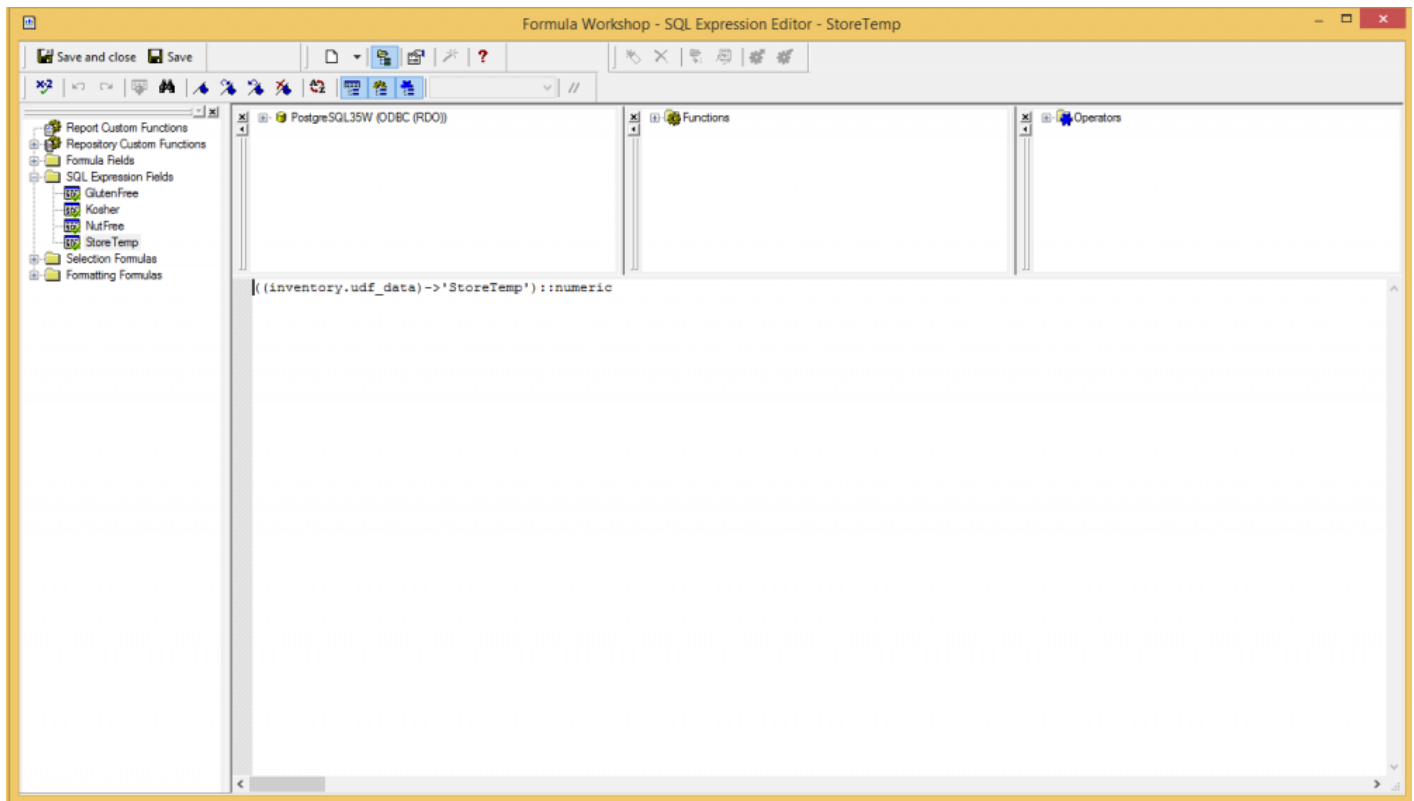


Add a SQL Expression Field by right clicking and selecting 'New'



Give the SQL Expression a name. This example is 'StoreTemp'

The SQL expression looks like this – ((inventory.udf_data)->'StoreTemp')::numeric



Other examples”

- ((inventory.udf_data)->'GlutenFree')::boolean
- ((inventory.udf_data)->'Kosher')
- ((inventory.udf_data)->'NutFree')

NOTE

- the Field Name is case sensitive
- ::numeric denotes a number field in Crystal Reports Designer
- ::date denotes a date field
- ::boolean denotes True/False
- if ::type is left off then it will be a text field

Once data is saved here is what it looks like stored in a field called udf_data

| | | | | | |
|-----|-------|----|--------------|------------------------------|---|
| 295 | 172 | VA | CUCBBT12548K | Chin Up Bar 1.25" x 48" Bent | |
| 296 | 25007 | VA | TAPSTARCH | Modified Tapioca Starch | |
| 297 | 36 | VA | INSKB5 | InSpire Kettlebell 5 | |
| 298 | 25002 | VA | COCPOW | Cocoa Powder | "Kosher"=>"TRUE", "NutFree"=>"TRUE", "StoreTemp"=>"5", "GlutenFree"=>"TRUE" |
| 299 | 25020 | VA | SLTCARM | Salted Caramel | "Kosher"=>"TRUE", "NutFree"=>"TRUE", "StoreTemp"=>"12" |
| 300 | 5 | VA | INSKB15 | InSpire Kettlebell 15 | |
| 301 | 51 | VA | INSKB20 | InSpire Kettlebell 20 | |
| 302 | 34 | VA | INSKB35 | InSpire Kettlebell 35 | |
| 303 | 44 | VA | INSWP45 | InSpire Weight Plate 45 | |
| 304 | 20 | VA | SP500FM | Springfield 500 Floor Mat | |
| 305 | 18 | VA | INSDB40 | InSpire Dumbbell 40 | |
| 306 | 14 | VA | NATBEL55 | Weight Lifting Belt Model 55 | |
| 307 | 42 | VA | INSDB15 | InSpire Dumbbell 15 | |
| 308 | 24992 | VA | PROTEINMIX | Protein Mix | "Kosher"=>"FALSE", "StoreTemp"=>"5", "GlutenFree"=>"TRUE" |

The expression can now be added to the report. In this example we added 4 UDF fields along with a label.

| Inventory Status UDF | | | | | | | | | |
|----------------------|-------------------------------|-------------|------------|------------|-------------|--------------|-------------------|------------------|---------|
| Design | | | | | | | | | |
| Report Header b | @company_name | | | | | | | | |
| Page Header a | Report Title | | | | | | | | |
| Page Header c | {Print Date} / {Print Time} | | | | | | | | |
| | Part number | Description | Committed | On hand | On PO | Current | Average | Extended | Average |
| Group Header #1: | Group #1: description | | | | | | | | |
| Group Header #2: | @product_code_description | | | | | | | | |
| Details a | part_no | description | mitted_qty | onhand_qty | urchase_qty | current_cost | average_cost | extended_average | |
| Details b | @serial_no serial lot numbers | | | | | | | | |
| Details c | Kosher | %Kosher | Nut free | %NutFree | Gluten free | %Gluten | Storage tempature | StoreTemp | |
| Group Footer #2: | | | | | | | Product Code | extended_average | |
| Group Footer #1: | | | | | | | Warehouse | extended_average | |
| Report Footer | | | | | | | Total | extended_average | |
| Page Footer | Page N of M | | | | | | | | |

The printed report

Inspire Health Systems

Inventory Status UDF

* Report includes selected records

April 15, 2016 / 7:04 am

| Part number | Description | Committed | On hand | On PO | Current | Average | Extended Average |
|----------------------------------|-----------------------------|-----------|------------|-------------|---------|---------------------|---------------------|
| VA Inspire Health Systems | | | | | | | |
| No Product Code | | | | | | | |
| YOGURTCOATING | High Protein Yogurt Coating | | 9,700 | | 0.45 | 0.45 | 4,365.00 |
| Lot: | 6,000 5678909 | 1,500 | 436352DS77 | | | | |
| | 2,200 4T657756 | | | | | | |
| Kosher | TRUE | Nut free | TRUE | Gluten free | 1 | Storage temperature | 5.00 |
| Total | | | | | | | 4,365.00 |

FAQs

Customer Specific Part Numbers

Video Instruction – How to use 'Price Matrix' to set customer specific part numbers.



Why is Enter Different than Tab

In Spire we use the tab and enter together to speed up the data entry process. The tab key moves the user from field to field and the enter key takes them to the next line.

This is especially helpful in sales entry when adding items and using all defaults or maybe a few changes.

The user would enter the part number and then if they accept the quantity of 1 and the regular price, just hit enter for the next line. If the quantity and price are often edited, move those 2 fields next to the part number and the user would just have to enter the part number then tab and change quantity, then tab and change price and then enter to get to the next line.

Video Instruction – Tab and enter in Spire

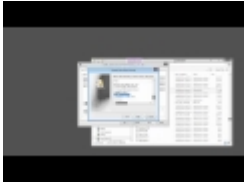
Inventory Count

Video Instruction – Use Inventory exports and adjustment import to perform an inventory physical count.



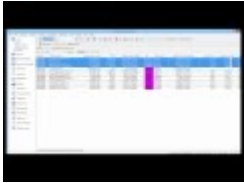
ODBC Setup

Video Instruction – How to setup a Spire ODBC connection.



Standing Orders

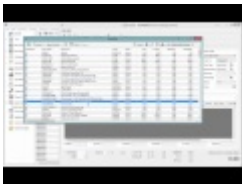
Video Instruction – How to create standing orders with an invoice repeat cycle.



Shortcut F Keys

- **F1** – Launches the manual with context sensitive help
- **F2** – Cancels a sales order
- **F5** – In sales and POS brings up the invoice and payment screen
- **F6** – Exits the sales order
- **F7** – In a sales order it brings up the sales history for the customer on the order.
- **F9** – Lookup with or without searches.
- **F12** – Logs the user out of the company and allows them to re -log into the same or different company.
- **F10** – Allows the user to switch Division, warehouse or location

Video Instruction – Use FKey hot keys as shortcuts in Spire



Importing New Prices

Video Instruction – Updating Sell prices using export to Excel and Import back.



Cumulative Quantity Breaks



Email Templates

How to use email templates to speed up emailing in Spire.



Contract Cost

Video Instruction – Shows how to set a contract cost for a customer.

Using price matrix to assign a contract cost to an item for a customer. A special sell price can also be set.

[See this link for full explanation.](#) “



Communications

Video Instruction – Communications

See how Spire's Communications module helps you keep close contact with all aspects of your Spire data.



Receiving Negative Inventory

When inventory is allowed to be sold or consumed so that the on-hand quantity is below zero it means that the item is potentially sold to the customer at the the wrong cost.

Let's look at this example.

Item INSDB55

Average Cost \$100

On-Hand negative 2

Sell \$145

Margin 31.03%

Replacement cost \$110.

We see on this sales order that the cost is \$100, the margin is 31.03% and the on-hand is -2.

| Part No | Description | U/M | Order Qty | Ship Qty | B/O Qty | Disc | Unit Price | Current Cost | Margin (Avg) | Average Cost | Inv. Committed | Levy | Ext Price | Conversion Factor | G.S.T. |
|---------|---------------------|-----|-----------|----------|---------|------|------------|--------------|--------------|--------------|----------------|------|-----------|-------------------|--------|
| INSDB55 | InSpire Dumbbell 55 | EA | 1 | 1 | 0 | 0.0 | 145.00 | 100.00 | 31.03 | 100.00 | 1 | | 145.00 | 1 EA per EA | |

| | | | | | | | | | | | |
|-----------|--------|---------|--------|-----------|-------|-----------|-------|----------|-------|----------|--|
| Available | -2.000 | On Hand | -2.000 | Committed | 0.000 | Backorder | 0.000 | On Order | 0.000 | Expected | |
|-----------|--------|---------|--------|-----------|-------|-----------|-------|----------|-------|----------|--|

| | | | | | | | | | | | |
|--------------|------|------------|---------|-------|----------|-------|------|-----------------|---------------|----------------------------------|--|
| Total Weight | 0.0 | Current GP | 31.03 % | 45.00 | Discount | 0.0 % | 0.00 | Subtotal | 145.00 | All amounts in Canadian dollars. | |
| Freight | 0.00 | Average GP | 31.03 % | 45.00 | Shop Fee | | 0.00 | G.S.T. | 7.25 | | |
| | | | | | | | | BC P.S.T. | 10.15 | | |
| | | | | | | | | | 162.40 | | |

If we would have had received the quantity into stock previous to selling it the cost would have been \$12 instead of \$10. This means that the sale was posted to the customer and to the GL at the wrong cost.

The sales history cannot be changed, however to maintain correct GL costing and to keep the GL balanced to the inventory Spire does correct the costing when the items are received.

Purchase Order - 0000700094

Open Vendor View Expanded

Refresh Prices Unissue Receive Invoice Close Totals by Receiving Qty Next Phase

Main Bill To Ship To Sales Taxes Info Communications Sales History Receive Order Receipts Phase User Defined Attachments Purchase History

Vendor Vendor No. INSPIRE Inspire China Reference No. Order Details Status Issued PO No 0000700094 Order Date 06/28/20

Items

Serial Numbers Scan Items Comment Show UDF Receiving Labels

| Part No | Description | Order Qty | To Date Qty | Receive Qty | Cost | UOM | Extended Cost | Duty % | Duty | Freight % | Freight | Reqd. Date | Vendor |
|---------------|---------------------|-----------|-------------|-------------|-----------|-----|---------------|--------|------|-----------|---------|------------|--------|
| [VA] INSD855 | InSpire Dumbbell 55 | 2.000 | 2.000 | 0.000 | 110.00000 | EA | 220.00000 | 0.00 | 0.00 | 0.00 | 0.00 | 06/28/2016 | |

GL Transaction - 0000000850

Entry 06/28/2016

| Account No | Account Name | Base Debit | Base Credit | Designation | Memo | Type | Entity | Document |
|--------------|------------------------------|------------|-------------|-------------|------|-------|---------|------------|
| 21130/ / [] | Accrued Payables | 0.00 | 0.00 | Credit | | POrv. | INSPIRE | 0000700094 |
| 11306/ / [] | Inventory at Cost - Weights | 200.00 | 0.00 | Debit | | POrv. | INSPIRE | 0000700094 |
| 71160/ / [] | Cost of Goods Sold - Weights | 20.00 | 0.00 | Debit | | POrv. | INSPIRE | 0000700094 |
| 21120/ / [] | Accounts Payable | 0.00 | 220.00 | Credit | | POrv. | INSPIRE | 0000700094 |

Debits 220.00 Credits 220.00 Balance 0.00

OK Cancel

Available -2.000 On Hand -2.000 Committed 0.000 Backorder 0.000 On Order 2.000 Expected 2016-06-28

Weight 0.0 Landed Freight 0.00 Discount 0.0 % 0.00 Subtotal 220.00 All amounts shown in Canadian dollars.

Vendor Freight 0.00 Landed Duty 0.00

220.00

Notice that the \$20 difference was posted to cost of goods like it would have if the item was received before invoicing it to the customer and therefore pushing it to negative on-hand..In the end, the correct amount of \$120 was posted to cost of goods.

Video Instruction – Receiving negative on-hand items.



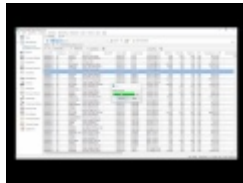
Tips & Tricks

Excel Pivot Tables

By utilizing Spire's filters and exports, users can export data to Excel and then create a separate spreadsheet with pivot tables to analyze the data many different ways. Then each period just re-export the data and simply refresh the Pivot Tables.

By creating several exports, users create themselves a "Dashboard" with only the data that they are interested in.

See this video on how to accomplish this.



Video Instruction –

Job Costing
