



# Spire User Manual

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Spire Systems Inc

# Table of Contents

<b>Introduction .....</b>	<b>6</b>
Help Resources .....	7
<b>Spire Installation .....</b>	<b>8</b>
Installing Spire on the Server .....	10
Creating a Database .....	17
Converting Data .....	23
Importing Data .....	28
Setting Up a Spire Backup .....	31
Installing Spire on a Workstation .....	32
<b>Backup &amp; Restore.....</b>	<b>37</b>
Backup.....	38
Restore .....	41
Backup & Restore Video .....	44
<b>Company Setup .....</b>	<b>45</b>
General Ledger .....	48
Fiscal Periods .....	50
Historical Periods.....	51
Allocation Accounts .....	53
Segments, Groups, Subgroups .....	54
Reports .....	56
Email .....	57
Multi-Currency .....	58
Special Accounts .....	59
Sequence Numbers.....	60
Variables.....	63
Employees .....	64
Sales Departments.....	65
Purchase Orders .....	66
Sales Orders.....	67
Processing / Invoicing.....	70
Surcharges .....	73
Messages .....	75
Misc.....	76
Payroll .....	78
Accounts Receivable.....	81

Accounts Payable .....	82
Customers .....	83
Vendors .....	85
Inventory .....	86
Production.....	89
<b>Settings.....</b>	<b>91</b>
Ship Via .....	92
Sales Taxes .....	94
Payment Terms.....	96
Product Codes .....	98
Warehouses.....	100
Salespeople .....	102
Territories .....	104
Phases.....	105
Promotions.....	106
Email Templates .....	108
<b>User Settings .....</b>	<b>110</b>
Configuring User Permissions .....	112
Currency .....	115
General.....	116
Reports .....	118
Email .....	119
Employees .....	121
Accounts Payable .....	123
Job Costing.....	125
Phases.....	126
Territory .....	127
Accounts Receivable.....	128
General Ledger .....	130
Payroll .....	132
Customers .....	133
Inventory.....	135
Point of Sale .....	138
Payment Terms.....	139
Salesperson .....	140
Sales Order.....	142
Sales History.....	148
Vendors .....	149

Purchase Orders .....	151
Purchase History .....	153
Production Orders .....	154
Requisitions .....	156
<b>Filters/Searches/Exports.....</b>	<b>157</b>
Filters.....	158
Searches.....	161
Exports .....	162
<b>Locations &amp; Profit Centers .....</b>	<b>164</b>
Setup .....	166
Locations .....	168
Profit Centers.....	170
<b>Reporting .....</b>	<b>172</b>
Stock Reports .....	174
Custom Reports .....	175
Templates & Parameters.....	177
<b>Communications- (CRM) .....</b>	<b>178</b>
<b>General Ledger .....</b>	<b>184</b>
Accounts .....	185
Summary .....	194
Transactions .....	196
Recurring Entries .....	198
Account Reconciliation .....	201
GL – Included Reports .....	206
<b>Multi-Currency .....</b>	<b>207</b>
Setting Currency Rates .....	208
Currency Revaluation.....	211
Modules using Multi-Currency .....	214
<b>Customers .....</b>	<b>216</b>
Customers – Included Reports .....	230
Mail Merge .....	231
<b>Sales Orders .....</b>	<b>234</b>
Sales Order List .....	235
Sales Order Header .....	237
Main Tab .....	239



Bill To: .....	242
Ship To: .....	243
Info .....	244
Phase .....	245
Communication .....	246
Sales Orders .....	248
Sales History .....	249
User Defined .....	250
Attachments .....	251
Fill Order .....	252
Sales Order Details .....	253
Adding Items to an Order .....	255
Sales Item Status .....	257
Sales Line Details .....	258
Sales Order Footer .....	262
Processing Sales Orders .....	265
Sales Orders – Included Reports .....	270
<b>Price Matrix .....</b>	<b>271</b>
Price Matrix – Included Reports .....	276
Contract Cost .....	277
<b>Point of Sale .....</b>	<b>281</b>
POS – Included Reports .....	283
<b>Accounts Receivable .....</b>	<b>284</b>
Accounts Receivable List .....	285
Customer Open AR Items .....	287
AR Entry .....	290
Processing Payments .....	292
AR – Included Reports .....	294
<b>Vendor .....</b>	<b>295</b>
Vendor – Included Reports .....	307
<b>Purchase Orders .....</b>	<b>308</b>
Purchase Order List .....	309
Purchase Order Header .....	311
Purchase Order Details .....	320
Purchase Order Footer .....	324
Processing Purchase Orders .....	325

PO – Included Reports .....	328
<b>Accounts Payable.....</b>	<b>329</b>
Accounts Payable List.....	330
Vendor Open Items .....	331
AP Entry .....	333
One Time Vendors .....	335
Processing Payments.....	337
AP – Included Reports .....	339
<b>Batch Payables.....</b>	<b>340</b>
Batch Payables- Included Reports .....	346
<b>Inventory .....</b>	<b>347</b>
Inventory List .....	350
Details .....	353
Prices and Units.....	358
Price Matrix.....	361
Vendor Price Edit.....	362
Sales .....	364
Sales History.....	365
Purchases.....	366
Purchase History.....	367
Statistics .....	368
User Defined.....	369
Receipts.....	370
Lot Numbers .....	371
Serial Numbers .....	373
Image.....	374
Communications .....	375
Attachments.....	376
Components.....	377
Inventory – Included Reports .....	379
<b>Inventory Labels.....</b>	<b>380</b>
<b>Requisitions.....</b>	<b>383</b>
From Sales Order List.....	384
From Inventory List .....	385
From Sales Order .....	386
From Production Order.....	387

From Production List .....	388
Processing Requisitions .....	389
Requisitions – Included Reports .....	391
<b>Utilities .....</b>	<b>392</b>
Inventory Adjustments .....	393
Customer Code Change .....	396
Inventory Code Change .....	397
Utilities – Included Reports .....	398
<b>Optional Add-ons .....</b>	<b>399</b>
Production Manager .....	400
Order List .....	402
Templates .....	405
Production Order .....	407
Production – Included Reports .....	412
Canadian Payroll .....	413
Payroll – Included Reports .....	414
User Defined Fields .....	415
Configuring Your Custom Fields .....	416
Entering UDF Data & Using them in Reports .....	425
<b>FAQ – Videos .....</b>	<b>432</b>
Customer Specific Part Numbers .....	433
Inventory Count .....	434
ODBC Setup .....	435
Standing Orders .....	436
Shortcut F Keys .....	437
Importing New Prices .....	438
Cumulative Quantity Breaks .....	439
Email Templates .....	440
Contract Cost .....	441
Communications .....	442
<b>Tips &amp; Tricks .....</b>	<b>443</b>

# Introduction

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## Welcome to Spire

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

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

## Profitability

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

## Customer Demand

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

## Efficiency

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

# Help Resources

---

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

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

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

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# Spire Installation

## Hardware Requirements

### Spire Server

Spire Server is supported on the following Microsoft Windows editions:

Windows 7 (not Home editions) SP1

Windows (not Home editions) 8.1

Windows (not Home editions) 10

Windows Server 2008 R2 SP1

Windows Server 2012 R2

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



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

### Spire Desktop

Spire Desktop is supported on the following Microsoft Windows editions:

Windows Vista SP2 (until April 2017)

Windows 7 (not Home editions) SP1

Windows (not Home editions) 8.1

Windows (not Home editions) 10

Windows Server 2003 SP2 (until July 2015)

Windows Server 2008 R2 SP1

Windows Server 2012 R2

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

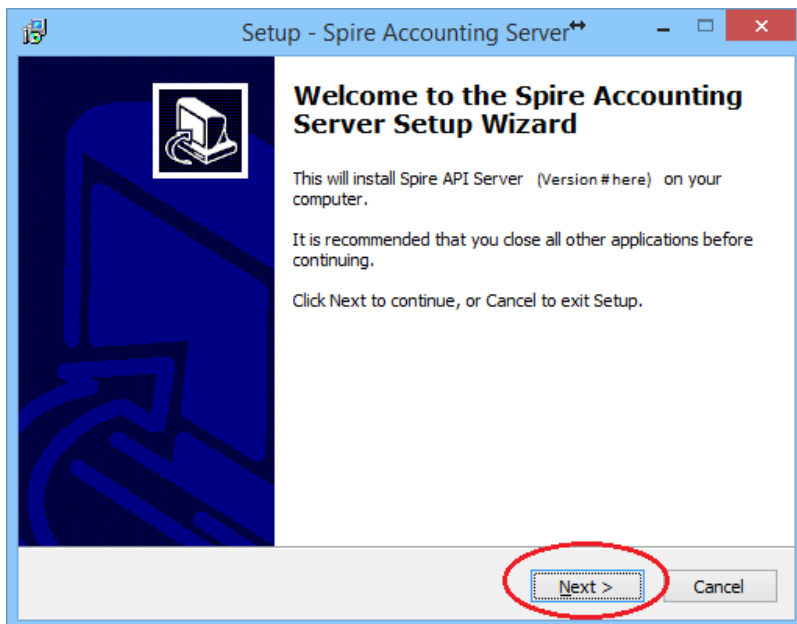
Minimum	Recommended
2.4 GHz quad core processor	i5 or 3.06 GHz processor
4 GB RAM	8 GB RAM
Display with native resolution of 1366×768 or higher (multiple displays and high DPI displays supported)	1920×1080 or higher
Keyboard and pointing device for data entry (Desktop interface does not currently support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

# Installing Spire on the Server

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

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

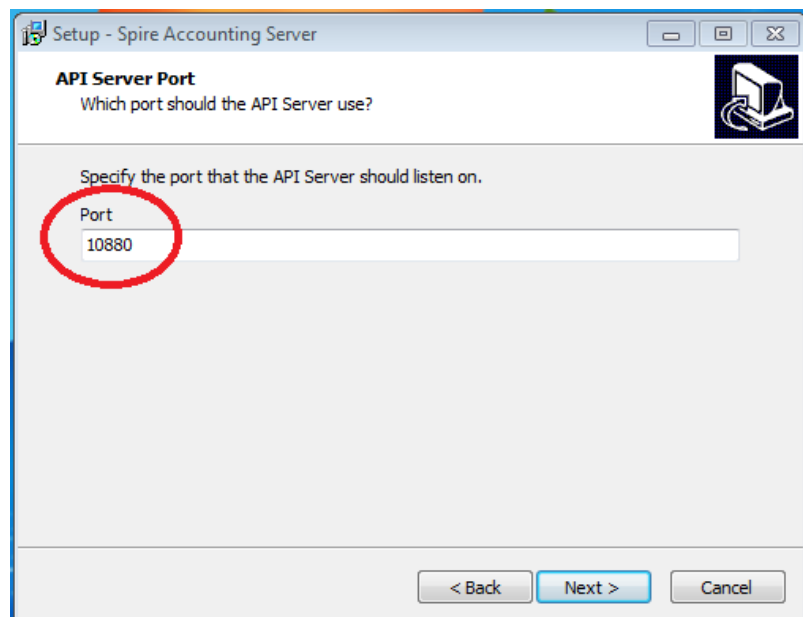
You will then come to the Install Wizard – press Next to continue.



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

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

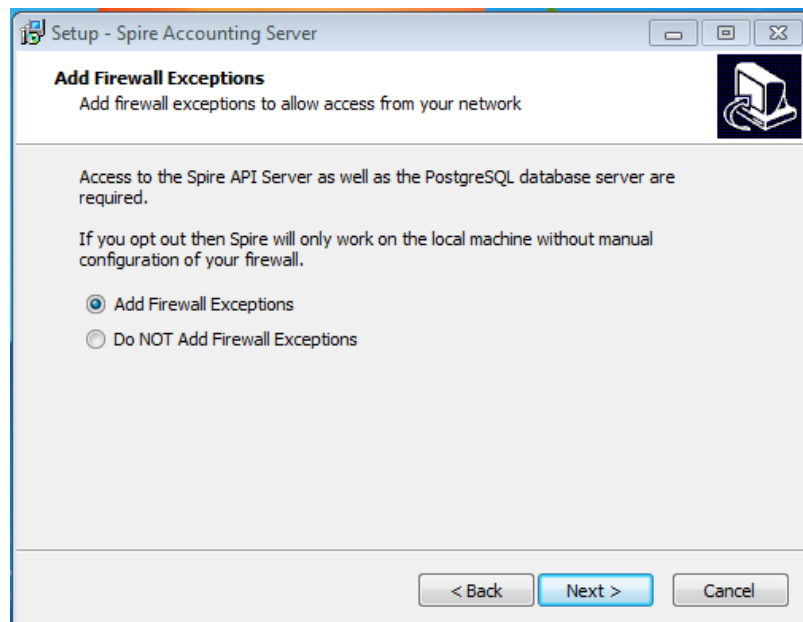




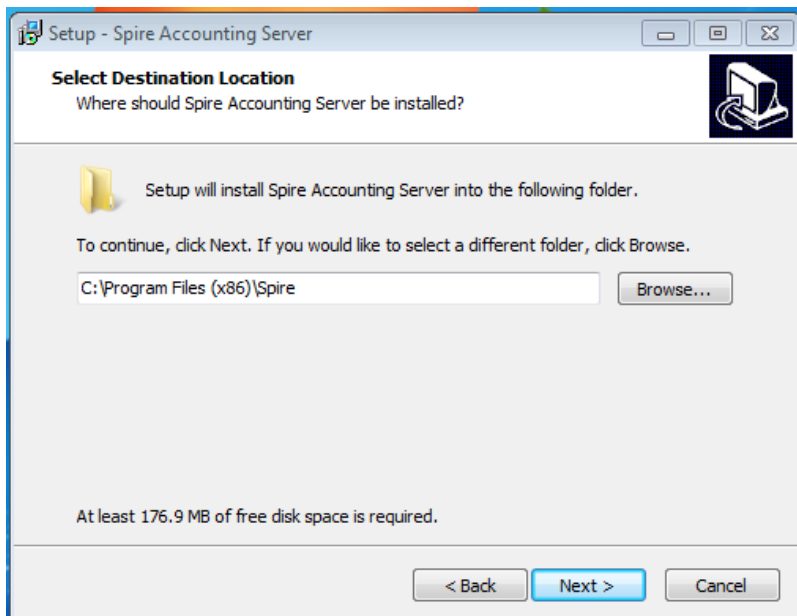
The next window discusses Firewall Exceptions – it is recommended you leave this set to the default of Add Exceptions.



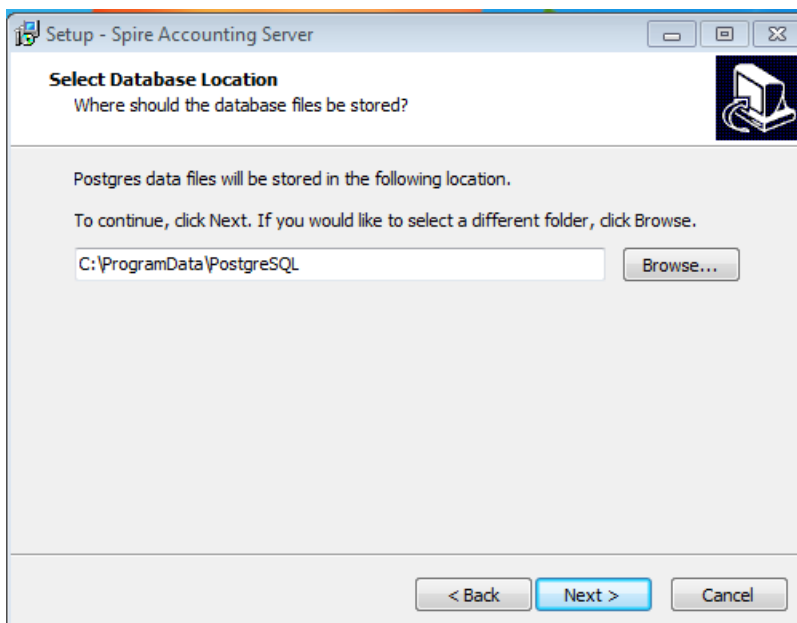
**NOTE:** Only change this if you intend to make some custom network security settings.



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



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



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



**NOTE:** Passwords are case-sensitive

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



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

Setup - Spire Accounting Server

**Database Superuser Password**  
What should the database password be?

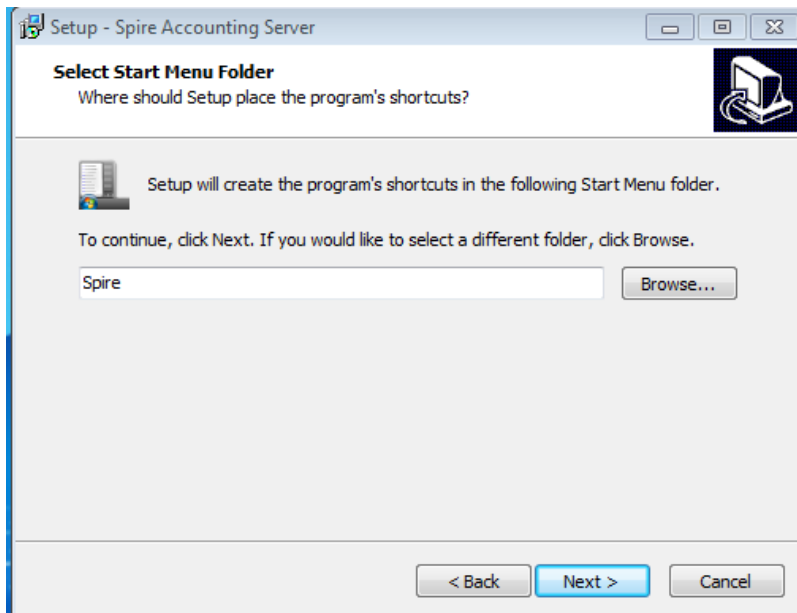
Please enter a password for the superuser (postgres) account

Password:

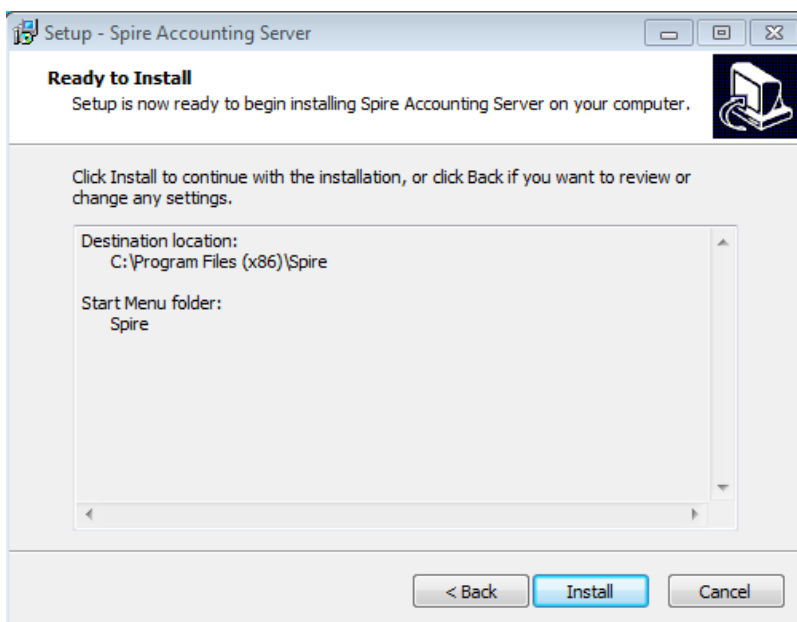
Confirm:

< Back   Next >   Cancel

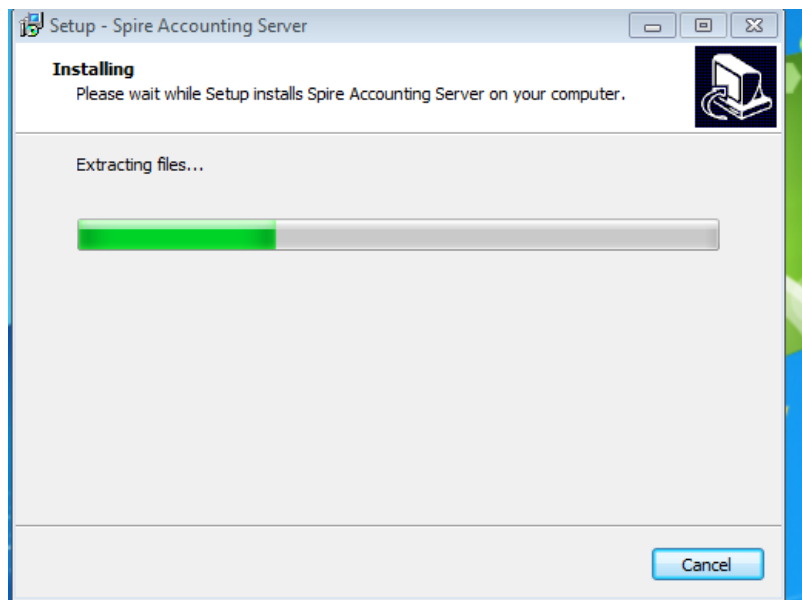
The next window defines the location of the Start Menu Folder – we recommend leaving this set to the default.



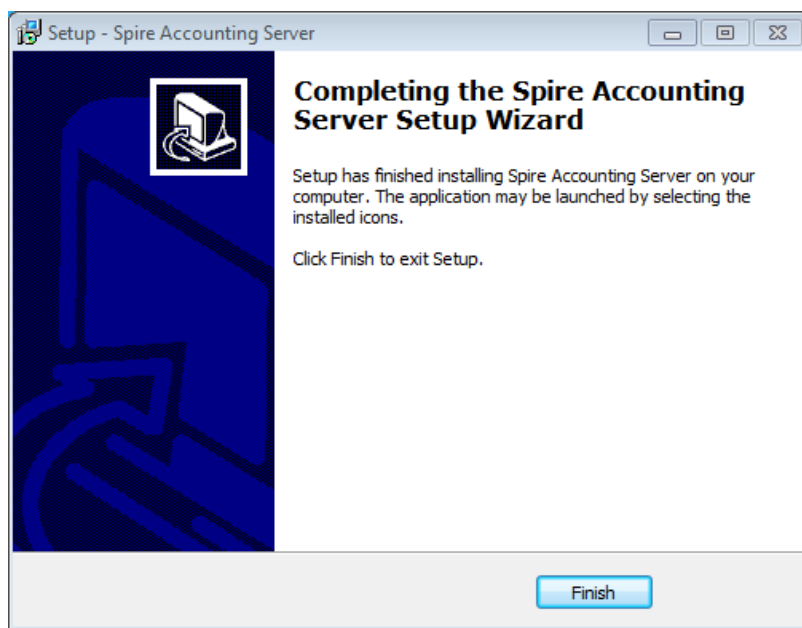
Click the Install button to begin the installation.



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



And you will be notified when installation is complete.

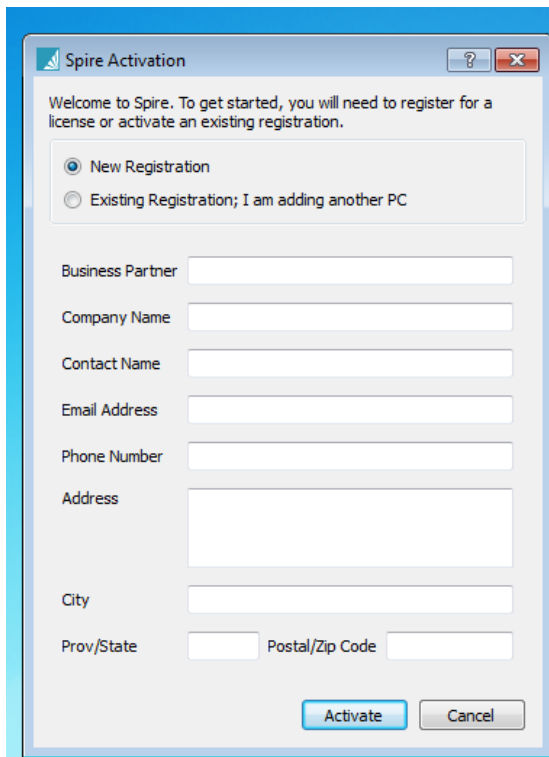


Next, you will be prompted to register your new installation or activate an existing license. To complete the registration, simply fill in all relevant data and select activate.



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

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



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

## Video Instructions



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

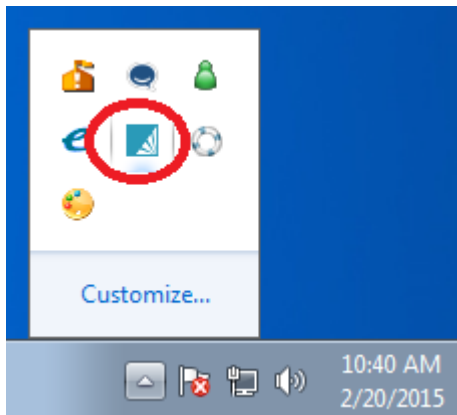
# Creating a Database

---

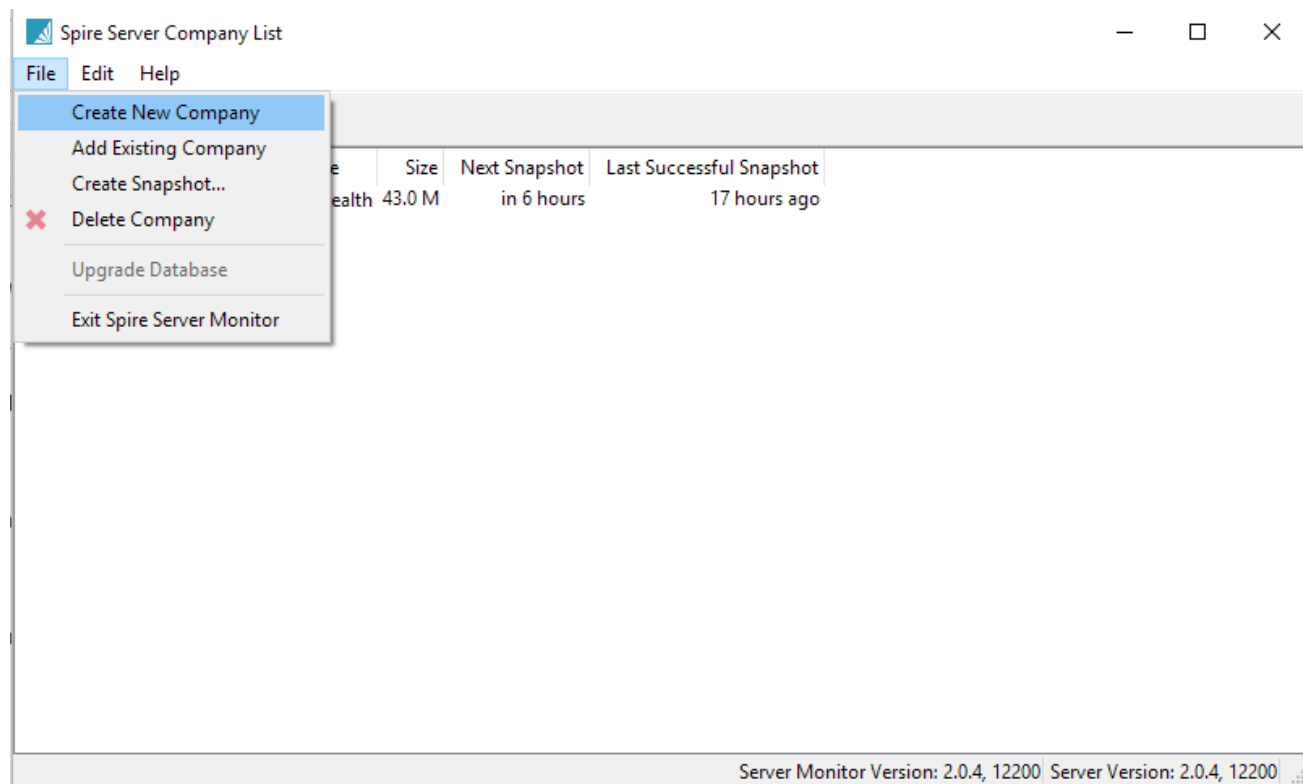
After you have installed the Server software, you are ready to create a New Company.

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

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

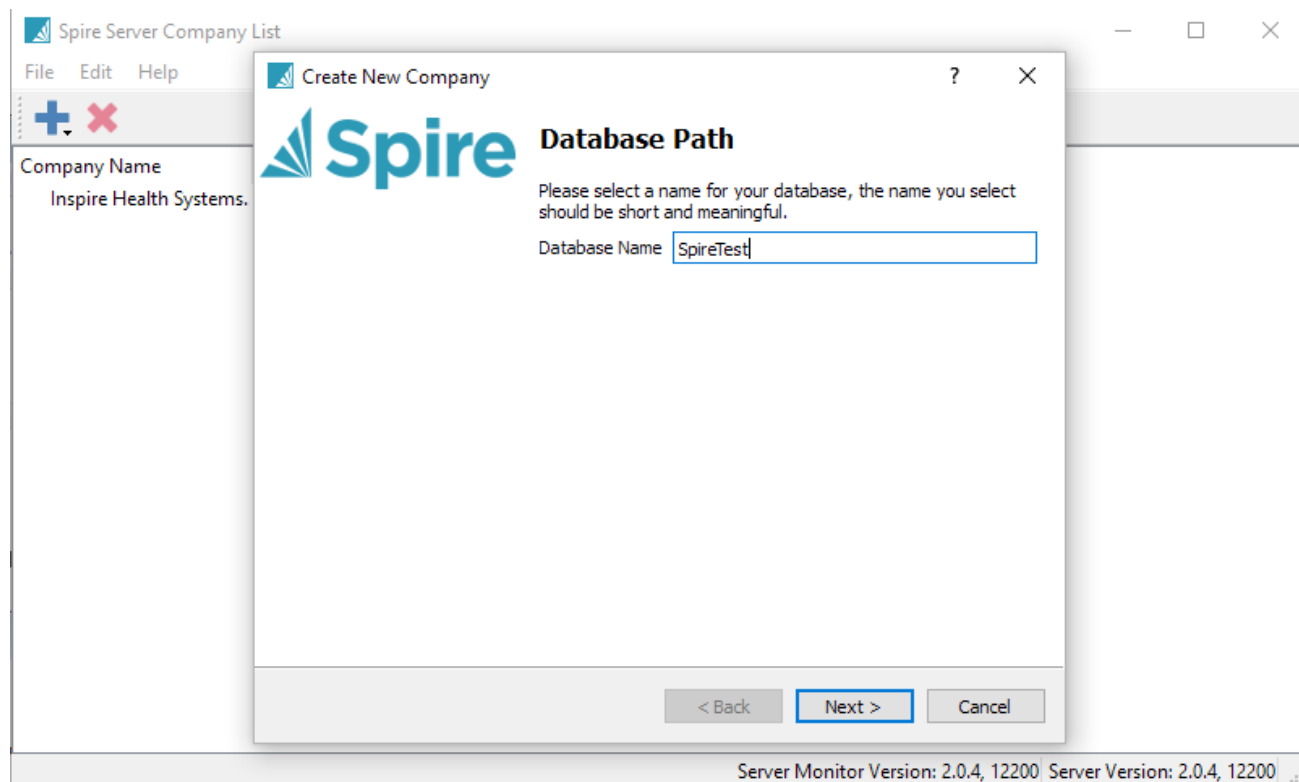


This will bring up the Spire Server Company List. Select the File navigation menu and select Create New Company from the drop down.

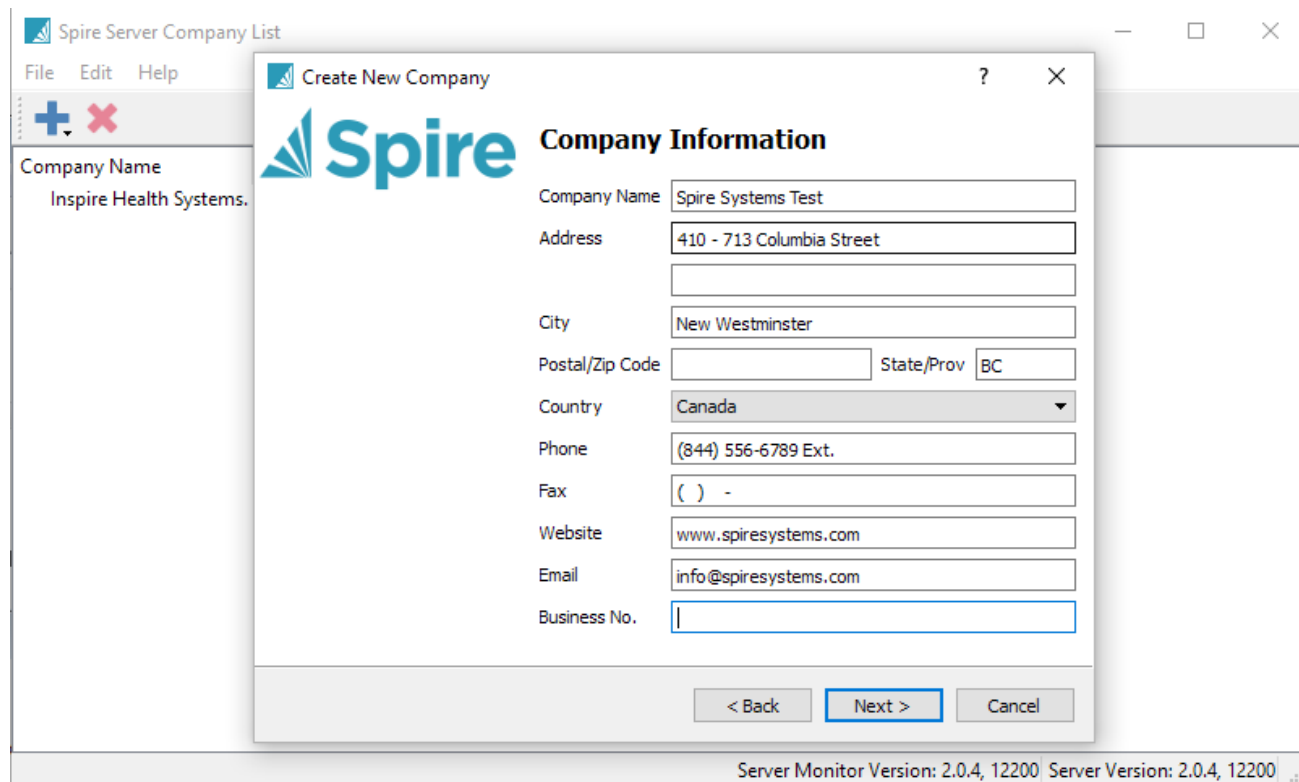


The next window will ask you to create a name for your actual database – use a short name with no spaces rather than the full company name here.





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



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

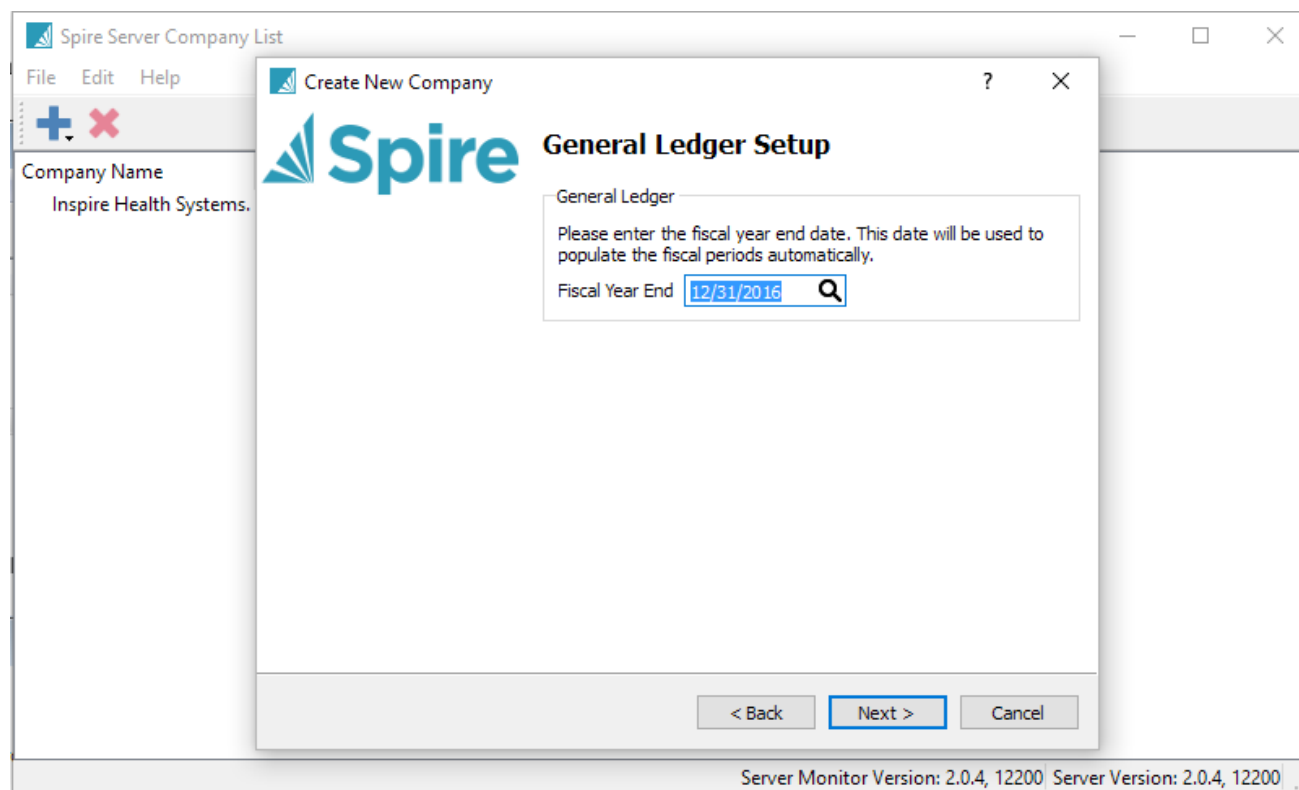
The screenshot shows the 'Spire Server Company List' application window. In the foreground, a 'Create New Company' dialog box is open, titled 'Company Administrator'. The dialog box contains the following fields and labels:

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

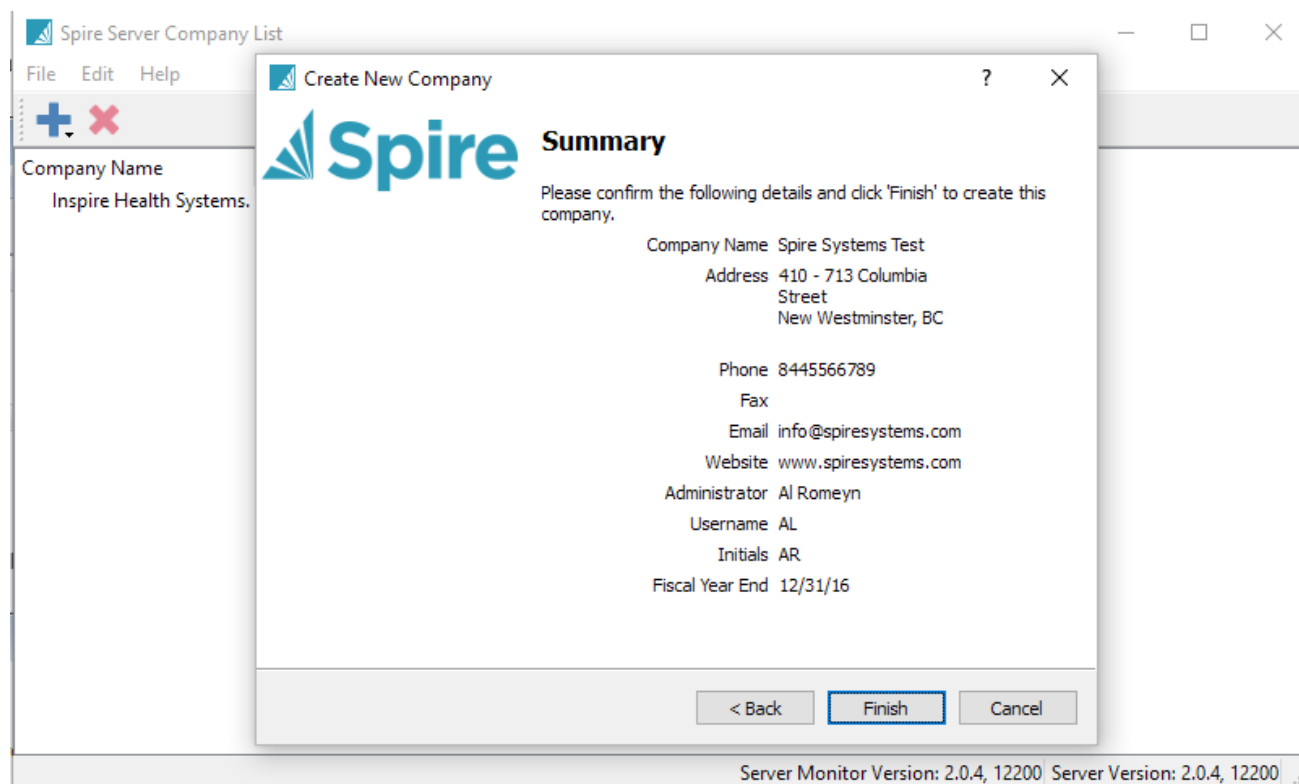
At the bottom of the dialog box, there are three buttons: '< Back', 'Next >' (which is highlighted with a blue border), and 'Cancel'.

Below the dialog box, the status bar of the application shows: 'Server Monitor Version: 2.0.4, 12200 | Server Version: 2.0.4, 12200'.

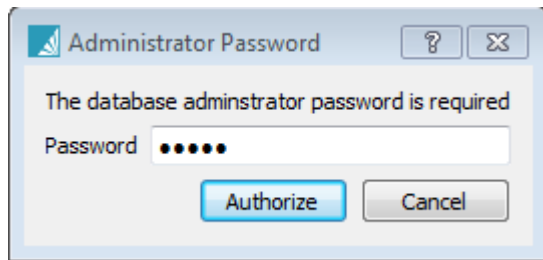
Next you will be prompted to enter a date for your Fiscal Year End.



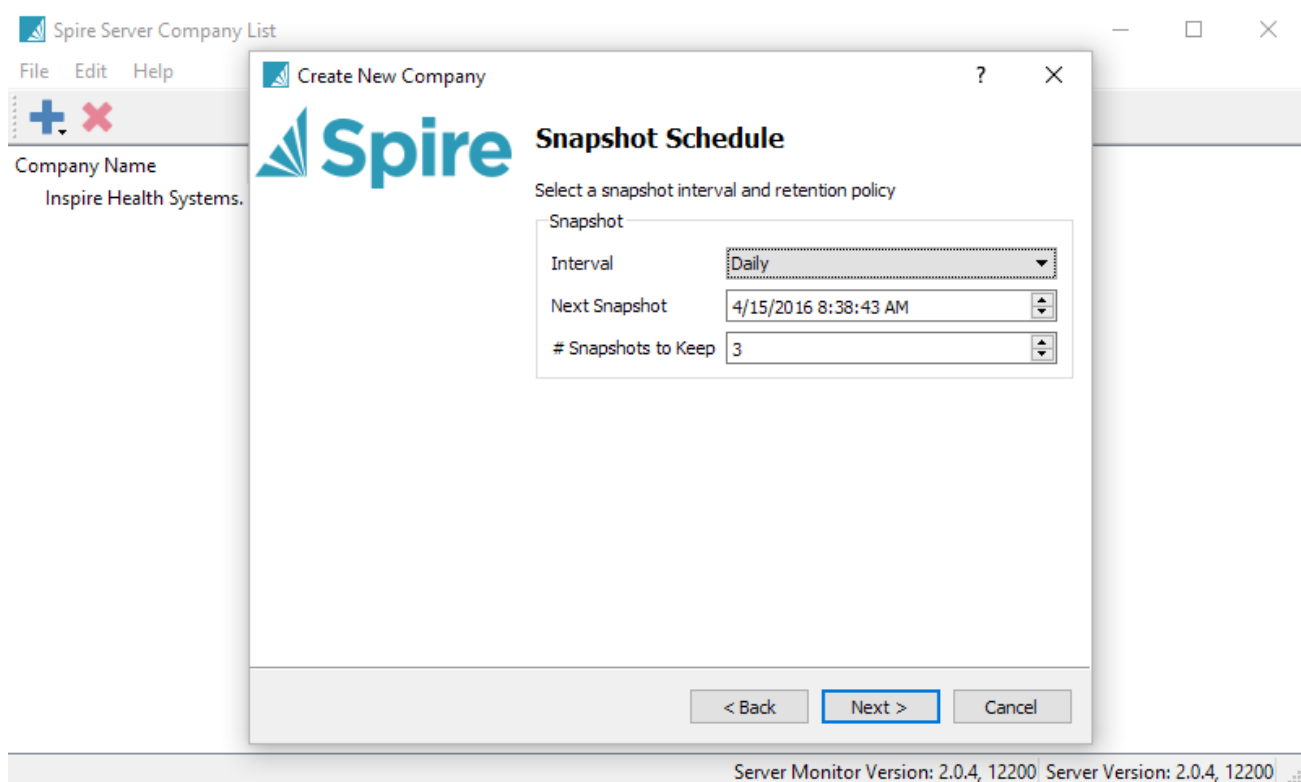
You will be shown a Summary screen – click on Finish to complete your registration.



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



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



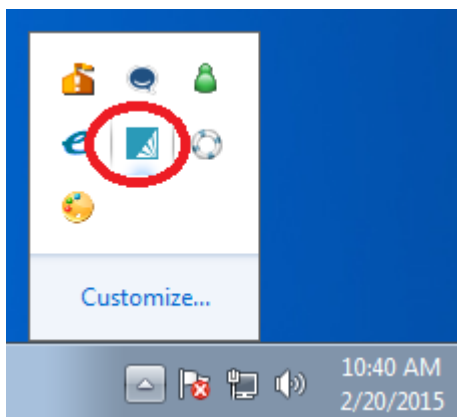
# Converting Data

## Database Conversion from BusinessVision

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

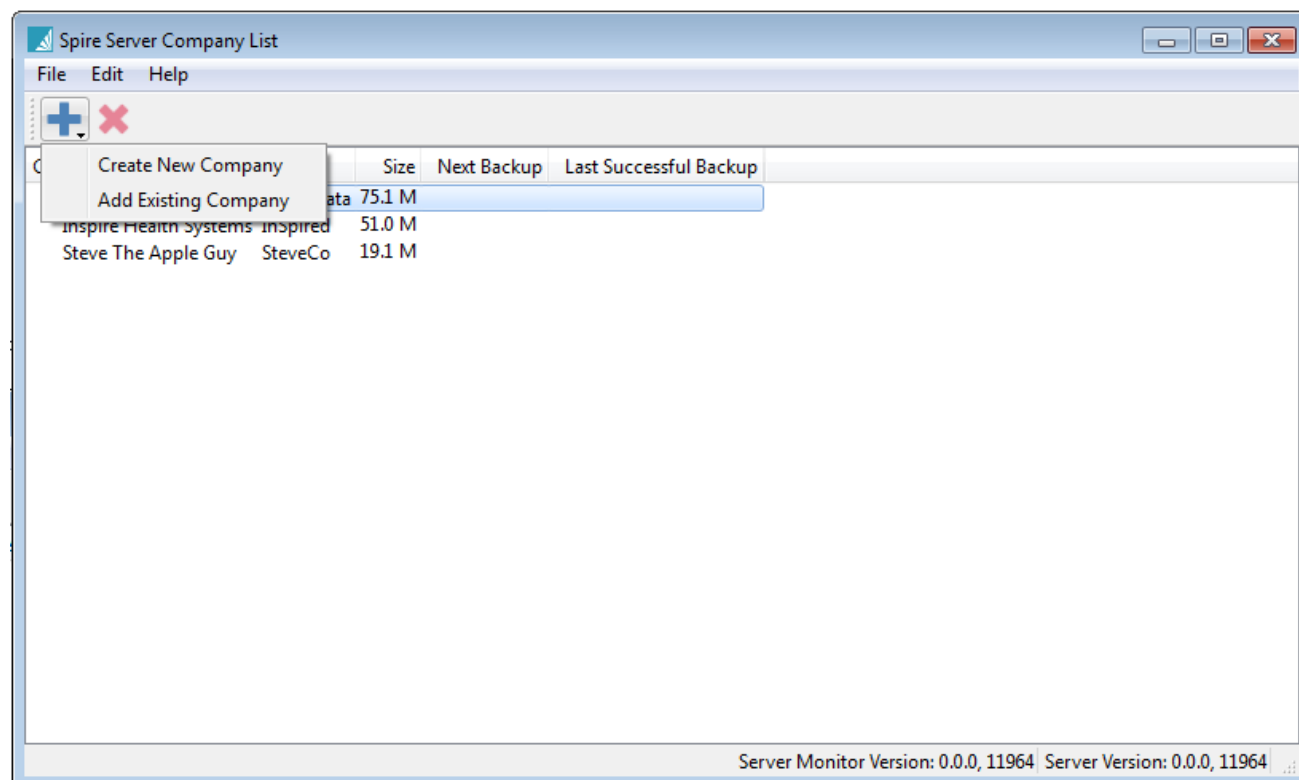
This is done via the Server software itself (all database activity related to Companies is managed through the Server, not the Client)

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

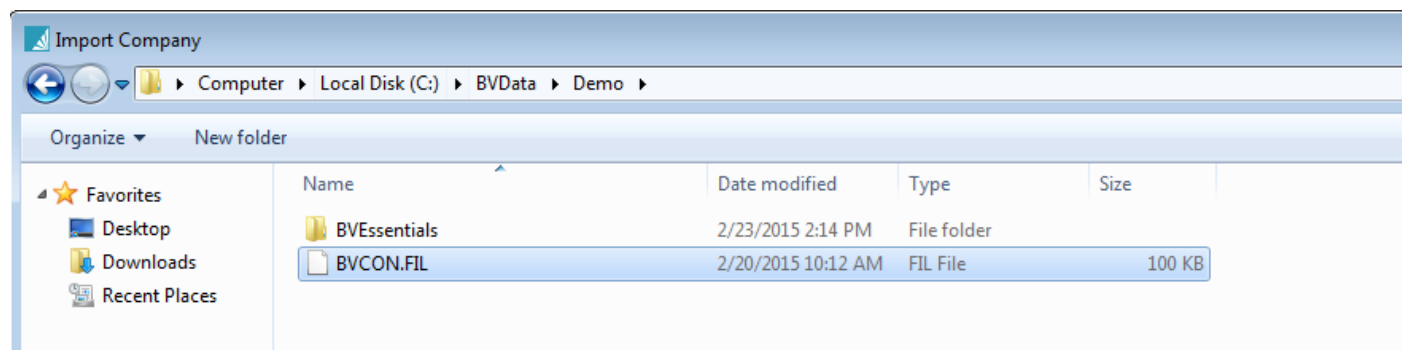


NOTE: if you have installed Spire on a new machine that had no previous BV installation, then you will need to add Pervasive to the new machine. Spire needs the Pervasive database to read the BV data and convert it to a Spire company.

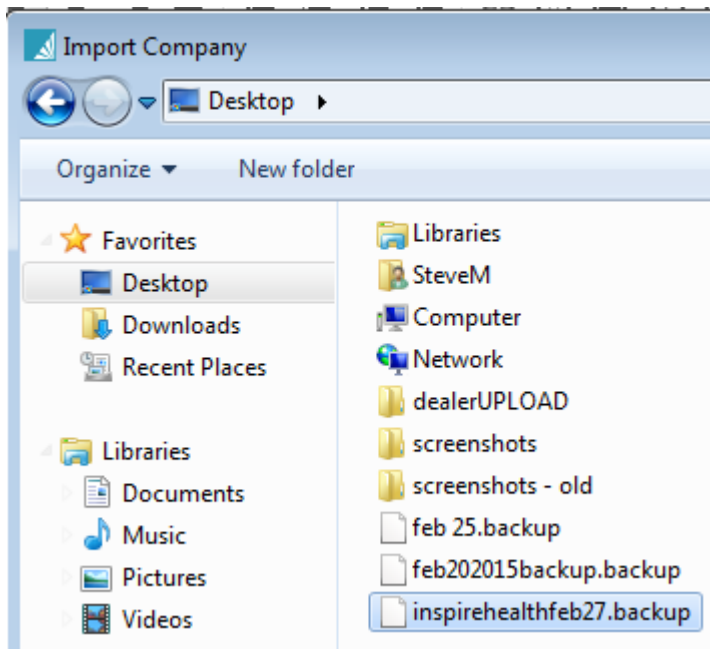
This will bring up the Spire Server Company List. Hit the Plus+ button and select Add Existing Company from the drop down.



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

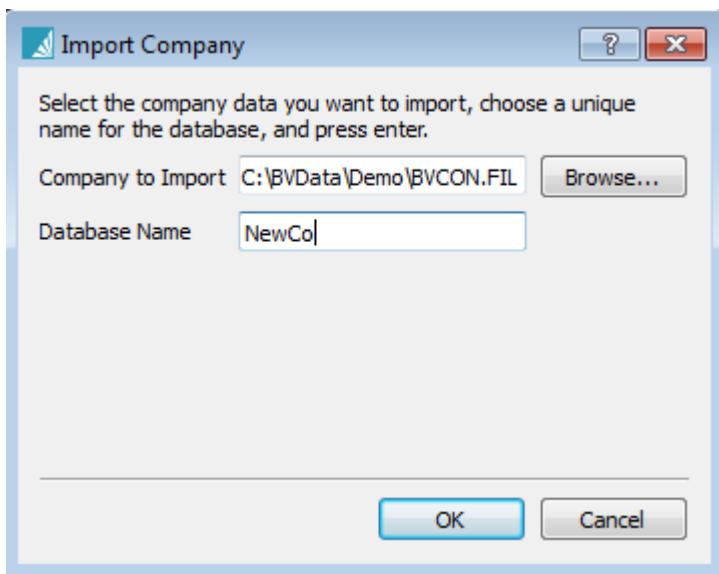


You are looking for BVCON.FIL in the case of live data, or a (yourcompany).backup file in the case of a snapshot.

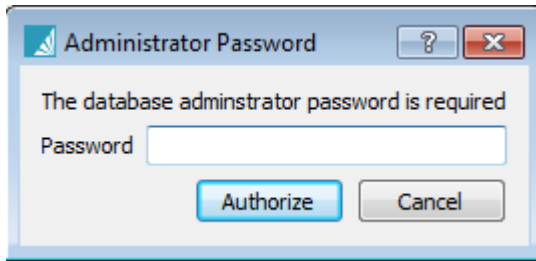


— Or —

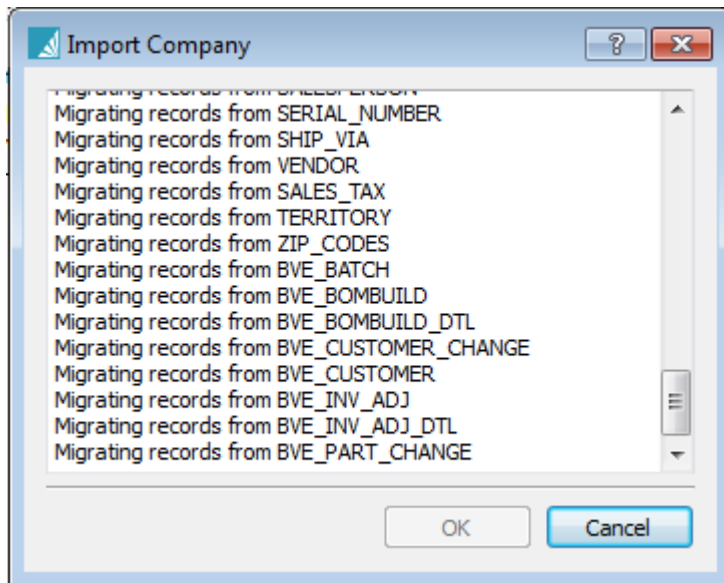
After locating the file you are now ready to begin the import.



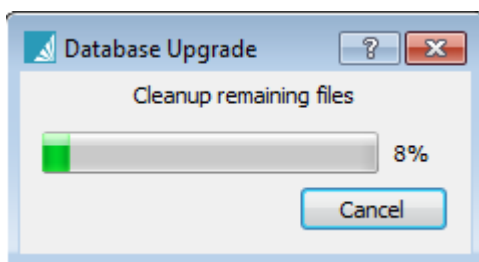
You will be prompted to enter your database administrator password.



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

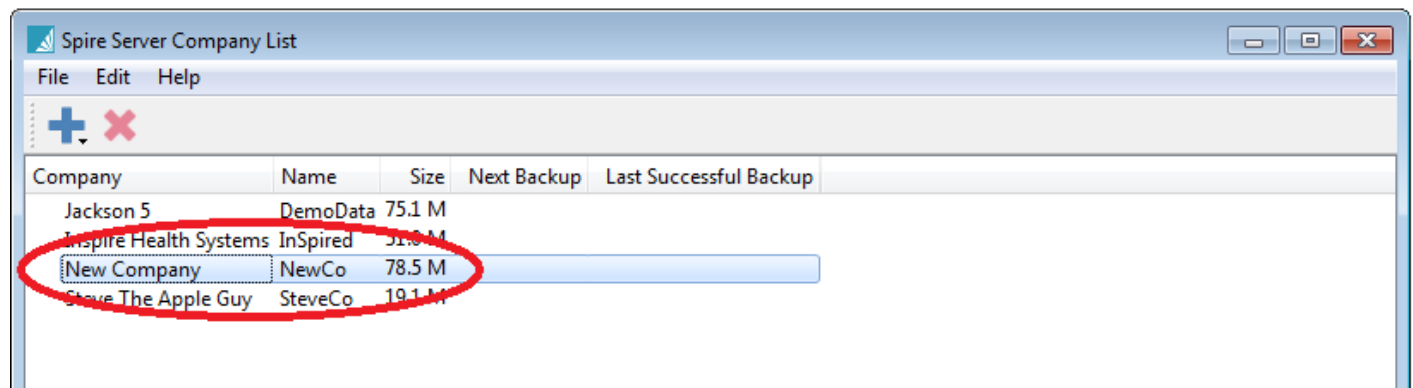


The last step in the process that you will see is the cleanup of the remaining files.



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





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

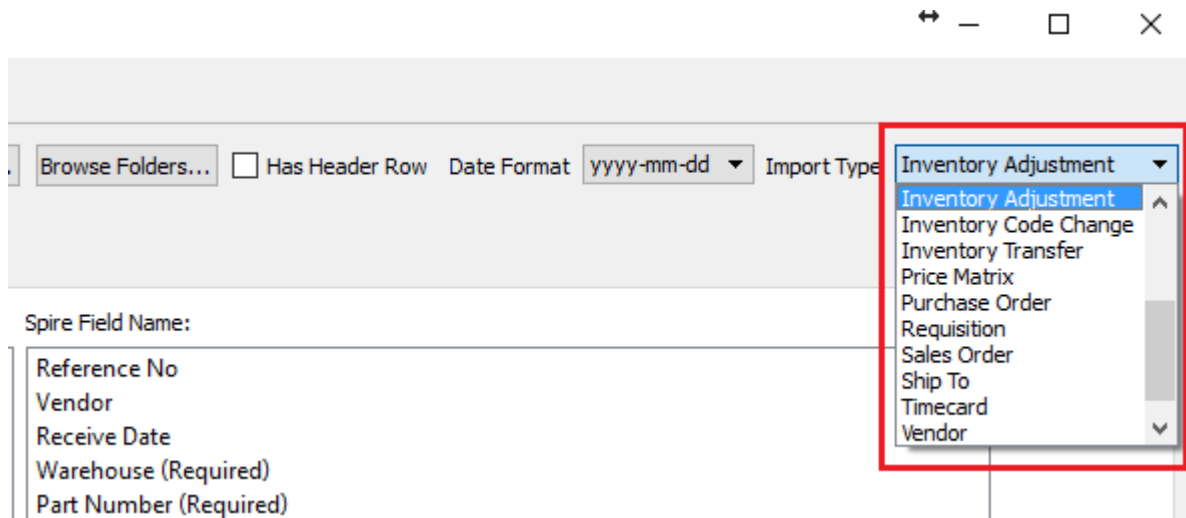
Congratulations! You have successfully converted or restored a company to Spire.

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

# Importing Data

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

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



## Available imports are:

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

- Vendor
- Vendor Price

## Mapping a Spire Import

**Import**

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

**Edit Columns**

Import File Field Value:   **D:**

Spire Field Name:              **E:**

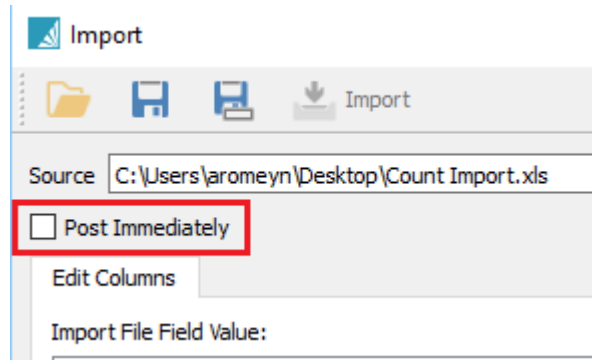
Import File Field Value	Spire Field Name
BEIE396	Customer No
Beierle & Beierle	Name
3855 Pitfield Blvd	Address 1
St Laurent	City
H4S 1H3	Postal Code
CAN	Country
(514) 817-0292 Ext.	Contact #1 Name
mcyrg@gmail.com	Email

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

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

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

## Imports – Post Immediately



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

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

# Setting Up a Spire Backup

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

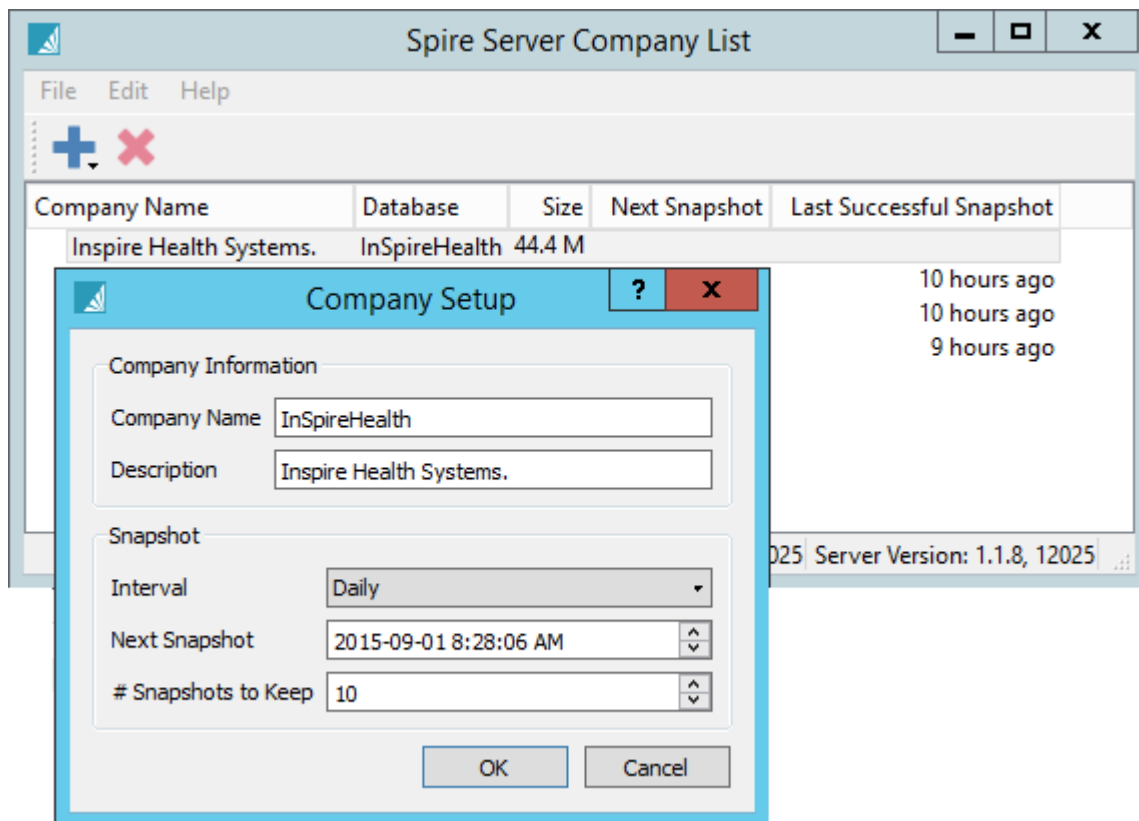
- Open Spire Server Tray
- Double click a company
- Choose Interval
- Select time to perform snapshot
- Select how many snapshots to save

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

This folder also contains all custom reports



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

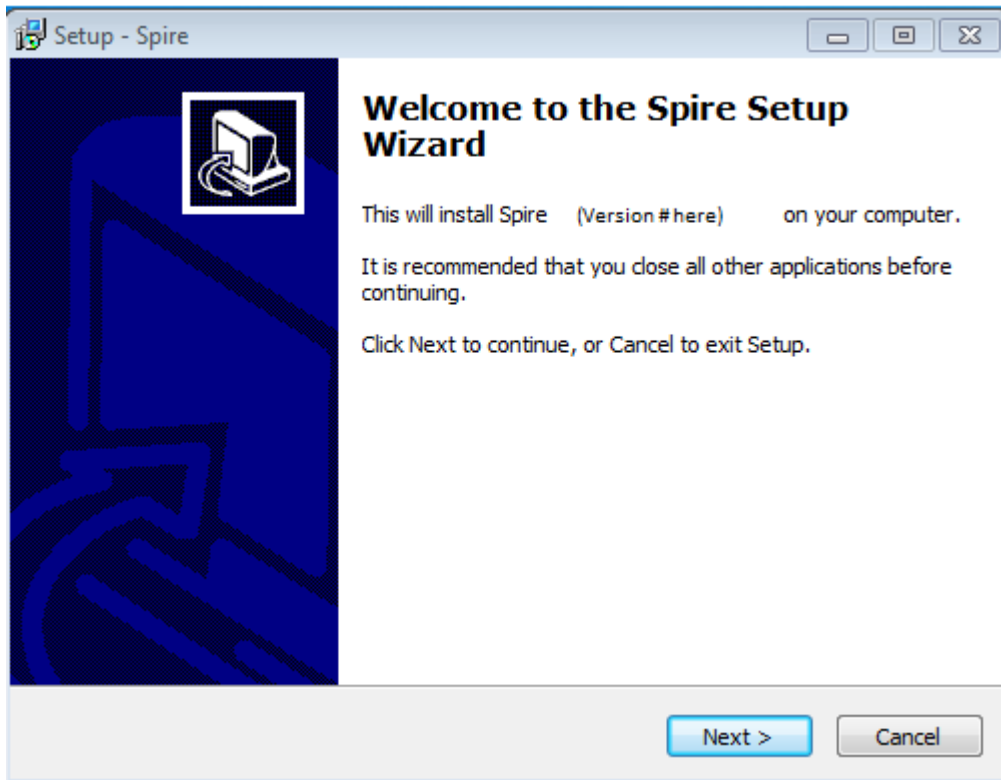


# Installing Spire on a Workstation

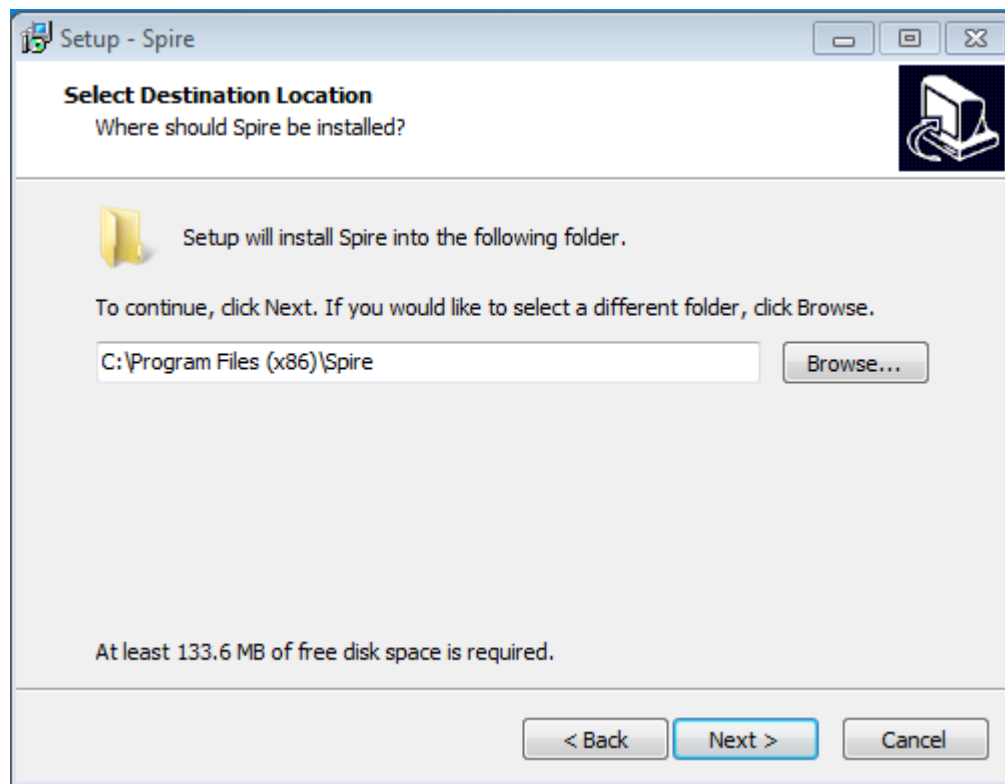
---

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

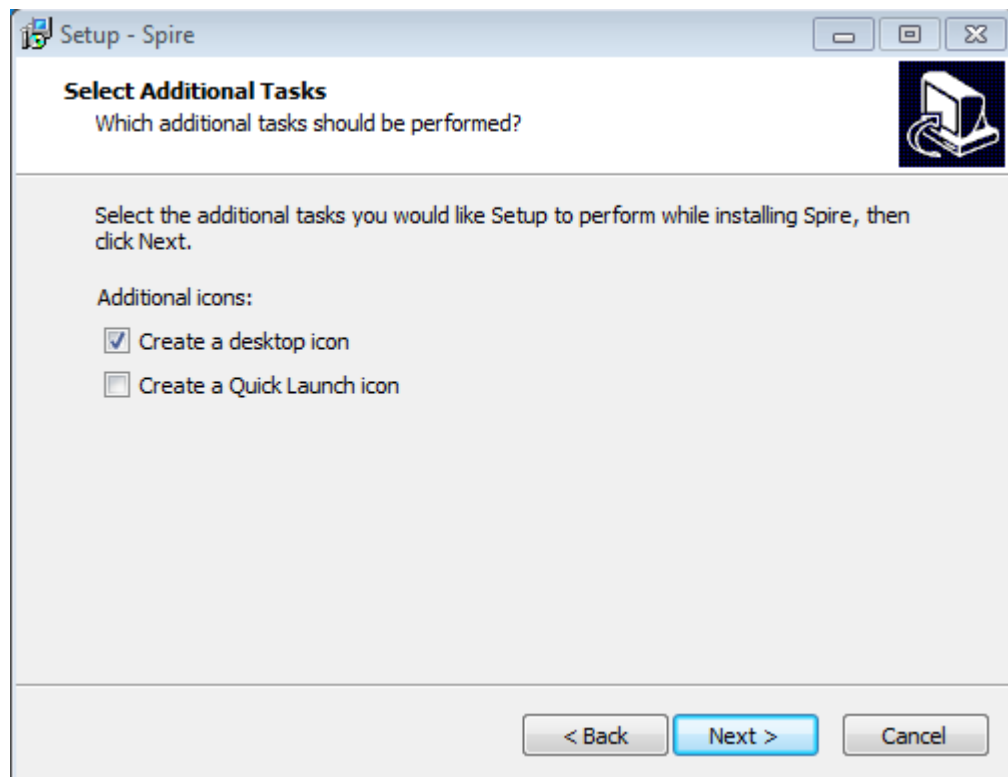
You will next see the Spire Setup Wizard. Click Next to continue.



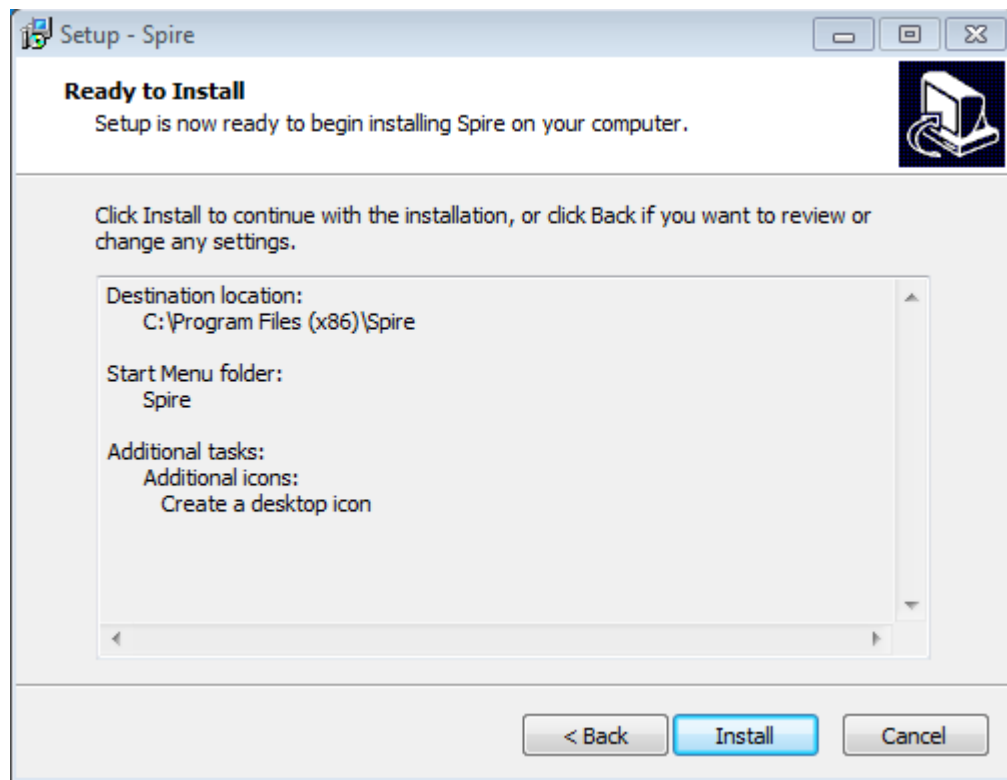
You will be asked to select an installation location. We recommend leaving it set to the default.



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

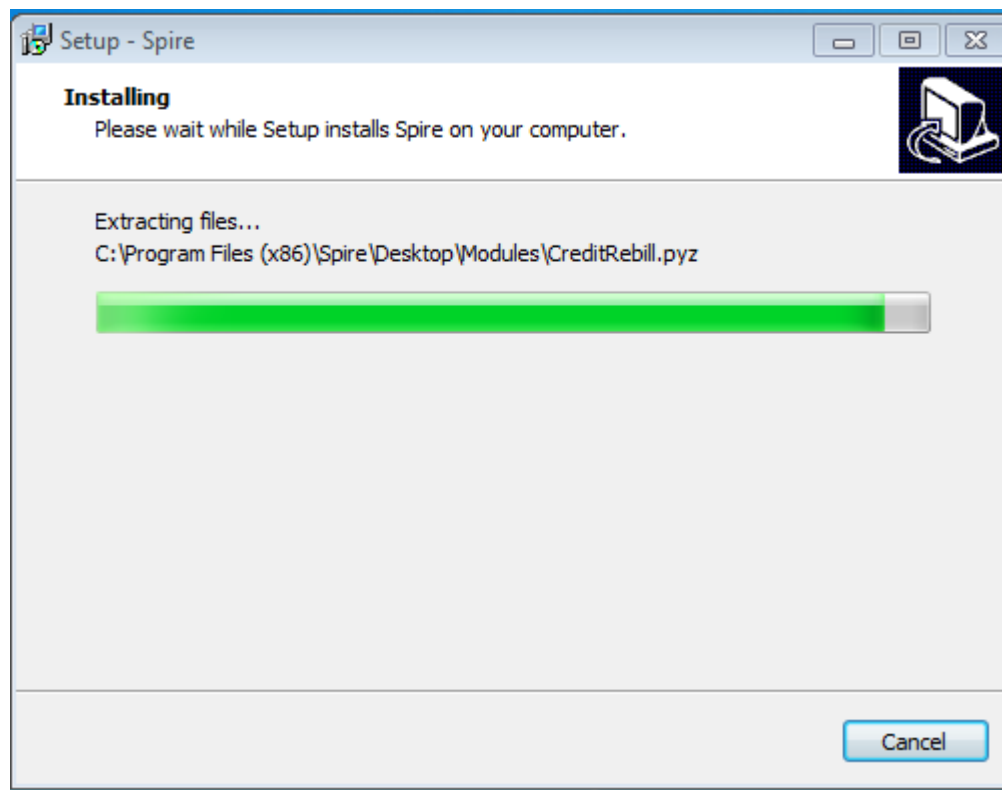


You are ready to proceed – click Install.

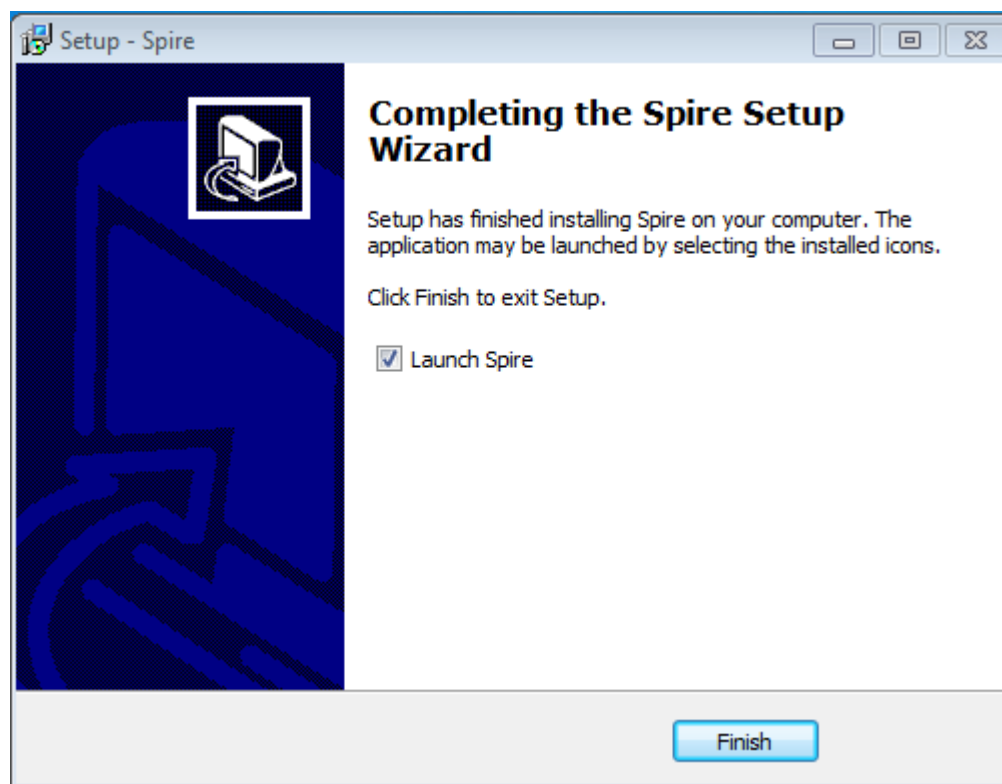


You will see a Progress Bar.





You will be notified that the installation is complete.



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

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

Select Company

Company Name

spire-ws17  
Inspire Health Systems.

Username  
SPIRE

Password

Date  
4/15/2016

Licensed To: Alcomp

Login Exit

# Backup & Restore

---

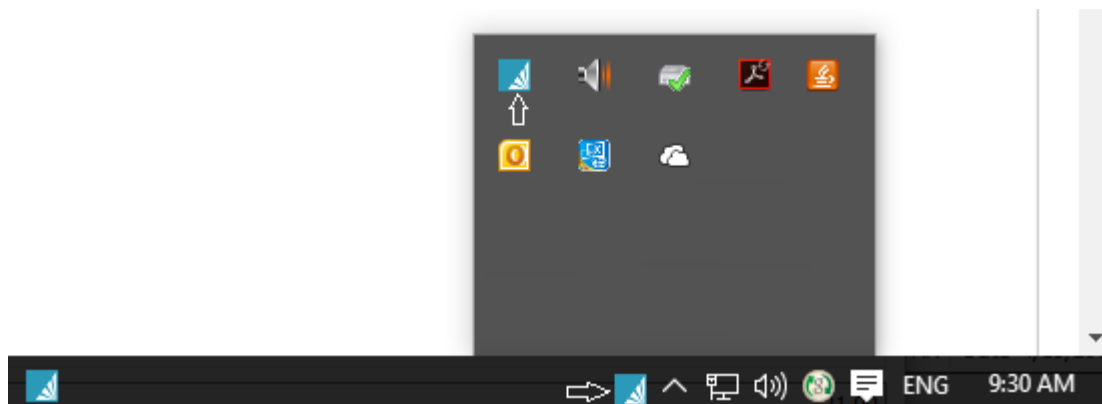
Spire's Snapshots and restore is done on the server. The snapshot creates a single file a fraction of the size the original PostgreSQL data that can then be copied off site. The restore function points to that single file and re-creates the original Spire dataset.



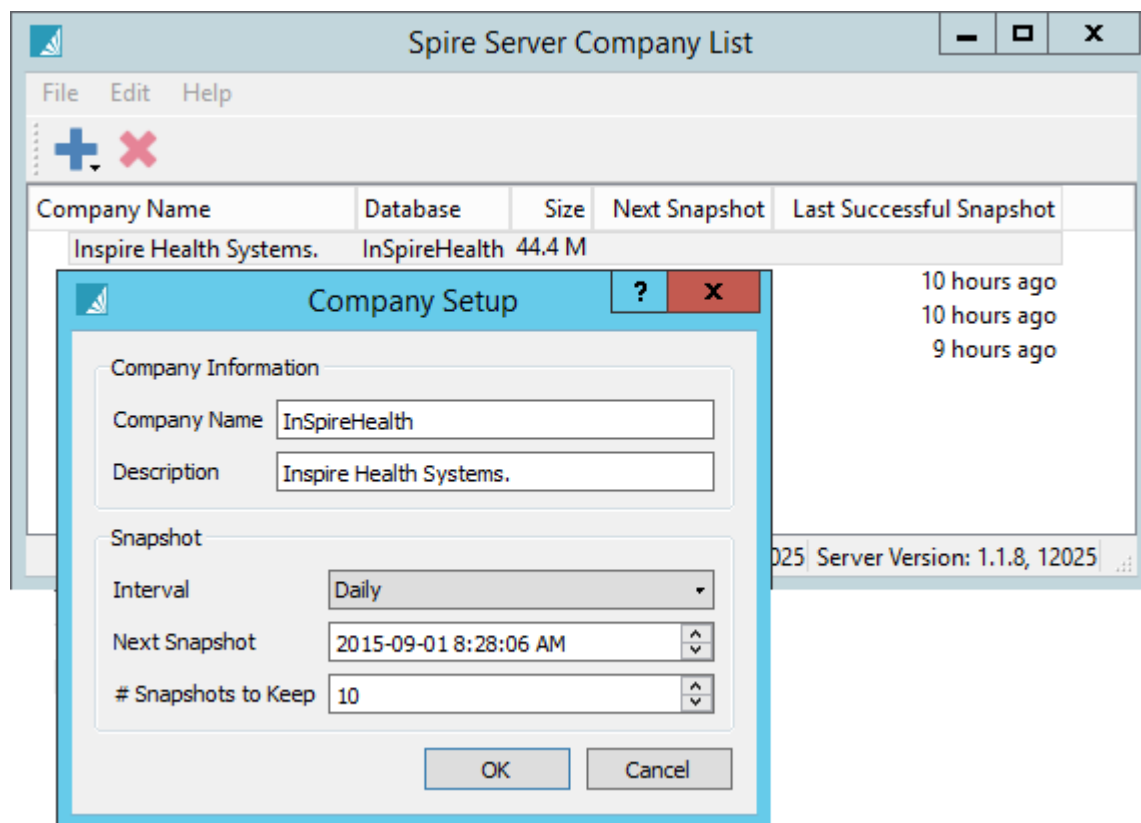
The Snapshot is not a backup!! Until the files are copied to an external device taken off site or to a cloud backup service, they are not safe....

# Backup

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



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



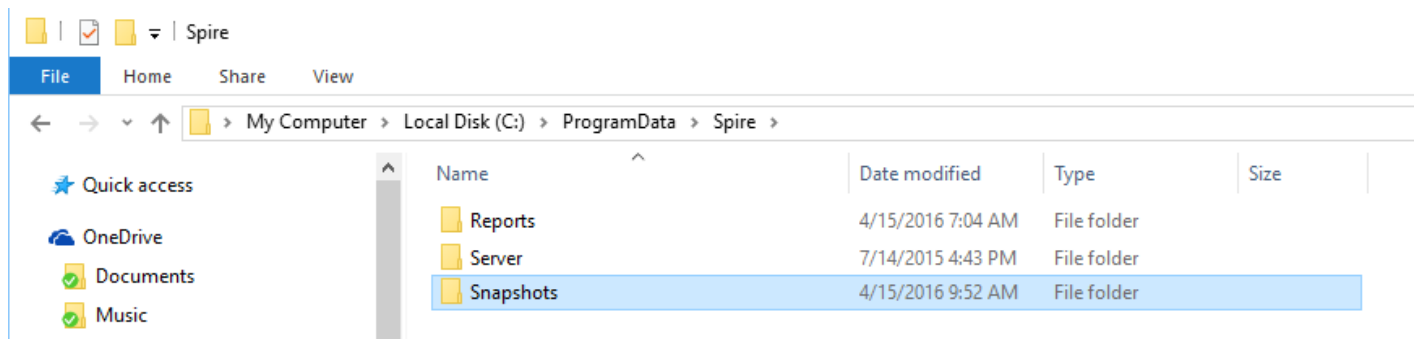
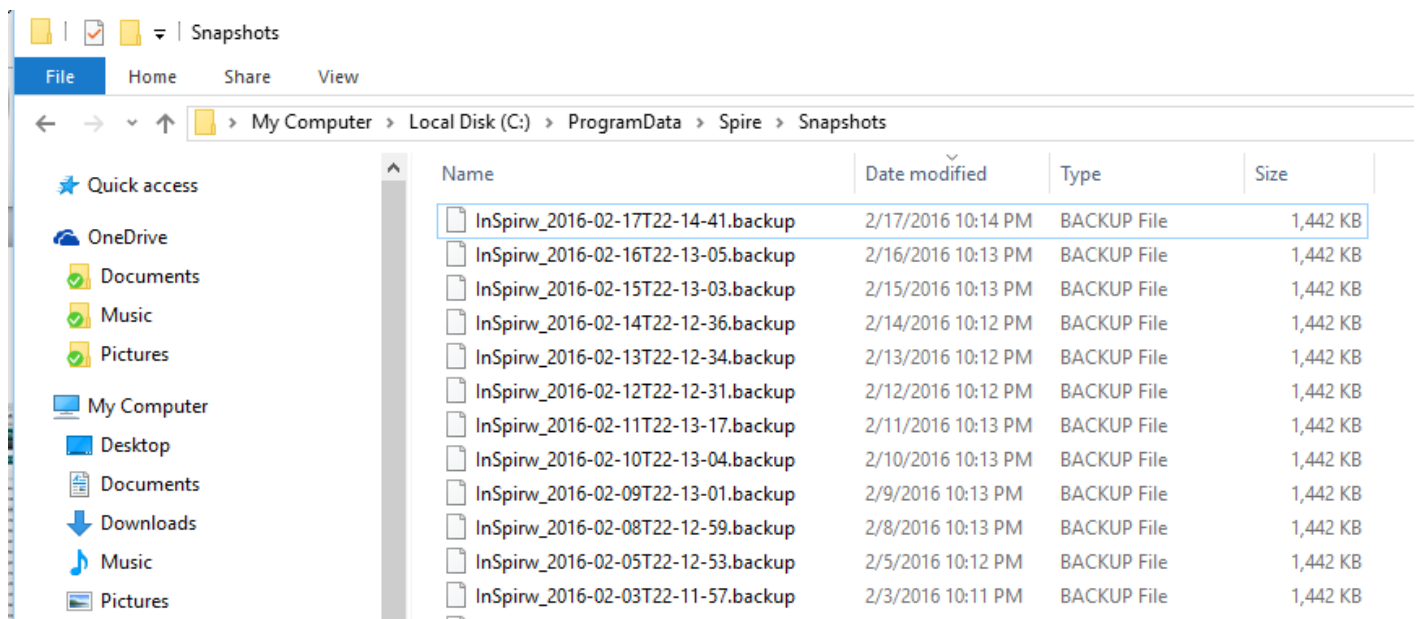
## Interval

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

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

**#Snapshots to Keep** – How many snapshots to store.

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



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

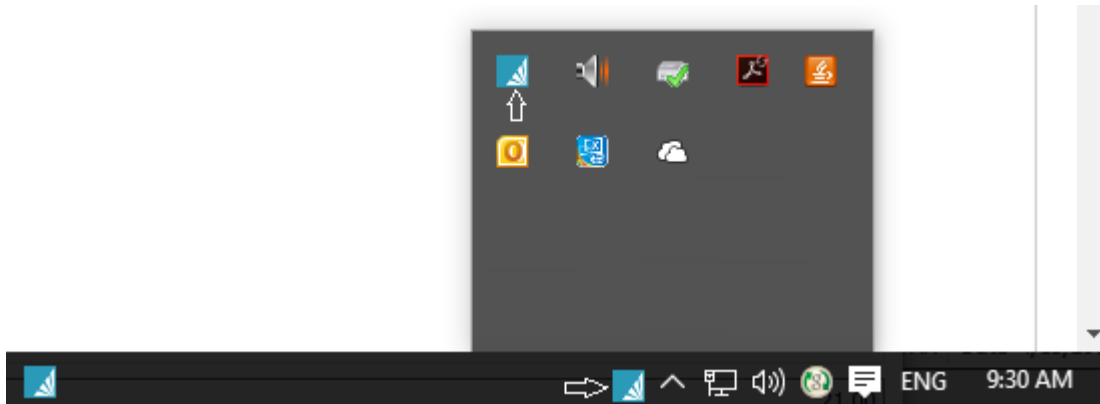


The Snapshot is not a backup!! Until the files are copied to an external device taken off site or to a cloud backup service, they are not safe....

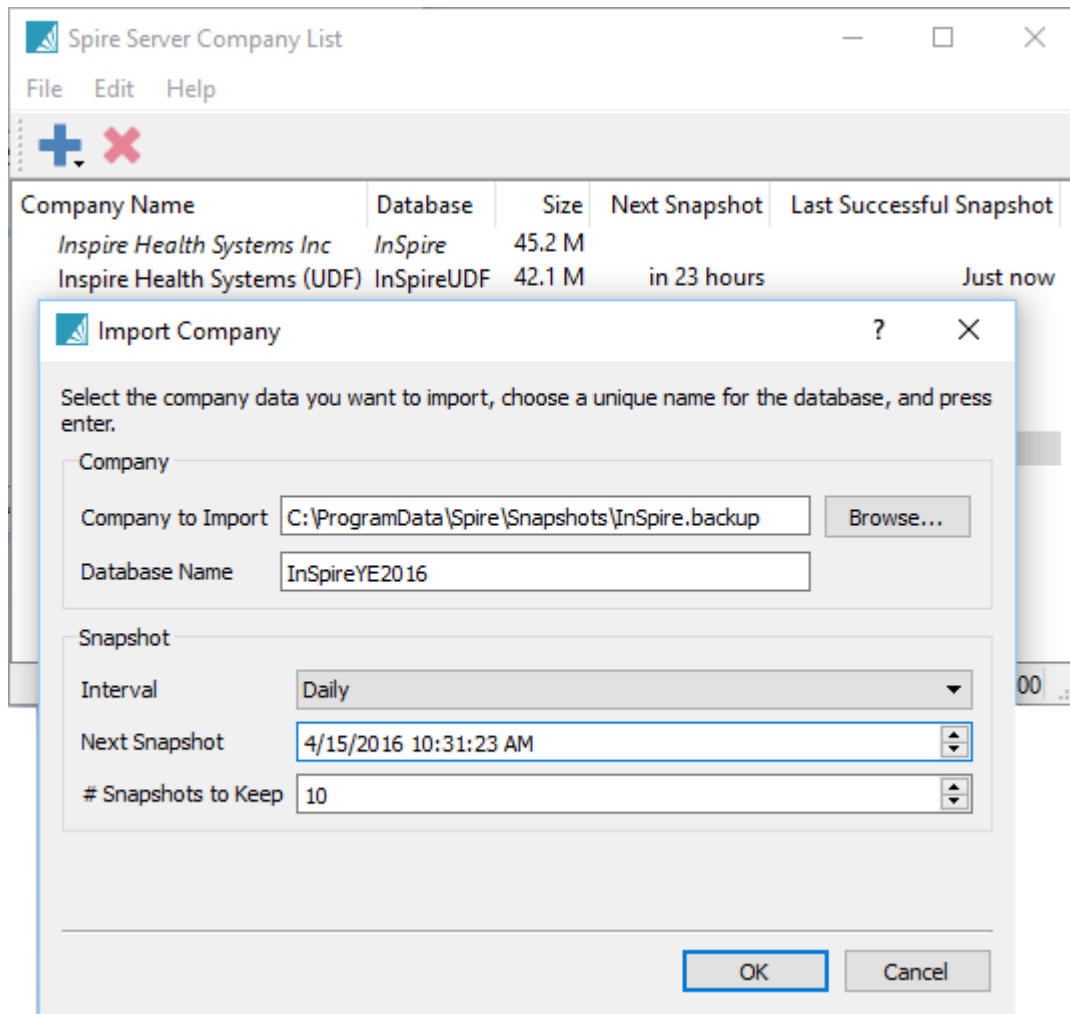
# Restore

---

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



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



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

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

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

**Next Snapshot** – Displays when the next snapshot will occur.

**#Snapshots** – How many snapshots to save.





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

# Backup & Restore Video

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

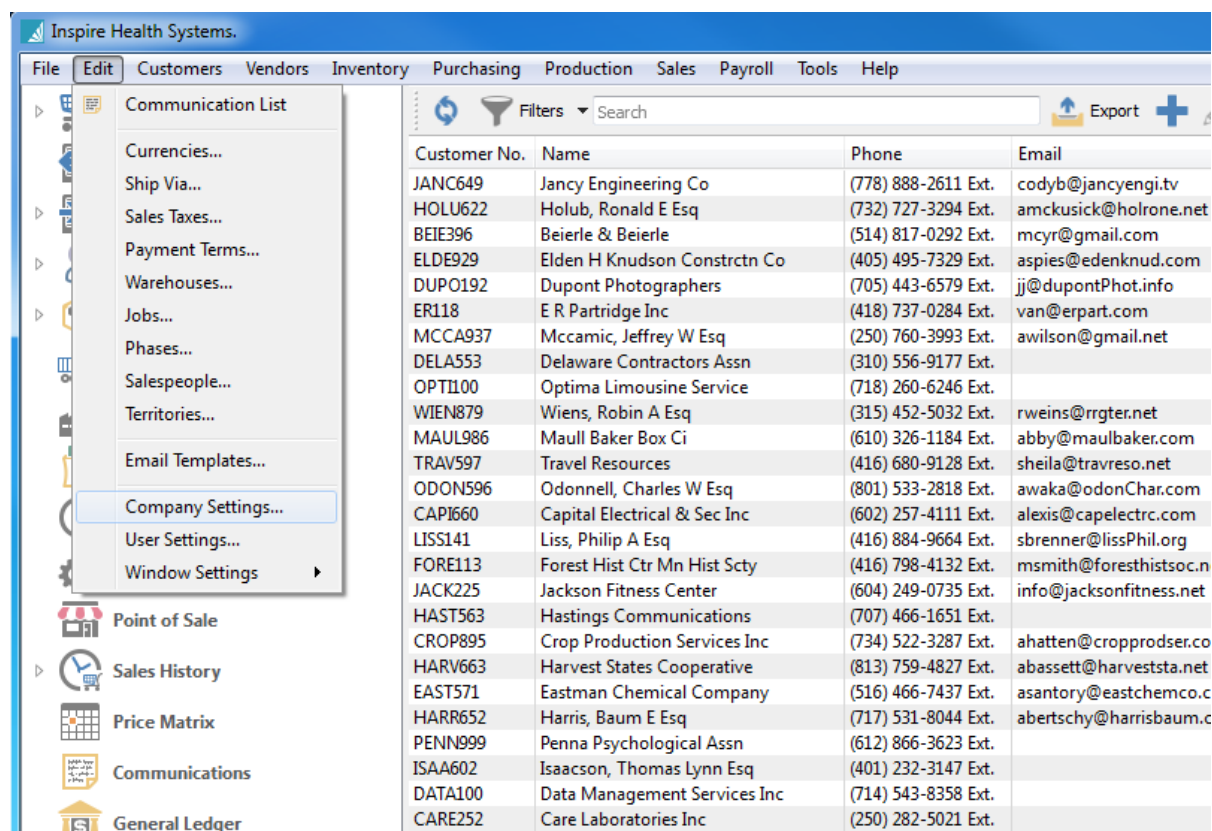


# Company Setup

## Company Settings

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

Begin with the Company Settings as pictured below.



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

## Address

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

The screenshot shows the 'Company Settings' window with the 'Address' tab selected. The left sidebar contains a tree view with 'Company' selected. The main area is divided into sections: 'Contact Information' with fields for Name, Address, City, Postal Code, Province, Country, Phone, and Fax; 'Contact #1', 'Contact #2', and 'Contact #3' sections with fields for Name, Phone, Fax/Cell, and Email; and 'Internet Addresses' with fields for Email and Website. The data entered includes 'Inspire Health Systems.' for the company name, '5578 First Avenue' for the address, 'Vancouver' for the city, 'V5T 6Y6' for the postal code, 'BC' for the province, 'Canada' for the country, and '(604) 555-4589 Ext.' for the phone number.

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

## Billing

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

The screenshot shows the 'Company Settings' window with the 'Billing' tab selected. The left sidebar is the same as the previous screenshot. The main area shows the 'Bank Information' section with fields for EFT Originator ID, Short Name, Long Name, Institution, Transit Number, Account Number, and File Creation Number. The data entered includes 'Inspire Health Systems.' for the long name and '00000' for the transit number.

## 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	<input checked="" type="checkbox"/> ((##) ###-#### Ext.     )	<input checked="" type="checkbox"/> ((##) ###-####)
2	<input type="checkbox"/> &&&	<input type="checkbox"/> &&&
3	<input type="checkbox"/>	<input type="checkbox"/> Fax ((##) ###-####)
4	<input type="checkbox"/>	<input type="checkbox"/> Cell ((##) ###-####)
5	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	<input type="checkbox"/>
7	<input type="checkbox"/>	<input type="checkbox"/>
8	<input type="checkbox"/>	<input type="checkbox"/>
9	<input type="checkbox"/>	<input type="checkbox"/>

## Tax Info

Enter all of your company tax information including the taxes you charge by default.

**Company Settings**

Company Tax Information

Tax 1 License Number

Tax 2 Exemption Number

Business Number

Employer Account Identifier

Purchasing Taxes

G.S.T.   G.S.T.

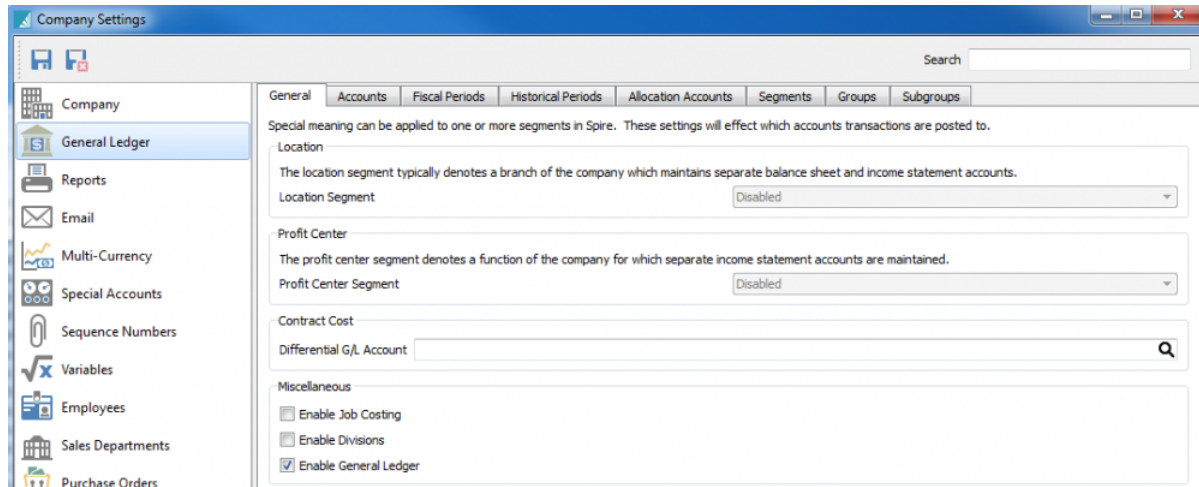
P.S.T.   P.S.T.

Tax Defaults

☐ Post Q.S.T. Input Tax Refunds (Quebec)

# General Ledger

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



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

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

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

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

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

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

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

# Fiscal Periods

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

Company Settings

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

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

Current Year End

Locked Periods

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

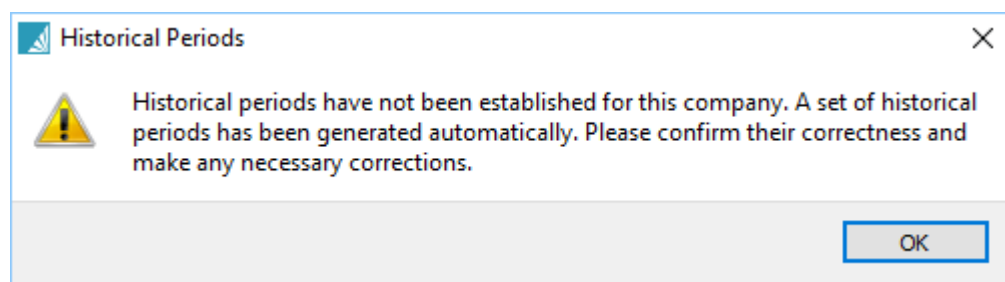
	Last Year	This Year	Next Year
1	28/02/2014	28/02/2015	31/01/2016
2	31/03/2014	31/03/2015	29/02/2016
3	30/04/2014	30/04/2015	31/03/2016
4	31/05/2014	31/05/2015	30/04/2016
5	30/06/2014	30/06/2015	31/05/2016
6	31/07/2014	31/07/2015	30/06/2016
7	31/08/2014	31/08/2015	31/07/2016
8	30/09/2014	30/09/2015	31/08/2016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



# Historical Periods

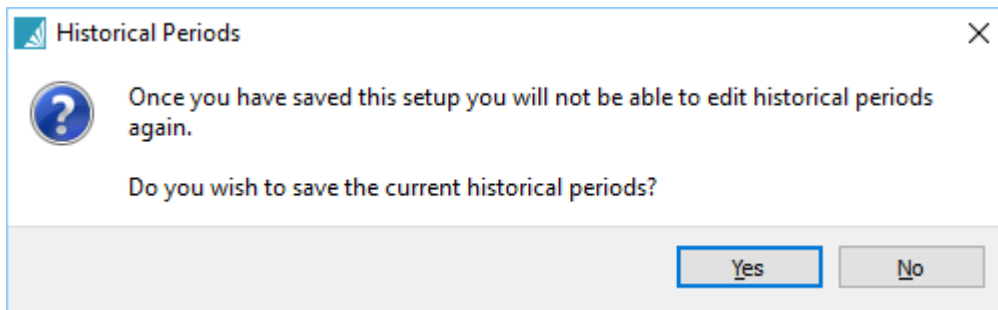
This is where historical periods are displayed. Each year shown has history posted in it. The first time a user clicks this tab they are able to define historical periods. It defaults to the same as the current fiscal periods, but if a company has previously changed their year-end, they can edit this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

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



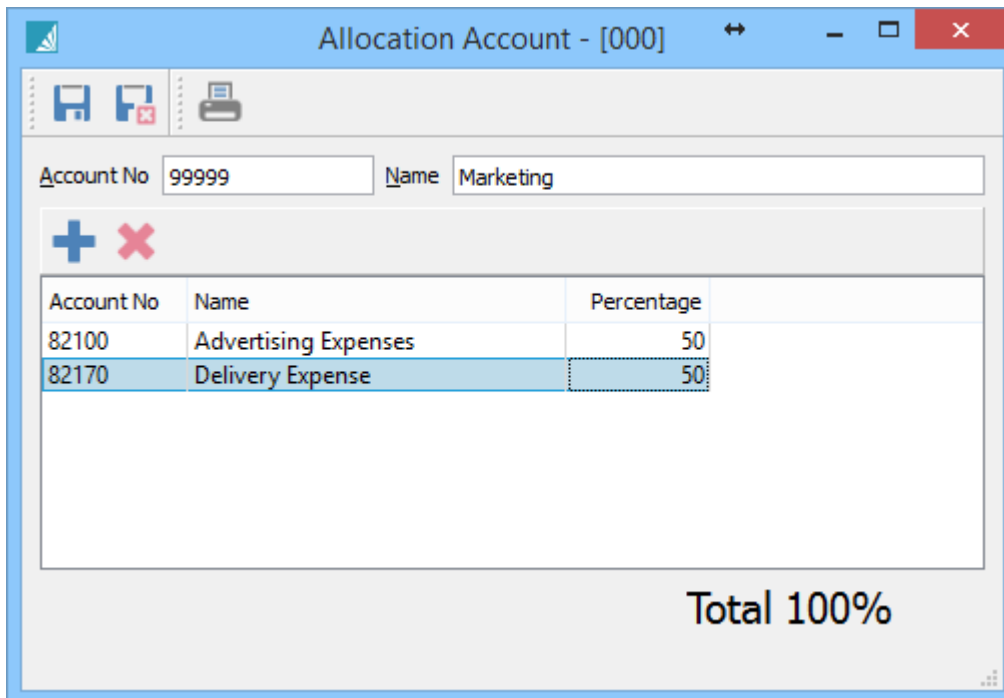
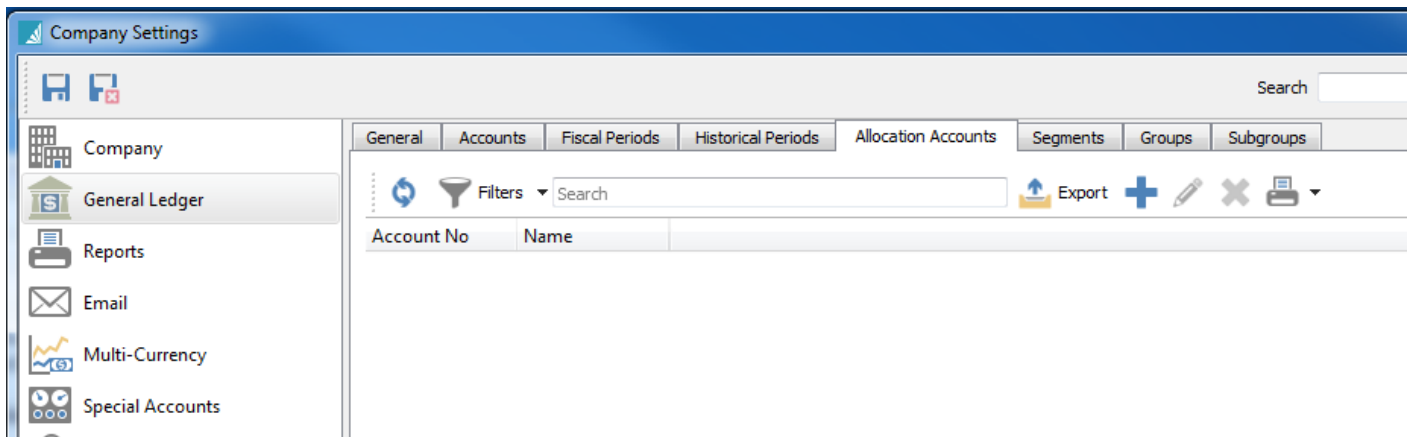
General			Fiscal Periods	Segments	Groups	Subgroups	Allocations
Current			Historical				
	2013	2012					
1	04/30/2012	04/30/2011					
2	05/31/2012	05/31/2011					
3	06/30/2012	06/30/2011					
4	07/31/2012	07/31/2011					
5	08/31/2012	08/31/2011					
6	09/30/2012	09/30/2011					
7	10/31/2012	10/31/2011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

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



# Allocation Accounts

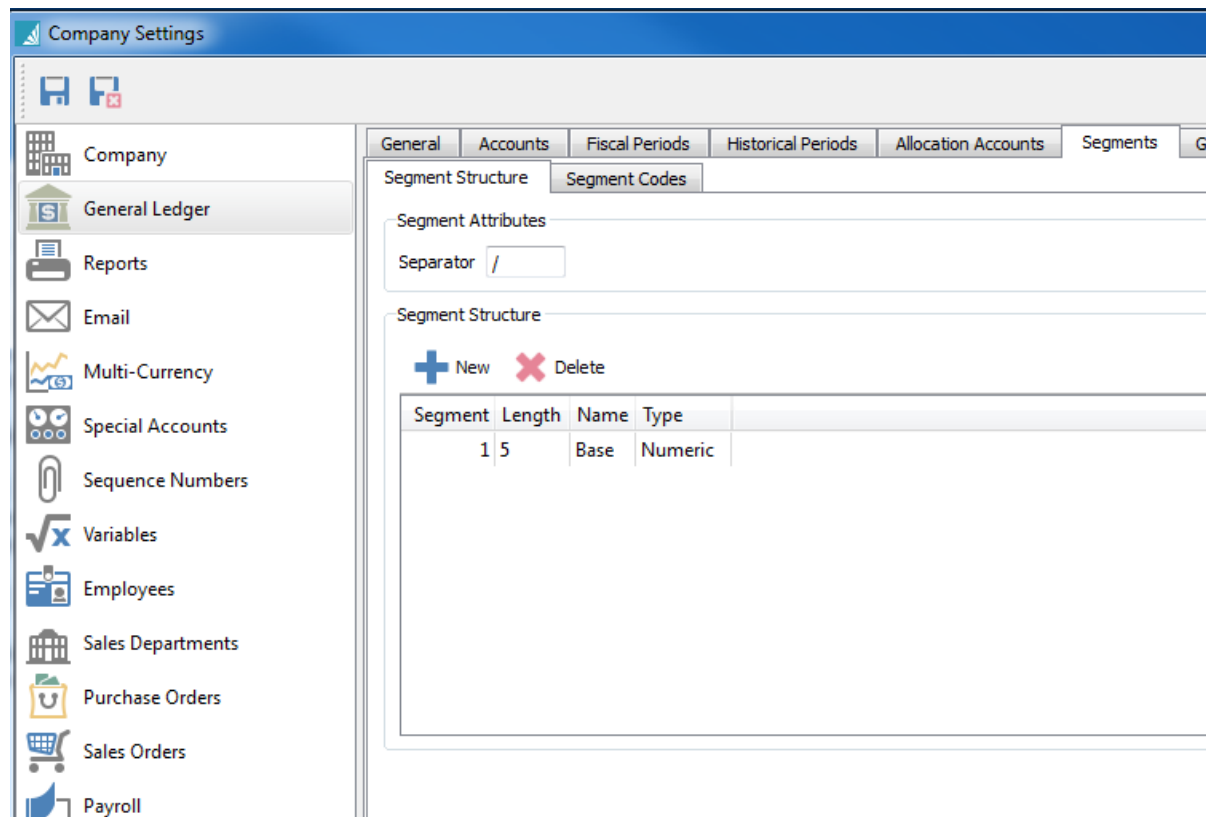
A User can add Allocation accounts that can be used to post to more than one account. You can set up the percentage to post to each 'real' account. That way, the user posts to a single account and it disperses it based on those percentages.



# Segments, Groups, Subgroups

## Segments

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



**Company Settings**

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

General Accounts Fiscal Periods Historical Periods Allocation Accounts Segments

Segment Structure Segment Codes

Segment Attributes

Separator /

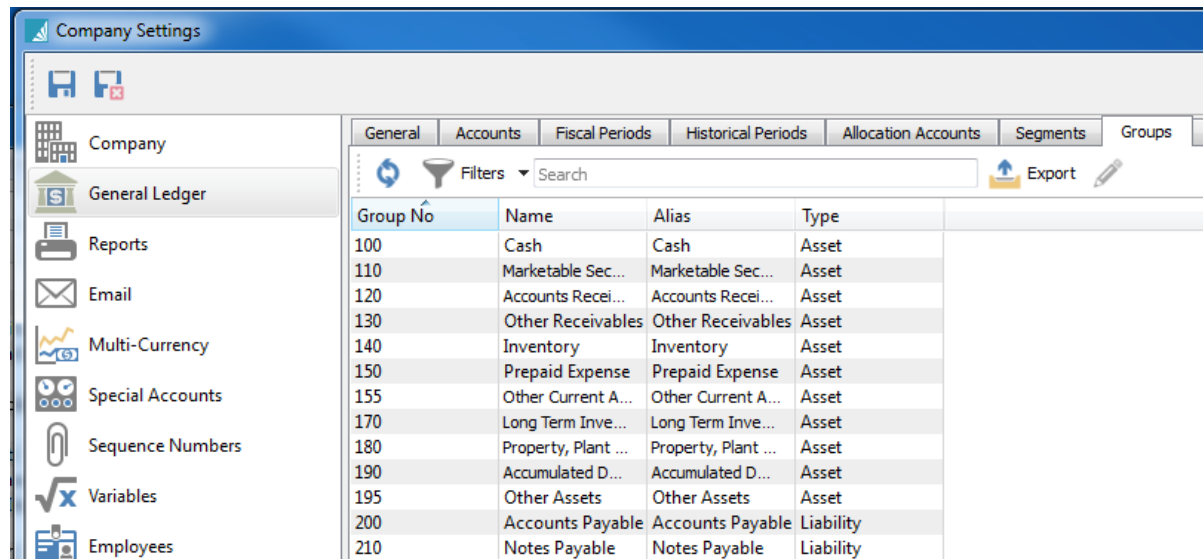
Segment Structure

+ New × Delete

Segment	Length	Name	Type
1	5	Base	Numeric

## Groups

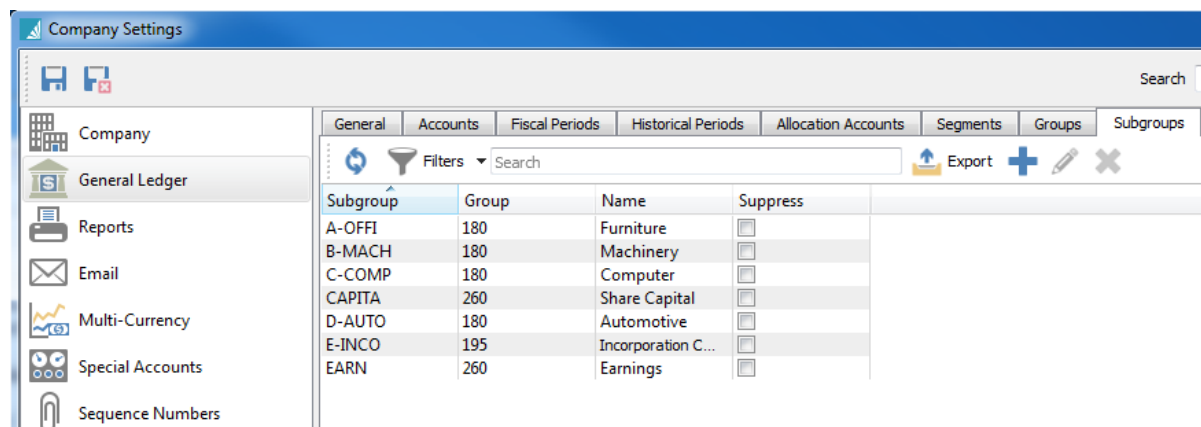
The groups section is used to decide the name and description of each GL group.



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

## Subgroups

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



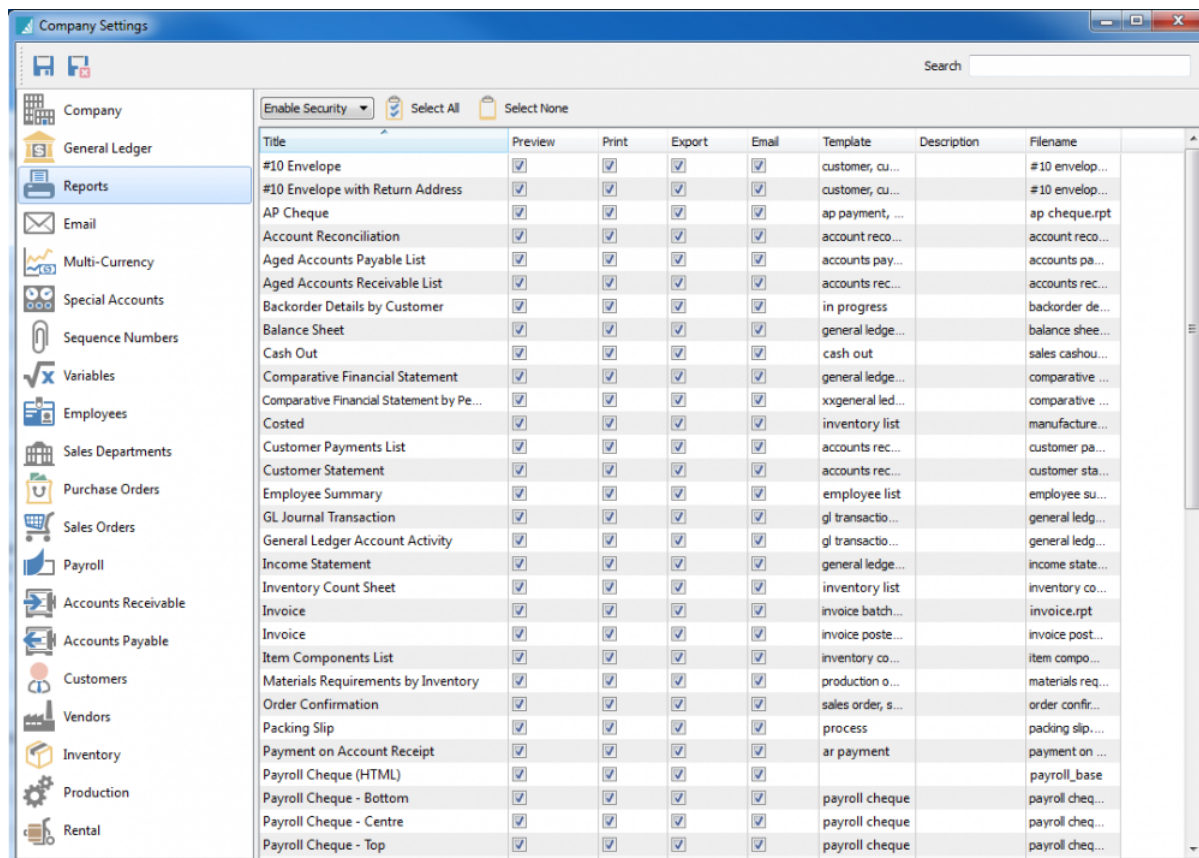
Subgroup	Group	Name	Suppress
A-OFFI	180	Furniture	<input type="checkbox"/>
B-MACH	180	Machinery	<input type="checkbox"/>
C-COMP	180	Computer	<input type="checkbox"/>
CAPITA	260	Share Capital	<input type="checkbox"/>
D-AUTO	180	Automotive	<input type="checkbox"/>
E-INCO	195	Incorporation C...	<input type="checkbox"/>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

# Reports

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

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

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



Company Settings							
Search							
Enable Security <input checked="" type="checkbox"/> Select All <input type="checkbox"/> Select None							
Title	Preview	Print	Export	Email	Template	Description	Filename
#10 Envelope	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	customer, cu...		#10 envelop...
#10 Envelope with Return Address	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	customer, cu...		#10 envelop...
AP Cheque	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ap payment, ...		ap cheque.rpt
Account Reconciliation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	account reco...		account reco...
Aged Accounts Payable List	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	accounts pay...		accounts pa...
Aged Accounts Receivable List	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	accounts rec...		accounts rec...
Backorder Details by Customer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	in progress		backorder de...
Balance Sheet	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	general ledge...		balance shee...
Cash Out	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	cash out		sales cashou...
Comparative Financial Statement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	general ledge...		comparative ...
Comparative Financial Statement by Pe...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	xxgeneral led...		comparative ...
Costed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	inventory list		manufacture...
Customer Payments List	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	accounts rec...		customer pa...
Customer Statement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	accounts rec...		customer sta...
Employee Summary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	employee list		employee su...
GL Journal Transaction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	gl transactio...		general ledg...
General Ledger Account Activity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	gl transactio...		general ledg...
Income Statement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	general ledge...		income state...
Inventory Count Sheet	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	inventory list		inventory co...
Invoice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	invoice batch...		invoice.rpt
Invoice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	invoice poste...		invoice post...
Item Components List	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	inventory co...		item compo...
Materials Requirements by Inventory	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	production o...		materials req...
Order Confirmation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	sales order, s...		order confir...
Packing Slip	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	process		packing slip....
Payment on Account Receipt	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ar payment		payment on ...
Payroll Cheque (HTML)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			payroll_base
Payroll Cheque - Bottom	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	payroll cheque		payroll cheq...
Payroll Cheque - Centre	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	payroll cheque		payroll cheq...
Payroll Cheque - Top	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	payroll cheque		payroll cheq...

# Email

## Setup

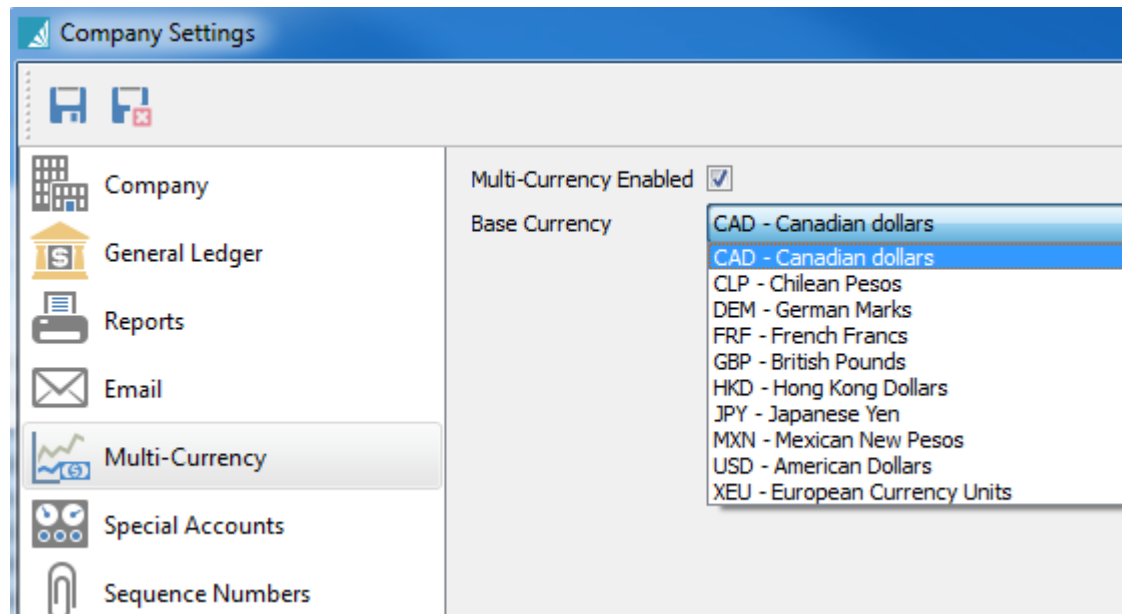
The Email section is where you will add the email address and outgoing mail server information in order to allow you to use the email function in Spire. If the user email is not setup, then this can be used as their email settings. Some companies just setup the company email and all email comes from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

- 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

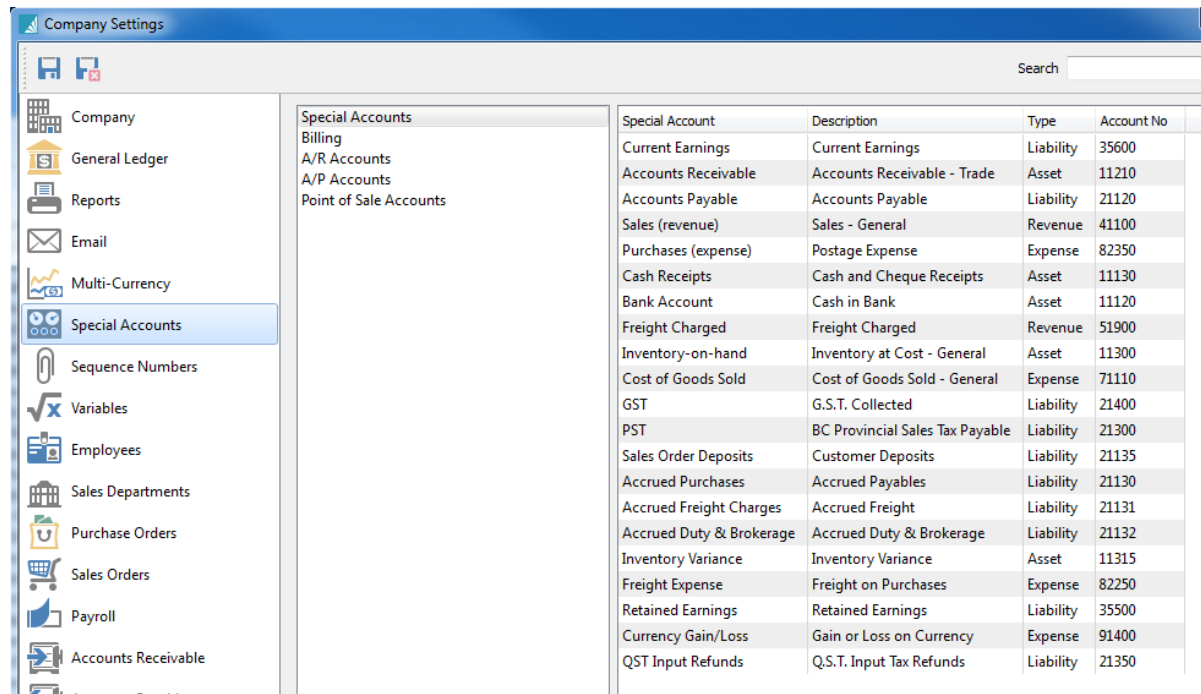
The Multi-Currency section can be enabled if you require currency conversion for customers and vendors in multiple countries. Choose the currency that you conduct your business in.





# 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.

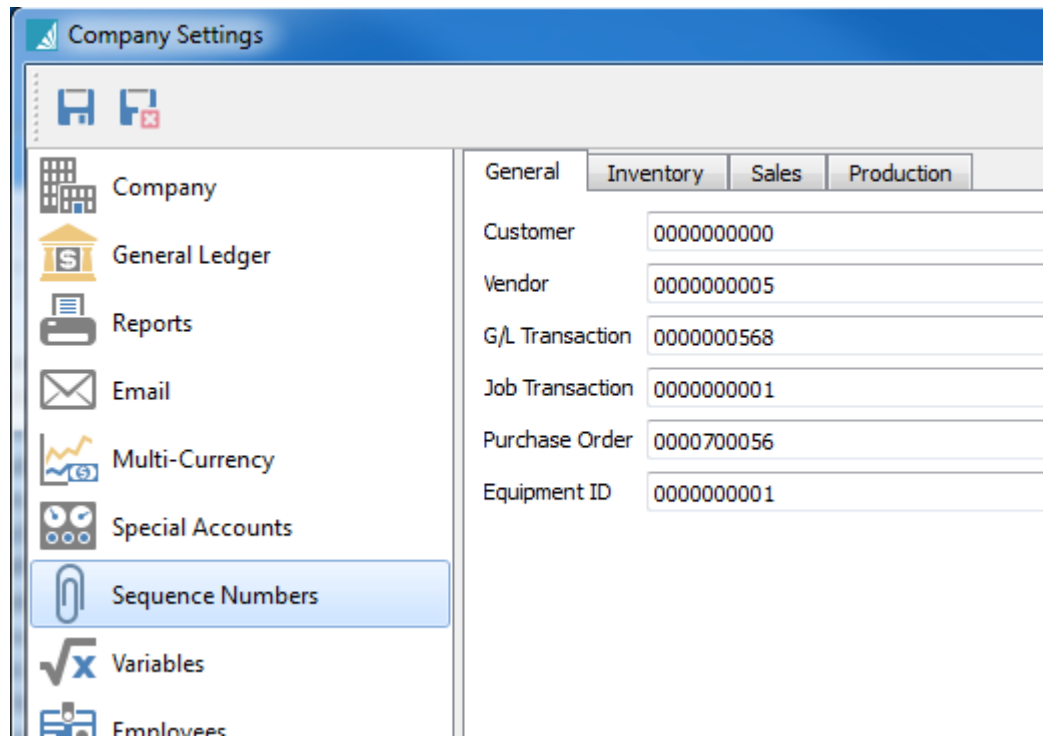


The screenshot shows the 'Company Settings' application window. On the left is a sidebar with icons and labels for different settings: Company, General Ledger, Reports, Email, Multi-Currency, **Special Accounts** (highlighted), Sequence Numbers, Variables, Employees, Sales Departments, Purchase Orders, Sales Orders, Payroll, and Accounts Receivable. The main window is titled 'Special Accounts' and contains a table of predefined special accounts.

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

# Sequence Numbers

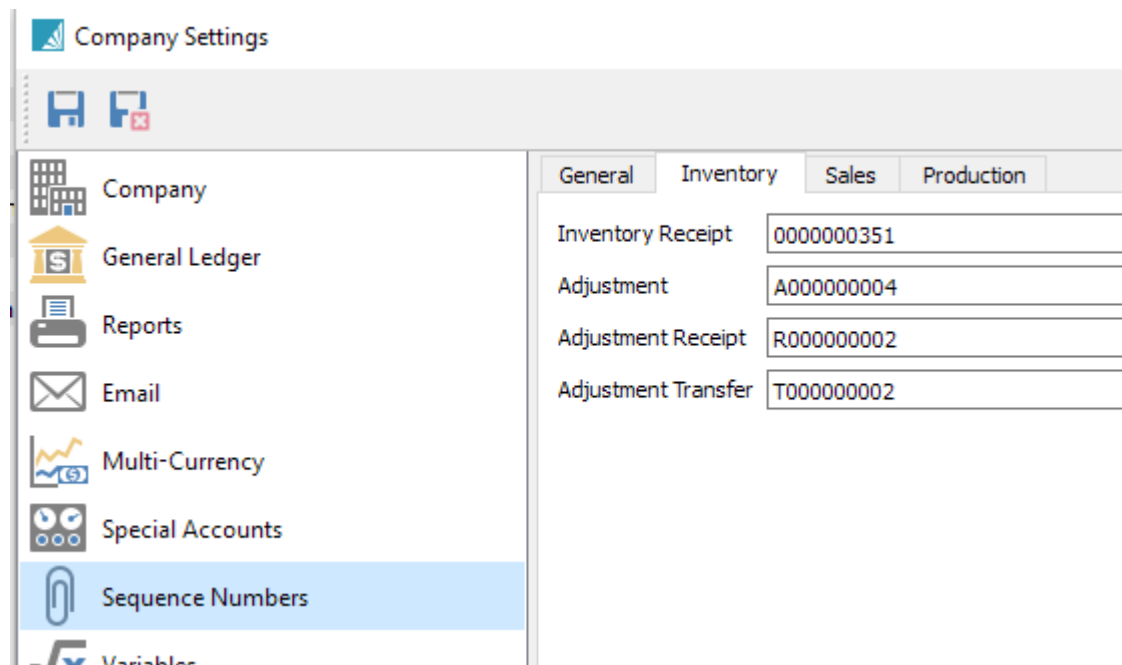
The Sequence Numbers section will allow you to set the starting number for a type of transaction or record that you will create in Spire.



The screenshot shows the 'Company Settings' window with the 'Sequence Numbers' section selected in the left sidebar. The main area displays settings for various transaction types under the 'Inventory' tab.

Category	Value
Customer	0000000000
Vendor	0000000005
G/L Transaction	0000000568
Job Transaction	0000000001
Purchase Order	0000700056
Equipment ID	0000000001

## Inventory



**Company Settings**

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

General Inventory Sales Production

Inventory Receipt 0000000351

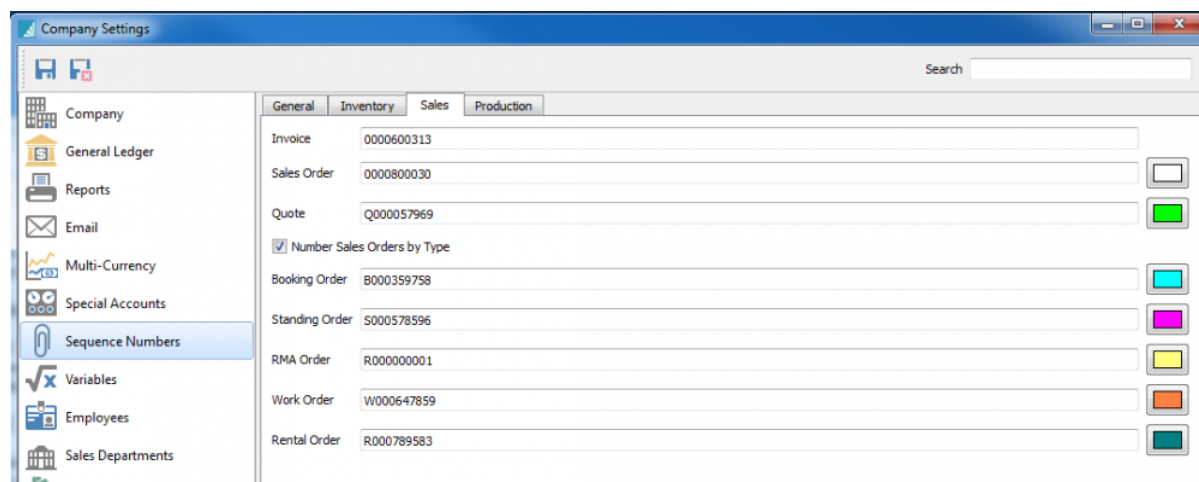
Adjustment A000000004

Adjustment Receipt R000000002

Adjustment Transfer T000000002

## Sales

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



**Company Settings**

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

General Inventory Sales Production

Invoice 0000600313

Sales Order 0000800030

Quote Q000057969

☒ Number Sales Orders by Type

Booking Order B000359758

Standing Order S000578596

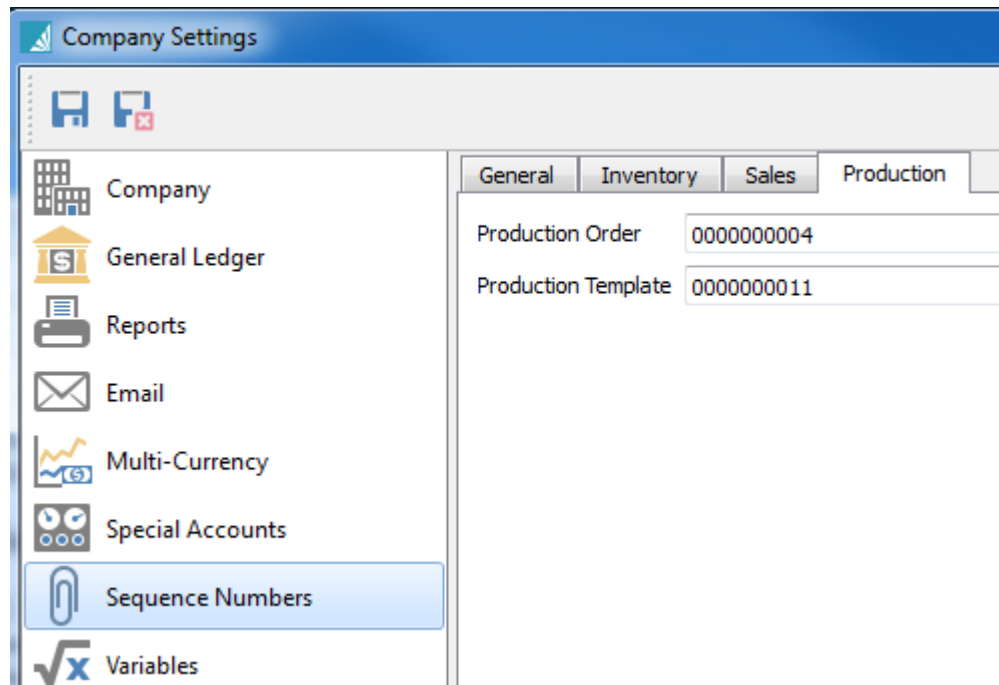
RMA Order R000000001

Work Order W000647859

Rental Order R000789583

## Production

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

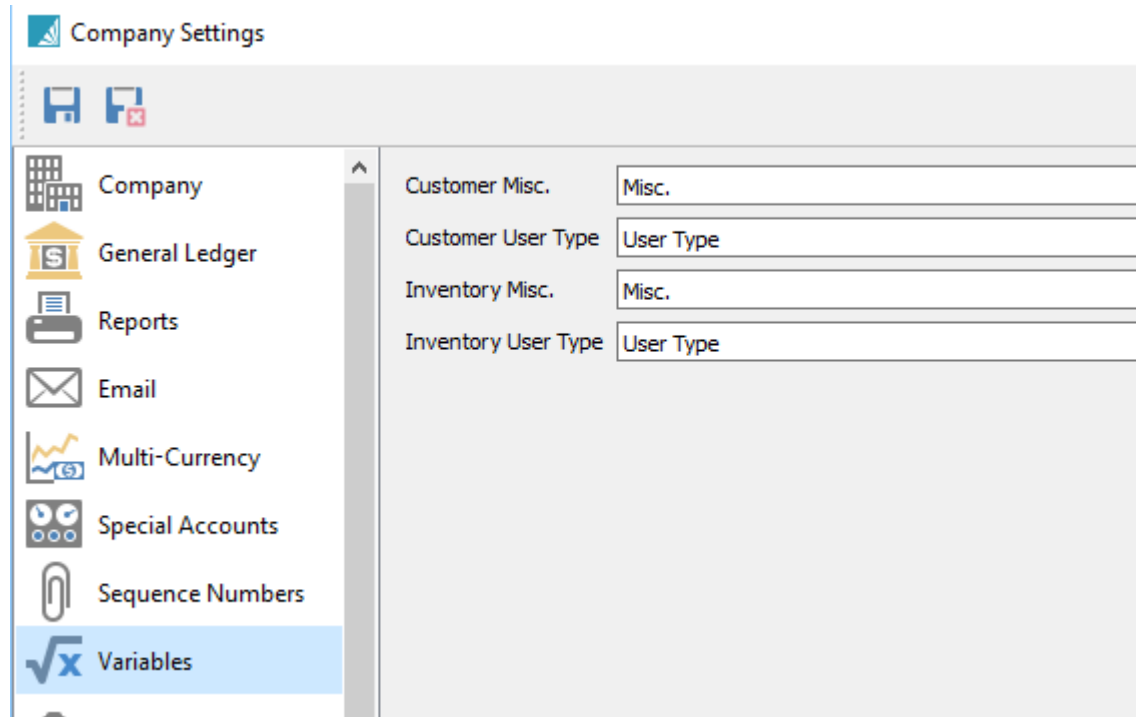


The image shows a screenshot of the 'Company Settings' application window. The window has a blue title bar with the text 'Company Settings'. Below the title bar is a toolbar with two icons: a floppy disk and a document with a red 'X'. The main area is divided into two panes. The left pane contains a list of settings categories, each with an icon and a label: 'Company' (building icon), 'General Ledger' (house with dollar sign icon), 'Reports' (printer icon), 'Email' (envelope icon), 'Multi-Currency' (line graph with dollar sign icon), 'Special Accounts' (three circles icon), 'Sequence Numbers' (paperclip icon, highlighted with a blue background), and 'Variables' (square root symbol icon). The right pane has four tabs: 'General', 'Inventory', 'Sales', and 'Production'. The 'Production' tab is selected. Under the 'Production' tab, there are two text input fields: 'Production Order' with the value '0000000004' and 'Production Template' with the value '0000000011'.

Category	Value
Production Order	0000000004
Production Template	0000000011

# Variables

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

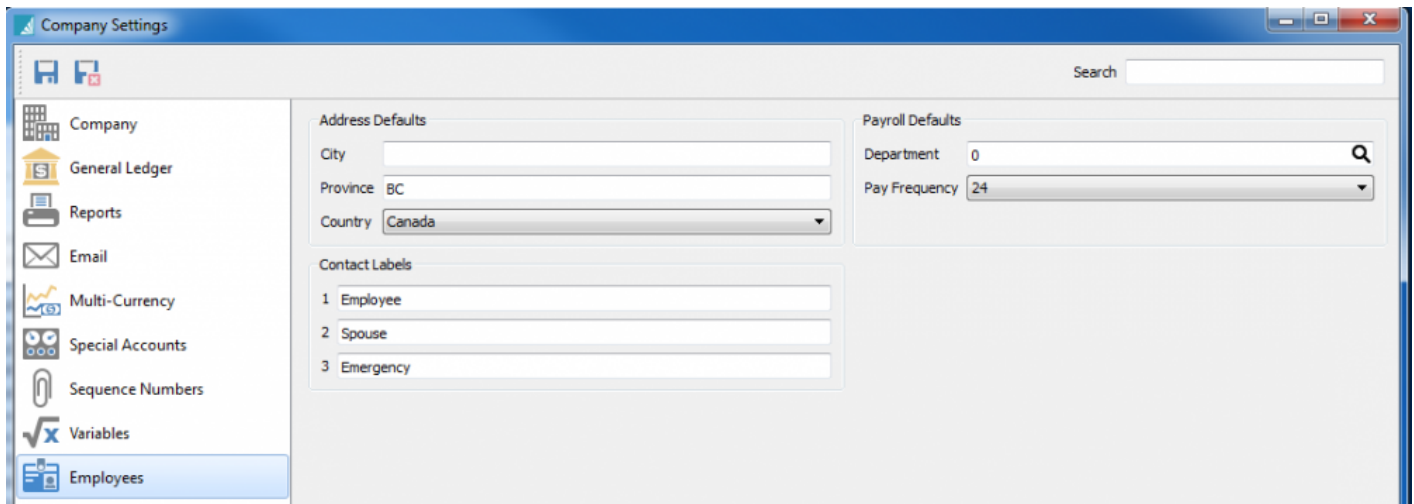


The screenshot shows the 'Company Settings' window with the 'Variables' tab selected. The 'Variables' tab displays a list of fields with their current labels:

Field	Label
Customer Misc.	Misc.
Customer User Type	User Type
Inventory Misc.	Misc.
Inventory User Type	User Type

# Employees

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



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

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

# Sales Departments

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

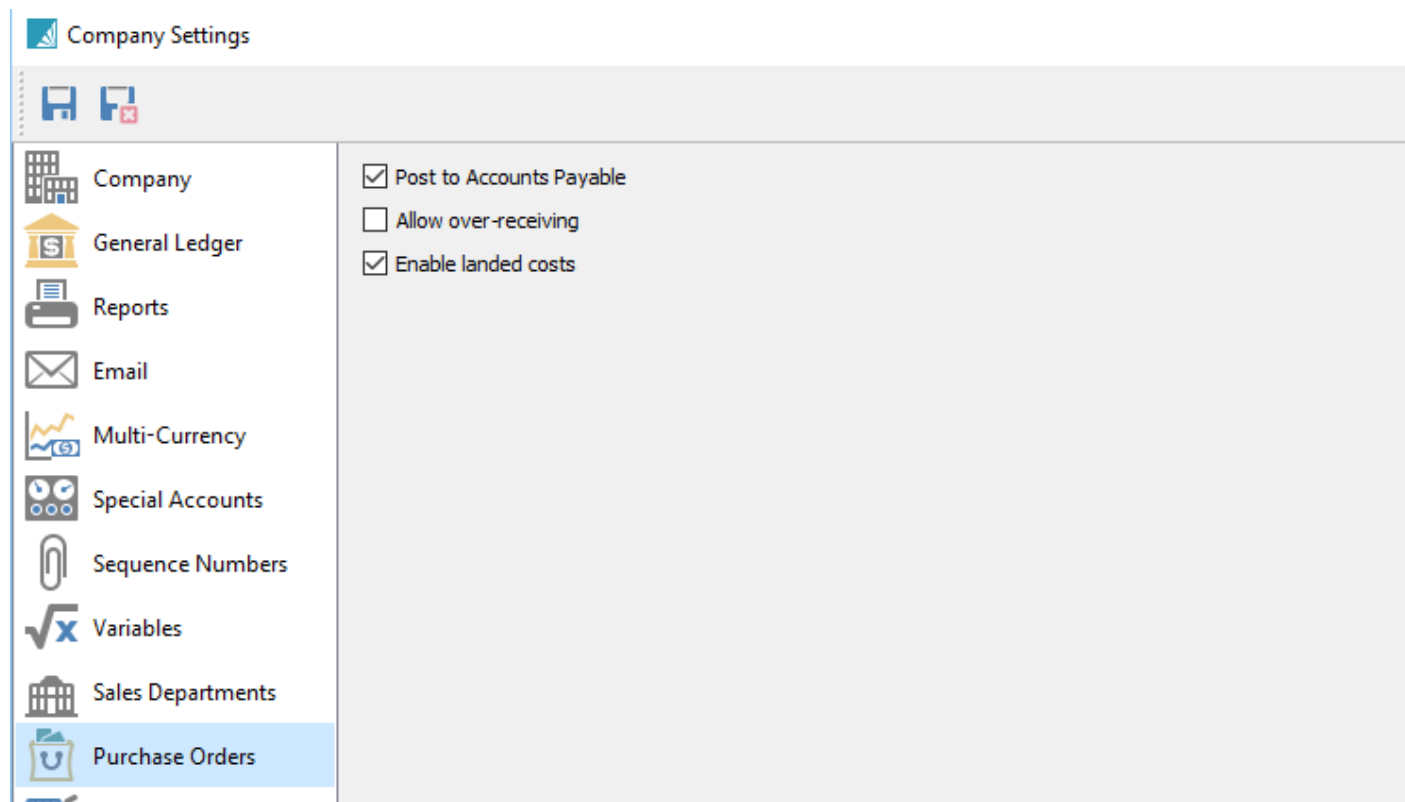
Company Settings			
<div> <div>Company</div> <div>General Ledger</div> <div>Reports</div> <div>Email</div> <div>Multi-Currency</div> <div>Special Accounts</div> <div>Sequence Numbers</div> <div>Variables</div> <div>Employees</div> <div>Sales Departments</div> </div>		<div>Search</div>	
#	Sales Account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

# Purchase Orders

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

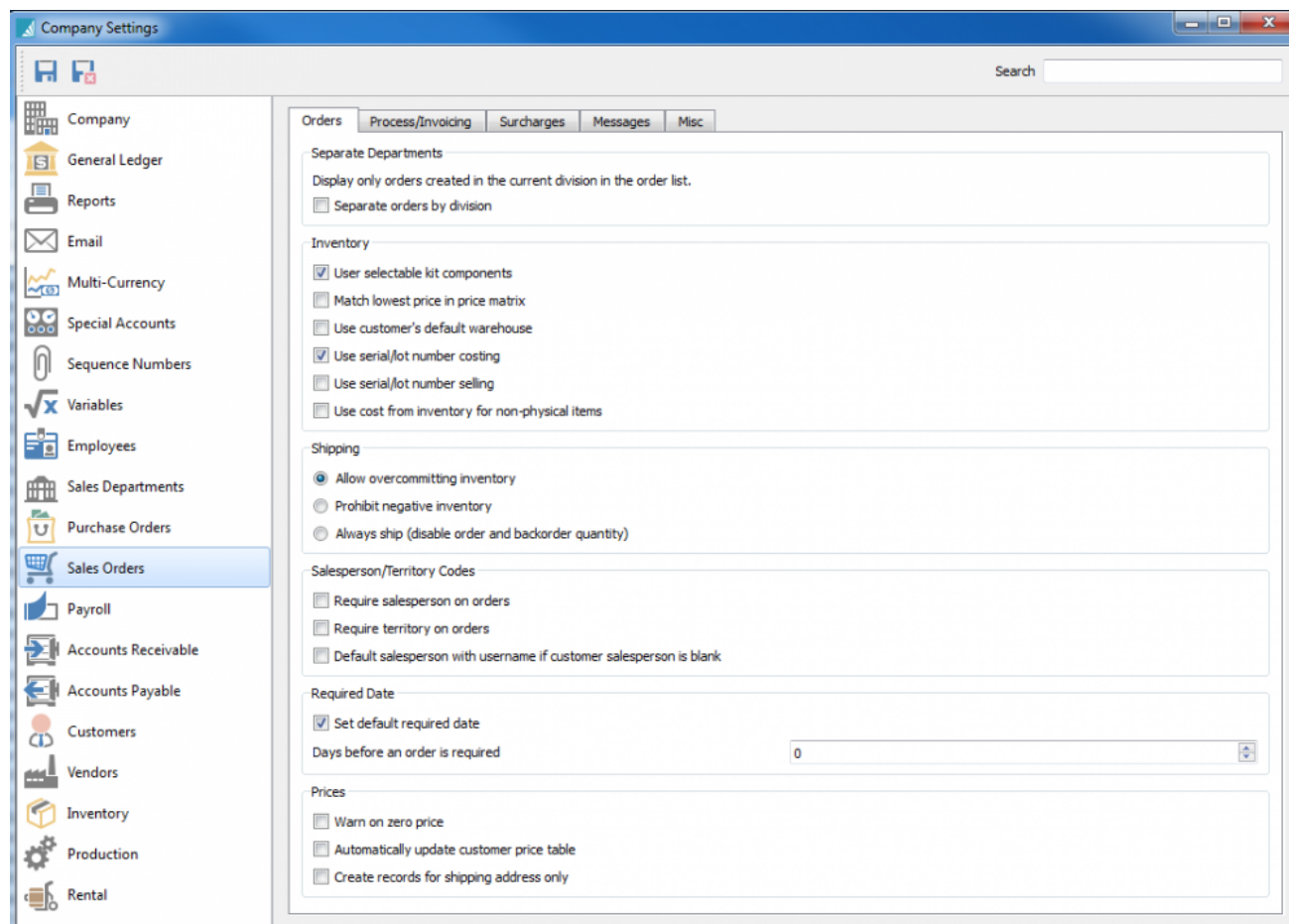
**Allow over-receiving** – If checked, then the user can receive more than what was ordered on a purchase order.

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





# Sales Orders



## Orders Tab

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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



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

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

# Processing / Invoicing

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

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

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

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

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

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

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

**Percentage Charge** – % charged on shipping method by default.

**Minimum Charge** – Minimum freight charged.

**Maximum Charge** – Maximum freight charged.

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



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

## Order Invoicing

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

## Batch Posting

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

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

## Customer Credit

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

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

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

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

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

## Inventory

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

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

## Standing Orders

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

## Backorders

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



Not recommended as the order may already be picked.

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

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

Reset phase when invoicing with back orders.

# Surcharges

**Company Settings**

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

Orders Process/Invoicing **Surcharges** Messages Misc

**Surcharges**

☒ Tax code 1 applies to surcharge

☒ Tax code 2 applies to surcharge

Min

Max

G/L account

Alias

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

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

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

**Min** – Minimum amount to charge.

**Max** – Maximum amount to charge.

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

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



# Messages

Company Settings

Company

General Ledger

Reports

Email

Multi-Currency

Special Accounts

Sequence Numbers

Variables

Sales Departments

Purchase Orders

Sales Orders

Employees

Orders Process/Invoicing Surcharges Messages Misc

Price Check Warning

Message

☐ Display in POS

☐ Display in sales orders

Warning Messages

☐ Display warning when POS overcommits inventory

☐ Display warning when a duplicate Purchase Order number is used

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

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

## Warning Messages

Display warning when POS over commits inventory.

Display warning when a duplicate purchase order number is used.

# Misc

Company Settings

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

Orders Process/Invoicing Surcharges Messages Misc

Point of Sale

☐ Always prompt for customer

☒ Accumulate Items

POS multiplier

Home Page

Credit/Copy

☐ Retain Order number on Copy and Credit in Sales History

☐ Convert quotes to Sales Order with next Order number

Sales Order Number

☐ Allow users to set Sales Order number on new orders

Recurrence

Default Repeat

## Point of Sale

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

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

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

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

## Credit/Copy

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

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

## Sales Order Number

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

## Recurrence

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

# Payroll

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

Company Settings

Company

General Ledger

Reports

Email

Multi-Currency

Special Accounts

Sequence Numbers

Variables

Employees

Sales Departments

Purchase Orders

Sales Orders

**Payroll**

Accounts Receivable

Accounts Payable

Customers

Vendors

Payroll Department

1

Division

000

Accounts

Deductions

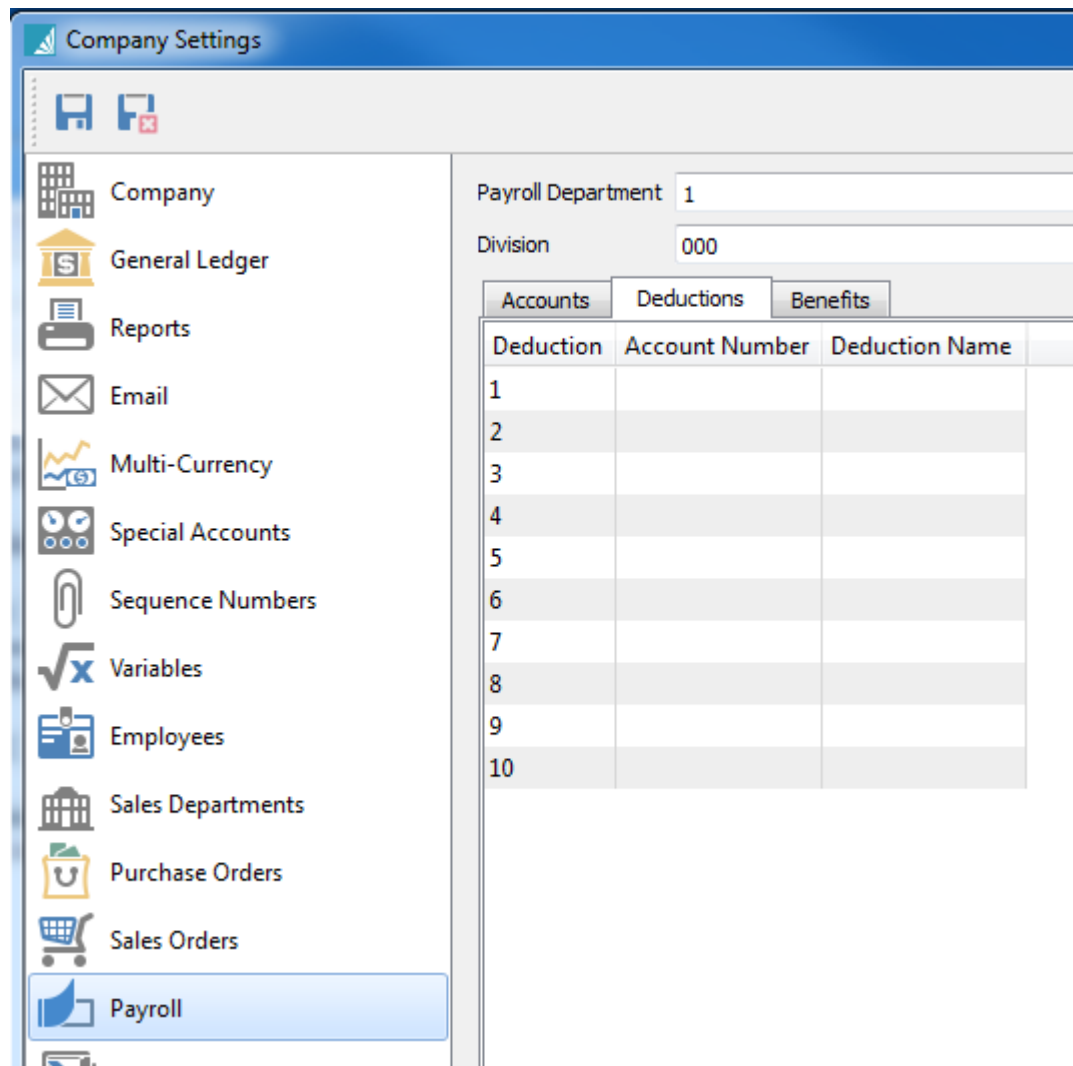
Benefits

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

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

## Deductions

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



**Company Settings**

Payroll Department: 1

Division: 000



Accounts | **Deductions** | Benefits


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


## Benefits


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


Company Settings





 Company


 General Ledger


 Reports


 Email


 Multi-Currency


 Special Accounts


 Sequence Numbers


 Variables

 Employees

 Sales Departments

 Purchase Orders

 Sales Orders

 Payroll

Payroll Department

Division

Accounts

Deductions

Benefits

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

# Accounts Receivable

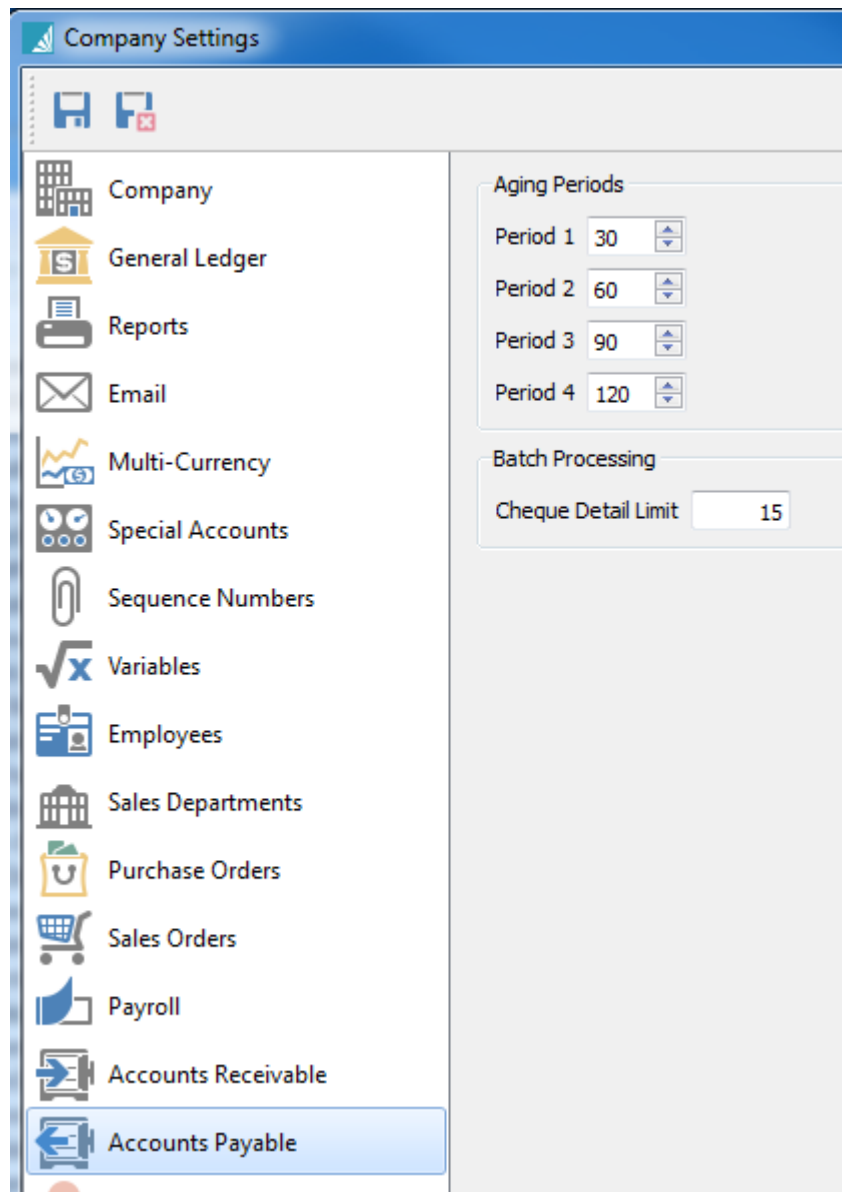
The screenshot shows the 'Company Settings' window with the 'Accounts Receivable' option selected in the left-hand menu. The main area displays the 'Monthly Interest Rate (%)' set to 0 and the 'Aging Periods' section with four periods: Period 1 (30), Period 2 (60), Period 3 (90), and Period 4 (120). Each period has a corresponding up/down arrow for adjustment.

Setting	Value
Monthly Interest Rate (%)	0
Aging Period 1	30
Aging Period 2	60
Aging Period 3	90
Aging Period 4	120

**Monthly Interest Rate** – Interest rate to charge in AR.

**Aging Periods** – Select 4 aging periods.

# Accounts Payable



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

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

Batch Processing	
Cheque Detail Limit	15

**Aging Periods** – Select 4 aging periods.

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



# Customers

**Company Settings**

Search

**Company**

**General Ledger**

**Reports**

**Email**

**Multi-Currency**

**Special Accounts**

**Sequence Numbers**

**Variables**

**Sales Departments**

**Purchase Orders**

**Sales Orders**

**Employees**

**Payroll**

**Customers**

**Address Defaults**

City: Toronto

Province: ON

Country: Canada

Unique Ship To: ☐

**Shipping**

Terms: 01

Ship Via: 03

**Sales**

GL Account: 41100

Override Sales Account: ☐

Credit Type: Unlimited Credit

Credit Limit: 0

**Contact Labels**

1: Main

2: Sales

3: Accounting

**Taxes**

Sales Tax 1: 1

Sales Tax 2: 2

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

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

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

## Shipping

**Terms** – Customers default terms.

**Ship Via** – Customers default shipping method.

**Taxes** – Default taxes for a new customer.

## Sales


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



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
















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

**Credit Limit** – Default credit limit for a new customer.

# Vendors

 Company Settings

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

**Address Defaults**

City

Province

Country

**Purchasing**

Default G/L Expense Account

Credit Type

Credit Limit

**Contact Labels**

1

2

3

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

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

## Purchasing

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

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

**Credit Limit** – Default credit limit for a new vendor.

# Inventory

Company Settings

Search

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

**Warehouse**

☐ Multiple warehouses

**Receiving/Transfers**

☒ Post adjustments to GL

Default Adjustment Account

Transfer Markup Account

Default Markup Percentage

**Landed Costs**

Accrued Freight %

Accrued Duty and Brokerage %

☒ Enable landed costs

☒ Save landed costs

**Serialized Inventory**

☒ Use serialized inventory

☒ Upon receipt

**Miscellaneous**

Cost Method

Default Stock UOM

☐ Prohibit overshipping

☐ Enforce product codes

☐ Use permissive FIFO (not recommended)

## Warehouses

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

## Receiving/Transfers

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

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

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

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

## Landed Costs

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

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

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

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

## Serialized Inventory

**Use Serialized Inventory** – Use serial numbers.

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

## Miscellaneous

**Cost Method** – Choose Average or FIFO

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

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

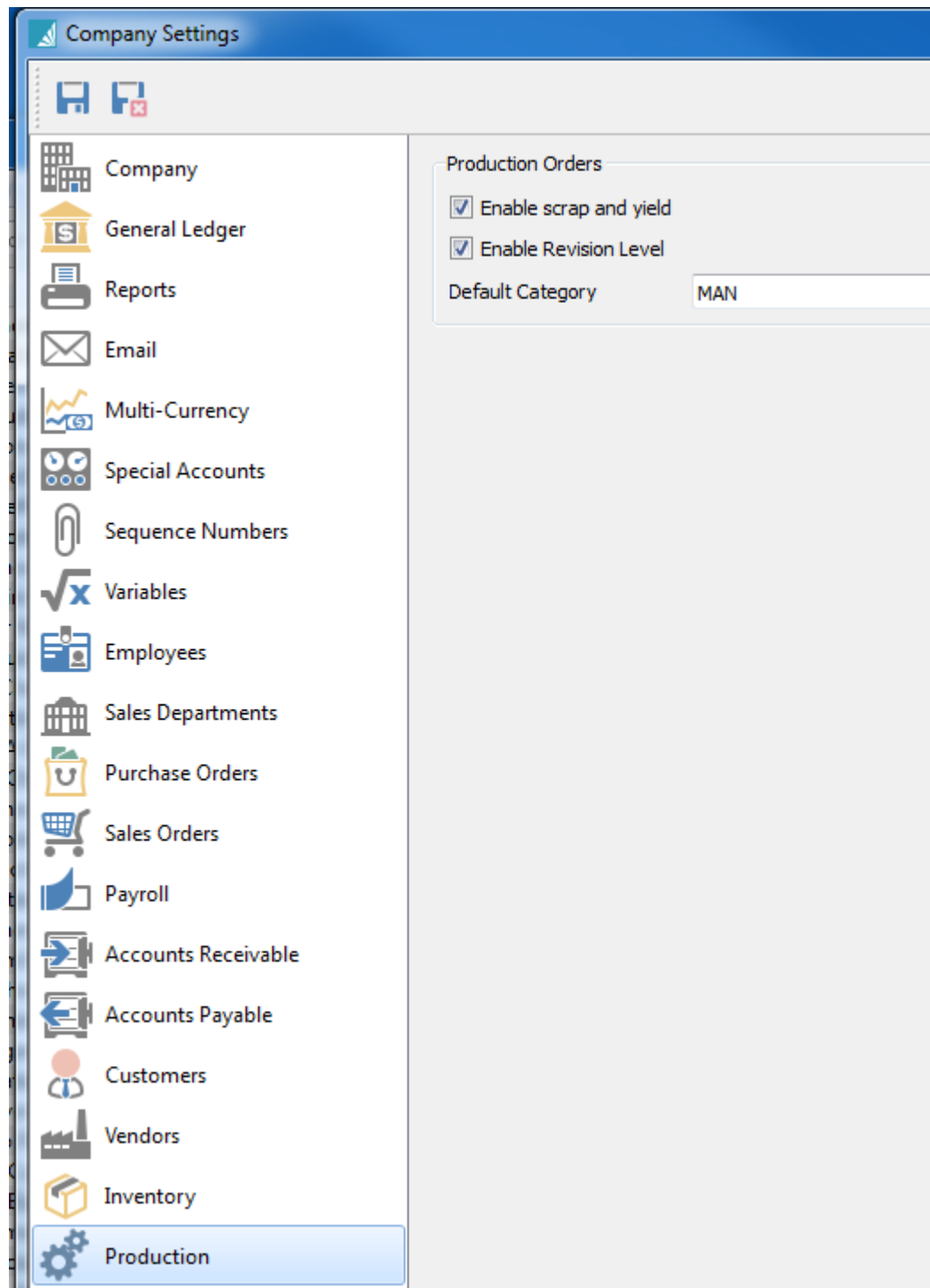


It is not recommended that the company allows over committing of inventory as the cost that will be used in sales and production will not be accurate. When a PO is received for an item that was negative and the cost was different, the difference will be posted to the cost of goods account for that item.

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

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

# Production



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

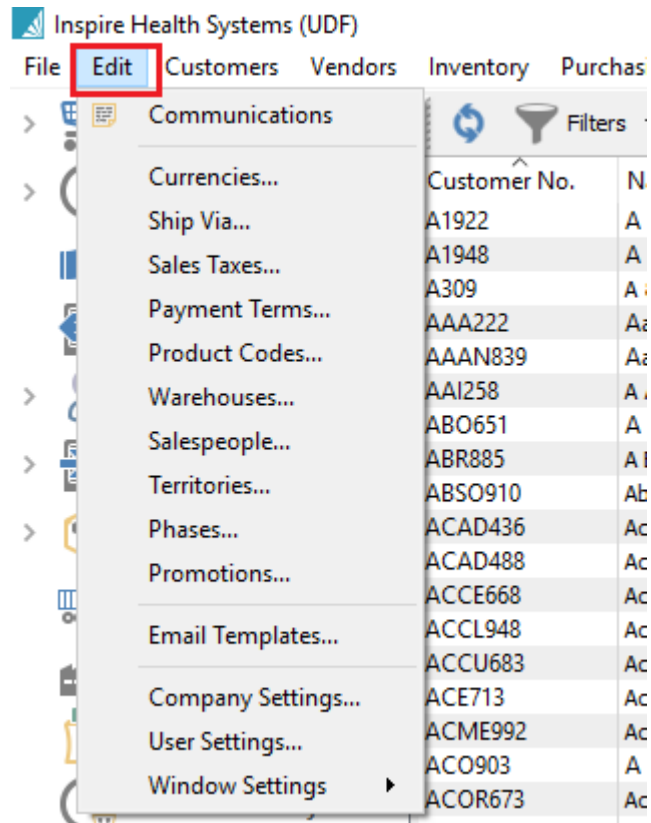
**Enable Revision Level** – User will be prompted for a revision number when editing a template.

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



# Settings

These setup items are found under Edit.



# Ship Via

The screenshot shows the 'Shipping Methods' window with a table of shipping methods and an open 'Shipping Method - Federal Express' edit form.

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

**Shipping Method - Federal Express**

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

Notes: User Defined

Subject: Created Date: Created By: Due Date: Completion Date:

Created by SS on 7/7/2005 10:06:12 AM Modified by SS on 4/11/2016 11:41:02 AM

**Code** – A code of up to 10 digits.

**Description** – Description of the shipping method.

**Method** – How to charge the shipping fee.

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

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

**Rate** – Percentage to charge for freight.

**Taxable** – Is the freight taxable.

**Min Charge** – The minimum to charge for freight.

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

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

# Sales Taxes

The screenshot displays the 'Sales Taxes' application window. At the top, there is a toolbar with icons for filters, search, export, and editing. Below the toolbar is a table listing three sales taxes:

No	Name	Rate	Ind. Pricing	Short Name
1	G.S.T.	5.00	<input type="checkbox"/>	G.S.T.
2	P.S.T.	7.00	<input type="checkbox"/>	BC P.S.T.
3	H.S.T.	13.00	<input type="checkbox"/>	H.S.T.

Below the table, the 'Tax - H.S.T.' window is open, showing the details for the selected tax. The 'Sales Tax' field is set to 3, and the 'Description' is 'H.S.T.'. The 'Details' tab is active, showing the 'Short Name' as 'H.S.T.', the 'Rate' as 13.0000, and the 'GL Account' as 21400. The 'Use Partial Tax Rate' checkbox is unchecked, and the 'Partial Rate' is 0.0000. The 'G.S.T. Collected' field is also visible. At the bottom, a status bar indicates the tax was created by SS on 7/7/2005 and modified by SS on 4/11/2016.

**Sales Tax** – 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.

**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)

# Payment Terms

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

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

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

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

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

**Code** – The code for this Payment Term.

**Description** – The description of the terms.

**Days Available** – Days available for a discount.

**Discount Rate** – The discount if paid before days available.

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

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

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

## Payment Terms Tabs

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

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

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

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

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

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

# Product Codes

The screenshot displays the 'Product Codes' application interface. At the top, there is a toolbar with icons for filters, search, export, and editing. Below this is a table listing product codes. The table has columns for Code, Description, Margin Pct., Surcharge, and Sales Department. The rows are ACC (Accessories), EQUIP (Equipment), GAM (Games), and SUPP (Supplements). The 'SUPP' row is highlighted.

Below the table, a detailed view for the 'SUPP' product code is shown. This view includes fields for Product code, Description, Margin, Surcharge, and Dept. The 'User Defined' section contains a table for Commission % with entries for Barry (11.00), Mary (12.00), John (11.00), and David (10.00). At the bottom, there are buttons for 'Add Page', 'Edit Page', 'Remove Page', 'Move Left', and 'Move Right'. A footer indicates the record was created by SS on 8/25/2014 4:45:15 PM and modified by SS on 1/18/2016 2:17:33 PM.

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

Product Code - SUPP	
Product code	SUPP
Description	Supplements
Margin	30
Surcharge	0
Dept	4

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

Created by SS on 8/25/2014 4:45:15 PM | Modified by SS on 1/18/2016 2:17:33 PM

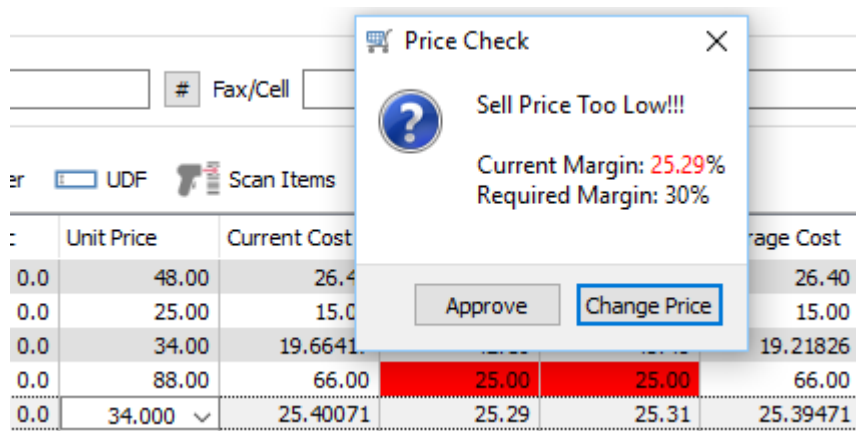
**Product Code** – Assign a code to the product.

**Description** – The description of the product code.

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



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



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

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

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

# Warehouses

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

Code	Description
RAW	Raw Material
TO	InSpire Toronto

**Warehouse - TO**

Code: TO  
Description: InSpire Toronto

**Address** | Sales Taxes | Communications | User Defined

**Contact Information**

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

**Contact #1** | Contact #2 | Contact #3

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

**Internet Addresses**

Email:  >  
Website:  >

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

**Code** – The code assigned to this warehouse

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

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

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

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

# Salespeople

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

Key	Name
BARRY	Barry
DAVID	David

The 'Salesperson - David' window is open, showing a detailed form for the selected salesperson. The form includes fields for Key (DAVID), Name (David), and tabs for Address, Communications, and User Defined. The Address tab is active, showing a 'Contact Information' section with fields for Address, City, Postal Code, Province, Country, Phone, and Fax. There are also 'Contact #1', 'Contact #2', and 'Contact #3' sections, each with fields for Name, Phone, Fax/Cell, and Email. The 'Internet Addresses' section includes fields for Email and Website. The bottom status bar indicates the record was created and modified by SS on 1/17/2016.

**Code** – The code for this salesperson.

**Name** – The name of the salesperson.

**Address** – The salesperson's address.



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

**Communications** – Any number of notes can be added to salespeople

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

# Territories

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

Code	Name
BC	British Co...
ON	Ontario

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

**Code** – The code for this territory.

**Name** – The name of the territory.

**Details** – Detailed notes can be added to the territory.

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

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

# Phases

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

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

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

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

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

**Phase Code** – A code for this phase

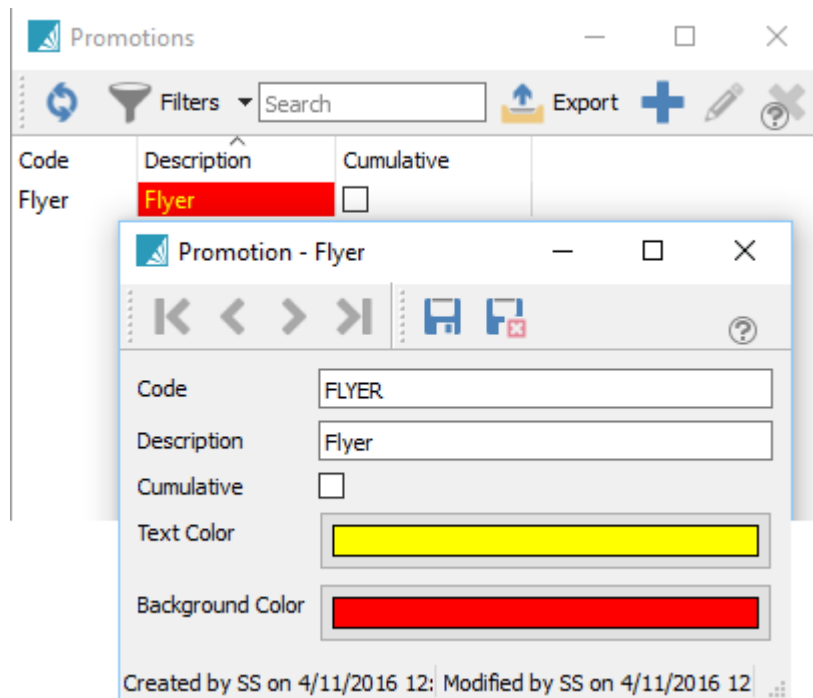
**Phase Type** – Select Sales Order, Production Order or Purchase Order. This phase will be only available within that module.

**Description** – A description for the phase.

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

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

# Promotions



Promotion reasons can be added to a price matrix record. When used, the reason code will have this name and color 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 Color** – The color of the text for this promo code.

**Background Color** – The color of the background for this promo code.

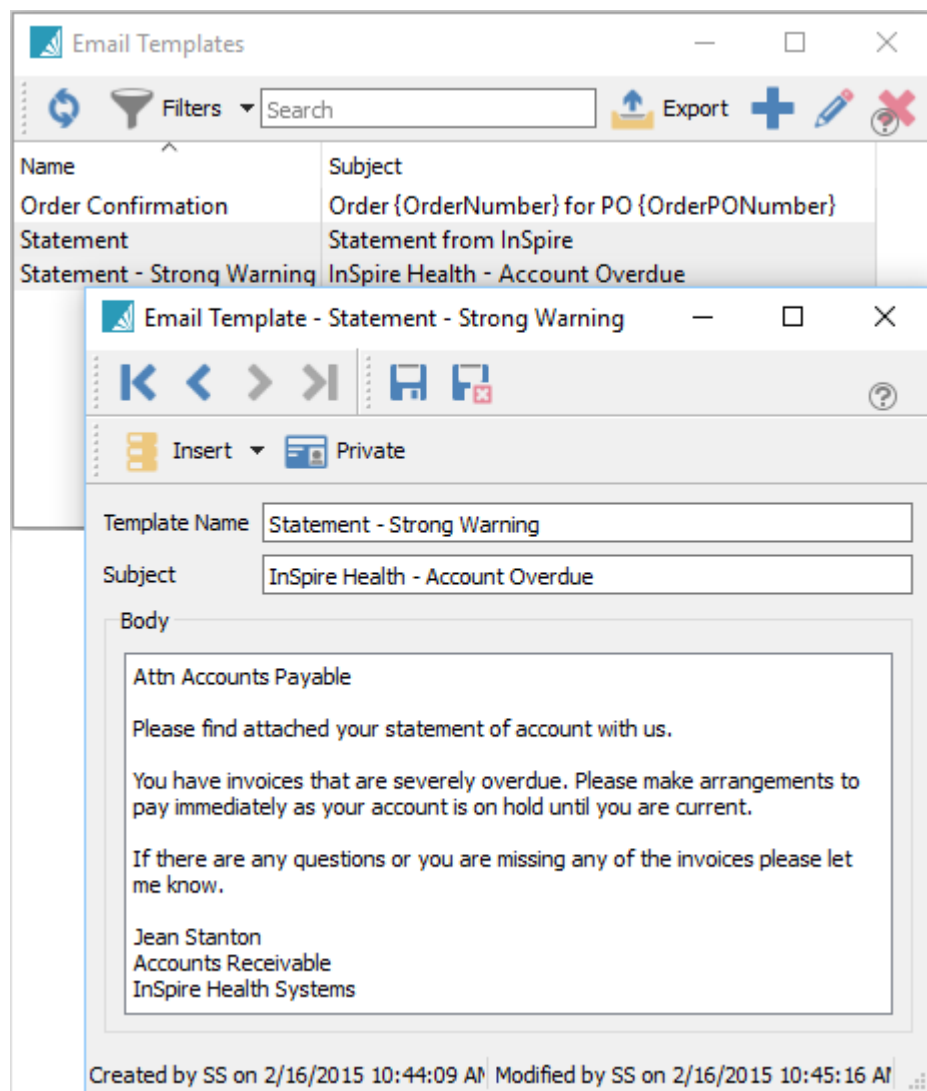


## Video Instruction

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



# Email Templates



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

**Insert** – User can insert merge fields into the template

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

**Template Name** – Meaningful name for the template.

**Subject** – The email subject for the template.

**Body** – The contents of the email.

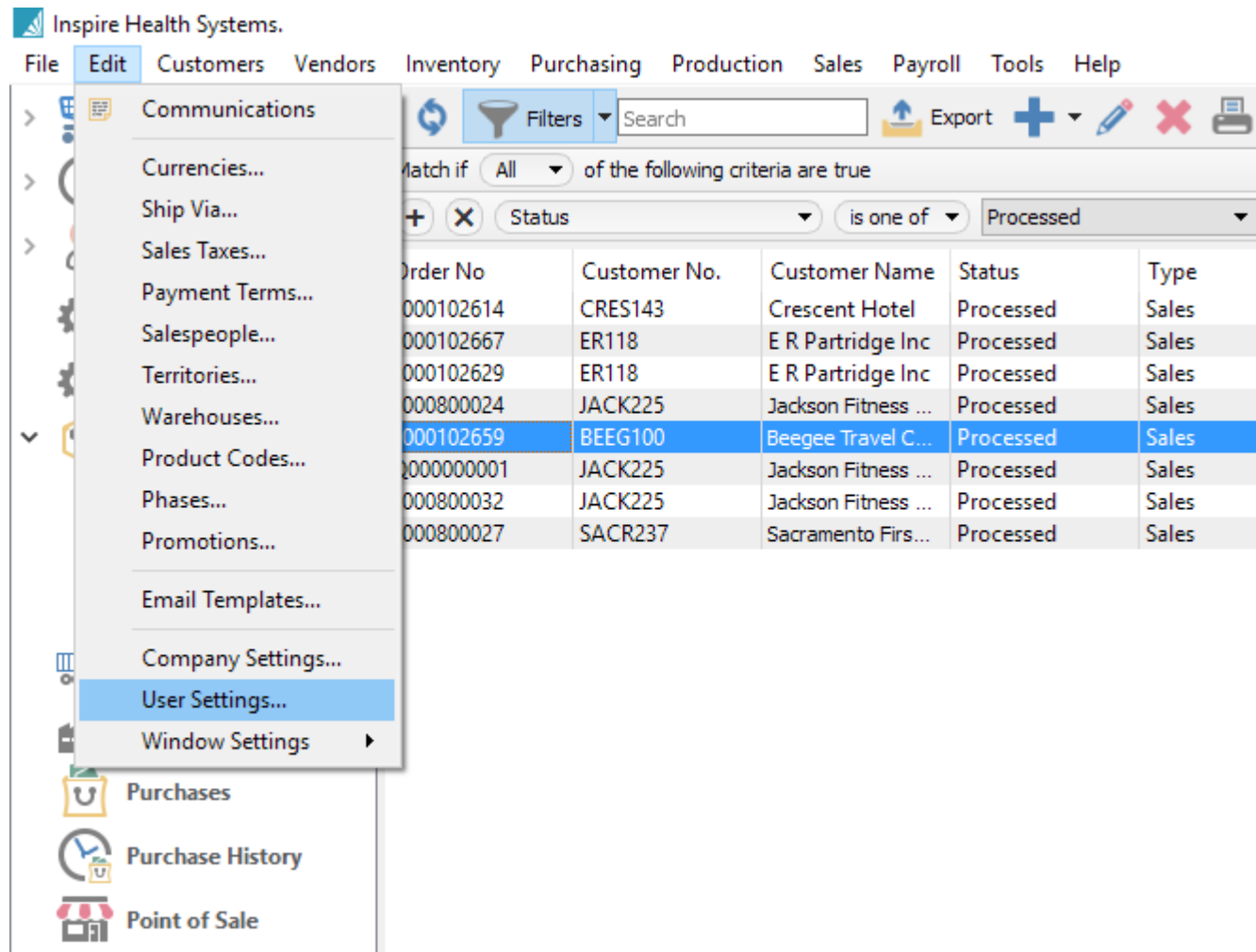
Video Instructions – Email Templates



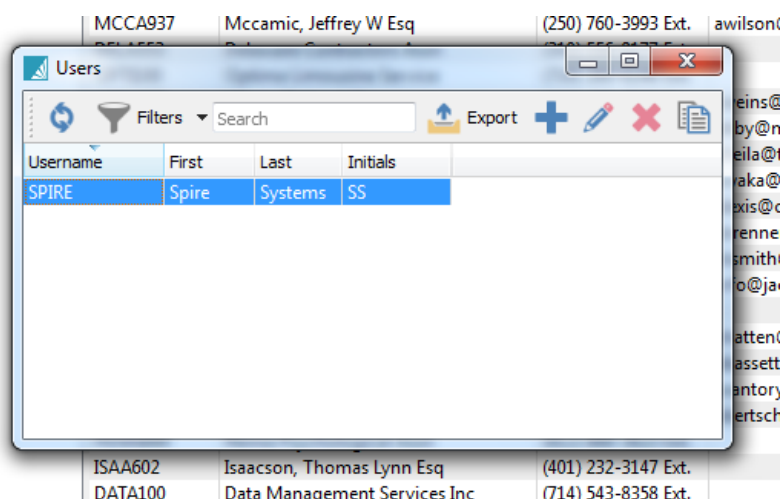
# User Settings

## Creating a New User

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



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



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

The 'User Settings for None' window shows the following fields and options:

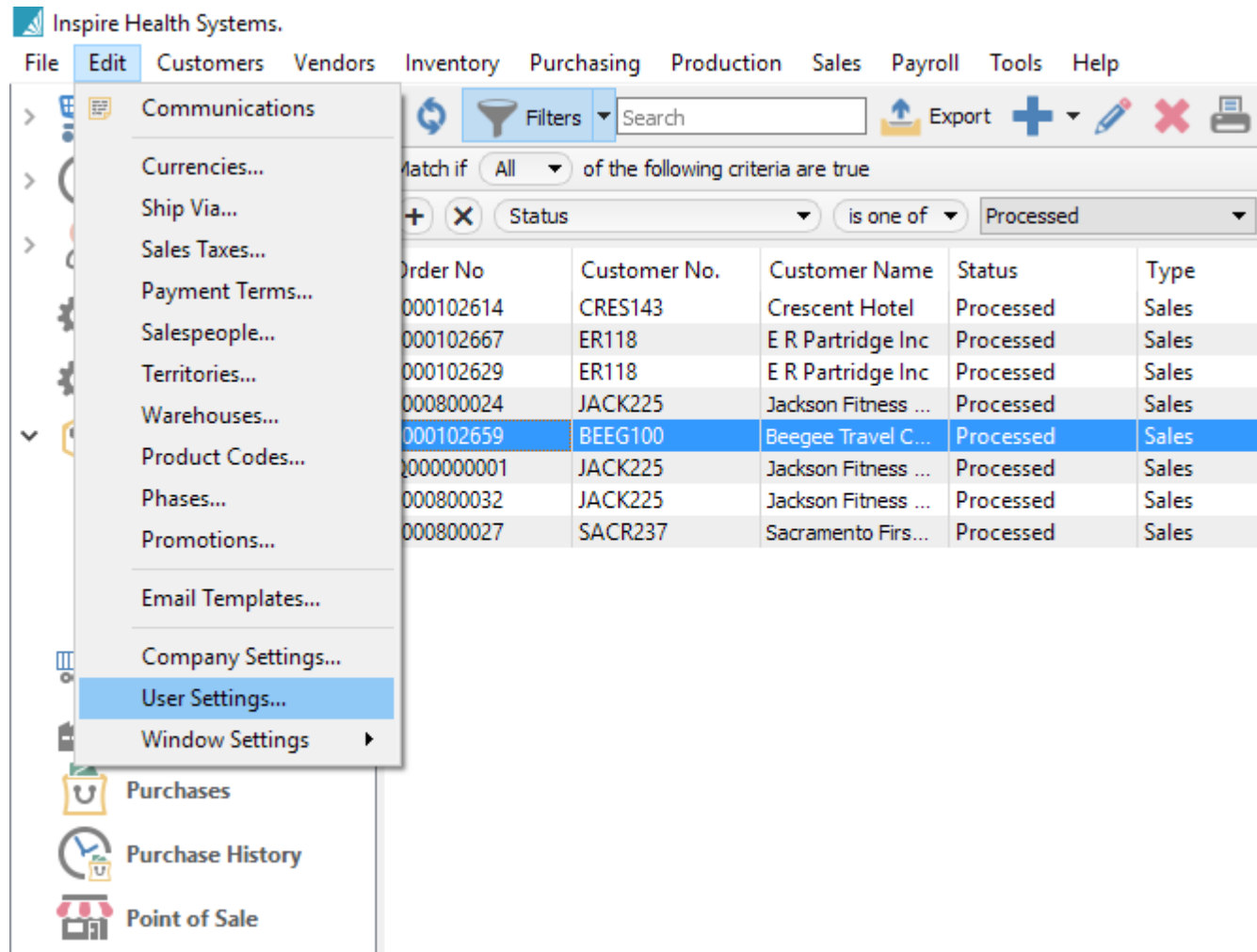
- User Info** (selected tab)
  - Username:
  - First Name:
  - Last Name:
  - Initials:
  - ☒ Active
  - Password:
  - Confirm:
- User Defined** (unselected tab)

The left sidebar contains the following menu items: User Info, Currency, General, Reports, Email, General Ledger, Accounts Payable, Territory, Accounts Receivable, Job Costing, Phase, Employees, Payroll, and Customers.

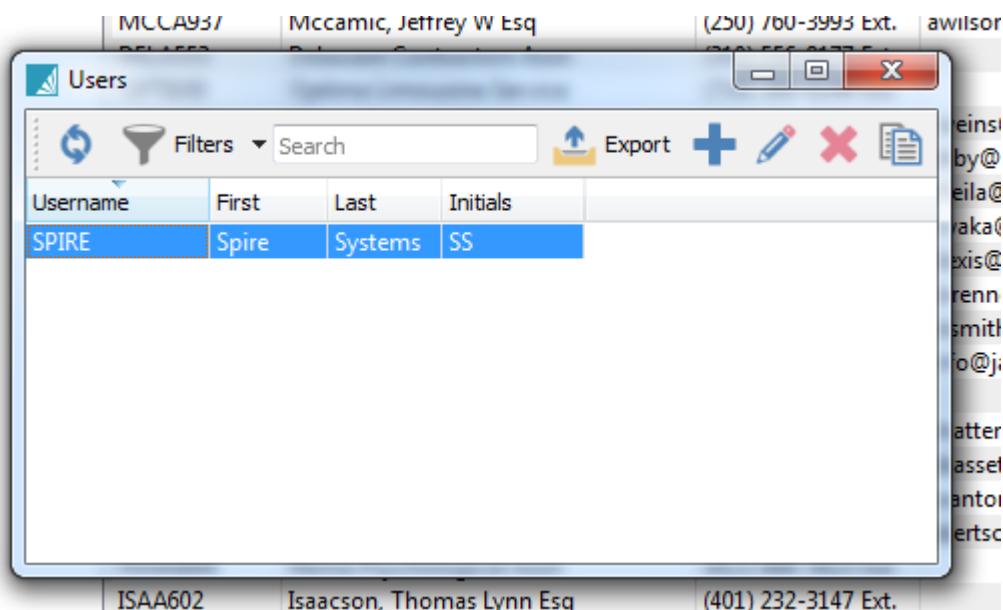
Once you have completed entering the new user information you will need to save the record via the “save” icon located on the top left of the window.

# Configuring User Permissions

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



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



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

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

**User Settings for SPIRE**

Save Search

Navigation: << < > >>

**User Info**

Currency

General

Reports

Email

Employees

Accounts Payable

Job Costing

Phase

Territory

Accounts Receivable

Username: SPIRE

First Name: Spire

Last Name: Systems

Initials: SS

Active: ☒

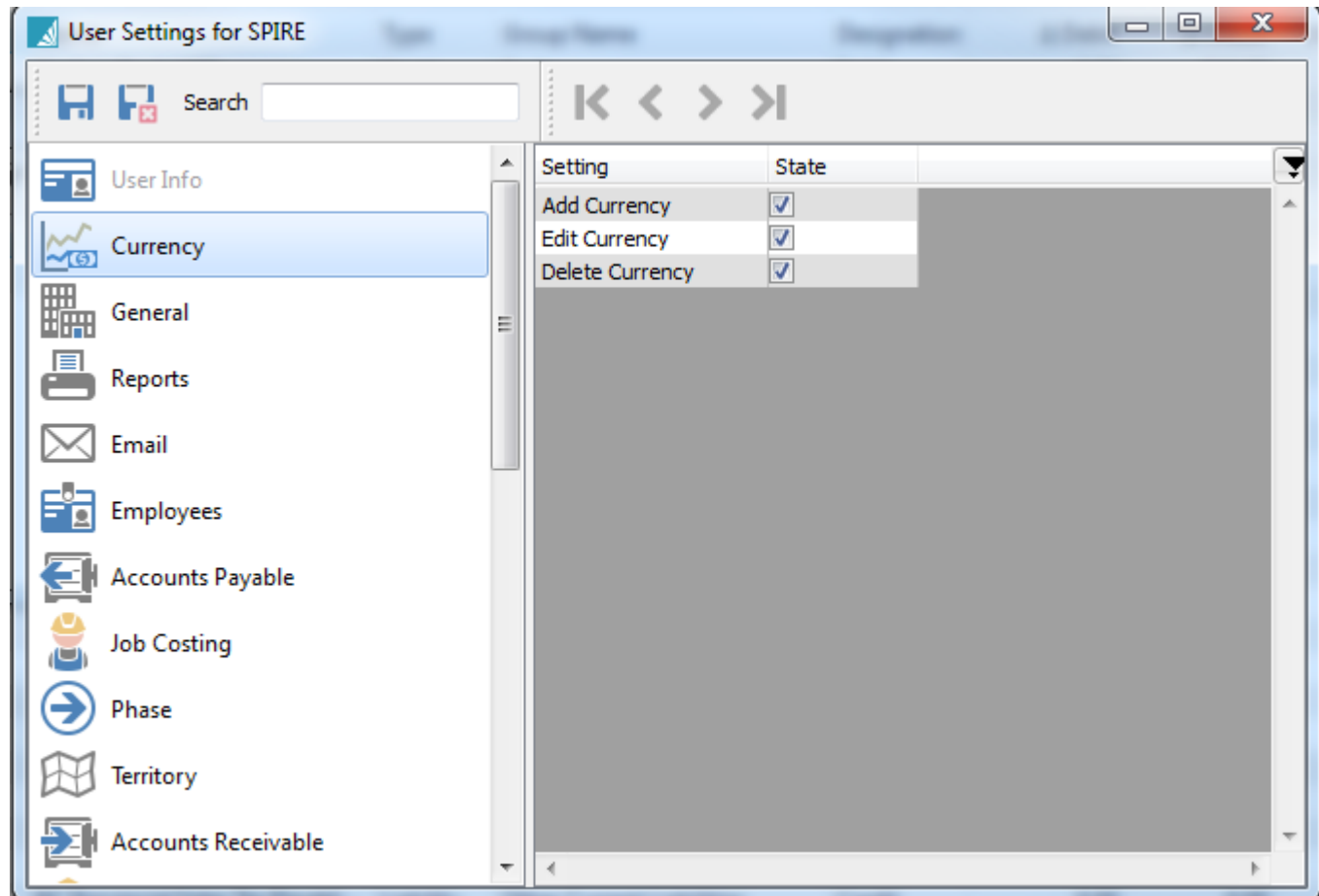
Password:

Confirm:

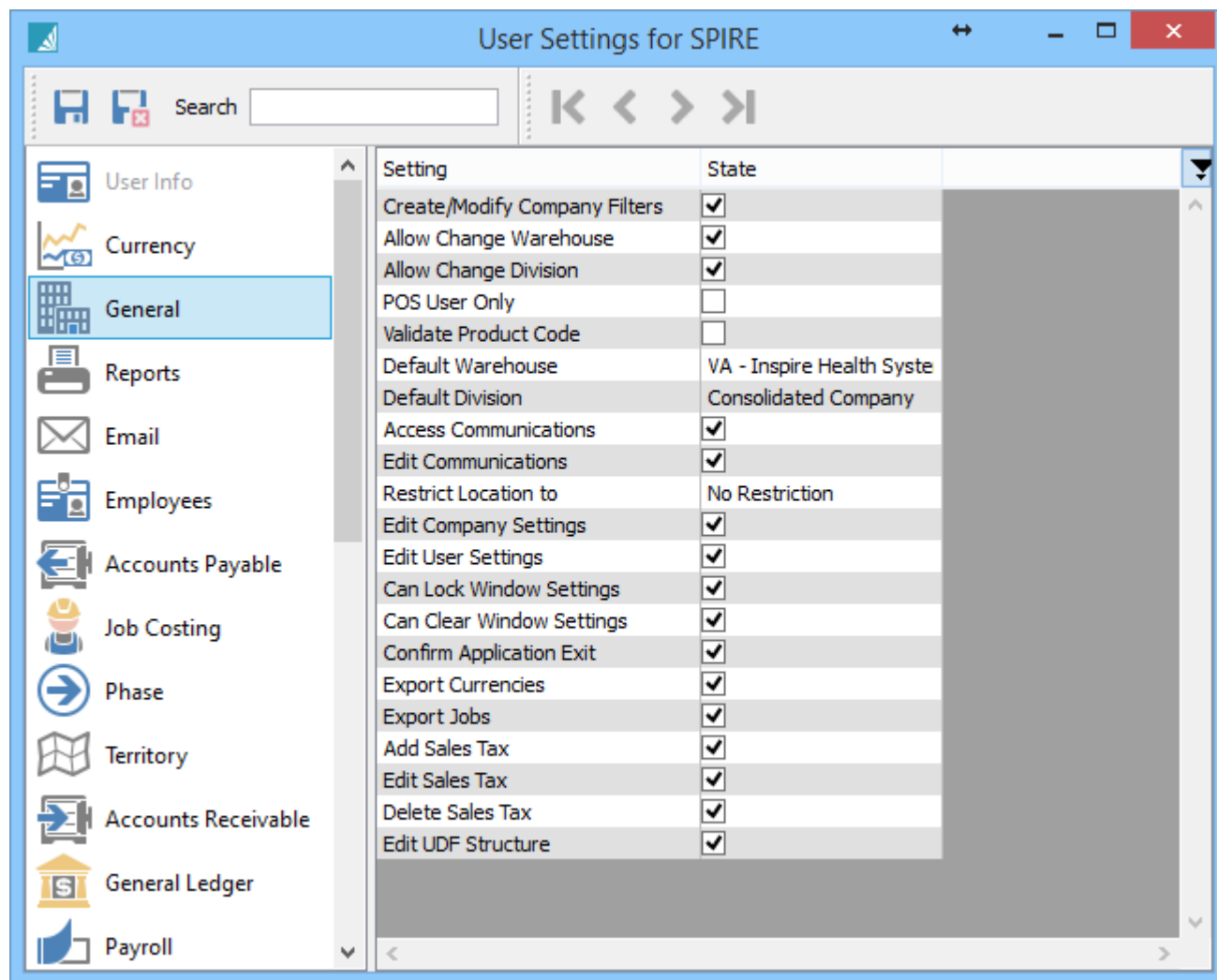


# Currency

User security to add/edit/delete currencies.



# General



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

**Allows Change Warehouse** – User can switch to another warehouse.

**Allow Change Division** – User can switch divisions.

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

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

**Default Warehouse** – The user's default warehouse.

**Default Division** – The user's default division.

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

**Edit Communications** – Allows user to edit communications.

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

**Edit Company Settings** – Allow user to edit company settings.

**Edit User Settings** – Allows user to edit user settings.

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

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

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

**Export Currencies** – Allows export of currencies.

**Export Jobs** – Allows job export.

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

**Edit Sales Tax** – Allows editing of sales taxes.

**Delete Sales Tax** – Allows deleting of sales taxes.

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

# Reports

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

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

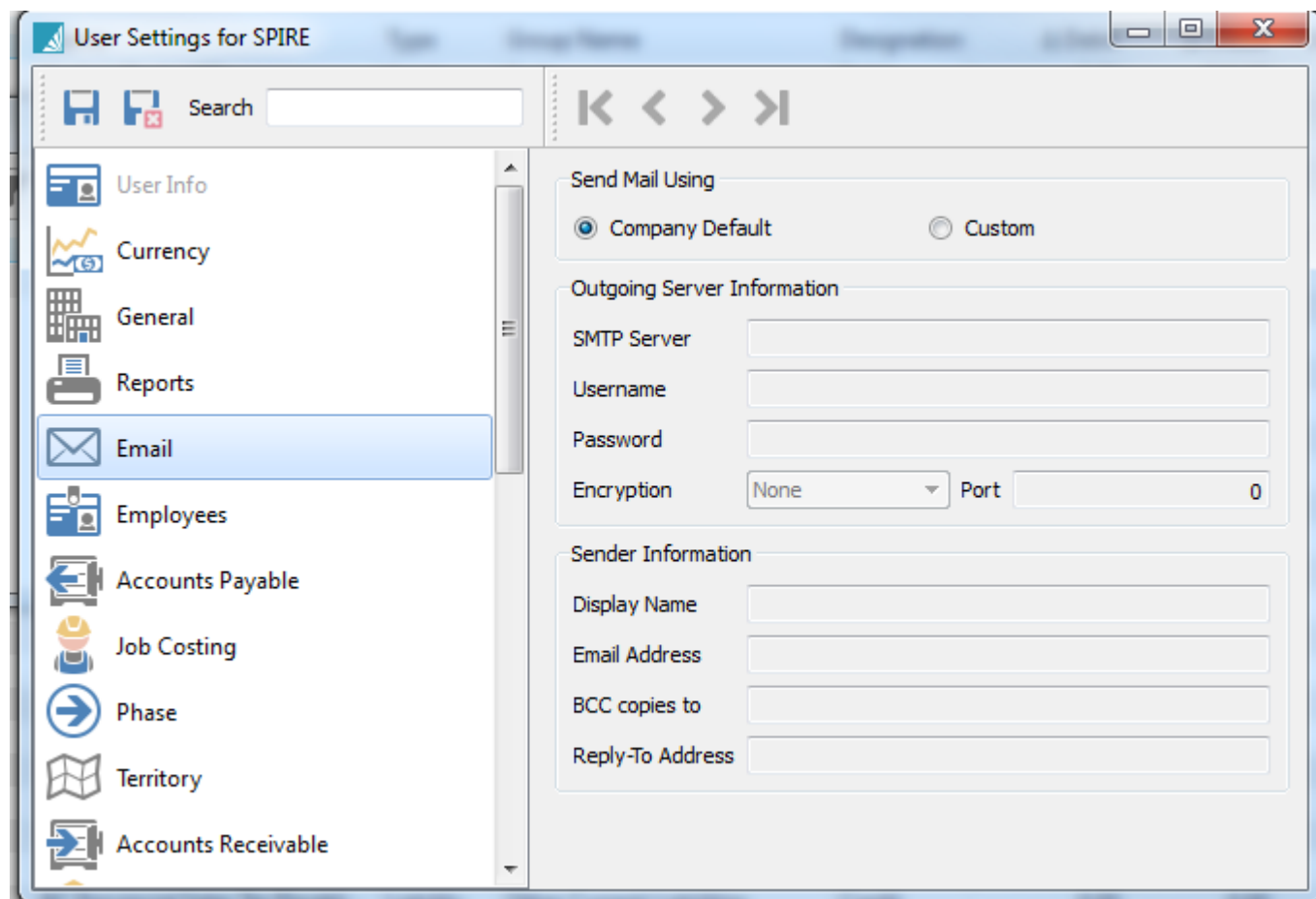
**Report Security** – Each user can be set to:

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

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

# Email

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



The screenshot shows the 'User Settings for SPIRE' application window. The left-hand sidebar contains a list of settings categories: User Info, Currency, General, Reports, Email (highlighted), Employees, Accounts Payable, Job Costing, Phase, Territory, and Accounts Receivable. The main content area is divided into three sections. The first section, 'Send Mail Using', has two radio buttons: 'Company Default' (selected) and 'Custom'. The second section, 'Outgoing Server Information', includes text input fields for 'SMTP Server', 'Username', and 'Password', a dropdown menu for 'Encryption' set to 'None', and a text input field for 'Port' set to '0'. The third section, 'Sender Information', includes text input fields for 'Display Name', 'Email Address', 'BCC copies to', and 'Reply-To Address'.

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

**Username** – Usually their email address.

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

**Encryption** – Many providers require encryption to be on.

**Encryption Ports** – 25, 465 and 587 are common.

**Display Name** – The name of the sender.

**Email Address** – The senders email address.

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

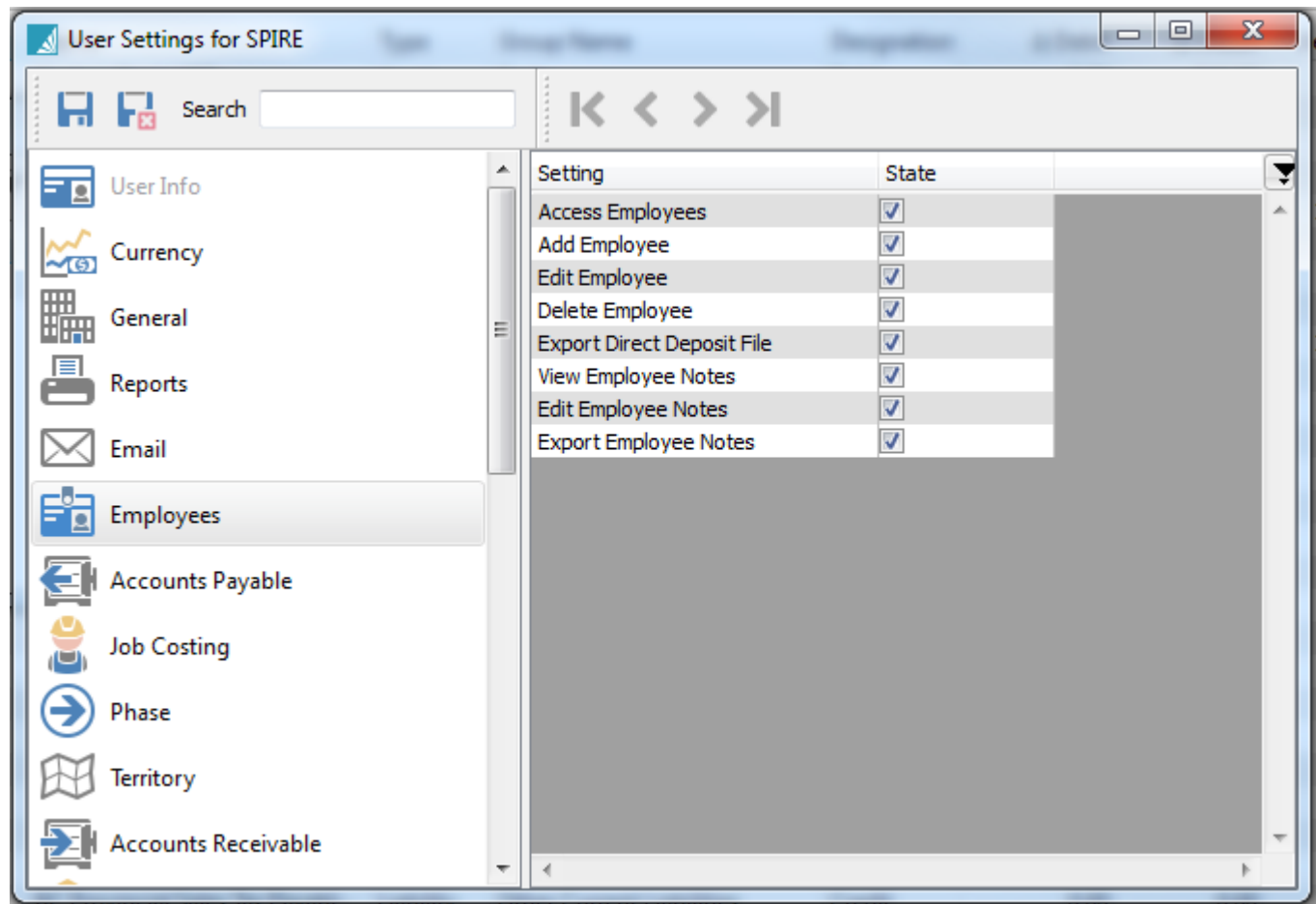
**Reply-To Address** – When the recipient replies, who will get the message?



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

# Employees

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



**Access Employees** – Allows user access to the employee list

**Add Employees** – Can add employees

**Edit Employee** – Can edit employees

**Delete Employees** – Can delete employees

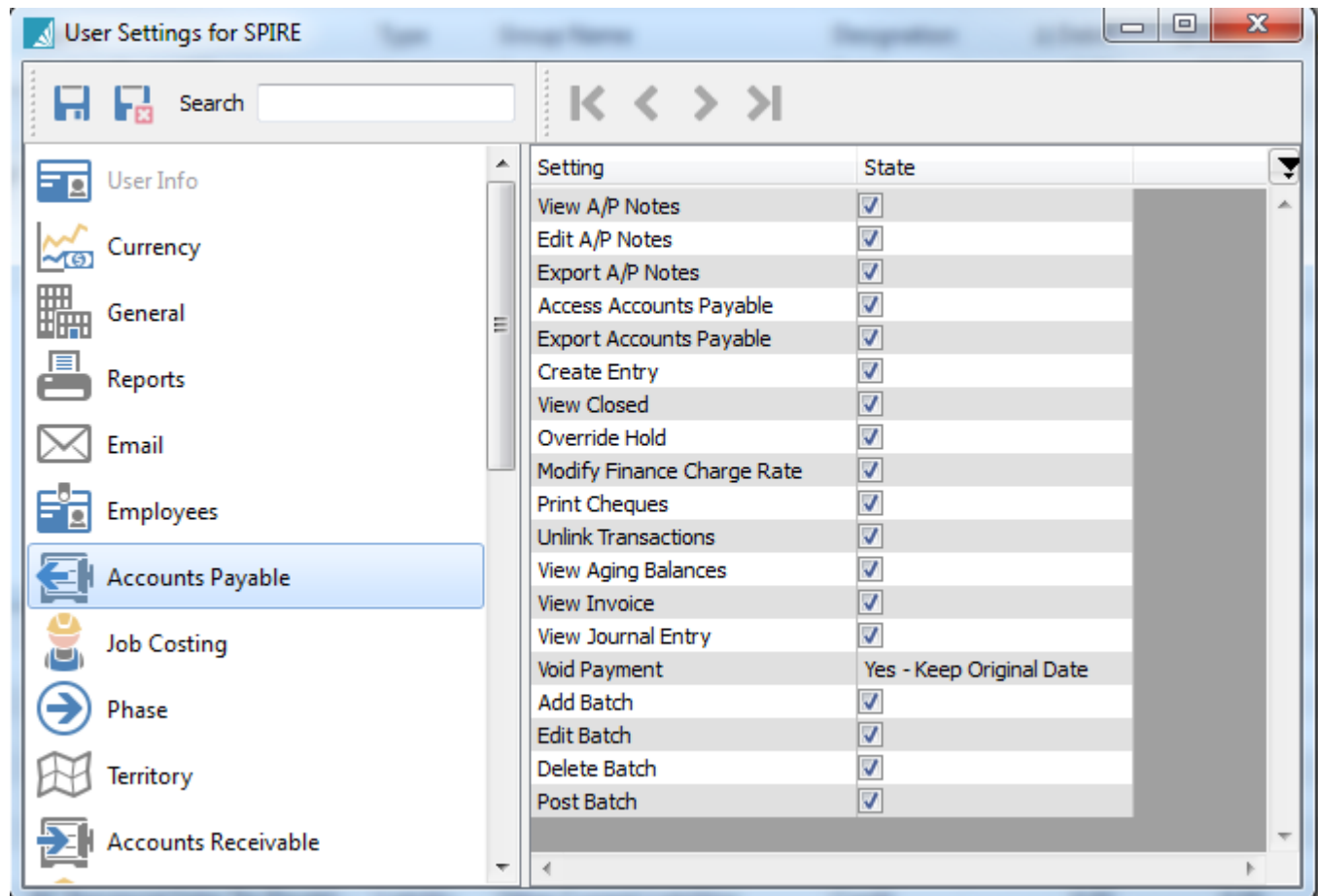
**Export Direct Deposit File** – Can export a CPA1464 (CPA005) EFT file to upload to bank

**Edit Employee Notes** – Can edit employee notes

**Export Employee Notes** – Can export employee notes



# Accounts Payable



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

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

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

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

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

**Create Entry** — allows the user to create new accounts payable

**View Closed** — allows the user to views all accounts payable

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

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

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

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

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

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

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

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

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

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

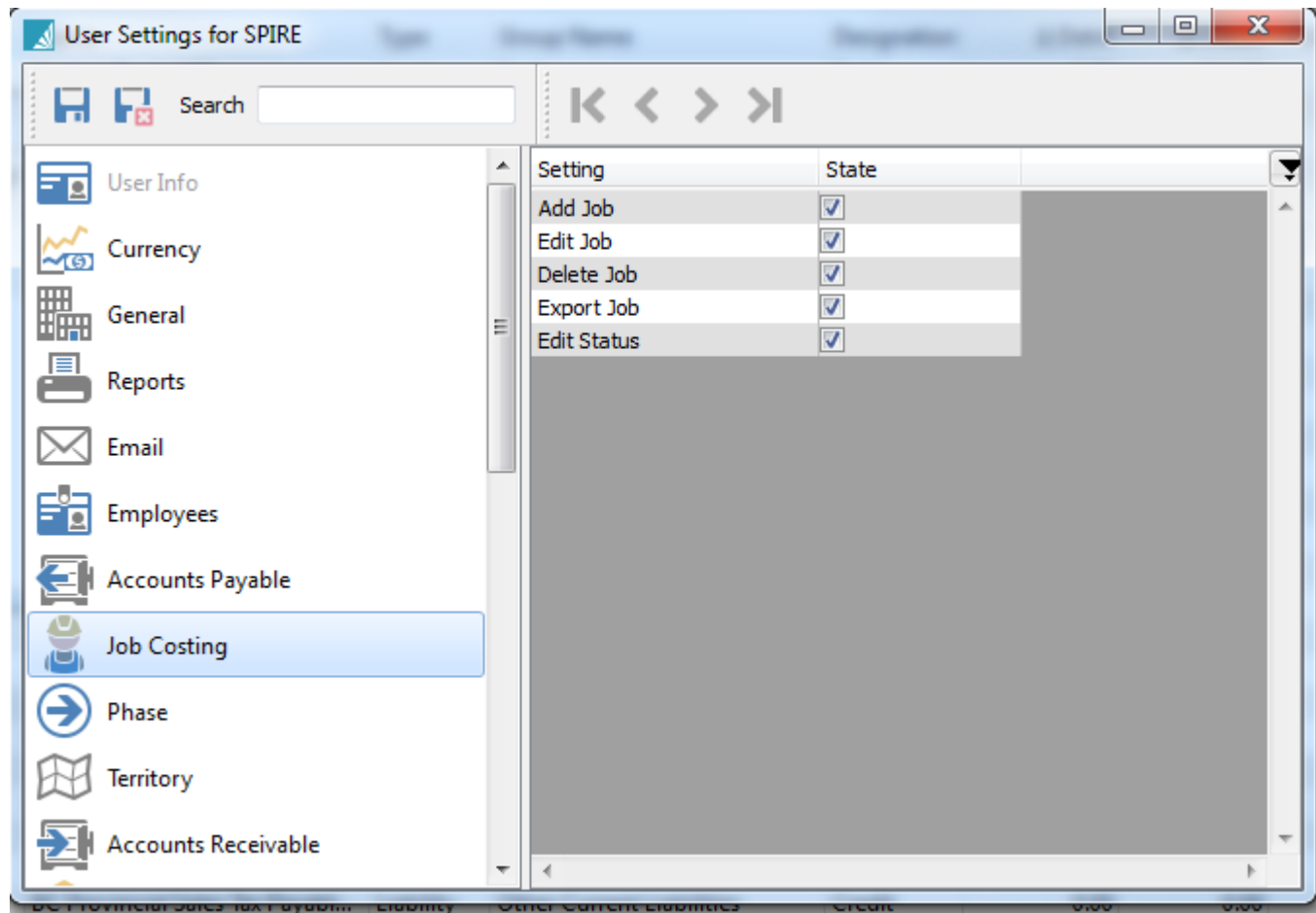
**Delete Batch** — allows the user to delete a batch on all accounts payable

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



NOTE: Batch payables have their own settings.

# Job Costing



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

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

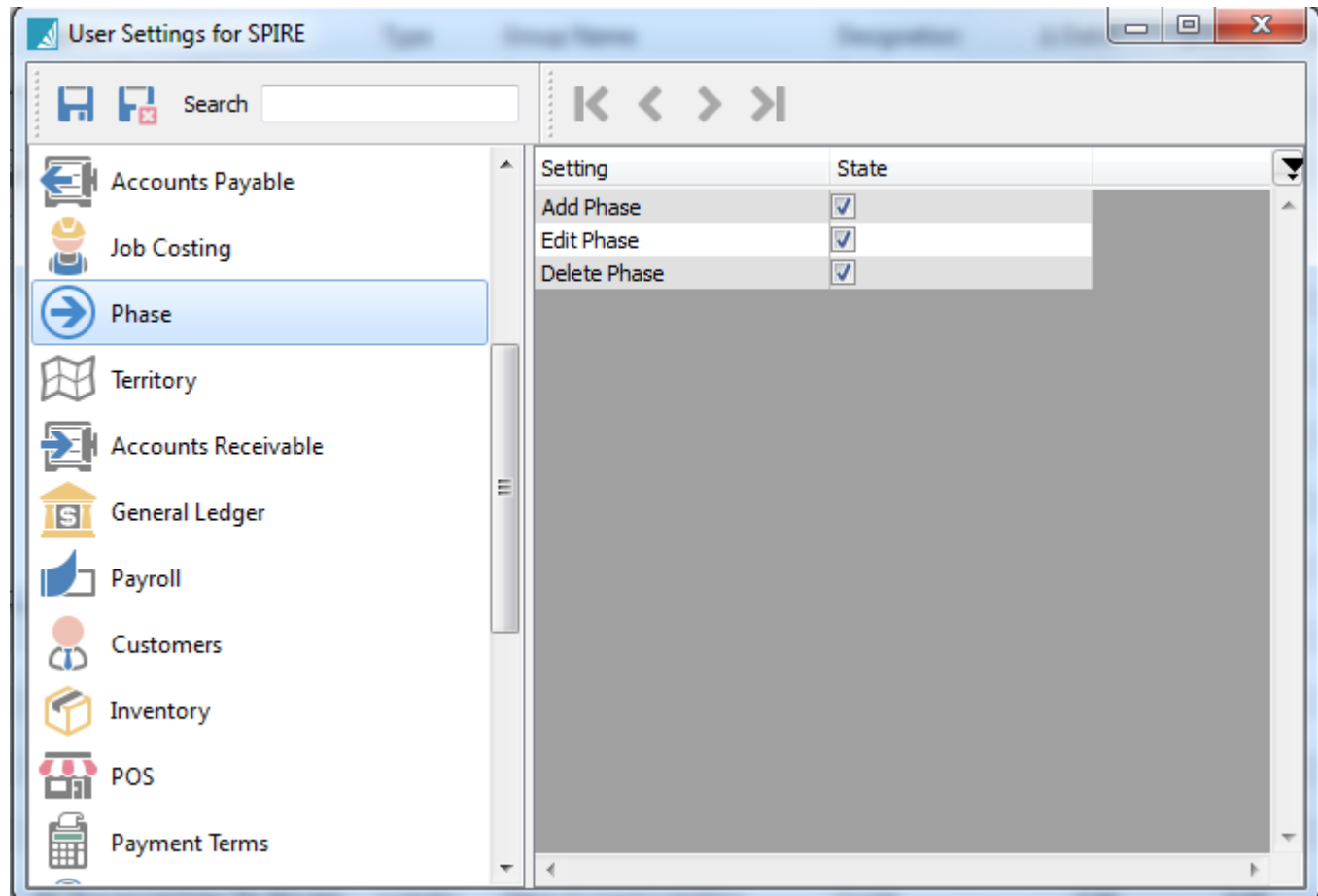
**Delete Job** — allows the user to delete any selected job in the job costing module

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

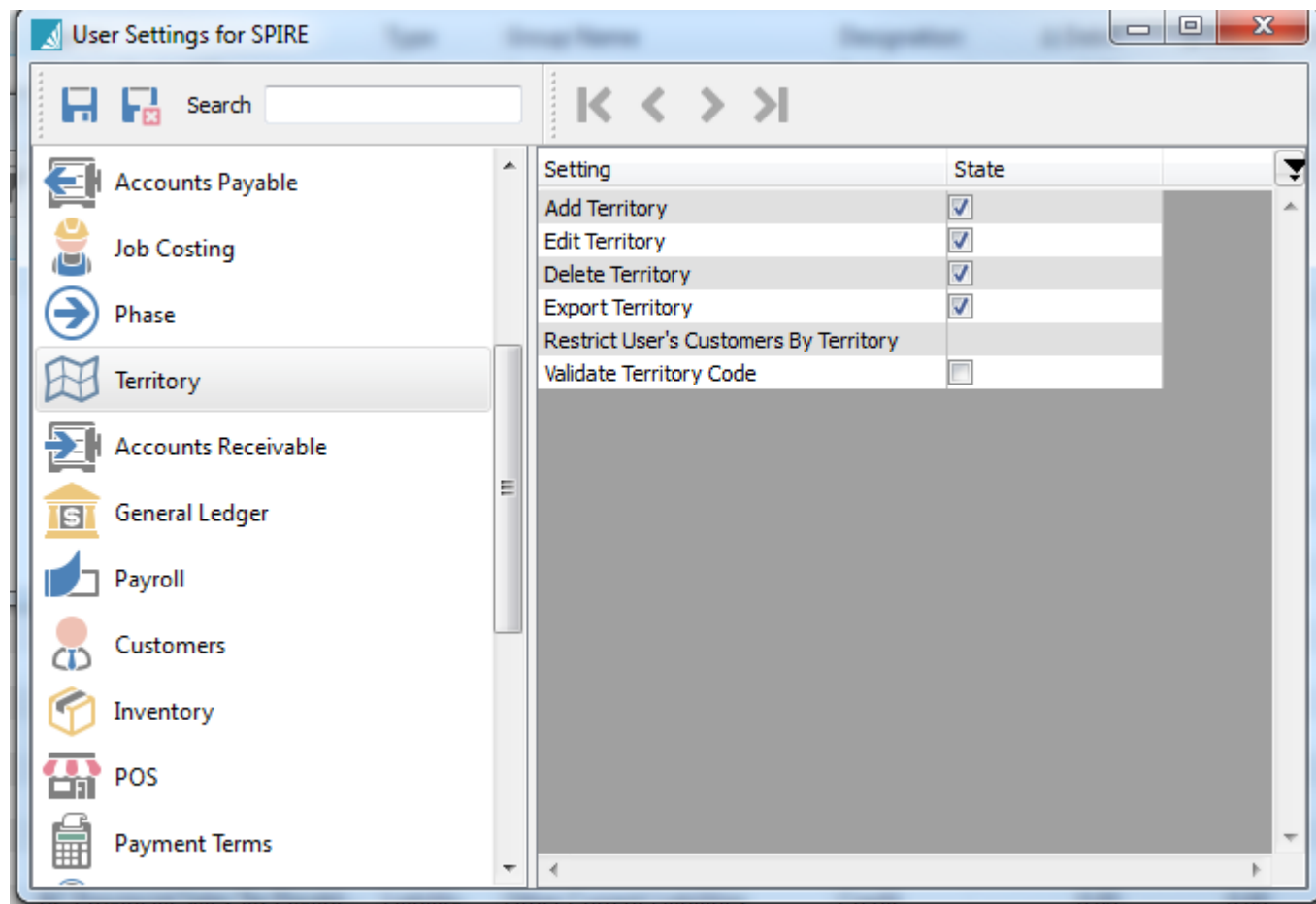
**Edit Status** — allows the user to edit and modify any selected job in the job costing module

# Phases

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



# Territory



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

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

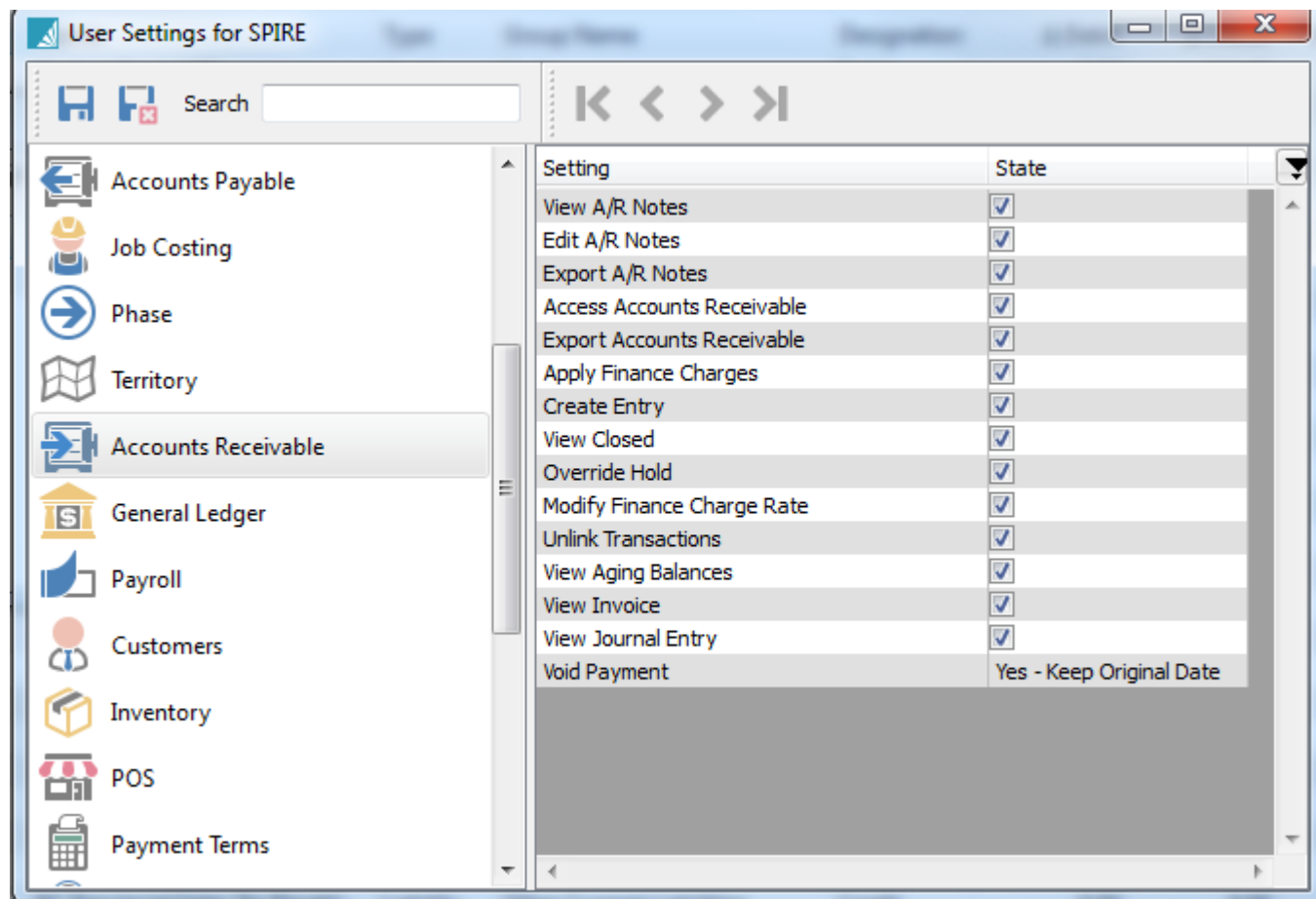
**Delete Territory** — This setting allows the user to delete territories by user.

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

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

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

# Accounts Receivable



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

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

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

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

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

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

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

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

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

**Unlink Transactions** — allows the users to unlink transactions.

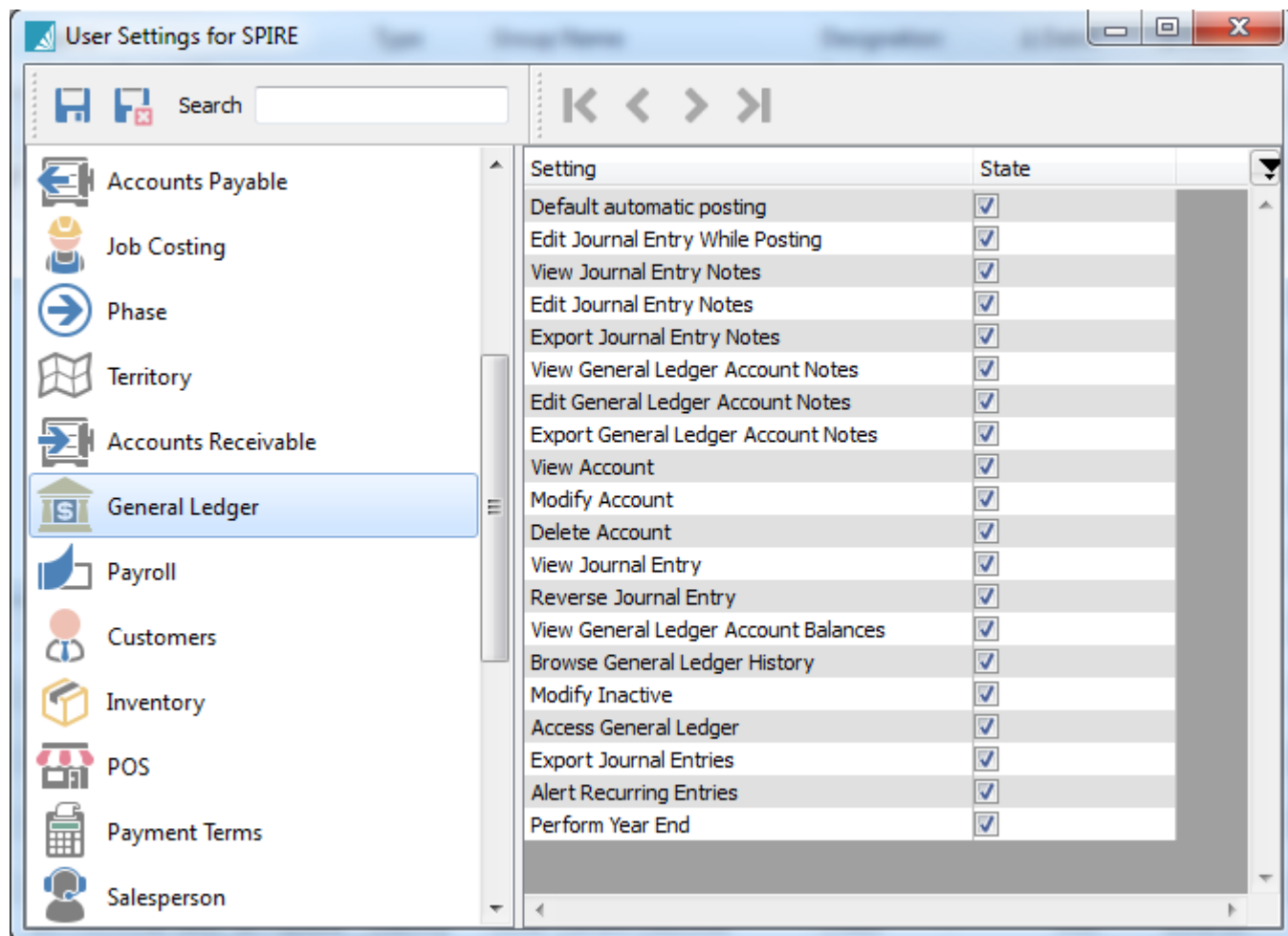
**View Aging Balances** — allows the users to view the customers aging.

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

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

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

# General Ledger



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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

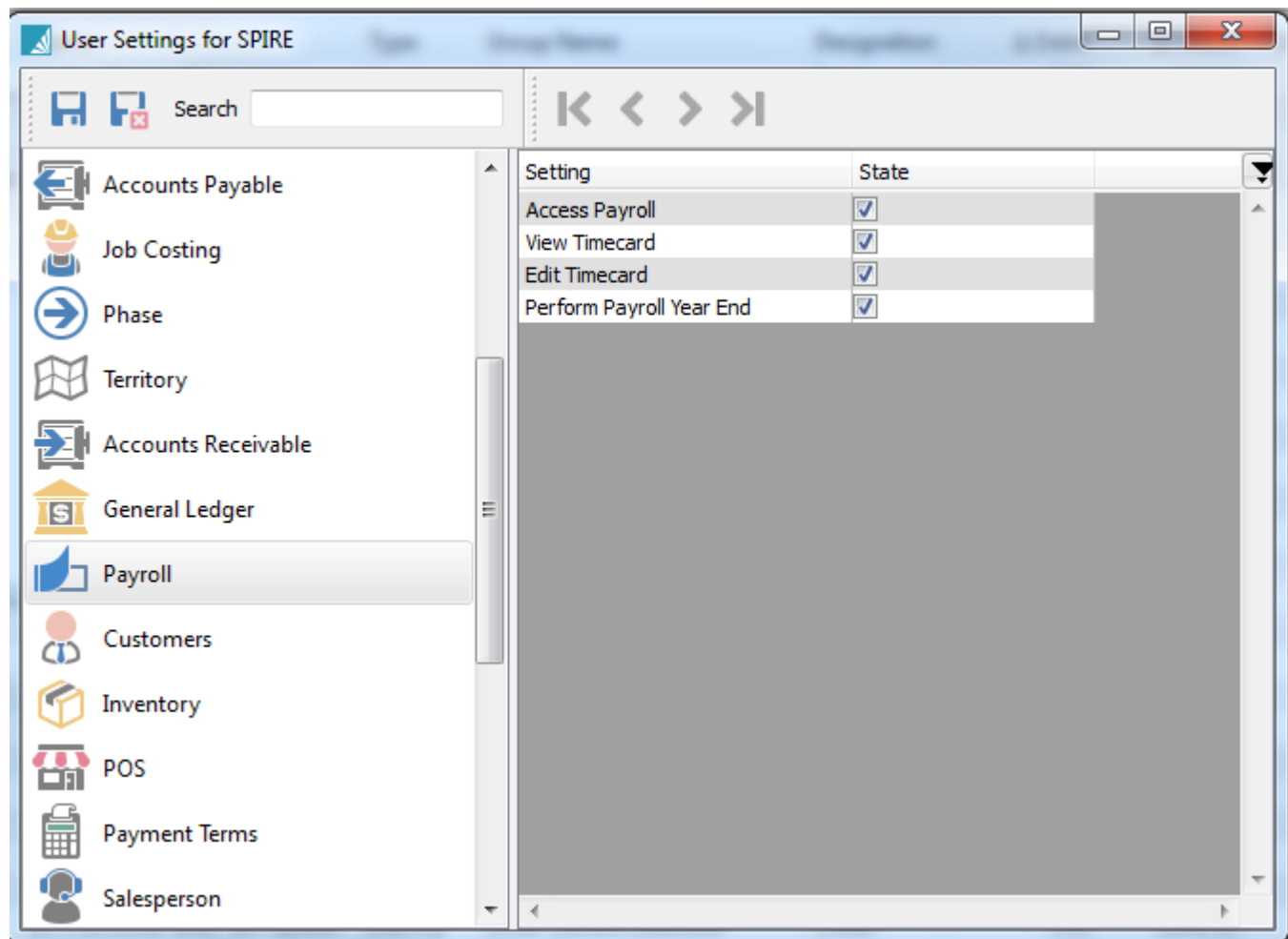
**Access General Ledger** — allows the user to access the general ledger

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

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

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

# Payroll



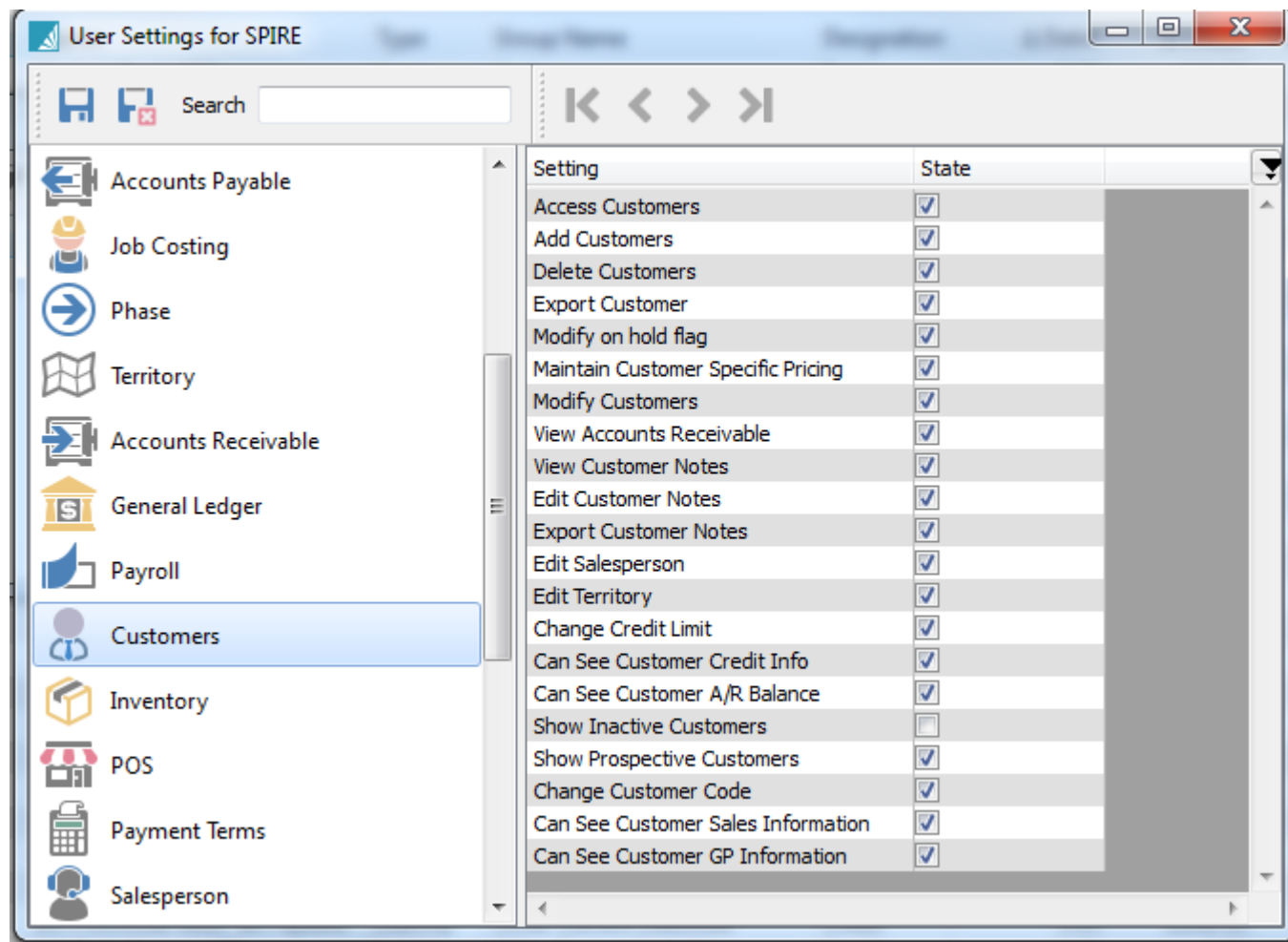
**Access Payroll** — allows the user to access the payroll module

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

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

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

# Customers



**Access Customer** — allows the user to access the customer module

**Add Customer** — allows the user to add a customer record

**Delete Customer** — allows the user to delete a customer record

**Export Customer** — allows the user to export a customer record

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

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

**Modify Customers** — allows the user to modify a customer record

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

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

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

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

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

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

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

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

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

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

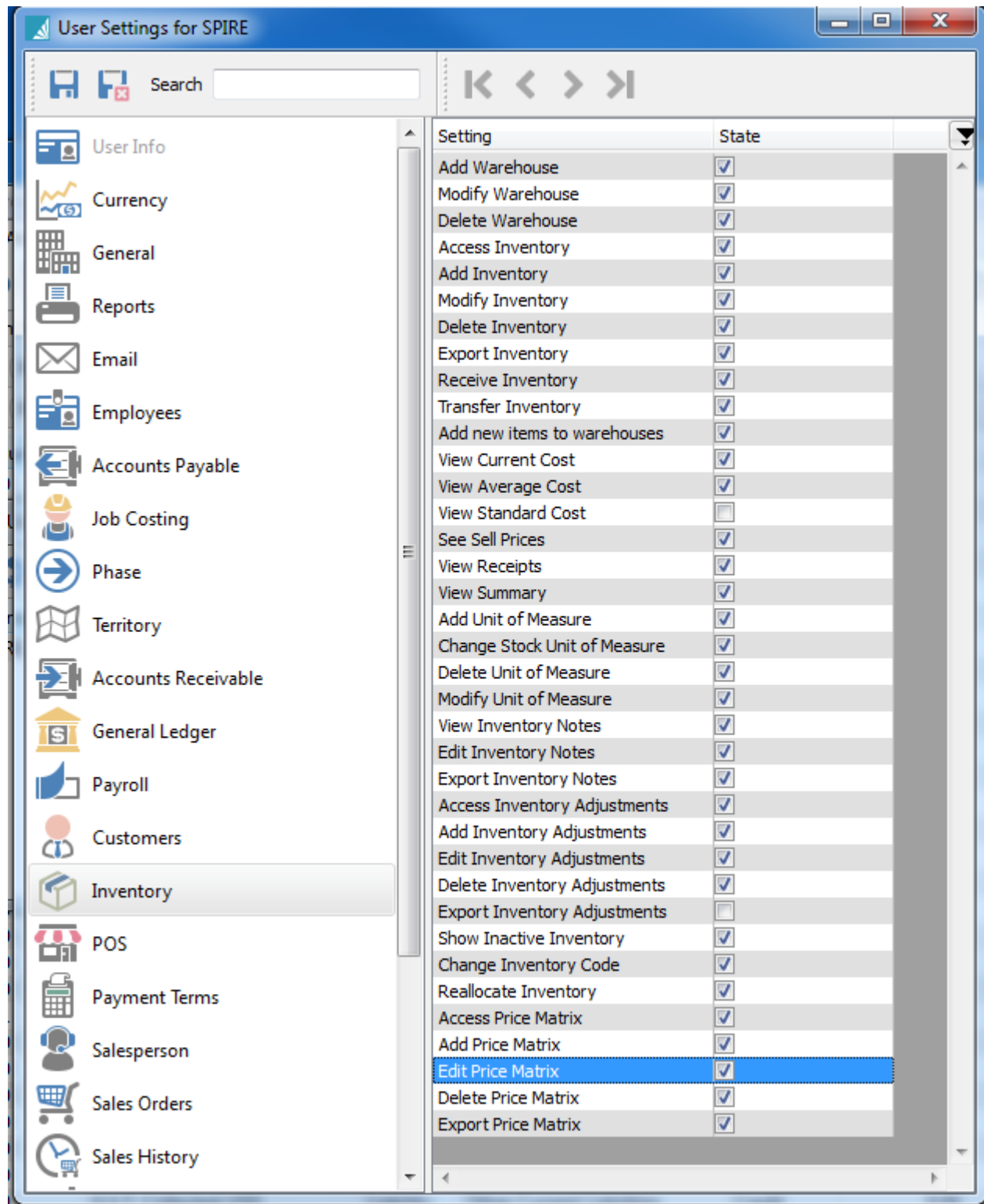
**Show prospective customers** — Allow users to see customers that are set as prospects.

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

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

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

# Inventory



**Add Warehouse** — User can add a warehouse to the company

**Modify Warehouse** — User can modify a warehouse in the company

**Delete Warehouse** — User can delete a warehouse in the company

**Access Inventory** — User can access inventory lists in the company

**Add Inventory** — User can add inventory items to the company

**Modify Inventory** — User can modify inventory items in the company

**Delete Inventory** — User can delete inventory items in the company

**Export Inventory** — User can export inventory lists from the company

**Receive Inventory** — User can receive inventory items in the company

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

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

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

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

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

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

**View Receipts** — User can view receipts in the company

**View Summary** — User can view inventory summaries in the company

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

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

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

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

**View Inventory Notes** — User can view inventory notes

**Edit Inventory Notes** — User can edit inventory notes

**Export Inventory Notes** — User can export inventory notes

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

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

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

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

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

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

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

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

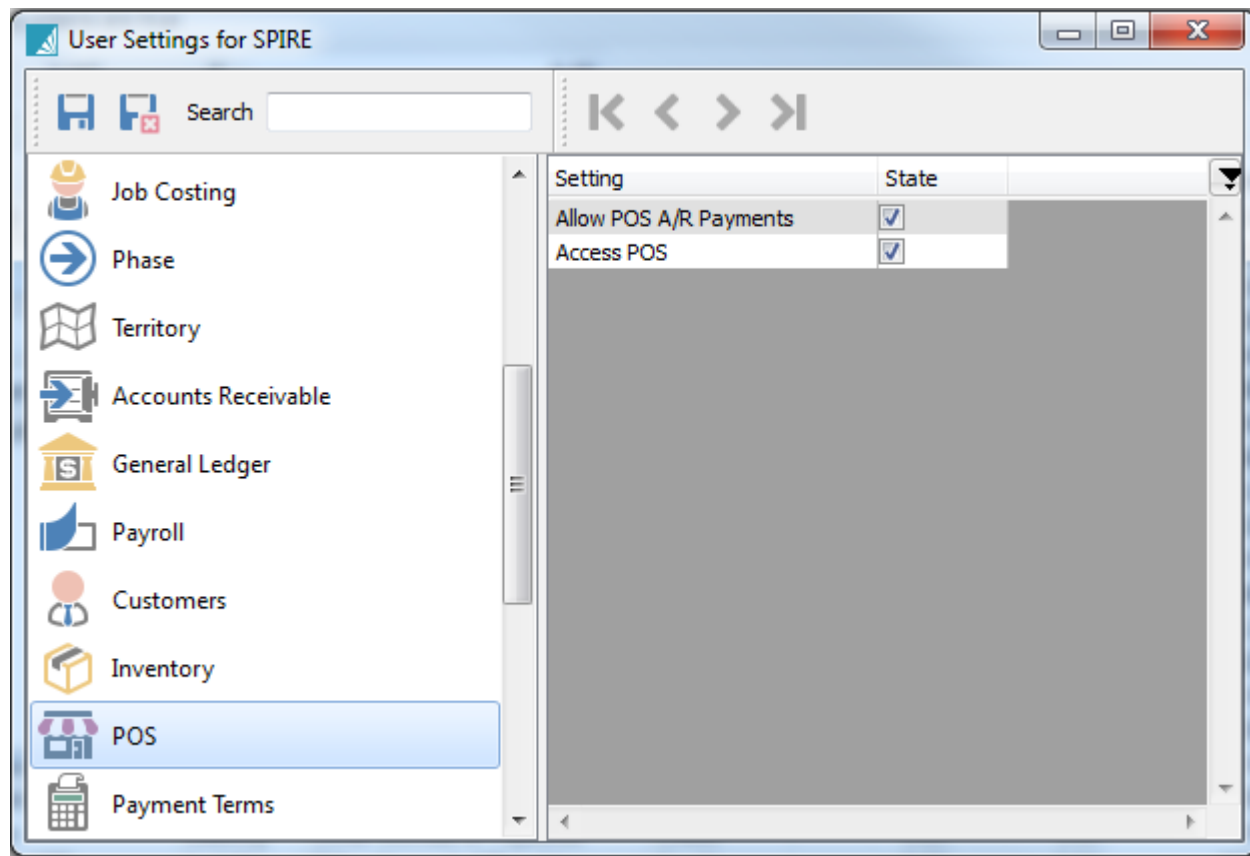
**Access Price Matrix** — User can access the price matrix for the company

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

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

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

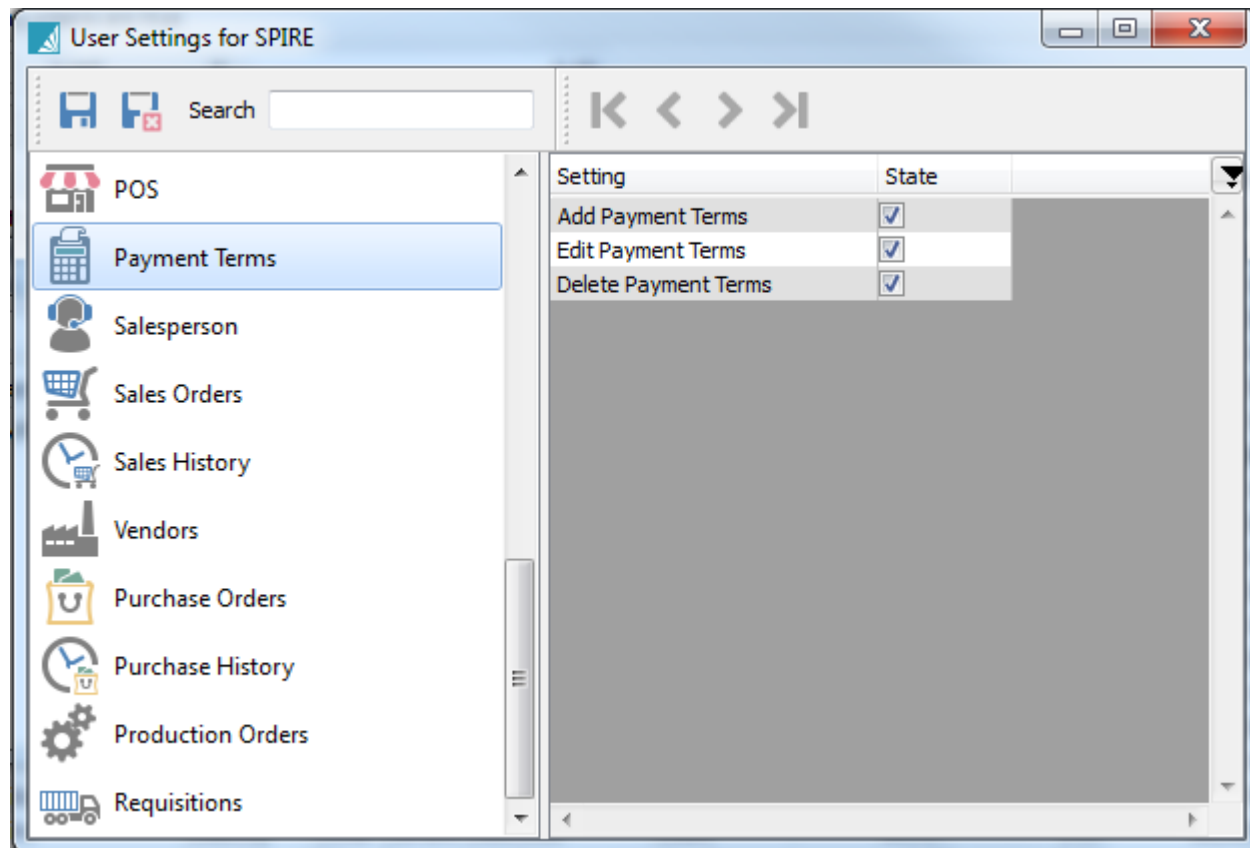
# Point of Sale



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

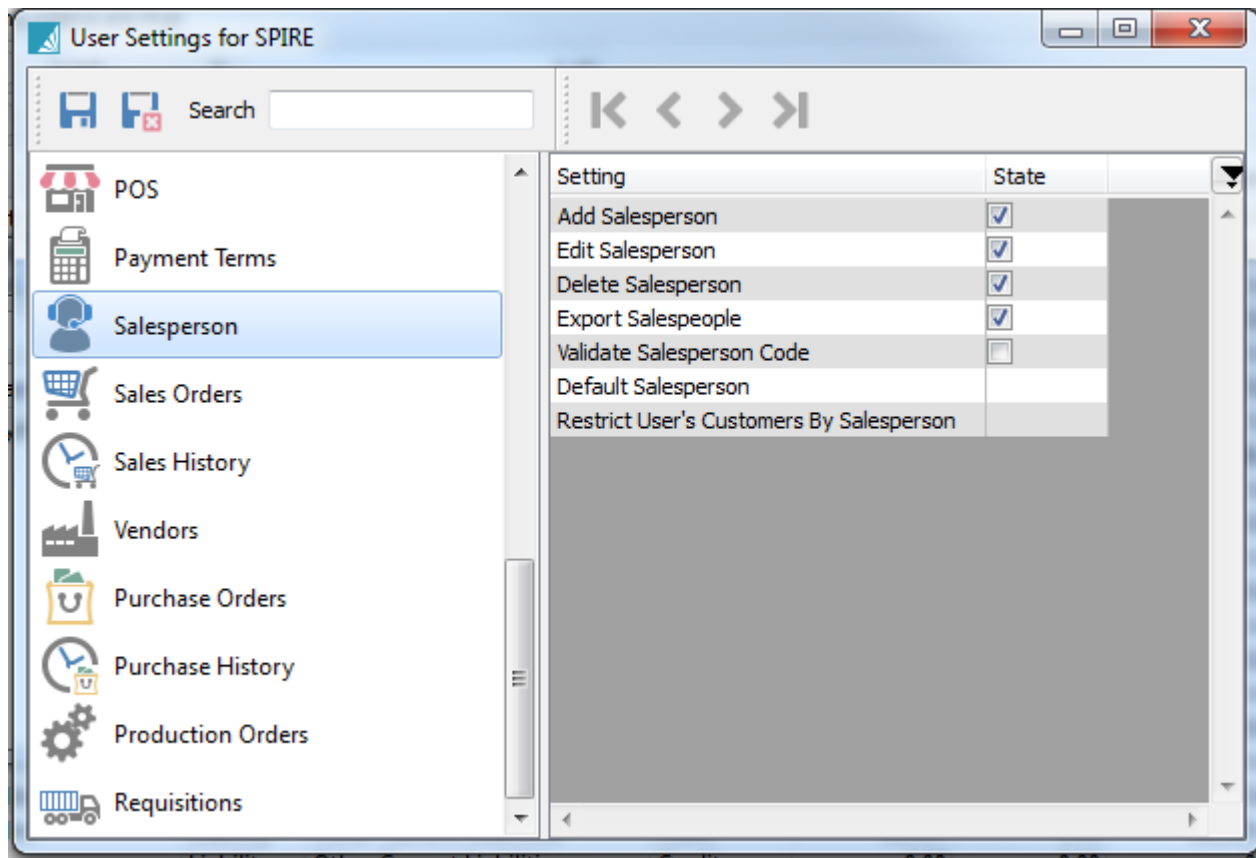


# Payment Terms



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

# Salesperson



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

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

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

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

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

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

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

# Sales Order

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User Settings for SPIRE

Search

Navigation icons: << < > >>

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

Left sidebar categories:

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

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

**Add/Modify/Delete/Export** – Sales orders

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

**Modify Prices** – Can edit the default sell price.

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

**Create Quotes**

**Create Standing Orders**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Hold Invoicing Mode**

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

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

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

**Batch Orders** – Adds the ability to create batches.

**Post Batches** – Adds the ability to post batches.

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

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

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

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

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

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

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

**Non-Inventory items** – User can be set to:

- Not allowed
- Prompt
- Okay

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

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

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



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

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

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

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

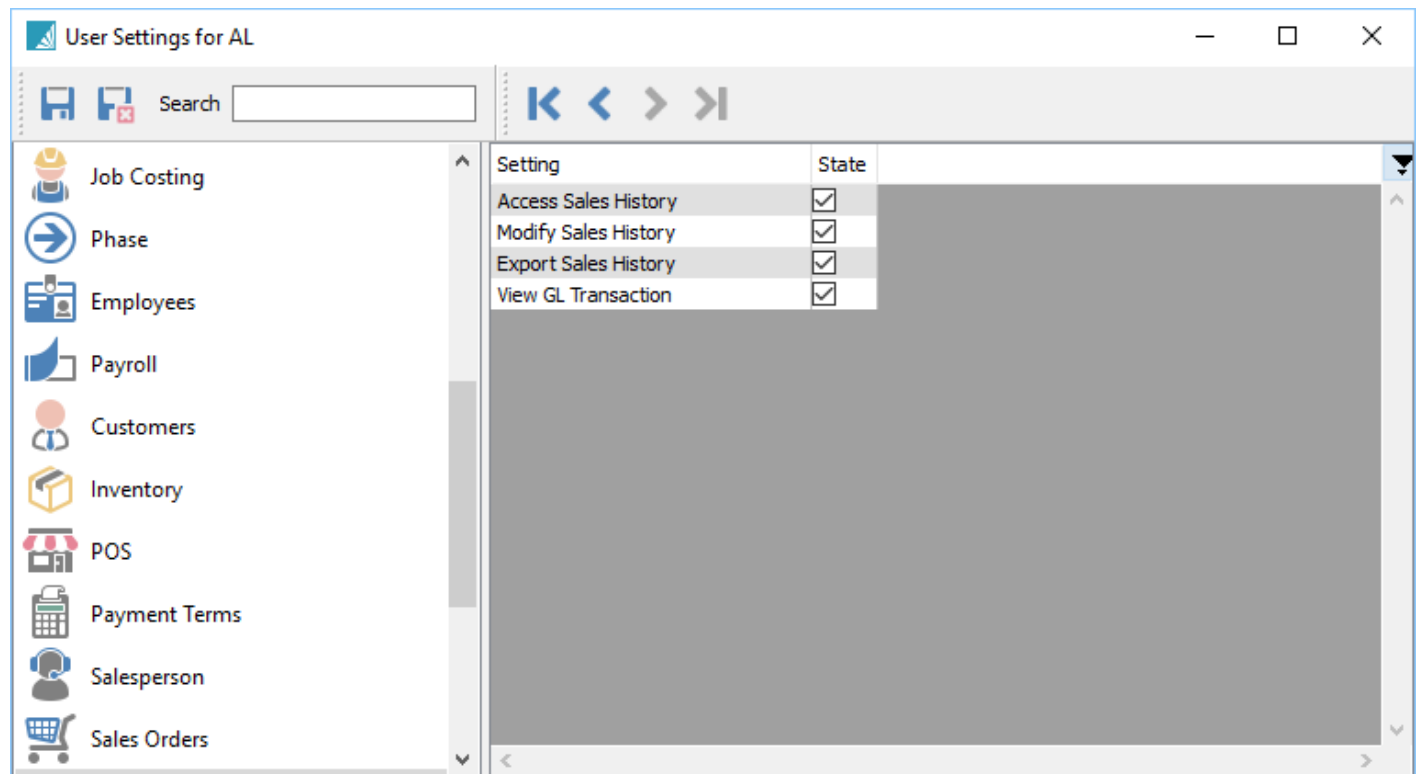
**Allow Change Phase** – User can edit the phase that the order is currently in.

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

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

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

# Sales History



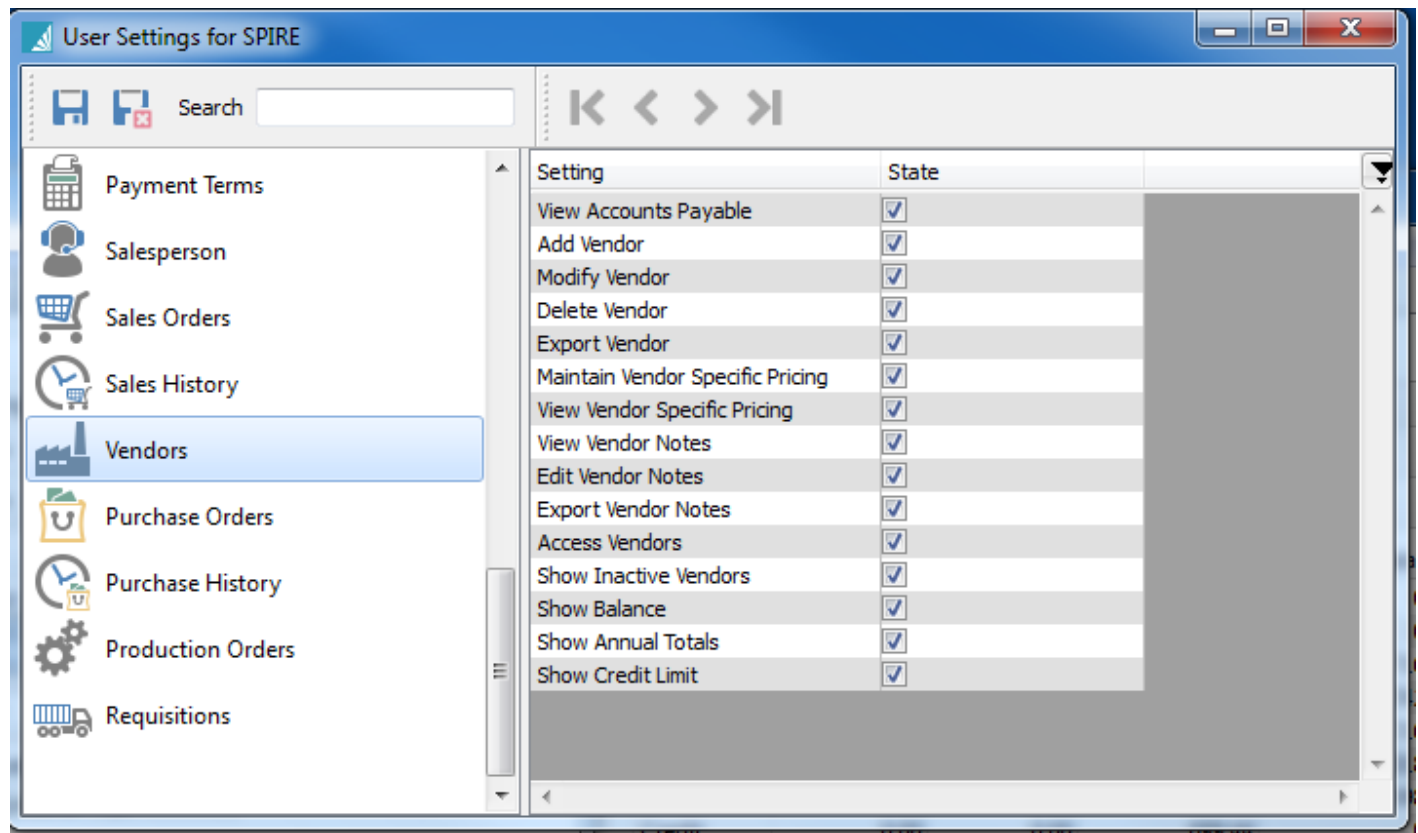
**Access** – Can access sales history.

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

**Export** – Can export sales history.

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

# Vendors



**View Accounts Payable** — User can view vendors accounts payable

**Add Vendor** — User can add a vendor

**Modify Vendor** — User can modify a vendor record

**Delete Vendor** — User can delete a vendor record

**Export Vendor** — User can export a vendor record

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

**View Vendor Specific Pricing** — User can view vendor specific pricing

**View Vendor Notes** — User can view vendor notes

**Edit Vendor Notes** — User can edit vendor notes

**Export Vendor Notes** — User can export vendor notes

**Access Vendors** — User can access the vendor list

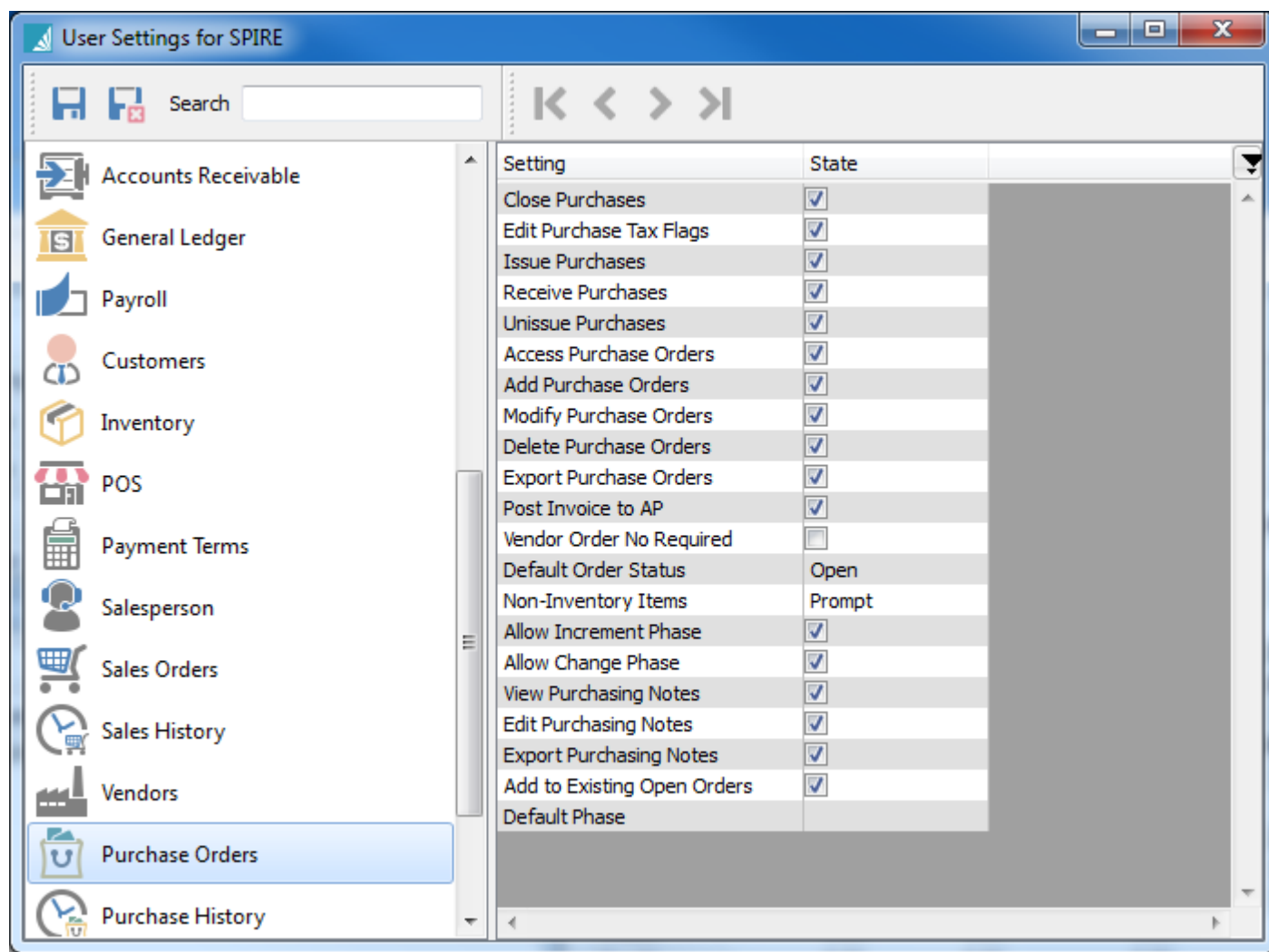
**Show Inactive Vendors** — User can view the inactive vendor

**Show Balance** — User can view the vendor balance

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

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

# Purchase Orders



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

**Add Purchase Orders** – Allow user to add POs

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

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

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

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

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

- Open
- Hold
- Standing

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

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

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

**Edit Purchasing Notes** – Can edit PO notes.

**Export Purchase Orders** – Can export POs

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

**Modify Purchase Orders** – Can modify a PO.

**Non-Inventory items** – User can be set to:

- Not allowed
- Prompt
- Okay

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

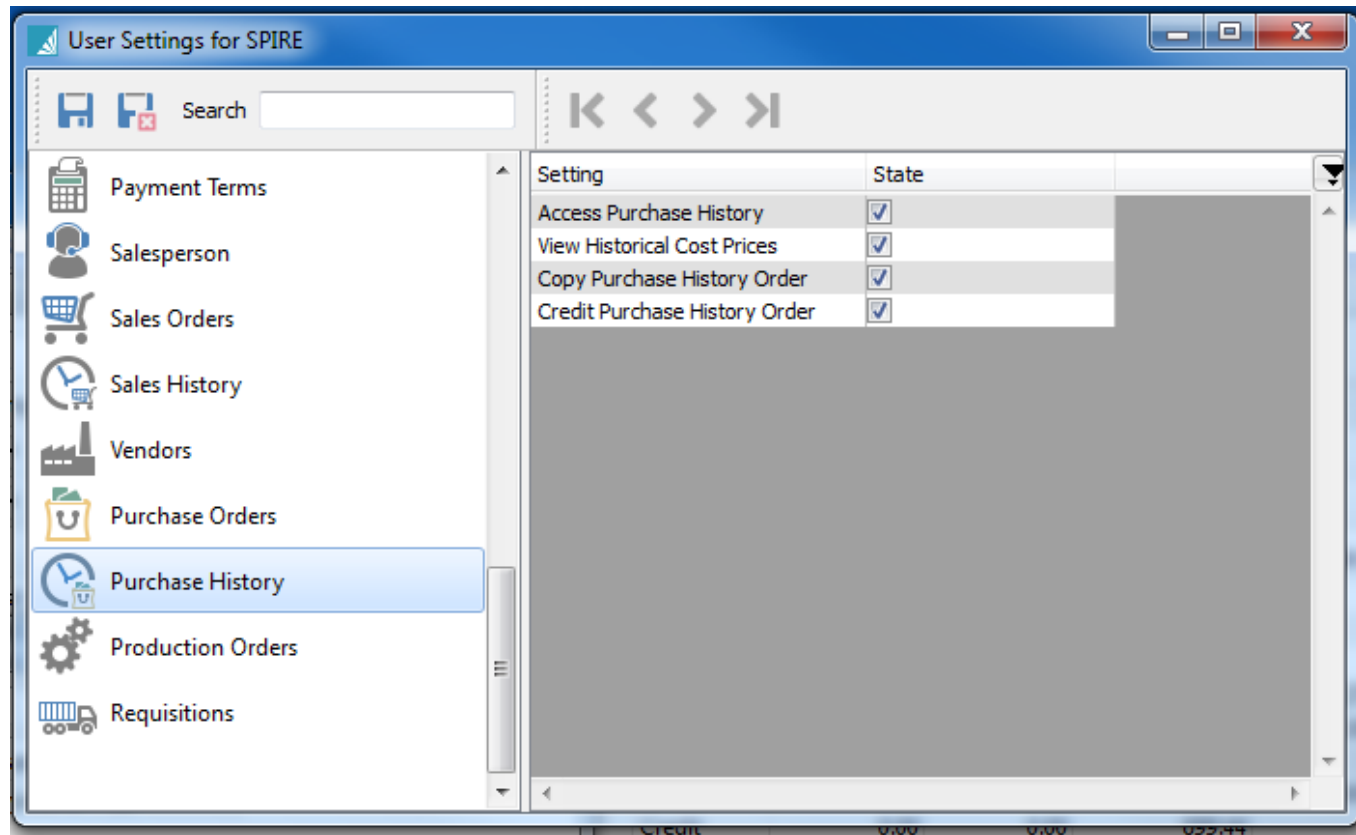
**Receive Purchase Orders** – Can receive a PO to inventory.

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

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

**View Purchasing Notes** – Can view the PO notes.

# Purchase History



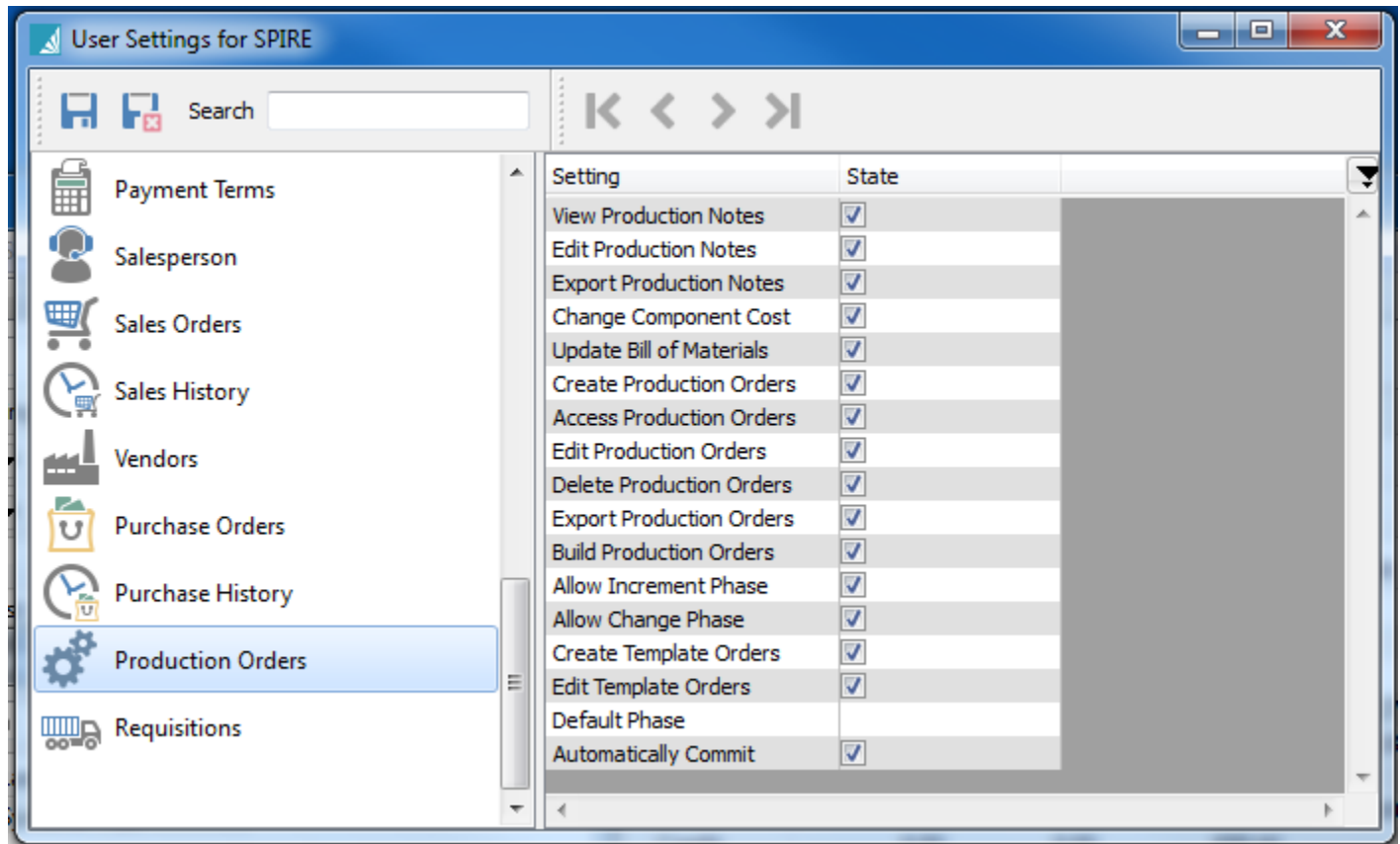
**Access Purchase History** – Gives access to PO history and is added to the user's main menu.

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

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

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

# Production Orders



**View Production Notes** – Can see the production notes.

**Edit Production Notes** – Can edit production notes.

**Export Production Notes** – Can export production notes.

**Change Component Cost** – Can edit the component cost.



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

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



**Create Production Orders** – Can create production orders.

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

**Edit Production Orders** – Can edit production orders.

**Delete Production Orders** – Can delete production orders.

**Export Production Orders** – Can export production orders.

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

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

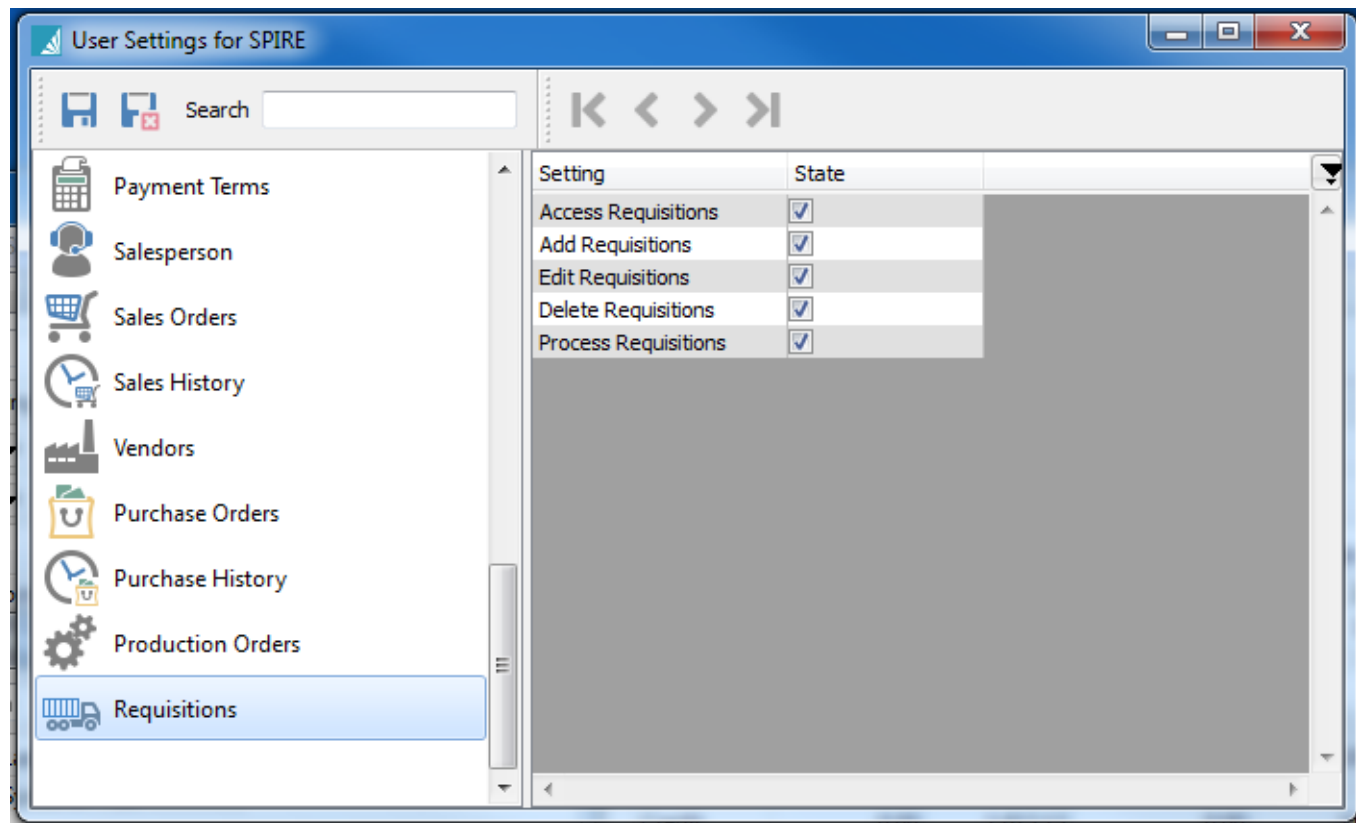
**Allow Phase Change** – Can edit the phase.

**Create Template Orders** – Allow to create templates.

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

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

# Requisitions



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

**Add Requisitions** – Can add requisitions.

**Edit Requisitions** – Can edit requisitions.

**Delete Requisitions** – Can delete requisitions.

**Process Requisitions** – Can process requisitions to create purchase orders.

# Filters/Searches/Exports

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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

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

## Useful Filter Examples

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

## Filter Save Options.

**Add Filter** – Adds another filter selection.

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

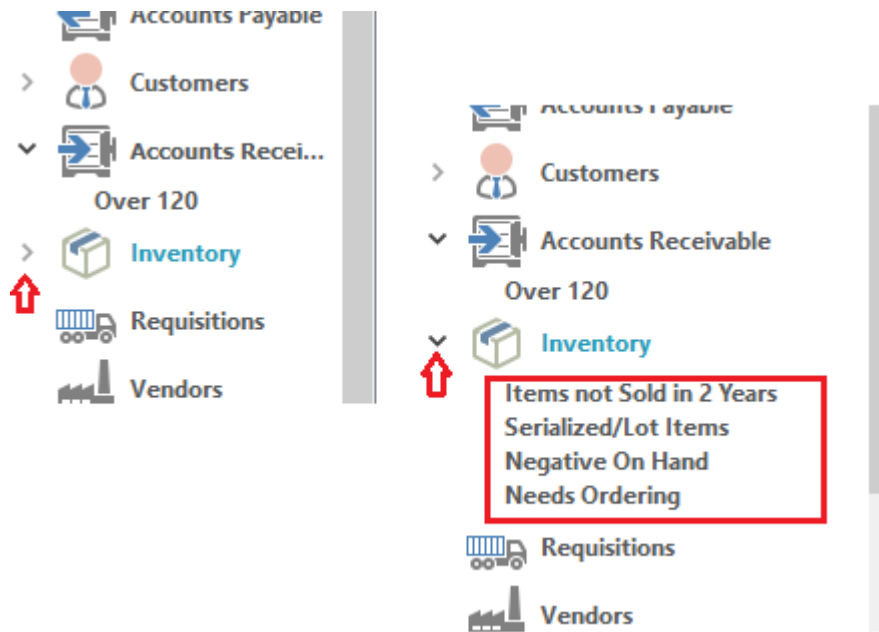
**Remove Default** – Removes a default that was previously set.

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



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

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



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

**Delete Preset** – Deletes the preset filter.

**Filter List** – Shows the list of saved filters.



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

Labels Adjust Requisition

Match if All of the following criteria are true

+ X This Year Units is 0

+ X Last Year Units is 0

+ X On Hand is not 0.00

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

Filters

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

Active	7	4
Active		
Active		
Active		
Active		

# Searches

---

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

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

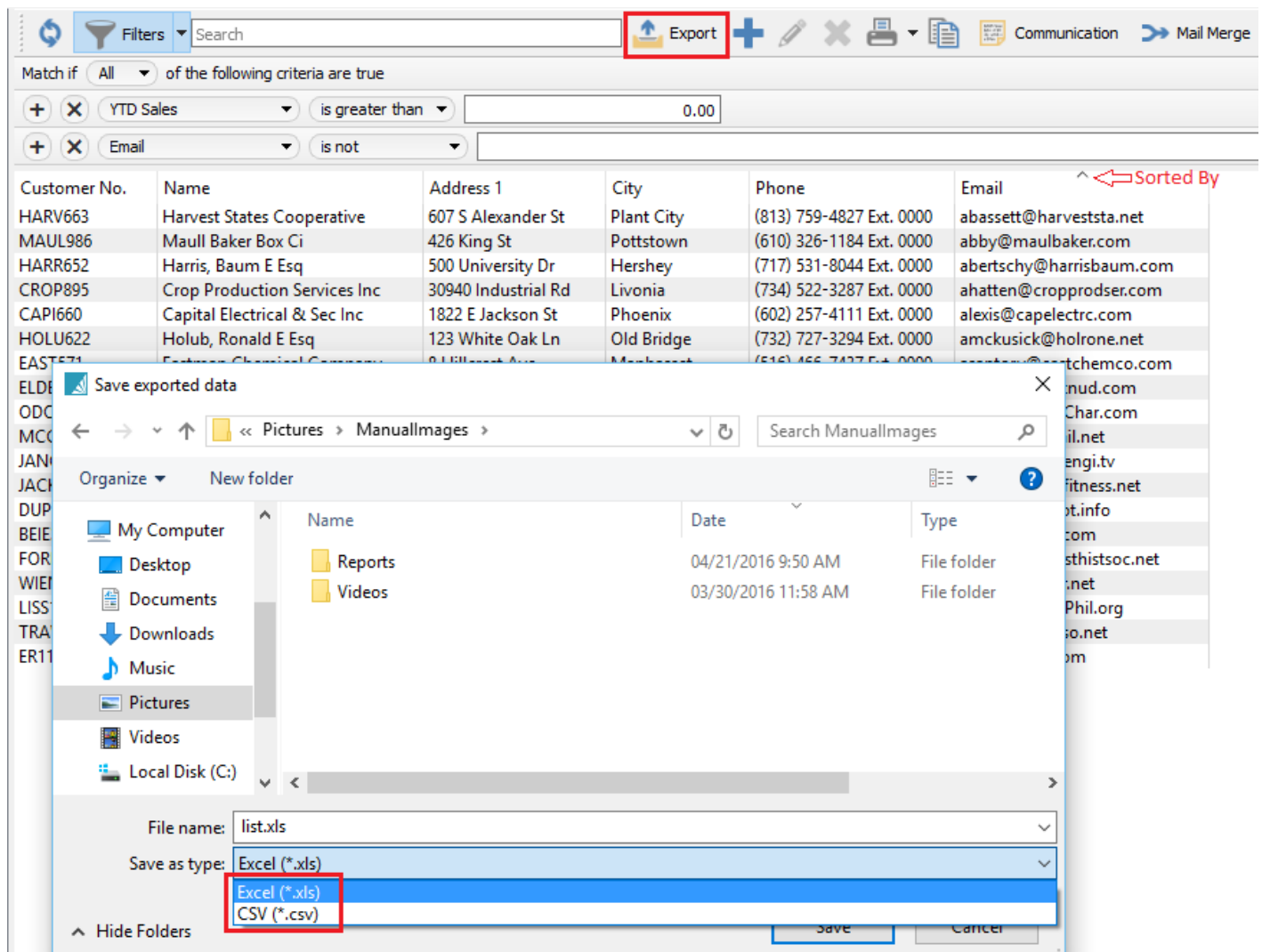
The user can also put an ‘or’ between words and then results with either words will show in the search results. Another option to use in searching is a minus symbol (-) which produces an exclusion for the search. As an example, if in the inventory list the user types *bar -caramel* then all items with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

Searches can then be exported to Excel or .csv.

# Exports

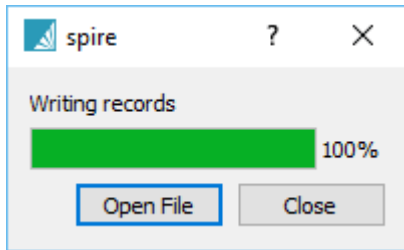
This feature gives the user the ability to combine filters and searches along with column layouts and export them. This means that Spire users can create a custom reporting system that each user can design themselves.

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



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





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

list.xls Automatically Locks top row for easy scrolling

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

Exact same column layout as was selected in Spire

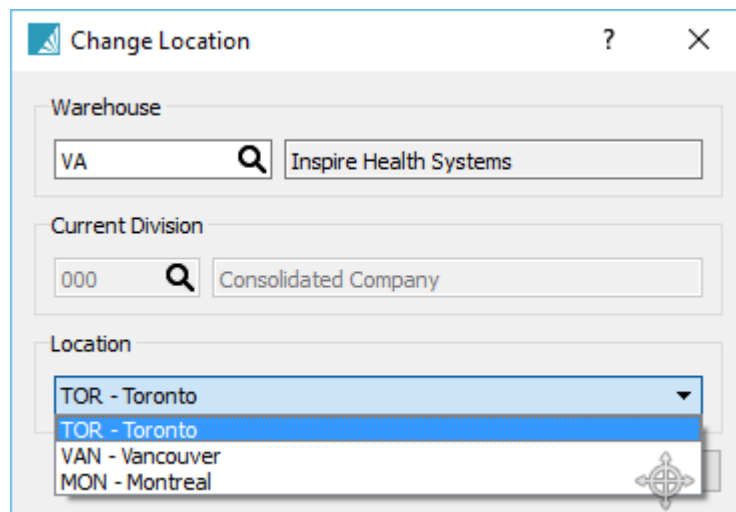
Sheet1

# Locations & Profit Centers

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

## Location

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



## Profit Center

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

Sales Order - 0000102627 Sadler Properties

Open Customer View Compact Process Reprocess Invoice Next Phase

Totals By Ordered Qty Deposits Requisition

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

Display the previous record on the list

**Customer**

Customer No SADL845 Sadler Properties AR Balance 235.20 Credit Limit Unlimited

PO No Ref No Other Orders 5.00 Available Unlimited

Notes Salesperson DAVID David Territory

**Shipping**

Ship To Sadler Properties Ship Via FOB Your dock

**Contact**

Name Phone Fax/Cell Email

**Order Details**

Open Sales Order

Order No 0000102627

Order Date 06/13/2015

Required Date 06/13/2015

Invoice No

Invoice Date / /

Repeat None

Phase READY

Location

Profit Center Production

+ 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	<input checked="" type="checkbox"/>

# Setup

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

Company Settings

General Ledger

Segments

Codes

Segment Attributes

Separator /

Segment Structure

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

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

Company Settings

General Ledger

Segments

Codes

Code

Code	Description
MON	Montreal
TOR	Toronto
VAN	Vancouver

Location

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

**Company Settings**

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

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

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

Location Segment: Disabled (selected), Disabled, Base, Location (highlighted)

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

Profit Center Segment: Disabled

Contract Cost: [Empty]

Differential GL Account: 11200

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

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

**Accounts**

Filters | Search | Export | + | - | X | Print | Copy | Paste | Revalue | Create Transaction

Account No	Name	Type	Group Name	Designation	Δ Debit	Δ Credit	Debit Balance
35500	Retained Earnings	Liability	Equity	Credit	0.00	0.00	0.00
35600	Current Earnings	Liability	Equity	Credit	0.00	0.00	0.00
41100	Sales - General						
41100	Sales - General						
41100/MON	Sales - General						
41100/TOR	Sales - General						
41100/VAN	Sales - General						
41200	Sales - Access						
41300	Sales - Equip						
41300	Sales - Equip						
41400	Sales - Game						
41500	Sales - Supp						
41600	Sales - Weig						
51900	Freight Char						
61950	Sales - Retur						
71100	Production V						
71110	Cost of Goo						
71110/MON	Cost of Goo						
71110/TOR	Cost of Goo						
71110/VAN	Cost of Goo						
71120	Cost of Goo						
71130	Cost of Goo						
71140	Cost of Goo						
71150	Cost of Goo						
71150	Cost of Goo						

**Account Details**

Division No: 000 | Account No: 71110/MON | Name: Cost of Goods Sold - General | Currency: [Empty] | Inactive: [Empty]

Details | Transactions | Balances | History | Notes | User Defined

Group: 700 | Cost of Goods Sold | Type: Expense | Sales Account: [Empty]

Subgroup: [Empty] | GIF Account: 8320 | Bank Account: [Empty]

Normal balance: Debit | Credit | Cheque sequence: 0 | Track job cost: [Empty] | Revalue: [Empty]

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

# Locations

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

User Settings for SPIRE

Search

⏪ ⏩ ⏴ ⏵

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

User Info  
 Currency  
 General  
 Reports  
 Email  
 General Ledger  
 Territory  
 Accounts Payable  
 Job Costing  
 Phase  
 Accounts Receivable

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

**Select Company**

Company Name

- ARomeyn
- Inspire Health Systems**

Username: SPIRE

Password:

Date: 05/02/2016

Location:

- VAN - Vancouver
- TOR - Toronto
- VAN - Vancouver**
- MON - Montreal

Licensed To: Alcomp

Login Exit

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

#### Video Instruction – Location Accounting



# Profit Centers

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

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

Sales Order - 0000800048 Sadler Properties

Open Customer View Compact Process Reprocess Invoice Next Phase

Totals By Ordered Qty Deposits Requisition

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

Customer

Customer No SADL845 Sadler Properties AR Balance 235.20 Credit Limit Unlimited

PO No Ref No Other Orders 5.00 Available Unlimited

Notes Salesperson DAVID David Territory

Shipping

Ship To Sadler Properties Ship Via FOB

Contact

Name Phone Fax/Cell Email

Order Details

Open Sales Order

Order No 0000800048

Order Date 05/10/2016

Required Date 05/10/2016

Invoice No

Invoice Date / /

Repeat None

Phase

Location VAN - Vancouver

Profit Center

No Change  
Service  
Production

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

Available On Hand Committed Backorder On Order Expected

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

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

BC P.S.T. 7.35

117.60

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



GL Transaction - 0000000732

Post Reverse View Source

Entry Notes

05/10/2016

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

Debits 117.60  
Credits 117.60

**Balance 0.00**

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

GL Transaction - 0000000732

Post Reverse View Source

Entry Notes

05/10/2016

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

Debits 117.60  
Credits 117.60

**Balance 0.00**

### Video Instruction – Invoicing using Prof Centers

# Reporting

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

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

Document Properties

Summary Statistics

Application: SAP Crystal Reports

Author: reportdev@spiresystems.com

Keywords:

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

Title: Inventory Status

Subject:

Template: Inventory List

☐ Save Preview Picture

OK Cancel Help

**Author** – The person that developed this report.

**Keywords** – Not used.

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

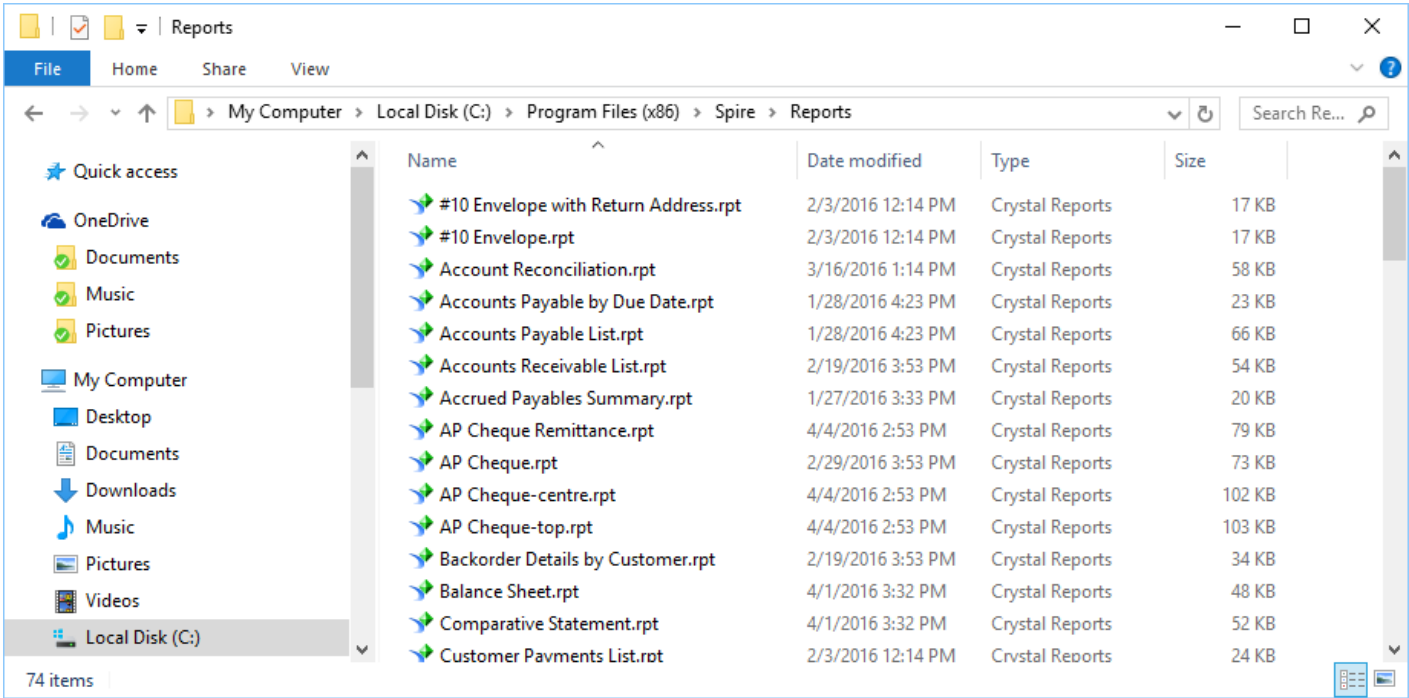
**Title** – This is the title that the user sees when they print the report in Spire.

**Subject** – Not Used

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

# Stock Reports

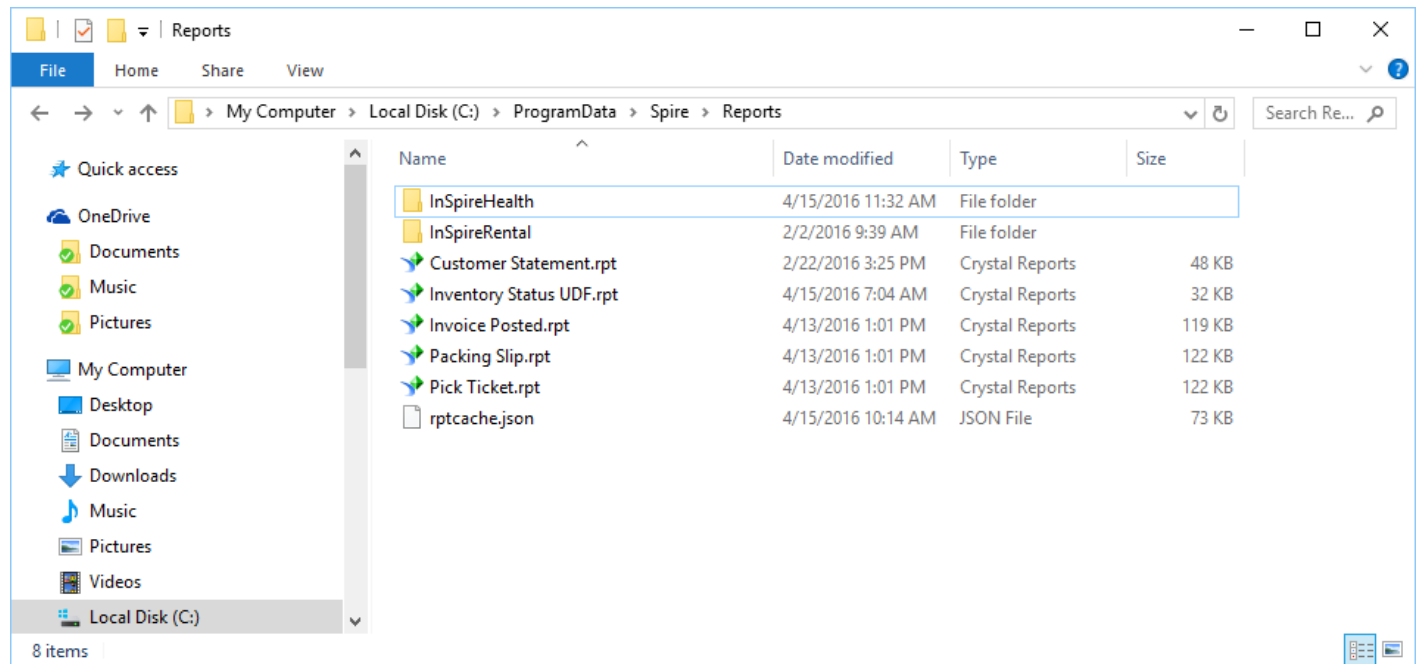
All stock reports are saved on the server in C:\Program Files (x86)\Spire\Reports.



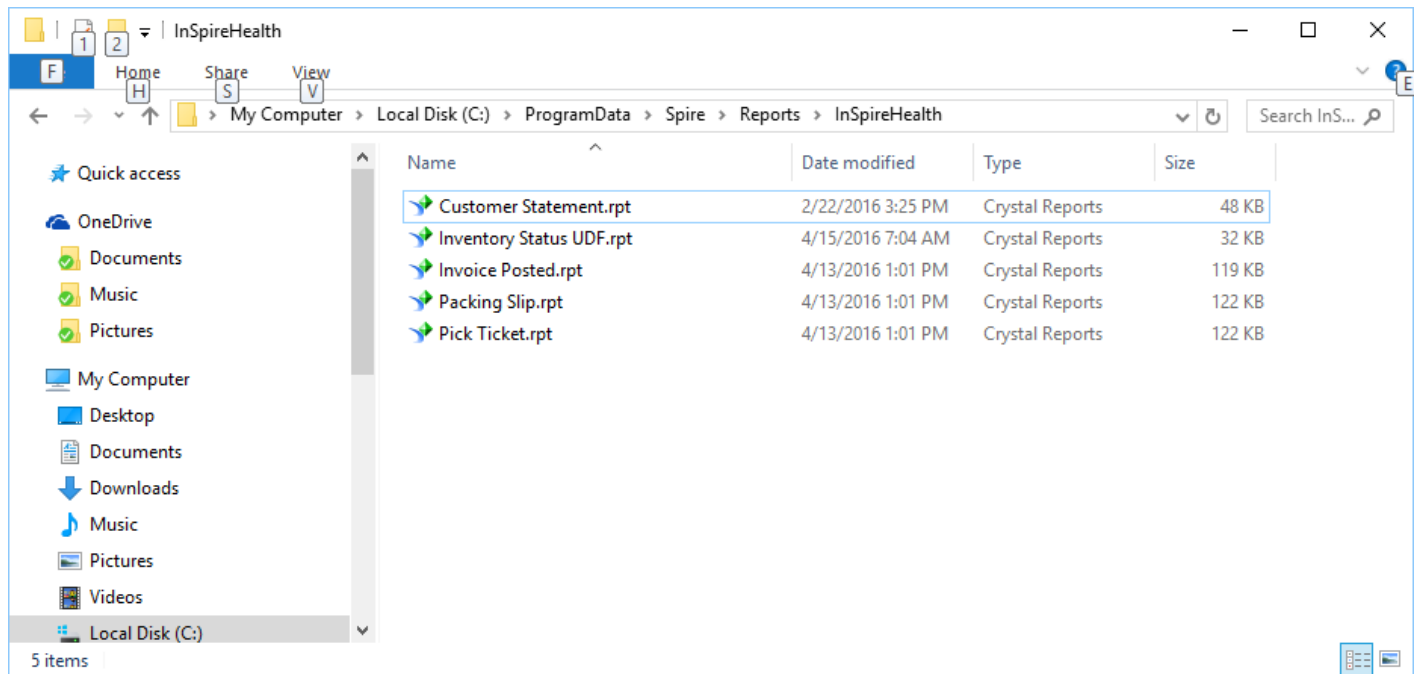
Do not edit these reports and then leave them in this location. All changes will be overwritten when a new version of Spire is installed.

# Custom Reports

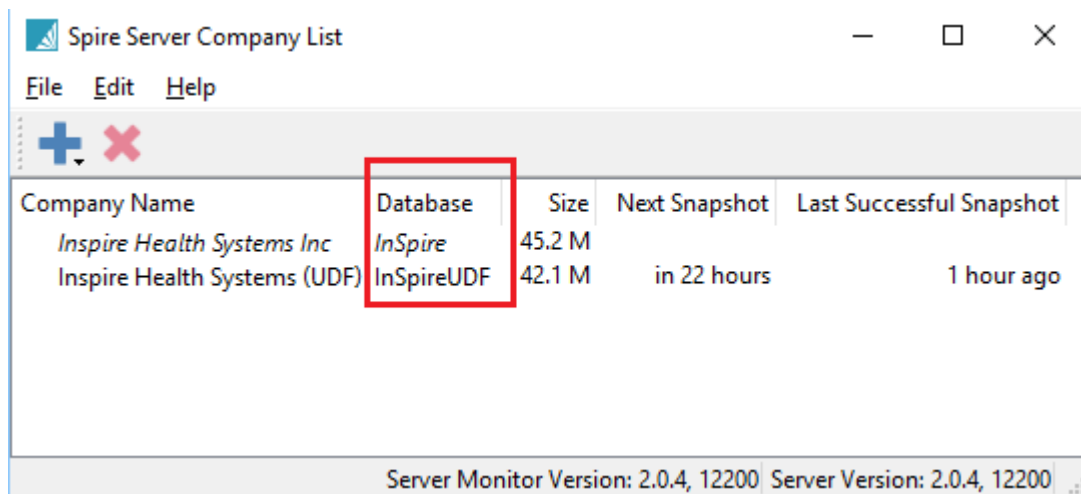
Custom reports for Spire are saved on the server in one of 2 places. If the report is required for all companies then save it on the server in C:\Programdata\Spire\Reports



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



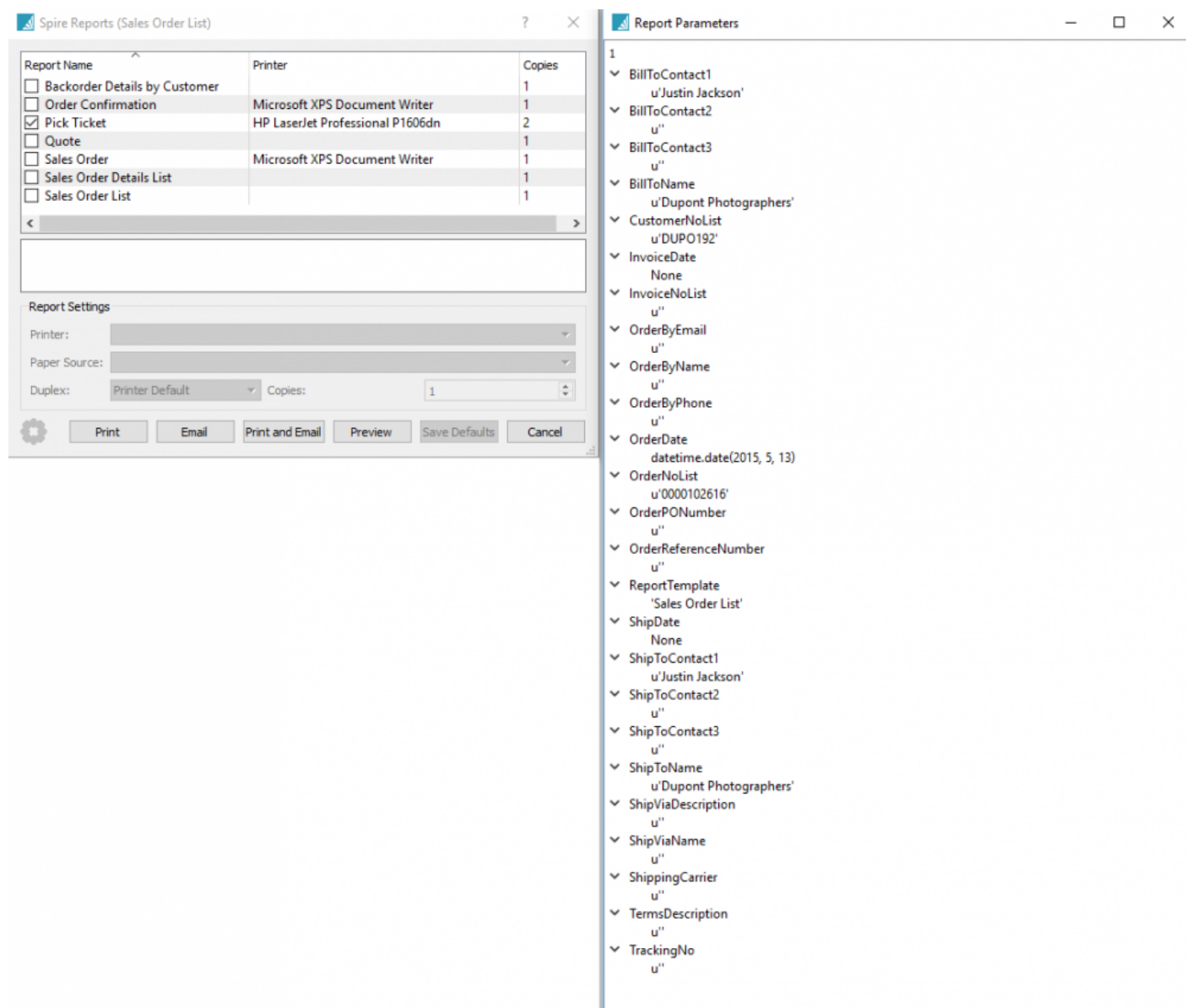
The database name can be found by looking at the Spire Tray.



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

# Templates & Parameters

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



## Communications- (CRM)

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

Click the Communication icon on the main menu.

Inspire Health Systems.

File Edit Customers Vendors Inventory Purchasing Production Sales Payroll Tools Help

> Sales

> Sales History

> Customers

Production

Production History

> Inventory

Requisitions

Vendors

Purchases

Purchase History

Point of Sale

Price Matrix

**Communications**

Filters Search

Export + ✕ Open Rel

Match if All of the following criteria are true

+ ✕ Assigned To is SPIRE

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

From the communications list click add or edit



Note - Call Bob

Subject: Call Bob Type: FOLLOW-UP

Call Bob about this quote

Details

Assigned To: SPIRE Due Date: 02/26/20

Number: 0.000 Completed Date: / /

Reports

Where: Invoice (selected)

Display

Print

Alert on Orders

Created by SS on 02/20/2015 5:3... 05/04/2016 9:39:04 AM

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

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

**Add** – Adds a communication.

**Edit** – Edits a communication.

**Delete** – Deletes a communication.

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

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

**Module** – The module where the communication was created.

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

**Subject** – The subject the user put on the communication.

**Created Date** – The date it was created.

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

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

**Completion Date** – The date entered when it was completed.

**Attention** – This can either be:

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



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

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

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

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

**Modified Date** – Date this communication was last edited.

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



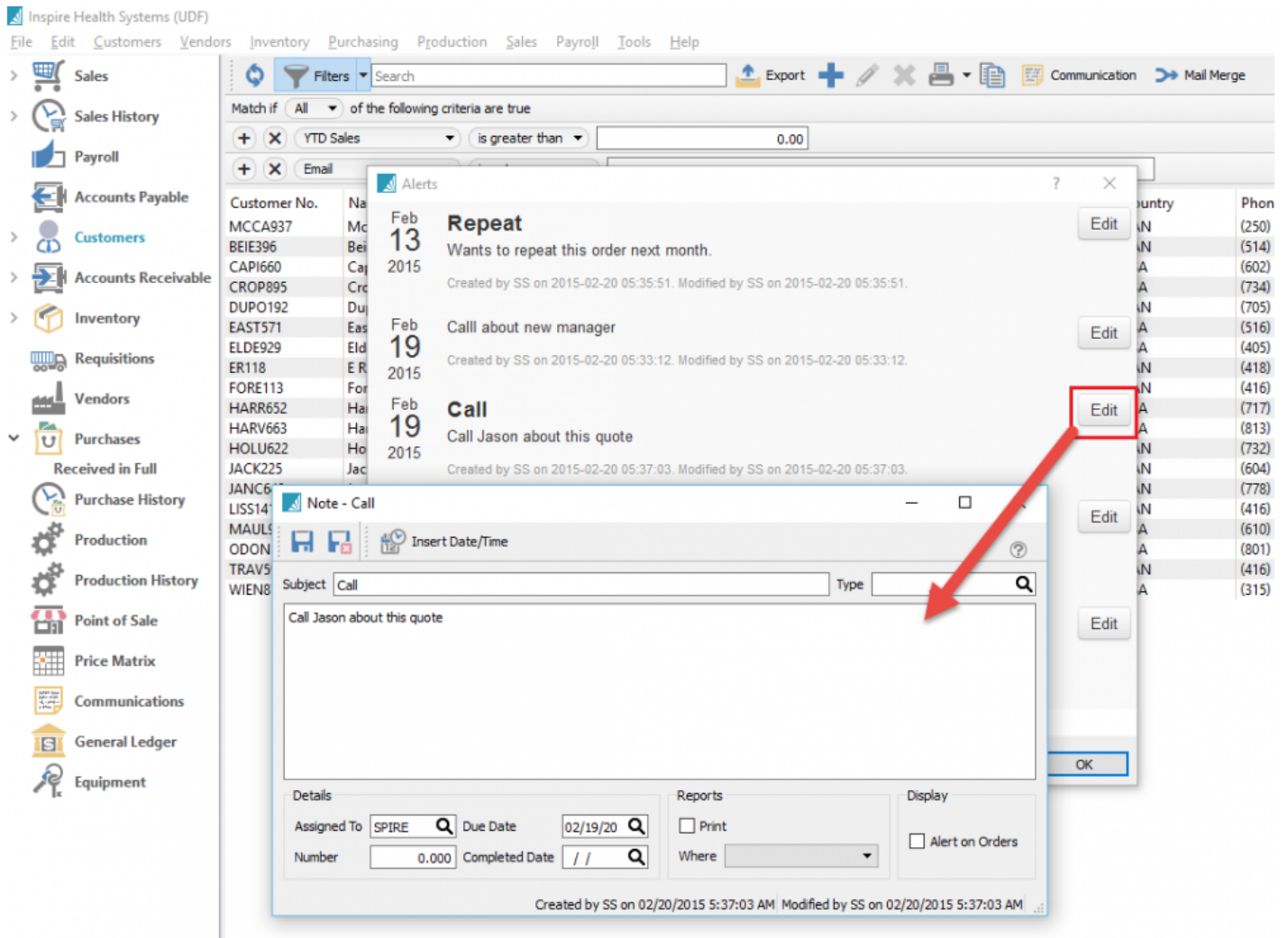
Note that there is no security that stops users from seeing each others communications. However the user can be blocked from seeing notes from certain modules.

## Example communications

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

## When User Logs In

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



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

The screenshot displays the Inspire Health Systems (UDF) application interface. On the left is a navigation pane with various modules. The main window shows a table of records with columns: Module, Item, Subject, Created Date, Created By, Due Date, Completion Date, Attention, Display Type, Assigned To, Group Type, Modified Date, Modified By, and Number. A red box highlights the 'Communications' module in the navigation pane and a specific record in the table. A dialog box titled 'Note - Call Bob' is open, showing the subject 'Call Bob' and type 'FOLLOW-UP'. A red arrow points from the 'Open Related' button in the table to the dialog box.

Module: Sales  
Item: Q000000001  
Subject: Call Bob  
Created Date: 02/20/2015  
Created By: SS  
Due Date: 02/26/2015  
Completion Date: 05/03/2016  
Attention: None  
Display Type: None  
Assigned To: SPIRE  
Group Type: FOLLOW-UP  
Modified Date: 05/04/2016  
Modified By: SS  
Number: 0.00

Note - Call Bob  
Subject: Call Bob  
Type: FOLLOW-UP  
Call Bob about this quote

Details  
Assigned To: SPIRE  
Due Date: 02/26/20  
Number: 0.000  
Completed Date: / /

Reports  
☐ Print  
Where:   
☐ Alert on Orders

Display  
Created by SS on 02/20/2015 5:32:09 AM Modified by SS on 05/04/2016 8:12:45 AM

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

Inspire Health Systems (UDF)

File Edit Customers Vendors Inventory Purchasing Production Sales Payroll Tools Help

Filters Search Export + - Open Related

Match if All of the following criteria are true

Assigned To is SPIRE

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

Accounts Receivable - Jackson Fitness Center

Open Customer Apply Finance Charges

Customer JACK225 Jackson Fitness Center Currency

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

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

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

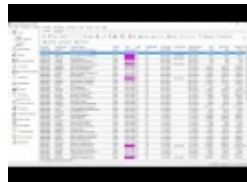
Open Items Notes Attachments User Defined

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

Transaction No	Date	Debit	Credit	Balance	Terms Code	Terms Desc.	Customer PO	Reference No	Type
<input type="checkbox"/> 0000000676	04/25/2016	529.76	0.00	529.76	02	2% 10 days		0000600354	Invoice
<input type="checkbox"/> 0000000650	04/18/2015	820.96	0.00	820.96	01	Net 30 days	124645	0000600347	Invoice
<input type="checkbox"/> 0000000651	04/18/2015	1,904.00	0.00	1,904.00	02	2% 10 days	124859	0000600348	Invoice
<input type="checkbox"/> 0000000649	04/18/2015	2,714.88	0.00	2,714.88	02	2% 10 days	124399	0000600346	Invoice
<input type="checkbox"/> 0000000512	07/07/2015	5,591.75	0.00	5,591.75			123677	0000600318	Invoice

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

## Video Instructions – Communications



# General Ledger

General Ledger

Accounts Summary Transactions Recurring Entries

Filters Export + ✕ 🖨 📄 Revalue

Match if Any of the following criteria are true

+ X Credit Balance is not 0.00

+ X Debit Balance is not 0.00







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



# Accounts

General Ledger

Accounts Summary Transactions Recurring Entries

Filters       Revalue

Match if Any of the following criteria are true

+ X Credit Balance is not 0.00

+ X Debit Balance is not 0.00

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

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

**Add** – Adds a new GL account

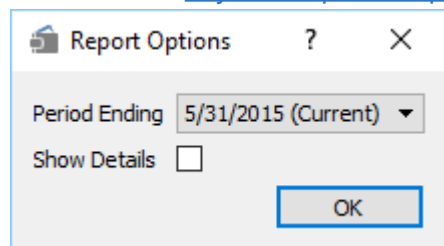
**Edit** – Edits highlighted GL account

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

**Print** – Print GL account reports such as:

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

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



Report Options

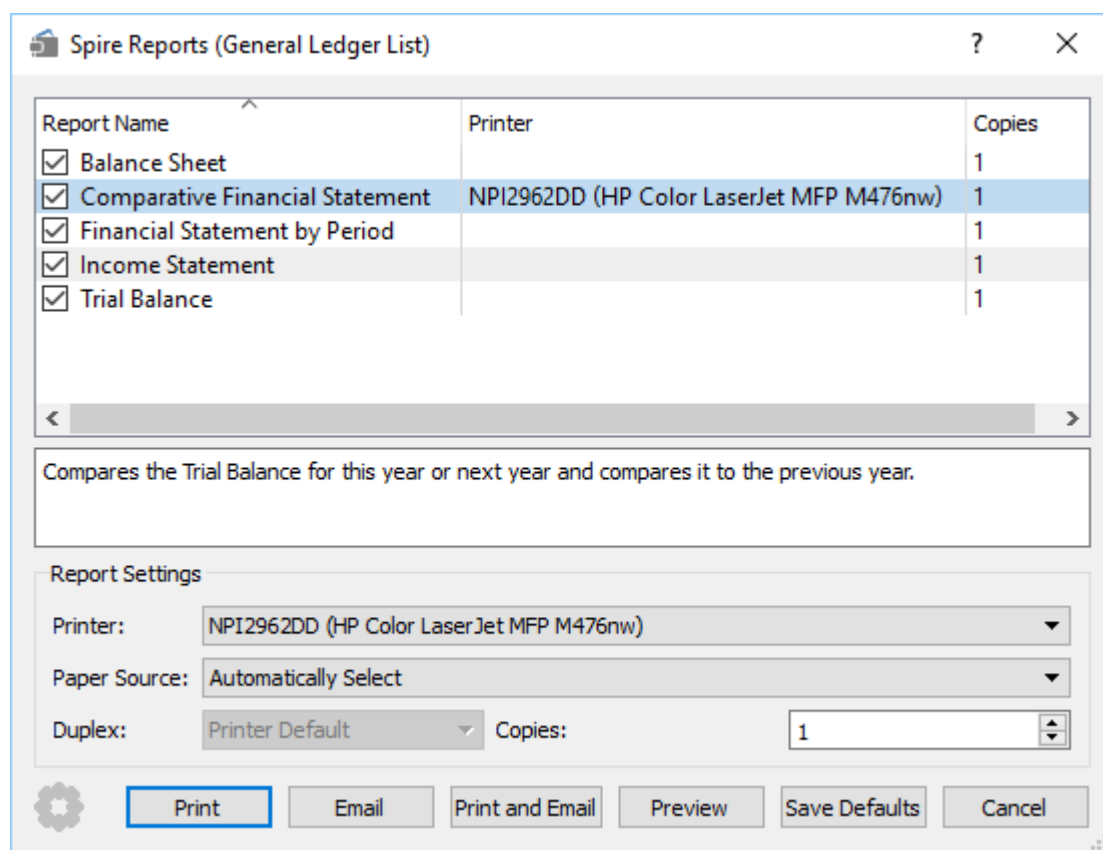
Period Ending: 5/31/2015 (Current)

Show Details: ☐

OK

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

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



Spire Reports (General Ledger List)

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

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

Report Settings

Printer: NPI2962DD (HP Color LaserJet MFP M476nw)

Paper Source: Automatically Select

Duplex: Printer Default

Copies: 1

Print Email Print and Email Preview Save Defaults Cancel

**Copy** – Copy selected GL account.

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



## Edit and Add Accounts

**Save** – Saves changes

**Save Close** – Saves changes and closes the account

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

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

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

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

**Account No** – The General Ledger Account number.

**Name** – A descriptive name for the GL account.

**Currency** – The currency assigned to this account.

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

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

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

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

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

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

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

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

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

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

## Account Transactions

GL Account - [000] 11120

Division No 000 Account No 11120 Name RBC Bank Currency Inactive

Details Transactions Balances History Notes User Defined

Filters Search Export View View Source

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

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

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

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

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

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

**View** – View the complete journal entry.

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

- Order Entry
- Purchase Order
- Payroll

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

**Source** – The source that this posting came from.

**Debit** – The amount of the debit transaction

**Credit** – The amount of the credit transaction.

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

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

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

**Type** – The type of transaction that was posted.

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

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

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

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

## Account Balances

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

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

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

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

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

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

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

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

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

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

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

## Account History

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

GL Account - [000] 11210

Reconcile

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

Details Transactions Balances History Notes User Defined

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

Historical Balances

View

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

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

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

**Net Change** – The net change for that year.

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

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

**Net Change** – The net change for the historical period.

**Balance** – The closing balance for the historical period.

## Account Notes

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

## User Defined Fields

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

# Summary

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



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

# Transactions

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

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

Transaction No	Account No	Account Name	Source	Debit	Credit	Foreign Debit	Foreign Credit	Currency	Transaction Date	Posted Date	Memo	Type	Entity	Document	Reconciled	User Id
0000000326	11120	RBC Bank	General Ledger	0.00	50.00	0.00	0.00		2/20/2015	2/20/2015					3/16/2015	SS
0000000326	82140	Bank Charges Expense	General Ledger	12.00	0.00	0.00	0.00		2/20/2015	2/20/2015						SS
0000000326	82370	Rent Expense	General Ledger	2,500.00	0.00	0.00	0.00		2/20/2015	2/20/2015						SS
0000000326	82165	Computer Expense	General Ledger	50.00	0.00	0.00	0.00		2/20/2015	2/20/2015						SS
0000000326	11120	RBC Bank	General Ledger	0.00	12.00	0.00	0.00		2/20/2015	2/20/2015					3/16/2015	SS
0000000326	11120	RBC Bank	General Ledger	0.00	2,500.00	0.00	0.00		2/20/2015	2/20/2015					3/16/2015	SS
0000000327	11120	RBC Bank	General Ledger	0.00	50.00	0.00	0.00		2/20/2015	2/20/2015	recurring				3/16/2015	SS
0000000327	11120	RBC Bank	General Ledger	0.00	2,500.00	0.00	0.00		2/20/2015	2/20/2015	recurring				3/16/2015	SS
0000000327	11120	RBC Bank	General Ledger	0.00	12.00	0.00	0.00		2/20/2015	2/20/2015	recurring				3/16/2015	SS
0000000327	82370	Rent Expense	General Ledger	2,500.00	0.00	0.00	0.00		2/20/2015	2/20/2015	recurring					SS
0000000327	82165	Computer Expense	General Ledger	50.00	0.00	0.00	0.00		2/20/2015	2/20/2015	recurring					SS
0000000327	82140	Bank Charges Expense	General Ledger	12.00	0.00	0.00	0.00		2/20/2015	2/20/2015	recurring					SS
0000000328	11120	RBC Bank	General Ledger	12.00	0.00	0.00	0.00		2/20/2015	2/20/2015	AutoReverse - 0000000327				3/16/2015	SS
0000000328	82165	Computer Expense	General Ledger	0.00	50.00	0.00	0.00		2/20/2015	2/20/2015	AutoReverse - 0000000327					SS
0000000328	82140	Bank Charges Expense	General Ledger	0.00	12.00	0.00	0.00		2/20/2015	2/20/2015	AutoReverse - 0000000327					SS
0000000328	11120	RBC Bank	General Ledger	50.00	0.00	0.00	0.00		2/20/2015	2/20/2015	AutoReverse - 0000000327					SS
0000000329	11130	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

The screenshot displays the 'Recurring Entries' section of the Spire software. At the top, there is a navigation bar with tabs for 'Accounts', 'Summary', 'Transactions', and 'Recurring Entries'. Below this is a search bar and a toolbar with icons for 'Export', 'Add', 'Edit', 'Delete', and 'View Source'. The main area contains a table with the following columns: No, Journal Entry, Description, Subledger, Reference, Frequency, Status, Last Posting, Next Posting, Start Date, and End Date.

No	Journal Entry	Description	Subledger	Reference	Frequency	Status	Last Posting	Next Posting	Start Date	End Date
000001	0000000242	Pmt.	INSPIRE	000000000	Recur at the beginning of each month	Active	11/18/2015		4/13/2016	4/13/2016
000002	0000000327	recurring			Every four months	Active	2/20/2015	8/20/2016	5/27/2016	4/25/2020
000003	0000000356	Pmt.	OMEELE		Recur on day 1 and 15 of each month	Active	3/8/2015	4/15/2016	4/15/2016	4/15/2022

Overlaid on the table is the 'Recurring Journal Entry' dialog box. It contains the following fields and options:

- Source:** 0000000356
- Description:** Pmt.
- Module:** Accounts Payable
- Recurrence:**
  - Start Date:** 4/15/2016
  - End Date:** 4/15/2022
  - Frequency:** Bi-Monthly
  - ☐ Start of Month
  - ☐ End of Month
  - Day of Month:** 1
  - Second Day of Month:** 15
  - ☐ Start of Period
  - ☐ End of Period
  - Day of Year:** 01-01
  - Day of Week:** Monday
  - Days of Week:** Monday through Friday
- Info:**
  - Status:** Active
  - Created By:** SS
  - Last Occurrence:** 3/8/2015
  - Reference:**
  - Vendor:** OMEELE

At the bottom of the dialog box, it states: 'Recur on day 1 and 15 of each month' and 'Next occurrence: 4/15/2016'.

**Save** – Save the recurring entry.

**Save and Close** – Save and close the recurring entry.

**View Source** – View the GL posting of the transaction that was selected to recur..

**Start Date** – When the recurring transaction should start.

**End Date** – When the recurring transaction should end.

**Frequency** – Select a repeat cycle for the transaction. The choices are:

- Monthly
- Specific Date
- Bi-Monthly
- Fiscal
- Annual
- Weekly
- Bi-Weekly
- Daily
- Quarterly

**Start of Month** – If the cycle selected is 'Monthly', select this if it should have at the start of the month.

**End of Month** – If the cycle selected is 'Monthly', select this if it should have at the end of the month.

**Day of Month** – If the cycle selected is 'Specific Date' then choose the day of the month.

**Second Day of Month** – If the cycle selected is 'Bi-Monthly' then select the second day along with the 'Day of Month' above for the first day.

**Start of Period** – If the cycle selected is 'Fiscal' then select the period.

**Day of Year** – If the cycle selected is Annual then select the day of the year.

**Day of Week** – If the cycle selected is 'Weekly' then select the day of the week.

**Status** – Status can be 'Active' or 'Suspended'

**Created By** – The initials of the user that created the recurring record.

**Last Occurrence** – The last date the entry was posted.

**Reference** – A reference can be added.

**Vendor/Customer** – The vendor or customer that the entry will be posted to.

## Recurring Alerts

If the user has the setting [General Ledger/Alert Recurring Entries](#) when the user logs in they will be presented with the list of recurring entries that are due or overdue to be posted. They can simply click on post, view or edit.

The screenshot shows the 'Recurring GL Transactions Due' window with a list of transactions. A detailed view of a transaction is overlaid, showing a warning message and a transaction entry table.

**Recurring GL Transactions Due**

- Apr 15 2016** **Recurring GL Transaction: 0000000356** Pmt. Recurs on day 1 and 15 of each month. [View] [Edit] [Post]
- May 01 2016** **Recurring GL Transaction: 0000000327** recurring Recurs on day 1 of each month. [View] [Edit] [Post]
- May 01 2016** **Recurring GL Transaction: 0000000356** Pmt. Recurs on day 1 and 15 of each month. [View] [Edit] [Post]
- May 15 2016** **Recurring GL Transaction: 0000000356** Pmt. Recurs on day 1 and 15 of each month. [View] [Edit] [Post]
- May 31 2016** **Recurring GL Transaction: 0000000356** Pmt. Recurs at the end of each month. [View] [Edit] [Post]

**GL Transaction - 0000000596**

This is an unposted transaction. If posted, it will be used for the chosen recurrence. [Dismiss]

Entry Notes

4/15/2016

Account No	Account Name	Base Debit	Base Credit	Foreign Debit	Foreign Credit	Designation	Memo
21120 [ ]	Accounts Payable	1,900.00	0.00	0.00	0.00	Credit	
11120 [ ]	RBC Bank	0.00	1,900.00	0.00	0.00	Debit	
[ ]							

Debits 1,900.00  
Credits 1,900.00 **Balance 0.00**



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

# Account Reconciliation

Each general ledger account can be reconciled against a statement. The most common use is for banks and credit cards, but any account can be reconciled.

To access the account reconciliation, go to GL/Accounts and open the account to be reconciled and click on 'Reconcile'. If divisions are turned on the reconciliation should be done on the '000' (consolidated) division. This is because if postings are done to multiple divisions then not all transactions will show up except in the consolidated division.

GL Account - [000] 11120

Reconcile

Division No 000 Account No 11120 Name RBC Bank Currency Inactive

Details Transactions Balances History Notes User Defined

Group 100 Cash Type Asset ☐ Sales Account

Subgroup GIFL Account 1002 ☒ Bank Account

Normal balance ☒ Debit ☐ Credit Cheque sequence 24685 ☐ Track job cost

☐ Revalue

Created by SS on 7/7/2005 10:06:45 AM Modified by SS on 4/14/2016 10:57:13 AM

The user will be presented with this screen and they then enter end date of the statement and the opening balance, (which will be carried forward from the last reconciliation) and the closing balance from the statement.

Reconciliation - [000] 11120

Division: 000 End Date: // Opening Balance: 45,841.00

Account No.: 11120 RBC Bank Closing Balance: 0.00

Currency:

Transaction No.	Memo	Type	Entity	Document	Debit	Credit	Foreign Debit	Foreign Credit	Source	Date	Reconcil
0000000325		Pmt.	ACME	0000000012	0.00	855.46	0.00	0.00	AP	2/20/2015	<input type="checkbox"/>
0000000328	AutoReverse - 0000000327				50.00	0.00	0.00	0.00	GL	2/20/2015	<input type="checkbox"/>
0000000348		Pmt.	NOLIFI	0000000013	0.00	8,556.22	0.00	0.00	AP	3/8/2015	<input type="checkbox"/>
0000000349		Pmt.	WALEQU		0.00	14,554.40	0.00	0.00	AP	3/8/2015	<input type="checkbox"/>
0000000353		Pmt.	NATPRO		0.00	2,000.00	0.00	0.00	AP	3/8/2015	<input type="checkbox"/>
0000000356		Pmt.	OMEELE		0.00	1,900.00	0.00	0.00	AP	3/8/2015	<input type="checkbox"/>
0000000357		Pmt.	OMEELE		0.00	1,500.00	0.00	0.00	AP	3/8/2015	<input type="checkbox"/>
0000000358		Pmt.	OMEELE		0.00	100.00	0.00	0.00	AP	3/8/2015	<input type="checkbox"/>
0000000359		Pmt.	OMEELE		0.00	500.00	0.00	0.00	AP	3/9/2015	<input type="checkbox"/>
0000000397		Pmt.	~1TIME		0.00	600.00	0.00	0.00	AP	3/16/2015	<input type="checkbox"/>
0000000407		Pmt.	NATPRO	0000024588	0.00	7,201.45	0.00	0.00	AP	3/17/2015	<input type="checkbox"/>
0000000408	AutoReverse - 0000000327				12.00	0.00	0.00	0.00	GL	3/17/2015	<input type="checkbox"/>
0000000408	AutoReverse - 0000000327				50.00	0.00	0.00	0.00	GL	3/17/2015	<input type="checkbox"/>

Cheques & Charges 0.00  
Deposits & Debits 0.00

Unreconciled 45,841.00

Created by SS on 3/20/2015 10:23:10 AM Modified by SS on 3/20/2015 10:23:38 AM

**Save** – Save your work in progress.

**Save & Close** – Save and close the GL account.

**Refresh** – Refresh transactions posted elsewhere. The user can minimize the reconciliation screen to complete a transaction that effect this account and then come back and refresh.

**Print** – All [Reports with a template](#) of 'Account Reconciliation' will be presented.

**Post** – Post the reconciliation . The user will be asked to print the report first.

**Import** – Import a .qfx file from the bank that contains transactions that were posted to the account. Any transactions that match dates and amounts will automatically get the reconcile flag added.

**Show Reconciled** – Shows all transactions that were previously reconciled for this account. The user can uncheck one that was checked incorrectly in a past reconciliation. This should only be done when nothing else is checked because when the post button is clicked it will un-reconcile the ones that were previously reconciled and reconcile the ones checked now.

**Create Journal Entry** – Starts a journal entry that has the account being reconciled as the first line.

**View Journal Entry** – View the journal entry of the highlighted line.



**View Account** – Opens the GL account for viewing.

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

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

**Closing Balance** – The closing balance of the statement.

Reconciliation Import

Import

C:/Users/Desktop/ofx545.qfx Browse...

Account 3912 3912 3912

Select Deselect

Transaction Id	Date	Amt.	Type	Payee	Memo
90000010020...	12/31/2015	1,355.10	credit	VSA DEP07275753	
90000010020...	12/31/2015	7,301.06	credit	MC DEP 07275753	
90000010020...	12/31/2015	-32.00	debit	VISAFEE07275753	
90000010020...	12/31/2015	-45.20	debit	MON FEE07275753	
90000010020...	12/31/2015	-182.19	debit	MSTCFEE07275753	
90000010020...	1/4/2016	-70,056.78	check	CHEQUE - 5081	
90000010020...	1/4/2016	-4.08	debit	SERVICE FEE	
90000010020...	1/4/2016	-18.90	debit	ELECTRONIC ITEM FEE	
90000010020...	1/4/2016	-0.22	debit	ITEMS ON DEP. FEE	
90000010020...	1/6/2016	-84.54	debit	Payment	WWW PAYMENT - 4348 CAPITAL ONE...
90000010020...	1/6/2016	-2,788.09	debit	Payment	WWW PAYMENT - 3732 CAPITAL ONE...
90000010020...	1/6/2016	-49.47	debit	Email Trfs	INTERAC E-TRF- 1652
90000010020...	1/6/2016	-109.02	debit	Email Trfs	INTERAC E-TRF- 3189
90000010020...	1/6/2016	-111.63	debit	Email Trfs	INTERAC E-TRF- 3004
90000010020...	1/6/2016	-174.41	debit	Email Trfs	INTERAC E-TRF- 2939
90000010020...	1/6/2016	-230.75	debit	Email Trfs	INTERAC E-TRF- 4437
90000010020...	1/6/2016	-1.50	debit	INT E-TRF FEE	
90000010020...	1/6/2016	-1.50	debit	INT E-TRF FEE	
90000010020...	1/6/2016	-1.50	debit	INT E-TRF FEE	
90000010020...	1/6/2016	-1.50	debit	INT E-TRF FEE	
90000010020...	1/6/2016	-1.50	debit	INT E-TRF FEE	

Id 90000010020160310C0010090A9D8

Date 3/10/2016

Amount -38.46

Payee Email Trfs

Memo INTERAC E-TRF- 5405

Reconciliation Items

Transaction No.	Memo	Debit Amt.	Credit Amt.	Source	Date	Reconciled	Import Trans. Id
2000002665		0.00	15.72	AP	2/3/2016		
2000002838		1,668.59	0.00	AR	3/1/2016		9000001002016030
2000002851		10,039.07	0.00	GL	3/3/2016		9000001002016030
2000002800		0.00	4,311.99	AP	3/3/2016		9000001002016030
2000002801		4,311.99	0.00	AP	3/3/2016		
2000002802		0.00	1,624.19	AP	3/3/2016		9000001002016030
2000002803		0.00	4,311.99	AP	3/3/2016		
2000002856	visa	4,117.50	0.00	GL	3/3/2016		9000001002016030
2000002828		9,286.72	0.00	GL	3/9/2016		9000001002016030
2000002833		0.00	343.94	AP	3/10/2016		9000001002016031
2000002834		0.00	38.46	AP	3/10/2016		9000001002016031
2000002836		0.00	377.81	AP	3/11/2016		9000001002016031
2000002938		7,194.81	0.00	GL	3/16/2016		9000001002016031
2000002876		0.00	357.00	AP	3/16/2016		
2000002877		0.00	490.87	AP	3/16/2016		
2000002932		5,172.70	0.00	GL	3/16/2016		
2000002882		0.00	28.67	AP	3/17/2016		9000001002016031
2000002881		0.00	185.25	AP	3/17/2016		9000001002016031
2000002883		0.00	65.02	AP	3/17/2016		9000001002016031
2000002939		4,464.30	0.00	GL	3/24/2016		9000001002016032
2000002956	eft	5,026.35	0.00	AR	3/24/2016		9000001002016032
2000002933		8,552.39	0.00	GL	3/24/2016		9000001002016032
2000002924		0.00	26.32	AP	3/24/2016		9000001002016032
2000002949		339.00	0.00	GL	3/28/2016		9000001002016032
2000002940		0.00	10,000.00	AP	3/28/2016		9000001002016032
2000002949		5,646.61	0.00	GL	3/28/2016		9000001002016032
2000002950		0.00	53,176.62	AP	3/29/2016		9000001002016032
2000002944		0.00	5,402.25	AP	3/29/2016		9000001002016032
2000002947		0.00	798.00	AP	3/29/2016		
2000002964		0.00	197.85	AP	3/31/2016		9000001002016033
2000002962		3,867.47	0.00	GL	3/31/2016		9000001002016033
2000002963		6,253.09	0.00	GL	3/31/2016		9000001002016033
2000002965		0.00	4,942.34	AP	3/31/2016		9000001002016033
2000002967		0.00	63.00	AP	3/31/2016		9000001002016033

OK Cancel

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

Reconciliation - [000] 11120

Division: 000 End Date: 3/20/2015 Opening Balance: 45,841.00

Account No.: 11120 RBC Bank Closing Balance: 8,698.43

Currency:

Transaction No.	Memo	Type	Entity	Document	Debit	Credit	Foreign Debit	Foreign Credit	Source	Date	Reconciled
000000325		Pmt.	ACME	0000000012	0.00	855.46	0.00	0.00	AP	2/20/2015	<input type="checkbox"/>
000000328	AutoReverse - 0000000327				50.00	0.00	0.00	0.00	GL	2/20/2015	<input type="checkbox"/>
000000348		Pmt.	NOLIFI	0000000013	0.00	8,556.22	0.00	0.00	AP	3/8/2015	<input type="checkbox"/>
000000349		Pmt.	WALEQU		0.00	14,554.40	0.00	0.00	AP	3/8/2015	<input type="checkbox"/>
000000353		Pmt.	NATPRO		0.00	2,000.00	0.00	0.00	AP	3/8/2015	<input type="checkbox"/>
000000356		Pmt.	OMELEE		0.00	1,900.00	0.00	0.00	AP	3/8/2015	<input type="checkbox"/>
000000357		Pmt.	OMELEE		0.00	1,500.00	0.00	0.00	AP	3/8/2015	<input type="checkbox"/>
000000358		Pmt.	OMELEE		0.00	100.00	0.00	0.00	AP	3/8/2015	<input type="checkbox"/>
000000359		Pmt.	OMELEE		0.00	500.00	0.00	0.00	AP	3/9/2015	<input type="checkbox"/>
000000397		Pmt.	~1TIME		0.00	600.00	0.00	0.00	AP	3/16/2015	<input type="checkbox"/>
000000407		Pmt.	NATPRO	0000024588	0.00	7,201.45	0.00	0.00	AP	3/17/2015	<input type="checkbox"/>
000000408	AutoReverse - 0000000327				50.00	0.00	0.00	0.00	GL	3/17/2015	<input type="checkbox"/>
000000408	AutoReverse - 0000000327				12.00	0.00	0.00	0.00	GL	3/17/2015	<input type="checkbox"/>
000000435		Empl.	100002	0000024590	0.00	2,336.45	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
000000436		Empl.	100001	0000024591	0.00	1,508.68	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
000000437		Empl.	100003	0000024592	0.00	1,435.88	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
000000438		Empl.	100000	0000024593	0.00	705.64	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
000000439		Empl.	100007	0000024594	0.00	1,565.74	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
000000440		Empl.	100008	0000024595	0.00	1,184.64	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
000000441		Empl.	100004	0000024596	0.00	1,638.22	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
000000442		Empl.	100005	0000024597	0.00	1,210.71	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
000000443		Empl.	100006	0000024598	0.00	1,360.44	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
000000444		Empl.	100009	0000024599	0.00	1,295.79	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>

Cheques & Charges 37,254.57  
Deposits & Debits 112.00

**Unreconciled 0.00**

Created by SS on 3/20/2015 10:23:10 AM Modified by SS on 3/20/2015 10:23:38 AM

Once the reconciliation is balanced the bottom right field will say **“Unreconciled 0.00”**. The user can then click the ‘Post’ button and they will get the opportunity to print the report.

000000435	Empl.	100002	0000024590	0.00	2,336.45	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
000000436	Empl.	100001	0000024591	0.00	1,508.68	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
000000437	Empl.	100003	0000024592	0.00	1,435.88	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
000000438	Empl.	100000	0000024593	0.00	705.64	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
000000439	Empl.	100007	0000024594	0.00	1,565.74	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
000000440	Empl.	100008	0000024595	0.00	1,184.64	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
000000441	Empl.	100004	0000024596	0.00	1,638.22	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
000000442	Empl.	100005	0000024597	0.00	1,210.71	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
000000443	Empl.	100006	0000024598	0.00	1,360.44	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
000000444	Empl.	100009	0000024599	0.00	1,295.79	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>

Cheques & Charges 36,894.57  
Deposits & Debits 112.00

**Unreconciled 0.00**

Created by SS on 3/20/2015 10:23:10 AM Modified by SS on 3/20/2015 10:23:38 AM

Once printed they will be asked if they want to post the reconciliation.

## Inspire Health Systems (UDF)

### Account Reconciliation

Account 11120 RBC Bank

April 14, 2016 / 2:35 pm

End Date : March 20, 2015








					Opening Balance		45,481.00
					Closing Balance		8,698.43
Rec	Transaction #	Source	Memo	Date	Debit	Credit	Reconciled
<input checked="" type="checkbox"/>	0000000325	AP	Pmt. ACME 0000000012	Feb 20, 15	0.00	855.46	<input type="checkbox"/>
<input checked="" type="checkbox"/>	0000000328	GL	AutoReverse - 0000000327	Feb 20, 15	50.00	0.00	<input type="checkbox"/>
<input type="checkbox"/>	0000000348	AP	Pmt. NOLIFI 0000000013	Mar 8, 15	0.00	8,556.22	<input type="checkbox"/>
<input checked="" type="checkbox"/>	0000000349	AP	Pmt. WALEQU	Mar 8, 15	0.00	14,554.40	<input type="checkbox"/>
<input type="checkbox"/>	0000000353	AP	Pmt. NATPRO	Mar 8, 15	0.00	2,000.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	0000000356	AP	Pmt. OMEELE	Mar 8, 15	0.00	1,900.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	0000000357	AP	Pmt. OMEELE	Mar 8, 15	0.00	1,500.00	<input type="checkbox"/>
<input type="checkbox"/>	0000000358	AP	Pmt. OMEELE	Mar 8, 15	0.00	100.00	<input type="checkbox"/>
<input type="checkbox"/>	0000000359	AP	Pmt. OMEELE	Mar 9, 15	0.00	500.00	<input type="checkbox"/>
<input type="checkbox"/>	0000000397	AP	Pmt. ~1TIME	Mar 16, 15	0.00	600.00	<input type="checkbox"/>
<input type="checkbox"/>	0000000407	AP	Pmt. NATPRO 0000024588	Mar 17, 15	0.00	7,201.45	<input type="checkbox"/>
<input checked="" type="checkbox"/>	0000000408	GL	AutoReverse - 0000000327	Mar 17, 15	12.00	0.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	0000000408	GL	AutoReverse - 0000000327	Mar 17, 15	50.00	0.00	<input type="checkbox"/>
<input type="checkbox"/>	0000000435	PAYR	Empl 100002 0000024590	Jan 15, 15	0.00	2,336.45	<input type="checkbox"/>
<input checked="" type="checkbox"/>	0000000436	PAYR	Empl 100001 0000024591	Jan 15, 15	0.00	1,508.68	<input type="checkbox"/>
<input checked="" type="checkbox"/>	0000000437	PAYR	Empl 100003 0000024592	Jan 15, 15	0.00	1,435.88	<input type="checkbox"/>
<input type="checkbox"/>	0000000438	PAYR	Empl 100000 0000024593	Jan 15, 15	0.00	705.64	<input type="checkbox"/>
<input checked="" type="checkbox"/>	0000000439	PAYR	Empl 100007 0000024594	Jan 15, 15	0.00	1,565.74	<input type="checkbox"/>
<input checked="" type="checkbox"/>	0000000440	PAYR	Empl 100008 0000024595	Jan 15, 15	0.00	1,184.64	<input type="checkbox"/>
<input type="checkbox"/>	0000000441	PAYR	Empl 100004 0000024596	Jan 15, 15	0.00	1,638.22	<input type="checkbox"/>
<input checked="" type="checkbox"/>	0000000442	PAYR	Empl 100005 0000024597	Jan 15, 15	0.00	1,210.71	<input type="checkbox"/>
<input checked="" type="checkbox"/>	0000000443	PAYR	Empl 100006 0000024598	Jan 15, 15	0.00	1,360.44	<input type="checkbox"/>
<input type="checkbox"/>	0000000444	PAYR	Empl 100009 0000024599	Jan 15, 15	0.00	1,295.79	<input type="checkbox"/>
<input type="checkbox"/>	0000000480	PAYR	Empl 100009 0000024635	Mar 13, 15	0.00	1,295.79	<input type="checkbox"/>
<input type="checkbox"/>	0000000481	PAYR	Empl 100001 0000024636	Mar 13, 15	0.00	1,508.68	<input type="checkbox"/>
<input type="checkbox"/>	0000000482	PAYR	Empl 100006 0000024637	Mar 13, 15	0.00	1,360.44	<input type="checkbox"/>
<input type="checkbox"/>	0000000625	GL	AutoReverse - 0000000327	Feb 20, 15	12.00	0.00	<input type="checkbox"/>
<input type="checkbox"/>	0000000625	GL	AutoReverse - 0000000327	Feb 20, 15	50.00	0.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	0000000627	GL		Feb 8, 15	0.00	644.13	<input type="checkbox"/>

Statement Opening Balance	45,481.00
Checked Cheques & Charges	36,894.57
Checked Deposits & Debits	112.00
Statement Closing Balance	8,698.43
<b>Reconciled !</b>	<b>0.00</b>

## GL – Included Reports

---

# Multi-Currency

Currencies							
  Filters <input type="text" value="Search"/>  Export    Default Selling Price Level 							
Code	Country	Currency	Fixed Rate	Buy Rate	Sell Rate	Indirect Rate	Symbol
CAD	Canada	Canadian dollars	1.0000000			<input type="checkbox"/>	\$
GBP	United Kingdom	British Pounds		0.5300000	0.5600000	<input checked="" type="checkbox"/>	£
JPY	Japan	Japanese Yen	0.0115900			<input type="checkbox"/>	¥
USD	United States	American Dollars	1.2900000			<input type="checkbox"/>	\$
XEU	Europe	Euros	1.4300000			<input type="checkbox"/>	EC\$

**Code** – The short name for a currency.

**Country** – The country using this currency,

**Currency** – The name of the currency.

**Fixed Rate** – The fixed rate for the currency.

**Buy Rate** – The rate this currency is bought at.

**Sell Rate** – The rate this currency is sold at.

**Indirect Rate** – Checked if set to indirect.

**Symbol** – The symbol used for this currency.

The multi-currency module allows a company to operate in other currencies besides the base used for GL reporting.

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

Purchase orders can be sent to vendors in their currency and when the inventory arrives it gets converted to base currency, Then when payment is made to the vendor it will pay them in their currency.

When invoices are posted to accounts receivable and purchase orders are closed to accounts payable the currency rate of the day is used. Then when the payments are received and made and the rate is different, Spire will automatically post the difference to the Gain/Loss GL account set for that currency.

# Setting Currency Rates

Click add or edit to setup a currency.

**Code** USD

**Country** United States

**Description** American Dollars

**Main** Monthly Rates

**Value**

Rate ☒ Direct ☐ Indirect Fixed 1.29

Method ☒ Fixed ☐ Buy/Sell Buy 1.29

Sell 1.29

**Format**

Unit Name Dollars

Fraction Name Cents

Sign \$

☒ Sign is Prefix ☐ Sign is Suffix

Thousands Separator ,

Decimal Places 2

Decimal Mark .

Cheque Date Format MM-DD-YYYY

**Gains/Losses**

GL Account 91400

Gain or Loss on Currency

Threshold (base currency) 0

**Conversion Defaults**

☒ Convert Selling Prices from Base Currency

Unit Price Rounding 0.001

Created by SS on 07/07/2005 10:06:47 AM Modified by SS on 04/19/2016 1:41:49 PM

**Code** – The international short code for a currency.

**Country** – The country that uses this currency,

**Description** – The name of the currency.

## Value

**Rate** – Select direct or indirect.

**Fixed** – The rate that will be used if the monthly rate is at zero.

**Method** – Select fixed or Buy/Sell

- *Buy* – The rate the currency is purchased.
- *Sell* – The rate the currency is sold.



If the method chosen is 'Fixed' then the sales and purchases will use the same rate. The bank charges a different rate to purchase a currency that they pay for deposits so a buy and sell rate can be entered so that Spire will separate the rates.

## Format

**Unit Name** – The unit name that the currency is traded in such are dollars.

**Fraction Name** – The fraction of units name such as cents.

**Sign** – The sign or symbol for the name such as \$.

**Sign is** – Sign is a prefix or a suffix.

**Thousands Separator** – The separator for thousands of the currency such as 1,345,366

**Decimal Places** – How many decimals is usually used.

**Decimal Mark** – What mark is used for the decimals for instance a point or comma.

**Cheque Date Format** – The date format for the date when paying with this currency.

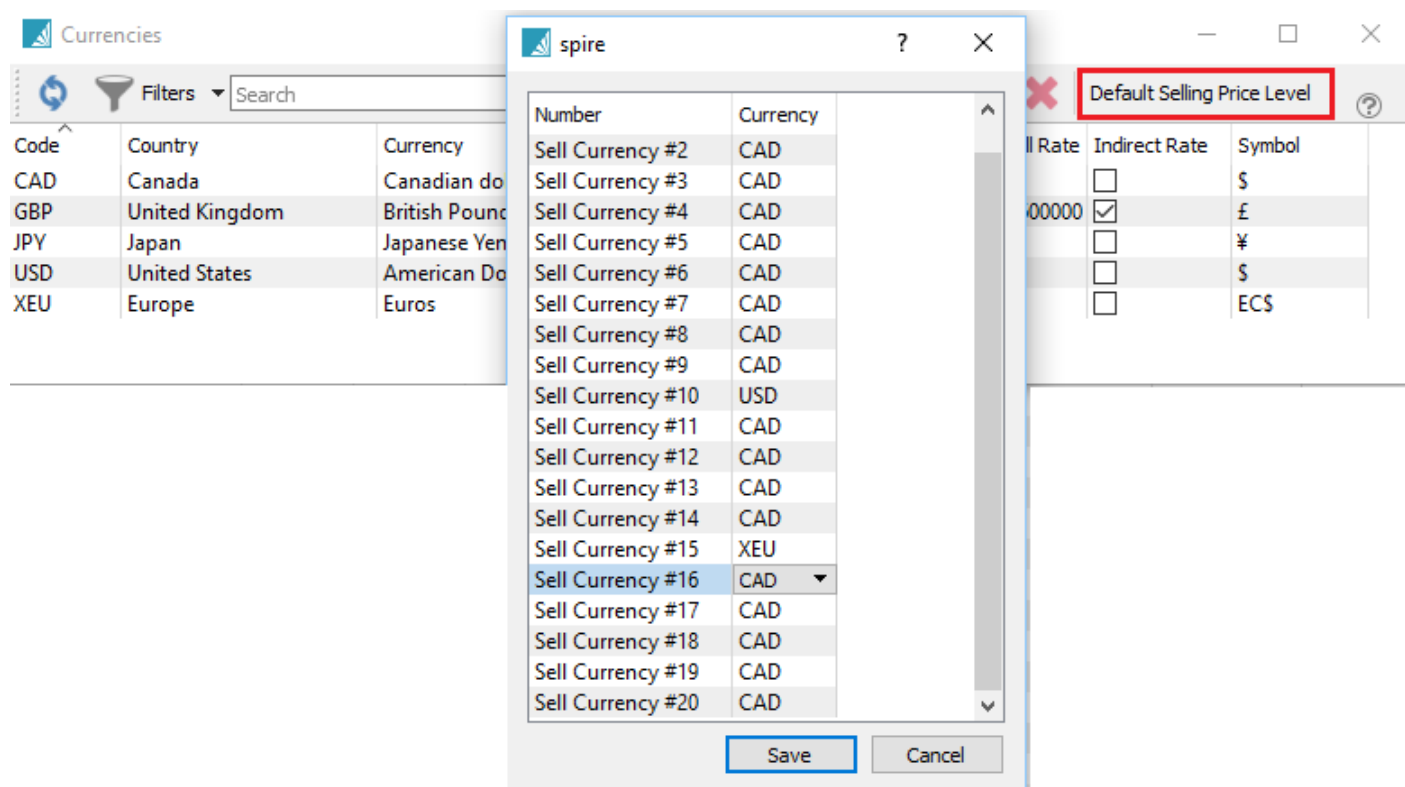
## Gains/Losses

**GL Account** – The GL account to post gains and losses for this currency.

## Conversion Defaults

**Convert Selling Prices from Base Currency** – If this is checked then the sell price will use the customers currency as a conversion. If not checked then it will sell at the same amount in foreign as it is set in base.

Inventory price levels can be linked to a currency. Highlight the currency in Edit/Currencies and click the “Default Selling Price Level” button. When a price is set for that level, it will charge in the currency selected.



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





# Currency Revaluation

Used to revalue GL accounts because of current rate changes.

The user must have the setting Users/Currency/Revalue Currency to be able to run this function.

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

 Currency - USD



Code:

Country:

Description:

Period Ending (Last Year)	Rate	Period Ending (This Year)	Rate	Period Ending (Next Year)	Rate
02/28/2014	0.00	02/28/2015	1.27	01/31/2016	1.38
03/31/2014	1.22	03/31/2015	1.27	02/29/2016	1.22
04/30/2014	1.22	04/30/2015	1.27	03/31/2016	1.30
05/31/2014	1.22	05/31/2015	1.27	04/30/2016	1.30
06/30/2014	1.22	06/30/2015	1.27	05/31/2016	0.00
07/31/2014	1.23	07/31/2015	1.27	06/30/2016	0.00
08/31/2014	1.23	08/31/2015	1.28	07/31/2016	0.00
09/30/2014	1.23	09/30/2015	1.27	08/31/2016	1.30
10/31/2014	1.23	10/31/2015	1.29	09/30/2016	0.00
11/30/2014	1.24	11/30/2015	1.27	10/31/2016	0.00
12/31/2014	1.24	12/31/2015	1.30	11/30/2016	0.00
01/31/2015	1.24			12/31/2016	0.00

Created by SS on 07/07/2005 10:06:47 AM Modified by SS on 04/19/2016 5:25:42 PM

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

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

Division No  Account No  Name  Currency  ☐ Inactive

Details Transactions Balances History Notes User Defined

Group  Cash Type  ☐ Sales Account

Subgroup  GIFL Account  ☒ Bank Account

Normal balance ☒ Debit ☐ Credit Cheque sequence  ☐ Track job cost

☒ Revalue

To run the revaluation go into the GL accounts view and highlight one of the GL accounts for the currency that needs to be revalued and click on 'Revalue'. Choose 'Selected' and the revaluation will be run for all accounts with that currency.

If the user want to revalue all currencies at once then choose "All" instead of "Selected"

The user will be asked to select a date to revalue. Whatever date is selected the revaluation process will be done for that 'Month End' backwards and posted to the the date selected.

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

The value in the base column for a foreign GL account is based on the exchange rate of each of the transactions that were posted to it. If the currency rate has changed, the revaluation function changes the balance of the account, for the month it is run to match the new rate. The difference gets posted to the GL account that was set for gain/loss for each currency. The foreign balance of the account does not change when reevaluating the account.

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

## Modules using Multi-Currency

Multi-Currency is used in various places in Spire.

**General Ledger** – Journal entries can be made posting to foreign and base accounts.

**NOTE:** The base and foreign amounts as well as the rate are editable prior to posting.

The screenshot shows the 'GL Transaction - 0000000673' window. The 'Entry' tab is active, displaying a date of '04/21/2016'. Below the date are '+' and 'x' icons. A table lists the transaction details:

Account No	Account Name	Base Debit	Base Credit	Foreign Debit	Foreign Credit	Currency	Rate
11120 [USD]	RBC-USD	1,200.00	0.00	923.08	0.00	USD	1.30
11120 [ ]	RBC Bank	0.00	1,200.00	0.00	0.00		0.00
[ ]							

At the bottom of the window, the summary shows: Debits 1,200.00, Credits 1,200.00, and a **Balance 0.00**.

**Accounts Payable** – All items are entered in the foreign value and are posted using the rate at the time. If the rate changes when the item is paid, the difference is posted to the gain/loss GL account set for the currency,

**Purchase Orders** – When a purchase order is created the prices are all in the foreign currency. When the PO is received the amounts are posted to accounts payable in the foreign amount. The amounts of the accrued freight and duty are in base. The inventory received gets landed in base and includes the accrued freight and duty.

The vendor's currency is shown on the bottom of the PO. Once items are added to a PO the vendor cannot be changed to a one with a different currency.

**Accounts Receivable** – All items are entered in the foreign value and are posted using the rate at the time. If the rate changes when the item is paid, the difference is posted to the gain/loss GL account set for the currency,

**Sales Order/Invoicing** – When creating a sales order for a customer that is set with a foreign currency the prices are either converted using the currency rate unless the customer is set to a sell level that has a currency assigned to it. The exception of this is if there is a 'Price Matrix' record for this customer. It will then use that price in their currency.

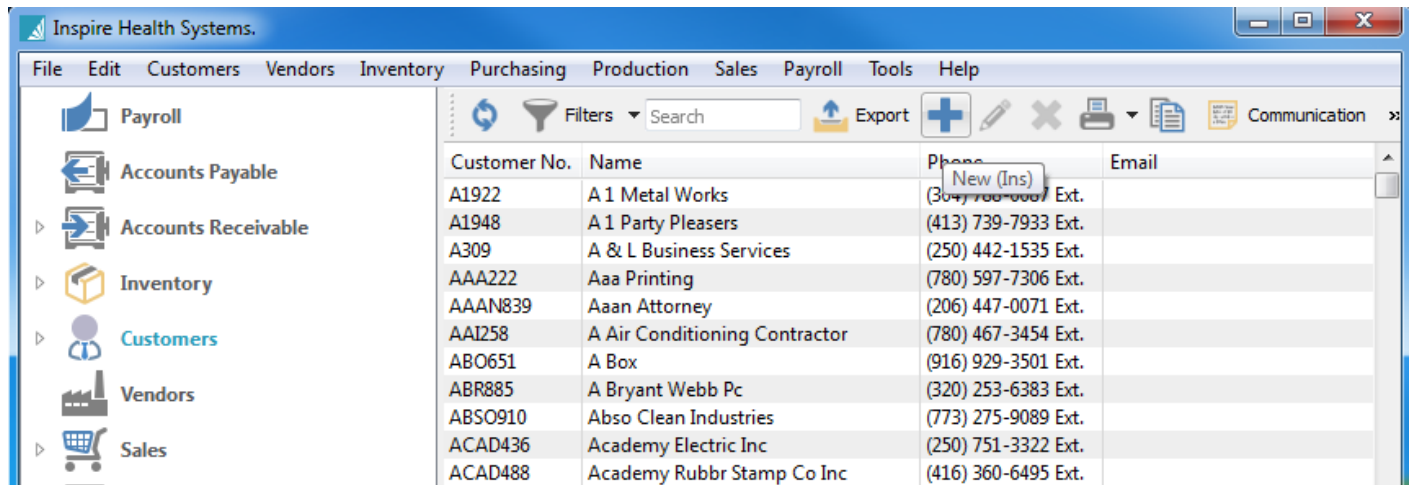
The customer's currency is shown on the bottom of the sales order. Once items are added to an order the customer cannot be changed to a one with a different currency.

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

# Customers

## Creating or Editing a Customer

Select 'Customer' from the main menu and then click the + (plus) button.



This will bring you to the customers main address screen. If creating a new customer the minimum data entry required is the customer code and a customer name.



Make sure that all data entry is done in a standardized format to insure accuracy in searching for records later. For instance many will use the first 3 characters of the first word in a companies name and the first 3 letters of the companies second name. Therefore Acme Tools will become 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 addresses.

**Navigation buttons** – Allows the user to navigate the customer list. The navigation order will respect the filters and sort that was set before editing the customer.

## Customer Addresses

**Code** – Must be unique

**Name** – The customer name that will appear on reports/forms

**On Hold** – If this check box is selected then no transactions can be entered for this customer.

**Status** – The customer can be set to one of 3 statuses, Active, Inactive or Prospect. A customer can only be made inactive if they have no balance in accounts receivable. A prospect setting is normally used when we are still trying to earn a company's' business. All of these statues can be used to create filters so that you can view only the ones that you want.

- **NOTE:** A user needs to have the security setting of "Customers/Show Inactive Customers" on to see be able to see inactive customers.

**Colors** – Each customer can be color coded with a background and text color for whatever reason. For example a company may want their foreign customers to stand out on their customer list and therefore colour code them in blue.

**Addresses** – Click on the + button to add any number of ship-to addresses. You can also delete ship-to's by clicking the X icon. The button between the 2 gives allows you the ability to append the currently highlighted address to a new ship-to. By default only the billing address is put onto a sales order, however you can change this by selecting one of the ship-to addresses to be 'default'. Then every sales order will default to having the billing address and this ship-to address.

**Map** – This button opens the address in either Google Maps. OpenStreetMap or Bing.

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

**Hold Address** – This puts a ship-to on hold so orders cannot be created for it

**Email Addresses** – All of the email addresses including those in the ship-to's are available when emailing reports or forms to a customer.

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



## Sales Taxes Tab

Customer - JACK225

Customer No: JACK225 Name: Jackson Fitness Center ☐ On Hold Status: Active ☐ Foreground ☐ Background

Addresses Billing General Sales Orders Sales History Accounts Receivable Price Matrix

Default Billing Address

Billing Address: TORONTO

Sales Taxes

Tax Code	Description	Rate	Exempt No.
1	G.S.T.	5.0	
2	P.S.T.	7.0	
		0.0	

**Sales Taxes** – The sales tax code can be selected from the list that was setup in Edit/Sales Taxes. Once it is selected the code, the description and the rate will be displayed. An exemption number can also be added if the customer is exempt for a tax. This exemption number will then be added to a sales order when it is created.

## Order Default Tab

Customer - JACK225

Customer No: JACK225 Name: Jackson Fitness Center ☐ On Hold Status: Active ☐ Foreground ☐ Background

Addresses Billing General Sales Orders Sales History Accounts Receivable Price Matrix

Default Billing Address

Billing Address: TORONTO

Order Defaults

Warehouse: VA Inspire Health Systems Territory:

Shipping Method: Federal Express Salesperson: JOHN John Ather

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

**Shipping Method** – This is the customers default shipping method will get added to sales orders. It is selected from a list that is created under Edit/Ship Via.

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

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

## Price Tab

Customer - JACK225

Customer No: JACK225 Name: Jackson Fitness Center ☐ On Hold Status: Active Foreground: Background:

Addresses Billing General Sales Orders Sales History Accounts Receivable Price Matrix

Default Billing Address TORONTO

Sell Price Level: 01

01  
02  
03  
04  
05  
06  
07  
08  
09  
10

**Pricing** – A customer can be set for 1 of 20 different sell prices. This will then set the item at the corresponding level set in inventory. The multi-currency setup can further define a price level for a particular currency. Then when a customer is set for that currency it will select that price level automatically.

## Communications Tab

Customer - JACK225

Customer No: JACK225 Name: Jackson Fitness Center ☐ On Hold Status: Active Foreground: Background:

Addresses Billing General Sales Orders Sales History Accounts Receivable Price Matrix

Default Billing Address TORONTO

Communication

Subject	Created Date	Created By	Due Date	Completion Date	Attention	Display Type
watch	2/20/2015	SS			Alert	None

Note - watch

Subject: watch Type:

Make sure no invoices over 60 days

Details

Assigned To:  Due Date:

Number: 0.000 Completed Date:

Reports

☐ Print

Where:

Display

☒ Alert on Orders

Created by SS on 2/20/2015 7:09:29 AM Modified by SS on 2/20/2015 7:09:29 AM 34:59 PM

**Communications** – A communication or note can be added to a customer for later follow-up. If it is assigned to a user and it has a due date added, then this will be presented to the user when it is due or

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

Any number of notes can be added to a customer and have several options:

**Subject** – Gives the note a subject

**Type** – This groups notes by a type and must come from lookup list if used

**Body** – The details of a note

**Assigned To** – Who is responsible for this note or task

**Number** – A numeric field that be used for custom reports

**Due Date** – When the assigned communication/task is due for completion. If the user logs into Spire and there are communications that are due today or earlier they will be 'popped' in a message.

**Completed Date** – Enter a date here when the task is completed.

**Print** – Select if the contents should be printed on one of below:

**Where** – Select what document the message should be printed on. Spire's stock reports have these messages on them, however they are defaulted to hidden so your consultant can un-hide them for you. The choices are:

- **Packing Slip**
- **Picking Slip**
- **Booking Order**
- **Invoice**
- **Order Confirmation**
- **Quote**
- **Purchase Order**
- **Sales Order**
- **Work Order**
- **Alert on Orders** – If the message is set as an alert, the message will be presented to the user when the customer is added to a sales order or when it is edited. If the alert is not set, the communications ribbon at the top of the sales order, will indicate that there is customer communication.

## Customer Attachments

The screenshot shows the 'Customer - JACK225' window. The 'Attachments' tab is selected, displaying a table of existing attachments. An 'Attachment' dialog box is open, allowing a new attachment to be added.

**Customer Information:**

- Customer No: JACK225
- Name: Jackson Fitness Center
- On Hold: ☐
- Status: Active
- Foreground: ☐
- Background: ☐

**Attachments Table:**

Subject	Document Type	Document Path	User Added	Date Added
Merge	Adobe Acrobat	C:/Users/aromeyn/Documents/Merge Template.pdf	SS	2016-04-04

**Attachment Dialog Box:**

Add new attachment:

Subject: Meeting

File: C:/Users/aromeyn/Desktop/quarterly-meeting.pptx

Buttons: Add, Cancel, Browse...

Footer: Created by SS on 8/25/2014 5:00:57 PM | Modified by SS on 4/4/2016 8:42:17 AM

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

## User Defined Tab

The screenshot displays the Spire CRM interface for customer JACK225, named Jackson Fitness Center. The 'User Defined' tab is active, showing a list of fields: Leads, Lead, and Followup. The 'Leads' field is highlighted in the 'User Defined Page - Leads' dialog box. The dialog box includes buttons for New, Edit, Delete, Move Up, Move Down, Ok, and Cancel. The 'Edit' button is highlighted. The main window also shows a 'Billing Address' tab with the address TORONTO. The status is Active, and the foreground is black. The background is white. The bottom status bar indicates the page was created by SS on 8/25/2014 5:00:57 PM and modified by SS on 4/4/2016 8:42:17 AM.

**User Defined Fields** – UDF's can be added to a customer to track extra information that Spire does not keep by default. The user can add additional tabs and define the fields and field types to store this data. The structure for the customer billing address can be different than the ship-to addresses.

## Billing Tab

Customer - JACK225

Update Orders

Customer No JACK225 Name Jackson Fitness Center ☐ On Hold Status Active ☐ Foreground ☐ Background ☐

Addresses Billing General Sales Orders Sales History Accounts Receivable Price Matrix

**Account Information**

Current	0.00
Over 30	0.00
Over 60	0.00
Over 90	0.00
Over 120	7,971.63

**Credit Limit**

Balance 7,971.63 Limit Limited Credit 30,000 ☒ Apply finance charges

Approved By SS Approved Date 3/16/2015

Average days to pay 65

**Statements & Invoices**

Invoices Form

Statements Form

**Pricing**

Discount % 0.00

**Payments**

Receivables 11210/ Accounts Receivable - Trade

Currency Canadian dollars

Payment Terms 01 Net 30 days

☐ PO number required

☐ Service Charge Default Exempt

☐ Inventory Levy Default Exempt

**Bank Information**

Transit Number

Institution

Bank Account

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**Account Information** – Shows the aged accounts receivable for this customer. The aging days that are used are setup in Company Settings/Accounts Receivable.

**Statements & Invoices** – User can select how the customer invoices and statements are sent. The choices are Form, Email, Form and Email or none. When printing, Spire does not use these settings, however this field is one of the columns on the customer list so the user can sort or filter by this and select all of the customers by form type before sending.

**Discount** – The default discount that is applied to the total sales order.

- **Caution** – this discount is applied after the line by line discounts.

**Balance** – The customers accounts receivable balance.

**Limit** – The customers credit limit.

**Apply Finance Charges** – When checked, finance charges will be applied to the customers AR. The 'Apply Finance Charges' button can be checked on the accounts receivable list or inside a customer AR screen.

**Approved By** – The initials of the user that last edited the customer's credit type and/or limit.

**Clear Approval** – Clears the credit limit to zero.

**Average Days to Pay** – The average time it takes a customer to pay their accounts receivable.

**Receivables** – The GL account that this customer's AR is posted to

**Currency** – The currency that the customer is billed in.

**Payment Terms** – The default terms that get added to a sales order. Once on the sales order it can be changed to other terms.

**Bank Information** – For Canadian banks, this is used for EFT to create a CPA1464 file (aka005) from all accounts receivable transactions that have payment terms of 'PAD'

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

**PO Number Required** – When saving or editing a customer's sales order the user will be warned that a purchase order number is required by this customer. Once the sales order is Processed, Shipped or Invoiced the PO number will be required.

**Service Charge Default Exempt** – If the Company Setting Sales Orders/Surcharges is active, this customer will not be charged this fee.

**Inventory Levy Default Exempt** – If a levy is set on an inventory item, this customer will be exempt from it.

## Customer General Tab

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

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

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

## Customer Sales Order Tab

Order No	Status	Type	Hold	Modified By	Order Date	Required Date	Total	Subtotal	PO Number	GP % (Average)	3P % (Current)	GP (Current)	GP (Average)	Backordered
0000800005	Open	Sales Order	<input type="checkbox"/>	SS	2/16/2015	2/16/2015	0.00	0.00				0.00		<input checked="" type="checkbox"/>
0000800011	Open	Sales Order	<input type="checkbox"/>	SS	2/20/2015	2/20/2015	0.00	0.00				0.00		<input checked="" type="checkbox"/>
Q000000001	Processed	Sales Order	<input type="checkbox"/>	SS	2/20/2015	2/20/2015	352.80	315.00		44.50	44.70	140.76	140.11	<input checked="" type="checkbox"/>
Q000000002	Open	Sales Order	<input type="checkbox"/>	SS	2/20/2015	2/20/2015	0.00	0.00				0.00		<input checked="" type="checkbox"/>
0000800015	Open	Sales Order	<input type="checkbox"/>	SS	3/16/2015	3/16/2015	0.00	0.00				0.00		<input checked="" type="checkbox"/>
0000800018	Open	Sales Order	<input type="checkbox"/>	SS	3/17/2015	3/17/2015	0.00	0.00				0.00		<input checked="" type="checkbox"/>
0000800032	Processed	Standing Order	<input type="checkbox"/>	SS	4/17/2015	4/17/2015	135.52	121.00		31.20	31.20	37.77	37.81	<input checked="" type="checkbox"/>
0000800024	Processed	Sales Order	<input type="checkbox"/>	SS	9/15/2015	9/15/2015	0.06	0.06		16.70	16.70	0.01	0.01	<input checked="" type="checkbox"/>
0000800029	Open	Sales Order	<input type="checkbox"/>	SS	9/16/2015	9/16/2015	52.04	46.47		15.00	15.00	6.97	6.97	<input checked="" type="checkbox"/>
0000102660	Open	Sales Order	<input type="checkbox"/>	SS	11/13/2015	11/13/2015	72.80	65.00		43.90	43.90	28.52	28.52	<input type="checkbox"/>
0000102683	Open	Sales Order	<input type="checkbox"/>	SS	12/13/2015	12/13/2015	0.00	0.00				0.00		<input checked="" type="checkbox"/>
0000800035	Open	Sales Order	<input type="checkbox"/>	SS	3/30/2016	3/30/2016	0.00	0.00				0.00		<input checked="" type="checkbox"/>
0000800036	Open	Sales Order	<input type="checkbox"/>	SS	4/1/2016	4/1/2016	0.00	0.00				0.00		<input checked="" type="checkbox"/>

Created by SS on 8/25/2014 5:00:57 PM Modified by SS on 4/4/2016 9:16:57 AM



**Sales Orders** – Here a user can see all of the customers sales including active sales orders and their statuses. They can be viewed at the order header level of the detail level. The orders can be edited, processed, shipped to and invoiced just like they can in the sales order module.

## Customer Sales History Tab

Customer - JACK225

Update Orders

Customer No: JACK225 Name: Jackson Fitness Center ☐ On Hold Status: Active Foreground: Background:

Addresses Billing General Sales Orders Sales History Accounts Receivable Price Matrix

Invoices Items

Filters Search Export View Journal Entry

Invoice Date	Invoice No	Order No	Order Date	Subtotal	Total	Territory	Total Cost (Current)	Total Cost (Average)	Trans No	PO No	Reference No
2/3/2014	0000600014	0000100703	2/3/2014	4,755.00	5,373.15		2,820.85	2,820.85	0000000016	45689	
6/15/2014	0000600036	0000100626	6/15/2014	1,626.38	1,837.81		956.66	956.66	0000000038	45944	
9/20/2014	0000600070	0000009914	9/20/2014	850.00	960.50		540.40	540.40	0000000072	45990	
11/11/2014	0000600110	0000100660	11/11/2014	2,810.00	3,175.30		1,659.60	1,659.60	0000000112	46889	
12/7/2014	0000600131	0000100683	12/7/2014	326.50	368.95		230.70	230.70	0000000133	46999	
2/3/2015	0000600155	0000100725	2/3/2015	10,141.00	11,459.33		6,170.05	6,170.05	0000000157	47844	
3/20/2015	0000600183	0000100760	3/20/2015	442.00	499.46		244.45	244.45	0000000185	48799	
4/16/2015	0000600199	0000100778	4/16/2015	403.64	456.11		278.35	278.35	0000000201	48113	
1/6/2015	0000600249	0000011914	9/13/2015	10,956.00	12,270.72		6,502.09	6,498.18	0000000283	49225	
1/6/2015	0000600260	0000102703	2/13/2015	344.50	385.85		231.53	228.53	0000000294	49556	
2/19/2015	0000600267	0000800008	2/19/2015	850.00	952.00		542.93	542.33	0000000313	45990	
2/19/2015	0000600268	0000800009	2/19/2015	850.00	952.00		542.93	542.33	0000000312	45990	
2/20/2015	0000600271	0000800012	2/20/2015	-850.00	-952.00		-542.33	-542.33	0000000323	45990	
3/14/2015	0000600283	0000800006	2/16/2015	4,546.00	5,091.52		2,694.37	2,694.06	0000000373		
3/16/2015	0000600285	0000800011	2/20/2015	8,166.88	9,146.90		6,522.25	6,522.25	0000000384		

Created by SS on 8/25/2014 5:00:57 PM Modified by SS on 4/4/2016 9:16:57 AM

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

## Customer Accounts Receivable Tab

Customer - JACK225

Customer No: JACK225 Name: Jackson Fitness Center ☐ On Hold Status: Active Foreground ☒ Background ☐

Addresses Billing General Sales Orders Sales History Accounts Receivable Price Matrix

Update Orders

Transaction No	Date	Debit	Credit	Applied	Balance	Terms Desc.	Customer PO	Reference No	Type	Hold	Due Date	Memo	User
<input type="checkbox"/> 0000000510	7/7/2015	761.05	0.00		761.05			0000600316	Invoice	<input type="checkbox"/>	7/7/2015		SS
<input checked="" type="checkbox"/> 0000000511	7/7/2015	1,551.77	0.00		551.77	Net 30 days		0000600317	Invoice	<input type="checkbox"/>	8/6/2015	TORONTO Jackson Fitness Center - TO	SS
<input type="checkbox"/> 0000000581	4/4/2016	0.00	1,000.00	1,000.00	0.00	Net 30 days			Payment	<input type="checkbox"/>	5/4/2016		SS
<input type="checkbox"/> 0000000512	7/7/2015	5,591.75	0.00		5,591.75			0000600318	Invoice	<input type="checkbox"/>	7/7/2015		SS
<input type="checkbox"/> 0000000515	7/7/2015	67.06	0.00		67.06			0000600319	Invoice	<input type="checkbox"/>	7/7/2015	TORONTO Jackson Fitness Center - TO	SS

Total Balance 6,971.63 Total Amount 0.00  
Remaining 6,971.63

Created by SS on 8/25/2014 5:00:57 PM Modified by SS on 4/4/2016 9:16:57 AM

**Accounts Receivable** – This gives full access to the accounts receivable for this customer. Data can be added here and invoices can be paid here. You can also view the applied accounts receivable data for this customer. If a customer has a balance of zero and everything is fully applied, then this is the only place to be able to see a customers accounts receivable info.

## Customer Price Matrix Tab

Customer - JACK225

Customer No: JACK225 Name: Jackson Fitness Center ☐ On Hold Status: Active Foreground ☒ Background ☐

Addresses Billing General Sales Orders Sales History Accounts Receivable Price Matrix

Update Orders

ID	Warehouse	Part number	Description	Amount Type	U/M	Amount	Margin	Average Cost	Current Cost	Start Date	End Date
3	VA	INDB40	InSpire Dumbbell 40	Price	EA	246.19	79.00	51.70	51.70		
5	VA	ABMAT	AbMat	Price	EA	22.22	12.02	19.55	19.55		
19	VA	CHALK	Gym Chalk	Price	EA	26.00	50.00	13.00	13.00		
20	VA	INSKB5	InSpire Kettlebell 5	Price	EA	15.00	45.00	8.25	8.25		
28	VA	INSKB10	InSpire Kettlebell 10	Discount	EA	10.00		13.75	13.75		
29	VA	INSKB15	InSpire Kettlebell 15	Price	EA	35.00	44.26	19.4616	19.5106		
30	VA	INSKB20	InSpire Kettlebell 20	Price	EA	45.00	45.00	24.75	24.75		
31	VA	INSKB25	InSpire Kettlebell 25	Margin	EA	25.00		30.25	30.25		
32	VA	INSKB30	InSpire Kettlebell 30	Price	EA	65.00	43.88	36.47862	36.47862		
33	VA	INSKB35	InSpire Kettlebell 35	Price	EA	75.00	45.00	41.95134	41.25		
34	VA	INSKB40	InSpire Kettlebell 40	Price	EA	85.00	45.00	46.75	46.75		
35	VA	ABMAT	AbMat	Price	EA	37.01	47.18	19.55	19.55		
36	VA	RESCAB10	Resistance Cable 10lb Teal	Price	EA	3.88	61.34	1.50	1.50		
37	VA	RESCAB20	Resistance Cable 20lb Purple	Price	EA	3.88	61.34	1.50	1.50		
38	VA	RESCAB30	Resistance Cable 30lb Pink	Price	EA	2.353	15.00	2.00	2.00		

Created by SS on 8/25/2014 5:00:57 PM Modified by SS on 4/4/2016 9:16:57 AM

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

## Customers – Included Reports

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# Mail Merge

In Spire users can print or email merge the selected customers from within the customer list. To create a shorter list to send your merged document to you can create a filter for the customer list and then highlight the ones to merge with and click the merge button.

Spire Health Systems (UDF)

File Edit Customers Vendors Inventory Purchasing Production Sales Payroll Tools Help

Filters Search Export + - X Print Communication **2** Mail Merge

Match if All of the following criteria are true

+ X YTD Sales is greater than 0.00

+ X Email is not

**1** Highlight Customers to Merge with

Customer No.	Name	Address 1	City	Phone	Email
MCCA937	Mccamic, Jeffrey W Esq	2107 Roger Street	Nanaimo	(250) 760-3993	awilson@gmail...
BEIE396	Beierle & Beierle	3855 Pitfield Blvd	St Laurent	(514) 817-0292	mcy@gmail.co...
CAP1660	Capital Electrical & Sec Inc	1822 E Jackson St	Phoenix	(602) 257-4111	alexis@capelect...
CROP895	Crop Production Services Inc	30940 Industrial...	Livonia	(734) 522-3287	ahatten@cropp...
DUPO192	Dupont Photographers	1449 Bridgeport...	Collingwood	(705) 443-6579	jj@dupontPhot...
EAST571	Eastman Chemical Company	8 Hillcrest Ave	Manhasset	(516) 466-7437	asantory@eastc...
ELDE929	Elden H Knudson Constrcn Co	4617 N Mose...	Oldsboro, City	(405) 405-7329	aspies@edenkn...
ER118	E R Partridge Inc				van@erpart.com
FORE113	Forest Hist Ctr Mn Hist Scty				msmith@forest...
HARR652	Harris, Baum E Esq				abertschy@harr...
HARV663	Harvest States Cooperative				abassett@harve...
HOLU622	Holub, Ronald E Esq				amckusick@hol...
JACK225	Jackson Fitness Center				info@jacksonfit...
JANC649	Jancy Engineering Co				codyb@jancye...
LISS141	Liss, Philip A Esq				sbrenner@lissP...
MAUL986	Maul Baker Box Ci				abby@maulbak...
ODON596	Odonnell, Charles W Esq				awaka@odonC...
TRAV597	Travel Resources				sheila@travreso...
WIEN879	Wiens, Robin A Esq				rweins@rrgter.net

**3** Click Edit and MS Word Will Open

Spire Mail Merge Documents

Select Document to Merge

☒ Existing Document ☐ New Document

\\Documents\SpireMerge\Newsletter.docx Browse...

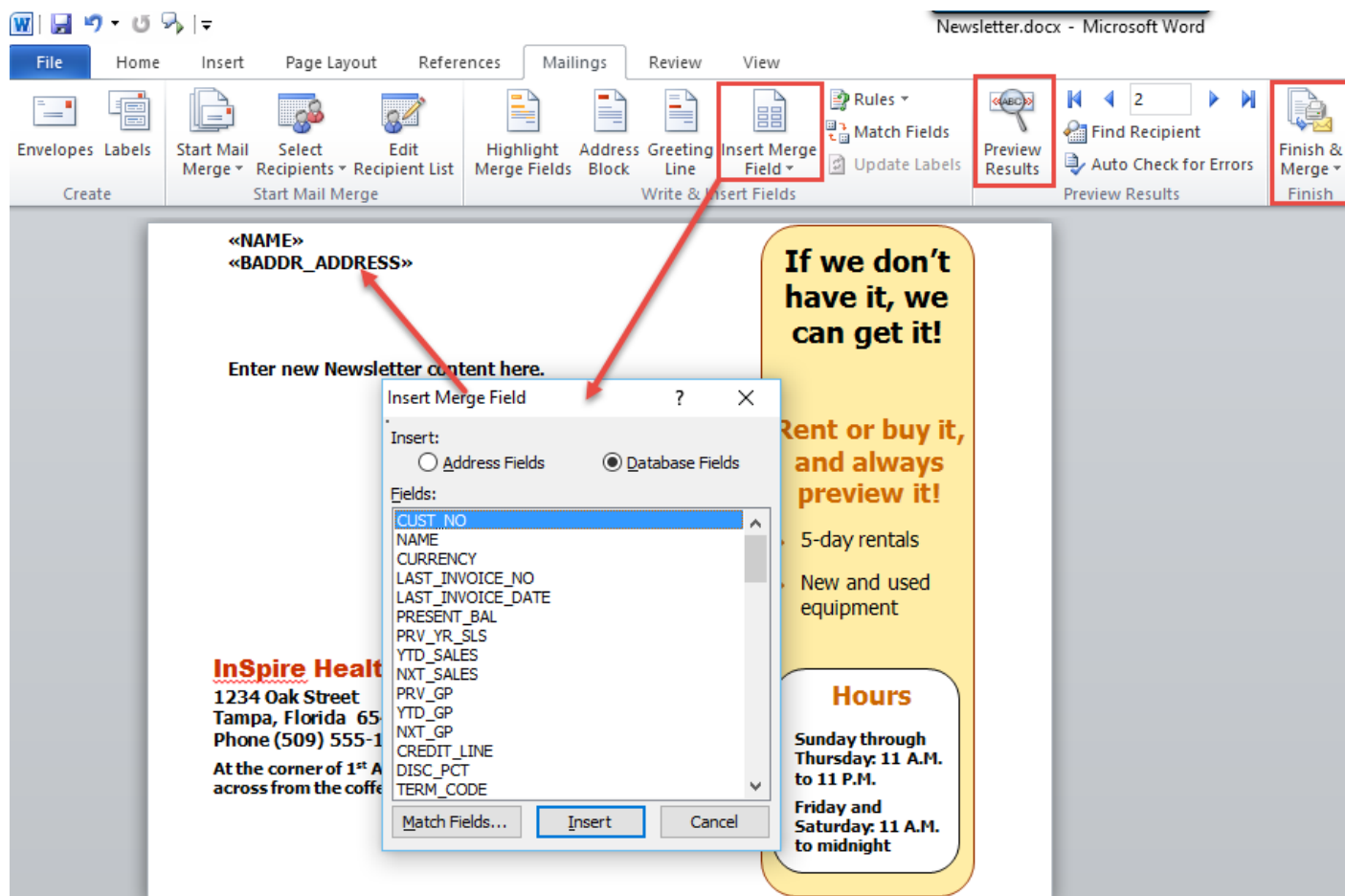
Report Settings

☐ Modify Data in Excel Before Merging

Blanks: 0 Copies: 1

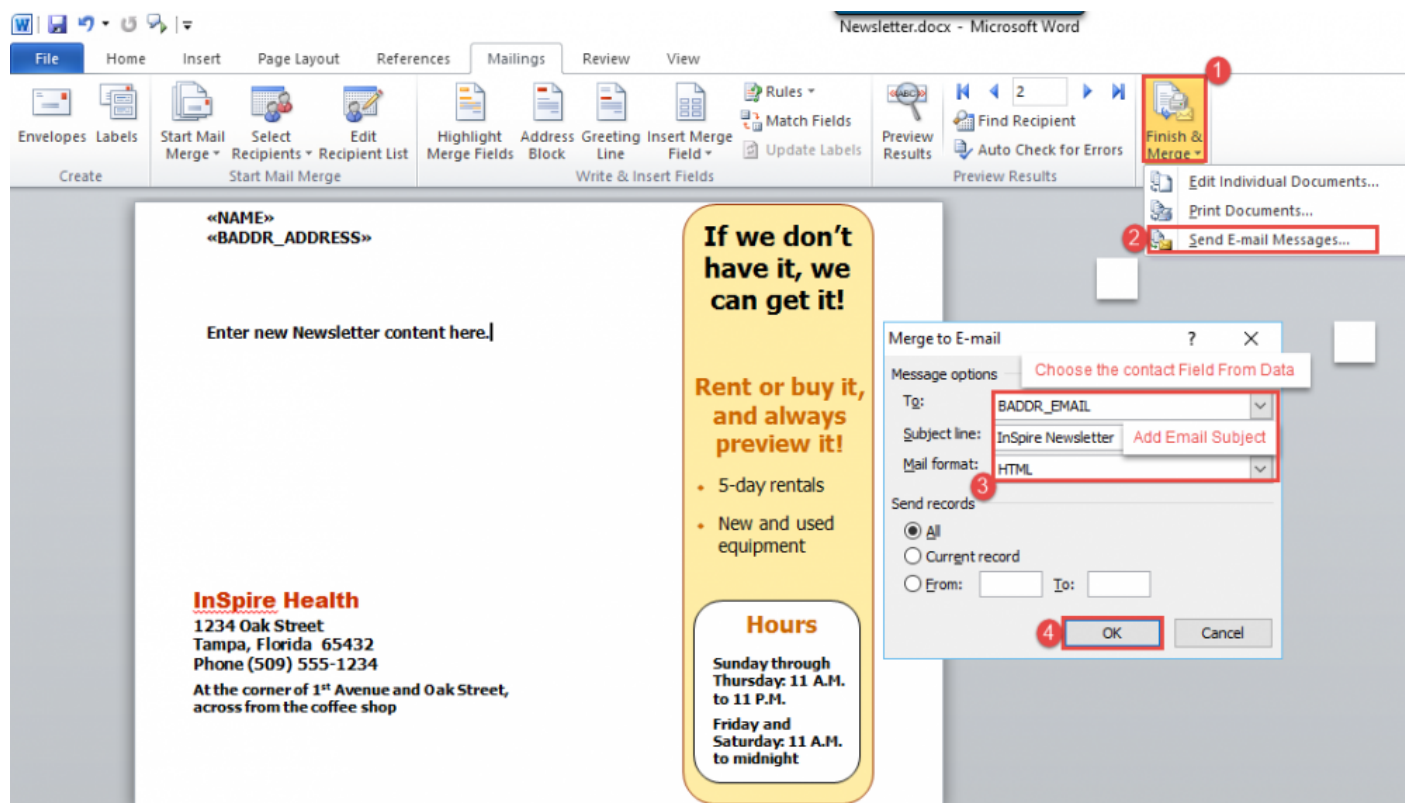
Edit Print Preview Cancel

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



You will need to add the fields you would like to use for the data that should appear on the document by selecting "Insert Merge Fields" on the Word Mailings tab.

Users can then 'Preview' the results to see who will receive the mailing and then click "Finish & Merge" when ready to send.



The merged document can be either printed or emailed. If being emailed, select the email address from the Spire customer database, add a subject and click 'OK'. The user email will then merge the documents to the email address list, or if printed will merge print to the printer.

### Video Instruction – Customer Mail/Email Merge



# Sales Orders

Sales - 0000800036

View Compact Process Reprocess Invoice Next Phase Totals By Ordered Qty Requisition Deposits

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

Customer

Customer No  A/R Balance  Credit Limit

PO No  Ref No  Other Orders  Available

Notes  Salesperson  Territory

Shipping

Ship To  Ship Via  FOB

Contact

Name  Phone  Fax/Cell  Email

Order Details

Open Sales

Order No

Order Date

Required Date

Invoice No

Invoice Date

Repeat

Phase

+ Insert X Delete Comment Serial Numbers Add Job Header UDF Scan Items Fill Prices

Part No	Description	Order Qty	Ship Qty	B/O Qty	Disc	Unit Price	Current Cost	Average Cost	U/M	Conversion Factor	Vendor	Levy	Ext Price	Ext Levy

Available  On Hand  Committed  Backorder  On Order  Expected

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

Freight 0.00 Average GP 0.0 % 0.00

0.00



# Sales Order List

Refresh		Add Edit Delete Print Copy							
Filters		Search		Export					
Requisition	Next Phase	AR Payment	Hold	Process	Reprocess	Invoice	Reopen Order	Fill Backorders	Refresh Prices
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
0000011024	OPT1100	Optima Insurance Services	8/13/2015	Open	8/13/2015	6,301.00	6,400.00		Sales

## Sales Order List – Menu Items

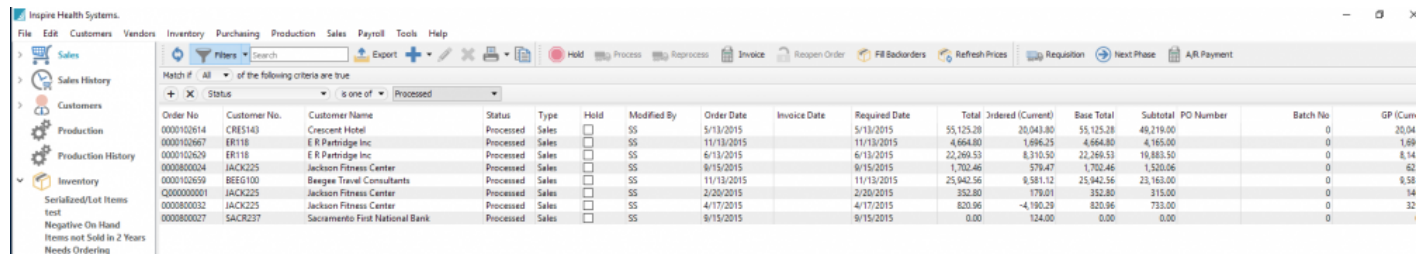
This list may not be in the same order because the columns can be moved and removed. Also some columns like costs, have security settings so some users may not see them at all.

- **Refresh** – Allows you to view orders that have been added by other users
- **Filters** – Create a custom filter and save that filter to customize your view
- **Export** – Export the filtered list to Excel or .csv including your filtered screen layout and column positions
- **Add** – Add a new sales order
- **Edit** – Edit an existing sales order
- **Delete** – Delete a sales order
- **Print** – Prints a sales order report. The arrow beside the print button allows the user to choose to print all sales orders or the selected sales orders
- **Copy** – Copies the selected sales order
- **Requisition** – Will create a requisition and purchase order for shortages on the selected order(s)
- **Next Phase** – Moves the sales order to its next phase
- **AR Payment** – Puts an un-applied payment onto the customers account
- **Hold** – Holds a sales order that can only be released by a user with the rights to do so
- **Process** – Processes a sales order and prompts the user to print a pick ticket
- **Reprocess** – Allows users with the correct security to re-process and therefore re-print a pick ticket
- **Invoice** – Invoices selected sales order(s)

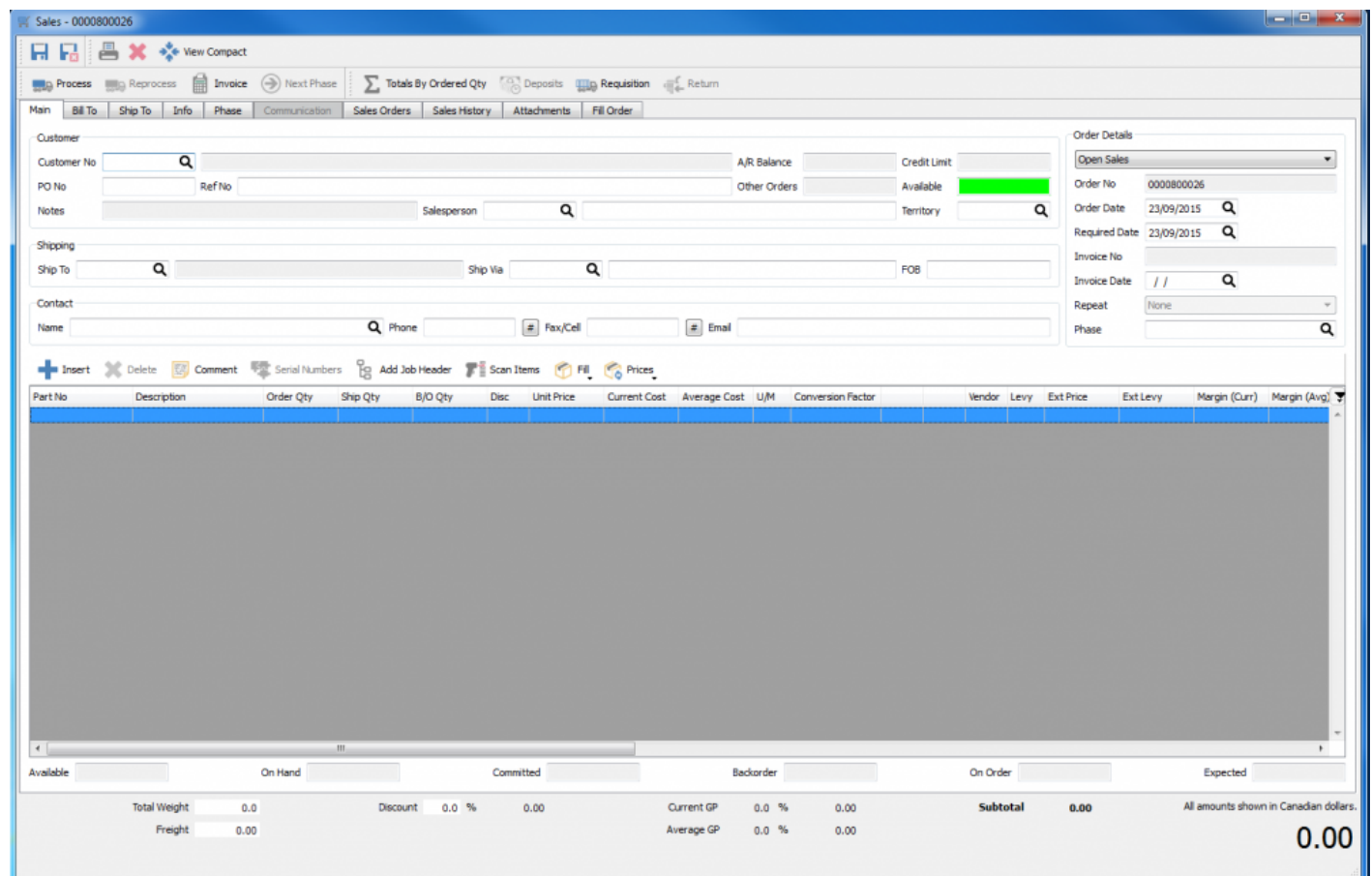
- **Reopen Order** – Moves an order that has been processed or shipped back to being open and therefore editable
- **Fill Back Orders** – Selected orders will have back orders filled if there is now inventory to commit. This processes from the oldest to newest orders until stock is depleted
- **Refresh Prices** – Sets prices to default to a new sell price, including if a user has overridden the sell price

# Sales Order Header

To create a new Sales Order in Spire, begin in the main Spire window and select “Sales” from the left navigation menu.



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



Using the lookup icon you can navigate to the intended customer for this sales order. You can also enter search criteria about the customer and it will find them based on that search. For instance type the city and all customers within that city will be presented in the drop down list. Alternatively type the city name and then press the 'F9' key and the complete list of customers with that city name will be short listed and ready for selection. You can also use a combination of words to search such as the contact name and the city and the list presented will be restricted to the results that contain both words.

### Video Instruction for Order Searches



# Main Tab

Sales - 0000800035 Jackson Fitness Center

Process Reprocess Invoice Next Phase Totals By Ordered Qty Requisition Deposits

There are notes for this customer [View Notes](#) [Dismiss](#)

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

Customer  
 Customer No JACK225 Jackson Fitness Center AR Balance 9,063.71 Credit Limit 30,000.00  
 PO No Ref No Other Orders 3,001.06 Available 17,935.23  
 Notes Salesperson JOHN John Ather Territory

Shipping  
 Ship To TORONTO Jackson Fitness Center - TO Ship Via Federal Express FOB

Contact  
 Name Phone Fax/Cell Email

Order Details  
 Open Sales  
 Order No 0000800035  
 Order Date 3/30/2016  
 Required Date 3/30/2016  
 Invoice No  
 Invoice Date  
 Repeat None  
 Phase

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 ]															

Available On Hand Committed Backorder On Order Expected

Total Weight 0.0 Discount 0.0 % 0.00 Current GP 0.0 % 0.00 Subtotal 0.00 All amounts shown in Canadian dollars.  
 Freight 0.00 Average GP 0.0 % 0.00 G.S.T. 0.00  
 BC P.S.T. 0.00

Created by SS on 3/31/2016 9:17:41 AM Modified by SS on 3/31/2016 9:17:52 AM

Once the customer is selected the customers credit information will be displayed, If the credit limit background is red this means that the customer is over the credit limit or has unpaid invoices beyond their terms. The user must have the security setting User/Customers/Can See Customer Credit Info.



Note the red ribbon message. This means that the customer has notes that should be read.

**Order Details** -The choices for types of order are:

- **Sales** – This is a regular sales order that will commit product immediately to the customer
- **Booking** – Does not commit inventory and is used for future orders that can be committed once the due date has been reached

- **Standing** – These are used for repeat orders. Once invoiced the order stays behind to be invoiced at the next pre-determined cycle
- **Quote** – Used to send a quotation to a customer. It does not commit inventory until the user releases it to a sales order
- **RMA** – Used for 'Return Material Authorization' and can use a different numbering sequence from regular sales orders
- **Work** – Use for service type orders that can have a separate sequence number that sales

**PO Number** – Adds the customer's PO number and if the customer is set to 'Require PO' in their profile then the user will be warned that a Purchase Order number is required. The order can then be saved without a PO but cannot be processed, shipped or invoiced until a PO number has been entered.

**Ref No** – The user can enter a reference to another document if required

**Salesperson** – The salesperson can be entered if the sale is to be tracked. There is a company setting, that if turned on, the salesperson must be added to the order before saving it. If the customer has a salesperson attached to their record it will populate this field with the salesperson as you add the customer to the order. There is another company setting available that will populate the order with the user code if it matches the salesperson's code. Users need security to be able to change the salesperson code on an order.

**Territory** – The territory can be entered if the sale is to be tracked. There is a company setting, that if turned on, the territory must be added to the order before saving it. If the customer has a territory attached it will populate this field with the salesperson as you add the customer to the order.

**Ship to** – Users can select from any ship to attached to the customer. When using the lookup the user can click on 'All Addresses' and they will be able to select any customer in case the order needs to be drop shipped elsewhere.

**Ship Via** – Select from any shipping carrier that has been previously set up in Edit/Ship Via. The user can also free type in the ship via description field if using a miscellaneous shipper.

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

**Contact** – This area is for adding the contact of the person that gave you the order. You can free type in the name, Phone, Fax and email. You can also use the lookup to select the contact information for any of the customer's main or ship to contacts even if the ship to is not on this order.

**Order date** – Usually the day that you created the order but it can be edited to any date.

**Required Date** – The date that the customer want the goods. This is useful on the sales order list because the user can sort by this date column to see what needs to be shipped today.

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

- **Always Current date** – means that today's date will get added as soon as the user invoices the order
- **Current Data unless Invoice date is filled** – Means the user can add a date but if they do not it will use today's date
- **Always ask for date if not filled in** – Means the user must enter an invoice date

**Repeat** – This option is available for standing orders. The user can select from daily, weekly, monthly, yearly or custom. If custom is selected they can choose any non standard repeat cycle using one of the calendar options as a start. When a standing order gets invoiced the invoice date will automatically be advanced by the repeat cycle. The user can set a filter on the sales order list for all standing orders due this week and simply highlight all of them and print or email invoices to the customer.

**Phase** – Custom phases can be added to a sales order. Preset phases can be set up under Edit/Phases or on the sales order phase lookup dialog. Each phase is given a code, a description, a report template and a next phase. If a report template is added to a phase and the order is moved to that phase, any report that has that template name will be presented for printing. The next phase needed is triggered when the user clicks the 'Next Phase' button on the sales order list, or from inside an order and then the order will be moved to the 'Next Phase'. This feature is very useful for user that need their order to go through a custom set of procedures.

# Bill To:

Sales - 0000800035 Jackson Fitness Center

Process Reprocess Invoice Next Phase Totals By Ordered Qty Requisition Deposits

There are notes for this customer [View Notes](#) [Dismiss](#)

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

**Contact Information**

Address 2018 No. 3 Road  
 Map  
 City Richmond  
 Postal Code V6X 2B8 Province BC  
 Country Canada  
 Phone (604) 249-0735 Ext.  
 Fax ( ) -

☐ Hold Address

Main Sales Accounting

Name Jason Fallon  
 Phone ( ) - Ext.  
 Fax/Cell ( ) -  
 Email jfallon@jacksonfitness.net

**Internet Addresses**

Email info@jacksonfitness.net  
 Website

Total Weight	0.0	Discount	0.0 %	0.00	Current GP	0.0 %	0.00	<b>Subtotal</b>	<b>0.00</b>	All amounts shown in Canadian dollars. <b>0.00</b>
Freight	0.00				Average GP	0.0 %	0.00	G.S.T.	0.00	
								BC P.S.T.	0.00	

Created by SS on 3/31/2016 9:17:41 AM Modified by SS on 3/31/2016 9:17:52 AM

This tab displays the customers bill-to information and contacts. They are added to the order when it is first created. Therefore if the customers address and contact info changes while an order exists, the order will no longer have the correct information. This includes customers email addresses that will be used when sending orders and invoices to a customer. There is a button in customer edit that the user can click that will update any open sales orders with the customers new information.



# Ship To:

Sales - 0000800035 Jackson Fitness Center

Process Reprocess Invoice Next Phase Totals By Ordered Qty Requisition Deposits

There are notes for this customer [View Notes](#) [Dismiss](#)

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

Name Jackson Fitness Center - TO ☐ Hold Address

Contact Information

Address 46776 Dunn Rd [Map](#)

City Toronto

Postal Code M6Y 7Y7 Province ON

Country Canada

Phone (416) 777-1234 Ext. #

Fax ( ) - #

Main Sales Accounting

Name Albert Svenson

Phone 4164492222 #

Fax/Cell #

Email asvenson@jacksonfitness.net

Internet Addresses

Email >

Website >

Total Weight	0.0	Discount	0.0 %	0.00	Current GP	0.0 %	0.00	<b>Subtotal</b>	<b>0.00</b>	All amounts shown in Canadian dollars.
Freight	0.00				Average GP	0.0 %	0.00	G.S.T.	0.00	
								BC P.S.T.	0.00	
									<b>0.00</b>	

Created by SS on 3/31/2016 9:17:41 AM Modified by SS on 3/31/2016 9:17:52 AM

This tab displays the customers ship-to information and contacts. They are added to the order when it is first created. Therefore if the customers address and contact information changes while an order exists, the order will no longer have the correct information. This includes the customers email addresses that will be used when sending orders and invoices to the customer. There is a button in customer edit that the user can click that will update any open sales orders with the customers new information.

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

# Info

Sales - 0000800035 Jackson Fitness Center

Process Reprocess Invoice Next Phase Totals By Ordered Qty Requisition Deposits

There are notes for this customer [View Notes](#) [Dismiss](#)

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

Customer

Terms   Net 30 days

Sell Price Level

Account Information

Current	0.00	AR Balance	9,063.71
Over 30	0.00	Other Orders	3,001.06
Over 60	0.00	Credit Limit	30,000.00
Over 90	0.00	Available	17,935.23
Over 120	9,063.71		

Carrier

Name

Ship Date

Tracking No

Sales Tax

Code	Description	Rate
<input type="text" value="1"/> <input type="button" value="Q"/>	G.S.T.	5.0 %
<input type="text" value="2"/> <input type="button" value="Q"/>	P.S.T.	7.0 %

Exempt No

Total Weight  Discount  %  Current GP  %  Subtotal **0.00** All amounts shown in Canadian dollars.

Freight  Average GP  %  G.S.T.  BC P.S.T.  **0.00**

Created by SS on 3/31/2016 9:17:41 AM Modified by SS on 3/31/2016 9:17:52 AM

**Terms** – The terms get populated by the customers terms but can be edited on the order.

**Sell Price Level** – The price level is populated by the customer level but can be edited for the order.

**Carrier** – The name of the carrier that shipped this order

**Ship Date** – The actual ship date of the order

**Tracking No** – The carriers tracking or weigh bill number

**Sales Taxes** – The customers default sales taxes that are to be charged. These are editable in case the product is being shipped to a different tax jurisdiction

**Exempt No** – The customers tax exempt for tax 2 will be put here if the customer has one in their profile and the user can enter one manually.

**Account Information** – Shows the customers current aging, balance, amount in other sales order, credit limit and available credit

# Phase

Standing - 0000800032 Jackson Fitness Center

View Compact

Ship Reprocess Invoice Next Phase Totals By Ordered Qty Requisition Deposits

There are notes for this customer [View Notes](#) [Dismiss](#)

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

Phase	Description	Operator	Carrier	Reference	Started	Ended	Notes
NEW	New Order	SS			3/31/2016 11:44:26 AM	3/31/2016 11:45:35 AM	
NEEDSAPPROVAL	Needs Approval	SS			3/31/2016 11:45:35 AM	3/31/2016 11:45:36 AM	
APPROVED	Approved	SS			3/31/2016 11:45:36 AM	3/31/2016 11:45:37 AM	
READY	Ready to Ship	SS			3/31/2016 11:45:37 AM		

Total Weight 0.0 Discount 0.0 % 0.00 Current GP -97.94 % -1,185.14 Subtotal **1,210.12** All amounts shown in Canadian dollars.

Freight 0.00 Average GP -97.94 % -1,185.14 G.S.T. 60.51

BC P.S.T. 84.71 **1,355.34**

Created by SS on 9/17/2015 7:02:51 AM Modified by SS on 3/31/2016 11:45:37 AM

This tab displays each phase that an order has gone through including when it entered that phase and when it was completed. The user is able to edit the start and end time if necessary. They can also add in different information and notes, and if the phase required shipping the carrier can be added. This information can be added to custom reports for tracking purposes.

# Communication

Standing - 0000800032 Jackson Fitness Center

View Compact

Ship Reprocess Invoice Next Phase Totals By Ordered Qty Requisition Deposits

There are notes for this customer [View Notes](#) [Dismiss](#)

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

Filters Search Export

Subject	Created Date	Created By	Due Date	Completion Date	Attention	Display Type	Assigned To	Group Type	Modified Date	Modified By
Catalog	3/31/2016	SS			Alert		SHIPPER	ADD	3/31/2016	SS

**Note - Catalog**

Subject:  Type:

Include a new catalog in the order, and provide free shipping as we missed this product on thier last order

Details: Assigned To:  Due Date:  Number:  Completed Date:

Reports: ☐ Print Where:

Display: ☒ Alert on Orders

Created by SS on 3/31/2016 11:52:19 AM Modified by SS on 3/31/2016 11:52:19 AM

BC P.S.T. 0.00

Created by SS on 9/17/2015 7:02:51 AM Modified by SS on 3/31/2016 11:53:03 AM

Total Weight Freight

0.00

nts shown in Canadian dollars.

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

**Subject** – Gives the note a subject

**Type** – This groups notes by a type and must come from lookup list if used

**Body** – The details of a note

**Assigned To** – Who is responsible for this note or task

**Number** – A numeric field that be used for custom reports

**Due Date** – When the assigned communication/task is die for completion. If the user logs into Spire and there are communications that are due today or earlier they will be 'popped' is a message.

**Completed Date** – The field to enter a date when it has been completed.

**Print** – Select if the contents should be printed on one of below:

**Where** – Select what document the message should be printed on. Spire's stock reports have these

messages on them, however they are defaulted to hidden so your consultant can un-hide them for you. The choices are:

- **Packing Slip**
- **Picking Slip**
- **Booking Order**
- **Invoice**
- **Order Confirmation**
- **Quote**
- **Purchase Order**
- **Sales Order**
- **Work Order**

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

# Sales Orders

Standing - 0000800032 Jackson Fitness Center

View Compact

Ship Reprocess Invoice Next Phase Totals By Ordered Qty Requisition Deposits

There are notes for this customer [View Notes](#) [Dismiss](#)

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

Header Detail

Filters Search Export

Hold Process Reprocess Invoice Reopen Order Fill Backorders Refresh Prices Requisition Next Phase AR Payment

Order No	Status	Type	Hold	Modified By	Order Date	Required Date	Total	Subtotal	PO Number	GP (Current)	GP % (Current)	GP (Average)	GP
0000102660	Open	Sales	<input type="checkbox"/>	SS	11/13/2015	11/13/2015	72.80	65.00		28.52	43.90	28.52	
0000102683	Open	Sales	<input type="checkbox"/>	SS	12/13/2015	12/13/2015	0.00	0.00		0.00			
0000800005	Open	Sales	<input type="checkbox"/>	SS	2/16/2015	2/16/2015	0.00	0.00		0.00			
0000800011	Open	Sales	<input type="checkbox"/>	SS	2/20/2015	2/20/2015	0.00	0.00		0.00			
0000800015	Open	Sales	<input type="checkbox"/>	SS	3/16/2015	3/16/2015	0.00	0.00		0.00			
0000800018	Open	Sales	<input type="checkbox"/>	SS	3/17/2015	3/17/2015	0.00	0.00		0.00			
0000800024	Processed	Sales	<input type="checkbox"/>	SS	9/15/2015	9/15/2015	1,702.46	1,520.06		623.21	41.00	623.21	
0000800029	Open	Sales	<input type="checkbox"/>	SS	9/16/2015	9/16/2015	52.04	46.47		6.97	15.00	6.97	
0000800035	Open	Sales	<input type="checkbox"/>	SS	3/30/2016	3/30/2016	0.00	0.00		0.00			
Q000000001	Processed	Sales	<input type="checkbox"/>	SS	2/20/2015	2/20/2015	352.80	315.00		140.76	44.70	140.11	
Q000000002	Open	Sales	<input type="checkbox"/>	SS	2/20/2015	2/20/2015	0.00	0.00		0.00			

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

Freight 0.00 Average GP 0.0 % 0.00 G.S.T. 0.00

BC P.S.T. 0.00 **0.00**

Created by SS on 9/17/2015 7:02:51 AM Modified by SS on 3/31/2016 11:53:03 AM

This tab allows you to see all sales orders that this customer has open at the moment. This is very helpful to make sure you are not duplicating an order someone else has already entered for this customer. You can view the orders individually as above and click the details tab to see every item on every order on one list. You can also double click an order to view, edit, process, ship or invoice it.

# Sales History

Standing - 0000800032 Jackson Fitness Center

View Compact

Ship Reprocess Invoice Next Phase Totals By Ordered Qty Requisition Deposits

There are notes for this customer [View Notes](#) [Dismiss](#)

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

Items Invoices

Filters Search Export View Journal Entry Order Items Only Add To Order

Invoice No	Invoice Date	Warehouse	Part number	Description	Ship Qty	Order Qty	Unit Price	Extended price	Margin % (Average)
0000600014	2/3/2014	VA	INSKB10	InSpire Kettlebell 10	1.00	1.00	25.00	25.00	45.00
0000600014	2/3/2014	VA	INSWP40	InSpire Weight Plate 40	1.00	1.00	54.00	54.00	45.00
0000600014	2/3/2014	VA	INTRS400	Intek RS-400 Rowing Machine	3.00	3.00	1,520.00	4,560.00	41.00
0000600014	2/3/2014	VA	NATWR	National Wrist Roller	3.00	3.00	29.00	87.00	25.00
0000600014	2/3/2014	VA	NATWR	National Wrist Roller	1.00	1.00	29.00	29.00	25.00
0000600036	6/15/2014	VA	INSPOME3-100	Inspire Omega 3 Supplement (100 cap)	1.00	1.00	44.88	44.88	45.01
0000600036	6/15/2014	VA	INSWP35	InSpire Weight Plate 35	3.00	3.00	48.00	144.00	45.00
0000600036	6/15/2014	VA	INT TK500	InTek TK500 Stair Climber	1.00	1.00	1,400.00	1,400.00	41.00
0000600036	6/15/2014	VA	NAT TPR	National Trigger Point Roller	3.00	3.00	9.50	28.50	24.95
0000600036	6/15/2014	VA	SP88FR	Springfield 88 Foam Roller	1.00	1.00	9.00	9.00	40.00
0000600070	9/20/2014	VA	INSD15	InSpire Dumbbell 15	2.00	2.00	34.00	68.00	45.00
0000600070	9/20/2014	VA	INSD40	InSpire Dumbbell 40	2.00	2.00	94.00	188.00	45.00
0000600070	9/20/2014	VA	INSWP35	InSpire Weight Plate 35	4.00	4.00	48.00	192.00	45.00
0000600070	9/20/2014	VA	NATBEL55	Weight Lifting Belt Model 55	4.00	4.00	88.00	352.00	25.00
0000600070	9/20/2014	VA	SP500FM	Springfield 500 Floor Mat	2.00	2.00	25.00	50.00	40.00
0000600110	11/11/2014	VA	ACMFITMB	ACME Medicine Ball	1.00	1.00	55.00	55.00	33.00
0000600110	11/11/2014	VA	INSD5	InSpire Dumbbell 5	3.00	3.00	10.00	30.00	45.00
0000600110	11/11/2014	VA	INSKB10	InSpire Kettlebell 10	3.00	3.00	25.00	75.00	45.00
0000600110	11/11/2014	VA	INT TK250	InTek TK250 Cross Trainer	1.00	1.00	2,500.00	2,500.00	41.00
0000600110	11/11/2014	VA	SP4CHIN	Springfield SP-4 Chin-up Bar	1.00	1.00	150.00	150.00	40.00

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

Freight 0.00 Average GP 0.0 % 0.00 G.S.T. 0.00 BC P.S.T. 0.00 **0.00**

Created by SS on 9/17/2015 7:02:51 AM Modified by SS on 3/31/2016 11:53:03 AM

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

There is also a button that stays pressed until you change it so that you would only see items that are not the order you are currently on.

The user can also multi-select items from this history view and click the 'Add to Order' button and they will be added to this order.



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



# User Defined

Standing - 0000800032 Jackson Fitness Center

View Compact

Ship Reprocess Invoice Next Phase Totals By Ordered Qty Requisition Deposits

There are notes for this customer [View Notes](#) [Dismiss](#)

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

Quarantine

Released ☒

Approved By Mary Smith

User Defined Page - Quarantine

Label Quarantine

Released

AppBy

New Edit Delete Move Up Move Down Ok Cancel

Add Page Edit Page Remove Page Move Left Move Right

Total Weight	0.0	Discount	0.0 %	0.00	Current GP	0.0 %	0.00	<b>Subtotal</b>	<b>0.00</b>	All amounts shown in Canadian dollars.
Freight	0.00				Average GP	0.0 %	0.00	G.S.T.	0.00	
								BC P.S.T.	0.00	

**0.00**

Created by SS on 9/17/2015 7:02:51 AM Modified by SS on 3/31/2016 11:53:03 AM

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



# Attachments

Standing - 0000800032 Jackson Fitness Center

View Compact

Ship Reprocess Invoice Next Phase Totals By Ordered Qty Requisition Deposits

There are notes for this customer [View Notes](#) [Dismiss](#)

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

Subject	Document Type	Document Path	User Added	Date Added
Drawing	Adobe Acrobat	C:/Users/aromeyn/Desktop/DesignDraw	None	None

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

Freight 0.00 Average GP 0.0 % 0.00 G.S.T. 0.00

BC P.S.T. 0.00 **0.00**

Created by SS on 9/17/2015 7:02:51 AM Modified by SS on 3/31/2016 11:53:03 AM

This allows the user to attach any kind or number of documents to a sales order. If you have the viewer/editor for that type of document it will open by double clicking the document link.

# Fill Order

Standing - 0000800032 Jackson Fitness Center

View Compact

Ship Reprocess Invoice Next Phase Totals By Ordered Qty Requisition Deposits

There are notes for this customer [View Notes](#) [Dismiss](#)

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

Quantity  Part Number

[Zero Qty](#)

Whse	Part No	Location	Description	Order Qty	Ship Qty	Backorder Qty	Unit Price	Extended Price
VA	CHALK		Gym Chalk	1.000	0.000	1.000	26.000	0.000
VA	INSWP 10		InSpire Weight Plate 10	1.000	0.000	1.000	18.000	0.000
VA	INTTK200		InTek TK200 Cross Trainer	1.000	0.000	1.000	1,500.000	0.000
VA	INSD50		InSpire Dumbbell 50	1.000	0.000	1.000	118.000	0.000
VA	INSKB5		InSpire Kettlebell 5	1.000	0.000	1.000	15.000	0.000

Available  On Hand  Committed  Backorder  On Order  Expected

Total Weight  Discount  0.00 Current GP 44.88 % 67.77 **Subtotal 151.00** All amounts shown in Canadian dollars.

Freight  Average GP 44.91 % 67.81 G.S.T. 7.55 **169.12**

BC P.S.T. 10.57

Created by SS on 9/17/2015 7:02:51 AM Modified by SS on 3/31/2016 3:02:10 PM

This screen allows the user to scan in the items as they are being shipped. Start by clicking on “Zero Qty” to start from zero shipped. It will not allow a scan on an item that is not on the order, and will not allow the user to over-ship an item on an order. It will sound an alert by beeping in both cases. The user can enter the quantity before scanning the item. The ship quantities will all go black when the order is fully shipped.



**Prices** – This is used refresh selected or all prices to the updated price for this customer. There is also the option to store either the selected or all prices on the order to the customers price file (price matrix). When you choose to store the price it will also ask if you want the prices that were not changed on the order to be included in the customers price file. Additionally it will ask if you want to make this customers price apply to all of the warehouses or just the one currently on the order. Lastly there is an option to only save the price(s) to the ship-to that is on this order.

# Adding Items to an Order

Standing - 0000800032 Jackson Fitness Center

View Compact

Ship Reprocess Invoice Next Phase Totals By Ordered Qty Requisition Deposits

There are notes for this customer [View Notes](#) [Dismiss](#)

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

Customer

Customer No JACK225 Jackson Fitness Center AR Balance 9,063.71 Credit Limit 30,000.00

PO No Ref No Other Orders 2,180.10 Available 18,756.19

Notes Salesperson JOHN John Ather Territory

Shipping

Ship To

Contact

Name

Insert Delete

Part No Description

[VA ] CHALK Gym Chalk

[VA ] INSWP10 InSpire We

[VA ] INTTK200 InTek TK20

[VA ] INSDB50 InSpire Dun

[VA ] INSKB5 InSpire Ket

Available 46,000

Total Weight 0.0

Freight 0.00

Inventory

Labels Adjust Requisition Filters Search Export

Match if All of the following criteria are true

+ X Warehouse is one of VA - Inspire Health Systems

Warehouse	Part number	Description	Type	Serialized	Vendor	Status
VA	INSWP10	InSpire Weight	Normal	Non-Serialized	INSPIRE	Active
VA	INSWP15	InSpire Weight ...	Normal	Non-Serialized	INSPIRE	Active
VA	INSWP20	InSpire Weight ...	Normal	Non-Serialized	INSPIRE	Active
VA	INSWP25	InSpire Weight ...	Normal	Non-Serialized	INSPIRE	Active
VA	INSWP30	InSpire Weight ...	Normal	Non-Serialized	INSPIRE	Active
VA	INSWP35	InSpire Weight ...	Normal	Non-Serialized	INSPIRE	Active
VA	INSWP40	InSpire Weight ...	Normal	Non-Serialized	INSPIRE	Active
VA	INSWP45	InSpire Weight ...	Normal	Non-Serialized	INSPIRE	Active
VA	INSWP5	InSpire Weight ...	Normal	Non-Serialized	INSPIRE	Active
VA	INSWP50	InSpire Weight ...	Normal	Non-Serialized	INSPIRE	Active
VA	INTRS400	InTek RS-400 Ro...	Normal	Non-Serialized	INTEK	Active
VA	INT TK200	InTek TK200 Cr...	Normal	Non-Serialized	INTEK	Active
VA	INT TK250	InTek TK250 Cr...	Normal	Non-Serialized	INTEK	Active
VA	INT TK500	InTek TK500 Sta...	Normal	Non-Serialized	INTEK	Active
VA	INT TK500	InTek TK500 Sta...	Normal	Non-Serialized	INTEK	Active

Order Details

Processed Standing

Order No 0000800032

Order Date 4/17/2015

Required Date 4/17/2015

Invoice No

None

READY

Version Factor G.S.T.

1 EA per EA

1 EA per EA

1 EA per EA

1 EA per EA

1 EA per EA

Expected 8/26/2014

BC P.S.T. 0.00

0.00

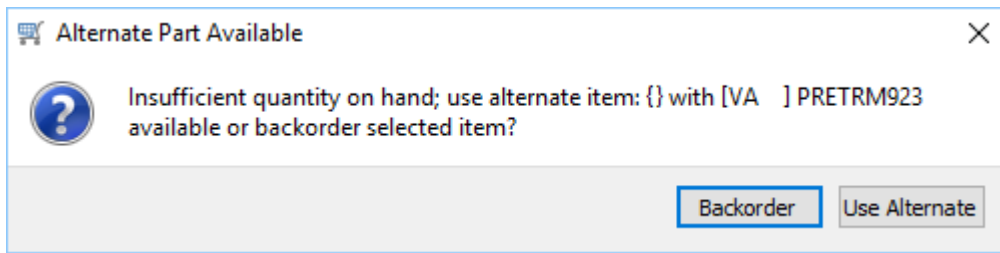
Created by SS on 9/17/2015 7:02:51 AM Modified by SS on 3/31/2016 3:02:11 PM

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

Notice that the inventory lookup dialog is also an inventory edit. The user can add/edit/delete items on the fly if they have the security permissions to do so. This means that by editing the item on lookup they can see everything about that item, including who has it on another sales order or what purchase orders the item is coming in on and when.

They can also set a filter for what inventory they want to see.

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



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

Video Instruction – Inventory Searches in a sales order



# Sales Item Status

Part No	Description	Order Qty	Ship Qty	B/O Qty	Retail Price	Disc	Unit Price	Levy	Ext Levy	Margin (Curr)	Current Cost	Average Cost	U/M	Conversion Factor	G.S.T
[VA ] CHALK	Gym Chalk	1	0	1	26.00	0.0	26.00	0.00	0.00	50.00	13.00	13.00	EA	1 EA per EA	<input checked="" type="checkbox"/>
[VA ] INSWP10	InSpire Weight Plate 10	1	1	0	18.00	0.0	18.00	0.00	0.00	44.00	10.07976	10.07981	EA	1 EA per EA	<input checked="" type="checkbox"/>
[VA ] INTK200	InTek TK200 Cross Trainer	1	0	1	1,500.00	0.0	1,500.00	0.00	0.00	41.00	885.00	885.00	EA	1 EA per EA	<input checked="" type="checkbox"/>
[VA ] IND50	InSpire Dumbbell 50	1	1	0	118.00	0.0	88.00	0.00	0.00	26.25	64.90	64.90	EA	1 EA per EA	<input checked="" type="checkbox"/>
[VA ] INKB5	InSpire Kettlebell 5	1	1	0	15.00	0.0	15.00	0.00	0.00	45.00	8.25	8.25	EA	1 EA per EA	<input checked="" type="checkbox"/>

Available	46,000	On Hand	99,000	Committed	53,000	Backorder	5,000	On Order	12,000	Expected	8/26/2014
-----------	--------	---------	--------	-----------	--------	-----------	-------	----------	--------	----------	-----------

Total Weight	0.0	Discount	0.0 %	0.00	Current GP	31.21 %	37.77	<b>Subtotal</b>	<b>121.00</b>	All amounts shown in Canadian dollars.	
Freight	0.00				Average GP	31.25 %	37.81	G.S.T.	6.05		
								BC P.S.T.	8.47		
									<b>135.52</b>		

Created by SS on 9/17/2015 7:02:51 AM Modified by SS on 3/31/2016 3:02:11 PM

The image above shows that when an item on the order is highlighted, it shows the status of it in inventory.

**Available** – This is the onhand quantity minus the committed quantity.

**On Hand** – This is the amount that is in stock and includes inventory that has been committed.

**Committed** – Is the quantity that is in on sales orders, production orders and inventory adjustments/transfer that are in transit

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

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

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

# Sales Line Details

Part No	Description	Order Qty	Ship Qty	B/O Qty	Retail Price	Disc	Unit Price	Current Cost	Average Cost	U/M	Conversion Factor	G.S.T.	BC P.S.T.	Vendor	Levy	Ext Price	Ext Levy	Margin (Cur)	Margin (Avg)	Employee	Employee Name	Price Reason
INA ] INGP10	Inspire Weight Plate 10	1	1	0	18.00	0.0	18.00	10.07976	10.03981	EA	1 EA per EA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	INSPIRE		18.00	0.00	44.00	44.22			
INA ] INTH200	Inspire TH200 Cross Trainer	1	0	1	1,300.00	0.0	1,300.00	885.00	885.00	EA	1 EA per EA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	INSPIRE		0.00	0.00	41.00	41.00			
INA ] INGB200	Inspire Dumbbell 20	1	1	0	118.00	0.0	118.00	64.90	64.90	EA	1 EA per EA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	INSPIRE		118.00	0.00	45.00	45.00			
INA ] INGB5	Inspire Kettlebell 5	1	1	0	15.00	0.0	15.00	8.25	8.25	EA	1 EA per EA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	INSPIRE		15.00	0.00	45.00	45.00			

Continued →

Created By	Modified By	Location	Pack Size	Memo	In. Committed	Required Date	Product Code	Inventory GL	Cost of Goods GL	Revenue GL	Reference No	Weight	Ext Weight	LPC Code	Target Type	Target No
SS	SS		0		1	4/1/2016	WEIGHT	11306	71160	41800	2394377	5	5			
SS	SS		0		9	4/1/2016	EQUIP	11303	71130	41200		4	0			
SS	SS		0		1	4/1/2016	WEIGHT	11306	71160	41800		61	61			

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 than 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 color so that it is prominent on the order.

**Created By** – The initials of the user that added this line to the order

**Modified By** – The initials of the user that last modified this line on the order

**Location** – The warehouse location/bin that this item is set to in inventory

**Pack Size** – The usual case size of this item

**Memo** – The user can enter many lines of text in this field that will be attached to this line of the order. By default this memo is not printed on any reports/forms

**Inv. Committed** – This is the committed quantity of this line of the order based on the multiplier on the unit of measure. If the UOM CASE has 12 of the stocking UOM and we are selling 10 of them the Inventory Committed field will have 12

**Required Date** – The date the customer requires this line of the order. It defaults to the 'Required Date' in the header of the order. If the date on the header is edited the user will be asked if they want to update all of the detail lines as well.

**Product Code** – The product code of the inventory item on this order line

**Inventory GL** – The default inventory GL account for this inventory item. **(see warning below)**

**Cost of Goods GL** – The default cost of goods GL account for this inventory item **(see warning below)**

**Revenue GL** – The default revenue GL account for this inventory item **(see warning below)**



If the user has the security setting General Ledger/Edit Journal Entry While Posting active, then they can lookup or type in a different GL account. Use caution when doing this because you are manipulating the default posting setup and if done without the correct knowledge it can produce undesirable GL results.

**Reference No** – Text can be entered here so the user can track line info. For instance if an item's warranty needs to be tracked back to the supplier, the suppliers invoice number can go here. By default this field does not print on any reports or forms.

**Weight** – The weight of an item multiplied or divided by its unit of measure conversion factor. Note that the weight field will be red if there is no weight for this item. The total weight on the footer of the order will be red as well if there is any item in the order that is missing its weight. The user can edit this weight field but it does not update the weight in inventory so it is important to update it as well.

**Ext Weight** – The extended weight based on the shipped quantity of this item

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

**Target Type** – When a purchase order is created through requisitions for this sales order it fills this field with “Purchase Order”. If the item was sent to Production then it is “Production Order”.

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

# Sales Order Footer

[VA]	CHALK	Gym Chalk	1	0	1	25.00	0.0	25.00	13.00	13.00	EA	1 EA per EA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ROGCAN	1
[VA]	INSWP10	InSpire Weight Plate 10	1	1	0	18.00	0.0	18.00	10.07975	10.03981	EA	1 EA per EA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	INSPIRE	1

Available  On Hand  Committed  Backorder  On Order  Expected

Total Weight  Discount 0.0 % 0.00 Current GP 51.33 % 87.77 Subtotal 171.00 All amounts shown in Canadian dollars.  
 Freight 25.00 Fuel Surcharge 20.00 Average GP 51.35 % 87.81 G.S.T. 9.80  
 BC P.S.T. 13.72

**219.52**

Created by SS on 4/1/2016 11:07:54 AM Modified by SS on 4/1/2016 12:45:44 PM

By default these amounts are based on the shipped quantity except in the case of a quote and a booking order, which are based on the order quantity.

Sales Order - 0000800036 Jackson Fitness Center

Open Customer View Compact Process Reprocess Invoice Next Phase **Totals By Ordered Qty** Requisition Deposits

However if the user clicks the button on the header of the sales order called “Totals By Ordered Qty” the totals will be based on order quantity of all sales order types.



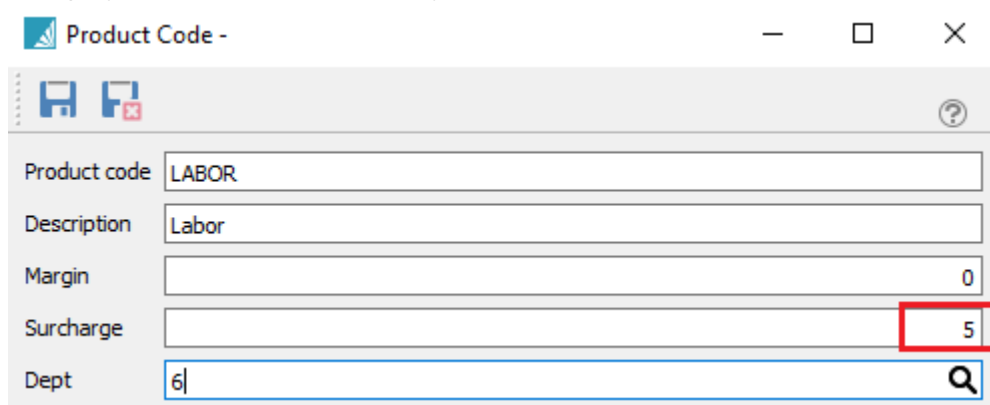
\*This button will stay depressed until the user un-selects it, even if they close Spire completely, so if the total is not as you expect check this setting.

**Total Weight** – The total weight of all items on the sales order. If this number is red then that means that not all items on the order have a weight. The user can override this just before shipping if it is known to be incorrect.

**Freight** – This is the freight for this order and it is calculated based on the shipping charges setup in company settings default unless a shipping method has been setup with freight amounts under edit/Ship Via. This freight is editable by the user if they want to change it before invoicing.

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

**Surcharge** – The surcharge is calculated based on the percentage put onto the inventory product code (aka category). It can be overridden by the user but once it is it will never re-calculate for this order.



Product Code -

Product code: LABOR

Description: Labor

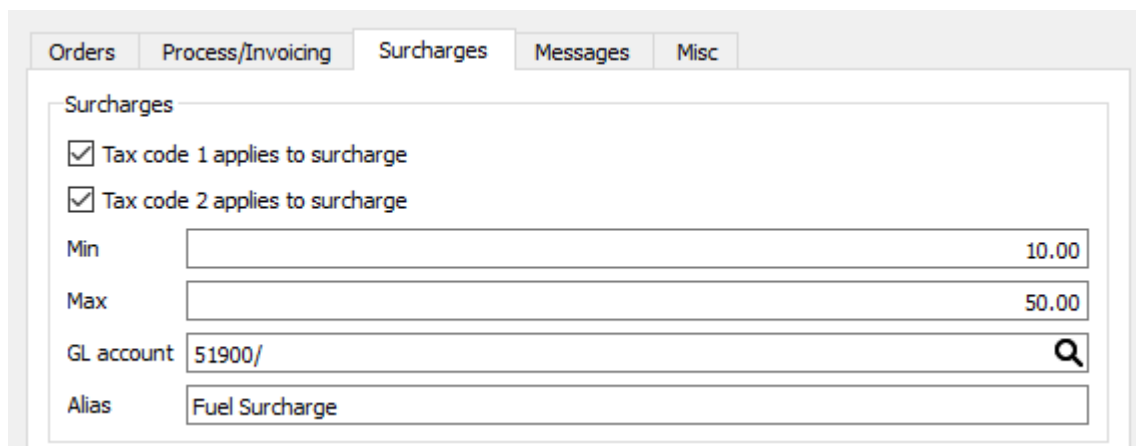
Margin: 0

Surcharge: 5

Dept: 6

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'



Orders Process/Invoicing Surcharges Messages Misc

Surcharges

☒ Tax code 1 applies to surcharge

☒ Tax code 2 applies to surcharge

Min: 10.00

Max: 50.00

GL account: 51900/

Alias: Fuel Surcharge

**Current GP** – The gross profit amount and percentage for this sales order based on current cost.

**Average GP** – The gross profit amount and percentage for this sales order based on average cost.

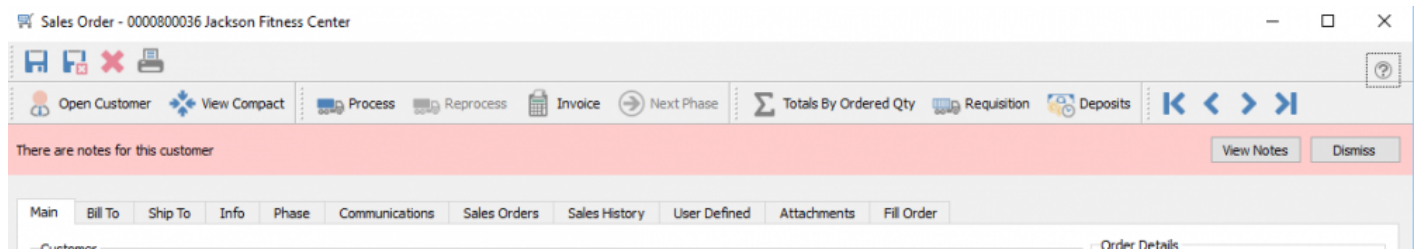
**Sub Total** – The sub total of the order before taxes and freight

**Tax1** – Total tax 1 for the order

**Tax2** – Total tax 2 for the order

**Total** – Grand total of the order.

# Processing Sales Orders



**Save** – Saves the order but leaves it open. This is useful if you are creating a sales order and the customer wants the order number. Even though the order number is displayed, it is not permanent until saving because another user on the network may save before you.

**Save Close** – This saves and closes the order.

**Delete** – Deletes the order and saves the details that were on it into a deleted archive for audit purposes. You must enter a reason you deleted this order.

**Print** – Brings up the print dialog with all reports that have a template of 'Sales Order' in the Crystal Report 'Summary Info'. These reports can be printed, emailed or both. If emailed, the user will be presented with all of the email addresses available on that sales order including the main one, the 3 bill-to contacts and the 3 ship-to contacts. If the email addresses were not on the customer before the order was created they will not be available unless when the user added the email addresses to the customer, they clicked the "Update Orders" button on the customer edit dialog. The user can also manually type in an email address.

**Open Customer** – This opens the customer edit for the customer that is one the order. This allows you to see all information about this customer including their special pricing, sales history and accounts receivable info.

**View Compact** – Once you have entered your header information this button collapses the a lot of the header information to give you a lot more body room. This is especially helpful if you have a lower resolution monitor. The button is remembered even if you exit Spire so if you find info missing it is probably because this button is pressed.

**Process** – The 'Process' button only appears if the process feature is turned on in company settings. The process button puts the order into a processed status and brings up the report dialog with all reports that have the word 'Process' in the Crystal Report 'Summary Info'. Usually the pick slips are printed here.

These reports can be printed, emailed or both. If emailed, the user will be presented with all of the email addresses available on that sales order including the main one, the 3 bill-to contacts and the 3 ship-to contacts. If the email addresses were not on the customer before the order was created they will not be available unless when the user added the email addresses to the customer, they clicked the "Update Orders" button on the customer edit dialog. The user can also manually type in an email address.

**Ship** – The 'Ship' button only appears if the ship feature is turned on in company settings. The ship button replaces the Process button once an order is processed and puts the order into a shipped status and brings up the report dialog with all reports that have the words 'Ship Order' in the Crystal Report 'Summary Info'. Usually the packing slip is printed here.

These reports can be printed, emailed or both. If emailed, the user will be presented with all of the email addresses available on that sales order including the main one, the 3 bill-to contacts and the 3 ship-to contacts. If the email addresses were not on the customer before the order was created they will not be available unless when the user added the email addresses to the customer, they clicked the "Update Orders" button on the customer edit dialog. The user can also manually type in an email address.

**\*Reprocess\***- If the user has the security setting then they can process an order again. Caution should be taken to make sure that the picking report that was previously printed is replaced and not duplicated to prevent an order from being picked twice.

**Invoice** – This button assigns the invoice number to the order, unless the override invoice setting is turned on. The payment method dialog will be presented unless the user setting "Sales Orders/Default to "On Account" is turned on.



Sales Order - 0000800036 Jackson Fitness Center

Open Customer View Compact Process Reprocess Invoice Next Phase Totals By Ordered Qty Requisition Deposits

There are notes for this customer View Notes Dismiss

Payment Methods

Bill To JACK225 Jackson Fitness Center

Order No 0000800036 AR Balance 9,063.71 Credit Limit 30,000

Invoice No Other Orders 613.22 Available 20,323.07

Payment Method Amount Auth Code

On Account  
Cash and Cheque Receipts  
Visa  
MasterCard  
American Express

Subtotal 151 G.S.T. 7.55 Tended 0

Freight 0 BC P.S.T. 10.57

Discount 0 Grand Total 169.12 Balance Due 169.12

Credit Limit... Invoice Cancel

Order Details

Open Sales Order

Order No 0000800036

Order Date 4/1/2016

Required Date 4/1/2016

Invoice No

Invoice Date

Repeat None

Phase

G.S.T. BC P.S.T. Vendor Levy Ext P

ROGCAN

INSPIRE

1

Available -3.000 On Hand -3.000 Committed 0.000 Backorder 2.000 On Order 0.000 Expected

Total Weight 66.0 Discount 0.0 % 0.00 Current GP 44.88 % 67.77 Subtotal 151.00 All amounts shown in Canadian dollars.

Freight 0.00 Fuel Surcharge 0.00 Average GP 44.91 % 67.81 G.S.T. 7.55

BC P.S.T. 10.57

169.12

Invoice and Pay this Order Created by SS on 4/1/2016 11:07:54 AM Modified by SS on 4/1/2016 12:45:44 PM

This payment screen gives you the financial detail of the same order including the customer's credit situation. If the customer does not have enough credit limit available then the user will be prompted for an override. If they have the security they can just click OK, otherwise someone else with the security can come and put in their user name and password.

The credit limit can also be increased if the user has the security permissions to do so by clicking the credit limit button.

Select the payment method and click invoice. If there is insufficient credit then 'On account' cannot be selected.

A shortcut to selecting a payment method is to type the first character of the payment method. ie: 'V' for Visa.

If cash is selected the user can enter the amount tendered and if it is more than the amount owing the change will be displayed.

Once the payment method is selected all invoice formats with the word 'Invoice' in the Crystal Report 'Summary Info'.

These reports can be printed, emailed or both. If emailed, the user will be presented with all of the email addresses available on that sales order including the main one, the 3 bill-to contacts and the 3 ship-to contacts. If the email addresses were not on the customer before the order was created they will not be available unless when the user added the email addresses to the customer, they clicked the "Update Orders" button on the customer edit dialog. The user can also manually type in an email address.

**Next Phase** – This button moves the sales order into the next phase in its sequence.

**Total by Ordered Qty** – Changes the footer totals to be calculated by the order quantity instead of the shipped quantity. This is very useful for seeing what the complete order is worth when there are back orders on it. This button stays depressed until the user clicks it again even if they exit the program.

**Requisition** – This brings up the requisition screen populated with all of the orders shortages but includes items that do not need ordering with a zero quantity. The user can override the zero quantity with the order quantity in case they want to drop ship the complete order from the supplier to the customer.

The requisition will have the vendor on the items that need ordering because it is passed from the sales order detail line. The user can however still change the vendor on this requisition screen. The quantities and prices can also be edited before processing.

If the process button is clicked the list of products on this screen will get put onto a PO for each vendor. It will depend on the user setting "Purchase Orders/Add to existing Open Orders" as to whether a new Purchase Order will be created or the items will get added to an existing open (un-issued) PO.

If the save button is clicked instead of process, the requisition for this sales order will be saved in the requisition module for later ordering from the supplier.

When the PO is processed it will enter the PO number onto the sales order detail line for later reference. It will also enter the customer and sales order number onto the purchase order detail line. Therefore if the customer calls later to find out where the product is for a particular order it will be easy to find the PO it was placed onto.

This is very useful to the person receiving the product so that they know who it is for, and so they don't accidentally shelve the product.

## **Deposits**

## **Navigation**



**CAUTION** – do not enter an email address manually when you are sending a group of sales orders. This will cause all of the orders to be sent to that one address instead of merging them to each customer.

## **Sales Orders – Included Reports**

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## Price Matrix

Spire's Price Matrix allows the user to set pricing for customers and groups of customers in many different ways.

## Add/Edit Price

**Price Matrix - 10**

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### Inventory Criteria

Whse	<input type="text" value="VA"/>	<input type="button" value="Q"/>	Inspire Health Systems
Part No	<input type="text" value="SP500FM"/>	<input type="button" value="Q"/>	Springfield 500 Floor Mat
Unit of Measure	(EA)	<input type="button" value="v"/>	
Product Code	<input type="text"/>	<input type="button" value="Q"/>	<input type="text"/>

### Customer Criteria

Customer	<input type="text" value="DUPO192"/>	<input type="button" value="Q"/>	Dupont Photographers
Ship To	<input type="text"/>	<input type="button" value="Q"/>	
Territory	<input type="text"/>	<input type="button" value="Q"/>	
Type	<input type="text"/>		

---

### Date Range

Start Date	<input type="text" value="//"/>	<input type="button" value="Q"/>	End Date	<input type="text" value="//"/>	<input type="button" value="Q"/>
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### Other Criteria

☐ High Priority

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### Pricing

Default Price	<input type="text" value="25.00"/>	Average Cost	<input type="text" value="15.000"/>	Current Cost	<input type="text" value="15.000"/>
Vendor	<input type="text"/>	<input type="button" value="Q"/>	Contract Cost	<input type="text" value="0.000"/>	
Pricing Method	Price	<input type="button" value="v"/>	Price Reason	<input type="text"/>	

---

+
x

Min Qty	Price	Price per EA	Margin
0.00	25.00	25.00	40.00
4.00	22.00	22.00	31.82
6.00	20.00	20.00	25.00

**Save** – Saves the price.

**Save & Close** – Saves and closes the price.

**Copy** – Copies a price record.

**Whse** – Warehouse for the price. If this is left blank then the price applies to all warehouses.

**Part No** – The item getting the price.

**Unit of Measure** – The UOM of the item getting the price.

**Product Code** – Used if applying the price to a product code. Can only be used if Part No is blank.

**Customer** – The customer getting the price.

**Ship To** – Use this if the price is restricted to only one of the customer's Ship To's.

**Territory** – Use this if the price applies to a complete territory.

**Type** – Select a 'Type' from the lookup list if the price is for a group of customers. Each customer would then get assigned to that group in customer edit/General/Type.

**Date Range** – The starting and ending dates for this price. Many ranges can be added as long as they do not overlap. If a sales order is created for a past date, and a price matrix record exists for that date the order will be given this price.

**High Priority** – Makes this price the highest priority. It overrides all other methods that a could be assigned even if there is a lower possible price for this customer for this item. (See Price Matrix Scoring Below)

**Default Price** – The price the customer would get if they did not get this special price. It comes from the level that the customer is set for and this is the price that price matrix discounts would be based on.

**Vendor** – If there is a GL account in Company Settings/General Ledger/Differential GL Account then a vendor can be added and a contract cost added below.

**Price Method** – The method for this price. The choices are:

- **Price** – A set price for this item.
- **Discount** – A discount off of 'Default Price' as described above.
- **Margin** – If selected the sell price will be based on this formula.  $\text{InventoryCurrentCost} / (100 - \text{Margin}\% / 100)$

**Average Cost** – The average cost from inventory.

**Contract Cost** – The cost that will be applied when selling to this customer. If this cost is different than the average cost, the difference will be posted to the GL account set in Company Settings/General Ledger/Differential GL Account. This is usually a vendor rebate account. This way when selling an item that has a contract cost the inventory GL account is still credited by the average cost.

**Price Reason** – The reason this price is being offered. It could be a contract number of something like 'FLYER'. This reason will appear on the sales order detail line.

**Current Cost** – The current cost from Inventory.

**Add** – Add a price, discount or margin.

**Delete** – Deletes a price.

- **Min Qty** – Adds a quantity if the price has a minimum quantity.
- **Price** – The Price, Discount or Margin amount.
- **Price per X** – If an item and warehouse has been selected then a unit of measure can also be selected for this price.
- **Margin** – The margin that this item will obtain based on this price. Only shows is item and warehouse are selected.

## Price Matrix List

Price Matrix																					
Filters [Search] Export + - Purge Previous																					
ID	Warehouse	Part number	Description	U/M	Product Code	Customer No.	Customer Name	Ship To	Territory	Misc.	Minimum Qty	Amount Type	Amount	Start Date	End Date	Reason Code	Margin	Current Cost	Average Cost	Contract Cost	Vendor No.
2	TO				SUPP	AAA222	Aaa Printing				0.00	Price	11.00								0.00
3	VA	INSD840	InSpire Dumbbell 40	EA		JACK225	Jackson Fitness Center	TORONTO			0.00	Price	246.19					79.00	51.70	51.70	0.00
4		BLUBERR								GOVERNMENT	0.00	Margin		0.00	9/17/2015	9/25/2015	Over				0.00
5					WEIGHT				ON		6.00	Discount	10.00	4/7/2016	4/30/2016	WEIGHT					0.00
6	VA	MS-RS1000	Moet Systems RS-1000 Treadmill	EA		BELL383	Bell West Credit Union				0.00	Price	2,250.00				32.00	1,530.00	1,530.00	0.00	
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	35.00				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	WALQEBELHAR	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		INSD825		EA		DELA553	Delaware Contractors Assn				0.00	Price	58.00							0.00	
16		INSD850		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		INSD85		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		INSD815		EA		OPTI100	Optima Limousine Service				0.00	Price	34.00							0.00	
24		WALQRTBAN		EA		OPTI100	Optima Limousine Service				0.00	Price	45.00							0.00	
25		INTT200		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		INTT500		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	INSD815	InSpire Dumbbell 15	EA		ELDE929	Elden H Knudson Constr...				0.00	Price	34.00				42.16	19.66417	19.21826	0.00	
34	VA	INSCV300	InSpire Coconut Water (300ml)	EA		ELDE929	Elden H Knudson Constr...				0.00	Price	2.50				43.62	1.40950	1.39937	0.00	
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	INSD815	InSpire Dumbbell 15	EA		PENH999	Penna Psychological Assn				0.00	Price	34.00				42.16	19.66417	19.21826	0.00	
40	VA	ACMEJTR	ACME Jump Rope	EA		PENH999	Penna Psychological Assn				0.00	Price	15.00				33.00	10.05	10.05	0.00	
41	VA	INSWP50	InSpire Weight Plate 50	EA		PENH999	Penna Psychological Assn				0.00	Price	66.00				45.00	36.30	36.30	0.00	
42	VA	INSD845	InSpire Dumbbell 45	EA		PENH999	Penna Psychological Assn				0.00	Price	106.00				45.00	58.30	58.30	0.00	
43	VA	INSBLE100	InSpire 100 Max Blender	EA		PENH999	Penna Psychological Assn				0.00	Price	389.00				41.80	226.40161	223.31943	0.00	
44	VA	INSD835	InSpire Dumbbell 35	EA		PENH999	Penna Psychological Assn				0.00	Price	82.00				44.94	45.14621	45.50613	0.00	

This list can be filtered and exported if mass updates need to be done using the Spire import routine. Be sure to include the record number if the import should replace the prices that are already there. If it is not included and a price already exists then the user will get a duplicate error on import.

## Save Prices from Sales Order

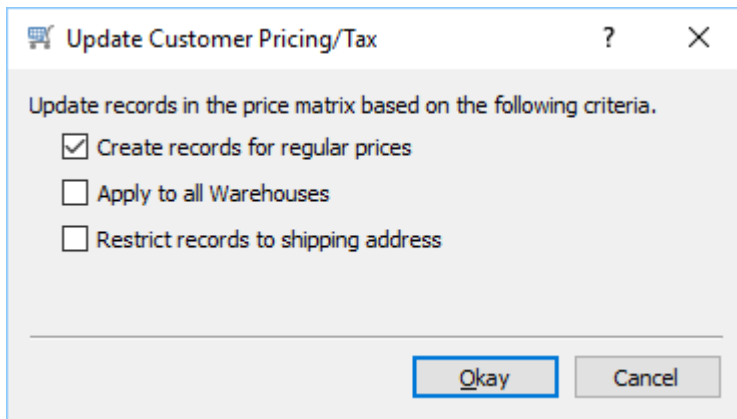
Prices can also be added from a sales order or quote. Once an order is created the user can select the prices button and choose:

- **Store All Price** – This will save the edited prices to the customers price matrix file.
- **Store Selected prices** – This will store all prices from this sales order to the customers price matrix file.

Once clicked the user will be given these options.

Update Records in the price matrix based on the following criteria:





- **Create Records for regular prices** – Even if the price is not edited this will add a record to the customer's price matrix file. They will get regular price for this item. However if the regular price changes they will still continue to get this stored price unless the user also updates it.
- **Apply to all Warehouses** – Apply the price to all warehouses. This way the customer gets the same price even if they go to another location.
- **Restrict records to shipping address** – If selected then only the ship to on this sales order gets this added to their price matrix file. If not selected then the billing and all ship to addresses get this price. If a ship to is not on the order then it is grayed out.

Once added and saved the user can view or edit them on the list.

## Price Matrix – Included Reports

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# Contract Cost

The contract cost option in price matrix allows the cost of an item to be set for a customer or group. The true margin is shown when the item is sold to the customer and the inventory GL account is credited with the amount that was paid for for that inventory item.

Using this feature requires some setup.

## Contract Cost Differential Account

In Company settings a GL account can be selected to post cost differences when using contract costs for customers. Entering a differential account activates the feature. The vendor and vendor cost fields only appear on price matrix records if this differential account has been configured.

The screenshot shows the 'Company Settings' window with the 'General' tab selected. The left sidebar contains a navigation menu with options: Company, General Ledger, Reports, Email, Multi-Currency, Special Accounts, Sequence Numbers, Variables, and Sales Departments. The main content area has tabs for General, Fiscal Periods, Segments, Groups, Subgroups, and Allocations. Under the 'General' tab, there is a section titled 'Special meaning can be applied to one or more segments in Spire. These settings will effect which accounts transactions are posted to.' This section contains three sub-sections: 'Location' with a description and a 'Location Segment' dropdown set to 'Disabled'; 'Profit Center' with a description and a 'Profit Center Segment' dropdown set to 'Disabled'; and 'Contract Cost' which is highlighted with a red box. The 'Contract Cost' section has a 'Differential GL Account' field with the value '11290' and a search icon.

## Price Matrix

After setting the item and the customer or group, select a vendor and the contract cost the vendor will give for this customer. Then set the price the customer will pay for this item.

**Price Matrix - 45**

Inventory Criteria

Whse: VA Inspire Health Systems

Part No: INTTK200 InTek TK200 Cross Traine

Unit of Measure: (EA)

Product Code:

Date Range

Start Date: // End Date: //

Customer Criteria

Customer: JACK225 Jackson Fitness Center

Ship To:

Territory:

User Type:

Other Criteria

☐ High Priority

Pricing

Default Price: 1,500.00 Average Cost: 885.000 Current Cost: 885.000

Vendor: INTEK Contract Cost: 785.000

Pricing Method: Price Price Reason: 2016 CONTRACT

+ ×

Min Qty	Price	Price per EA	Margin
0.00	1,395.00	1,395.00	36.56

Created by SS on 05/02/2016 9:21:20 AM Modified by SS on 05/02/2016 9:26:31 AM

## Sales

When this item is sold to the customer the cost and the sell price will come from the price matrix record. It will show the contract cost and the margins based on that cost.

Sales Order - 0000800038 Jackson Fitness Center

Open Customer View Compact Process Reprocess Invoice Next Phase

Totals By Ordered Qty Deposits Requisition

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

Customer

Customer No JACK22! Jackson Fitness Center AR Balance 11,031.59 Credit Limit 30,000.00

PO No Ref No Other Orders 124.84 Available 18,843.57

Notes Salesperson JOHN John Ather Territory

Shipping

Ship To Jackson Fitness Center Ship Via 011 FOB

Contact

Name Phone Fax/Cell Email

Order Details

Open Sales Order

Order No 0000800038

Order Date 05/02/2016

Required Date 05/02/2016

Invoice No

Invoice Date / /

Repeat None

Phase

+ Insert - Delete Comment Serial Numbers Add Job Header UDF Scan Items Fill Prices

Part No	Description	Order Qty	Ship Qty	B/O Qty	Disc	Vendor	Unit Price	Current Cost	Average Cost	Margin (Curr)	Margin (Avg)
[VA ] INTTK200	InTek TK200 Cross Trainer	1	1	0	0.0	INTEK	1,395.00	785.00	785.00	43.73	43.73
[VA ] INSKB5	InSpire Kettlebell 5	2	2	0	0.0	INSPIRE	15.00	8.25	8.25	45.00	45.00
[VA ] INSKB10	InSpire Kettlebell 10	2	2	0	0.0	INSPIRE	25.00	13.75	13.75	45.00	45.00
[VA ] INSKB15	InSpire Kettlebell 15	3	3	0	0.0	INSPIRE	35.00	19.5106	19.4616	44.26	44.40
[VA ] INSKB20	InSpire Kettlebell 20	4	4	0	0.0	INSPIRE	45.00	24.75	24.75	45.00	45.00

## GL Posting

Once the invoice is posted, here is the journal entry that will be made. Note that the \$100 difference is posted to the 'Vendor Rebates Receivable' account set in company settings.

GL Transaction - 0000000668

Post Reverse View Source

Entry Notes

05/02/2016

Account No	Account Name	Base Debit	Base Credit	Source	Designation	Memo	Type	Entity	Document	Us
71130 [ ]	Cost of Goods Sold - Equipment	785.00	0.00	Order Entry	Debit		Inv.	JACK225	0000600352	SS
11303 [ ]	Inventory at Cost - Equipment	0.00	885.00	Order Entry	Debit		Inv.	JACK225	0000600352	SS
41300 [ ]	Sales - Equipment	0.00	1,395.00	Order Entry	Credit		Inv.	JACK225	0000600352	SS
71160 [ ]	Cost of Goods Sold - Weights	322.38	0.00	Order Entry	Debit		Inv.	JACK225	0000600352	SS
11306 [ ]	Inventory at Cost - Weights	0.00	322.38	Order Entry	Debit		Inv.	JACK225	0000600352	SS
41600 [ ]	Sales - Weights	0.00	585.00	Order Entry	Credit		Inv.	JACK225	0000600352	SS
71110 [ ]	Cost of Goods Sold - General	0.05	0.00	Order Entry	Debit		Inv.	JACK225	0000600352	SS
11300 [ ]	Inventory at Cost - General	0.00	0.05	Order Entry	Debit		Inv.	JACK225	0000600352	SS
41100 [ ]	Sales - General	0.00	0.06	Order Entry	Credit		Inv.	JACK225	0000600352	SS
21400 [ ]	G.S.T. Collected	0.00	99.00	Order Entry	Credit		Inv.	JACK225	0000600352	SS
21300 [ ]	BC Provincial Sales Tax Payable	0.00	138.60	Order Entry	Credit		Inv.	JACK225	0000600352	SS
11160 [ ]	Visa	2,217.66	0.00	Order Entry	Debit		Inv.	JACK225	0000600352	SS
11290 [ ]	Vendor Rebates Receivable	100.00	0.00	Order Entry	Debit		Inv.	JACK225	0000600352	SS
[ ]										

Debits 3,425.09  
Credits 3,425.09

**Balance 0.00**

## Instructional Video



# Point of Sale

The Point-of-Sale (POS) module is a quick way to enter sales that can be processed without the use of a mouse. There are keyboard shortcuts always visible at the top of the screen.

If there is a url set in Company Settings/Sales Orders/Misc/Home Page then it will be displayed on the POS left pane. The html document (webpage) it points to can be on the local computer network or on the internet. The example below shows a webpage that is a signup for the companies newsletter. In this view the user can enter the required information and submit it.

spire

Close (F2) Clear (F3) Customer (F4) Edit Item (F5) Invoice/Tender (F6) Order Entry (F7) Edit Comment (F9) Inventory Lookup

## Newsletter Signup

**Name:**

**Email:**

**Phone:**

**Company:**

**Message:**

**Send**

Customer

CALI775 California Thread Co

Address
1812 Valtec Ln  
Boulder, CO 80301

Contact
Phone (303) 444-4223 Ext  
Fax ( ) -  
Email

Credit Balance 0.00  
Available Unlimited  
Other Orders 0.00

Notes

Qty	Whse	Part No	Description	Unit Price	Ext Price	UOM
3.00	VA	INSDB10	InSpire Dumbbell 10	22.00	66.00	EA
2.00	VA	INSKB5	InSpire Kettlebell 5	15.00	30.00	EA
4.00	VA	INSKB10	InSpire Kettlebell 10	25.00	100.00	EA
2.00	VA	INSKB15	InSpire Kettlebell 15	35.00	70.00	EA
3.00	VA	INSKB20	InSpire Kettlebell 20	45.00	135.00	EA
5.00	VA	INSKB25	InSpire Kettlebell 25	55.00	275.00	EA
4.00	VA	INSKB30	InSpire Kettlebell 30	65.00	260.00	EA
1.00	VA	INSKB35	InSpire Kettlebell 35	75.00	75.00	EA
1.00	VA	INSKB40	InSpire Kettlebell 40	85.00	85.00	EA

Discount 0.0 0.00
**Subtotal** 1,096.00  
G.S.T. 54.80  
BC P.S.T. 76.72

1,227.52

User SPIRE Whse VA Div 000 Date 2016-04-21

**F1-Help** – Launches the help manual.

**Close** – Closes the order and if un-posted order exists, asks “Are You Sure...”

**F2-Clear** – Clears the items off the order.

**F3-Customer** – Click to select a customer. When the customer screen comes up, select a customer, and if you want to use that customer as the default for future POS orders for this user, check “Default POS Customer”

**F4-Edit Items** – Highlight a line and click the F4 key or enter to edit the line.

**F5-Invoice/Tender** – Brings up the payment screen. Choose a payment method by typing the first character. ie- if selecting Visa enter a ‘V’. The payment can be split over more than one method.

**F6-Order Entry** – Transfers the POS order to a full sales order. This gives access to everything the user can do when in a sales order. This includes seeing the customers sales history and therefore pricing. Hitting F6 in the sales order brings it back to POS. If the order is invoiced in POS the report is usually a small POS ticket, but if invoiced while in sales orders it prints a full size invoice.

**F7-Edit Comment** – Adds a comment to the POS order

**F9-Inventory Lookup** – Lookup for inventory

Video Instruction of POS



Sales Cash out





## POS – Included Reports

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# Accounts Receivable

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## Video Instruction – Accounts Receivable



# Accounts Receivable List

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

Accounts Receivable												
Apply Finance Charges            Export PAD            Filters <input type="text" value="Search"/> Export            Print												
Customer No.	Name	Future	Current	Over 30	Over 60	Over 90	Over 120	Balance	Phone	Last Payment Amount	Last Payment Date	Last Invoice
A1948	A 1 Party Pleasers	50.71	0.00	0.00	0.00	0.00	0.00	50.71	(413) 739-7933 Ext. 0000	0.00		07/02/2014
AAAN839	Aaan Attorney	2,140.22	0.00	0.00	0.00	0.00	0.00	2,140.22	(206) 447-0071 Ext. 0000	0.00		07/18/2014
ACT1620	Action Technology Co	616.00	0.00	0.00	0.00	0.00	1,864.50	2,480.50	(405) 943-1609 Ext. 0000	-1,779.75	03/14/2015	01/18/2016
ADVA284	Advantage Computers Inc	2,441.60	0.00	4,644.03	306.23	0.00	0.00	7,391.86	(450) 645-6985 Ext. 0000	0.00		09/11/2015
BEEG100	Beegee Travel Consultants	25,942.56	4,656.48	0.00	0.00	268.80	0.00	30,867.84	(615) 799-0803 Ext. 0000	3,445.37	03/16/2015	04/14/2016
BEE396	Beierle & Beierle	43,779.13	21,873.41	0.00	13,711.42	0.00	0.00	79,363.96	(514) 817-0292 Ext. 0000	0.00		09/11/2015
BELL383	Bell West Credit Union	0.00	120.91	0.00	0.00	0.00	1,475.78	1,596.69	(416) 966-9836 Ext. 0000	0.00		09/11/2015
C248	C & G Barbeque Seafood & Ctrg	0.00	0.00	0.00	0.00	0.00	73.45	73.45	(519) 829-5502 Ext. 0000	0.00		03/30/2015
CAP1660	Capital Electrical & Sec Inc	21,343.84	20,158.07	0.00	1,230.57	10,786.72	0.00	53,519.20	(602) 257-4111 Ext. 0000	0.00		09/11/2015
CARE252	Care Laboratories Inc	15,244.32	7,119.57	0.00	1,270.12	0.00	0.00	23,634.01	(250) 282-5021 Ext. 0000	0.00		01/18/2016
DALE203	Dales Automotive	0.00	5,198.00	-250.00	0.00	0.00	0.00	4,948.00	(778) 835-4075 Ext. 0000	250.00	03/14/2015	03/14/2015
DALE991	Dale, William J Jr	141.25	0.00	0.00	93.39	0.00	0.00	234.64	(320) 587-1605 Ext. 0000	0.00		02/13/2015
DANV470	Danville Nursing Home	1,080.28	0.00	0.00	0.00	0.00	0.00	1,080.28	(613) 726-1731 Ext. 0000	0.00		07/10/2014
DATA100	Data Management Services Inc	0.00	0.00	0.00	8,704.02	0.00	0.00	8,704.02	(714) 543-8358 Ext. 0000	0.00		09/11/2015
DELA553	Delaware Contractors Assn	16,029.44	21,713.34	16,029.44	0.00	748.16	2,711.44	57,231.82	(310) 556-9177 Ext. 0000	0.00		07/06/2015
DUP0192	Dupont Photographers	0.00	72,531.88	0.00	0.00	5,131.84	7,621.85	85,285.57	(705) 443-6579 Ext. 0000	85,285.57	04/14/2016	01/06/2015
EAST571	Eastman Chemical Company	0.00	23,005.67	0.00	0.00	5,253.37	1,270.12	29,529.16	(516) 466-7437 Ext. 0000	9,018.53	03/14/2015	01/06/2015
ELDE929	Elden H Knudson Constrcn Co	0.00	71,375.89	0.00	1,581.34	694.40	29,906.58	103,558.21	(405) 495-7329 Ext. 0000	0.00		01/06/2015
ER118	E R Partridge Inc	0.00	30,776.12	0.00	41,120.93	7,117.60	0.00	79,014.65	(418) 737-0284 Ext. 0000	0.00		02/13/2015
FAIR724	Fairfield Printing	1,582.00	0.00	0.00	0.00	0.00	0.00	1,582.00	(604) 421-4238 Ext. 0000	0.00		05/30/2014
FAIR771	Fairfield Inn By Marriott	2,075.83	0.00	0.00	0.00	0.00	0.00	2,075.83	(847) 888-8942 Ext. 0000	0.00		09/16/2015
FORE113	Forest Hist Ctr Mn Hist Scy	8,065.12	18,586.55	8,065.12	2,210.28	1,972.32	0.00	38,899.39	(416) 798-4132 Ext. 0000	0.00		07/06/2015
GAMB260	Gambina Dolls	0.00	1,711.32	0.00	0.00	22,667.68	276.85	24,655.85	(519) 504-6441 Ext. 0000	7,195.57	03/14/2015	03/27/2015
HARR652	Harris, Baum E Esq	0.00	10,963.42	0.00	7,356.30	26,497.81	0.00	44,817.53	(717) 531-8044 Ext. 0000	11,901.16	03/14/2015	01/06/2015
HART426	Hartzhorn, Charles J Esq	0.00	732.24	1,861.44	1,233.96	0.00	0.00	3,827.64	(780) 832-8738 Ext. 0000	0.00		02/19/2015
HARV663	Harvest States Cooperative	0.00	23,064.43	0.00	0.00	33,717.33	0.00	56,781.76	(813) 759-4827 Ext. 0000	0.00		01/06/2015
HAST563	Hastings Communications	13,543.89	7,943.62	6,232.80	4,996.86	0.00	0.00	32,717.17	(707) 466-1651 Ext. 0000	0.00		09/11/2015
WAT11633	Wahki, Ronald E Esq	0.00	80,347.43	0.00	0.00	0.00	13,145.50	93,492.93	(723) 737-2304 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.

# Customer Open AR Items

Accounts Receivable - Jackson Fitness Center

Open Customer Apply Finance Charges

Customer JACK225 Jackson Fitness Center Currency

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

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

**Info**  
 Last invoice 04/18/2015  
 Credit limit 30,000.00  
 Average days to pay 73  
 Terms 2% 10 days

Open Items Notes Attachments User Defined

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

Transaction No	Date	Debit	Credit	Applied	Balance	Terms Code	Terms Desc.	Customer PO	Reference No	Type	Hold	Due Date	Memo	User
<input checked="" type="checkbox"/> 0000000388	03/16/2015	140.08	0.00		140.08			123556		Service Charge	<input type="checkbox"/>	03/16/2015		SS
<input checked="" type="checkbox"/> 0000000510	07/07/2015	761.05	0.00		761.05			123588	0000600316	Invoice	<input type="checkbox"/>	07/07/2015		SS
<input checked="" type="checkbox"/> 0000000511	07/07/2015	1,551.77	0.00		1,551.77	01	Net 30 days	123599	0000600317	Invoice	<input type="checkbox"/>	08/06/2015	TORONTO Jackson Fitness Center - TO	SS
<input checked="" type="checkbox"/> 0000000512	07/07/2015	5,591.75	0.00		5,591.75			123677	0000600318	Invoice	<input type="checkbox"/>	07/07/2015		SS
<input checked="" type="checkbox"/> 0000000515	07/07/2015	67.06	0.00		67.06			123900	0000600319	Invoice	<input type="checkbox"/>	07/07/2015	TORONTO Jackson Fitness Center - TO	SS
<input type="checkbox"/> 0000000648	04/18/2015	582.40	0.00		582.40	02	2% 10 days	124214	0000600345	Invoice	<input type="checkbox"/>	04/28/2015		SS
<input type="checkbox"/> 0000000649	04/18/2015	2,714.88	0.00		2,714.88	02	2% 10 days	124599	0000600346	Invoice	<input type="checkbox"/>	04/28/2015	TORONTO Jackson Fitness Center - TO	SS
<input type="checkbox"/> 0000000650	04/18/2015	820.96	0.00		820.96	01	Net 30 days	124645	0000600347	Invoice	<input type="checkbox"/>	05/18/2015		SS
<input type="checkbox"/> 0000000651	04/18/2015	1,904.00	0.00		1,904.00	02	2% 10 days	124859	0000600348	Invoice	<input type="checkbox"/>	04/28/2015		SS

Total Balance 8,066.32  
 Remaining 5,546.36 **Total Amount 2,519.96**

## Header

**Open Customer** – Opens the customer to see all their information including sales history and open sales orders.

**Apply Finance Charges** – Applies finance charges to this customer. This relies on the finance charge rate being set in Company Settings/Accounts Receivable/Monthly Interest Rate (%) and a setting on each Customer/Billing/Apply finance charges.

**Navigation** – Navigates between AR records based on the filtered and sorted list.

**Contact Info** – Customer contact and credit information.

## Items

**Refresh** – Refreshes any new entries other users have posted.

**Print** – Prints report with the [template of 'Accounts Receivable'](#)

**Add** – Adds an entry to the customer's AR.

**Apply** – Applies payments or customer credits to an invoice.

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

**Hold** – Holds an invoice so it cannot be paid.

**Show All** – Show all entries including paid and applied.



**NOTE** that the payment is shown on each invoice but you will not see the payment total.

**Show Debits** – Puts the payment on top with the invoices it paid indented below. The Show All button will also need to be depressed.

Accounts Receivable - Jackson Fitness Center

Customer: JACK225 Jackson Fitness Center

Billing Address: 2018 No. 3 Road, Richmond, BC V6X 2B8

Phone: (604) 249-0735 Ext. #

Fax: ( ) - #

Contact: Name: Jason Fallon, Phone: ( ) - Ext. #, Email: jfallon@jacksonfitness.net, Fax/Cell: ( ) - #

Info: Last invoice: 04/18/2015, Credit limit: 30,000.00, Average days to pay: 73, Terms: 2% 10 days

Open Items: Notes, Attachments, User Defined

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

Transaction No	Date	Debit	Credit	Applied	Balance	Terms Code	Terms Desc.	Customer PO	Reference No	Type	Hold	Due Date	Memo
0000000652	04/18/2015	0.00	3,102.36	0.00	0.00	02	2% 10 days	124214	0000600345	Payment	<input type="checkbox"/>	04/28/2015	
0000000648	04/18/2015	582.40	0.00	582.40	0.00	02	2% 10 days	123900	0000600319	Invoice	<input type="checkbox"/>	07/07/2015	TORONTO Jackson Fitness Center - TO
0000000515	07/07/2015	67.06	0.00	67.06	0.00	01	Net 30 days	123599	0000600317	Invoice	<input type="checkbox"/>	08/06/2015	TORONTO Jackson Fitness Center - TO
0000000511	07/07/2015	1,551.77	0.00	1,551.77	0.00	01	Net 30 days	123588	0000600316	Invoice	<input type="checkbox"/>	07/07/2015	
0000000510	07/07/2015	761.05	0.00	761.05	0.00	01	Net 30 days	123556		Service Charge	<input type="checkbox"/>	03/16/2015	
0000000651	04/18/2015	1,904.00	0.00	1,904.00	0.00	02	2% 10 days	124859	0000600348	Invoice	<input type="checkbox"/>	04/28/2015	
0000000650	04/18/2015	820.96	0.00	820.96	0.00	01	Net 30 days	124645	0000600347	Invoice	<input type="checkbox"/>	05/18/2015	
0000000649	04/18/2015	2,714.88	0.00	2,714.88	0.00	02	2% 10 days	124599	0000600346	Invoice	<input type="checkbox"/>	04/28/2015	TORONTO Jackson Fitness Center - TO

Total Balance 7,343.84  
Remaining 7,343.84  
**Total Amount 0.00**

Payment is shown first with the invoices indented below. This makes it very clear what invoices the payment included.

**Expand All** – Expands the links for all transactions so as to see the invoices and related payment.

**View Journal Entry** – Views the journal entry of the highlighted transaction.

**View Invoice** – Views the invoice for the highlighted transaction.

## Notes

**Notes** – Any number of notes can be added to accounts receivable.

## Attachments

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

## User Defined

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

# AR Entry

## Accounts Receivable Entry

Receiveable Entry - JACK225 Jackson Fitness Center

Post Entry

Type: Invoice (dropdown menu open showing: Credit Memo, Debit Memo, Invoice, Payment, Service Charge, Write Off)

Customer: Jackson Fitness Center

Date:

Terms: 2% 10 days

Transaction no.: 0000000653 ☒ Post automatically

Reference no.: 543646

Customer PO: 15579

Memo:

G.S.T.	56.20	Subtotal	1,124.00
BC P.S.T.	78.68	Total	1,258.88

All amounts in currency

**Type** – AR entry can be one of 6 types.

- Credit Memo
- Debit Memo
- Invoice
- Payment
- Service Charge
- Write Off

**Customer** – Select a vendor to post to.

**Date** – The date for the transaction.

**Terms** – The terms given for this invoice.

**Transaction no.** – The assumed GL transaction number. If another transaction is posted after this number is assigned, then the transaction will be given the next available number.



**Post Automatically** – If checked the entry will post using the default accounts set in company settings or the customers default sales account. If unchecked the user can redirect all of the entry except the amount posted to accounts receivable.

**Reference no.** – Usually the invoice number.

**Customer PO** – Customer's purchase order number,

**Memo** – The user can enter a memo for this entry.

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

**Tax2** – Tax 2 for this transaction that is automatically calculated based on how taxes are set for this customer.

**Subtotal** – Total before taxes.

**Total** – Total of the entry including taxes.

# Processing Payments

Accounts Receivable - Jackson Fitness Center

Open Customer Apply Finance Charges

Customer JACK225 Jackson Fitness Center

Billing Address: 2018 No. 3 Road, Richmond, BC V6X 2B8

Phone: (604) 249-0735 Ext. Fax: ( ) -

Contact: Name Jason Fallon, Email jfallon@jacksonfitness.net, Phone ( ) - Ext. Fax/Cel ( ) -

Info: Last invoice 04/18/2015, Credit limit 30,000.00, Average days to pay 0, Terms 2% 10 days

Open Items Notes Attachments

Transaction No Date

<input checked="" type="checkbox"/>	0000000388	03/16/2015
<input checked="" type="checkbox"/>	0000000510	07/07/2015
<input checked="" type="checkbox"/>	0000000511	07/07/2015
<input checked="" type="checkbox"/>	0000000512	07/07/2015
<input checked="" type="checkbox"/>	0000000515	07/07/2015
<input checked="" type="checkbox"/>	0000000648	04/18/2015
<input type="checkbox"/>	0000000649	04/18/2015
<input type="checkbox"/>	0000000650	04/18/2015
<input type="checkbox"/>	0000000651	04/18/2015

Post Entry

Type Payment Method Cash and Cheque Receipts

Customer JACK225 Jackson Fitness Center

Date 04/18/2015

Terms

☒ Print receipt ☒ Post automatically

Transaction no. 0000000652 Reference no. 23455

Memo

Total 3,102.36

All amounts in currency

Total Balance 8,066.32 Remaining 4,963.96 Total Amount 3,102.36

**Type** – Hard coded with “Payment”.

**Customer** – If done from inside AR for an existing customer this will be the customer’s code and it is not editable.

**Date** – Date for the payment.

**Terms** – Grayed out for payments

**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.

**Reference** – Usually the customers check number or if paid by credit card the user can enter Mastercard or Visa.

**Bank Account** – Selects 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.

**Post automatically** – If checked then the journal entry will be posted without the user editing it. If unchecked then the user will be given the opportunity to edit it before posting. The ability to edit the posting is a user security setting in Users/General

**Total** – The amount being paid. It is the sum of the transactions selected for payment, but the user can override the total and the partial payment will be applied..

## AR – Included Reports

---

- Accounts Receivable List
- Customer Payments List
- Customer Statement
- Customer Statement Detailed
- Invoice

# Vendor

## Vendor List

The vendor list shows all vendors by default but the user can set filters and layouts to customize the view as they require.

Filters <input type="text"/>											
Export + ✎ ✕ 🖨											
Vendor No.	Name	Contact #1	Email	Address 1	City	Postal Code	Province	Country	Phone	Balance	Terms Description
ACME	ACME Systems Inc	Bill Jonder	bjonder@acmesys.ne	500 - 44882 Saperton St	Port Moody	V5T 5Y6	BC	CAN	(604) 555-7892...	-536.54	
EMHEDE	Empire Health Distribution			585 Fernand Street	Toronto	M2W 5T2	ON	CAN	(416) 563-4585...	7,339.00	Net 60 Days
FIDEBU	Fitness Development Equipment	Bill Smith		3455 Ferdale Street	Burnaby	V5M 8V8	BC	CAN	(604) 443-4890...	8,068.48	Net 60 Days
FORFOO	Forester Food Ingredients	Darren Hensen	dhenson@foresterFoods.ou	54789 Trent Street	Toronto	M7Y H6H	ON	CAN	(905) 555-7788...	1,000.00	
INSPIRE	Inspire China				Toronto		ON	CAN		32,030.36	Net 60 Days
INTEK	International Technology	Sally Lear	sallyl@intek.ce	100 - 8855 Olson	Calgary	T5G6Y6	AB	CAN	(403) 555-7896...	36,462.94	
MOESYS	Moet Systems	Paul Hop	phope@moen.ci	77119 232nd Street	Aldergrove	V4E2E4	BC	CAN	(604) 555-7228...	0.00	
NATPRO	National Equipment	George Colot	gcolot@natpro.be	1677 Bwer Ave	Toronto	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
OMELEE	Omega Electronics Inc	Abbie Elson	aellson@omega.da	1000 - 600 West Georgia Street	Vancouver	V7Y6K7	BC	CAN	(604) 555-4422...	1,921.04	
ROGCAN	Rogue Canada		meet@roguecanada.ca	4242 - 99 Street	Edmonton	T6E 5B3	AB	CAN	(780) 988-9668...	3,306.44	Net 60 Days
SPEGAM	Specialty Games LLC			33612 S. Fifth Avenue	Honolulu	96813	HI	USA	(180) 855-5789...	-38.95	
SPRFIT	Springfield Fitness	Albert Namton	anamton@springfit.to	3477 Kingston	New York	10007	NY	USA	(588) 964-2596...	22.40	
STRING	Strategic Ingredients	Sam Wheely	swheely@strategicFood.vc	6297 Stern Ave	Vancouver	V5T 7G6	BC	CAN	(604) 555-7822...	41,539.05	
WALECHI	Walechi Equipment Ltd	John Simpson	jsimpson@walechi.ca	7711 4th Ave	Mississauga	L4V9V9	ON	CAN	(905) 738-5555	0.00	

## Add/Edit Vendor

To add a vendor, click the + (add) button and to edit an existing vendor click the vendor in the vendor list and click the edit icon.

## Addresses

Vendor - FIDEBU

Vendor No. FIDEBU Name Fitness Development Equipment ☐ On Hold Status Active

Addresses General Billing Purchases Accounts Payable Vendor Prices Purchase Orders Purchase History

Billing Address Remit to

Address Sales Taxes Order Defaults Communication Attachments User Defined

Contact Information

Address 3455 Ferdale Street

Map

City Burnaby

Postal Code V5M 8Y8 Province BC

Country Canada

Phone (604) 443-4890 Ext. #

Fax (604) 443-4489 #

☐ Hold Address

Contact #1 Contact #2 Contact #3

Name Bill Smith

Phone ( ) - Ext. #

Fax/Cell ( ) - #

Email bsmith@fitdev.com

Internet Addresses

Email >

Website >

Created by SS on 10/1/2014 2:39:35 PM Modified by SS on 4/6/2016 7:39:22 AM

**Vendor No** – Select a unique code for this vendor

**Name** – Enter the vendors legal name




**On Hold** – Holds the vendor so no transaction can be entered

**Status** – Active or Inactive. Inactive hides the vendor from display unless the user has 'Show inactive Vendors' set on in [User Settings/vendors](#).

**Billing Address** – The company billing address and contact information. Contacts 1 – 3 labels can be renamed to something that makes sense in [Company Settings/Vendor](#)

**Remit to** – The name and address that will print on checks if Remit to exists. To add a 'Remit to' click the + at 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.

## Sales Tax Tab

Address   Sales Taxes   Order Defaults   Communication   Attachments   User Defined				
Sales Taxes				
Tax Code		Description	Rate	
1		G.S.T.	5.0	
2		P.S.T.	7.0	
3			0.0	


**Tax1** – Select a tax from list that was created in Edit/Sales Taxes

**Tax2** – Select a tax from list that was created in Edit/Sales Taxes

**Tax3** – Select a tax from list that was created in Edit/Sales Taxes

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

## Order Defaults

Address   Sales Taxes   Order Defaults   Communication   Attachments   User Defined	
Order Defaults	
Shipping Method	<input type="text"/> 

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

## Communications

Address		Sales Taxes		Order Defaults		Communication		Attachments		User Defined	
Filters		<input type="text"/>		Export							
Attention	Subject	Created Date	Created By	Due Date	Completion Date	Display Type					
Alert	PO minimum \$5,000	4/6/2016	SS			Purchase Order					

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

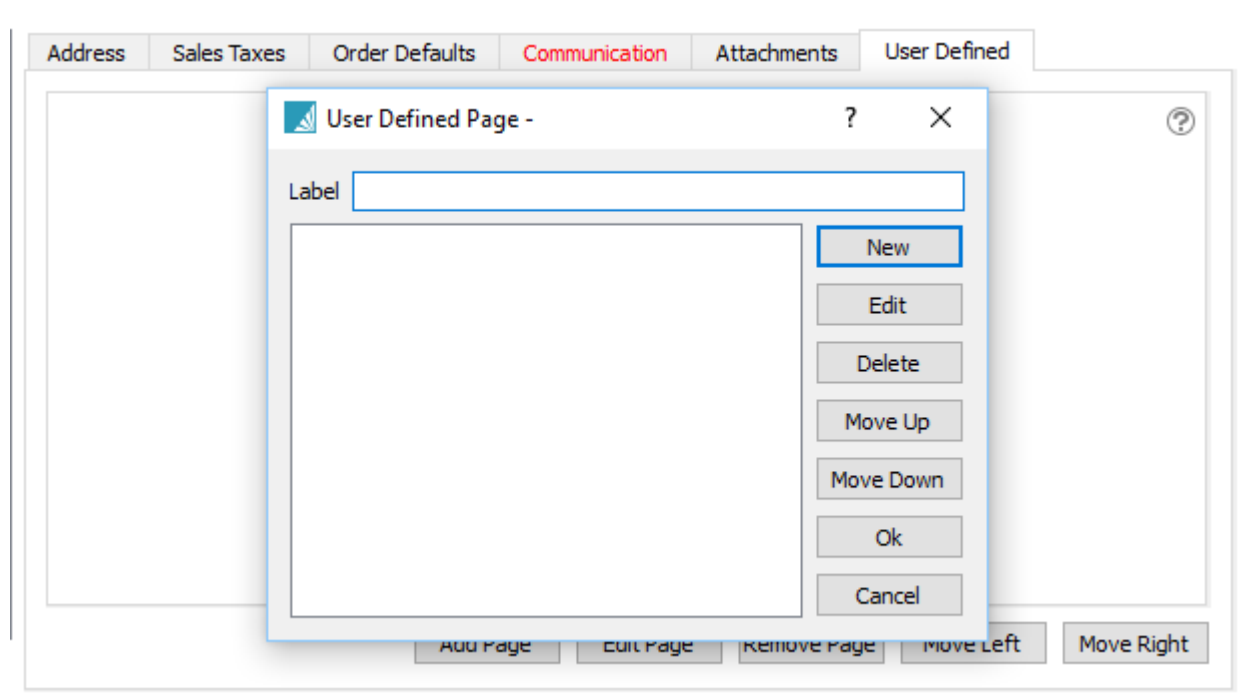
## Attachments

Address		Sales Taxes		Order Defaults		Communication		Attachments		User Defined	
Subject	Document Type	Document Path				User Added	Date Added				
Warehouse Location		https://www.google.ca/maps/place/1234+Knight+				SS	2016-04-06				

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



## User Defined (UDF)



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

## General

Vendor - FIDEBU

Vendor No. FIDEBU Name Fitness Development Equipment ☐ On Hold Status Active

Addresses General Billing Purchases Accounts Payable Vendor Prices Purchase Orders Purchase History

User Defined Fields

Notes Always place order with Bill

Buyer Jerry

Purchase Order Defaults

Payment Terms 03 Net 60 Days

Reporting

☒ Print CPRS (T5018/T1204)

CPRS Identification Type Business Number

CPRS Identification

**Notes** – A note that will appear on the PO in yellow. Use this for one important note about the vendor.

**Buyer** – The company buyer that is in charge of purchases for this vendor

**Payment Terms** – Default payment terms for this vendor. This can be changed on each PO or when processing the accounts payable.

**Print CPRS (T5018/T1204)** – If the vendor is a contractor and the company needs to report their income to the government then check this option.

**CPRS Identification Type** – Select either Business number or Social Insurance Number

**CPRS Identification** – The actual business number or social insurance number

## Billing

The screenshot shows the 'Vendor - FIDEBU' window with the 'Billing' tab selected. The window title bar includes standard OS controls (minimize, maximize, close) and a toolbar with icons for save, print, delete, and navigation. The main form area contains the following fields and options:

- Vendor No.:** FIDEBU
- Name:** Fitness Development Equipment
- On Hold:** ☐
- Status:** Active (dropdown menu)
- Tabs:** Addresses, General, **Billing**, Purchases, Accounts Payable, Vendor Prices, Purchase Orders, Purchase History
- GL Accounts:**
  - Payables:** 21120 (search icon) Accounts Payable
  - Expense:** 11300 (search icon) Inventory at Cost - General
  - ☒ Print Cheques
  - ☐ Use Remit To
- Account:**
  - Account No:** [empty field]
  - Credit Limit:** [empty field] 0
  - Currency:** (search icon) Canadian dollars

At the bottom of the window, a status bar reads: Created by SS on 10/1/2014 2:39:35 PM Modified by SS on 4/6/2016 7:17:34 AM

**Payables** – The GL payables account that will be used to post for this vendor. Once posted to this account cannot be edited.

**Expenses** – The default expense account for this vendor. This can be edited at time of entering a AP entry. This is not used for purchase orders

**Print Checks** – Select if cheques are printed for this vendor. When a payment is issued in accounts payable

they the next available check number will be presented. If they are paid by another means leave it unchecked.

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

**Account No** – The companies account number with this supplier.

**Credit Limit** – The AP limit allowed for this vendor,

**Currency** – What currency this vendor bill in. Once posted to the currency cannot be changed, The code show blank if the currency is in base.

## Purchases

Vendor - FIDEBU

Vendor No. FIDEBU Name Fitness Development Equipment ☐ On Hold Status Active

Addresses General Billing **Purchases** Accounts Payable Vendor Prices Purchase Orders Purchase History

**Summary**

Present Balance 20,624.80 Last payment ref. 0000024682 Last payment date 4/5/2016

Current P.O. number 0000700050

**Purchases**

Year-to-date 41,554.05 Last Year 0

**Present Balance** – What is presently owed to the vendor

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

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

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

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

**Last Year** – Last years purchases to this vendor

## Accounts Payable

Vendor - FIDEBU

Vendor No. FIDEBU Name Fitness Development Equipment ☐ On Hold Status Active

Addresses General Billing Purchases Accounts Payable Vendor Prices Purchase Orders Purchase History

Transaction No	Date	Debit	Credit	Applied	Balance	Terms Desc.	Purchase No	Reference No	Due Date	Type
<input checked="" type="checkbox"/> 0000000379	3/14/2015	0.00	3,702.16		3,702.16	Net 60 Days	0000700023	9226	5/13/2015	Invoice
<input checked="" type="checkbox"/> 0000000428	7/6/2015	0.00	4,366.32		4,366.32	2% 10 days	0000700016	48783	7/16/2015	Invoice
<input type="checkbox"/> 0000000578	9/16/2015	0.00	8,120.00		8,120.00	Net 60 Days	0000700034	113344	11/15/2015	Invoice
<input type="checkbox"/> 0000000579	2/19/2016	0.00	1,973.44		1,973.44	Net 60 Days	0000700041	23456	4/19/2016	Invoice
<input type="checkbox"/> 0000000580	4/4/2016	0.00	1,231.44		1,231.44	2% 10 days	0000700045		4/14/2016	Invoice
<input type="checkbox"/> 0000000581	3/16/2016	0.00	1,231.44		1,231.44	Net 60 Days	0000700050	243455	5/15/2016	Invoice

Total Balance 16,188.48  
 Remaining 8,120.00 **Total Amount 8,068.48**

Created by SS on 10/1/2014 2:39:35 PM Modified by SS on 4/6/2016 6:50:04 AM

The Accounts Payable tab allows the user to do AP transactions for this vendor just as if they were in the accounts payable module. [See Accounts Payable](#) section for more details

## Vendor Prices

Vendor - FIDEBU

Vendor No. FIDEBU Name Fitness Development Equipment ☐ On Hold Status Active

Addresses General Billing Purchases Accounts Payable Vendor Prices Purchase Orders Purchase History

+ ✎ ✕ 📄 Export

Warehouse	Part No	Description	Unit of Measure	Cost Price	Vendor Part No	Start Date
VA	PRETRM935	Precor 9.35 Treadmill	EA	2,688.00	457878	9/14/2015
VA	PREEFX425	Precor EFX 425 Elliptical Fitness Crosstrainer	EA	2,105.00	ST5865	1/1/2015

Vendor Price Edit

Vendor

Inventory [VA ] PREEFX425 Precor EFX 425 Elliptical Fitness Crosstrainer

Vendor FIDEBU Fitness Development Equipment

Vendor Part No ST5865

Start Date 1/1/2015

End Date / / ☐ Automatically delete price after expiry

Details

Unit of Measure EA

Minimum Order Qty 0

Cost Price 2,105.00 ☐ Automatically update vendor cost in receiving

Variance -4.49

Quantity Breaks

Quantity	Cost Price
3.00	2,000.00
0.00	0.00
0.00	0.00

**Add** – Adds a new vendor price

**Edit** – Edits a vendor price

**Delete** – Deletes a vendor price

**Export** – Exports vendor prices

**Inventory** – Inventory Code

**Vendor** – Vendor

**Vendor Part No** – Vendor part numbers that will be printed on the purchase order if it exists,

**Start Date** – Date to start this price. Note that overlapping dates cannot exist.

**End Date** – Date to end this price

**Automatically delete prices after expiry** – Delete this record once the end date is reached

**Unit of Measure** – UOM for this price

**Minimum Order Qty** – Minimum quantity the vendor will allow this item to be purchased in. When the item is added to a purchase order this amount will be added to at minimum.

**Cost Price** – Cost for this item

**Variance** – Difference between this cost and the items current cost.

**Automatically update vendor cost in receiving** – When the PO is received and the cost is different than this record, this cost will be updated.

**Quantity breaks** – Breaks in prices can be added for various quantities.

## Purchase Orders

Vendor - FIDEBU

Vendor No. FIDEBU Name Fitness Development Equipment ☐ On Hold Status Active

Addresses General Billing Purchases Accounts Payable Vendor Prices Purchase Orders Purchase History

Filters Search Export + - Print Next Phase Refresh Prices

Order No	Status	Order Date	Required Date	Received Date	Sub Total	Received Amount	Remaining Amount	Total
0000700057	Received	4/5/2016	4/5/2016	4/5/2016	10,263.00	5,376.00	4,887.00	6,021.12
0000700058	Issued	4/5/2016	4/5/2016		2,899.00	0.00	2,899.00	3,246.88
0000700059	Issued	2/9/2016	4/5/2016		8,598.00	0.00	8,598.00	9,629.76

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

## Purchase History

Vendor - FIDEBU

Vendor No.  Name  ☐ On Hold Status **Active**

Addresses General Billing Purchases Accounts Payable Vendor Prices Purchase Orders **Purchase History**

Invoices Items

Filters  Export

PO Number	Order Date	Received Date	Required Date	Ordered Value	Buyer	Ship Via	FOB
0000700016	2/16/2015	2/16/2015	2/15/2015	3,898.50			
0000700023	2/19/2015	3/14/2015	2/19/2015	3,305.50			
0000700034	3/16/2015	9/16/2015	3/16/2015	7,250.00			
0000700041	3/17/2015	9/16/2015	3/17/2015	1,762.00			
0000700045	3/17/2015	4/4/2016	3/17/2015	1,099.50			
0000700050	7/7/2015	3/16/2016	7/7/2015	1,099.50			

All of the closed purchase orders for this vendor show up in this tab. The user can sort, search, filter and export POs from this screen. They can also drill down into the PO and see the details. While viewing a PO they can copy or credit it.

Vendor - FIDEBU

Vendor No.  Name  ☐ On Hold Status **Active**

Addresses General Billing Purchases Accounts Payable Vendor Prices Purchase Orders **Purchase History**

Invoices Items

Filters  Export

PO Number	Order Date	Received Date	Product Code	Whse	Part No	Part Description	Qty Ordered	Qty Received	Unit Price	Ordered Value
0000700016	2/16/2015	2/16/2015	EQUIP	VA	PRES323	Precor S3.23 Functional Trainer	2.00	2.00	1,299.50	3,898.50
0000700016	2/16/2015	2/16/2015	EQUIP	VA	PRES323	Precor S3.23 Functional Trainer	1.00	1.00	1,299.50	3,898.50
0000700023	2/19/2015	3/14/2015	EQUIP	VA	VICELBEN	Vicore Elite Core Bench	6.00	6.00	124.00	3,305.50
0000700023	2/19/2015	3/14/2015	ACC	VA	RESCAB100	Resistance Cable 100lb Black	5.00	5.00	5.00	3,305.50
0000700023	2/19/2015	3/14/2015	ACC	VA	RESCAB30	Resistance Cable 30lb Pink	2.00	2.00	2.00	3,305.50
0000700023	2/19/2015	3/14/2015	EQUIP	VA	INSFITLEGEX	Inspire Fitness Leg Ext. Option fo...	2.00	2.00	59.00	3,305.50
0000700023	2/19/2015	3/14/2015	EQUIP	VA	SMSM5	Stairmaster StepMill SM5	1.00	1.00	2,244.00	3,305.50
0000700023	2/19/2015	3/14/2015	ACC	VA	P90XBASEDVD	P90X3 Tony Horton's Workout D...	4.00	4.00	40.00	3,305.50
0000700023	2/19/2015	3/14/2015	ACC	VA	RESCAB60	Resistance Cable 60lb Red	3.00	3.00	3.50	3,305.50
0000700034	3/16/2015	9/16/2015	ACC	VA	TRICABPR	Handle for Triple Cable (pair)	1.00	1.00	2.50	7,250.00
0000700034	3/16/2015	9/16/2015	EQUIP	VA	PREEFX222	Precor EFX 222 Elliptical Fitness C...	5.00	5.00	1,449.50	7,250.00
0000700041	3/17/2015	9/16/2015	EQUIP	VA	SMSC5	Stairmaster Stairclimber SC5	1.00	1.00	1,744.00	1,762.00
0000700041	3/17/2015	9/16/2015	ACC	VA	WODGYM	Wooden Gymnastic Ring 1.25" 3...	2.00	2.00	9.00	1,762.00

Created by SS on 10/1/2014 2:39:35 PM Modified by SS on 4/6/2016 7:39:22 AM

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



## Vendor – Included Reports

---

# Purchase Orders

Purchase Order - 0000700059

Open Vendor View Compact

Refresh Prices Unissue Receive Invoice Close Totals by Receiving Qty Next Phase

Main Bill To Ship To Info **Communications** Receive Order Sales History Phase User Defined Attachments Purchase History

Vendor

Vendor No. **FIDEBU** Fitness Development Equipment Notes **Always place order with Bill**

Vendor Order No. Reference No. 534846

General

Ship To Customer **JACK225** Ship Address ID **FOB**

Warehouse **VA** Buyer **Terry**

Ship Via **03** Description **Federal Express**

Order Details

Status **Issued**

PO No. 0000700059

Order Date **2/9/2016**

Required Date **4/1/2016**

Last Received **/ /**

Receive Date **4/5/2016**

Phase

Items

Serial Numbers Scan Items Comment Show UDF Receiving Labels

Part No	Description	UOM	Min Qty	Order Qty	To Date Qty	Receive Qty	Cost	Extended Cost	Duty %	Freight %
[VA ] PRETRM931	Precor 9.31Treadmill	EA	0.000	4.000	0.000	0.000	2,149.50000	8,598.00000	0.00	0.00
[VA ] PREEFX222	Precor EFX 222 Elliptical Fitness Crosstrainer	EA	0.000	2.000	0.000	0.000	1,449.50000	2,899.00000	0.00	0.00
[VA ] PRETRM933	Precor 9.33 Treadmill	EA	0.000	3.000	0.000	0.000	2,449.50000	7,348.50000	0.00	0.00
[VA ] PRETRM935	Precor 9.35 Treadmill	EA	0.000	1.000	0.000	0.000	2,688.00000	2,688.00000	0.00	0.00
[VA ] PREEFX425	Precor EFX 425 Elliptical Fitness Crosstrainer	EA	0.000	2.000	0.000	0.000	2,105.00000	4,210.00000	0.00	0.00

Available On Hand Committed Backorder On Order Expected

Total Vendor Freight 0.00 Discount 0.0 % 0.00 Subtotal 25,743.50 All amounts shown in Canadian dollars.

Landed Freight 0.00 Weight 0.00 G.S.T. 1,287.18

Landed Duty 0.00 BC P.S.T. 1,802.05

**28,832.73**

Created by SS on 4/6/2016 7:39:22 AM Modified by SS on 4/6/2016 10:48:41 AM

# Purchase Order List

<

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

**Order No** – Purchase order number. This is assigned sequentially when creating the PO. The starting number can be edited in [Company Settings/Sequence Numbers](#)

**Vendor No.** – The vendor's code

**Vendor Name** – The vendor's name

**Status** – The status on the PO. It can be:

- **Open** – This means that it is still editable and has not been sent to the vendor yet.
- **Issued** – Usually means that the vendor has received a copy of the purchase order. With the correct security permissions the user can un-issue and then edit the PO. Care should be taken to make sure the vendor has the correct copy of the PO.
- **Received** – Means that this PO has had some product received on it. It can be un-issued and edited, but the lines that have had receipts cannot be changed.

**Order Date** – The date the order was created. This date can be edited.

**Warehouse** – The warehouse the user was set to when the PO was created

**Required Date** – The date that is required for the items on the PO to arrive

**Received Date** – The date of the last receiving on this PO

**Sub Total** – The sub total of this PO before freight and taxes

**Received Amount** – The received to date value

**Remaining Amount** – The value still to be received

**Total** – The total with taxes and freight

**Reference No** – An external document number

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

**Vendor Order Number** – A confirmation number given by the vendor for this PO.

**Buyer** – The person that placed the order with the vendor.

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

**Created By** – Users initials that created this PO

**Modified By** – User initials that last edited this PO

**Terms Code** – Payment terms for this PO

**Currency** – The currency that the vendor sells product in.

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

# Purchase Order Header

## Main

Purchase Order - 0000700059

Open Vendor View Compact

Refresh Prices Unissue Receive Invoice Close Totals by Receiving Qty Next Phase

Main Bill To Ship To Info **Communications** Receive Order Sales History Phase User Defined Attachments Purchase History

Vendor

Vendor No.  Fitness Development Equipment Notes

Vendor Order No.  Reference No.

General

Ship To Customer  Ship Address ID  FOB

Warehouse  Buyer

Ship Via  Description

Order Details

Status

PO No

Order Date

Required Date

Last Received

Receive Date

Phase

**Vendor** – The vendor’s code and name

**Vendor Order Number** – A confirmation number given by the vendor for this PO.

**Notes** – This note comes from the vendor record in a field called ‘Notes’ Used for that one important item like in the example where it says “Always place order with Bill”

**Reference No** – An external document number

**Status** – The status of the PO can be:

- **Open** – This means that it is still editable and has not usually been sent to the vendor yet.
- **Issued** – Usually means that the vendor has received a copy of the purchase order. With the correct security permissions the user can un-issue and then edit the PO. Case should be taken to make sure the vendor has the correct copy of the PO.
- **Received** – Means that this PO has had some product received on it. It can be un-issued and edited, but the lines that have had receipts cannot be changed.

**PO No** – Purchase order number. This is assigned sequentially when creating the PO. The starting number can be edited in [Company Settings/Sequence Numbers](#)

**Order Date** – The date the order was created

**Required Date** – The date that is required for the items on the PO to arrive

**Last Received** – The date of the last receiving on this PO

**Receive Date** – Enter the date just before receiving the PO

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

**Ship To Customer** – The customer that this PO is being shipped to.

**Warehouse** – The warehouse the user was set to when the PO was created

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

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

**Buyer** – The person that placed the order with the vendor.

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

## Bill To

Purchase Order - 0000700059

Open Vendor View Compact

Refresh Prices Issue Receive Invoice Close Totals by Receiving Qty Next Phase

Main Bill To Ship To Info Communications Receive Order Sales History Phase User Defined Attachments Purchase History

Contact Information

Address 3455 Ferdale Street

Map

City Burnaby

Postal Code V5M 8Y8 Province BC

Country Canada

Phone (604) 443-4890 Ext. #

Fax (604) 443-4489 #

☐ Hold Address

Contact #1 Contact #2 Contact #3

Name Bill Smith

Phone ( ) - Ext. #

Fax/Cell ( ) - #

Email bsmith@fitdev.com

Internet Addresses

Email >

Website >

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

## Ship To

Purchase Order - 0000700059

Open Vendor View Compact

Refresh Prices Issue Receive Invoice Close Totals by Receiving Qty Next Phase

Main Bill To Ship To Info Communications Receive Order Sales History Phase User Defined Attachments Purchase History

Name Jackson Fitness Center

☐ Hold Address

Contact Information

Address 2018 No. 3 Road

Map

City Richmond

Postal Code V6X 2B8 Province BC

Country Canada

Phone (604) 249-0735 Ext. #

Fax ( ) - #

Contact #1 Contact #2 Contact #3

Name Jason Fallon

Phone ( ) - Ext. #

Fax/Cell ( ) - #

Email jfallon@jacksonfitness.net

Internet Addresses

Email info@jacksonfitness.net >

Website >

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

## Info

Purchase Order - 0000700059

Open Vendor View Compact

Refresh Prices Issue Receive Invoice Close Totals by Receiving Qty Next Phase

Main Bill To Ship To **Info** Communications Receive Order Sales History Phase User Defined Attachments Purchase History

Vendor

Terms 03 Net 60 Days

Account Information

Limit Unlimited 0

AP Balance

Sales Taxes

Code	Description	Rate	Exemption No
1	G.S.T.	5%	
2	P.S.T.	7%	
0		0%	

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

**Limit** – The credit limit for this vendor

**AP Balance** – How much is owed to the vendor at this time

**Tax1** – The default tax 1

**Tax2** – The default tax 2

**Tax3** – The default tax 3

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



## Communications

Purchase Order - 0000700059

Open Vendor View Compact

Refresh Prices Issue Receive Invoice Close Totals by Receiving Qty Next Phase

Main Bill To Ship To Info **Communications** Receive Order Sales History Phase User Defined Attachments Purchase History

Filters Search Export

Attention	Subject	Created Date	Created By	Due Date	Completion Date	Display Type	Assigned To	Group Type	Modified Date	Modified
Alert	Drop Ship	4/6/2016	SS						4/6/2016	SS

**Note - Drop Ship**

Insert Date/Time

Subject: Drop Ship Type:

This will be drop shipped to Jackson Fitness

Details:

Assigned To: Due Date: / /

Number: 0.000 Completed Date: / /

Reports:

Print

Where:

Display:

☒ Alert on Orders

Created by SS on 4/6/2016 10:47:50 AM Modified by SS on 4/6/2016 10:47:50 AM

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

## Receiver Order

Purchase Order - 0000700059

Open Vendor View Compact

Refresh Prices Unissue Receive Invoice Close Totals by Receiving Qty Next Phase

Main Bill To Ship To Info **Communications** Receive Order Sales History Phase User Defined Attachments Purchase History

Quantity  Part Number

Zero Qty

Whse	Part Number	Description	Order Qty	To Date Qty	Receive Qty	Cost	Extended Cost	Sell 01	Location	Vendor Part No
VA	PREEPX222	Precor EFX 222 Elliptical Fitness Crosstrainer	2.000	0.000	0.000	1,449.500	2,899.000	2,899.000		
VA	PREEFX425	Precor EFX 425 Elliptical Fitness Crosstrainer	2.000	0.000	0.000	2,105.000	4,210.000	4,399.000		ST5865
VA	PRETRM931	Precor 9.31Treadmill	4.000	0.000	0.000	2,149.500	8,598.000	4,299.000		
VA	PRETRM933	Precor 9.33 Treadmill	3.000	0.000	0.000	2,449.500	7,348.500	4,899.000		
VA	PRETRM935	Precor 9.35 Treadmill	1.000	0.000	0.000	2,688.000	2,688.000	5,699.000		457878

Available  On Hand  Committed  Backorder  On Order  Expected

Total Vendor Freight	0.00	Discount	0.0 %	0.00	<b>Subtotal</b>	25,743.50	All amounts shown in Canadian dollars.
Landed Freight	0.00	Weight		0.00	G.S.T.	1,287.18	
Landed Duty	0.00				BC P.S.T.	1,802.05	
						<b>28,832.73</b>	

Created by SS on 4/6/2016 7:39:22 AM Modified by SS on 4/6/2016 10:48:41 AM

This screen allows the user to scan in the items as they are being received. Start by clicking on “Zero Qty” to start from zero received. It will not allow a scan on an item that is not on the order, and will not allow over receiving of an item on an order. It will sound an alert by beeping in both cases. The user can enter the quantity before scanning the item. The receive quantities will all go black when the order is fully received.

## Sales History

Purchase Order - 0000700059

Open Vendor View Compact

Refresh Prices Unissue Receive Invoice Close Totals by Receiving Qty Next Phase

Main Bill To Ship To Info **Communications** Receive Order Sales History Phase User Defined Attachments Purchase History

Filters Export View Journal Entry

Invoice No	Invoice Date	Customer No.	Customer Name	Order Qty	Ship Qty	B/O	Unit Price	Extended price	Margin % (Average)	Margin % (Current)
0000600272	2/20/2015	ACCE668	Access Answering Service	1.00	1.00	0.00	3,488.00	3,488.00	50.00	50.00
0000600316	7/7/2015	JACK225	Jackson Fitness Center	2.00	0.00	2.00	2,599.00	0.00	50.00	50.00
0000600023	5/15/2014	CARE252	Care Laboratories Inc	3.00	3.00	0.00	2,500.00	7,500.00	41.00	41.00
0000600034	5/15/2014	HARV663	Harvest States Cooperative	5.00	5.00	0.00	2,500.00	12,500.00	41.00	41.00
0000600035	6/15/2014	HART426	Hartzeim, Charles J Esq	5.00	5.00	0.00	2,500.00	12,500.00	41.00	41.00
0000600067	9/20/2014	HARR652	Harris, Baum E Esq	4.00	4.00	0.00	2,500.00	10,000.00	41.00	41.00
0000600068	9/20/2014	HARV663	Harvest States Cooperative	6.00	6.00	0.00	2,500.00	15,000.00	41.00	41.00
0000600093	9/20/2014	TRAV597	Travel Resources	7.00	7.00	0.00	2,500.00	17,500.00	41.00	41.00
0000600095	9/20/2014	BEIE396	Beierle & Beierle	12.00	12.00	0.00	2,500.00	30,000.00	41.00	41.00
0000600095	9/20/2014	BEIE396	Beierle & Beierle	8.00	8.00	0.00	2,500.00	20,000.00	41.00	41.00
0000600104	11/11/2014	JANC649	Jancy Engineering Co	4.00	4.00	0.00	2,500.00	10,000.00	41.00	41.00
0000600110	11/11/2014	JACK225	Jackson Fitness Center	1.00	1.00	0.00	2,500.00	2,500.00	41.00	41.00
0000600122	12/7/2014	OPTI100	Optima Limousine Service	4.00	4.00	0.00	2,500.00	10,000.00	41.00	41.00
0000600123	12/7/2014	JANC649	Jancy Engineering Co	4.00	4.00	0.00	2,500.00	10,000.00	41.00	41.00
0000600126	12/7/2014	ELDE929	Elden H Knudson Constrcn Co	9.00	9.00	0.00	2,500.00	22,500.00	41.00	41.00
0000600132	12/7/2014	ER118	E R Partridge Inc	14.00	14.00	0.00	2,500.00	35,000.00	41.00	41.00

From this tab all of the sales history for the items on the PO are shown. This is useful to see how well the items are selling when deciding how many to purchase.

## Phase

Purchase Order - 0000700059

Open Vendor View Compact

Refresh Prices Unissue Receive Invoice Close Totals by Receiving Qty Next Phase

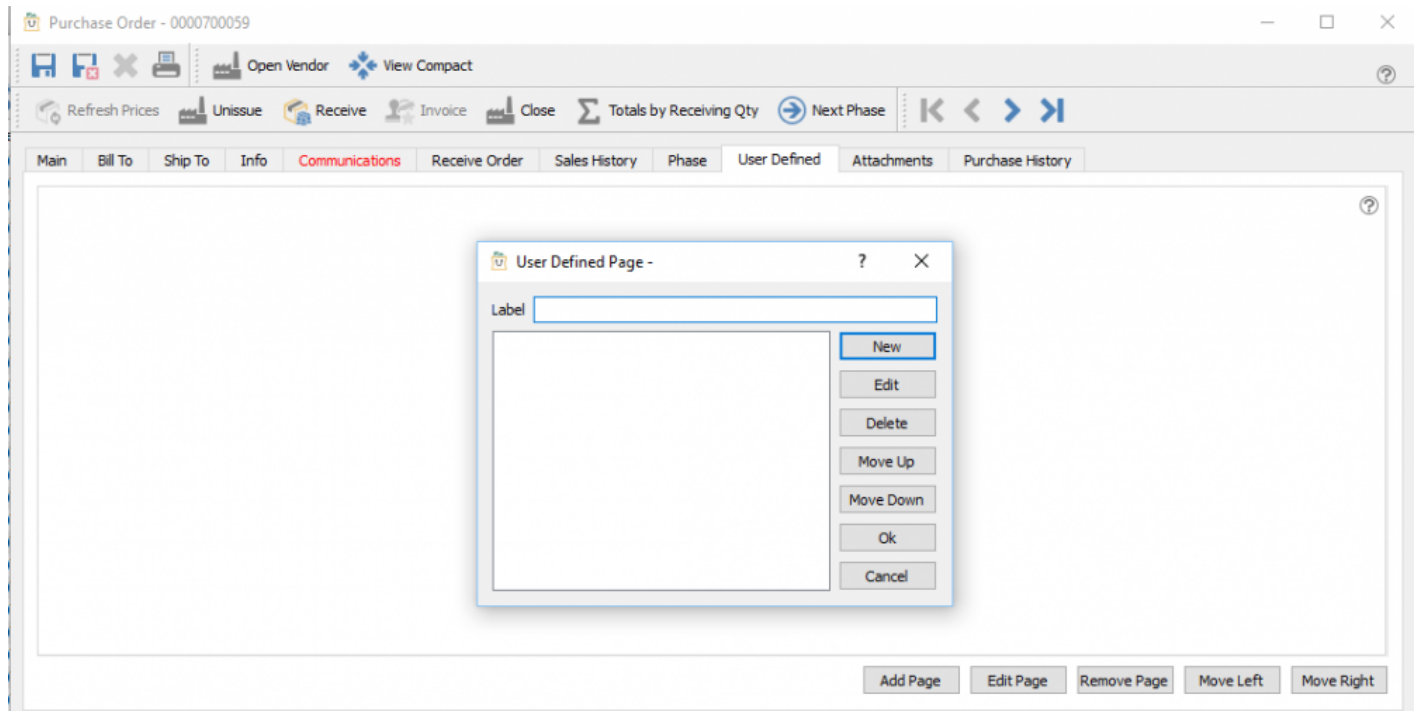
Main Bill To Ship To Info **Communications** Receive Order Sales History **Phase** User Defined Attachments Purchase History

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

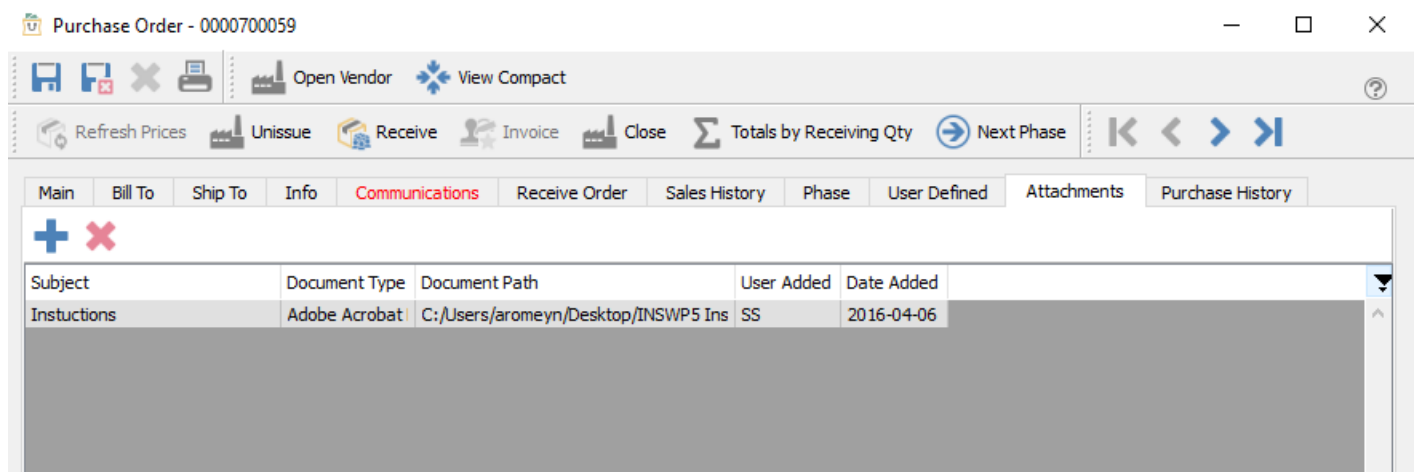
From this tab, the user can see what phases a purchase order has been in and how long it was there. The Dates and times are editable and the user can also add shipping info, reference numbers and a memo in case this PO had some sublet work done.

## User Defined

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



## Attachments



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

## Purchase History

Purchase Order - 0000700059

Open Vendor View Compact

Refresh Prices Unissue Receive Invoice Close Totals by Receiving Qty Next Phase

Main Bill To Ship To Info **Communications** Receive Order Sales History Phase User Defined Attachments **Purchase History**

Invoices Items

Filters Search Export

PO Number	Order Date	Received Date	Required Date	Ordered Value	Buyer	Ship Via	FOB	Reference
0000700016	2/16/2015	2/16/2015	2/15/2015	3,898.50				
0000700023	2/19/2015	3/14/2015	2/19/2015	3,305.50				
0000700034	3/16/2015	9/16/2015	3/16/2015	7,250.00				
0000700041	3/17/2015	9/16/2015	3/17/2015	1,762.00				
0000700045	3/17/2015	4/4/2016	3/17/2015	1,099.50				
0000700050	7/7/2015	3/16/2016	7/7/2015	1,099.50				

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

## Purchase History Details

Shows the purchase history for the items that are on this PO even if they were bought from a different vendor. This is helpful to see past cost and to make sure of getting the best deal.

Purchase Order - 0000700059

Open Vendor View Compact

Refresh Prices Unissue Receive Invoice Close Totals by Receiving Qty Next Phase

Main Bill To Ship To Info **Communications** Receive Order Sales History Phase User Defined Attachments **Purchase History**

Invoices Items

Filters Search Export

PO Number	Order Date	Received Date	Product Code	Whse	Part No	Part Description	Qty Ordered	Qty Received	Unit
0000700034	3/16/2015	9/16/2015	EQUIP	VA	PREEFX222	Precor EFX 222 Elliptical Fitness C...	5.00	5.00	1,4

# Purchase Order Details

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

Items													
<div> <span>+</span> <span>×</span> <span>🔍</span> Serial Numbers <span>📄</span> Scan Items <span>💬</span> Comment <span>📄</span> Show UDF <span>📦</span> Receiving <span>🏷️</span> Labels         </div>													
Part No	Description	Order Qty	Receive Qty	To Date Qty	Min Qty	Cost	Extended Cost	Duty %	Freight %	Freight	Duty	UOM	Vendor Part No
[VA ] PRETRM931	Precor 9.31Treadmill	4.000	0.000	0.000	0.000	2,149.50000	8,598.00000	0.00	0.00	0.00	0.00	EA	
[VA ] PREFEX222	Precor EFX 222 Elliptical Fitness Crosstrainer	2.000	0.000	0.000	0.000	1,449.50000	2,899.00000	0.00	0.00	0.00	0.00	EA	
[VA ] PRETRM933	Precor 9.33 Treadmill	3.000	0.000	0.000	0.000	2,449.50000	7,348.50000	0.00	0.00	0.00	0.00	EA	
[VA ] PRETRM935	Precor 9.35 Treadmill	1.000	0.000	0.000	0.000	2,688.00000	2,688.00000	0.00	0.00	0.00	0.00	EA	457878
[VA ] PREFEX425	Precor EFX 425 Elliptical Fitness Crosstrainer	2.000	0.000	0.000	0.000	2,105.00000	4,210.00000	0.00	0.00	0.00	0.00	EA	ST5865

Available  On Hand  Committed  Backorder  On Order  Expected



Note that the item that is highlighted on a PO shows its status in inventory. The user can see Available, On Hand, Committed, Back Ordered, On Order, and Expected Due Date.

**Add** – Adds a new line above the line that is highlighted.

**Delete** – Deletes the selected line.

**Serial Numbers** – Selects serial or lot numbers when receiving the items.

**Scan Items** – Puts the PO into scan mode so that items can be added with a bar code scanner one at a time.

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

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

**Receiving** – Clicking the receiving button allows the user to receive the complete PO. They can also select 'None' to remove the received quantity before clicking the 'receive button in the header of the PO.

**Labels** – Clicking the labels button passes the quantity received on this PO to the dialog below to print labels for the items.

- Set Quantity to one of each label
- Set quantity to on-hand for each item
- Set how many blanks to print first in case some of the labels on the sheet are used
- Once all selections are made they can print the labels required

**Items**

Serial Numbers

Part No	Qty	Part	Description	Location
[VA ] PRETRM931	2	[VA ] PRETRM931	Precor 9.31Treadmill	
[VA ] PREEFX222	2	[VA ] PREEFX222	Precor EFX 222 Elliptical Fitness Crosstrainer	
[VA ] PRETRM933	3	[VA ] PRETRM933	Precor 9.33 Treadmill	
[VA ] PRETRM935	1	[VA ] PRETRM935	Precor 9.35 Treadmill	
[VA ] PREEFX425	2	[VA ] PREEFX425	Precor EFX 425 Elliptical Fitness Crosstrainer	

Available 0.000 On Hand

Total Vendor Freight 0.00  
Landed Freight 0.00  
Landed Duty 0.00

Cost Inventory  
0000 2,149.50  
0000 1,449.50  
0000 2,449.50  
0000 2,688.00  
0000 2,105.00

2016-04-01

in Canadian dollars.

832.73

BC P.S.T. 1,802.05

Created by SS on 4/6/2016 7:39:22 AM Modified by SS on 4/11/2016 6:34:50 AM

## Detail Lines Info

**Partno** – The warehouse and part number. The item can be selected from inventory or a miscellaneous non-inventory code. Each user has a setting under [Edit/Users/Purchase Orders](#) to set permission for purchasing non-inventory items. The choices are ‘Okay, Not Allowed or Prompt’.

**Description** – Description of the item ordered that comes from inventory but is editable by the user.

**Min Qty** – The minimum quantity the vendor sells of this item.

**Order Qty** – Quantity ordered. By default this will be filled with the suggested order quantity that is calculated by “*BackOrderQty+CommittedQty+ReOrder-OnOrder-OnHand*” It will then be rounded up to the minimum order quantity.

**To Date Qty** – The quantity that have previously been received for this line of the PO.

**Receive Qty** – Quantity being received now.

**Cost** – Cost of the item.

**Inventory Cost** – Unit of measure converted cost.

**UOM** – Unit of measure of this line. Defaults to the purchase UOM but the user can select another available UOM that has a purchase UOM in inventory.

**Tax1** – Tax 1 from the vendor.

**Tax2** – Tax 2 from the vendor.

**Extended Cost** – Extended cost for this PO line.

**Duty%** – Percentage of duty used to calculate landed cost that gets posted to the accrued duty GL account setup in [Company Settings/Special Accounts](#). This is populated from the duty% in the inventory item, but can be edited by the user. If [Company Settings/Inventory/Save Landed Costs](#) is turned on, then the duty in inventory will be updated to the change that the user made.

**Duty** – Duty accrued for this line of the purchase order.

**Freight%** – Percentage of freight used to calculate landed cost that gets posted to the accrued freight GL account setup in [Company Settings/Special Accounts](#). This is populated from the freight% in the inventory item, but can be edited by the user. If [Company Settings/Inventory/Save Landed Costs](#) is turned on, then the freight in inventory will be updated to the change that the user made.

**Freight** – Freight accrued for this line of the purchase order.

**Reqd Date** – The date this line of the PO is required to be received. By default this is not printed on the PO.

**Vendor Part No** – The vendors part number for this item. On the Spire default purchase order report this code is printed instead of the inventory part number.

**Inventory GL** – The GL account that this line will be debited to. This can be edited if the user has permission.



If the user has the security setting [General Ledger/Edit Journal Entry While Posting](#) active, then they can lookup or type in a different GL account. Use caution when doing this because you are manipulating the default posting setup and if done without the correct knowledge it can produce undesirable GL results.



**Location** – The location that this item is stored in the warehouse. The user can edit this and the inventory will be updated when the PO line is received.

**Pack Size** – The standard pack size that an item is bought and or sold in. The user can edit this and inventory will be updated when the PO line is received.

**Sell Price 1** – Level 1 pricing for this item. The user can edit this and inventory will be updated when the PO line is received.

**Memo** – A memo that can be added on each line, that is not printed on the PO by default.

**Reference** – A reference that can be added on each line, that is not printed on the PO by default.

**Source Type** – If a PO was created by the requisition module this will be populated with “Inventory, Sales Order or Production Order” depending where it was requisitioned from.

**Source No** – The Sales Order or Production Order number that this line was requisitioned from.

**Customer** – The customer code for the sales order that requisitioned this PO line. This is very useful so that the person receiving this PO does not put this item on the shelf instead of putting it aside for the customer.

**Employee** – An employee can be selected from the Canadian payroll list for tracking purposes.

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

**Ship To** – The Ship To ID for the sales order where this line was requisitioned from.

**Weight** – The default weight of this item from inventory. This can be edited by the user but is not written back to inventory.

**Ext Weight** – The extended weight of this line of the PO.

## Purchase Order Footer

Total Vendor Freight	0.00	Discount	0.0 %	0.00	<b>Subtotal</b>	25,743.50	All amounts shown in Canadian dollars.
Landed Freight	0.00	Weight	5,030.00		G.S.T.	1,287.18	
Landed Duty	0.00				BC P.S.T.	1,802.05	
						<b>28,832.73</b>	
Created by SS on 4/6/2016 7:39:22 AM   Modified by SS on 4/11/2016 7:34:35 AM							

**Total Vendor Freight** – The freight that the vendor will include on their invoice. If “Enable Landed Cost” is on in [Company Settings/Inventory](#) then this cost will get included in the cost of the items received. If it is not on, then the freight amount will get posted to freight expense.

**Landed Freight** – The estimated freight that gets charged by another vendor that gets included in the cost of the items received. When the user enters the amount to the landed freight field they get prompted for how the freight should be distributed to each PO line. The choices are “Quantity, Weight or cost. The user can then edit each line of the PO if required.

**Landed Duty** -The estimated duty that gets charged by another vendor that gets included in the cost of the items received. When the user enters the amount to the landed duty field they get prompted for how the duty should be distributed to each PO line. The choices are “Quantity, Weight or cost. The user can then edit each line of the PO if required.

**Weight** – The total weight of the items on the purchase order.

**Sub Total** – The total of the PO before taxes and freight.

**Tax1** – Total of Tax 1

**Tax2** – Total of Tax 2

**Total** – Total of the purchase order.

# Processing Purchase Orders

---

A purchase order can have 4 different statuses.

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

**Issued** – Means that the vendor has received a copy of the purchase order. With the correct security permissions the user can un-issue and then edit the PO. If un-issuing a PO, care should be taken to make sure that the vendor has the correct copy of it. When the PO is issued and sent to the vendor the items on it get the 'On Order' quantity increased and the PO number gets saved to the 'PO No' field in inventory.

**Received** – Means that this PO has had some product received on it. It can be un-issued and edited, but the lines that have had receipts 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,

**Post Vendor Invoice** ? X

Expected vendor invoice amount 6,938.40

Actual vendor invoice amount 5,938.40

Vendor freight amount 0.00

G.S.T. 309.75

BC P.S.T. 433.65

Vendor invoice number

Terms

Invoice date 4 /11/2016

Due date 4 /11/2016

☒ Post automatically

\* All amounts shown in base currency

OK Cancel

Enter in the vendor's invoice number, date of the invoice and edit the terms as required. The values can also be edited but if it does not match the received amount of the PO then the difference will be posted to the 'Inventory Variance' GL account that was set in [Company Settings/Special Accounts](#).

If the user does not enter an AP invoice, the inventory GL account still gets debited, but credit goes to 'Accrued Accounts Payable' 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.

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



## PO – Included Reports

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# Accounts Payable

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## Video Instruction – Accounts Payable



# Accounts Payable List

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

<div> <div> <div>+</div> <div>✎</div> </div> <div>Batch</div> <div> <div>↺</div> <div>↻</div> </div> <div>Filters</div> <div>Search</div> <div> <div>↑</div> <div>Export</div> </div> <div> <div>🖨</div> </div> <div>?</div> </div>															
Vendor No.	Name	Current	Future	Over 30	Over 60	Over 90	Over 120	Balance	Account	City	Province	Postal Code	Phone	Fax	Terms
ACME	ACME Systems Inc	536.54	0.00	0.00	0.00	0.00	0.00	536.54		Port Moody	BC	V5T 5Y6	(604) 555-7892 Ext. 0000		
EMHEDE	Empire Health Distribution	0.00	0.00	0.00	0.00	7,339.00	0.00	7,339.00		Toronto	ON	M2W 5T2	(416) 563-4585 Ext. 0000	(416) 563-4586	03
FIDEBU	Fitness Development Equipment	0.00	794.00	0.00	0.00	0.00	0.00	794.00		Burnaby	BC	V5M 8Y8	(604) 443-4890 E t. 0	(604) 443-4489	03
FORFOO	Forester Food Ingredients	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00		Toronto	ON	M7Y H6H	(905) 555-7788 Ext. 0000		
INTEK	International Technology	0.00	111.00	36,462.94	0.00	0.00	0.00	36,573.94		Calgary	AB	T5G6V6	(403) 555-7896 Ext. 0000		
NATPRO	National Equipment	0.00	1,234.00	0.00	0.00	0.00	39.00	1,273.00		Toronto	ON	M6V8D5	(416) 555-1889 Ext. 0000		
NOLIFI	Northern Lights Fitness Products Inc.	0.00	1,122.00	0.00	0.00	6,787.00	0.00	7,909.00		Cornwall	ON	K6H 5V7	(800) 461-1709 Ext. 0000		03
OMELEE	Omega Electronics Inc	0.00	0.00	0.00	0.00	921.04	1,000.00	1,921.04		Vancouver	BC	V7Y6K7	(604) 555-4422 Ext. 0000		
ROGCAN	Rogue Canada	0.00	0.00	1,996.01	0.00	1,310.43	0.00	3,306.44		Edmonton	AB	T6E 5B3	(780) 988-9668 Ext. 0000		03
SPEGAM	Specialty Games LLC	0.00	0.00	0.00	0.00	-38.95	0.00	-38.95		Honolulu	HI	96813	(180) 855-5789 E9t. 0000		USD
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.



# Vendor Open Items

Accounts Payable - Nestors Fitness Products Inc.

Open Vendor

Vendor: NOLIFI Nestors Fitness Products Inc. Currency: [ ]

Billing Address: 5668 Seventh Cornwall, ON K6H 7H6 Phone: (800) 777-5577 Ext. [ ] Fax: ( ) - [ ]

Contact: Name: Gerry Alston Phone: (416) 555-4789 Ext. [ ] Email: galston@inesfit.das Fax/Cell: ( ) - [ ]

Info: Last payment: 03/08/2015 Credit limit: 0.00 Purchases year to date: 33,565.3

Open Items Notes Attachments User Defined

Transaction No Date Debit Credit Applied Balance Terms Code Terms Desc Purchase No Reference No Type Void Payment Hold Due Date Memo User

<input checked="" type="checkbox"/>	0000000432	07/06/2015	0.00	6,787.00	6,787.00	02	2% 10 days		98765	Invoice	<input type="checkbox"/>	<input type="checkbox"/>	07/16/2015	SS
<input type="checkbox"/>	0000000589	04/11/2016	0.00	122.00	122.00	03	Net 60 Days			Invoice	<input type="checkbox"/>	<input type="checkbox"/>	06/10/2016	SS
<input checked="" type="checkbox"/>	0000000590	04/11/2016	0.00	1,000.00	1,000.00	03	Net 60 Days			Invoice	<input type="checkbox"/>	<input type="checkbox"/>	06/10/2016	SS
<input checked="" type="checkbox"/>	0000000628	03/09/2016	0.00	4,480.00	4,480.00	02	2% 10 days	0000700040	3445	Invoice	<input type="checkbox"/>	<input type="checkbox"/>	03/19/2016	SS
<input type="checkbox"/>	0000000629	04/06/2016	0.00	5,038.32	5,038.32	03	Net 60 Days	0000700051	3499	Invoice	<input type="checkbox"/>	<input type="checkbox"/>	06/05/2016	SS

Total Balance 17,427.32  
Remaining 5,160.32 **Total Amount 12,267.00**

## Header

**Open Vendor** – Allows the user to open the vendor to see all information including purchase orders not yet closed.

**Navigation** – Navigates from vendor to vendor in the order that the list AP list was in.

**Contact Info** – Shows the vendors current contact, credit and year to date purchases.

## Items

**Refresh** – Refreshes any new entries other users have posted.

**Print** – Prints report with the [template of 'Accounts Payable'](#)

**Add** – Adds an entry to the vendors AP.

**Apply** – Applies payments or vendor credits to an invoice.

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

**Hold** – Holds an invoice so it cannot be paid.

# AP Entry

## Accounts Payable Entry

Payable Entry - NOLIFI Nestors Fitness Products Inc.

Post Entry

Type: **Invoice** (dropdown menu: Invoice, Vendor Credit, Vendor Debit, Invoice, Payment) ☐ One Time Vendor

Vendor: **Nestors Fitness Products Inc.** (search icon)

Date: **04/18/2016** (search icon)

Transaction no.: **0000000633** ☒ Post automatically

Reference no.: **232435**

Purchase no.:

Terms: **03** (search icon) **Net 60 Days**

Due date: **06/17/2016** (search icon)

GL account: **11300** (search icon) **Inventory at Cost - General**

Memo:

G.S.T.	55.89	Subtotal	1,117.86
BC P.S.T.	78.25	Total	1,252.00

All amounts in base currency

**Type** – AP entry can be one of 4 types.

- Vendor Credit
- Vendor Debit
- Invoice
- Payment

**Vendor** – Select a vendor to post to.

**Date** – The date for the transaction.

**Transaction no.** – The assumed GL transaction number. If another transaction is posted after this number is assigned, then the transaction will be given the next available number.

**Reference no.** – Usually the vendors invoice number.

**Terms** – The terms given for this invoice.

**Due Date** – The due date for this invoice that is automatically calculated based on the terms selected above.

**GL Account** – The default GL account that was set for this vendor.

**Memo** – The user can enter a memo for this entry.

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

**Tax2** – Tax 2 for this transaction that is automatically calculated based on how taxes are set for this vendor.

**Subtotal** – Total before taxes.

**Total** – Total of the entry including taxes.

# One Time Vendors

## Misc Payments

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

**Payable Entry - None**

**Post Entry**

Type: **Invoice**

☐ Existing Vendor ☒ One Time Vendor

One Time Vendor Address

Name: Angelo's Pizza

Address: 35363 First Ave

City: Vancouver

Postal Code: V5T6T6 Province: BC

Country: Canada

Date: 04/18/2016

Cheque no.: 0000024688 ☒ Print cheque

Transaction no.: 0000000633 ☒ Post automatically

Reference no.: Pizza

Purchase no.:

Terms:

Due date: / /

GL account: 82385 Meals & Entertainment

Memo: Pizza for Inventory Count

G.S.T.	12.11	Subtotal	242.14
BC P.S.T.	0.00	Total	254.25

All amounts in base currency

In addition to the info for a regular vendor the user also enters the vendor address.



Note – A vendor will be created with a numeric sequence number. These miscellaneous vendors can be filtered out so they are not seen on the list. If the vendor is used again there is no need to use this one-time option.

# Processing Payments

Accounts Payable - Nestors Fitness Products Inc.

Vendor: NOLIFI | Nestors Fitness Products Inc. | Currency: [ ]

**Billing Address**  
 Address: 5668 Seventh Cornwall, ON K6H 7H6  
 Phone: (800) 777-5577 Ext. [ ]  
 Fax: ( ) - [ ]

**Contact**  
 Name: Gerry Alston | Phone: (416) 555-4789 Ext. [ ]  
 Email: galston@nesfit.das | Fax/Cel: ( ) - [ ]

**Info**  
 Last payment: 03/08/2015  
 Credit limit: 0.00  
 Purchases year to date: 33,565.3

Open Items | Notes | Attachments | User Defined

Payment

**Payable Entry - NOLIFI Nestors Fitness Products Inc.**

Type: Payment  
 Vendor: NOLIFI | Nestors Fitness Products Inc.  
 Date: 04/18/2016  
 Cheque no.: 0000024688 | ☒ Print cheque  
 Transaction no.: 0000000633 | ☒ Post automatically  
 Reference no.: [ ]  
 Terms: [ ]  
 Bank account: 11120 | RBC Bank  
 Memo: [ ]

Subtotal: 12,389.00  
 Total: 12,389.00  
 All amounts in base currency

**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

**Check 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'

**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.

**Reference** – Grayed out for payments.

**Terms** – Grayed out for payments

**Bank Account** – Select the bank account for this payment. Uses the default account set in Company Settings/Special Accounts.

**Memo** – A memo can be added for this payment.

**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. The user can override the check number and then next time a check is printed it will use the next one after the edited number.

**Post automatically** – If checked then the journal entry will be posted without the user editing it. If unchecked then the user will be given the opportunity to edit it before posting. The ability to edit the posting is a user security setting in Users/General.











## AP – Included Reports

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# Batch Payables

## Batch Payables List

AP Batches							
  Filters <input type="text" value="Search"/>  Export     							
ID	Date	Due By	Currency	Total	Payment Account	Note	User
1	04/18/2016			43,801.94	11120	Due now	SS
2	04/18/2016			58,609.07	11120	Due Next Week	SS
3	04/18/2016			34,898.96	11120	Due end of month	SS
4	04/18/2016		USD	698.40	11120	USD - Due now	SS

**Batch ID** – The batch number.

**Date** – Date the batch was created.

**Due By** – The due date of the batch if selected.

**Currency** – The currency of the batch. Note that currencies cannot be mixed.

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

**Payment Account** – The GL account for this batch. If the batch is in a foreign currency then the currency will be appended to the account shown.

**Note** – A note that the user can add to the batch for the reviewer.

**User** – The user that created the batch.

## Creating a Batch

AP Batch - 2

Load Payables Select All Due Discounts Post Open Vendor View Invoice

Due By: // Currency: Payment Account: 11120 Starting Cheque No: 24688 Note:

Pay	Take Discount	Discount	Pay Amount	Balance	Type	Vendor No	Vendor Name	Date	Due Date	Terms Code	Terms Desc.	Hold	Transaction No	Purchase No	Reference No	Memo
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	536.54	536.54	Invoice	ACME	ACME Systems Inc	10/09/2015	10/09/2014			<input type="checkbox"/>	0000000241	0000700007	11112	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	921.04	921.04	Invoice	OMEELE	Omega Electronics Inc	07/07/2015	07/07/2015			<input type="checkbox"/>	0000000514	0000700012		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	26.21	1,310.43	1,310.43	Invoice	ROGCAN	Rogue Canada	07/06/2015	07/16/2015	02	2% 10 days	<input type="checkbox"/>	0000000429	0000700024	5678	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	135.74	6,787.00	6,787.00	Invoice	NOLIFI	Nestors Fitness Products Inc.	07/06/2015	07/16/2015	02	2% 10 days	<input type="checkbox"/>	0000000432		98765	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	41,539.05	41,539.05	Invoice	STRING	Strategic Ingredients	09/09/2015	09/09/2015			<input type="checkbox"/>	0000000530	0000700055	6808776	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	1,996.01	1,996.01	Invoice	ROGCAN	Rogue Canada	09/17/2015	11/16/2015	03	Net 60 Days	<input type="checkbox"/>	0000000555	0000700052	3456789	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	89.60	4,480.00	4,480.00	Invoice	NOLIFI	Nestors Fitness Products Inc.	03/09/2016	03/19/2016	02	2% 10 days	<input type="checkbox"/>	0000000628	0000700040	3445	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	211.68	0.00	10,584.00	Invoice	STRING	Strategic Ingredients	04/14/2016	04/24/2016	02	2% 10 days	<input type="checkbox"/>	0000000599	0000700072	46567	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	0.00	5,038.32	Invoice	NOLIFI	Nestors Fitness Products Inc.	04/06/2016	06/05/2016	03	Net 60 Days	<input type="checkbox"/>	0000000629	0000700051	3499	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	1,000.00	1,000.00	Invoice	NOLIFI	Nestors Fitness Products Inc.	04/11/2016	06/10/2016	03	Net 60 Days	<input type="checkbox"/>	0000000590			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	0.00	122.00	Invoice	NOLIFI	Nestors Fitness Products Inc.	04/11/2016	06/10/2016	03	Net 60 Days	<input type="checkbox"/>	0000000589			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	0.00	794.00	Invoice	FIDEBU	Fitness Development Equipment	04/14/2016	06/13/2016	03	Net 60 Days	<input type="checkbox"/>	0000000619	0000700073		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	39.00	39.00	Invoice	NATPRO	National Equipment	03/08/2015				<input type="checkbox"/>	0000000352			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	0.00	1,000.00	Invoice	OMEELE	Omega Electronics Inc	03/08/2015				<input type="checkbox"/>	0000000355			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	0.00	1,000.00	Invoice	FORFOO	Forester Food Ingredients	09/11/2015				<input type="checkbox"/>	0000000543			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	0.00	1,234.00	Invoice	NATPRO	National Equipment	04/14/2016				<input type="checkbox"/>	0000000608			

All amounts shown in base currency.

**58,609.07**

Created by SS on 04/18/2016 11:32:13 AM Modified by SS on 04/18/2016 11:40:04 AM

## Batch Payables Header

**Save** – Saves current batch.

**Save and Close** – Saves the batch and returns to the AP batch list.

**Delete** – Deletes the batch.

**Print** – Prints reports with [template of 'AP Batch'](#)

**Load Payables** – Loads all payables that are not yet in a saved batch.

**Select All Due** – Puts a check mark on all invoices that are due today or earlier.

**Discounts** – Adds a check to the discount field and applies the discount amount. The user can select from:

- Take Expired Discounts
- Take Available Discounts
- Don't Take Discounts



Note- The user can edit the discount even if the terms did not offer one.

**Post** – Posts payments and prints cheques.

**Open Vendor** – Opens this vendor so the user can look at other information like open purchase orders and purchase history.

**View PO** – View the purchase order that is associated with this amount.

**Due By** – When the invoice is due for payment.

**Currency** – The currency of the invoice.



Note that currencies cannot be mixed in a batch.

**Payment Account** – The GL account (usually a bank account) being used for this payment. All payments in the batch must come from the same account.

**Starting Check Number** – The next cheque number in the sequence. This number comes from the GL account but can be overridden.

**Note** – A note that gets saved with the batch usually for the reviewer. For example *'All payments due this week'*

## Batch Payables Details

**Pay** – Check to pay this invoice.

**Take Discount** – When checking the invoice to pay, the discount will automatically be taken if the discount is within the terms. The user can also take the discount if the discount terms have expired.

**Discount** – The amount of the discount. If the terms have a discount applied this will be populated when selected. The user can also override or enter a manual discount.

**Pay Amount** – Amount that will be paid after discount.

**Balance** – The outstanding amount of the invoice before discount.

**Type** – Invoice, credit memo, debit memo or payment..

**Vendor No** – The vendor code.

**Vendor Name** – The Vendor's name.

**Date** – The date of the invoice.

**Due Date** – The due date of the invoice.

**Terms Code** – The terms code for the invoice.

**Terms Desc.** – The description of the terms.

**Hold** – Shows if the invoice is on hold and cannot be paid.

**Transaction No** – The GL transaction number for the invoice.

**Purchase No** – The PO number for the invoice.

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

**Memo** – The memo that was put on the transaction.

## Printing Checks

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

AP Batch - 2

Load Payables
 Select All Due
 Discounts
 Post
 Open Vendor
 View Invoice

Due By:  / /

Currency:

Payment Account:  11120

Starting Cheque No:  24689

Note:  Due Next Week

<input type="checkbox"/> Pay	<input type="checkbox"/> Take Discount	Discount	Pay Amount	Balance		Date
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	536.54	536.54		10/09/2015
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	921.04	921.04		07/07/2015
<input checked="" type="checkbox"/>	<input type="checkbox"/>	26.21	1,310.43	1,310.43		07/06/2015
<input checked="" type="checkbox"/>	<input type="checkbox"/>	135.74	6,787.00	6,787.00		07/06/2015
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	41,539.05	41,539.05	Invoice	09/09/2015
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	1,996.01	1,996.01	Invoice	09/17/2015
<input checked="" type="checkbox"/>	<input type="checkbox"/>	89.60	4,480.00	4,480.00	Invoice	03/09/2016
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	1,000.00	1,000.00	Invoice	04/11/2016
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	39.00	39.00	Invoice	03/08/2015

Spire

Are you sure you want to pay 9 items?

Continue Cancel

Click 'Continue' and the report with the template of "AP Batch Payment" will be presented.

Choose the correct report and click on print. The user will be asked if the checks printed correctly. If Yes is selected the screen closes. If 'No' is selected then the print screen comes up again.

If there are more items than will print on a cheque stub then the user will be asked to load blank paper so the cheque remittance can be printed. The number of items that will fit on a stub is set by going into Company Settings/Accounts Payable/Cheque Detail Limit.

Spire

Please change paper in printer if necessary and click Continue to print attachments.

Continue

## Video Instruction – Batch Payables



## **Batch Payables- Included Reports**



# Inventory

## Inventory List

Inspire Health Systems.

File Edit Customers Vendors Inventory Purchasing Production Sales Payroll Tools Help

Labels Adjust Requisition Filters Search Export

Warehouse	Product Code	Part number	Description	Vendor	Status	Available	On Hand	Sales Dept.	Backorder	Committed	On Order	Suggested Order Qty	Buy
VA		4RTT	5556		Active	500.00	500.00	1	0.00	0.00	0.00	0.00	EA
VA	ACC	ABMAT	AbMat	ROGCAN	Active	-3.00	-3.00	1	1.00	0.00	24.00	0.00	EA
VA		ACAI	Acai Fruit Extract	STRING	Active	4,500.00	4,500.00	1	0.00	0.00	0.00	0.00	GM
VA	ACC	ACMFITJR	ACME Jump Rope	ACME	Active	76.00	83.00	1	4.00	7.00	5.00	0.00	EA
VA	ACC	ACMFITMB	ACME Medicine Ball	ACME	Active	43.00	71.00	1	0.00	28.00	7.00	0.00	EA
RAW	ACC	ACMFITSB	ACME Swiss Ball	ACME	Active	1.00	1.00	1	0.00	0.00	0.00	0.00	EA
VA	ACC	ACMFITSB	ACME Swiss Ball	ACME	Active	47.00	102.00	1	0.00	55.00	0.00	0.00	EA
VA	EQUIP	AFRARC102	ARC-102 Air Rower	NOLIFI	Active	-1.00	-1.00	2	0.00	0.00	0.00	1.00	EA
VA		ALMONDS	Almonds	FORFOO	Active	8,499.00	8,499.00	1	0.00	0.00	0.00	0.00	GM
VA	ACC	BALPOD6.3	Balance Pod 6.3"	FIDEBU	Active	0.00	0.00	1	0.00	0.00	0.00	0.00	EA
VA		BLUBERR	Bluberries	FORFOO	Active	5,099.00	5,099.00	1	0.00	0.00	0.00	0.00	GM
VA		BLUSYRP	Blueberry Syrup	FORFOO	Active	3,835.00	3,835.00	1	0.00	0.00	0.00	0.00	GM
VA		BRNRICE	Brown Rice Syrup	FORFOO	Active	15,000.00	15,000.00	1	0.00	0.00	0.00	0.00	GM
VA		BRNSUG	Brown Sugar	STRING	Active	3,675.00	3,675.00	1	0.00	0.00	0.00	0.00	GM
VA	ACC	CBHALFRACKFB	Cross box Half Rack Floor Braces	NOLIFI	Active	0.00	0.00	1	0.00	0.00	0.00	0.00	EA
VA	ACC	CBSS072NB	Cross Box Squat Stand 72"	NOLIFI	Active	0.00	0.00	1	0.00	0.00	0.00	0.00	EA
VA	EQUIP	CBSS092SB	Cross Box Squat Stand with Chin Bar 92"	NOLIFI	Active	0.00	0.00	2	0.00	0.00	0.00	0.00	EA
VA	EQUIP	CBSS110TB	Cross Box Squat Stand w/Triple Bar 110"	NOLIFI	Active	7.00	7.00	2	0.00	0.00	0.00	0.00	EA
VA	ACC	CBSSARNS	Cross Box Half Rack Safety Spotter Arms	NOLIFI	Active	0.00	0.00	1	0.00	0.00	0.00	0.00	EA
VA	ACC	CCFPKG	Charlie CrossFit Package	ROGCAN	Active	0.00	0.00	2	0.00	0.00	0.00	0.00	EA
VA	ACC	CHALK	Gym Chalk	ROGCAN	Active	-3.00	-3.00	1	2.00	0.00	0.00	5.00	EA
VA	ACC	CMATS	Crash Mats	ROGCAN	Active	0.00	0.00	1	0.00	0.00	0.00	0.00	EA
VA		COCONUT	Coconut	FORFOO	Active	6,500.00	6,500.00	1	0.00	0.00	0.00	0.00	GM
VA		COCOPDW	Coconut Powder	FORFOO	Active	7,100.00	7,100.00	1	0.00	0.00	0.00	0.00	GM

**Inventory List** – When inventory is selected from the main menu, the inventory list is presented to the user either that 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. Then enter a new part number for the item and click OK. The item will then still be editable before saving it.

**Copy** – If a user select an item and clicks copy, the item is opened and the user can select what to copy to the new item.

spire

Copy from... VA INSD850 OK

Copy to... VA INSD875 Cancel

☒ Copy customer specific prices

☒ Copy selling price list

☒ Copy extended description

☒ Copy all units of measure

☐ Place on hold

- Customer Specific Prices
- Selling Price List

- Extended Description
- Units of Measure
- Place on Hold

**Labels** – Any number of item scan be selected and then click on the labels button. This dialog will come up and the user can

The 'Print Labels' dialog box contains a table with the following data:

Qty	Part	Description	Location	Stock UOM	Sell UOM
68	[VA ] INSDB20	InSpire Dumbbell 20		EA	EA
53	[VA ] INSKB10	InSpire Kettlebell 10		EA	EA
12	[VA ] CUCBBTHG1048	Chin Up Bar 1" x 48" Bent Bar W/Hammer Grips		EA	EA
97	[VA ] INSBLE100	InSpire 100 Max Blender		EA	EA
66	[VA ] INSDB10	InSpire Dumbbell 10		EA	EA
86	[VA ] INSPOME3-100	Inspire Omega 3 Supplement (100 cap)		EA	EA
0	[VA ] NLLATP	Lat Machine Plate Loaded		EA	EA

Below the table, there are two input fields:

Total Labels:

Blank Labels:

- 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 labels on the sheet are used
- Once all selections are made they can print them

**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 still edit and add to. The quantities default to zero so the user can edit them to whatever is required to adjust, The default GL credit account that was setup in Company Settings Inventory is on each line by default but can be edited. [See Inventory Adjustments](#) for more detail.

**Requisition** – Highlight any number of items and click the requisition button. Usually the user will sort or filter by the column "Suggested Order Qty" and click the requisition button. The items will get passed to the requisition screen where they can be saved for later ordering, or by processing them direct to a purchase

order. [See 'Requisitions'](#) for more detail.

Requisition													
Process													
<input checked="" type="checkbox"/> Whse	Part No	Description	Required Qty	UOM	Unit Cost	Minimum Order	Reorder Qty	Target Type	Vendor No.	On Hand	On Order	Committed	Backordered
<input checked="" type="checkbox"/> VA	RESCAB10	Resistance Cable 10lb Teal	12.00	EA	1.50	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	0.00	0.00	0.00	12.00
<input checked="" type="checkbox"/> VA	RESCAB20	Resistance Cable 20lb Purple	12.00	EA	1.50	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	0.00	0.00	0.00	12.00
<input checked="" type="checkbox"/> VA	RESCAB40	Resistance Cable 40lb Magenta	12.00	EA	2.00	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	0.00	0.00	0.00	12.00
<input checked="" type="checkbox"/> VA	RESCAB50	Resistance Cable 50lb Orange	12.00	EA	3.00	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	0.00	0.00	0.00	12.00
<input checked="" type="checkbox"/> VA	RESCAB80	Resistance Cable 80lb Green	12.00	EA	4.40	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	0.00	0.00	0.00	12.00
<input checked="" type="checkbox"/> VA	RESCAB90	Resistance Cable 90lb Blue	12.00	EA	5.00	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	0.00	18.00	0.00	30.00
<input checked="" type="checkbox"/> VA	RESCAB30	Resistance Cable 30lb Pink	10.00	EA	2.00	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	2.00	0.00	2.00	10.00
<input checked="" type="checkbox"/> VA	RESCAB60	Resistance Cable 60lb Red	9.00	EA	3.50	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	3.00	0.00	3.00	9.00
<input checked="" type="checkbox"/> VA	PPBARCVC...	PP Bar Double Chocolate Va...	8.00	PK	36.26	0.00	0.00	Production Order		0.00	0.00	0.00	8.00
<input checked="" type="checkbox"/> VA	RESCAB100	Resistance Cable 100lb Black	7.00	EA	5.00	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	5.00	0.00	5.00	7.00
<input checked="" type="checkbox"/> VA	PPBARCSC...	PP Bar Chocolate Salted Cara...	6.00	PK	36.26	0.00	0.00	Production Order		0.00	0.00	0.00	6.00
<input checked="" type="checkbox"/> VA	PPBARDCD...	PP Bar Dark Chocolate Coco...	6.00	PK	36.26	0.00	0.00	Production Order		0.00	0.00	0.00	6.00
<input checked="" type="checkbox"/> VA	PPBARGYS4...	PP Bar Greek Yogurt Strawber...	6.00	PK	57.26	0.00	0.00	Production Order		0.00	0.00	0.00	6.00
<input checked="" type="checkbox"/> VA	PPBARCCC...	PP Bar Chewy Chocolate Chi...	4.00	PK	36.26	0.00	0.00	Production Order		0.00	0.00	0.00	4.00
<input checked="" type="checkbox"/> RAW	RESCABFAS...	Resistance cable - Handle Fa...	0.00	EA	0.10	0.00	0.00	Purchase Order		0.00	0.00	120.00	0.00
<input checked="" type="checkbox"/> RAW	RUBHOSEB...	Rubber Hose - Blue	108.00	MET	0.10	0.00	0.00	Purchase Order		0.00	0.00	108.00	0.00
<input checked="" type="checkbox"/> RAW	RUBHOSEY...	Rubber Hose - Yellow	72.00	MFT	0.10	0.00	0.00	Purchase Order		0.00	0.00	72.00	0.00

# Inventory List

Inspire Health Systems.

File Edit Customers Vendors Inventory Purchasing Production Sales Payroll Tools Help

Customers Sales Point of Sale Sales History Accounts Receivable Price Matrix Vendors Accounts Payable Purchases Purchase History Inventory Serialized/Lot Items Negative On Hand Items not Sold in 2 Years Needs Ordering

Warehouse Product Code Part number Description Vendor Status Available On Hand Sales Dept. Backorder Committed On Order Suggested Order Qty Buy

VA		4RTT	5556		Active	500.00	500.00	1	0.00	0.00	0.00	0.00	EA
VA	ACC	ABMAT	AbMat	ROGCAN	Active	-3.00	-3.00	1	1.00	0.00	24.00	0.00	EA
VA		ACAI	Acai Fruit Extract	STRING	Active	4,500.00	4,500.00	1	0.00	0.00	0.00	0.00	GM
VA	ACC	ACMFITJR	ACME Jump Rope	ACME	Active	76.00	83.00	1	4.00	7.00	5.00	0.00	EA
VA	ACC	ACMFITMB	ACME Medicine Ball	ACME	Active	43.00	71.00	1	0.00	28.00	7.00	0.00	EA
RAW	ACC	ACMFITSB	ACME Swiss Ball	ACME	Active	1.00	1.00	1	0.00	0.00	0.00	0.00	EA
VA	ACC	ACMFITSB	ACME Swiss Ball	ACME	Active	47.00	102.00	1	0.00	55.00	0.00	0.00	EA
VA	EQUIP	AFRARC102	ARC-102 Air Rower	NOLFI	Active	-1.00	-1.00	2	0.00	0.00	0.00	1.00	EA
VA		ALMONDS	Almonds	FORFOO	Active	8,499.00	8,499.00	1	0.00	0.00	0.00	0.00	GM
VA	ACC	BALPOD6.3	Balance Pod 6.3"	FIDEBU	Active	0.00	0.00	1	0.00	0.00	0.00	0.00	EA
VA		BLUBERR	Bluberries	FORFOO	Active	5,099.00	5,099.00	1	0.00	0.00	0.00	0.00	GM
VA		BLUSYRP	Blueberry Syrup	FORFOO	Active	3,835.00	3,835.00	1	0.00	0.00	0.00	0.00	GM
VA		BRNRICE	Brown Rice Syrup	FORFOO	Active	15,000.00	15,000.00	1	0.00	0.00	0.00	0.00	GM
VA		BRNSUG	Brown Sugar	STRING	Active	3,675.00	3,675.00	1	0.00	0.00	0.00	0.00	GM
VA	ACC	CBHALFRACKFB	Cross box Half Rack Floor Braces	NOLFI	Active	0.00	0.00	1	0.00	0.00	0.00	0.00	EA
VA	ACC	CBSS072NB	Cross Box Squat Stand 72"	NOLFI	Active	0.00	0.00	1	0.00	0.00	0.00	0.00	EA
VA	EQUIP	CBSS092SB	Cross Box Squat Stand with Chin Bar 92"	NOLFI	Active	0.00	0.00	2	0.00	0.00	0.00	0.00	EA
VA	EQUIP	CBSS110TB	Cross Box Squat Stand w/Triple Bar 110"	NOLFI	Active	7.00	7.00	2	0.00	0.00	0.00	0.00	EA
VA	ACC	CBSSARNS	Cross Box Half Rack Safety Spotter Arms	NOLFI	Active	0.00	0.00	1	0.00	0.00	0.00	0.00	EA
VA	ACC	CCFPKG	Charlie CrossFit Package	ROGCAN	Active	0.00	0.00	2	0.00	0.00	0.00	0.00	EA
VA	ACC	CHALK	Gym Chalk	ROGCAN	Active	-3.00	-3.00	1	2.00	0.00	0.00	5.00	EA
VA	ACC	CMATS	Crash Mats	ROGCAN	Active	0.00	0.00	1	0.00	0.00	0.00	0.00	EA
VA		COCONUT	Coconut	FORFOO	Active	6,500.00	6,500.00	1	0.00	0.00	0.00	0.00	GM
VA		CROCKW	Crocker	ENBON	Active	7,100.00	7,100.00	1	0.00	0.00	0.00	0.00	GM

**Inventory List** – When inventory is selected from the main menu, the inventory list is presented to the user either the last way they left it, or using the default, if it was set by the user. It remembers column position, width and the column it was sorted by.

**Copy** – If a user selects an item and clicks copy, the item is opened and the user can select what to copy to the new item. Then enter a new part number for the item and click OK. The item will then be editable before saving it.

spire

Copy from... VA INSD850 OK

Copy to... VA INSD875 Cancel

☒ Copy customer specific prices

☒ Copy selling price list

☒ Copy extended description

☒ Copy all units of measure

☐ Place on hold

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

- Place on Hold

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

The following dialog will come up and the user can:

- Set Quantity to one of each label
- Set quantity to on-hand for each item (default)
- Set how many blanks to print first in case some of the labels on the sheet are used
- Once all selections are made they can print the labels required

The 'Print Labels' dialog box contains a table with the following data:

Qty	Part	Description	Location	Stock UOM	Sell UOM
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53	[VA ] INSKB10	InSpire Kettlebell 10		EA	EA
12	[VA ] CUCBBTHG1048	Chin Up Bar 1" x 48" Bent Bar W/Hammer Grips		EA	EA
97	[VA ] INSBLE100	InSpire 100 Max Blender		EA	EA
66	[VA ] INSDB10	InSpire Dumbbell 10		EA	EA
86	[VA ] INSPOME3-100	Inspire Omega 3 Supplement (100 cap)		EA	EA
0	[VA ] NLLATP	Lat Machine Plate Loaded		EA	EA

Below the table, there are two input fields:

Total Labels:

Blank Labels:

**Adjust** – Any number of inventory items can be selected and then click on adjust. By clicking the down arrow next the the adjust button, it will become a warehouse transfer instead. The items will then be passed to a list that the user can edit and add to. The quantities default to zero so the user can edit them to whatever quantity is required to adjust. The default GL credit account that was setup in Company Settings Inventory is on each line by default but can be edited. [See Inventory Adjustments](#) for more detail.

**Requisition** – Highlight any number of items and click the requisition button. Usually the user will sort or filter by the column "Suggested Order Qty" and click the requisition button. The items will get passed to the requisition screen where they can be saved for later ordering, or by processing them direct to a purchase order. [See 'Requisitions'](#) for more detail.

Requisition														
Process														
<input checked="" type="checkbox"/>	Whse	Part No	Description	Required Qty	UOM	Unit Cost	Minimum Order	Reorder Qty	Target Type	Vendor No.	On Hand	On Order	Committed	Backordered
<input checked="" type="checkbox"/>	VA	RESCAB10	Resistance Cable 10lb Teal	12.00	EA	1.50	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	0.00	0.00	0.00	12.00
<input checked="" type="checkbox"/>	VA	RESCAB20	Resistance Cable 20lb Purple	12.00	EA	1.50	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	0.00	0.00	0.00	12.00
<input checked="" type="checkbox"/>	VA	RESCAB40	Resistance Cable 40lb Magenta	12.00	EA	2.00	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	0.00	0.00	0.00	12.00
<input checked="" type="checkbox"/>	VA	RESCAB50	Resistance Cable 50lb Orange	12.00	EA	3.00	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	0.00	0.00	0.00	12.00
<input checked="" type="checkbox"/>	VA	RESCAB80	Resistance Cable 80lb Green	12.00	EA	4.40	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	0.00	0.00	0.00	12.00
<input checked="" type="checkbox"/>	VA	RESCAB90	Resistance Cable 90lb Blue	12.00	EA	5.00	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	0.00	18.00	0.00	30.00
<input checked="" type="checkbox"/>	VA	RESCAB30	Resistance Cable 30lb Pink	10.00	EA	2.00	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	2.00	0.00	2.00	10.00
<input checked="" type="checkbox"/>	VA	RESCAB60	Resistance Cable 60lb Red	9.00	EA	3.50	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	3.00	0.00	3.00	9.00
<input checked="" type="checkbox"/>	VA	PPBARCVC...	PP Bar Double Chocolate Va...	8.00	PK	36.26	0.00	0.00	Production Order		0.00	0.00	0.00	8.00
<input checked="" type="checkbox"/>	VA	RESCAB100	Resistance Cable 100lb Black	7.00	EA	5.00	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	5.00	0.00	5.00	7.00
<input checked="" type="checkbox"/>	VA	PPBARCSC...	PP Bar Chocolate Salted Cara...	6.00	PK	36.26	0.00	0.00	Production Order		0.00	0.00	0.00	6.00
<input checked="" type="checkbox"/>	VA	PPBARDCD...	PP Bar Dark Chocolate Coco...	6.00	PK	36.26	0.00	0.00	Production Order		0.00	0.00	0.00	6.00
<input checked="" type="checkbox"/>	VA	PPBARGYS4...	PP Bar Greek Yogurt Strawber...	6.00	PK	57.26	0.00	0.00	Production Order		0.00	0.00	0.00	6.00
<input checked="" type="checkbox"/>	VA	PPBARCCC...	PP Bar Chewy Chocolate Chi...	4.00	PK	36.26	0.00	0.00	Production Order		0.00	0.00	0.00	4.00
<input checked="" type="checkbox"/>	RAW	RESCABFAS...	Resistance cable - Handle Fa...	0.00	EA	0.10	0.00	0.00	Purchase Order		0.00	0.00	120.00	0.00
<input checked="" type="checkbox"/>	RAW	RUBHOSEB...	Rubber Hose - Blue	108.00	MET	0.10	0.00	0.00	Purchase Order		0.00	0.00	108.00	0.00
<input checked="" type="checkbox"/>	RAW	RUBHOSEY...	Rubber Hose - Yellow	72.00	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

Inventory - [VA ] INSKB5

Warehouse: VA Part Number: INSKB5 Description: InSpire Kettlebell 5 Active

Details Prices and Units Price Matrix Vendor Prices Sales Sales History Purchases Purchase History Statistics User Defined Receipts Serial Numbers Image Communications Attachments Components

**General**

Inventory Type: Normal Non Serialized

Product code: WEIGHT Alternate: INSWPS Price per EA: 15.00

Sales Dept.: 5 Accessory: [VA ] ACMFITJR Margin %: 45.00

☒ Allow Backorders ☒ Allow Returns Harmonized Customs Code: 8409847609 Country of Origin: Belgium

**Cost**

Average cost: 8.25

Current cost: 8.25

Standard cost: 0.00

**Physical**

Pack size: 1.000

Weight: 5.000

Location: Shelf 5

**User Defined**

User Type: Misc: 0

**Display Colors**

Foreground: Background:

**Purchasing**

Primary Vendor: INSPIRE Inspire China Canadian dollars

Reorder Point: 12 PO No: 0000700044 Due date: 4/14/2016

Min. Order Qty: 12 Duty %: 5 Freight %: 5 Default Expiry Days: 0

**UPC Numbers**

78654321

**Extended Description**

These can be purchased as a package with all available weights

On Hand: 115,000 Committed: 18,000 Backorder: 35,000 On Order: 12,000 Available Qty: 97,000

Created by SS on 8/25/2014 4:50:16 PM Modified by SS on 4/4/2016 12:21:39 PM

**Navigation Arrows** – Navigates between inventory records keeping the list filtered and sorted as it was when the item was edited.

**Save** – Saves and keeps the item open

**Save/Close** – Saves and closes the window back to the main inventory list.

**Delete** – Deletes the item if there is none on-hand, back ordered, committed or on-order

**Print** – Prints reports related to this item

**Copy** – Copies the item allowing user to edit the warehouse and part number before saving.

## Inventory Details

**Inventory Type** – Inventory items can be set as:

- **Normal** – For normal buy/sell items
- **Non-Physical** – For items that are not physically in inventory. Use this for things like labor or miscellaneous items that belong in a particular sales department. Use caution with cost on non



physical items. Be sure that the sales department used does not credit the inventory GL account, unless the user makes sure that an corresponding AP entry gets debited to the inventory asset account.

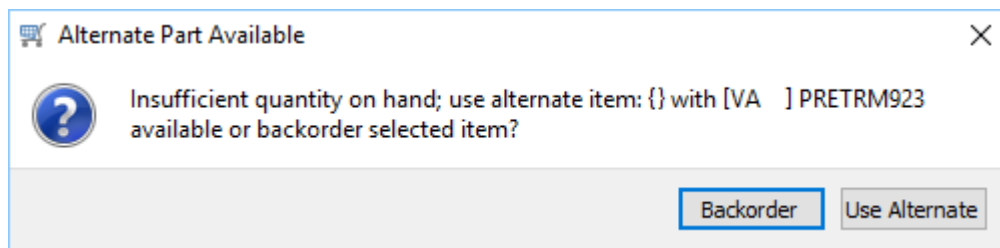
- **Manufactured** – For items where a template is created to deplete raw material items from stock when building and receiving the finished product into stock. The build process will credit inventory raw material and debit inventory finished goods, if their sales departments are different.
- **Kitted** – Items that are built 'on-the-fly' then invoiced to a customer. When a kit is added to a sales order it commits the components in inventory. When the order gets invoiced the components are depleted from stock and the kit is put into stock and then immediately removed as the invoice is posted.
- **Raw Material** – Treated the same as normal items. The only reason for a different type is that some companies want to see raw material separately in stock from normal items.

**Serial/Lot** – Inventory items can be set as serialized or lot controlled. When serial numbers are received into stock each serial number has a quantity of 1. Lot numbers can be received with many to the same lot number. When the item is added to a sales order the user is presented with the serial/lot number(s) to select. For more details on Inventory Lot Control See this link.

**Product Code** – This is used to group common inventory items together. The product code can be related to 'Sales Dept' so that when an items product code is edited the related sales department is also changed.

**Sales Dept** – The sales department is how the GL posting is defined. Each of the 200 sales departments has an inventory, sales and cost of goods account. See ['Sales Dept'](#) in company settings.

**Alternate** – Sets an alternate inventory item so that if an item is out of stock and it is added to a sales order the user is prompted if they would like to replace it with the alternate, or to back order the item that is short. This is also useful if the item has been replaced and the user accidentally uses the old part number.



**Accessory** – An accessory will automatically get added to a sales order under the item that was sold. The accessory can be a kit, that will 'explode' onto the order. Therefore several items will get added under the item sold. This is very useful because the user will not forget to include the items. An example would be to add labor and a package of install items for something that needs to be assembled.



**Allow Backorders** – If unchecked this item cannot be back ordered.

**Allow Returns** – If unchecked this item cannot have a negative quantity shipped.

**Harmonized Customs Code** – The customs code that needs to go onto an international bill of lading.

**Country of Origin** – The country where an item came from that needs to go onto an international bill of lading.

**Average Cost** – The average cost of an item based on receipts of items. This is the default method of costing and is the most common used



$$\text{Average Cost} = (\text{on-hand} \times \text{original average cost}) + (\text{quantity received} \times \text{received cost}) / (\text{on-hand quantity} + \text{quantity received})$$

**Current Cost** – What was last paid for an item or what the user edited the cost to. If the on-hand quantity is zero and the user edits the current cost the average cost will get the same value.

**Standard Cost** – A cost that only changes if the user sets it. This is commonly used to inflate the cost by adding overhead to it. This cost can be used to post to sales history instead of current cost in company settings/Sales Orders/Process/Post Standard Cost to Sales History Current Cost.



A user can be set to see all or any of the above costs in inventory, sales and sales history, in user settings/inventory

**Pack Size** – The standard pack size that an item is bought and or sold in. This field appears on the sales order line to encourage the salesperson to sell full packs, but does not warn or use full packs automatically.

**Weight** – The weight of the stocking unit of measure for this item

**Location** – The location of this item in inventory.

**User Type** – This alphanumeric field can have its label defined in Company Settings/Variables and has a lookup tables associated with it.

**Misc.** – This numeric field can have its label defined in Company Settings/Variables

**Foreground Color** – The foreground or text color of an item. The colors are user configured for any purpose the company requires. For instance items that are discontinued can be green.

**Background Color** – The background color of an item.



The colors of items appear in inventory, on inventory lists, in sales orders, on purchase orders and on inventory adjustments.

**Primary Vendor** – The vendor that the item is usually purchased from.

**Reorder Point** – How many are required to be in stock for this item. The reorder point is used to calculate the 'Suggested Order Qty'

**Min. Order Qty** – The minimum the supplier will sell. This is used in the 'Suggested Order Qty'

**PO Number** The last purchase order number issued for this item. This field is editable.

**Due Date** The due date of the last purchase order issued for this item. This field is editable.

**Duty %** – The usual duty charged on this item. This field is editable, and if the 'Save Landed Cost' is turned on in Company Settings/Inventory this will be updated when receiving a purchase order and the user has edited it on the PO line.

**Freight** – The usual freight charged on this item. This field is editable, and if the 'Save Landed Cost' is turned on in Company Settings/Inventory this will be updated when receiving a purchase order and the user has edited it on the PO line.

**Default Expiry Days** – When an item that is lot controlled is received this number is added to the receive date to calculate the expiration or best before date.

**Extended Description** – A long description can be added here for this item. It can be printed on sales reports and invoices. There is a sub report for this purpose on the Spire stock reports but is hidden by default. Contact your Spire partner if you do not have the knowledge to edit this.

**On-hand** – Quantity on-hand of this item. It includes all committed items.

**Committed** – Quantity that are committed on sales orders, production orders and inventory adjustments/transfers in transit.

**Backorder** – Quantity on back order on sales orders.

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

**Available** – On-hand quantity minus committed quantity.

# Prices and Units

## Unit of Measure (UOM)

Inventory - [VA] INSKB5

Warehouse: VA Part Number: INSKB5 Description: InSpire Kettlebell 5 Active

Details Prices and Units Price Matrix Vendor Prices Sales Sales History Purchases Purchase History Statistics User Defined Receipts Serial Numbers Image Communications Attachments Components

Unit of Measure

Set Inventory UOM Set Sales UOM Set Purchase UOM

Code	Description	Qty. Factor	Direct Conversion	Fractional Quantities	Sell	Buy	UPC Code	Location	Weight
EA	Case	12	<input checked="" type="checkbox"/> EA per CASE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	78654321	Shelf 5	5
CASE	Case	1	<input checked="" type="checkbox"/> EA per CASE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	345657		0
PAIR	Pair	2	<input checked="" type="checkbox"/> EA per PAIR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			0

Pricing

Level	Sell Price (EA)	Sell Price (PAIR)	Margin (Curr)	Margin (Avg)	Currency
Price Factor					
01	15.00	30.00	45.00	45.00	
02	0.00	0.00			
03	0.00	0.00			
04	0.00	0.00			
05	0.00	0.00			
06	0.00	0.00			
07	0.00	0.00			
08	0.00	0.00			

Taxes

☒ G.S.T. ☒ BC P.S.T. Levy Code:

☒ Discountable

Tax Rebates

☐ Alberta ☐ Nunavut ☐ British Columbia ☐ Ontario ☐ Manitoba ☐ PEI ☐ New Brunswick ☐ Quebec ☐ Newfoundland ☐ Saskatchewan ☐ Nova Scotia ☐ Yukon ☐ NWT ☐ Other

On Hand 115,000 Committed 18,000 Backorder 35,000 On Order 12,000 Available Qty 97,000

Created by SS on 8/25/2014 4:50:16 PM Modified by SS on 4/4/2016 12:21:39 PM

## Unit of Measure

- Add
- Delete
- Set Inventory UOM
- Set Sales UOM
- Set Purchase UOM

Each unit of measure has a:

- **Code** – A unique code for the UOM
- **Description** – Optional description for the UOM
- **Qty. Factor** – How many stocking units in the conversion
- **Direct Conversion** – Stocking per Unit or Unit per Stocking
- **Fractional Qty Allowed** – Can this UOM be sold in anything but whole numbers

- **Sell Allowed** – Can this UOM be sold
- **Buy Allowed** – Can this UOM be purchased
- **UPC Code** – UPC code for this UOM
- **Location** – Warehouse location for this UOM
- **Weight** – The weight of this UOM.



The stocking unit of measure cannot be edited unless there are zero of the item in stock.

## Pricing

Each sell level can have its own price. The amount can be entered as a price and it will calculate margin, or it can be entered as a margin and it will calculate price. The customer then gets setup with one of the sell levels.



When the cost changes the \*margin will not be maintained. \*

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

When a unit of measure is added the price is also added and by default it is multiplied or dived by the conversion factor. The user can then edit the UOM sell price,

## Taxes

Tax1 – Tax1 charged by default on this item

Tax2 – Tax2 charged by default on this item

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

Levy -

Code: EL1 Description: Electronic Disaposal 1

Taxes

☐ G.S.T. ☐ BC P.S.T.

Adjustment Type

☒ Amount Adjustment ☐ Percentage Adjustment

Amount: 20.000

GL Account: 21410

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

# Price Matrix

Inventory - [VA] INSKB5

Warehouse: VA Part Number: INSKB5 Description: InSpire Kettlebell 5 Active

Details Prices and Units Price Matrix Vendor Prices Sales Sales History Purchases Purchase History Statistics User Defined Receipts Serial Numbers Image

Filters Search Export + - Purge Previous Show all inventory matches Show all customer matches

ID	Warehouse	U/M	Average Cost	Amount	Margin	Minimum Qty	Amount Type	Product Code	Customer No.	Customer Name	Ship To	Te
20	VA	EA	8.25	15.00	45.00	0.00	Price		JACK225	Jackson Fitness Center		
46	VA		8.25	12.00	31.25	0.00	Price		AAI258	A Air Conditioning ...		
47	VA		8.25	5.00		0.00	Discount		YM785	Y M Products Inc		
48	VA		8.25	22.00		0.00	Margin		PERR915	Perri Sausage Inc		
49	VA		8.25	10.00	17.50	10.00	Price		WHIT692	Whitney Florists		

This displays all of the customers special pricing for this item. Prices can be added and edited from this screen. [See 'Price Matrix'](#) for more details.

# Vendor Price Edit

Inventory - [VA] INSKB5

Warehouse: VA Part Number: INSKB5 Description: InSpire Kettlebell 5 Active

Details Prices and Units Price Matrix Vendor Prices Sales Sales History Purchases Purchase History Statistics User Defined Receipts Serial Numbers Image

Vendor Code Vendor Name Unit of Measure Cost Price Vendor Part No Start Date End Date

INSPIRE	Inspire China	EA	8.50	435776	3/2/2014	
FIDEBU	Fitness Development Equipment	EA	9.00	65657		

On Hand 115.000 Committed

Vendor Price Edit

Vendor

Inventory [VA] INSKB5 InSpire Kettlebell 5

Vendor INSPIRE Inspire China

Vendor Part No 435776

Start Date 3/2/2014

End Date / / ☐ Automatically delete price after expiry

Details

Unit of Measure EA

Minimum Order Qty 0

Cost Price 8.50 ☐ Automatically update vendor cost in receiving

Variance 2.94

Quantity Breaks

Quantity	Cost Price
12.00	6.00
25.00	5.00
0.00	0.00

Allows multiple vendor prices to be added to each item.

- **Inventory** – Warehouse and part number
- **Vendor** – Vendor name
- **Vendor Part No** – Part number the vendor uses and will print on Spire's default purchase order number instead of companies part number.
- **Start Date** – Starting date for this price
- **End Date** – Ending date for this price
- **Automatically delete price after expiry** – Deletes the modified price when it expires
- **Unit of Measure** – Unit of measure for this price
- **Minimum Order Qty** – Minimum order quantity for this price. When the item is added to the PO it will put at least this quantity on the order. (uses the suggested order quantity from the inventory list)
- **Cost Price** – Your cost from the vendor



- **Variance** – Difference from the current cost in inventory
- **Automatically update vendor cost in receiving** – When a PO is received and the cost is different than this, this price will be updated.
- **Quantity breaks** – Prices for different quantities ordered

# Sales

Inventory - [VA ] INSKB5

Warehouse VA Part Number INSKB5 Description InSpire Kettlebell 5 Active

Details Prices and Units Price Matrix Vendor Prices Sales Sales History Purchases Purchase History Statistics User Defined Receipts Serial Numbers Image Communications Attachments

Filters Search Export

Order No	Order Date	Invoice Date	Customer No.	Customer Name	Order Qty	Ship Qty	Backordered Qty	Retail Price	Discount	Unit Price	Total	GP % (Current)	GP % (Average)	Status
0000011906	9/13/2015		ELDE929	Elden H Knudson Constrctn Co	4.00	4.00	0.00	15.00	0.00	15.00	313.60	45.00	45.00	Shipped
0000011938	9/13/2015	9/14/2015	TRAV597	Travel Resources	24.00	0.00	24.00	15.00	0.00	15.00	0.00			Open
0000102618	5/13/2015		ELDE929	Elden H Knudson Constrctn Co	1.00	1.00	0.00	15.00	0.00	15.00	1,554.56	32.40	33.60	Open
0000102673	12/13/2015	7/11/2015	OPTI100	Optima Limousine Service	1.00	1.00	0.00	15.00	0.00	15.00	23,466.24	41.10	41.10	Open
0000102679	12/13/2015		CAP1660	Capital Electrical & Sec Inc	9.00	9.00	0.00	15.00	0.00	15.00	5,533.92	40.50	40.50	Open
0000800007	2/16/2015		JENK322	Jenkins, Robert L Esq	1.00	1.00	0.00	15.00	0.00	15.00	565.60	44.80	44.70	Open
0000800011	2/20/2015		JACK225	Jackson Fitness Center	2.00	0.00	2.00	15.00	0.00	15.00	0.00			Open
0000800011	2/20/2015		JACK225	Jackson Fitness Center	5.00	0.00	5.00	15.00	0.00	34.00	0.00			Open
0000800015	3/16/2015		JACK225	Jackson Fitness Center	2.00	0.00	2.00	15.00	0.00	15.00	0.00			Open
0000800018	3/17/2015		JACK225	Jackson Fitness Center	2.00	0.00	2.00	15.00	0.00	15.00	0.00			Open
0000800032	4/17/2015		JACK225	Jackson Fitness Center	1.00	1.00	0.00	15.00	0.00	15.00	135.52	31.20	31.20	Processed
Q000000001	2/20/2015		JACK225	Jackson Fitness Center	1.00	1.00	0.00	15.00	0.00	15.00	352.80	44.70	44.50	Processed

Shows all sales order that have this item on it. Also shows the detail of each order as to who the customer is, the quantities ordered and the sell price. These orders can be edited in the same way as in the sales order module.

# Sales History

Inventory - [VA] INSKB5

Warehouse: VA Part Number: INSKB5 Description: InSpire Kettlebell S Active

Details Prices and Units Price Matrix Vendor Prices Sales Sales History Purchases Purchase History Statistics User Defined Receipts Serial Numbers Image Communications

Filters Search Export View Journal Entry

Invoice No	Invoice Date	Customer No.	Customer Name	Order Qty	Ship Qty	B/O	Unit Price	Extended price	Margin % (Average)	Margin % (Current)
0000600026	5/15/2014	DELA553	Delaware Contractors Assn	1.00	1.00	0.00	15.00	15.00	45.00	45.00
0000600026	5/15/2014	DELA553	Delaware Contractors Assn	3.00	3.00	0.00	15.00	45.00	45.00	45.00
0000600037	6/15/2014	BEEG100	Beegee Travel Consultants	3.00	3.00	0.00	15.00	45.00	45.00	45.00
0000600060	9/20/2014	DELA553	Delaware Contractors Assn	2.00	2.00	0.00	15.00	30.00	45.00	45.00
0000600084	9/20/2014	LEON158	Leona Mama Pza & Ital Rstrnt	10.00	10.00	0.00	15.00	150.00	45.00	45.00
0000600091	9/20/2014	HARR652	Harris, Baum E Esq	20.00	20.00	0.00	15.00	300.00	45.00	45.00
0000600103	11/11/2014	LISS141	Liss, Philip A Esq	9.00	9.00	0.00	15.00	135.00	45.00	45.00
0000600112	11/11/2014	HARV663	Harvest States Cooperative	3.00	3.00	0.00	15.00	45.00	45.00	45.00
0000600121	12/7/2014	MATE317	Mater Dei College	3.00	3.00	0.00	15.00	45.00	45.00	45.00
0000600124	12/7/2014	HARV663	Harvest States Cooperative	5.00	5.00	0.00	15.00	75.00	45.00	45.00
0000600126	12/7/2014	ELDE929	Elden H Knudson Constrctn Co	9.00	9.00	0.00	15.00	135.00	45.00	45.00
0000600140	2/3/2015	HART426	Hartzhelm, Charles J Esq	5.00	5.00	0.00	15.00	75.00	45.00	45.00
0000600152	2/3/2015	BEEG100	Beegee Travel Consultants	3.00	3.00	0.00	15.00	45.00	45.00	45.00
0000600154	2/3/2015	CARE252	Care Laboratories Inc	5.00	5.00	0.00	15.00	75.00	45.00	45.00
0000600166	3/20/2015	TRAV597	Travel Resources	13.00	13.00	0.00	15.00	195.00	45.00	45.00
0000600170	3/20/2015	CARE252	Care Laboratories Inc	5.00	5.00	0.00	15.00	75.00	45.00	45.00
0000600172	3/20/2015	CRES143	Crescent Hotel	1.00	1.00	0.00	15.00	15.00	45.00	45.00
0000600211	4/16/2015	HARR652	Harris, Baum E Esq	2.00	2.00	0.00	15.00	30.00	45.00	45.00
0000600217	4/16/2015	EAST571	Eastman Chemical Company	1.00	1.00	0.00	15.00	15.00	45.00	45.00
0000600242	1/6/2015	ELDE929	Elden H Knudson Constrctn Co	2.00	2.00	0.00	15.00	30.00	45.00	45.00
0000600254	1/6/2015	EAST571	Eastman Chemical Company	1.00	1.00	0.00	15.00	15.00	45.00	45.00
0000600274	3/14/2015	OPTI100	Optima Limousine Service	1.00	1.00	0.00	15.00	15.00	45.00	45.00
0000600278	3/14/2015	TRAV597	Travel Resources	24.00	0.00	24.00	15.00	0.00	45.00	45.00
0000600285	3/16/2015	JACK225	Jackson Fitness Center	2.00	0.00	2.00	15.00	0.00	45.00	45.00

On Hand 115.000 Committed 18.000 Backorder 35.000 On Order 12.000 Available Qty 97.000

Created by SS on 8/25/2014 4:50:16 PM Modified by SS on 4/4/2016 12:21:39 PM

This screen shows all the customers that have purchased this item along with the quantity, price and margin. The user can drill down into an invoice to print, copy or credit it. If they have the security permissions to do so they can edit non-financial information on the invoice. This is especially helpful if the customers PO number was missed or if the wrong sales person was put on the invoice when it was posted. Once edited and saved the invoice can be sent to the customer with the correct Purchase Order number and the commission report can be re-printed with the correct salesperson.

This list can be filtered by many criteria and then exported to Excel or .csv.

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

# Purchases

Inventory - [VA] INSKB5

Warehouse: VA Part Number: INSKB5 Description: InSpire Kettlebell 5 Active

Details Prices and Units Price Matrix Vendor Prices Sales Sales History Purchases Purchase History Statistics User Defined Receipts Serial Numbers Image

Filters Search Export

PO Number	Status	Order Date	Required Date	Vendor No.	Vendor Name	Order Qty	Received Qty	Remaining Qty	Unit Price	Received Date	UOM
0000700010	Received	2/13/2015	8/26/2015	INSPIRE	Inspire China	2.000	2.000	0.000	8.250	3/14/2015	EA
0000700010	Received	2/13/2015	8/26/2015	INSPIRE	Inspire China	24.000	24.000	0.000	8.250	3/14/2015	EA
0000700044	Issued	3/17/2015	4/14/2016	INSPIRE	Inspire China	12.000	0.000	12.000	8.250		EA

These are all of the purchase orders for this item that are not yet closed to purchase history. You can see at a glance how many are on each PO, what the price is and when the PO is due. The user can double click on any PO an edit, issue, receive, apply Accounts Payable entries and close the PO right from this screen.

# Purchase History

PO Number	Vendor No.	Vendor Name	Vendor Order No	Qty Ordered	Qty Received	Unit Price	Base Unit Price	Received Date	UOM	Product Code	Order Date
0000700026	INSPIRE	Inspire China	123354r	5.00	5.00	8.25	8.25	3/28/2016	EA	WEIGHT	2/20/2015
0000700026	INSPIRE	Inspire China	123354r	2.00	2.00	8.25	8.25	3/28/2016	EA	WEIGHT	2/20/2015
0000700037	INSPIRE	Inspire China		2.00	2.00	8.25	8.25	3/30/2015	EA	WEIGHT	3/16/2015
R000000001				200.00	200.00	8.25	8.25	2/1/2014	EA	WEIGHT	2/1/2013

In this screen the user can see all purchase orders that have been closed to purchase history. A filter can be set to just view the range that the user wants. The user can double click on a Purchase Order and see what was ordered and then copy or credit it.

# Statistics

Inventory - [VA] INSKB5

From this screen every sale of this item is summarized by year and period. The user can see the totals sold for each month along with the profit.

Displayed is:

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

# User Defined

The screenshot shows the 'Inventory - [VA ] INSKB5' window. The 'User Defined' tab is active, displaying the 'Food Info' section. The 'Food Info' section has two sub-tabs: 'Food Info' and 'Preparation Info'. Under 'Food Info', there are three fields: 'Gluten Free' (checkbox), 'Kosher' (checkbox), and 'Store Temp (Degress C)' (text input). A modal window titled 'User Defined Page - Food Info' is open, showing a list of fields: 'GlutenFree', 'Kosher', and 'StoreTemp'. To the right of the list are buttons: 'New', 'Edit', 'Delete', 'Move Up', 'Move Down', 'Ok', and 'Cancel'. At the bottom of the main window, there are buttons: 'Add Page', 'Edit Page', 'Remove Page', 'Move Left', and 'Move Right'.

In this tab the user can enter data into user defined fields that can be created for data not stored in Spire by default. If they have the user setting General/Edit UDF Structure checked, they can also edit, add and delete different types of fields to the UDF structure. [See User Defined Fields](#) for more details.

# Receipts

The screenshot shows the 'Inventory - [VA] INSKB5' window with the 'Receipts' tab selected. The window includes a toolbar with navigation and action icons, and a search bar. The main table displays receipt data for 'InSpire Kettlebell 5'.

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 F
0000700010	159	INSPIRE	Inspire China	3/14/2015		24.00	EA	24.00	EA	8.25	15.00 F
0000700010	178	INSPIRE	Inspire China	3/14/2015		2.00	EA	2.00	EA	8.25	15.00 F
0000700037	204	INSPIRE	Inspire China	3/30/2015		2.00	EA	2.00	EA	8.25	15.00 F
0000700026	320	INSPIRE	Inspire China	3/28/2016		2.00	EA	2.00	EA	8.25	15.00 F
0000700026	321	INSPIRE	Inspire China	3/28/2016		5.00	EA	5.00	EA	8.25	15.00 F

Similar to the purchase history tab, this shows receipts for the item. Unlike purchase history this includes all receipts done from purchase orders not yet closed, and it shows all receipts done from the [inventory adjustments module](#).

The PO and the adjustment can be viewed to see what else was on it.



# Lot Numbers

Inventory - [VA] YOGURTCOATING

Warehouse: VA Part Number: YOGURTCOATING Description: High Protein Yogurt Coating Active

Prices and Units Price Matrix Vendor Prices Sales Sales History Purchases Purchase History Statistics User Defined Receipts Lot Numbers

Available

Number	Hold	Available Qty	Unit Cost	Sell Price	Expiry Date
436352DS77	<input checked="" type="checkbox"/>	900.00	0.45	0.529	6/17/2016
4T657756	<input checked="" type="checkbox"/>	2,200.00	0.45	0.529	5/5/2017
5678909	<input type="checkbox"/>	2,900.00	0.45	0.529	1/8/2016

Number	Type	No	Receipt No	Date	Unit Cost	Received Qty	Sales Qty
5678909	PORD	0000700055	220	9/9/2015	0.45	6,000.00	0.00
5678909	SHIS	0000600342		4/4/2016	0.00	0.00	100.00
5678909	SHIS	0000600343		4/4/2016	0.00	0.00	1,000.00
5678909	PORD	0000000007	345	4/4/2016	0.45	-200.00	0.00
5678909	PORD	0000000008	358	4/4/2016	0.45	-1,800.00	0.00

On Hand: 6,000.000 Committed: 0.000 Backorder: 0.000 On Order: 0.000 Available Qty: 6,000.000

Created by SS on 9/9/2015 10:57:04 AM Modified by SS on 4/4/2016 3:41:17 PM

On the upper section it shows:

- **Number** – The lot number
- **Hold** – Whether it is on hold. This is used to quarantine lot numbers
- **Available Qty** – How many are still available to sell or for production
- **Unit Cost** – Cost of this lot number
- **Sell Price** – Sell price of this lot number
- **Expiry Date** – Expiration or best before date

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

- **Number** – The lot number
- **Type** – Type of movement. Can be PORD for PO receipt or Production consumption
- **No** – The document number. Can be a Purchase order, an Invoice, a Production or adjustment number
- **Receipt No** – Receipt number
- **Date** – Date of transaction
- **Unit Cost** – Cost of the lot receipt
- **Received Qty** – How many were received on a PO or consumed in production
- **Sales Qty** – How many were sold

As you can see by the data saved on a lot number a full tractability can be done. It takes literally seconds to find out where an item came from, who it got sold to, what other item it was consumed by and how many are left in stock.

# Serial Numbers

Inventory - [VA ] PRES323

Warehouse VA Part Number PRES323 Description Precor S3.23 Functional Trainer Active

Prices and Units Price Matrix Vendor Prices Sales Sales History Purchases Purchase History Statistics User Defined Receipts Serial Numbers

Available

	Hold	available Qty	Unit Cost
14646584	<input type="checkbox"/>	1.00	1,299.50
234345	<input type="checkbox"/>	1.00	1,299.50
28649848	<input type="checkbox"/>	1.00	1,299.50
34567	<input type="checkbox"/>	1.00	1,299.50
46765196	<input type="checkbox"/>	1.00	1,299.50
56495694	<input type="checkbox"/>	1.00	1,299.50
98448445	<input type="checkbox"/>	1.00	1,299.50

Number	Type	No	Receipt No	Date	Unit Cost	Received Qty	Sales Qty
234345	PORD	0000700016	114	2/16/2015	1,299.50	1.00	0.00

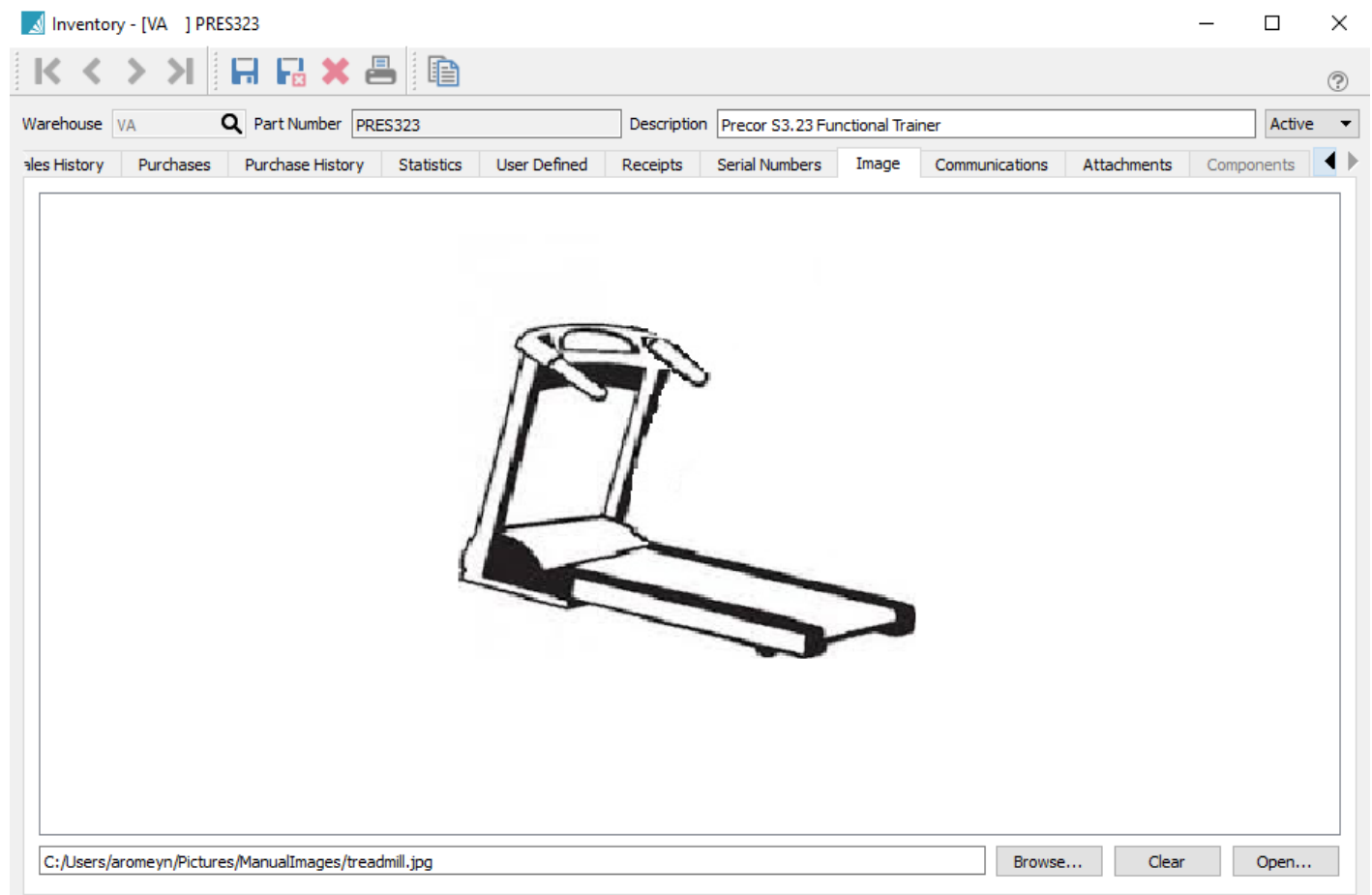
On Hand 7.000 Committed 0.000 Backorder 4.000 On Order 0.000 Available Qty 7.000

Created by SS on 10/2/2014 10:10:23 AM Modified by SS on 3/16/2015 3:55:44 PM

The serial number tab shows the serial numbers for this item. By default it shows the available serial numbers but the user can select 'Depleted' and 'All' as well.

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

# Image



Browse to any image on your computer and select it to have it show on this page. You can then click on the 'Open' button to view/edit it with your default image viewer/editor. This image will show up on the left hand pane in POS when the item is added or selected.

# Communications

Inventory - [VA] INSWP5

Warehouse: VA Part Number: INSWP5 Description: InSpire Weight Plate 5 Active

Vendor Prices Sales Sales History Purchases Purchase History Statistics User Defined Receipts Serial Numbers Image Communications

Filters Search Export

Subject	Created Date	Created By	Due Date	Completion Date	Attention	Display Type	Assigned To	Group Type
Package Available	4/4/2016	SS			Alert			
Check Inventory	4/4/2016	SS	4/8/2016				SHIPPER	

Note - Package Available

Subject: Package Available Type:

Be sure to tell the customer that this item is available at a better price if bought as a package with all weights

Details: Assigned To: Due Date: / / Number: 0.000 Completed Date: / /

Reports: ☐ Print Where:

Display: ☒ Alert on Orders

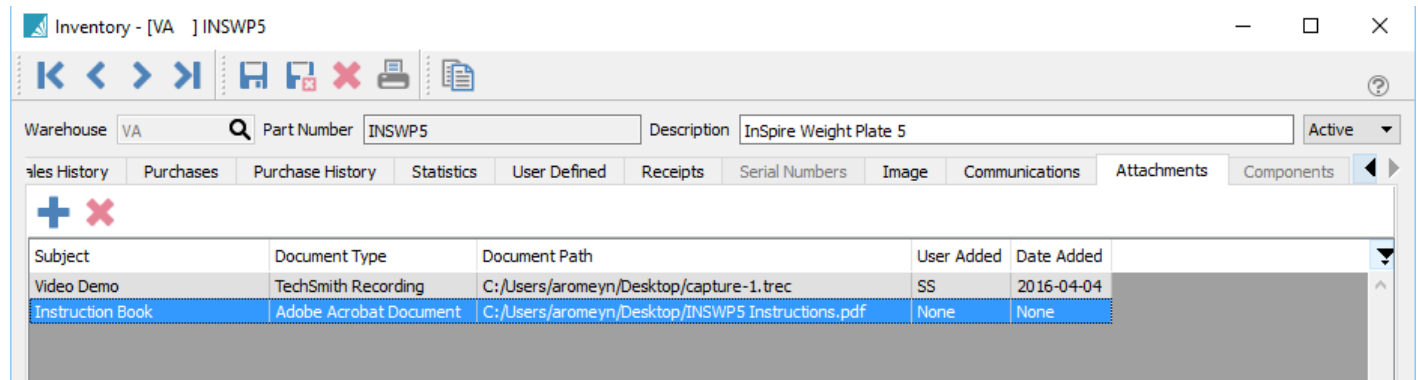
Created by SS on 4/4/2016 4:18:56 PM Modified by SS on 4/4/2016 4:18:56 PM

On Hand: 151.000 Committed: 51.000 Backorder: 0.000 On Order: 0.000 Available Qty: 100.000

Notes can be added to inventory items for various reasons. If the alert flag is set like the example above this note will pop up when adding the item to an order. The note can also be assigned to a user so that when the user logs into Spire and the note is due or overdue it will be included on their alerts list.

This note can also be included on any report. Many of Spire's stock reports have a sub report on them that is hidden and using Crystal Reports your Spire partner can assist to have them print where required.

# Attachments



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

In this example there is a demonstration video attached as well as an instruction book.

# Components

Inventory - [VA] PPBARCSC48PK

Warehouse: VA Part Number: PPBARCSC48PK Description: PP Bar Chocolate Salted Caramel 50g (48 pack) Active

Prices and Units Price Matrix Vendor Prices Sales Sales History Purchases Purchase History Statistics User Defined Receipts Lot Numbers Image Communications Attachments Components

Build + Subassemblies Switch To Alternate Copy Components

Inventory	Description	Quantity	Extended Qty	Unit Cost	Extended Cost	UOM	Conv. Factor	Inv. Usage	Lead	Vendor No.	Exp. Scrap %
[VA] PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	100.00000	100.00000	253.65000	25,365.00000	PK			0		
[VA] ] WHEPRO	Whey Protein	100.00000	10,000.00000	0.25000	2,500.00000	GM	1 GM per GM	10,000.00	0	FORFOO - Forester Food Ingredients	0.0
[VA] ] SOYLEC	Soy Lecithin	20.00000	2,000.00000	0.90000	1,800.00000	GM	1 GM per GM	2,000.00	0	FORFOO - Forester Food Ingredients	0.0
[VA] ] NONFATMILK	Nonfat Milk	50.00000	5,000.00000	0.88000	4,400.00000	GM	1 GM per GM	5,000.00	0	FORFOO - Forester Food Ingredients	0.0
[VA] ] EGGS	Eggs	25.00000	2,500.00000	0.02000	50.00000	GM	1 GM per GM	2,500.00	0	STRING - Strategic Ingredients	0.0
[VA] ] BRNSUG	Brown Sugar	50.00000	5,000.00000	0.06000	300.00000	GM	1 GM per GM	5,000.00	0	STRING - Strategic Ingredients	0.0
[VA] ] SALT	Salt	20.00000	2,000.00000	0.02000	40.00000	GM	1 GM per GM	2,000.00	0	FORFOO - Forester Food Ingredients	0.0
[VA] ] SLTCARM	Salted Caramel	125.00000	12,500.00000	0.85000	10,625.00000	GM	1 GM per GM	12,500.00	0	FORFOO - Forester Food Ingredients	0.0
[VA] ] OLEICOIL	High Oleic Sunflower Oil	30.00000	3,000.00000	0.30000	900.00000	GM	1 GM per GM	3,000.00	0	FORFOO - Forester Food Ingredients	0.0
[VA] ] XANGUM	Xanthan Gum	25.00000	2,500.00000	1.00000	2,500.00000	GM	1 GM per GM	2,500.00	0	FORFOO - Forester Food Ingredients	0.0
[VA] ] TAPSTARCH	Modified Tapioca Starch	25.00000	2,500.00000	0.90000	2,250.00000	GM	1 GM per GM	2,500.00	0	STRING - Strategic Ingredients	0.0

Manufacturing Notes

Instructions

This item may contain peanut residue

On Hand 0.000 Committed 0.000 Backorder 6.000 On Order 0.000 Available Qty 0.000

Created by SS on 10/2/2014 10:10:23 AM Modified by SS on 9/15/2015 12:27:23 PM

If an item is set as manufactured or kitted it will have a components tab. You can see very visually if you have enough stock to be able to build the item. The green dots mean that there is enough of the component, the red dot means that there is not, and the yellow dot means that there is enough for this build but we are over-committed. There is also an orange dot to indicate that we are short, but a purchase Order has already been issued for the shortage.

- **Build** – Click to relieve the components of a manufactured item and add the finished product to stock. A journal entry will be posted to credit the raw materials and debit finished goods, if the GL account for the items are different.
- **Add** – Adds a component
- **Delete** – Deletes a component
- **Print** – Prints a report for this template
- **Sub Assemblies** – Shows and expands sub assemblies. If there is a + in front of the sub assemblies the components of that sub-assembly will be depleted instead of the finished sub-assembly
- **Switch to Alternate** – If a component is out of stock, clicking this button will switch to the alternate part number if it is setup

- **Copy Components** – If creating a new manufactured item clicking the 'Key Components' button will prompt the user to select another item to copy the components from.

**Manufacturing notes** – Can be entered here to post notes to history. These notes will not be saved to the components template.

**Instructions** – Can be added to the top item and line by line on the components. These notes are save to the manufactured item template.



## **Inventory – Included Reports**

# Inventory Labels

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

## Purchase Orders

Click on the label button on the details toolbar of the purchase order and a screen will come up that is populated with the items on the purchase order. The quantities will be set to the receive quantity of if they have not yet been received, the order quantity.

The screenshot displays the 'Purchase Order - 0000700076' window. The 'Items' section lists various products with their respective quantities. A 'Print Labels' dialog box is open, showing a list of items to be labeled. The dialog includes fields for 'Total Labels' (316) and 'Blank Labels' (3). The main window also shows 'Order Details' on the right, including status, PO number, and dates. At the bottom, a summary of costs is visible, including a total of 11,711.70.

Part No	Description	Order Qty	Receive Qty
[VA ] INSD840	InSpire Dumbbell 40	8,000	8,000
[VA ] INSCW300	Inspire Coconut Water (300ml)	50,000	3,000
[VA ] INSD830	InSpire Dumbbell 30	5,000	5,000
[VA ] INSD840	InSpire Dumbbell 40	4,000	4,000
[VA ] INSD825	InSpire Dumbbell 25	14,000	2,000
[VA ] INSWP45	InSpire Weight Plate 45	18,000	5,000
[VA ] INSKB5	InSpire Kettlebell 5	24,000	12,000
[VA ] INSWP35	InSpire Weight Plate 35	16,000	0,000
[VA ] INSD835	InSpire Dumbbell 35	10,000	5,000
[VA ] INSPOME3-100	Inspire Omega 3 Supplement (100 cap)	10,000	10,000

Qty	Part	Description	Freight %	Freig
8	[VA ] INSD840	InSpire Dumbbell 40	0.00	0.
3	[VA ] INSCW300	Inspire Coconut Water (300ml)	0.00	0.
5	[VA ] INSD830	InSpire Dumbbell 30	0.00	0.
4	[VA ] INSD840	InSpire Dumbbell 40	0.00	0.
2	[VA ] INSD825	InSpire Dumbbell 25	0.00	0.
5	[VA ] INSWP45	InSpire Weight Plate 45	0.00	0.
12	[VA ] INSKB5	InSpire Kettlebell 5	0.00	0.
16	[VA ] INSWP35	InSpire Weight Plate 35	0.00	0.
5	[VA ] INSD835	InSpire Dumbbell 35	0.00	0.
10	[VA ] INSPOME3-100	Inspire Omega 3 Supplement (100 cap)	0.00	0.
4	[VA ] INSD825	InSpire Dumbbell 25	0.00	0.
1	[VA ] INSD845	InSpire Dumbbell 45	0.00	0.
23	[VA ] INSD815	InSpire Dumbbell 15	0.00	0.

Available: 181,000    On Hand: 202,000    Committed: 21,000

Total Vendor Freight: 0.00    Discount: 0.0 %  
 Landed Freight: 0.00    Weight:  
 Landed Duty: 0.00

Total Labels: 316  
 Blank Labels: 3

11,711.70

Created by SS on 05/10/2016 3:21:34 PM. Modified by SS on 05/10/2016 3:21:34 PM

## Inventory List

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

The screenshot shows the Spire Systems inventory management software interface. The main window displays a list of items with columns: Part number, Description, On Hand, Status, Available, Backorder, Committed, and On Order. The 'Labels' button in the top toolbar is highlighted with a red box. The 'Print Labels' dialog box is open, showing a table of items to be printed. The dialog has tabs for 'Print Labels', 'Set Quantity to 1', and 'Set Quantity to BOH'. The 'Print Labels' tab is active, showing a table with columns: Qty, Part, and Description. The table lists items with their quantities and descriptions. At the bottom of the dialog, there are fields for 'Total Labels' (18,506) and 'Blank Labels'.

Qty	Part	Description
1	[VA ] CUCBST12548K	Chin Up Bar 1.25" x 48" Straight Bar
0	[VA ] CUCHINKITS	Chin Up Kits
0	[VA ] CUHGHANDLES	Hammer Grip Handles Kit
9500	[VA ] DRKCHOC	Dark Chocolate
7851	[VA ] EGGS	Eggs
0	[VA ] HARVV	Human X Weighted Vest
92	[VA ] INSBLE100	InSpire 100 Max Blender
202	[VA ] INSCW300	Inspire Coconut Water (300ml)
63	[VA ] INSD810	InSpire Dumbbell 10
216	[VA ] INSD815	InSpire Dumbbell 15
38	[VA ] INSD820	InSpire Dumbbell 20
100	[VA ] INSD825	InSpire Dumbbell 25
129	[VA ] INSD830	InSpire Dumbbell 30
96	[VA ] INSD835	InSpire Dumbbell 35
115	[VA ] INSD840	InSpire Dumbbell 40
103	[VA ] INSD845	InSpire Dumbbell 45

Total Labels: 18,506  
Blank Labels:

**Print** – Prints quantities of each item on the list.

**Set Quantity to 1** – Clicking this sets all quantities to 1 so only 1 label will be printed for each item.

**Set Quantity to BOH** – Changes the quantity of labels for each item to the balance on-hand.

**Qty** – Gets populated with the receive or order quantity from a purchase order and the On-Hand quantity if printed from inventory list. These quantities can be manually edited.

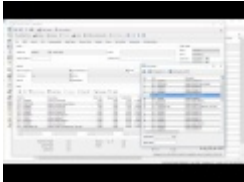
**Part** – The item for which labels will be printed.

**Description** – The description of the item for which labels will be printed.

**Total Labels** – Total quantity of labels that will be printed. This is helpful so that the user loads enough labels in the printer.

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

## Video Instruction – Inventory Labels



# Requisitions

Requisitions is the step in between Sales/Production/Inventory and Purchase orders. Items sent to requisition stay on the list until the purchase order is closed or the production order is built.

Requisition List											
Hide Processed  Process											
Whse	Part No	Description	Required Qty	Unit Cost	Target Type	Vendor No.	Order No	On Hand	On Order	Committed	Backordered
VA	INTRS400	Intek RS-400 Rowing Machine	1.00	896.80	Purchase Order	INTEK - International Technology	0000700046	138.00	0.00	13.00	4.00
VA	INTTK200	InTek TK200 Cross Trainer	7.00	885.00	Purchase Order	INTEK - International Technology	0000700042	29.00	0.00	38.00	11.00
VA	INTTK200	InTek TK200 Cross Trainer	29.00	885.00	Purchase Order	INTEK - International Technology	0000700046	29.00	0.00	38.00	11.00
VA	INTTK200	InTek TK200 Cross Trainer	2.00	885.00	Purchase Order	INTEK - International Technology	0000700046	29.00	0.00	38.00	11.00
VA	INTTP500	Intek PT-500 Vibration Plate	4.00	472.00	Purchase Order	INTEK - International Technology	0000700046	91.00	0.00	4.00	4.00
VA	MISC	This description passes to req...	3.00	0.00	Purchase Order	INTEK - International Technology	0000700046				
VA	MS-RS1000	Moet Systems RS-1000 Tread...	62.00	1,530.00	Purchase Order	MOESYS - Moet Systems		12.00	2.00	12.00	23.00
VA	MS-RS1000	Moet Systems RS-1000 Tread...	20.00	1,530.00	Purchase Order	MOESYS - Moet Systems	0000700043	12.00	2.00	12.00	23.00
VA	MS-RS1000	Moet Systems RS-1000 Tread...	2.00	1,530.00	Purchase Order	MOESYS - Moet Systems	0000700047	12.00	2.00	12.00	23.00
VA	MS-RS1000	Moet Systems RS-1000 Tread...	1.00	1,530.00	Purchase Order	MOESYS - Moet Systems	0000700043	12.00	2.00	12.00	23.00
VA	NATBEL55	Weight Lifting Belt Model 55	7.00	66.00	Purchase Order	NATPRO - National Equipment	0000700009	54.00	29.00	3.00	12.00
VA	NATBEL55	Weight Lifting Belt Model 55	10.00	66.00	Purchase Order	NATPRO - National Equipment	0000700009	54.00	29.00	3.00	12.00
VA	NATBEL55	Weight Lifting Belt Model 55	12.00	66.00	Purchase Order	NATPRO - National Equipment	0000700009	54.00	29.00	3.00	12.00
VA	NATPUBA	National Pushup Bars	8.00	33.75	Purchase Order	NATPRO - National Equipment	0000700009	62.00	8.00	13.00	6.00
VA	NATWR	National Wrist Roller	5.00	21.75	Purchase Order	NATPRO - National Equipment	0000700048	59.00	0.00	64.00	0.00
VA	NATYM900	National 900 Yoga Mat	5.00	9.375	Purchase Order	NATPRO - National Equipment	0000700009	173.00	29.00	31.00	1.00
VA	NATYM900	National 900 Yoga Mat	22.00	9.375	Purchase Order	NATPRO - National Equipment	0000700009	173.00	29.00	31.00	1.00
VA	NATYM900	National 900 Yoga Mat	6.00	9.375	Purchase Order	NATPRO - National Equipment	0000700009	173.00	29.00	31.00	1.00
VA	OME300HHM	Omega 300 Heart Rate Monitor	41.00	58.74	Purchase Order	OMELEE - Omega Electronics Inc	0000700004	64.00	41.00	16.00	6.00
VA	OME300HHM	Omega 300 Heart Rate Monitor	1.00	58.74	Purchase Order	OMELEE - Omega Electronics Inc	0000700021	64.00	41.00	16.00	6.00
VA	OME300HHM	Omega 300 Heart Rate Monitor	1.00	58.74	Purchase Order	OMELEE - Omega Electronics Inc	0000700021	64.00	41.00	16.00	6.00
VA	OME300HHM	Omega 300 Heart Rate Monitor	1.00	58.74	Purchase Order	OMELEE - Omega Electronics Inc	0000700021	64.00	41.00	16.00	6.00
VA	PPBARCCC...	PP Bar Chewy Chocolate Chip...	3.00	36.26	Production Order		0000000019	0.00	0.00	0.00	4.00
VA	PPBARCCC...	PP Bar Chewy Chocolate Chip...	4.00	36.26	Production Order			0.00	0.00	0.00	4.00
VA	PPBARCCC...	PP Bar Chewy Chocolate Chip...	5.00	36.26	Production Order		0000000037	0.00	0.00	0.00	4.00
VA	PPBARCCC...	PP Bar Chewy Chocolate Chip...	9.00	36.26	Production Order		0000000054	0.00	0.00	0.00	4.00
VA	PPBARCCC...	PP Bar Chewy Chocolate Chip...	4.00	36.26	Production Order			0.00	0.00	0.00	4.00
VA	PPBARCPC...	PP Bar Chocolate Peanut Butt...	6.00	36.26	Production Order		0000000055	13.00	0.00	0.00	1.00
VA	PPBARCPC...	PP Bar Chocolate Peanut Butt...	5.00	36.26	Production Order		0000000039	13.00	0.00	0.00	1.00
VA	PPBARCSC...	PP Bar Chocolate Salted Cara...	11.00	36.26	Production Order		0000000056	0.00	0.00	0.00	6.00
VA	PPBARCSC...	PP Bar Chocolate Salted Cara...	6.00	36.26	Production Order		0000000022	0.00	0.00	0.00	6.00
VA	PPBARCSC...	PP Bar Chocolate Salted Cara...	5.00	36.26	Production Order		0000000040	0.00	0.00	0.00	6.00
VA	PPBARCSC...	PP Bar Chocolate Salted Cara...	6.00	36.26	Production Order			0.00	0.00	0.00	6.00
VA	PPBARCSC...	PP Bar Chocolate Salted Cara...	6.00	36.26	Production Order			0.00	0.00	0.00	6.00

**Save** – Save changes

**Delete** – Delete a line from list

**Refresh** – Refresh to get changes from other users on the network

**Print** – Print requisition reports

**Hide Processed** – Hide requisitions that are already on a purchase order or production order

**Process** – Create PO or production orders

# From Sales Order List

On the sales order list, one of the available fields is 'Backordered'. If there is a check in the box it means that at least one item is backordered on the sales order. If a filter is created that has the criteria Backordered – is true, then the list will only have sales orders with a backorder on it.

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

Inspire Health Systems.

File Edit Customers Vendors Inventory Purchasing Production Sales Payroll Tools Help

Customers Sales Back Orders Orders < 30% GP Processed Shipped Point of Sale Sales History Accounts Receivable Price Matrix Inventory Needs Ordering Serialized/Lot Items Negative On Hand Items not Sold in 2 Years

Filters Search Export + - - - - - Hold Process Reprocess Invoice R

Requisition Next Phase AR Payment

Match if All of the following criteria are true

+ X Backordered is true

Order No	Customer No.	Customer Name	Status	Type	Required Date	Subtotal	Subtotal Ordered	Backordered
0000011905	EAST571	Eastman Chemical Company	Open	Sales Order	9/13/2015	0.00	412.88	<input checked="" type="checkbox"/>
0000011906	ELDE929	Elden H Knudson Constrcn Co	Shipped	Sales Order	9/13/2015	280.00	1,955.00	<input checked="" type="checkbox"/>
0000011907	ER118	E R Partridge Inc	Shipped	Sales Order	9/13/2015	0.00	285.00	<input checked="" type="checkbox"/>
0000011917	ER118	E R Partridge Inc	Shipped	Sales Order	9/13/2015	0.00	1,908.00	<input checked="" type="checkbox"/>
0000011925	BELL383	Bell West Credit Union	Open	Sales Order	9/13/2015	0.00	44.00	<input checked="" type="checkbox"/>
0000011938	TRAV597	Travel Resources	Open	Standing Order	9/13/2015	0.00	54,870.00	<input checked="" type="checkbox"/>
0000011941	CAP1660	Capital Electrical & Sec Inc	Open	Sales Order	9/13/2015	0.00	181.00	<input checked="" type="checkbox"/>
0000011943	DATA100	Data Management Services Inc	Open	Standing Order	9/13/2015	0.00	1,694.00	<input checked="" type="checkbox"/>
0000102616	DUPO192	Dupont Photographers	Open	Sales Order	5/13/2015	5,274.00	6,915.00	<input checked="" type="checkbox"/>
0000102629	ER118	E R Partridge Inc	Processed	Sales Order	6/13/2015	24,587.50	24,982.90	<input checked="" type="checkbox"/>
0000102652	MAUL986	Maull Baker Box Ci	Open	Sales Order	11/13/2015	434.00	20,693.00	<input checked="" type="checkbox"/>
0000102667	ER118	E R Partridge Inc	Processed	Sales Order	11/13/2015	850.00	4,165.00	<input checked="" type="checkbox"/>
0000102668	ELDE929	Elden H Knudson Constrcn Co	Open	Sales Order	11/13/2015	1,024.00	5,924.00	<input checked="" type="checkbox"/>
0000102673	OPT1100	Optima Limousine Service	Open	Standing Order	12/13/2015	20,952.00	21,072.00	<input checked="" type="checkbox"/>

# From Inventory List

On the inventory list the user can highlight any number of items and click 'Requisition'. The usual method is to sort by the column called "Suggested Order Qty" and requisition the required items. The suggested quantity is  $(\text{BackOrder} + \text{Committed} + \text{ReOrderPoint}) - \text{OnOrder}$  and then rounded up to the suppliers minimum order quantity for that item.

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

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File Edit Customers Vendors Inventory Purchasing Production Sales Payroll Tools Help

Labels Adjust Requisition Filters Search Export

Match if All of the following criteria are true

+ X Suggested Order Qty is not 0.00

Warehouse	Part number	Description	Suggested Order Qty	Vendor	Available	On Hand	Backorder	Committed	Reorder Point	On Order	Minimum Buy Qty
VA	AFRARC102	ARC-102 Air Rower	1.00	NOLIFI	-1.00	-1.00	0.00	0.00	0.00	0.00	0.00
VA	CHALK	Gym Chalk	5.00	ROGCAN	-3.00	-3.00	2.00	0.00	0.00	0.00	0.00
VA	CUBEAMKIT	Chin Up Bar Beam Mounting Kit	1.00	NOLIFI	-1.00	0.00	0.00	1.00	0.00	0.00	0.00
VA	CUCBST12548K	Chin Up Bar 1.25" x 48" Straight Bar	37.00	NOLIFI	-1.00	-1.00	0.00	0.00	36.00	0.00	12.00
VA	INSKB40	InSpire Kettlebell 40	10.00	INSPIRE	-1.00	43.00	9.00	44.00	0.00	0.00	0.00
VA	INTTK200	InTek TK200 Cross Trainer	44.00	INTEK	-9.00	29.00	11.00	38.00	24.00	0.00	12.00
VA	MS-RS1000	Moet Systems RS-1000 Treadmill	21.00	MOESYS	0.00	12.00	23.00	12.00	0.00	2.00	0.00
VA	NATWR	National Wrist Roller	5.00	NATPRO	-5.00	59.00	0.00	64.00	0.00	0.00	0.00
VA	PPBARCCC48PK	PP Bar Chewy Chocolate Chip 50g (48 pack)	4.00		0.00	0.00	4.00	0.00	0.00	0.00	0.00
VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	6.00		0.00	0.00	6.00	0.00	0.00	0.00	0.00
VA	PPBARDCD48PK	PP Bar Dark Chocolate Coconut 50g (48 pack)	6.00		0.00	0.00	6.00	0.00	0.00	0.00	0.00
VA	PPBARGYS48EA	PP Bar Greek Yogurt Strawberry - 78g (48 Pack)	6.00		0.00	0.00	6.00	0.00	0.00	0.00	0.00

Customers  
Sales  
Point of Sale  
Sales History  
Accounts Receivable  
Price Matrix  
Inventory  
Needs Ordering  
Serialized/Lot Items  
Negative On Hand  
Items not Sold in 2 Years



# From Sales Order

If we have back ordered items in a sales order we can see line by line what our default vendor is that we buy the item from. If you want to select an alternate vendor, simply click the lookup. Then click on the 'Requisition' button. The back ordered item will get passed to the requisition along with the vendor from the line of the sales order.

Sales Order - 0000102616 Dupont Photographers

Process Reprocess Invoice Next Phase

Open Customer View Expanded Totals By Ordered Qty **Requisition** Deposits

Inventory is available to commit on this order. Ship Available Dismiss

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

Order Details

Customer No DUPO192 Dupont Photographers Order No 0000102616 Order Date 5/13/2015 Open Sales Order

Insert Delete Comment Serial Numbers Add Job Header UDF Scan Items Fill Prices

Part No	Description	Order Qty	Ship Qty	B/O Qty	Unit Price	Current Cost	Average Cost	Vendor	U/M
[VA ] NATPUBA	National Pushup Bars	1	1	0	45.00	33.75	33.75	NATPRO	EA
[VA ] SP4CHIN	Springfield SP-4 Chin-up Bar	1	1	0	150.00	90.00	90.00	SPRFIT	EA
[VA ] MS-RS900	Moet Systems RS-900 Treadmill	1	0	1	1,575.00	1,071.00	1,071.00	MOESYS	EA
[VA ] INSDB10	InSpire Dumbbell 10	1	1	0	22.00	12.11952	12.11898	INSPIRE	EA
[VA ] NATACCBAL	National Accupressure Balls	3	0	3	22.00	16.50	16.50	NATPRO	EA
[VA ] INSBLE100	InSpire 100 Max Blender	13	13	0	389.00	226.40161	223.31943	INSPIRE	EA
[VA ] MISC	This description passes to requisition and therefore the PO	3	0	3	100.00	50.00	50.00	INTEK	



# From Production Order

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

Production Order - 0000000025

Build Requisition Next Phase

Main Attachments Communications Phase User Defined

Order Information

Build No 0000000025 Status Open

Sales Order 0000800028 Order Date 9/16/2015 Reference No

Phase Required Date 9/16/2015 Priority Normal

Customer SADL845 Sadler Properties Phase Date / / Customer PO

Details

Subassemblies Serial Numbers Switch To Alternate Show UDF Pull From Template Push To Template Commit Item

Inventory	Description	Quantity	Built Qty	Remaining Qty	Extended Qty	Unit Cost	Extended Cost
[VA ] PPBARGYS48EA	PP Bar Greek Yogurt Strawberry - 78g (48 Pa...	25.00000	0.00000	25.00000	25.00000	397.90000	9,947.50000
[VA ] WHEPRO	Whey Protein	100.000...	0.00000	2,500.00000	2,500.00000	0.25000	625.00000
[VA ] SOYLEC	Soy Lecithin	25.00000	0.00000	625.00000	625.00000	0.90000	562.50000
[VA ] STRBERR	Strawberries	100.000...	0.00000	2,500.00000	2,500.00000	0.15000	375.00000
[VA ] OATS	Oats	100.000...	0.00000	2,500.00000	2,500.00000	0.12000	300.00000
[VA ] BRNSUG	Brown Sugar	65.00000	0.00000	1,625.00000	1,625.00000	0.06000	97.50000
[VA ] EGGS	Eggs	25.00000	0.00000	625.00000	625.00000	0.02000	12.50000
[VA ] NONFATMILK	Nonfat Milk	75.00000	0.00000	1,875.00000	1,875.00000	0.88000	1,650.00000
[VA ] SALT	Salt	25.00000	0.00000	625.00000	625.00000	0.02000	12.50000
[VA ] YOGURTCOATI...	High Protein Yogurt Coating	100.000...	0.00000	2,500.00000	2,500.00000	0.45000	1,125.00000
[VA ] OLEICOIL	High Oleic Sunflower Oil	25.00000	0.00000	625.00000	625.00000	0.30000	187.50000
[VA ] VEGGLY	Vegetable Glycerine	30.00000	0.00000	750.00000	750.00000	4.00000	3,000.00000
[VA ] ACAI	Acai Fruit Extract	80.00000	0.00000	2,000.00000	2,000.00000	1.00000	2,000.00000

# From Production List

When on the production order list any number of orders can be highlighted and then the user can click requisition. The production orders with shortages will be sent to the requisition screen. There is no way to set a filter from the list to know which ones have shortages.

Production Orders						
Orders    Templates						
Filters    Search               Export                               Build     Requisition     Pull From Template						
Order No	Customer No.	Name	Warehouse	Part number	Description	Required Qty
0000000001	ABR885	A Bryant Webb Pc	VA	RESCAB90	Resistance Cable 90lb Blue	12.00
0000000002	ACAD488	Academy Rubbr Stamp Co Inc	VA	RESCAB70	Resistance Cable 70lb Yellow	12.00
0000000003			VA	RESCAB90	Resistance Cable 90lb Blue	18.00
0000000016			VA	PPBARDCD48PK	PP Bar Dark Chocolate Coconut 50g (48 pack)	24.00
0000000018			VA	PPBARGYS48EA	PP Bar Greek Yogurt Strawberry - 78g (48 Pack)	12.00
0000000019	SADL845	Sadler Properties	VA	PPBARCCC48PK	PP Bar Chewy Chocolate Chip 50g (48 pack)	3.00
0000000020	SADL845	Sadler Properties	VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	5.00
0000000021	SAIN123	Saint Laurent Collision Auto	VA	PPBARCPC48PK	PP Bar Chocolate Peanut Butter 50g (48 pack)	12.00
0000000022	SADL845	Sadler Properties	VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	6.00
0000000023	A1948	A 1 Party Pleasers	VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	3.00
0000000024	SADL845	Sadler Properties	VA	PPBARDCD48PK	PP Bar Dark Chocolate Coconut 50g (48 pack)	5.00
0000000025	SADL845	Sadler Properties	VA	PPBARGYS48EA	PP Bar Greek Yogurt Strawberry - 78g (48 Pack)	6.00
0000000027	JACK225	Jackson Fitness Center	VA	RESCAB10	Resistance Cable 10lb Teal	12.00
0000000028	JACK225	Jackson Fitness Center	VA	RESCAB20	Resistance Cable 20lb Purple	12.00
0000000029	JACK225	Jackson Fitness Center	VA	RESCAB30	Resistance Cable 30lb Pink	10.00
0000000030	JACK225	Jackson Fitness Center	VA	RESCAB40	Resistance Cable 40lb Maroon	12.00

# Processing Requisitions

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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**

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# Utilities

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# Inventory Adjustments

To setup inventory adjustments go to [Company Settings/Inventory](#) and select a default GL account that adjustments should be posted to. This should be a cost of goods account that writes off the inventory.

There is also an optional setting to post a markup percentage on inventory transfers. Usually an income account is selected so that inventory is debited for the increase and the income account is credited. This feature is used when head office wants to add overhead for stocking inventory. The warehouse that the goods get sent to will then realize a higher cost for that item than the main warehouse. This higher cost is offset by the transfer so the company's bottom line does not change.

Inventory adjustments can be reached from 2 places in Spire. From the inventory list the user can highlight the items to be adjusted or transferred and then click the adjustment button on the top of the inventory list. The transfer option is selected by clicking the little arrow in the adjustment button.

The other way to reach adjustments is via the top menu under Inventory/Inventory Adjustments. Click the + button and choose 'Adjust Inventory' or 'Warehouse Transfer'.

**Inventory Adjustment**

General User Defined

Mode: ☒ Adjust Inventory ☐ Warehouse Transfer

Reference No: SerFit Date: 4/5/2016 Adjustment No:

Parts

Delete Serial Numbers Show UDF Scan Items

Inventory	Description	Receive Qty	Cost	UOM	Ext Cost	Base Ext Cost	Avg Cost	Sell 01	GL Account	Location	Pack Size	Transfer %
[RAW ] RUBHOSERED	Rubber Hose - Red	2.000	0.100	MET	0.200	0.200	0.10	0.00	70000		0.00	0.00
[VA ] PPDFPMB	PP Daily Fit Powd...	4.000	13.495	EA	53.980	53.980	13.495	26.99	70000			0.00
[VA ] PREFX447	Precor EFX 447 Ell...	1.000	2,999.500	EA	2,999.500	2,999.500	2,999.50	5,999.00	70000			0.00
[VA ] SMSCS	Stairmaster Staird...	5.000	1,744.000	EA	8,720.000	8,720.000	1,744.00	3,488.00	70000			0.00
[VA ] NLPRECURL	Northern Lights P...	3.000	99.000	EA	297.000	297.000	99.00	198.00	70000			0.00
[VA ] NLFLBE	Northern Lights Fl...	6.000	99.000	EA	594.000	594.000	99.00	198.00	70000			0.00
[VA ] ACMFITMB	ACME Medicine B...	-5.000	36.850	EA	-184.250	-184.250	36.85	55.00	70000		0.00	0.00

Available: 0.000 On Hand: 0.000 Committed: 0.000 Backorder: 0.000 On Order: 0.000

Notes: All sent to local non profit fitness center

Total Cost: 12,480.43

## Adjustment Header

**Save** – Saves the adjustment and assigns a number. The items on this list have now been put 'In Transit'. This means that they have been committed in the warehouse. In the case of a warehouse transfer, the items in the 'from' warehouse get committed, and the items in the 'to' warehouse get set as 'On-Order' just like when they are on an issued purchase order.

**Save Close** – Same as saving but it closes the adjustment and shows the list.

**Print** – Prints the pending adjustment or transfer

**Post** – Posts the adjustment/transfer. The items are removed from the 'in transit' state and are posted as receipts. They also get posted to the purchase history table using the adjustment or transfer number as the PO number. This way a user can review and print past adjustments.

**User Defined** – If a license for UDF's is owned then extra fields can be added to the header and details

**Mode** – Select between adjust inventory or warehouse transfer

**Reference No** – User can add a reference number to the adjustment

**Date** – The date that will get used for the receipt and GL posting

**Adjustment No** – Adjustments have a sequential number that starts with an 'A' as a prefix and transfers start with a 'T'



**NOTE:** When an item is highlighted the status of the item shows just below the grid.

## Adjustments Body

**Delete** – Removes a line off of the adjustment

**Serial** – Numbers – Use to select the serial or lot number to be adjusted

**Show UDF** – Line User Defined fields can be added if a Spire UDF license is owned

**Scan Items** – Use this option to scan items one at a time. Users can also directly scan serial or lot numbers and the item will also get populated.



**Inventory** – Warehouse and part number

**Description** – Description of part number

**Receive Qty** – Quantity to adjust or transfer. Use minus quantity to remove items from stock

**Cost** – Cost of the item. Defaults to the average cost but the user can edit this. (be careful as this should only be used if the GL account is accruing the purchase)

**UOM** – Unit of Measure to be adjusted. Defaults to the stocking UOM

**Ext Cost** – Extended cost of the line

**Avg Cost** – Extended average cost

**Sell 01** – Sell price 1 from inventory. This can be edited and it will update inventory.

**GL Account** – GL account that this line will post to. The inventory GL account for the sales department of this item will always be used for the transaction as well.

**Location** – The warehouse location for this item. This can be edited and it will update inventory.

**Pack Size** – The pack size that this item is in. This can be edited and it will update inventory.

**Transfer %** – The percentage to charge to the GL account that was setup in [Company Settings/Inventory](#).

## Adjustment Footer

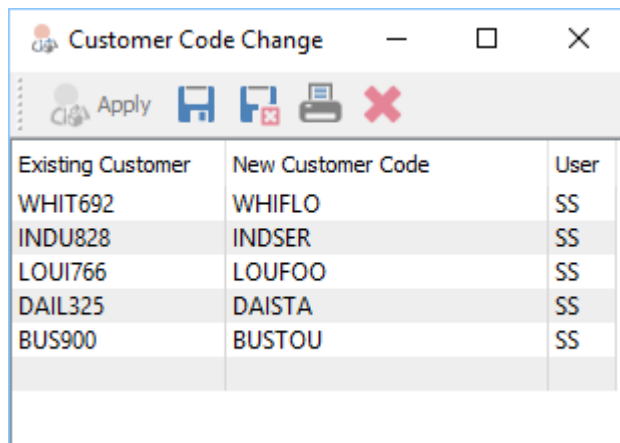
**Notes** – Notes can be added for this adjustment and will be save as a communications note in purchase history.

**Total Cost** – Total cost of the transfer.

## Customer Code Change

Customer code change allows the user to change the customers code and once applied it changes the code in all of the tables where that customer was previously posted. Once applied it will be as if that customers code always had the new code. No history of the old code is kept.

This utility is accessed from the top menu under Customers/Customer Code Change and requires the User setting Customer/Change Customer Code.



Existing Customer	New Customer Code	User
WHIT692	WHIFLO	SS
INDU828	INDSER	SS
LOUI766	LOUFOO	SS
DAIL325	DAISTA	SS
BUS900	BUSTOU	SS

**Apply** – Posts the record and history changes

**Save** – Saves the selected list

**Save Close** – Saves the list for later posting

**Print** – Prints report for list

**Delete** – Deletes the selected line



**NOTE:-** That posting the changes requires exclusive use of Spire, however adding to the list does not.

# Inventory Code Change

Inventory code change allows the user to change inventory codes and once applied it changes the code in all of the tables where that the item was previously posted to. Once applied it will be as if that inventory code always had the new code. No history of the old code is kept.

This utility is accessed from the top menu under Inventory/Inventory Code Change and requires user setting Inventory/Change Inventory Code.

Inventory Code Change			
Apply                All Warehouses			
Existing Item	Description	New Part Number	User
[VA ] ABMAT	AbMat	ABMAT12	SS
[VA ] ACMFITSB	ACME Swiss Ball	ACMEFITSB	SS
[RAW ] ACMFITSB	ACME Swiss Ball	ACMEFITSB	SS
[VA ] VIECCHAIR	Vicore Elite Core Chair	VIECCHAIR12	SS
[VA ] HARWV	Human X Weighted Vest	HARWVEZ	SS

**Apply** – Posts the record and history changes

**Save** – Saves the selected list

**Save Close** – Saves the list for later posting

**Print** – Prints report for list

**Delete** – Deletes the selected line

**All Warehouses** – Once an item is added to the list, highlight it and select 'All Warehouses' and each of the other warehouses with this code will get added to the list.

## Utilities – Included Reports

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# Optional Add-ons

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# Production Manager

Production Manager add-on lets you control inventory with pinpoint accuracy, reduce unplanned expenses and improve cash flow. Efficiently plan production from beginning to end and track progress with real-time information on raw materials, costs and production status.

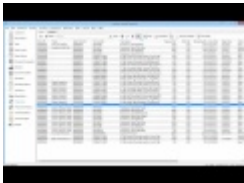
## Features:

- Commit raw materials before production begins
- Link production order to sales orders
- Customize production builds on the fly
- Create subassemblies for a single product
- Track work in progress (WIP)
- Manage production phases with one click
- Automatically generate requisitions from inventory shortages and create purchase orders
- Reorder reports based on committed items and date requirements
- Print production schedule
- Print production orders
- Automatically create production orders from shortages
- Automatically create production orders from sales orders

## Production Order list

Production Orders																
Orders Templates																
Order No	Customer No.	Name	Warehouse	Part number	Description	Required Qty	Built Qty	Remaining Qty	Order Date	Reqd. Date	Status	Priority	Phase	Phase Date	Sales Order No.	PO Number
0000000055	JACK225	Jackson Fitness Center	VA	PPBARCPC48PK	PP Bar Chocolate Peanut Butter 50g (48 pack)	6.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal				
0000000049	JACK225	Jackson Fitness Center	VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	5.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal			0000000032	
0000000056	JACK225	Jackson Fitness Center	VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	11.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal				
0000000048	JACK225	Jackson Fitness Center	VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	5.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal			0000000032	
0000000041	JACK225	Jackson Fitness Center	VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	5.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal				
0000000057	JACK225	Jackson Fitness Center	VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	18.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal				
0000000042	JACK225	Jackson Fitness Center	VA	PPBARDCD48PK	PP Bar Dark Chocolate Coconut 50g (48 pack)	12.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal			0000000032	
0000000058	JACK225	Jackson Fitness Center	VA	PPBARDCD48PK	PP Bar Dark Chocolate Coconut 50g (48 pack)	17.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal				
0000000059	JACK225	Jackson Fitness Center	VA	PPBARGB48PK	PP Bar Greek Yogurt Blueberry 78g (48 pack)	6.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal				
0000000044	JACK225	Jackson Fitness Center	VA	PPBARGB48PK	PP Bar Greek Yogurt Blueberry 78g (48 pack)	44.00	0.00	44.00	04/17/2015	04/17/2015	Open	Normal			0000000032	
0000000060	JACK225	Jackson Fitness Center	VA	PPBARVY48PK	PP Bar Greek Yogurt Strawberry - 78g (48 Pack)	8.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal				
0000000043	JACK225	Jackson Fitness Center	VA	PPBARVY48PK	PP Bar Greek Yogurt Strawberry - 78g (48 Pack)	2.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal			0000000032	
0000000040			VA	RESCAB10	Resistance Cable 10lb Teal	12.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal				
0000000047			VA	RESCAB100	Resistance Cable 100lb Black	7.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal				
0000000049			VA	RESCAB20	Resistance Cable 20lb Purple	12.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal				
0000000045			VA	RESCAB30	Resistance Cable 30lb Pink	10.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal				
0000000050			VA	RESCAB40	Resistance Cable 40lb Magenta	12.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal				
0000000051			VA	RESCAB50	Resistance Cable 50lb Orange	12.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal				
0000000046			VA	RESCAB60	Resistance Cable 60lb Red	9.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal				
0000000052			VA	RESCAB80	Resistance Cable 80lb Green	12.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal				
0000000053			VA	RESCAB90	Resistance Cable 90lb Blue	12.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal				
0000000044			VA	RESCAB30	Resistance Cable 30lb Pink	1.00	0.00	1.00	08/09/2015	10/01/2015	Open	Normal				
0000000007			VA	PPBARCC48PK	PP Bar Chewy Chocolate Chip 50g (48 pack)	5.00	0.00	5.00	09/10/2015	09/29/2015	Open	Normal				
0000000006			VA	PPBARCC48PK	PP Bar Chewy Chocolate Chip 50g (48 pack)	12.00	0.00	12.00	09/10/2015	09/23/2015	Open	Normal				
0000000012			VA	PPBARCC48PK	PP Bar Chewy Chocolate Chip 50g (48 pack)	4.00	0.00	4.00	09/16/2015	11/20/2015	Open	Normal				
0000000019	SADL845	Sadler Properties	VA	PPBARCC48PK	PP Bar Chewy Chocolate Chip 50g (48 pack)	3.00	0.00	0.00	09/16/2015	09/16/2015	Open	Normal			0000000028	
0000000013	SADL845	Sadler Properties	VA	PPBARCC48PK	PP Bar Chocolate Peanut Butter 50g (48 pack)	2.00	0.00	2.00	09/16/2015	09/23/2015	Open	Normal				
0000000021	SADL845	Sadler Properties	VA	PPBARCPC48PK	PP Bar Chocolate Peanut Butter 50g (48 pack)	12.00	12.00	1.00	09/16/2015	09/16/2015	Open	Normal			0000000028	
0000000022	SADL845	Sadler Properties	VA	PPBARCPC48PK	PP Bar Chocolate Peanut Butter 50g (48 pack)	6.00	0.00	0.00	09/16/2015	09/16/2015	Open	Normal			0000000028	
0000000014			VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	6.00	0.00	6.00	09/16/2015	09/16/2015	Open	Normal				
0000000015			VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	12.00	0.00	12.00	09/16/2015	12/25/2015	Open	Normal				
0000000020	SADL845	Sadler Properties	VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	123.00	0.00	123.00	09/16/2015	09/16/2015	Open	Normal			0000000028	
0000000023	SADL845	Sadler Properties	VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	3.00	0.00	3.00	09/16/2015	09/16/2015	Open	Normal			0000000028	
0000000016			VA	PPBARDCD48PK	PP Bar Dark Chocolate Coconut 50g (48 pack)	24.00	0.00	24.00	09/16/2015	10/03/2015	Open	Normal				
0000000024	SADL845	Sadler Properties	VA	PPBARDCD48PK	PP Bar Dark Chocolate Coconut 50g (48 pack)	5.00	0.00	5.00	09/16/2015	09/16/2015	Open	Normal			0000000028	

## Video Instruction of Production Manager



# Order List

## Production Order list

Production Orders																			
Orders Templates																			
Filters Search																			
Export Build Requisition Pull From Template Next Status Next Phase																			
Order No	Customer No	Name	Warehouse	Part number	Description	Required Qty	Built Qty	Remaining Qty	Order Date	Regd. Date	Status	Priority	Phase	Phase Date	Sales Order No	PO Number	Reference No	Created By	Modified By
000000055			VA	PPBARCC48PK	PP Bar Chocolate Peanut Butter 50g (48 pack)	6.00	0.00	0.00	04/17/2015		Open	Normal						SS	SS
000000040	JACK225	Jackson Fitness Center	VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	5.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal			0000000032			SS	SS
000000056			VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	11.00	0.00	0.00	04/17/2015		Open	Normal						SS	SS
000000038	JACK225	Jackson Fitness Center	VA	PPBARVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	5.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal			0000000032			SS	SS
000000041	JACK225	Jackson Fitness Center	VA	PPBARVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	5.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal			0000000032			SS	SS
000000057			VA	PPBARVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	18.00	0.00	0.00	04/17/2015		Open	Normal						SS	SS
000000042	JACK225	Jackson Fitness Center	VA	PPBARDC48PK	PP Bar Dark Chocolate Coconut 50g (48 pack)	12.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal			0000000032			SS	SS
000000058			VA	PPBARDC48PK	PP Bar Dark Chocolate Coconut 50g (48 pack)	17.00	0.00	0.00	04/17/2015		Open	Normal						SS	SS
000000059			VA	PPBARGV48PK	PP Bar Greek Yogurt Blueberry 78g (48 pack)	6.00	0.00	0.00	04/17/2015		Open	Normal						SS	SS
000000044	JACK225	Jackson Fitness Center	VA	PPBARGV48PK	PP Bar Greek Yogurt Blueberry 78g (48 pack)	44.00	0.00	44.00	04/17/2015	04/17/2015	Open	Normal			0000000032			SS	SS
000000060			VA	PPBARGV48PK	PP Bar Greek Yogurt Strawberry - 78g (48 Pack)	8.00	0.00	0.00	04/17/2015		Open	Normal						SS	SS
000000043	JACK225	Jackson Fitness Center	VA	PPBARGV48PK	PP Bar Greek Yogurt Strawberry - 78g (48 Pack)	2.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal			0000000032			SS	SS
000000048			VA	RESCAB10	Resistance Cable 10lb Teal	12.00	0.00	0.00	04/17/2015		Open	Normal						SS	SS
000000047			VA	RESCAB100	Resistance Cable 100lb Black	7.00	0.00	0.00	04/17/2015		Open	Normal						SS	SS
000000049			VA	RESCAB20	Resistance Cable 20lb Purple	12.00	0.00	0.00	04/17/2015		Open	Normal						SS	SS
000000045			VA	RESCAB30	Resistance Cable 30lb Pink	10.00	0.00	0.00	04/17/2015		Open	Normal						SS	SS
000000050			VA	RESCAB40	Resistance Cable 40lb Magenta	12.00	0.00	0.00	04/17/2015		Open	Normal						SS	SS
000000051			VA	RESCAB50	Resistance Cable 50lb Orange	12.00	0.00	0.00	04/17/2015		Open	Normal						SS	SS
000000046			VA	RESCAB60	Resistance Cable 60lb Red	9.00	0.00	0.00	04/17/2015		Open	Normal						SS	SS
000000052			VA	RESCAB80	Resistance Cable 80lb Green	12.00	0.00	12.00	04/17/2015		Open	Normal						SS	SS
000000053			VA	RESCAB90	Resistance Cable 90lb Blue	12.00	0.00	0.00	04/17/2015		Open	Normal						SS	SS
000000004			VA	RESCAB30	Resistance Cable 30lb Pink	1.00	0.00	1.00	09/09/2015	10/01/2015	Open	Normal						SS	SS
000000007			VA	PPBARCC48PK	PP Bar Chewy Chocolate Chip 50g (48 pack)	5.00	0.00	5.00	09/10/2015	10/29/2015	Open	Normal						SS	SS
000000006			VA	PPBARVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	12.00	0.00	12.00	09/10/2015	09/23/2015	Open	Normal						SS	SS
000000012			VA	PPBARCC48PK	PP Bar Chewy Chocolate Chip 50g (48 pack)	4.00	0.00	4.00	09/16/2015	11/20/2015	Open	Normal						SS	SS
000000019	SADL845	Sadler Properties	VA	PPBARCC48PK	PP Bar Chewy Chocolate Chip 50g (48 pack)	3.00	0.00	0.00	09/16/2015	09/16/2015	Open	Normal			0000000028			SS	SS
000000013			VA	PPBARCC48PK	PP Bar Chocolate Peanut Butter 50g (48 pack)	2.00	0.00	2.00	09/16/2015	09/23/2015	Open	Normal						SS	SS
000000021	SADL845	Sadler Properties	VA	PPBARCC48PK	PP Bar Chocolate Peanut Butter 50g (48 pack)	12.00	12.00	1.00	09/16/2015	09/16/2015	Open	Normal			0000000028			SS	SS
000000022	SADL845	Sadler Properties	VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	6.00	0.00	0.00	09/16/2015	09/16/2015	Open	Normal			0000000028			SS	SS
000000014			VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	6.00	0.00	6.00	09/16/2015	09/16/2015	Open	Normal						SS	SS
000000015			VA	PPBARVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	12.00	0.00	12.00	09/16/2015	12/25/2015	Open	Normal						SS	SS
000000020	SADL845	Sadler Properties	VA	PPBARVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	123.00	0.00	123.00	09/16/2015	09/16/2015	Open	Normal			0000000028			SS	SS
000000023	SADL845	Sadler Properties	VA	PPBARVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	3.00	0.00	3.00	09/16/2015	09/16/2015	Open	Normal			0000000028			SS	SS
000000016			VA	PPBARDC48PK	PP Bar Dark Chocolate Coconut 50g (48 pack)	24.00	0.00	24.00	09/16/2015	10/03/2015	Open	Normal						SS	SS
000000024	SADL845	Sadler Properties	VA	PPBARDC48PK	PP Bar Dark Chocolate Coconut 50g (48 pack)	5.00	0.00	5.00	09/16/2015	09/16/2015	Open	Normal			0000000028			SS	SS

**Refresh** – Refreshes the list of production orders for changes that others have made.

**Filters** – Sets filters to see just the production orders required.

**Search** – Enter the word(s) to find info from the header or details of production orders.

**Export** – Exports the filtered list to Excel or .csv.

**Add** – Adds a Production Order

**Edit** – Edits a Production Order

**Delete** Deletes selected production order(s).

**Print** – Prints selected Production Order(s).

**Build** – Builds selected Production Order(s) to receive the finished product using the total component cost, and relieves the components from inventory.

**Requisition** – Requisition shortages for selected Production Order(s).



**Copy** – Copies a Production Order to a new one.

**Pull From Templates** – Pulls details from the template from which the production order(s) were derived. This is useful to update the production order if the template has been edited.

**Next Status** – Moves the selected production order to the next status.

**Next Phase** – Moves the production order to the next phase based on the custom phases setup in production.

**Order No** – The sequence number assigned to the production order. It gets the next sequence from Company Settings/Sequence numbers.

**Customer No** – The customer that this production order is for. It can be added manually or it can come from sales orders when a user requisitions a manufactured item.

**Name** – The name of the customer the production order is for.

**Warehouse** – The warehouse where the item will be 'Built' into.

**Part Number** – The part number of the item that will be built.

**Description** – The description of the item that will be built.

**Required Qty.** – The quantity that is required to be built. This can be entered manually or can come from the shortage on a sales order when requisitioned.

**Built Qty** – The quantity that has been built so far on this production order.

**Remaining Qty** – How many are left to be built on this production order.

**Order Date** – The date the order was added.

**Reqd. Date** – The date that is required for this production order to be completed. This date is either added manually or will come from the required date of a sales order requisition.

**Status** – The status of the production order.

- **New** – This means the components of this production order are not yet committed in inventory.

- **Pending** – The components are now committed and this usually means that production has not yet started.
- **In Progress** – The components are committed and the work is now in progress.

**Priority** – Users can set a priority so that they can sort by this to see the most important ones, or derive a report based on priority.

**Phase** – What phase the production order is currently in.

**Phase Date** – The date that this production order was moved into its current phase

**Sales Order No.** – The sales order number that this production order is from. This can be manually entered or come from sales order requisitions.

**PO Number** – The customers purchase order number.

**Reference No** – A reference number that gets manually entered.

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

**Modified By** – The initials of the user that last modified this production order.

**Template No** – The template number that this production order was derived from. If this is blank it means that it was created as a custom order from the start. A production order can become a template for later use.

# Templates

The Production templates tab is where the components are defined for production orders. They are otherwise known as 'BOMs' or 'Recipes'. When a new production order is created the user can select the template from which to derive the order. The production order can then be customized for a particular need. If a template changes then the user can choose to update the existing open production orders with the changes.

Orders Templates										
Filters Search Export + - Create From Template										
Template No	Default	Customer No.	Name	Warehouse	Part number	Description	Priority	Reference No	Created By	Modified By
T000000011	<input checked="" type="checkbox"/>			VA	PPBARCCC48PK	PP Bar Chewy Chocolate Chip 50g (48 pack)	Normal	SS	SS	SS
T000000014	<input checked="" type="checkbox"/>			VA	PPBARCPC48PK	PP Bar Chocolate Peanut Butter 50g (48 pack)	Normal	SS	SS	SS
T000000015	<input checked="" type="checkbox"/>			VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	Normal	SS	SS	SS
T000000016	<input checked="" type="checkbox"/>			VA	PPBARVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	Normal	SS	SS	SS
T000000017	<input checked="" type="checkbox"/>	JACK225	Jackson Fitness Center	VA	PPBARDCD48PK	PP Bar Dark Chocolate Coconut 50g (48 pack)	Normal	SS	SS	SS
T000000018	<input checked="" type="checkbox"/>			VA	PPBARGYB48PK	PP Bar Greek Yogurt Blueberry 78g (48 pack)	Normal	SS	SS	SS
T000000019	<input checked="" type="checkbox"/>			VA	PPBARGYS48EA	PP Bar Greek Yogurt Strawberry - 78g (48 pack)	Normal	SS	SS	SS
T000000020	<input checked="" type="checkbox"/>			VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	Normal	SS	SS	SS
T000000001	<input checked="" type="checkbox"/>			VA	RESCAB10	Resistance Cable 10lb Teal	Normal	SS	SS	SS
T000000002	<input checked="" type="checkbox"/>			VA	RESCAB20	Resistance Cable 20lb Purple	Normal	SS	SS	SS
T000000003	<input checked="" type="checkbox"/>			VA	RESCAB30	Resistance Cable 30lb Pink	Normal	SS	SS	SS
T000000004	<input checked="" type="checkbox"/>			VA	RESCAB40	Resistance Cable 40lb Magenta	Normal	SS	SS	SS
T000000005	<input checked="" type="checkbox"/>			VA	RESCAB50	Resistance Cable 50lb Orange	Normal	SS	SS	SS
T000000006	<input checked="" type="checkbox"/>			VA	RESCAB60	Resistance Cable 60lb Red	Normal	SS	SS	SS
T000000007	<input checked="" type="checkbox"/>			VA	RESCAB70	Resistance Cable 70lb Yellow	Normal	SS	SS	SS
T000000008	<input checked="" type="checkbox"/>			VA	RESCAB80	Resistance Cable 80lb Green	Normal	SS	SS	SS
T000000009	<input checked="" type="checkbox"/>			VA	RESCAB90	Resistance Cable 90lb Blue	Normal	SS	SS	SS
T000000010	<input checked="" type="checkbox"/>			VA	RESCAB100	Resistance Cable 100lb Black	Normal	SS	SS	SS

**Refresh** – Refreshes the list of templates for changes that others have made.

**Filters** – Sets filters to see just the templates required.

**Search** – Enter word(s) to find info from the header or details of templates.

**Export** – Exports the filtered list to Excel or .csv.

**Add** – Adds a template

**Edit** – Edits a template

**Delete** Deletes selected template(s).

**Print** – Prints selected template(s). Reports with 'Production Template List' as the Crystal Reports template will be presented for printing.

**Copy** – Copies the selected template to a new one.

**Create From Templates** – Pulls details from the template to a new production order.

**Template No** – The sequence number assigned to the template. It gets the next sequence from Company Settings/Sequence numbers.

**Customer No** – The customer that this template is usually for.

**Name** – The name of the customer that this template is usually for.

**Warehouse** – The warehouse where the item will be 'Built' into.

**Part Number** – The part number of the item that will be built.

**Description** – The description of the item that will be built.

**Priority** – User can set a priority so that they can sort by this to see the most important ones, or derive a report based on priority.

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

**Modified By** – The initials of the user that last modified this template.

# Production Order

## Production Order

Once a production order has been created it can go through several steps before it gets built and received to inventory. Click on add or edit to open a production order.

Production Order - 000000014

Build Requisition Next Phase

Main Attachments Communications Phase User Defined

**Order Information**

Build No: 000000014 Status: Pending

Sales Order: 0000800005 Order Date: 03/24/2016 Reference No:

Phase: PACKAGING Required Date: 05/20/2016 Priority: Normal

Customer: JACK225 Jackson Fitness Center Phase Date: 05/11/2016 Customer PO: 21458

**Details**

Subassemblies Serial Numbers Switch To Alternate Show UDF Pull From Template Push To Template Commit Item

Inventory	Description	Quantity	Built Qty	Remaining Qty	Extended Qty	Unit Cost	Extended Cost	UOM	Conv. Factor	Inv. Usage
[VA] PPBARCSC48PK	PP Bar Chocolate Salted Caramel 5...	6.00000	0.00000	6.00000	6.00000	358.05000	2,148.30000	PK		
[VA] WHEPRO	Whey Protein	100.00000	0.00000	600.00000	600.00000	0.25000	150.00000	GM	1 GM per GM	600.00
[VA] SOYLEC	Soy Lecithin	20.00000	0.00000	120.00000	120.00000	0.90000	108.00000	GM	1 GM per GM	120.00
[VA] NONFATMILK	Nonfat Milk	50.00000	0.00000	300.00000	300.00000	0.88000	264.00000	GM	1 GM per GM	300.00
[VA] PPBARCVC48PK	PP Bar Double Chocolate Vanilla Cr...	1.00000	0.00000	6.00000	6.00000	104.90000	629.40000	PK	1 PK per PK	6.00
[VA] WHEPRO	Whey Protein	100.00000	0.00000	600.00000	600.00000	0.25000	150.00000	GM	1 GM per GM	600.00
[VA] SOYLEC	Soy Lecithin	25.00000	0.00000	150.00000	150.00000	0.90000	135.00000	GM	1 GM per GM	150.00
[VA] SALT	Salt	20.00000	0.00000	120.00000	120.00000	0.02000	2.40000	GM	1 GM per GM	120.00
[VA] SOYPRO	Soy Protein Crisps	95.00000	0.00000	570.00000	570.00000	0.60000	342.00000	GM	1 GM per GM	570.00
[VA] DRKCHOC	Dark Chocolate	0.00000	0.00000	0.00000	0.00000	0.05000	0.00000	GM	1 GM per GM	0.00
[VA] SALT	Salt	20.00000	0.00000	120.00000	120.00000	0.02000	2.40000	GM	1 GM per GM	120.00
[VA] SLTCARM	Salted Caramel	125.00000	0.00000	750.00000	750.00000	0.85000	637.50000	GM	1 GM per GM	750.00
[VA] OLEICOIL	High Oleic Sunflower Oil	30.00000	0.00000	180.00000	180.00000	0.30000	54.00000	GM	1 GM per GM	180.00
[VA] XANGUM	Xanthan Gum	25.00000	0.00000	150.00000	150.00000	1.00000	150.00000	GM	1 GM per GM	150.00

**Manufacturing Notes**

These are for Jackcon Fitness so be sure to pack in their boxes.

**Instructions**

Mix whey and lecithin with milk before adding the rest of the ingredients.

Can Build: 0 On Hand: 0 Committed: 0 Back Ordered: 11 On Order: 6

Created by SS on 09/16/2015 6:52:27 AM Modified by SS on 05/11/2016 4:30:31 PM Total Cost: 2,148.300 Unit Cost: 358.050

## Header

**Save** – Saves the production order.

**Save/Close** – Saves and closes the production order.

**Delete** Deletes production order.

**Print** – Prints Production Order.

**Build** – Builds Production Order to receive the finished product using the total component cost, and relieves the components from inventory.

**Requisition** – Requisition shortages for Production Order.

**Next Phase** – Pushes the production order in the next phase in the sequence.

**Navigation** – Moves from order to order in the sale order that the list is in.

**Attachments** – Can add any number of attachments to the production order. Double clicking the attachment will open it with its default viewer.

**Communications** – Any number of notes can be added.

**Phase** – What phase the production order is currently in.

**User Defined** – User defined fields can be added to the production order to track info that Spire does not have by default.

**Build No** – The number assigned to this production order coming from the next number in the sequence taken from Company Setting/Sequence/Production.

**Sales Order** – The sales order number that this production order is from. This can be manually entered or come from sales order requisitions.

**Phase** – What phase the production order is currently in.

**Customer** – The customer that this production order is for. It can be added manually or it can come from sales orders when a user requisitions a manufactured item.

**Order Date** – The date the order was added.

**Required. Date** – The date that is required fore this production order to be completed. This date is either added manually or will come from the required date of a sales order requisition.

**Phase Date** – The date that this production order was moved into its current phase

**Status** – The status of the production order.

**Reference No** – A reference number that gets manually entered.

**Priority** – Users can set a priority so that they can sort by this to see the most important ones, or derive a report based on priority.

**Customer PO** – The customers purchase order number.

## Detail Menu

**Add** – Adds a component or sub-assembly line.

**Delete** Deletes a component or sub-assembly line.

**Sub Assemblies** – Allows the user to toggle sub-assemblies on or off and to expand all available sub-assemblies.



A sub-assembly is indicated by a square dot on the detail line instead of a round one.



When sub-assemblies have the arrow in front of them and the production order gets built, it will consume the components of the sub-assemblies and NOT a finished sub-assembly.

**Serial Numbers** – Used to select serial or lot numbers of the components.

**Switch to Alternate** – If an item is short as indicated by a red or yellow dot, clicking this button on a detail line will switch the item for its alternative as set in inventory edit.

**Show UDF** – Shows the user defined fields for the details of a production order. Used to track extra info not normally in Spire. (Note- a license for Spire UDF is required)

**Pull From Template** – Used to pull the components onto the production order from the template indicated on the top assembly item.

**Push To Template** – Pushes changes on this production order back to the template from which this order was derived.

**Commit Item** – Commits the components in inventory for the selected line of the order.

## Details

**Inventory** – The item being built on the top, and the components and sub-assemblies beneath it.

**Description** – The description of the items.

**Quantity** – The quantity of the finished item on top and the quantities of components and sub-assemblies that will be consumed beneath it.

**Built Qty** – The quantity of the top item that have been built so far and quantity of components and sub-assemblies that have been consumed so far.

**Remaining Qty** – Now many still left to build and consume.

**Extended Qty** – Extended quantity of components calculated by the total to be built times the quantity of the component.

**Unit Cost** – The cost of the top item is the sum of the components cost, The component cost comes from the inventory cost.

**UOM** – The unit of measure being built and consumed.

**Conv. Factor** The conversion factor for the unit of measure.

**Inv. Usage** – The inventory usage is calculated by (quantity being built) X (Component quantity) X (UOM conversion factor).

**Lead** – The lead time from the supplier.

**Vendor No** – The vendor the component is usually purchased from.

**Category** – The category for the top and components. This is just used for reporting.

**Exp. Yield%** – The expected yield for this top item.



**Exp. Scrap%** – The expected scrap for this component.

**Exp. Scrap Qty** – The expected scrap quantity for this component.

**Act. Scrap Qty** – The actual scrap quantity for this component. This is usually edited just before building the production order.

**Assemble Qty** – The quantity to assemble based on yield.

**Assembled Qty** – The top item quantity that was built based on yield.

**Date** – The date the line was committed.

**Employee** – The employee code can be added manually to indicate who was responsible. (Canada Only)

**Employee Name** – The employee name selected above.

**Requisition Type** – If this production order was created from a requisition, it will indicate 'Inventory' if it was requisitioned from the inventory list, or Sales Order' if it came from a sales order'

**Requisition No** – The purchase order or sales order the requisition came from.

**Template** – The template from which this order came from. If blank it was created manually as a custom order.

**Revision** – The revision number of the template.

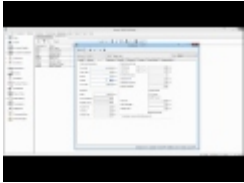
# Production – Included Reports

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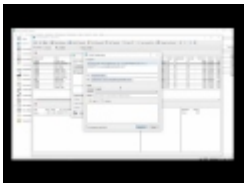
# Canadian Payroll

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## Video Instruction – Adding Employees



## Processing Timecards



## **Payroll – Included Reports**

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# User Defined Fields

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## 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

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## Configuring your custom fields

Make sure you first have access to design the UDF structure.

To add new fields to one of your modules, go to the tab “User Defined” within one of the records. In this example we will add some fields to the sales order. Note that fields added to sales order will get posted to sales history.

Open a sales order and go to the ‘User Defined’ tab.

First you need to add a ‘Page’ to the structure by clicking on ‘Add Page’. Give the page a name that will appear as a tab.

Standing - 0000102600 Hastings Communications

View Compact

Ship Reprocess Invoice Next Phase Totals By Ordered Qty Requisition Deposits

Main Bill To Ship To Info Phase Communications Sales Orders Sales History **User Defined** Attachments Fill Order

Size Info

User Defined Page - Size Info

Label Size Info

New Edit Delete Move Up Move Down Ok Cancel

Add Page Edit Page Remove Page Move Left Move Right

Total Weight 0.0 Discount 0.0 % 0.00 Current GP 37.56 % 2,090.29 Subtotal 5,565.00 All amounts shown in Canadian dollars.  
 Freight 0.00 Average GP 37.55 % 2,089.59 G.S.T. 278.25  
 BC P.S.T. 389.55 **6,232.80**

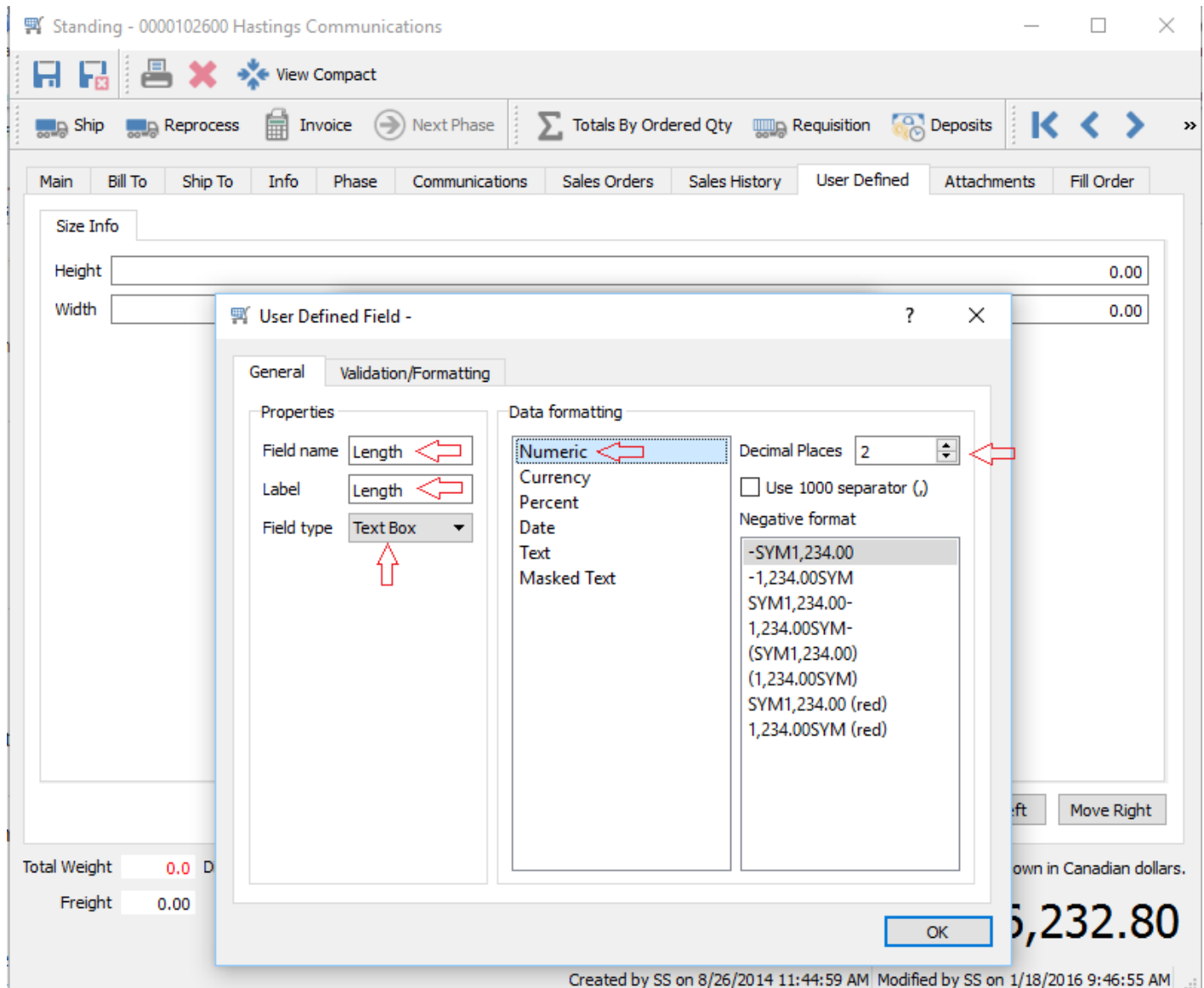
Created by SS on 8/26/2014 11:44:59 AM Modified by SS on 1/18/2016 9:46:55 AM

Within the page info dialog click 'New' to add a field.

In this example we added 3 new fields in our page called 'Size Info'.

- Height
- Width
- Length

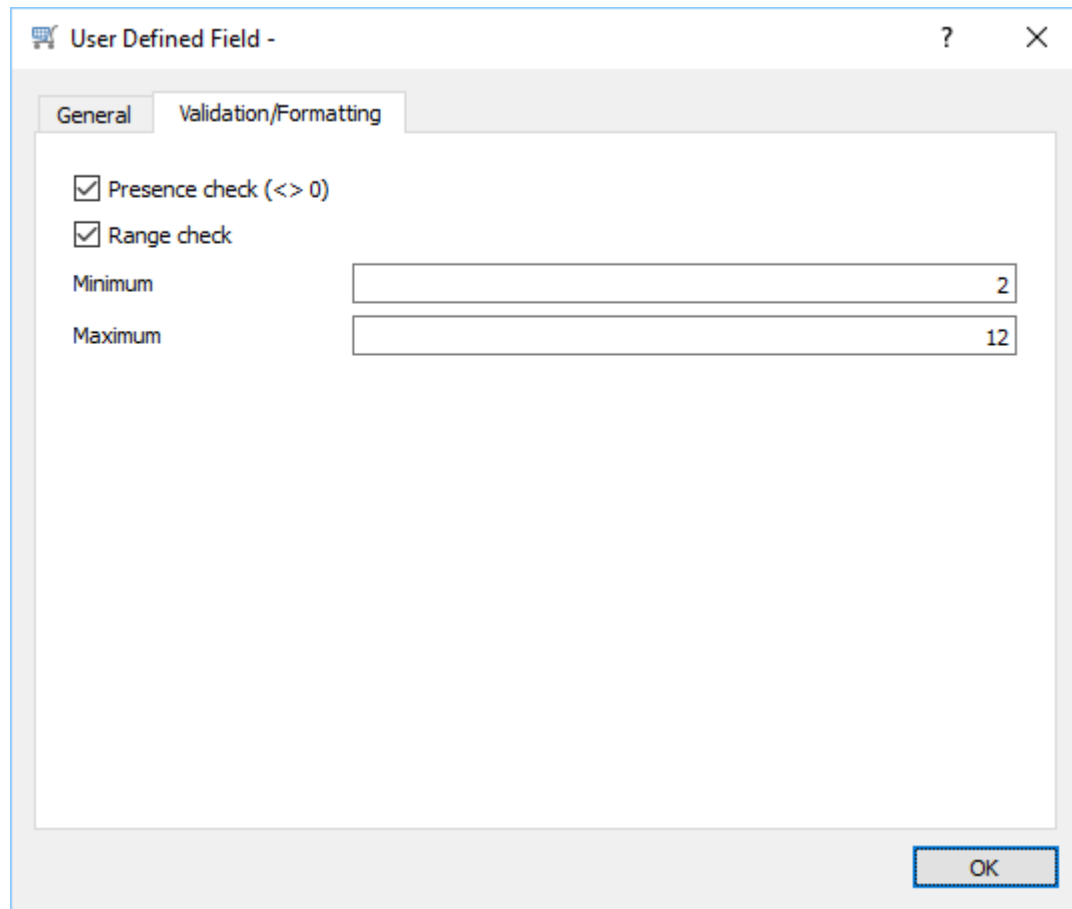
We set the 3 fields as numeric with 2 decimals.



You should take care when creating the field names because when data is retrieved by Crystal Reports it is case sensitive. Therefore if you set the field name as Due Date and you ask Crystal to retrieve DUE DATE it will not return any results.

We can also set some validation for the fields we added.

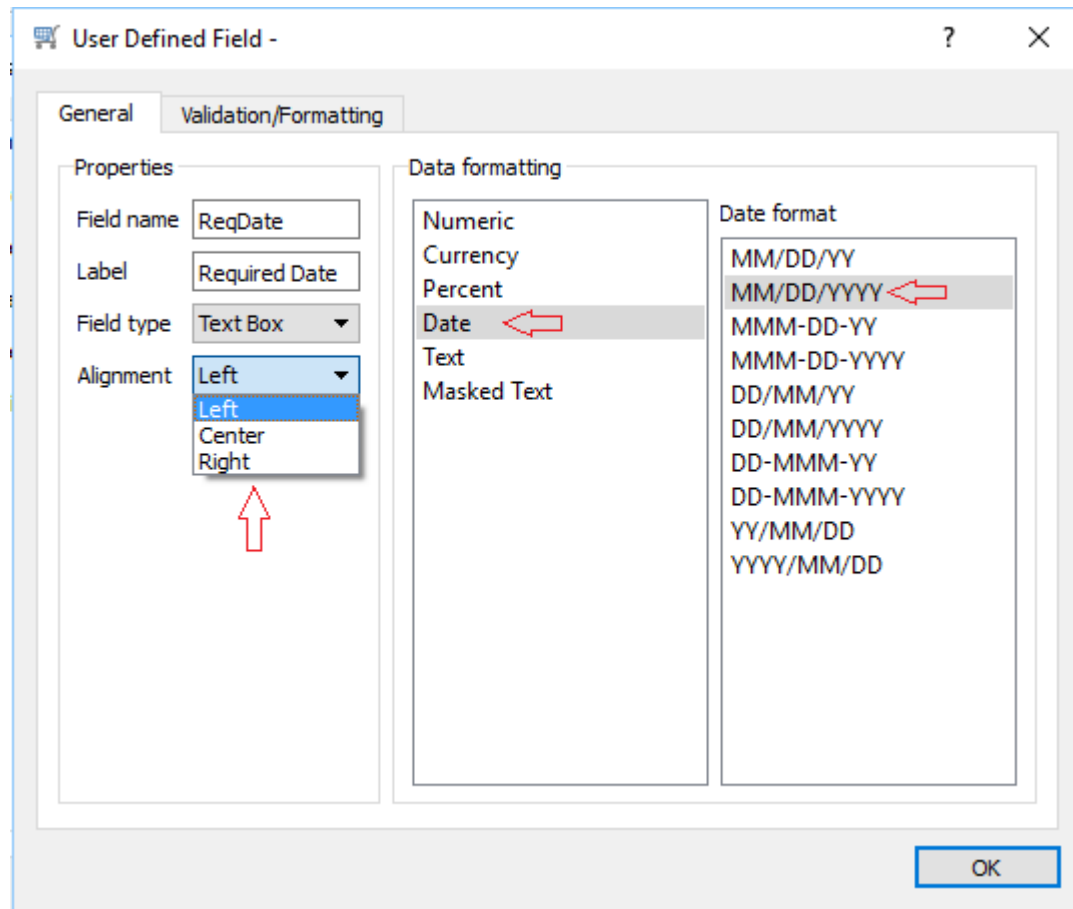




The image shows a dialog box titled "User Defined Field -" with a question mark icon and a close button (X) in the top right corner. The dialog has two tabs: "General" and "Validation/Formatting". The "Validation/Formatting" tab is selected. Inside this tab, there are two checked checkboxes: "Presence check (<> 0)" and "Range check". Below these, there are two input fields: "Minimum" with the value "2" and "Maximum" with the value "12". An "OK" button is located at the bottom right of the dialog.

On this field we checked that the field cannot be zero and has to fall between 2 and 12.

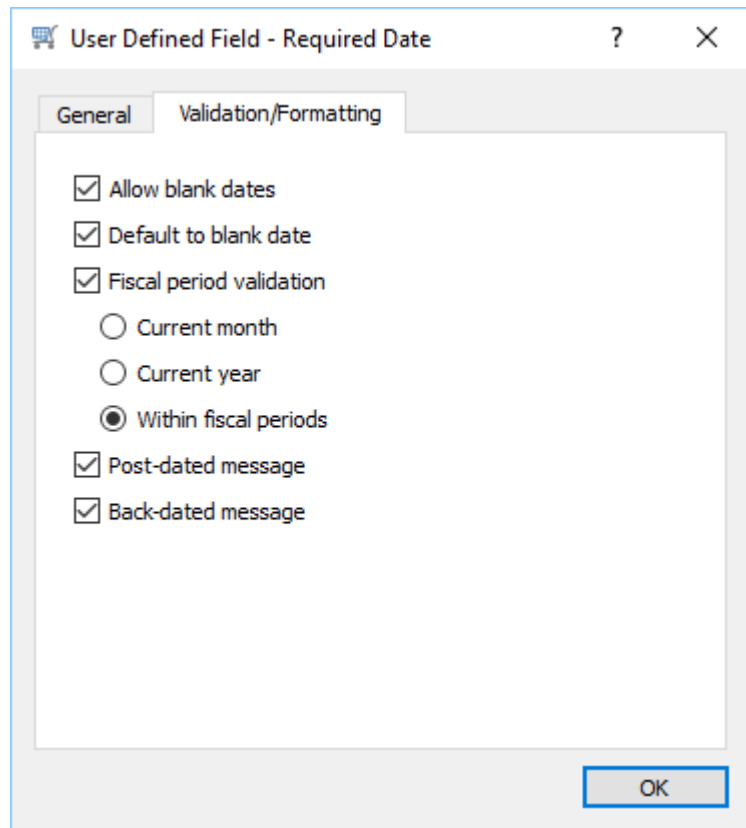
We also added a page called 'Progress' and included a field called 'Required Date' and made it left aligned, and formatted as MM/DD/YYYY.



We can also add date validation by selecting

- Allow blank dates
- Default to blank date
- Fiscal Period validation
- \* Current month
- \* Current year
- \* Within fiscal periods
- Post-dated message
- Back-dated message

If the post-dated or back-dated message options are selected the user will be prompted with a message that the date is either before or after the fiscal validation. But then still let them enter it.



We can add a dropdown list for the user to select from

**User Defined Field - Staus**

General Validation/Formatting

Properties

Field name: Status

Label: Status

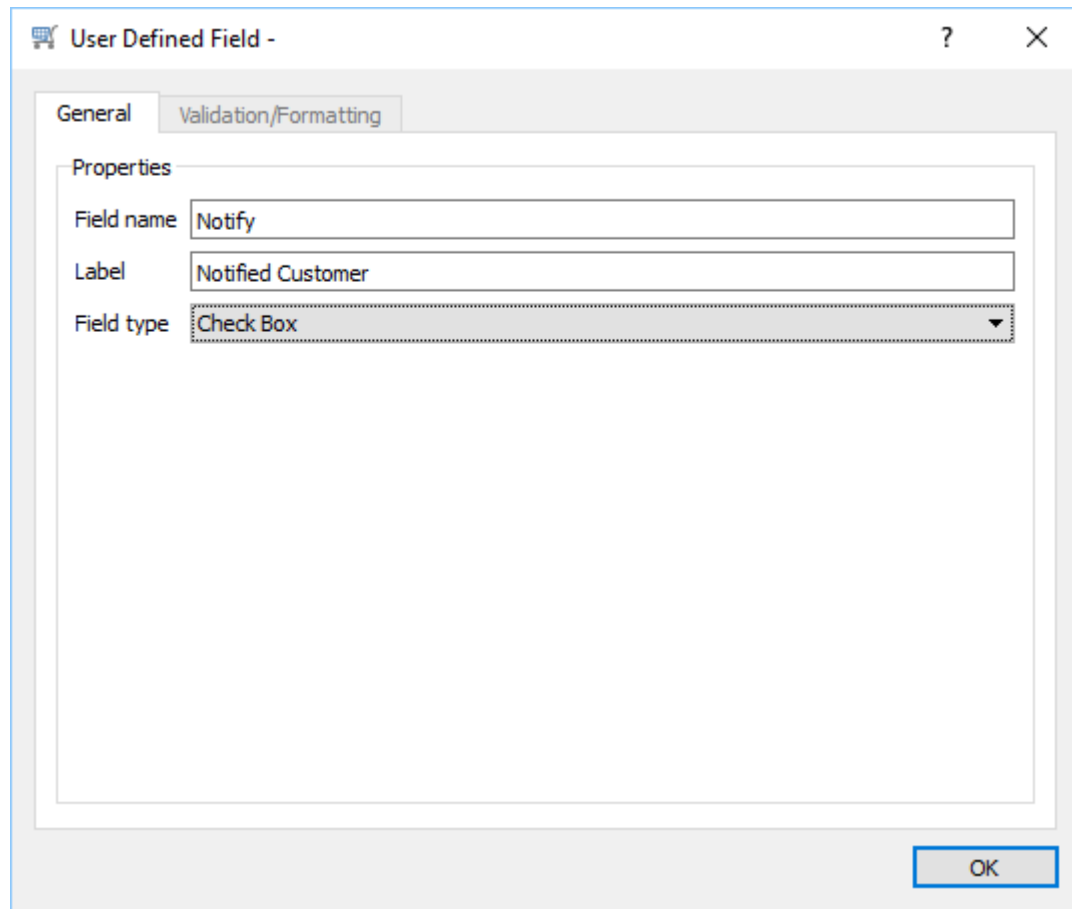
Field type: Drop Down

Values:

- Waiting for Stock
- Stock Arrived
- In Progress
- Final Prep
- Packaged
- Ready to Ship

OK

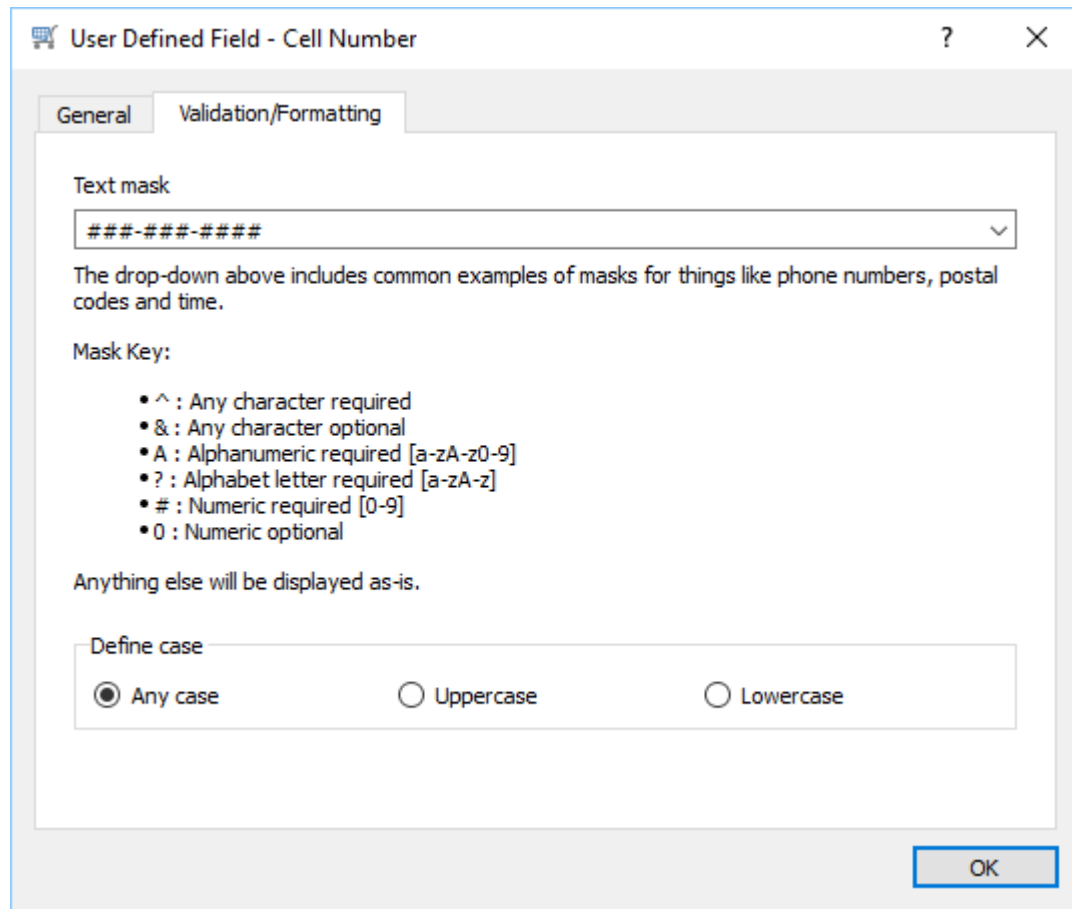
We can add a checkbox.



The screenshot shows a dialog box titled "User Defined Field -". It has two tabs: "General" (selected) and "Validation/Formatting". Under the "General" tab, there is a "Properties" section with three input fields: "Field name" containing "Notify", "Label" containing "Notified Customer", and "Field type" which is a dropdown menu currently showing "Check Box". An "OK" button is positioned at the bottom right of the dialog.

In the case of a text field it can be masked and have the case defined. In this example we added a cell number and we want it formatted as 555-555-5555 for use the number symbol ###-###-#### with – between them.

Another example is that if you want a text field to only be a certain width you can set it as 'masked text' and set the width by populating the mask with a quantity of & to equaling the width. For example if you want it 6 characters wide enter &&&&&& .



The image shows a dialog box titled "User Defined Field - Cell Number". It has two tabs: "General" and "Validation/Formatting". The "Validation/Formatting" tab is active. Inside this tab, there is a section labeled "Text mask" with a drop-down menu showing "###-###-####". Below this, a text box explains: "The drop-down above includes common examples of masks for things like phone numbers, postal codes and time." Another section labeled "Mask Key:" lists several symbols and their meanings: ^ for any character required, & for any character optional, A for alphanumeric required [a-zA-z0-9], ? for alphabet letter required [a-zA-z], # for numeric required [0-9], and 0 for numeric optional. A note states "Anything else will be displayed as-is." At the bottom, there is a "Define case" section with three radio buttons: "Any case" (selected), "Uppercase", and "Lowercase". An "OK" button is located at the bottom right of the dialog.

User Defined Field - Cell Number

General Validation/Formatting

Text mask

###-###-####

The drop-down above includes common examples of masks for things like phone numbers, postal codes and time.

Mask Key:

- ^ : Any character required
- & : Any character optional
- A : Alphanumeric required [a-zA-z0-9]
- ? : Alphabet letter required [a-zA-z]
- # : Numeric required [0-9]
- 0 : Numeric optional

Anything else will be displayed as-is.

Define case

☒ Any case ☐ Uppercase ☐ Lowercase

OK

# Entering UDF Data & Using them in Reports

## Entering data in UDFs

Entering data into the fields that you created is done by going to the 'User Defined' tab of the module.

The screenshot shows the 'Inventory - [VA ] COCPOW' window. The 'Warehouse' is 'VA' and the 'Part Number' is 'COCPOW'. The 'Description' is 'Cocoa Powder'. The 'User Defined' tab is selected, showing 'Food Info' and 'Preparation Info' sections. The 'Food Info' section has 'Gluten Free' and 'Kosher' checked, and 'Store Temp (Degress C)' set to 5.

Warehouse	Part Number	Description
VA	COCPOW	Cocoa Powder

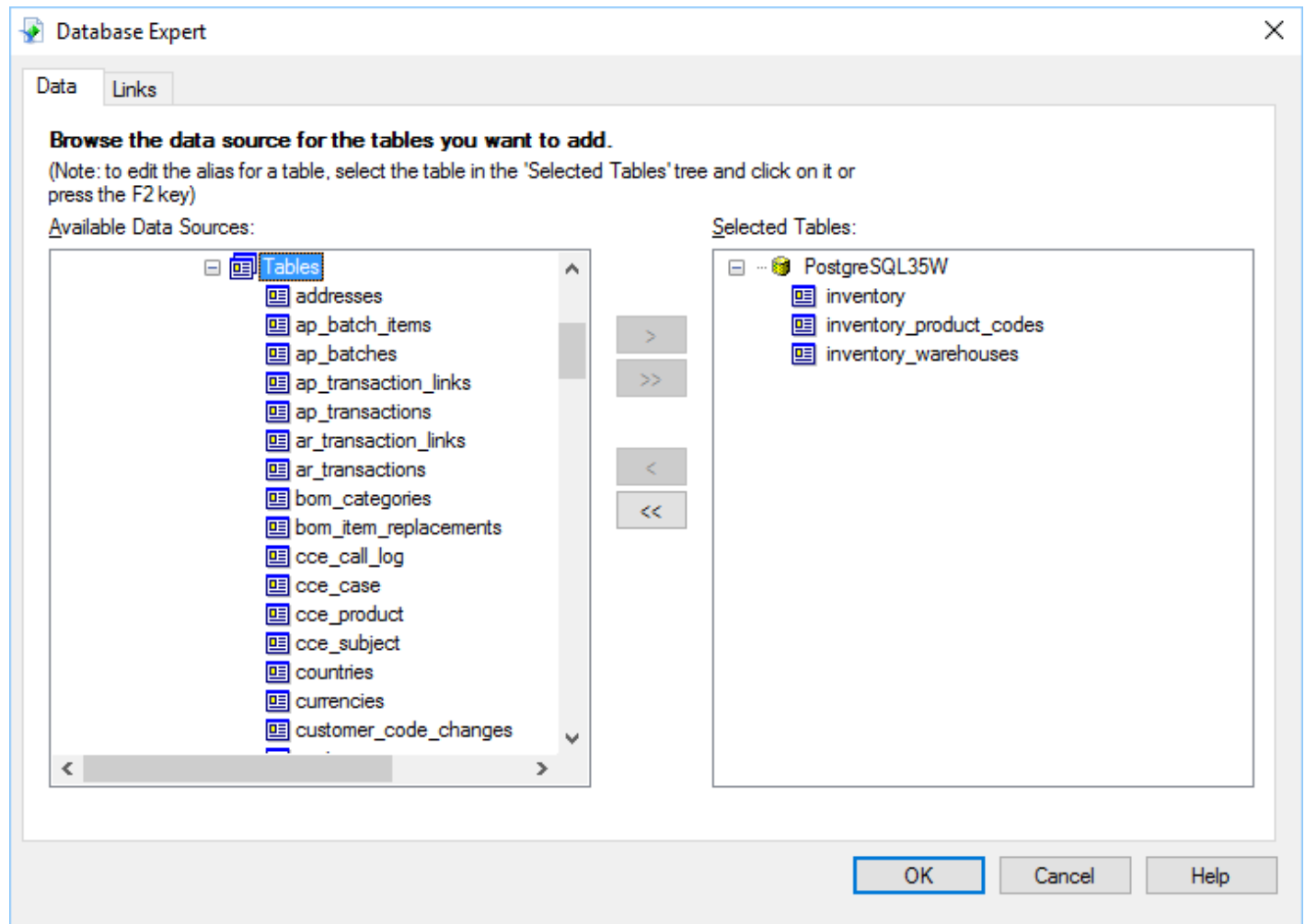
Details	Prices and Units	Price Matrix	Vendor Prices	Sales	Sales History	Purchases	Purchase History	Statistics	User Defined	Receipts
<div><div>Food Info</div><div>Preparation Info</div></div> <div><div>Gluten Free</div><div>Kosher</div><div>Store Temp (Degress C)</div></div> <div><div><input checked="" type="checkbox"/></div><div><input checked="" type="checkbox"/></div><div>5</div></div>										

All the formatting you applied when setting up the fields, are respected.

## Creating Reports on UDF data

Open Crystal Reports and edit the report that needs UDF data added to it. In this example we will edit the 'Inventory Stock Status' report.

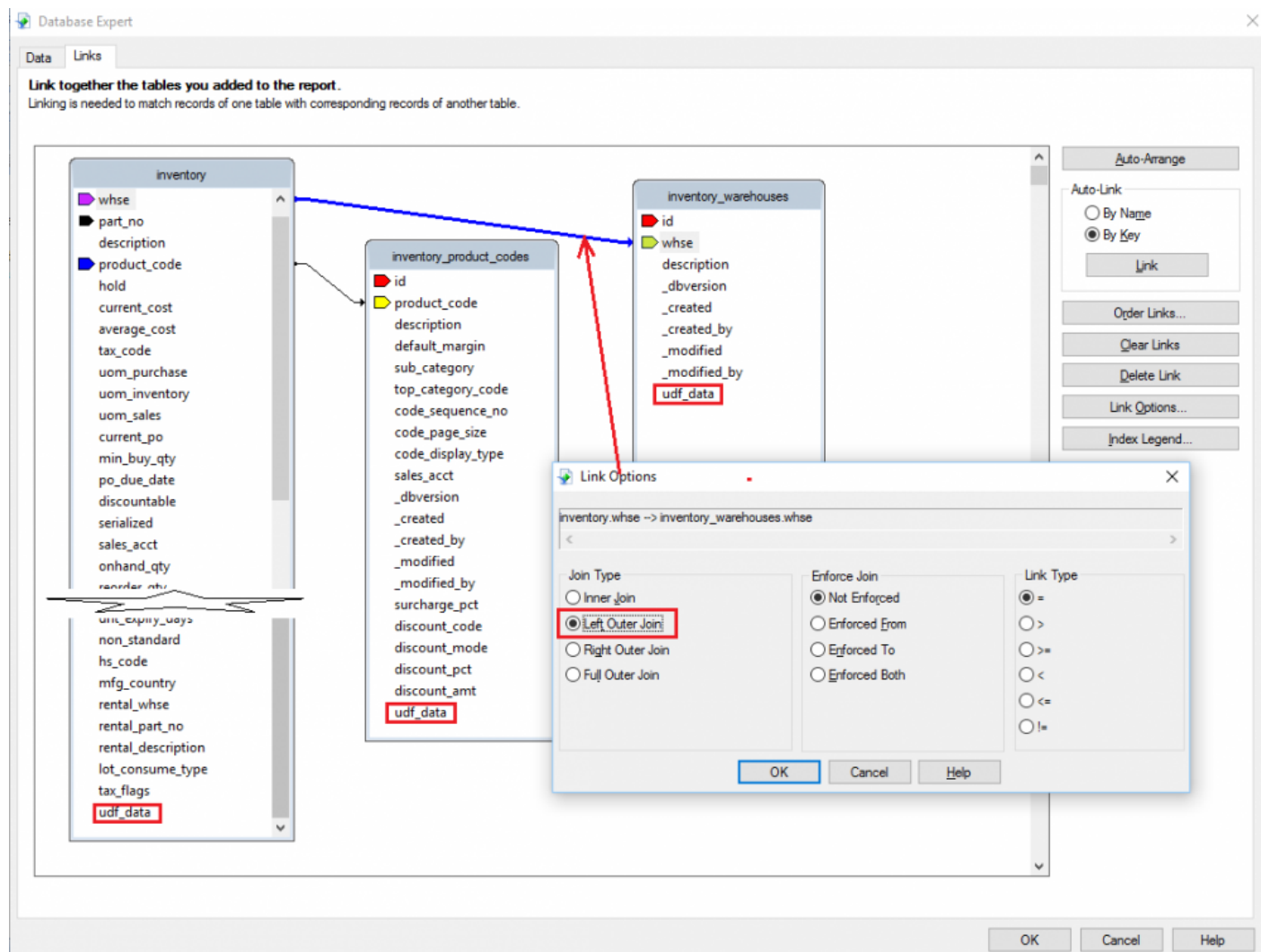
Go to 'Database Expert' and add the tables that are required for the report.



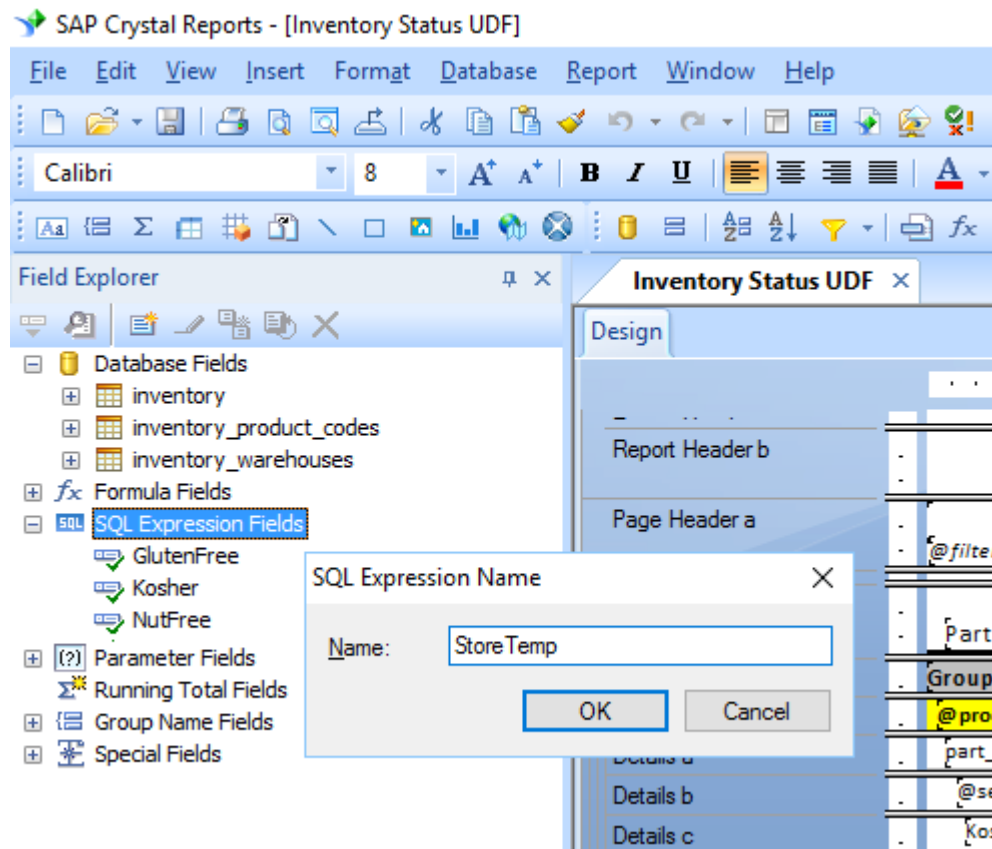
Set the join type to 'Left OuterJoin'

Click OK



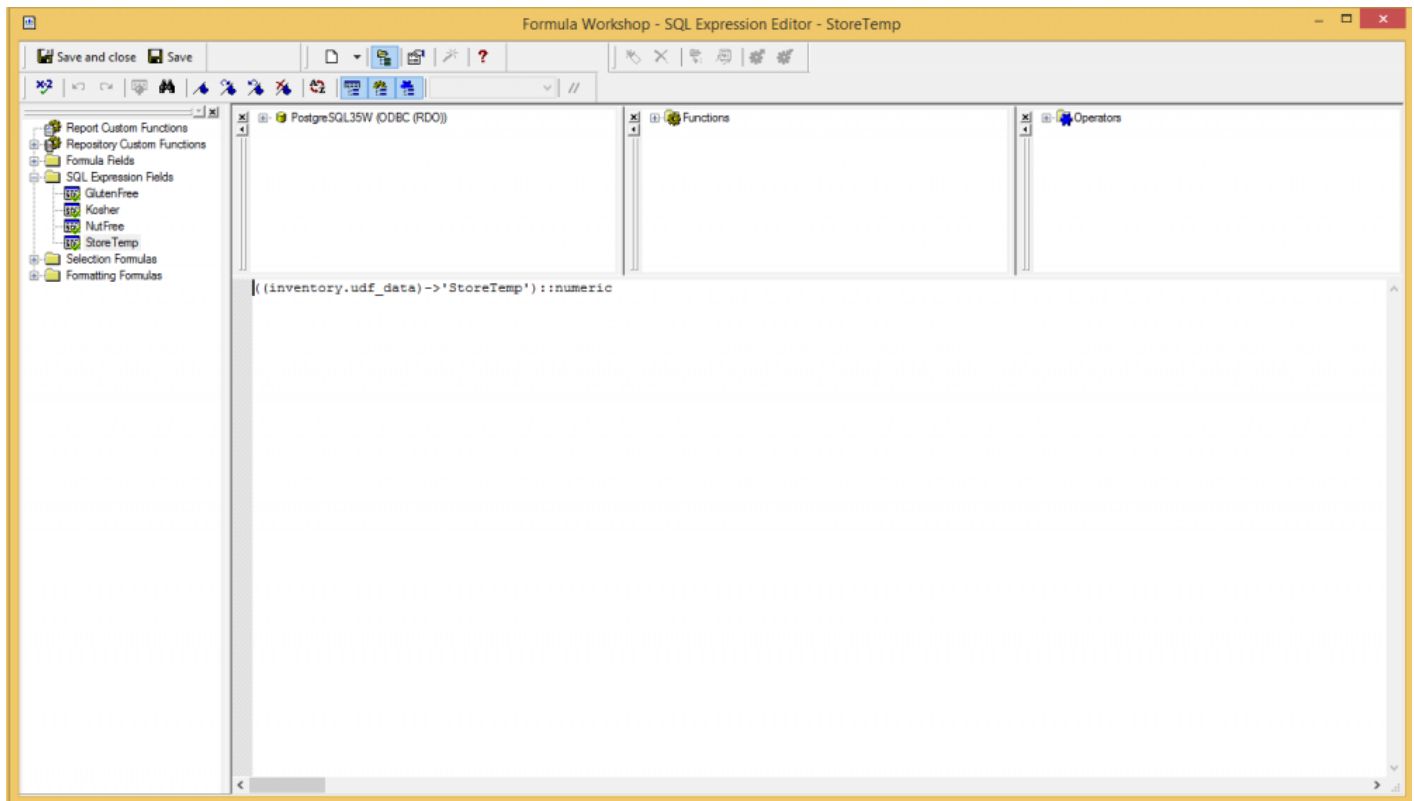


Add a SQL Expression Field by right clicking and selecting 'New'



Give the SQL Expression a name. This example is 'StoreTemp'

The SQL expression looks like this – ((inventory.udf\_data)->'StoreTemp')::numeric



### Other examples”

- `((inventory.udf_data)->'GlutenFree')::boolean`
- `((inventory.udf_data)->'Kosher')`
- `((inventory.udf_data)->'NutFree')`

### NOTE

- the Field Name is case sensitive
- `::numeric` denotes a number field in Crystal Reports Designer
- `::date` denotes a date field
- `::boolean` denotes True/False
- if `::type` is left off then it will be a text field

Once data is saved here is what it looks like stored in a field called `udf_data`

295	172	VA	CUCBBT12548K	Chin Up Bar 1.25" x 48" Bent	
296	25007	VA	TAPSTARCH	Modified Tapioca Starch	
297	36	VA	INSKB5	InSpire Kettlebell 5	
298	25002	VA	COCPOW	Cocoa Powder	"Kosher"=>"TRUE", "NutFree"=>"TRUE", "StoreTemp"=>"5", "GlutenFree"=>"TRUE"
299	25020	VA	SLTCARM	Salted Caramel	"Kosher"=>"TRUE", "NutFree"=>"TRUE", "StoreTemp"=>"12"
300	5	VA	INSKB15	InSpire Kettlebell 15	
301	51	VA	INSKB20	InSpire Kettlebell 20	
302	34	VA	INSKB35	InSpire Kettlebell 35	
303	44	VA	INSWP45	InSpire Weight Plate 45	
304	20	VA	SP500FM	Springfield 500 Floor Mat	
305	18	VA	INSDB40	InSpire Dumbbell 40	
306	14	VA	NATBEL55	Weight Lifting Belt Model 55	
307	42	VA	INSDB15	InSpire Dumbbell 15	
308	24992	VA	PROTEINMIX	Protein Mix	"Kosher"=>"FALSE", "StoreTemp"=>"5", "GlutenFree"=>"TRUE"

The expression can now be added to the report. In this example we added 4 UDF fields along with a label.

Inventory Status UDF									
Design									
Report Header b	@company_name								
Page Header a	Report Title								
Page Header c	{Print Date} / {Print Time}								
	Part number	Description	Committed	On hand	On PO	Current	Average	Extended	Average
Group Header #1:	Group #1: description								
Group Header #2:	@product_code_description								
Details a	part_no	description	mitted_qty	onhand_qty	urchase_qty	current_cost	average_cost	xtended_average	
Details b	@serial	serial lot numbers							
Details c	Kosher	%Kosher	Nut free	%NutFree	Gluten free	%Gluten	Storage temperature	StoreTemp	
Group Footer #2:	Product Code								
Group Footer #1:	Warehouse								
Report Footer	Total								
Page Footer	Page N of M								

The printed report

## Inspire Health Systems

### Inventory Status UDF

\* Report includes selected records

April 15, 2016 / 7:04 am

Part number	Description	Committed	On hand	On PO	Current	Average	Extended Average
<b>VA Inspire Health Systems</b>							
<b>No Product Code</b>							
YOGURTCOATING	High Protein Yogurt Coating		9,700		0.45	0.45	4,365.00
Lot:	6,000 5678909	1,500	436352DS77				
	2,200 4T657756						
Kosher	TRUE	Nut free	TRUE	Gluten free	1	Storage temperature	5.00
<b>Total</b>							<b>4,365.00</b>

## FAQ – Videos

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## Customer Specific Part Numbers

Video Instruction – How to use 'Price Matrix' to set customer specific part numbers.



# Inventory Count

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Video Instruction – Use Inventory exports and adjustment import to perform an inventory physical count.

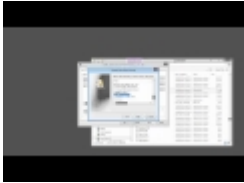




# ODBC Setup

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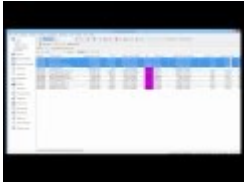
Video Instruction – How to setup a Spire ODBC connection.



# Standing Orders

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Video Instruction – How to create standing orders with an invoice repeat cycle.

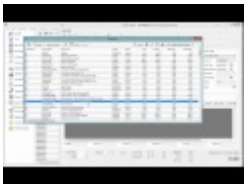


## Shortcut F Keys

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- **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

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Video Instruction – Updating Sell prices using export to Excel and Import back.



# Cumulative Quantity Breaks

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# Email Templates

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How to use email templates to speed up emailing in Spire.



# Contract Cost

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**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

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## Video Instruction – Communications

See how Spire's Communications module helps you keep close contact with all aspects of your Spire data.





# Tips & Tricks

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