Spire User Manual

2.8 — Last update: 2018/01/28

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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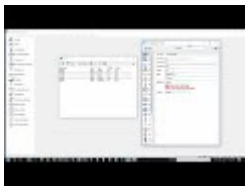
What's New in Version 2.8

Auto Update – In the Spire Server Tray the user may be presented with notification that a Spire upgrade is available. Otherwise click on Help -> Check for updates and they will see what version(s) are available and will be prompted to upgrade. Once the server has been upgraded, the workstations will automatically be prompted to install the Spire workstation, which will be pulled from the server.

Credit Card Processing – Spire will process credit card payments from Sales orders, Point of Sale and accounts receivable payments. These are 'Card Not Present' transactions and do not include debit cards. We use the payment processor, "Payfirma". Sign up with them at www.payfirma.ca and tell them you are using Spire.

See this video for how to setup and use this integration

User Control – Users must now have an email address to allow for future password retrieval and multi company functionality. You are now able to select your own active users. You can set as 'Active' the number of users that you are licensed for.



Easily Edit Active Users – Note that you can activate and deactivate users directly from the user list. This is helpful, because it means that you do not have to edit each user one by one. The following video demonstrates how to perform this action.

Each active user will now have access to web modules for Spire as they are developed and will not require an extra Spire license when 3rd party products are added.In addition each user can log into many companies and only one license is required.

License View/Review – On the server go to the Spire Server Tray and then click Help -> License to view your license and refresh new purchases. If you do not refresh the purchases they do happen automatically every 4 hours.

Upload T4s to CRA- Click Here

Amending / Cancelling T4s- Click Here

Previous Versions

What’s New In Version 2.7

Increased inventory list speed

What's New In Version 2.6

Spire 2.6 Feature Additions

Unlimited number of payment methods Click Here for instruction
Removed the limit of 7 payment methods for sales orders and POS

Added the ability to round invoice/POS payment to nearest 5 cents for penny rounding Click Here for instruction
By setting up rounding in company settings, any sale paid by cash will round the payment to the nearest 5 cents and post the difference to a variance GL account

Improved Cash Out procedure for Sales/POS Click Here for instruction
Cashout batches are now saved so they can be reviewed in the future. In addition to the summary report there is now also a detailed version showing all invoices and the payment methods used.

Added an inventory button to sales order detail lines for quick opening of the selected item Click Here for instruction
Users can click the "Open Inventory" button when highlighting an item on sales order details and it will open that item for editing and viewing.

Added a 'Check Stock' button to POS to check stock in all other warehouses with a click Click Here for instruction
POS users can get access to see stock in all other warehouses by clicking 'Show Stock".

Added a 'Check Stock' button to sales order detail lines to check stock in all other warehouses with a click Click Here for instruction
Sales Order users can get access to see stock in all other warehouses by clicking 'Show Stock".

Added a unit and License number to the sales order list for Service Manager
License numbers and unit numbers have been added to the sales order list so that the user can quickly find a unit in for repair.

Added lot number tracing Click Here for instruction
A trace button has been added to the lot numbers so that the user can drill down to each transaction where that lot number was received or consumed.

Update the exchange rate when overriding foreign currency on a journal posting
Editing an amount on a foreign journal entry recalculates the other values.

Clear and Re-link Historical AR and AP to be able to run backed dated reports from converted data.
Re-posts BV converted AR and AP data so that back dated reports can be run from before the conversion date.

Allow viewing of AR and AP history beyond 2 years with a toggle
No longer limiting viewing of AR and AP transactions to 2 years.

Added customer selection to AR reports tab
Adds the ability to select a customer to the reports tab.

Rearrange inventory Screen
Moved and combined some tabs so that all tabs could be seen on a narrower monitor

Video Instruction – New Features in Version 2.6

What's New in Version 2.5

Spire 2.5 Feature Additions

User Defined Fields (UDF's) have been added to list views Click Here for instruction
User defined fields are now visible on the list views and can be filtered, searched, sorted and exported.

Electronic Funds Transfer (EFT) for Accounts Payable Click Here for instruction
In batch payables the invoices selected for payment can be processed to an EFT file instead of printing a cheque.

Batch Accounts Receivable Click Here for instruction
Users can now enter payments in an easy to use screen that saves to a batch that can be posted together and then transferred to the bank. Reports can be printed on these batches including a bank deposit slip.. Users can also send the batch to an EFT file for upload to the bank.

Move UPC codes to their own tab in inventory Click Here for instruction
This feature allows multiple UPCs to be added to each Unit of Measure. (UOM)

Automatic error collection and error send to Spire
During the install of Spire on each workstation the user is asked if they would like to upload errors to Spire for our development team to analyze. This allows our team to quickly resolve issues.

Reports tab added to multiple modules Click Here for instruction
The reports that were available under file/run reports have been moved into the modules. Reports that need parameters that are not available on list filtering are run from these tabs.

Filter Names Shown Click Here for instruction
Users can now see the name of the filter that they have selected on the top of the filtered list.

UPC code import added.
UPC codes can now be imported

Open Related Click Here for instruction
When the user's to-do list is presented on the login screen they can directly open the related module document on the assigned note.

Save Stay Open

When a new record is created the user can opt to save/stay open so that they can add more records without having to click the new button again.

API Additions

- Serial/Lot numbers
- Accounts Receivable
- Accounts Payable
- UPC codes

Video Presentaion of Spire 2.5 Features

What's New in Version 2.4

- January 2017 Canadian Payroll tables
- Improved Payroll Year End Procedure
- Prevent payroll year end from being done more than once
- Block users from posting timecards in January without first performing payroll year end
- Ability to post payroll timecards to last year to be included in T4's

Click here to see Payroll Year End Procedures
Click here to see examples of T4's and T4 summary

Video Instruction on Payroll Year End

What's New in Version 2.3

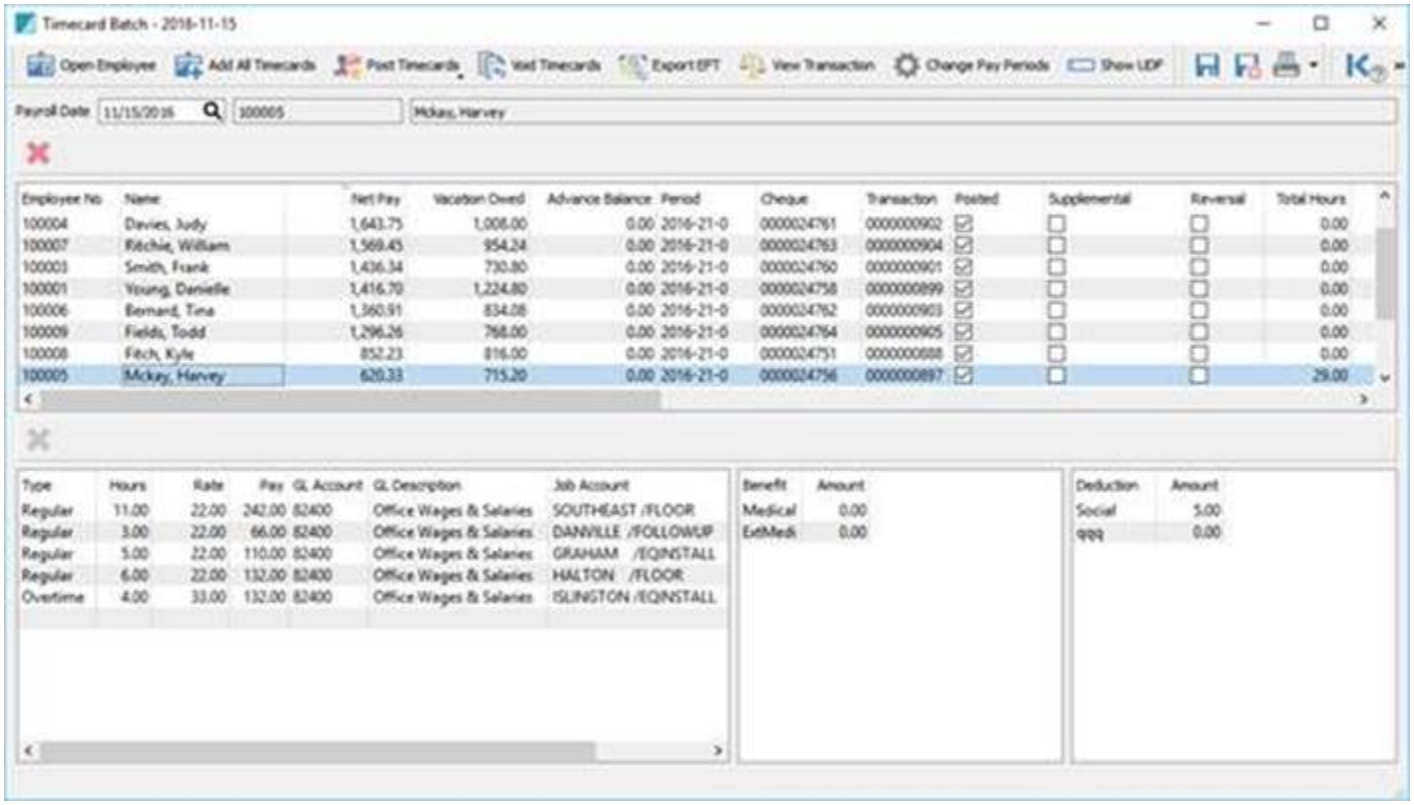
Attachments on Employees

Job Costing

Click here to go direct to job costing in the manual, including video instruction.

We've made the Job Costing module easy with the use of tabs and eliminated the cumbersome task of entering jobs one at time on pop-up screens. In Payroll, you can enter all of the job cost information before posting timecards and printing cheques. Also, timecards and job cost information can be imported from a spreadsheet or a timeclock export.

Here's a screenshot of how information will appear after data is entered or imported. You'll notice that data is visible even after posting the timecard.



If you are struggling with the amount of time it takes to enter job cost information into timecards, then Spire 2.3 will definitely help speed up the process! Users will only need to enter the hours and job code, and the posting to the overhead is handled automatically. Overhead expenses include:

- CPP Employer Portion
- EI Employer Portion
- Worker’s Compensation Expense
- Employee Benefits

This saves an extra step for the user as they will no longer need to job cost the employee benefits from Accounts Payable.

What's New in Version 2.2

2.2 New Features:

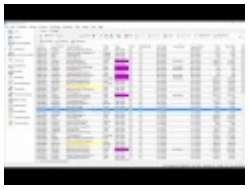
• The last of the technology upgrades
• AR and AP multiple invoice discounts
• AR and AP void transaction (not just Payment)
• AR and AP payment application over several invoices
• Purchase Order line and footer discounts
• Allow sorting on account reconciliation bank import
• Inventory labels from sales 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)
• 1×2 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
Windows Server 2016

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
Windows Server 2016

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

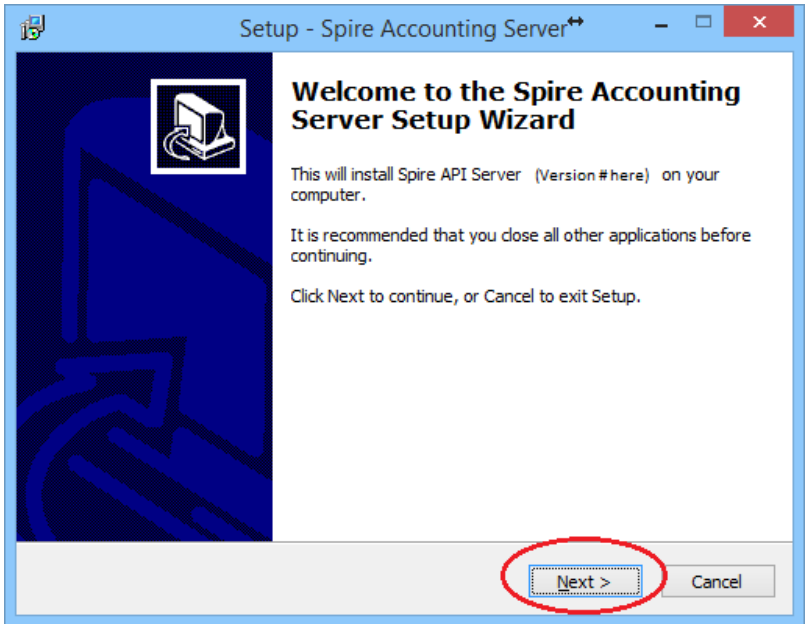
Minimum	Recommended
2.4 GHz quad core processor	i5 or 3.06 GHz processor
4 GB RAM	8 GB RAM
Display with native resolution of 1366×768 or higher (multiple displays and high DPI displays supported)	1920×1080 or higher
Keyboard and pointing device for data entry (Desktop interface does not currently support 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).

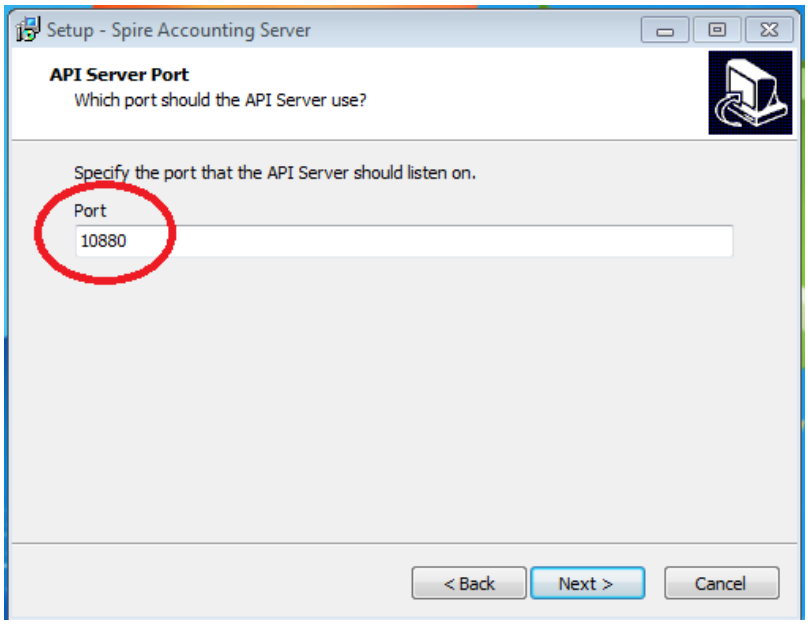
You will see the usual Windows prompt for an executable file. Click on Run.

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



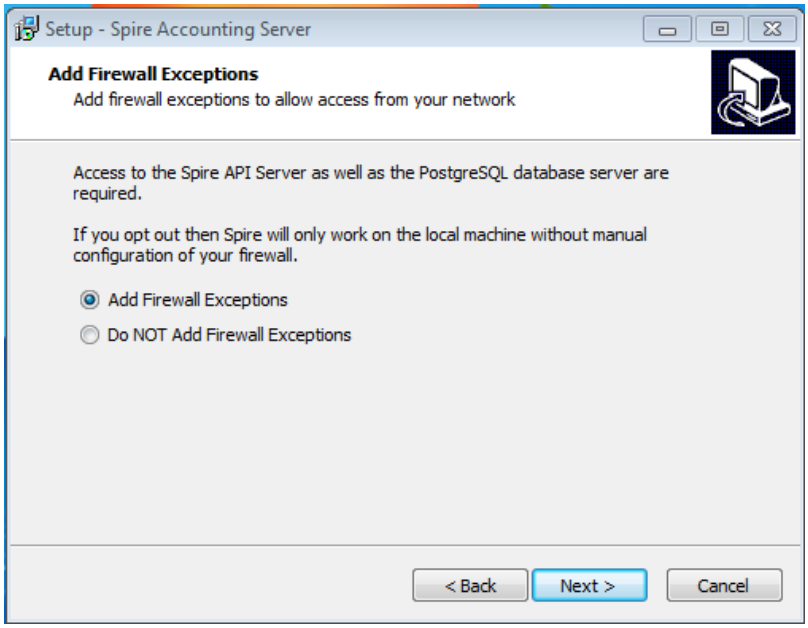
You will need to define the Port that will be used by the application. By default, it is set to 10880. If this is a new installation of Spire, and you aren't upgrading from BV/BVE, then leave it set to the default. However if you are upgrading, and Essentials exists on this server, then it may be using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

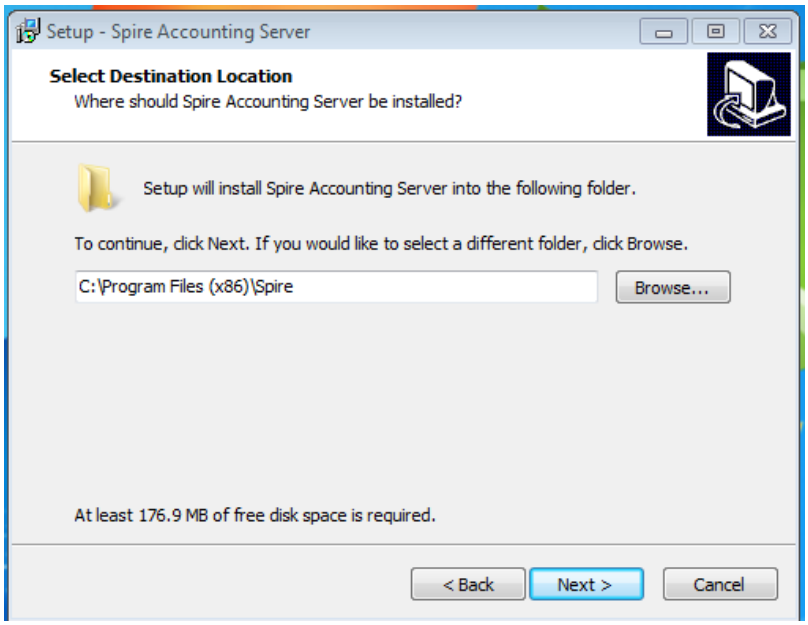


The next window discusses Firewall Exceptions – it is recommended you leave this set to the default of Add Exceptions.

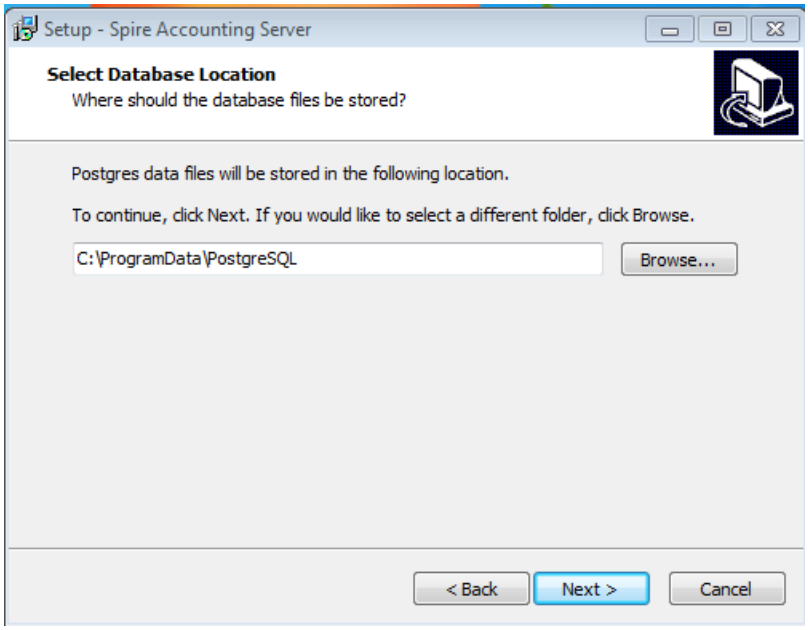
NOTE: Only change this if you intend to make some custom network security settings.



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.

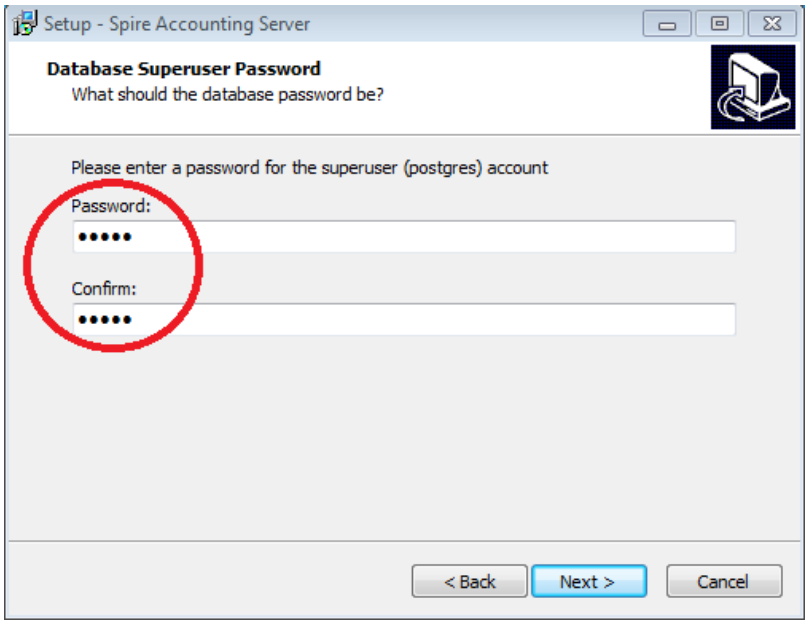


You will need to create a Password for the PostgreSQL Database. This is not the password for individual Spire companies.

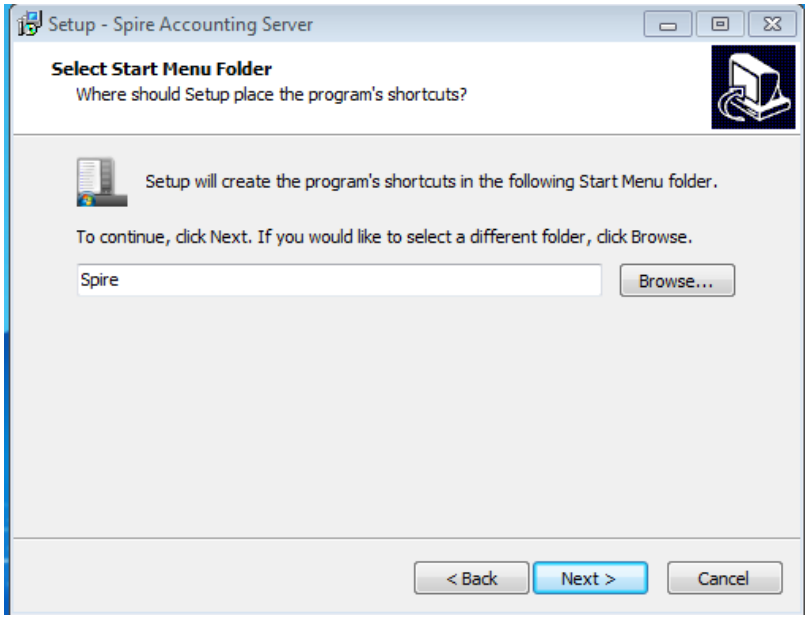
NOTE: Passwords are case-sensitive

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

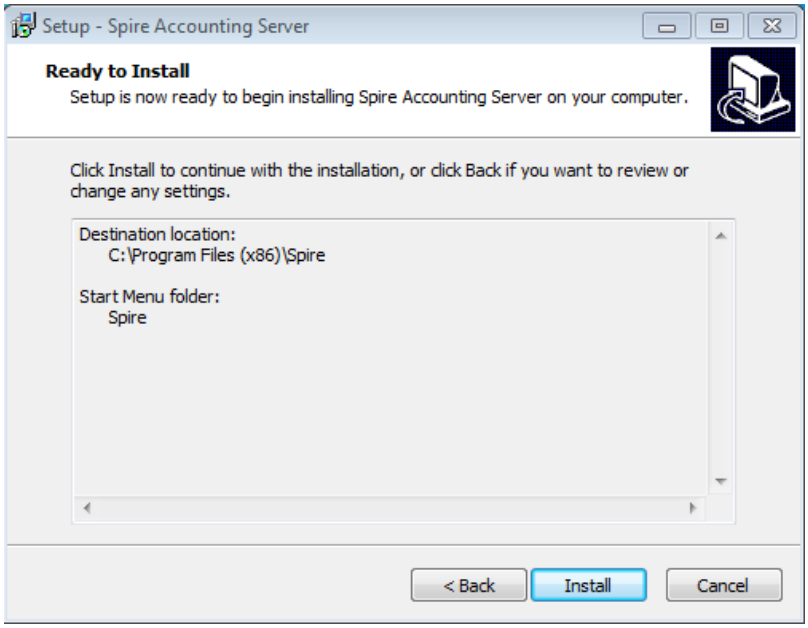
> To Add, Delete or Import a Company, or to perform updates, you will need this password. Please make sure you have a record of this in a secure location.



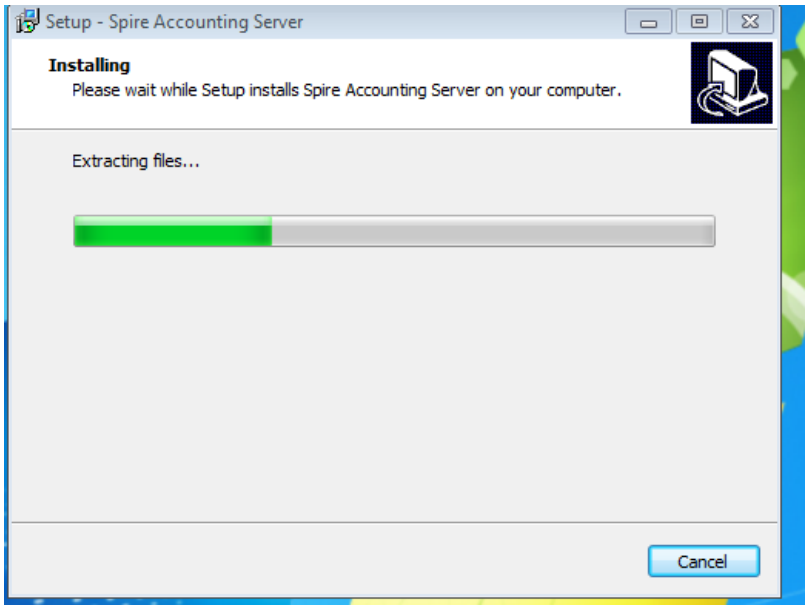
The next window defines the location of the Start Menu Folder – we recommend leaving this set to the default.



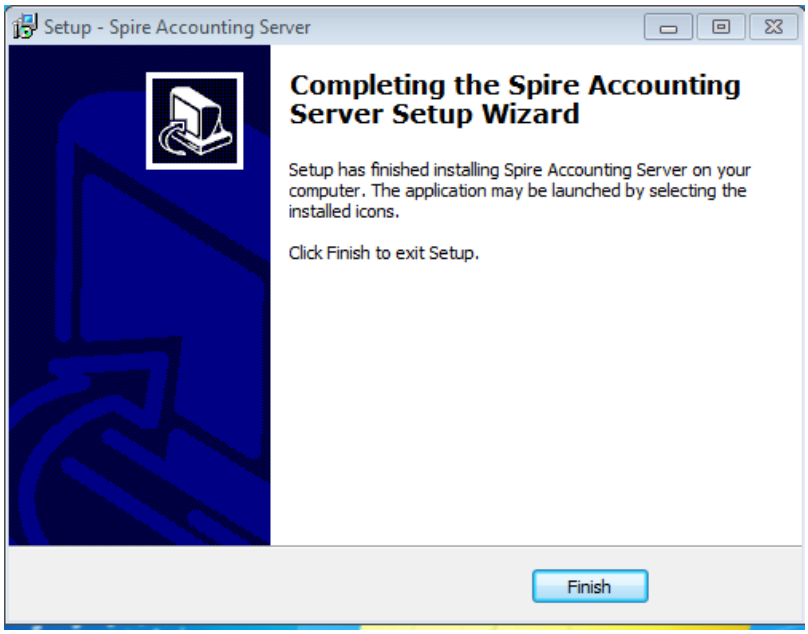
Click the Install button to begin the installation.



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



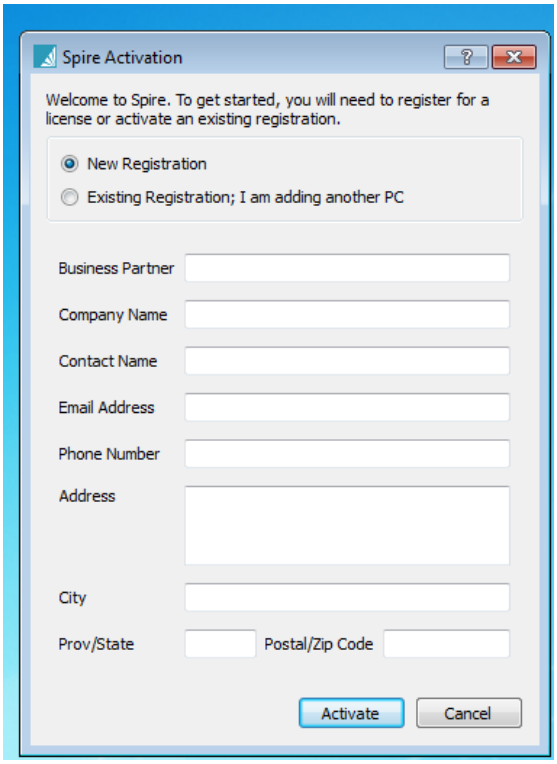
And you will be notified when installation is complete.



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.



Video Instructions

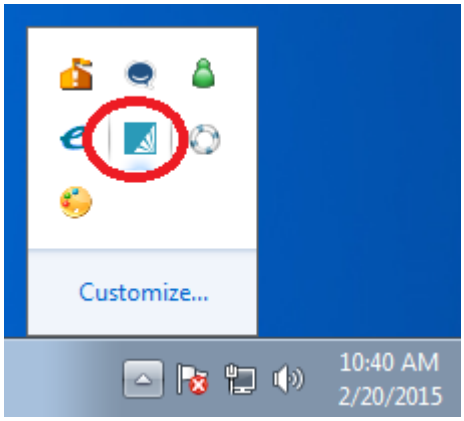
Congratulations, you have completed your installation of the Server software.

Creating a Database

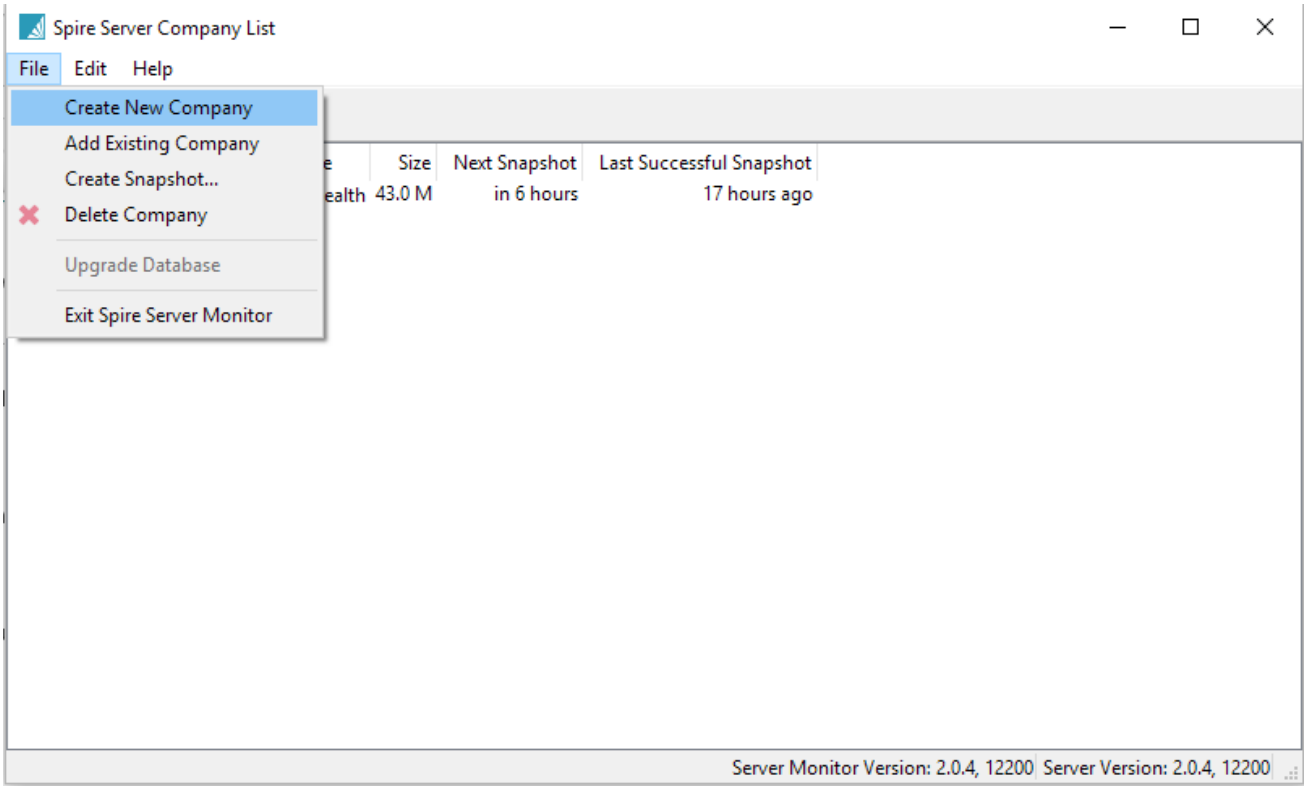
After you have installed the Server software, you are ready to create a New Company.

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

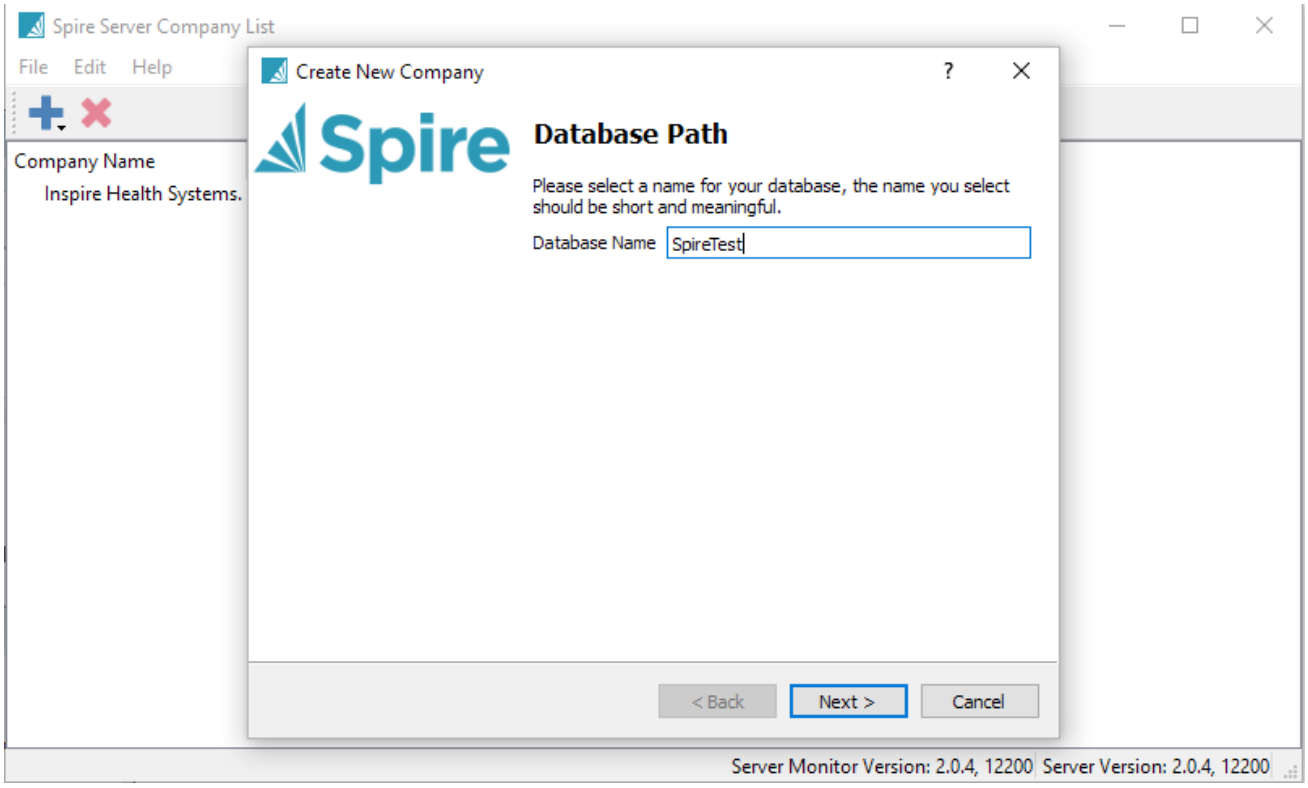
Go to your System Tray in Windows, lower right corner of your screen, and click on the Spire icon.



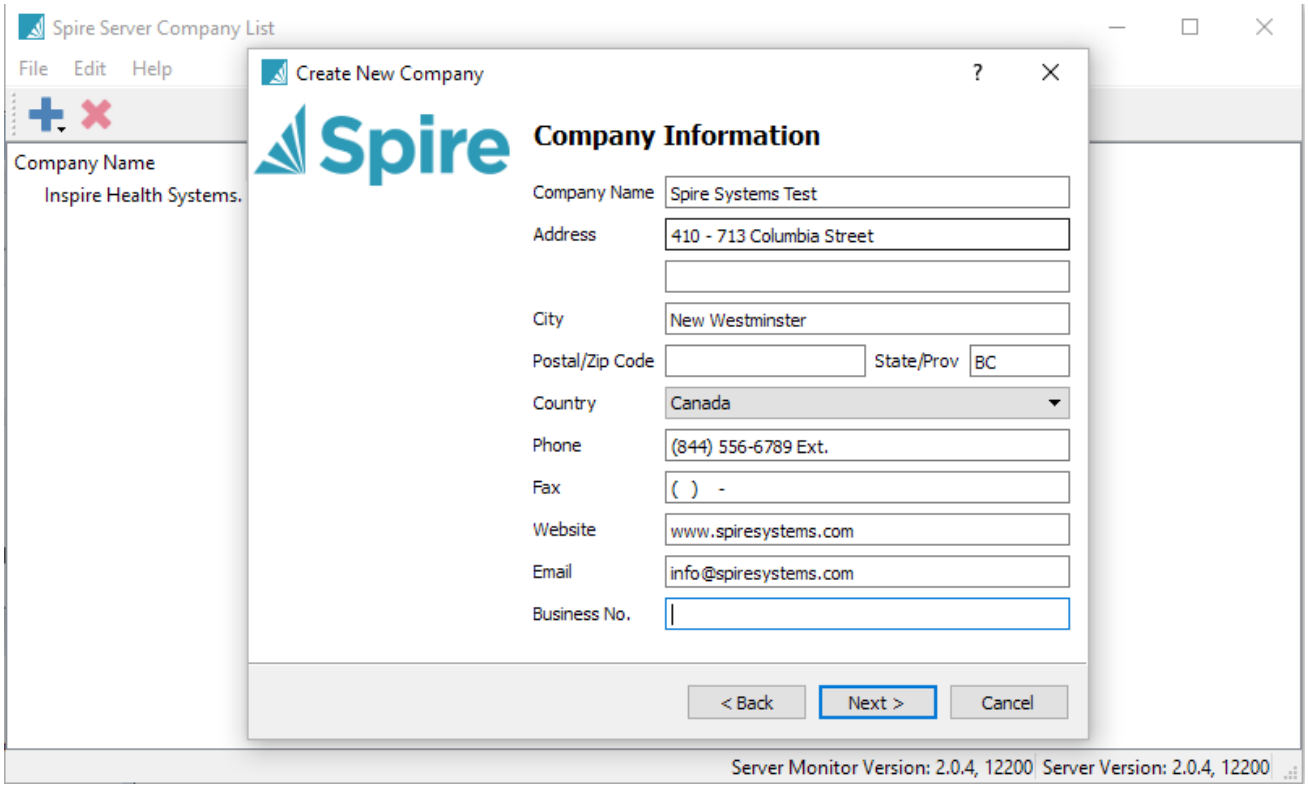
This will bring up the Spire Server Company List. Select the File navigation menu and select Create New Company from the drop down.



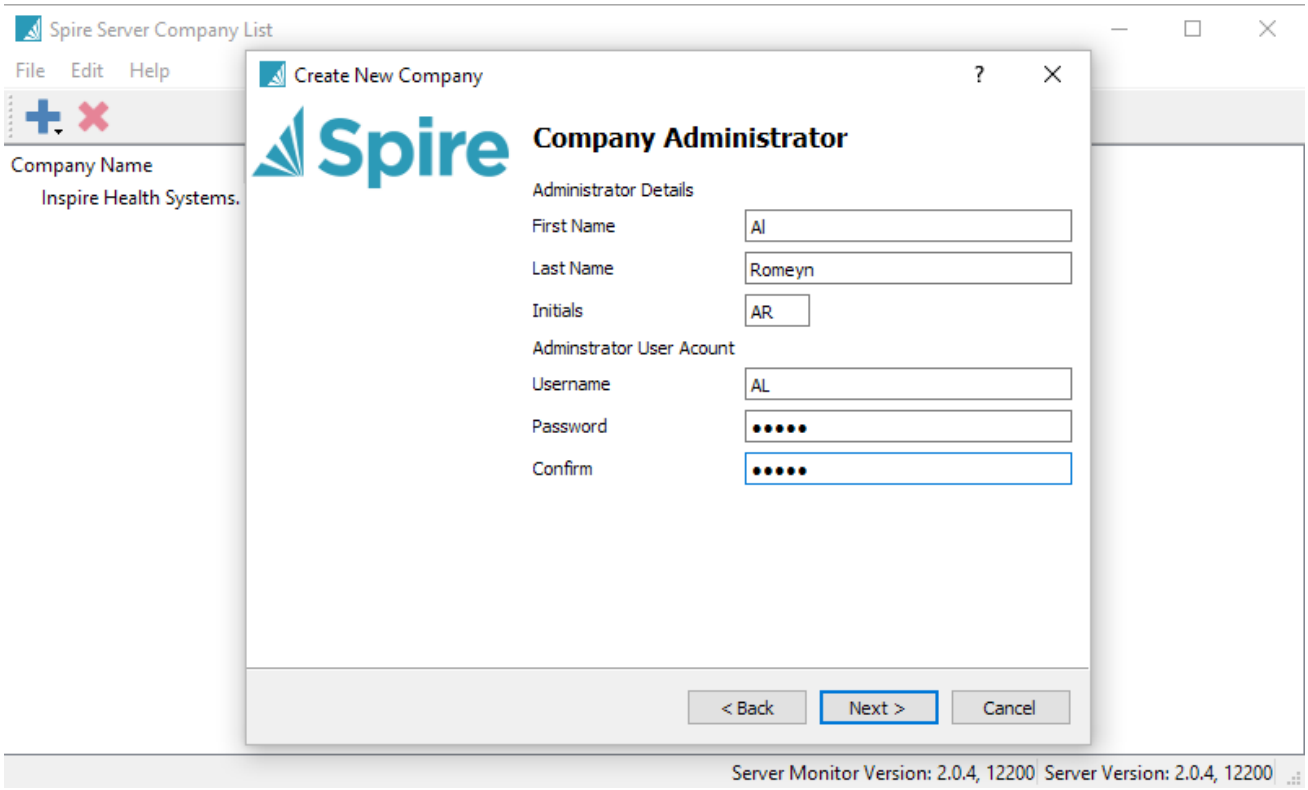
The next window will ask you to create a name for your actual database – use a short name with no spaces rather than the full company name here.



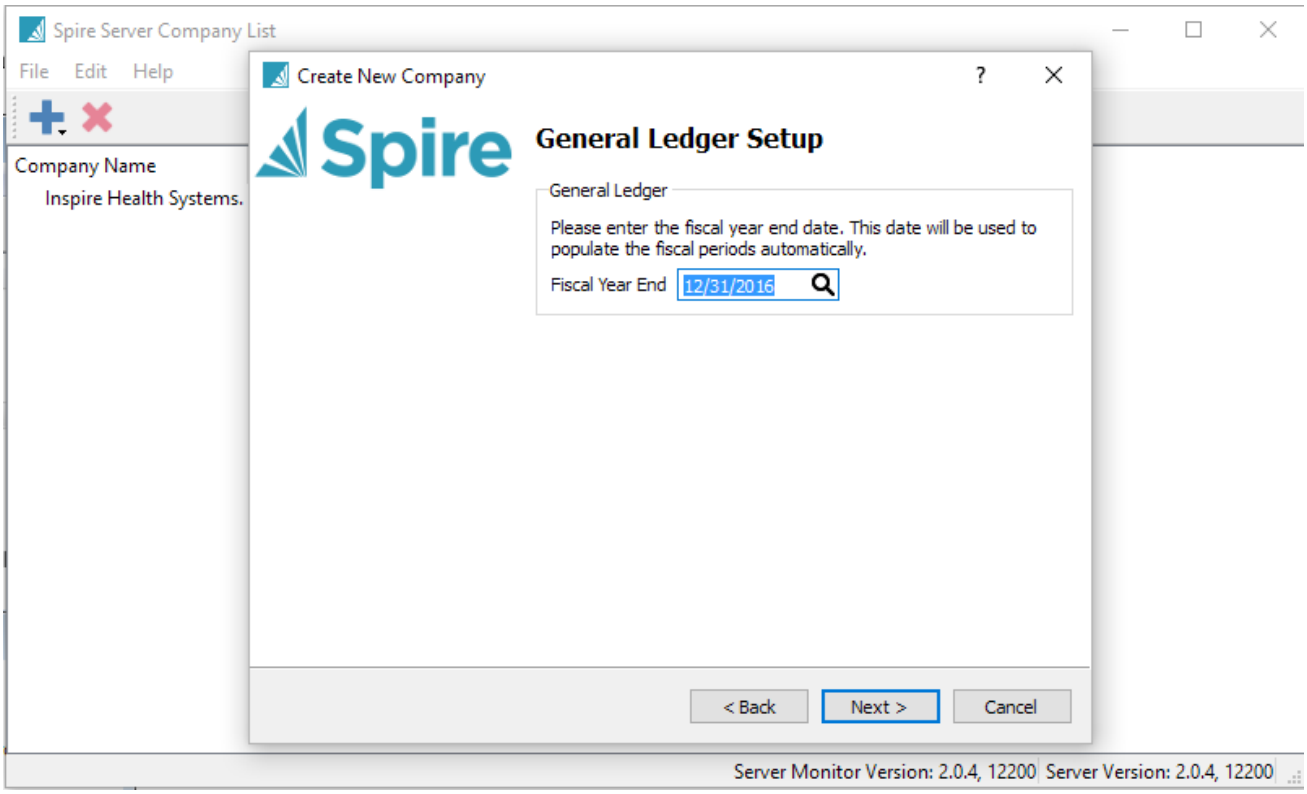
On this next screen, you may enter all the Company information in full.



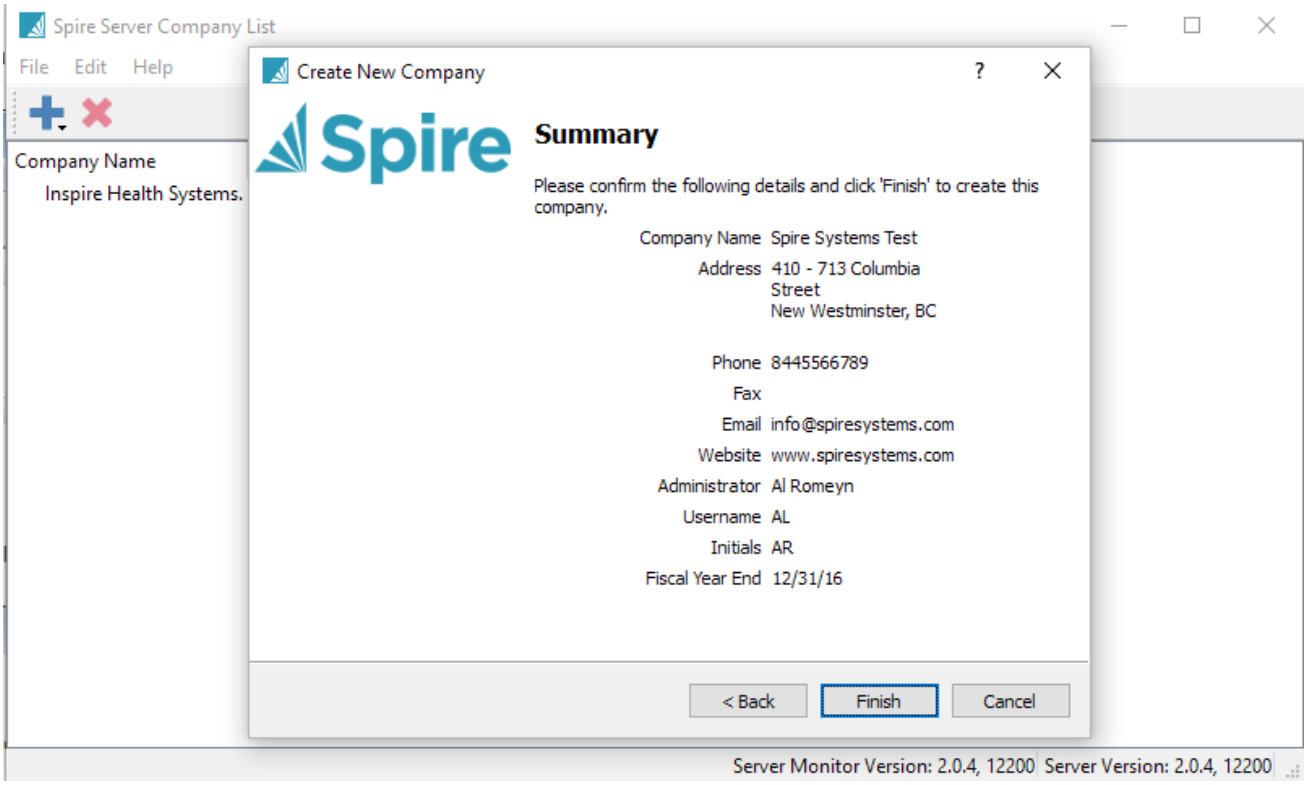
Then you will be prompted to create an Admin user and Password for the company. Note that the password is case-sensitive.



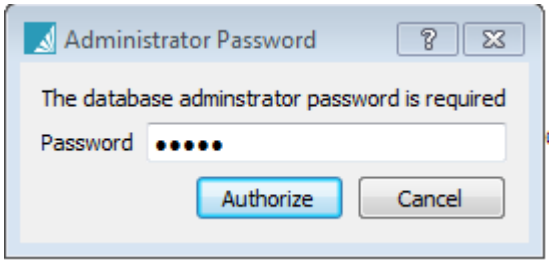
Next you will be prompted to enter a date for your Fiscal Year End.



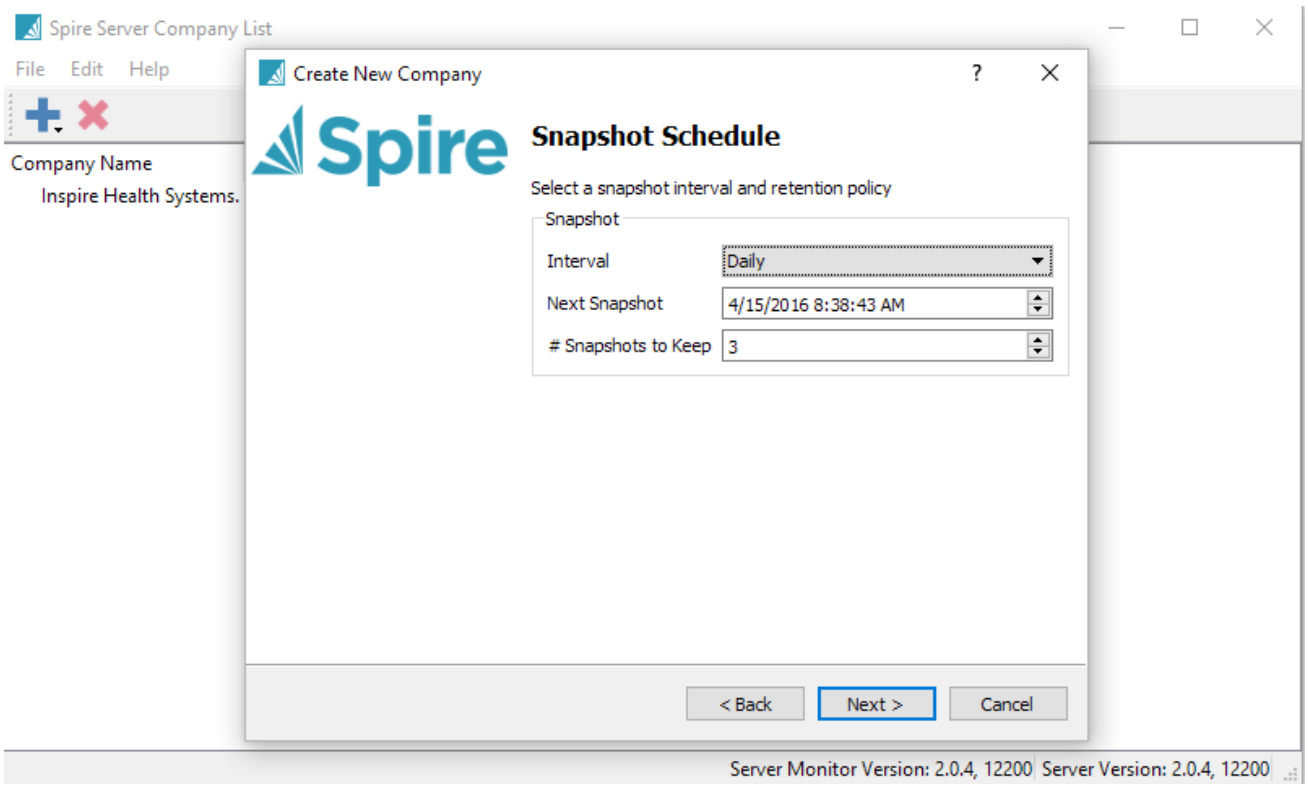
You will be shown a Summary screen – click on Finish to complete your registration.



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.



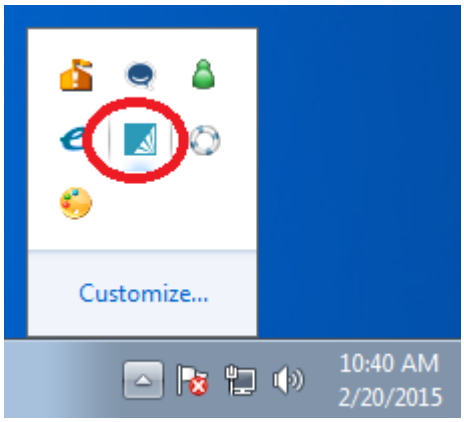
Converting Data

Database Conversion from BusinessVision

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

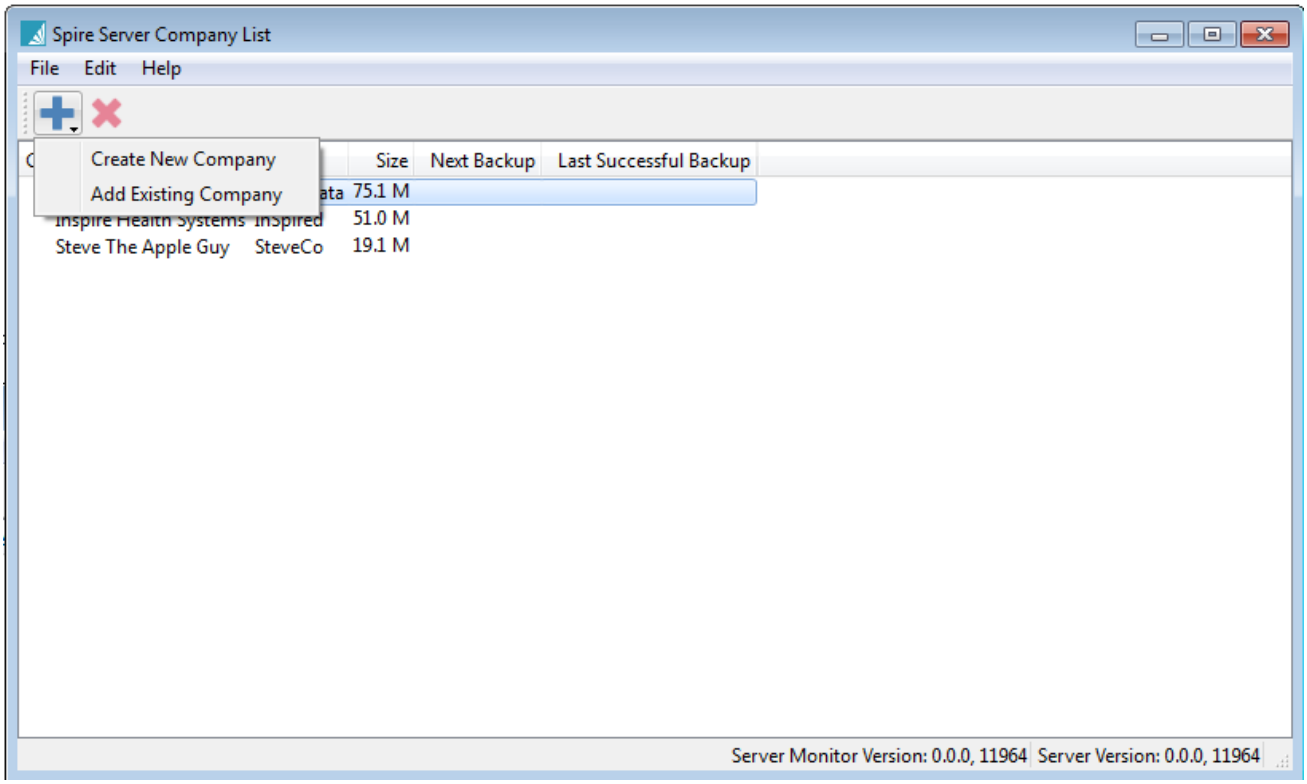
This is done via the Server software itself (all database activity related to Companies is managed through the Server, not the Client)

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

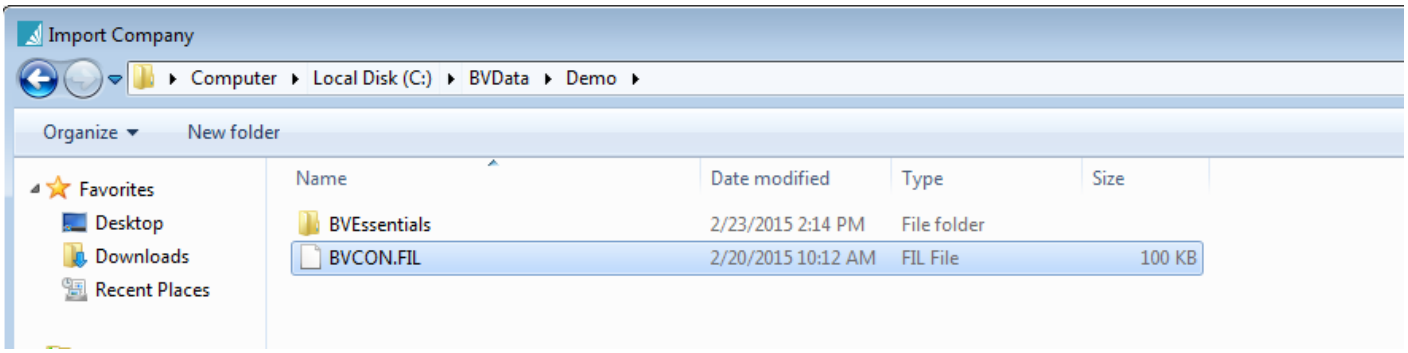


NOTE: if you have installed Spire on a new machine that had no previous BV installation, then you will need to add Pervasive to the new machine. Spire needs the Pervasive database to read the BV data and convert it to a Spire company.

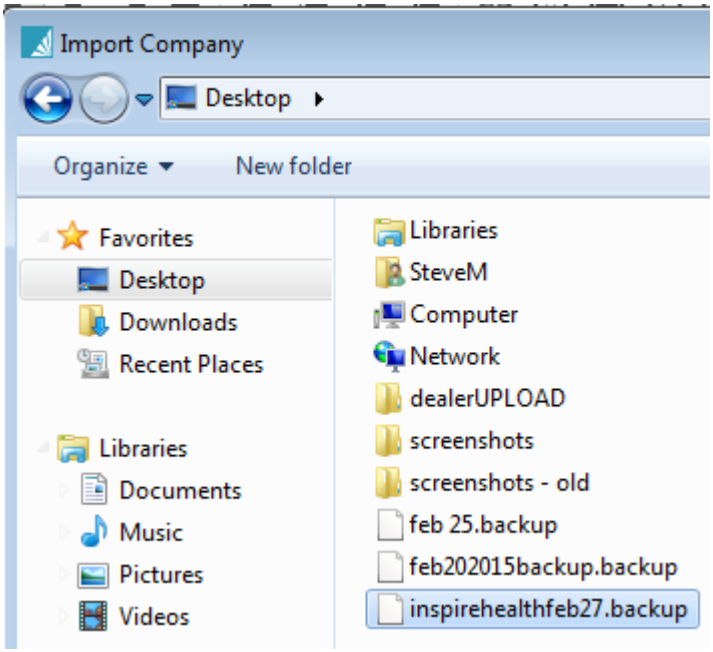
This will bring up the Spire Server Company List. Hit the Plus+ button and select Add Existing Company from the drop down.



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

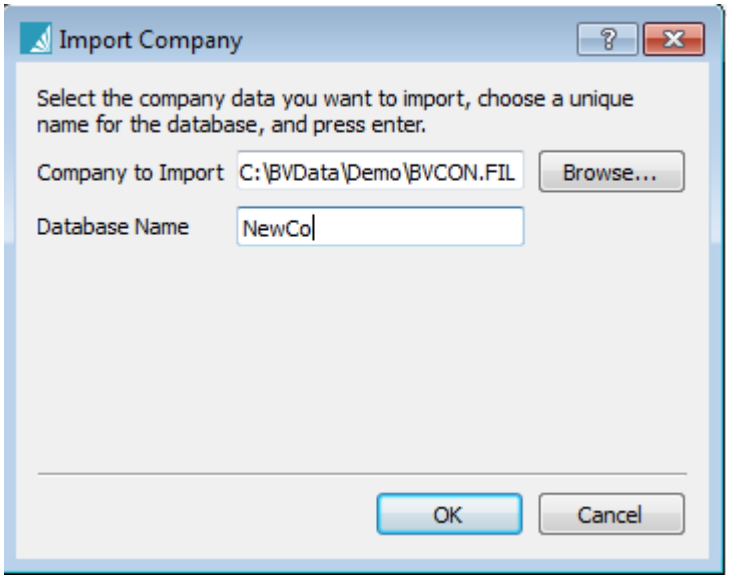


You are looking for BVCON.FIL in the case of live data, or a (yourcompany).backup file in the case of a snapshot.

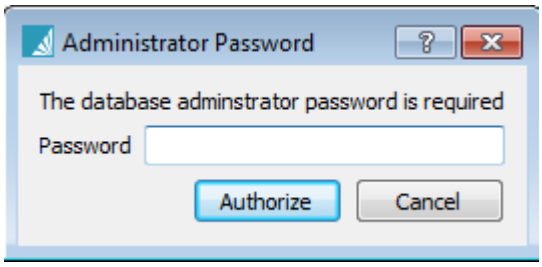


— Or —

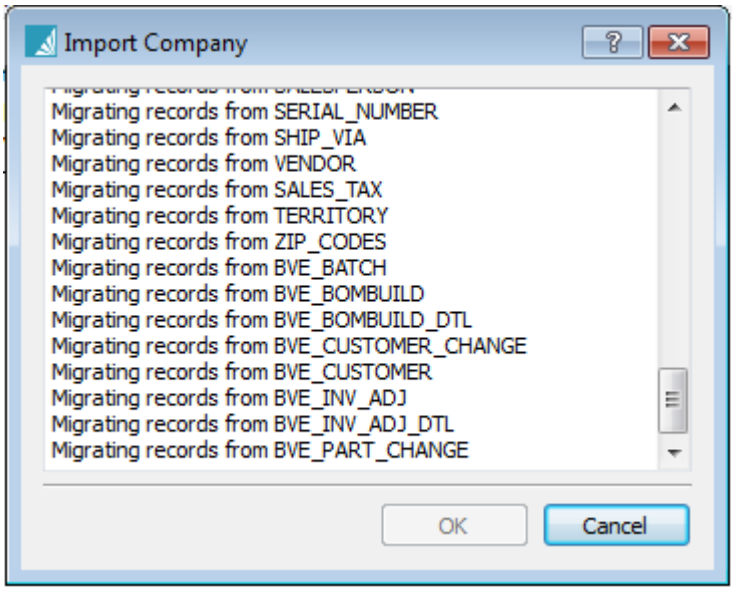
After locating the file you are now ready to begin the import.



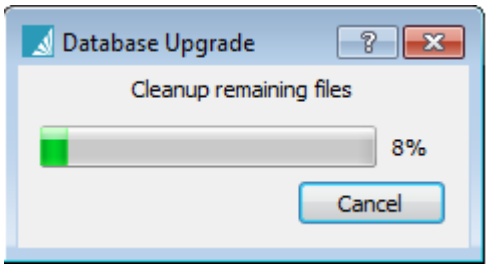
You will be prompted to enter your database administrator password.



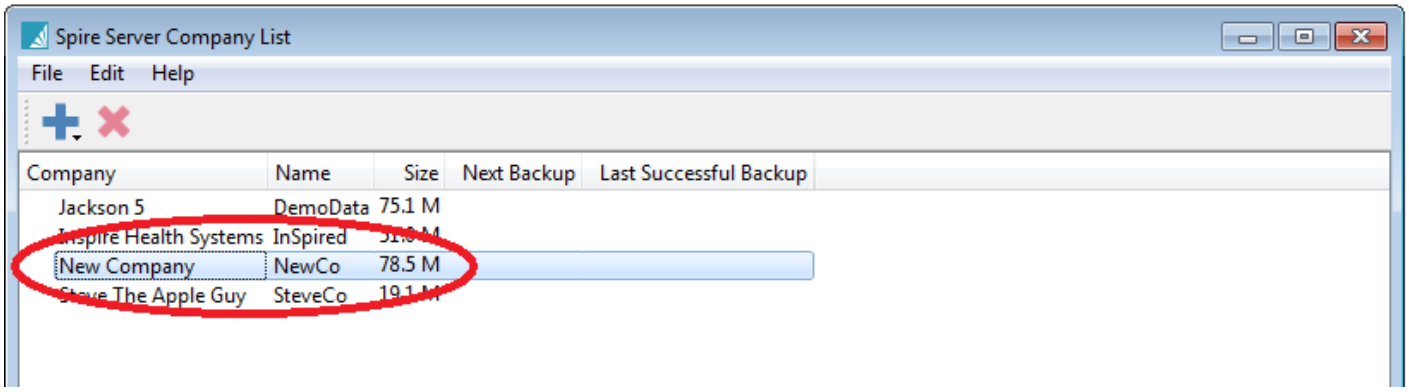
The following window will open and you will see the “Migrating Records from” processes



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.



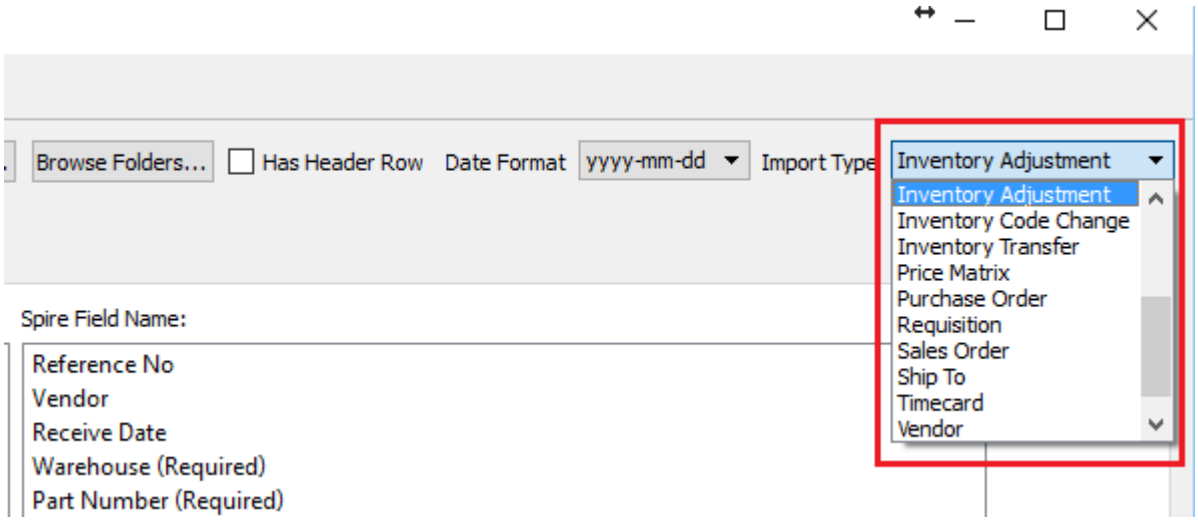
Congratulations! You have successfully converted or restored a company to Spire.

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.

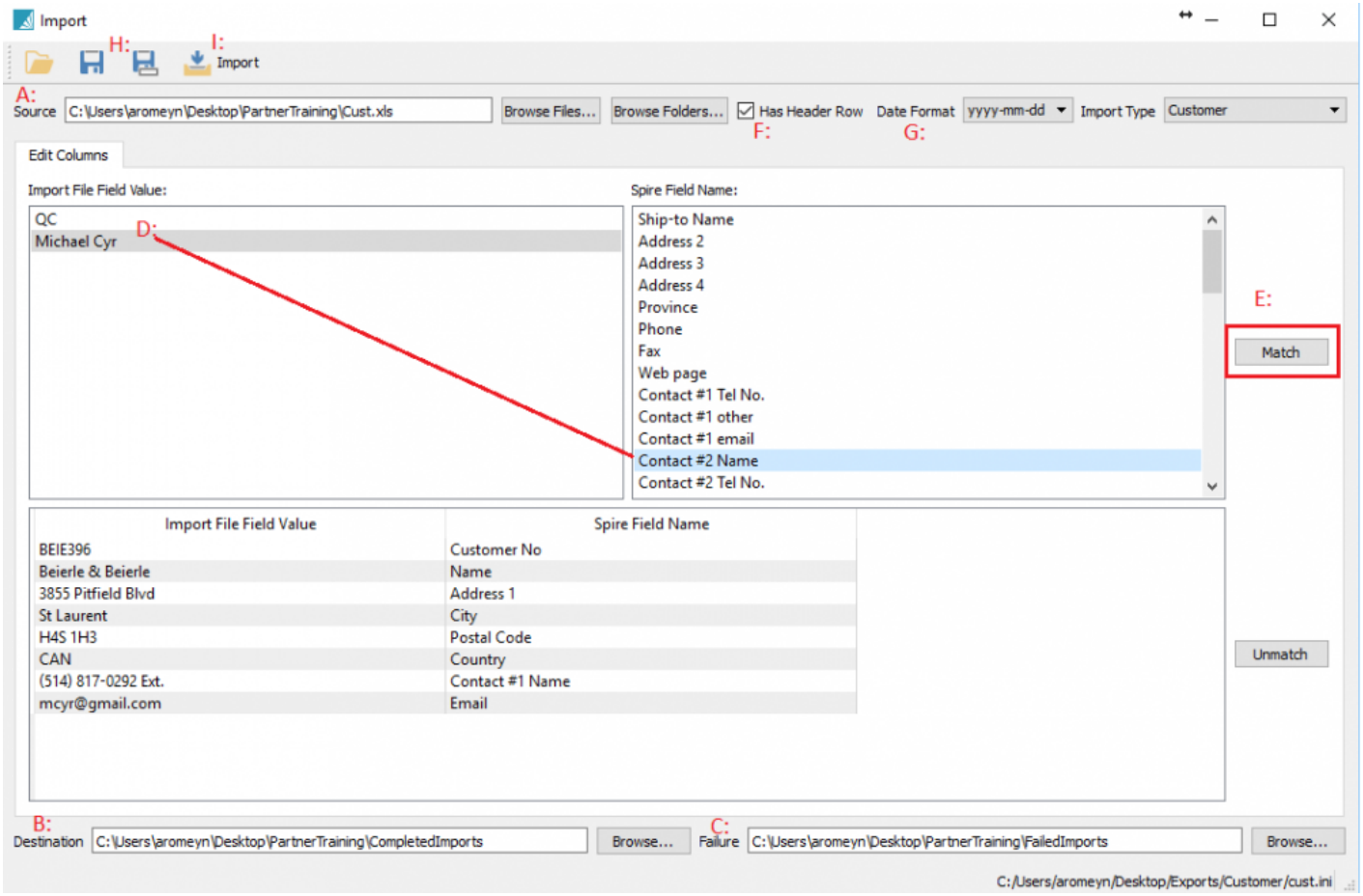


Available imports are:

- 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

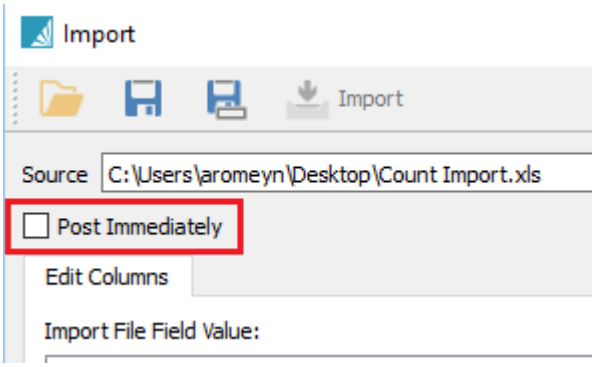
- Vendor
- Vendor Price

Mapping a Spire Import



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

Imports – Post Immediately



- 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

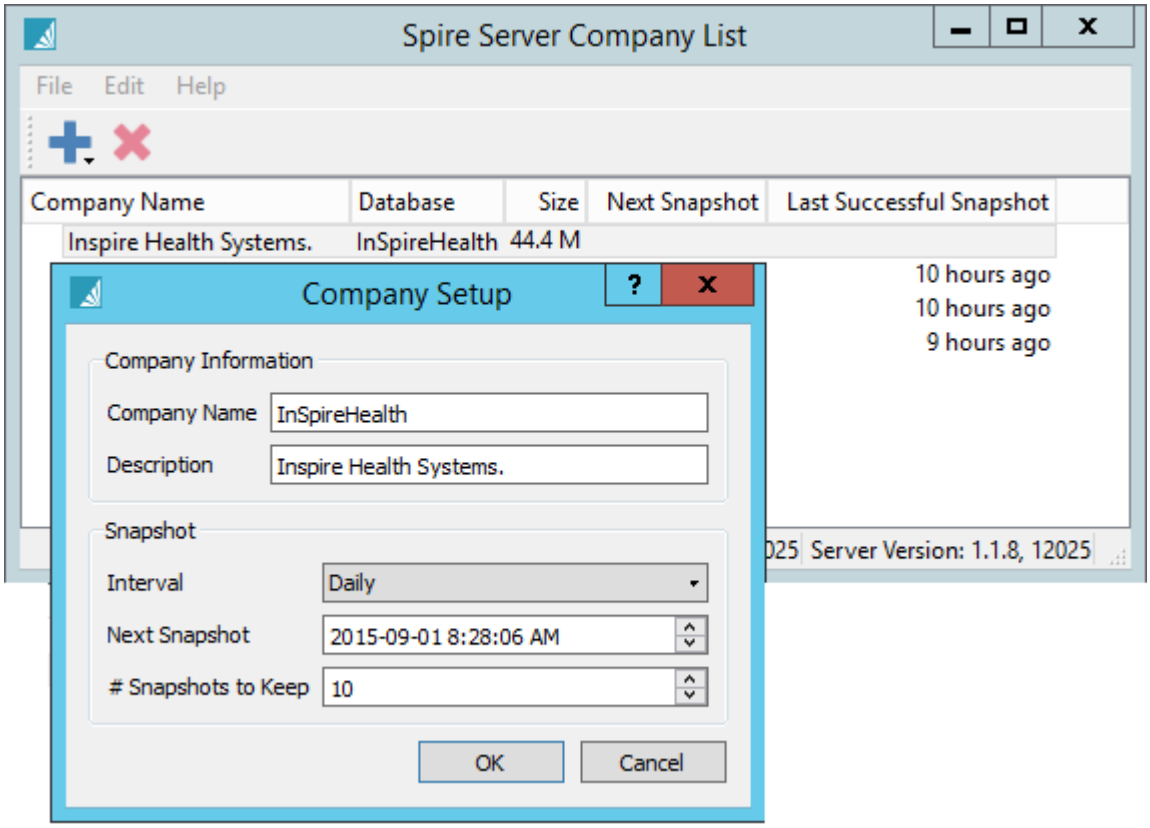
To create a Snapshot of Spire data you will need to do the following:

- 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

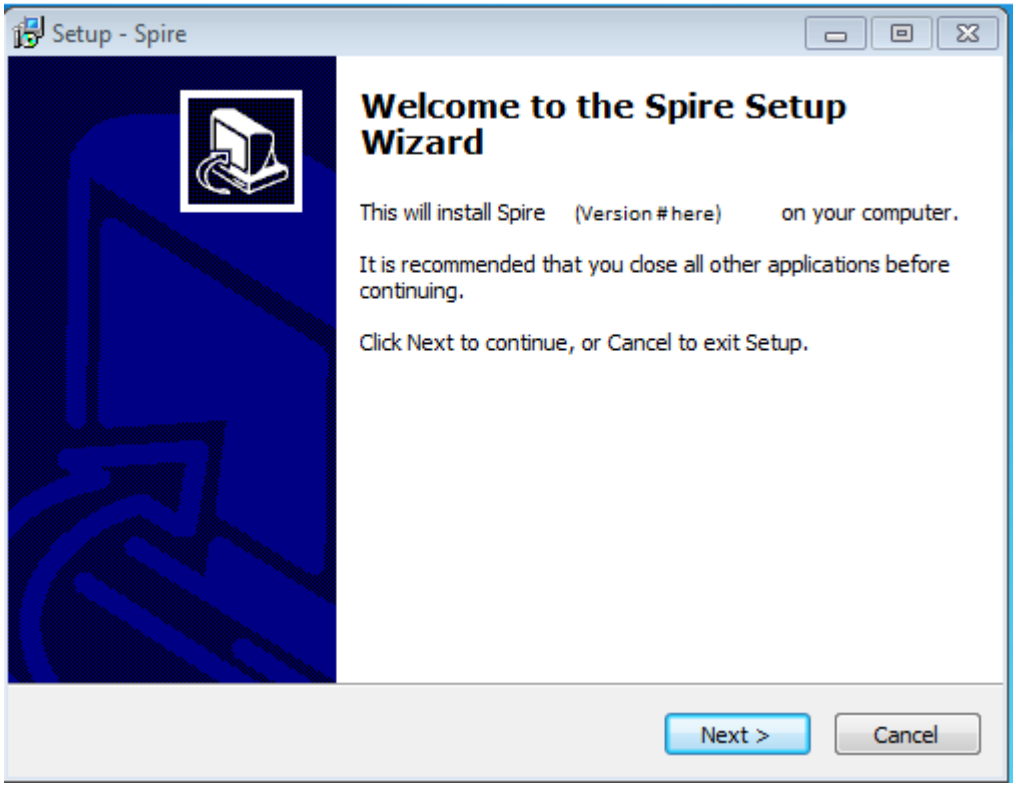
> Important – Backup contents of C:\Programdata\Spire\Snapshots to an external device and store offsite.



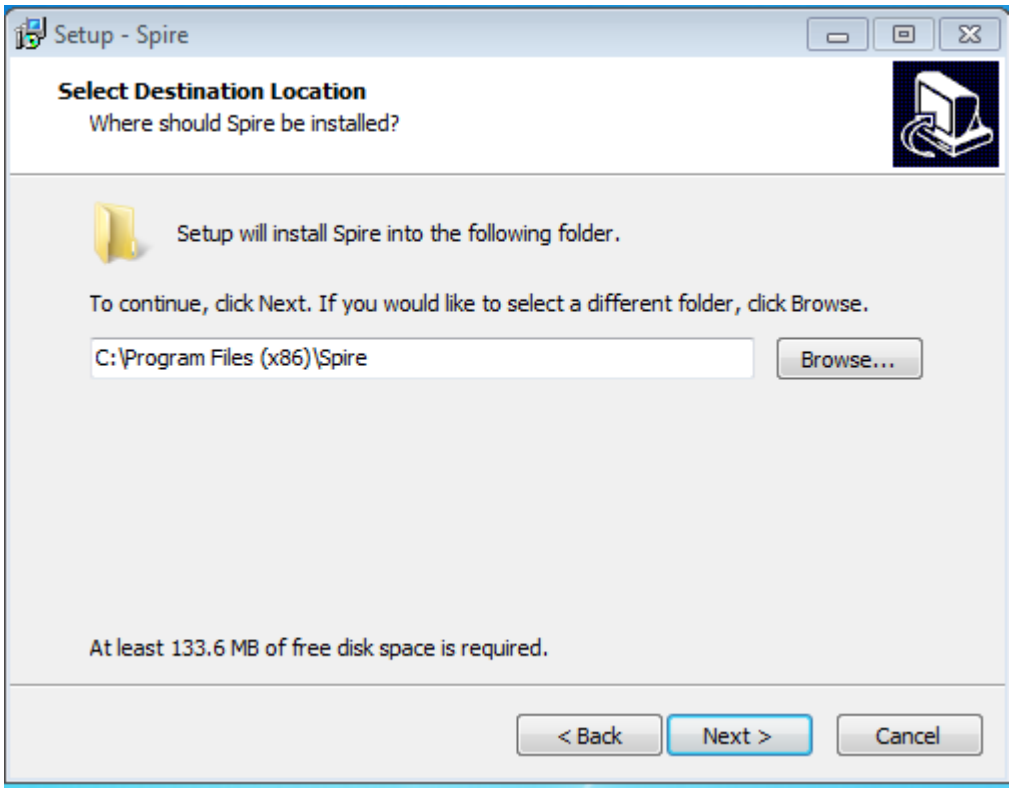
Installing Spire on a Workstation

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).

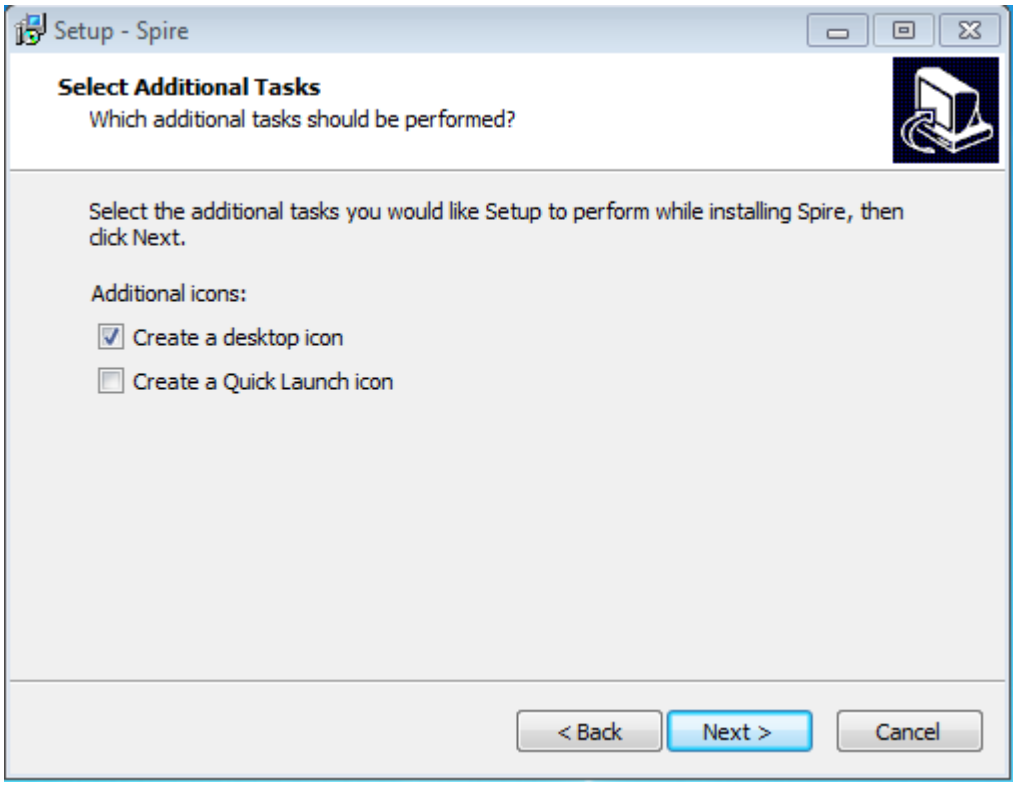
You will next see the Spire Setup Wizard. Click Next to continue.



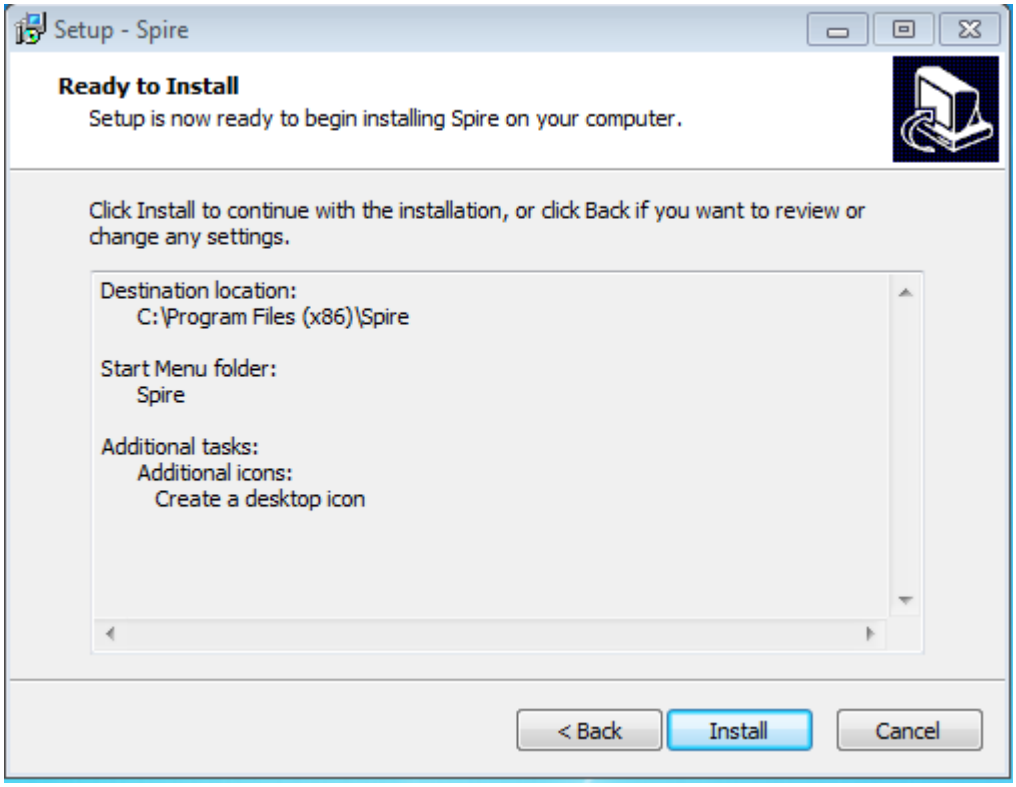
You will be asked to select an installation location. We recommend leaving it set to the default.



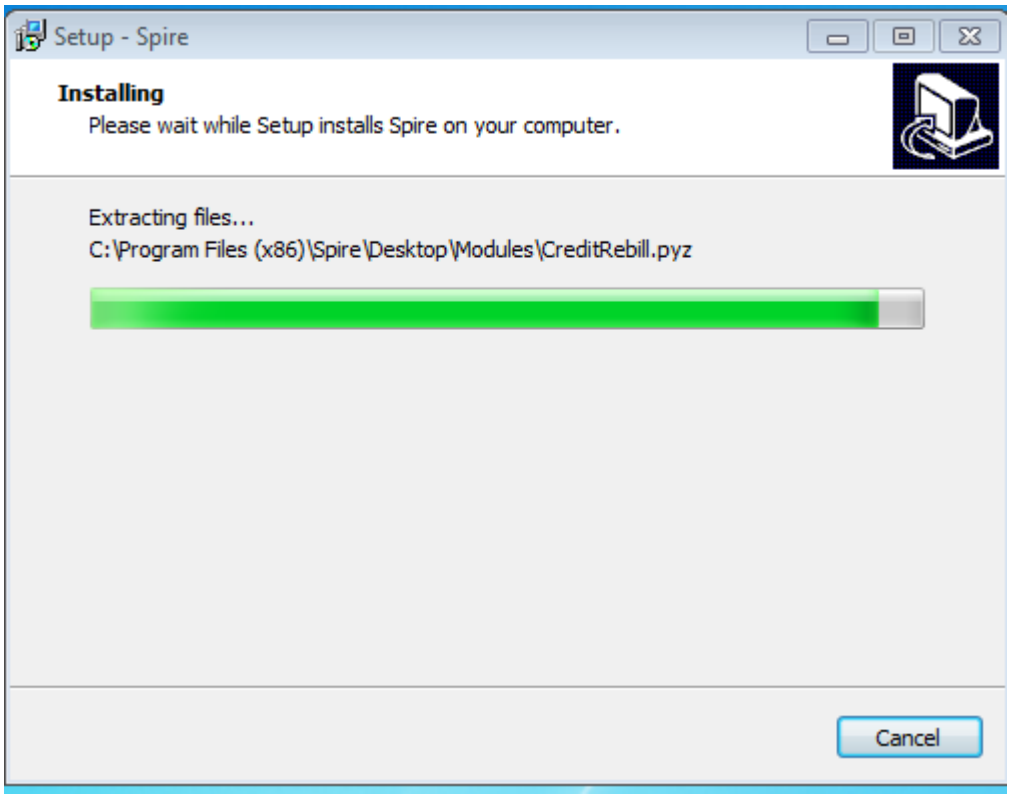
Next you will be asked about setting Desktop and Quick Launch Icons – set preferences as you wish.



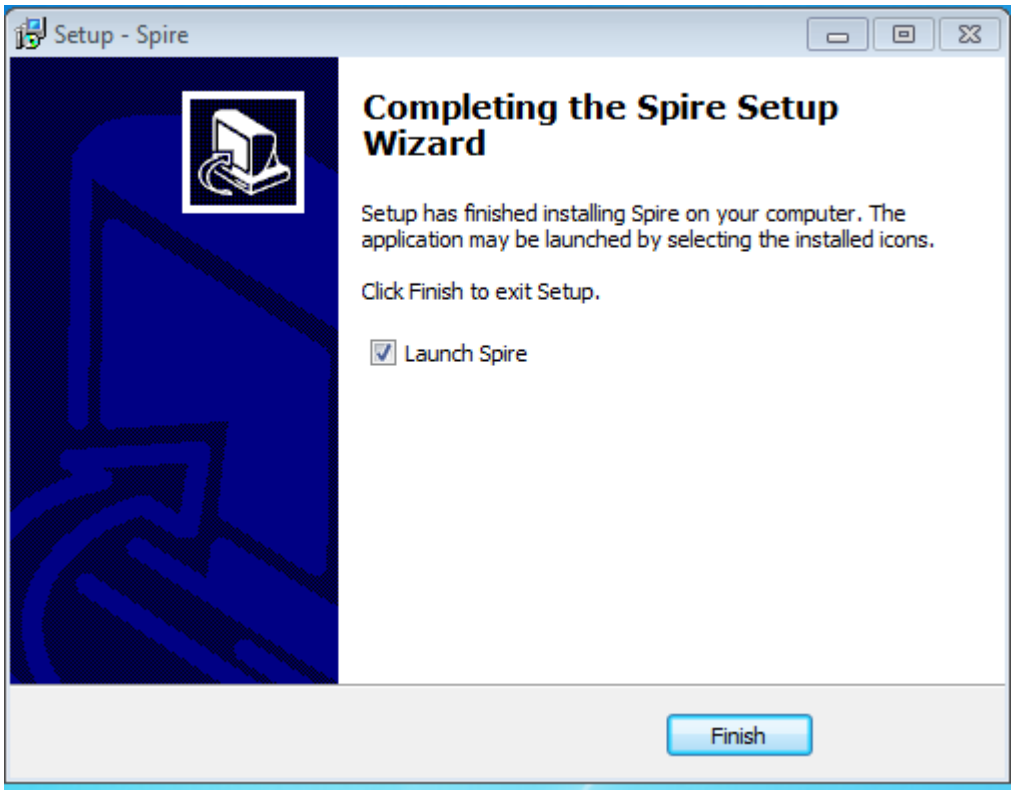
You are ready to proceed – click Install.



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.

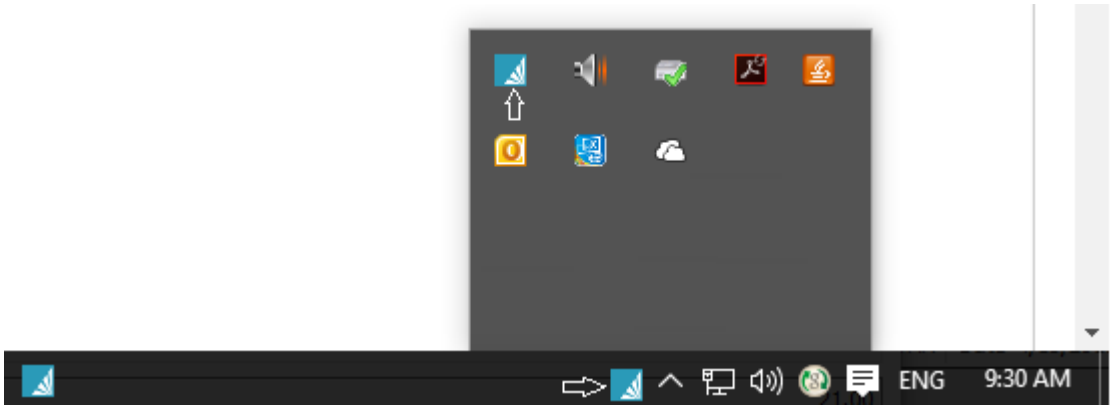
Backup & Restore

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.

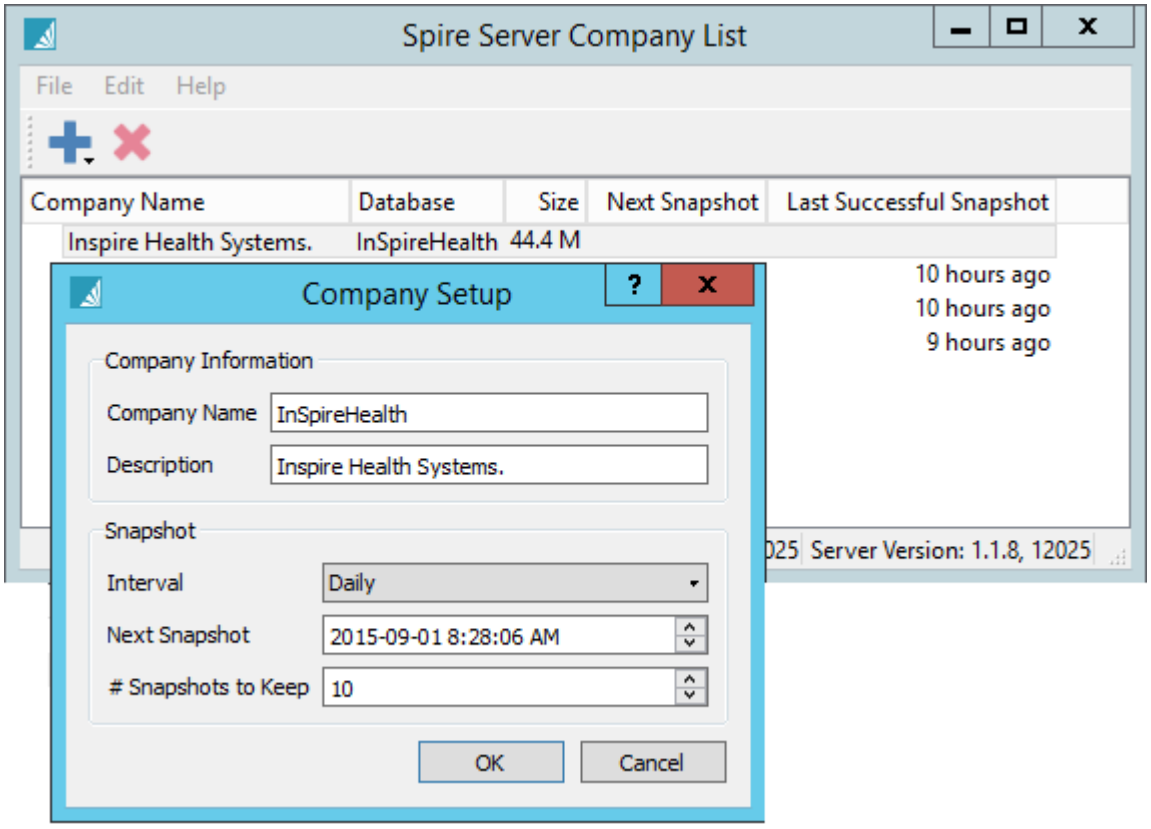
> ! The Snapshot is not a backup!! Until the files are copied to an external device taken off site or to a cloud backup service, they are not safe….

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.

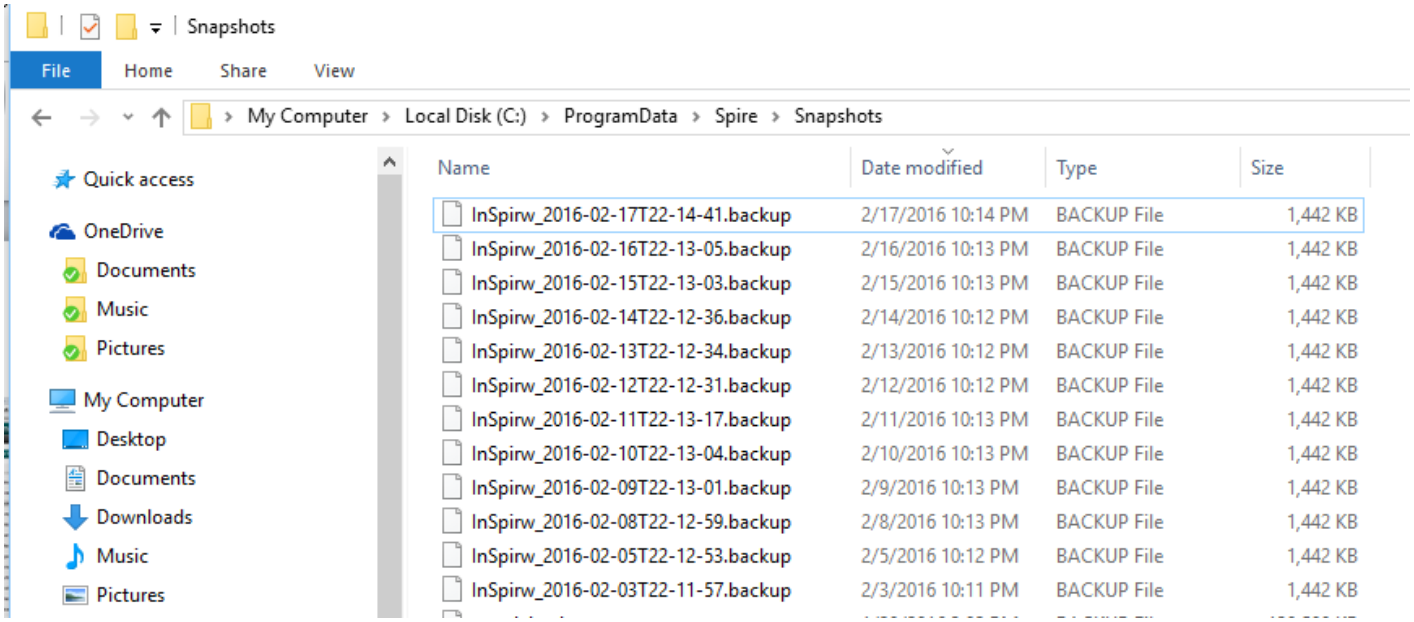


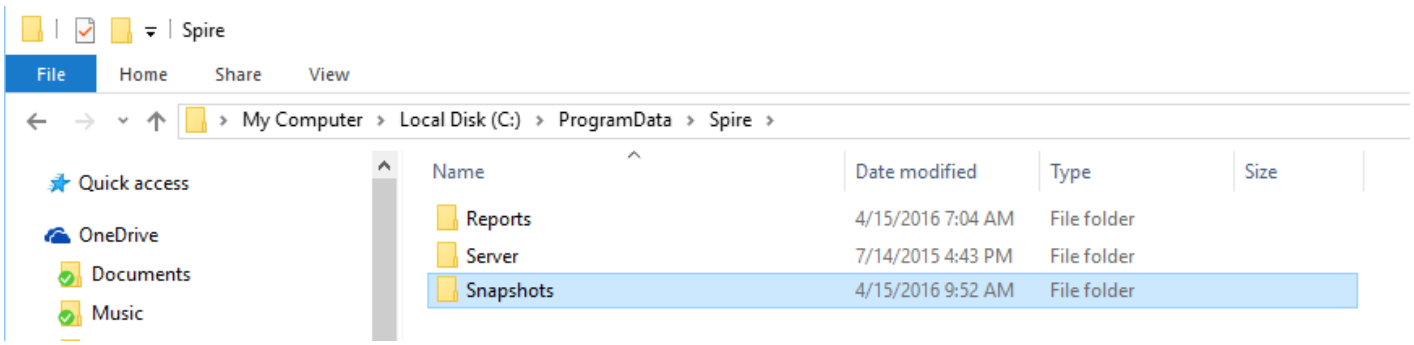
Interval

- **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



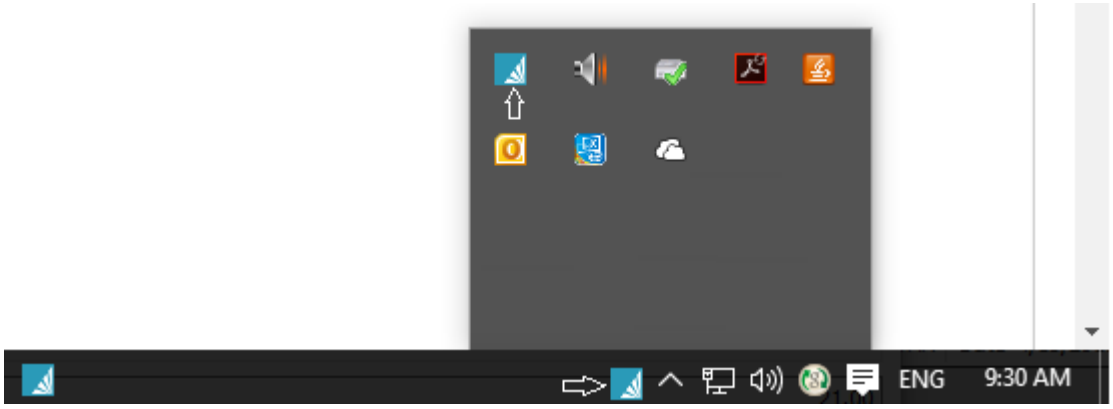


Make sure to backup the complete contents of C:\Programdata\Spire. That way the custom reports will also be included.

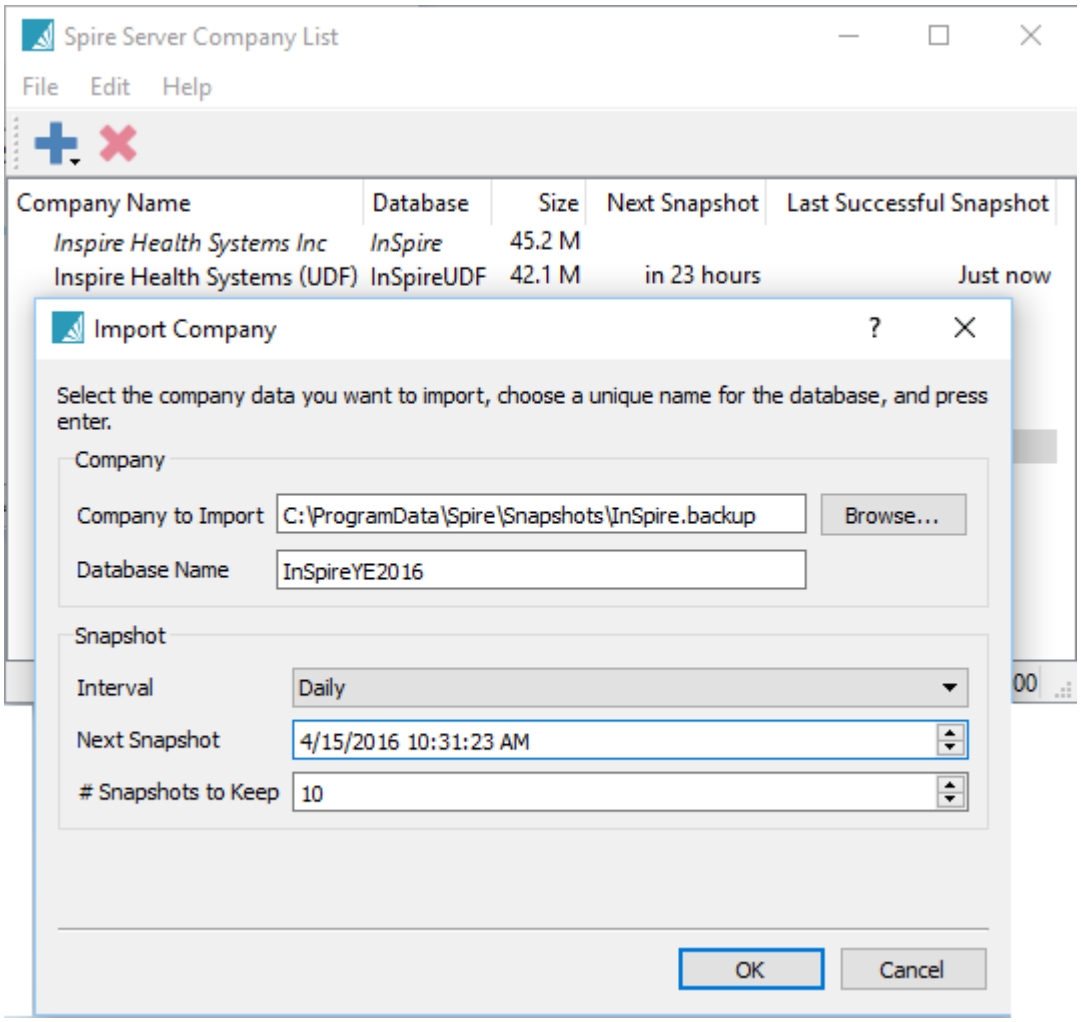
! The Snapshot is not a backup!! Until the files are copied to an external device taken off site or to a cloud backup service, they are not safe….

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.

Datbase 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 origianlly 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.

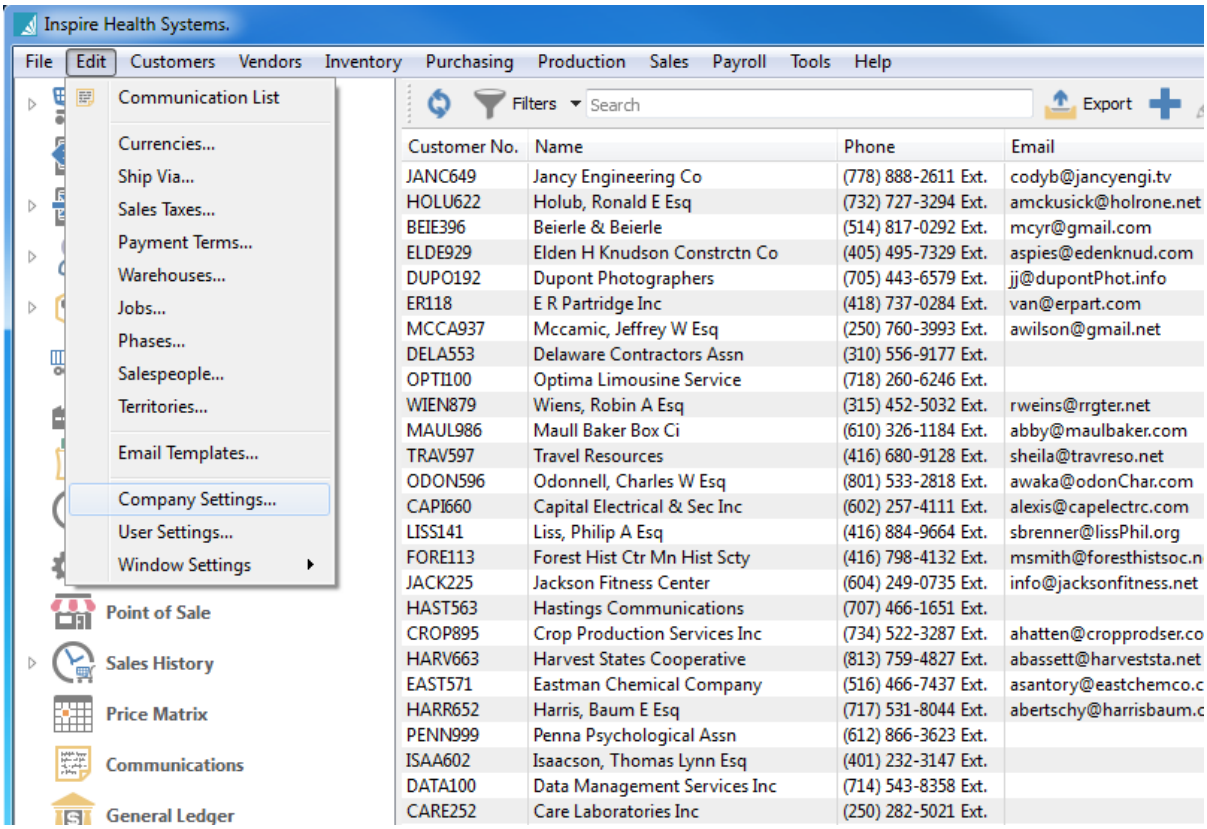
Backup & Restore Video

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

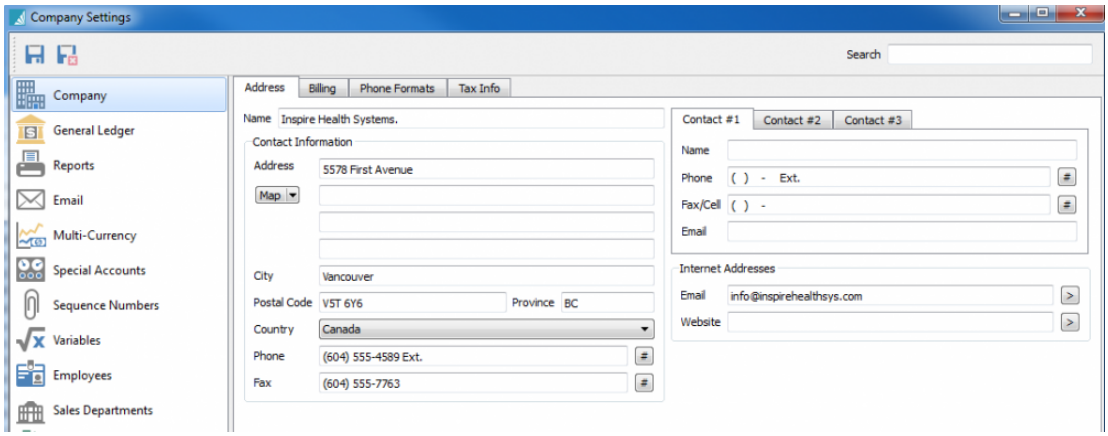
Once you have Spire installed on the system you will need to modify both the company and user permissions in accordance with your specific internal requirements.
Begin with the Company Settings as pictured below.



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

Address

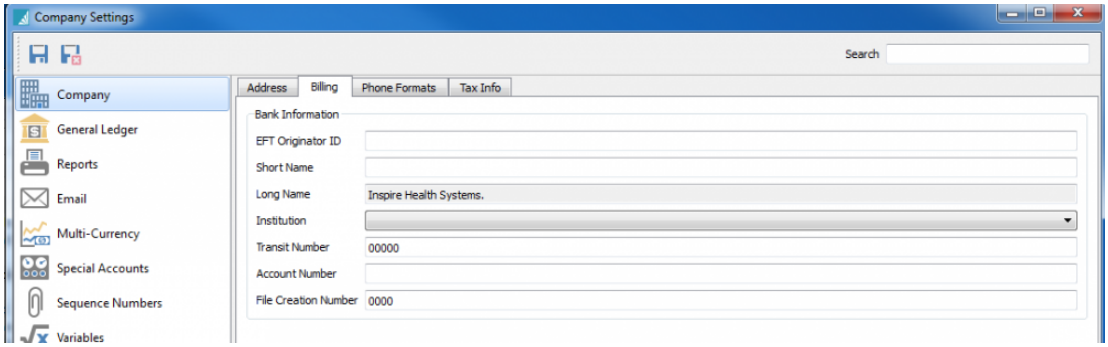
This is the main Company Settings window. You will notice a new navigation menu down the left hand side of this window. Each of the menu items have their own section that you can modify based on your business requirements.



The 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.

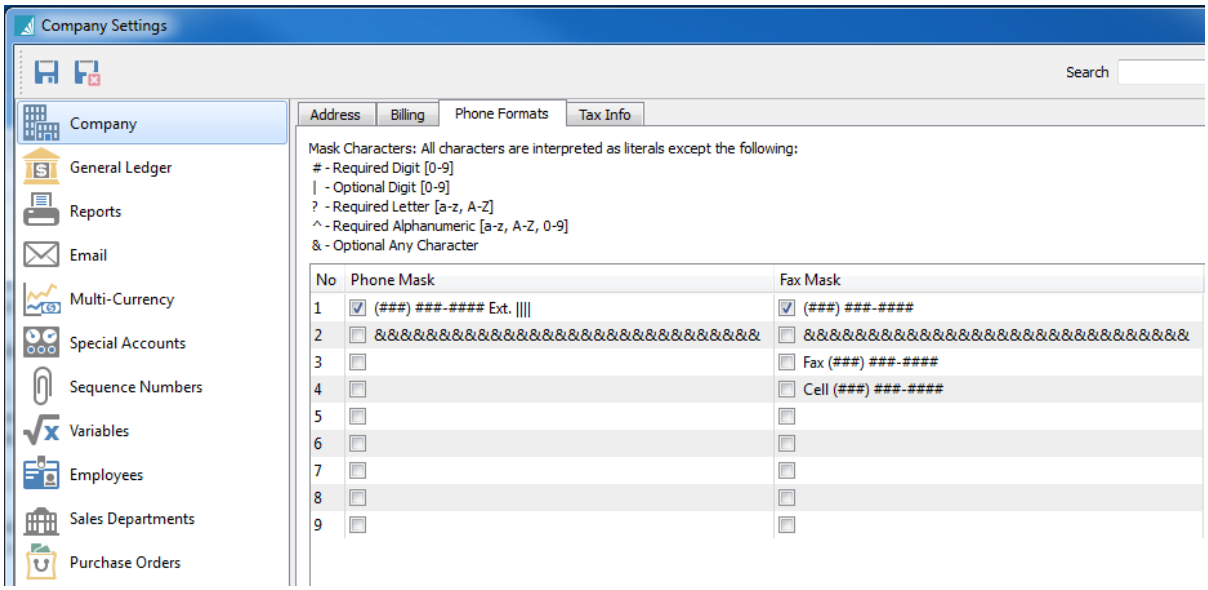
Billing

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



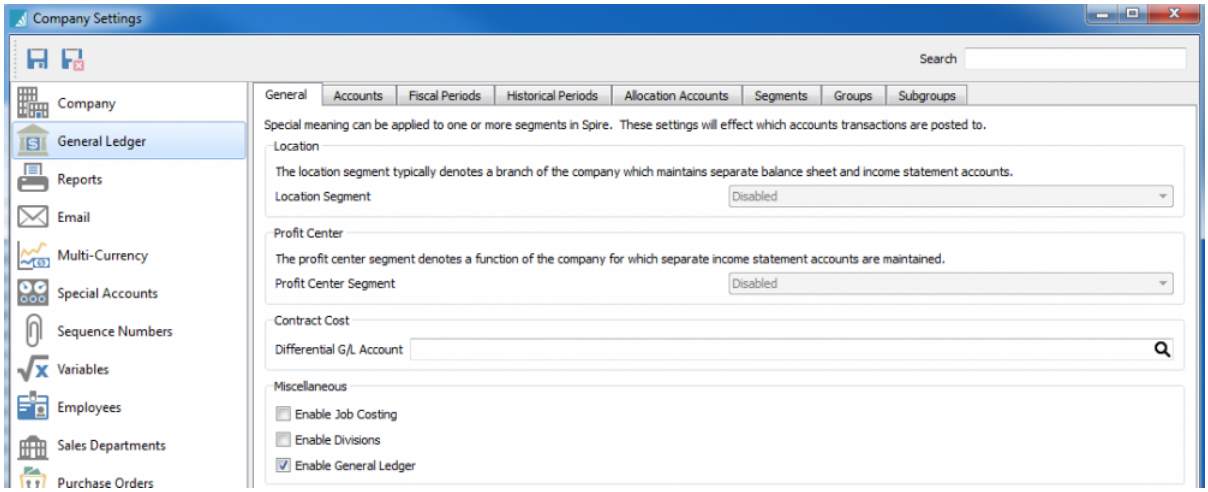
Phone Formats

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


Company Settings
Search
Company
General Ledger
Reports
Email
Multi-Currency
Special Accounts
Sequence Numbers
Variables
Employees
Sales Departments
Purchase Orders
Address
Billing
Phone Formats
Tax Info
Mask Characters: All characters are interpreted as literals except the following:
- Required Digit [0-9]
| - Optional Digit [0-9]
? - Required Letter [a-z, A-Z]
^ - Required Alphanumeric [a-z, A-Z, 0-9]
& - Optional Any Character
No
Phone Mask
Fax Mask
1 (###) ###-#### Ext. ||||
(###) ###-####
2 &&&&

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.

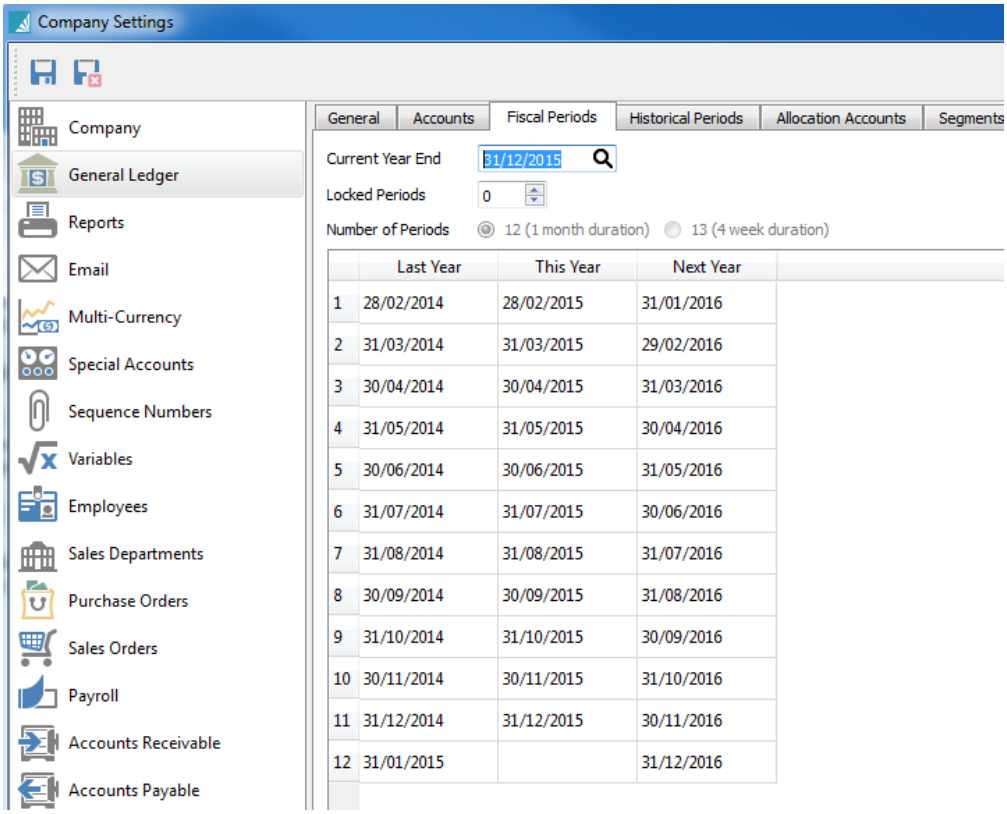
Enable Job Costing – When checked, the income and costs will get posted to the job. If not checked, the job info will still be posted to sales and purchase history.

Enable Divisions – 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.

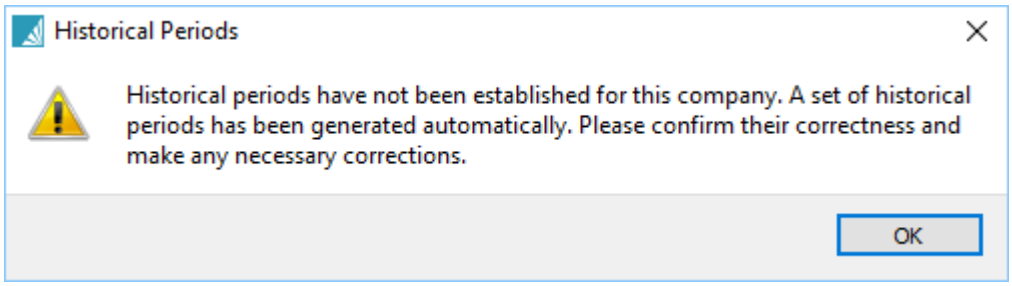


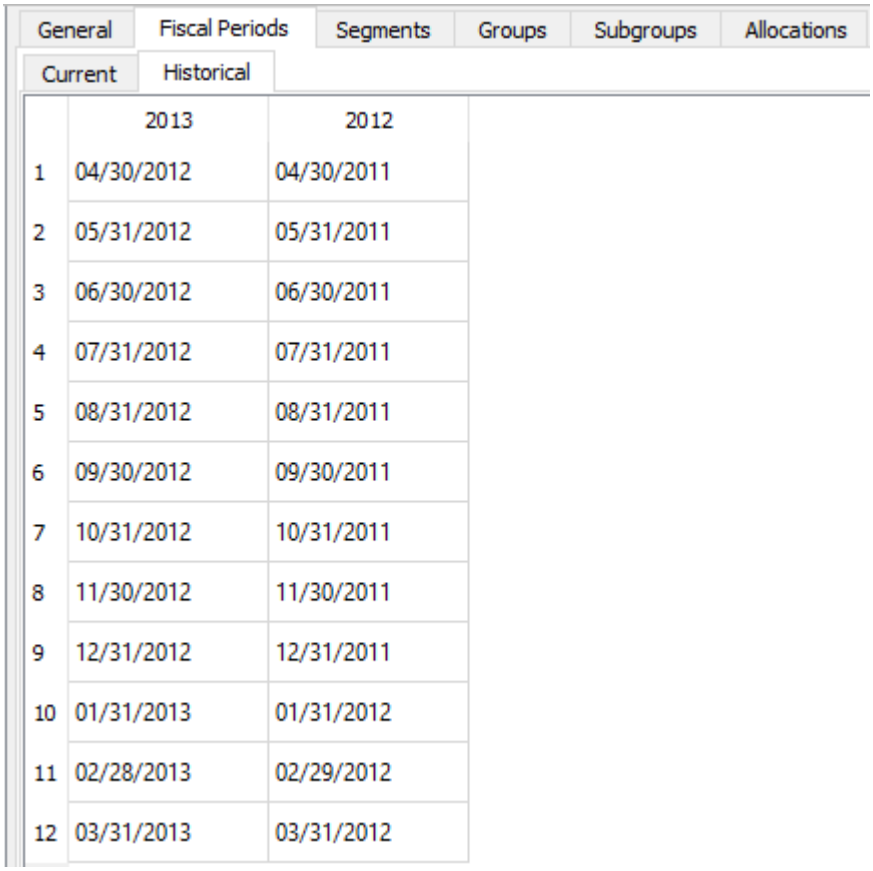
	Last Year	This Year	Next Year
1	28/02/2014	28/02/2015	31/01/2016
2	31/03/2014	31/03/2015	29/02/2016
3	30/04/2014	30/04/2015	31/03/2016
4	31/05/2014	31/05/2015	30/04/2016
5	30/06/2014	30/06/2015	31/05/2016
6	31/07/2014	31/07/2015	30/06/2016
7	31/08/2014	31/08/2015	31/07/2016
8	30/09/2014	30/09/2015	31/08/2016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

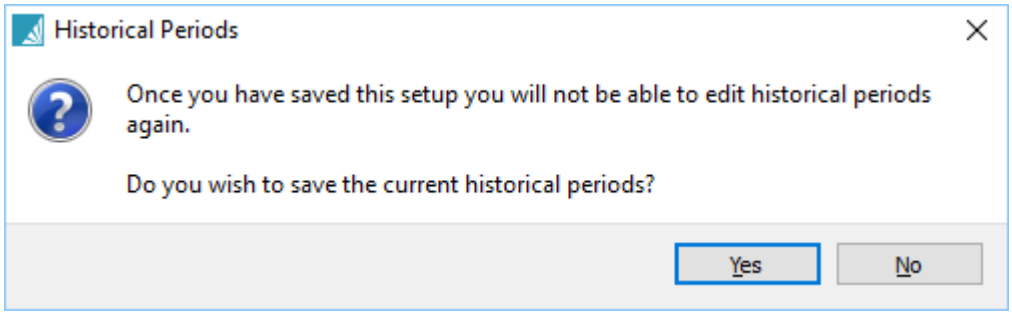
This must be defined before the first Year End is processed, if you have imported data from another accounting system.





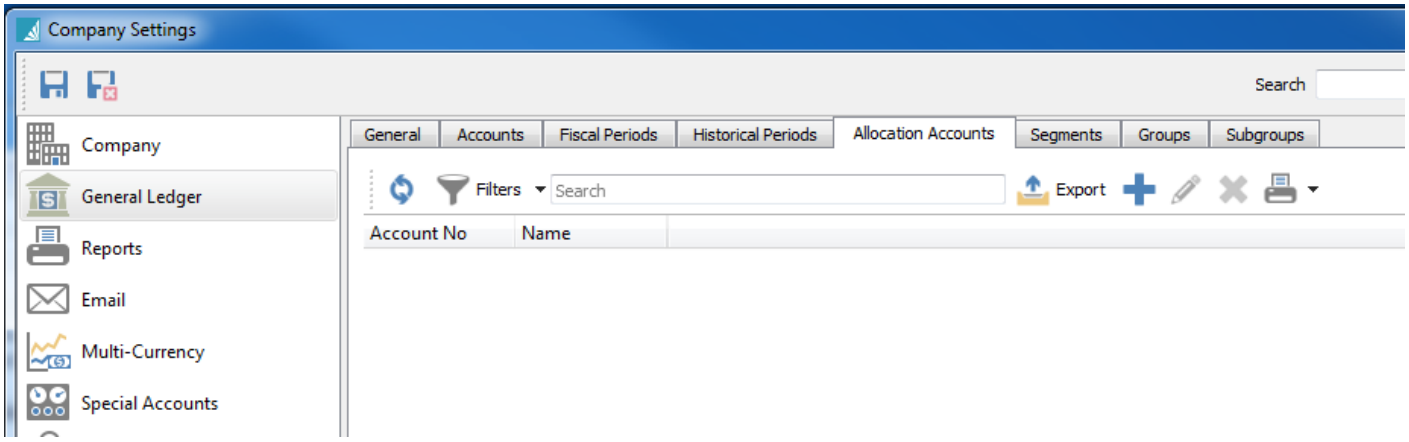
	2013	2012
1	04/30/2012	04/30/2011
2	05/31/2012	05/31/2011
3	06/30/2012	06/30/2011
4	07/31/2012	07/31/2011
5	08/31/2012	08/31/2011
6	09/30/2012	09/30/2011
7	10/31/2012	10/31/2011
8	11/30/2012	11/30/2011
9	12/31/2012	12/31/2011
10	01/31/2013	01/31/2012
11	02/28/2013	02/29/2012
12	03/31/2013	03/31/2012

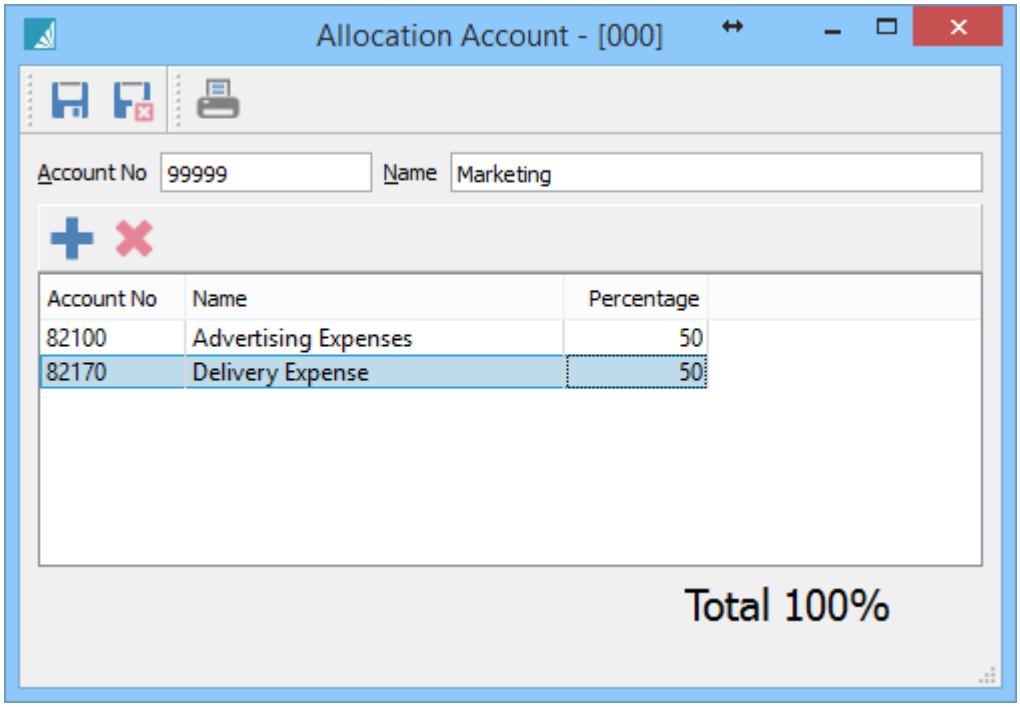
Once the user clicks ‘Save’ they get this message and clicking Yes saves the historical periods and cannot be edited again.



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.

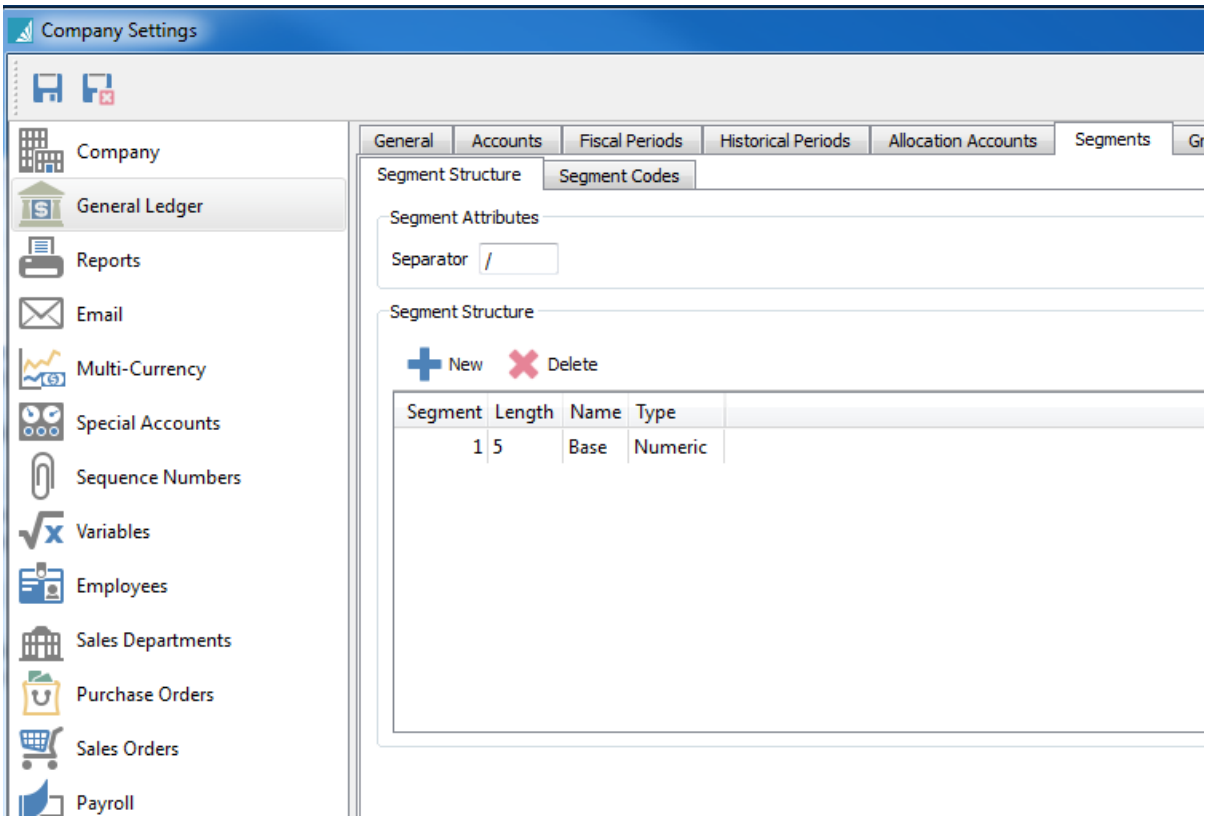




Segments, Groups, Subgroups

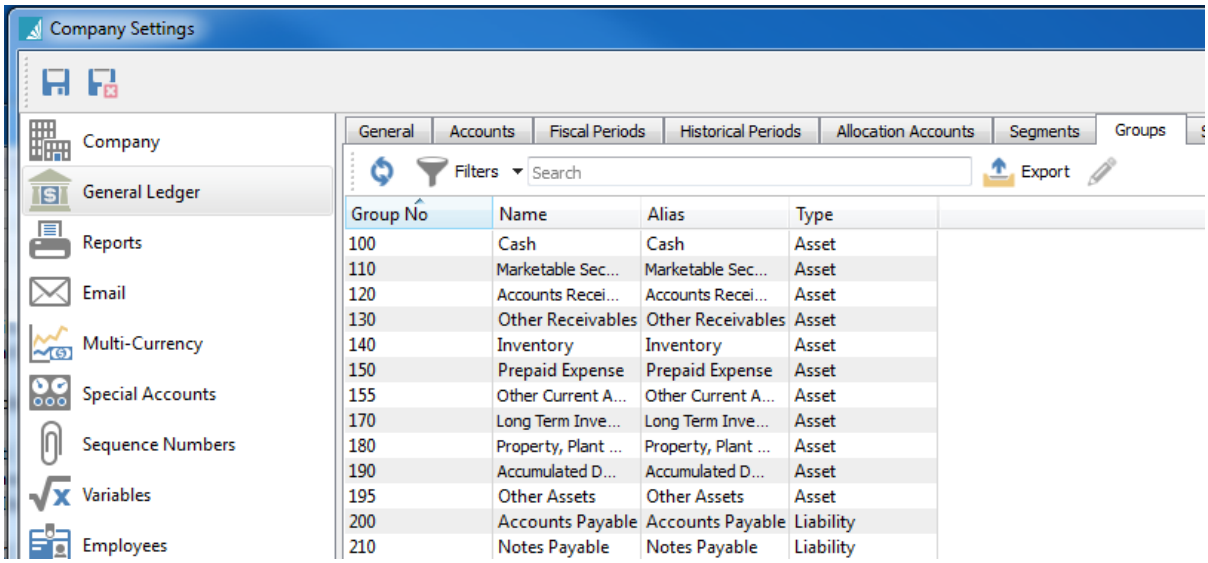
Segments

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.



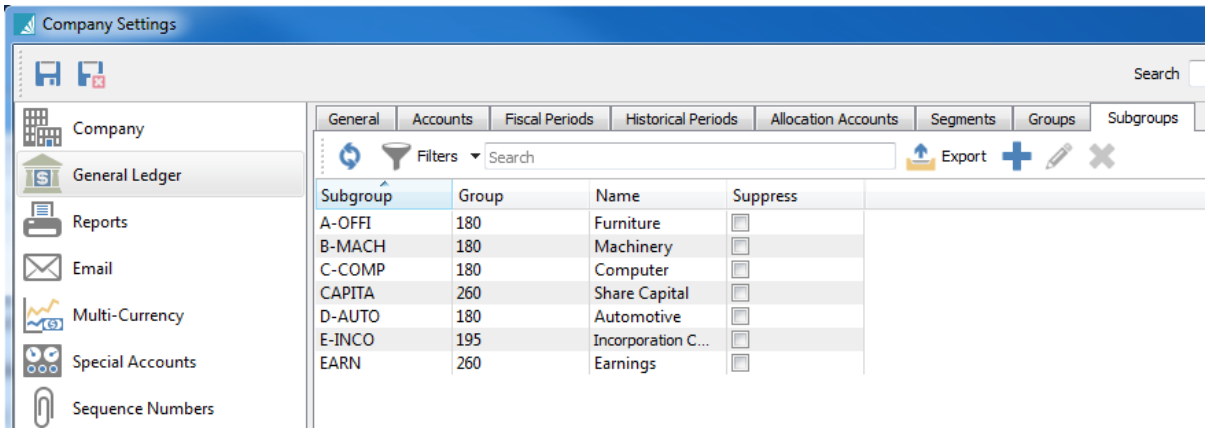
Groups

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



Subgroups

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

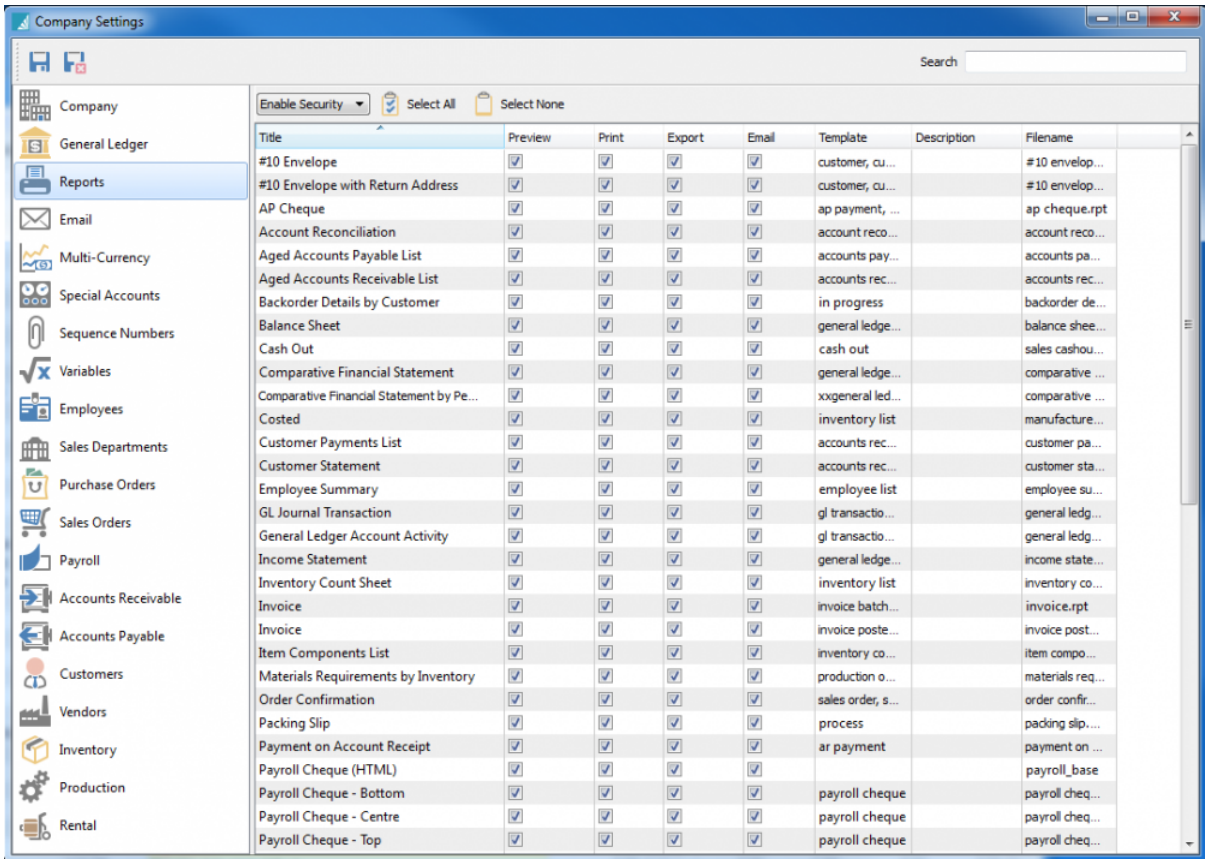


Reports

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.

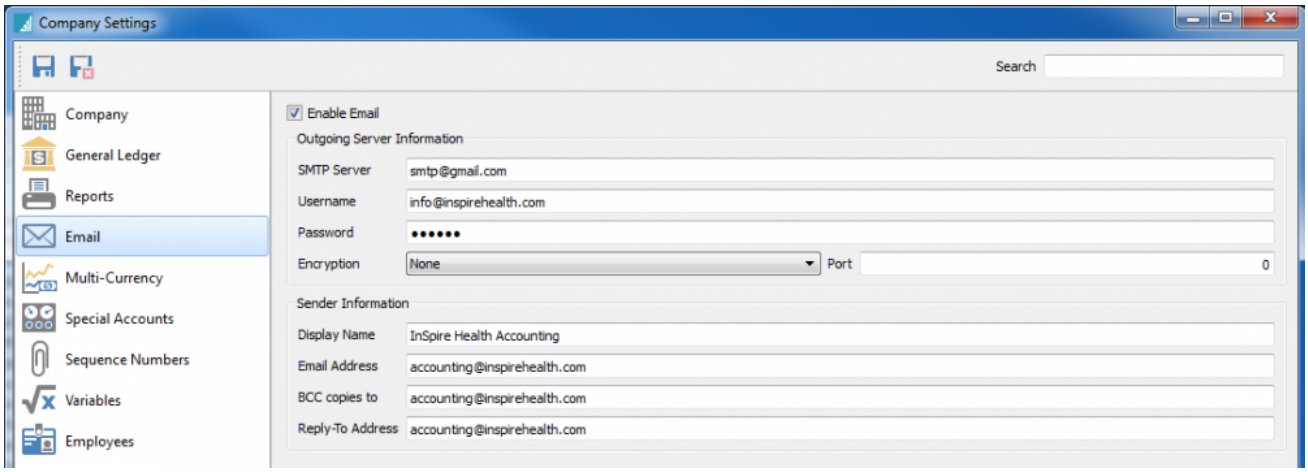
Enable Security – With this turned on, you will set the default reports that are given to each new user that is added.



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.

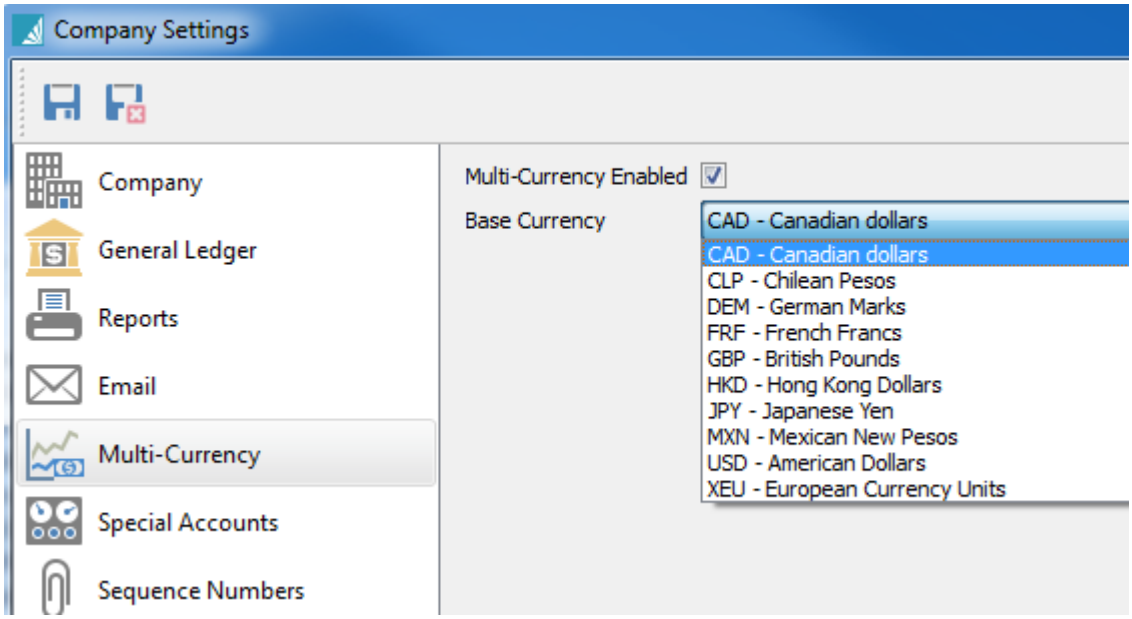


- SMTP – This is the internet providers SMTP info
- Username – Usually their email address.
- Password – Usually their email password. If the provider does not require secured SMTP this may be left blank.
- Encryption – Many providers require encryption to be on.
- Encryption Ports – 25, 465 and 587 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.

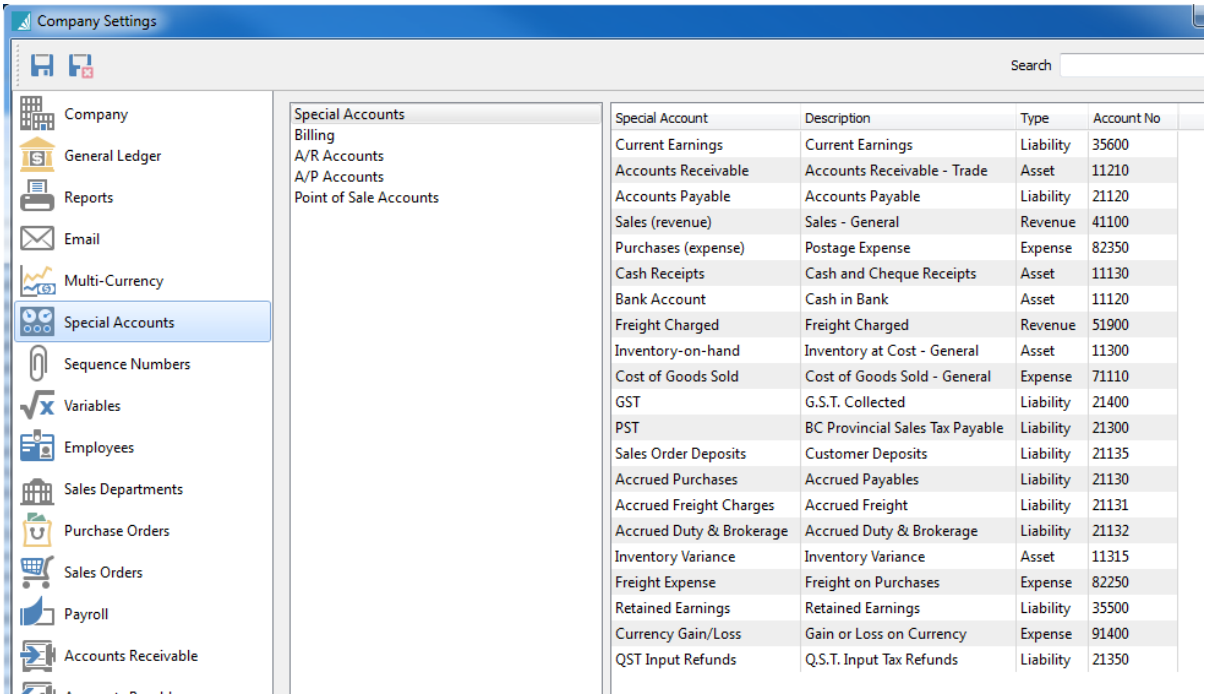
Multi-Currency

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 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 vendors 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)

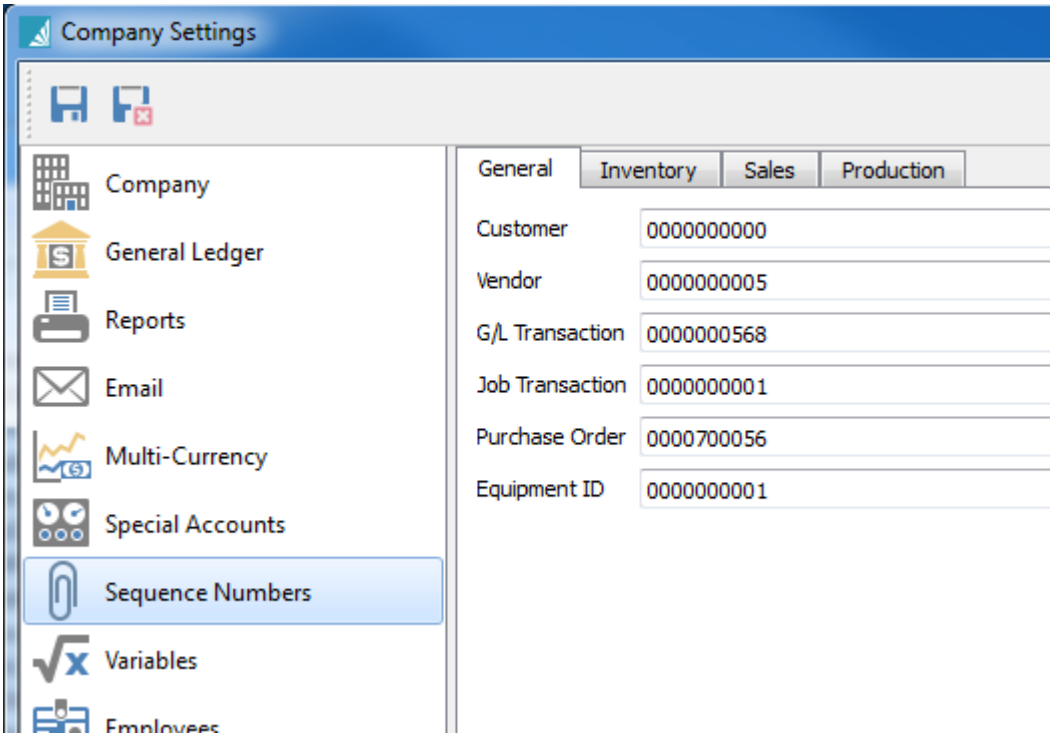
Accounts Payable
Purchases (expense)
Bank Account
Currency Gain/Loss
Discount Taken – Account used to post early payment discounts in accounts payable.

Point of Sale Accounts

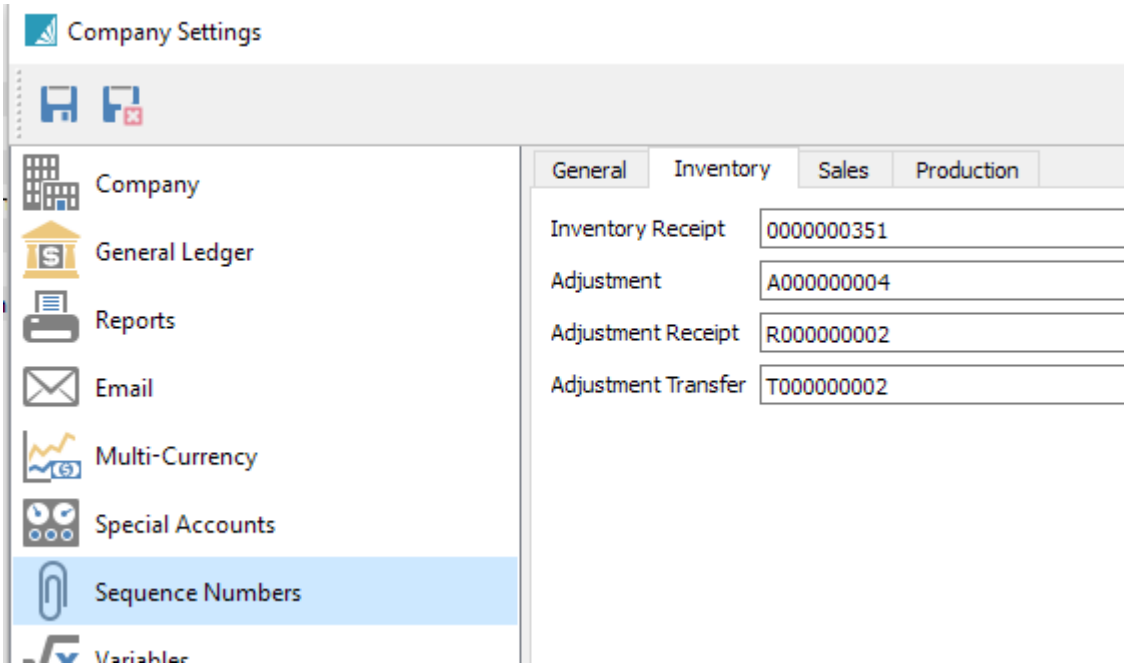
Cash Receipts – Set above
Optional Entry 1 – 6 – Add up to 6 additional payments that are used in invoicing and POS.

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.

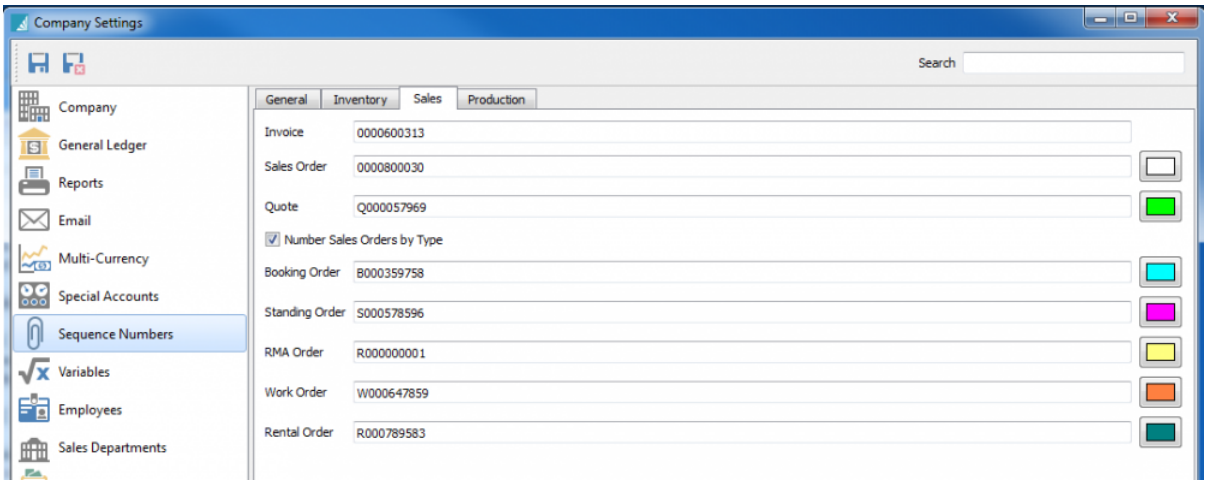


Inventory



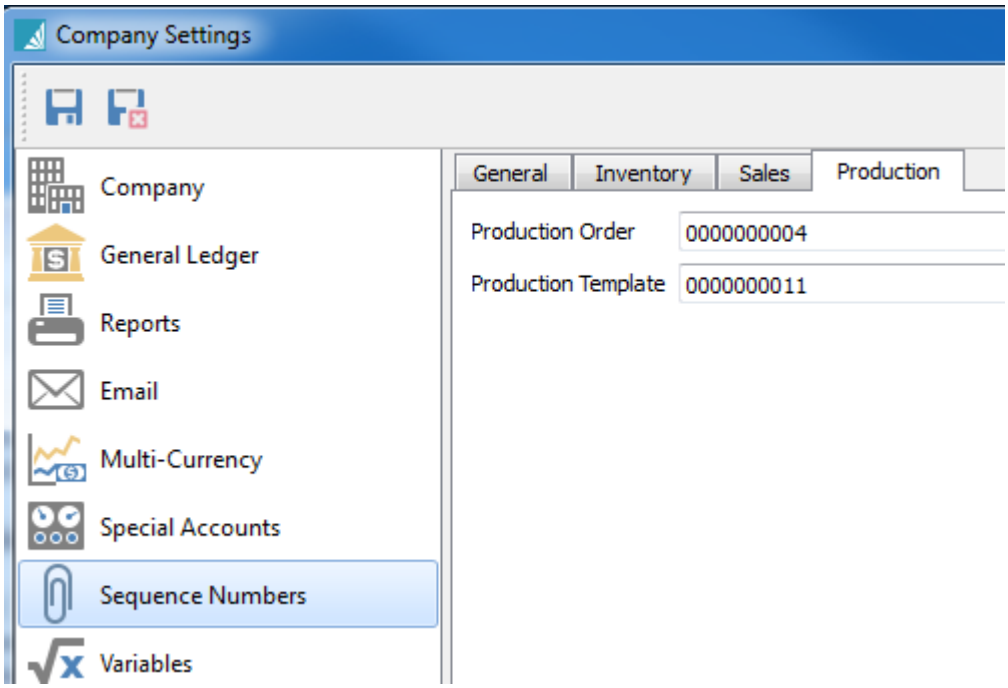
Sales

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



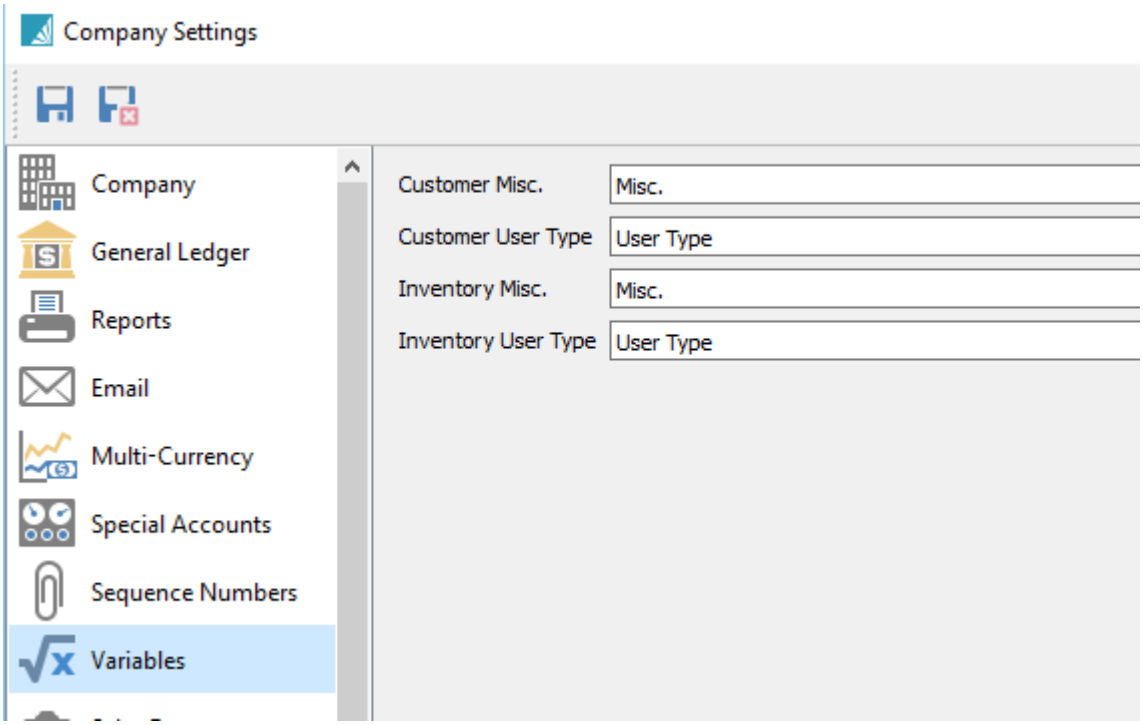
Production

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


Company Settings
Company
General Ledger
Reports
Email
Multi-Currency
Special Accounts
Sequence Numbers
Variables
General
Inventory
Sales
Production
Production Order
0000000004
Production Template
0000000011

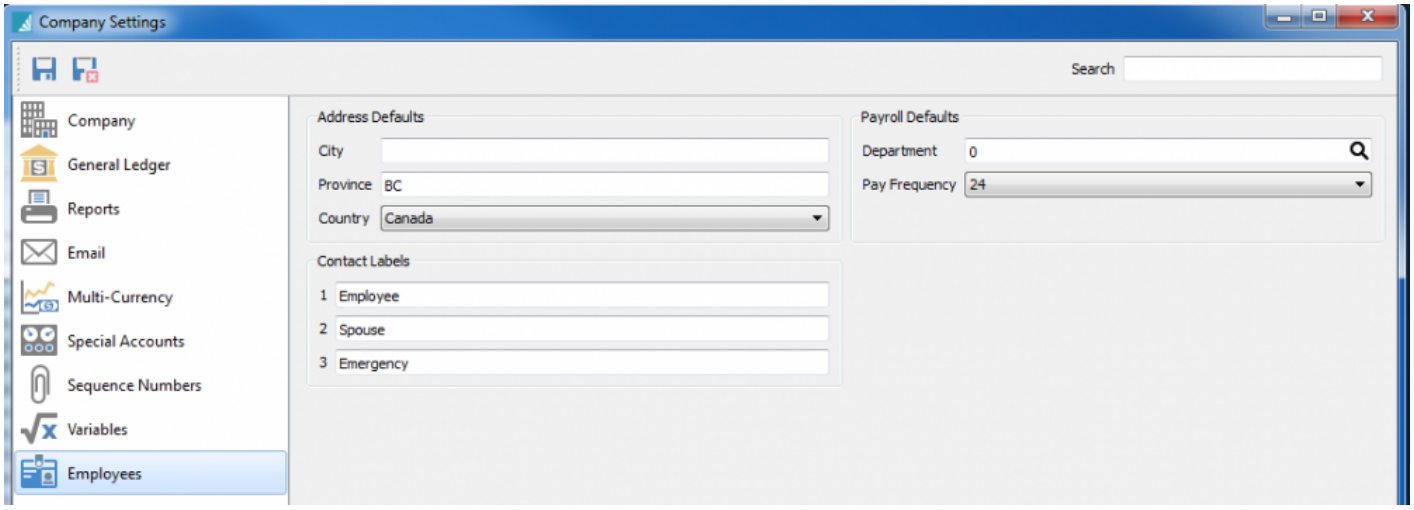
Variables

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.



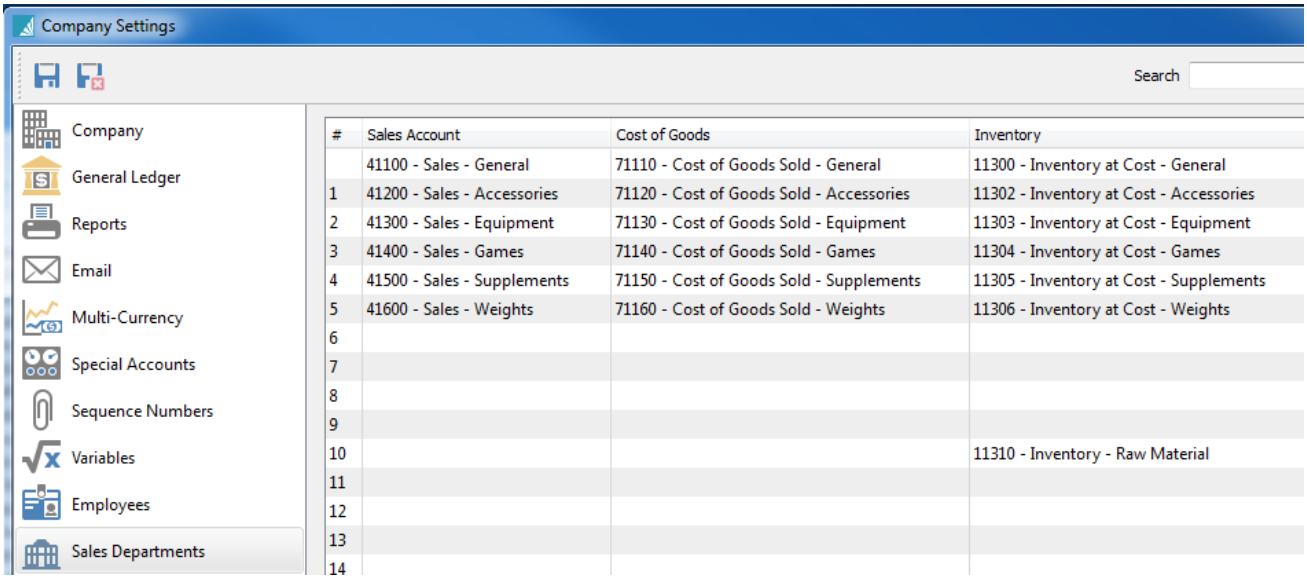
Employees

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.



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.



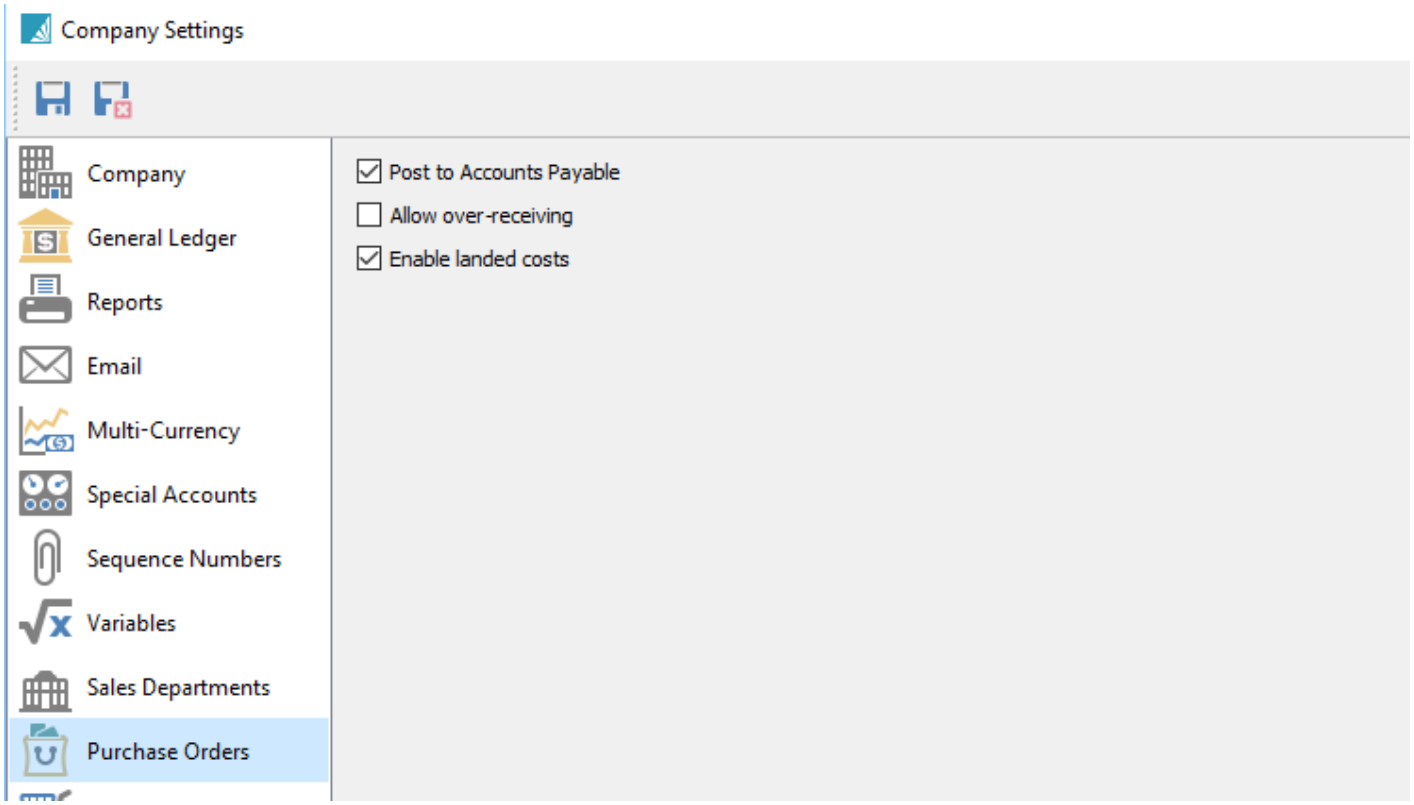
#	Sales Account	Cost of Goods	Inventory
	41100 - Sales - General	71110 - Cost of Goods Sold - General	11300 - Inventory at Cost - General
1	41200 - Sales - Accessories	71120 - Cost of Goods Sold - Accessories	11302 - Inventory at Cost - Accessories
2	41300 - Sales - Equipment	71130 - Cost of Goods Sold - 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

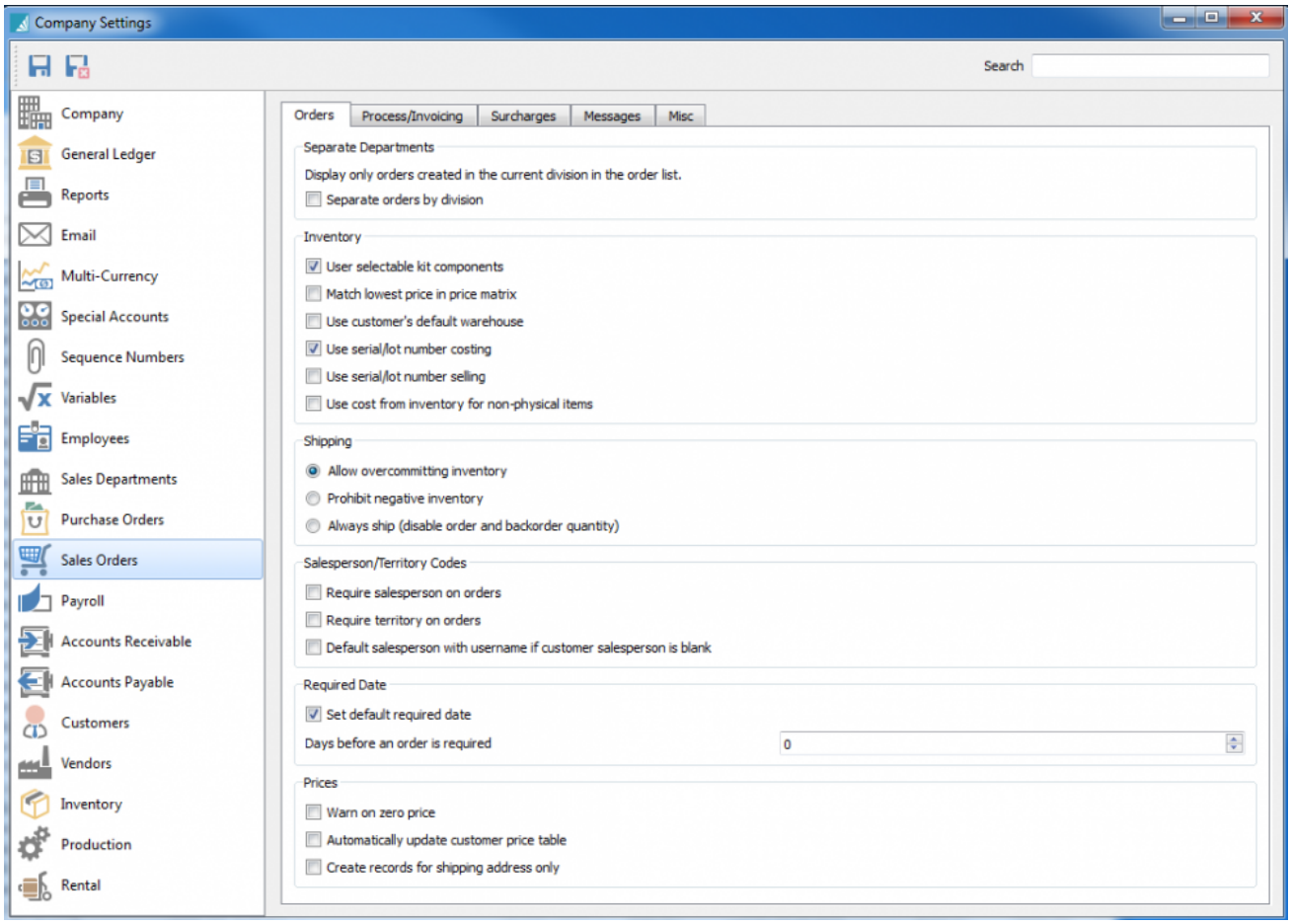
Post to Accounts Payable – When checked, the inventory receipts on POs will be accrued if received before obtaining the vendors invoice. Once the invoice is received, the AP entry is done from within the PO and the accrual is reversed. If the invoice is available on receipt of inventory, then the AP 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.

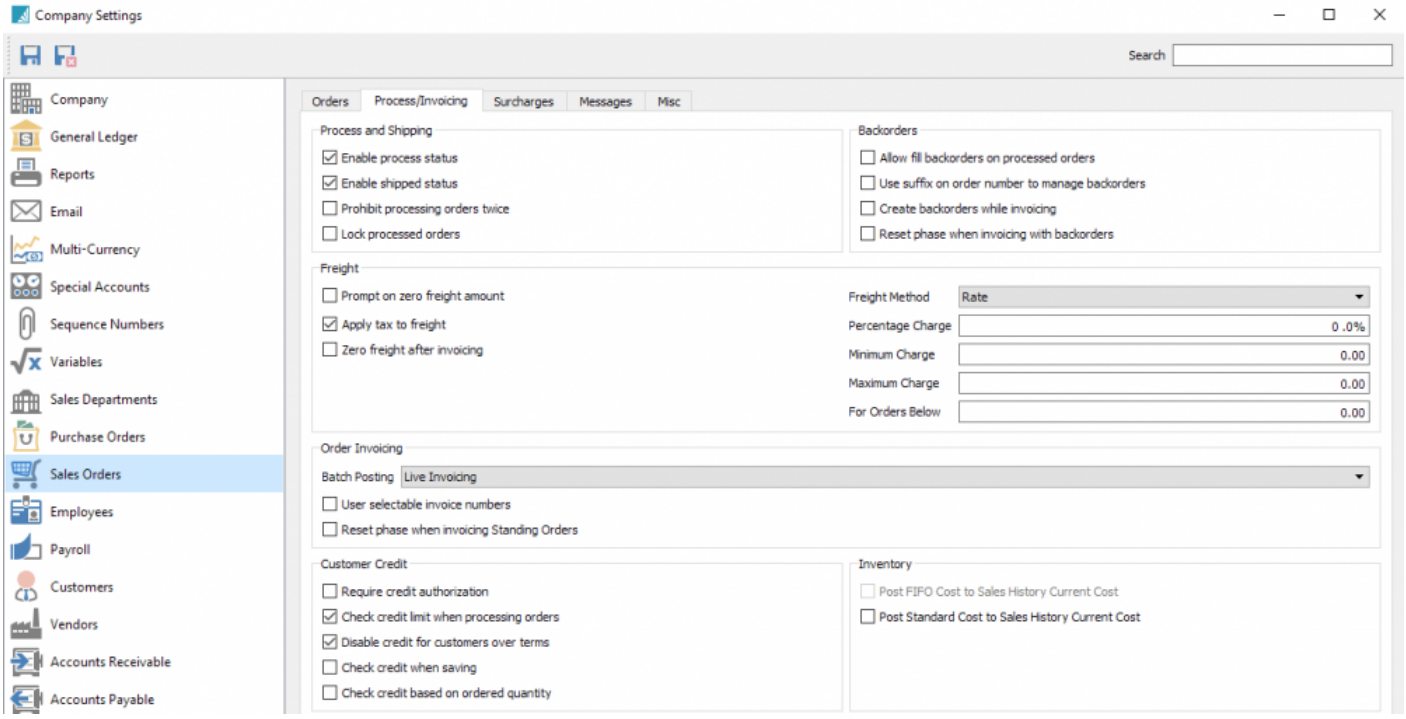
Warn on zero price – Warn user if an item is added to an order without a price.

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.

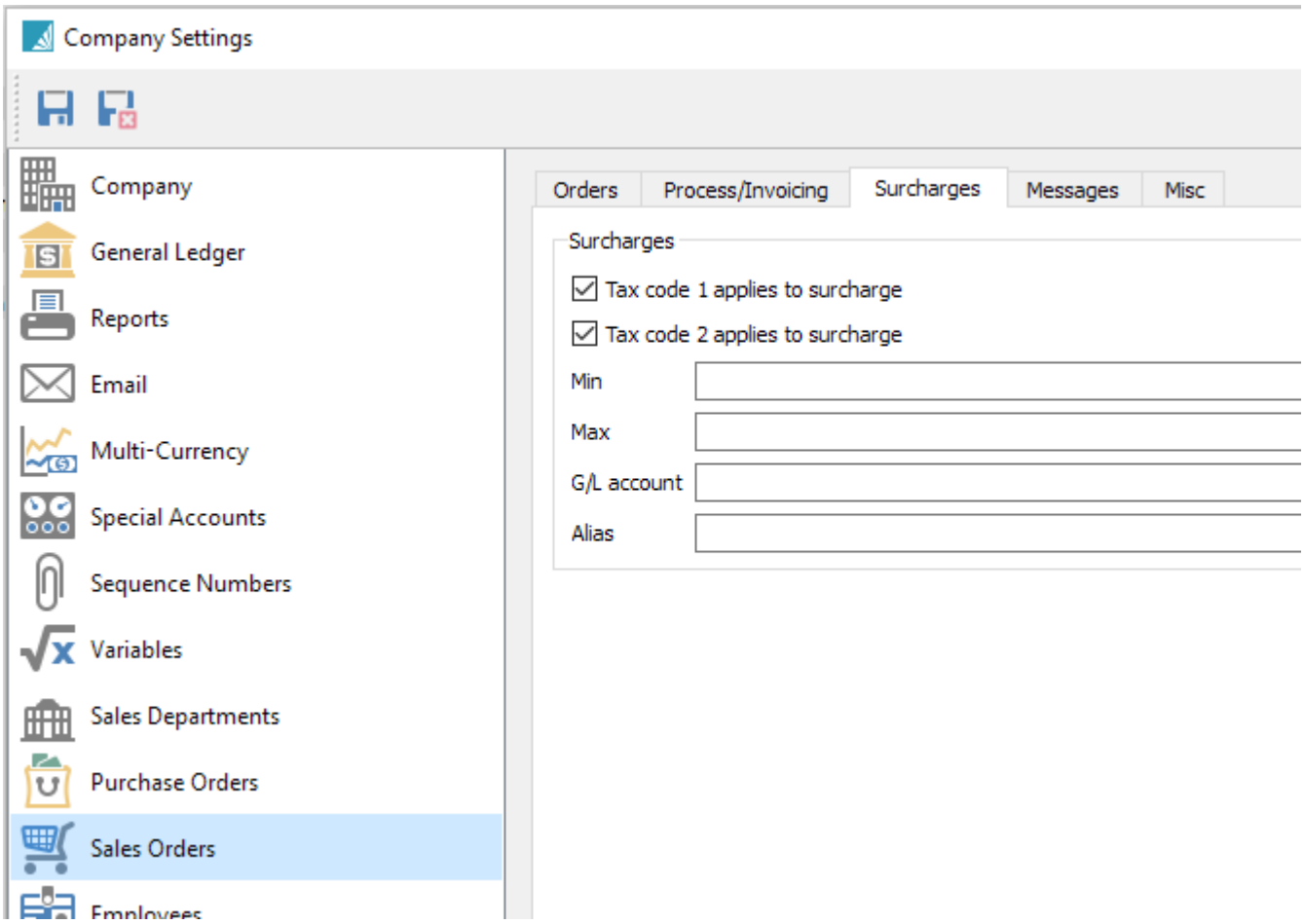
> Not recommended as the order may already be picked.

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



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.

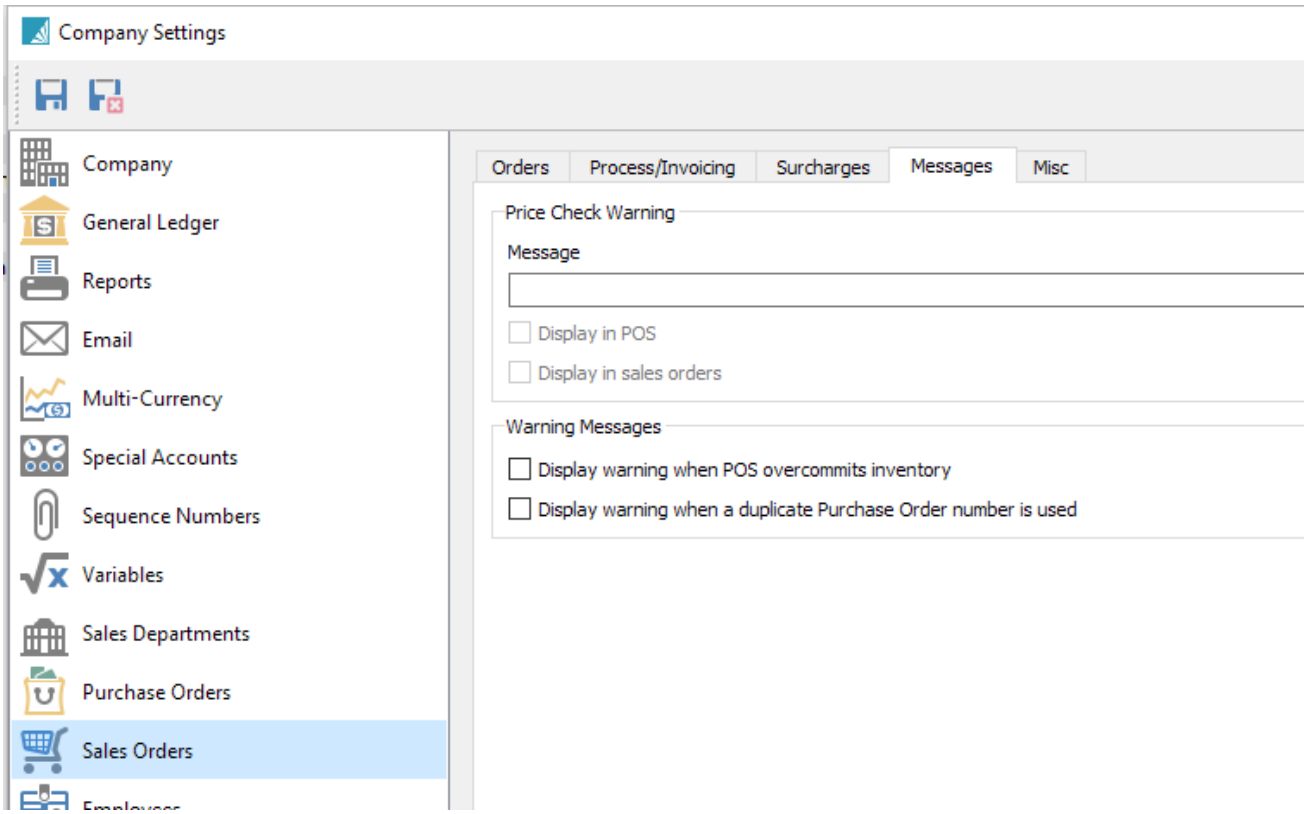
Min – Minimum amount to charge.

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



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

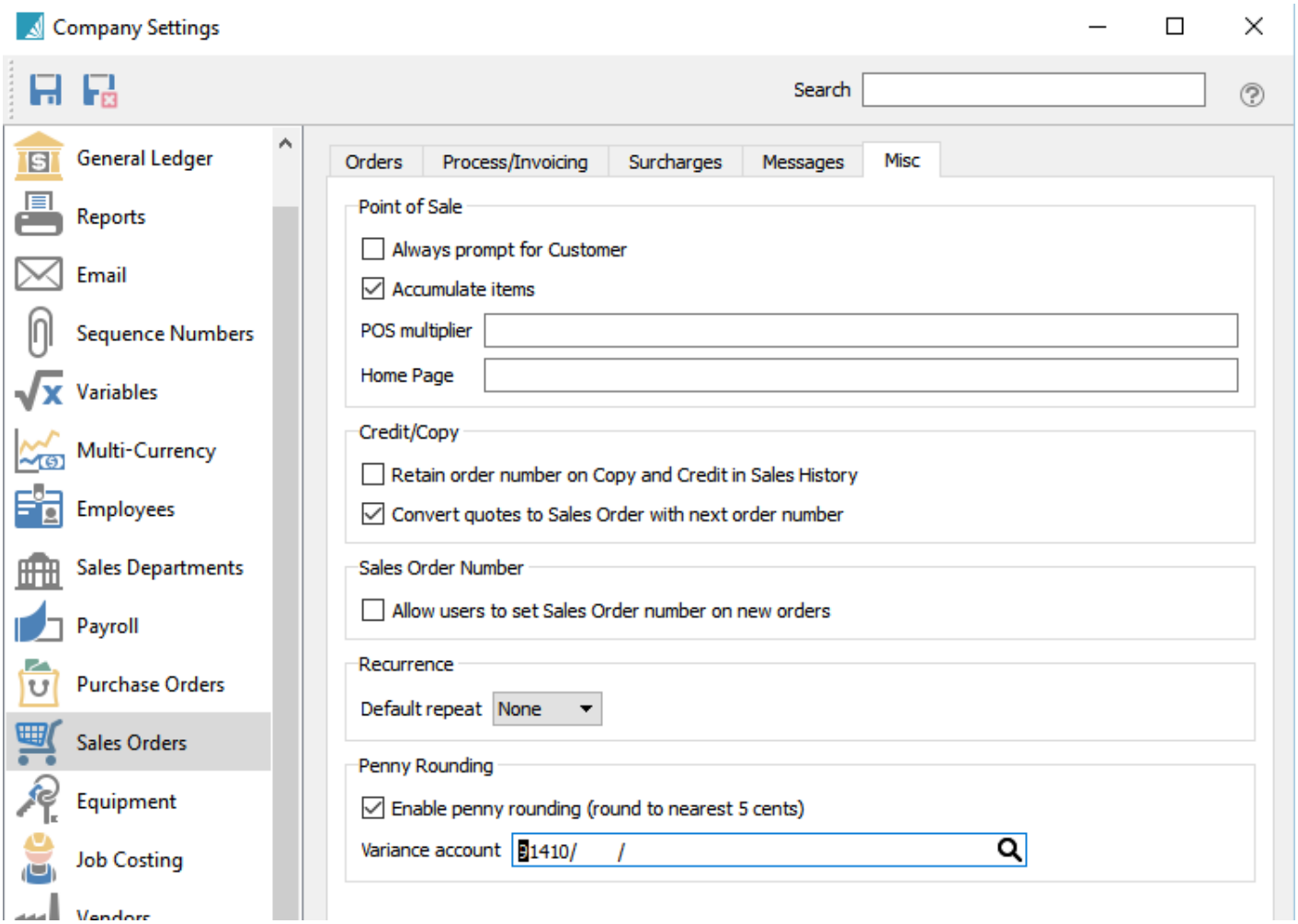
- **Message** – Custom price check warning message that is given to the user can be entered here.
- **Display in POS** – Display the price check warning in POS.
- **Display in Sales Orders** – Display the price check warning in Sales Order.

Warning Messages

Display warning when POS over commits inventory.

Display warning when a duplicate purchase order number is used.

Misc



Point of Sale

Always prompt for customer – If set to prompt, 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 on a new line 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 the users to set the Sales Order number on new orders – Users can override the next available order number in sales orders.

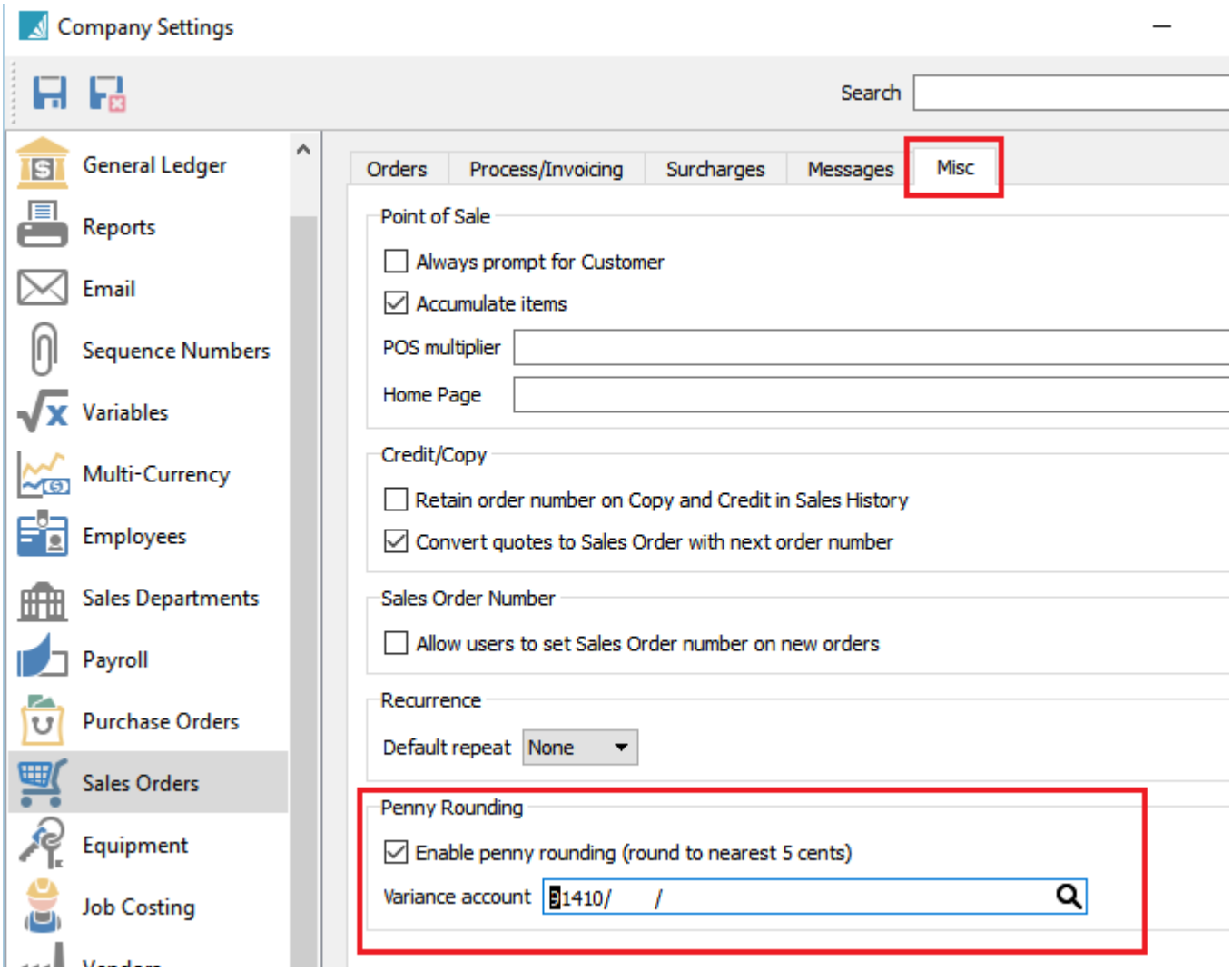
Recurrence

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

Penny Rounding

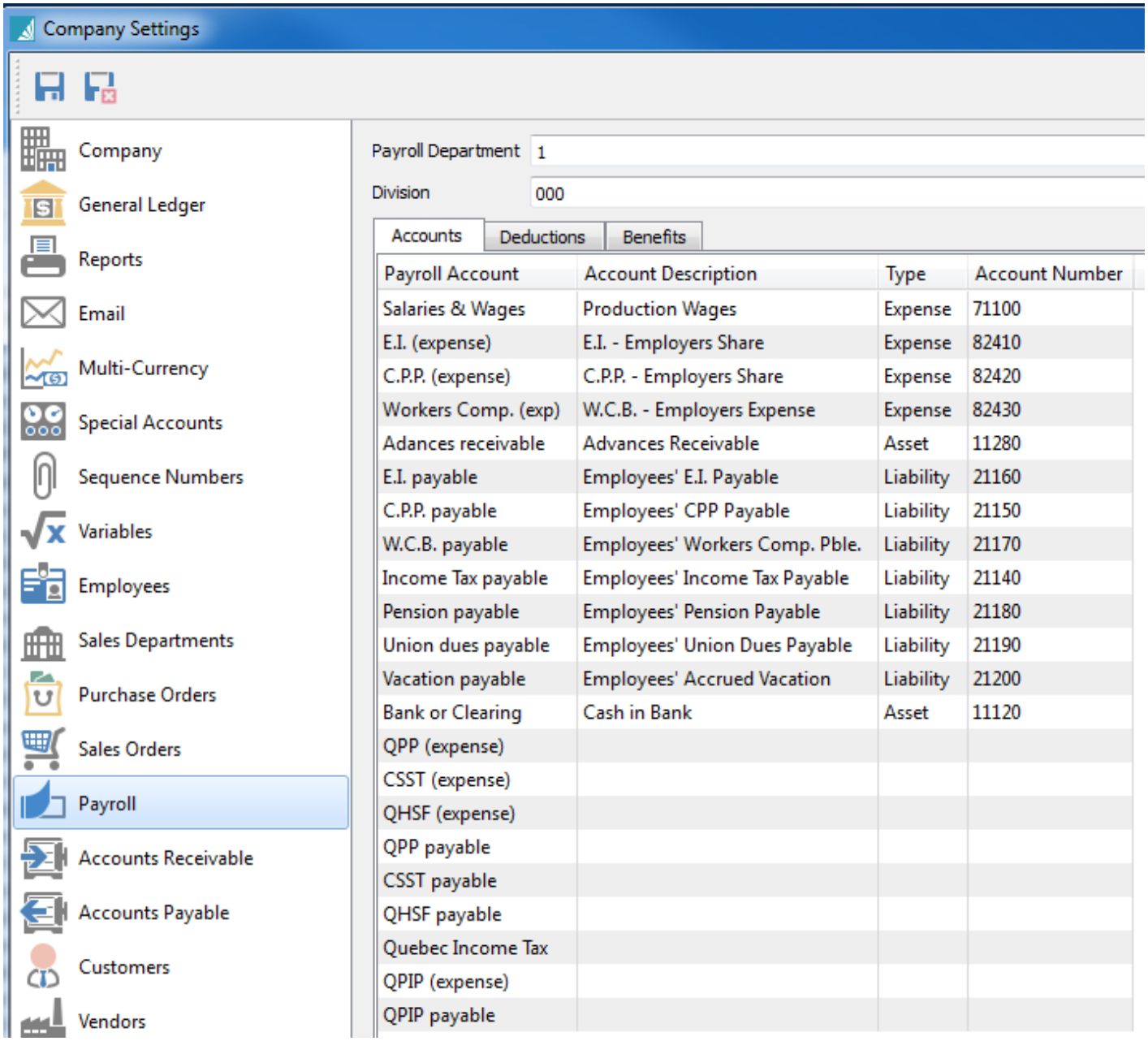
Enable penny rounding (round to nearest 5 cents) – This setting rounds cash payments to the nearest 5 cents.

Variance account – Select a GL account where the rounded difference will be posted.


Company Settings
Search
General Ledger
Reports
Email
Sequence Numbers
Variables
Multi-Currency
Employees
Sales Departments
Payroll
Purchase Orders
Sales Orders
Equipment
Job Costing
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
None
Penny Rounding
Enable penny rounding (round to nearest 5 cents)
Variance account
1410/ /

Payroll

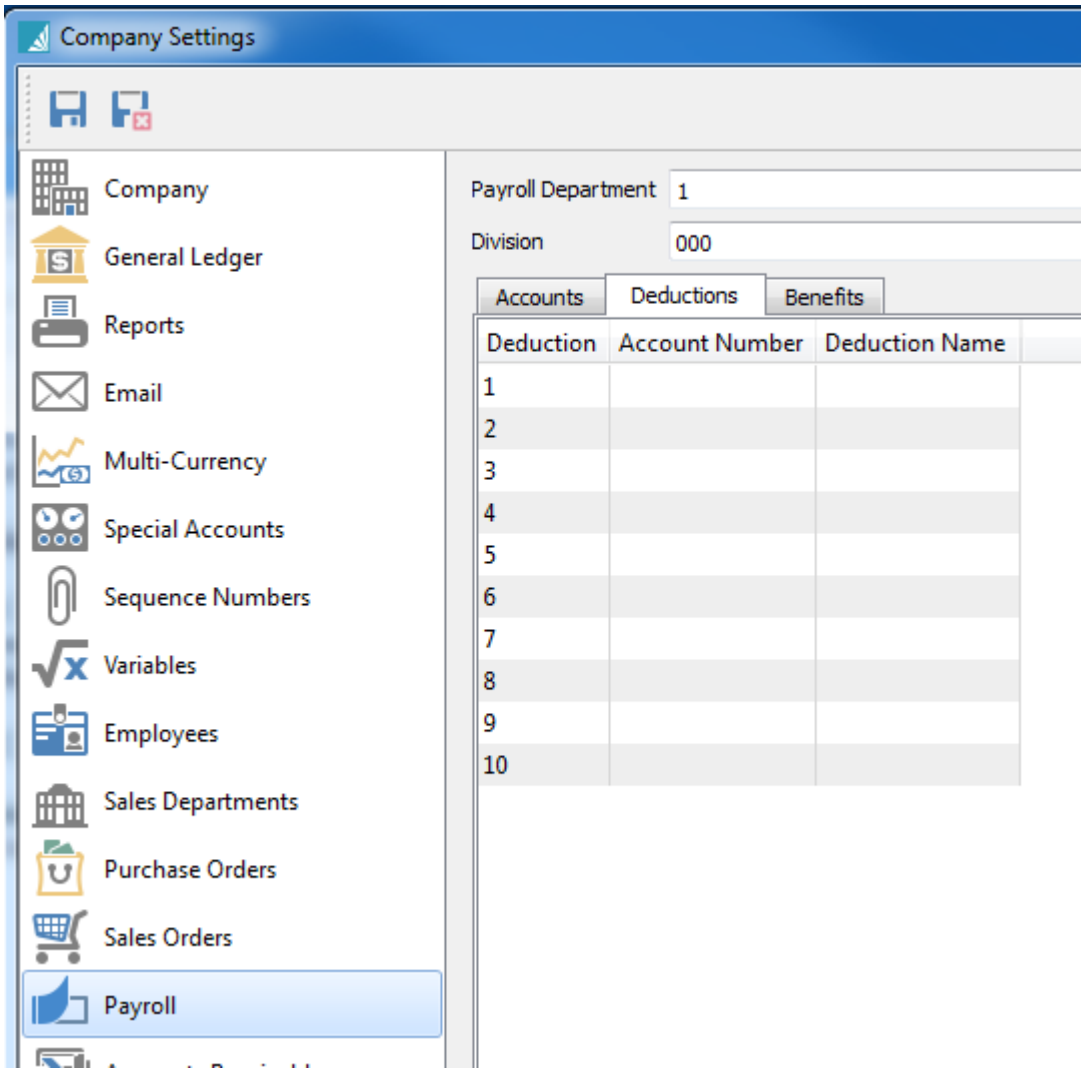
These settings are used to define each payroll department. Then, each employee would be added to one of the departments. If a department is not set for an employee, then they default to department 1.



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

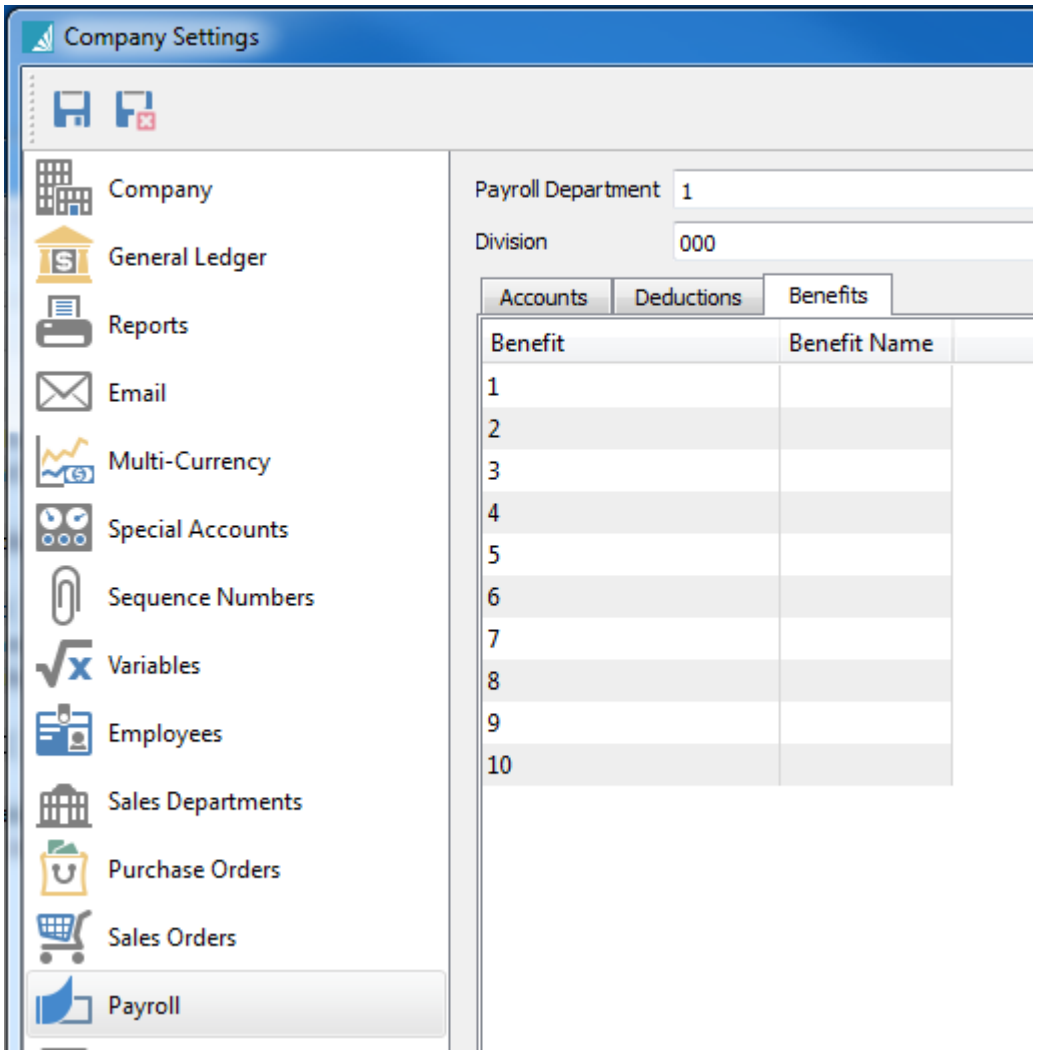
Deductions

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



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 1
Division 000
Accounts
Deductions
Benefits
Benefit
Benefit Name
1
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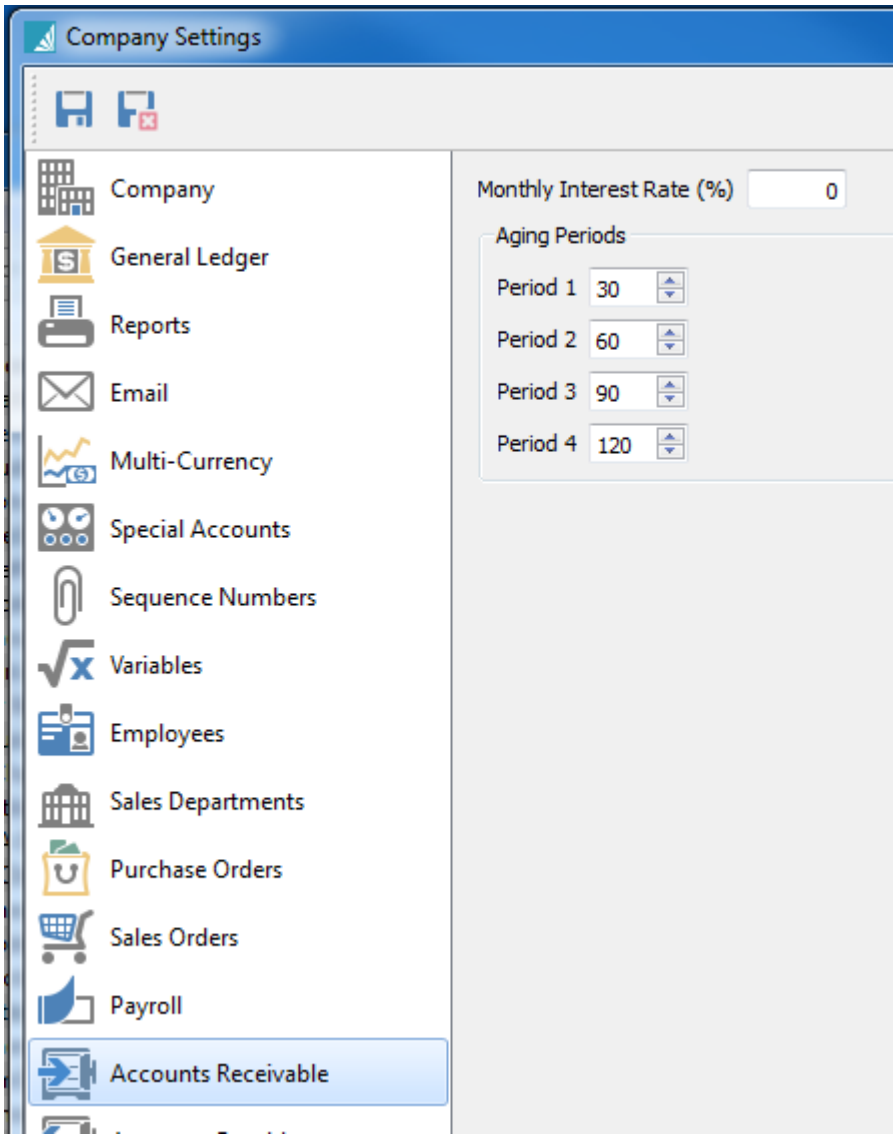
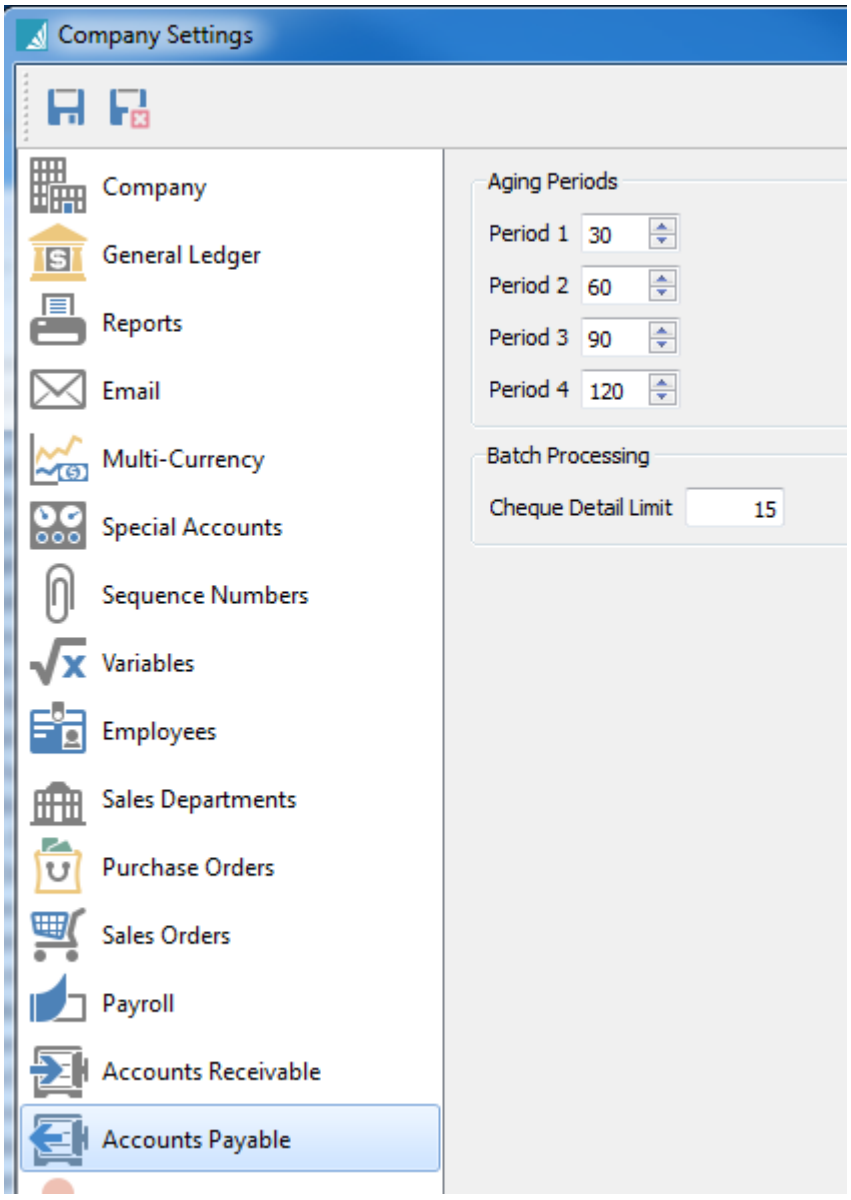
10

Accounts Receivable



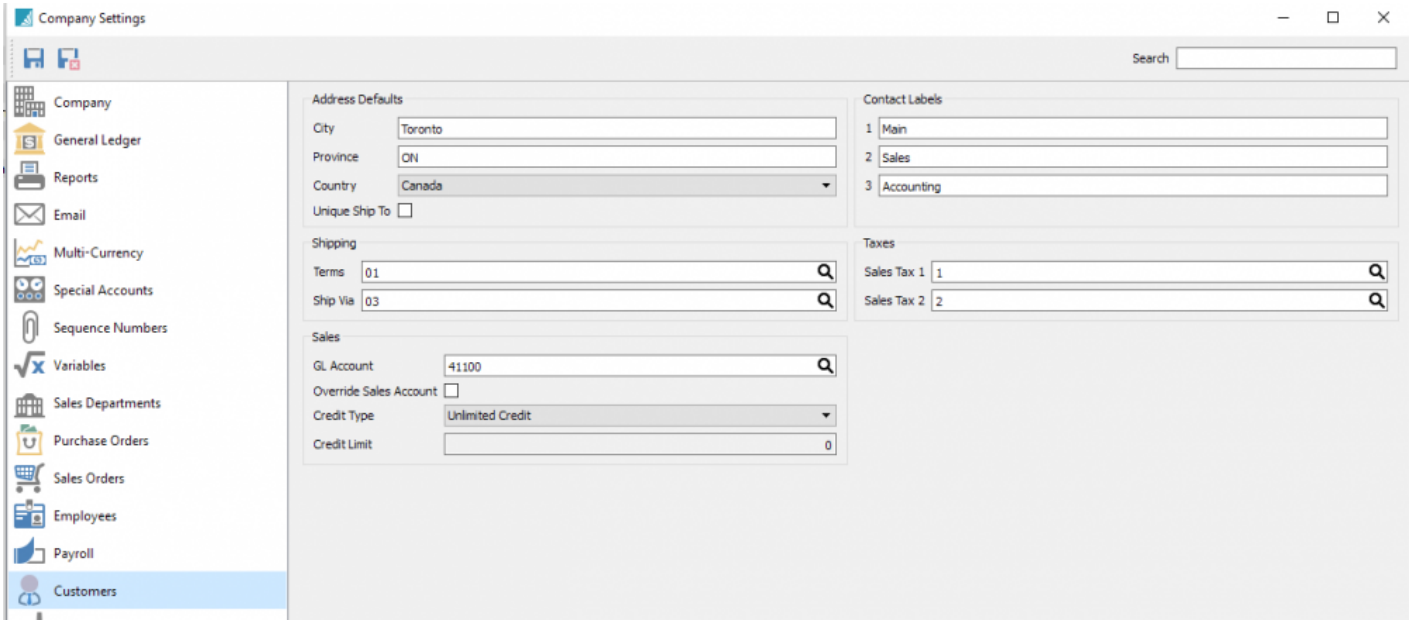
Monthly Interest Rate – Interest rate to charge in AR.
Aging Periods – Select 4 aging periods.

Accounts Payable



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

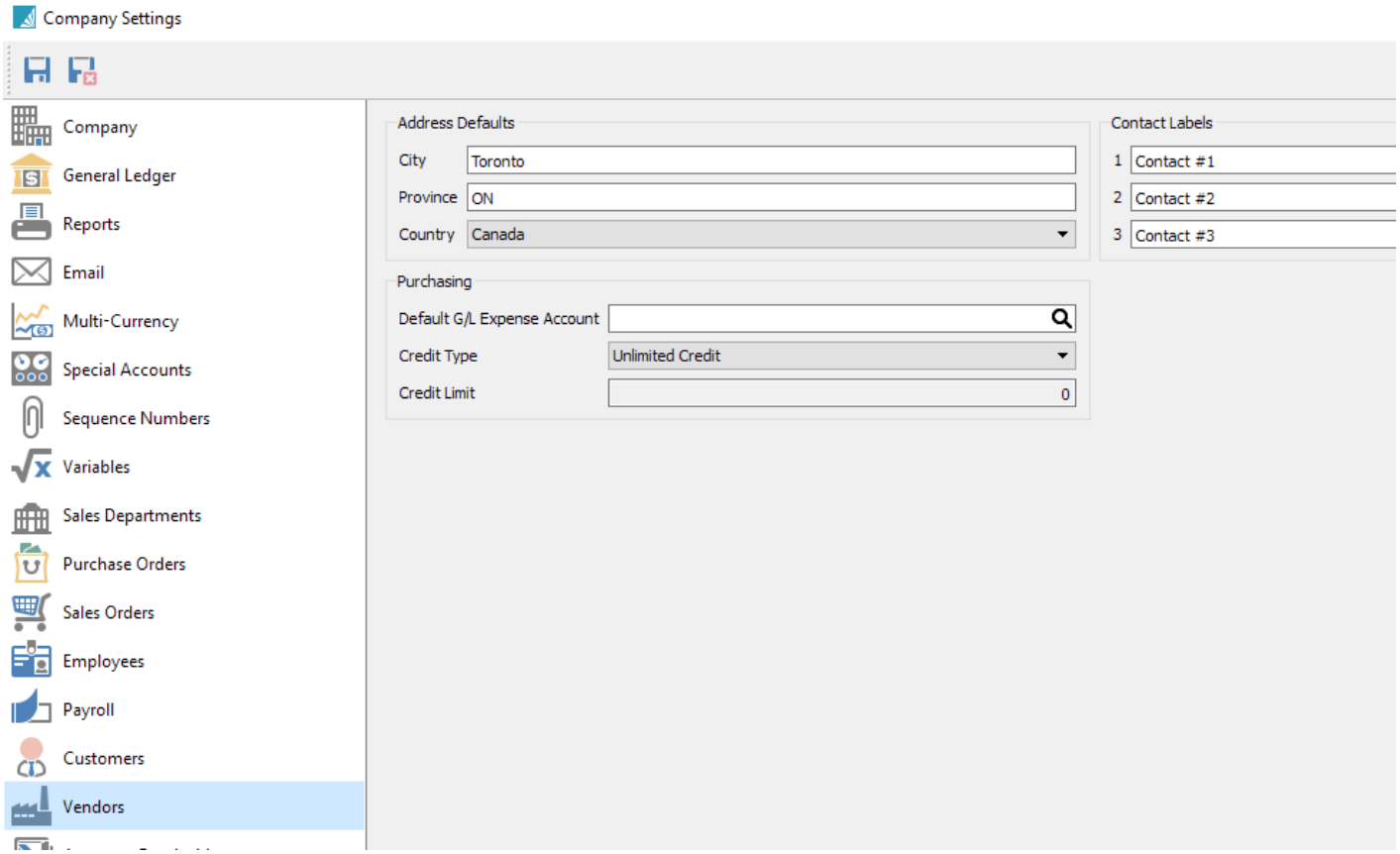
GL Account – Default GL account that will be used for a customer if the setting to override the inventory sales account is selected (below).

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



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'.

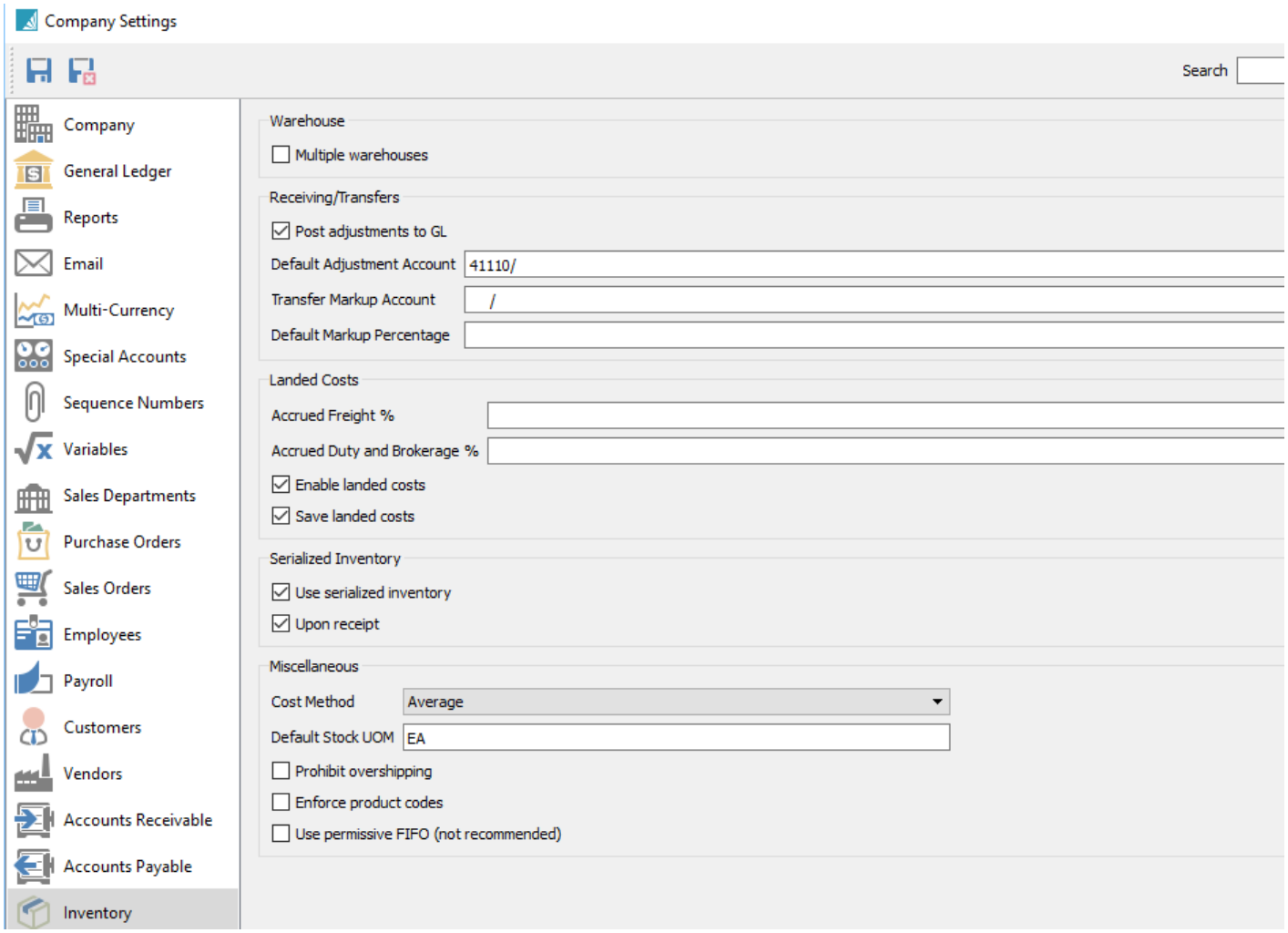
Purchasing

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



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. Note that this setting is also used to activate the lot numbering option for items.

Upon Receipt – Serial numbers are received into inventory for later selling. Otherwise, you can enter manual serial numbers on a sales order. Similarly, lot numbers can be assigned when an item is received, or when an item is sold.

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.

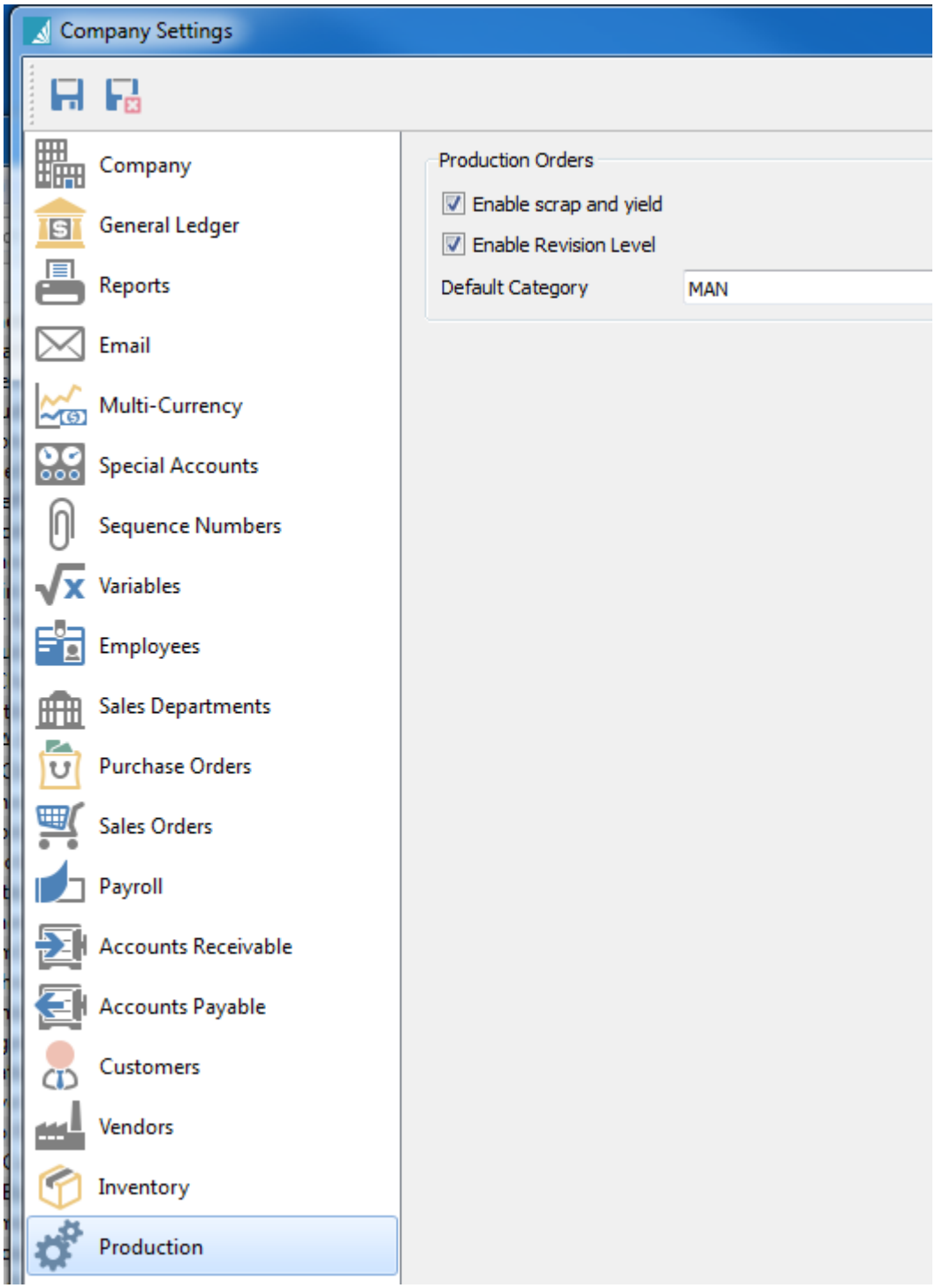
Prohibit overshipping – Inventory cannot be consumed below zero on hand.

> ! 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



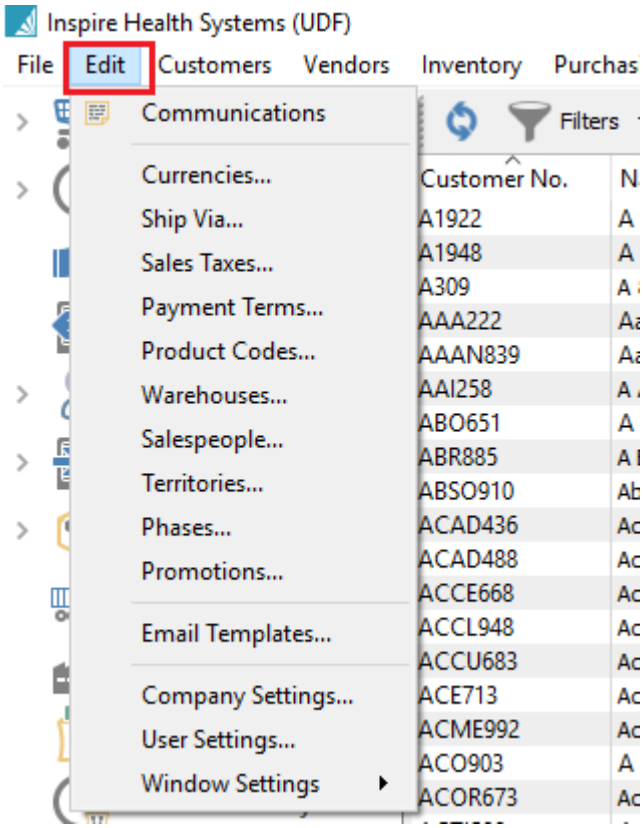
Enable Scrap and Yield – Enable if scrap and yield need to be tracked.

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.

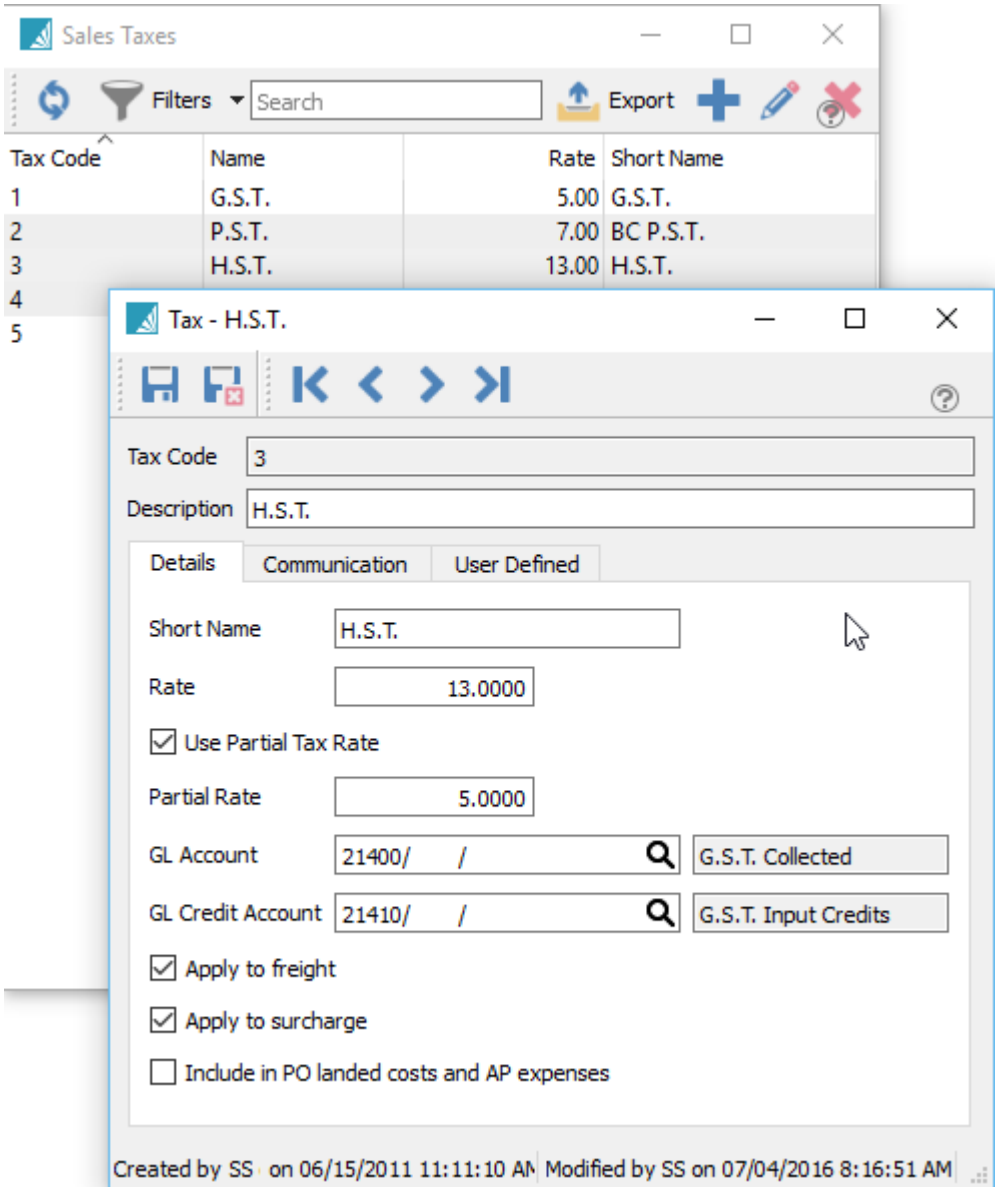
Settings

These setup items are found under Edit.



Currencies

Sales Taxes



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.

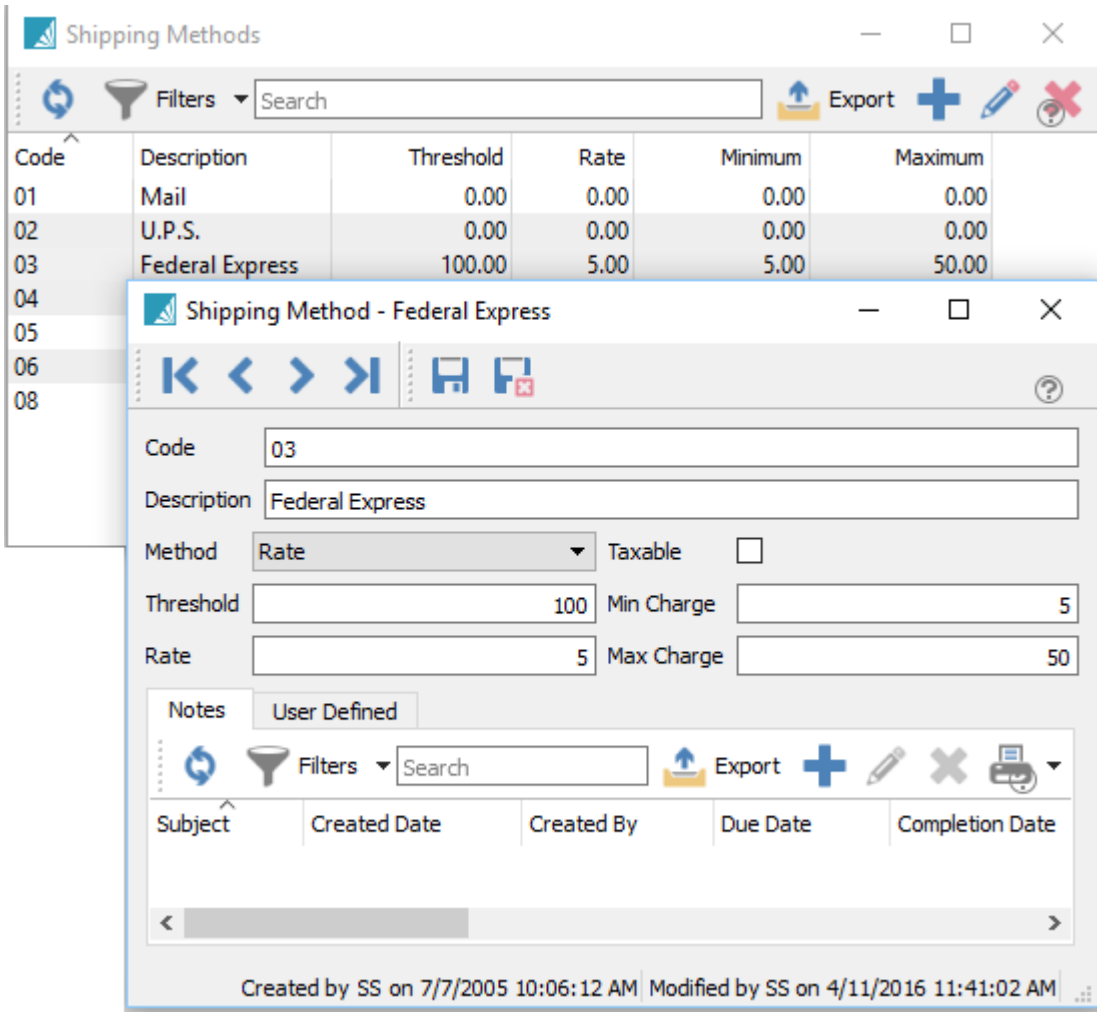
Apply to surcharge – Is this tax to be applied to sales invoice surcharges as setup in Company Settings/ Sales Orders/Surcharges.

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 is setting is un-checked.

Ship Via



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.

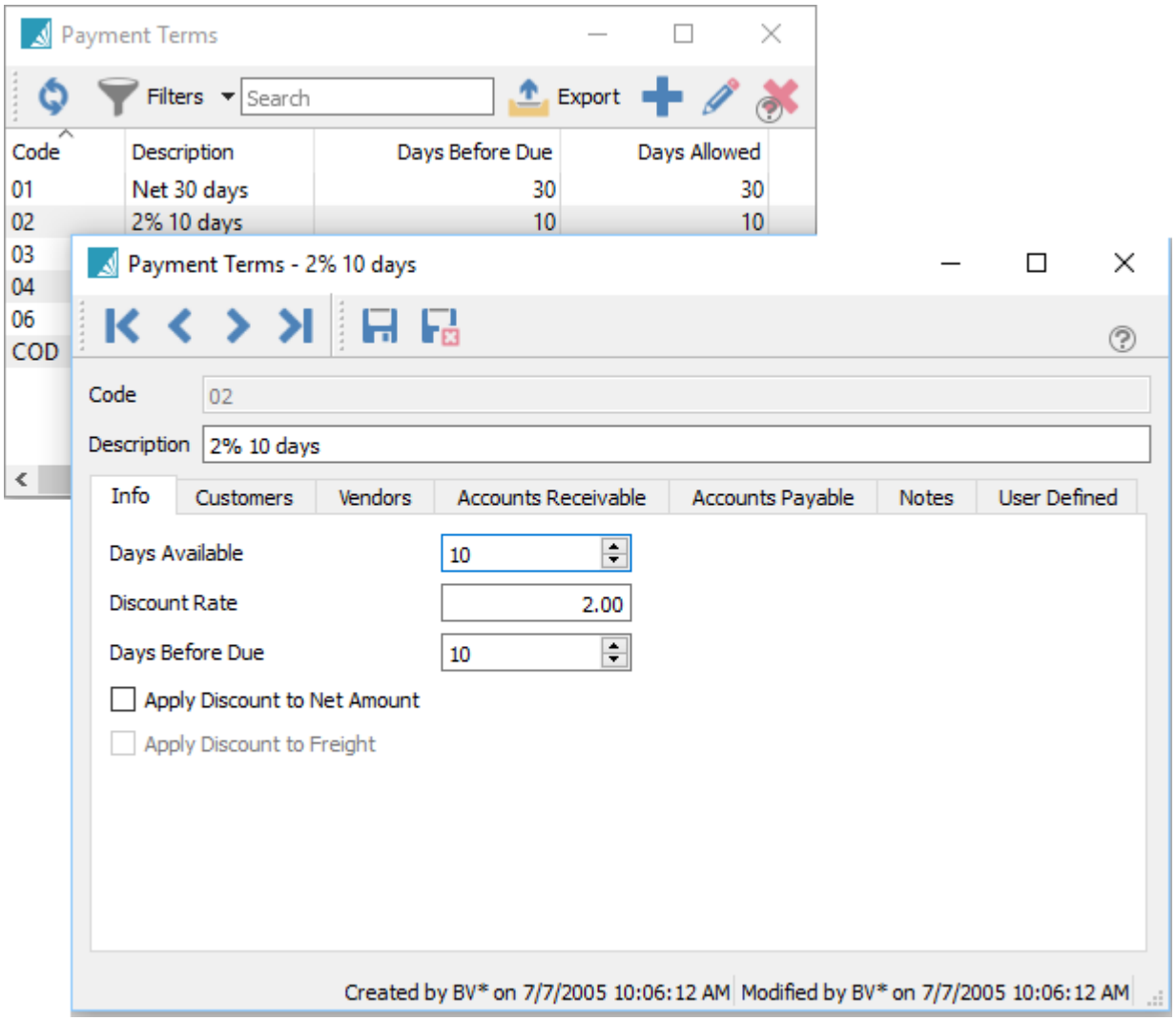
Taxable – Is the freight taxable.

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)

Payment Terms



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.

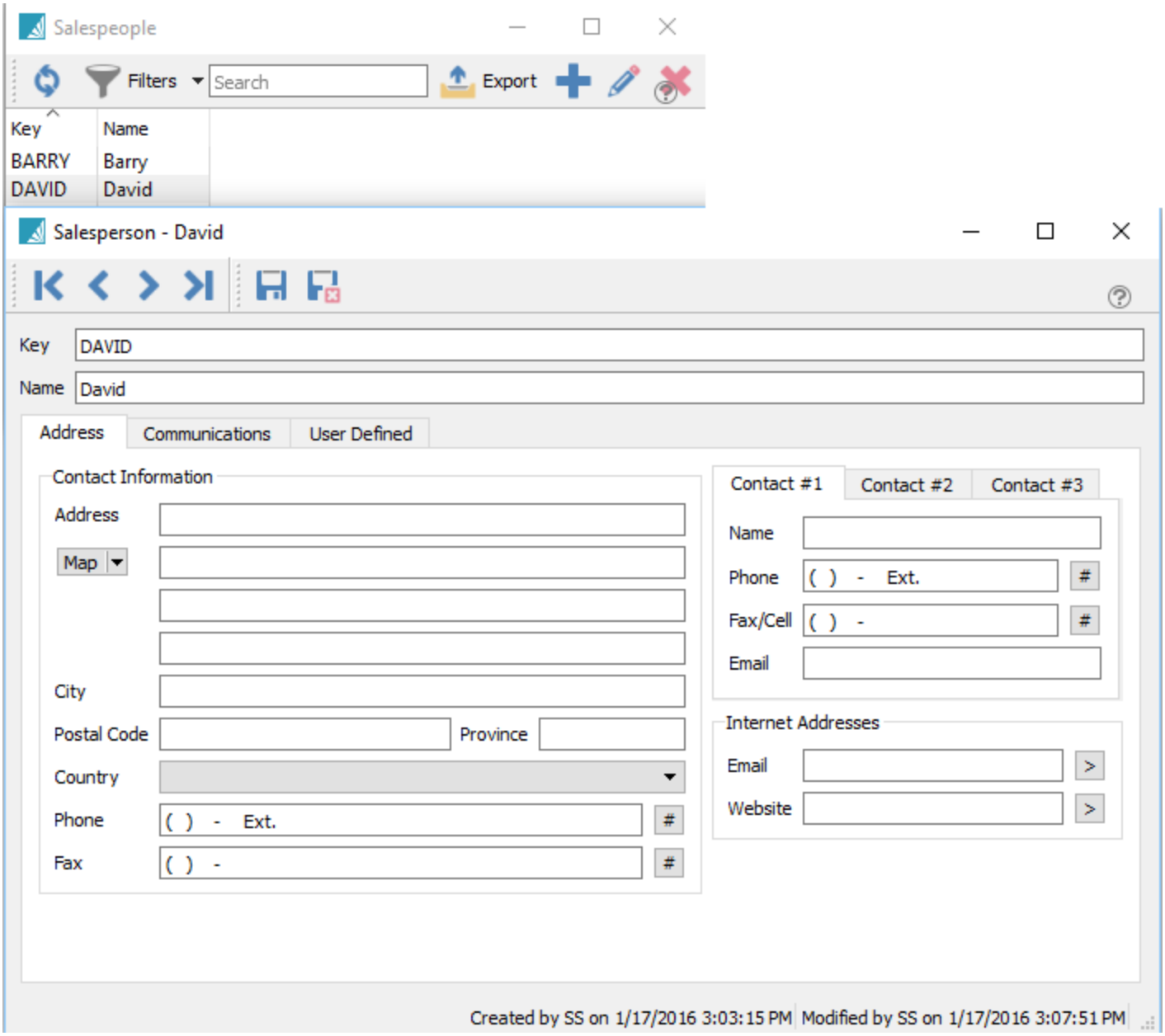
Accounts Receivable – The open AR entries that have these terms.

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)

Salespeople



Code – The code for this salesperson.

Name – The name of the salesperson.

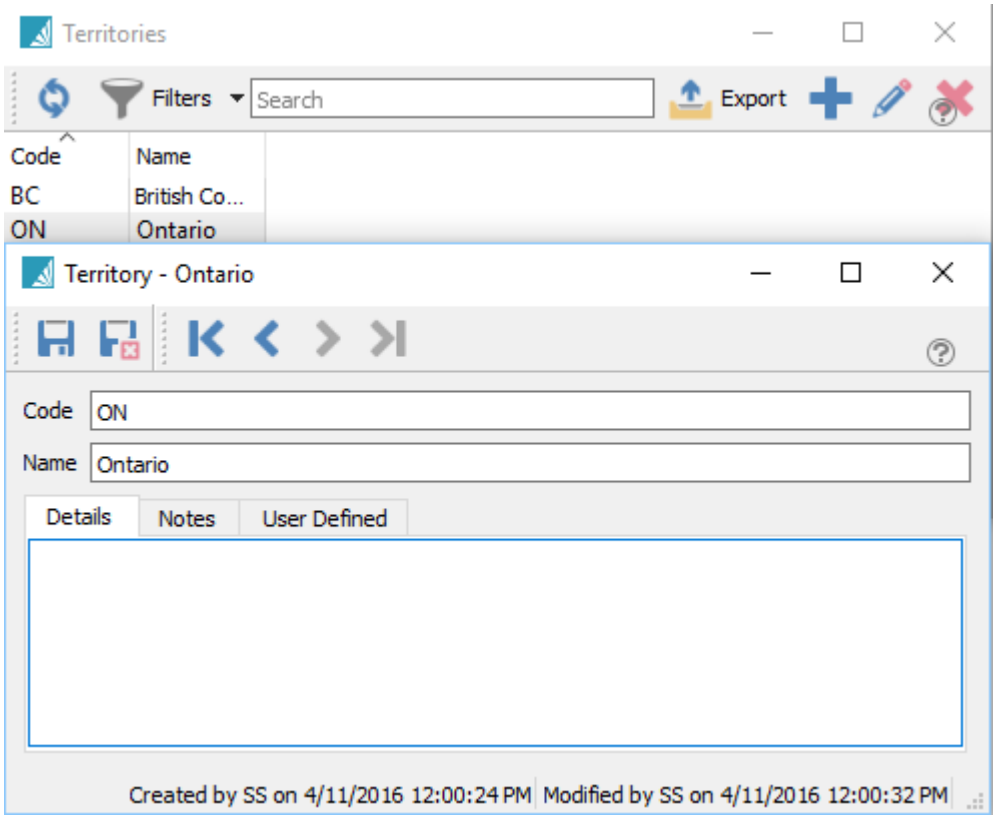
Address – The salesperson's address.

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



Code – The code for this territory.

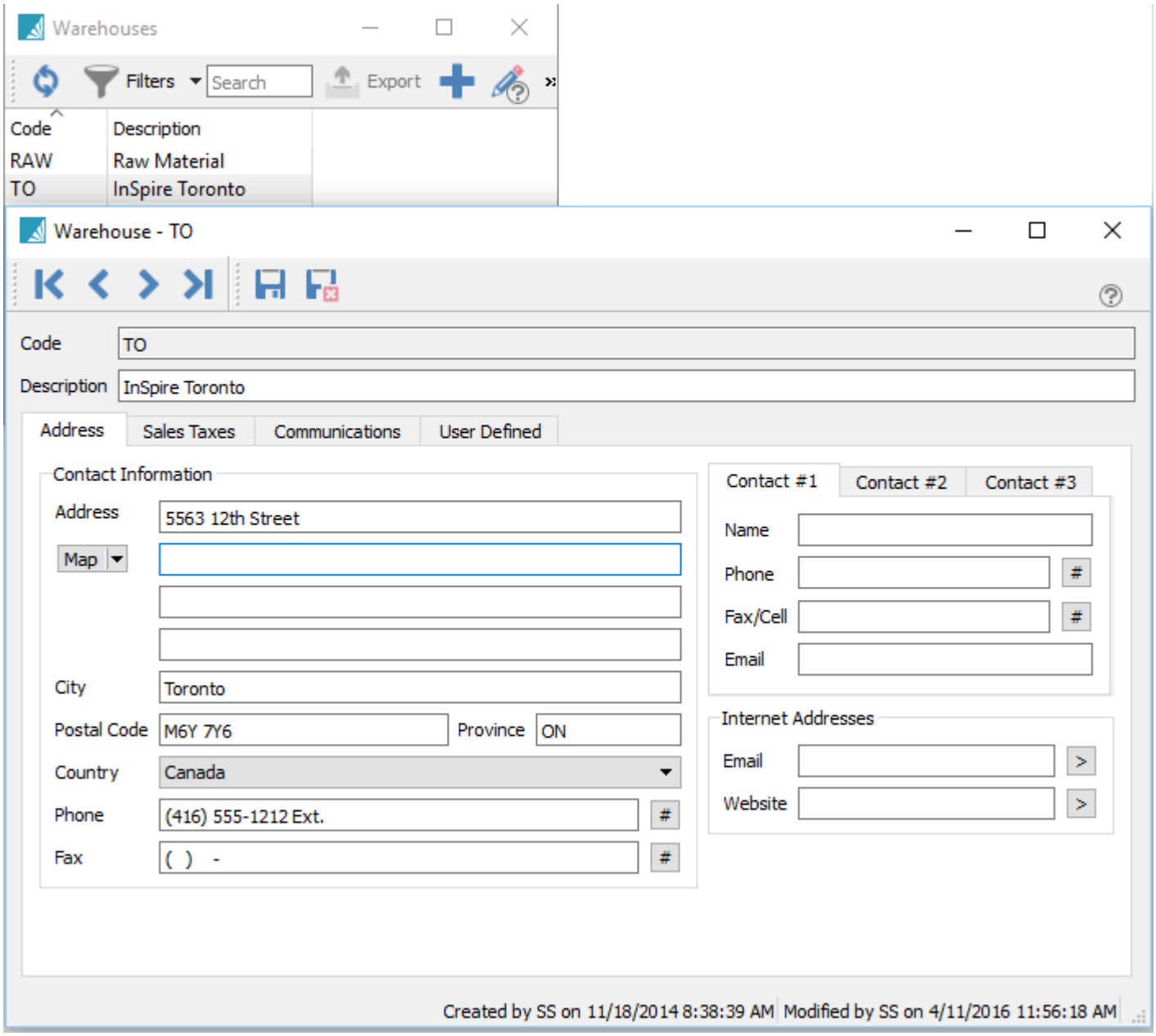
Name – The name of the territory.

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).

Warehouses



Code – The code assigned to this warehouse

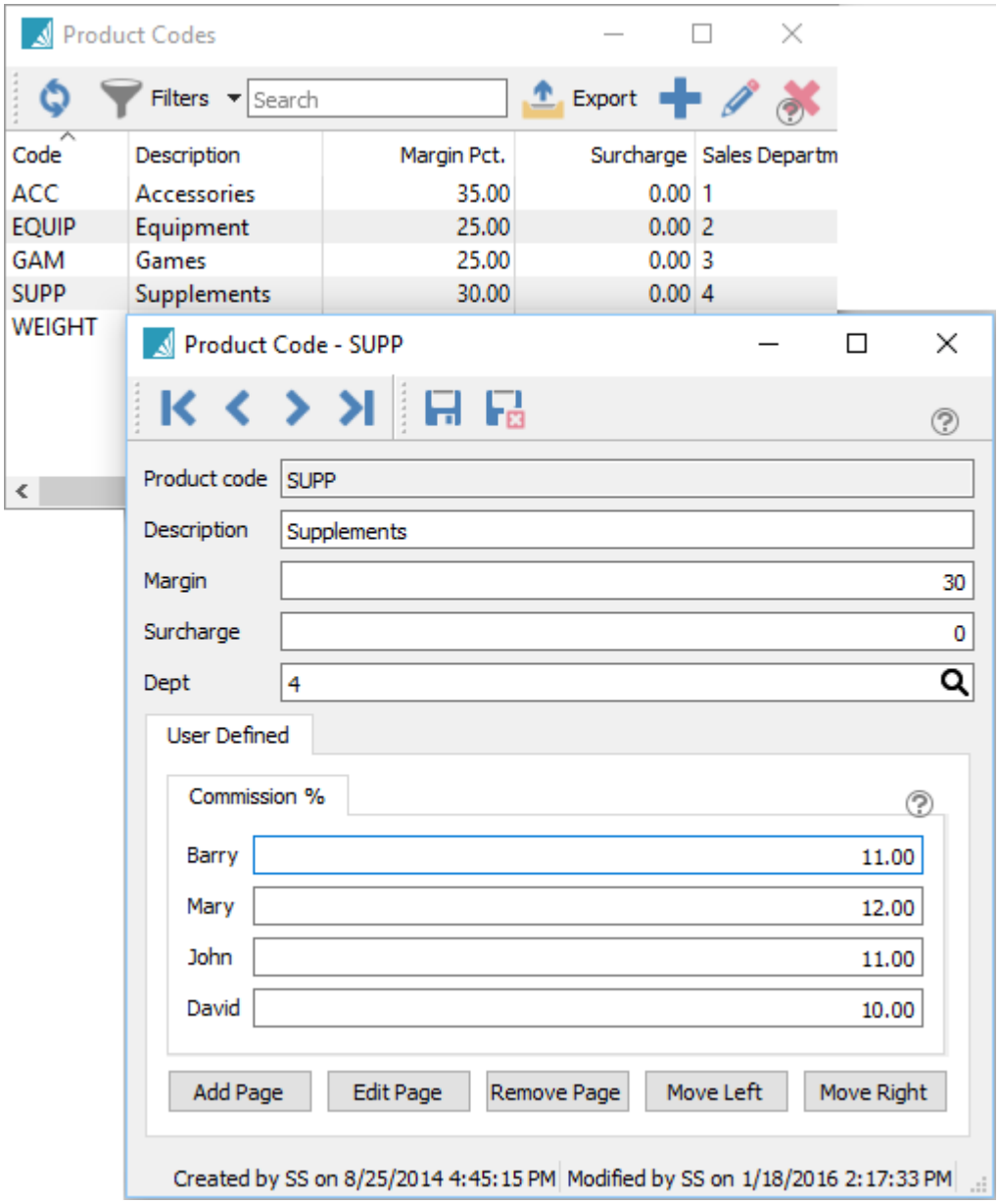
Description – The description of this warehouse which is available to print on purchase orders and other reports.

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)

Product Codes

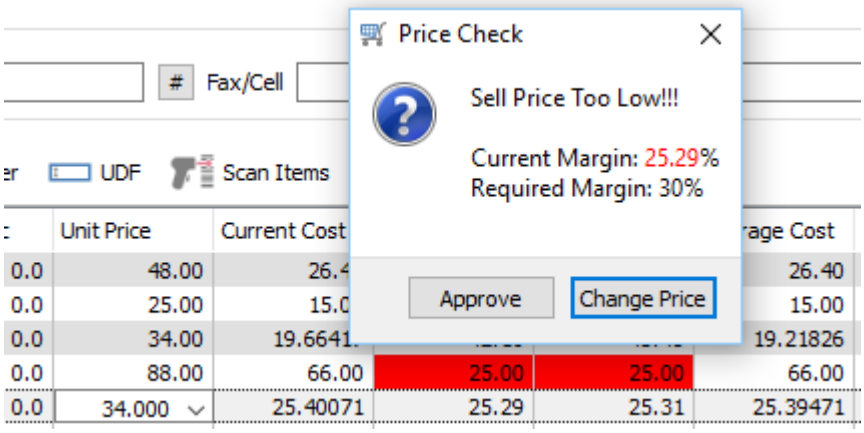


Product Code – Assign a code to the product.

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.



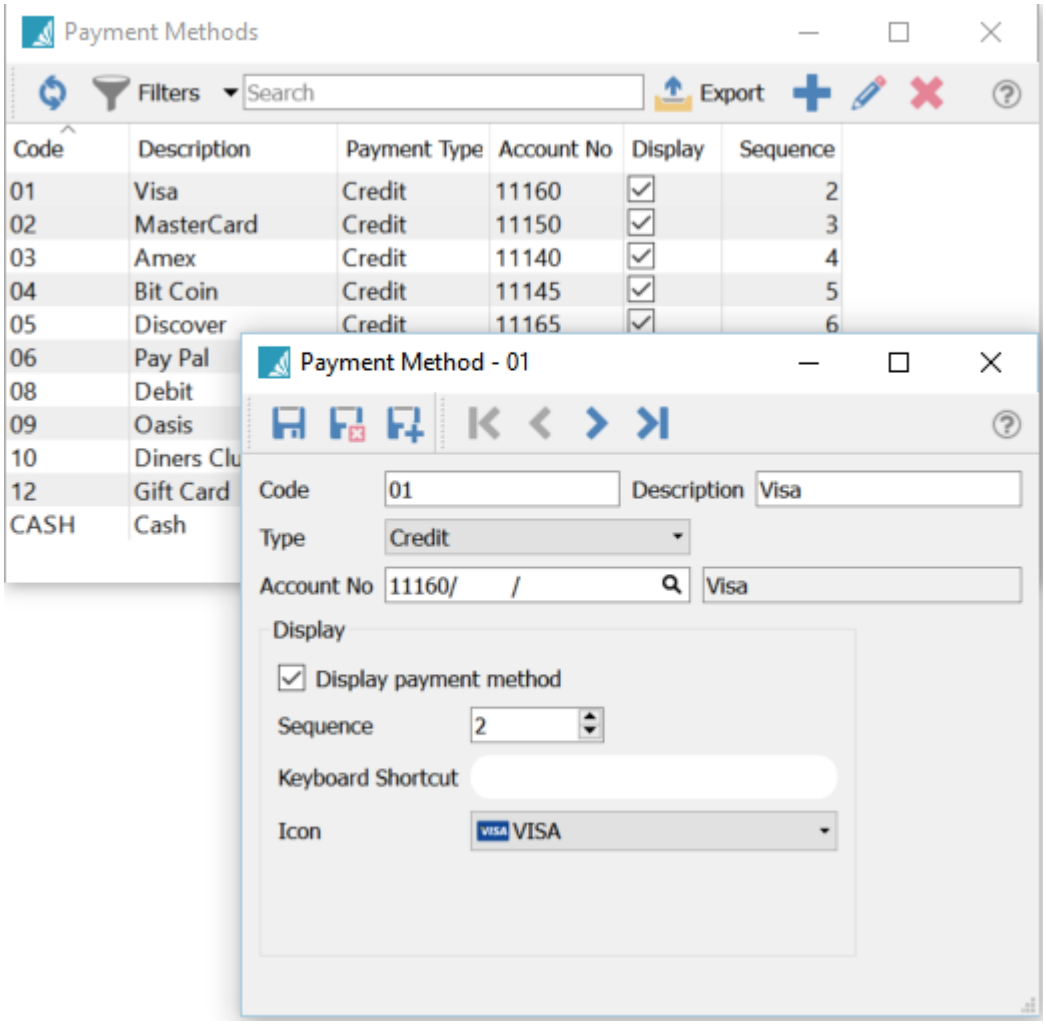
Surcharge – The surcharge is calculated based on the percentage put onto the inventory product code. It can be overridden by the user.

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)

Payment Methods

Spire now allows an unlimited number of payment methods. Select Edit/Payment Methods to add/edit or delete.



- Code – Code for the payment method
- Description – Description of the payment method
- Payment Type – Type for the payment method.
- Account No – GL account the payment is posted to
- Display – If checked the payment method will be displayed to users upon paying
- Sequence – The order in which to display the methods

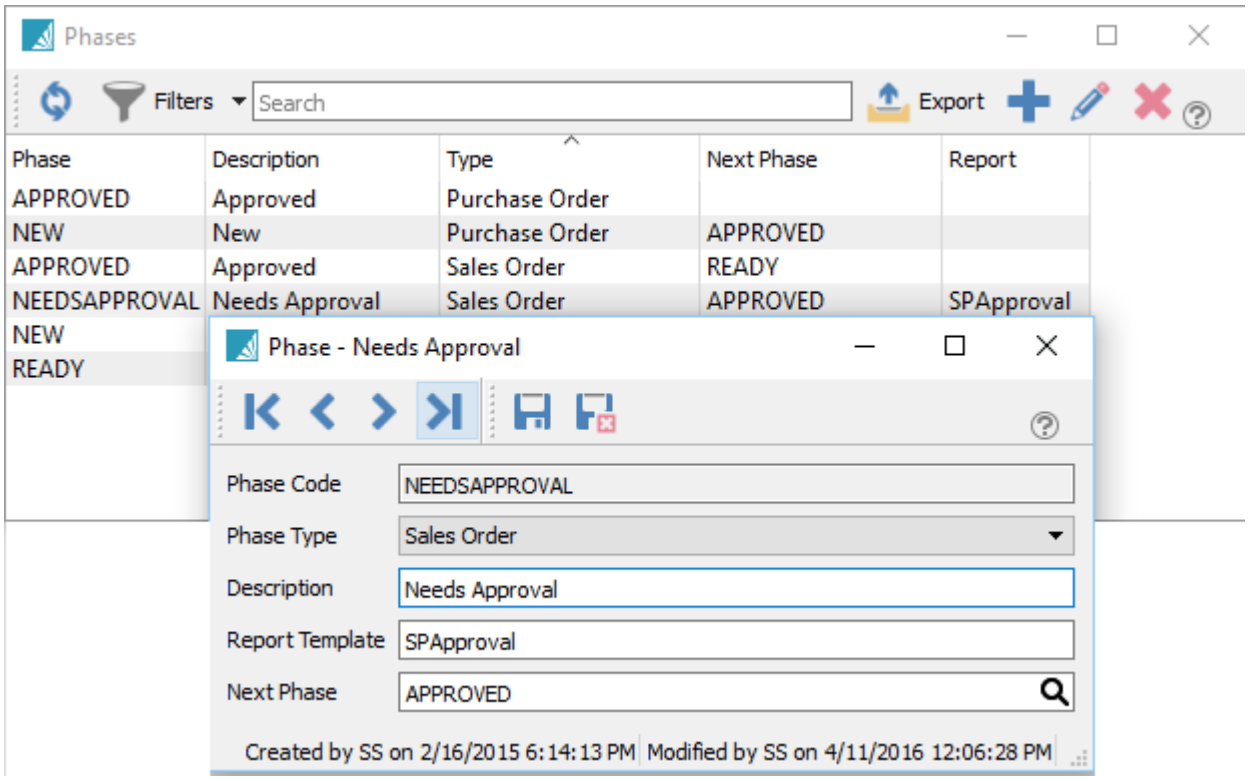
- Keyboard Shortcut – The key that invokes the payment method

- Icon – An icon for the method to display to the users

If payment type is set to ‘Cash’ it can be rounded to nearest .05.

To enable penny rounding, edit/Company settings/Sales Orders/Misc and check “Enable penny rounding” and select a variance GL account to post the difference.

Phases



Phase Code – A code for this phase

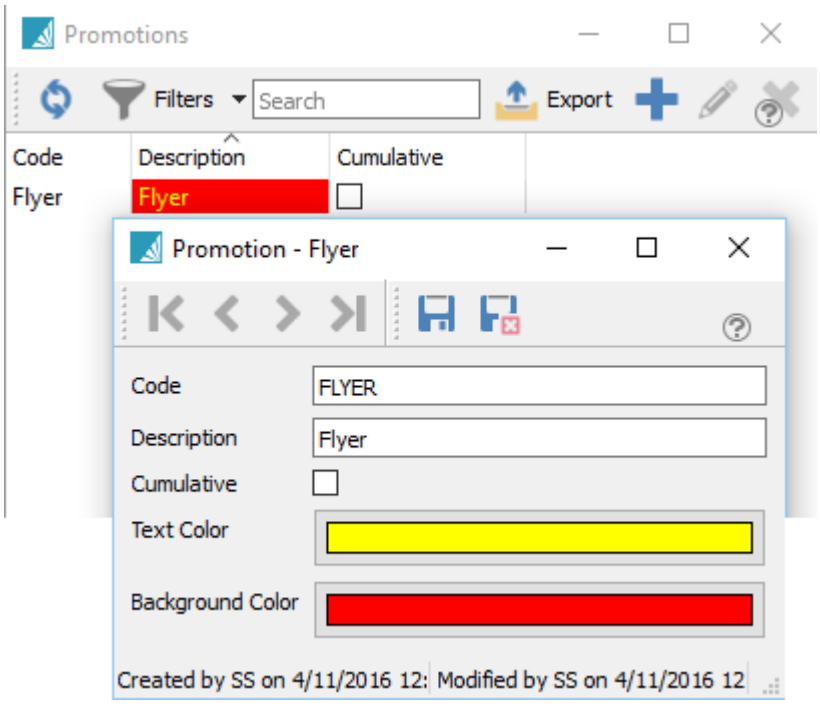
Phase Type – Select Sales Order, Production Order or Purchase Order. This phase will be only available within that module.

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.

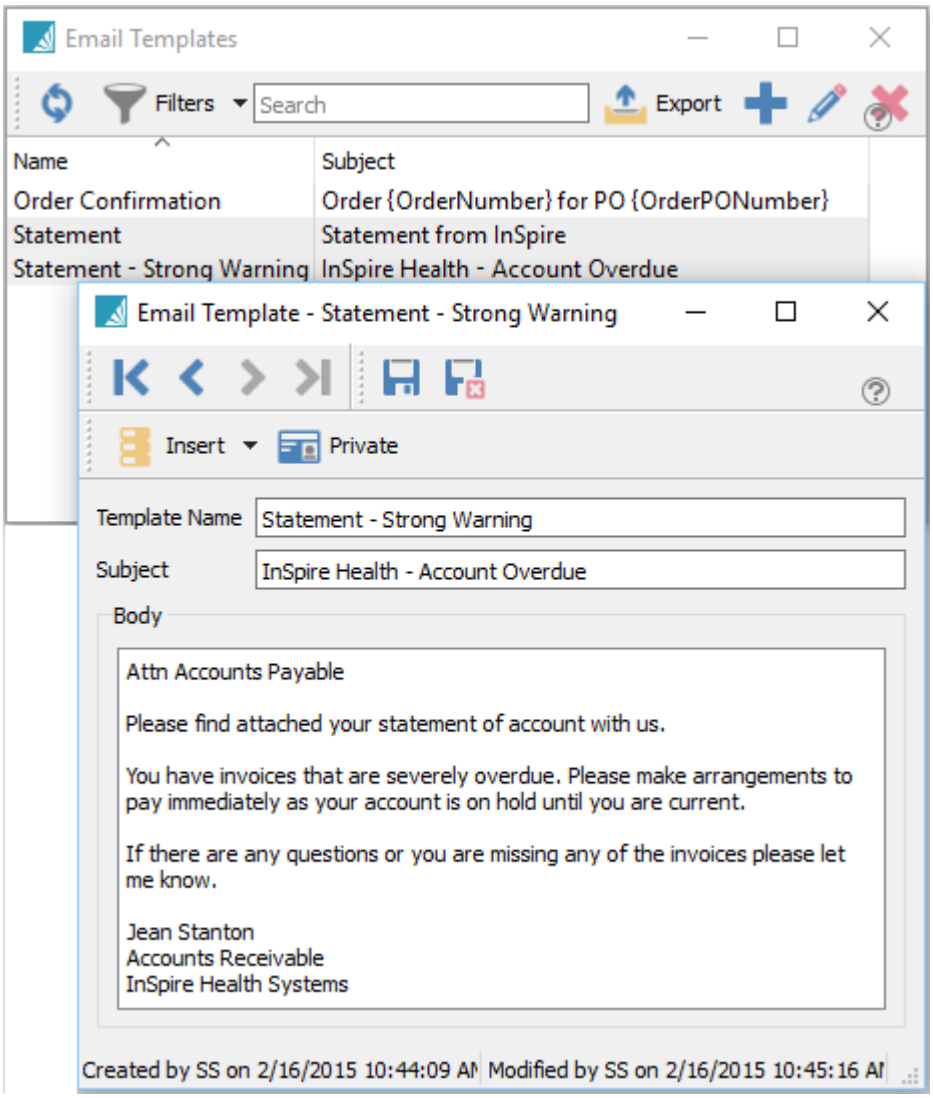
Text Colour – The colour of the text for this promo code.

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.

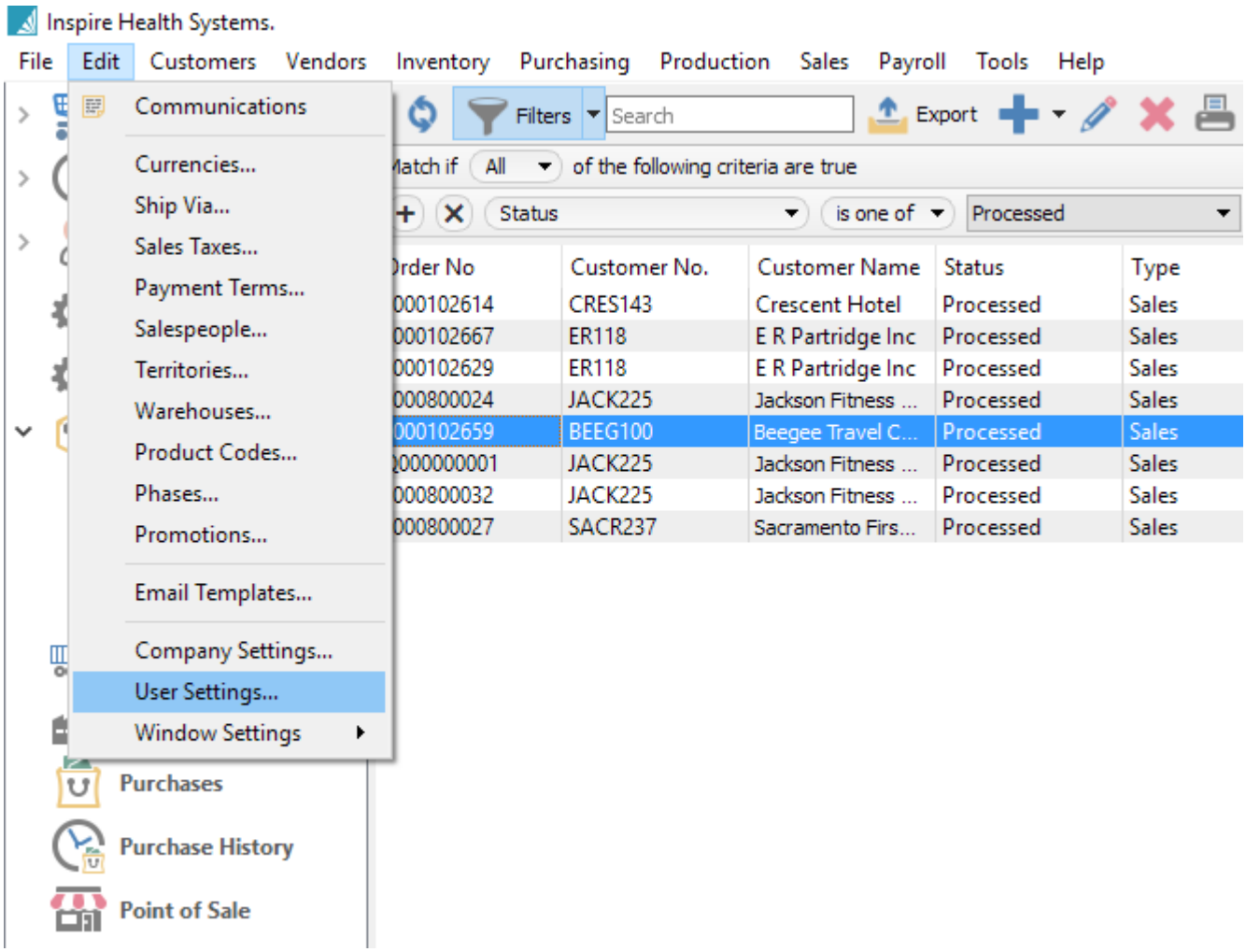
Body – The contents of the email.

Video Instructions – Email Templates

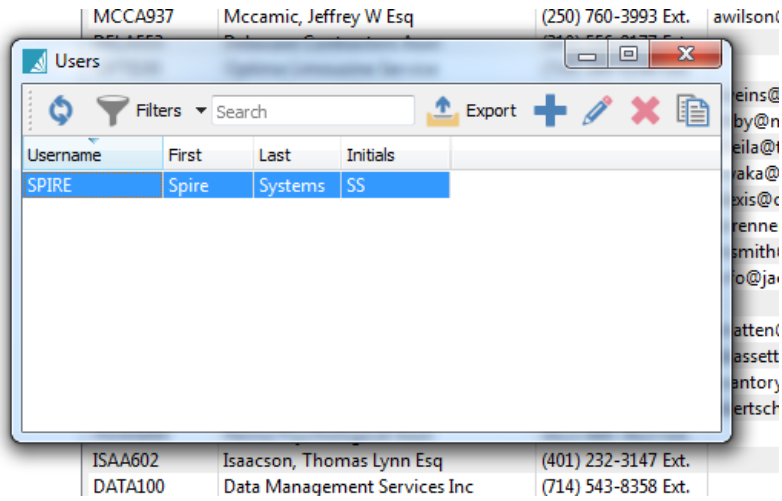
User Settings

Creating a New User

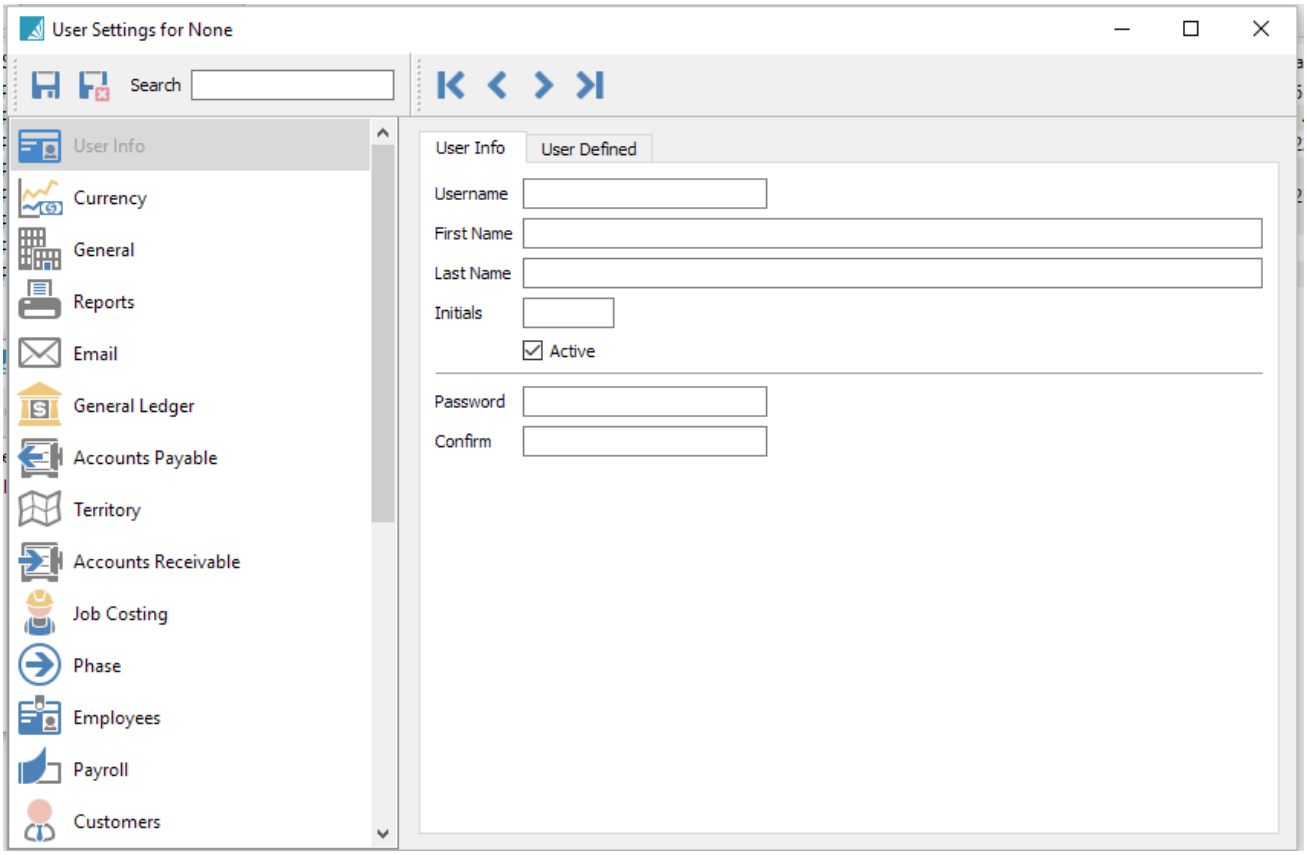
To create a new user you will need to have access to the user settings, select User Settings from the Edit menu in the main Spire window.



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



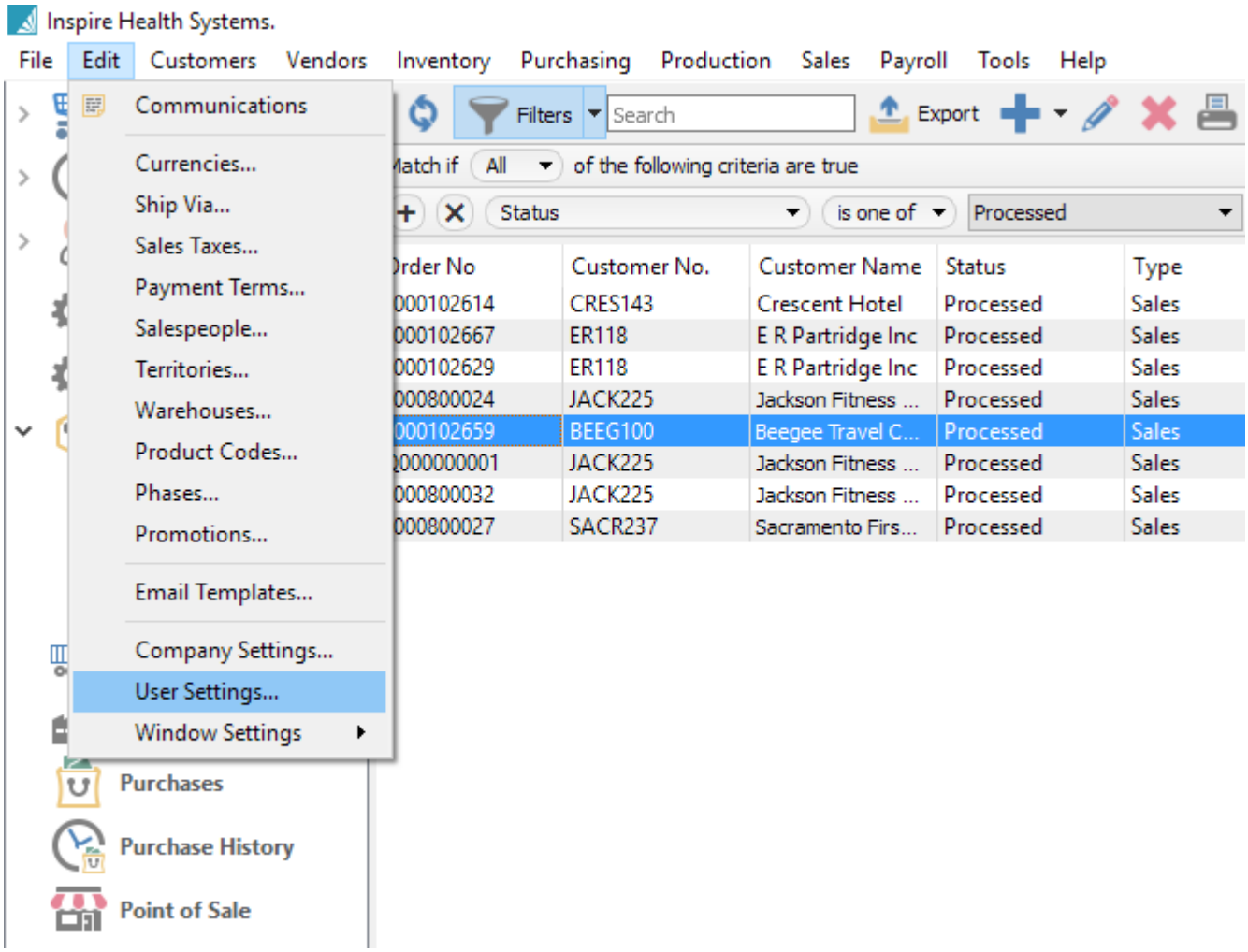
You will presented with a new window where you will add the new Username, the associated First and Last Name and then create and confirm the password that user will have assigned to their login



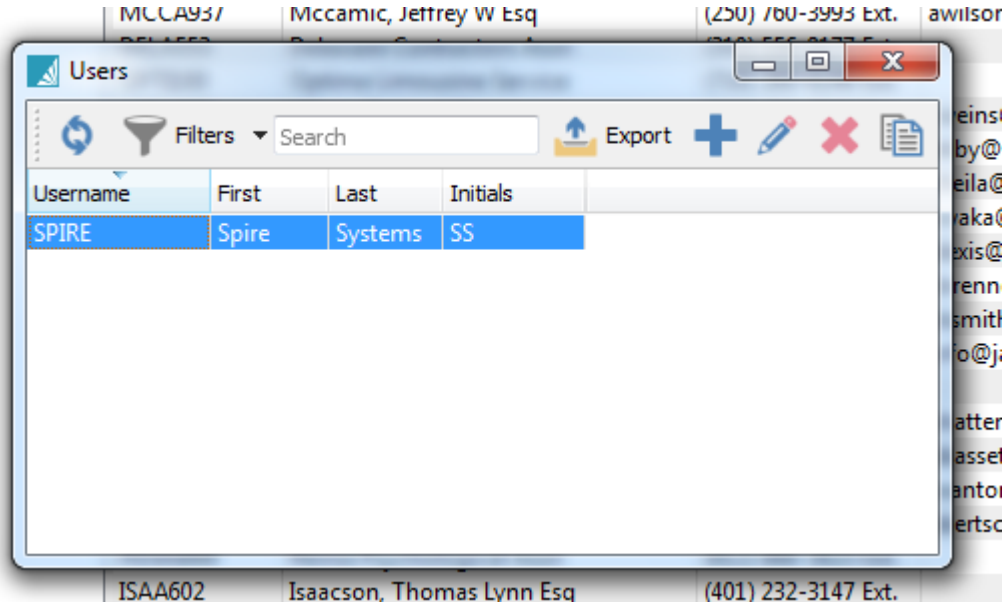
Once you have completed entering the new user information you will need to save the record via the “save” icon located on the top left of the window.

Configuring User Permissions

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

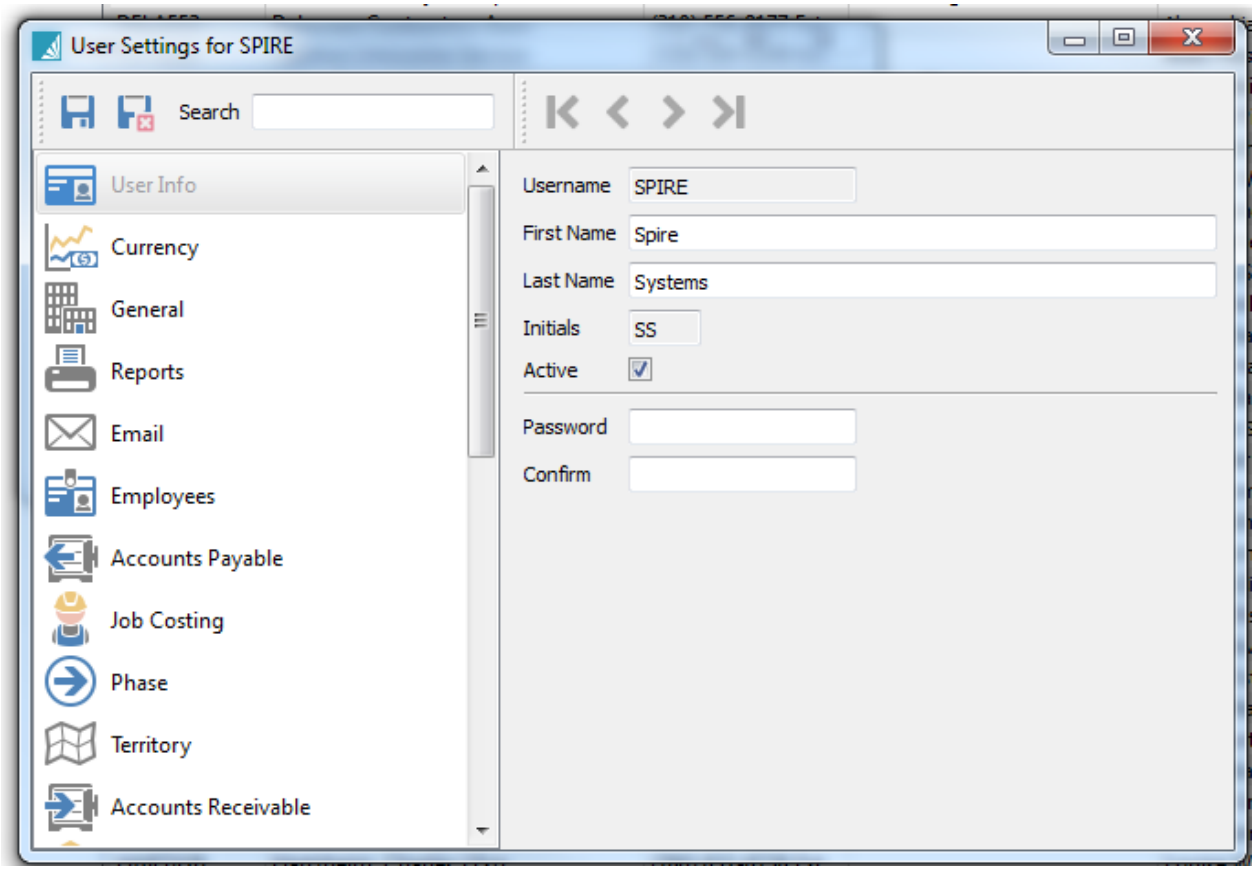


You will need to select the Username you wish to configure the settings for, in this case we will use the SPIRE username.



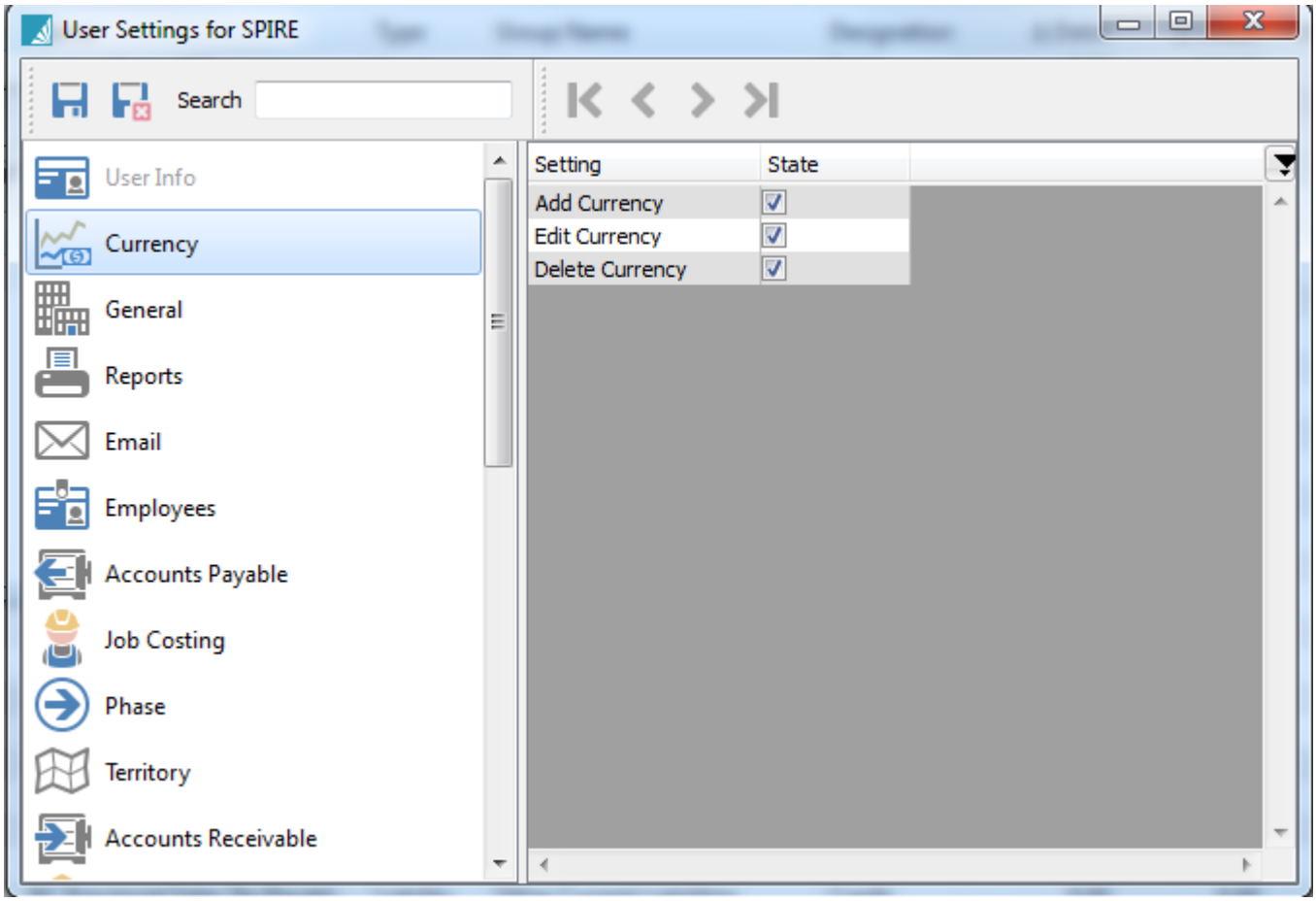
The new window that opens will have a left side navigation menu which you work your way through for this user. In order to provide permission for any particular item, simply select to complete the check box next to the item you are allowing access to in Spire.

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

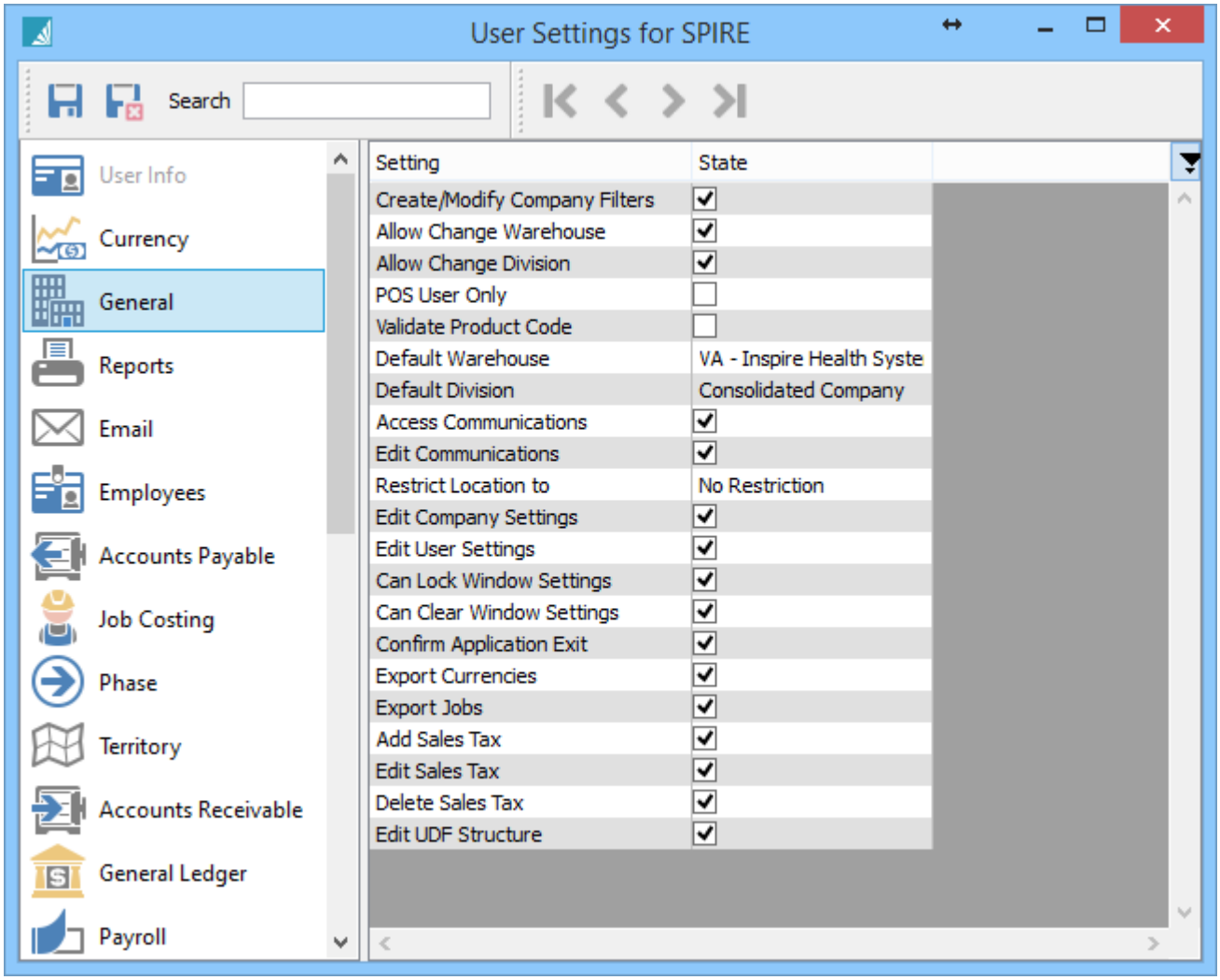

User Settings for SPIRE
Search
User Info
Currency
General
Reports
Email
Employees
Accounts Payable
Job Costing
Phase
Territory
Accounts Receivable
Username
SPIRE
First Name
Spire
Last Name
Systems
Initials
SS
Active
Password
Confirm

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 is 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.

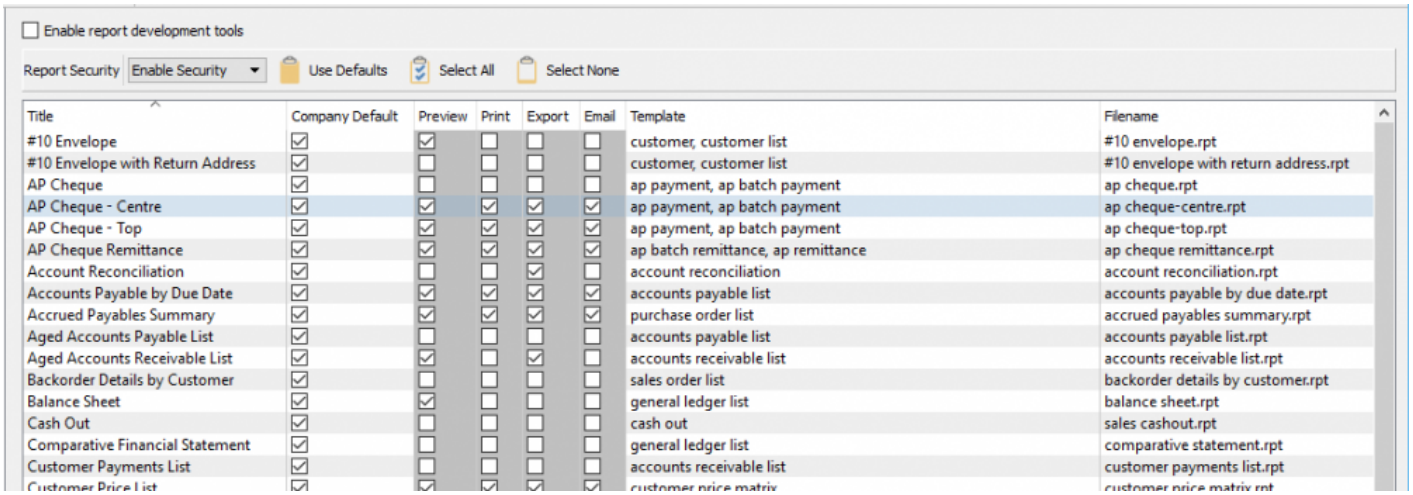
Reports

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:

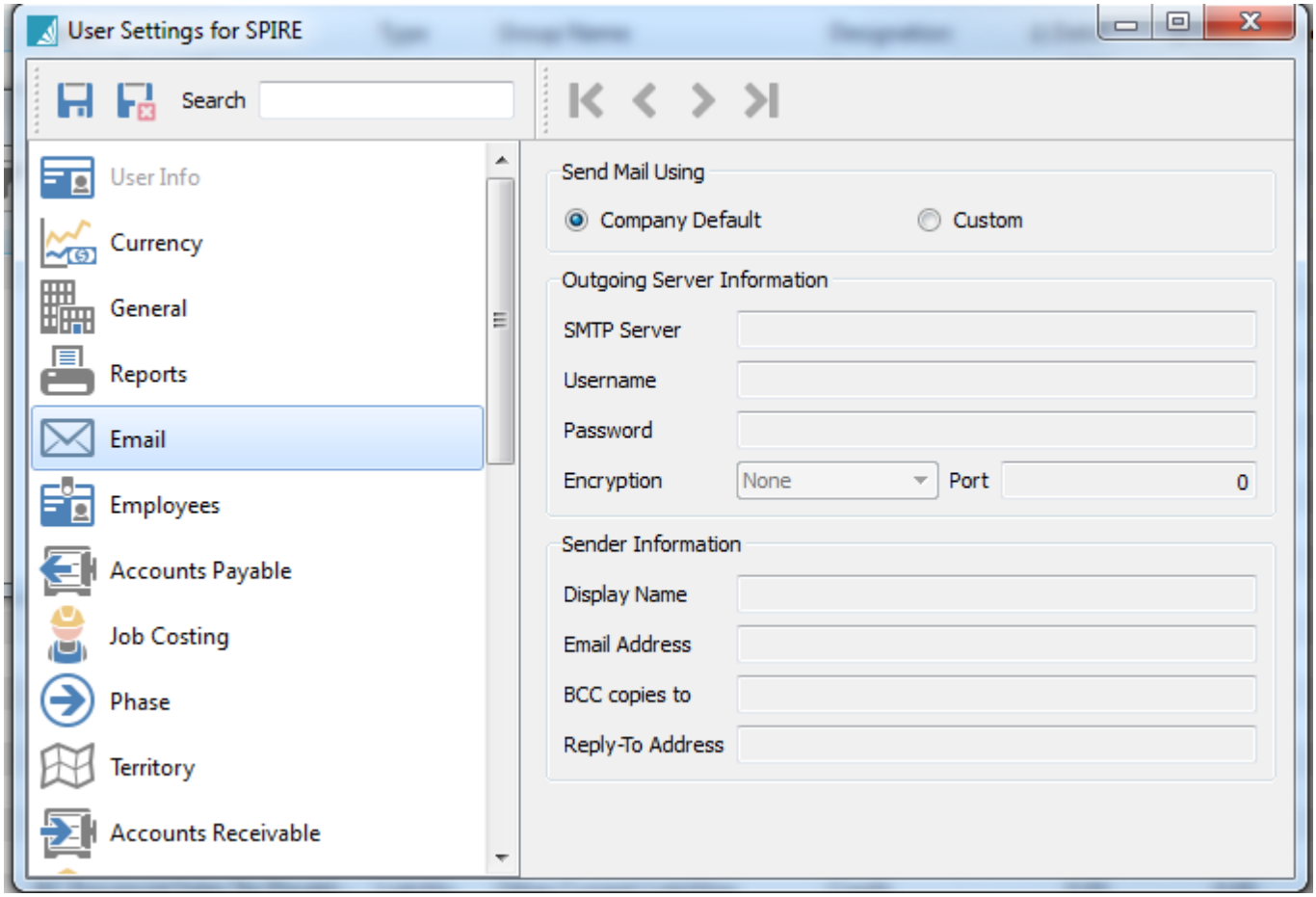
- **Company Default** – Sets the user the same as the security was set in company settings.
- **Enable** – When checked each report that the user can see needs to be set.
- **Disable** – When checked the user gets full access to all reports.



Title	Company Default	Preview	Print	Export	Email	Template	Filename
#10 Envelope	☑	☑	☐	☐	☐	customer, customer list	#10 envelope.rpt
#10 Envelope with Return Address	☑	☐	☐	☐	☐	customer, customer list	#10 envelope with return address.rpt
AP Cheque	☑	☐	☐	☐	☐	ap payment, ap batch payment	ap cheque.rpt
AP Cheque - Centre	☑	☑	☑	☑	☑	ap payment, ap batch payment	ap cheque-centre.rpt
AP Cheque - Top	☑	☑	☑	☑	☑	ap payment, ap batch payment	ap cheque-top.rpt
AP Cheque Remittance	☑	☑	☑	☑	☑	ap batch remittance, ap remittance	ap cheque remittance.rpt
Account Reconciliation	☑	☐	☐	☑	☐	account reconciliation	account reconciliation.rpt
Accounts Payable by Due Date	☑	☑	☑	☑	☑	accounts payable list	accounts payable by due date.rpt
Accrued Payables Summary	☑	☑	☑	☑	☑	purchase order list	accrued payables summary.rpt
Aged Accounts Payable List	☑	☐	☐	☐	☐	accounts payable list	accounts payable list.rpt
Aged Accounts Receivable List	☑	☑	☐	☑	☐	accounts receivable list	accounts receivable list.rpt
Backorder Details by Customer	☑	☐	☐	☐	☐	sales order list	backorder details by customer.rpt
Balance Sheet	☑	☑	☐	☐	☐	general ledger list	balance sheet.rpt
Cash Out	☑	☐	☐	☐	☐	cash out	sales cashout.rpt
Comparative Financial Statement	☑	☐	☐	☐	☐	general ledger list	comparative statement.rpt
Customer Payments List	☑	☐	☐	☐	☐	accounts receivable list	customer payments list.rpt
Customer Price List	☑	☑	☑	☑	☑	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.



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.

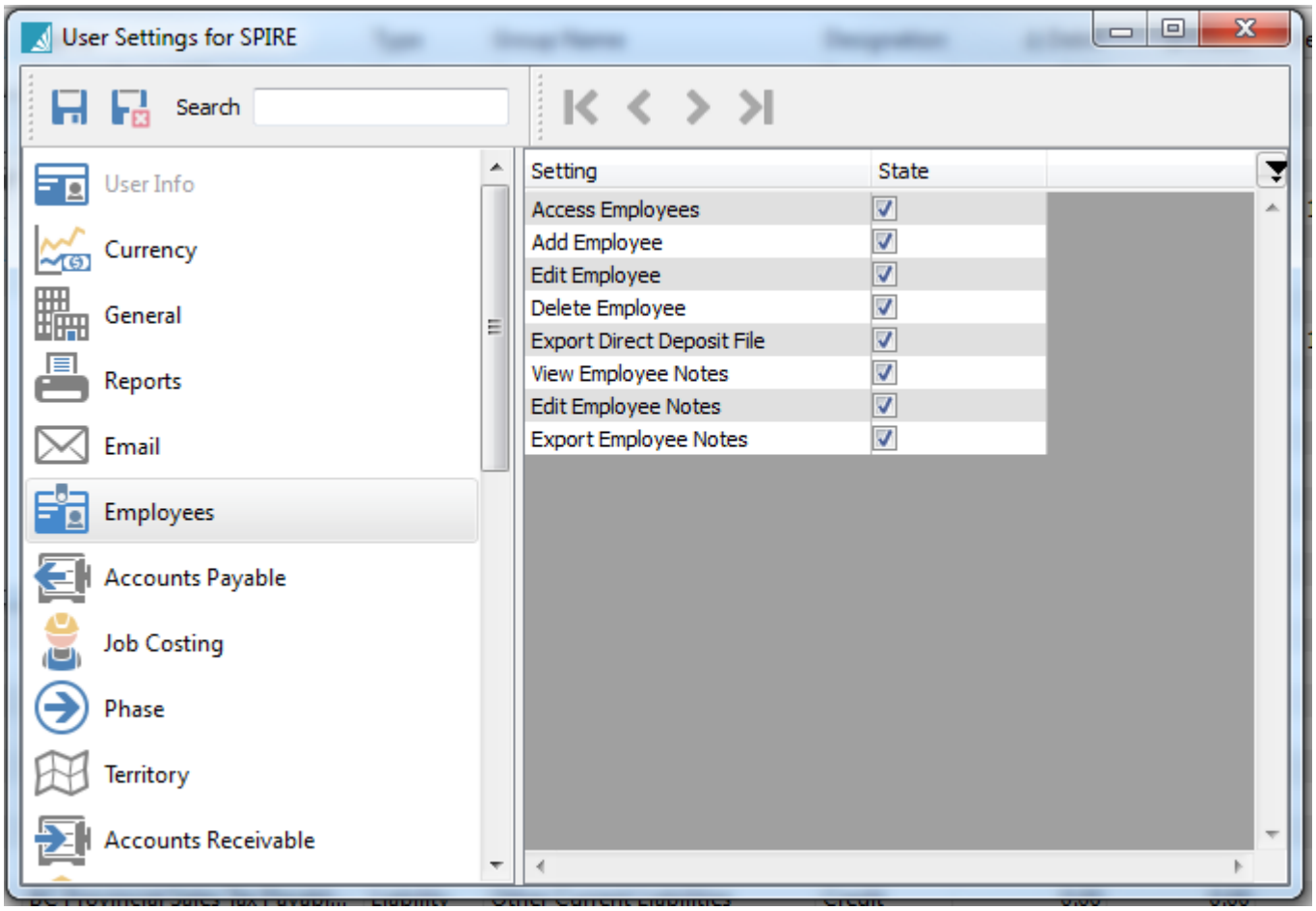
BCC Address – The address the sender wants copies of the email sent to.

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

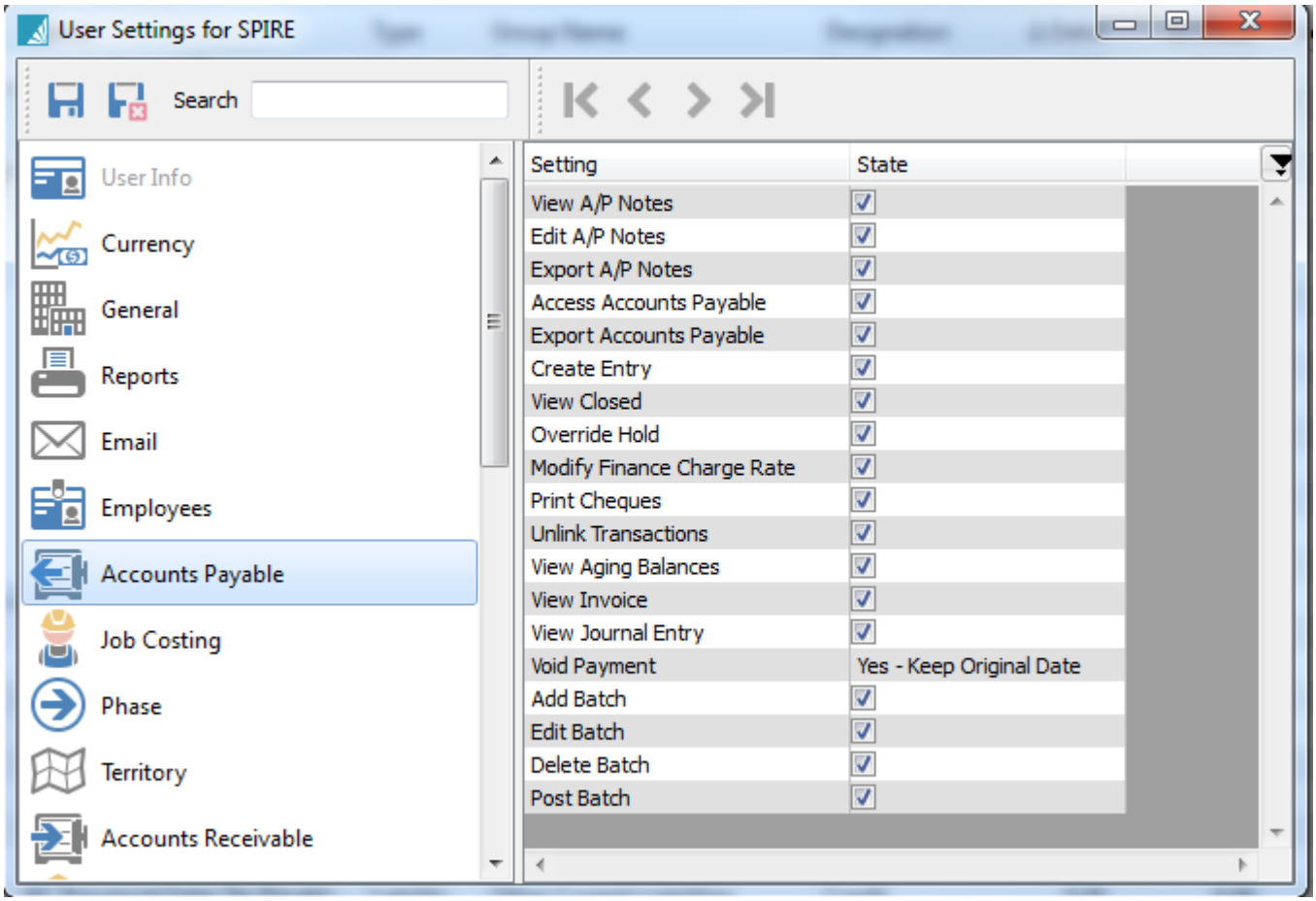
Delete Employees – Can delete employees

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

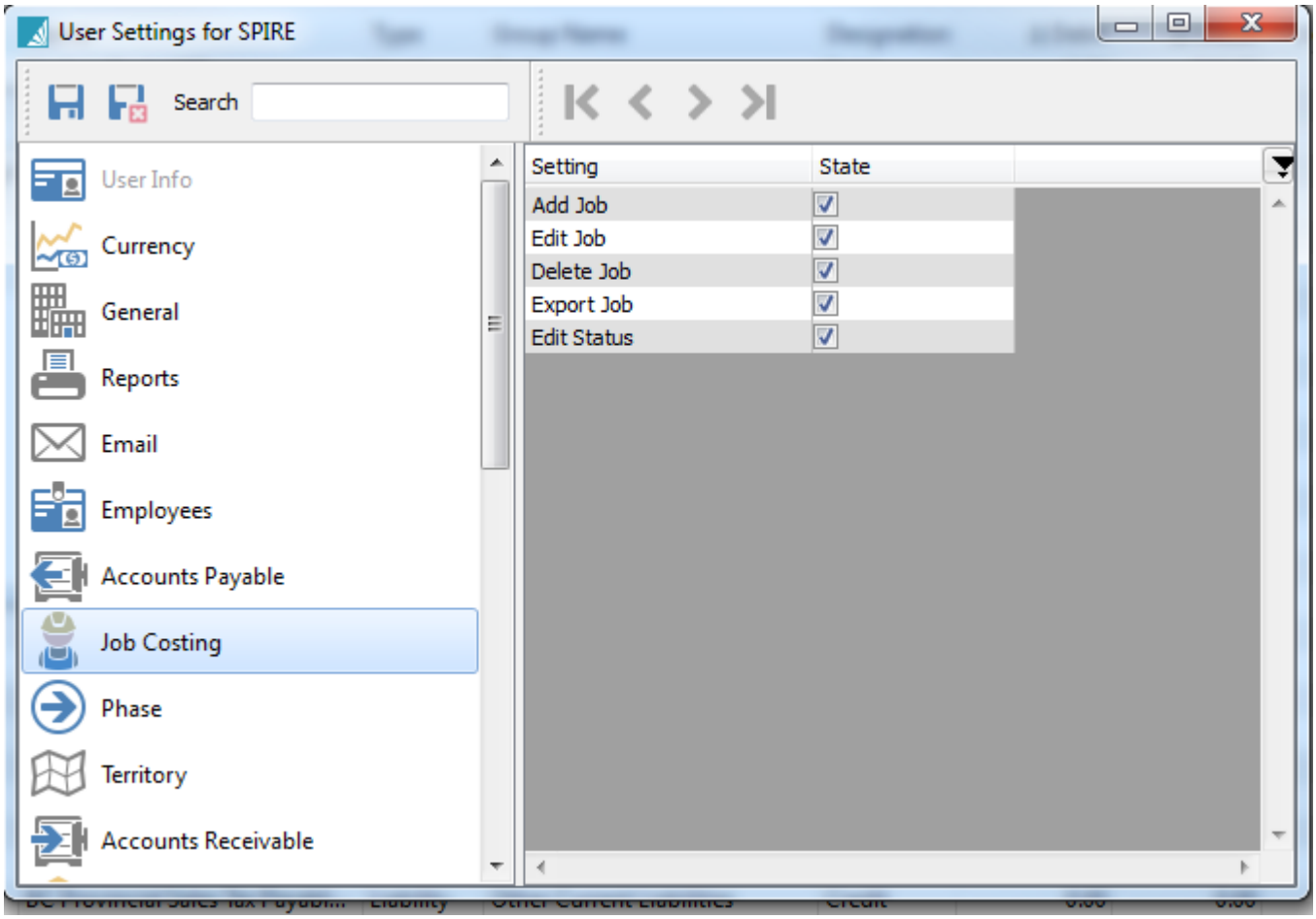
Edit Batch — allows the user to edit the batch on all accounts payable

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

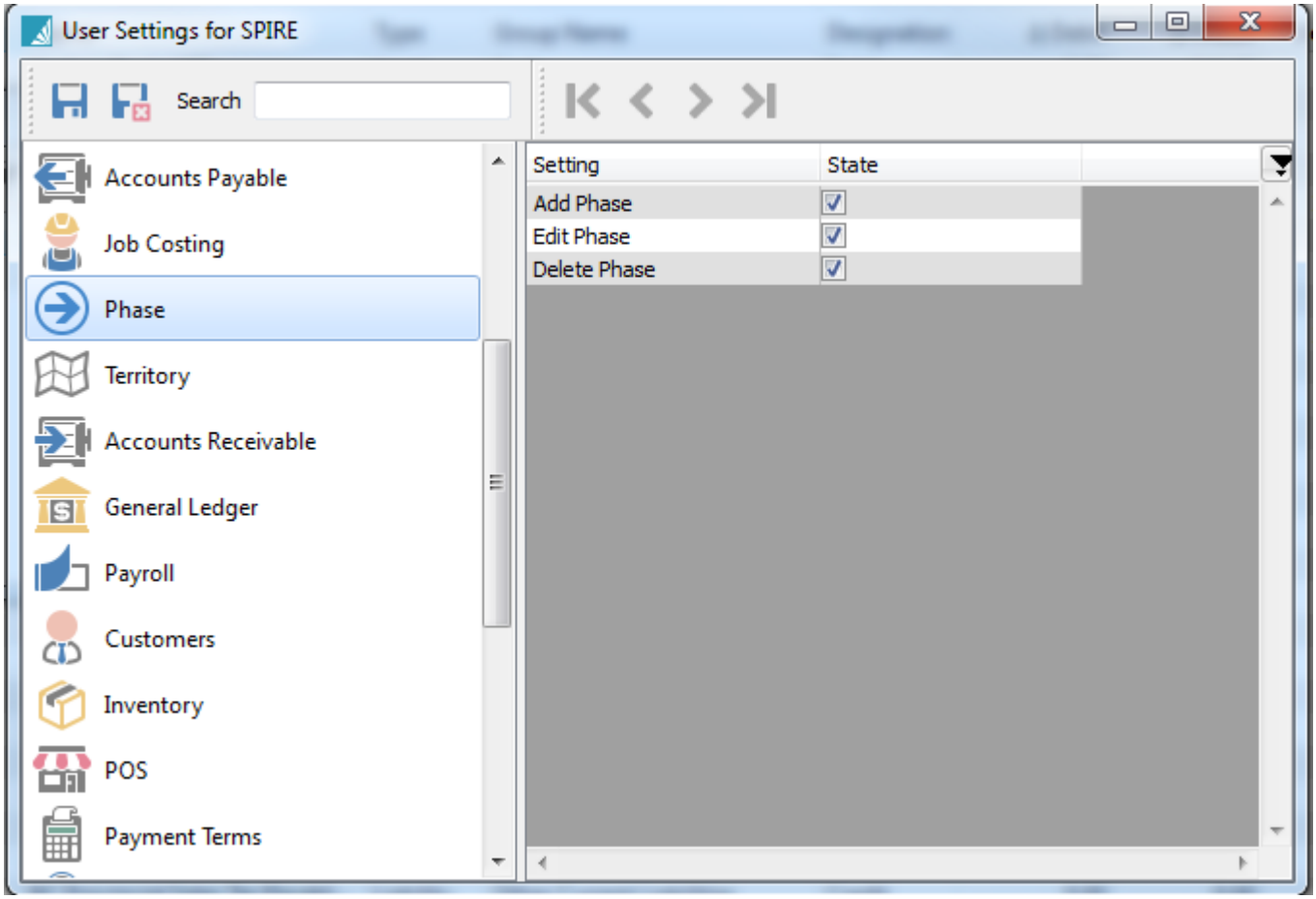
Delete Job — allows the user to delete any selected job in the job costing module

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

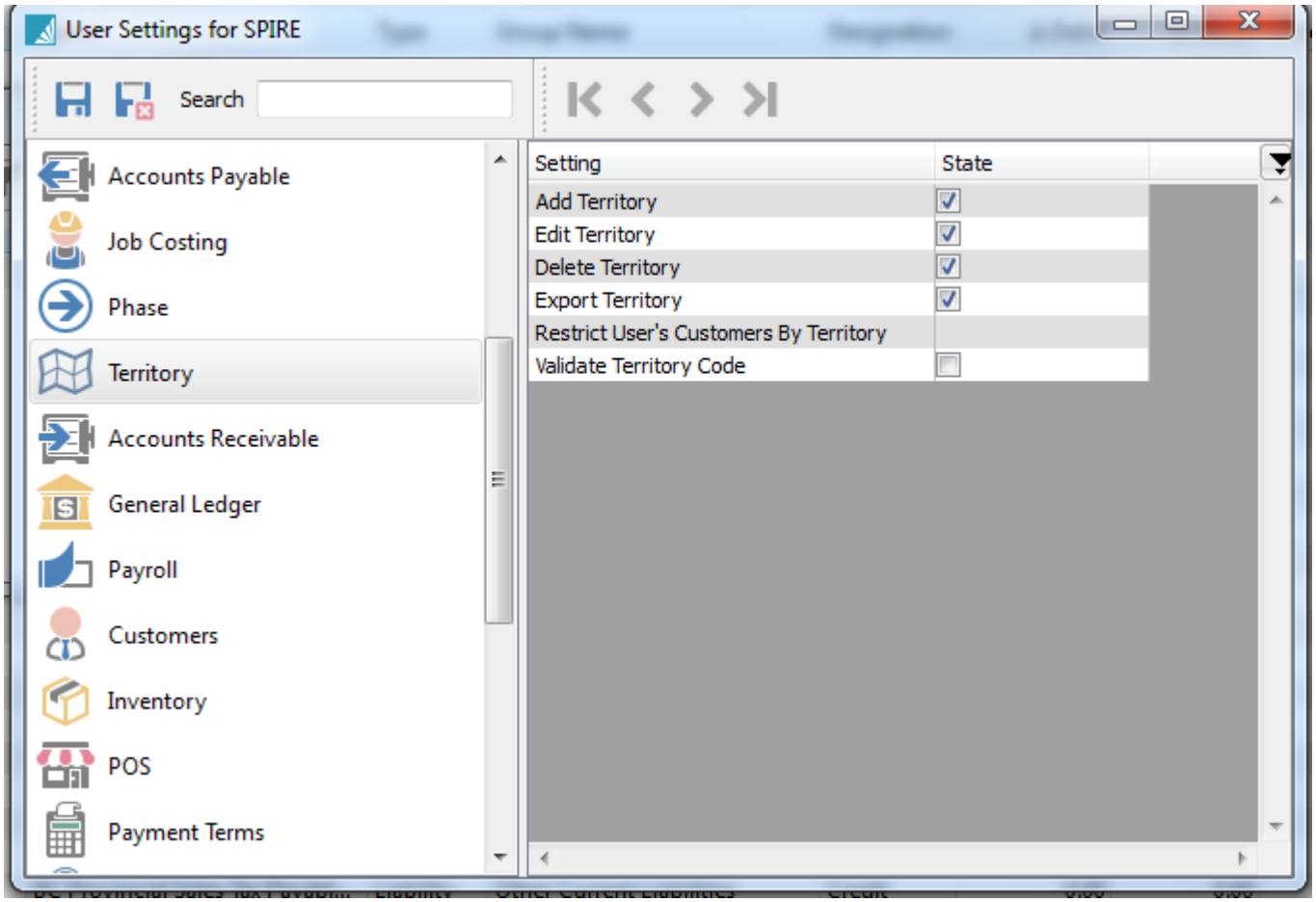
Edit Status — allows the user to edit and modify any selected job in the job costing module

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.

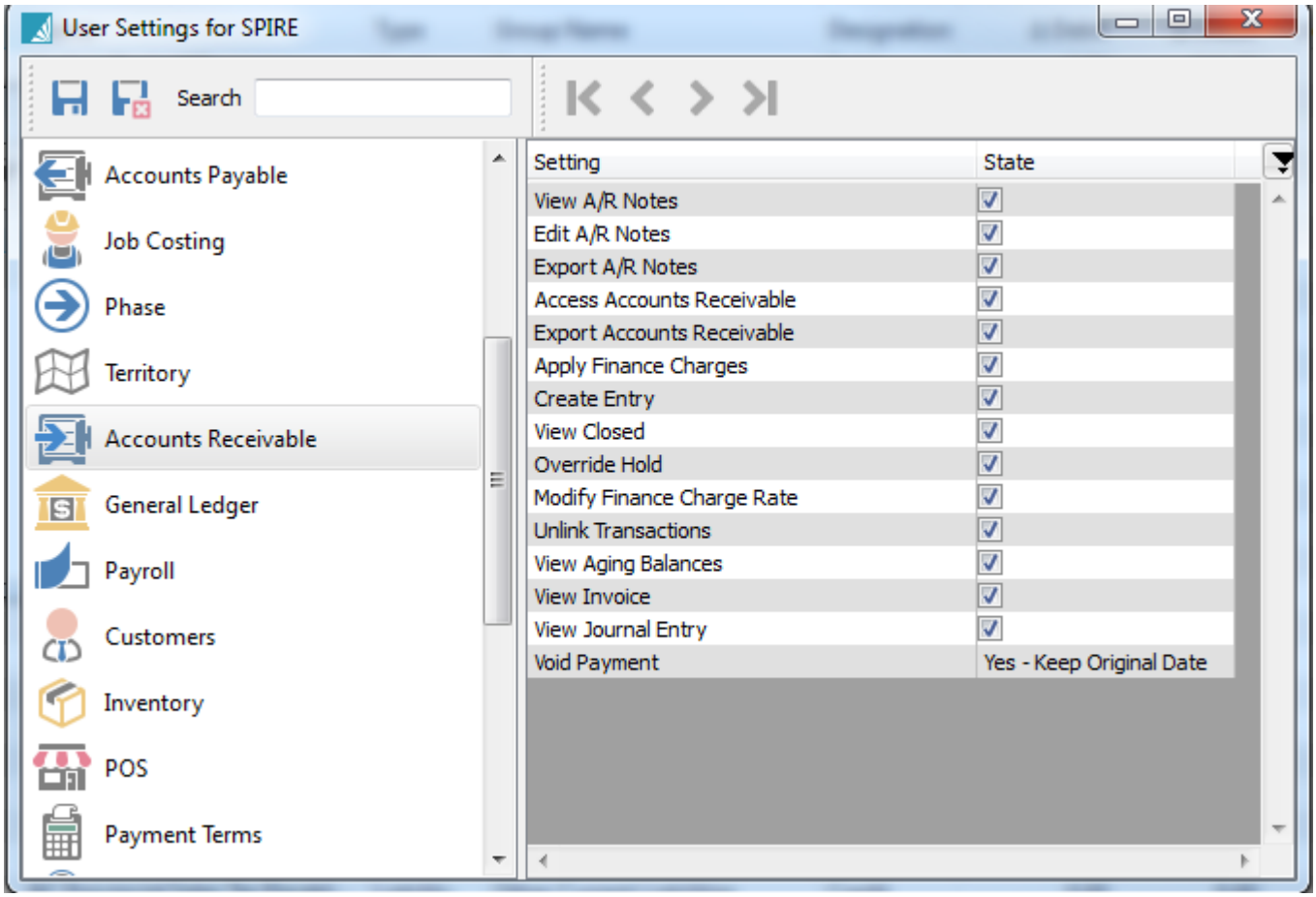
Delete Territory — This setting allows the user to delete territories by user.

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.

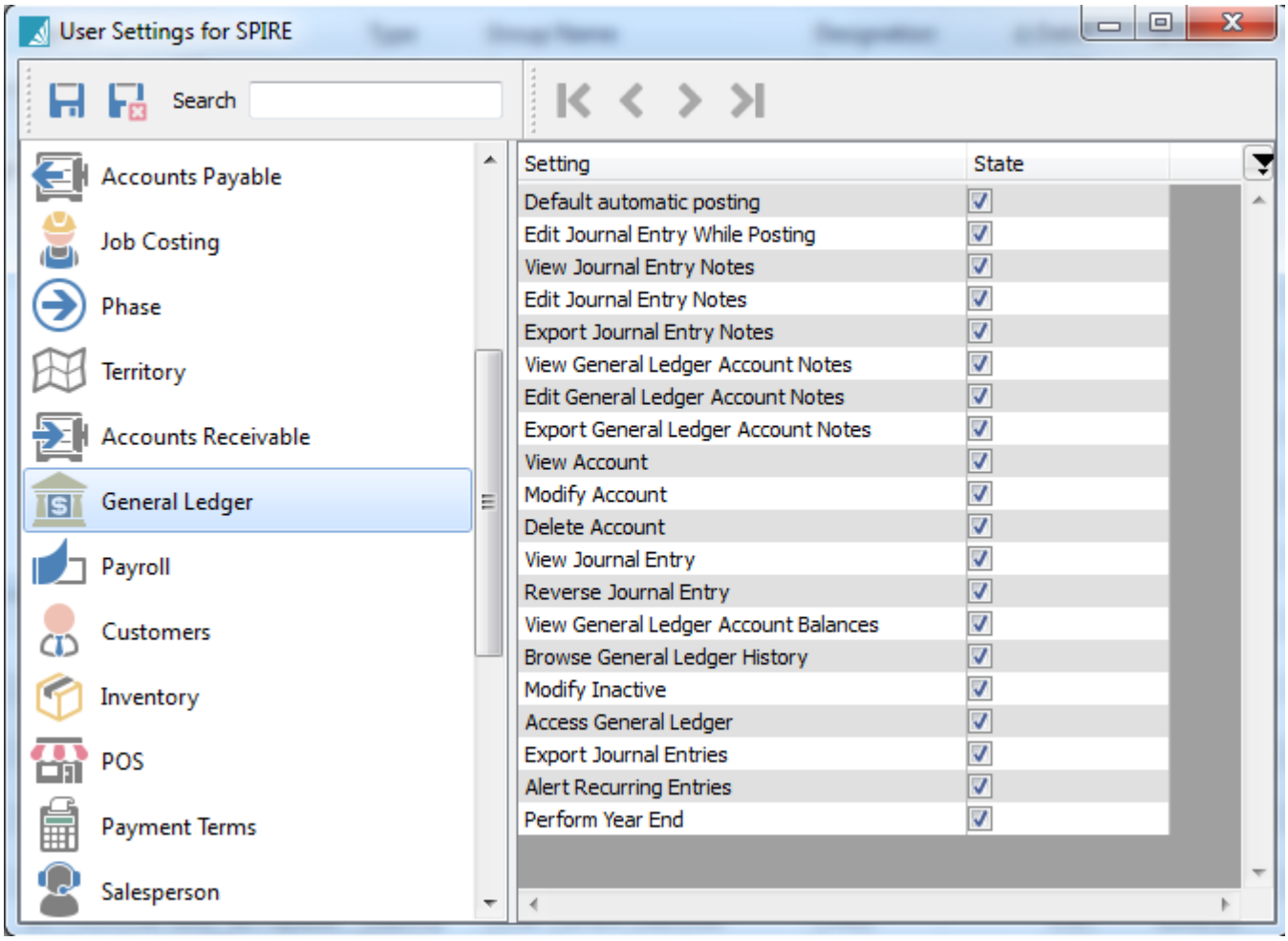
View Aging Balances — allows the users to view the customers aging.

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

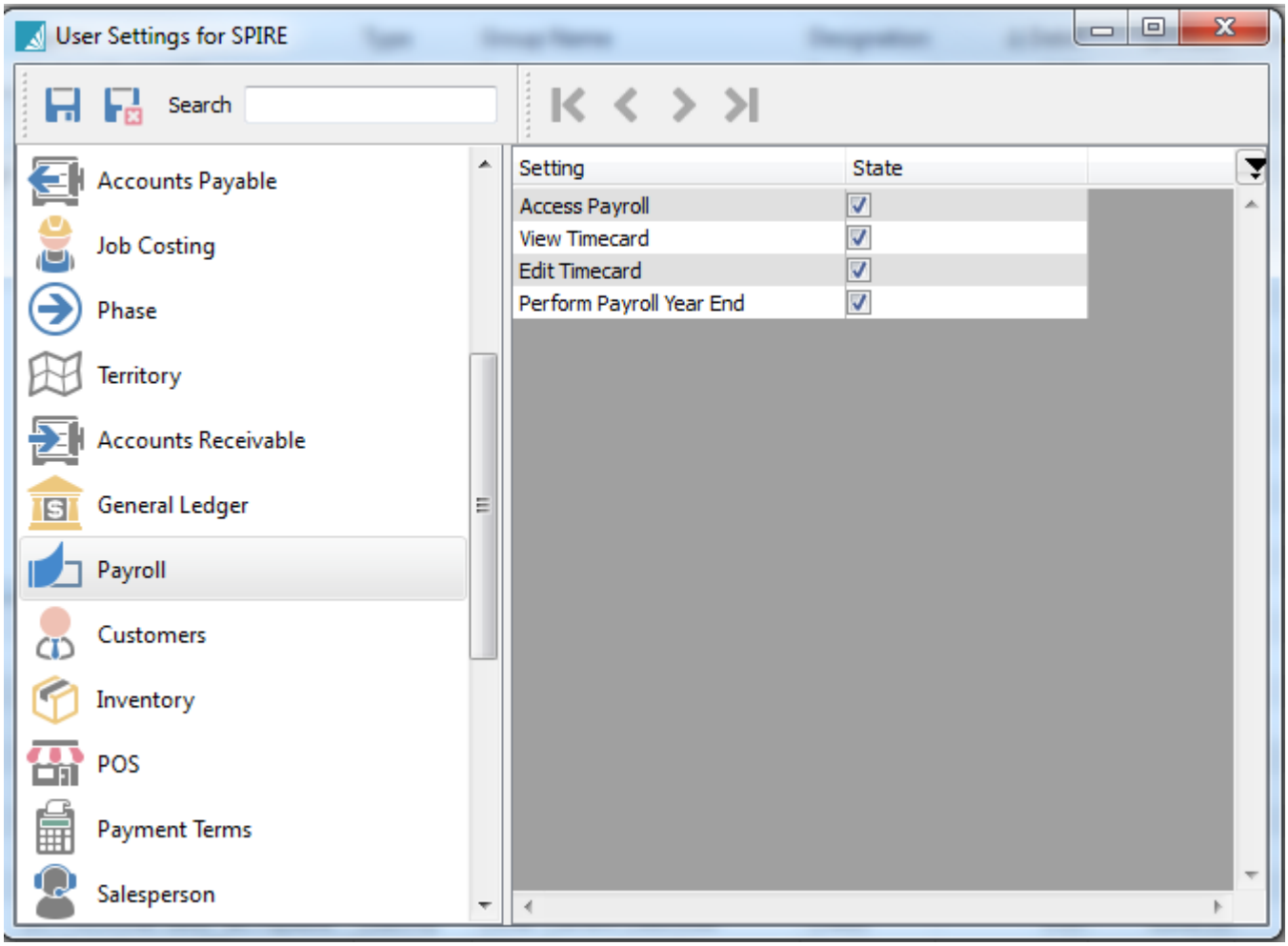
Access General Ledger — allows the user to access the general ledger

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



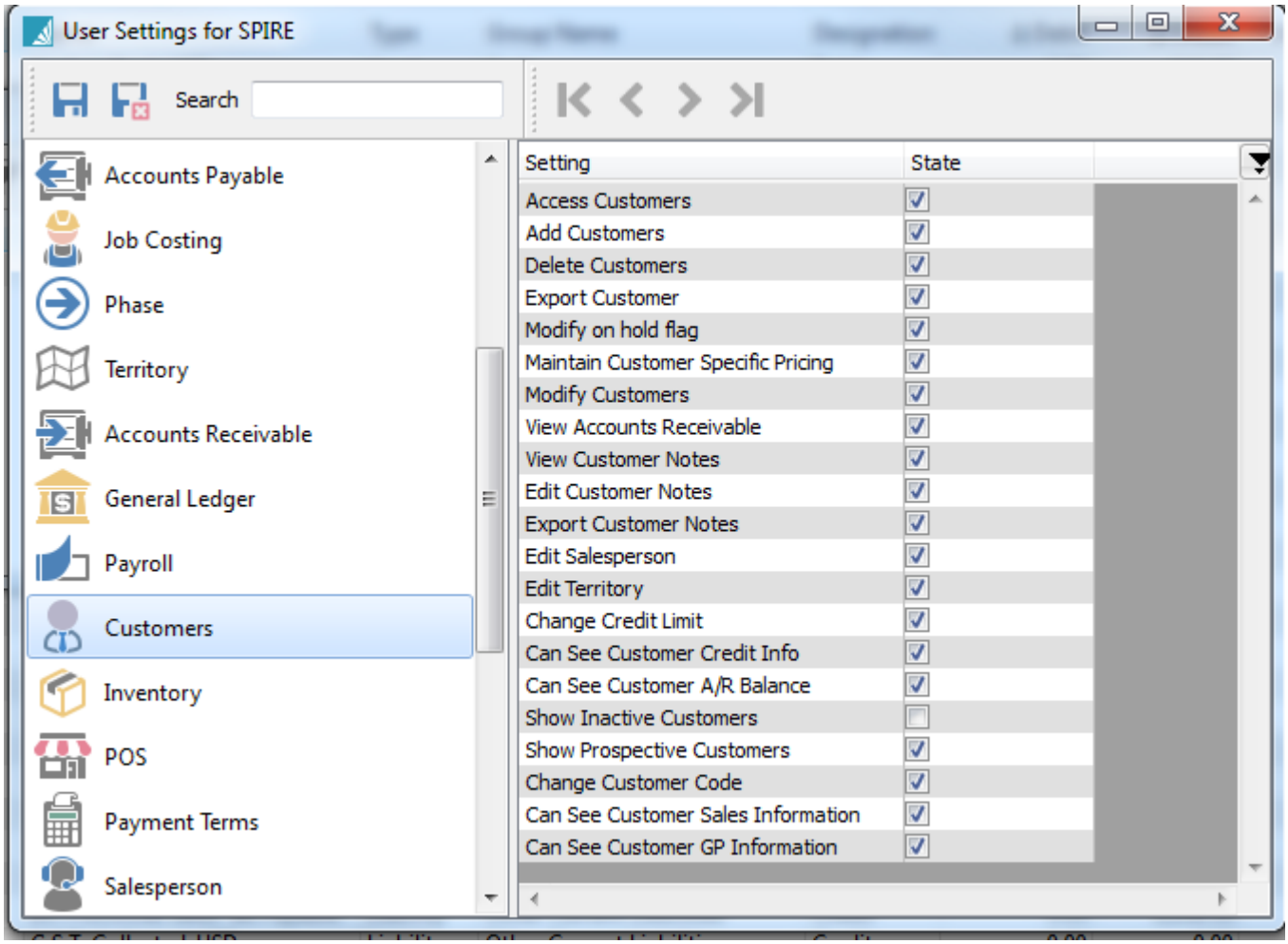
Access Payroll — allows the user to access the payroll module

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

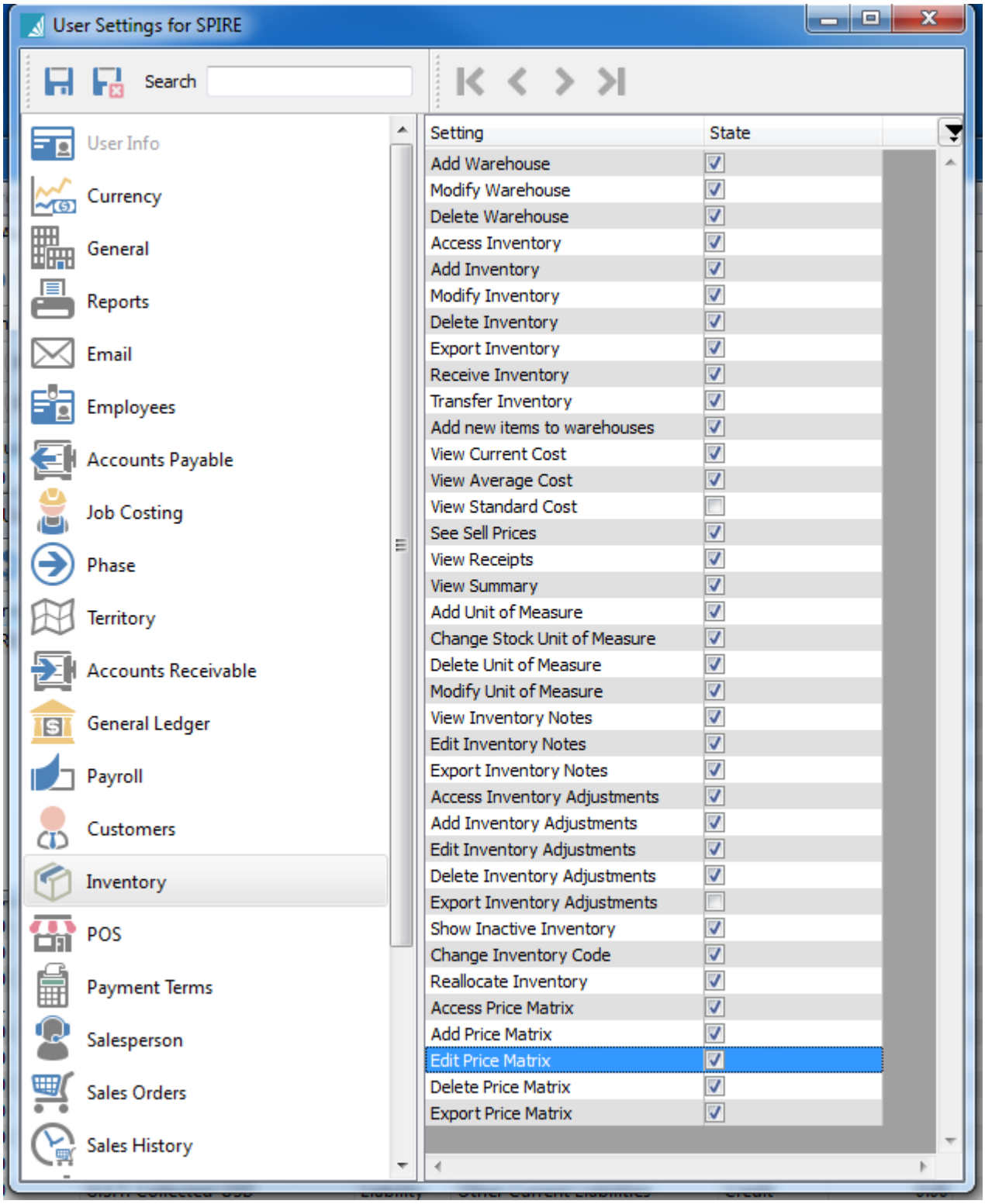
Show prospective customers — Allow users to see customers that are set as prospects.

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


User Settings for SPIRE
Search
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
Setting
State
Add Warehouse
Modify Warehouse
Delete Warehouse
Access Inventory
Add Inventory
Modify Inventory
Delete Inventory
Export Inventory
Receive Inventory
Transfer Inventory
Add new items to warehouses
View Current Cost
View Average Cost
View Standard Cost
See Sell Prices
View Receipts
View Summary
Add Unit of Measure
Change Stock Unit of Measure
Delete Unit of Measure
Modify Unit of Measure
View Inventory Notes
Edit Inventory Notes
Export Inventory Notes
Access Inventory Adjustments
Add Inventory Adjustments
Edit Inventory Adjustments
Delete Inventory Adjustments
Export Inventory Adjustments
Show Inactive Inventory
Change Inventory Code
Reallocate Inventory
Access Price Matrix
Add Price Matrix
Edit Price Matrix
Delete Price Matrix
Export Price Matrix

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.

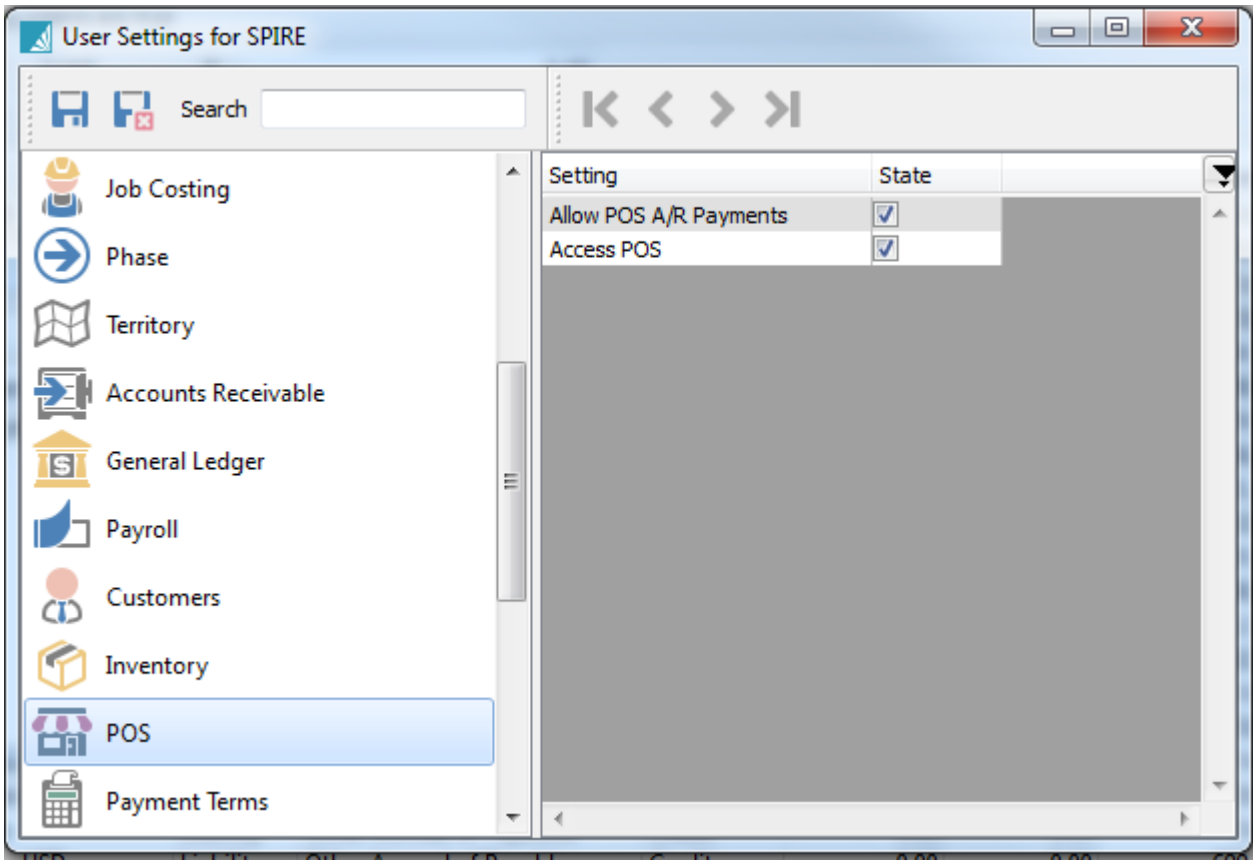
Access Price Matrix — User can access the price matrix for the company

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

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

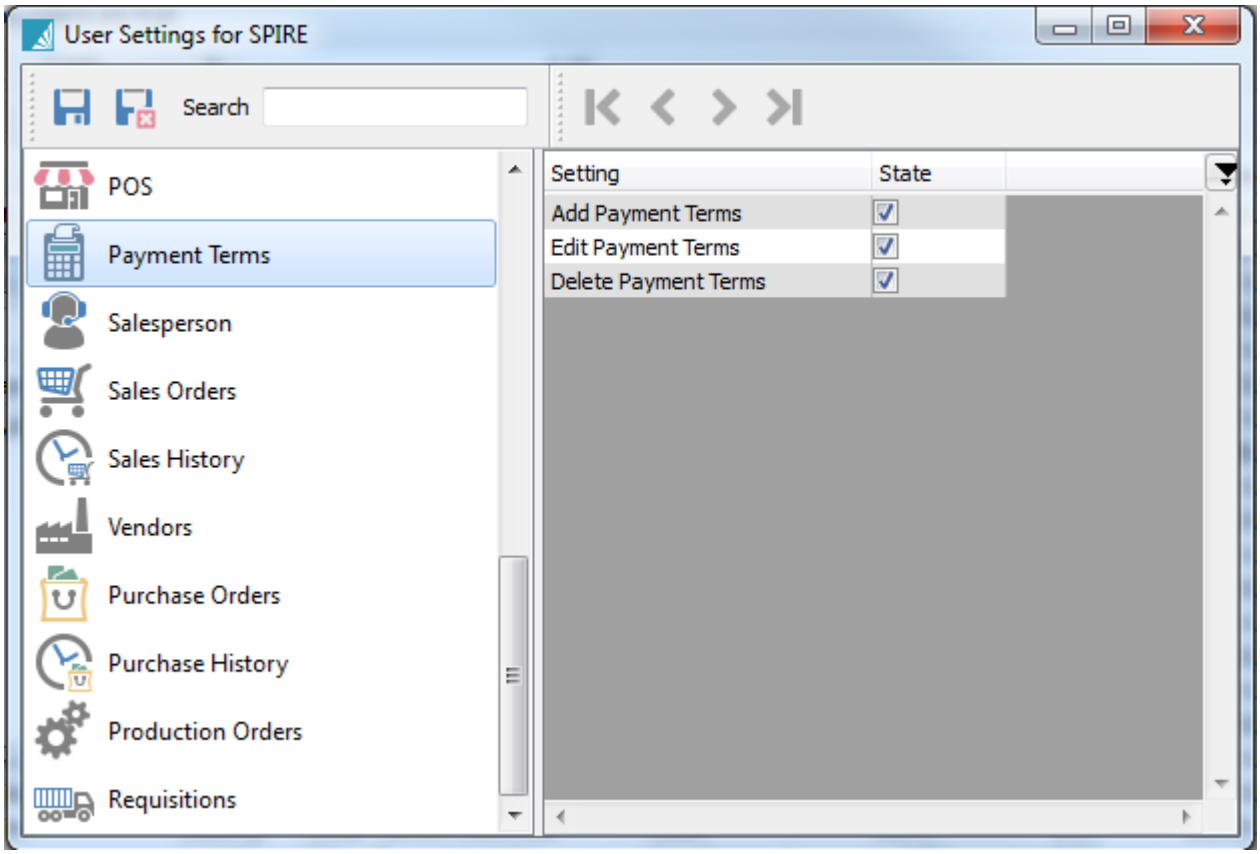
Export Price Matrix — User can export the price matrix from the company

Point of Sale



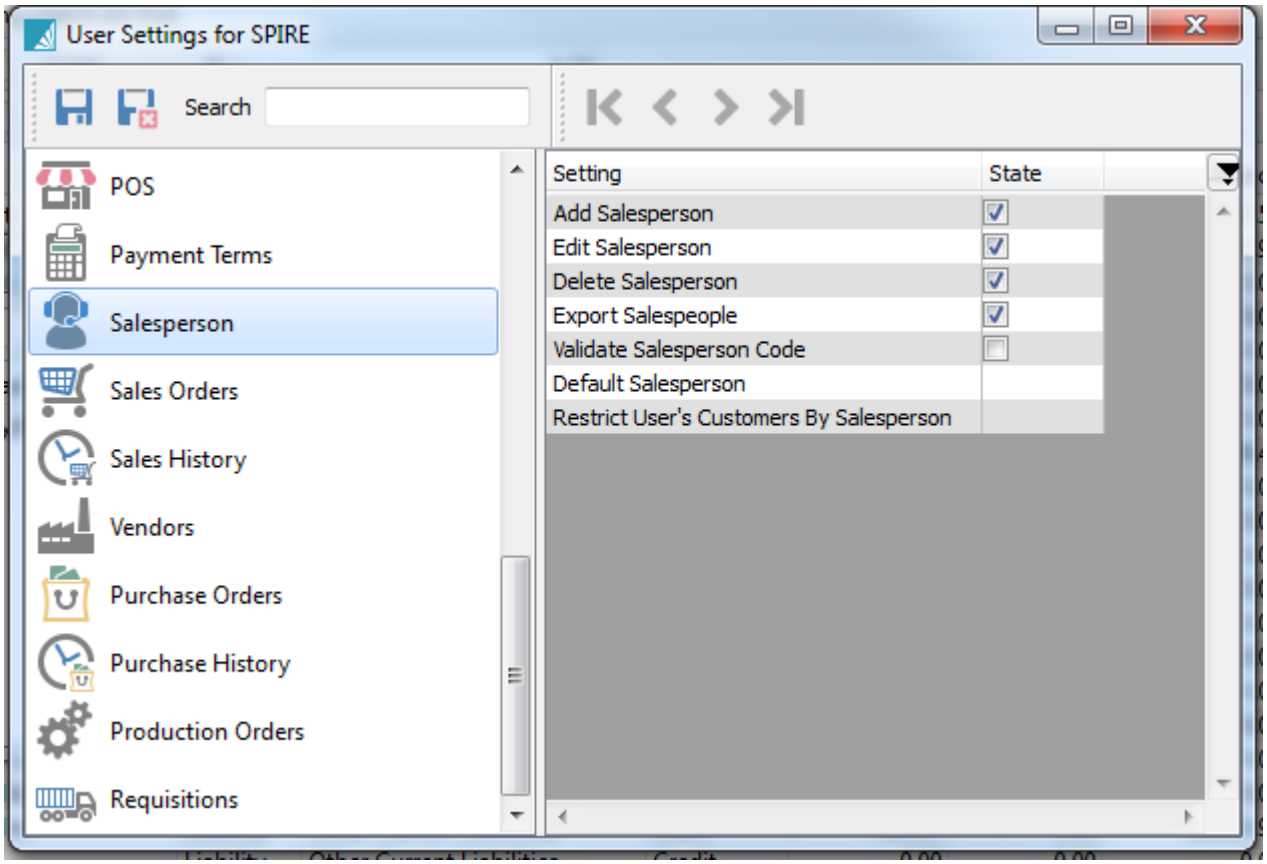
Allow POS A/R payments – With this set, the user can put payments on account for a customer without going into the accounts receivable module.

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

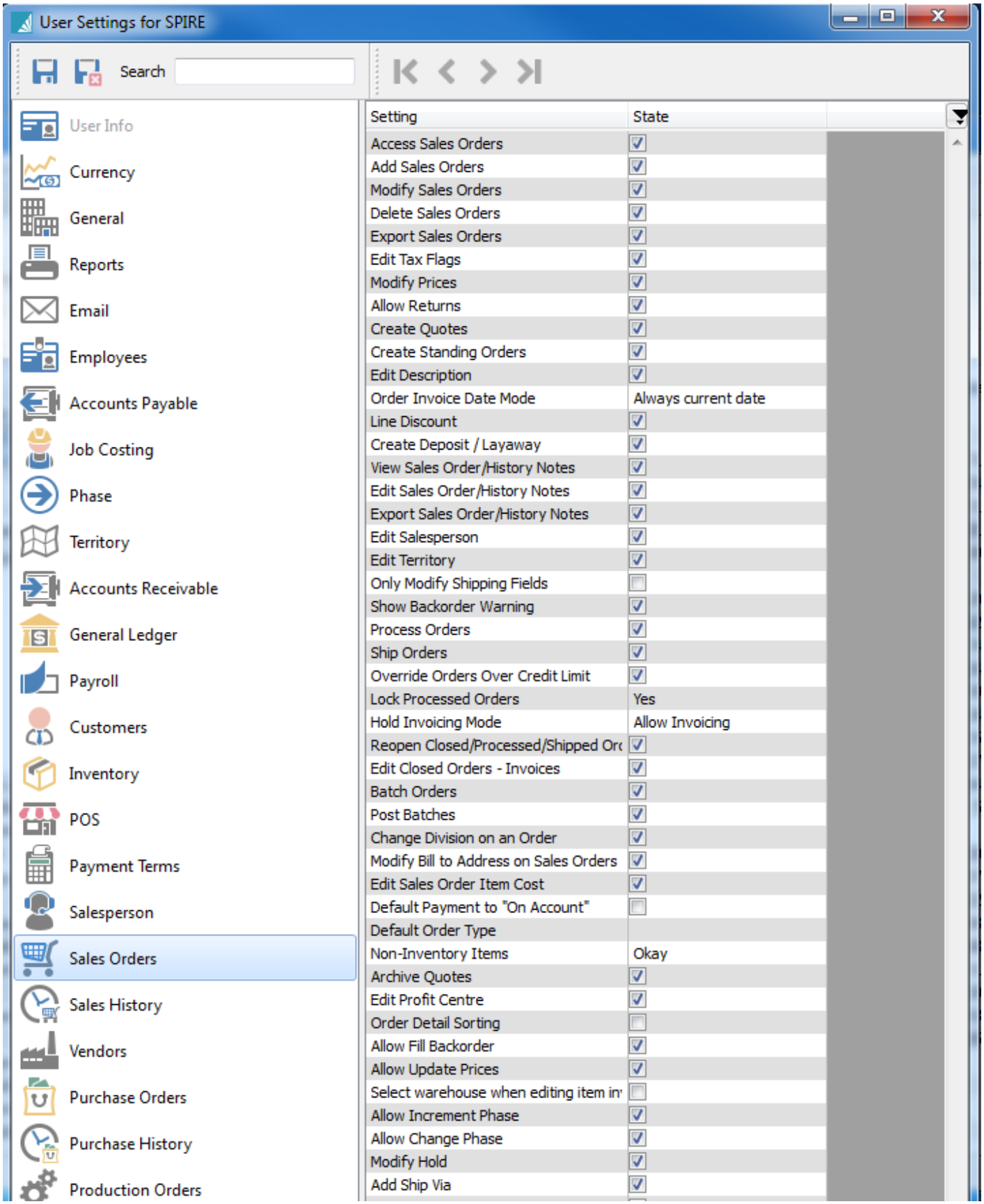
Export Salesperson — User has permissions to export a salesperson from the company

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

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 – Use 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.

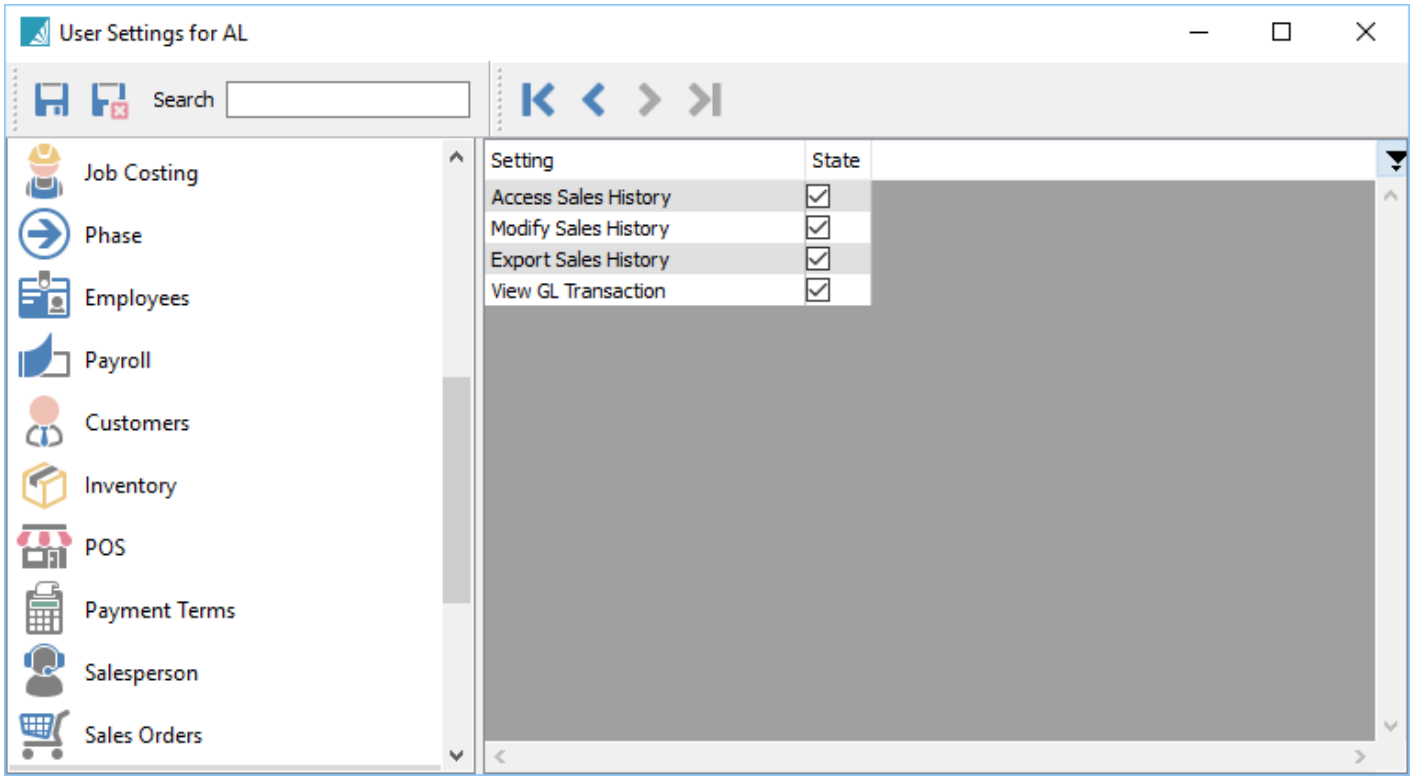
Allow Change Phase – User can edit the phase that the order is currently in.

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



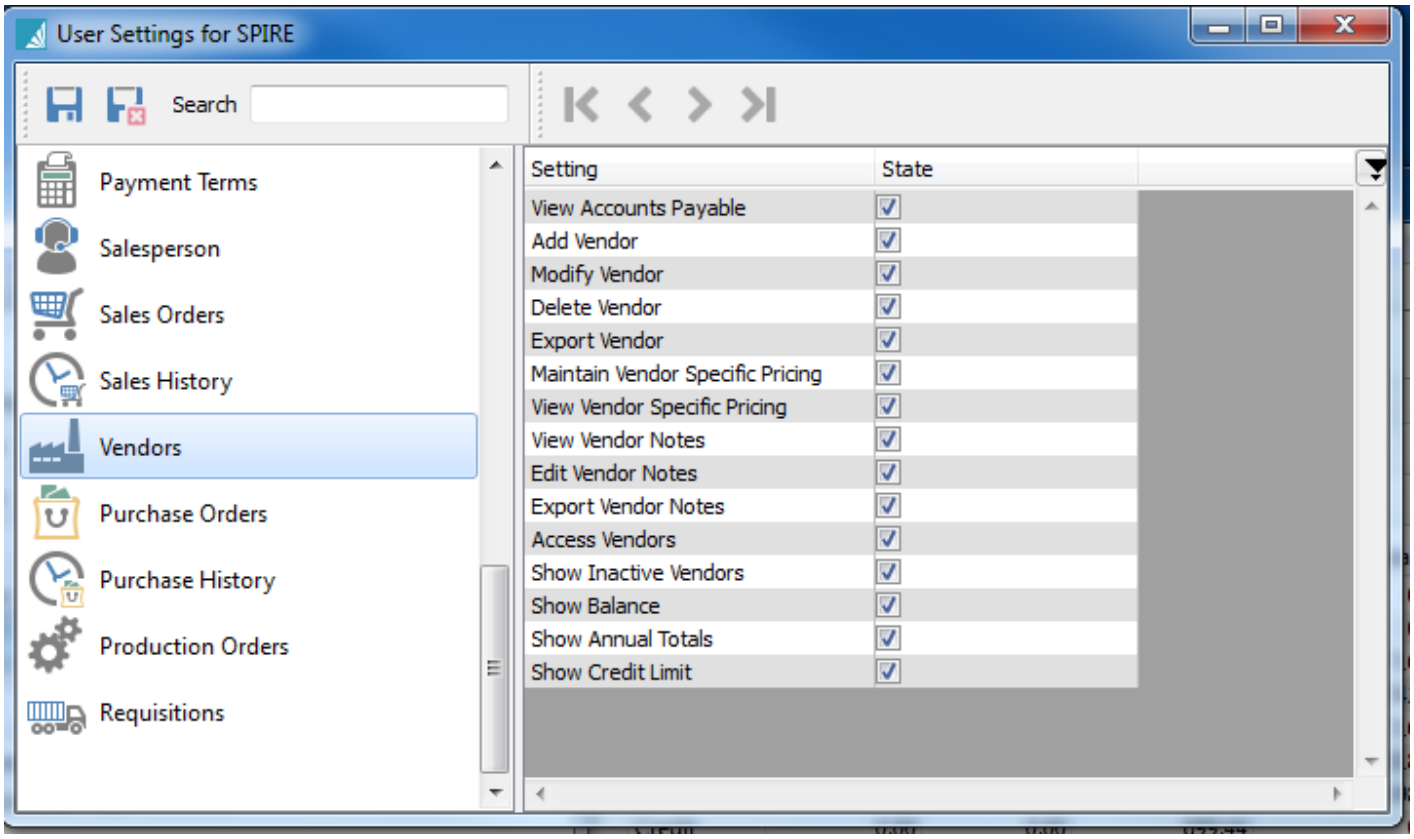
Access – Can access sales history.

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

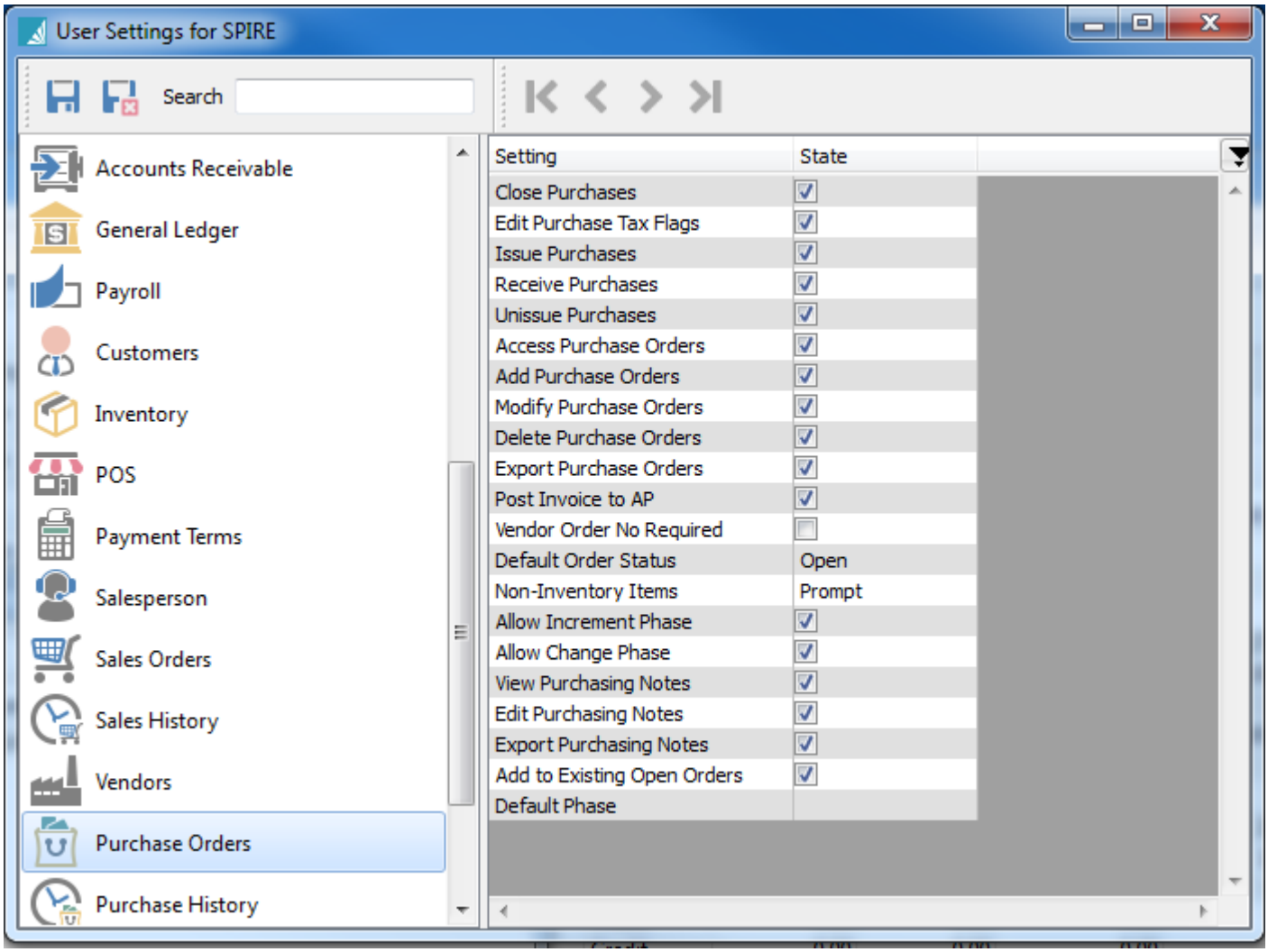
Show Inactive Vendors — User can view the inactive vendor

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.

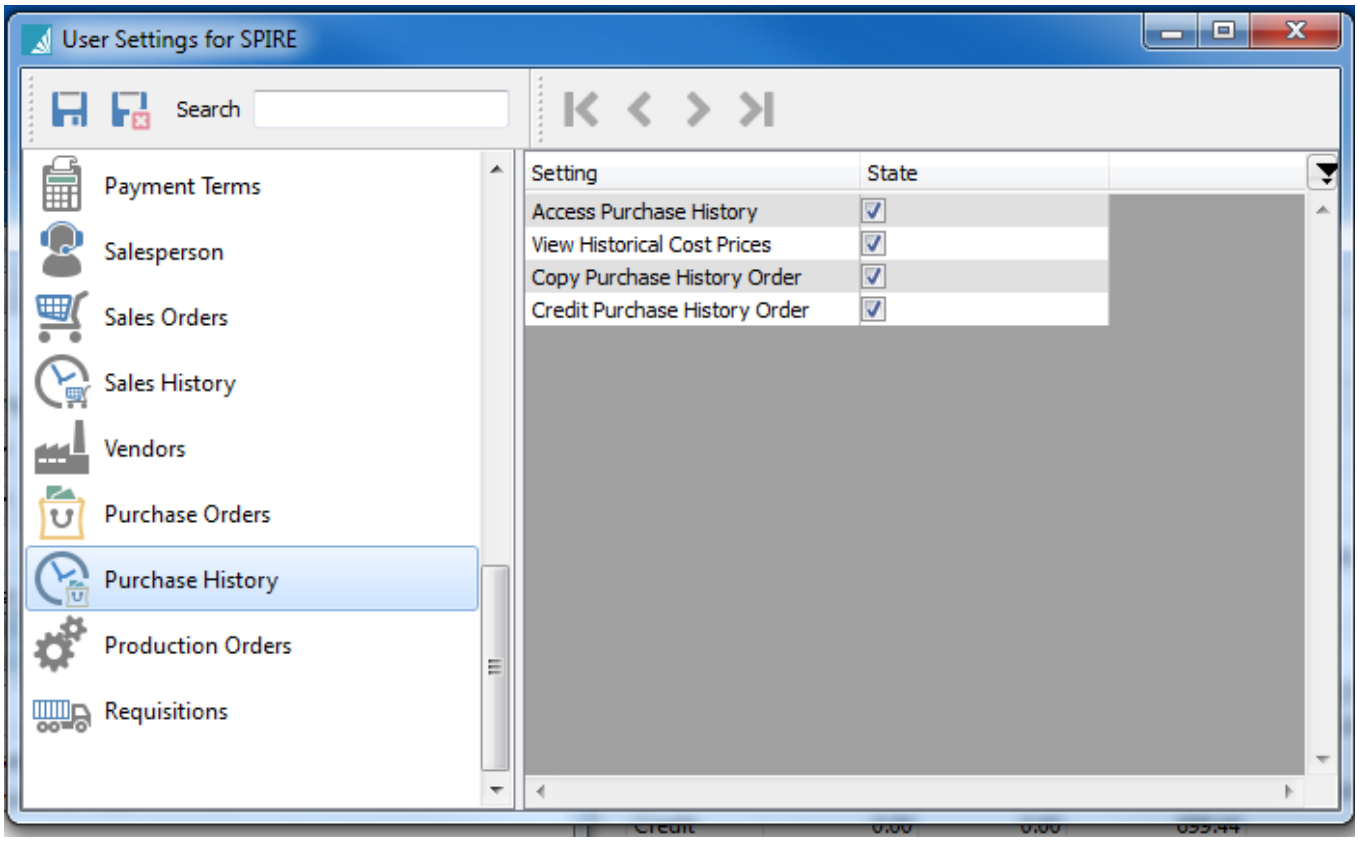
Receive Purchase Orders – Can receive a PO to inventory.

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



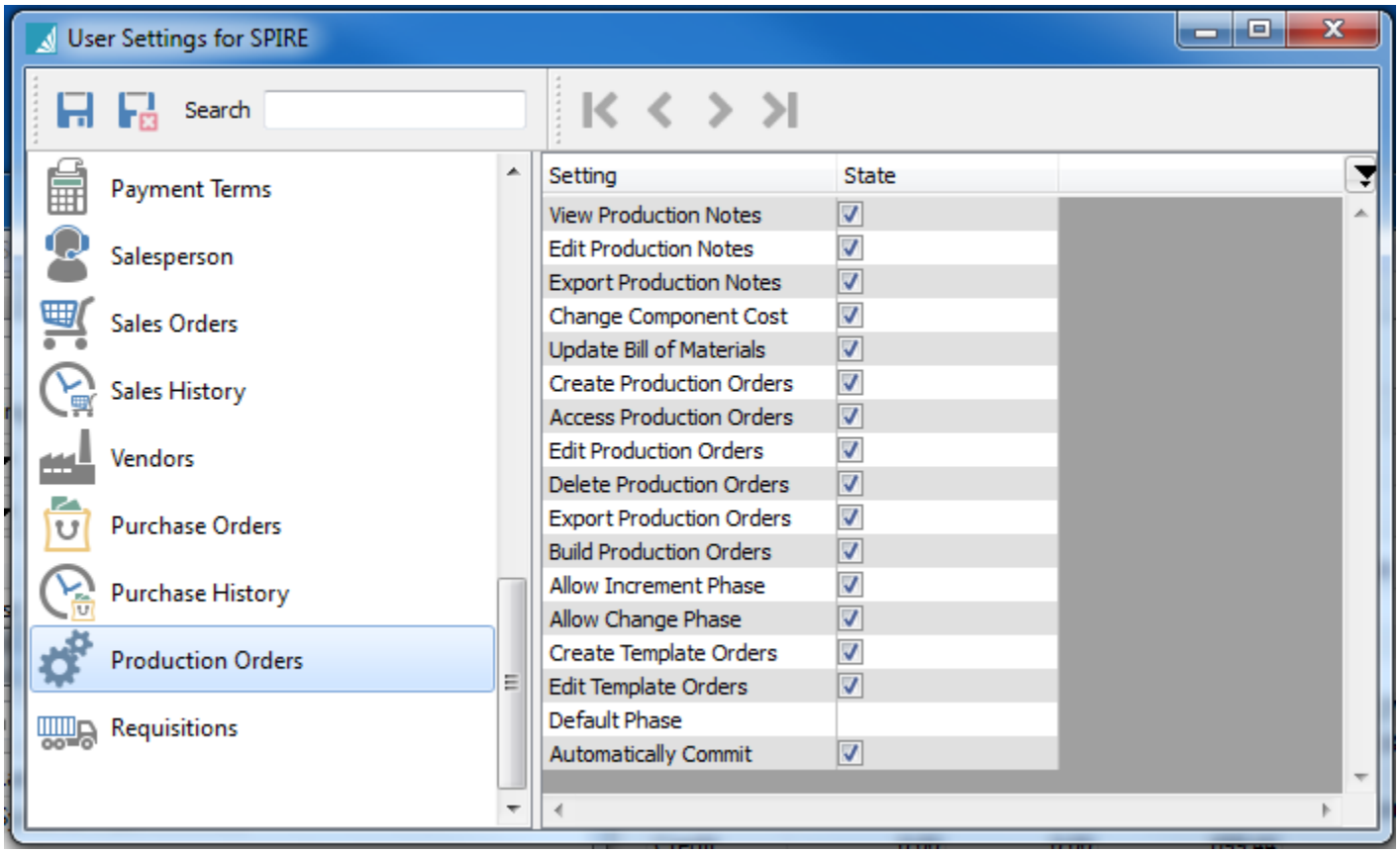
Access Purchase History – Gives access to PO history and is added to the user's main menu.

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.

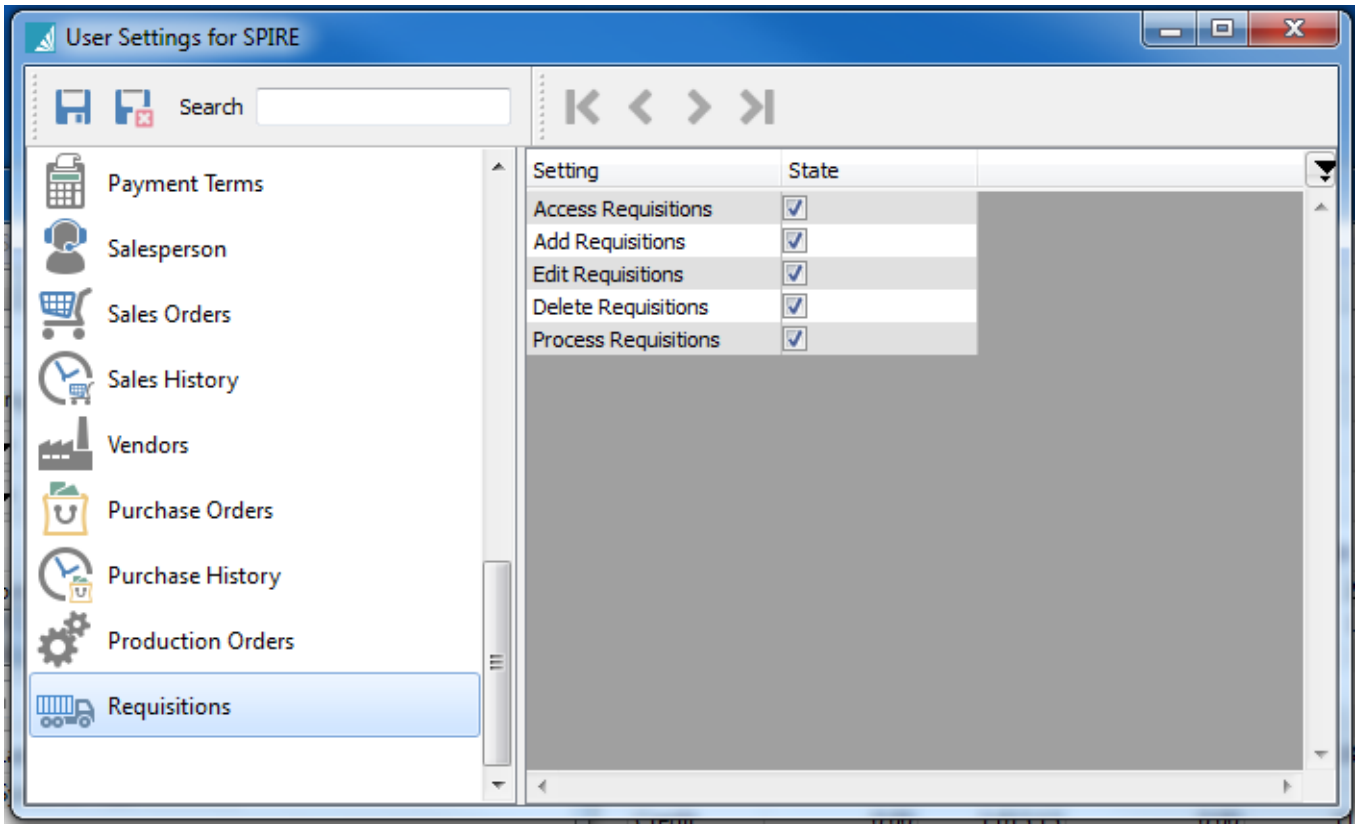
Allow Phase Change – Can edit the phase.

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.

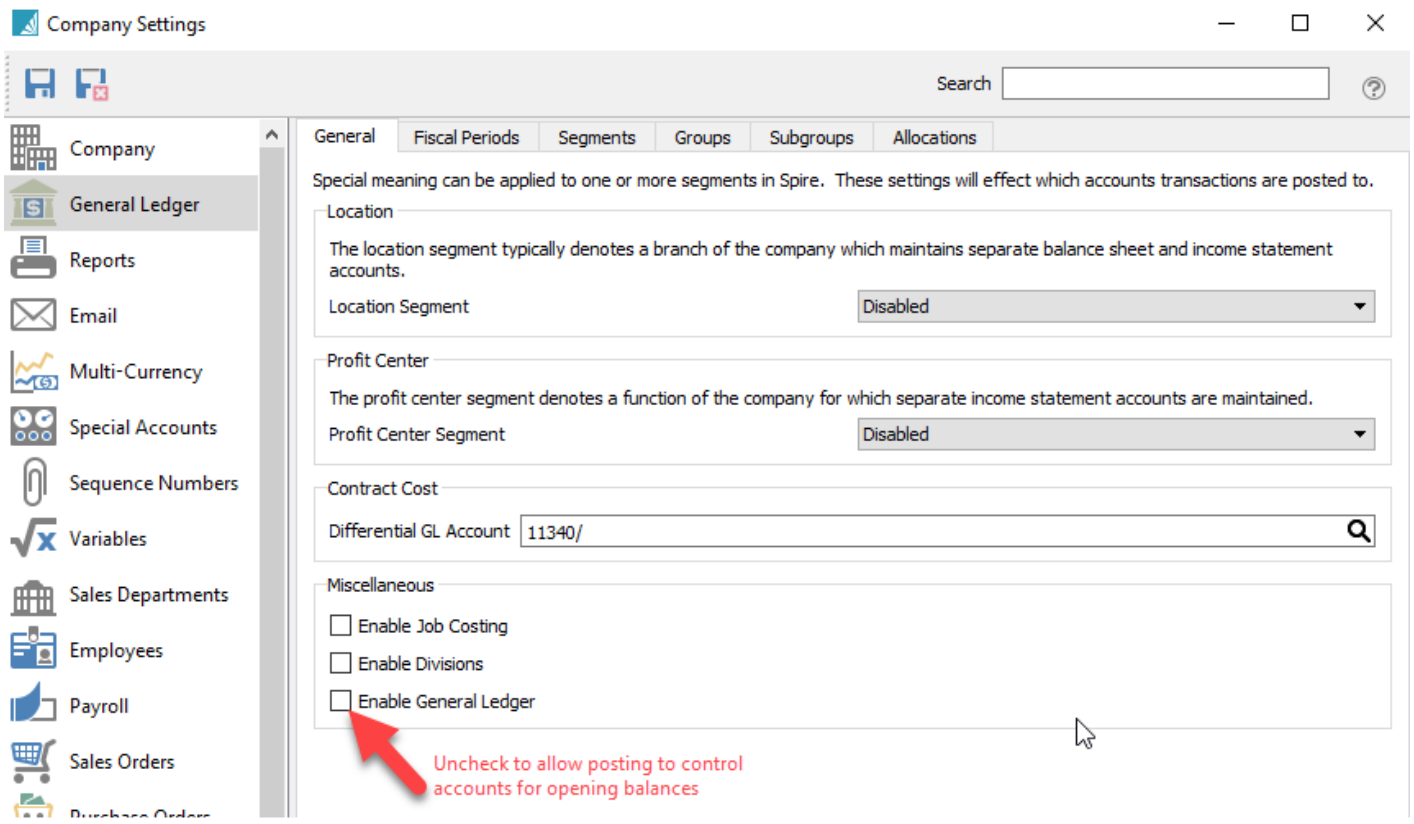
Opening Balances

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.



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 desireable 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.

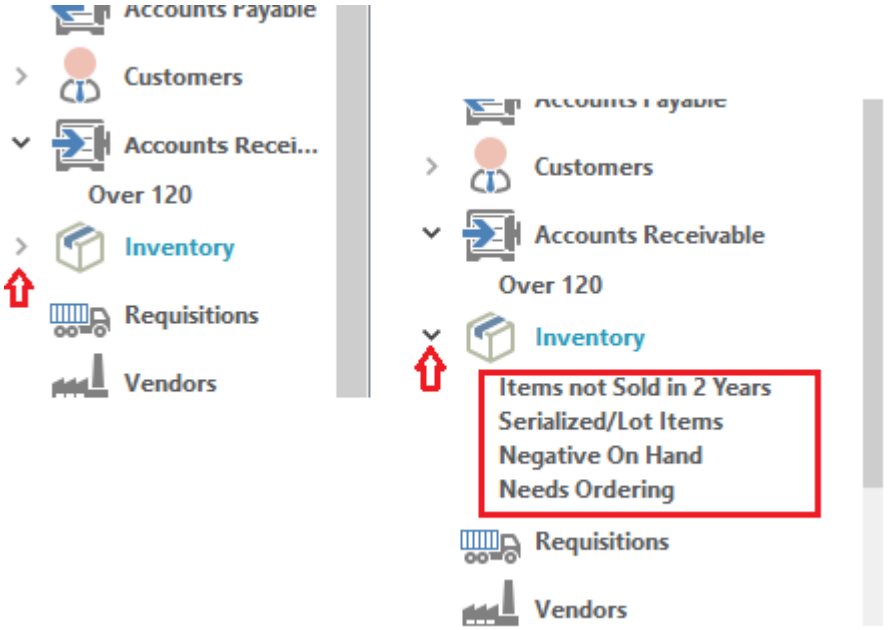
Save Default – Once a filter an/or column layout is selected the user can click 'Save Default' and then every time they enter this module this is the layout that will be presented. It does not have to be given a name so therefore does not have to be selected.

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.

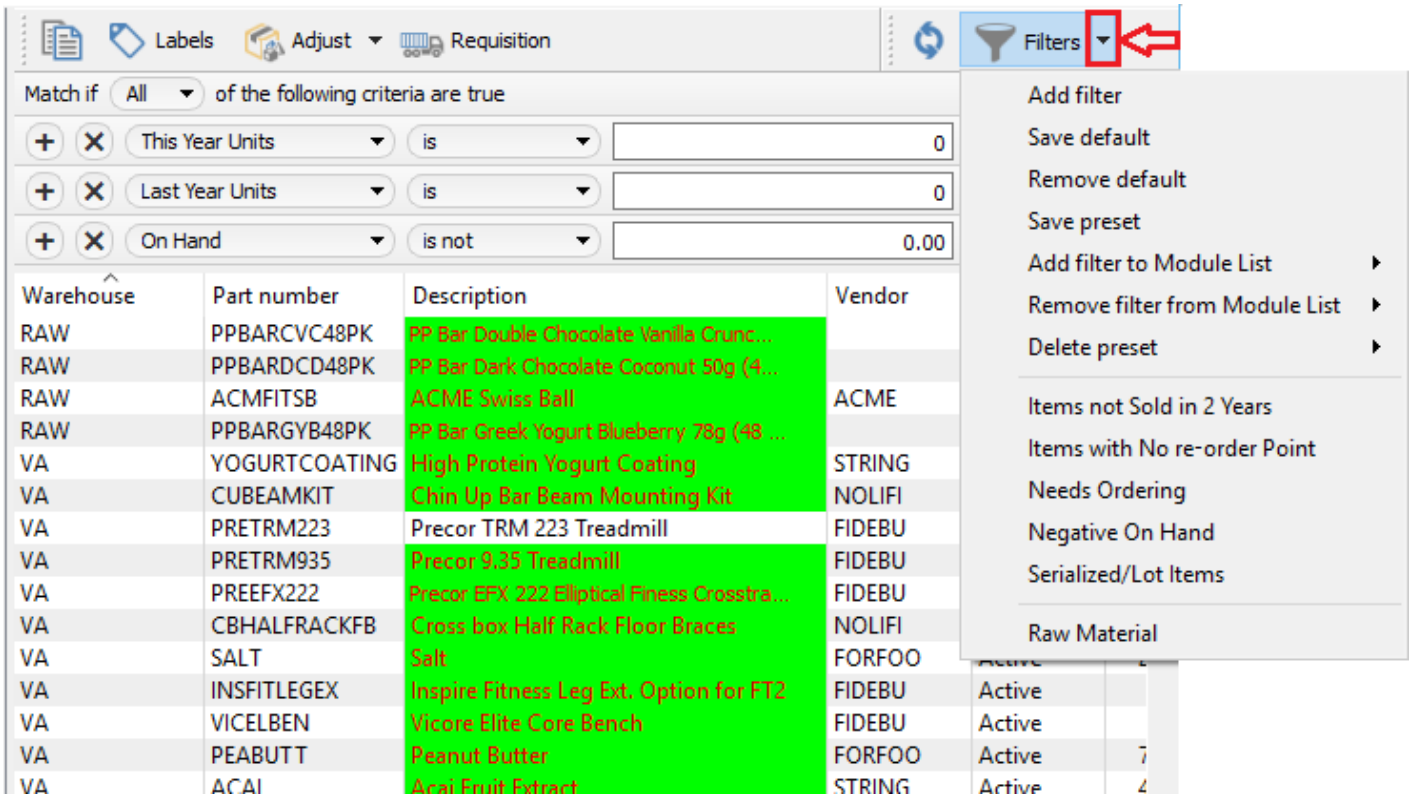


Remove Filter From Module List – Removes the preset filter from the list.

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
Filters
Match if All of the following criteria are true
This Year Units is 0
Last Year Units is 0
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 Finess 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 Active
VA VICELBEN Vicore Elite Core Bench FIDEBU Active
VA PEABUTT Peanut Butter FORFOO Active
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

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.

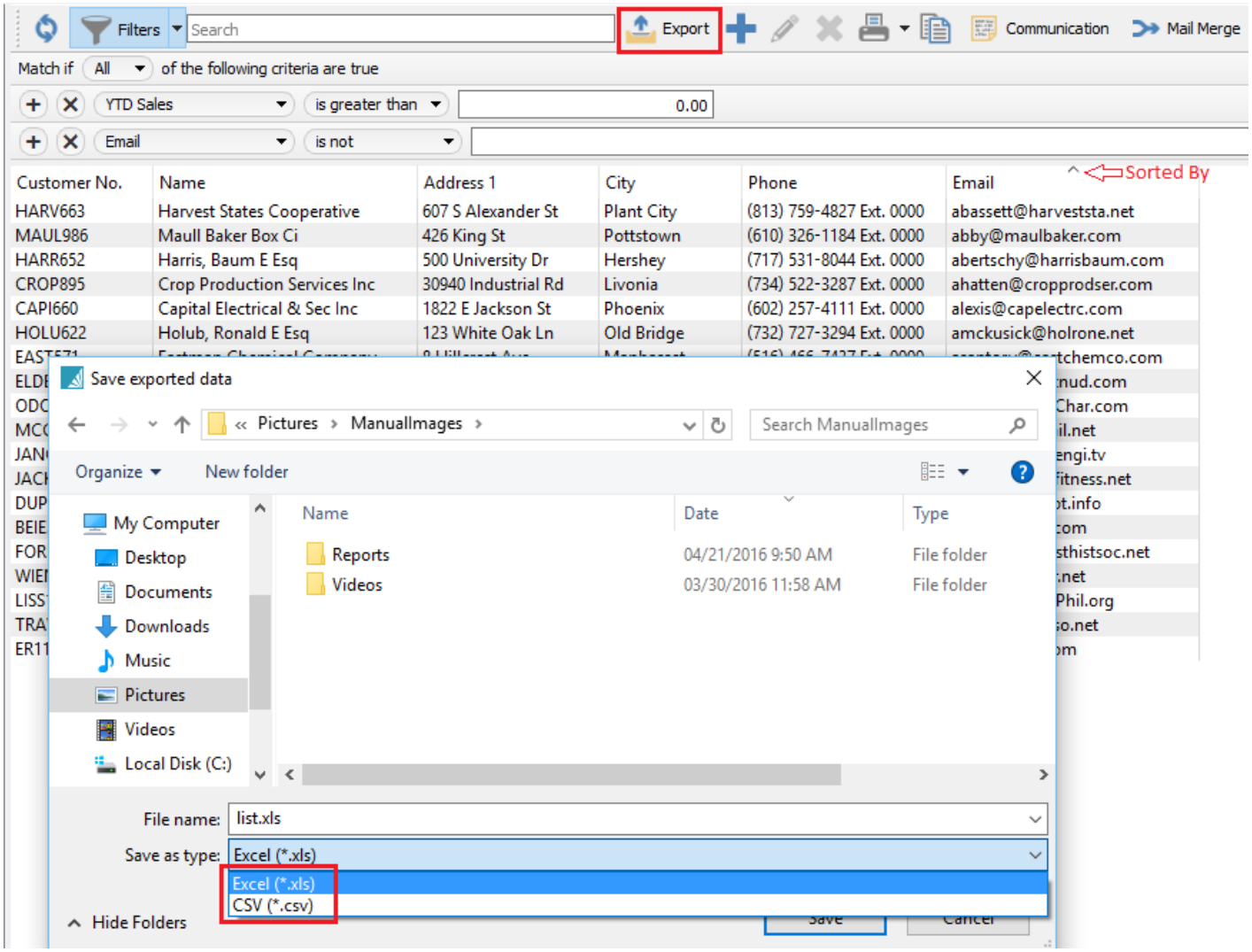
The user can also put an ‘or’ between words and then results with either words will show in the search results. Another option to use in searching is a minus symbol (-) which produces an exclusion for the search. As an example, if in the inventory list the user types *bar -caramel* then all items with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

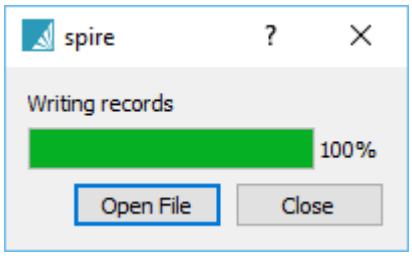
Exports

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.

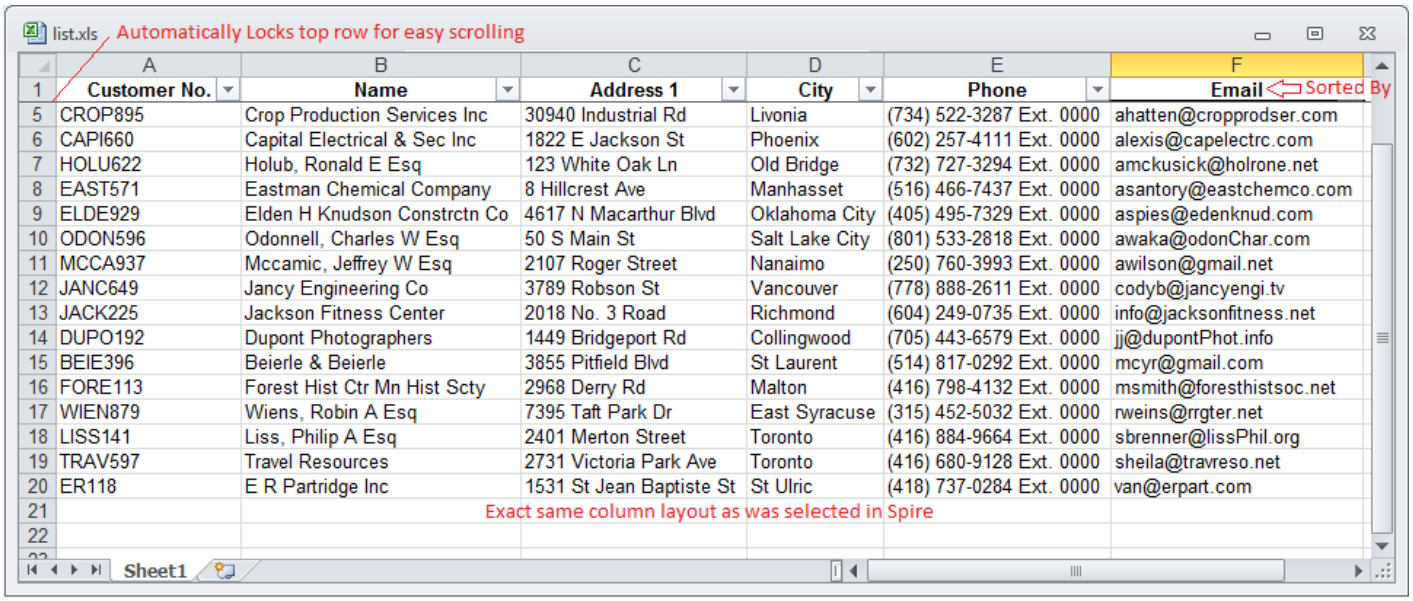
Once the list has been filtered as required, click on the “Export” button and then choose Excel or .csv.



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



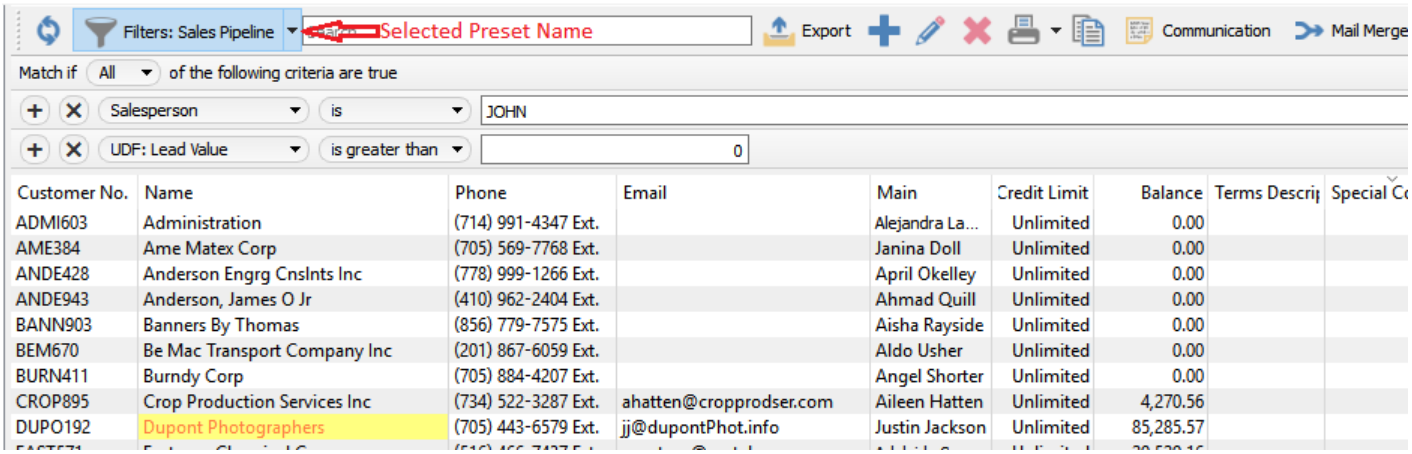
Click open and note that the speadsheet maintains the list layout and sort order that was selected in Spire. It also locks the top row for easy scrolling through large lists.



	A	B	C	D	E	F
1	Customer No.	Name	Address 1	City	Phone	Email
5	CROP895	Crop Production Services Inc	30940 Industrial Rd	Livonia	(734) 522-3287 Ext. 0000	ahatten@cropprodser.com
6	CAPI660	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	mcyr@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						

Filter Names

Filters presets can be assigned names that can be recalled and added to lists. The name of the preset being used is displayed at the top.

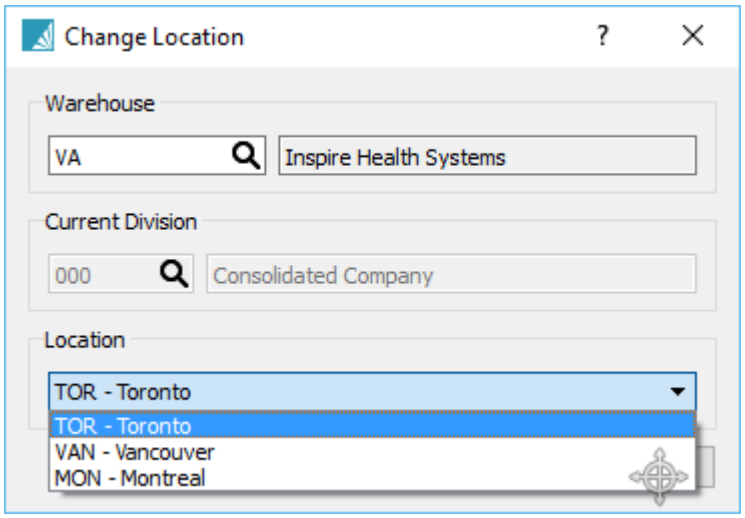


Locations & Profit Centers

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.

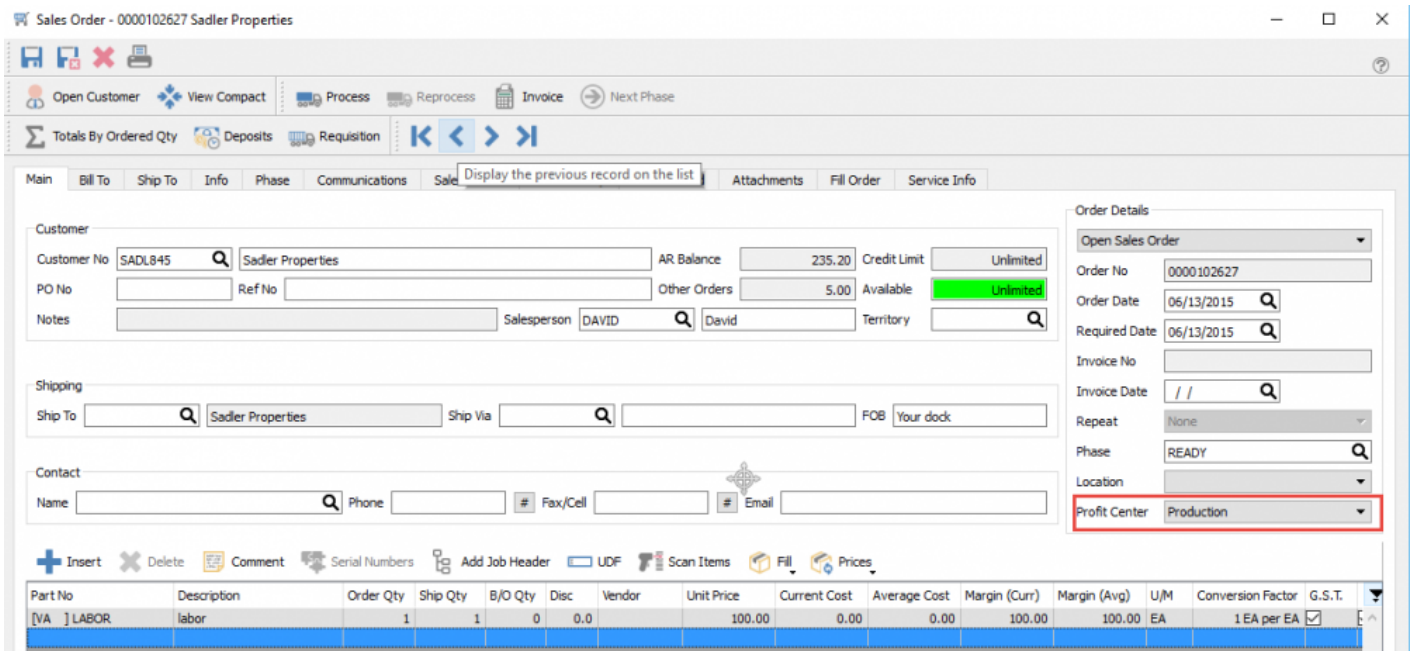
Location

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.



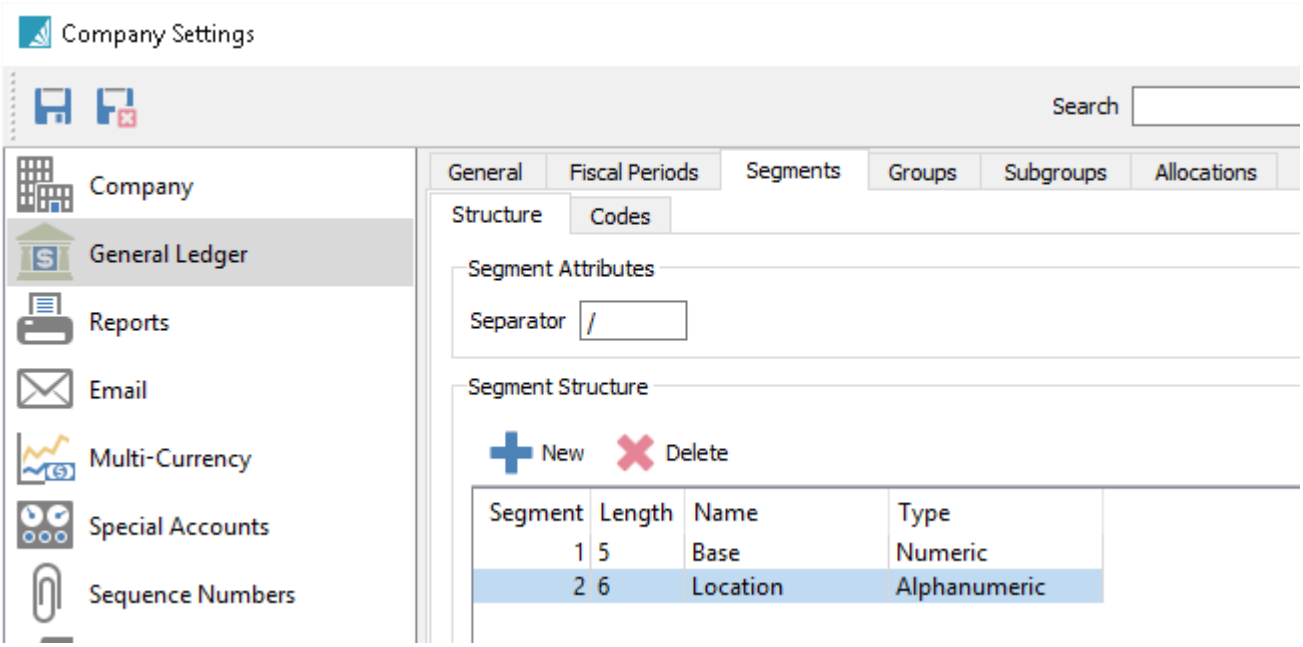
Profit Center

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.

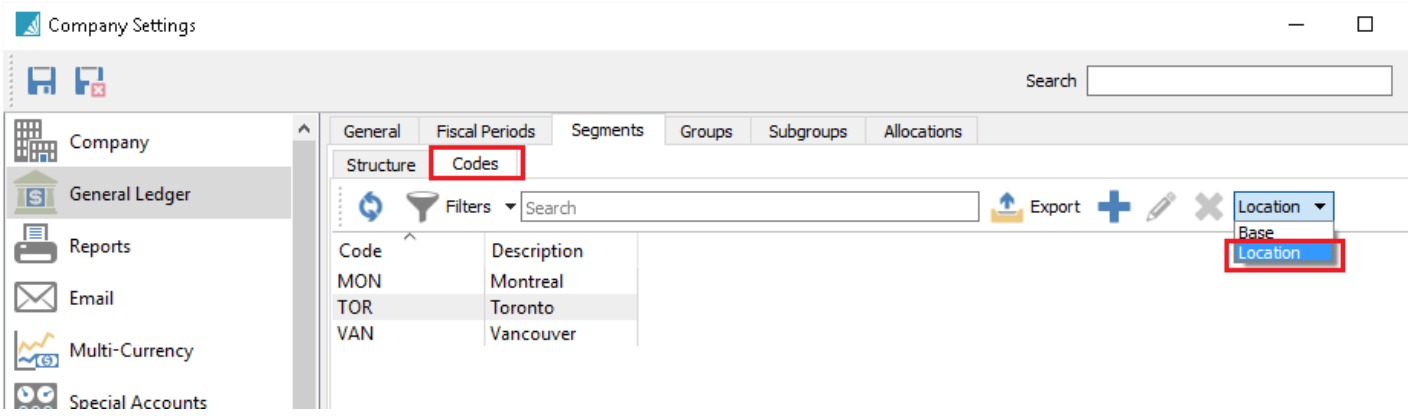

Sales Order - 0000102627 Sadler Properties
Open Customer
View Compact
Process
Reprocess
Invoice
Next Phase
Totals By Ordered Qty
Deposits
Requisition
Display the previous record on the list
Main
Bill To
Ship To
Info
Phase
Communications
Attachments
Fill Order
Service Info
Customer
Customer No SADL845
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 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
Insert
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)
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

Setup

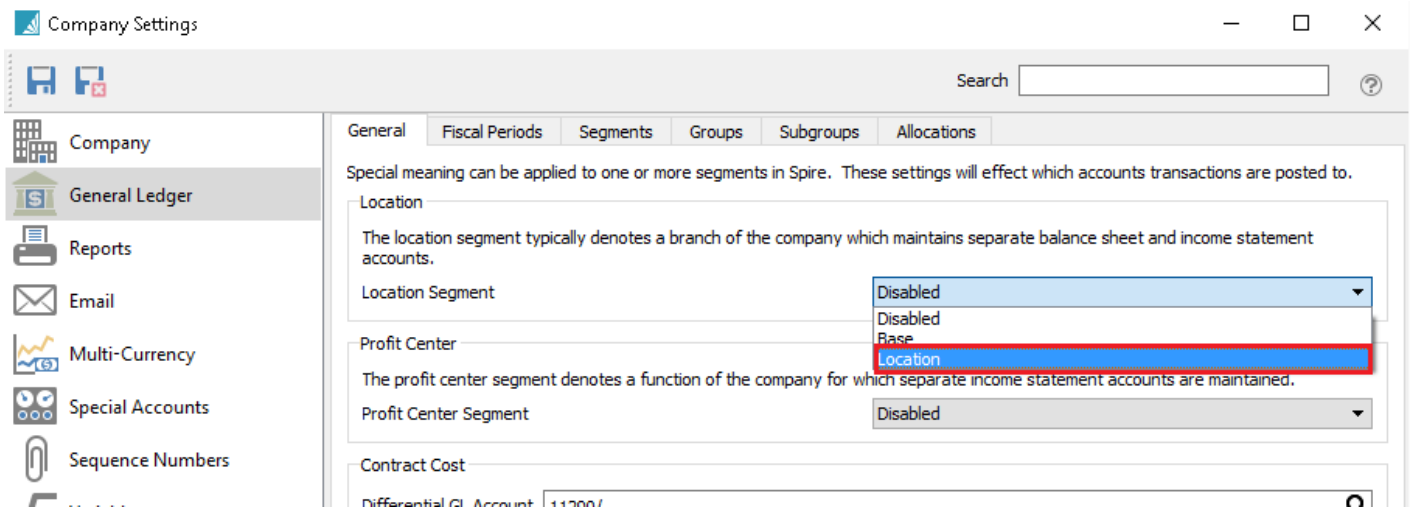
General Ledger – Create or designate one of the GL segments for locations or profit centers and name the segment with either one, The examples below show it set as a location.



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

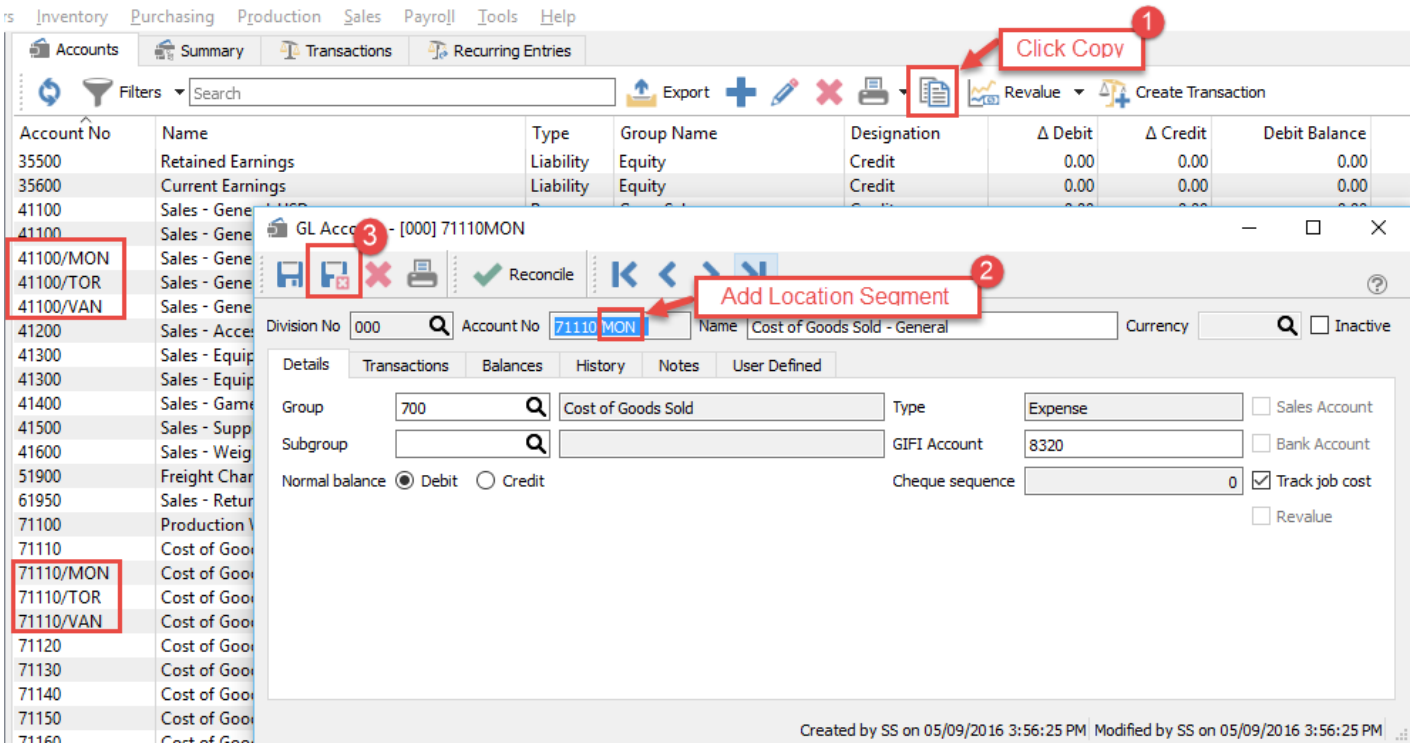


Then go into company settings/General and on the location segment select ‘Location’ (or whatever it was named) and save.



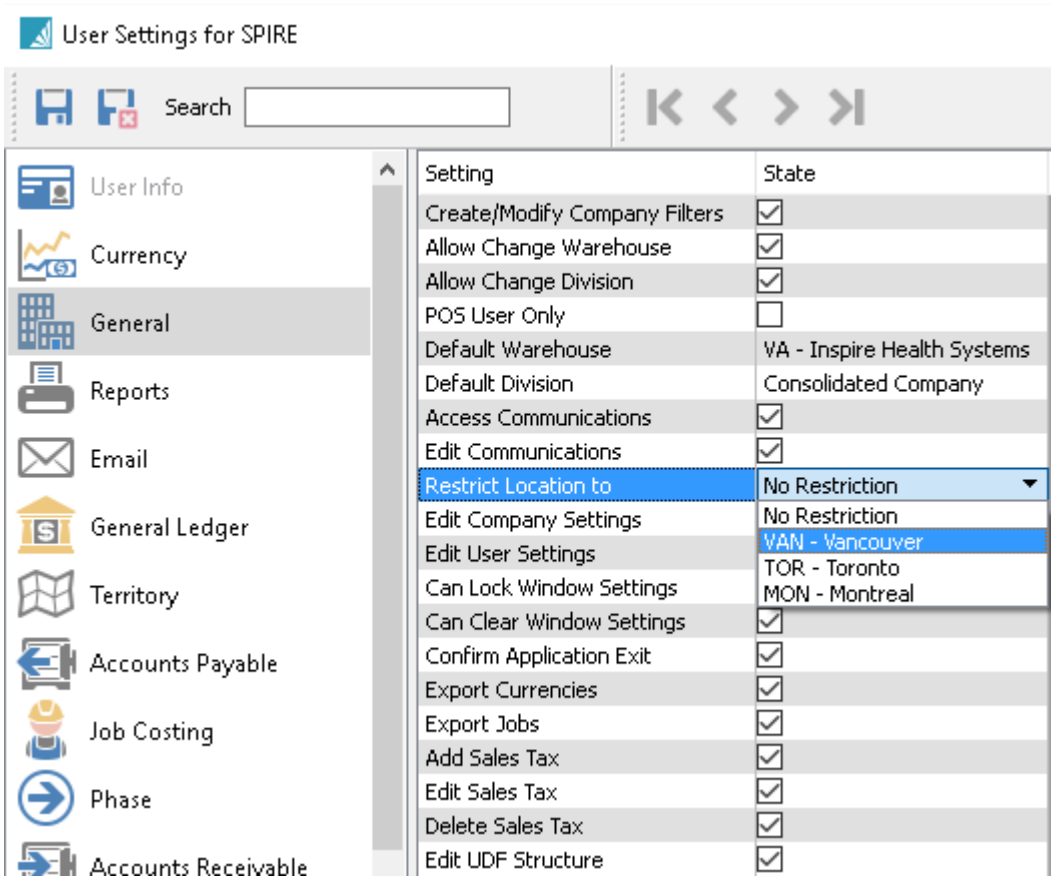
If the segment created was for a profit center select it there instead. In that case the segment is probably called ‘Profit Center’

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

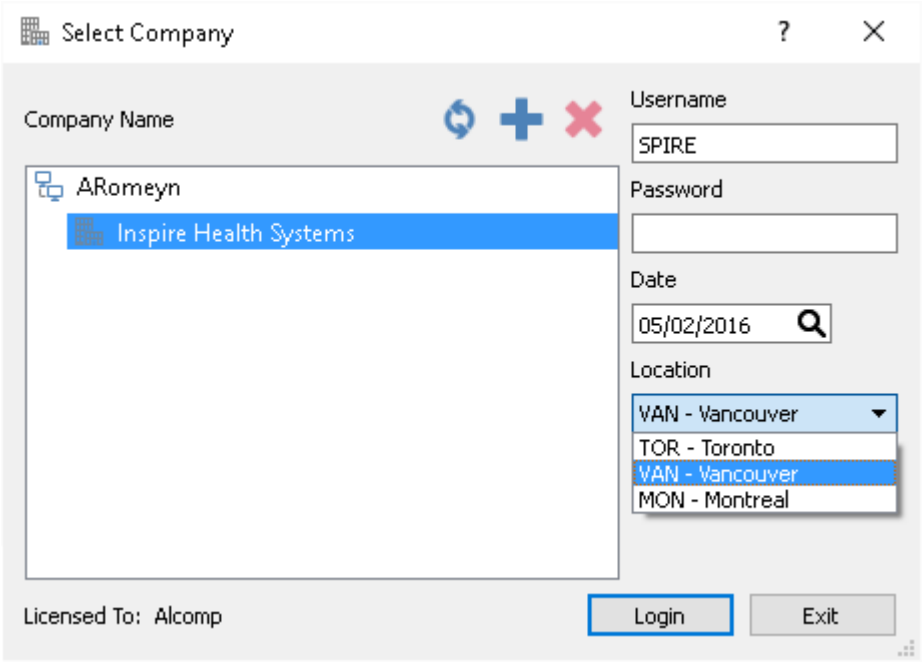


Locations

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



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.



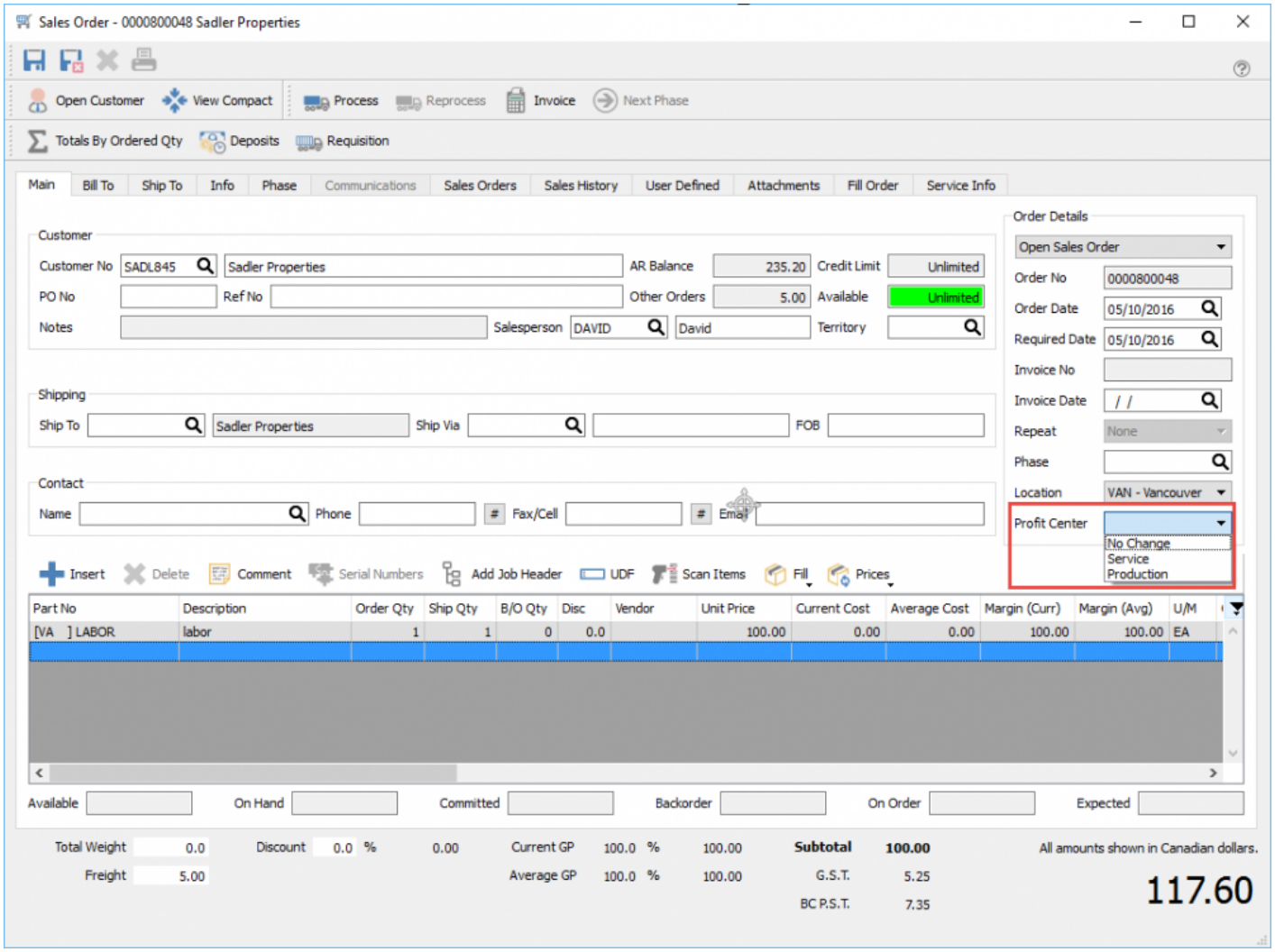
Add a General Ledger account using the location segment for each account the company wants to re-direct. At minimum the company usually sets a sales account for each location, but can also add cost of goods, inventory and taxes.

Video Instruction – Location Accounting

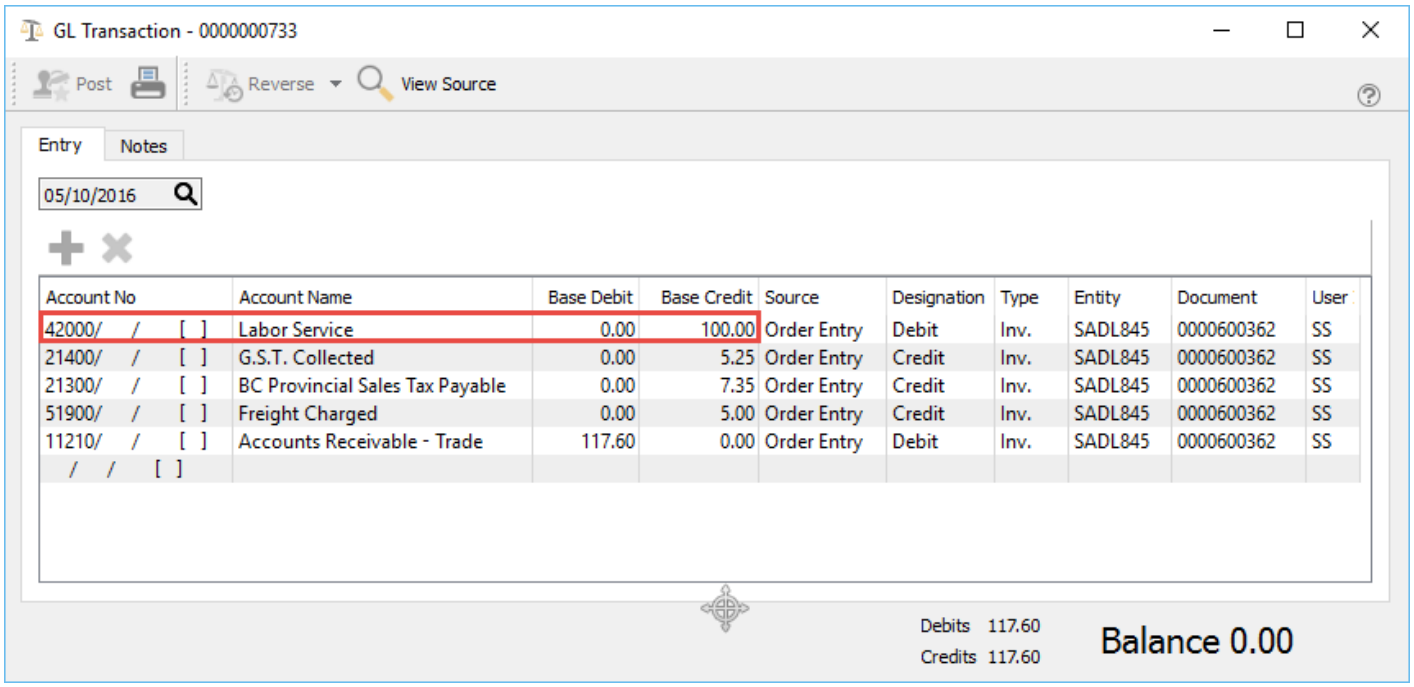
Profit Centers

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

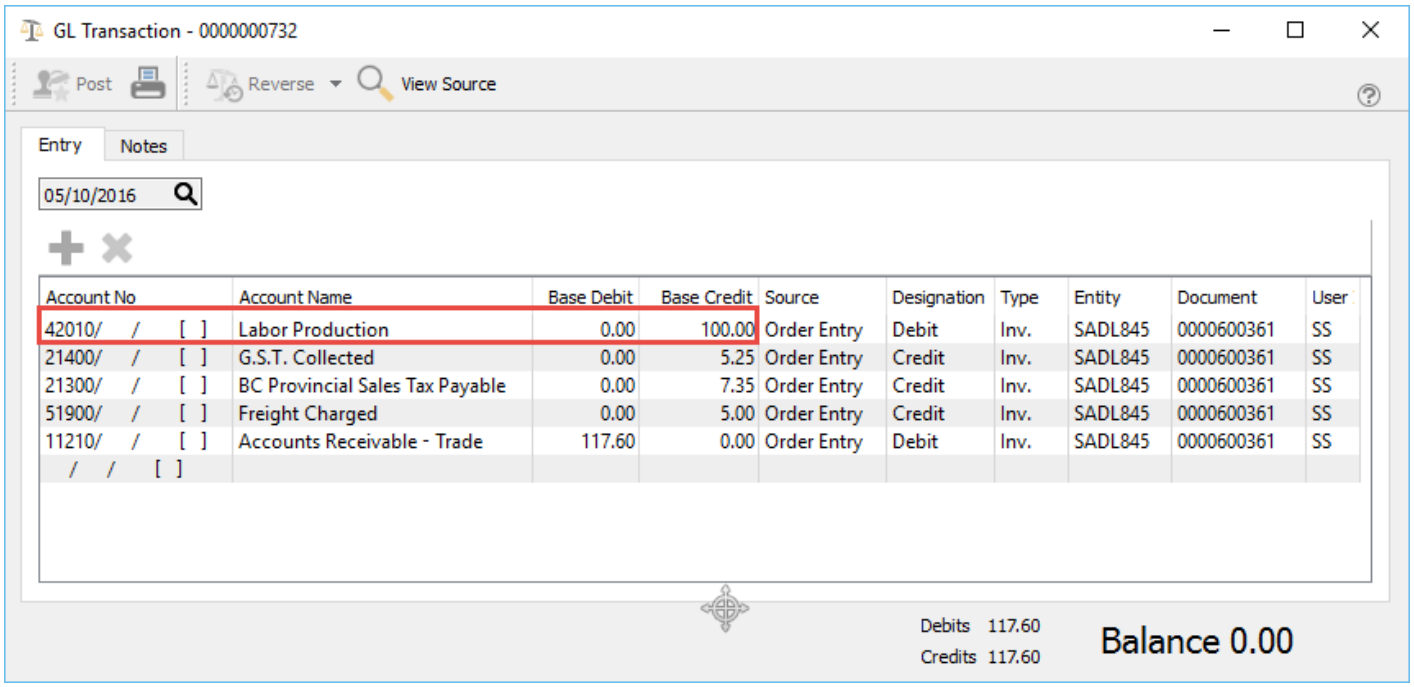
Inside a sales order the user selects the profit center to post to.



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



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

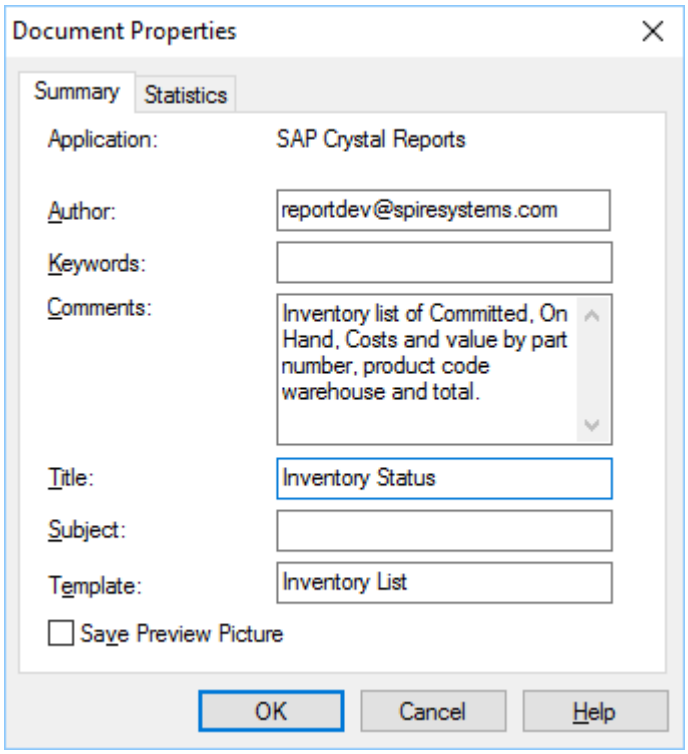


Video Instruction – Invoicing using Prof Centers

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,



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.

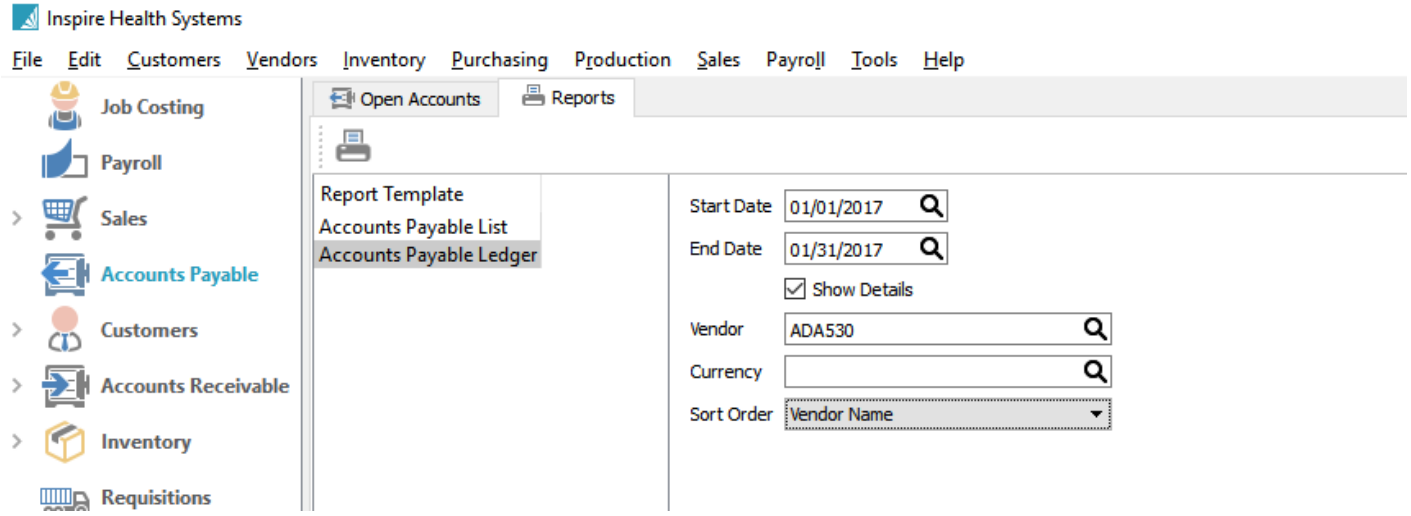
Subject – Not Used

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

Reports Tab in Modules

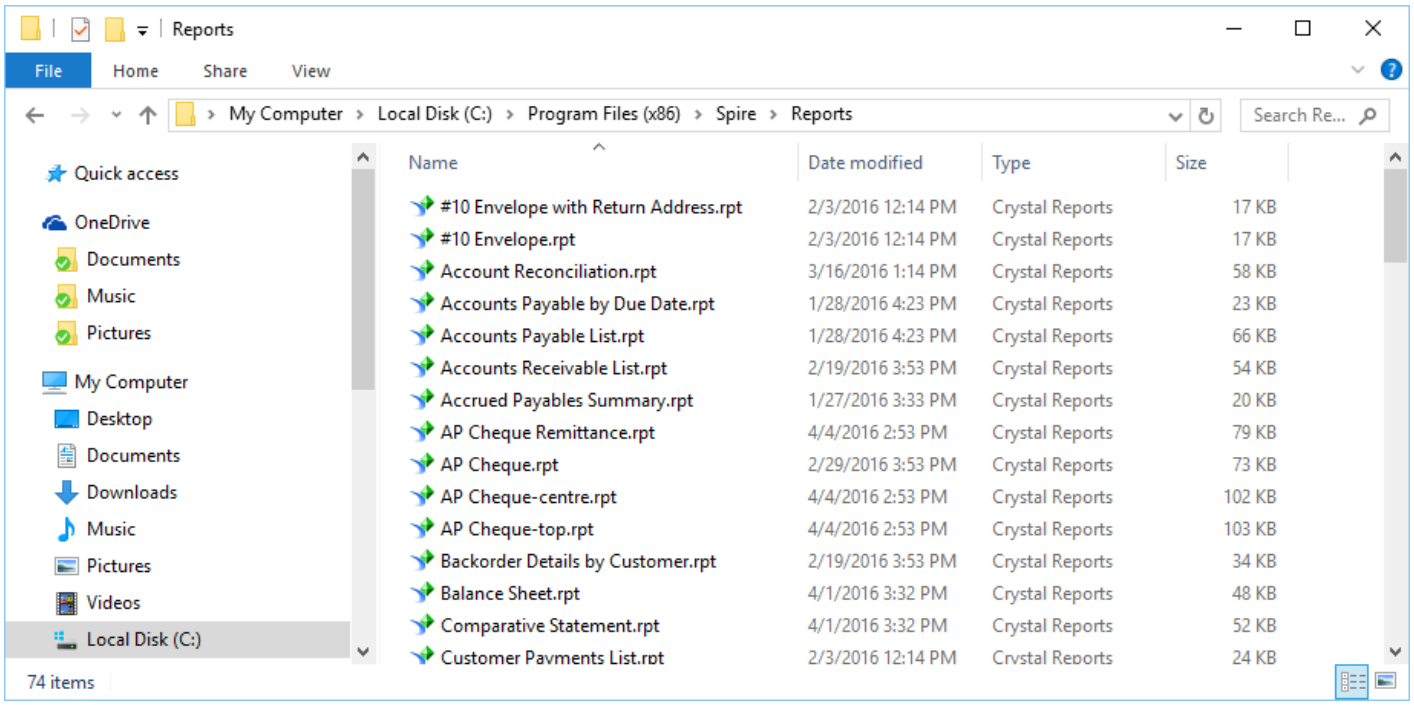
Most of Spire's reports run from the list view. The user sets the filter criteria and then prints 'All' or prints the 'Selected'. In some circumstances other criterion is required to be passed to a report. In these cases Spire has added a tab in the module call 'Reports' See the below for an example of the reports tab in accounts payable.

Some modules, such as the example below in accounts payable, may have more than one template type.



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.

Included Stock Reports

The below is a complete PDF list of the current reports available in Spire. For reports on each individual sections of Spire, please review the module based report links from the main navigation menu or by the next page link at the bottom of this page.

Spire Reports

Accounts Payable Reports

Crystal Report Name	Description	Report Title	Module
Accounts Payable by Due Date.rpt	Accounts Payable by due date on vendor accounts with credit (debit) balances.	Accounts Payable by Due Date	Accounts Payable List
Accounts Payable List.rpt	Aged Accounts Payables List as per the filters set on the List. Use Details switch to expose Contact information and ledger entries.	Aged Accounts Payable List	Accounts Payable List
AP Cheque Remittance.rpt	Accounts Payable Cheque Remittance for those cheque stubs that had more than 16 lines.	AP Cheque Remittance	AP Batch Remittance;AP Remittance
AP Cheque-centre.rpt	Accounts Payable Cheque in centre with one stub above and one stub below. Cheque stubs can only print 16 lines or less.	AP Cheque – Centre	AP Payment;AP Batch Payment
AP Cheque-top.rpt	Accounts Payable Cheque on top with 2 stubs below. Cheque stubs can only print 16 lines or less.	AP Cheque – Top	AP Payment;AP Batch Payment
Pending Payments.rpt	List Pending Payments in an Accounts Payable Payments batch	Pending Payments	AP Batch List;AP Batch

Accounts Receivable Reports

Crystal Report Name	Description	Report Title	Module
Accounts Receivable List.rpt	Aged Accounts Receivable List as per the filters set on the List. Use Details switch to expose Contact information and ledger entries.	Aged Accounts Receivable List	Aged Accounts Receivable List
Customer Payments List.rpt	List of Payments posted since the date selected. Details shows Invoices paid by the associated payment.	Customer Payments List	Accounts Receivable List
Customer Statement Detailed.rpt	Customer statement for the selected customer(s) with transaction details for the month.	Customer Statement – Detailed	Accounts Receivable List;Accounts Receivable;Customer List;Customer
Customer Statement.rpt	Customer statement for the selected customer(s) in Accounts Receivable.	Customer – Statement	Accounts Receivable List;Accounts Receivable;Customer List;Customer
Invoice Posted.rpt	This is the form that is used for the Invoice that is Live Posted and to Reprint a History Invoice.	Invoice	Invoice Posted;Invoice Reprint;Sales History;Customer Sales History;Accounts Receivable
Payment on Account Receipt.rpt	Receipt for a Payment on Account.	Payment on Account Receipt	AR Payment

Customer Reports

Crystal Report Name	Description	Report Title	Module
Number 10 Envelope with Return Address.rpt	Number 10 envelope for the selected customer with the return address in the top left corner. If printed from inside Edit Customer and a ShipTo ID is highlighted, then the selected ShipTo address will be printed.	Number 10 Envelope with Return Address	Customer, Customer List.
Number 10 Envelope.rpt	Number 10 envelope for the selected customer. If printed from inside Edit Customer and a ShipTo ID is highlighted, then the selected ShipTo address will be printed.	Number 10 Envelope	Customer, Customer List.
Account Reconciliation.rpt	Print list of reconciled items in the currency of the account. Compare net total to General Ledger.	Account Reconciliation	Customer, Customer List.
Customer Statement Detailed.rpt	Customer statement for the selected customer(s) with transaction details for the month.	Customer Statement – Detailed	Accounts Receivable List;Accounts Receivable;Customer List;Customer
Customer Statement.rpt	Customer statement for the selected customer(s) in Accounts Receivable.	Customer – Statement	Accounts Receivable List;Accounts Receivable;Customer List;Customer
Invoice Posted.rpt	This is the form that is used for the Invoice that is Live Posted and to Reprint a History Invoice.	Invoice	Invoice Posted;Invoice Reprint;Sales History;Customer Sales History;Accounts Receivable

Employee & Payroll Reports

Crystal Report Name	Description	Report Title	Module
Employee Ledger.rpt	Payroll records by employee for the selected timecards.	Employee Ledger	Timecard Batch List
Employee Summary.rpt	List of selected employees with summary information	Employee Summary	Employee List
Employee Termination.rpt	Termination Slip for selected employees showing required Record of Employment information to fill in CRA ROE website.	Employee Termination	Employee List
Payroll Cheque-Centre.rpt	Payroll Cheque with cheque in center, stub on top and bottom.	Payroll Cheque-Centre	Payroll Cheque
Payroll Cheque-top.rpt	Payroll Cheque with cheque on top, followed by stub 1 and stub 2.	Payroll Cheque-top	Payroll Cheque
Payroll Direct Deposit.rpt	Payroll Direct Deposit Remittance Advice.	Payroll Direct Deposit Slip	Payroll Cheque
Payroll Ledger.rpt	Payroll Ledger by Pay Date for the selected timecards.	Payroll Ledger	Timecard Batch List
Receiver General by Payroll Dates.rpt	Print selected Payroll Dates for Receiver General Remittance.	Receiver General by Payroll Dates	Timecard Batch List
T4-14b-CRA.rpt	T4 CRA Copy revision 14b for the selected Timecards.	T4—CRA Copy	T4;T4 List
T4-14b-employee.rpt	T4 Employee Copy revision 14b for the selected Timecards.	T4-Employee Copy	T4;T4 List
T4-14b-employer.rpt	T4 Employer Copy revision 14b for the selected Timecards.	T4-Employer Copy	T4;T4 List
T4-Summary.rpt	T4 Summary for the selected Timecards.	T4-Summary	T4 List
Workers Compensation Remittance.rpt	List of Workers Compensation values for selected Pay Periods.	Workers Compensation Remittance	Timecard Batch List

Equipment Reports

Crystal Report Name	Description	Report Title	Module
Equipment Information.rpt	This report provides a complete list of all equipment on hand	Equipment Information	Equipment; Equipment List

General Ledger Reports List

Crystal Report Name	Description	Report Title	Module
Balance sheet.rpt	Balance Sheet for the selected period	Balance Sheet	General Ledger List
Comparative Statement.rpt	Compares the Trial Balance for this year or next year and compares it to the previous year.	Comparative Financial Statement	General Ledger List
Financial Statement by Period.rpt	Compares each General Ledger account for the previous 12/ 13 periods. Resects detail suppress ifset by user and the GL sub-group flag is set.	Financial Statement by Period	General Ledger List
General Ledger Account Activity.rpt	List General Ledger Account activity for the accounts and Transaction Date range (is between) selected. Opening and closing balalnces for each	General Ledger Account Activity	GL Transaction List
General ledger journal Transaction.rpt	List of selected journal entries with the amount posted to each General Ledger account.	GL Journal Transaction	GL Transaction;GL Transaction List
GL Chart of Accounts.rpt	Chart of Accounts	GL Chart of Accounts	General Ledger List
GL Foreign Balance.rpt	Show GL Accounts foreign value for balancing to AP and AR.	GL Foreign Balance	General Ledger List
GL Open Balance check.rpt	Check Opening balance values.	GL Open Balance check	General Ledger List
Income Statement.rpt	Income Statement for Current Period. Segments filters supported.	Income Statement	General Ledger List
Trial Balance.rpt	Trial Balance for Current Period.	Trial Balance	General Ledger List

Inventory Management Reports

Crystal Report Name	Description	Report Title	Module
Inventory Count Sheet.rpt	List of Inventory items to count.Kits, Non Physical and InActive items are excluded. Print Selected and Print All are supported	Inventory Count Sheet	Inventory List
Inventory Label 2×1.rpt	Inventory Label prints part number, description and Retail Price 1. Setup on a Zebra GX420d printer, 5 cm X 2.5 cm (2” × 1”) label. Change the printer inside the report if a lable printer driver named different than ZDesigner GX420d is used.	Inventory Label 2×1	Inventory Label
Inventory Label 5160.rpt	Inventory Label for Avery 5160 Laser Label sheet or equivalent.	Inventory Label 5160	Inventory Label
Inventory Re-order.rpt	Prints a lsit of selected items that meet the suggested order quantity criteria.	Inventory Re-order	Inventory List
Inventory Statistics.rpt	Sales Statistics for selected part number.	Inventory Statistics	Inventory List
Inventory Status.rpt	Inventory list of Committed, On Hand, Costs and value by part number, product code warehouse and total.	Inventory Status	Inventory List
Item Allocations.rpt	Show where the selected item exists on Sales Orders, Purchase Orders, Inventory Adjustments/Transfers, and Production Orders, as applicable, with quanties.	Item Allocations	Inventory List;Inventory
Item Components.rpt	Components List for selected Inventory Item.	Item Components	Inventory Components
Pending Inventory Adjustments.rpt	Print list of Inventory adjustments or transfers not yet posted.	Pending Inventory Adjustments	Inventory Adjustment;Inventory Adjustment List
Post Inventory Adjustments.rpt	Print list of items received, adjusted or transferred.	Post Inventory Adjustments	Inventory Adjustment Apply;Purchase History

Point of Sale Reports

Crystal Report Name	Description	Report Title	Module
POS Receipt.rpt	POS Receipt for batched invoices showing description, quantity and amount.	POS Receipt	POS Receipt
Sales Cashout.rpt	Balance cash drawer and Point of Sale terminal to payments recorded.	Cash Out	Cash Out

Price Matrix Reports

Crystal Report Name	Description	Report Title	Module
Customer Price List.rpt	Show prices applicable for the selected customer.	Customer Price List	Customer Price Matrix
Customer Price matrix.rpt	Show prices applicable for the selected customer.	Customer Price List	Customer Price Matrix

Process Reports

Crystal Report Name	Description	Report Title	Module
Packing Slip.rpt	This is the form that is used for the Packing Slip, Pick Ticket, Order Confirmation, Sales Order, Work Order, RMA and Quote depending on the title of the report. Quote and Sales Order Confirmation use the 'Ordered Quantity' to calculate Totals.	Packing Slip	Process
Process Slip.rpt	This is the form that is used for the Packing Slip, Pick Ticket, Order Confirmation, Sales Order, Work Order, RMA and Quote depending on the title of the report. Quote and Sales Order Confirmation use the 'Ordered Quantity' to calculate Totals.	Process-Pick Slip	Process
Requisition List.rpt	Print selected requisition records.	Requisition List	Material Requisition
Ship Slip.rpt	This is the form that is used for the Packing Slip, Pick Ticket, Order Confirmation, Sales Order, Work Order, RMA and Quote depending on the title of the report. Quote and Sales Order Confirmation use the 'Ordered Quantity' to calculate Totals.	Ship Pack-Slip	Ship Order
Trial Post Transactions.rpt	List of GL transactions that will be created by this batch is posted.	Trial Post Transactions	Trial Transaction

Production Reports

Crystal Report Name	Description	Report Title	Module
Materials Requirements by Inventory.rpt	Materials required for listed Production Orders, ordered by part number. Use Reqd. Date filter to list desired Production Orders.	Materials Requirements by Inventory	Production Order List
Production Build.rpt	Production Order details and instructions for the selected Production Build	Production Build	Production Build;Production History;Production History List
Production Order.rpt	Production Order details and instructions for the selected Production Order.	Production Order	Production Order;Production Order List
Production Schedule.rpt	A list of all Production Orders in required date order.	Production Schedule	Production Order List
Production Template.rpt	Production Order details and instructions for the selected Production Order.	Production Template	Production Template;Production Template List
Production Trial Build.rpt	Report to check if all components are available to build the selected Production Order.	Production Trial Build	Production Order

Purchase Order Reports

Crystal Report Name	Description	Report Title	Module
Accrued Payables Summary.rpt	List of selected Purchase Orders, showing accrued and invoiced amount.	Accrued Payables Summary	Purchase Order List
Pending Purchase Order Receipts.rpt	Purchase Orders that have had received quantities recorded and Saved.	Pending Purchase Order Receipts	Purchase Order;Purchase Order List
Post Inventory Receipts.rpt	Print list of items received on this Purchase Order	Post Inventory Receipts	Purchase Order Apply
Purchase Order Details.rpt	List of selected Purchase Orders, Details format.	Purchase Order Details	Purchase Order List
Purchase Order Reprint.rpt	Purchase Order Reprint from Purchase History.	Purchase Order Reprint	Purchase Order Reprint;Purchase History
Purchase Order Summary.rpt	List of selected Purchase Orders, summary format.	Purchase Order Summary	Purchase Order List
Purchase Order.rpt	Purchase Order prints when issued. Can be reprinted from Edit Purchase Order and Purchase Order List but will specify if the Purchase Order has not been issued.	Purchase Order	Purchase Order;Purchase Order List;Purchase Order Issue
Receipts Order Fulfillment.rpt	Show Backorders and Production Orders that can be filled with the product just being received. Requisitions are respected first.	Receipts Order Fulfillment	Purchase Order Apply

Sales History Reports

Crystal Report Name	Description	Report Title	Module
Customer Sales History Details.rpt	Sales history by territory, salesperson, and customer by invoice.	Customer Sales History Details	Sales History Items
Customer Sales History.rpt	Sales history by territory, salesperson, and customer.	Customer Sales History	Sales History
Daily Fill Rate by Invoice.rpt	Reports on percentage of product shipped that was ordered for the selected Invoices. Date range and Invoice number filters are reported. Sales Order lines with backorders are exposed.	Daily Fill Rate by Invoice	Sales History
Daily fill Rate by Item.rpt	Reports on percentage of product shipped that was ordered for the selected Invoices. Date range and Invoice number filters are reported. Sales Order lines with backorders are exposed.	Daily Fill Rate by Items	Sales History Items
Inventory Sales History Details.rpt	Sales History by warehouse, product code and part number per invoice.	Inventory Sales History Details	Sales History Items
Inventory Sales History.rpt	Sales History by warehouse, product code and part number	Inventory Sales History	Sales History
Invoice Posted.rpt	This is the form that is used for the Invoice that is Live Posted and to Reprint a History Invoice.	Invoice	Invoice Posted;Invoice Reprint;Sales History;Customer Sales History;Accounts Receivable
Sales and Taxes.rpt	List of Invoices and Taxes for selected Invoices. All filters are respected.	Sales and Taxes	Sales History
Sales by Payment Method.rpt	Sales grouped by payment method for selected records in sales history	Sales by Payment Method	Sales History

Sales Orders Reports

Crystal Report Name	Description	Report Title	Module
Backorder Details by Customer.rpt	Backorder Details by customer. Products on backorder for each customer showing what is ready for order filling. Print Selected and Print All respected.	Backorder Details by Customer	Sales order List
Equipment Service History.rpt	Show all open work orders selected and the previous invoices related to applicable equipment.	Equipment Service History	Sales order
Invoice Batched.rpt	This is the form that is used for the Packing Slip, Pick Ticket, Order Confirmation, Sales Order, Work Order, RMA and Quote depending on the title of the report. Quote and Sales Order Confirmation use the 'Ordered Quantity' to calculate Totals.	Invoice	Invoice Batched;Sales Order;Invoice Batch
Order Confirmation.rpt	This is the form that is used for the Packing Slip, Pick Ticket, Order Confirmation, Sales Order, Work Order, RMA and Quote depending on the title of the report. Quote and Sales Order Confirmation use the 'Ordered Quantity' to calculate Totals.	Order Confirmation	Sales Order;Sales Order List
Pick Ticket.rpt	This is the form that is used for the Packing Slip, Pick Ticket, Order Confirmation, Sales Order, Work Order, RMA and Quote depending on the title of the report. Quote and Sales Order Confirmation use the 'Ordered Quantity' to calculate Totals.	Pick Ticket	Sales Order;Sales Order List
Quote.rpt	This is the form that is used for the Packing Slip, Pick Ticket, Order Confirmation, Sales Order, Work Order, RMA and Quote depending on the title of the report. Quote and Sales Order Confirmation use the 'Ordered Quantity' to calculate Totals.	Quote	Sales Order;Sales Order List
RMA Order.rpt	This is the form that is used for the Packing Slip, Pick Ticket, Order Confirmation, Sales Order, Work Order, RMA and Quote depending on the title of the report. Quote and Sales Order Confirmation use the 'Ordered Quantity' to calculate Totals.	RMA Order	Sales Order;Sales Order List
Sales Order Details List.rpt	Prints a list of order details with filters as being displayed on the screen. Totals shown by Shipped Qty and Ordered Qty.	Sales Order Details List	Sales Order List
Sales Order List.rpt	Prints a list of orders with filters as being displayed on the screen.	Sales Order List	Sales Order List
Sales Order.rpt	This is the form that is used for the Packing Slip, Pick Ticket, Order Confirmation, Sales Order, Work Order, RMA and	Sales Order	Sales Order;Sales

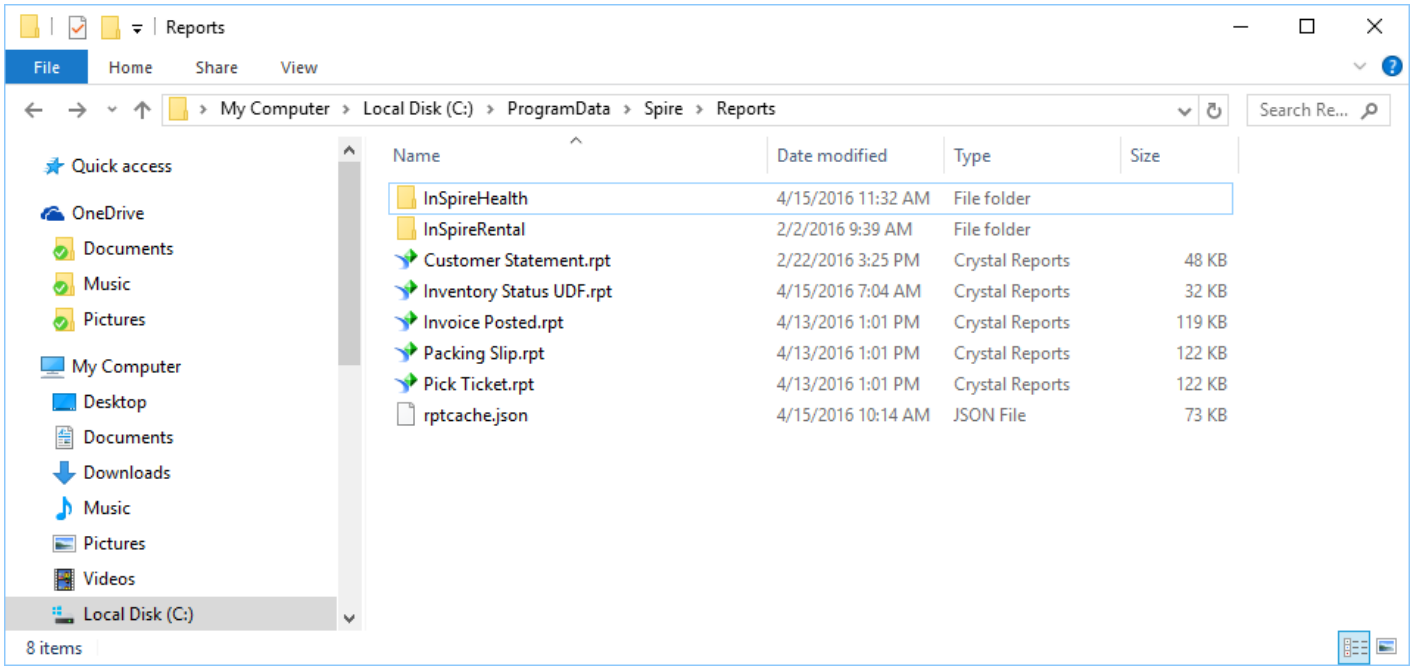
	Quote depending on the title of the report. Quote and Sales Order Confirmation use the ‘Ordered Quantity’ to calculate Totals.		Order List;Order Deposit
Sample Address Label.rpt	Prints a label for the Sales Order(s) selected or the one being Edited.	Sample Address Label	Sales Order;Sales Order List
Work Order.rpt	This is the form that is used for the Packing Slip, Pick Ticket, Order Confirmation, Sales Order, Work Order, RMA and Quote depending on the title of the report. Quote and Sales Order Confirmation use the ‘Ordered Quantity’ to calculate Totals.	Work Order	Sales Order;Sales Order List;Order Deposit

Vendor Reports

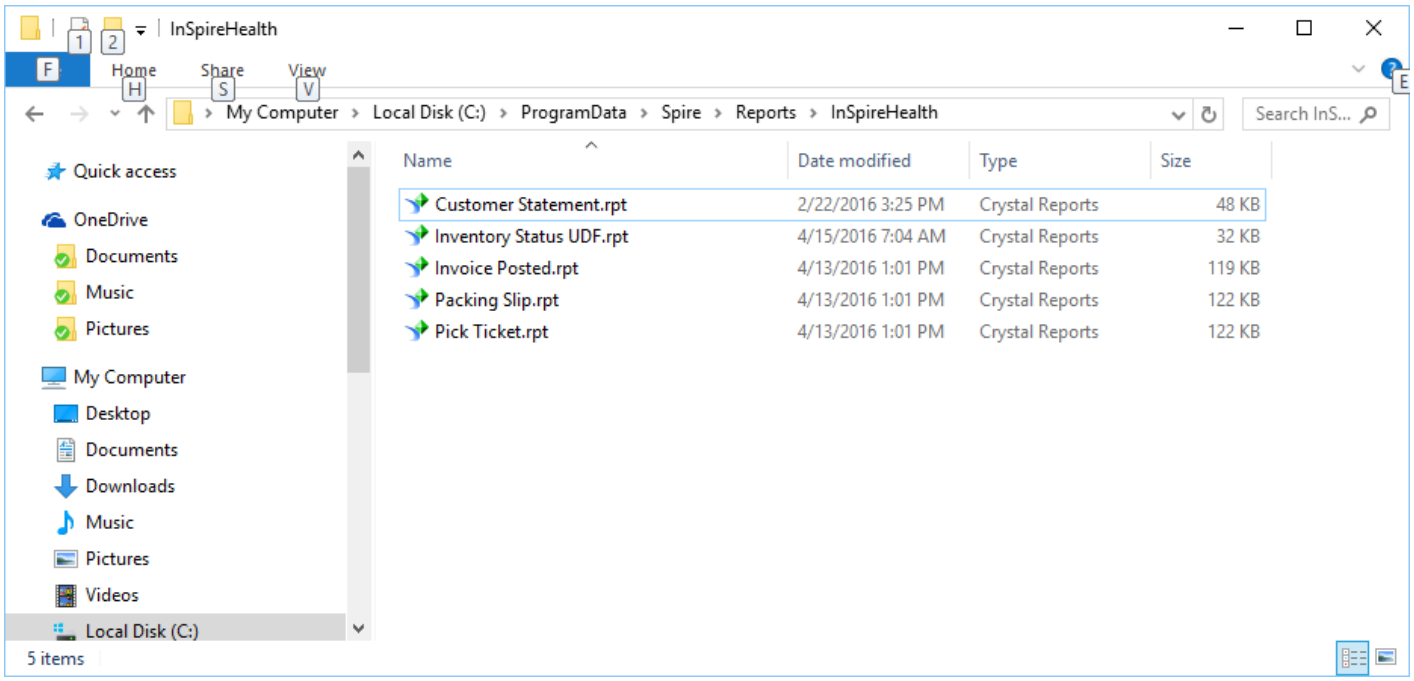
Crystal Report Name	Description	Report Title	Module
Vendor Activity.rpt	List of transactions for the selected vendor(s). Grouped by Accounts Payable General Ledger account and Currency.	Vendor Transaction Activity	Vendor List;Accounts Payable;Vendor

Custom Reports

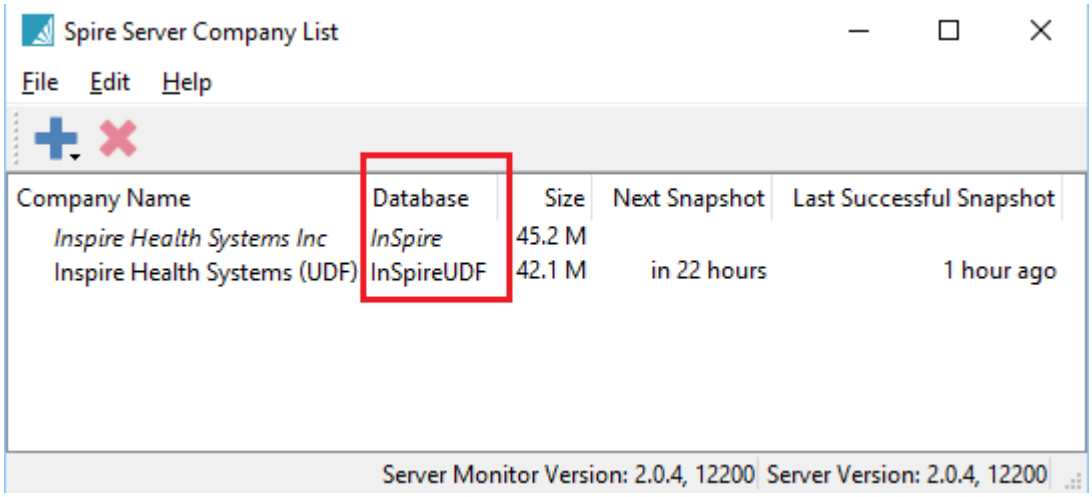
Custom reports for Spire are saved on the server in one of 2 places. If the report is required for all companies then save it on the server in C:\Programdata\Spire\Reports



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



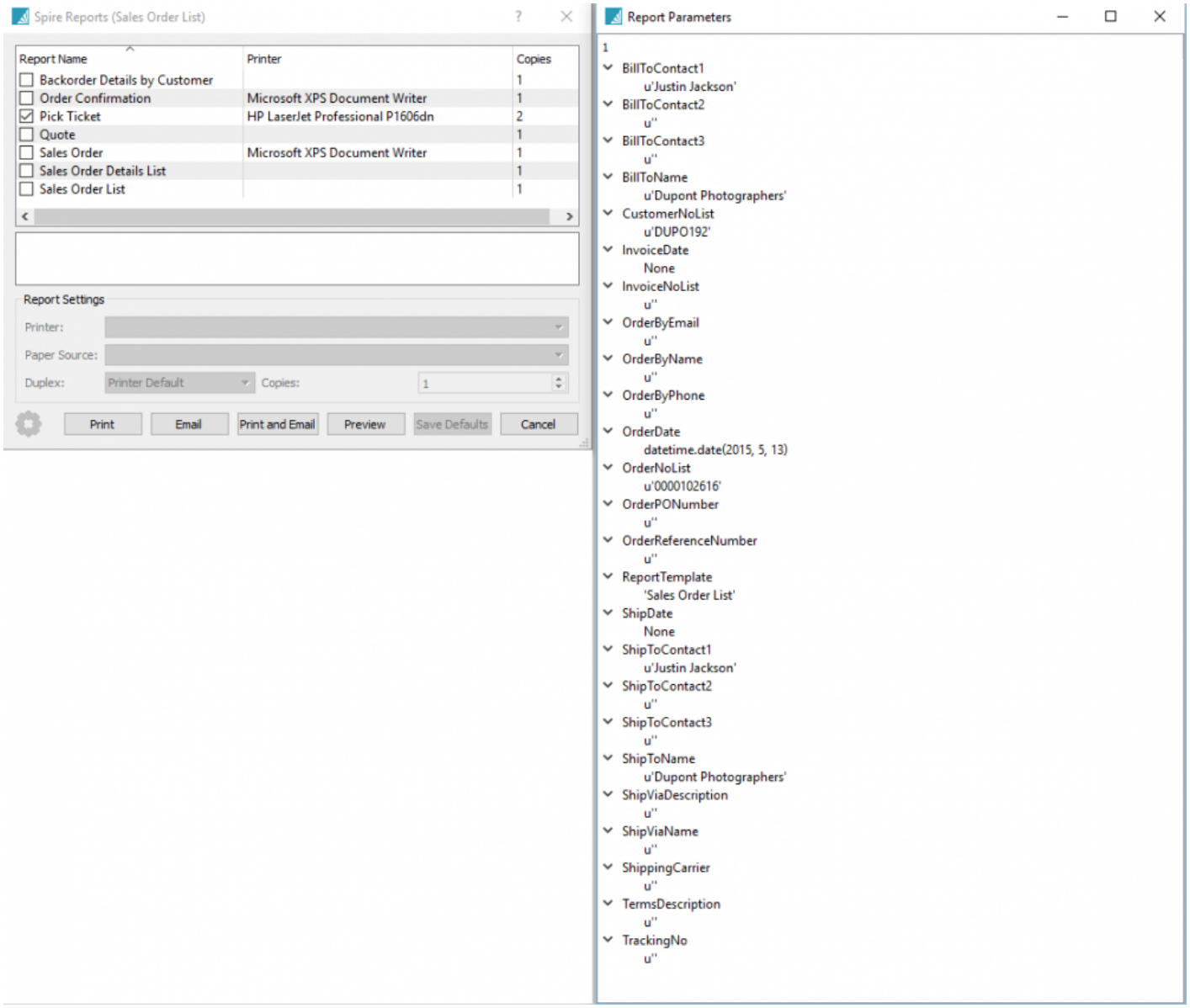
The database name can be found by looking at the Spire Tray.



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.



Data Dictionary

Table (linked)	Description
addresses	Contains addresses for Customers, Vendors, Sales Orders, Sales History, Purchase Orders, Purhase History,Job Cost, Employees, Warehouses, Sales People, Territories, Company
ap_batch_items	Details of the saved unposted AP payment batches
ap_batches	Headers of saved AP batches
ap_transactions_links	Links from AP transactions debits to credits. Saves all history of linking and unlinking.
ap_transactions	Transactions posted to AP
ar_transaction_links	Links from AR transactions debits to credits. Saves all history of linking and unlinking.
ar_transactions	Transactions posted to AR
bom_categories	Categories available to Production Templates
bom_item_replacements	Unposted code changes for Template and Production Order components
countries	List of available countries for addresses
currencies	Currencies, their rates and rate history
customer_code_changes	List of unposted customer code changes containing old code and new code
customers	Customer master list
email_templates	Email templates created by users available when emailing from modules
employee_t4s	T4's for each year created
employees	Employees master list
equipment	List of customer equipment available to service module
gl_accounts	General Ledger chart of accounts
gl_allocations	Allocation percentages to disburse to multiple GL accounts when posting
gl_divisions	GL division list
gl_groups	General Ledger group list
gl_history_accounts	Chart of accounts previous to last year
gl_history_divisions	Divisions previous to last year
gl_history_groups	GL Groups previous to last year

gl_history_periods	Periods used previous to last year
gl_history_segments	Segments used previous to last year
gl_history_subgroups	Subgroups used previous to last year
gl_history_transactions	GL Transactions previous to last year
gl_periods	General Ledger periods
gl_reconciliation_items	Detail from unposted account reconciliation
gl_reconciliations	Header info from unposted account reconciliation
gl_recurring_pending	List of recurring entries and their schedule
gl_recurring_transactions	Details of recurring transactions
gl_segments	GL Segments used
gl_special_accounts	Control accounts used in posting
gl_subgroups	GL Subgroups available
gl_transactions	GL Transactions from last year, this year and next year
inventory	Inventory and warehouse master list
inventory_adjustment_items	Details of unposted inventory adjustments and warehouse transfers
inventory_adjustments	Header details for adjustments
inventory_comments	Pre-defined comments available for sales orders
inventory_conversion_factors	
inventory_kit_items	Components contained in a kit
inventory_kits	inventory_kits
inventory_levy_codes	Levy codes and their rates that can be assigned to inventory
inventory_part_no_changes	Un-applied part number changes containing old and new part number
inventory_physical_counts	
inventory_price_matrix	List of all available special customer prices and their methods
inventory_pricing	Inventory prices (moved to inventory_uoms Spire 2.7)
inventory_product_codes	Product codes available for assignment to inventory
inventory_promo_codes	List of available promo/reason for price matrix
inventory_receipts	Inventory receipts from purchase orders and inventory adjustments
inventory_requisitions	Inventory requisitions that come from Sales Orders, Production Orders and inventory.
inventory_serial_numbers	List of all serial numbers and lost numbers available and sold

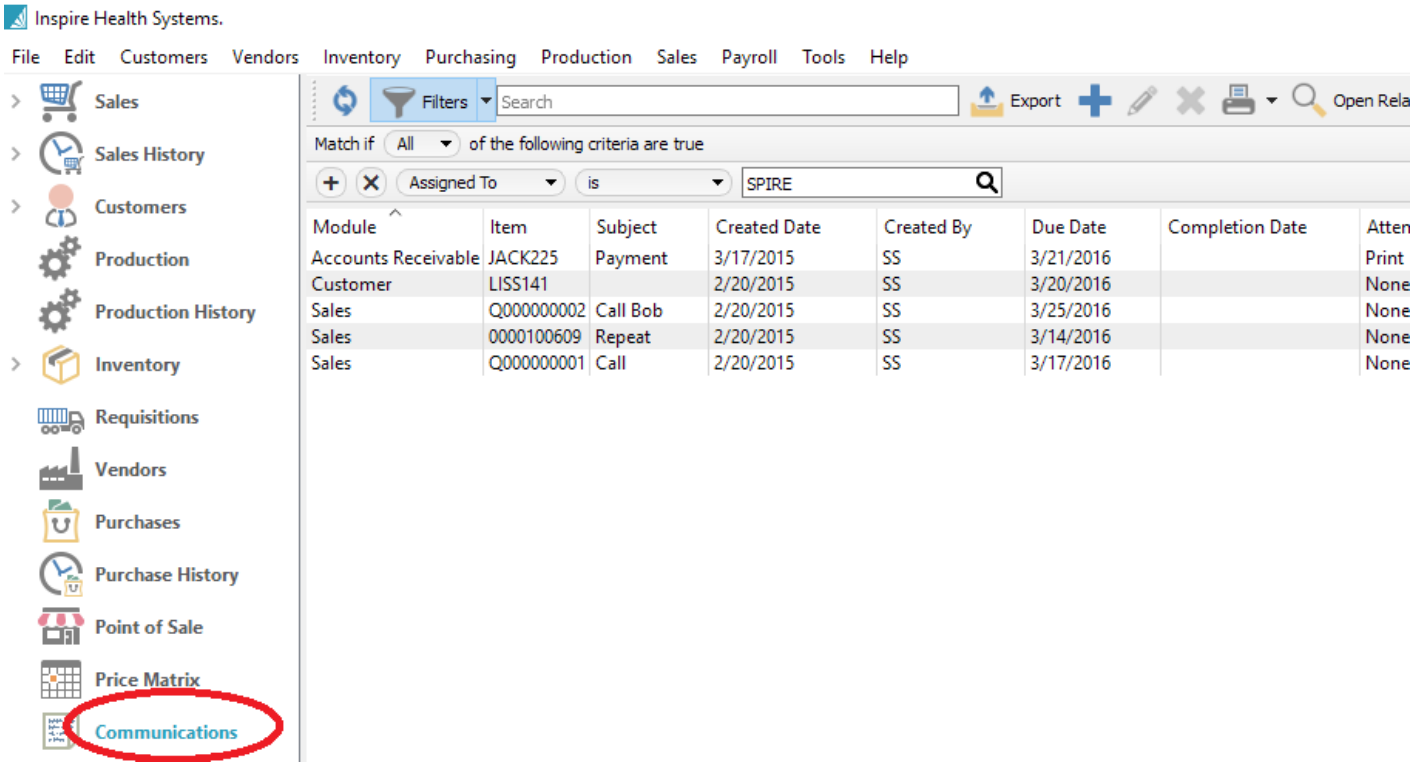
inventory_serial_transactions	Transactions of each movement of a serial number or lot number
inventory_statistics	Period and year containing quantity sold of each item
inventory_uoms	Units of measure available for each inventory item
inventory_upc_codes	UPC codes available for inventory.
inventory_warehouses	Warehouses available for inventory
job_items	Details posted to job cost from GL, AR, AP, Sales, Purchases, Payroll and direct from job cost
jobs	Jobs and their details containing total income, costs and hours posted
note_types	List of available types of notes for communications
notes	Communication details
payment_terms	Payment terms and their details available to customers and vendors.
payroll_depts	Departments for payroll containing GL accounts for posting
payroll_schedules	Schedules available for employees
phase_history	Historical movements of phases in Sales, Purchases and Production containing details of starting and ending dates/times.
phases	List of available phases for sales, purchases and production
production_history	Posted production headers
production_history_items	Posted production details
production_order_items	Unposted production order details
production_orders	Unposted production details
production_template_items	Production template details
production_templates	Production template headers
purchase_history	Purchase history headers
purchase_history_items	Purchase history details
purchase_order_items	Details of purchase orders not closed
purchase_orders	Headers of purchase orders not closed
record_types	Contains the text and background colour of customer, vendor or inventory
sales_departments	Sales departments for Inventory containing GL accounts for Inventory asset, Cost of goods and Sales accounts
sales_history	Sales history headers
sales_history_equipment	Equipment details posted with sales
sales_history_items	Sales history details

sales_history_payments	Payments on history invoices
sales_order_archives	Sales Order headers of all deleted sales orders
sales_order_batches	Batch details including profit centre and location
sales_order_equipment	Equipment attached to un posted ales Order
sales_order_item_archives	Details of all deleted sales orders
sales_order_items	Un-posted Sales Order details
sales_order_payment_archives	Payments assigned to deleted Sales Orders
sales_order_payments	Payments assigned to open Sales Orders when sales orders set to batched mode
sales_orders	Sales order headers
sales_taxes	Sales taxes and their rates
salespeople	Salespeople master list
shipping_methods	Shipping methods available for sales and purchases
system_filters	User and company filters and details
system_record_locks	Record is added to locks when a user has a record open
system_report_permissions	Contains report security for company and users
system_sequence_numbers	Next sequence number for each document
system_settings	Contains the settings for the company
system_users	User list
territories	Territory master list
timecard_entries	Each timecard line from Payroll
timecards	Timecard headers
udf_fields	User defined fields from each module
udf_pages	User defined pages/tabs from each module
vendor_code_changes	Un-posted vendor code changes containing old and new code
vendor_pricing	Vendor pricing for Inventory used for purchases
vendors	Vendor master list
zip_codes	Zip/Postal codes, provinces and states

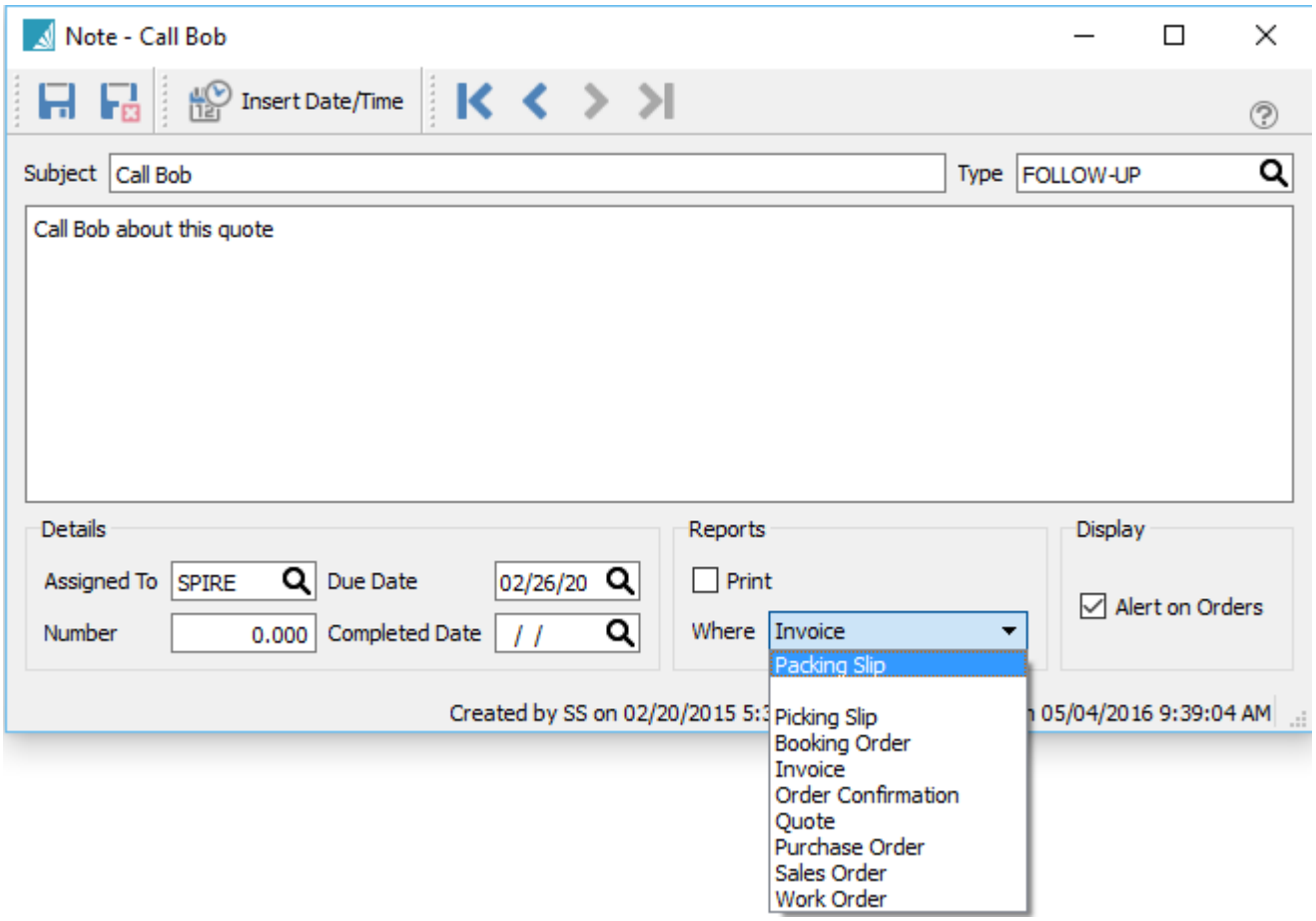
Communications- (CRM)

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.



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.

Communications Examples

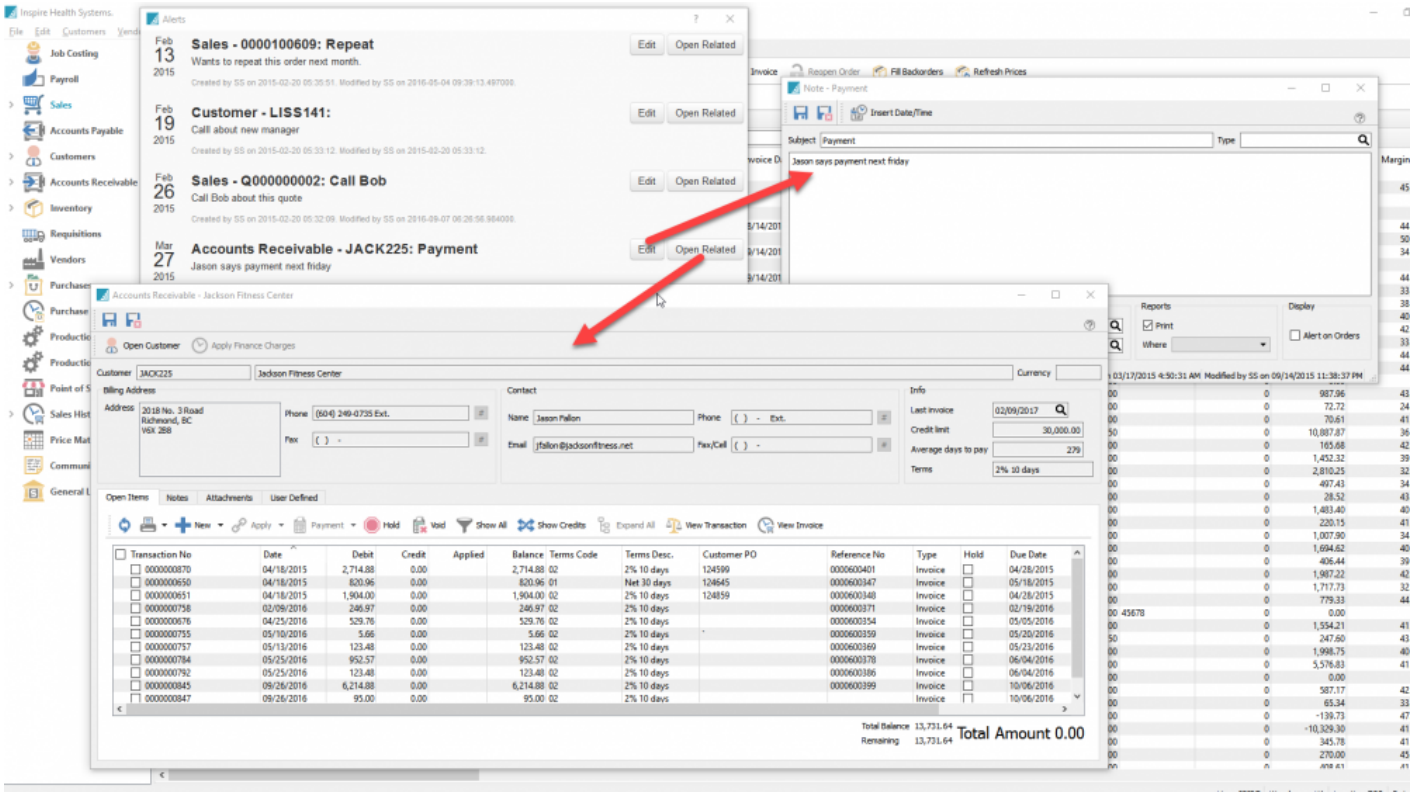
Example communications

- 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.

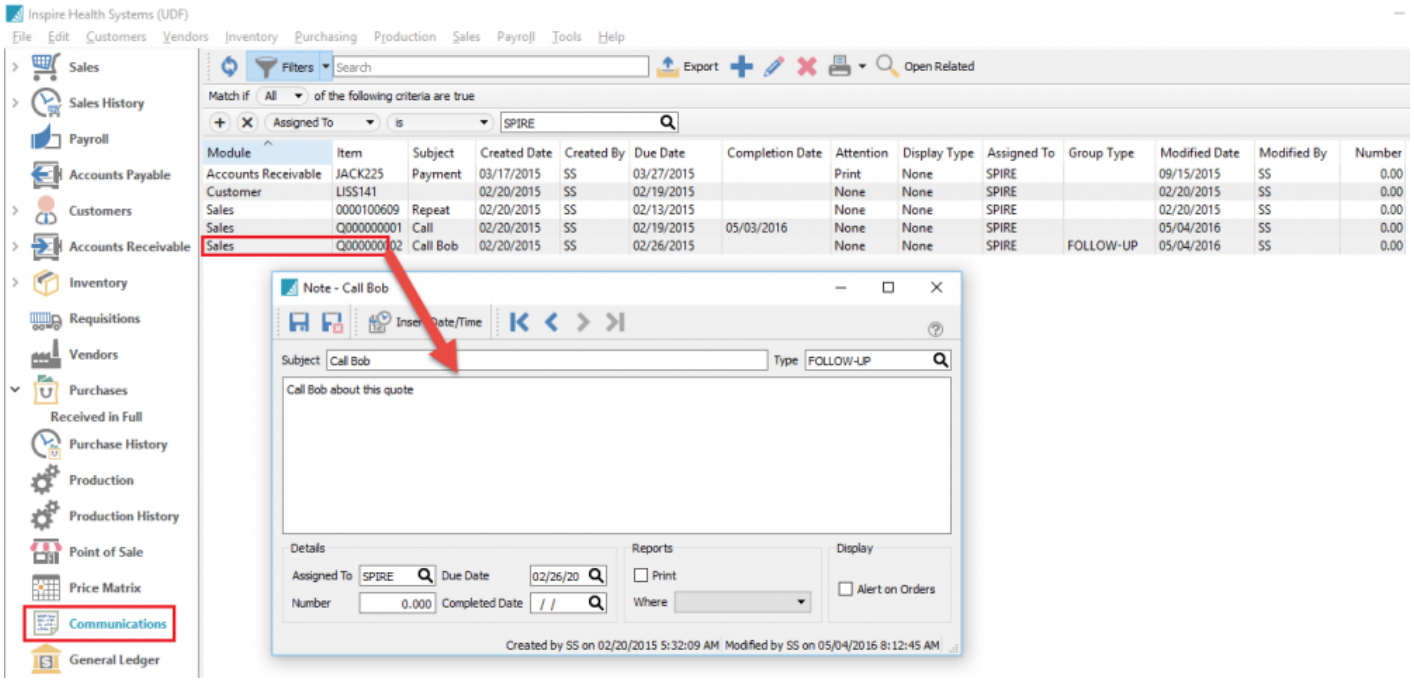
To-Do List on Login

When User Logs In

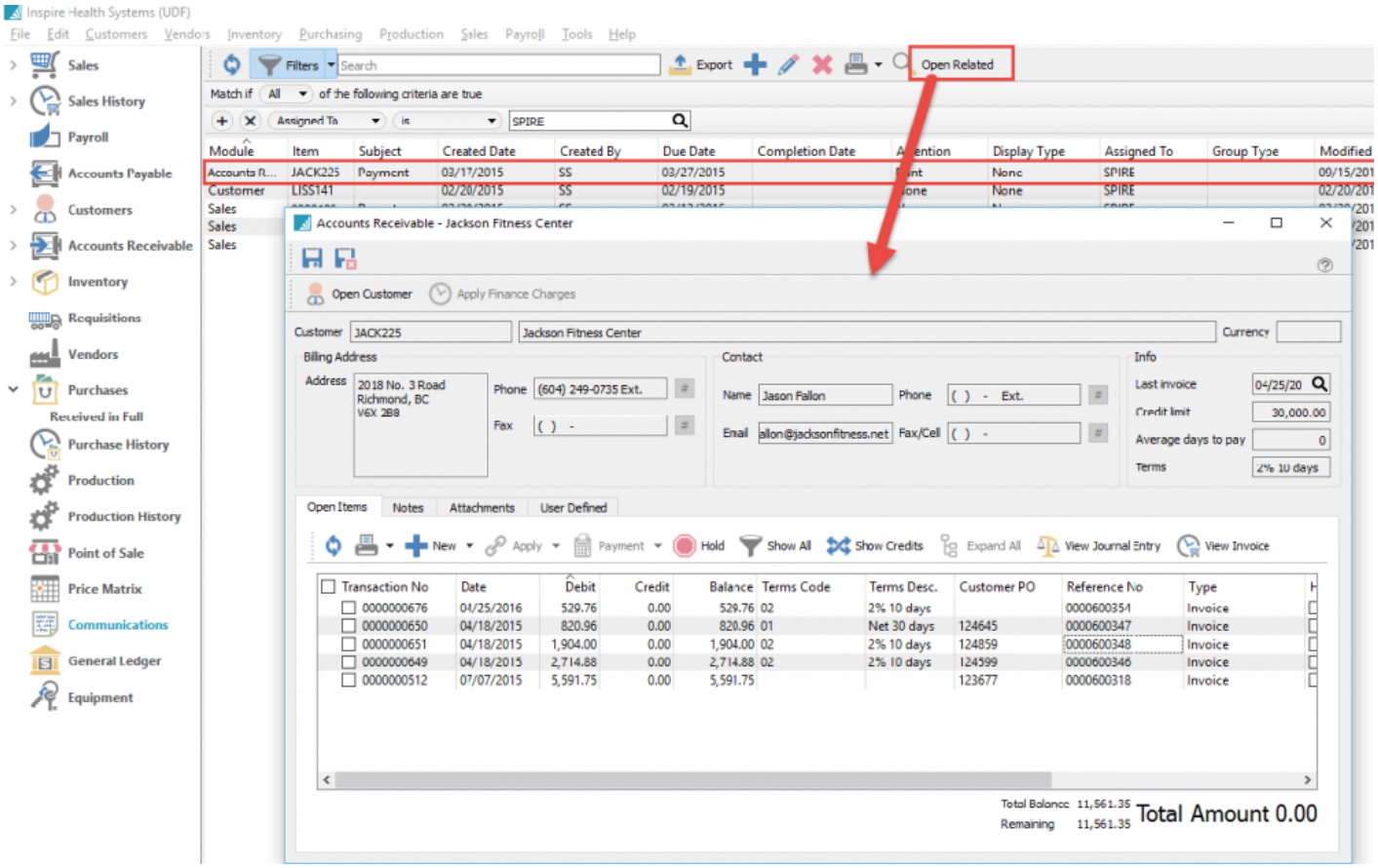
When the user logs in and there are communication notes that are due or overdue, a “To-Do” list will be presented. By clicking the edit button the user can see the details of the communication.



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.

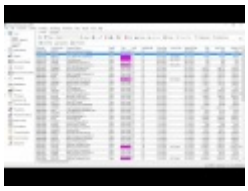


Clicking on the “Open Related” button will bring up the record where that communication was created. For instance if it was an accounts receivable message it will open to that customers AR record.

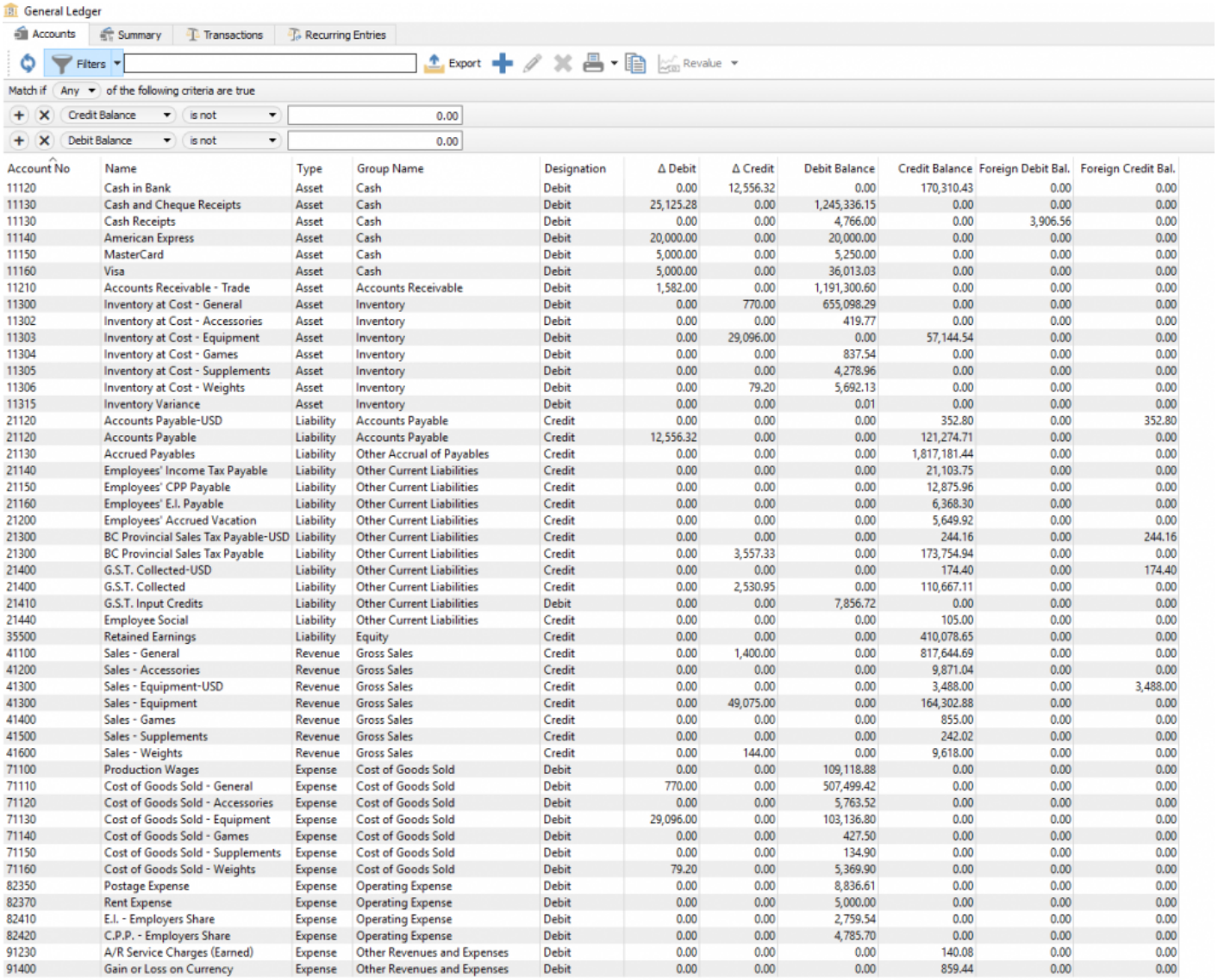

Inspire Health Systems (UDF)
File Edit Customers Vendors Inventory Purchasing Production Sales Payroll Tools Help
Sales
Sales History
Payroll
Accounts Payable
Customers
Accounts Receivable
Inventory
Requisitions
Vendors
Purchases
Received in Full
Purchase History
Production
Production History
Point of Sale
Price Matrix
Communications
General Ledger
Equipment
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 Display Type Assigned To Group Type Modified
Accounts R... JACK225 Payment 03/17/2015 SS 03/27/2015 None SPIRE 09/15/201
Customer LISS141 02/20/2015 SS 02/19/2015 None SPIRE 02/20/201
Sales
Sales
Sales
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 allon@jacksonfitness.net
Fax/Cell ( ) -
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
0000000676 04/25/2016 529.76 0.00 529.76 02 2% 10 days 0000600351 Invoice
0000000650 04/18/2015 820.96 0.00 820.96 01 Net 30 days 124645 0000600347 Invoice
0000000651 04/18/2015 1,904.00 0.00 1,904.00 02 2% 10 days 124859 0000600348 Invoice
0000000649 04/18/2015 2,714.88 0.00 2,714.88 02 2% 10 days 124599 0000600346 Invoice
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

Communications Video Demo

Video Instructions – Communications

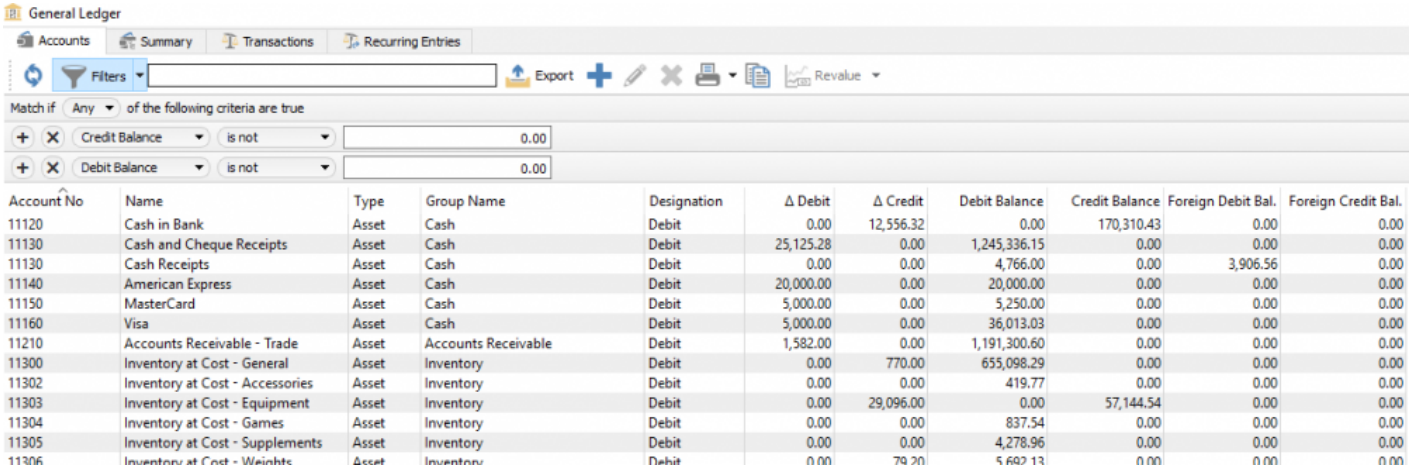


General Ledger



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



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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
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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

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

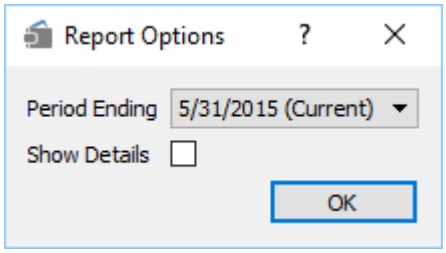
Edit – Edits highlighted GL account

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:

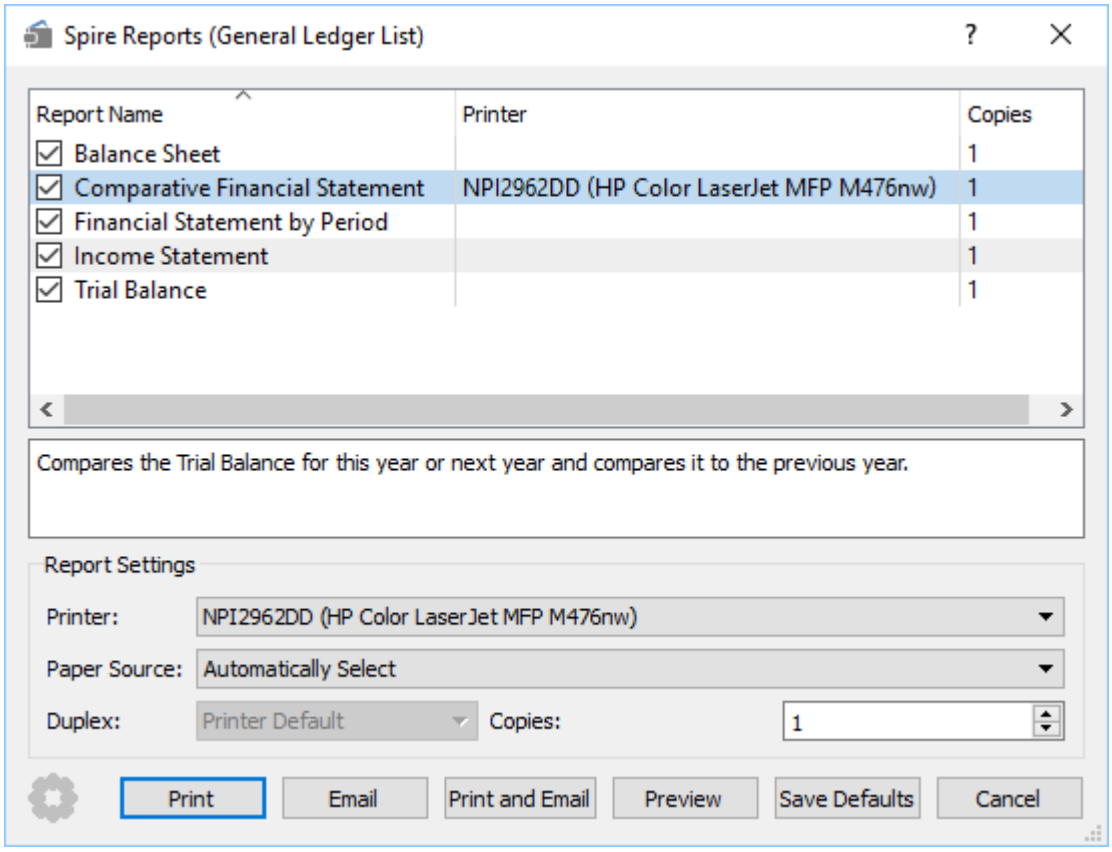
- **Trial Balance**
- **Income Statement**
- **Balance Sheet**

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'.



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

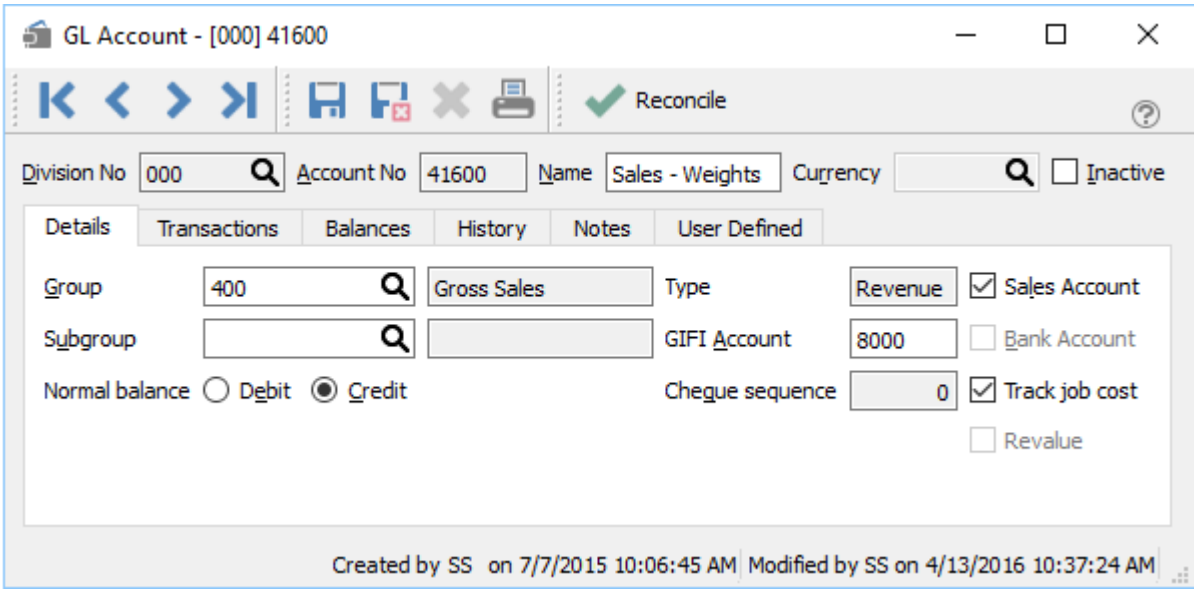
The next screen would ask which report(s) to print, the printer selection information and if they want to email the reports. Note that all reports can be printed or emailed at once.



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.

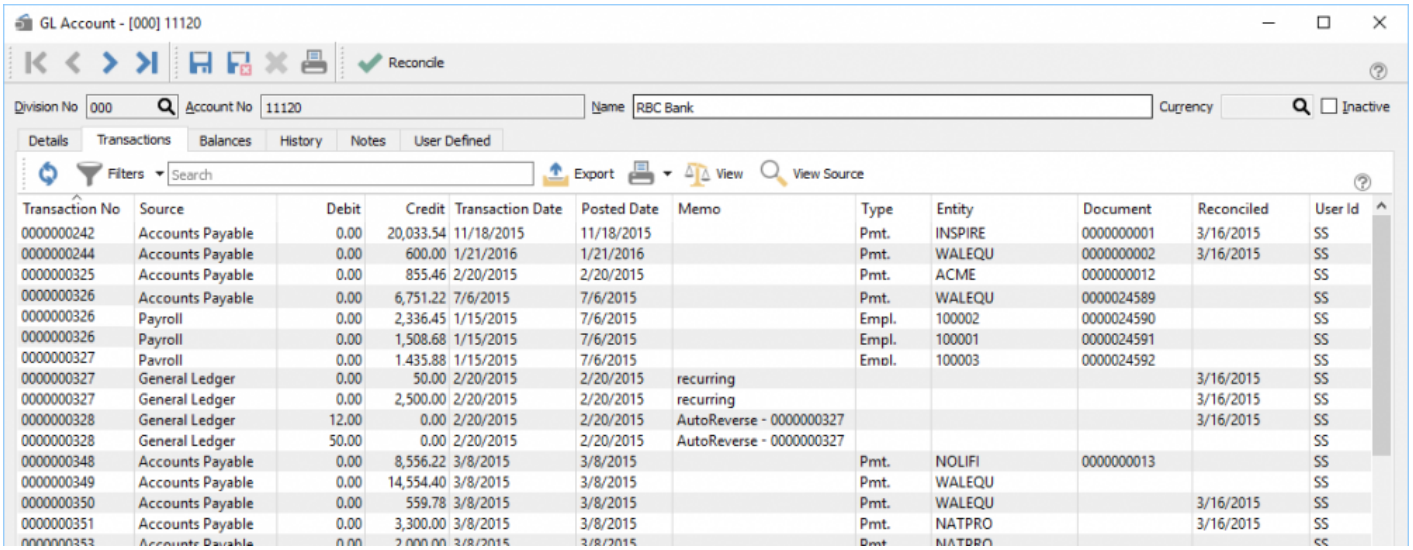
Check Sequence – The next cheque number that will be assigned by default when paying from this GL account.

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



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

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.

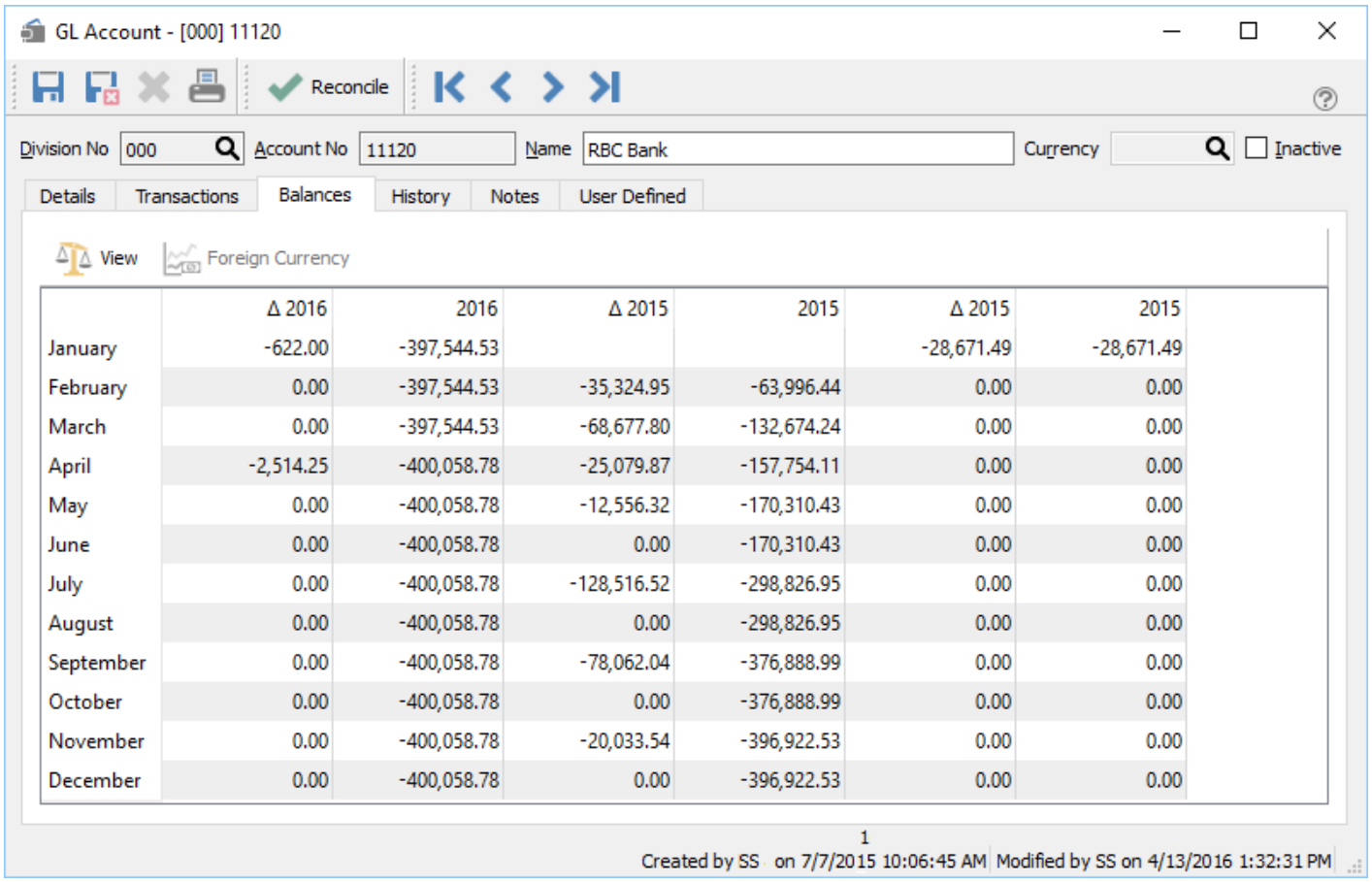
Document – The document number passed from the sub ledger posting. ie- the invoice number

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

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.

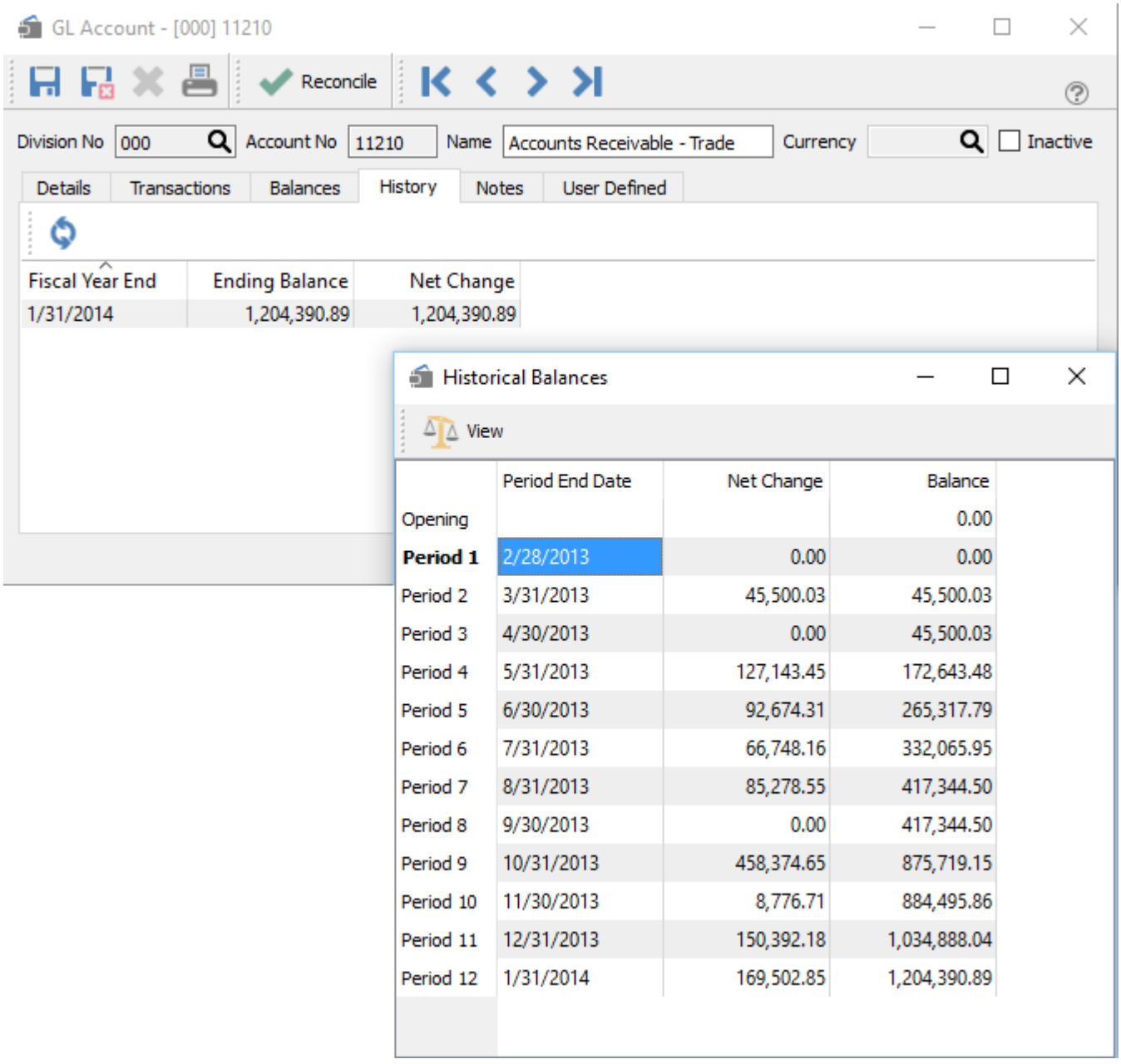
This Year – The running balance of the GL account for that period for this year.

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.



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

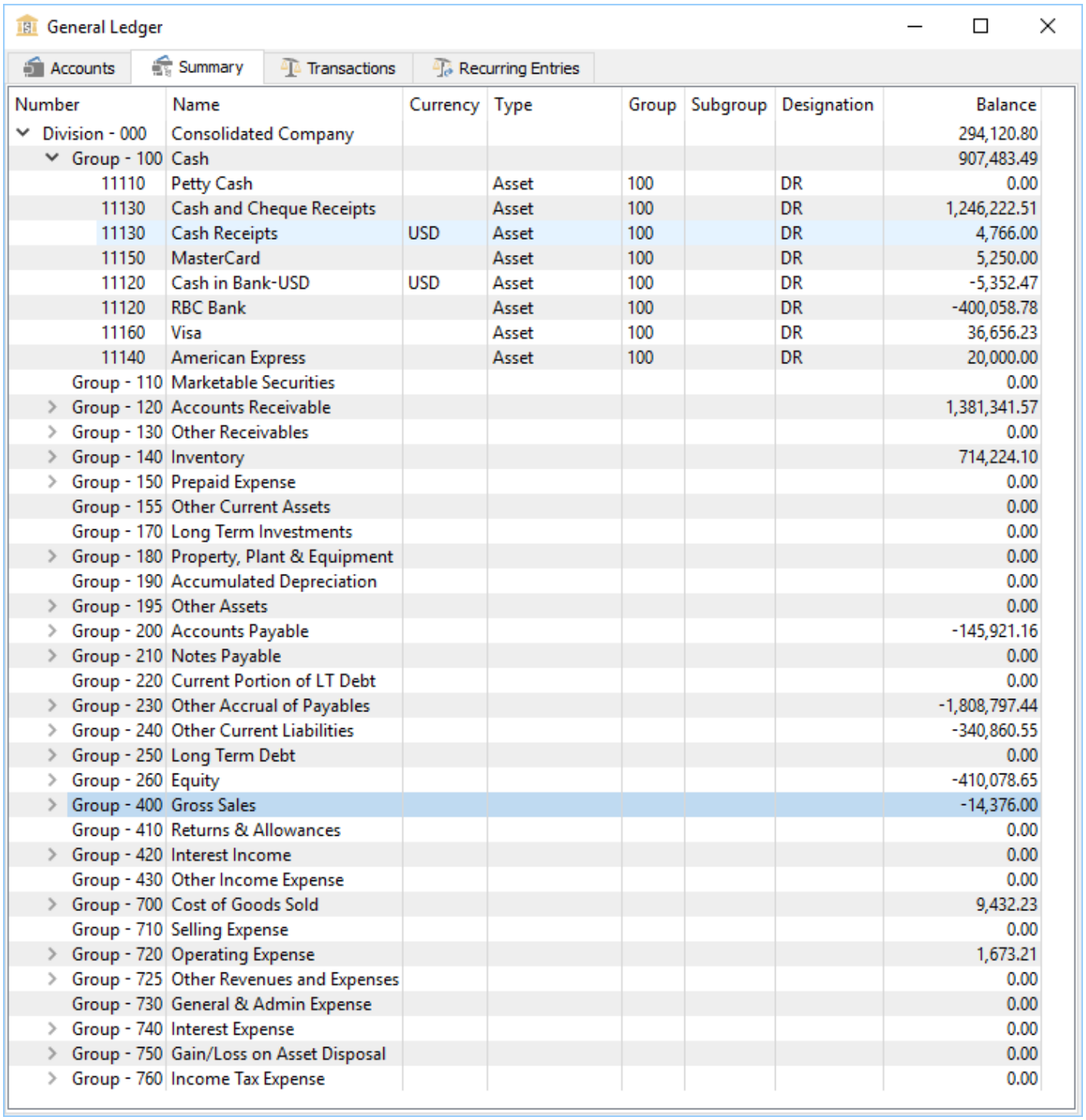
Any number of notes can be added for this GL account.

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.

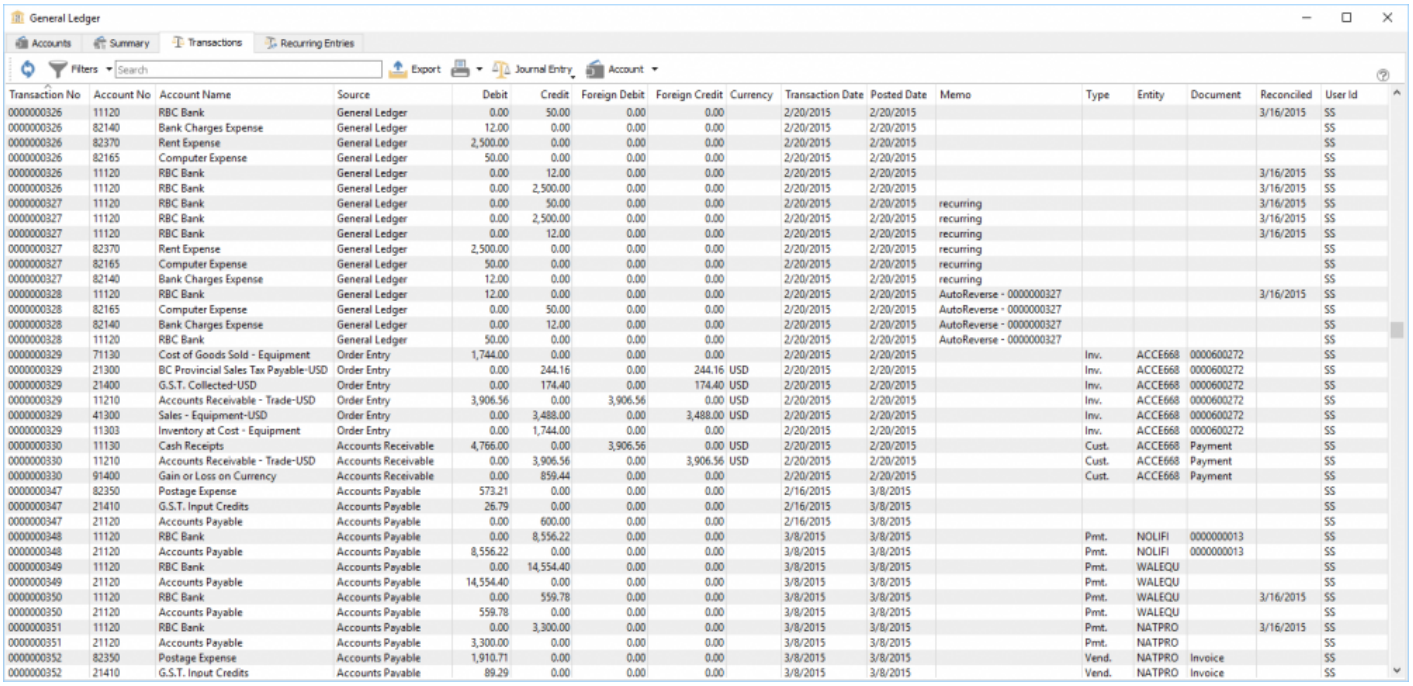


Number	Name	Currency	Type	Group	Subgroup	Designation	Balance
Division - 000	Consolidated Company						294,120.80
Group - 100	Cash						907,483.49
11110	Petty Cash		Asset	100		DR	0.00
11130	Cash and Cheque Receipts		Asset	100		DR	1,246,222.51
11130	Cash Receipts	USD	Asset	100		DR	4,766.00
11150	MasterCard		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.	ACCE668	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.	ACCE668	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.	ACCE668	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.	ACCE668	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.	ACCE668	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.	ACCE668	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.	ACCE668	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.	ACCE668	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.	ACCE668	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

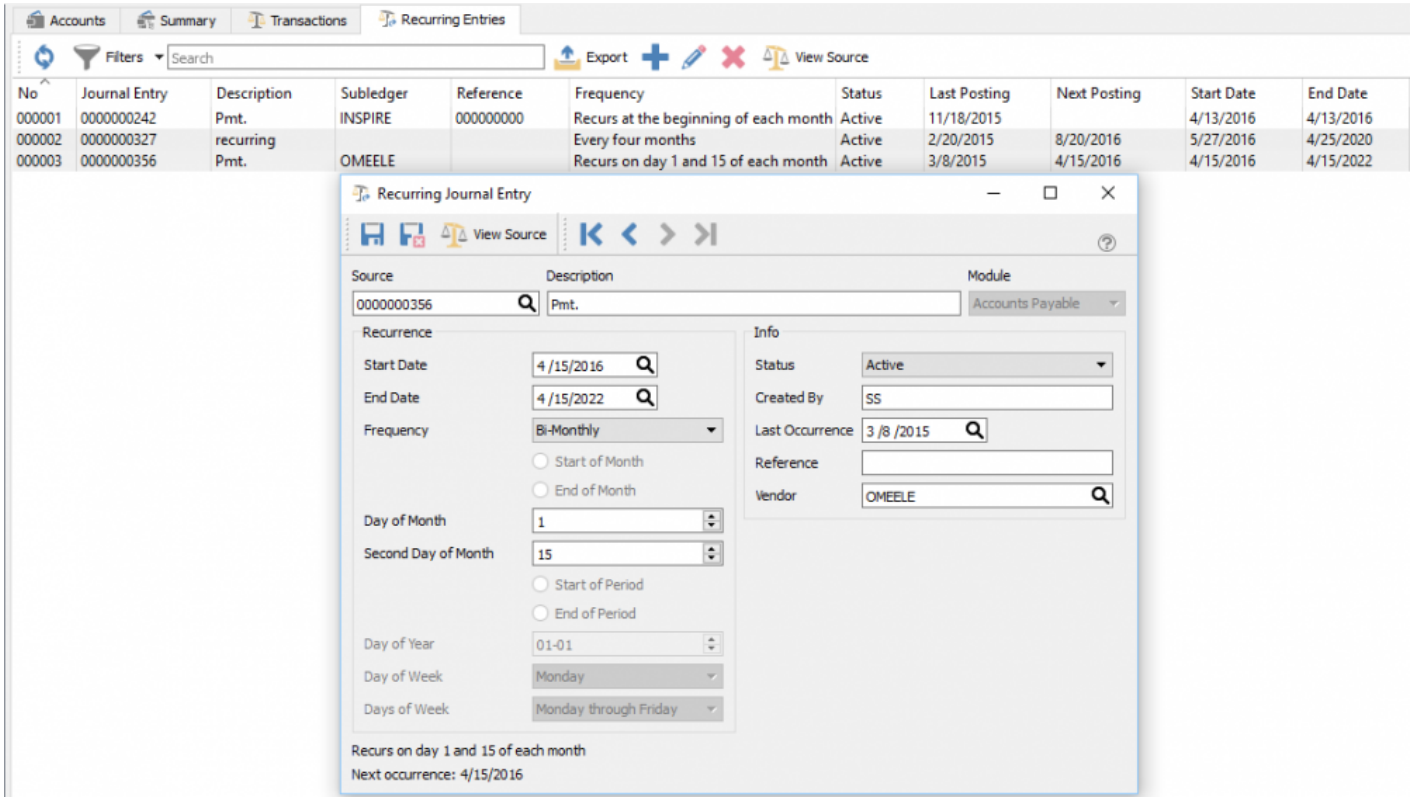
Reconciled – The date that the entry was reconciled. If blank then it has not been reconciled.

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



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.

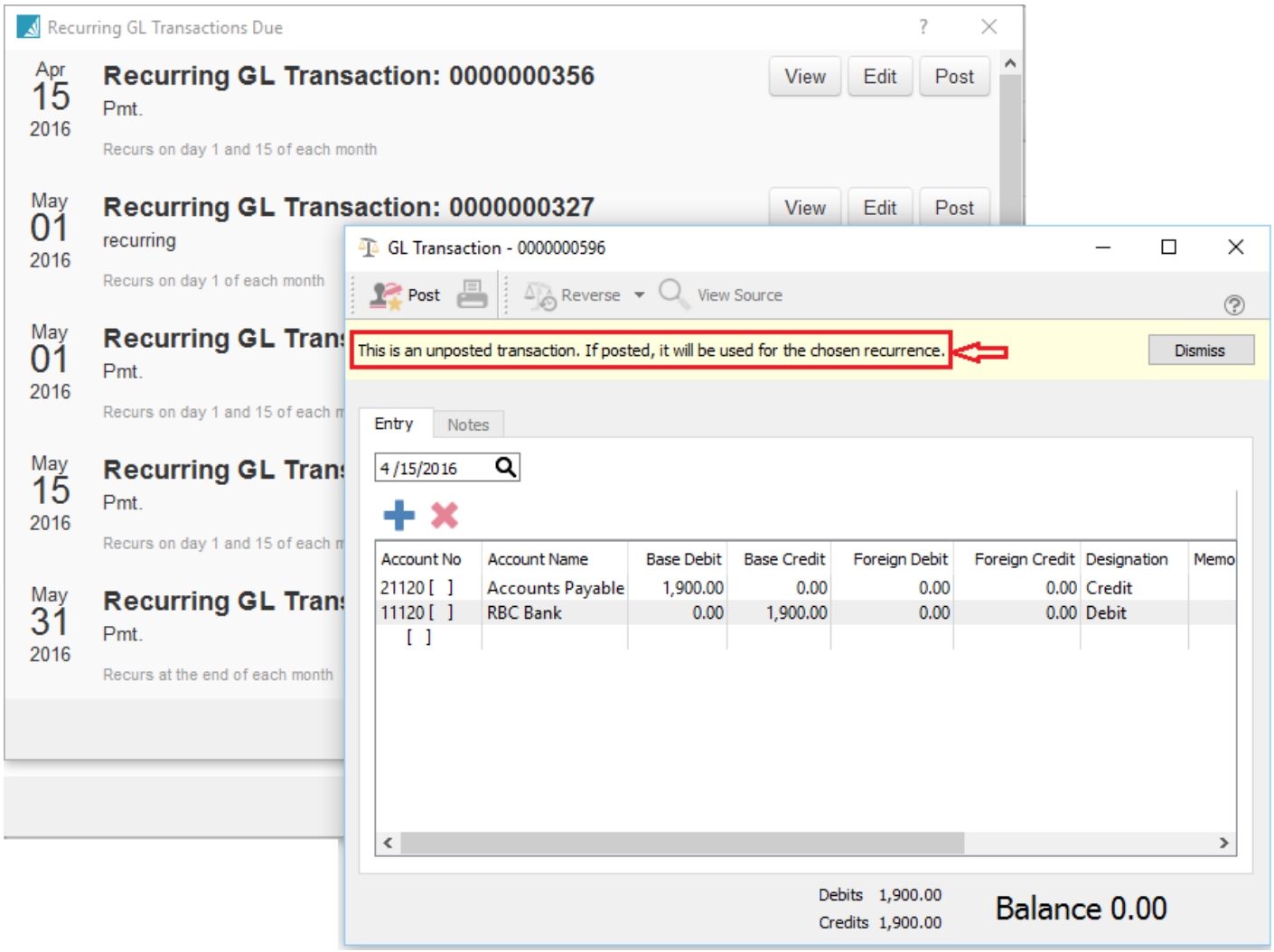
Last Occurrence – The last date the entry was posted.

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.

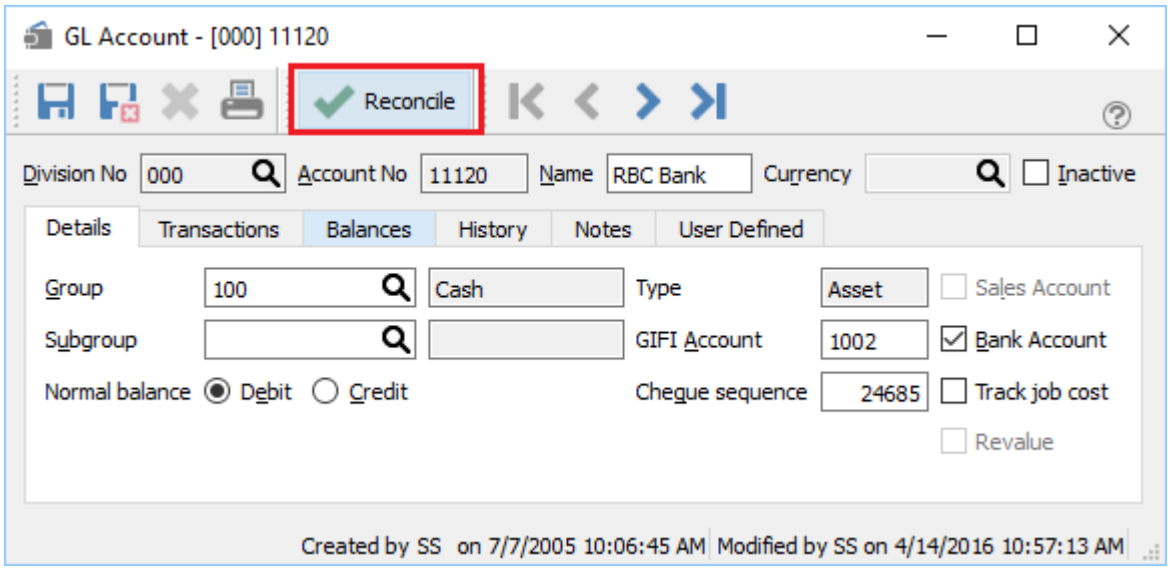


Note-The user can edit the recurring entry before posting it and then the next time the entry comes up on the schedule it will use the latest version of the posting.

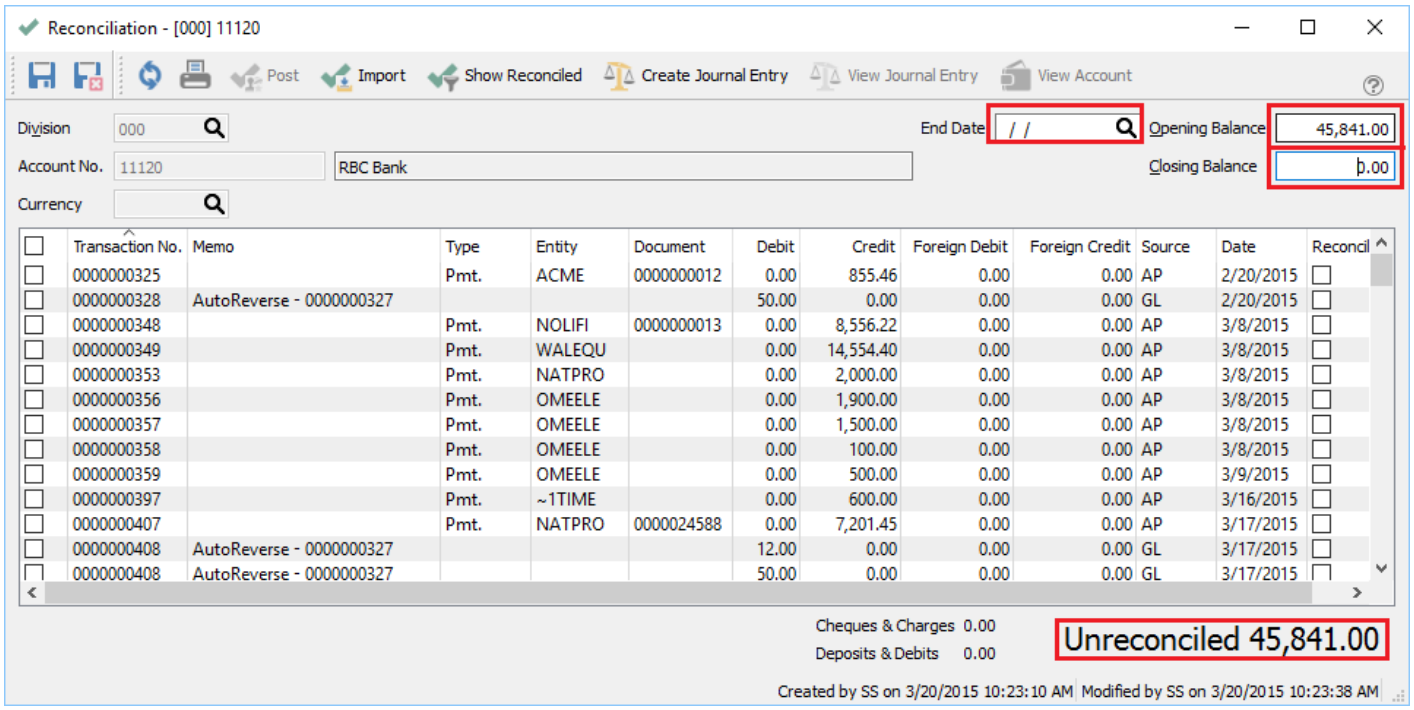
Account Reconciliation

Each general ledger account can 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 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.



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.

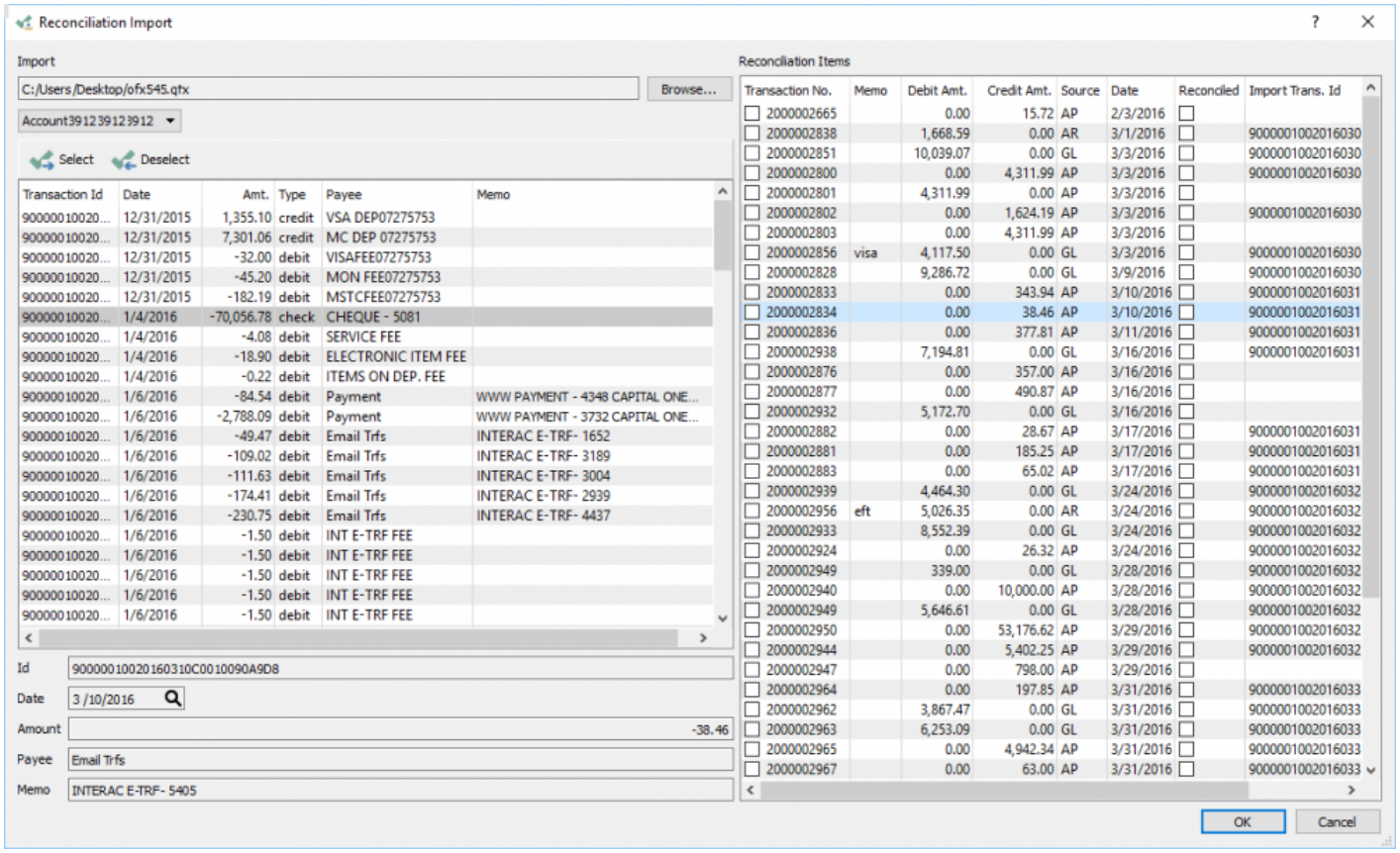
View Account – Opens the GL account for viewing.

End Date – Date of the last transaction that the user wants to see.

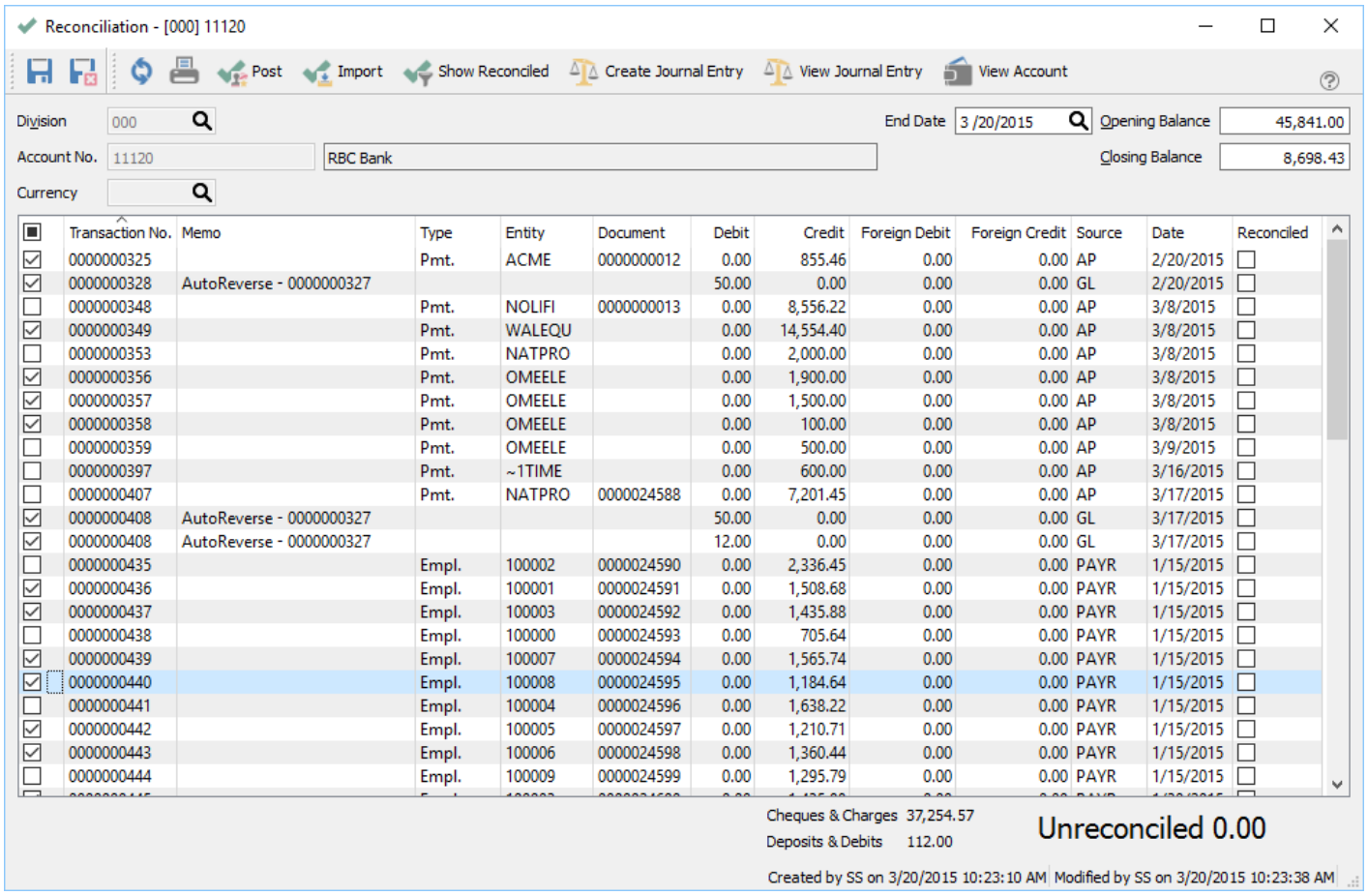
> Note – If doing back to back reconciliations be sure to use the date of the bank statement end as it will use that date for the reconciliation post. If left blank then it will post today's date. If more than one reconciliation is done with the same date it becomes harder to un-reconcile if required

Opening Balance – The statement opening balance that gets carried forward from the previous reconciliation.

Closing Balance – The closing balance of the statement.

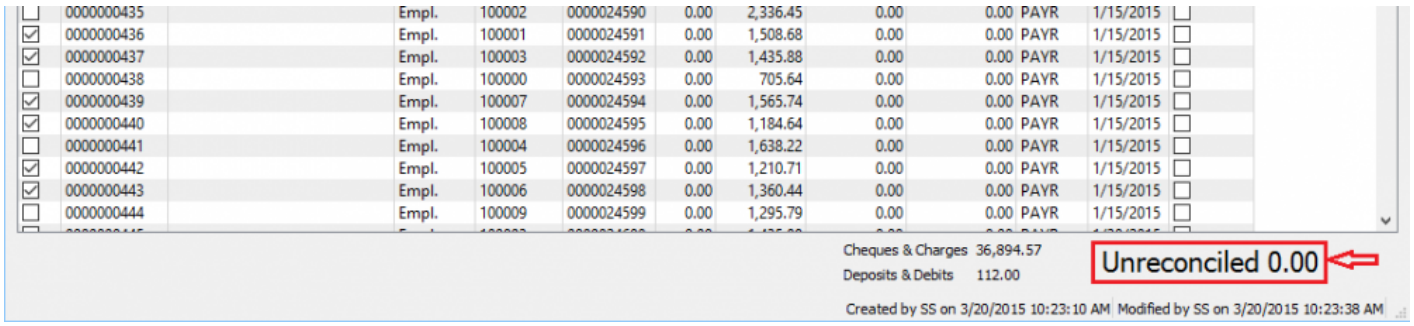


The 'Import' button can be clicked and the user can browse for a .qfx file that gets downloaded from web banking. It will then automatically reconcile the transactions that match dates and amounts.



Transaction No.	Memo	Type	Entity	Document	Debit	Credit	Foreign Debit	Foreign Credit	Source	Date	Reconciled
0000000325		Pmt.	ACME	0000000012	0.00	855.46	0.00	0.00	AP	2/20/2015	
0000000328	AutoReverse - 0000000327				50.00	0.00	0.00	0.00	GL	2/20/2015	
0000000348		Pmt.	NOLIFI	0000000013	0.00	8,556.22	0.00	0.00	AP	3/8/2015	
0000000349		Pmt.	WALEQU		0.00	14,554.40	0.00	0.00	AP	3/8/2015	
0000000353		Pmt.	NATPRO		0.00	2,000.00	0.00	0.00	AP	3/8/2015	
0000000356		Pmt.	OMEELE		0.00	1,900.00	0.00	0.00	AP	3/8/2015	
0000000357		Pmt.	OMEELE		0.00	1,500.00	0.00	0.00	AP	3/8/2015	
0000000358		Pmt.	OMEELE		0.00	100.00	0.00	0.00	AP	3/8/2015	
0000000359		Pmt.	OMEELE		0.00	500.00	0.00	0.00	AP	3/9/2015	
0000000397		Pmt.	~1TIME		0.00	600.00	0.00	0.00	AP	3/16/2015	
0000000407		Pmt.	NATPRO	0000024588	0.00	7,201.45	0.00	0.00	AP	3/17/2015	
0000000408	AutoReverse - 0000000327				50.00	0.00	0.00	0.00	GL	3/17/2015	
0000000408	AutoReverse - 0000000327				12.00	0.00	0.00	0.00	GL	3/17/2015	
0000000435		Empl.	100002	0000024590	0.00	2,336.45	0.00	0.00	PAYR	1/15/2015	
0000000436		Empl.	100001	0000024591	0.00	1,508.68	0.00	0.00	PAYR	1/15/2015	
0000000437		Empl.	100003	0000024592	0.00	1,435.88	0.00	0.00	PAYR	1/15/2015	
0000000438		Empl.	100000	0000024593	0.00	705.64	0.00	0.00	PAYR	1/15/2015	
0000000439		Empl.	100007	0000024594	0.00	1,565.74	0.00	0.00	PAYR	1/15/2015	
0000000440		Empl.	100008	0000024595	0.00	1,184.64	0.00	0.00	PAYR	1/15/2015	
0000000441		Empl.	100004	0000024596	0.00	1,638.22	0.00	0.00	PAYR	1/15/2015	
0000000442		Empl.	100005	0000024597	0.00	1,210.71	0.00	0.00	PAYR	1/15/2015	
0000000443		Empl.	100006	0000024598	0.00	1,360.44	0.00	0.00	PAYR	1/15/2015	
0000000444		Empl.	100009	0000024599	0.00	1,295.79	0.00	0.00	PAYR	1/15/2015	

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.



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

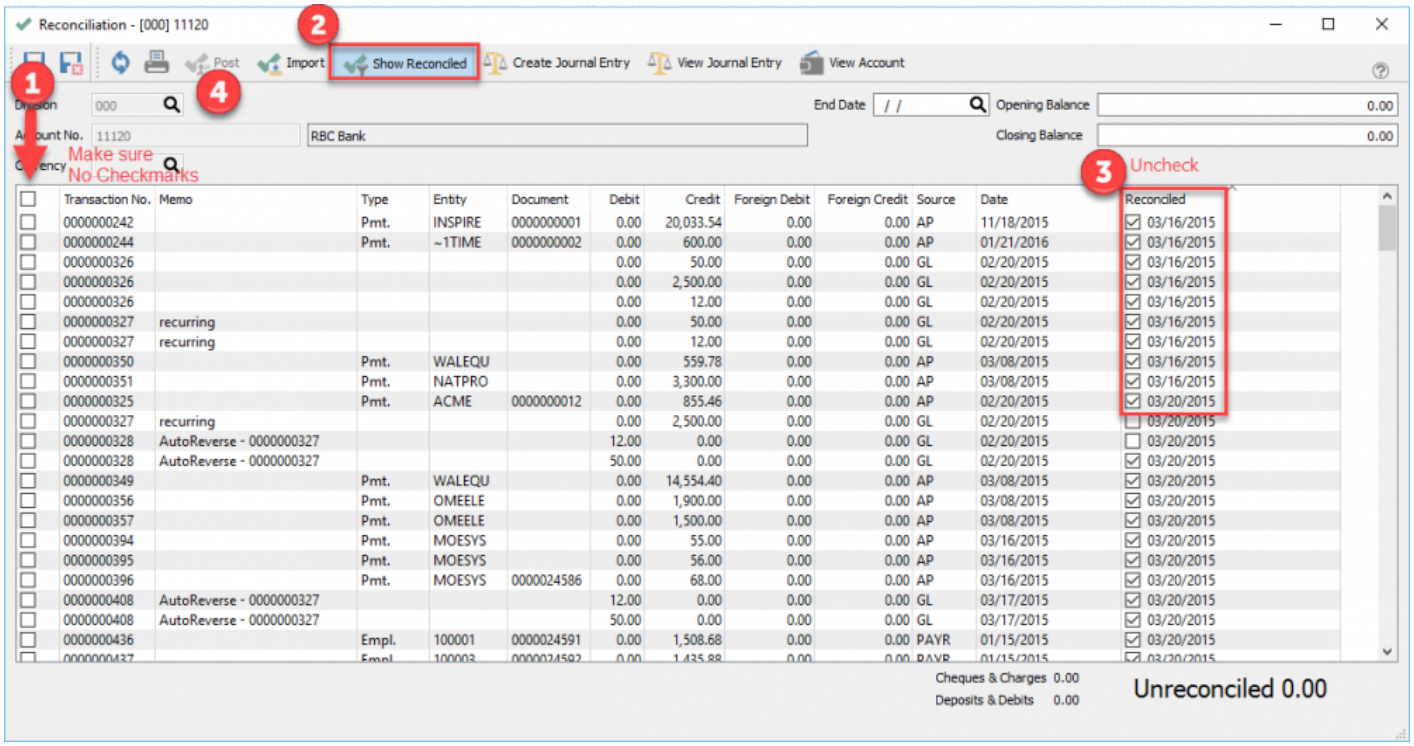
Rec	Transaction #	Source	Memo	Date	Debit	Credit	Reconciled
☑	0000000325	AP	Pmt. ACME 0000000012	Feb 20, 15	0.00	855.46	☐
☑	0000000328	GL	AutoReverse - 0000000327	Feb 20, 15	50.00	0.00	☐
☐	0000000348	AP	Pmt. NOLIFI 0000000013	Mar 8, 15	0.00	8,556.22	☐
☑	0000000349	AP	Pmt. WALEQU	Mar 8, 15	0.00	14,554.40	☐
☐	0000000353	AP	Pmt. NATPRO	Mar 8, 15	0.00	2,000.00	☐
☑	0000000356	AP	Pmt. OMEELE	Mar 8, 15	0.00	1,900.00	☐
☑	0000000357	AP	Pmt. OMEELE	Mar 8, 15	0.00	1,500.00	☐
☐	0000000358	AP	Pmt. OMEELE	Mar 8, 15	0.00	100.00	☐
☐	0000000359	AP	Pmt. OMEELE	Mar 9, 15	0.00	500.00	☐
☐	0000000397	AP	Pmt. ~1TIME	Mar 16, 15	0.00	600.00	☐
☐	0000000407	AP	Pmt. NATPRO 0000024588	Mar 17, 15	0.00	7,201.45	☐
☑	0000000408	GL	AutoReverse - 0000000327	Mar 17, 15	12.00	0.00	☐
☑	0000000408	GL	AutoReverse - 0000000327	Mar 17, 15	50.00	0.00	☐
☐	0000000435	PAYR	Empl 100002 0000024590	Jan 15, 15	0.00	2,336.45	☐
☑	0000000436	PAYR	Empl 100001 0000024591	Jan 15, 15	0.00	1,508.68	☐
☑	0000000437	PAYR	Empl 100003 0000024592	Jan 15, 15	0.00	1,435.88	☐
☐	0000000438	PAYR	Empl 100000 0000024593	Jan 15, 15	0.00	705.64	☐
☑	0000000439	PAYR	Empl 100007 0000024594	Jan 15, 15	0.00	1,565.74	☐
☑	0000000440	PAYR	Empl 100008 0000024595	Jan 15, 15	0.00	1,184.64	☐
☐	0000000441	PAYR	Empl 100004 0000024596	Jan 15, 15	0.00	1,638.22	☐
☑	0000000442	PAYR	Empl 100005 0000024597	Jan 15, 15	0.00	1,210.71	☐
☑	0000000443	PAYR	Empl 100006 0000024598	Jan 15, 15	0.00	1,360.44	☐
☐	0000000444	PAYR	Empl 100009 0000024599	Jan 15, 15	0.00	1,295.79	☐
☐	0000000480	PAYR	Empl 100009 0000024635	Mar 13, 15	0.00	1,295.79	☐
☐	0000000481	PAYR	Empl 100001 0000024636	Mar 13, 15	0.00	1,508.68	☐
☐	0000000482	PAYR	Empl 100006 0000024637	Mar 13, 15	0.00	1,360.44	☐
☐	0000000625	GL	AutoReverse - 0000000327	Feb 20, 15	12.00	0.00	☐
☐	0000000625	GL	AutoReverse - 0000000327	Feb 20, 15	50.00	0.00	☐
☑	0000000627	GL		Feb 8, 15	0.00	644.13	☐

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”



- 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.

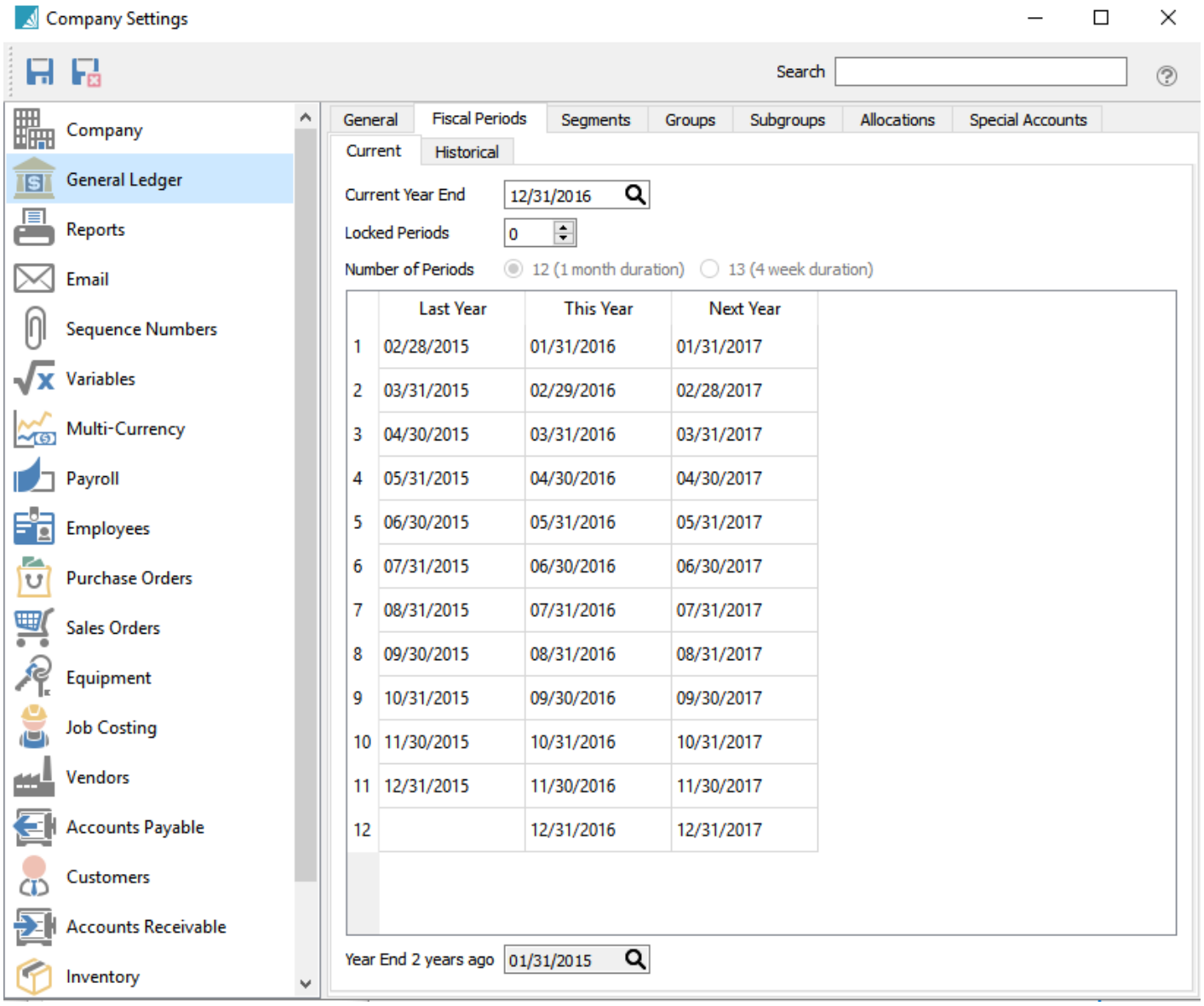
> ✻ Note – If doing back to back reconciliations be sure to use the date of the bank statement end as it will use that date for the reconciliation post. If left blank then it will post today’s date. If more than one reconciliation is done with the same date it becomes harder to un-reconcile if required.

GL – Included Reports

GL Included Reports

General Ledger Year End

At any given time Spire has 3 years open that users can post to. They are Last Year, This Year and Next Year. Typically companies work in This Year but that is not a requirement. By working in This Year Spire allows the user to back date and post date transactions 1 year back or 1 year forward.



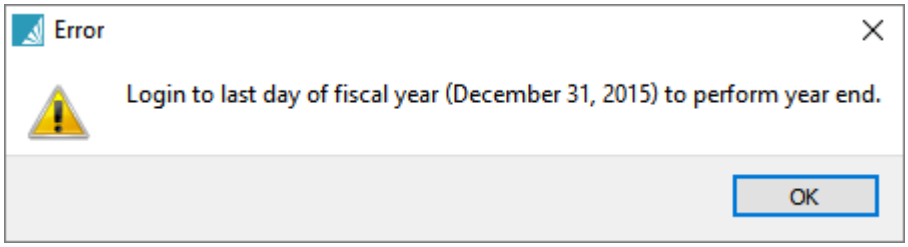
	Last Year	This Year	Next Year
1	02/28/2015	01/31/2016	01/31/2017
2	03/31/2015	02/29/2016	02/28/2017
3	04/30/2015	03/31/2016	03/31/2017
4	05/31/2015	04/30/2016	04/30/2017
5	06/30/2015	05/31/2016	05/31/2017
6	07/31/2015	06/30/2016	06/30/2017
7	08/31/2015	07/31/2016	07/31/2017
8	09/30/2015	08/31/2016	08/31/2017
9	10/31/2015	09/30/2016	09/30/2017
10	11/30/2015	10/31/2016	10/31/2017
11	12/31/2015	11/30/2016	11/30/2017
12		12/31/2016	12/31/2017

Once the company has finished all of its transactions for a year, that year can be closed. It is not recommend that “This Year” is closed because comparison reports not as easy. Many companies actually wait until close to the end of ‘Next Year” to close “Last Year”. This gives the easiest access to past years transactions.

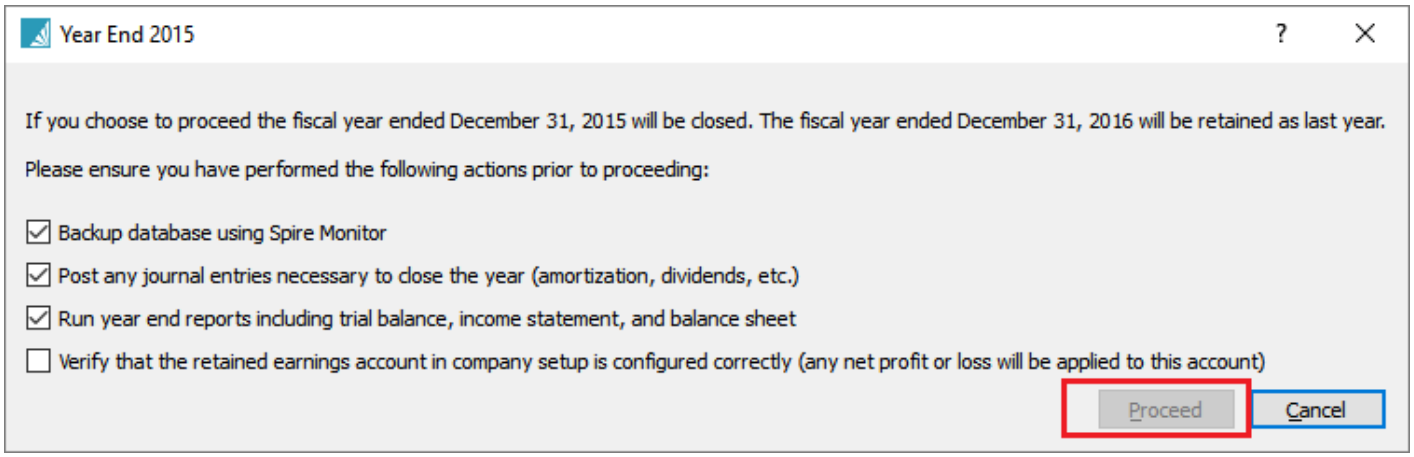
Once the end of “Next Year” arrives, users cannot post transactions, until the year end is performed for ‘Last Year’. Closing the year moves all GL transactions to the historical GL tables and moves the year forward. All other tables like sales history, AR, AP etc are not closed but continue on by date. During the year end close the sales and purchase history year to date amounts are updated in customers, vendors and inventory.

To close the year, go to Tools->Year End. The user must have permission to run this

To be able to perform the year end, the user must be logged into the last day of what is defined as “Last Year”. If they use a different date they will see this message.

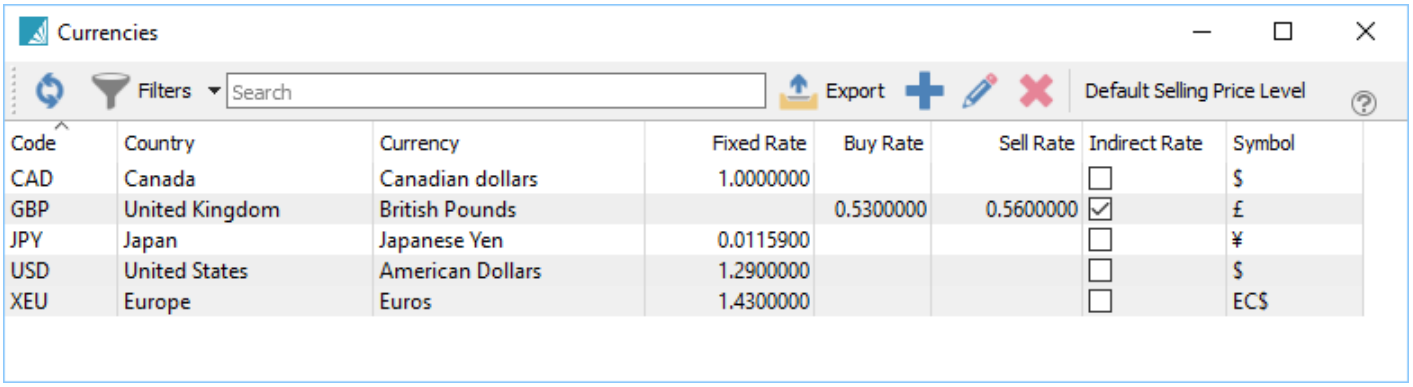


Once the correct date is entered the user will receive this warning message to make sure everything required before a year end has been done.



The ‘Proceed’ button will be grayed out unless the user checks all warning messages.

Multi-Currency



Code	Country	Currency	Fixed Rate	Buy Rate	Sell Rate	Indirect Rate	Symbol
CAD	Canada	Canadian dollars	1.0000000			☐	$
GBP	United Kingdom	British Pounds		0.5300000	0.5600000	☑	£
JPY	Japan	Japanese Yen	0.0115900			☐	¥
USD	United States	American Dollars	1.2900000			☐	$
XEU	Europe	Euros	1.4300000			☐	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.

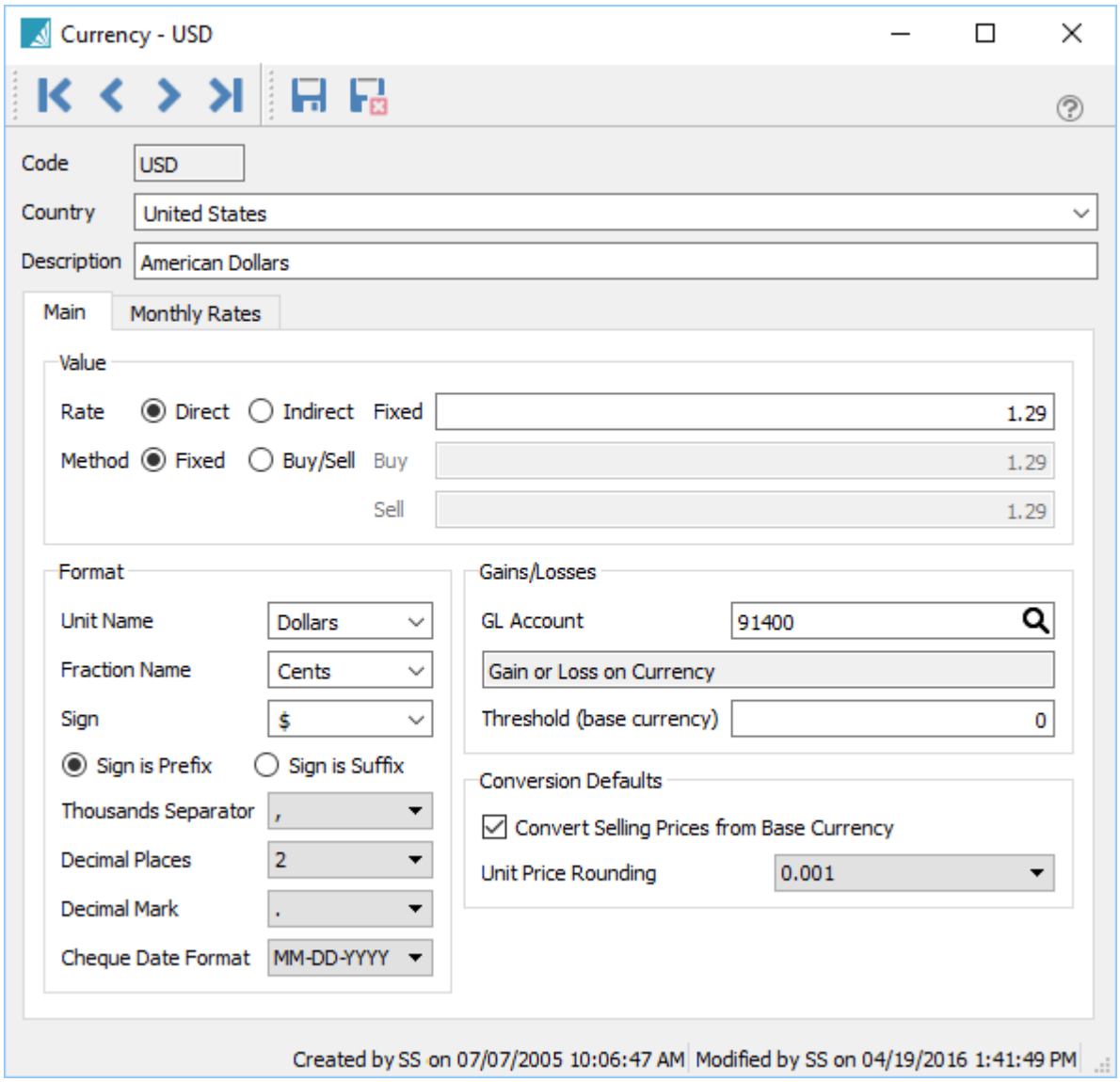
Invoices can therefore be sent to customers and payments can be accepted in their own currency and when they get posted to the GL they get converted to the companies base currency.

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 – 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.

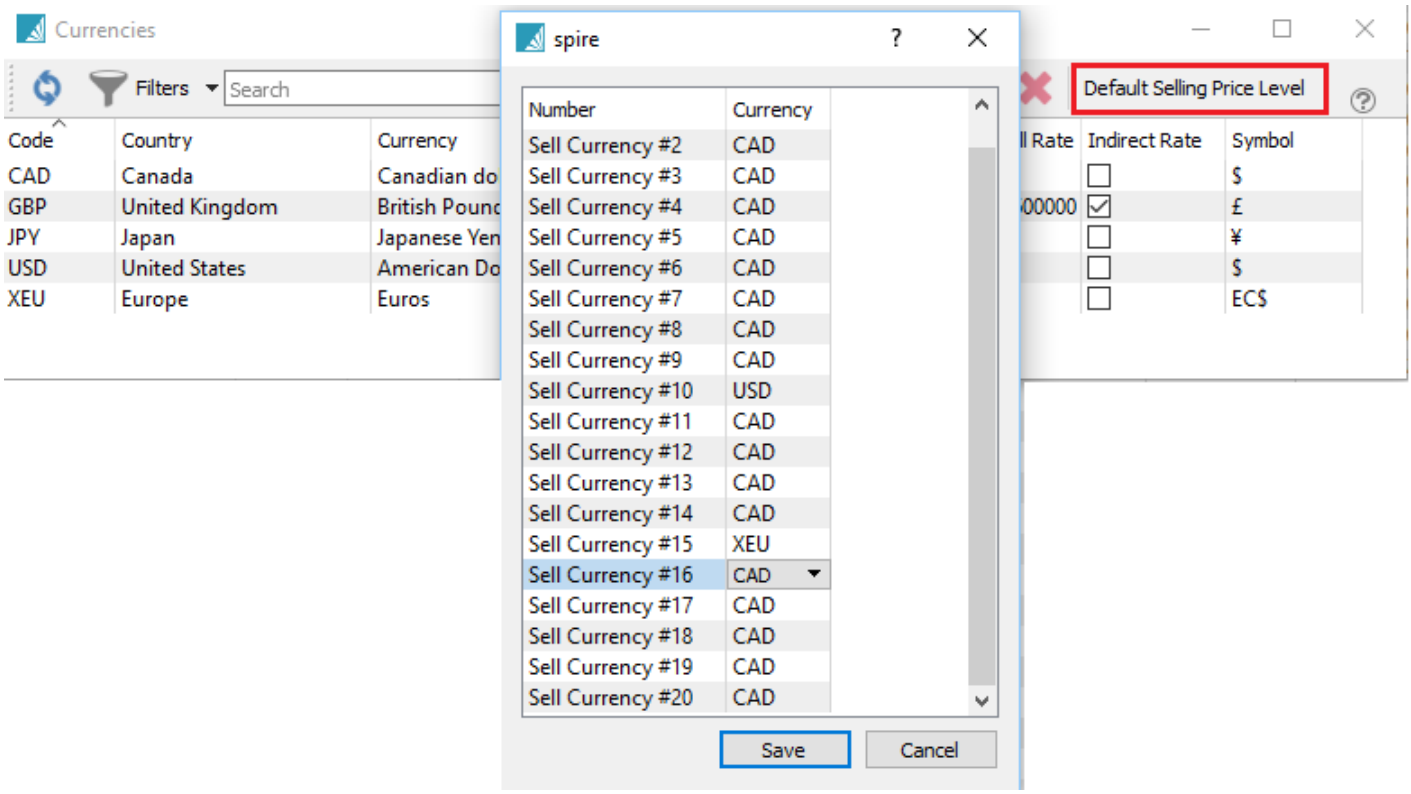
Gains/Losses

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.



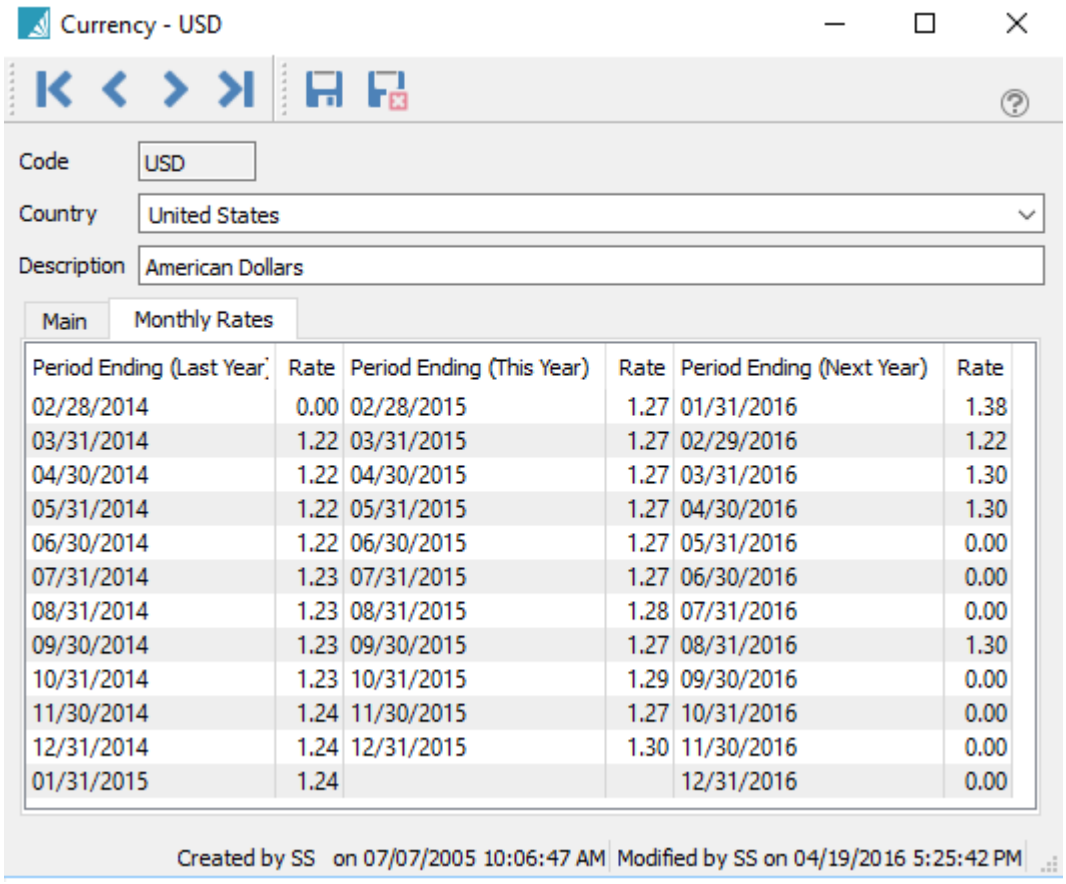
Unit Price Rounding – Usually set to the nearest 10th or 2 decimals.

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.

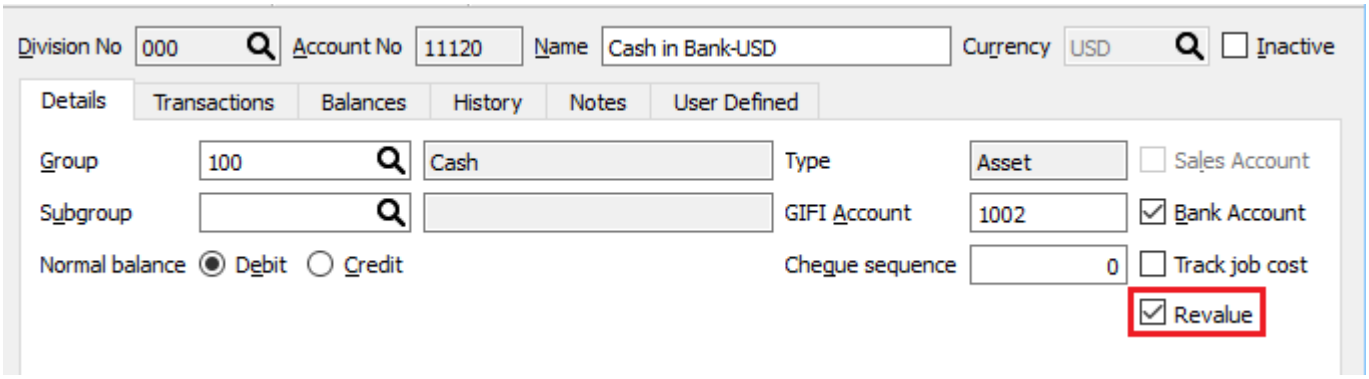
The revaluation process can be run for 'Today's' date or the user can select a past month(s) to run it retroactively. If there is a rate set for that month it will be used as a direct in the revaluation. If there is no rate set then it will use the main rate.See below.



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

Before running the revaluation process be sure to set the rate for each currency.

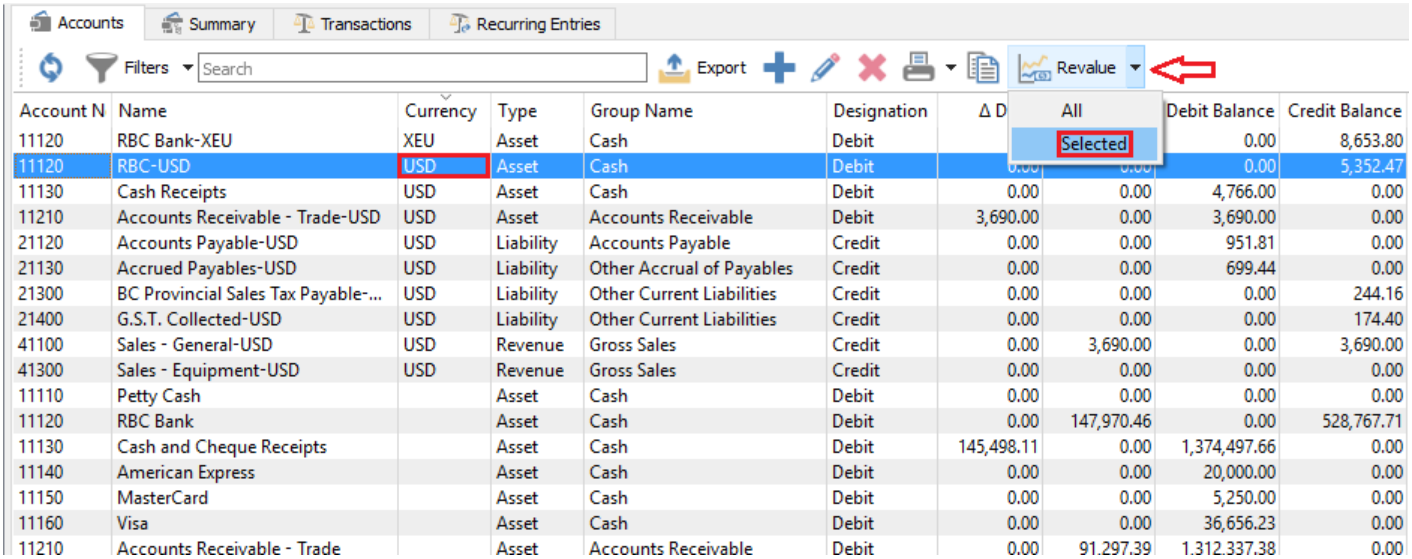
The revaluation will only be run on the GL accounts that have the 'Revalue' flag set on them.



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.



Account N	Name	Currency	Type	Group Name	Designation	Δ D		Debit Balance	Credit Balance
11120	RBC Bank-XEU	XEU	Asset	Cash	Debit			0.00	8,653.80
11120	RBC-USD	USD	Asset	Cash	Debit			0.00	5,352.47
11130	Cash Receipts	USD	Asset	Cash	Debit	0.00	0.00	4,766.00	0.00
11210	Accounts Receivable - Trade-USD	USD	Asset	Accounts Receivable	Debit	3,690.00	0.00	3,690.00	0.00
21120	Accounts Payable-USD	USD	Liability	Accounts Payable	Credit	0.00	0.00	951.81	0.00
21130	Accrued Payables-USD	USD	Liability	Other Accrual of Payables	Credit	0.00	0.00	699.44	0.00
21300	BC Provincial Sales Tax Payable-...	USD	Liability	Other Current Liabilities	Credit	0.00	0.00	0.00	244.16
21400	G.S.T. Collected-USD	USD	Liability	Other Current Liabilities	Credit	0.00	0.00	0.00	174.40
41100	Sales - General-USD	USD	Revenue	Gross Sales	Credit	0.00	3,690.00	0.00	3,690.00
41300	Sales - Equipment-USD	USD	Revenue	Gross Sales	Credit	0.00	0.00	0.00	0.00
11110	Petty Cash		Asset	Cash	Debit	0.00	0.00	0.00	0.00
11120	RBC Bank		Asset	Cash	Debit	0.00	147,970.46	0.00	528,767.71
11130	Cash and Cheque Receipts		Asset	Cash	Debit	145,498.11	0.00	1,374,497.66	0.00
11140	American Express		Asset	Cash	Debit	0.00	0.00	20,000.00	0.00
11150	MasterCard		Asset	Cash	Debit	0.00	0.00	5,250.00	0.00
11160	Visa		Asset	Cash	Debit	0.00	0.00	36,656.23	0.00
11210	Accounts Receivable - Trade		Asset	Accounts Receivable	Debit	0.00	91,297.39	1,312,337.38	0.00

.

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.

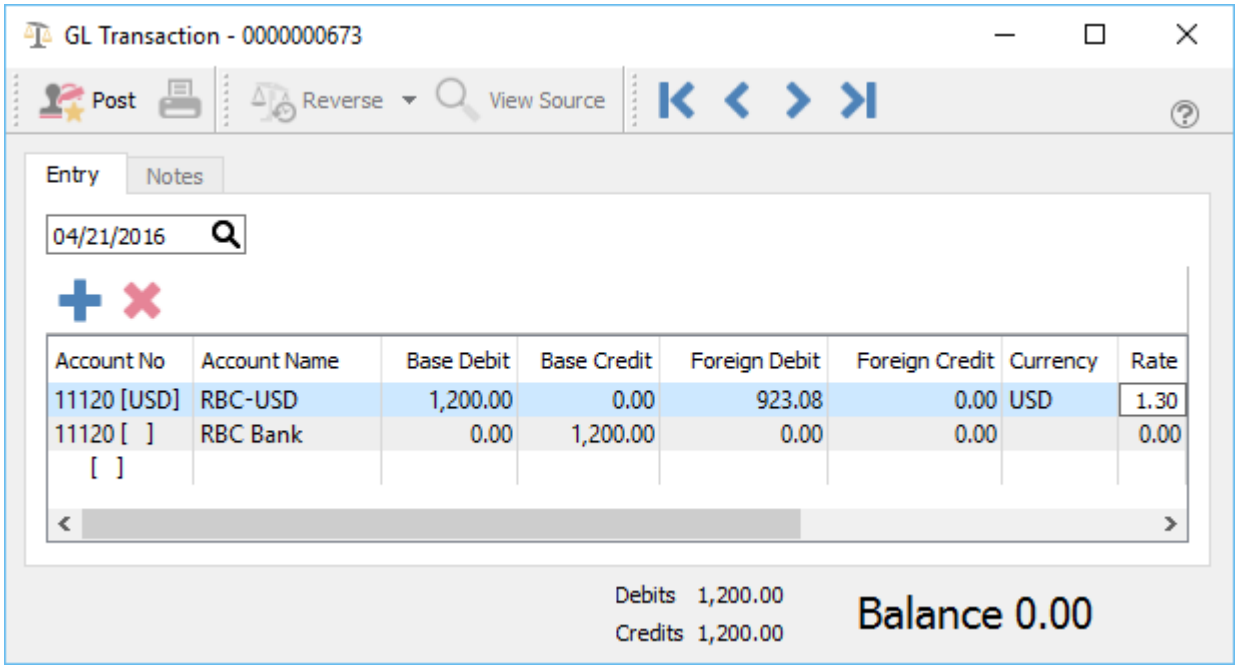
If an error is made and the user wants to reverse the revaluation transaction, locate the journal entry and click ‘Reverse’

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.



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 an 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.

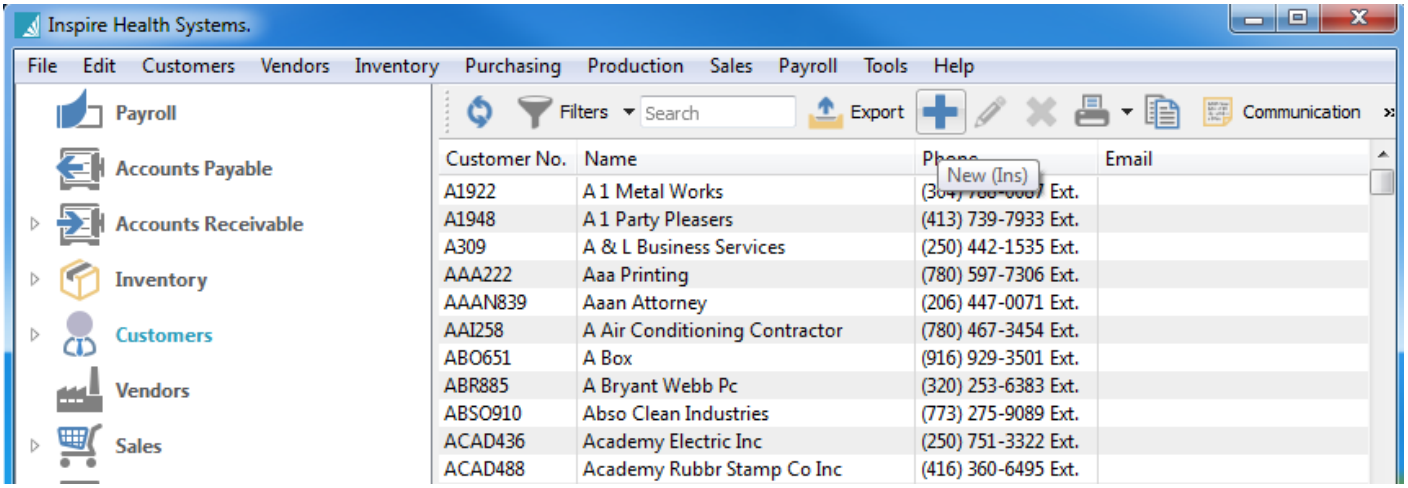
The customer's currency is shown on the bottom of the sales order. Once items are added to an order the customer cannot be changed to a one with a different currency.

Point of Sale – Acts the same way as sales orders.

Customers

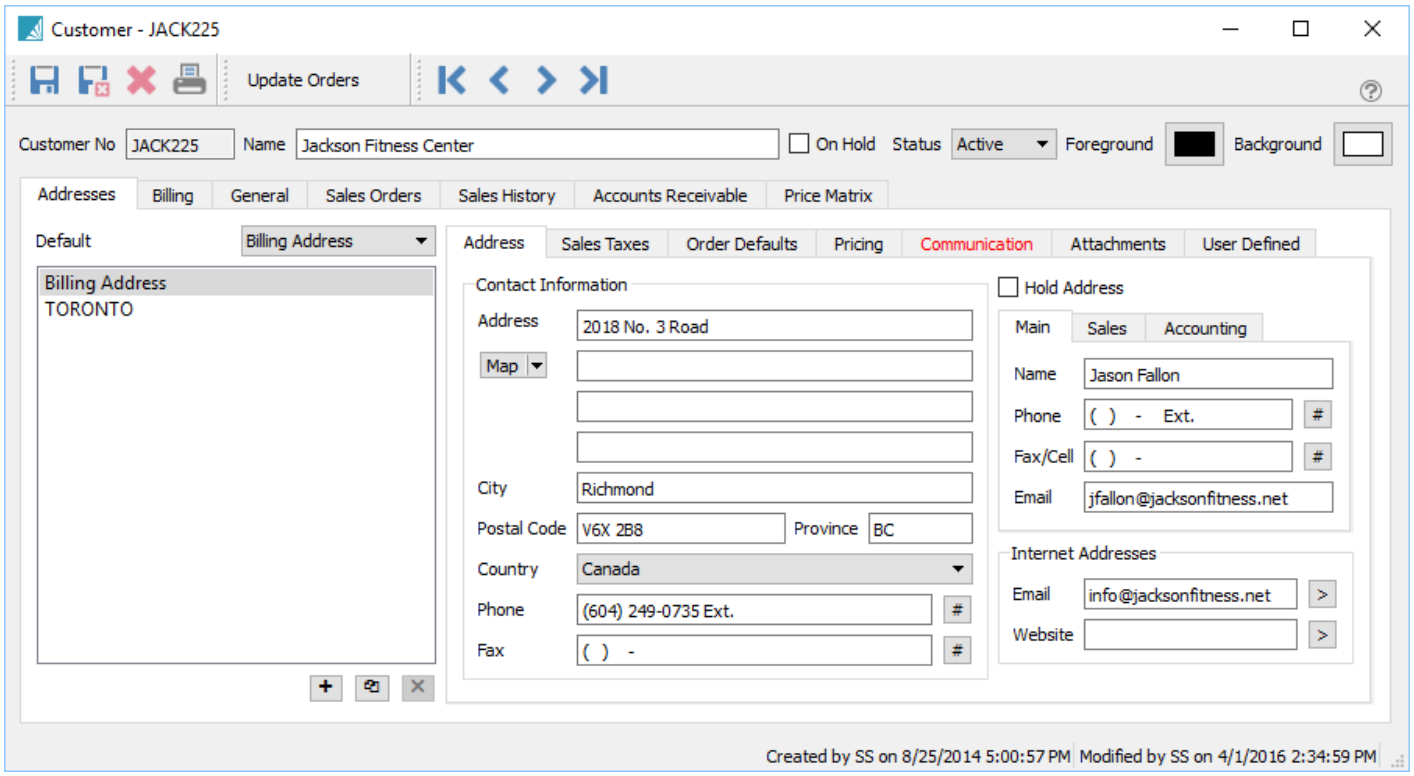
Creating or Editing a Customer

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 ACMTOO.



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 addreses.

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 test 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 Bling.

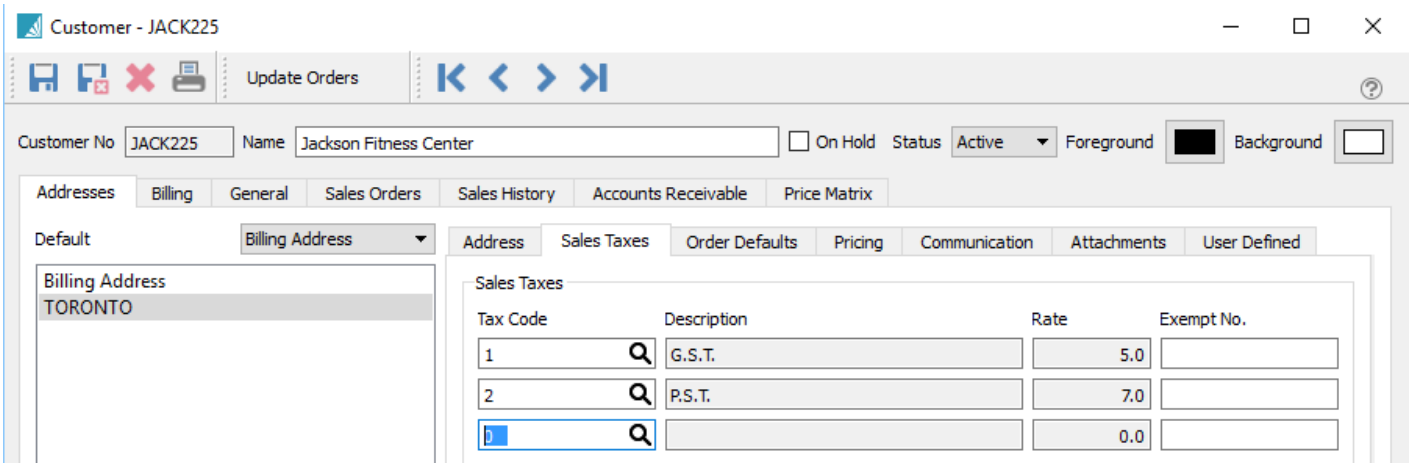
Contacts – These 3 contact labels can be edited to suit your requirements in Company Settings/Customer.

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.

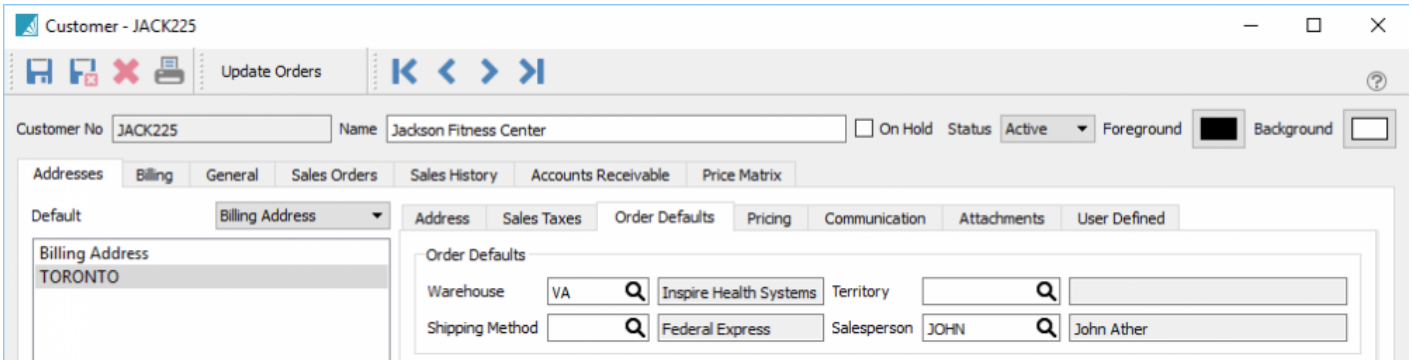
Created / Modified by – The user and date/time the record was created and the last time it was edited.

Sales Taxes Tab



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



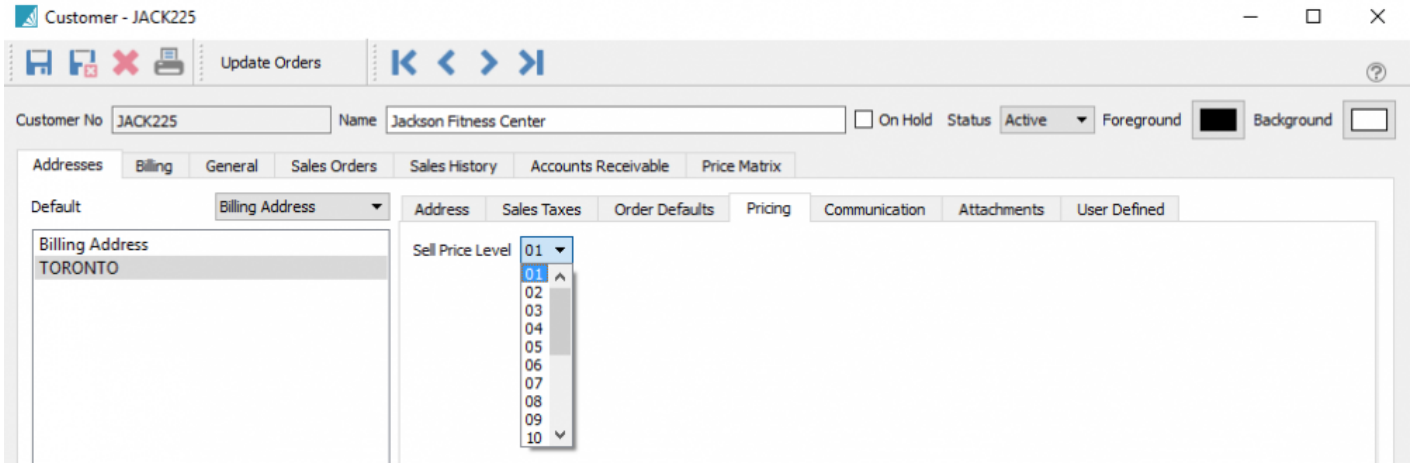
Warehouse – If the company setting ‘Sales Orders/Use customer’s default warehouse’ is on then this warehouse it will be used by default on a sales order.

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

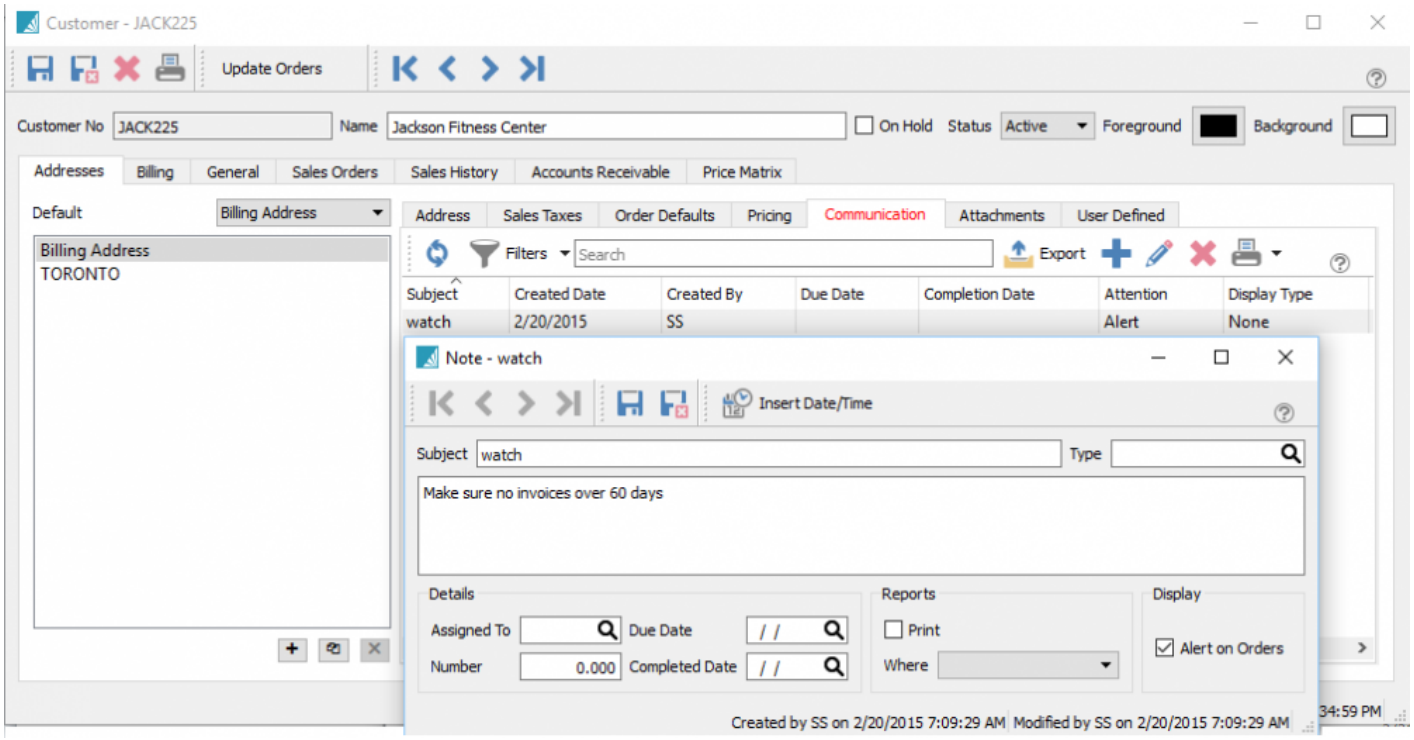
Salesperson – This is the customers default salesperson and will get added to sales orders. It is selected from a list that is created under Edit/Salespeople

Price Tab



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



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

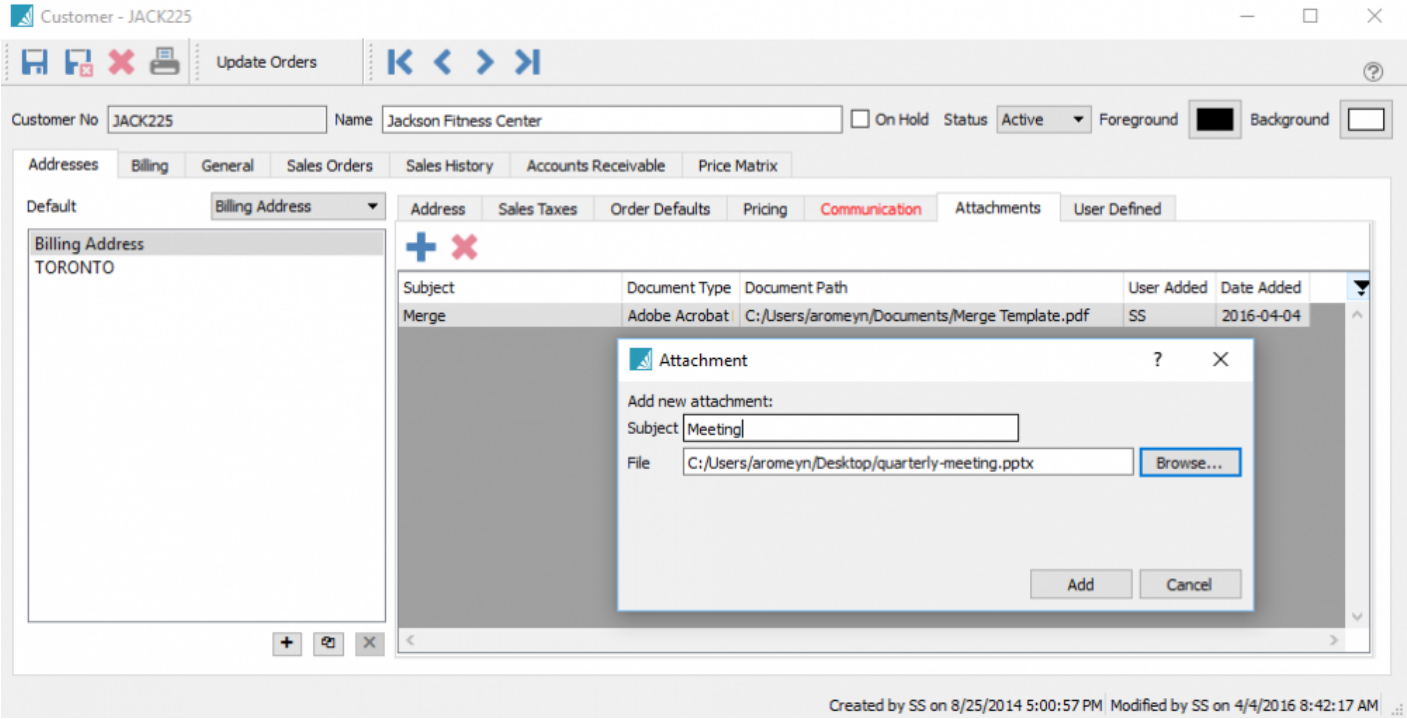
overdue every time they log into Spire. The communications tab will also be red if there are any notes for this customer.

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:

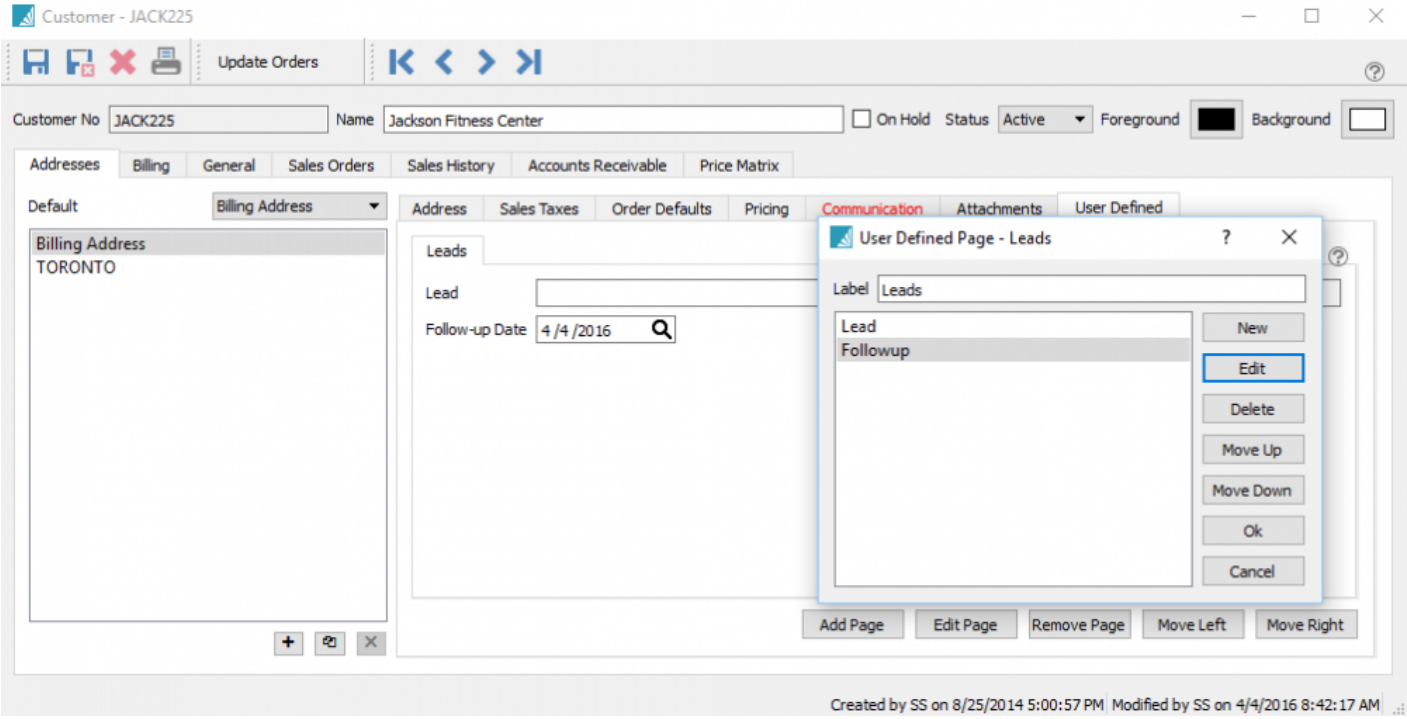
- **Packing Slip**
- **Picking Slip**
- **Booking Order**
- **Invoice**
- **Order Confirmation**
- **Quote**
- **Purchase Order**
- **Sales Order**
- **Work Order**
- **Alert on Orders** – If the message is set as an alert, the message will be presented to the user when the customer is added to a sales 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



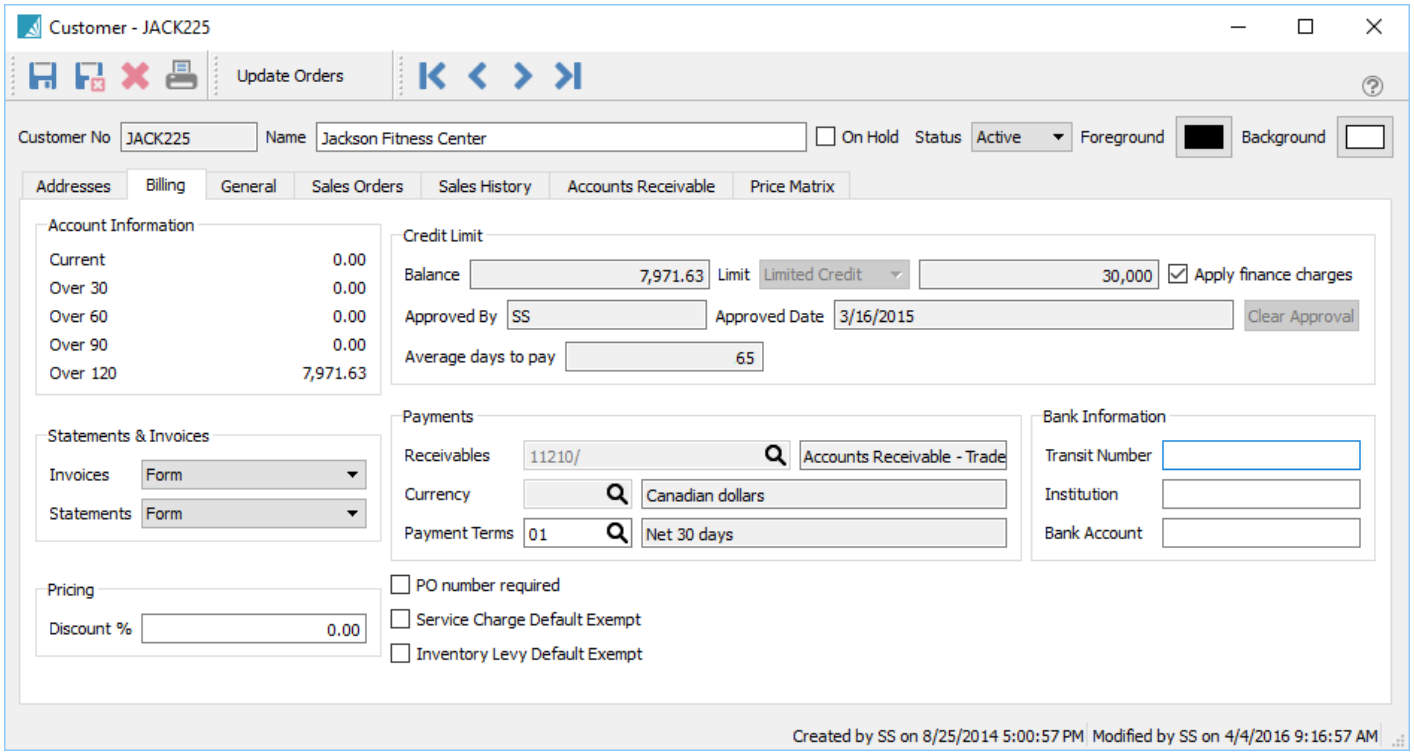
Customer Attachments – Any number of attachments can be added to a customer. When double clicked it will open the attachment with the default viewer for that type of document.

User Defined Tab



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



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 lasted edited the customers 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 customers 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'

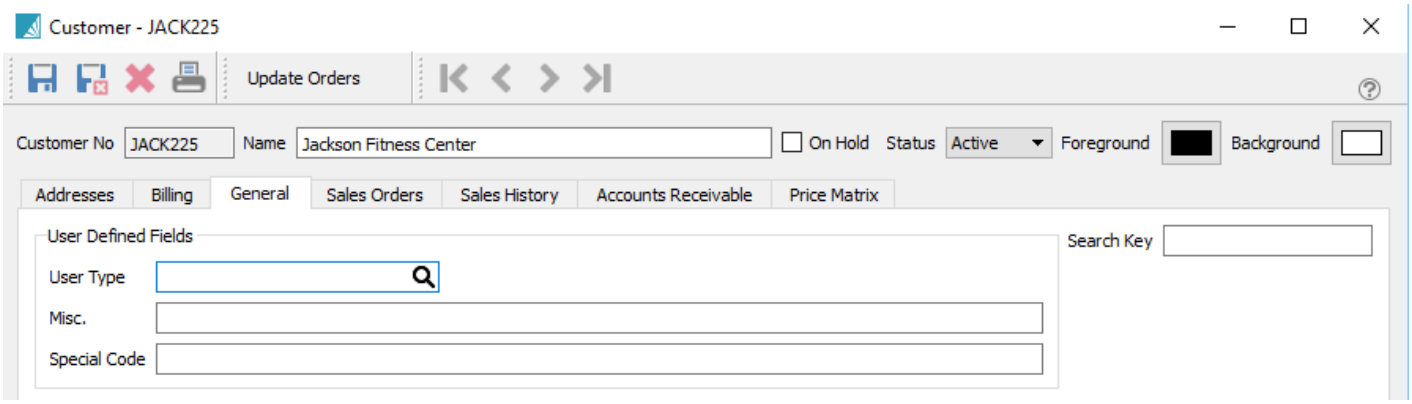
- Transit Number – The Customer's bank transit number
- Institution – The Customer's bank institution number
- Bank Account – The Customer's bank account number

PO Number Required – When saving or editing a customers 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

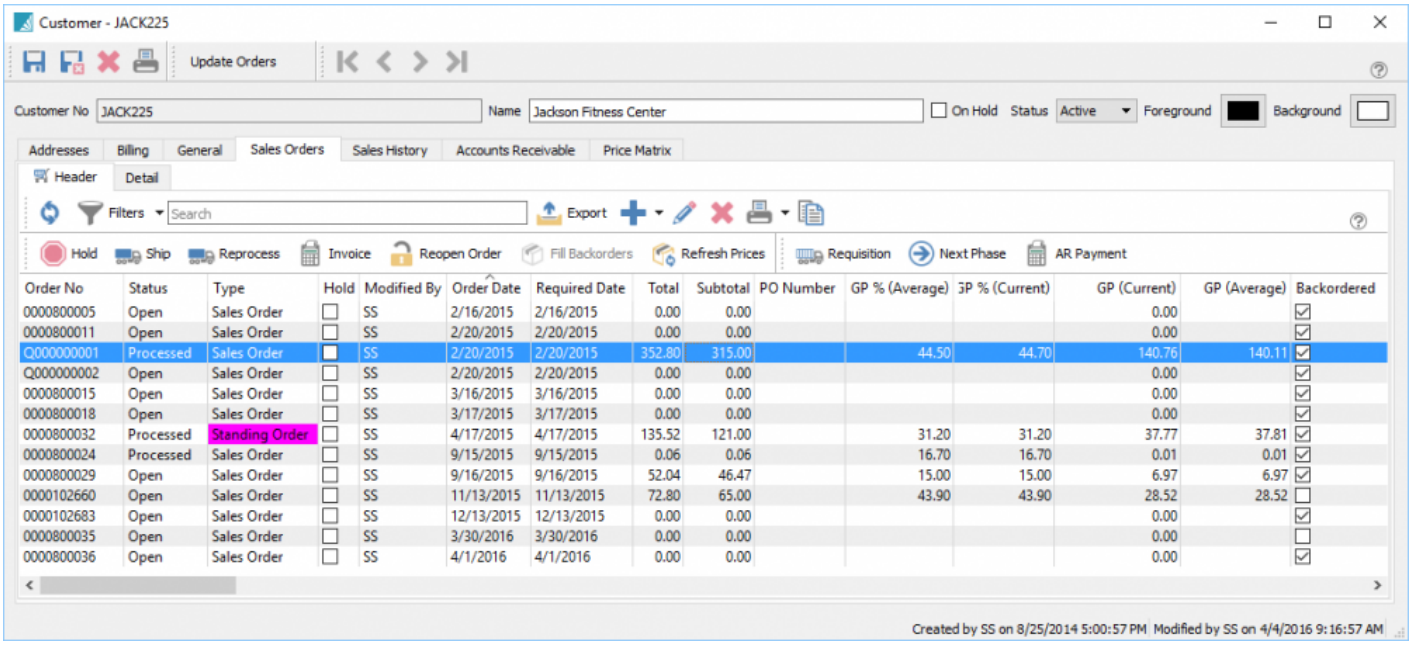


User Type – This is an alphanumeric field that can have its label changed in Company Settings/Variables. This field is usually called 'Customer Type' and Spire's price matrix uses this to define pricing for groups of customers. This field also has an associated table where values can be selected from.

Misc. – This is an numeric field that can have its label changed in Company Settings/Variables.

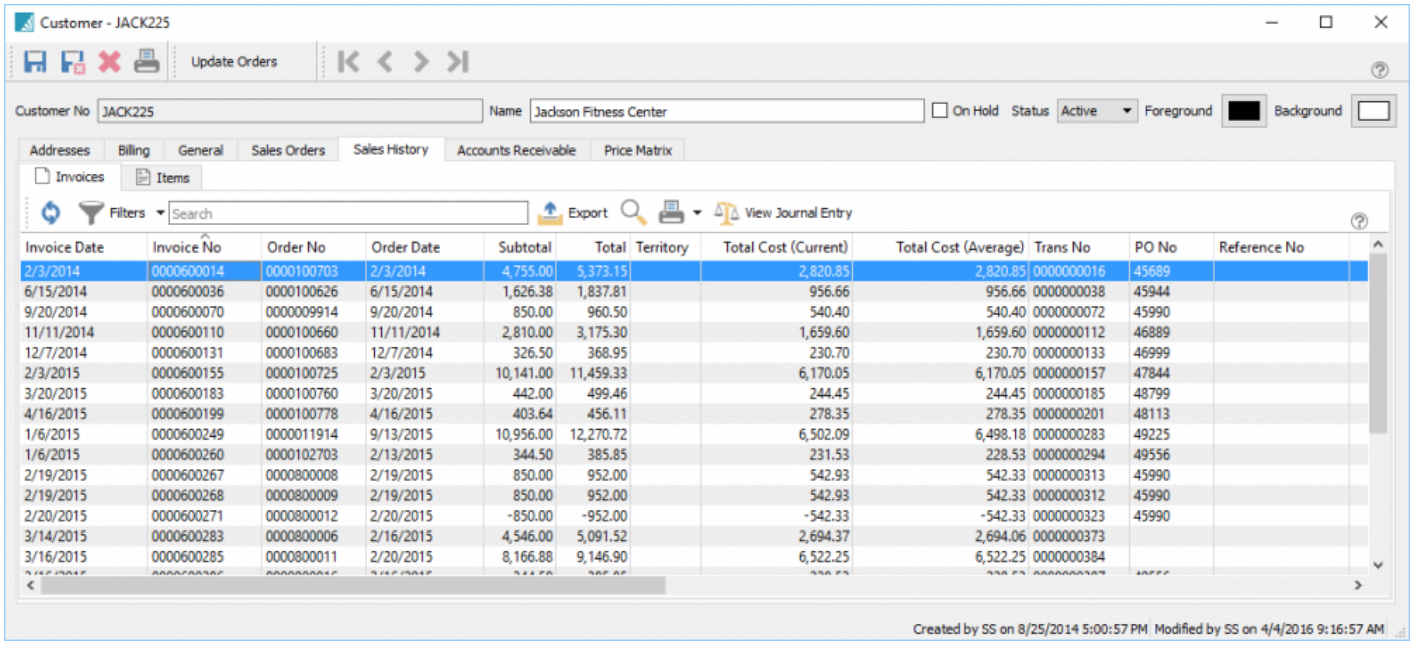
Special Code – A code from A-Z can be added to the customer. It is not used anywhere in the program but simply a way to rank a customer and be able to filter by it.

Customer Sales Order Tab



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.

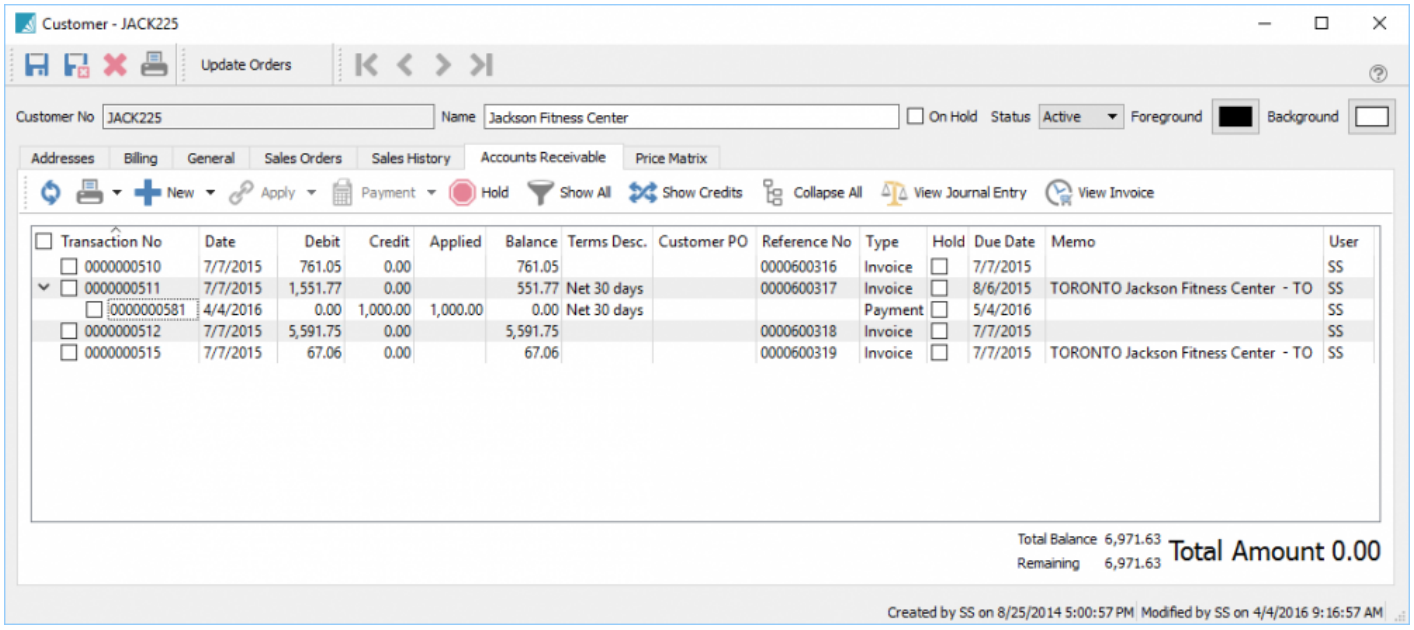
Customer Sales History Tab



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		

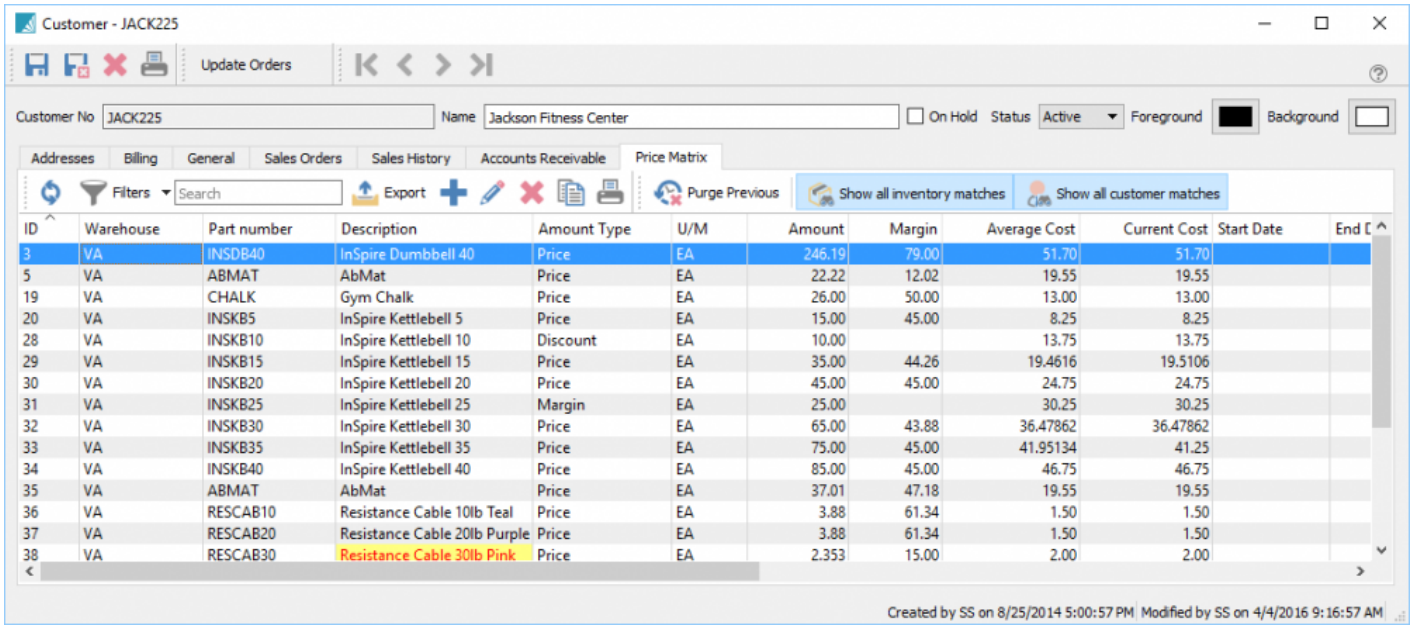
Sales History – This is a list of all of the customer's sales history. It can be viewed at the invoice header level or details of all invoices. Filters can be set to limit the amount range of invoices shown. The invoice can also be drilled into to view and edit non financial information if the user has security to do so. The invoice can also be copied or credited when viewing it.

Customer Accounts Receivable Tab



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



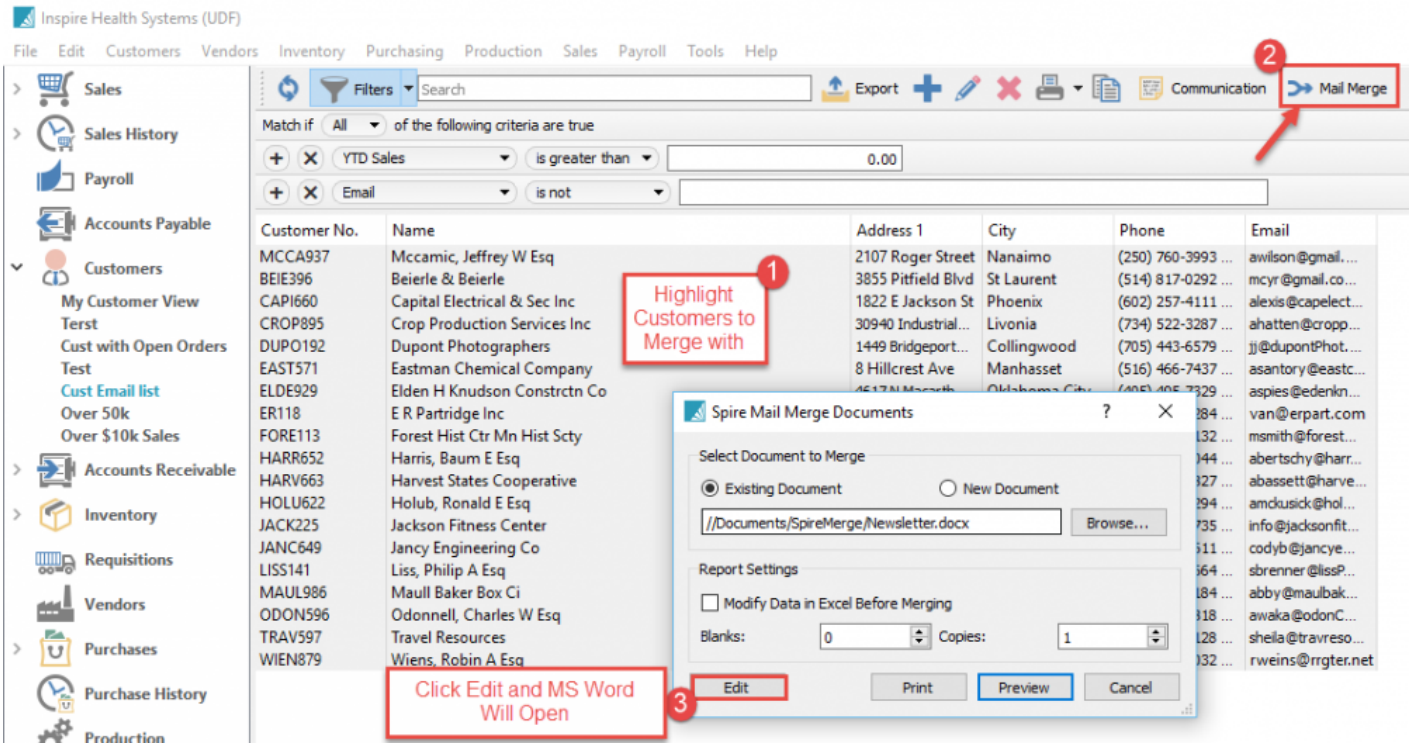
Price Matrix – On this tab you can add/edit/delete and report on a customers special pricing. See the ‘Price Matrix’ Module for a full description.

Customers – Included Reports

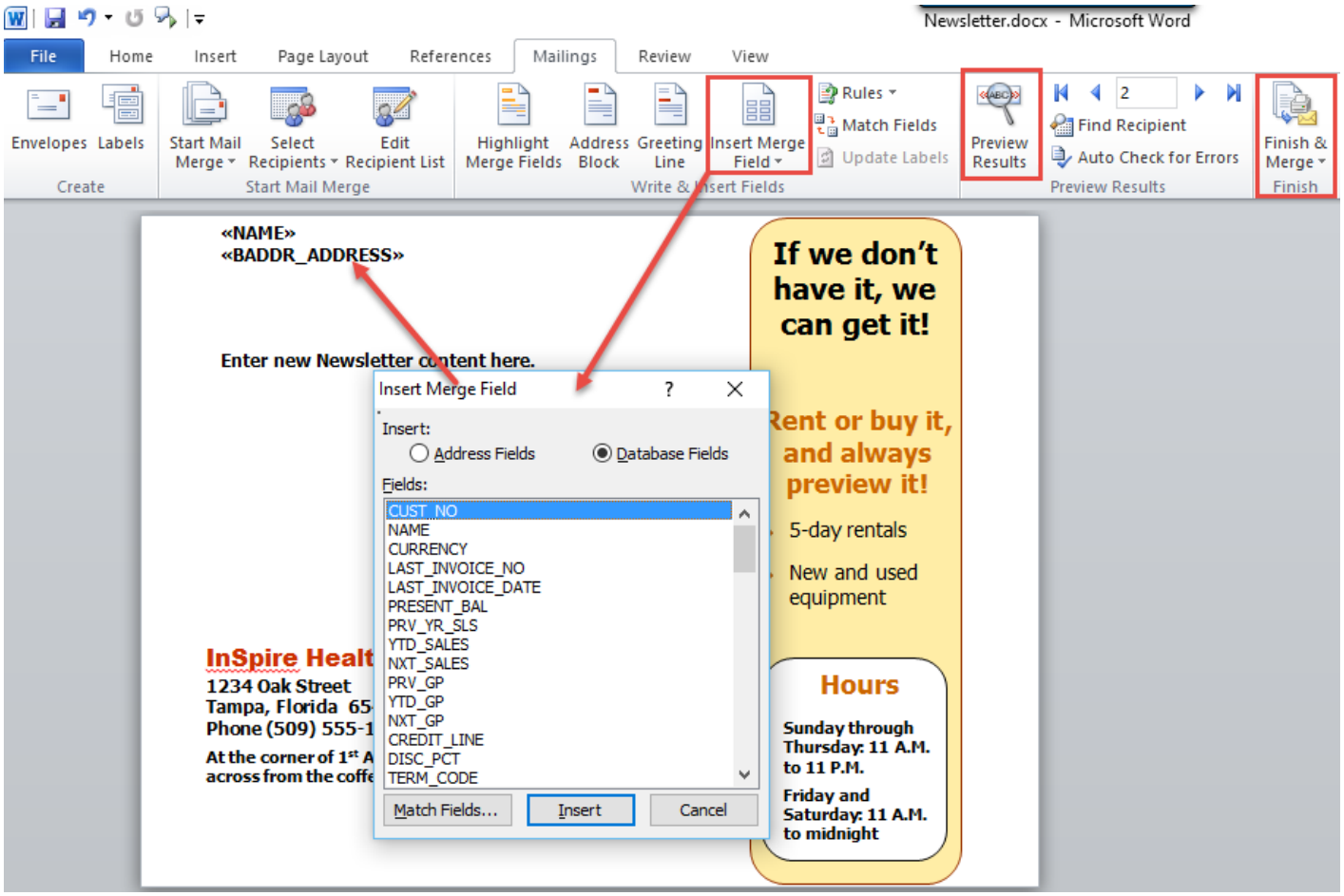
- Customer Statement
- Customer Statement Detailed
- #10 Envelope with Return Address
- #10 Envelope

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.

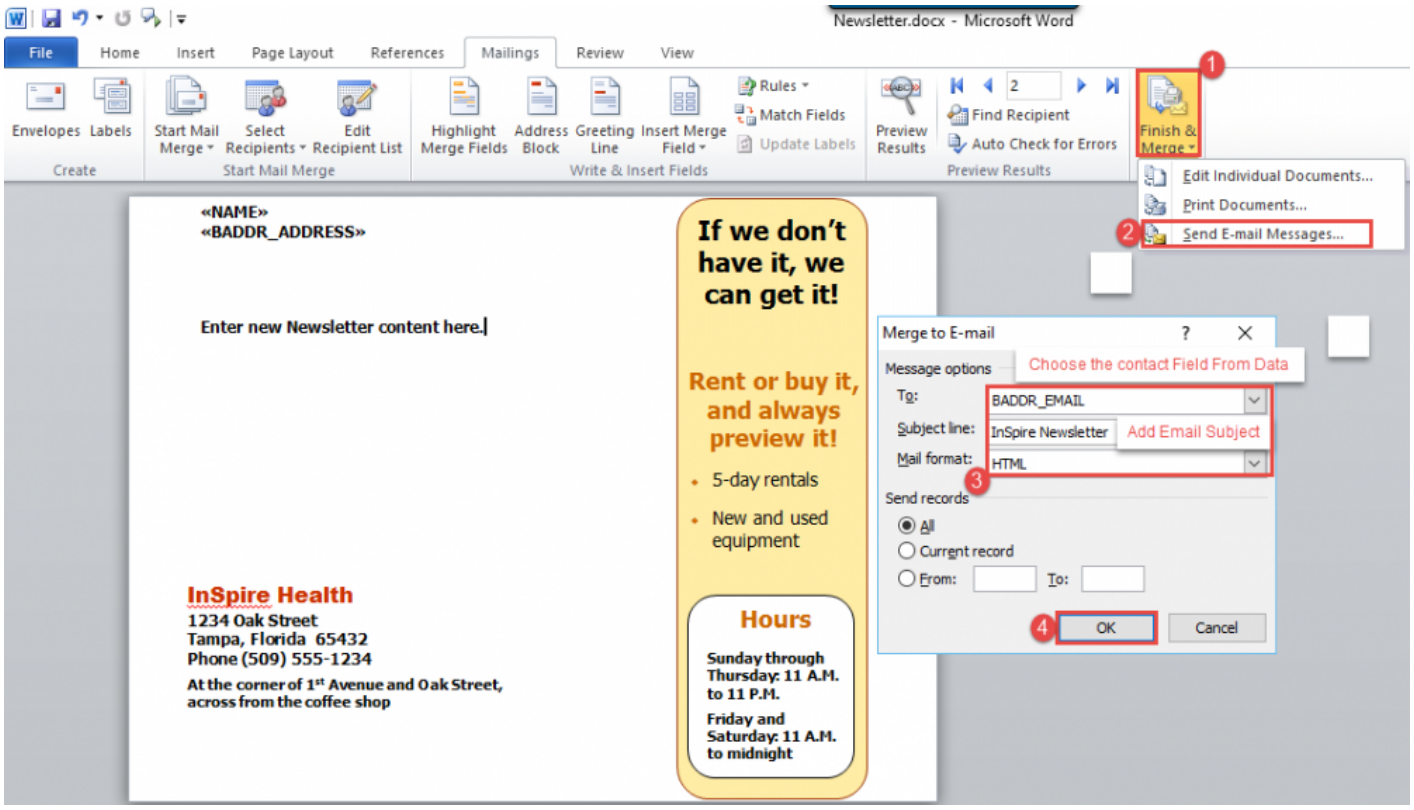


Microsoft Word will then open and you can choose to create a new document or you can choose to edit an existing document.



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.

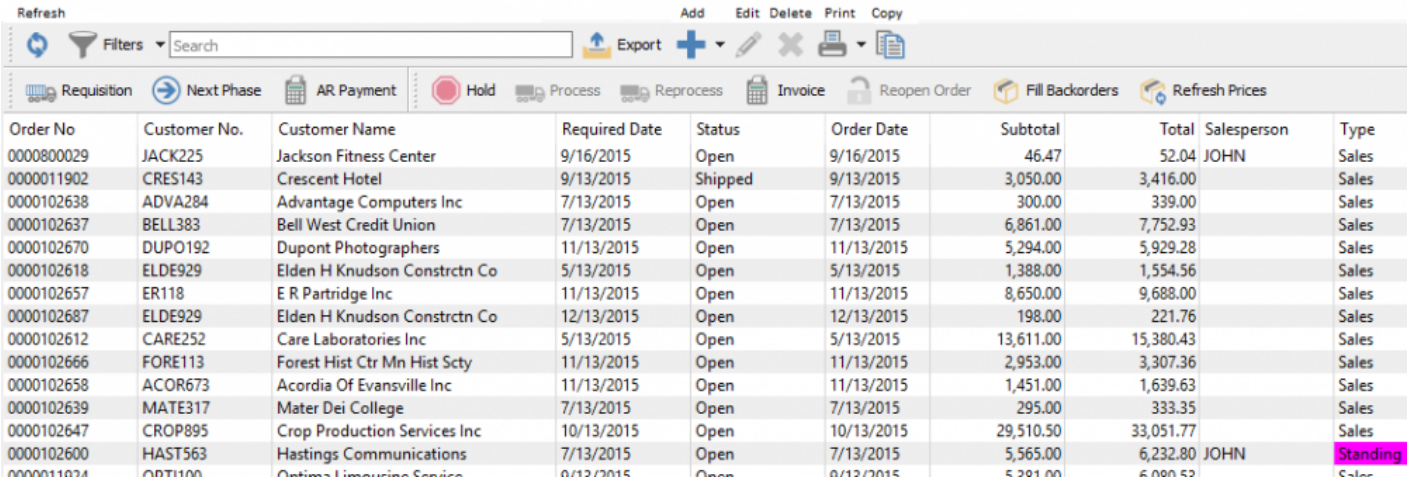
Users can then ‘Preview’ the results to see who will receive the mailing and then click “Finish & Merge” when ready to send.



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



Order No	Customer No.	Customer Name	Required Date	Status	Order Date	Subtotal	Total	Salesperson	Type
0000800029	JACK225	Jackson Fitness Center	9/16/2015	Open	9/16/2015	46.47	52.04	JOHN	Sales
0000011902	CRES143	Crescent Hotel	9/13/2015	Shipped	9/13/2015	3,050.00	3,416.00		Sales
0000102638	ADVA284	Advantage Computers Inc	7/13/2015	Open	7/13/2015	300.00	339.00		Sales
0000102637	BELL383	Bell West Credit Union	7/13/2015	Open	7/13/2015	6,861.00	7,752.93		Sales
0000102670	DUPO192	Dupont Photographers	11/13/2015	Open	11/13/2015	5,294.00	5,929.28		Sales
0000102618	ELDE929	Elden H Knudson Constrctn Co	5/13/2015	Open	5/13/2015	1,388.00	1,554.56		Sales
0000102657	ER118	E R Partridge Inc	11/13/2015	Open	11/13/2015	8,650.00	9,688.00		Sales
0000102687	ELDE929	Elden H Knudson Constrctn Co	12/13/2015	Open	12/13/2015	198.00	221.76		Sales
0000102612	CARE252	Care Laboratories Inc	5/13/2015	Open	5/13/2015	13,611.00	15,380.43		Sales
0000102666	FORE113	Forest Hist Ctr Mn Hist Scty	11/13/2015	Open	11/13/2015	2,953.00	3,307.36		Sales
0000102658	ACOR673	Acordia Of Evansville Inc	11/13/2015	Open	11/13/2015	1,451.00	1,639.63		Sales
0000102639	MATE317	Mater Dei College	7/13/2015	Open	7/13/2015	295.00	333.35		Sales
0000102647	CROP895	Crop Production Services Inc	10/13/2015	Open	10/13/2015	29,510.50	33,051.77		Sales
0000102600	HAST563	Hastings Communications	7/13/2015	Open	7/13/2015	5,565.00	6,232.80	JOHN	Standing

Sales Order List – Menu Items

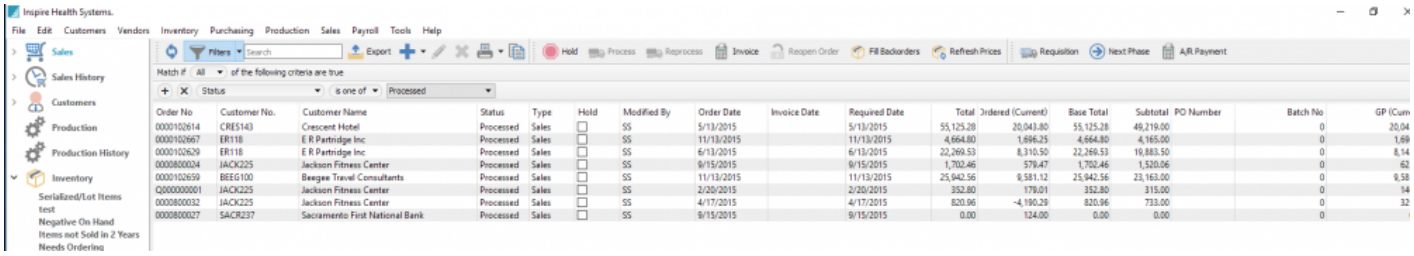
This list may not be in the same order because the columns can be moved and removed. Also some columns like costs, have security settings so some users may not see them at all.

- **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)

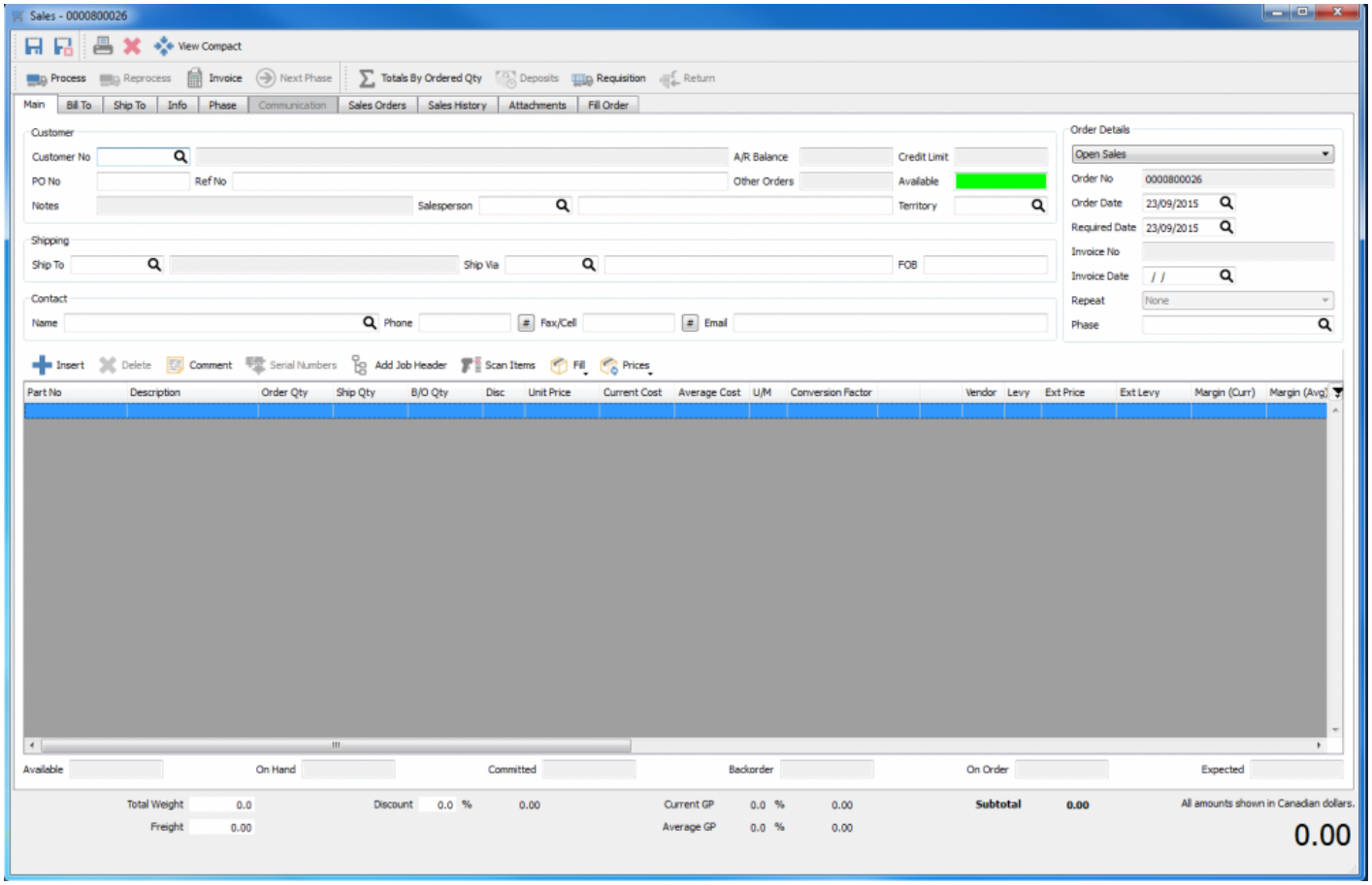
- **Reopen** Order – Moves an order that has been processed or shipped back to being open and therefore editable
- **Fill Back Orders** – Selected orders will have back orders filled if there is now inventory to commit. This processes from the oldest to newest orders until stock is depleted
- **Refresh 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.



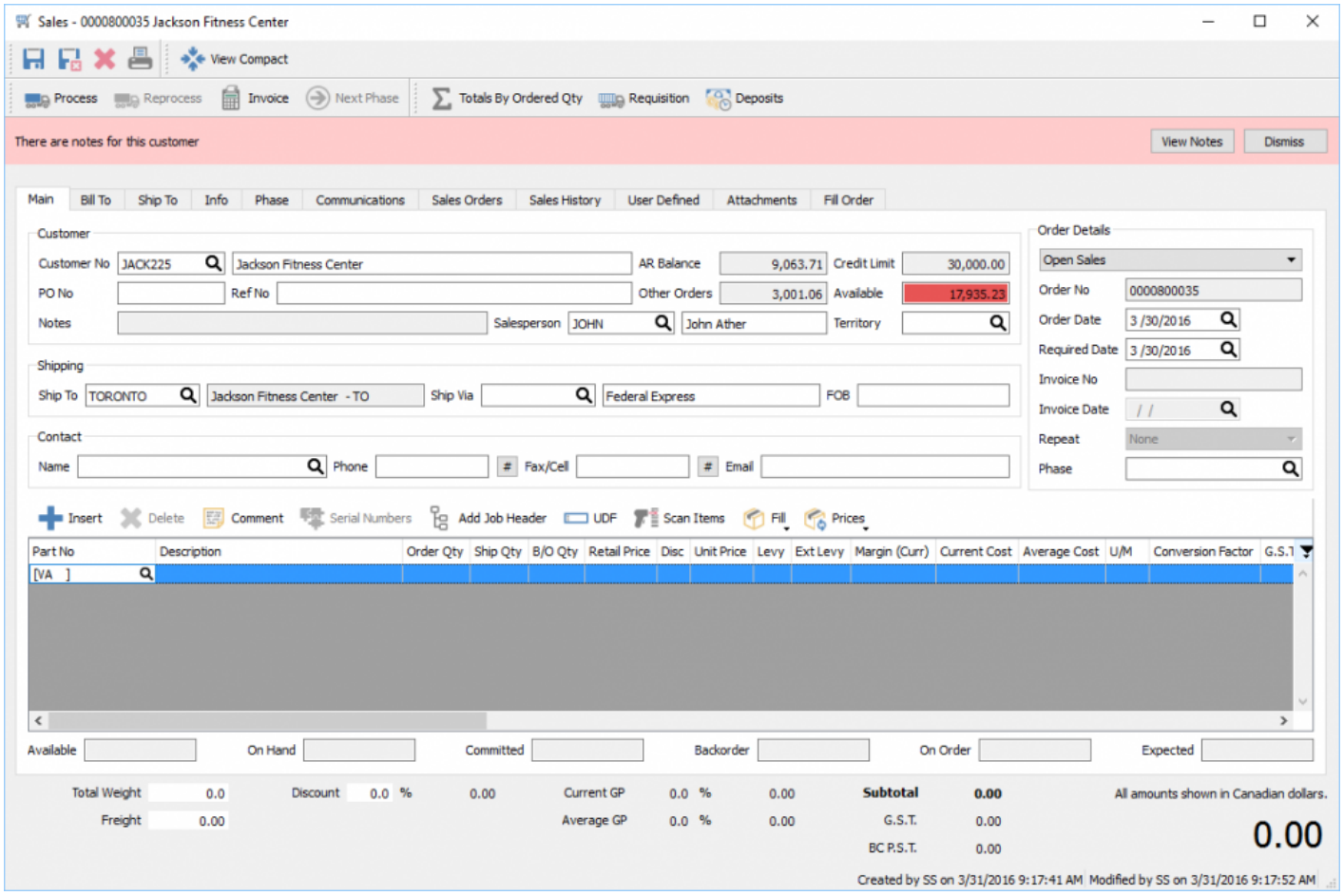
Once on the Sales section, you select the “Plus” icon located above the main window to open a new sales order. A new Sales Order window will open in front of the main Spire window.



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 pres 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



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-determind 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 customers 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 salespersons 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 shipto 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 customers main or shipto contacts even if the shipto 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.

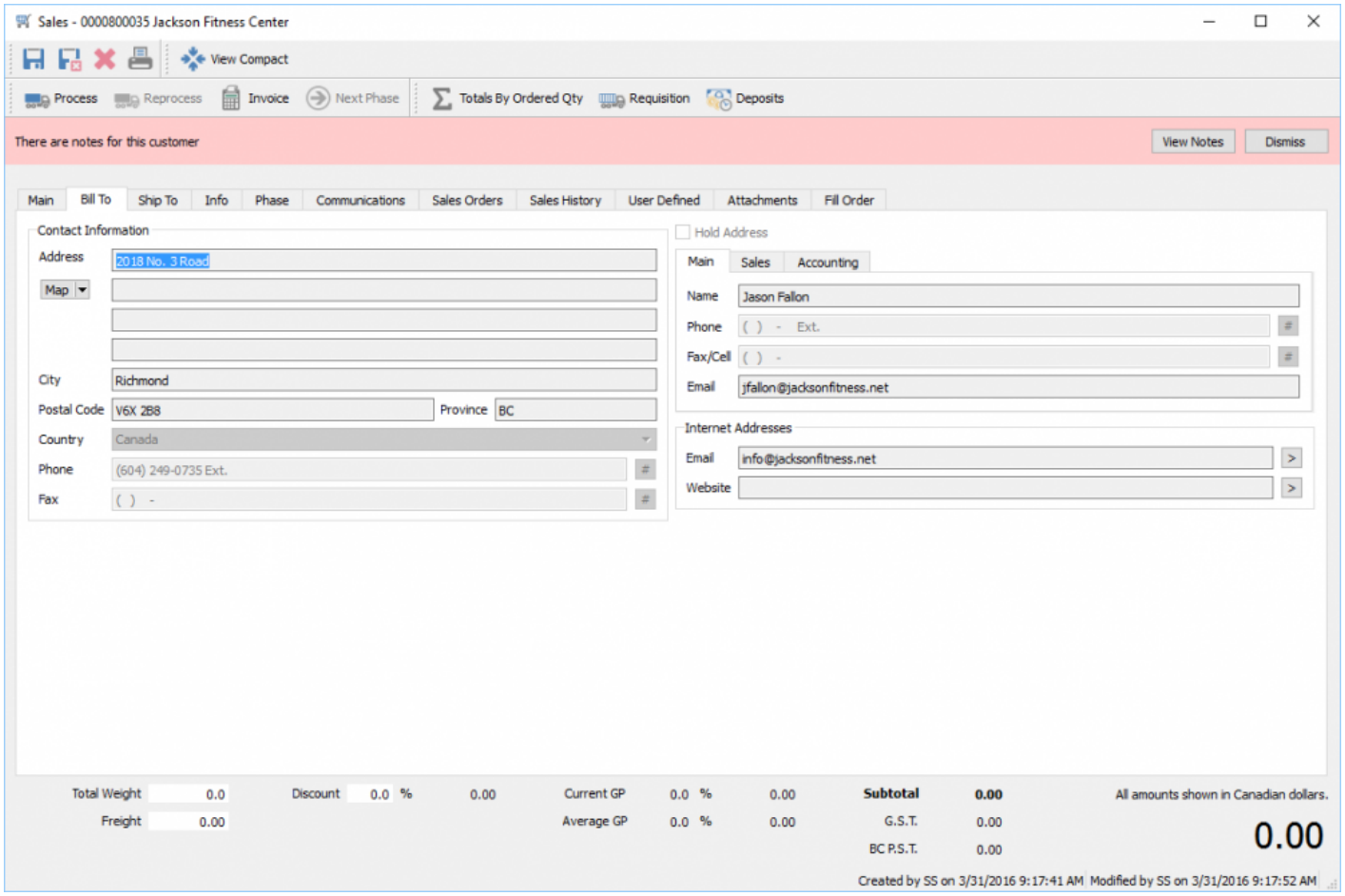
Invoice date – This is the date that the order needs to be invoiced. The user can be set to:

- **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.

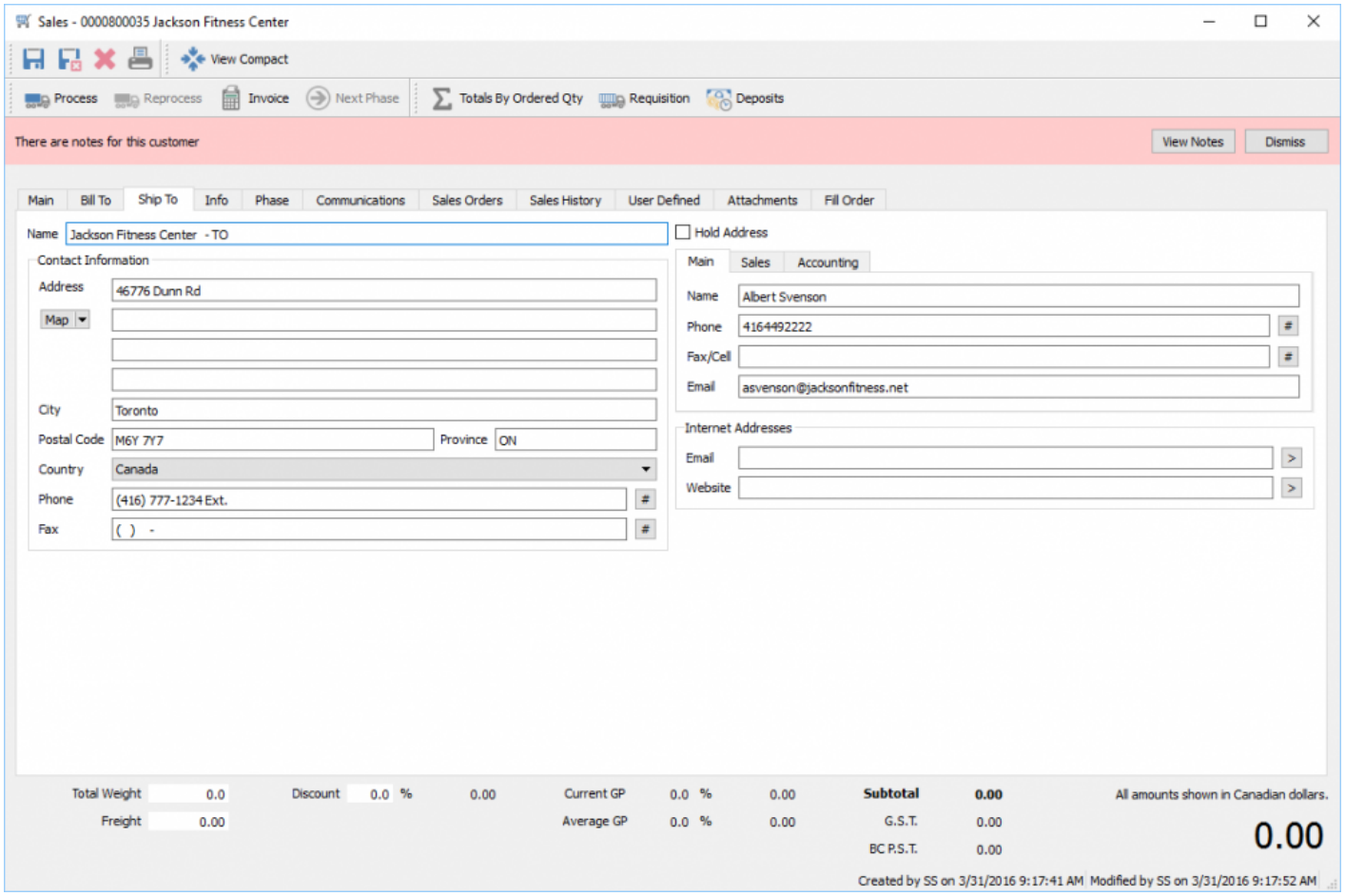
Phase – Custom phases can be added to a sales order. Preset phases can be set up under Edit/Phases or on the sales order phase lookup dialog. Each phase is given a code, a description, a report template and a next phase. If a report template is added to a phase and the order is moved to that phase, any 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:



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.

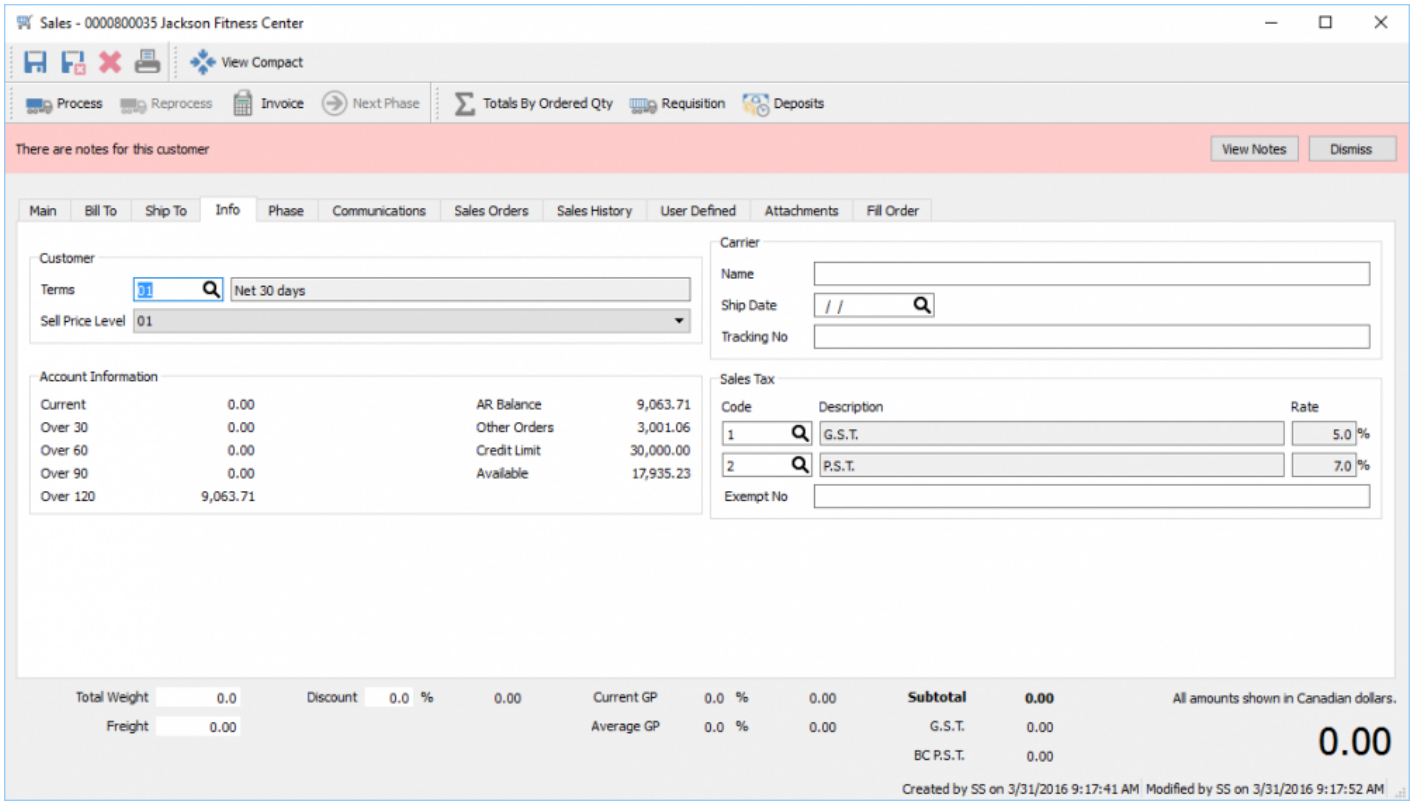
Ship To:



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.

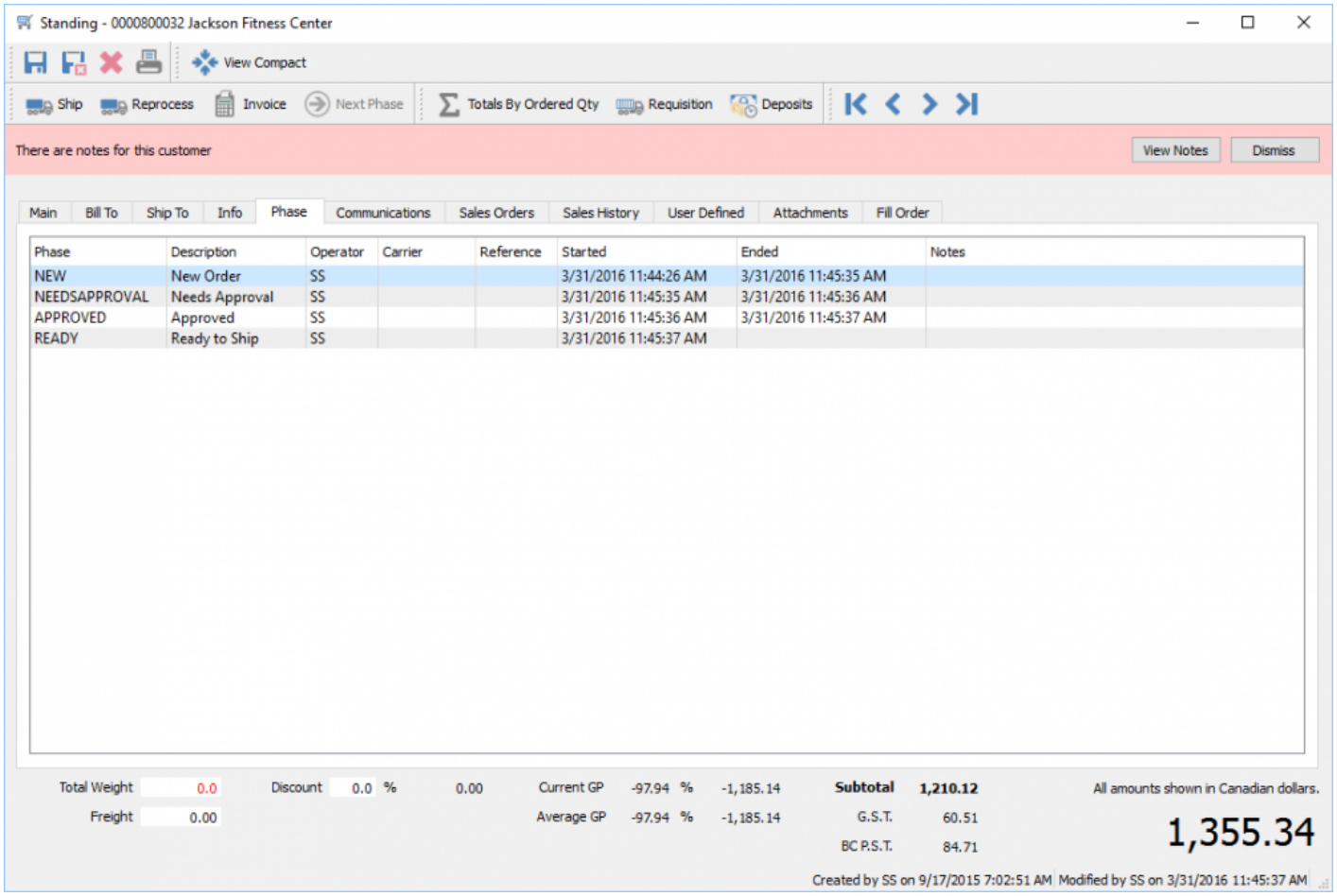
These fields are editable and can be overridden by the user.

Info



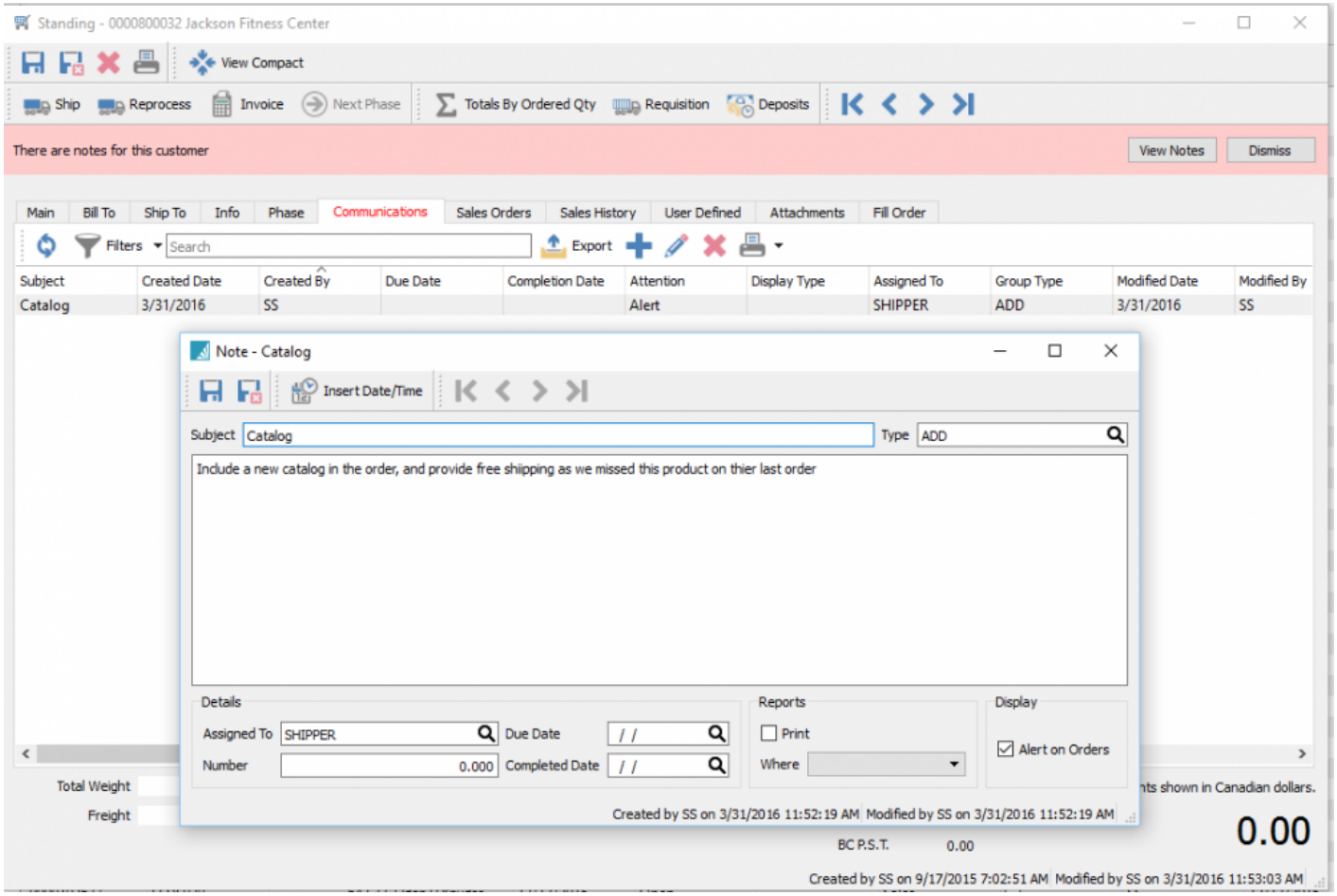
Terms – The terms get populated by the customers terms but can be edited on the order.
Sell Price Level – The price level is populated by the customer level but can be edited for the order.
Carrier – The name of the carrier that shipped this order
Ship Date – The actual ship date of the order
Tracking 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



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



Any number of notes can be added to an order that can have several options.

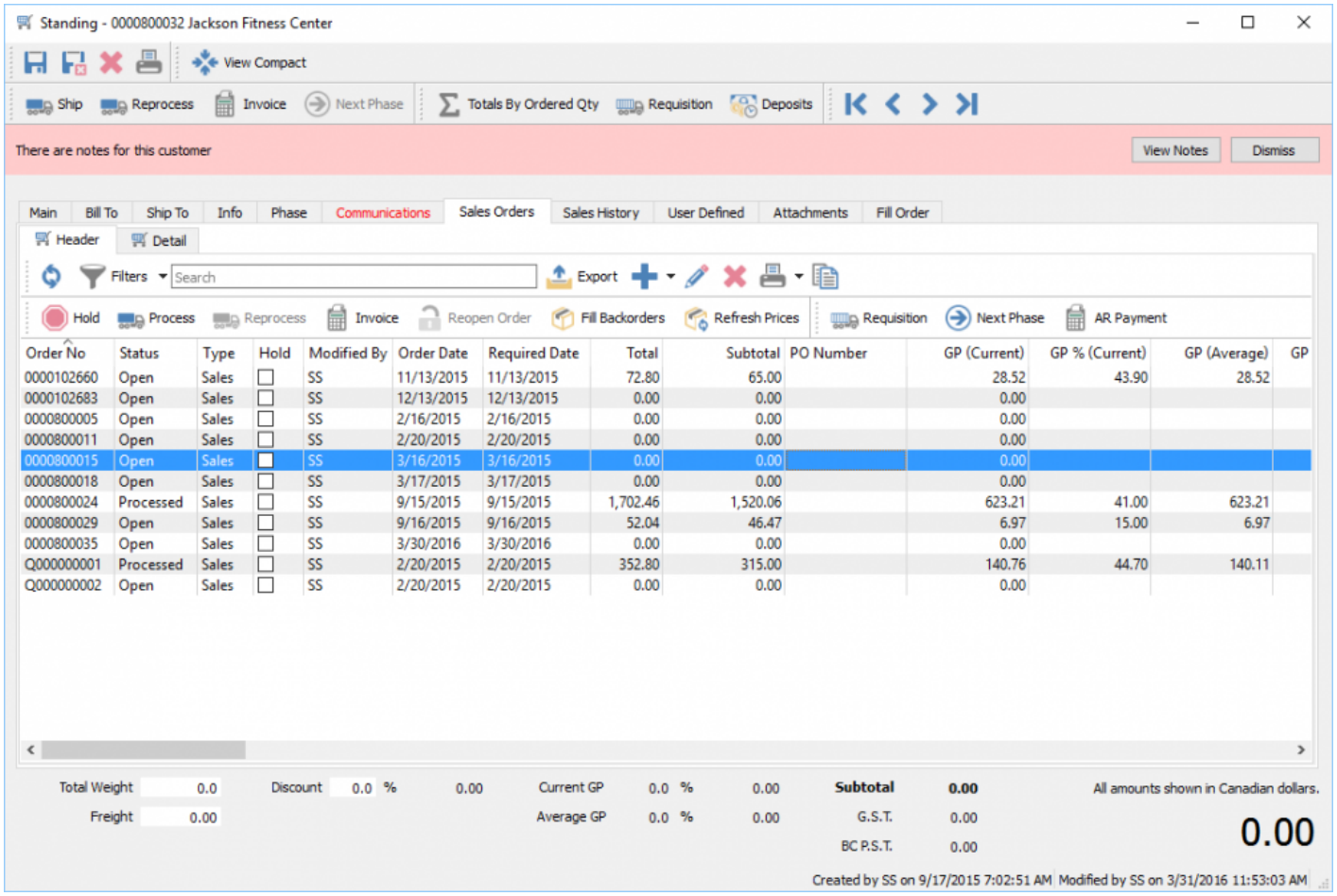
Subject – Gives the note a subject
Type – This groups notes by a type and must come from lookup list if used
Body – The details of a note
Assigned To – Who is responsible for this note or task
Number – A numeric field that be used for custom reports
Due Date – When the assigned communication/task is 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**

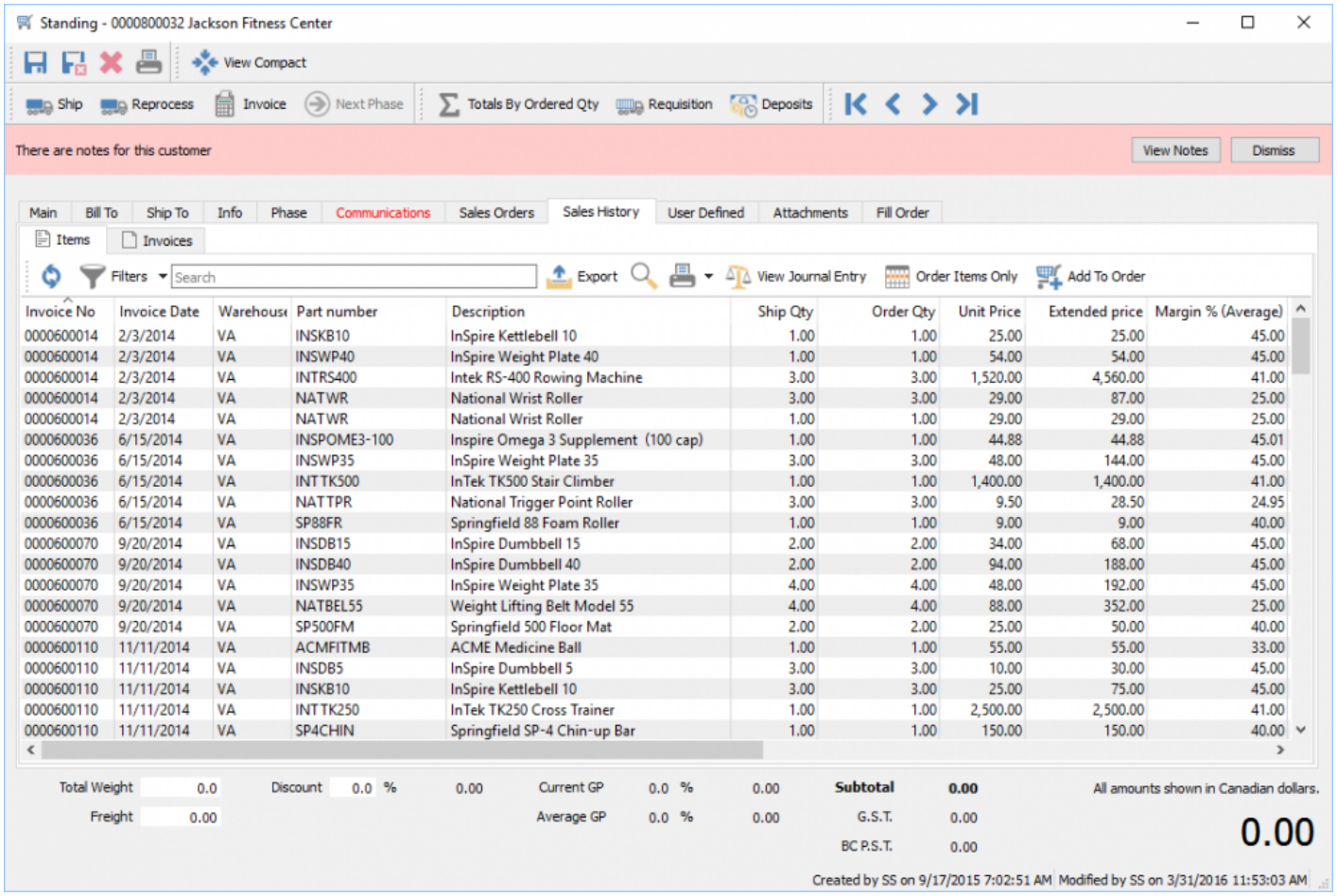
Alert on Orders – If the message is set as an alert, the message will be presented to the user when the order is edited. If the alert is not set the communications tab on the order simply turns red.

Sales Orders



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



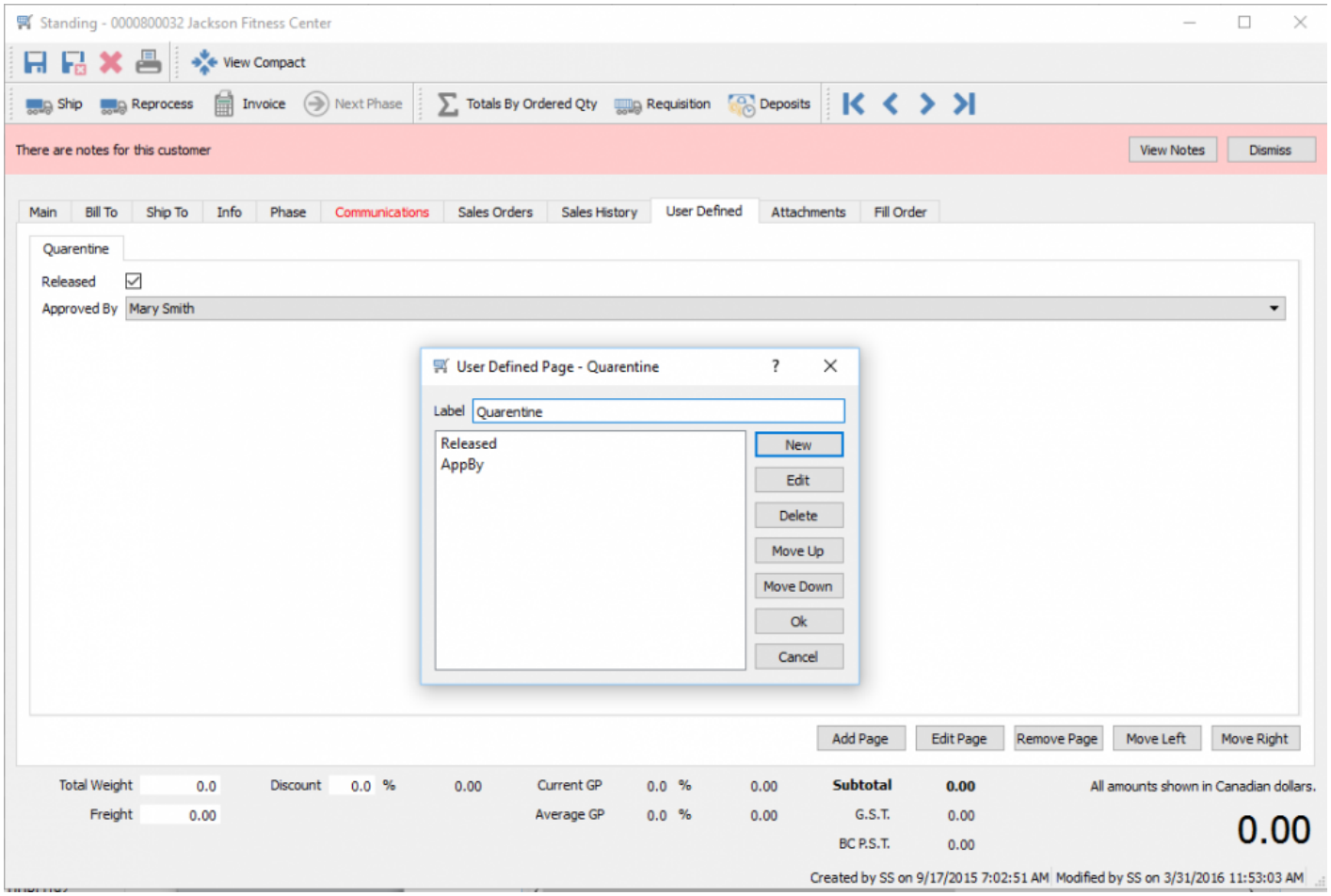
This tab shows what the customer has bought in the past and what price they paid for it. The user can set a filter and then choose to use it as their default view to only see, as an example, a certain date range.

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.

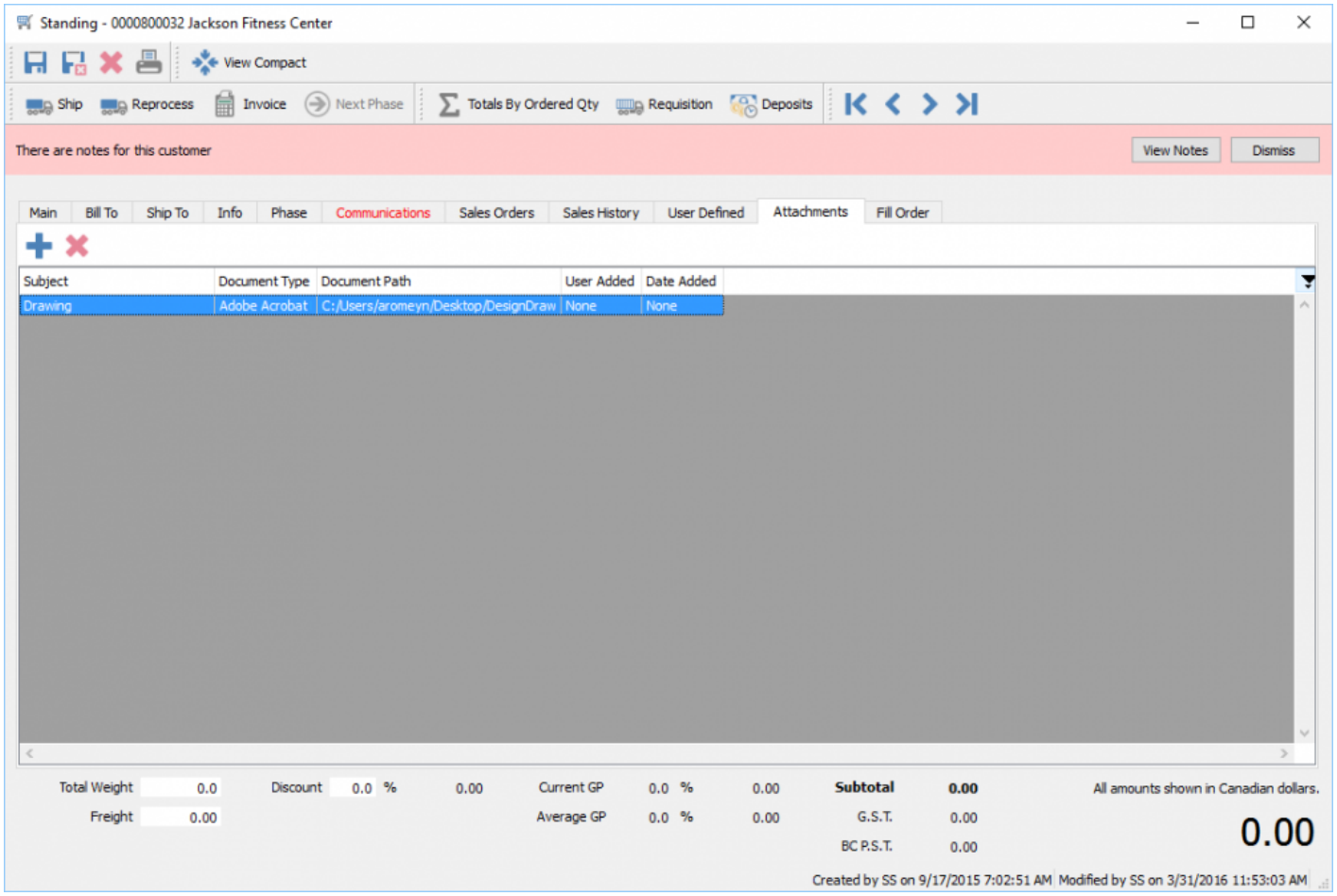
F7 is a shortcut / Hotkey to get to this history screen from the main order.

User Defined



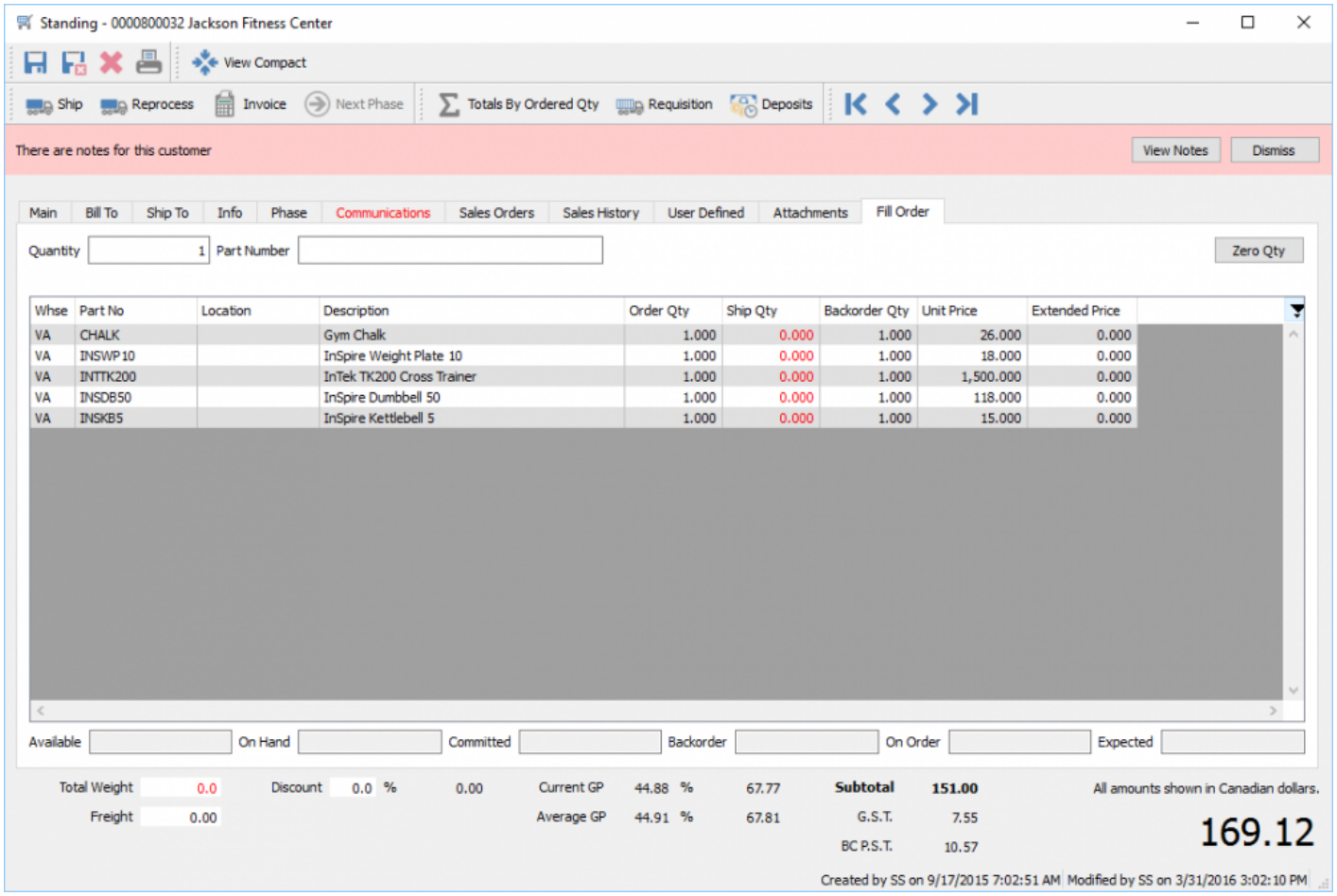
User Defined fields allows you to add any number of extra fields to a sales order that pertain to your sales orders for your business. To be able to edit the design of the UDF (User Defined Fields) the user needs to have the correct security access. For a full description on UDF see User Defined Section

Attachments



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.

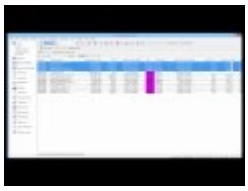
Fill Order



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 –

Sales Order Details

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	50.00	13.00	13.00	EA	1 EA per EA	☑
[VA] INSWP10	InSpire Weight Plate 10	1	0	1	18.00	0.0	18.00		0.00	44.00	10.07976	10.03981	EA	1 EA per EA	☑
[VA] INTTK200	InTek TK200 Cross Trainer	1	0	1	1,500.00	0.0	1,500.00		0.00	41.00	885.00	885.00	EA	1 EA per EA	☑
[VA] INSDB50	InSpire Dumbbell 50	1	0	1	118.00	0.0	118.00		0.00	45.00	64.90	64.90	EA	1 EA per EA	☑
[VA] INSKB5	InSpire Kettlebell 5	1	0	1	15.00	0.0	15.00		0.00	45.00	8.25	8.25	EA	1 EA per EA	☑

Insert – Inserts a blank line above the highlighted line so the user can keep items grouped.

Delete – Deletes the highlighted line

Comment – Brings up a comment dialog. The user can either enter miscellaneous comments or select from previously created comments. When looking up the comments the user can add template ones to the list for use later.

Serial Numbers – When an item with a serial number or lot number is added to an order this button will highlight so the user can select a serial or lot number. If the item is setup to automatically select the serial/ lot number based on oldest it will populate the order with the serial number after selecting the item. The user can still click the serial number button and change to another serial/lot number if required.

Add Job Header – Add a Job Header is like a comment but it adds a grouping to the order based on it. The job header shows on the order bolded and by default prints bolded. They can also be sub-totaled on sales order reports including invoices.

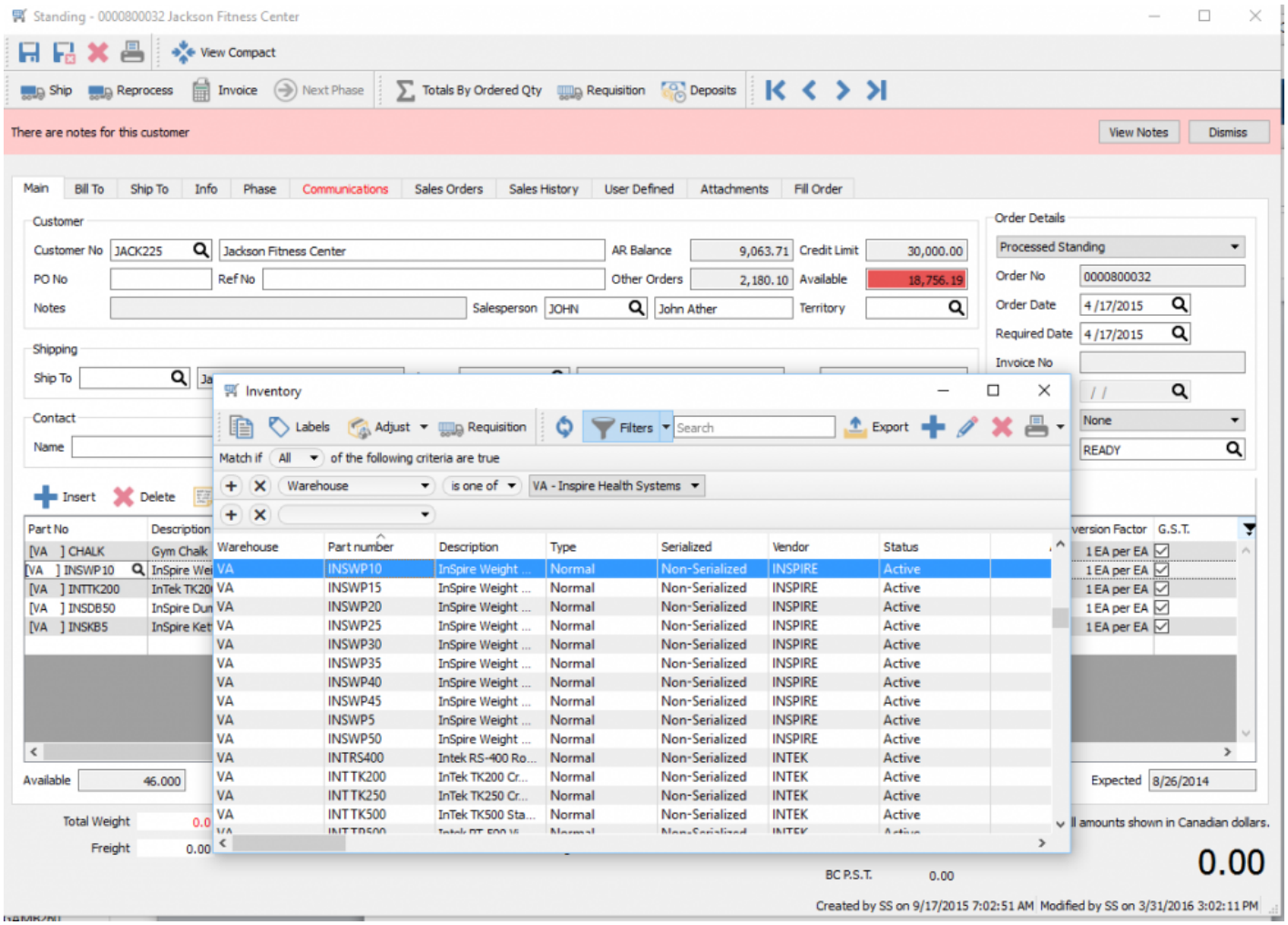
UDF – Allows the user to add data to the user defined fields. Each line of the sales order can have its own data. The structure is also edited on the dialog, but only those with the right security permissions can edit the structure.

Scan Items – Clicking this button brings up a quick POS like dialog to add items to the order. The user can scan an item and it will be added to the order with quantity 1 and the dialog will remain open. Scanning another of the same item will increase the quantity. The user can also directly scan a serial or lot number and it will add the item with that number to the order.

Fill – Clicking this fills back orders for a product that is now in stock. It can be for the highlighted line(s) or the complete order.

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

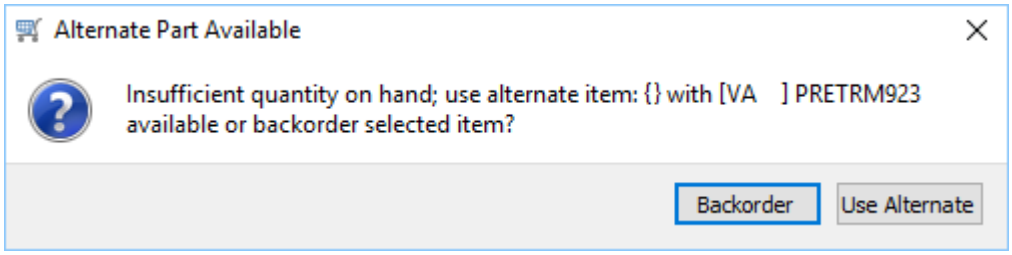


To add an item to a sales order you can type in a part number and it will auto-complete and show the 10 closest matches. Alternatively you can type in a portion of text and hit the lookup or F9 key and it will search all inventory items for that text. It looks at code, description, notes, product codes, 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.

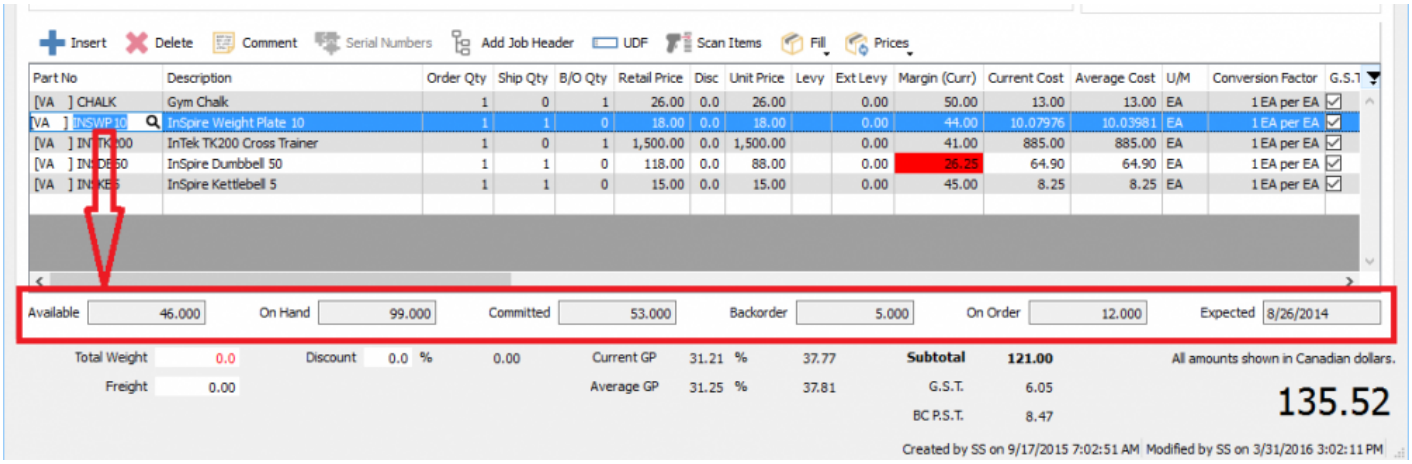
Once selected the item is added to the order. If the item has no stock and there is an ‘alternate’ part number assigned to it in inventory then the user will see this screen.



They can either back order the original item, or accept the alternate.

Video Instruction – Inventory Searches in a sales order

Sales Item Status



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

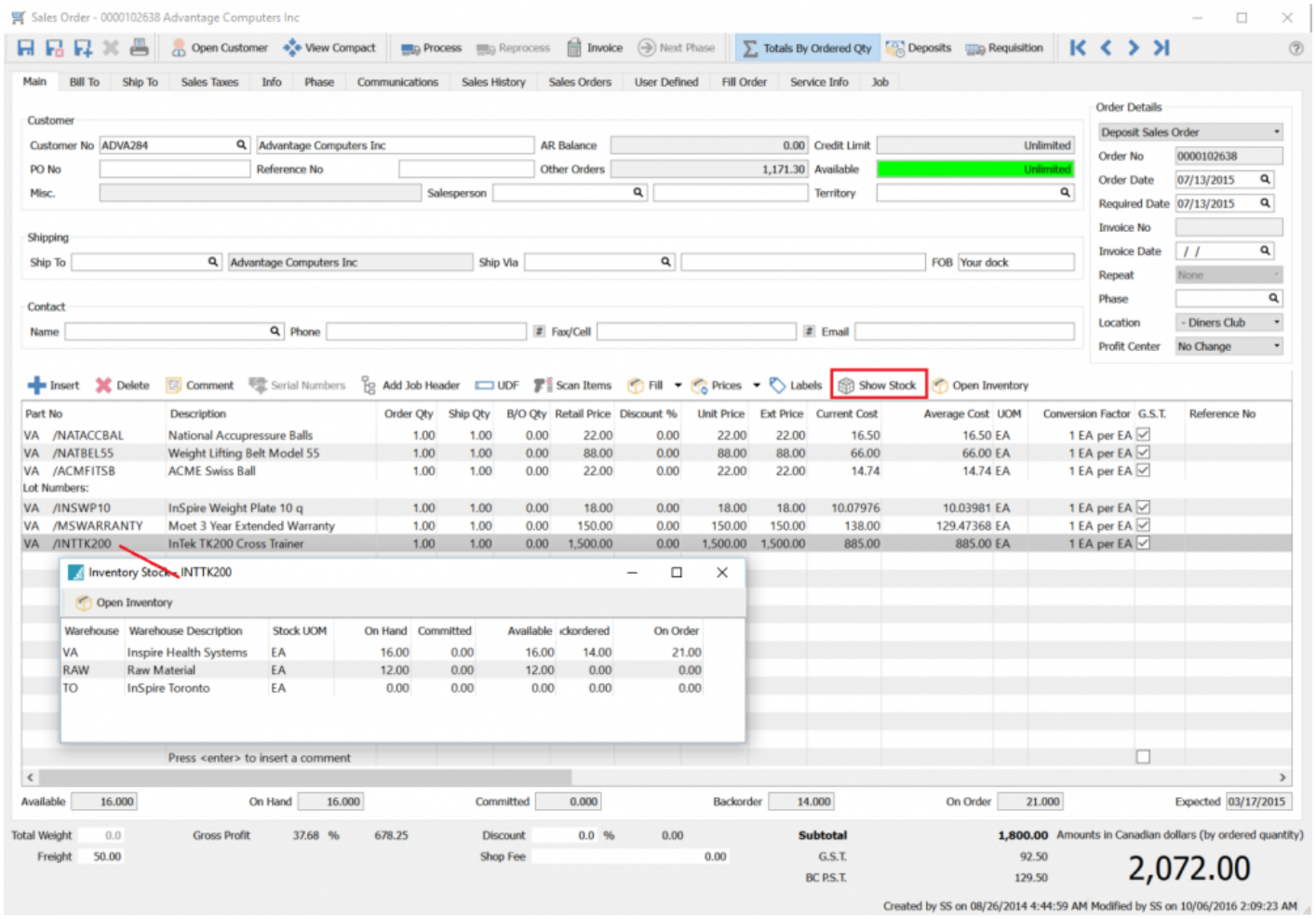
Back Order – Quantity that is is back ordered on a sales order

On Order – The quantity that is on an issued purchase order and not yet received.

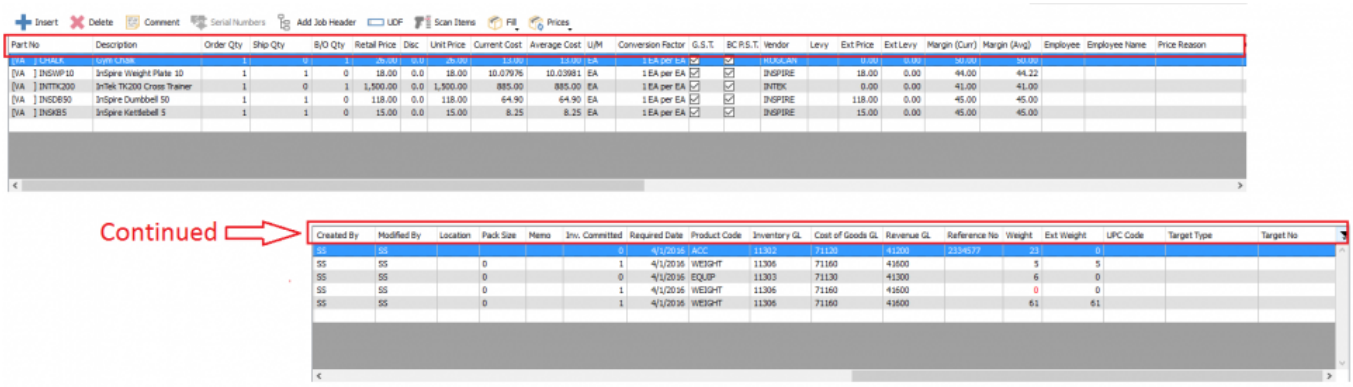
Expected – The due date of the last PO created for this item

Show Stock

On each line of a sales order the user can click the “Show Stock” button to see the status of the item in other warehouses. The user does not need to have all warehouse access to see this.



Sales Line Details



The order of these fields will vary based on the way the user has set them. Some of the fields will not show up for users that do not have the security permissions to see them.

Part No – The item selected from inventory or a miscellaneous code.

Description – This is the description pulled from inventory. If the item is miscellaneous then the user can type their own description. If the user has the security setting Sales Orders/Edit Description turned on, they can also edit the default description of an inventory item once it is on the order.

Order Qty – The quantity the customer orders

Ship Qty – The amount you are able to ship. The user can always reduce this amount and the remainder will get back ordered. However unless the company setting Inventory/Prohibit overshipping is unchecked the ship amount cannot be increased more that the inventory available amount.

B/O Qty – The amount that we are not able to ship because of shortages.

Retail Price – The price of the item based on the customers price. This includes price level and price matrix.

Disc – This is the discount percentage off the retail price above

Unit Price – The discounted price

Current Cost – The cost of the item the last time it was received

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

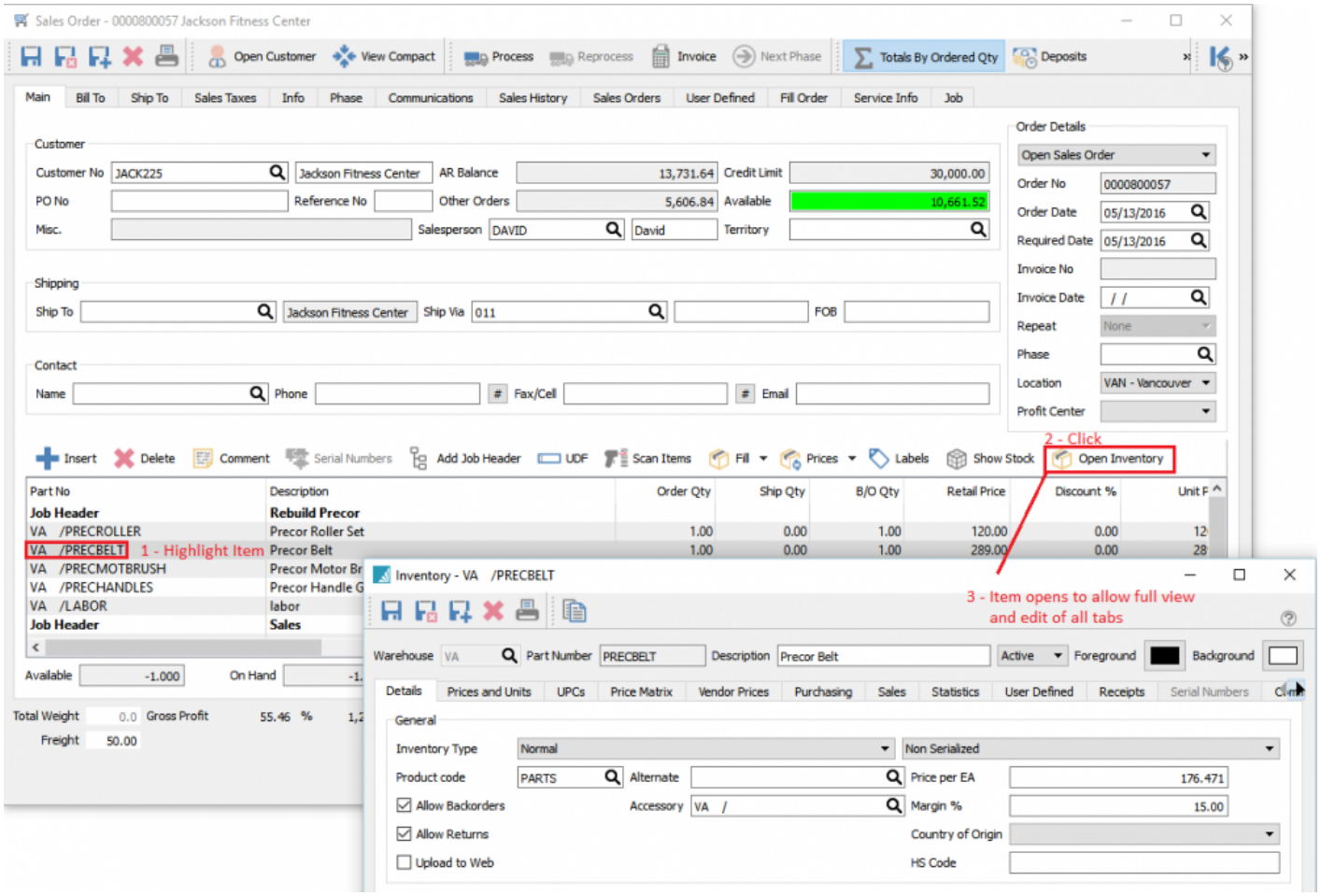
UPC Code – The UPC code that was scanned or typed for this line of the order. Each item can have many UPC codes and each unit of measure can also have its own UPC.

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”.

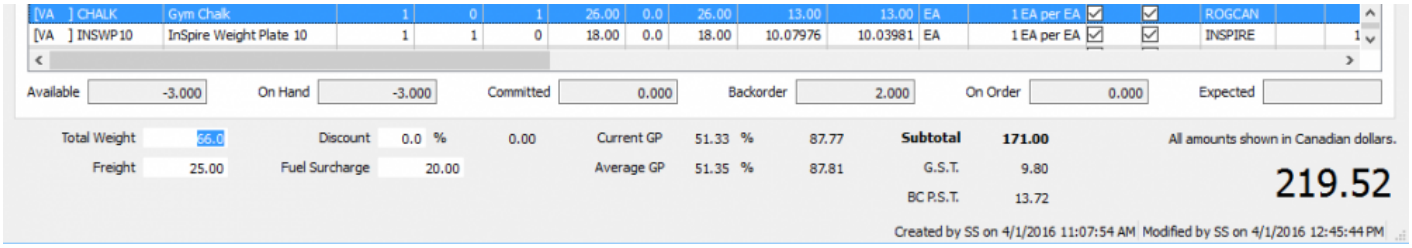
Target No – The Purchase Order number or Production Order number that this line of the order got sent to.

Open Inventory

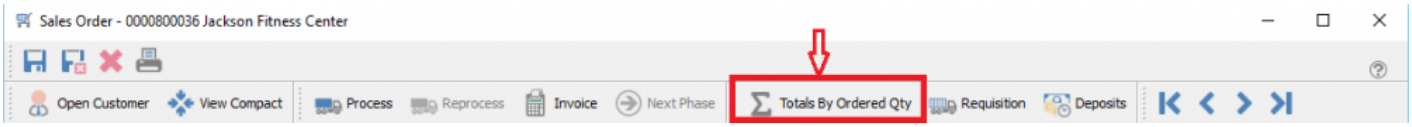
This allows the user to select an item on the sales order and click the “Open Inventory” button. This puts the user into full view/edit of that item, to be able to see historical information or open info and to edit if that is required.



Sales Order Footer



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.



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.

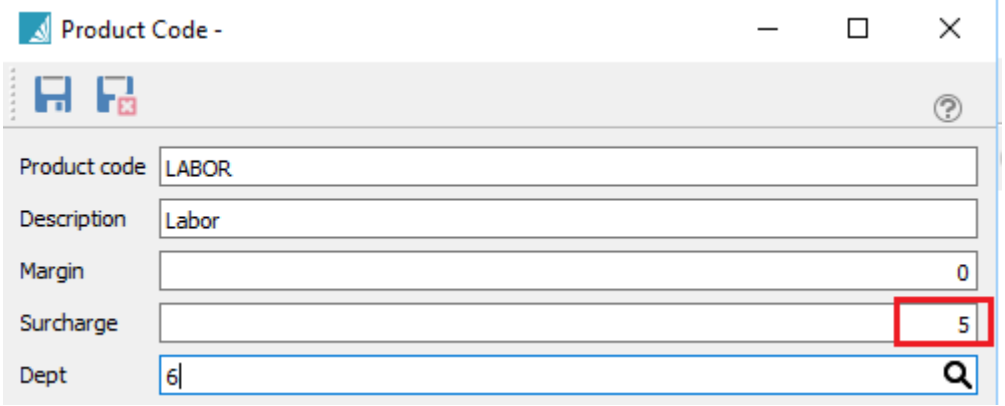
*This button will stay depressed until the user un-selects it, even if they close Spire completely, so if the total is not as you expect check this setting.

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.

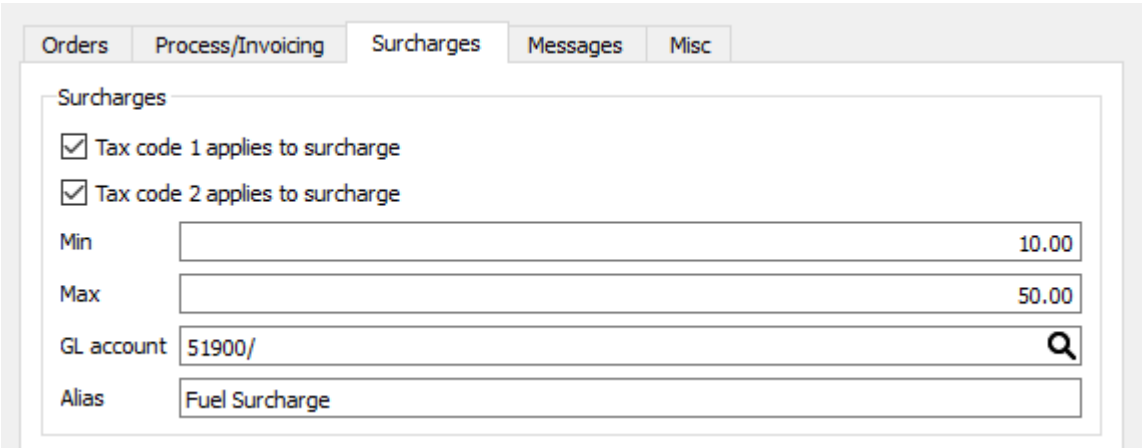
Discount – This discount comes from the customer default discount but is editable by the user. This total order discount is applied after line by line discounts so be sure that is the result that you want.

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 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'



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.

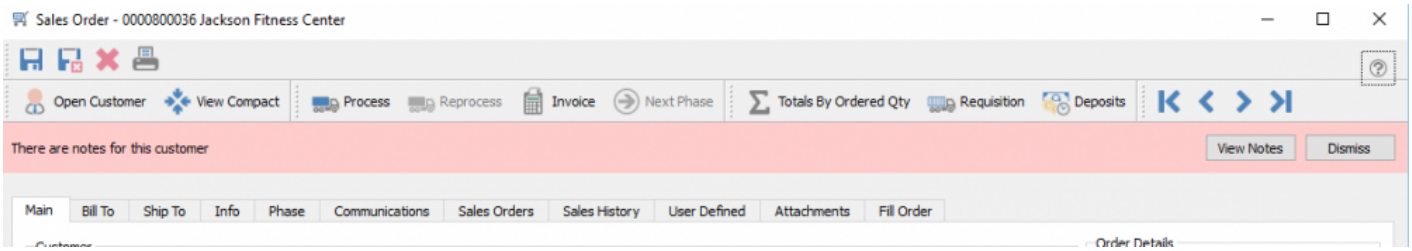
Sub Total – The sub total of the order before taxes and freight

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.

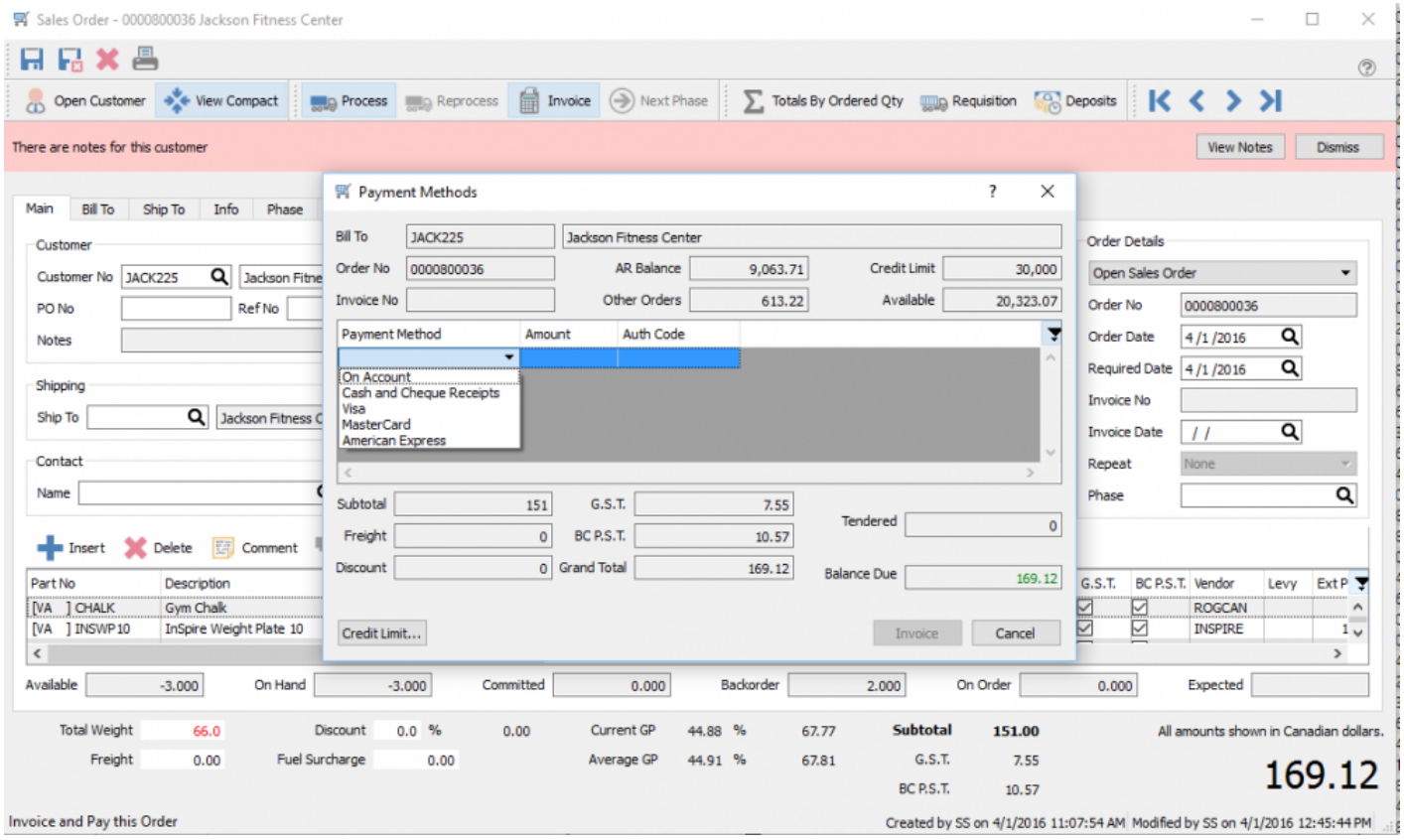
These reports can be printed, emailed or both. If emailed, the user will be presented with all of the email addresses available on that sales order including the main one, the 3 bill-to contacts and the 3 ship-to contacts. If the email addresses were not on the customer before the order was created they 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.



This payment screen gives you the financial detail of the sames order including the customers 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 selected 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 that the amount owing the change will be displayed.

Once the payment method is selected all invoice formats with the word ‘Invoice’ in the 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 if 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 whre 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

Sales Order Salesperson Settings – What Happens

Default salesperson for a sales order.

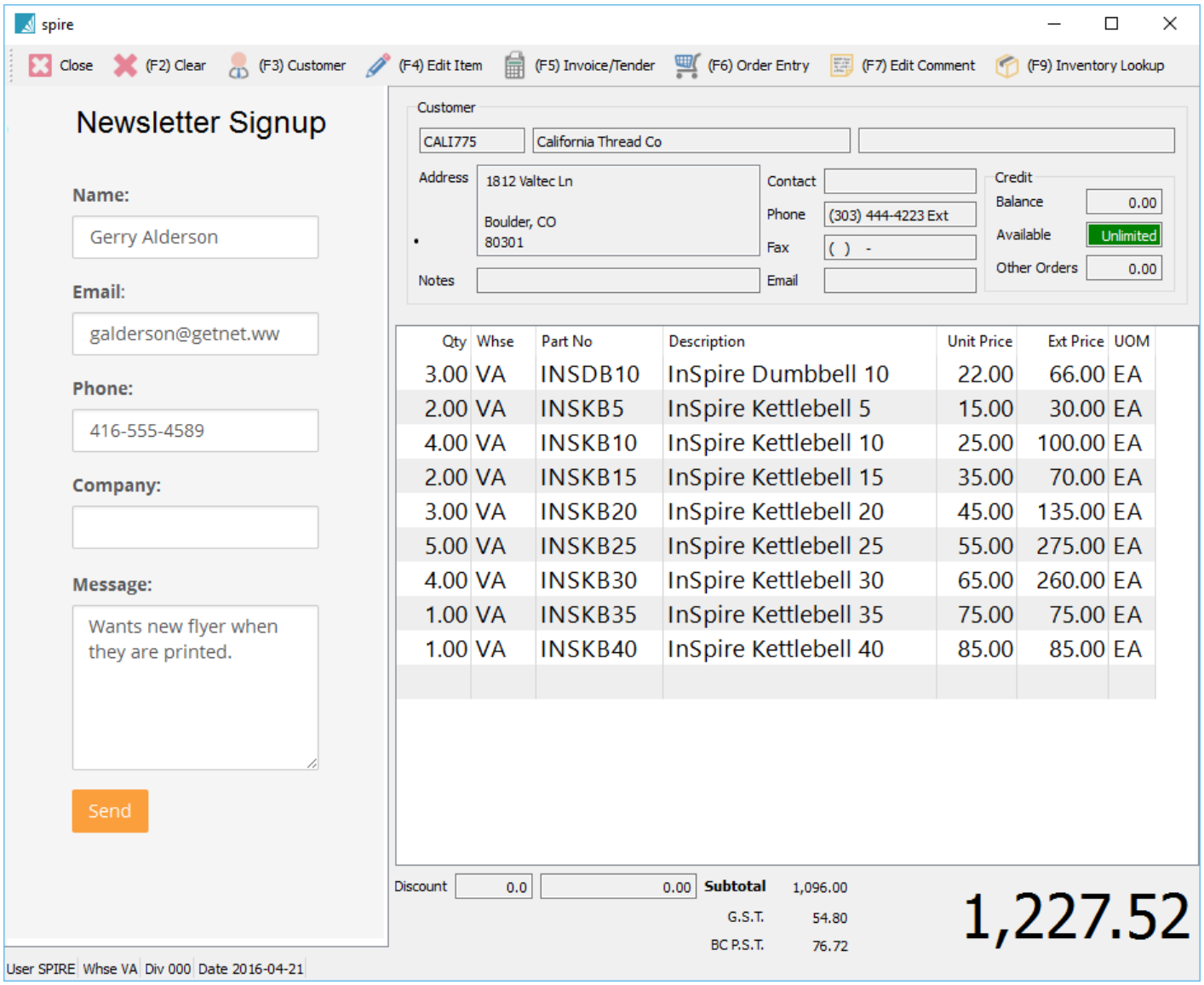
These settings apply when creating a sales order. The user can always override these settings, unless the user setting-> Sales Orders->Edit Salesperson is unchecked.

- If user setting -> Salesperson –> Default Salesperson is populated, and the customer does not have an assigned salesperson, Spire adds the users assigned salesperson to order*
- If the customer has a salesperson then when the order is added Spire populates the sales order with the salesperson assigned to the billto or shipto.*
- If the customer does not have as salesperson assigned Spire puts the logged in users salesperson code on the order. Same editing rules as above*
- If company setting -> Sales Orders->Order-> Default Salesperson with username if customer salesperson is blank is on and if there is a salesperson code that matches the user code, it will use it for the sales order. This setting takes precedence over the users default salesperson.*

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.



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.

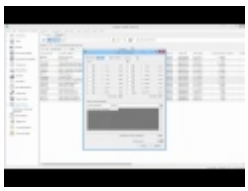
F6-Order Entry – Transfers the POS order to a full sales order. This gives access to everything the user can do when in a sales order. This includes seeing the customers sales history and therefore pricing. Hitting F6 in the sales order brings it back to POS. If the order is invoiced in POS the report 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

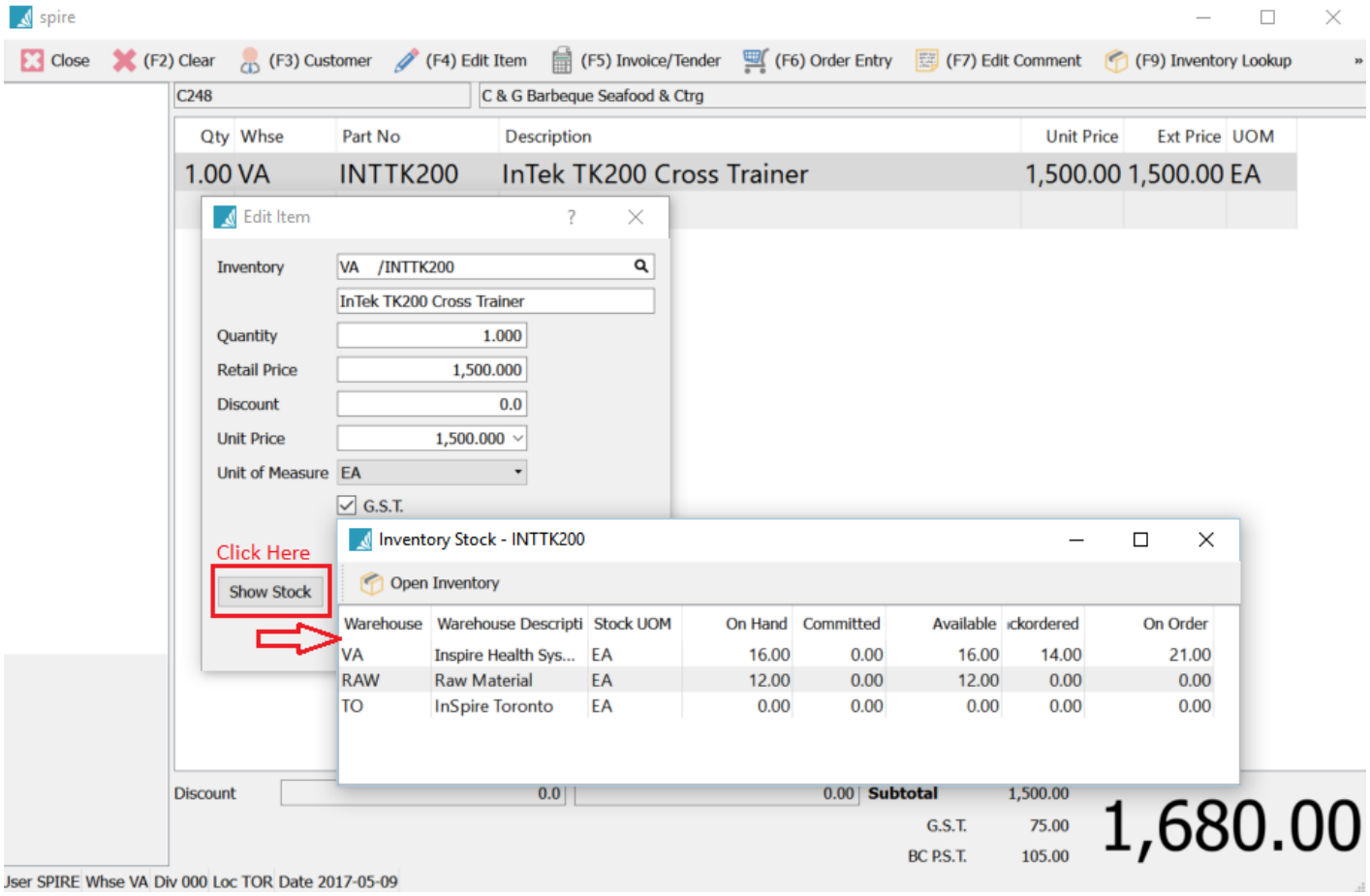
Sales Cash out



POS – Included Reports

Show Stock

When editing a line in POS the user can click the “Show Stock” button to see the status of the item in other warehouses. The user does not need to have access to all warehouses to see this information.

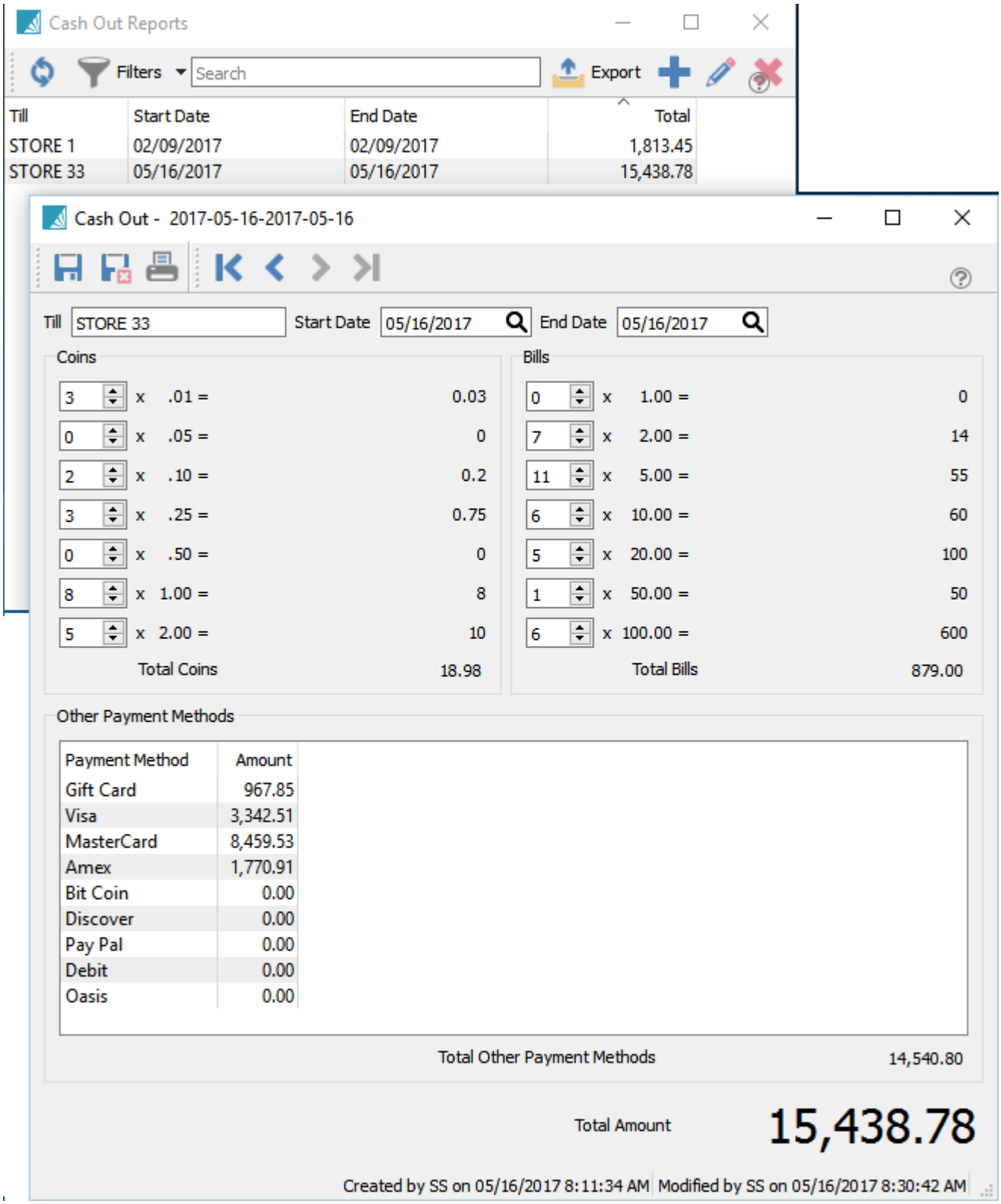


Sales Payment Balancing

If the company takes several forms of payment then the following is the procedure to balance the payments against the invoices/POS processed.

On the top menu go to Sales/Cashout Reports

Add a new batch for the period to be balanced and give it a name, such as Store 33



Count the cash and enter each denomination. Then enter the totals reported by the payment processors terminal report.

Click print and select “Cash Balance” report.

Inspire Health Systems.

Cash Balance Details

May 16, 2017 / 8:26 am

TOR

May 16,2017

STORE 33

Cash Drawer

Coin Count		Amount	Bill Count		Amount
1 Cent	3	0.03	1 Dollar	0	0.00
5 Cents	0	0.00	2 Dollars	7	14.00
10 Cents	2	0.20	5 Dollars	11	55.00
25 Cents	3	0.75	10 Dollars	6	60.00
50 Cents	0	0.00	20 Dollars	5	100.00
1 Dollar	8	8.00	50 Dollars	1	50.00
2 Dollars	5	10.00	100 Dollars	6	600.00
Total coin		18.98	Total bills		879.00

Card Terminal

Cards	Amount
Gift Card	967.85
Visa	3,342.51
MasterCard	8,459.53
Amex	1,770.91
Bit Coin	0.00
Discover	0.00
Pay Pal	0.00
Debit	0.00
Oasis	0.00
Total cards	14,540.80
Total cash	897.98
Total *	**15,438.78**

Posted Invoice Payments

Gift Card	967.85
Cash	897.98
Visa	3,342.51
MasterCard	8,459.53
Amex	1,770.91
	15,438.78
Total *	15,438.78
Over/Under *	**0.00**

If it is not balanced print the “Cash Balance Details” report and proceed with checking off invoices until the error is found.

Inspire Health Systems.

Cash Balance Details

May 16, 2017 / 8:26 am

TOR

May 16,2017

STORE 33

Cash Drawer

Coin Count		Amount	Bill Count		Amount
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1 Dollar	8	8.00	50 Dollars	1	50.00
2 Dollars	5	10.00	100 Dollars	6	600.00
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Discover	0.00
Pay Pal	0.00
Debit	0.00
Oasis	0.00
Total cards	14,540.80
Total cash	897.98
Total *	**15,438.78**

Posted Invoice Payments

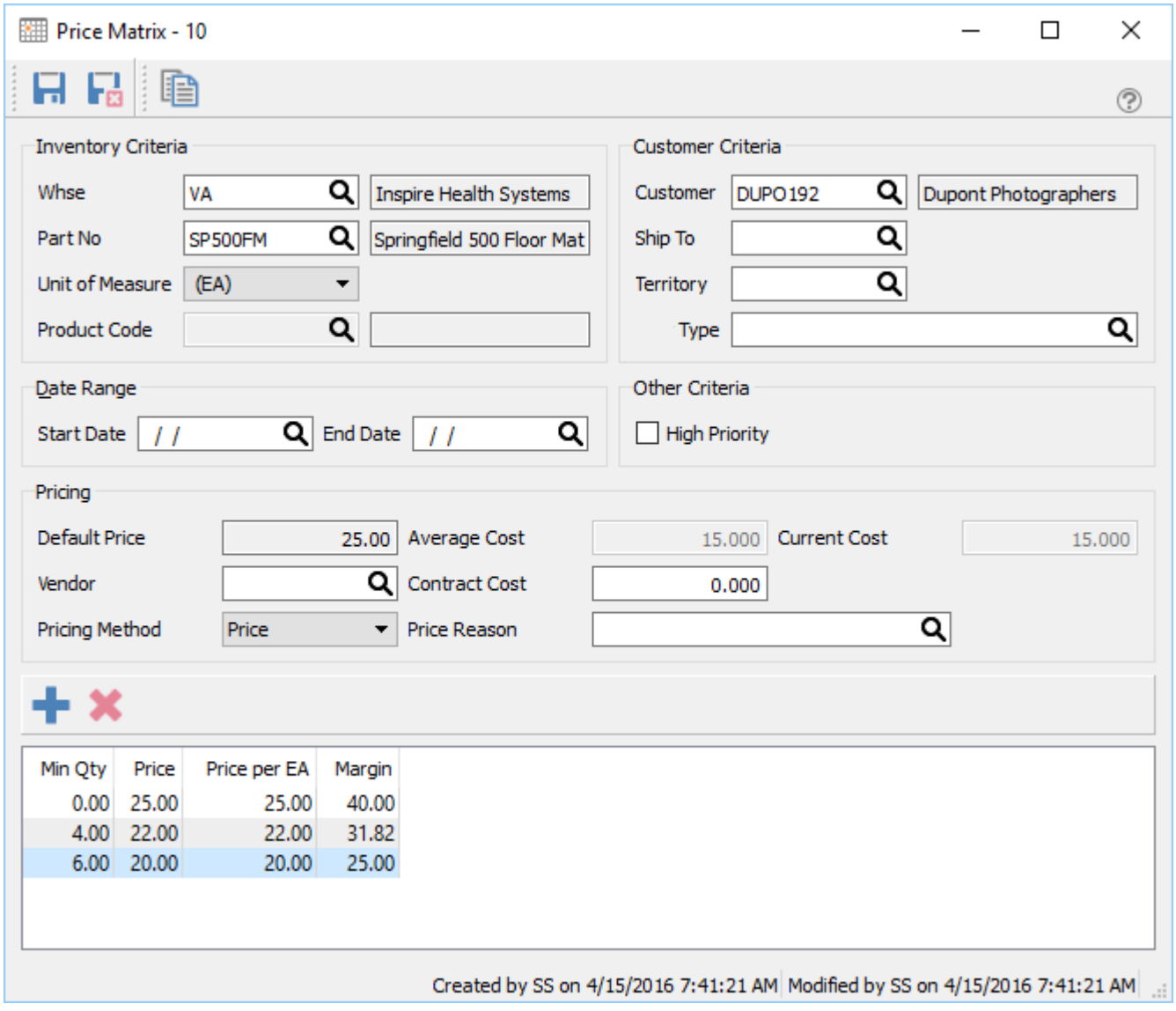
Date	Number	Name		Amount
May 16, 17	0000600418	Dales Automotive		510.39
May 16, 17	0000600428	Maull Baker Box Ci		457.46
			Gift Card	**967.85**
May 16, 17	0000600412	Cash Sale		156.80
May 16, 17	0000600413	Elden H Knudson Constrctn Co		409.85
May 16, 17	0000600419	Jackson Fitness Center		5.60
May 16, 17	0000600420	Jackson Fitness Center		123.48
May 16, 17	0000600426	Cash Sale		117.60
May 16, 17	0000600427	Jackson Fitness Center		84.65
			Cash	**897.98**
May 16, 17	0000600414	Bell West Credit Union		705.60
May 16, 17	0000600416	Elden H Knudson Constrctn Co		1,202.88
May 16, 17	0000600421	Cash Sale		590.24
May 16, 17	0000600422	Fairfield Printing		843.79
			Visa	**3,342.51**
May 16, 17	0000600415	Jackson Fitness Center		429.24
May 16, 17	0000600423	E R Partridge Inc		6,903.68
May 16, 17	0000600425	Beierle & Beierle		1,126.61
			MasterCard	**8,459.53**
May 16, 17	0000600417	Jackson Fitness Center		635.04
May 16, 17	0000600424	Jackson Fitness Center		1,135.87
			Amex	**1,770.91**
				15,438.78

Total *	15,438.78
Over/Under *	**0.00**

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



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. InventoryCurrentCost / (100-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.

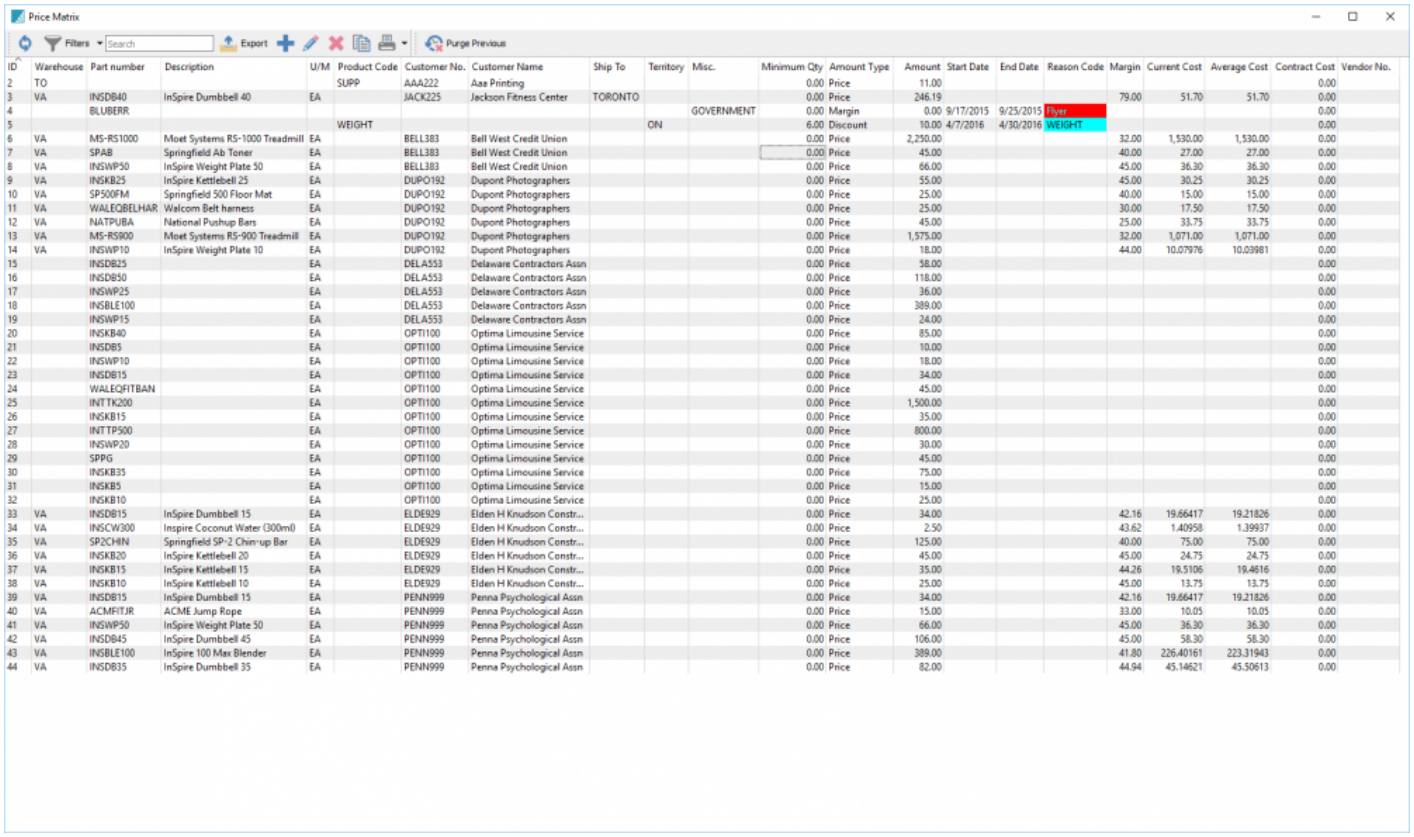
Current Cost – The current cost from Inventory.

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



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	INSDB40	InSpire Dumbbell 40	EA		JACK225	Jackson Fitness Center	TORONTO			0.00	Price	246.19				79.00	51.70	51.70	0.00	
4		BLUBERR								GOVERNMENT	0.00	Margin	0.00	9/17/2015	9/25/2015	Flyer				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	
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	
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	
9	VA	INSKB25	InSpire Kettlebell 25	EA		DUPO192	Dupont Photographers				0.00	Price	55.00				45.00	30.25	30.25	0.00	
10	VA	SP500FM	Springfield 500 Floor Mat	EA		DUPO192	Dupont Photographers				0.00	Price	25.00				40.00	15.00	15.00	0.00	
11	VA	WALEQBELHAR	Walcom Belt harness	EA		DUPO192	Dupont Photographers				0.00	Price	25.00				30.00	17.50	17.50	0.00	
12	VA	NATPUBA	National Pushup Bars	EA		DUPO192	Dupont Photographers				0.00	Price	45.00				25.00	33.75	33.75	0.00	
13	VA	MS-RS900	Moet Systems RS-900 Treadmill	EA		DUPO192	Dupont Photographers				0.00	Price	1,575.00				32.00	1,071.00	1,071.00	0.00	
14	VA	INSWP10	InSpire Weight Plate 10	EA		DUPO192	Dupont Photographers				0.00	Price	18.00				44.00	10.07976	10.03981	0.00	
15		INSDB25		EA		DELA553	Delaware Contractors Assn				0.00	Price	58.00							0.00	
16		INSDB50		EA		DELA553	Delaware Contractors Assn				0.00	Price	118.00							0.00	
17		INSWP25		EA		DELA553	Delaware Contractors Assn				0.00	Price	36.00							0.00	
18		INSBLE100		EA		DELA553	Delaware Contractors Assn				0.00	Price	389.00							0.00	
19		INSWP15		EA		DELA553	Delaware Contractors Assn				0.00	Price	24.00							0.00	
20		INSKB40		EA		OPTI100	Optima Limousine Service				0.00	Price	85.00							0.00	
21		INSDB5		EA		OPTI100	Optima Limousine Service				0.00	Price	10.00							0.00	
22		INSWP10		EA		OPTI100	Optima Limousine Service				0.00	Price	18.00							0.00	
23		INSDB15		EA		OPTI100	Optima Limousine Service				0.00	Price	34.00							0.00	
24		WALEQFITBAN		EA		OPTI100	Optima Limousine Service				0.00	Price	45.00							0.00	
25		INTTK200		EA		OPTI100	Optima Limousine Service				0.00	Price	1,500.00							0.00	
26		INSKB15		EA		OPTI100	Optima Limousine Service				0.00	Price	35.00							0.00	
27		INTTP500		EA		OPTI100	Optima Limousine Service				0.00	Price	800.00							0.00	
28		INSWP20		EA		OPTI100	Optima Limousine Service				0.00	Price	30.00							0.00	
29		SPPG		EA		OPTI100	Optima Limousine Service				0.00	Price	45.00							0.00	
30		INSKB35		EA		OPTI100	Optima Limousine Service				0.00	Price	75.00							0.00	
31		INSKB5		EA		OPTI100	Optima Limousine Service				0.00	Price	15.00							0.00	
32		INSKB10		EA		OPTI100	Optima Limousine Service				0.00	Price	25.00							0.00	
33	VA	INSDB15	InSpire Dumbbell 15	EA		ELDE929	Elden H Knudson Constr...				0.00	Price	34.00				42.16	19.66417	19.21826	0.00	
34	VA	INSCW300	Inspire Coconut Water (300ml)	EA		ELDE929	Elden H Knudson Constr...				0.00	Price	2.50				43.62	1.40958	1.39937	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	
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	
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	
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	
39	VA	INSDB15	InSpire Dumbbell 15	EA		PENN999	Penna Psychological Assn				0.00	Price	34.00				42.16	19.66417	19.21826	0.00	
40	VA	ACMRITJR	ACME Jump Rope	EA		PENN999	Penna Psychological Assn				0.00	Price	15.00				33.00	10.05	10.05	0.00	
41	VA	INSWP50	InSpire Weight Plate 50	EA		PENN999	Penna Psychological Assn				0.00	Price	66.00				45.00	36.30	36.30	0.00	
42	VA	INSDB45	InSpire Dumbbell 45	EA		PENN999	Penna Psychological Assn				0.00	Price	106.00				45.00	58.30	58.30	0.00	
43	VA	INSBLE100	InSpire 100 Max Blender	EA		PENN999	Penna Psychological Assn				0.00	Price	389.00				41.80	226.40161	223.31943	0.00	
44	VA	INSDB35	InSpire Dumbbell 35	EA		PENN999	Penna Psychological Assn				0.00	Price	82.00				44.94	45.14621	45.50613	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.

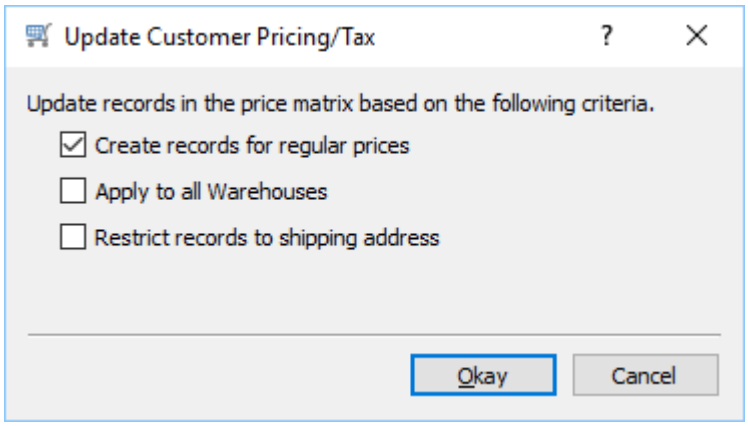
Save Prices from Sales Order

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 note edited this will add a record to the customers 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

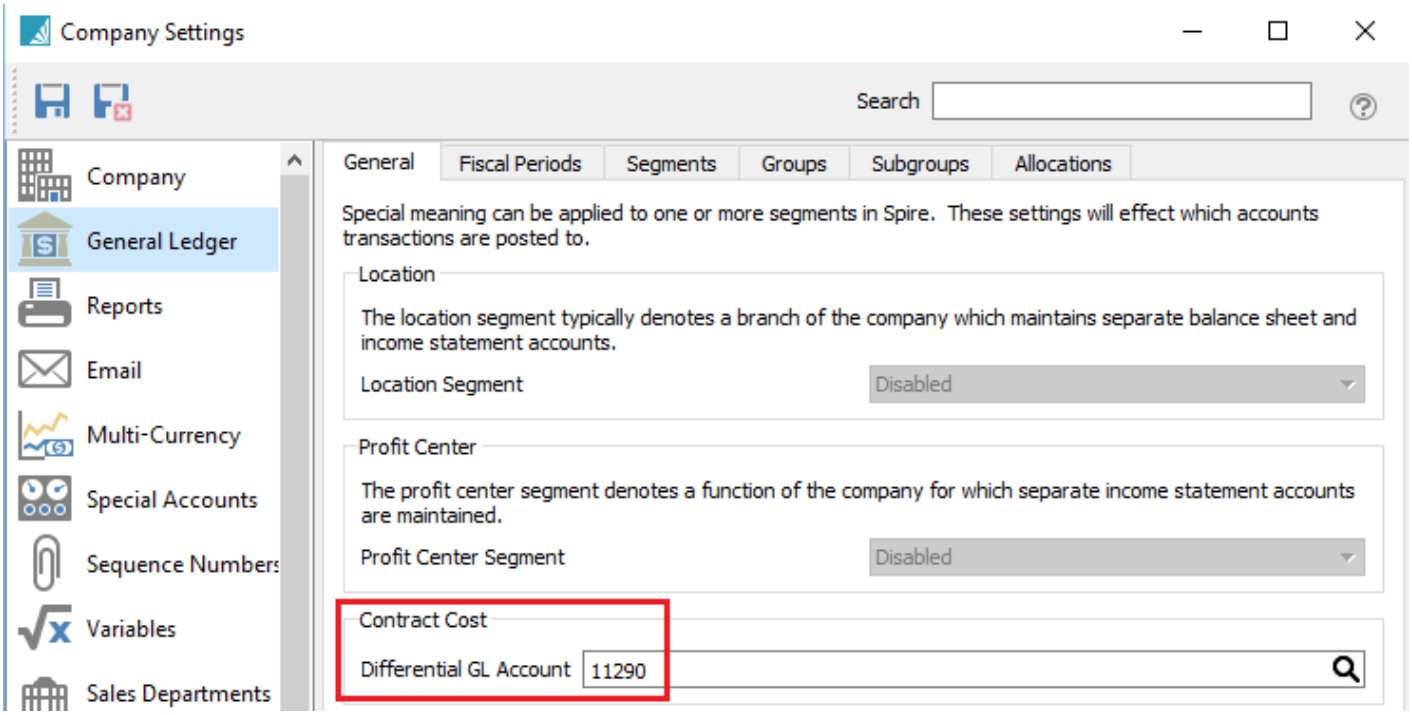
Contract Cost

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.

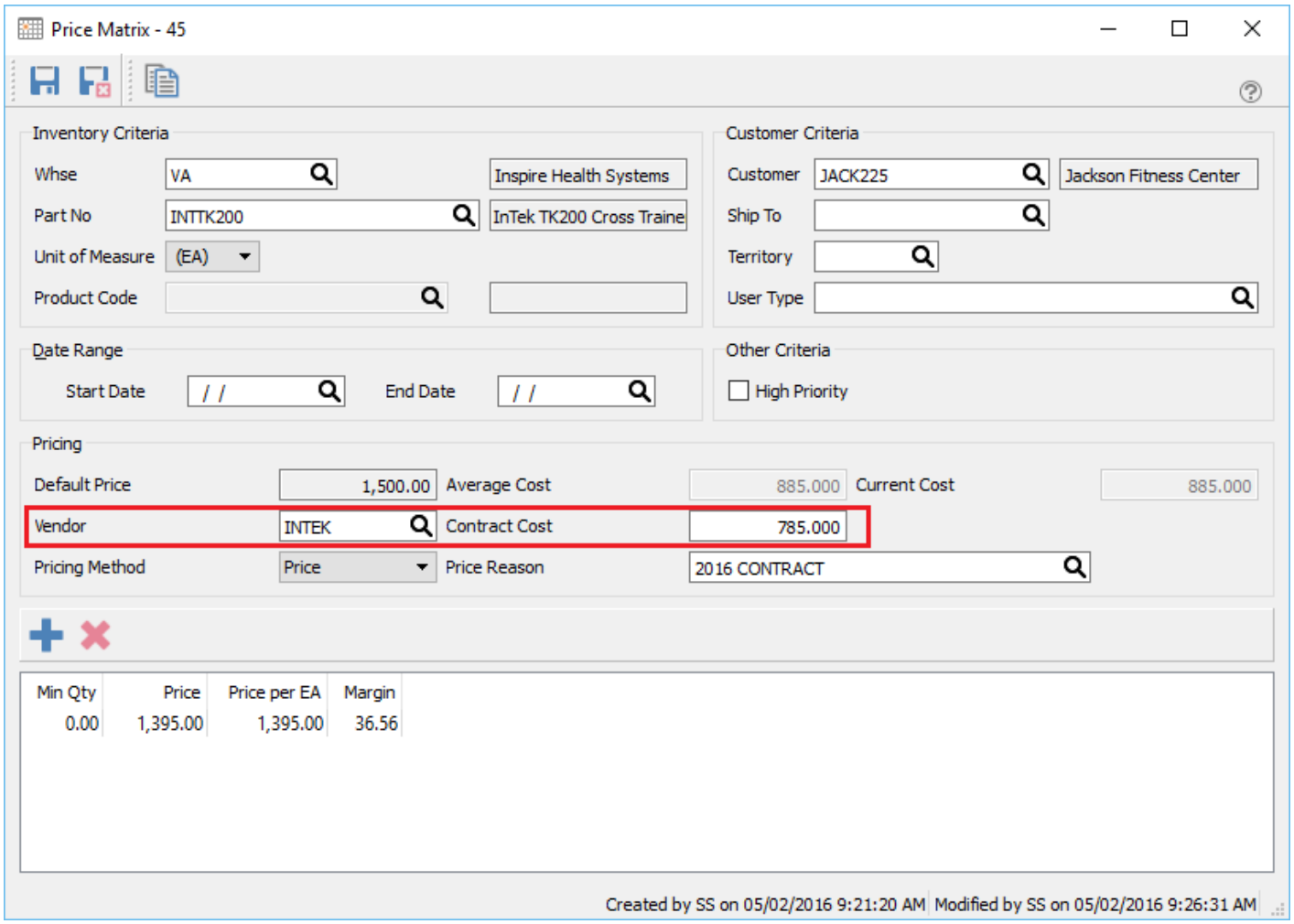
Contract Cost Differential Account

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.



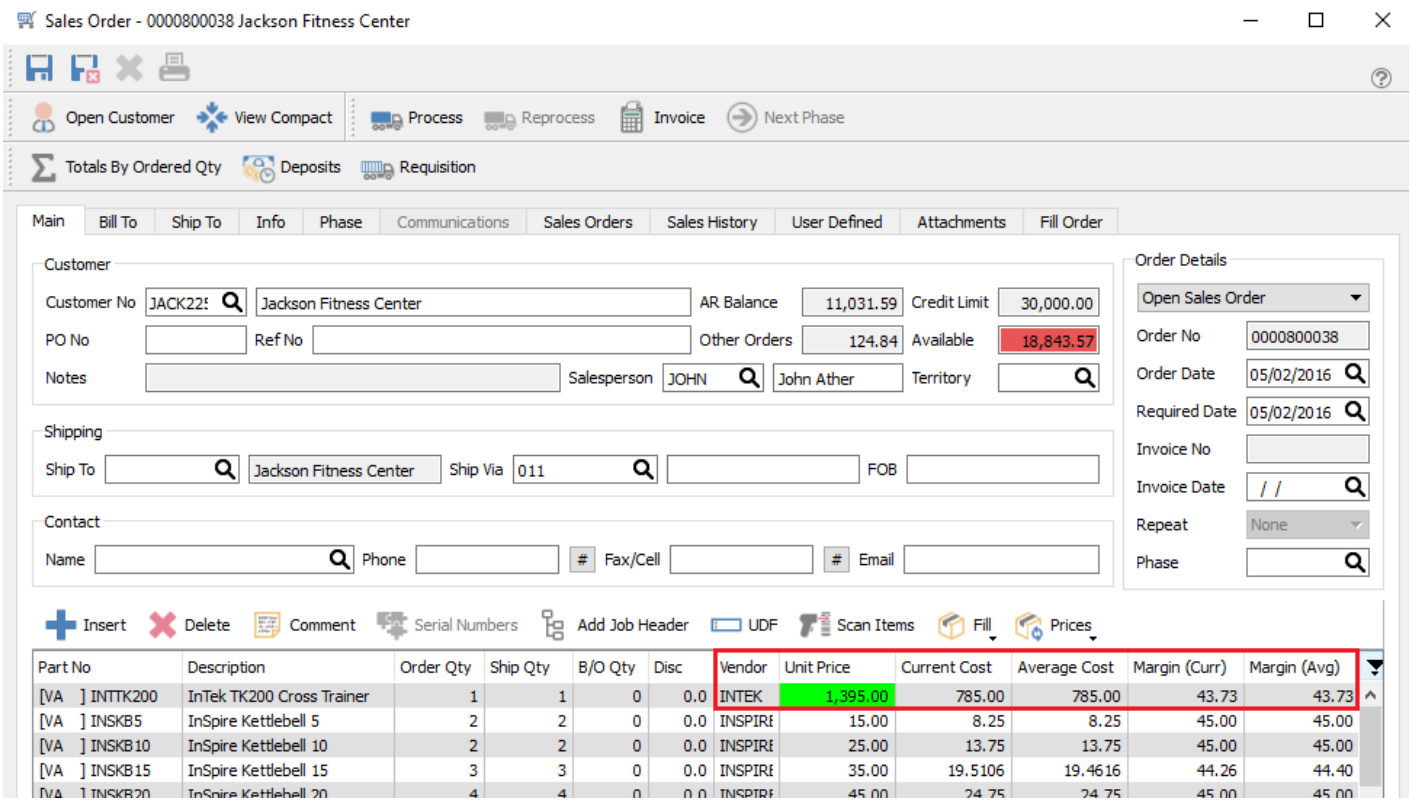
Price Matrix

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.



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.



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
[ ]										

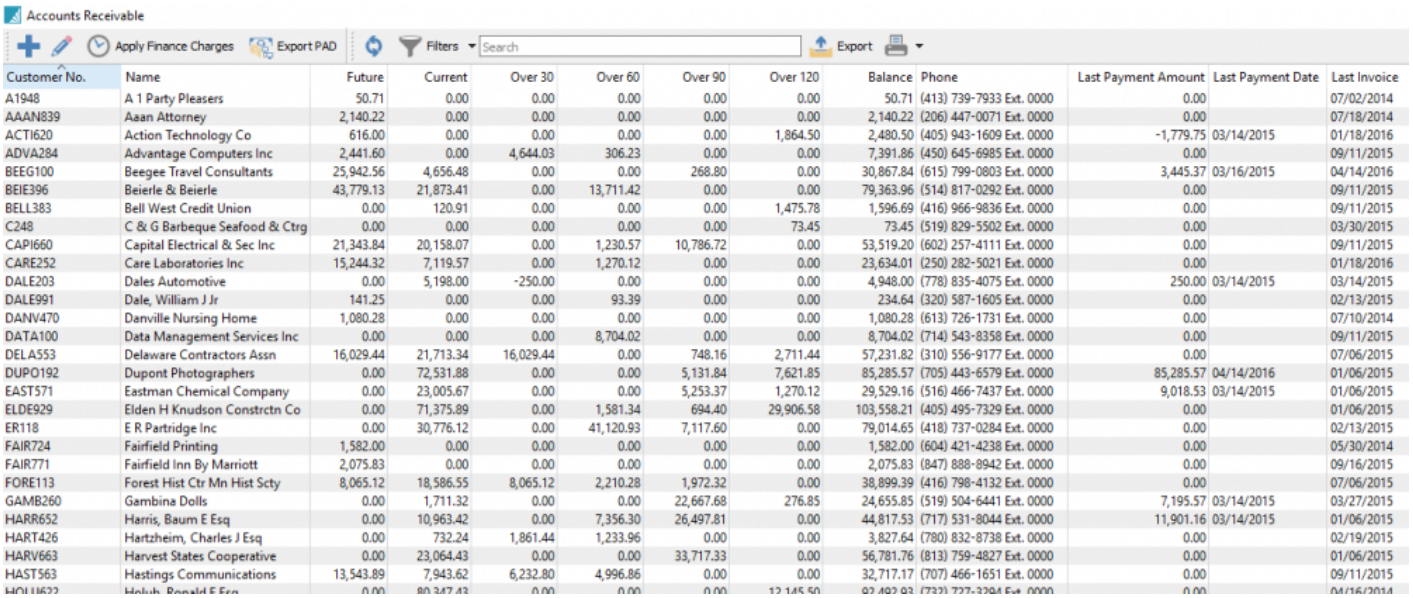
Debits 3,425.09
Credits 3,425.09

Balance 0.00

Instructional Video

Accounts Receivable

When first going into accounts receivable the aged list will be shown. This list can be sorted and filtered.



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
ACTI620	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
BEIE396	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
CAPI660	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
DUPO192	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 Constrctn 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 Scty	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	Hartzheim, 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
HOLU622	Holub, Ronald E Esq	0.00	80,347.43	0.00	0.00	0.00	12,145.50	92,492.93	(732) 727-3294 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.

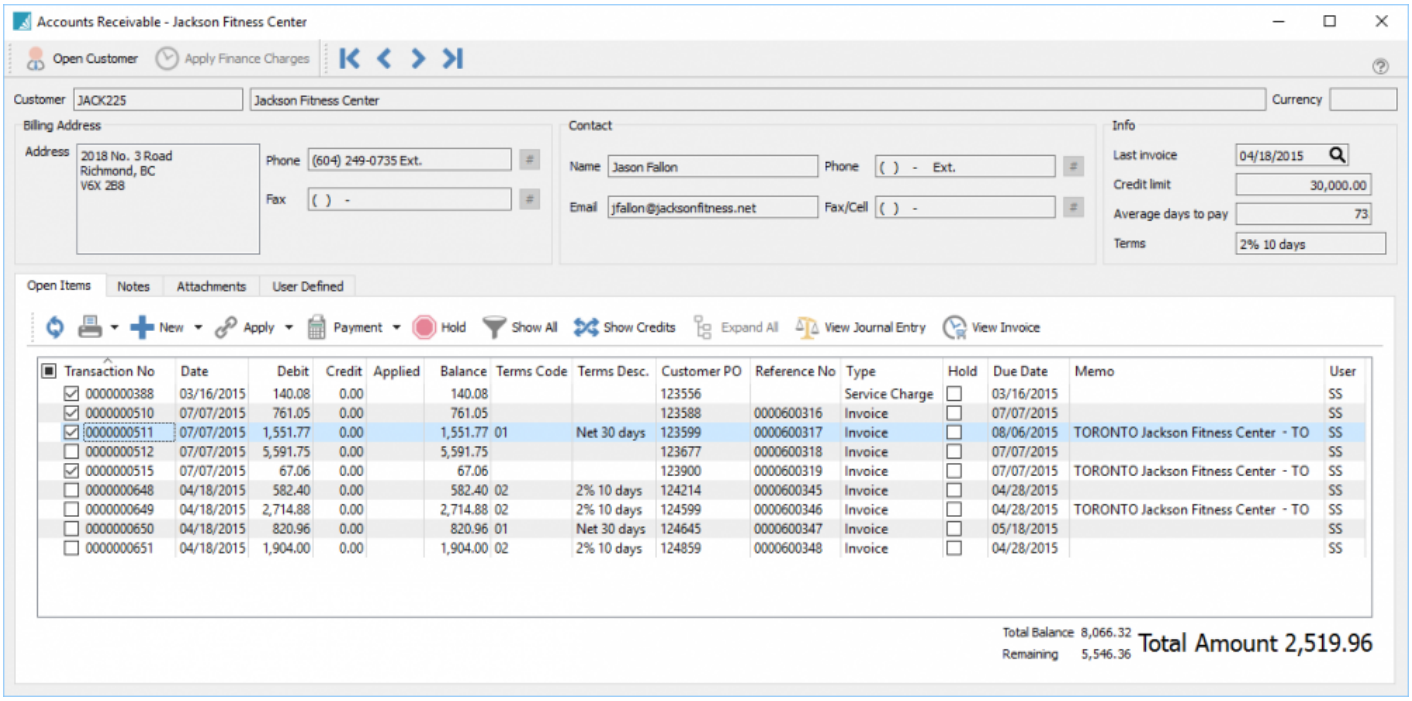
Search – Searches the customer records for word(s) entered.

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



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.

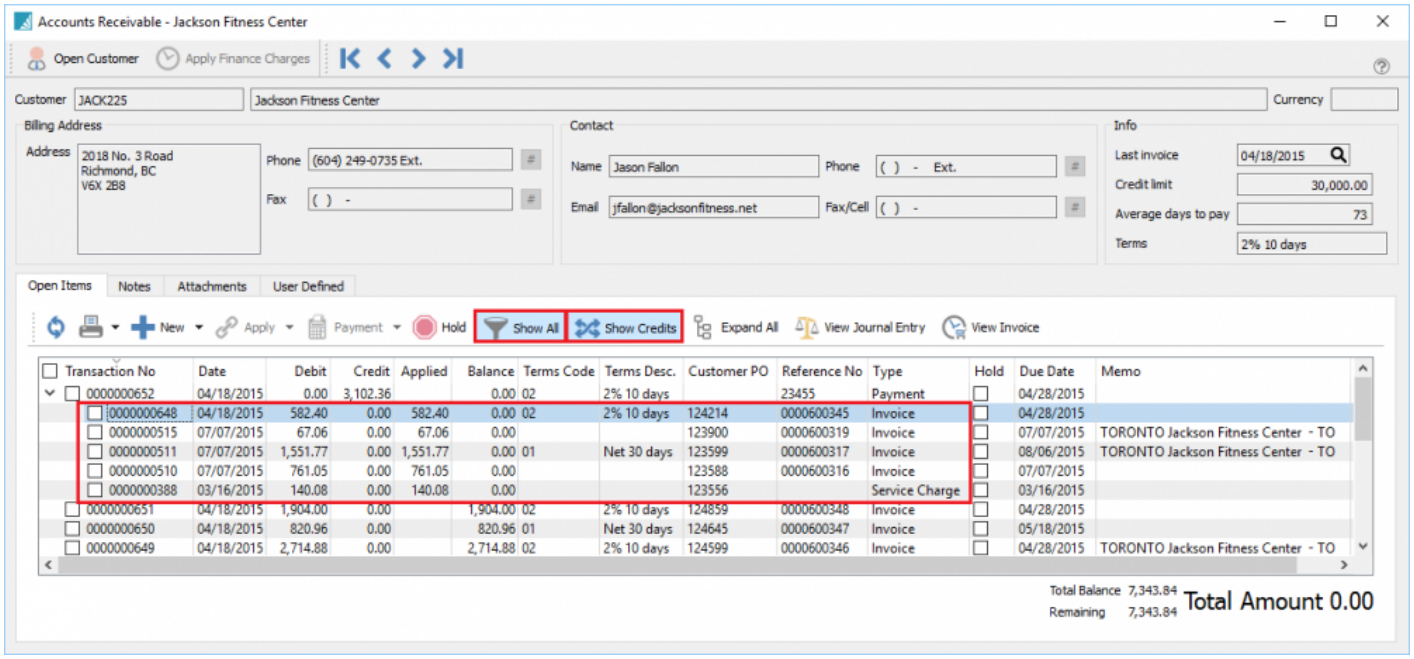
Payment – Pays the selected invoice(s). The arrow beside the payment button is to void a selected payment. When voided it will automatically unlink.

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.



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

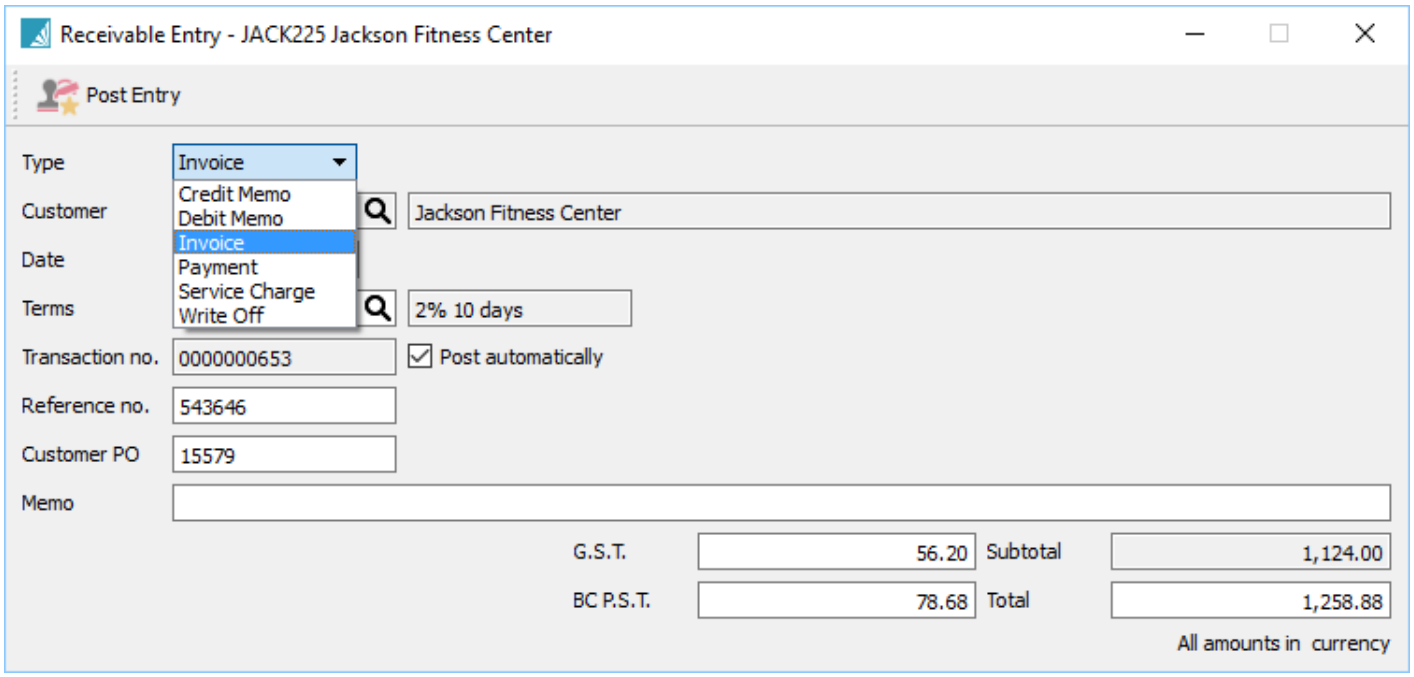
Attachments – Any number of attachments can be added to an item. Once attached the user simply double clicks the attachment and it will open in the default viewer for that type of document.

User Defined

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

AR Entry

Accounts Receivable Entry



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.

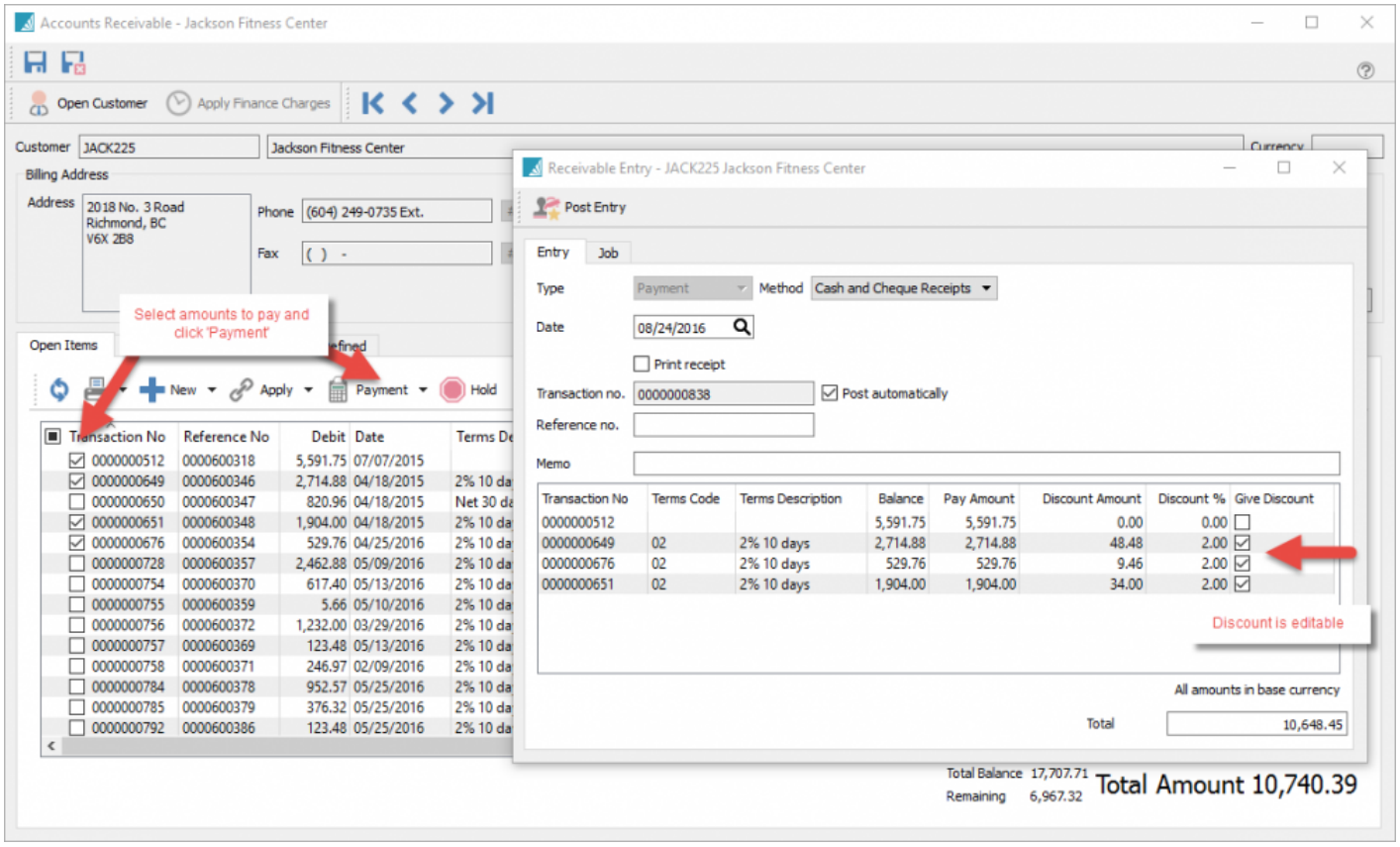
Tax1 – Tax 1 for this transaction that is automatically calculated based on how taxes are set for this customer.

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



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 un-checked 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

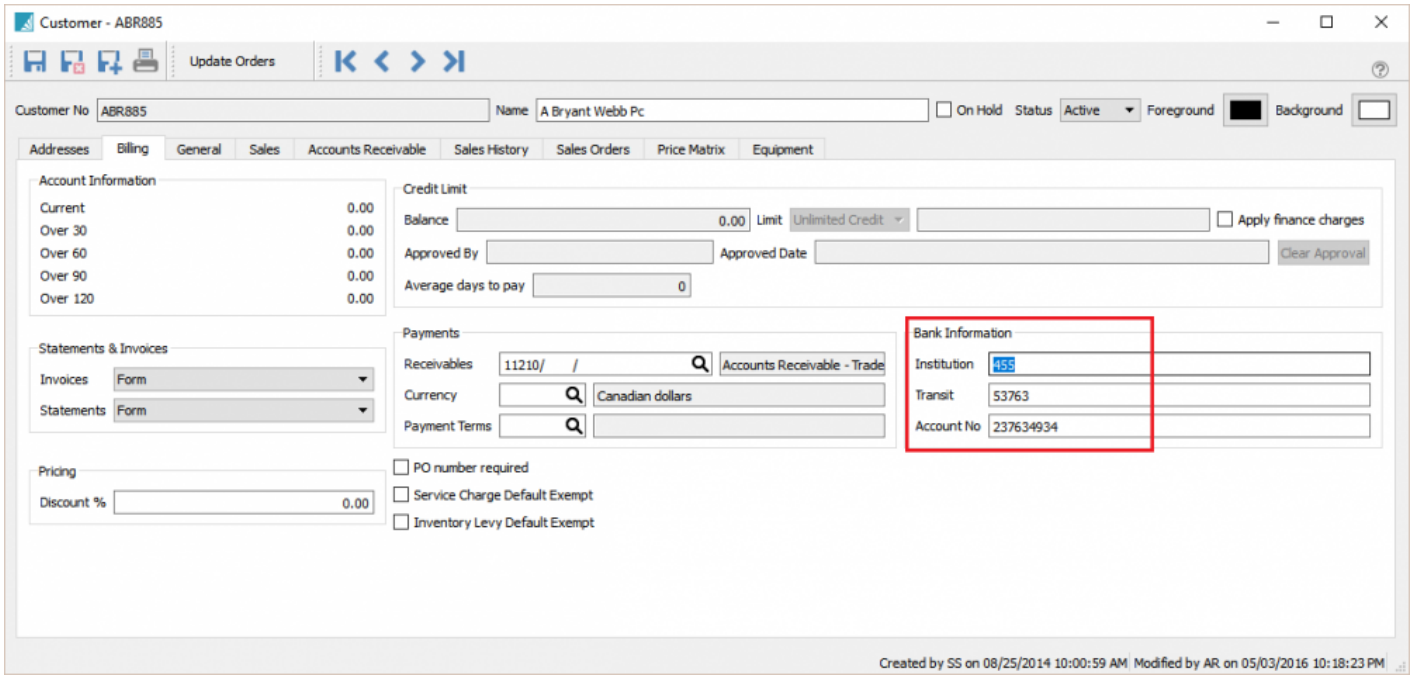
Batch Receivables – & EFT

Batch Receivables Setup

- Before using accounts receivable batches the user will need permission set for their login in User Settings/Accounts Receivable.

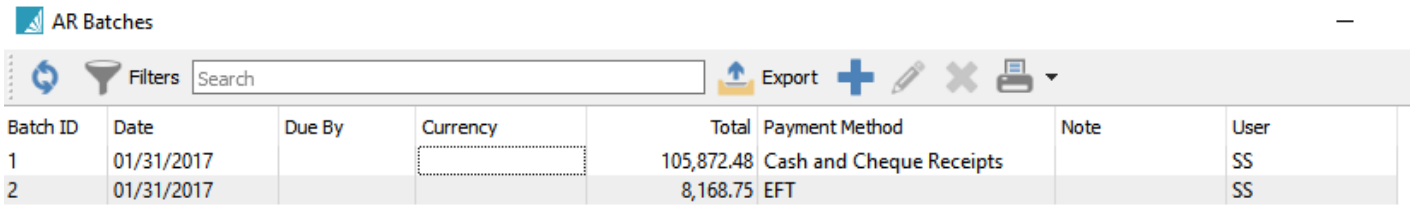
- For EFT deposits a GL account must first be selected in Company Settings/Special Accounts/AR Accounts. It is recommended that a new GL account is added in the cash group for this purpose.

- Only customers that have the banking information added will be added to the EFT batch. Go to the 'Billing' tab in customer edit to add the Institution, Transit and Account Number as below.



AR Batch List

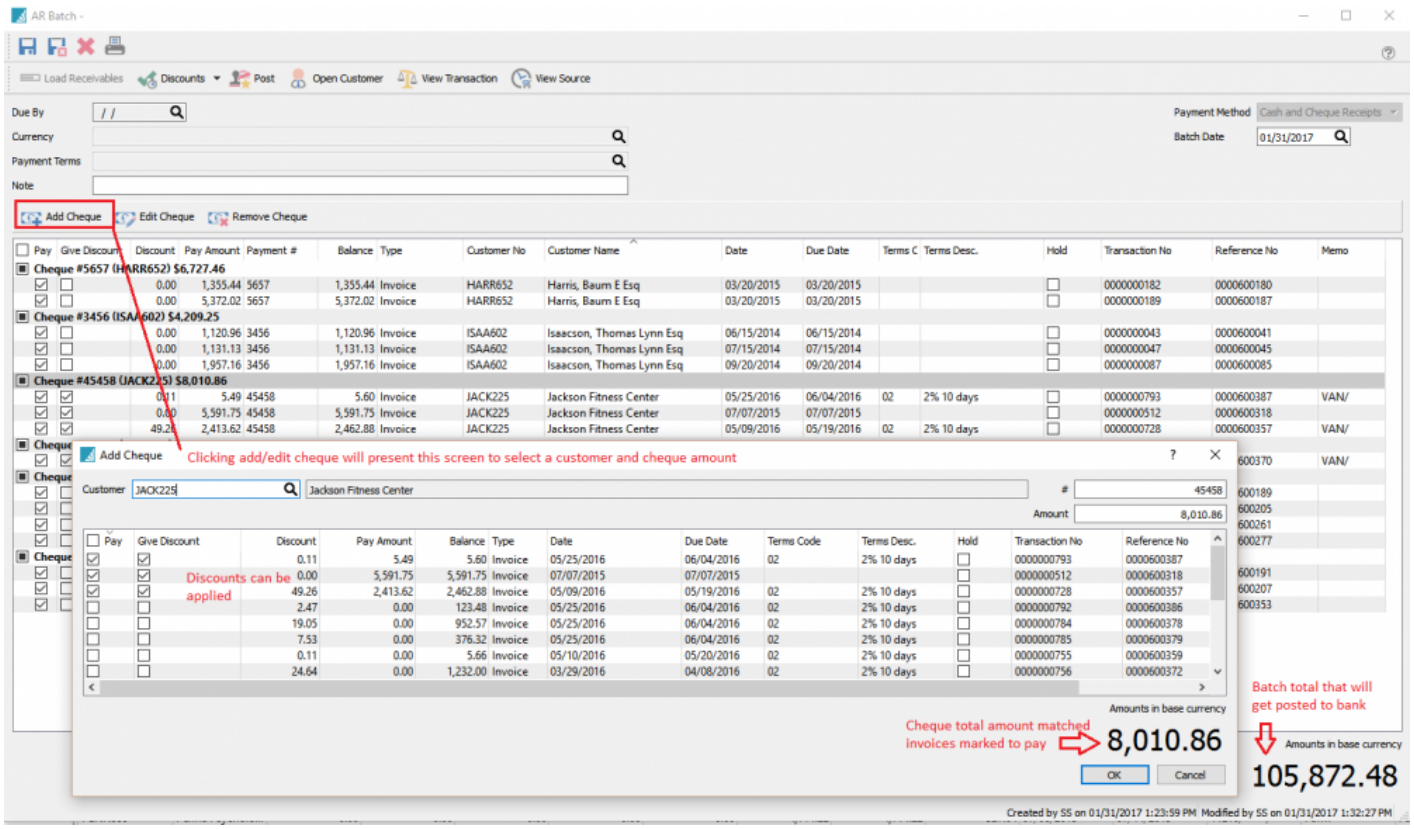
Accounts Receivable batches can be created and saved for later posting.



Batch ID	Date	Due By	Currency	Total	Payment Method	Note	User
1	01/31/2017			105,872.48	Cash and Cheque Receipts		SS
2	01/31/2017			8,168.75	EFT		SS

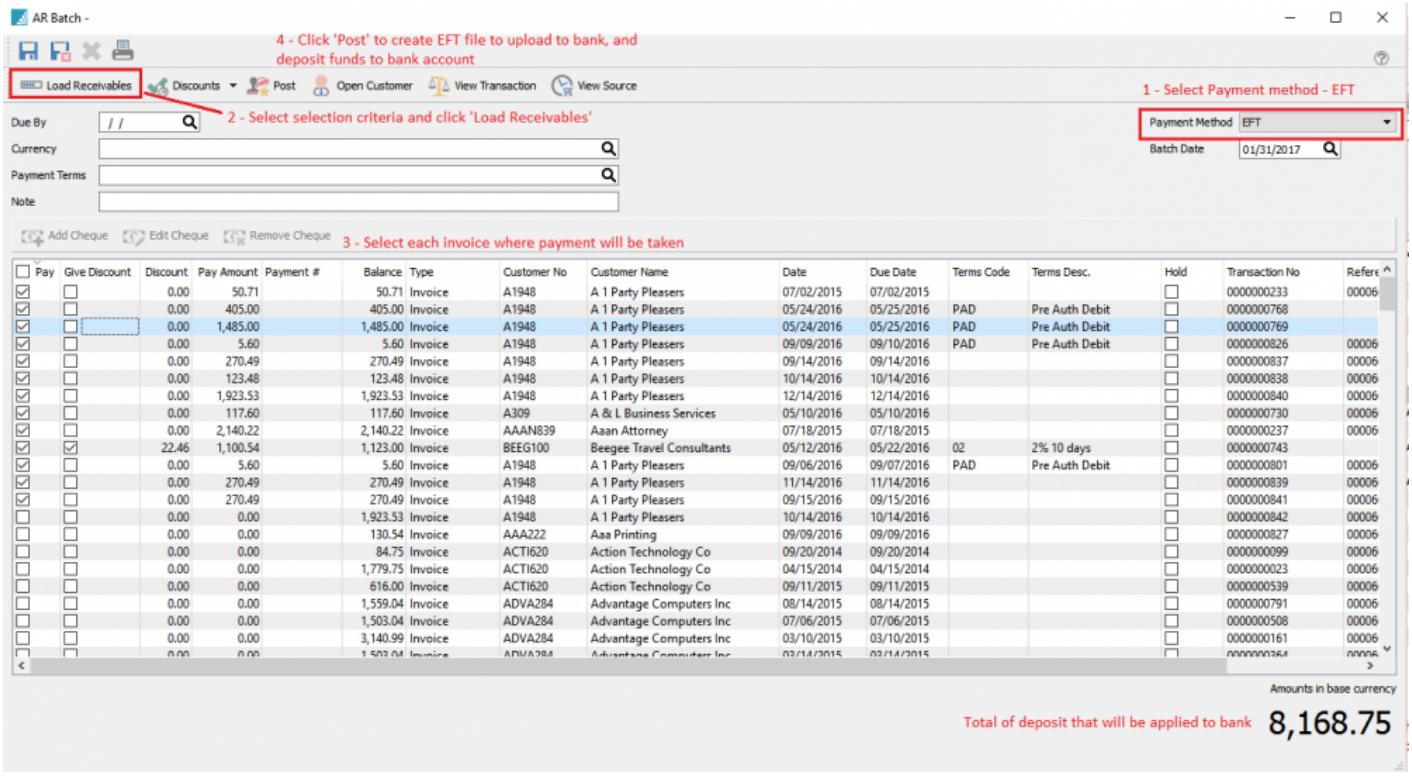
Cash Cheque Deposit

Accounts receivables can be processed as a batch. The user can take a stack of cheques and process them together in a batch, print a deposit slip and then transfer the batch in one step to the bank.

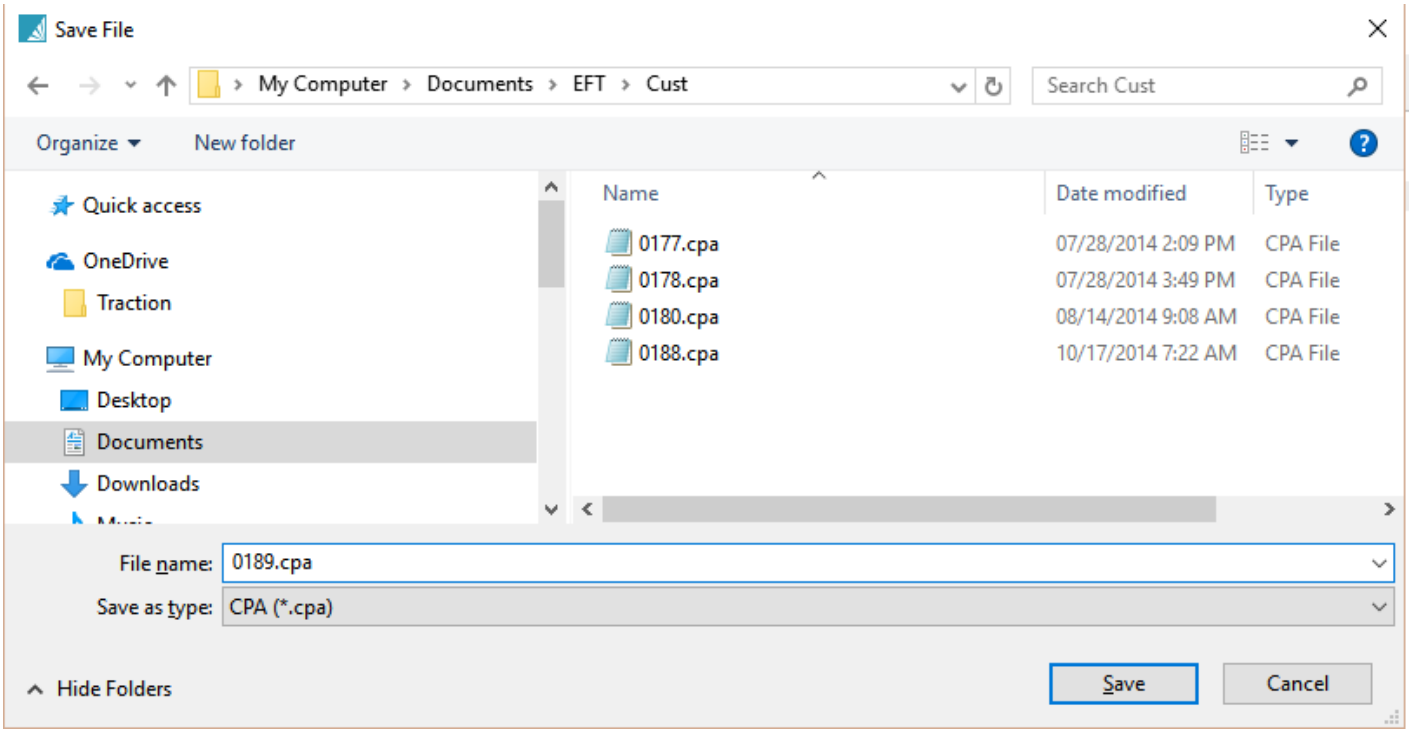


EFT Deposit

When creating a batch the user can select ‘EFT’ as the payment method and then when the batch is posted it will prompt the user for a location to save the CPA1465 (“005”) file so that it can be uploaded to the bank.



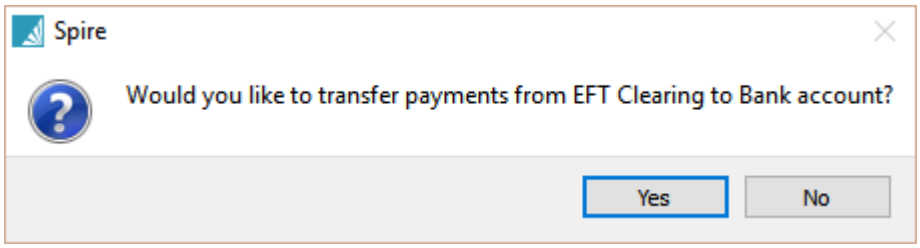
When posting the EFT batch the user will be asked to save the CPA1464 file onto their computer, from where they will upload it to the bank for processing.



The user can then email the receipts to the customers and print the deposit report for their records.

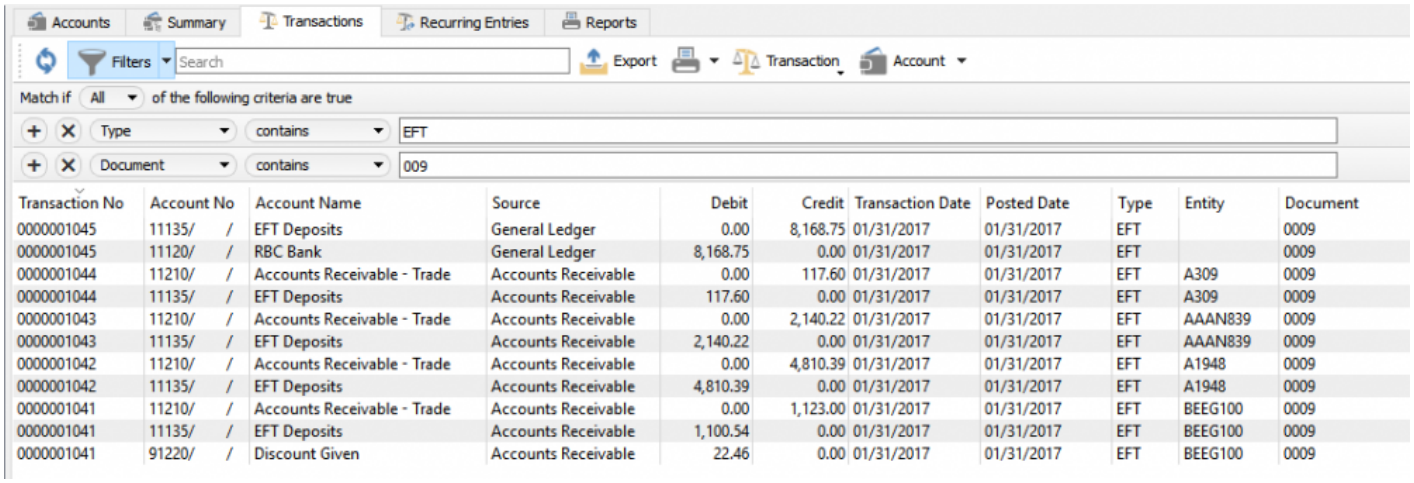
Lastly the user will be asked if they want to transfer the complete deposit amount from the EFT clearing account to the bank.

Transfer Deposit to Bank



In GL transactions the posting will look like this.

> NOTE: The filters are set to retrieve source type ‘EFT’ and the document matches the EFT file number uploaded to the bank.

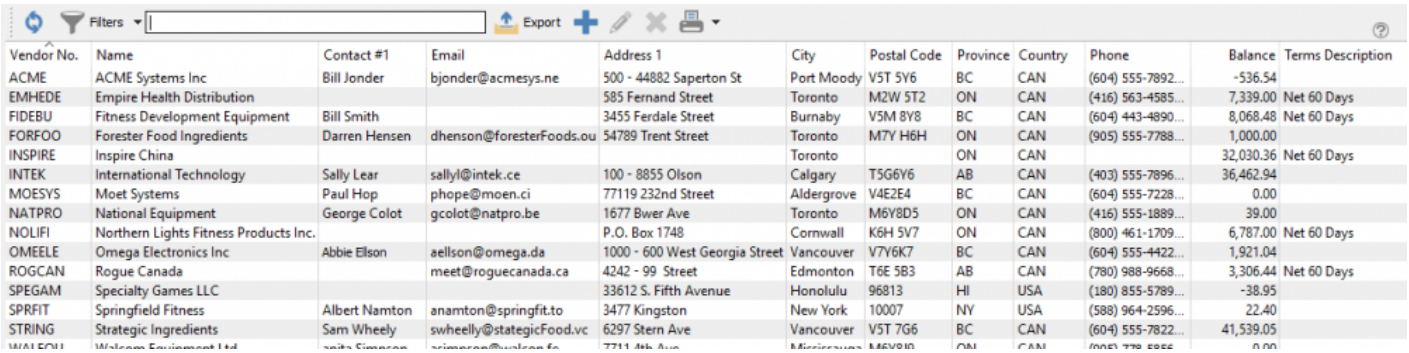


Transaction No	Account No	Account Name	Source	Debit	Credit	Transaction Date	Posted Date	Type	Entity	Document
0000001045	11135/ /	EFT Deposits	General Ledger	0.00	8,168.75	01/31/2017	01/31/2017	EFT		0009
0000001045	11120/ /	RBC Bank	General Ledger	8,168.75	0.00	01/31/2017	01/31/2017	EFT		0009
0000001044	11210/ /	Accounts Receivable - Trade	Accounts Receivable	0.00	117.60	01/31/2017	01/31/2017	EFT	A309	0009
0000001044	11135/ /	EFT Deposits	Accounts Receivable	117.60	0.00	01/31/2017	01/31/2017	EFT	A309	0009
0000001043	11210/ /	Accounts Receivable - Trade	Accounts Receivable	0.00	2,140.22	01/31/2017	01/31/2017	EFT	AAAN839	0009
0000001043	11135/ /	EFT Deposits	Accounts Receivable	2,140.22	0.00	01/31/2017	01/31/2017	EFT	AAAN839	0009
0000001042	11210/ /	Accounts Receivable - Trade	Accounts Receivable	0.00	4,810.39	01/31/2017	01/31/2017	EFT	A1948	0009
0000001042	11135/ /	EFT Deposits	Accounts Receivable	4,810.39	0.00	01/31/2017	01/31/2017	EFT	A1948	0009
0000001041	11210/ /	Accounts Receivable - Trade	Accounts Receivable	0.00	1,123.00	01/31/2017	01/31/2017	EFT	BEEG100	0009
0000001041	11135/ /	EFT Deposits	Accounts Receivable	1,100.54	0.00	01/31/2017	01/31/2017	EFT	BEEG100	0009
0000001041	91220/ /	Discount Given	Accounts Receivable	22.46	0.00	01/31/2017	01/31/2017	EFT	BEEG100	0009

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.

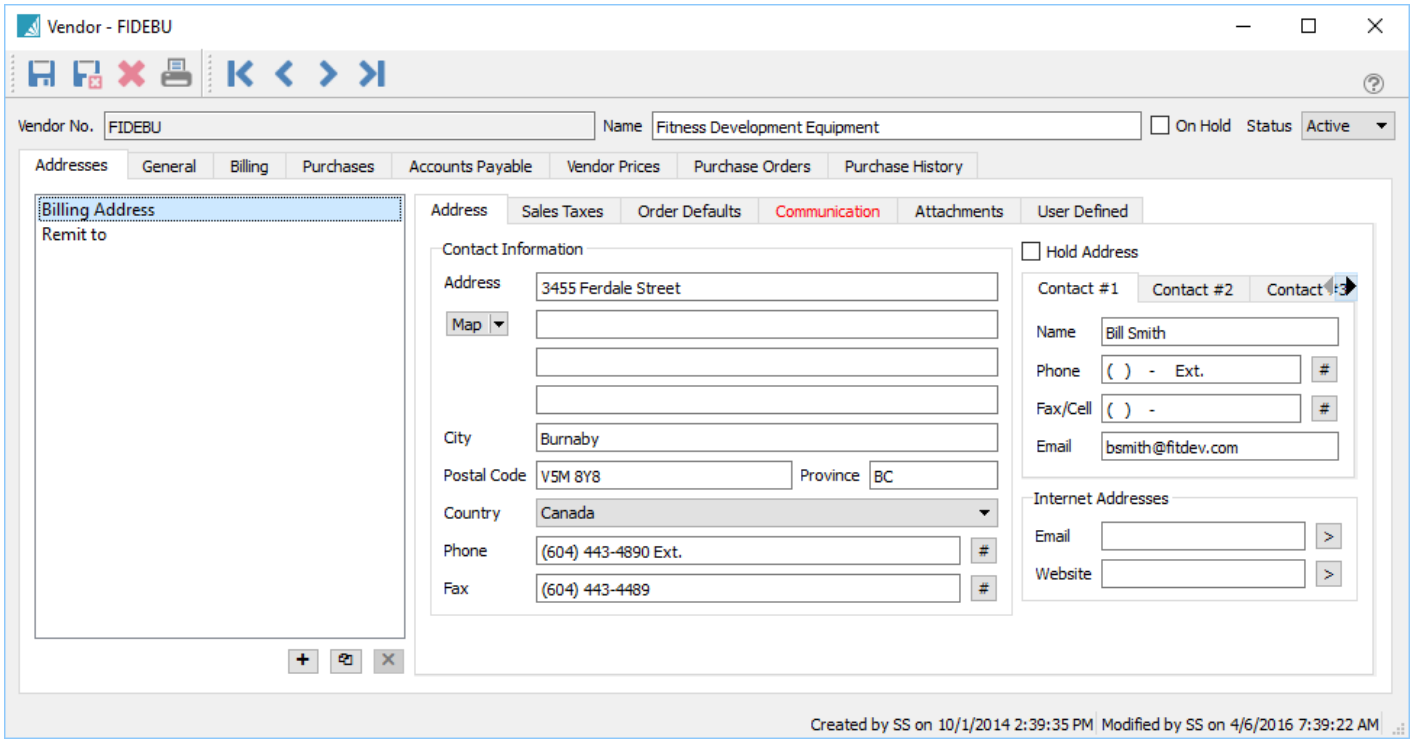


Vendor No.	Name	Contact #1	Email	Address 1	City	Postal Code	Province	Country	Phone	Balance	Terms Description
ACME	ACME Systems Inc	Bill Jonder	bjonder@acmesys.ne	500 - 44882 Saperton St	Port Moody	V5T 5Y6	BC	CAN	(604) 555-7892...	-536.54	
EMHEDE	Empire Health Distribution			585 Fernand Street	Toronto	M2W 5T2	ON	CAN	(416) 563-4585...	7,339.00	Net 60 Days
FIDEBU	Fitness Development Equipment	Bill Smith		3455 Ferdale Street	Burnaby	V5M 8Y8	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	M6Y8D5	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
OMEELE	Omega Electronics Inc	Abbie Ellson	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	swheelly@stategicFood.vc	6297 Stern Ave	Vancouver	V5T 7G6	BC	CAN	(604) 555-7822...	41,539.05	

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.

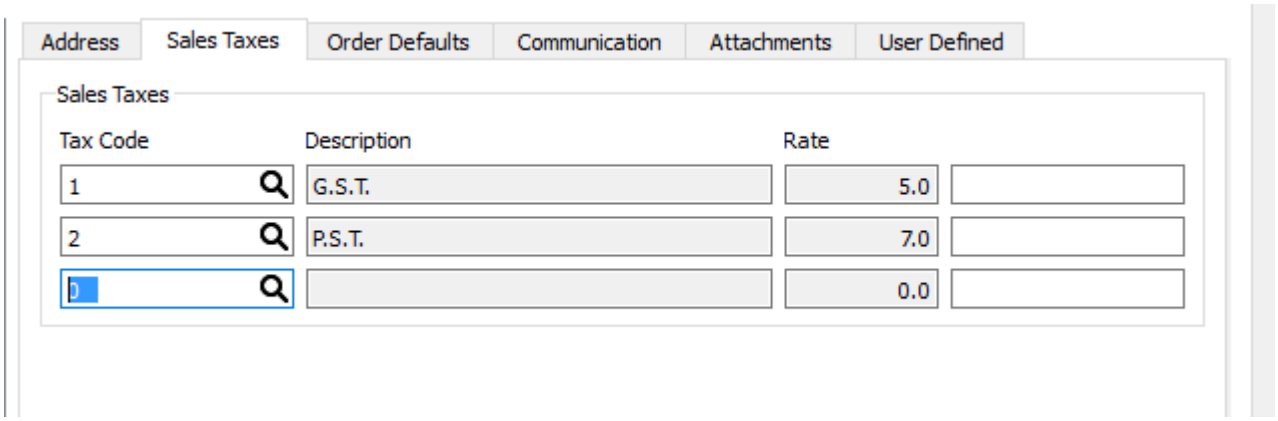
Addresses



Vendor 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 that 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.

With a remit to there is no way to pay vendors by combining invoices from different vendors on one check. However by adding the same remit to name to each of the vendors, the separate checks would be produced for that one common name and addresses.

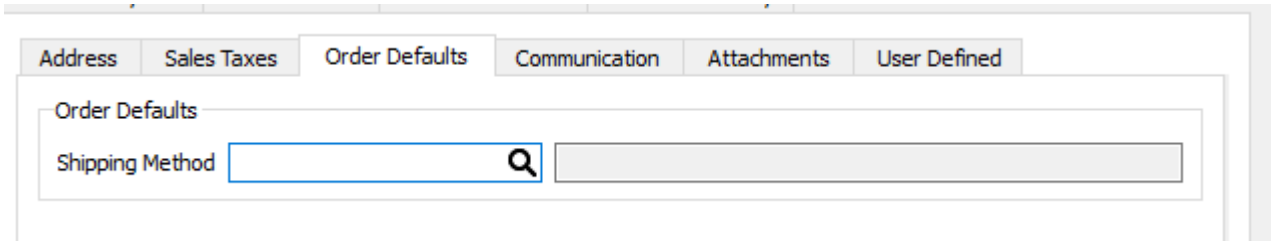
Sales Tax Tab



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

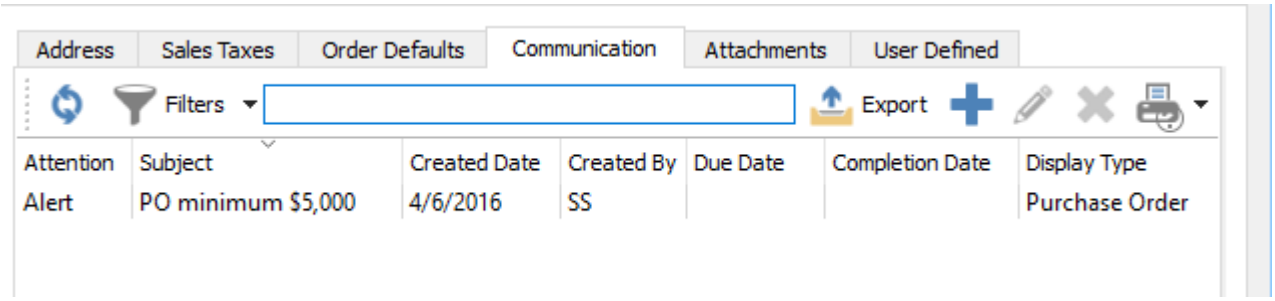
An exempt tax number can be added if this tax is not paid to the vendor. In Canada Tax 2 exempt number from Company settings/General/Tax Info will be added automatically when creating a new vendor. Remove this number if the tax is to be paid.

Order Defaults



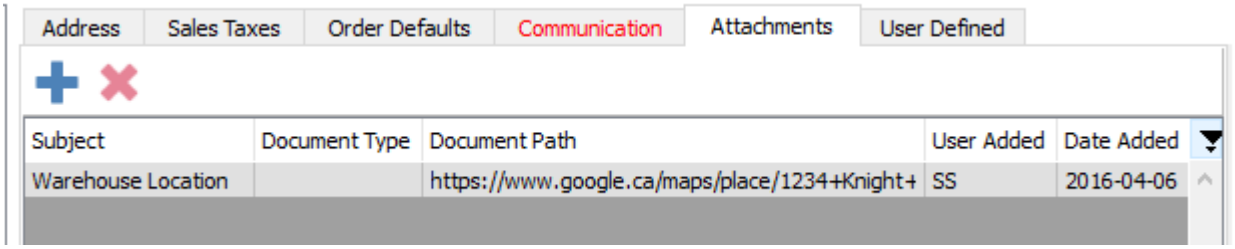
Shipping method – Shipping method that gets added to purchase orders by default for this vendor.

Communications



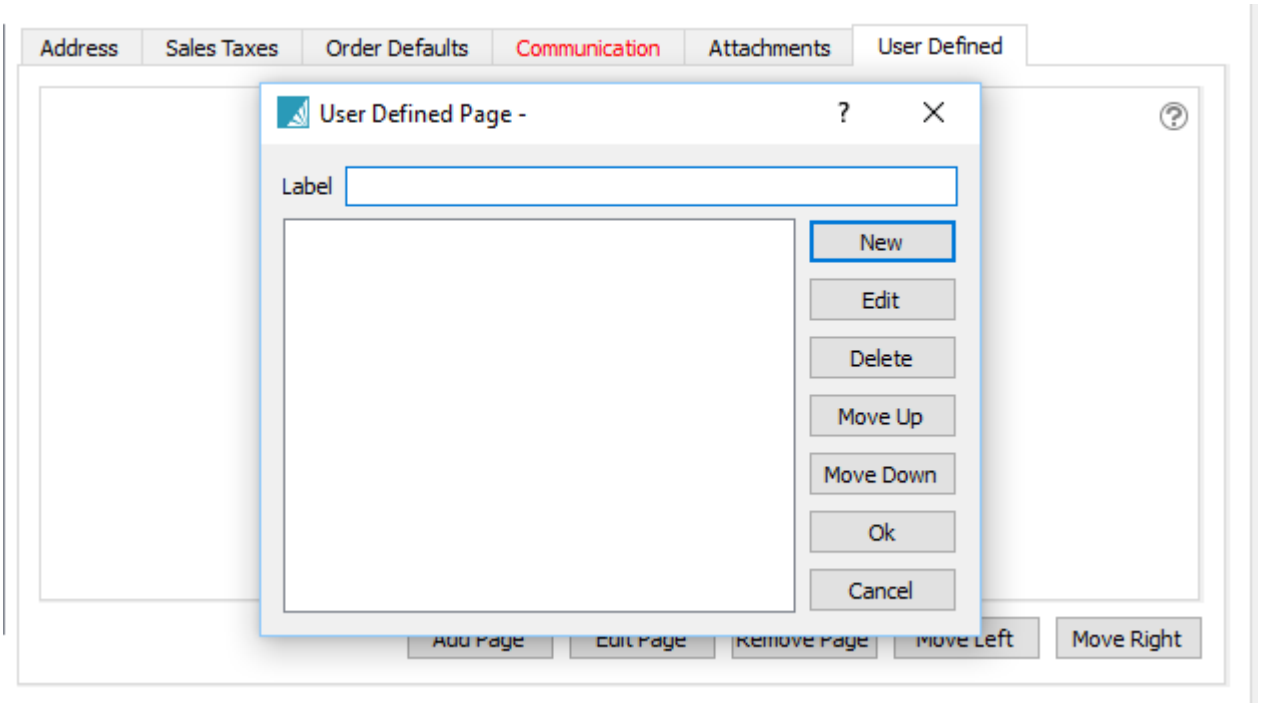
Any number of communications or notes can be added to a vendor. The example above shows how you can add a note that is set as an alert. When the vendor is added to a purchase order the message “PO Minimum $5,000” will pop up.

Attachments



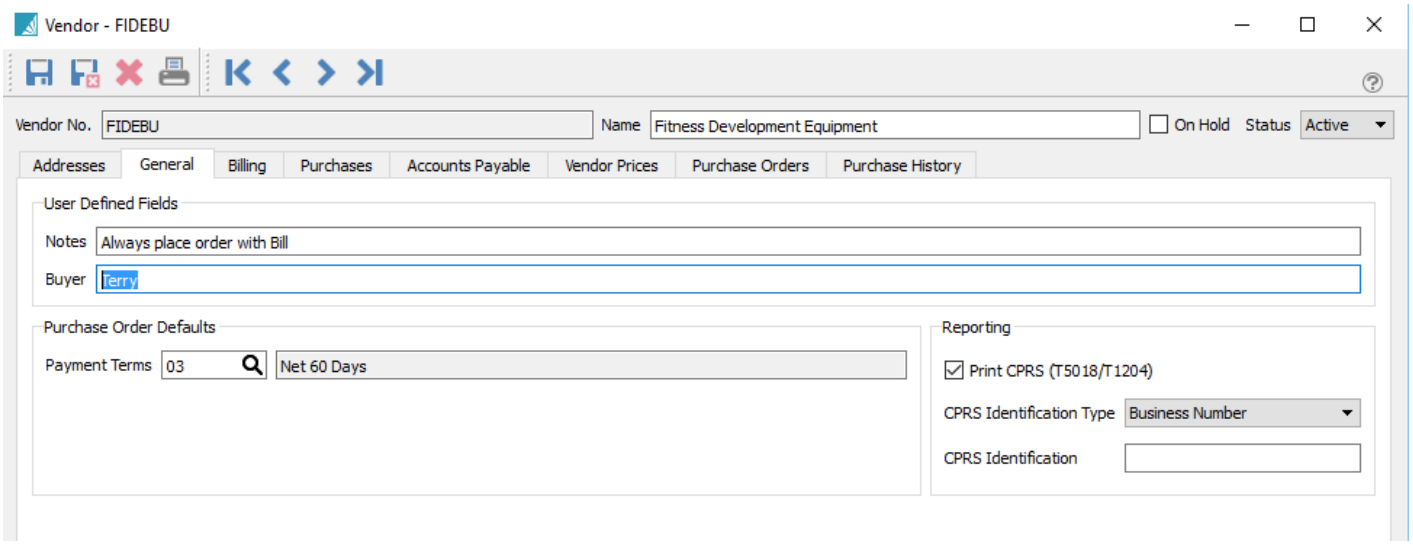
Any number of attachments can be added to a vendor. The user browses for the file to attach to the record and gives it a subject and saves it. Then by double clicking it the attachment will open in the computers default program for that type of file. The example above shows a link that was saved to a Google map. When double clicked Google Maps will open to that location.

User Defined (UDF)



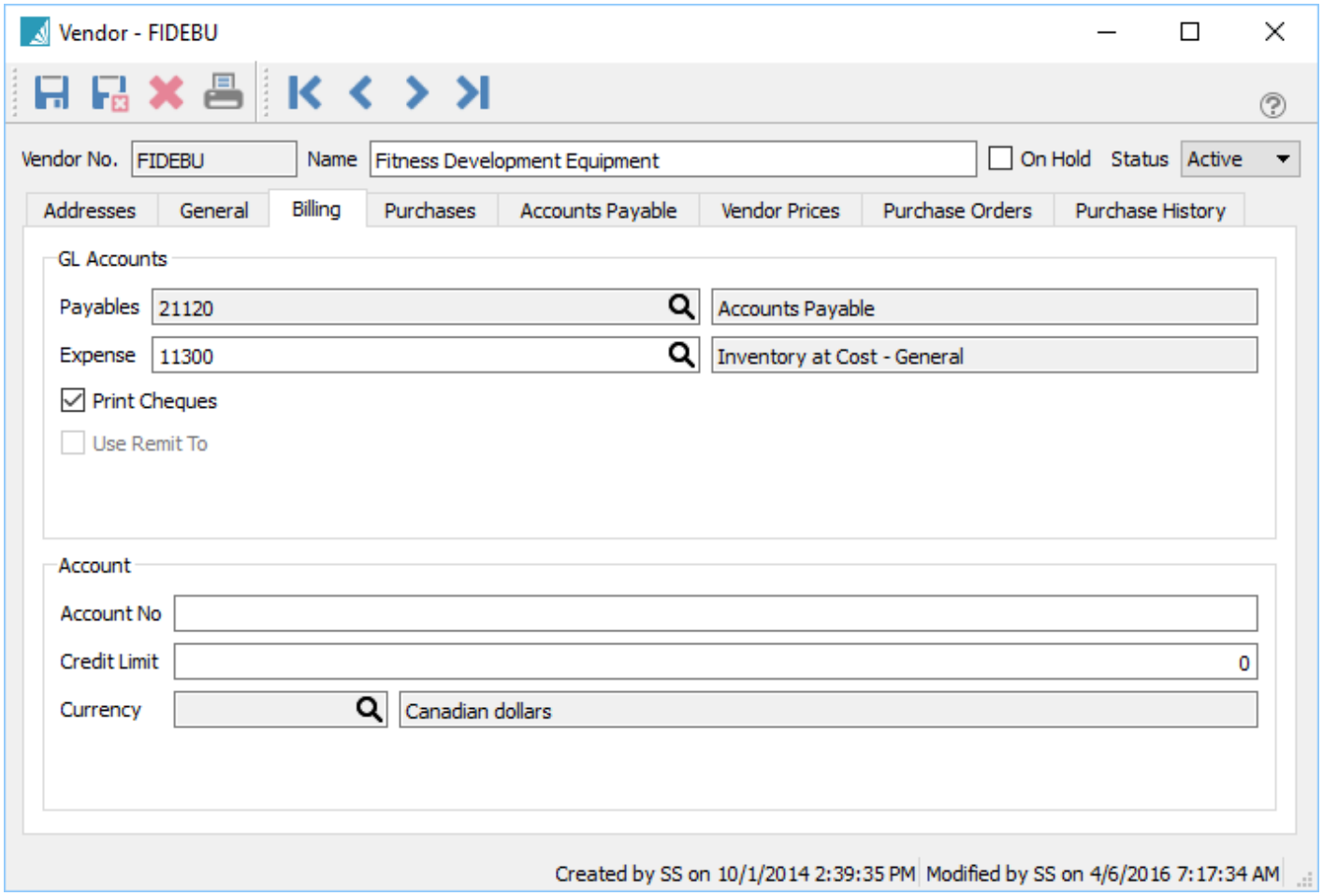
If a UDF license for Spire is owned, fields can be added of various types to track extra information about this vendor that can also be added to custom reports and forms. See User Defined Fields section for more info on setting up and using UDFs.

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



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 un-checked.

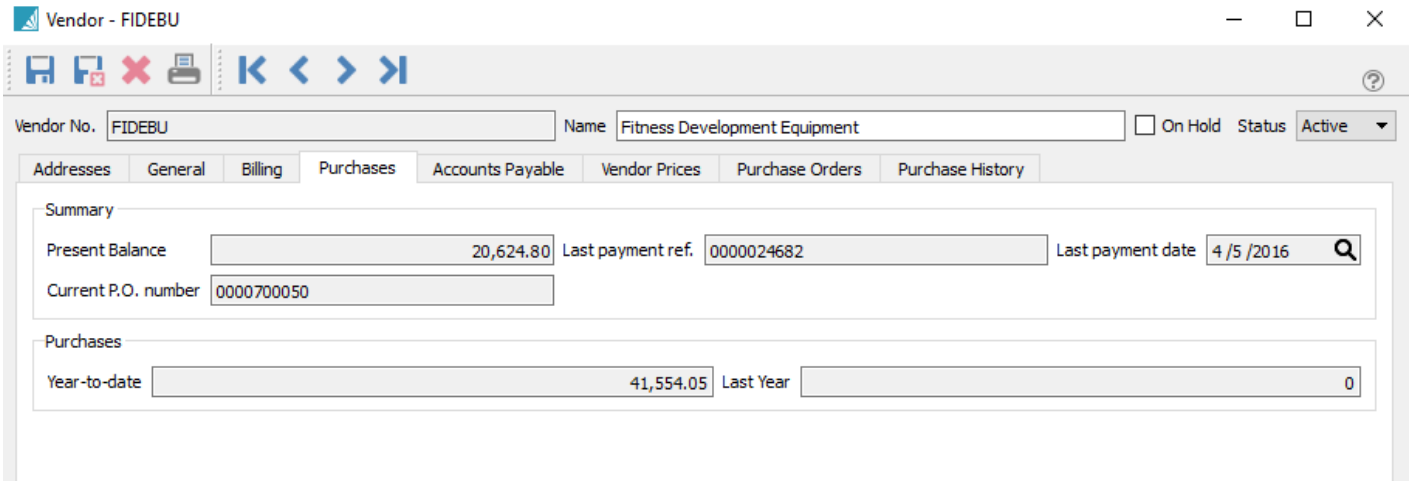
Use Remit To – Select if the check is sent to a different name or address.

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



Present Balance – What is presently owed to the vendor

Current PO number – The last purchase order number issued to this vendor

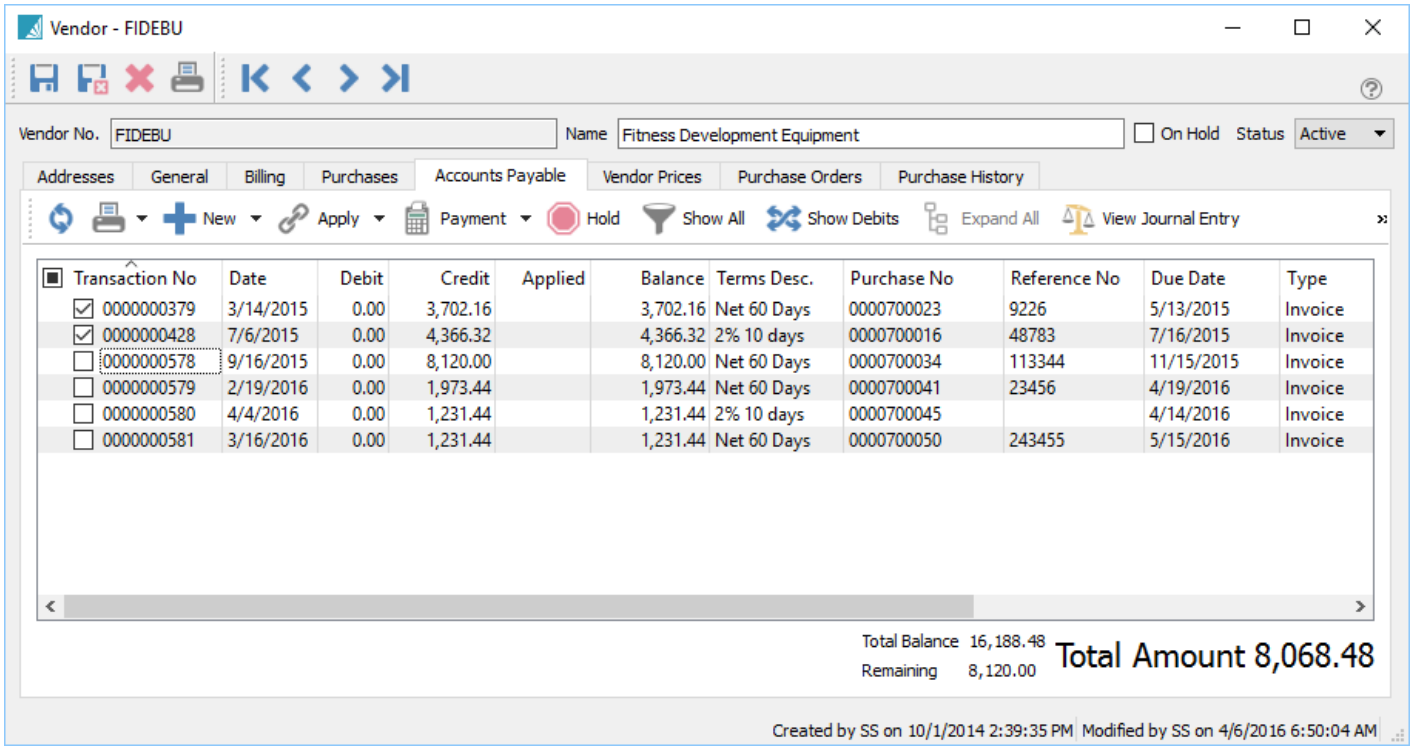
Last Payment ref. – The last payment reference number (i.e.: Check number)

Last payment date – Date of the last payment to this vendor

Year-To-Date – Year to date purchases to this vendor

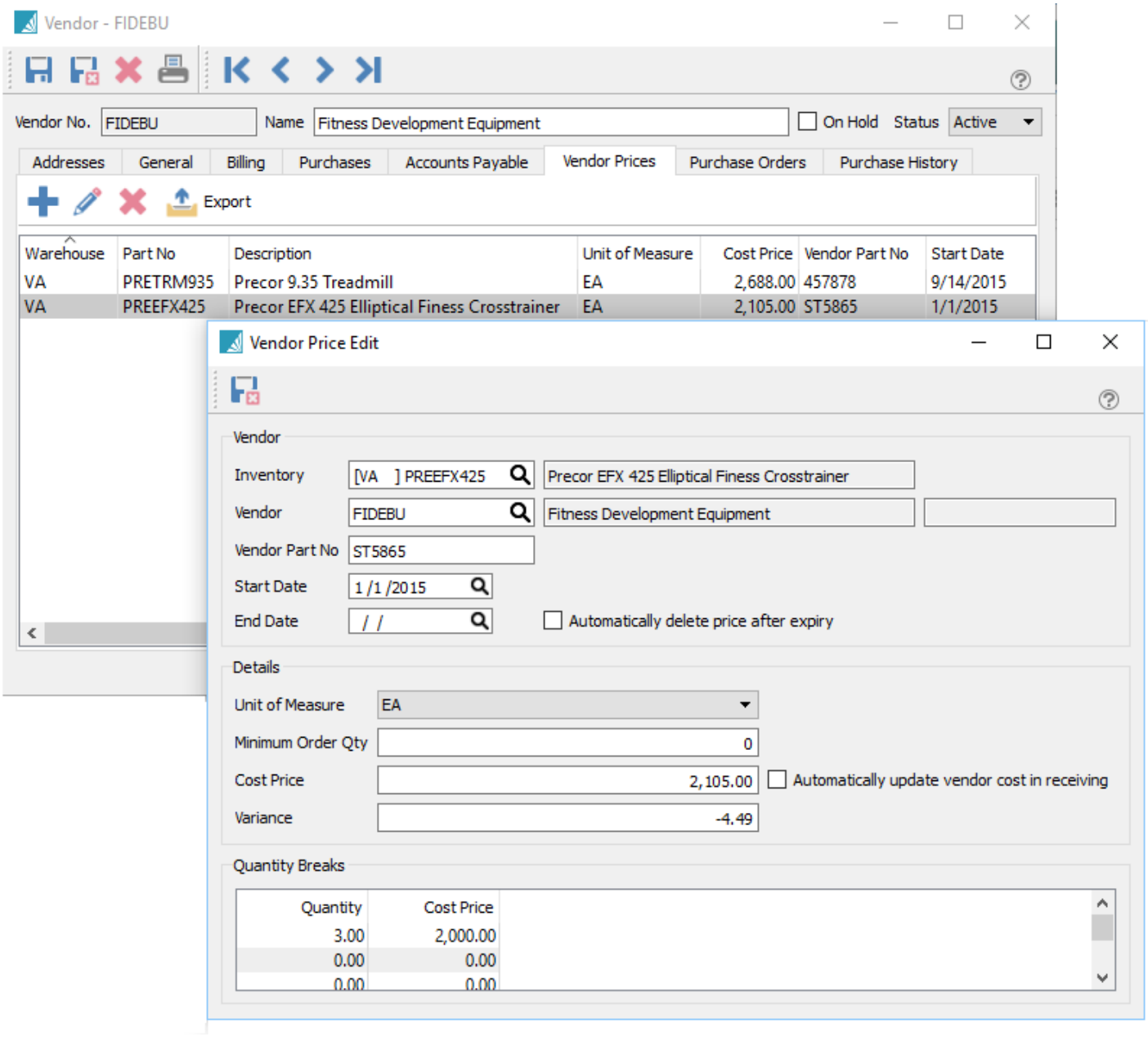
Last Year – Last years purchases to this vendor

Accounts Payable



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

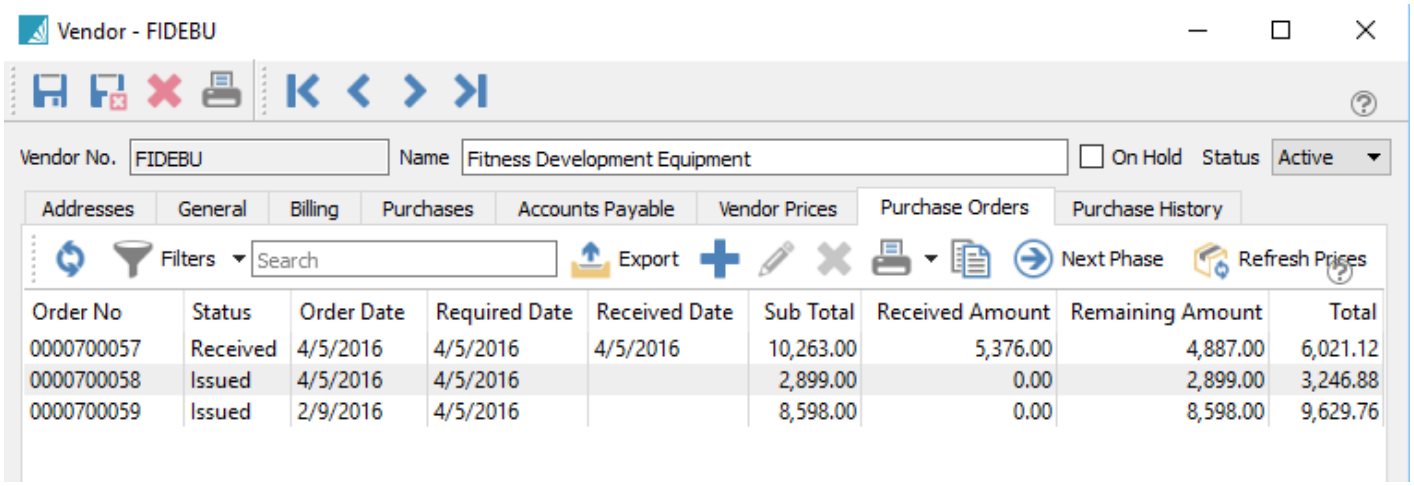


Add – Adds a new vendor price
Edit – Edits a vendor price
Delete – Deletes a vendor price
Export – Exports vendor prices

Inventory – Inventory Code
Vendor – Vendor

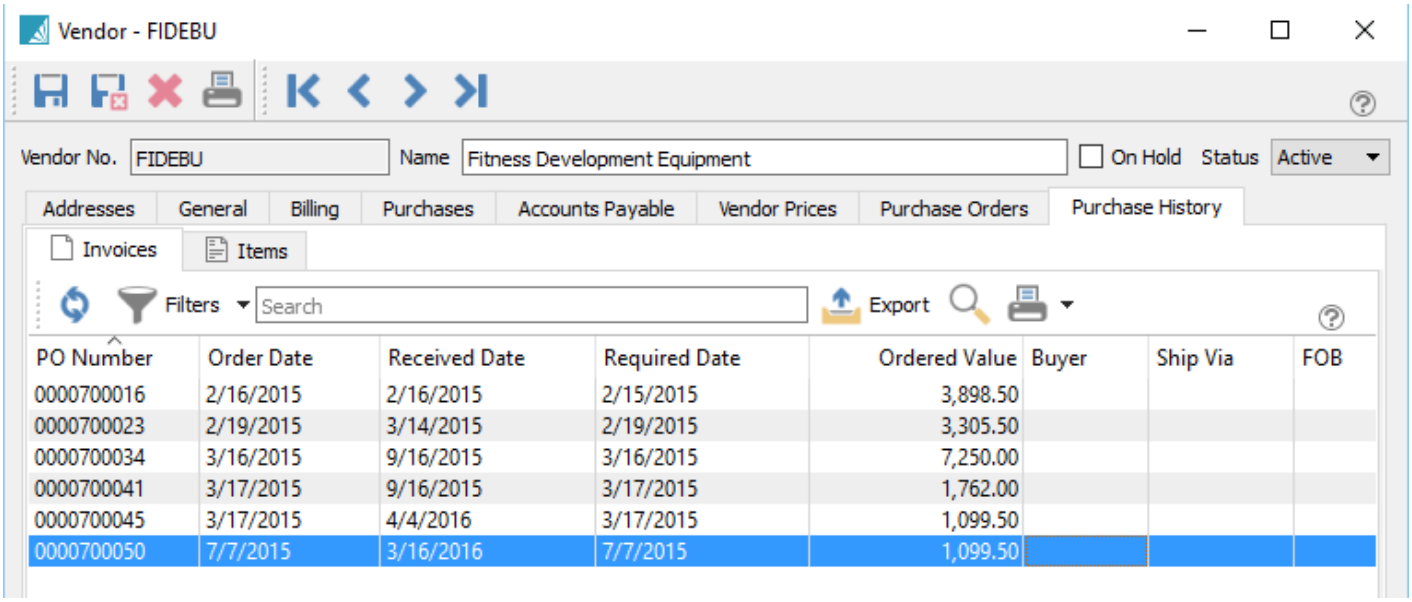
Vendor Part No – Vendor part numbers that will be printed on the purchase order if it exists,
Start Date – Date to start this price. Note that overlapping dates cannot exist.
End Date – Date to end this price
Automatically delete prices after expiry – Delete this record once the end date is reached
Unit of Measure – UOM for this price
Minimum Order Qty – Minimum quantity the vendor will allow this item to me 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

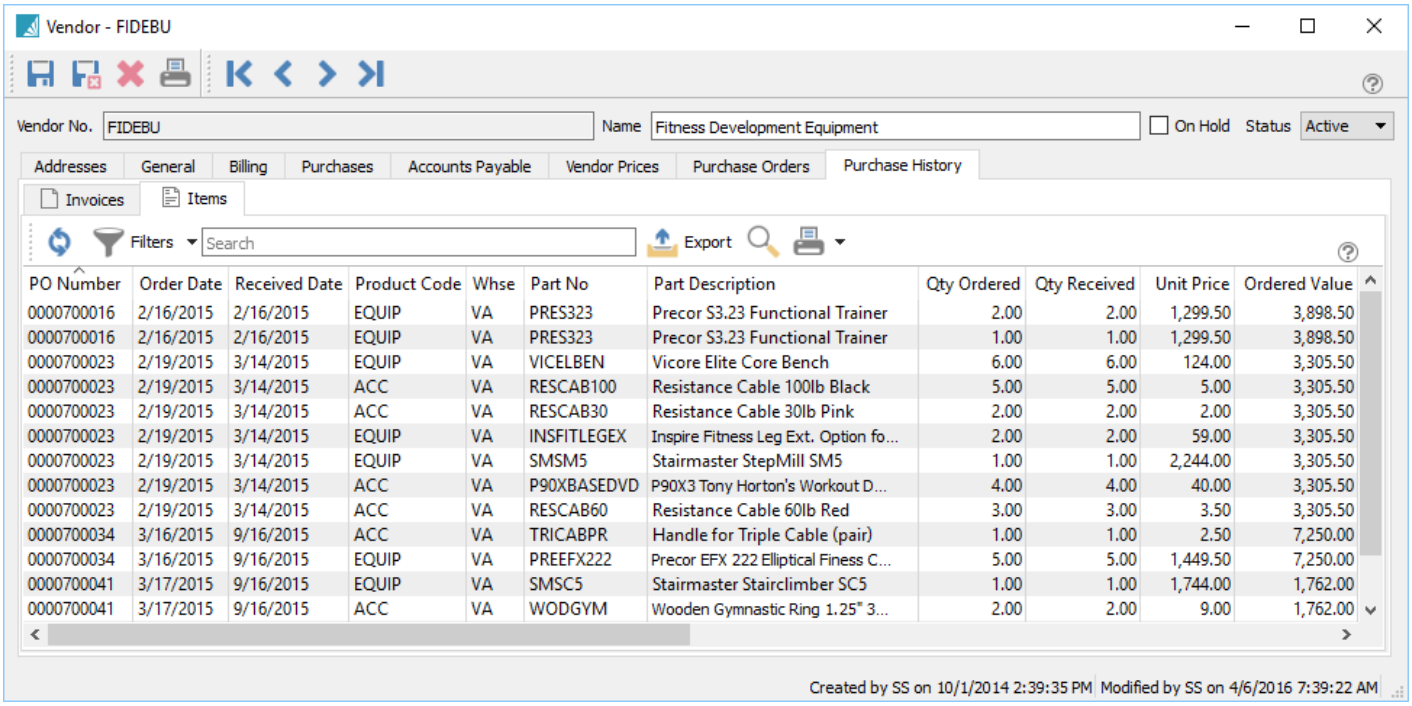


Purchase Orders can be added/edited for this vendor just like they can be in the Purchase Order Module.

Purchase History



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.

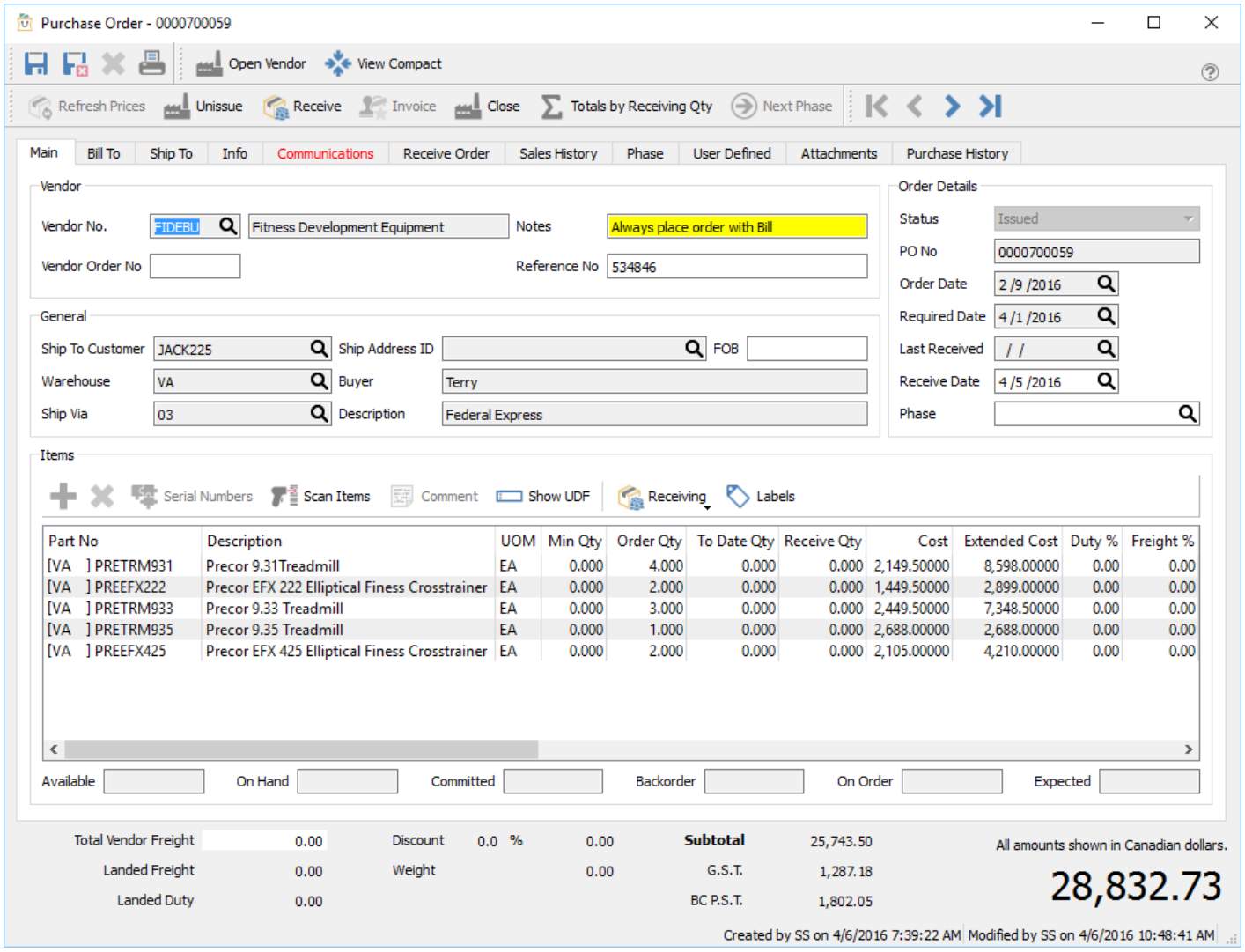


If the items tab is selected every item from every purchase order is available to sort, search, filter and export.

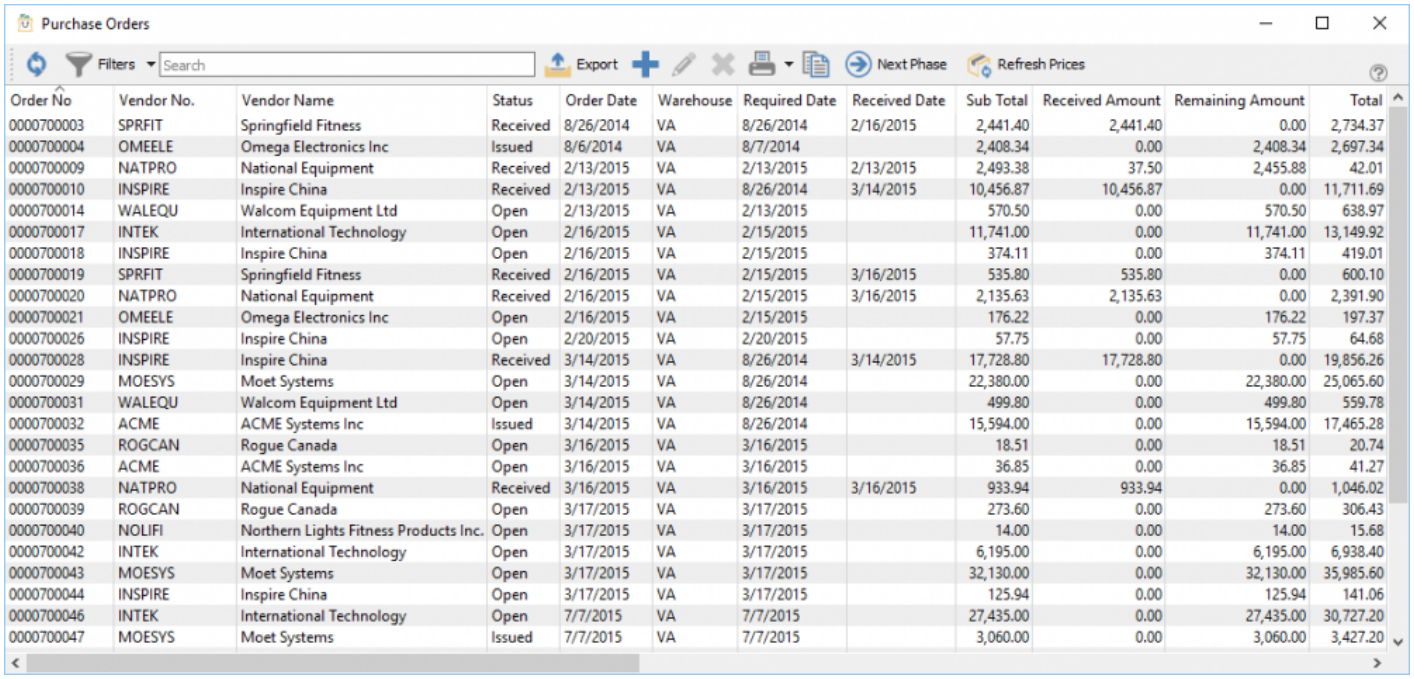
Vendor – Included Reports

- Vendor Transaction Activity

Purchase Orders



Purchase Order List



Order No	Vendor No.	Vendor Name	Status	Order Date	Warehouse	Required Date	Received Date	Sub Total	Received Amount	Remaining Amount	Total
0000700003	SPRFIT	Springfield Fitness	Received	8/26/2014	VA	8/26/2014	2/16/2015	2,441.40	2,441.40	0.00	2,734.37
0000700004	OMEELE	Omega Electronics Inc	Issued	8/6/2014	VA	8/7/2014		2,408.34	0.00	2,408.34	2,697.34
0000700009	NATPRO	National Equipment	Received	2/13/2015	VA	2/13/2015	2/13/2015	2,493.38	37.50	2,455.88	42.01
0000700010	INSPIRE	Inspire China	Received	2/13/2015	VA	8/26/2014	3/14/2015	10,456.87	10,456.87	0.00	11,711.69
0000700014	WALEQU	Walcom Equipment Ltd	Open	2/13/2015	VA	2/13/2015		570.50	0.00	570.50	638.97
0000700017	INTEK	International Technology	Open	2/16/2015	VA	2/15/2015		11,741.00	0.00	11,741.00	13,149.92
0000700018	INSPIRE	Inspire China	Open	2/16/2015	VA	2/15/2015		374.11	0.00	374.11	419.01
0000700019	SPRFIT	Springfield Fitness	Received	2/16/2015	VA	2/15/2015	3/16/2015	535.80	535.80	0.00	600.10
0000700020	NATPRO	National Equipment	Received	2/16/2015	VA	2/15/2015	3/16/2015	2,135.63	2,135.63	0.00	2,391.90
0000700021	OMEELE	Omega Electronics Inc	Open	2/16/2015	VA	2/15/2015		176.22	0.00	176.22	197.37
0000700026	INSPIRE	Inspire China	Open	2/20/2015	VA	2/20/2015		57.75	0.00	57.75	64.68
0000700028	INSPIRE	Inspire China	Received	3/14/2015	VA	8/26/2014	3/14/2015	17,728.80	17,728.80	0.00	19,856.26
0000700029	MOESYS	Moet Systems	Open	3/14/2015	VA	8/26/2014		22,380.00	0.00	22,380.00	25,065.60
0000700031	WALEQU	Walcom Equipment Ltd	Open	3/14/2015	VA	8/26/2014		499.80	0.00	499.80	559.78
0000700032	ACME	ACME Systems Inc	Issued	3/14/2015	VA	8/26/2014		15,594.00	0.00	15,594.00	17,465.28
0000700035	ROGCAN	Rogue Canada	Open	3/16/2015	VA	3/16/2015		18.51	0.00	18.51	20.74
0000700036	ACME	ACME Systems Inc	Open	3/16/2015	VA	3/16/2015		36.85	0.00	36.85	41.27
0000700038	NATPRO	National Equipment	Received	3/16/2015	VA	3/16/2015	3/16/2015	933.94	933.94	0.00	1,046.02
0000700039	ROGCAN	Rogue Canada	Open	3/17/2015	VA	3/17/2015		273.60	0.00	273.60	306.43
0000700040	NOLIFI	Northern Lights Fitness Products Inc.	Open	3/17/2015	VA	3/17/2015		14.00	0.00	14.00	15.68
0000700042	INTEK	International Technology	Open	3/17/2015	VA	3/17/2015		6,195.00	0.00	6,195.00	6,938.40
0000700043	MOESYS	Moet Systems	Open	3/17/2015	VA	3/17/2015		32,130.00	0.00	32,130.00	35,985.60
0000700044	INSPIRE	Inspire China	Open	3/17/2015	VA	3/17/2015		125.94	0.00	125.94	141.06
0000700046	INTEK	International Technology	Open	7/7/2015	VA	7/7/2015		27,435.00	0.00	27,435.00	30,727.20
0000700047	MOESYS	Moet Systems	Issued	7/7/2015	VA	7/7/2015		3,060.00	0.00	3,060.00	3,427.20

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 is 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

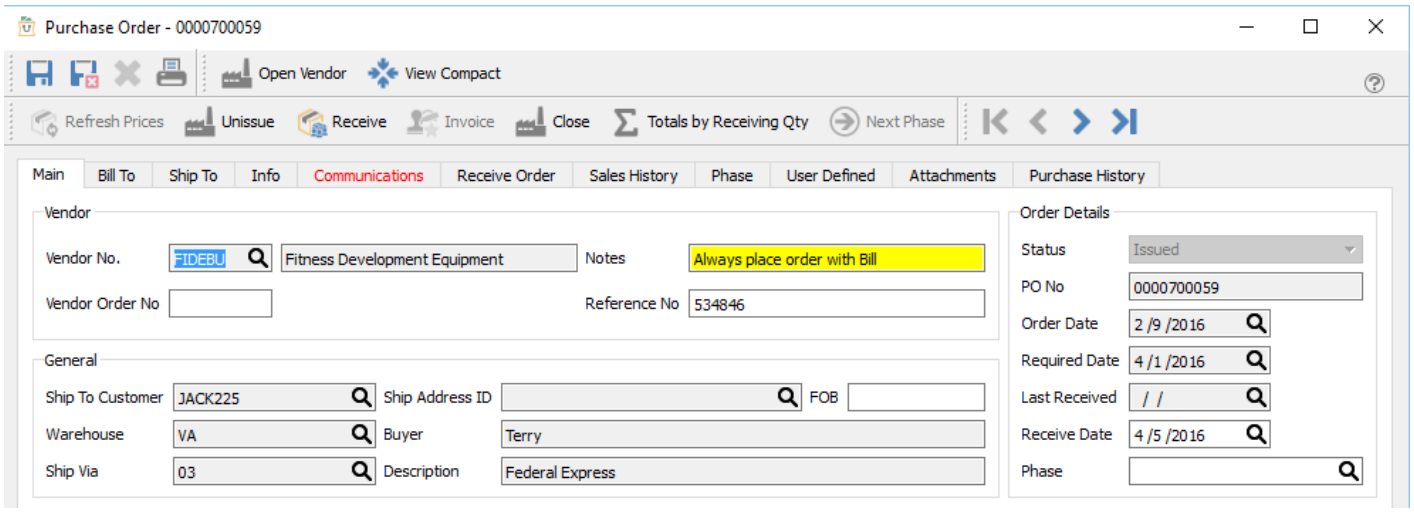
Terms Code – Payment terms for this PO

Currency – The currency that the vendor sells product in.

Phase ID – The Phase that this PO is currently in.

Purchase Order Header

Main



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

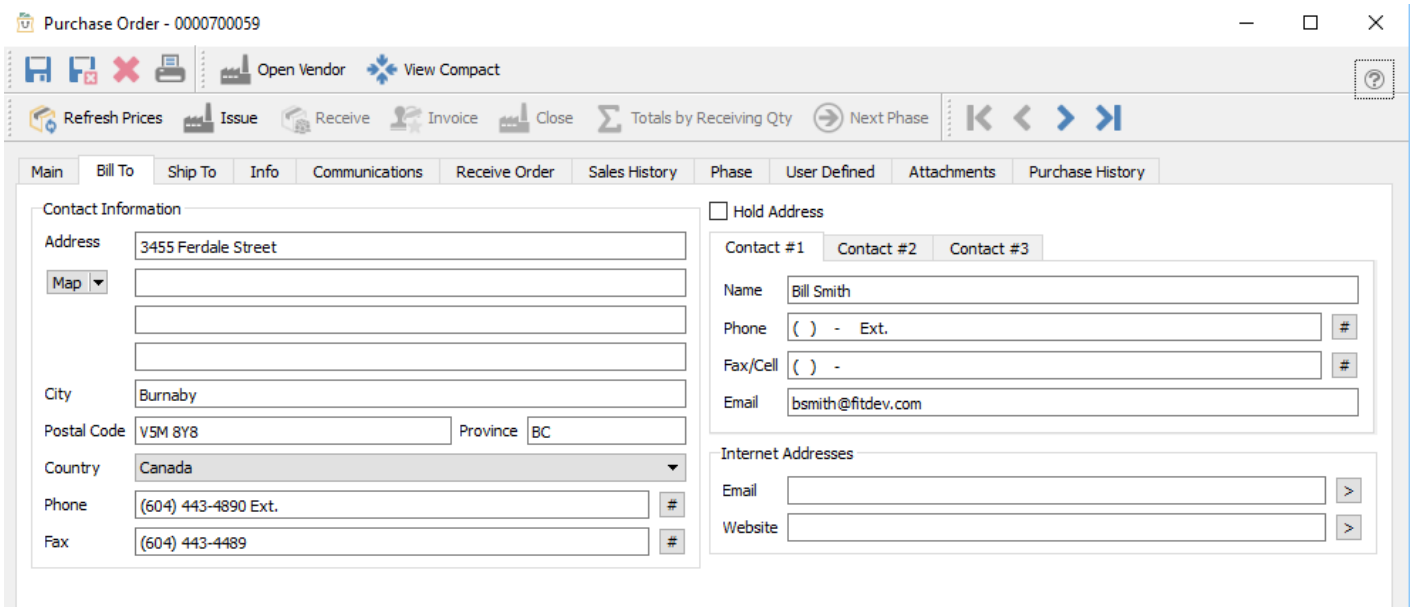
Ship Via – How the product on this PO is to be shipped

Ship Address ID – Address ID of Ship-to customer.

Buyer – The person that placed the order wit the vendor.

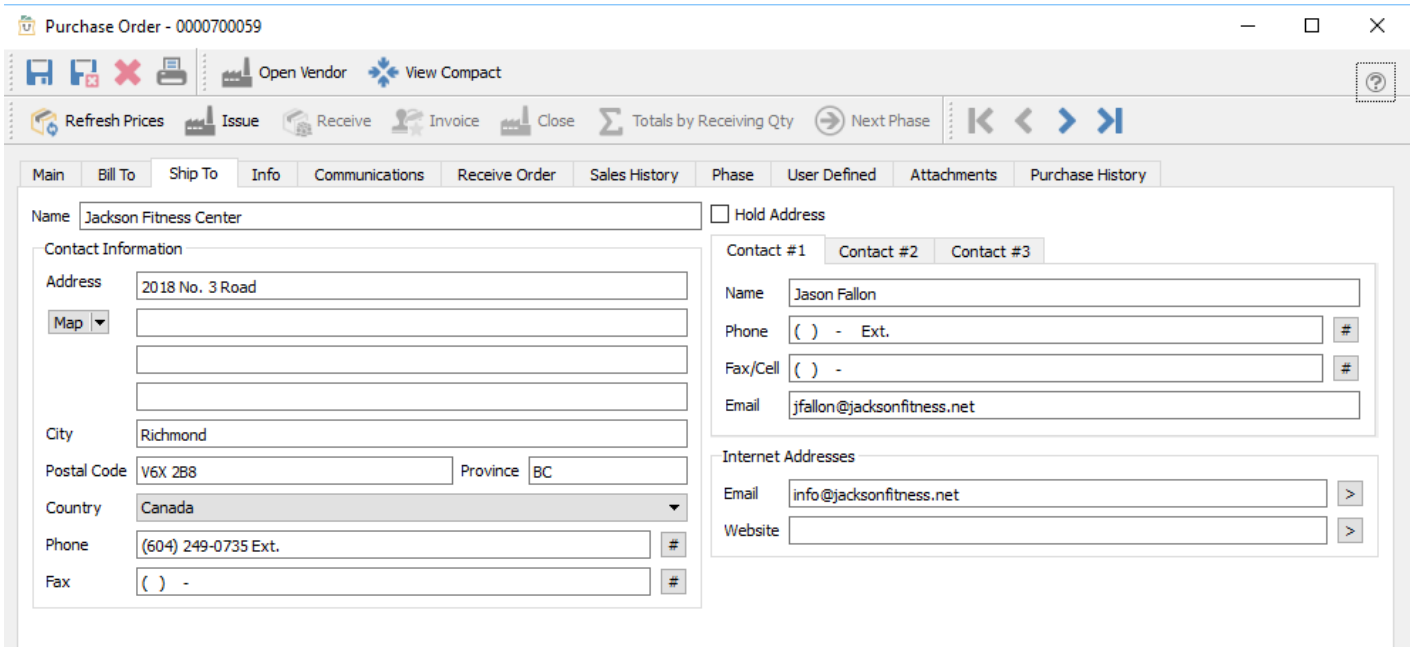
FOB – Free On Board is a term in international commercial law specifying at what point the seller transfers ownership of the goods to the buyer. Many companies use this field for other data they want on the order instead of FOB.

Bill To



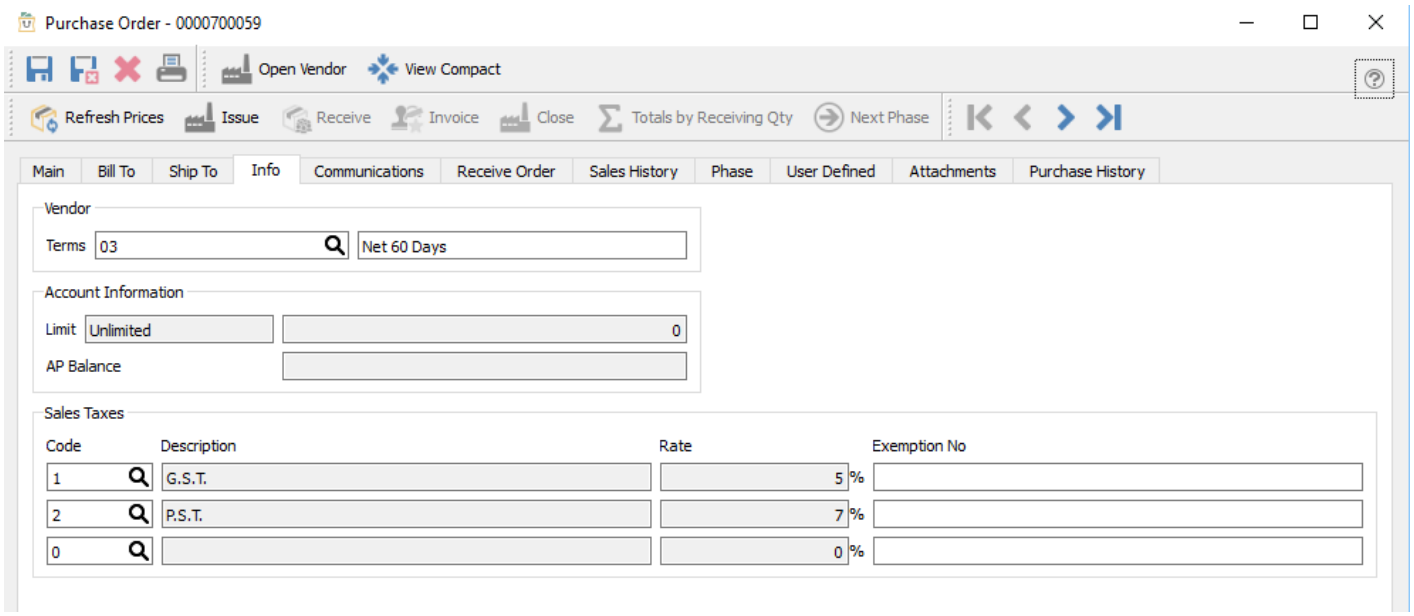
This is the billing information for this PO. It includes the email addresses that will be available for emailing the purchase order to the vendor. The addresses can be edited but will not get updated to the vendor record. If the vendor record is edited the purchase orders that already exist will not be updated.

Ship To



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



Terms – The terms fro this purchase order. It is populated by default from the terms on the vendor record.

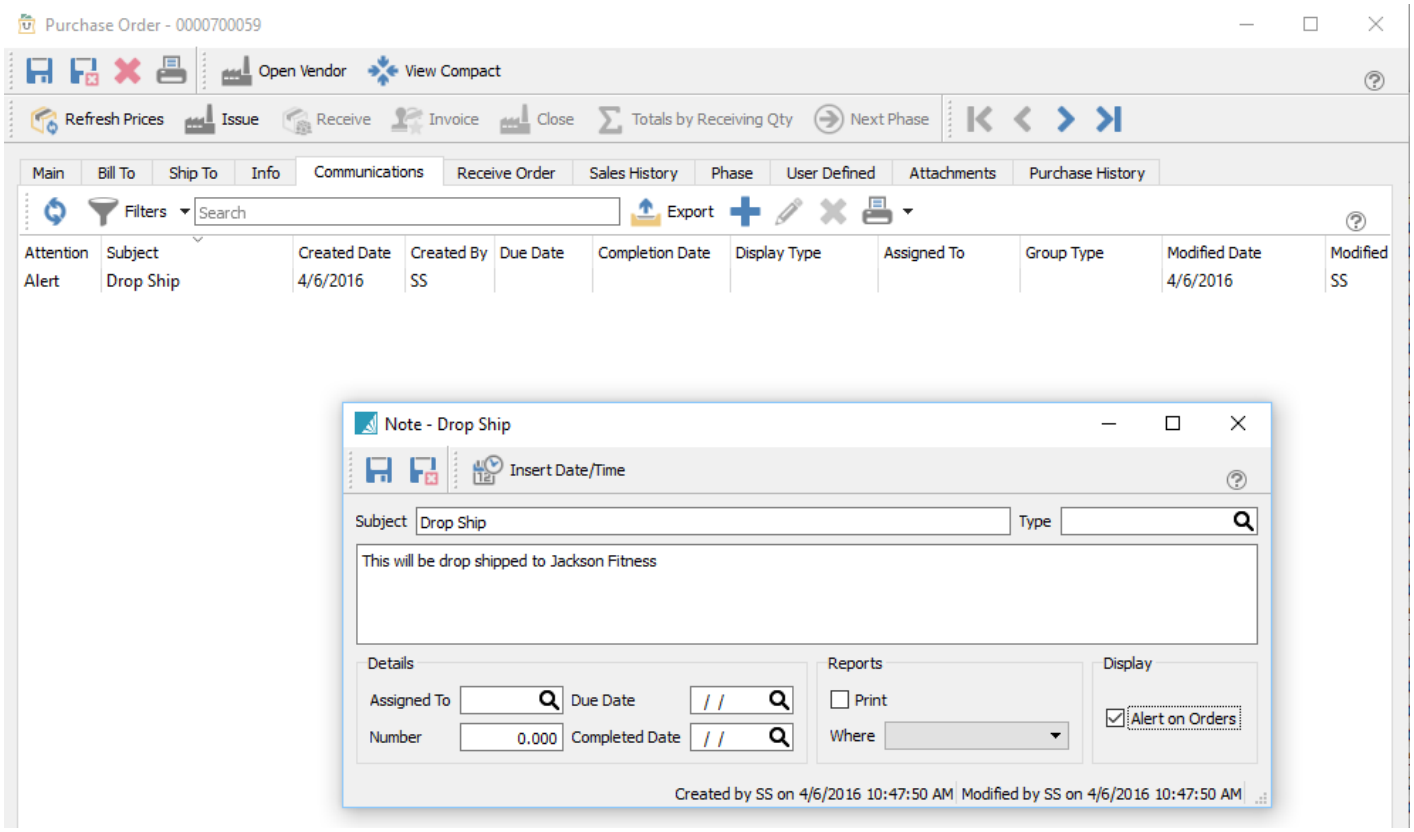
Limit – The credit limit for this vendor

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

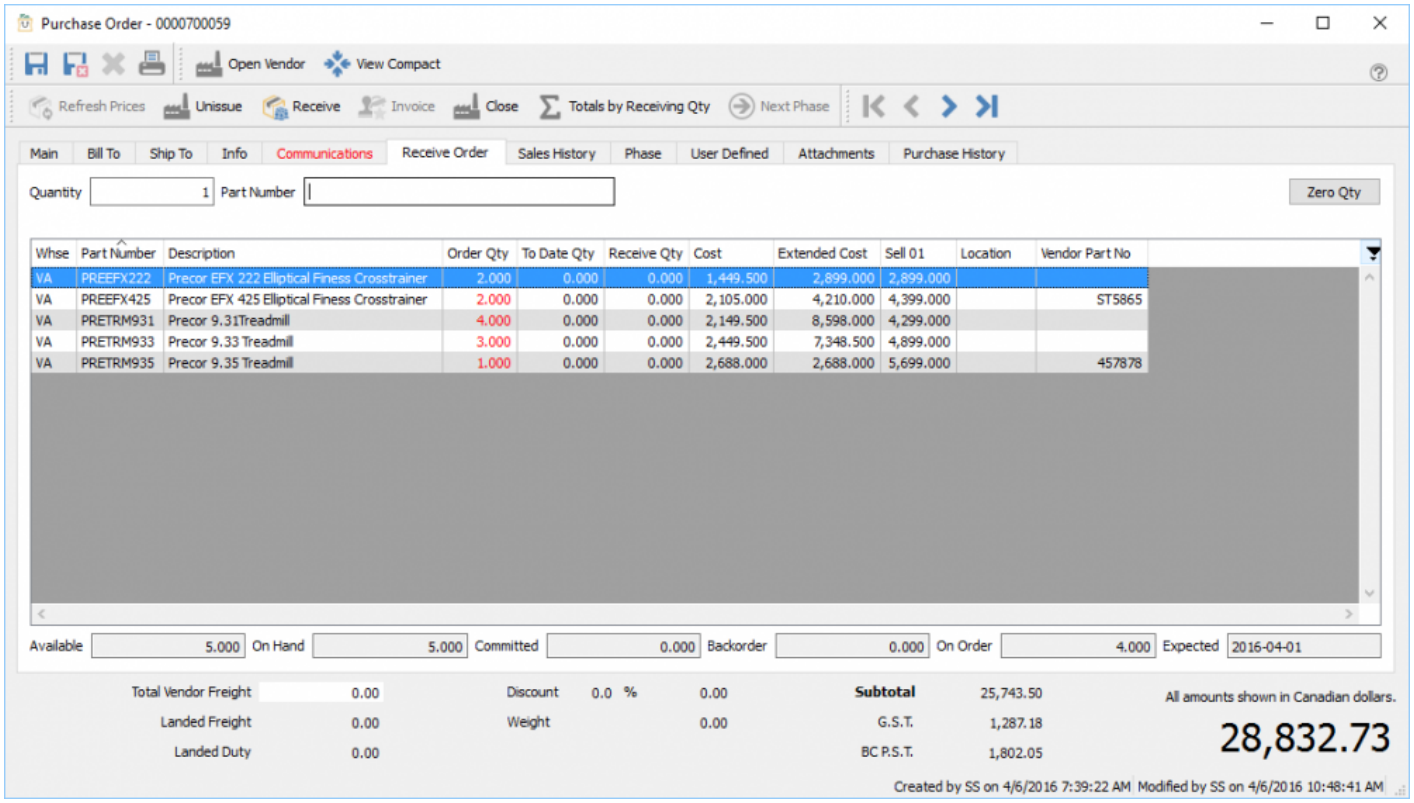
Exempt – If an exemption number is added to the PO that tax will not be charged. If there is an exemption number on the vendor it will be populated in the exempt field by default.

Communications



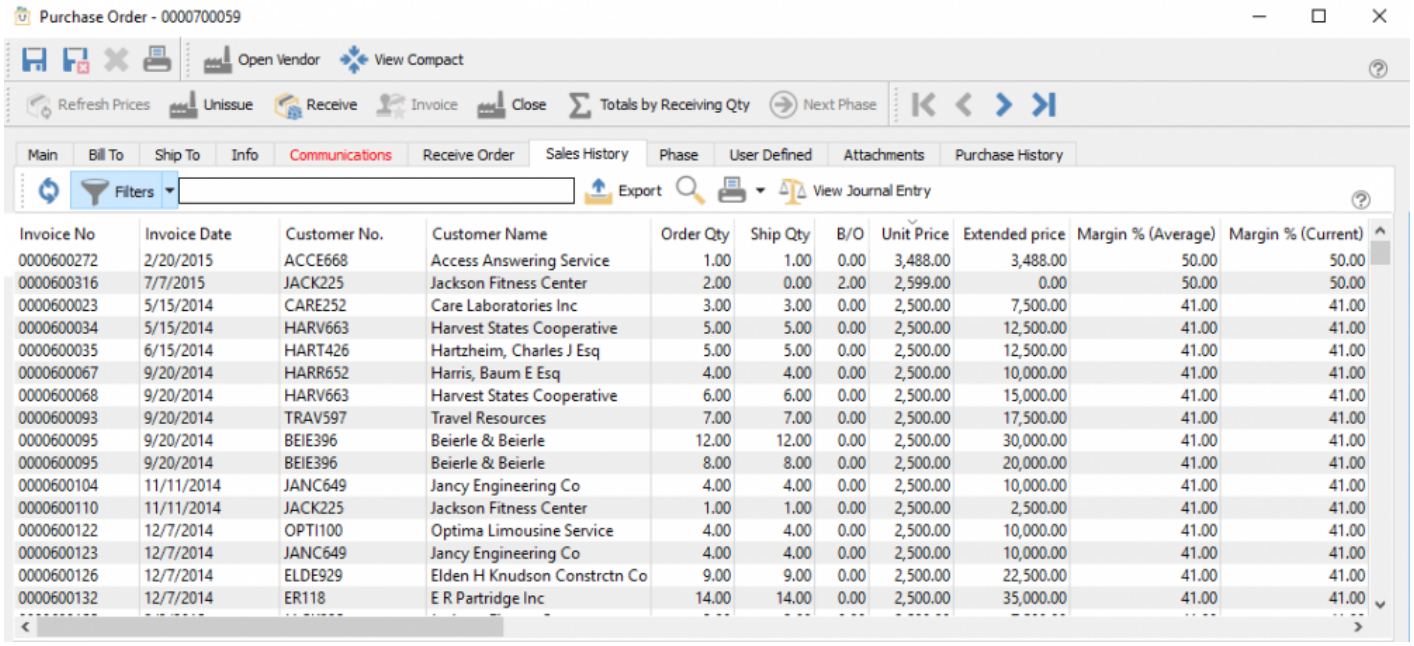
Any number of communications can be added to a PO. They can be set as alerts so that they popup when the PO is edited. The example above shows a popup that lets the user know to drop ship the items to a customer.

Receiver Order



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.

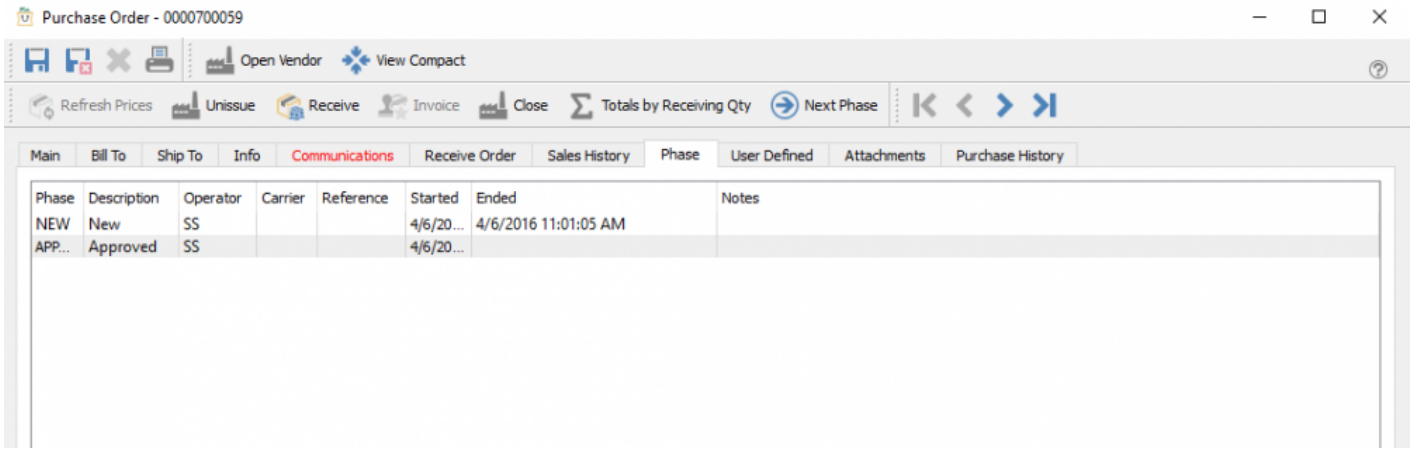
Sales History



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	Hartzheim, 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 Constrctn 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

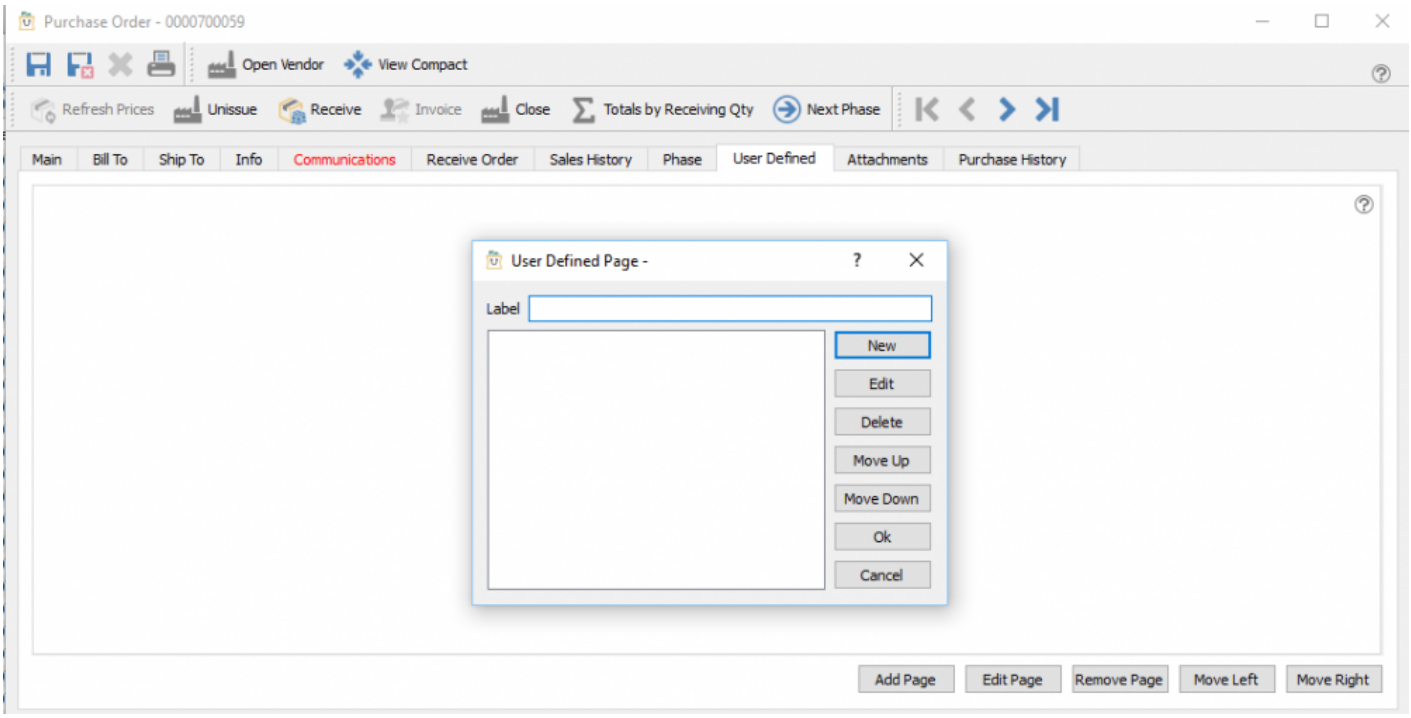


Phase	Description	Operator	Carrier	Reference	Started	Ended	Notes
NEW	New	SS			4/6/20...	4/6/2016 11:01:05 AM	
APP...	Approved	SS			4/6/20...		

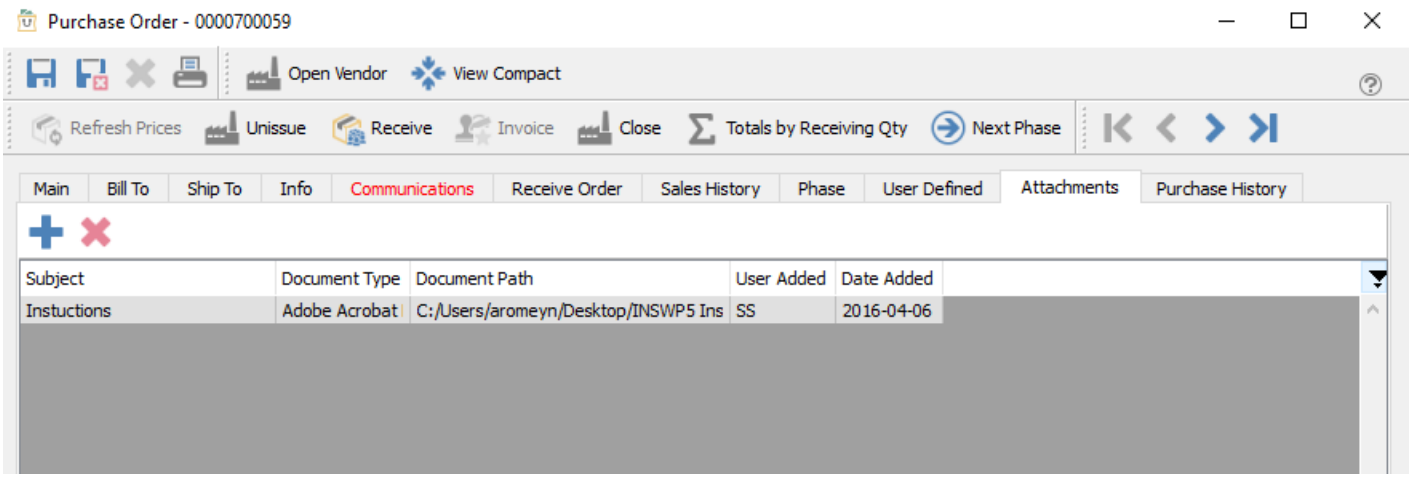
From this tab, the user can see what phases a purchase order has been in and how long it was there. The Dates and times are editable and the user can also add shipping into, reference numbers and a memo in case this PO had some sublet work done.

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

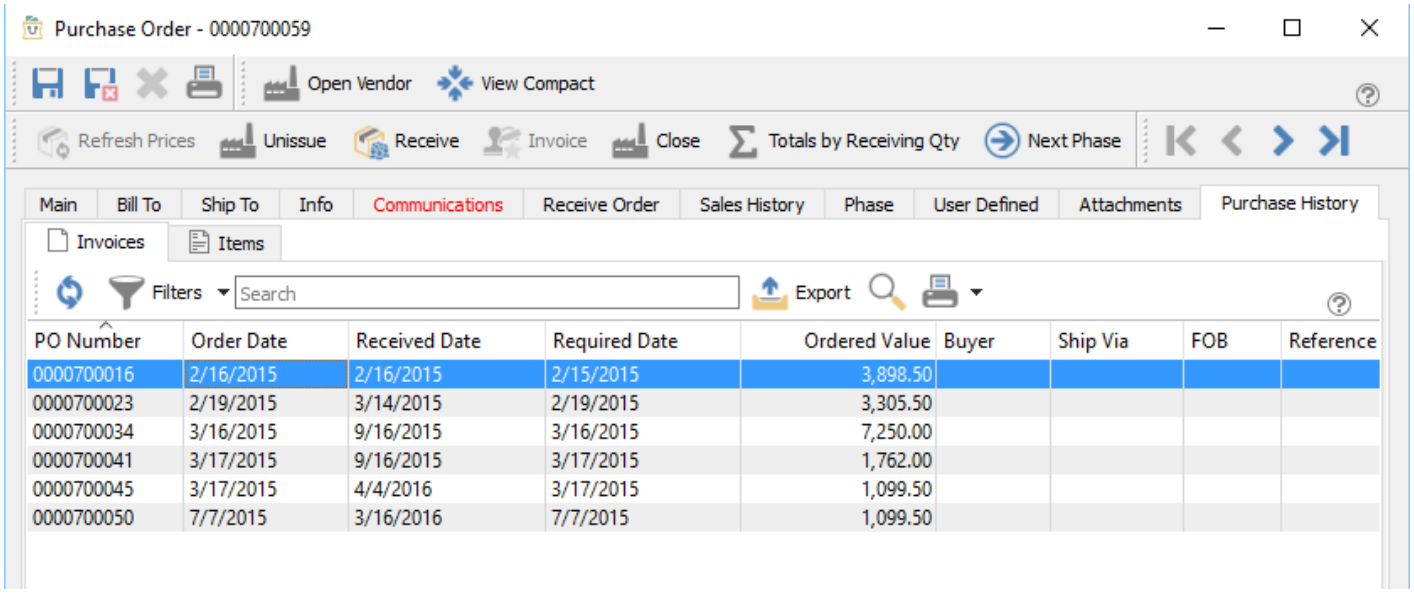


Attachments



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.

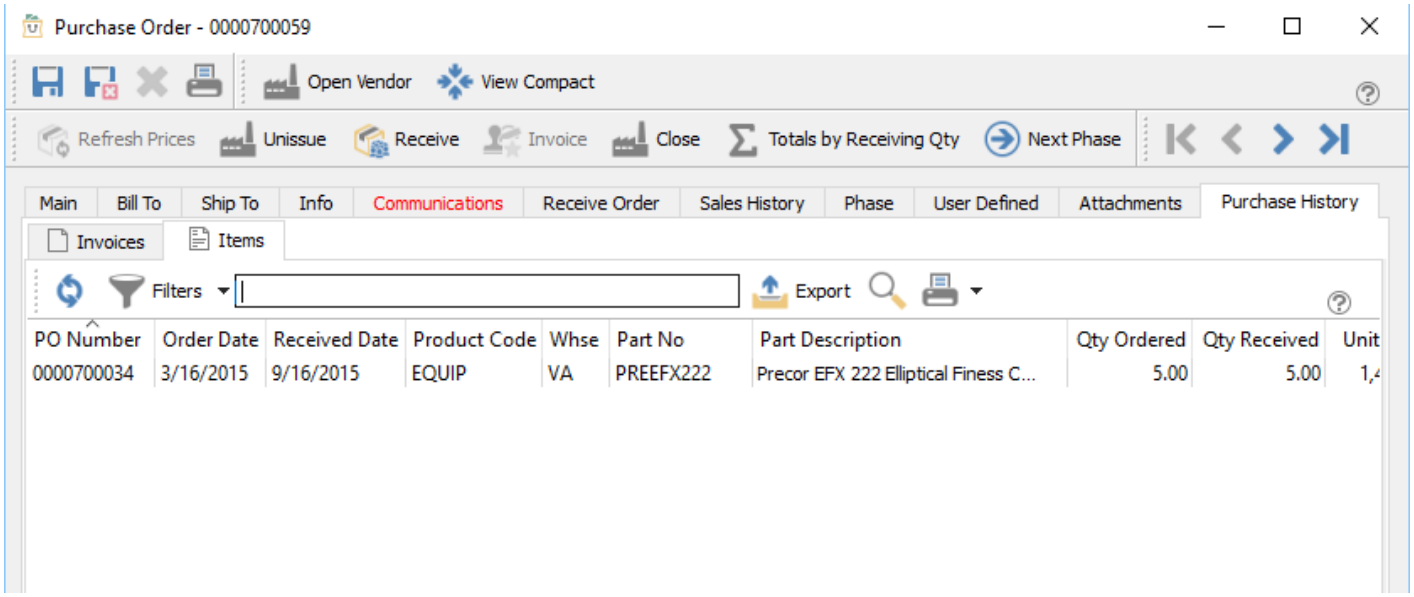
Purchase History



Shows the purchase history for this vendor for items on this purchase order.

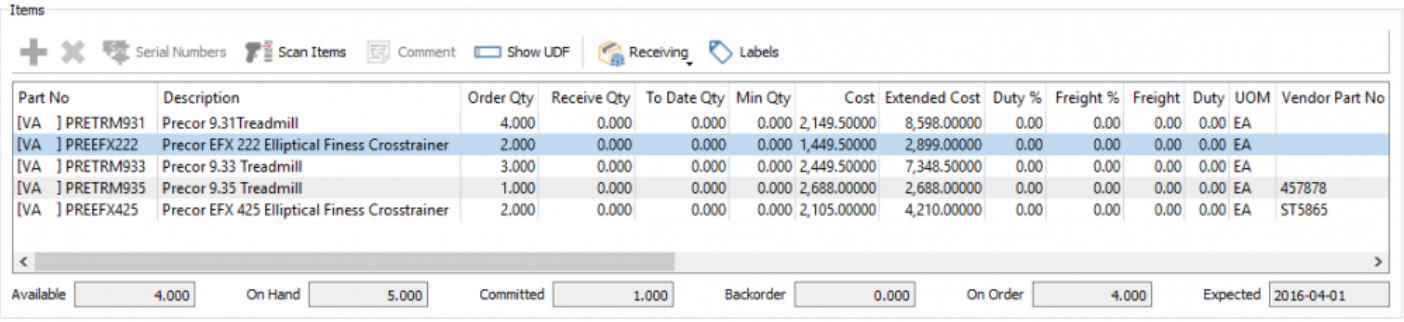
Purchase History Details

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 Details

This is where items are added, edited and received on a PO.



> 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.

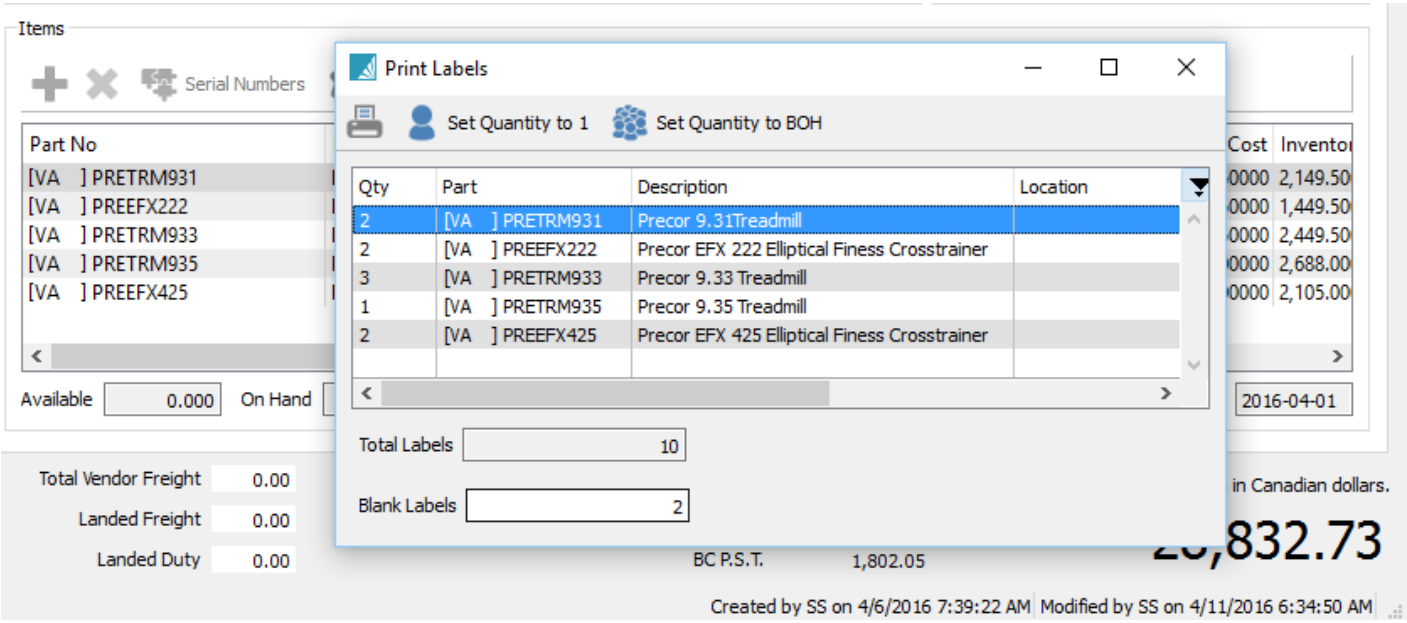
Comment – Adds a comment line that is printed on the PO.

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



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.

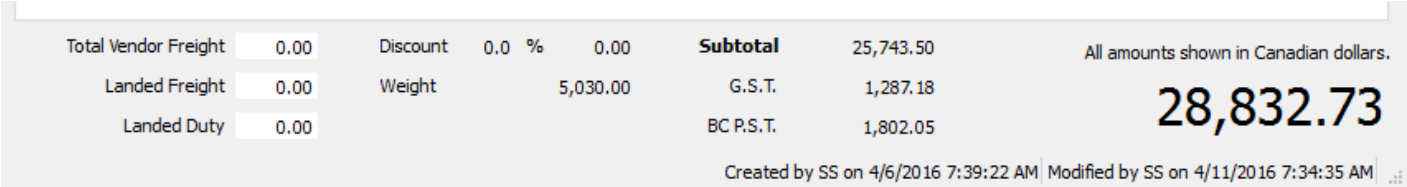
Employee Name – The name of the employee selected for this line.

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 – 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.

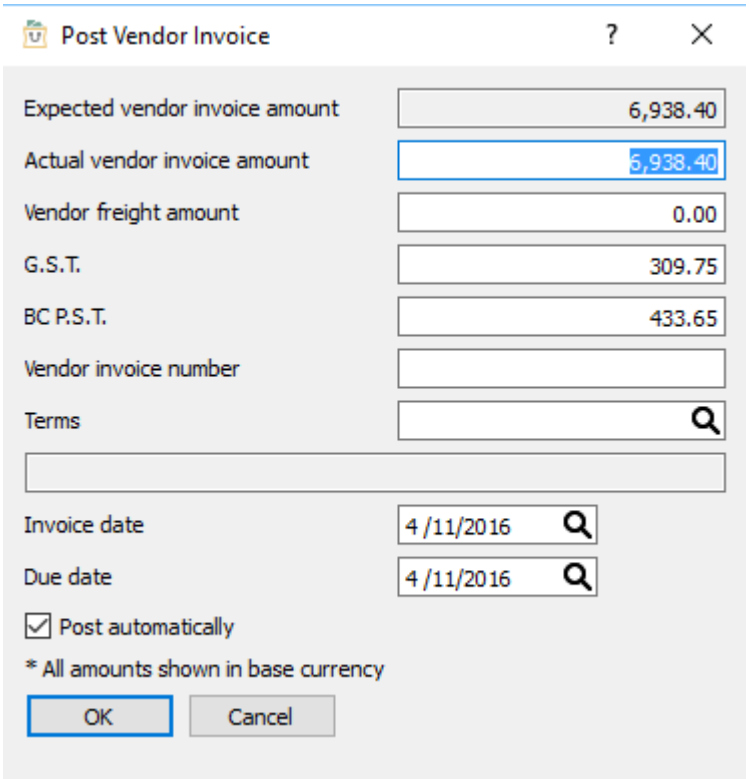
Open – Open means that the PO has not yet been sent to the vendor and the items are not put 'On Order' in inventory.

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



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

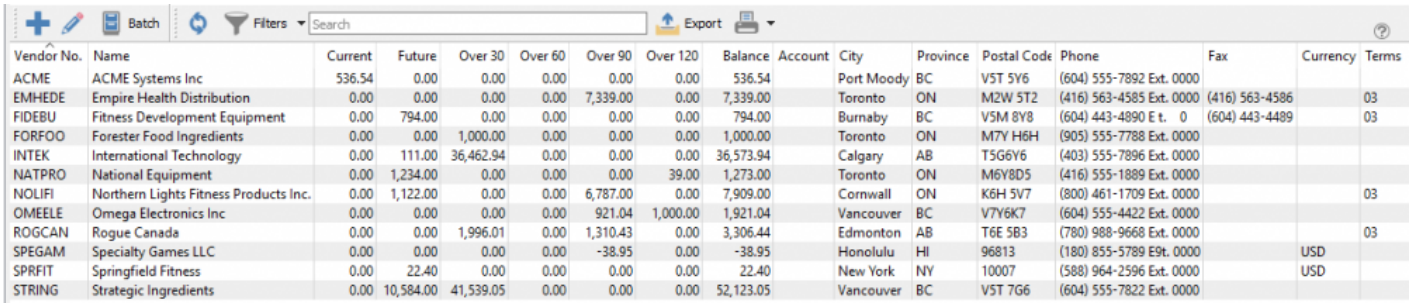
Video Instruction – Accounts Payable Accruals

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.



Vendor No.	Name	Current	Future	Over 30	Over 60	Over 90	Over 120	Balance	Account	City	Province	Postal Code	Phone	Fax	Currency	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	T5G6Y6	(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	M6Y8D5	(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
OMEELE	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	
SPRFIT	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.

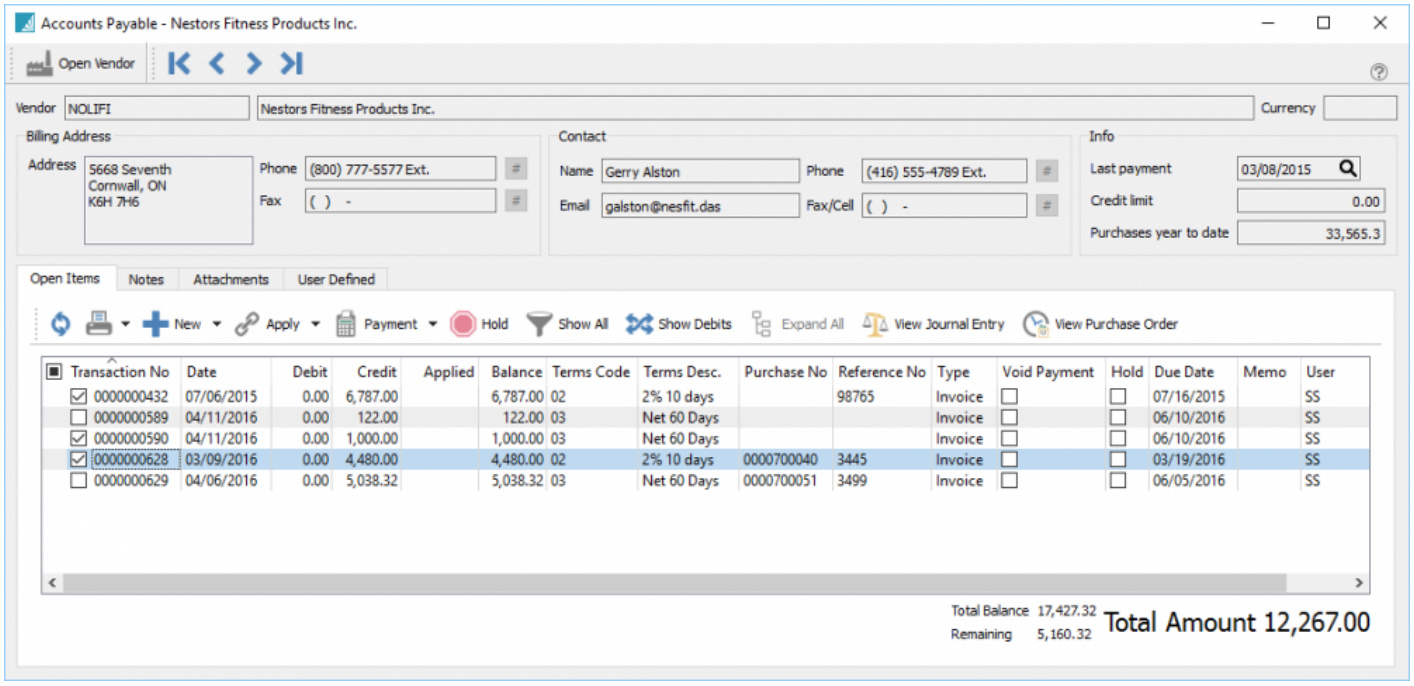
Search – Searches the vendor record for word(s) entered.

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



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.

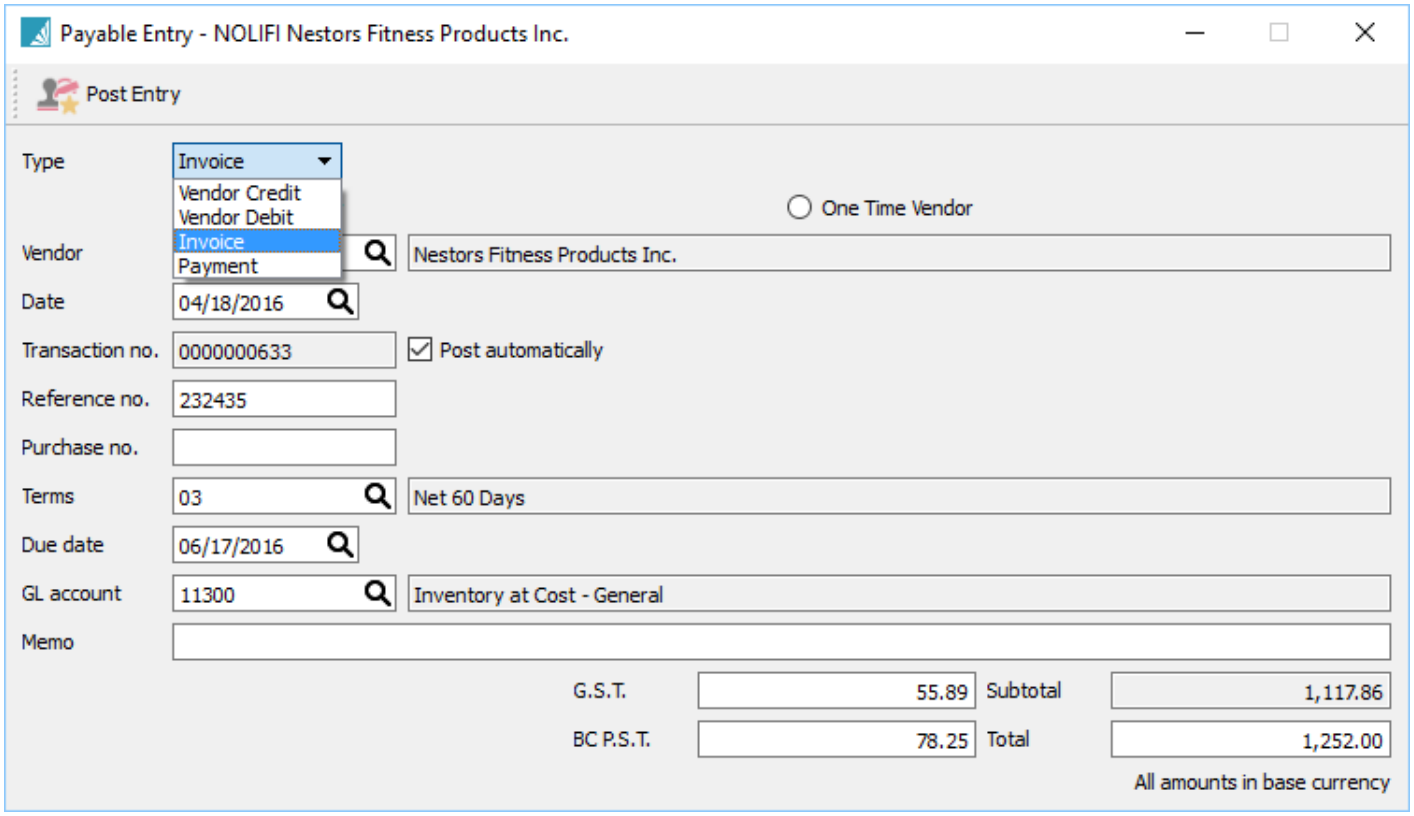
Apply – Applies payments or vendor credits to an invoice.

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



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.

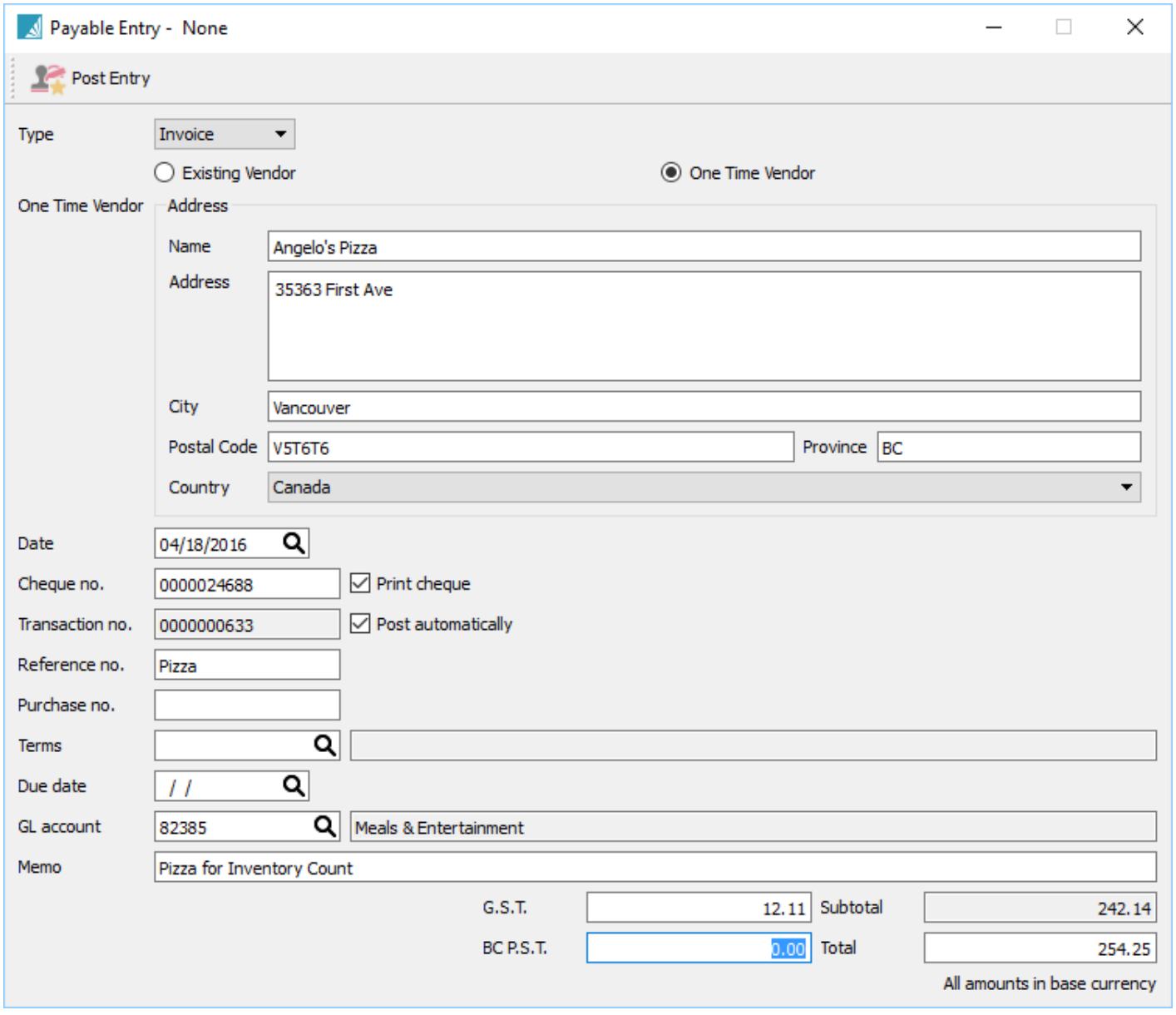
Subtotal – Total before taxes.

Total – Total of the entry including taxes.

One Time Vendors

Misc Payments

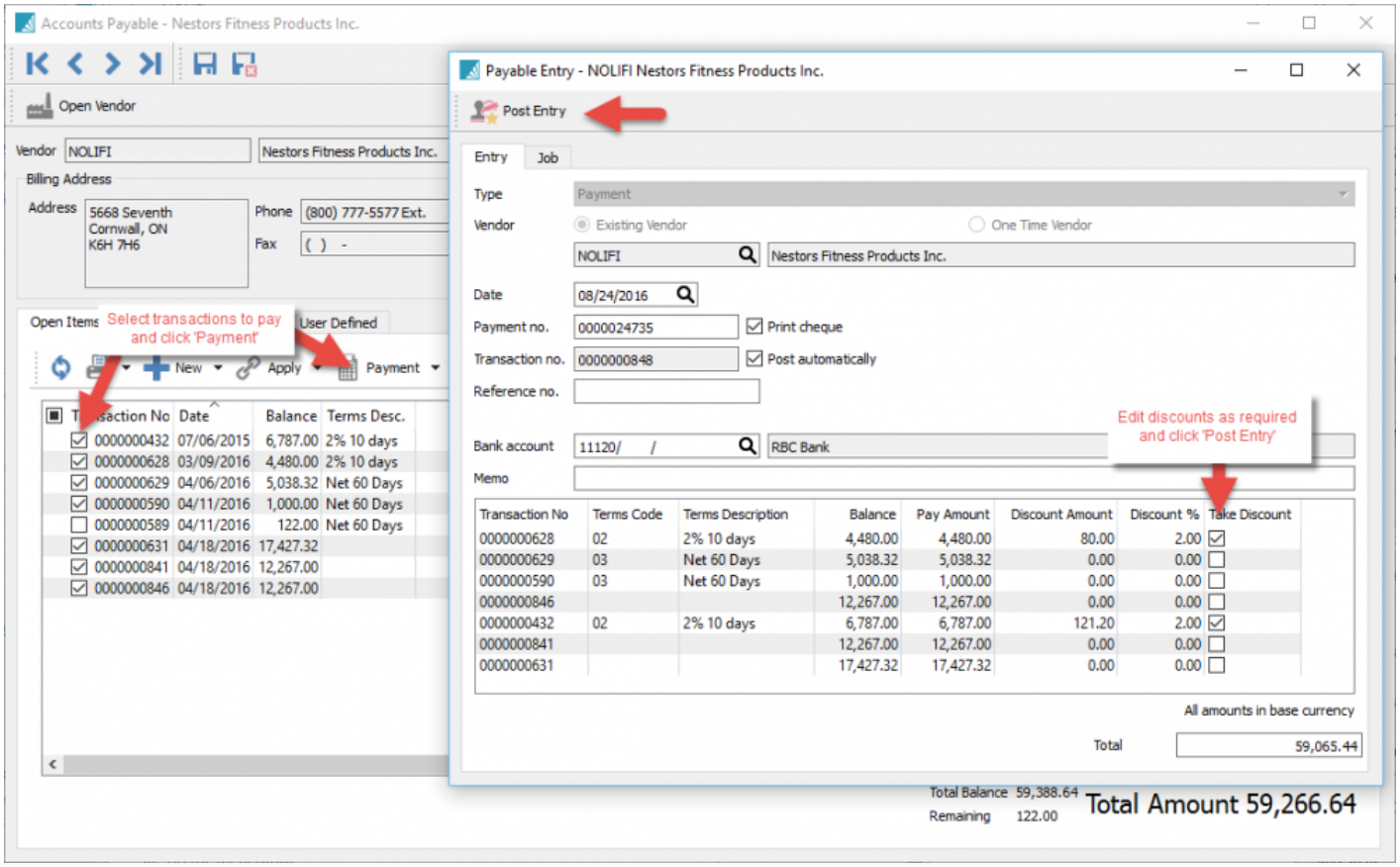
To enter a miscellaneous payment to a vendor that does not exist, select ‘One Time Vendor’.



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



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 un-checked 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 back 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.

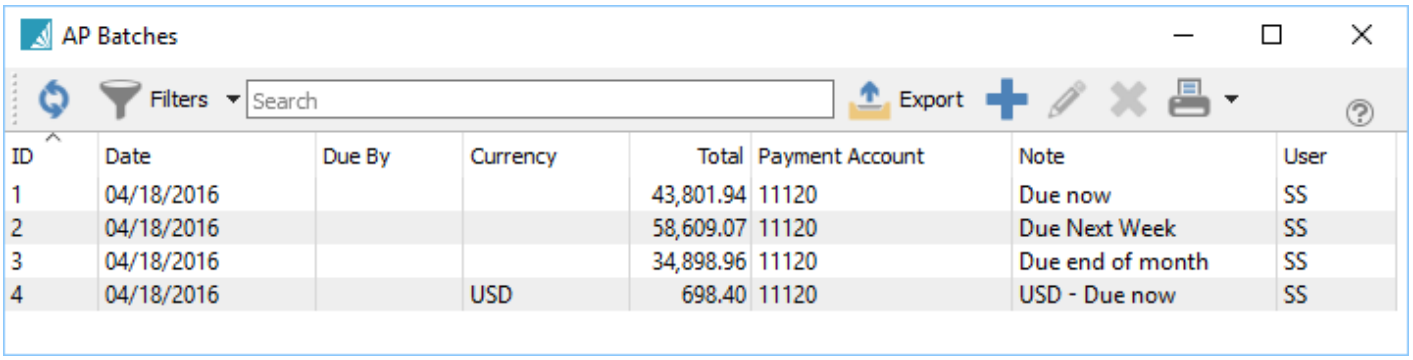
Total – The amount being paid. It is the sum of the transactions selected for payment.

AP – Included Reports

- Accounts Payable by Due Date
- Accounts Payable List

Batch Payables

Batch Payables List



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.

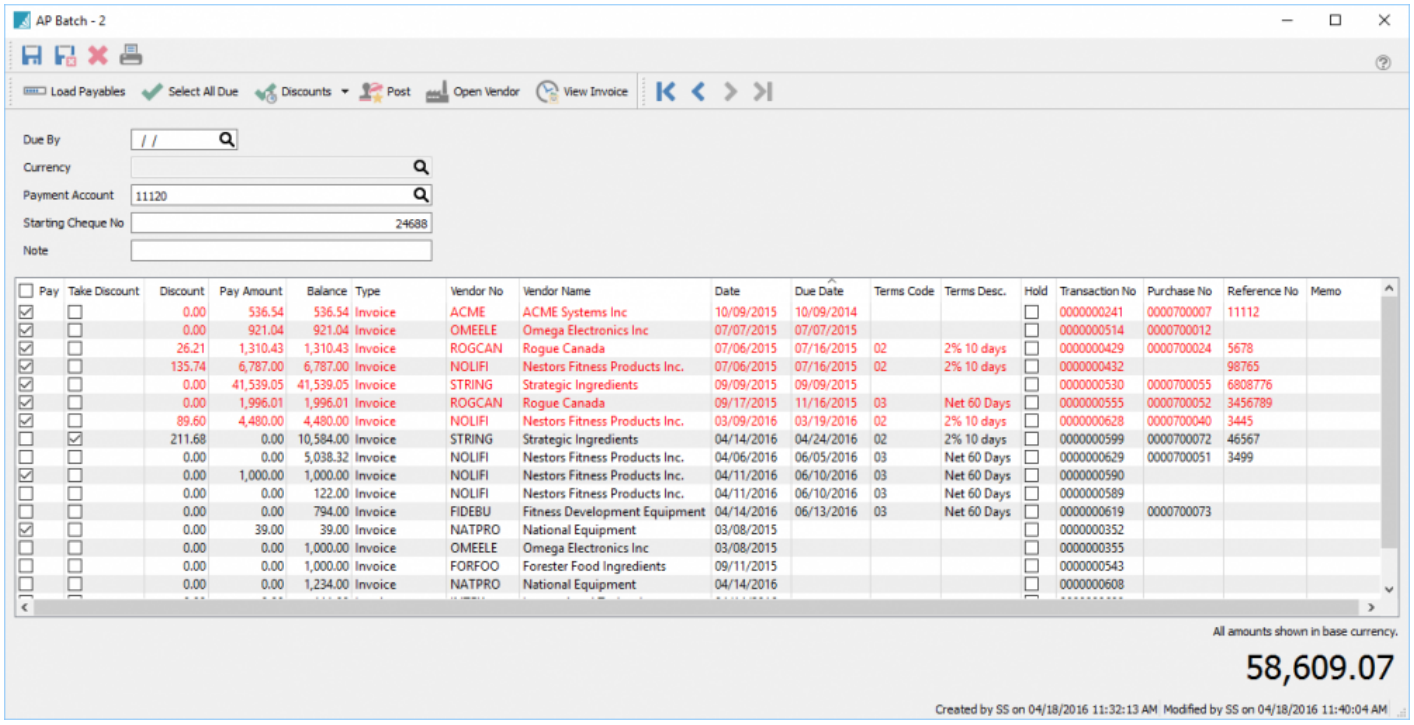
Total – The total amount to be paid for this batch.

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



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
☑	☐	0.00	536.54	536.54	Invoice	ACME	ACME Systems Inc	10/09/2015	10/09/2014			☐	0000000241	0000700007	11112	
☑	☐	0.00	921.04	921.04	Invoice	OMEELE	Omega Electronics Inc	07/07/2015	07/07/2015			☐	0000000514	0000700012		
☑	☐	26.21	1,310.43	1,310.43	Invoice	ROGCAN	Rogue Canada	07/06/2015	07/16/2015	02	2% 10 days	☐	0000000429	0000700024	5678	
☑	☐	135.74	6,787.00	6,787.00	Invoice	NOLIFI	Nestors Fitness Products Inc.	07/06/2015	07/16/2015	02	2% 10 days	☐	0000000432		98765	
☑	☐	0.00	41,539.05	41,539.05	Invoice	STRING	Strategic Ingredients	09/09/2015	09/09/2015			☐	0000000530	0000700055	6808776	
☑	☐	0.00	1,996.01	1,996.01	Invoice	ROGCAN	Rogue Canada	09/17/2015	11/16/2015	03	Net 60 Days	☐	0000000555	0000700052	3456789	
☑	☐	89.60	4,480.00	4,480.00	Invoice	NOLIFI	Nestors Fitness Products Inc.	03/09/2016	03/19/2016	02	2% 10 days	☐	0000000628	0000700040	3445	
☐	☑	211.68	0.00	10,584.00	Invoice	STRING	Strategic Ingredients	04/14/2016	04/24/2016	02	2% 10 days	☐	0000000599	0000700072	46567	
☐	☐	0.00	0.00	5,038.32	Invoice	NOLIFI	Nestors Fitness Products Inc.	04/06/2016	06/05/2016	03	Net 60 Days	☐	0000000629	0000700051	3499	
☑	☐	0.00	1,000.00	1,000.00	Invoice	NOLIFI	Nestors Fitness Products Inc.	04/11/2016	06/10/2016	03	Net 60 Days	☐	0000000590			
☐	☐	0.00	0.00	122.00	Invoice	NOLIFI	Nestors Fitness Products Inc.	04/11/2016	06/10/2016	03	Net 60 Days	☐	0000000589			
☐	☐	0.00	0.00	794.00	Invoice	FIDEBU	Fitness Development Equipment	04/14/2016	06/13/2016	03	Net 60 Days	☐	0000000619	0000700073		
☑	☐	0.00	39.00	39.00	Invoice	NATPRO	National Equipment	03/08/2015				☐	0000000352			
☐	☐	0.00	0.00	1,000.00	Invoice	OMEELE	Omega Electronics Inc	03/08/2015				☐	0000000355			
☐	☐	0.00	0.00	1,000.00	Invoice	FORFOO	Forester Food Ingredients	09/11/2015				☐	0000000543			
☐	☐	0.00	0.00	1,234.00	Invoice	NATPRO	National Equipment	04/14/2016				☐	0000000608			

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.

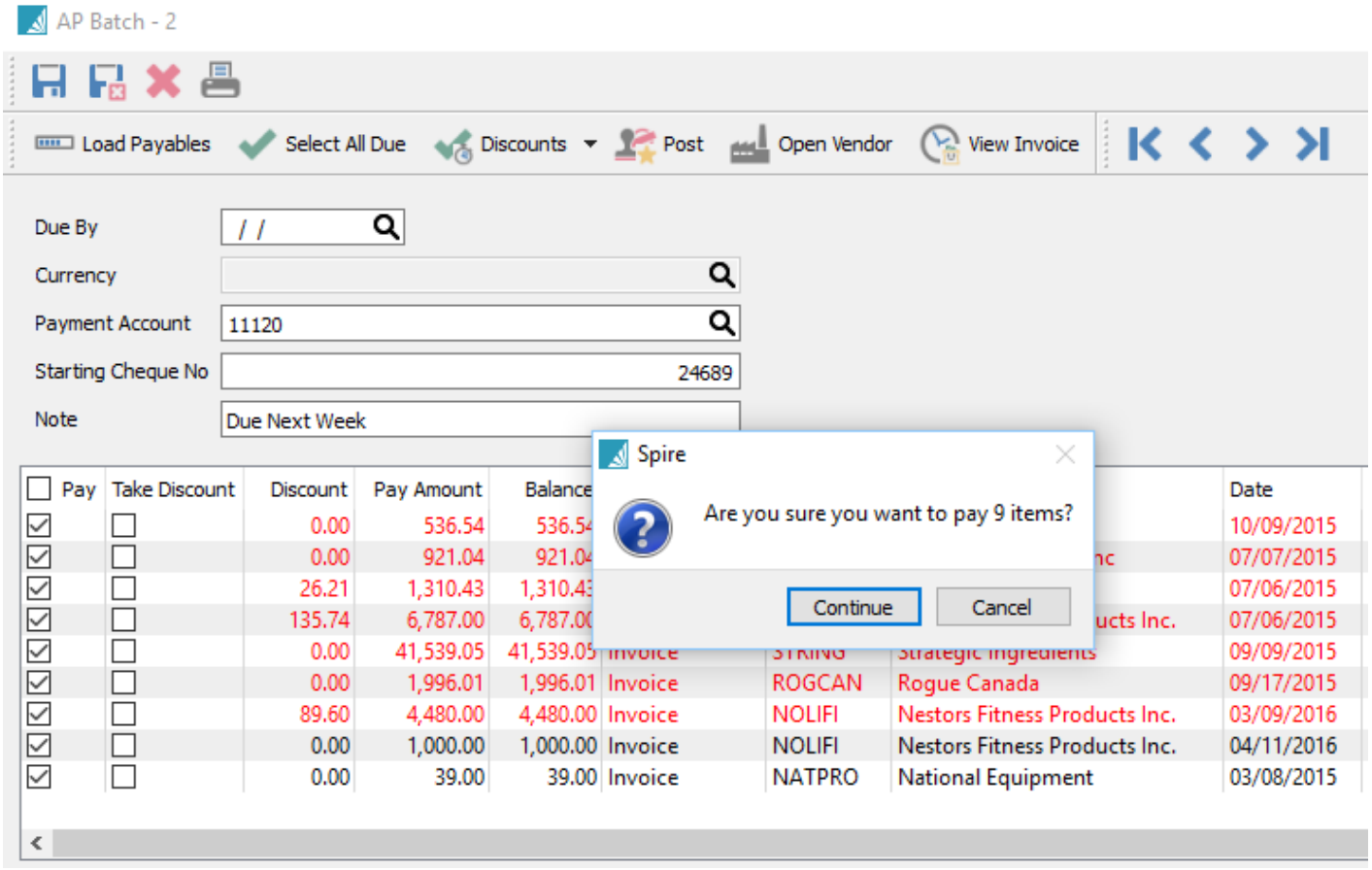
Purchase No – The PO number for the invoice.

Reference No – In the invoice, memo or check number for the transaction.

Memo – The memo that was put on the transaction.

Printing Checks

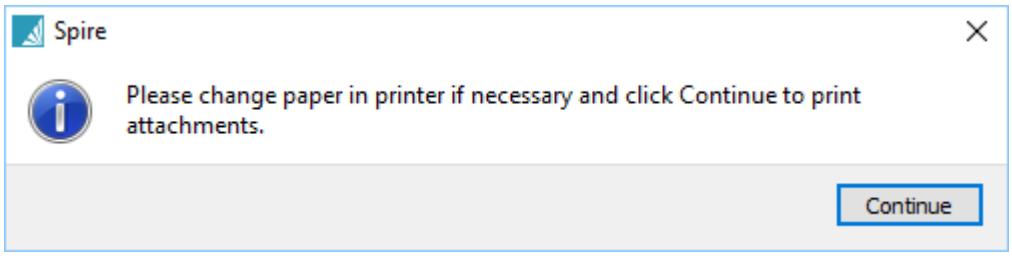
Once a batch of transactions are checked for payment, click the 'Post' button and this screen will be presented.



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.

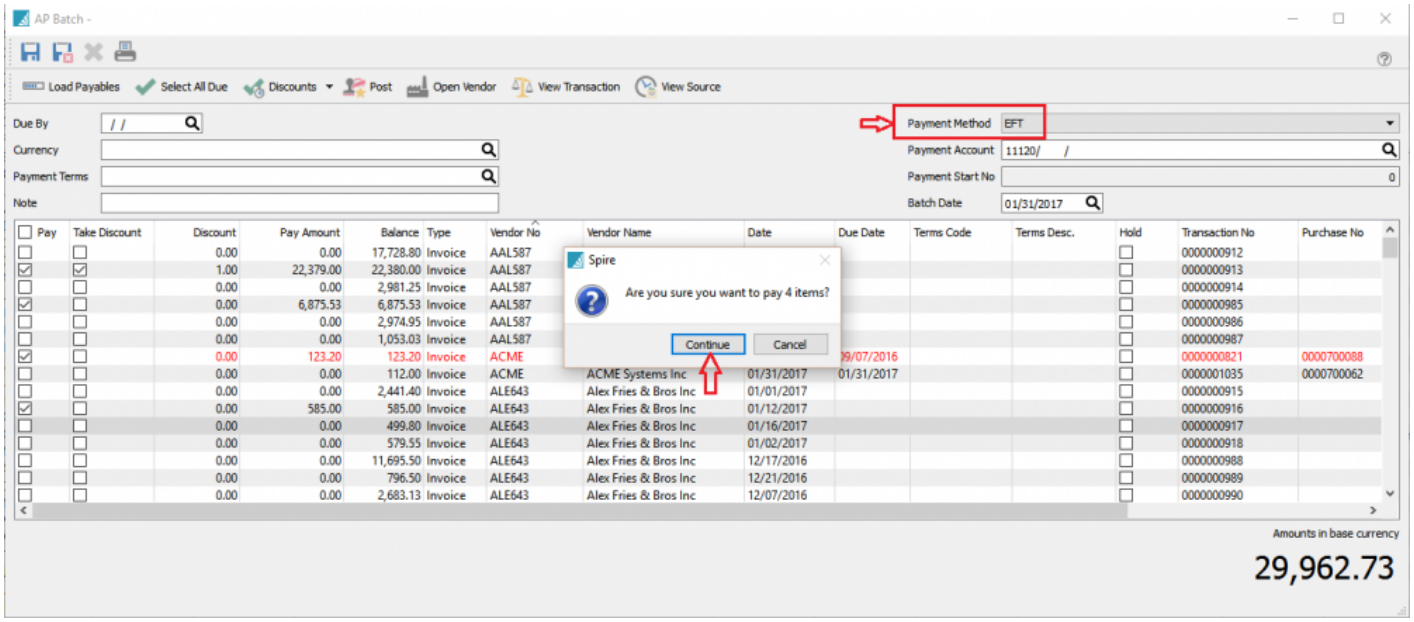


Video Instruction – Batch Payables

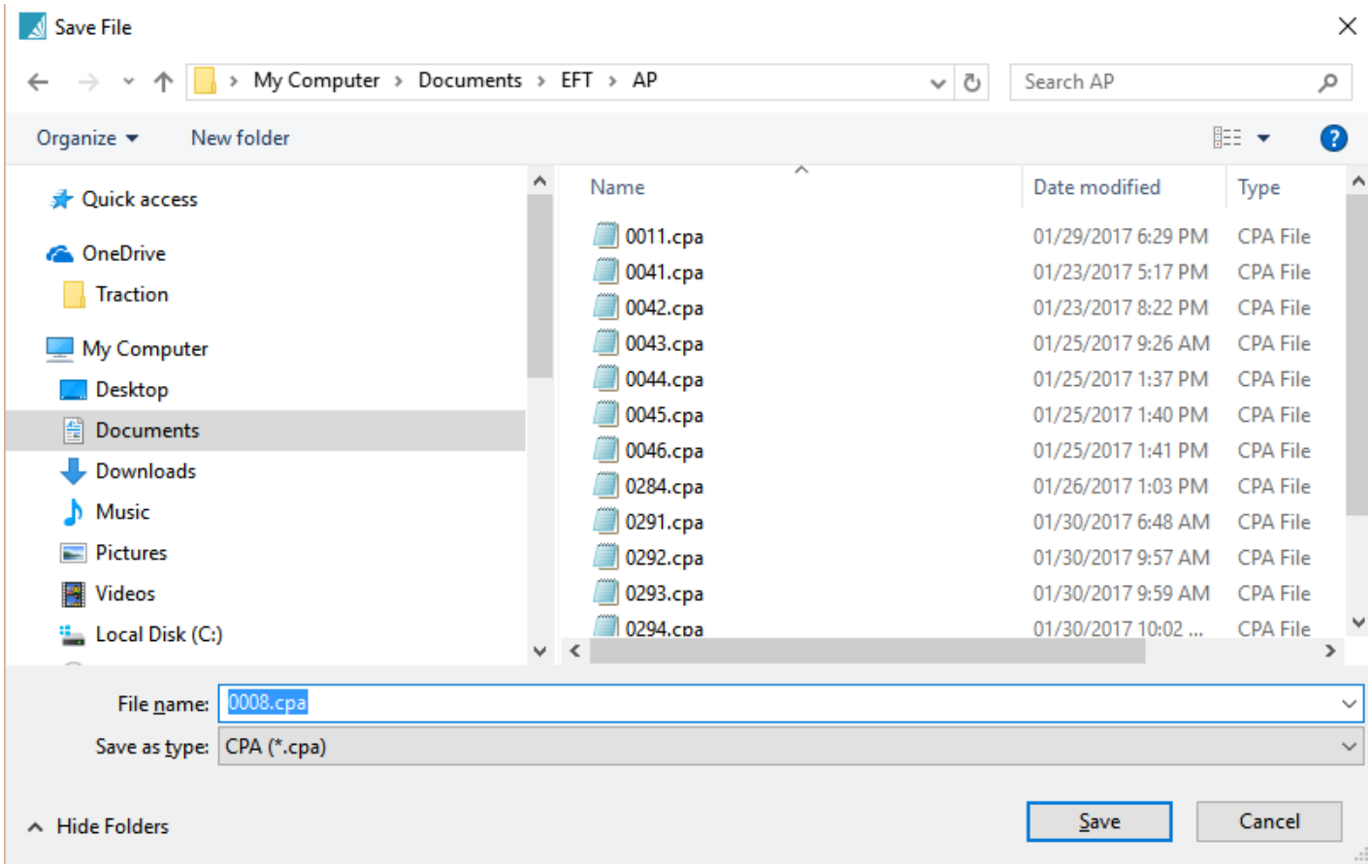
Batch Payables- Included Reports

Accounts Payable EFT

When processing payables from batch mode the user can select EFT as the payment method to create a CPA1464, also known as a “005” file for upload to the bank.



When the post button is clicked the user will be asked where to save the payment file. Once saved it can be uploaded to the bank. No cheque will be printed.



A report can be printed to accompany the EFT and when emailed, it will email-merge a copy of each of the vendors portion to them just like a cheque stub, so they know what has been paid.

A All In One Construction
485 Rolling Rd
Lasalle QC H8R 3C2

Account Number AAL587
Payment Reference EFT 0008
Payment Date Tuesday, January 31, 2017
Payment Amount $ 29,254.53

Date	Reference	PO	Memo	Invoice Amount	Discount	Amount
Jan 11, 2017				22,380.00	1.00	**22,379.00**
Dec 16, 2016				6,875.53		**6,875.53**

ACME Systems Inc
500 - 44882 Saperton St
Port Moody BC V5T 5Y6

Account Number ACME
Payment Reference EFT 0008
Payment Date Tuesday, January 31, 2017
Payment Amount $ 123.20

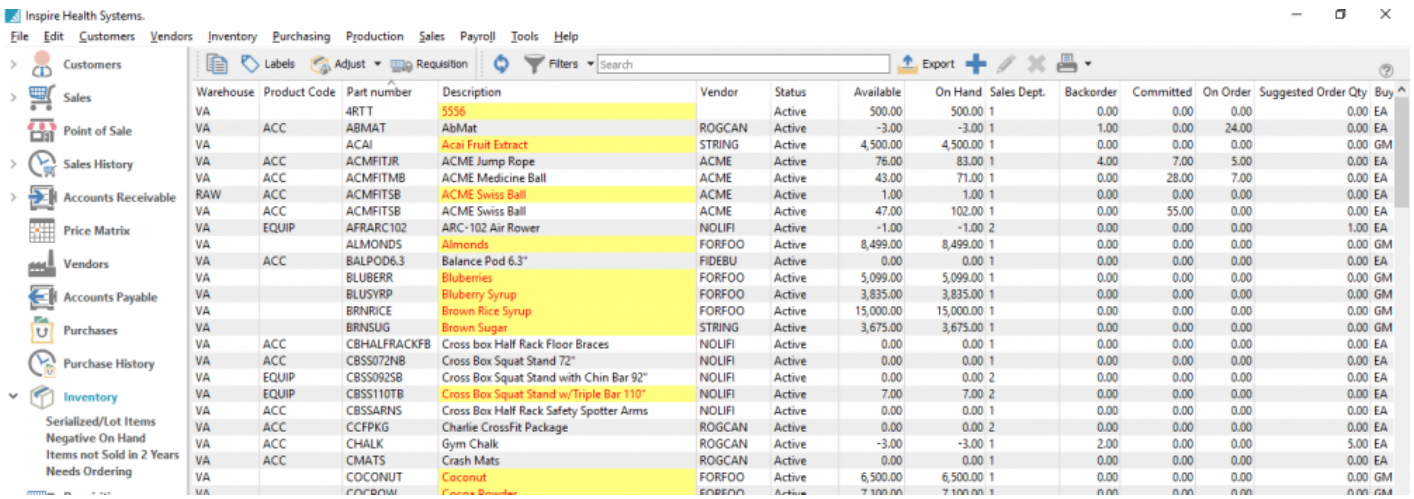
Date	Reference	PO	Memo	Invoice Amount	Discount	Amount
Sep 7, 2016	2345678	0000700088		123.20		**123.20**

Alex Fries & Bros Inc
326 Witherspoon St
Etobicoke ON M9R 2W5

Account Number ALE643
Payment Reference EFT 0008
Payment Date Tuesday, January 31, 2017
Payment Amount $ 585.00

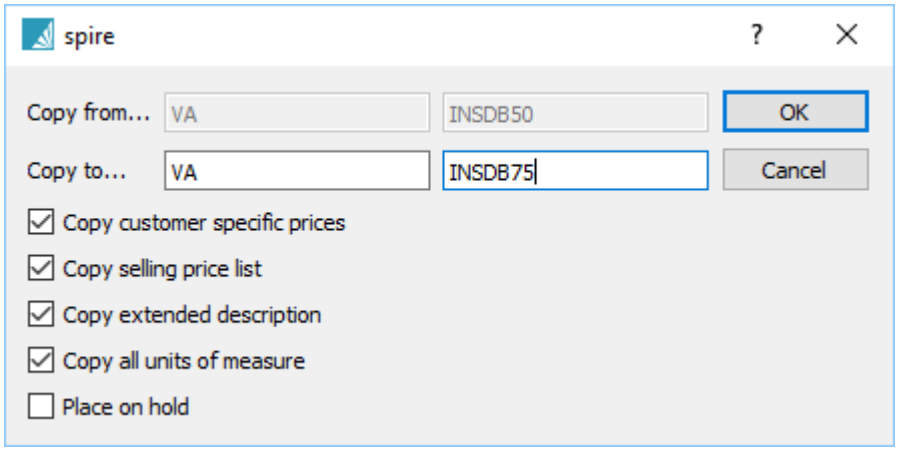
Date	Reference	PO	Memo	Invoice Amount	Discount	Amount
Jan 12, 2017				585.00		**585.00**

Inventory



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.



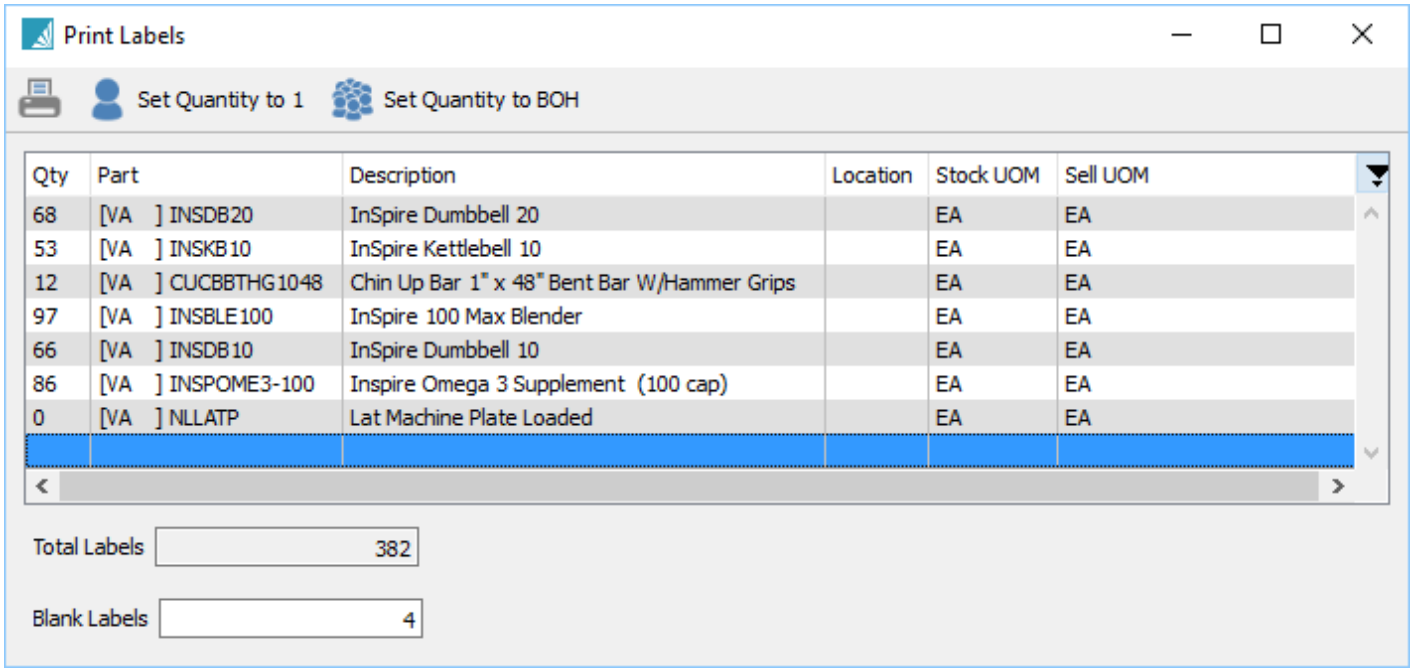
- Customer Specific Prices
- Selling Price List
- Extended Description
- Units of Measure

- Place on Hold

Labels – Any number of item scan be selected and then click on the labels button.

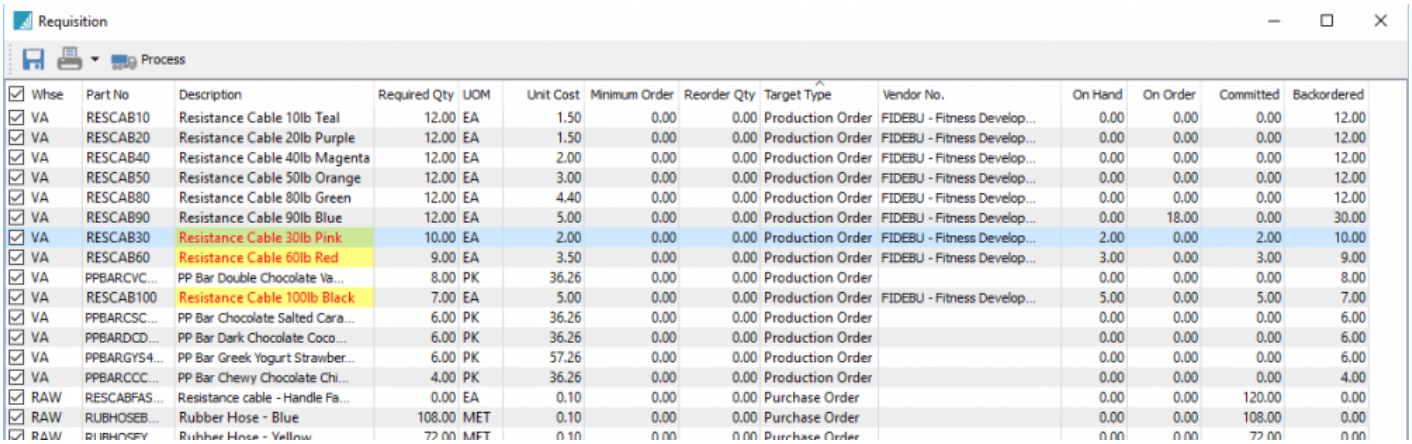
The following dialog will come up and the user can:

- 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



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 ot 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.



Whse	Part No	Description	Required Qty	UOM	Unit Cost	Minimum Order	Reorder Qty	Target Type	Vendor No.	On Hand	On Order	Committed	Backordered
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
RAW	RUBHOSEB...	Rubber Hose - Blue	108.00	MET	0.10	0.00	0.00	Purchase Order		0.00	0.00	108.00	0.00
RAW	RUBHOSEY...	Rubber Hose - Yellow	72.00	MET	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

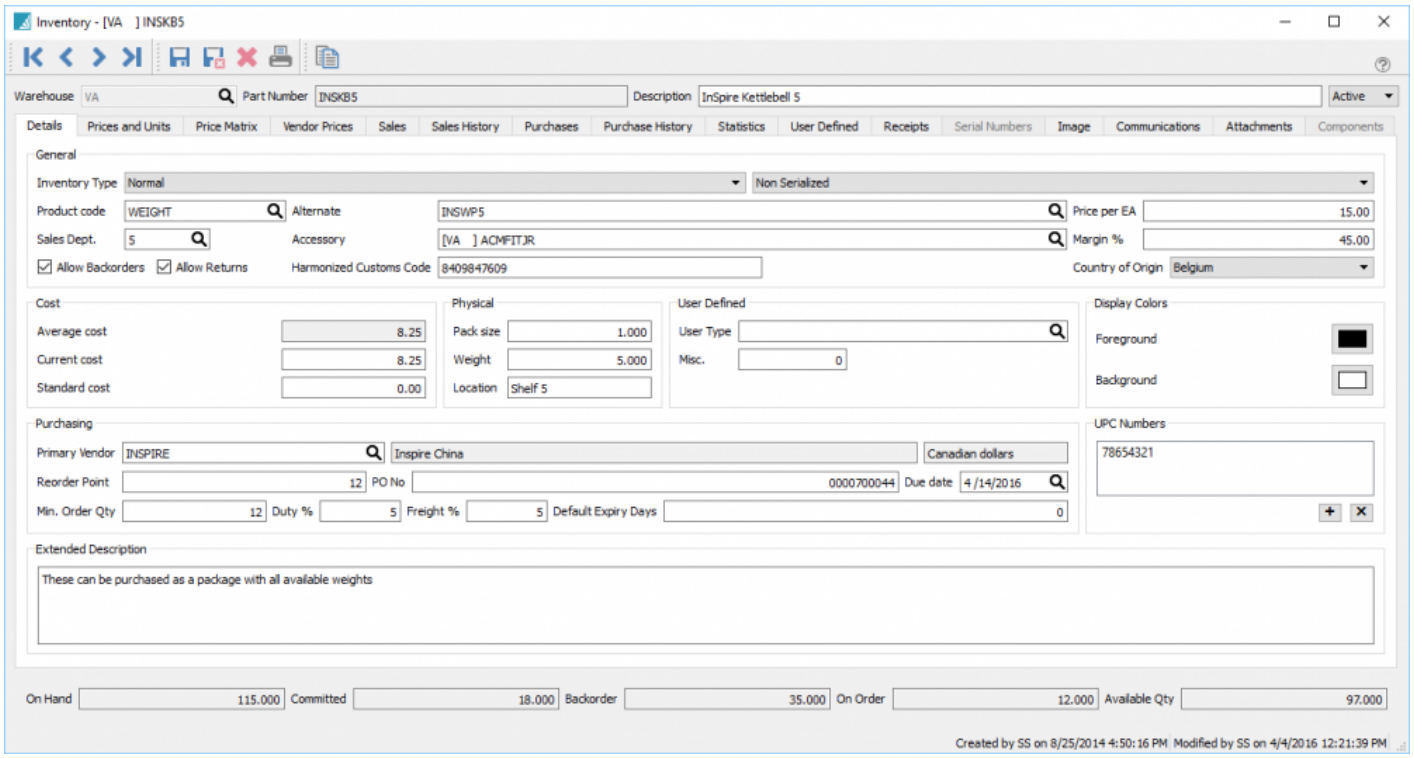
Edit – Click to edit an inventory item,

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



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.

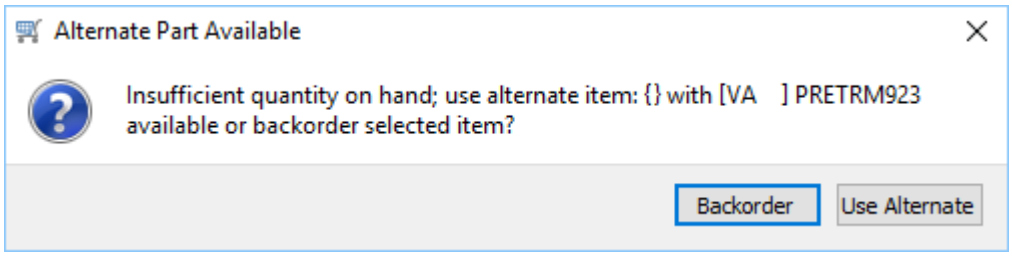
- **Manufactured** – For items where a template is created to deplete raw material items from stock when building and receiving the finished product into stock. The build process will credit inventory raw material and debit inventory finished goods, if their sales departments are different.
- **Kitted** – 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

> Average Cost = (on-hand x original average cost) + (quantity received x received cost) / (on-hand quantity + 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 an 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.

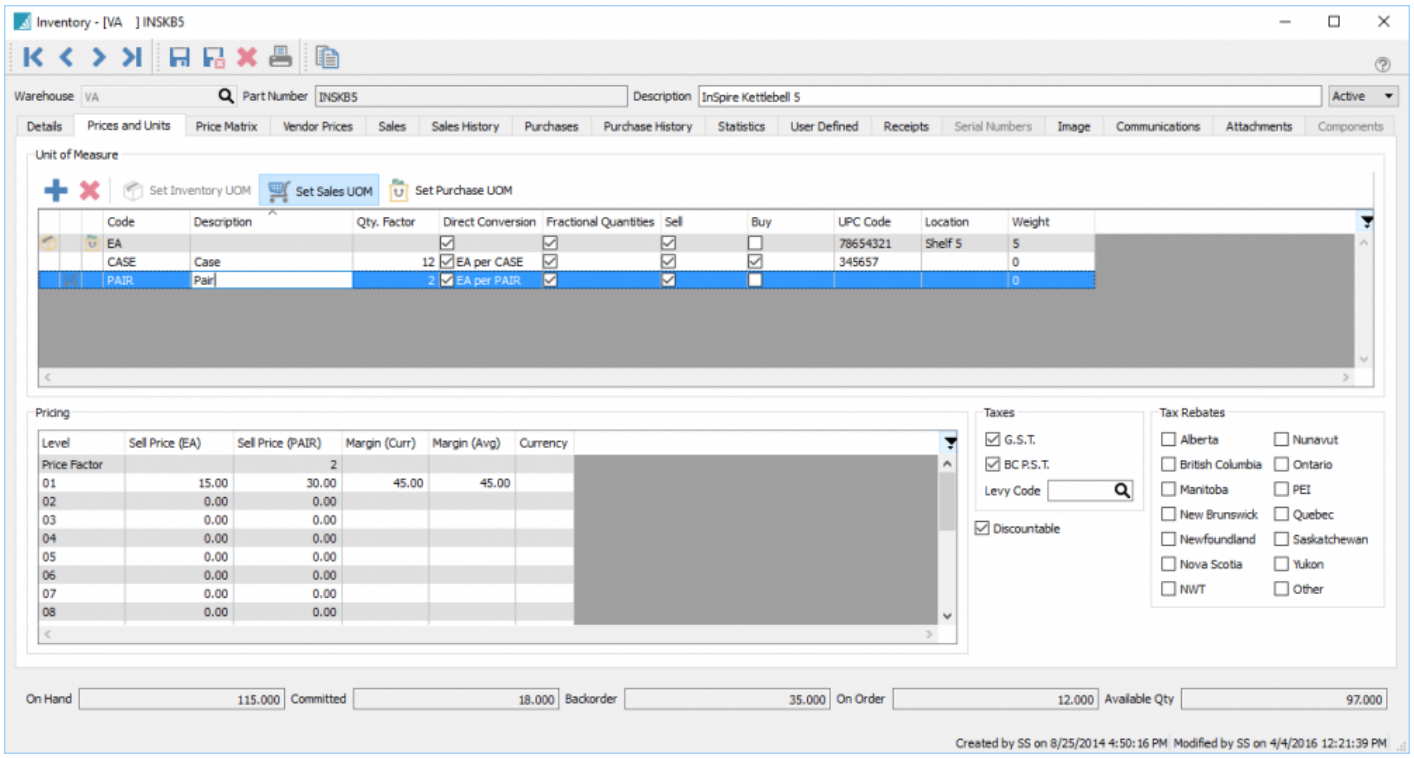
Backorder – Quantity on back order on sales orders.

On Order – Quantity on issued purchase orders not yet received.

Available – On-hand quantity minus committed quantity.

Prices and Units

Unit of Measure (UOM)



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. *

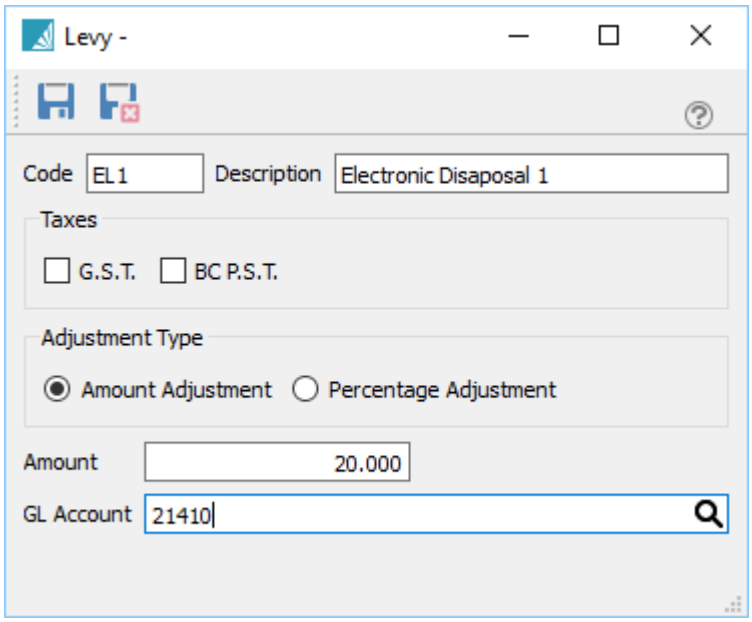
Sell level can be setup in the multi currency module to be assigned to a certain currency. Then when a customer is added with that currency it uses that level as the customers default sell price.

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

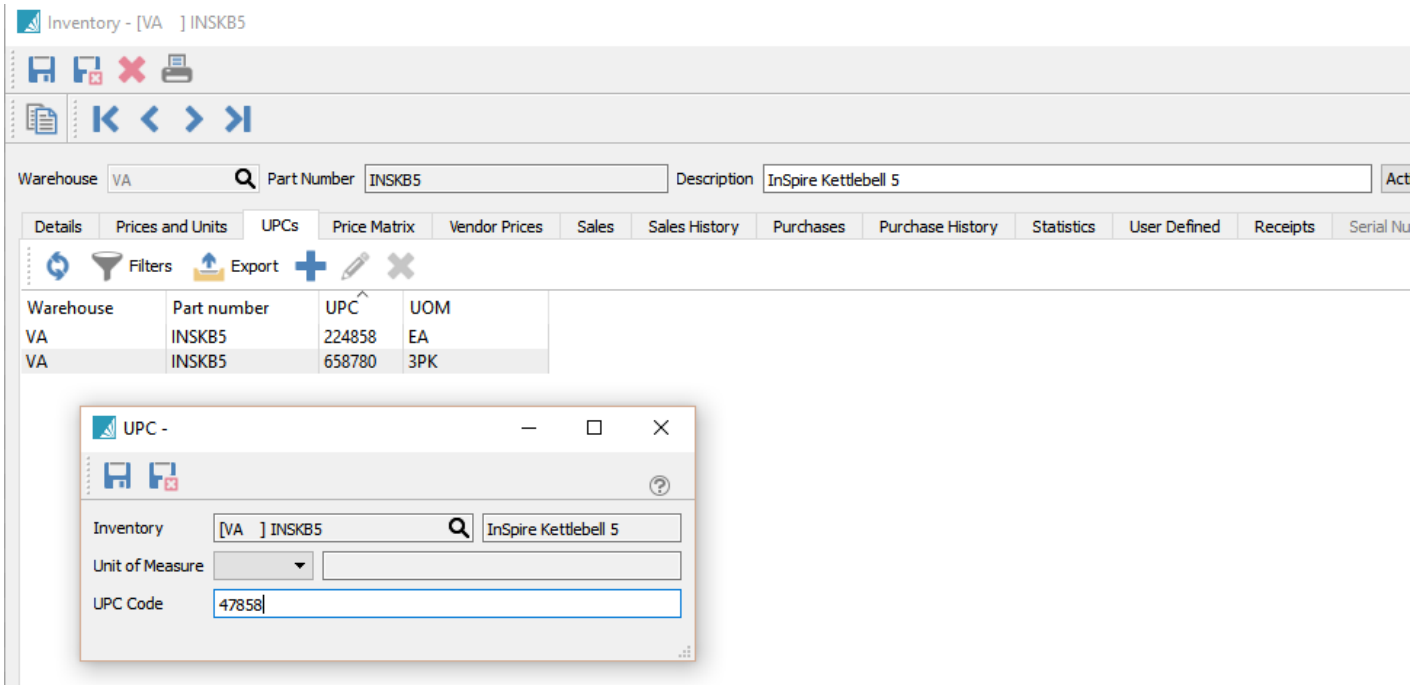
Levy Code – The levy or environmental fee charged on this item. There is a lookup to select the levy and they can be added as needed



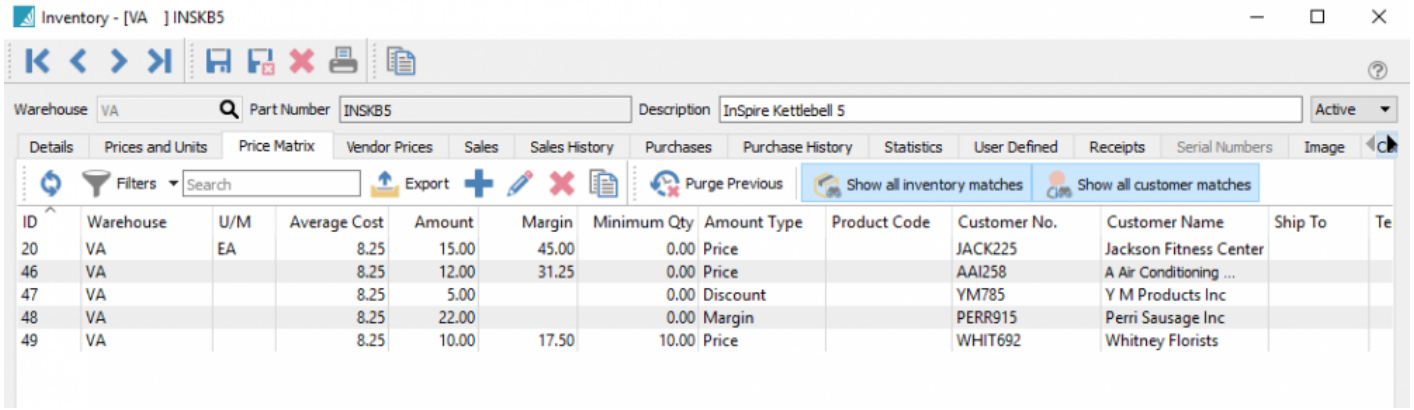
Tax Rebates – Canada – Select each Canadian jurisdiction where there is a tax rebate offered for this item. The rebate percentage is defined in Edit/Sales Taxes.

UPCs

This new feature allows for any number of UPC codes to be added to each unit of measure. The user can then scan any of the barcodes into Spire and the correct item and unit of measure will be applied.



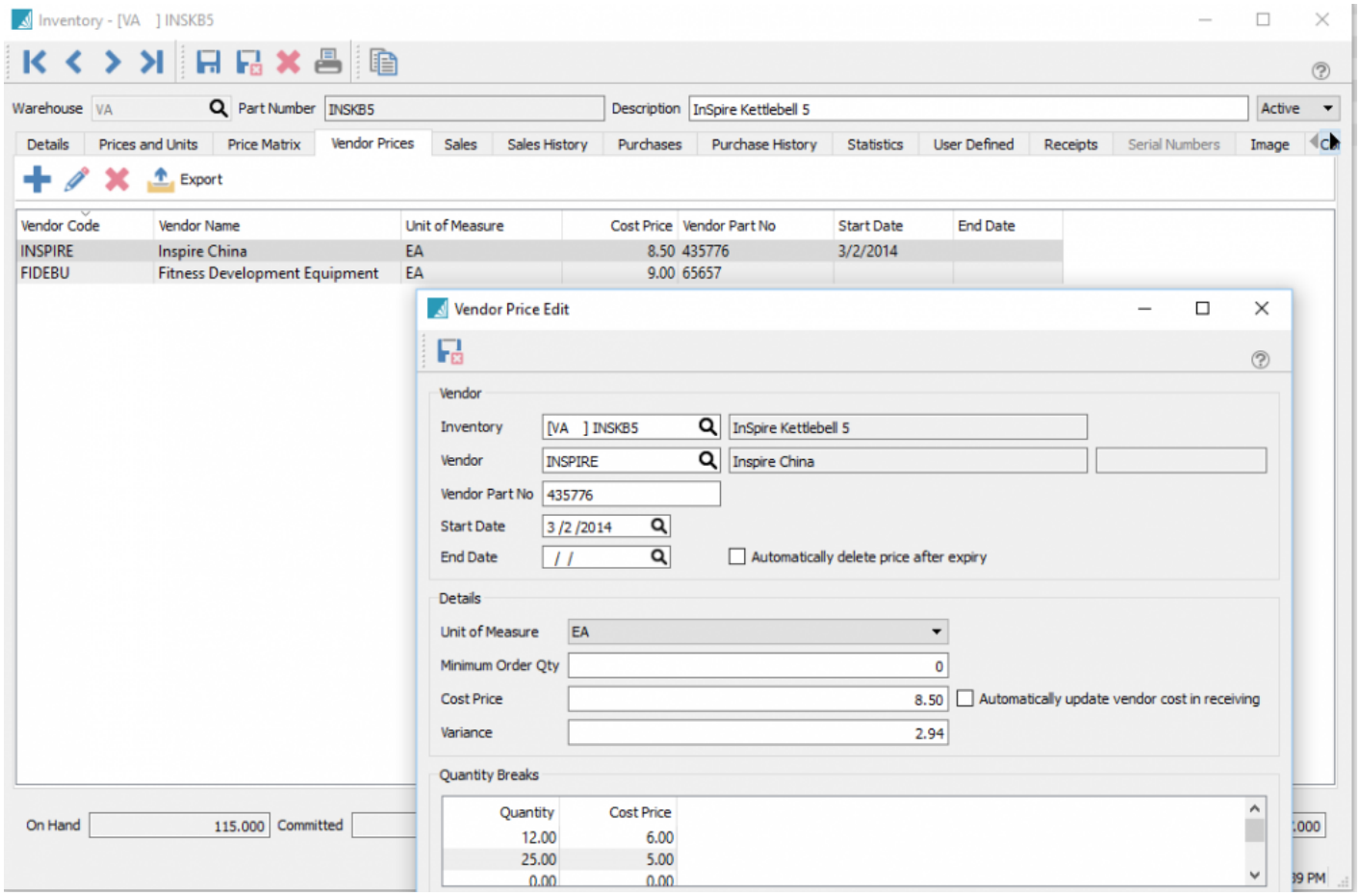
Price Matrix



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

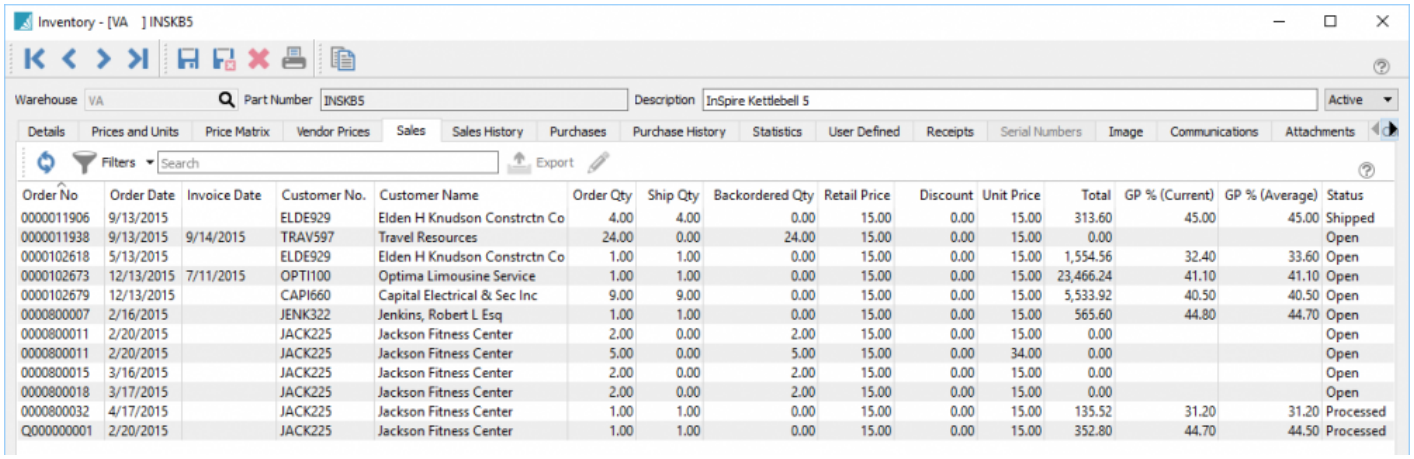


Allows multiple vendor prices to be added to each item.

- **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

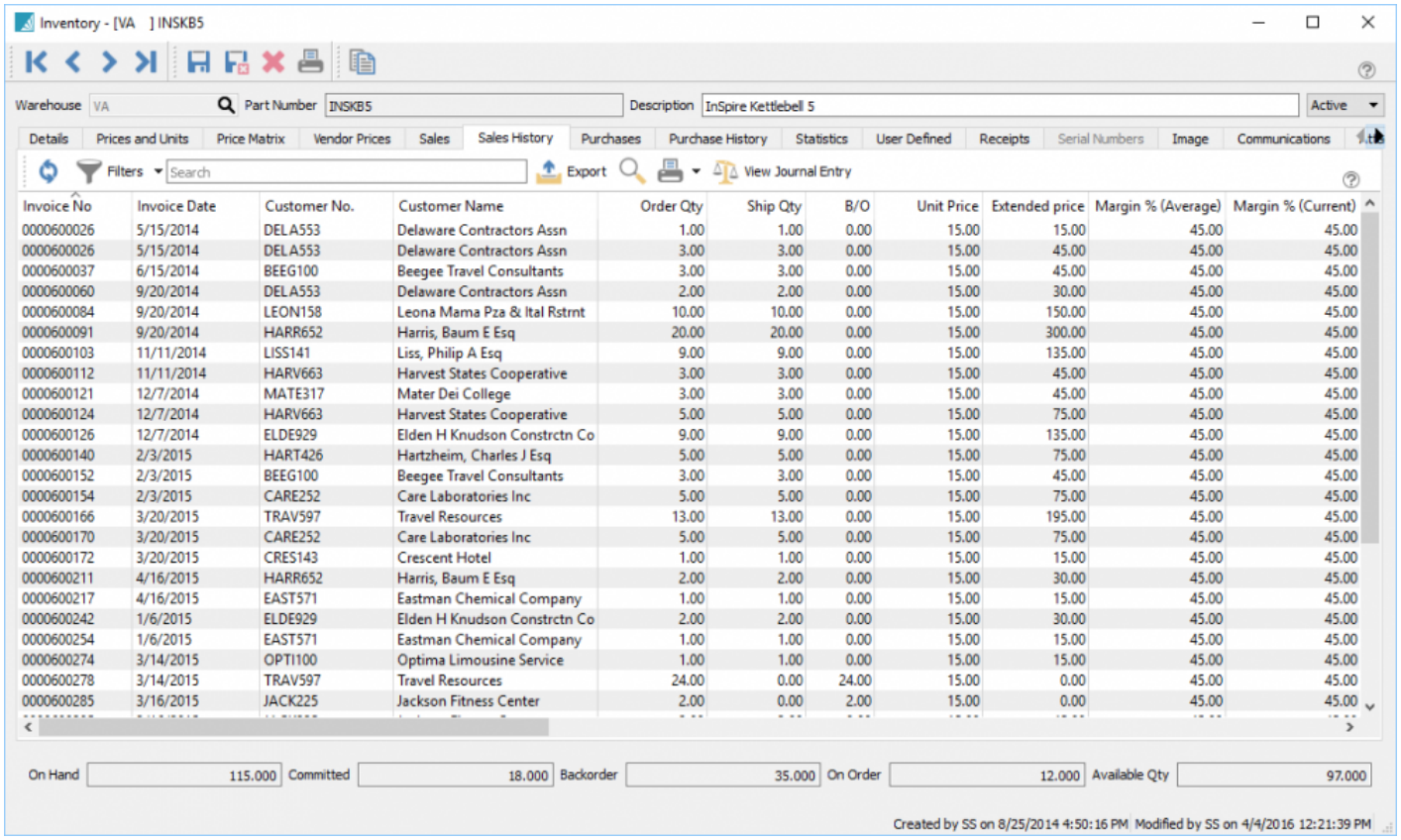
Sales



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		CAPI660	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

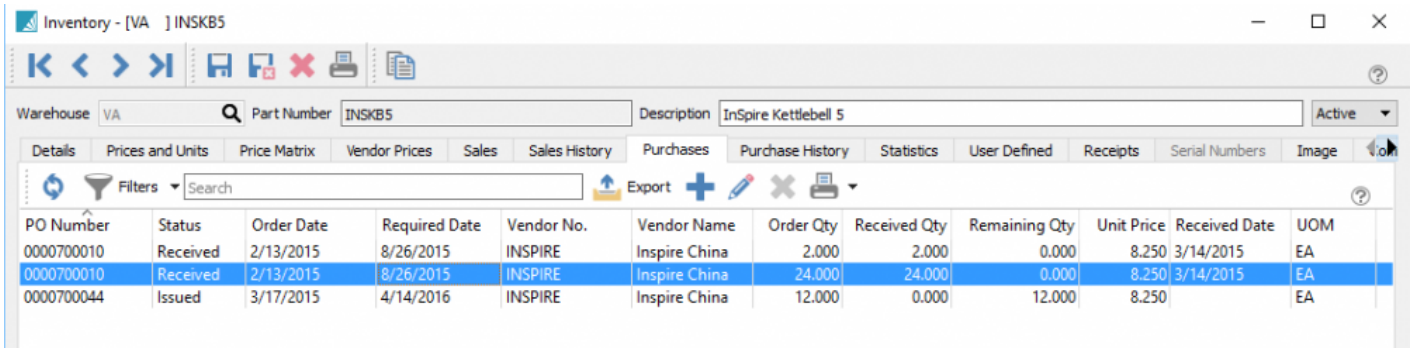


This screen shows all the customers that have purchased this item along with the quantity, price and margin. The user can drill down into an invoice to print, copy or credit it. If they have the security permissions to do so they can edit non-financial information on the invoice. This is especially helpful 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.

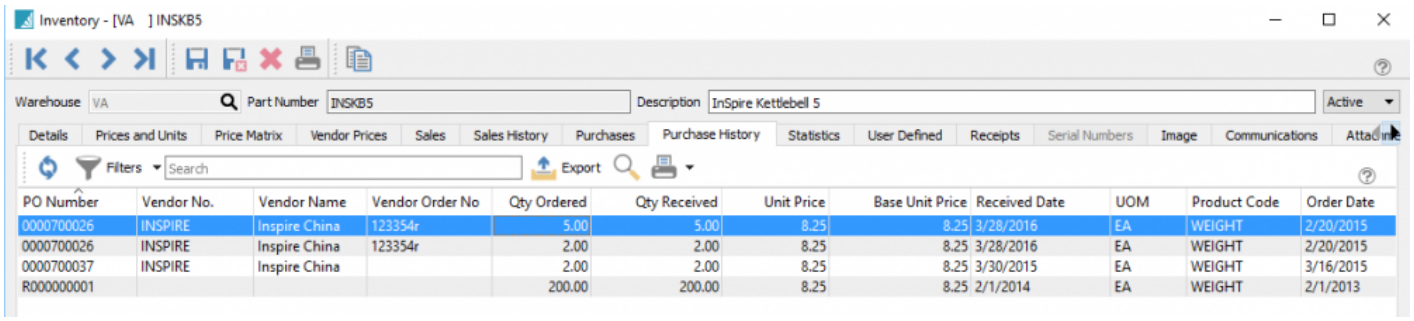
The original GL transaction that got posted with this invoice can also be viewed.

Purchases



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.

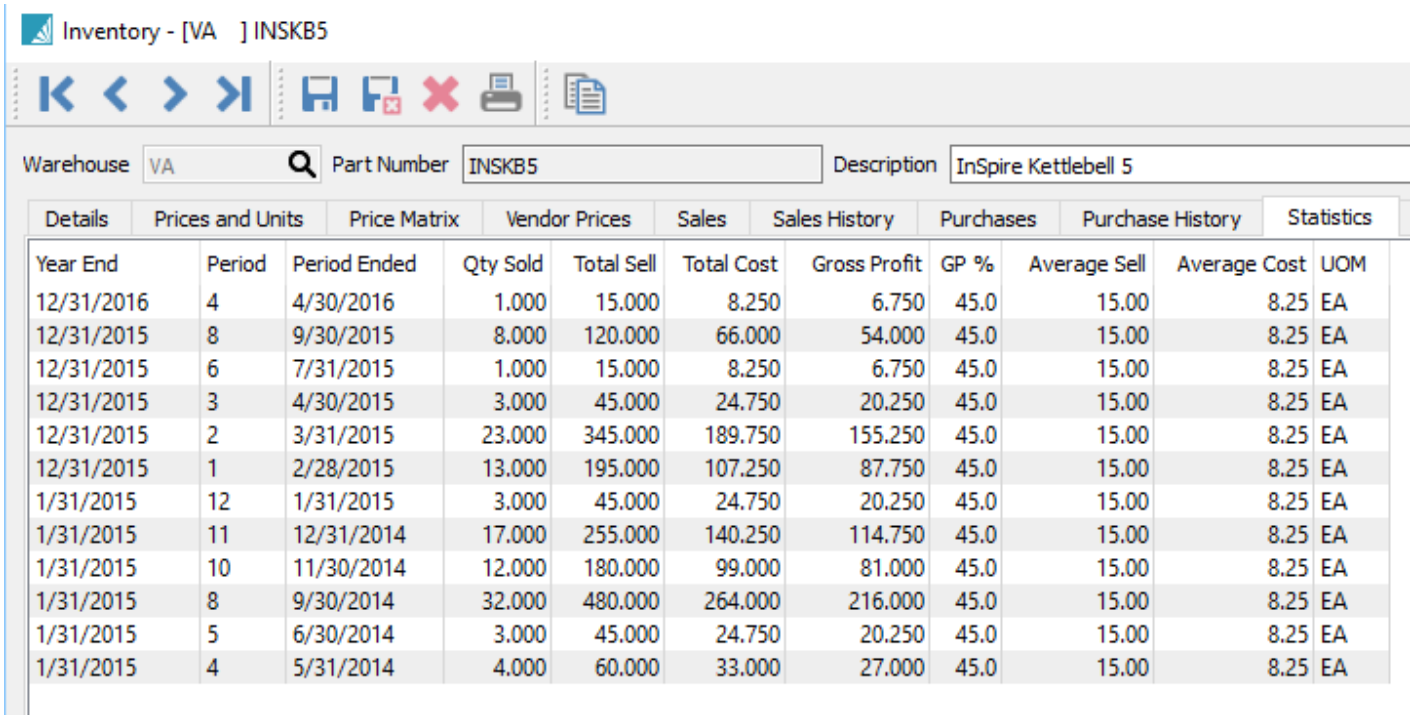
Purchase History



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 than copy or credit it.

Statistics



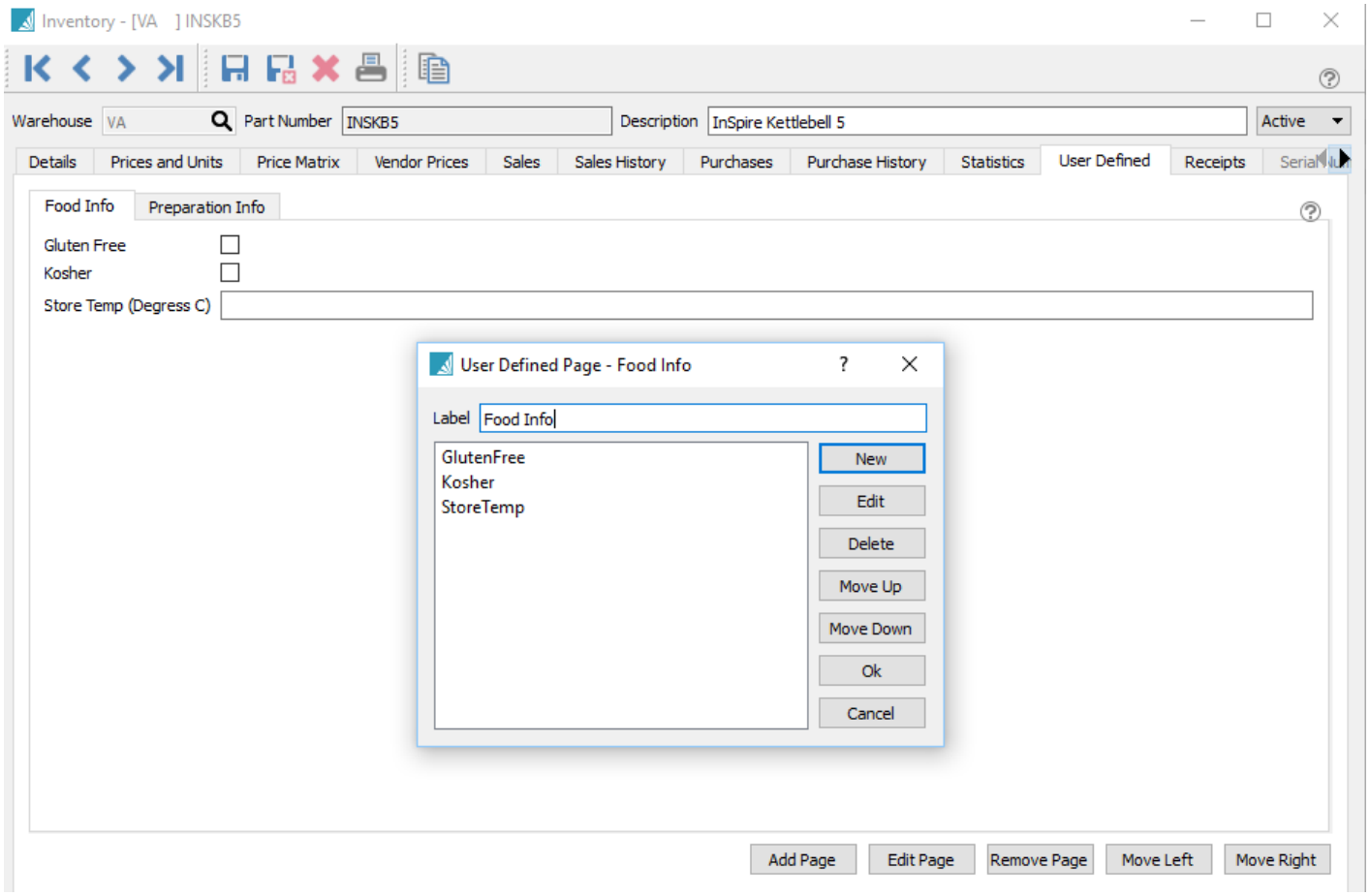
Year End	Period	Period Ended	Qty Sold	Total Sell	Total Cost	Gross Profit	GP %	Average Sell	Average Cost	UOM
12/31/2016	4	4/30/2016	1.000	15.000	8.250	6.750	45.0	15.00	8.25	EA
12/31/2015	8	9/30/2015	8.000	120.000	66.000	54.000	45.0	15.00	8.25	EA
12/31/2015	6	7/31/2015	1.000	15.000	8.250	6.750	45.0	15.00	8.25	EA
12/31/2015	3	4/30/2015	3.000	45.000	24.750	20.250	45.0	15.00	8.25	EA
12/31/2015	2	3/31/2015	23.000	345.000	189.750	155.250	45.0	15.00	8.25	EA
12/31/2015	1	2/28/2015	13.000	195.000	107.250	87.750	45.0	15.00	8.25	EA
1/31/2015	12	1/31/2015	3.000	45.000	24.750	20.250	45.0	15.00	8.25	EA
1/31/2015	11	12/31/2014	17.000	255.000	140.250	114.750	45.0	15.00	8.25	EA
1/31/2015	10	11/30/2014	12.000	180.000	99.000	81.000	45.0	15.00	8.25	EA
1/31/2015	8	9/30/2014	32.000	480.000	264.000	216.000	45.0	15.00	8.25	EA
1/31/2015	5	6/30/2014	3.000	45.000	24.750	20.250	45.0	15.00	8.25	EA
1/31/2015	4	5/31/2014	4.000	60.000	33.000	27.000	45.0	15.00	8.25	EA

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:

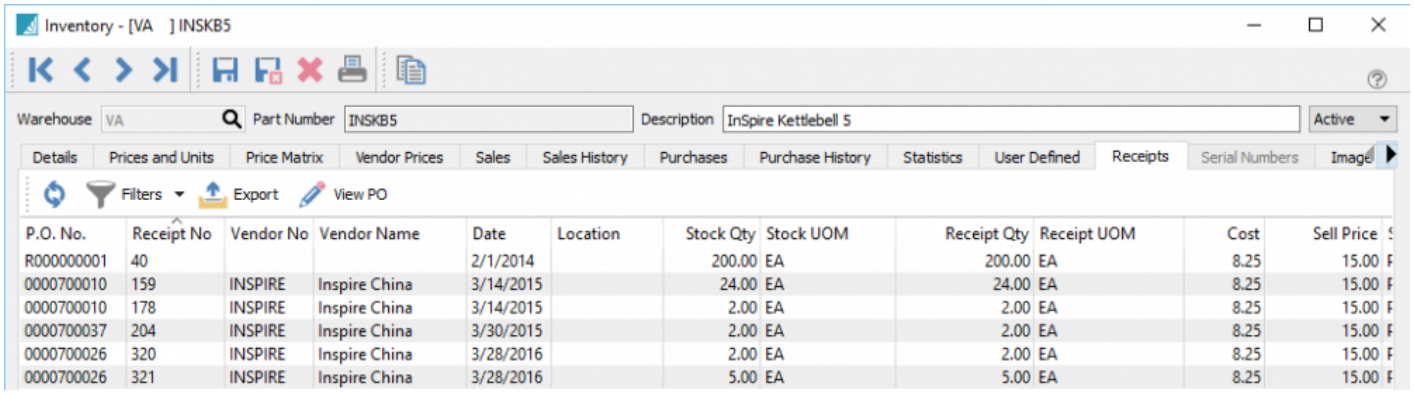
- Year
- Period
- Period Ending
- Qty Sold
- Total Sell
- Total Cost
- Gross Profit
- GP %
- Average Sell
- Average Cost
- UOM

User Defined



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

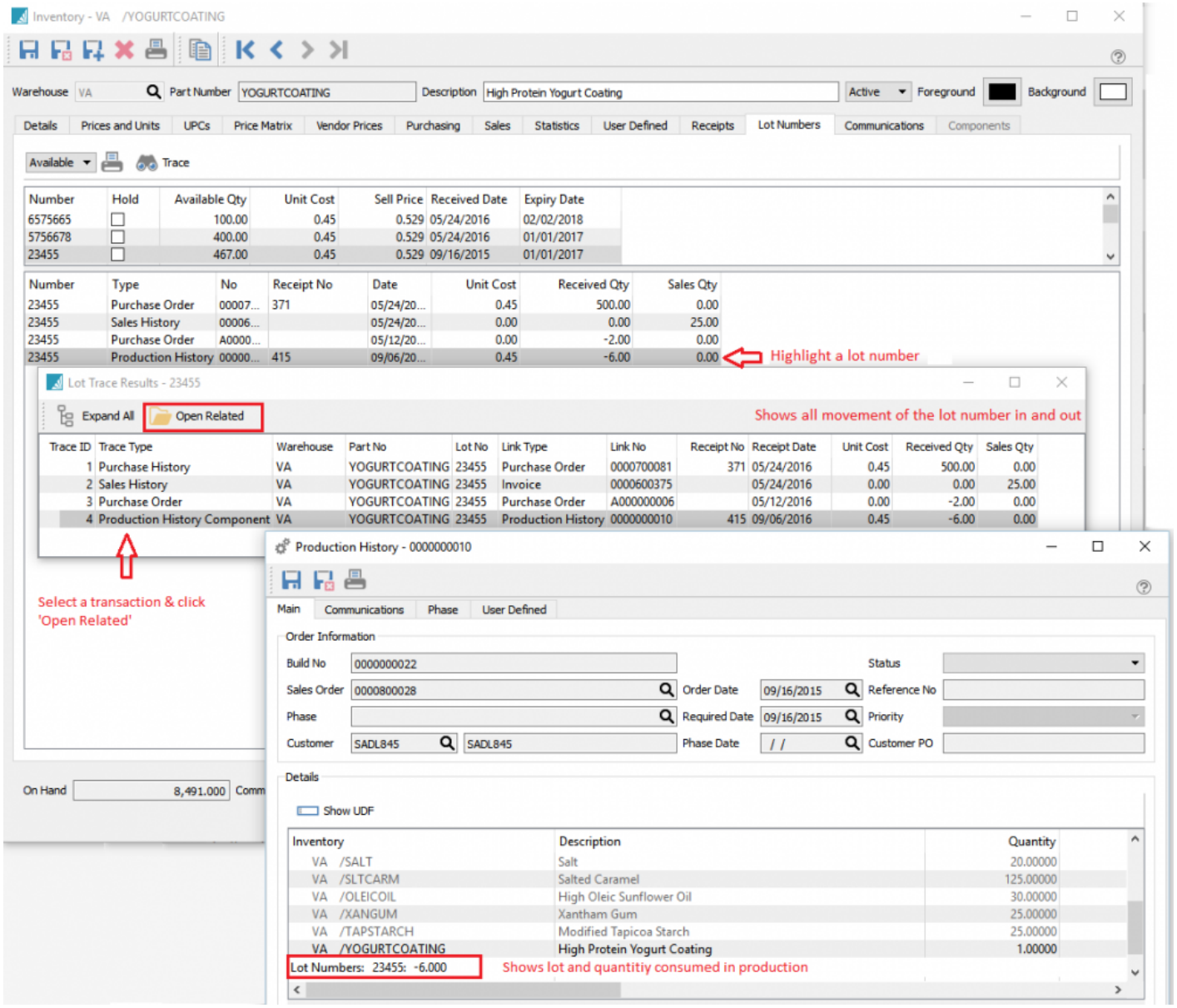


P.O. No.	Receipt No	Vendor No	Vendor Name	Date	Location	Stock Qty	Stock UOM	Receipt Qty	Receipt UOM	Cost	Sell Price
R000000001	40			2/1/2014		200.00	EA	200.00	EA	8.25	15.00
0000700010	159	INSPIRE	Inspire China	3/14/2015		24.00	EA	24.00	EA	8.25	15.00
0000700010	178	INSPIRE	Inspire China	3/14/2015		2.00	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



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

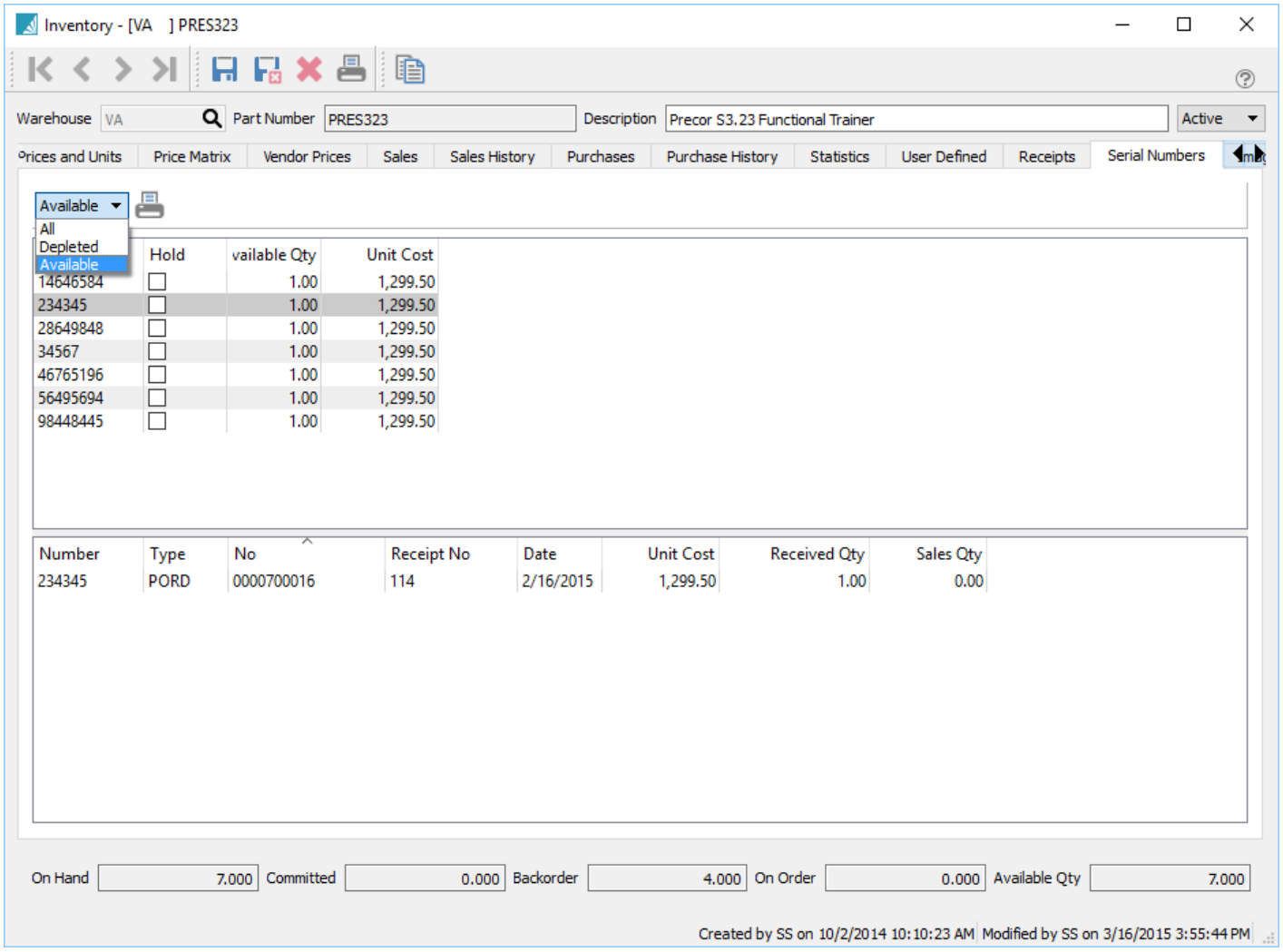
- **Expiry Date** – Expiration or best before date

You can select a lot number and see its disposition. The information shown is:

- **Number** – The lot number
- **Type** – Type of movement. Can be PROD 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.

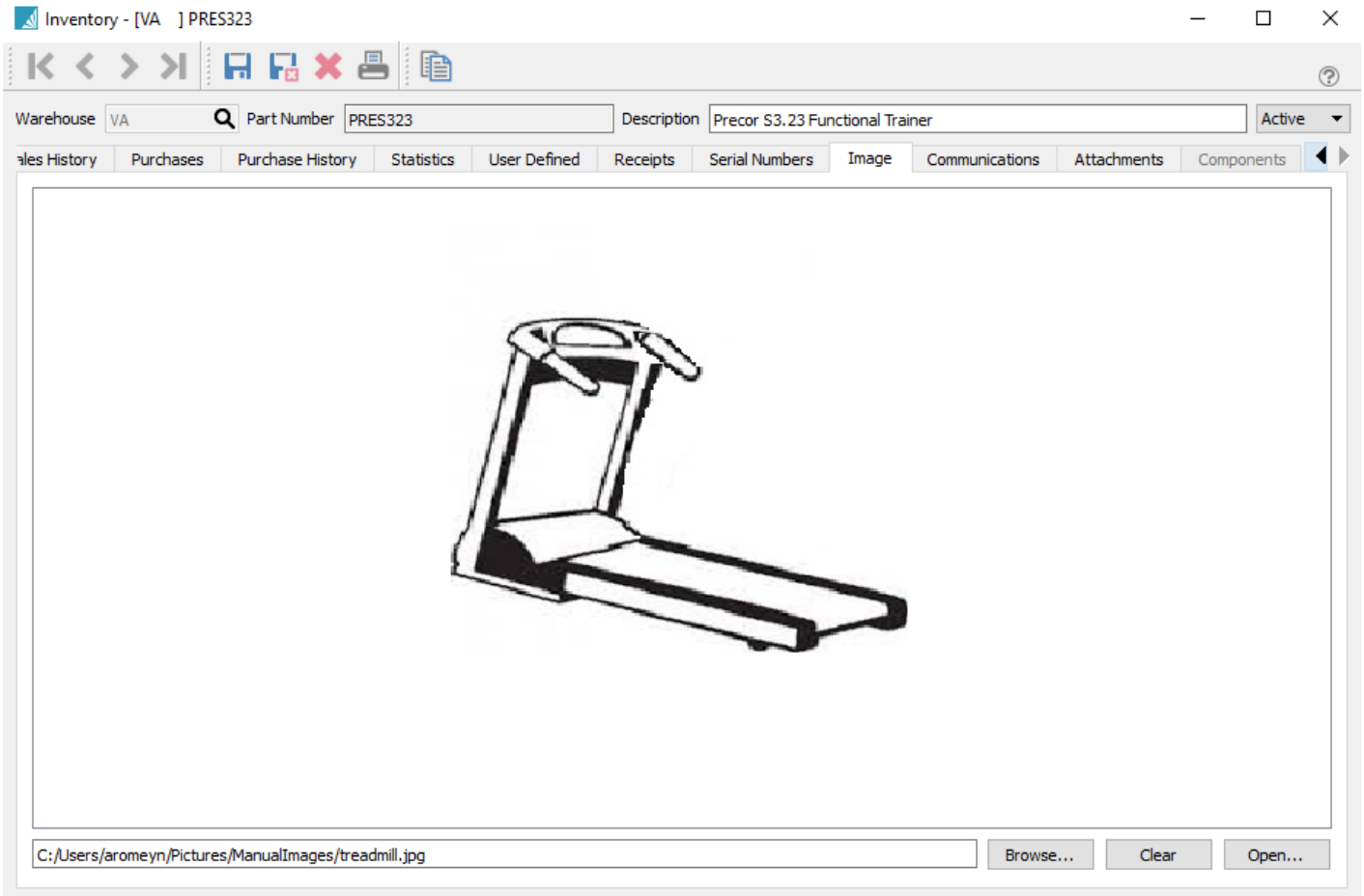
Serial Numbers



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.

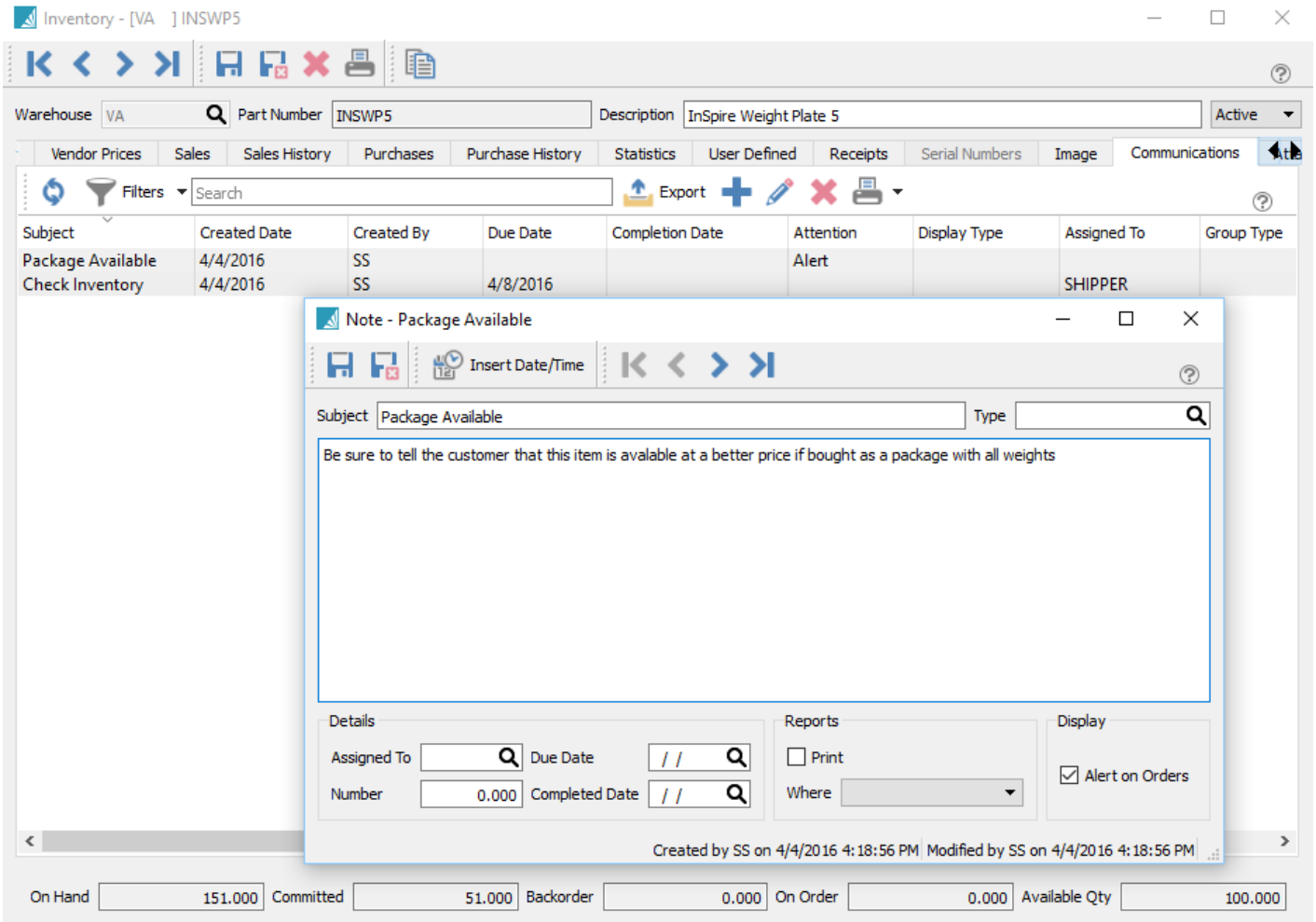
The upper area shows the serial, the hold flag and the unit cost, and the lower area shows the PO that it was received on, and if sold, the invoice that it was sold on.

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.

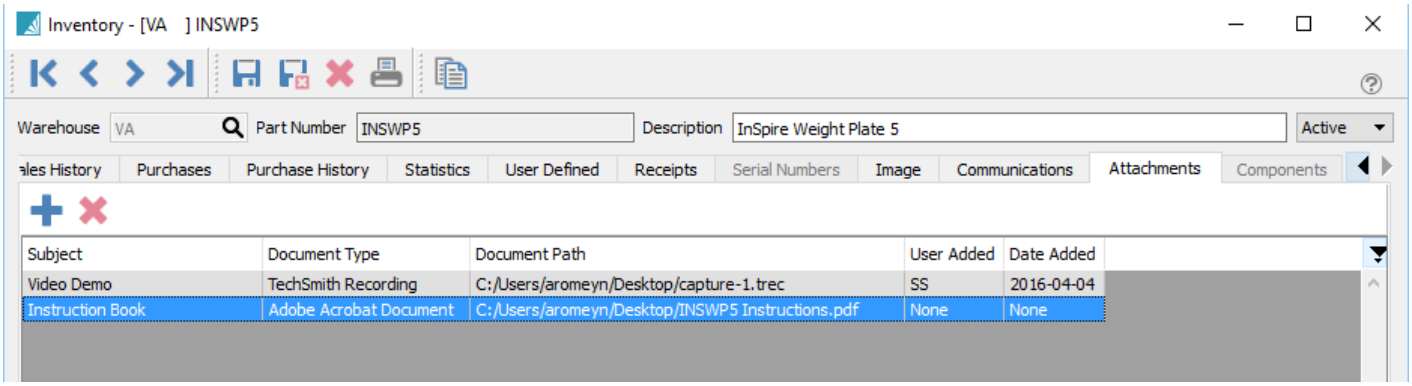
Communications



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.

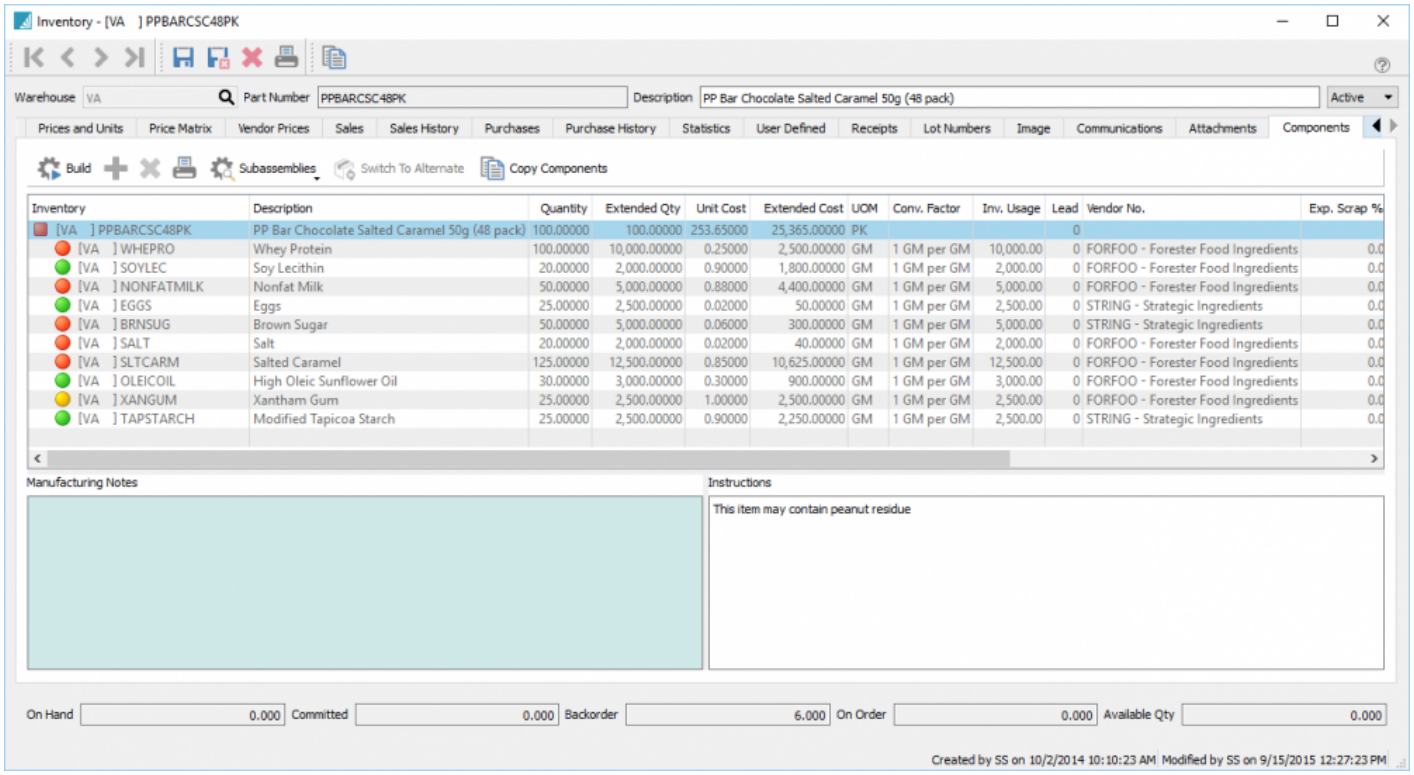
Attachments



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



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.

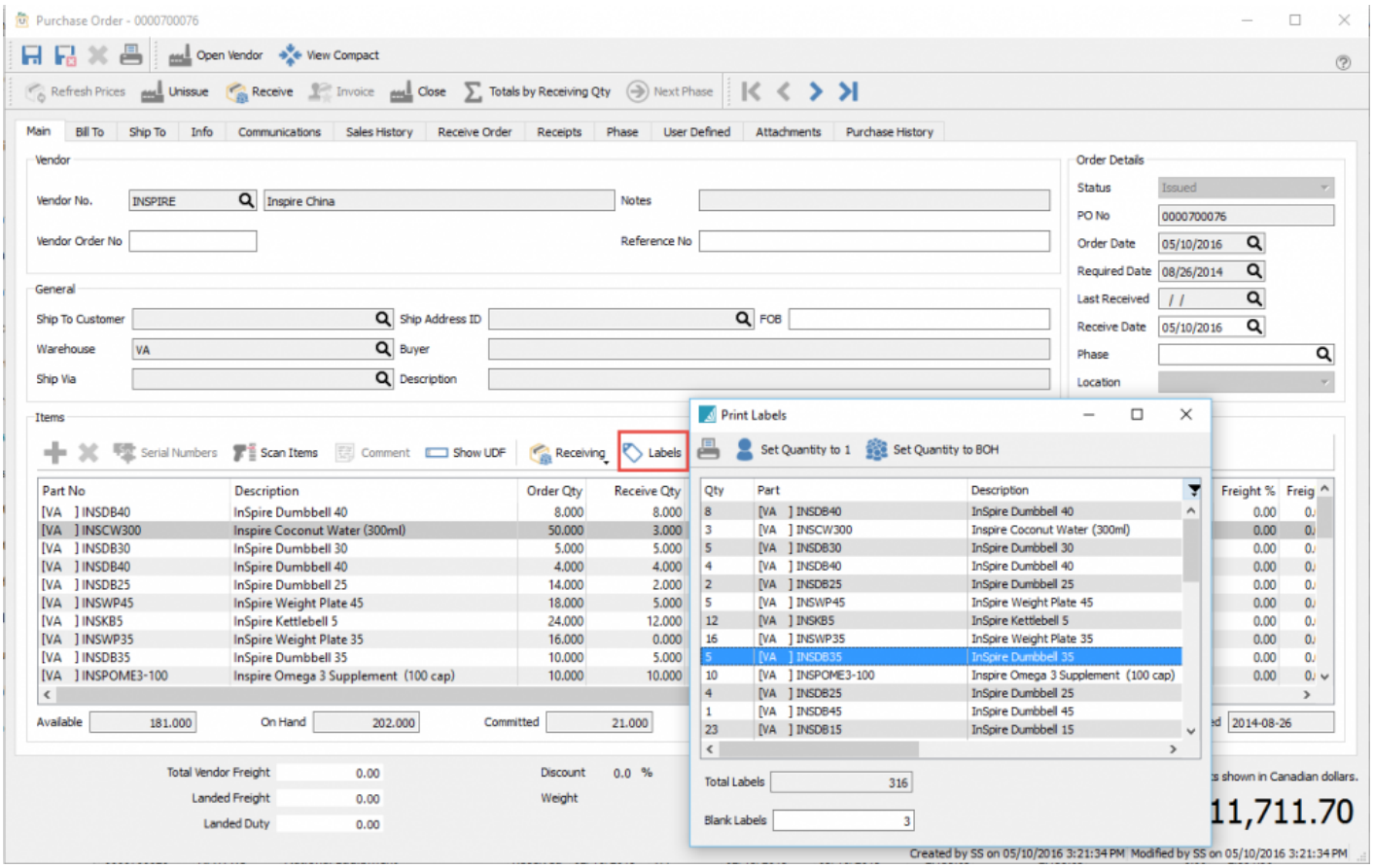
Inventory – Included Reports

Inventory Labels

Labels can be printed from a purchase order or from the inventory list.

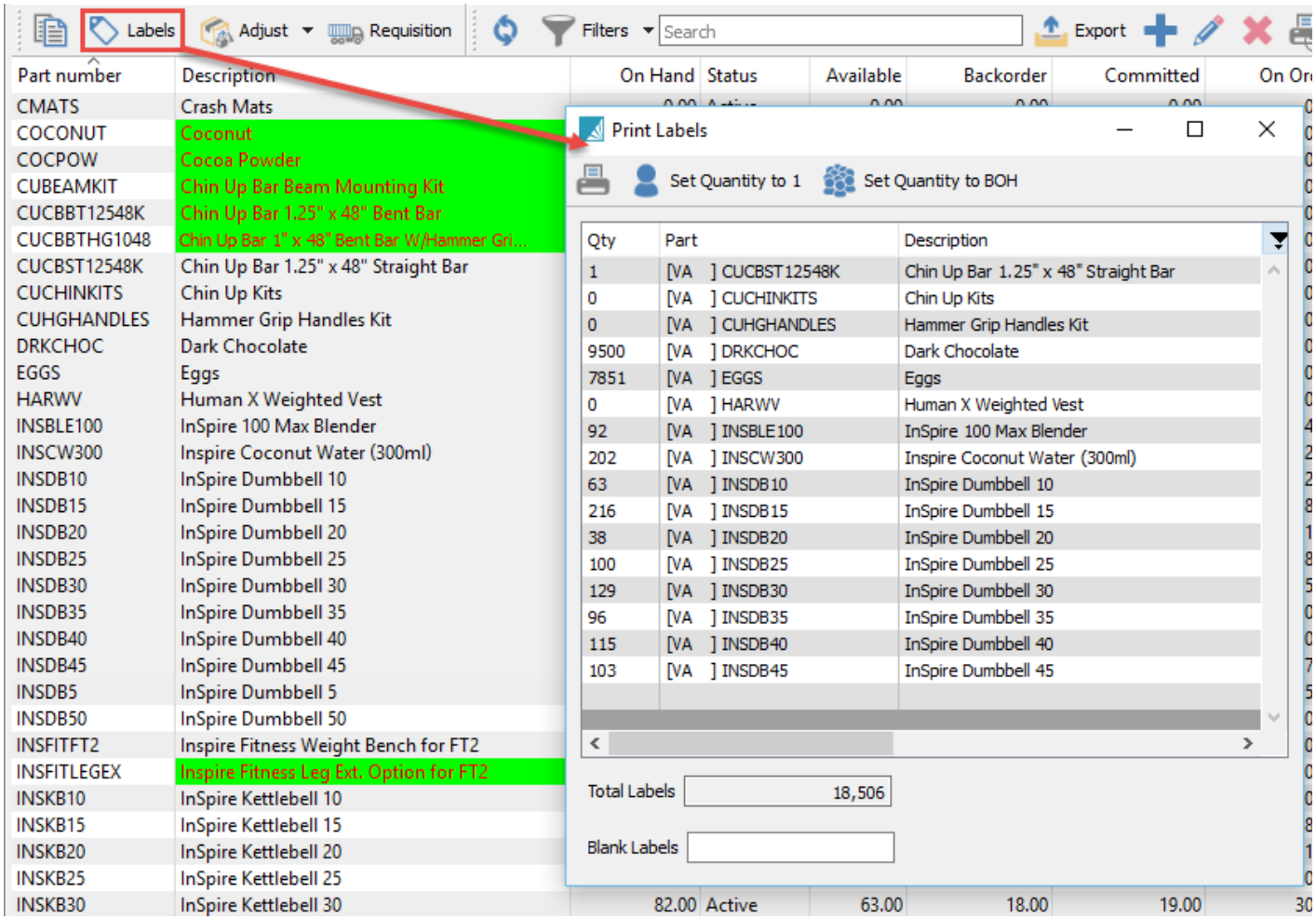
Purchase Orders

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.



Inventory List

To print labels from the inventory list, highlight the ones required and click on the ‘Labels’‘ button on the inventory toolbar.



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.

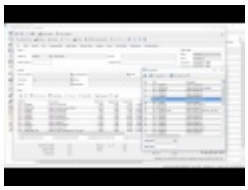
Part – The item for which labels will be printed.

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.

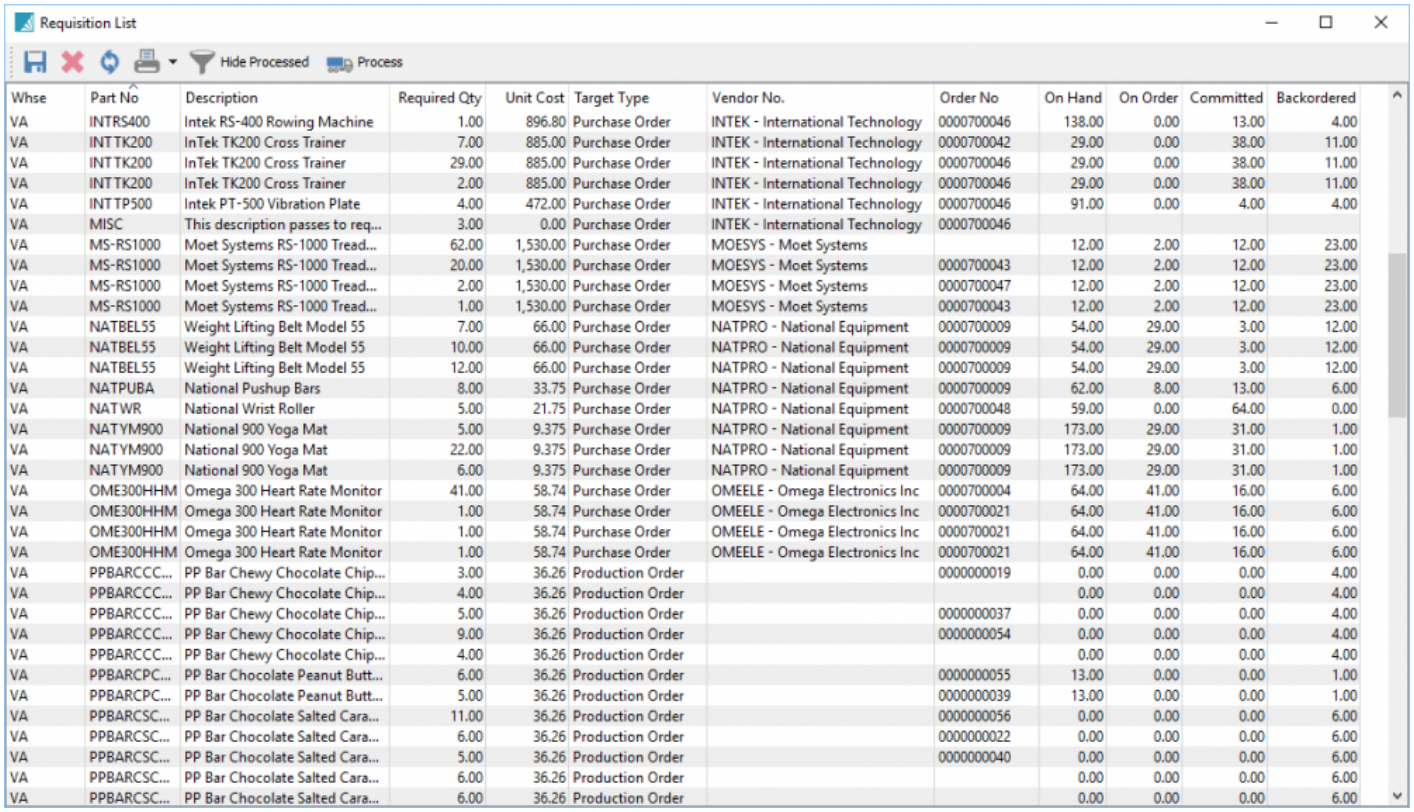
Blank Labels – How many blank labels to print before starting the first one. This is helpful if the user is printing on sheets of labels and some were used the last time labels were printed.

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.



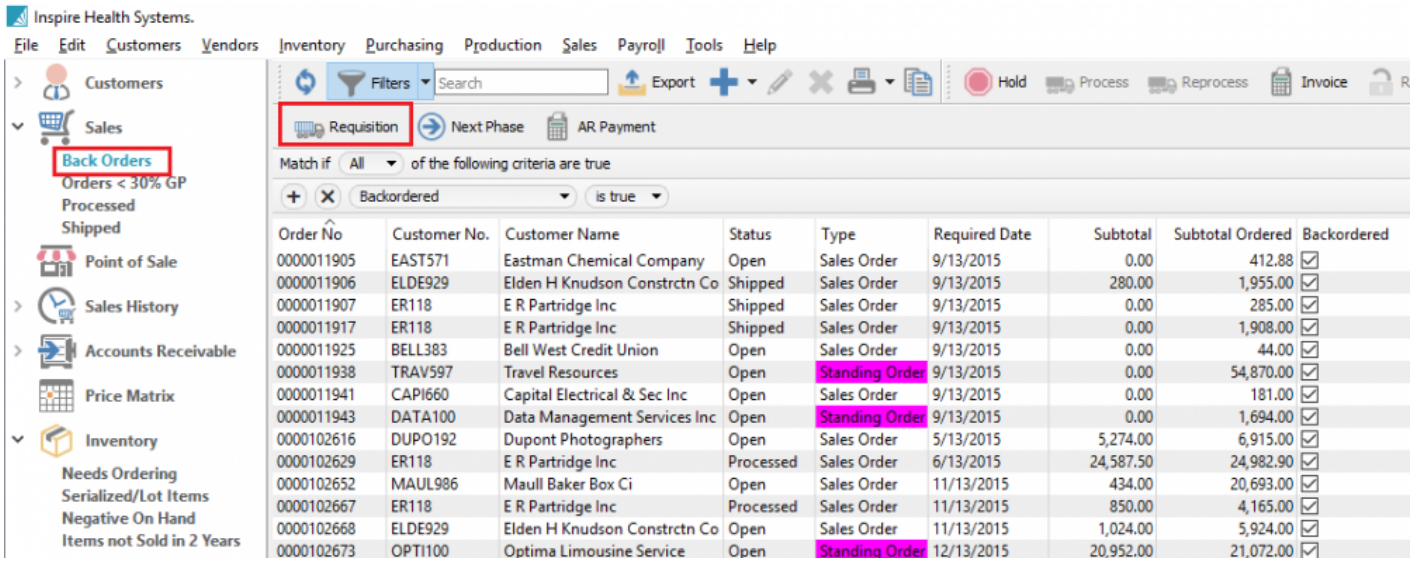
Whse	Part No	Description	Required Qty	Unit Cost	Target Type	Vendor No.	Order No	On Hand	On Order	Committed	Backordered
VA	INTRS400	Intek RS-400 Rowing Machine	1.00	896.80	Purchase Order	INTEK - International Technology	0000700046	138.00	0.00	13.00	4.00
VA	INTTK200	InTek TK200 Cross Trainer	7.00	885.00	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	OMEELE - 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	OMEELE - 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	OMEELE - 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	OMEELE - 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.

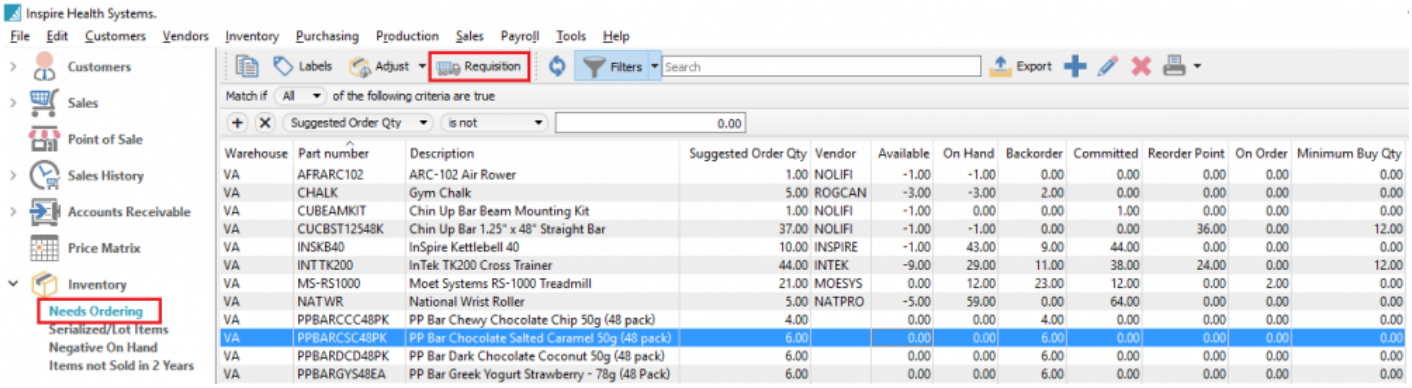
We can then simply highlight all the orders on the list and click the ‘Requisition Button’.



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 (BackOrder+Committed+ReOrderPoint) – OnOrder and then rounded up to the suppliers minimum order quantity for that item.

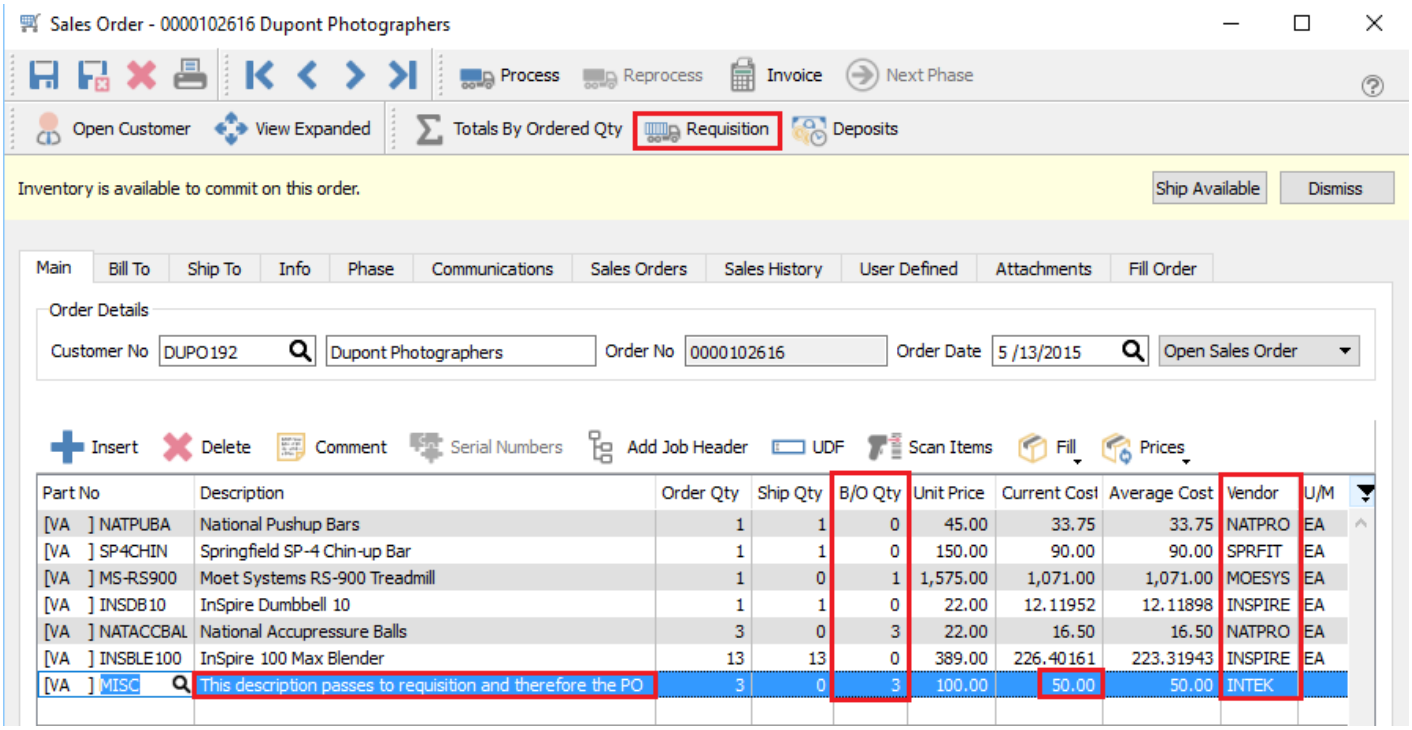
In this example a filter has been created called “Needs Ordering”. It has one filter selection – >> ‘Suggested Order Qty is not 0.00 and only the columns pertaining to the inventory quantities are selected. Therefore the displayed items on the list need to be ordered.



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

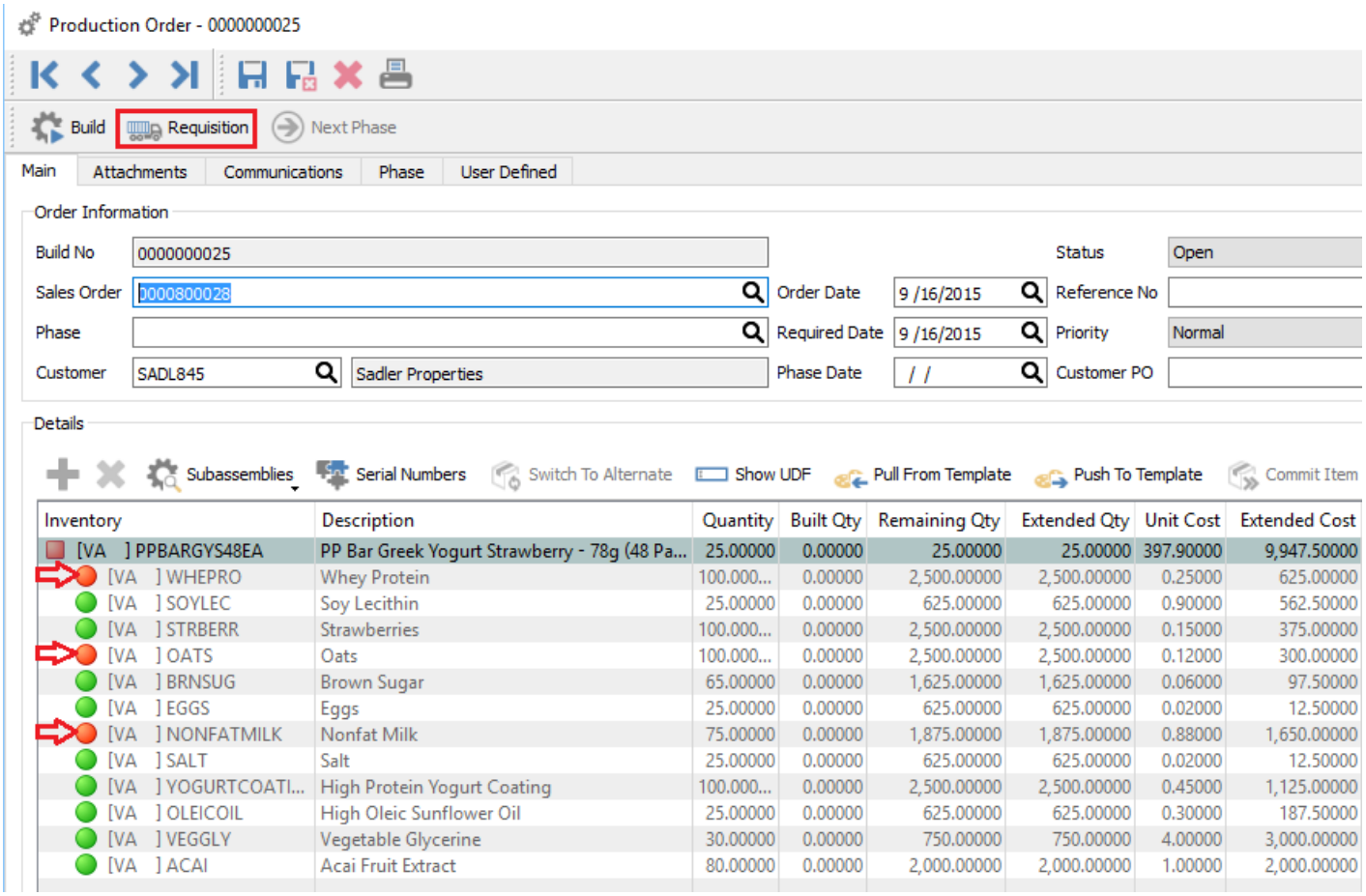
From Sales Order

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.



From Production Order

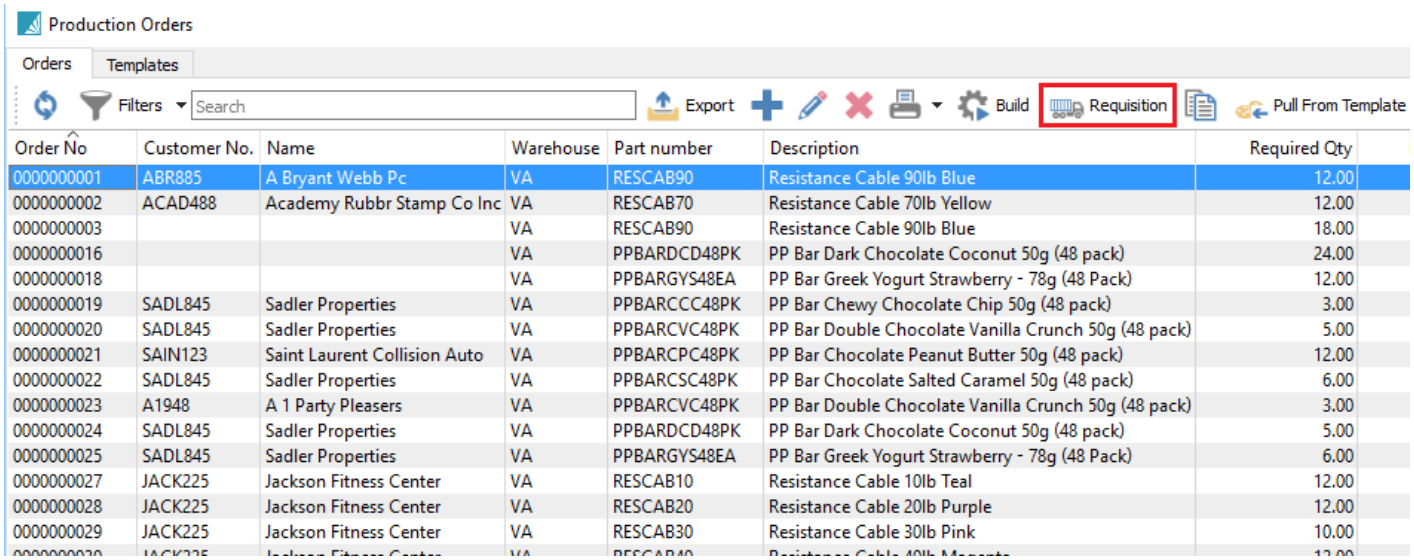
From inside a production order, each component line has an indicator for shortages. The ones with a red dot have no stock at all, the ones with a yellow dot have stock but it is over committed and the ones with an orange dot are short but already has a purchase order created for it.



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.



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

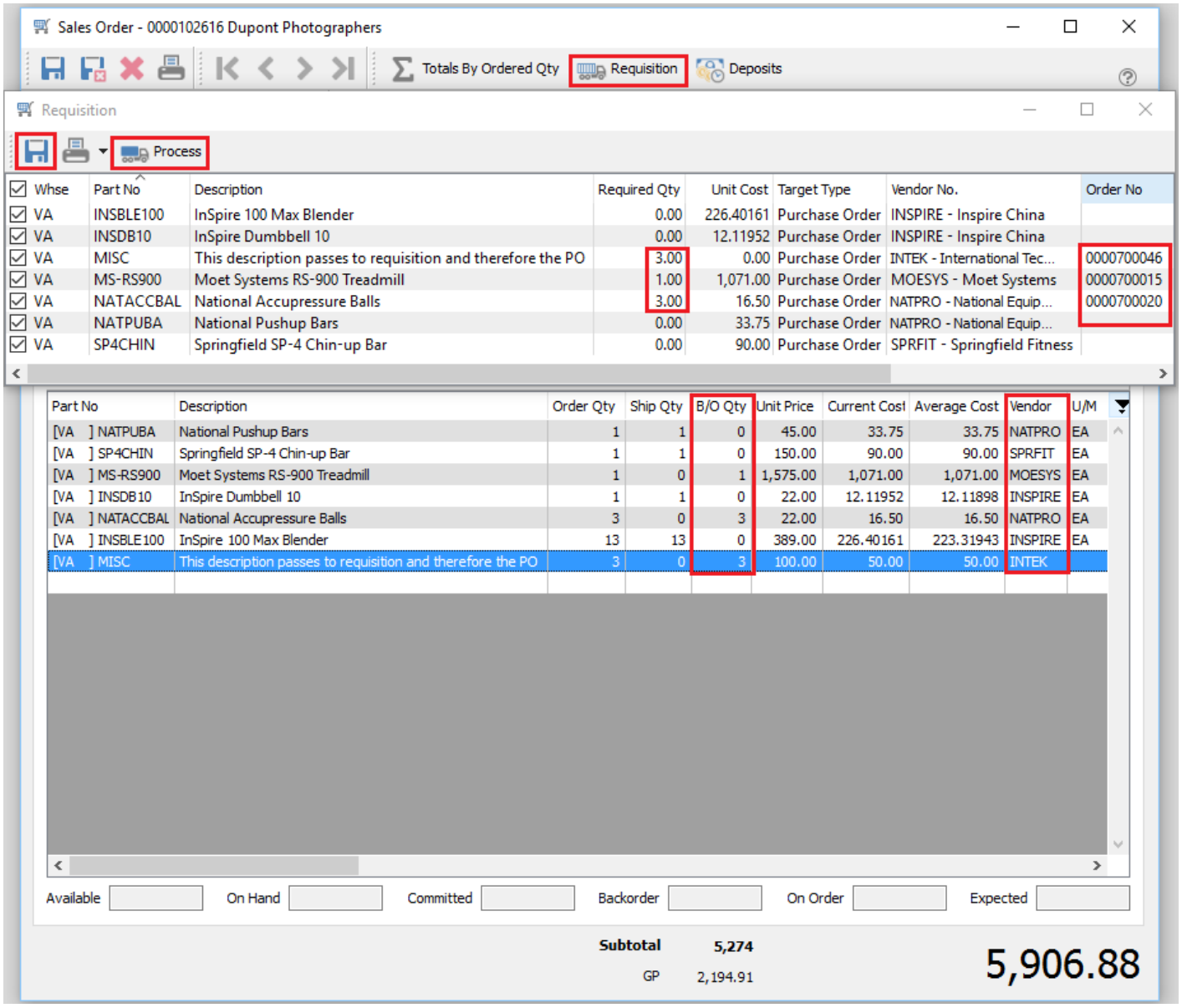
Processing Requisitions

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.

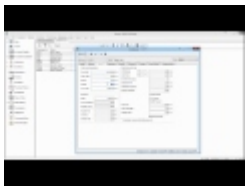

Sales Order - 0000102616 Dupont Photographers
Totals By Ordered Qty
Requisition
Deposits
Requisition
Process
Whse | Part No | Description | Required Qty | Unit Cost | Target Type | Vendor No. | Order No
VA | INSBLE100 | InSpire 100 Max Blender | 0.00 | 226.40161 | Purchase Order | INSPIRE - Inspire China
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

- Requisition List

Canadian Payroll

Video Instruction – Adding Employees

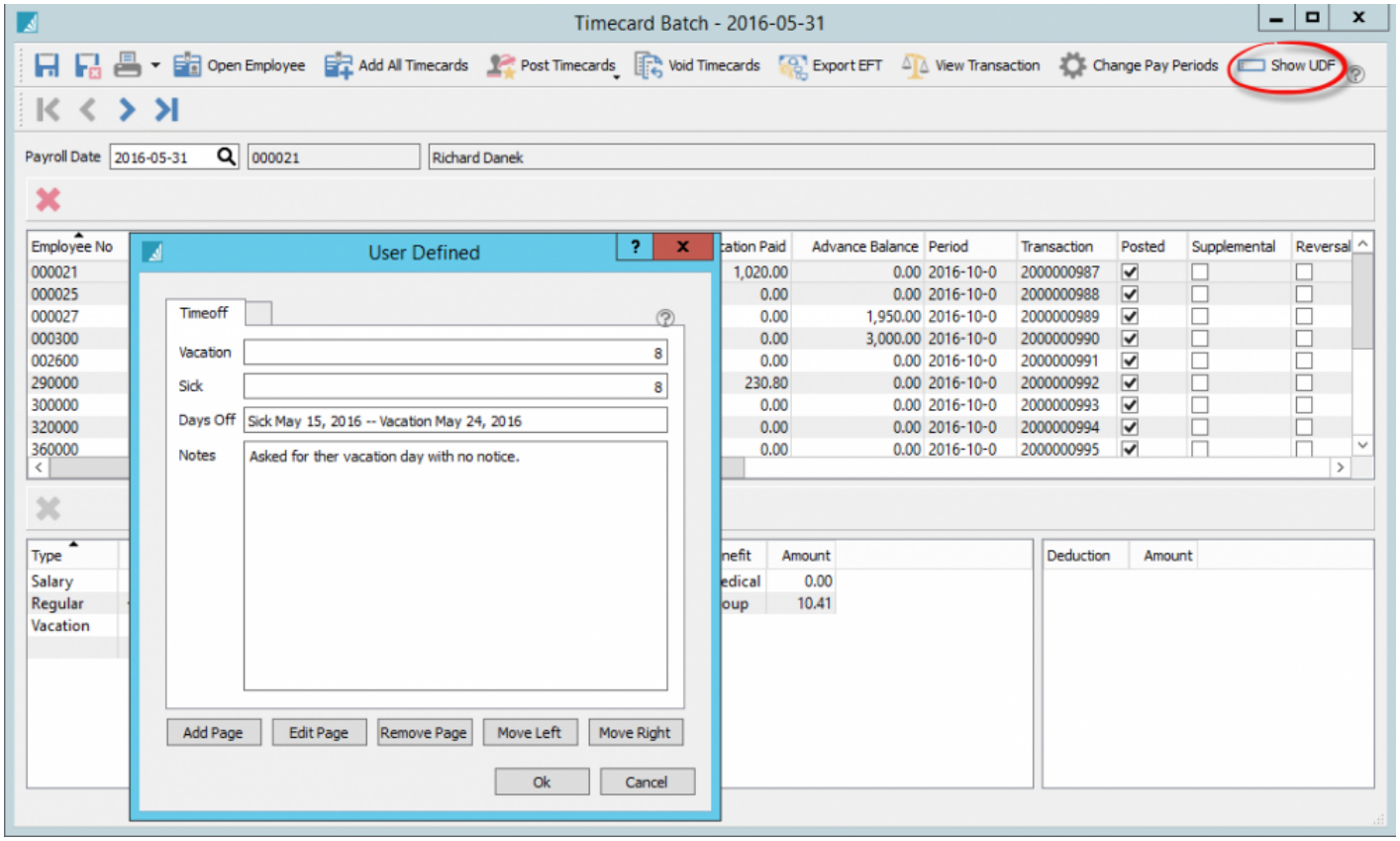


Processing Timecards

Payroll – Included Reports

Payroll UDFs

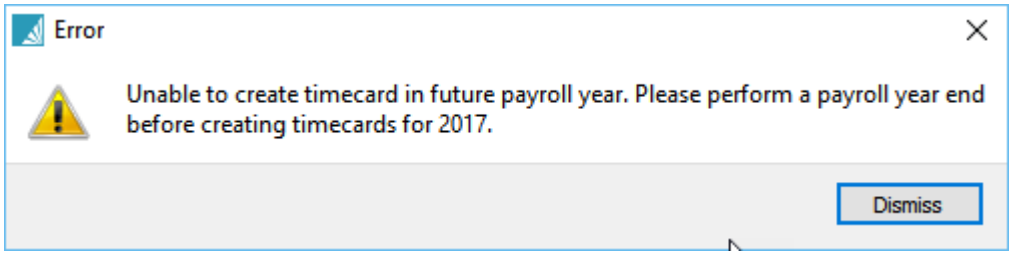
User defined fields can be added to timecards in Canadian payroll. This way the company can track more info on timecards pertaining to things like vacation and sick days. See example below.



Payroll Year End

NOTE: New Feature
Even though the payroll year end has been completed the user can still back date a payroll timecard to the previous year just in case it needs to be done. Timecards done in previous year will use the correct year's tax tables.

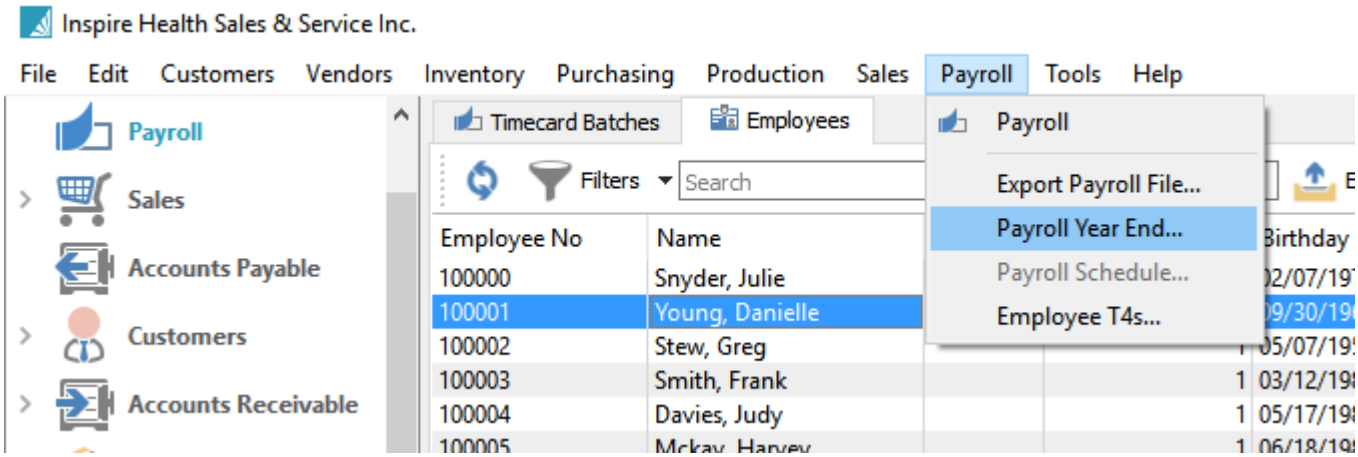
Payroll timecards are not allowed in new calendar year until prior year payroll has been closed.

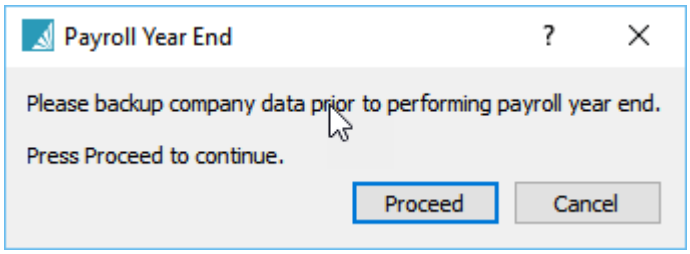


To perform the payroll year-end make sure the following items are completed first.

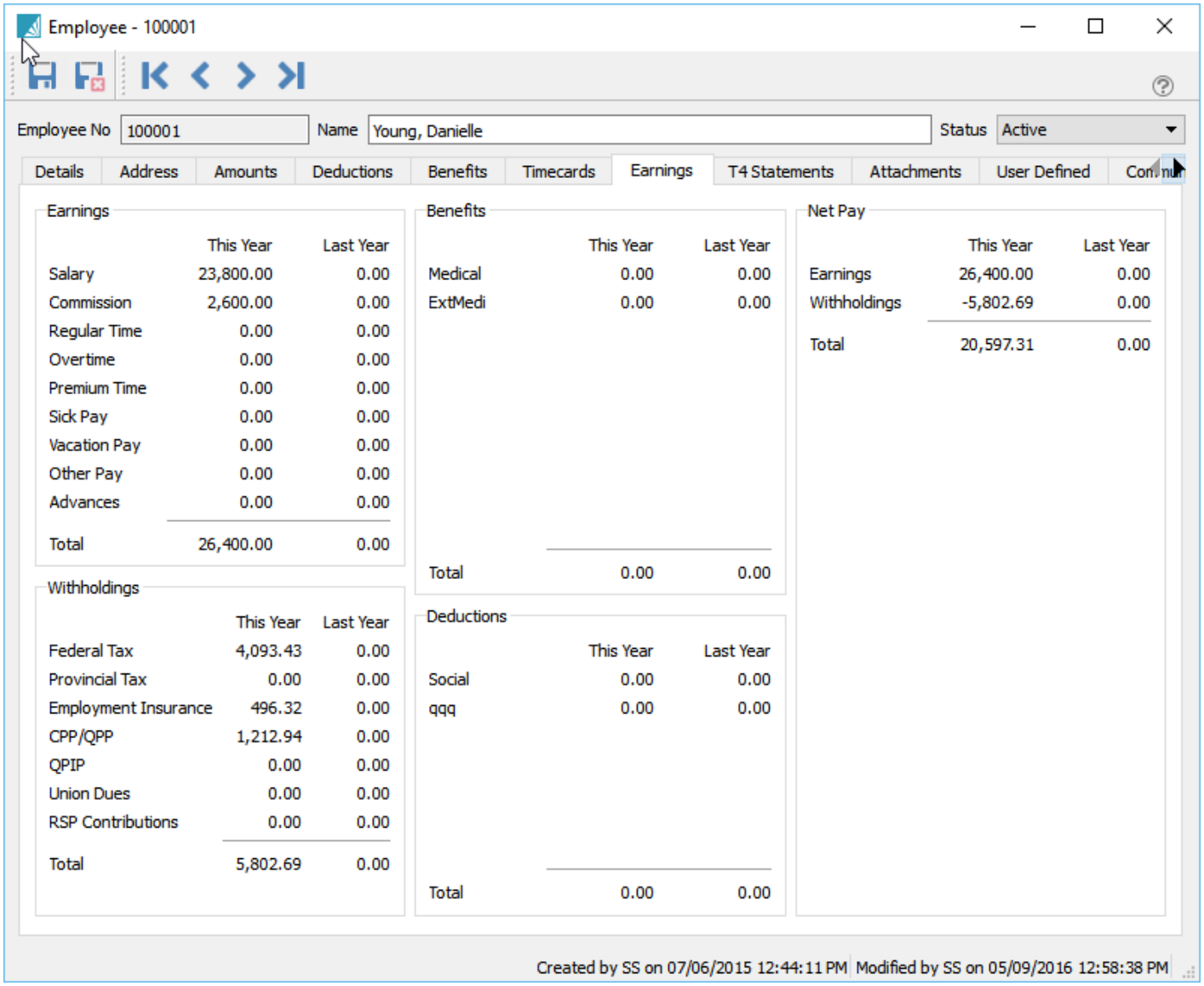
- **Back-up First**
- Install Spire 2.4 on all workstations.
- The User will require permissions set in Edit/User Settings/Perform Payroll Year End
- Login into Spire using date December 31, 2016.
- On the top menu, go to Payroll/Payroll Year End

Warning – There is no going back without restoring from backup.

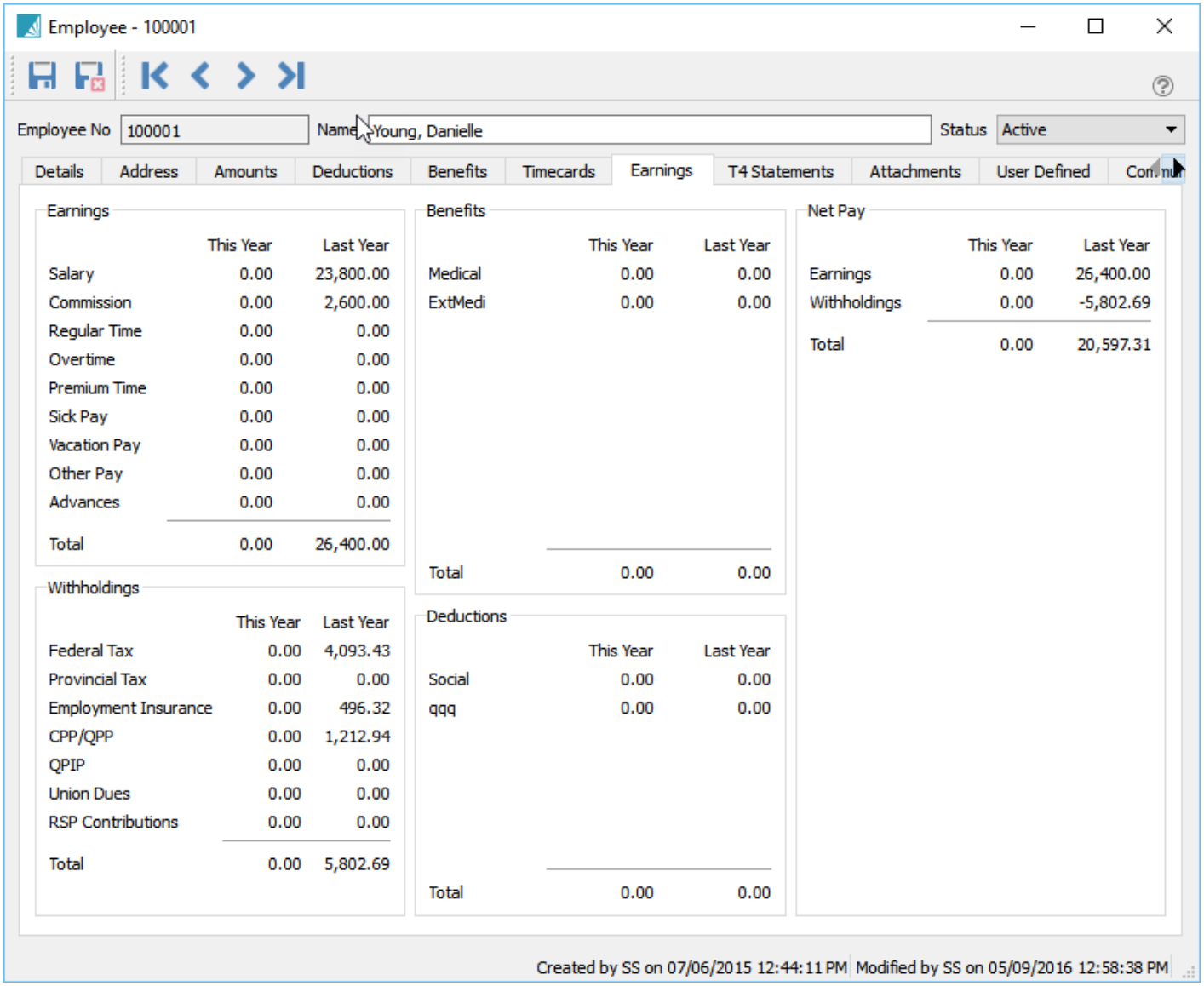

Inspire Health Sales & Service Inc.
File Edit Customers Vendors Inventory Purchasing Production Sales Payroll Tools Help
Payroll
Sales
Accounts Payable
Customers
Accounts Receivable
Timecard Batches
Employees
Filters
Search
Employee No
Name
100000 Snyder, Julie
100001 Young, Danielle
100002 Stew, Greg
100003 Smith, Frank
100004 Davies, Judy
Payroll
Export Payroll File...
Payroll Year End...
Payroll Schedule...
Employee T4s...


Payroll Year End
Please backup company data prior to performing payroll year end.
Press Proceed to continue.
Proceed
Cancel

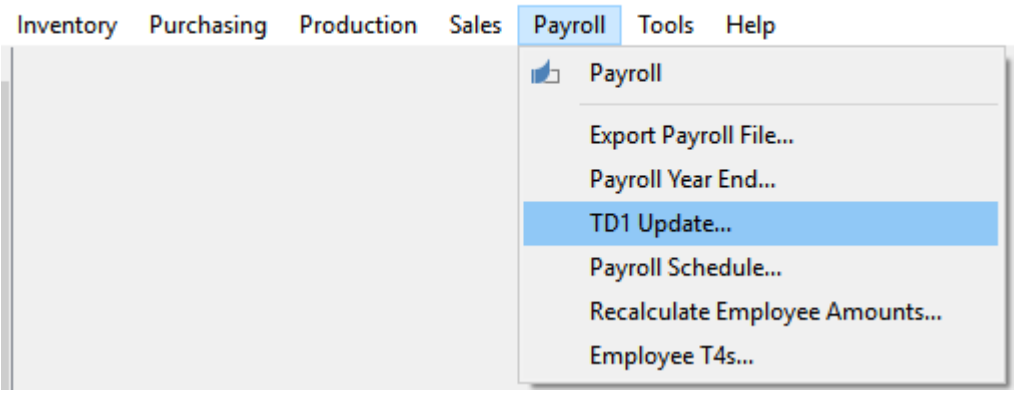
Employees Payroll Earnings before Year End



Employees Payroll Earnings after Year End.



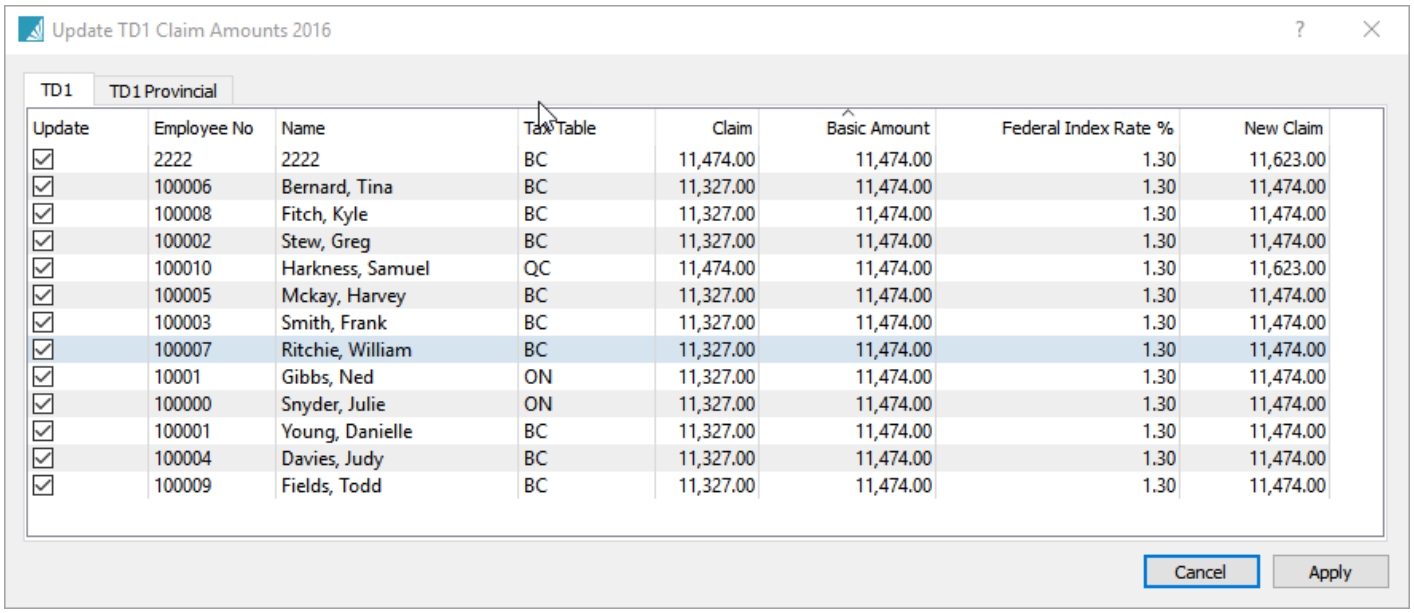
Run the TD1 from top Payroll menu

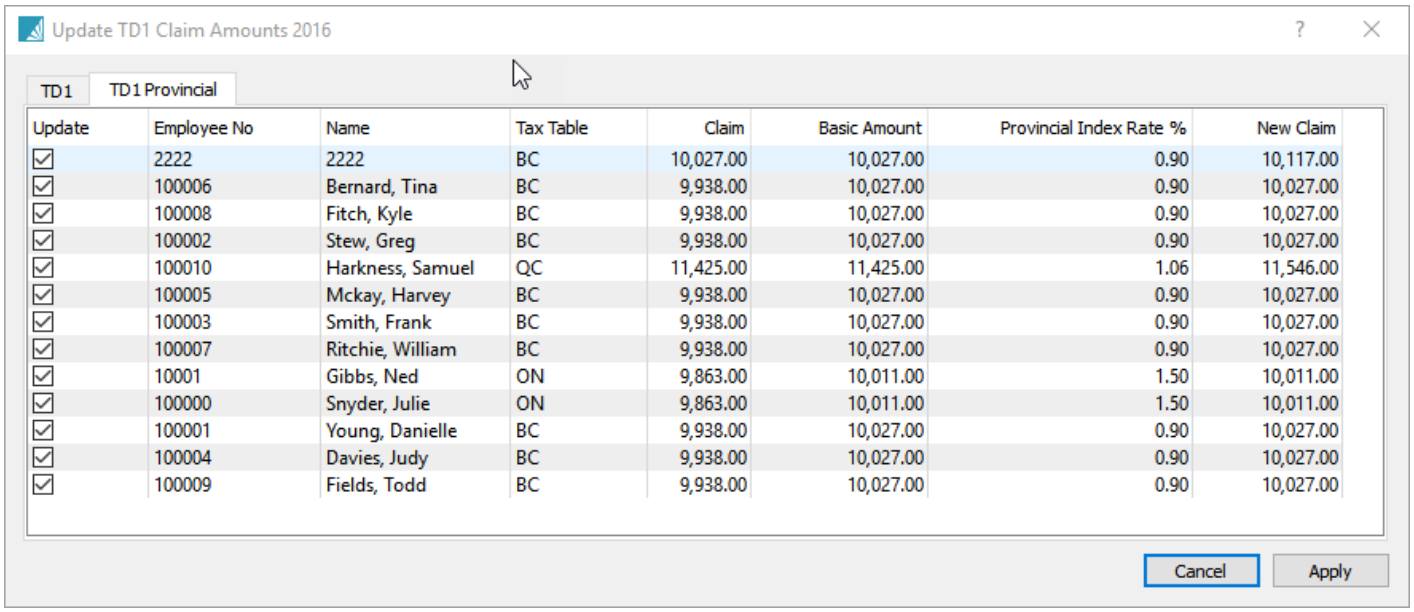


The user can then accept the updated percentages on the federal and provincial tabs or edit the percent or amounts if necessary. Click “apply” to update.

This is a good time to review each employees TD1 claim amounts.

> ! Only run this once, or else the percentages will be done again and the amounts will be incorrect.





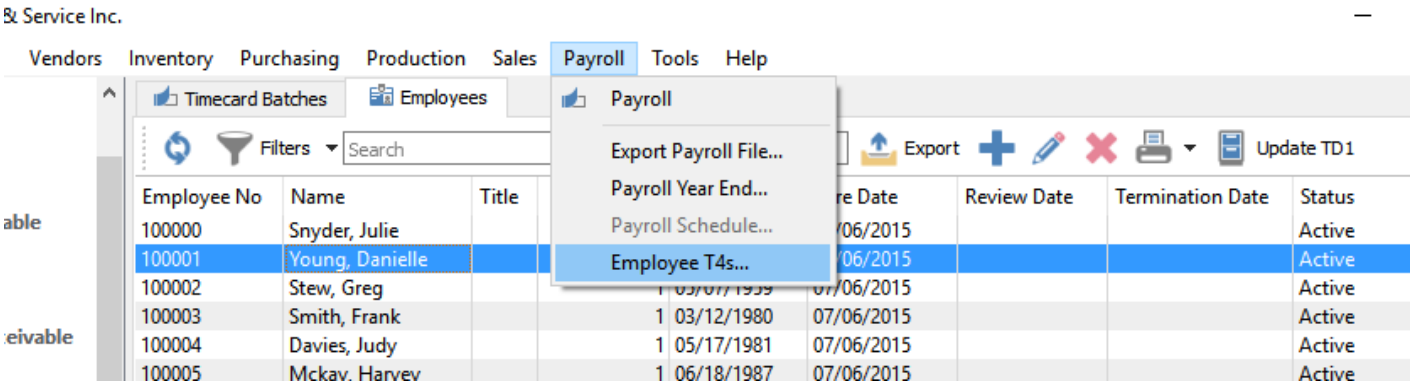
Video Instruction on Payroll Year End

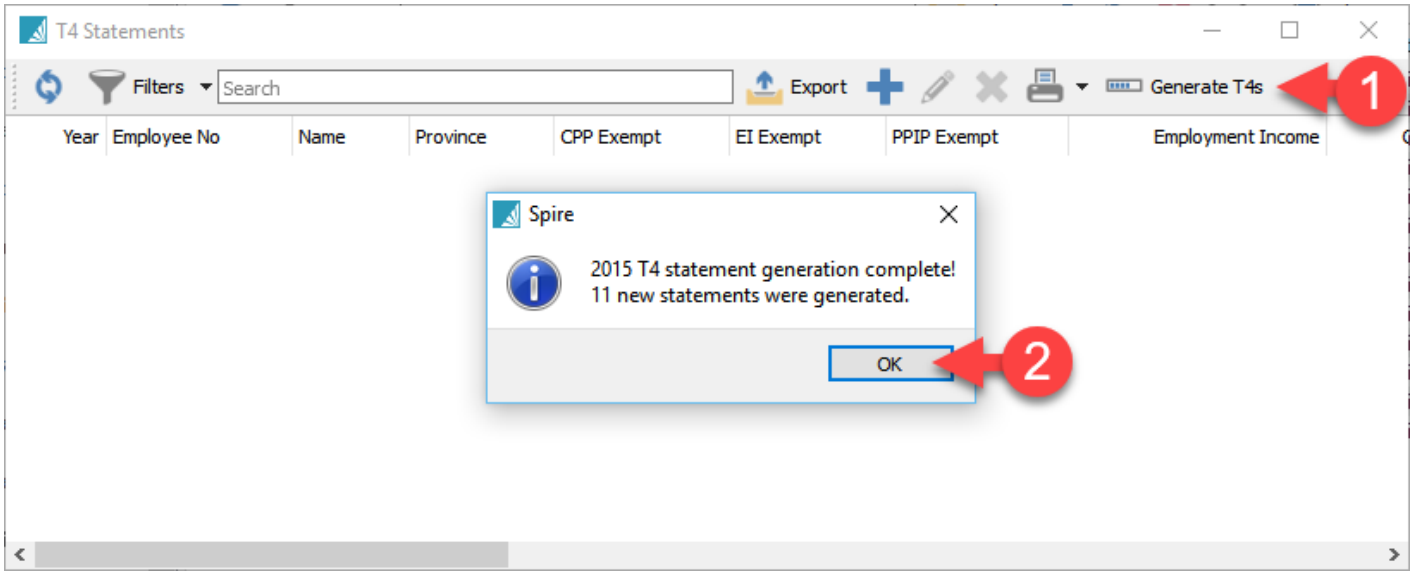
Payroll T4's and T4 Summary

> ! Note that T4s are saved each year, so make sure you select the correct year for printing.

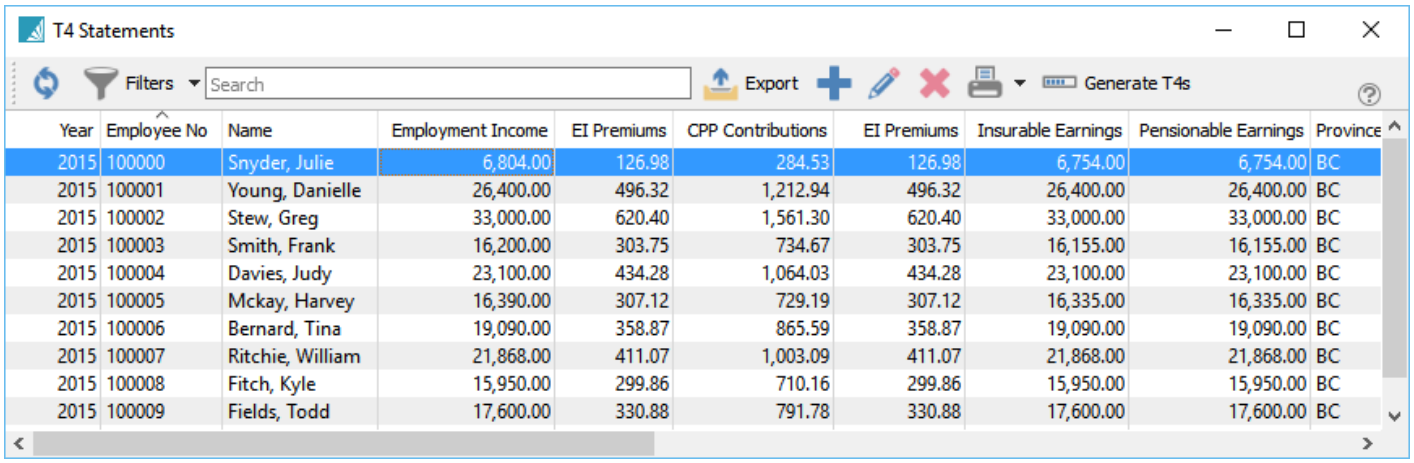
To produce T4s from Spire

- Make sure all Payroll for the year has been posted
- Perform payroll Year End as per [these instructions]
- Click Payroll/Employee T4s from top menu



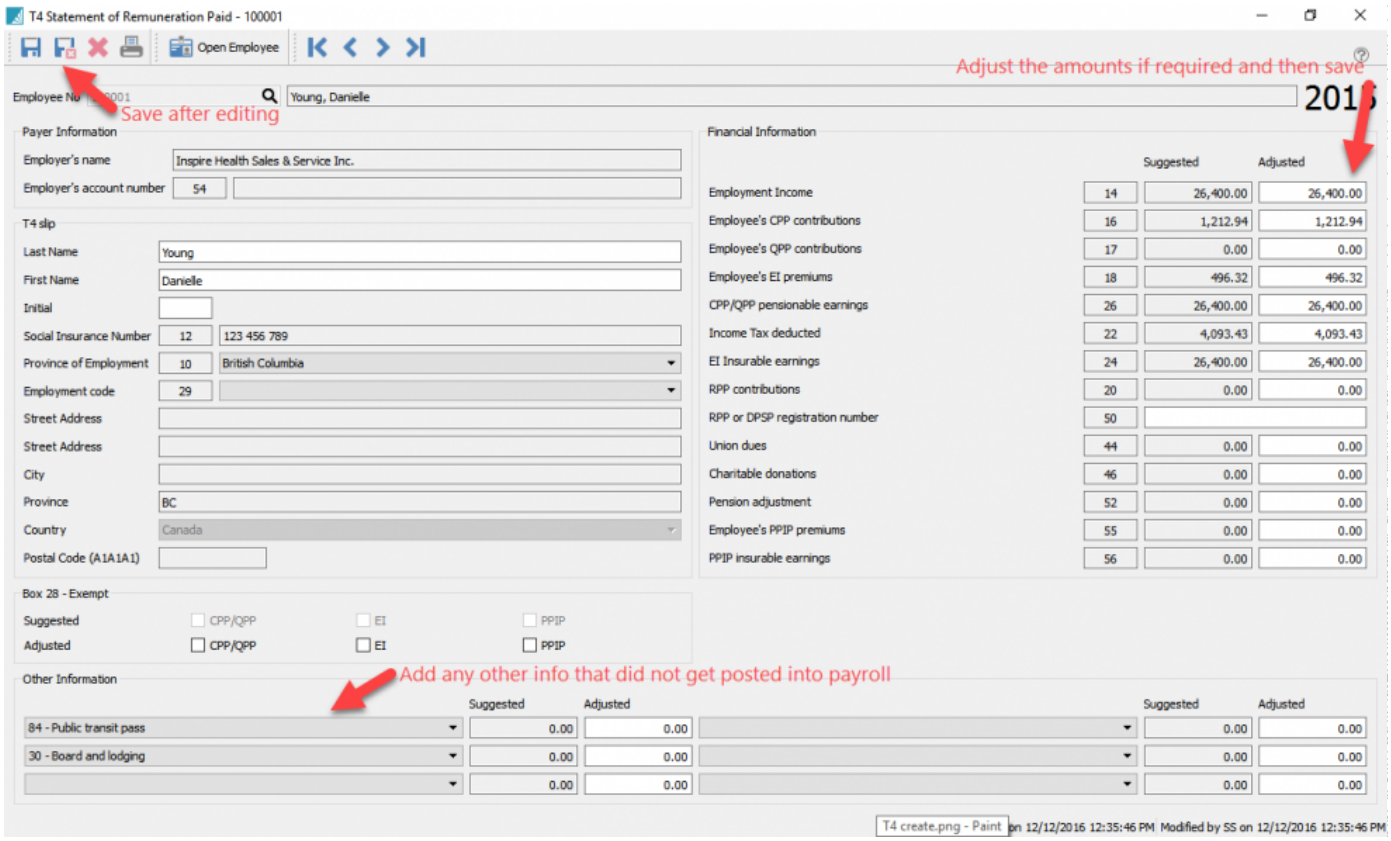


Once run the user will be presented with a list of T4s

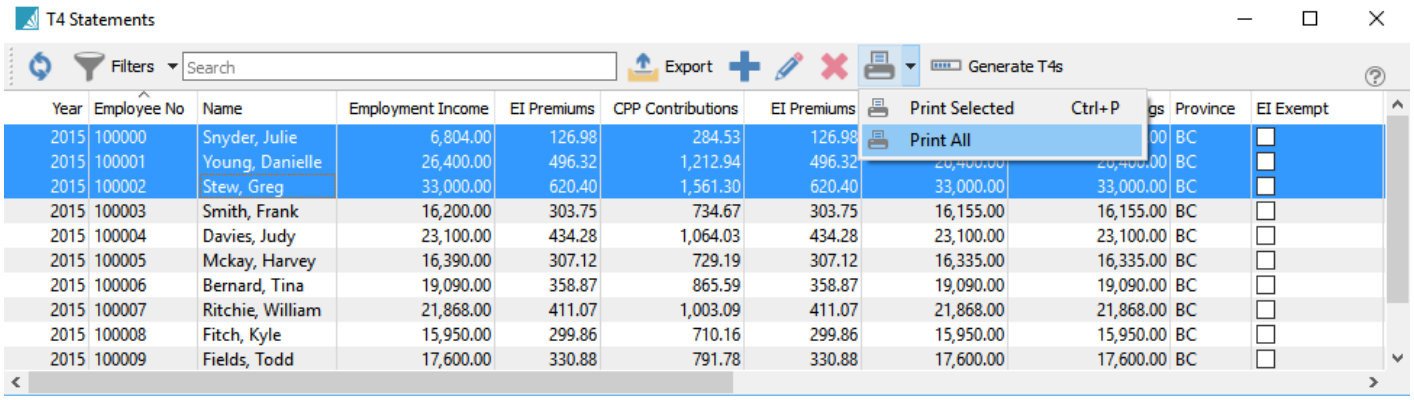


Year	Employee No	Name	Employment Income	EI Premiums	CPP Contributions	EI Premiums	Insurable Earnings	Pensionable Earnings	Province
2015	100000	Snyder, Julie	6,804.00	126.98	284.53	126.98	6,754.00	6,754.00	BC
2015	100001	Young, Danielle	26,400.00	496.32	1,212.94	496.32	26,400.00	26,400.00	BC
2015	100002	Stew, Greg	33,000.00	620.40	1,561.30	620.40	33,000.00	33,000.00	BC
2015	100003	Smith, Frank	16,200.00	303.75	734.67	303.75	16,155.00	16,155.00	BC
2015	100004	Davies, Judy	23,100.00	434.28	1,064.03	434.28	23,100.00	23,100.00	BC
2015	100005	Mckay, Harvey	16,390.00	307.12	729.19	307.12	16,335.00	16,335.00	BC
2015	100006	Bernard, Tina	19,090.00	358.87	865.59	358.87	19,090.00	19,090.00	BC
2015	100007	Ritchie, William	21,868.00	411.07	1,003.09	411.07	21,868.00	21,868.00	BC
2015	100008	Fitch, Kyle	15,950.00	299.86	710.16	299.86	15,950.00	15,950.00	BC
2015	100009	Fields, Todd	17,600.00	330.88	791.78	330.88	17,600.00	17,600.00	BC

If T4s need to be edited before printing double click on the employee and adjust the amounts and then save,.

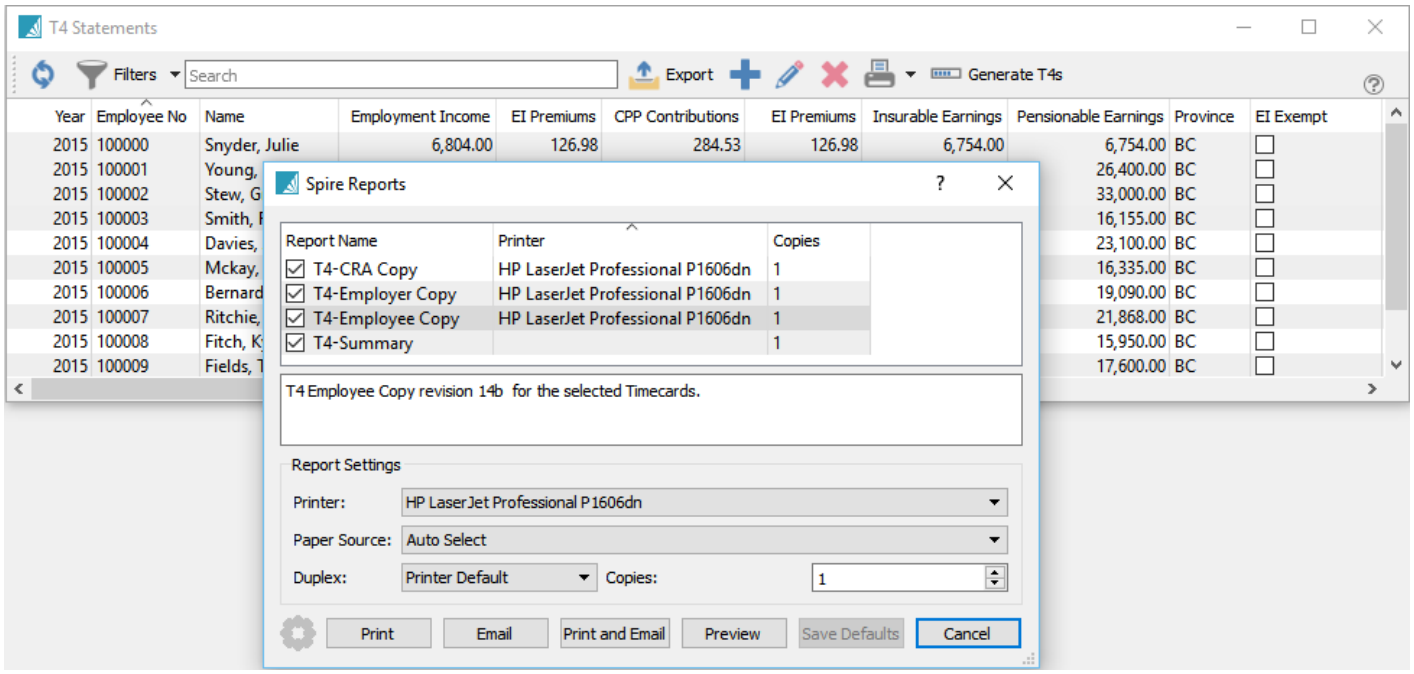


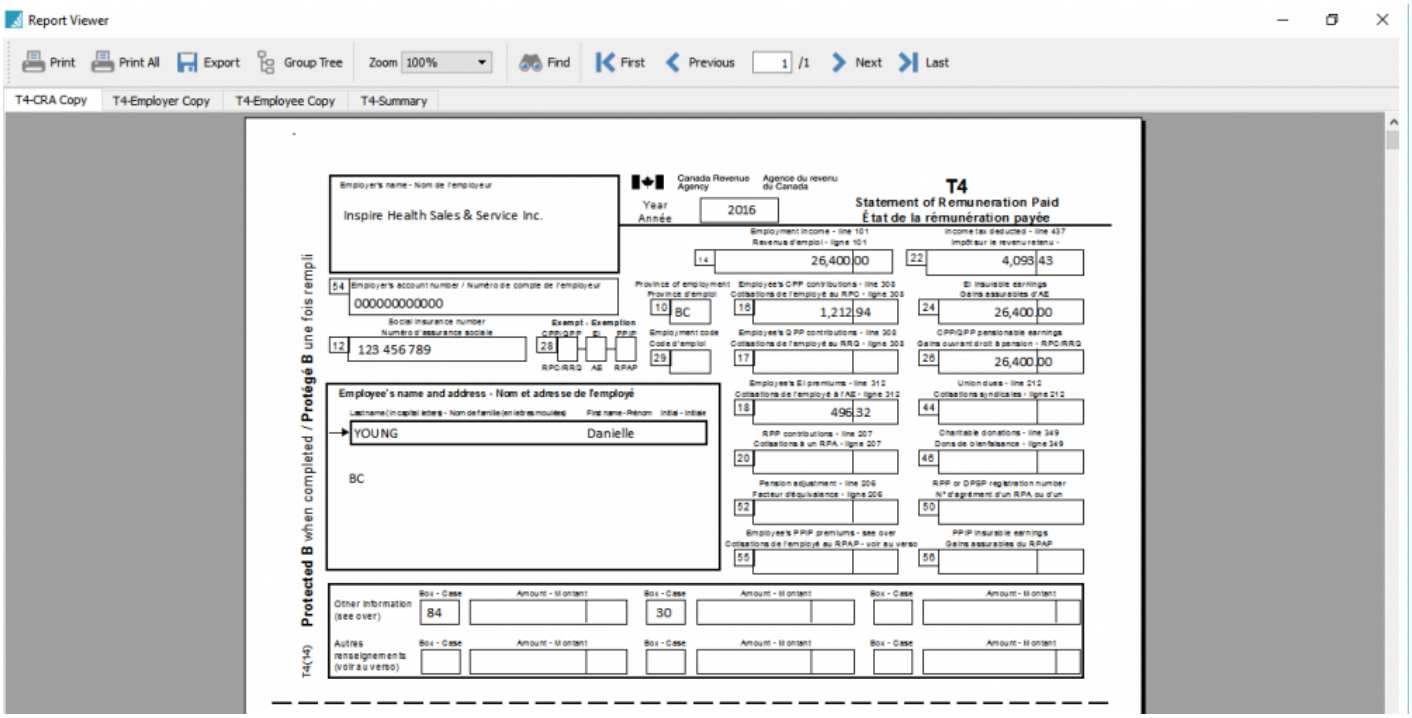
To print T4s, highlight selected employees if you just need some of them and select ‘Print Selected’ or select Print All if all employees T4s are required..



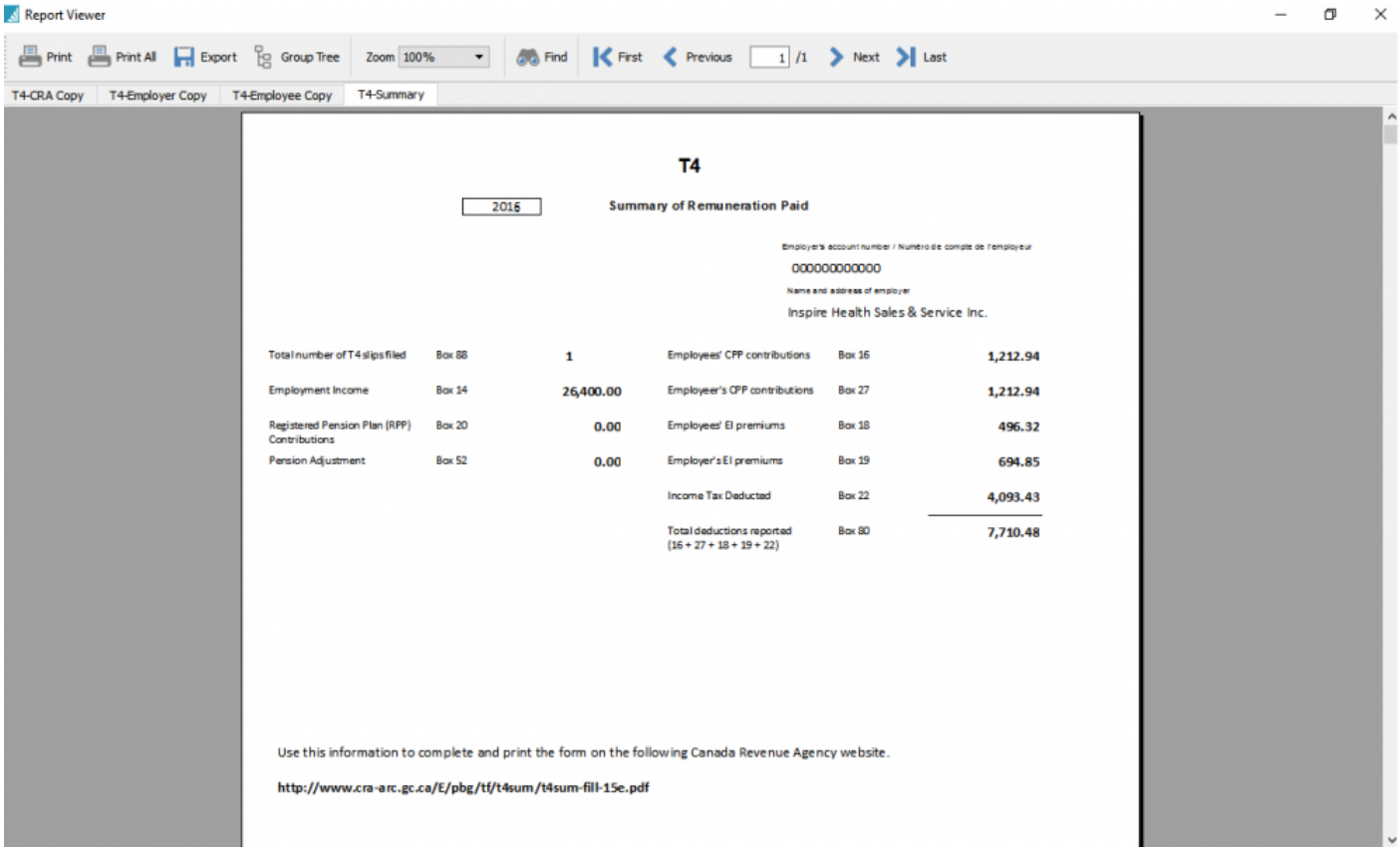
Select the T4 reports that are required.

- T4 – CRA Copy
- T4 – Employer Copy
- T4 – Employee Copy



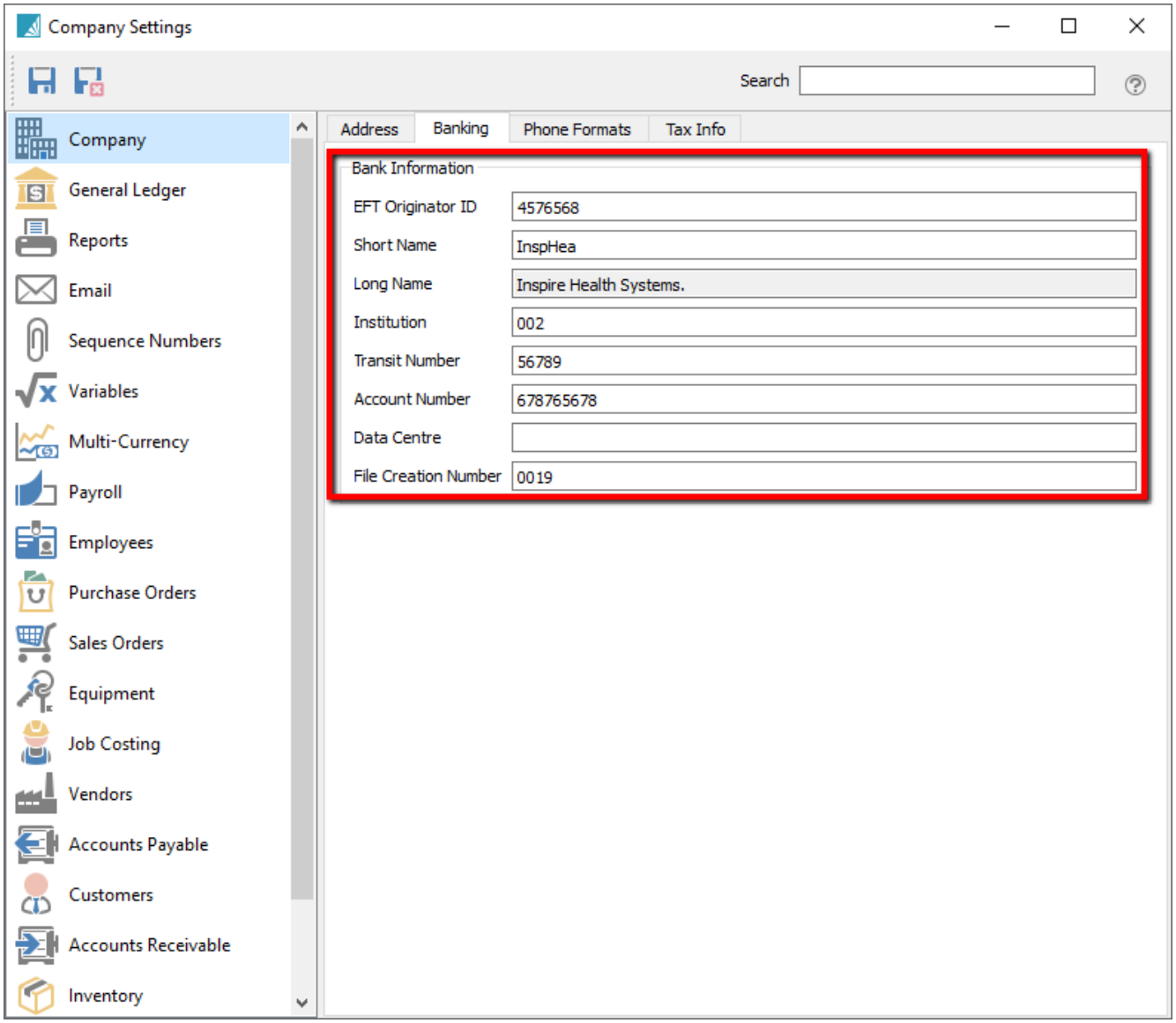


Select the T4 summary and use the info on the report to enter into this fillable PDF available at this CRA link. http://www.cra-arc.gc.ca/E/pbg/tf/t4sum/t4sum-fill-15e.pdf


Report Viewer
Print
Print All
Export
Group Tree
Zoom 100%
Find
First
Previous
1 /1
Next
Last
T4-CRA Copy
T4-Employer Copy
T4-Employee Copy
T4-Summary
T4
2016
Summary of Remuneration Paid
Employer's account number / Numéro de compte de l'employeur
000000000000
Name and address of employer
Inspire Health Sales & Service Inc.
Total number of T4 slips filed Box 88 1
Employment Income Box 14 26,400.00
Registered Pension Plan (RPP) Contributions Box 20 0.00
Pension Adjustment Box 52 0.00
Employees' CPP contributions Box 16 1,212.94
Employer's CPP contributions Box 27 1,212.94
Employees' EI premiums Box 18 496.32
Employer's EI premiums Box 19 694.85
Income Tax Deducted Box 22 4,093.43
Total deductions reported (16 + 27 + 18 + 19 + 22) Box 80 7,710.48
Use this information to complete and print the form on the following Canada Revenue Agency website.
http://www.cra-arc.gc.ca/E/pbg/tf/t4sum/t4sum-fill-15e.pdf

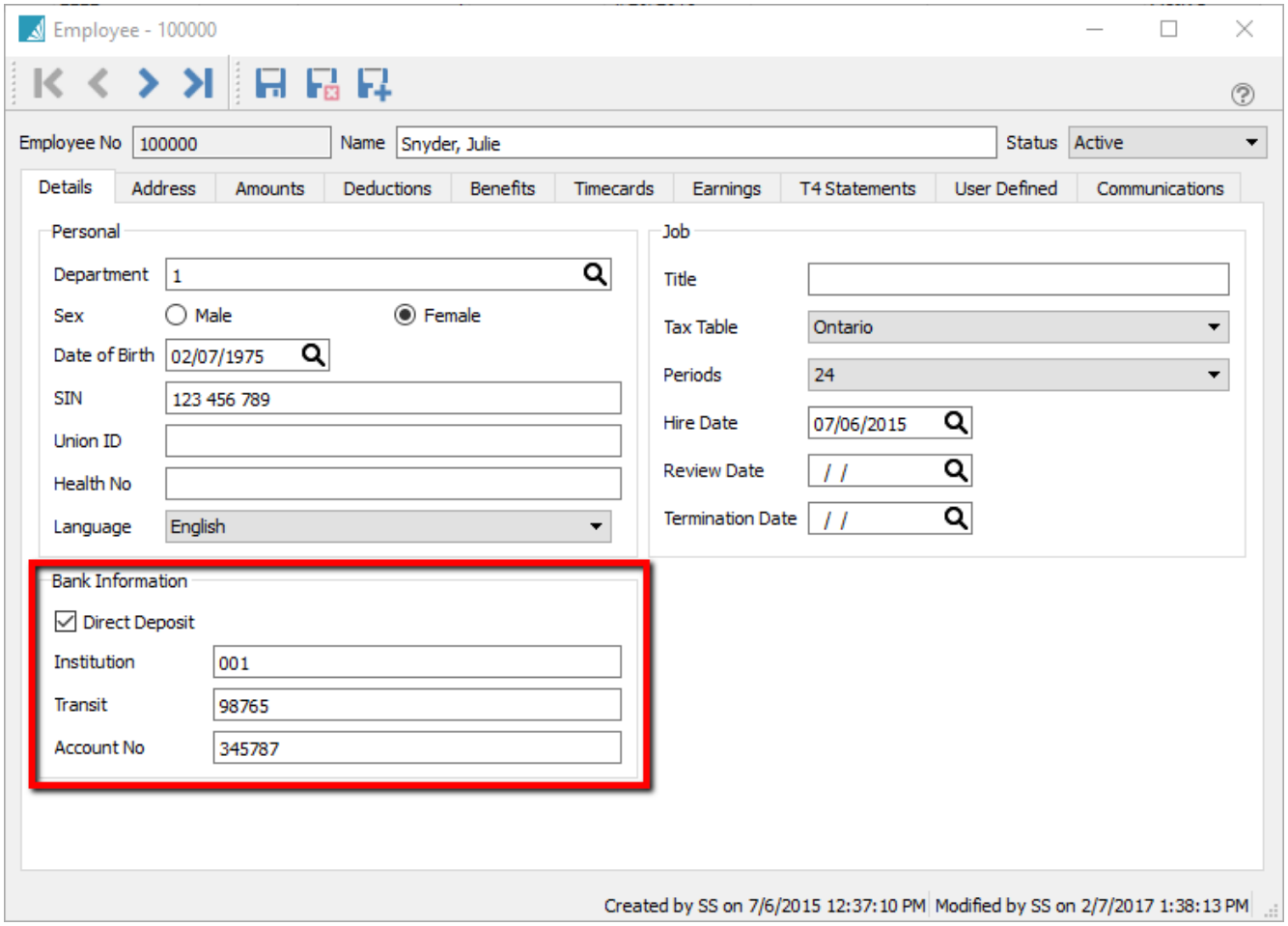
Direct Deposit

- Inform your bank that you will be submitting a CPA1464 (Also Know As 005) file.
- Set the companies bank info in Company settings -> Company -> Banking.

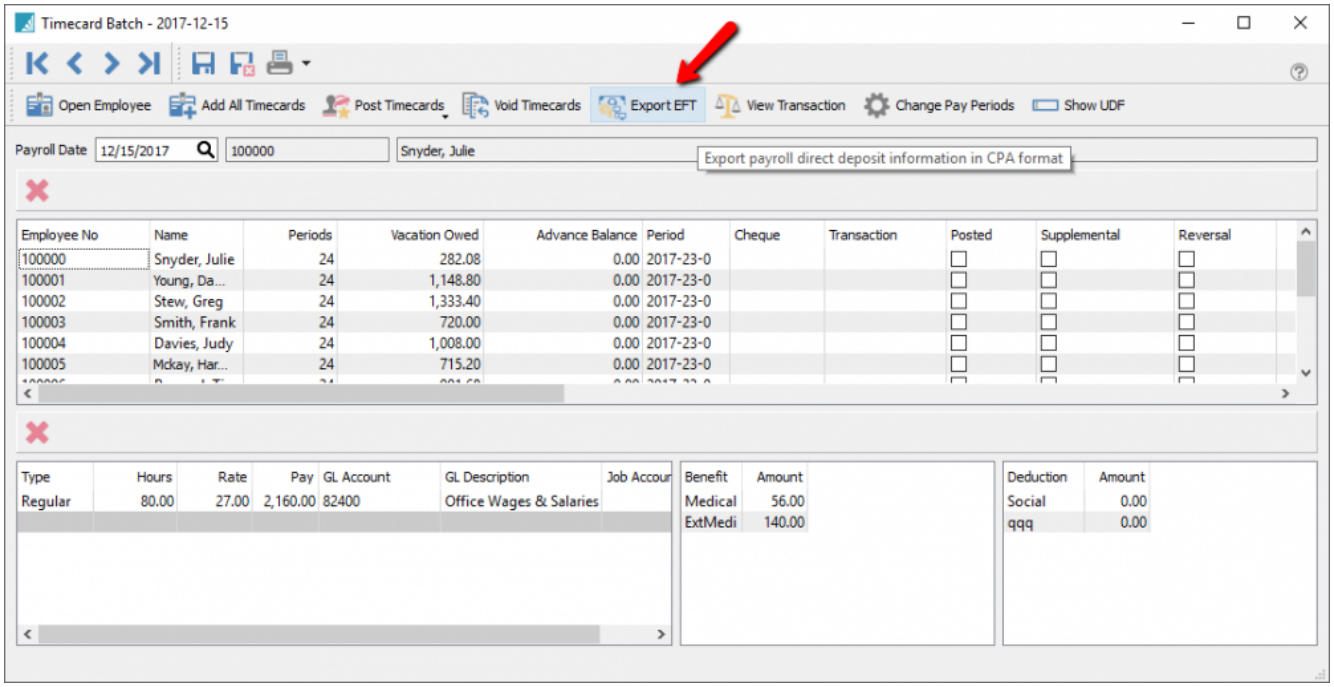


- Not all fields are required by all banks. Check with your bank for what they require.

- Go to each employee and add their banking info on the details tab under banking info.



- After processing the timecards click the “Export EFT’ button. Spire will export a CPA1464 (AKA 005) file that can we uploaded to the bank



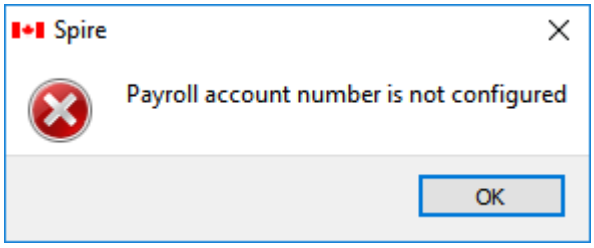
See the ‘Processing Timecards” video for demonstration [Processing Timecards]

Electronic T4 and T4 Summary – xml Upload

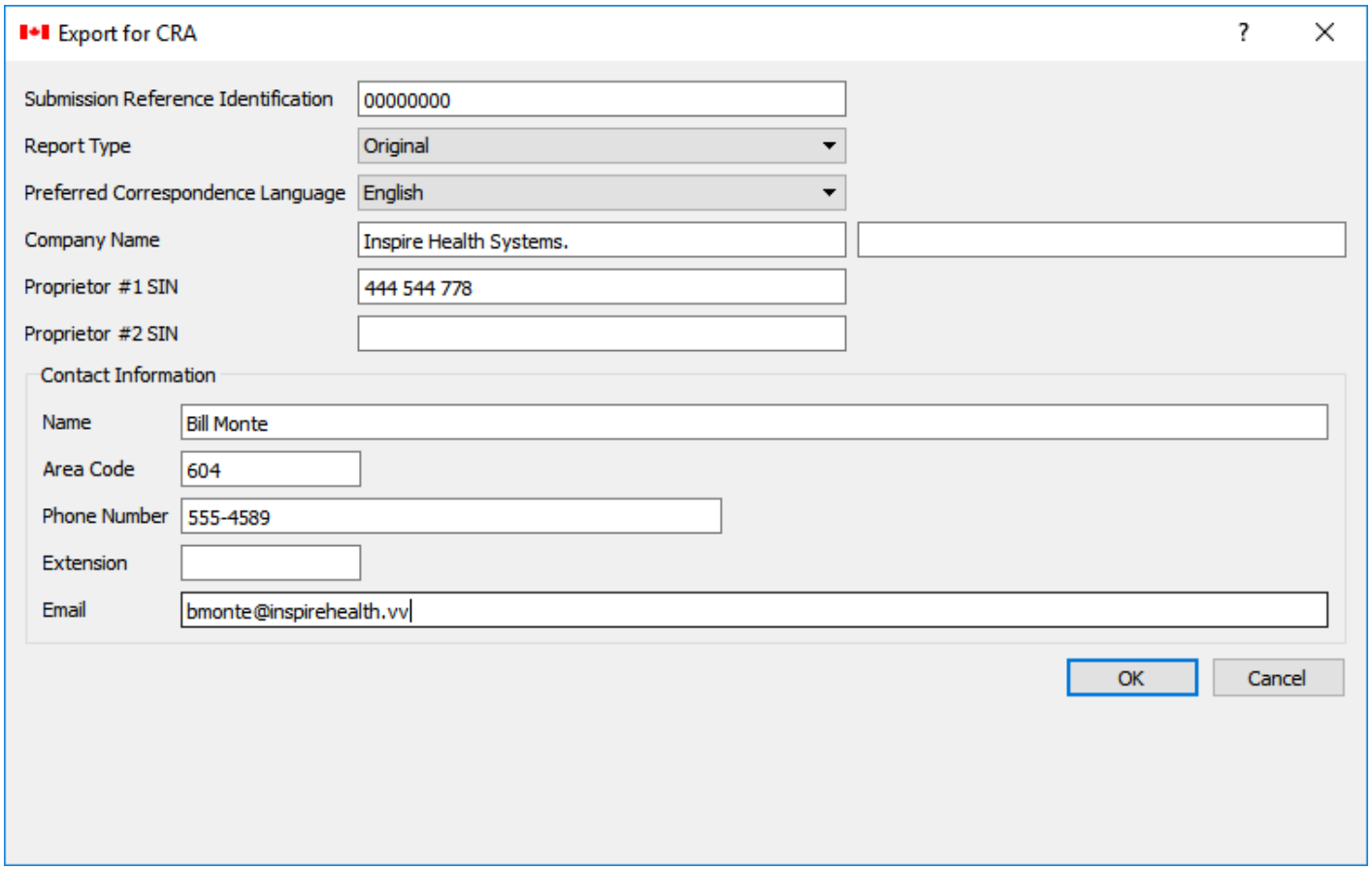
After T4s have been generated, edited and verified they can be uploaded to CRA directly (i.e. without having to re-enter the details through CRA's web portal). If you have more than 50 T4s then you must use this procedure. The purpose of this procedure is to create a structured file that you will provide to CRA via their web portal. The generated file contains all T4's that will be submitted as well as totals and other information required by CRA.

Before you can create the export file the payroll account must be defined in Company Settings – > Company -> Tax Info. This is usually the companies business number followed by RP and then a 4 digit identifier (ie: 888555222RP0001).

If you receive this message when trying to export the T4s then you have not configured this setting.



From the T4 Statement screen click the "Export for CRA" button and the following screen will be presented.



- **Submission Reference Number** – Enter a number to use for reference purposes
- **Report Type** – Selections are Original, Amendment and Cancellation
- **Preferred Correspondence Language** – Choose English or French
- **Company Name** – Company name. Use second box if the complete name does not fit in the first box
- **Proprietor #1 SIN** – Company owners Social Insurance number
- **Proprietor #2 SIN** – Additional owners Social Insurance number
- **Name** – Contact person's name
- **Area Code** – Contact area code
- **Phone Number** – Contact phone number
- **Extension** – Contact phone extension
- **Email** – Contact email address

Clicking 'OK' will prompt you to save the exported xml file that can now be uploaded to CRA.

Once you have uploaded the T4s they should each be marked as 'Remitted'. This can be achieved by selecting all the T4's and clicking "Mark remitted". Do not do this before you have created the CRA T4 upload file and have confirmed that it has been submitted successfully. Note that while this process creates

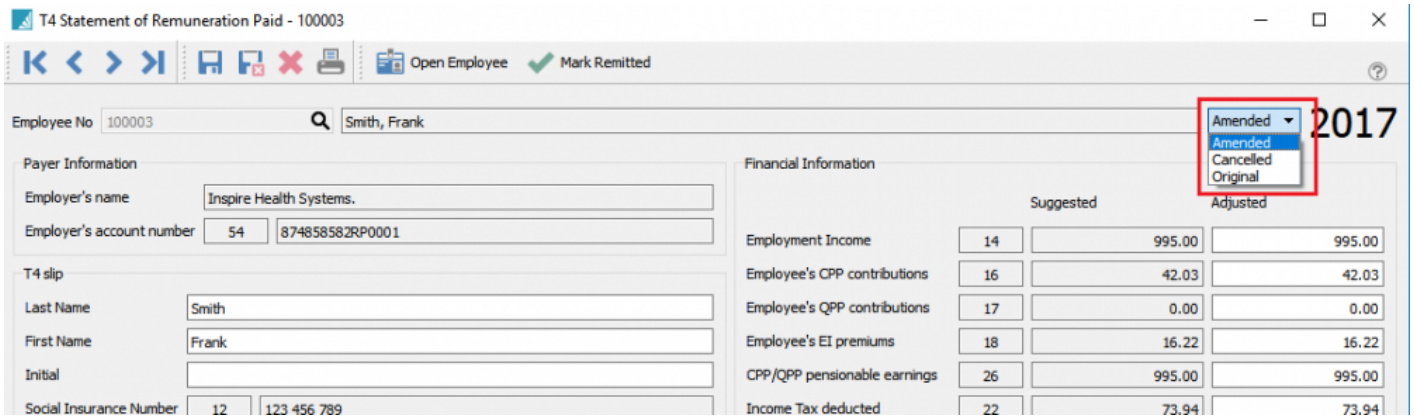
the file for submission, you must still upload the file to CRA. Talk to your accounting professional if you aren’t sure how to do this.

Note that cancellation and amendment submission files can also be created. To create amendments or cancellations, change the status of individual T4’s by loading and changing them. When you choose “Amendment” as a “Report type” only T4’s marked as amended are included in the CRA upload file. The same process applies to T4 cancellations.

Amending or Cancelling T4s

After T4s have be remitted by mail or by upload to CRA you may want to amend or cancel them due to an error.

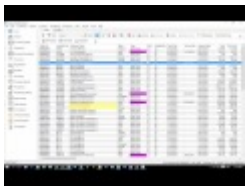
Only T4s marked as remitted can be amended or cancelled. Open the T4 to be edited and select ‘Amended’ or ‘Cancelled’



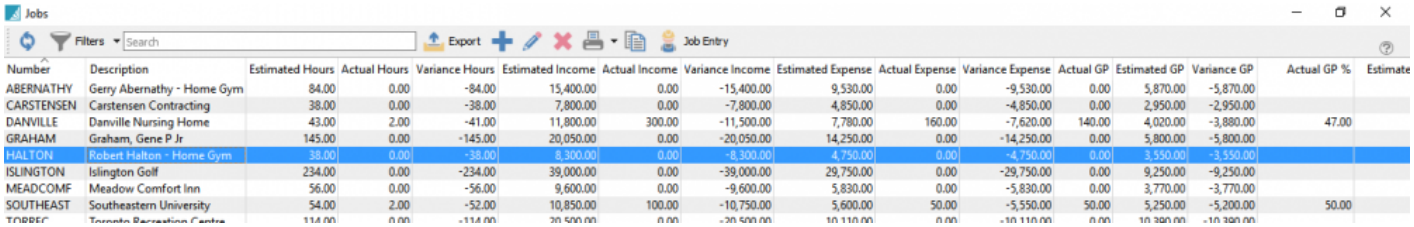
A cancelled T4 MUST stay exactly as it was besides the ‘Cancelled’ setting. Once edited the T4 can be printed or uploaded to CRA again.

Job Costing

Video Instruction – Job Costing



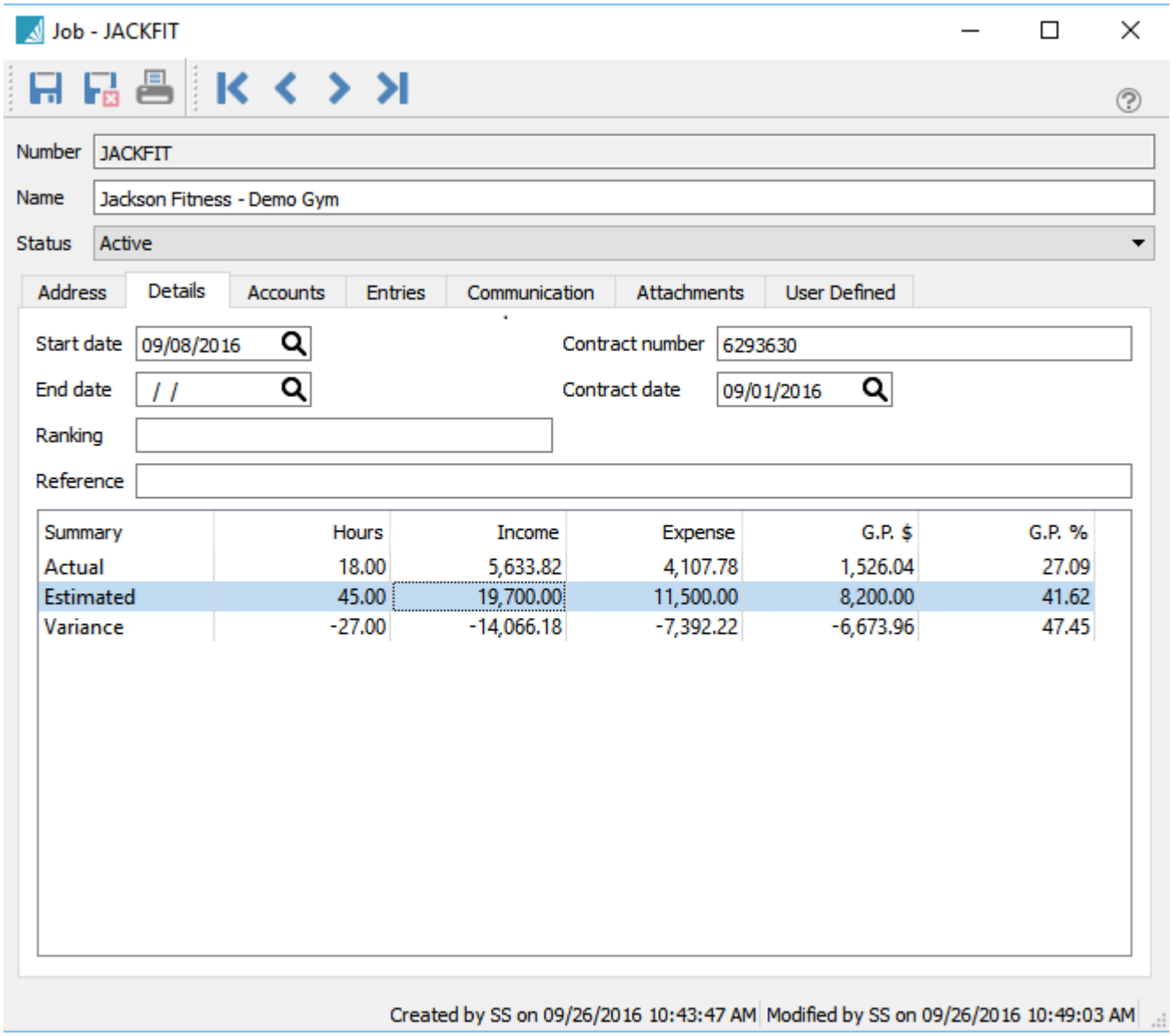
The Job Cost module allows posting of cost, income and time so that a company can track a job through its processes.



Number	Description	Estimated Hours	Actual Hours	Variance Hours	Estimated Income	Actual Income	Variance Income	Estimated Expense	Actual Expense	Variance Expense	Actual GP	Estimated GP	Variance GP	Actual GP %	Estimate
ABERNATHY	Gerry Abernathy - Home Gym	84.00	0.00	-84.00	15,400.00	0.00	-15,400.00	9,530.00	0.00	-9,530.00	0.00	5,870.00	-5,870.00		
CARSTENSEN	Carstensen Contracting	38.00	0.00	-38.00	7,800.00	0.00	-7,800.00	4,850.00	0.00	-4,850.00	0.00	2,950.00	-2,950.00		
DANVILLE	Danville Nursing Home	43.00	2.00	-41.00	11,800.00	300.00	-11,500.00	7,780.00	160.00	-7,620.00	140.00	4,020.00	-3,880.00	47.00	
GRAHAM	Graham, Gene P Jr	145.00	0.00	-145.00	20,050.00	0.00	-20,050.00	14,250.00	0.00	-14,250.00	0.00	5,800.00	-5,800.00		
HALTON	Robert Halton - Home Gym	38.00	0.00	-38.00	8,300.00	0.00	-8,300.00	4,750.00	0.00	-4,750.00	0.00	3,550.00	-3,550.00		
ISLINGTON	Islington Golf	234.00	0.00	-234.00	39,000.00	0.00	-39,000.00	29,750.00	0.00	-29,750.00	0.00	9,250.00	-9,250.00		
MEADCOMF	Meadow Comfort Inn	56.00	0.00	-56.00	9,600.00	0.00	-9,600.00	5,830.00	0.00	-5,830.00	0.00	3,770.00	-3,770.00		
SOUTHEAST	Southeastern University	54.00	2.00	-52.00	10,850.00	100.00	-10,750.00	5,600.00	50.00	-5,550.00	50.00	5,250.00	-5,200.00	50.00	

Refresh – Refreshes the list for any additions or changes other made to the jobs
Filters – Set a filtered list
Search – Search the job names
Export – Export visible columns to Excel or .csv
Add – Add a job
Edit – Edit a job
Delete – Delete a job
Print – Print all or selected reports
Copy – Copy a job
Job Entry – Enter time, income or expenses directly onto the job ledger

The job is assigned a code and description and the user can add a budgeted income, cost and time so that a foretasted profit is established.



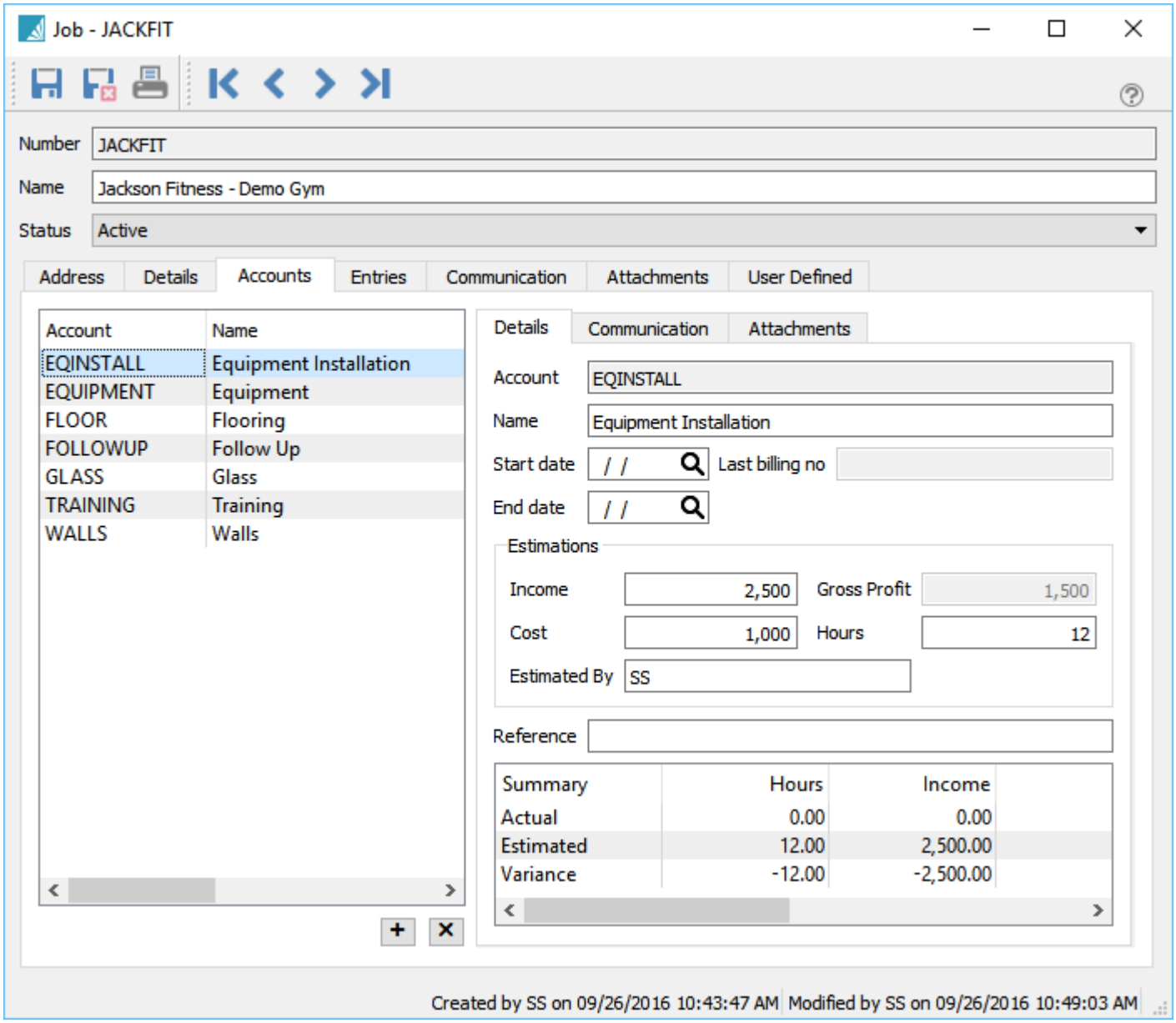
Start Date – Date project starts
End Date – Date project ended
Ranking – Rank of job for reporting and filtering
Reference – Job reference
Contract Number – Contract number
Contract Date – Date of contract

Actual – Estimated – Variance

- **Hours** – hours from all accounts
- **Income** – Total income from all accounts
- **Expense** – Total expenses from all accounts

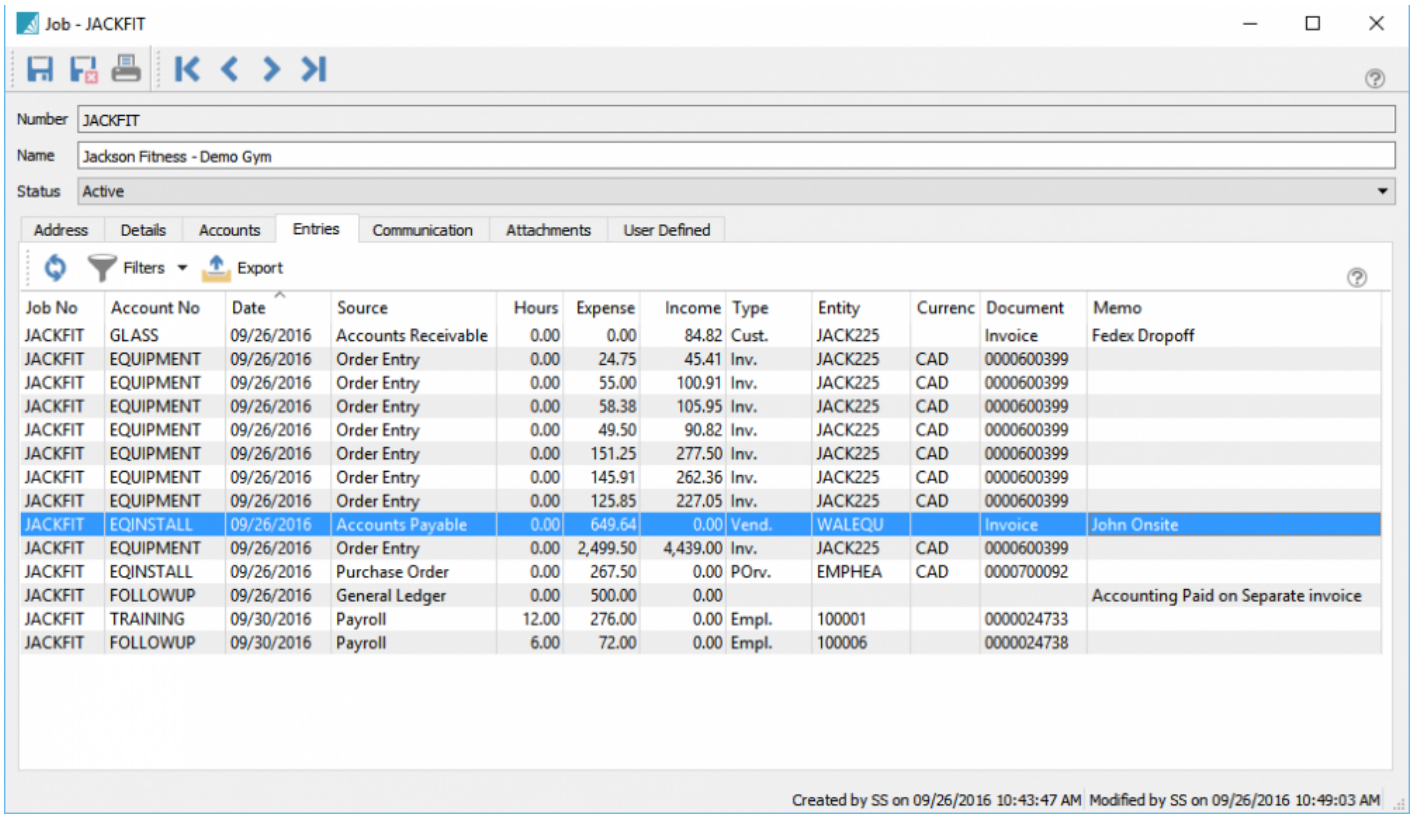
- **GP$** – Total GP amount from all accounts
- **GP%** – Total GP percentage from all accounts

The accounts tab is where the accounts or phases of a job are setup.



Account – Job account number
Name – Job account name
Start Date – Account start date
End Date – – Account end data
Last Billing No – Last billing number

Income – Estimated income
Cost – Estimated cost
Gross Profit – Estimated gross profit (calculated)
Hours – Estimated hours
Estimated By – Estimate by
Reference – Reference number

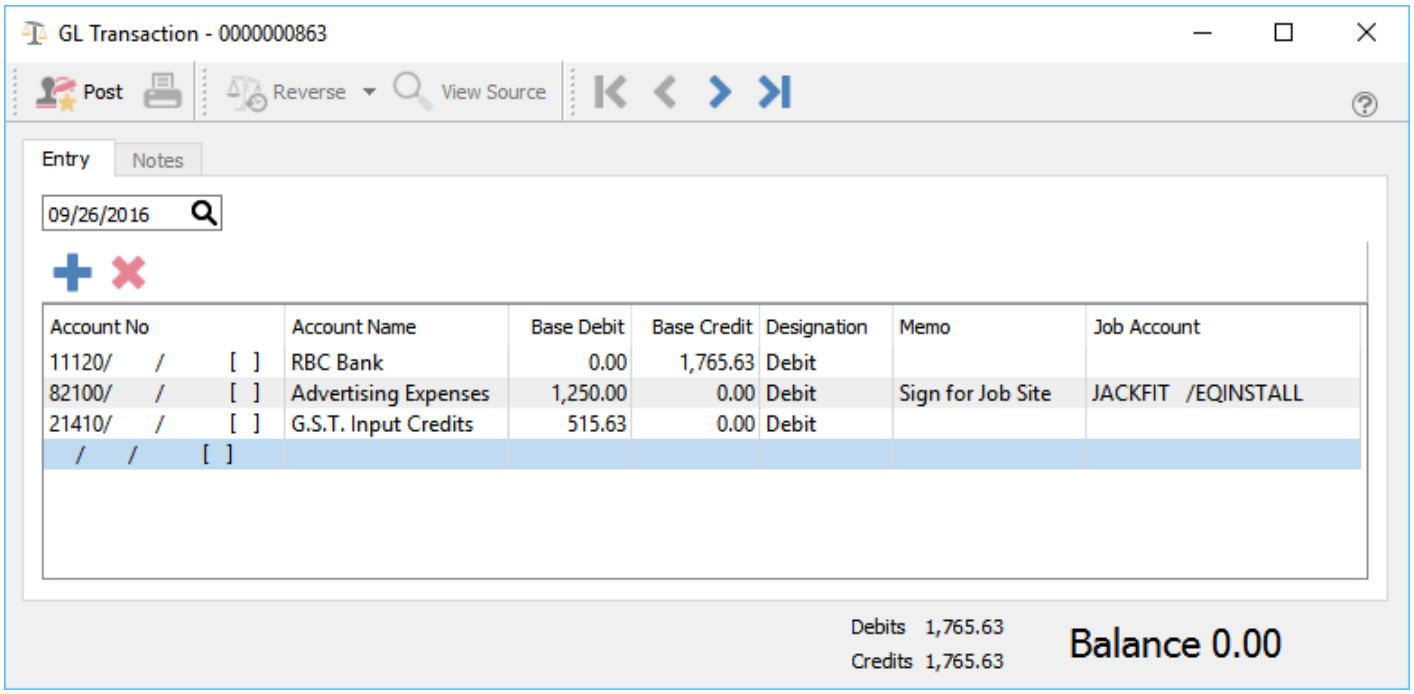


Job No	Account No	Date	Source	Hours	Expense	Income	Type	Entity	Currenc	Document	Memo
JACKFIT	GLASS	09/26/2016	Accounts Receivable	0.00	0.00	84.82	Cust.	JACK225		Invoice	Fedex Dropoff
JACKFIT	EQUIPMENT	09/26/2016	Order Entry	0.00	24.75	45.41	Inv.	JACK225	CAD	0000600399	
JACKFIT	EQUIPMENT	09/26/2016	Order Entry	0.00	55.00	100.91	Inv.	JACK225	CAD	0000600399	
JACKFIT	EQUIPMENT	09/26/2016	Order Entry	0.00	58.38	105.95	Inv.	JACK225	CAD	0000600399	
JACKFIT	EQUIPMENT	09/26/2016	Order Entry	0.00	49.50	90.82	Inv.	JACK225	CAD	0000600399	
JACKFIT	EQUIPMENT	09/26/2016	Order Entry	0.00	151.25	277.50	Inv.	JACK225	CAD	0000600399	
JACKFIT	EQUIPMENT	09/26/2016	Order Entry	0.00	145.91	262.36	Inv.	JACK225	CAD	0000600399	
JACKFIT	EQUIPMENT	09/26/2016	Order Entry	0.00	125.85	227.05	Inv.	JACK225	CAD	0000600399	
JACKFIT	EQINSTALL	09/26/2016	Accounts Payable	0.00	649.64	0.00	Vend.	WALEQU		Invoice	John Onsite
JACKFIT	EQUIPMENT	09/26/2016	Order Entry	0.00	2,499.50	4,439.00	Inv.	JACK225	CAD	0000600399	
JACKFIT	EQINSTALL	09/26/2016	Purchase Order	0.00	267.50	0.00	POrv.	EMPHEA	CAD	0000700092	
JACKFIT	FOLLOWUP	09/26/2016	General Ledger	0.00	500.00	0.00					Accounting Paid on Separate invoice
JACKFIT	TRAINING	09/30/2016	Payroll	12.00	276.00	0.00	Empl.	100001		0000024733	
JACKFIT	FOLLOWUP	09/30/2016	Payroll	6.00	72.00	0.00	Empl.	100006		0000024738	

Job No – Job number
Account No – Job account number
Date – DAte of posting
Source – Source of the posting
Hours – Number of hours posted
Expense – Expense amount
Income – Income amount
Type – Type of transaction
Entity – Vendor, customer or employee number
Currency – Currency of the transaction. Blank is base
Document – – Invoice or PO number
Memo – Memo enter by user

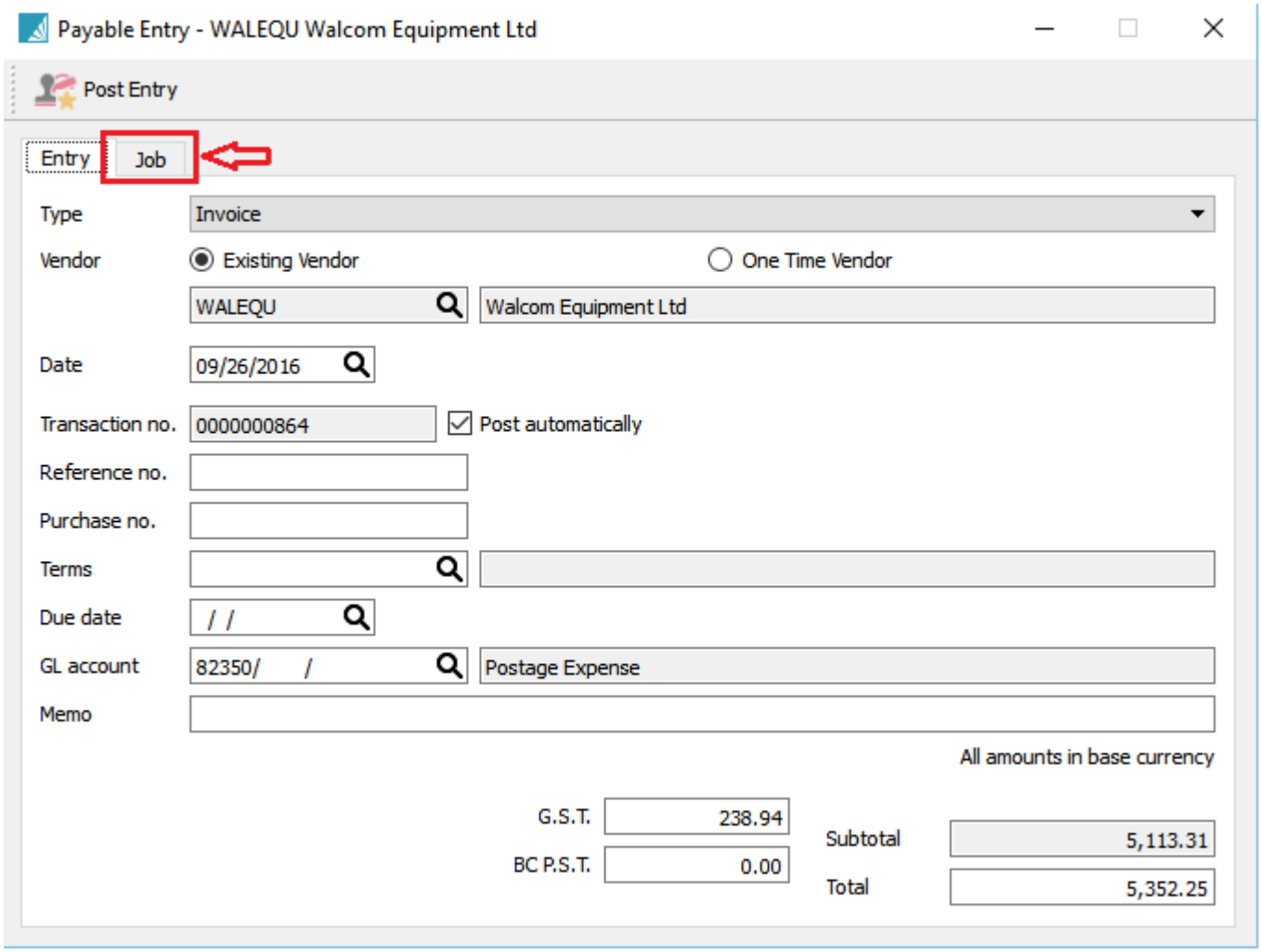
General Ledger

Entries can be made from a journal entry to a job.



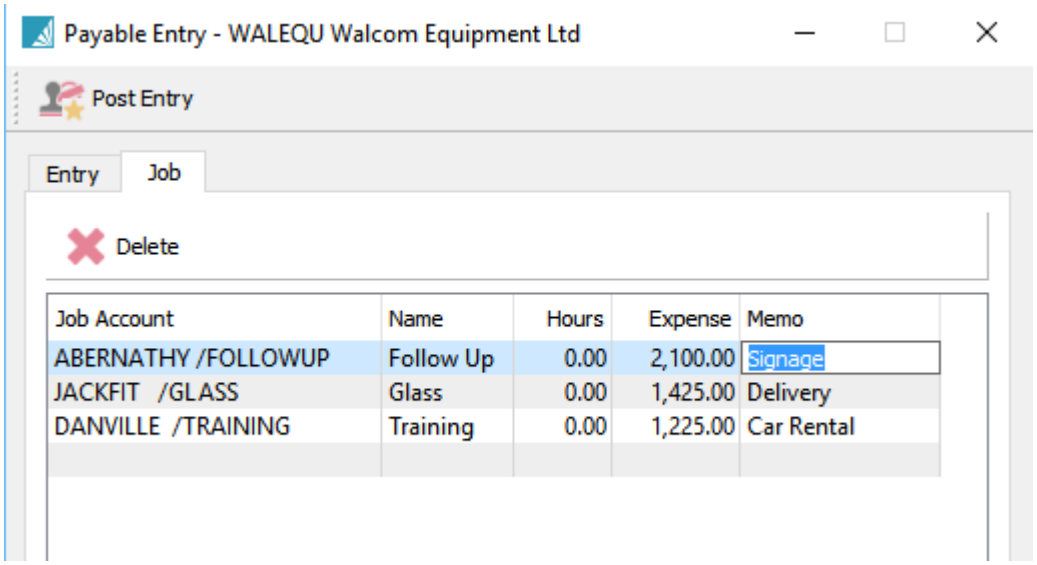
Accounts Payable

Enter the amount into the AP module and then click the job tab



Distribute the amounts required for each job and then click post.

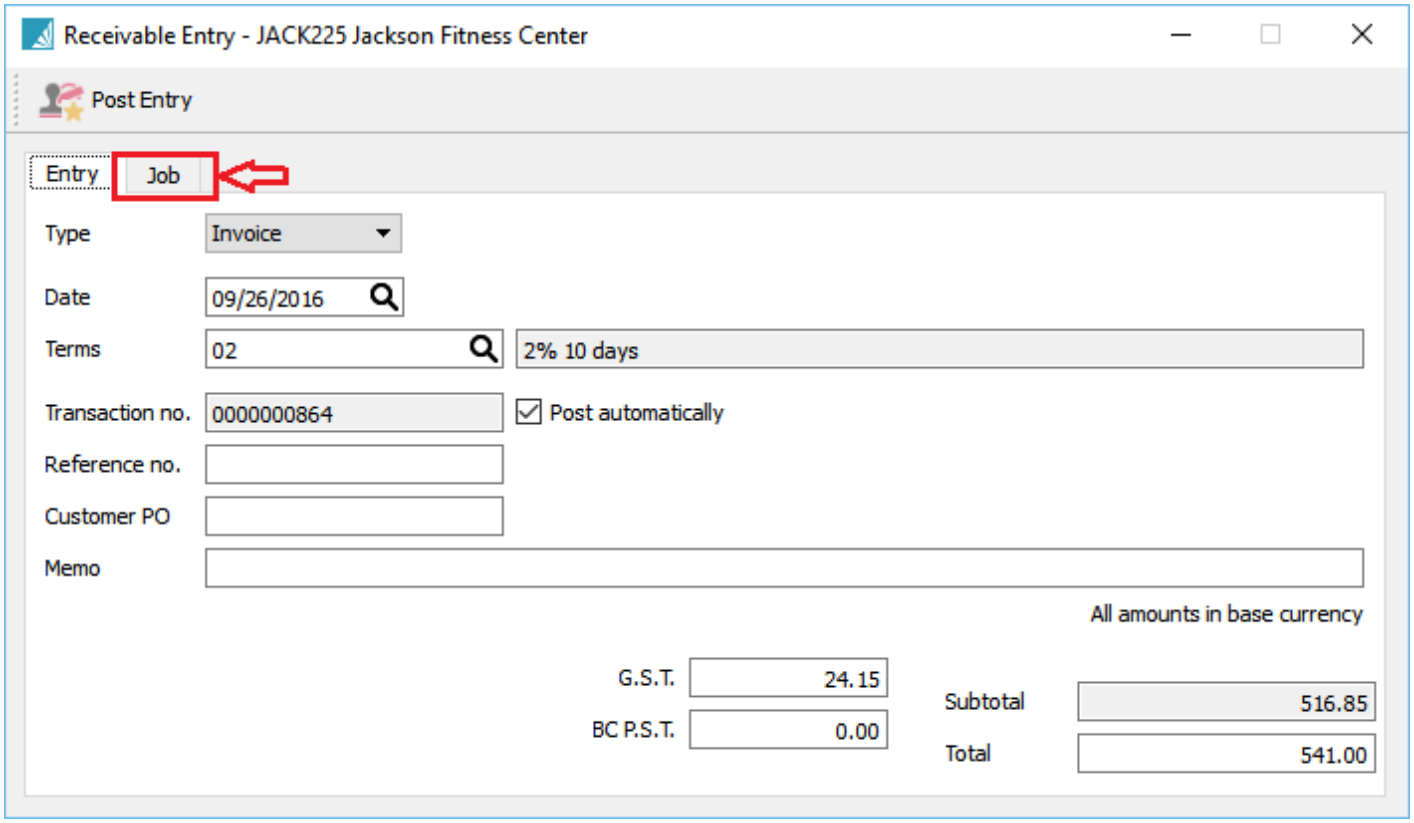
> The whole amount does not have to be consumed, however the user cannot post more than the net AP amount.



Job Account – Select a job/account
Name – Job name
Hours – Hours to post
Expense – Expense amount
Memo – Optional memo that will be shown in the job ledger

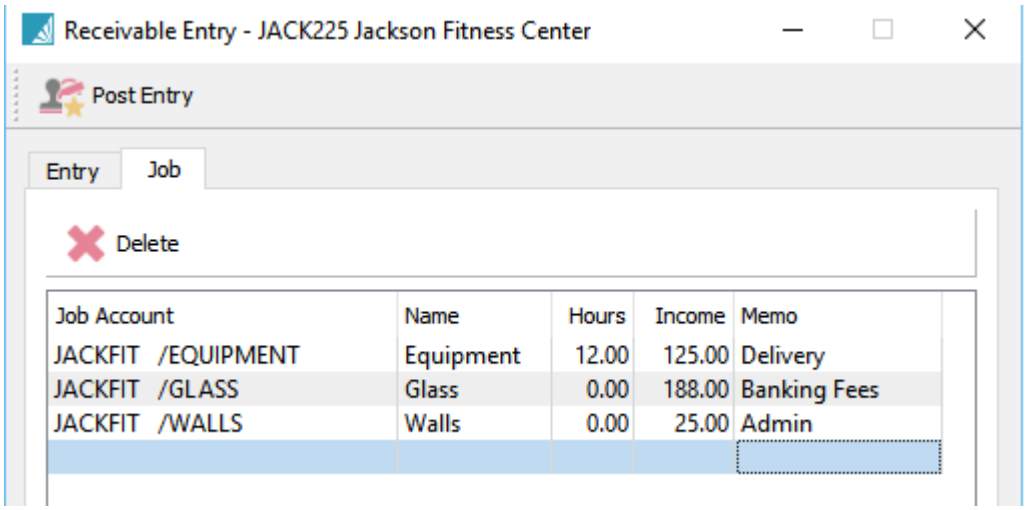
Accounts Receivable

Income can be posted to a job via account receivable. Used to add extra fees that are not posted through a sales order/invoice



Enter the AR amount and then select the job tab. Select any number of jobs to post to.

> The complete amount does not have to be consumed, however user cannot exceed the net AR amount.

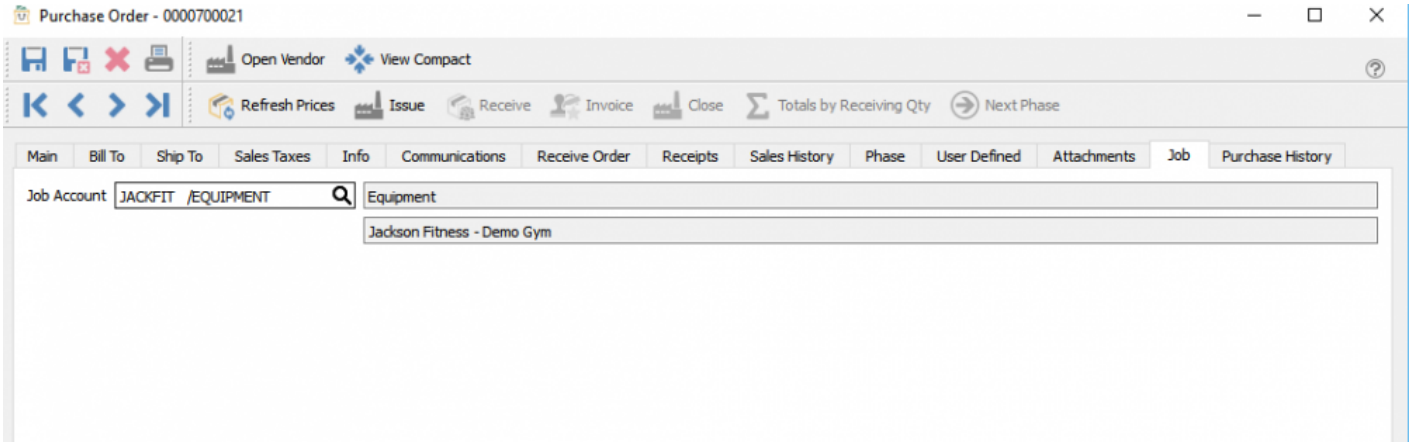


Job Account – Select a job/account
Name – Job name
Hours – Hours to post
Income – Income amount
Memo – Optional memo that will be shown in the job ledger

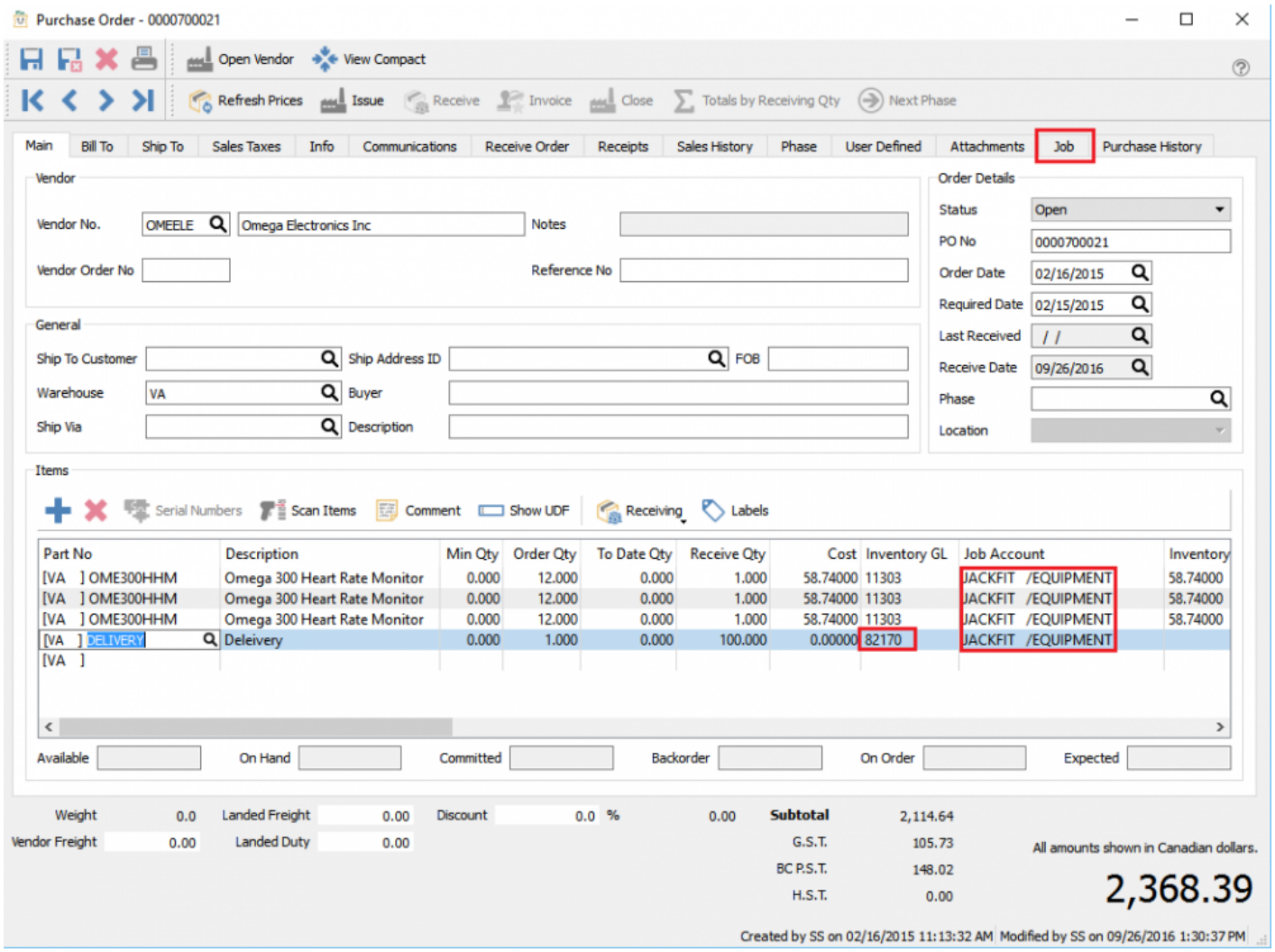
Purchase Orders

Purchase orders can be directed to a job as long as the GL account used is an expense or cost of goods account.

To select a job for a purchase order either select from the header, after which each line of the PO will be populated with the selected job…



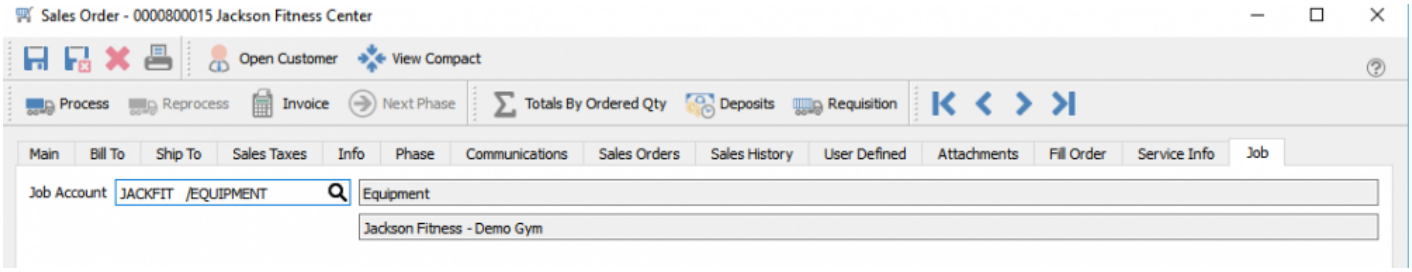
…or the user can select a job for each line of the purchase order. If there is a job/account set for a non expense line then it will be ignored.


Purchase Order - 0000700021
Open Vendor
View Compact
Refresh Prices
Issue
Receive
Invoice
Close
Totals by Receiving Qty
Next Phase
Main
Bill To
Ship To
Sales Taxes
Info
Communications
Receive Order
Receipts
Sales History
Phase
User Defined
Attachments
Job
Purchase History
Vendor
Vendor No. OMEELE Omega Electronics Inc
Notes
Vendor Order No
Reference No
Order Details
Status Open
PO No 0000700021
Order Date 02/16/2015
Required Date 02/15/2015
Last Received / /
Receive Date 09/26/2016
Phase
Location
General
Ship To Customer
Ship Address ID
FOB
Warehouse VA
Buyer
Ship Via
Description
Items
Serial Numbers
Scan Items
Comment
Show UDF
Receiving
Labels
Part No | Description | Min Qty | Order Qty | To Date Qty | Receive Qty | Cost | Inventory GL | Job Account | Inventory
[VA] OME300HHM | Omega 300 Heart Rate Monitor | 0.000 | 12.000 | 0.000 | 1.000 | 58.74000 | 11303 | JACKFIT /EQUIPMENT | 58.74000
[VA] OME300HHM | Omega 300 Heart Rate Monitor | 0.000 | 12.000 | 0.000 | 1.000 | 58.74000 | 11303 | JACKFIT /EQUIPMENT | 58.74000
[VA] OME300HHM | Omega 300 Heart Rate Monitor | 0.000 | 12.000 | 0.000 | 1.000 | 58.74000 | 11303 | JACKFIT /EQUIPMENT | 58.74000
[VA] DELIVERY | Deleivery | 0.000 | 1.000 | 0.000 | 100.000 | 0.00000 | 82170 | JACKFIT /EQUIPMENT
[VA]
Available
On Hand
Committed
Backorder
On Order
Expected
Weight 0.0
Landed Freight 0.00
Discount 0.0 %
0.00
Subtotal 2,114.64
Vendor Freight 0.00
Landed Duty 0.00
G.S.T. 105.73
BC P.S.T. 148.02
H.S.T. 0.00
All amounts shown in Canadian dollars.
2,368.39
Created by SS on 02/16/2015 11:13:32 AM Modified by SS on 09/26/2016 1:30:37 PM

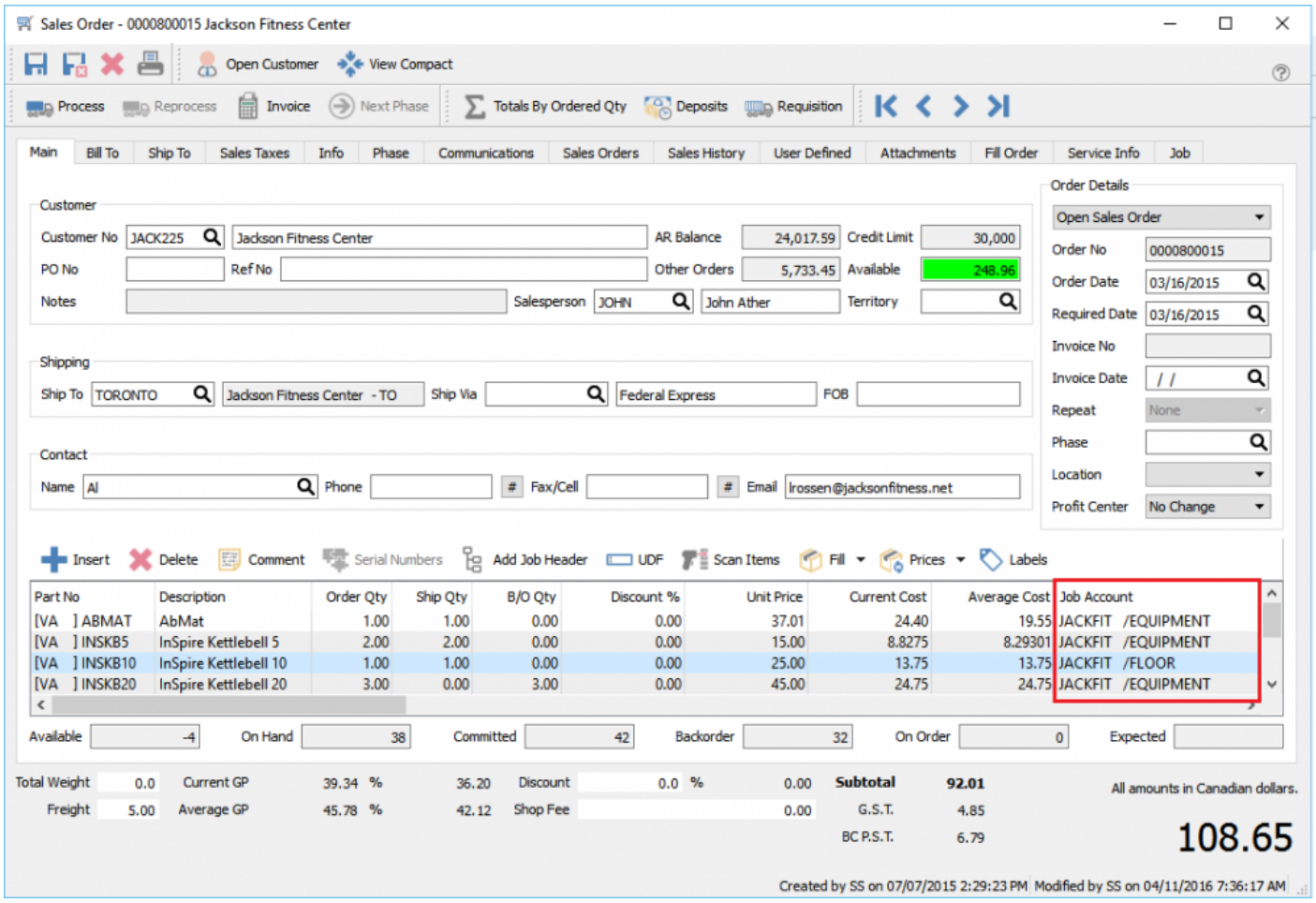
Sales Orders

Sales can be directed to a job as long as the GL accounts used are sales and cost of goods accounts.

To select a job for a sales order either select from the header, after which each line of the order will be populated with the selected job…



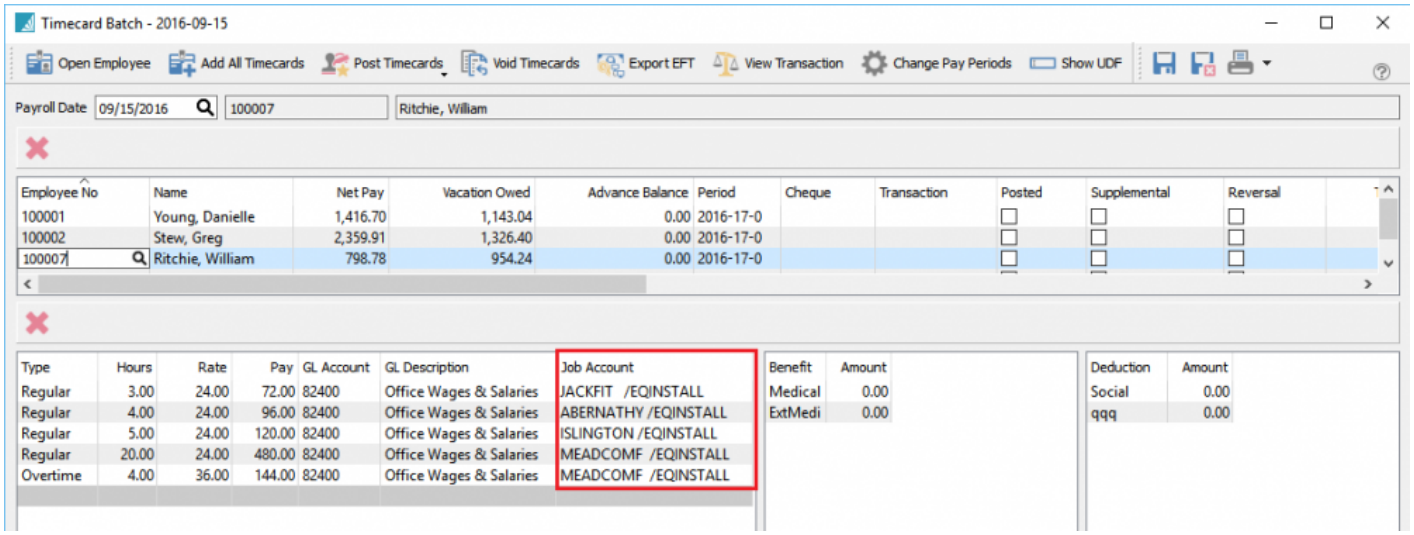
…or the user can select a job for each line of the sales order.



When the invoice is posted the sales goes to the job income and the cost of goods goes to job expenses.

Payroll

Each line of a timecard can be posted to a separate job/account



When the payroll timecards are posted a percentage of the overhead (burden) gets allocated to each job on the timecard.
Included in the overhead is

- Employment insurance (EI)
- Canada Pension Plan (CPP)
- Workers Compensation
- Benefits

If a timecard is reversed it also reverses the overhead from the job.

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

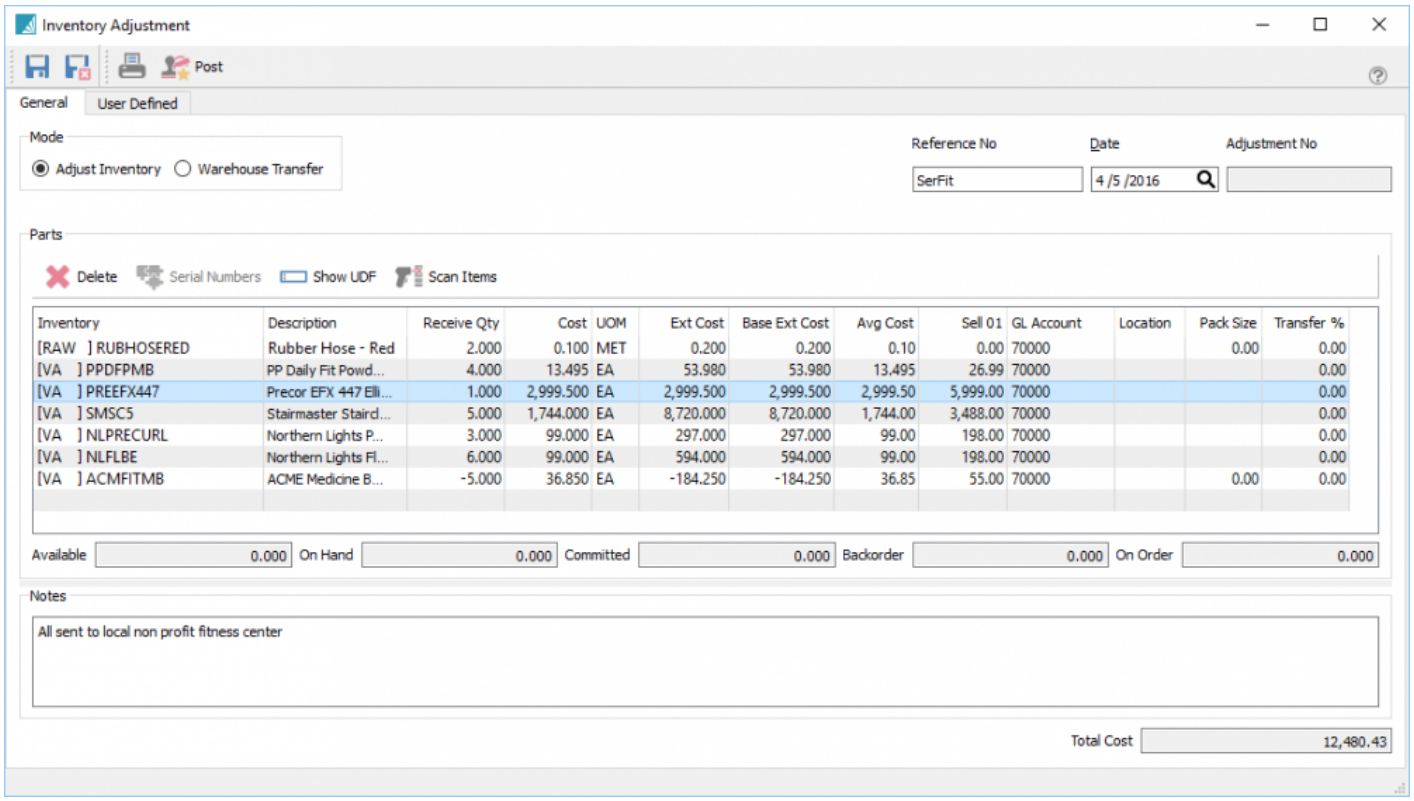
Inventory Adjustments

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 that the main warehouse. This higher cost is offset by the transfer so the companies 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’.



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

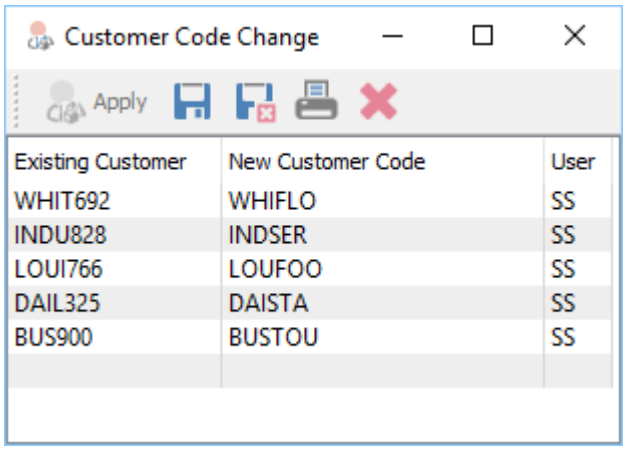
Notes – Notes can be added for this adjustment and will be save as a communications note in purchase history.

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.



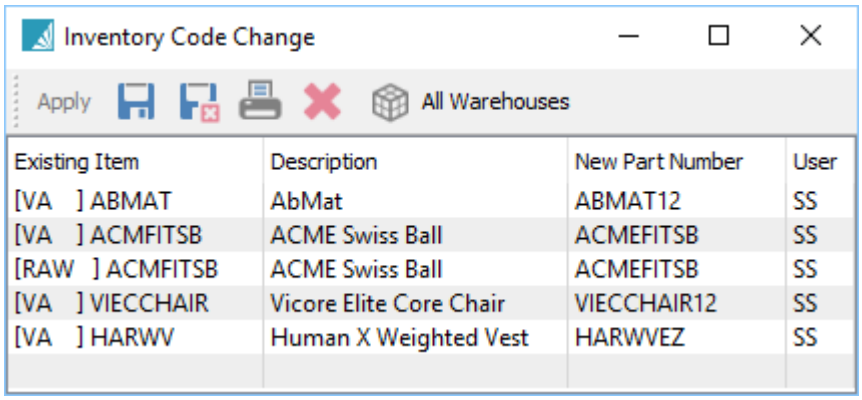
Apply – Posts the record and history changes
Save – Saves the selected list
Save Close – Saves the list for later posting
Print – Prints report for list
Delete – Deletes the selected line

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.



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

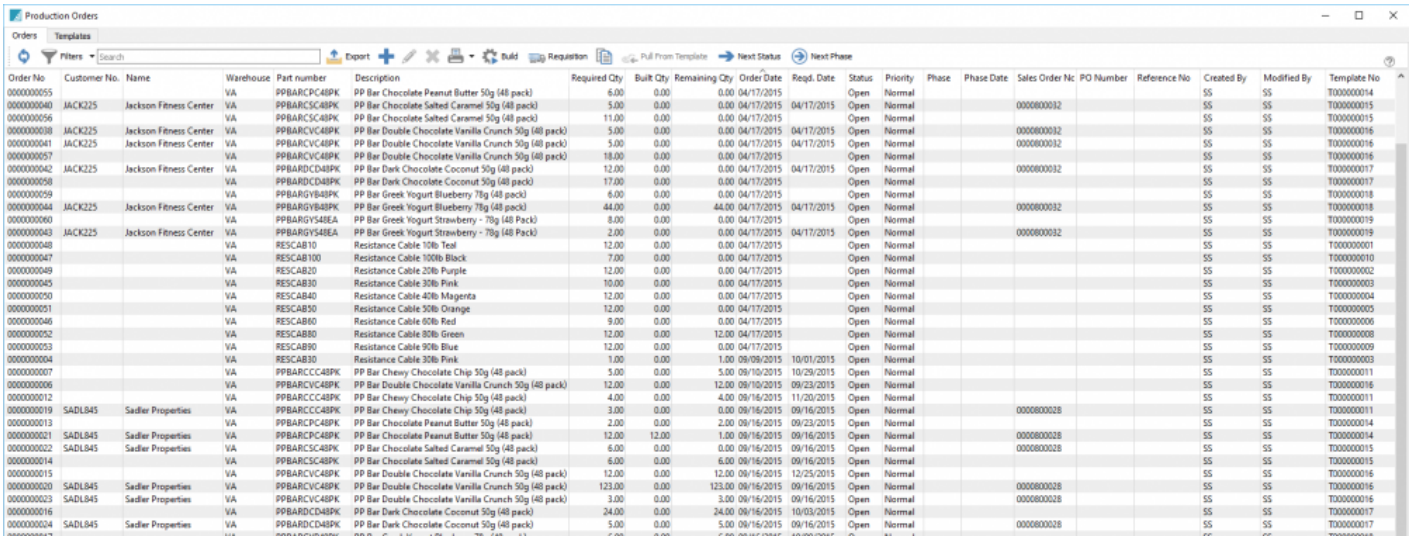
Production Manager

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.

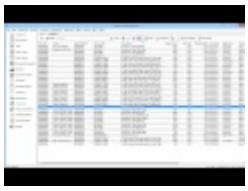
Features:

- 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

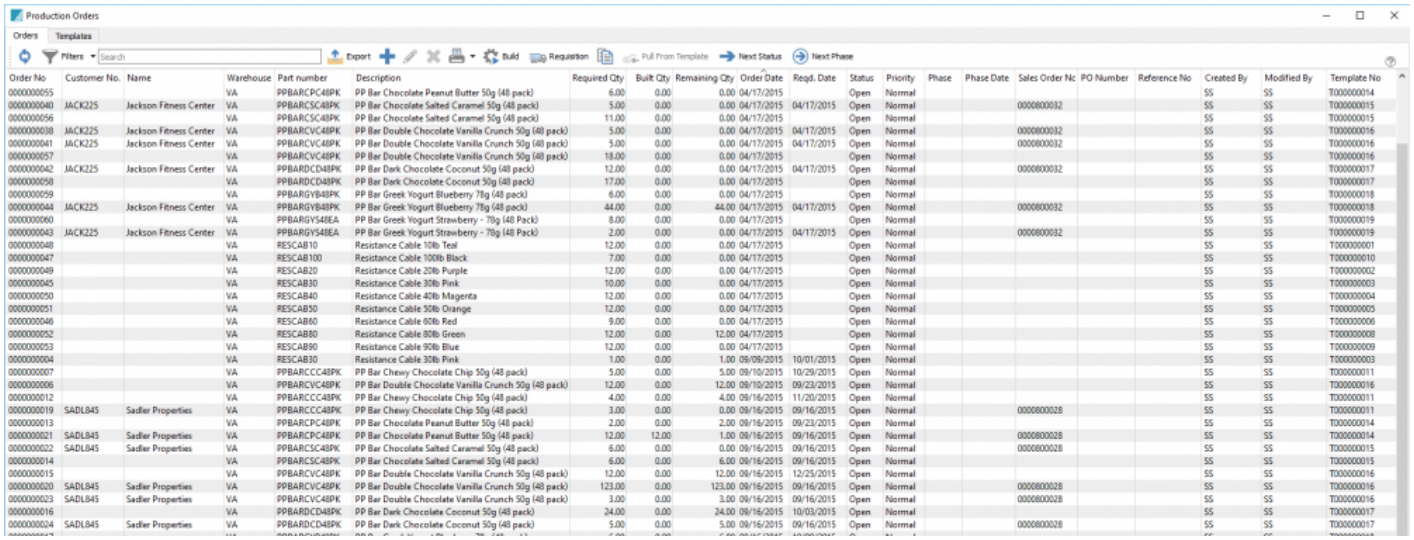


Video Instruction of Production Manager



Order List

Production Order list



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 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.

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.

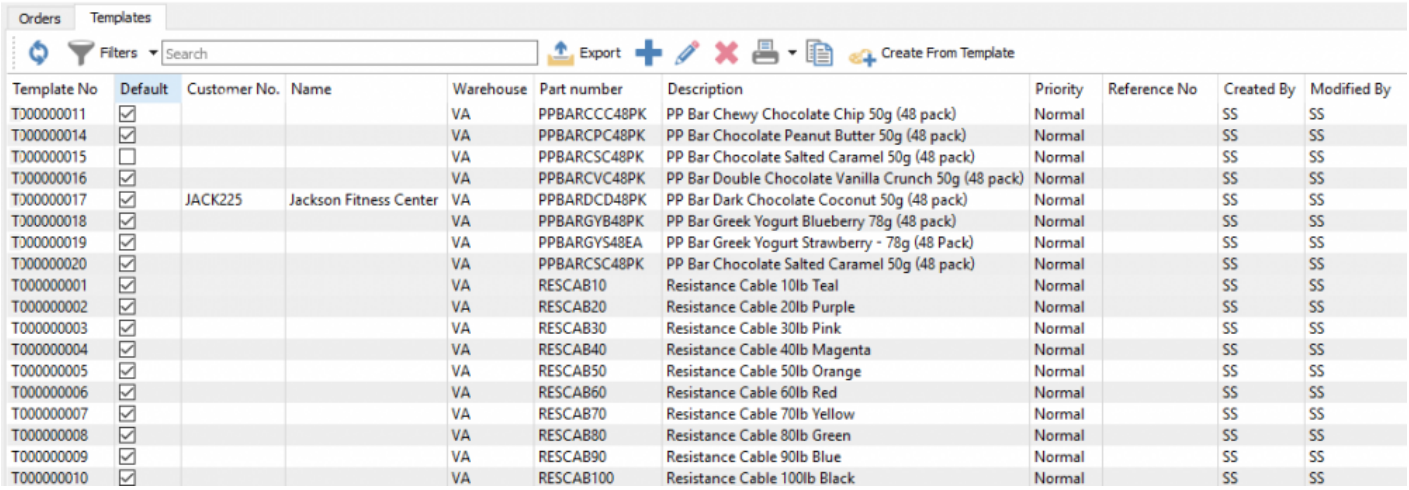
Created By – The initials of the user that created this production order.

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.



Template No	Default	Customer No.	Name	Warehouse	Part number	Description	Priority	Reference No	Created By	Modified By
T00000011	☑			VA	PPBARCCC48PK	PP Bar Chewy Chocolate Chip 50g (48 pack)	Normal		SS	SS
T00000014	☑			VA	PPBARCPC48PK	PP Bar Chocolate Peanut Butter 50g (48 pack)	Normal		SS	SS
T00000015	☐			VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	Normal		SS	SS
T00000016	☑			VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	Normal		SS	SS
T00000017	☑	JACK225	Jackson Fitness Center	VA	PPBARDCD48PK	PP Bar Dark Chocolate Coconut 50g (48 pack)	Normal		SS	SS
T00000018	☑			VA	PPBARGYB48PK	PP Bar Greek Yogurt Blueberry 78g (48 pack)	Normal		SS	SS
T00000019	☑			VA	PPBARGYS48EA	PP Bar Greek Yogurt Strawberry - 78g (48 Pack)	Normal		SS	SS
T00000020	☑			VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	Normal		SS	SS
T000000001	☑			VA	RESCAB10	Resistance Cable 10lb Teal	Normal		SS	SS
T000000002	☑			VA	RESCAB20	Resistance Cable 20lb Purple	Normal		SS	SS
T000000003	☑			VA	RESCAB30	Resistance Cable 30lb Pink	Normal		SS	SS
T000000004	☑			VA	RESCAB40	Resistance Cable 40lb Magenta	Normal		SS	SS
T000000005	☑			VA	RESCAB50	Resistance Cable 50lb Orange	Normal		SS	SS
T000000006	☑			VA	RESCAB60	Resistance Cable 60lb Red	Normal		SS	SS
T000000007	☑			VA	RESCAB70	Resistance Cable 70lb Yellow	Normal		SS	SS
T000000008	☑			VA	RESCAB80	Resistance Cable 80lb Green	Normal		SS	SS
T000000009	☑			VA	RESCAB90	Resistance Cable 90lb Blue	Normal		SS	SS
T000000010	☑			VA	RESCAB100	Resistance Cable 100lb Black	Normal		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.

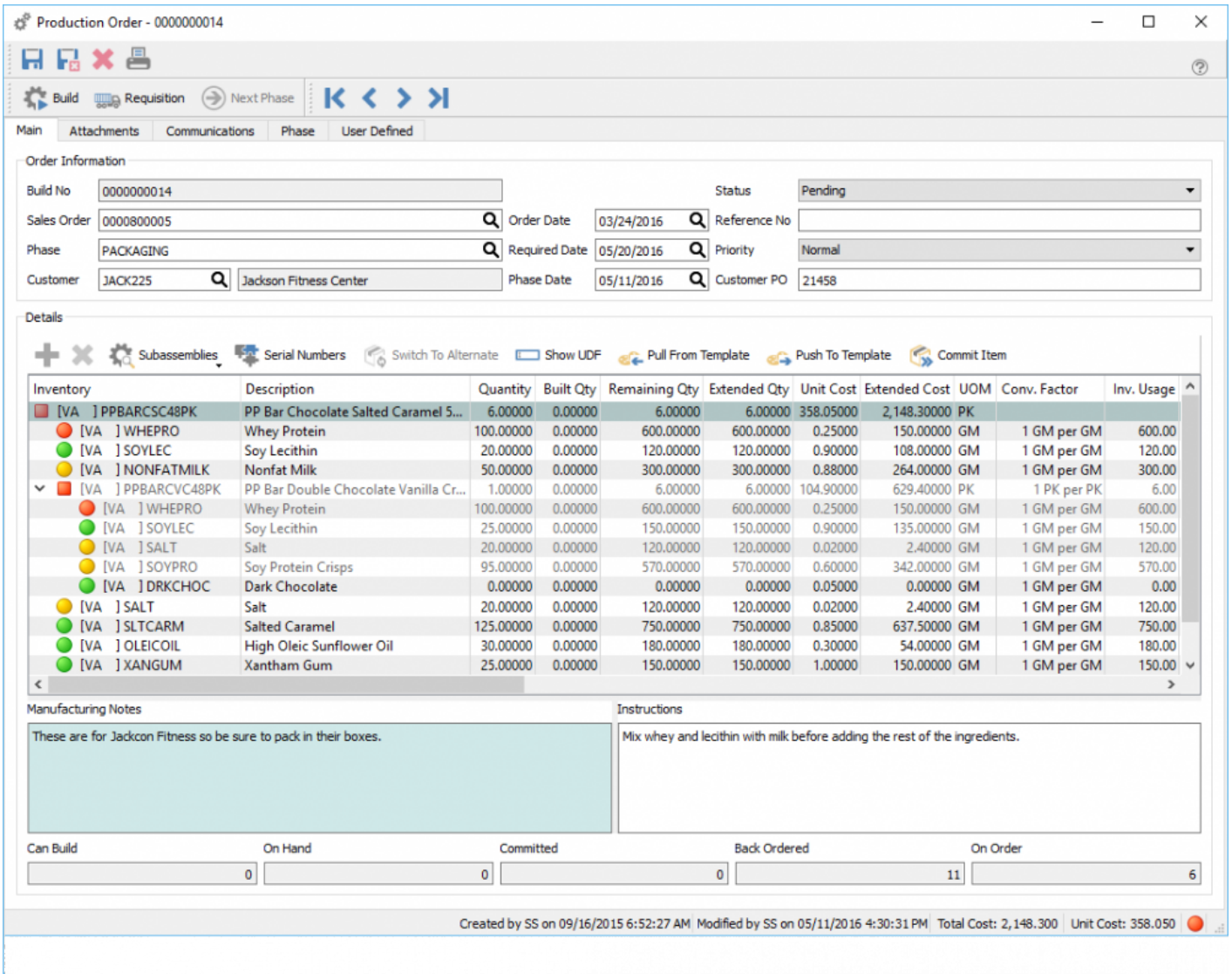
Created By – The initials of the user that created this template.

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.



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

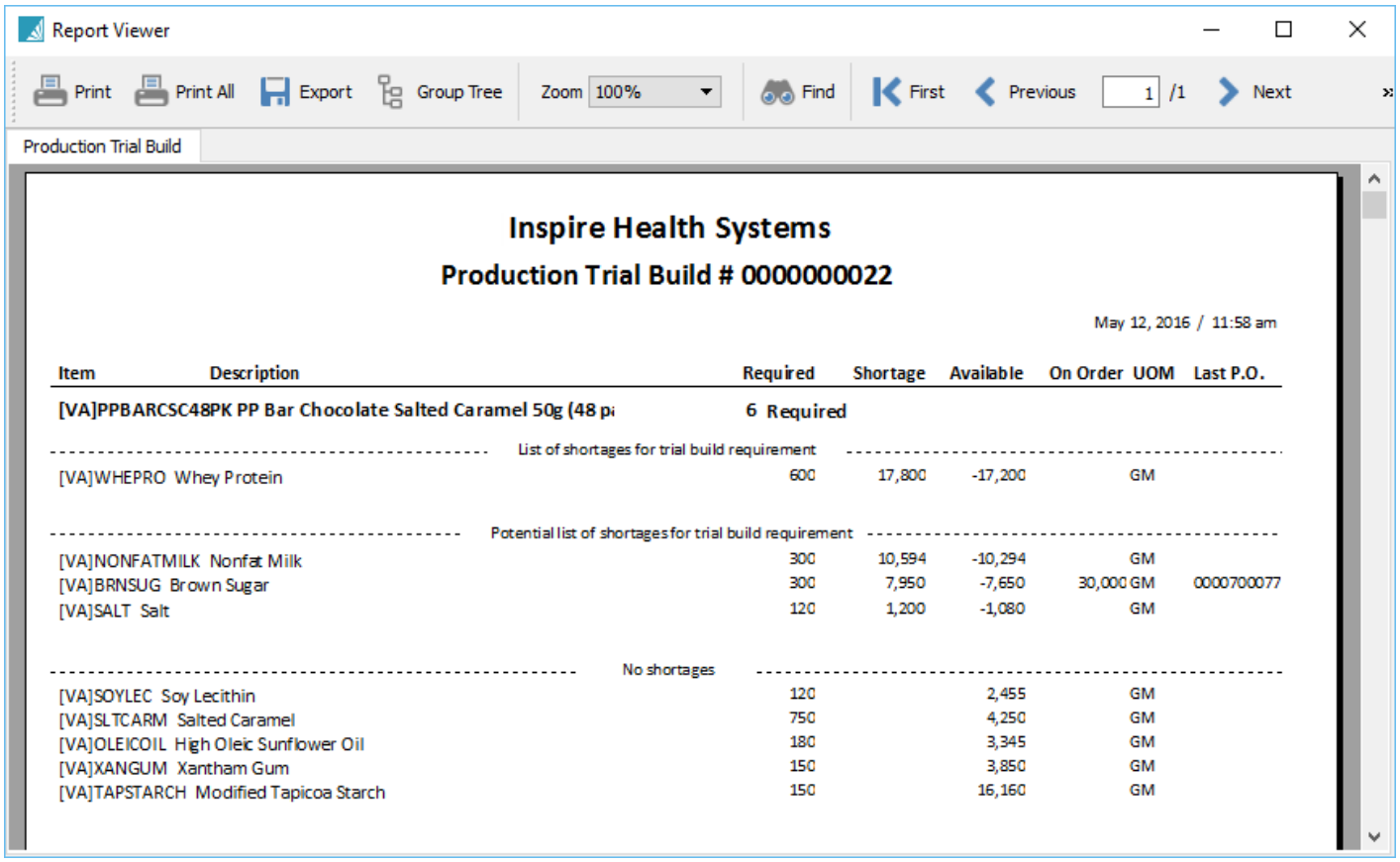
Processing

To meet the requirements od 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.



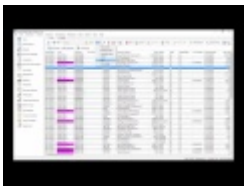
Once a production order has been scheduled the company would normally print a ‘Production Order’ also know as a traveler.

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 – 

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

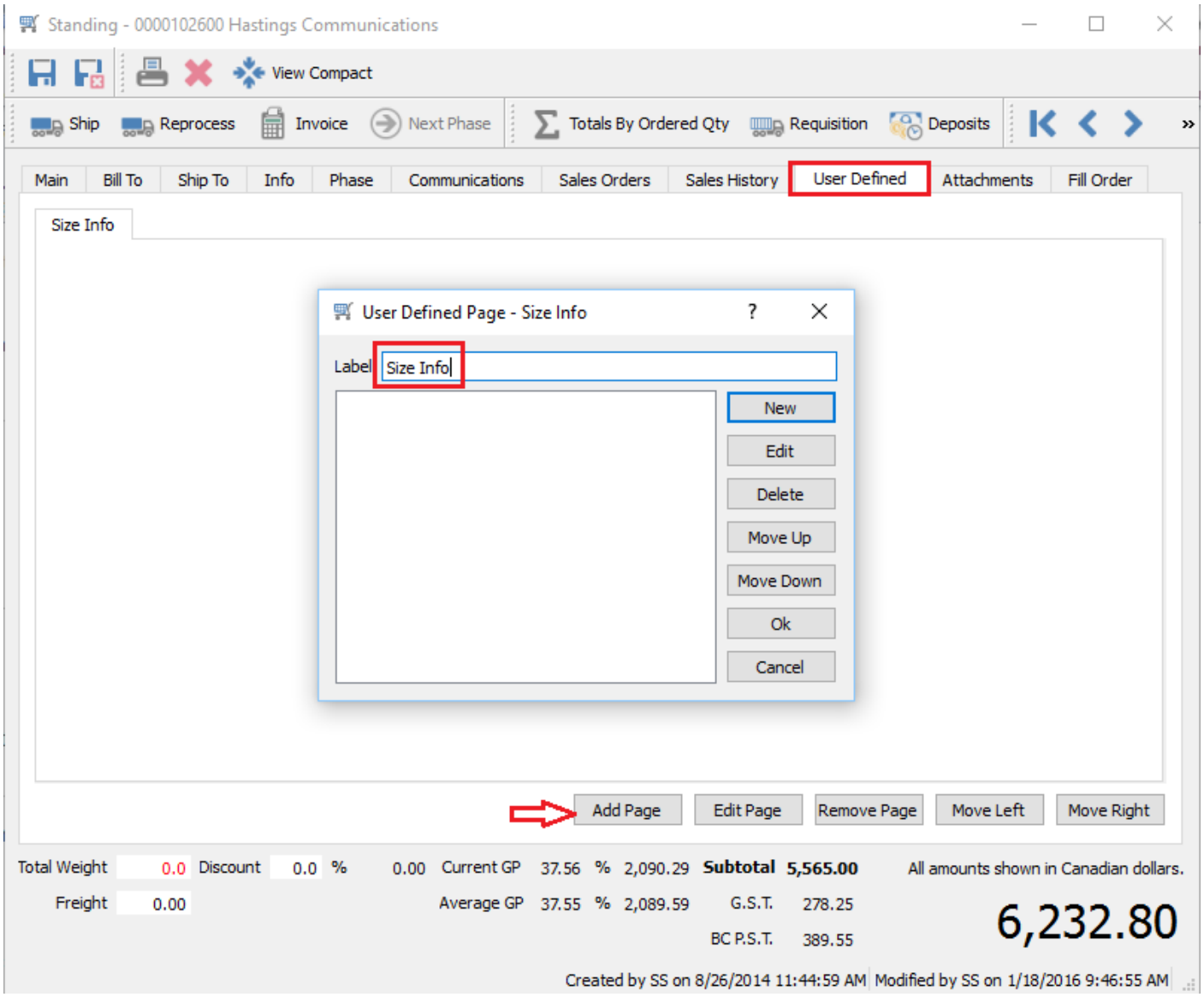
Configuring your custom fields

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.

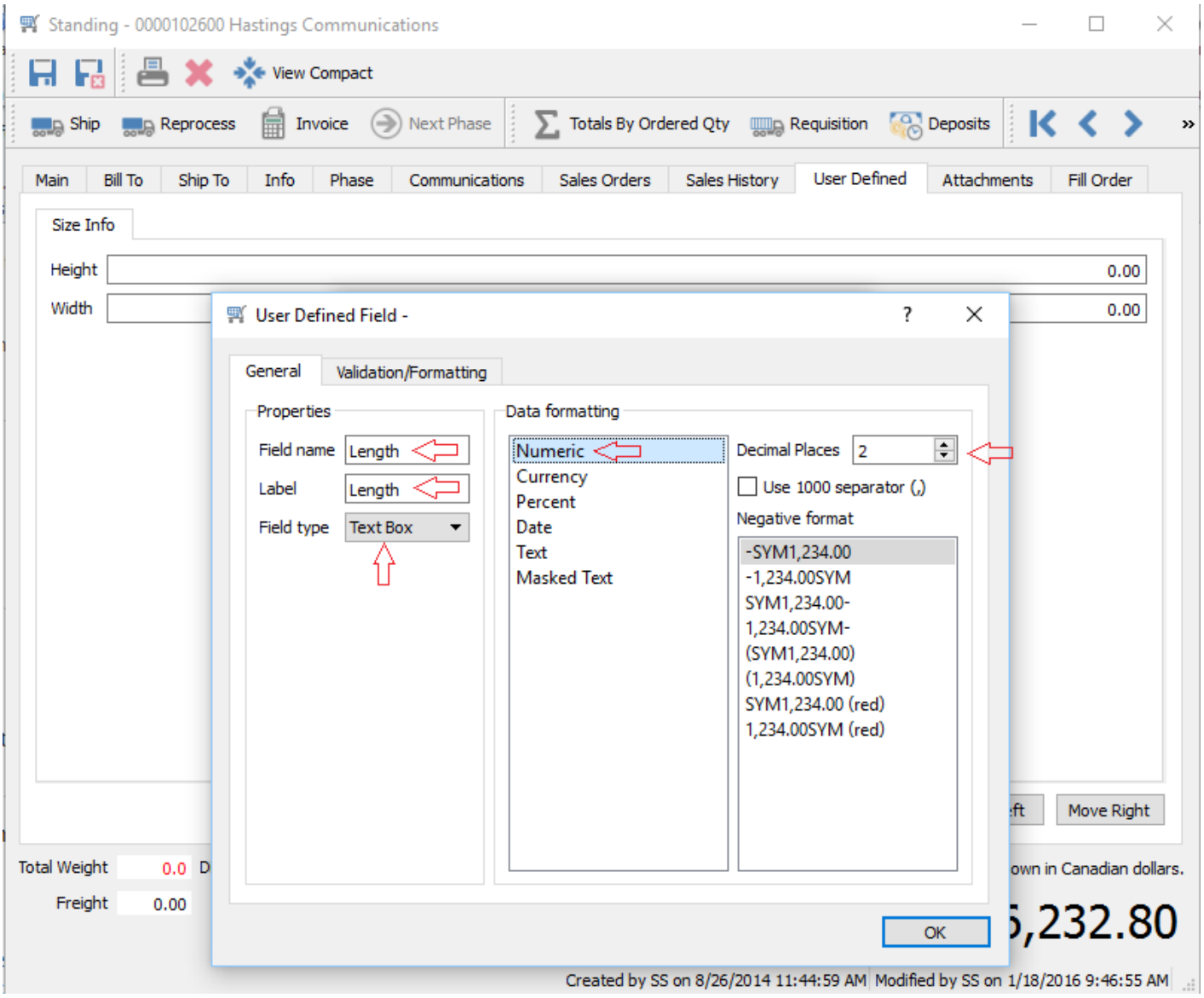


Within the page info dialog click ‘New’ to add a field.

In this example we added 3 new fields in our page called ‘Size Info’.

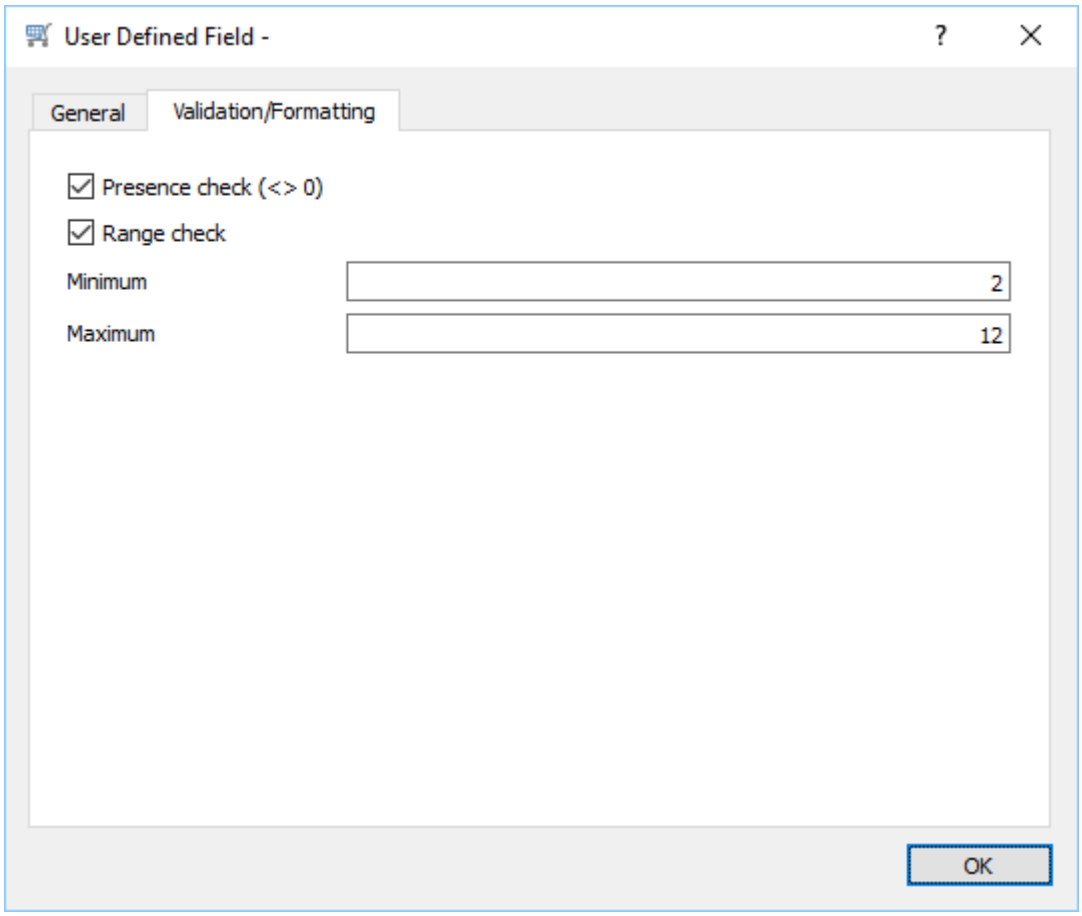
- Height
- Width
- Length

  We set the 3 fields as numeric with 2 decimals.



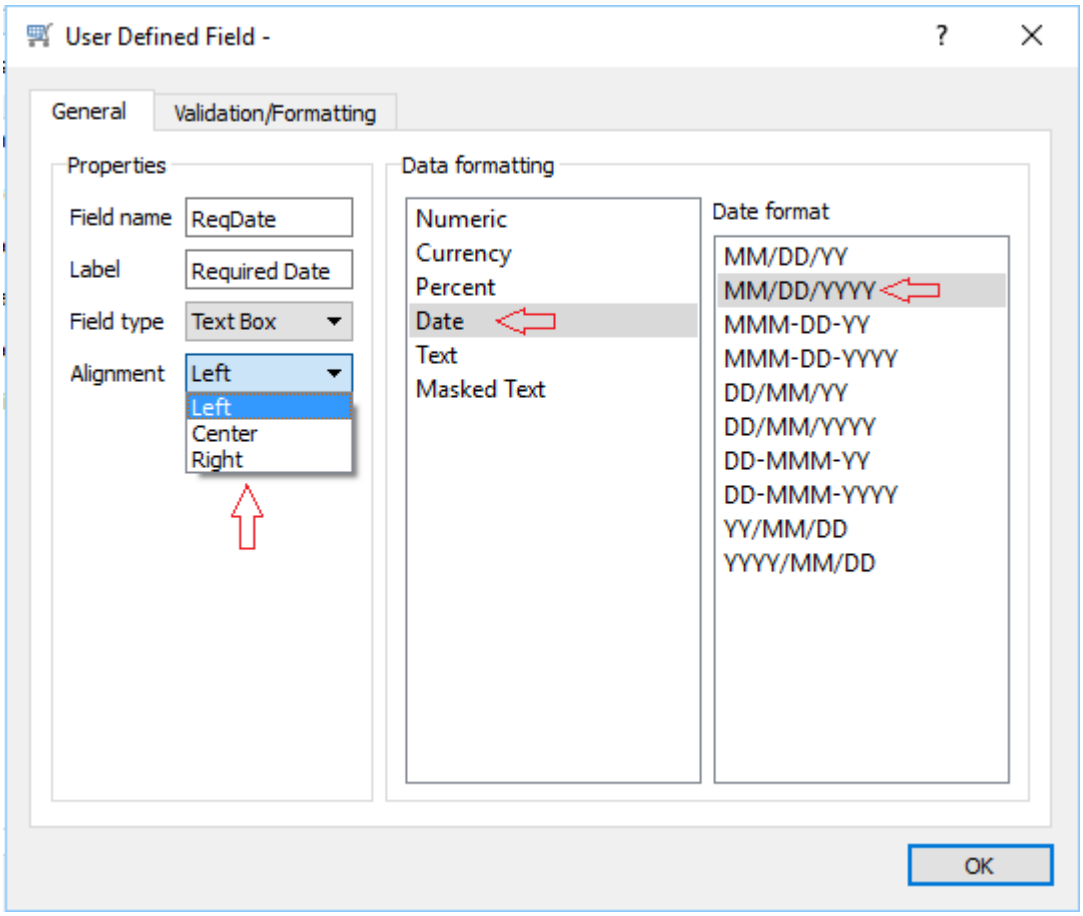
You should take care when creating the field names because when data is retrieved by Crystal Reports it is case sensitive. Therefore if you set the field name as Due Date and you ask Crystal to retrieve DUEDATE it will not return any results.

We can also set some validation for the fields we added.



On this field we checked that the field cannot be zero and has to fall between 2 and 12.

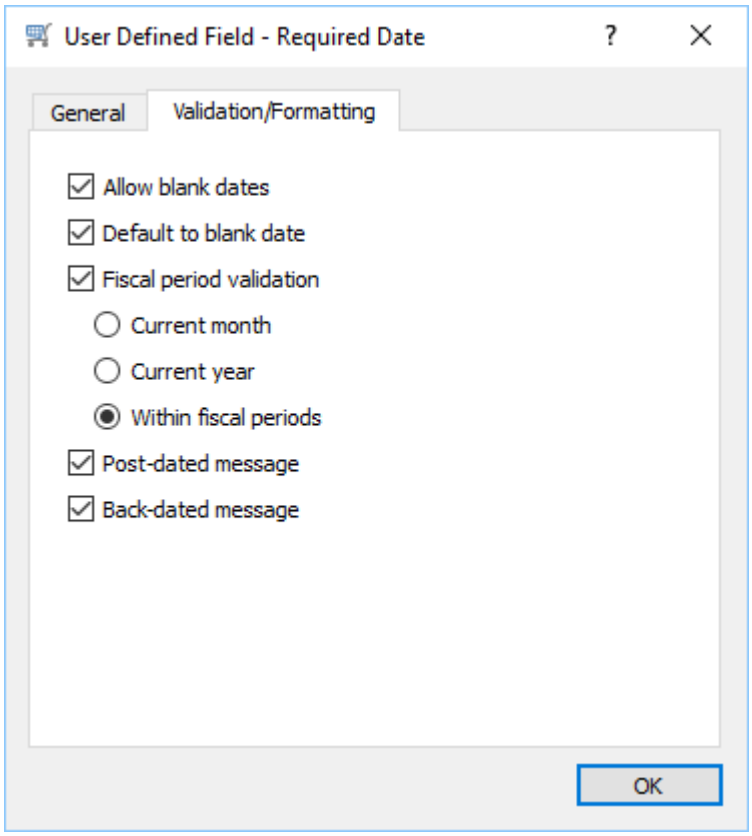
We also added a page called ‘Progress’ and included a field called ‘Required Date’ and made it left aligned, and formatted as MM/DD/YYYY.



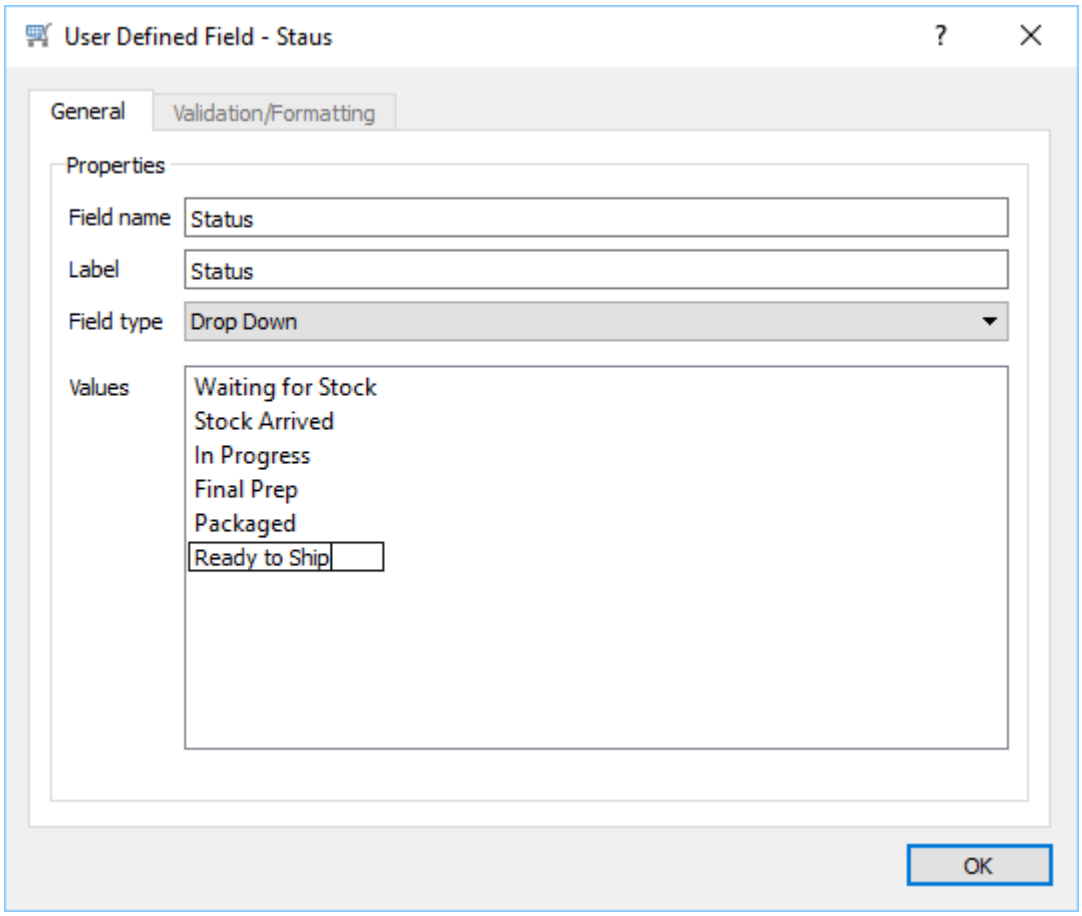
We can also add date validation by selecting

- Allow blank dates
- Default to blank date
- Fiscal Period validation
- * Current month
- * Current year
- * Within fiscal periods
- Post-dated message
- Back-dated message

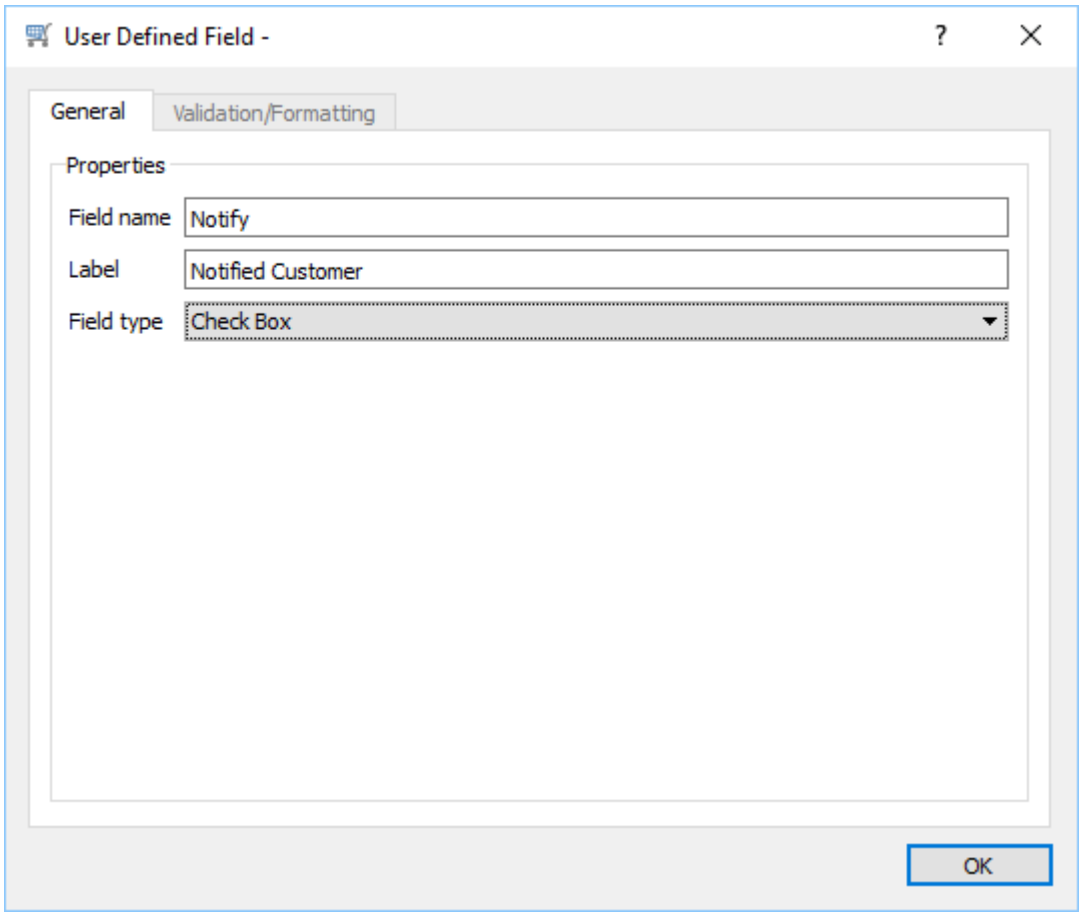
If the post-dated or back-dated message options are selected the user will be prompted with a message that the date is either before or after the fiscal validation. But then still let them enter it.



We can add a dropdown list for the user to select from

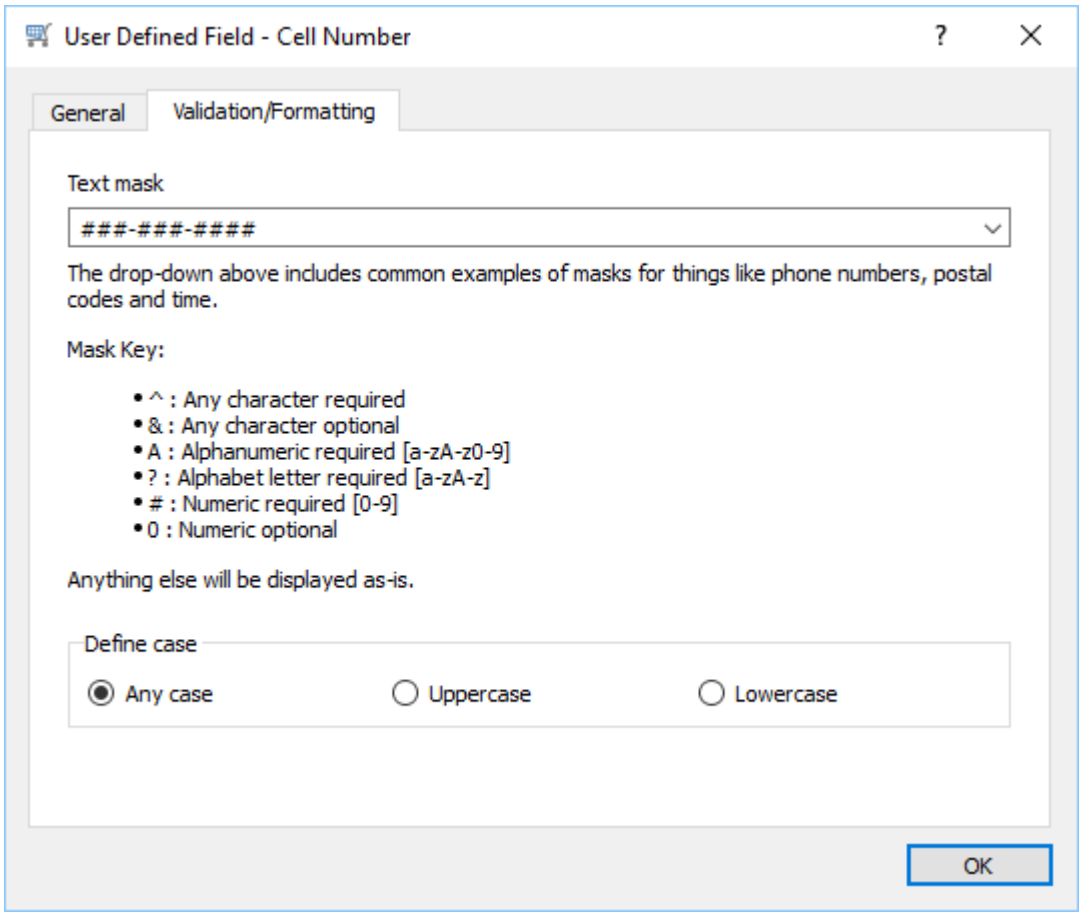


We can add a checkbox.



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.

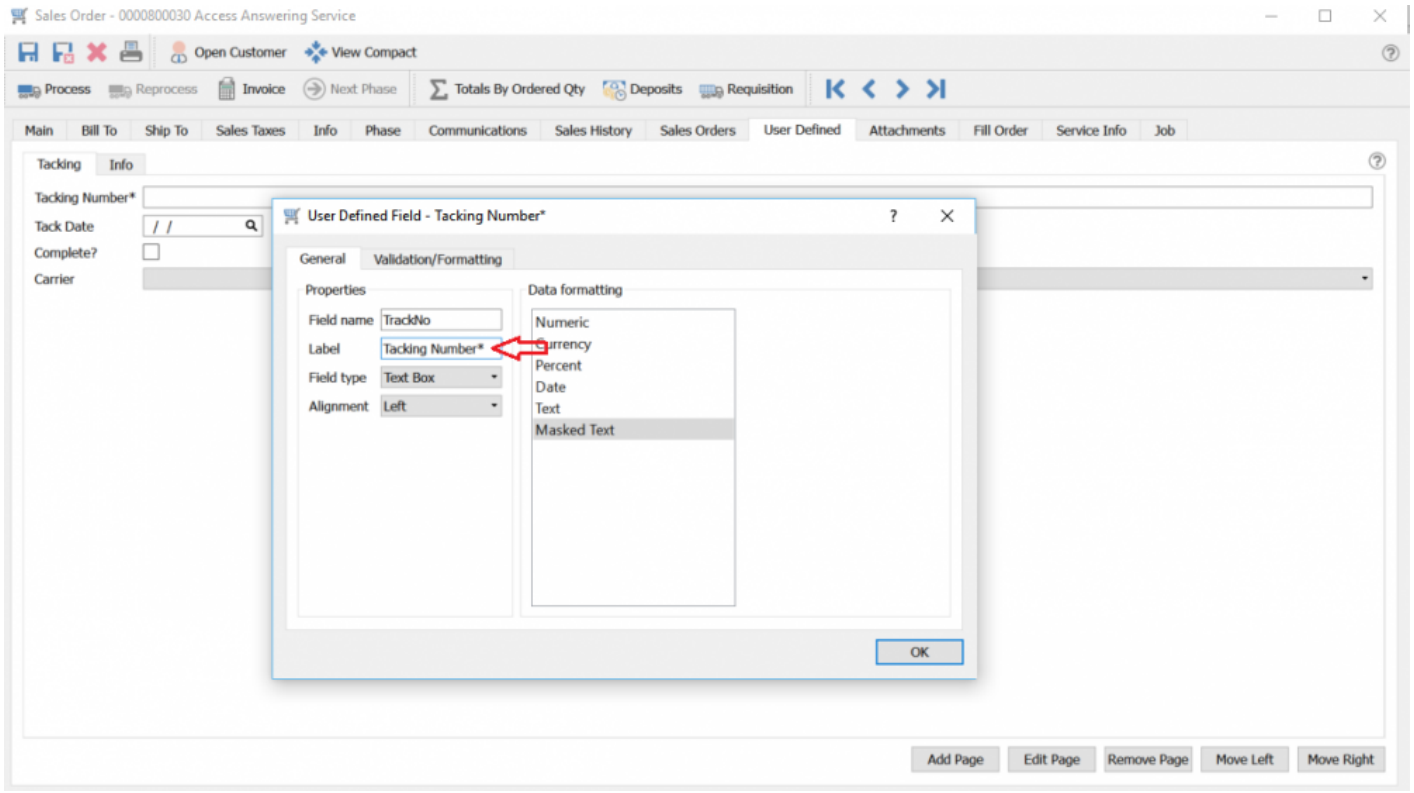
Another example is that if you want a text field to only be a certain width you can set it as ‘masked text’ and set the width by populating the mask with a quantity of & to equaling the width. For example if you want it 6 characters wide enter &&&&&& .



Mandatory UDF Fields

The user can make any of the fields in the UDF structure to be mandatory. That way a record cannot be saved unless the field has been populated. This is accomplished by ending the label with an * . In the example below the field called TrackNo has a label of Tracking Number*. The sales order cannot be saved unless the user fills in the Tracking number.

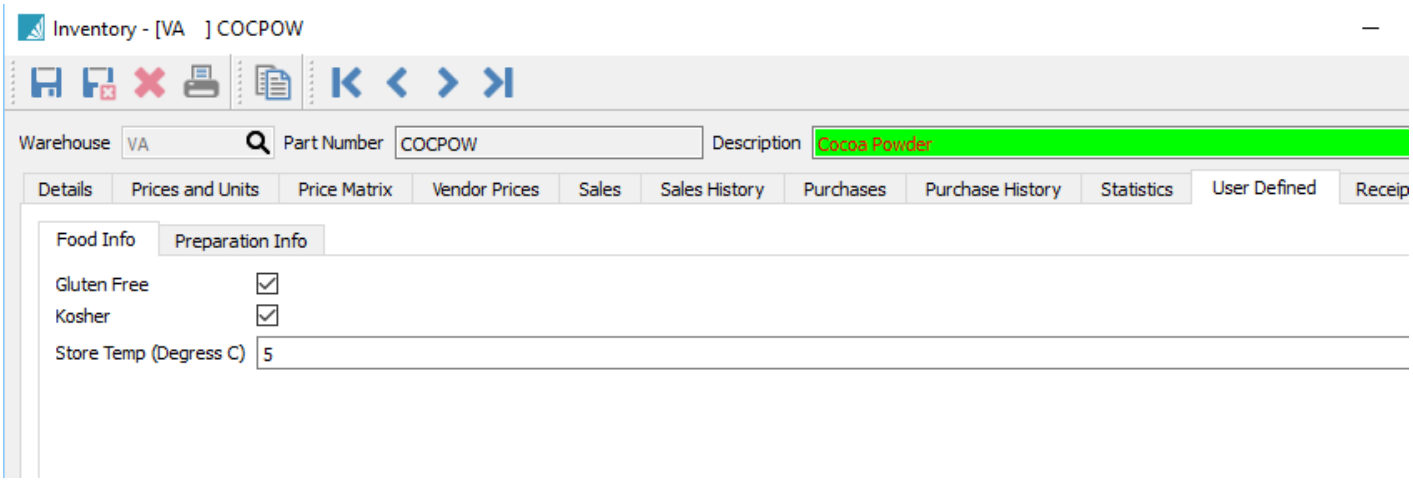
Any UDF field can be edited to add or remove the * without loss of data.


Sales Order - 0000800030 Access Answering Service
Open Customer
View Compact
Process
Reprocess
Invoice
Next Phase
Totals By Ordered Qty
Deposits
Requisition
Main
Bill To
Ship To
Sales Taxes
Info
Phase
Communications
Sales History
Sales Orders
User Defined
Attachments
Fill Order
Service Info
Job
Tacking
Info
Tacking Number*
Tack Date
Complete?
Carrier
User Defined Field - Tacking Number*
General
Validation/Formatting
Properties
Field name
TrackNo
Label
Tacking Number*
Field type
Text Box
Alignment
Left
Data formatting
Numeric
Currency
Percent
Date
Text
Masked Text
OK
Add Page
Edit Page
Remove Page
Move Left
Move Right

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.

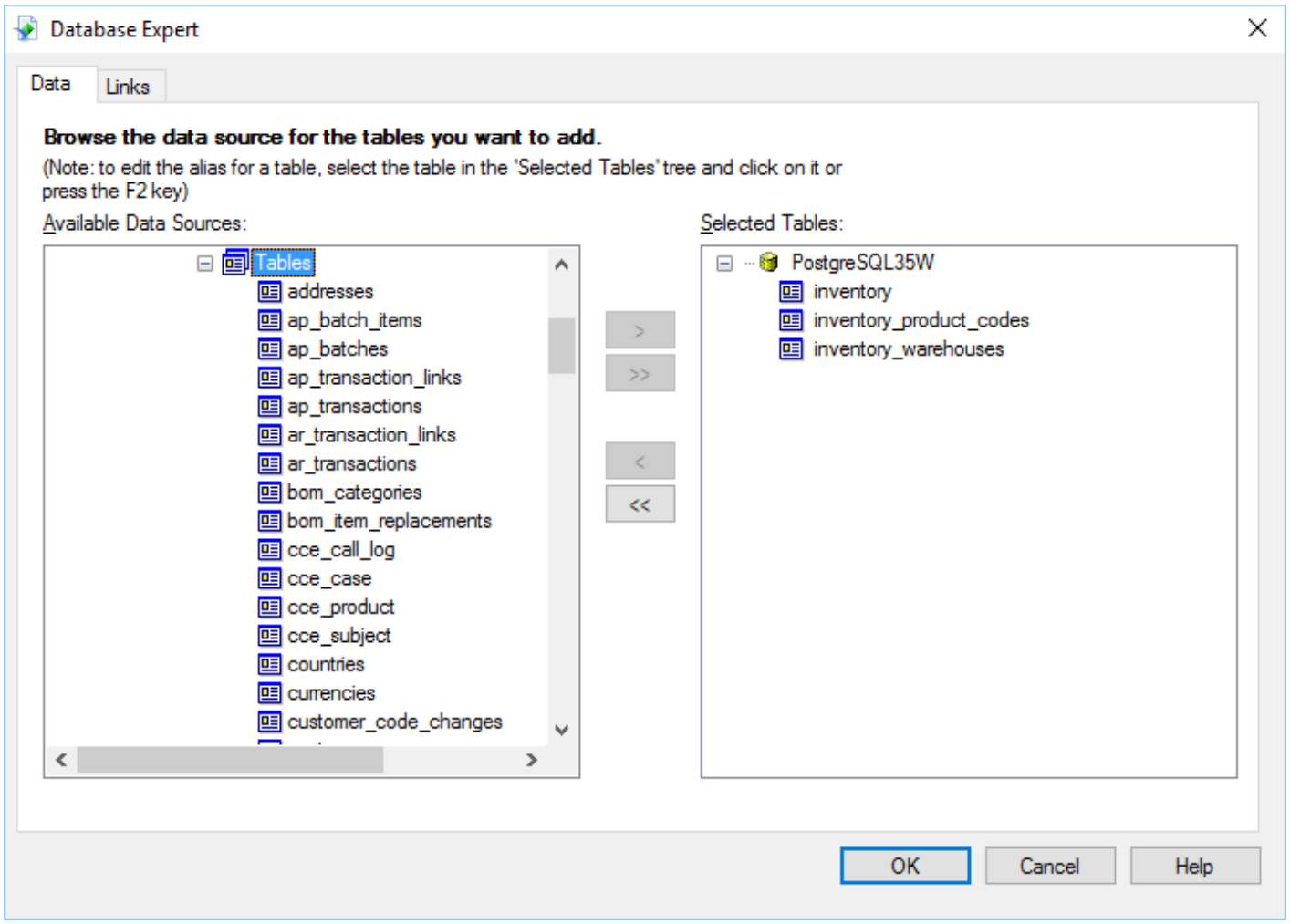


All the formatting you applied when setting up the fields, are respected.

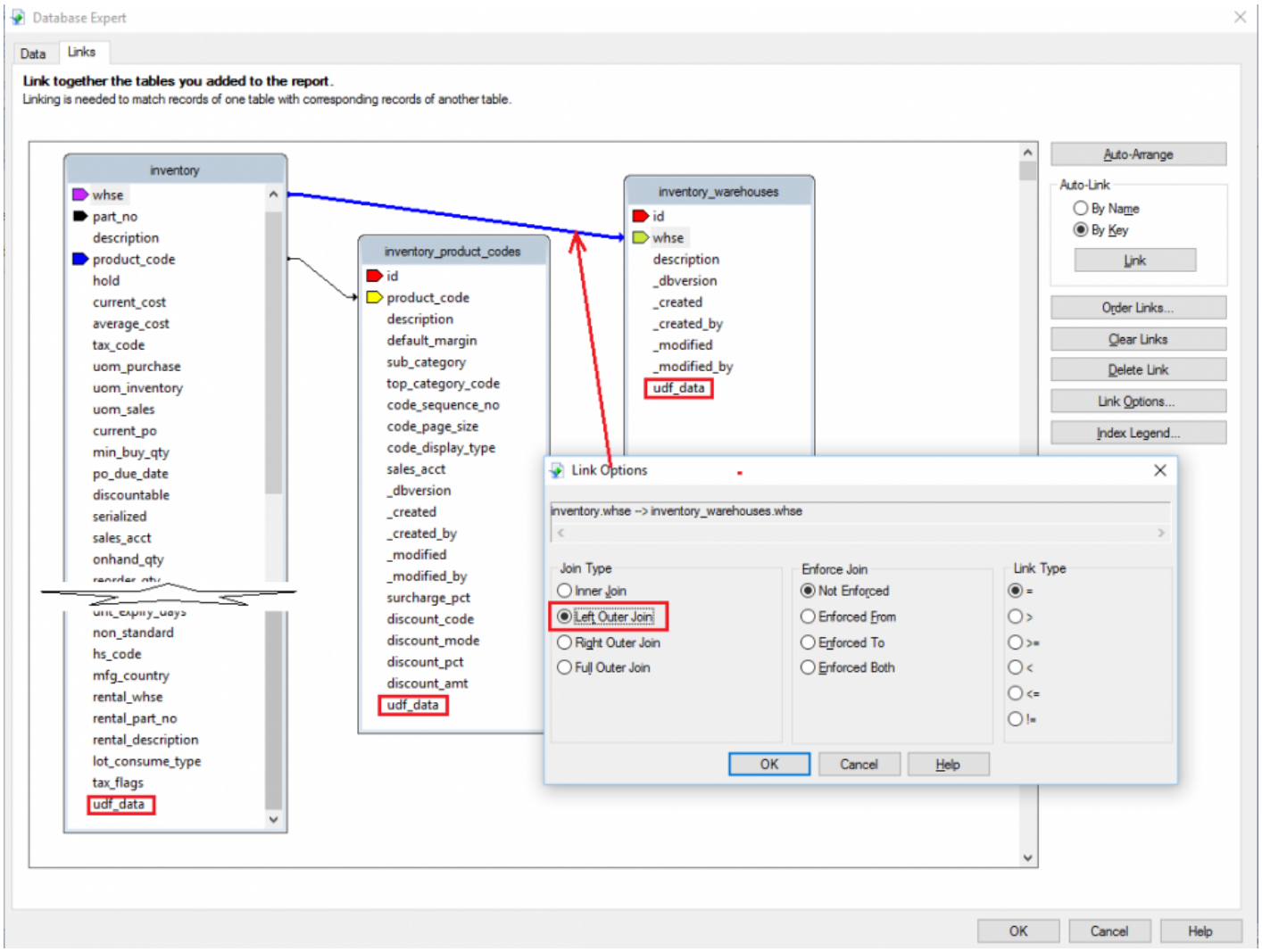
Creating Reports on UDF data

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.

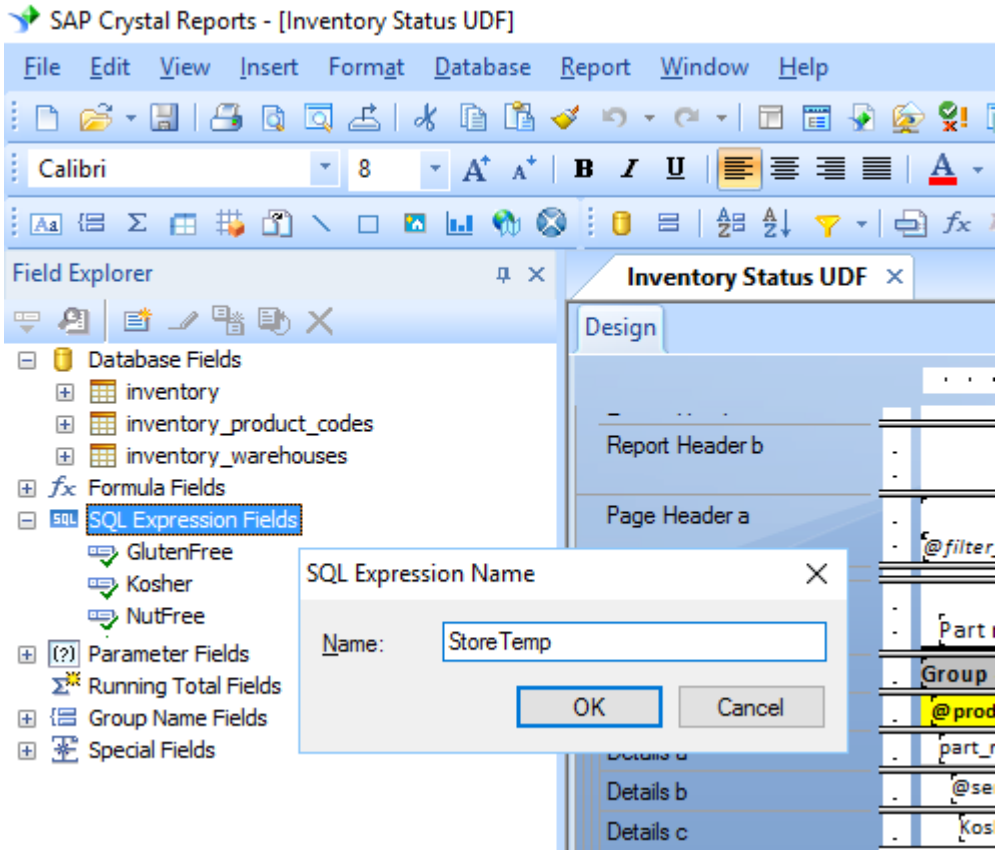
Go to ‘Database Expert’ and add the tables that are required for the report.



Set the join type to ‘Left OuterJoin’
Click OK

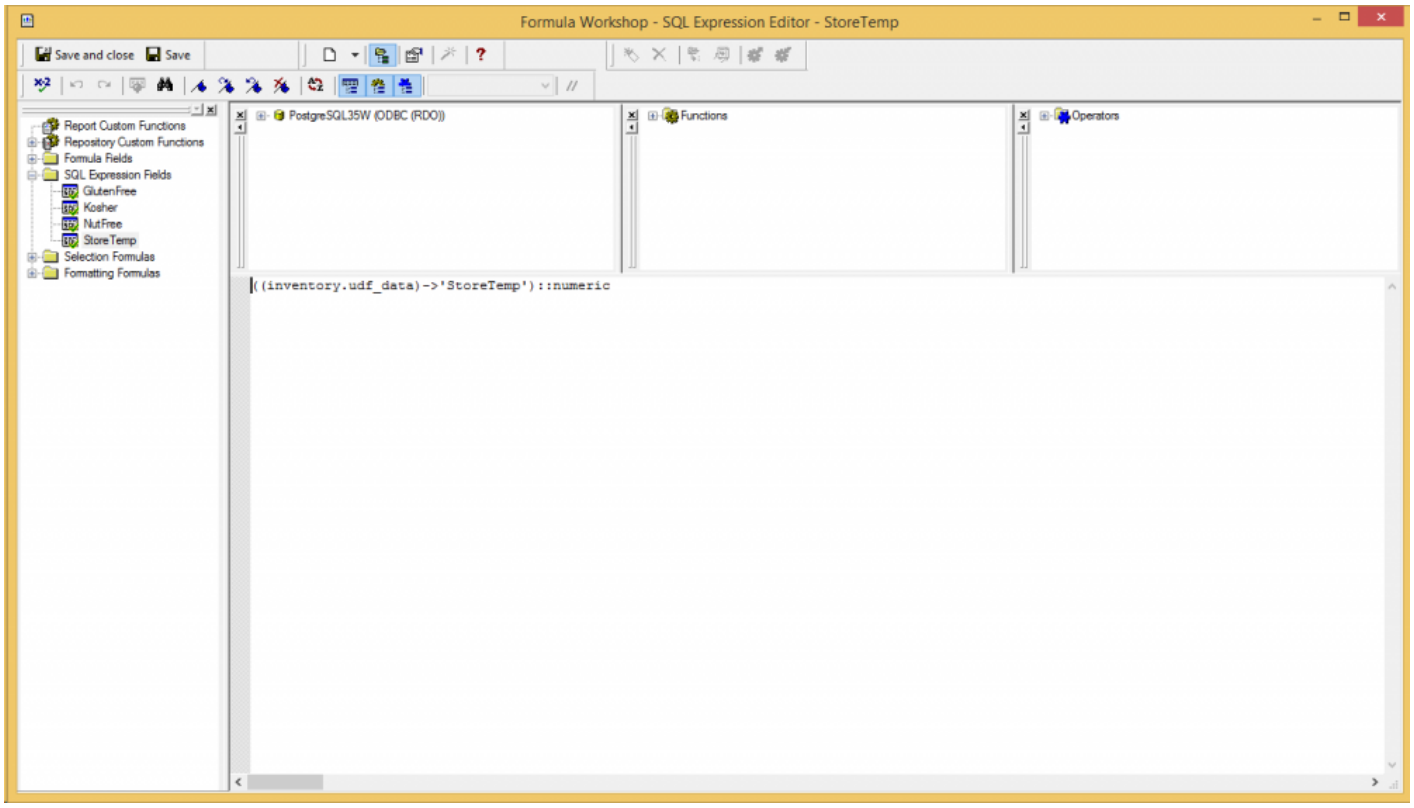


Add a SQL Expression Field by right clicking and selecting ‘New’



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’)

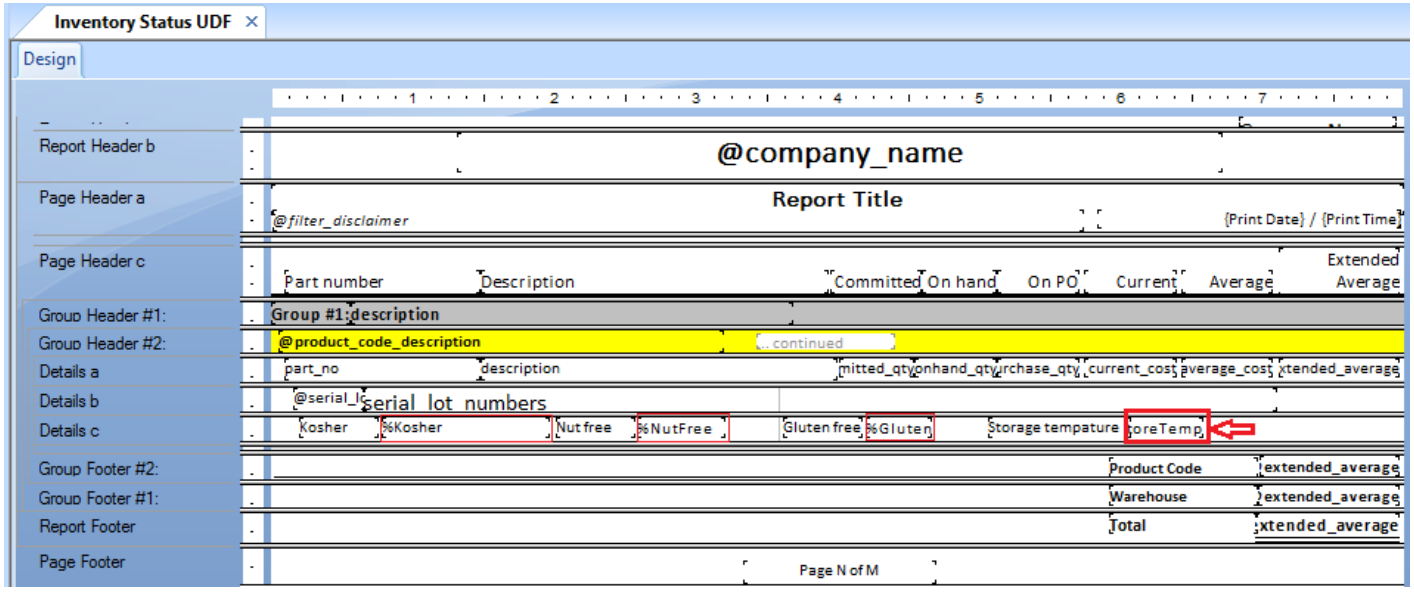
NOTE

- 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 Tapicoa 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 5	
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.



The printed report

Inspire Health Systems

Inventory Status UDF

** Report includes selected records*

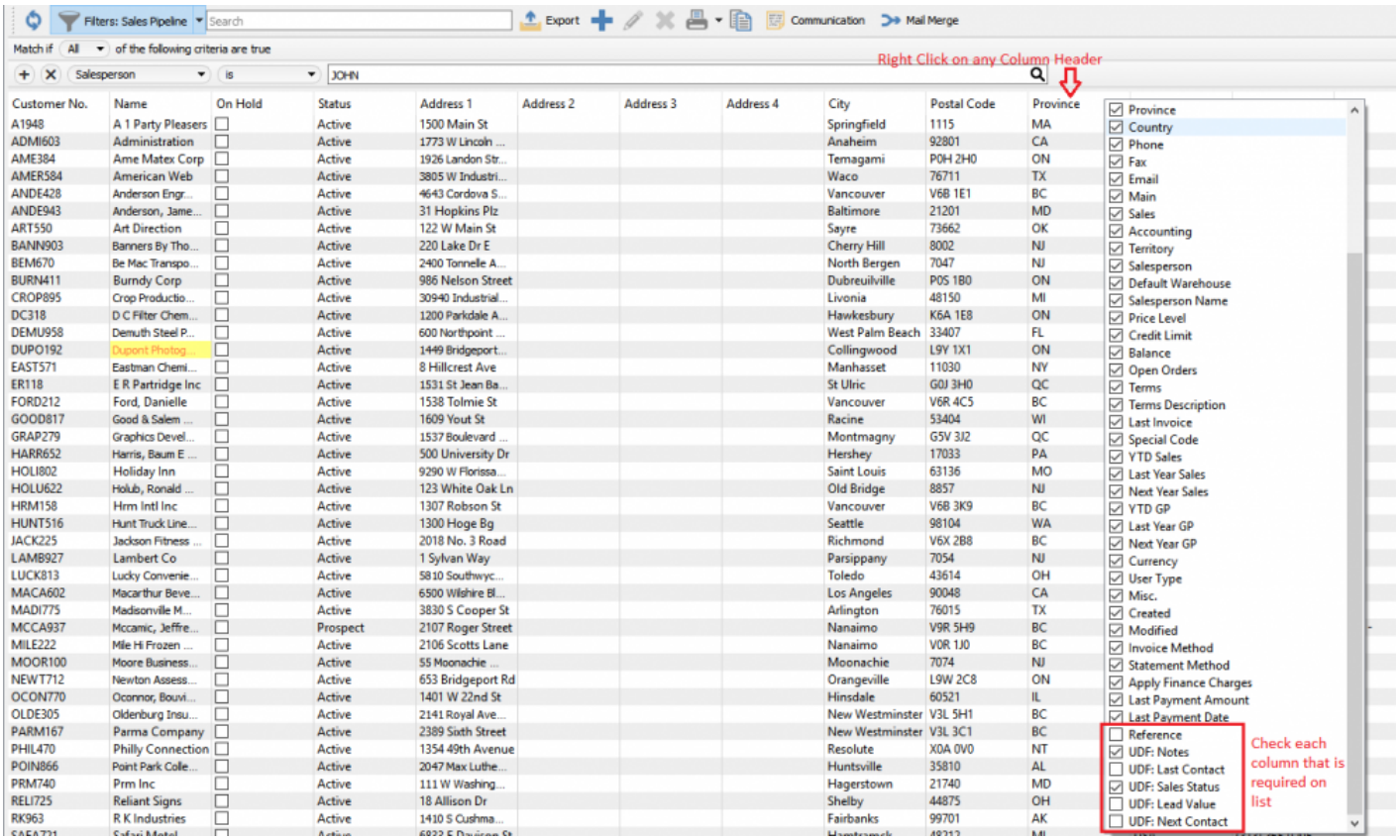
April 15, 2016 / 7:04 am

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 tempature 5.00		
					Total		**4,365.00**

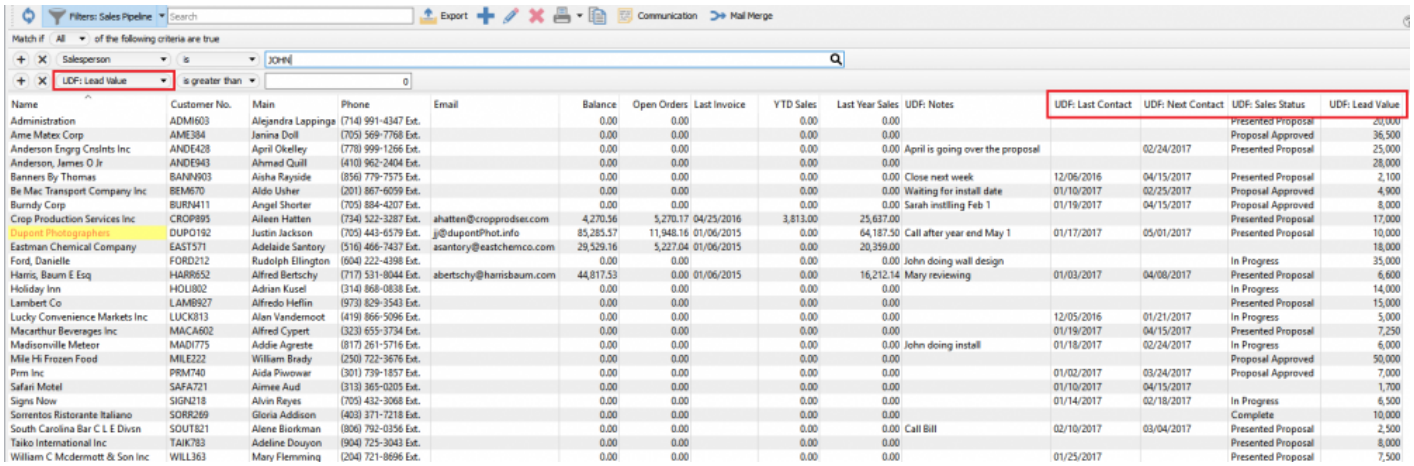
User Defined Fields – On the List

All user defined fields are available to be added to the list views. By default they are left unchecked. To add a UDF to the list view, right click on one of the list headers and select each of the UDF fields you want added to the list.

NOTE: With the addition of UDF's to the list view, if there is data that you want to track and Spire does not have a field for it, simply add what is required and this data is presented in an easy to see format.



NOTE: In the below example you can see that the sales pipeline data added to the customer lists are even available to be used in filters, and therefore exports as well.



Name	Customer No.	Main	Phone	Email	Balance	Open Orders	Last Invoice	YTD Sales	Last Year Sales	UDF: Notes	UDF: Last Contact	UDF: Next Contact	UDF: Sales Status	UDF: Lead Value
Administration	ADMI603	Alejandra Lappinga	(714) 991-4347 Ext.		0.00	0.00		0.00	0.00				Presented Proposal	20,000
Ame Matex Corp	AME384	Janina Doll	(705) 569-7768 Ext.		0.00	0.00		0.00	0.00				Proposal Approved	36,500
Anderson Engrg Cnslnts Inc	ANDE428	April Okelley	(778) 999-1266 Ext.		0.00	0.00		0.00	0.00	April is going over the proposal		02/24/2017	Presented Proposal	25,000
Anderson, James O Jr	ANDE943	Ahmad Quill	(410) 962-2404 Ext.		0.00	0.00		0.00	0.00					28,000
Banners By Thomas	BANN903	Aisha Rayside	(856) 779-7575 Ext.		0.00	0.00		0.00	0.00	Close next week	12/06/2016	04/15/2017	Presented Proposal	2,100
Be Mac Transport Company Inc	BEM670	Aldo Usher	(201) 867-6059 Ext.		0.00	0.00		0.00	0.00	Waiting for install date	01/10/2017	02/25/2017	Proposal Approved	4,900
Burndy Corp	BURN411	Angel Shorter	(705) 884-4207 Ext.		0.00	0.00		0.00	0.00	Sarah instlling Feb 1	01/19/2017	04/15/2017	Proposal Approved	8,000
Crop Production Services Inc	CROP895	Aileen Hatten	(734) 522-3287 Ext.	ahatten@cropprodser.com	4,270.56	5,270.17	04/25/2016	3,813.00	25,637.00				Presented Proposal	17,000
Dupont Photographers	DUPO192	Justin Jackson	(705) 443-6579 Ext.	jj@dupontPhot.info	85,285.57	11,948.16	01/06/2015	0.00	64,187.50	Call after year end May 1	01/17/2017	05/01/2017	Presented Proposal	10,000
Eastman Chemical Company	EAST571	Adelaide Santory	(516) 466-7437 Ext.	asantory@eastchemco.com	29,529.16	5,227.04	01/06/2015	0.00	20,359.00					18,000
Ford, Danielle	FORD212	Rudolph Ellington	(604) 222-4398 Ext.		0.00	0.00		0.00	0.00	John doing wall design			In Progress	35,000
Harris, Baum E Esq	HARR652	Alfred Bertschy	(717) 531-8044 Ext.	abertschy@harrisbaum.com	44,817.53	0.00	01/06/2015	0.00	16,212.14	Mary reviewing	01/03/2017	04/08/2017	Presented Proposal	6,600
Holiday Inn	HOLI802	Adrian Kusel	(314) 868-0838 Ext.		0.00	0.00		0.00	0.00				In Progress	14,000
Lambert Co	LAMB927	Alfredo Heflin	(973) 829-3543 Ext.		0.00	0.00		0.00	0.00				Presented Proposal	15,000
Lucky Convenience Markets Inc	LUCK813	Alan Vandemoot	(419) 866-5096 Ext.		0.00	0.00		0.00	0.00		12/05/2016	01/21/2017	In Progress	5,000
Macarthur Beverages Inc	MACA602	Alfred Cypert	(323) 655-3734 Ext.		0.00	0.00		0.00	0.00		01/19/2017	04/15/2017	Presented Proposal	7,250
Madisonville Meteor	MADI775	Addie Agreste	(817) 261-5716 Ext.		0.00	0.00		0.00	0.00	John doing install	01/18/2017	02/24/2017	In Progress	6,000
Mile Hi Frozen Food	MILE222	William Brady	(250) 722-3676 Ext.		0.00	0.00		0.00	0.00				Proposal Approved	50,000
Prm Inc	PRM740	Aida Piwowar	(301) 739-1857 Ext.		0.00	0.00		0.00	0.00		01/02/2017	03/24/2017	Proposal Approved	7,000
Safari Motel	SAFA721	Aimee Aud	(313) 365-0205 Ext.		0.00	0.00		0.00	0.00		01/10/2017	04/15/2017		1,700
Signs Now	SIGN218	Alvin Reyes	(705) 432-3068 Ext.		0.00	0.00		0.00	0.00		01/14/2017	02/18/2017	In Progress	6,500
Sorrentos Ristorante Italiano	SORR269	Gloria Addison	(403) 371-7218 Ext.		0.00	0.00		0.00	0.00				Complete	10,000
South Carolina Bar C L E Divsn	SOUT821	Alene Biorkman	(806) 792-0356 Ext.		0.00	0.00		0.00	0.00	Call Bill	02/10/2017	03/04/2017	Presented Proposal	2,500
Taiko International Inc	TAIK783	Adeline Douyon	(904) 725-3043 Ext.		0.00	0.00		0.00	0.00				Presented Proposal	8,000
William C Mcdermott & Son Inc	WILL363	Mary Flemming	(204) 721-8696 Ext.		0.00	0.00		0.00	0.00		01/25/2017		Presented Proposal	7,500

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.

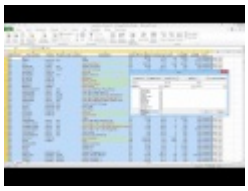
This is especially helpful in sales entry when adding items and using all defaults or maybe a few changes.

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

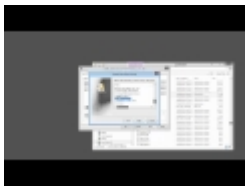
Inventory Count

Video Instruction – Use Inventory exports and adjustment import to perform an inventory physical count.



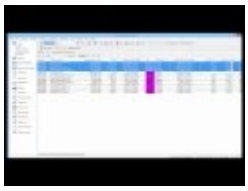
ODBC Setup

Video Instruction – How to setup a Spire ODBC connection.



Standing Orders

Video Instruction – How to create standing orders with an invoice repeat cycle.



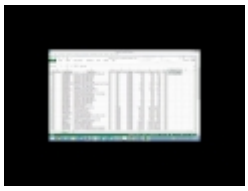
Shortcut F Keys

- **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.

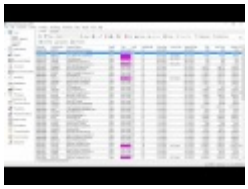
Using price matrix to assign a contract cost to an item for a customer. A special sell price can also be set.

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.



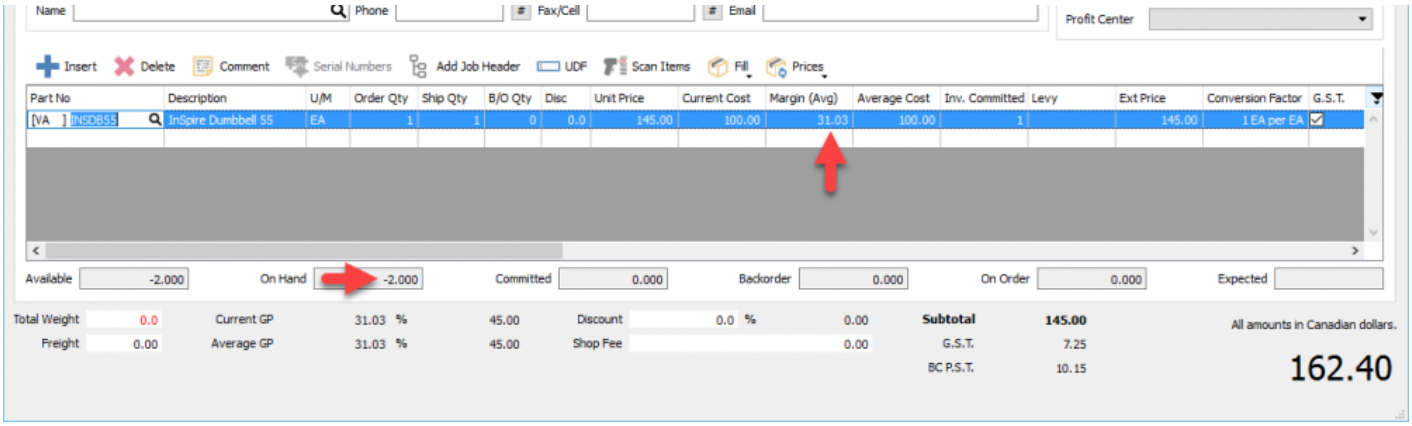
Receiving Negative Inventory

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.

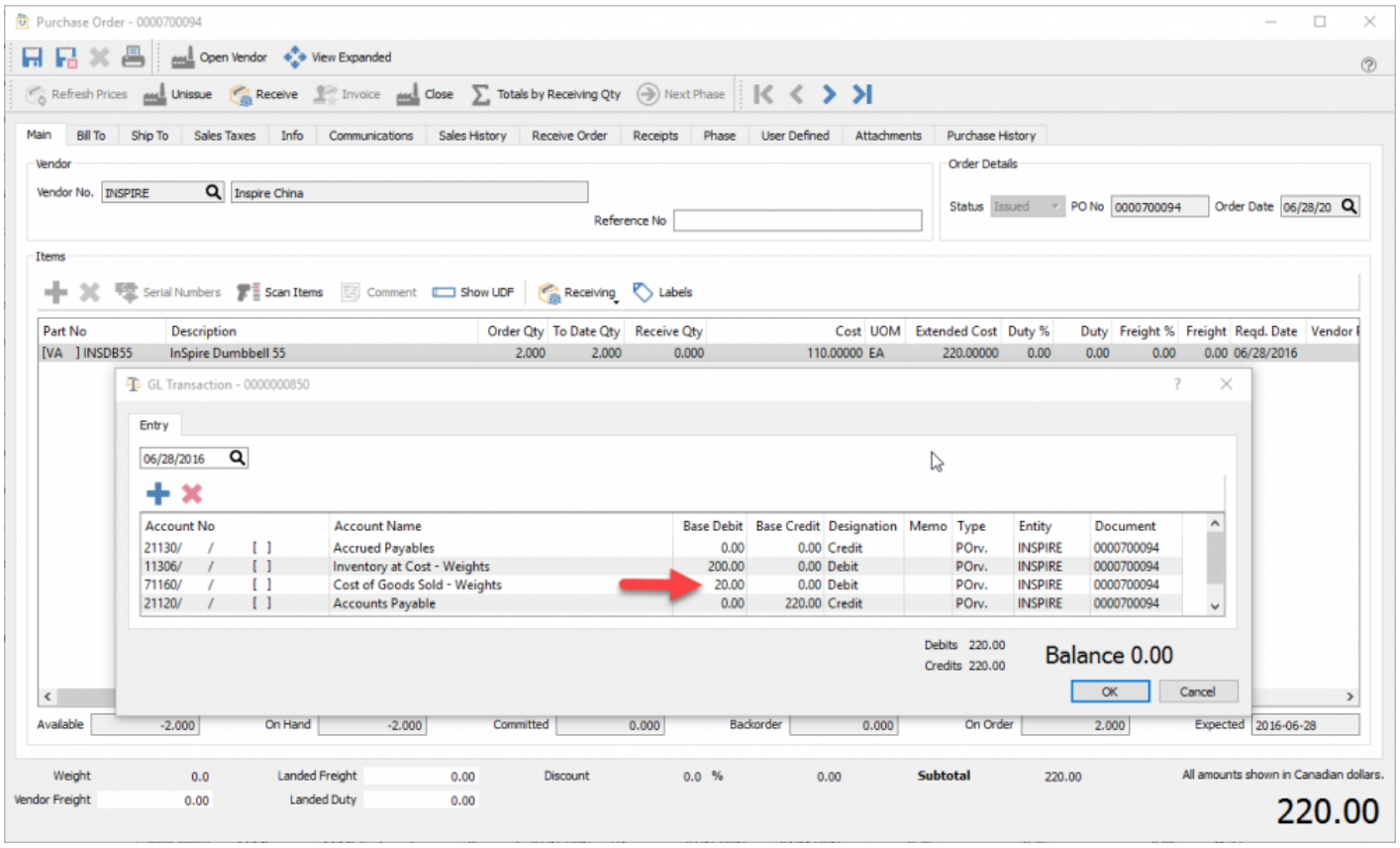
Item INSDB55
Average Cost $100
On-Hand negative 2
Sell $145
Margin 31.03%
Replacement cost $110.

We see on this sales order that the cost is $100, the margin is 31.03% and the on-hand is -2.



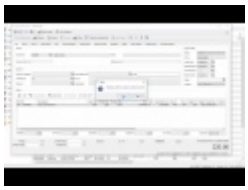
If we would have had received the quantity into stock previous to selling it the cost would have been $12 instead of $10. This means that the sale was posted to the customer and to the GL at the wrong cost.

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.



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.

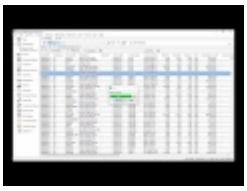


Tips & Tricks

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 –