Spire User Manual

3.10 — Last update: 14 November 2023

Spire Systems Inc

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Introduction

Welcome to Spire

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

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

Profitability

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

Customer Demand

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

Efficiency

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

Help Resources

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

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

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

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Spire Systems Inc.
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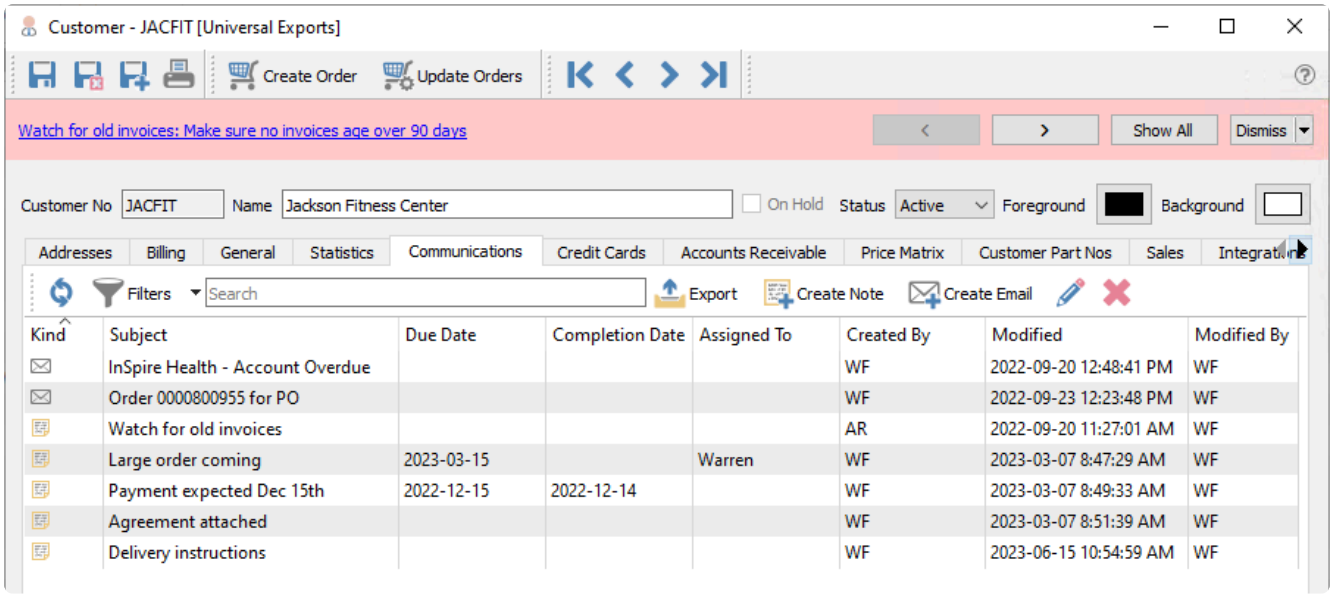
Langley, B.C. V2Y 0E2

What’s New In Spire

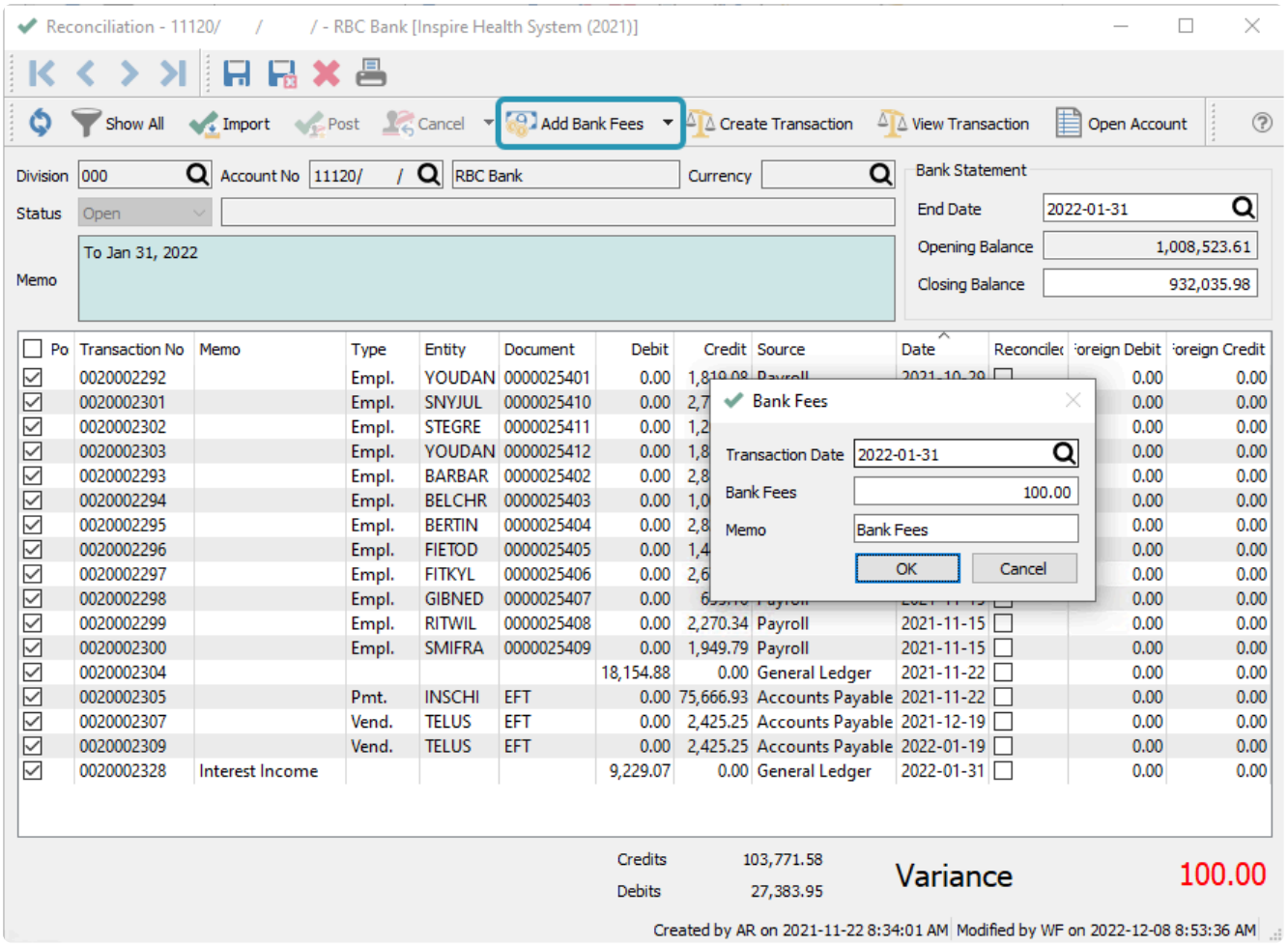
Version 3.10

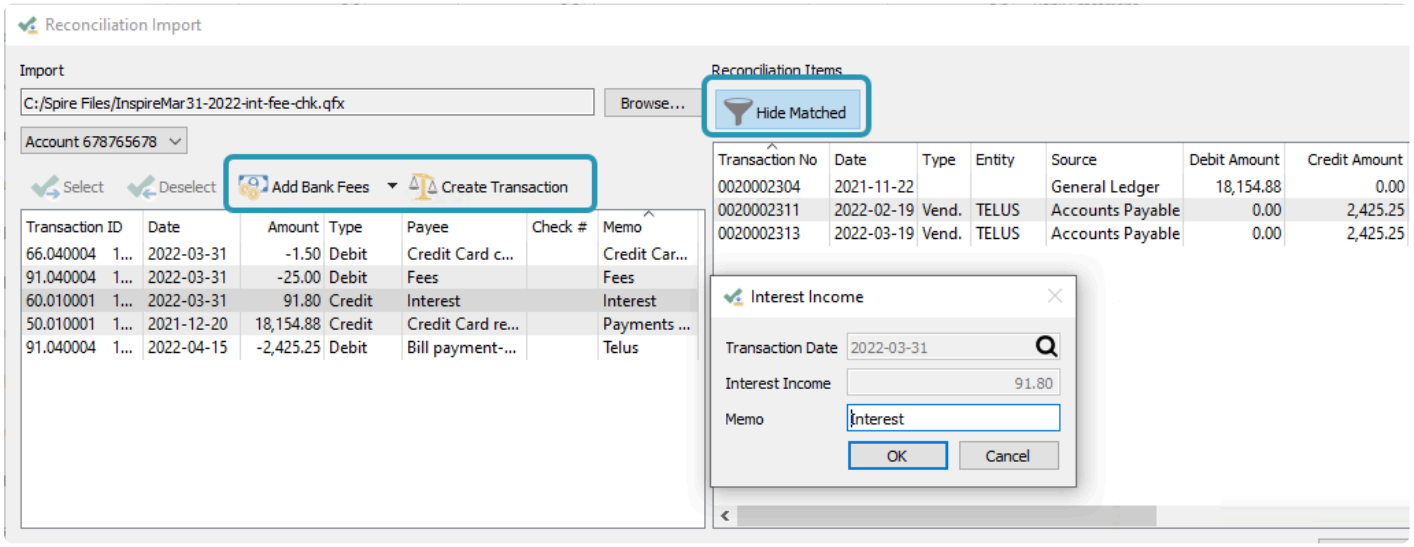
New Features

- **3.10.4 Communications Notes are displayed as banners when opening a record, with colour based on alert or due date status.**

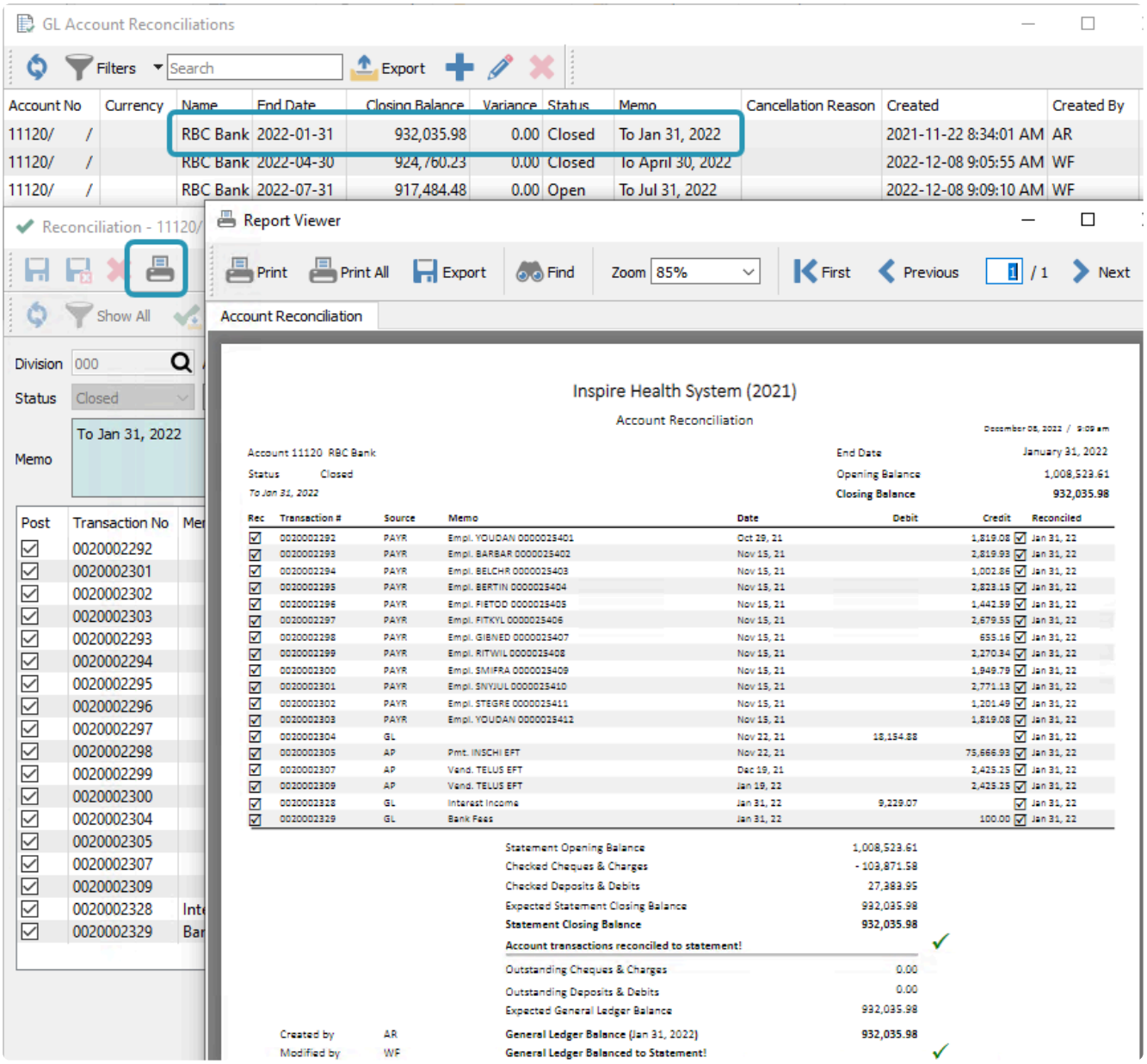


- **Bank Reconciliation and Import support posting bank transactions on the fly, and matching and display improvements.**

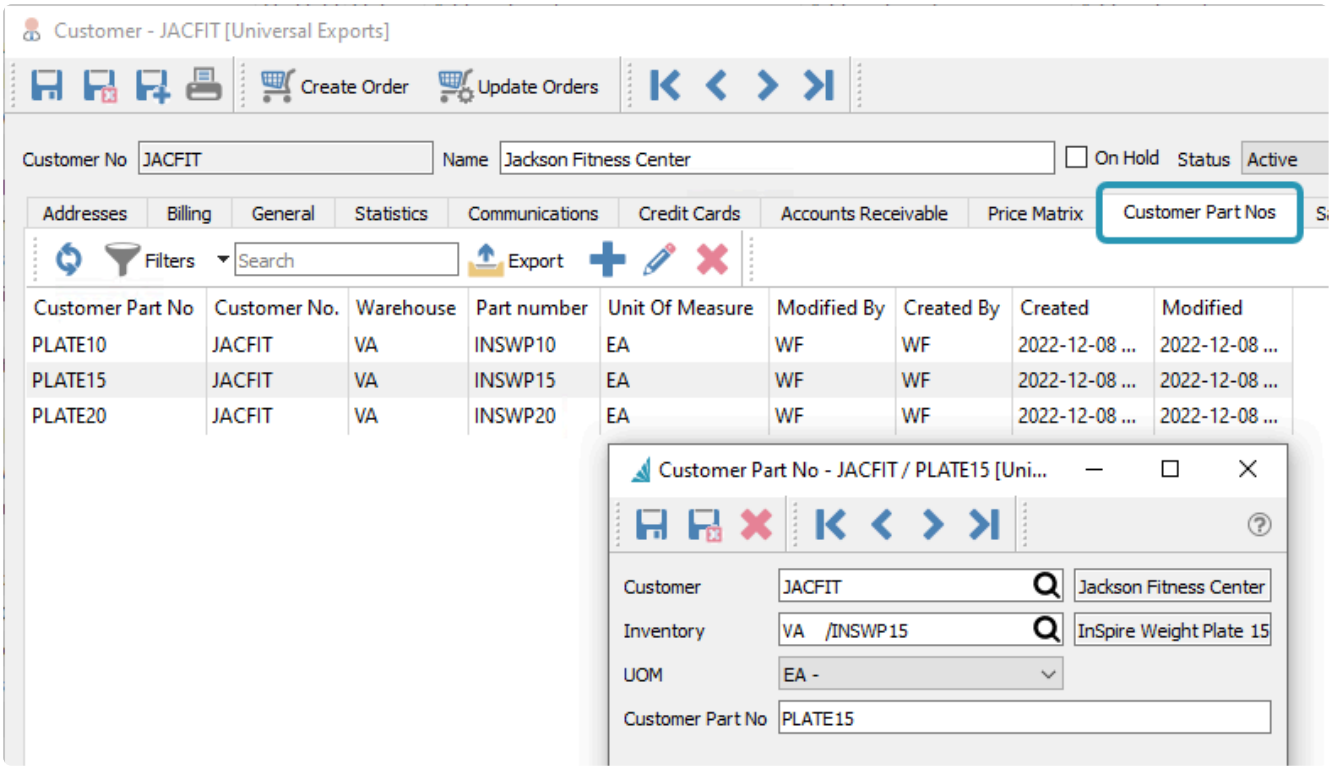




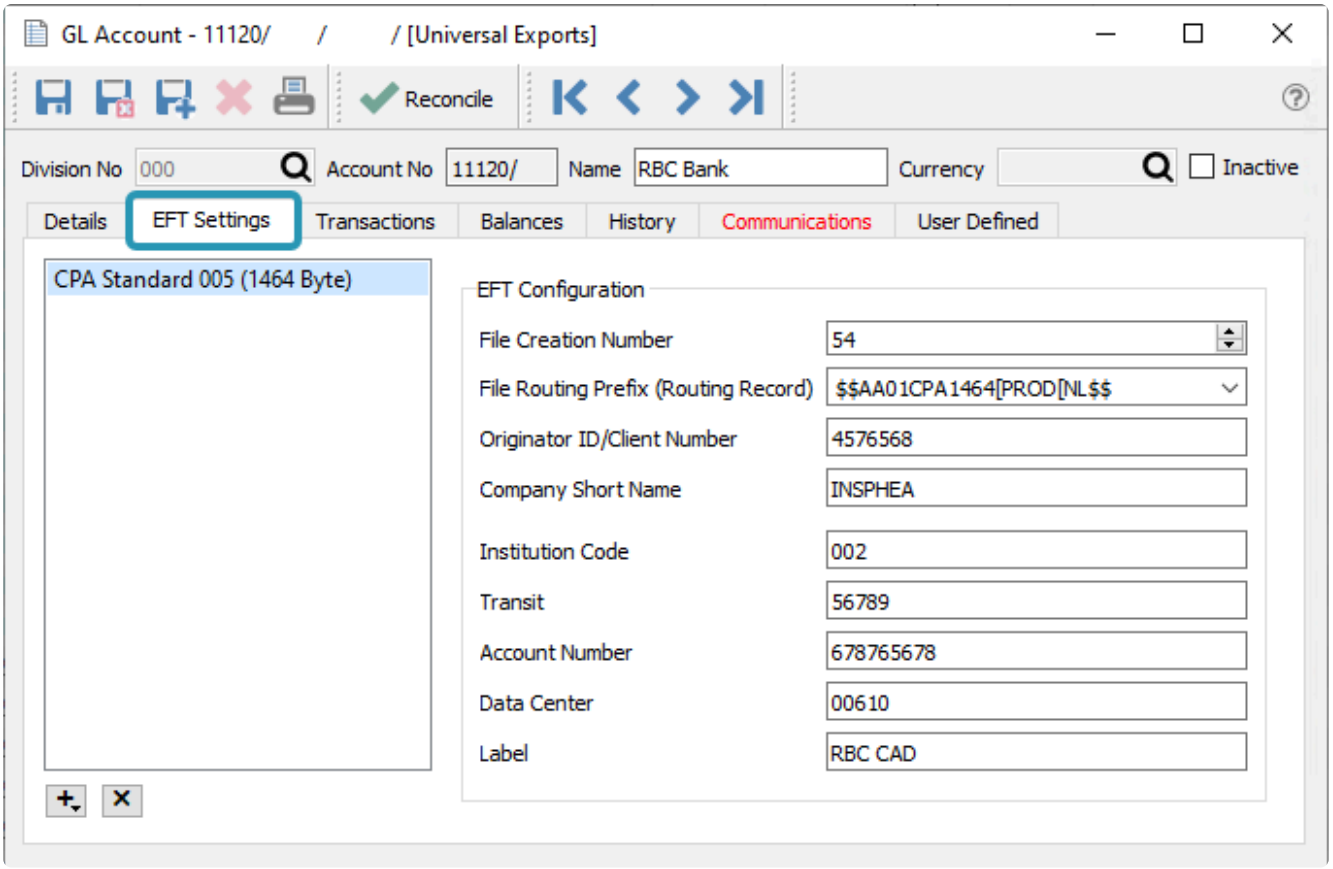
- **Reprint previous bank reconciliation reports.**



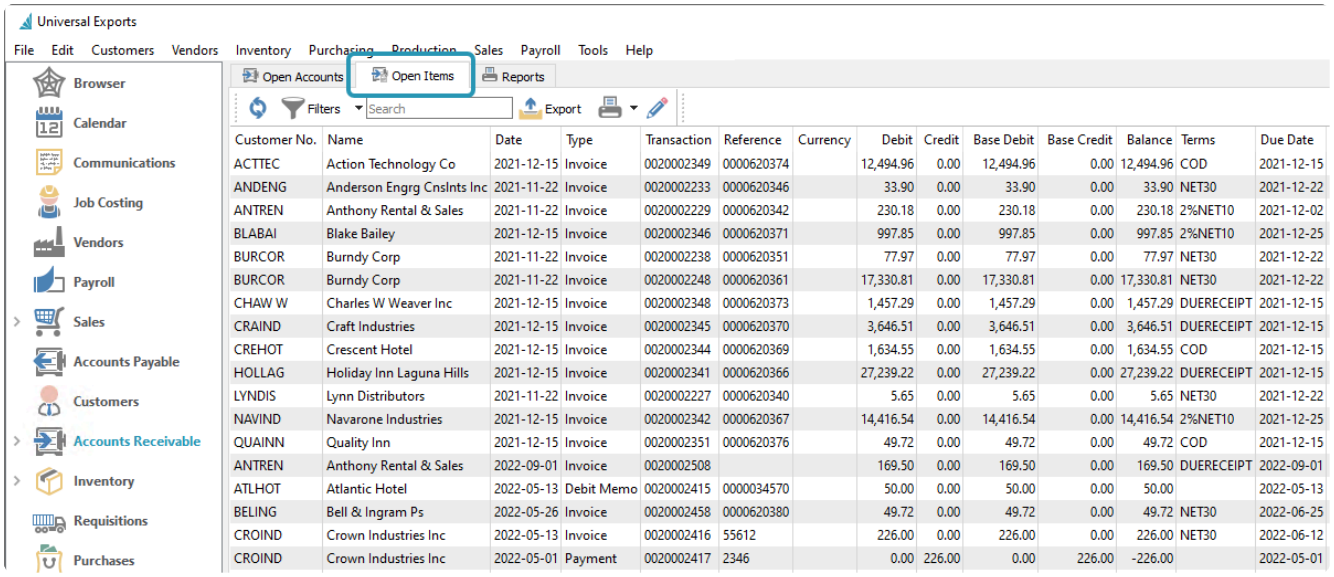
- **Customer-specific part numbers for inventory items.**



- **EFT Settings now supported on each bank account, by currency.**

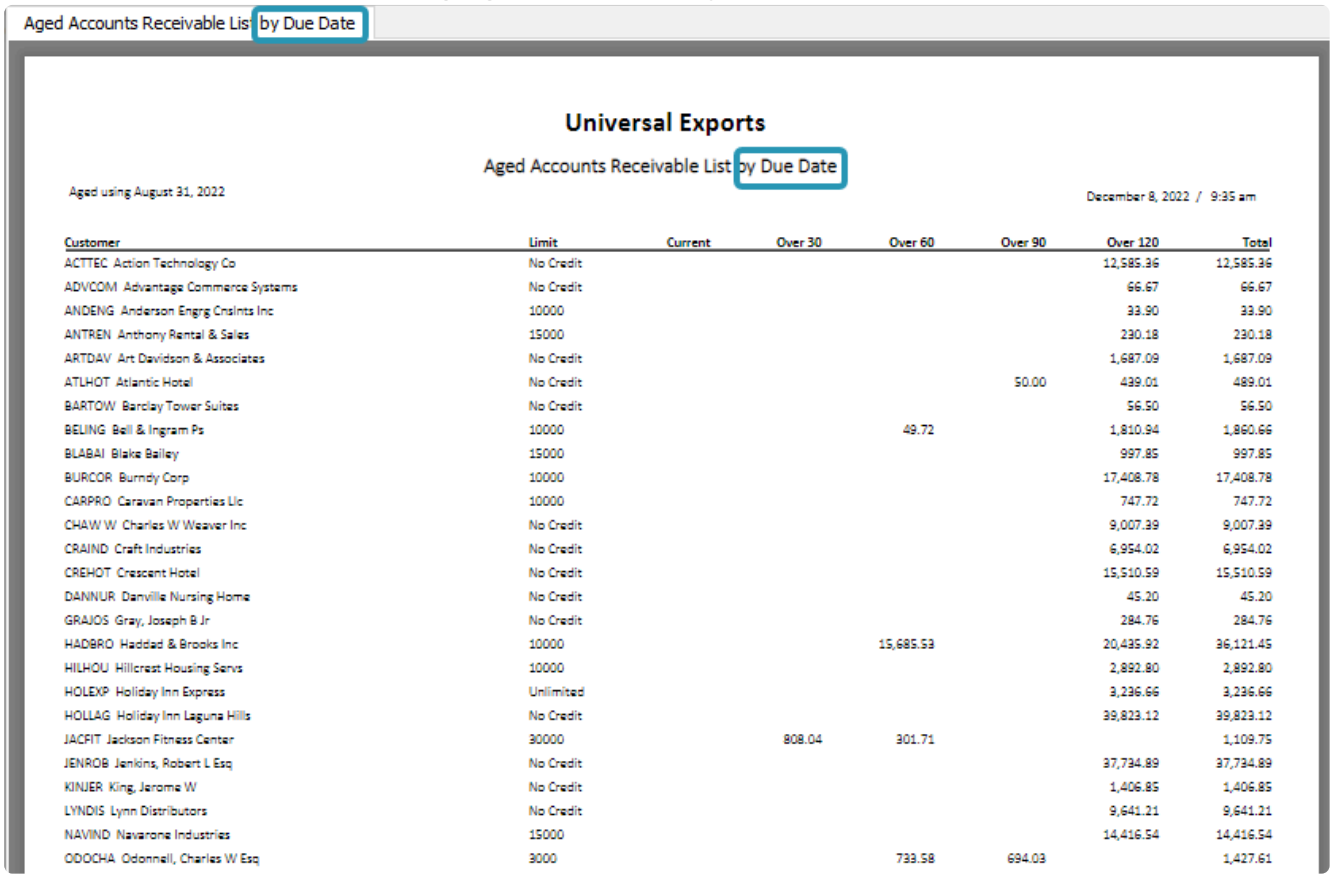


- **Accounts Receivable and Accounts Payable have a new Open Items tab, listing all outstanding transactions.**



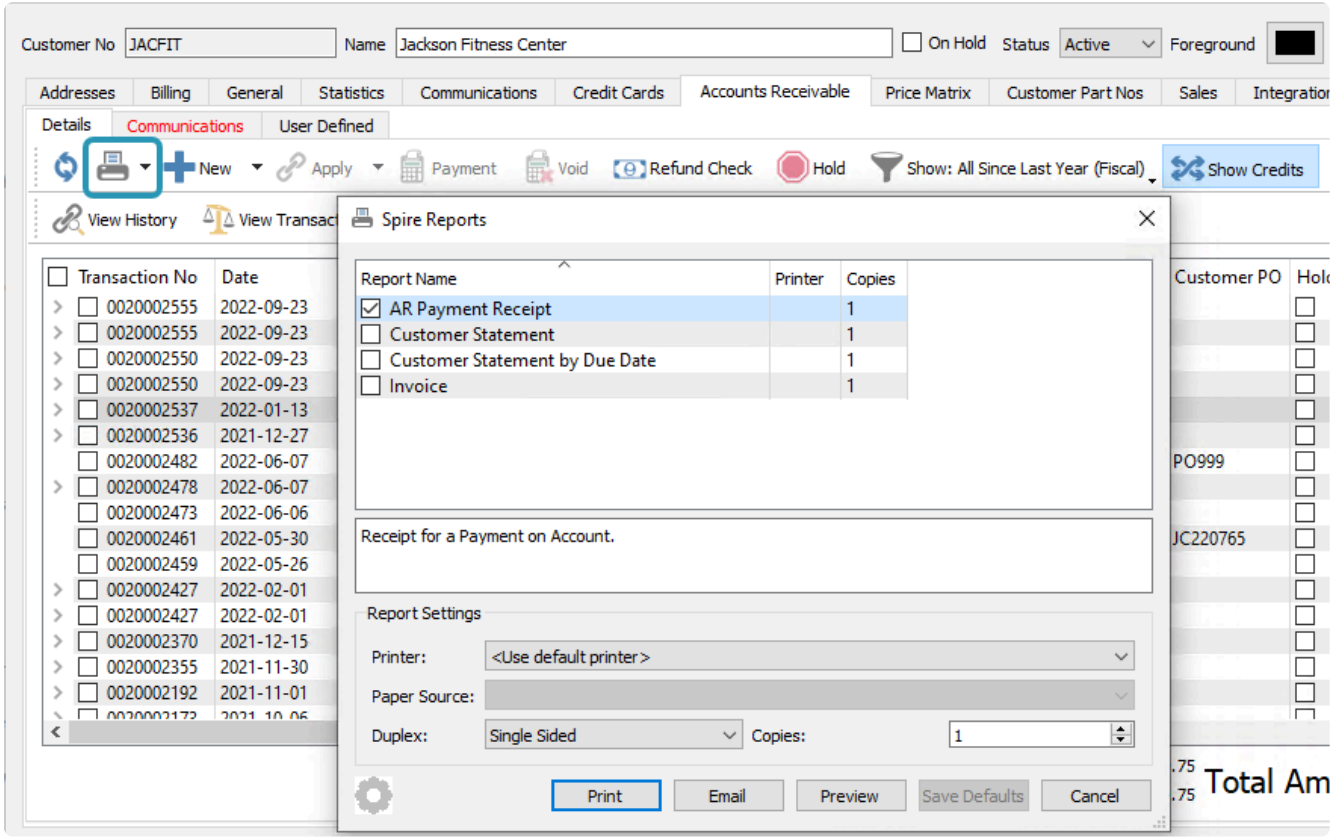
Customer No.	Name	Date	Type	Transaction	Reference	Currency	Debit	Credit	Base Debit	Base Credit	Balance	Terms	Due Date
ACTTEC	Action Technology Co	2021-12-15	Invoice	0020002349	0000620374		12,494.96	0.00	12,494.96	0.00	12,494.96	COD	2021-12-15
ANDENG	Anderson Engrg Cnslnts Inc	2021-11-22	Invoice	0020002233	0000620346		33.90	0.00	33.90	0.00	33.90	NET30	2021-12-22
ANTREN	Anthony Rental & Sales	2021-11-22	Invoice	0020002229	0000620342		230.18	0.00	230.18	0.00	230.18	2%NET10	2021-12-02
BLABAI	Blake Bailey	2021-12-15	Invoice	0020002346	0000620371		997.85	0.00	997.85	0.00	997.85	2%NET10	2021-12-25
BURCOR	Burndy Corp	2021-11-22	Invoice	0020002238	0000620351		77.97	0.00	77.97	0.00	77.97	NET30	2021-12-22
BURCOR	Burndy Corp	2021-11-22	Invoice	0020002248	0000620361		17,330.81	0.00	17,330.81	0.00	17,330.81	NET30	2021-12-22
CHAW W	Charles W Weaver Inc	2021-12-15	Invoice	0020002348	0000620373		1,457.29	0.00	1,457.29	0.00	1,457.29	DUERECEIPT	2021-12-15
CRAIND	Craft Industries	2021-12-15	Invoice	0020002345	0000620370		3,646.51	0.00	3,646.51	0.00	3,646.51	DUERECEIPT	2021-12-15
CREHOT	Crescent Hotel	2021-12-15	Invoice	0020002344	0000620369		1,634.55	0.00	1,634.55	0.00	1,634.55	COD	2021-12-15
HOLLAG	Holiday Inn Laguna Hills	2021-12-15	Invoice	0020002341	0000620366		27,239.22	0.00	27,239.22	0.00	27,239.22	DUERECEIPT	2021-12-15
LYNDIS	Lynn Distributors	2021-11-22	Invoice	0020002227	0000620340		5.65	0.00	5.65	0.00	5.65	NET30	2021-12-22
NAVIND	Navarone Industries	2021-12-15	Invoice	0020002342	0000620367		14,416.54	0.00	14,416.54	0.00	14,416.54	2%NET10	2021-12-25
QUAINN	Quality Inn	2021-12-15	Invoice	0020002351	0000620376		49.72	0.00	49.72	0.00	49.72	COD	2021-12-15
ANTREN	Anthony Rental & Sales	2022-09-01	Invoice	0020002508			169.50	0.00	169.50	0.00	169.50	DUERECEIPT	2022-09-01
ATLHOT	Atlantic Hotel	2022-05-13	Debit Memo	0020002415	0000034570		50.00	0.00	50.00	0.00	50.00		2022-05-13
BELING	Bell & Ingram Ps	2022-05-26	Invoice	0020002458	0000620380		49.72	0.00	49.72	0.00	49.72	NET30	2022-06-25
CROIND	Crown Industries Inc	2022-05-13	Invoice	0020002416	55612		226.00	0.00	226.00	0.00	226.00	NET30	2022-06-12
CROIND	Crown Industries Inc	2022-05-01	Payment	0020002417	2346		0.00	226.00	0.00	226.00	-226.00		2022-05-01

- **New reports in AR and AP for aging transactions by Due Date.**

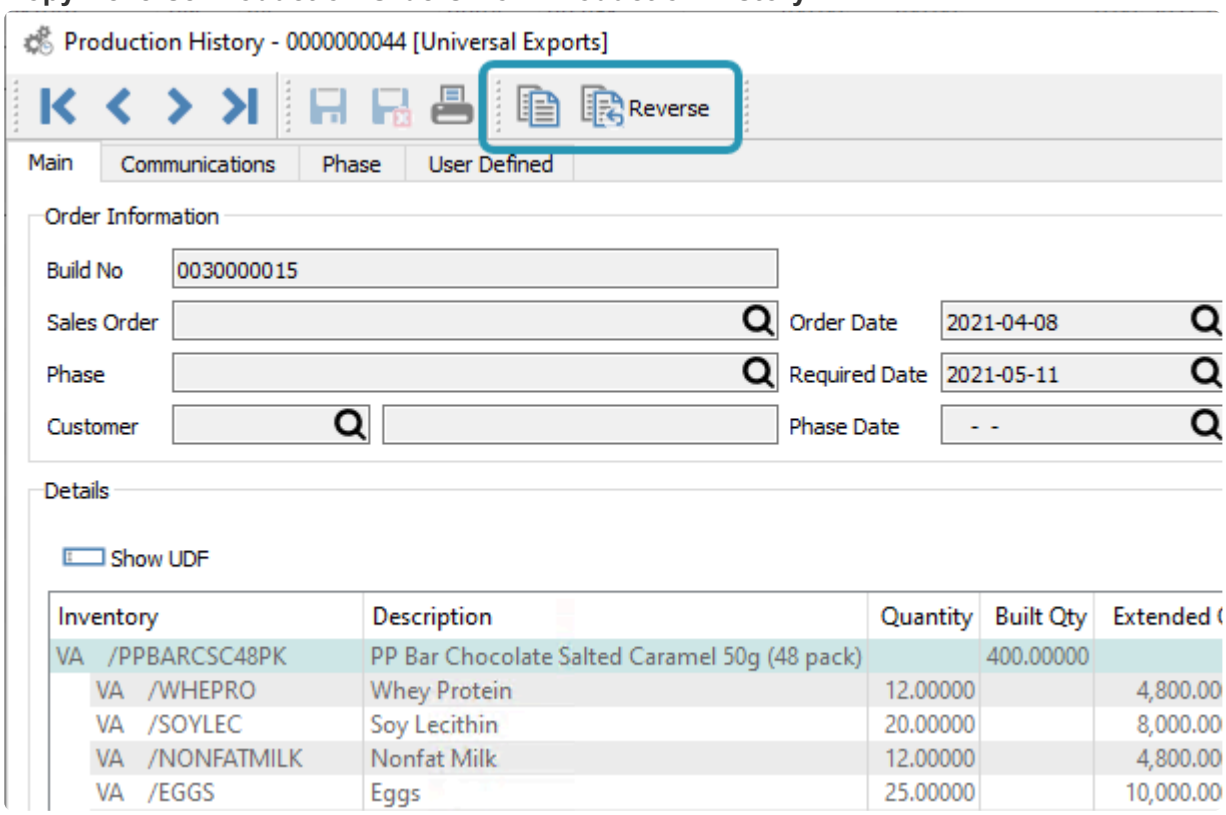


Customer	Limit	Current	Over 30	Over 60	Over 90	Over 120	Total
ACTTEC Action Technology Co	No Credit					12,585.36	12,585.36
ADVCOM Advantage Commerce Systems	No Credit					66.67	66.67
ANDENG Anderson Engrg Cnslnts Inc	10000					33.90	33.90
ANTREN Anthony Rental & Sales	15000					230.18	230.18
ARTDAV Art Davidson & Associates	No Credit					1,687.09	1,687.09
ATLHOT Atlantic Hotel	No Credit				50.00	439.01	489.01
BARTOW Barclay Tower Suites	No Credit					56.50	56.50
BELING Bell & Ingram Ps	10000			49.72		1,810.94	1,860.66
BLABAI Blake Bailey	15000					997.85	997.85
BURCOR Burndy Corp	10000					17,408.78	17,408.78
CARPRO Caravan Properties Llc	10000					747.72	747.72
CHAW W Charles W Weaver Inc	No Credit					9,007.39	9,007.39
CRAIND Craft Industries	No Credit					6,954.02	6,954.02
CREHOT Crescent Hotel	No Credit					15,510.59	15,510.59
DANNUR Danville Nursing Home	No Credit					45.20	45.20
GRAJOS Gray, Joseph B Jr	No Credit					284.76	284.76
HADBRO Haddad & Brooks Inc	10000			15,685.53		20,435.92	36,121.45
HILHOU Hillcrest Housing Servs	10000					2,892.80	2,892.80
HOLEXP Holiday Inn Express	Unlimited					3,236.66	3,236.66
HOLLAG Holiday Inn Laguna Hills	No Credit					39,823.12	39,823.12
JACFIT Jackson Fitness Center	30000		808.04	301.71			1,109.75
JENROB Jenkins, Robert L Esq	No Credit					37,734.89	37,734.89
KINJER King, Jerome W	No Credit					1,406.85	1,406.85
LYNDIS Lynn Distributors	No Credit					9,641.21	9,641.21
NAVIND Navarone Industries	15000					14,416.54	14,416.54
ODOCHA Odonnell, Charles W Esq	3000			733.58	694.03		1,427.61

- **Re-print AR Payment Receipt report from within Accounts Receivable details list**



- **Copy/Reverse Production Orders from Production History.**



- **Drop Ship in Requisitions from sales orders, for processing to purchase orders.**

Requisition

Process

Warehou	Part No	Description	Required Qty	UOM	Unit Cost	Source Type	Source No	Customer	Ship To	Drop Ship	Required Date
VA	INSDB25	InSpire Dumbbell 25	2.00	EA	35.171	Sales Order	0000800930	BENWAL	WAREHOUSE	☑	2022-01-12
VA	INSWP20	InSpire Weight Plate 20	2.00	EA	18.281	Sales Order	0000800930	BENWAL	WAREHOUSE	☑	2022-01-12
VA	INTTK200	InTek TK200 Cross Trainer	0.00	EA	946.95	Sales Order	0000800930	BENWAL	WAREHOUSE	☑	2022-01-12
VA	INSKB25	InSpire Kettlebell 25	3.00	EA	32.368	Sales Order	0000800930	BENWAL	WAREHOUSE	☑	2022-01-12
VA	INSKB10	InSpire Kettlebell 10	4.00	EA	13.75	Sales Order	0000800930	BENWAL	WAREHOUSE	☑	2022-01-12
VA	SP4CHIN	Springfield SP-4 Chin-up Bar	6.00	EA	96.30	Sales Order	0000800930	BENWAL	WAREHOUSE	☑	2022-01-12
VA	SPAB	Springfield Ab Toner	8.00	EA	27.00	Sales Order	0000800930	BENWAL	WAREHOUSE	☑	2022-01-12
VA	INSCW300	Inspire Coconut Water (300ml)	9.00	EA	1.508	Sales Order	0000800930	BENWAL	WAREHOUSE	☑	2022-01-12
VA	INSKB10	InSpire Kettlebell 10	1.00	EA	13.75	Sales Order	0000800931	BROHLT		☐	2022-01-12
VA	INSWP40	InSpire Weight Plate 40	2.00	EA	31.779	Sales Order	0000800931	BROHLT		☐	2022-01-12
VA	MS-RS900	Moet Systems RS-900 Treadmill	3.00	EA	1,071.00	Sales Order	0000800931	BROHLT		☐	2022-01-12
VA	INSKB30	InSpire Kettlebell 30	0.00	EA	39.844	Sales Order	0000800931	BROHLT	OFFICE	☑	2022-01-12
VA	BALPOD6.3	Balance Pod 6.3"	0.00	EA	19.70	Sales Order	0000800931	BROHLT	OFFICE	☑	2022-01-12
VA	INSPOME3-100	Inspire Omega 3 Supplement ...	0.00	EA	26.687	Sales Order	0000800931	BROHLT	OFFICE	☑	2022-01-12
VA	INSDB5	InSpire Dumbbell 5	0.00	EA	6.06385	Sales Order	0000800932	BRWMCC		☐	2022-01-12
VA	INSKB10	InSpire Kettlebell 10	2.00	EA	13.75	Sales Order	0000800932	BRWMCC		☐	2022-01-12
VA	INSKB15	InSpire Kettlebell 15	2.00	EA	20.876	Sales Order	0000800932	BRWMCC		☐	2022-01-12

- **New Employee Accrued Vacation report.**

Universal Exports

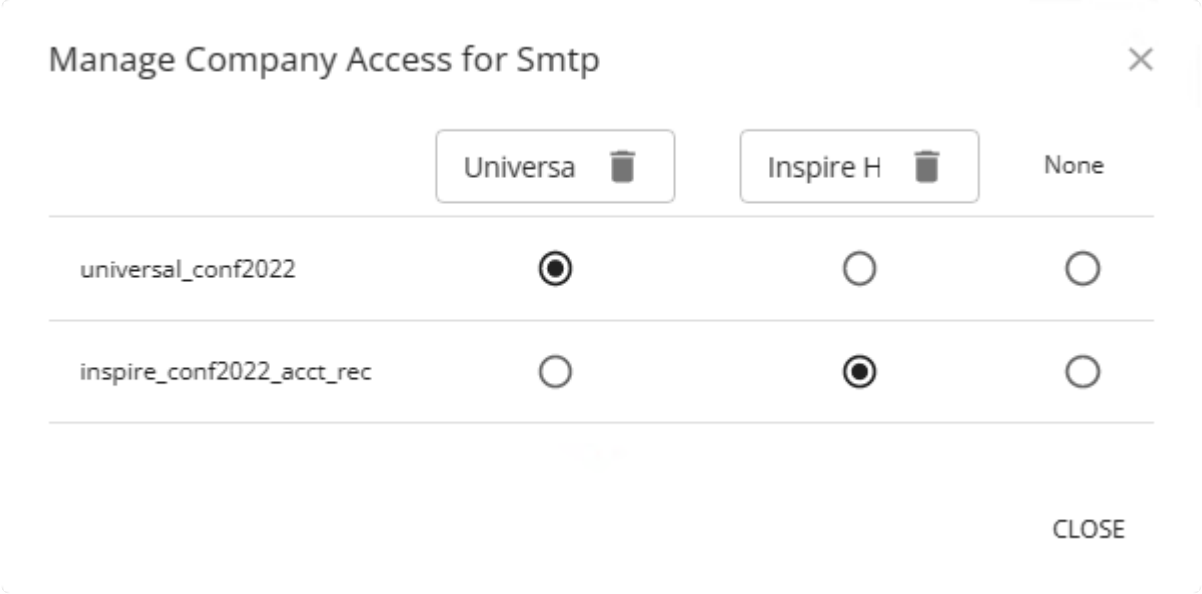
Employee Accrued Vacation

Friday, January 1, 2021 to Monday, December 12, 2022

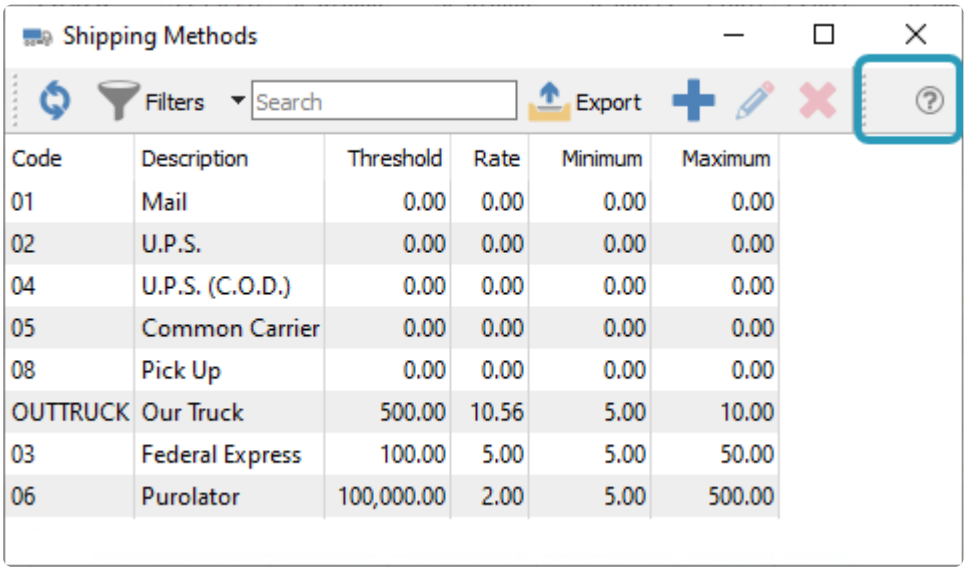
December 12, 2022 / 9:28 am

Employee				Vacation				
Period	Date	Gross Pay	Net Pay	Current Rate	Paid	Accrued	Curent Balance	Running Balance
Fields, Todd				4%			135.61	
2022 02-0	Jan 31,2022	1,800.00	1,443.70			72.00		135.61
2022 01-0	Jan 15,2022	1,800.00	1,443.70			72.00		63.61
2022		**3,600.00**	**2,887.40**					
2021 24-0	Dec 31,2021	3,000.00	2,222.94		3,000.00	0.00		-8.39
2021 23-0	Dec 15,2021	1,800.00	1,442.59			72.00		2,991.61
2021 22-0	Nov 30,2021	1,800.00	1,442.59			72.00		2,919.61
2021 21-0	Nov 15,2021	1,800.00	1,442.59			72.00		2,847.61
2021 20-0	Oct 29,2021	1,800.00	1,442.59			72.00		2,775.61
2021 19-0	Oct 15,2021	1,800.00	1,442.59			72.00		2,703.61
2021 18-0	Sep 30,2021	1,800.00	1,442.59			72.00		2,631.61
2021 17-0	Sep 15,2021	1,800.00	1,442.59			72.00		2,559.61
2021 16-0	Aug 31,2021	1,800.00	1,442.59			72.00		2,487.61
2021 15-0	Aug 13,2021	1,800.00	1,442.59			72.00		2,415.61
2021 14-0	Jul 30,2021	1,800.00	1,442.59			72.00		2,343.61
2021 13-0	Jul 15,2021	1,800.00	1,442.59			72.00		2,271.61
2021 12-0	Jun 30,2021	1,800.00	1,442.59			72.00		2,199.61
2021 11-0	Jun 15,2021	1,800.00	1,442.59			72.00		2,127.61
2021 09-0	May 14,2021	1,800.00	1,442.59			72.00		2,055.61
2021 08-0	Apr 30,2021	1,800.00	1,442.59			72.00		1,983.61
2021 07-0	Apr 15,2021	1,800.00	1,442.59			72.00		1,911.61
2021 06-0	Mar 31,2021	1,800.00	1,442.59			72.00		1,839.61
2021 05-0	Mar 15,2021	2,289.75	1,770.01			91.59		1,767.61
2021 04-0	Feb 26,2021	1,800.00	1,442.59			72.00		1,676.02
2021 03-0	Feb 15,2021	1,800.00	1,442.59			72.00		1,604.02
2021 02-0	Jan 29,2021	1,800.00	1,442.59			72.00		1,532.02
2021 01-0	Jan 15,2021	1,800.00	1,442.59			72.00		1,460.02
2021		**43,089.75**	**34,287.34**		**3,000.00**			
Fields, Todd		**46,689.75**	**37,174.74**		**3,000.00**			

- **SMTP and SendGrid email setup for multiple domains, in Server Integrations.**

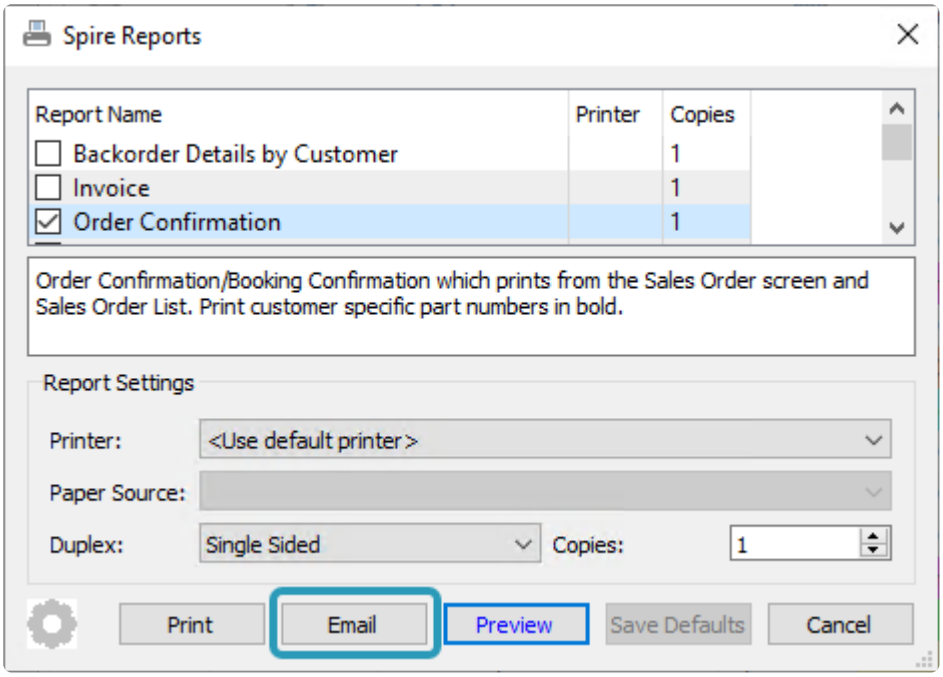


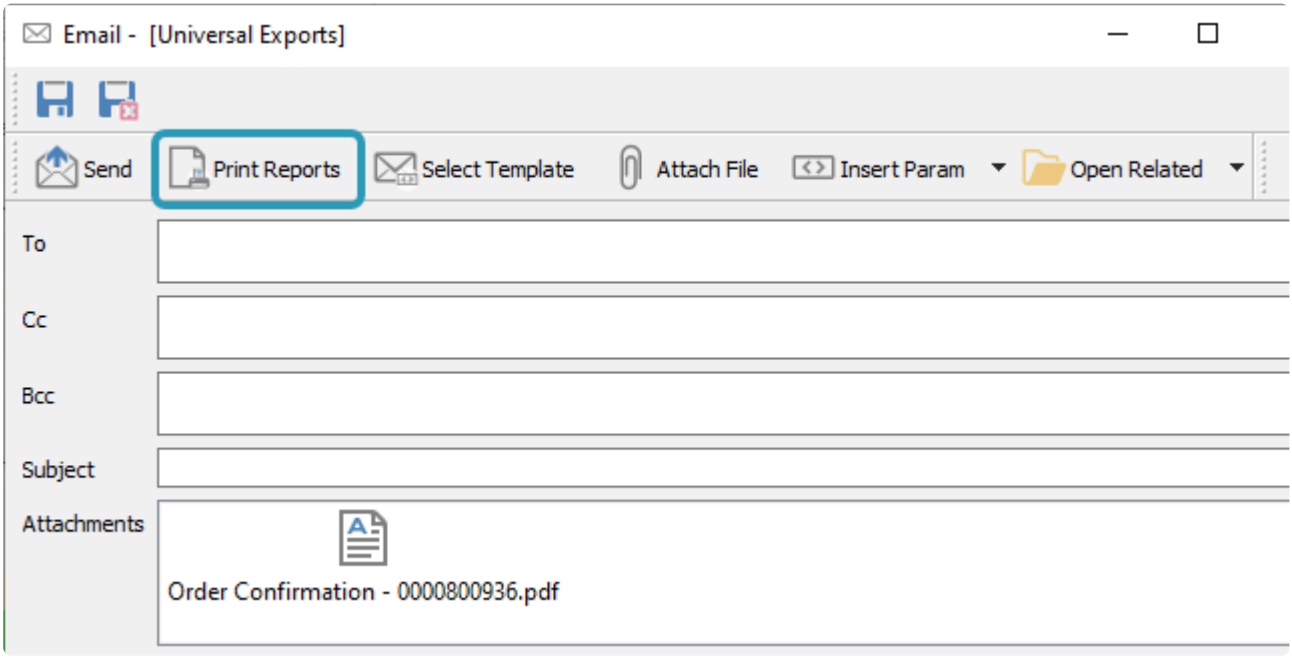
- **Help button is now a separate toolbar, to avoid overlap of other buttons.**



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
04	U.P.S. (C.O.D.)	0.00	0.00	0.00	0.00
05	Common Carrier	0.00	0.00	0.00	0.00
08	Pick Up	0.00	0.00	0.00	0.00
OUTTRUCK	Our Truck	500.00	10.56	5.00	10.00
03	Federal Express	100.00	5.00	5.00	50.00
06	Purolator	100,000.00	2.00	5.00	500.00

- **A Print Reports button is available on the Email screen if you need to both Print and Email forms, when you send the Email from the Spire Reports dialog**

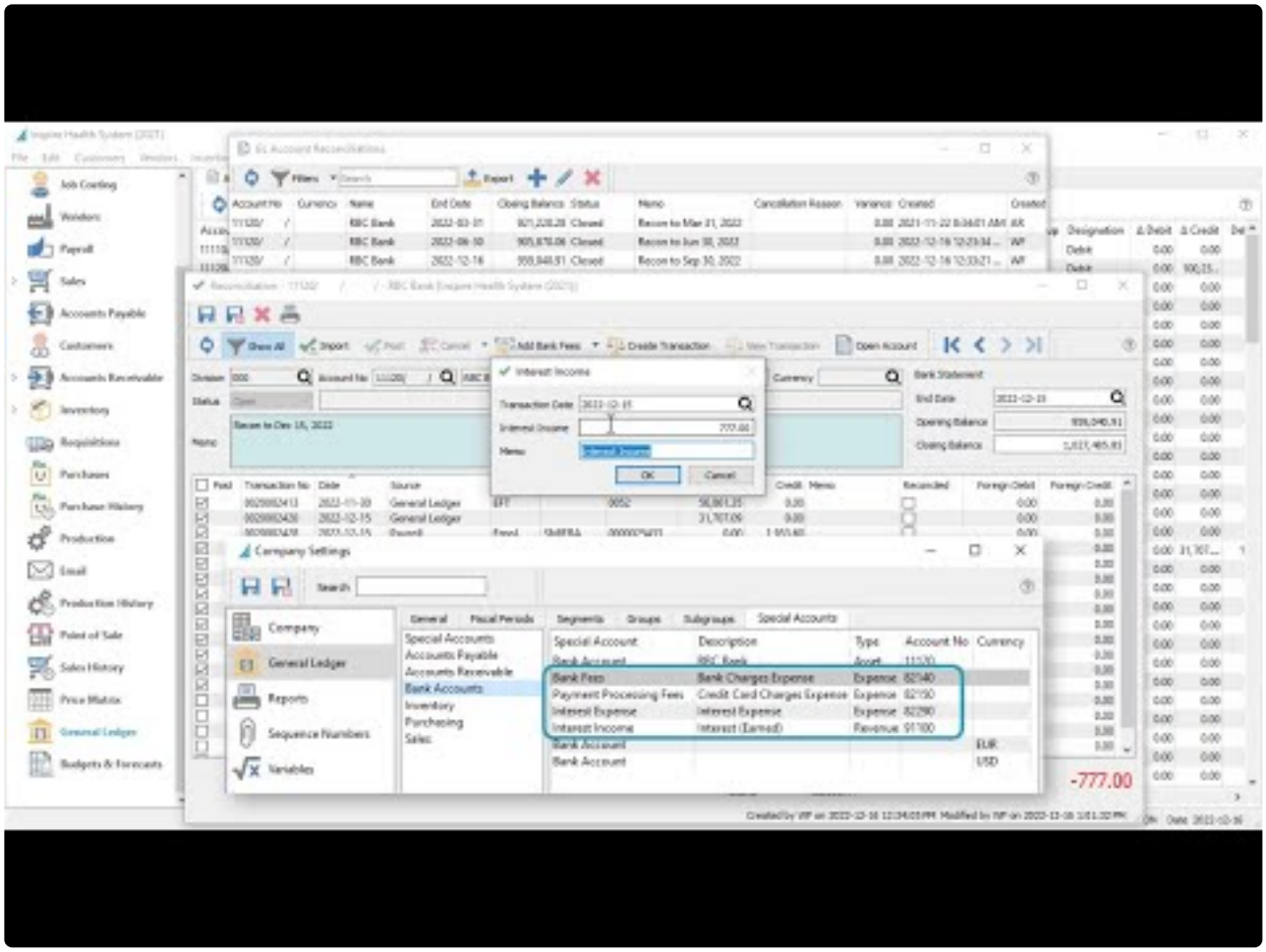




Upgrading to this Version

To plan for installing the upgrade and converting the database, read the notes about what is changing and what to look out for.

Video Instruction for What's New in Spire 3.10

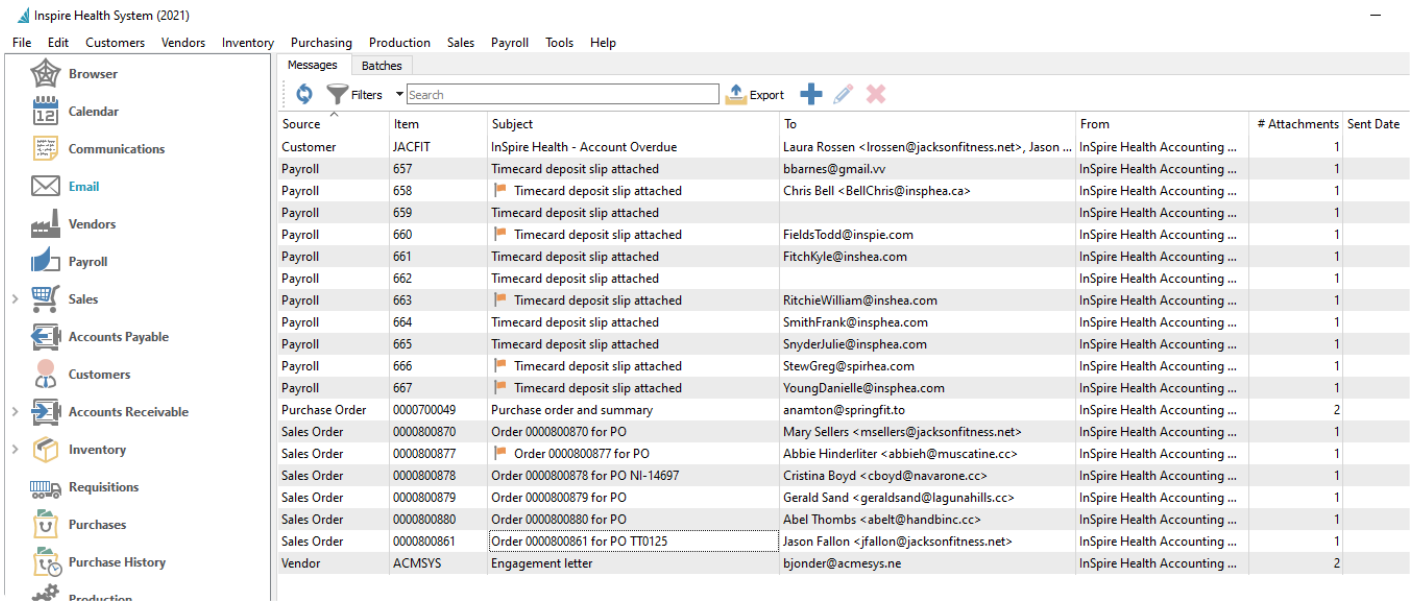


https://www.youtube.com/embed/_mfbE5HOjKg?rel=0

Version 3.9

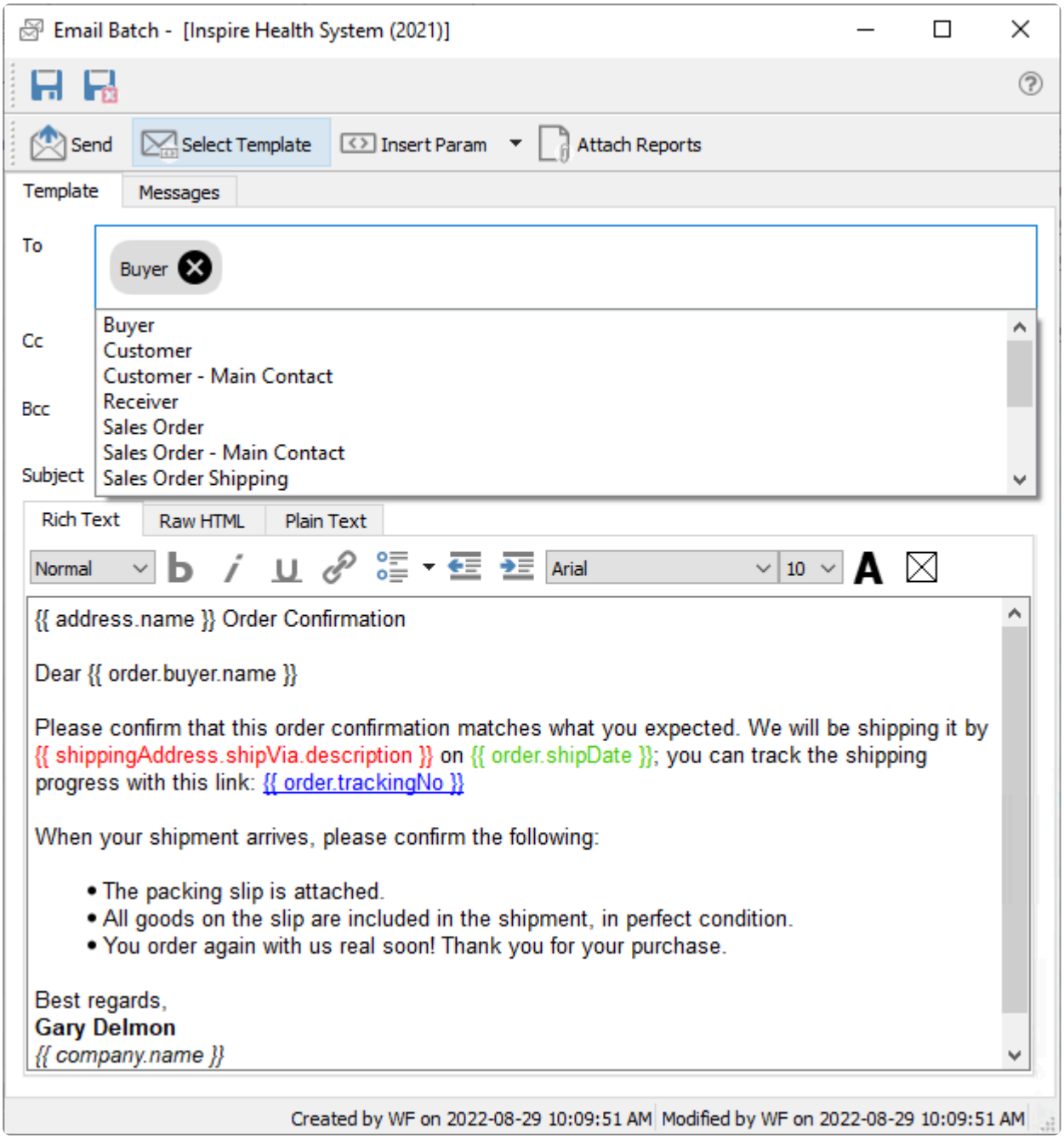
New Features

- **An Email module allows for more flexible ways to send emails, and also maintain sent emails as communications for reference or resending.**

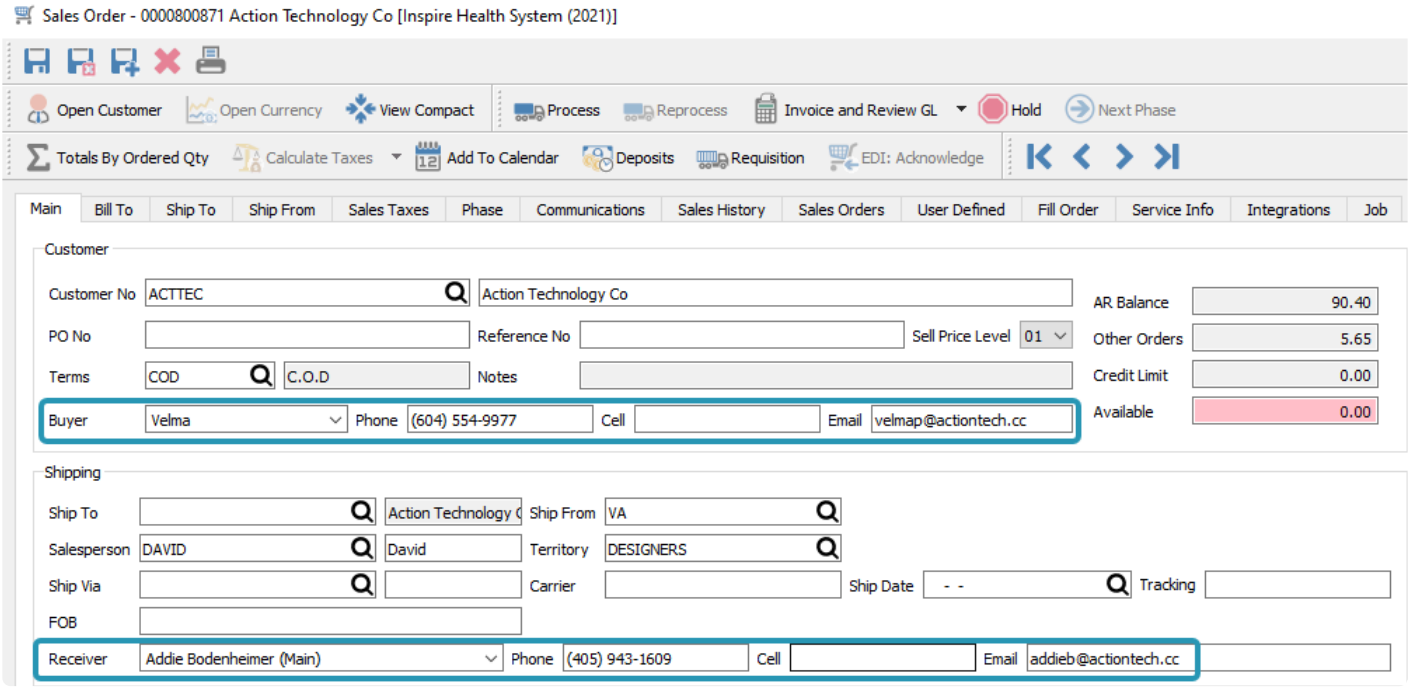


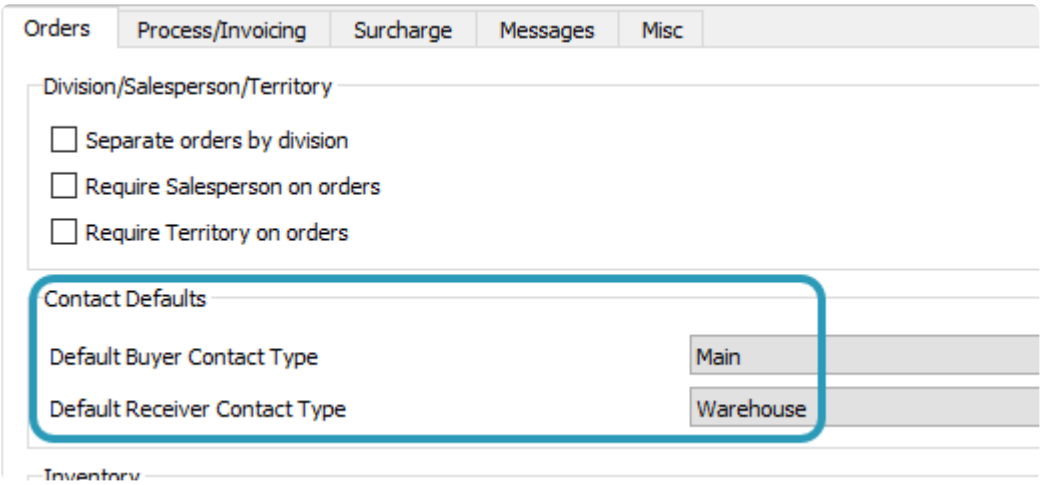
Source	Item	Subject	To	From	# Attachments	Sent Date
Customer	JACFIT	InSpire Health - Account Overdue	Laura Rossen <lrossen@jacksonfitness.net>, Jason ...	InSpire Health Accounting ...	1	
Payroll	657	Timecard deposit slip attached	bbarnes@gmail.vv	InSpire Health Accounting ...	1	
Payroll	658	Timecard deposit slip attached	Chris Bell <BellChris@insphea.ca>	InSpire Health Accounting ...	1	
Payroll	659	Timecard deposit slip attached		InSpire Health Accounting ...	1	
Payroll	660	Timecard deposit slip attached	FieldsTodd@inspie.com	InSpire Health Accounting ...	1	
Payroll	661	Timecard deposit slip attached	FitchKyle@inshea.com	InSpire Health Accounting ...	1	
Payroll	662	Timecard deposit slip attached		InSpire Health Accounting ...	1	
Payroll	663	Timecard deposit slip attached	RitchieWilliam@inshea.com	InSpire Health Accounting ...	1	
Payroll	664	Timecard deposit slip attached	SmithFrank@insphea.com	InSpire Health Accounting ...	1	
Payroll	665	Timecard deposit slip attached	SnyderJulie@insphea.com	InSpire Health Accounting ...	1	
Payroll	666	Timecard deposit slip attached	StewGreg@spirhea.com	InSpire Health Accounting ...	1	
Payroll	667	Timecard deposit slip attached	YoungDanielle@insphea.com	InSpire Health Accounting ...	1	
Purchase Order	0000700049	Purchase order and summary	anamton@springfit.to	InSpire Health Accounting ...	2	
Sales Order	0000800870	Order 0000800870 for PO	Mary Sellers <msellers@jacksonfitness.net>	InSpire Health Accounting ...	1	
Sales Order	0000800877	Order 0000800877 for PO	Abbie Hinderliter <abbieh@muscatine.cc>	InSpire Health Accounting ...	1	
Sales Order	0000800878	Order 0000800878 for PO NI-14697	Cristina Boyd <cboyd@navarone.cc>	InSpire Health Accounting ...	1	
Sales Order	0000800879	Order 0000800879 for PO	Gerald Sand <geraldsand@lagunahills.cc>	InSpire Health Accounting ...	1	
Sales Order	0000800880	Order 0000800880 for PO	Abel Thombs <abelt@handbinc.cc>	InSpire Health Accounting ...	1	
Sales Order	0000800861	Order 0000800861 for PO TT0125	Jason Fallon <jfallon@jacksonfitness.net>	InSpire Health Accounting ...	1	
Vendor	ACMSYS	Engagement letter	bjonder@acmesys.ne	InSpire Health Accounting ...	2	

- **Creating emails and templates now support more formatting and attachment options.**

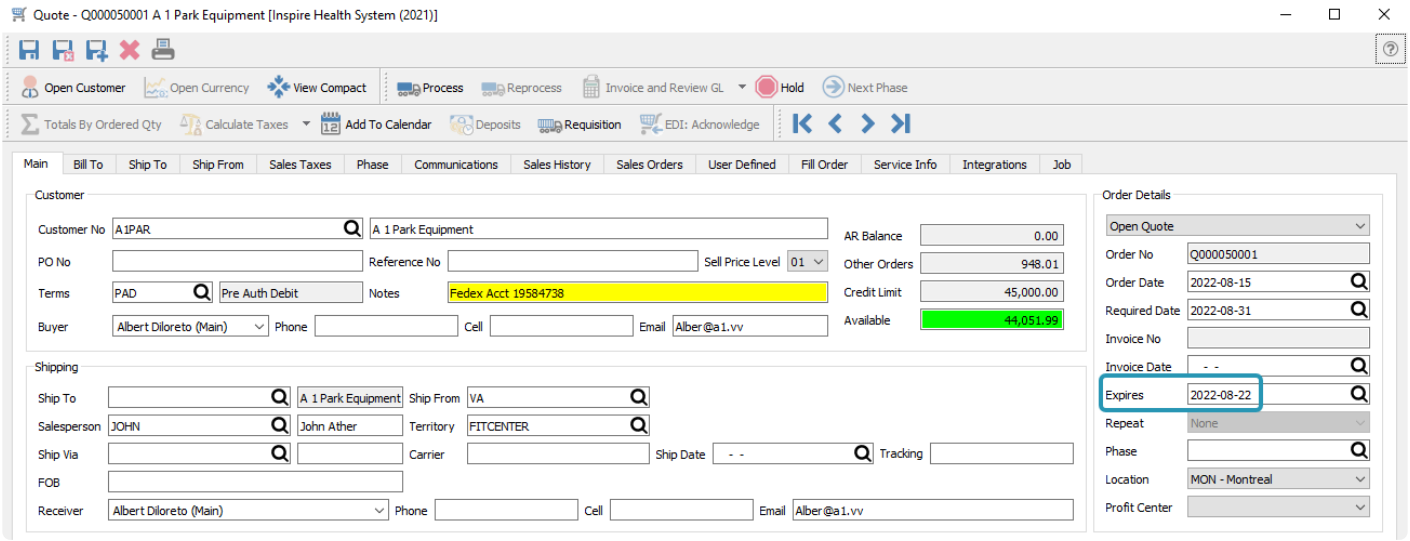


- **The Sales order contact on the Main screen has been replaced by separate Buyer and Receiver contacts, each with their own respective phone and email information, which default from Company Settings for contact types.**



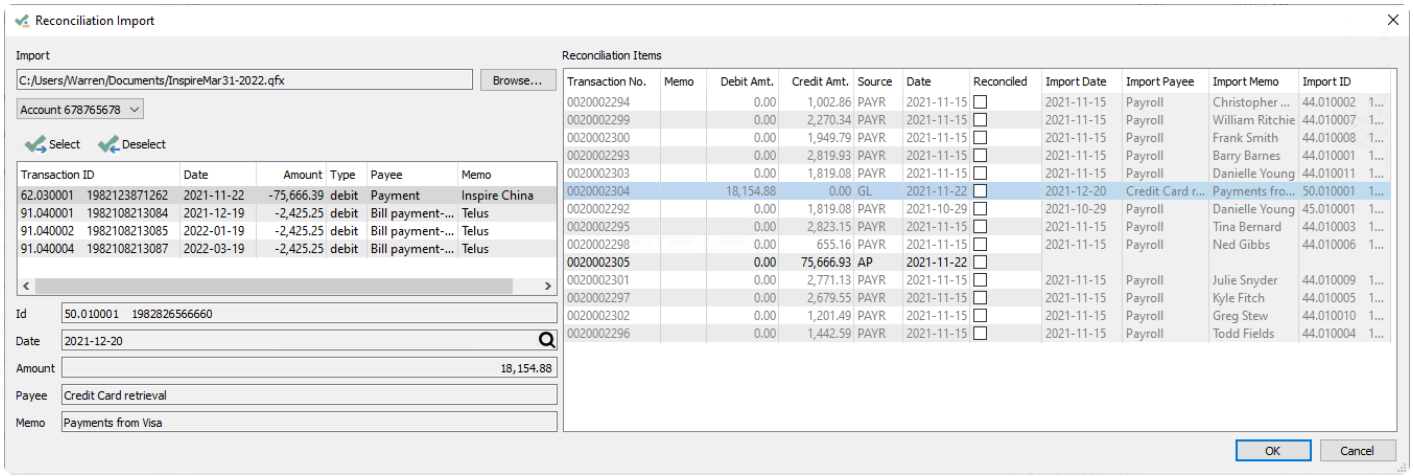


- **Quote transactions have an Expiry Date in indicate how long the quote will be honoured.**

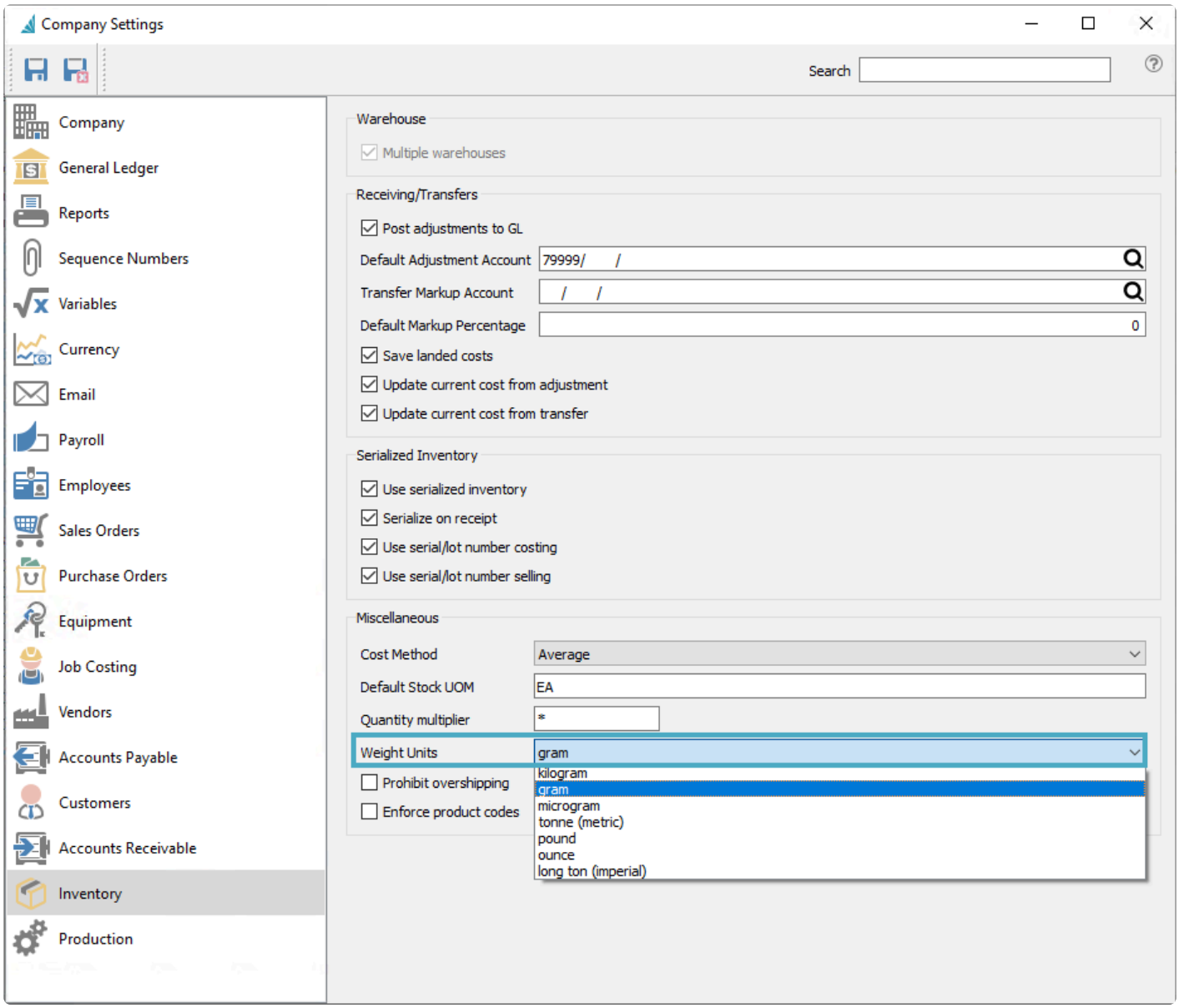


- **Sales Shipping Labels now can include order header information such as customer or order number.**

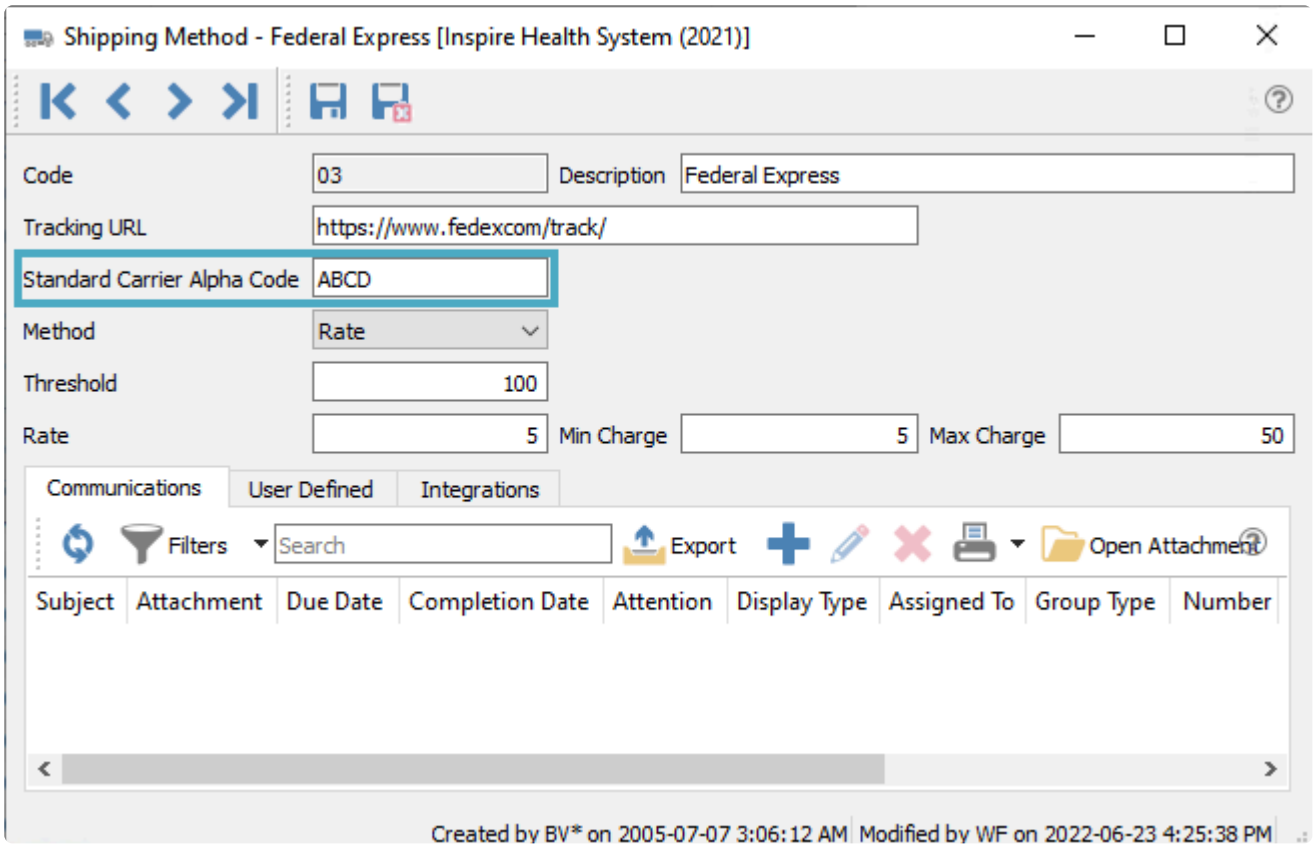
- **Bank Account Reconciliation more easily demonstrate when imported transactions are matched.**



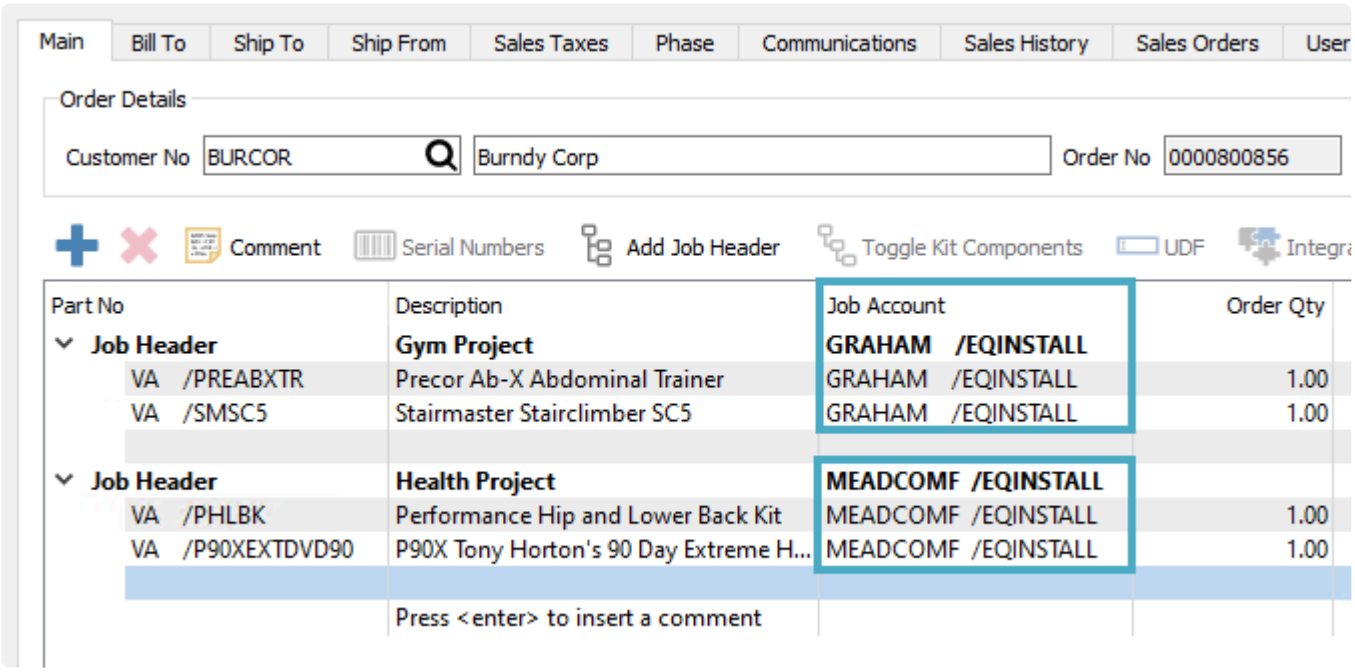
- **A Weight unit label an be assigned to display for Inventory items and Sales and Purchase totals.**



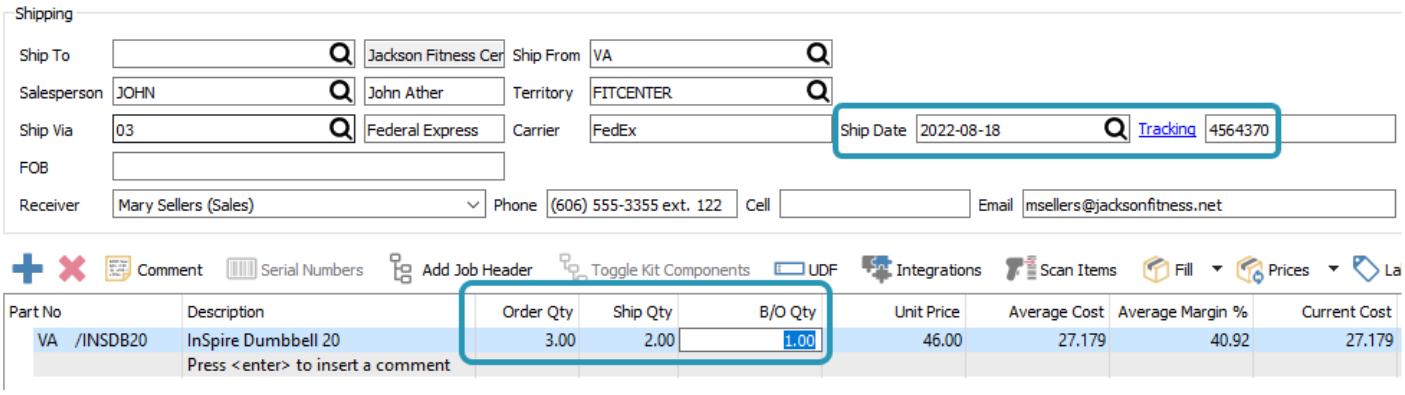
- **Standard Carrier Alpha Code added to Shipping Methods, for EDI and US customs.**



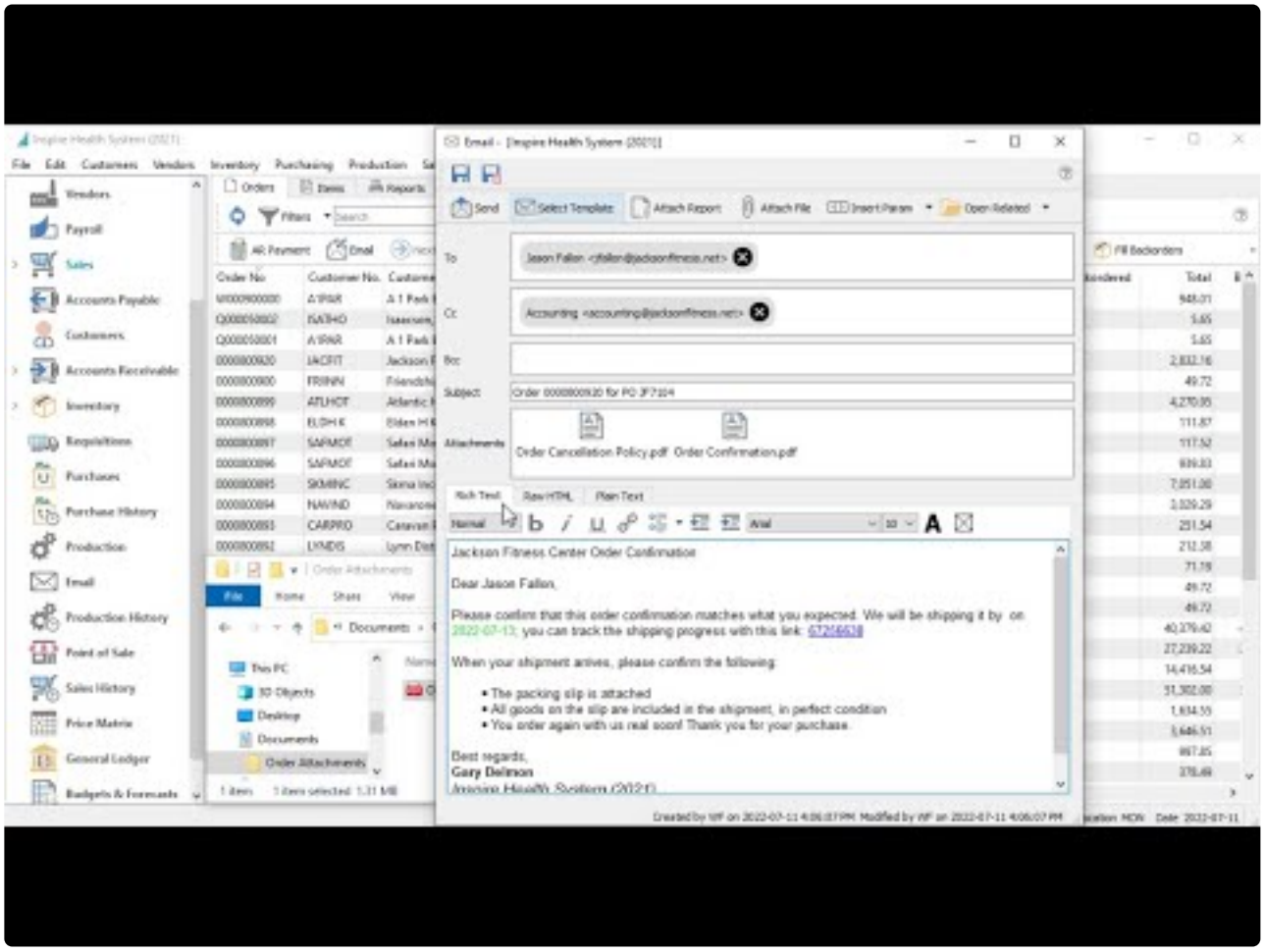
- **Job Headers on Sales replicate Job/Account on new details.**



- **Clear Tracking information on sales orders after partially shipping and invoicing.**



Video Instruction for What's New in Spire 3.9



https://www.youtube.com/embed/4K1htsoaURg?rel=0

Version 3.8

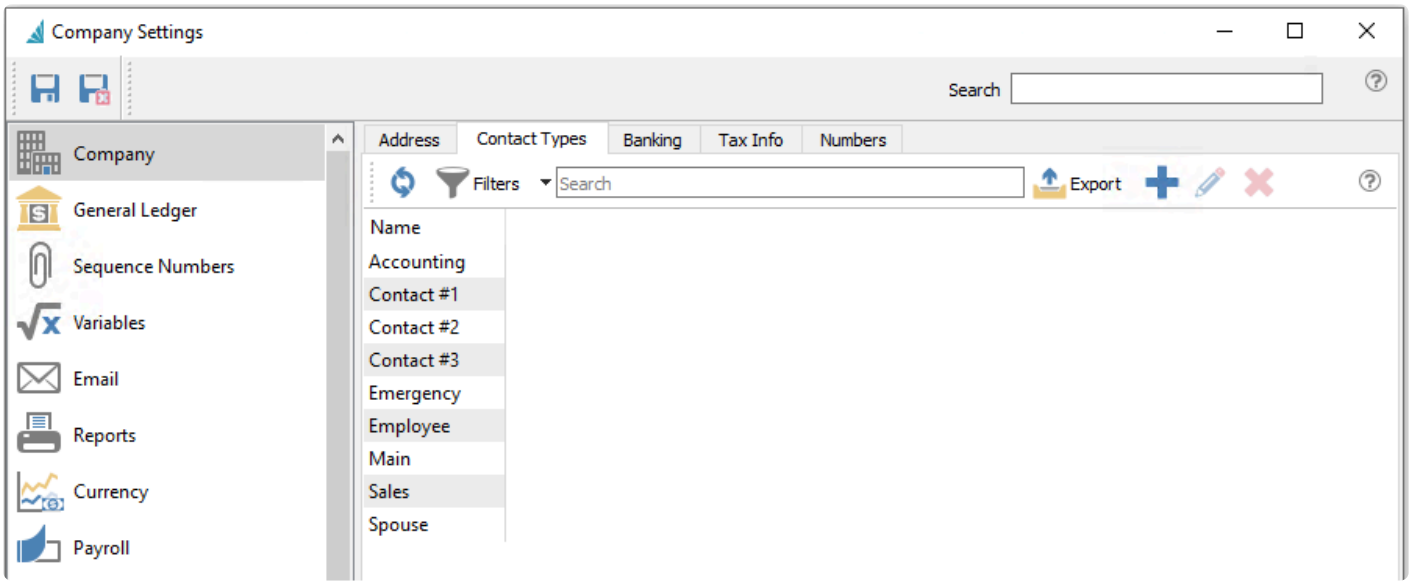
New Features

• Budgets and Forecasts module

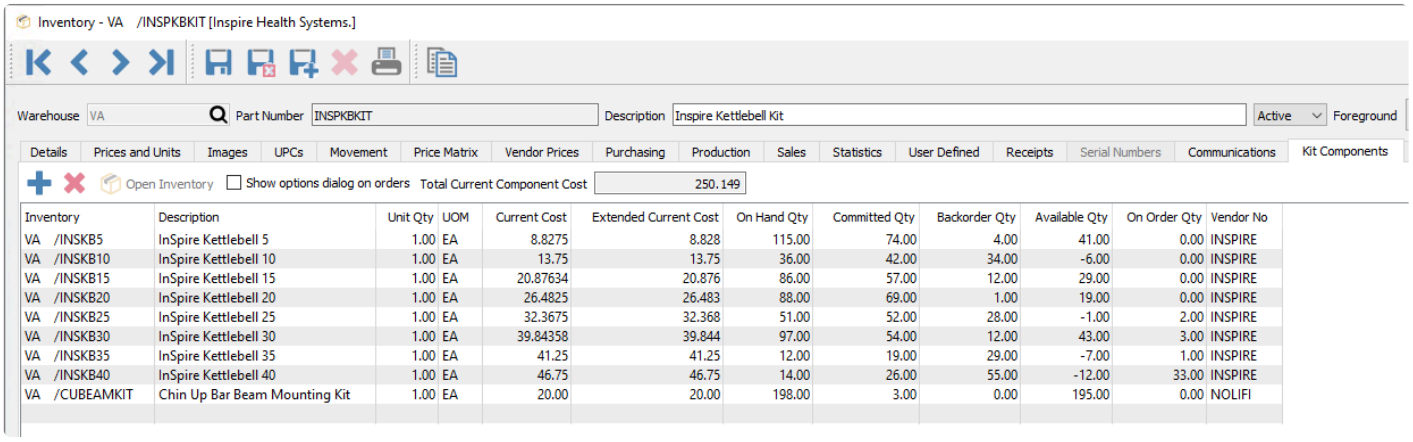
Last Year | This Year | Next Year | Assets | Liabilities | Revenue | Expenses | Budget | Forecast | Actual | Foreign | Update | Chart | Export

Account No	Currency	Name	Type	Group	Subgroup	Budget Jan/20	Actual Jan/20	Budget Feb/20	Actual Feb/20	Budget Mar/20
11110		Petty Cash	Asset	100		100.00	100.00	100.00	0.00	0.00
11120	USD	RBC-USD	Asset	100		0.00	0.00	0.00	0.00	0.00
11120		RBC Bank	Asset	100		0.00	1,105,950.17	0.00	158,004.21	0.00
11120	XEU	RBC Bank-XEU	Asset	100		0.00	0.00	0.00	0.00	0.00
11130		Cash and Cheque Receipts	Asset	100		0.00	0.00	0.00	0.00	0.00
11130	USD	Cash Receipts	Asset	100		0.00	0.00	0.00	0.00	0.00
11135		EFT Deposits	Asset	100		0.00	0.00	0.00	0.00	0.00
11140		Amex	Asset	100		0.00	0.00	0.00	0.00	0.00
11150		MasterCard	Asset	100		0.00	0.00	0.00	0.00	0.00
11150MON		MasterCard	Asset	100		0.00	0.00	0.00	0.00	0.00
11150VAN		MasterCard	Asset	100		0.00	0.00	0.00	0.00	0.00
11151MON		MasterCard2	Asset	100		0.00	0.00	0.00	0.00	0.00
11151VAN		MasterCard2	Asset	100		0.00	0.00	0.00	0.00	0.00
11152VAN		MasterCard2	Asset	100		0.00	0.00	0.00	0.00	0.00
11153MON		MasterCard2	Asset	100		0.00	0.00	0.00	0.00	0.00
11160		Visa	Asset	100		0.00	0.00	0.00	0.00	0.00
11210		Accounts Receivable - Trade	Asset	120		0.00	1,917,727.13	0.00	-501,066.23	0.00
11210	USD	Accounts Receivable - Trade-USD	Asset	120		0.00	0.00	0.00	0.00	0.00
11220		(Allowance - Doubtful Accts.)	Asset	120		0.00	0.00	0.00	0.00	0.00
11280		Advances Receivable	Asset	130		0.00	0.00	0.00	0.00	0.00
11290		Vendor Rebates Receivable	Asset	130		0.00	0.00	0.00	0.00	0.00
11291		Employee Sick Leave Receivable	Asset	130		0.00	0.00	0.00	0.00	0.00
11300		Inventory at Cost - General	Asset	140		798,000.00	797,428.02	0.00	-6,392.17	0.00
11310		Inventory - Raw Material	Asset	140		0.00	0.00	0.00	0.00	0.00
11315		Inventory Variance	Asset	140		0.00	0.00	0.00	0.00	0.00
11320		Prepaid Insurance	Asset	150		0.00	2,578.30	0.00	0.00	0.00
11330		Prepaid Deposits	Asset	150		0.00	0.00	0.00	0.00	0.00
11340		Prepaid Rent	Asset	150		6,500.00	6,500.00	0.00	0.00	0.00
12100		Office Furniture & Fixtures	Asset	180	A-OFFI	58,102.00	58,102.00	0.00	0.00	0.00
12110		(Accumulated Amortization)	Asset	180	A-OFFI	0.00	-41,025.23	0.00	0.00	0.00
12200		Machinery - Plant and Equip.	Asset	180	B-MACH	451,000.00	451,000.00	0.00	0.00	0.00
12210		(Accumulated Amortization)	Asset	180	B-MACH	214,582.23	214,582.23	0.00	0.00	0.00
12300		Computer Equipment	Asset	180	C-COMP	120,000.00	120,258.00	0.00	0.00	0.00
12310		(Accumulated Amortization)	Asset	180	C-COMP	100,000.00	100,256.00	0.00	0.00	0.00
12400		Automotive Equipment	Asset	180	D-AUTO	68,785.00	68,785.00	0.00	0.00	0.00
12410		(Accumulated Amortization)	Asset	180	D-AUTO	50,452.00	50,452.00	0.00	0.00	0.00
13300		Incorporation Costs	Asset	195	E-INCO	0.00	0.00	0.00	0.00	0.00
13310		(Accumulated Amortization)	Asset	195	E-INCO	0.00	0.00	0.00	0.00	0.00
21110		Bank Loan Payable	Liability	210		425,000.00	425,000.00	0.00	0.00	0.00
21120	USD	Accounts Payable-USD	Liability	200		0.00	0.00	0.00	0.00	0.00
21120		Accounts Payable	Liability	200		0.00	-335,881.60	0.00	-317,724.62	0.00
21130	USD	Accrued Payables-USD	Liability	230		0.00	0.00	0.00	0.00	0.00
21130		Accrued Payables	Liability	230		0.00	0.00	0.00	0.00	0.00
21131		Accrued Freight	Liability	230		0.00	0.00	0.00	0.00	0.00
21132		Accrued Duty & Brokerage	Liability	230		0.00	0.00	0.00	0.00	0.00

• Add ability to add unlimited contacts to all modules and set different contact types, converted from previously used contact labels

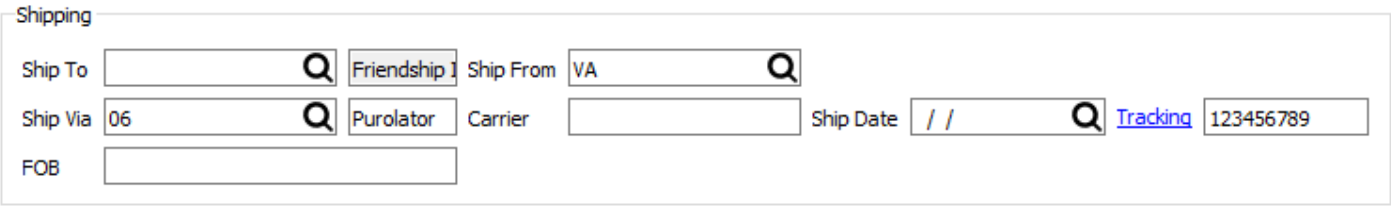


• Total Current Component Cost field added to the Kit Components tab of Inventory items

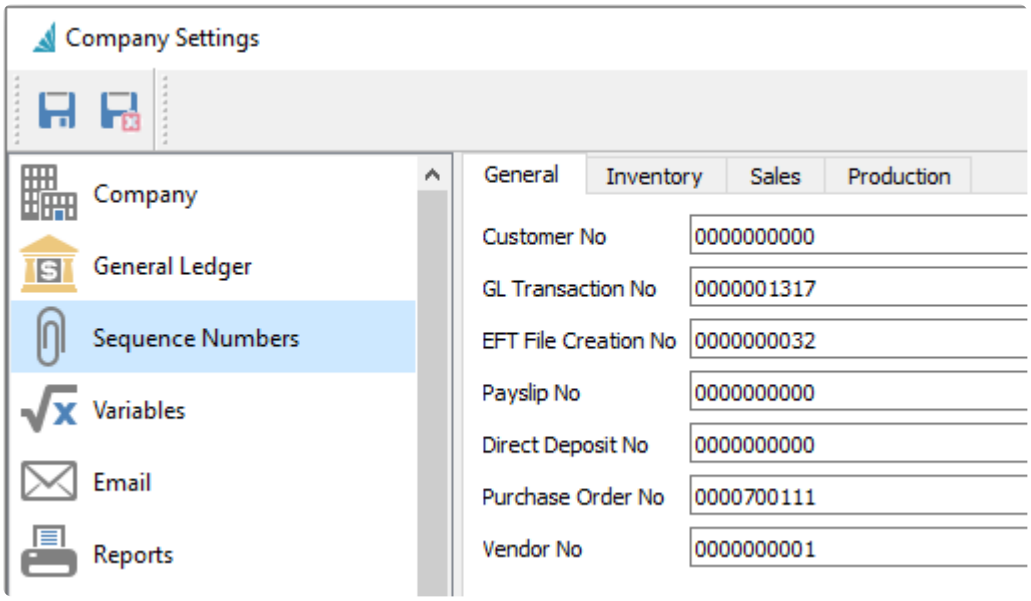


Inventory	Description	Unit Qty	UOM	Current Cost	Extended Current Cost	On Hand Qty	Committed Qty	Backorder Qty	Available Qty	On Order Qty	Vendor No
VA /INSKB5	InSpire Kettlebell 5	1.00	EA	8.8275	8.828	115.00	74.00	4.00	41.00	0.00	INSPIRE
VA /INSKB10	InSpire Kettlebell 10	1.00	EA	13.75	13.75	36.00	42.00	34.00	-6.00	0.00	INSPIRE
VA /INSKB15	InSpire Kettlebell 15	1.00	EA	20.87634	20.876	86.00	57.00	12.00	29.00	0.00	INSPIRE
VA /INSKB20	InSpire Kettlebell 20	1.00	EA	26.4825	26.483	88.00	69.00	1.00	19.00	0.00	INSPIRE
VA /INSKB25	InSpire Kettlebell 25	1.00	EA	32.3675	32.368	51.00	52.00	28.00	-1.00	2.00	INSPIRE
VA /INSKB30	InSpire Kettlebell 30	1.00	EA	39.84358	39.844	97.00	54.00	12.00	43.00	3.00	INSPIRE
VA /INSKB35	InSpire Kettlebell 35	1.00	EA	41.25	41.25	12.00	19.00	29.00	-7.00	1.00	INSPIRE
VA /INSKB40	InSpire Kettlebell 40	1.00	EA	46.75	46.75	14.00	26.00	55.00	-12.00	33.00	INSPIRE
VA /CUBEAMKIT	Chin Up Bar Beam Mounting Kit	1.00	EA	20.00	20.00	198.00	3.00	0.00	195.00	0.00	NOLIFI

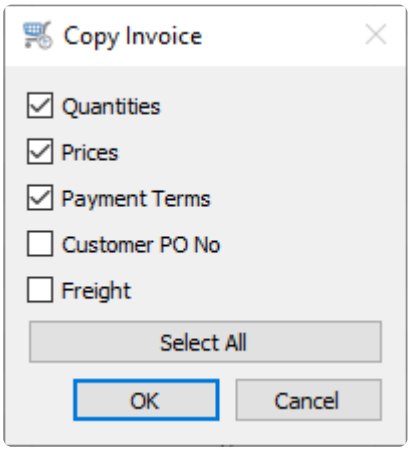
• Add tracking to support shipping methods in sales



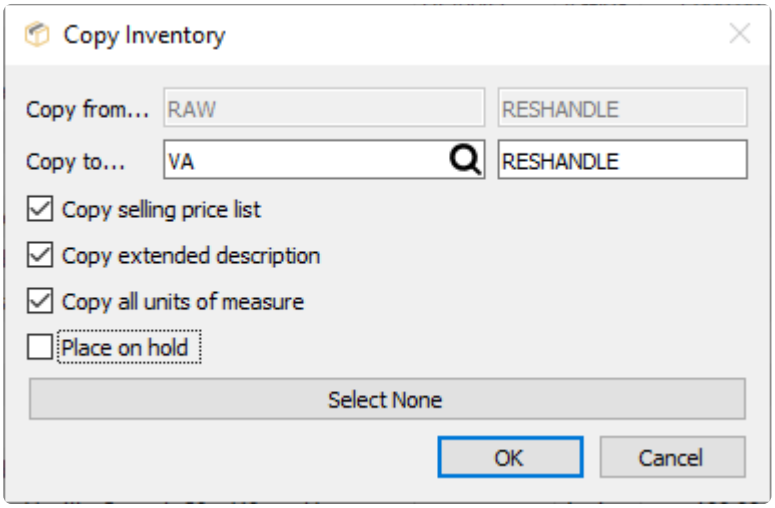
• EFT File Creation No is now in Company Settings Sequence Numbers



• Copy Invoice gives options to copy Quantities, Prices, Payment Terms, Customer PO No, and Freight

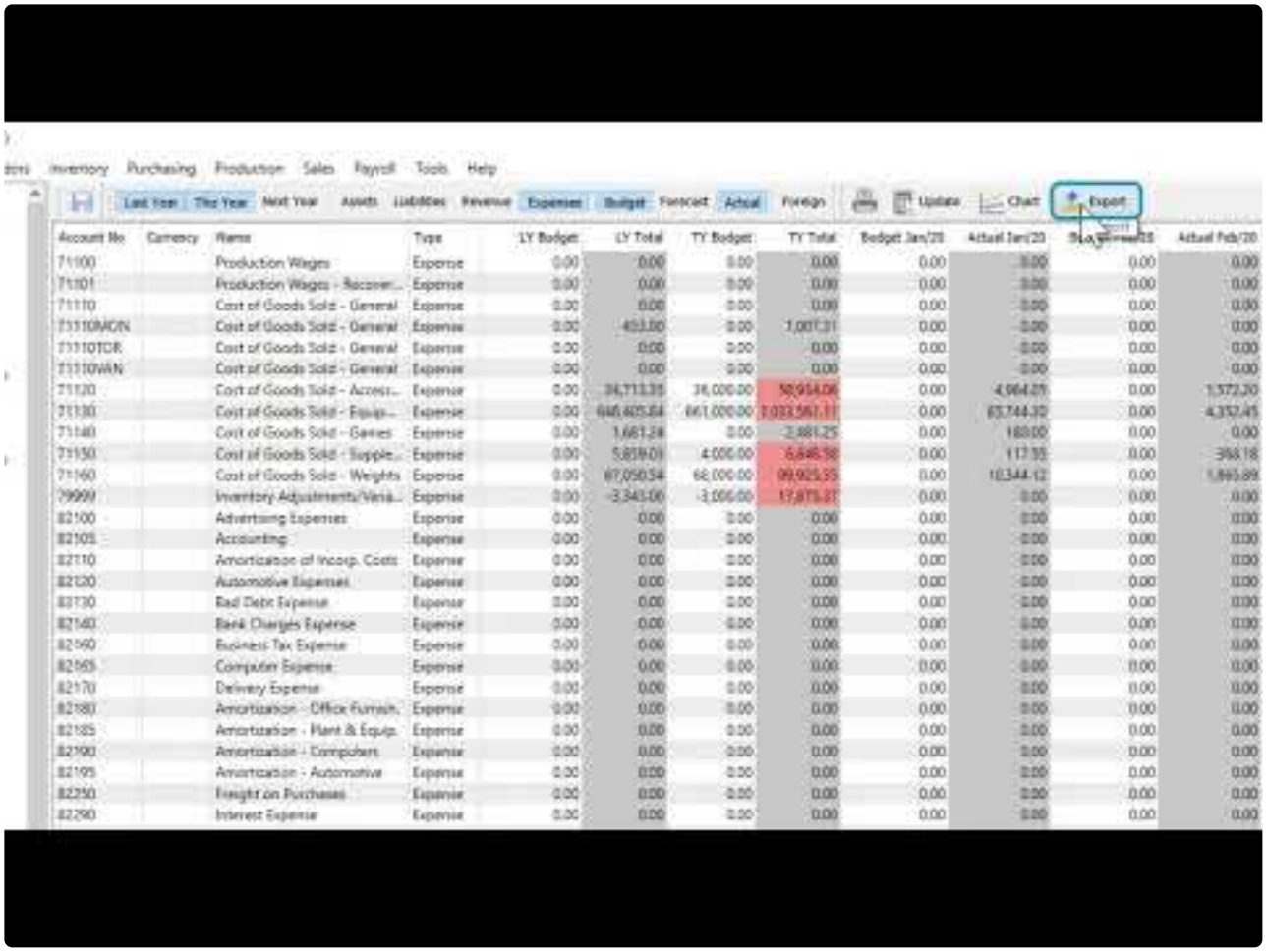


• Select All / Deselect All button in Copy Inventory



• Add the ability to sort the columns in Inventory Transfers and Inventory Adjustments

Video Instruction for What’s New in Spire 3.8

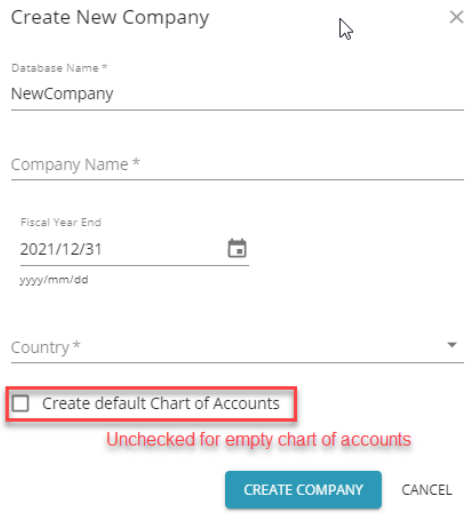


https://www.youtube.com/embed/_BpT7NjLbFk?rel=0

Version 3.7

New Features;

- Add SPS Commerce EDI integration Click here for setup and instructions
- Add support for Avalara VAT in Europe
- Add ability to override Avalara Entity Code on a Sales Order line
- Add Integration Association to Imports
- Add Sales Tax Entity Code column to Customer List
- Add Payment Terminal support for Payfirma (Payfacto) Click here for setup and instructions
- Add ability to create a new company with an empty GL Chart of Accounts

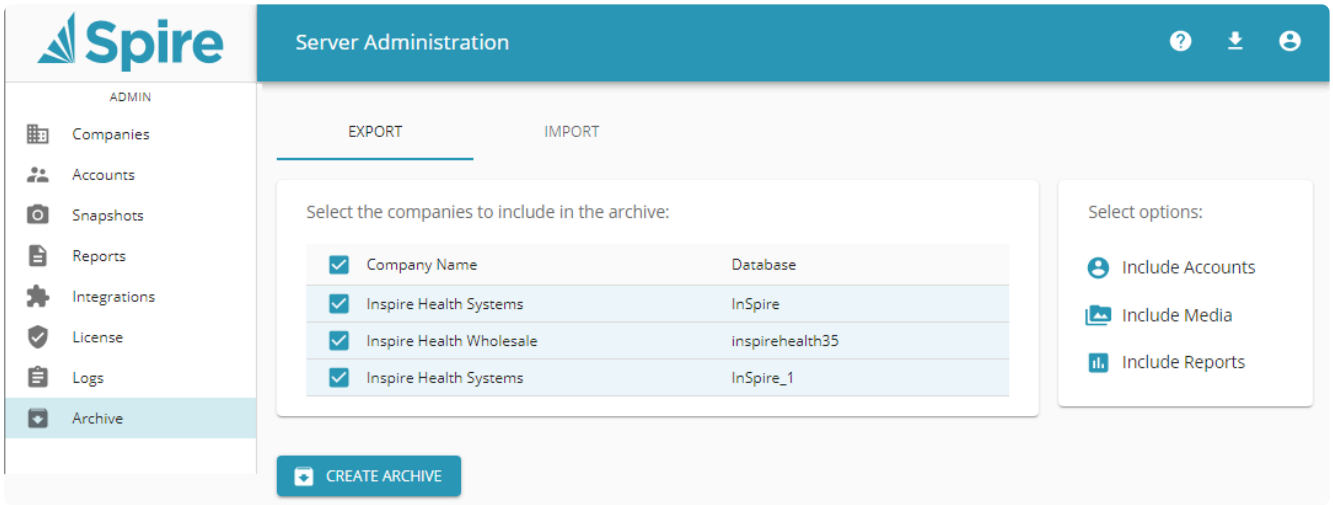


- Add AR Aged Tooltip to the Sales Order screen when hovering over AR Balance

- Add Hold button inside Edit, Sales Order
- Add Vendor Payment and Expense accounts to Accounts Payable List
- Add Product Code to Inventory Count
- Add Product Code to Inventory Adjustments and Transfers
- Add email address to Employee List
- Add date column to AP and AR List shown when making a Payment
- Add currency field to Price Matrix to store foreign currency pricing records

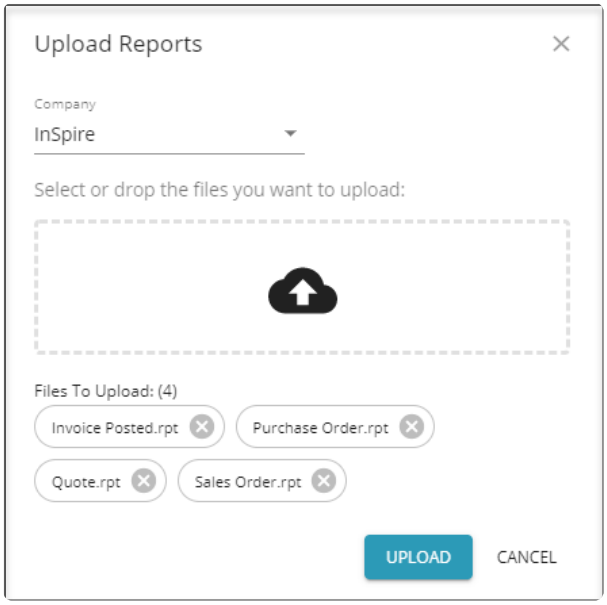
Version 3.6

- Add ability for Spire Systems Inc to host Spire server on spire-cloud.com
- Set default snapshot schedule adding/restoring a company database, Daily @ 23:59 Keep 1
- Centralize image and attachment handling at the Spire Server
- Add the ability to edit Username in Spire Server Administration
- Archive – Allows the ability to create a zip file of all companies data that includes the snapshots, accounts, media and reports so it can be restored when rebuilding or replacing a server



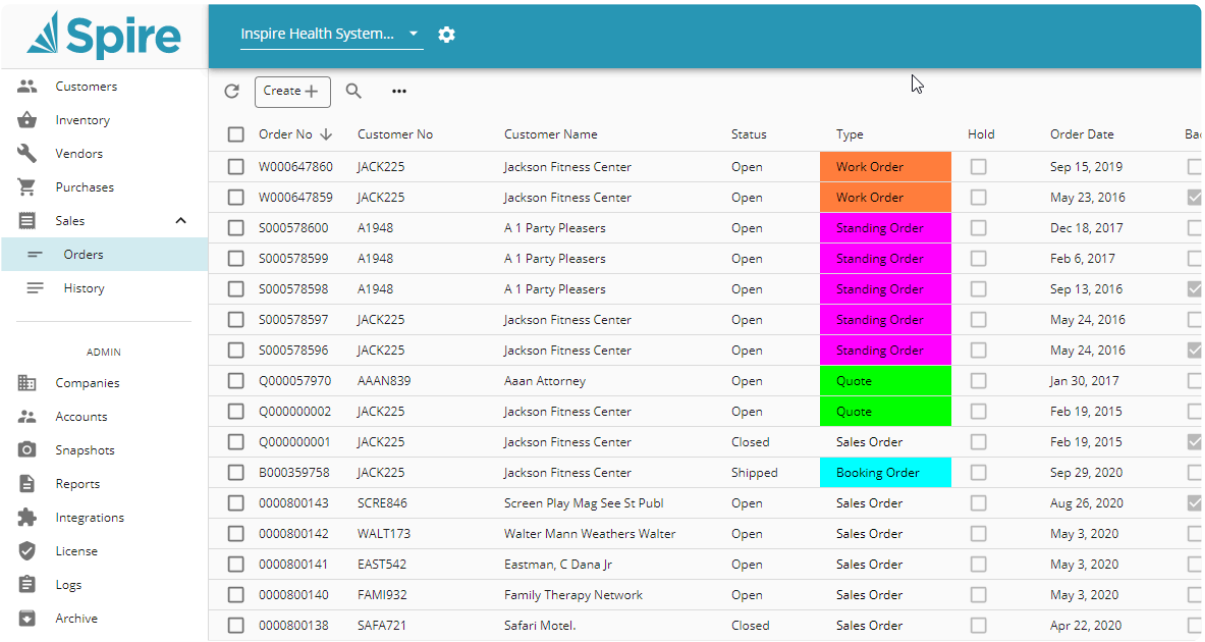
- Ability to download Spire Desktop from Spire Administration

- Support bulk upload of reports in Spire administration

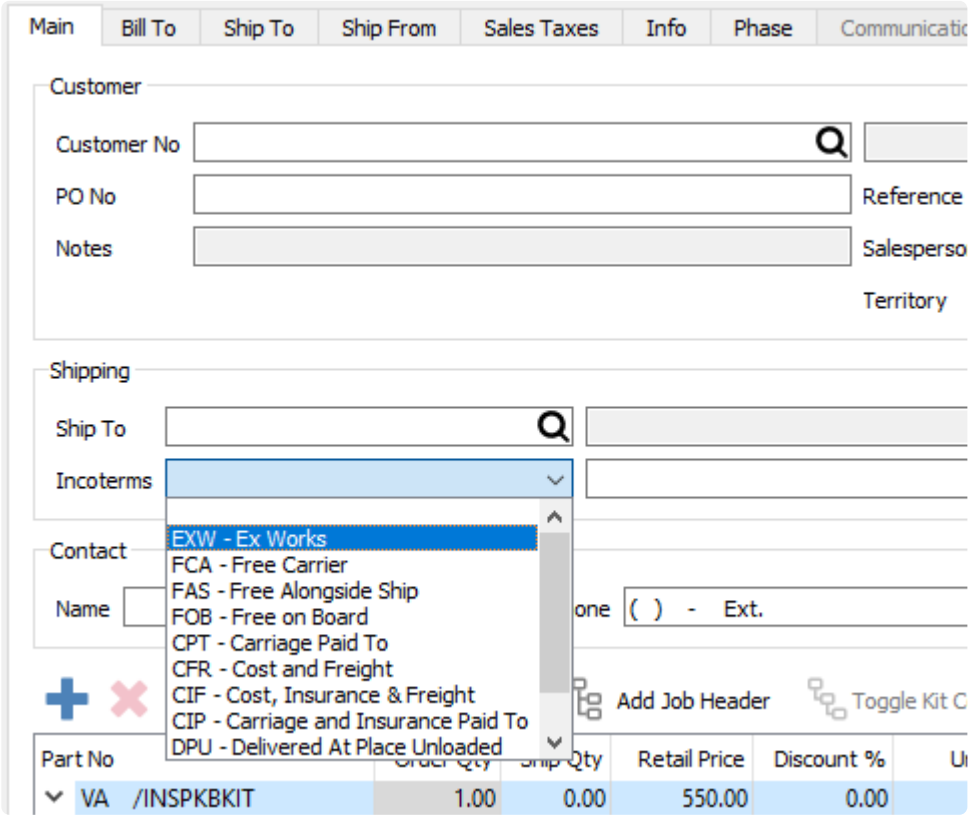


- Versioned views for reports (means report updates do not have to be done on every version where the database changes)
- Automatically create a snapshot before performing a database upgrade

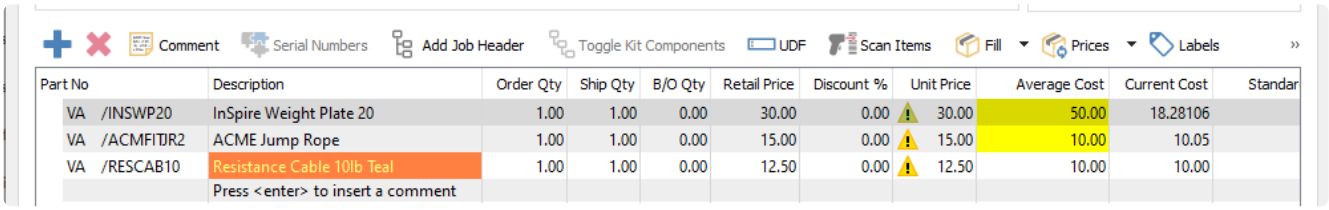
- Add web browser module for Sales, Sales History, Purchase Orders, Customers and Vendors (limited feature set that will be improved with each update)



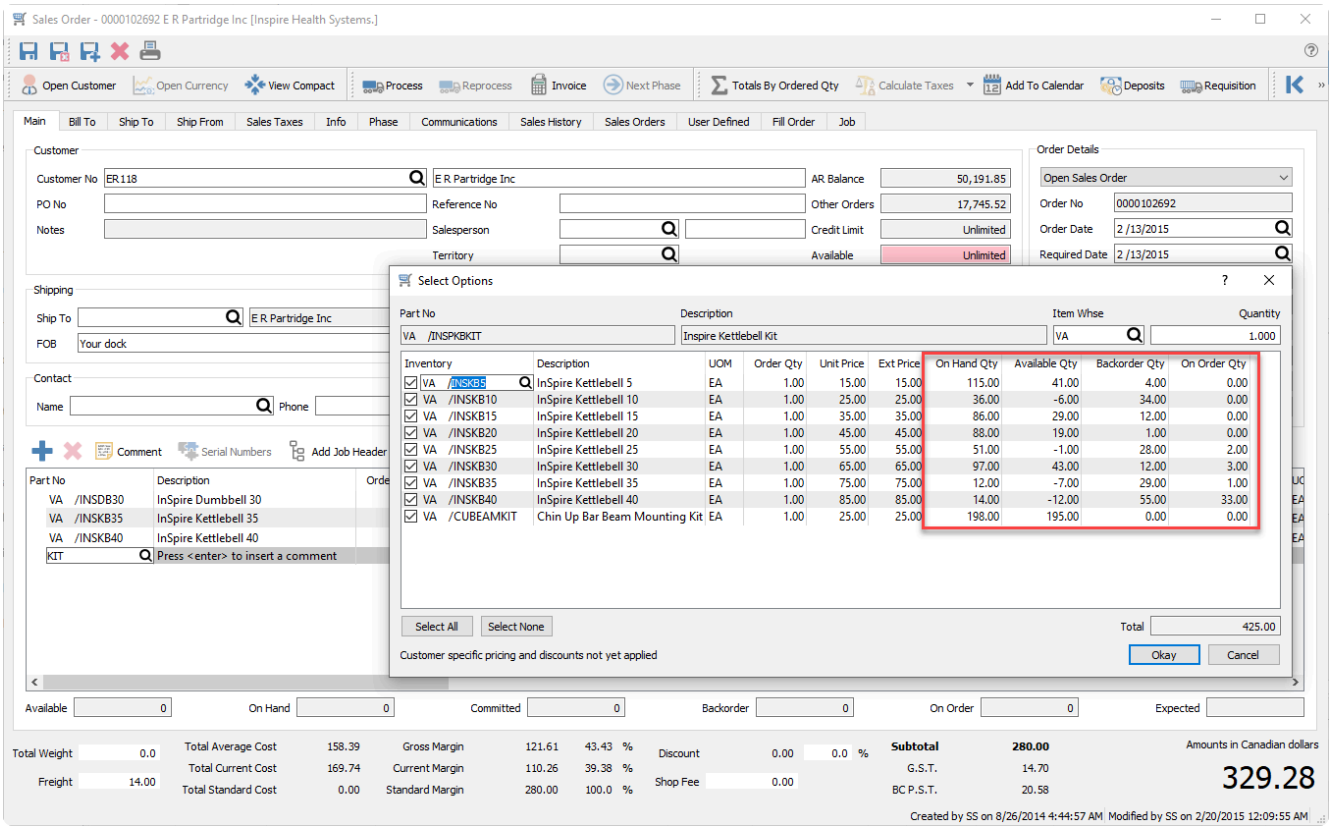
- Open Inventory from requisitions
- Add ability to use Incoterms for Sales Order and Purchase Orders, enable in Company Settings



- Country on sales and sales history lists
- Add levy filter to sales history
- Add warehouse location to inventory count
- Add alternate and vendor part number to inventory search
- Add Original Quote number to Sales Order List
- Show sales order line costs in Yellow if they are a user set costs

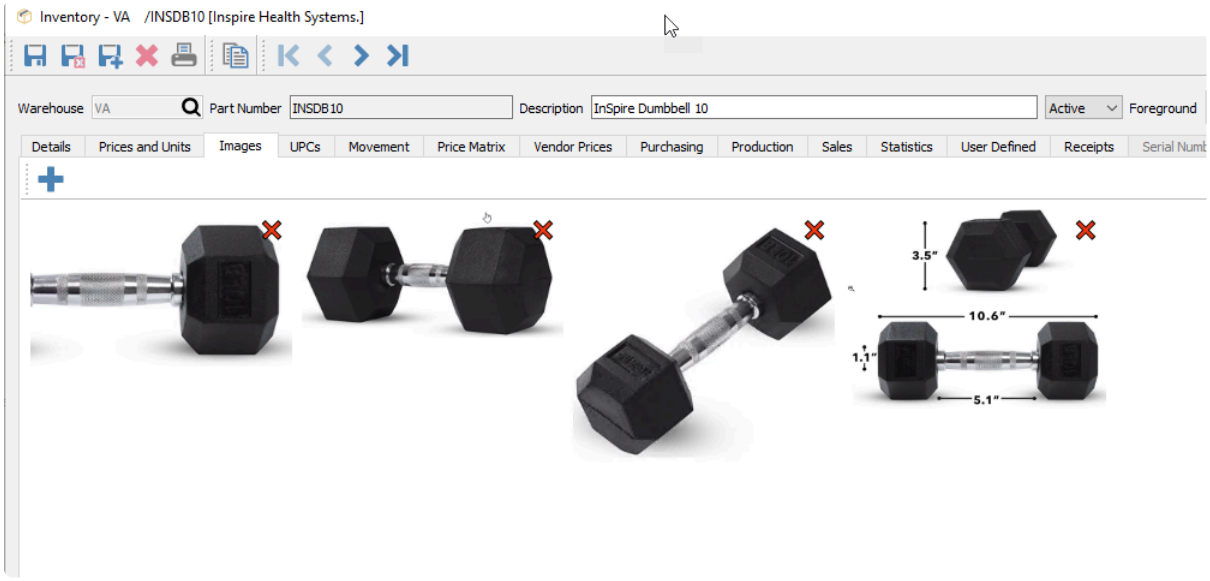


- Add open customer and open inventory to sales history invoice view
- Restrict view of banking info on customer/vendors by security setting
- Add reprint inventory adjustment report (including transfers and adjustments)
- Added transfer pick slip and packing slip
- Improve Inventory transfers, and separate and simplify inventory adjustments
- Add Inventory Quantities to Kit Option Dialog

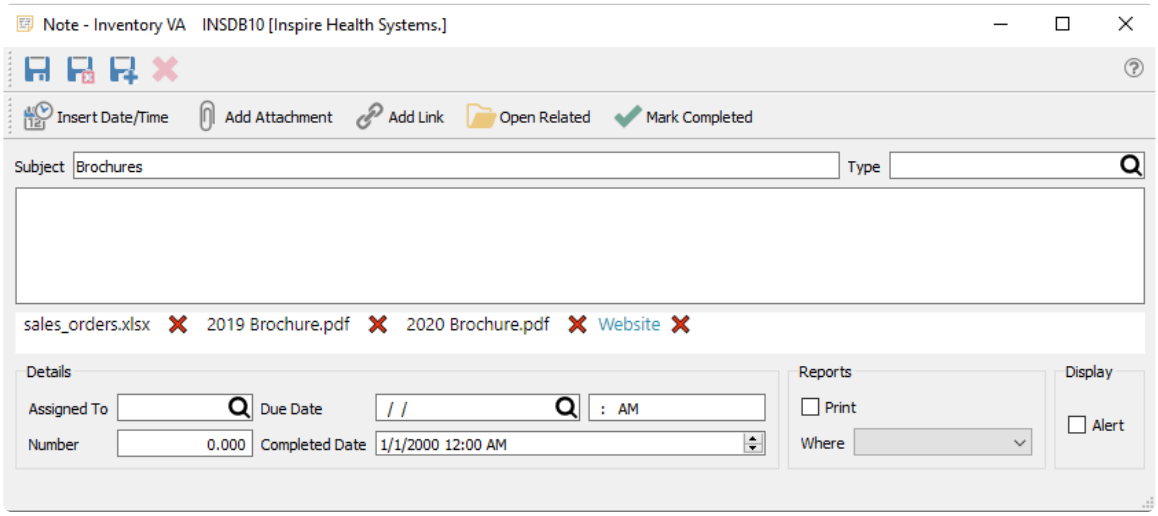


- Add ability to see and change the UOM Warehouse Location during Inventory Count
- Auto Generate serial numbers will now start at 1 if no initial serial number is set as base
- Add Toggle button for Kits in Sales History, Invoice view

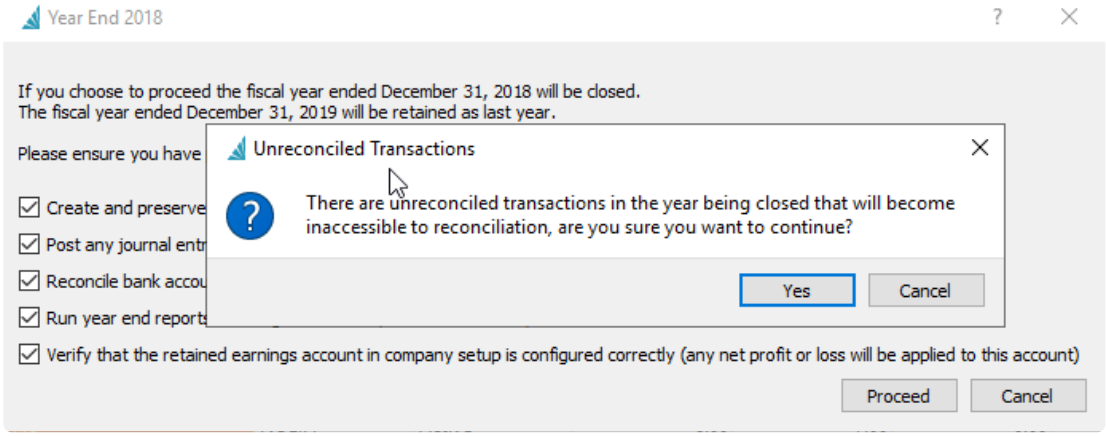
- Add support for multiple Inventory Images



- Add support for multiple communication attachments

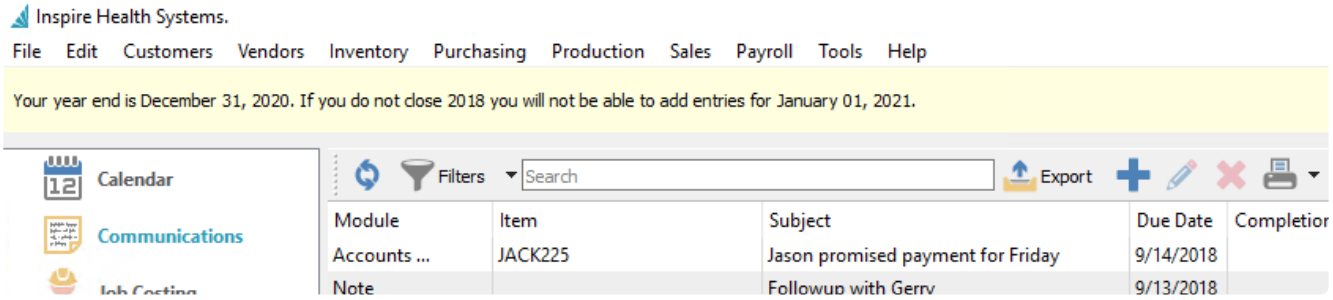


- Warn when performing YearEnd Close that unreconciled transactions exist in GL Accounts marked as Bank Accounts



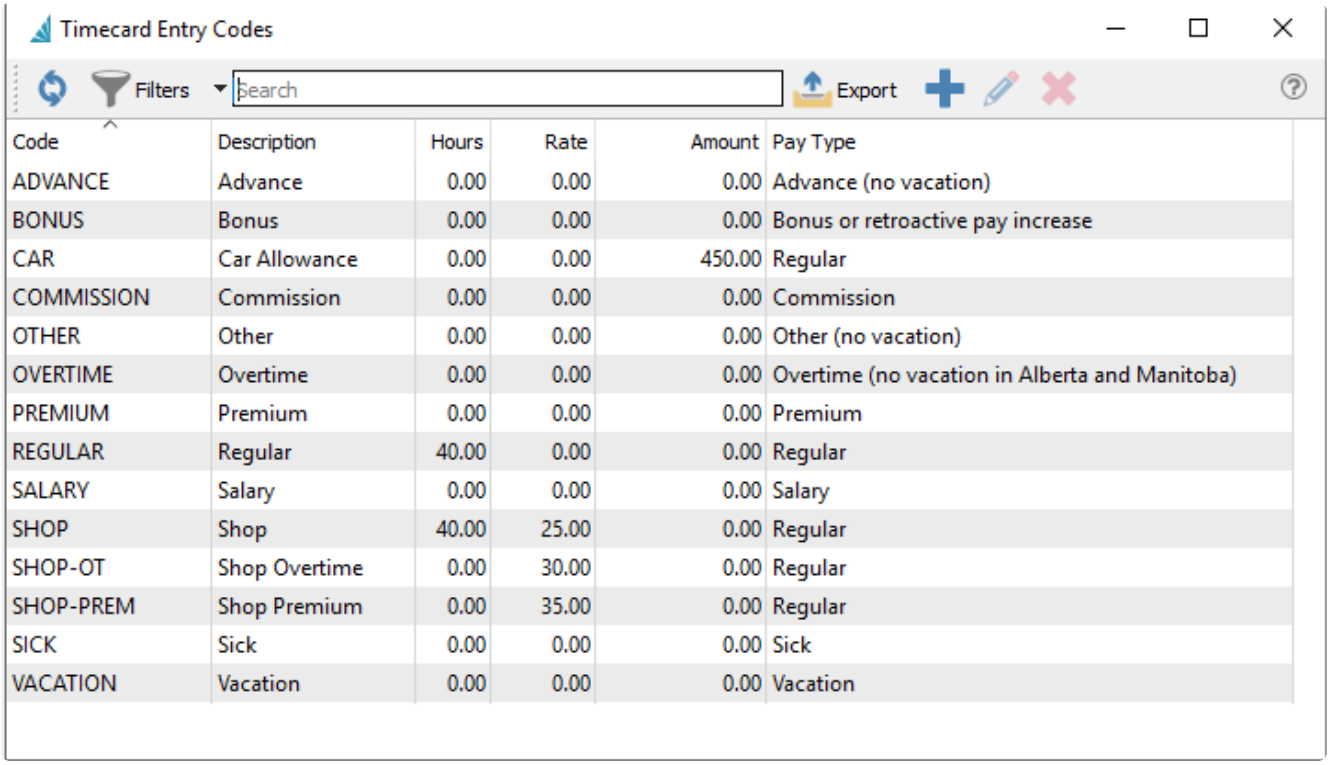
- Add Foreign Currency button to Edit General Ledger Account, Historical Periods

- Add Approaching Year End warning when logging into the last period of Next Year



- Add Payfirma Pre Authorization in sales orders
- Allow Payfirma to be used in POS, for customers with vaulted credit cards
- Add Sync customer details button to Credit Card screen to update address and phone number info at Payfirma

- Definable pay types in Payroll, ability to set default pay types



Code	Description	Hours	Rate	Amount	Pay Type
ADVANCE	Advance	0.00	0.00	0.00	Advance (no vacation)
BONUS	Bonus	0.00	0.00	0.00	Bonus or retroactive pay increase
CAR	Car Allowance	0.00	0.00	450.00	Regular
COMMISSION	Commission	0.00	0.00	0.00	Commission
OTHER	Other	0.00	0.00	0.00	Other (no vacation)
OVERTIME	Overtime	0.00	0.00	0.00	Overtime (no vacation in Alberta and Manitoba)
PREMIUM	Premium	0.00	0.00	0.00	Premium
REGULAR	Regular	40.00	0.00	0.00	Regular
SALARY	Salary	0.00	0.00	0.00	Salary
SHOP	Shop	40.00	25.00	0.00	Regular
SHOP-OT	Shop Overtime	0.00	30.00	0.00	Regular
SHOP-PREM	Shop Premium	0.00	35.00	0.00	Regular
SICK	Sick	0.00	0.00	0.00	Sick
VACATION	Vacation	0.00	0.00	0.00	Vacation

- Display July payroll warning if tables are not current.
- Show payroll table version in Help/About
- Allow GL / Job Cost Memo to be filled in for payroll timecard lines
- Add Days Since Last Pay field in Timecard to assist with Tax on Commission calculation
- Add support for Employee Communication Alerts when adding a Timecard
- Show red Communication tab in Edit Employee when Notes exist
- PD27E – add report to assist with calculating Temporary Wage Subsidy for CRA

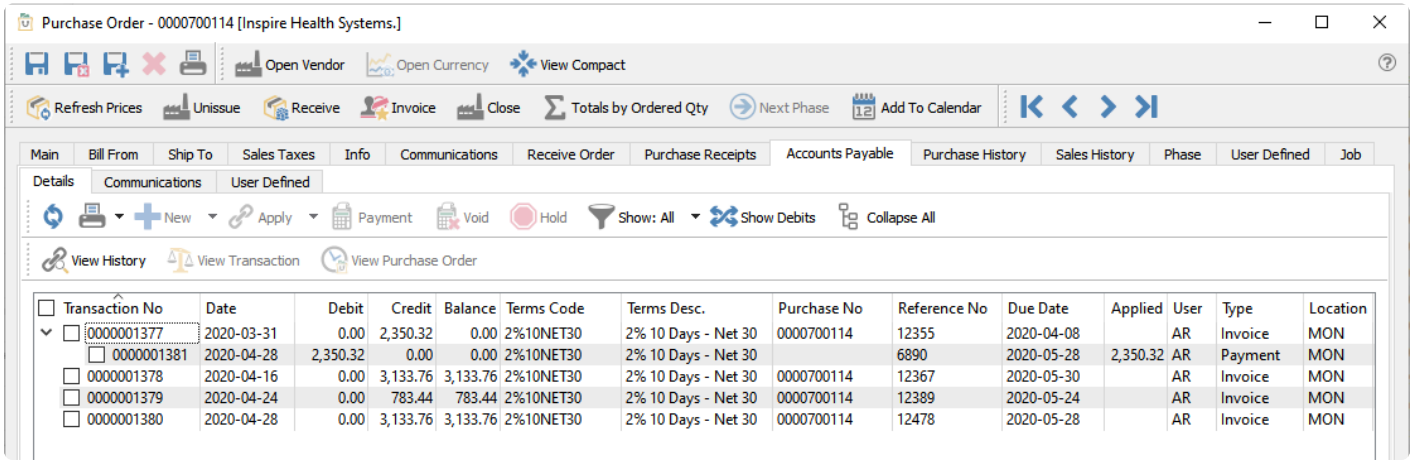
- Allow the API to POST adjustments (in addition to being able to create them)

Version 3.5

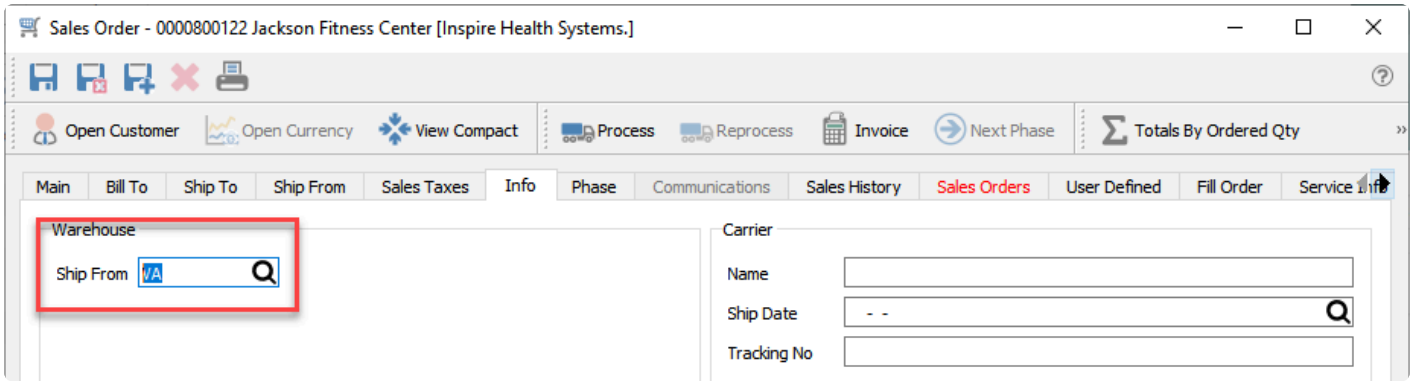
New Features

• Add support for Avalara tax service integration – See this link Be sure to see all sections
• Add ability to change tax codes for selected shipto's in top menu Customers -> Customer Address
• Add Created, Created by, Modified, Modified by columns to Address lists
• Add support for Quebec Health Services Fund. See new company setting in this link
• Add ability for user to change how Purchase Order is totaled, make it like Sales Orders

• Add Accounts Payable tab to Purchase Orders and Purchase History



• Add ability to set default warehouse in Sales Order, Info tab



Lot/Serial number changes

• Add support for serial/lot cost to Inventory Adjustments and Transfers
• Add User Defined Fields to serial/lot numbers
• Add ability to see committed and pending receipt serial/lot numbers separately in Edit Inventory, Serial Numbers
• Add ability to edit expiry date and sell prices on selected lot numbers
• Add ability to export serial/lot numbers and records returned by Trace function
• Record serial/lot cost during customer return when serialized cost is enabled

• Add Expiry Date required flag to Edit Inventory

Inventory - VA /YOGURTCOATING [Inspire Health Systems.]

Warehouse VA | Part Number YOGURTCOATING | Description High Protein Yogurt Coating | Active | Foreground | Background

Details | Prices and Units | UPCs | Movement | Price Matrix | Vendor Prices | Purchasing | Production | Sales | Statistics | User Defined | Receipts | Lot Numbers | Communications

Expiry Date Required | Default Expiry Days 0

Filters | Search | Export | Hold | Update Sell Prices | Update Expiry Dates | Trace | UDF

Number	Hold	Pending Receipt Qty	Available Qty	Committed Qty	Unit Cost	Sell Price	Received Date	Expiry Date
112233	☐	0.00	98.00	0.00	0.45	0.529	2015-09-16	
23455	☐	1,972.00	467.00	25.00	0.45	0.529	2015-09-16	2021-04-28
5678909	☐	0.00	4,689.00	260.00	0.45	0.529	2016-03-24	2016-01-08
5756678	☐	0.00	400.00	0.00	0.45	0.529	2016-05-24	2017-01-01
6575665	☐	0.00	100.00	0.00	0.45	1.00	2016-05-24	2018-02-02
436352DS77	☐	0.00	0.00	25.00	0.45	0.529	2016-08-31	2016-06-17
4T657756	☐	0.00	0.00	0.00	0.4872	0.529	2016-09-19	2017-05-05
667788	☐	0.00	250.00	250.00	0.482	1.00	2017-02-09	2018-02-02
776688	☐	0.00	450.00	50.00	0.482	2.00	2017-02-09	2019-01-01

Filters | Search | Export

Number	Type	No	Receipt No	Date	Init Cost	Received Qty	Sold Qty
23455	Purchase Order	0000700081	371	2016-05-24	0.45	500.00	0.00
23455	Purchase Order	A000000006		2016-05-12	0.00	-2.00	0.00
23455	Production History	0000000010	415	2016-09-06	0.45	-6.00	0.00
23455	Purchase Order	0000700115		2020-04-28	0.00	1,972.00	0.00
23455	Invoice	0000600375		2016-05-24	0.00	0.00	25.00

On Hand 8,494.000 | Committed 10,464.000 | Backorder 0.000 | On Order 1,970.000 | Available Qty -1,970.000

Created by SS on 2015-09-09 3:57:04 AM | Modified by AR on 2020-04-28 4:14:37 PM

• Add support for TD Bank 80 byte EFT file

Company Settings

Search

Company | General Ledger | Sequence Numbers | Variables | Reports | Email | Currency | Payroll | Employees

Address | Banking | Phone Formats | Tax Info | Numbers

Bank Information

EFT File Format: CPA Standard 005 (1464)
- CPA Standard 005 (1464)
- TD 80 Byte

EFT Originator ID

Short Name: InspHea

Long Name

Institution: 002

Transit Number: 56789

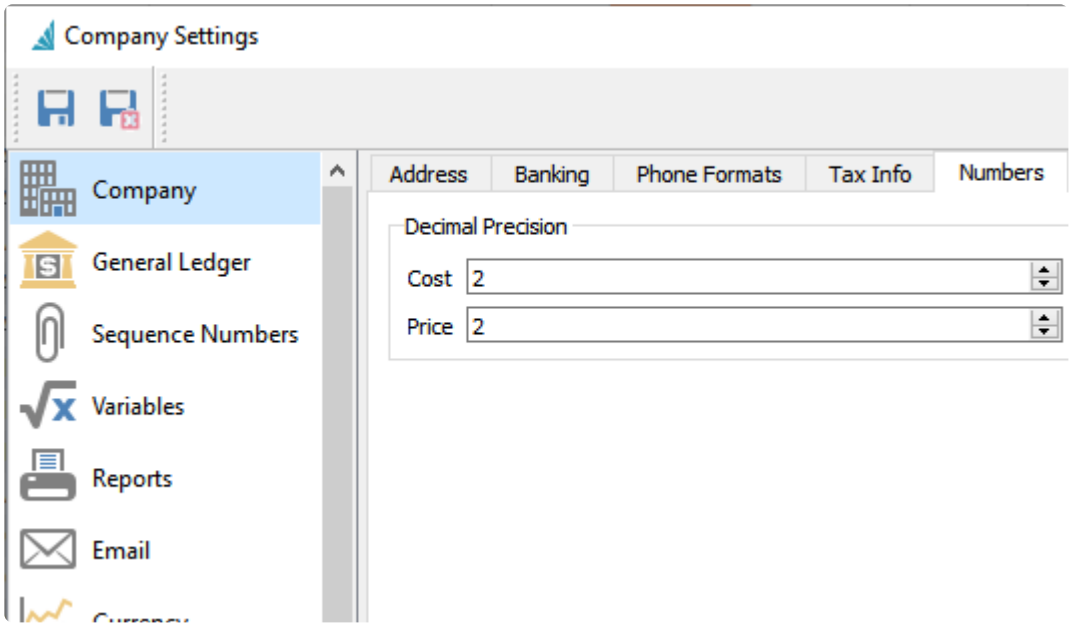
Account Number: 678765678

Data Center

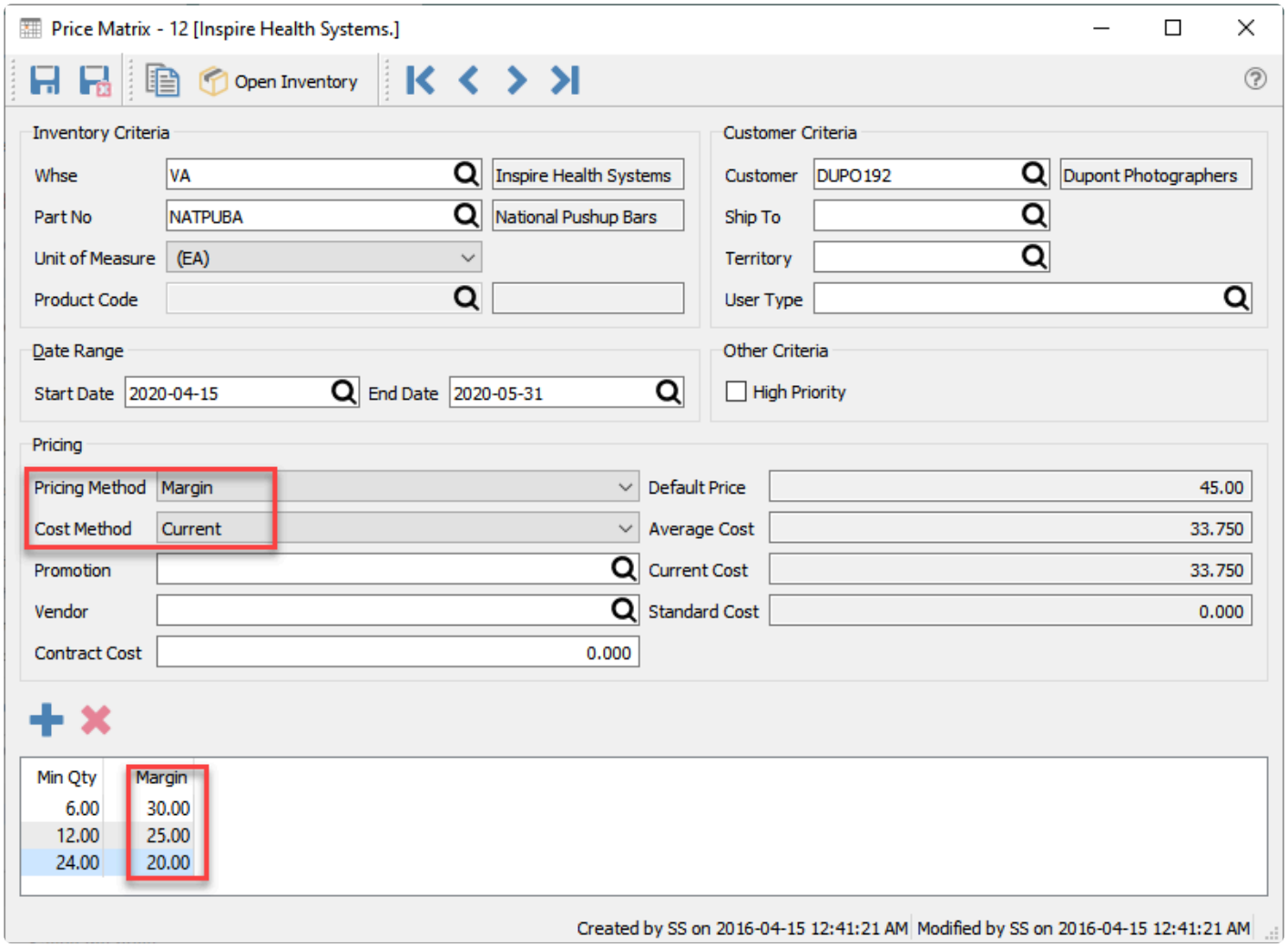
File Creation Number: 0024

Routing Record

• Add columns for Average Days to Pay and Credit Limit to Customer List and Accounts Receivable List, as well as user settings to enable them
• Add columns for Freight and Weight to Sales Order Lists and Sales History Lists
• Add Special account for non-inventory in Company Control Accounts. This will prevent non-inventory items from posting to the inventory GL account.
• Add setting to Company Settings, Company, Numbers to set number of decimal places to use in Sell and Cost price calculations



• Add setting for Price Matrix Margin to use Average, Current or Standard Cost



• Automatically calculate hours on ROE when Timecards don't have it.
• Add Updates Hours button to ROE Edit screen
• Add Multi Edit capability to sales tax codes in Customers menu, Customer Addresses List
• Add ability to Group By on Import so show items that should be included on a document. Ie. Lines to include on one Purchase Order
• Add max_wal_size tuning settings when the Spire Server installer is performing a new PostgreSQL installation
• Add View Source and View Target buttons to Requisition List to allow the user to open the order the requisition came from and open the order that was created on processing the requisition.

Version 3.4

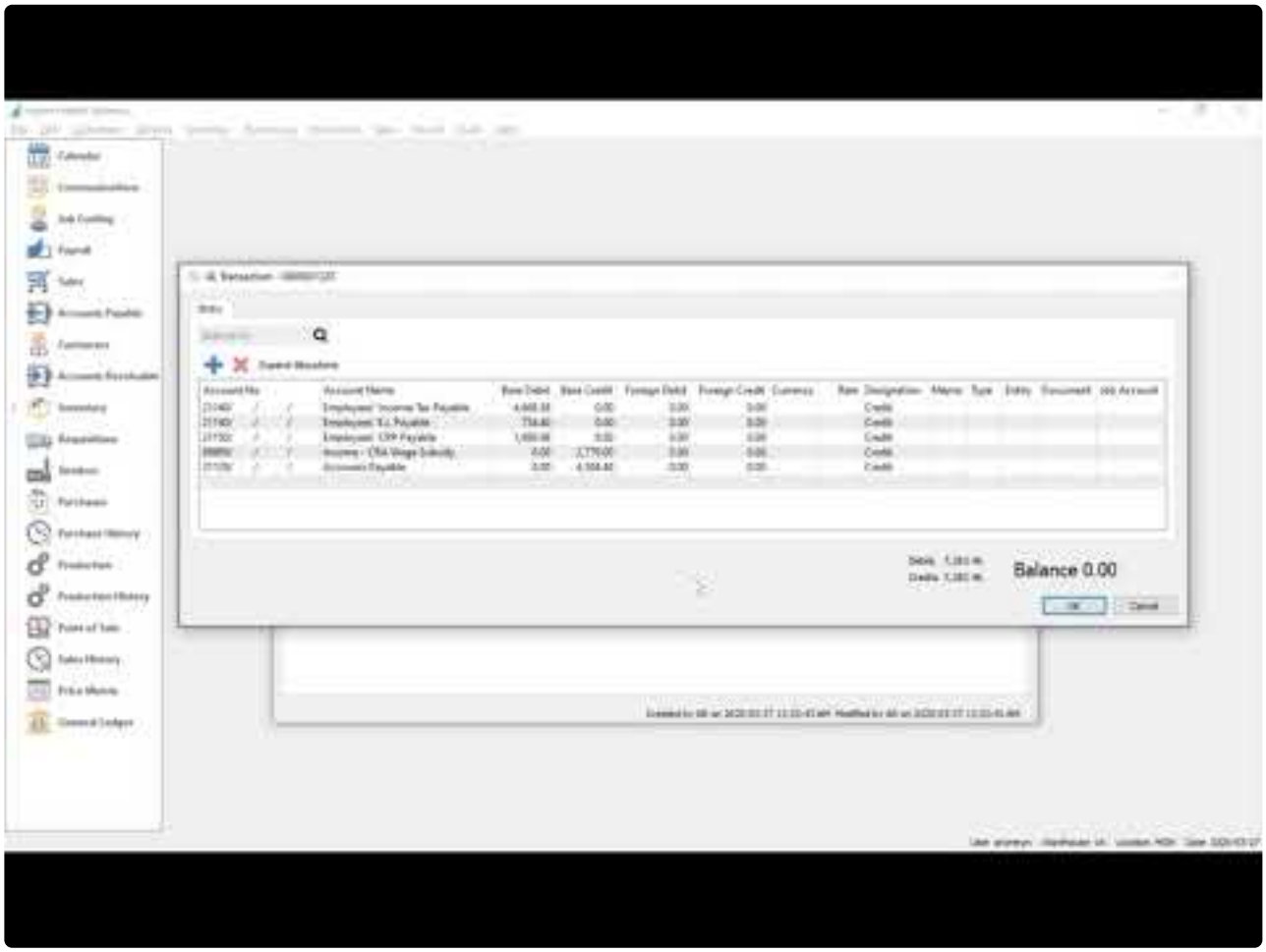
New Features

Source Deduction Remittance for Canadian Payroll

New new module has been added that calculates the source deductions and then pays them through accounts payable.

See this link for instructions.

Video Instruction



https://www.youtube.com/embed/4O8S8I62-Kg?rel=0

Version 3.3

New Features

- Add Spire Server Administration with these new features: See this video
  - Can be run from any workstation on a network
  - Add ability to upload a maximum 4cm x 4cm Logo in gif, png or jpg format
  - Add ability to read and download log files (spired.log)
  - Add ability to download and upload custom reports
  - Add ability to make stock and custom reports inactive so that users do not see them
  - Add ability to create/download snapshots
  - Add ability to add/maintain user accounts and grant access to desired companies
  - Add ability to change password for the user currently logged into Spire Server Administration
  - Create separate BV Import utility with download link in Spire Server Administrator

> Note – Spire Admin does not work with Internet Explorer. Upgrade to Microsoft Edge or use Chrome, Firefox or Safari. All of which are HTML5 complaint.

- Allow serialized Inventory to be Shipped on a Sales Order without assigning Serial Numbers See this video
- Add ability to drill down to Purchase Order or Production Order from Sales Order target field when Requisitions have been used See this video
- Add ability to drill down to Sales Orders from a Purchase Order or Production Order source field when Requisitions have been used. See video above
- Add Movement tab to Inventory List
- Add ability to create a Purchase Order for selected items on the Inventory List See this video
- Add ability to Select All/Select None on column right click menu See this video
- Add freight component to Inventory Transfer See this video
- Add ability to remember when user has done a cost override in Sales Order Current Cost and Standard Cost
- Add User permission settings to create different Order types See this video
- Add User permission settings for Edit Sales Order Current Cost and Standard Cost
- Add ability to see other users' calendars if permission has been enabled in Edit User, General, View All Calendars See this video
- Add ability to set Header and Footer messages for reports in Company Settings, Reports, Messages See this video
- Replace Report PDF viewer with one that supports Search
- Add ability to add more lines to the bottom of a Sales Order Job group See this video
- Allow the insertion of an item into an expanded Sales Order Kit or Accessory group See this video
- Make Data Dictionary available at https://localhost:10880//doc/database/ on the Spire Server, also accessible from Spire Desktop, Help, Spire Server Documentation, Database Documentation

Version 3.2

Quick Purchase Order

PO can now be issued, received, invoiced and closed in one step

Improve UDF user interface

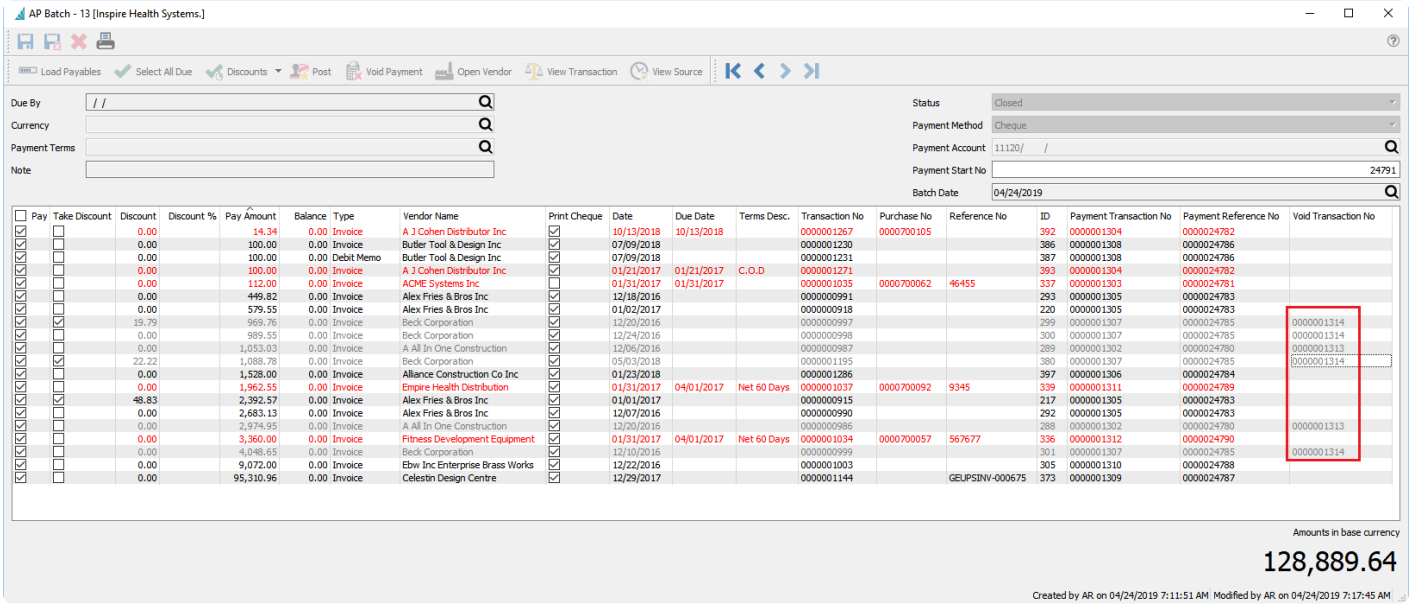
Ability to drag and drop fields to a different position, or even a different page.

Add UDFs to API

UDFs are now available to 3rd party developers in the Spire API, including the ability to design the UDF fields

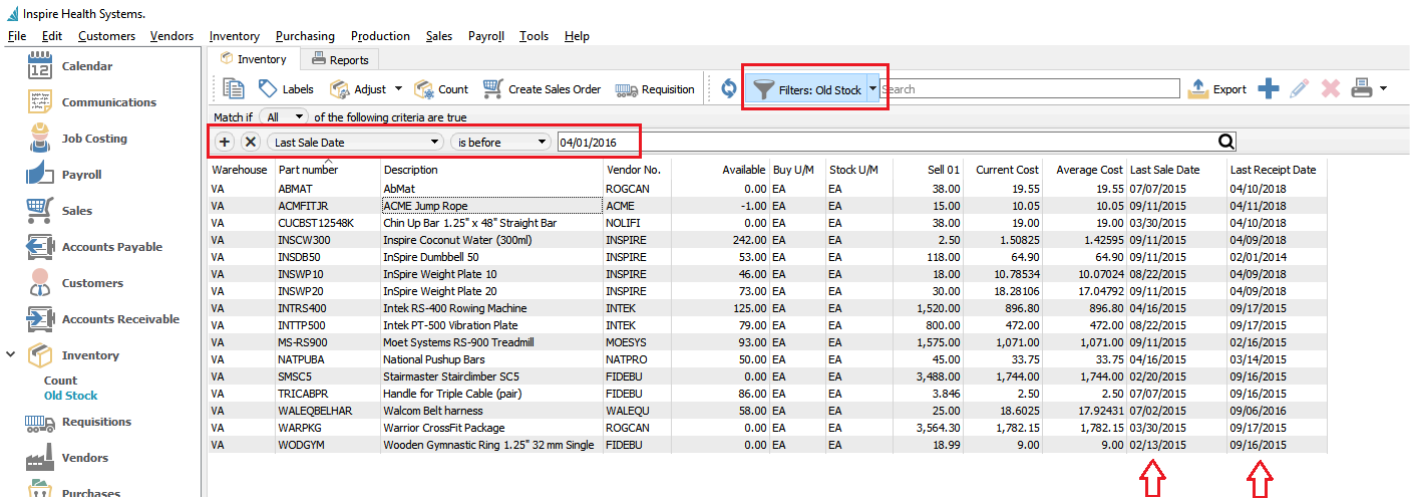
Void selected payments in AP batch

Posted AP batches can now have selected checks voided



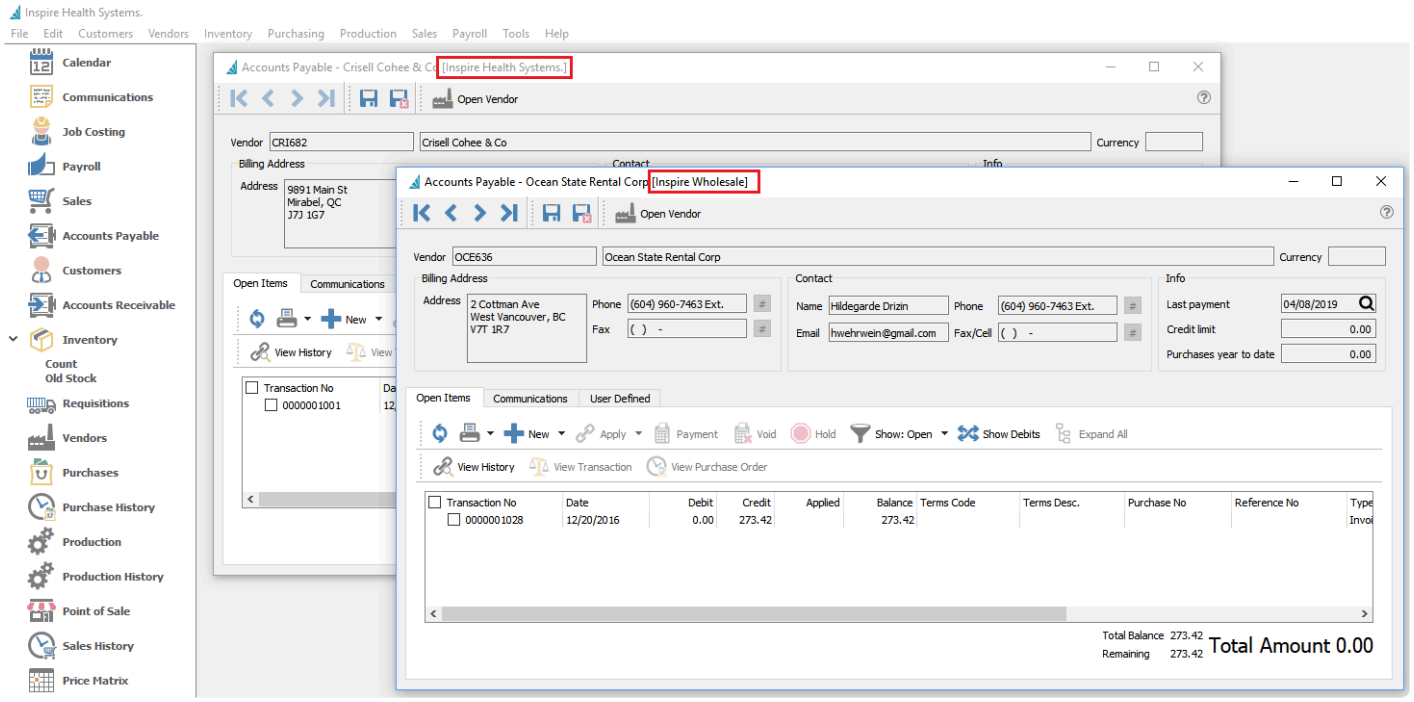
Add last sale date and receipt date to inventory list

These 2 fields are now on the inventory list and available for custom filters like the one shown below that just show items not sold since April 1st 2016.



Add company names to all dialogs.

This way if a module like AP is open in more than one company, the user can tell which company it is for.



Speed increase to inventory count

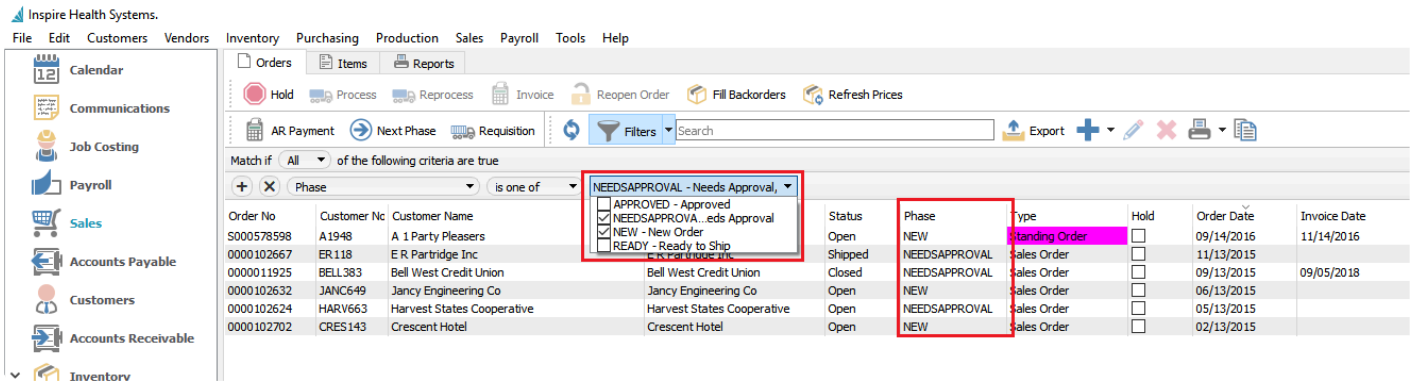
Counting a large amount of inventory is faster

Speed increase in orders

Opening and saving large sales, purchase and production orders is significantly faster.

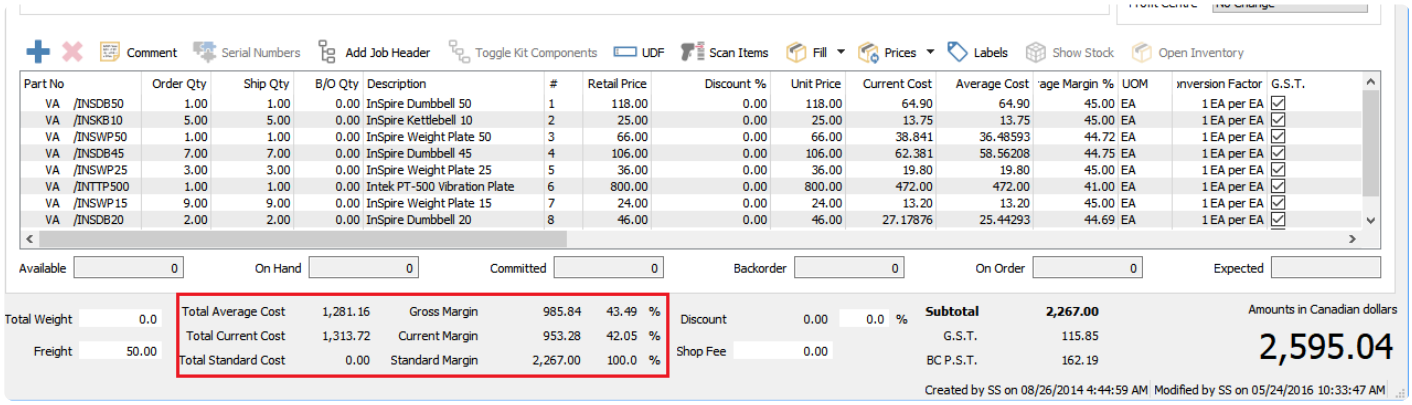
Add phase selection to orders

A phase or phases can now be selected from a list instead of typing them manually



Add current and standard costs and percentages to sales footer

Sales order footer now displays the average, current and standard costs margin and margin percentage

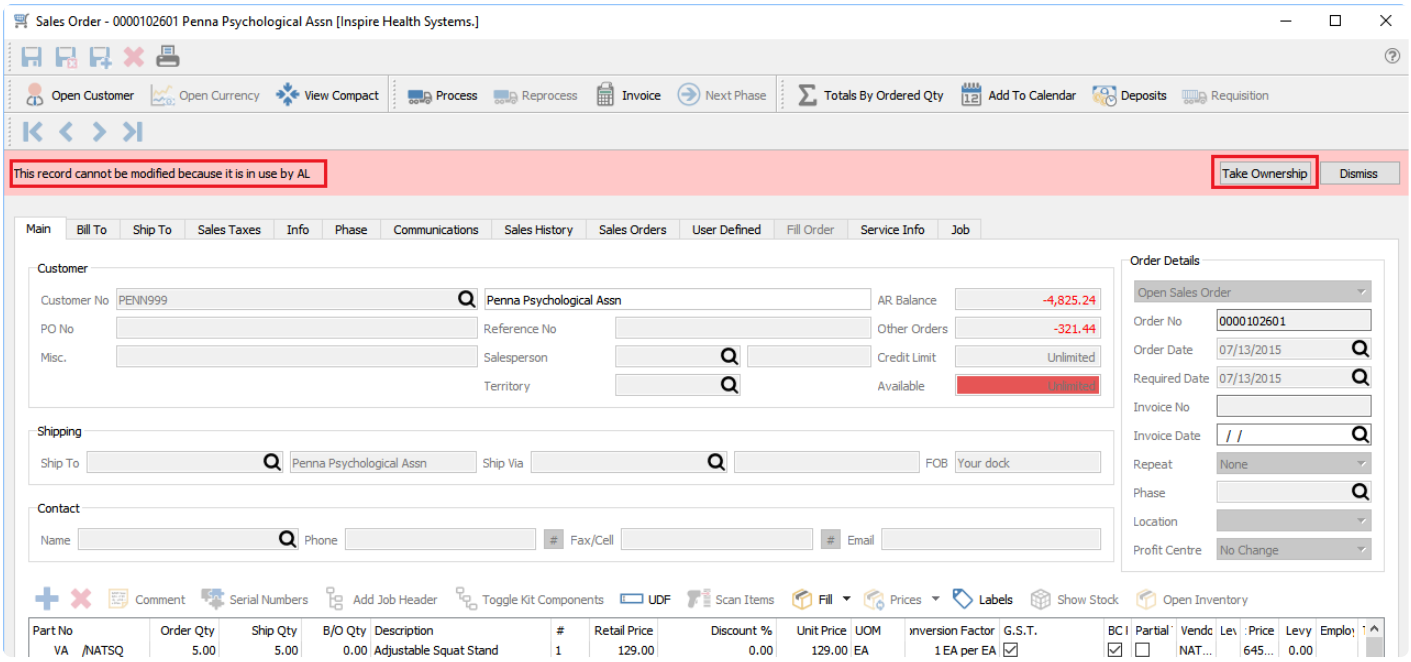


Add costs to sales order items list view

In sales order item view the average, current and standard costs have been added to the list view

Take ownership of locked records

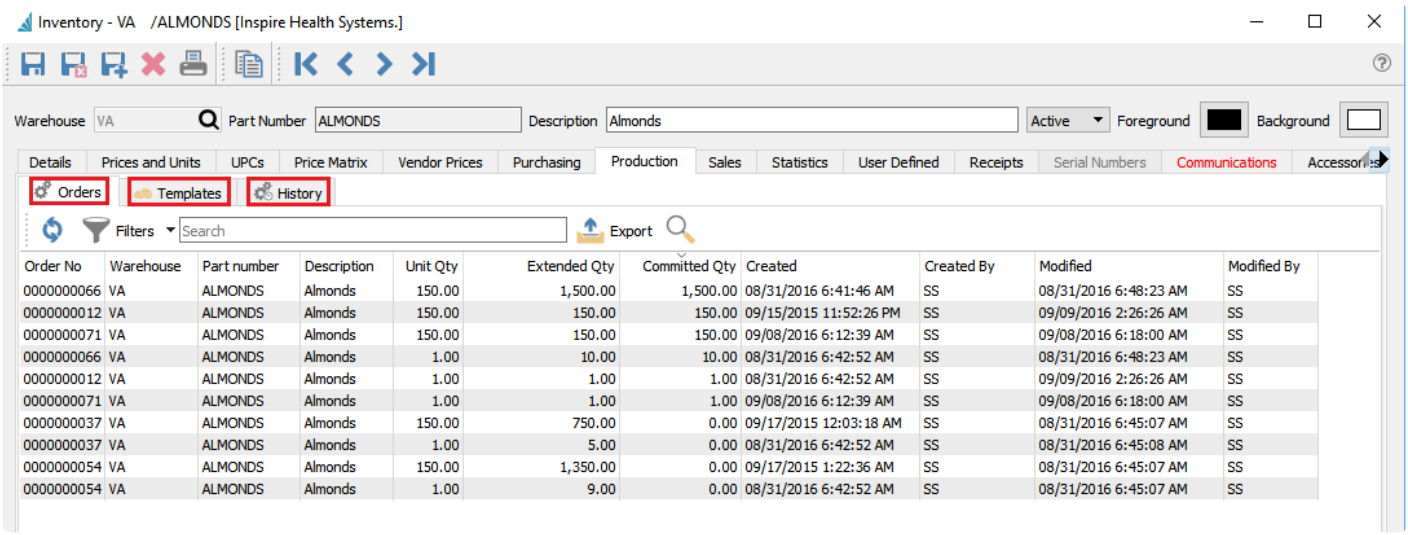
With the correct permission, if the user encounters a record that is locked by another user, they can transfer the lock to themselves.



> **!** Note: Be sure the record is not being used by another user. If you take ownership then 2 users will have access to the record and the last one to save gets their changes applied and the other user loses their changes. Only give permission to selected responsible users.

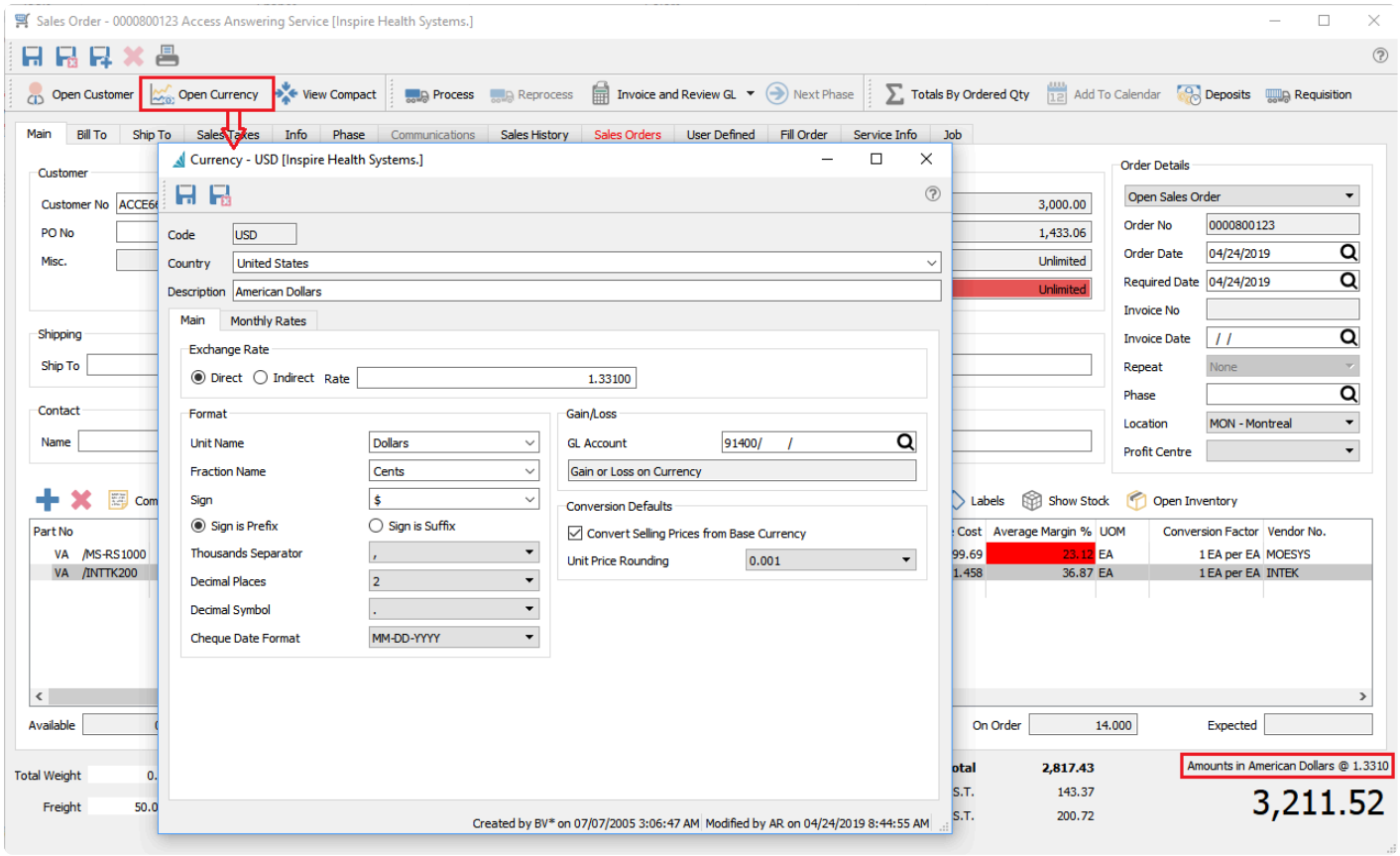
Add Production tab to inventory

When viewing a component in inventory the user can now see all open production orders, templates and production history for the item.



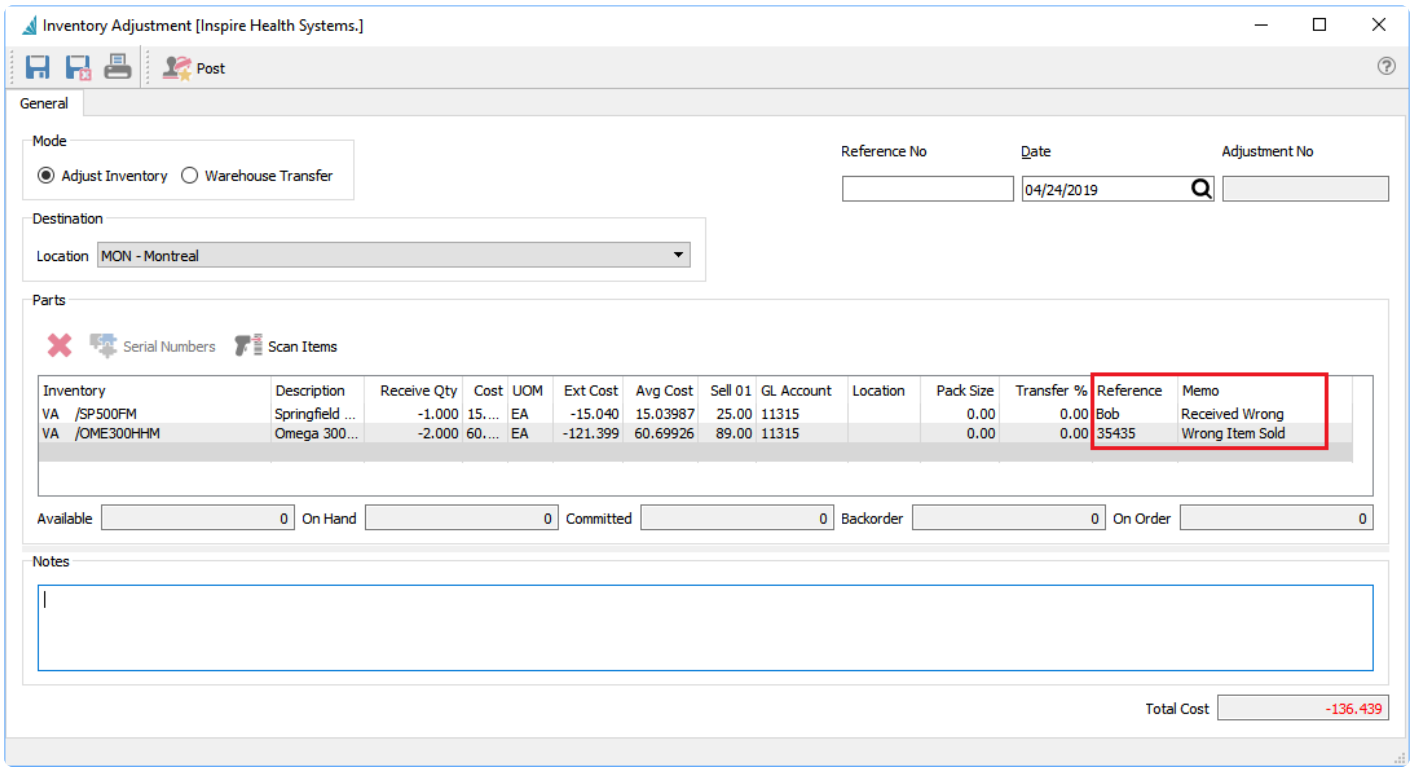
Add currency view and selector to orders

User can now see the currency rate on all sales and purchase orders, and with the correct permission they can edit the overall currency.



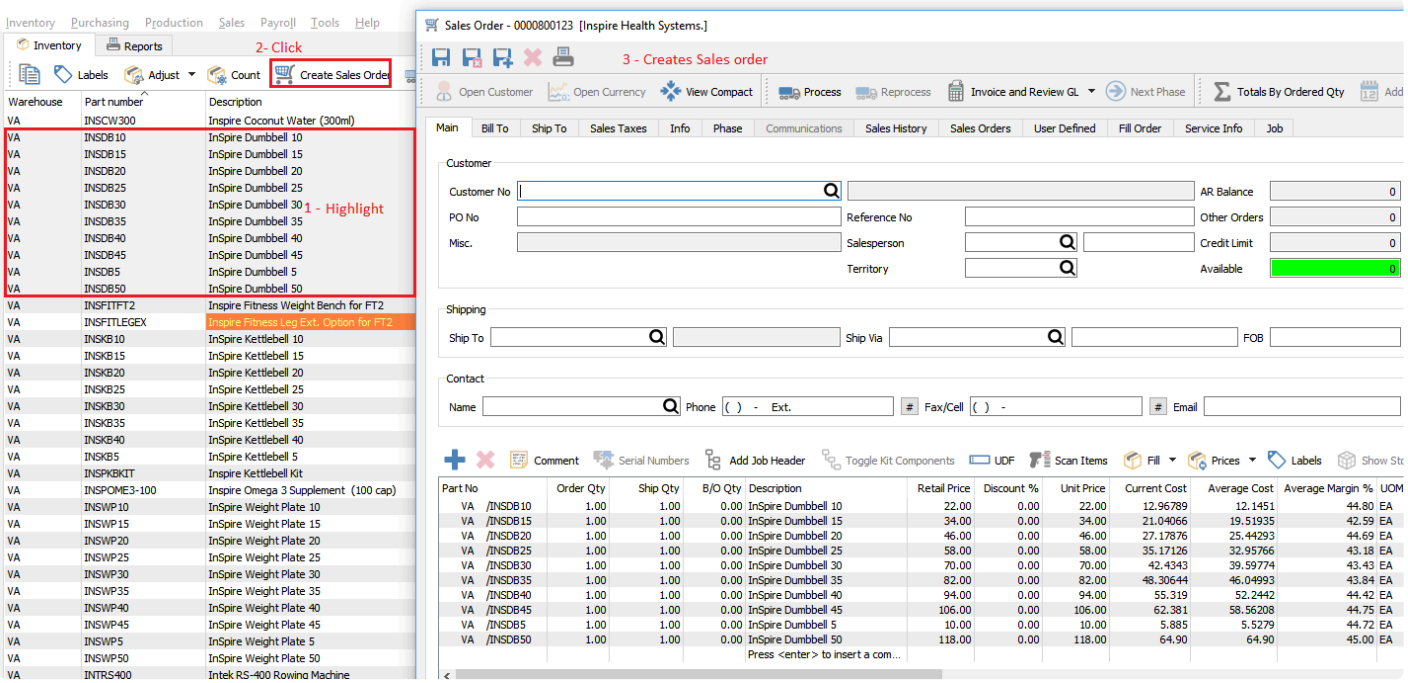
Add line reference memo to inventory adjustments

When doing an inventory adjustment the user can enter a reference and memo to each item being adjusted.



Ability to create sales order from selected inventory items

From the inventory list the user can select any number of items and click “Create Sales Order” and the items will be added to a new order.



Version 3.1

Spire 3.0 and up does not support Windows Vista or Windows Server 2008. (2008r2 is OK)

Payroll

• Add Vacation Pay expense account to Payroll Department to allow Vacation Expense to post to a separate GL Expense Account
• Add default Benefit and Deduction settings to Payroll Department
• Enhanced Benefits, Deductions and Vacation Pay management on Timecards
• Add ability to create All timecards for a Payroll Department or Pay Period
• Add “Process payment date” prompt when creating a Payroll EFT file.
• Add ability to set Routing Record in Company Settings, Company Banking
• Add columns to the Employee List – Advance Balance, Alimony Credit, Direct Deposit, Other Tax Credit, Overtime Rate, Periods, Premium Rate, Provincial Tax Credit, Regular Rate, Remote Credit, Salary, Sex, Tax Credit, Tax Table, Vacation Owed, Vacation Rate
• Do not charge CPP to employees less than 18 years old or over 70 years old, regardless of CPP Exempt flag
• Add Direct Deposit column to Timecard list
• Add UDF support and Comments to Timecard Entries
• Reset WCB Assessable to 0.00 during TD1 update, Provincial Maximum will be used as default
• Add employee email address as available when emailing T4s
• Performing Payroll Year End now prompts for a TD1 Escalation
• Add Payroll Year End message box explaining changes about to happen
• Add user permission settings for Manage Payroll Departments
• Show only the current employee’s timecards in Edit Employee, Timecards tab
• Add T4A and T5018 processes for Contract Vendors, print forms and upload to CRA supported

Accounts Payable

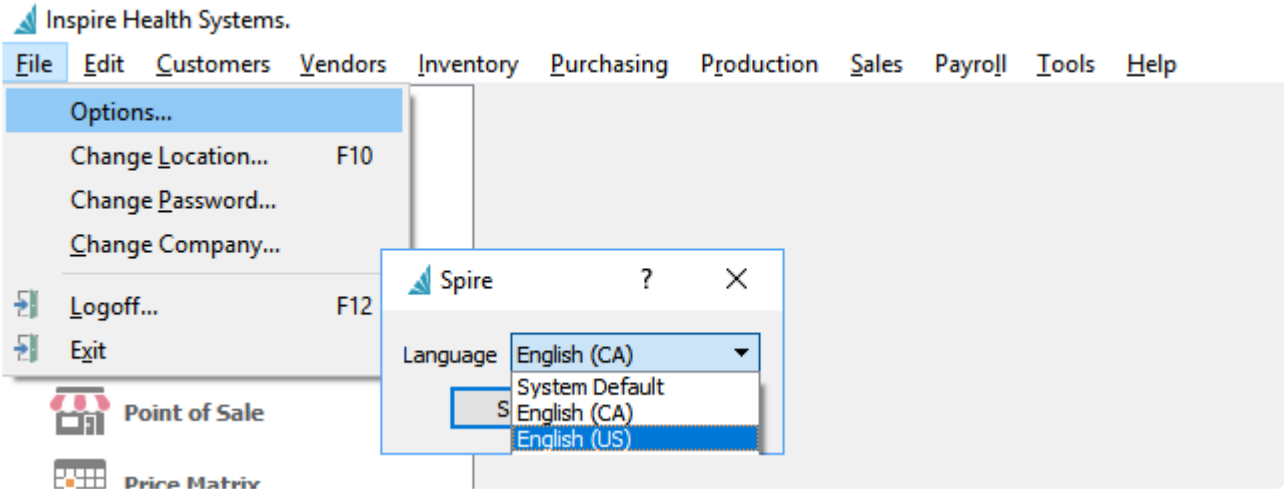
• Add ability to create a AP Payment batch for selected Vendors on the Accounts Payable List
• Allow AP Payment batch to be filtered to reduce the Outstanding List
• Add ability to post an EFT AP Payment batch to bank as one transaction for simpler Account Reconciliation
• Add Default payment account to Edit Vendor, Billing, GL Accounts

Accounts receivable

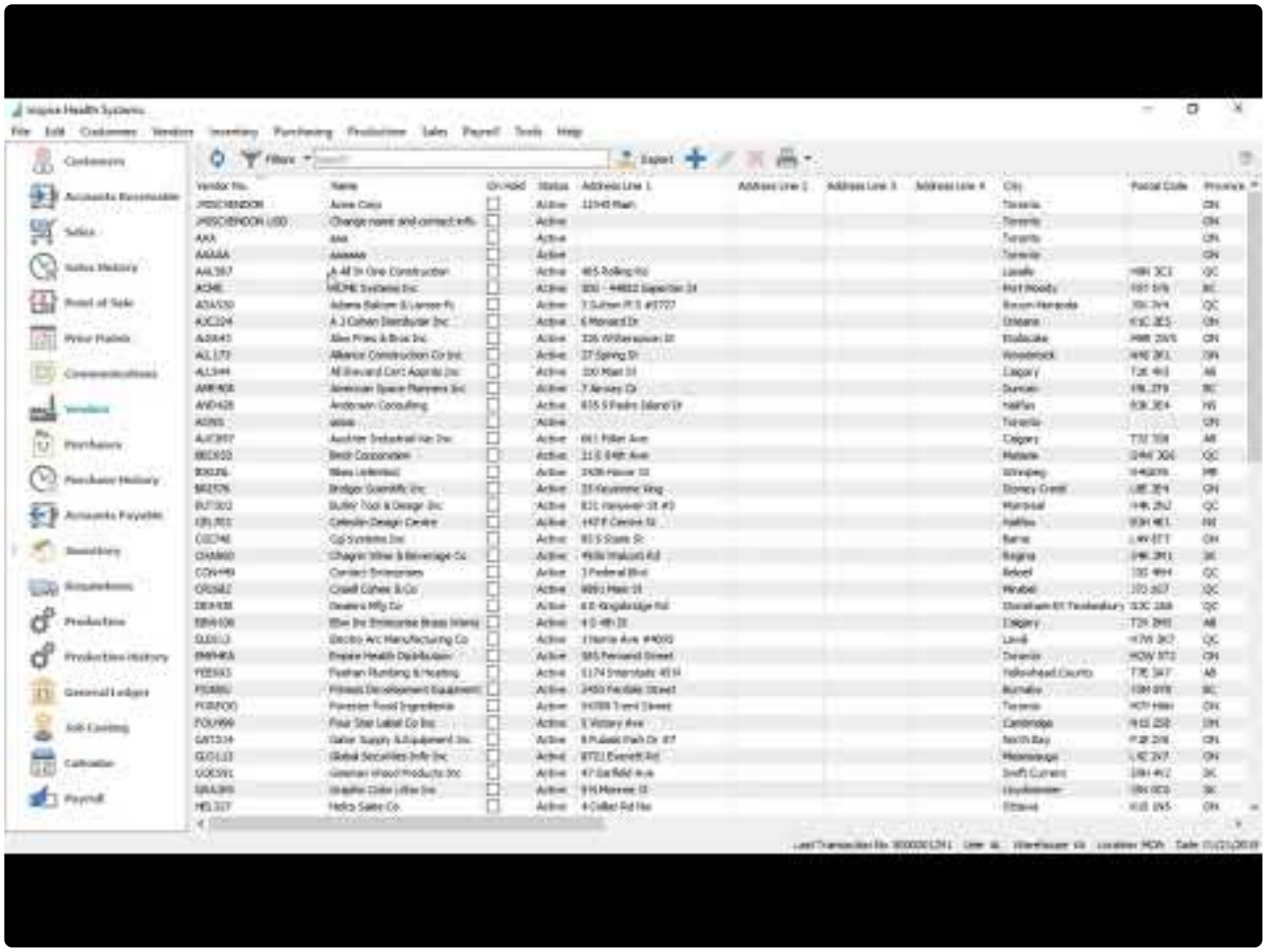
• A check can now be written to a customer. It uses the same Crystal Report as the AP cheque does. However if you have custom AP cheques they will have to be modified to work with AR.

Languages

• Add Spanish language Spire can now be run in English, French and Spanish (System variable fr_CA for French and es_US for Spanish)
• A Language selector as been added under the File/Options menu. Each user can select their own language.



Video Instruction for What's New in Spire 3.1



https://www.youtube.com/embed/nd_YCPx60KY?rel=0

Version 3.0

Spire 3.0 and up does not support Windows Vista or Windows Server 2008. (2008r2 is OK)

Technology Upgrade
Spire's programming tools were upgraded to allow for great new future enhancements including mobile and web applications.

Add more columns to sales orders and sales history

Order speed enhancements
Improvements to the speed of sales, purchase and production orders.

Kit enhancement – Several versions of kits can now be setup. Click Here for instructions

- Standard Kit – Consumes the components silently
- User Selectable Kit – Allows user to select components on the fly
- Macro – Allows a group of items to be placed on a sales or purchase order when a macro is selected. See this link
- Accessories – Not technically a kit but allows other items to be added automatically when item is sold See this link

In addition, kit components can now be serialized, and kits can now be copied including components

Lot number / Serial number costing
If the lot costing is turned on in company settings, each lot number is received, sold or consumed at an individual cost. This can apply to serialized items as well.

Company list by user
Users can now be set to only see certain companies when logging in.

Calendar
New module that shows user's communications (to-do items) on a calendar and allows them to act on them while in the calendar. Click for instruction

Duplex printing
Technology improvements allow support for printing double sided.

Many Improvements to user settings
Moved the stetting "Modify Shipping Fields only" to a multi select button

Scan Button Multiplier
Add support for a multiplier on the 'Scan' button in Sales orders, purchase Orders, inventory adjustments

and inventory counts

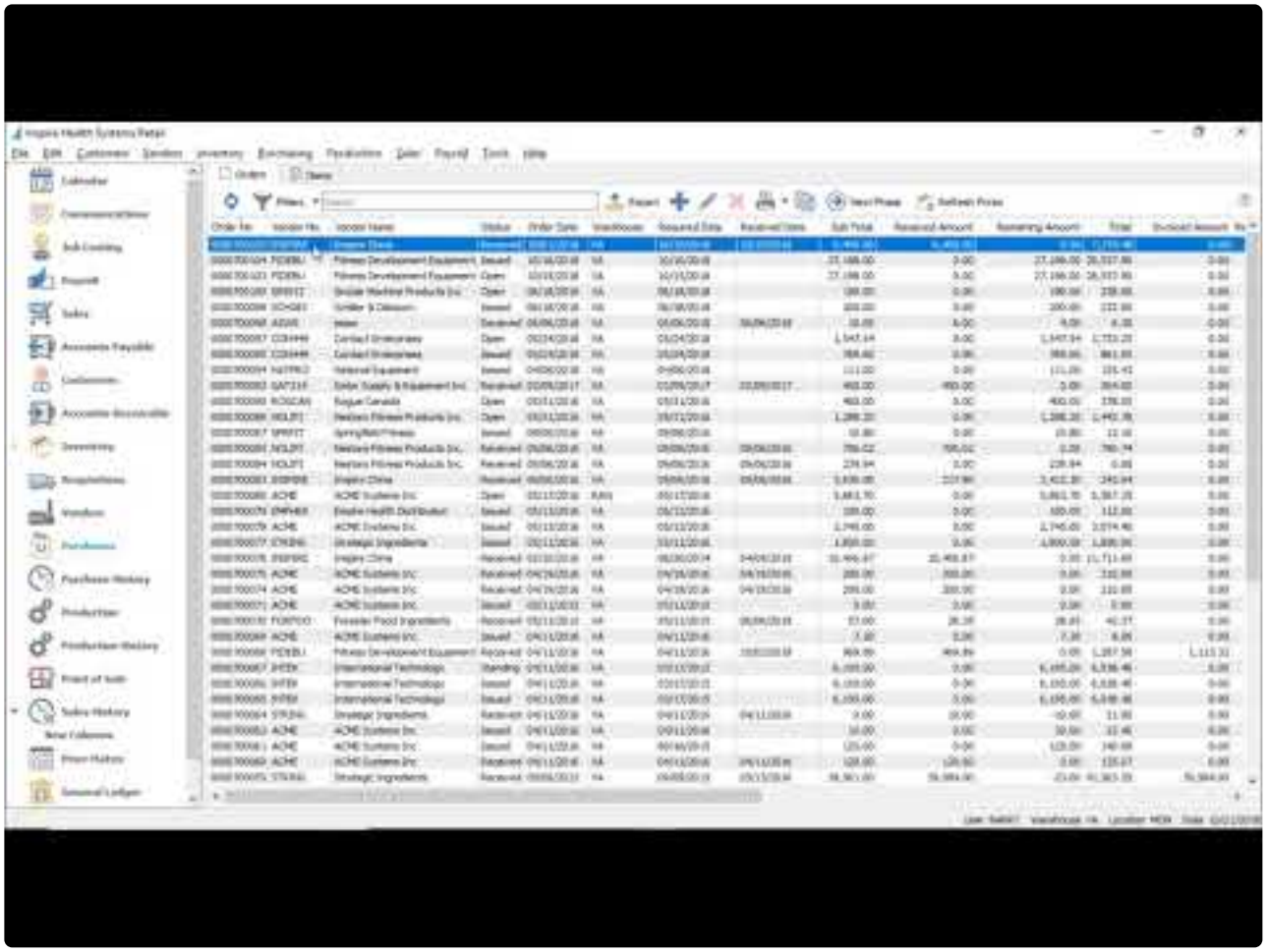
Purchase Order Receipt Audit
Add Purchase Order Receipts auditing for taxes, duty, freight and exchange

Synchronize Sales and Sales History
Move service charges and Levies to their own fields in sales history

Deleted Sales Orders
Deleted Sales orders can now be un-deleted if the user has permission. This does away with the archive button.

Many more improvements can be seen in the release notes
ie – Autocomplete starts from first character
Focus is at beginning of field when clicked
Retain misc item receipts

Video Showing New Features



https://www.youtube.com/embed/LsXFeGUCGiY?rel=0

Version 2.11

Add CRA January 2020 Payroll table changes

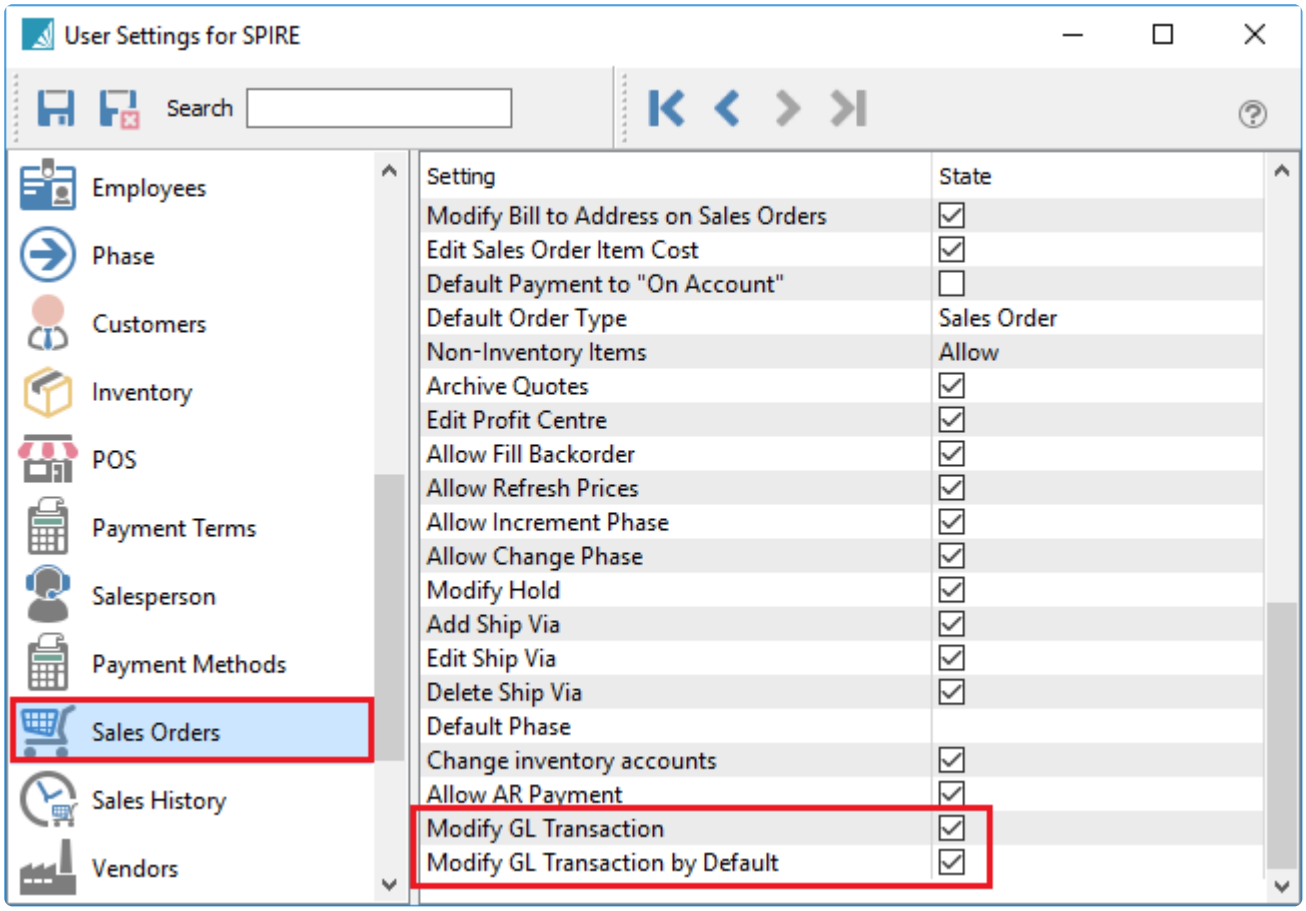
Version 2.10

- Add CRA July 2018 Payroll table changes
- Trial Balance – add segment support
- Remove CRA July 2018 Payroll table changes for Ontario due to government reversing decision

Version 2.9

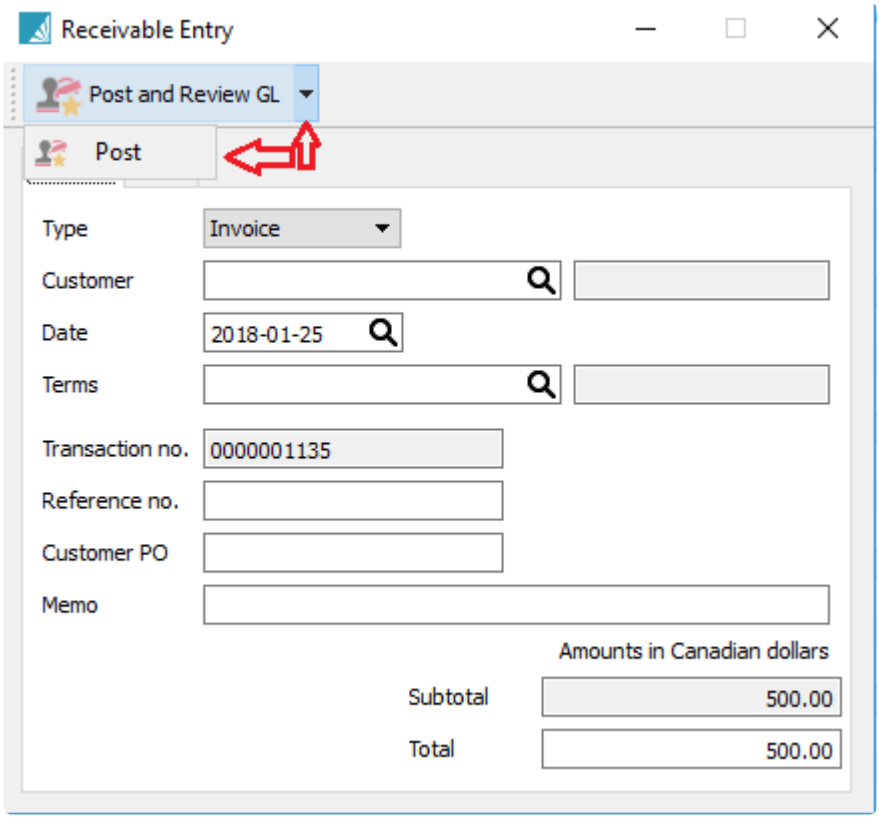
Inventory Count Module Click Here to see how this module works
This will allow count files(s) to be created and give an immediate onscreen variance. Counts are then posted to receipt and the GL. This includes the ability to count and adjust serial/lot numbered items.

GL Posting Review – AKA "Autopost Off"
This feature, now added to Sales Order/Invoicing, allows the user to edit the journal entry before posting. We also added a setting so that this can be turned on/off for each user in each module.



Remember to change this setting for each module for each user

If these 2 setting are off the user just has a plain 'Post' button. or in the case of sales orders a plain "Invoice button.
If the user has "Modify GL Transaction by Default" on then the button says 'Post and Review" and by selecting the down arrow on the button the user can post without review.



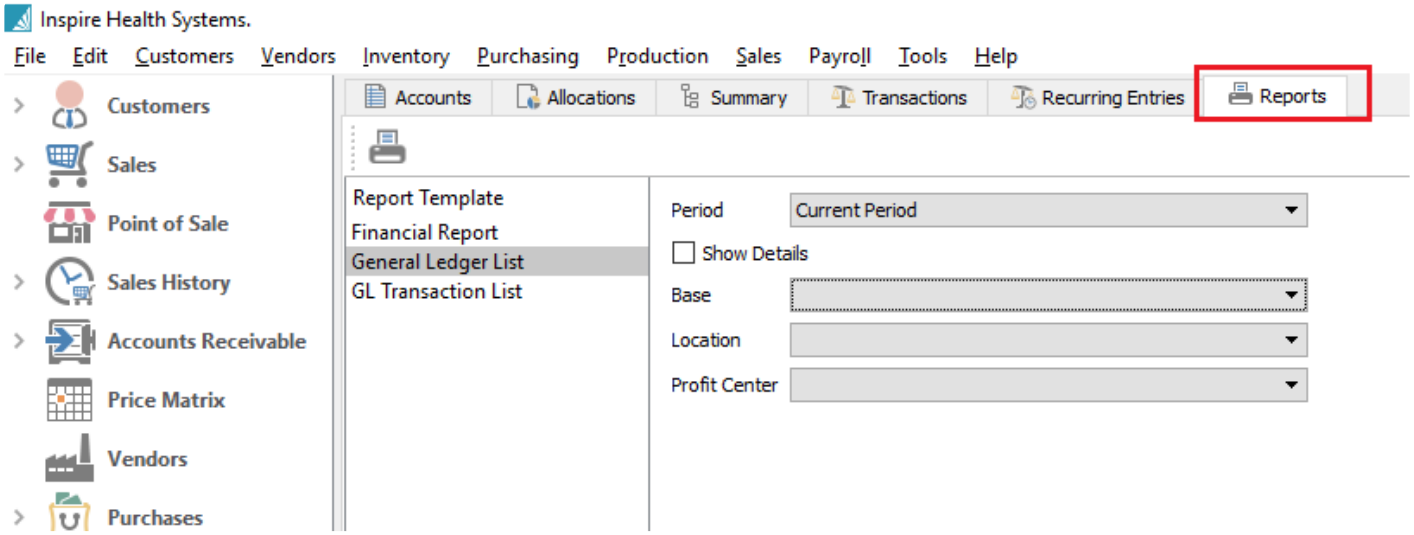
Electronic ROE (see this link)

(Version 2.9.4)

ROEs can be created with Spire and then uploaded to CRA via ROEWeb. There will be no support for printed ROEs as these are being phased out by Service Canada.

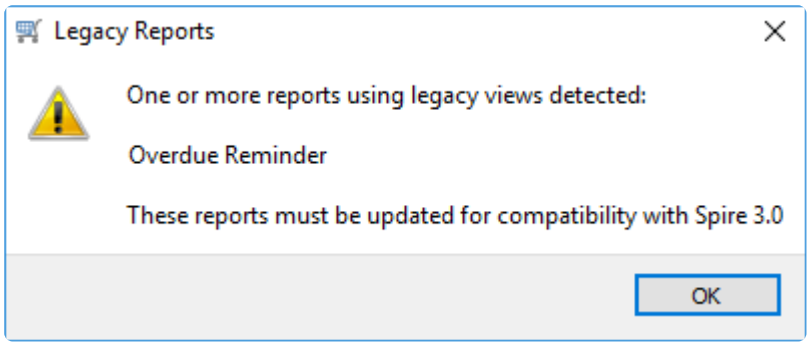
Receipts Table Changes
Added fields to the receipts table to be produce a more accurate historical inventory report

Moved GL reports to "Report Tab"
To run GL reports that are not based on the GL list go to the reports tab. Clicking print from the GL list only prints reports based on today's date and you cannot select a date,



Legacy Report Warning

Legacy reports are those using the legacy view for Pervasive reports. Please note that support for the legacy view will be dropped in Spire 3.0. This reminder will ensure that all legacy reports get updated before a user converts to Spire 3.0.



Version 2.8

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

Check with your Spire partner before performing updates on your own

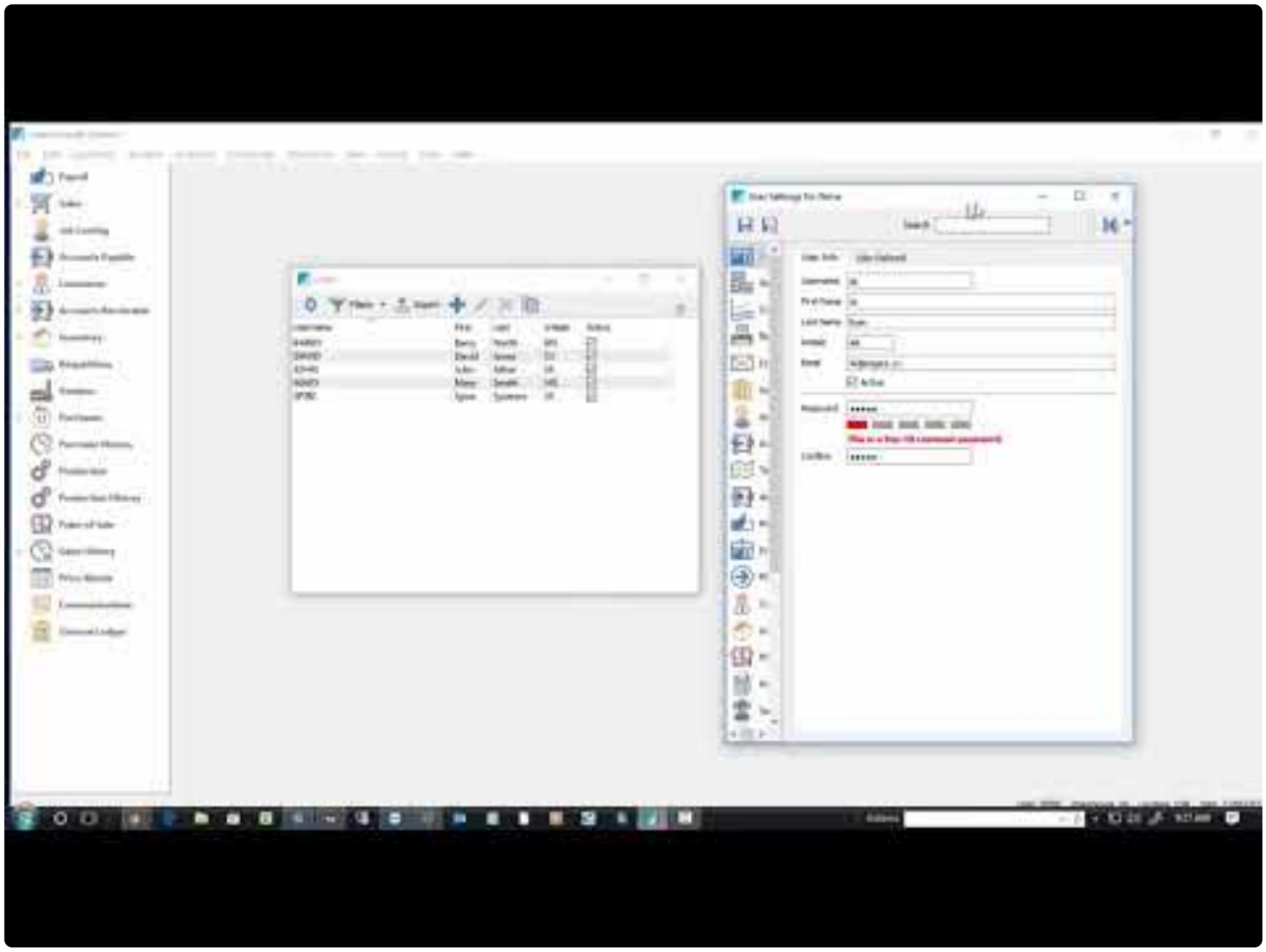
https://www.youtube.com/embed/xSs7zJGVPHk?rel=0

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

See this video for how to setup and use this integration

https://www.youtube.com/embed/YbohfjANAxE?rel=0

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



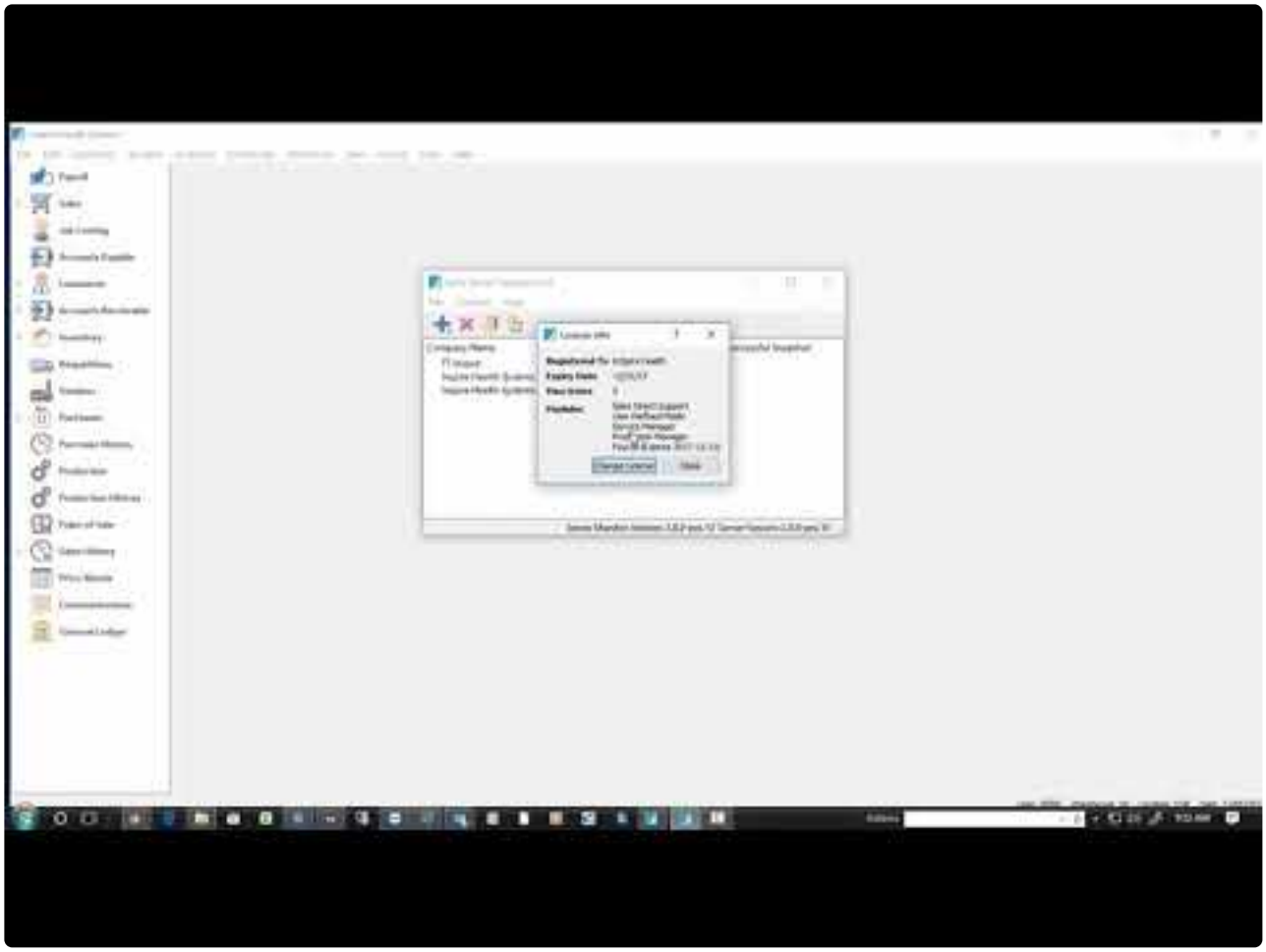
https://www.youtube.com/embed/Xrw3r4NOsro?rel=0

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

https://www.youtube.com/embed/4KJ7RLEUiUI?rel=0

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

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



https://www.youtube.com/embed/tsu8tXtyviY?rel=0

Upload T4s to CRA- Click Here

Amending / Cancelling T4s- Click Here

Version 2.7

Increased inventory list speed

Version 2.6

Spire 2.6 Feature Additions

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

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

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

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

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

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

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

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

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

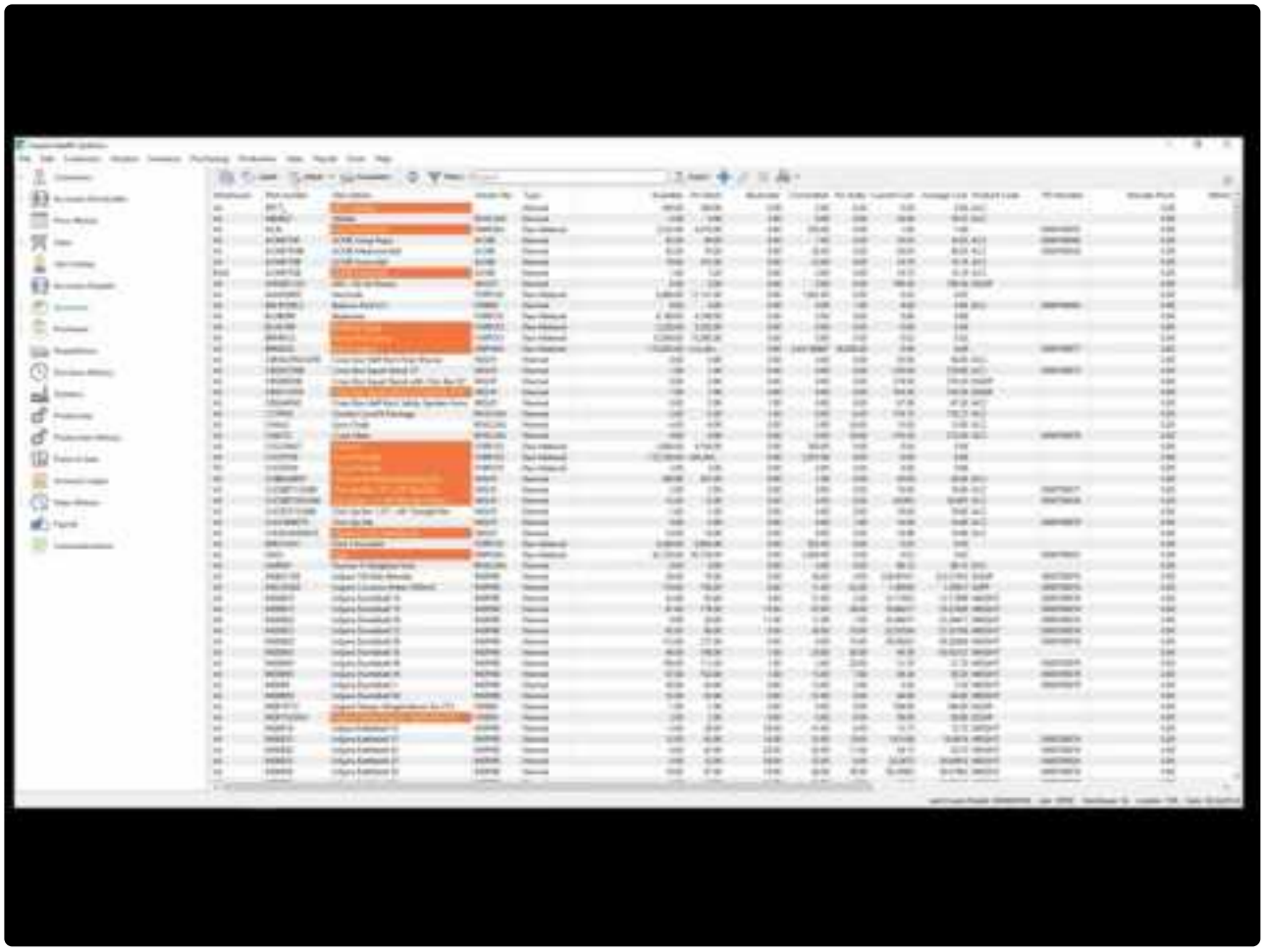
Clear and Re-link Historical AR and AP to be able to run backed dated reports from converted data.
Re-posts BV converted AR and AP data so that back dated reports can be run from before the conversion date.

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

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

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

Video Instruction – New Features in Version 2.6



https://www.youtube.com/embed/W0bgd_sf4Es?rel=0

Version 2.5

Spire 2.5 Feature Additions

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

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

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

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

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

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

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

UPC code import added.
UPC codes can now be imported

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

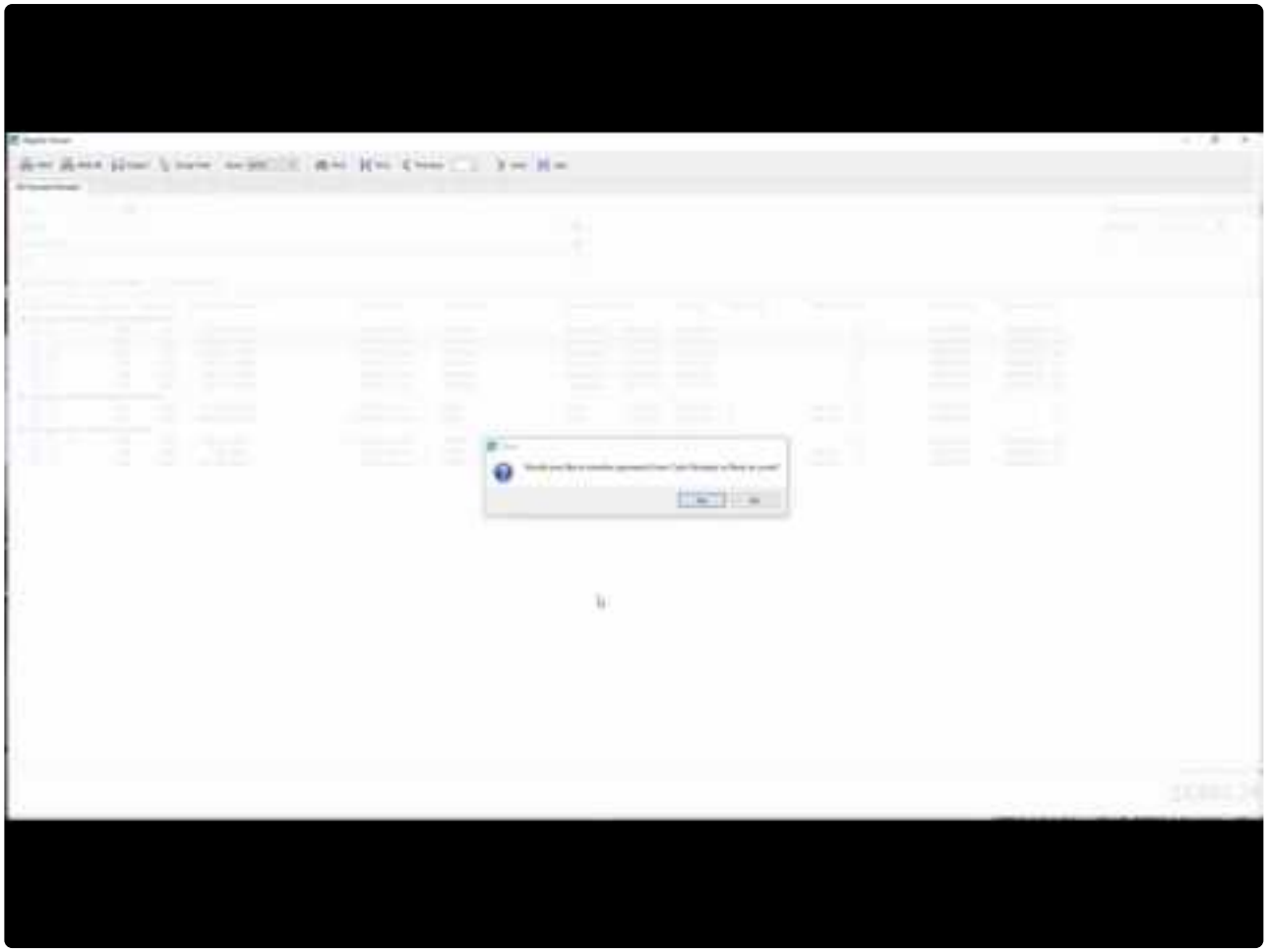
Save Stay Open
When a new record is created the user can opt to save/stay open so that they can add more records without having to click the new button again.

API Additions

- Serial/Lot numbers

- Accounts Receivable
- Accounts Payable
- UPC codes

Video Presentaion of Spire 2.5 Features



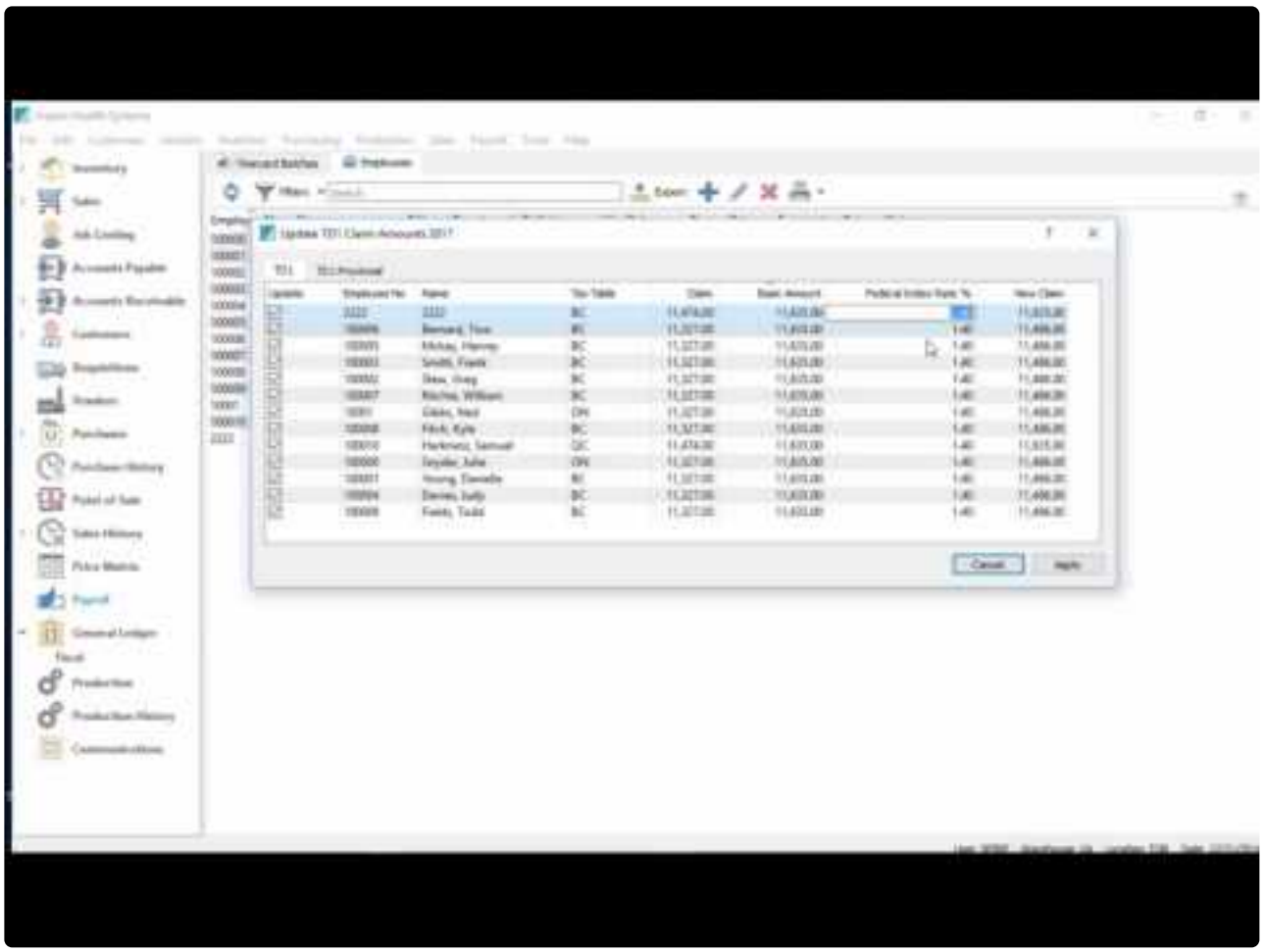
https://www.youtube.com/embed/gZ1wuIDU-rs?rel=0

Version 2.4

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

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

Video Instruction on Payroll Year End



https://www.youtube.com/embed/D-xnpUs6xBs?rel=0

Version 2.3

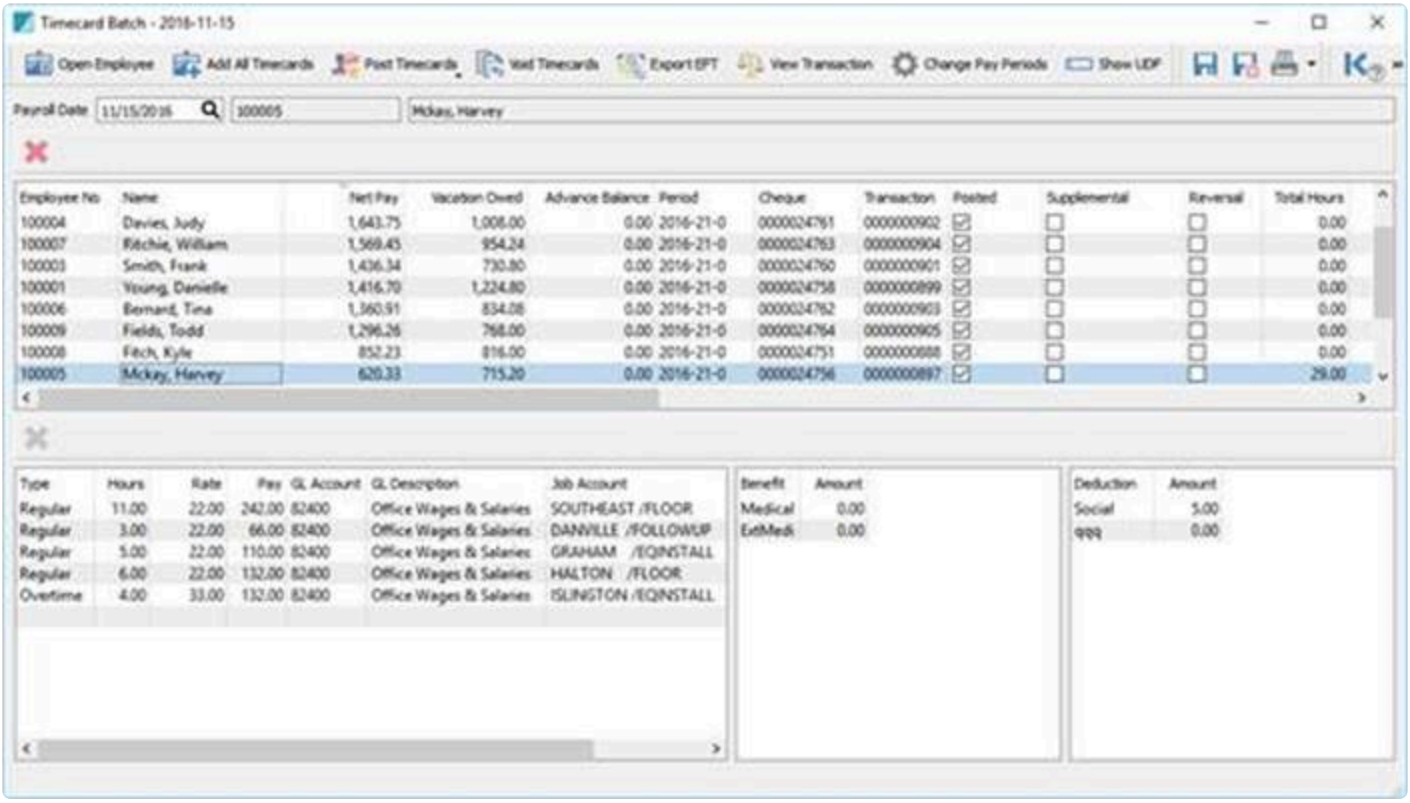
Attachments on Employees

Job Costing

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

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

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



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

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

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

Version 2.2

2.2 New Features:

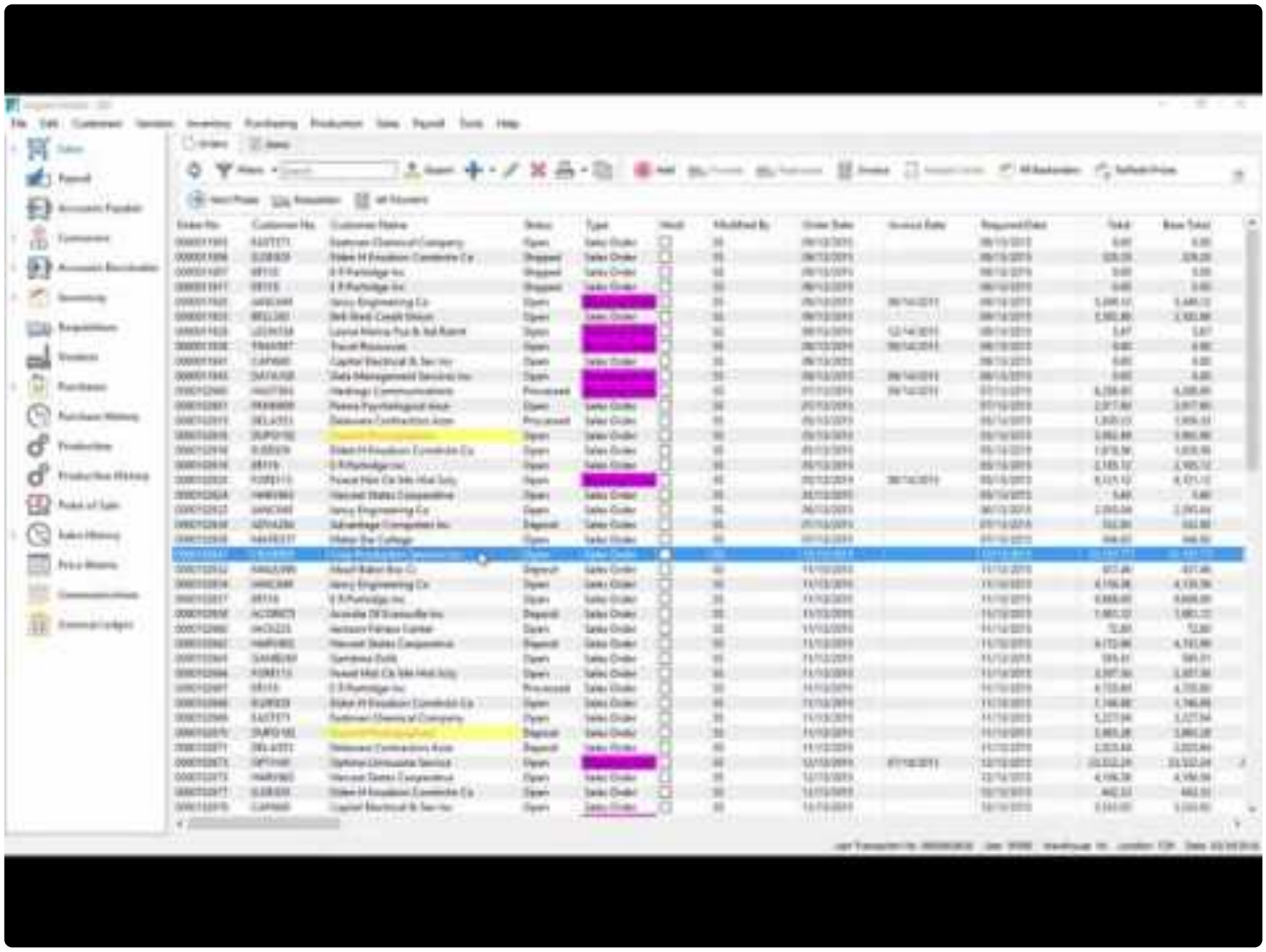
• The last of the technology upgrades
• AR and AP multiple invoice discounts
• AR and AP void transaction (not just Payment)
• AR and AP payment application over several invoices
• Purchase Order line and footer discounts
• Allow sorting on account reconciliation bank import
• Inventory labels from sales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

2.2 New Reports

• Daily Fill Rate – Each days percentage of sales fulfillment compared to back orders)
• Pending Purchase Order Receipts – Print a report based on received column on PO before posting
• Pending Inventory Adjustments – Print adjustments before posting
• Inventory Receipts From Purchase Order – Receive report as PO receipt is posted
• Receipts Order Fulfillment from Purchase Order – List of all items and the orders numbers that can now be filled based on the receipt
• POS Receipt
• Inventory Allocations – (on one report see all item commitments and incoming POs)
• 1×2 Inventory Label – for Zebra Label Printer
• Inventory Re-Order – (by filtered or selected list, so this can be used by vendor or Product code or any other column)

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

Video Instruction – Version 2.2



https://www.youtube.com/embed/dF1bfIeBiWw?rel=0

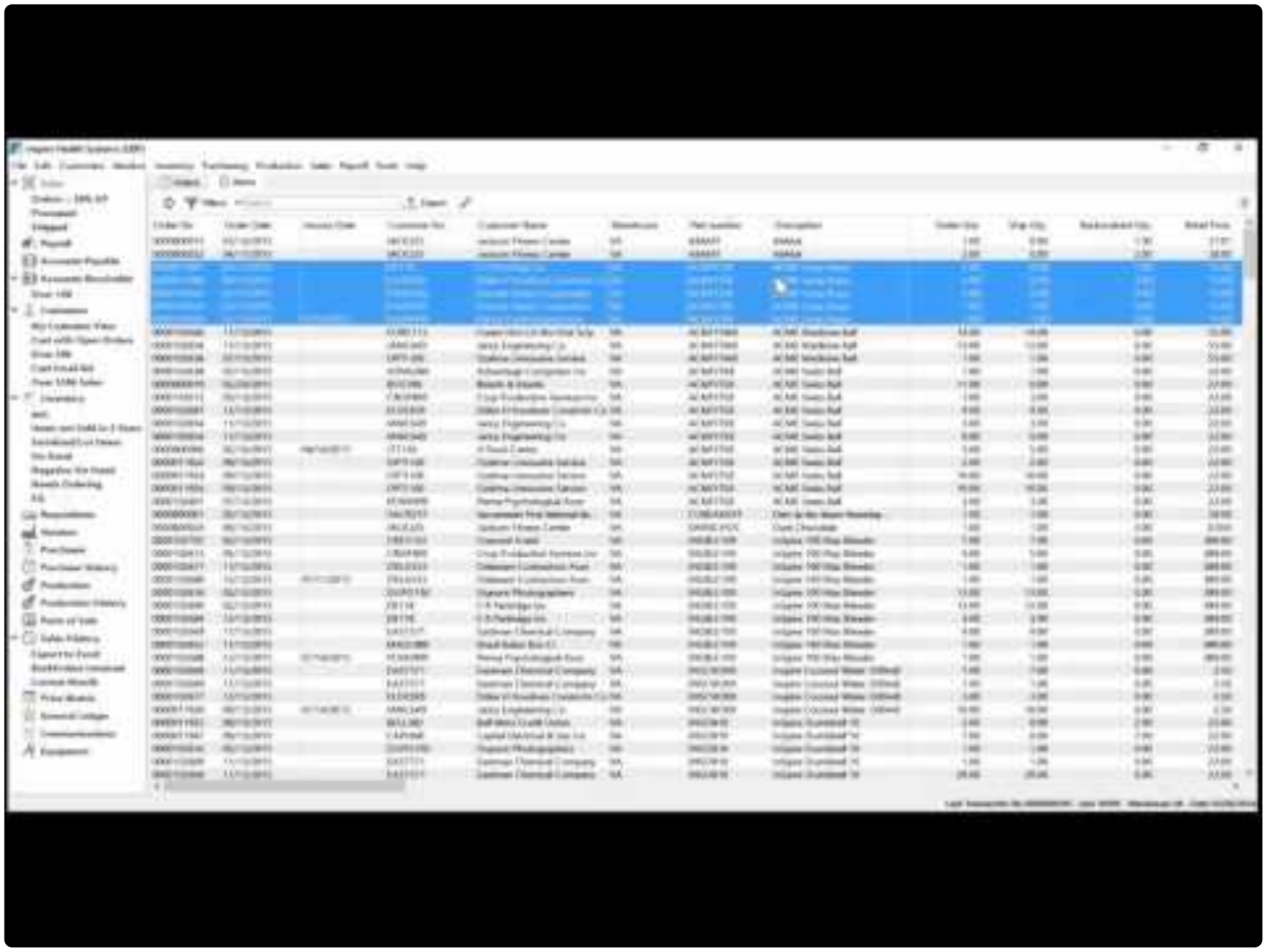
Version 2.1

- Add Optional Service Manager (Equipment tracking module)

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

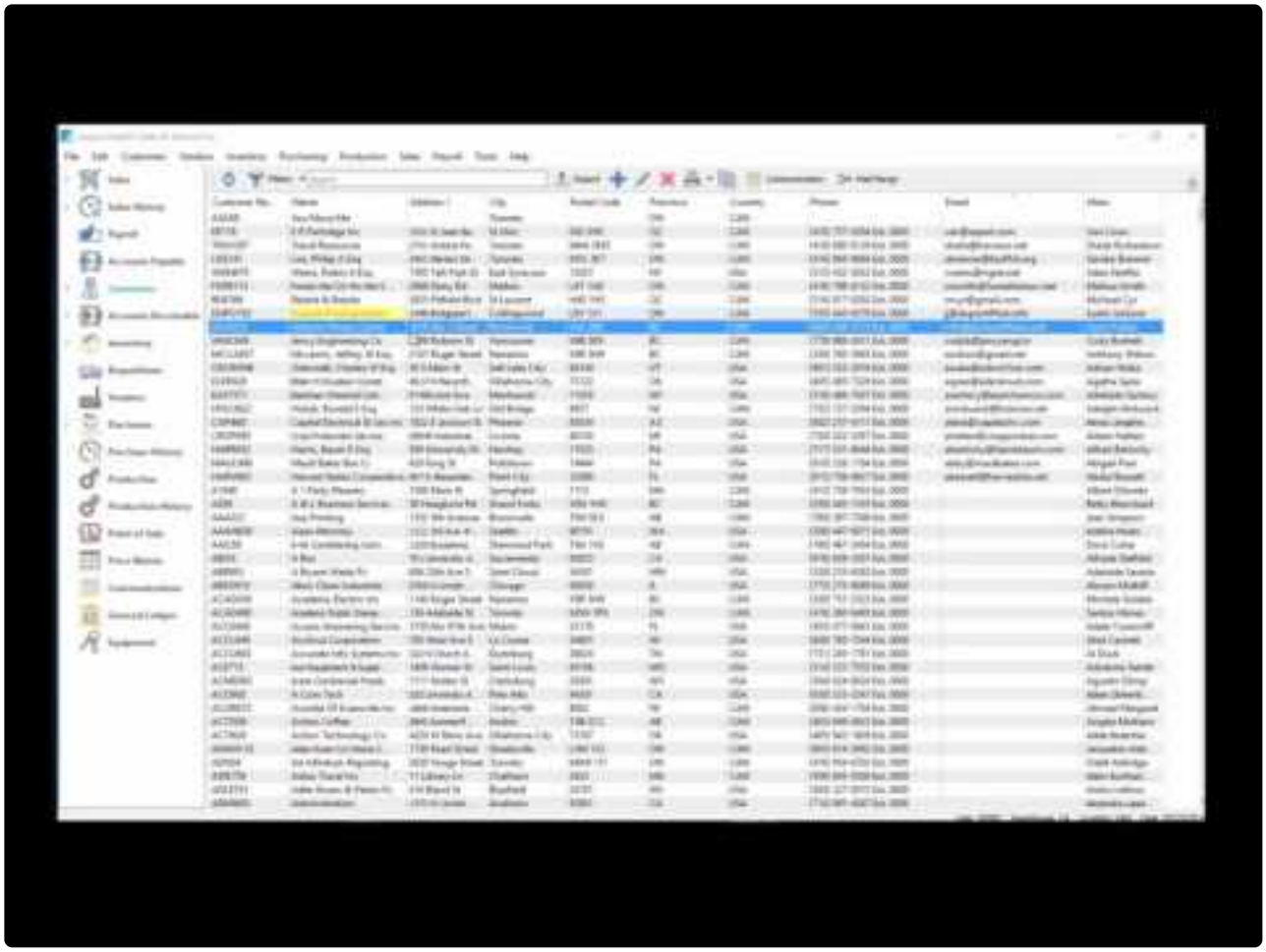
! All custom Payroll Cheques and Payroll reports will need to be edited to use the new database tables!

This video shows the 2.1 features.



https://www.youtube.com/embed/FLfthSaOe2o?rel=0

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



https://www.youtube.com/embed/YKhhYvC1htU?rel=0

Upgrading to this Version

Prior to installing the most current Spire version and converting data, below is a synopsis of what to expect and plan for, when updating from different older major versions. Specific areas of the database may need to be optimized prior to conversion, and other areas may need to be verified or re-created after conversion. Some updates are more significant, with database changes where prior planning and decisions are necessary, and other updates are less significant and do not require as much planning. Updates are rated as Minor, Moderate or Significant.

Current Spire Version: 3.10.8

Upgrading from Version 3.9

Changes to current version: Minor

- The company Bank EFT configuration is migrated from Company Settings to the General Ledger Bank Account defined in Special Accounts, for the Consolidated Division if divisions used. You need to determine how to handle EFT format configurations for other divisions associated with this bank account, and if any other EFT formats should be created for other bank accounts or currencies.

- The Account Reconciliation Opening Balance is no longer editable. Ensure any saved reconciliations have the correct value prior to conversion, so that future reconciliations will be able to calculate the Variance correctly and remain reconciled to the bank balance.
  Within User Settings for General Ledger, you can Modify Last Statement Balance for a GL Account, if you need to make a correction to the opening balance (3.10.6).

- Microsoft Visual C++ V17 (2022) Runtime is installed, which will likely prompt you to reboot the server when the installation is complete.

- The Export screen from within Report Preview has been changed from the Crystal Reports export types, and legacy File Types were removed that could not allow remembering the save location. Currently supported types are now PDF, Excel, CSV and RTF formats.

Upgrading from Version 3.8

Changes to current version: Moderate

All of the above and:

- SMTP Email configuration is migrated from Company Settings to a new SMTP Backend setup in the Integrations area of Spire Server Administration, which is the recommended place for SMTP configuration. New company databases no longer allow email server setup within Company or User Settings. Multiple SMTP configurations are supported, which could be assigned to various companies.

- All non-Administration users will need to be given permission to Send Email in User Settings.
- A new Keyword “SupportBatchEmail” needs to be added in Crystal Reports that will used for Emailing from a batch.
- Employee Payroll Schedules for 52/53 weekly and 26/27 biweekly pay periods have improved. Verify that converted schedules are correct, and re-create them as required.
- A change to displaying overdue and uncompleted Communication Notes not assigned to any user means that a potentially large volume of old notes may appear in the Due Today window when logging in. To correct this, from the Communications module, multi-select groups of old notes and click the Mark Completed button to set these as completed. You may be able to mark a few hundred or more at a time, depending on server speed. (3.9.1)

Upgrading from Version 3.7 and older

Changes to current version: Significant

All of the above and:

- Database re-organization tasks occur, which can take some time on large databases. During this time, the Spire server will not be accessible.
- Contact Type labels within Company Settings are migrated to central Contact Types list in Company Settings. Ensure all Contact Type labels are appropriate in every area, rather than Contact #1, etc. It is more time consuming to make these changes after data migration as compared to before.
- Spire Desktop did not auto-populate the hostname in this version. The first time you start Spire Desktop after the upgrade install, you may need to manually enter the hostname in order to initiate the Desktop upgrade and start using the current version.

Spire Installation

Hardware Requirements

Spire Server

Spire Server is supported on the following Microsoft Windows editions:

Windows 8.1 (not Home editions)
Windows 10 (not Home editions)
Windows 11 (not Home editions)
Windows Server 2012 R2
Windows Server 2016
Windows Server 2019
Windows Server 2022

> **Note:** 64-bit operating system is required for Spire Server. Also browsers, such as Internet Explorer 11, that are not HTML 5 compliant will not work as Spire uses HTML 5 extensively.

It is highly recommended that Spire Server and Spire data is installed on the System Drive.

Hardware Requirements:

Minimum	Recommended
2.4 GHz quad core processor	i7 or 2.8 GHz Xeon processor
8 GB RAM (Remote Desktop Server and/or Exchange Server will need additional 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 on System Drive, depending on the database size	SSD
100 IPv4 network required to use Spire Server on a Local Area Network with multiple connected workstations	Gigabit Network

Light use Spire Sever implementations can use Minimum requirements. However, implementations of 5+ users or a database of 1+ GB, should use Recommended requirements.

Spire Desktop

Spire Desktop is supported on the following Microsoft Windows editions:

Windows 8.1 (not Home editions)
Windows 10 (not Home editions)
Windows 11 (not Home editions)
Windows Server 2012 R2
Windows Server 2016
Windows Server 2019
Windows Server 2022

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

Note: 64-bit operating system is required for Spire Desktop. Also browsers, such as Internet Explorer 11, that are not HTML 5 compliant will not work as Spire uses HTML 5 extensively.

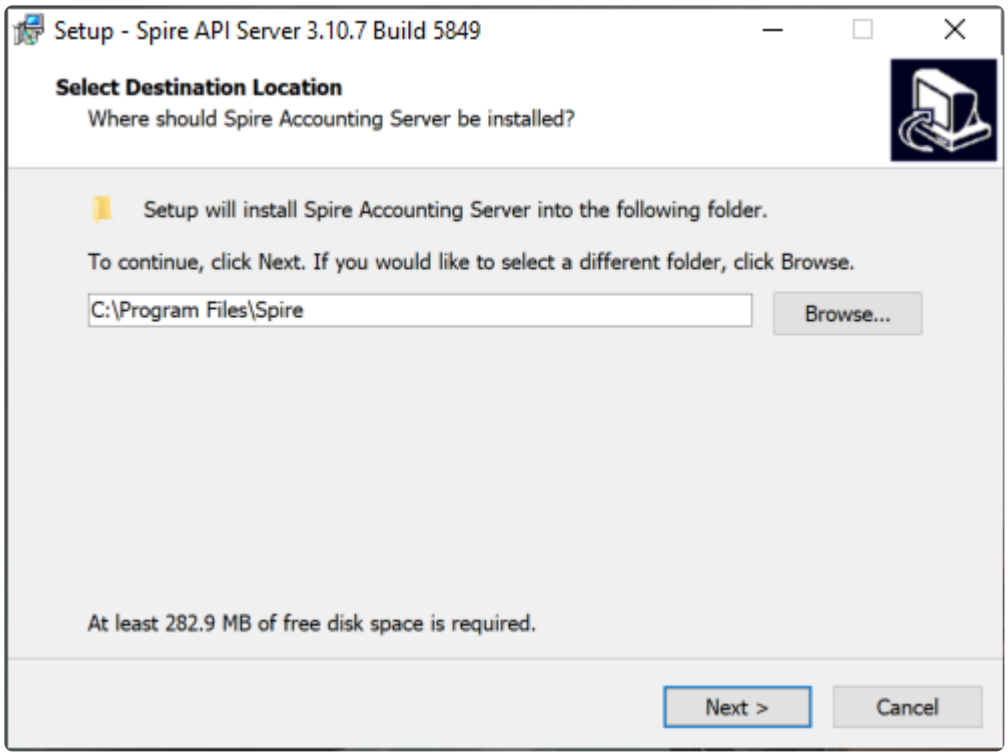
Installing Spire on the Server

After you have completed downloading the file(s) required 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).

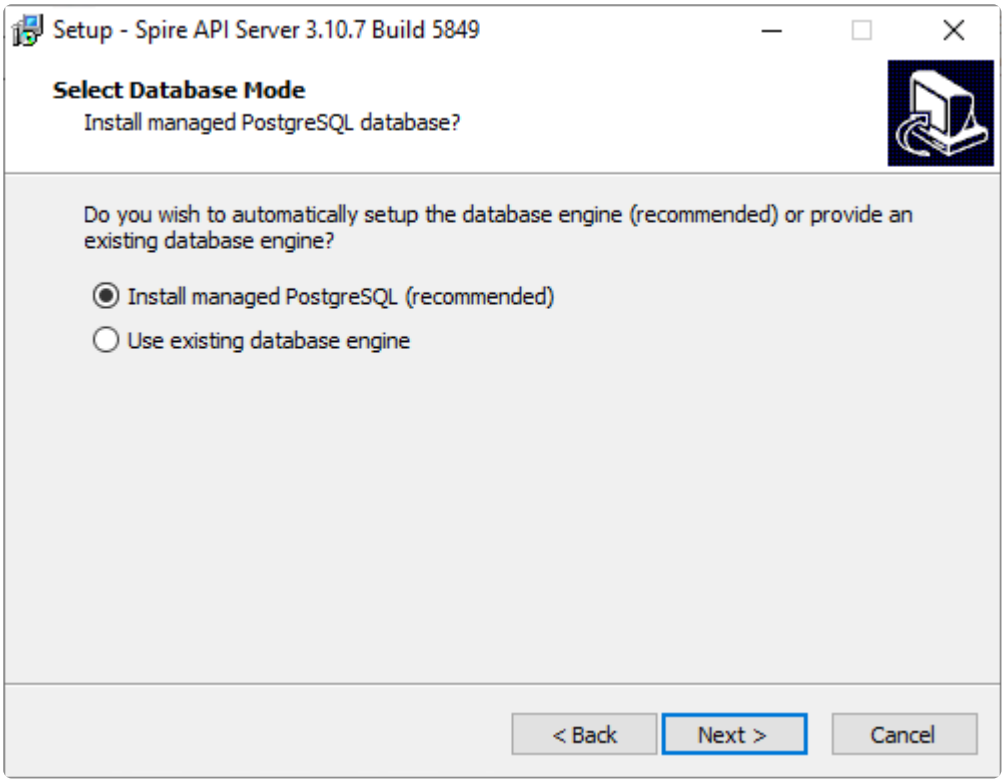
When the server is installed one of the options presented is whether you also want to install the workstation (desktop Spire client).

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

You will then come to the Install Wizard that first asks where to install Spire. Generally there is no need to change the install location from the provided default.



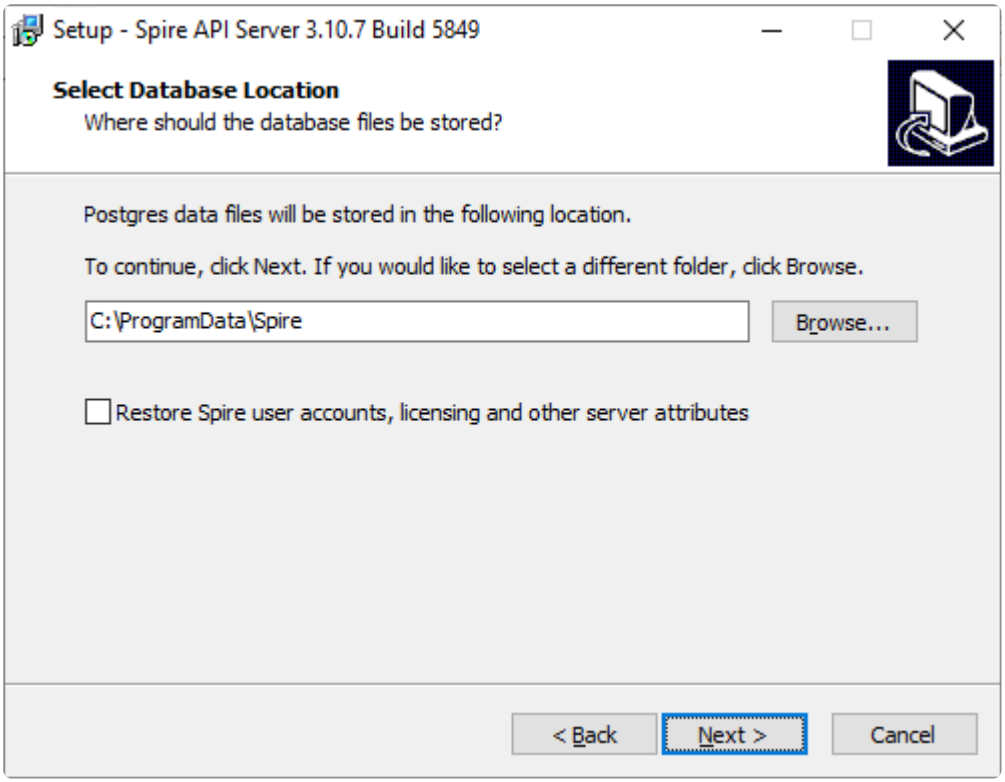
The next step asks if you want to have Spire manage the PostgreSQL database engine. It is recommended that you accept this, unless PostgreSQL has been installed by another application besides Spire. Note that if you do choose to let Spire install PostgeSQL it may not be configured optimally for operation in support of Spire.



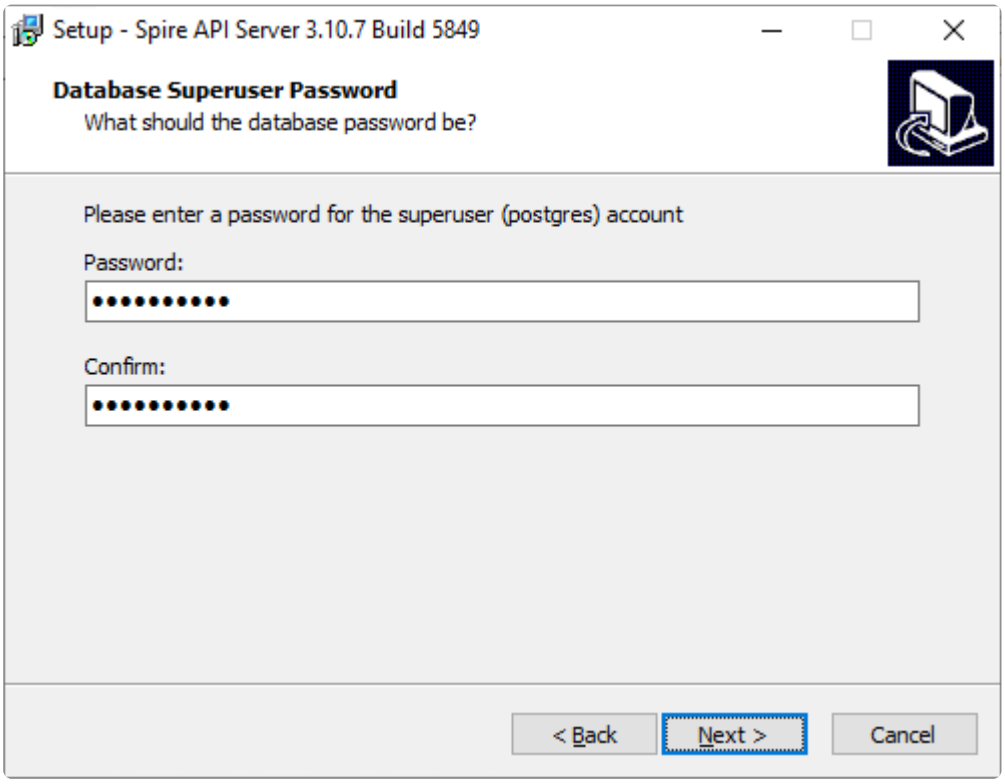
Next the install asks where to install the PostgreSQL database. Choose the fastest drive possible that has enough available space.

You are asked if the user accounts should be restored. This option should be selected if a previous version of Spire (version 3.xx and above) is being restored to a new server. Spire stores the user credentials in a database that is not backed up with the company data. Spire automatically backs up the users database on a daily basis. Note that only the basic information about the user is stored in the user database, and all options and security selections are stored and backed up in the company data. Note that restoring this database is desirable when either migrating servers, or restoring a server that has been lost.

The user backup file is called _spire _ with a date/time appended to it. i.e.- spire_2023-05-31.backup

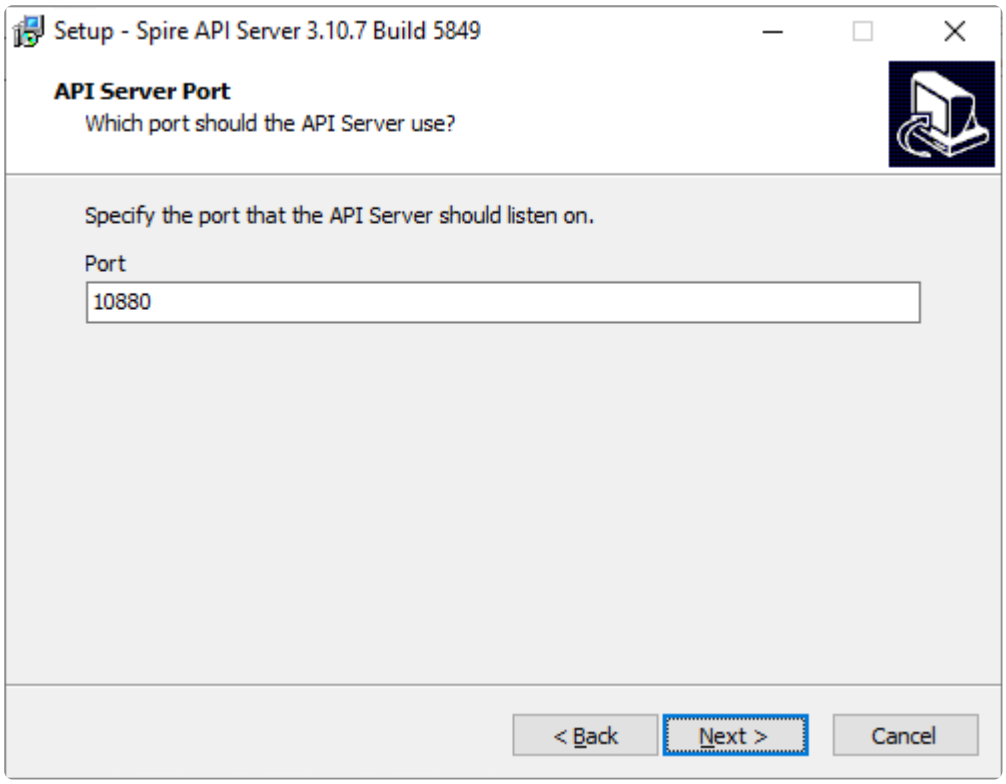


Next you will be asked to create a password for access to the database through tools like pgAdmin. This is not the same as the 'Spire Admin Account'. Please keep this password secure.



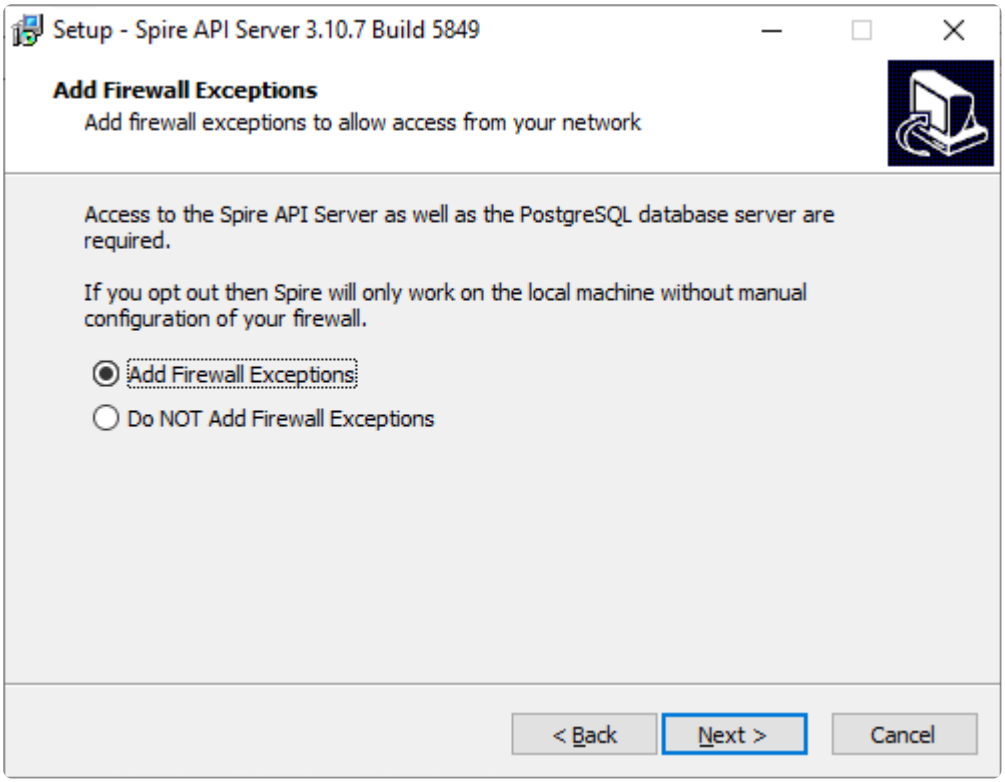
You will need to define the Port that will be used by the application. By default, it is set to 10880. If this is a new installation of Spire, and you aren't upgrading from BV/BVE, then leave the port set to the default value.

However if you are upgrading, and BVEssentials exists on this server, then it may already be using Port 10880. If this is the case, you will need to change one or the other to prevent a conflict. We recommend you let Spire keep 10880 and set BVEssentials to something else (i.e. 10888).

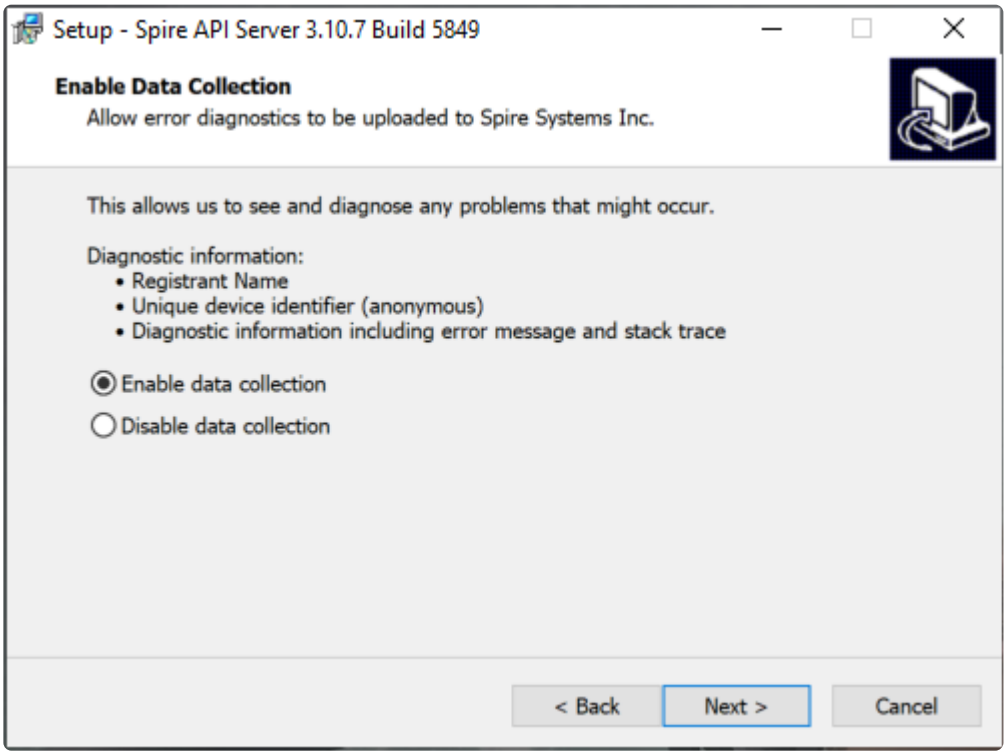


The next window discusses Firewall Exceptions – it is recommended you leave this set to the default of Add Exceptions.

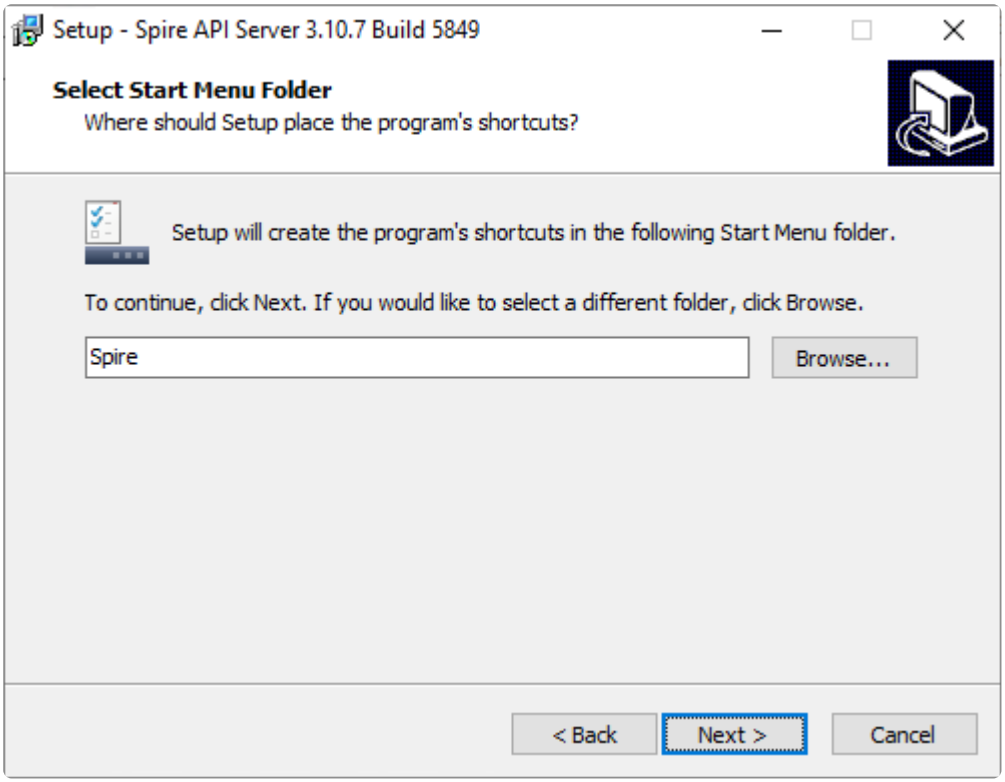
> NOTE: Only change this if you intend to make some custom network security settings changes.



The next window asks permission to turn on data collection. This allows and errors to be sent to Spire without the users intervention. It is highly recommended that this option be left active as this aids in program development. No proprietary information is sent.



The next step is the name of the Windows start menu where some shortcuts will be created.



Select this link for New Install

Select this link for Upgrades

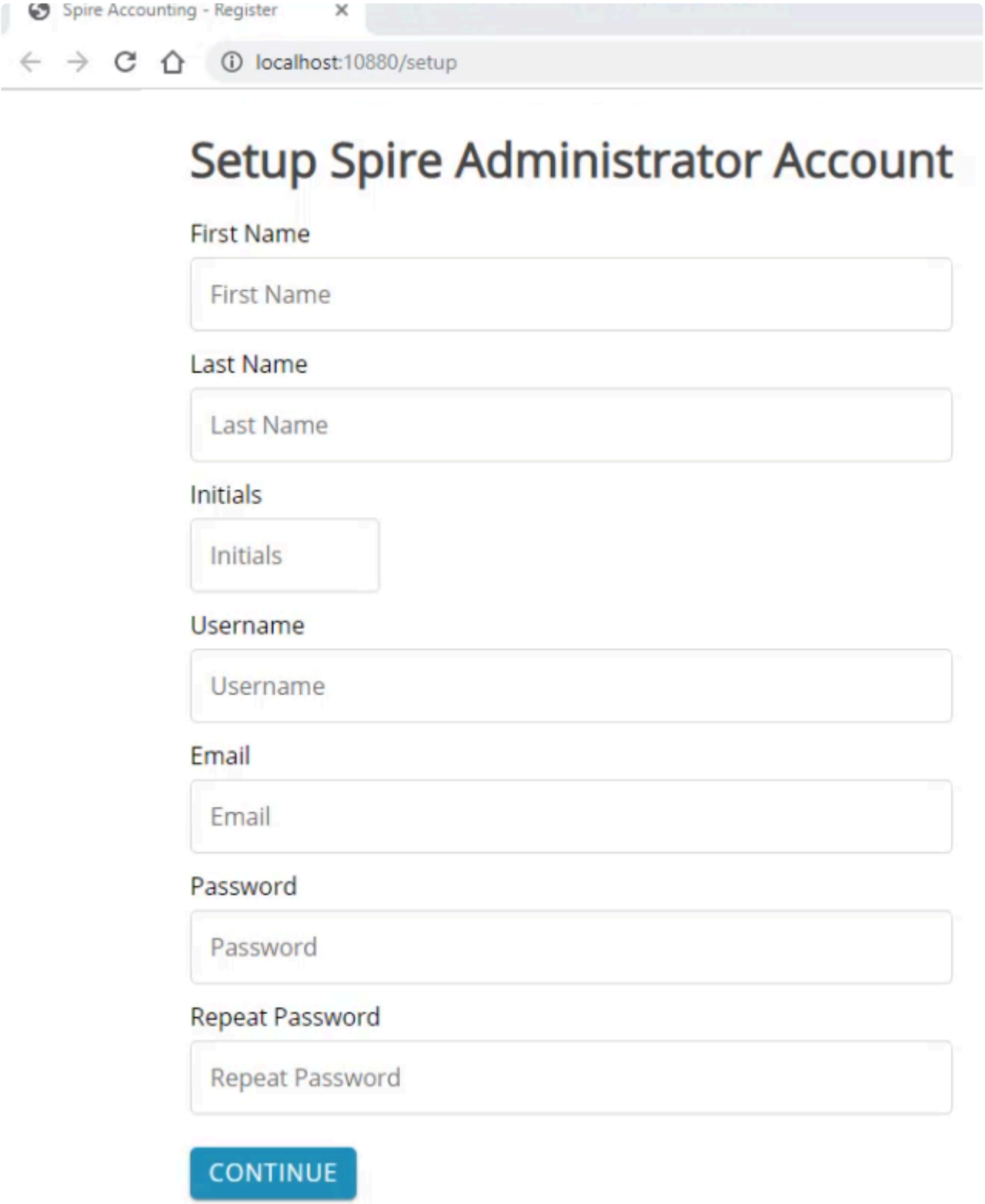
New Install

> Note – Spire Admin does not work with Internet Explorer. Upgrade to Microsoft Edge or use Chrome, Firefox or Safari. All of which are HTML5 complaint.

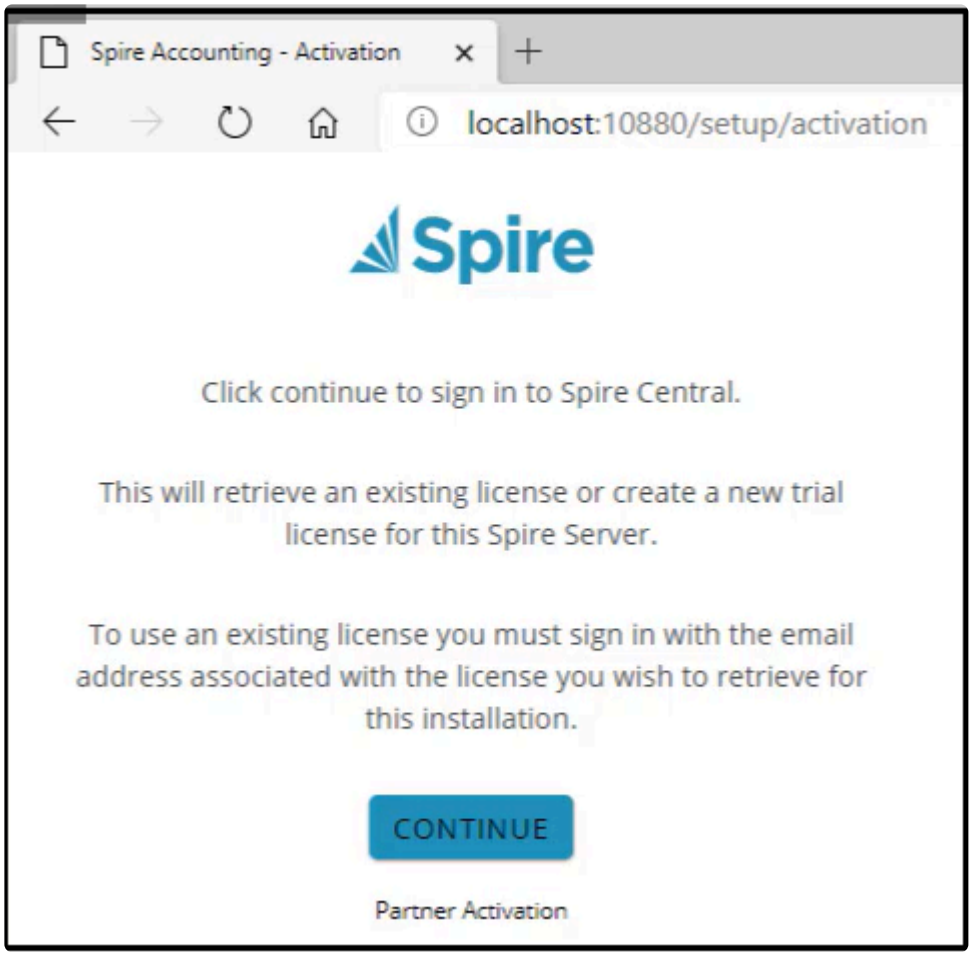
A new installation requires that certain attributes be provisioned on the Spire server. These steps occur once, when installing a server for the first time.

Create a Spire Administrator Account and provision a security certificate. This user is required to create and manage Spire user accounts, and it used to access Spire Server Administration. Other Admin users can be created at a later time. There must be at least one admin user.

The next step will ask you to create a Spire administrator account. This user has full access to all companies and settings. Other administrators can be added later. If upgrading from a previous version, or importing from another system, an existing user can be used.

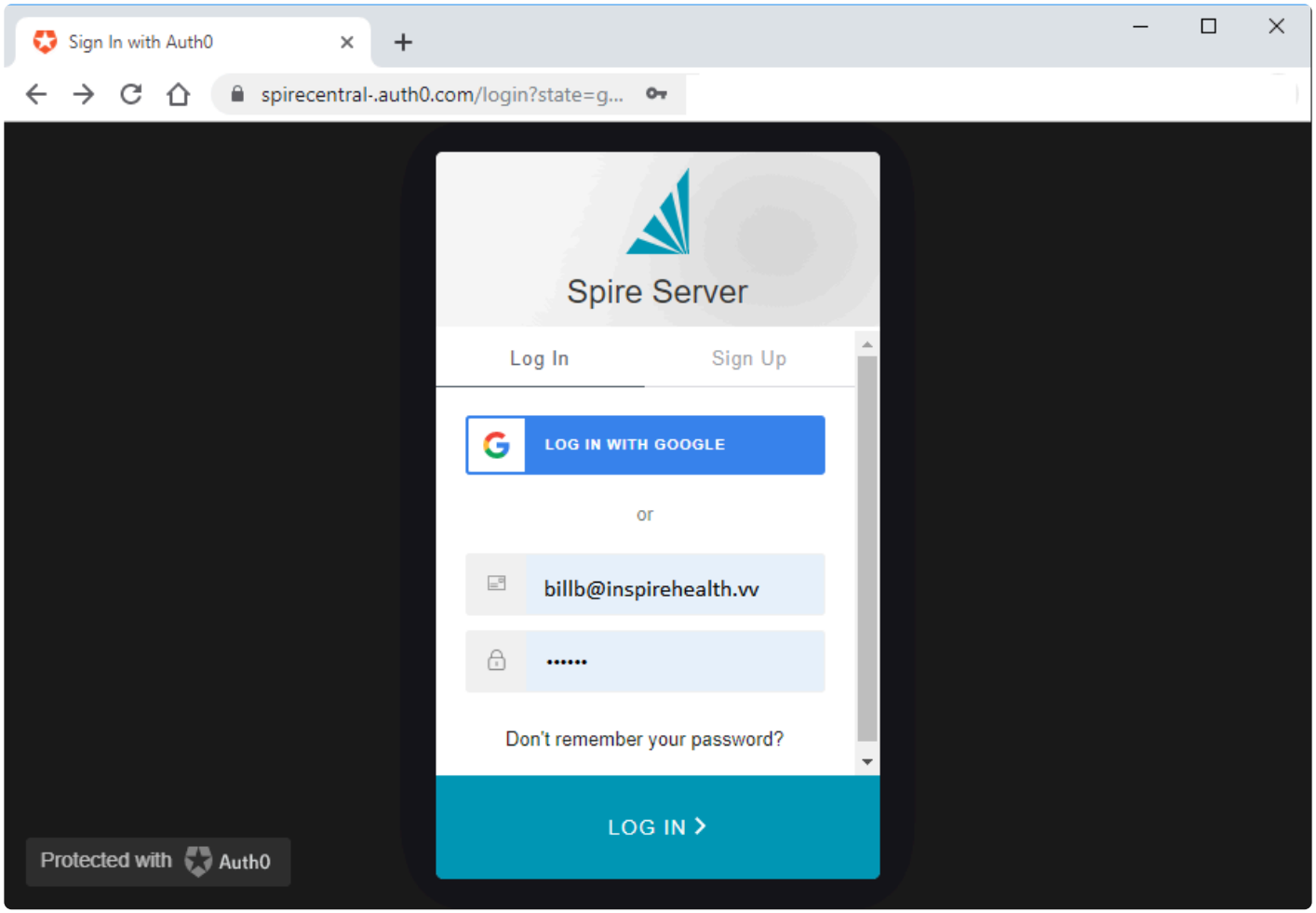


You will then be asked to retrieve your existing license or create a new one.

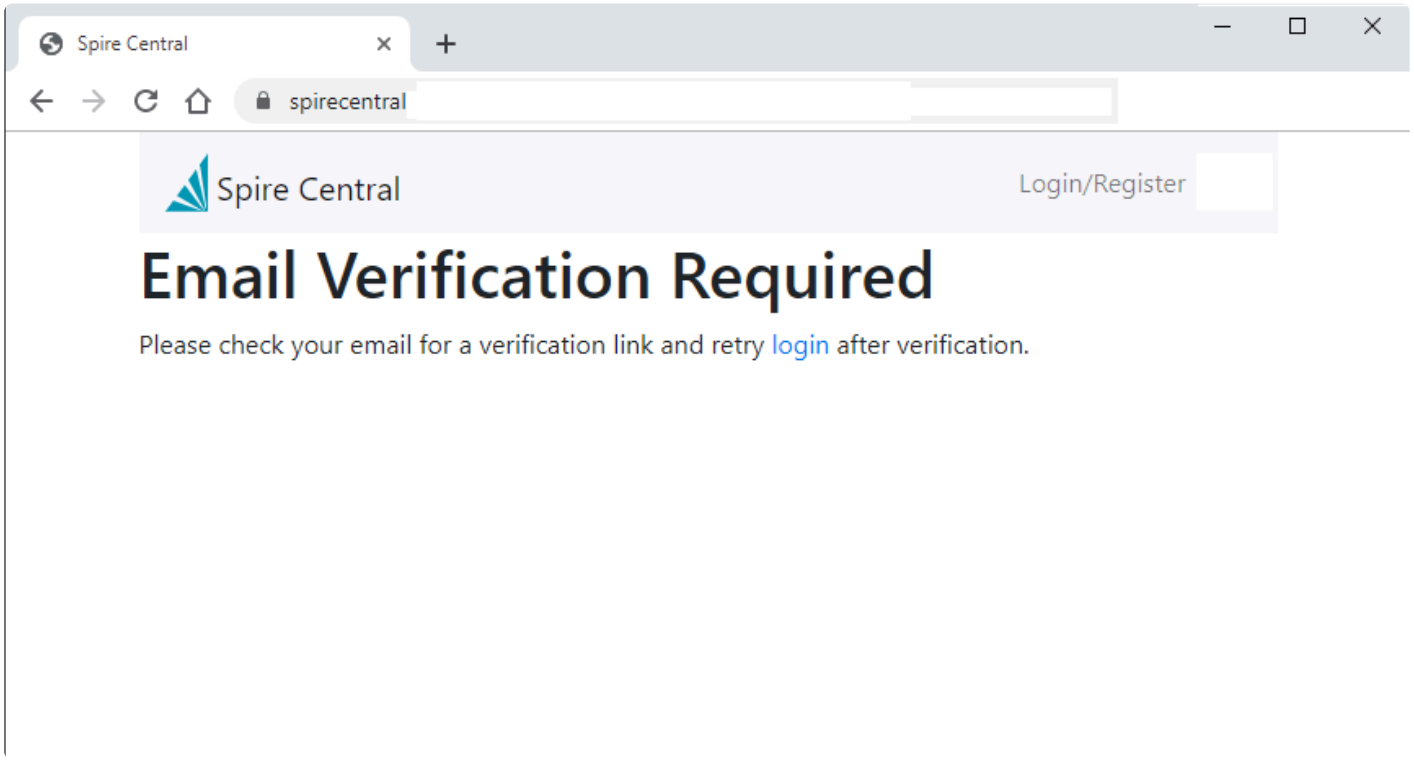


Please see the below article on using Partner Activation.
https://support.spiresystems.com/support/solutions/articles/13000090599-spire-3-6-installation-registered-user-not-available-after-hours-partner-activation

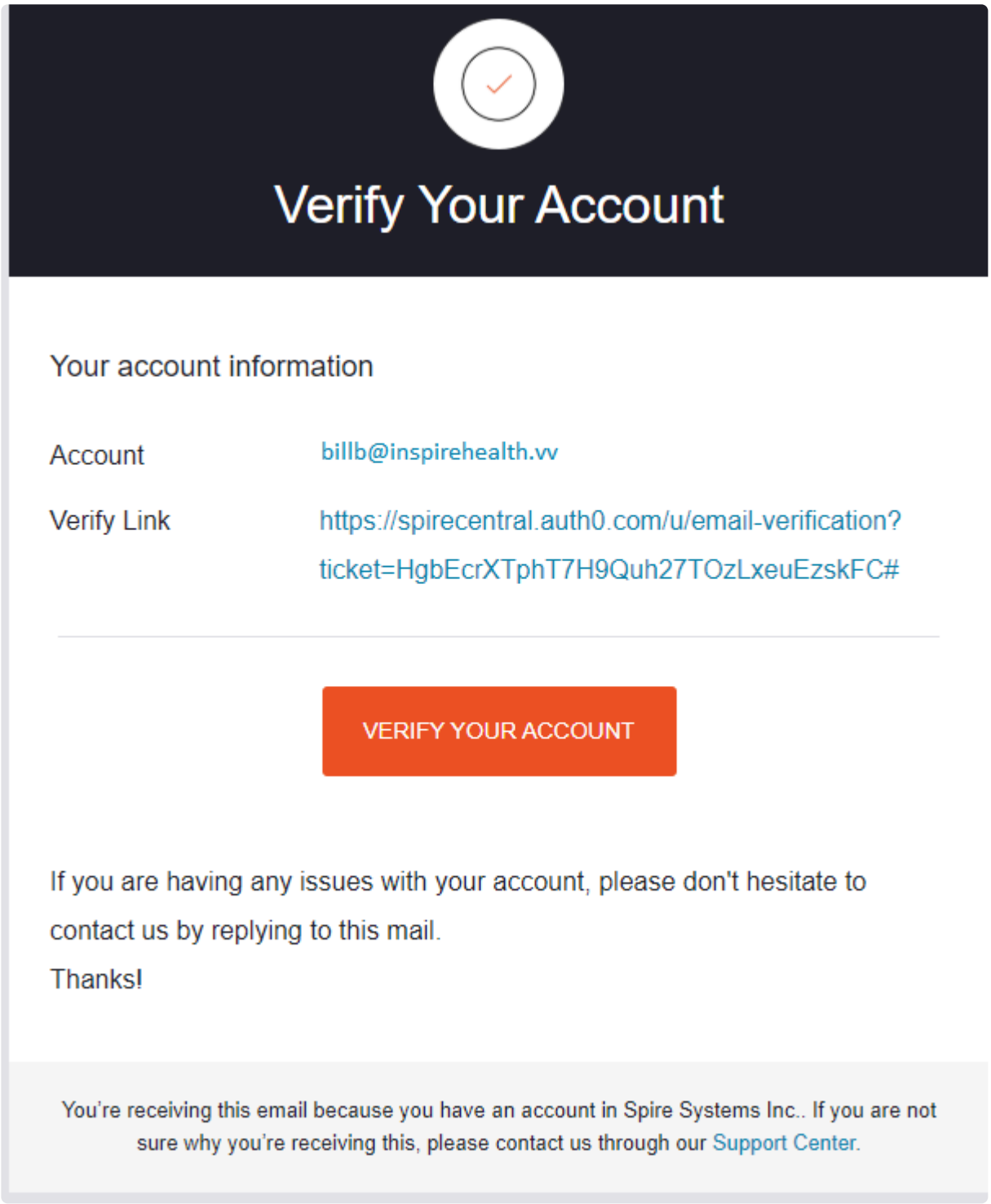
Next you enter your email address and password and click ‘Log In’ or create a trial license by clicking “Sign Up”. If you have a gmail account or your company email is hosted on Google, then select “LOG IN WITH GOOGLE”. Note that this is the email address associated with the Spire license holder.



An email will then be sent to the address entered on the above screen.



Retrieve the email and click on ‘Verify Your Account’



Verify Your Account

Your account information

Account billb@inspirehealth.vv

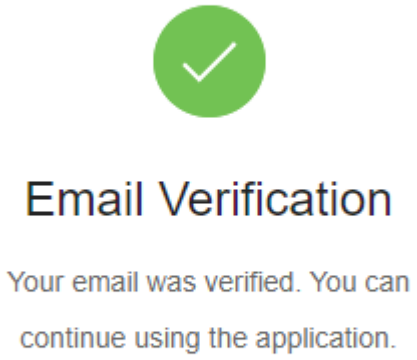
Verify Link https://spirecentral.auth0.com/u/email-verification?ticket=HgbEcrXTphT7H9Quh27TOzLxeuEzskFC#

VERIFY YOUR ACCOUNT

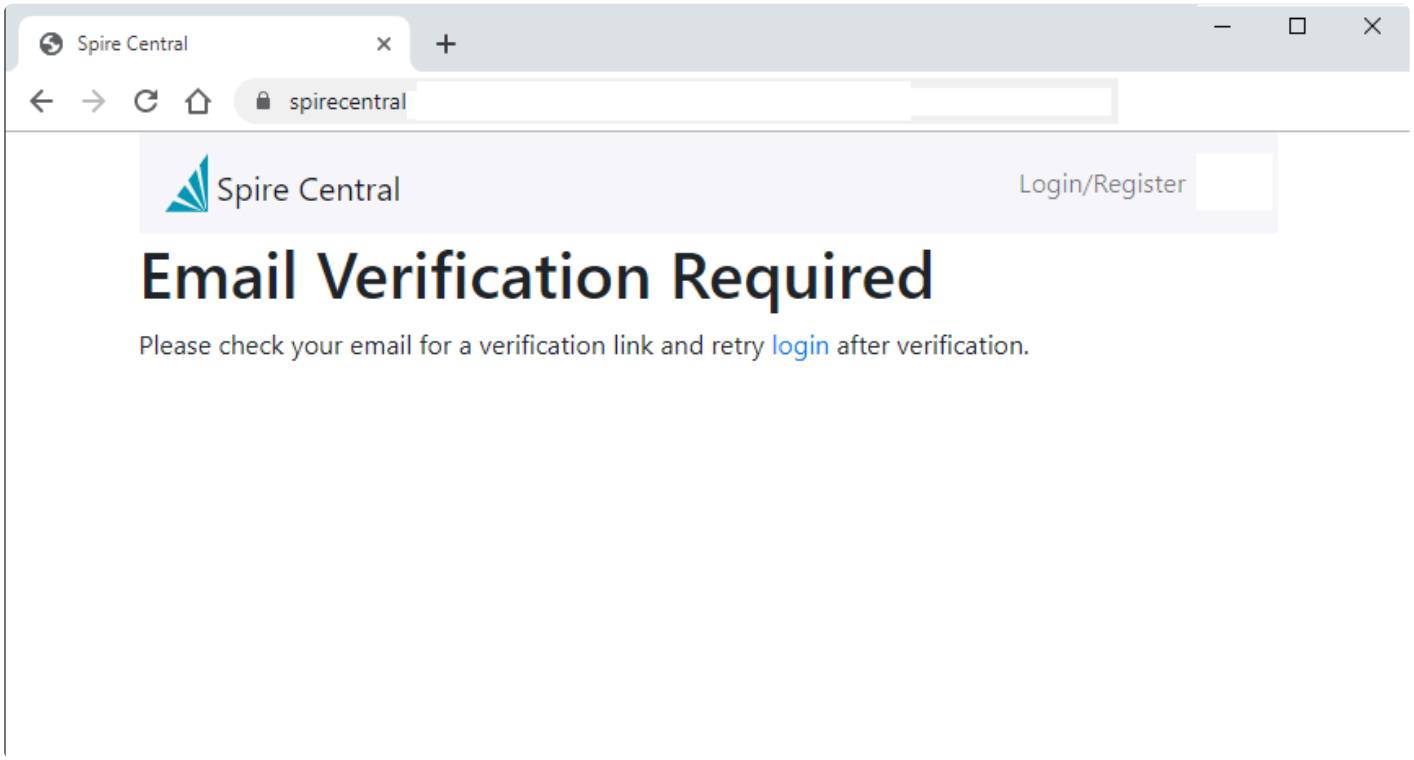
If you are having any issues with your account, please don't hesitate to contact us by replying to this mail.
Thanks!

You’re receiving this email because you have an account in Spire Systems Inc.. If you are not sure why you’re receiving this, please contact us through our Support Center.

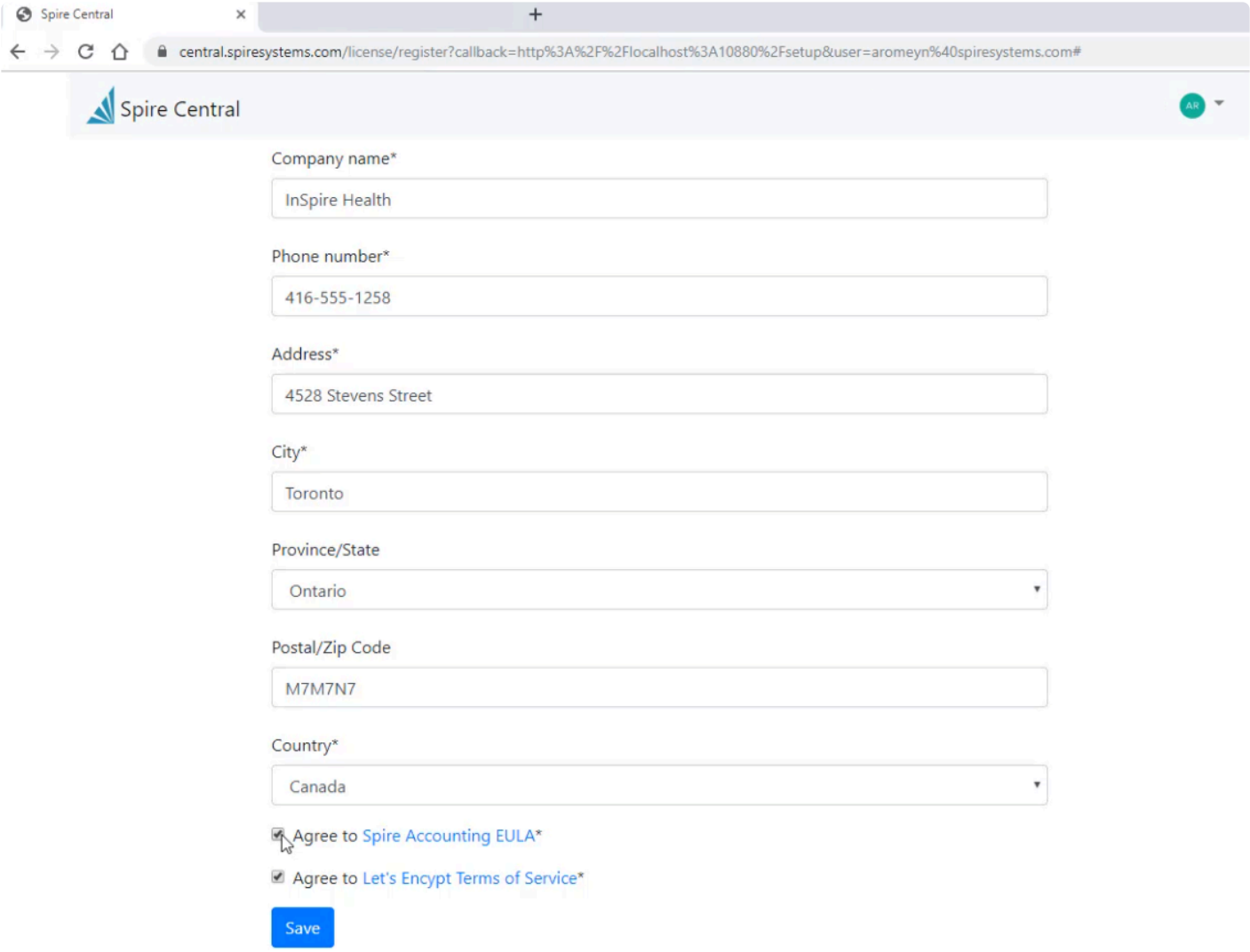
You will get a message that the email was verified.



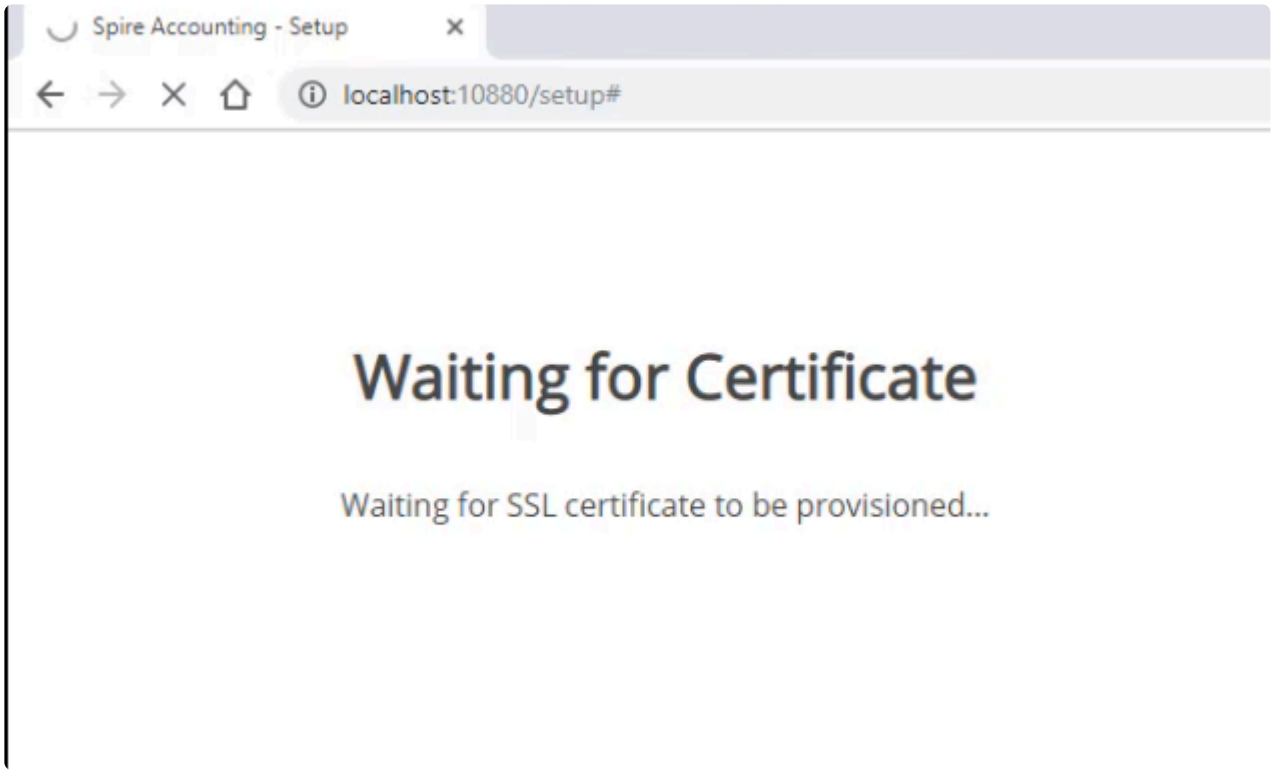
Click on ‘login’



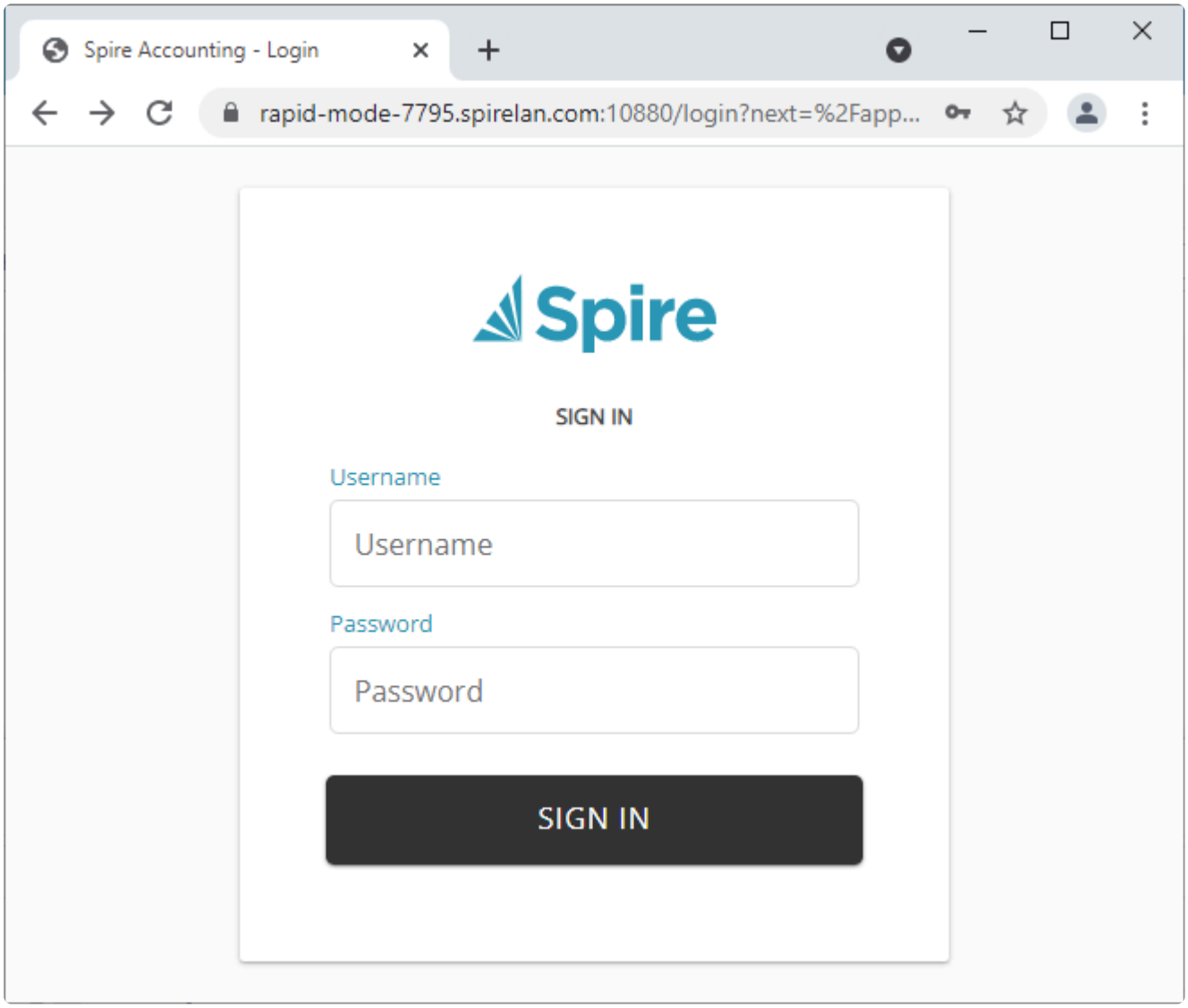
On a new installation or trial installation, fill in the company details and click save.



Next the security certificate will be retrieved or created. This can take several minutes.

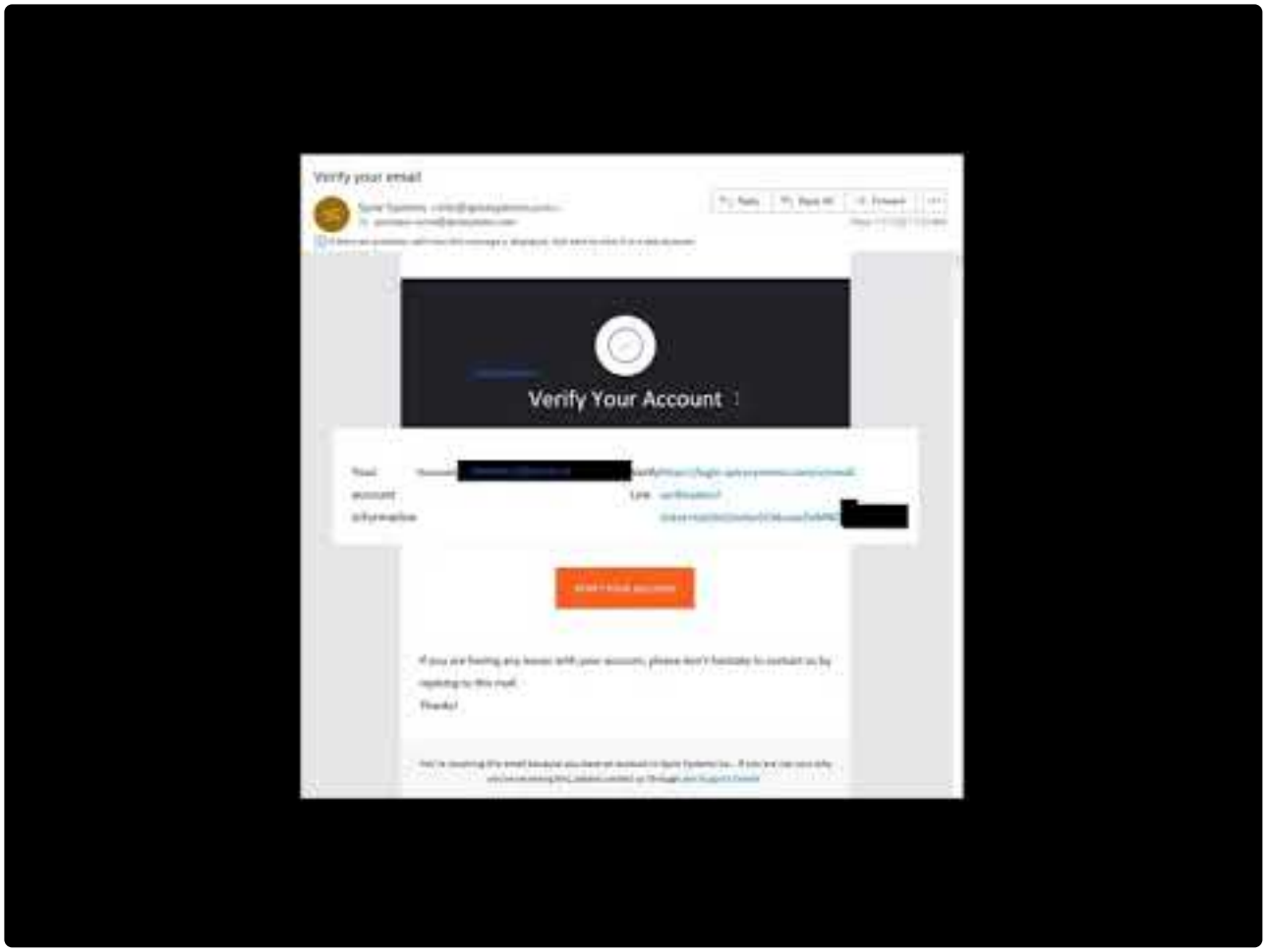


You will then be be asked to log into the Spire Administrator account. Enter the Spire admin user ID and password created earlier.



See Spire Server Admin

This video tutorial will take you through this process.4



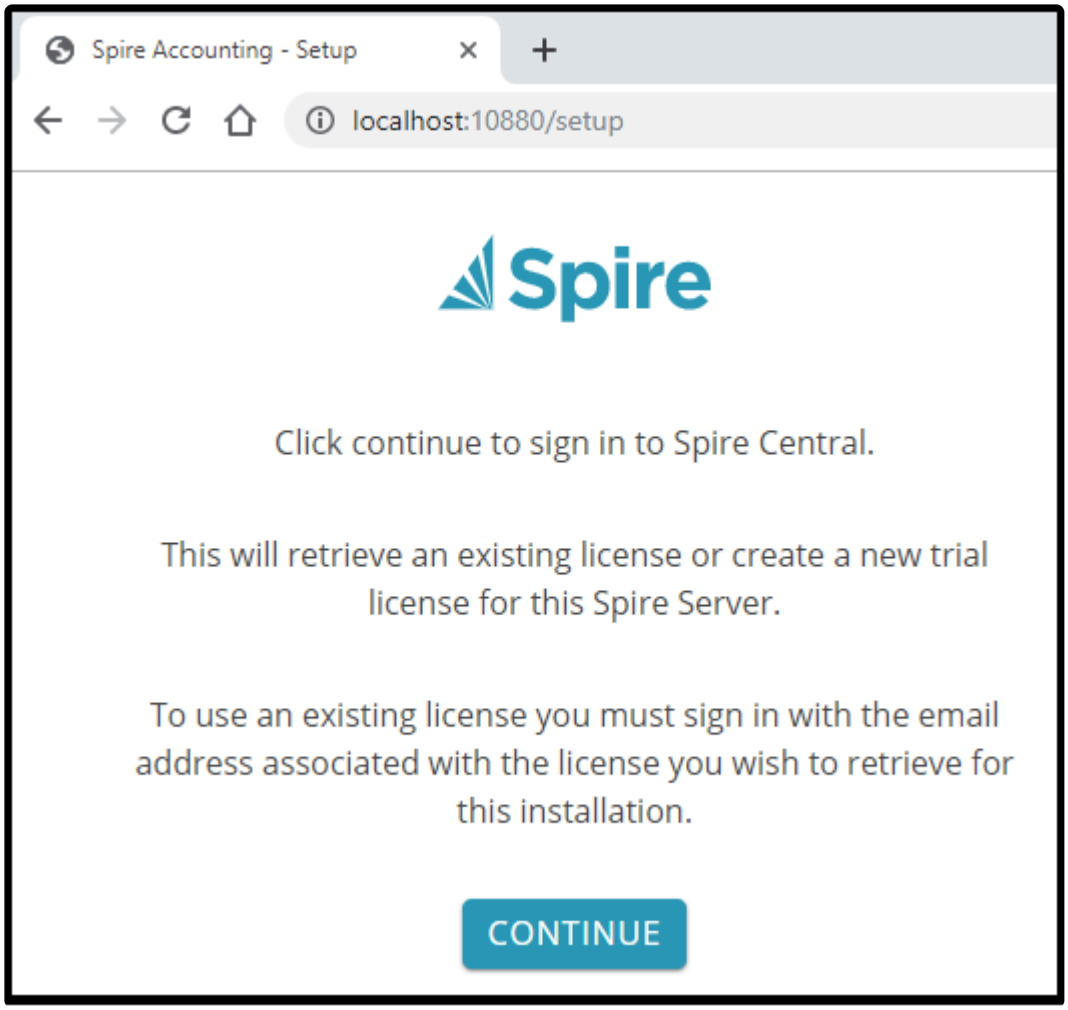
https://www.youtube.com/embed/p2NQs9Fz9Hk?rel=0

Upgrade

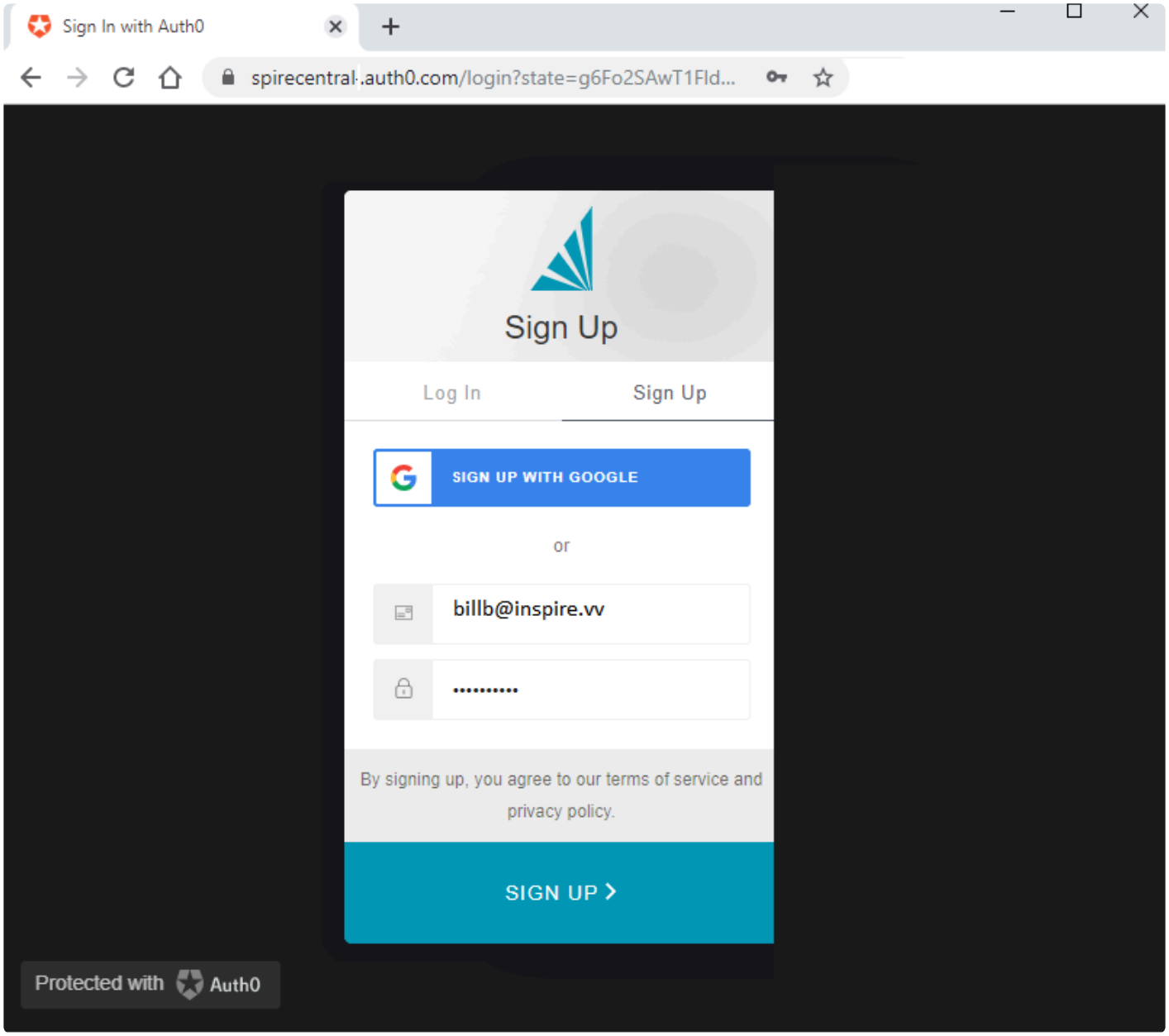
> Note – Spire Admin does not work with Internet Explorer. Upgrade to Microsoft Edge or use Chrome, Firefox or Safari. All of which are HTML5 complaint.

When preforming an upgrade that already has a Spire licence the first screen you will see is the login to Spire server administration. The login user must be a Spire administrator.

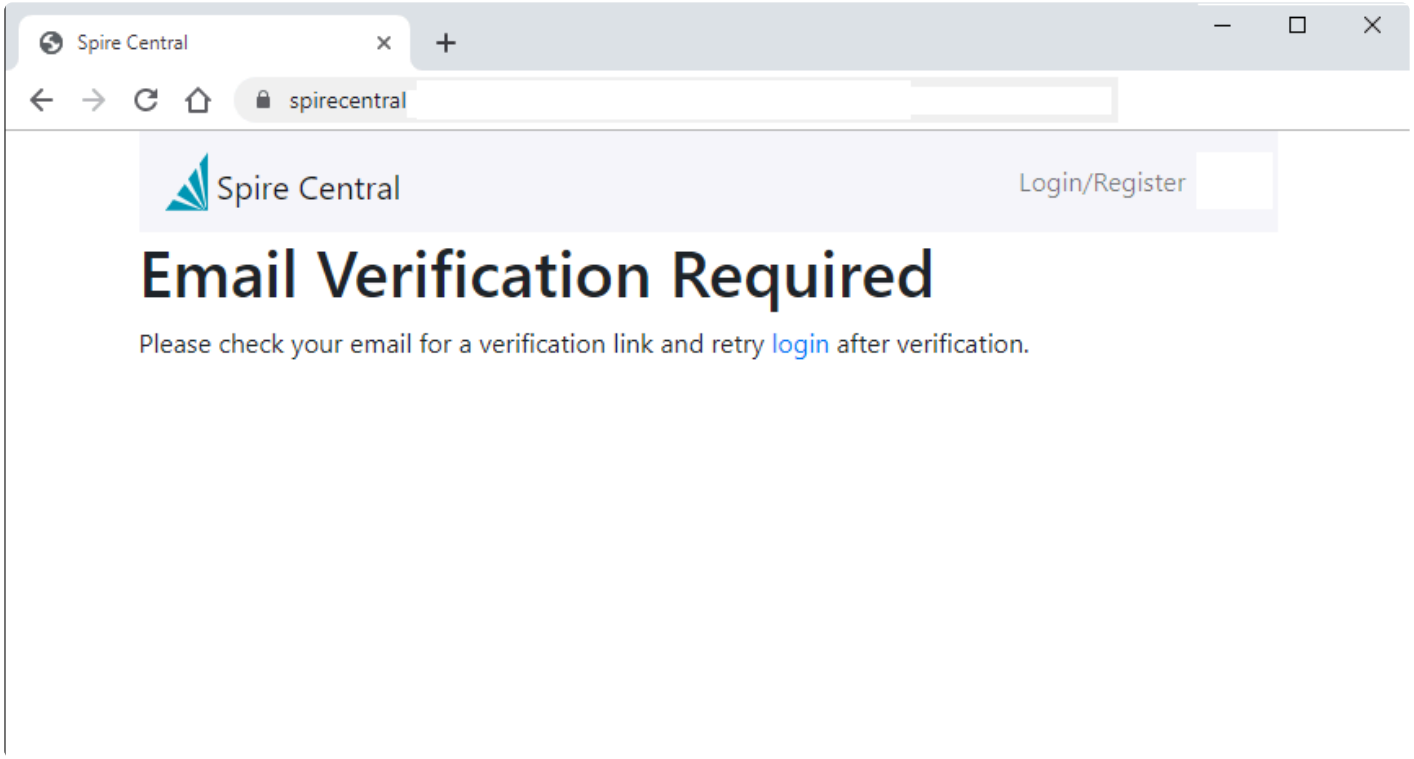
This following screen lets you know that the current license information will be retrieved.



When you see this screen click on “Sign Up”, enter your email address then click “Sign Up“ at the bottom of the dialog.



Once the following screen is displayed, go to your email and select the verification email you received from Spire Central.



Click on “VERIFY YOUR ACCOUNT” in this email.

Verify Your Account

Your account information

Account billb@inspirehealth.vv

Verify Link https://spirecentral.auth0.com/u/email-verification?ticket=HgbEcrXTphT7H9Quh27TOzLxeuEzskFC#

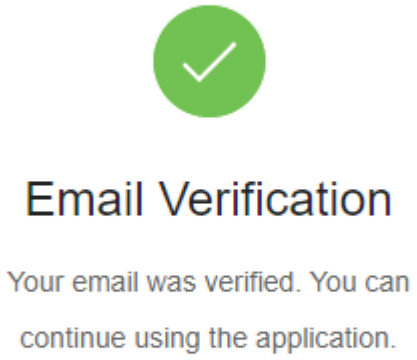
VERIFY YOUR ACCOUNT

If you are having any issues with your account, please don't hesitate to contact us by replying to this mail.

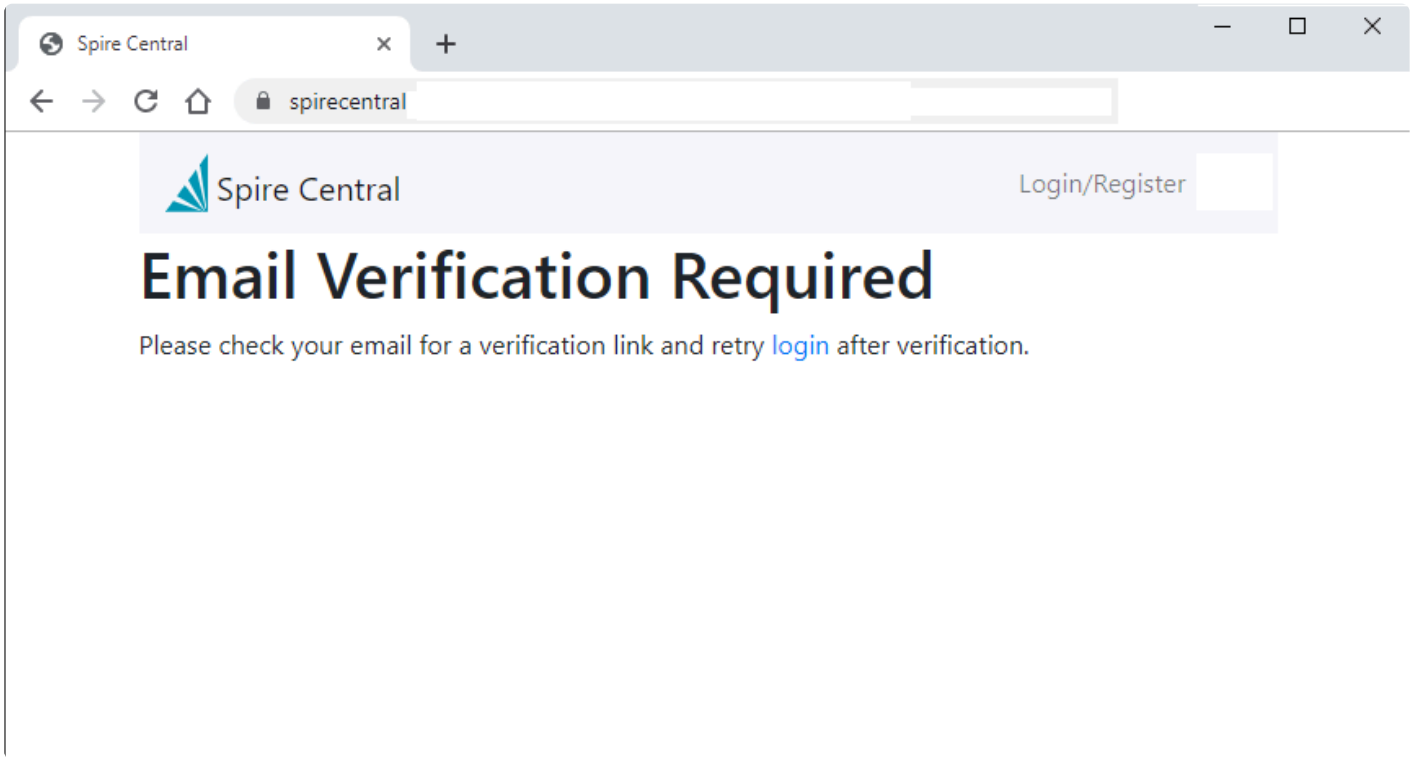
Thanks!

You're receiving this email because you have an account in Spire Systems Inc.. If you are not sure why you're receiving this, please contact us through our Support Center.

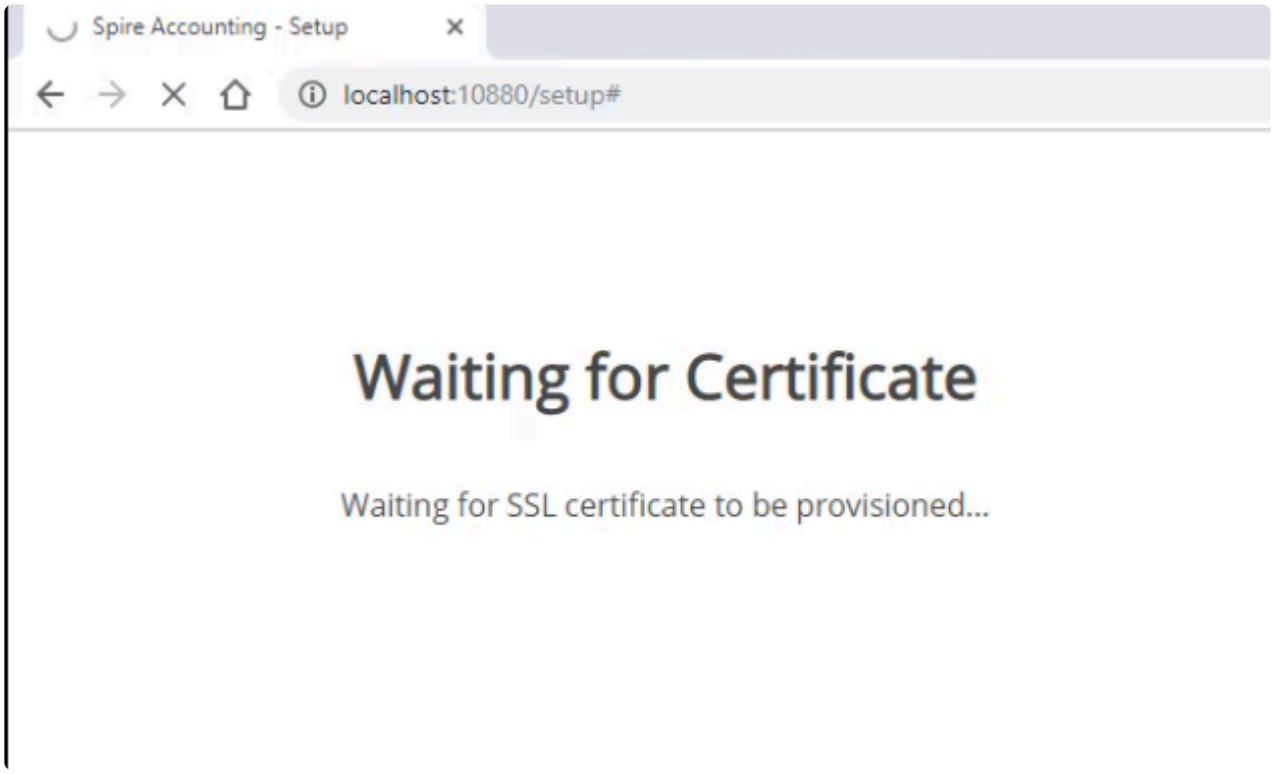
You will get the following verification.



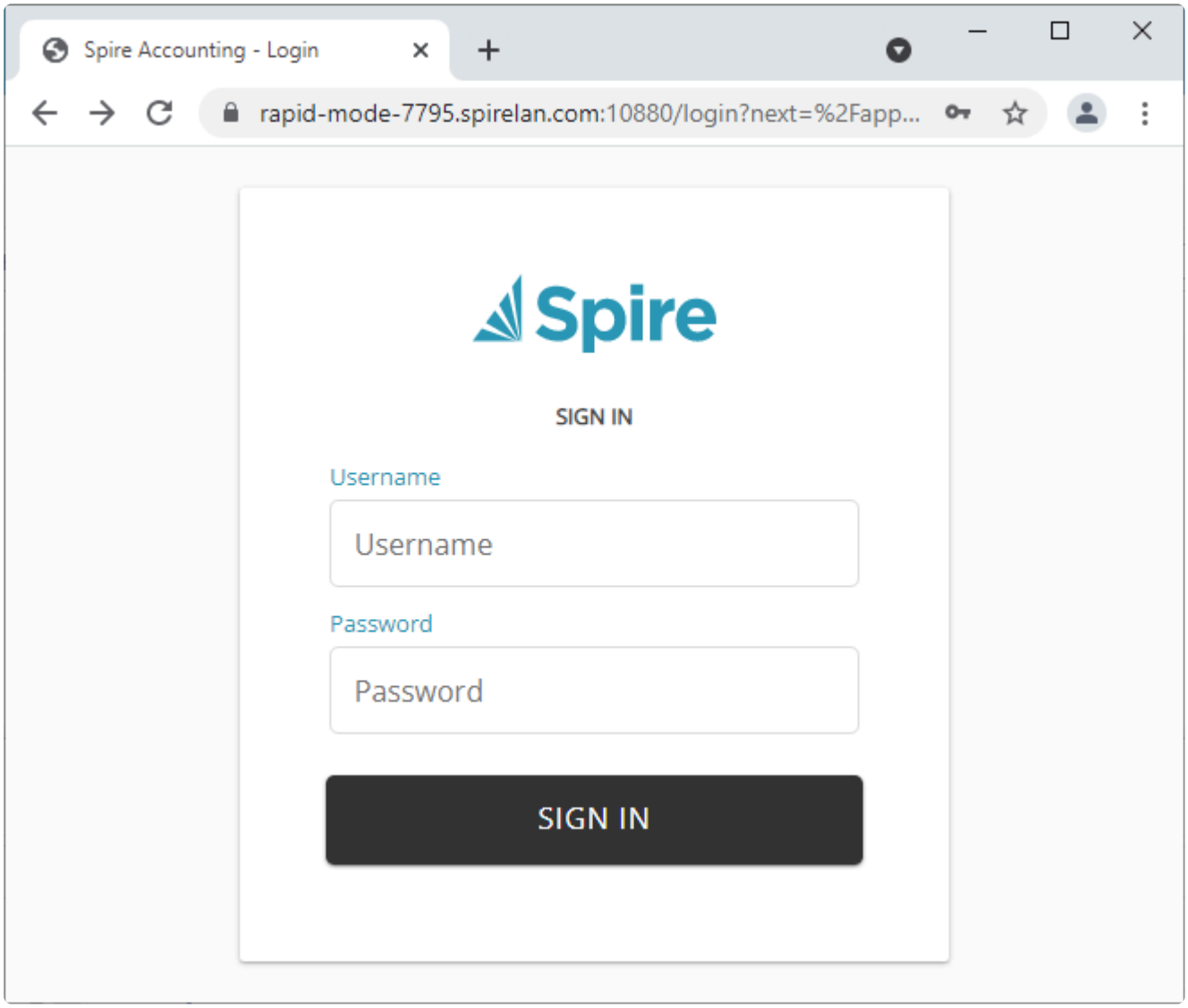
Return to this tab in your browser and click the ‘login’ link.



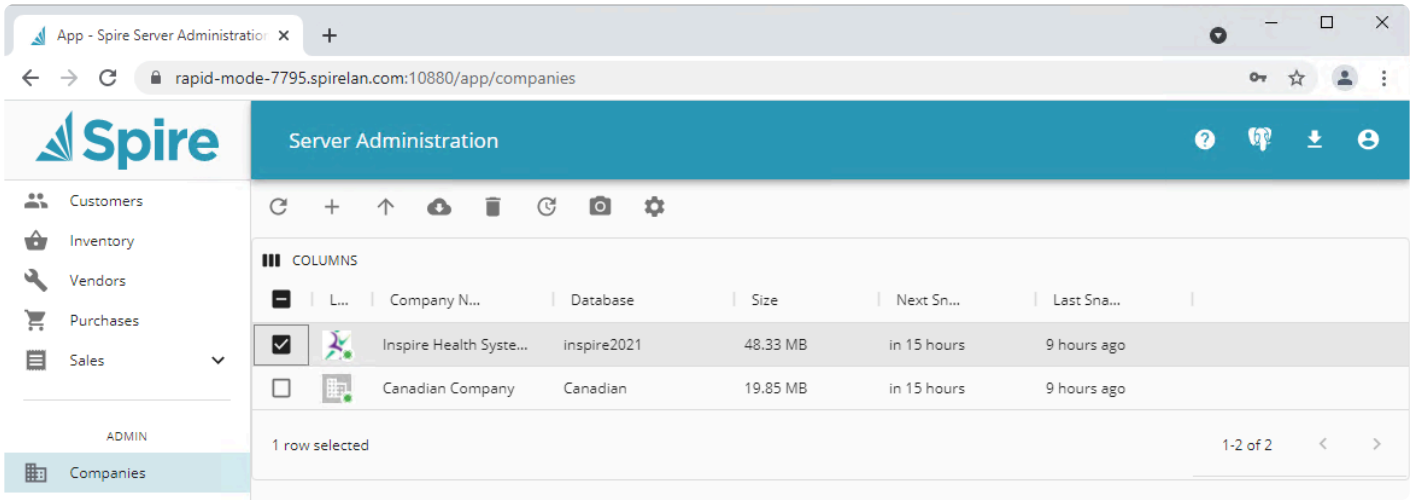
You will then get a screen that says “Waiting for Certificate”. This can take a few minutes.



The upgrade is complete when you are presented with the login to Spire Server Administration. Log in with a user that is set as a Spire administrator.



When an administrator logs in they will see a screen similar to the following.



Note that Spire Server Administration replaces “Spire Tray”, and provides all of the functionality it provided. In addition to providing additional functionality, Spire Server Administration can be accessed from anywhere

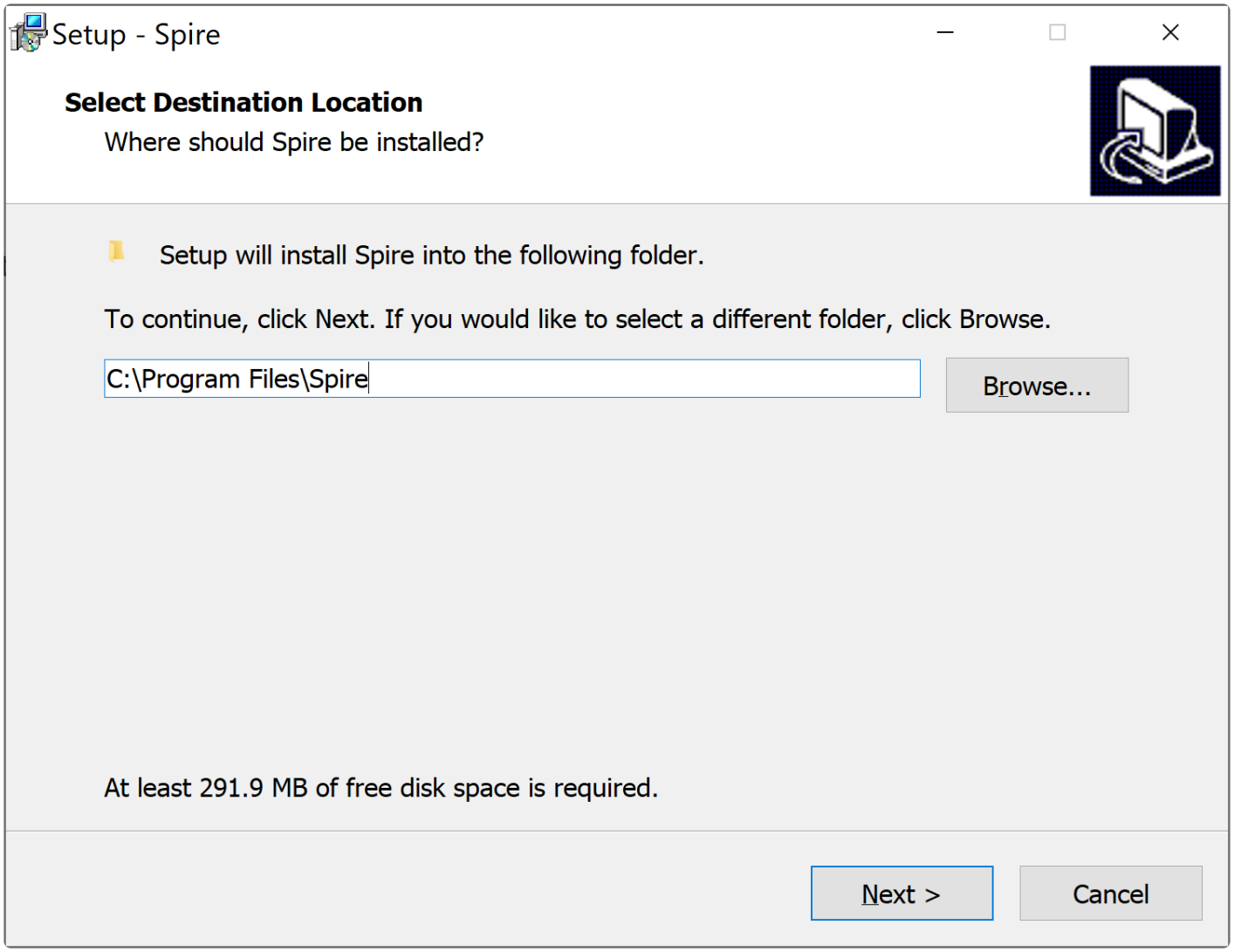
on the network where Spire is installed. Any user can logon to Spire Server Administration, but only admin users can perform all functions (backup, restore, report uploads, assign company logo, etc).

Installing Spire on a Workstation

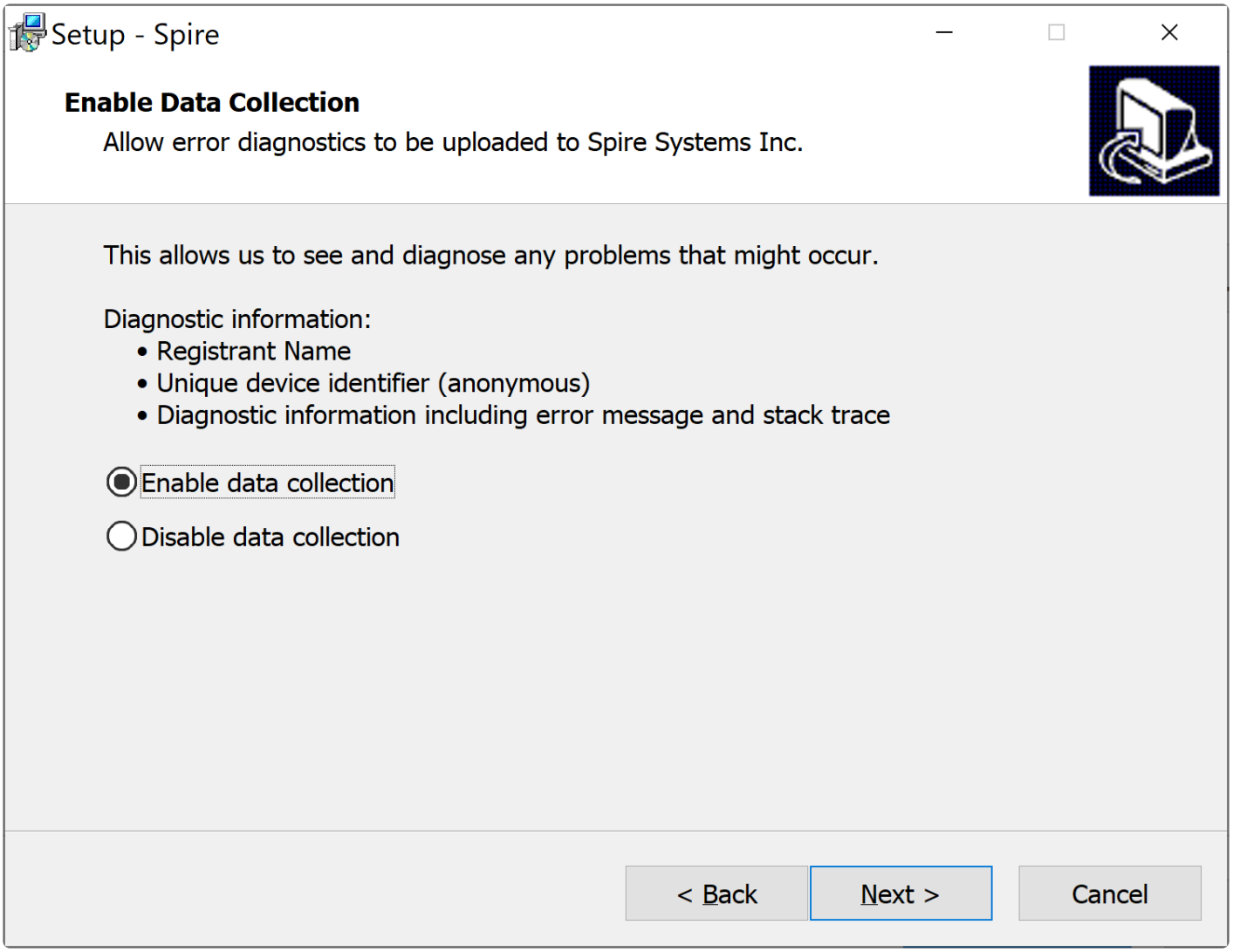
After you have finished downloading the file, you are ready to start the Client installation. Click on the link from your Download screen (or on the file itself from your Downloads folder).

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

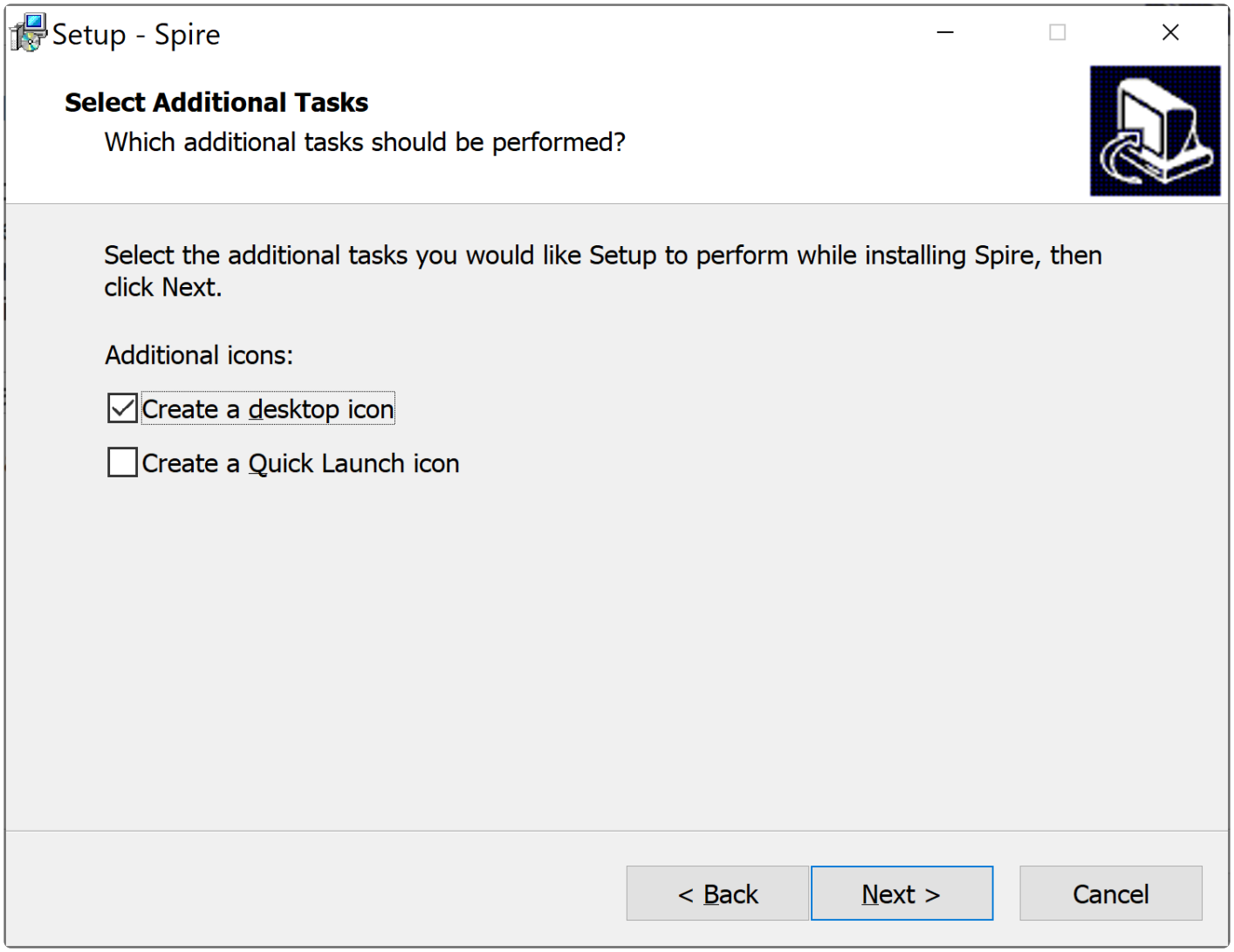
You will be asked to select an installation location. We recommend leaving it set to the default.



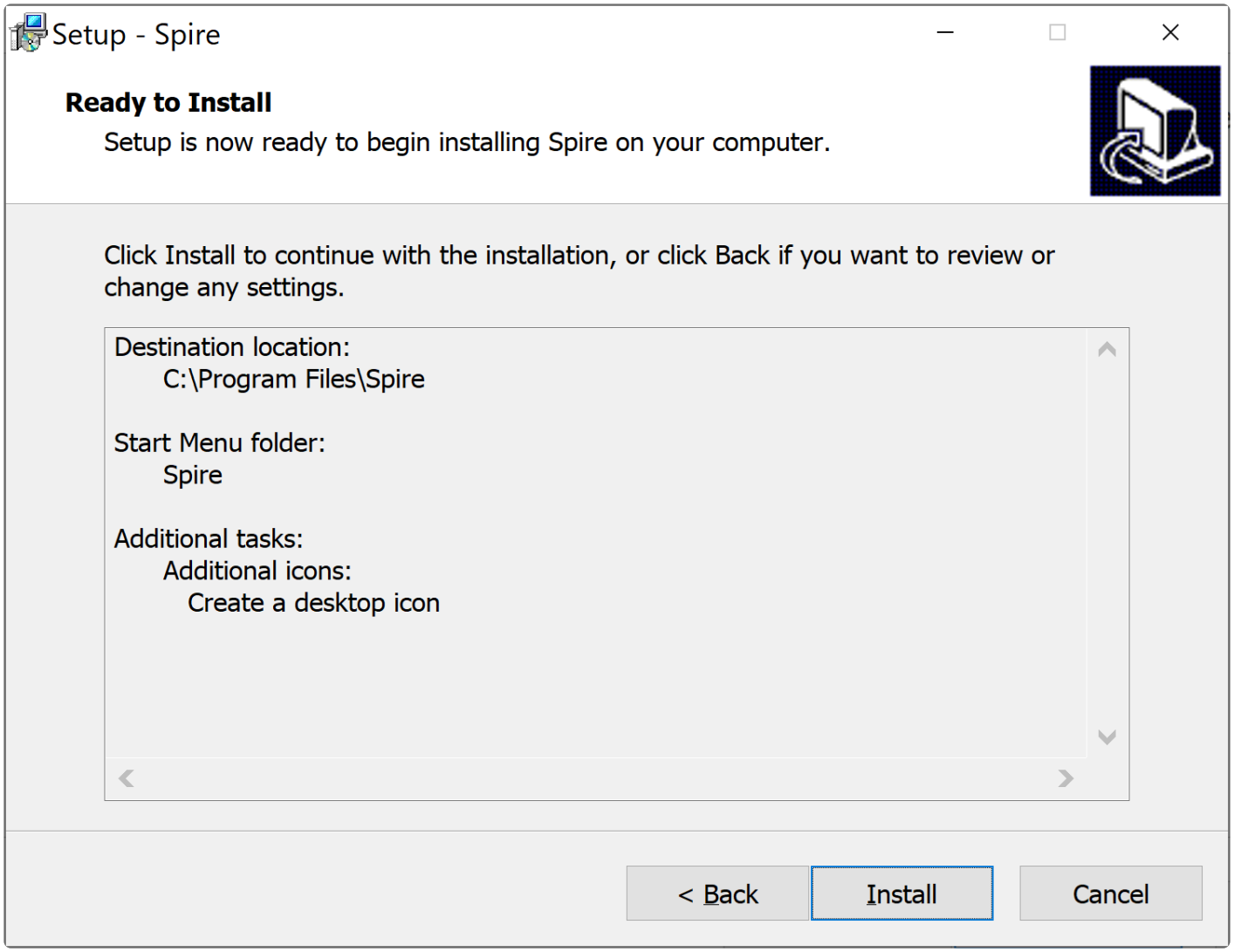
The next window asks permission to turn on data collection. This allows and errors to be sent to Spire without the users intervention. It is highly recommended to turn this on as it helps us with program development. No propitiatory information is sent.



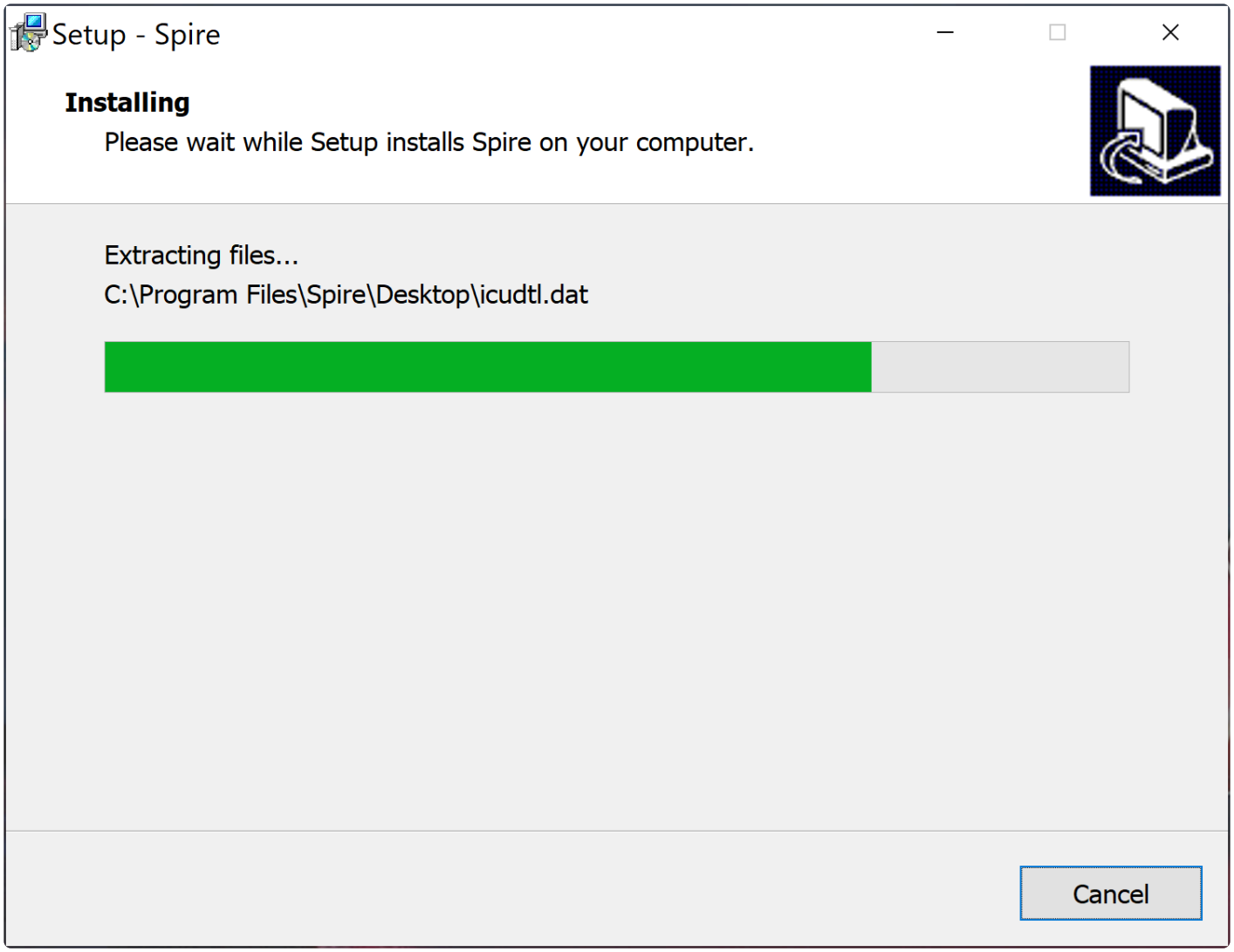
Next you will be asked about setting Desktop and Quick Launch Icons – set preferences as you wish.



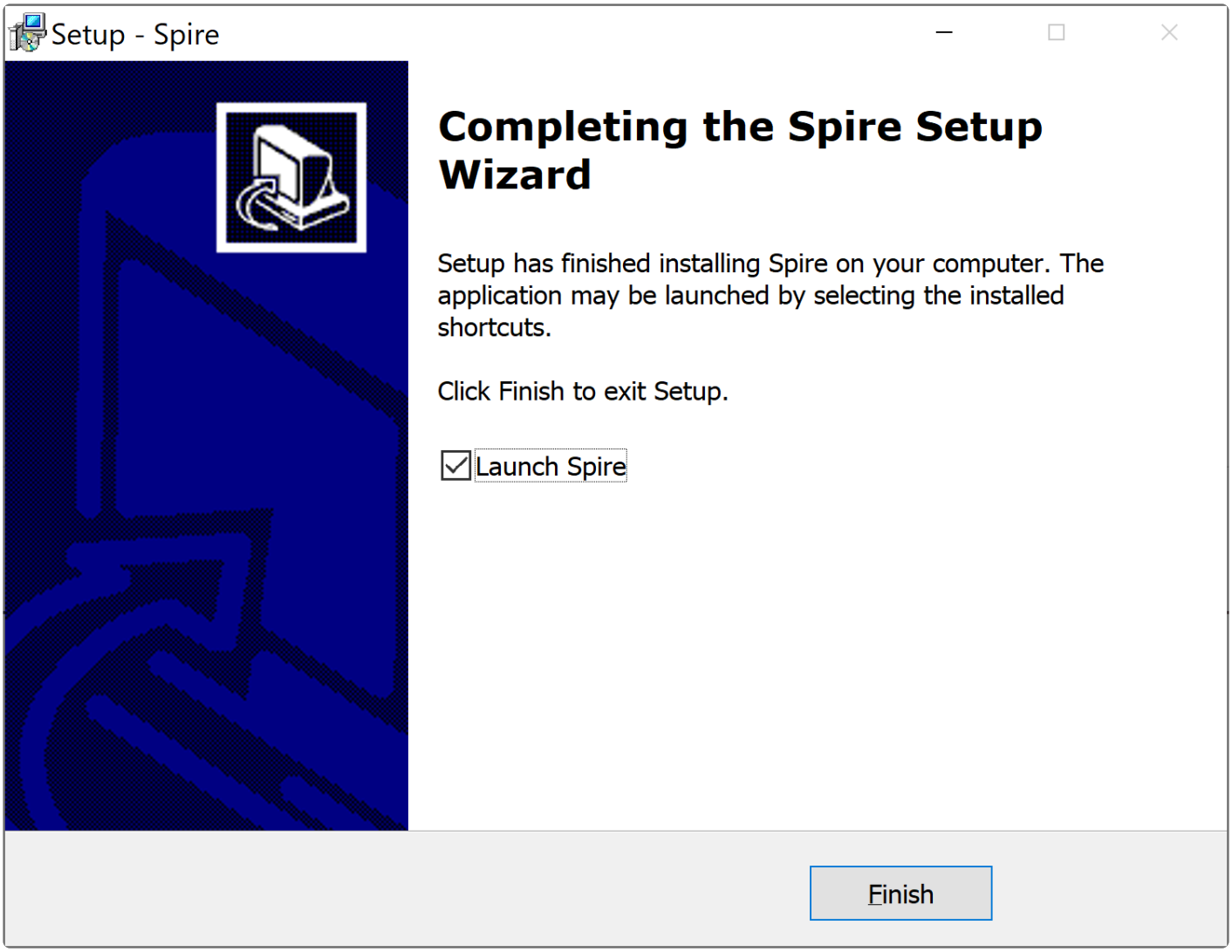
You are ready to proceed – click Install.



You will see a Progress Bar.

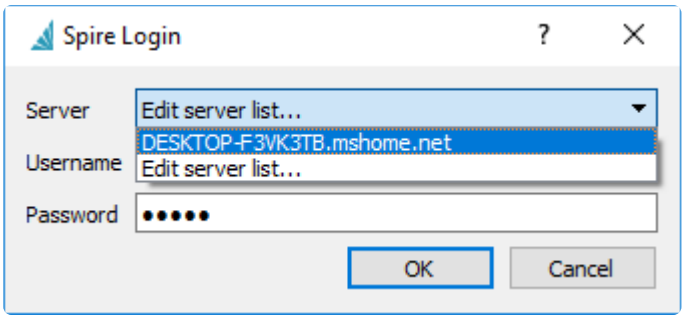


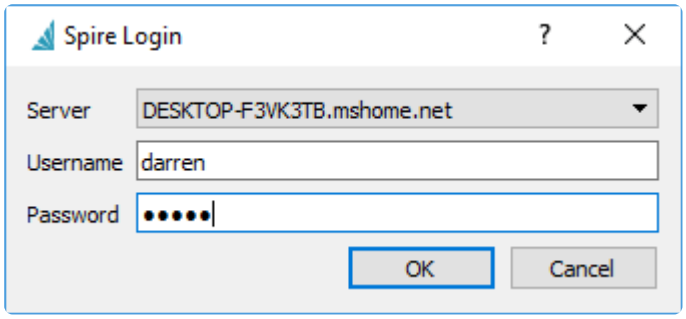
You will be notified that the installation is complete.



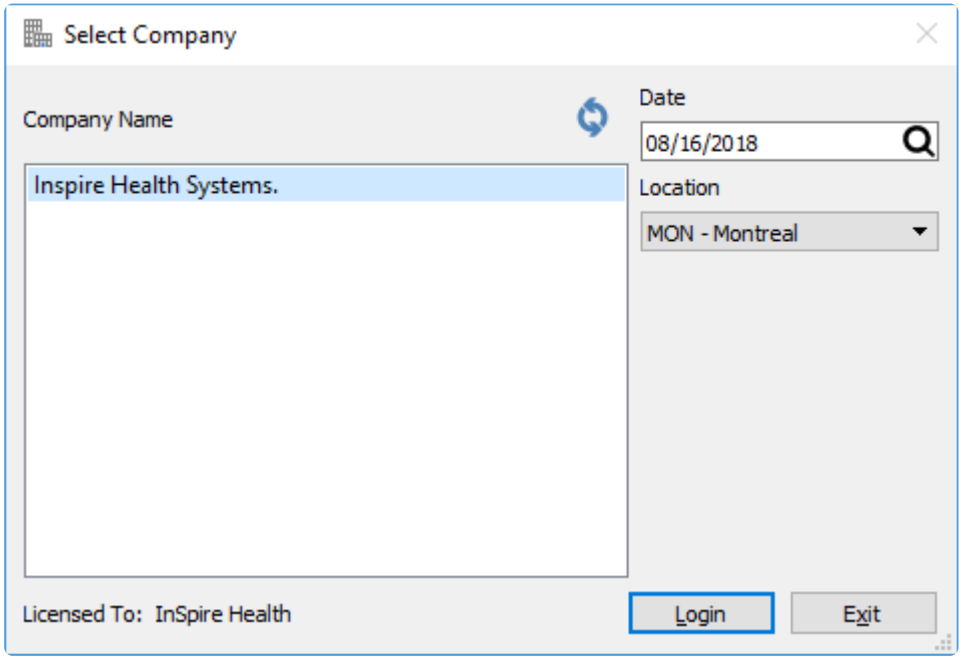
You may then launch the Client and log in to Spire. Note that you log in before selecting a company as not every user has access to all company's.

The first time you log in you will have to select a server from the drop down list.



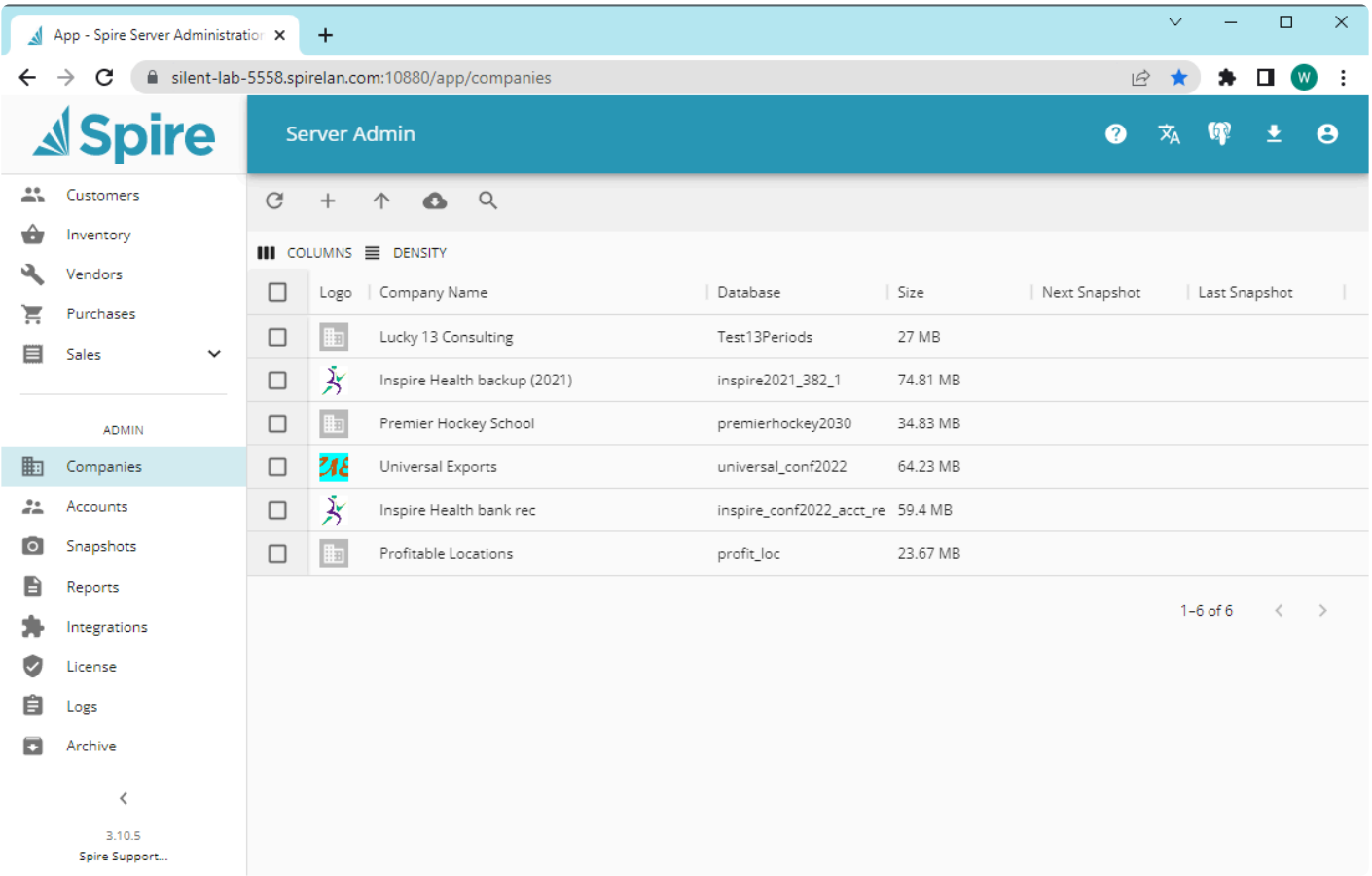


You will only see the companies that you have access to. Select one of them and click 'Login'



Spire Server Admin

Spire Server Administration provides browser-based access to maintain your company databases, users, reports, and other areas of Spire that are typically general to all companies and not specific to one. You can open the Server Admin from any workstation on the local area network, either from within the Spire Application – from the Tools top menu and selecting Server Administration – or by entering the URL into your browser either directly or from a Favorite link. However you choose to open the Server Admin, you will need to provide your user name and password to gain access.



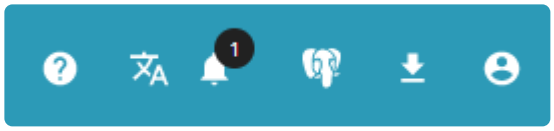
On the left side are links to the various Administration tools, and links to open particular company database records for a selected company for which you have access to. The Server Admin version is displayed below the admin link, along with another link to the Spire Support web page. Along the top are buttons that are visible regardless of which admin link you have open, and a second toolbar that provides functions specific to the link and perhaps specific to selected rows from the list.

The top functions are:

Help – Link to the online manual for highlighted menu item
Preferred Language – Choose From English (US or Canada), French or Spanish.
Download pgAdmin – Downloads the database access install program, which can be used to view and modify data outside of the Spire application. Extreme care should be taken if you use this tool.

Download Desktop Client – Downloads the client install with the matching version as the Spire Server Admin
Profile – View information about the user logged into Server Admin, change the user's Admin password, set light or dark theme mode, or log out out Server Admin.

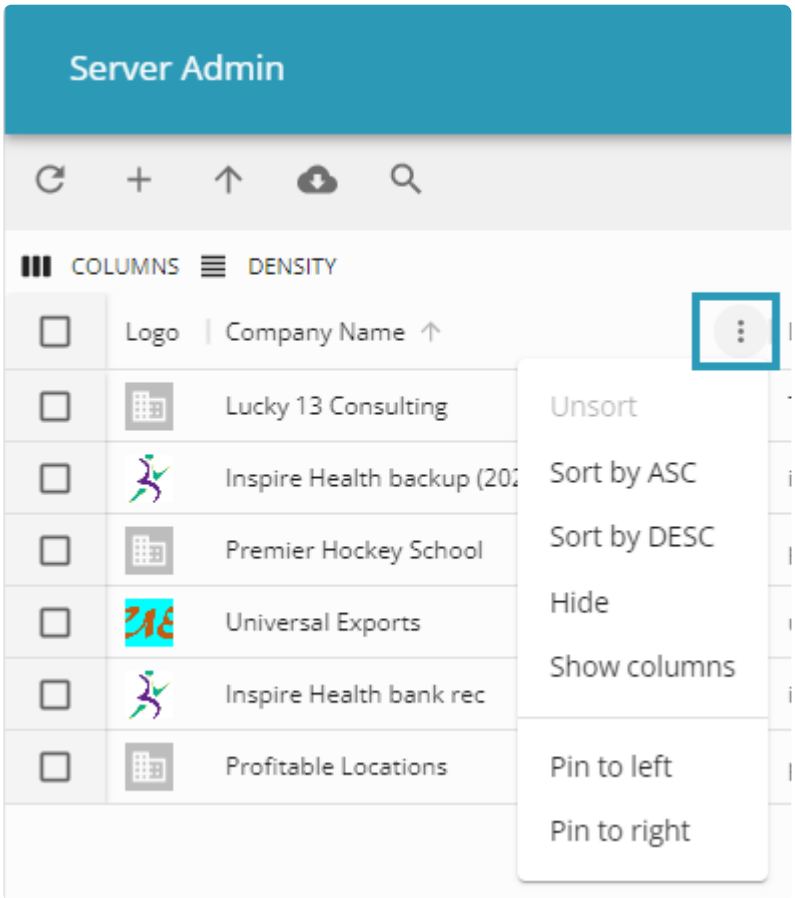
If you see a bell icon with the number 1, this indicates that there is a new version available to download and install.



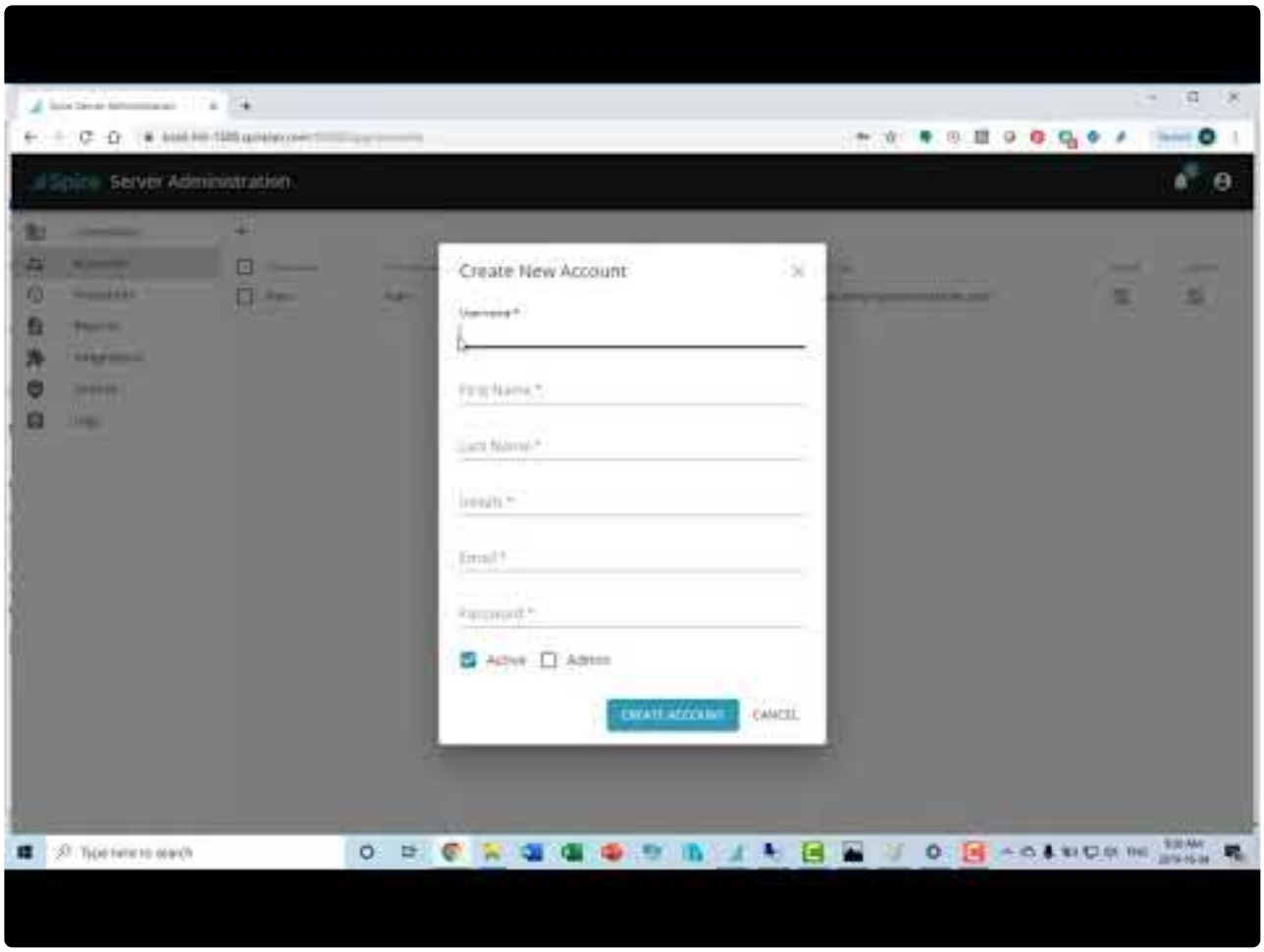
Between the admin function-specific toolbar and list are buttons to affect the displayed list.

Columns – Show or suppress desired column for each list.
Density – Affect the row height spacing for this list. Choose from Compact, Standard or Comfortable, where Compact is the default display whenever a list is opened.

If you move your mouse over a column title, this will reveal access to some other column settings, such as changing the list sorting by this column, show or hide columns, or pin this column at either the left or right side.



Video instruction for Spire Server Administration

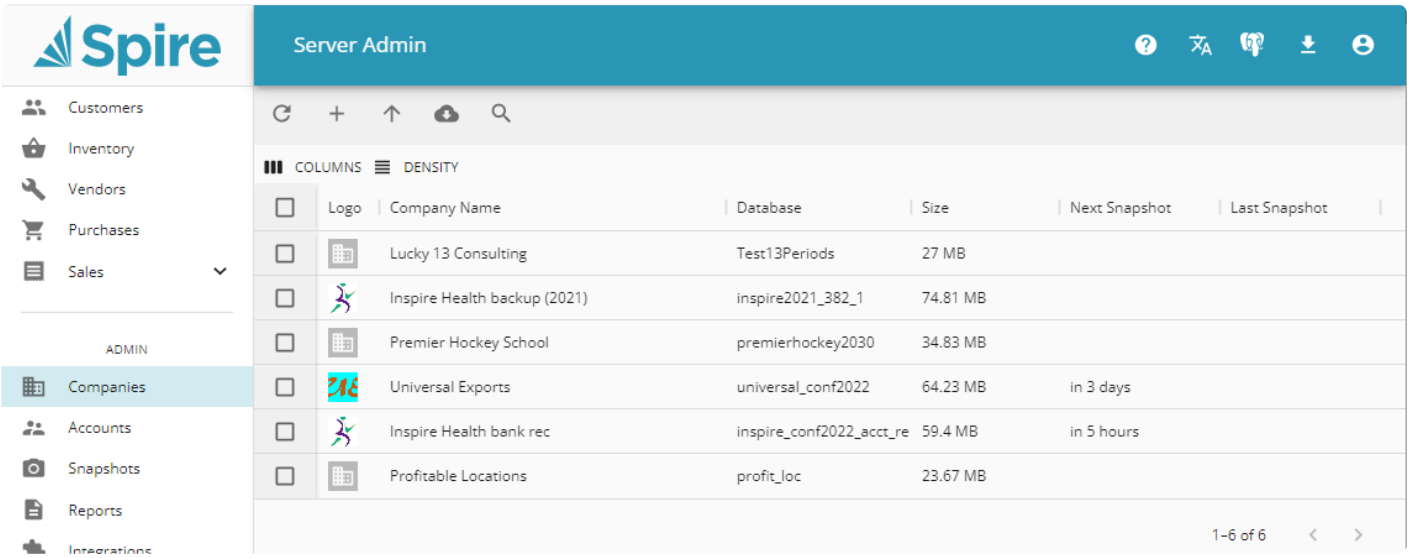


https://www.youtube.com/embed/kGvPn3V1g68?rel=0

Companies

Companies

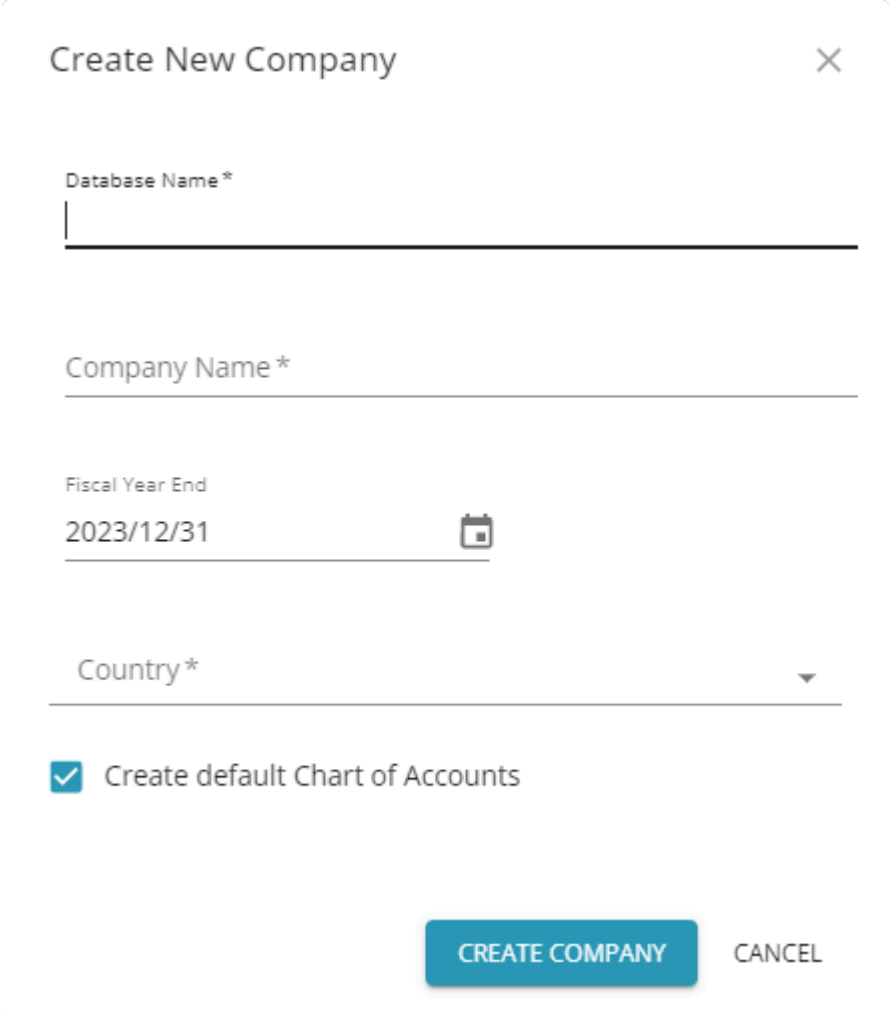
This screen lists your company databases, where new companies can be added or existing companies administered.



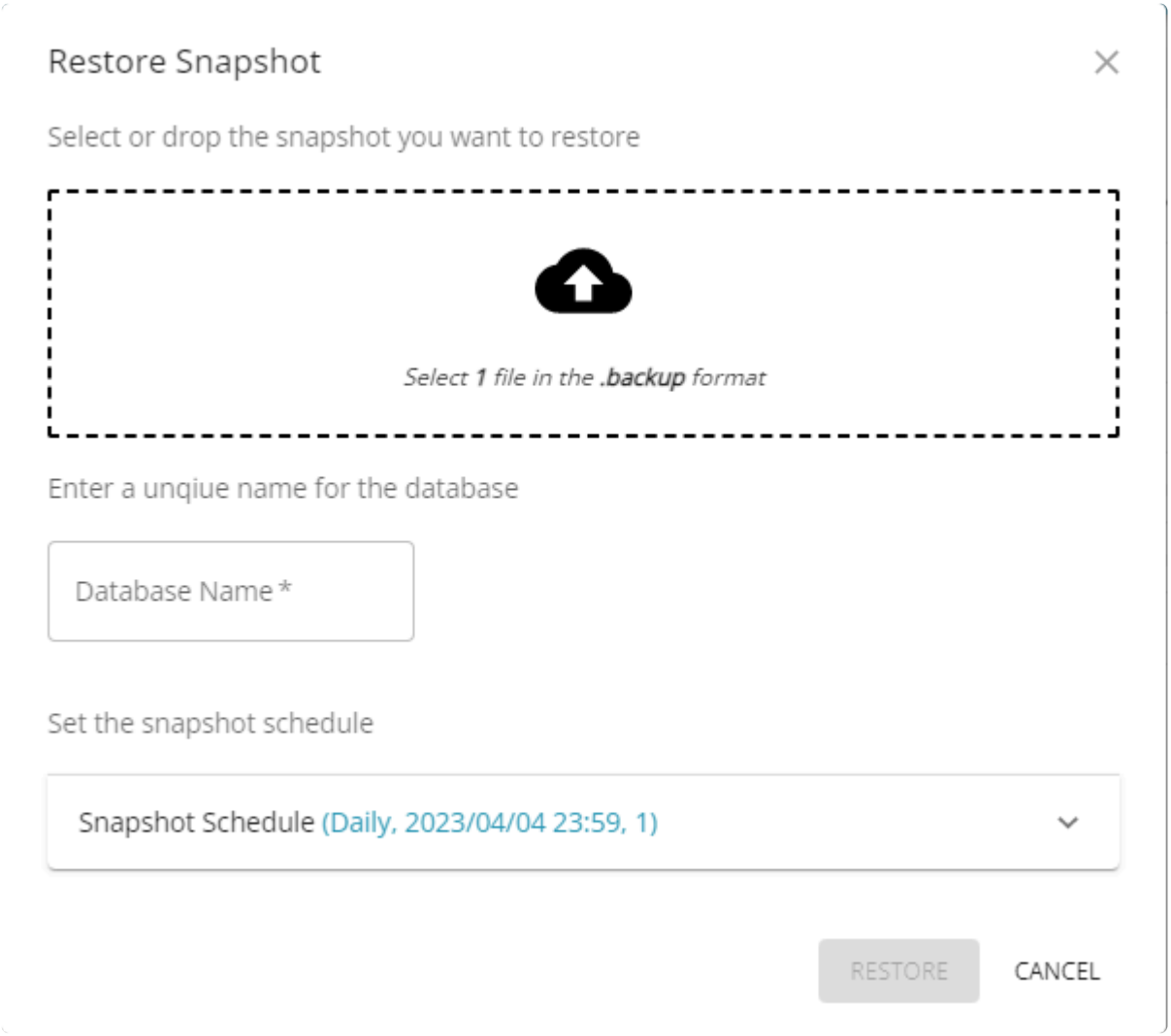
For each company in the list, you can see the name, unique database ID and size. If snapshot data backups are configured, the timing of the next snapshot and the date and time of the previous snapshot are shown. If none of the companies have a checkbox enabled to select them, a limited number of toolbar buttons are visible

Refresh – Refreshes the list, perhaps after a new company has been added or the snapshot settings have been changed.

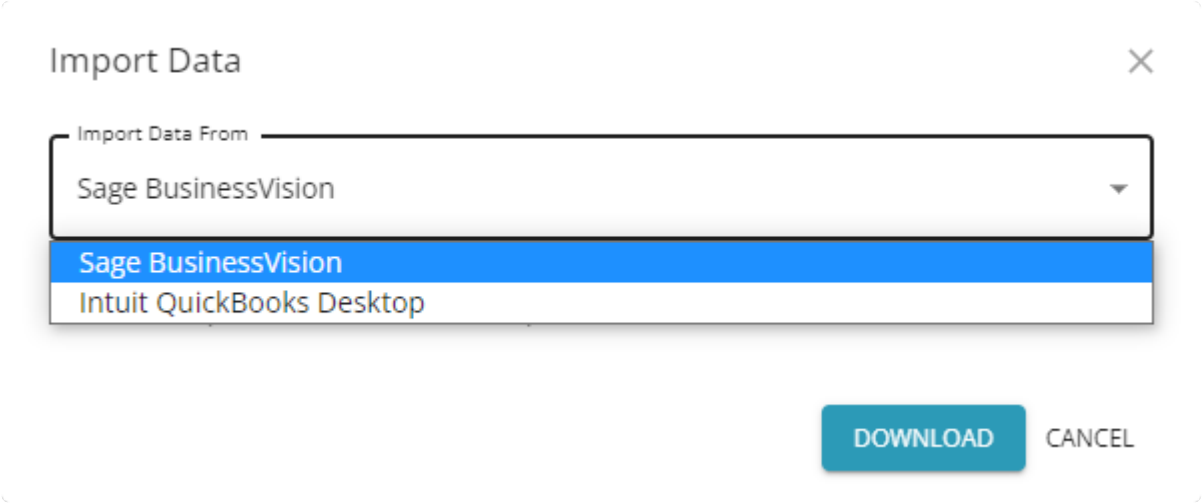
Create – Create a new company record shell, for use to store and access company data when the Spire application opens it. You need to provide a unique Company Name ID with no spaces or special characters, the Company Name that appears when logging into Spire or when printing reports, the Fiscal Year End date and the Country. Optionally, a set of General Ledger chart of accounts can be created from an internal default layout to get started, and these can be modified or deleted as required.



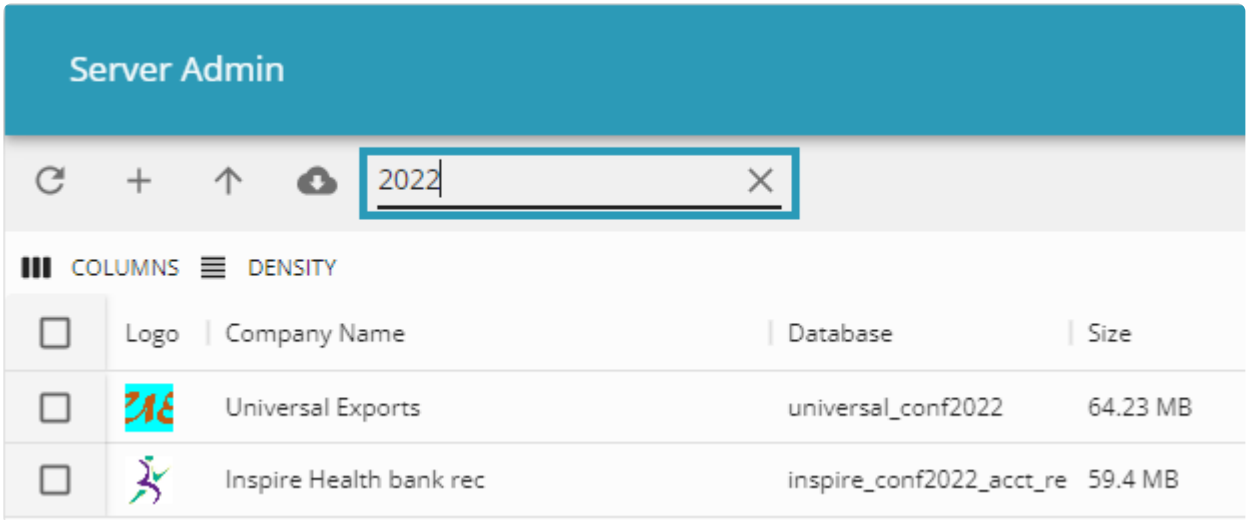
Restore – Restore a company database from a Spire snapshot file. You can either drag the file to this screen, or click in the selection box to browse for the file, which requires a file extension of .backup for the restore procedure to recognize it as valid. The Database Name must be unique and cannot contain any spaces or special characters. If you are intending to replace an existing company database, you cannot restore using the same database name – you would either have to use a different name or first delete the existing company. You may also set the Snapshot Schedule now, or you can edit this setting later.



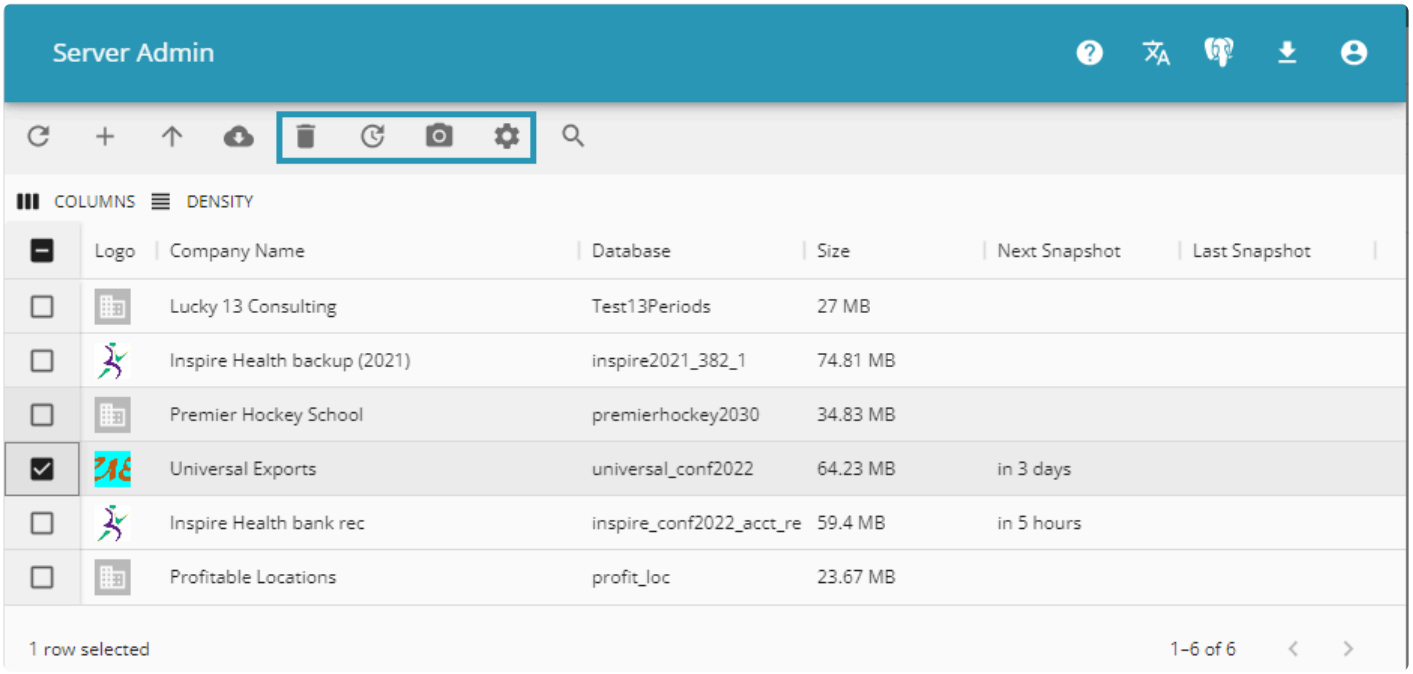
Import – Import data from another accounting software database. Currently, Spire import supports choosing from Sage BusinessVision or Intuit QuickBooks Desktop. Each import requires you to download the most current version of the database conversion tool to process the company data with required settings and create a new company in Spire.



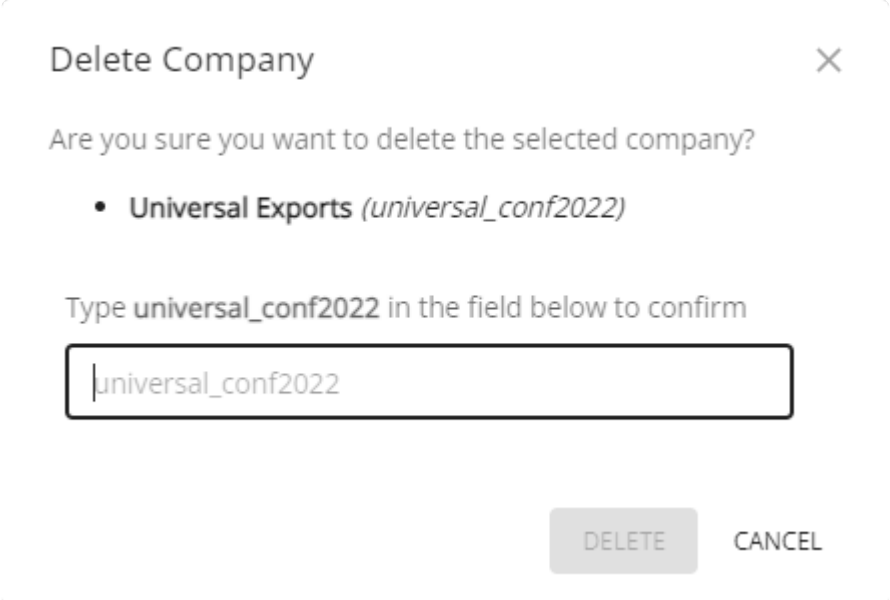
Search – Clicking this button will reveal a search text area, where entering a value will display only those companies that have this value in either the Company or Database name.

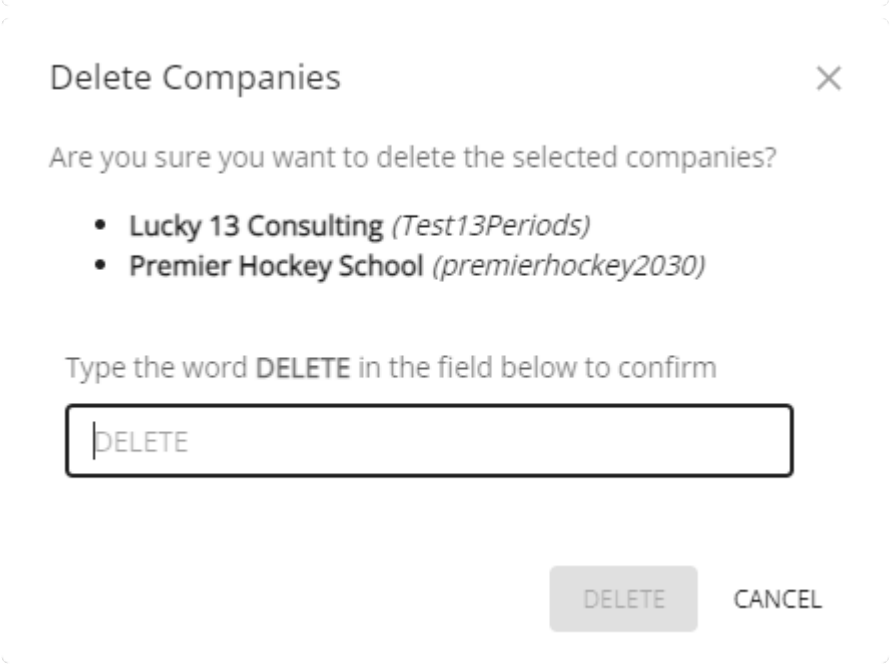


If one or more companies have checkboxes selected, this reveals additional toolbar buttons.

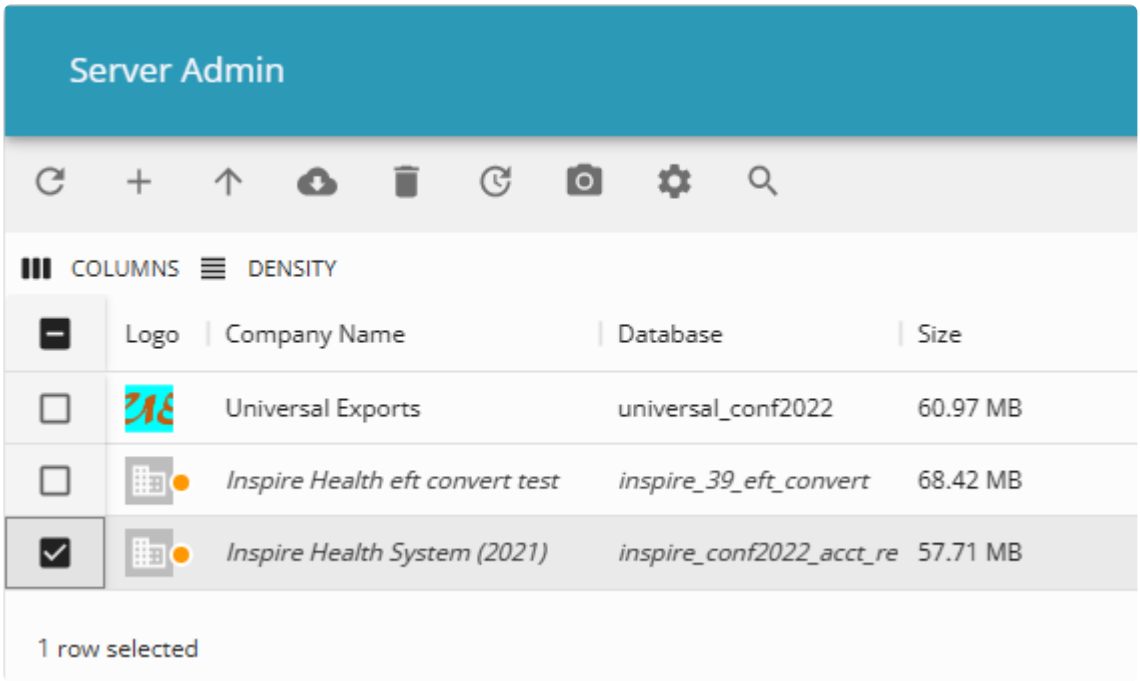


Delete Selected – Delete the company databases from this list. If one company is selected, you are required to enter the database name ID as confirmation, to prevent accidental deletion. If multiple companies are selected, you are required to type DELETE in all capital letters.



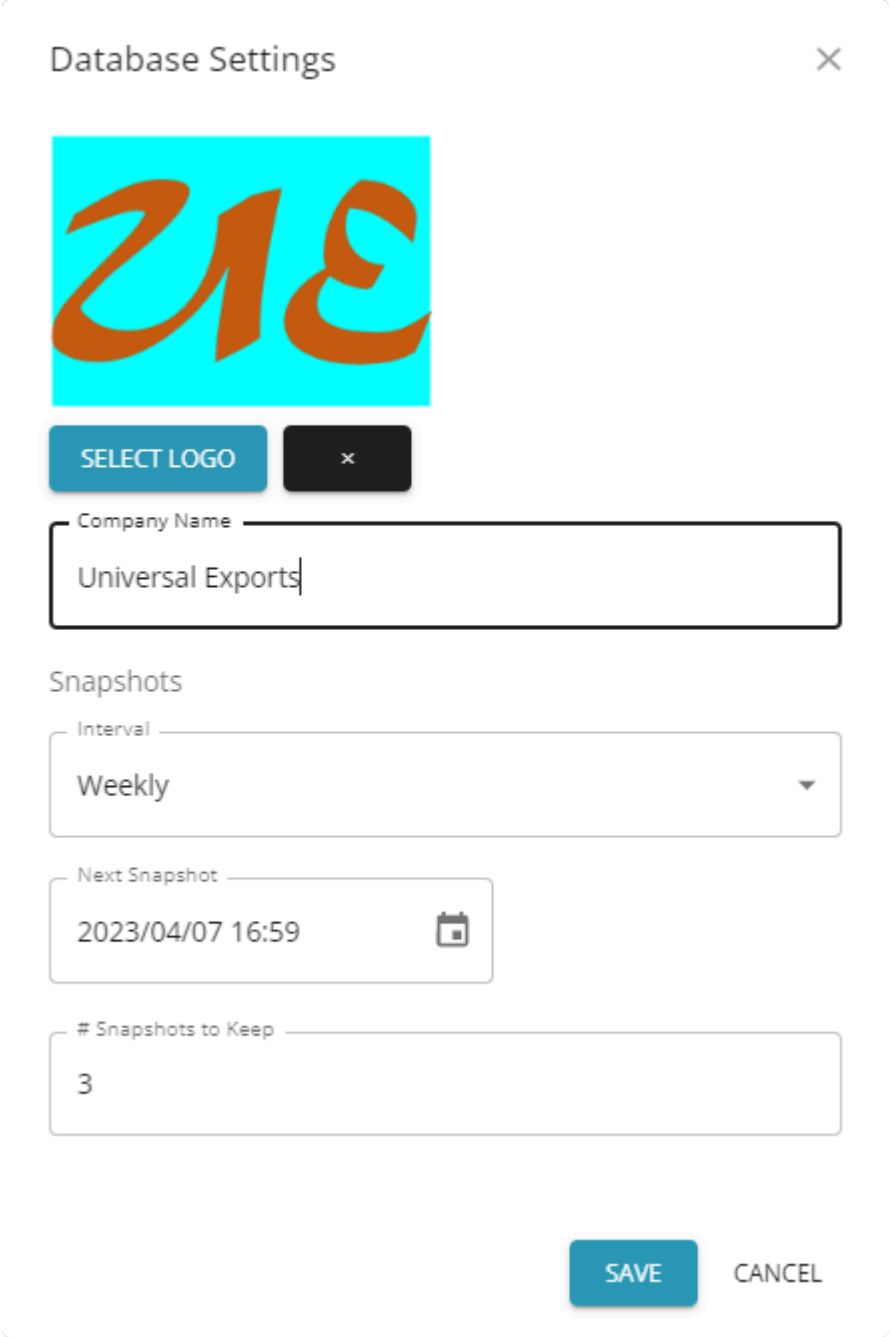


Upgrade Selected – Upgrade selected company database(s) to the format of the Spire Server Admin, when a new version of Spire is installed that has a different format than the company database currently has. These companies would be listed with italic font to indicate that an upgrade is required before they can be opened and used.



Create Snapshot – Make a backup file for each selected company, if you require this before the next snapshot interval occurs. These snapshot backups are available to see or download from the Snapshots area of Server Admin.

Database Settings – Access Settings for the selected company. This button is suppressed when multiple companies are selected.



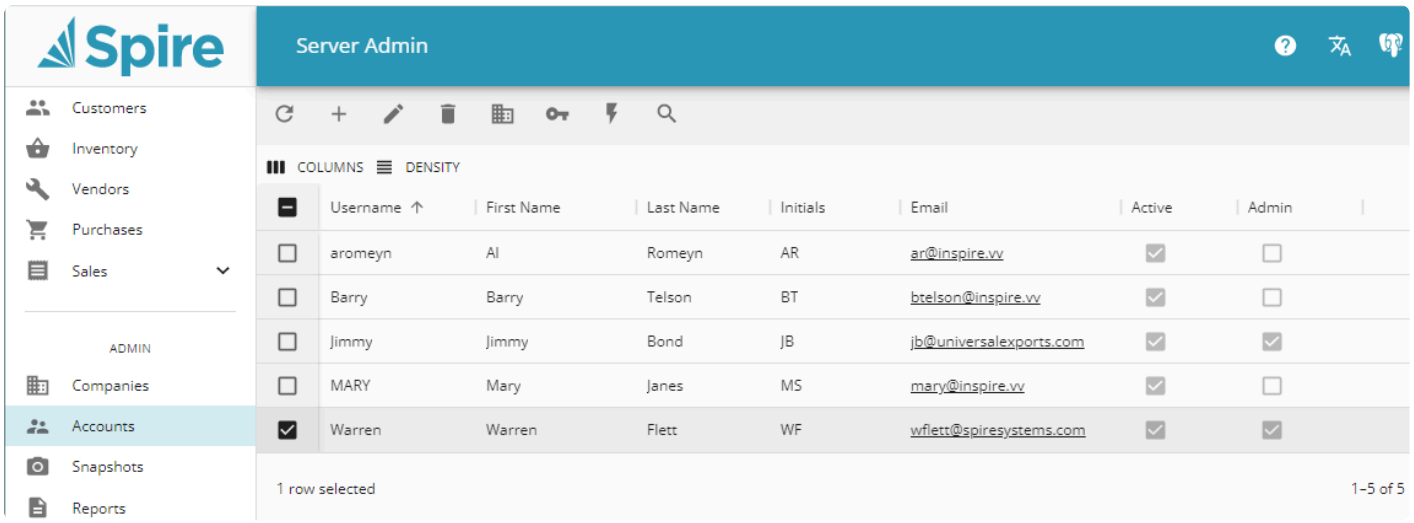
- **Select Logo** – Include an image file to upload. This logo will be used on printed or emailed forms, such as for sales orders, purchase orders, and customer payment receipts.
- **Company Name** – The visible Company identification that is displayed on the company list when logging into Spire, in the main window title of the application, and on report headers.

Snapshots

- **Interval** – How frequently a snapshot will occur. Choose from Hourly, Daily, Weekly or Monthly. You could also leave this blank to not perform automatic snapshots, but this is not recommended.
- **Next Snapshot** – When the next snapshot will happen. The calendar icon within the field allows you to browse for the desired date and time, or you can edit this value manually.
- **#Snapshots to Keep** – How many snapshots will be kept before the oldest one is overwritten. Choosing zero will remove all other snapshot settings.

Accounts (Users)

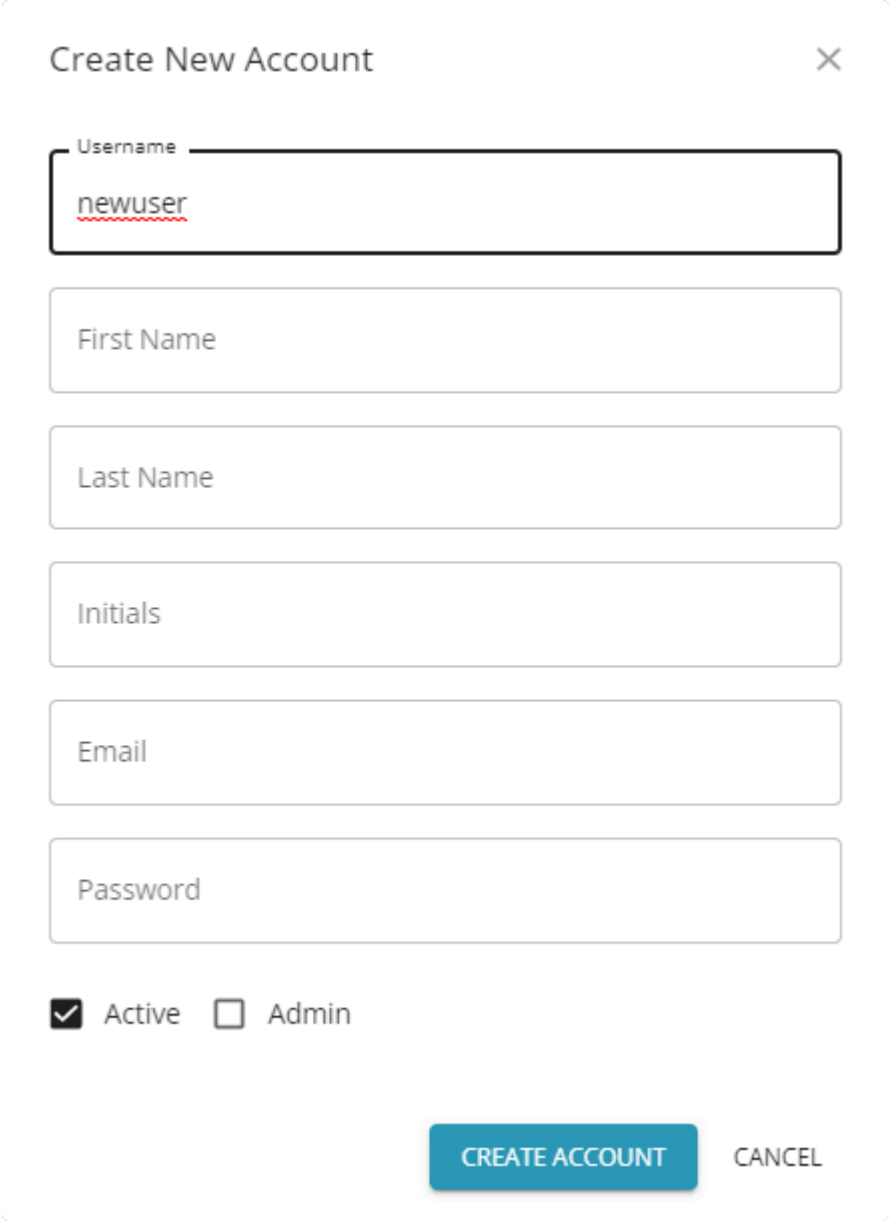
This area of Server Admin lists the users available to access Spire, with various general settings that are not specific to company data. Users can also be created or maintained while logged into the Spire application as an Admin user, from the Edit top menu and choosing User Settings.



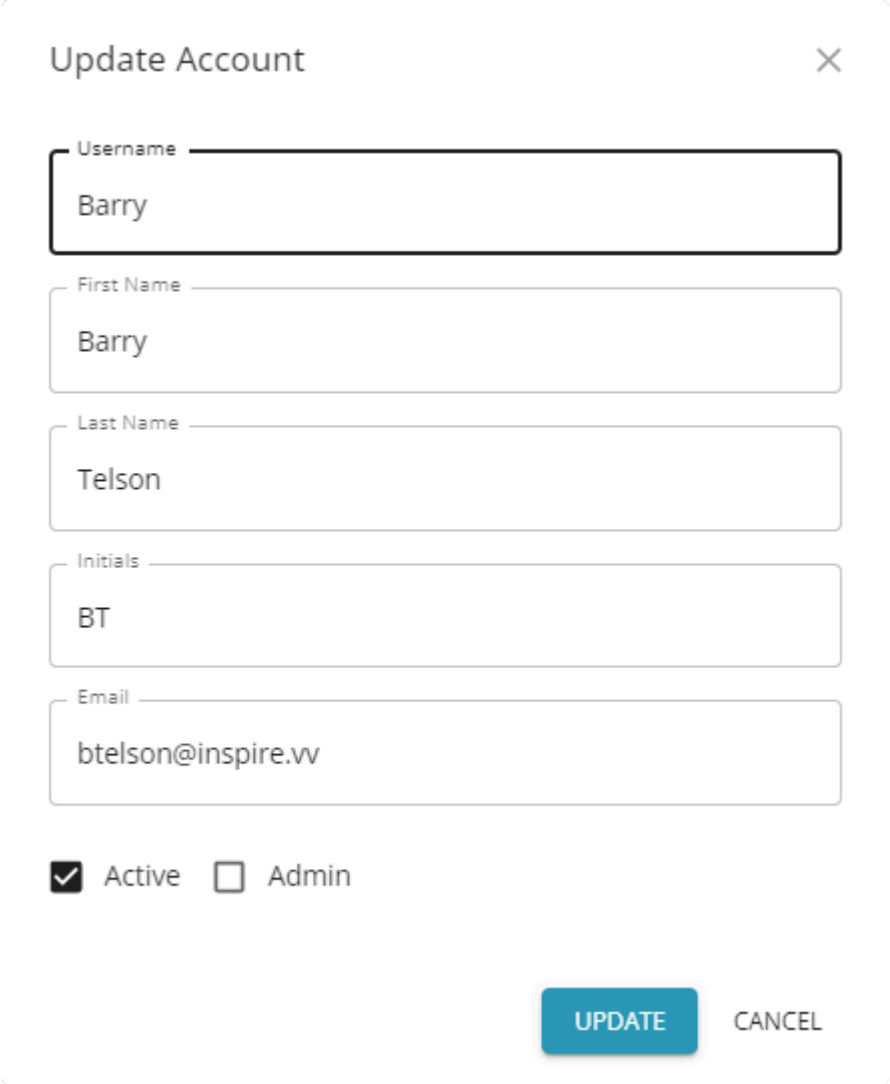
Toolbar buttons for users are displayed or hidden depending on the number of users selected, either none, one or more than one.

Refresh – Refreshes the list, perhaps after a new user has been added or a setting has been changed.

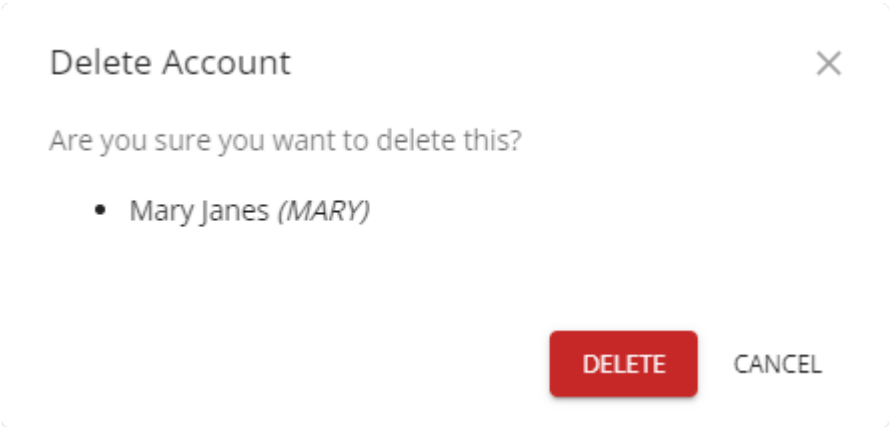
Create Account – Create a new user record, for use to open the Spire application. You need to provide a unique Username ID with no spaces or special characters, and other information for logging into companies and other identification. Set the user as Active if this account is used for accessing Spire, which uses an available license, and indicate whether Admin status is granted.



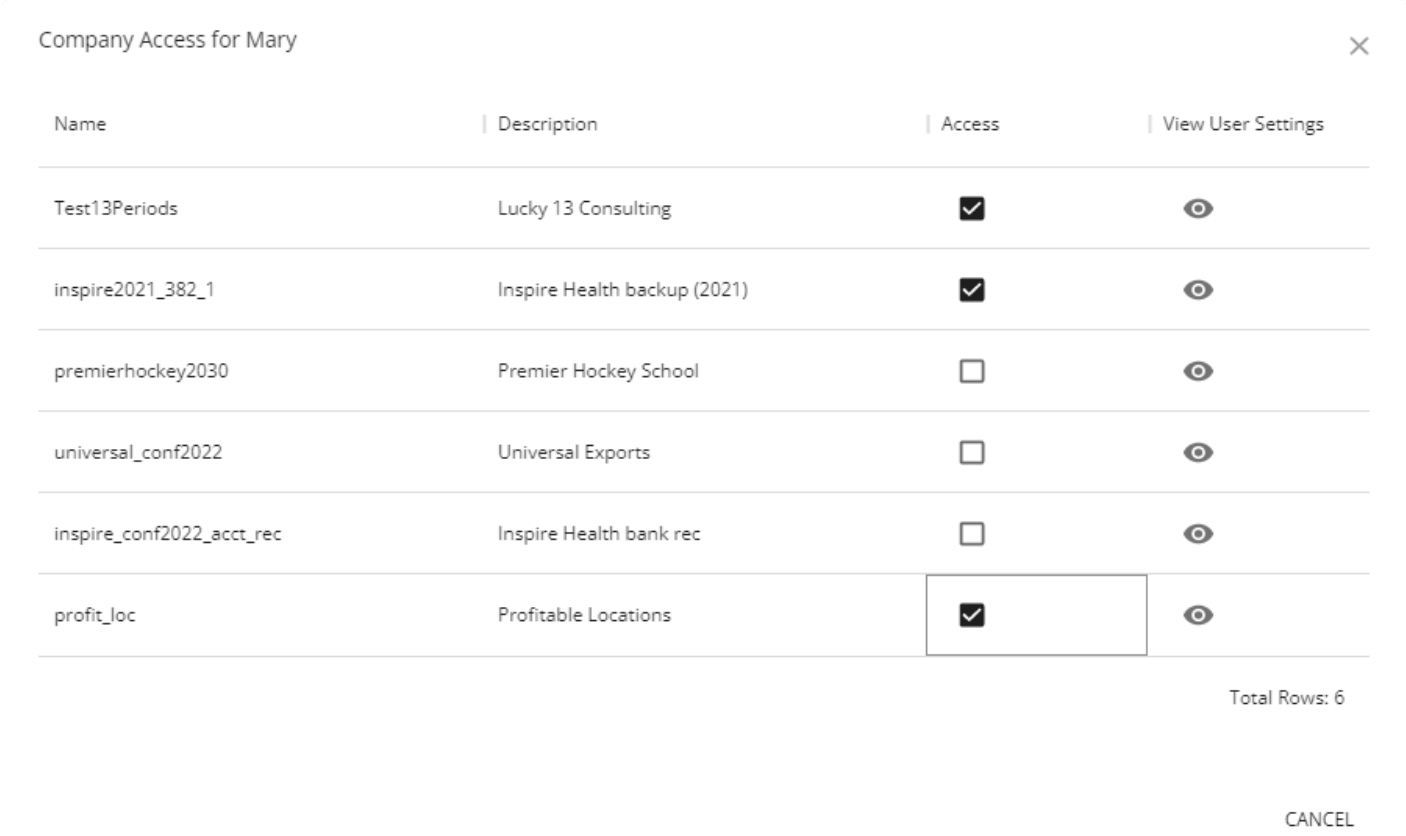
Update Selected – When only one user is selected, you can make changes to the user settings, the same as those entered when creating accounts, except for the password.



Delete Selected – When one or more users are selected, they can be deleted from use, perhaps if they no longer work for your company.

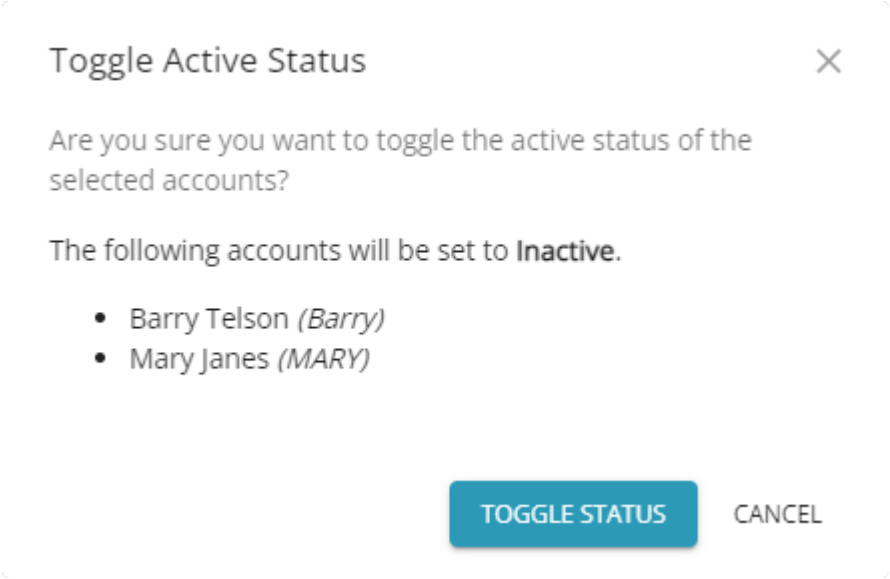


Show Company Access – When only one user is selected, you can determine which companies this user can see when logging into Spire. For any of the companies with access privileges, you can view the User Settings to set various security rights and options.



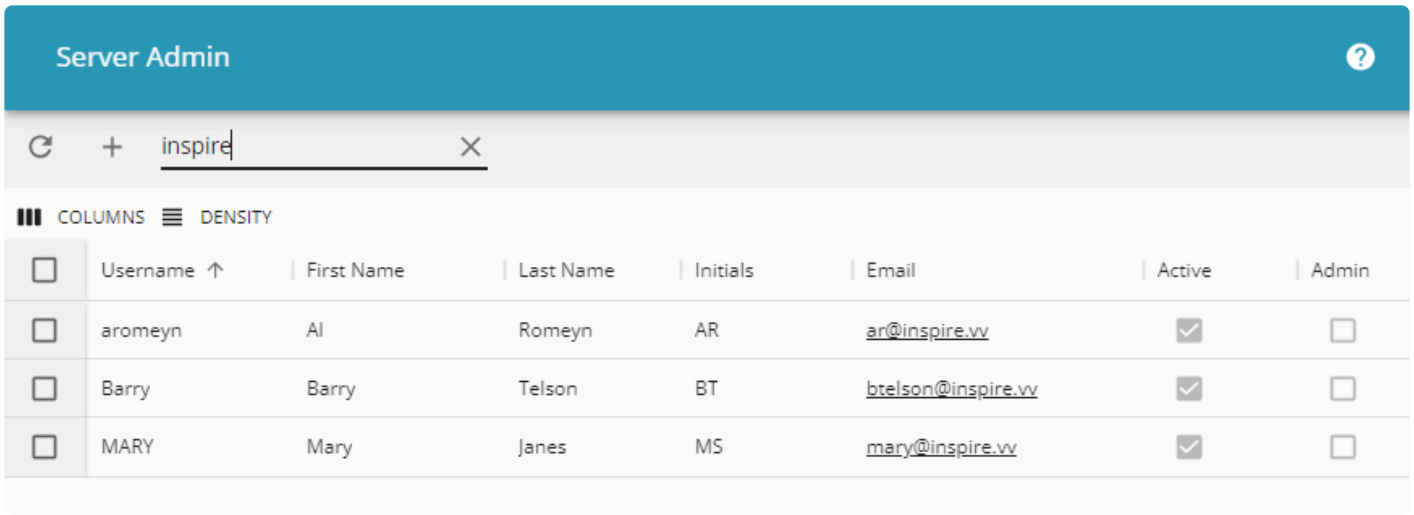
Change Password – When only one user is selected, you can set a new password. Passwords must be of a minimum strength in order to be savable.

Toggle Active Status – When one or more users are selected, you can switch whether the user has an active or inactive status. When changing multiple users at once, it is faster using this method rather than updating accounts individually.



Search – Clicking this button will reveal a search text area, where entering a value of at least two

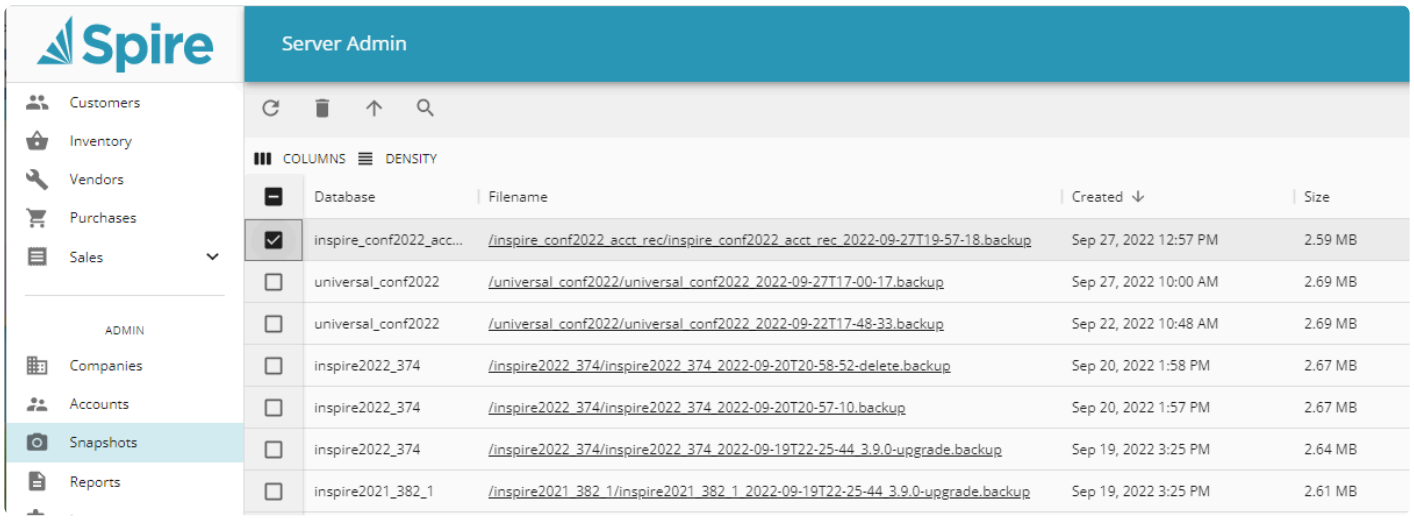
characters will display only those users that have this value in any of the columns.



Snapshots

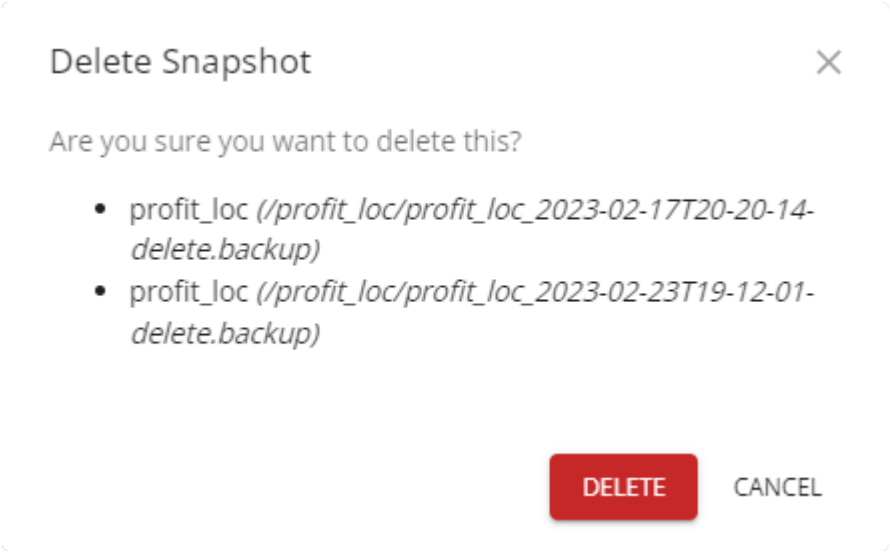
Snapshots are copies of your company data, stored in a compressed file. Whether they are created manually or via an automatic schedule, the files are saved on the server in the C:\ProgramData\Spire\Snapshots directory.

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



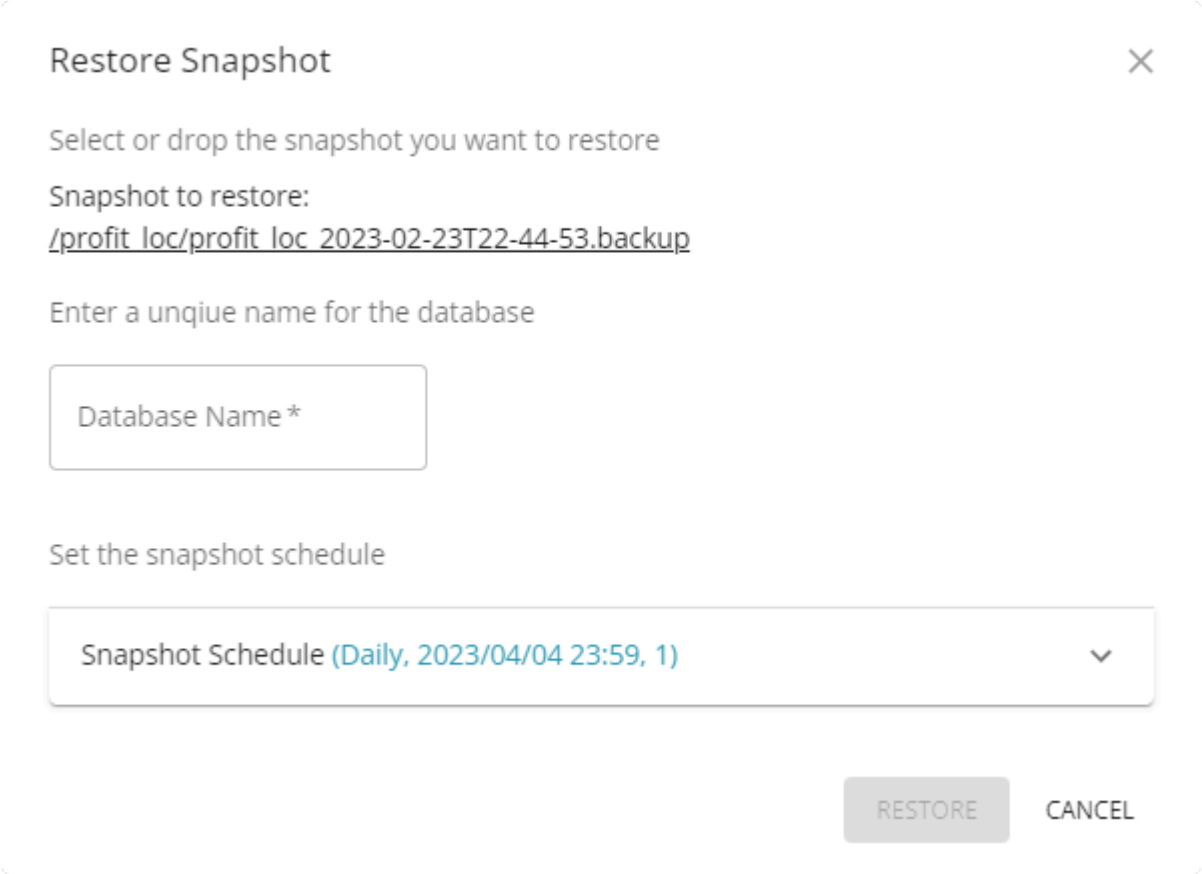
Refresh – Refreshes the list, perhaps after a new snapshot has been created.

Delete Selected – When one or more snapshots are selected, you can permanently remove them from this list and the ProgramData directory.

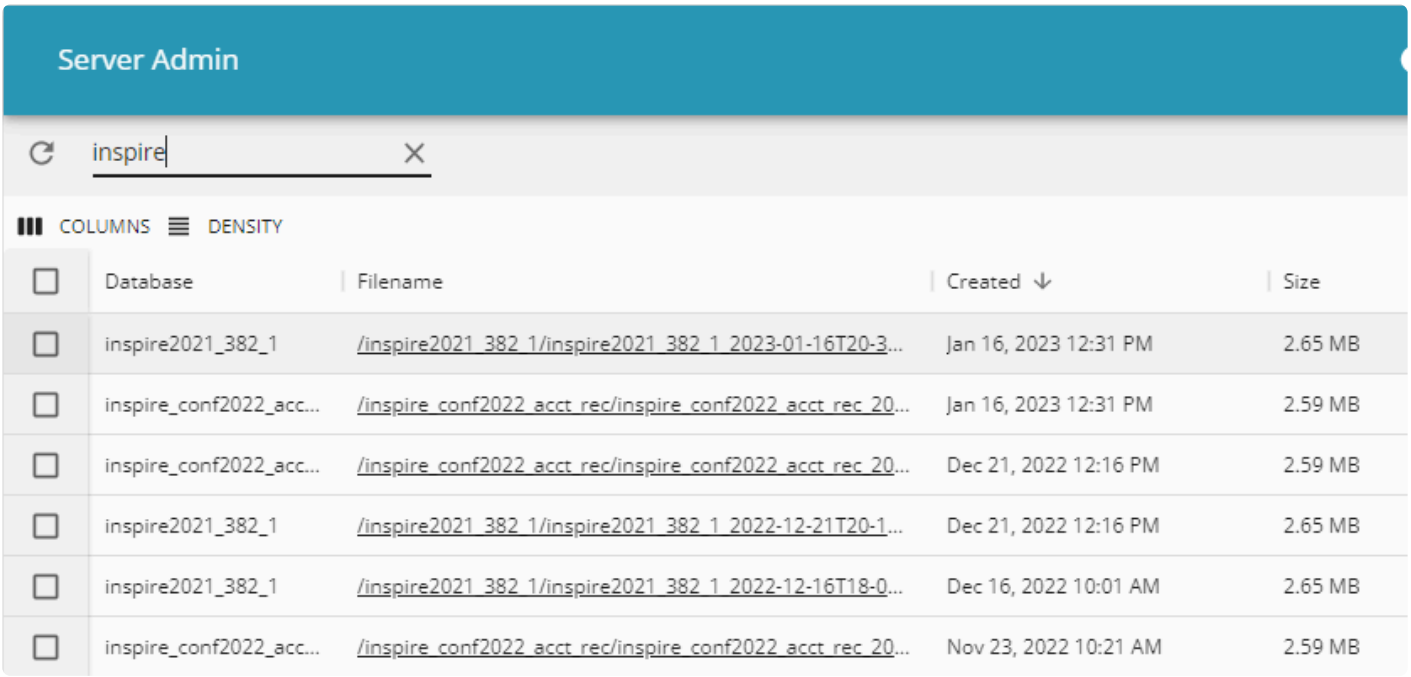


Restore Snapshot – When only one snapshot is selected, you can extract the zipped archive that may

include documents and reports. The Database Name must be unique and cannot contain any spaces or special characters. If you are intending to replace an existing company database, you cannot restore using the same database name – you would either have to use a different name or first delete the existing company. You may also set the Snapshot Schedule now, or you can edit this setting later.



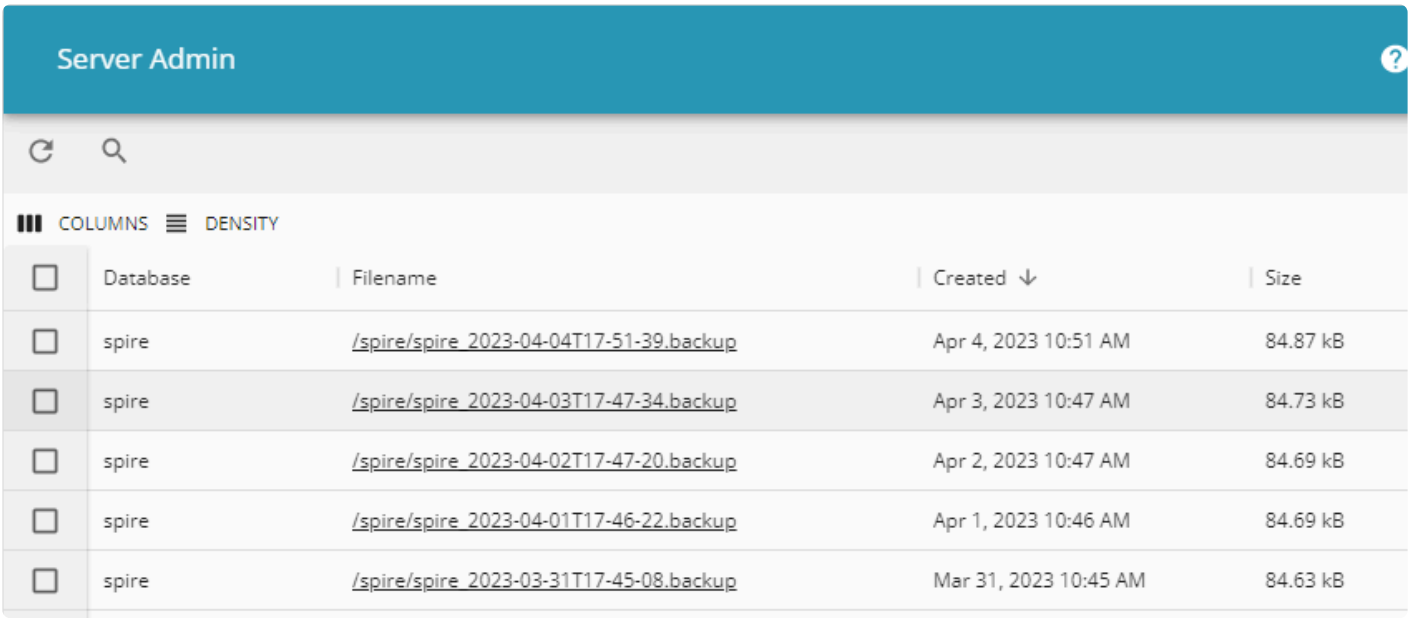
Search – Clicking this button will reveal a search text area, where entering a value of at least two characters will display only those snapshots that have this value in the Database or Filename columns.



- **Database** – The unique database name ID.
- **File Name** – The full file name of the snapshot, which gets created with the database ID and the date and time, to ensure uniqueness and not collide with another snapshot name.
- **Created** – Date and time snapshot was created. This is a useful column to sort by, to more easily see when the last snapshot was made.
- **Size** – File size on the drive

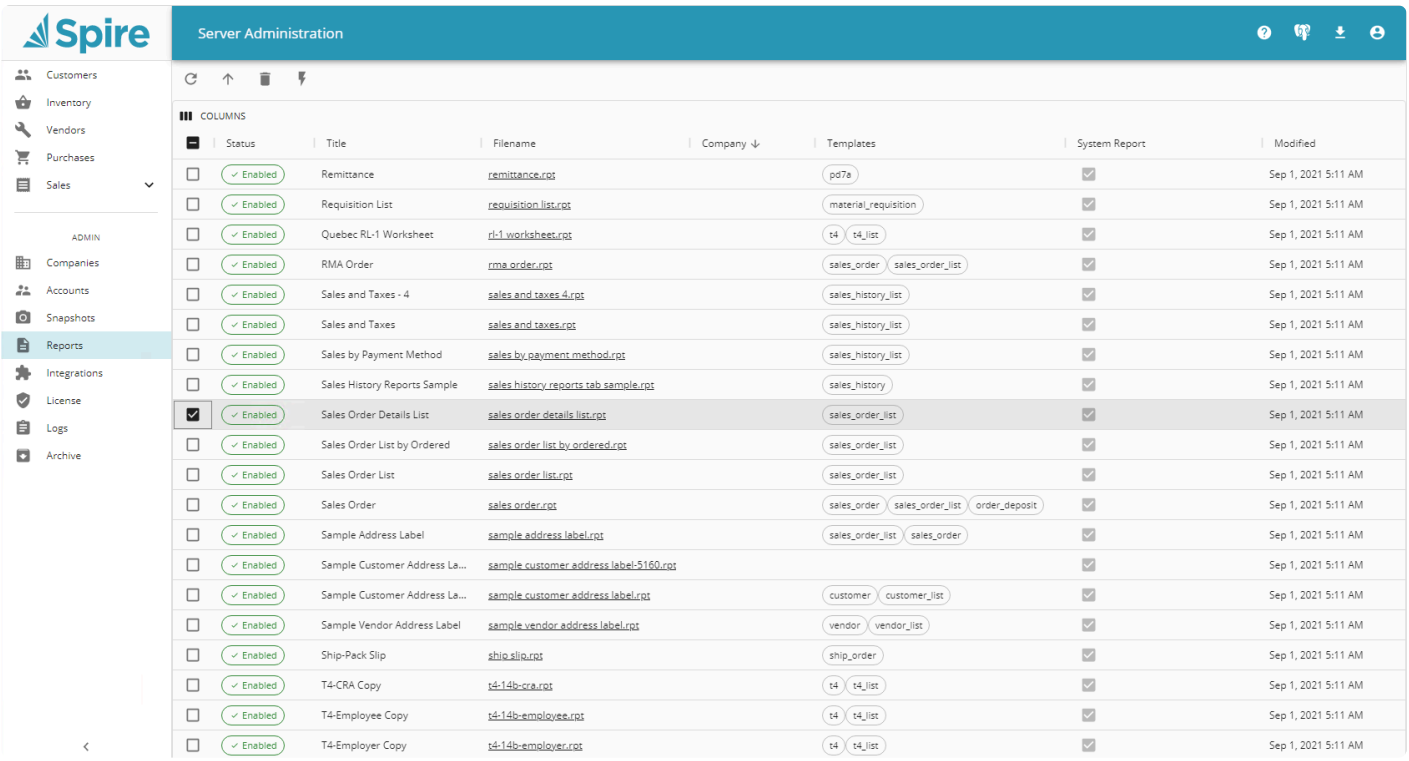
Note that the *Filename* is a hot link. Clicking the link will automatically download the selected snapshot to your local computer Downloads. Use caution when handling backups (snapshots) as this file contains your company information in full. Make sure that backups are removed from your local Downloads folder after they have been retrieved.

In addition to company data snapshots, the Server Admin automatically makes a daily backup of the user information, saved with ‘spire’ as the database name. The most recent five files are maintained, and older files are automatically purged.


Server Admin
COLUMNS
DENSITY
Database
Filename
Created
Size
spire
/spire/spire_2023-04-04T17-51-39.backup
Apr 4, 2023 10:51 AM
84.87 kB
spire
/spire/spire_2023-04-03T17-47-34.backup
Apr 3, 2023 10:47 AM
84.73 kB
spire
/spire/spire_2023-04-02T17-47-20.backup
Apr 2, 2023 10:47 AM
84.69 kB
spire
/spire/spire_2023-04-01T17-46-22.backup
Apr 1, 2023 10:46 AM
84.69 kB
spire
/spire/spire_2023-03-31T17-45-08.backup
Mar 31, 2023 10:45 AM
84.63 kB

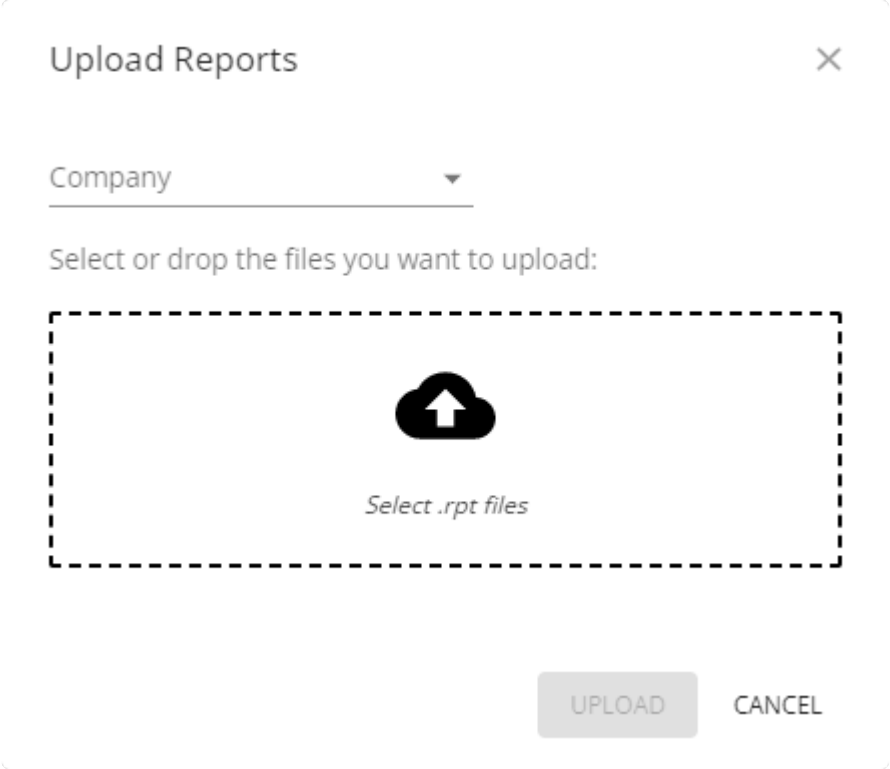
Reports

All of the Stock reports that Spire installs and uses, and any customized reports you create, are listed here. Custom report files are stored on the server in the C:\ProgramData\Spire\Reports directory.

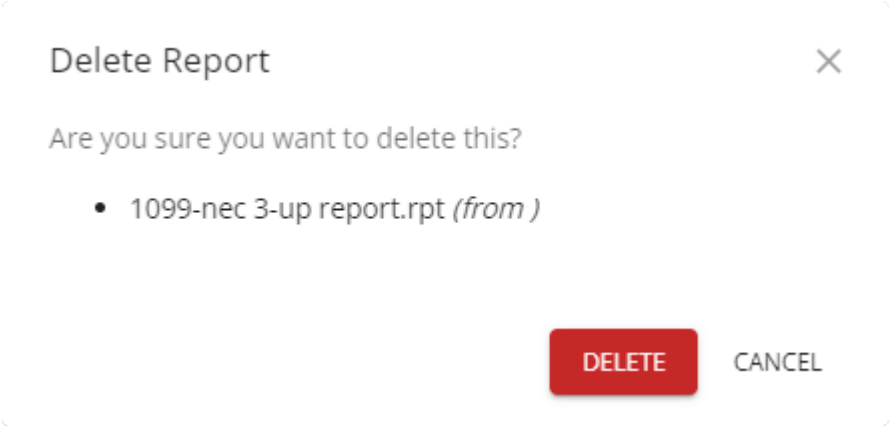


Refresh – Refreshes the list, perhaps after a new custom report has been uploaded.

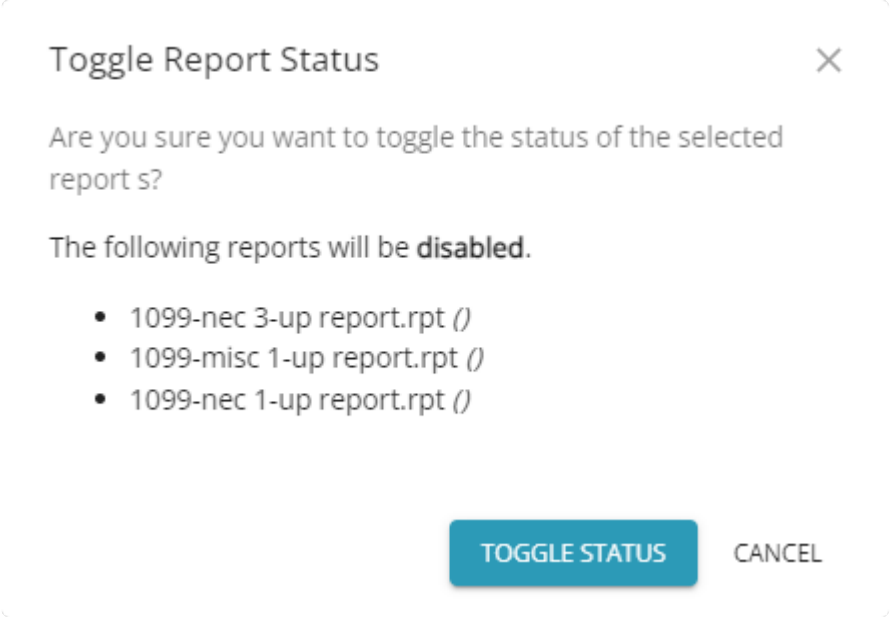
Upload – You can either drag one or more custom report files to this screen, or click in the selection box to browse for the RPT files. If desired, you can select a specific company in order to limit these reports to being available only for this company. Otherwise these reports will be available for use within any company.



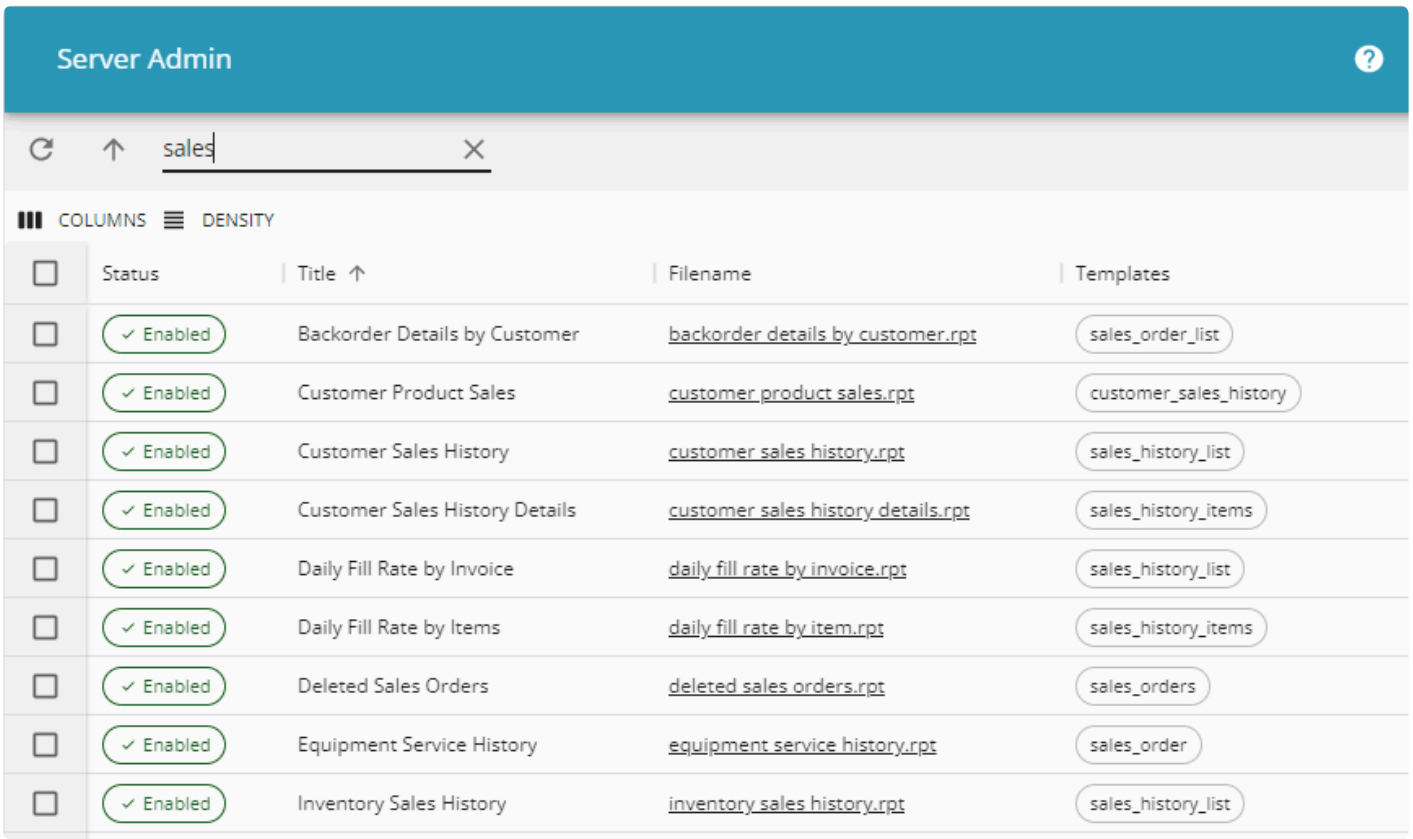
Delete Selected – When one or more reports are selected, you can delete custom reports from this list and the reports folder, or disable System Reports – which cannot be deleted.



Toggle Report Status – When one or more reports are selected, you can change report(s) from being either enabled or disabled in Spire. Enabled reports are visible and can be printed.



Search – Clicking this button will reveal a search text area, where entering a value of at least two characters will display only those reports that have this value in the Title, Filename or Templates columns.



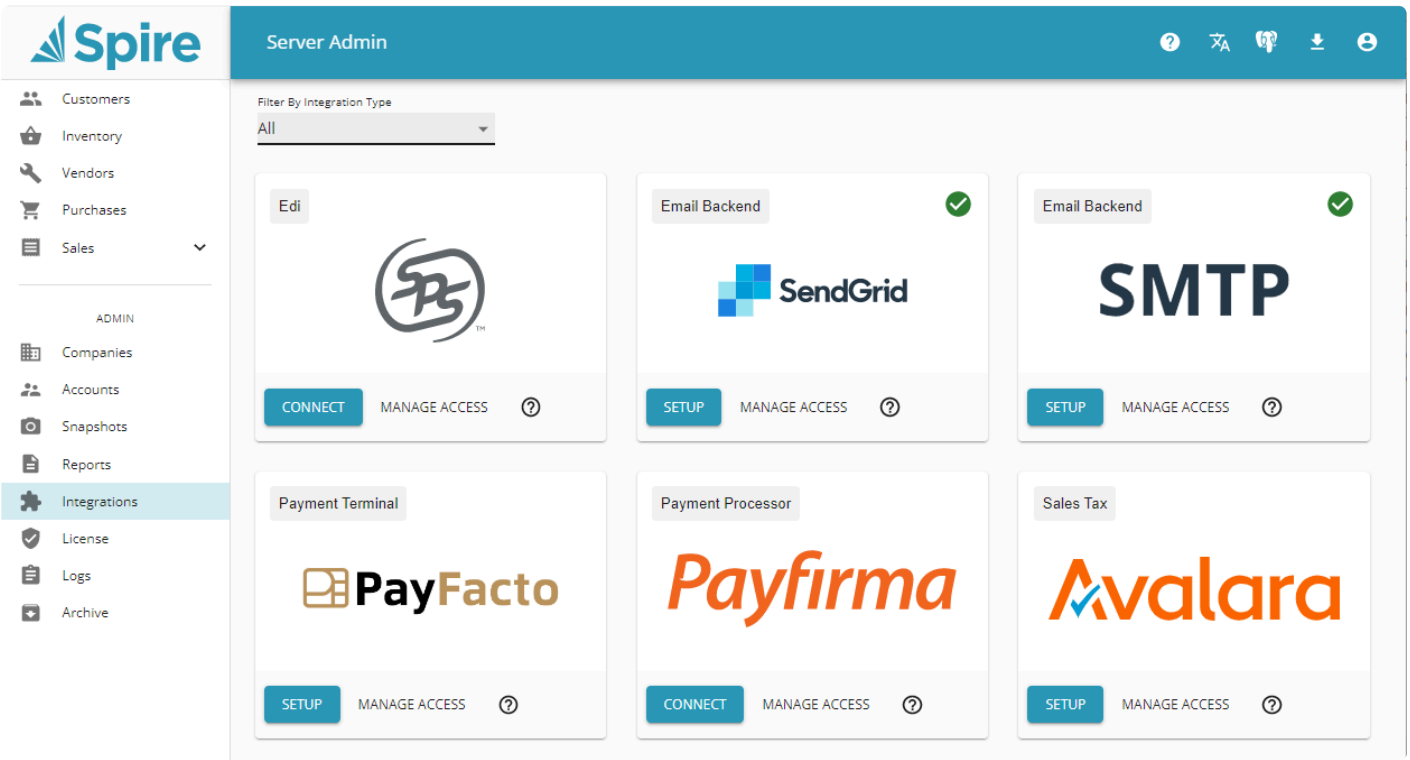
- **Status** – Either Enabled or Disabled. Enabled reports are available to print or email.
- **Title** – The Title value in the Document Properties of the Crystal report, which is presented on report selection lists for printing.
- **Filename** – Crystal Report File name as saved on physical storage

- **Company** – The Company database ID that this Custom report is exclusively available to print from. System Reports cannot be made exclusive to one company.
- **Templates** – These special labels are embedded in each Crystal report, within Document Properties and the Template field, and designates which report list(s) will contain this report in Spire.
- **System Report** – Indicates if the report is a system stock report, which can only be disabled and not deleted. When the box is not checked, this is a Custom report.
- **Modified** – When the report was last modified. This date will be equal to the program install date for stock reports, and is most useful for custom reports.

Integrations

Integrations

Setup other third-party software integrations with setup available directly in Spire Server Admin.



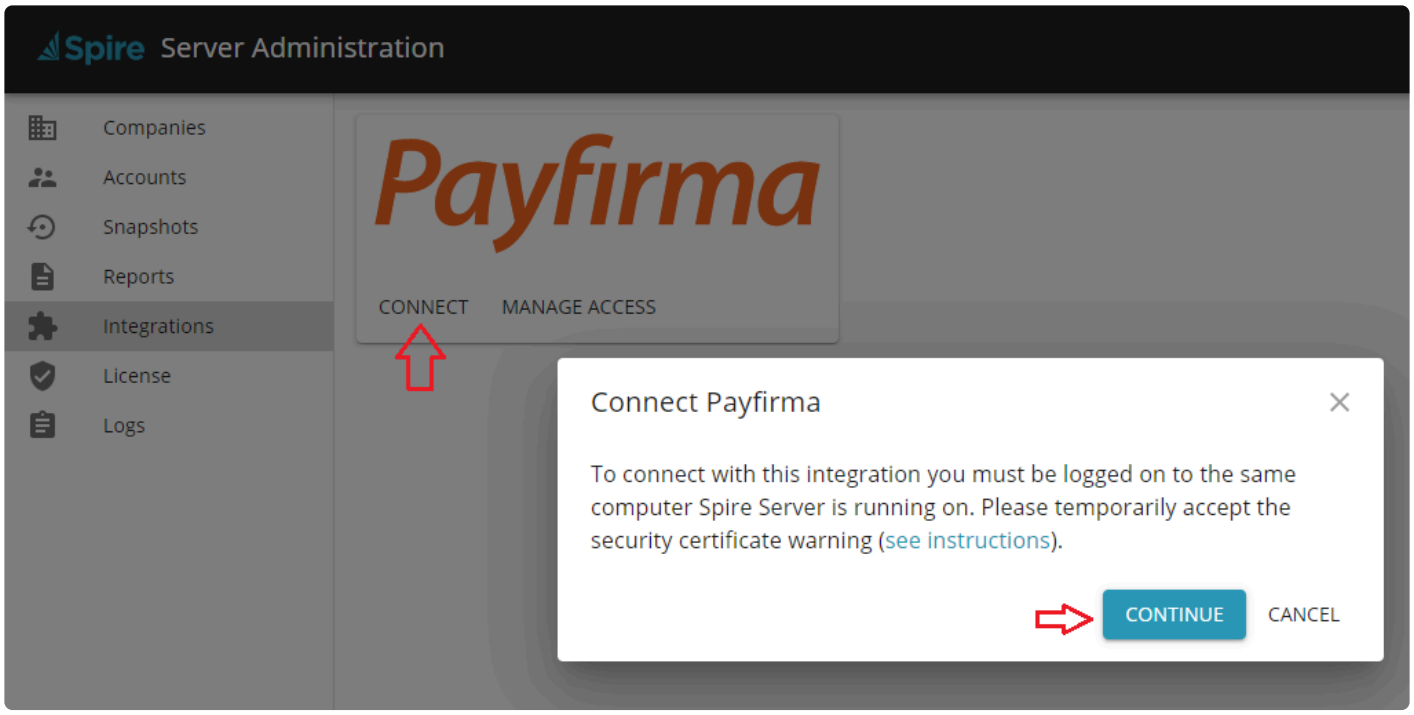
Payfirma

Payfirma is a payment solution provider that integrates with Spire. Payfirma allows processing of credit card payments for 'Card Not Present' transactions, from invoicing and accounts receivable.

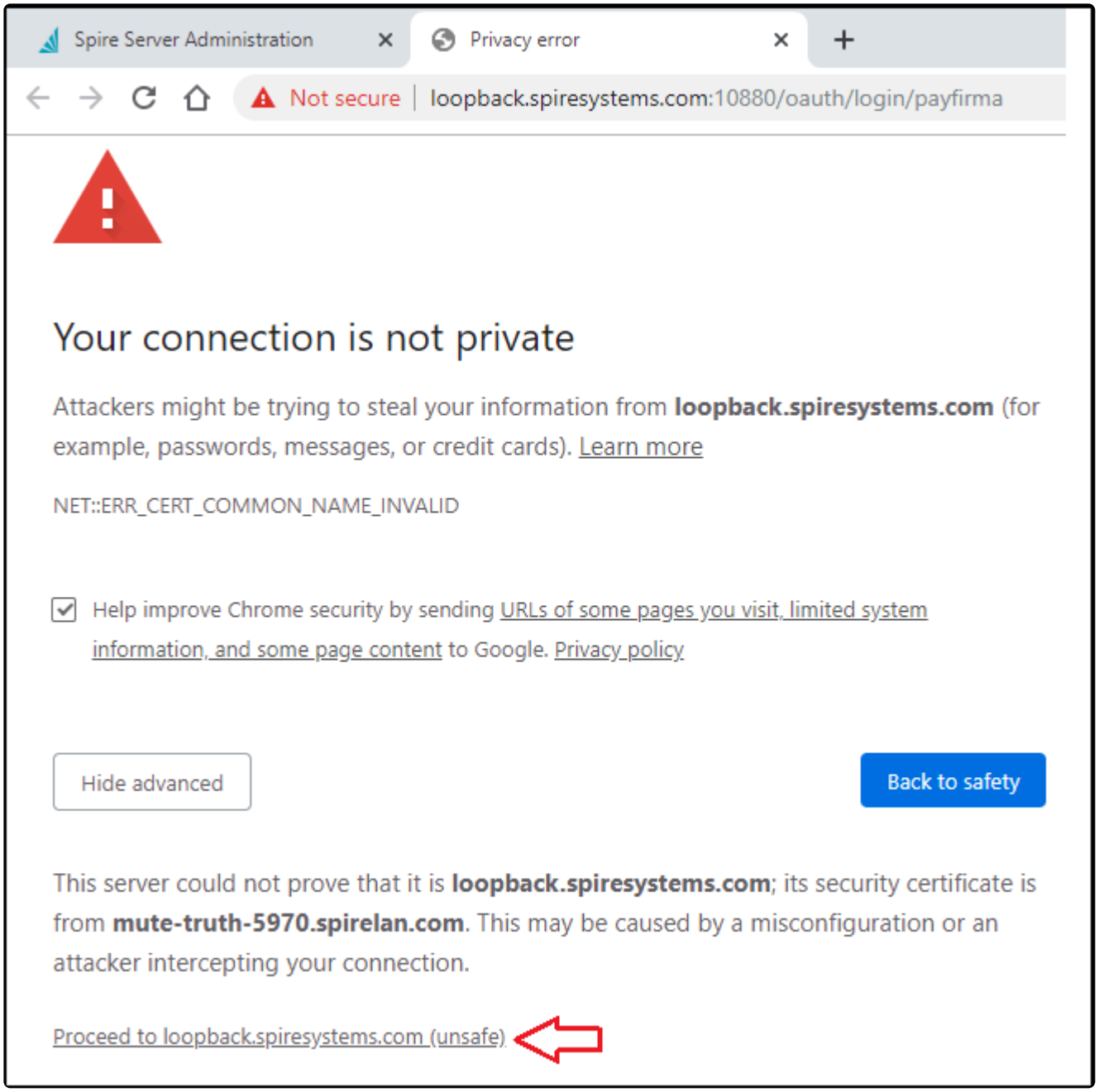
To obtain more information about how to establish this integration from Payfirma see (www.payfirma.com/engage/spire-systems).

Configuring Spire with Payfirma

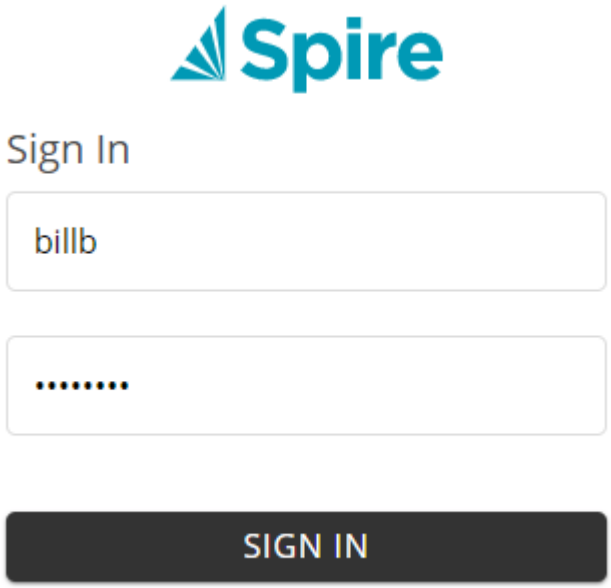
- Contact Payfirma to setup an account
- In Spire Server Administration on the server, select 'Integrations'
- Click on 'Connect' and then 'Continue'



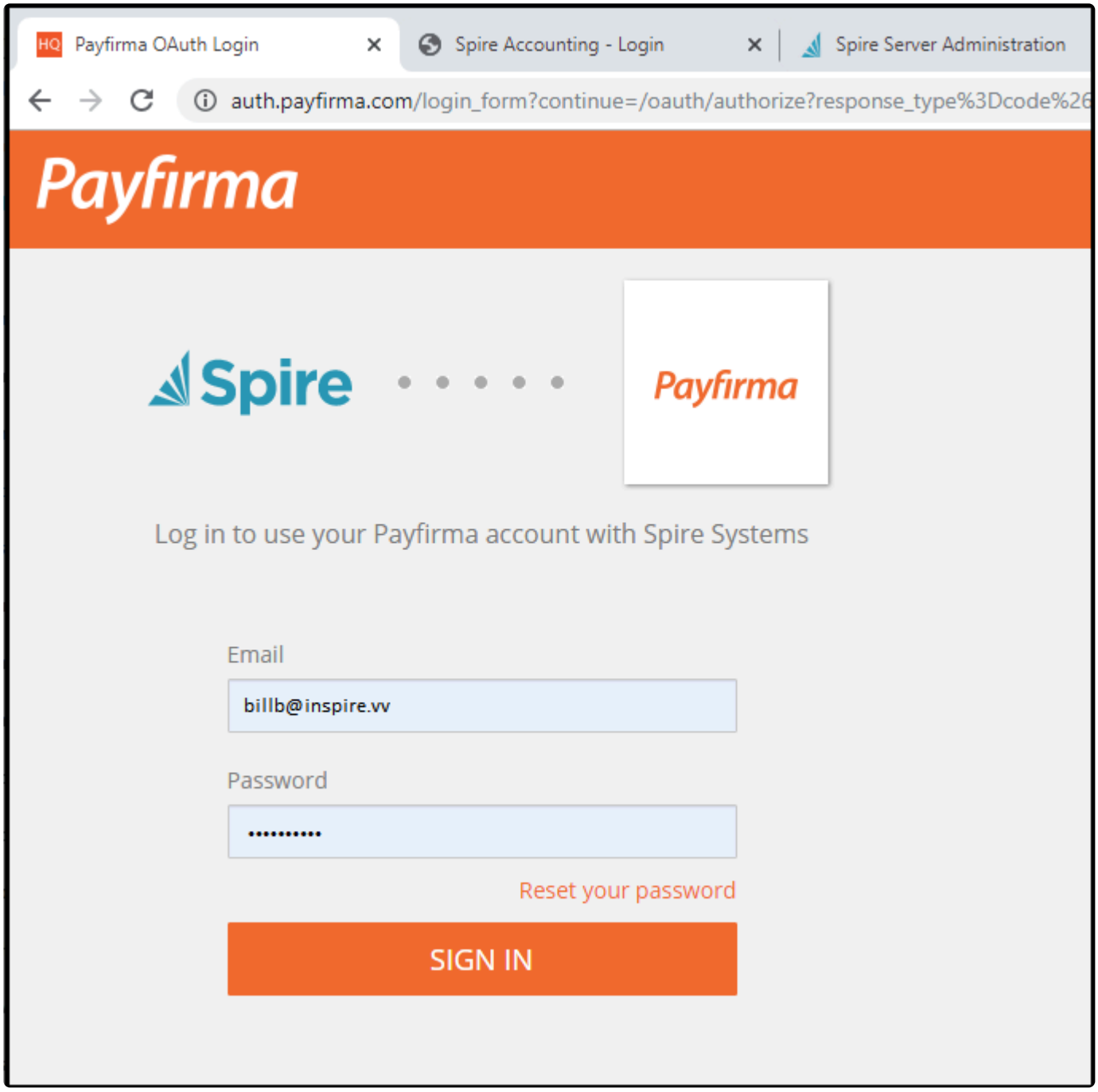
You will receive a privacy message. Click on 'Advanced' and then 'Proceed to loopback.spiresystems.com'.



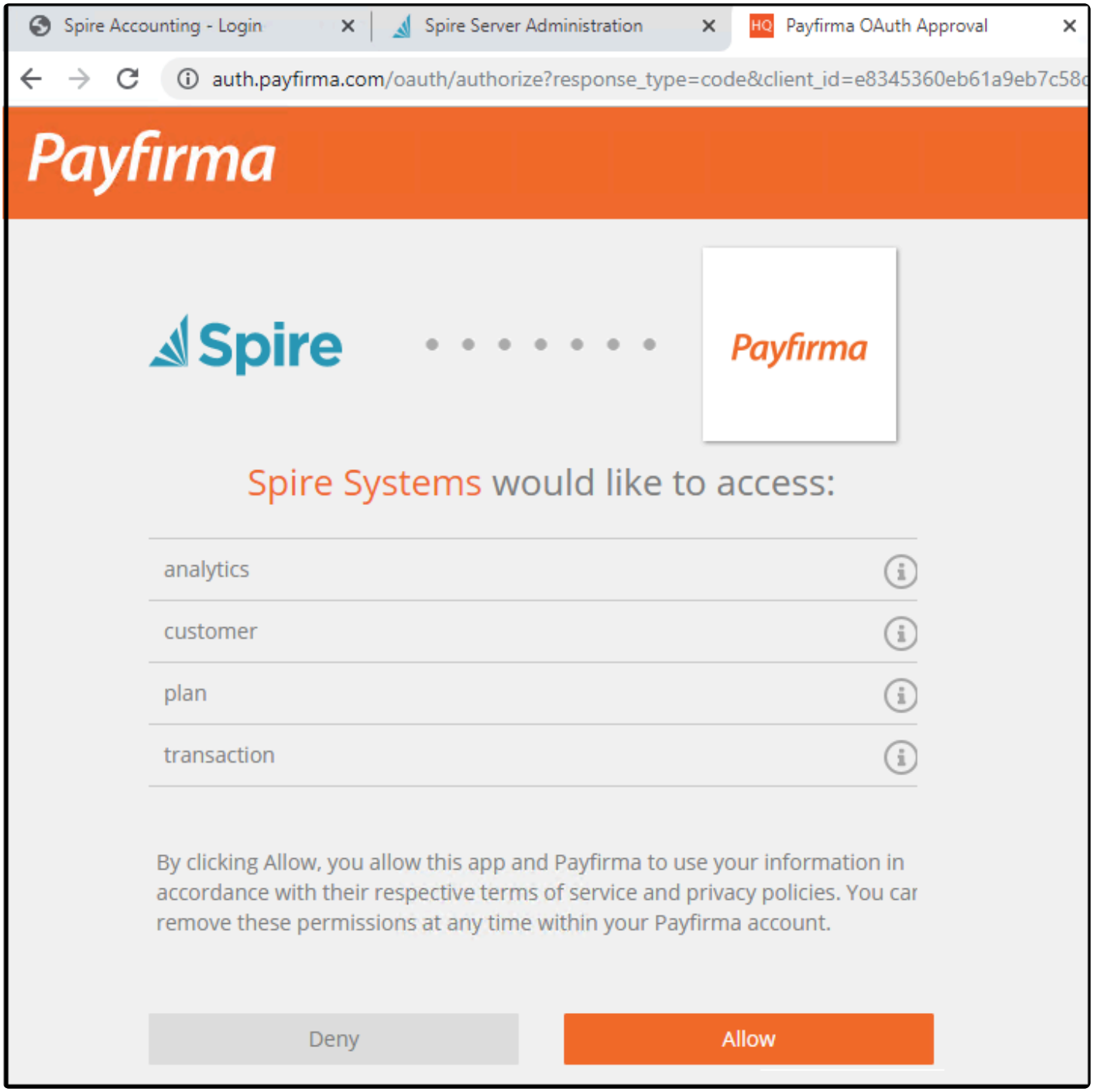
Login with a Spire admin user



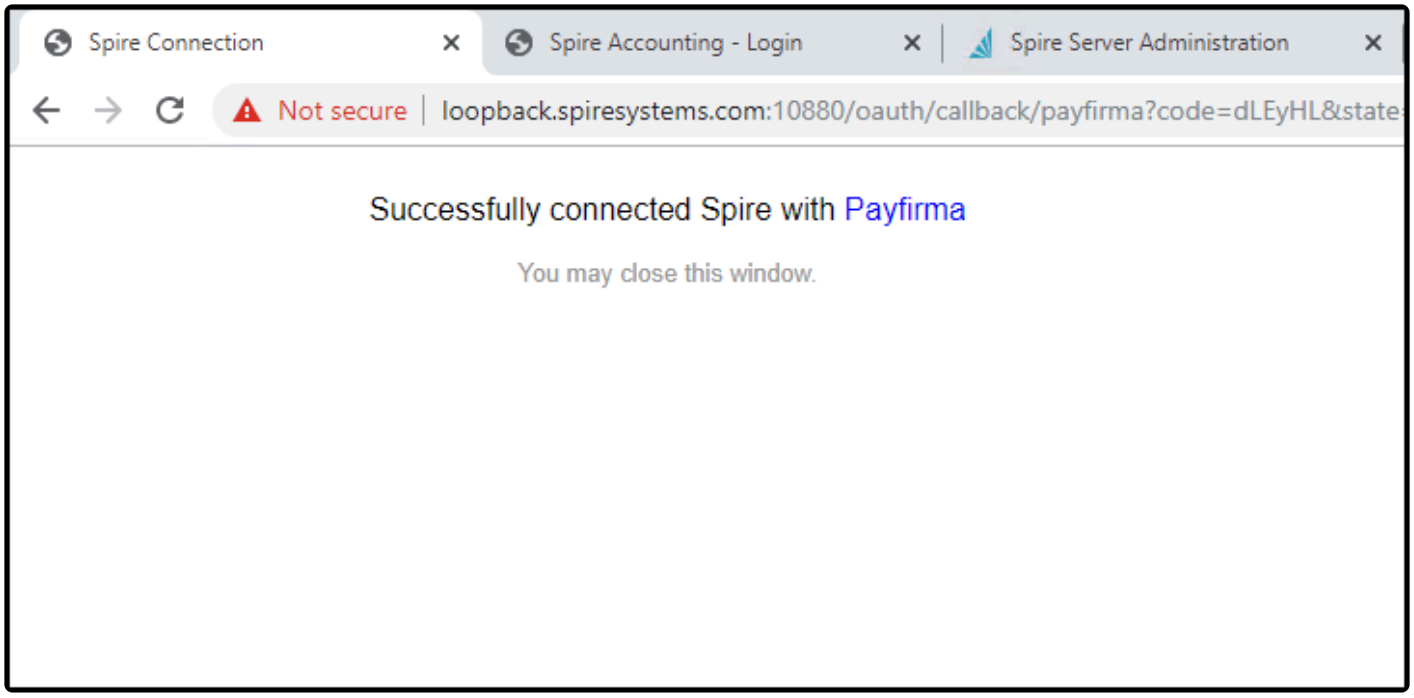
‘SIGN IN’ to Spire —->>> Payfirma Sign in using the email and password given to you by Payfirma



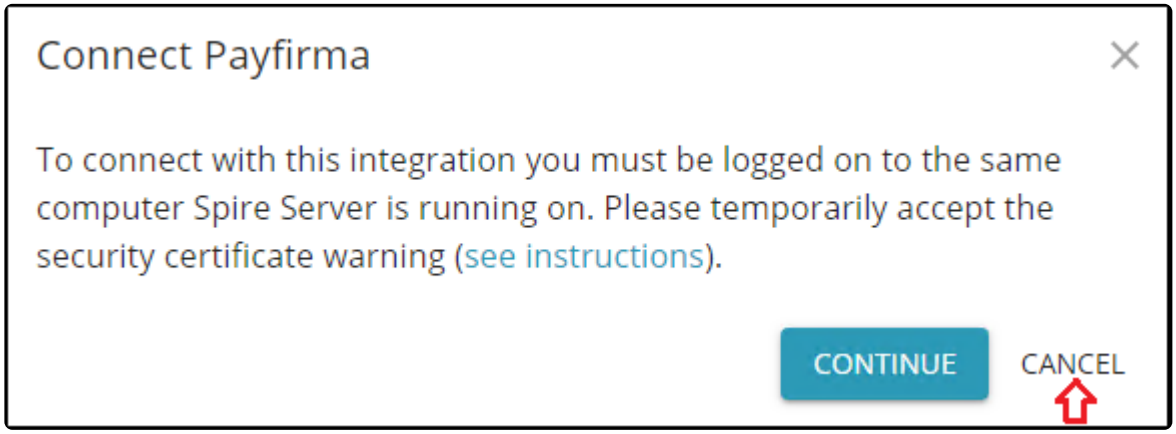
You will be asked to allow Spire to access Payfirma.



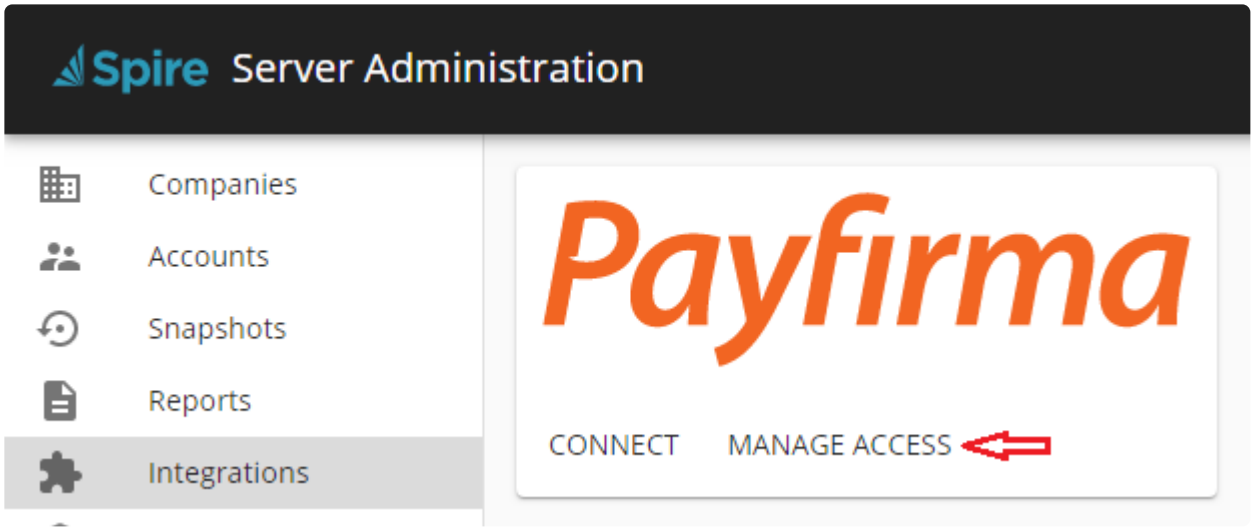
When you see this message, you may close the window.



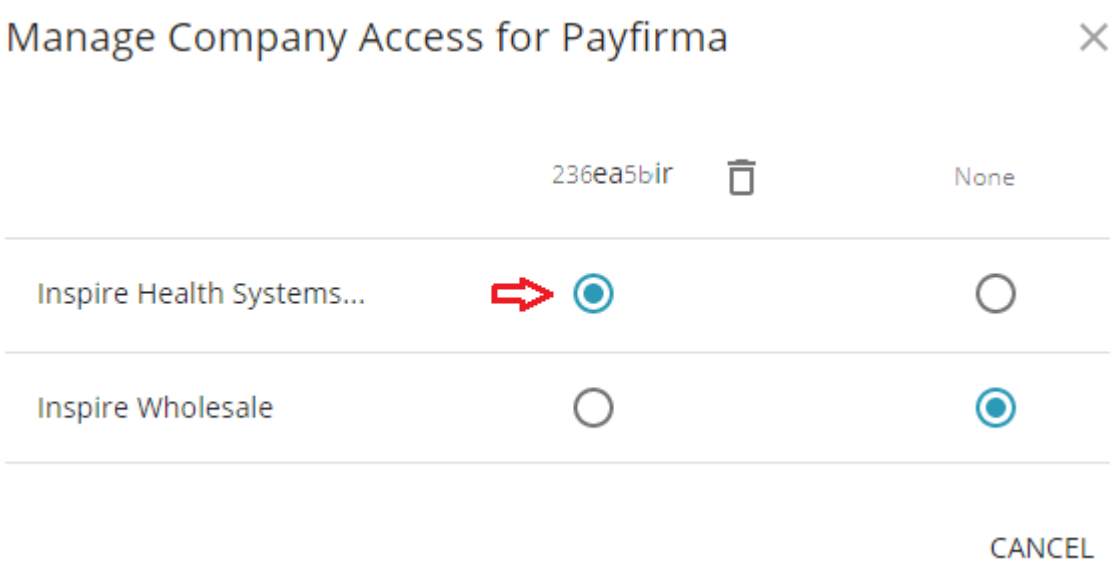
In Spire Server Administration, on the 'Connect Payfirma' screen click on cancel



Next, click on 'Manage Access'



Select which companies will be permitted access to the Payfirma account by selecting the radio button beside them.

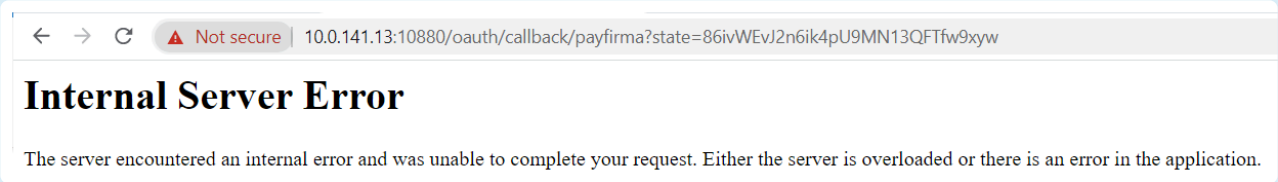


Note – Multiple companies can use the same Payfirma account, however this would be unusual.

Note – If you have multiple Payfirma accounts for multiple companies, repeat these steps for each company using that companies Payfirma credentials.

Note – If you encounter an Internal Server Error when trying to connect the Payfirma integration, you will need to first login to http://hq.payfirma.com with the main email that is

used for the Payfirma account. Then attempt to reconnect the integration.



Payfacto

Payfacto setup and use

The purpose of this document is to help someone setting up Payfacto. There are multiple setup elements ranging from providing credentials in Spire Administration through to establishing tills, terminals and payment methods. These are discussed below.

What is Payfacto

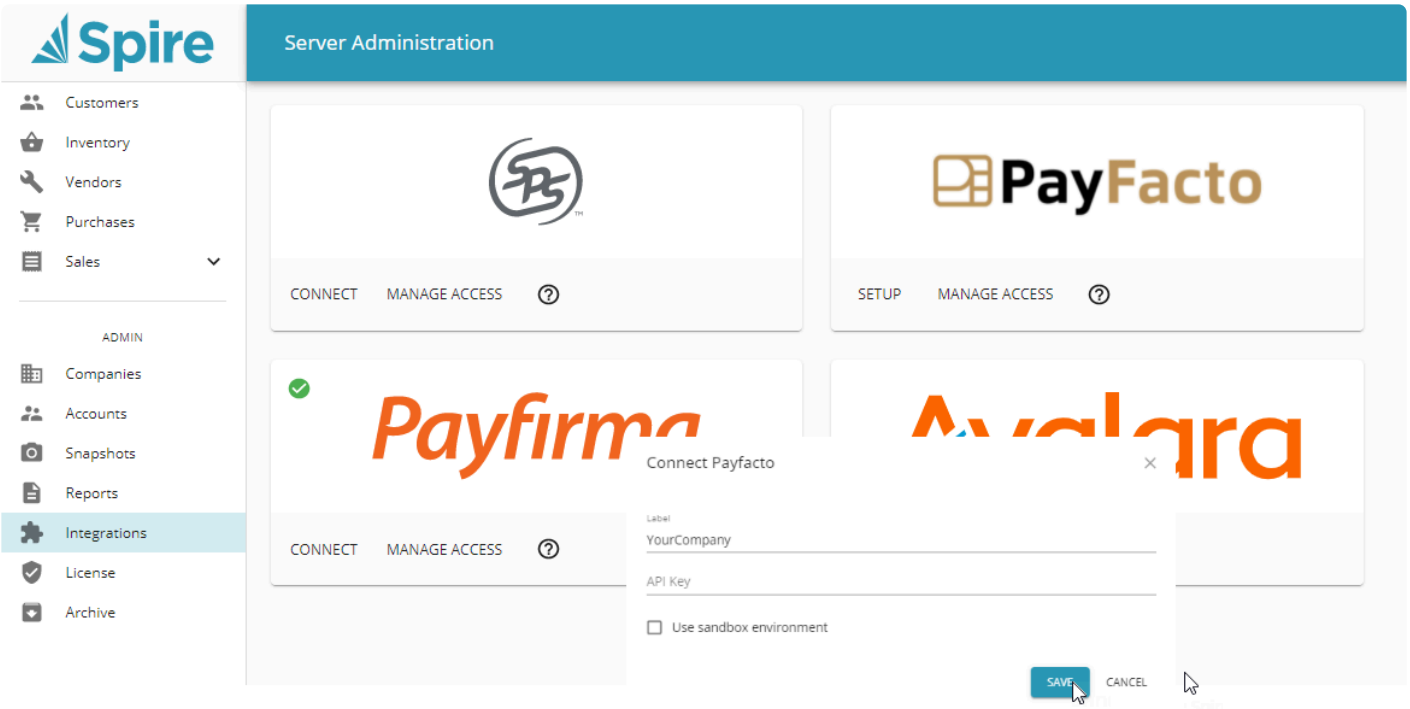
Payfacto is a terminal based system (physical device) used for processing card present transactions (generally payments). For clarity, it's important to understand that this solution is not the same system as Spire incorporates to use Payfirma (where transactions are processed on line, in a card not present environment). Payfacto requires that a card be presented and scanned, and does not require that a customer credit card be part of a vault scenario (a card reference, store in Spire and linked to a secure location accessed only when processing a payment). Further, the customer details for a customer paying using Payfacto need not be on file in Spire (as would be common with POS transactions).

Setting up Spire

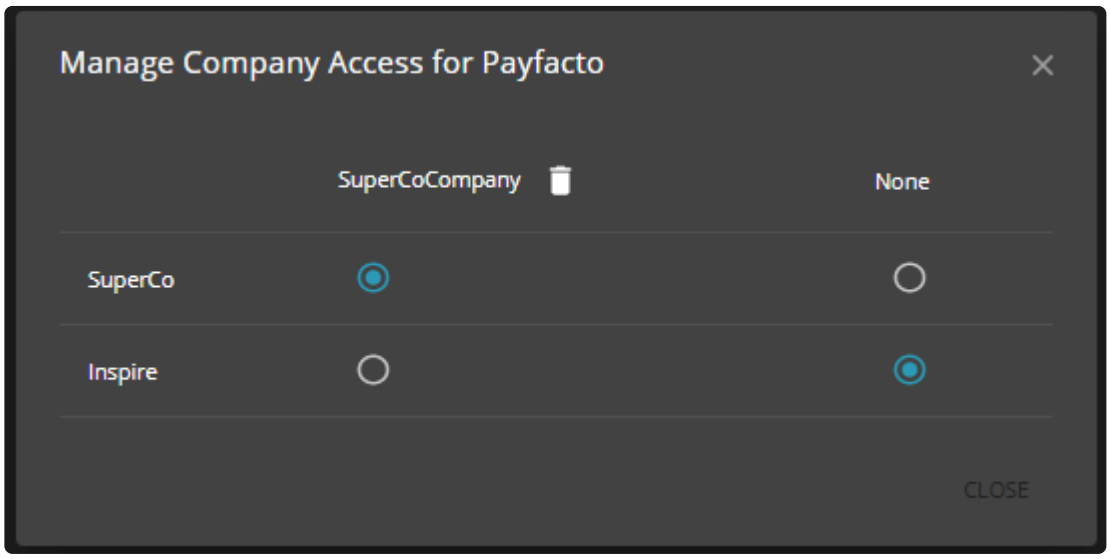
In order to use Payfacto, and number of settings need to be established.

Linking a company to Payfacto

To link a company to Payfacto, load Spire Administration, and provide a company label, and API key. You should have obtained an API key from your Payfacto portal. See Payfacto documentation for more information on where to obtain your API key. Note that while Payfacto and Payfirma are separate applications, you may contact Payfirma for the details of either solution.

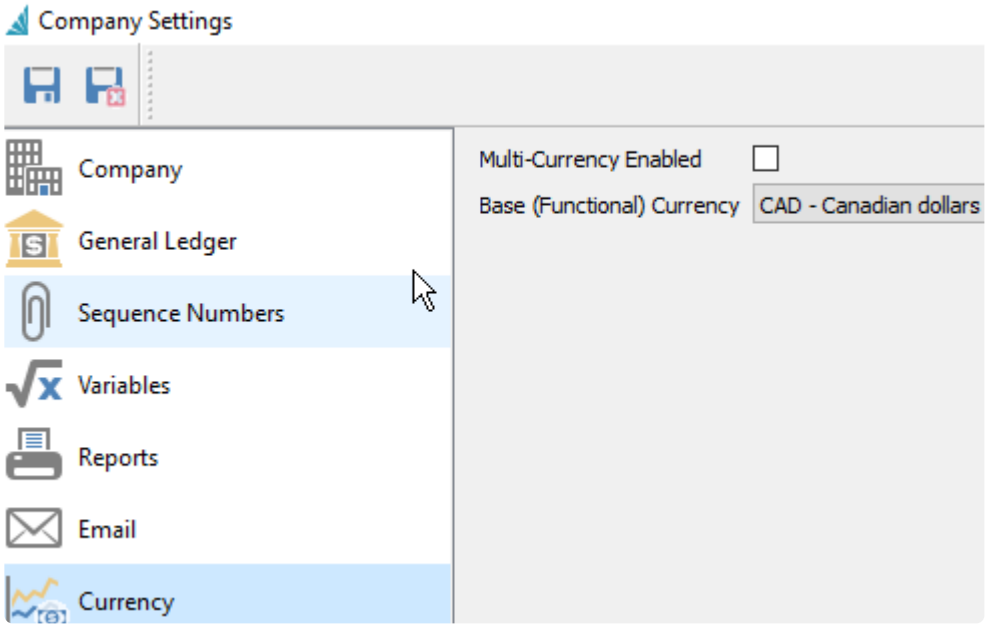


Having provided a label and API key, use “Manage Access” to establish which of your Spire companies, should have access to this Payfacto account.



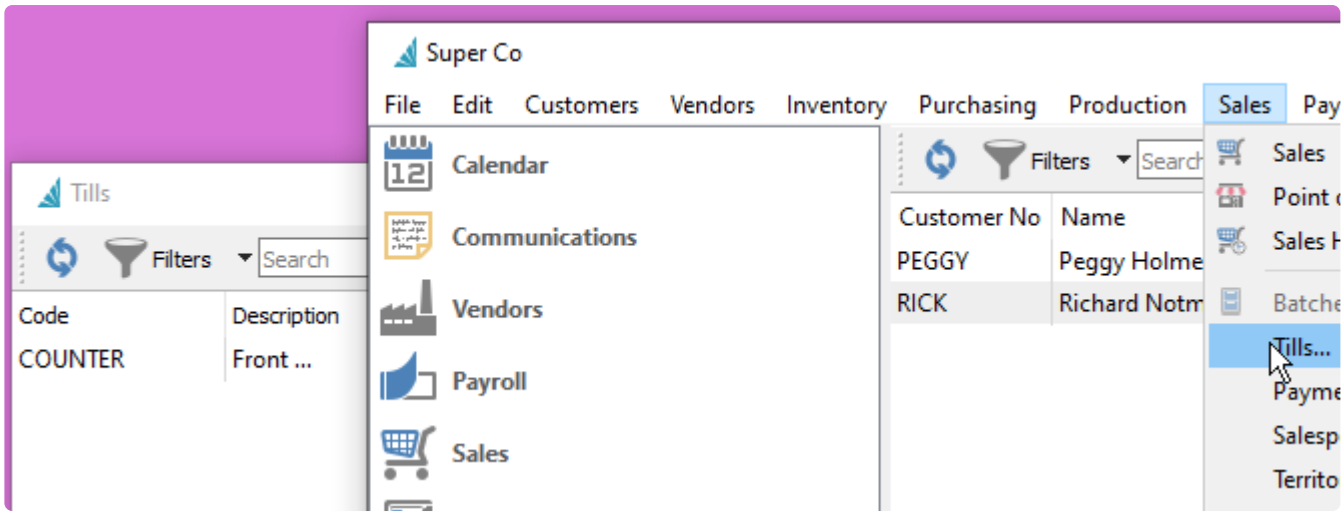
Currency

It’s possible to use Spire without multi-currency activated, and without specifying a base currency. When using Payfacto, a base currency must be established.



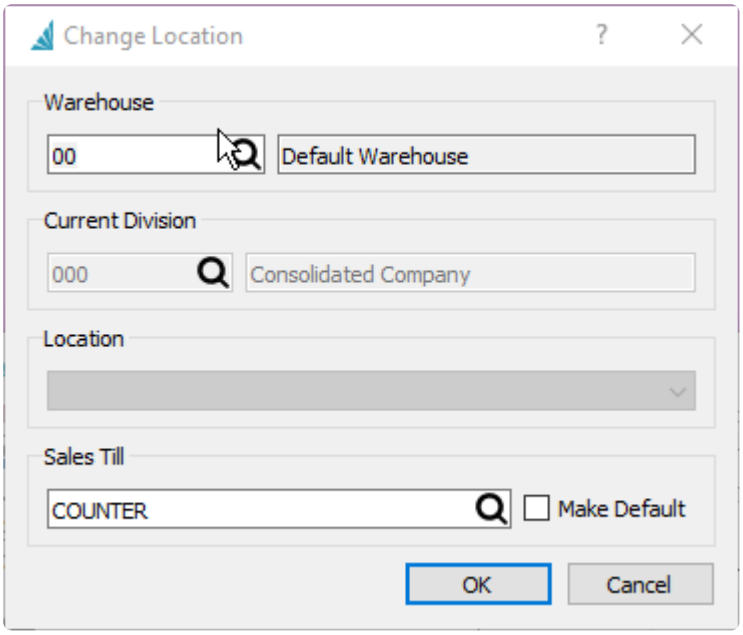
Establish a till

In order to use Payfacto, you must establish at least one till, and may also want to make a particular till the “default”. To establish a till, choose “Sales, Tills”;



A “Till” has a code and description.

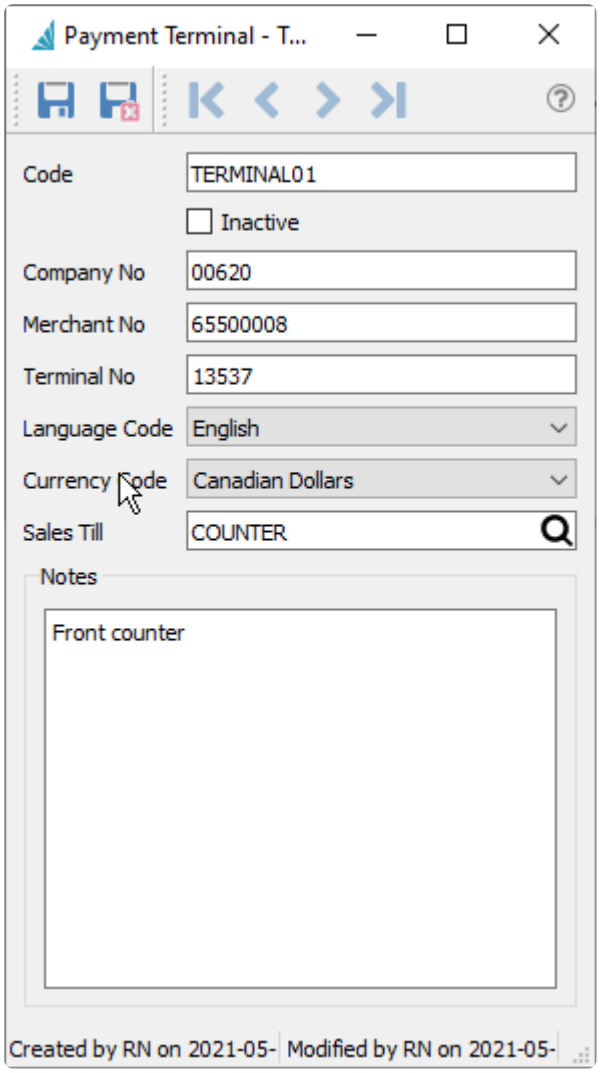
To establish a till as the default, choose “File, Change location”. Here you can enter or browse to select a till. Click “Make Default” to establish this as the till that will automatically be used. When more than one till is available, a till can be selected when a sale is made.



Establish a terminal

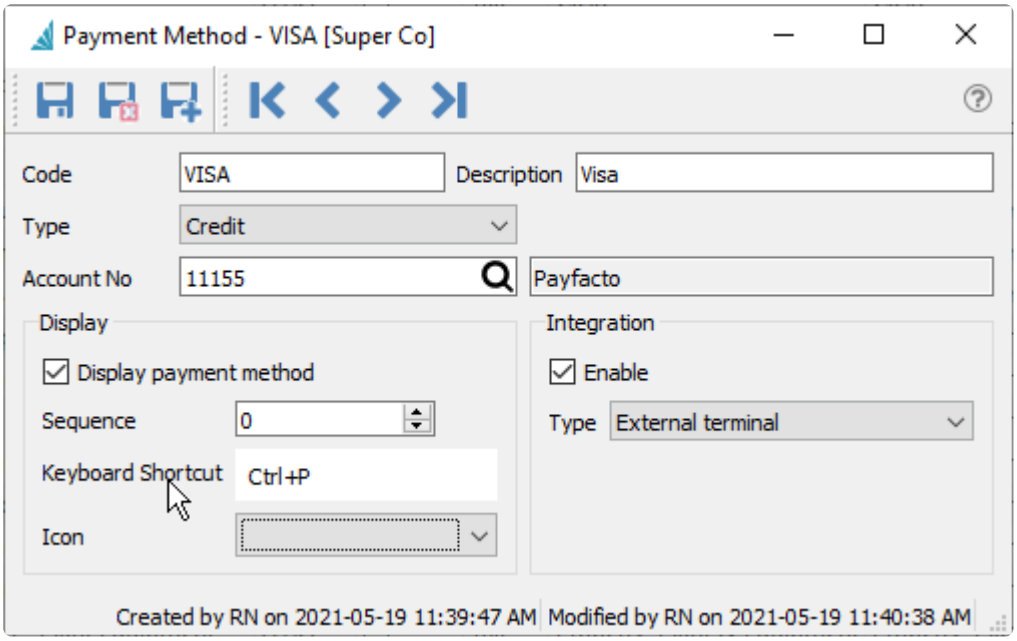
Payfacto uses terminals (physical devices). These are interacted with by the client, where they provide their card (which might involve password entry, or tap, or card swiping, or card insertion). For Spire to communicate with a terminal, various settings must be provided. Most of these settings are provided by Payfacto, and available in your setup documentation.

Choose “Sales, “Payment Terminals…”.



Payment method

In order to interact with a Payfacto terminal, a Spire Payment method must be provided which is noted as a “Enabled” in integrations, and an “External terminal”.



Usage in Spire

When active, and configured appropriately for use with payment methods and terminals, card present transactions can be processed in sales processing and point of sale. Refunds (negative sales) can also be processed and a refund option will be presented at the terminal.

Payments can be processed through invoicing a sales order, and accepting payment on the tender screen.

“Authorize” allows pre-authorization of a transaction. In this case, a customer presents a card and a pre-authorization occurs. At a later time, the company can “capture” this pre-authorization (without having to have the card present) and convert the pre-authorization into a payment.

Payfacto can be used to accept deposits, and after the tender is made, the deposit acts as a deposit normally would in Spire.

Presently, Payfacto card present transactions cannot be processed for Account Receivable.

Avalara Sales Tax

Avalara AvaTax is a user-friendly, cloud-based SAAS (software as a services) system that automates sales and use tax processes. Sales and use tax rates are varied and complex across Counties, States, and Countries. Given that the burden of sales tax collection and remittance compliant is on the business, there's a significant financial risk to getting it wrong.

The sales tax for every jurisdiction is computed when a sales order is saved or printed. It is normal for the sales tax amount in sales to remain zero during the creation of a sale. Tax is calculated when an order is saved, printed and it can be forced to recalculate using functions with sales processing. If an asterisk (*) is displayed beside the sales tax label, either sales tax has not been calculated or is presently "stale". Sales tax amounts become state as attributes of sale lines are changed (prices, quantity, amounts and items).

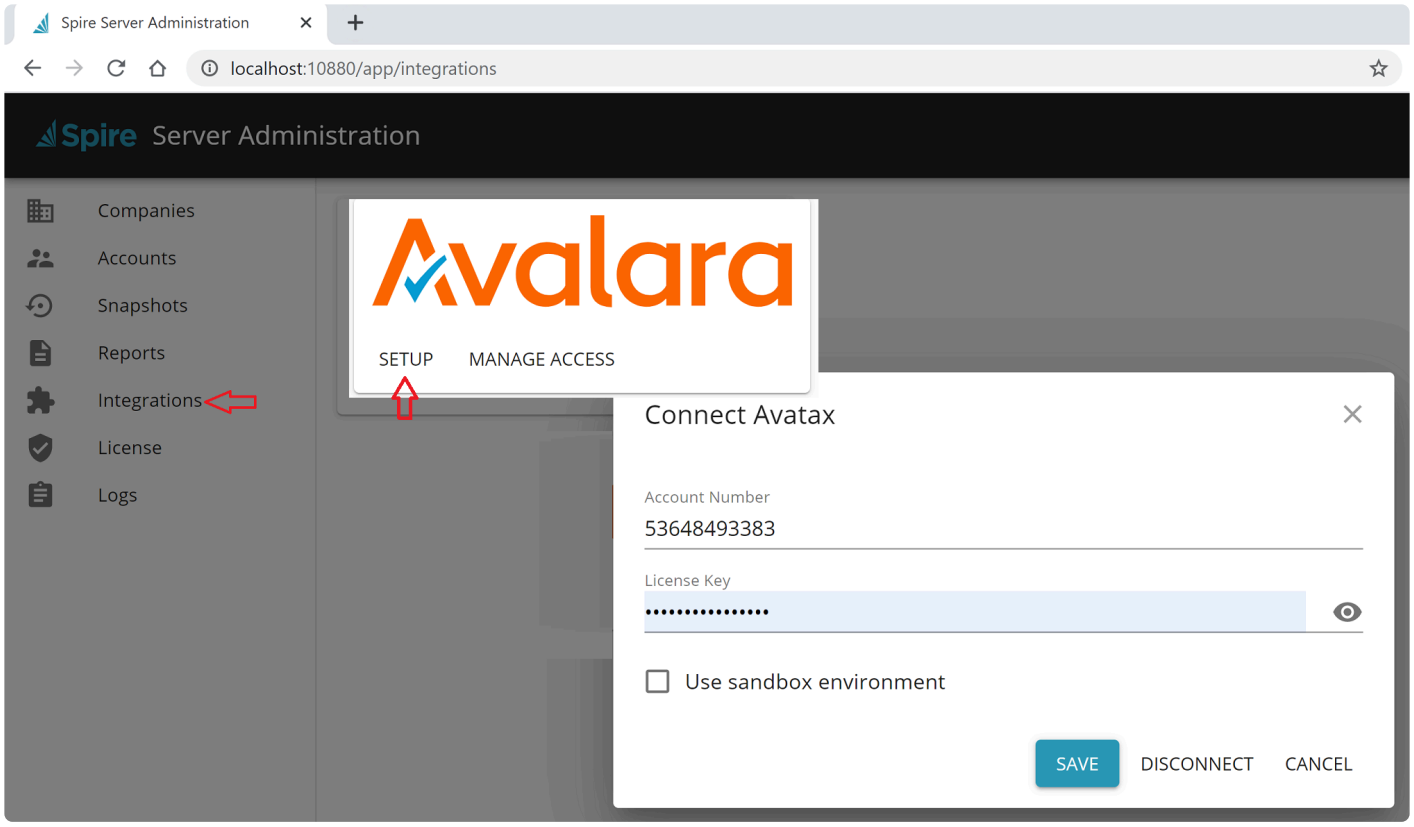
At the end of a reporting period Avalara provides all the data required for the amounts to pay to each tax jurisdiction. Depending on the services purchased from Avalara, the service can also arrange to remit all of the tax amounts to the various jurisdictions for you. This is done by paying Avalara one sum which they will disburse for you.

Customers, inventory, product codes and shipping methods can be configured to override the default taxes. (see each section for configuration).

See this link for more information from Avalara and how to sign up for an Avatax account.
https://www.avalara.com/us/en/products/integrations/spire.html

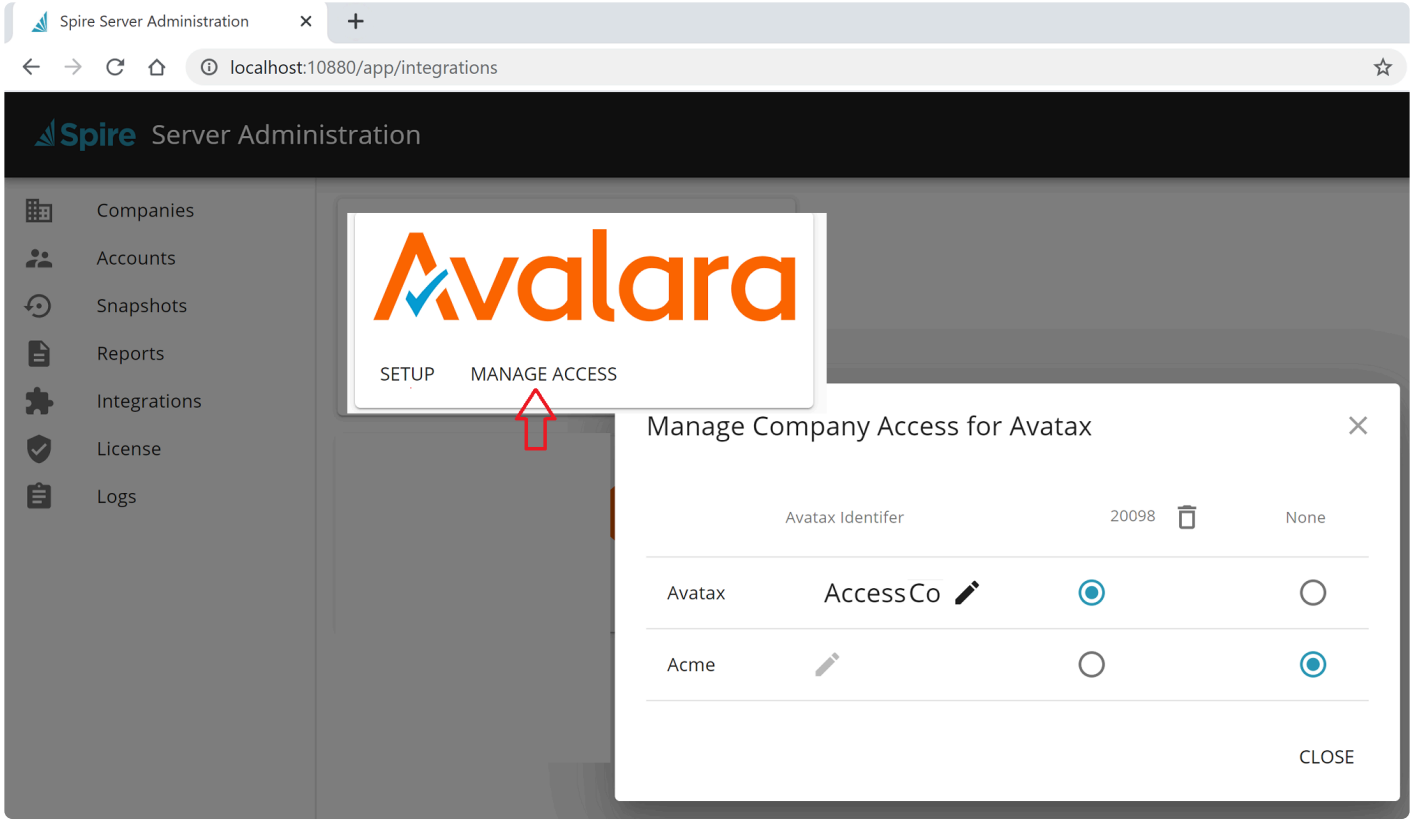
Configuring Spire with Avatax

- Contact Avalara to setup an account
- In Spire Server Administration on the server, select 'Integrations'
- Select Avalara and Click on 'Setup'



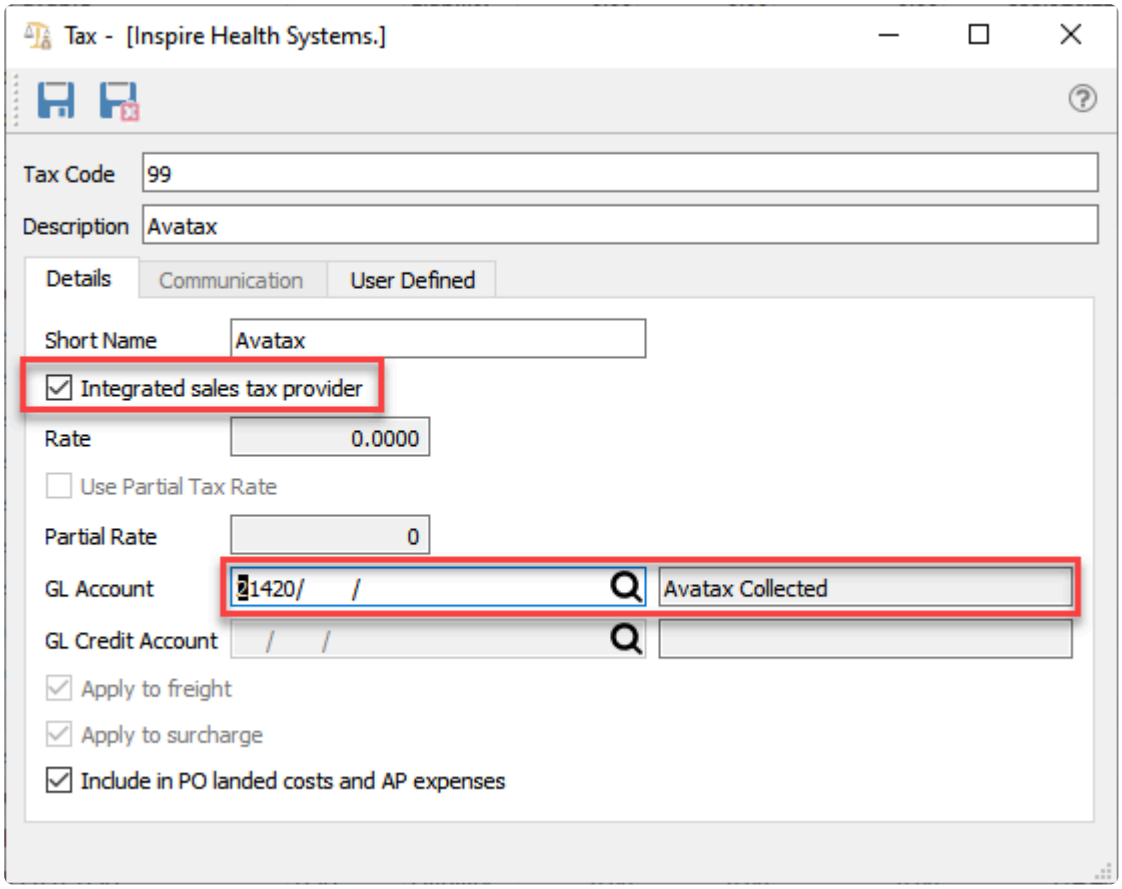
- Enter your account number and license key that were provided by Avalara
- Check the 'Sandbox' setting if you are testing.
- Click 'Save'

Next click on 'Manage Access' and establish each company that will use Avatax and enter the 'Avatax Identifier' you were assigned and then close.



Sales Tax Setup

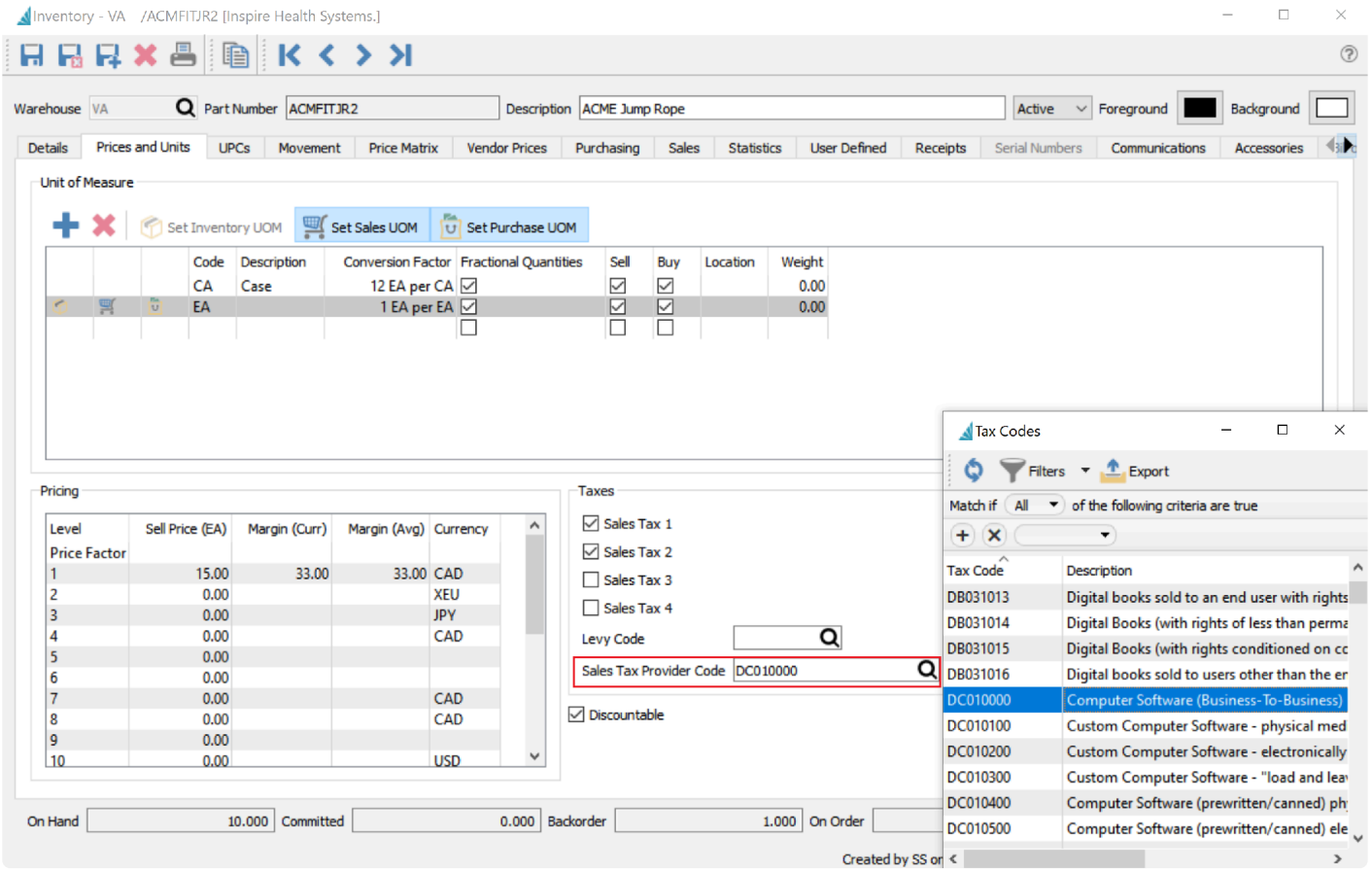
To add an Avalara tax code, go to edit -> Sales Taxes and click the add button



Give the tax a code as in the '99' example above, and select 'Integrated sales tax provider'. The rate will be set as zero because Avatax will do the calculations.
Select a GL account where all the taxes will be posted. A single account is all that is required, because Avaxtax will give you the reporting for each tax.

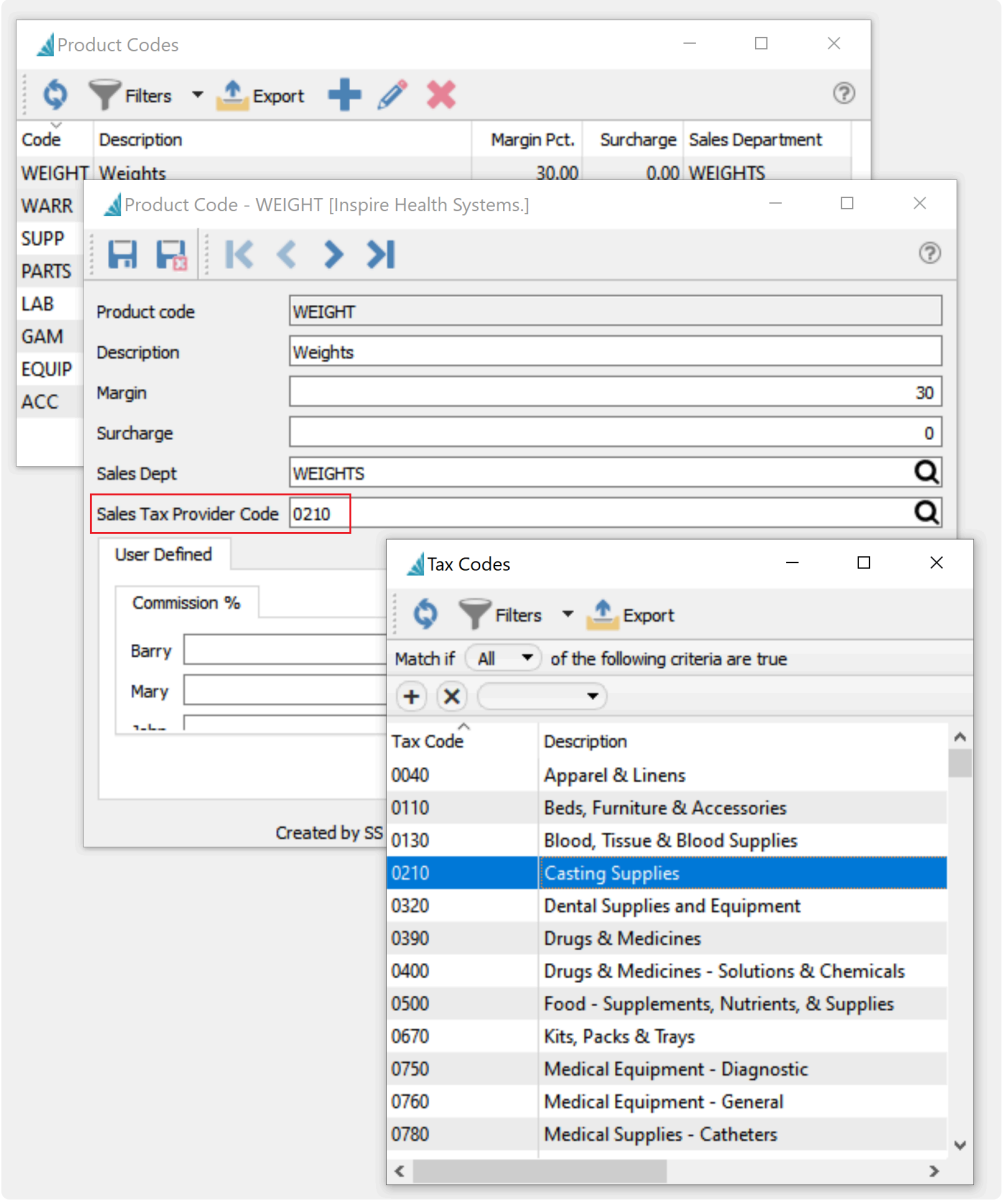
Inventory Items

A different "Sales tax Provider Code" can be applied to each inventory item if it does not fall within default tax classification.



Product Codes

Inventory items can be grouped by product code so that a “Sales Tax Provider Code” can be applied to a number of items that have the same provider code. Items will use sales tax provider codes at the item level first (if available) and at the product code level if a sales tax provider code is not provided at the item level.

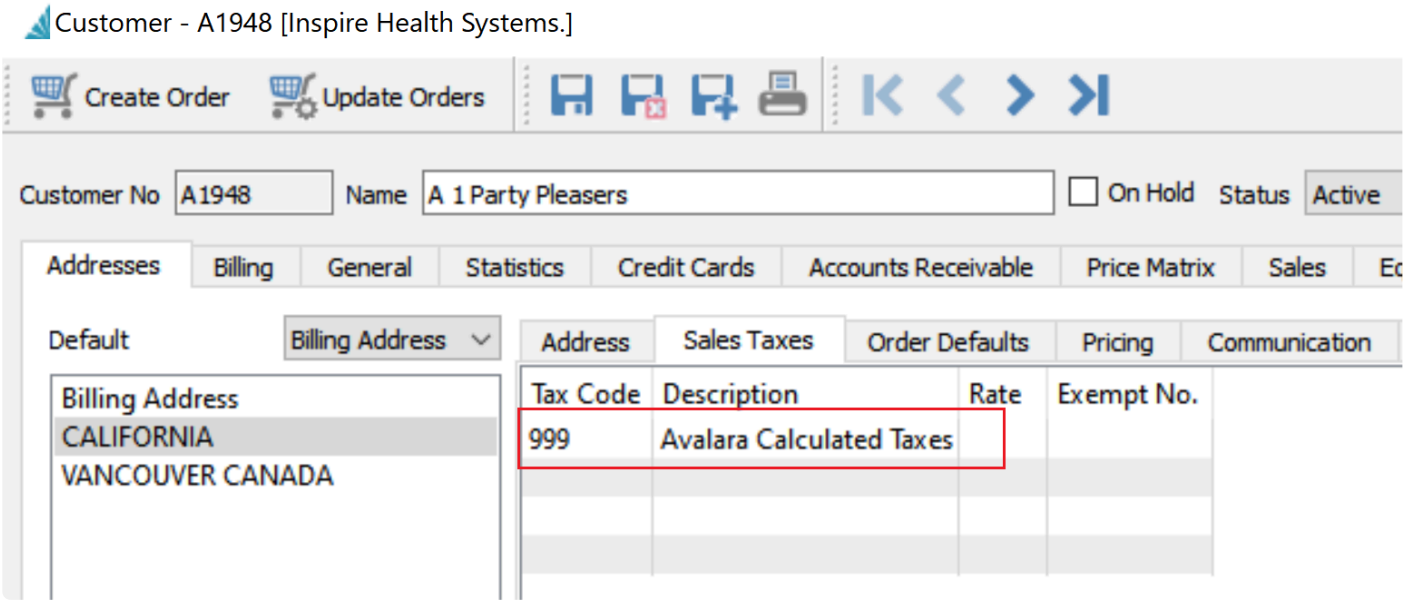


Customers

For each customer that will use the Avatax tax calculation, the existing tax code should be replaced with the newly added Avalara tax code. Note that one tax code is used in this case, but triggers the calculation of a variety of tax rates base on customer location, item attributes and other factors.

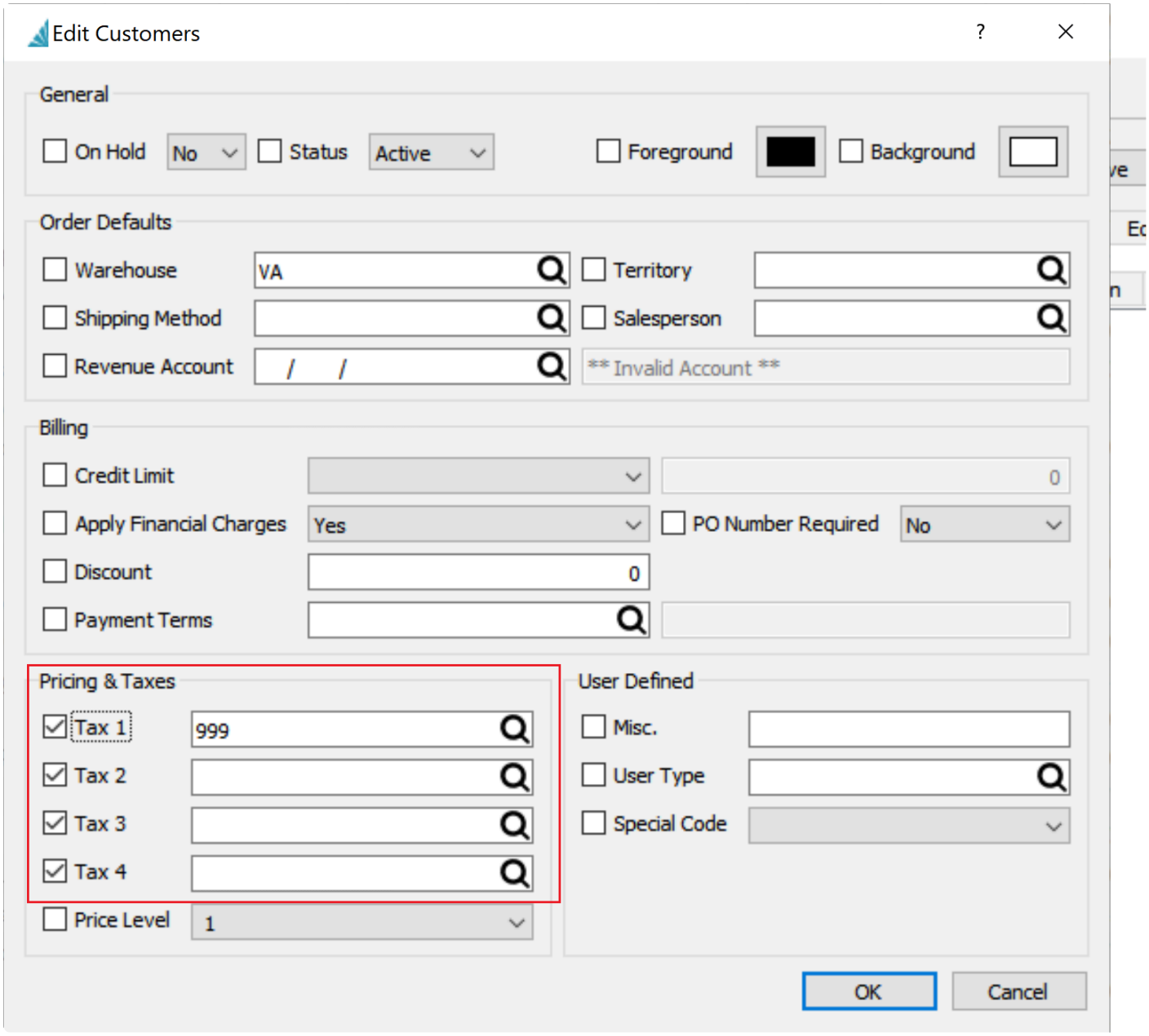
Each customers Ship To address will need the tax code added to it. By highlighting a group of customers you can edit the sales tax on all of them at once, however this method does not change the sales tax on the ship to addresses. Your Spire partner may be able to assist on bulk editing all of the customers and ship to's.

Customer Edit



Add the Avatax code and remove all other taxes.

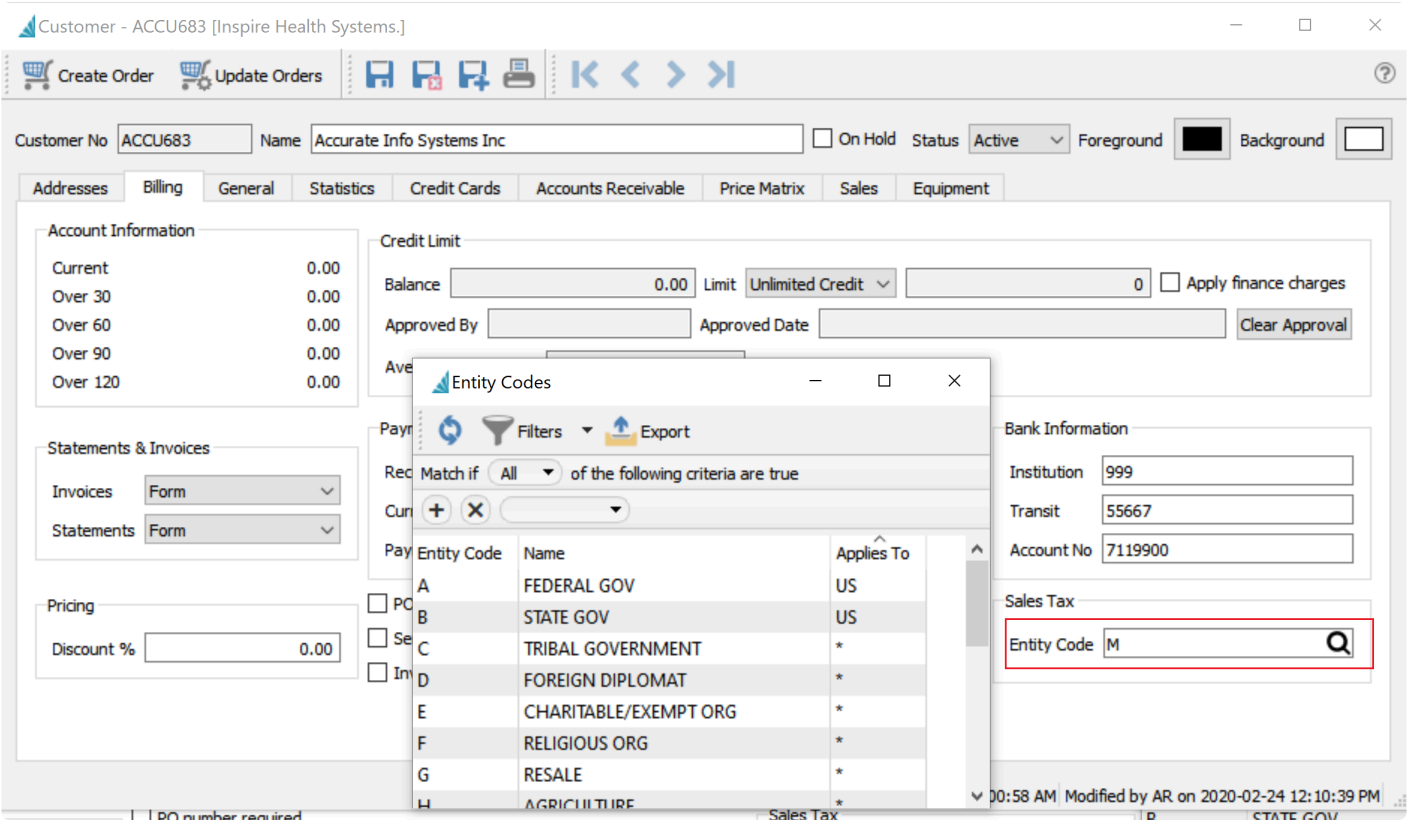
Customer Group Edit



Add the Avatax code to the first tax and be sure to put a check mark on all the previous taxes and leave the codes blank, so that they all get removed.

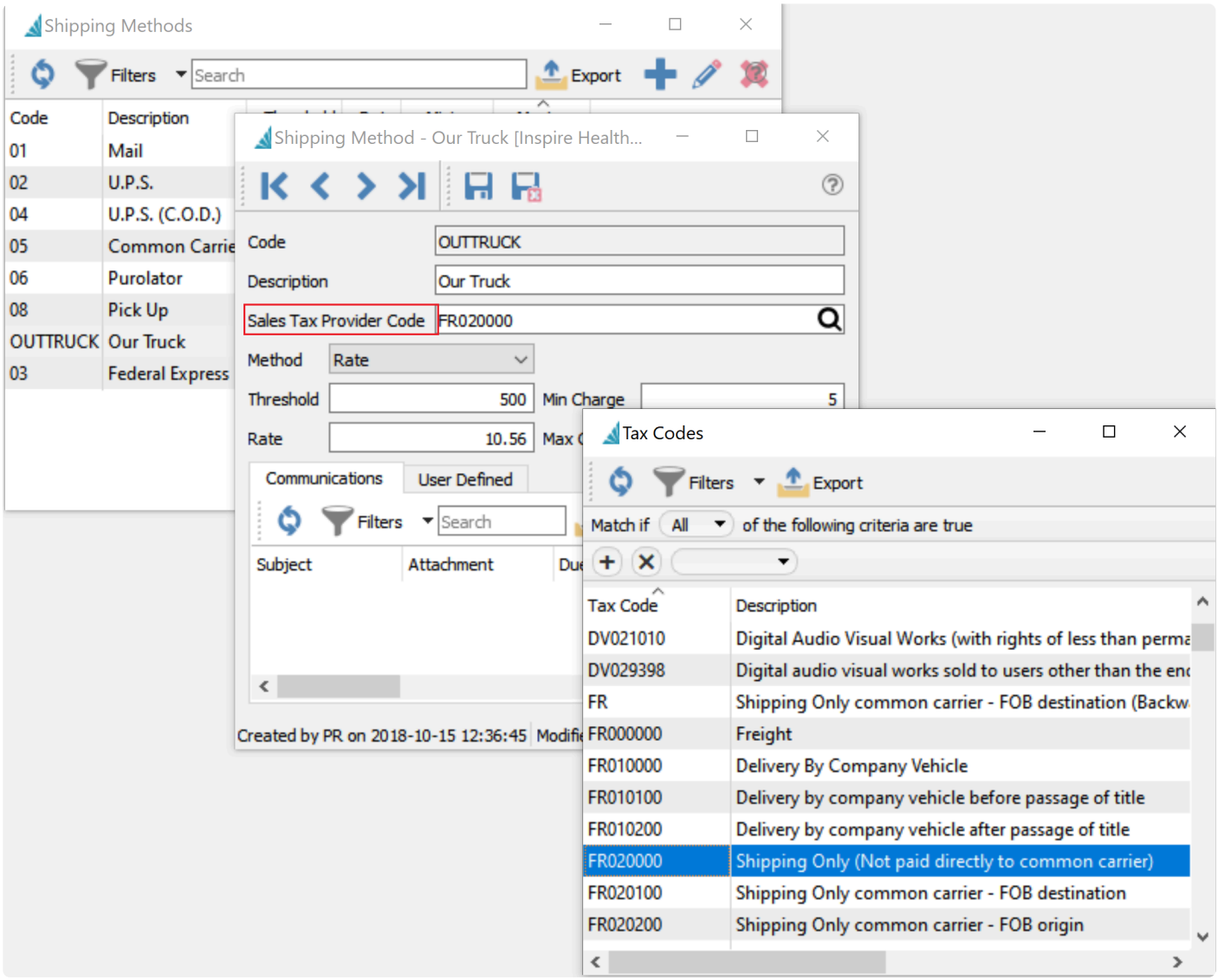
Entity Code

Each customer can be classified with a different “Entity Code” if they do not fall within default sales tax classification. To add an Entity code open the customer, go to the billing tab and browse for the code required. An example of an entity code might be an educational customer which may be charged a different rate, or no tax, in some jurisdictions.



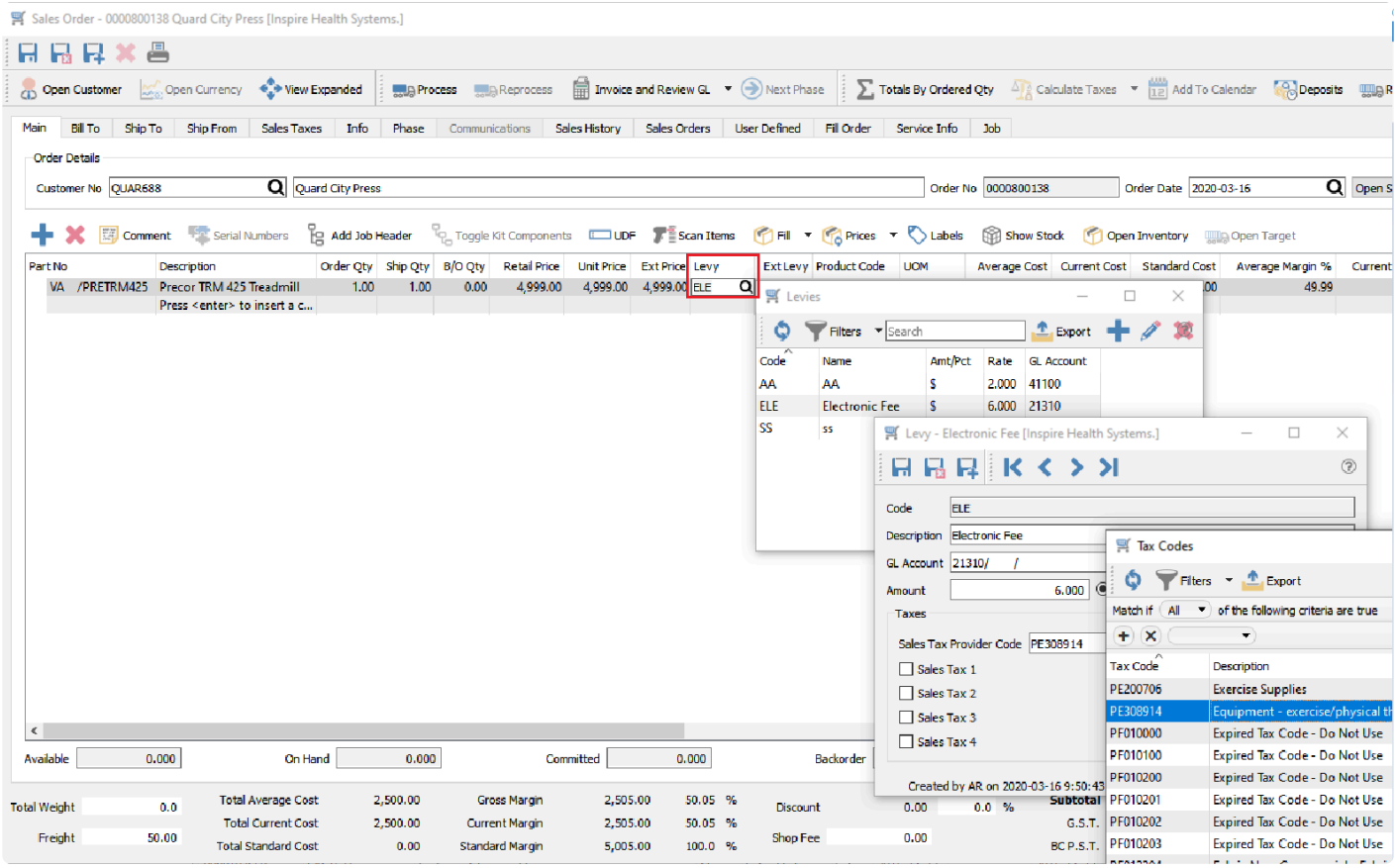
Shipping Methods

Avalara sets a default tax classification for shipping for each jurisdiction. However depending on the type of shipping used the tax classification may be different. In many jurisdictions it is common for the tax rate to be different if the shipping is done via the vendors own truck.



Levies

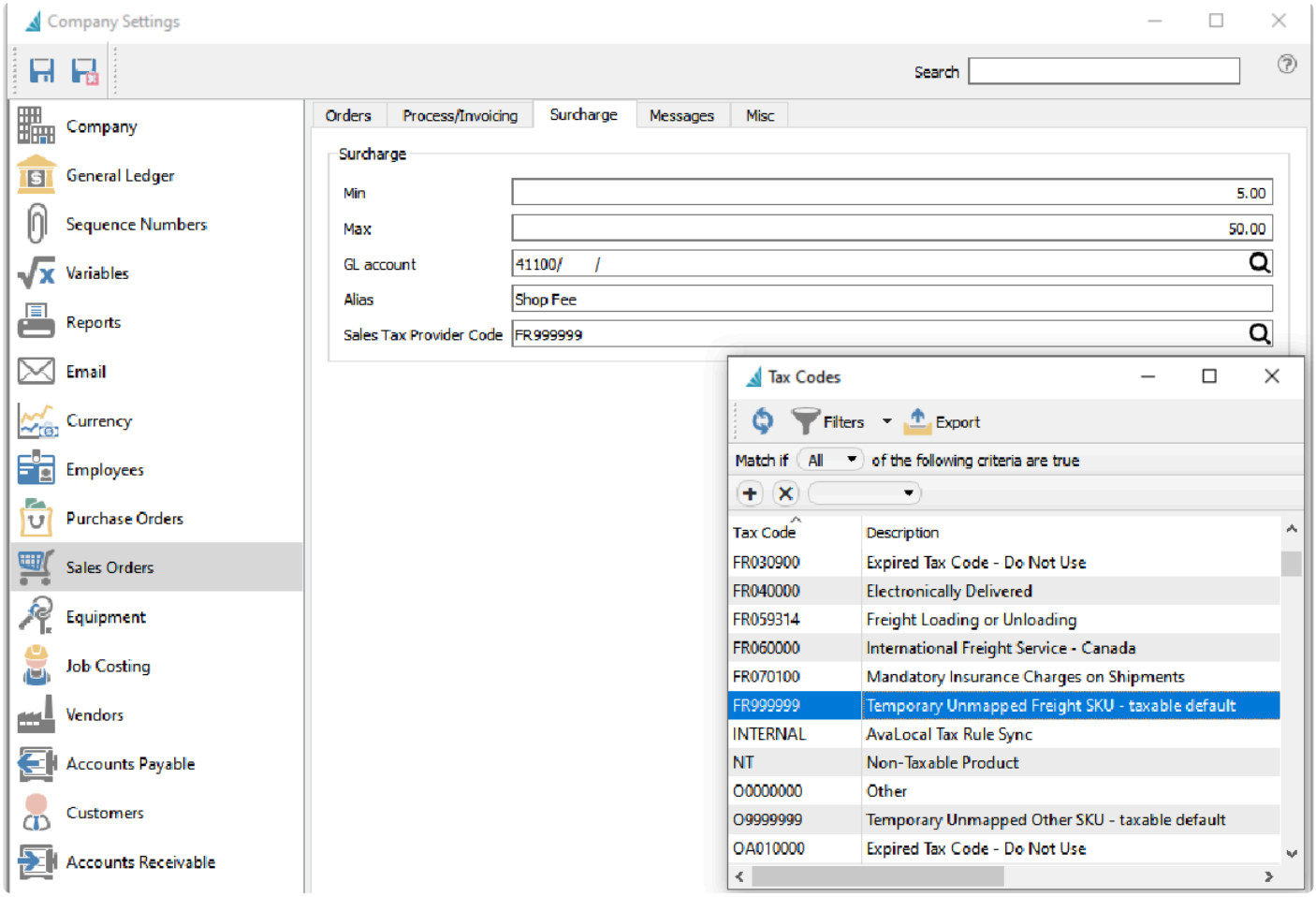
Levies are for charging things like disposal fees. Each of these fees may be assigned a different tax classification. To edit or add a Levy, go into a sales order, add an item, then click the lookup on the Levy field. Click the add or edit button and add the appropriate ‘Sales Tax Provider Code’.



Service Charges (Surcharges)

Automatic Service Charges can be added to sales orders. Some uses are for charges like ‘Shop Fees’ or ‘Fuel Surcharges’. In some tax jurisdictions these need to be classified differently with regard to sales tax.

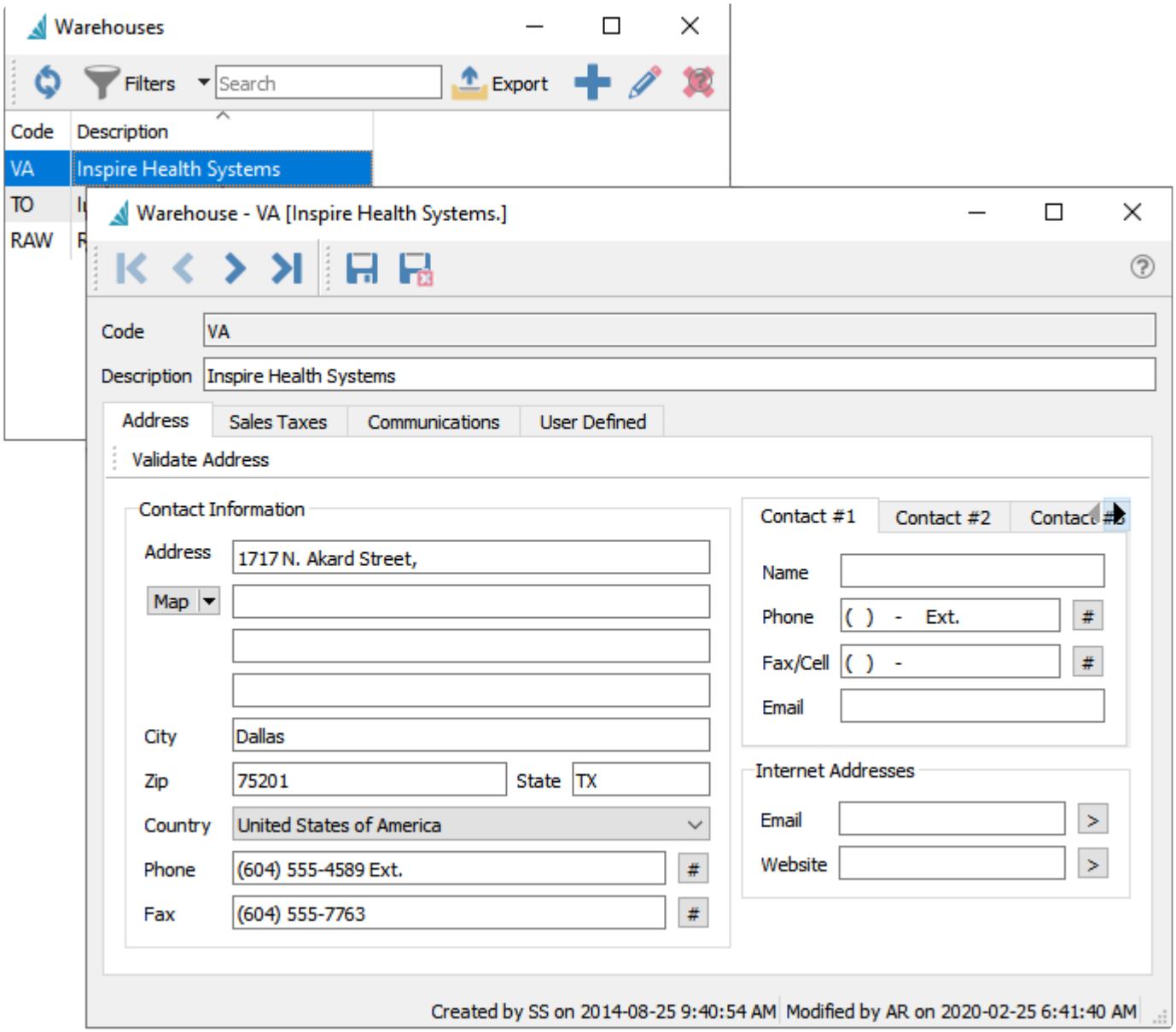
To add a ‘Sales Tax Provider Code’ go to Company Settings -> Sales Order -> Surcharge Tab.



h2 Addresses

Warehouse Address

When using Avatax for sale tax processing, your Spire warehouse(s) should have a complete and valid address. Avatax requires this address to be recorded as part of the document collection process. The warehouse address is displayed in the Avalara administration software as the 'Ship From' location. Note that this is true even if multiple warehouses are not active within your Spire company.

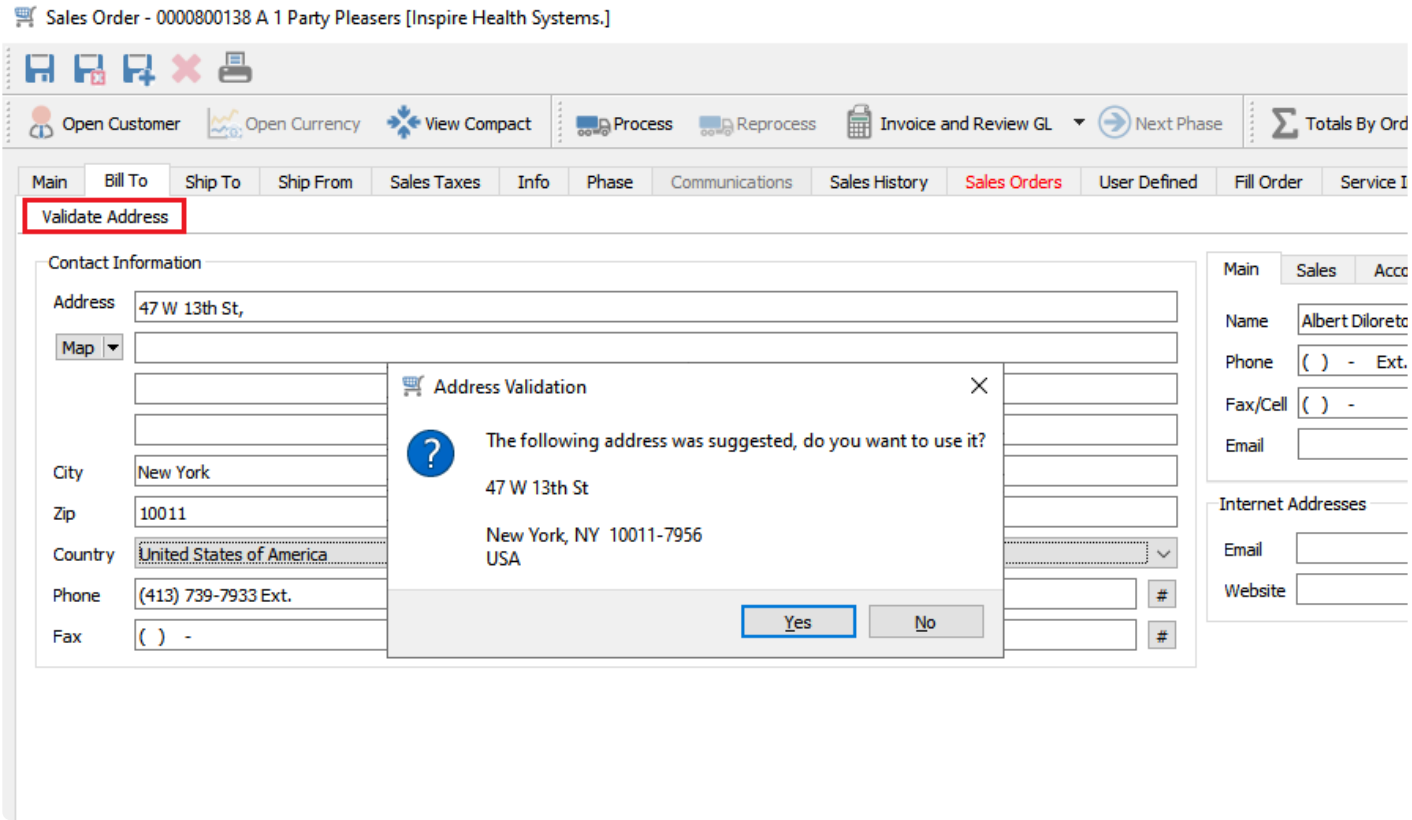


Customer Address

An accurate customer and/or customer address is important as they will be used to calculate the taxes.

Address Validation

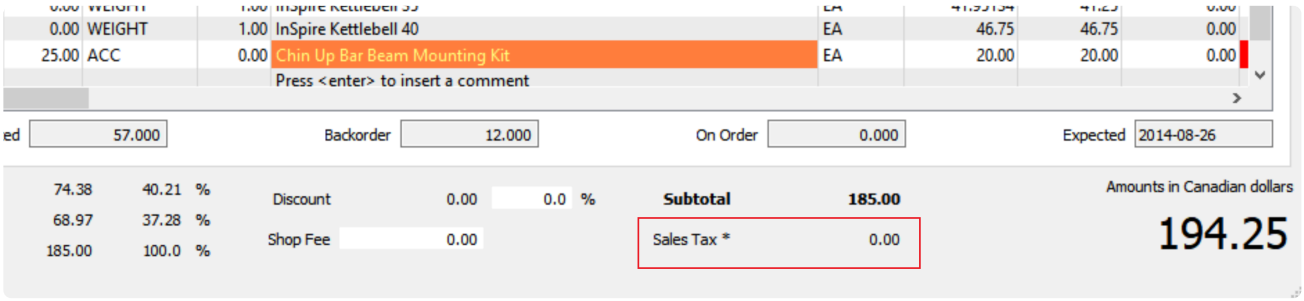
On all address screens there is a ‘Validate’ Address’ button. This connects to the Avatax address validation service to suggest corrections to the address.



Processing Sales Orders

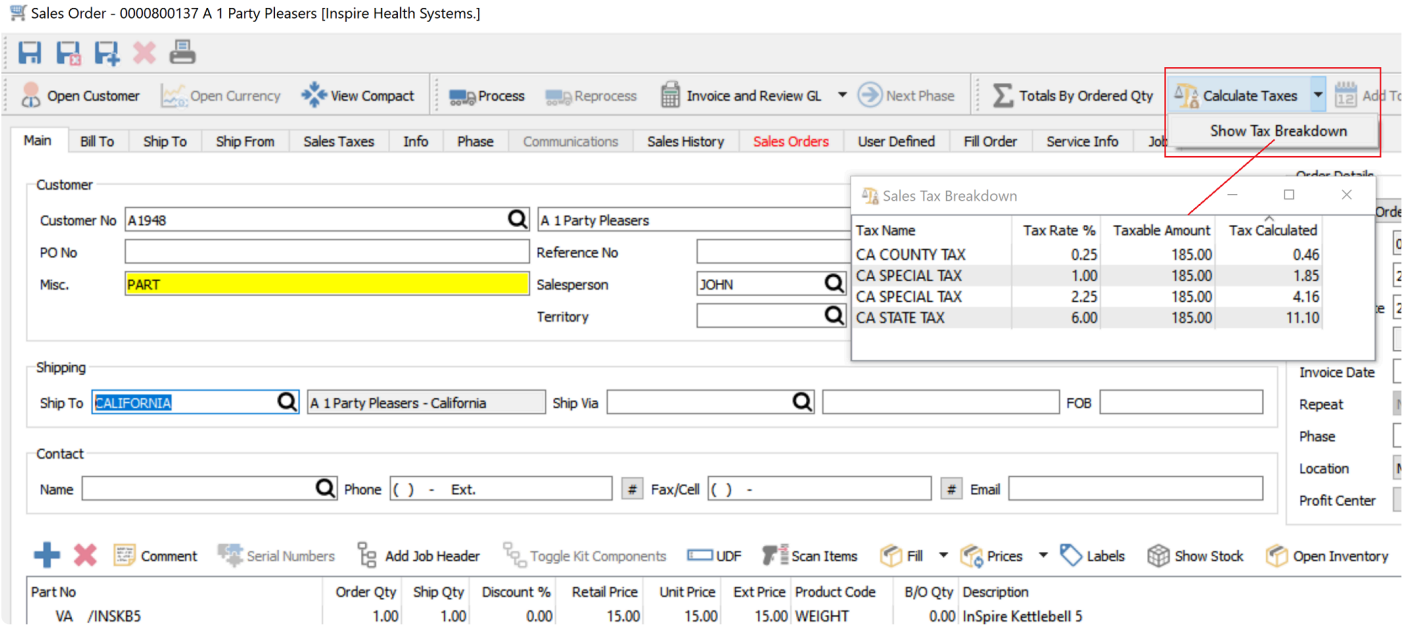
Once all the settings are applied, the sales orders will automatically charge the correct taxes based on Avatax's calculations.

When items are initially added to a sales order, there are no tax calculations so the tax label shows as zero with an asterisk (*) next to the tax label. This indicates that Avatax has not been contacted for a set of tax rates in order to calculate sales tax. If there is an asterisk and there is a tax amount, that means that the order has changed since the tax calculations were performed (items were added, deleted, prices were changed, etc).



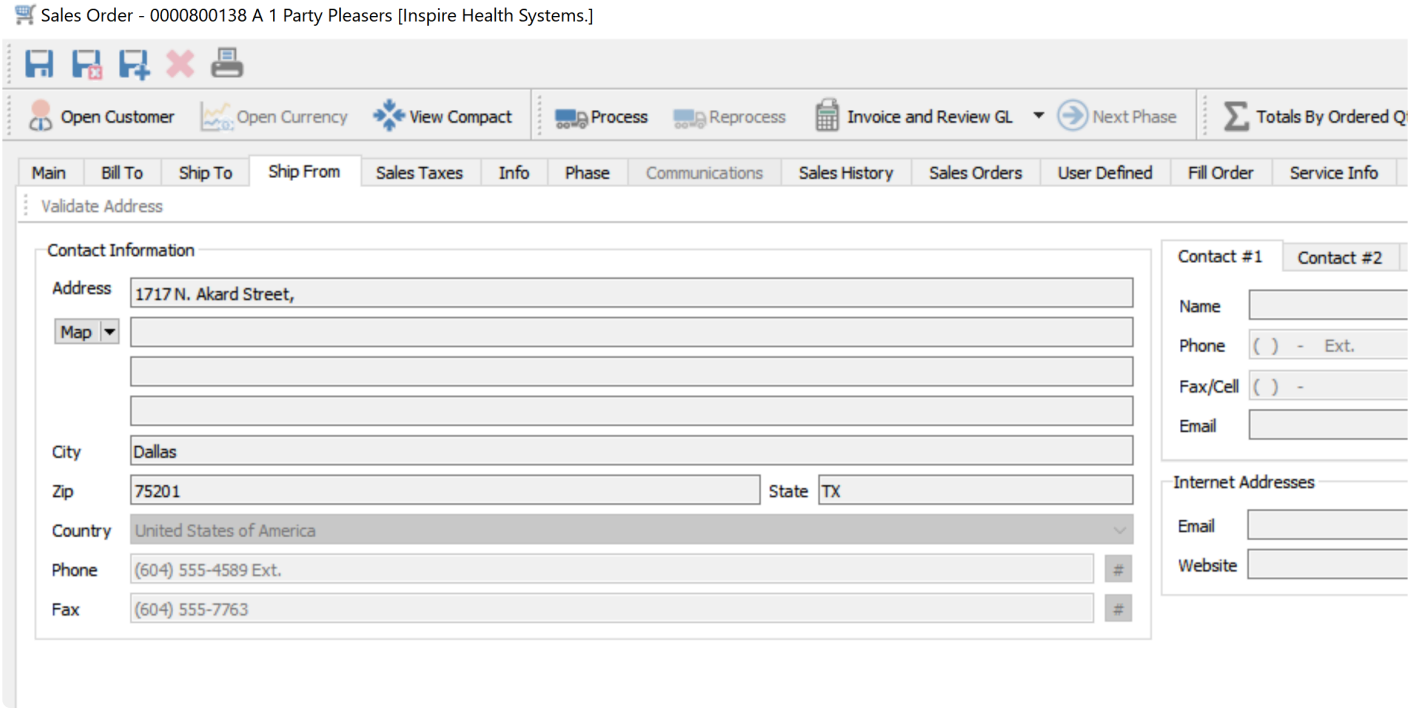
Sales taxes are calculated when the order is saved, printed or the user clicks the 'Calculate Taxes' button.

By selecting the down arrow beside the 'Calculate Taxes' button the user can select the tax breakdown in order to show all taxes that will be charged.



Once the sale is invoiced and posted, the total taxes are posted to the General Ledger account defined in the Avatax tax that was setup in Edit->Sales Taxes.

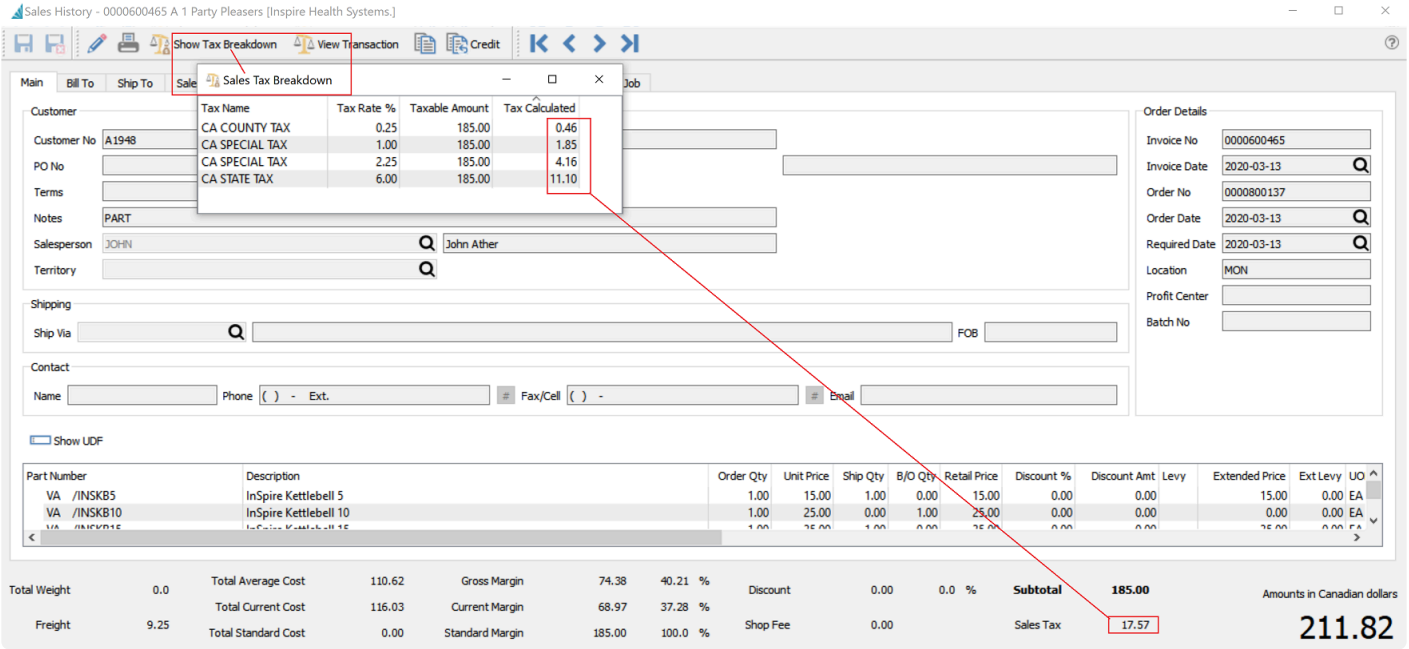
The ‘ship from’ tab on the sales order displays the warehouse address. If the user selects a different warehouse the address will change. In some tax jurisdictions the ship from address will change the tax calculations.



Avatax Audit

Spire Sales History

Once an invoice has been posted the user can check the taxes from sales history (an invoice) and compare it to what was posted to Avatax online.



Avatax Transaction History

When logging into Avatax with the provided credentials, the user can look at the transactions that were posted through Spire.

Note that all the information from the Spire sale is shown including customer info, the ship to, the ship from, the items sold and the taxes charged.

Avalara AvaTax

Home | Transactions | Exemptions | Returns | Reports | Settings

TRANSACTIONS | SPIRE SYSTEMS INC.

Sales invoice: 0000600465

Edit document details

Invoice detail

DOCUMENT CODE	0000600465
STATUS	Committed
DOCUMENT DATE	03/13/2020
TAX DATE	03/13/2020
COMPANY	Spire Systems Inc

Additional info

EXEMPTION CERTIFICATE APPLIED	No
IMPORTER OF RECORD?	No
CURRENCY	CAD
DISCOUNT	0

Customer info

ENTITY USE CODE	None
CUSTOMER	A1948

SHIP FROM	1717 N. Akard Street, Dallas, TX 75201 US
SHIP TO	416 Brooks Ave Venice, CA 90291-3038 US

	AMOUNT	DISCOUNT	NOT TAXED	TAXABLE	TAXES/FEES	TOTAL
Tax summary	**194.25**	**0.00**	**9.25**	**185.00**	**17.57**	**211.82**

Line items

Add a line item | Calculate tax | New! Review tax calculations

TAX DETAILS	LINE	ITEM CODE	DESCRIPTION	QTY	AMOUNT	DISCOUNT	NOT TAXED	TAXABLE	TAXES/FEES	TOTAL
	1	INSKB5	InSpire Kettlebell 5	1	15.00	0.00	0.00	15.00	1.43	16.43
	2	INSKB10	InSpire Kettlebell 10	1	0.00	0.00	0.00	0.00	0.00	0.00
	3	INSKB15	InSpire Kettlebell 15	1	35.00	0.00	0.00	35.00	3.33	38.33
	4	INSKB20	InSpire Kettlebell 20	1	45.00	0.00	0.00	45.00	4.27	49.27

SPS Commerce EDI

SPS Commence EDI integration

SPS Commence is an EDI provider that Spire integrates with. Using this integration, you can accept EDI orders, as well as manage those orders after they have been received. Spire handles the following types of EDI documents. If there are additional document types you need to send/receive, SPS Commerce is able to accommodate these via their web based fulfillment tool that is available in parallel to the Spire integration.

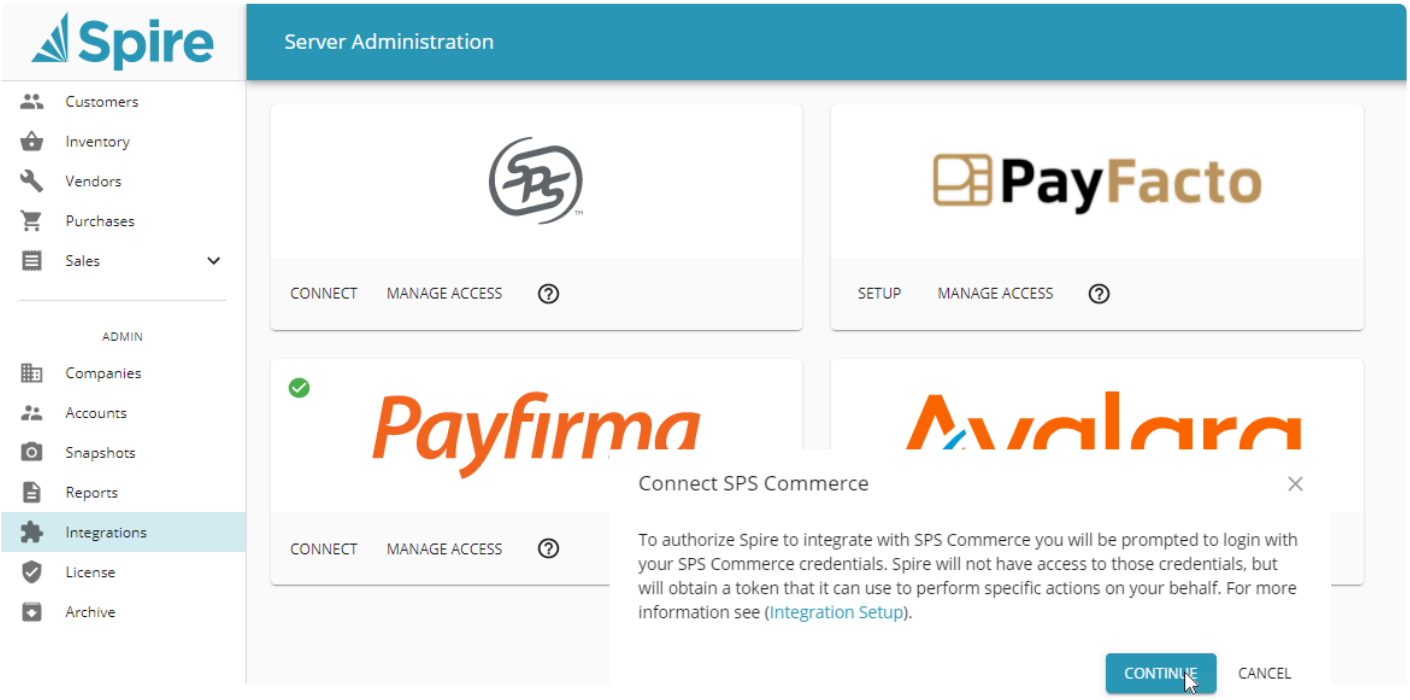
- Sales Order Request (EDI 850)
- Sales Order Acknowledgement (EDI 855)
- Invoice (EDI 810)

In order to establish and use this integration, perform the following steps;

Step 1. Link Spire Server to SPS Commerce

In order to provide a link to SPS Commerce, you will need an account with SPS Commerce. Contact Ellen Tonkin at etonkin@spscommerce.com or phone directly at 218-258-5967, and she will align resources who can discuss and scope out your EDI needs and provide you with credentials that will allow you to use their service.

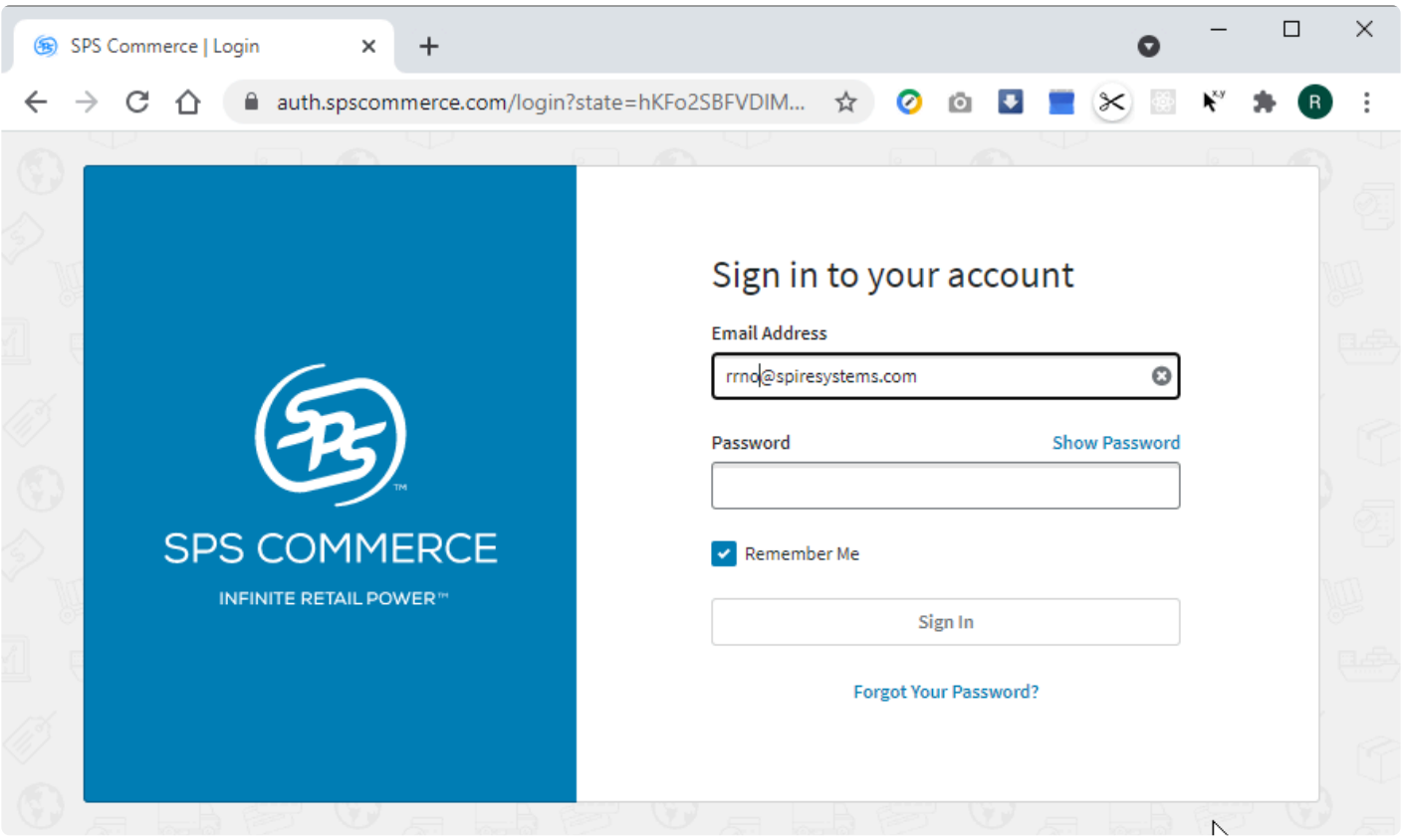
Logon to Spire Server Administration, and click on “Integrations”. Select “SPS Commerce” and click “CONNECT”.



Click “Continue”.

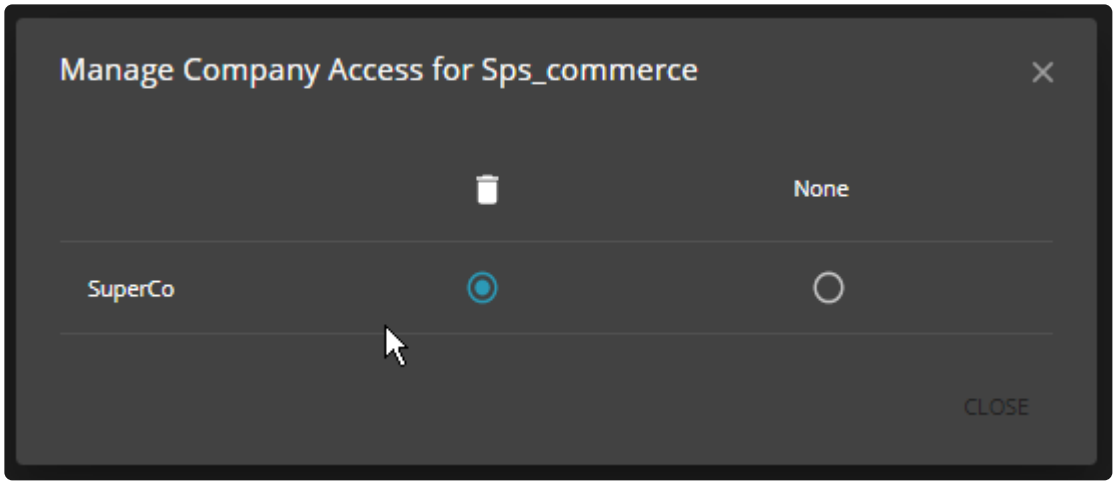
Click “Confirm” when prompted to link your Spire Central credentials to SPS Commerce.

When prompted, logon to the SPS Commerce site.



When this process is complete, you will have received the necessary credentials (authentication details) to communicate securely with SPS Commerce.

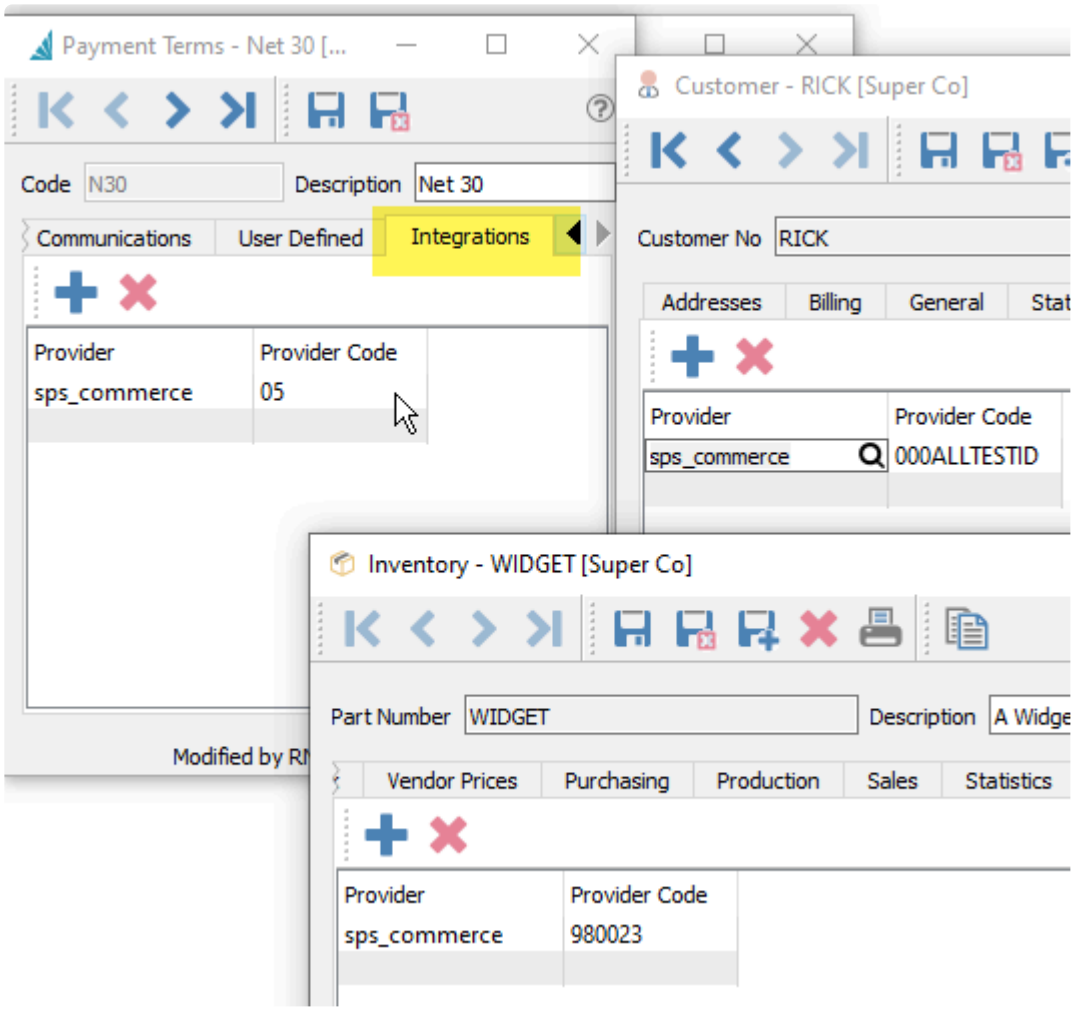
While these credentials apply to this Spire server instance, you must also select the Spire companies that you wish to use with SPS Commerce. You do this by clicking “Manage Access” and selecting each company that will use SPS Commerce;



Once these steps are completed, you can begin setting up the integration of customers, items and terms within a Spire company.

Step 2 – Setting up mappings

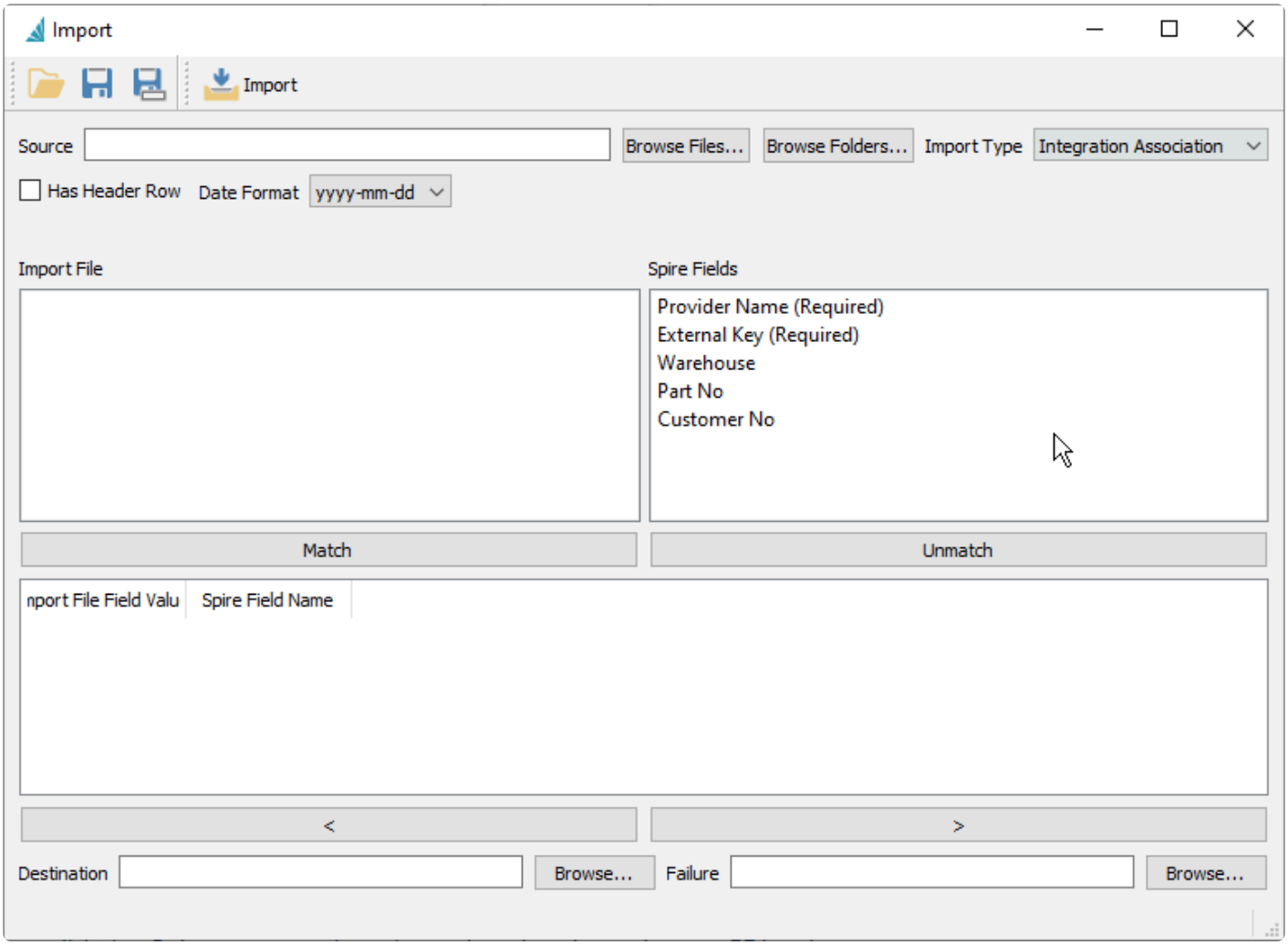
In order to use the EDI link, customers must be mapped to outside customers and items to outside items. In other systems, your customer may be using a different customer number, and the items numbers (part numbers) they use may differ from yours. These mapping are established on the “Integrations” tab for each of these modules in Spire.



Notice that in the above case, the Spire values “N30”, “RICK” and “WIDGET” map to “05”, “000ALLTESTID” and “980023”. We are providing links for the term, inventory item and customer codes so that two different systems can communication. Note that it is critical that these codes are provided, otherwise it will not be possible for Spire to create the sales order when it receives an EDI order request.

Note that the provider ID for this purpose is sps_commerce (you can also browse to select this from a list of available providers).

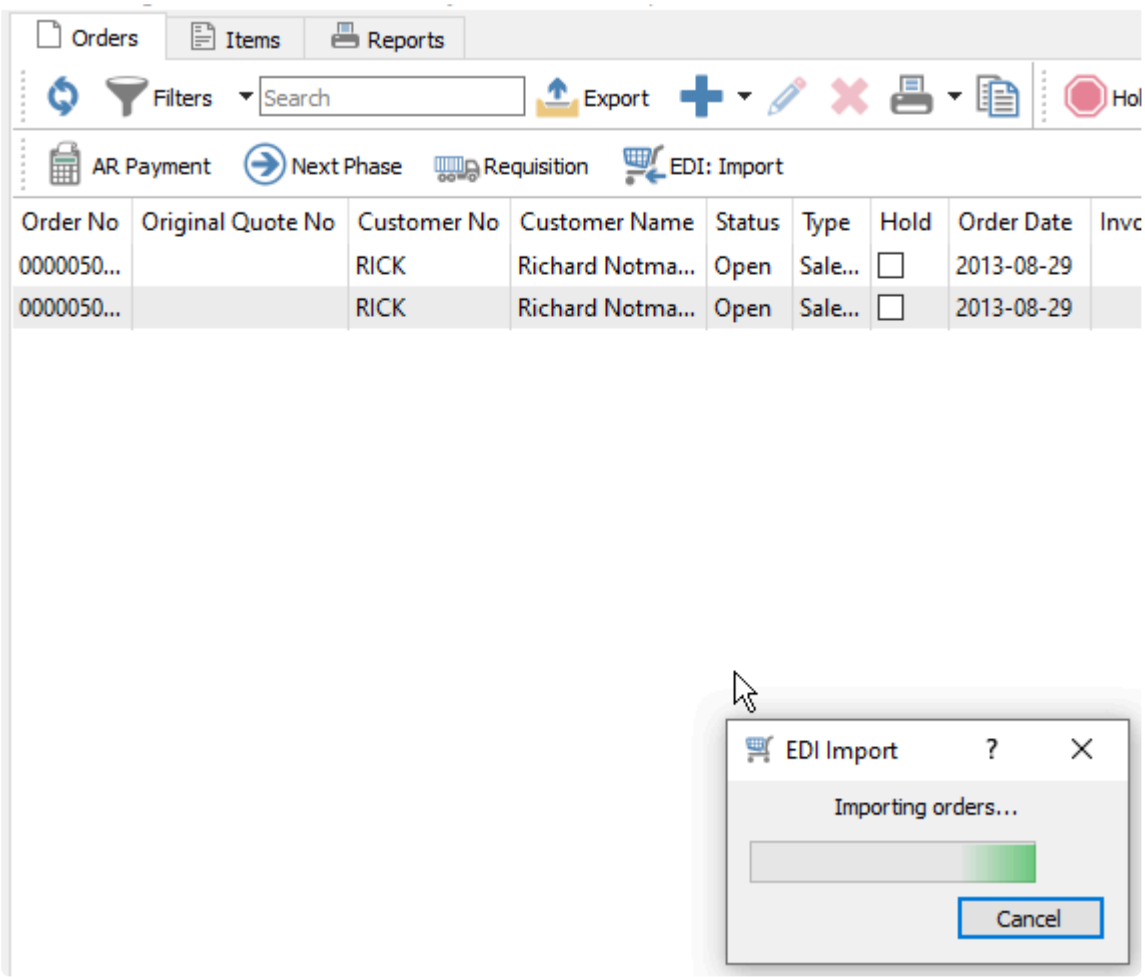
This association process can be done manually, or these associations can be imported using Spire’s built in import utility. Choose “Tools”, “Import…” and choose “Import Type” Integration Association.



Step 3 – Managing EDI orders

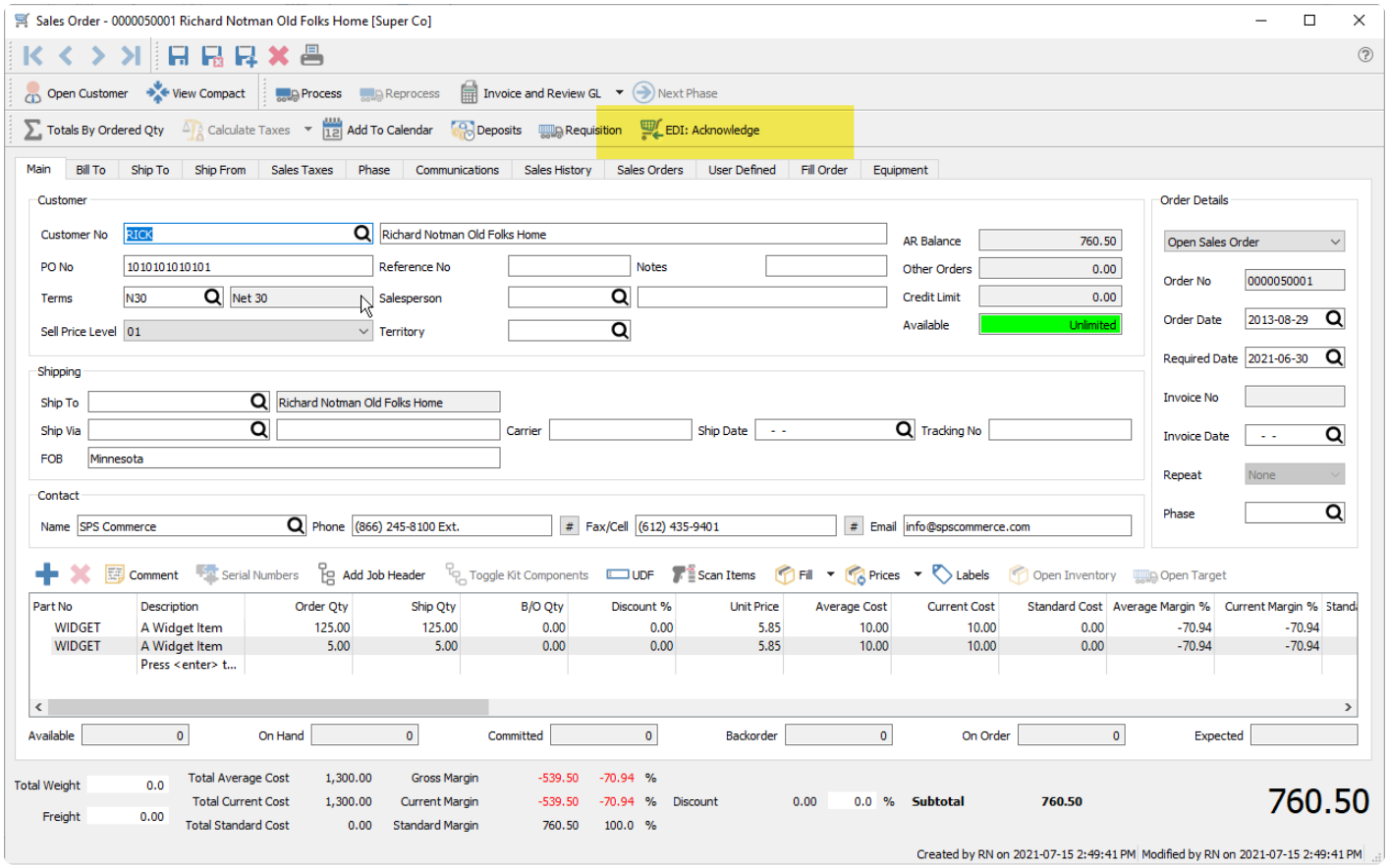
When you have completed the proceeding steps, you can import import orders. This assumes customers have sent EDI orders and that they are waiting in your EDI mailbox.

To import an EDI order, load the sales list, and click “EDI: Import”;



If orders are in your EDI mailbox, they will be added to Spire automatically using the next available order number.

Once an EDI order has been accepted, it can be acknowledged. To do so, load the order and click “EDI: Acknowledge”. This sends an acknowledgment back through the EDI provider (SPS Commerce) and on to your customer. An order can be acknowledged more than once.



When an EDI order has been invoiced in your Spire accounting system, that invoice can be sent through your EDI provider as a communication. To send an invoice, load the invoice in sales history and click “EDI: Invoice”.

Sales History - 0000030002 Richard Notman Old Folks Home [Super Co]

Open Customer | Show Tax Breakdown | View Transaction | Reverse | EDI: Invoice

Main | Bill To | Ship To | Sales Taxes | Phase | Communications | User Defined | Equipment

Customer

Customer No: RICK — Richard Notman Old Folks Home
PO No: 1010101010101 — Reference No: — Notes:
Terms: Net 30 — Salesperson: — Territory:

Order Details

Invoice No: 0000030002
Invoice Date: 2021-06-30
Order No: 0000050002
Order Date: 2013-08-29
Required Date: 2021-06-30
Batch No:

Shipping

Ship To:
Ship Via: — Carrier: — Ship Date: - - — Tracking No:
FOB: Minnesota

Contact

Name: SPS Commerce — Phone: (866) 245-8100 Ext. — Fax/Cell: (612) 435-9401 — Email: info@spscommerce.com

Open Inventory | Toggle Kit Components | Show UDF

Part Number	Description	Order Qty	Unit Price	Ship Qty	B/O Qty	Retail Price	Discount %	Discount Amt	Levy	Extended Price	Ext Levy	UOM	Employee	Aver
WIDGET	A Widget Item	125.00	5.85	125.00	0.00	5.85	0.00	0.00		731.25	0.00	BF		
WIDGET	A Widget Item	5.00	5.85	5.00	0.00	5.85	0.00	0.00		29.25	0.00	LN		

Total Weight	0.0	Total Average Cost	1,300.00	Gross Margin	-539.50	-70.94	%					
		Total Current Cost	1,300.00	Current Margin	-539.50	-70.94	%	Discount	0.00	0.0	%	Subtotal 760.5(
Freight	0.00	Total Standard Cost	0.00	Standard Margin	760.50	100.0	%					

760.50

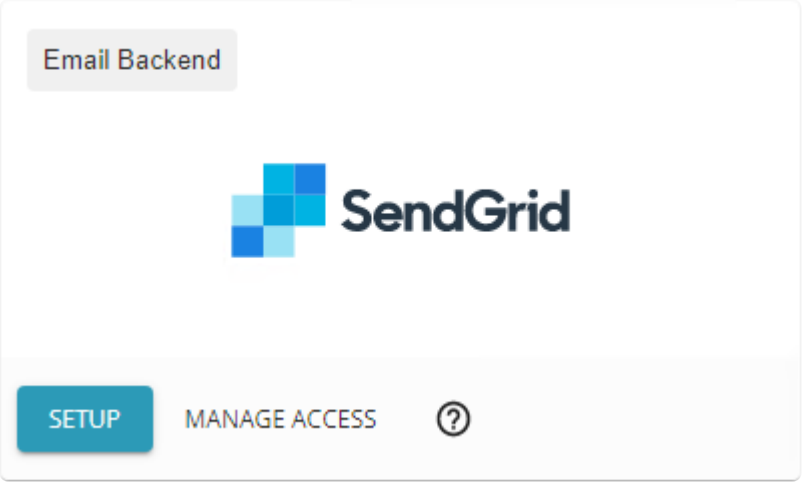
Created by RN on 2021-07-15 3:05:23 PM Modified by RN on 2021-07-15 3:05:32 PM

SendGrid

If you send emails in volumes large enough or frequently enough that it might trigger spam blocking or black-listing from your email provider, you may want to consider using SendGrid by Twilio to manage emailing. Manage your emails more efficiently, give simpler credentials to your staff, and provide analytics for sending success and usage.

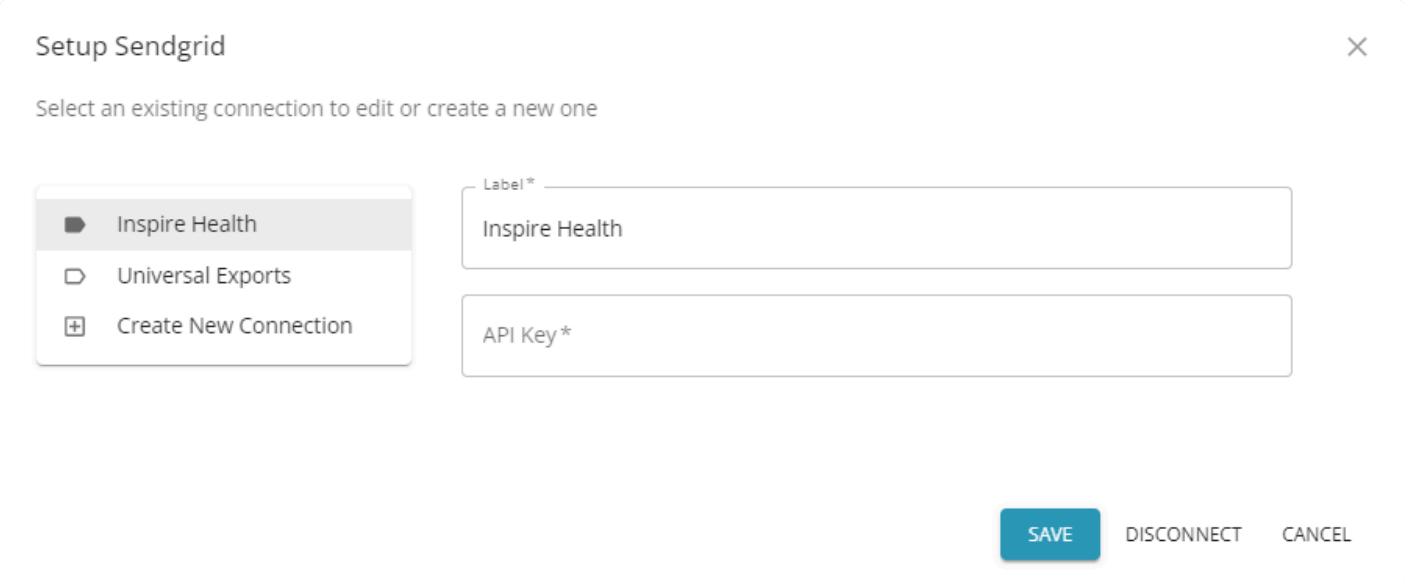
To obtain more information about how to establish this integration from SendGrid at https://sendgrid.com/

Access the Integrations area of the Spire Server Administrator to start the setup.



Setup

Click the Setup button to create or modify SendGrid connections.



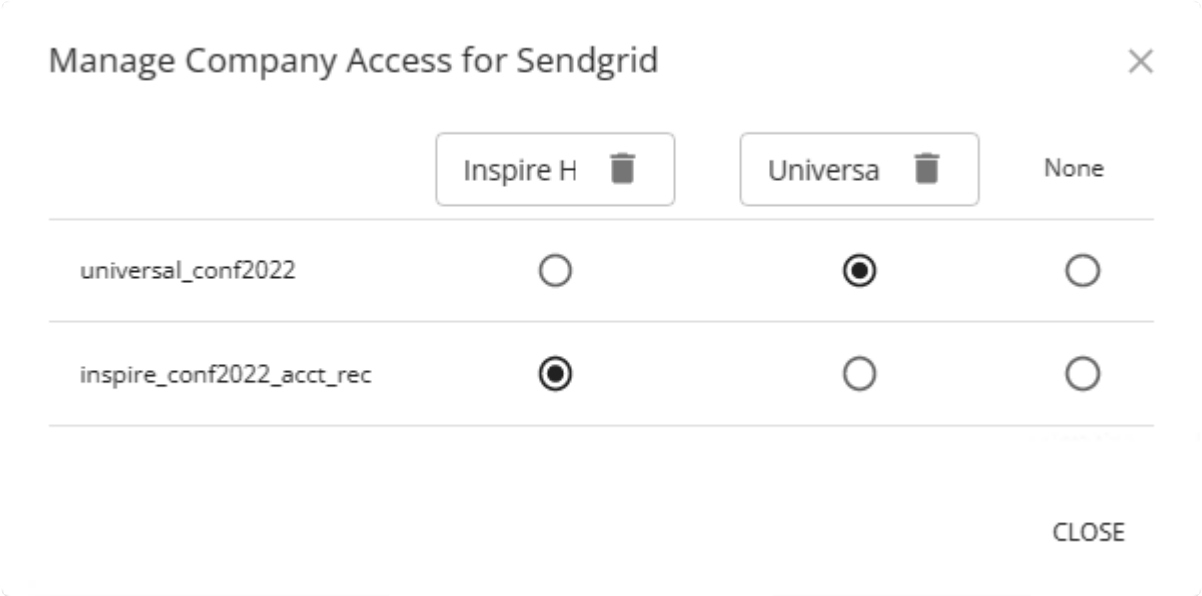
Enter a label you will use to describe the connection, and the API key(s) provided to you from your

SendGrid account. You can have multiple connections, each with different labels and API keys, perhaps because you maintain multiple companies and each uses a separate connection.

When an email is sent within Spire, instead of going through an SMTP server, it is processed through SendGrid. In cases where you are sending dozens or hundreds of emails at a time, the email procedure will not be at risk of triggering spam notifications from the email provider. And from within the SendGrid program, you can track success and failure rates for sending emails and other statistical information.

Manage Access

After entering your SendGrid API key(s), you next need to determine which companies will use SendGrid in the Manage Access area, and which connection is used if multiple connections are configured.



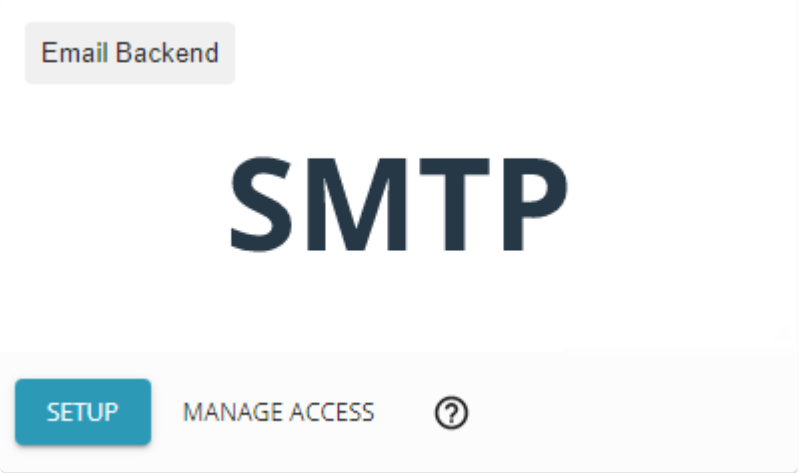
For each company database in Spire, there will be a row with the database ID as the label. Use the radio buttons to select which SendGrid configuration will be used for each company when you send emails. If you choose None, then the emailing process will fall back to the legacy configuration that is found in either Company Settings or User Settings.

If you want to delete a SendGrid setup, you can also use the trash can icon on the respective SendGrid configuration label to do so, in the same way as using the Disconnect process within Setup.

SMTP Email

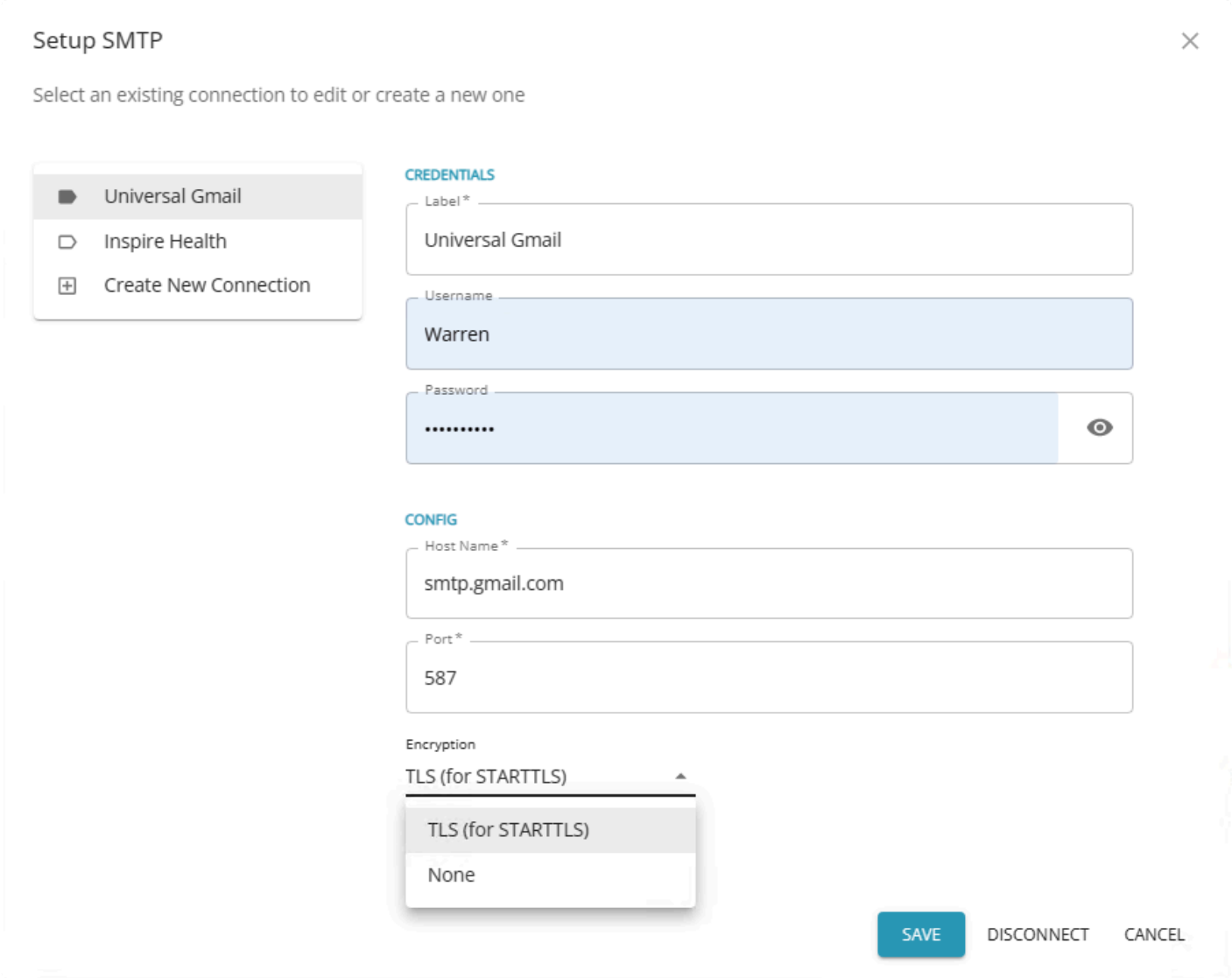
You can configure your company email settings here, to be used for all companies, rather than having to do so in Company Settings for each individual company.

Access the Integrations area of the Spire Server Administrator to start the setup.



Setup

Click the Setup button to create or modify SMTP provider connections.



Multiple SMTP providers are supported, with each active connection listed at the left, along with a Create New Connection selection.

Credentials

Label – The description you want to see to identify this SMTP configuration, displayed here and in the Manage Access area.

Username – The account name for your email account, which is often your Gmail or Office 365 email address.

Password – The password for the email account, which is not displayed on screen unless requested and not store unencrypted in the database.

> If you use Gmail for your email server, instead of your account password, you need to instead set up and use an 'App password' in the Third-party Access area of your Google

account.

Config

Host Name – The email provider SMTP, such as smtp.gmail.com or smtp.office365.com

Port – The number that the email provider uses to communicate with Spire emailing. By default this is 25, but could be other values such as 465 or 587.

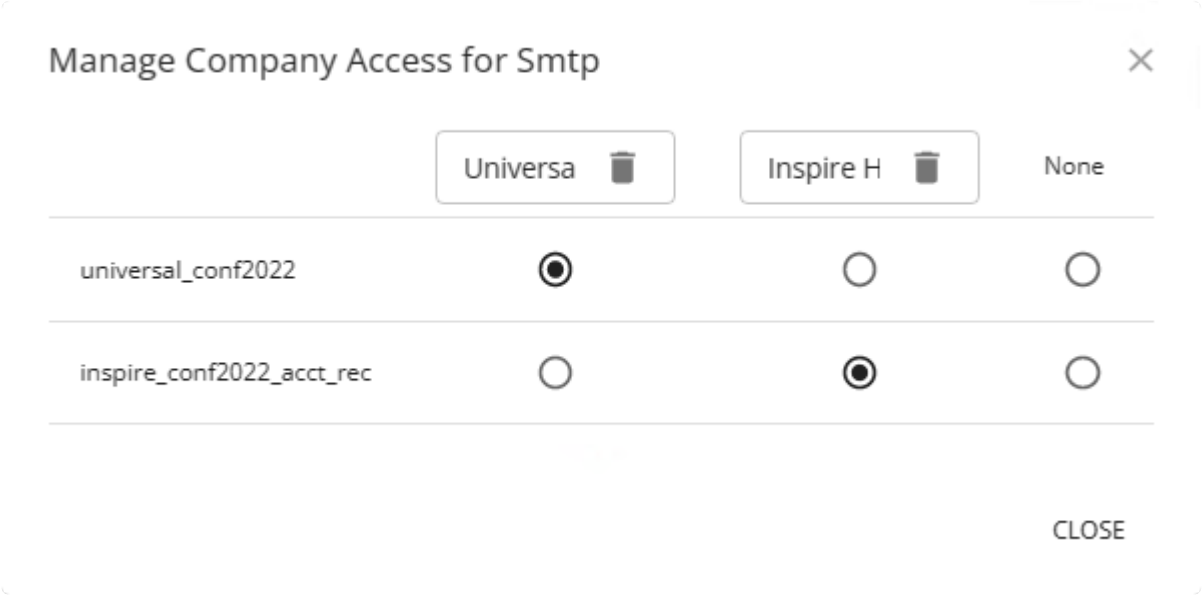
Encryption – Choose from TLS or None.

Click the Save button to verify that the connection values are correct. If an error was made, this setup will not be saved.

To remove an SMTP confirmation, click the Disconnect button.

Manage Access

After entering your credentials and configurations, you next need to determine which companies will use this SMTP provider in the Manage Access area.



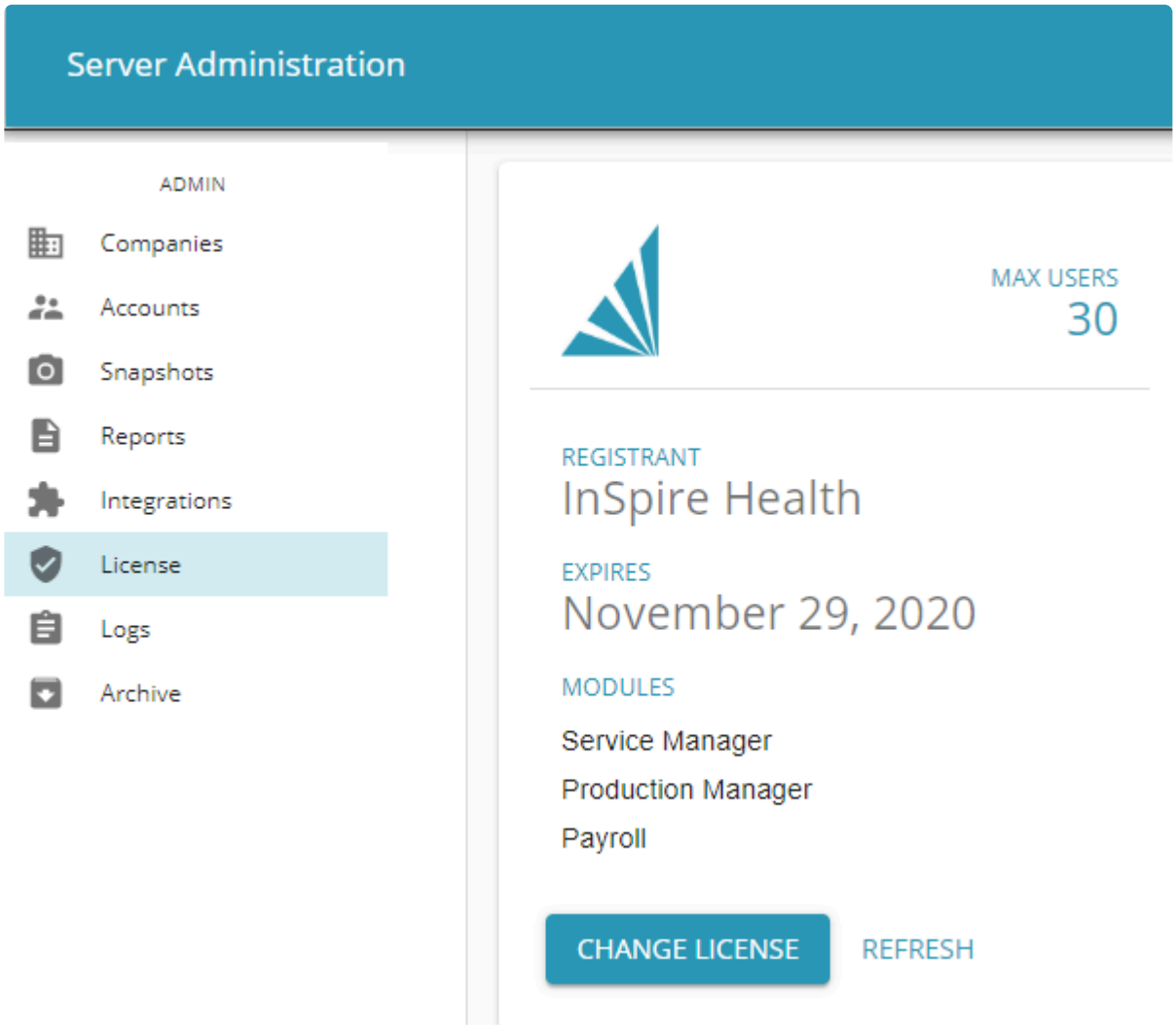
For each company database in Spire, there will be a row with the database ID as the label. Use the radio buttons to select whether or not one of these SMTP configurations will be used for each company when you send emails. If you choose None, then the emailing process will fall back to the legacy configuration that is found in either Company Settings or User Settings.

If you want to delete an SMTP credentials setup, you can also use the trash can icon on the respective SMTP configuration label to do so, in addition to the Disconnect process within Setup.

License

License

This screen shows the optional modules that are owned and the maximum number of accounts (users) that can be set as Active at one time. If there is an expiry date associated with the program registration, this is listed as well.

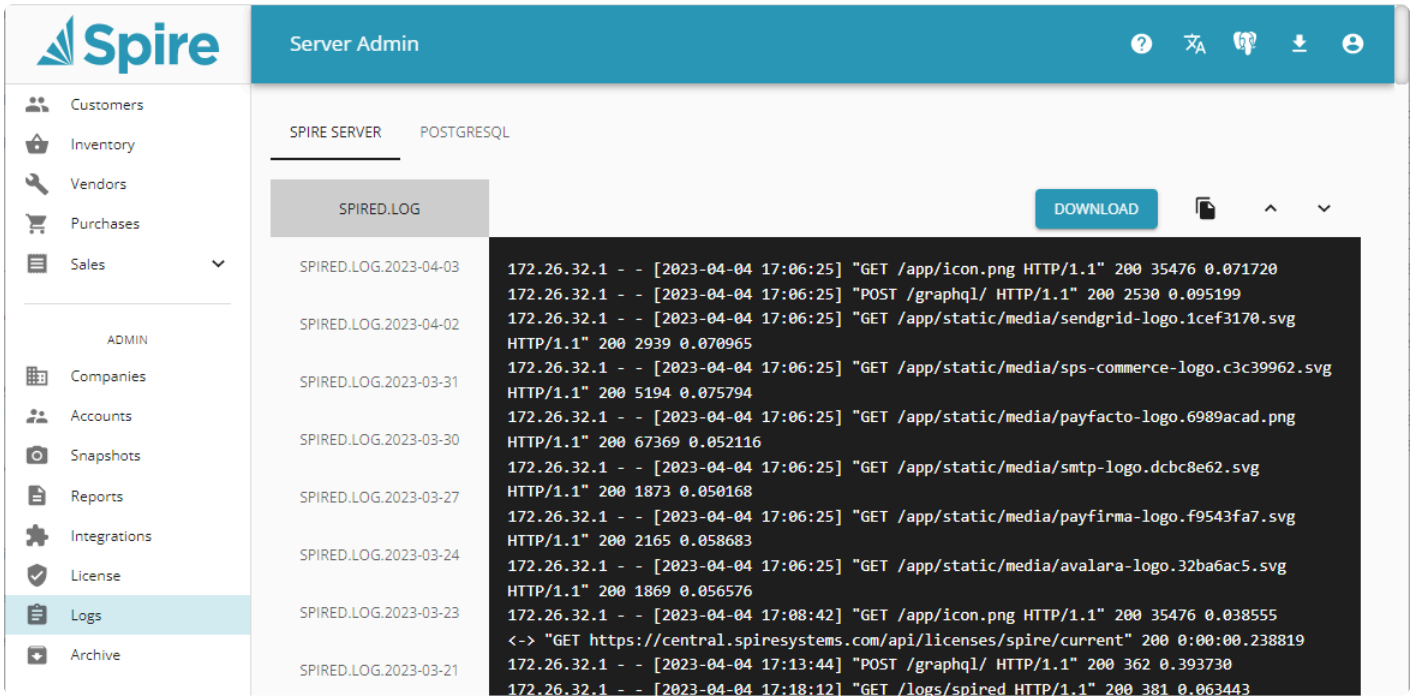


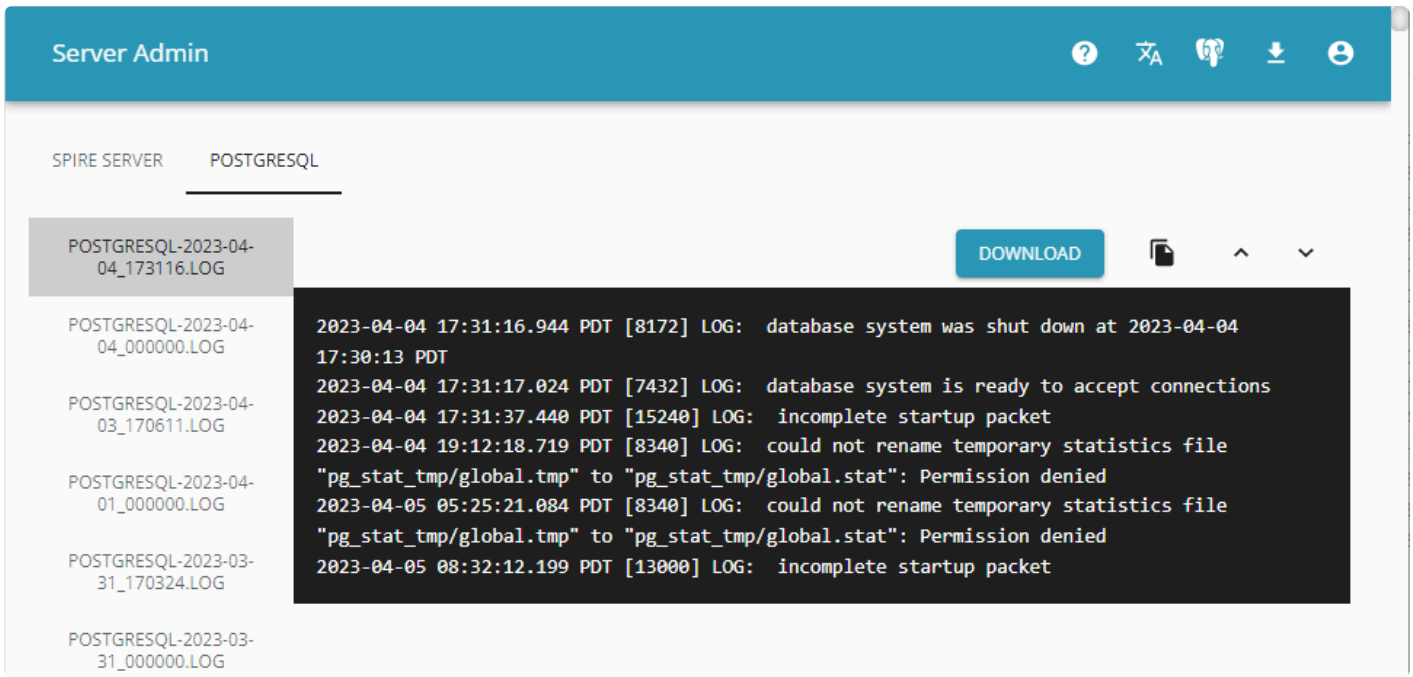
Change License – Click to change license. Note that this will remove an existing license and prompt the user to log in and acquire another one.

Refresh – Click refresh if new modules or user licenses have been purchased. This will happen automatically every 4 hours.

Logs

While using Spire, technical activity is being saved in two separate log files. These files are useful to track down any errors that may have occurred in amongst all the standard and successfully run processes. The Spire Server 'spired.log' contains activity at the application level, and the PostgreSQL log contains activity at the database level. To keep log files from getting extremely large, the system will occasionally save each log with a new file name that contains today's date and create a new file for logging the processes.





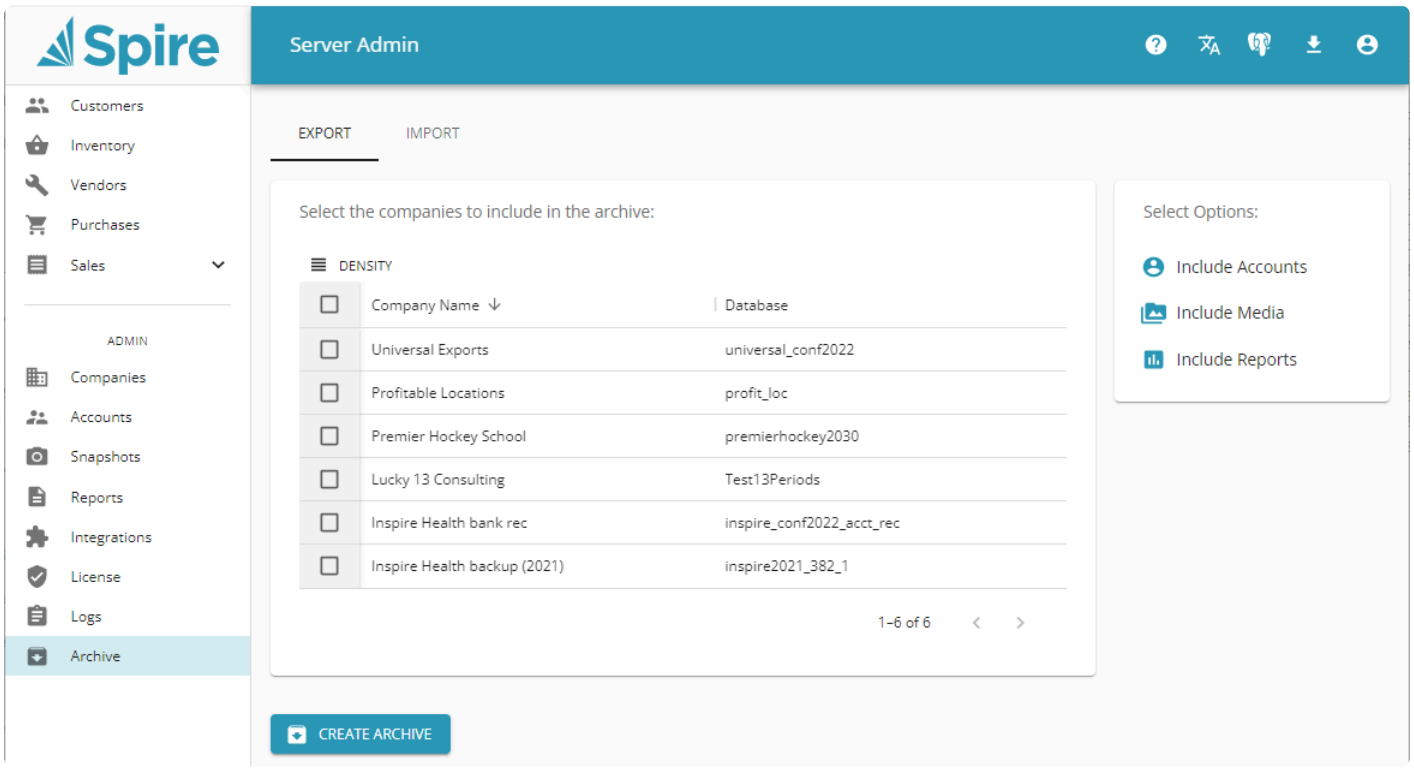
If you are having a technical issue, Support may ask for log files as part of the investigation. From either the

Spire Server or PostgreSQL lists, highlight the desired file on the left and use the Download button to save a text file of the log contents. There is also a Copy to Clipboard button if you simply want to paste the text into some other document or email. The arrow up and down will allow you to view the complete log.

Archive

The Archive procedure is another way to create a compressed file containing company data and other information. Archiving differs from creating Snapshots as it can gather even more information, including user Accounts, Media and custom Reports for each company in a single Zip file that can then later be restored. This is very useful for moving a complete set of data for one or more companies from one server to another, or if your company is migrating between Spire Cloud or on-premise.

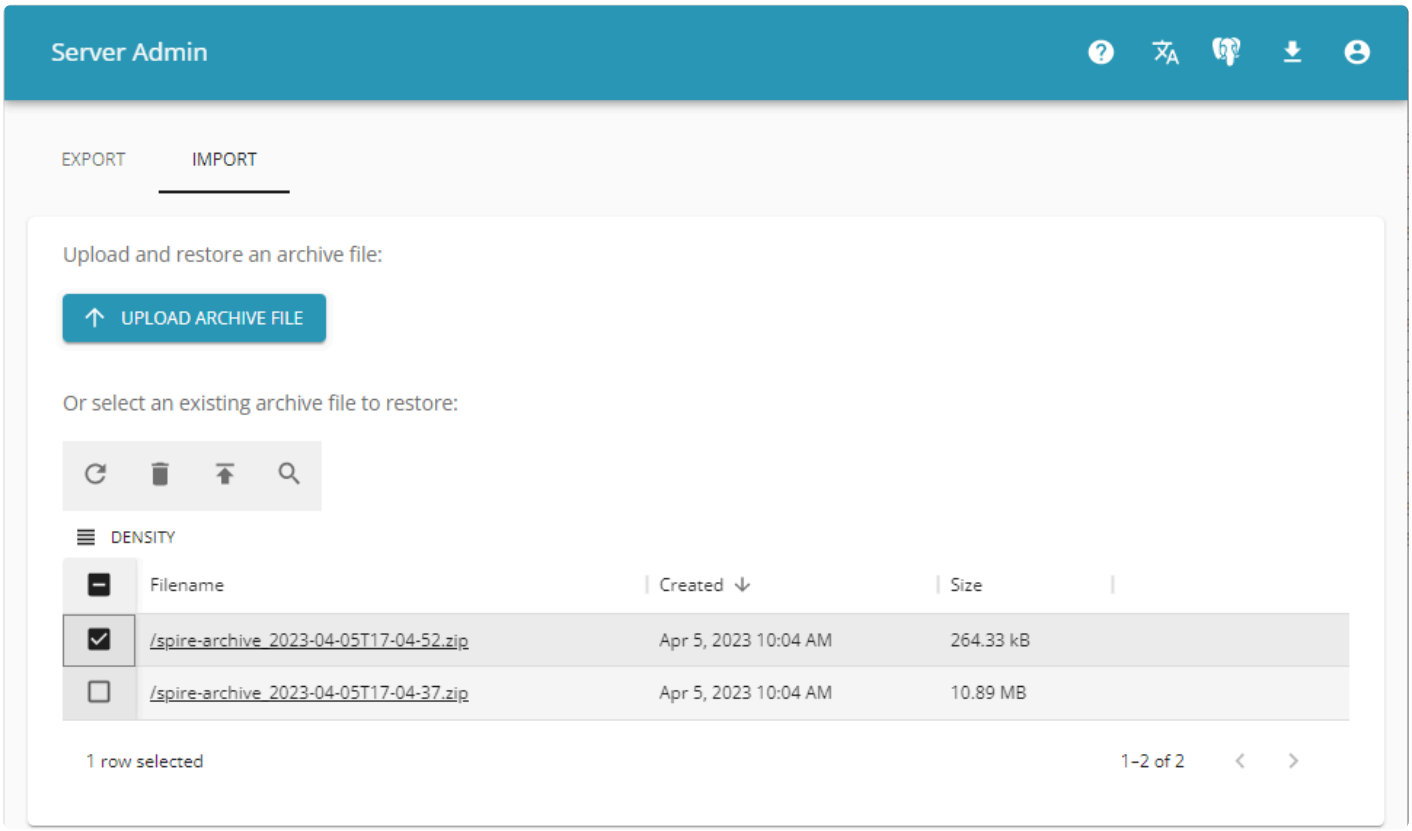
Export



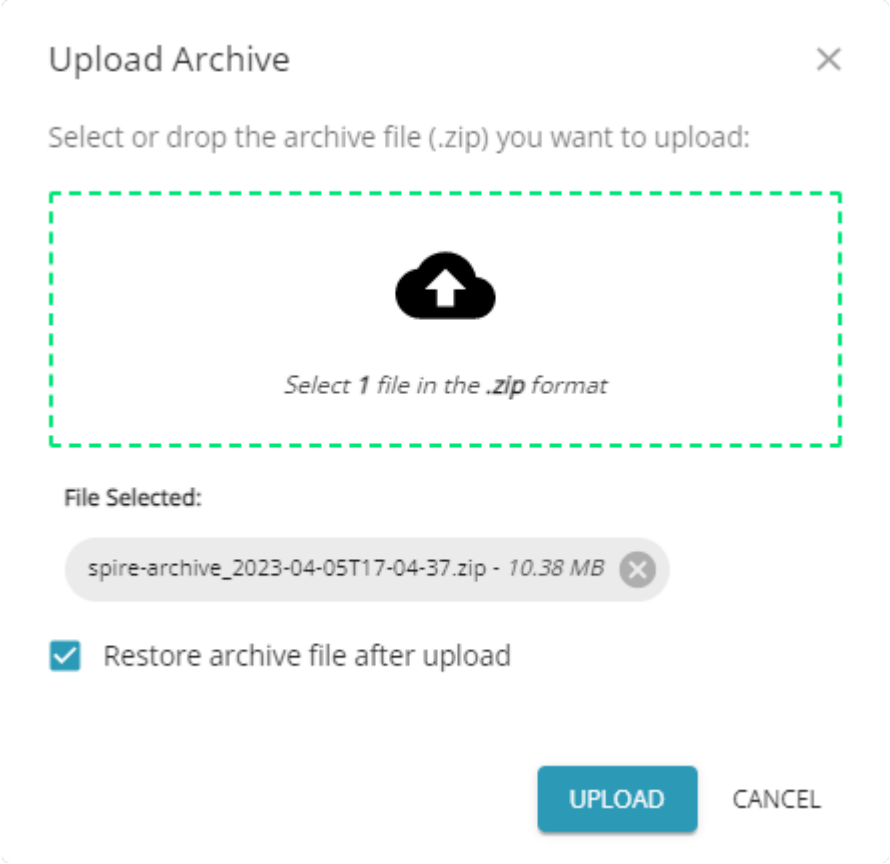
Your list of companies is displayed, and any number can be selected to include in the exported Archive file. There are options at the right for including user Accounts, image and attachment Media and custom Reports, where each can be toggled on or off as required when creating archives. They are all on by default, and the icon is coloured blue if enabled, and black and white if disabled.

Click the Create Archive button to initiate the process. When complete, the Archive Zip file will be created in the C:\ProgramData\Spire\Snapshots, with the date and time of when the archive was performed as part of the file name.

Import



The list of archive zip files in the standard save location is displayed at the bottom of this screen. More typically, when you wish to restore company data and other files from an archive, the zip file will be located in some directory other than this one. To import an archive stored elsewhere, click the Upload Archive File button to locate the file.



You can either drag-and-drop one file to this window, or click the upload box to open an Explorer window to browse for it. Once selected, you can either just upload the file – which will copy the archive to the standard file location and include it in the archive list – or you can choose to Restore the archive file immediately after the upload.

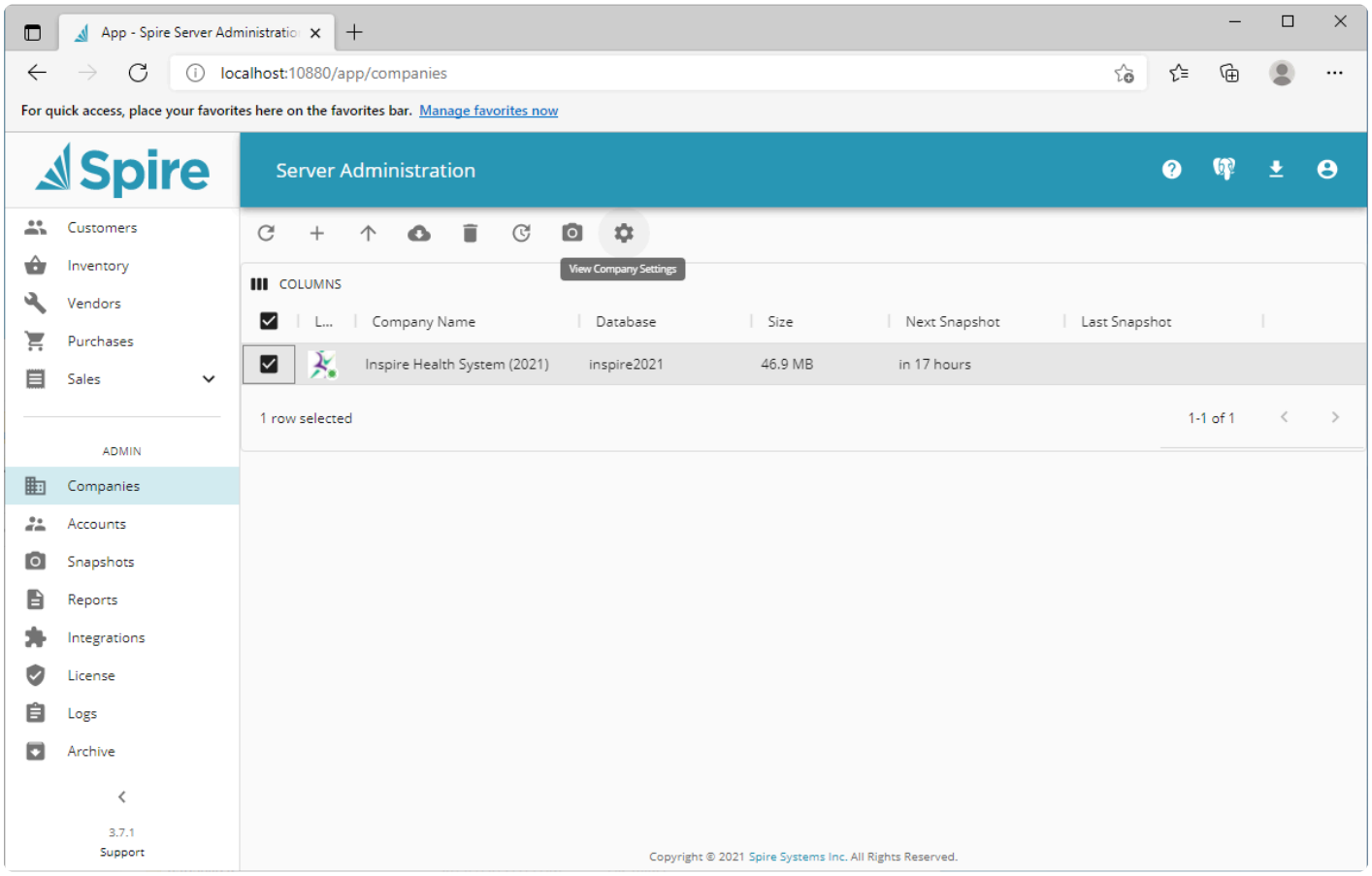
Whether you restore an Archive company file from here or from the list, it will create a new company database ID and populate all data and other included files. If the company database ID already exists, the restore process will append '_1' to the database name to ensure uniqueness.

Backup & Restore

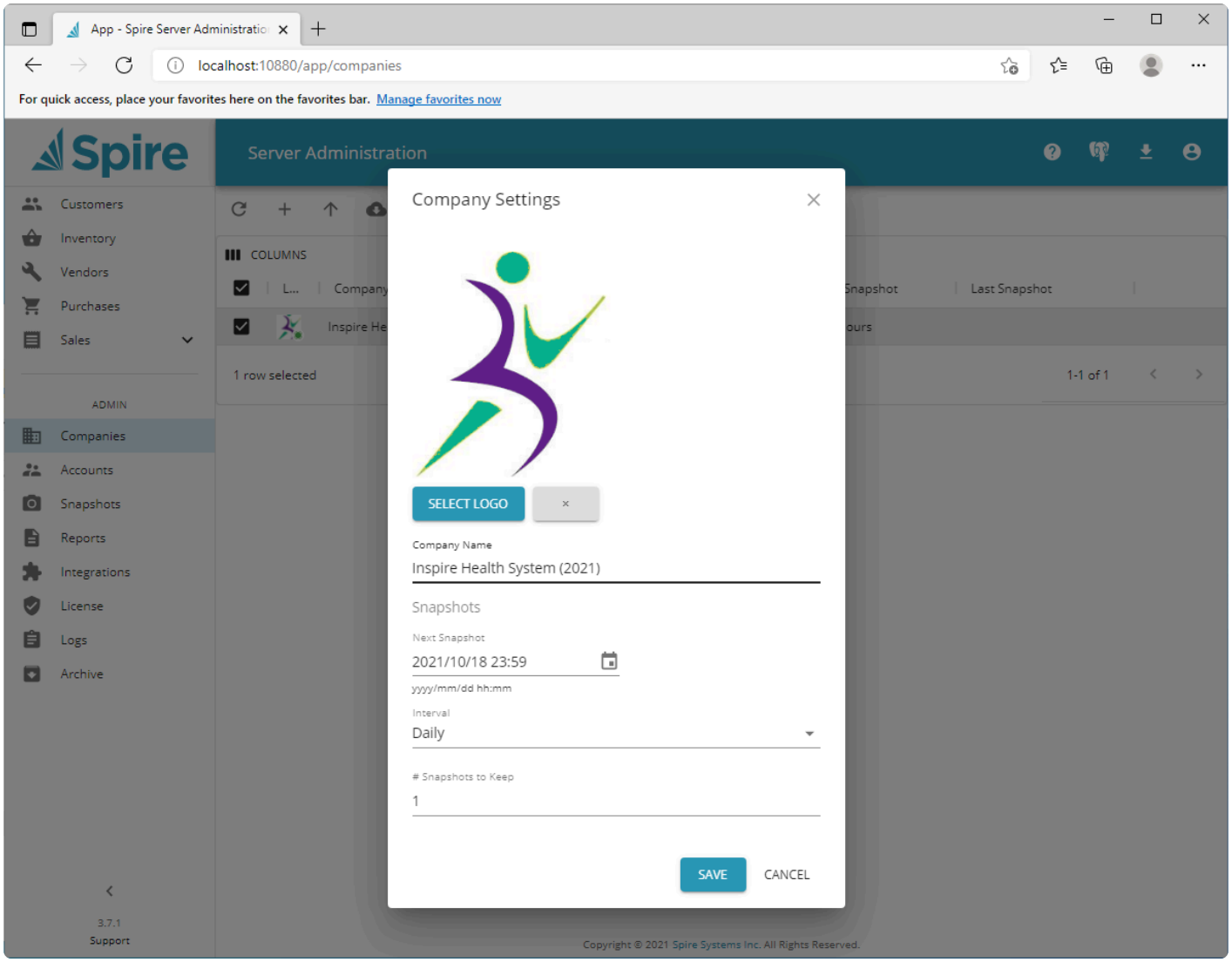
A snapshot is a single file a fraction of the size the original PostgreSQL data, created in the server admin and then copied off site to be stored as a backup. The restore function points to that single file and re-creates the original Spire dataset.

Backup

Set up snapshots in Spire Admin, by selecting a company from the list and clicking the settings icon.



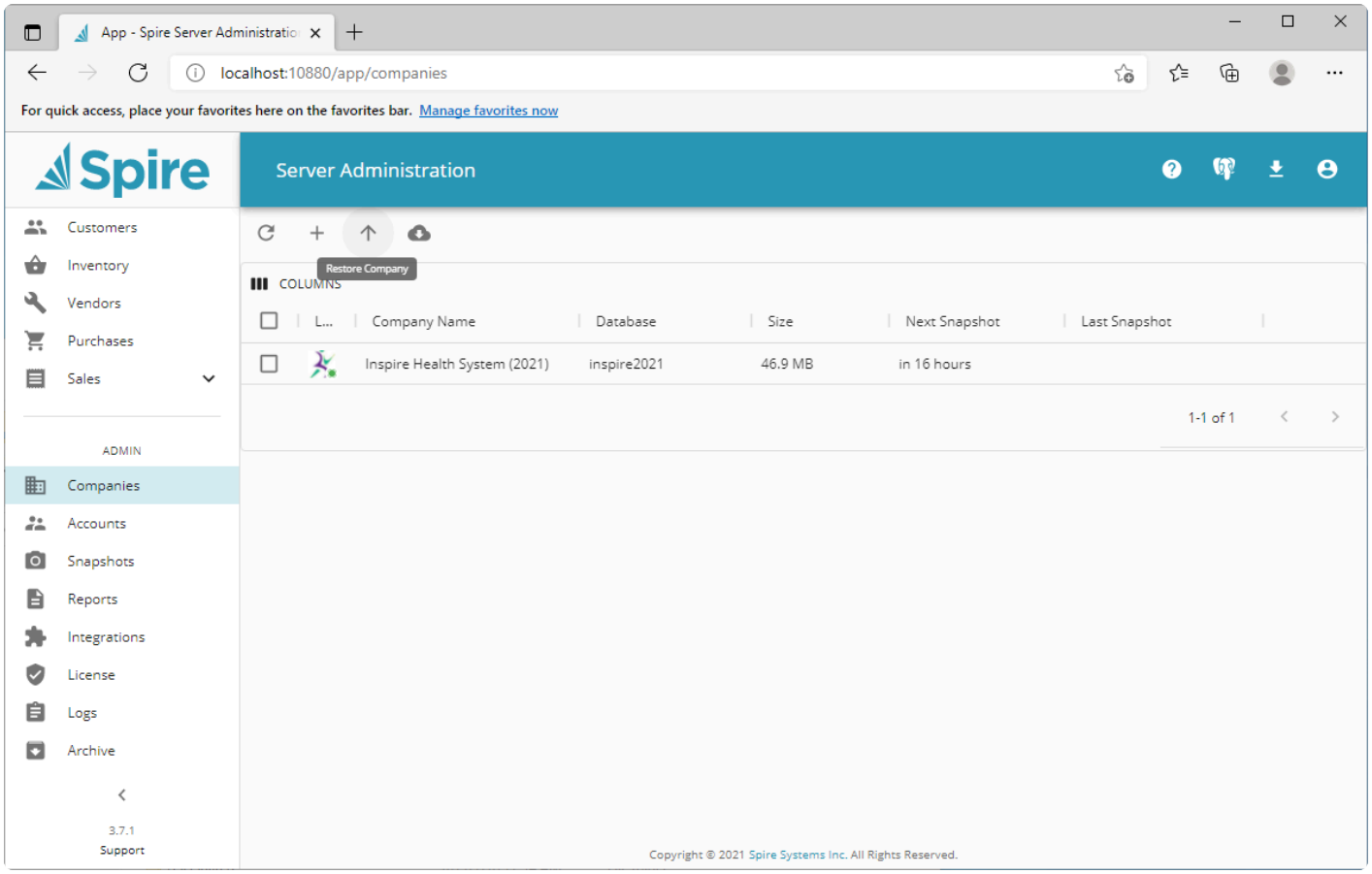
Select a snapshot time, interval and number of snapshots to keep.



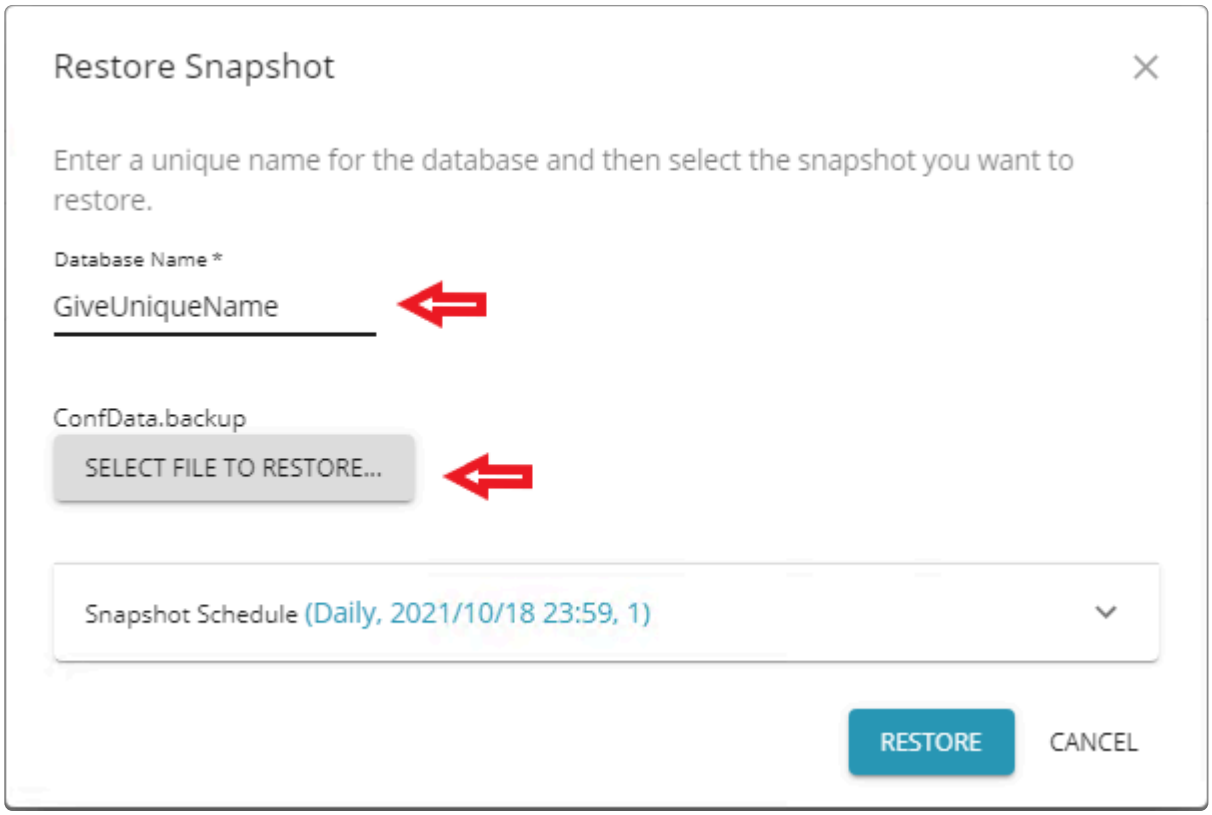
> ! The Snapshot is not a backup!! Until the files are copied to an external device taken off site or to a cloud backup service, they are not safe….

Restore

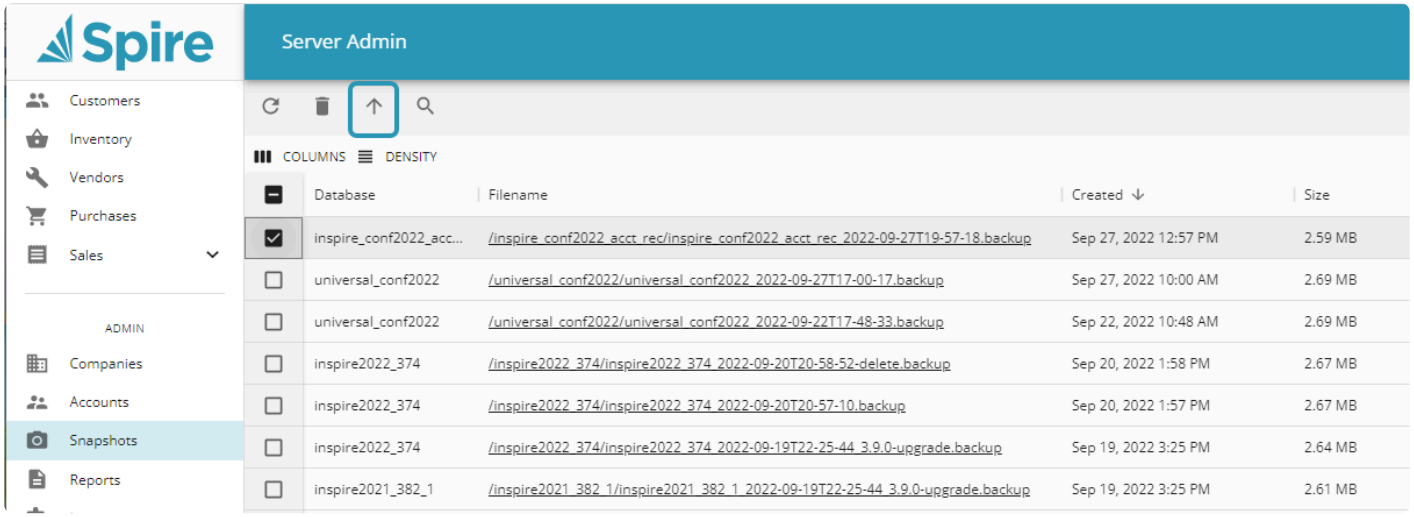
The restore is done in Spire Admin. In the companies menu, select the restore icon. (up Arrow)



Browse for the snapshot to restore and give the database a name different from any existing.Then click the restore button.



Alternatively, you can restore a snapshot directly from the Snapshots area of the Server Administrator, without first having to download the snapshot to a file and then browse to there to do the restore.



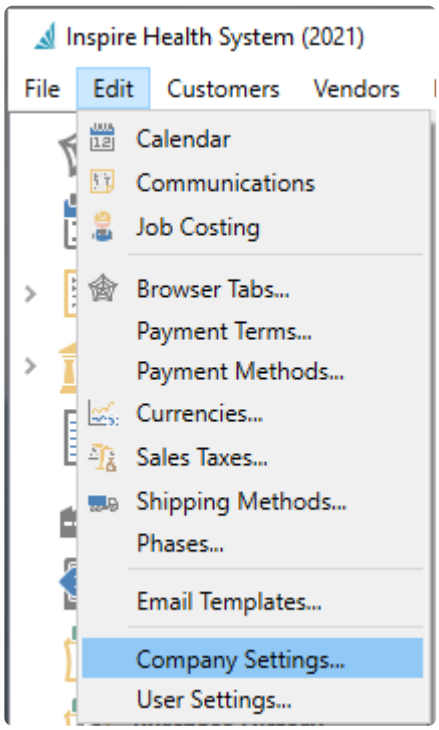
Note: When restoring be sure to move custom reports to the correct folder.

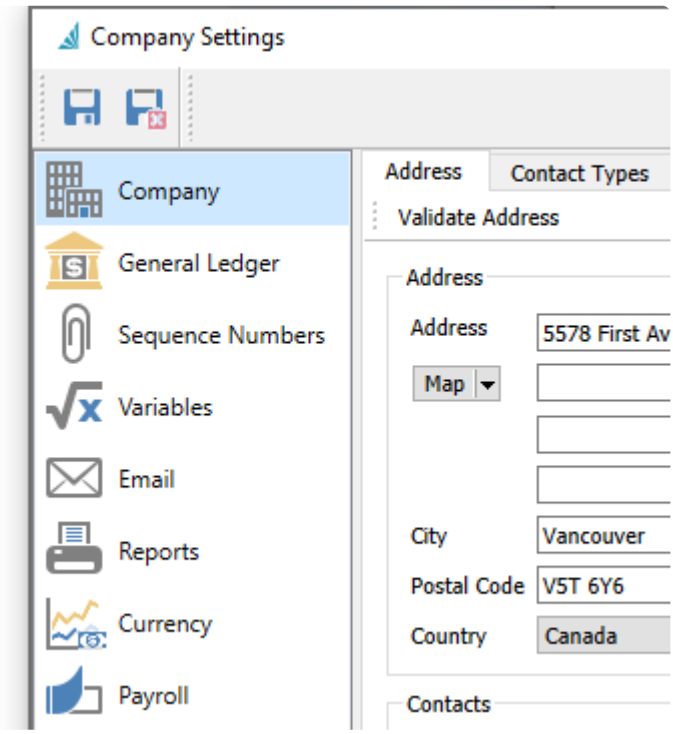
See also Spire Server Admin – > Snapshots

Company Setup

Company Settings

For your company data, you can configure many features, options and default values from within Company Settings that have significant effect on what information is maintained and how transactions are processed. Access these settings from the Edit top menu and the Company Settings selection, if you have been granted security rights from User Settings – General.



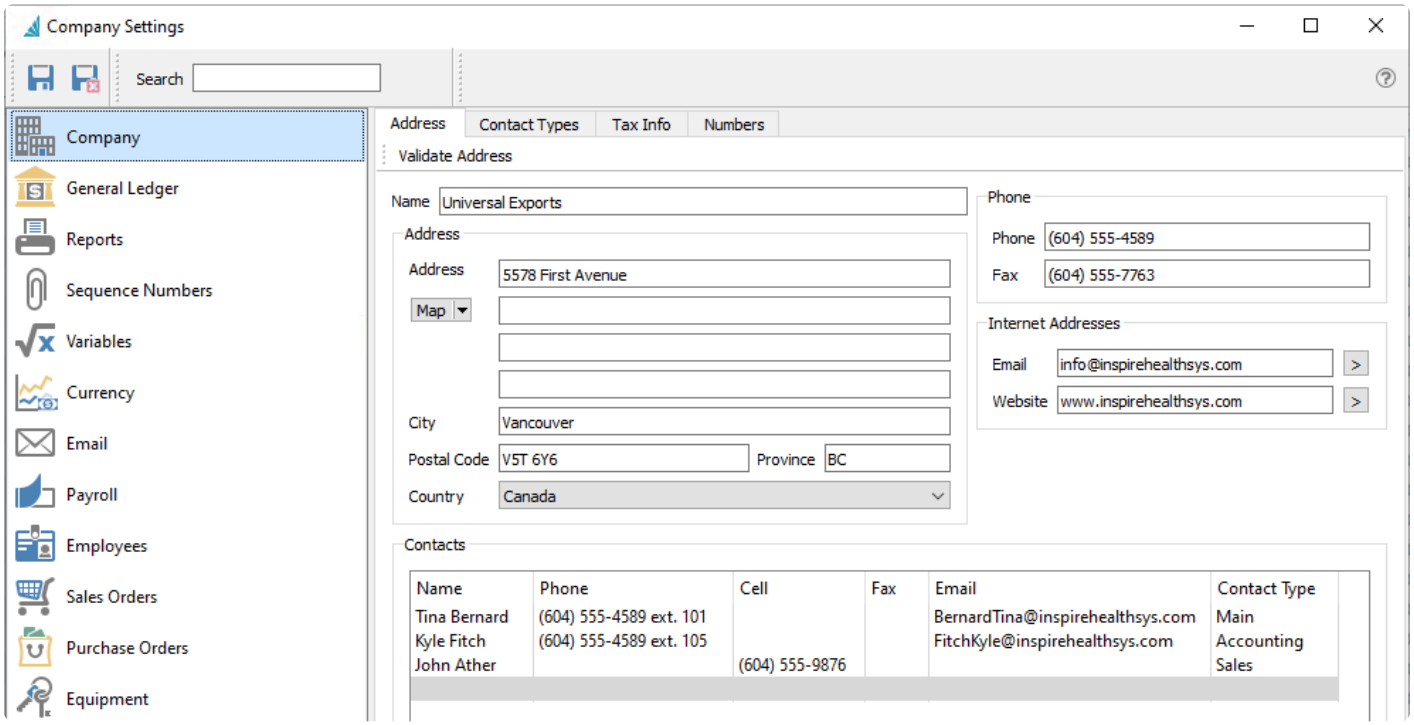


These settings are grouped by module and are accessible from the respective module name on the left. Once you have Spire installed on the system and your company data created, you will need to modify both these settings and user permissions in accordance with your specific internal requirements. There is a Search field at the top right corner that you may use to locate an option related to any module – when you enter search text, only field labels containing this text and their respective modules will be accessible.

Company

For the Company information, there are 4 separate tabs with settings general to the company.

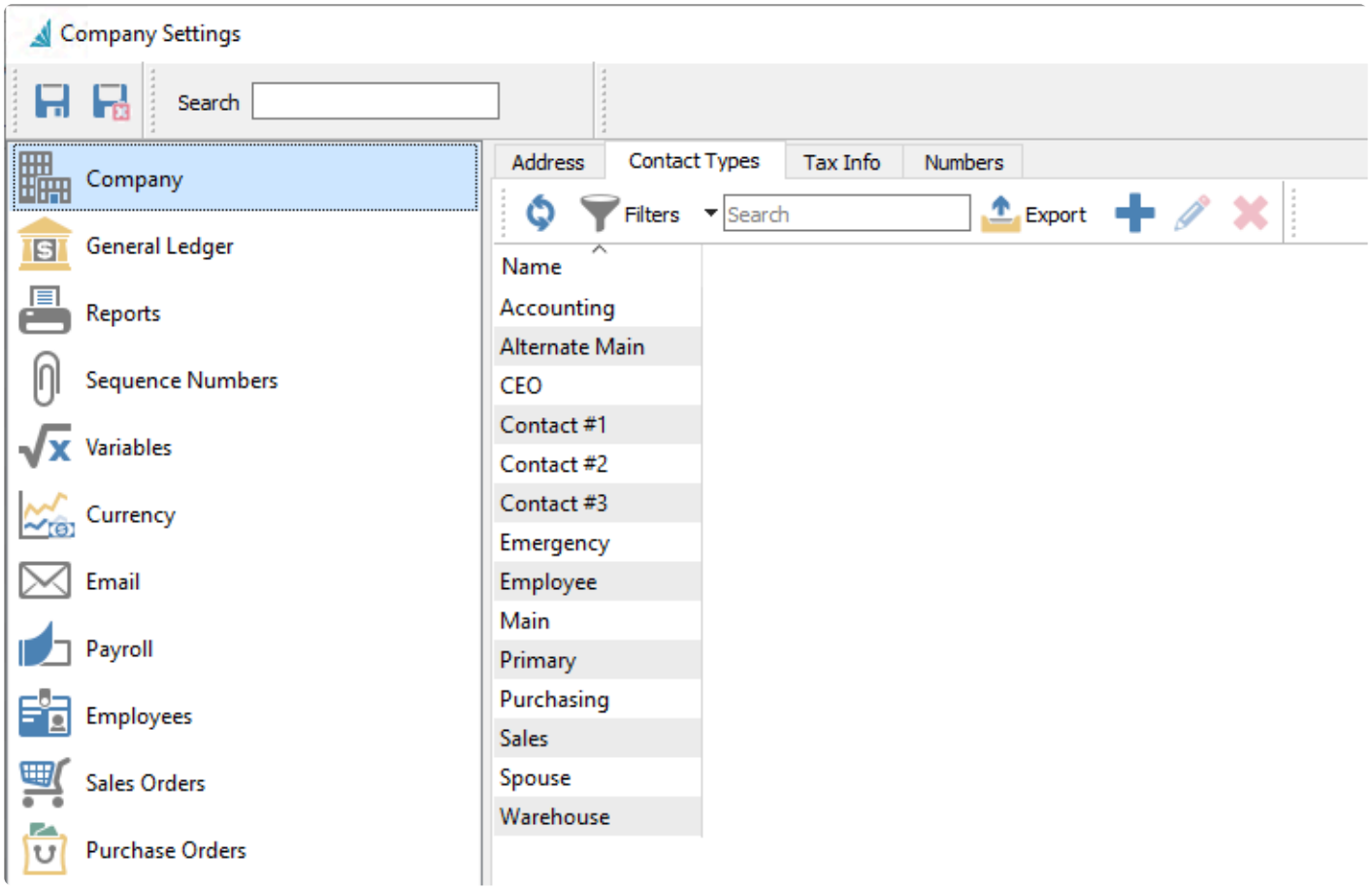
Address



This is the Company Settings window that initially opens. Enter your company address and contact information here, which will print on many reports and forms. Add as many Contacts as you like. Contact Types are created from the following tab.

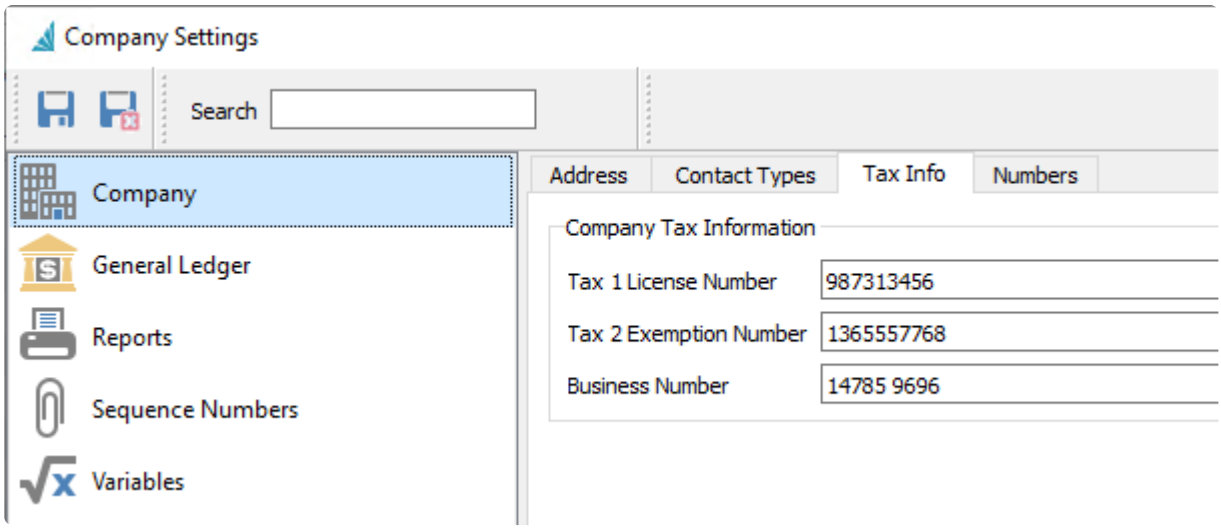
Contact Types

This is where you can setup the Contact Types for display and shared for use in Customers, Vendors, Employees, Salespersons, Warehouses, Purchase Orders, Sales Orders and Company Settings Address.



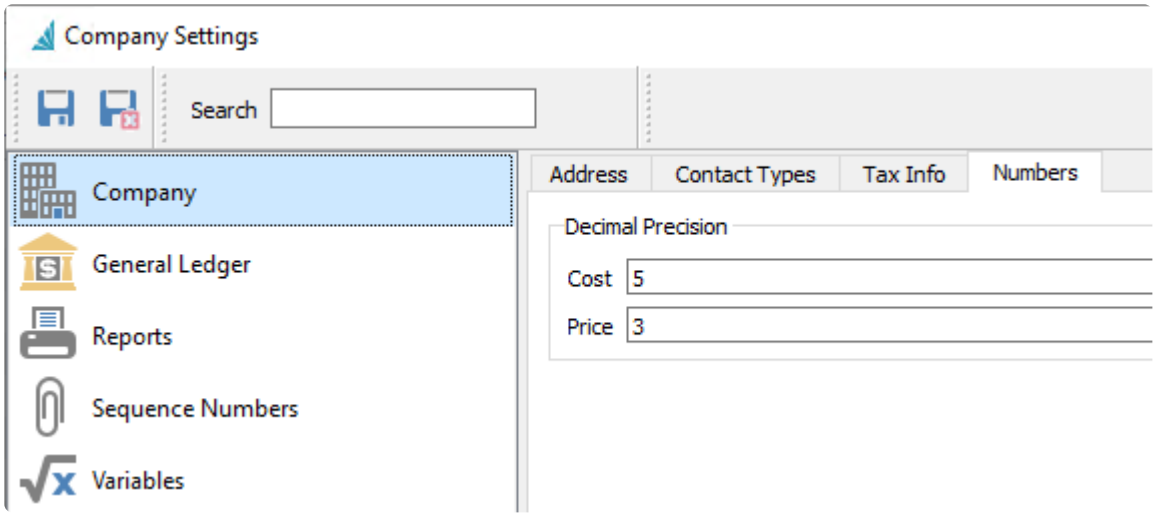
Tax Info

Enter all of your company tax identification numbers.



Numbers

Set the number of decimals to round to for cost and sell prices.

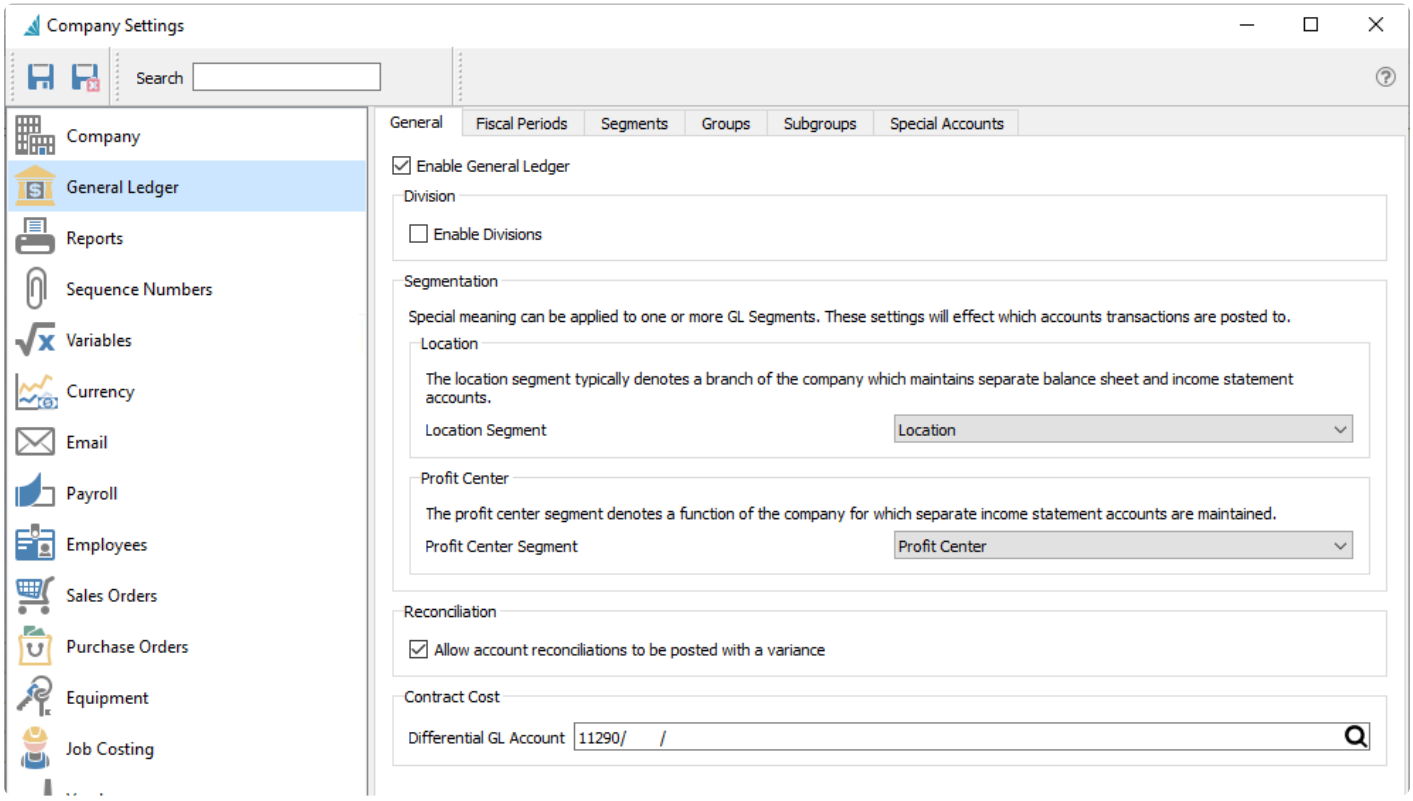


Cost – Precision to use when calculating average cost.
Price – Precision to use when calculating prices on Sales and Purchase Orders.

General Ledger

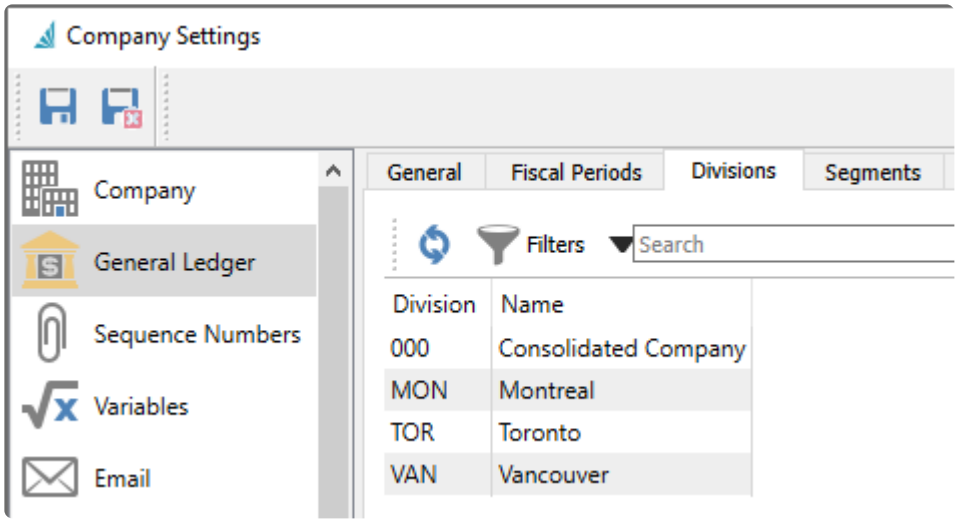
This section has the settings for the General Ledger module. There are several tabs to complete data entry that include; General, Fiscal Periods, Segments, Groups, Subgroups, and Special Accounts.

General



Enable General Ledger – Select this option to create transactions in the General Ledger for posted sub-ledger transactions. If unchecked, postings will only go to the sub ledgers. Typically you would always have this setting enabled, except for when company data is initially set up with opening balances. Users will be warned when logging into the company if the General Ledger is set as disabled.

Enable Divisions – Divisions are used to differentiate company accounting within defined entities that require fully separate trial balance reports and financial statements for all accounts. When enabled, a Divisions tab is revealed in order to create additional divisions, which are associated with your chart of accounts. Each Ledger account has a division value attached, and generally every account is replicated for each division. Creating a new division will copy the entire chart of accounts. Division code 000 represents the consolidated company. A Division code is then assigned to transactions. When a user posts the transaction, it updates the account with division 000 in addition to the selected division on the transaction.



Segmentation

Location – If one of your segments in the GL account structure has been designated for Location, use this setting to define that segment. When you log into Spire, the Location chosen will default on sales, purchase and inventory transactions, but can be edited if user security allows. Posting transactions with a Location value will direct amounts to Ledger accounts that have this value as a segment, when they exist. This is a much easier method to separate posted amounts into different groups than using GL divisions, if you only require separation for particular accounts such as certain revenue or expenses. As from the label, the location segment typically denotes a branch of the company which maintains separate balance sheet and income statement accounts.

Profit Center – Similar to locations, a segment can be designated as a profit center. Then specific postings can be re-directed as required, typically from sales orders. As from the label, the profit center segment denotes a function of the company for which separate income statement accounts are maintained.

Reconciliation

Allow account reconciliations to be posted with a variance – Enable this option to prevent posting an account reconciliation where the total of the selected transactions to reconcile does not equal the difference between the opening and ending balances, or in other words, that the calculated variance is not 0.00. If you do not enable this option, you are still warned about the variance having a non-zero value but you can still continue. When reconciling a bank account, you wouldn't want to post with a non-zero variance, but it might be desirable when reconciling a different type of account such as for taxes.

Contract Cost

Differential GL Account – When using contract costs for customers, a GL account can be selected to post cost differences . This way, each customer can have their own cost. The cost amount of an inventory item for a customer is entered in a price matrix record and the Contract Cost field, which is only visible if this differential account has been configured.

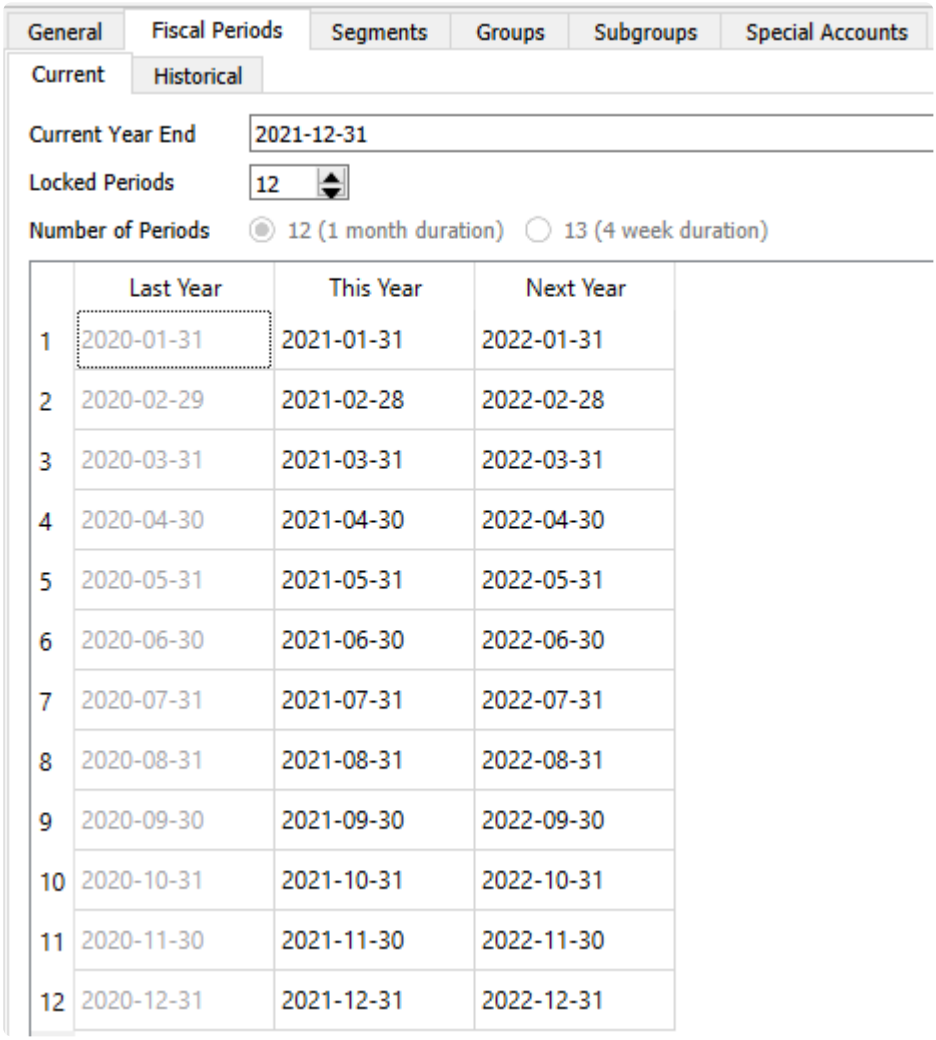
The difference between average cost and the contract cost gets posted to this account. Inventory is always

relieved of the average cost, the cost of goods account is posted to with the customer's contract cost, and difference is accounted for here. This then achieves the proper cost of goods and profit even if the customer's contract cost is lower than average cost.

For more complete information, read the Contract Cost topic and watch the video.

Fiscal Periods

The Fiscal Periods tab is where the company fiscal calendar and year end date are decided. There are 3 fiscal years available for posting, the Current year and the years immediately before and after the current year. Each fiscal year is divided into 12 or 13 fiscal periods.



	Last Year	This Year	Next Year
1	2020-01-31	2021-01-31	2022-01-31
2	2020-02-29	2021-02-28	2022-02-28
3	2020-03-31	2021-03-31	2022-03-31
4	2020-04-30	2021-04-30	2022-04-30
5	2020-05-31	2021-05-31	2022-05-31
6	2020-06-30	2021-06-30	2022-06-30
7	2020-07-31	2021-07-31	2022-07-31
8	2020-08-31	2021-08-31	2022-08-31
9	2020-09-30	2021-09-30	2022-09-30
10	2020-10-31	2021-10-31	2022-10-31
11	2020-11-30	2021-11-30	2022-11-30
12	2020-12-31	2021-12-31	2022-12-31

Current Year End – Usually the year end date is selected when the company data is first configured and not changed after that. But if the company is changing the fiscal calendar, the year end date can be edited to an earlier date, thereby creating a shorter Current Fiscal Year. See the topic regarding Changing Fiscal Period for more information.

Locked Periods – If you want to prevent accidental posting to earlier periods, because financial statements have been finalized for those older months or years, you can set the Locked periods count to prevent transaction posting with dates in these ranges. Locked Periods are consecutive and counted from the first period of Last year, and then through the Current year and finally Next year.

Number of Periods – When initially configuring the company data, you may choose 12 fiscal periods of one month duration each, or 13 fiscal periods of 4 week duration each. After a transaction has been posted, this

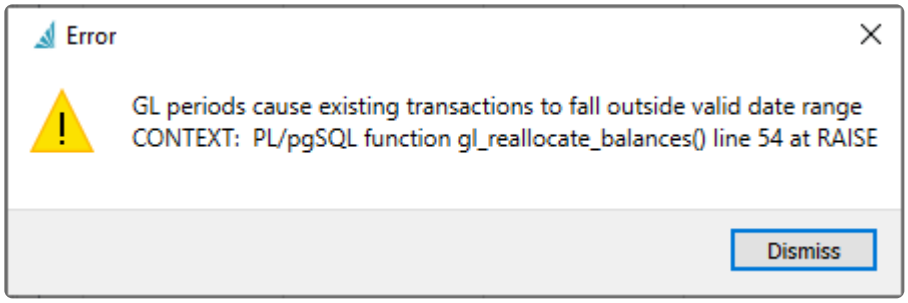
choice cannot be changed.

Historical – The Historical tab displays all the previous fiscal year calendars that have transactions. See the topic regarding Historical Periods for more information.

Changing Fiscal Period

The company's fiscal year end date can be changed by shortening the current year. This will then start 'Next Year' one month past the shortened year.

This can only be accomplished if there are no posted transactions that have a date beyond what will be the last month of the updated 'Next Year'. If there are transactions beyond next year, attempting to save the new year end date will give the error message below. Instead, you must first perform a year end close on 'Last Year', in order to create a new 'Next Year' to accommodate those transactions.



To Change the year, from Company Settings->General Ledger and the Fiscal Periods tab, change the Current Year End date. When the save button is clicked, a reorganization of the data is performed to assign transactions to the updated fiscal years.

When the year is shortened you will notice that "This Year" has less periods,

General | Fiscal Periods | Segments | Groups | Subgroups | Special Accounts

Current | Historical

Current Year End: 2021-09-30

Locked Periods: 0

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

	Last Year	This Year	Next Year
1	2020-01-31	2021-01-31	2021-10-31
2	2020-02-29	2021-02-28	2021-11-30
3	2020-03-31	2021-03-31	2021-12-31
4	2020-04-30	2021-04-30	2022-01-31
5	2020-05-31	2021-05-31	2022-02-28
6	2020-06-30	2021-06-30	2022-03-31
7	2020-07-31	2021-07-31	2022-04-30
8	2020-08-31	2021-08-31	2022-05-31
9	2020-09-30	2021-09-30	2022-06-30
10	2020-10-31		2022-07-31
11	2020-11-30		2022-08-31
12	2020-12-31		2022-09-30

Historical Periods

This is where historical fiscal calendar years are displayed. Each year shown has transactions posted to it.

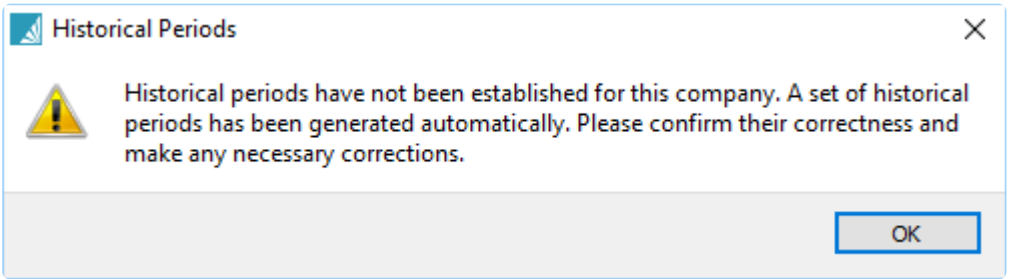
General | Fiscal Periods | Segments | Groups | Subgroups | Special Accounts

Current | Historical

	2019	2018	2017	2016	2015	2015
1	2019-01-31	2018-01-31	2017-01-31	2016-01-31	2015-02-28	2014-02-28
2	2019-02-28	2018-02-28	2017-02-28	2016-02-29	2015-03-31	2014-03-31
3	2019-03-31	2018-03-31	2017-03-31	2016-03-31	2015-04-30	2014-04-30
4	2019-04-30	2018-04-30	2017-04-30	2016-04-30	2015-05-31	2014-05-31
5	2019-05-31	2018-05-31	2017-05-31	2016-05-31	2015-06-30	2014-06-30
6	2019-06-30	2018-06-30	2017-06-30	2016-06-30	2015-07-31	2014-07-31
7	2019-07-31	2018-07-31	2017-07-31	2016-07-31	2015-08-31	2014-08-31
8	2019-08-31	2018-08-31	2017-08-31	2016-08-31	2015-09-30	2014-09-30
9	2019-09-30	2018-09-30	2017-09-30	2016-09-30	2015-10-31	2014-10-31
10	2019-10-31	2018-10-31	2017-10-31	2016-10-31	2015-11-30	2014-11-30
11	2019-11-30	2018-11-30	2017-11-30	2016-11-30	2015-12-31	2014-12-31
12	2019-12-31	2018-12-31	2017-12-31	2016-12-31		2015-01-31

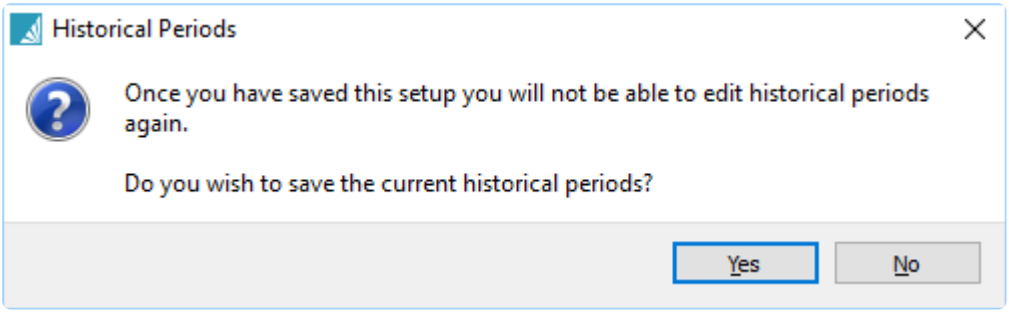
When the year end function is performed, the Last year gets moved to a Historical fiscal year and can no longer be posted to. This Year becomes the new Last Year, Next Year becomes the new This Year, and a new Next Fiscal Year is created following the updated Year End date.

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.



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

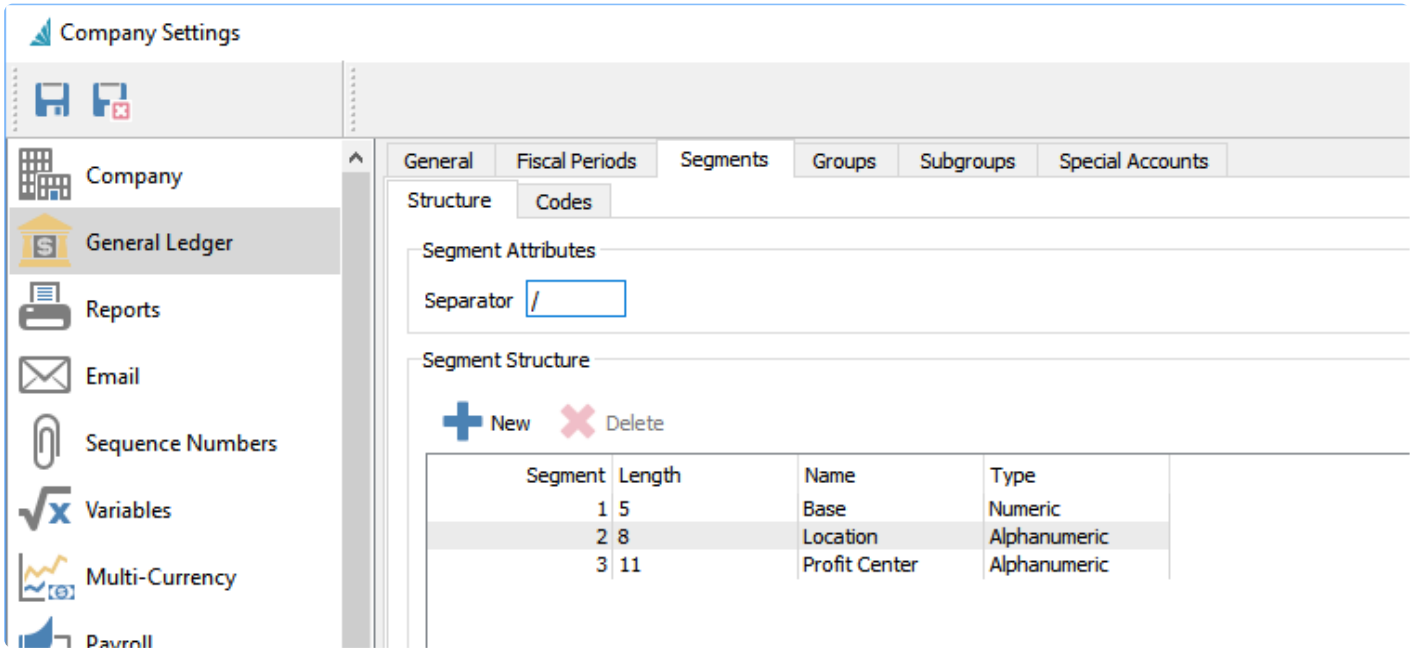
be edited again.



Segments, Groups, Subgroups

Segment Structure

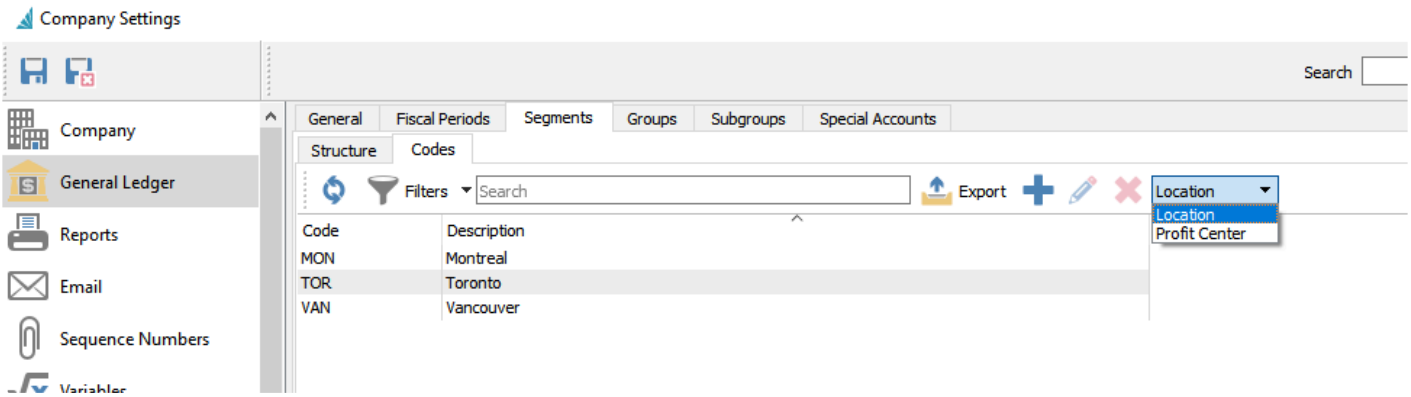
Segment structure is used to define how many segments are used within Ledger accounts and the length of each.



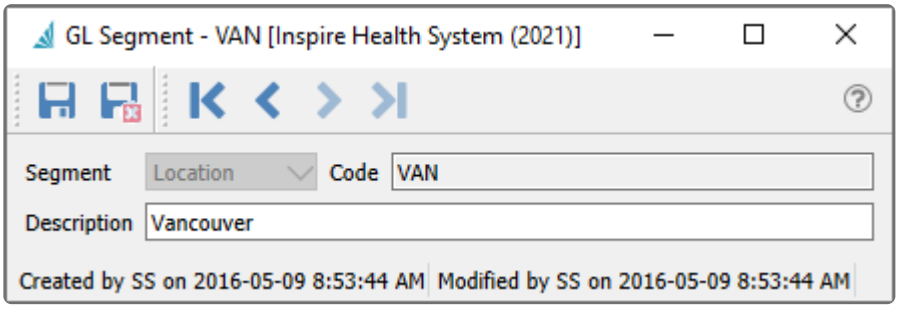
You can have up to 4 segments with specified lengths and labels, with an overall account length not exceeding 24 characters. You can also decide if each segment contains only numbers, only letters or a combination of both. Segments may be used as either a Location and Profit Center, designated from the General tab.

Segment Codes

If more than one account segment has been defined, the codes tab is the place to enter the possible values for the additional segments, to use within account numbers. If a segment is assigned to either a Location or Profit Center, these values are also able to be selected within sales and purchase order entry.

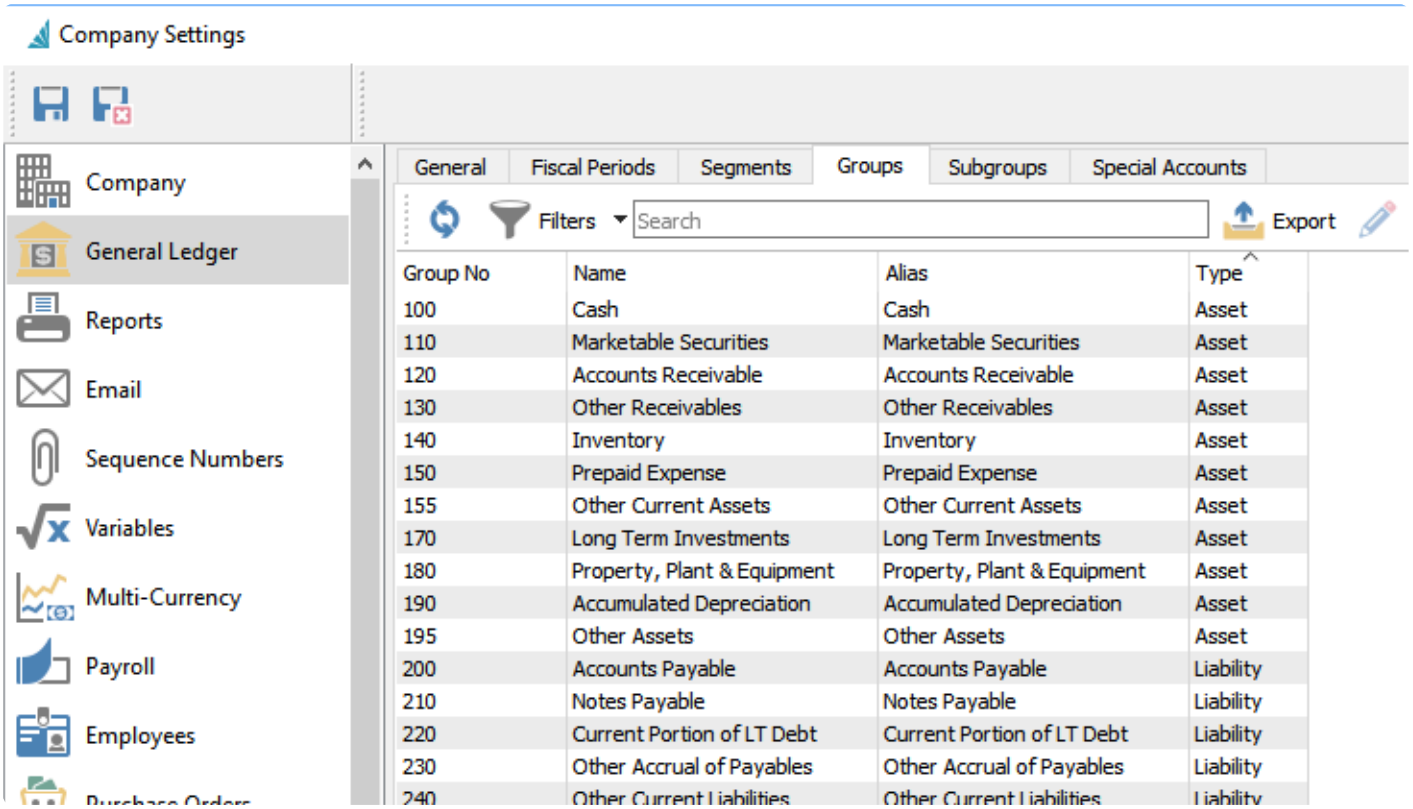


From the segment title drop-down field at the top right of the screen, choose the segment that you wish to update, to display the list of defined values for this segment. You can add new values with a code and description for the segment of your choice.

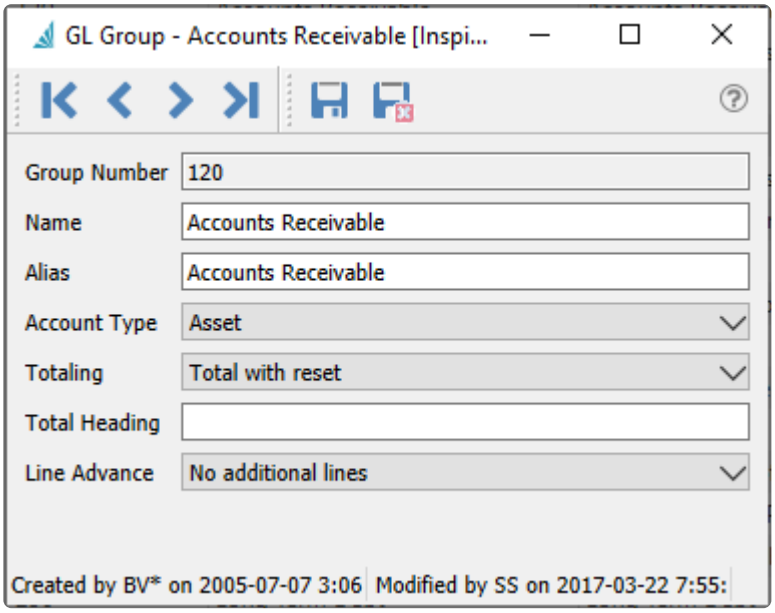


Groups

The groups section is used to decide the name and description of each Ledger pre-defined group number.



Groups cannot be added or deleted, only edited.

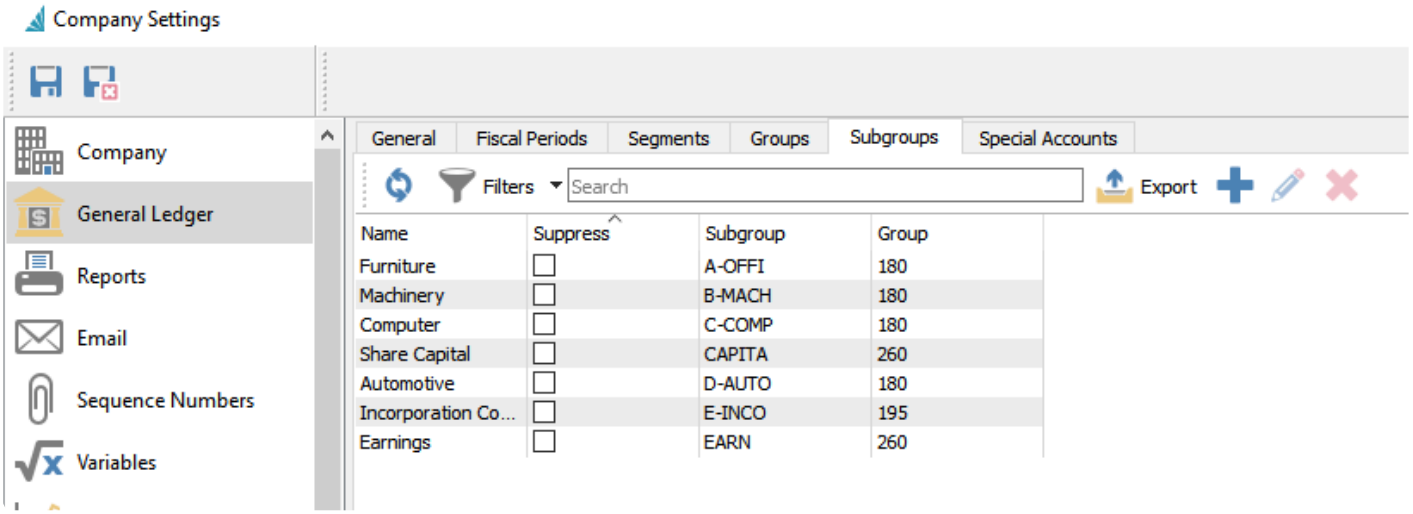


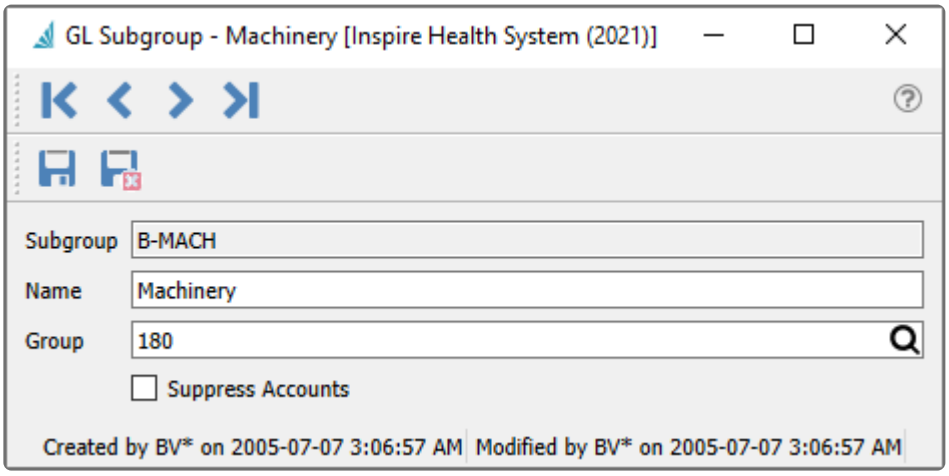
Name – Displayed as the description when this group is assigned to a Ledger Account.
Account Type – One of Asset, Liability, Revenue or Expense. Generally this would not be changed from the pre-created value. The Account Type displays with the group on the Account Details tab.

The Alias and remaining settings are used when printing Financial Statement reports, for the account group title and report formatting.

Subgroups

The Subgroups section is used for consolidating particular accounts on selected Ledger reports.



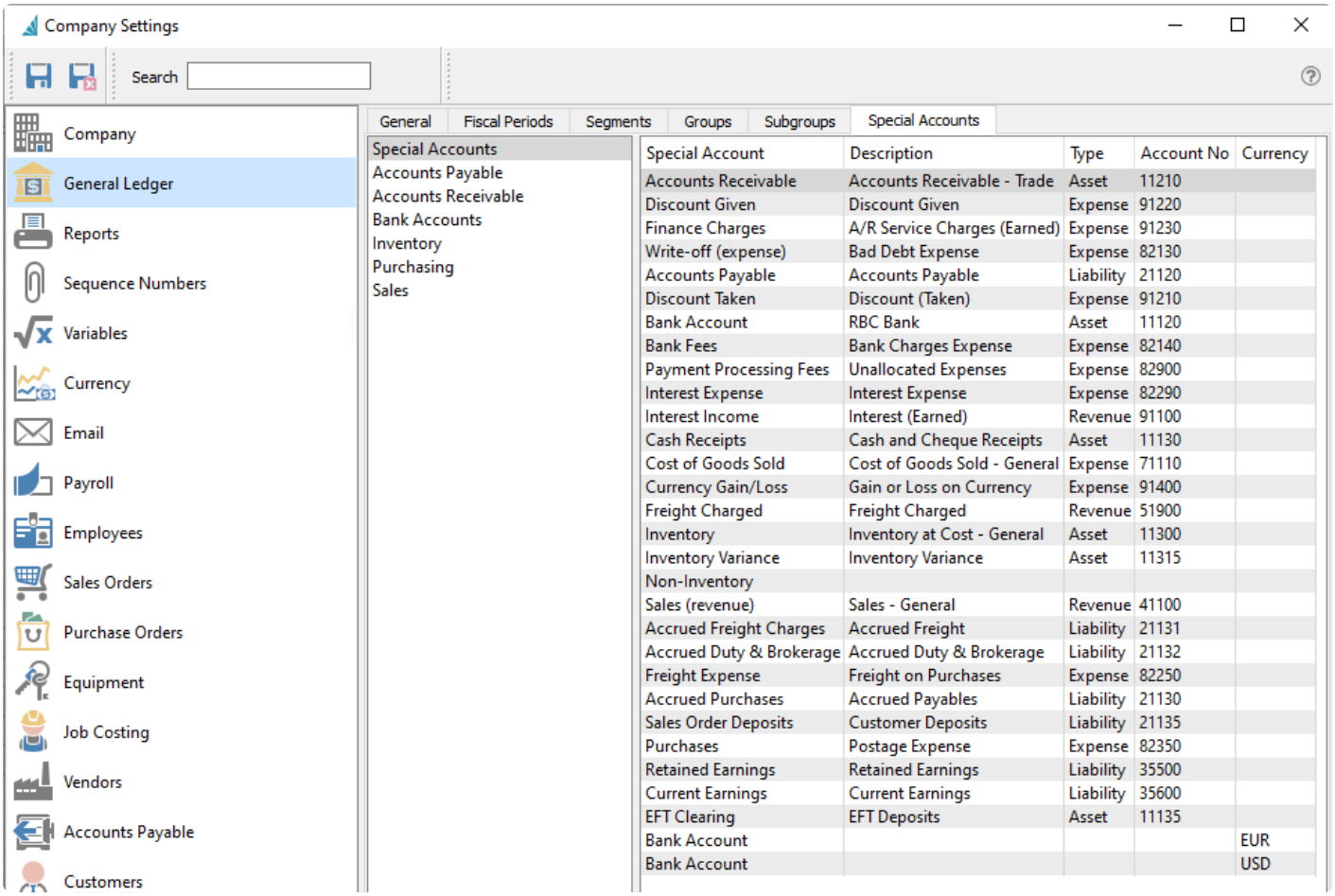


Each subgroup is assigned to a Group code, and when assigned to a Ledger account, the subgroup Name will also be displayed. You should only assign subgroups to accounts with a matching group code.

Suppress Accounts – Enable this option to combine all accounts using this subgroup as a single consolidated line on reports. When the report is printed, you may choose the 'Show Details' option to ignore this 'Suppress Accounts' setting and print all accounts individually, without having to first edit these subgroups to remove suppression.

Special Accounts

Special Accounts are required to setup the company's integration between the GL and the sub ledgers. Some special accounts are used as Control Accounts for reconciliation purposes, and others are used as default accounts for transactions if not specified anywhere else. It is important that these are selected carefully as this controls the company's financial information. The user that sets these up should have a good understanding of accounting or have someone with that knowledge review these settings before transactions are posted.



Special Account	Description	Type	Account No	Currency
Accounts Receivable	Accounts Receivable - Trade	Asset	11210	
Discount Given	Discount Given	Expense	91220	
Finance Charges	A/R Service Charges (Earned)	Expense	91230	
Write-off (expense)	Bad Debt Expense	Expense	82130	
Accounts Payable	Accounts Payable	Liability	21120	
Discount Taken	Discount (Taken)	Expense	91210	
Bank Account	RBC Bank	Asset	11120	
Bank Fees	Bank Charges Expense	Expense	82140	
Payment Processing Fees	Unallocated Expenses	Expense	82900	
Interest Expense	Interest Expense	Expense	82290	
Interest Income	Interest (Earned)	Revenue	91100	
Cash Receipts	Cash and Cheque Receipts	Asset	11130	
Cost of Goods Sold	Cost of Goods Sold - General	Expense	71110	
Currency Gain/Loss	Gain or Loss on Currency	Expense	91400	
Freight Charged	Freight Charged	Revenue	51900	
Inventory	Inventory at Cost - General	Asset	11300	
Inventory Variance	Inventory Variance	Asset	11315	
Non-Inventory				
Sales (revenue)	Sales - General	Revenue	41100	
Accrued Freight Charges	Accrued Freight	Liability	21131	
Accrued Duty & Brokerage	Accrued Duty & Brokerage	Liability	21132	
Freight Expense	Freight on Purchases	Expense	82250	
Accrued Purchases	Accrued Payables	Liability	21130	
Sales Order Deposits	Customer Deposits	Liability	21135	
Purchases	Postage Expense	Expense	82350	
Retained Earnings	Retained Earnings	Liability	35500	
Current Earnings	Current Earnings	Liability	35600	
EFT Clearing	EFT Deposits	Asset	11135	
Bank Account				EUR
Bank Account				USD

To add or modify a special account number, click on the cell in the Account No column and enter or select the desired account.

A set of special account groupings is available to display just those accounts related to to the selected group. Below is the full list of special accounts and the groups they belong to.

Current Earnings – *[Special Accounts only]* The current earnings balance is calculated automatically as sales and expenses are recorded, from income minus costs and expenses. Current earnings start at zero at the beginning of each year. The amount is not shown in the account or on the trial balance report, because it is a calculated amount.

Accounts Receivable – *[Special Accounts, Accounts Receivable, Sales]* The default AR Ledger account that is used when adding a new customer. There can be more than one AR account so the company can track and reconcile groups of customer receivables separately.

Accounts Payable – *[Special Accounts, Accounts Payable, Purchasing]* The default AP Ledger account that is used when adding a new vendor. There can be more than one AP account so the company can track and reconcile groups of vendor payables separately.

Sales (revenue) – *[Special Accounts, Accounts Receivable, Sales]* The default Ledger account that will be used when posting an invoice within the Accounts Receivable module, if the customer does not have one defined. It is also the account used for revenue when posting inventory Sales transactions, unless a different revenue account is selected within the Sales Department assigned to the inventory item.

Purchases (expense) – *[Special Accounts, Accounts Payable, Inventory, Purchasing]* The default Ledger account that will be used when posting an AP invoice within the Accounts Payable module, if the vendor does not have one defined.

Cash Receipts – *[Special Accounts, Accounts Receivable]* The default Ledger account that customer accounts receivable payments will be posted to.

Freight Charged – *[Special Accounts, Sales]* The Ledger account that freight will be posted to in sales invoicing.

Inventory – *[Special Accounts, Inventory, Purchasing, Sales]* The Ledger account that inventory will be debited to on receipts and credited on sales, with the total amount reflecting the overall inventory value. If inventory sales departments are used then this can be changed to another account, if you wish to separate valuation by different inventory departments.

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

Cost of goods sold – *[Special Accounts, Inventory, Sales]* The Ledger account that Sales invoice cost of goods will be posted to. If inventory sales departments are used then this can be changed to another account, if you wish to track cost of goods by different inventory departments.

Sales Order Deposits – *[Special Accounts only]* The Ledger account that is used to post customer deposits in a sales order. Usually a current liability account is selected here.

Accrued Purchases – *[Special Accounts, Inventory, Purchasing]* The Ledger account that is used to post purchase accruals if a vendors invoice is not posted at the same time as receiving the inventory. For posted receipts, the inventory account is debited and this account is credited. Then when the vendor invoice is posted against the purchase order, the accrual amount is reversed and the Account Payable account is credited.

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

Accrued Duty and Brokerage – *[Special Accounts, Purchasing]* Same as accrued freight except for Duty and Brokerage.

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

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

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

EFT Clearing – *[Special Accounts, Accounts Payable, Accounts Receivable]* Using this account will reduce the volume of transactions posted to the Ledger bank account from Accounts Payable and Accounts Receivable. If an account is selected here, it will be used as an intermediary clearing account when posting AR batch customer deposits or AP batch vendor payments. Instead of posting each individual transaction to the Ledger bank account, they are instead posted here. Then a single transaction with a General Ledger source is posted that reverses this clearing account amount and posts to the bank account.

If this account is not used, then batch posting will create multiple Ledger transactions to the bank account, one for each customer receipt or vendor payment.

Non-Inventory – *[Special Accounts, Inventory, Purchasing, Sales]* If a miscellaneous item is added to a sales order, this account will be used in place of the inventory asset account.

> **!** If the 'Non-Inventory' GL account is not filled in, Spire will use the default inventory asset account, therefore put the GL out of balance with inventory

Discount Taken – *[Special Accounts, Accounts Payable]* The account posted to when an early payment discount is taken in Accounts Payable.

Discount Given – *[Special Accounts, Accounts Receivable]* The account posted to when an early payment discount is given in Accounts Receivable.

Finance Charges – *[Special Accounts, Accounts Receivable]* The Ledger income account used when Finance charges are posted in Accounts Receivable.

Write-off (expense) – *[Special Accounts, Accounts Receivable]* The Ledger expense account used when a Write Off transaction is posted in Accounts Receivable.

Bank Account – *[Special Accounts, Bank Accounts]* The default Ledger bank account used for payment transactions in Accounts Payable, unless the vendor has a different account assigned in the Payment field on the Billing tab.

If you use Multicurrency, each currency code in addition to your base currency will show an additional Bank Account line, indicating that you can account for bank transactions in these currencies.

Bank Fees – *[Special Accounts, Bank Accounts]* The Ledger expense account used to track bank charges when posting a Bank Fees transaction from within an account reconciliation.

Payment Processing Fees – *[Special Accounts, Bank Accounts]* The Ledger expense account used to track credit card charges when posting a Payment Processing Fees transaction from within an account reconciliation.

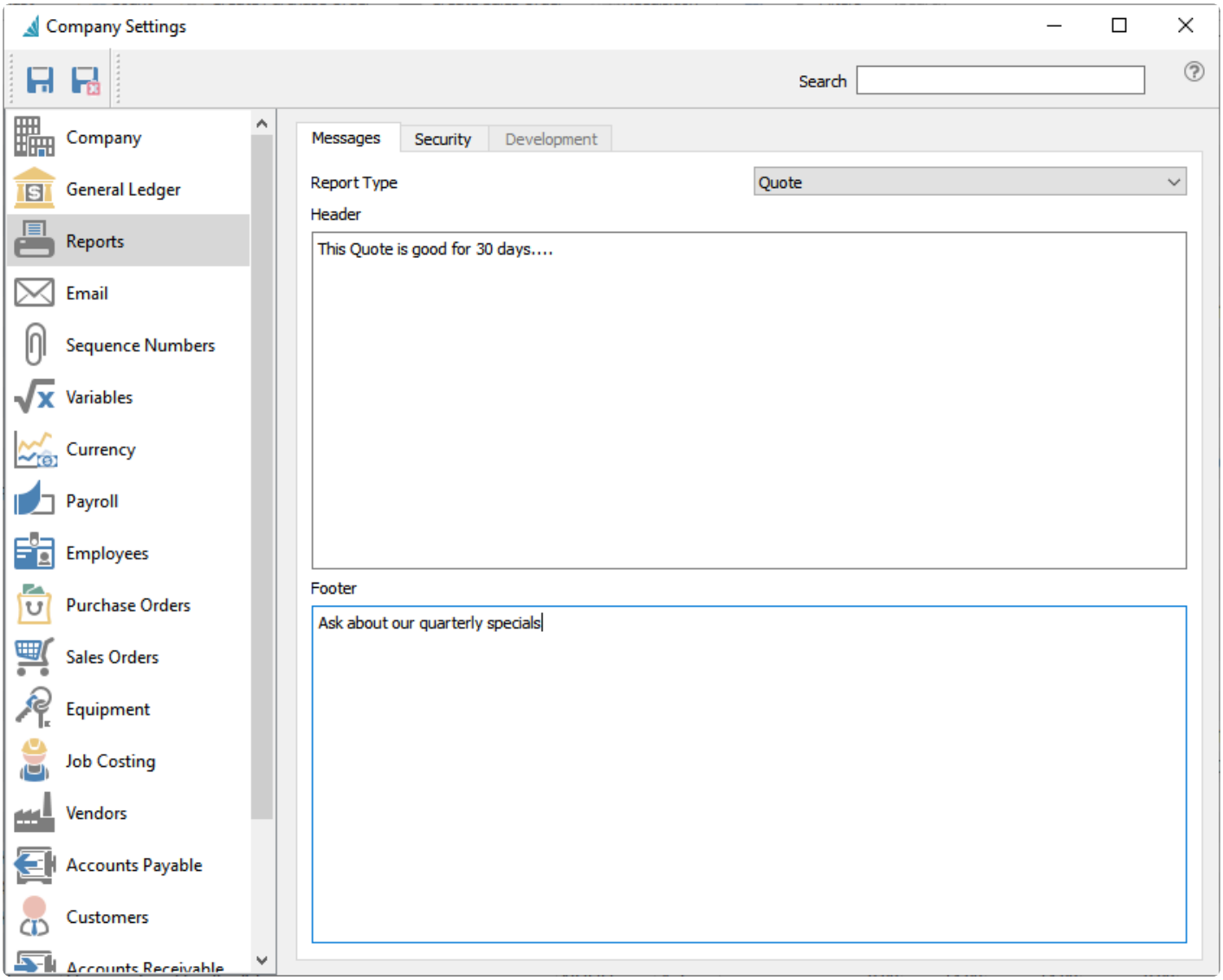
Interest Expense – *[Special Accounts, Bank Accounts]* The Ledger expense account used to track charged to you by the bank when posting an Interest Expense transaction from within an account reconciliation.

Interest Income – *[Special Accounts, Bank Accounts]* The Ledger asset account used to track interest earned on bank accounts when posting an Interest Income transaction from within an account reconciliation.

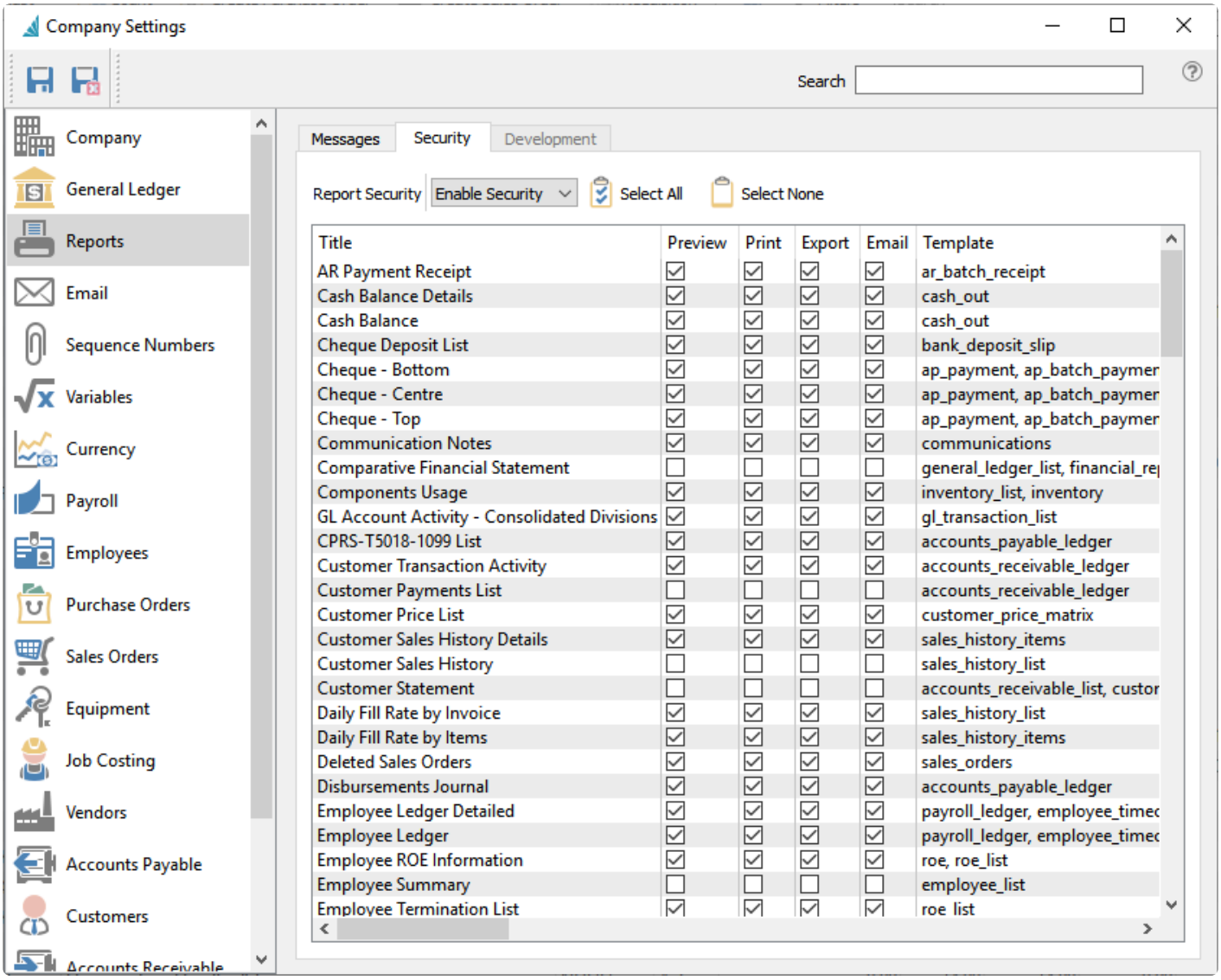
Reports

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

Set messages that will print on the header and footer for the selected form type. Messages can be different for each form.



Set the company default preference for which reports are available to print and how. This can also be configured for each user.



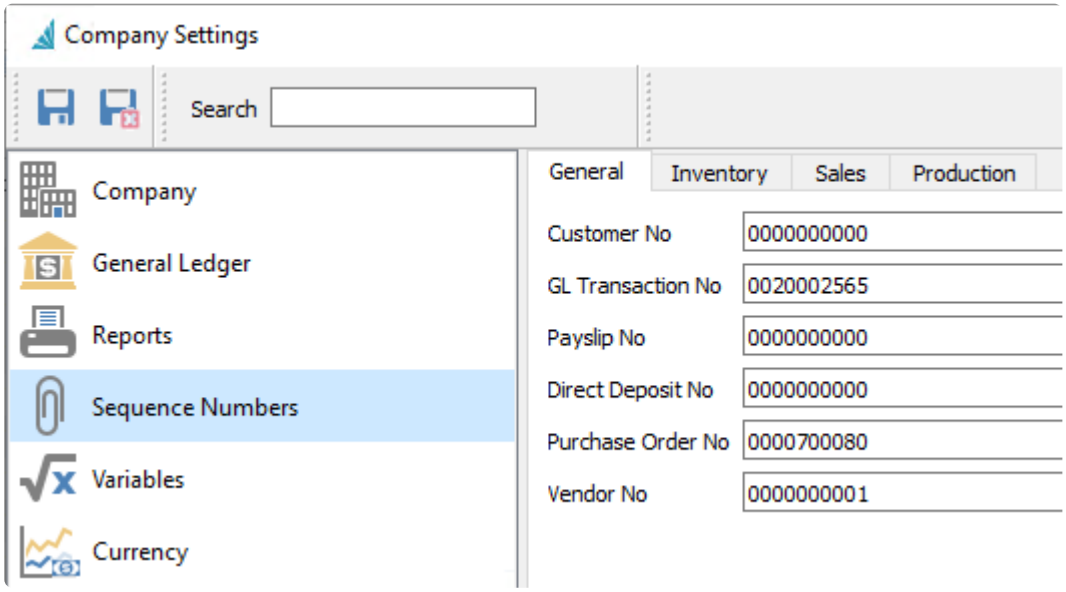
Disable security – With this setting, all users will have access to all reports for the modules that they have access to.

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

Sequence Numbers

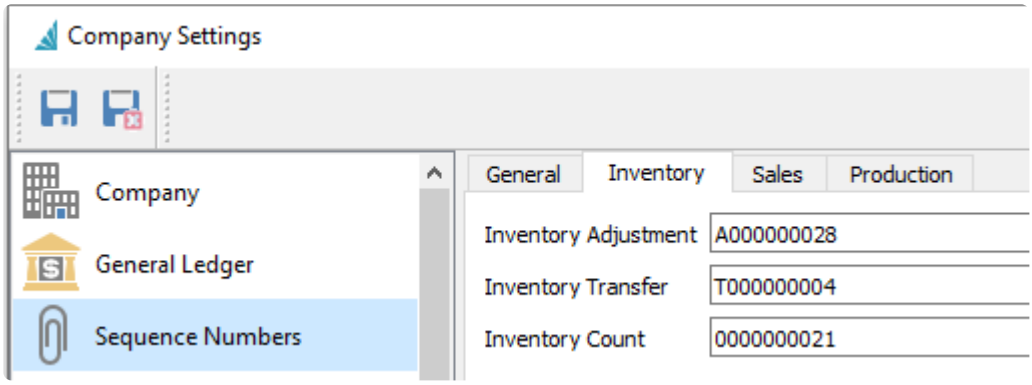
The Sequence Numbers section will allow you to set the starting number for a type of transaction or record or file that you will create in Spire. Unless otherwise specified, sequence numbers are numeric values only.

General



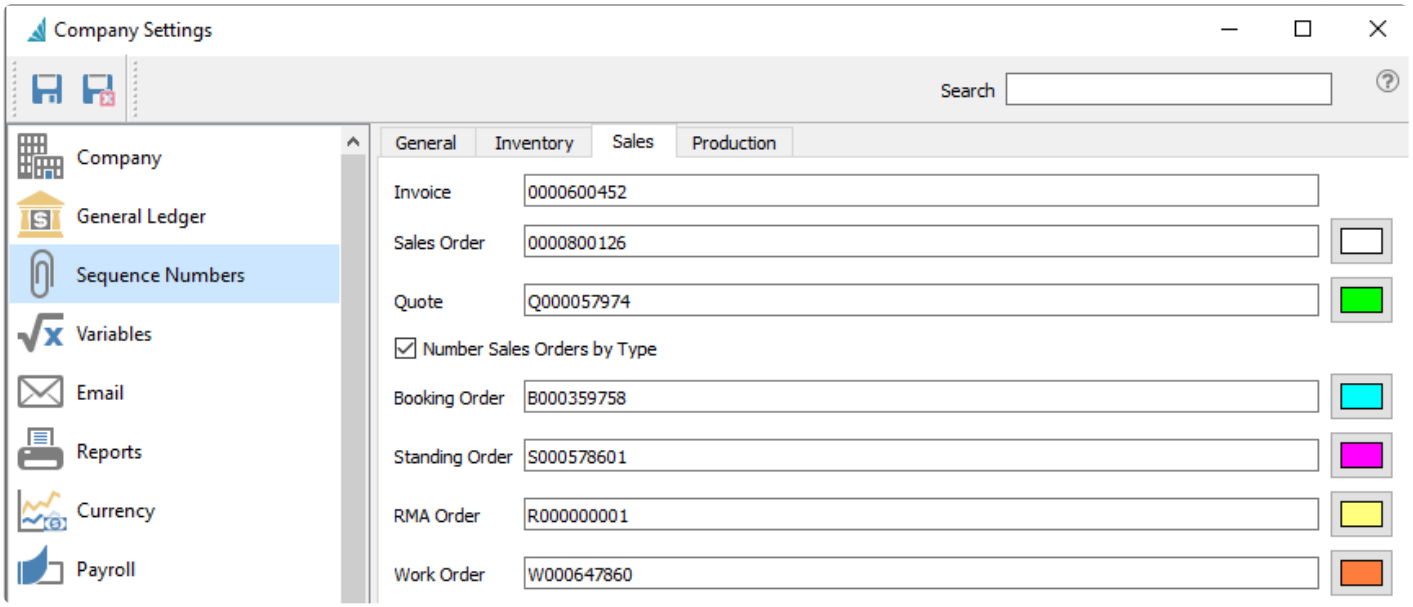
Inventory

Adjustment numbers will always be prefixed with A, and Transfer numbers will always be prefixed with T.



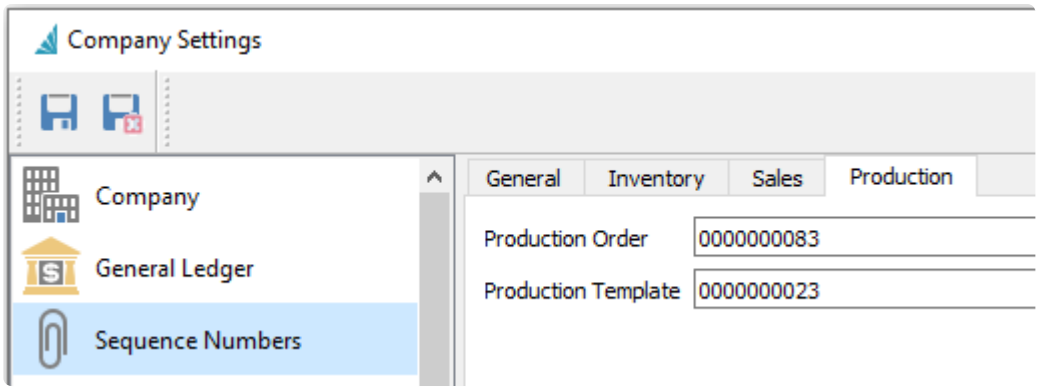
Sales

The next available numbers for Sales documents. All document types except Invoices and Sales Orders have an alpha prefix for document numbers. For the various order types you may also choose to set the colour for display on the sales order list grid.



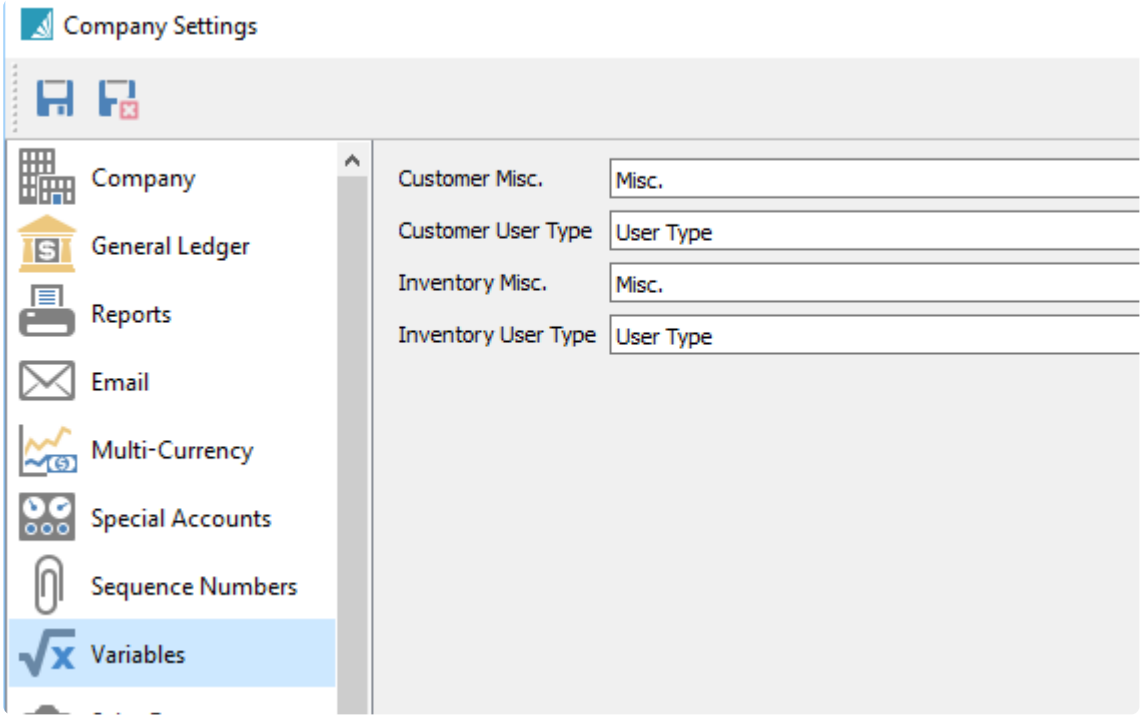
Production

The next available numbers for production orders and templates.



Variables

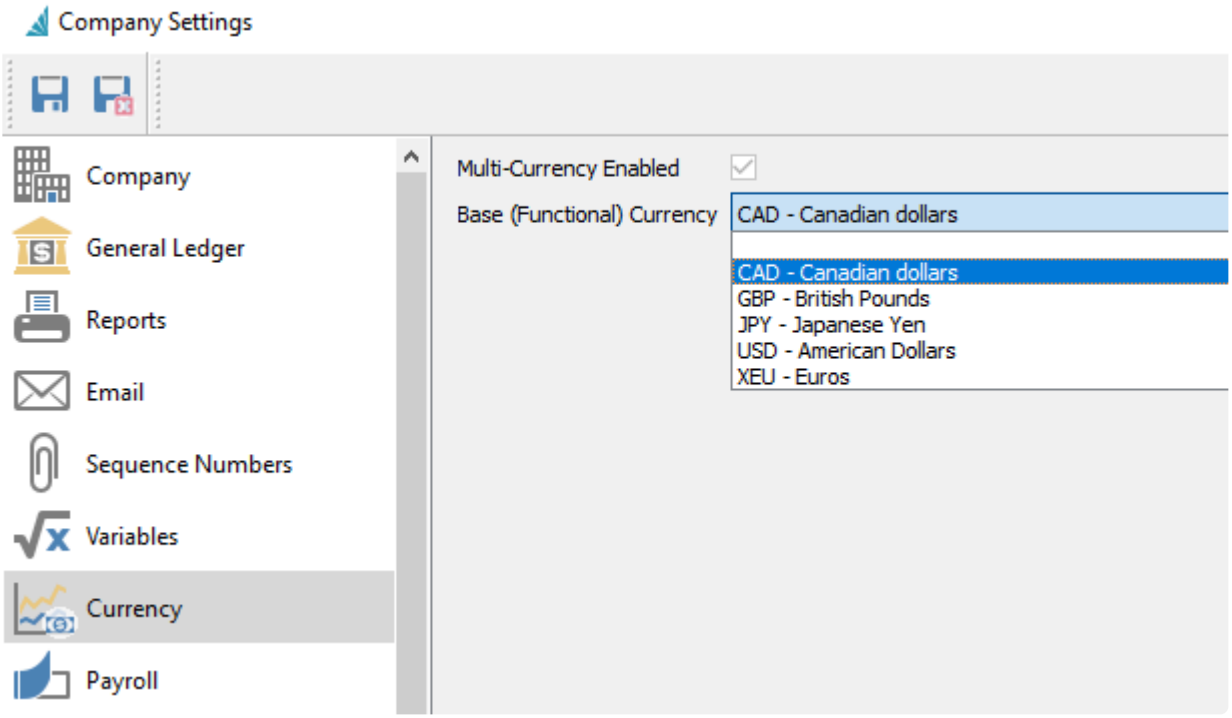
These are fields that can have a custom label put on them and used for storing special information and filtering records by these. This is available for two fields in customers and two fields in inventory.



Customer Misc – This field value from the customer is also displayed as Notes within Sales Orders.
Customer User Type – Values entered for customers may also be used on Price Matrix records for defining special pricing for a particular customer group.
Inventory Misc – Not used outside of Inventory items
Inventory User Type – Not used outside of Inventory items

Currency

The Currency section is where Multi-Currency can be enabled if you require currency conversion for customers and vendors in multiple countries. This is also where to choose the Base Currency that you conduct your business in.

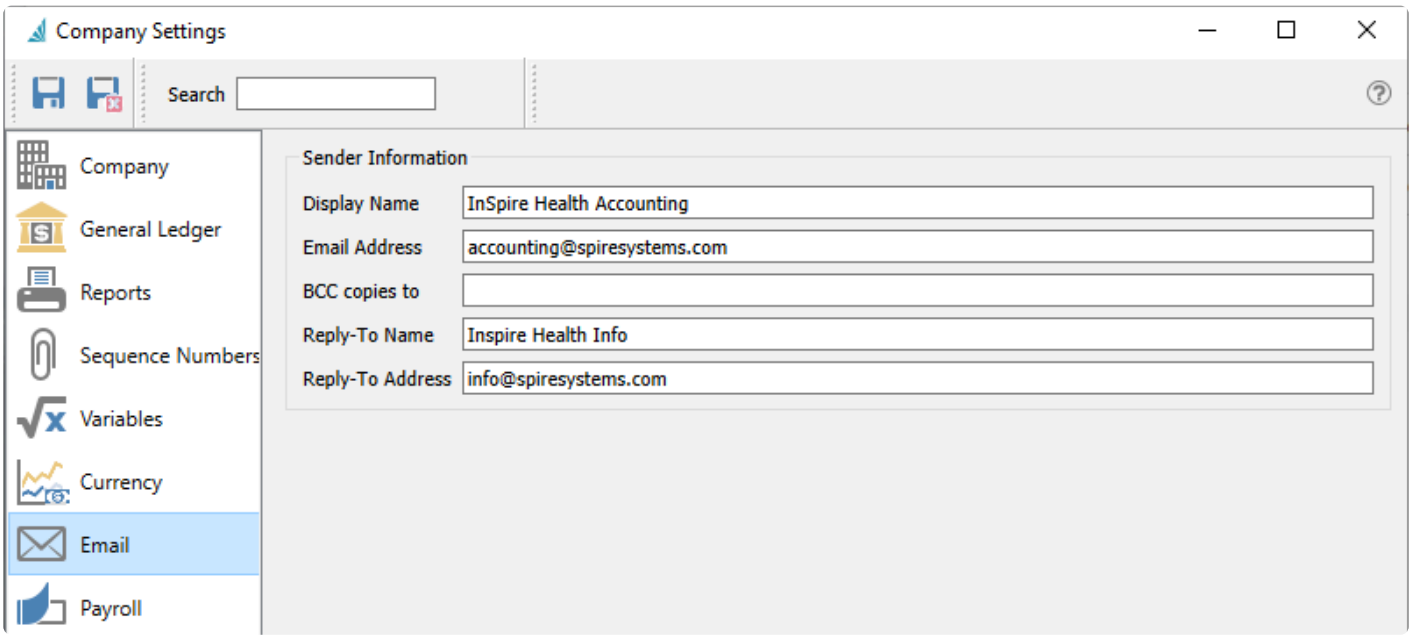


The list of available currency codes is defined in Edit / Currencies.

Email

Setup

The Email section is where you specify the name and email address for both outgoing mail and where recipients can reply to. If the user settings are not set up for Display and Reply-To email information, then these company settings will be used. This information is optional, and you may also choose to display all outgoing email from a single address, using the SMTP setup in the Server Administration.

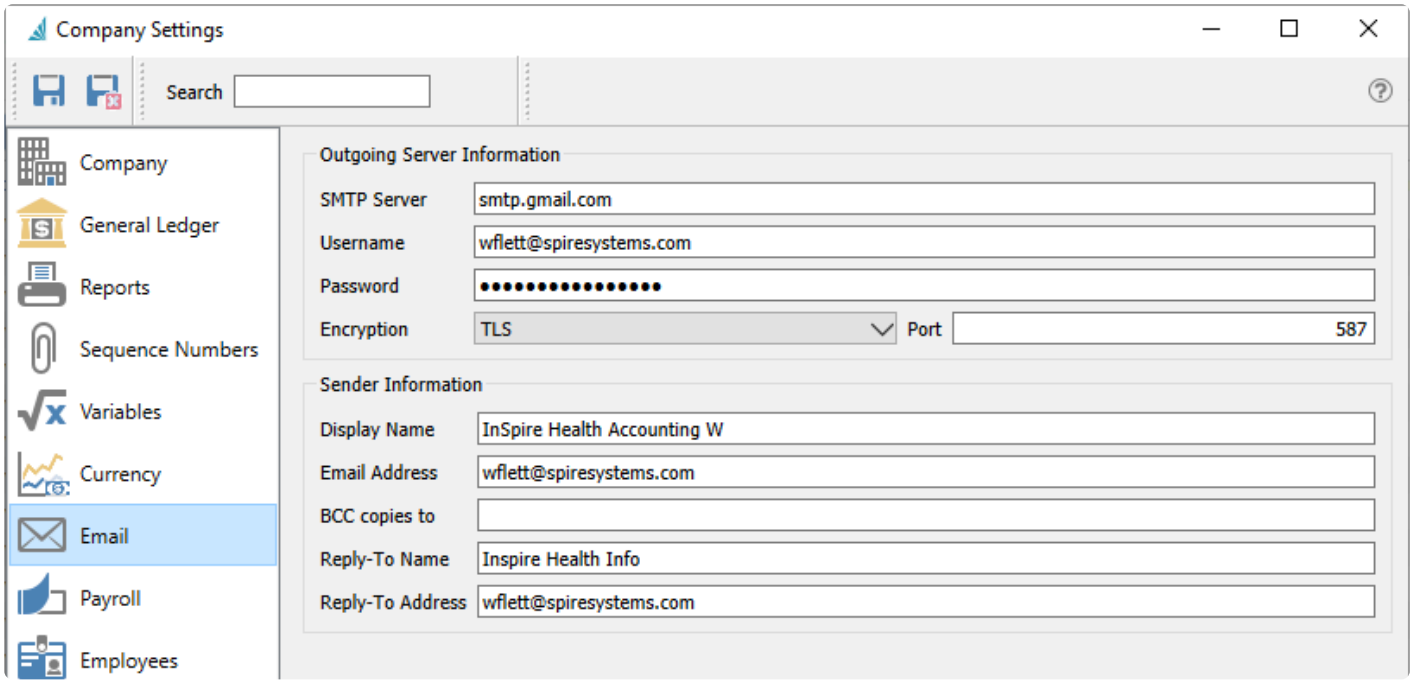


Sender Information

Display Name – The name of the sender that appears for email recipients.
Email Address – The email address of the sender that appears for email recipients. You may need to enable SMTP Relay configuration settings with your email provider, in order for this feature to work. In some circumstances, the email provider may replace this to prevent spoofing.
BCC copies to – The email address that the sender wants blind copies of the email sent to. This information is optional.
Reply-To Name – When the recipient replies, the name of who will receive their reply.
Reply-To Address – When the recipient replies, the email address of who will receive their reply.

Email Settings from older created databases

If you have been using Spire from versions older than 3.9, you may also see an additional section within the Custom area for Outgoing Server Information.



Outgoing Server Information

This section is only available for legacy support. This section is suppressed for more recent database creation, as the expectation is that SMTP settings are configured in a single place, the SMTP configuration within Spire Server Administration.

SMTP Server – 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. Choose None or TLS.
Encryption Port – 25, 465 and 587 are common.

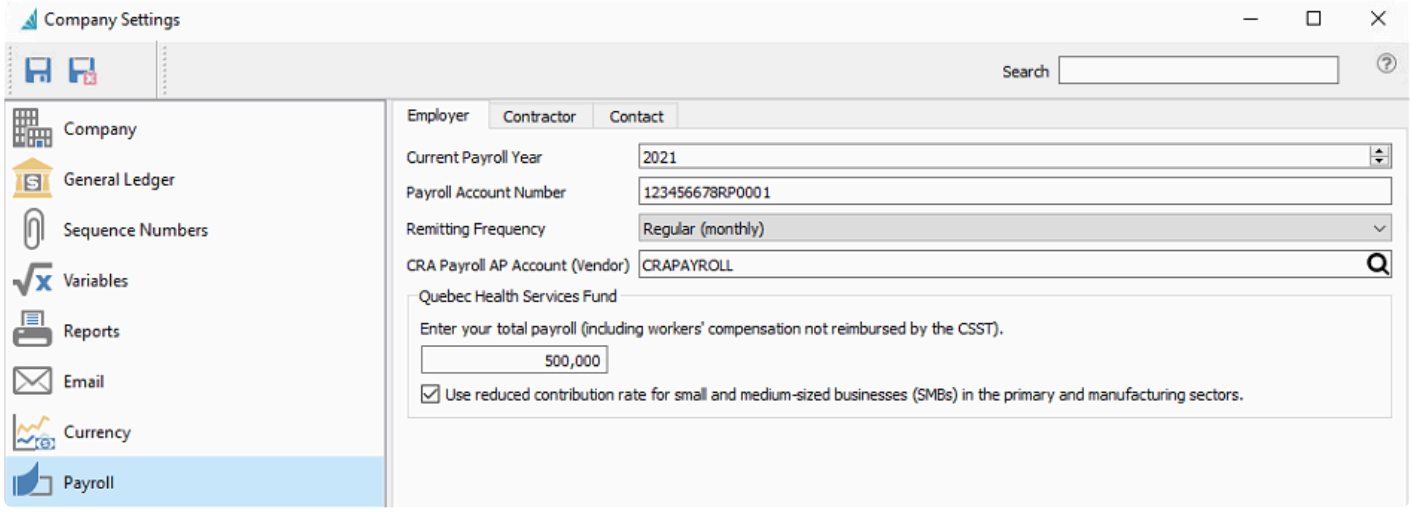
It can sometimes be difficult to get the correct information from the internet provider. Always test with a known address to prove all the necessary firewall settings are correct.

> If you use Gmail for your email server, instead of your account password, you need to instead set up and use an 'App password' in the Third-party Access area of your Google account.

Payroll

Employer

This employer information is sent along with T4s, T4 Summary, ROE's, T4As and T5018s when uploaded to Service Canada.



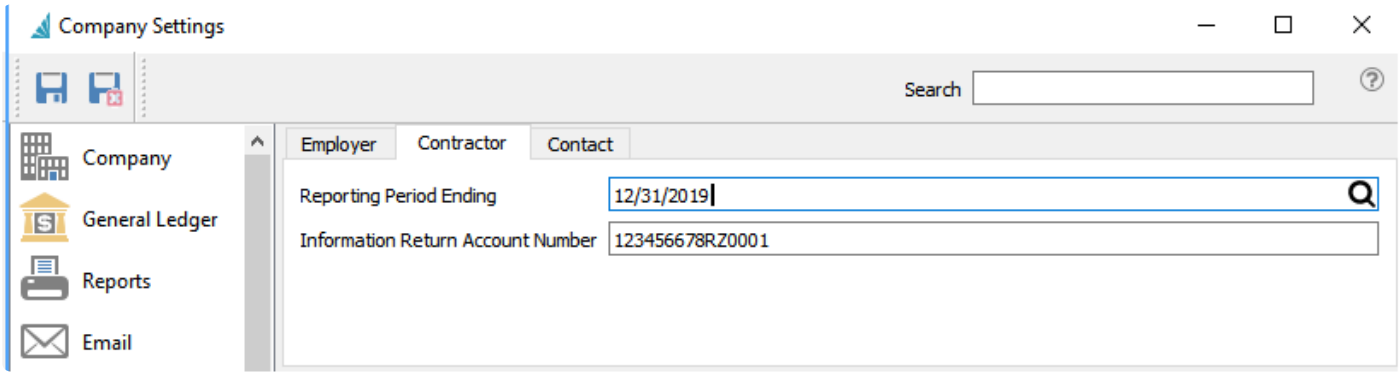
Current Payroll Year – The current Payroll Year. This is advanced automatically on payroll year close
Payroll Account Number – Account number with CRA
Remitting Frequency – How often payroll deductions are submitted

- Regular (monthly)
- Quarterly
- Threshold 1 accelerated (twice a month)
- Threshold 2 accelerated (four times a month)

CRA Payroll AP account (Vendor) – The AP vendor used to pay deductions
Quebec Health Service Fund – Settings for Quebec Health

Contractor

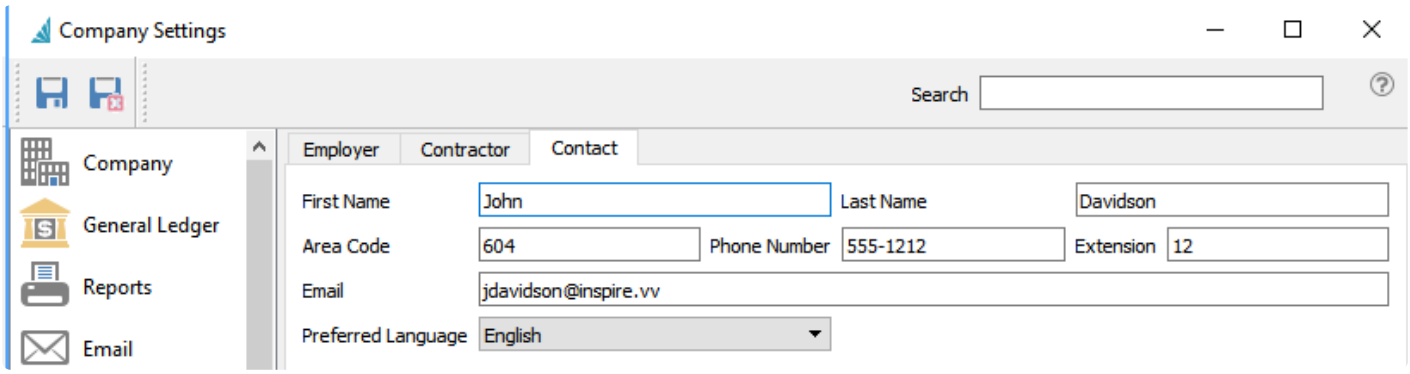
This contractor information is sent along with T4As and T5018s when uploaded to Service Canada.



The amounts included on T4As and T5018s will be 1 year back from the “Reporting Period Ending”

Contact

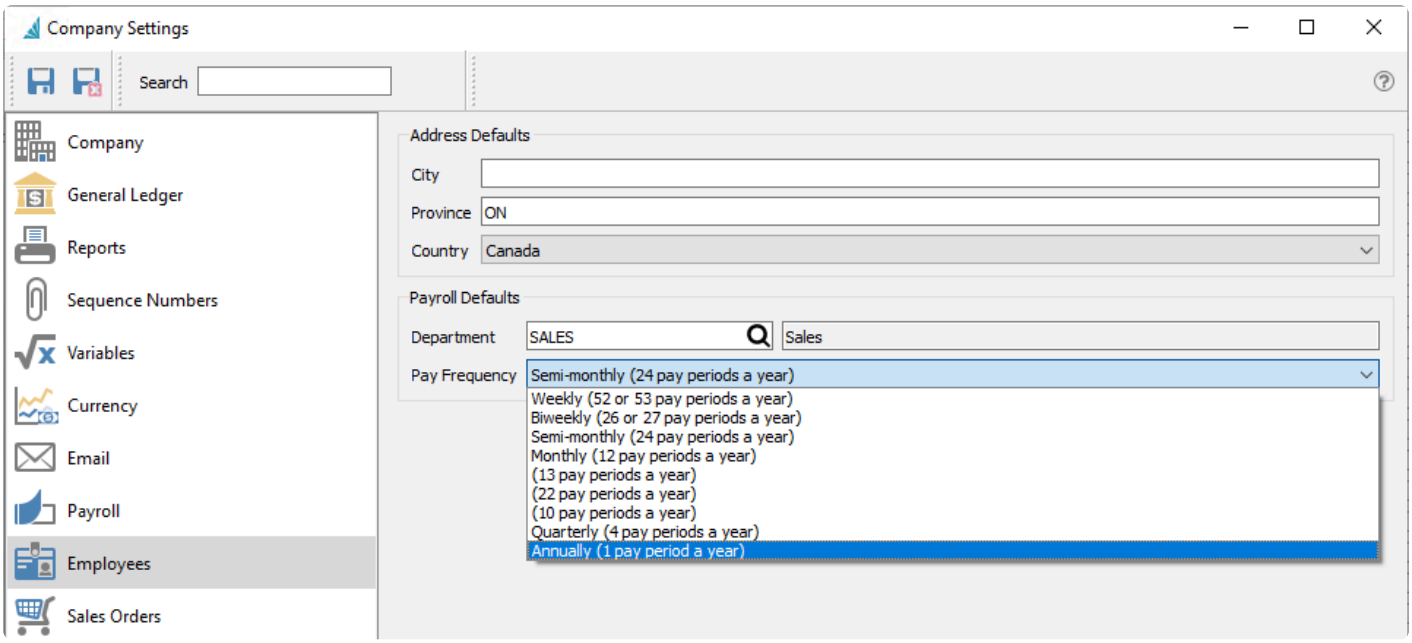
This contact information is sent along with T4s, T4 Summary, ROE’s, T4As and T5018s when uploaded to Service Canada.



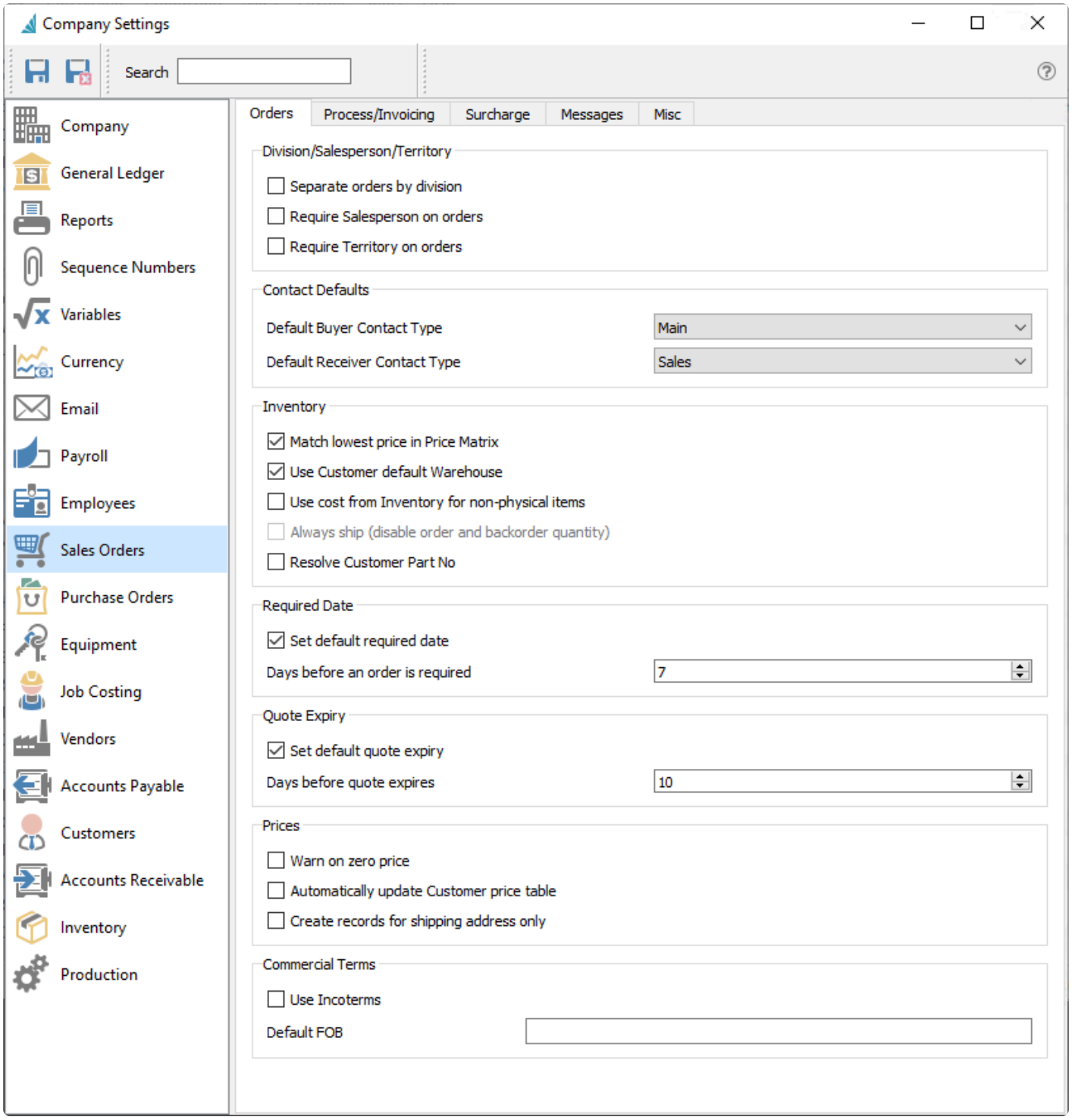
Note: Payroll departments are set from top menu Payroll>Payroll Departments

Employees

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



Sales Orders



Orders Tab

Division / Salesperson / Territory

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

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

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

Contact Defaults

Default Buyer Contact Type – When creating a new sales order, the customer contact assigned with this type will be automatically populated into the Buyer field, along with the associated phone, cell and email information, when the customer is selected. If this setting is left blank, no default Buyer will be loaded and instead must be selected manually. Similarly, if a customer has two or more contacts with this selected contact type, then no default Buyer will be loaded on new sales orders either.

Default Receiver Contact Type – When creating a new sales order, the customer contact assigned with this type will be automatically populated into the Receiver field, along with the associated phone, cell and email information, when the customer is selected. If this setting is left blank, no default Receiver will be loaded and instead must be selected manually. Similarly, if a customer has two or more contacts with this selected contact type, then no default Receiver will be loaded on new sales orders either. If a Ship To code is selected on the order, the contact from the Shipping Address that has this default type will replace the contact from the billing address.

Inventory

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 on the customer record will be the default on new sales orders, instead of the active warehouse on the Change Location screen, initially loaded from the User Settings / General area.

Use cost from inventory for non-physical items – If enabled, the cost on new sales order details for non-physical items will be loaded from the inventory item. If this option is not enabled, the default cost will be zero but the user will be able to edit it, even if User Security is defined to not allow editing costs.

> ! 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 a corresponding AP entry gets debited to the inventory asset account.

Always ship (disable order and back order quantity) – Inventory levels will not be used to decide what to ship. When enabled, only the Ship Qty column will be visible for sales order details, and the Order Qty and Backorder Qty columns will be suppressed. This option cannot be changed when the Inventory company setting to 'Prohibit overshipping' is enabled, to prevent shipping any items that are not in stock.

Resolve Customer Part No – If this is selected, when entering a sales order for a customer than has their own inventory part numbers defined, if you enter the Spire part number then the Customer Part No will be

populated in the order. A short pause may occur while loading the item into the order, while the customer part number is located. With this option disabled, the Customer Part No value on the sales order detail will be left blank. Using the customer part number in order entry to locate the item will always populate this column value, regardless of how this option is set.

Required Date

Set default required date – Calculate a required date on new sales orders.

Days before an order is required – Determines the Required Date as this many days after the Order Date, if the 'Set default required date' option is enabled.

Quote Expiry

Set default quote expiry – Calculate an expiry date on new quotes.

Days before quote expires – Determines the Expiry Date as this many days after the Order Date, if the 'Set default quote expiry' option is enabled.

Prices

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

Automatically update customer price table – When enabled, 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.

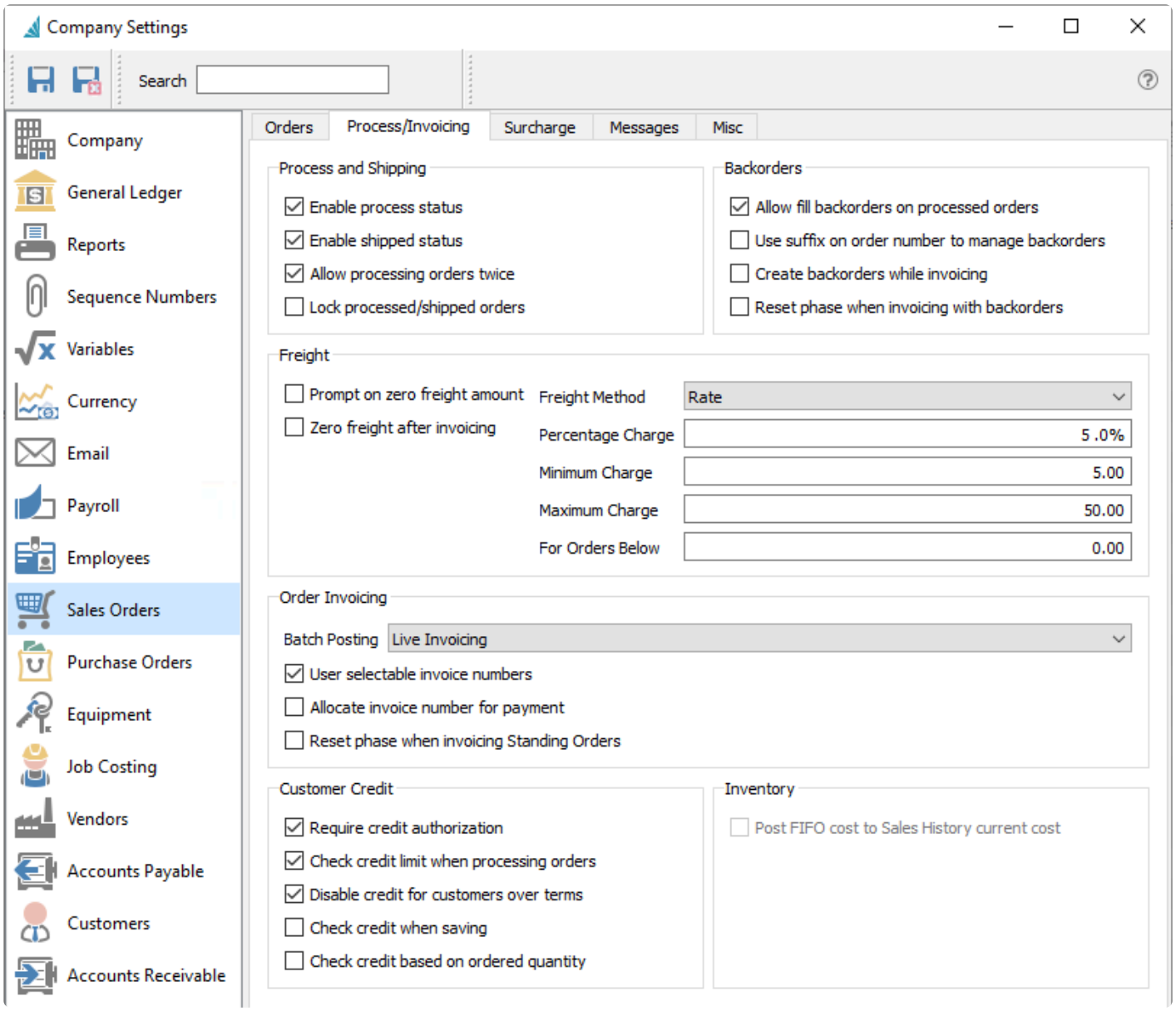
Create records for shipping addresses only – Prices will be set for the shipping address of the sales order instead of the billing address.

Commercial Terms

Use Incoterms – If selected, Incoterms will be enabled

Default FOB – Sets the Default text used for the FOB field on new sales orders. When Incoterms is enabled, a different text default is saved here and used on new sales orders.

Processing / Invoicing



Process and Shipping

Enable process status – When enabled, the Process feature will be available as a button in the toolbar. This allows setting an intermediate Processed status on sales orders before they are shipped and invoiced, and typically prints an internal picking ticket. Processed orders do not allow editing the Ship Quantity on item details, and can be locked with another company setting.

Enable shipped status – When enabled, the Ship feature will be available as a button in the toolbar. This allows setting an intermediate Shipped status on sales orders before they are invoiced, and typically prints a packing slip for the customer. If the 'Enabled Process Status option' is also enabled, an order must first be Processed before it can be Shipped. Shipped orders do not allow editing the Ship Quantity on item details, and can be locked with another company setting.

Allow processing orders twice – Will allow an order to be processed more than once if the user has override security setting.

Lock processed/shipped orders – When enabled, processed or shipped orders cannot be edited, unless a user security setting overrides this.

Backorders

Allow fill back orders on processed orders – When enabled, the Ship Qty field on items can be changed for processed or shipped orders. Also, the Fill Backorders procedure will be available for processed or shipped orders, either from the Orders list or when editing an order.

> Not recommended as the order may already be picked.

Use suffix on order number to manage backorders – All new sales orders will end with “-0” and will increment through alphanumeric characters each time an order is invoiced and still has back orders. The last possible suffix is “–Z”, for a total of 36 times an order can be invoices in this way. Order numbers are limited to 8 digits instead of the full 10, to accommodate the backorder suffix.

Create back orders while invoicing – If using batch invoicing, a new order will get created with backordered quantities immediately after the invoice number is assigned to the Closed order, instead of when the Closed order is added to a batch and the invoice posted from there.

Reset phase when invoicing with back orders. – If a partially shipped Order with Backorder Quantities is Invoiced, any Phase previously defined on the order will be replaced by the default phase assigned within User Settings.

Freight

Prompt on zero freight amount – If the freight value on a sales order is zero, a warning message will appear to indicate this situation when the order is invoiced. The user can continue invoicing without freight, or cancel invoicing to correct the freight amount.

Zero freight after invoicing – After an invoice is generated and if there are back orders, the freight value on the sales order will be reset to the minimum freight charge as defined on this screen or the shipping method.

Freight Method –

- Prompt – User fills in the Freight amount on each order, rather than automatically calculate it.
- Fixed – A specific Freight amount determined from the Sales Order subtotal. The minimum amount is charged when the subtotal is less than the Orders Below threshold, and the maximum amount is charged when the subtotal is equal to or greater than the Orders Below threshold.

- Rate – A calculated Freight amount determined from the Sales Order subtotal times the Percentage Charge. The Freight amount will equal the Minimum Charge when the calculation is less than this, or equal to the Maximum Charge when the calculation exceeds this. If the subtotal is greater than the Orders Below threshold, no Freight is charged.

Percentage Charge – % charged on sales orders when no Shipping Method is assigned. Available when the Freight Method above is set to Rate. Also used as the default rate when creating a new Shipping Method.

Minimum Charge – Minimum freight charged when no Shipping Method is assigned. Available when the Freight Method above is not set to Prompt. Also used as the default minimum charge when creating a new Shipping Method.

Maximum Charge – Maximum freight charged when no Shipping Method is assigned. Available when the Freight Method above is not set to Prompt. Also used as the default maximum charge when creating a new Shipping Method.

For Orders Below – Freight only charged if sales order is below this amount when no Shipping Method is assigned. Available when the Freight Method above is not set to Prompt. Also used as the default threshold when creating a new Shipping Method.

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

Order Invoicing

Batch Posting – Choose between Live Invoicing or Batch Invoicing

- Live Invoicing – The Order and associated Invoice are posted when the user clicks the Invoice button and completes the steps.
- Batch Invoicing – The Order has an invoice number assigned when the user clicks invoice and completes the steps. However, the order is not cleared to Sales History until someone ‘batches’ them. With this option, the invoice can be corrected/edited up until the user posts the batch.

User selectable invoice numbers – Users can manually enter the invoice number on a sales order, before an invoice has been posted. It can be any alphanumeric value up to 10 characters that has not yet been used.

Allocate invoice number for payment – If a sales order does not yet have an associated invoice number, enable this setting to use the next invoice number from Company Settings – Sequence Numbers when the invoice payment screen is opened, prior to posting the invoice. This is useful if the invoice number needs to be known at the time the payment is taken.

> Enabling this option means that invoice numbers are always assigned when the payment screen is opened, and you cannot cancel from this.

> If your company is integrated with Payfacto for credit card integration, the invoice number will always be allocated when the payment screen is opened, regardless of how this setting is integrated.

Reset phase when invoicing standing orders – If a Standing Order is invoiced, any Phase previously defined on the order will be replaced by the default phase assigned within User Settings.

Customer Credit

Require credit authorization – Orders must be credit authorized for customers with Limited Credit before an invoice can be posted. If the customer does not have a Credit Limit with Approval initials and date values, then attempting to create an invoice will have the On Account button disabled, and full payment must be applied with the invoice. The user requires the User Setting 'Override Orders Over Credit Limit' to be enabled in order to post the invoice On Account. For invoicing to be prevented from override when the credit check fails, an additional User Setting for Sales Orders must be configured; Invoice Orders should be set to Disallow Over Limit.

Check credit limit when processing orders – A credit authorization is performed when the order is Processed or Invoiced.

Disable credit for customers over terms – A credit authorization is performed when the customer has unpaid invoices overdue, in addition to checking if the credit limit has been exceeded, in all places where a credit check has been defined.

Check credit when saving – A credit authorization is performed when the order is Saved, Processed or Invoiced.

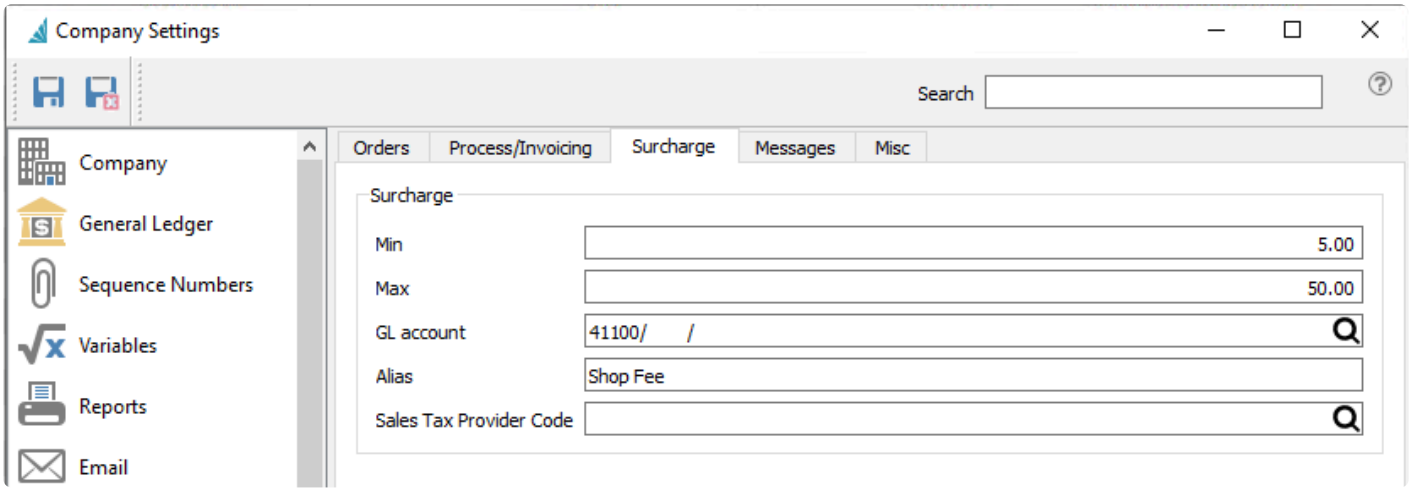
Check credit based on ordered quantity – A credit authorization is performed based on the order value plus the customer balance outstanding exceeding the credit limit, rather than the value of just the shipped item quantities.

Inventory

Post FIFO Cost to Sales History Current Cost – This checkbox is not editable. When the Inventory Cost Method is FIFO, this checkbox will be selected. The FIFO Cost is set on Sales Orders instead of the Average Cost, and is posted to the Total Cost (Average) field in Sales History.

Surcharges

A Surcharge such as 'Shop Supplies' or 'Fuel Surcharge' can be automatically calculated on the footer of Sales orders. The surcharge percentage is entered on Product Codes, which in turn are assigned to Inventory items. Adding items to sales orders will increment the total surcharge for each unit ordered. Surcharges can be defined as taxable in the Edit Sales Taxes configuration for any jurisdiction.



Min – Minimum amount to charge, if any items that support surcharges are on the sales order. If no items with surcharges are added, the total will be zero rather than the minimum amount.

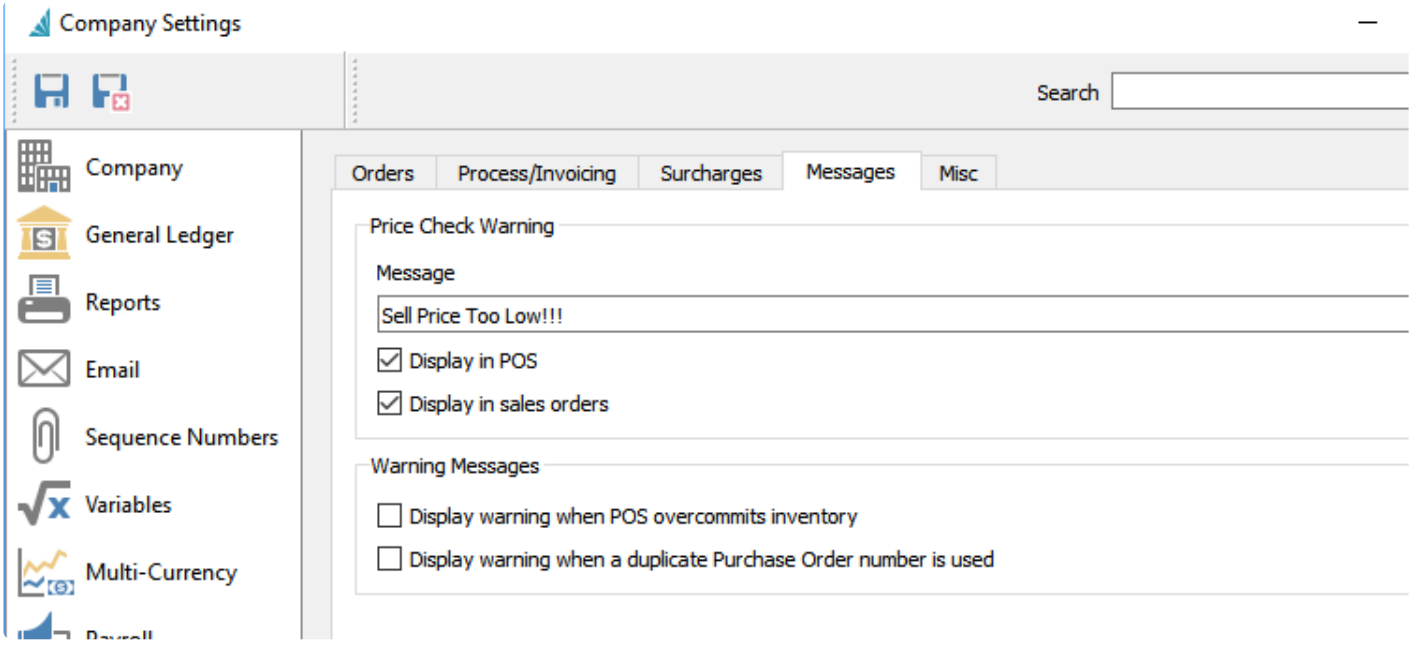
Max – Maximum amount to charge on a sales order.

G/L account – The Ledger sales account that the surcharge amount is posted to.

Alias – The label for the surcharge that will appear on sales orders (ie – Shop Fees, Fuel Surcharge).

Sales Tax Provider Code – Reference to Avalara Sales Tax integration. See Integrations – Avalara Sales Tax in the manual for more details.

Messages



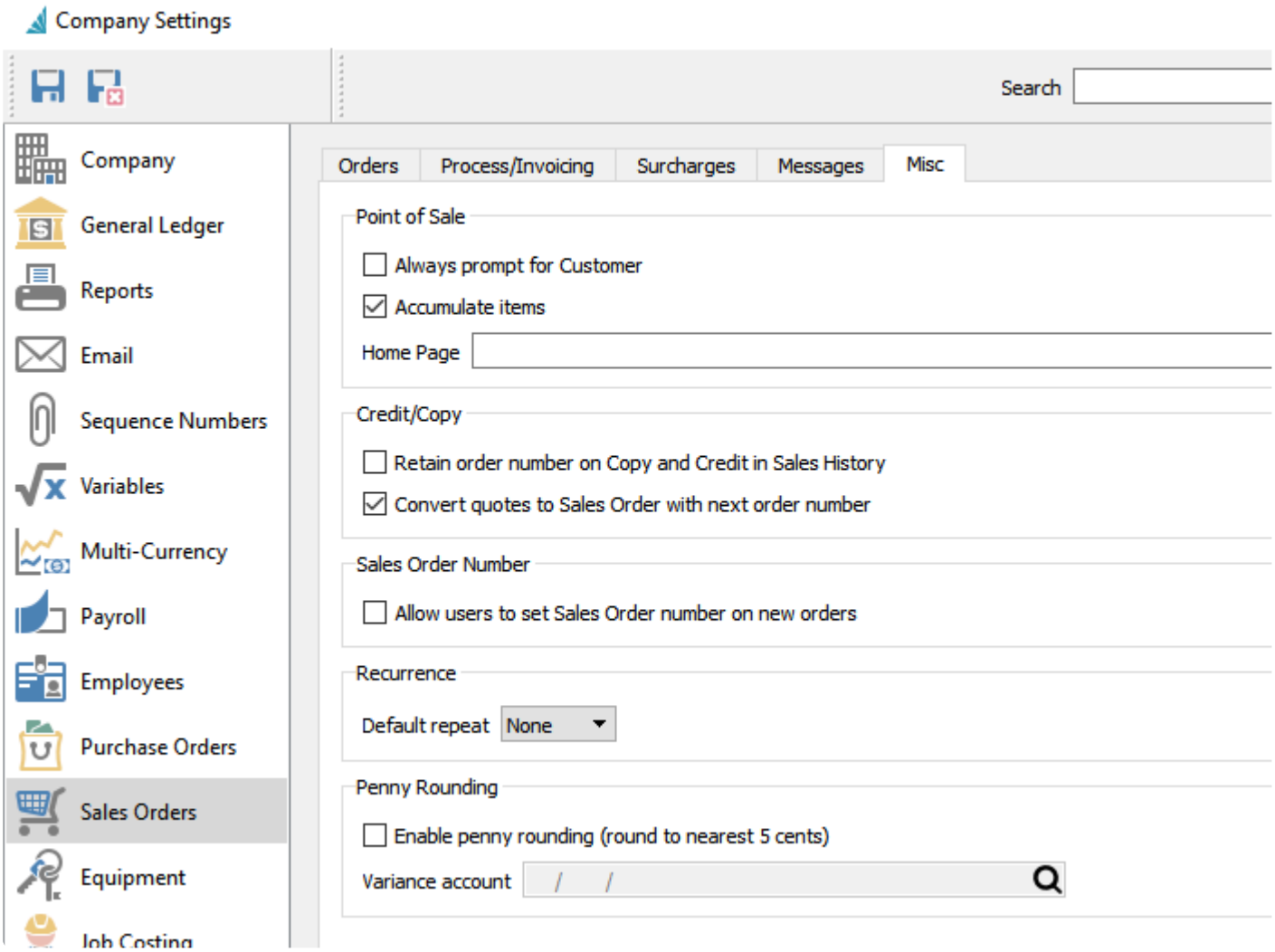
Price Check Warning – Warning to prompt the user if an item is sold below the expected margin, which is defined on the Product Code assigned to the item.

- **Message** – The message that will be displayed for items with margins lower than the threshold. This is required in order to present a warning dialog.
- **Display in POS** – Display the price check warning in the Point of Sale module.
- **Display in Sales Orders** – Display the price check warning in the Sales module.

Warning Messages

- **Display warning when POS over commits inventory.** – When adding an item to a Point of Sale transaction, an Oversell warning dialog displays when the quantity to sell is greater than the quantity available.
- **Display warning when a duplicate purchase order number is used.** – When creating a new Sales Order, a warning is displayed if the PO number entered has already been saved on another sales order for this customer.

Misc



Point of Sale

Always prompt for customer – When enabled, each time a user creates a POS order, the customer screen will automatically appear and a customer number must be selected before continuing. Otherwise a default 'cash' customer can be used.

Accumulate Items – If an item is added to a POS order more than once, the sell quantity is increased on the existing item, instead of adding as a separate line to the order.

Home Page – An HTML location that displays a web page 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 – When enabled, the order number from the

copied invoice in Sales History will be used. If disabled, then it will be the next available order number.

Convert quotes to Sales Orders with next Order Number – Editing a Quote to become a Sales Order will change the Order No value from the Quote number to the next available sales order number. The Quote number is then saved in a separate Original Quote Number field that can be displayed on the Order List grid.

Sales Order Number

Allow users to set Sales Order number on new orders – Users can edit the Order number value in sales orders, as long as another order with this number doesn't already exist in the Open Sales list.

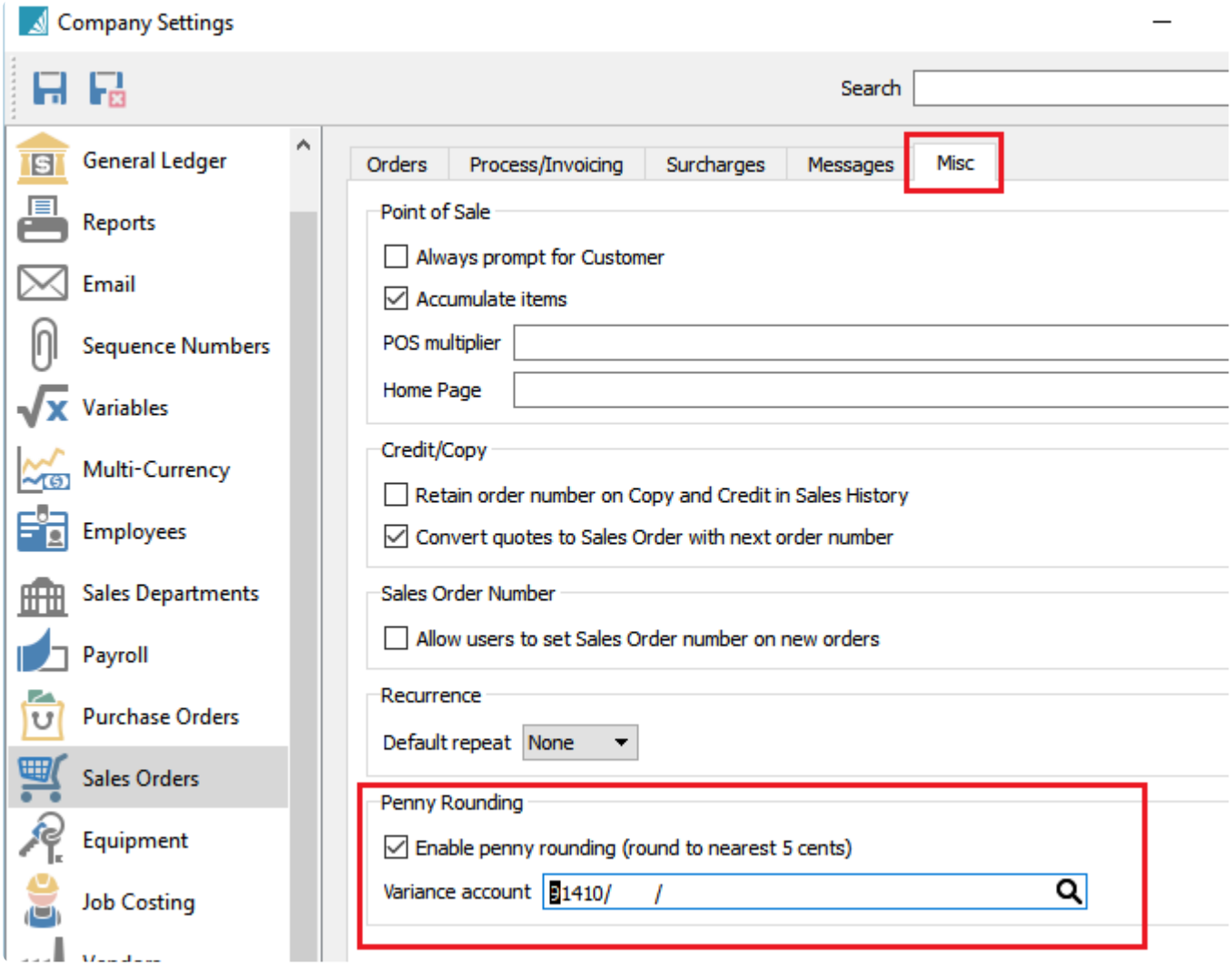
Recurrence

Default Repeat – When creating a new Standing order, this selection will be the default value for the Repeat field. Choose from None, Daily, Weekly, Monthly or Yearly.

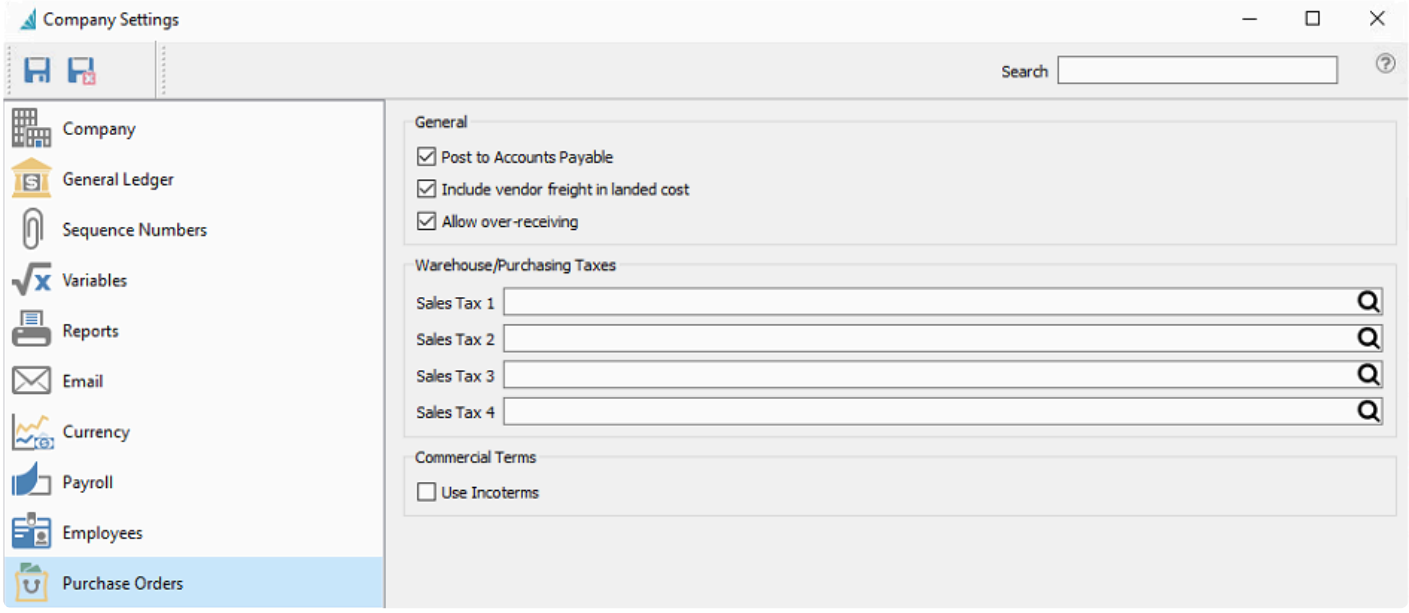
Penny Rounding

Enable penny rounding (round to nearest 5 cents) – This setting rounds cash payments for Sales and POS invoices to the nearest 5 cents.

Variance account – Select a Ledger account to where the difference between the required and rounded cash payments will be posted.


Company Settings
Search
General Ledger
Reports
Email
Sequence Numbers
Variables
Multi-Currency
Employees
Sales Departments
Payroll
Purchase Orders
Sales Orders
Equipment
Job Costing
Orders
Process/Invoicing
Surcharges
Messages
Misc
Point of Sale
Always prompt for Customer
Accumulate items
POS multiplier
Home Page
Credit/Copy
Retain order number on Copy and Credit in Sales History
Convert quotes to Sales Order with next order number
Sales Order Number
Allow users to set Sales Order number on new orders
Recurrence
Default repeat
None
Penny Rounding
Enable penny rounding (round to nearest 5 cents)
Variance account
1410/ /

Purchase Orders



General

Post to Accounts Payable – When enabled (recommended), receiving purchase orders will generate entries in Accounts Payable and General Ledger. 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.

Include vendor freight in landed cost – If enabled, received purchase orders posts the Vendor Freight amount to the Accrued Freight account. If not enabled, then Vendor Freight is instead posted to the Freight Expense account defined in Company Settings -> Special Accounts when the vendor invoice is posted.

This option also affects Inventory Transfers that have Freight values. If enabled, the freight amount is posted to the Inventory control account, and if not enabled then the freight amount is posted to Freight expense account.

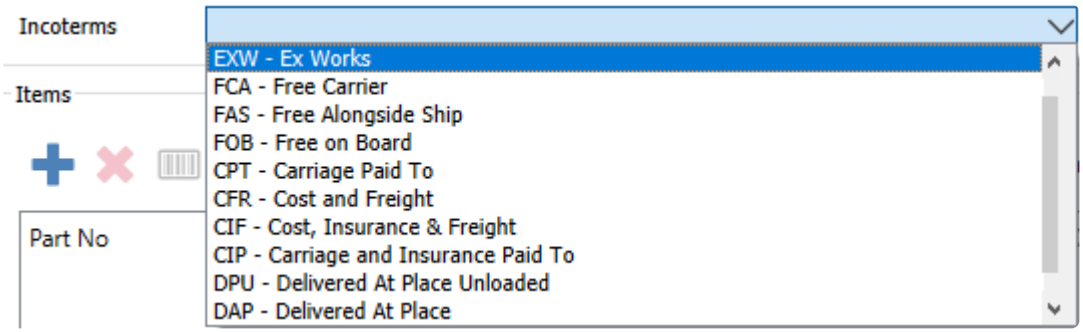
Allow over-receiving – If checked, then the user can receive more than what was ordered on a purchase order.

Warehouse/Purchasing Taxes

Sales Tax 1-4 – Set the default tax jurisdictions that get added to a warehouse when they are created.

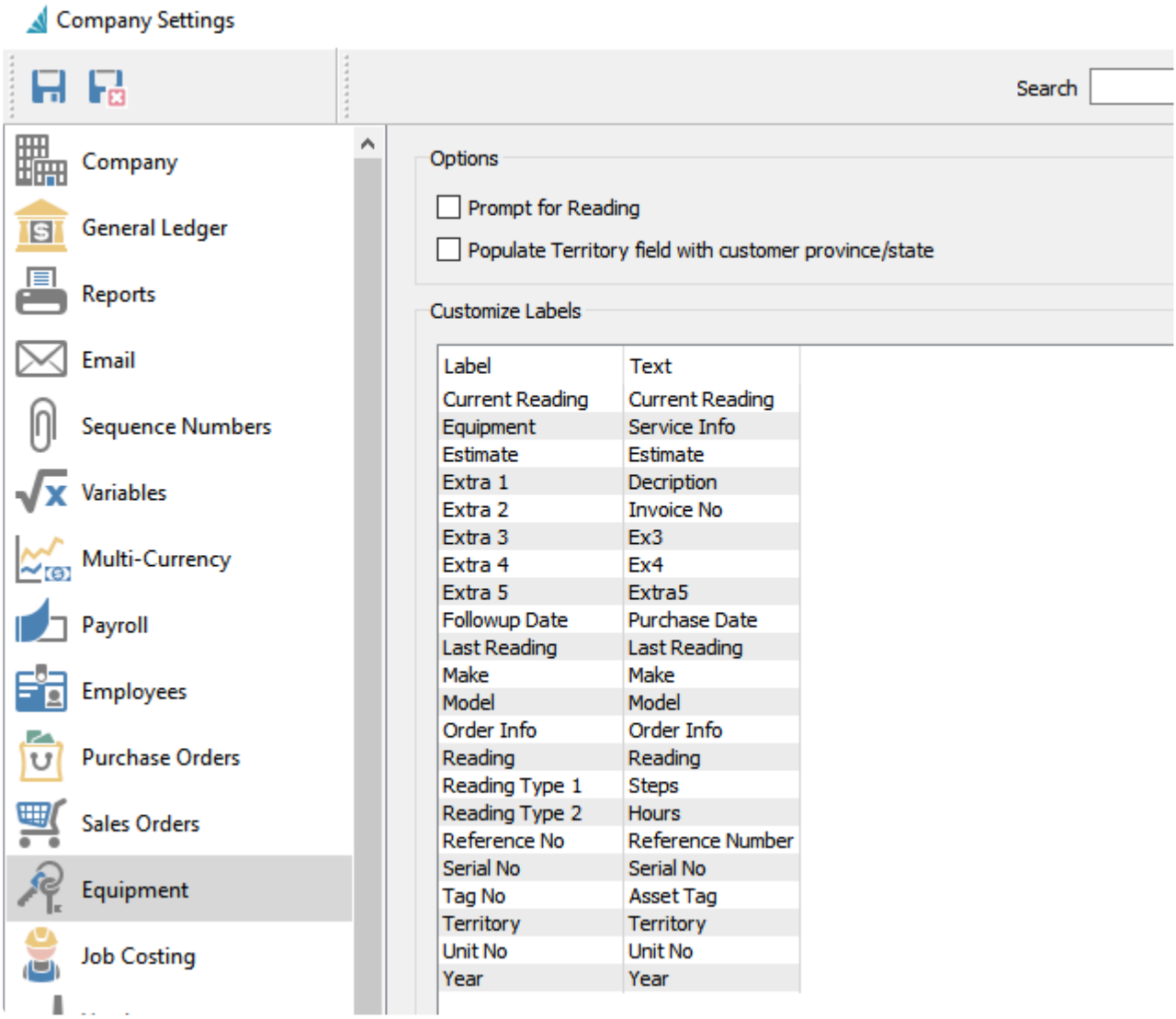
Commercial Terms

Use Incoterms – If selected, it will enable Incoterms on Purchase Orders, on the Main tab and within the General section.


Incoterms
Items
Part No
EXW - Ex Works
FCA - Free Carrier
FAS - Free Alongside Ship
FOB - Free on Board
CPT - Carriage Paid To
CFR - Cost and Freight
CIF - Cost, Insurance & Freight
CIP - Carriage and Insurance Paid To
DPU - Delivered At Place Unloaded
DAP - Delivered At Place

Equipment

These settings are only available if the optional “Service Manager” module is used. Each field label with equipment is customizable.



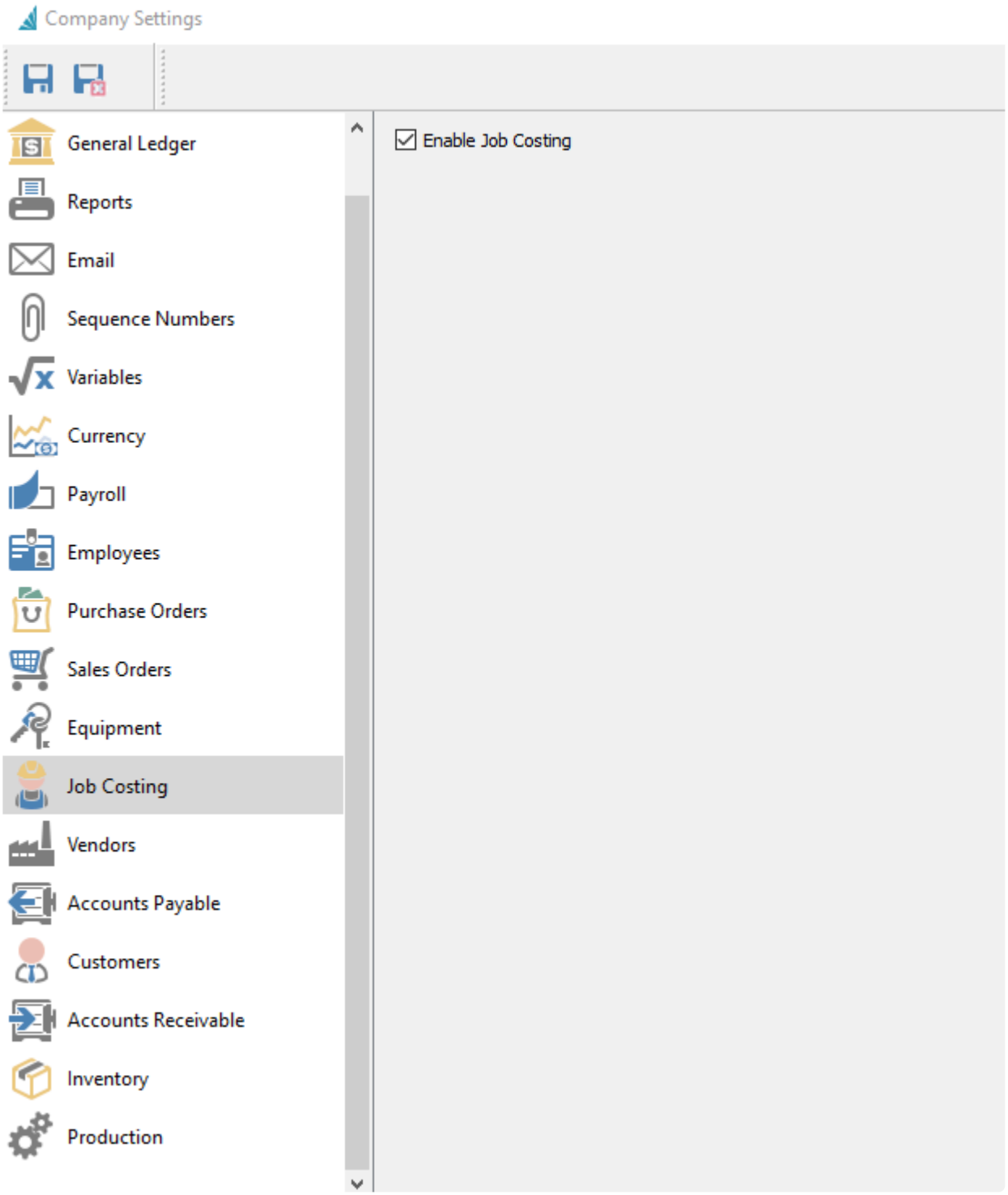
Prompt for Reading – When enabled, creating a Work Order and selecting an Equipment number on the Service Info tab requires a Current Reading value. If a Reading is not entered, an error will appear and prevent saving the order.

Populate Territory field with customer province/state – When a piece of equipment is added to a customer, the customers province/state gets automatically entered into territory.

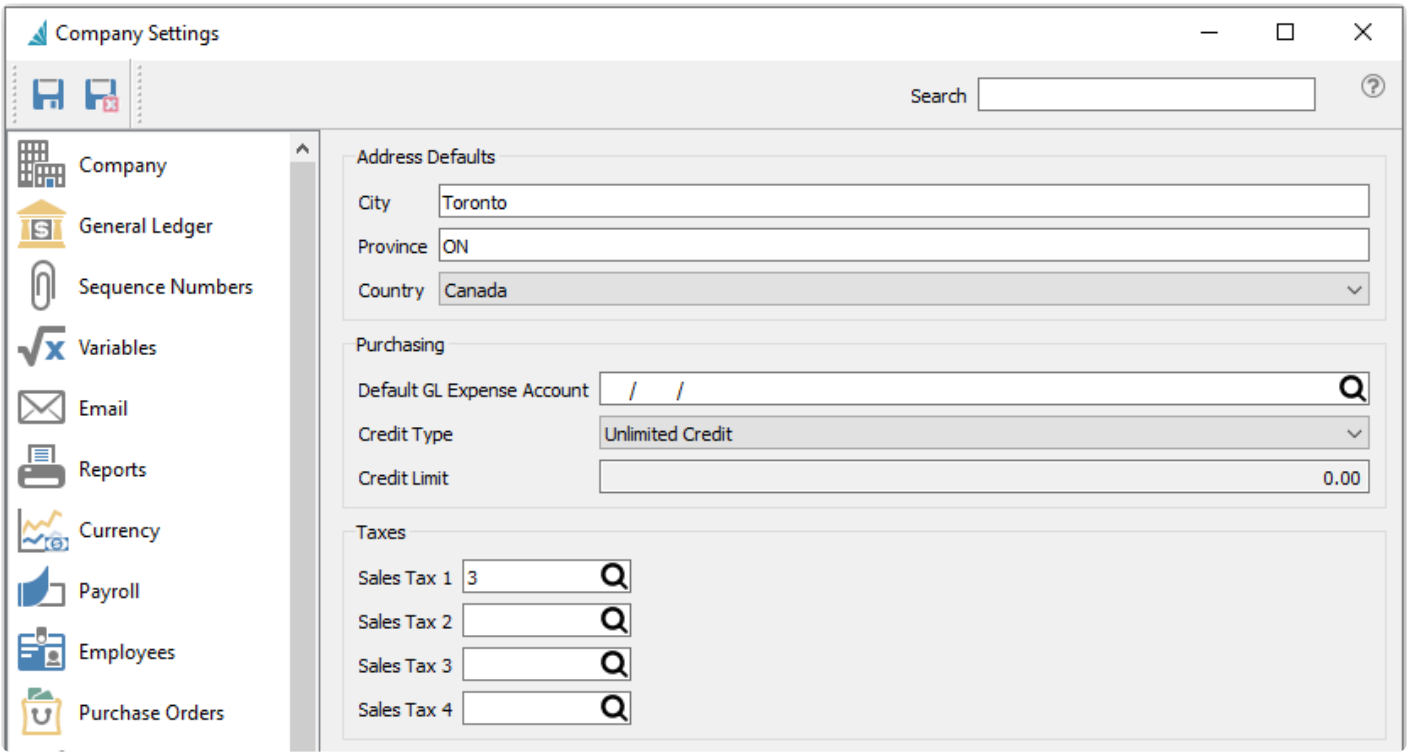
Label – The name of the field as it is stored in the database
Text – The name that appears on screen and what is printed on default reports. Click into a cell to enter the desired screen label.

Job Costing

Enable Job Costing – This is turned on if the company wants job costing to be posted to the job accounts and GL



Vendors



Address Defaults – Set the default address field values you want to use when creating a new vendor.

Purchasing

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

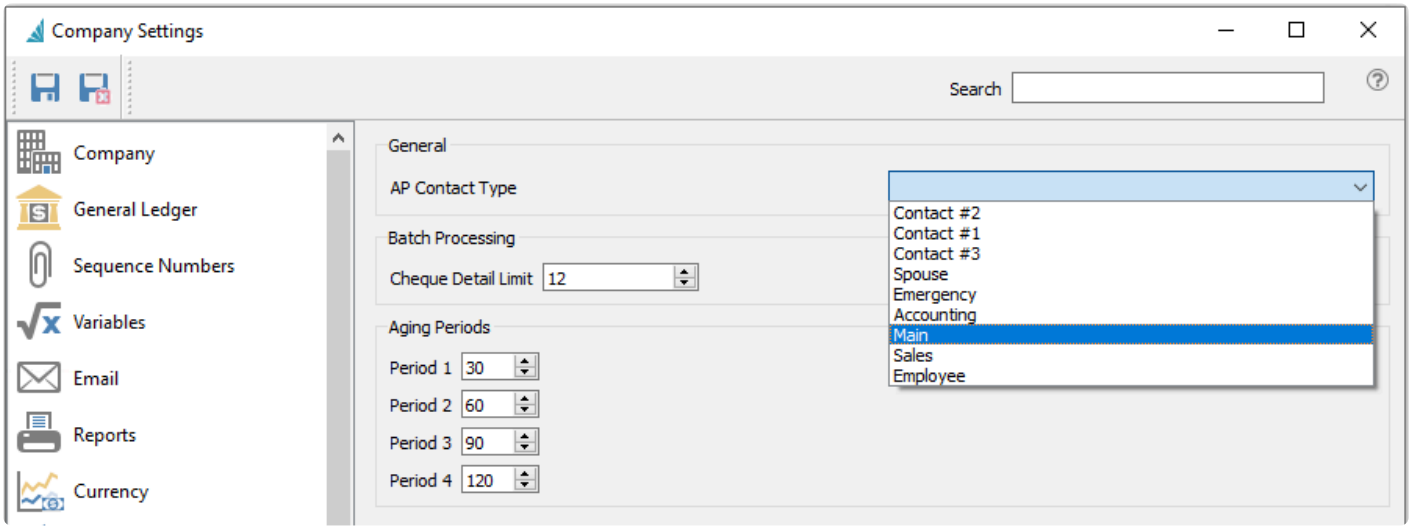
Credit Type – Default credit type for a new vendor. Choose either No Credit, Unlimited or Limited.

Credit Limit – Default credit limit for a new vendor, which can only be edited if the Credit Type is set to Limited.

Taxes

Sales Taxes 1-4 – The default tax jurisdictions that are applied when creating a new vendor.

Accounts Payable



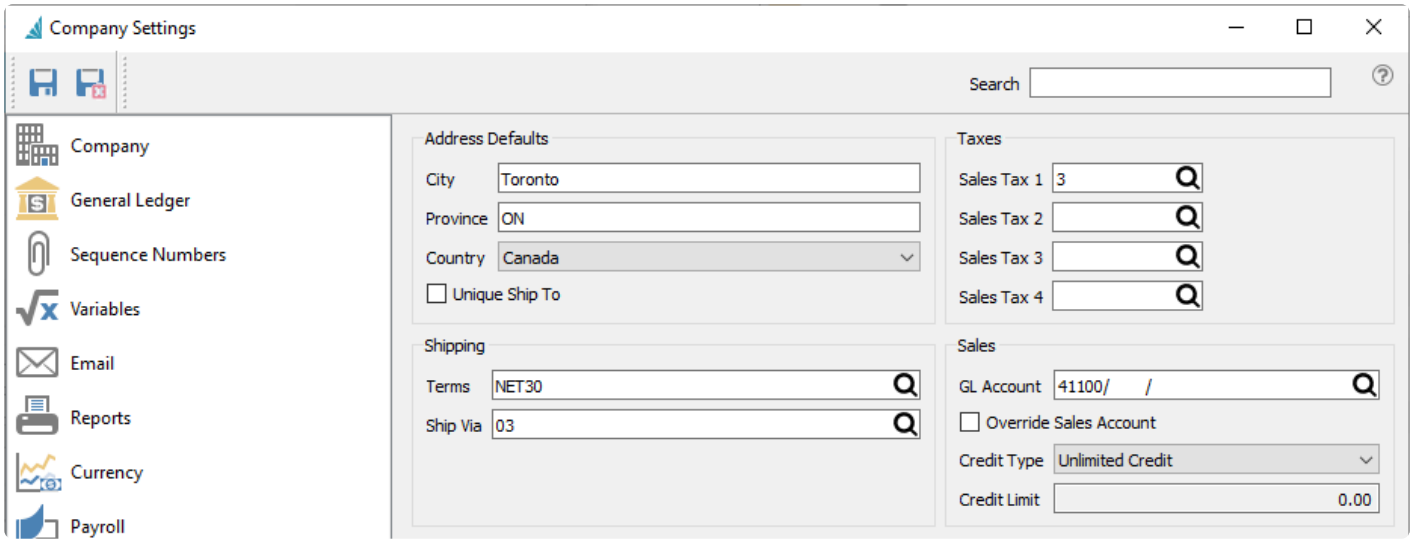
AP Contact Type – The Contact Type set here is used for Accounts Payable Reports and for display in the Contact section when opening a vendor from the Accounts Payable module.

> **Note:** Contact Types are setup from the Contact Types tab of the Company section within Company Settings.

Cheque Detail Limit – Define how many invoices and other transactions can fit on the check advice. If the number of transactions exceeds this limit, printing a check will not print any details in the advice section and instead contain a note to refer to an attached Remittance Advice.

Aging Periods – Select the number of days for each of the 4 aging periods to group outstanding invoices and other transactions by transaction date. Amount totals summarized by aging period for each vendor, and may be displayed on the Accounts Payable module grid and printed on selected reports.

Customers



Address Defaults

City / Province / Country – Set the default address field values you want to use when creating a new customer.

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

Shipping

Terms – Default terms code assigned to a new customer.

Ship Via – Default ship via code assigned to a new customer.

Taxes

Sales Tax 1-4 – The default tax jurisdictions that are applied when creating a new customer.

Sales

GL Account – Default Revenue GL account assigned to a new customer, used only if the option to Override Sales Account is enabled (see below).

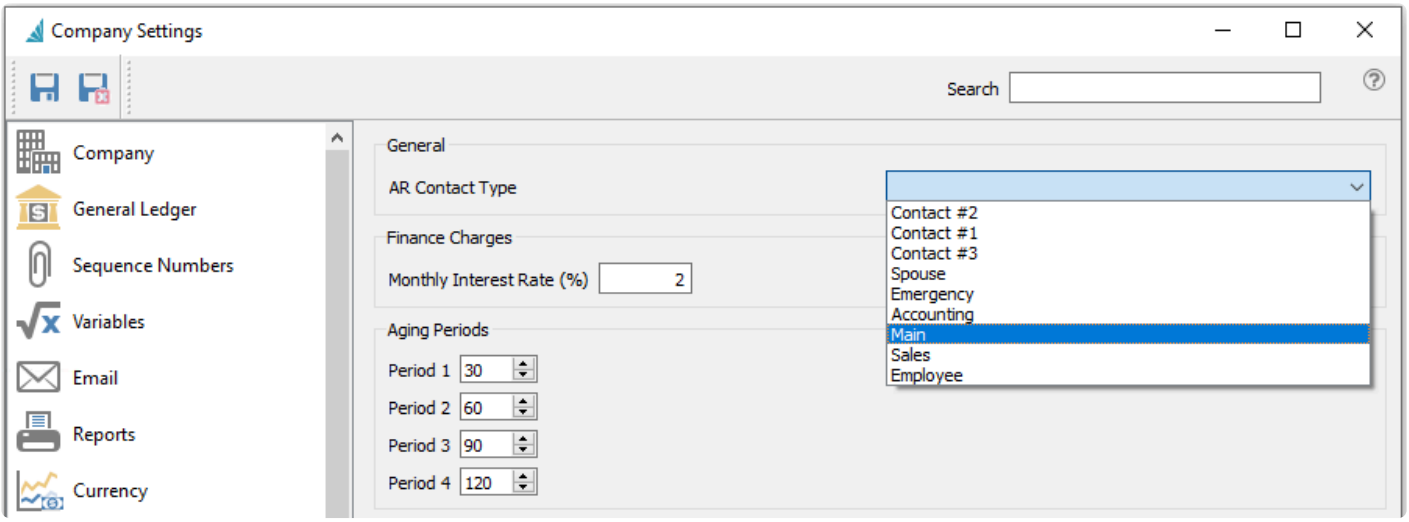
Override Sales Account – Enable to reveal a Revenue GL account on the Order Defaults tab within Edit Customers. This account will be used as the revenue GL account on Sales Order details, overriding the account defined in the inventory item sales department. This account was also be used for the revenue account when creating invoices in the Accounts Receivable module.

Credit Type – Default credit type assigned to a new customer. Choose from No Credit, Unlimited Credit or

Limited Credit.

Credit Limit – Default credit limit assigned to a new customer, if the default Credit Type is set to Limited. Otherwise this field is not editable.

Accounts Receivable



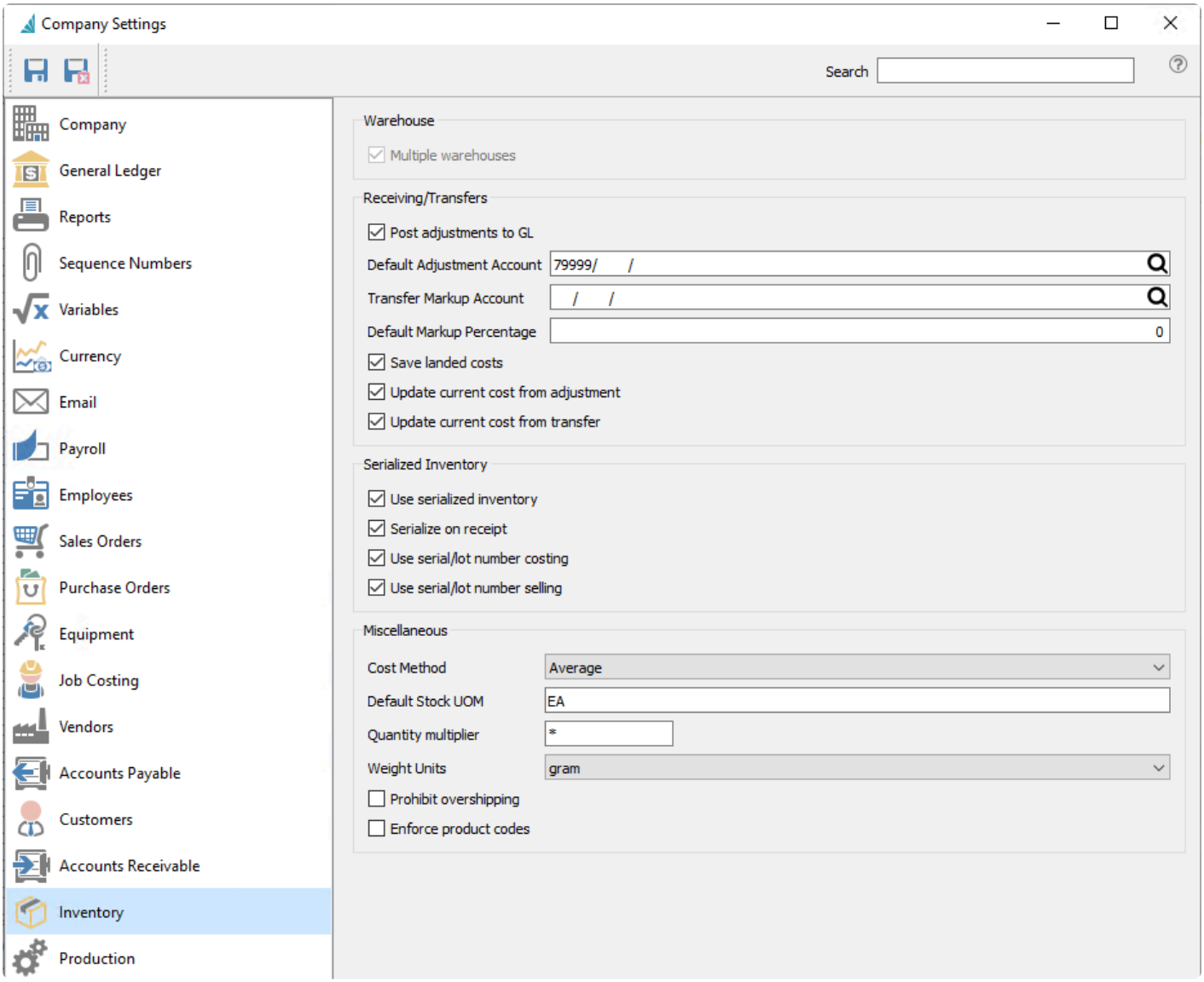
AR Contact Type – The Contact Type set here is used for Accounts Receivable Reports, the Customer Mail Merge, and for display in the Contact section when opening a customer from the Accounts Receivable module.

> **Note:** Contact Types are setup from the Contact Types tab of the Company section within Company Settings.

Monthly Interest Rate – Interest rate to charge when using the Apply Finance Charges process in the Accounts Receivable module.

Aging Periods – Select the number of days for each of the 4 aging periods to group outstanding invoices and other transactions by transaction date. Amount totals summarized by aging period for each customer, and may be displayed on the Accounts Receivable module grid and printed on selected reports.

Inventory



Warehouse

Multiple Warehouses – Select if you require more than one warehouse. Once warehouses are created, this option cannot be disabled.

Receiving/Transfers

Post adjustments to GL – When adjustments are posted, a transaction will be created in the General Ledger.

Default Adjustment Account – When adjustments are posted, this is the default Ledger account used as the offset to the Inventory account for the transaction. It can be edited on each adjustment detail prior to posting.

Transfer Markup Account – If a markup is required when transferring inventory, then the markup amount will be posted to this Ledger account, calculated from the Markup % on the transfer. Typically a sales account is used here. Posting will debit the inventory account defined on the receiving warehouse and credit the sales transfer markup account.

Default Markup Percentage – The default percentage used for marking up inventory transfers if an account is selected above.

Save Landed Costs – Automatically save the Freight and Duty/Brokerage percentage values entered on a purchase order detail to the respective inventory record, for use in future purchase orders.

Update current cost from adjustment – If an Inventory Adjustment is posted with a change in Current Cost of an Inventory item it will update the Current Cost on the Inventory record

Update current cost from transfer – If an Inventory Transfer is posted with a change in Current Cost of an Inventory item it will update the Current Cost on the Inventory record

Serialized Inventory

Use Serialized Inventory – Use either serial numbers and/or lot numbers for tracking items.

Serialize on Receipt – Enable for Serial numbers and/or Lot numbers to be assigned to inventory items when they are received. These number can then be used when the items are sold. Otherwise, you can only enter manual serial numbers on the sales order. This must also be enabled in order to use the serial/lot number costing and selling options below.

Use serial/lot number costing – Costing for sales history and GL transactions will come from the individual serial/lot number instead of the inventory item.

> ! When this is turned on a journal entry may get posted to adjust costs to match serialized costs.

Use serial/lot number selling – The Sell price on sales orders will come from the individual serial/lot number instead of the inventory item. Serial/Lot sell prices are completely independent from values determined from inventory price levels, and do not change if inventory price levels change.

Miscellaneous

Cost Method – Choose Average or FIFO, or LIFO if the company address is in the US. Using Average costing means that invoicing Sales Orders determines the cost of sales based on the calculated average cost of all items purchased. Using FIFO (First In, First Out) costing means that invoicing Sales Orders determines the cost of sales based on the unit cost of the oldest PO receipt, depending on the Remaining quantity on these receipts. Using LIFO (Last In, First Out) costing means that invoicing Sales Orders determines the cost of sales based on the unit cost of the newest PO receipt. Costs within FIFO or LIFO

handling will be different only if stock on hand was received in multiple purchases that had different unit costs.

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

Quantity 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.

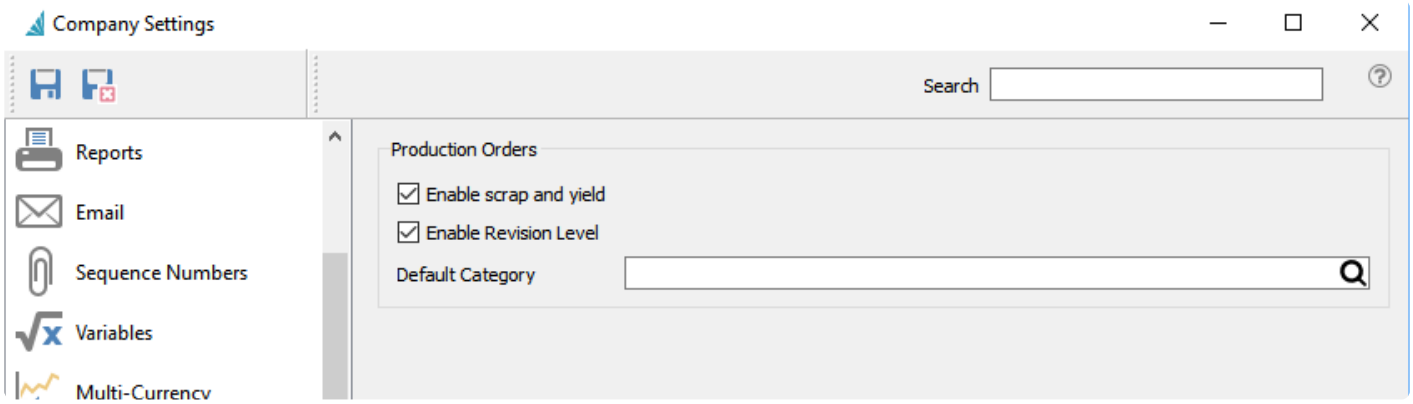
Weight Units – Display a unit of measure label next to the Weight field, for reference only and not used for calculations.

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.

Production



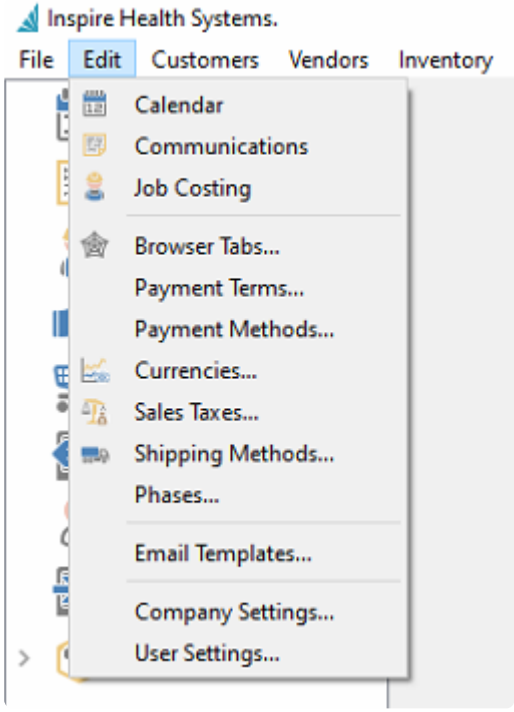
Enable Scrap and Yield – Enable if scrap and yield need to be tracked.

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

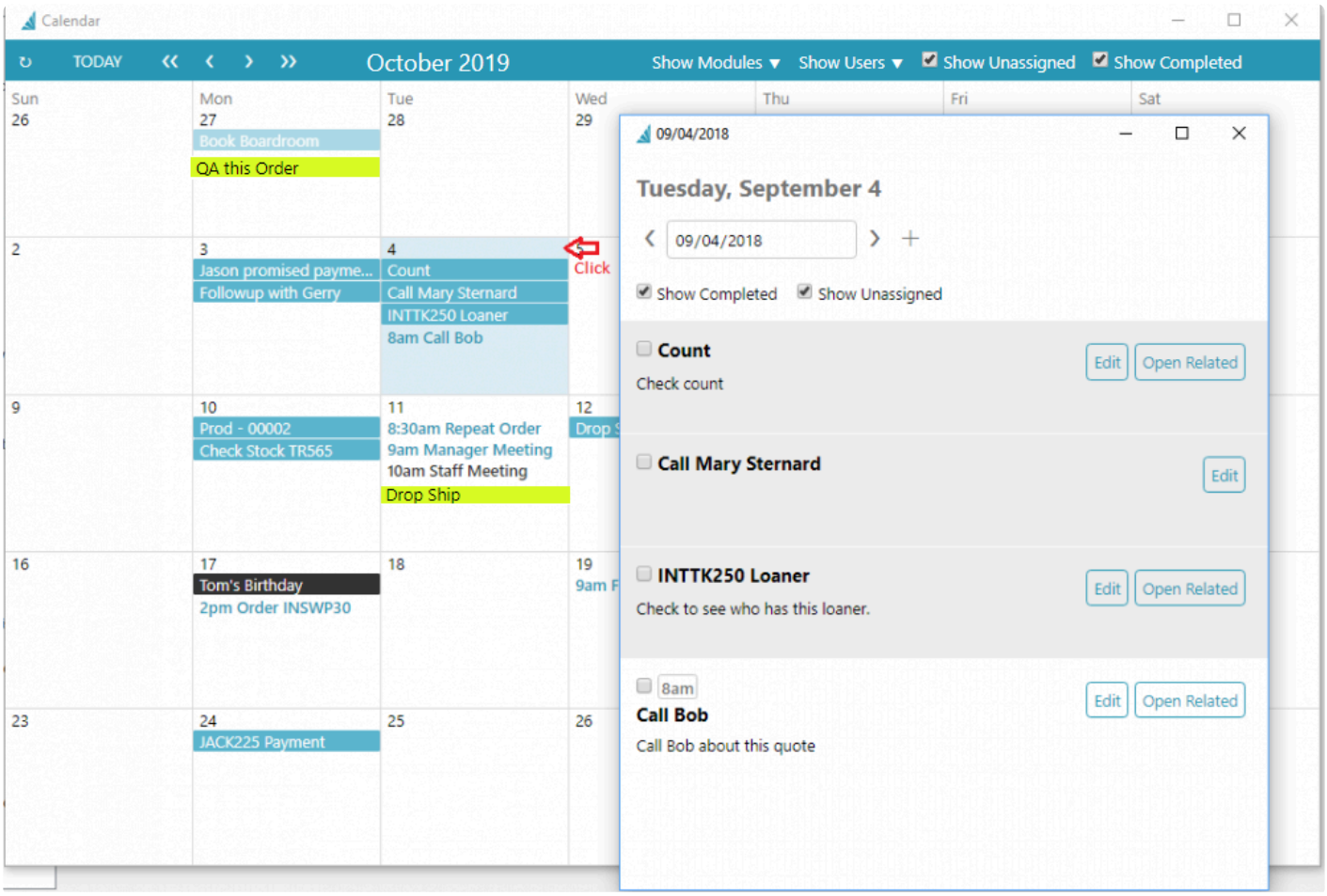
These setup items are found under Edit. Other Setup lists can be accessed from the Inventory and Sales menus.



Calendar

The calendar is related to the communications module. Communication notes that have a follow up date automatically get added to the calendar. You can open the Calendar either from the Edit menu or the Module list on the left side. Depending on user security settings, you can see either just your communications on the calendar or everybodys.

[Read the full Calendar instructions here.]

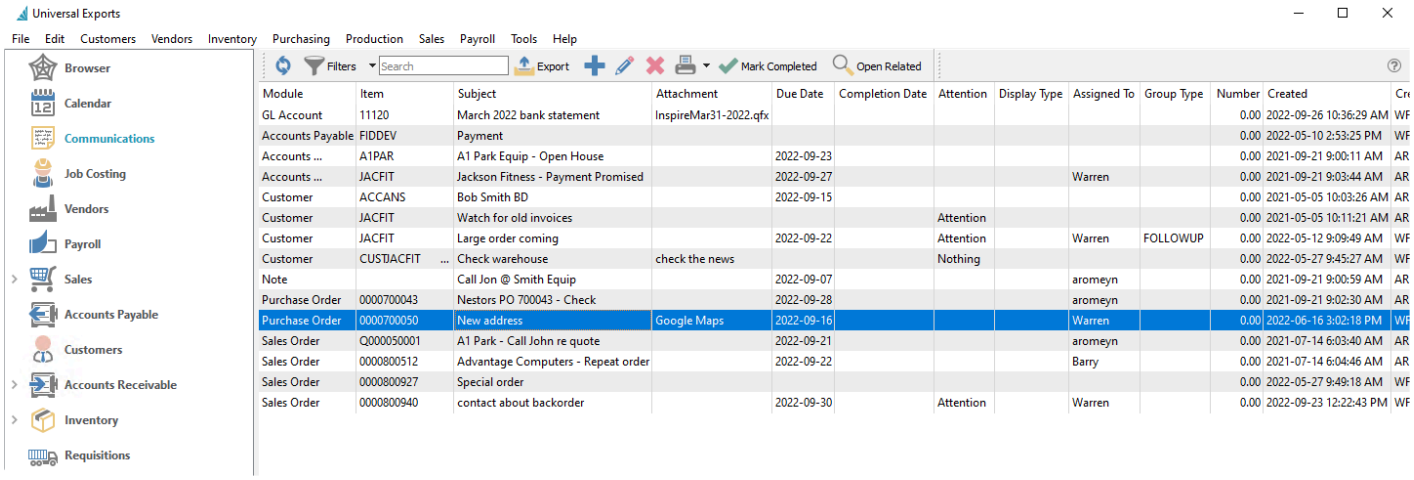


Communications

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 follow up 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.

You can open the list of active communications either from the Edit menu or the Module list on the left side.

Read the full Communications instructions here.



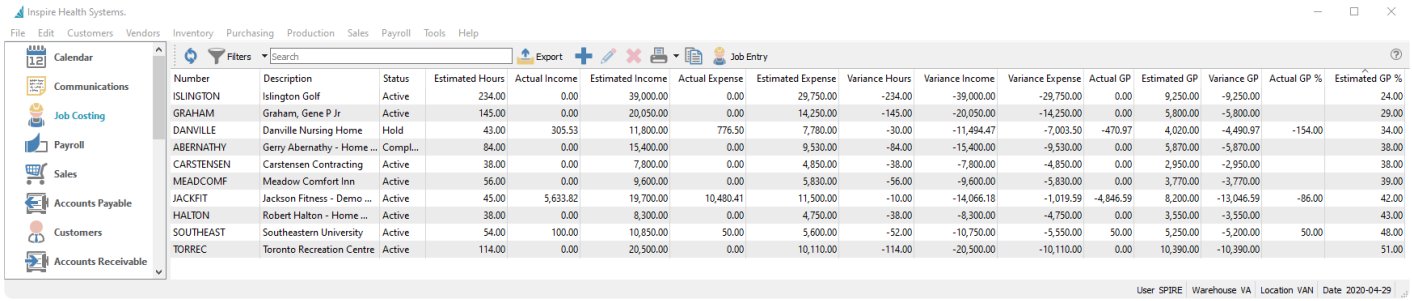
Module	Item	Subject	Attachment	Due Date	Completion Date	Attention	Display Type	Assigned To	Group Type	Number	Created	Cr
GL Account	11120	March 2022 bank statement	InspireMar31-2022.qfx							0.00	2022-09-26 10:36:29 AM	WF
Accounts Payable	FIDDEV	Payment								0.00	2022-05-10 2:53:25 PM	WF
Accounts ...	A1PAR	A1 Park Equip - Open House		2022-09-23						0.00	2021-09-21 9:00:11 AM	AR
Accounts ...	JACFIT	Jackson Fitness - Payment Promised		2022-09-27				Warren		0.00	2021-09-21 9:03:44 AM	AR
Customer	ACCANS	Bob Smith BD		2022-09-15						0.00	2021-05-05 10:03:26 AM	AR
Customer	JACFIT	Watch for old invoices				Attention				0.00	2021-05-05 10:11:21 AM	AR
Customer	JACFIT	Large order coming		2022-09-22		Attention		Warren	FOLLOWUP	0.00	2022-05-12 9:09:49 AM	WF
Customer	CUSTJACFIT ...	Check warehouse	check the news			Nothing				0.00	2022-05-27 9:45:27 AM	WF
Note		Call Jon @ Smith Equip		2022-09-07				aromeyn		0.00	2021-09-21 9:00:59 AM	AR
Purchase Order	0000700043	Nestors PO 700043 - Check		2022-09-28				aromeyn		0.00	2021-09-21 9:02:30 AM	AR
Purchase Order	0000700050	New address	Google Maps	2022-09-16				Warren		0.00	2022-06-16 3:02:18 PM	WF
Sales Order	Q000050001	A1 Park - Call John re quote		2022-09-21				aromeyn		0.00	2021-07-14 6:03:40 AM	AR
Sales Order	0000800512	Advantage Computers - Repeat order		2022-09-22				Barry		0.00	2021-07-14 6:04:46 AM	AR
Sales Order	0000800927	Special order								0.00	2022-05-27 9:49:18 AM	WF
Sales Order	0000800940	contact about backorder		2022-09-30		Attention		Warren		0.00	2022-09-23 12:22:43 PM	WF

Job Costing

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

You can open the list of active jobs either from the Edit menu or the Module list on the left side.

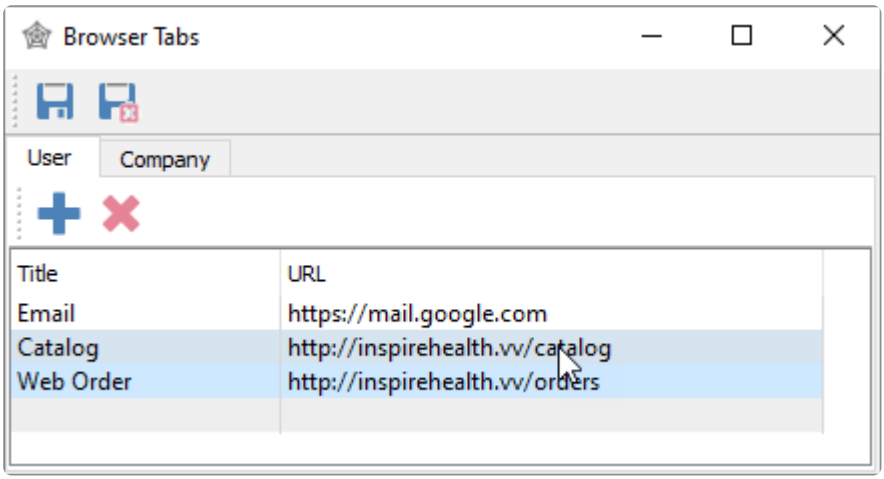
Read the full Job Costing Instructions here.



Number	Description	Status	Estimated Hours	Actual Income	Estimated Income	Actual Expense	Estimated Expense	Variance Hours	Variance Income	Variance Expense	Actual GP	Estimated GP	Variance GP	Actual GP %	Estimated GP %
ISLINGTON	Islington Golf	Active	234.00	0.00	39,000.00	0.00	29,750.00	-234.00	-39,000.00	-29,750.00	0.00	9,250.00	-9,250.00		24.00
GRAHAM	Graham, Gene P Jr	Active	145.00	0.00	20,050.00	0.00	14,250.00	-145.00	-20,050.00	-14,250.00	0.00	5,800.00	-5,800.00		29.00
DANVILLE	Danville Nursing Home	Hold	43.00	305.53	11,800.00	776.50	7,780.00	-30.00	-11,494.47	-7,003.50	-470.97	4,020.00	-4,490.97	-154.00	34.00
ABERNATHY	Gerry Abernathy - Home ...	Compl...	84.00	0.00	15,400.00	0.00	9,530.00	-84.00	-15,400.00	-9,530.00	0.00	5,870.00	-5,870.00		38.00
CARSTENSEN	Carstensen Contracting	Active	38.00	0.00	7,800.00	0.00	4,850.00	-38.00	-7,800.00	-4,850.00	0.00	2,950.00	-2,950.00		38.00
MEADCOMF	Meadow Comfort Inn	Active	56.00	0.00	9,600.00	0.00	5,830.00	-56.00	-9,600.00	-5,830.00	0.00	3,770.00	-3,770.00		39.00
JACKFIT	Jackson Fitness - Demo ...	Active	45.00	5,633.82	19,700.00	10,480.41	11,500.00	-10.00	-14,066.18	-1,019.59	-4,846.59	8,200.00	-13,046.59	-86.00	42.00
HALTON	Robert Halton - Home ...	Active	38.00	0.00	8,300.00	0.00	4,750.00	-38.00	-8,300.00	-4,750.00	0.00	3,550.00	-3,550.00		43.00
SOUTHEAST	Southeastern University	Active	54.00	100.00	10,850.00	50.00	5,600.00	-52.00	-10,750.00	-5,550.00	50.00	5,250.00	-5,200.00	50.00	48.00
TORREC	Toronto Recreation Centre	Active	114.00	0.00	20,500.00	0.00	10,110.00	-114.00	-20,500.00	-10,110.00	0.00	10,390.00	-10,390.00		51.00

Browser Tabs

Within the Browser area, you can define one or more tabs that load specified web pages into a Chromium web browser display. This gives you quick access to commonly used web pages. If you have User Settings security rights to managing Browser tabs, you can open this screen.



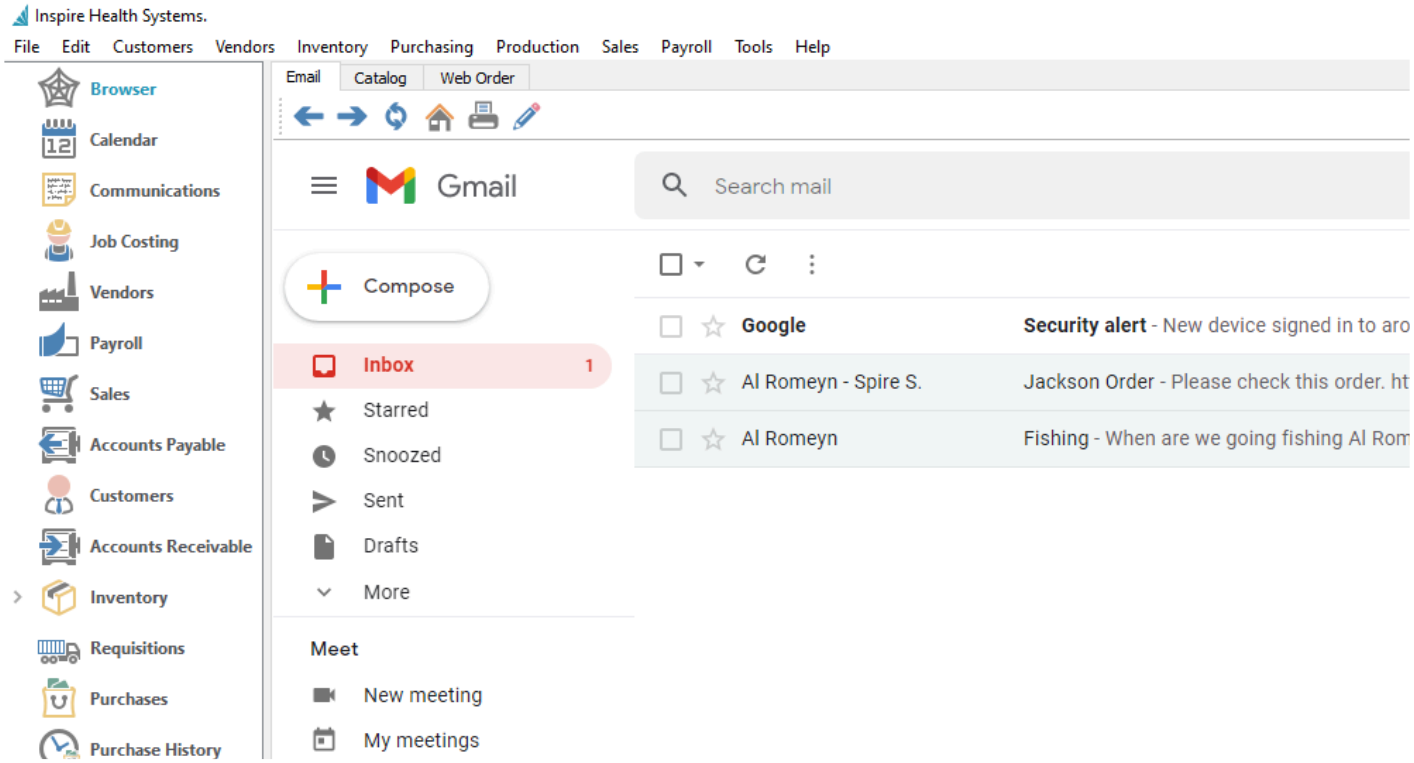
User tab – Web page URLs listed here will be for you only.

- **Title** – A label for each web page URL, which will display as tab names at the top of the Browser window.
- **URL** – The full website link. If any part is missing when entered, the link will not be saved.

Company tab – Web page URLs listed here will be for all Users, but otherwise function in the same way as for a specific user.

Using the Browser

When the Browser module is active, the defined web pages for both Company and User will be displayed as tab names at the top. Select a tab to load the respective website, and you can navigate through other areas of this site. Note that the URL is not displayed here, thus you cannot enter any website address and are limited to only those pre-defined.



Choosing a new tab will load the defined web page, rather than remembering the page you were on the last time you visited the site from this tab.

There is a toolbar with a few buttons as part of website navigation.

Left – Go back to the previously loaded page

Right – Go forward to the page you were previously on, prior to coming back to this page.

Refresh – Reload the current web page.

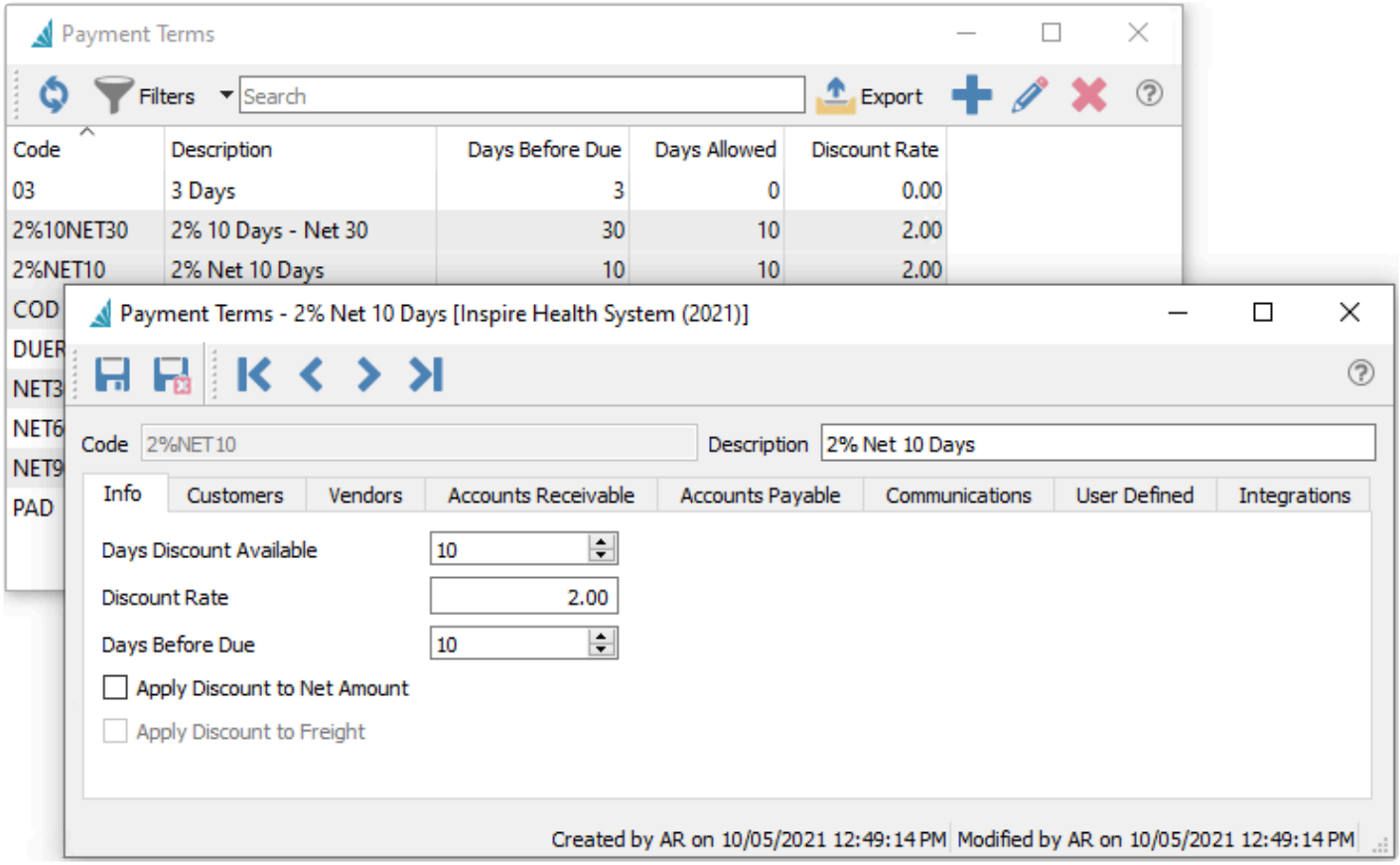
Home – Open the website URL that is configured in Browser Settings for this tab.

Print – Print the contents of this web page, which is most useful when a PDF or other document is open, rather than a web page.

Edit – Open the Edit Browser Tabs screen, if you have user security rights to manage these. Any changes will not be available until you re-open the Browser module.

Payment Terms

Define rules for calculating the due date and early payment discount date and amount for customer and vendor invoices and debit memos. Default terms codes can be assigned to customers and vendors. Also see a list of records and open transactions where the terms code is used. You can open the list of payment terms from the Edit menu.



Code – An alphanumeric code of up to 10 characters.

Description – Description of the terms, which is displayed on customers, vendors and transactions when the terms code is selected.

Days Discount Available – The number of days after the transaction date that an early payment discount can be taken.

Discount Rate – Used for calculating the discount amount if paid while the discount is available.

Days Before Due – The number of days after the transaction date, to calculate the Due Date. After the due date, finance charges can be levied against the transaction.

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 but not taxes. This option is not available if Apply Discount to Net Amount is not enabled.

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.

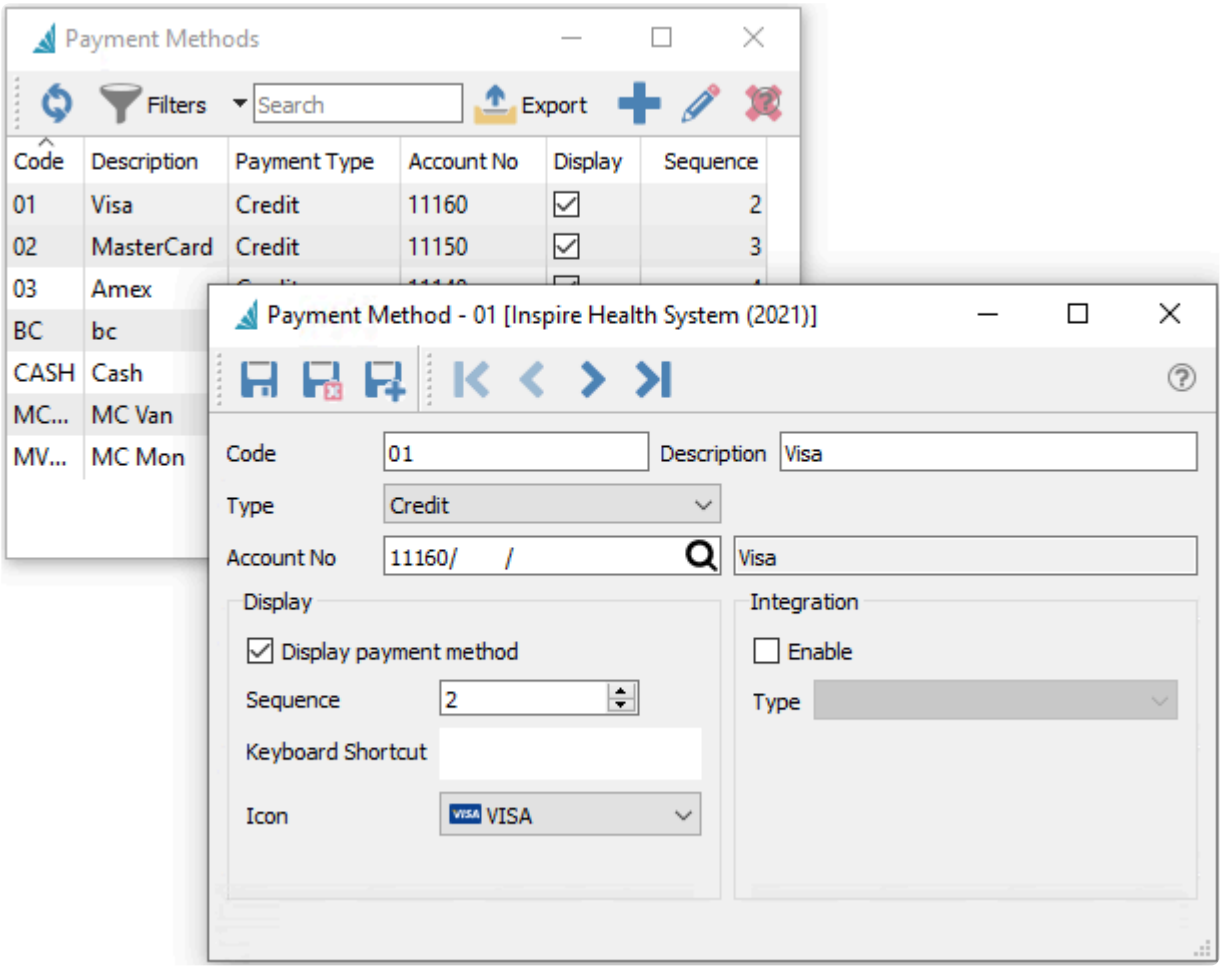
Communications – Any number of notes can be added to these terms.

User Defined – User defined fields can be added to track and/or print information not already included, and can be displayed as columns on the list grid.

Integrations – Related to third party add-ons. For more details

Payment Methods

Spire allows an unlimited number of payment methods to categorize customer transactions. You can open the list of payment methods from the Edit menu.



Code – An alphanumeric code up to 10 characters.

Description – More text to describe the payment method, displayed only on the Payment Method list grid.

Payment Type – Choose from Cash, Check, Credit, Debit or Other. The choice will affect other visible information and features when using this method on payments.

> If payment type is set to ‘Cash’, payment amounts can be rounded to the nearest .05 on sales and POS orders. To activate this, edit Company Settings/Sales Orders/Misc and select “Enable penny rounding”. Also enter a variance GL account to post the difference.

Account No – The Ledger account posted to by the payment, typically an Asset account.

Display

Display payment method – When enabled, the payment method will be displayed to users within both Sales Orders and Accounts Receivable payments.

Sequence – The order in which to display the methods, from 1 to 99. Smaller numbers are listed higher. If multiple methods have the same sequence number, these are sorted by the Code value.

Keyboard Shortcut – An optional key or combination that invokes this payment method in sales order payments.

Icon – An icon for the method to display on payment screens for sales orders.

Integration

Enable – When the Payment Type is Credit, this payment method can use an integrated payment processor.

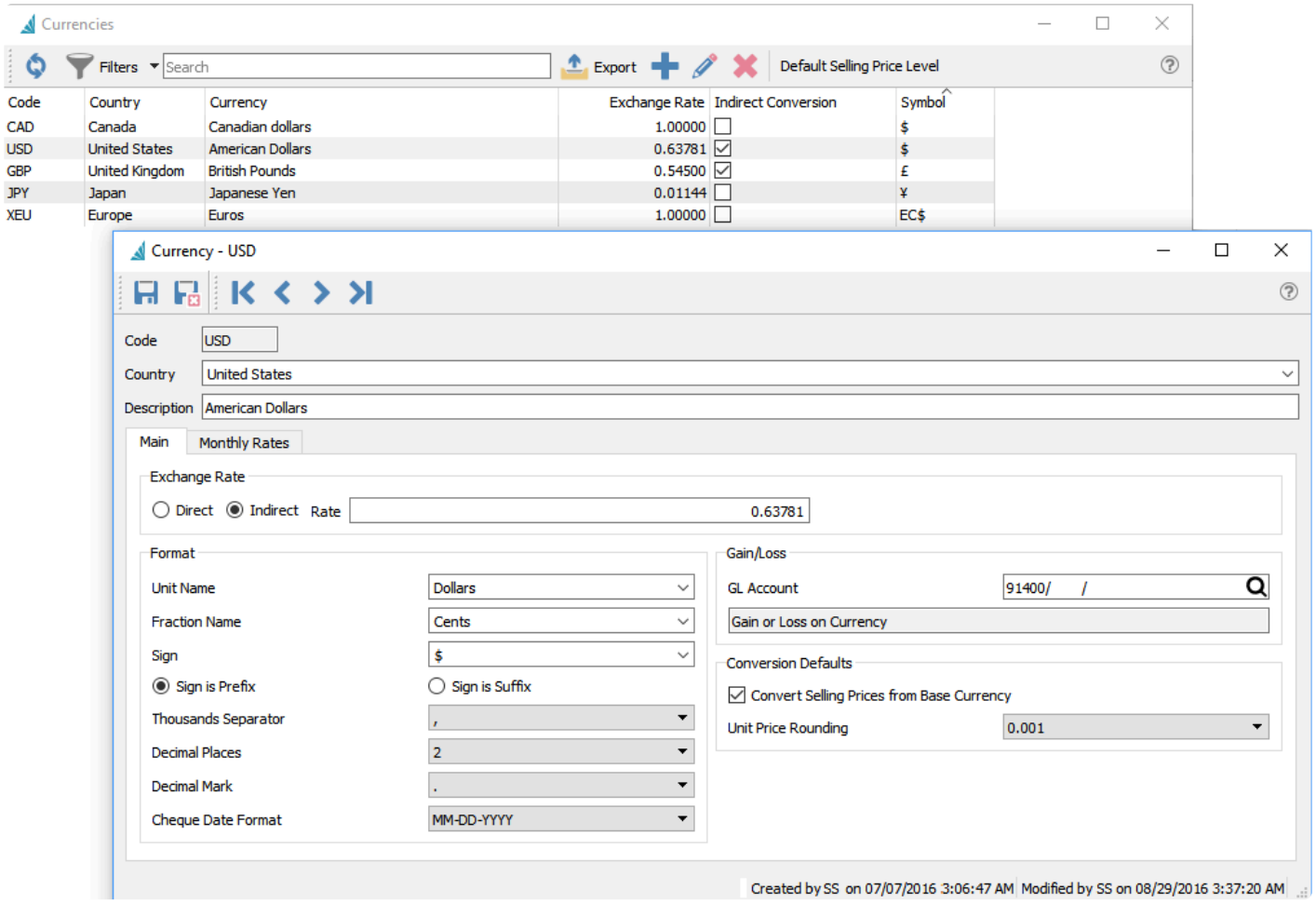
Type – Choose from Integrated credit card processor or External terminal.

Currencies

The Multi-currency module allows a company to operate in other currencies besides the base used for GL reporting. To use multiple currency functionality, it must first be enabled in the Company Settings and the Currency section. Once enabled and used, it cannot be disabled.

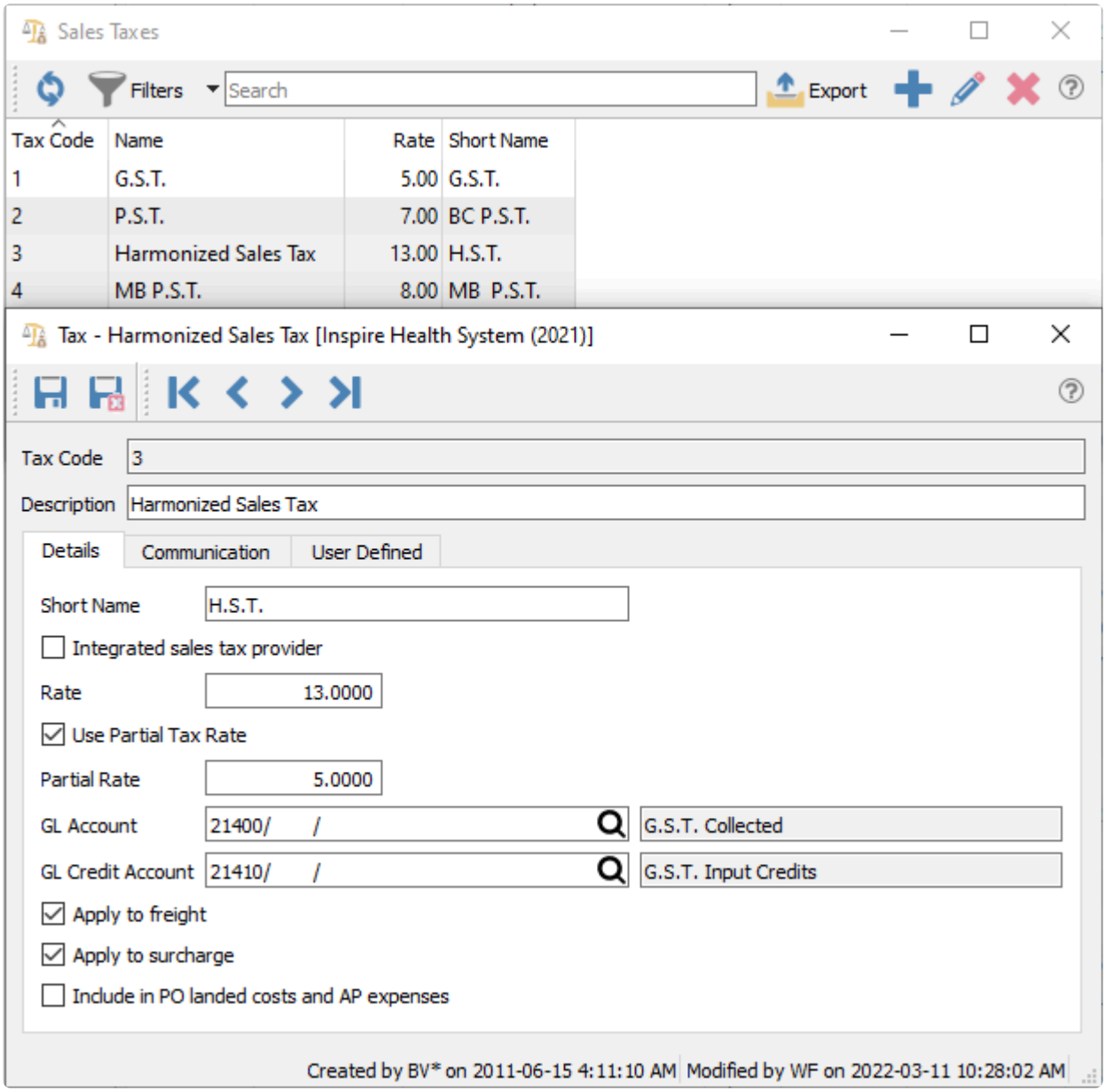
You can open the list of currencies from the Edit menu, to add new currencies or maintain formatting and monthly rates.

Read the full Multi-Currency Instructions here.



Sales Taxes

Sales Tax codes are assigned to transactions in order to calculate tax on sales and purchases, invoices and expenses. Tax codes may be assigned to customers, vendors and warehouses as default values for transactions, and can be changed on sales and purchase orders. You can open the list of Sales Taxes from the Edit menu.



Tax Code – The unique code of up to 4 digits for this tax jurisdiction.

Description – Description of the tax that appears in grid columns wherever tax codes can be assigned to records or transactions.

Short Name – Name that shows as the field label on sales orders, purchase orders, and accounts

receivable and accounts payable transactions.

Integrated sales tax provider – Enable this option if you want the tax code to be connected to Avalara Sales Tax integration. See Integrations – Avalara Sales Tax in the manual for more details.

Rate – The percentage rate to charge for this tax.

Use Partial Tax Rate – Enable if this tax can be charged partially for some transactions. For example, use this setting if this tax is a combination of two different tax jurisdictions and in some cases the transaction can be tax exempt for one jurisdiction.

> **Note:** When using "Partial Tax Rate", any Inventory item to be effected will require to have the Tax Rebate of the Province checked in the Inventory item record, located on the Prices and Units tab. Sales Orders with a ship to address in a selected province will use the partial rate instead of the full rate.

Partial Rate – The percentage to charge if a partial rate is allowed here and determined to be required on the transaction.

GL Account – The Ledger account this tax is posted to for customer transactions in Sales and Accounts Receivable.

GL Credit Account – Add a Ledger account if this tax will be used for input tax credits, usually for countries that have Value Added Tax (VAT) or GST/HST in Canada, where the tax paid by companies is recoverable against the tax that is collected from customers. Vendor transactions for Purchases and Accounts Payable use this account. This field is not editable if the setting to 'Include in PO landed costs and AP expenses' is enabled.

Apply to freight – Include freight charges in the tax base used for calculating the tax amount for sales orders, and Vendor Freight charges from the footer for purchase orders.

Apply to surcharge – Include surcharges in the tax base used for calculating the tax amount for sales orders, as setup in Company Settings/Sales Orders/Surcharges.

Include in PO landed costs and AP expenses – Enable to include the tax amount from vendor purchase order invoices with the item cost, posting to the inventory Ledger account and increasing the item's average cost. This setting also includes the tax amount from accounts payable invoices with the expense Ledger account. Disable for tax amounts to be posted separately to the specified "GL Credit Account" when the tax is recoverable, such as for a Value Added Tax, or HST in Canada.

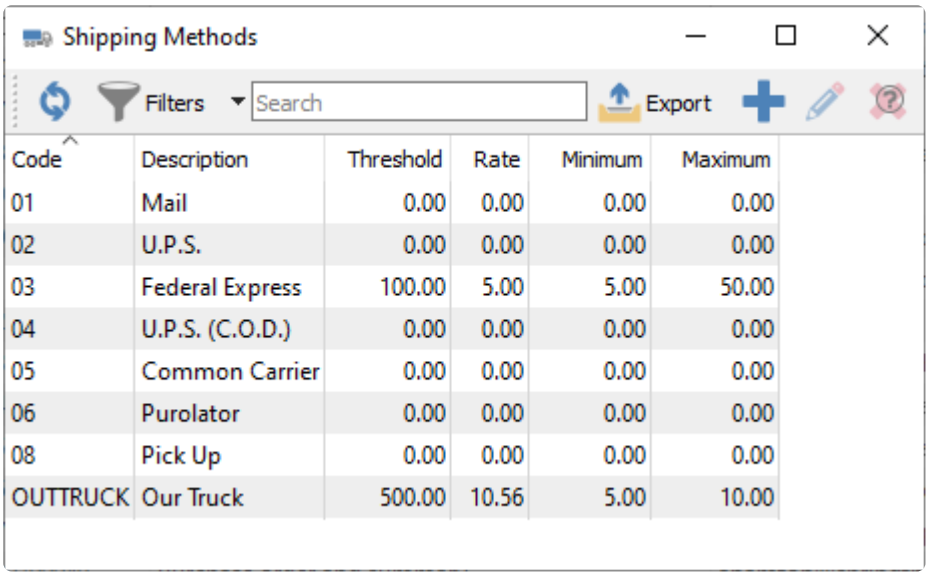
Communication – Add any number of notes related to this tax, for information, instructions or for storing file attachments.

User Defined – User defined fields can be added to track and/or print information not already included, and

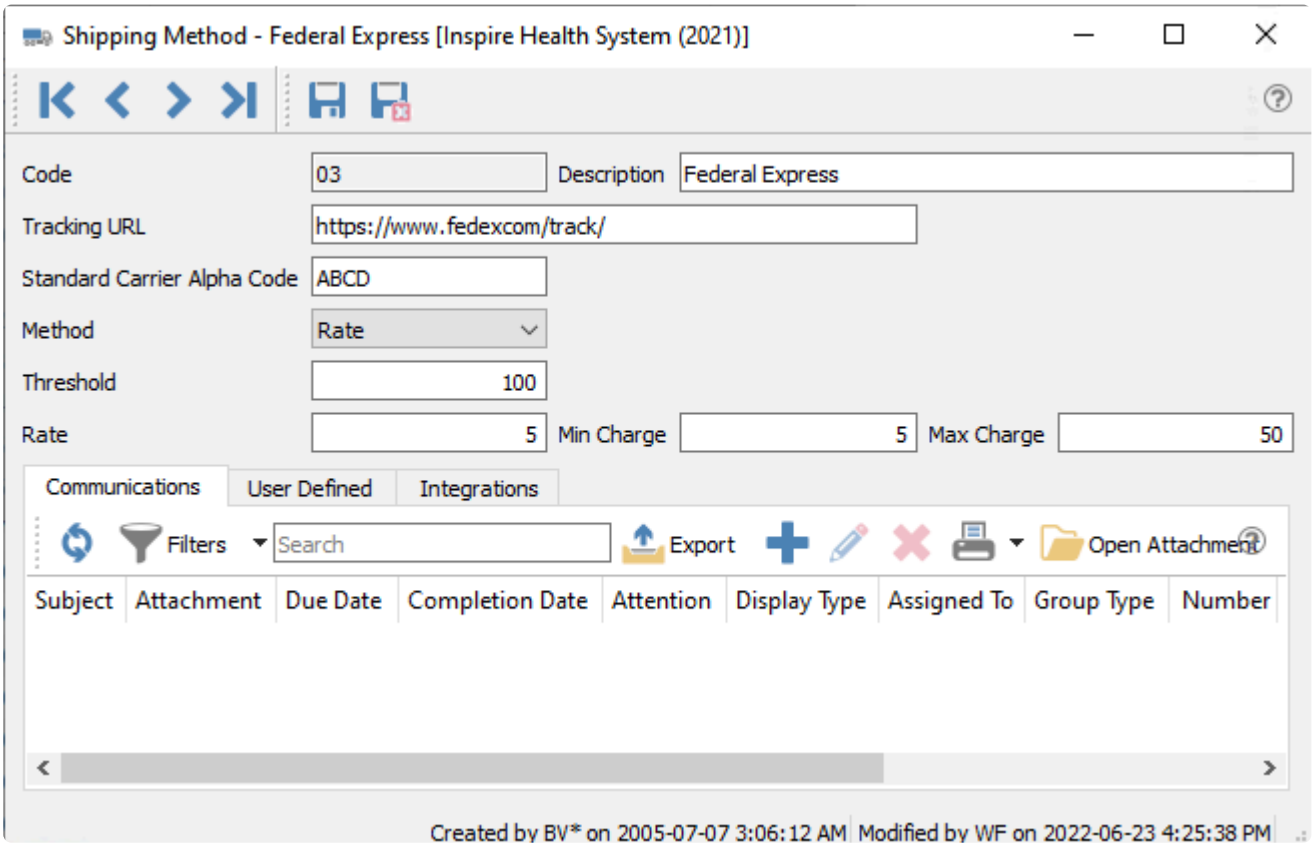
can be displayed as columns on the list grid.

Shipping Methods

On Sales Orders and drop-ships to customers on Purchase Orders, a Shipping Method can be assigned for calculating Freight Charges and tracking the shipment online. You can open the list of shipping methods from the Edit menu.



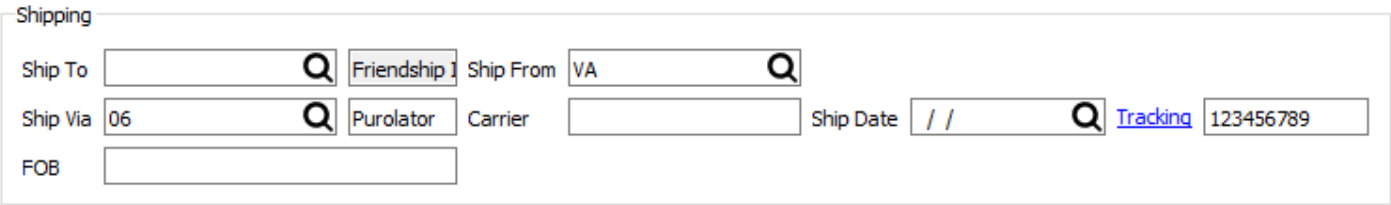
Code	Description	Threshold	Rate	Minimum	Maximum
01	Mail	0.00	0.00	0.00	0.00
02	U.P.S.	0.00	0.00	0.00	0.00
03	Federal Express	100.00	5.00	5.00	50.00
04	U.P.S. (C.O.D.)	0.00	0.00	0.00	0.00
05	Common Carrier	0.00	0.00	0.00	0.00
06	Purolator	0.00	0.00	0.00	0.00
08	Pick Up	0.00	0.00	0.00	0.00
OUTTRUCK	Our Truck	500.00	10.56	5.00	10.00



Code – An alphanumeric code of up to 10 digits.

Description – Description of the shipping method.

Tracking URL – Access a hyperlink to the online shipment within sales orders, emails and order forms generated to PDF, with the URL link determined from a combination of the website URL root here and the tracking number on the order.



Standard Carrier Alpha Code – To transact business with the Canada Border Services Agency (CBSA), carriers require a standard carrier alpha code (SCAC), regardless of how often they cross the Canadian border with commercial goods. A carrier code is a four-character unique identifier that is assigned by the CBSA to identify a carrier. Only one carrier code is issued to each legal entity (corporation, partnership or sole proprietorship) per mode of transport (highway, marine, air or rail).

Method – How to calculate the freight fee.

- **Prompt** – User fills in the Freight amount on each order, rather than automatically calculate it.
- **Fixed** – A specific Freight amount determined from the Sales Order subtotal. The minimum amount is charged when the subtotal is less than the Orders Below threshold, and the maximum amount is charged when the subtotal is equal to or greater than the Orders Below threshold.
- **Rate** – A calculated Freight amount determined from the Sales Order subtotal times the Percentage Charge. The Freight amount will equal the Minimum Charge when the calculation is less than this, or equal to the Maximum Charge when the calculation exceeds this. If the subtotal is greater than the Orders Below threshold, no Freight is charged.

Threshold – When using the Rate method, sales orders greater than this amount will have a freight value of zero. When using the Fixed amount, sales orders less than this amount will be charged freight equal to the min charge, and orders greater than this amount will be charged freight equal to the max charge.

Rate – Percentage to charge for freight when the Rate method is used.

Min Charge – The minimum to charge for freight when the Rate method is used, unless the sales order exceeds the threshold. Or the amount to charge for freight when the Fixed method is used and the sales order is below the threshold.

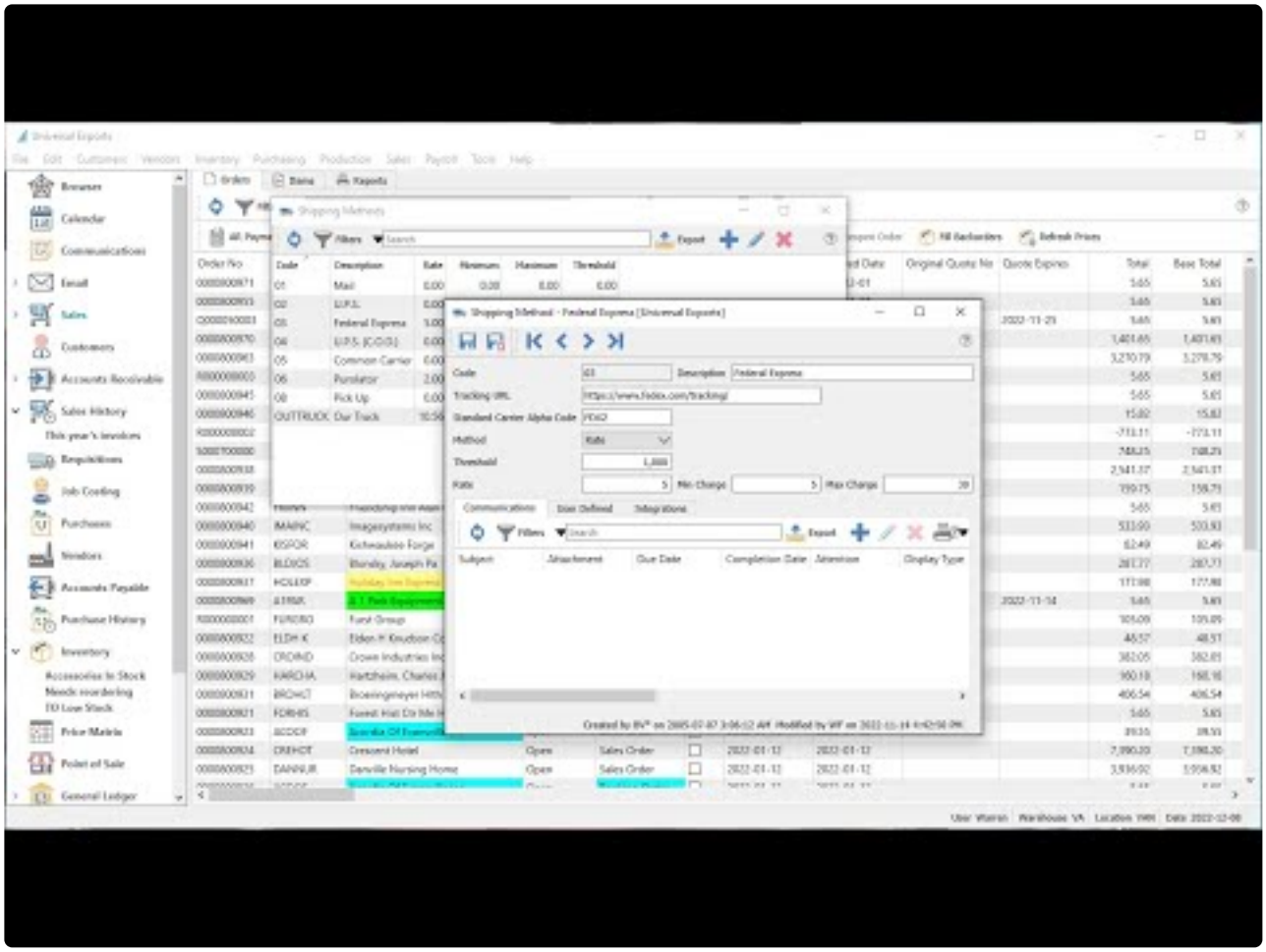
Max Charge – The maximum to charge for freight when the Rate method is used. Or the amount to charge for freight when the Fixed method is used and the sales order exceeds the threshold.

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

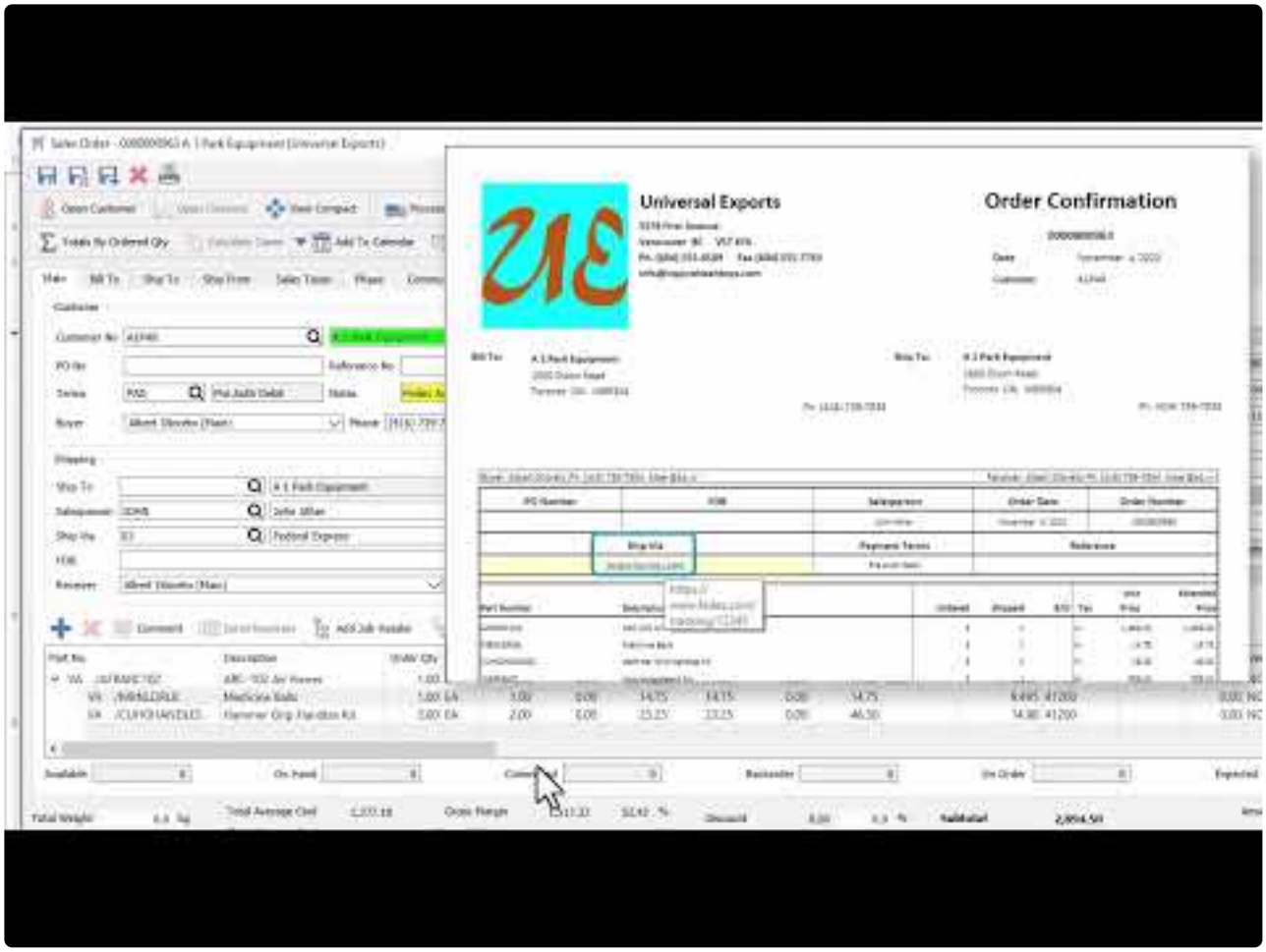
User Defined – User defined fields can be added to track and/or print. (Spire UDF license required)

Integrations – Related to third party add-ons. More details about integrations

Video Instruction



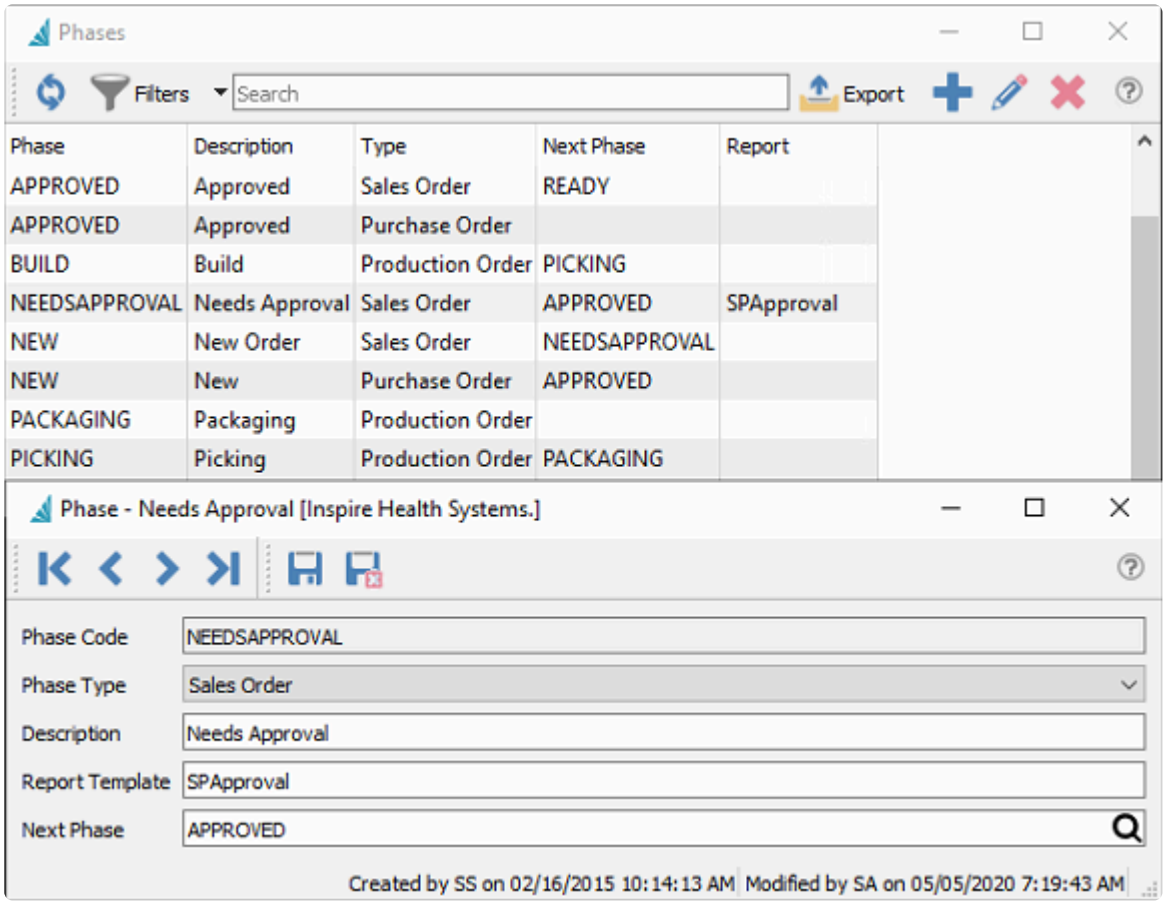
https://www.youtube.com/embed/atH4388zNE4?rel=0



https://www.youtube.com/embed/GSV237DGXpI?rel=0

Phases

Phases are user-defined statuses that can be assigned to Sales, Production and Purchase Orders for the purpose of identifying where in the work flow a particular transaction is. Phases are connected in a chain, proceeding from one to the next. User security is configured to determine when order phases can be changed. You can open the list of phases from the Edit menu.



Phase Code – An alphanumeric code up to 20 characters. Codes must be unique within each Phase Type, but you can use the same code value in different Types.

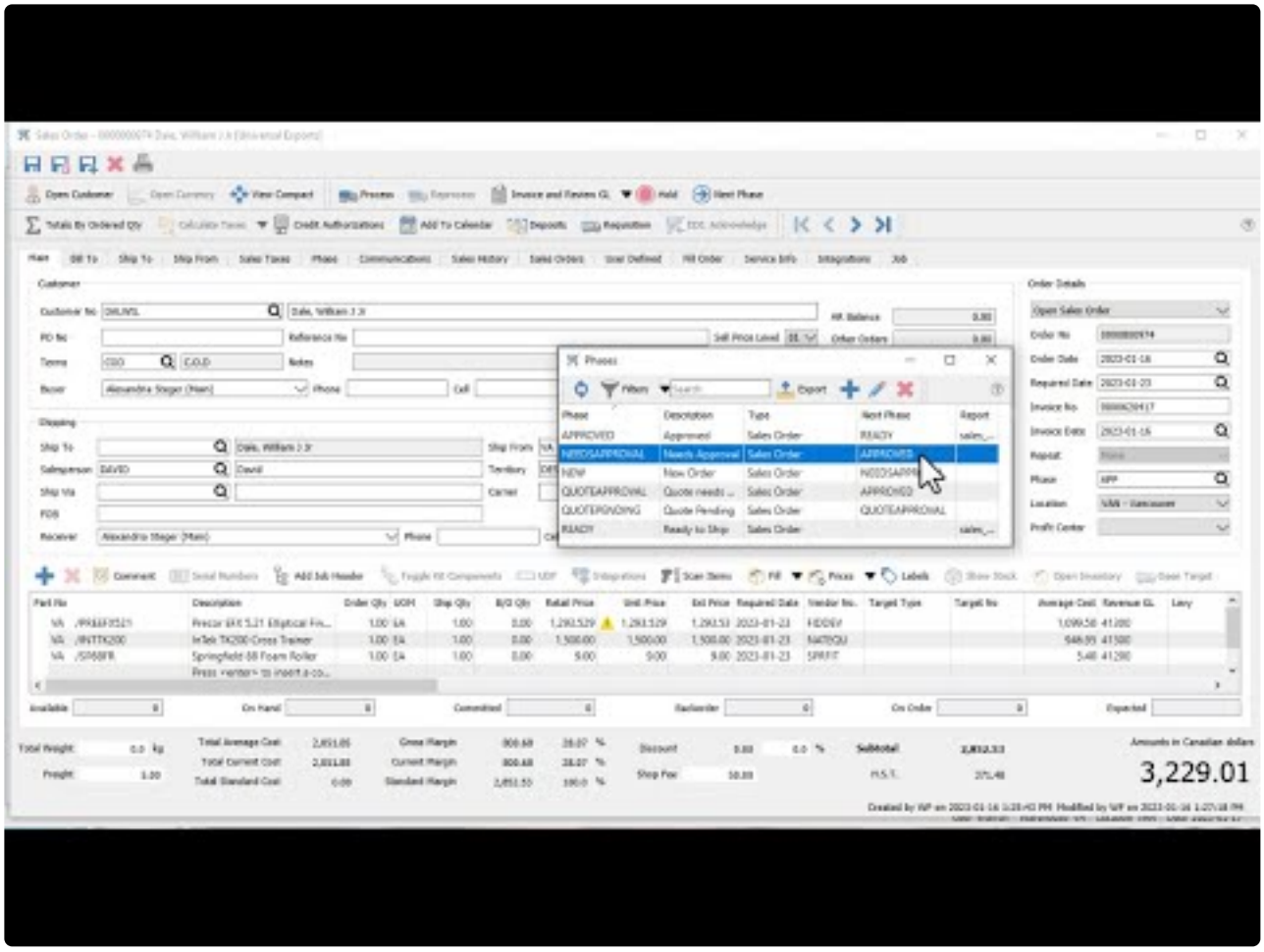
Phase Type – Select Sales Order, Production Order or Purchase Order. This phase will be only available within that module.

Description – A description for the phase.

Report Template – Enter a report template name for this phase. When the order is moved into this phase using the Next Phase procedure. the Reports dialog associated with that template will open, with all Crystal Reports using that template available for printing. If no template is entered then the reports dialog will not appear. Nor will reports be opened and printed when manually editing the phase to a new value on an order – this means that reports cannot be printed in this fashion for the first phase of the sequence.

Next Phase – When the user selects ‘Next Phase’ from either editing an order or from the order list, the order will have this phase assigned.

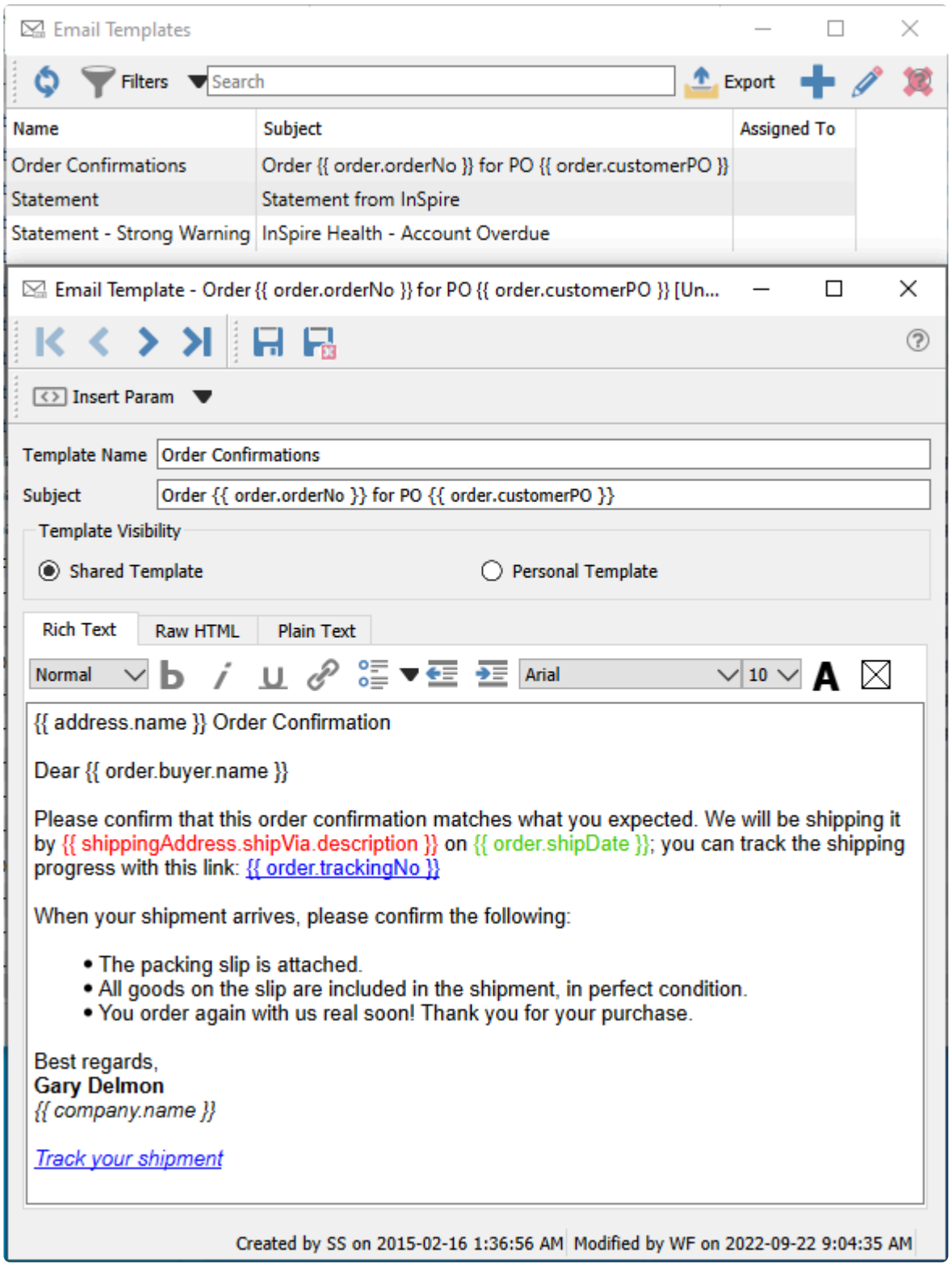
Video Instruction



https://www.youtube.com/embed/kT0j7RgWrpM?rel=0

Email Templates

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



Insert Param – You can insert merge fields from a pre-defined list into the template Subject or Body, so that you can include information from the company data in the email.

Template Name – Meaningful name for the template, which is used when selecting a template for emailing forms.

Subject – The subject text that will used for received emails. If any merge fields are defined, they will be translated from relevant data when emails are generated and sent.

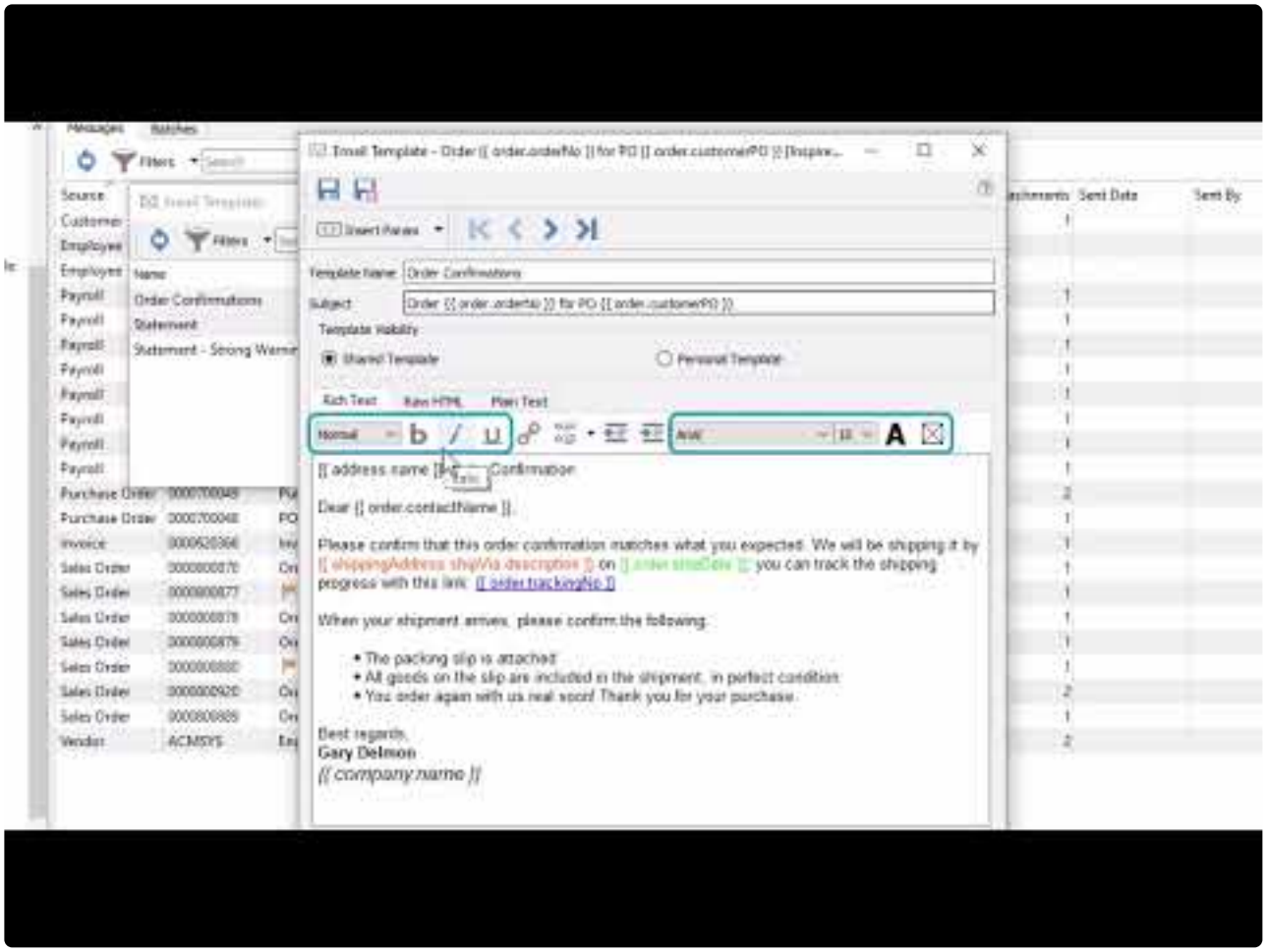
Template Visibility – Choose from either Shared Template or Personal Template, where shared templates are available for selection by all users

Body – The contents of the email. If any merge fields are defined, they will be translated from relevant data when emails are generated and sent.

You could send a Plain Text email, but you can also use Rich Text for all the formatting you would expect to be available when emailing. Hyperlinks can also be included in the email body, such as for a web page, or a tracking link for a shipment when emailing a sales order.

The Raw HTML can be used to create a Rich Text layout, and allow you to do extra things such as include an image in the email body.

Video Instructions – Email Templates

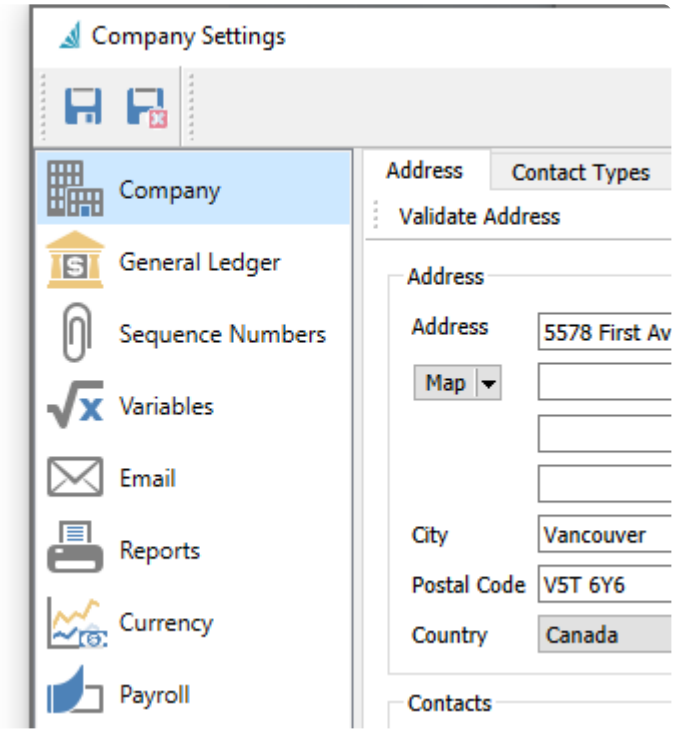


https://www.youtube.com/embed/2mlVddxm5-E?rel=0

Company Settings

For your company data, you can configure many features, options and default values from within Company Settings that have significant effect on what information is maintained and how transactions are processed. Access these settings from the Edit top menu and the Company Settings selection, if you have been granted security rights from User Settings – General.

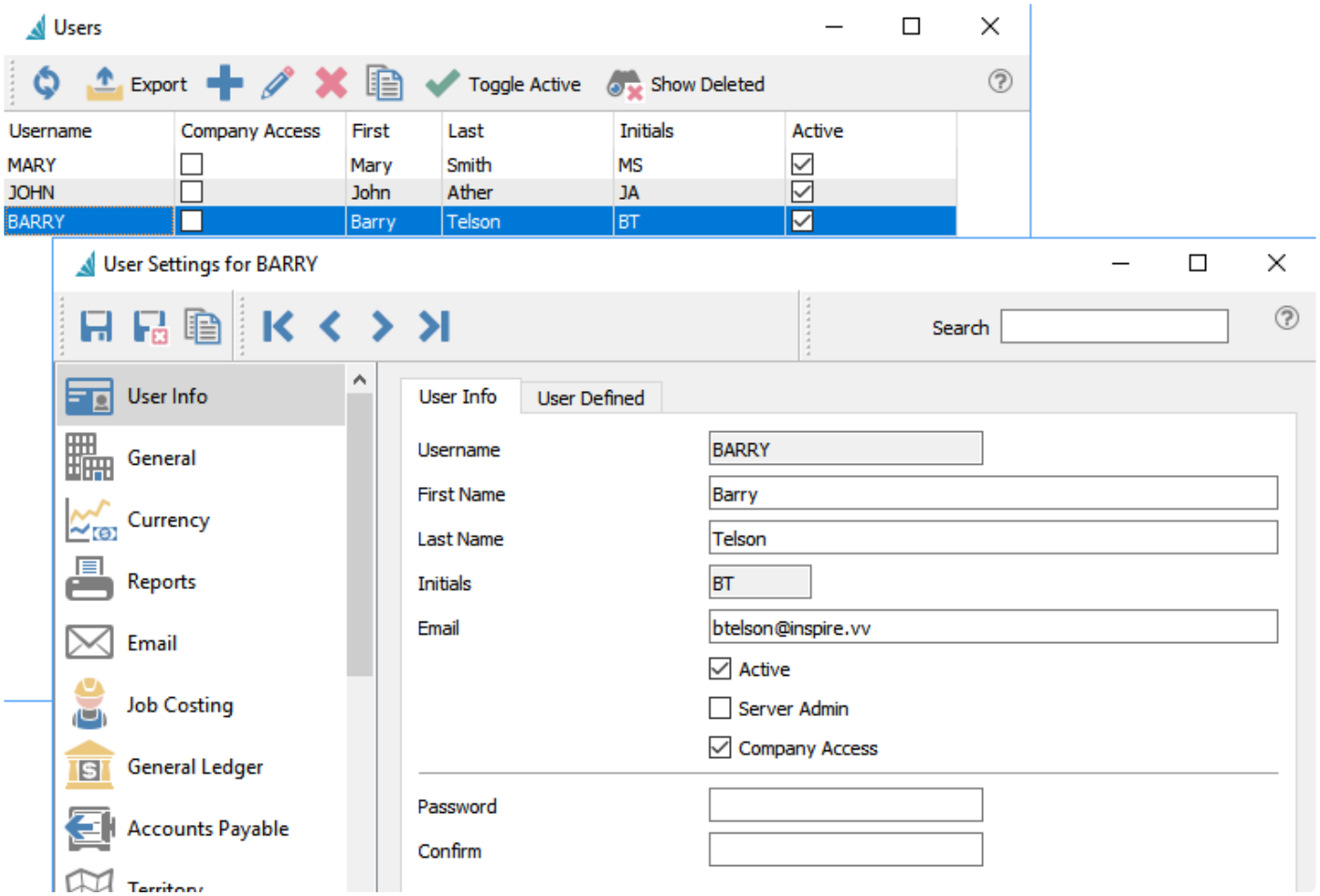
Read the full instructions here.



User Settings

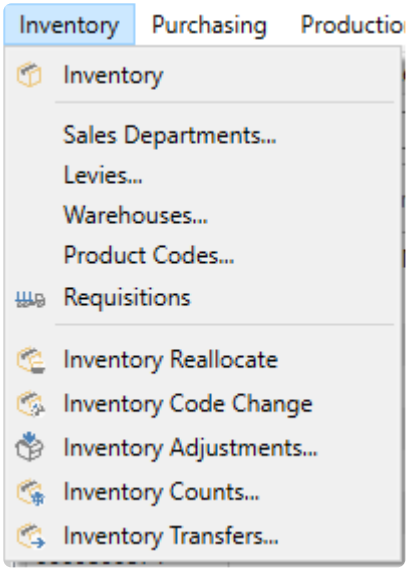
Multiple people may use Spire to perform required tasks, which may be different for each person. Some people might be restricted from doing particular tasks or from seeing certain information. Defining User Settings allows creating the various allowances and restrictions within the company and each module for each Spire user.

Read the full instructions here.



Inventory

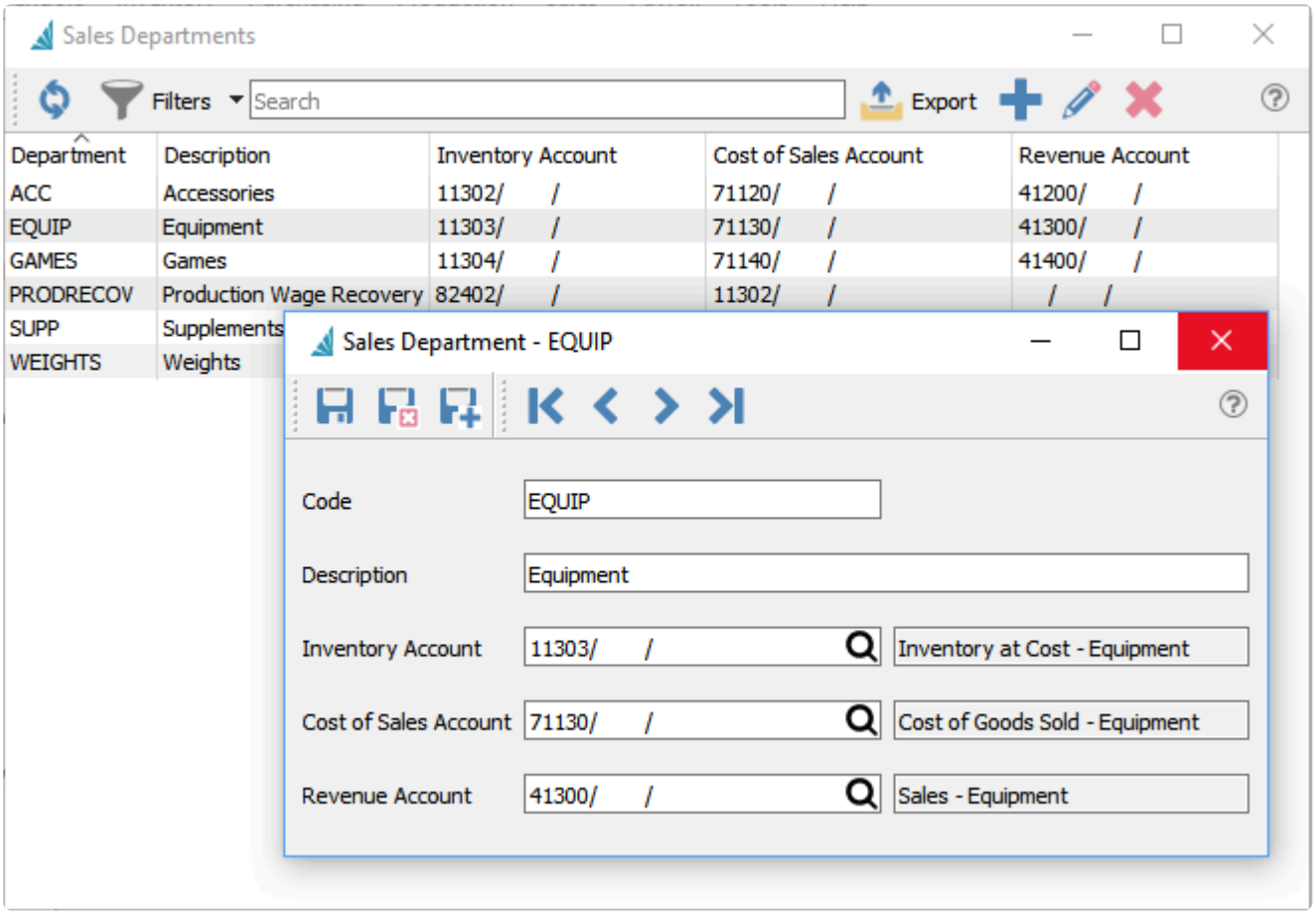
The Inventory top menu has some selections for the setup of records particular to inventory items and use.



Sales Departments

Sales Departments are used to define the sales, cost of sales and inventory GL accounts which will be assigned to each inventory item. If a sales department is not added to an inventory item, then accounts are assigned from the Special Accounts in Company Settings.

You can open the list of sales departments from the top Inventory menu.



Code – An alphanumeric code up to 10 characters.

Description – The name of the sales department. This appears within Inventory items when selected.

Inventory Account – The Ledger account used for updating inventory valuation when items are purchased, sold or adjusted. User Security allows editing this account on sales order details, which is generally not recommended.

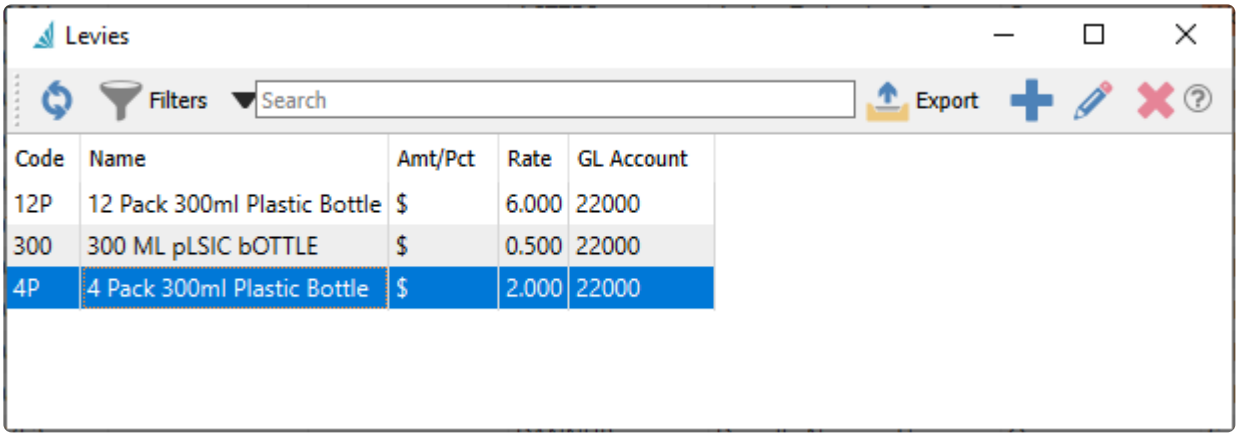
Cost of Sales Account – The Ledger account used for updating cost of sales when items are sold. User Security allows editing this account on sales order details, which is generally not recommended.

Revenue Account – The Ledger account used for updating revenue when items are sold. User Security allows editing this account on sales order details, which is generally not recommended.

Levies

Whenever an inventory item, particular specialized charges may be required to include such as environmental levies or deposits. Levy codes can be defined as flat or rate charges and assigned to items.

You can open the list of levies from the top Inventory menu.



Code – An alphanumeric code up to 3 characters.

Description – The name of the levy.

GL Account – The Ledger account posted to when a sales order detail has this levy assigned, usually a Liability account for Levy Payable.

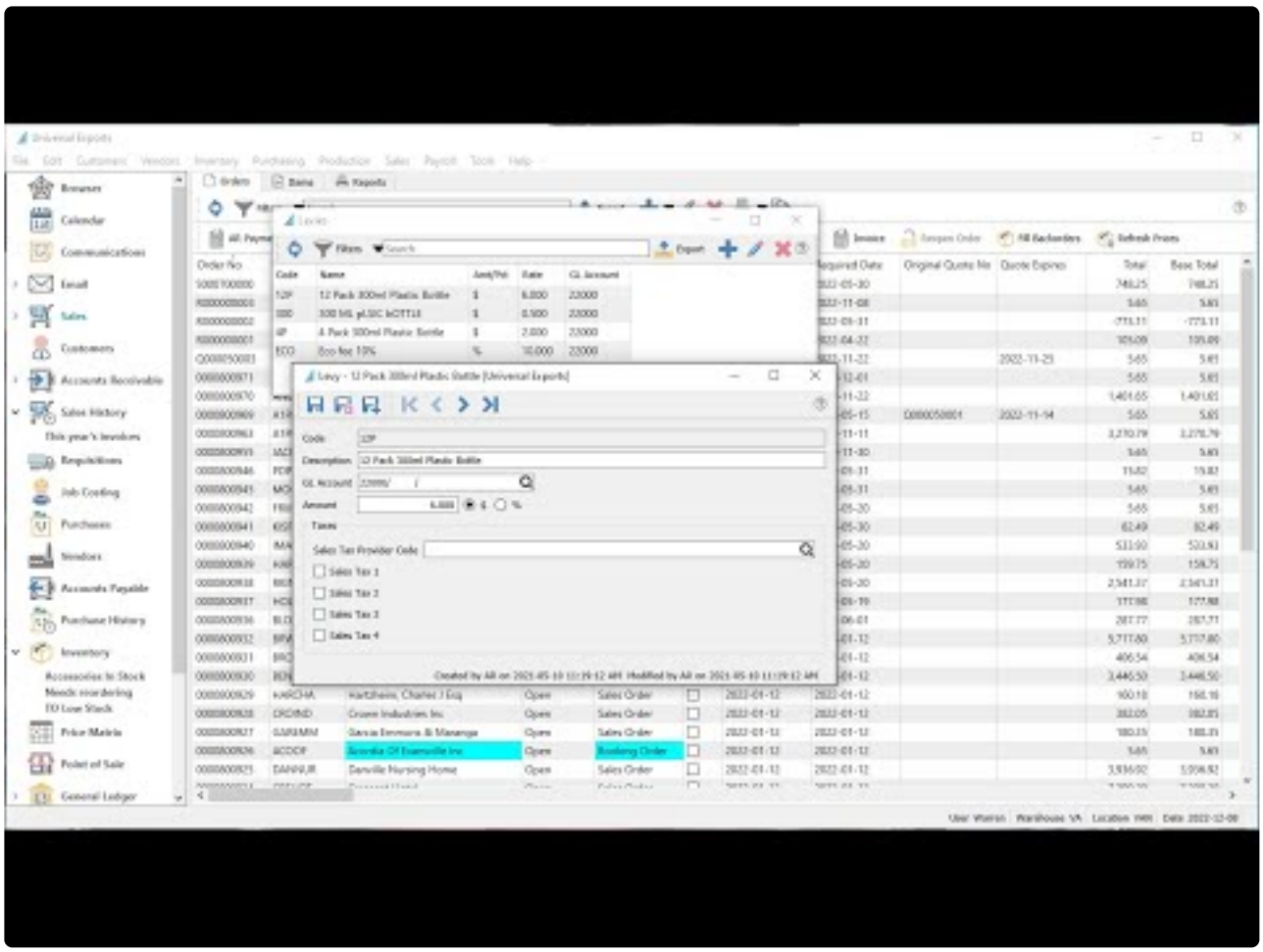
Amount – Enter the levy value, which may be configured as either a dollar amount or percentage rate of the order detail extended price.

Taxes

Sales Tax Provider Code – Reference to Avalara Sales Tax integration. See [Integrations – Avalara Sales Tax] in the manual for more details.

Sales Tax 1-4 – Select any tax jurisdictions to be applied to the levy amount.

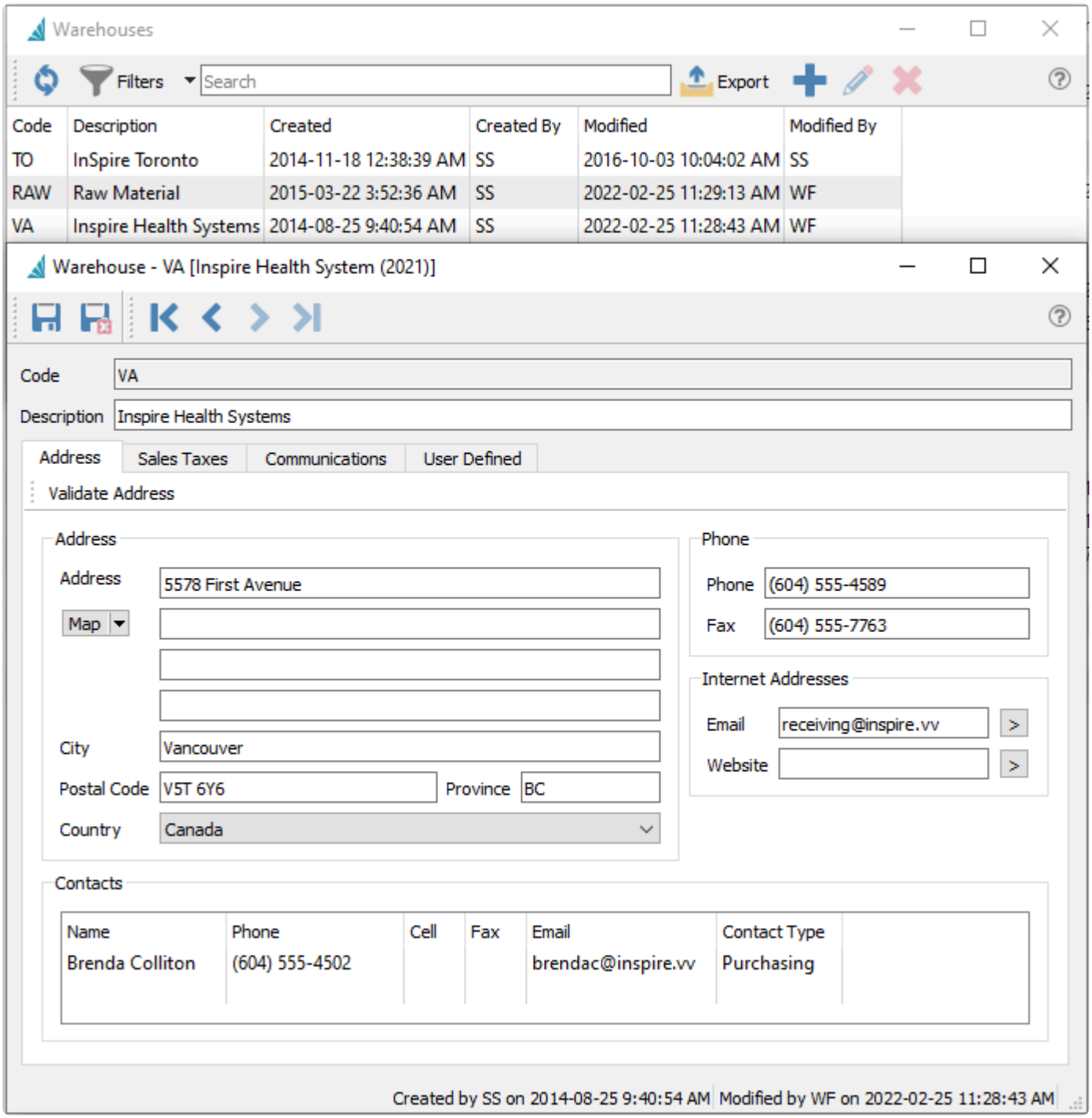
Video Instruction



https://www.youtube.com/embed/15jlA_KEuJI?rel=0

Warehouses

Warehouses are associated with inventory item storage and transactions including purchasing and sales. When the option to use Multiple Warehouses has been enabled in Company Setup, you may create additional warehouse records in order to separate inventory item quantity and specify which is used for each transaction. If this option is not enabled, only a single warehouse record with code 00 is available for use. You can open the list of warehouses from the top Inventory menu.



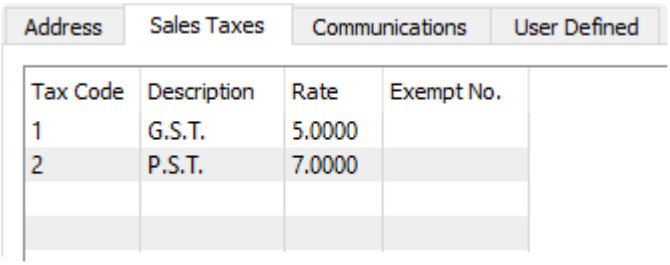
Code – An alphanumeric code up to 6 characters for this warehouse

Description – The description of this warehouse which is displayed on lookup screens and printed on purchase orders and other reports.

Address – The address of this warehouse which is available to print on purchase orders and other reports. When emailing purchase orders, this email address will be available to select as a recipient and identified as Shipping Main.

Contacts – Additional or alternate contact information for this warehouse.
When emailing purchase orders, each address will be available to select as a recipient and identified from the defined Contact Type.

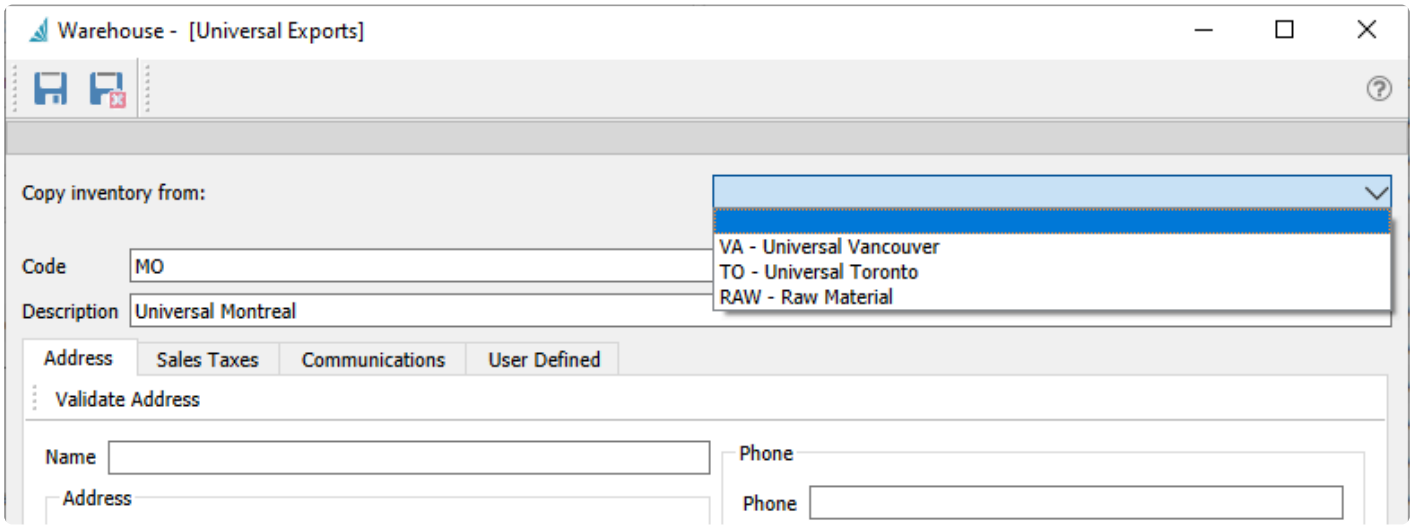
Sales Taxes – Define the default tax codes that will be used on Purchase Orders assigned to this warehouse, if purchases are taxable for here. These codes will be ignored on purchase orders if the vendor has the Billing option 'Use billing address taxes on purchase order' enabled.



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

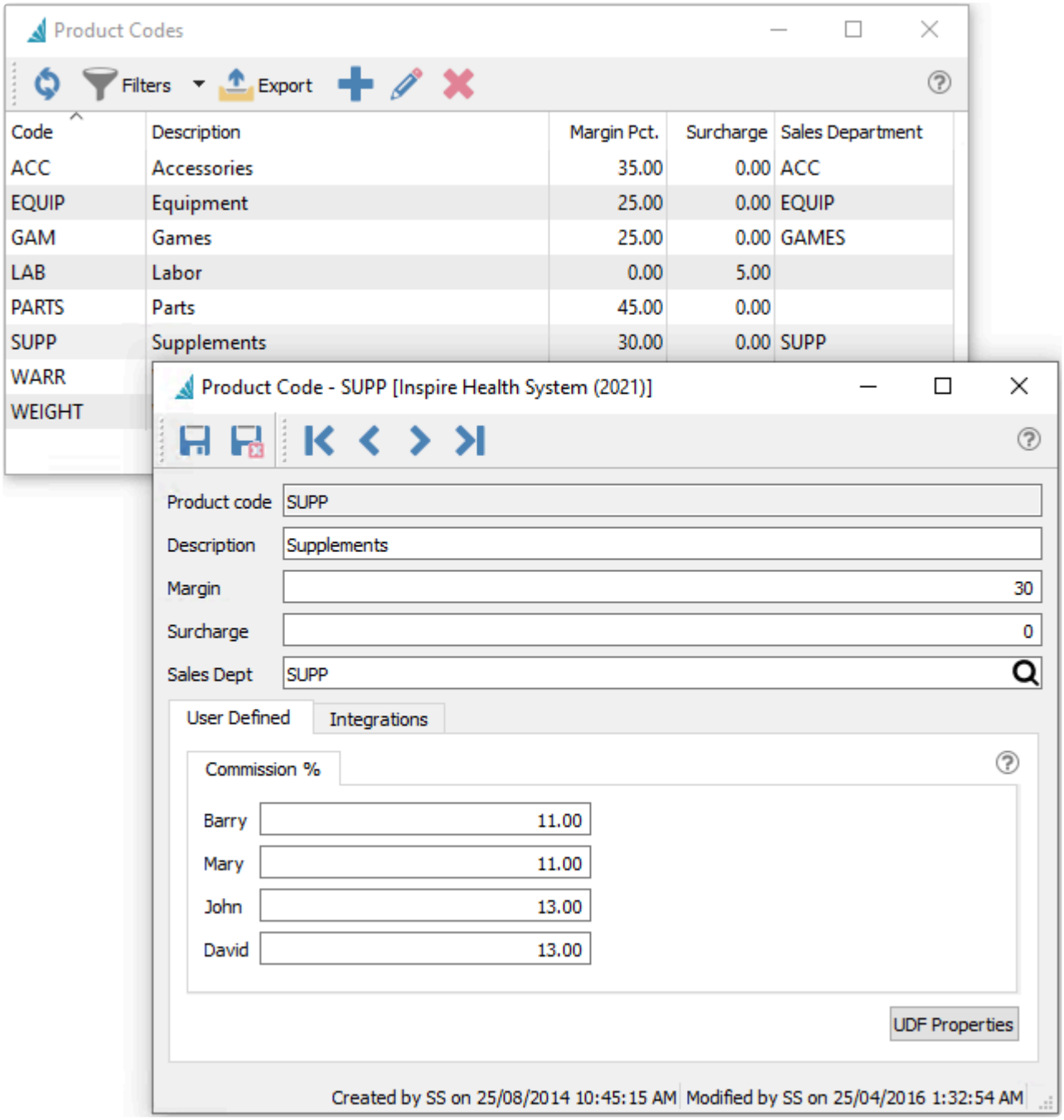
User Defined – User defined fields can be added to track and/or print information not already included, and can be displayed as columns on the list grid.

When creating a new warehouse record, you can optionally choose to copy all inventory items from a selected warehouse, saving you time in having to configure available inventory at the new warehouse.



Product Codes

Product codes are assigned to items, in order to specify desired sales margins and calculating surcharge amounts. You can open the list of product codes from the top Inventory menu.

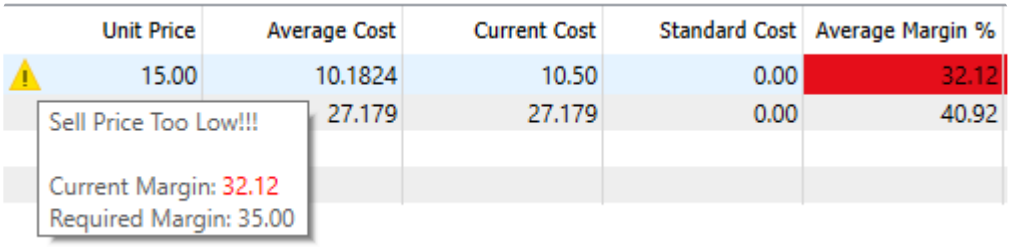


Product Code – An alphanumeric code up to 10 characters.

Description – The name 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 Average Margin % will appear in red. A message can be set up to warn the user they are selling below margin, from Company Settings/Sales Orders/Messages/Message. This warning appears on sales orders or POS when the mouse hovers over the unit price field that contains a yellow warning triangle.



Surcharge – A percentage of the Inventory item amount that gets calculated to increment the total surcharge amount on sales orders. This total surcharge falls within an allowed range defined in Company Settings.

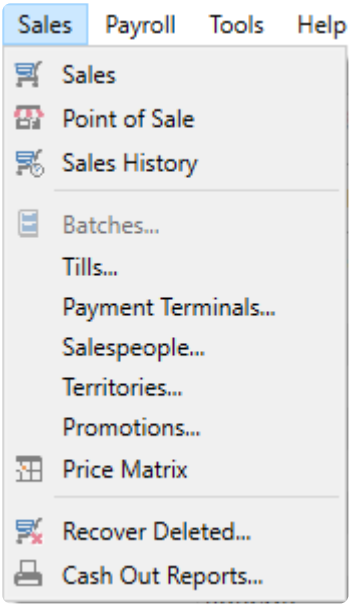
Sales Dept – The sales department that is usually connected with this product code. If there is a sales department selected here, and the user changes the product code of an item, they will be prompted if they want to change the sales department to match.

User Defined – User defined fields can be added to track and/or print.

Integrations – Related to third party add-ons. Read this for more details

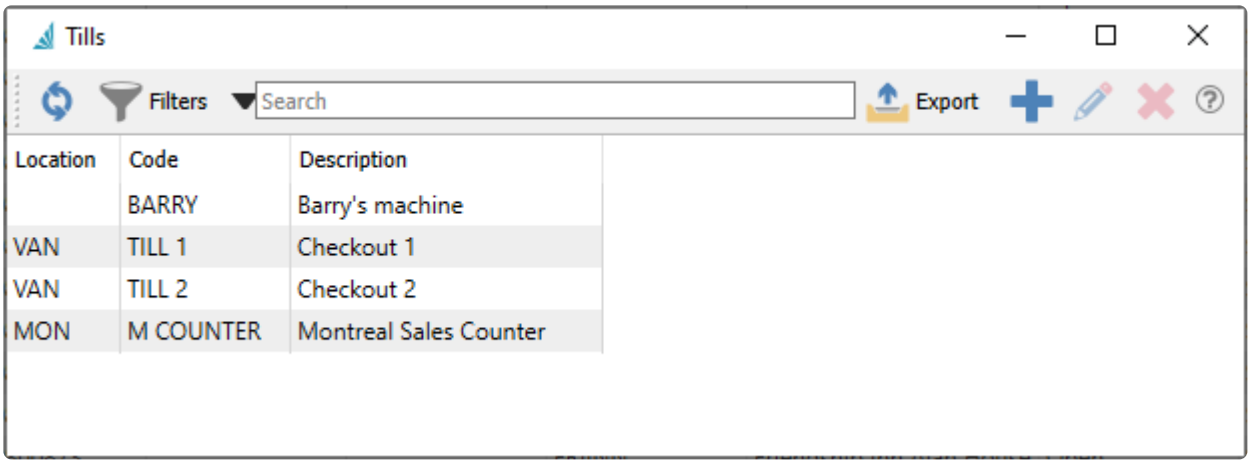
Sales

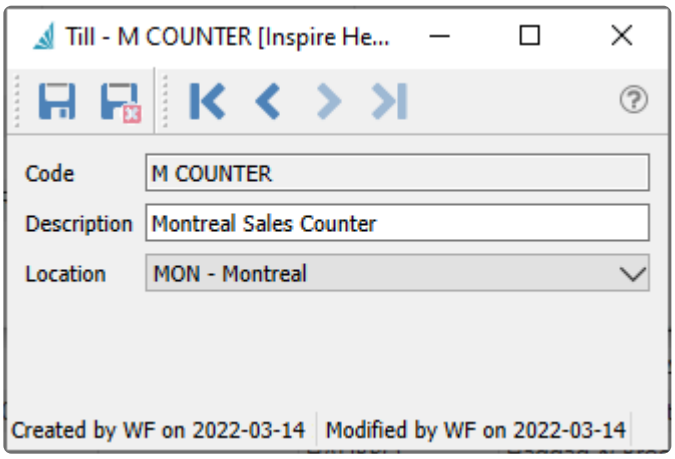
The Sales top menu has some selections for the setup of records particular to sales transactions and use.



Tills

In order to use Payfacto, you must create at least one till to facilitate integration. A till could be considered as a location for payment for sales orders and POS. The list of Tills can be opened from the top Sales menu and the Tills selection.





Code – An alphanumeric code up to 20 characters.

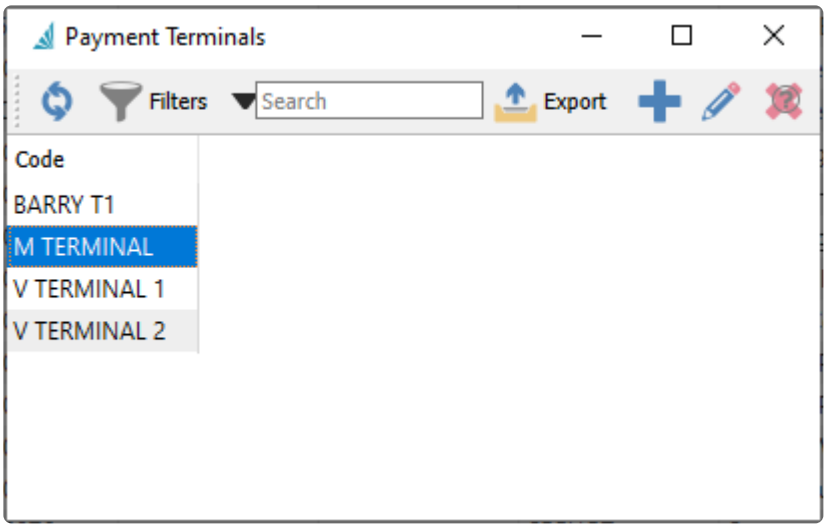
Description – The name of the till.

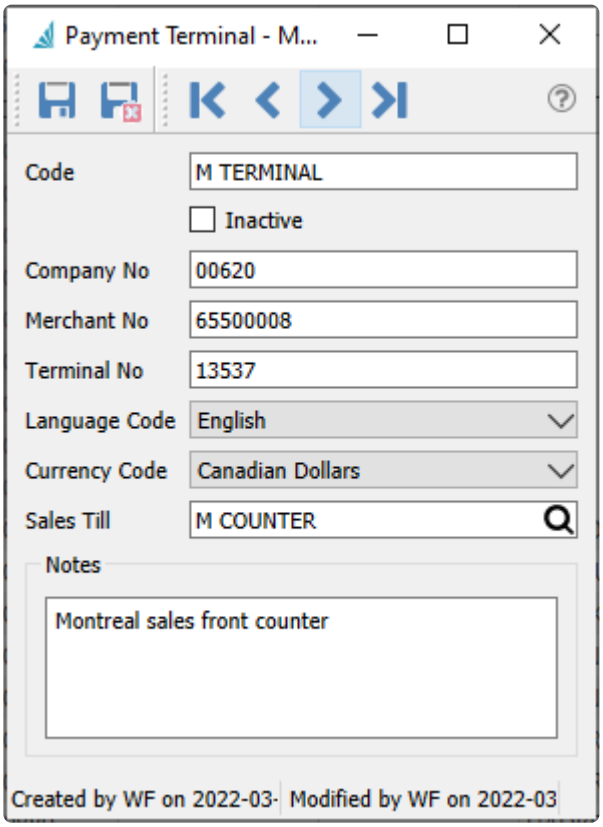
Location – If Locations are used, you may assign which location the till belongs to. When opening Spire and choosing a Location, all tills with this Location will be available to use. This location is included when printing the Cash Out report.

For more complete information about using Payfacto with Spire, read the [Payfacto integration] manual topic.

Payment Terminals

In order to use Payfacto, you must create at least one payment terminal to facilitate integration. Payment Terminals are physical devices used to receive payments for credit card present sales orders and POS. The list of Payment Terminals can be opened from the top Sales menu and the Payment Terminals selection.





For Spire to communicate with a terminal, various settings must be provided. Most of these settings are provided by Payfacto, and available in your setup documentation. Below are explanations of information not explicitly provided from Payfacto.

Code – An alphanumeric code up to 20 characters.

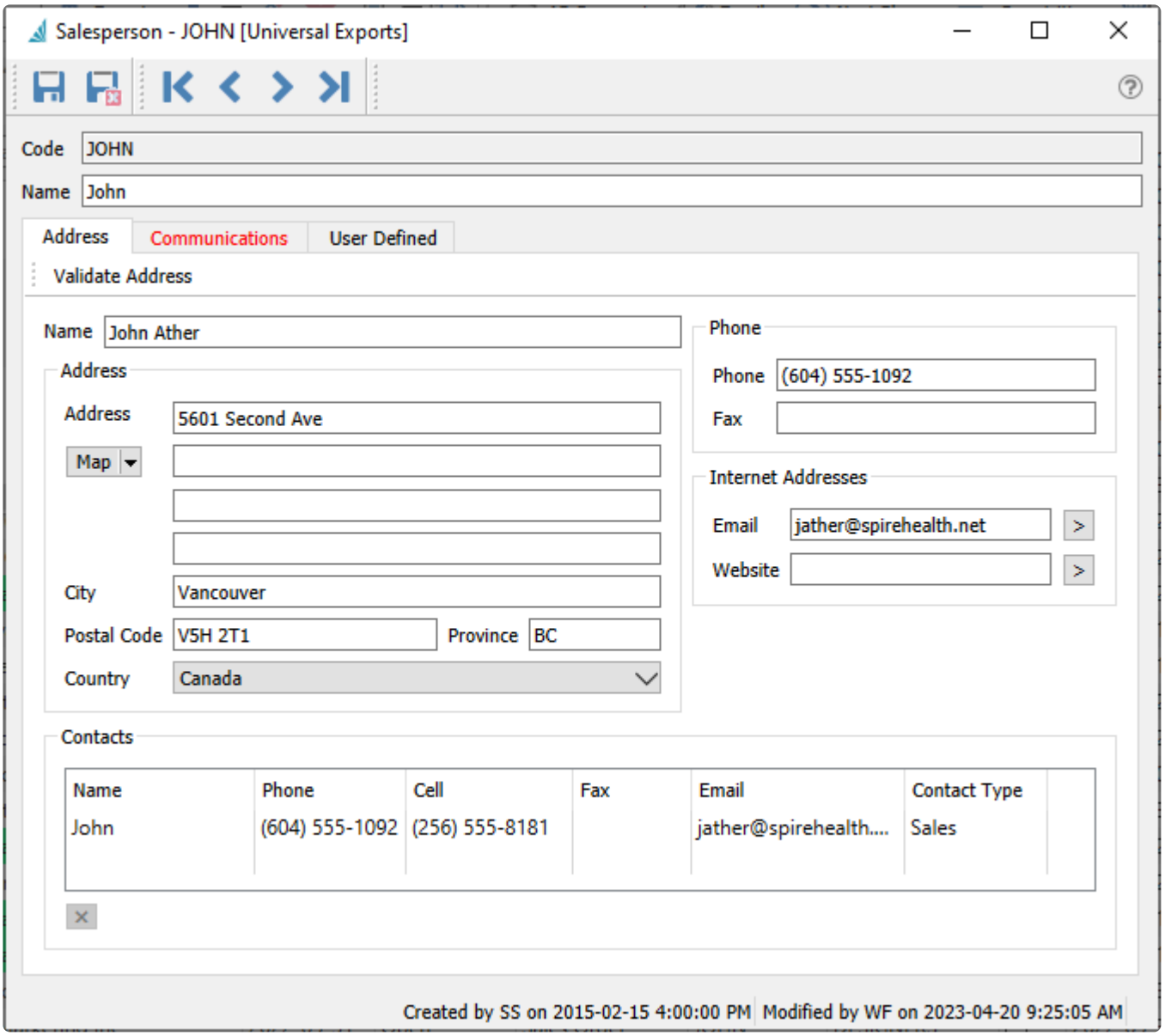
Inactive – Enable this option to allow this terminal to be visible for selection when accepting credit card payments.

Sales Till – Optionally assign this payment terminal to a specified Sales Till.

For more complete information about using Payfacto with Spire, read the Payfacto integration manual topic.

Salespeople

Salesperson codes may be created to assign to customers and sales orders. This allows filtering or even restricting to a specific salesperson, and creating reports to calculate earned commission. You can open the list of salespeople from the top Sales menu.



Code – An alphanumeric code up to 10 characters.

Name – The name of the salesperson. This appears within customers and sales orders when selected, and also prints on Sales forms.

Address – The salesperson's address, used for informational purposes, including an alternate Name if desired.
When emailing sales orders and invoices, this email address will be available to select as a recipient and

identified as Salesperson Main.

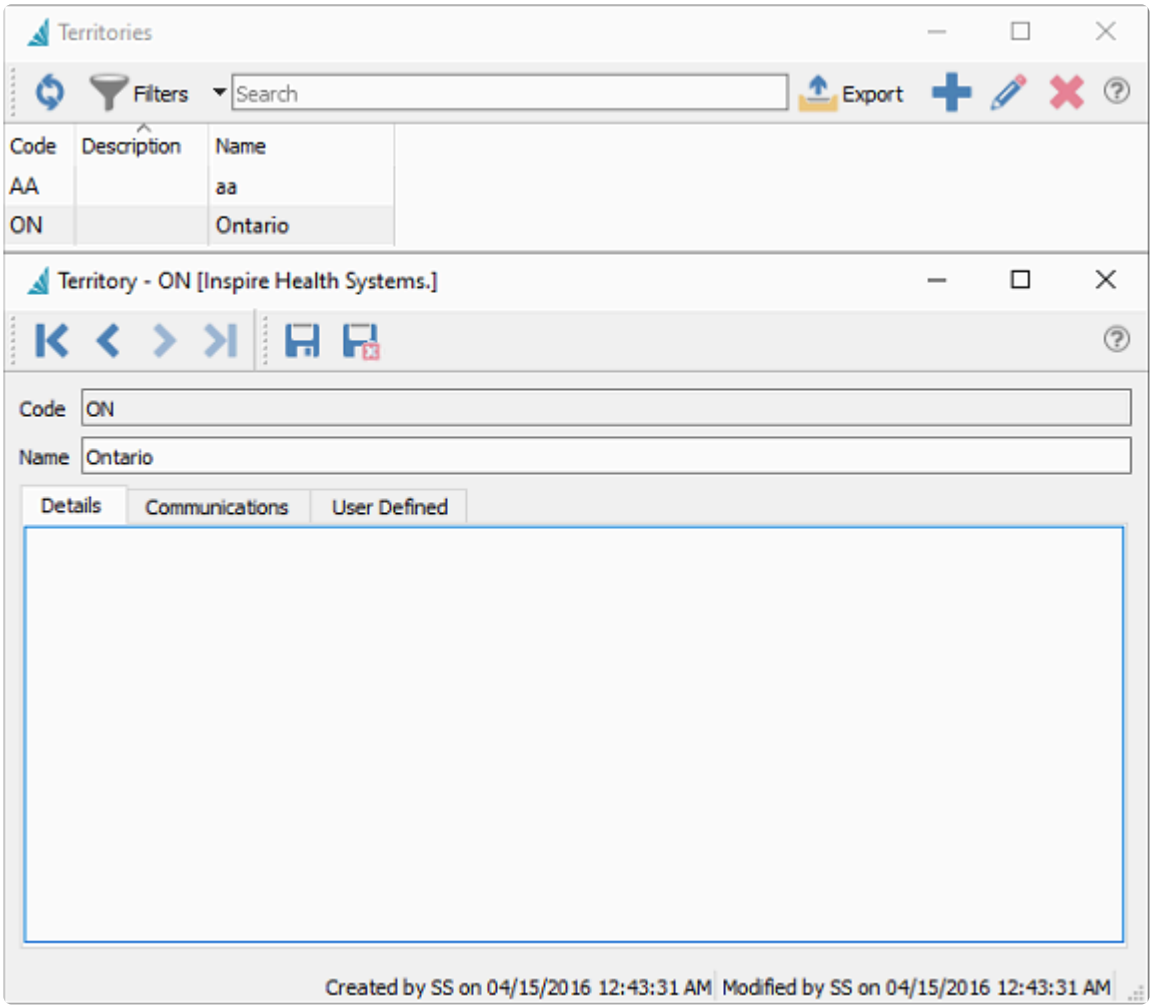
Contacts – Additional or alternate contact information for this salesperson.
When emailing sales orders and invoices, each address will be available to select as a recipient and identified from the defined Contact Type.

Communications – Any number of notes can be added to salespeople

User Defined – User defined fields can be added to track and/or print information not already included, and can be displayed as columns on the list grid.

Territories

Territories are a way of grouping customers or sales orders for the purpose of filtering or reporting. They can be used to assign regions such as provinces or states, or any other category to classify customers. Territories can also be used in the Price Matrix module to determine special prices for customers within the Territory. You can open the list of territories from the top Sales menu.



Code – An alphanumeric code up to 10 characters.

Name – The name of the territory. This appears within customers when selected.

Details – Detailed notes can be added to the territory.

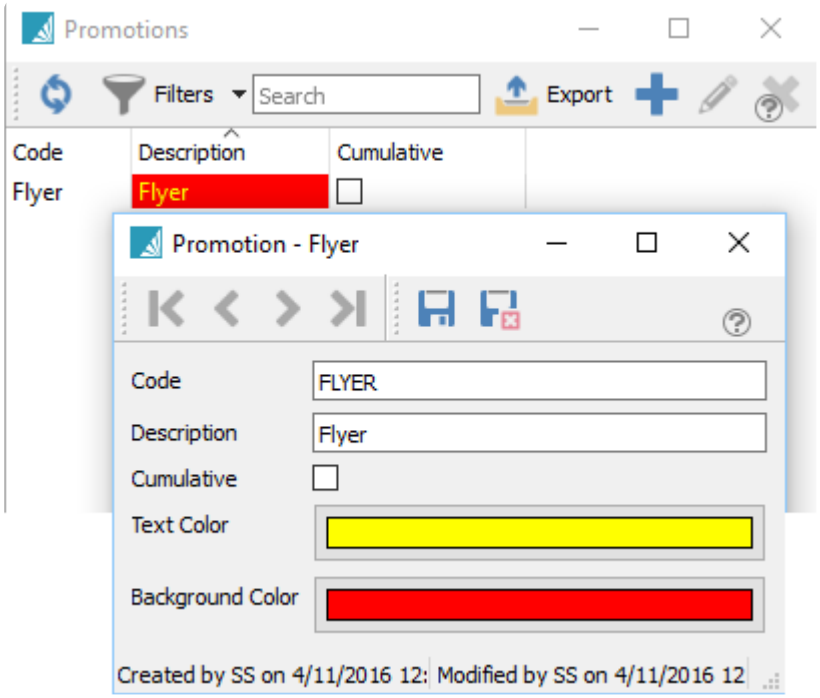
Communications – Any number of notes can be added to territories.

User Defined – User defined fields can be added to track and/or print information not already included, and can be displayed as columns on the list grid.

Promotions

Promotions are added to price matrix records, for grouping items together for quantity break pricing specials. Colour may be optionally applied to sales order lines to indicate a price matrix promotion is used.

You can open the list of promotions from the top Sales menu.



Code – An alphanumeric code up to 25 characters.

Description – The description of the promotion code

Cumulative – When enabled, and quantity break pricing is used, all item price matrix records that have the same promotion code will participate toward the quantity calculation of the price discount. This allows different items, each of which might not achieve a quantity price, to be grouped together so a quantity price is offered. If not enabled, the promotion relates to this order detail only and does not combine with other details.

> Example: We have a promotion code established called “WEIGHT” with “accumulate” enabled. Inventory items DMBELL-25 and DMBELL-30 are associated with this promotion and each item has a quantity break of 6 units, and a price of $19.99 if the quantity purchased meets or exceeds “6”. The items normally sell for $24.99. The use of cumulative promotions allows these items to qualify together for the quantity break price. A sale processed for 3 DMBELL-25 and 3 DMBELL-30 will result in a unit price of $19.99.

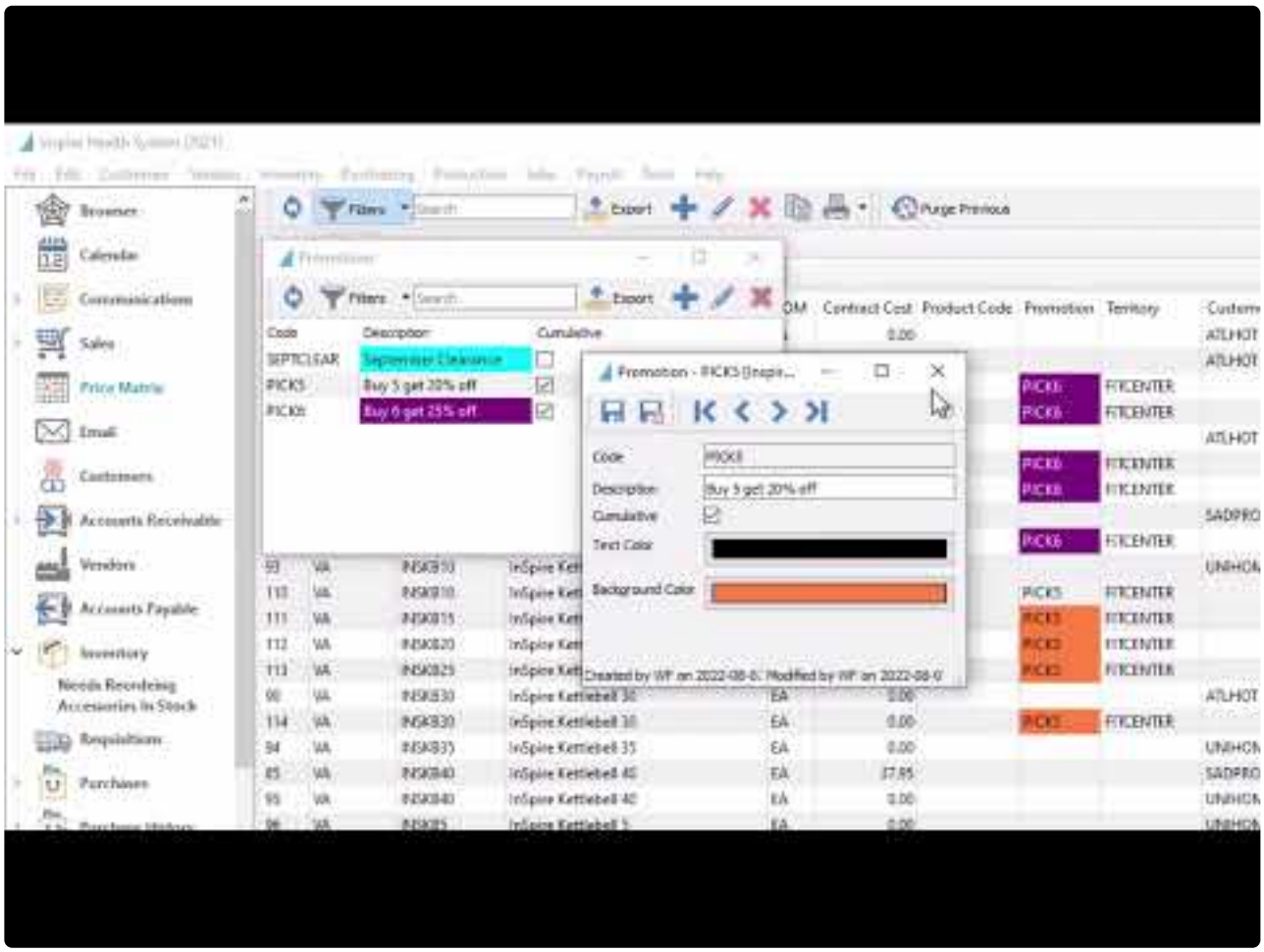
Text Colour – The colour of the text in the unit price cell on a sales order detail that meets the promotion

criteria.

Background Colour – The colour of the background in the unit price cell on a sales order detail that meets the promotion criteria.

Video Instruction

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

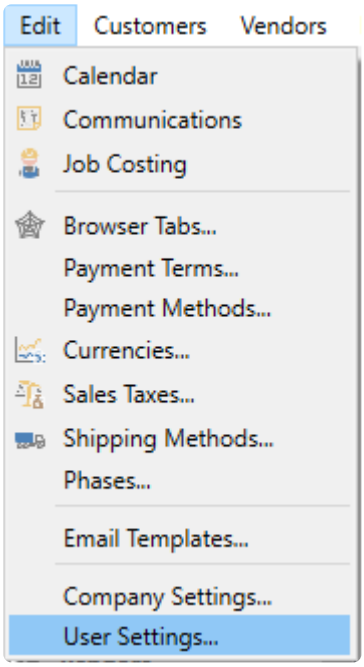


https://www.youtube.com/embed/U96kUzy8vzM?rel=0

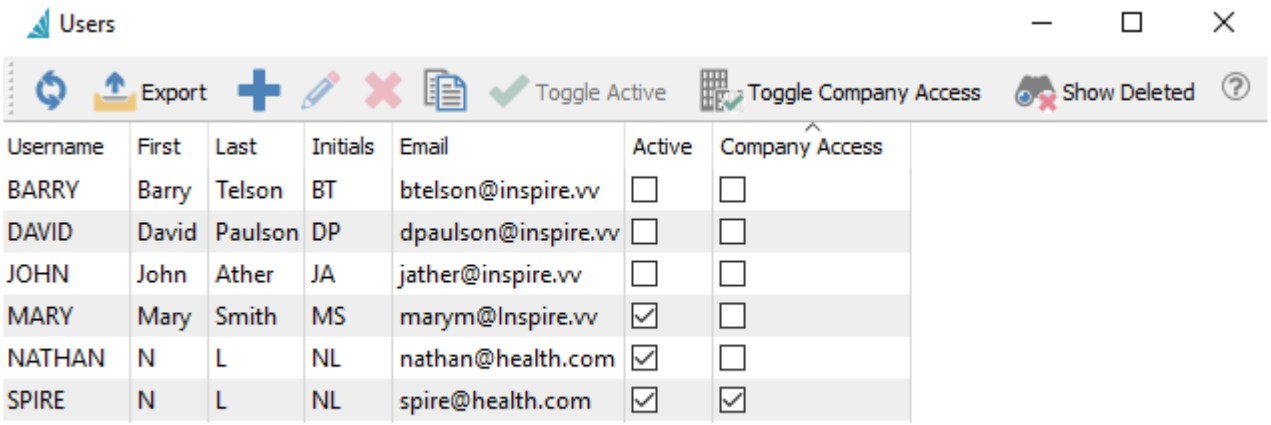
User Settings

Multiple people may use Spire to perform required tasks, which may be different for each person. Some people might be restricted from doing particular tasks or from seeing certain information. Defining User Settings allows creating the various allowances and restrictions within the company and each module for each Spire user.

To access the list of users, you will need to have security rights to the user settings area. Select User Settings from the top Edit menu.



This list of users is not specific to this company, but instead are externally maintained outside company data.

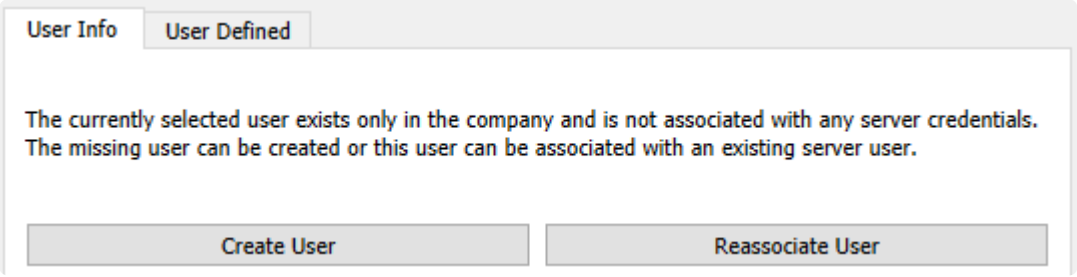


Username	First	Last	Initials	Email	Active	Company Access
BARRY	Barry	Telson	BT	btelson@inspire.vv	☐	☐
DAVID	David	Paulson	DP	dpaulson@inspire.vv	☐	☐
JOHN	John	Ather	JA	jather@inspire.vv	☐	☐
MARY	Mary	Smith	MS	marym@Inspire.vv	☑	☐
NATHAN	N	L	NL	nathan@health.com	☑	☐
SPIRE	N	L	NL	spire@health.com	☑	☑

In addition to individual user maintenance, this window has toolbar buttons available for use when

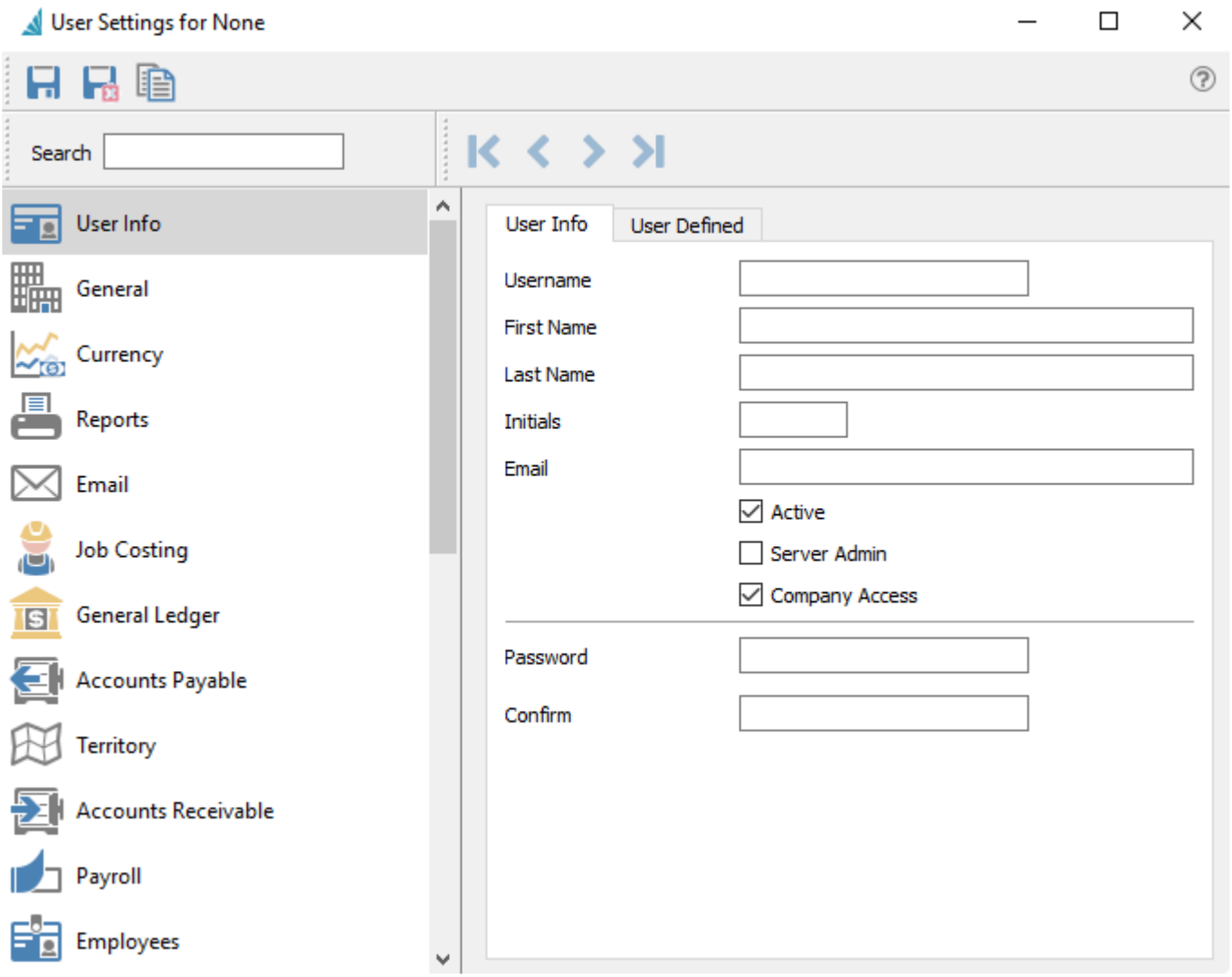
highlighting multiple users, unless the current user is part of the selection.

Toggle Active – Set all selected users with the Active status, which allows these users to open Spire.
Toggle Company Access – Set all selected users with the Company Access status, which allows these users to open Spire for this company data.
Show Deleted – If a User record is deleted, the security settings stored for this user in this company data are not actually removed but instead are not accessible. Showing these company user settings for deleted users allows you to either Create a new user and connect these settings, or Reassociate these user settings to an existing user record, replacing those already defined for this user and this company.



Creating a New User

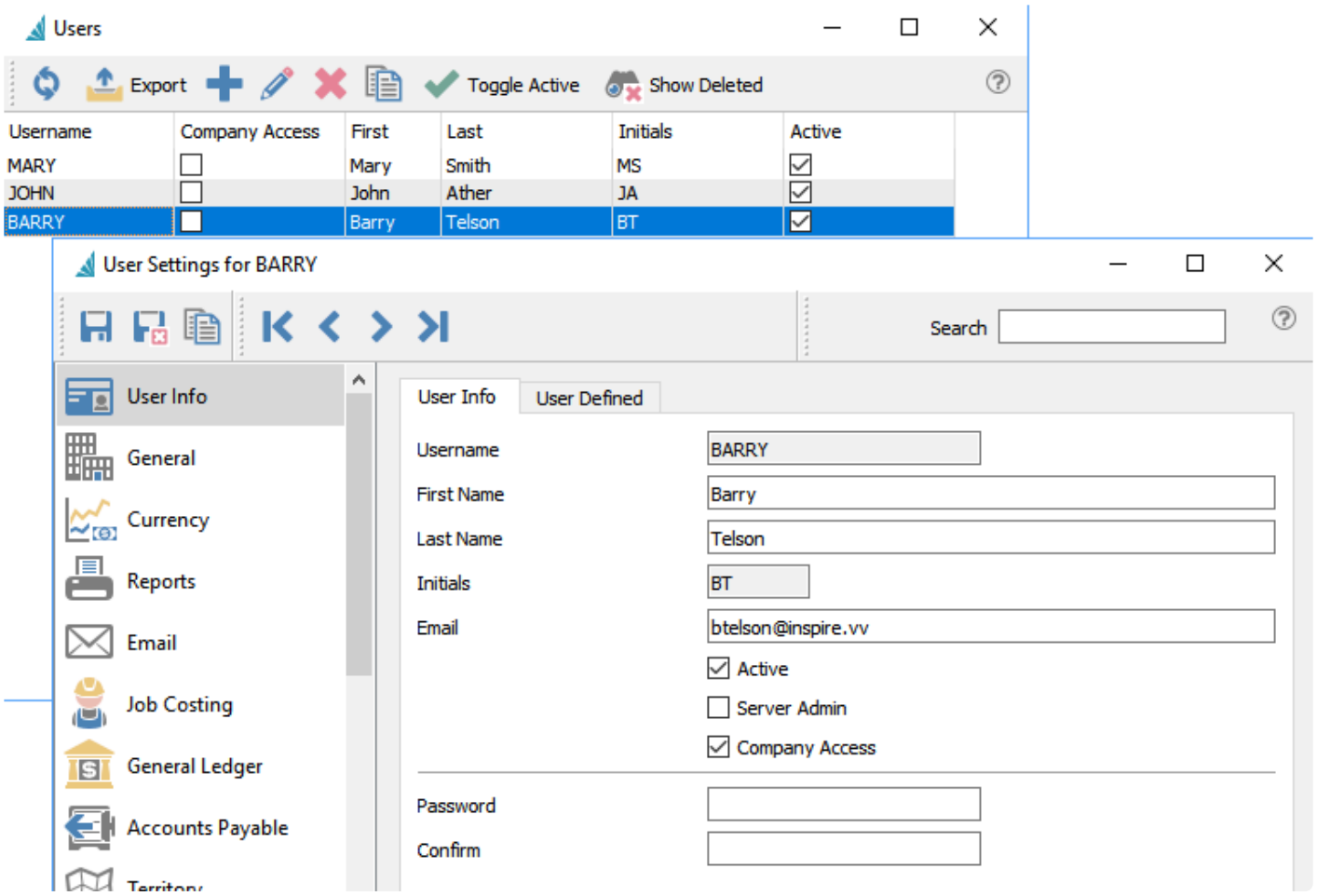
You will presented with a new window where you will add the new Username, the associated First and Last Name, Initials, and Email Address then create and confirm the password that user will have assigned to their login.



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

User Info

When creating a new user or editing an existing user, there are a number of screens with various options or settings to configure. The initial screen is the User Info screen that contains basic user credentials.

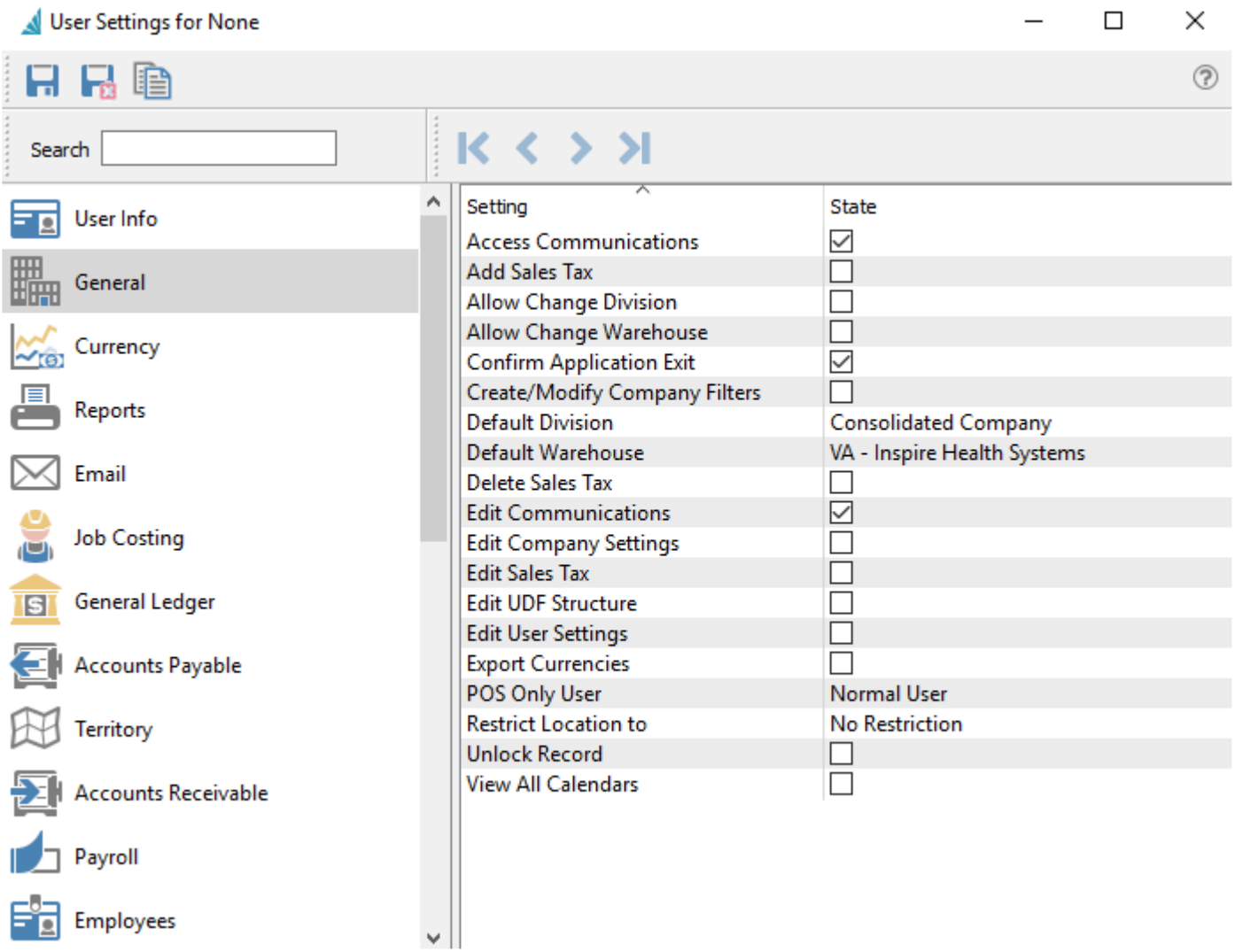


Username – The unique code that the user enters when logging into Spire. An alphanumeric code up to 12 characters.
First Name – The users first name.
Last Name – The users last name.
Initials – User initials are saved to every record or transaction either created or edited. Once a new user is saved, the initials are no longer editable.
Email – Users email address. This must be unique across all companies.
Active – This user can log into Spire. The number of active users cannot exceed the licenses owned.
Server Admin – Enable if the user is allowed access to the Server Administration area, to add or remove companies or determine backup schedules.
Company Access – This user can log into this company. If not enabled then this company will not be available for selection when logging into Spire, and another accessible company must be chosen.
Password – The users password. The strength of the password will be displayed during entry, with a warning if the value is too easy to guess.
Confirm – Reconfirm the users password.

> ! Note: Server Admins have rights to all modules and settings for all companies in Spire

The remaining left side navigation menu items are for modules or other general areas that have related options or defaults to configure.

General



Access Communications – Allows user to have access to the Communications module.
Add Sales Tax – Allows the user to add new sales tax records.
Allow Change Division – User can switch divisions if this feature is enabled.
Allows Change Warehouse – User can switch to another warehouse if multiple warehouses are configured.
Confirm Application Exit – When exiting program asks the user is they are sure they want to exit.
Create/Modify Company Filters – User can create company-wide filters instead of just their own.
Default Division – The user's default division, if multiple divisions ae configured.
Default Warehouse – The user's default warehouse, if multiple warehouses are configured.
Delete Sales Tax – Allows deleting of sales tax records.
Edit Communications – Allows user to edit communications.
Edit Company Settings – Allow user access to the Edit Company Settings top menu selection.
Edit Sales Tax – Allows editing of sales tax records.
Edit UDF Structure – Allows creation and editing of User Defined Fields.
Edit User Settings – Allow user access to the Edit User Settings top menu selection.

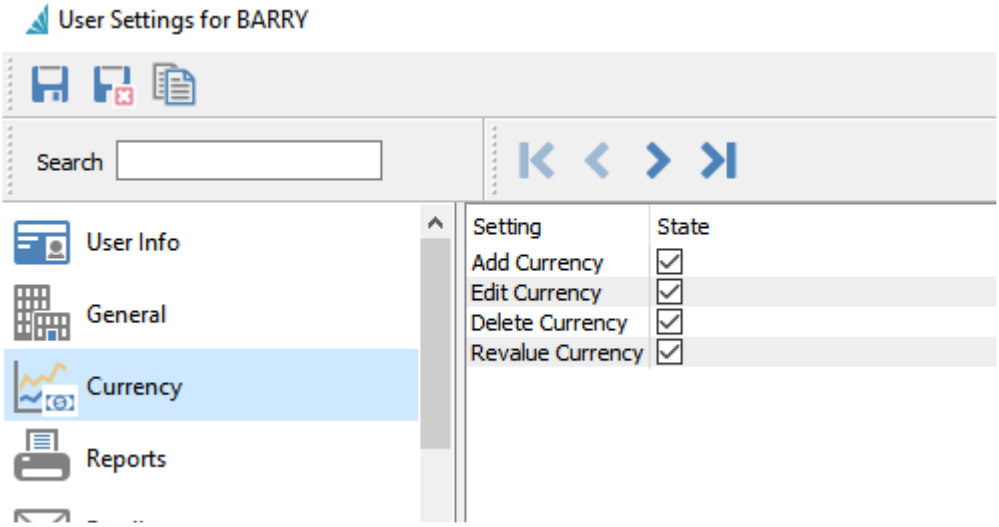
Export Currencies – Allows export of currencies.
POS User Only – The POS module will get launched automatically and the user cannot open other modules.
Restrict Location to – Sets user to a specific Location and not allow them to switch, if Locations are configured.
Unlock Record – Allows the user to take control of a record locked by another user. **(READ CAUTION BELOW)**
View All Calendars – Allows the user to view all calendars from all users.

> ! Caution – Allowing a user to take control of a locked record means that 2 users may potentially be able to write changes to that record. The last one that saves will over-write the other.

> ! Enable the “Unlock Record” option only to users that understand the ramifications.

Currency

Security settings for the Currencies list, which is opened from the Edit top menu.

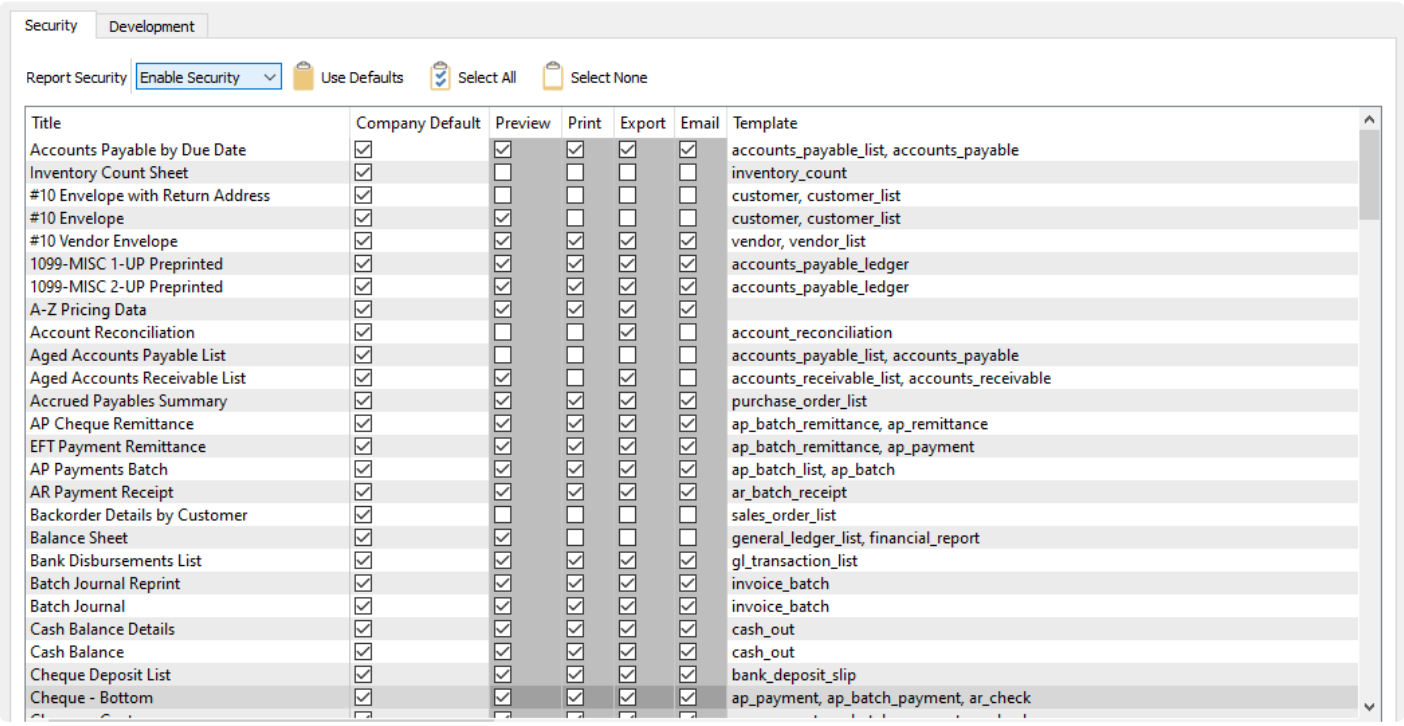


Add / Edit / Delete Currency – The respective toolbar button is accessible.
Revalue Currency – If enabled, the Revalue function is accessible from the toolbar of the General Ledger Accounts list screen.

Reports

Once the company defaults are set for reports, each user can have defined which reports they are allowed to print. Each report can be set to Preview, Print, Export and Email. This screen also shows the Template, Description and Crystal Report file name of each report including custom ones.

Security



Title	Company Default	Preview	Print	Export	Email	Template
Accounts Payable by Due Date	☑	☑	☑	☑	☑	accounts_payable_list, accounts_payable
Inventory Count Sheet	☑	☐	☐	☐	☐	inventory_count
#10 Envelope with Return Address	☑	☐	☐	☐	☐	customer, customer_list
#10 Envelope	☑	☑	☐	☐	☐	customer, customer_list
#10 Vendor Envelope	☑	☑	☑	☑	☑	vendor, vendor_list
1099-MISC 1-UP Preprinted	☑	☑	☑	☑	☑	accounts_payable_ledger
1099-MISC 2-UP Preprinted	☑	☑	☑	☑	☑	accounts_payable_ledger
A-Z Pricing Data	☑	☑	☑	☑	☑	
Account Reconciliation	☑	☐	☐	☑	☐	account_reconciliation
Aged Accounts Payable List	☑	☐	☐	☐	☐	accounts_payable_list, accounts_payable
Aged Accounts Receivable List	☑	☑	☐	☑	☐	accounts_receivable_list, accounts_receivable
Accrued Payables Summary	☑	☑	☑	☑	☑	purchase_order_list
AP Cheque Remittance	☑	☑	☑	☑	☑	ap_batch_remittance, ap_remittance
EFT Payment Remittance	☑	☑	☑	☑	☑	ap_batch_remittance, ap_payment
AP Payments Batch	☑	☑	☑	☑	☑	ap_batch_list, ap_batch
AR Payment Receipt	☑	☑	☑	☑	☑	ar_batch_receipt
Backorder Details by Customer	☑	☐	☐	☐	☐	sales_order_list
Balance Sheet	☑	☑	☐	☐	☐	general_ledger_list, financial_report
Bank Disbursements List	☑	☑	☑	☑	☑	gl_transaction_list
Batch Journal Reprint	☑	☑	☑	☑	☑	invoice_batch
Batch Journal	☑	☑	☑	☑	☑	invoice_batch
Cash Balance Details	☑	☑	☑	☑	☑	cash_out
Cash Balance	☑	☑	☑	☑	☑	cash_out
Cheque Deposit List	☑	☑	☑	☑	☑	bank_deposit_slip
Cheque - Bottom	☑	☑	☑	☑	☑	ap_payment, ap_batch_payment, ar_check

Report Security – Each user can be set to:

- **Company Default** – Sets report access for this user the same as configured on the Security tab in Company Settings. Changing access to specific reports or generation methods is not available.
- **Disable Security** – The user gets full access to all reports. Changing access to specific reports or generation methods is not available.
- **Enable Security** – Each report and generation method that the user has access to is specifically enabled or disabled. Choose Company Default for any report to set the Preview, Print, Export and Email options in the same way as configured in Company Settings, and editing the generation methods is not allowed. You have to disable the Company Default option for any report in order to modify the methods.

Use Defaults – For every report, the Company Default checkbox is enabled, effectively resetting this user to the Company standard access.

Select All – For every report, all methods of report generation are enabled.

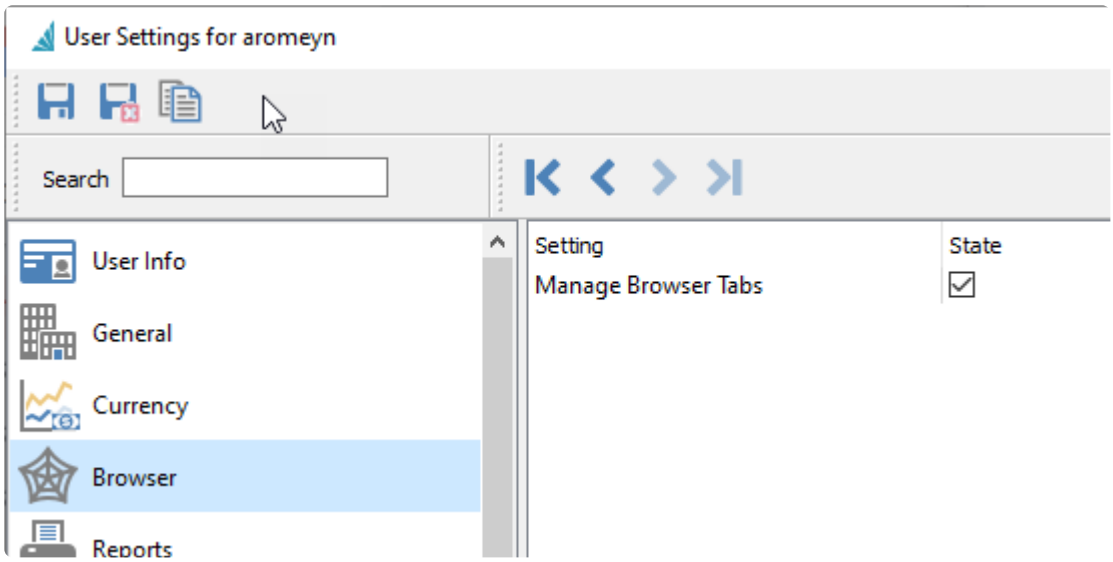
Select None – For every report, all methods of report generation are disabled.

Development

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.

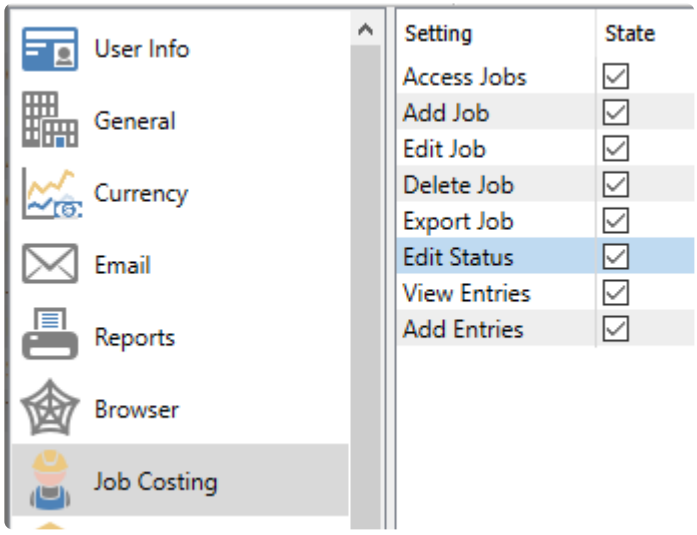
Browser

Adds a browser tab to the users menu and allows them to add web pages as sub tabs. This gives the user quick access to commonly used web pages.



The menu item will not appear for the user until they add tabs to the browser. Once added, log out of Spire and then back in.

Job Costing



Access Jobs — Gives access to the Job Cost module

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

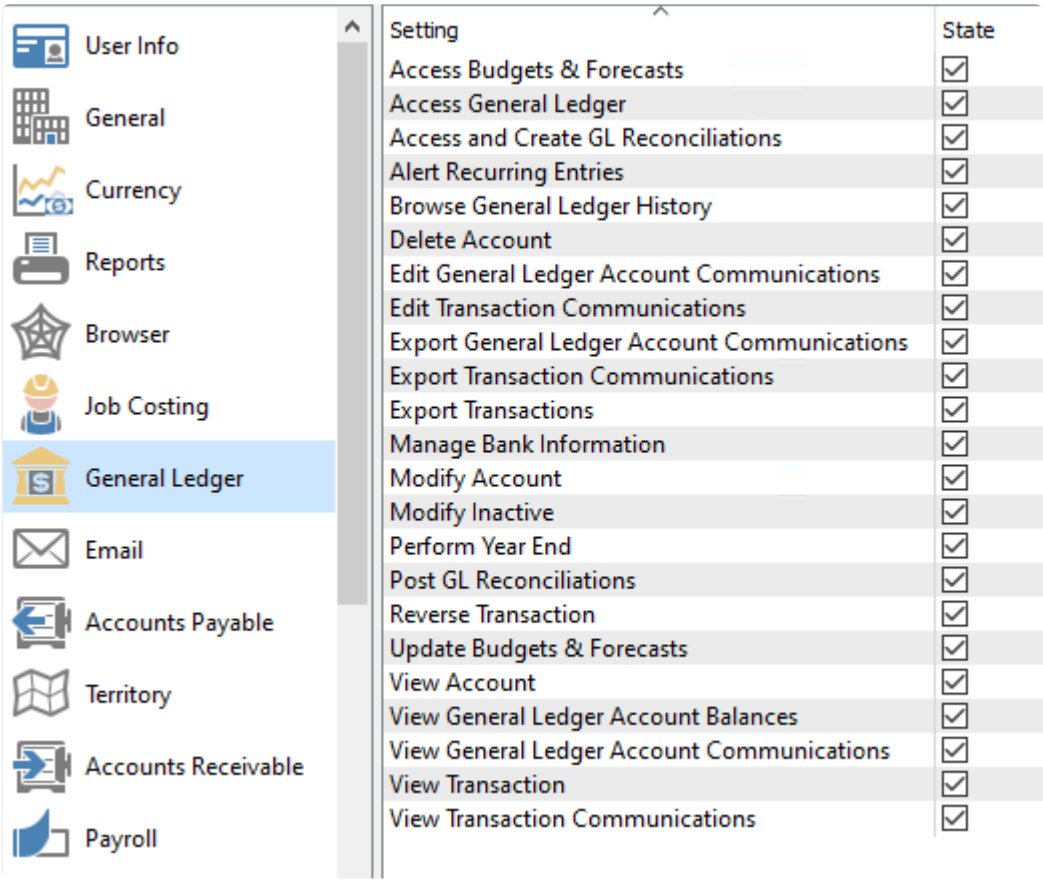
Export Job — Allows the user to export any selected job in the job costing module

Edit Status — Allows the user to change the Status of an edited job in the job costing module

View Entries — Allows user to view posted job entries

Add Entries – Allows user to add job entries

General Ledger



Access Budgets & Forecasts — Allows the user to access the Budgets and Forecasts module.

Access General Ledger — Allows the user to access the General Ledger module.

Alert Recurring Entries — If there are recurring entries defined and they are due to be posted, when the user opens this company they will be presented with the list and can review and post them.

Browse General Ledger History — Permits the user to drill down into transactions for historical fiscal years from the History tab when editing an account. When this option is disabled, the user can still access the History tab and drill down to the period net changes screen, but not the Transactions.

Delete Account — Sets the permission for the user to delete accounts. Even with security rights, you cannot delete an account that has posted transactions.

Edit General Ledger Account Communications — Allows the user to add or edit general ledger account notes.

Edit Transaction Communications — Provides the user with the permission to edit journal entry notes.

Export General Ledger Account Communications — Allows the user to export general ledger account

notes.

Export Transaction Communications — provides the user with the permission to export journal entry notes.

Export Transactions — Allows the user to export journal entries in the general ledger.

Manage Bank Information — Allows access to the EFT Settings tab when editing a ledger account defined as a bank account.

Modify Account — Sets the permission for the user to modify accounts.

Modify Inactive — Allows the user to change the Inactive status when editing accounts.

Perform Year End — Provides permission for the user to access the Year End process from the Tools top menu.

Reverse Transaction — Sets the permission for the user to reverse journal entries.

Update Budgets and Forecasts – Give access to the Update process to change multiple Budget or Forecast amounts at once.

View Account — Sets the permission for the user to view accounts.

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

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

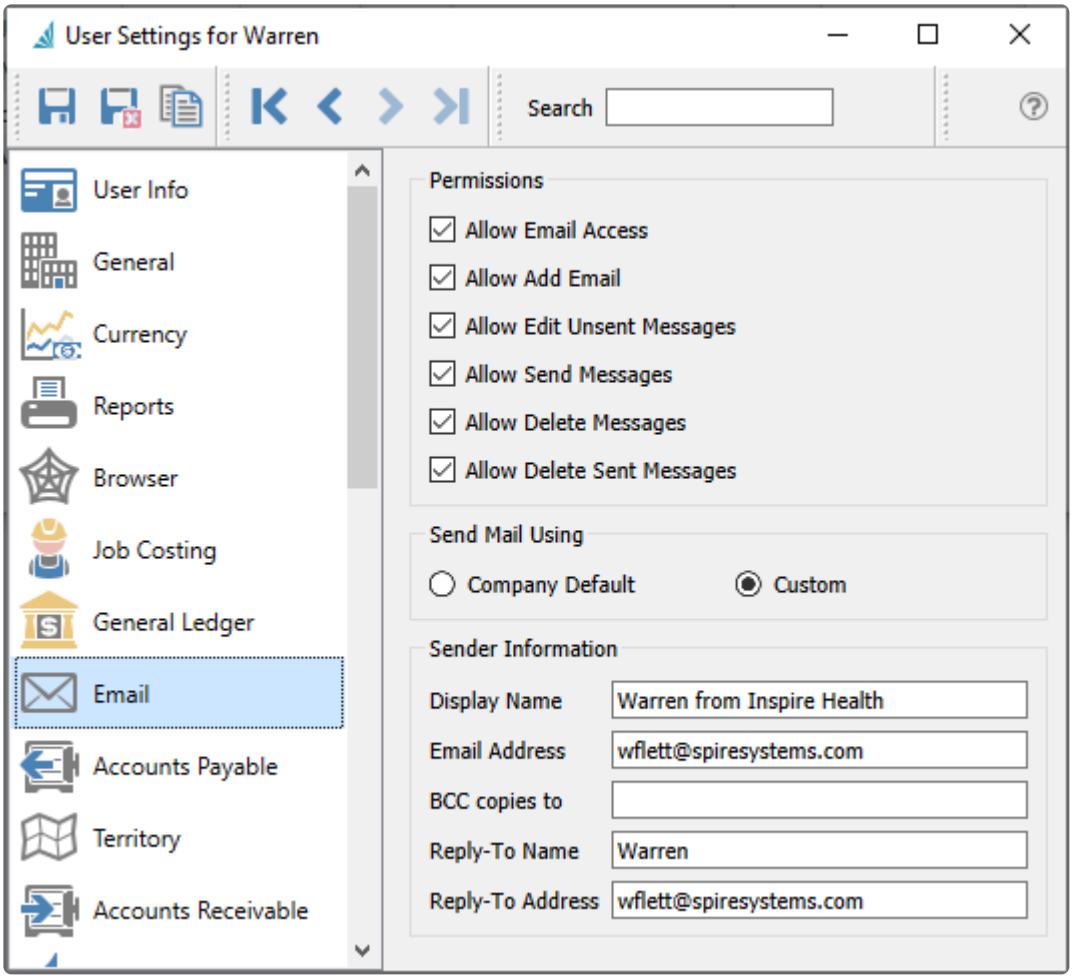
View transaction — Sets the permission for the user to view journal entries.

View Transaction Communications — Provides the user with the permission to view journal entry notes.

Email

In this section you will set permissions for the Email module, and the name and email address for both outgoing mail and where recipients can reply to. If left as default, the email settings will come from the email configuration in Company Settings.

Below is the screen display when the Spire company database was created using the current version.



Permissions

Allow Email Access – Allows the user to access the Email module.

Allow Add Email – Allows the user to create new emails, either from the Plus button within the Email module, or from the Create Email toolbar button on screens where emailing is supported, or when printing Reports.

Allow Edit Unsent Messages – Allows the user to make changes to emails either from the Email module or the Communications tab. When this setting is disabled, the user can still view the email contents.

Allow Send Messages – Allow the user to send the edited email or batch. When this setting is disabled, an

error message will appear after the Send button is clicked.

Allow Delete Messages – Allows the user to delete emails either from the Email module or the Communications tab, regardless of whether or not the email has been sent.

Allow Delete Sent Messages – Allows the user to delete emails either from the Email module or the Communications tab, only if it has been sent. It is possible to allow the user to clean up sent emails but not those not yet sent, by disabling the Allow Delete Messages setting.

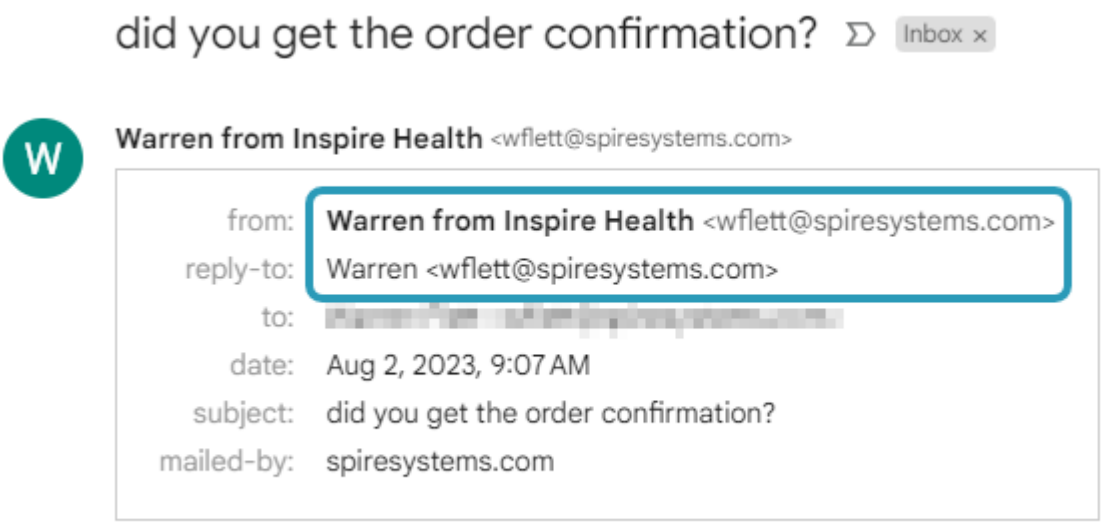
Send Mail Using

Choose either the Company Default, or Custom for this particular user. When Company Default is selected, the email settings below are not displayed and will be read from the email configuration in Company Settings. When Custom is selected, any fields left blank will instead use the respective information from Company Settings.

Sender Information

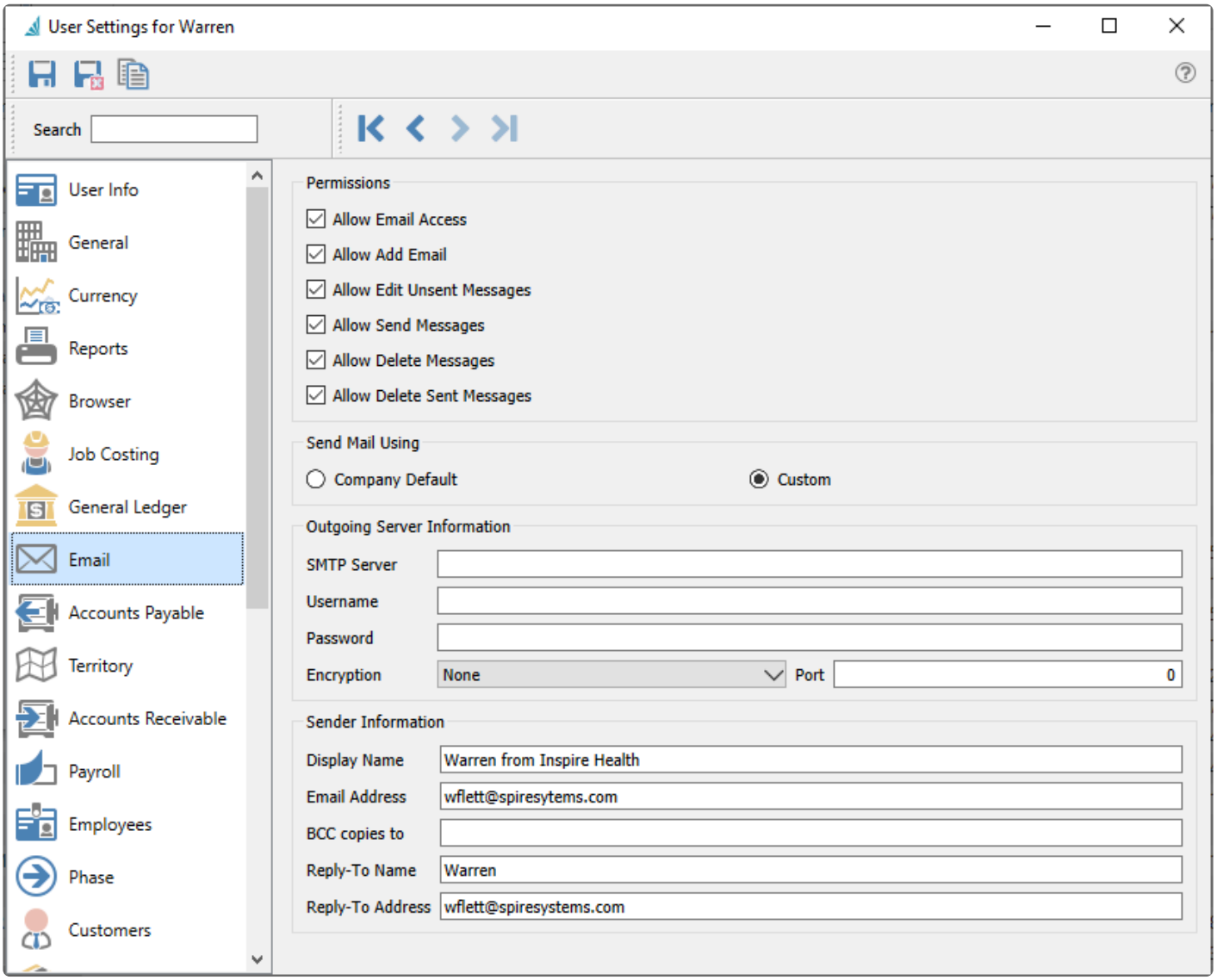
Display Name – The name of the sender that appears for email recipients.
Email Address – The email address of the sender that appears for email recipients. You may need to enable SMTP Relay configuration settings with your email provider, in order for this feature to work. In some circumstances, the email provider may replace this to prevent spoofing.
BCC copies to – The email address that the sender wants blind copies of the email sent to. This information is optional.
Reply-To Name – When the recipient replies, the name of who will receive their reply.
Reply-To Address – When the recipient replies, the email address of who will receive their reply.

Here is an example of what the email recipient would see for the sender information.



Email Settings from older created databases

If you have been using Spire from versions older than 3.9, you may also see an additional section within the Custom area for Outgoing Server Information.



Outgoing Server Information

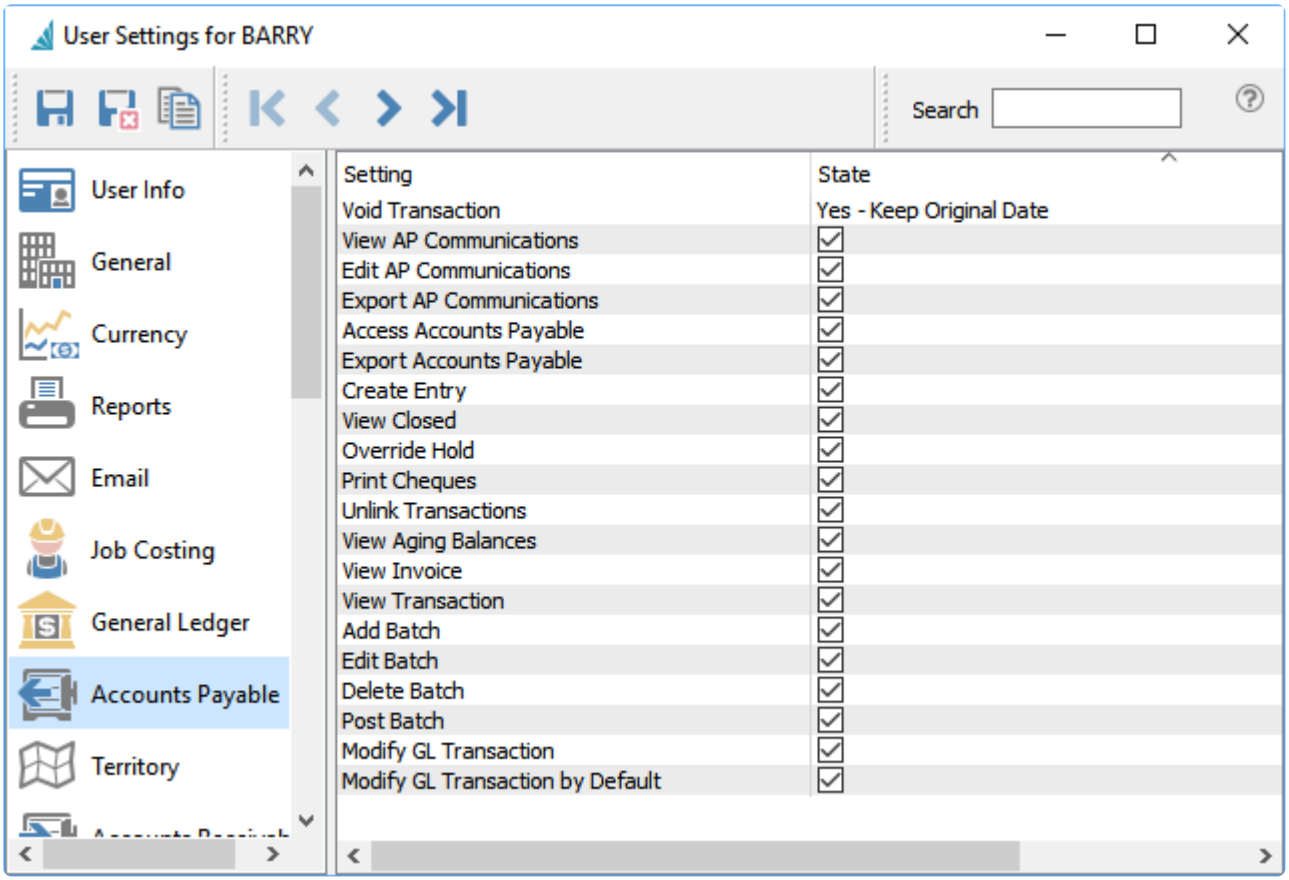
This section is only available for legacy support. This section is suppressed for more recent database creation, as the expectation is that SMTP settings are configured in a single place, the SMTP configuration within Spire Server Administration.

SMTP Server – 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. Choose None or TLS.
Encryption Port – 25, 465 and 587 are common.

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.

> If you use Gmail for your email server, instead of your account password, you need to instead set up and use an 'App password' in the Third-party Access area of your Google account.

Accounts Payable



Void Transaction — Allows the user to void payments and reverse other accounts payable transactions. Purchases cannot be Voided regardless of this option selection. Choices are:

- No
- Yes – Keep Original date
- Yes – Modify date

View A/P Communications — Allows the user to view records on the Communications grid for the vendor.

Edit A/P Communications — Allows the user to add or edit records on the Communications grid for the vendor.

Export A/P Communications — Allows the user to export the contents of the Communications grid for the vendor to an external file.

Access Accounts Payable — Allows the user to open the Accounts Payable module.

Export Accounts Payable — Allows the user to export the contents of the Accounts Payable module grid to an external file.

Create Entry — Allows the user to create new Accounts Payable transactions.

View Closed — Allows the user to include completed accounts payable transactions by clicking the Show All button. If not enabled then only Open transactions may be seen for processing.

Override Hold — Allows the user to assign or remove the Hold statuses of Accounts Payable transactions.

Print Cheques — When creating a payment transactions, the Print selection list will include the Check form type. If not enabled, only the Remittance form type is available.

Unlink Transactions — Allows the user to unlink transactions and remove their applied status, typically invoices and payments.

View Aging Balances — Allows the user to display the aging balance columns on the Accounts Payable module grid.

View Invoice — Allows the user to view the source purchase order associated with the selected invoice.

View Transaction — Allows the user to view the Ledger transaction created when the highlighted transaction was posted.

Add Batch — Allows the user to create a group of payments to apply to outstanding accounts payable transactions.

Edit Batch — Allows the user to edit the details in an Open batch of payments, otherwise the batch details are viewable only.

Delete Batch — Allows the user to delete an Open batch of payments. Closed batches cannot be deleted.

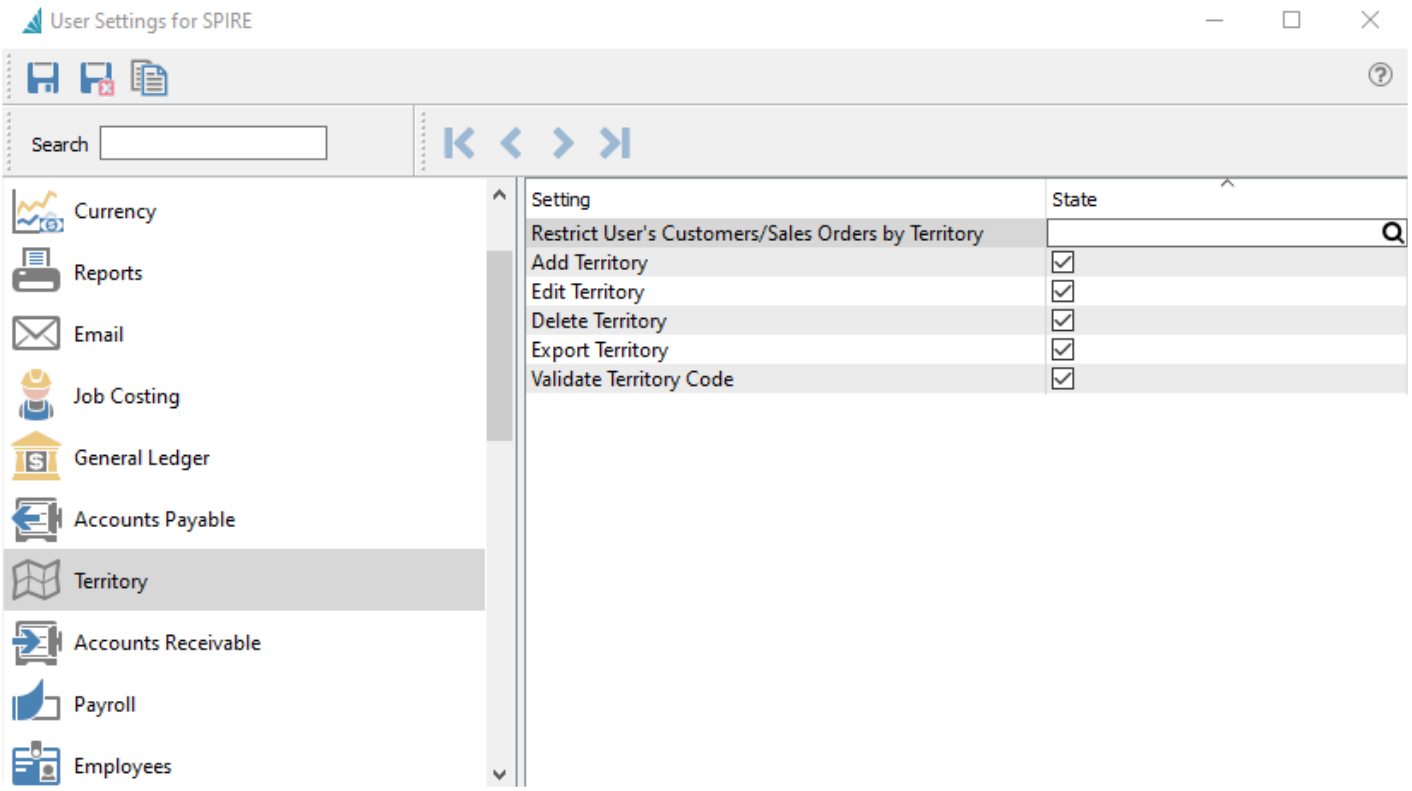
Post Batch — Allows the user to post an Open batch of payments.

Modify GL Transaction – Allows the user to modify the GL transaction account or amounts as part of the posting process. If amounts are changed, the entry still requires debits to equal credits. An arrow appears next to the Post button to select Post and Review GL. Some information such as the Accounts Payable control account cannot be modified.

Modify GL Transaction by Default – The Post button is changed to Post and Review GL. An arrow appears next to this button to select Post, without the ability to change Ledger accounts or amounts.

NOTE: Batch payables have their own settings.

Territory



Restrict User's Customers/Sales Order by Territory —This setting restricts the user from seeing customers, sales orders and sales history that belong to a different territory than the one selected here.

Add Territory — Allows the user to add new territories.

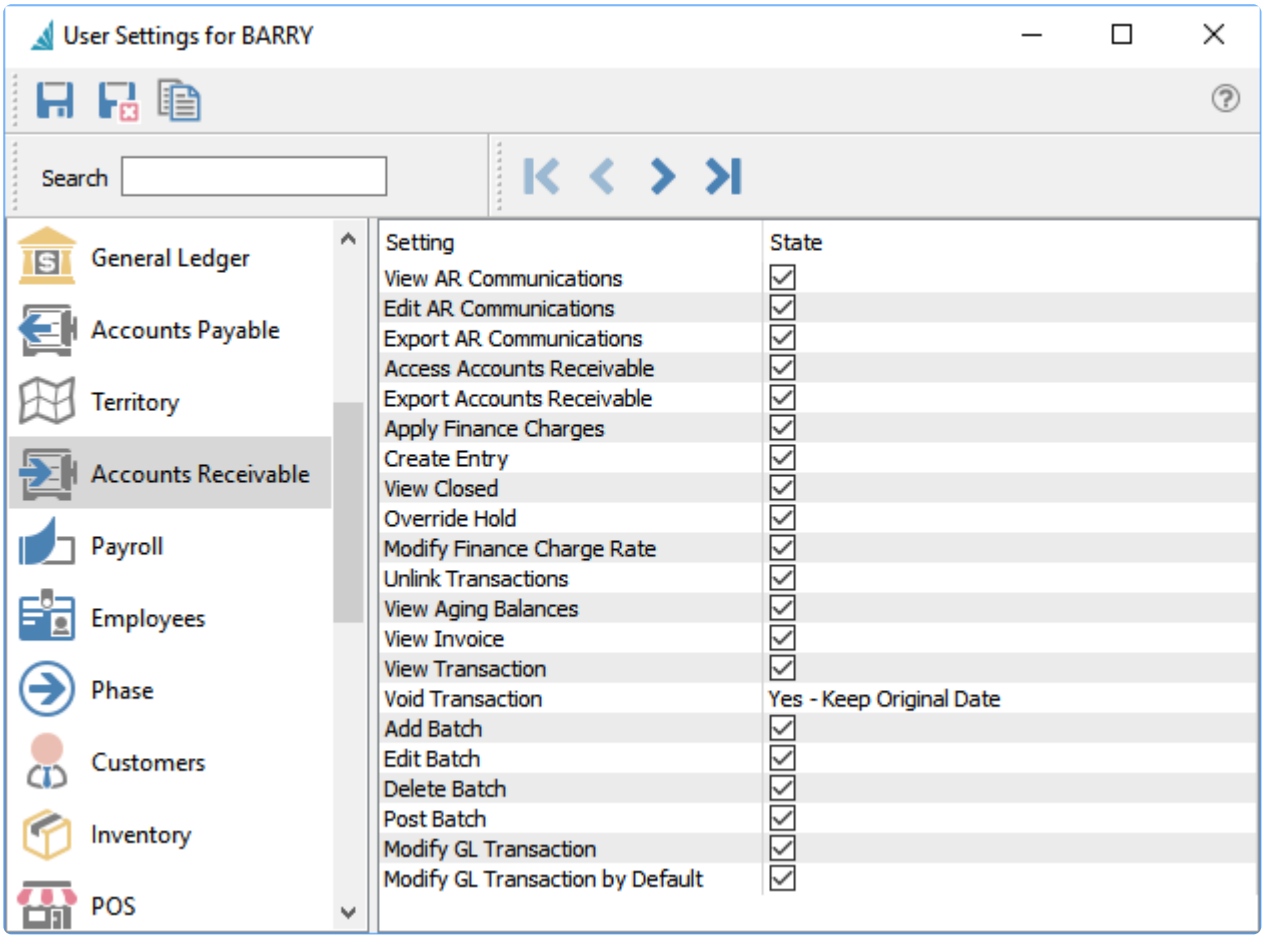
Edit Territory — Allows the user to edit existing territories.

Delete Territory — Allows the user to delete territories. You will be prevented from deleting territories that exist on open Sales orders.

Export Territory — Allows the user to export the contents of the Territory grid to an external file.

Validate Territory Code — When enabled the user can only use territory values for customers and sales orders that exist in the territory table. When this setting is enabled, while typing a value into a Territory field, the selection list will appear. If an invalid code was entered, exiting the field will clear the contents.

Accounts Receivable



View A/R Communications — Allows the user to view records on the Communications grid for the customer.

Edit A/R Communications — Allows the user to add or edit records on the Communications grid for the customer.

Export A/R Communications — Allows the user to export the contents of the Communications grid for the customer to an external file.

Access Accounts Receivable — Allows the user to open the Accounts Receivable module.

Export Accounts Receivable – Allows the user to export the contents of the Accounts Receivable module grid to an external file

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

Create Entry — Allows the user to create new Accounts Receivable transactions.

View Closed — Allows the user to include completed Accounts Receivable transactions by clicking the Show All button. If not enabled then only Open transactions may be seen for processing.

Override Hold — Allows the user to assign or remove the Hold statuses of Accounts Receivable transactions.

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

Unlink Transactions — Allows the user to unlink transactions and remove their applied status, typically invoices and payments.

View Aging Balances — Allows the user to display the aging balance columns on the Accounts Receivable module grid.

View Invoice — Allows the user to view the source sales order associated with the selected invoice.

View Transaction — Allows the user to view the Ledger transaction created when the highlighted transaction was posted.

Void Transaction — Allows the user to void payments and reverse other accounts receivable transactions. Invoices from Sales Orders cannot be Voided regardless of this option selection. Choices are:

- No
- Yes – Keep Original date
- Yes – Modify date

Add Batch — Allows the user to create a group of receipts to apply to outstanding accounts receivable transactions.

Edit Batch — Allows the user to edit the details in an Open batch of receipts, otherwise the batch details are viewable only.

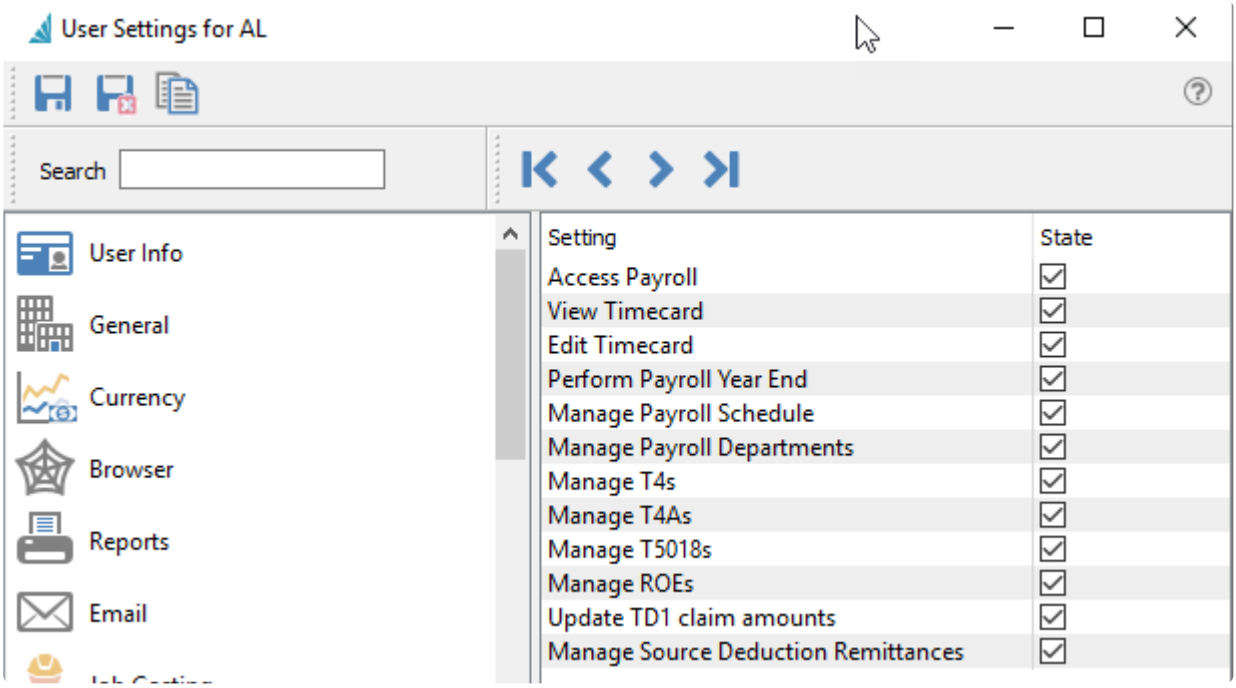
Delete Batch — Allows the user to delete an Open batch of receipts. Closed batches cannot be deleted.

Post Batch — Allows the user to post an Open batch of receipts.

Modify GL Transaction – Allows the user to modify the GL transaction account or amounts as part of the posting process. If amounts are changed, the entry still requires debits to equal credits. An arrow appears next to the Post button to select Post and Review GL. Some information such as the Accounts Receivable control account cannot be modified.

Modify GL Transaction by Default – The Post button is changed to Post and Review GL. An arrow appears next to this button to select Post, without the ability to change Ledger accounts or amounts.

Payroll



Access Payroll — Allows the user to open 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.

Manage Payroll Schedule — Allows the user to create and generate a payroll schedule.

Manage Payroll Departments — Allows the user to create and edit payroll departments.

Manage T4s — Can create, edit and export T4s.

Manage T4As — Can create, edit and export T4As.

Manage T5018s — Can create, edit and export T5018s.

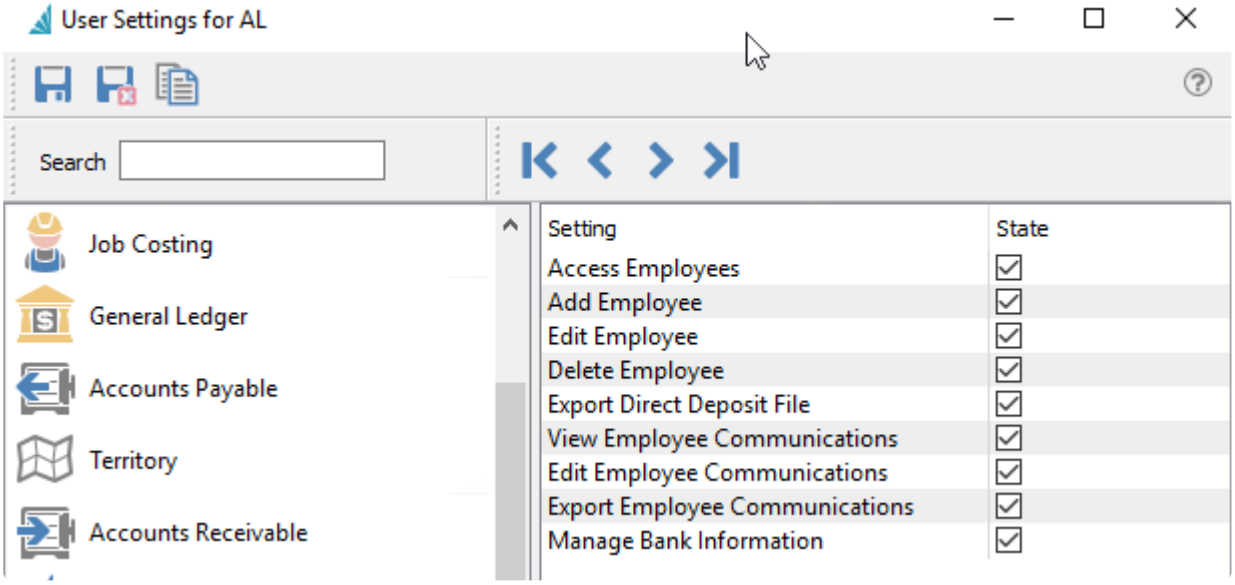
Manage ROEs — Can create, edit and export ROEs.

Update TD1 claim amounts — Can mass update the TD1 claim amounts for employees.

Manage Source Deduction Remittances — Can create source deduction remittance for CRA.

Employees

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



Access Employees – Allows opening the employee list tab within the Payroll module.

Add Employees – This setting allows the user to add new employees

Edit Employee – This setting allows the user to edit existing employees

Delete Employees – This setting allows the user to delete employees. You will be prevented from deleting employees if amounts such as vacation pay are still owed.

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

View Employee Communications – Allows the user to open the Communications tab when editing an employee record.

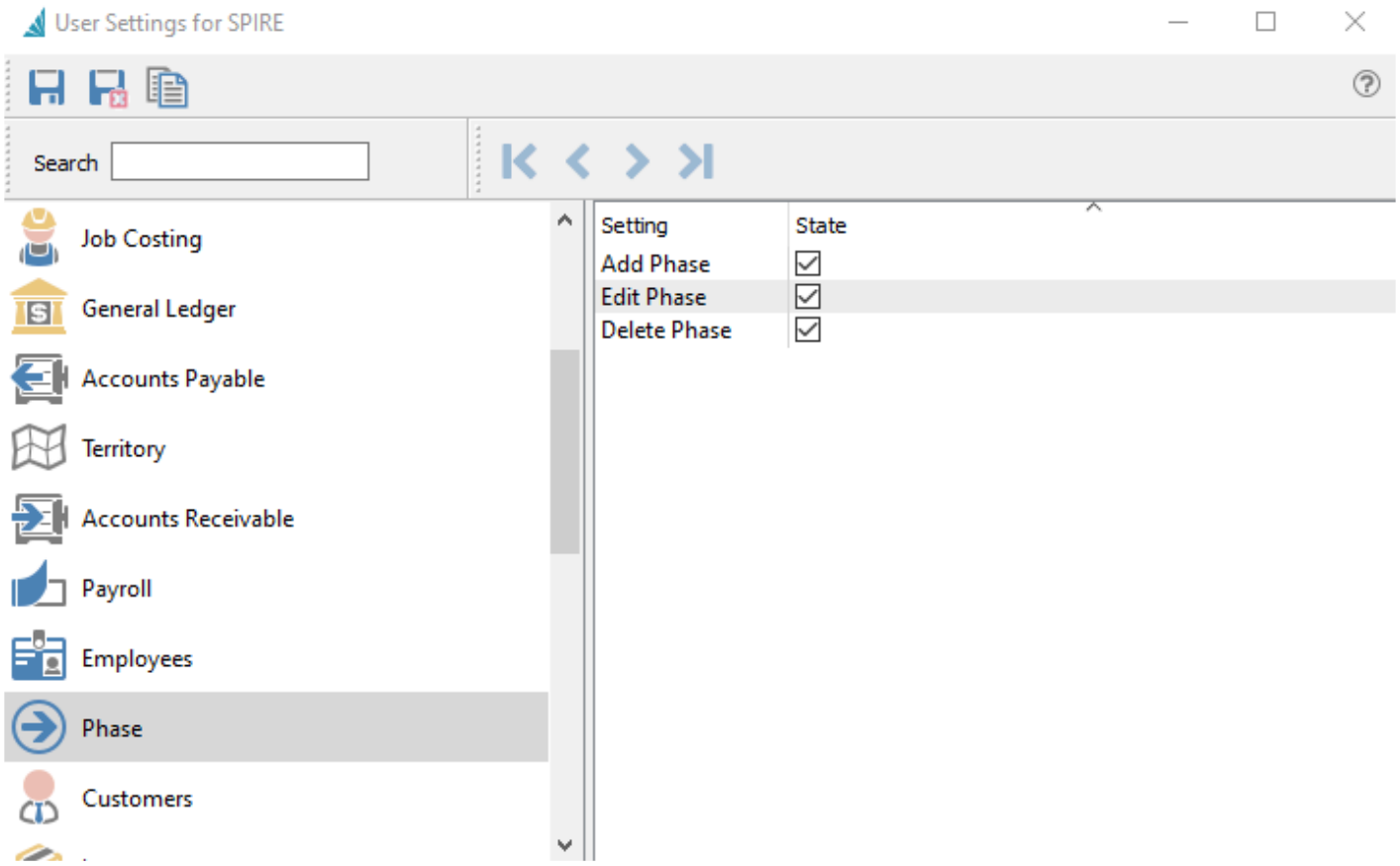
Edit Employee Communications – Allows the user to add or edit employee notes. If disabled then employee notes can only be viewed.

Export Employee Communications – Allows the user to export the contents of the Communications grid for the employee to an external file.

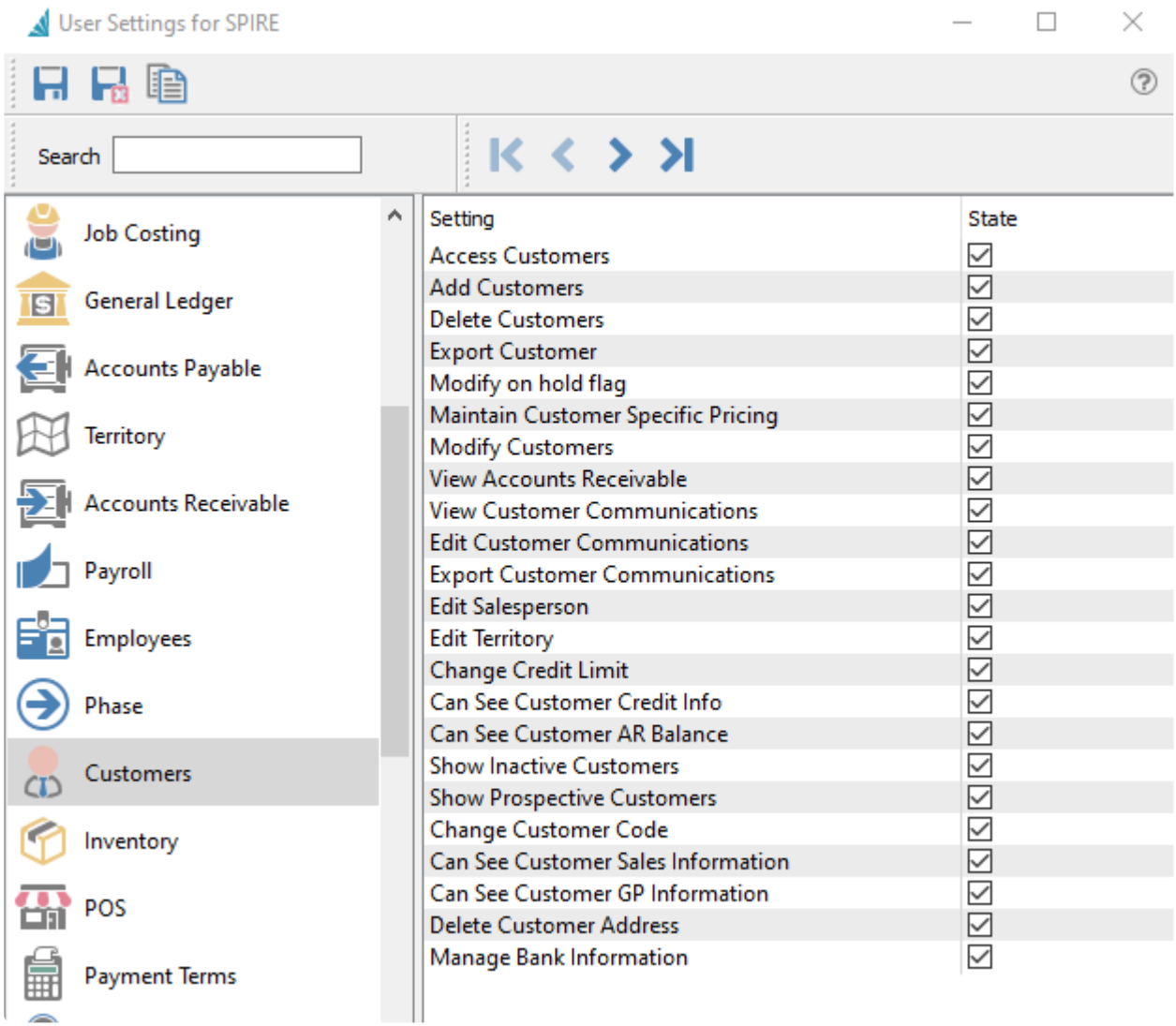
Manage Bank Account Information – Can access and edit employee direct deposit bank account on the Details tab.

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.



Customers



Access Customers — Allows the user to open the Customers module.

Add Customers — Allows the user to create new customer records, either from the New button or from copying existing customers.

Delete Customers — Allows the user to delete customer records. Customers with an outstanding balance cannot be deleted.

Export Customer — Allows the user to export the contents of the Customer grid to an external file.

Modify on hold flag — Allows the user to put customers on hold or take off hold.

Maintain Customer Specific Pricing — This option enables the ability to Store Prices of selected items from sales orders into new Price Matrix records.

Modify Customers — Allows the user to make and save changes to customer records. Some specific changes to customers are controlled by other User Settings.

View Accounts Receivable — Allows the user to see the customer's outstanding transactions on the Accounts Receivable tab when editing the customer. The ability to create entries is controlled by another User Setting for Accounts Receivable.

View Customer Communications — Allows the user to view records on the Communications grid for the customer.

Edit Customer Communications — Allows the user to add or edit records on the Communications grid for the customer.

Export Customer Communications — Allows the user to export the contents of the Communications grid for the customer to an external file.

Edit Salesperson — Allows the user to change the salesperson value on the Order Defaults tab of the customer's record.

Edit Territory —Allows the user to change the territory value on the Order Defaults tab of the customer's record.

Change Credit Limit — Allows the user to change either the Credit Limit type or the limited credit value on the Billing tab of the customer's record.

Can See Customer Credit Info — When set, the user can see and edit all the fields in the Credit Limit area on the Billing tab of the customer's record, columns for the same fields on all customer record and accounts receivable grids, and the AR Balance and credit fields on the Main tab of sales orders.

Can See Customer AR Balance — When set, the user can see the Balance field value on the Billing tab of the customer's record, and as a column on all customer record grids. Generally if access is disabled for this field, then access to viewing and opening Accounts Receivable is also disabled.

Show Inactive Customers — Allows the user to see customer records that have an Inactive status on the main Customers grid and all customer lookup grids in all modules. Inactive customers will also be suppressed when using the Search box.

Show Prospective Customers — Allows the user to see customer records that have a Prospect status on the main Customers grid and all customer lookup grids in all modules. Prospective customers will also be suppressed when using the Search box.

Change Customer Code — Allows the user to access and use the Customer Code Change function from the Customers top menu. If this option is disabled, the Apply button is unavailable to click.

Can See Customer Sales Information — Allows the user to see This year, Last year and Next year sales

amount fields on the Statistics tab of the customer's record, and as columns on all customer record grids.

Can See Customers GP Information — Allows the user to see This year, Last year and Next year gross profit amount columns on all customer record grids.

Delete Customer Address — Allows the user to delete shipping addresses. Note that the Billing address can never be deleted.

Manage Bank Information — When set, the user can see and edit all the fields in the Bank Information area on the Billing tab of the customer's record, used for EFT receipts and other electronic banking.

Inventory

User Settings for Warren

Search

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

Setting	State
Access Inventory	☑
Access Inventory Adjustments	☑
Access Inventory Count	☑
Access Inventory Transfers	☑
Access Price Matrix	☑
Add Inventory	☑
Add Inventory Adjustments	☑
Add Inventory Count	☑
Add Inventory Transfers	☑
Add New Items to All Warehouses	☑
Add Price Matrix	☑
Add Unit of Measure	☑
Add Warehouse	☑
Adjust Inventory	☑
Build Manufactured Items	☑
Change Inventory Code	☑
Change Stock Unit of Measure	☑
Delete Inventory	☑
Delete Inventory Adjustments	☑
Delete Inventory Count	☑
Delete Inventory Transfers	☑
Delete Price Matrix	☑
Delete Unit of Measure	☑
Delete Warehouse	☑
Edit Inventory Adjustments	☑
Edit Inventory Communications	☑
Edit Inventory Count	☑
Edit Inventory Transfers	☑
Edit Price Matrix	☑
Export Inventory	☑
Export Inventory Adjustments	☑
Export Inventory Communications	☑
Export Price Matrix	☑
Export Warehouse	☑
Modify GL Transaction	☑
Modify GL Transaction by Default	☑
Modify Inventory	☑
Modify Product Code	☑
Modify Unit of Measure	☑
Modify Warehouse	☑
Reallocate Inventory	☑
See Sell Prices	☑
Select Warehouse When Adding To Order	☐
Show Inactive Inventory	☑
Transfer Inventory	☑
View Average Cost	☑
View Count Variance	☑
View Current Cost	☑
View Inventory Communications	☑
View Receipts	☑
View Standard Cost	☑
View Stock Summary	☑

Access Inventory — Allows the user to open the Inventory module.

Access Inventory Adjustments — Allows the user to see open and posted inventory adjustment transactions in the list screen. If the Add Inventory Adjustments user setting is also not selected, then the Adjust button in the Inventory module toolbar is also disabled.

Access Inventory Count — Allows the user to see open and posted inventory count batches in the list screen. If the Add Inventory Count user setting is also not selected, then the Count button in the Inventory module toolbar is also disabled.

Access Inventory Transfers — Allows the user to see open and posted inventory transfers in the list screen. If the Add Inventory Transfers user setting is also not selected, then the Transfer button in the Inventory module toolbar is also disabled.

Access Price Matrix — Allows the user to open the Price Matrix module.

Add Inventory — Allows the user to create new inventory items, either from the New button or from copying existing items.

Add Inventory Adjustments — Allows the user to create new inventory adjustment transactions, either from the Adjust toolbar button or from the New button on the Adjustment list screen.

Add Inventory Count — Allows the user to create new inventory count batches, either from the Count toolbar button or from the New button on the Count batch screen.

Add Inventory Transfers — Allows the user to create new inventory transfer transactions, either from the Transfer toolbar button or from the New button on the Adjustment list screen.

Add New Items to All Warehouse — When creating a new item, saving will display a window to select some or all warehouses, if multiple warehouses are configured, and create additional item records for those warehouses.

Add Price Matrix — Allows the user to create new Price Matrix items, either from the New button in the Price Matrix module or from the Price Matrix tab when editing a customer, or from the Store Prices process when editing a sales order.

Add Unit of Measure — Allows the user can add new unit of measure values from the Prices and Units tab when editing an inventory item.

Add Warehouse — Allows the user to create new warehouse records, from the New button on the Warehouse list screen.

Adjust Inventory — Allows the user to Post inventory adjustment transactions.

Build Manufactured Items — When editing a Manufactured type inventory item, the user can click the

Build button on the Bill of Materials tab to add manufactured quantity for this item.

Change Inventory Code — Allows the user to access and use the Inventory Code Change function from the Inventory top menu. If this option is disabled, the Apply button is unavailable to click.

Change Stock Unit of Measure — When editing an inventory item that has multiple units of measure defined on the Units and Prices tab, the user is allowed to highlight any defined unit and have access to the Set Inventory UOM button. Note that the stock unit of measure cannot be changed when there is any quantity on hand.

Delete Inventory — Allows the user to delete inventory item records. Items referenced on other transactions cannot be deleted. Generally it is better to mark unwanted items with an Inactive status rather than deleting them.

Delete Inventory Adjustments — Allows the user to delete Open inventory adjustment transactions from the Delete button on the Adjustment list screen. Posted adjustments cannot be deleted in this way.

Delete Inventory Count — Allows the user to delete Open inventory count batches from the Delete button on the Count batch screen. Posted Counts cannot be deleted in this way.

Delete Inventory Adjustments — Allows the user to delete Open inventory transfer transactions from the Delete button on the Transfer list screen. Posted transfers cannot be deleted in this way.

Delete Price Matrix — Allows the user to delete price matrix records from either the Price Matrix module or from the Price Matrix tab when editing a customer.

Delete Unit of Measure — Allows the user can remove unit of measure values from the Prices and Units tab when editing an inventory item. If this unit is used on a sales order detail, it cannot be deleted.

Delete Warehouse — Allows the user to delete warehouse records, from the Delete button on the Warehouse list screen. Warehouses cannot be deleted if Inventory items have been assigned to them.

Edit Inventory Adjustments — Allows the user to change and save values on non-posted inventory adjustment transactions. If this option is disabled, the adjustment can still be viewed.

Edit Inventory Communications — Allows the user to add or edit records on the Communications grid for the inventory item. If this option is disabled, the note can still be viewed.

Edit Inventory Count — Allows the user to change and save values on non-posted inventory count batches. If this option is disabled, the count can still be viewed.

Edit Inventory Transfers — Allows the user to change and save values on non-posted inventory transfer transactions. If this option is disabled, the transfer can still be viewed.

Edit Price Matrix — Allows the user to save changes to Price Matrix records, either from Price Matrix

module or from the Price Matrix tab when editing a customer, or from the Store Prices process when editing a sales order. If this option is disabled, the price matrix record can still be viewed.

Export Inventory — Allows the user to export the contents of the Inventory items grid to an external file.

Export Inventory Adjustments — Allows the user to export the contents of the Adjustments list grid to an external file.

Export Inventory Communications — Allows the user to export the contents of the Communications grid for the inventory to an external file.

Export Price Matrix — Allows the user to export the contents of the Price Matrix grid to an external file.

Export Warehouse — Allows the user to export the contents of the Warehouse list grid to an external file.

Modify GL Transaction – Allows the user to modify the GL transaction account or amounts as part of the posting process for Inventory Counts. If amounts are changed, the entry still requires debits to equal credits. An arrow appears next to the Post button to select Post and Review GL.

Modify GL Transaction by Default – The Post button within Inventory Counts is changed to Post and Review GL. An arrow appears next to this button to select Post, without the ability to change Ledger accounts or amounts.

Modify Inventory — Allows the user to make changes to inventory item records. Some specific changes to items are controlled by other User Settings.

Modify Product Code — Allows the user to add, edit or delete Product Code records, accessible from the Inventory top menu. If this option is disabled, product code records can still be viewed.

Modify Unit of Measure — Allows the user can change unit of measure values from the Prices and Units tab when editing an inventory item.

Modify Warehouse — Allows the user to change warehouse records, from the Edit button on the Warehouse list screen. If this option is disabled, warehouse records can still be viewed.

Reallocate Inventory — Allows the user to recalculate 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 or if a database error occurred.

See Sell Prices — Allows the user to see the Price per unit field on the Details tab of the item record, the Sell Price column of values on the Prices and Units tab, the 20 Sell Price columns on inventory item grids, and the Unit and Extended Price columns on the sales order detail grid.

Select Warehouse When Adding To Order — When warehouses are enabled in the company, enabling this option will highlight the warehouse portion of the Part No value on sales order or purchase order details.

This is useful if item details typically will not all belong to the same warehouse, and some need to be edited. Disabling this option will highlight the item number portion of the Part No value for entry, which is most useful when all items typically belong to the warehouse selected on the Main tab.

Show Inactive Inventory — Allows the user to see inventory item records that have an Inactive status on the main Inventory grid and all item lookup grids in all modules. Inactive items will also be suppressed when using the Search box.

Transfer Inventory — Allows the user to access the Transfer button on the toolbar to process stock Transfer transactions.

View Average Cost — Allows the user to see the Average cost field on the Details tab of the item record, and the average cost and margin columns on all inventory item grids and the sales order detail grid.

View Count Variance — Allows the user to see the Expected Qty and Variance values when entering Inventory Count transactions.

View Current Cost — Allows the user to see the Current cost field on the Details tab of the item record, and the current cost and margin columns on all inventory item grids and the sales order detail grid.

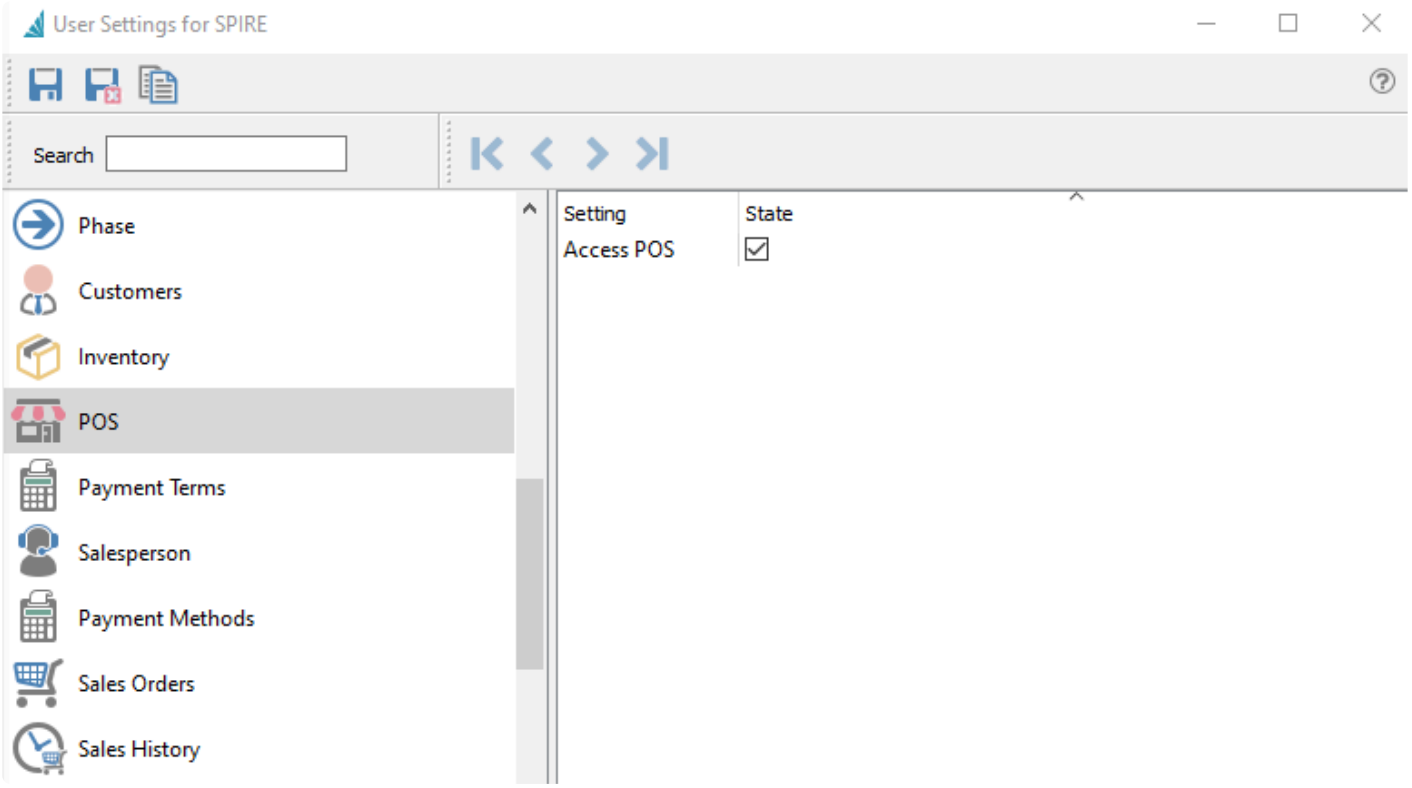
View Inventory Communications — Allows the user to view records on the Communications grid for the inventory item.

View Receipts — Allows the user to view the Receipts tab when editing an inventory item, which lists all purchase order Receipts, Adjustments, Transfers and Count changes.

View Standard Cost — Allows the user to see the Standard cost field on the Details tab of the item record, and the standard cost and margin columns on all inventory item grids and the sales order detail grid.

View Stock Summary — Allows the user to access the Show Stock button when editing a sales order, to display the quantities on hand, committed, available, backordered and on order for the highlighted item for every warehouse.

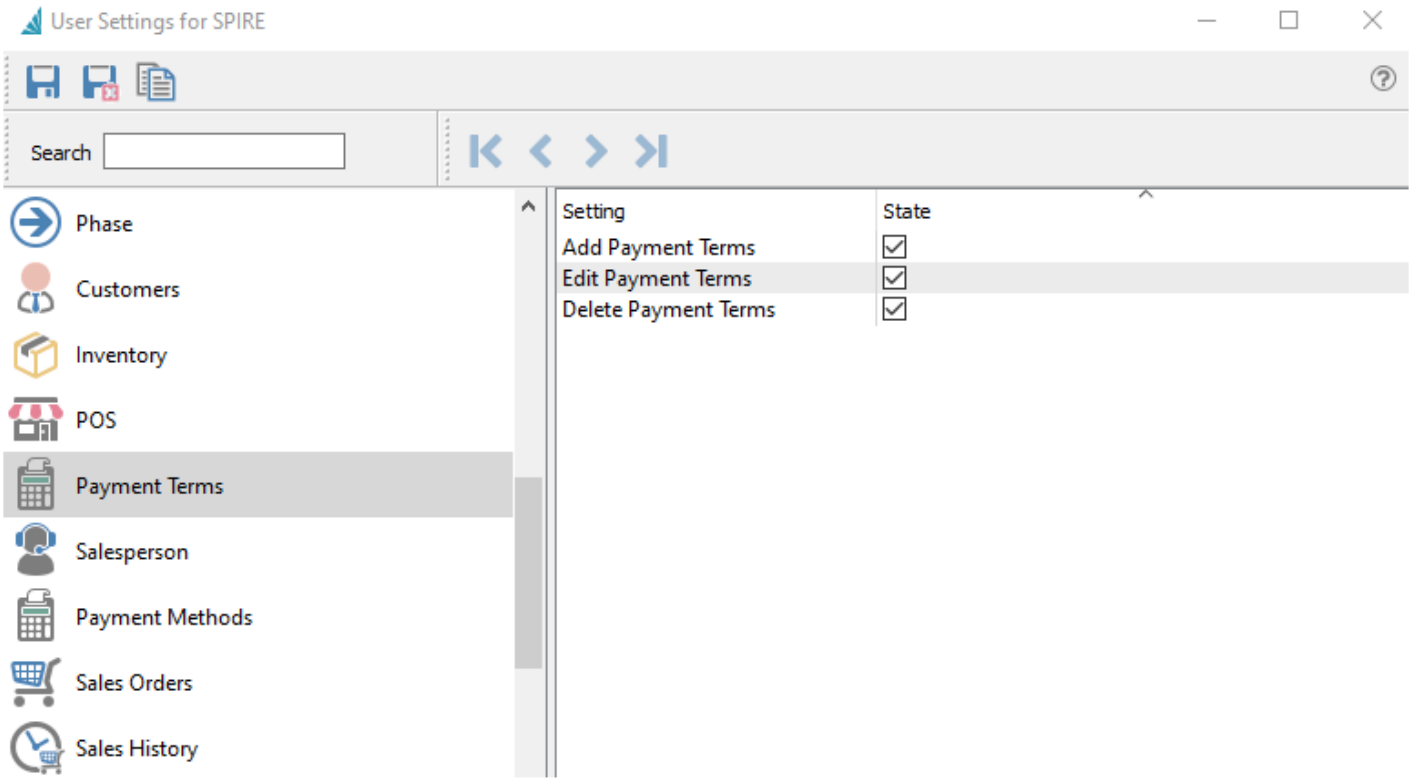
Point of Sale (POS)



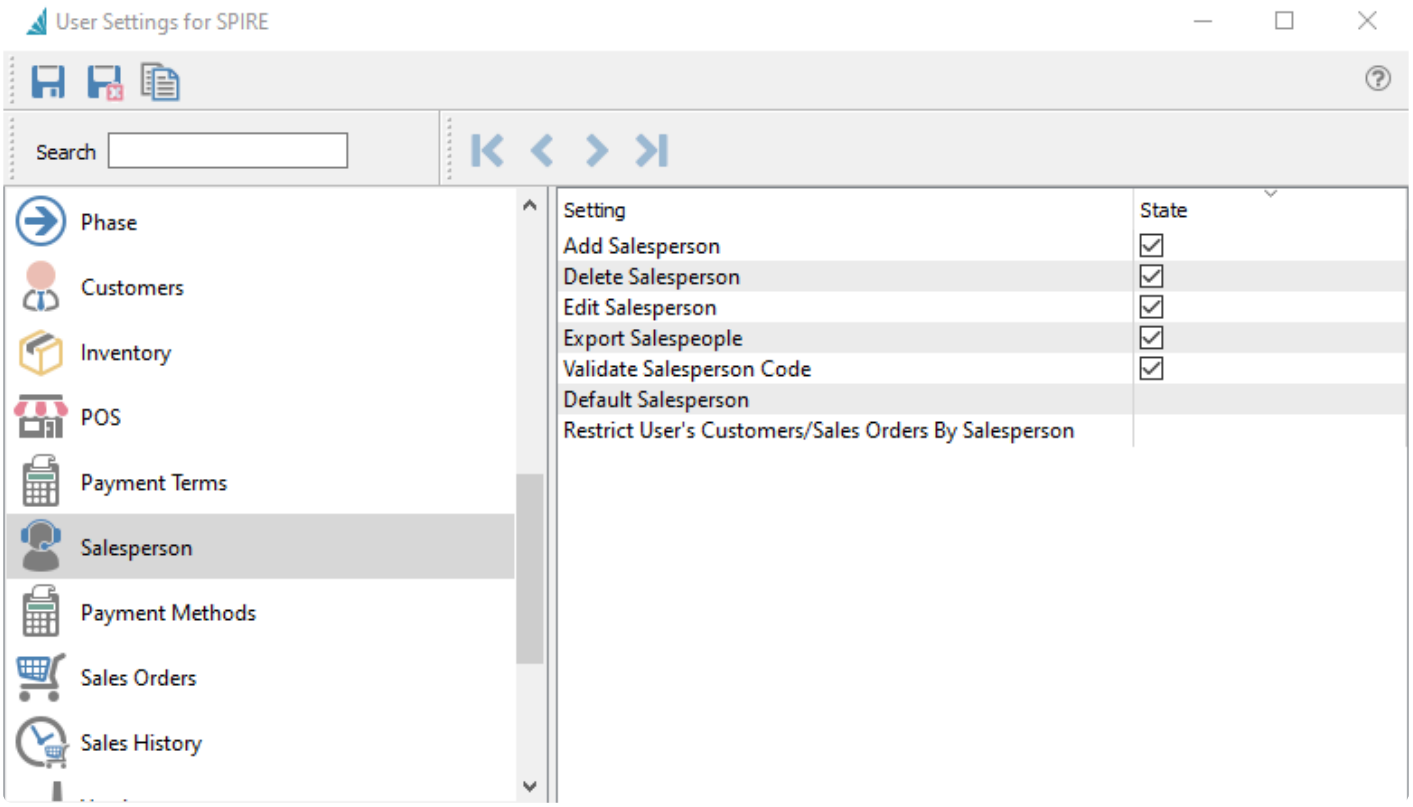
Access POS – Gives user access to the point of sale module

Payment Terms

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



Salesperson



Add Salesperson — Allow the user to create a new salesperson.

Edit Salesperson — Allow the user to make changes to existing salesperson records. If this option is disabled, the user can still view salesperson records.

Delete Salesperson — Allow the user to delete salesperson records.

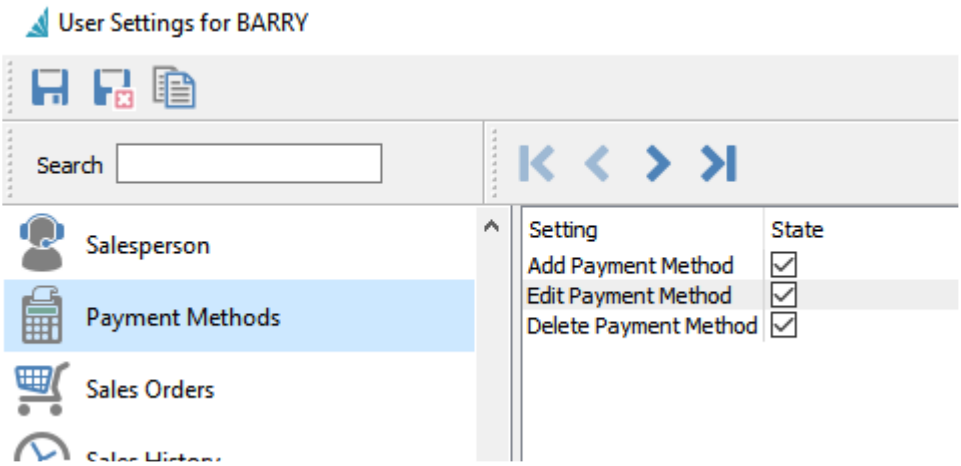
Export Salespeople — Allows the user to export the contents of the Salespeople grid to an external file.

Validate Salesperson Code – The salesperson that gets added to a customer or sales order must exist in the salesperson table. When this setting is enabled, while typing a value into a Salesperson field, the selection list will appear. If an invalid code was entered, exiting the field will clear the contents.

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/Sales Order By Salesperson – This setting restricts the user from seeing customers, sales orders and sales history only to that salesperson.

Payment Methods

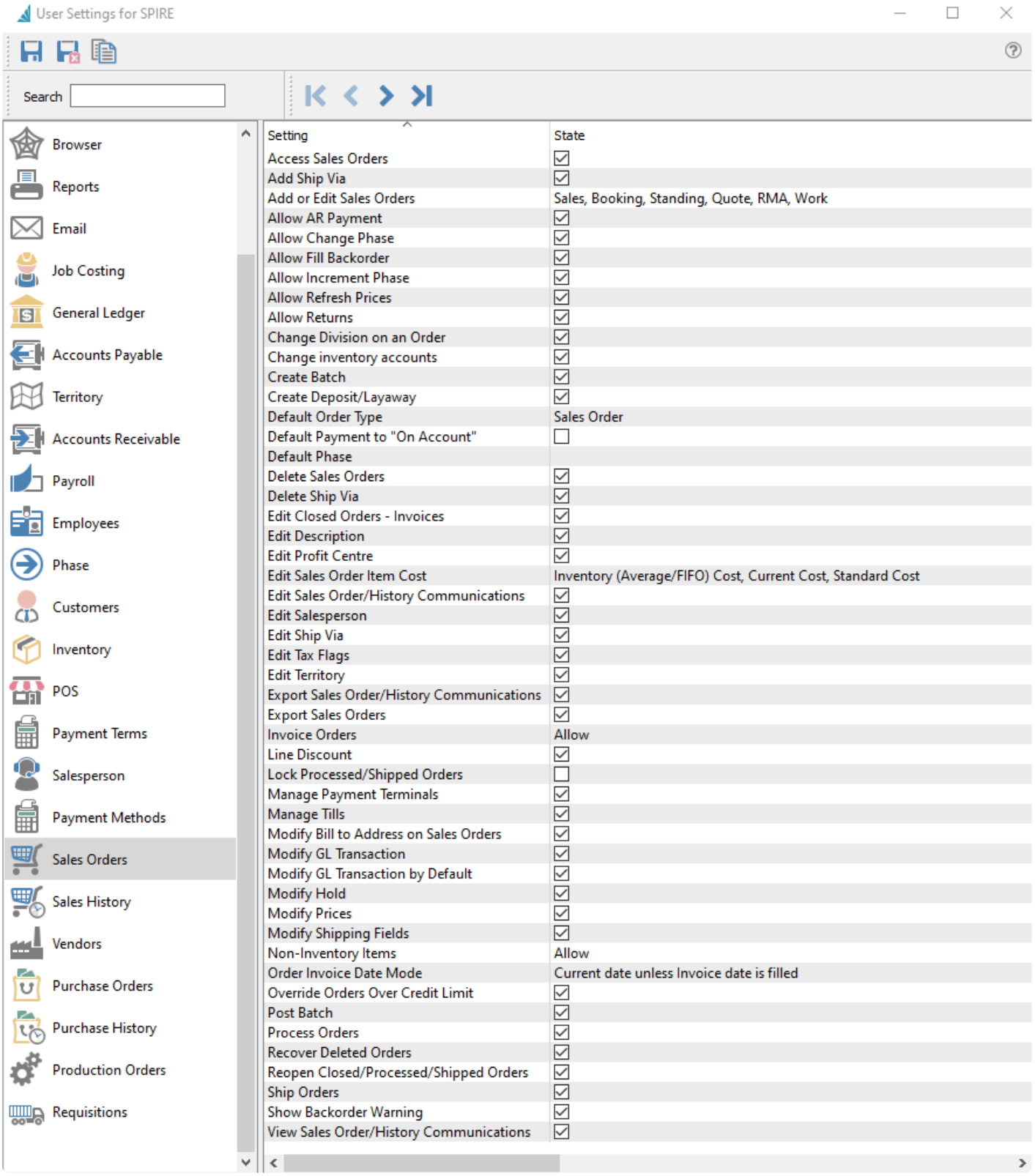


Add Payment Methods – User can add payment methods

Edit Payment Methods – User can edit payment methods

Delete Payment Methods – User can delete payment methods

Sales Order



Setting	State
Access Sales Orders	☑
Add Ship Via	☑
Add or Edit Sales Orders	Sales, Booking, Standing, Quote, RMA, Work
Allow AR Payment	☑
Allow Change Phase	☑
Allow Fill Backorder	☑
Allow Increment Phase	☑
Allow Refresh Prices	☑
Allow Returns	☑
Change Division on an Order	☑
Change inventory accounts	☑
Create Batch	☑
Create Deposit/Layaway	☑
Default Order Type	Sales Order
Default Payment to "On Account"	☐
Default Phase	
Delete Sales Orders	☑
Delete Ship Via	☑
Edit Closed Orders - Invoices	☑
Edit Description	☑
Edit Profit Centre	☑
Edit Sales Order Item Cost	Inventory (Average/FIFO) Cost, Current Cost, Standard Cost
Edit Sales Order/History Communications	☑
Edit Salesperson	☑
Edit Ship Via	☑
Edit Tax Flags	☑
Edit Territory	☑
Export Sales Order/History Communications	☑
Export Sales Orders	☑
Invoice Orders	Allow
Line Discount	☑
Lock Processed/Shipped Orders	☐
Manage Payment Terminals	☑
Manage Tills	☑
Modify Bill to Address on Sales Orders	☑
Modify GL Transaction	☑
Modify GL Transaction by Default	☑
Modify Hold	☑
Modify Prices	☑
Modify Shipping Fields	☑
Non-Inventory Items	Allow
Order Invoice Date Mode	Current date unless Invoice date is filled
Override Orders Over Credit Limit	☑
Post Batch	☑
Process Orders	☑
Recover Deleted Orders	☑
Reopen Closed/Processed/Shipped Orders	☑
Ship Orders	☑
Show Backorder Warning	☑
View Sales Order/History Communications	☑

Access Sales Orders – Allows the user to open the Sales Order module.

Add Ship Via – Allows the user to create new Shipping Method records.

Add or Edit Sales Orders – Allows the user to create or modify Sales orders with selected types. Editing an order with a disallowed type will open the order in read-only mode. The choices for order types are:

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

Allow AR Payment – Allows the user to make a payment on account from the AR Payment button. Disabling this option does not prevent the user from assigning Deposits or Payments on specific sales orders.

Allow Change Phase – Allows the user to edit the phase field in the Order Details section of the Main tab. Disabling this option does not prevent the user from changing the phase with the Next Phase button, as that is controlled with a different user setting.

Allow Fill Backorder – Allows the user to click the 'Fill Backorders' button for all selected orders from the order list, or any of the Fill Backorders processes when editing a sales order. Disabling this option does not prevent the user from manually editing the Ship Qty on individual sales order details.

Allow Increment Phase – Allows the user to update the phase field to the next phase in sequence by clicking the Next Phase button, either from the Sales Order list or when editing a sales order. Disabling this option does not prevent the user from changing the phase directly, as that is controlled with a different user setting.

Allow Refresh Prices – Allows the user access to the refresh price function, from the Prices button when editing a sales order.

Allow Returns – Allows the user to enter a negative Order Quantity value on sales order details, for the purpose of creating an item return.

Change Division on an Order – If multiple Divisions are enabled, the user is allowed to edit the Division field in the Order Details section of the Main tab.

Change Inventory Accounts – Allows the user to see the Ledger account columns on the sales order detail grid and edit values. When this option is disabled, the account columns are hidden.

Create Batch – If Batch Invoicing is enabled, the user is allowed to access to the Create Batch selection from the Batch button on the sales order list.

Create Deposit / Layaway – Allows the user to add a Deposit payment from the Deposit button when

editing a sales order. Disabling this option does not prevent the user from including a payment with an invoice or processing an order with a deposit already assigned.

Default order type – When creating a new sales order, the initial order type is set as the selection from:

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

Default payment to 'On Account' – When creating an invoice for a sales order, the user will not be prompted for the payment method, unless there is a credit limit condition that requires a payment to be included.

Default Phase – The initial phase field value when creating a new sales order.

Delete Sales Order – Allows a user to delete sales orders. Note that when Processed or Shipped orders are locked, deleting these orders is not possible.

Delete Ship Via – Allows the user to delete shipping method records. Shipping methods assigned as defaults to customers cannot be deleted.

Edit Closed Orders/Invoices – When batch invoicing is enabled, the user is allowed to edit and saved values on Closed orders where an invoice number has been assigned.

Edit Description – Allows the user to change the default inventory description on a sales order line.

Edit Profit Center – Allows the user to edit the profit center field in the Order Details section of the Main tab when editing a sales order.

Edit sales order item cost – Allows the user to edit the cost values on sales order details. CAUTION – Allowing this setting overrides the cost from inventory, therefore putting the GL out of balance with the inventory. Select any or all cost columns:

- Inventory (Average/FIFO) Cost
- Current Cost
- Standard Cost

Edit Sales order/History Communications – Allows the user to add or edit records on the Communications grid for Sales Orders or Sales History invoices.

Edit Salesperson – Allows the user to change the salesperson field value on the Main tab when editing an order.

Edit Ship Via – Allows the user to modify shipping method records.

Edit Tax Flags – Allows the user to change the tax and partial tax statuses on sales order details.

Edit Territory – Allows the user to change the territory field value on the Main tab when editing an order.

Export Sales order/History Communication – Allows the user to export the contents of the Communications grid for Sales Orders or Sales History invoices to an external file.

Export Sales Orders – Allows the user to export the contents of the Sales Orders grid to an external file.

Invoice Orders – Allow the user to create an invoice for an order. Choose from:

- Allow – The Invoice toolbar button is active and invoicing is always allowed. This also allows the user to authorize a credit check override, either when they are posting an invoice or when a different user wants to post an invoice and does not have this Allow setting enabled.
- Disallow – The Invoice toolbar button is disabled on the Sales Order List and within editing a sales order.
- Disallow Over Limit – The Invoice toolbar button is active, but the user cannot post the invoice if the customer is over their credit limit, unless a full payment is included.

Line Discount – Allows the user to edit the Discount % value on sales order details. Disabling this option does not prevent changing the discount percentage in the sales order footer.

Lock processed/Shipped orders – Prevents the user from editing an order with either a Processed or Shipped status. This setting will take precedence over the same option defined in Company Settings.

Manage Payment Terminals – Allows the user to create, modify and delete Payment Terminal records. When this option is disabled, the Payment Terminals section from the Sales top menu will be inactive.

Manage Tills – Allows the user to create, modify and delete Till records. When this option is disabled, the Tills section from the Sales top menu will be inactive.

Modify Bill to address on a sales order – Allows the user to change any of the information on the Bill To address tab when editing a sales order.

Modify GL Transaction – Allows the user to modify the GL transaction account or amounts as part of the posting process. If amounts are changed, the entry still requires debits to equal credits. An arrow appears next to the Post button to select Post and Review GL. Some information such as the Accounts Receivable control account cannot be modified.

Modify GL Transaction by Default – The Post button is changed to Post and Review GL. An arrow appears next to this button to select Post, without the ability to change Ledger accounts or amounts.

Modify Hold – Allows the user to click the Hold button for all selected orders from the order list, or when

editing a sales order.

Modify Prices – Allows the user to edit the Unit price and Extended price values on sales order details. In addition, changes to values for Average, Current and Standard Margins cannot be saved as this would indirectly change the price amounts.

Modify Shipping Fields – Allows the user to modify fields in the Shipping area of the Main tab when editing a sales order. (Ship Via, FOB, Carrier, Ship Date, Tracking number, Ship to, Ship quantity) when Sales orders are not not selected as available for editing..

Non-Inventory items – When entering item codes onto sales orders that do not exist in the Inventory item list, the user can be set to:

- Disallow – The entered value will immediately be cleared.
- Prompt – Presented with a screen asking to continue with non-inventory item or Browse the Inventory item list, in case of an accidental entry error.
- Allow – The entered value will be accepted, and the next information for this non-inventory item can be entered.

Order Invoice Date mode – When creating an invoice for an order, determine the invoice date by:

- Always Current Date – The system date is used as the invoice date, which is not changeable while editing a sales order.
- Current Date Unless Invoice Date is Filled – The system date is used unless an invoice date was already entered into the field.
- Ask for the Date Unless Invoice Date is Filled – A warning message will appear if the Invoice Date field is blank, and continuing will put the focus on the invoice date field for entry.

Override orders over credit limit – Allows the user to authorize a credit override if the customer is over their credit limit, if either Company Setting for ‘Check credit when saving’ or ‘Check credit limit when processing orders’ are enabled and the respective function was being done on the order. Security access to overriding credit check failure when posting an invoice is not controlled by this option, but instead the ‘Invoice Orders’ setting.

Post Batch – If Batch Invoicing is enabled, the user is allowed to post Open batches on the batch list screen, accessible from the Batch button on the sales order list.

Process Orders – Allows the user to assign the Processed status to Open Orders, using the Process toolbar button either with the Sales Order list or when editing a sales order, if this status is configured as available in Company Settings. Often this status is used for printing the picking slip.

Recover Deleted Orders – Allows the user to access the Recover Deleted function from the Sales top menu, that brings up a list of deleted sales orders to restore from.

Reopen Closed/Processed/Shipped Orders – Allows the user to re-assign the Open status to Orders from

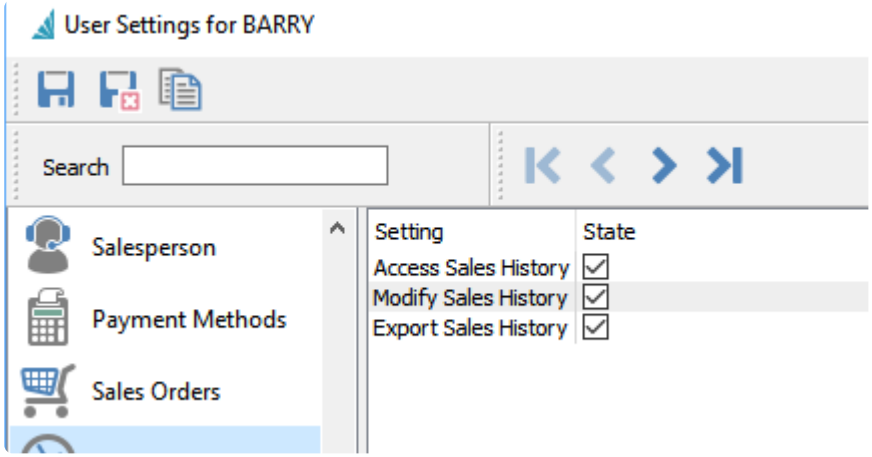
either the Processed, Shipped or Closed statuses, using the Reopen Order toolbar button either with the Sales Order list or when editing a sales order. Usually this status reset is to allow making changes and re-processing the order before it is invoiced.

Ship Orders – Allows the user to assign the Shipped status to Open or Processed Orders, using the Ship toolbar button either with the Sales Order list or when editing a sales order, if this status is configured as available in Company Settings. Often this status is used for printing the packing slip.

Show Back Order Warning – Warns the user when a new item item is added to a sales order that insufficient quantity is on and and the remainder is back ordered. When this option is disabled, no prompt is presented and the item is silently backordered with the same value.

View Sales order/History communications – Allows the user to view records on the Communications grid for Sales Orders or Sales History invoices.

Sales History

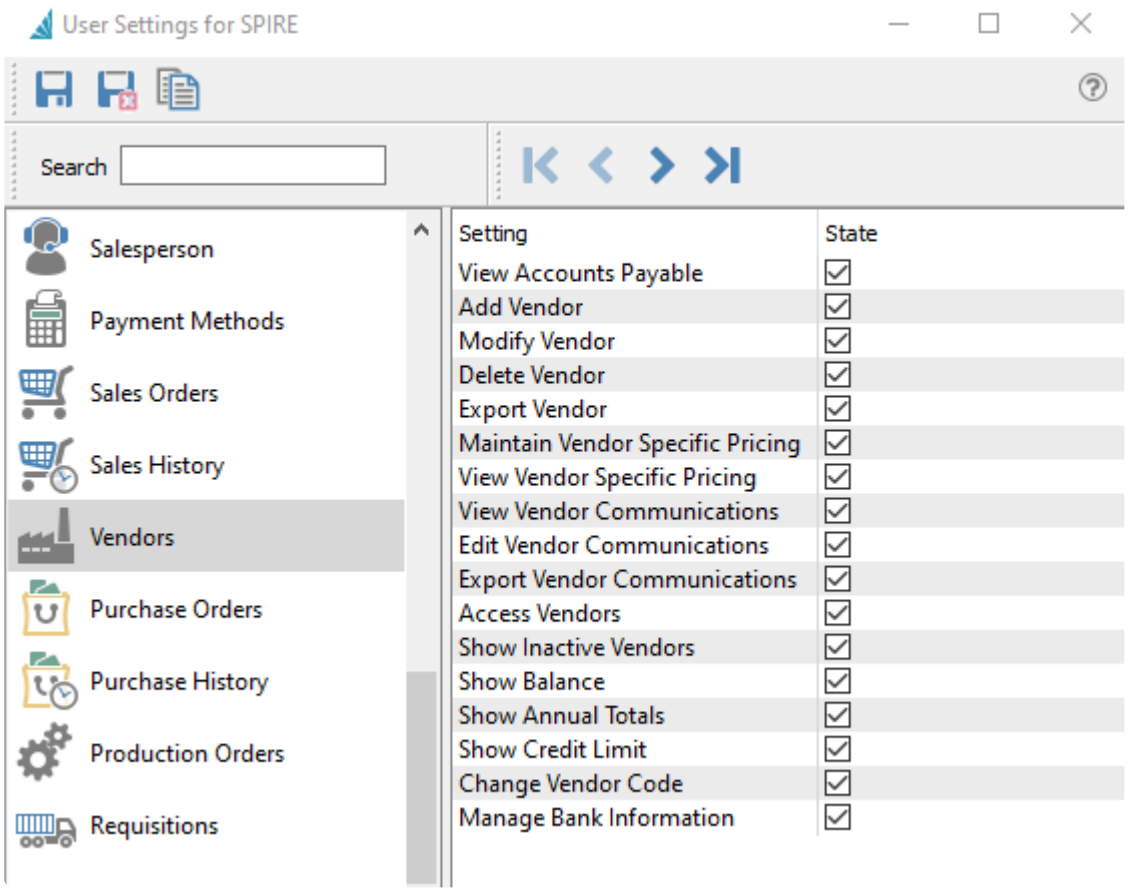


Access – Allows the user to open the Sales History module. In addition, records on the Sales History tab when editing a sales order or the Sales / Invoices tab when editing a customer will be hidden from display.

Modify – Can change non-financial information on a posted invoice, by viewing the transaction and clicking the Edit button on the toolbar.

Export – Allows the user to export the contents of the Sales History grid to an external file.

Vendors



View Accounts Payable — Allows the user to see the customer's outstanding transactions on the Accounts Payable tab when editing the customer. The ability to create entries is controlled by another User Setting for Accounts Payable.

Add Vendor — Allows the user to create new vendor records, either from the New button or from copying existing vendors.

Modify Vendor – Allows the user to make and save changes to vendor records. Some specific changes to vendors are controlled by other User Settings.

Delete Vendor — Allows the user to delete customer records. Vendors with an outstanding balance cannot be deleted.

Export Vendor — Allows the user to export the contents of the Vendor grid to an external file.

Maintain Vendor Specific Pricing — Allows the user to add, modify or delete special prices on the Vendor Prices tab when editing a vendor.

View Vendor Specific Pricing — Allows the user to access the Vendor Prices tab when editing a vendor,

to add, modify or delete special prices. Disabling this option hides the Vendor Prices tab.

View Vendor Communications — Allows the user to view records on the Communications grid for the vendor.

Edit Vendor Communications — Allows the user to add or edit records on the Communications grid for the vendor.

Export Vendor Communications — Allows the user to export the contents of the Communications grid for the vendor to an external file.

Access Vendors — Allows the user to open the Vendors module.

Show Inactive Vendors — Allows the user to see vendor records that have an Inactive status on the main Vendors grid and all vendor lookup grids in all modules. Inactive vendors will also be suppressed when using the Search box.

Show Balance — When set, the user can see the Balance field value on the Statistics tab of the vendor's record, and as a column on all vendor record grids. Generally if access is disabled for this field, then access to viewing and opening Accounts Payable is also disabled.

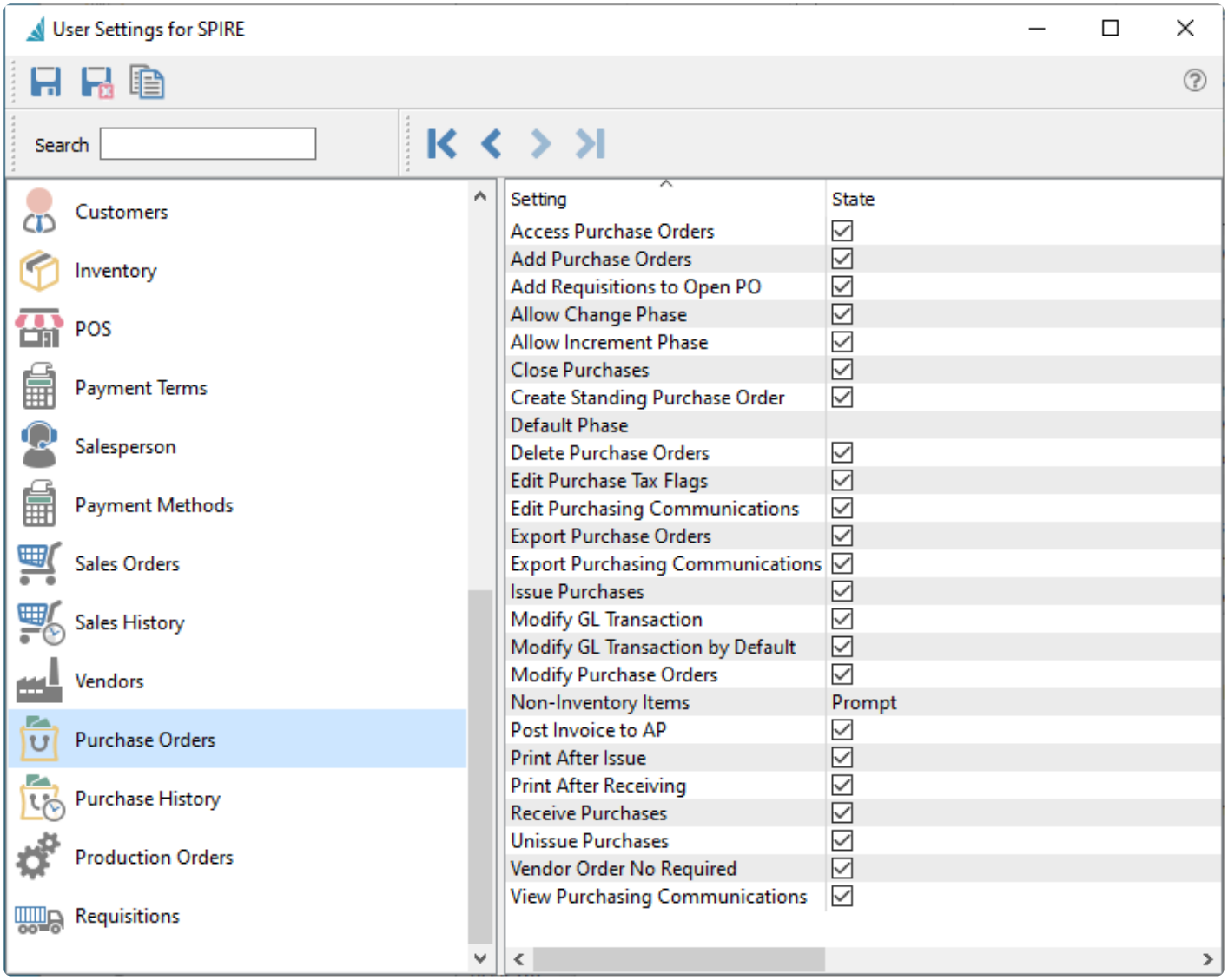
Show Annual Totals — When set, the user can see the yearly purchase field value on the Statistics tab of the vendor's record, and as columns on all vendor record grids.

Show Credit Limit — When set, the user can see both the Credit Limit type and the limited credit value on the Billing tab of the vendor's record.

Change Vendor Code — Allows the user to access and use the Vendor Code Change function from the Vendors top menu. If this option is disabled, the Apply button is unavailable to click.

Manage Bank Information – When set, the user can see and edit all the fields in the Bank Information area on the Billing tab of the vendor's record, used for EFT payments and other electronic banking.

Purchase Orders



Access Purchase Orders – Allows the user to open the Purchases module.

Add Purchase Orders – Allows the user to create new purchase orders, either from the New button or from copying existing POs.

Add Requisitions to Open PO – Processed Requisitions are added to the oldest open purchase order for each vendor, instead of creating a new PO.

Allow Change Phase – Allows the user to edit the phase field in the Order Details section of the Main tab. Disabling this option does not prevent the user from changing the phase with the Next Phase button, as that is controlled with a different user setting.

Allow Increment Phase – Allows the user to update the phase field to the next phase in sequence by clicking the Next Phase button, either from the Purchases list or when editing a purchase order. Disabling

this option does not prevent the user from changing the phase directly, as that is controlled with a different user setting.

Close Purchases – Allows the user to close invoiced purchase orders to Purchase History.

Create Standing Purchase Order – Allows the user choose the Standing status when creating or editing a purchase order.

Default Phase – The initial phase field value when creating a new purchase order.

Delete Purchase Order – Allows a user to delete sales orders. Note that when POs are Issued or Received orders, deleting is not possible.

Edit Purchase Tax Flags – Allows the user to change the tax and partial tax statuses on purchase order details.

Edit Purchasing Communications – Allows the user to add or edit records on the Communications grid for Purchases or Purchase History receipts.

Export Purchase Orders – Allows the user to export the contents of the Purchases grid to an external file.

Export Purchasing Communications – Allows the user to export the contents of the Communications grid for Purchases or Purchase History receipts to an external file.

Issue Purchases – Allows the user to assign the Issued status to purchase orders, using the Issued toolbar button when editing a purchase order. Often this status is used for sending the PO to the vendor.

Modify GL Transaction – Allows the user to modify the GL transaction account or amounts as part of the posting process. If amounts are changed, the entry still requires debits to equal credits. An arrow appears next to the Post button to select Post and Review GL. Some information such as the Accounts Receivable control account cannot be modified.

Modify GL Transaction by Default – The Post button is changed to Post and Review GL. An arrow appears next to this button to select Post, without the ability to change Ledger accounts or amounts.

Modify Purchase Orders – Allows the user to make and save changes to purchase orders. Some specific changes to POs are controlled by other User Settings.

Non-Inventory items – When entering item codes onto sales orders that do not exist in the Inventory item list, the user can be set to:

- Not Allowed – The entered value will immediately be cleared.
- Prompt – Presented with a screen asking to continue with non-inventory item or Browse the Inventory item list, in case of an accidental entry error.
- Okay – The entered value will be accepted, and the next information for this non-inventory item can

be entered.

Post Invoice to AP – After receiving quantity, the user will automatically be prompted to create a vendor invoice.

Print After Issue – Allows the user to print or email purchase orders immediately after the PO status is set to Issued.

Print After Receiving –Allows the user to print the receiving report immediately after the PO status is set to Received.

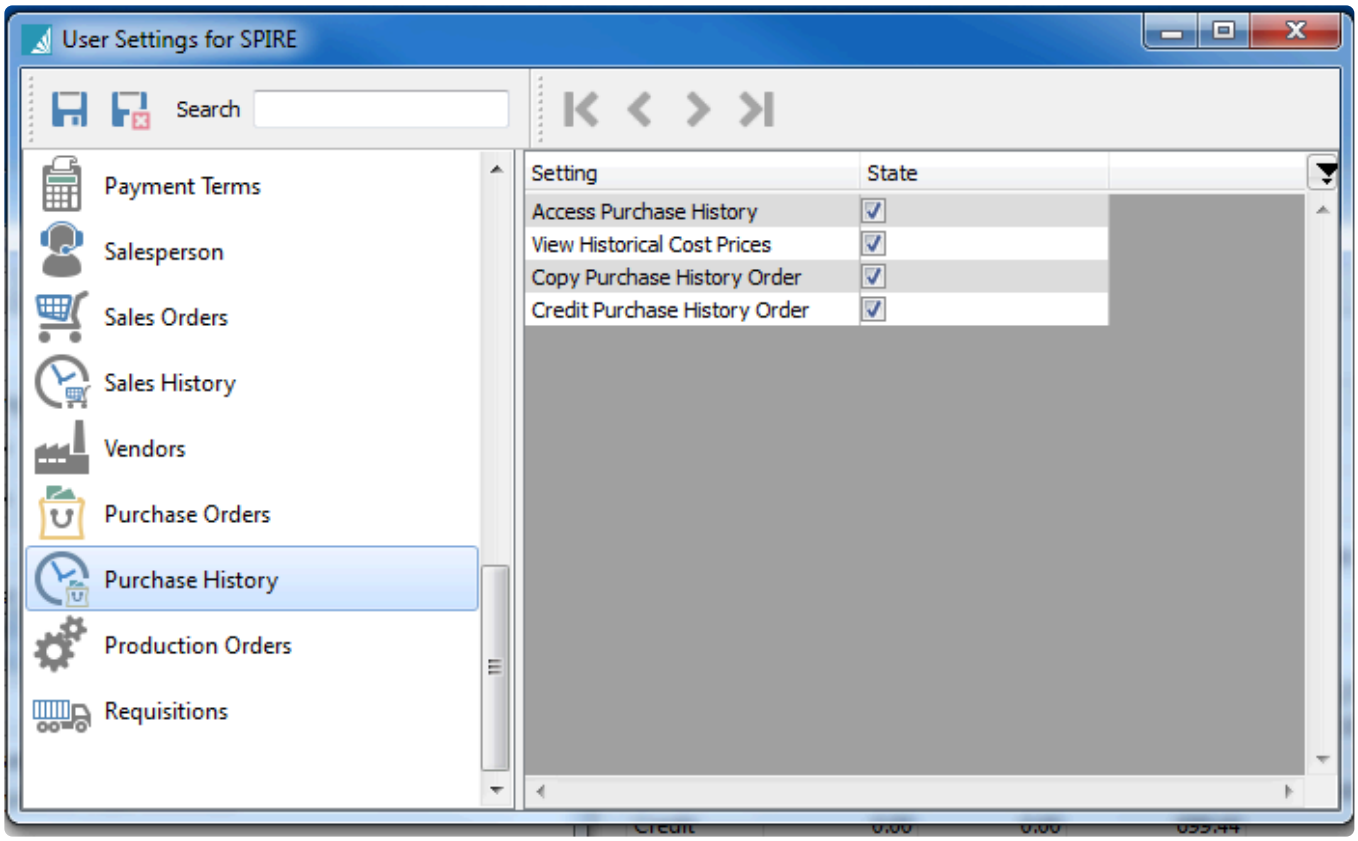
Receive Purchases – Allows the user to assign the Received status to purchase orders after Receive Quantities have been entered, using the Receive toolbar button while editing a purchase order.

Unissue Purchases – Allows the user to re-assign the Open status to Purchases from either the Issues or Received statuses, using the Unissue toolbar button when editing a purchase order. Usually this status reset is to allow making changes and re-processing the PO before it is invoiced and closed.

Vendor Order No Required – Purchase orders will not be able to be saved without a vendor order number.

View Purchasing Communications – Allows the user to view records on the Communications grid for Purchases or Purchase History receipts.

Purchase History



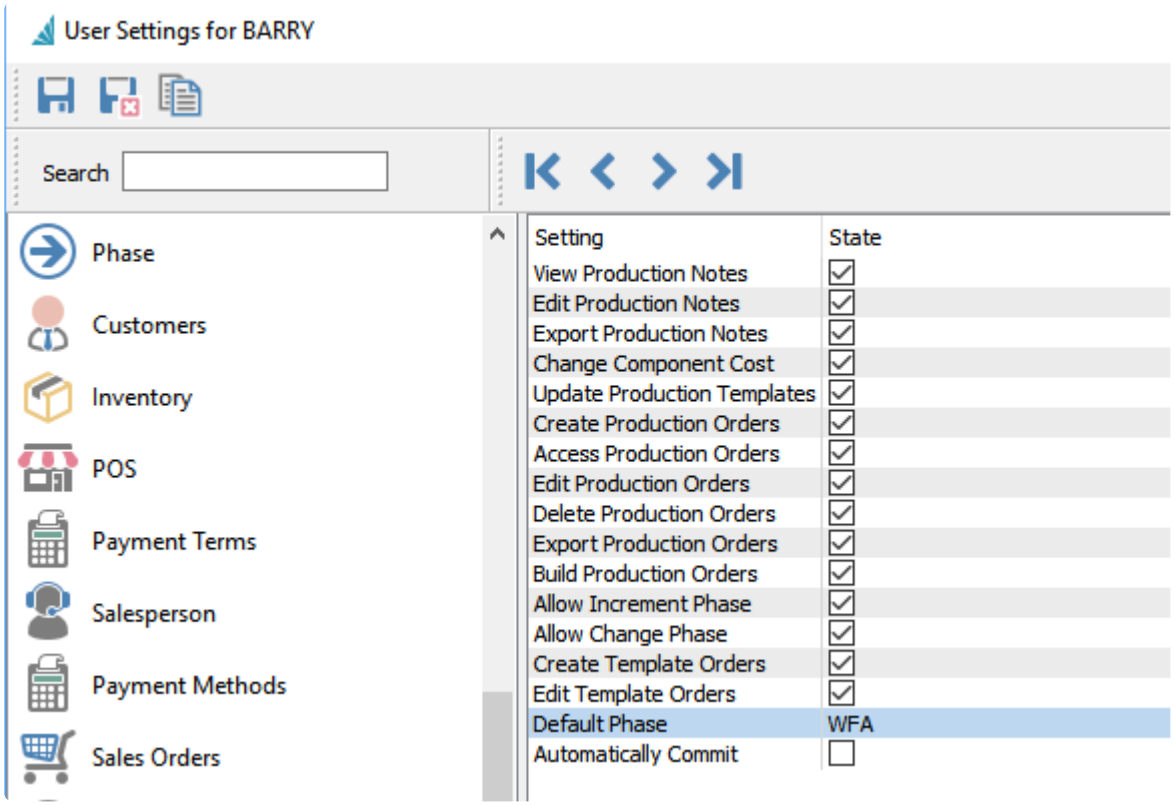
Access Purchase History – Allows the user to open the Purchase History module. In addition, records on the Purchasing / History tab when editing a vendor will be hidden from display.

View Historical Cost Prices – Allow the user to see the Unit Price and Extended Price columns on purchase details grid when viewing a historical purchase order. Note that the subtotal and total cost amounts are not suppressed, only the detail cost amounts are.

Copy Purchase History Order – Allows the user to click the Copy button when viewing a historical purchase order to create a new purchase order.

Credit Purchase History Order – Allows the user to click the Credit button when viewing a historical purchase order to create a new purchase order with negative order quantities.

Production Orders



View Production Notes – Allows the user to view records on the Communications grid for Production Orders or Production History invoices.

Edit Production Notes – Allows the user to add or edit records on the Communications grid for Production Orders or Production History invoices.

Export Production Notes – Allows the user to export the contents of the Communications grid for Production Orders or Production History invoices to an external file.

Change Component Cost – Allows the user to edit the unit cost of component items in the grid.

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

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

Create Production Orders – Allows the user to create new Production orders from the Orders tab.

Access Production Orders – Allows the user to open the Production Order module.

Edit Production Orders – Allows the user to edit and save Production orders from the Orders tab.

Delete Production Orders – Allows a user to delete Production orders from the Orders tab.

Export Production Orders – Allows the user to export the contents of the Production Orders grid to an external file.

Build Production Orders – Allows the user to build production orders by clicking the Build button, either from the Production Order list or when editing a production order.

Allow Increment Phases – Allows the user to update the phase field to the next phase in sequence by clicking the Next Phase button, either from the Production Order list or when editing a production order. Disabling this option does not prevent the user from changing the phase directly, as that is controlled with a different user setting.

Allow Change Phase – Allows the user to edit the phase field in the Order Information section of the Main tab. Disabling this option does not prevent the user from changing the phase with the Next Phase button, as that is controlled with a different user setting.

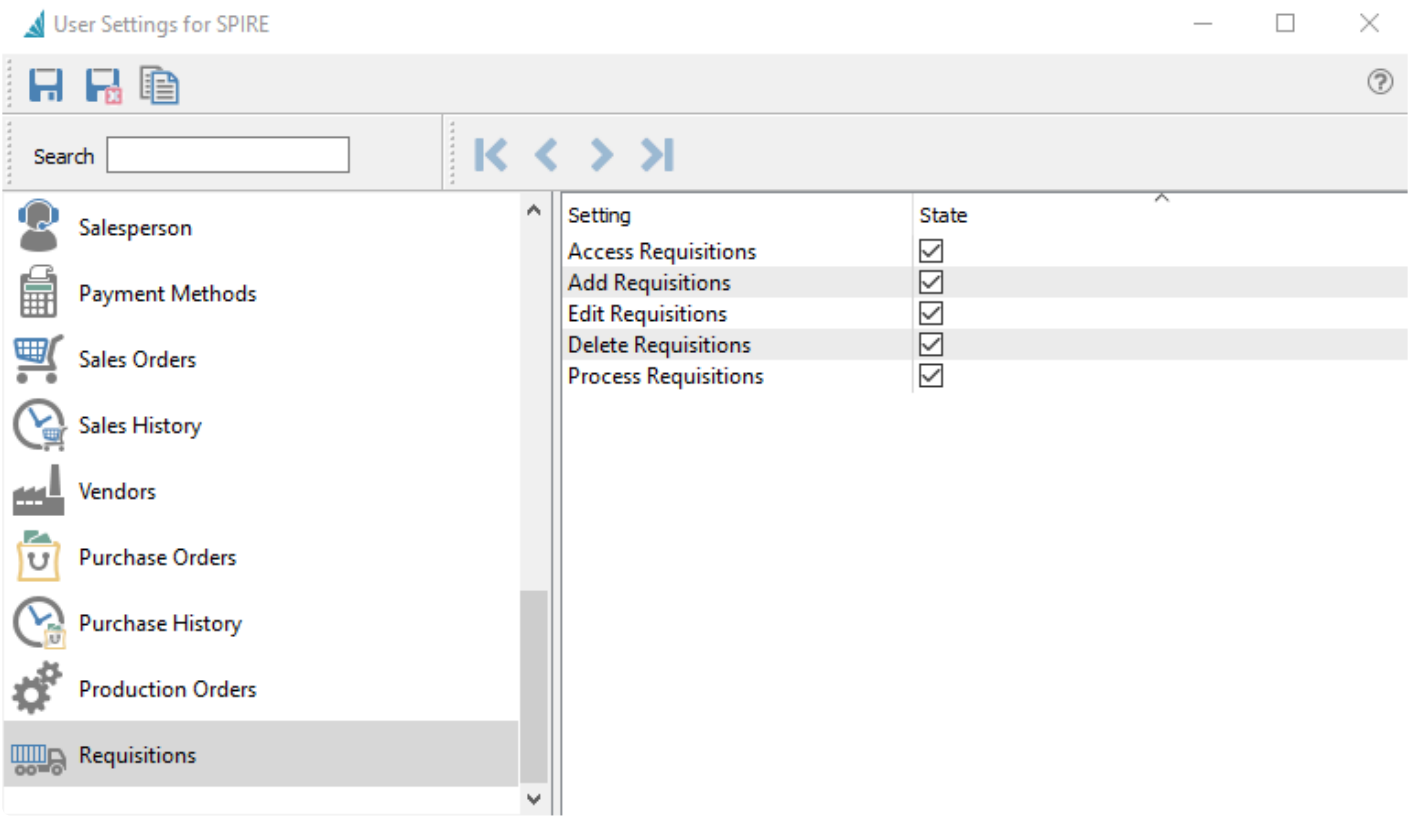
Create Template Orders – Allows the user to create new Production orders from the Templates tab.

Edit Template Orders – Allows the user to edit and save Production orders from the Templates tab.

Default Phase – The initial phase field value when creating a new production 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 – Allows the user to open the Requisitions module.

Add Requisitions – Allows the user to create requisitions from the Inventory item list or from editing a Sales order or Production order.

Edit Requisitions – Allows the user to change values on the Requisitions list and save them.

Delete Requisitions – Allows a user to delete requisitions.

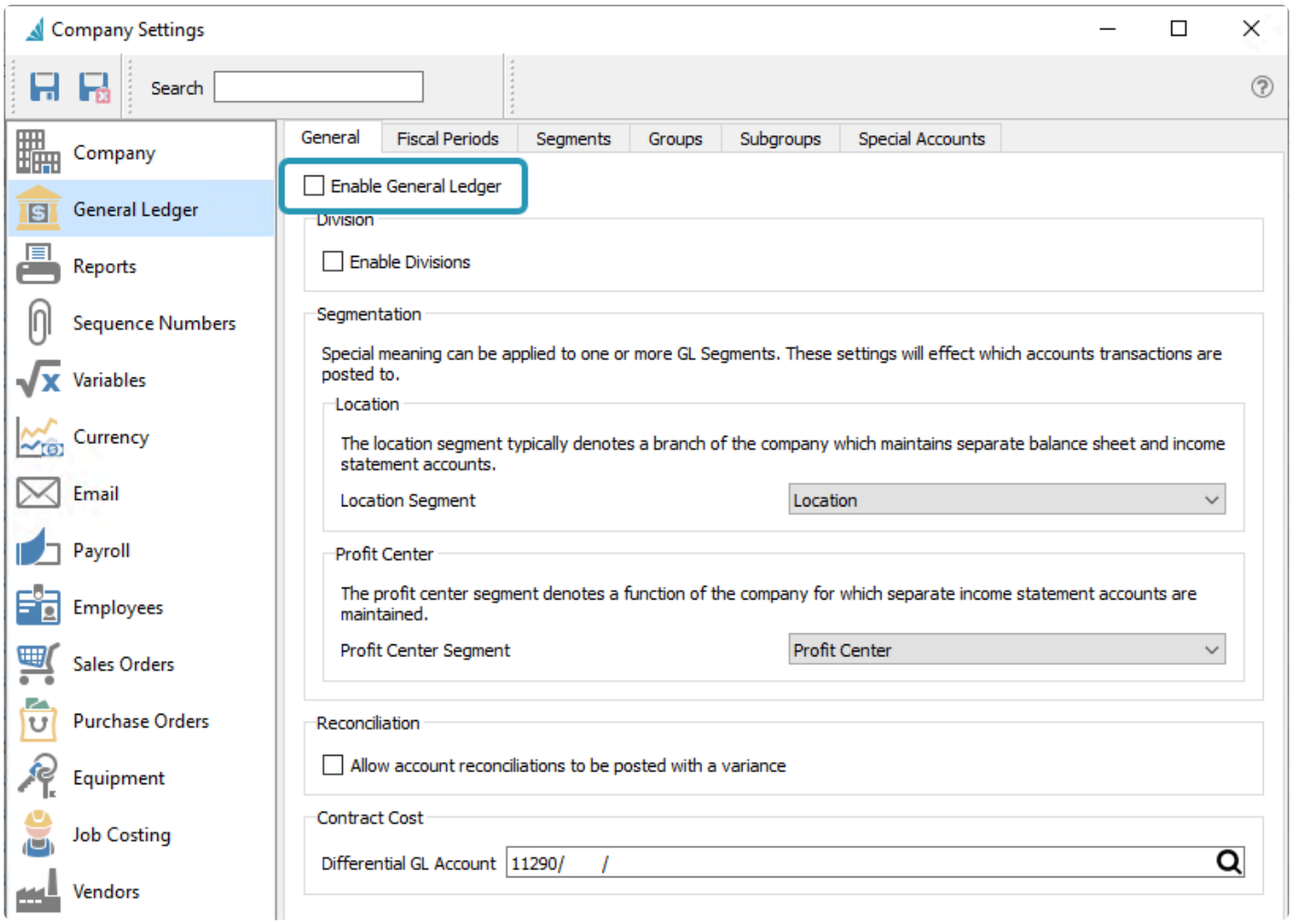
Process Requisitions – Allows a user to click the Process button on the toolbar, to create new purchase orders from highlighted requisitions.

Opening Balances

When you first start using Spire and the company data is not being migrated from another product, the GL and sub ledgers require opening balances to initialize the data. Each of the sub ledgers need to balance to the General Ledger, and all account debits and credits must net to zero.

For instance, if the Inventory that is entered or imported has a value of $1,000,000, then all Inventory GL accounts need to total to $1,000,000.

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



The following topics contain instruction on entering opening balances for various specific modules.

General Ledger

The easiest way to enter the general ledger opening balance is to enter it as one large journal entry. You may wish to include a memo such as “Starting Open Balance” to identify this. In order to be able to post opening balances to control accounts, Company Settings must have the GL disabled.

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

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

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

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

Accounts Payable

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

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

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

Opening Balance entries should include at least the following, which is the minimum required to make sure that the data is aged properly.

- Invoice Number
- Date
- Amount

The date cannot be earlier than the first fiscal period available for posting. Usually when starting new company data, that date is at least one year prior. If the date of the invoice is older than that, just use the earliest date possible so that the aging will be at the maximum value from Company Settings / Accounts Payable / Aging Periods.

Optionally you should also include:

- PO number
- Terms
- Due Date
- Memo

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

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

Accounts Receivable

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

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

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

Opening Balance entries should include at least the following, which is the minimum required to make sure that the data is aged properly.

- Invoice Number
- Date
- Amount

The date cannot be before that first fiscal period available for posting. Usually when starting new company data, that date is at least one year prior. If the date of the invoice is older than that, just use the earliest date possible so that the aging will be at the maximum value from Company Settings / Accounts Receivable / Aging periods.

Optionally it should also include:

- PO number
- Terms
- Memo

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

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

Inventory

For inventory opening balances, they could be imported as part of the initial company setup. However this is not a desirable method because there is no way to see what the opening balance was at the start.

The best way to get the opening balance for inventory is to start by importing the Inventory part numbers from a spreadsheet, without the quantities and cost balances. Then on the go live date, and before posting anything that involves inventory, import the inventory count as an “Inventory Adjustment” to populate item quantities and costs.

Include the following in the spreadsheet:

- Warehouse
- Part number
- Count
- Memo

The memo should contain text such as “Opening Balance” to identify these transactions.

Once imported the results can be reviewed, and when verified as correct they can be posted.

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

Lot/Serial Number Opening Balances

If you had not previously used lot or serial numbers, and you have on hand balances of items that you now want to track, follow this procedure.

- Use inventory adjustments to bring the balance of these items to zero.
- Edit each item and change the type to be Lot Numbered or Serialized as required.
- Receive the items to restore items back to the original and correct balance.

The above procedure will perform a journal entry for the 2 receipts but they will net to zero as long as the cost of the item does not change before doing the second receipt.

Payroll

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

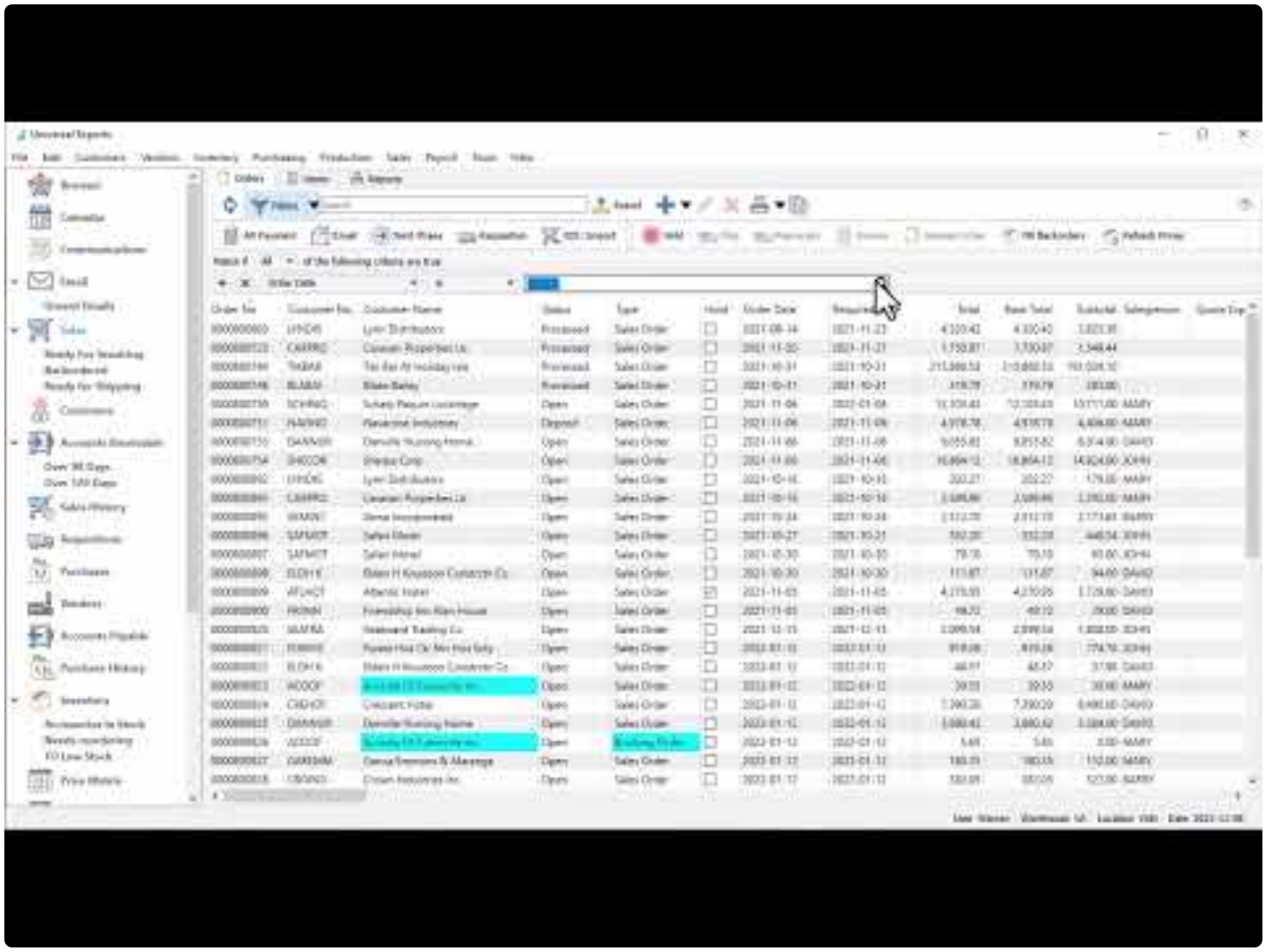
If the company is going live in any month except January first then they must also post a timecard to each employee for the total year to date from their old system. Before posting be sure to edit the taxes, deductions and benefits to match what was historically posted.

Optionally each timecard can be posted separately.

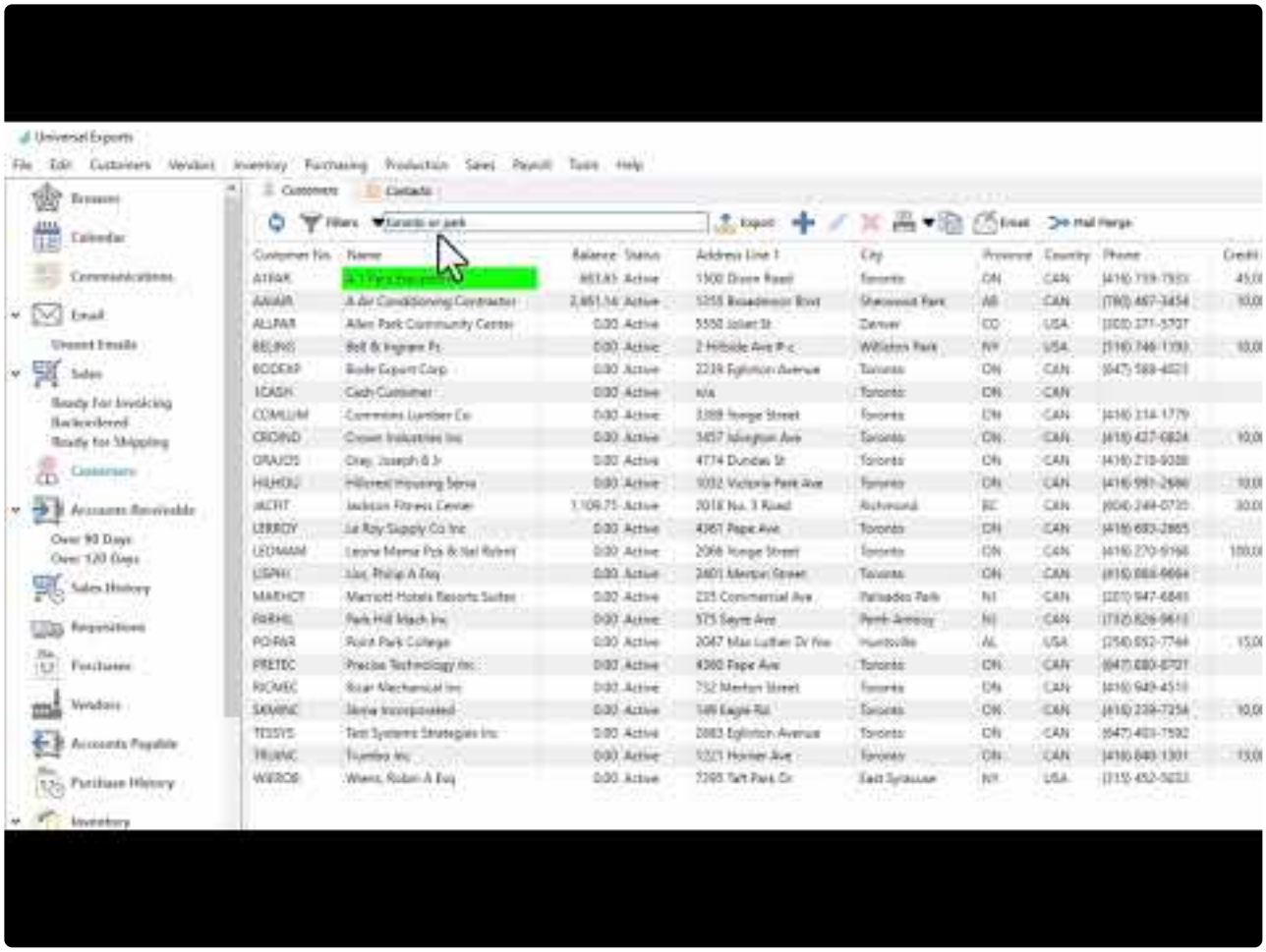
Filters/Searches/Exports

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

Video instruction – Filters & Searches



https://www.youtube.com/embed/0O-RRCfbWAg?rel=0



https://www.youtube.com/embed/vIO6_i2FbEc?rel=0

Filters

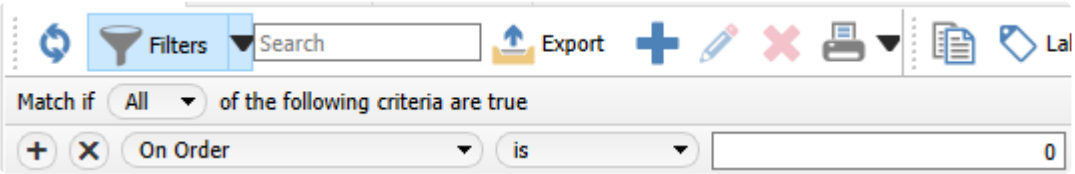
Filters are used to display only those records on the grid that match data values you determine. Filters can be saved for future use, including the columns selected, the column position and the sort order.

Useful Filter Examples

- **Inventory requires ordering** – *Filter* = “Suggested Qty” is not 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 30%** – *Filter* = “GP %(Average) is less than 30
- **Purchase orders received in full** – *Filter* = “Remaining Amount” is 0

Creating a New Filter

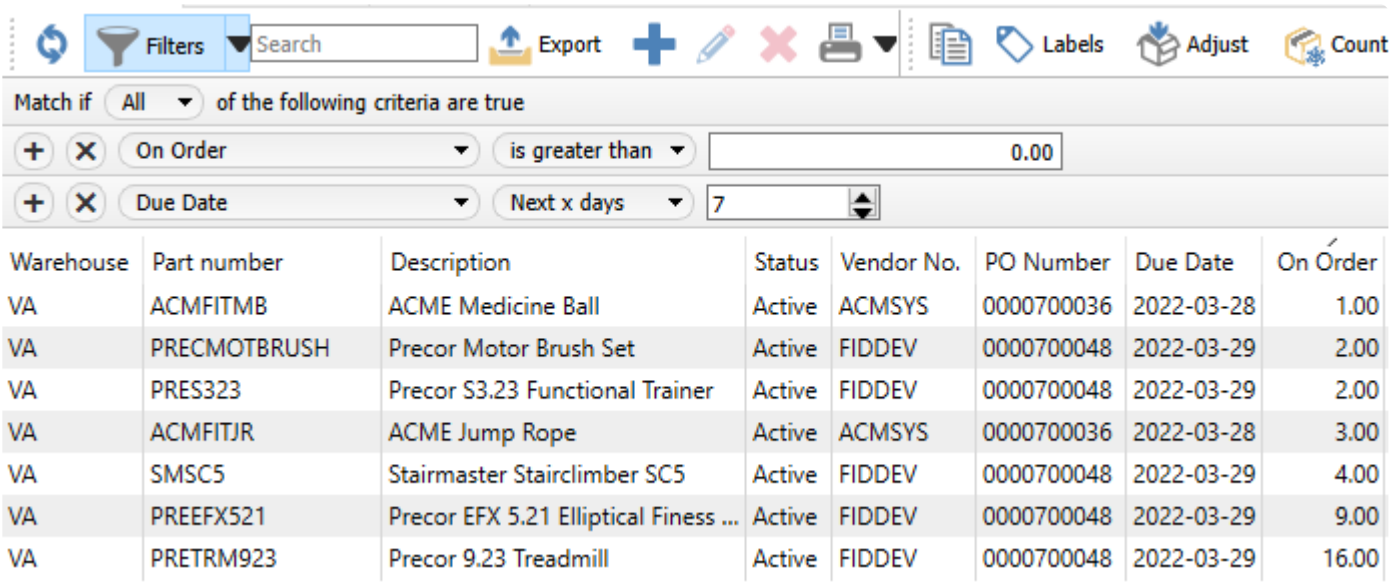
Click the Filter button on the toolbar to start the process of defining selection criteria.



Match if Any/All of the following criteria are true – When multiple selection criteria are set, choose Any for records to display when at least one criterion is met. Choose All for records to display only if every criteria is met.

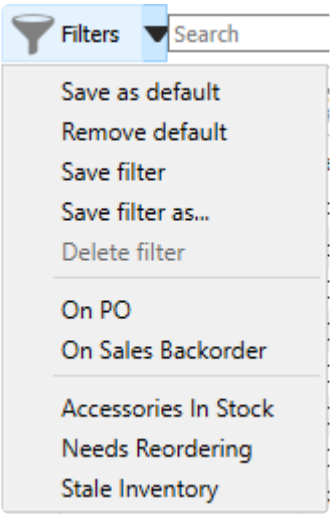
Choose the field name you want to search on, the comparison type, and the value for comparison. All records that match this will be displayed in the grid.

Click the + button to add another search criterion below. Click the X button to remove this search criterion.



Filter Save Options

When something is ready to save, the menu options accessible from the black arrow drop-down can be used.



Save as default – When a filter is active, click this so that whenever this module is opened, this filter is immediately active without having to manually select it. This works either for named filters or even a filter that has been defined but not saved with a name.

Remove default – Removes a default that was previously set.

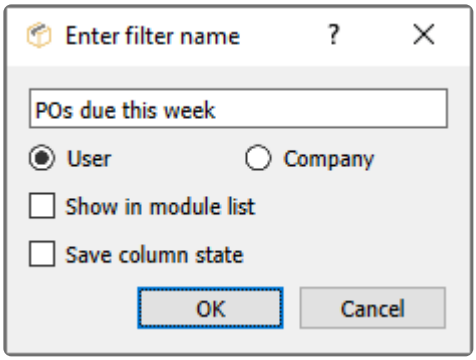
Save filter – When an existing filter is active and changes are made, the filter is updated with no additional prompts.

Save filter as – Save the filter criteria under a new name. A screen will appear to enter this name and other related options.

Delete Filter – This is only available when a saved filter is active. Deleting will remove this filter.

Filter List – Shows available saved filters, where choosing one will reload the grid with records that match the filter criteria. The first group are Filters defined for this user only, followed by the group of filters available for all users in the company.

When saving a new filter, the following screen appears. Enter a unique name to identify it, which will appear not only in the places in can be selected from, but also in the Filters button when active.



User – The filter name will be private for the current user and not be available for other users in the company.

Company – The filter name will be available for all users in the company.

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

Show in 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.

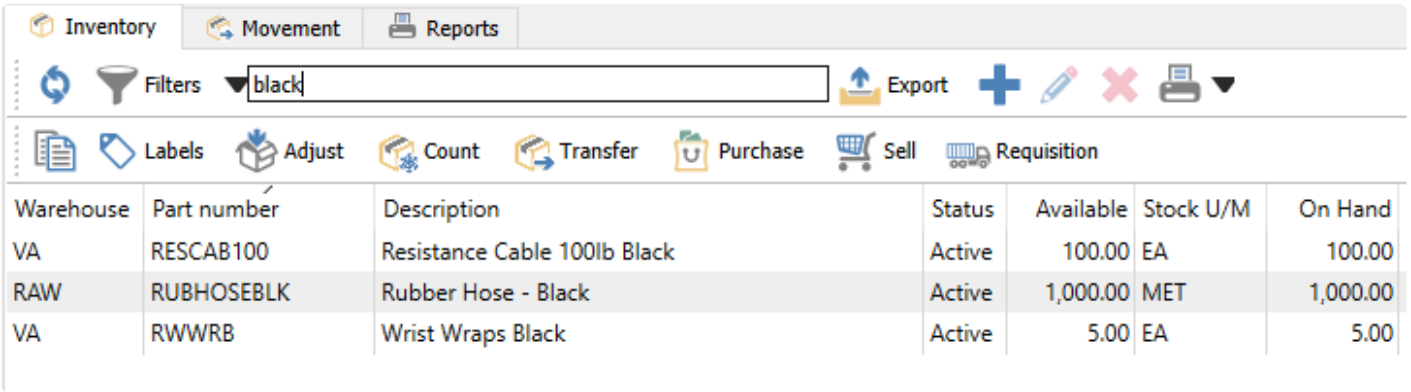
Save column state – The selected column position and size will be saved.

Searches

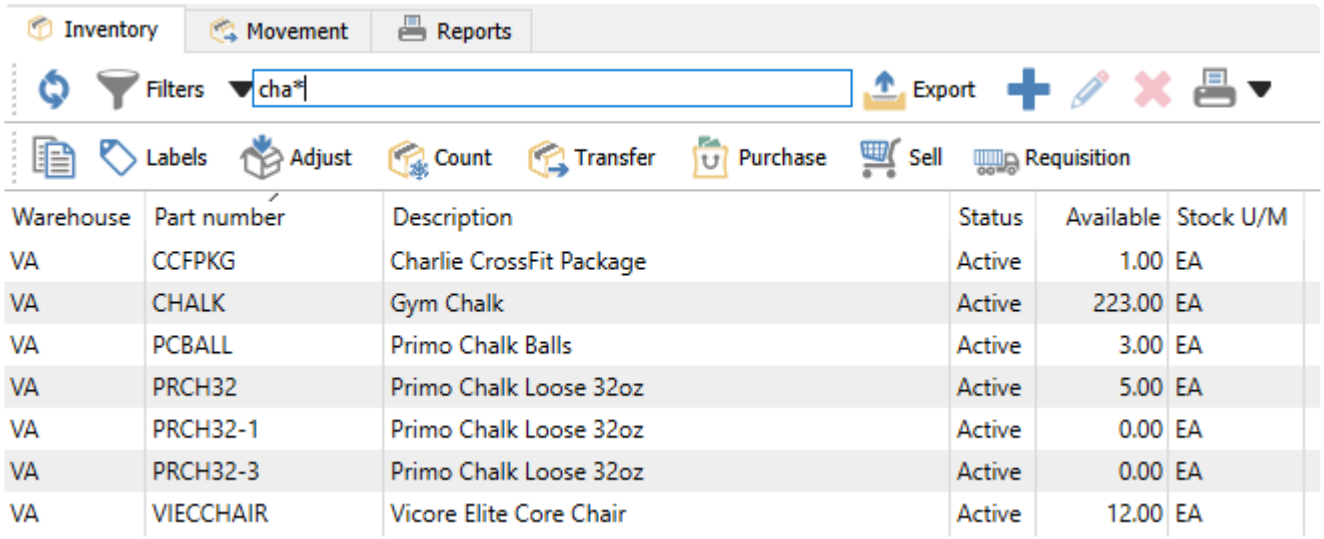
There are multiple ways that Spire allows you to locate the desired record of choice, either from grids or entry.

Search Box

Each module of Spire includes a search box at the top of the list. This search feature looks into most of the text fields in the database records, including any communications or notes entered.



Word(s) can be entered and the list will be filtered to the records that include all word(s) searched for, and you need to type at least three characters to initiate this search. Partial searches are allowed for key fields such as Customer number or Inventory Part number, but full word searches on other text informational fields are required to find desired records. You can use the * wildcard after the entered search text to locate all records that have complete words starting with this text.



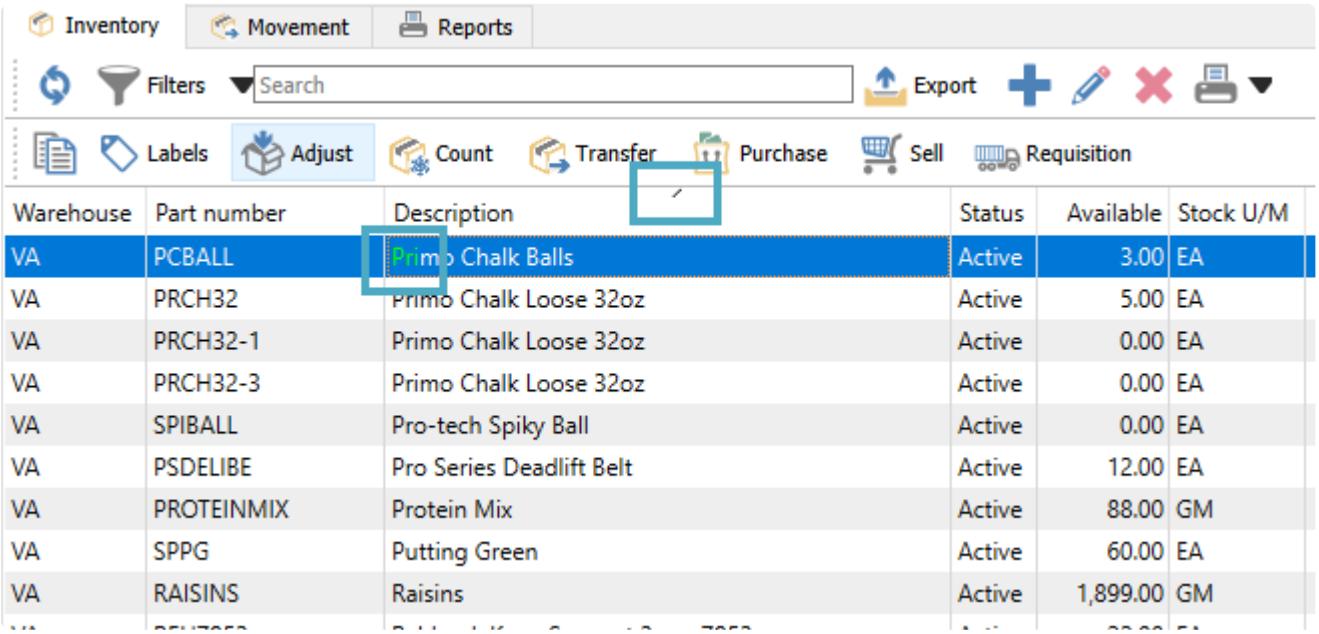
The user can also put an ‘or’ between words and then results with either words will show in the search results. Another option to use in searching is a minus symbol (-) which produces an exclusion for the search. As an example, if in the inventory list the user types ‘bar -caramel’ then all items with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

record will show up with the exception of the ones with caramel in them.

This method of restricting displayed rows is not only useful for locating a desired record, but also useful for exporting a list of records to an Excel or CSV file based on your search.

Highlight in Sorted Column

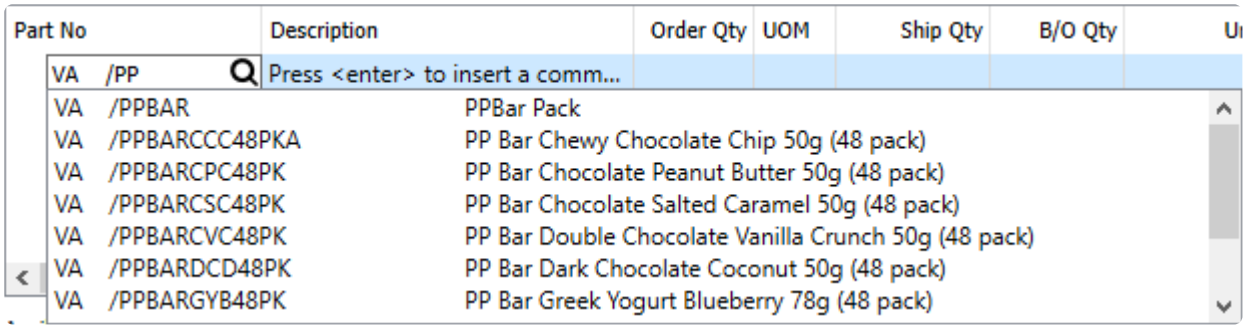
Another way to locate a desired record within a grid is to typing into a cell, searching within the column with the assigned sort.



When you type a character, the grid focus will immediately be taken to the first row where the value in the sorted column starts with this character. Type a second character to display the row with the value starting with these two characters, and so on.

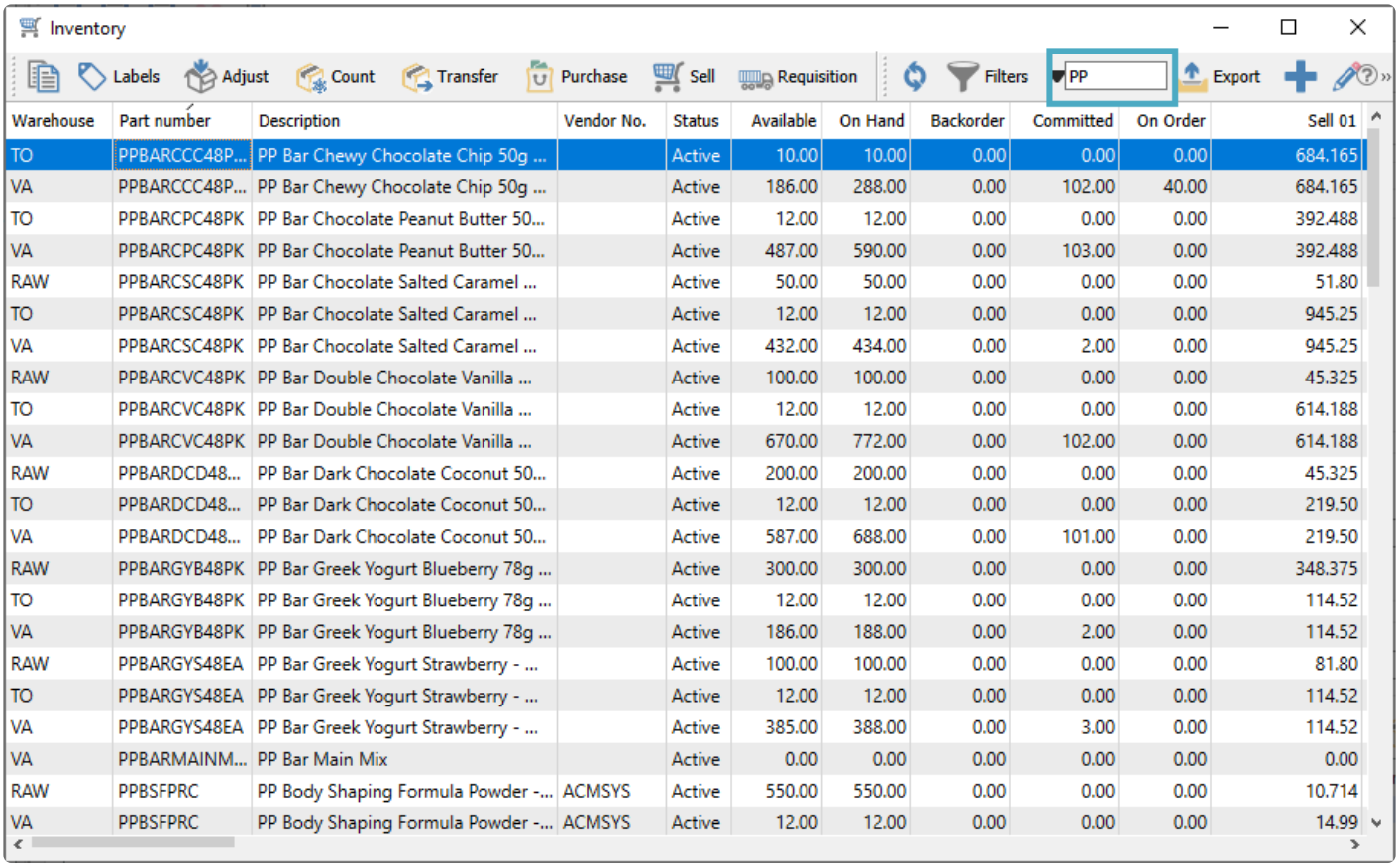
Field Entry Search

When typing into any field in Spire that has a magnifying glass icon, the first ten relevant results are automatically determined with each character entered, with results appearing in a pop-up below the field.



If you require to see more than the first 10, you can press the F9 key to display the entire list of records in a

new window, determined in the same way as if you had used the Search box on the module list grid.

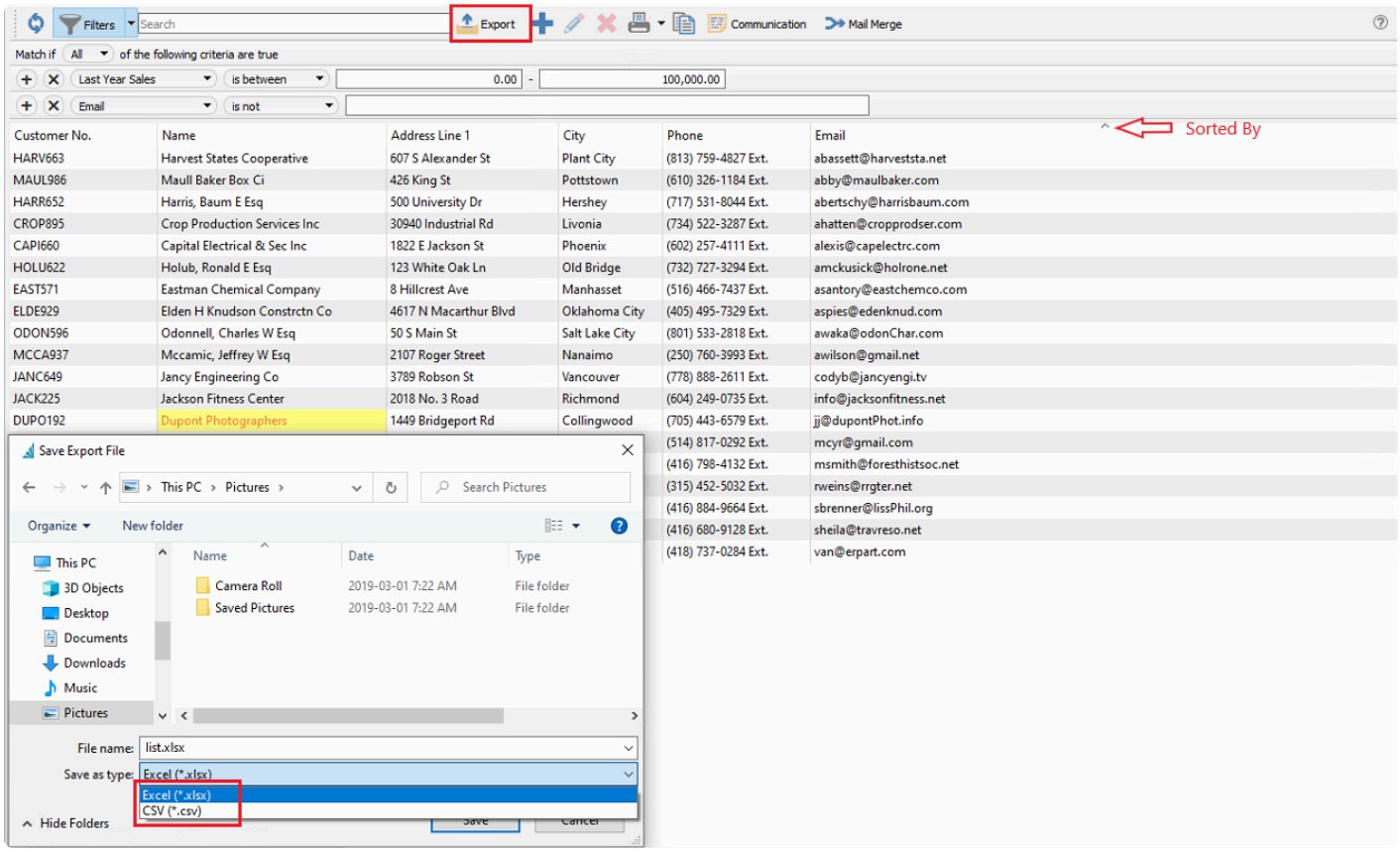


Warehouse	Part number	Description	Vendor No.	Status	Available	On Hand	Backorder	Committed	On Order	Sell 01
TO	PPBARCCC48P...	PP Bar Chewy Chocolate Chip 50g ...		Active	10.00	10.00	0.00	0.00	0.00	684.165
VA	PPBARCCC48P...	PP Bar Chewy Chocolate Chip 50g ...		Active	186.00	288.00	0.00	102.00	40.00	684.165
TO	PPBARCPC48PK	PP Bar Chocolate Peanut Butter 50...		Active	12.00	12.00	0.00	0.00	0.00	392.488
VA	PPBARCPC48PK	PP Bar Chocolate Peanut Butter 50...		Active	487.00	590.00	0.00	103.00	0.00	392.488
RAW	PPBARCSC48PK	PP Bar Chocolate Salted Caramel ...		Active	50.00	50.00	0.00	0.00	0.00	51.80
TO	PPBARCSC48PK	PP Bar Chocolate Salted Caramel ...		Active	12.00	12.00	0.00	0.00	0.00	945.25
VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel ...		Active	432.00	434.00	0.00	2.00	0.00	945.25
RAW	PPBARCVC48PK	PP Bar Double Chocolate Vanilla ...		Active	100.00	100.00	0.00	0.00	0.00	45.325
TO	PPBARCVC48PK	PP Bar Double Chocolate Vanilla ...		Active	12.00	12.00	0.00	0.00	0.00	614.188
VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla ...		Active	670.00	772.00	0.00	102.00	0.00	614.188
RAW	PPBARDCD48...	PP Bar Dark Chocolate Coconut 50...		Active	200.00	200.00	0.00	0.00	0.00	45.325
TO	PPBARDCD48...	PP Bar Dark Chocolate Coconut 50...		Active	12.00	12.00	0.00	0.00	0.00	219.50
VA	PPBARDCD48...	PP Bar Dark Chocolate Coconut 50...		Active	587.00	688.00	0.00	101.00	0.00	219.50
RAW	PPBARGYB48PK	PP Bar Greek Yogurt Blueberry 78g ...		Active	300.00	300.00	0.00	0.00	0.00	348.375
TO	PPBARGYB48PK	PP Bar Greek Yogurt Blueberry 78g ...		Active	12.00	12.00	0.00	0.00	0.00	114.52
VA	PPBARGYB48PK	PP Bar Greek Yogurt Blueberry 78g ...		Active	186.00	188.00	0.00	2.00	0.00	114.52
RAW	PPBARGYS48EA	PP Bar Greek Yogurt Strawberry - ...		Active	100.00	100.00	0.00	0.00	0.00	81.80
TO	PPBARGYS48EA	PP Bar Greek Yogurt Strawberry - ...		Active	12.00	12.00	0.00	0.00	0.00	114.52
VA	PPBARGYS48EA	PP Bar Greek Yogurt Strawberry - ...		Active	385.00	388.00	0.00	3.00	0.00	114.52
VA	PPBARMAINM...	PP Bar Main Mix		Active	0.00	0.00	0.00	0.00	0.00	0.00
RAW	PPBSFPRC	PP Body Shaping Formula Powder -...	ACMSYS	Active	550.00	550.00	0.00	0.00	0.00	10.714
VA	PPBSFPRC	PP Body Shaping Formula Powder -...	ACMSYS	Active	12.00	12.00	0.00	0.00	0.00	14.99

Exports

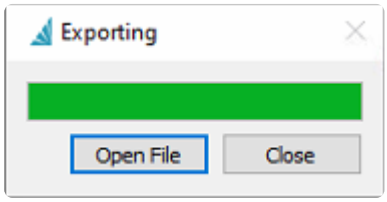
The Export feature gives the user the ability to create an externally accessible file that contains all visible information on the grid. Along with Filters or other Search results, this means that you can create custom inquiry results that each user can design themselves, for analysis or as a Mail Merge source file.

When the grid has the list of desired records and the required columns displayed, click on the “Export” button and then choose Excel (xlsx) or CSV (csv).

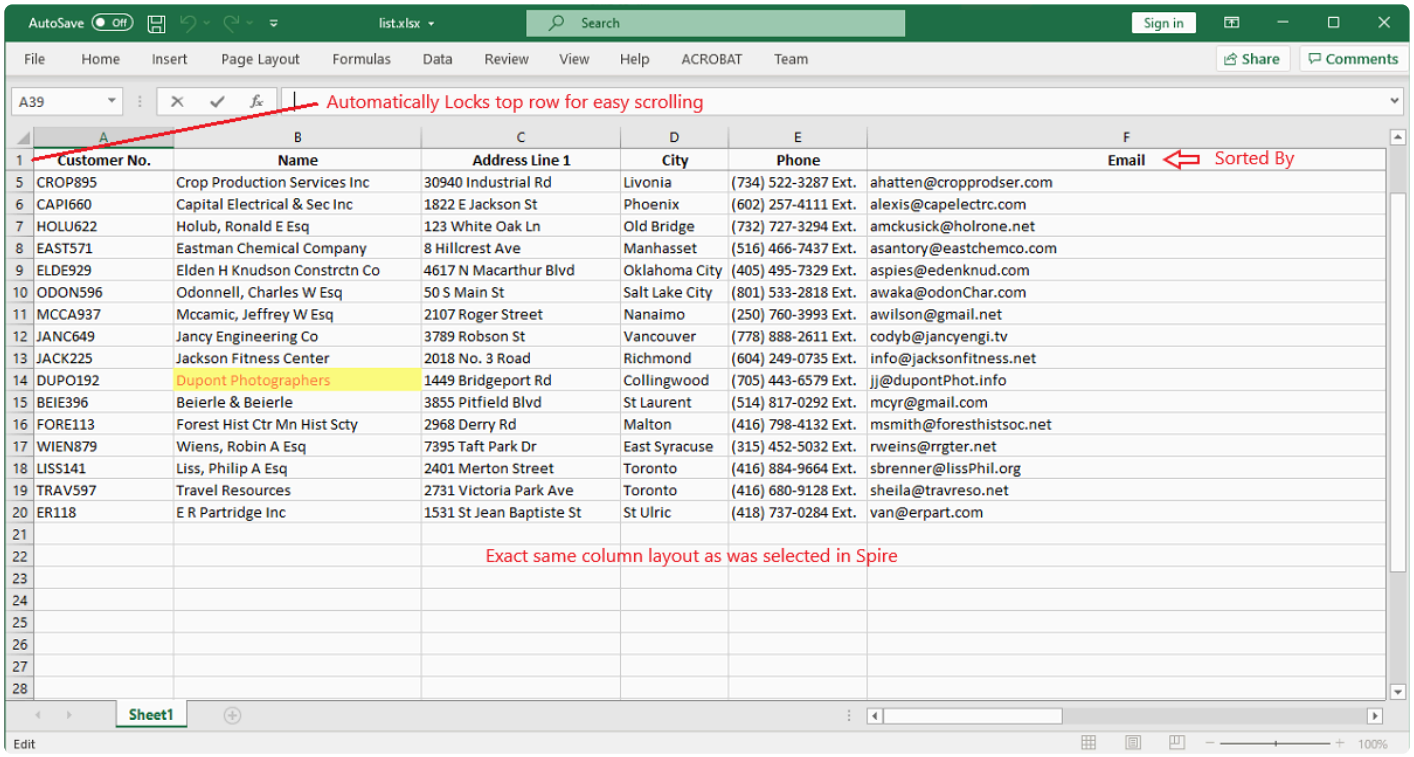


Customer No.	Name	Address Line 1	City	Phone	Email
HARV663	Harvest States Cooperative	607 S Alexander St	Plant City	(813) 759-4827 Ext.	abassett@harveststa.net
MAUL986	Maull Baker Box Ci	426 King St	Pottstown	(610) 326-1184 Ext.	abby@maulbaker.com
HARR652	Harris, Baum E Esq	500 University Dr	Hershey	(717) 531-8044 Ext.	abertschy@harrisbaum.com
CROP895	Crop Production Services Inc	30940 Industrial Rd	Livonia	(734) 522-3287 Ext.	ahatten@cropprodser.com
CAPI660	Capital Electrical & Sec Inc	1822 E Jackson St	Phoenix	(602) 257-4111 Ext.	alexis@capelectrc.com
HOLU622	Holub, Ronald E Esq	123 White Oak Ln	Old Bridge	(732) 727-3294 Ext.	amckusick@holrone.net
EAST571	Eastman Chemical Company	8 Hillcrest Ave	Manhasset	(516) 466-7437 Ext.	asantory@eastchemco.com
ELDE929	Elden H Knudson Constrctn Co	4617 N Macarthur Blvd	Oklahoma City	(405) 495-7329 Ext.	aspies@edenknud.com
ODON596	Odonnell, Charles W Esq	50 S Main St	Salt Lake City	(801) 533-2818 Ext.	awaka@odonChar.com
MCCA937	Mccamic, Jeffrey W Esq	2107 Roger Street	Nanaimo	(250) 760-3993 Ext.	awilson@gmail.net
JANC649	Jancy Engineering Co	3789 Robson St	Vancouver	(778) 888-2611 Ext.	codyb@jancyengi.tv
JACK225	Jackson Fitness Center	2018 No. 3 Road	Richmond	(604) 249-0735 Ext.	info@jacksonfitness.net
DUPO192	Dupont Photographers	1449 Bridgeport Rd	Collingwood	(705) 443-6579 Ext.	jj@dupontPhot.info
				(514) 817-0292 Ext.	mcyr@gmail.com
				(416) 798-4132 Ext.	msmith@foresthistsoc.net
				(315) 452-5032 Ext.	rweins@rrgter.net
				(416) 884-9664 Ext.	sbrenner@lissPhil.org
				(416) 680-9128 Ext.	sheila@travreso.net
				(418) 737-0284 Ext.	van@erpart.com

You will be asked if they want to open the file for viewing or editing, using the default Windows application that opens the XLSX or CSV file type.



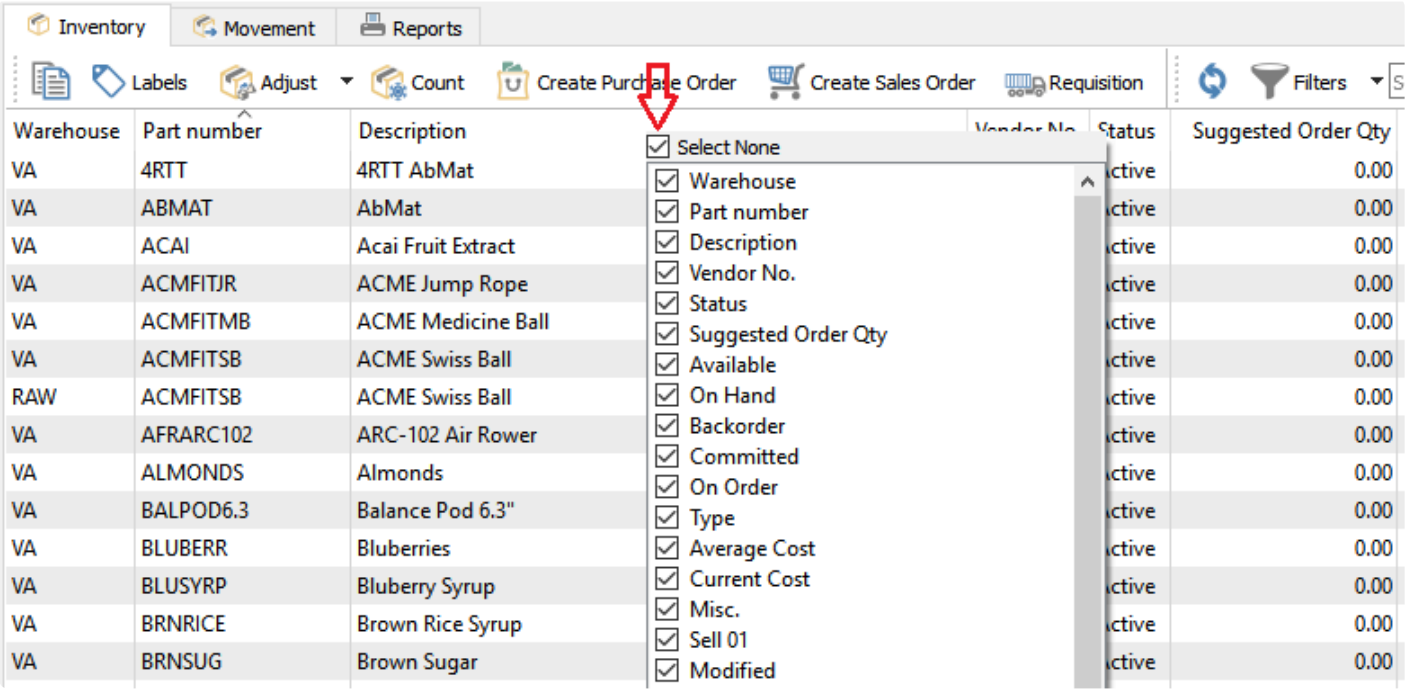
Click open and note that the spreadsheet maintains the list layout and sort order that was selected in Spire. Excel files are exported as tables, which has the top row locked for easy scrolling through large lists.



	A	B	C	D	E	F
1	Customer No.	Name	Address Line 1	City	Phone	Email
5	CROP895	Crop Production Services Inc	30940 Industrial Rd	Livonia	(734) 522-3287 Ext.	ahatten@cropprodser.com
6	CAPI660	Capital Electrical & Sec Inc	1822 E Jackson St	Phoenix	(602) 257-4111 Ext.	alexis@capelectrc.com
7	HOLU622	Holub, Ronald E Esq	123 White Oak Ln	Old Bridge	(732) 727-3294 Ext.	amckusick@holrone.net
8	EAST571	Eastman Chemical Company	8 Hillcrest Ave	Manhasset	(516) 466-7437 Ext.	asantory@eastchemco.com
9	ELDE929	Elden H Knudson Constrctn Co	4617 N Macarthur Blvd	Oklahoma City	(405) 495-7329 Ext.	aspies@edenknud.com
10	ODON596	Odonnell, Charles W Esq	50 S Main St	Salt Lake City	(801) 533-2818 Ext.	awaka@odonChar.com
11	MCCA937	Mccamic, Jeffrey W Esq	2107 Roger Street	Nanaimo	(250) 760-3993 Ext.	awilson@gmail.net
12	JANC649	Jancy Engineering Co	3789 Robson St	Vancouver	(778) 888-2611 Ext.	codyb@jancyengi.tv
13	JACK225	Jackson Fitness Center	2018 No. 3 Road	Richmond	(604) 249-0735 Ext.	info@jacksonfitness.net
14	DUPO192	Dupont Photographers	1449 Bridgeport Rd	Collingwood	(705) 443-6579 Ext.	jj@dupontPhot.info
15	BEIE396	Beierle & Beierle	3855 Pitfield Blvd	St Laurent	(514) 817-0292 Ext.	mcyr@gmail.com
16	FORE113	Forest Hist Ctr Mn Hist Scty	2968 Derry Rd	Malton	(416) 798-4132 Ext.	msmith@foresthistsoc.net
17	WIEN879	Wiens, Robin A Esq	7395 Taft Park Dr	East Syracuse	(315) 452-5032 Ext.	rweins@rrgter.net
18	LISS141	Liss, Philip A Esq	2401 Merton Street	Toronto	(416) 884-9664 Ext.	sbrenner@lissPhil.org
19	TRAV597	Travel Resources	2731 Victoria Park Ave	Toronto	(416) 680-9128 Ext.	sheila@travreso.net
20	ER118	E R Partridge Inc	1531 St Jean Baptiste St	St Ulric	(418) 737-0284 Ext.	van@erpart.com

Column Layout

Columns on all lists can be setup exactly how each user wants, and changes are automatically remembered each time the user open the module or window with this grid.



Columns can be moved to any position by dragging a single column from the original to the new location, and they can be added or removed as required, by right-clicking on the grid title row to bring up the available field list. Fields may be individually enabled for display, or the “Select All” or “Select None” checkbox may be used to select or remove all fields.

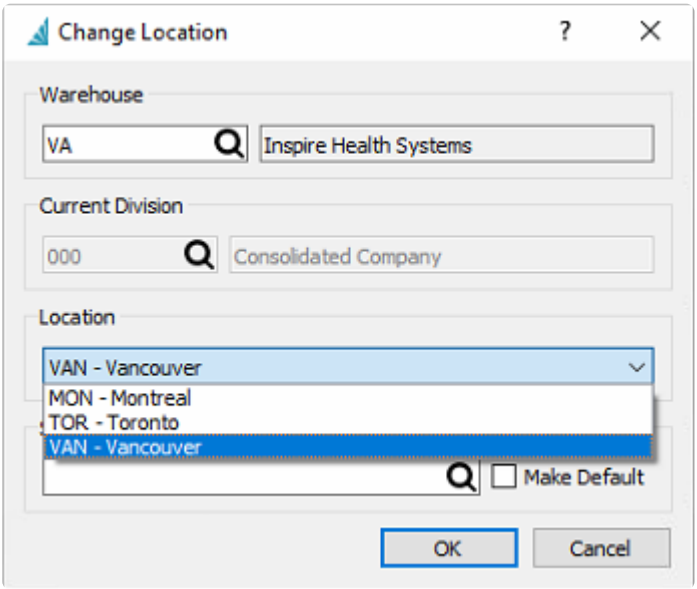
NOTE: User Settings may be disabled and thus prevent access to specific fields in particular modules to include as displayed columns.

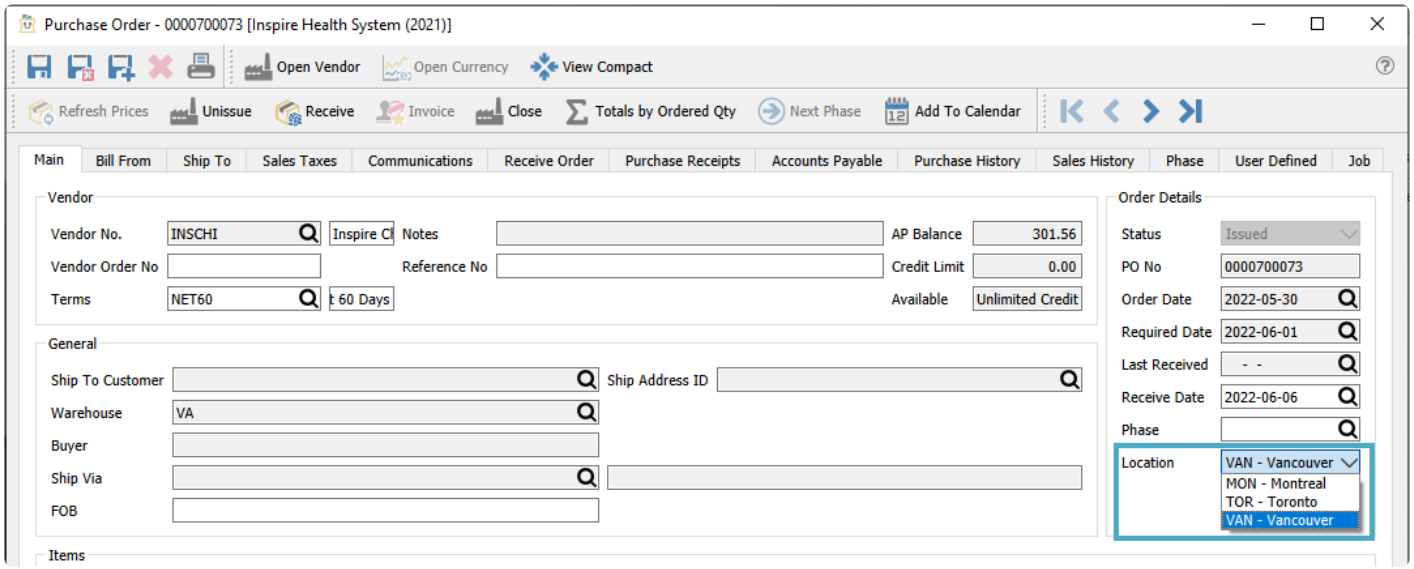
Locations & Profit Centers

The location and profit center feature allows a company to assign GL account segment values, so that posting supported transactions will redirect a GL account amount to another account based on the location or profit center set on the transaction.

Location

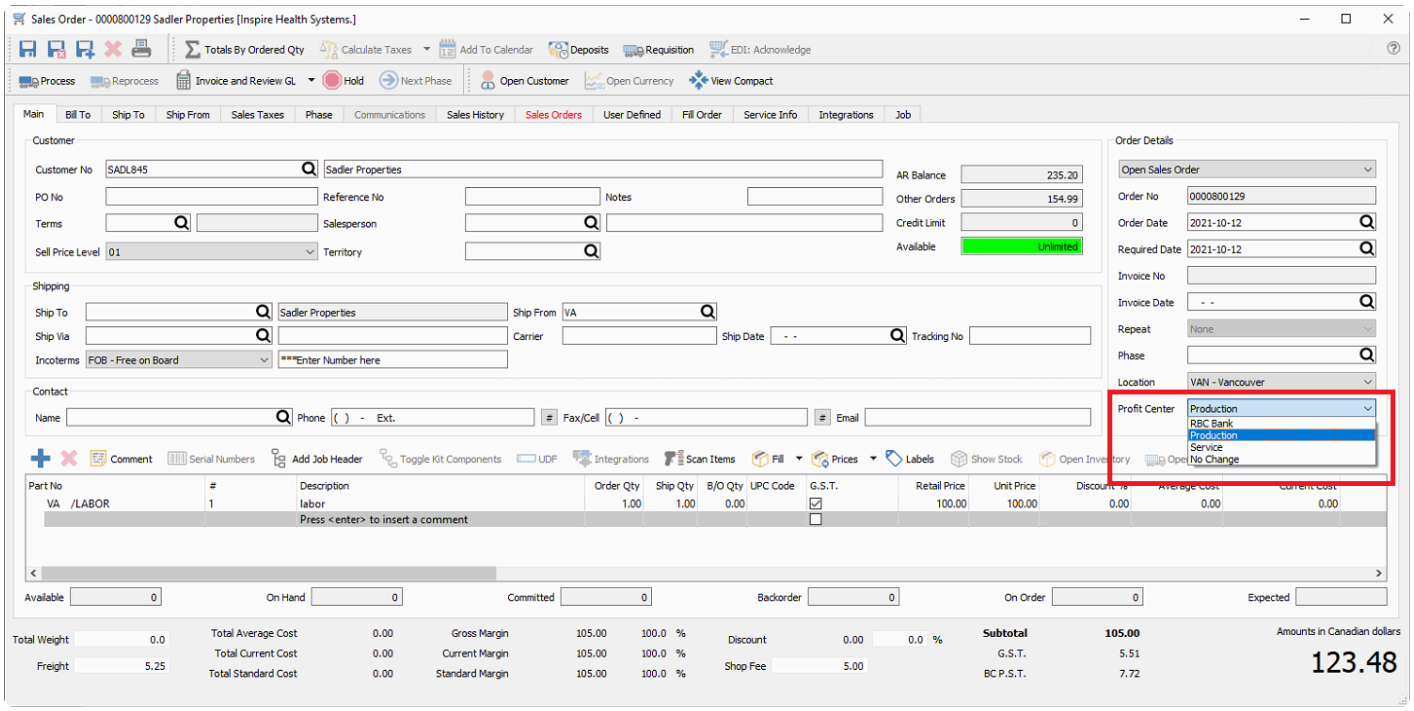
Locations can be set on many different transaction types, such as Sales orders, Purchase Orders and Adjustments, among others. The default location is assigned as the user logs into Spire, and this location initially appear on each new supported transaction. If a User security setting in the General area is configured, you can change the default location on sign-on to a different one, or change the default after logging into Spire from the File top menu or with the F10 shortcut key, or change the location field value on transactions. Otherwise all supported transactions will be posted to the specific location value assigned in User Settings and cannot be changed.





Profit Center

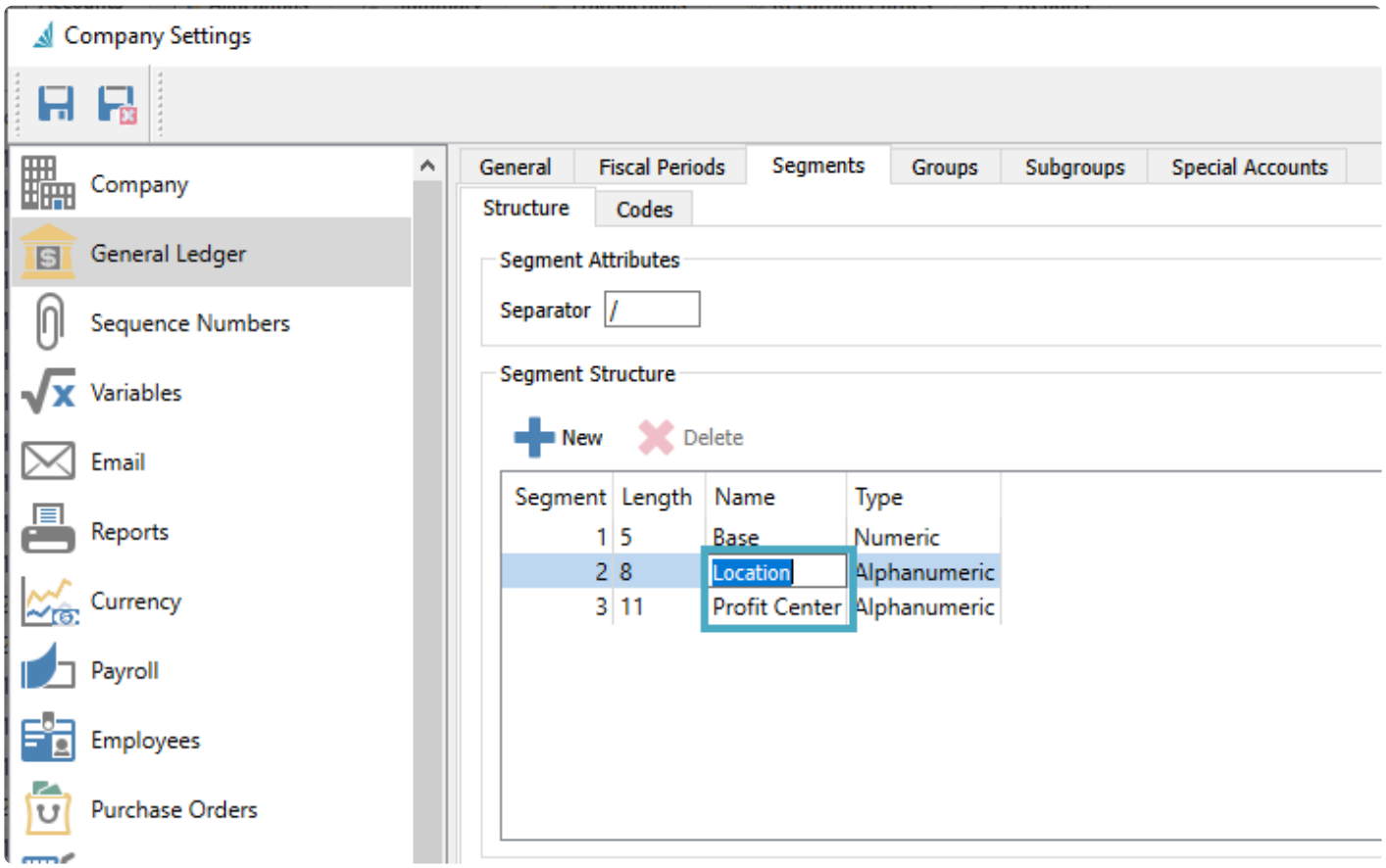
A Profit center can be assigned on Sales orders, and changed if User security settings allow. If an invoice is posted with a profit center selected, then affected GL accounts will be posted to a different account based on the profit center segment. If a profit center is not selected, then GL accounts will be assigned from the inventory item configuration with no redirection.



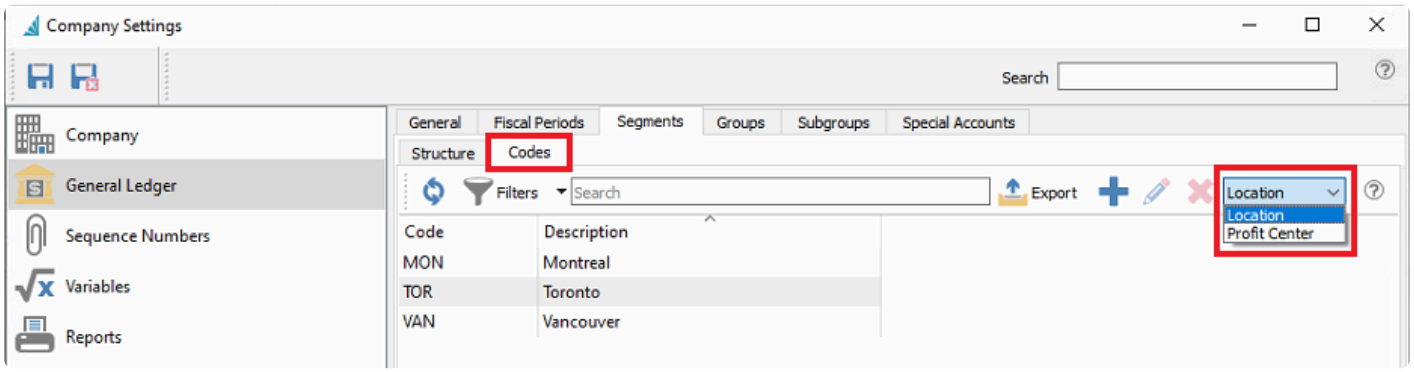
Setup

Company Settings

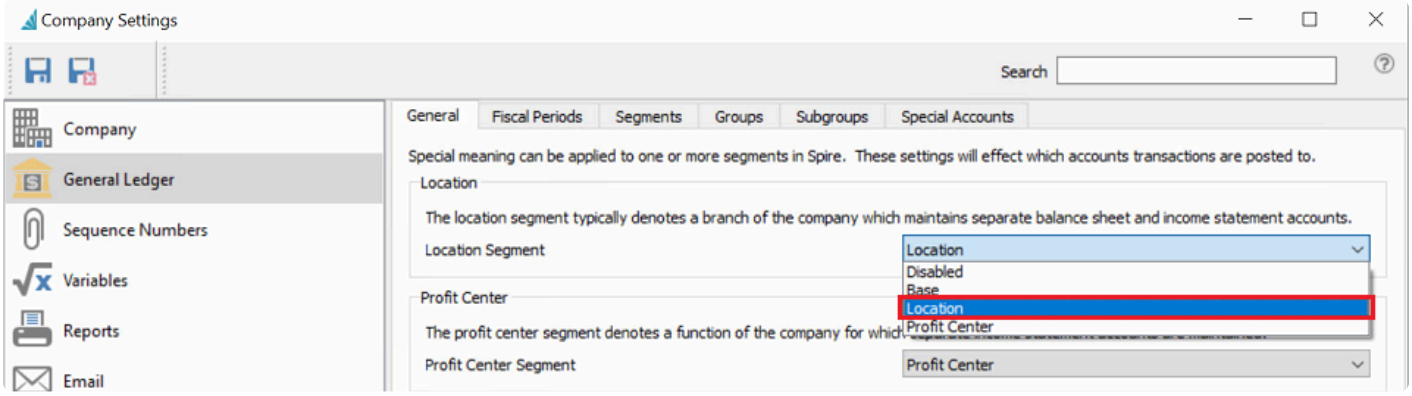
In the Company Settings for General Ledger, from the Segments tab and the Structure sub-tab, create or designate a GL segment either for locations or profit centers, or one for each, and label each segment as such. Click on the label name cell to modify the value. The example below shows Location set as the second segment and Profit Center set as the third segment.



Once the account segment layout is saved, open the Codes sub-tab and add values for each of the locations and/or profit centers you want to use, by selecting the segment type from the drop-down field to show the desired list to maintain. Below is an example of a list of possible Locations.



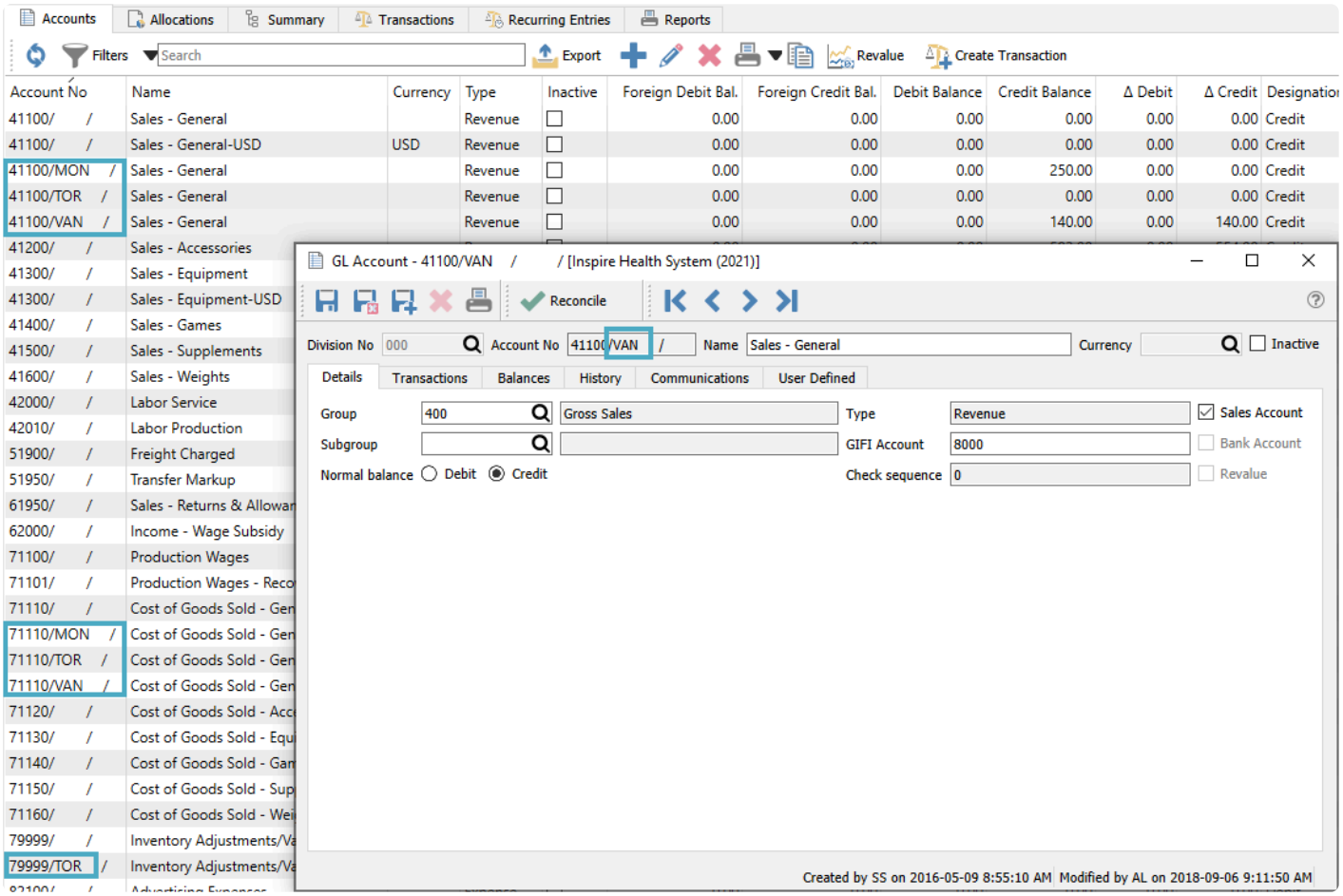
From the General tab in the Location area, if a Location segment is to be used, select the account segment label that you want to associate to Location values used on various transactions. In this example, the second account segment label was named Location.



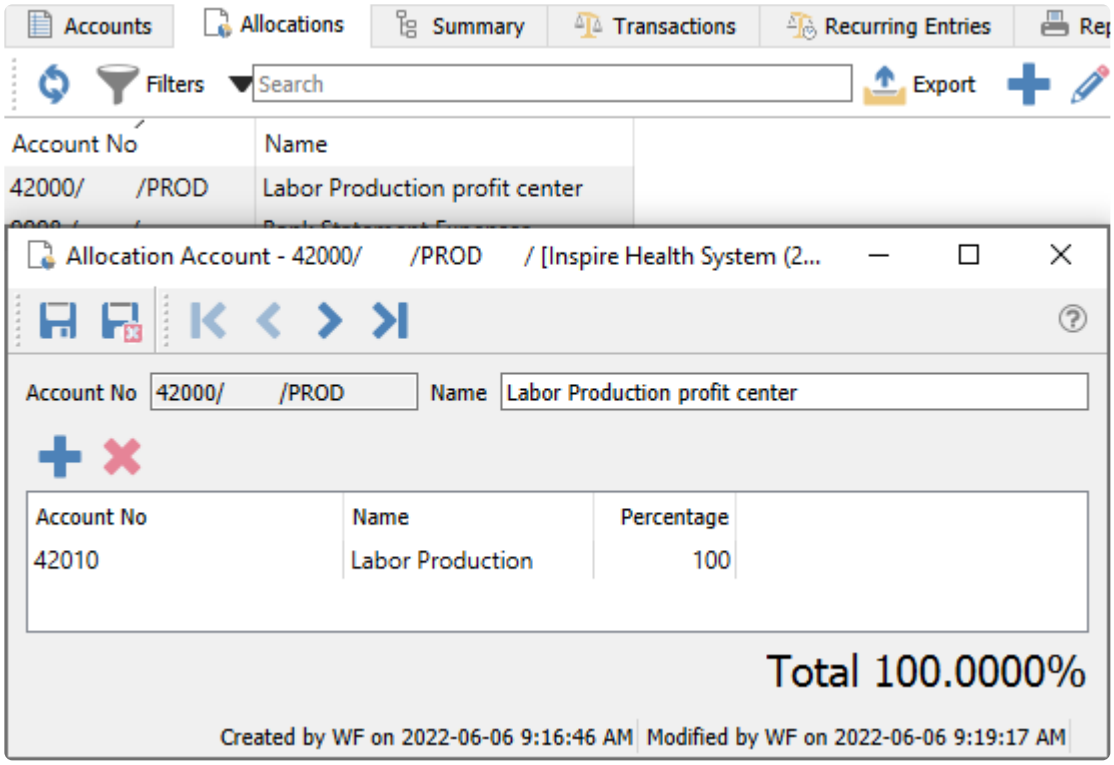
From the General tab in the Profit Center area, if a Profit Center segment is to be used, select the account segment label that you want to associate to profit center values used on sales orders. Otherwise choose Disabled for this settings. In this example, the third account segment label was named Profit Center.

General Ledger

In the General Ledger module, you then need to create a separate account for each location or profit center that are used for transaction processing, such as for revenue, cost of sales or inventory control. You may want to start with an account that does not use any additional segments, then copy it to create a new account for each location or profit center, assigning a unique account segment value for each. Below is an example of setting up revenue and cost of sales accounts with location segment values.

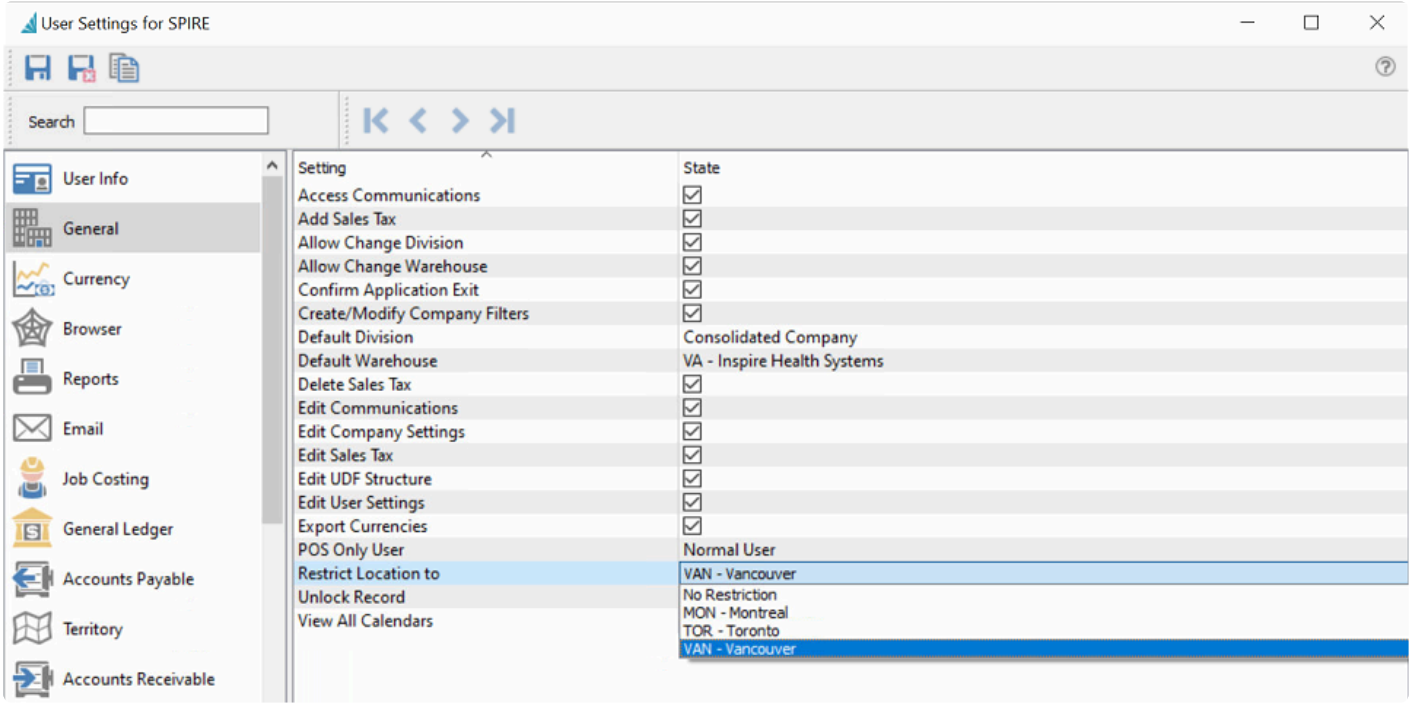


Alternatively, if you don't want to create new accounts with the same number and different segments, but instead use separate account numbers, you can use account allocations to redirect posted amounts. Below is an example of redirecting a profit center posting to a different account number. Note that the account with the PROD value as the third segment doesn't actually exist, but the posting process knows how to handle this for allocations.

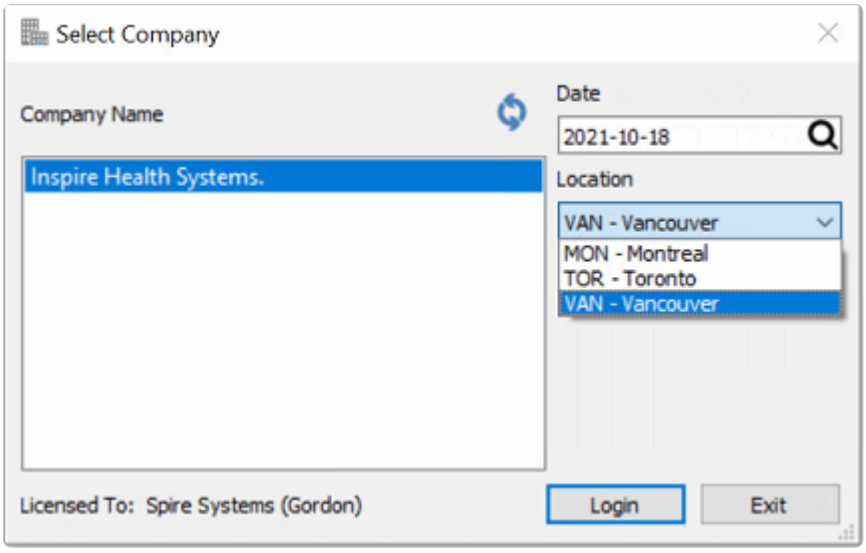

Accounts
Allocations
Summary
Transactions
Recurring Entries
Filters
Search
Export
Account No
Name
42000/ /PROD
Labor Production profit center
Allocation Account - 42000/ /PROD / [Inspire Health System (2...
Account No
42000/ /PROD
Name
Labor Production profit center
Account No
Name
Percentage
42010
Labor Production
100
Total 100.0000%
Created by WF on 2022-06-06 9:16:46 AM
Modified by WF on 2022-06-06 9:19:17 AM

Locations

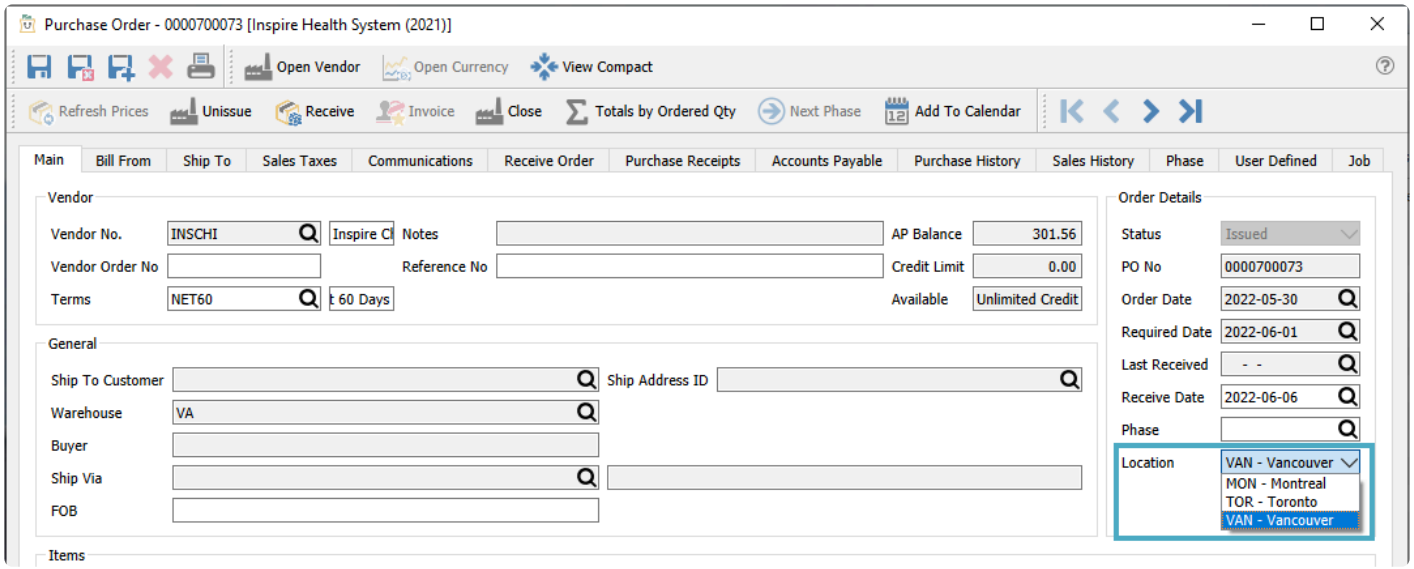
Each user can be restricted to a specific location, or allowed to choose any location without restriction. This is configured in User Settings in the General area.



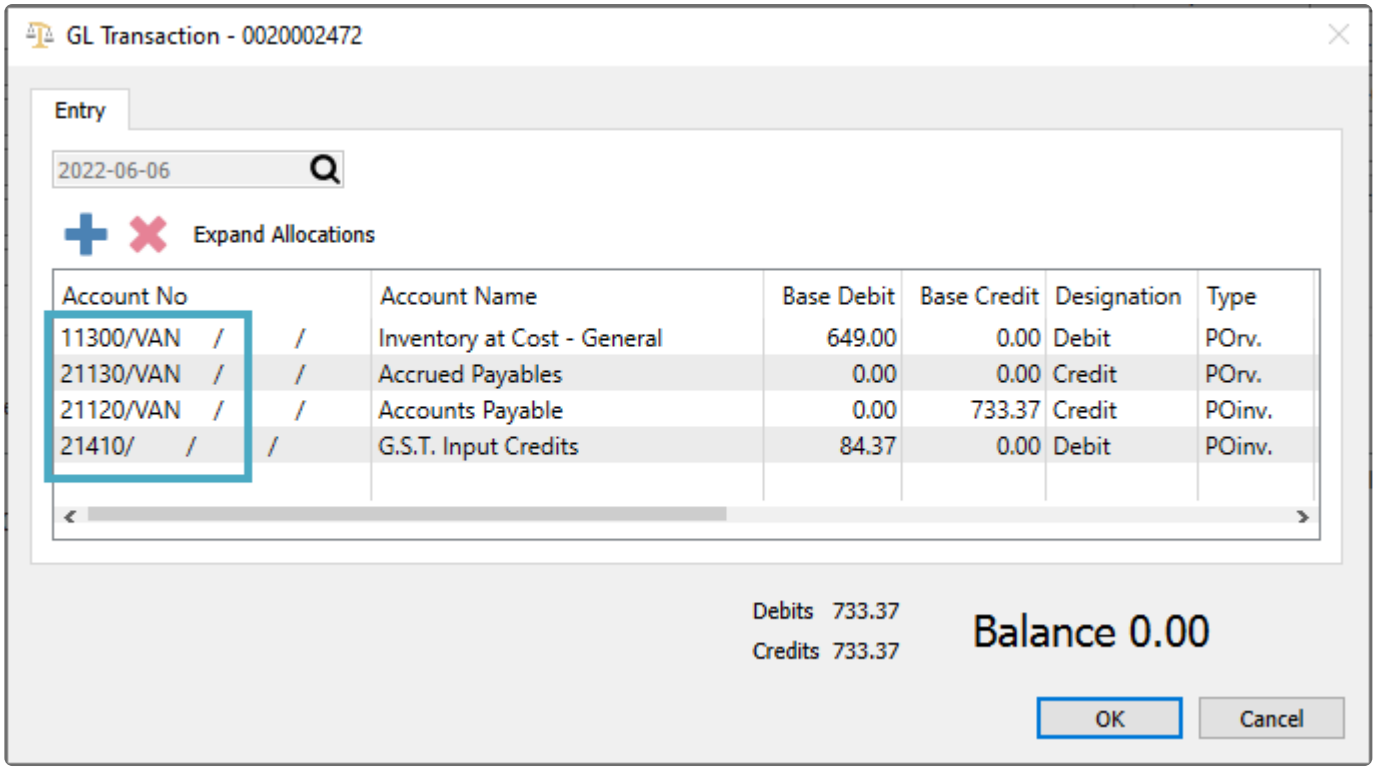
When you log into Spire or use the Change Location menu selection, the screen has a place to see the location used, and change it to a different default if allowed.



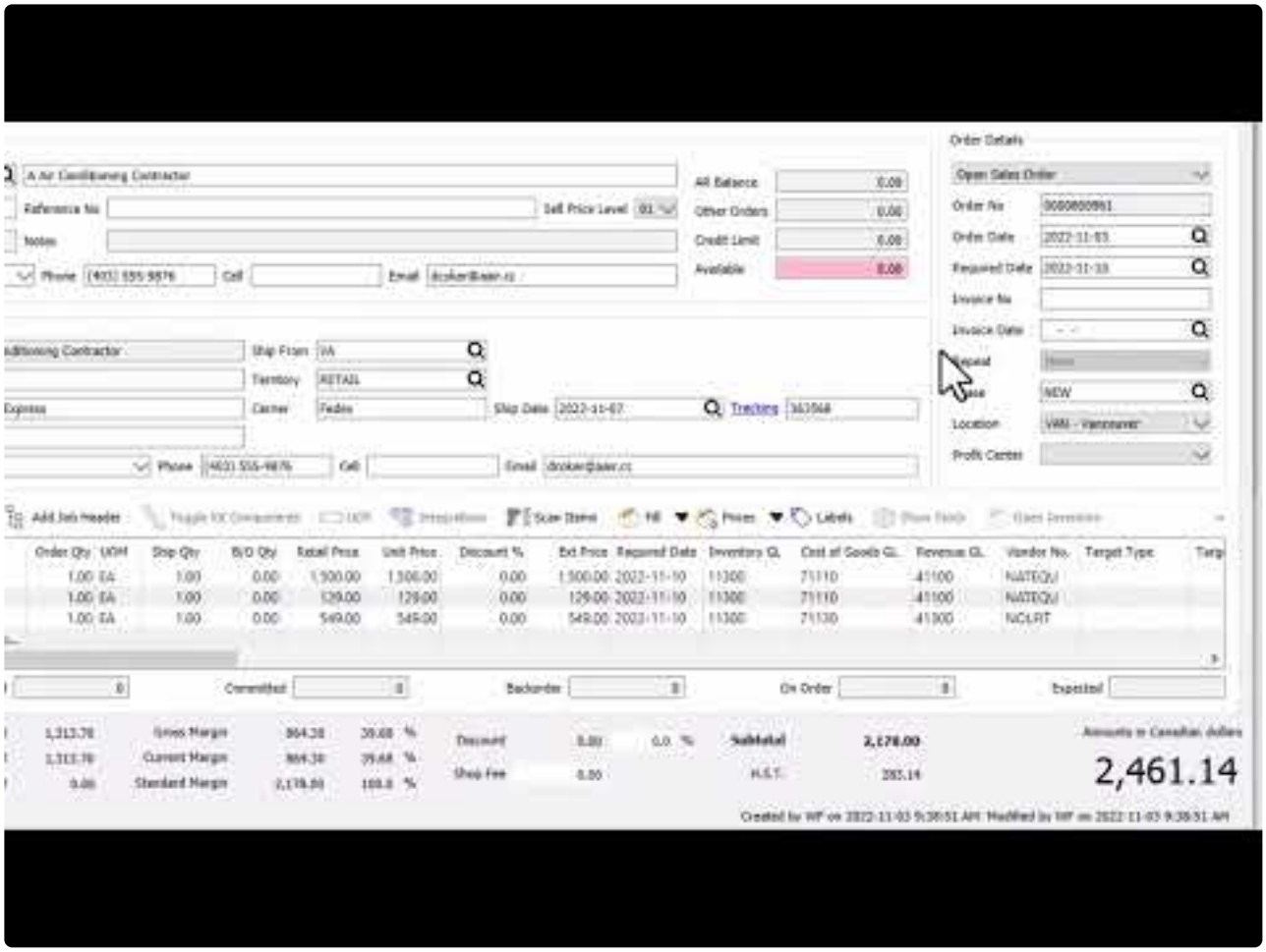
When a transaction is entered, the location will be assigned based on this configuration, and can be changed if allowed.



When a transaction is posted that creates a GL transaction, the location segment of the account will be populated if the GL account exists, otherwise the standard GL account is updated without any location redirection. Therefore you can choose which GL accounts have amounts separately maintained by Location, and which GL accounts are always posted to regardless of the selected location.



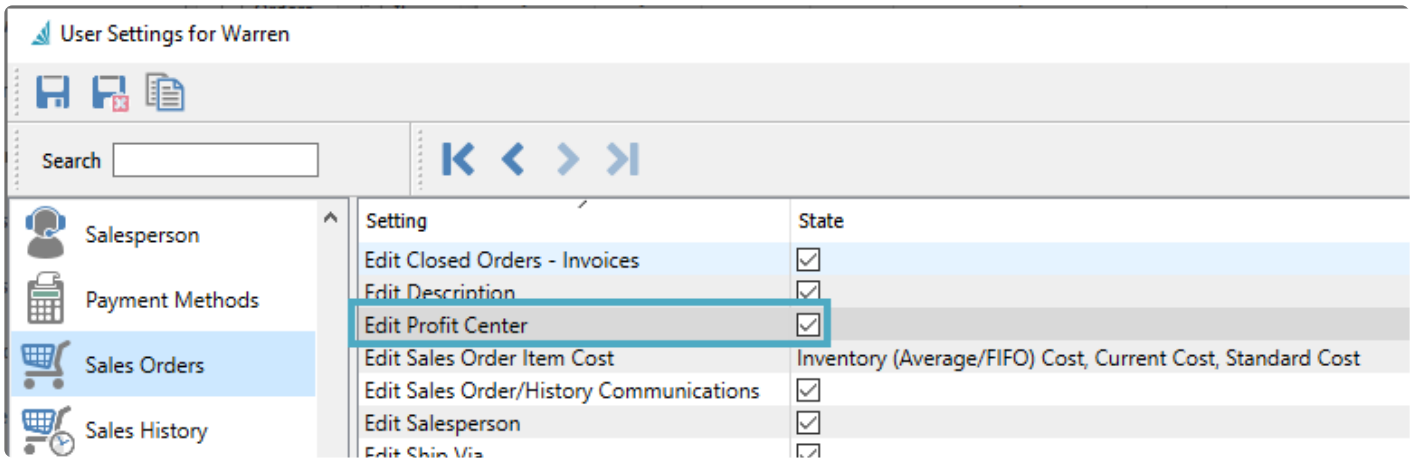
Video Instruction



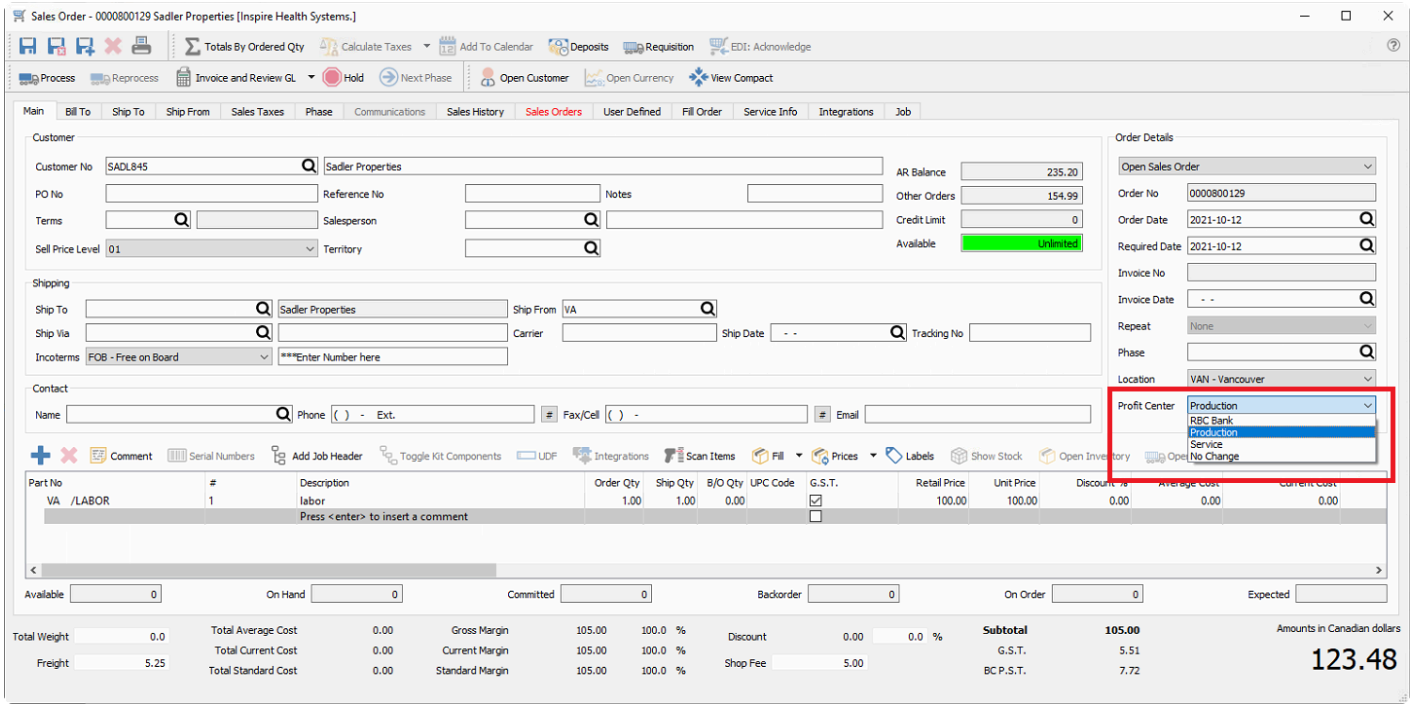
https://www.youtube.com/embed/oAeqhD--4pI?rel=0

Profit Centers

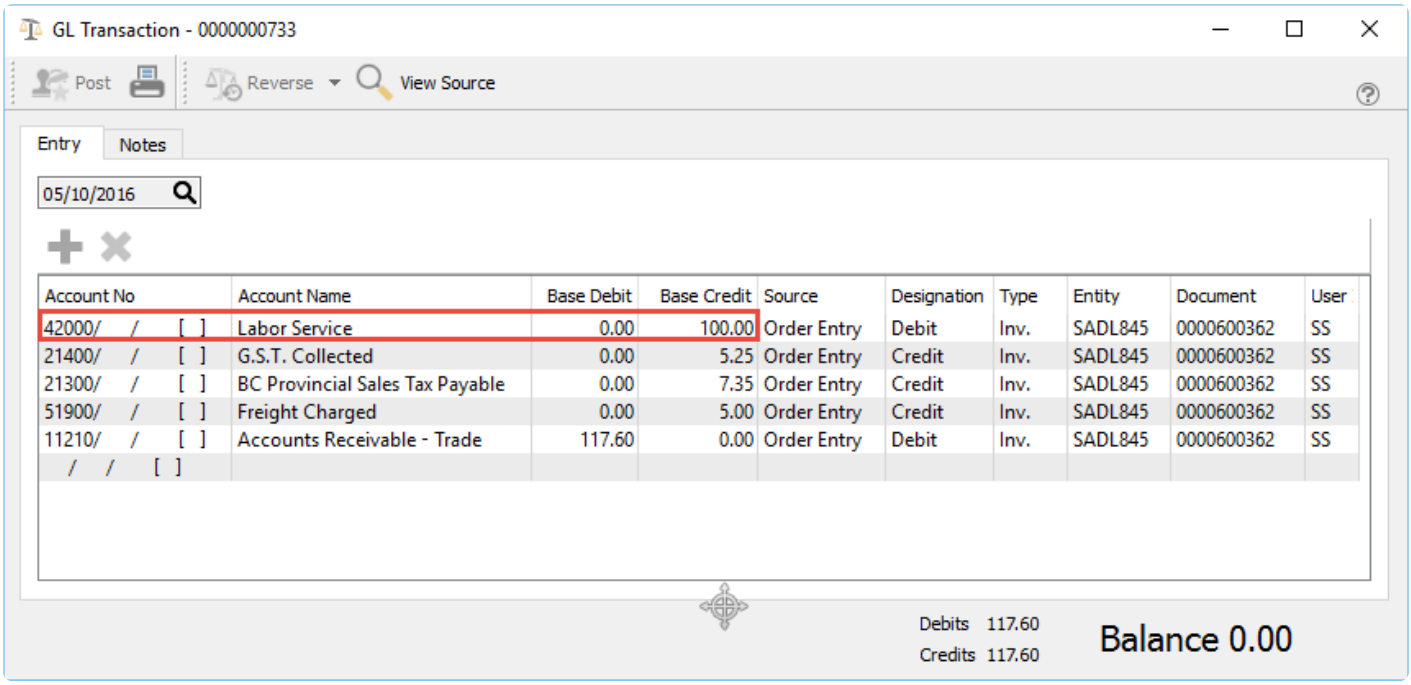
To be able to use the profit center feature for redirecting the posted revenue account, you have to be allowed access from a User Setting in the Sales Order area.



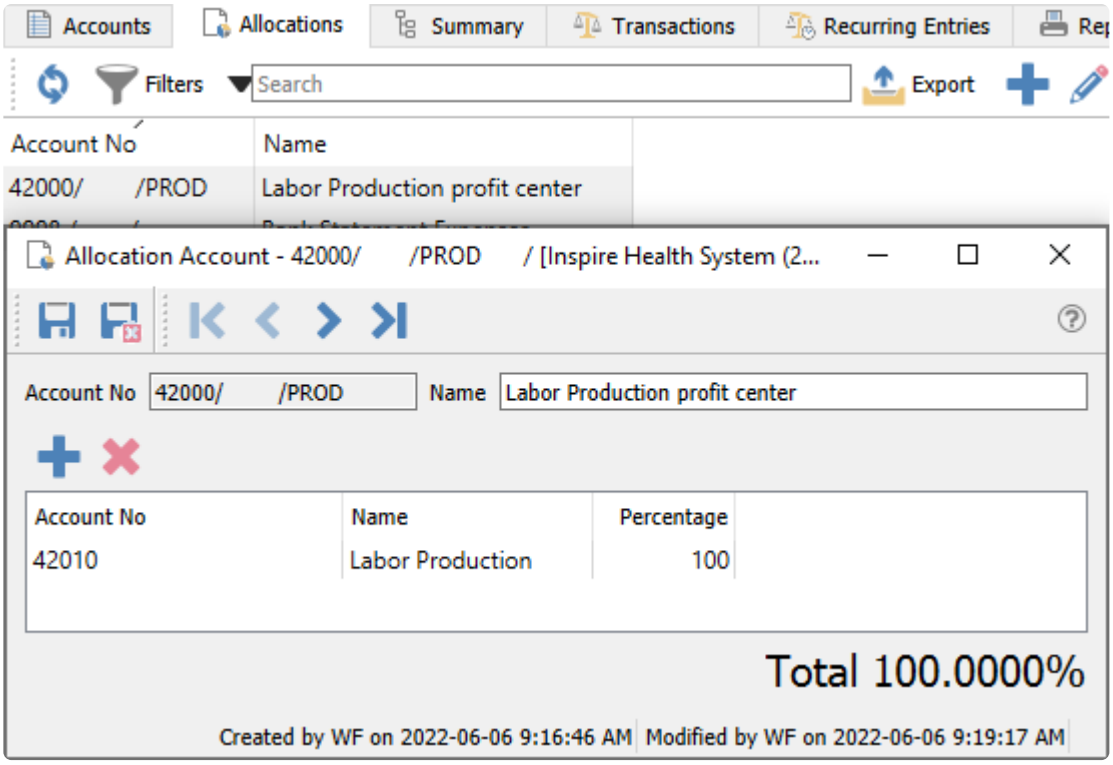
When editing a sales order, you can select the profit center in the Order Details section of the Main tab if desired.

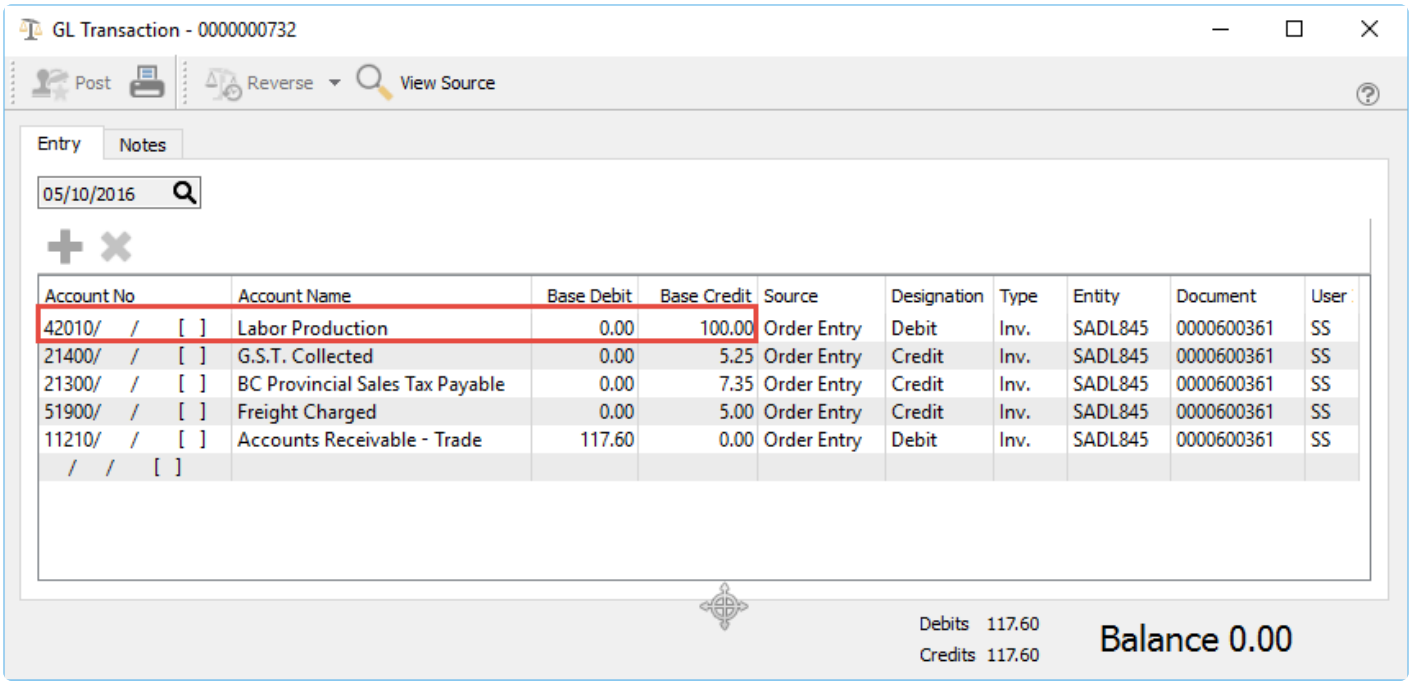


If an invoice is posted without using a profit center value, the posted GL transaction includes the usual GL account set in Sales Department for the item.

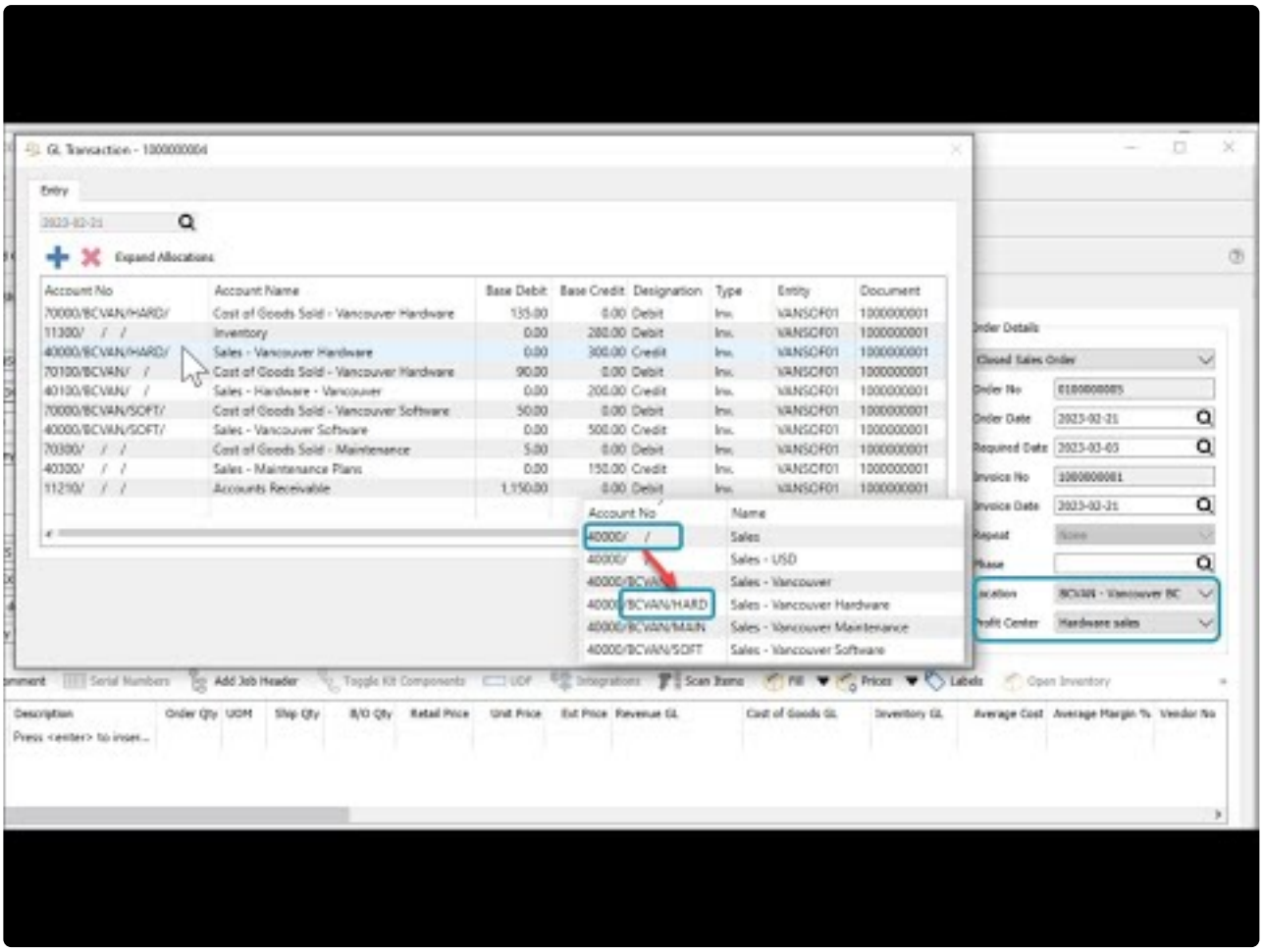


If an invoice is posted where a profit center value was selected, the posted GL transaction will have the revenue account assigned with a profit center segment value if this account exists. Or if an account allocation is defined, the posted GL transaction will have the revenue account assigned from the allocation account as in this example.





Video Instruction – Invoicing using Profit Centers

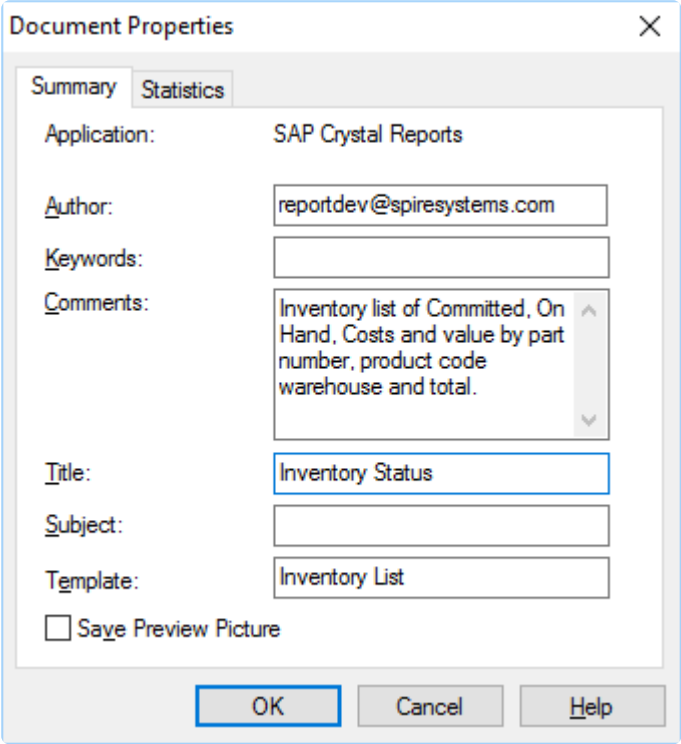


https://www.youtube.com/embed/Kj84Nwu7rZI?rel=0

Reporting

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

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



Author – The person that developed this report.

Keywords – Not used.

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

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

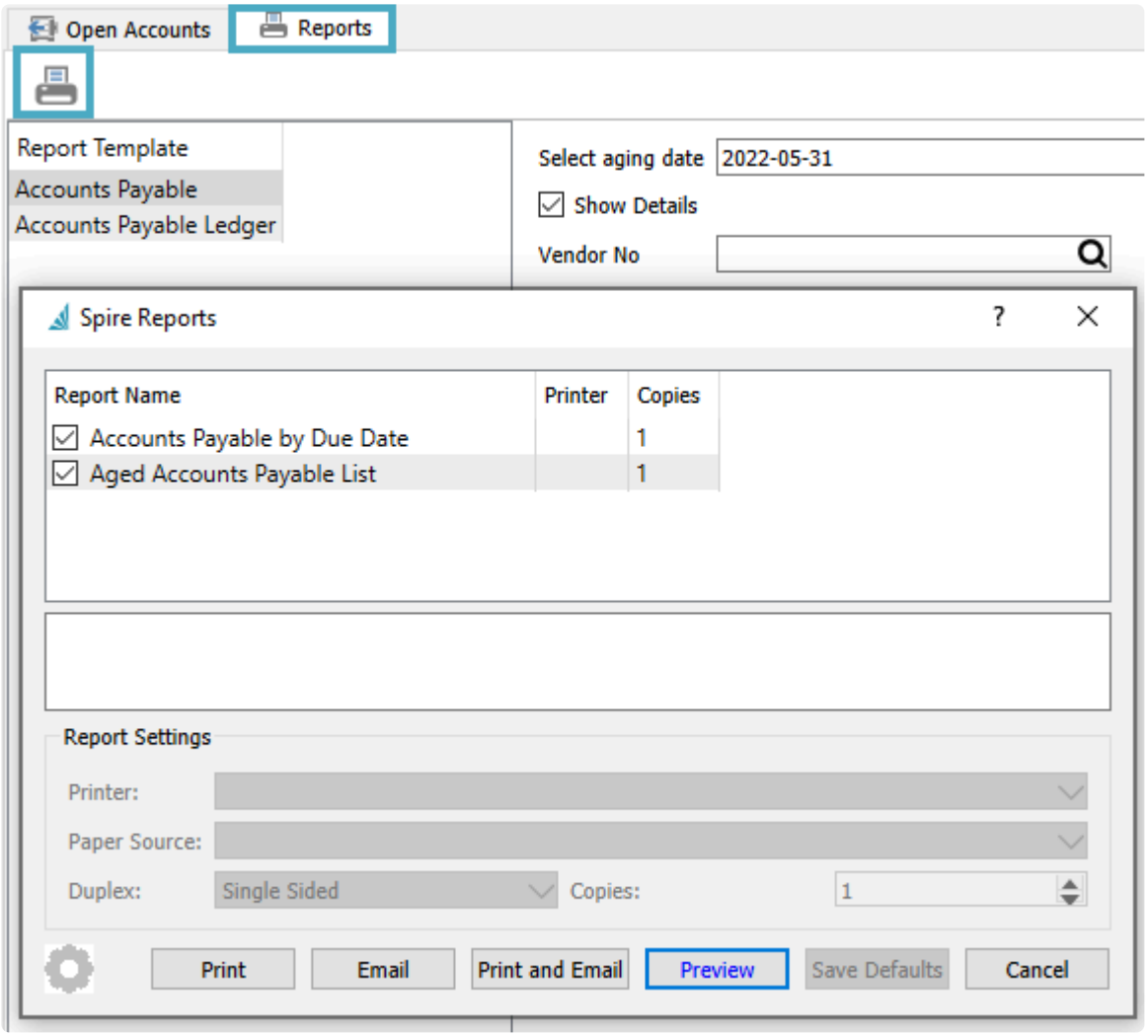
Subject – Not Used

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

Reports Tab in Modules

Most of Spire's reports are run from the printer button in the toolbar above a grid. The user selects one or more rows to print reports for 'Selected' records, or reports can be printed for 'All' records.

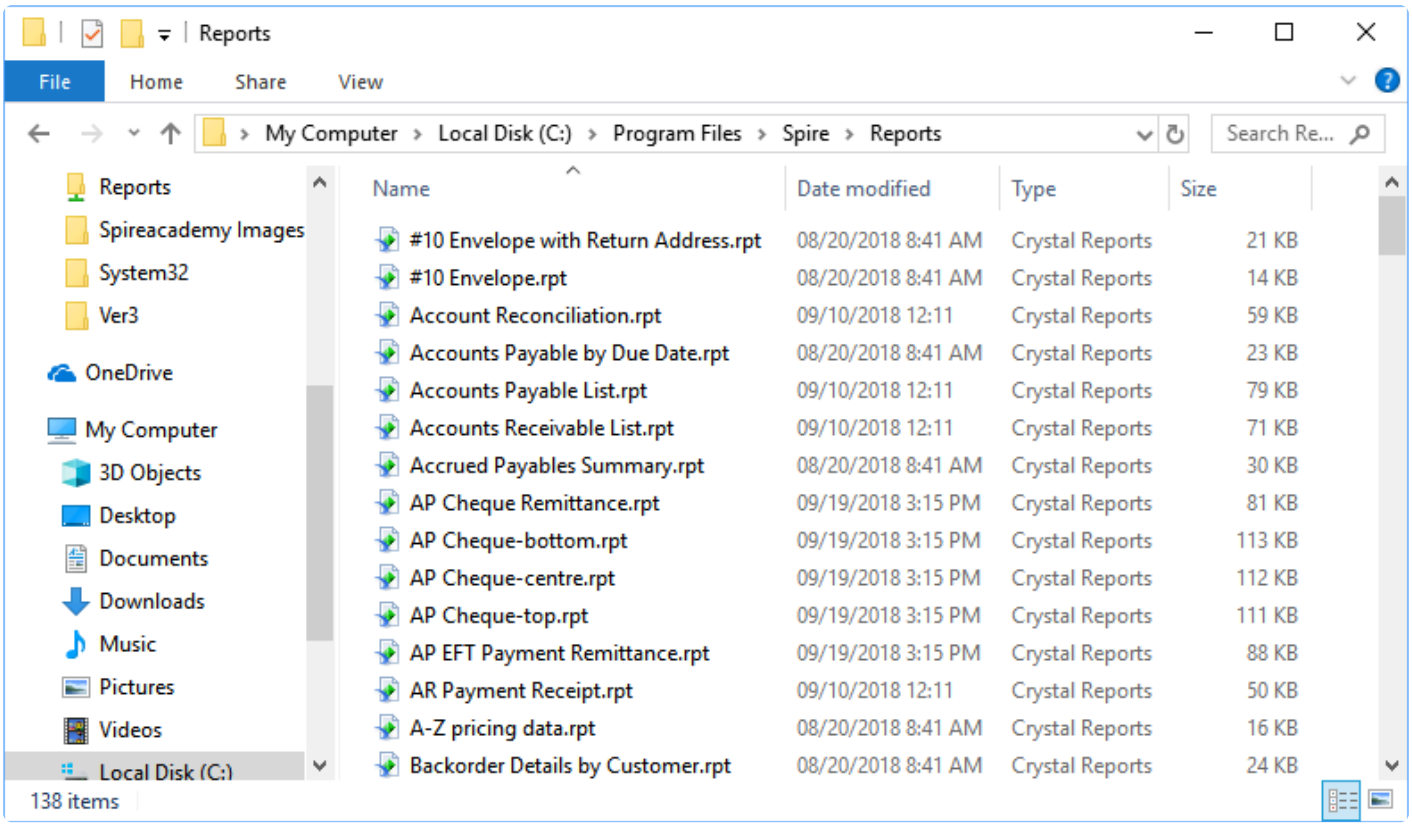
In some circumstances other criterion is required to be passed to a report. In these cases Spire has added a 'Reports' tab in the module. See below for an example of the reports tab in Accounts Payable, where there may be more than one template type to print from. Highlight the template of choice and click the printer icon button to bring up the list of reports to choose from for either printing or emailing.



In some circumstances, while you are editing a record or transaction, a report button is available in the toolbar in order to print reports or forms for just that record. Reports available to print from here may be similar or the same as those from the respective list grid, and there may also be reports unique to this location when they only make sense to print for a single record.

Stock Reports

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



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

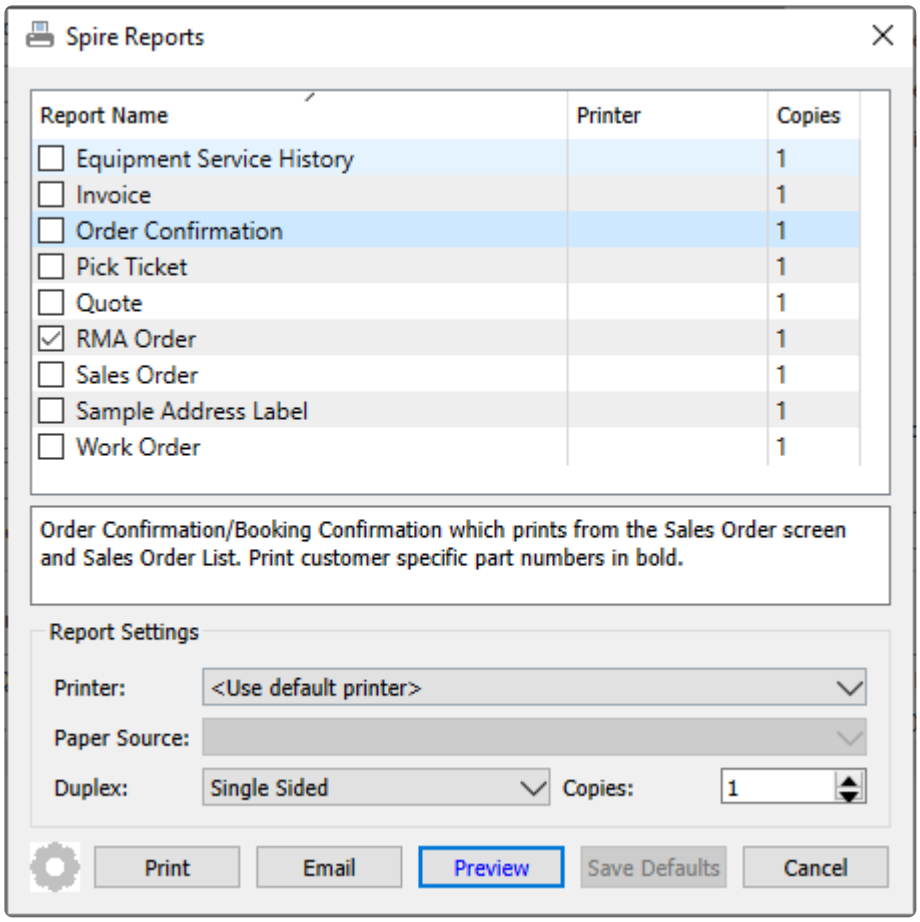
Included Stock Reports

The below is a complete PDF list of the current reports available in Spire. For Custom Reports please review the custom report links from the main navigation menu or by the next page link at the bottom of this page.

Spire Reports

Printing Reports

Whether you print reports from a list of selected records, while editing a specific record, or from the Reports tab, you will be printed with a list of available reports that belong to this area. Depending on user security, there may be certain reports that have been allowed for some users but not others.



Click the checkbox next to each report you want to print or email.

Highlight a report to see a description of the purpose of that report and also define settings for printing.

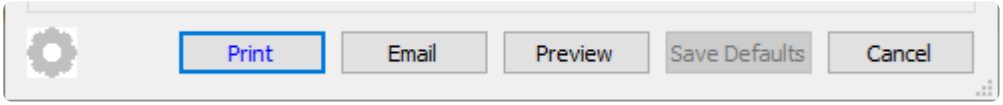
Printer – Choose from available printer or electronic file outputs defined on your workstation in Windows. A Default Printer option is available to send the report output to your Windows default printer.

Paper Source – If your printer supports multiple paper trays, you can define the one of interest, such as for coloured paper or check stock.

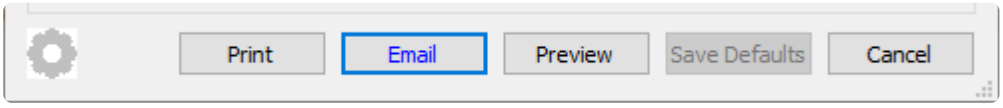
Duplex – Choose to print reports on both side of paper sheets, if the printer supports this function, which choices on which side to flip the page.

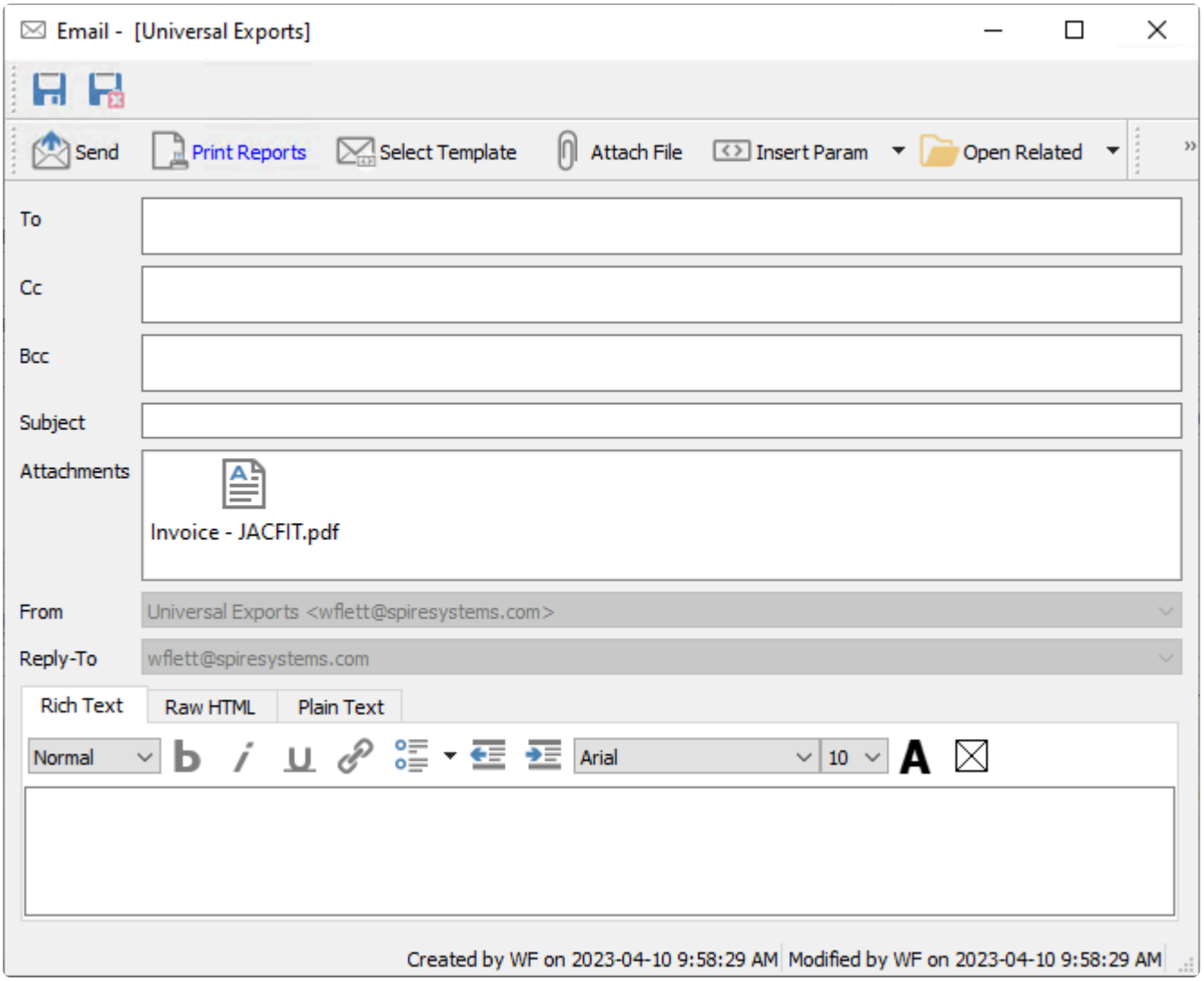
Copies – Set how many times you want to print the report.

Print – Send the selected report(s) to the printer as a job. When editing a Sales Order or the Accounts Receivable record for a customer, this button will be highlighted in blue if the respective default report type (Invoice or Statement) is set to Form.

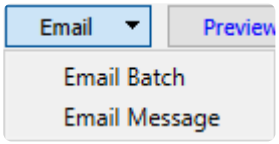


Email – For each selected report, the output will be saved as an attachment in PDF format, and you can select the email recipients, define the email subject and other text, and include other attachments. When editing a Sales Order or the Accounts Receivable record for a customer, this button will be highlighted in blue if the respective default report type (Invoice or Statement) is set to either E-mail or Form and E-mail. And if Form and E-mail is configured, the email screen will display the Print Reports button in blue font colour.

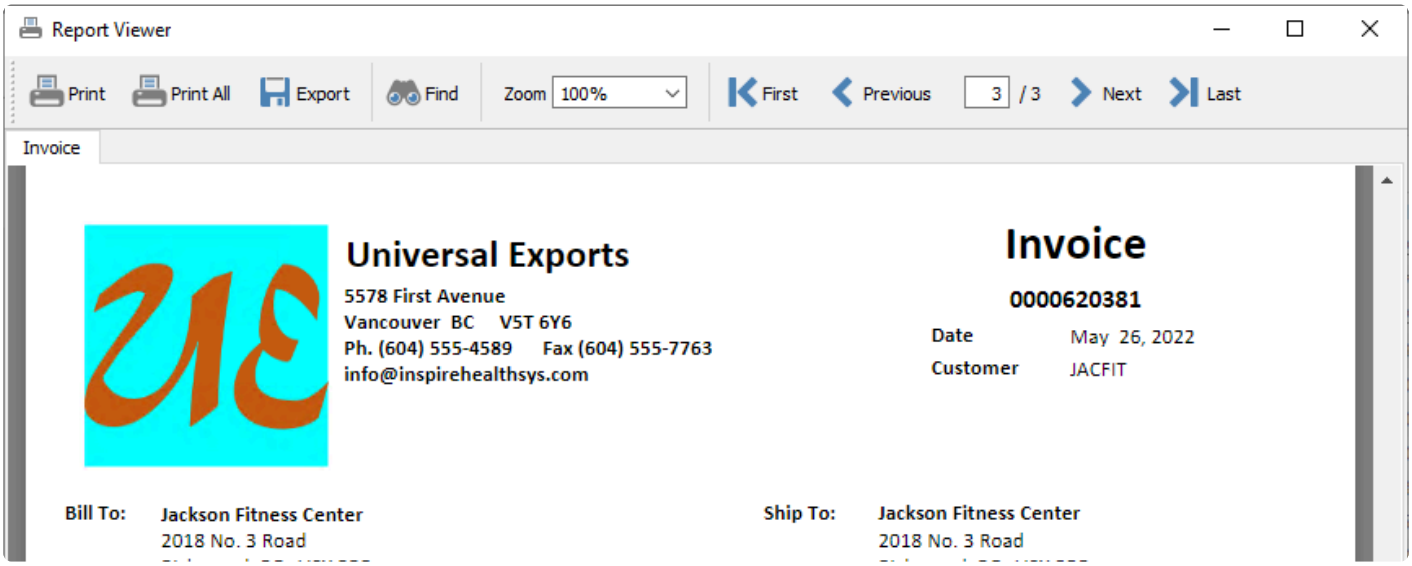


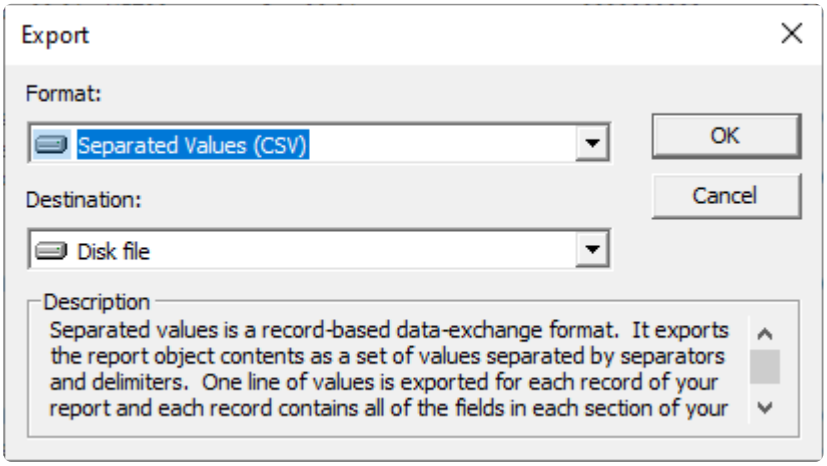


If multiple records are selected for emailing, this button will have a drop-down selection to allow you to email as a batch, or as messages with attachments sent to internal recipients.



Preview – Load the report contents into a Report Preview window, with each selected report displayed on a separate tab. From here, you can determine whether the contents of the report is correct, scroll through multiple pages, Find information to highlight, print the reports, or Export the reports to supported file types.

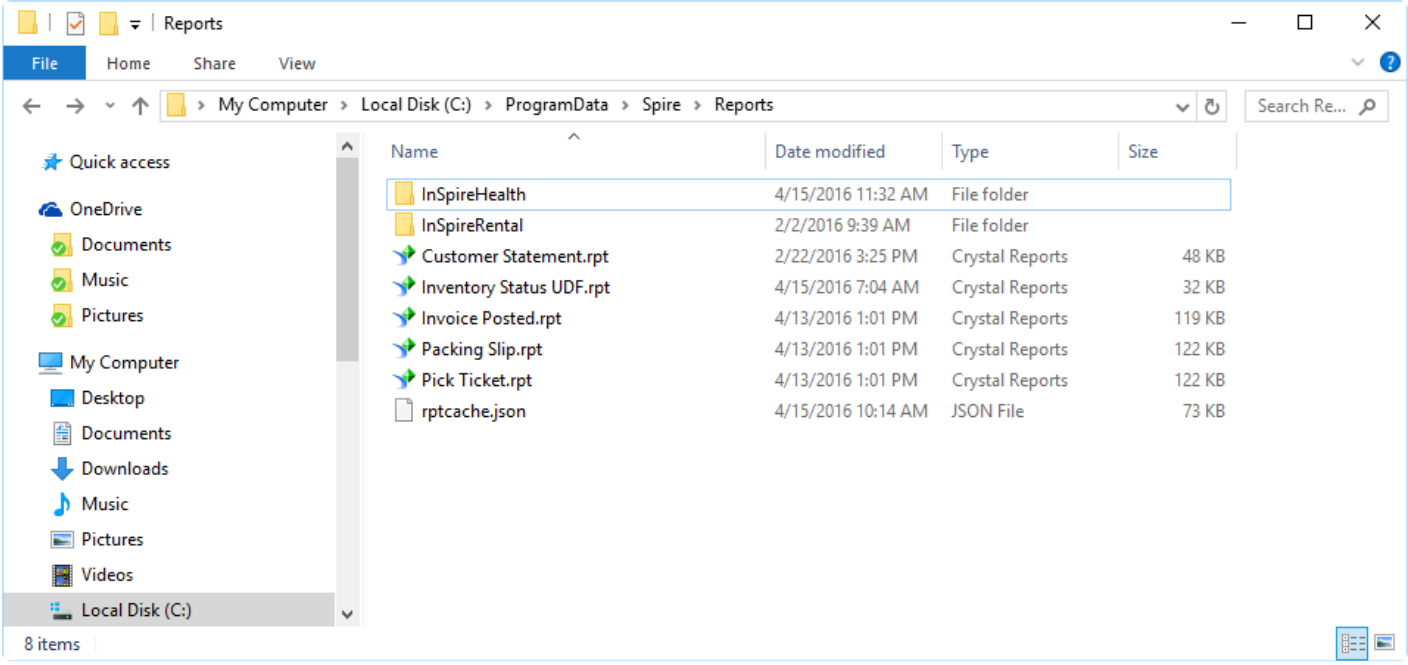




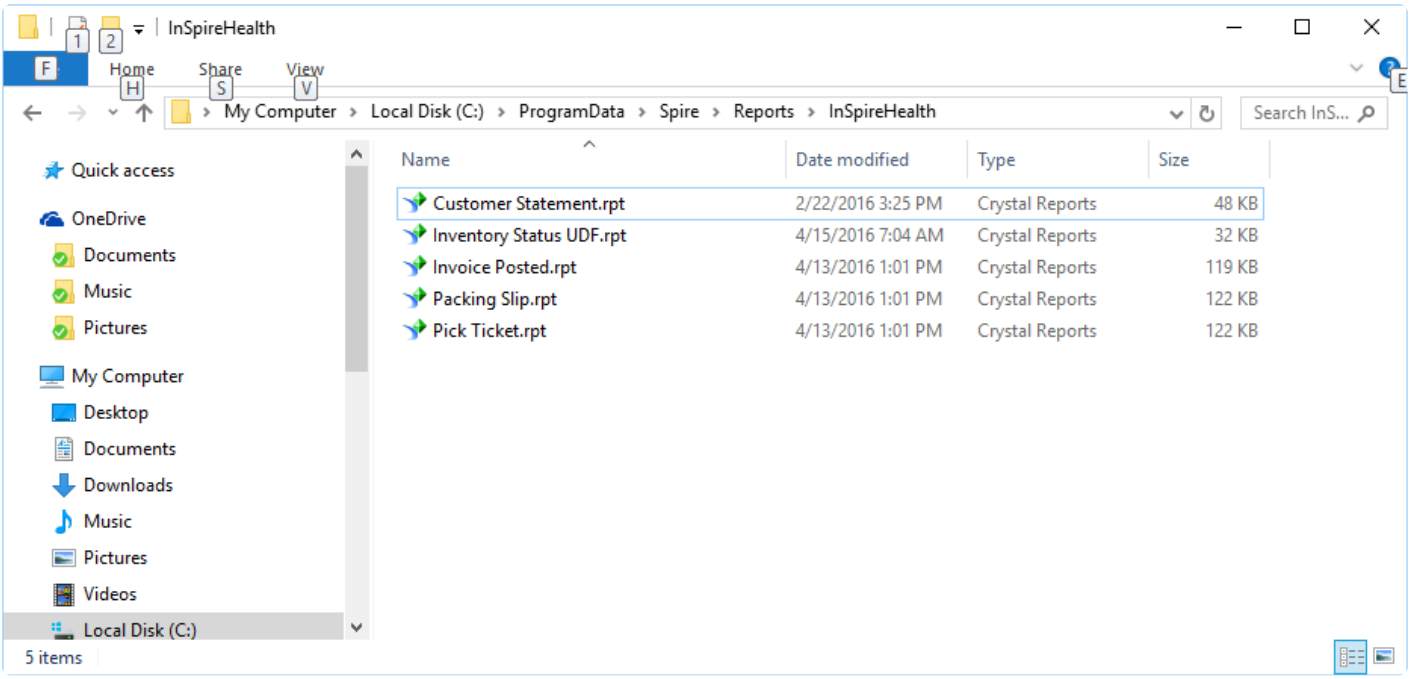
Save Defaults – If you have changed any of the report settings for any of the available reports, this button will become active, if you want to remember these whenever this report is printed.

Custom Reports

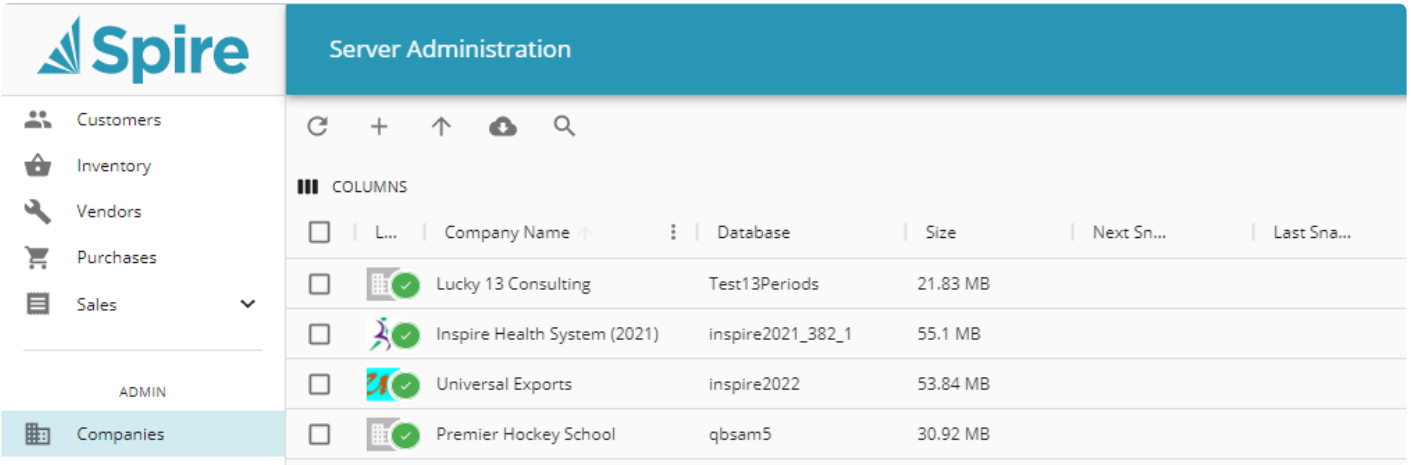
Custom Reports can be either brand new reports or edited versions of stock reports. They are uploaded through the server administrator or directly on the server. Either way they are saved on the server in one of 2 places. If the report is required for all companies then save it on the server in C:\ProgramData\Spire\Reports



If the report is just for one of the companies then it is saved on the server in C:\ProgramData\Spire\Reports\{Database Name}.

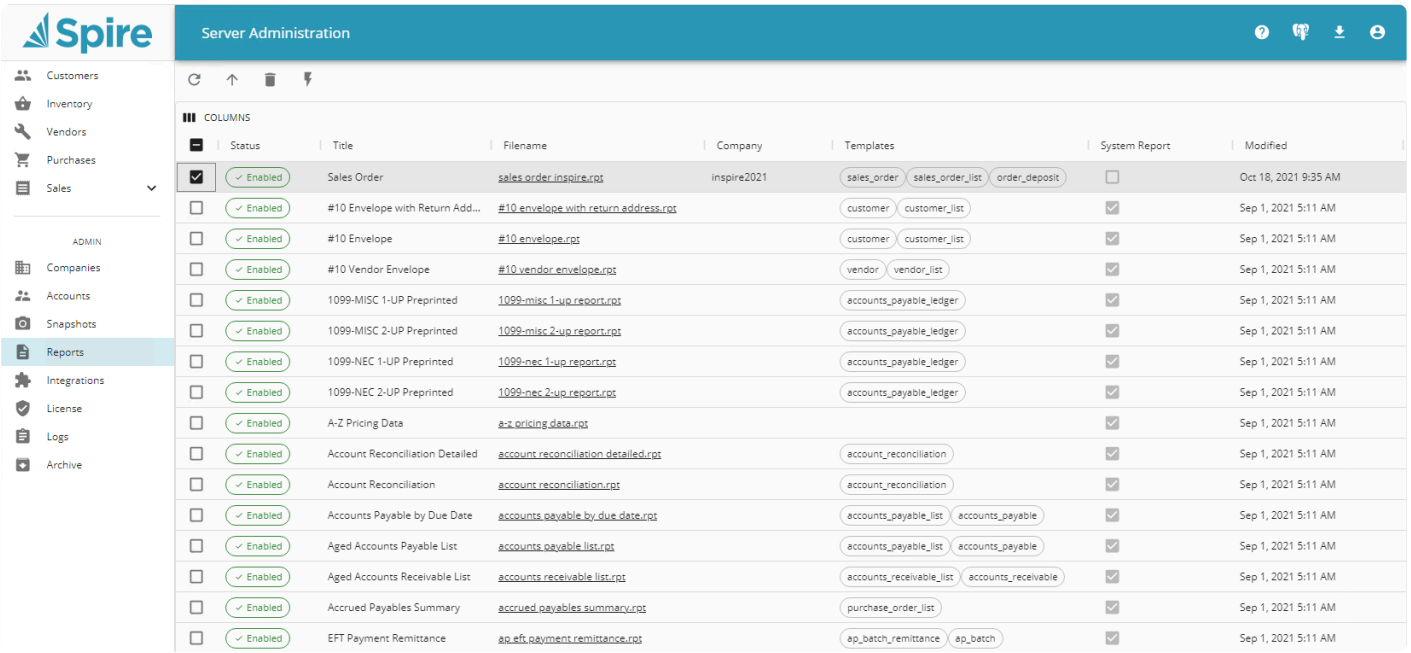


The database name can be found by looking at the Spire Administration company list.



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

Uploading Reports through Spire Admin



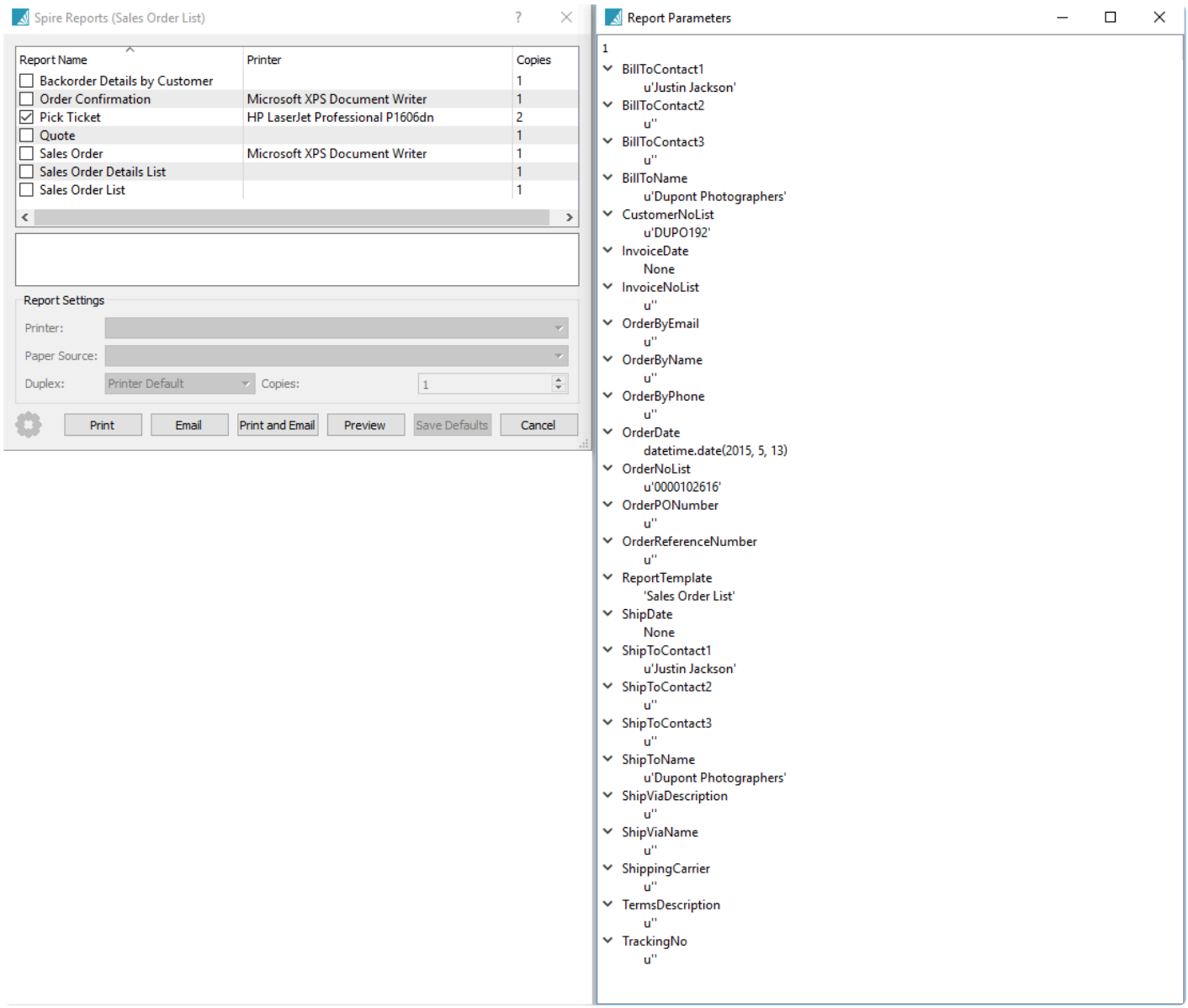
- **Upload** – Browse to upload a custom report
- **Delete** – Delete a custom report (System reports will disable, not delete)
- **Toggle Report Status** – Toggle report from being available in Spire

- **Title** – Title of report as presented to user on print
- **Filename** – Crystal Report File name on physical storage
- **Company** – Company this report is exclusive for

- **Templates** – Template(s) embedded in the report. Designates where the report will appear in Spire
- **System Report** – Indicates if report is a system stock report
- **Modified** – When the report was last modified

Templates & Parameters

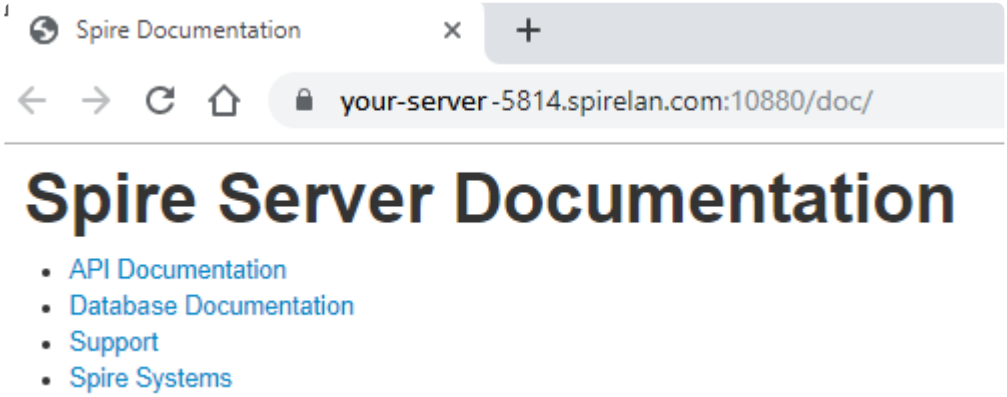
To find out what report templates and parameters are available when printing, turn on the user setting Reports / Development / ‘Enable report development tools’. Then whenever the print button is clicked this dialog will appear beside the reports list and the available report fields will be displayed.



Data Dictionary

Data Dictionary

The database structure used in Spire can be found in by clicking on Help-> Spire Server Documentation->Database Documentation



When clicking database Documentation the list of files and fields will be shown in a hyperlink document.

Spire Documentation

billowing-pond-5814.spirelan.com:10880/doc/da...

Apps [Fixed Tickets] Issue... Spire HelpDesk Spire Power BI HSBCnet Gmail Recipes Other bookmarks

Tables

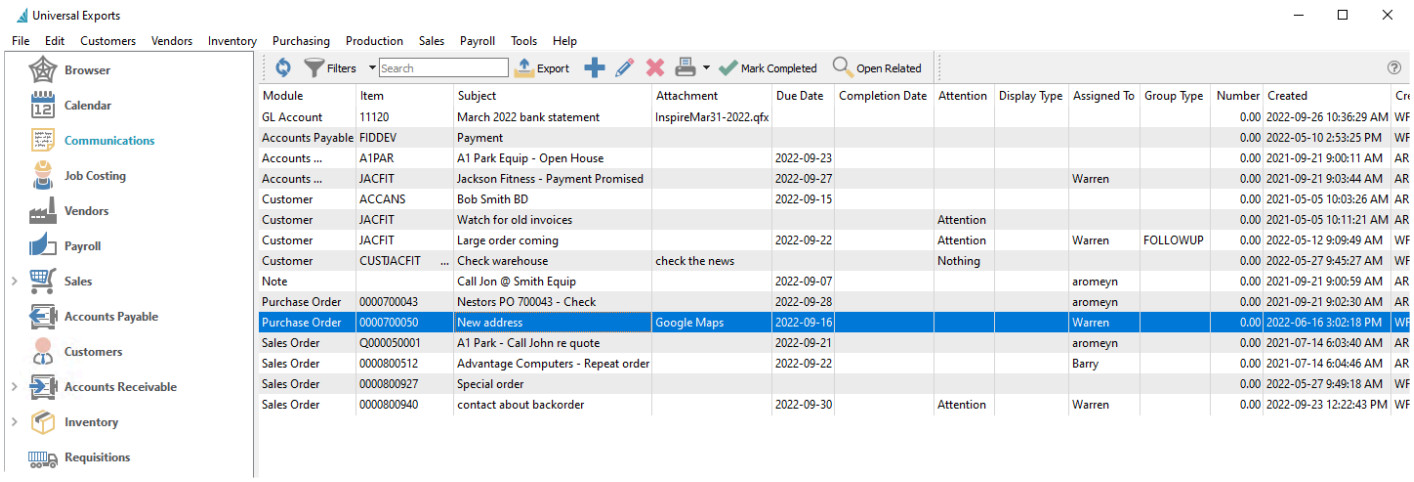
Schema: public

Table	Comment
addresses	Addresses
ap_batch_items	Accounts Payable Batch items
ap_batches	Accounts Payable Batches
ap_transaction_links	Accounts Payable Debit to Credit transaction links
ap_transactions	Accounts Payable Transactions
ar_batch_items	Accounts Receivable Batch items
ar_batches	Accounts Receivable Batches
ar_transaction_links	Accounts Receivable Debit to Credit transaction links
ar_transactions	Accounts Receivable Transactions
bom_categories	Bill of Materials categories
bom_item_replacements	Production Order and Template component replacements
cash_out_payment_methods	Payment Methods selected in Cash Outs
cash_outs	Cash Outs performed
countries	Countries
currencies	Currency exchange rates
customer_code_changes	Customer Code changes
customers	Customers
email_templates	Email templates
employee_roe_details	Record of Employment details
employee_roes	Record of Employment reports
employee_t4s	Employee T4 records
employees	Employees
equipment	Equipment; All Equipment labels are user definable however database field names do not change
gl_accounts	General Ledger Accounts
gl_allocations	General Ledger Allocation posting control
gl_divisions	General Ledger divisions. Only one record will exist for non divisionalized companies. One extra record will exist for divisionalized companies, '000', for the consolidated division.
gl_groups	General Ledger Account Groups
gl_history_accounts	Historical General Ledger Accounts as they were when the Year End Close was performed for the Fiscal Year ending as stated in year_end.
gl_history_divisions	General Ledger divisions as they were when the Year End Close was performed for the Fiscal Year ending as stated in year_end. Only one record will exist for non divisionalized companies. One extra record, '000', will exist for divisionalized companies for the consolidated division.
gl_history_groups	General Ledger Groups as they were when the Year End Close was performed for the Fiscal Year ending as stated in year_end.
gl_history_periods	General Ledger Fiscal Periods as they were when the Year End Close was performed for the Fiscal Year ending as stated in year_end.
gl_history_segments	General Ledger segments as they were when the Year End Close was performed for the Fiscal Year ending as stated in year_end.

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 any user for follow up, perhaps by a specified due date. Notes can be configured to alert users to their existence, either in a pop-up screen or a banner at the top of the window. While Communications in Spire is not a Customer Relationship Management system, it can assist your team in keeping informed on activities and communications throughout your company and for your customers and vendors.

The list of Communications can be opened from either the module list at the left or the top Edit menu.



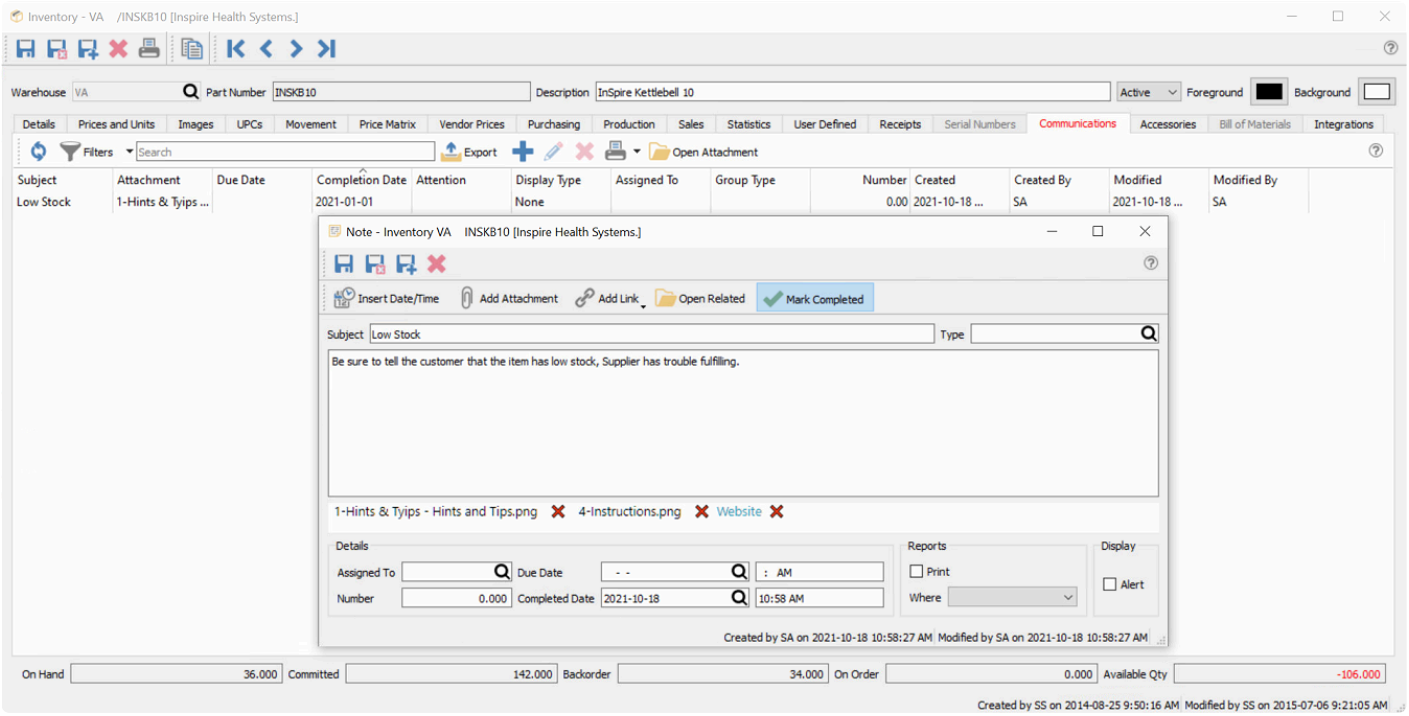
Filters – Set a filter to display only the communications that the user wants to see. The most common one is an “Assigned To” filter so the user to only see their own communications.
Export – Exports the list of communications to Excel or .csv based on column and position selection.
Add – Adds a communication.
Edit – Edits a communication.
Delete – Deletes a communication.
Print – Any report that has ‘Communications’ as a Crystal Reports template will be presented.
Mark Completed – Click this to set the Completed Date and Time values from the system.
Open Related – Opens the module and record for the source of the message. For records that support Communications banners, notes not yet completed will be displayed in either red, yellow or blue colour when the record is first opened, depending on whether an alert or due date is present on the note.

Some information is included on the communications grid that cannot be edited by users:

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.
Created Date – The date it was created.
Created By – The initials of the user that created the communication.
Modified Date – Date this communication was last edited.

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

New communication Notes can be added from here, or existing notes or any other module communications may be edited.



Insert Date/Time – The system date and time will be added to the text memo box at the end of the entered text.
Add Attachment – Include a link to a saved file such as an Excel spreadsheet or an image.
Add Link – Include a link to a Web URL or a saved file. A linked-to file should ideally be a location available to all users.
Open Related – Opens the module and record from where the communication is stored. For records that support Communications banners, notes not yet completed will be displayed in either red, yellow or blue colour when the record is first opened, depending on whether an alert or due date is present on the note.
Mark Completed – Click this to set the Completed Date and Time values from the system. This will suppress this note from being displayed in Communications banners.

Subject – Text to indicate the purpose of this communication. It is used in places where communication alerts and banners are displayed, so it should be concise and informative.
Group Type – Choose from a list of company-specified Note types to categorize the note. For example, “Follow-Up” or “Important”.

The text memo box is where the note information is entered, and under this is listed all attachments which can be opened by clicking the one desired to access.

Details

Assigned To – The user’s name that the communication is assigned to.

Number – Extra numeric field, used for reporting purposes.
Due Date – Fields for the date and time when the assigned communication is due for completion. For records that support Communications banners, notes with a due date and not yet completed will be displayed in yellow colour when the record is first opened.
Completed Date – Fields for the date and time when the communication was marked as completed. For records that support Communications banners, completed notes will be suppressed from display, even if it has an alert or due date.

Reports

Print – Enabling this option will printed the note text on whichever form was selected in the Where selection field.
Where – The form that this communication should print on. For example, on Invoices or Purchase Orders.

> 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.

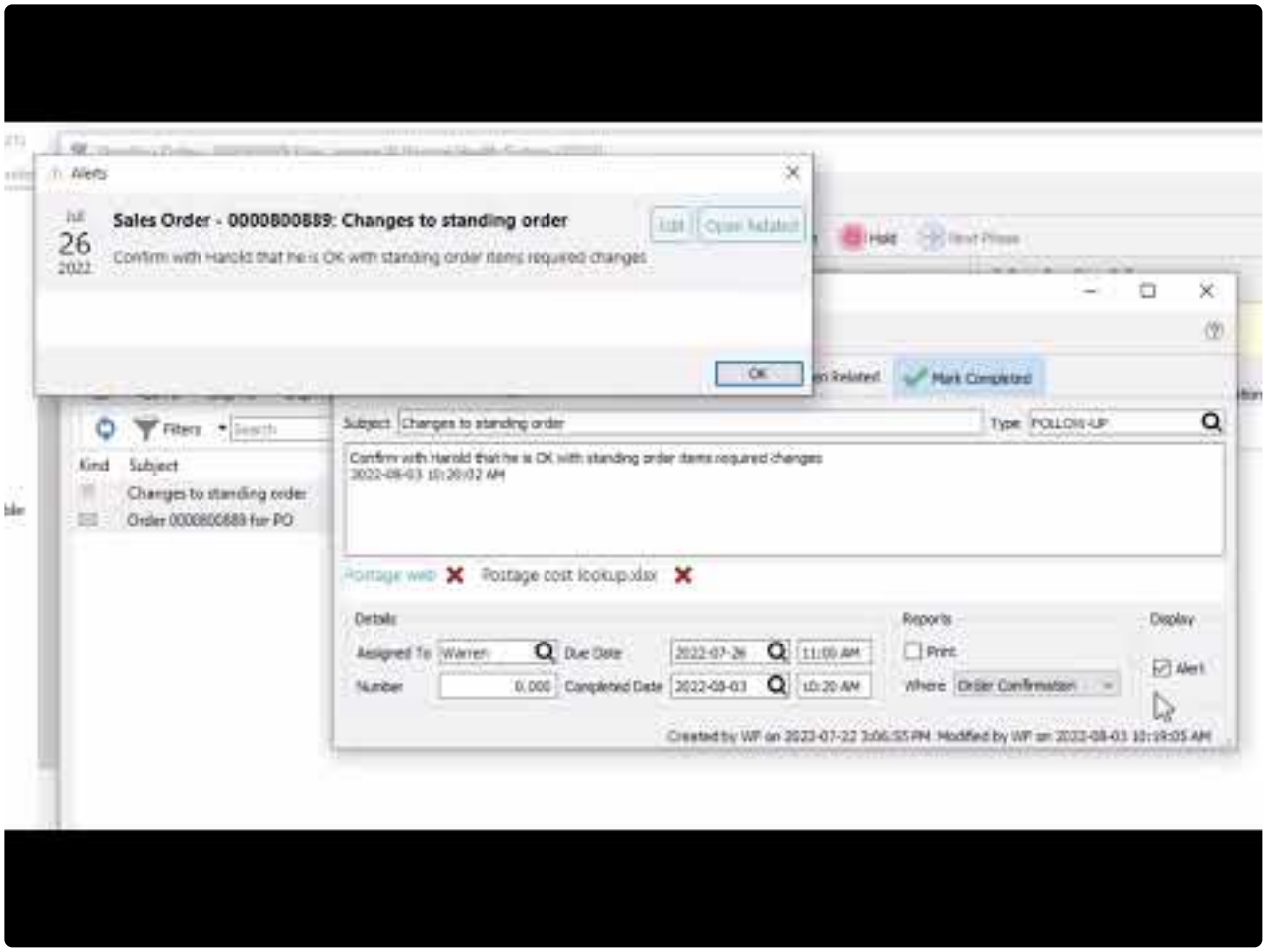
Display

Alert – Enabling this option will pop up the note subject and text in an alert window when editing a transaction like a sales or purchase order, or when the item, customer or vendor is added to a transaction. For records that support Communications banners, notes with an alert and not yet completed will be displayed in red colour when the record is first opened.

The Print and Alert statuses will display in the Attention column of the communications grid if either are selected, or Both displays when both settings are enabled.

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

Video Instruction



https://www.youtube.com/embed/8uK9kxTVDsY?rel=0

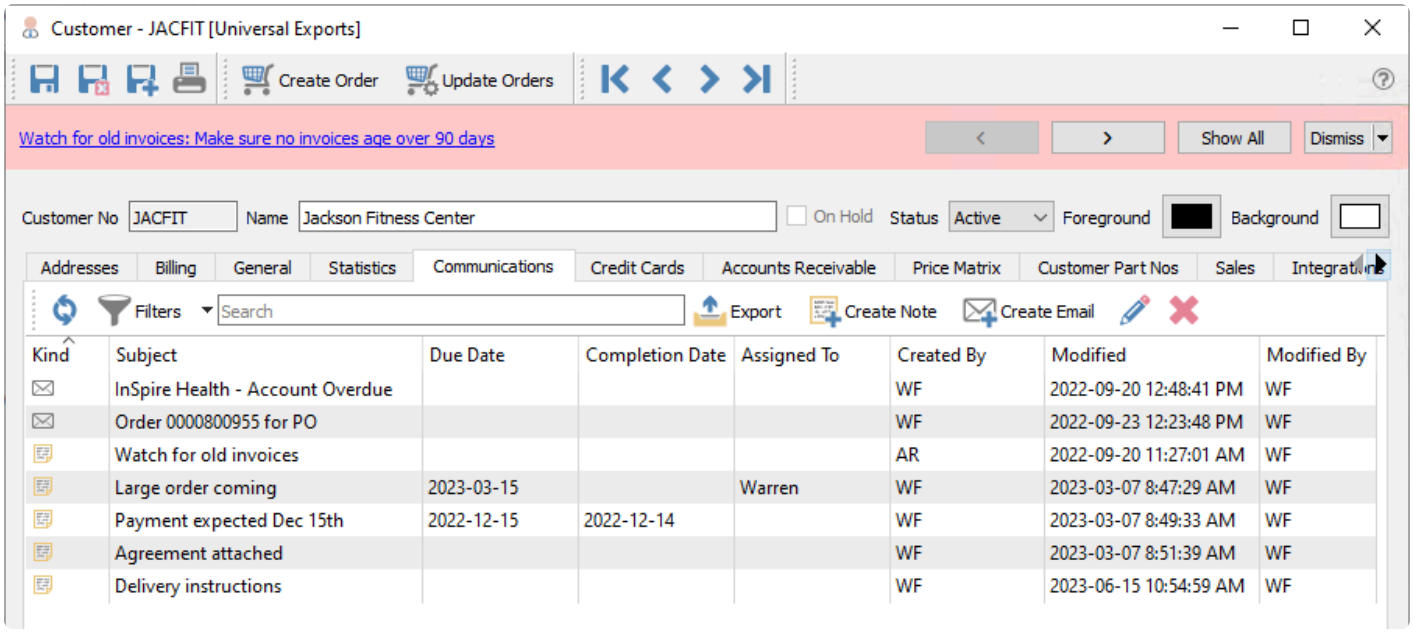
Communications Examples

Example communications

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

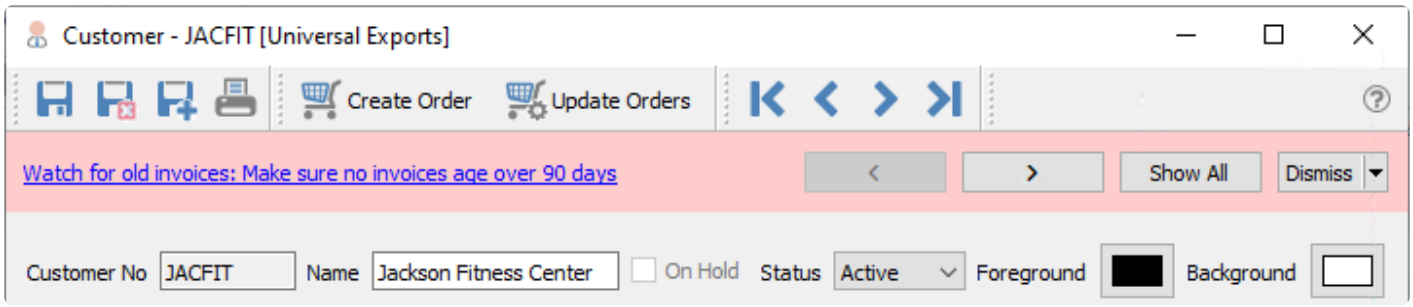
Communications Banners

When editing records in Spire that have Communication Notes saved, many different record and transaction types will display these notes as banners at the top of the record, with colour to identify the note status and the ability to scroll through multiple notes. This allows you to immediately see and interact with important information as soon as you start.

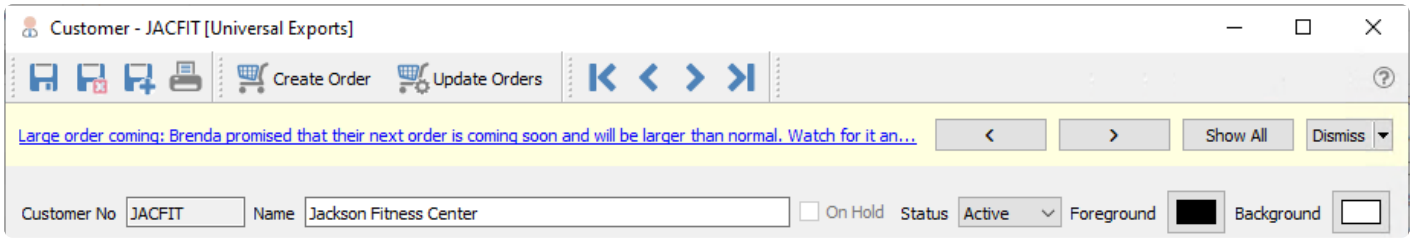


Communication Banners are supported when editing Customers, Vendors, Inventory items, Employees, Sales Orders, Sales History invoices, Purchase Orders, Purchase History orders, Production Orders and Production history orders. Any note that has not yet been marked as completed will be displayed at the top, with a hyperlink active on the note text to allow you access that communication. Emails are ignored for these banners.

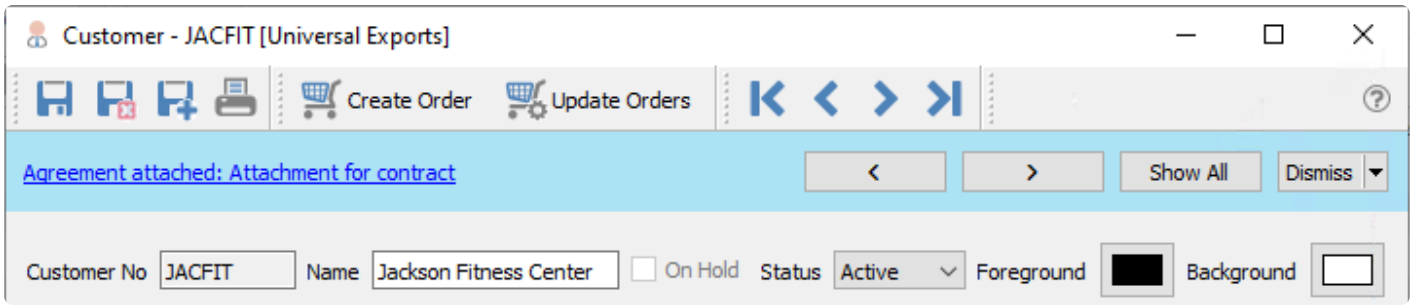
Banners can be displayed with three different colours. If the note has the Alert option enabled, then the banner colour is red.



If the note does not have an alert enabled, but does have a Due Date – whether or not this date is earlier or later than today – then the banner colour is yellow.



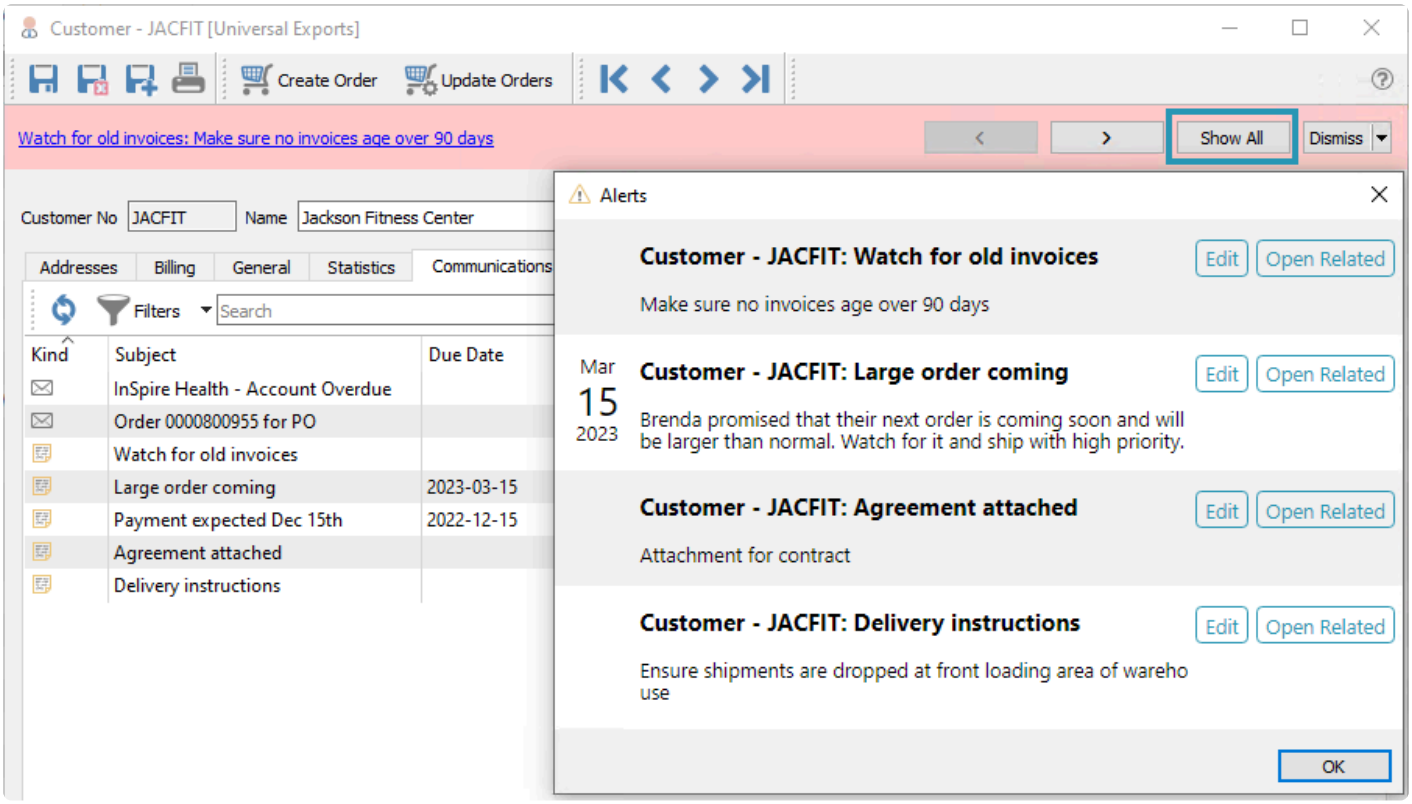
If the note does not have either an alert enabled or a due date, then the banner colour is blue.



If any of these notes also has text in addition to a Subject, they are both displayed in the banner, with the subject first, followed by either the complete note text or just a portion, depending on how long it is.

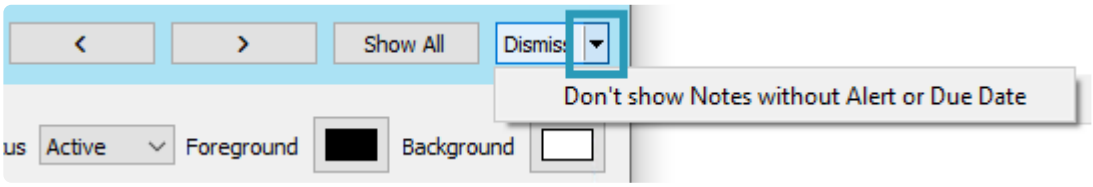
Scroll buttons – If this record has multiple notes that are available to display in this banner, then left and right arrows exist to allow scrolling through each note. The priority sequence of note display is first red banners with alerts, followed by yellow banners with due dates, and finally blue banners with neither of these. If multiple notes exist that have the same banner status colour, then they are displayed in sequence with the oldest by Created Date first.

Show All – This button will display all banner communications in a separate pop-up window. This is useful if you have a particular workflow that requires seeing all pertinent communication notes and alerts at a glance.



Dismiss – When you no longer need the communications banner and linked notes, you can click the Dismiss button to close it. The next time you edit this record, the banner will re-appear with all the notes available for display.

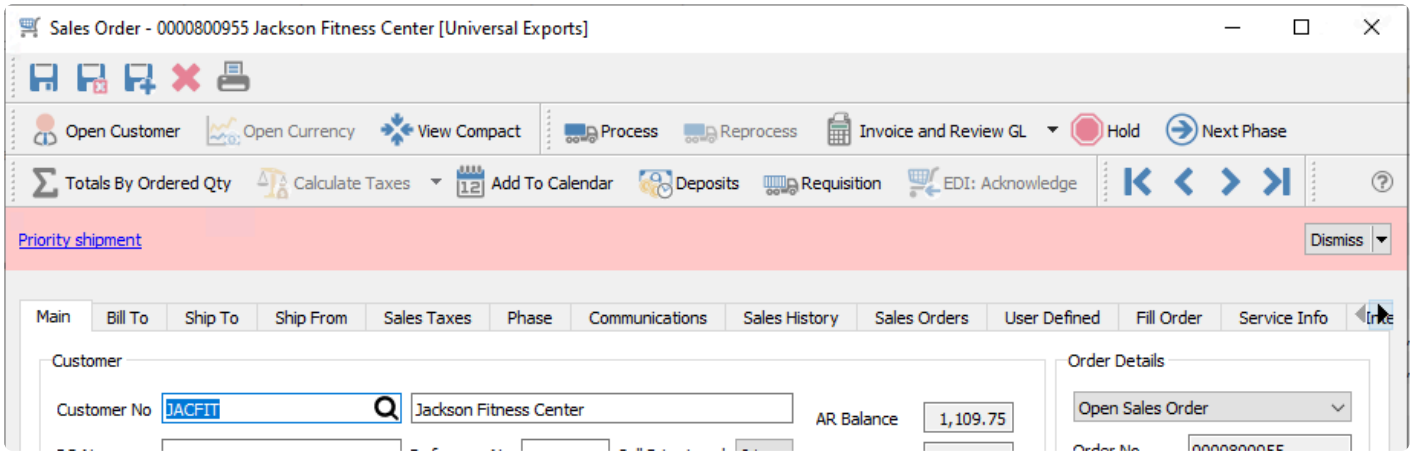
If you do not want to display all notes in this banner, and only want those of specific importance, you can choose to suppress notes that do not have an alert or due date, which are displayed with blue colour. The arrowhead next to the Dismiss button opens an option to 'Don't show Notes without Alert or Due Date'.



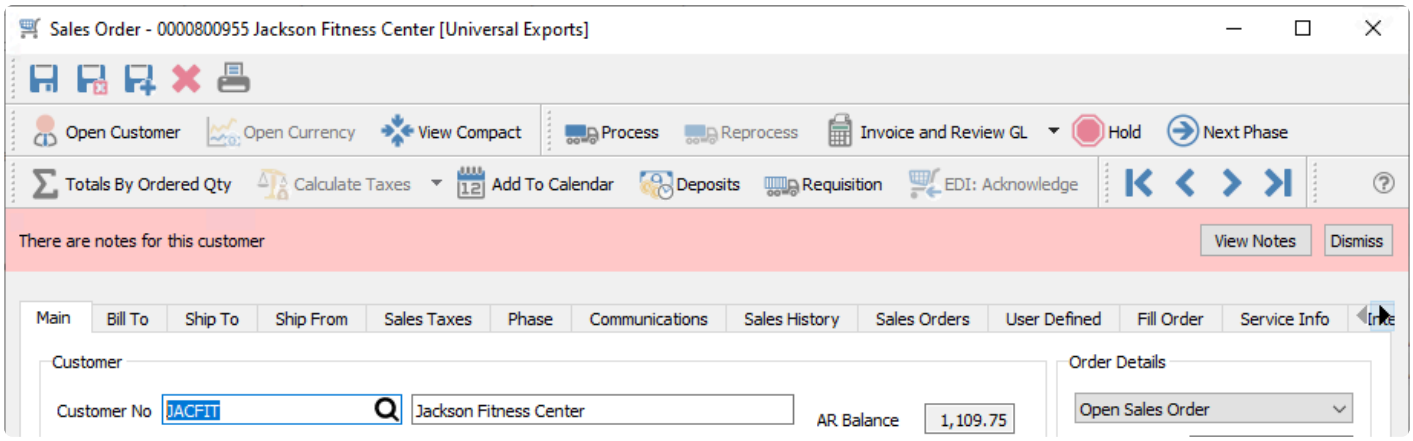
This selection is particular to the user and also the module type this note is associated with. For example, if you choose to suppress notes without alerts or due dates when editing customers, this will not affect other users and what notes they can see in banners, and you can continue to see all notes in banners for Sales Orders or other places.

Transactions

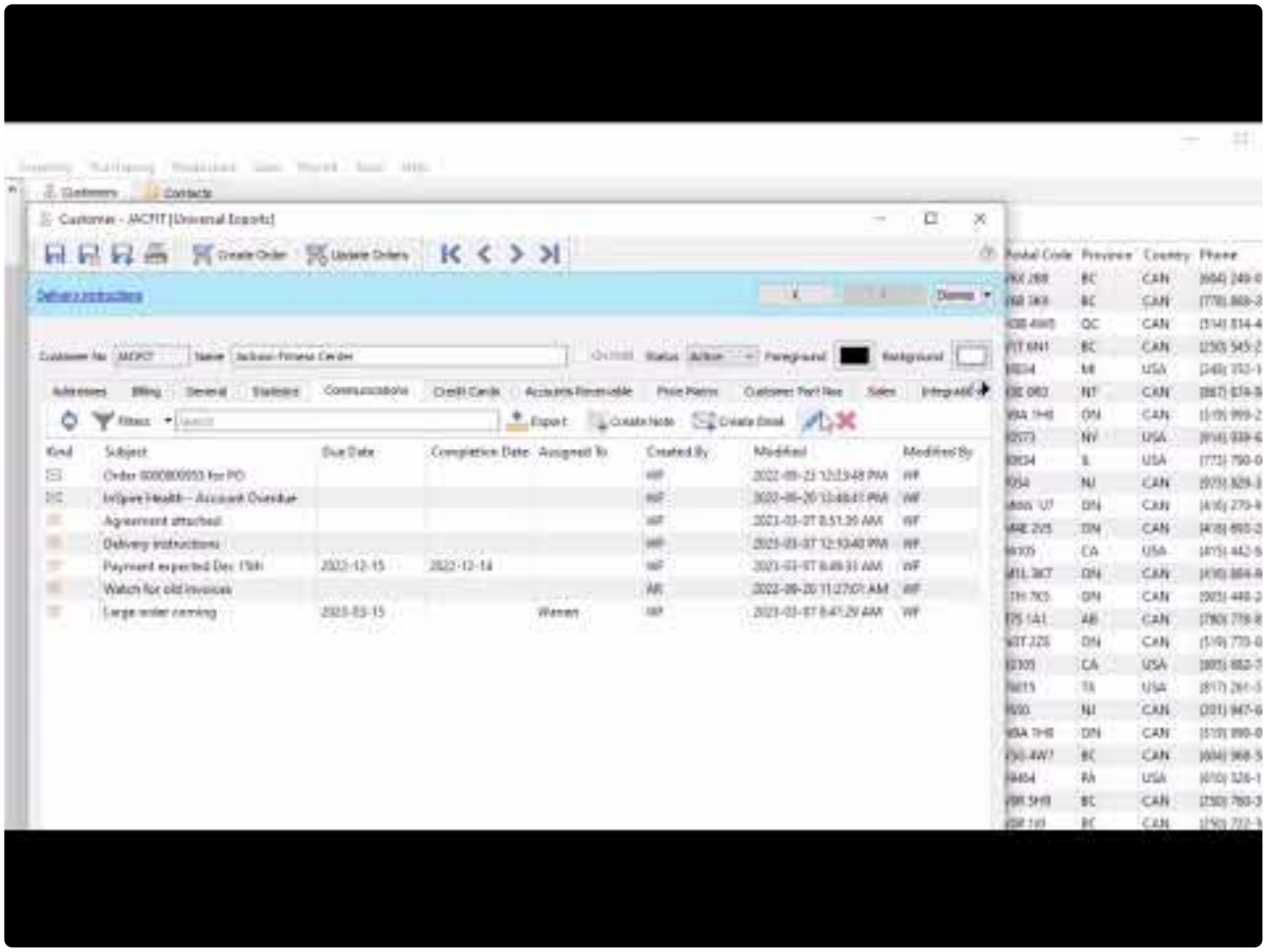
When a Sales or Purchase Order transaction is edited, there is a potential for there to not only be communication notes saved for the transaction but also for the related customer or vendor. Communication banners are only displayed for notes saved on the transaction, and will appear first, before any other banners related to the customer or vendor or transaction status.



Once this banner is dismissed, then any other banner notification will be displayed afterwards.



Video Instruction

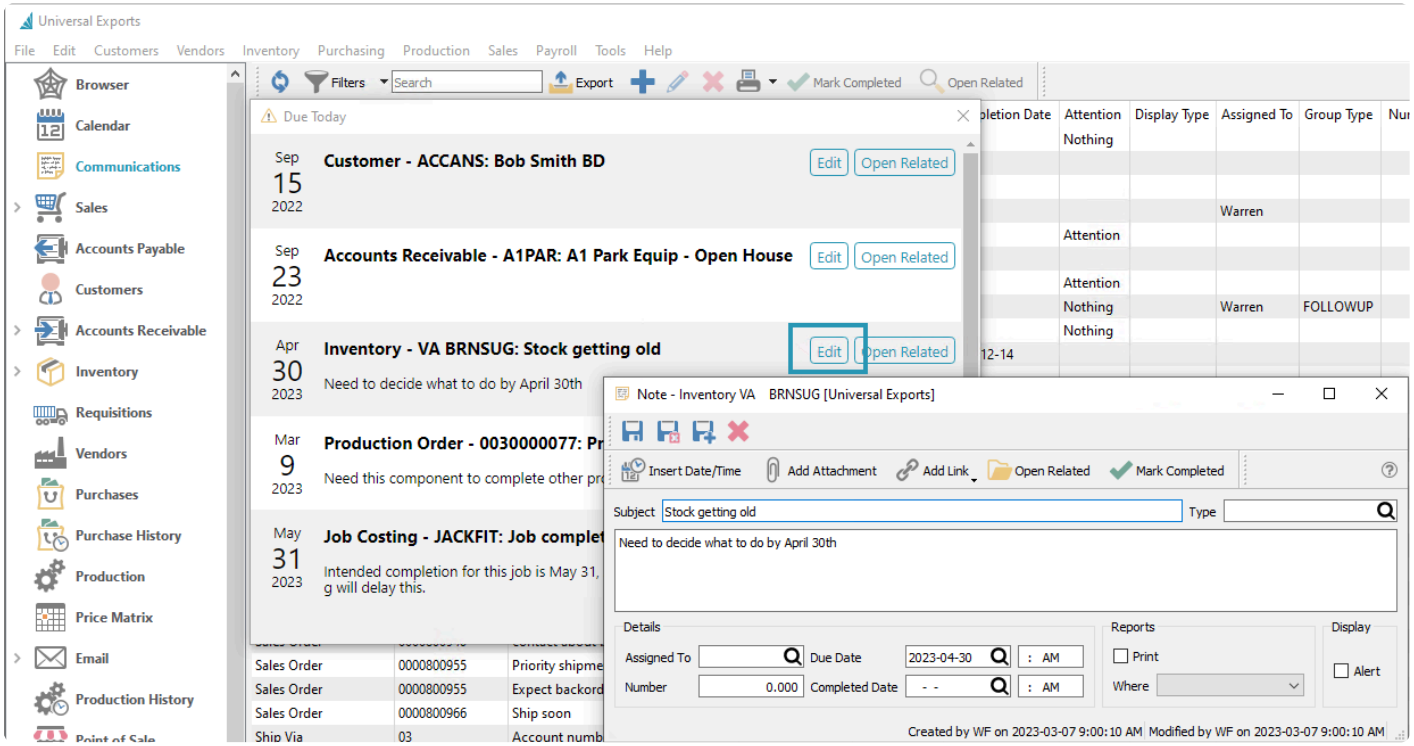


https://www.youtube.com/embed/5TVWf9jYUqA?rel=0

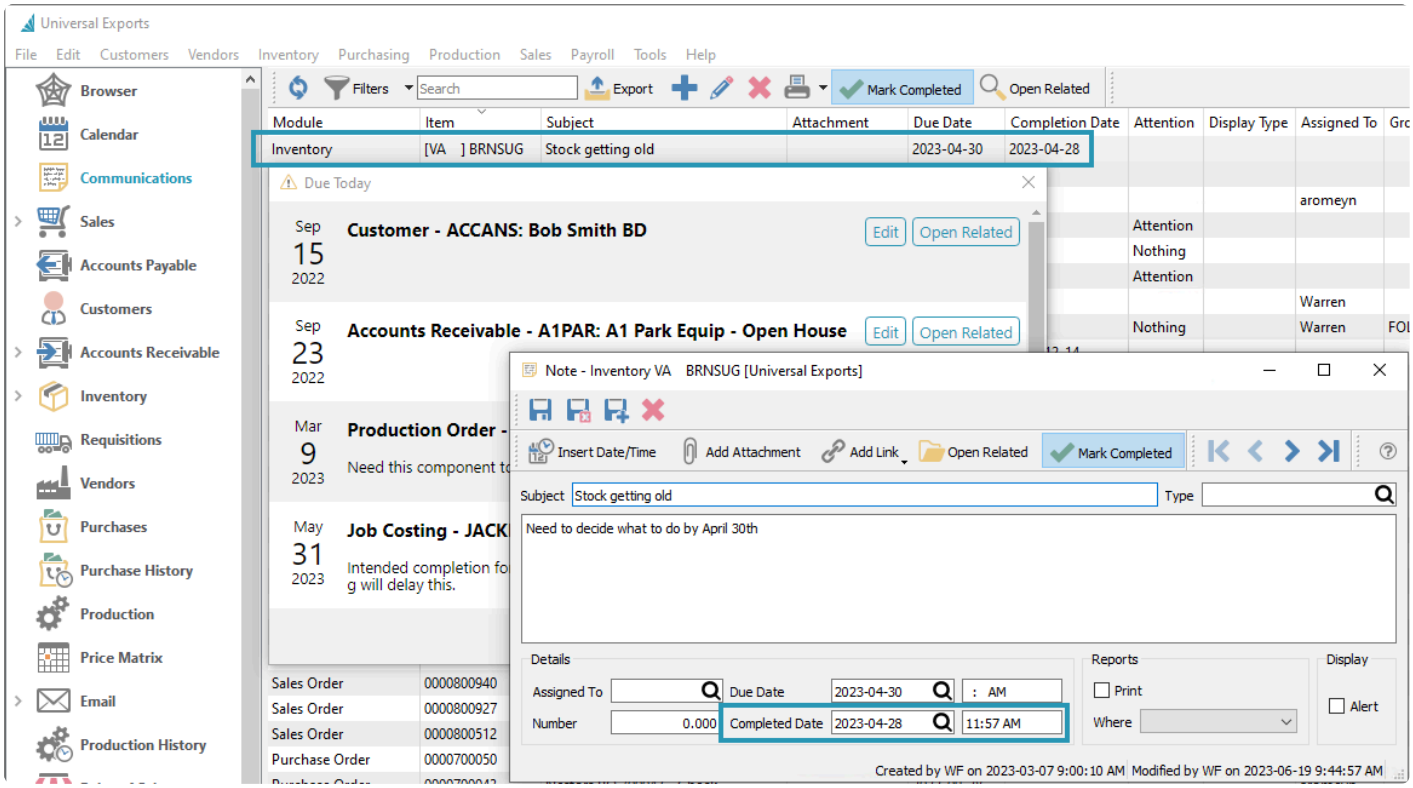
To-Do List on Login

When Logging In

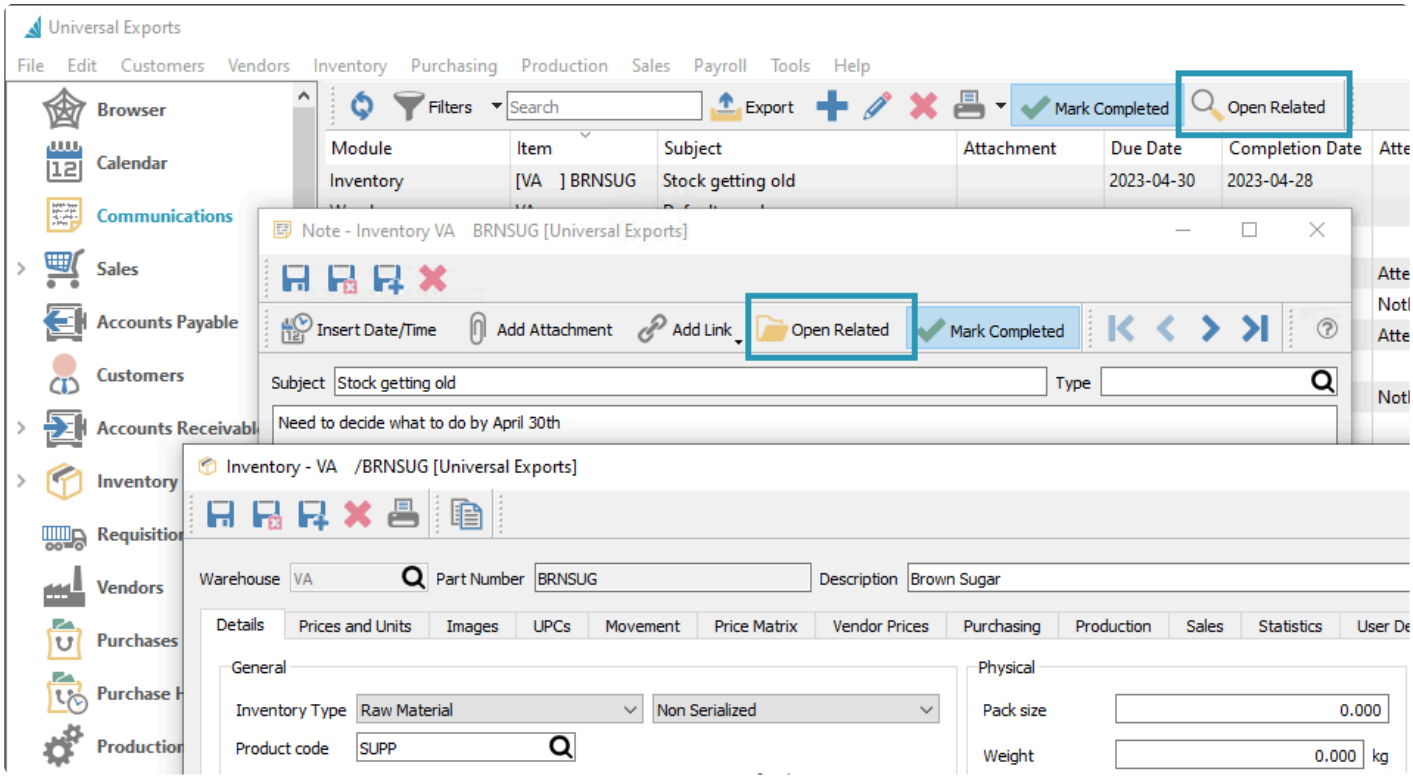
When you log in and there are communication notes that are due or overdue, a “To-Do” list will be presented. By clicking the Edit button, you can see the details of the communication.



When you mark an activity complete, it will no longer be shown on the to do list when logging in, but it can still be viewed or edited from the Communications module.

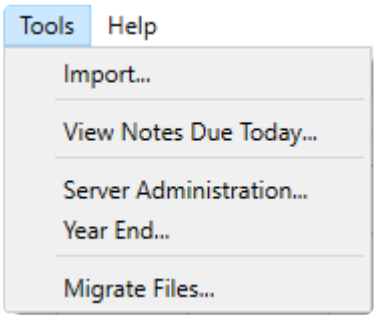


Clicking the “Open Related” button, either for a highlighted note on the Communications list or when editing a Note, will bring up the record where that communication was created. For instance if it was an inventory item message it will open to that inventory record.



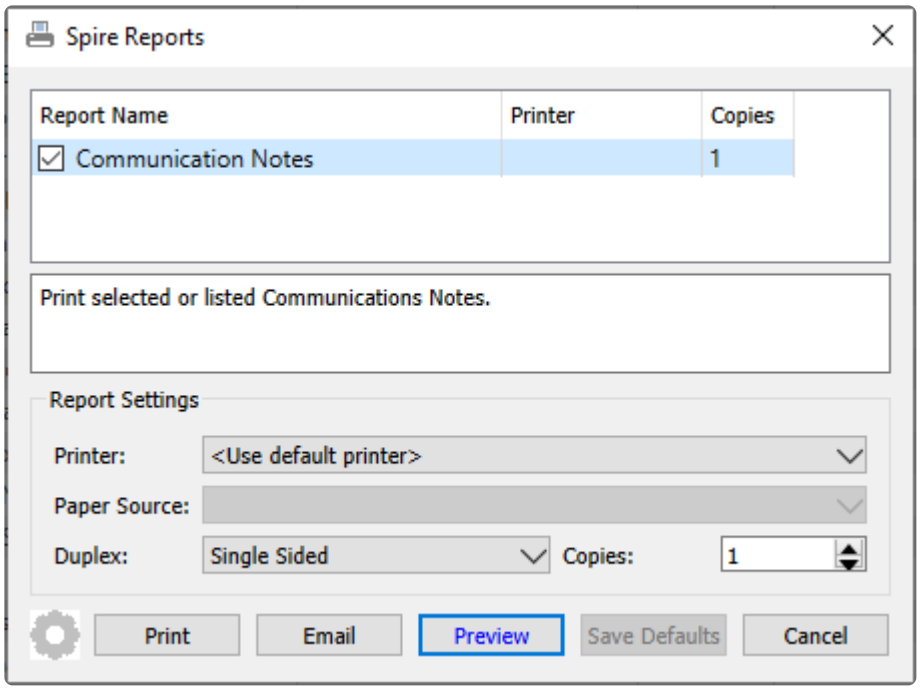
View Notes Due Today

If you want to get access to this To-Do list, you do not have to log back into the company data. Instead, from the Tools menu, choose View Notes Due Today to restore this screen.



Reports

From the Communications list screen and the reports toolbar button, you can select one or more communications to print reports for the selection, or print the reports for all records.



Communication Notes – Print a list of communications, including who is assigned to each note and when it is due or completed.

Universal Exports

Communication Notes

Print Filtered records * March 09, 2023 / 11:35 am

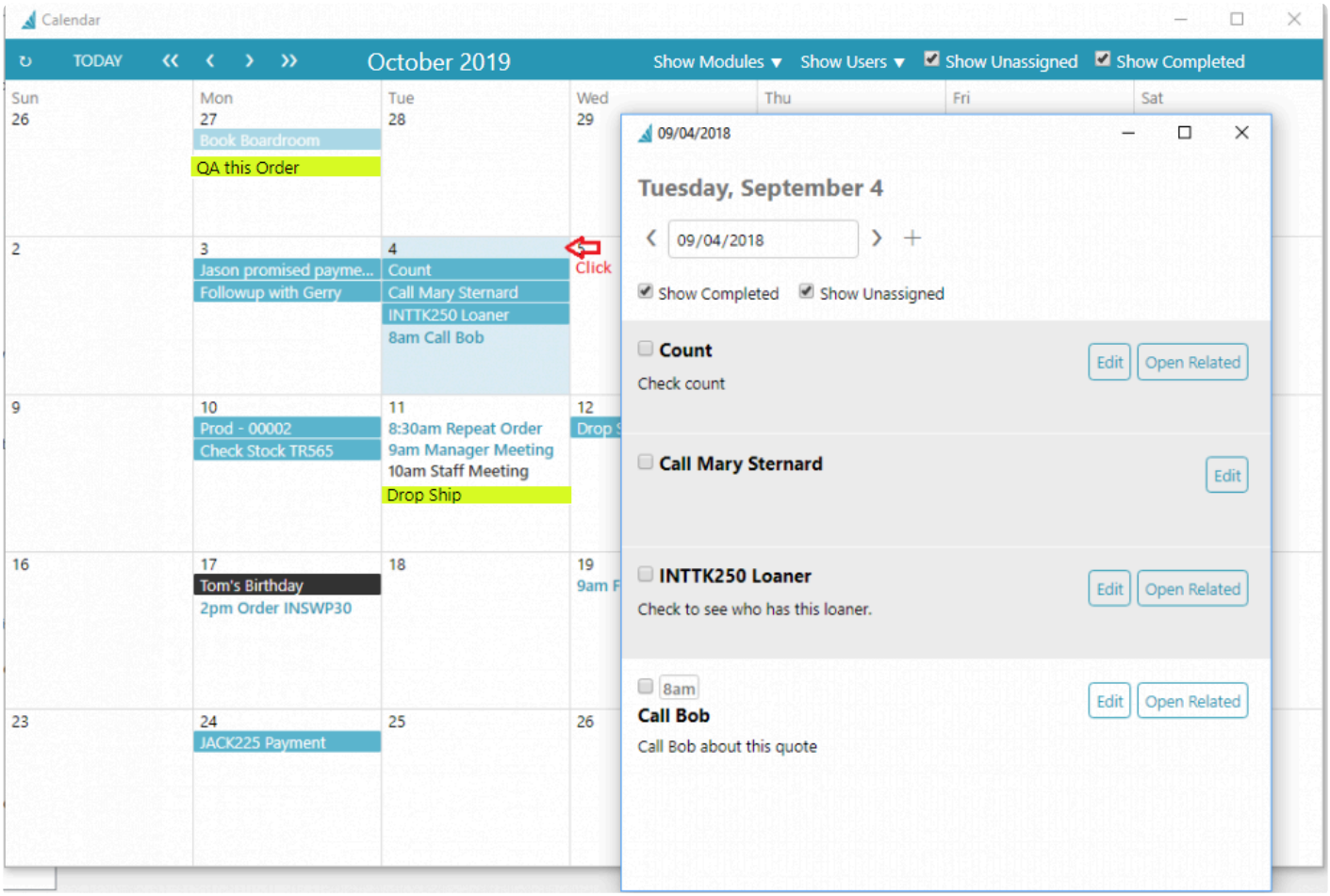
Module	Item	Subject	Type	Number	Assigned to	Due Date	Completed
	JACKFIT	Inspection Nov 14th				Nov 14,22	
AP	FIDDEV	Payment					
Prefers printed checks to EFT for some reason							
AR	A1PAR	A1 Park Equip - Open House				Sep 23,22	
AR	JACFIT	Jackson Fitness - Payment Pro			Warren	Sep 27,22	
Customer	ACCANS	Bob Smith BD				Sep 15,22	
Customer	ARICOR	Drop ship to Richmond					
Ask Betty for Richmond address when sales should ship direct to there rather than Burnaby							
Customer	CUSTA1PAR	SVA Information to look up					
Customer	CUSTJACFIT	STOI Check warehouse					
Ensure you only select items from the Toronto warehouse, not Vancouver, when shipping here.							
Customer	JACFIT	Large order coming	FOLLOWUP		Warren	Sep 22,22	
2022-09-22 9:09:12 AM							
Brenda promised that their next order is coming soon and will be larger than normal. Watch for it and ship with high priority.							
Customer	JACFIT	Watch for old invoices					
Make sure no invoices age over 90 days							
GL Account	11120	March 2022 bank statement					
Attachment included							
Inventory	VA BRNSUG	Check for expiry					
Some goods may be close to expiring							
Inventory	VA CBHALFRACKFB	test link attachment					
Inventory	VA PREEFX423	Re-check stock			Warren	Dec 15,22	
One may have been damaged in the warehouse on return							
Inventory	VA PREEFX423	Obsolete Date Dec 31, 2023				Dec 31,23	
Cannot be purchased after Dec 31, 2023. Replacement is Precor Elliptical 523.							
Notepad		Call Jon @ Smith Equip			aromeyn	Sep 7,22	
Purchase	0000700043	Nestors PO 700043 - Check			aromeyn	Sep 28,22	

Calendar

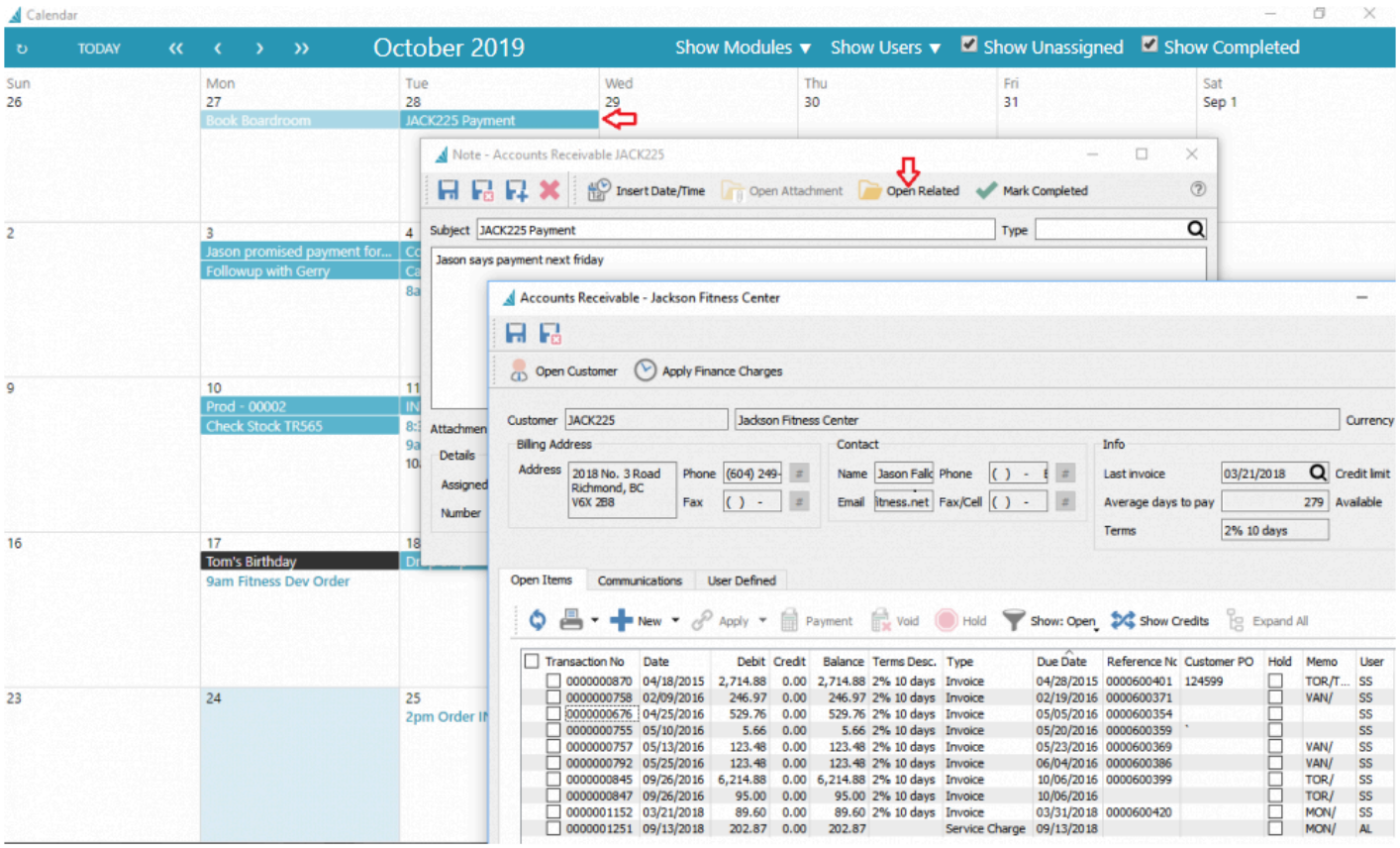
The calendar is related to the communications module. Select ‘Calendar’ from the main menu and communication notes with a due date will be show on each respective day that they are due.

You can decide if you want to see completed or unassigned tasks, and also choose the modules for which related communications display. If they have the security setting, they can also view any other users calendar. Each user shows on the calendar as a different colour. Double-click in a blank area to create a new note with you as the assigned user and that day as the due date, which can be edited before saving.

Clicking on the date number in the top-left corner of the day box brings up the list of communications due that day. From this list, you can edit any communication or open the transaction window related to the note. Clicking the checkbox to the right of the communication title means that the noted task is completed. Or create a new communication note due on this day by clicking the ‘plus’ button to the right of the date.



Clicking on a specific note within a calendar day opens that communication, which can then be either modified or used to access the source transaction from the ‘Open Related’ button.

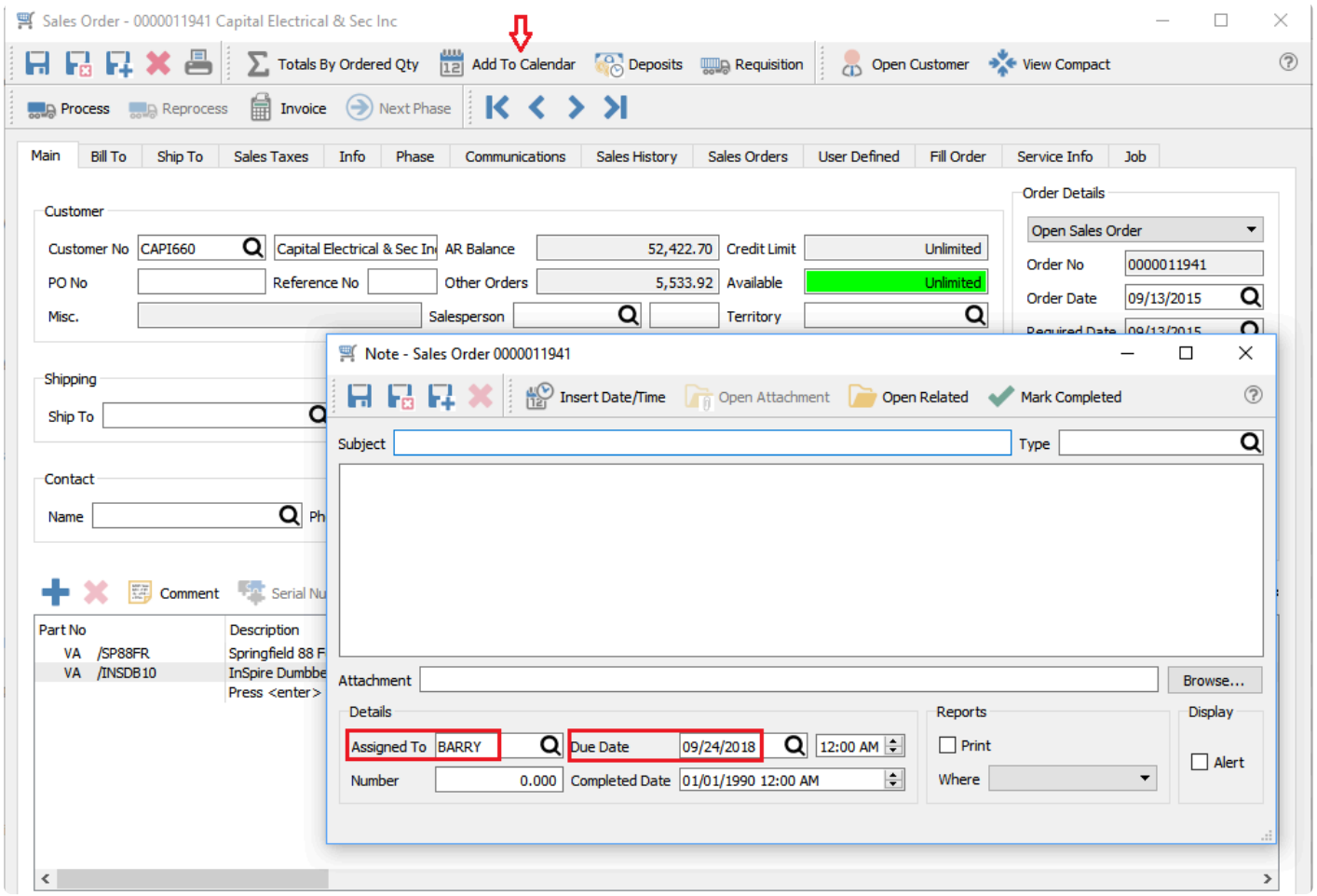


> Note that the user can act on the related item that was opened. In the case above, they can take the payment on the customers account while staying in the calendar module.

Other features include being able to drag items on the calendar to another date, and edit the communication and assign it to another user so it appears on their calendar.

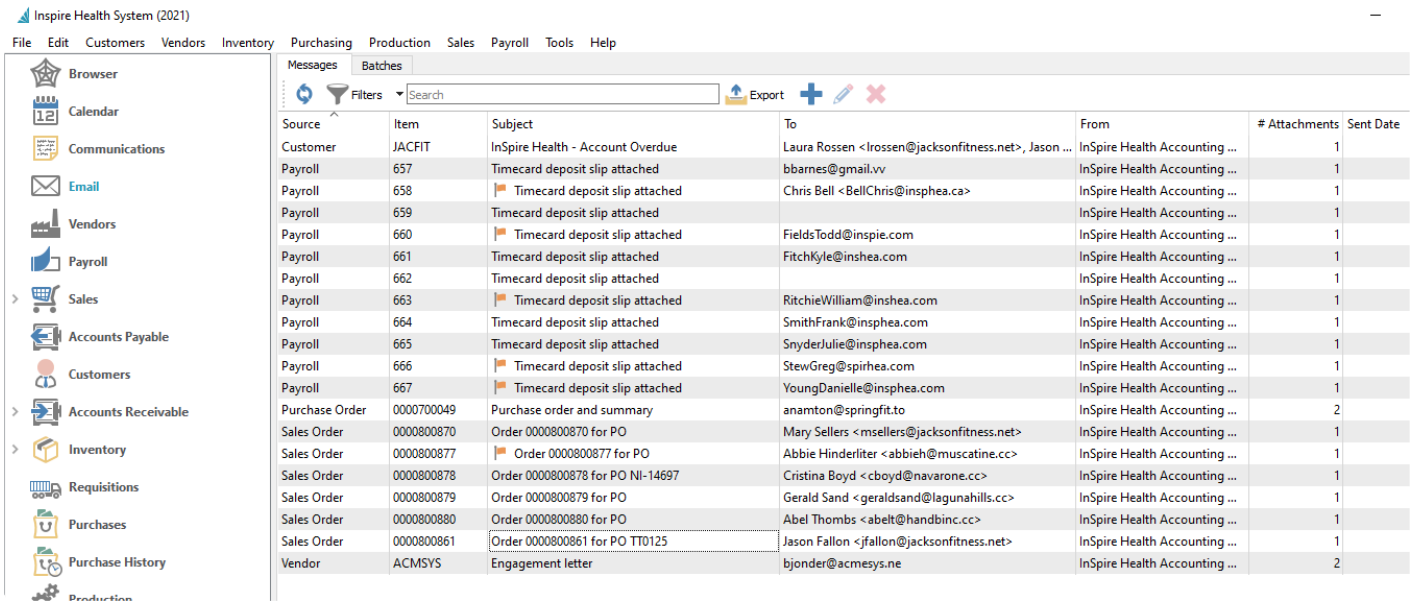
Quickly Add to Calendar

When editing a Sales, Purchase or Production order, a button labeled “Add To Calendar” can be clicked to create a communications record assigned to the user and a due date equal to today. Then additional information or options can be included, or the user or dates or times can be modified as required


Sales Order - 0000011941 Capital Electrical & Sec Inc
Totals By Ordered Qty
Add To Calendar
Deposits
Requisition
Open Customer
View Compact
Process
Reprocess
Invoice
Next Phase
Main
Bill To
Ship To
Sales Taxes
Info
Phase
Communications
Sales History
Sales Orders
User Defined
Fill Order
Service Info
Job
Customer
Customer No
CAPI660
Capital Electrical & Sec In
AR Balance
52,422.70
Credit Limit
Unlimited
PO No
Reference No
Other Orders
5,533.92
Available
Unlimited
Misc.
Salesperson
Territory
Order Details
Open Sales Order
Order No
0000011941
Order Date
09/13/2015
Shipping
Ship To
Contact
Name
Comment
Part No
Description
VA /SP88FR
Springfield 88 F
VA /INSDB10
InSpire Dumbbe
Press <enter>
Note - Sales Order 0000011941
Insert Date/Time
Open Attachment
Open Related
Mark Completed
Subject
Type
Attachment
Browse...
Details
Assigned To
BARRY
Due Date
09/24/2018
12:00 AM
Number
0.000
Completed Date
01/01/1990 12:00 AM
Reports
Print
Where
Display
Alert

Email

When you send emails to customers or vendors or employees, either as simple communications or with reports or forms attached, you can maintain and view the list of emails before and after they are sent, and easily recall previous emails for the purpose of resending.

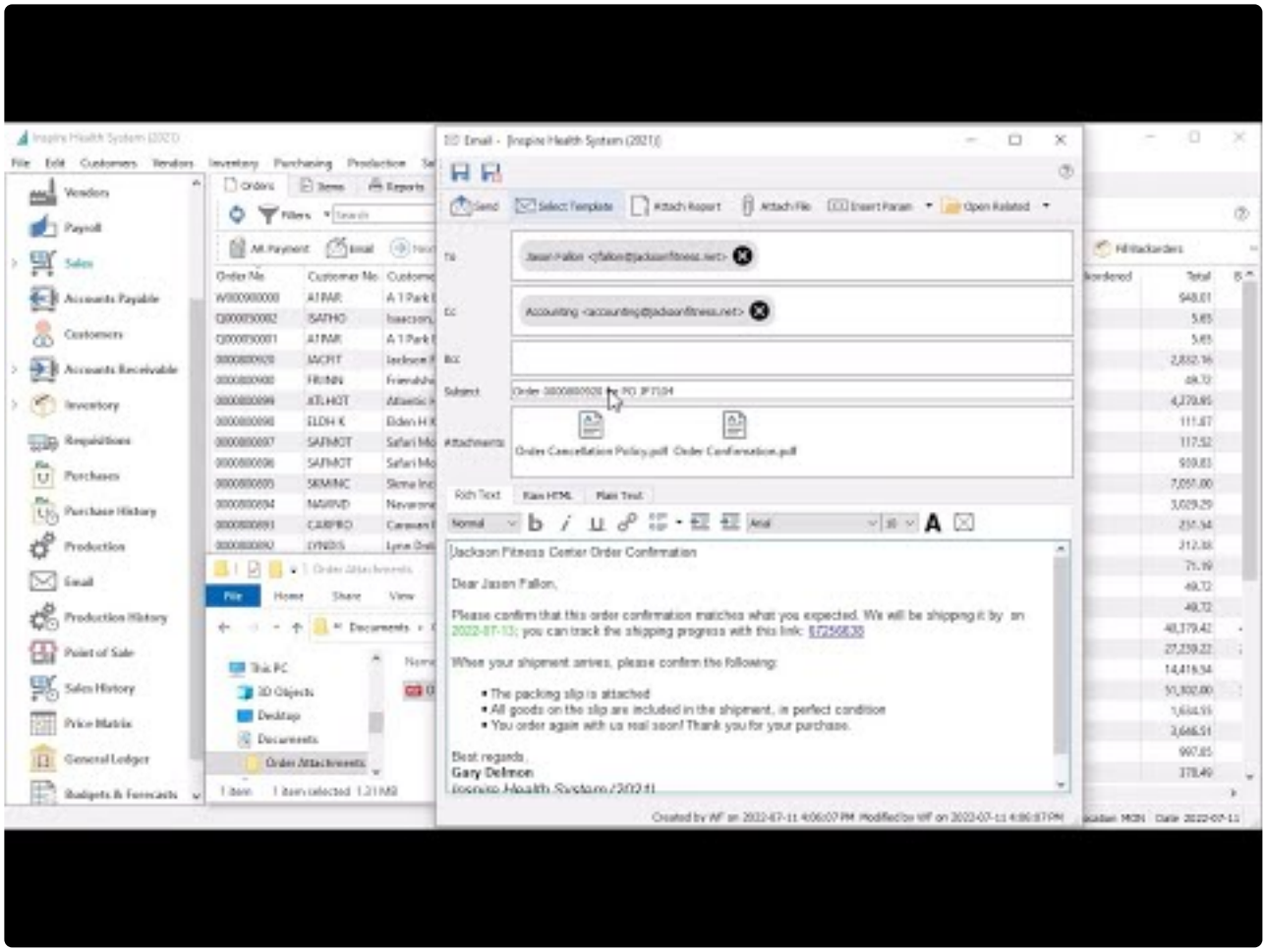


Not only can emails be seen individually, but they can also be maintained in batch groups, where changes to a batch template can affect all emails in the group simultaneously. And when editing an email, you can open the related customer, vendor, employee or transaction record associated with the email.

Before emails can be sent, the method for sending them must first be configured. For more information on how to do this, read the respective manual topics on SMTP setup in Server Admin, Company Settings or User Settings. Note that the SMTP setup from the Server Administration is the preferred method for configuration, and Company and User Settings are available primarily for legacy reasons.

You can also configure an integration with SendGrid in order to manage email sending more efficiently. Read the manual topic about SendGrid for more information.

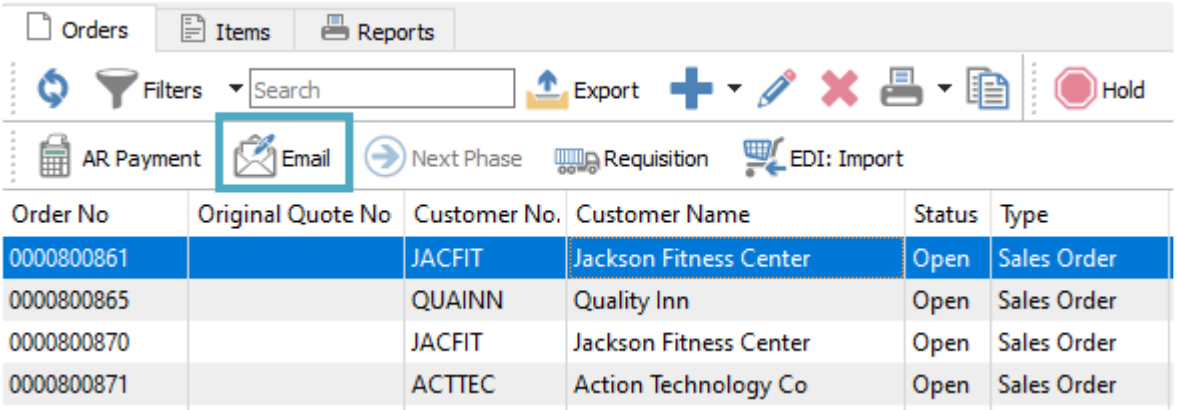
Video Instruction



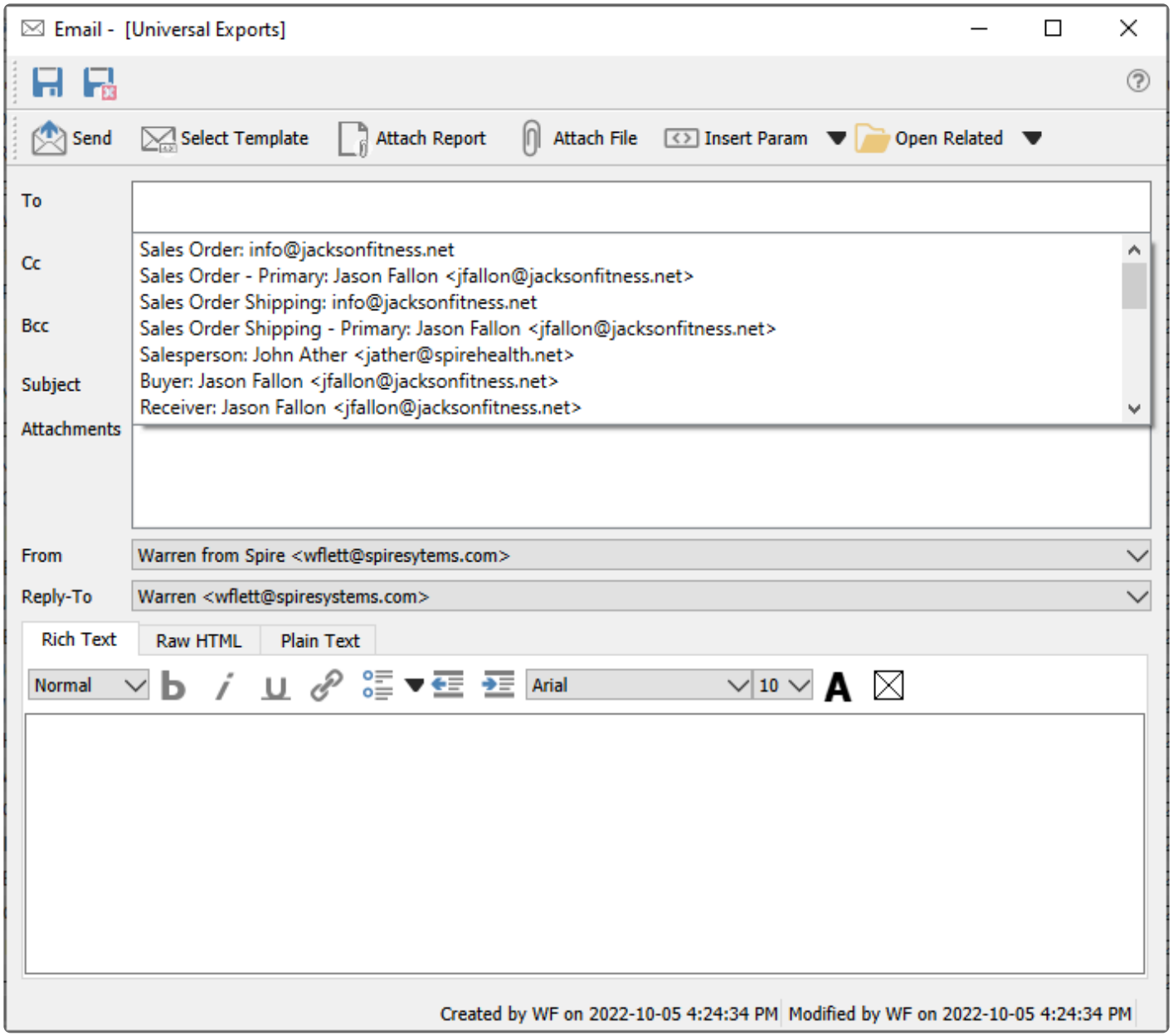
https://www.youtube.com/embed/dD4wC4Qgbnc?rel=0

Creating an Email

To create a new email using the editor, highlight a record of interest in the grid and click the Email button in the toolbar of any application that supports it. You can also use the Print button to select a report and then email it, but from the Email button you can create the email first and then determine any attachments if desired.



When the email screen is open, you can select one or more individual addresses to send to, from any available contact email, by clicking on the left side of the To field to bring up the list. You can do the same in separate CC and BCC sections for addresses, and also set a Subject for the recipients.



Save – Save the email contents but do not send yet. This email is visible from the Email module and from the Communcations tab of the record from where the email was started.

Save and Close – Save the email contents but do not send yet, and close the email screen. This email is visible from the Email module and from the Communcations tab of the record from where the email was started.

Send – Send the email to the recipients, using the configured email provider. A confirmation message will appear to indicate that sending was successful.

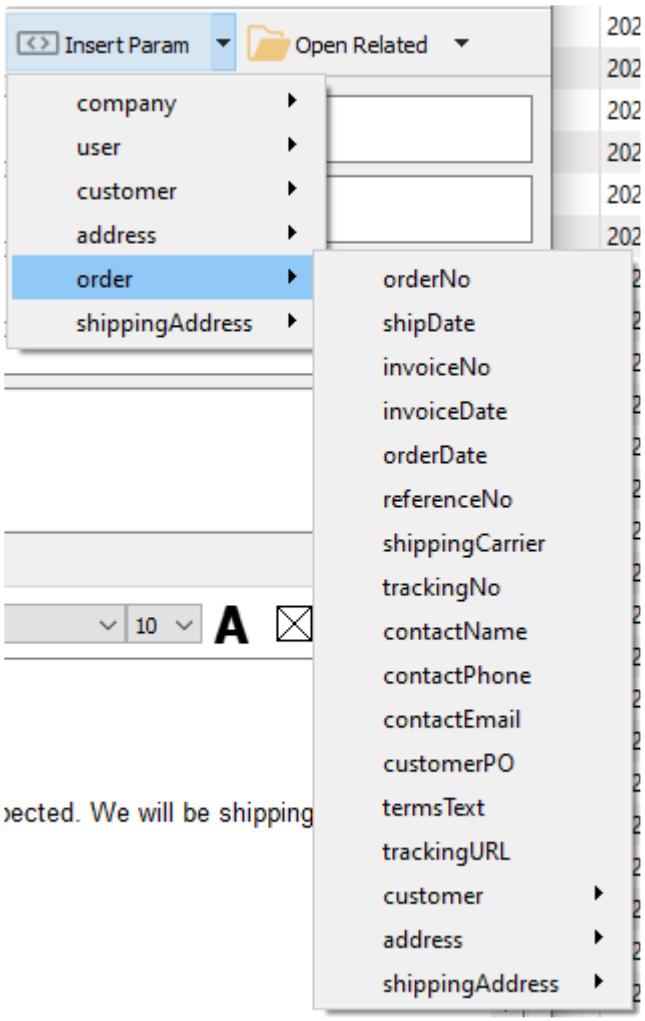
Select Template – Choose the email template record to apply to this email. This will fill in the subject and email body with pre-defined formatted text, which could include database parameter fields to merge information from the associated record or transaction. If the template contains database parameters and the source record has changed, you may need to reload the template in order to get the updated information.

Read the Email Templates manual topic for more information.

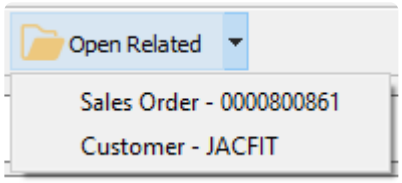
Attach Report – Choose one or more reports or forms to generate as PDFs and include as email attachments, from the same list of reports as if you had opened the Print Report screen.

Attach File – Browse for one or more files to include as email attachments. You can also drag a file from a saved location, such as a File Explorer window, and drop it onto the email to create an attachment. You may not select files that are prevented from being emailed, such as EXE or BAT files.

Insert Param – A drop-down list of available database parameters allows you to select a field to be translated from the record or transaction into the email, organized in record-type groupings. Parameters can be inserted into either the subject or email body. Using parameters allows you to personalize the email and make the information more relevant to the recipients.



Open Related – If the email was created from either a record or transaction list or communications tab, it is associated with that record or transaction. This button allows opening a screen for the related record or transaction for investigation or editing.



To / Cc / Bcc – The recipients of the email, following standard email conventions using the main, carbon copy and blind carbon copy email addresses. With individual messages, you can select from any address related to the emailed record or transaction, including from the customer or vendor, transaction bill to or ship to, salesperson, or even a company employee. You may also enter email addresses in addition to selecting from the list.

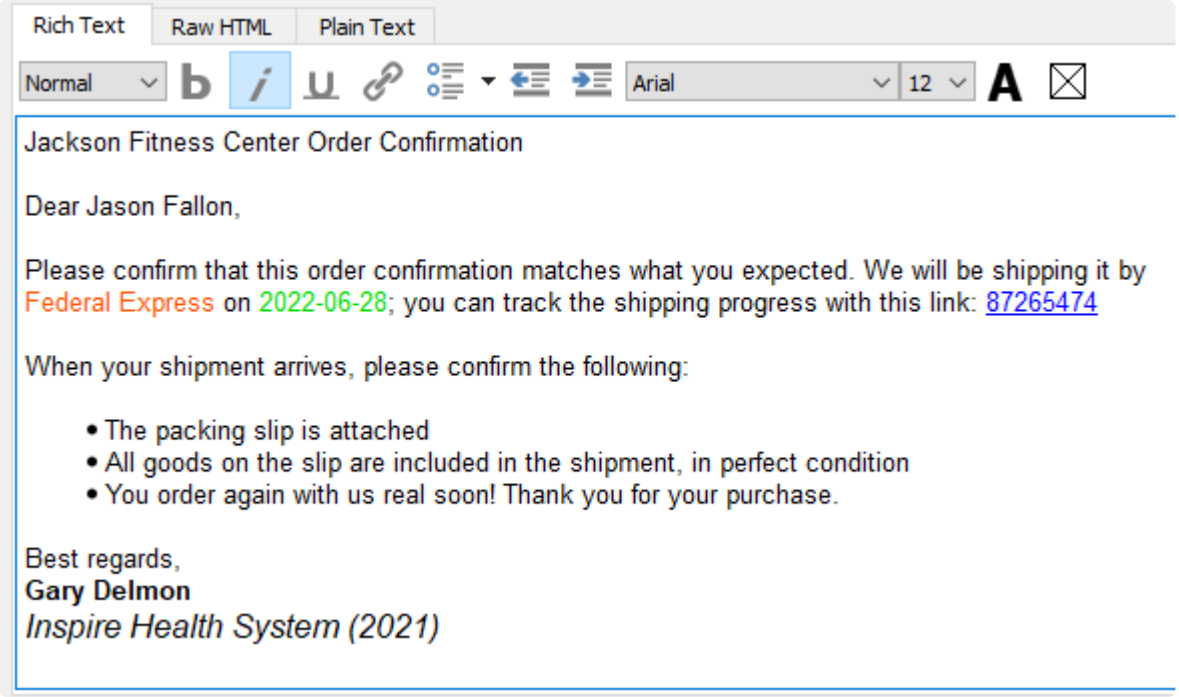
Subject – The title for the received email. Emails cannot be saved or sent when the subject is blank.

From – If User Settings is configured to have a Display name and Email address, this field will be accessible and allow selecting either this or the Company Settings display name for the outgoing email. If User Settings are not configured, this field is not accessible and the Company Settings are automatically used.

Reply-To – If User Settings is configured to have a Reply-To name and Email address, this field will be accessible and allow selecting either this or the Company Settings reply to address for the outgoing email. If User Settings are not configured, this field is not accessible and the Company Settings are automatically used.

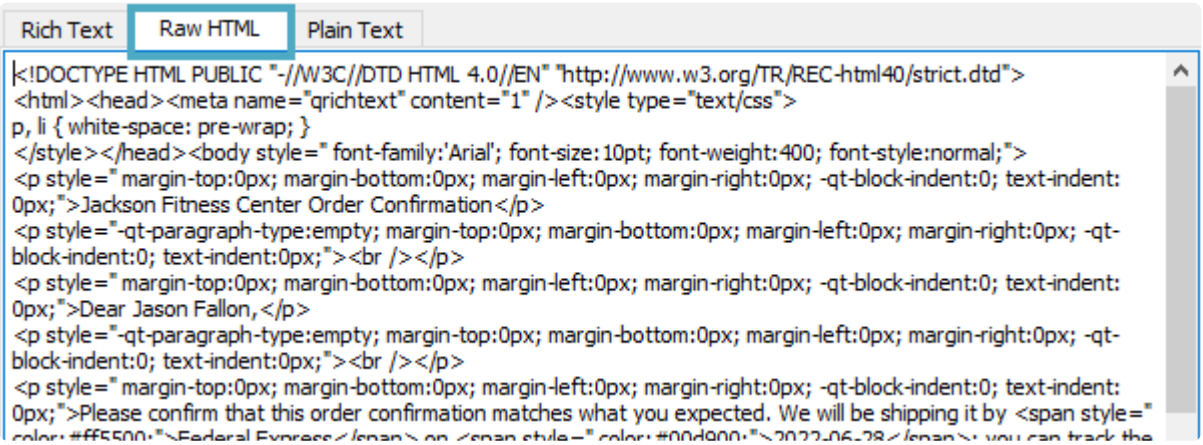
Email Body and Formatting

The body of the email can be entered from scratch, or you can select a Template in order to include pre-defined text along with the subject, including with formatting.



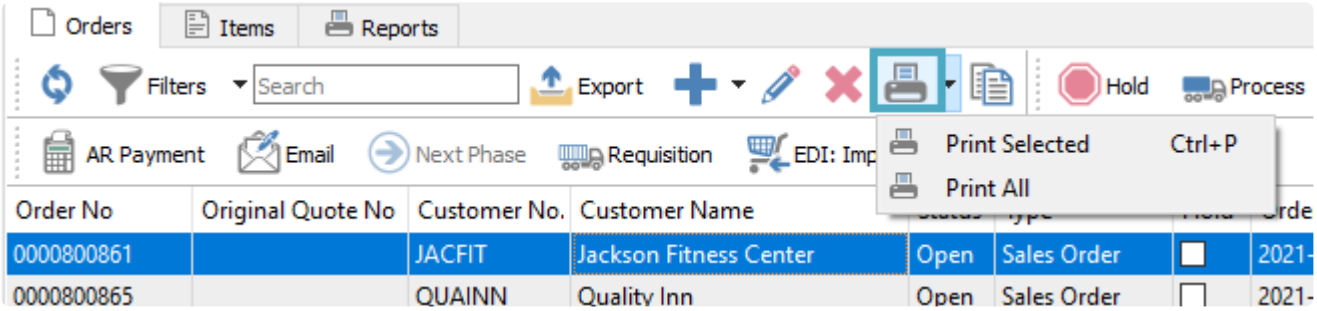
You could send a Plain Text email, but you can also use Rich Text for all the formatting you would expect to be available when emailing. Hyperlinks can also be included in the email body, such as for a web page, or a tracking link for a shipment when emailing a sales order.

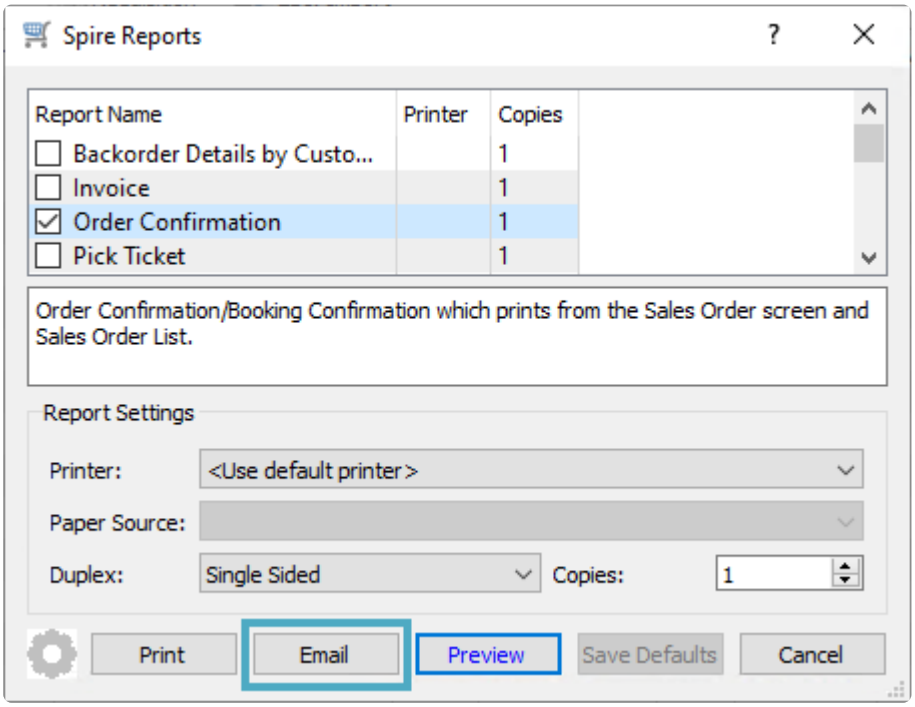
The Raw HTML can be used to create a Rich Text layout, and allow you to do extra things such as include an image in the email body.



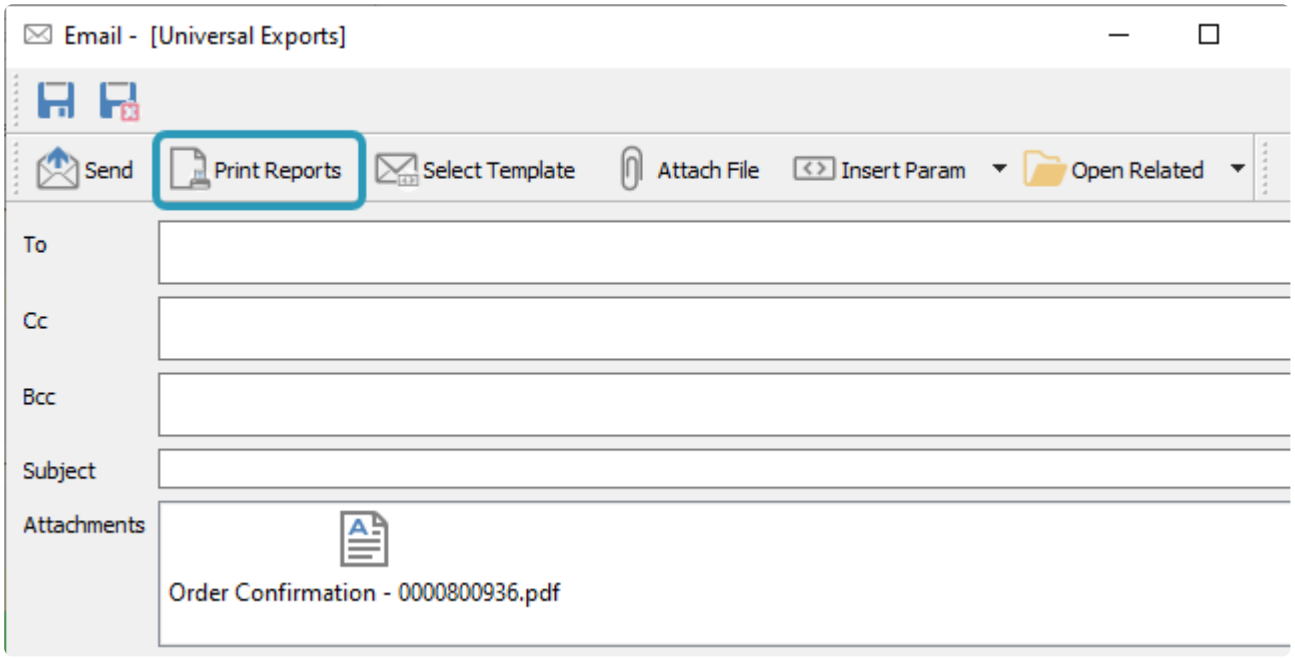
Emailing from a Report

When printing a report, you have the option to select email as the output, creating a PDF of the report.



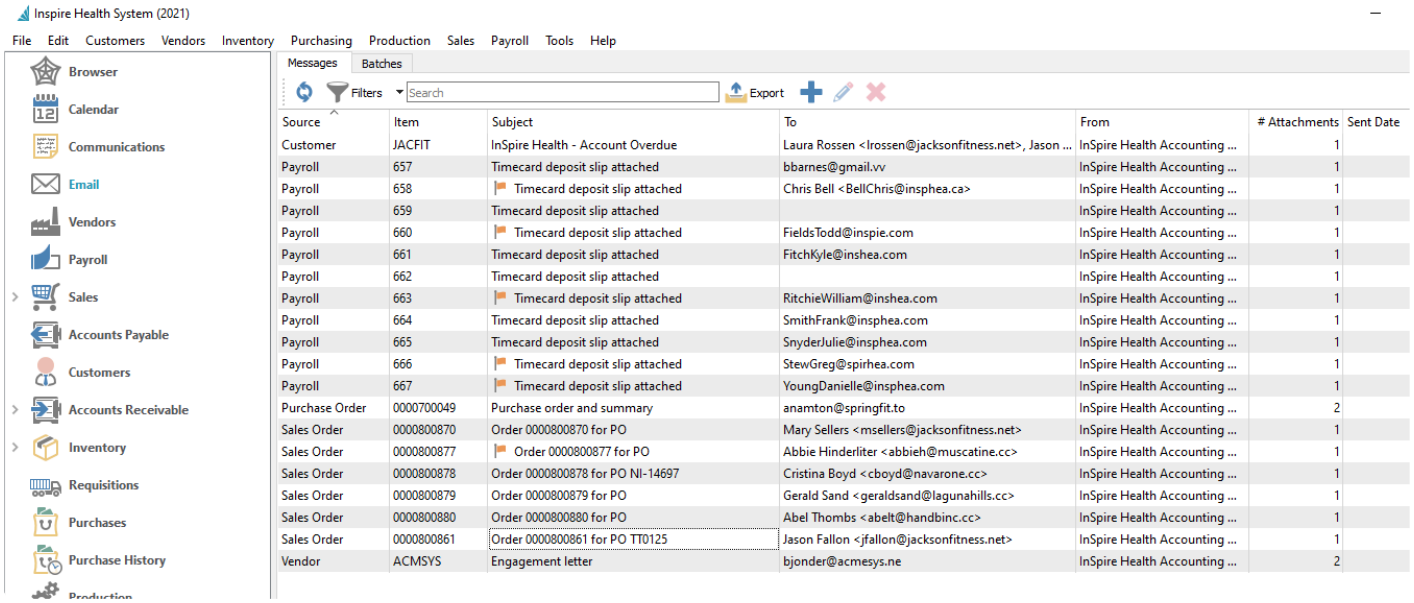


Choosing Email will open the New Email screen with the report PDF already attached, and from here you can enter the email recipients, subject and body prior to sending. You also have the opportunity to print each of the attached reports using the Print Reports button, if you require to both email attachments to the customer and also print them for internal use. This Print Reports button is only available when sending through this Spire Reports screen, and not when creating the email using the Email toolbar button.


Email - [Universal Exports]
Send
Print Reports
Select Template
Attach File
Insert Param
Open Related
To
Cc
Bcc
Subject
Attachments
Order Confirmation - 0000800936.pdf

Email Messages

When emails are saved or sent, they are available to be seen, edited or resent from the Email module and the Messages tab.



Source	Item	Subject	To	From	# Attachments	Sent Date
Customer	JACFIT	InSpire Health - Account Overdue	Laura Rossen <lrossen@jacksonfitness.net>, Jason ...	InSpire Health Accounting ...	1	
Payroll	657	Timecard deposit slip attached	bbarnes@gmail.vv	InSpire Health Accounting ...	1	
Payroll	658	Timecard deposit slip attached	Chris Bell <BellChris@insphea.ca>	InSpire Health Accounting ...	1	
Payroll	659	Timecard deposit slip attached		InSpire Health Accounting ...	1	
Payroll	660	Timecard deposit slip attached	FieldsTodd@inspie.com	InSpire Health Accounting ...	1	
Payroll	661	Timecard deposit slip attached	FitchKyle@inshea.com	InSpire Health Accounting ...	1	
Payroll	662	Timecard deposit slip attached		InSpire Health Accounting ...	1	
Payroll	663	Timecard deposit slip attached	RitchieWilliam@inshea.com	InSpire Health Accounting ...	1	
Payroll	664	Timecard deposit slip attached	SmithFrank@insphea.com	InSpire Health Accounting ...	1	
Payroll	665	Timecard deposit slip attached	SnyderJulie@insphea.com	InSpire Health Accounting ...	1	
Payroll	666	Timecard deposit slip attached	StewGreg@spirhea.com	InSpire Health Accounting ...	1	
Payroll	667	Timecard deposit slip attached	YoungDanielle@insphea.com	InSpire Health Accounting ...	1	
Purchase Order	0000700049	Purchase order and summary	anamton@springfit.to	InSpire Health Accounting ...	2	
Sales Order	0000800870	Order 0000800870 for PO	Mary Sellers <msellers@jacksonfitness.net>	InSpire Health Accounting ...	1	
Sales Order	0000800877	Order 0000800877 for PO	Abbie Hinderliter <abbieh@muscatine.cc>	InSpire Health Accounting ...	1	
Sales Order	0000800878	Order 0000800878 for PO NI-14697	Cristina Boyd <cboyd@navarone.cc>	InSpire Health Accounting ...	1	
Sales Order	0000800879	Order 0000800879 for PO	Gerald Sand <geraldsand@lagunahills.cc>	InSpire Health Accounting ...	1	
Sales Order	0000800880	Order 0000800880 for PO	Abel Thombs <abelt@handbinc.cc>	InSpire Health Accounting ...	1	
Sales Order	0000800861	Order 0000800861 for PO TT0125	Jason Fallon <jfallon@jacksonfitness.net>	InSpire Health Accounting ...	1	
Vendor	ACMSYS	Engagement letter	bjonder@acmesys.ne	InSpire Health Accounting ...	2	

You can edit any single email message to send it, make changes or resend it if it has already been sent before.

If you create a new email from this screen, it is not connected to any other record or transaction. The only contacts you can select from for being recipients are Spire users, though you can manually enter any email address to specify another recipient.

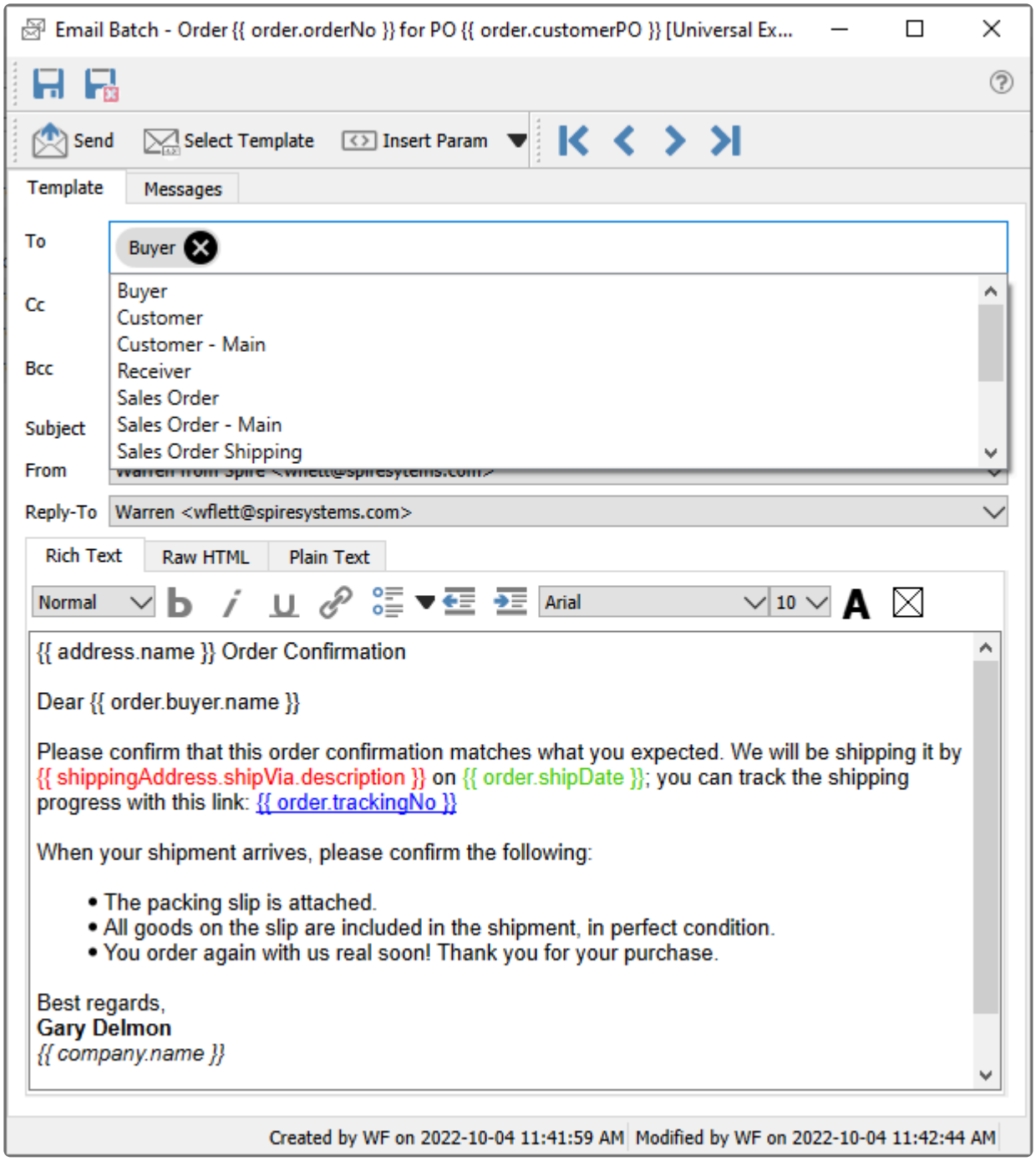
> If you delete an email from this list, it will also remove it from the respective Communications screens for related records. You may wish to create a Filter to hide Sent emails in order to only show those emails remaining to send.

Batch Emails

You also have the ability to create multiple emails at a time, make specific changes to individual emails and even save them to a queue to send later. You can do this by multi-selecting records from the grid and clicking the Email button in the toolbar. When multiple records are selected for emailing, they are handled as a batch, and different functionality occurs than when emailing for a single record.

Template

The Template tab contains common configurations for all emails in this batch. When choosing the Send To recipients, instead of a specific address, you select a Contact group name that will load the respective address for the contact with that group of each selected customer record.



Save – Save the email contents but do not send yet. Emails in this batch are visible from the Messages tab of this batch, the Email module Messages tab and from the Communcations tab of the record from where the email was started. If any source records have been changed with new information, you need to save the batch in order to re-load updated data for display.

Save and Close – Save the email contents but do not send yet, and close the email batch screen. Emails in this batch are visible from the Messages tab of this batch, the Email module Messages tab and from the Communcations tab of the record from where the email was started.

Send – Send all emails in this batch to the recipients, using the configured email provider.

Select Template – Choose the email template record to apply to all emails. This will fill in the subject and email body with pre-defined formatted text, which could include database parameter fields to merge information from the associated records or transactions. If an individual email in a batch is edited and saved, it gets flagged with an edited status and is no longer tied to the template. Read the Email Templates manual topic for more information.

Insert Param – A drop-down list of available database parameters allows you to select a field to be translated from the record or transaction into the email, organized in record-type groupings. Parameters can be inserted into either the subject or email body. Using parameters allows you to personalize the email and make the information more relevant to the recipients.

Attach Report – Choose one or more reports or forms to generate as PDFs and include as email attachments, from the same list of reports as if you had opened the Print Report screen. This may take a few moments, depending on the number of records selected to be emailed.

Files other than reports cannot be attached to Batch Templates, as they can be on individual emails.

To / Cc / Bcc – The recipients of the email, following standard email conventions using the main, carbon copy and blind carbon copy email addresses. With email batches, you select Contact Groups rather than individual email addresses, in the format of 'Entity – Contact Type', indicating where the email address is stored and what contact type is assigned. A Contact Group without a type is coming from the Internet Addresses section of the record's address block. All contacts for each customer, vendor, employee, etc. belonging to that group will receive their respective email, from the separately generated emails on the Messages tab. If no contact belongs to the selected group, then no email address will be assigned to the message. You may also enter email addresses in addition to selecting from the contact group list.

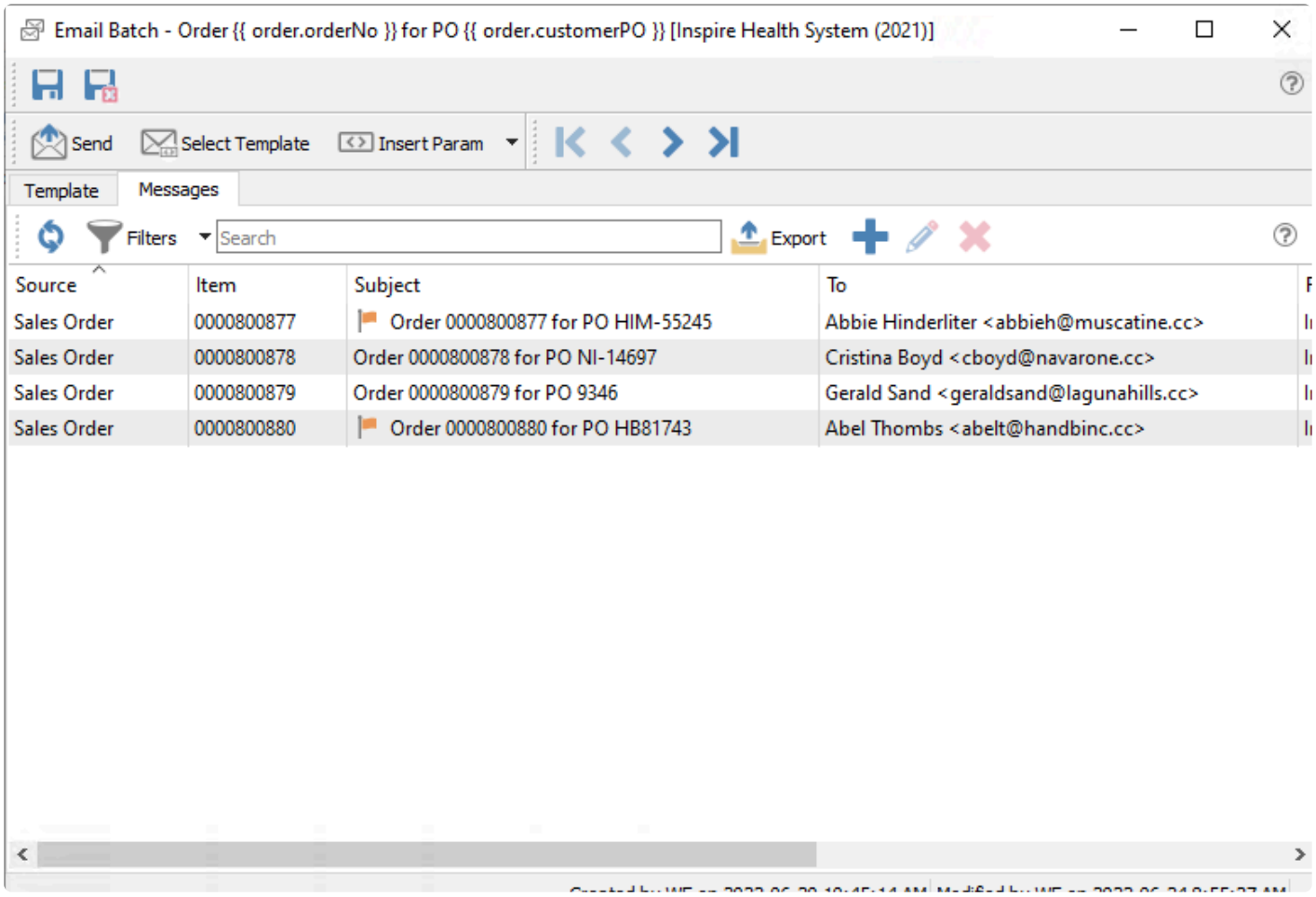
Subject – The title for the received email. Emails cannot be saved or sent when the subject is blank.

From – If User Settings is configured to have a Display name and Email address, this field will be accessible and allow selecting either this or the Company Settings display name for the outgoing email. If User Settings are not configured, this field is not accessible and the Company Settings are automatically used.

Reply-To – If User Settings is configured to have a Reply-To name and Email address, this field will be accessible and allow selecting either this or the Company Settings reply to address for the outgoing email. If User Settings are not configured, this field is not accessible and the Company Settings are automatically used.

Messages

After generation, each email is listed on the Messages tab in the batch, either ready to send to send now, make changes to specific emails or save as a batch of emails to send later.

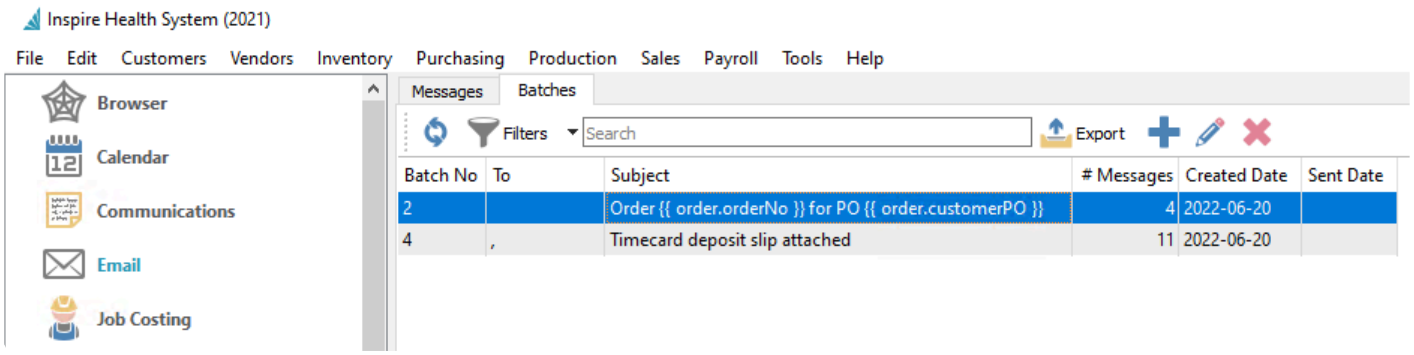


Until the batch is saved, you won't see some information about the email messages, such as the subject or the respective email addresses determined from the selected contact groups. It is recommended to save an email batch in order to confirm that all emails have recipients before sending all the batch messages.

Even though all emails here were generated using the same template, you can edit any of these and make changes, to customize the contents. Doing this flags the email as having been edited, and now is considered independent, no longer tied to the Template settings.

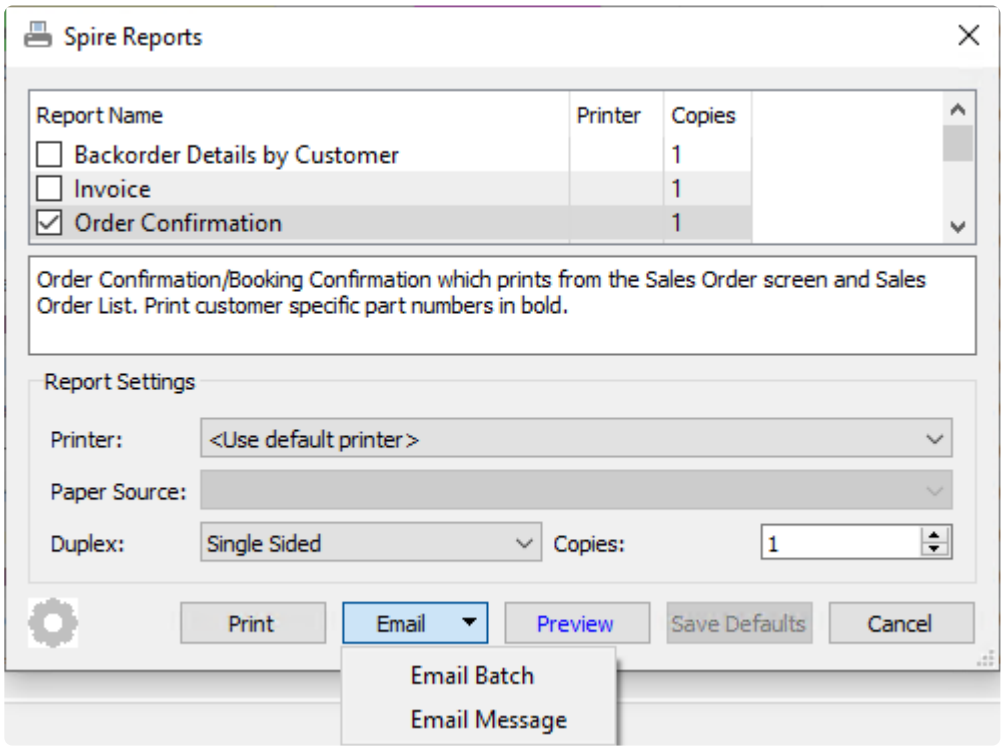
Batch List

When a group of emails sent together are saved, a new batch is created. Each batch is available to edit, send or delete from the Batches tab of the Email module.



Batch Emails from a Report

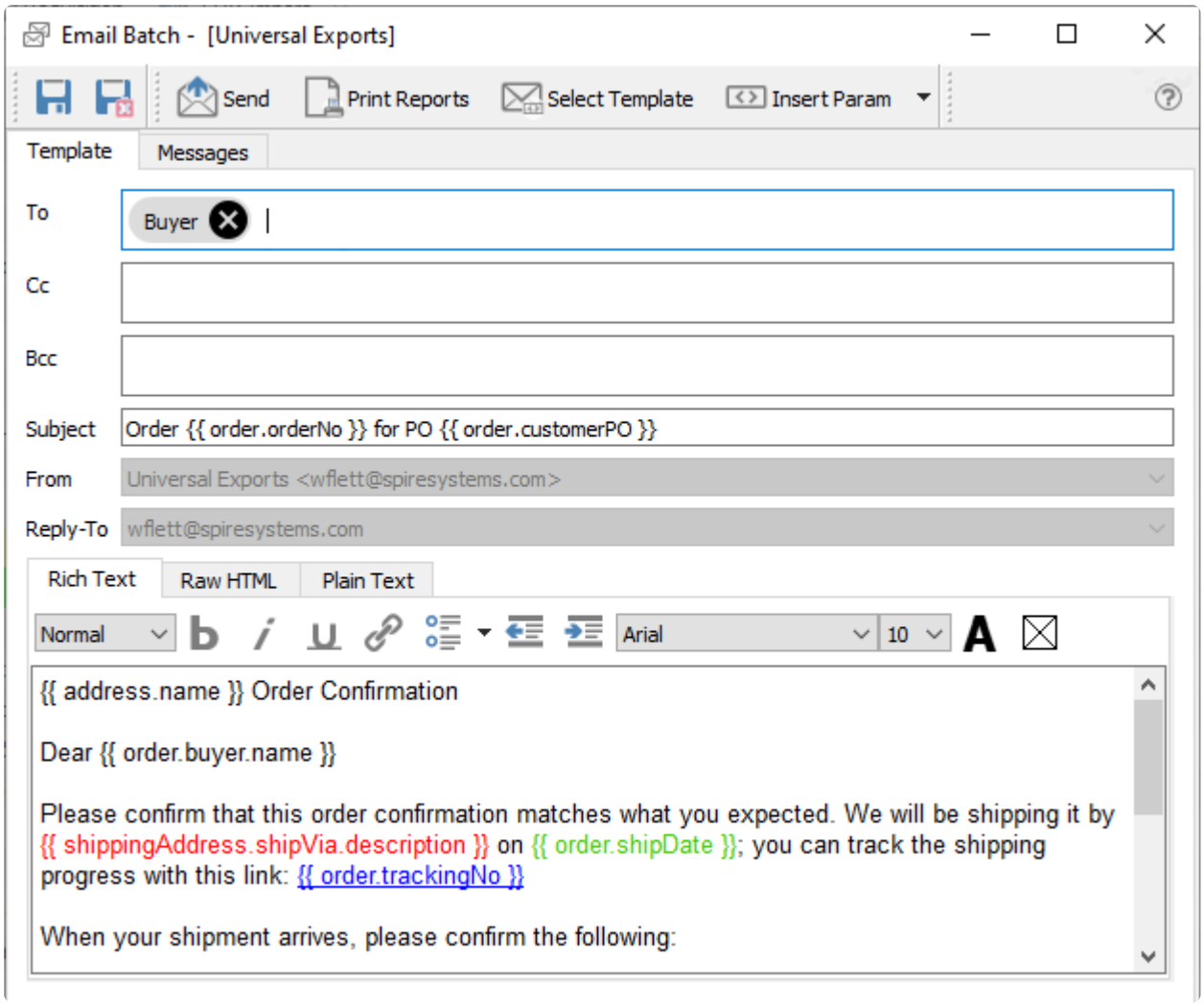
If you select multiple rows on a list and choose to print a report, you have the option to select email as the output as you can when printing for a single row. However, because you are printing a report for multiple records, you may want to group this selection for printing as a batch. A drop-down choice is available on the Email button when all selected reports could be emailed externally.



Email Batch – This opens the screen with the emails created but the report PDF not yet attached. From here you can enter the email contact type recipients, subject and body prior to sending. Saving the email batch will generate the report attachments.
Email Message – This is used for emailing reports internally. After the email is generated, the only recipients available to select are your company users, and the report results are in a single attached PDF.

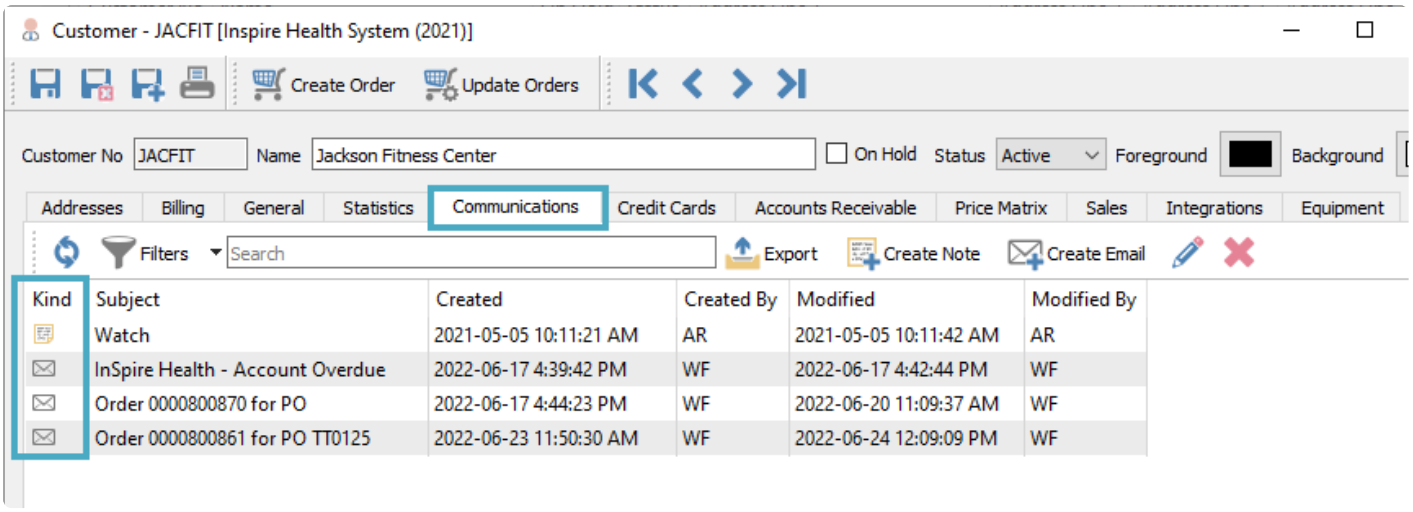
You also have the opportunity to print each of the attached reports using the Print Reports button, if you require to both email attachments to the respective customers and also print them for internal use. This Print Reports button is only available when sending through this Spire Reports screen, and not when creating the

batch email using the Email toolbar button.



Emails as Communications

When editing a record or transaction that supports emails, the Communications tab not only shows the list of Notes saved as alerts or reminders, but also a list of all emails generated and sent to them.



From here you can view what had been sent in the past, Send the email if this hasn't happened yet, and even Resend an email without edits or additions. The Kind column in the grid has icons of whether the communication is a Note type or an Email type.

Create Note – On communications tabs where displaying emails is supported, you can add a new note/alert for this record.

Create Email – On communications tabs where displaying emails is supported, you can create a new email for this record. You can attach files to this email, but not select reports for generating or attaching.

For Communications screens that do not support emails, instead of the two Create buttons mentioned above, the standard Plus button will be available to create new Notes, and there is no Kind column in the grid.

General Ledger

As the foundation for Spire's accounting system, the General Ledger module stores accounting data from all subledgers and modules, not only for reporting and budgeting but also for investigating specific transaction entries. When opening the General Ledger module, the initial screen is the account list grid.

Accounts | Allocations | Summary | Transactions | Recurring Entries | Reports

Filters | Search | Export | Revalue | Create Transaction

Match if Any of the following criteria are true

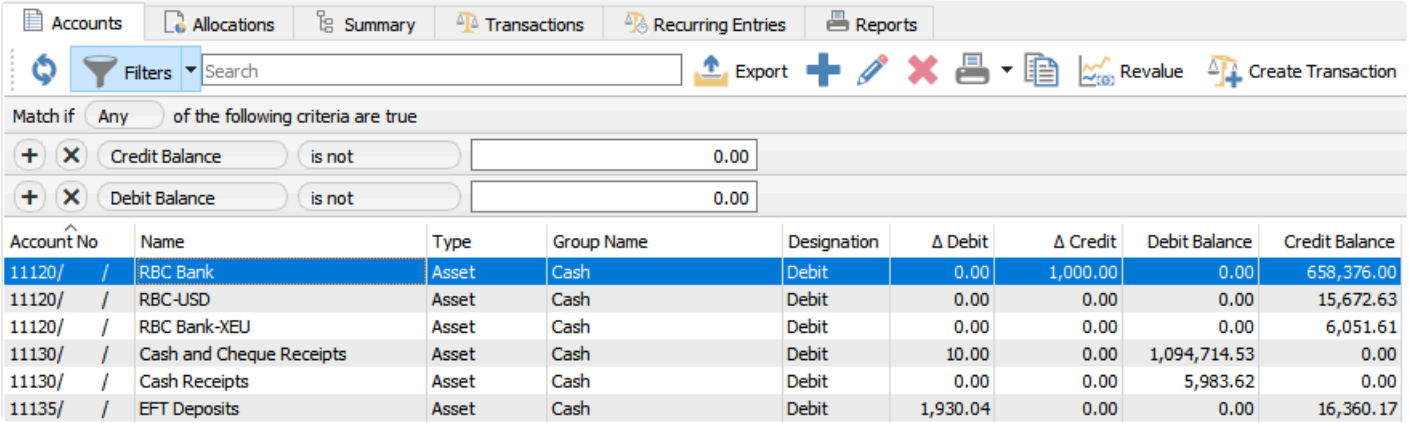
Credit Balance is not 0.00

Debit Balance is not 0.00

Account No	Name	Type	Group Name	Designation	Δ Debit	Δ Credit	Debit Balance	Credit Balance
11120/ /	RBC Bank	Asset	Cash	Debit	0.00	1,000.00	0.00	658,376.00
11120/ /	RBC-USD	Asset	Cash	Debit	0.00	0.00	0.00	15,672.63
11120/ /	RBC Bank-XEU	Asset	Cash	Debit	0.00	0.00	0.00	6,051.61
11130/ /	Cash and Cheque Receipts	Asset	Cash	Debit	10.00	0.00	1,094,714.53	0.00
11130/ /	Cash Receipts	Asset	Cash	Debit	0.00	0.00	5,983.62	0.00
11135/ /	EFT Deposits	Asset	Cash	Debit	1,930.04	0.00	0.00	16,360.17
11140/ /	Amex	Asset	Cash	Debit	0.00	0.00	21,994.00	0.00
11150/ /	MasterCard	Asset	Cash	Debit	0.00	0.00	13,240.56	0.00
11150/MON /	MasterCard	Asset	Cash	Debit	0.00	0.00	57,897.12	0.00
11151/MON /	MasterCard2	Asset	Cash	Debit	0.00	0.00	117.60	0.00
11151/VAN /	MasterCard2	Asset	Cash	Debit	0.00	0.00	117.60	0.00
11152/VAN /	MasterCard2	Asset	Cash	Debit	0.00	0.00	120.00	0.00
11153/MON /	MasterCard2	Asset	Cash	Debit	0.00	0.00	115.20	0.00
11160/ /	Visa	Asset	Cash	Debit	0.00	0.00	173,327.30	0.00
11210/ /	Accounts Receivable - Trade	Asset	Accounts Receivable	Debit	4,288.84	0.00	1,009,401.41	0.00
11210/ /	Accounts Receivable - Trade-USD	Asset	Accounts Receivable	Debit	0.00	0.00	3,690.00	0.00
11290/ /	Vendor Rebates Receivable	Asset	Other Receivables	Debit	0.00	0.00	10.57	0.00
11300/ /	Inventory at Cost - General	Asset	Inventory	Debit	60.54	0.00	828,373.92	0.00
11302/ /	Inventory at Cost - Accessories	Asset	Inventory	Debit	0.00	36.80	3,612.49	0.00
11303/ /	Inventory at Cost - Equipment	Asset	Inventory	Debit	0.00	0.00	0.00	87,244.14
11304/ /	Inventory at Cost - Games	Asset	Inventory	Debit	0.00	0.00	1,071.54	0.00
11305/ /	Inventory at Cost - Supplements	Asset	Inventory	Debit	0.10	0.00	767,147.61	0.00
11306/ /	Inventory at Cost - Weights	Asset	Inventory	Debit	0.00	24.29	0.00	637.35
11310/ /	Inventory - Raw Material	Asset	Inventory	Debit	0.00	0.00	211.60	0.00
11315/ /	Inventory Variance	Asset	Inventory	Debit	0.00	319.91	0.00	805,310.48
12100/ /	Office Furniture & Fixtures	Asset	Property, Plant & Equipment	Debit	0.00	0.00	12,789.00	0.00
12200/ /	Machinery - Plant and Equip.	Asset	Property, Plant & Equipment	Debit	0.00	0.00	23,900.00	0.00
12300/ /	Computer Equipment	Asset	Property, Plant & Equipment	Debit	0.00	0.00	23,799.00	0.00
12400/ /	Automotive Equipment	Asset	Property, Plant & Equipment	Debit	0.00	0.00	22,602.48	0.00
21110/ /	Bank Loan Payable	Liability	Notes Payable	Credit	0.00	0.00	288.26	0.00
21120/ /	Accounts Payable	Liability	Accounts Payable	Credit	0.00	0.00	0.00	530,069.05
21120/ /	Accounts Payable-USD	Liability	Accounts Payable	Credit	0.00	0.00	0.00	8,042.60

Accounts

A list of accounts is displayed in a grid, which can be filtered or searched within.



Account No	Name	Type	Group Name	Designation	Δ Debit	Δ Credit	Debit Balance	Credit Balance
11120/ /	RBC Bank	Asset	Cash	Debit	0.00	1,000.00	0.00	658,376.00
11120/ /	RBC-USD	Asset	Cash	Debit	0.00	0.00	0.00	15,672.63
11120/ /	RBC Bank-XEU	Asset	Cash	Debit	0.00	0.00	0.00	6,051.61
11130/ /	Cash and Cheque Receipts	Asset	Cash	Debit	10.00	0.00	1,094,714.53	0.00
11130/ /	Cash Receipts	Asset	Cash	Debit	0.00	0.00	5,983.62	0.00
11135/ /	EFT Deposits	Asset	Cash	Debit	1,930.04	0.00	0.00	16,360.17

Export – Used to create an Excel file from the contents of the grid, either the entire list of accounts or only those displayed through a Filter or a Search.

Add – Adds a new GL account.

Edit – Edits the highlighted GL account.

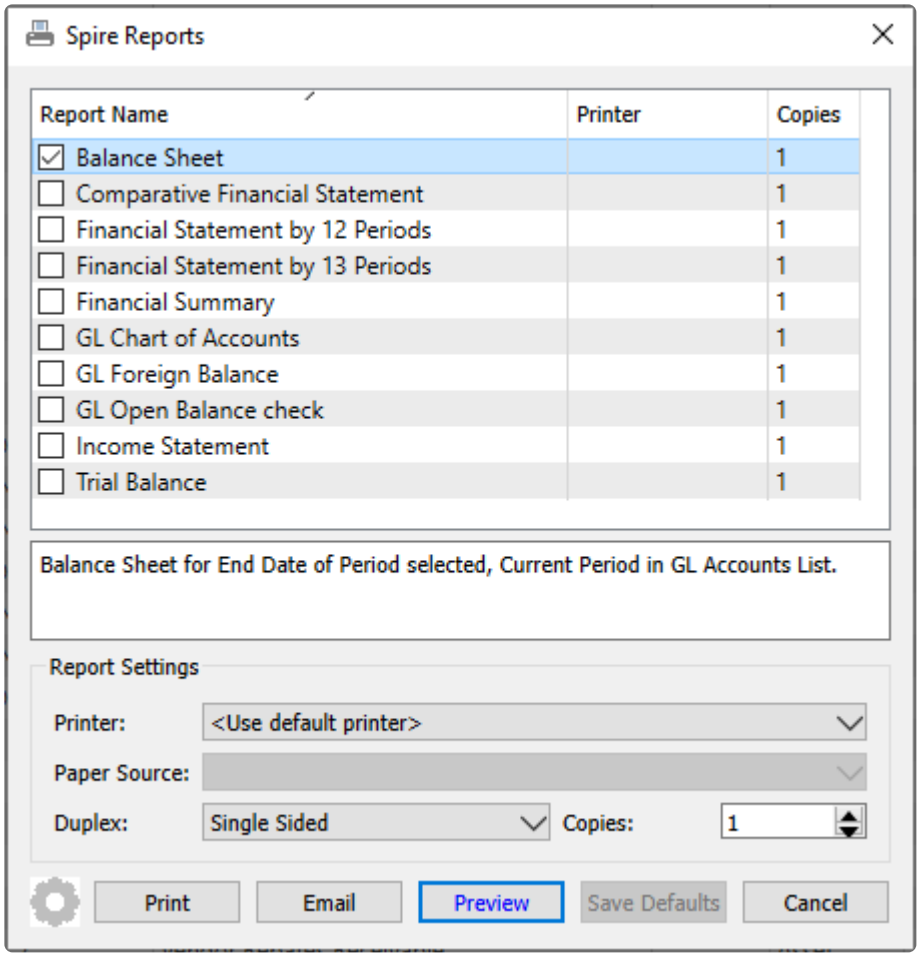
Delete – Deletes the highlighted GL account. This account cannot be deleted if it has anything posted to it.

Copy – Create a new account based on the information from the highlighted account.

Revalue – Recalculate the base amount for the accounts set up with another currency, from the current exchange rate and the foreign currency balance. The difference will be posted to the Gain/Loss setup for that specific currency. See the manual for Multi-Currency for more details.

Create Transaction – Start a new journal entry transaction.

Print – You can select one or more accounts to print particular reports for the selection, or print the reports for all records. Other Financial Statements can be printed, regardless of the account selection.



Balance Sheet – Prints accounts and their ending balances as of the end of the current fiscal period, along with totals by account type. Account Group totals may also be configured for reports.

Comparative Financial Statement – Prints columns for the year to date ending balance as of the current fiscal period, for both the selected fiscal year and the year previous to that. Variance amounts and percentages by account are calculated.

Financial Statement by 12 Periods – Prints columns for all 12 periods of the current fiscal year, with end of period amounts populating columns up to the current period. Periods after current will print zero amounts instead of any actual amounts. Accounts with subgroups defined are printed together with a subgroup total. Gross Profit and Operating Income are calculated for each period. Use this report for companies that have a fiscal calendar with 12 periods.

Financial Statement by 13 Periods – Prints columns for all 13 periods of the current fiscal year, with end of period amounts populating columns up to the current period. Periods after current will print zero amounts instead of any actual amounts. Accounts with subgroups defined are printed together with a subgroup total. Gross Profit and Operating Income are calculated for each period. Use this report for companies that have a fiscal calendar with 13 periods.

Financial Summary – Prints at the top, the account balance subtotals by account type, as of the current fiscal period and year, in separate Assets and Liabilities and Equity section as a summarized balance sheet.

Prints at the bottom, Revenue and Expense account subtotals by account type, for Period to Date, Quarter to Date and Year to Date columns as of the current fiscal period and year, as a summarized income statement.

GL Chart of Accounts – Prints a list of selected accounts with their respective names, groups, sub-groups and designations.

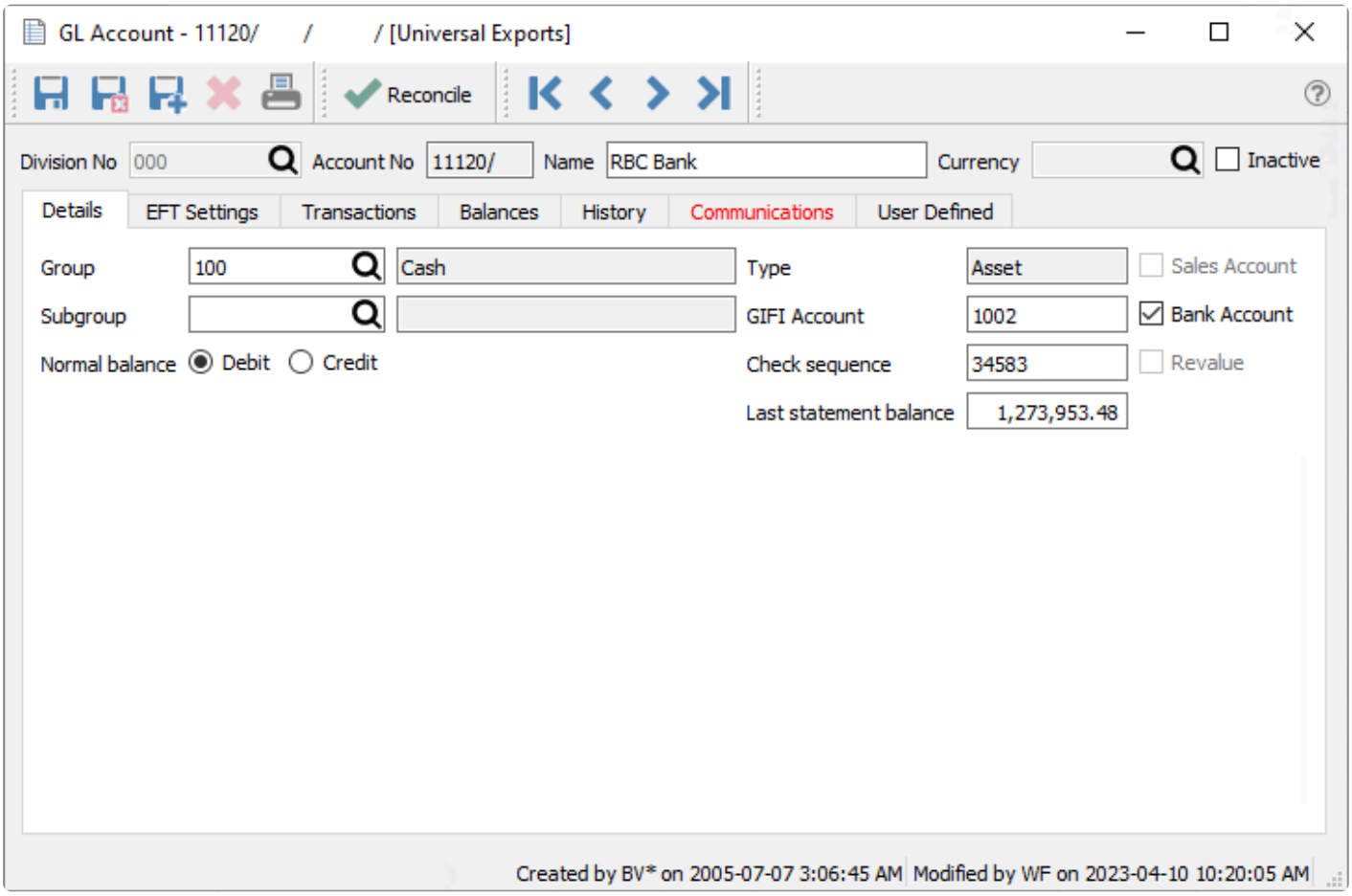
GL Account Foreign Balance – Prints a list of accounts configured with a non-base currency, and at least one of their respective opening, net change and closing balances for the current fiscal period and year are non-zero.

GL Open Balance Check – Prints a list of all accounts and their respective names, currencies and opening balances. This report is typically used only when first creating a new Spire company database, to verify that starting balances are correct.

Income Statement – Prints a list of accounts grouped by revenue and expenses, with Period to Date, Quarter to Date and Year to Date columns as of the current fiscal period and year, for actual amounts and the respective percentages to total.

Trial Balance – Prints a list of accounts where at least one of their respective opening, net change and closing balances for the current fiscal period and year are non-zero.

Edit and Add Accounts



Save – Save changes to the account and leave the screen open.

Save Close – Save changes to the account and close the screen.

Delete – Deletes a GL account. This is only allowed if there are no transactions posted to the account.

Print – Prints all reports that have a Crystal Report template of “GL Account”

Reconcile – Perform 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 No – If Divisions are turned on in Company Settings/General Ledger, then each account will have a division, for the purpose of maintaining separate charts of accounts. Each account will also have a consolidated division of ‘000’ maintained by Spire when transactions are posted, for the purpose of consolidated company reporting.

Account No – The General Ledger Account number, which can have up to 4 separate segment codes and 24 characters. Two segments may be reserved for Locations and Profit Centers.

Name – A descriptive name for the GL account, which will appear on other transaction screens when this account is selected.

Currency – The currency assigned to this account. It can be set only when the account is first created, otherwise this field is not editable.

Inactive – When enabled, this GL account cannot be posted to.

Details

Group – The pre-defined account group code that the account belongs to, used for reporting organization and assigning the account Type. Groups can be modified in Company Settings/General Ledger

Subgroup – The subgroup that the account belongs to, used for reporting organization and consolidated vs detailed results. The selected subgroup should below within the defined account group, as configured in Company Settings/General Ledger.

Normal Balance – Select Debit if the account balance will typically have a debit value, and Credit if the account balance typically will have a credit value.

Type – The account type from the selected group is displayed here and cannot be changed.

GIFI Account – An acronym for 'General Index of Financial Information', enter the associated code as set out by CRA (Canada Revenue Agency) for specialized financial reporting. See this link for more information.

Check sequence – The next check number that will be assigned by default when a payment using this account as the Bank Account is created. If the account does not have the Bank Account setting enabled, this field will not be editable.

Last statement balance – The amount of the closing balance for the most recently posted account reconciliation. This field is only edited if the User Setting for General Ledger to Modify Last Statement Balance is enabled. You would only edit this value if you need to make a correction to accommodate the next account reconciliation Opening Balance.

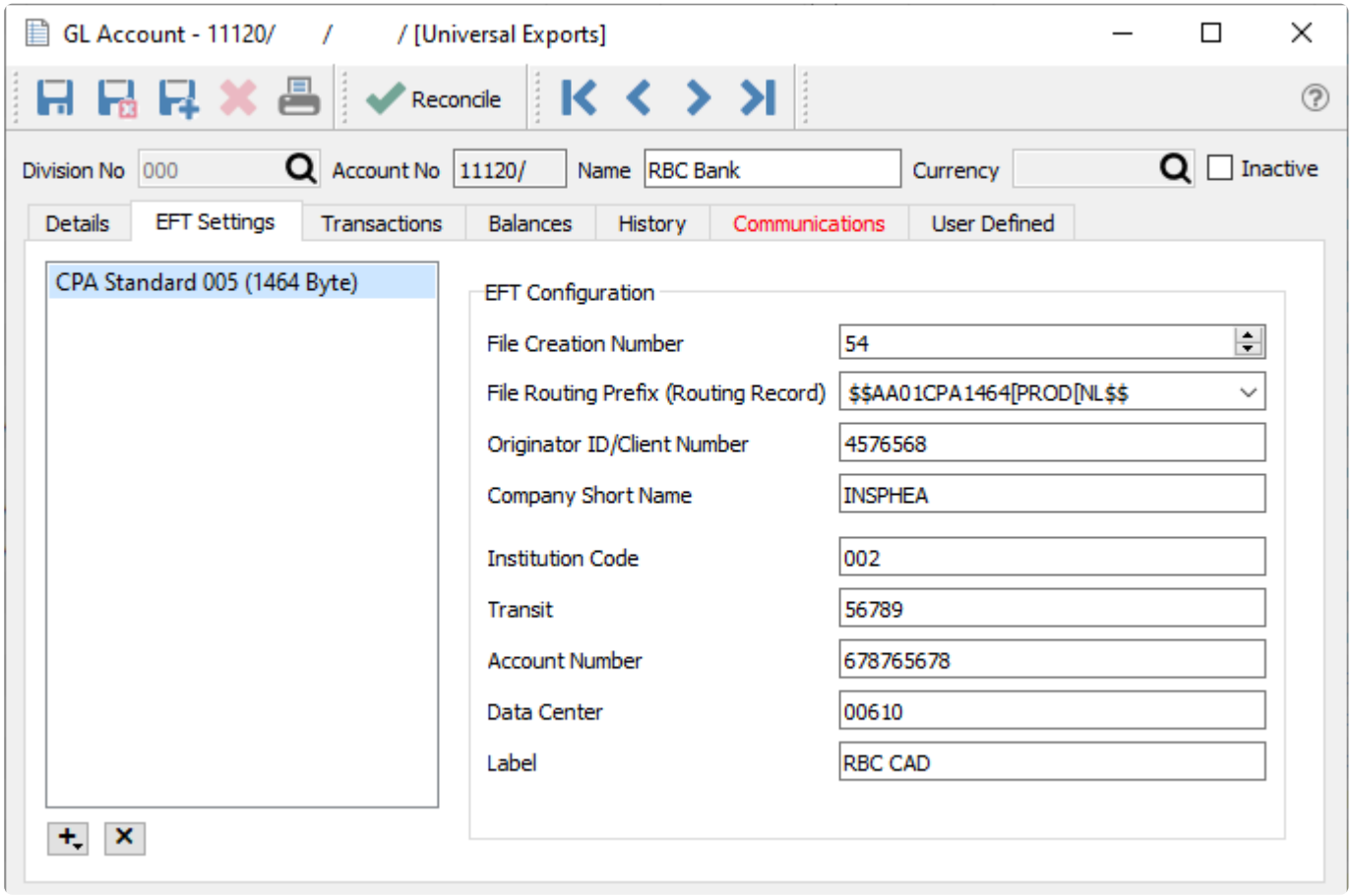
Sales Account – Define that this account is a sales account, to use for Filters or custom reporting.

Bank Account – Define that this account is a bank account, which enables the Check Sequence field and allows it to be selected as the Bank Account on payment transactions or the Vendor Payment field.

Revalue – Enable this option for accounts using a currency different than the base currency, to allow this account base currency balance to be recalculated from the current exchange rate by the revaluation process.

EFT Settings

The EFT Settings tab is where you enter your banking information to be used with payroll direct deposit and accounts payable and accounts receivable EFT. Information is only accessible when the account has the Bank Account setting enabled, as this functionality is only available with bank accounts. Supported configurations are CPA Standard 005(1464), TD 80 Byte, NACH ACH (94 Byte), and CIBC (1464 Byte).

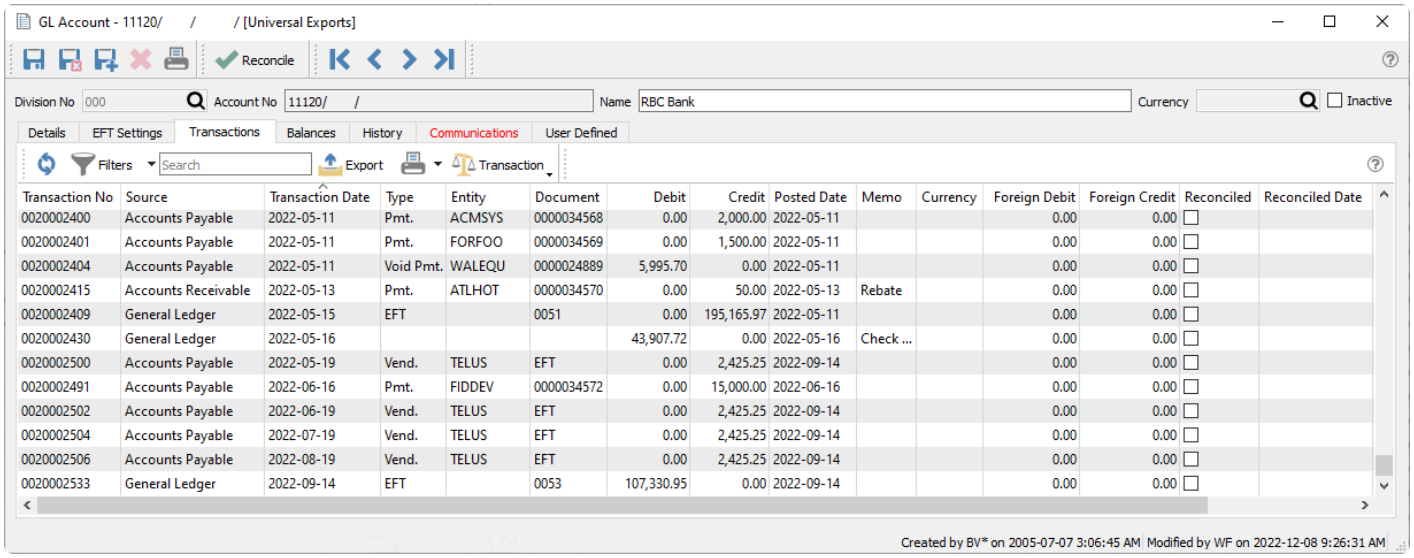


Create a new EFT Format from the Plus button at the bottom left of this screen. You may create one EFT Configuration for each supported format, for each GL account. For the fields available in the specific EFT Configuration, check the documentation provided from your bank to ensure that field values conform to specifications, such as using correct character types, required values and not exceeding field length maximums.

Use the X button at the bottom left of this screen to delete the highlighted EFT Configuration.

Account Transactions

This tab displays all posted transactions that include the edited account.



Transaction No	Source	Transaction Date	Type	Entity	Document	Debit	Credit	Posted Date	Memo	Currency	Foreign Debit	Foreign Credit	Reconciled	Reconciled Date
0020002400	Accounts Payable	2022-05-11	Pmt.	ACMSYS	0000034568	0.00	2,000.00	2022-05-11			0.00	0.00	☐	
0020002401	Accounts Payable	2022-05-11	Pmt.	FORFOO	0000034569	0.00	1,500.00	2022-05-11			0.00	0.00	☐	
0020002404	Accounts Payable	2022-05-11	Void Pmt.	WALEQU	0000024889	5,995.70	0.00	2022-05-11			0.00	0.00	☐	
0020002415	Accounts Receivable	2022-05-13	Pmt.	ATLHOT	0000034570	0.00	50.00	2022-05-13	Rebate		0.00	0.00	☐	
0020002409	General Ledger	2022-05-15	EFT		0051	0.00	195,165.97	2022-05-11			0.00	0.00	☐	
0020002430	General Ledger	2022-05-16				43,907.72	0.00	2022-05-16	Check ...		0.00	0.00	☐	
0020002500	Accounts Payable	2022-05-19	Vend.	TELUS	EFT	0.00	2,425.25	2022-09-14			0.00	0.00	☐	
0020002491	Accounts Payable	2022-06-16	Pmt.	FIDDEV	0000034572	0.00	15,000.00	2022-06-16			0.00	0.00	☐	
0020002502	Accounts Payable	2022-06-19	Vend.	TELUS	EFT	0.00	2,425.25	2022-09-14			0.00	0.00	☐	
0020002504	Accounts Payable	2022-07-19	Vend.	TELUS	EFT	0.00	2,425.25	2022-09-14			0.00	0.00	☐	
0020002506	Accounts Payable	2022-08-19	Vend.	TELUS	EFT	0.00	2,425.25	2022-09-14			0.00	0.00	☐	
0020002533	General Ledger	2022-09-14	EFT		0053	107,330.95	0.00	2022-09-14			0.00	0.00	☐	

Refresh – Re-read the grid results to display all posted transactions to this account, including any Filter criteria if used.

Filters – Use search criteria to display only particular transactions of interest.

Search Box – List account transactions that contain the entered word(s) in searchable text 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.

Transaction – Choose to either **View** the complete journal entry, or **View Source** for the source transaction that produced this journal entry, from particular module posting. Source transactions from Sales Orders, Purchase Orders and Payroll can be opened, but not from Accounts Receivable, Accounts Payable, Inventory or General Ledger.

Grid Columns

Transaction No – The GL transaction number that was generated during posting, from the next transaction number in Company Settings/Sequence Numbers.

Source – The module / transaction type where this transactions was posted.

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

Type – The type of transaction that was posted.

Document – The document number passed from the subledger posting, such as the invoice or check number.

Entity – The customer, vendor or employee code of the posted transaction. Some transaction type will leave

this field blank.

Debit – The amount of the debit transaction. If it was a credit amount, this column will display zero.

Credit – The amount of the credit transaction. If it was a debit amount, this column will display zero.

Posted Date – The computer system date when the transaction was posted.

Currency – The currency code for the transaction, which will be blank for base currency transactions.

Foreign Debit – The source currency amount of the debit transaction. If it was a credit amount or a base currency transaction, this column will display zero.

Foreign Credit – The source currency amount of the credit transaction. If it was a debit amount or a base currency transaction, this column will display zero.

Memo – A text comment that may have been added to the account line entry.

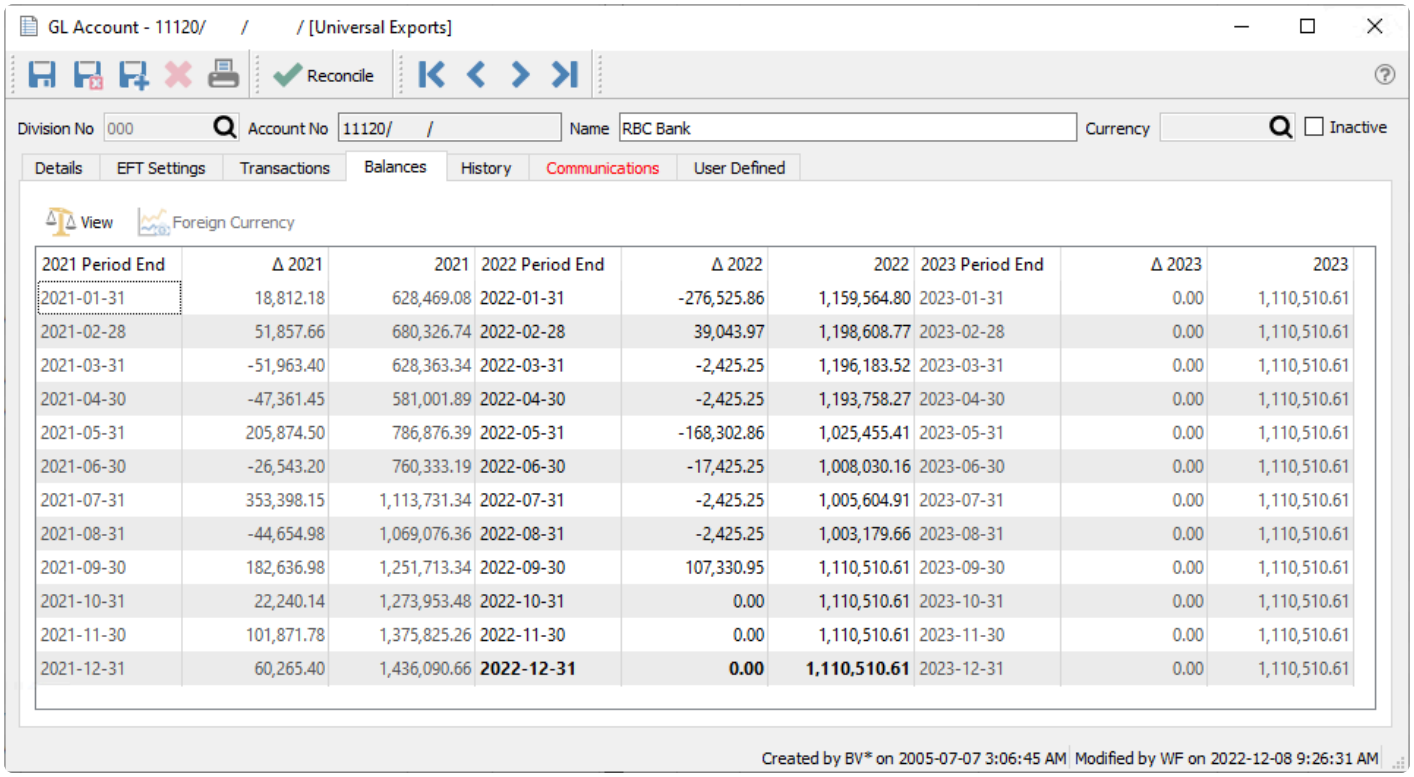
Reconciled – The checkbox will display as selected if the entry has been reconciled.

Reconciled Date – 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

Period end dates and respective period net changes and ending balances are displayed for the 3 years open for posting. Columns with a triangle in the title are for the period net changes for that fiscal year, and columns with just the fiscal year are for ending balances. The period that contains the Spire login date will be highlighted in bold font as a reminder. When a year end procedure is done, the balances from the oldest of these years get moved to history, the other years are shifted to the left, and a new year is created at the right side.



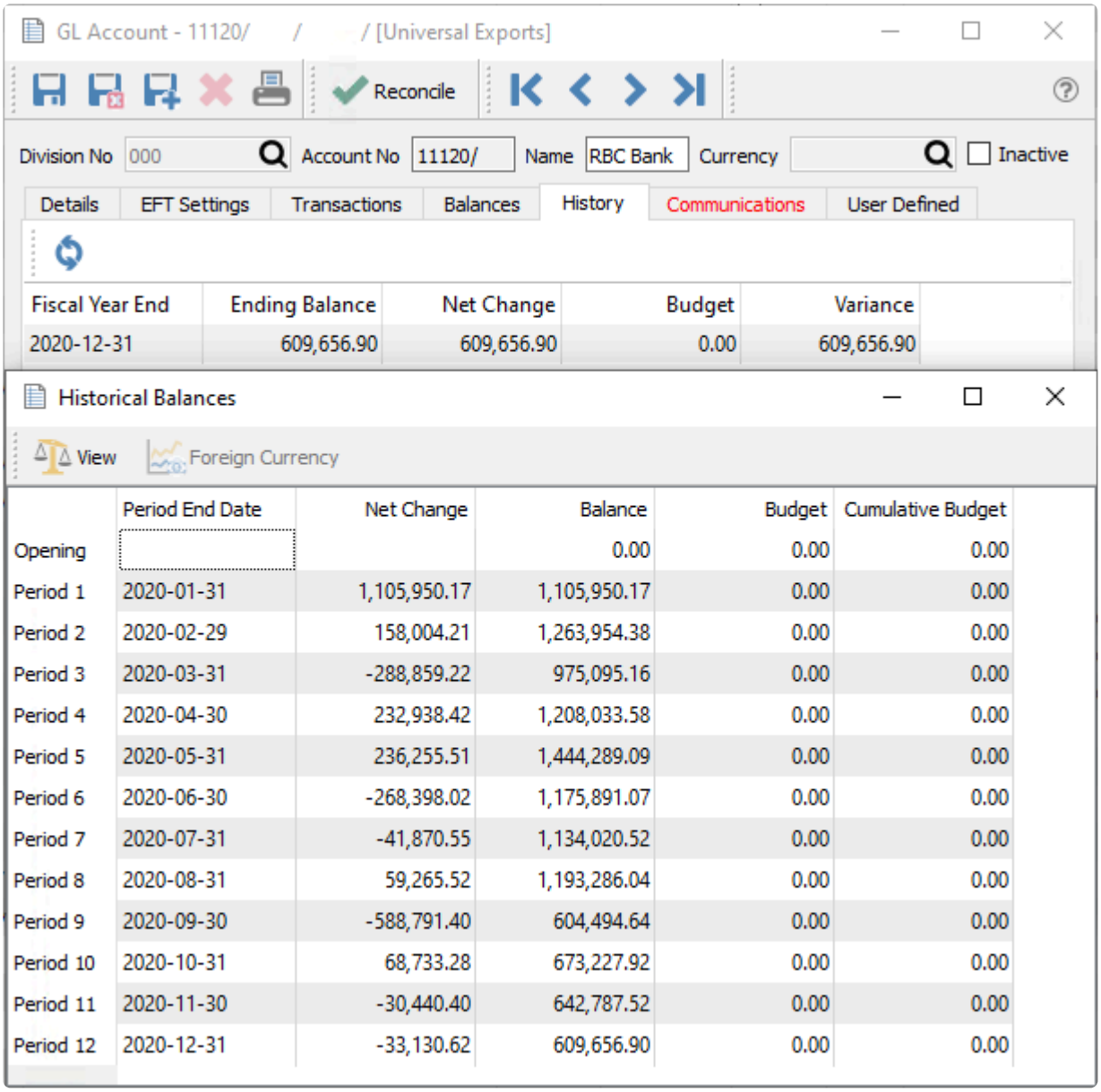
2021 Period End	Δ 2021	2021	2022 Period End	Δ 2022	2022	2023 Period End	Δ 2023	2023
2021-01-31	18,812.18	628,469.08	2022-01-31	-276,525.86	1,159,564.80	2023-01-31	0.00	1,110,510.61
2021-02-28	51,857.66	680,326.74	2022-02-28	39,043.97	1,198,608.77	2023-02-28	0.00	1,110,510.61
2021-03-31	-51,963.40	628,363.34	2022-03-31	-2,425.25	1,196,183.52	2023-03-31	0.00	1,110,510.61
2021-04-30	-47,361.45	581,001.89	2022-04-30	-2,425.25	1,193,758.27	2023-04-30	0.00	1,110,510.61
2021-05-31	205,874.50	786,876.39	2022-05-31	-168,302.86	1,025,455.41	2023-05-31	0.00	1,110,510.61
2021-06-30	-26,543.20	760,333.19	2022-06-30	-17,425.25	1,008,030.16	2023-06-30	0.00	1,110,510.61
2021-07-31	353,398.15	1,113,731.34	2022-07-31	-2,425.25	1,005,604.91	2023-07-31	0.00	1,110,510.61
2021-08-31	-44,654.98	1,069,076.36	2022-08-31	-2,425.25	1,003,179.66	2023-08-31	0.00	1,110,510.61
2021-09-30	182,636.98	1,251,713.34	2022-09-30	107,330.95	1,110,510.61	2023-09-30	0.00	1,110,510.61
2021-10-31	22,240.14	1,273,953.48	2022-10-31	0.00	1,110,510.61	2023-10-31	0.00	1,110,510.61
2021-11-30	101,871.78	1,375,825.26	2022-11-30	0.00	1,110,510.61	2023-11-30	0.00	1,110,510.61
2021-12-31	60,265.40	1,436,090.66	**2022-12-31**	**0.00**	**1,110,510.61**	2023-12-31	0.00	1,110,510.61

View – For the highlighted fiscal period/year, the posted transactions are displayed in a new window.

Foreign Currency – Toggle to see the base and foreign currency values, available only for accounts defined with a different currency than base.

Account History

Fiscal years older than the three years available for posting will be displayed for inquiry on the History tab. Historical years are only available for viewing and reporting, and can no longer be posted to. Double-click on any year to see the amounts broken out in separate fiscal periods.



Fiscal Year End – Year end date of the historical year.

Ending Balance – The closing balance of this account as of the fiscal year end date.

Net Change – The net posted amount for the fiscal year, with the amount displaying negative if the balance decreased.

Budget – The total year budget amount for this fiscal year.

Variance – The difference between the Net Change and Budget amount for this fiscal year.

Historical Balances

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

Net Change – The net posted amount for the fiscal period, with the amount displaying negative if the balance decreased.

Balance – The closing balance of this account as of the fiscal period.

Budget – The fiscal period budget amount.

Cumulative Budget – A running total of the fiscal year budget amounts, with the total year budget displaying in the last fiscal period. This is best used to compare with the account Balance as of any fiscal period for income statement accounts.

Communications

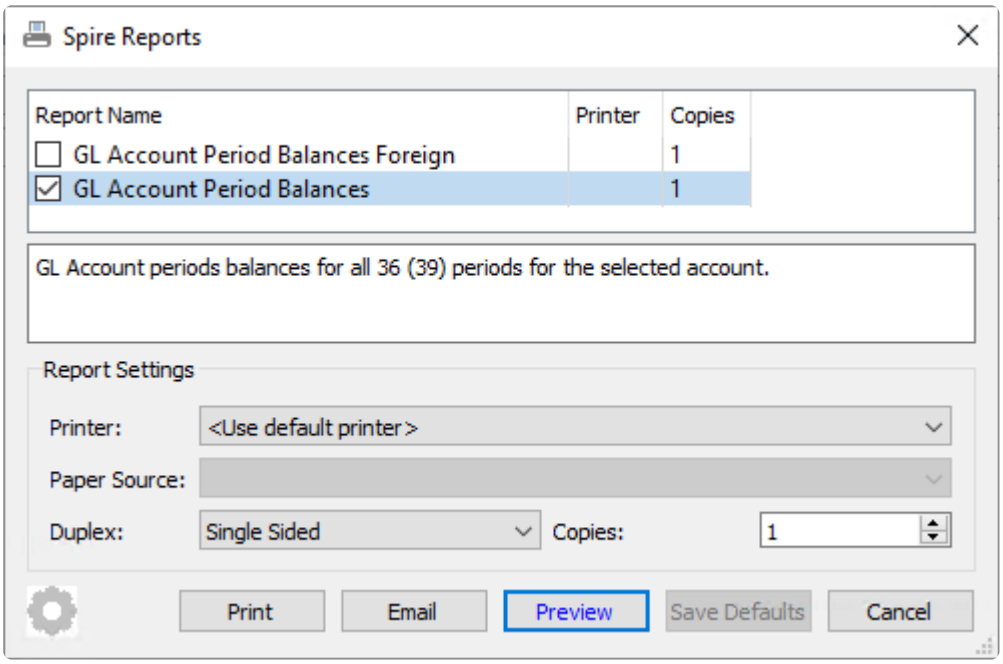
Any number of notes can be added for this GL account, following the usual rules for adding communications, including attachments or assigning to users.

User Defined Fields

User defined fields can be added to track and/or print information not already available on other screens.

Reports

When editing an account, the report button at the top of the window gives you access to this list of reports.



GL Account Period Balances – Prints a list of the three open fiscal years and each period within, including their respective period net changes and ending balances. This replicates the data presented on the Balances tab.

Universal Exports

GL Account Period Balances

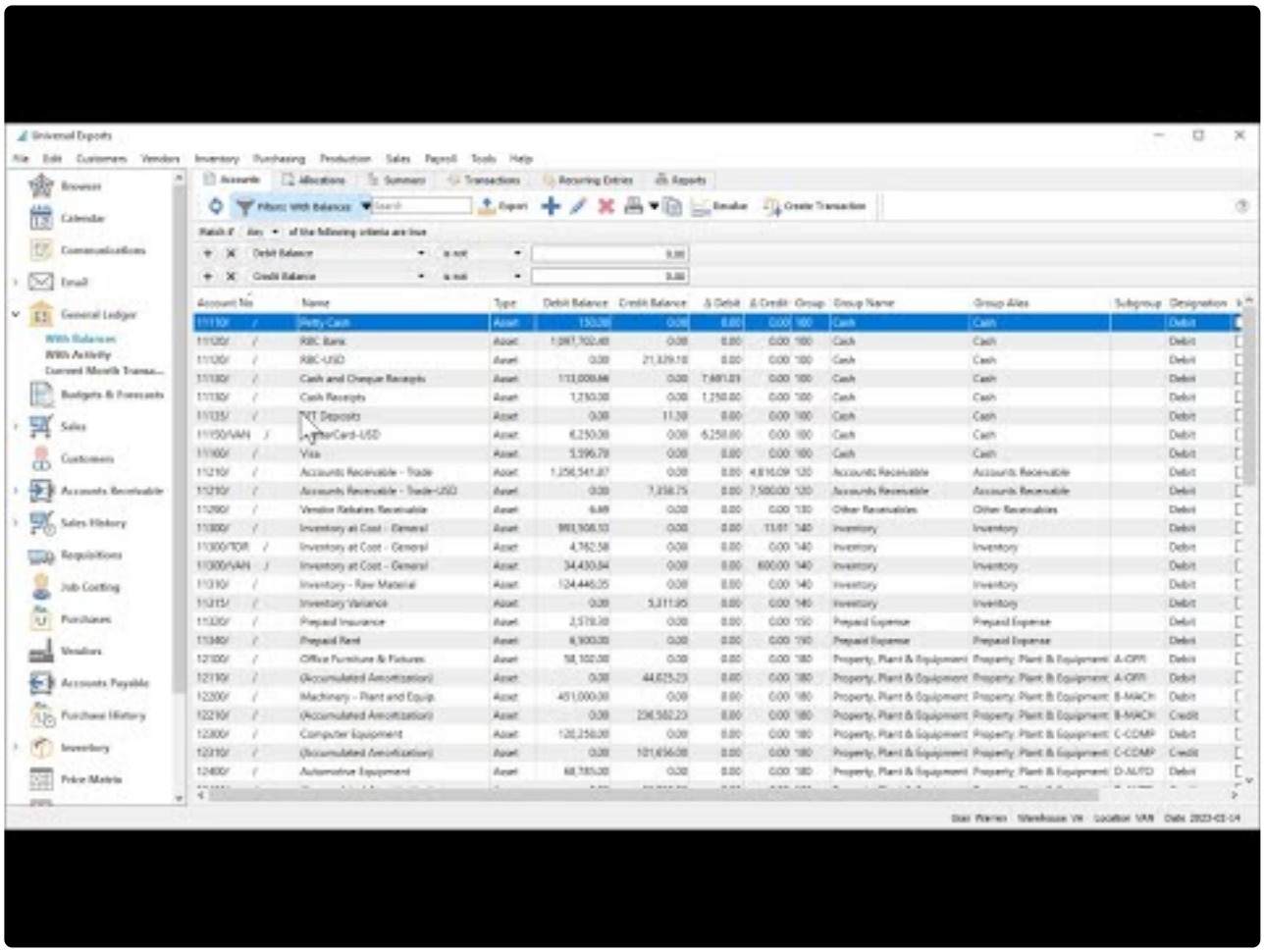
March 22, 2023 / 9:44 am

11120 RBC Bank

2021 Period End	Δ 2021	2021	2022 Period End	Δ 2022	2022	2023 Period End	Δ 2023	2023
2021-01-31	18,812.18	628,469.08	2022-01-31	-276,525.86	1,159,564.80	2023-01-31	0.00	1,110,510.61
2021-02-28	51,857.66	680,326.74	2022-02-28	39,043.97	1,198,608.77	2023-02-28	0.00	1,110,510.61
2021-03-31	-51,963.40	628,363.34	2022-03-31	-2,425.25	1,196,183.52	2023-03-31	0.00	1,110,510.61
2021-04-30	-47,361.45	581,001.89	2022-04-30	-2,425.25	1,193,758.27	2023-04-30	0.00	1,110,510.61
2021-05-31	205,874.50	786,876.39	2022-05-31	-168,302.86	1,025,455.41	2023-05-31	0.00	1,110,510.61
2021-06-30	-26,543.20	760,333.19	2022-06-30	-17,425.25	1,008,030.16	2023-06-30	0.00	1,110,510.61
2021-07-31	353,398.15	1,113,731.34	2022-07-31	-2,425.25	1,005,604.91	2023-07-31	0.00	1,110,510.61
2021-08-31	-44,654.98	1,069,076.36	2022-08-31	-2,425.25	1,003,179.66	2023-08-31	0.00	1,110,510.61
2021-09-30	182,636.98	1,251,713.34	2022-09-30	107,330.95	1,110,510.61	2023-09-30	0.00	1,110,510.61
2021-10-31	22,240.14	1,273,953.48	2022-10-31	0.00	1,110,510.61	2023-10-31	0.00	1,110,510.61
2021-11-30	101,871.78	1,375,825.26	2022-11-30	0.00	1,110,510.61	2023-11-30	0.00	1,110,510.61
2021-12-31	60,265.40	1,436,090.66	2022-12-31	0.00	1,110,510.61	2023-12-31	0.00	1,110,510.61

GL Account Period Balances Foreign – Prints a list of the three open fiscal years and each period within, including their respective period net changes and ending balances in the currency of the account. This replicates the data presented on the Balances tab when the Foreign Currency button is toggled on.

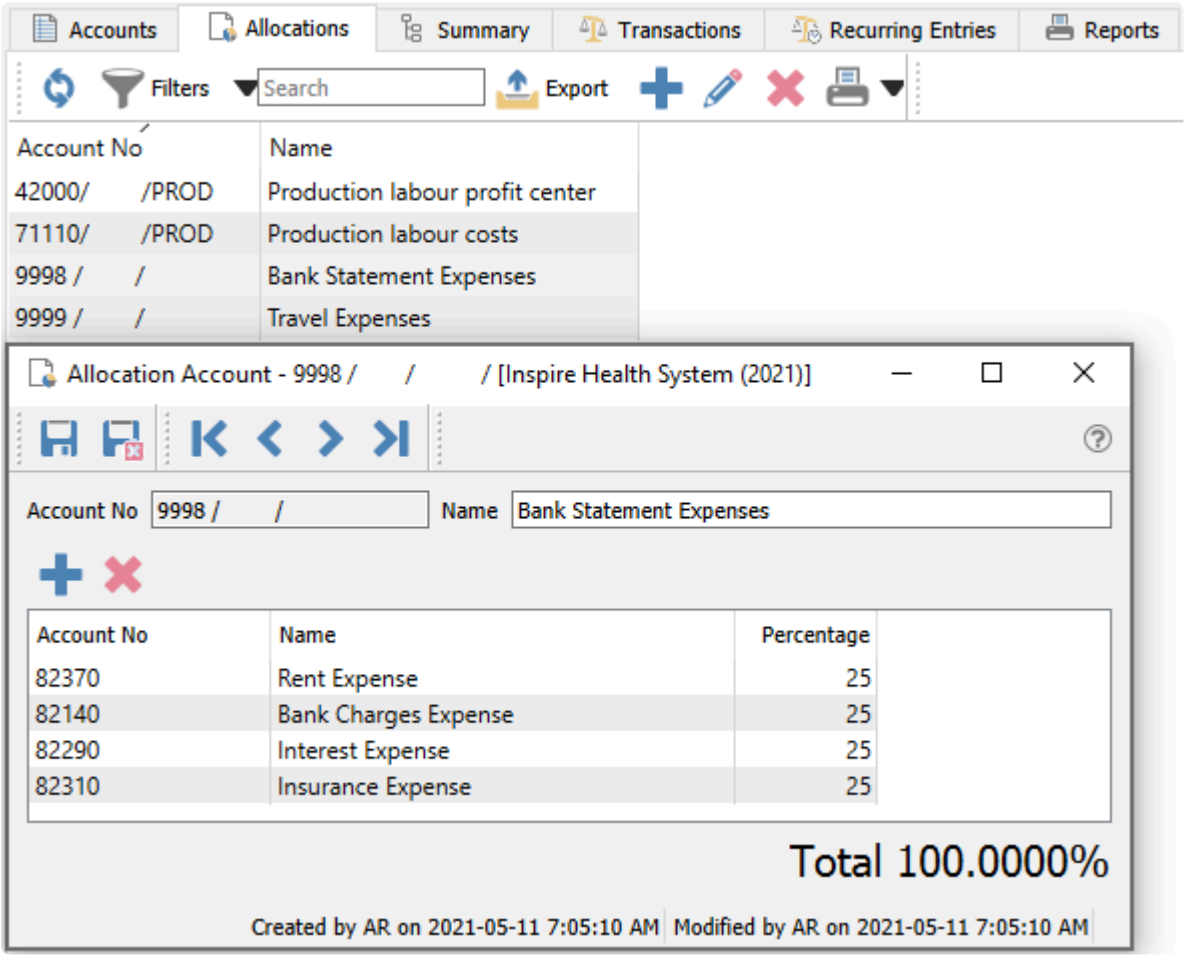
Video Instruction



https://www.youtube.com/embed/Mjz3LoxA42g?rel=0

Allocations

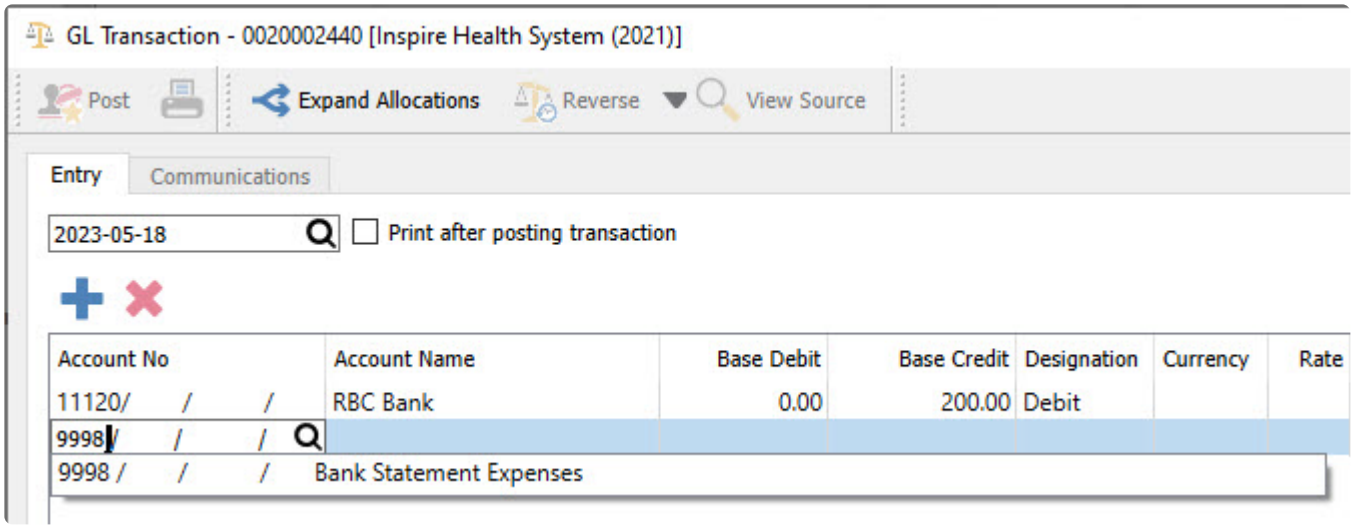
Allocation accounts are not actual accounts, but rather codes that can be used to redirect posted amounts to multiple accounts, or redirect an account with a segment to a different account. For each allocation, you specify all the actual accounts and the respective percentages of the allocation total that are updated when posting.



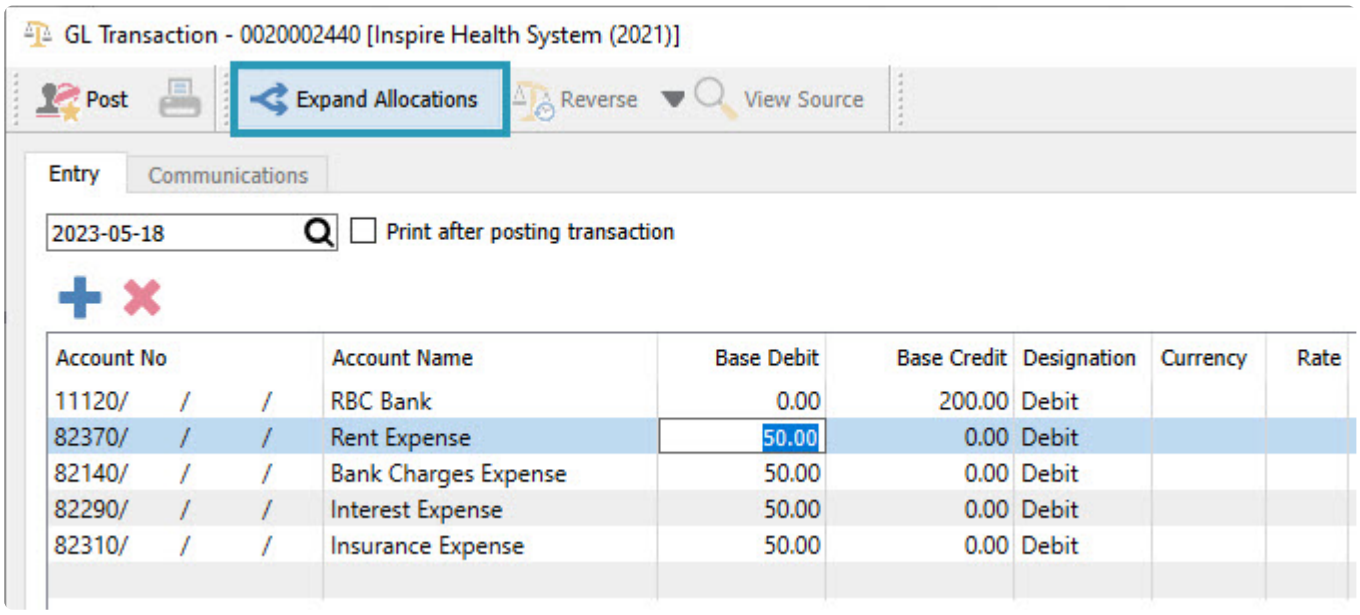
The total of all allocated amount percentages must equal 100.0%, otherwise an error will appear and you will be unable to save the allocation account.

Using Allocation Accounts in Transactions

When you want to include an allocation account in a transaction, you can enter or select it from the Account No field in exactly the same way as for regular accounts.



You are not limited to the initial setup of the allocation for when the transaction is posted. Use the Expand Allocations button to load the defined allocated accounts and their calculated amounts, and either the accounts or the amounts can be edited prior to posting, or even deleted if an account won't be used in this particular transaction.



Summary

The GL Summary screen allows you to see totals for each account group and company division if used, and expand groups to see individual accounts and balances.

Accounts | Allocations | Summary | Transactions | Recurring Entries | Reports

Expand All

Number	Name	Currency	Type	Group	Subgroup	Designation	Balance
Division - 000	Consolidated Company						-215,133.30
Group - 100	Cash						907,376.73
Group - 120	Accounts Receivable						1,700,443.49
11210	Accounts Receivable - Trade		Asset	120		DR	1,699,943.49
11220	(Allowance - Doubtful Accts.)		Asset	120		CR	0.00
11210	Accounts Receivable - Trade-USD	USD	Asset	120		DR	500.00
Group - 130	Other Receivables						0.00
Group - 140	Inventory						934,429.59
Group - 150	Prepaid Expense						9,078.30
Group - 180	Property, Plant & Equipment						291,829.54
Sub-group - A-OFFI	Furniture						17,076.77
12100	Office Furniture & Fixtures		Asset	180	A-OFFI	DR	58,102.00
12110	(Accumulated Amortization)		Asset	180	A-OFFI	DR	-41,025.23
Sub-group - B-MACH	Machinery						236,417.77
Sub-group - C-COMP	Computer						20,002.00
Sub-group - D-AUTO	Automotive						18,333.00
Group - 195	Other Assets						0.00
Group - 210	Notes Payable						-425,000.00
Group - 200	Accounts Payable						871,499.04
Group - 230	Other Accrual of Payables						-1,000.03
Group - 240	Other Current Liabilities						-472,537.94
Group - 250	Long Term Debt						-1,500,000.00
Group - 260	Equity						-2,536,124.45
Group - 400	Gross Sales						-6,983.48
Group - 700	Cost of Goods Sold						3,270.96
Group - 720	Operating Expense						8,584.95
Group - 740	Interest Expense						0.00
Group - 420	Interest Income						0.00
Group - 725	Other Revenues and Expenses						0.00
Group - 750	Gain/Loss on Asset Disposal						0.00
Group - 760	Income Tax Expense						0.00

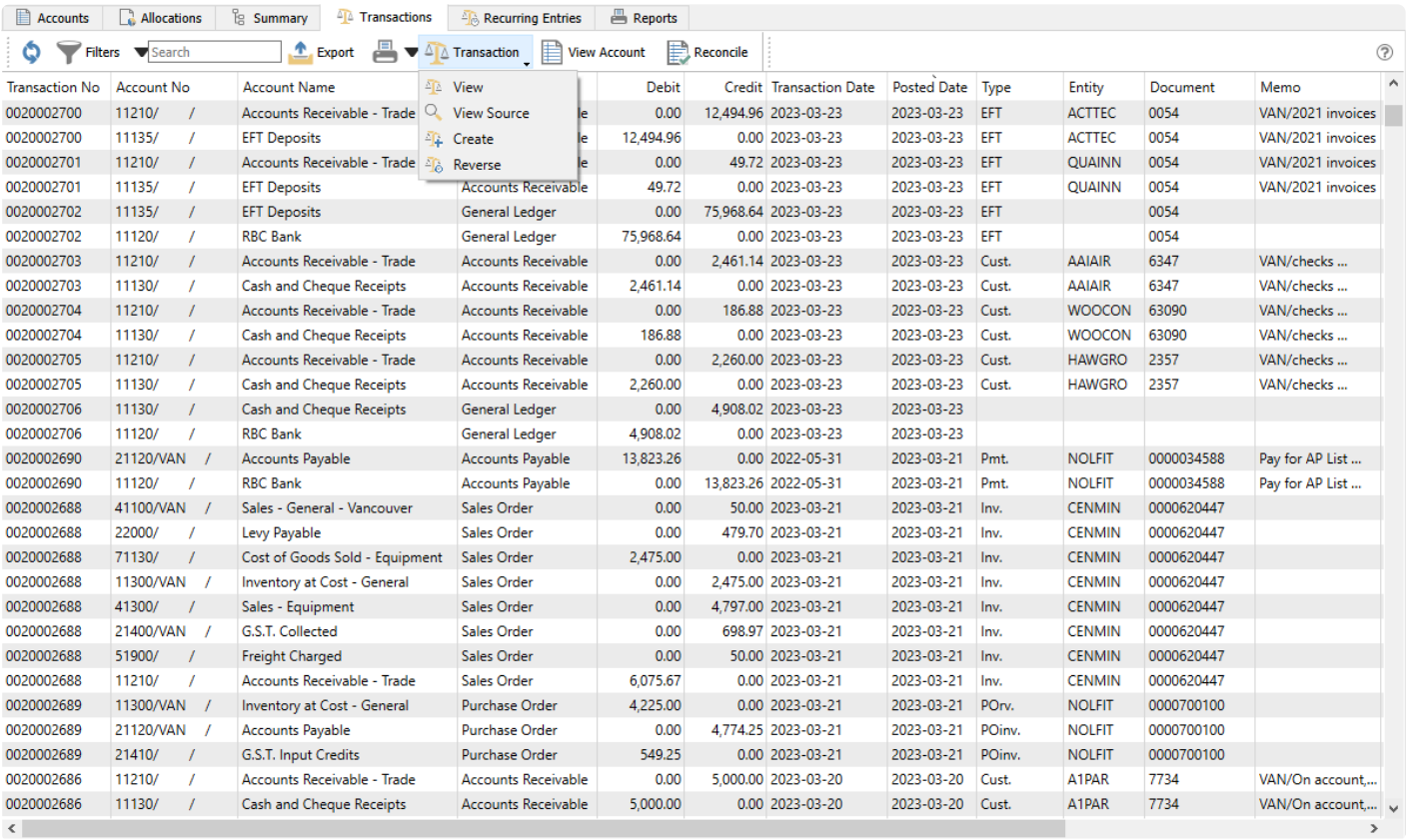
The highest level grouping is by Division, which will only display the Consolidated Company division 000 if you do not use this feature. Within each division you can list accounts summarized by Group code and total account balances by group. Within each group you can expand to the accounts or subgroups as defined. And finally you can expand subgroups to display the associated accounts within.

If you double-click on a specific account, you can open that account in a new window for inquiry or editing.

Transactions

In this screen you can see all transactions posted from the three fiscal years available for posting. 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 you can find transactions from 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		Debit	Credit	Transaction Date	Posted Date	Type	Entity	Document	Memo
0020002700	11210/ /	Accounts Receivable - Trade		0.00	12,494.96	2023-03-23	2023-03-23	EFT	ACTTEC	0054	VAN/2021 invoices
0020002700	11135/ /	EFT Deposits		12,494.96	0.00	2023-03-23	2023-03-23	EFT	ACTTEC	0054	VAN/2021 invoices
0020002701	11210/ /	Accounts Receivable - Trade		0.00	49.72	2023-03-23	2023-03-23	EFT	QUAINN	0054	VAN/2021 invoices
0020002701	11135/ /	EFT Deposits	Accounts Receivable	49.72	0.00	2023-03-23	2023-03-23	EFT	QUAINN	0054	VAN/2021 invoices
0020002702	11135/ /	EFT Deposits	General Ledger	0.00	75,968.64	2023-03-23	2023-03-23	EFT		0054	
0020002702	11120/ /	RBC Bank	General Ledger	75,968.64	0.00	2023-03-23	2023-03-23	EFT		0054	
0020002703	11210/ /	Accounts Receivable - Trade	Accounts Receivable	0.00	2,461.14	2023-03-23	2023-03-23	Cust.	AAIAIR	6347	VAN/checks ...
0020002703	11130/ /	Cash and Cheque Receipts	Accounts Receivable	2,461.14	0.00	2023-03-23	2023-03-23	Cust.	AAIAIR	6347	VAN/checks ...
0020002704	11210/ /	Accounts Receivable - Trade	Accounts Receivable	0.00	186.88	2023-03-23	2023-03-23	Cust.	WOOCON	63090	VAN/checks ...
0020002704	11130/ /	Cash and Cheque Receipts	Accounts Receivable	186.88	0.00	2023-03-23	2023-03-23	Cust.	WOOCON	63090	VAN/checks ...
0020002705	11210/ /	Accounts Receivable - Trade	Accounts Receivable	0.00	2,260.00	2023-03-23	2023-03-23	Cust.	HAWGRO	2357	VAN/checks ...
0020002705	11130/ /	Cash and Cheque Receipts	Accounts Receivable	2,260.00	0.00	2023-03-23	2023-03-23	Cust.	HAWGRO	2357	VAN/checks ...
0020002706	11130/ /	Cash and Cheque Receipts	General Ledger	0.00	4,908.02	2023-03-23	2023-03-23				
0020002706	11120/ /	RBC Bank	General Ledger	4,908.02	0.00	2023-03-23	2023-03-23				
0020002690	21120/VAN /	Accounts Payable	Accounts Payable	13,823.26	0.00	2022-05-31	2023-03-21	Pmt.	NOLFIT	0000034588	Pay for AP List ...
0020002690	11120/ /	RBC Bank	Accounts Payable	0.00	13,823.26	2022-05-31	2023-03-21	Pmt.	NOLFIT	0000034588	Pay for AP List ...
0020002688	41100/VAN /	Sales - General - Vancouver	Sales Order	0.00	50.00	2023-03-21	2023-03-21	Inv.	CENMIN	0000620447	
0020002688	22000/ /	Levy Payable	Sales Order	0.00	479.70	2023-03-21	2023-03-21	Inv.	CENMIN	0000620447	
0020002688	71130/ /	Cost of Goods Sold - Equipment	Sales Order	2,475.00	0.00	2023-03-21	2023-03-21	Inv.	CENMIN	0000620447	
0020002688	11300/VAN /	Inventory at Cost - General	Sales Order	0.00	2,475.00	2023-03-21	2023-03-21	Inv.	CENMIN	0000620447	
0020002688	41300/ /	Sales - Equipment	Sales Order	0.00	4,797.00	2023-03-21	2023-03-21	Inv.	CENMIN	0000620447	
0020002688	21400/VAN /	G.S.T. Collected	Sales Order	0.00	698.97	2023-03-21	2023-03-21	Inv.	CENMIN	0000620447	
0020002688	51900/ /	Freight Charged	Sales Order	0.00	50.00	2023-03-21	2023-03-21	Inv.	CENMIN	0000620447	
0020002688	11210/ /	Accounts Receivable - Trade	Sales Order	6,075.67	0.00	2023-03-21	2023-03-21	Inv.	CENMIN	0000620447	
0020002689	11300/VAN /	Inventory at Cost - General	Purchase Order	4,225.00	0.00	2023-03-21	2023-03-21	POrv.	NOLFIT	0000700100	
0020002689	21120/VAN /	Accounts Payable	Purchase Order	0.00	4,774.25	2023-03-21	2023-03-21	POinv.	NOLFIT	0000700100	
0020002689	21410/ /	G.S.T. Input Credits	Purchase Order	549.25	0.00	2023-03-21	2023-03-21	POinv.	NOLFIT	0000700100	
0020002686	11210/ /	Accounts Receivable - Trade	Accounts Receivable	0.00	5,000.00	2023-03-20	2023-03-20	Cust.	A1PAR	7734	VAN/On account,...
0020002686	11130/ /	Cash and Cheque Receipts	Accounts Receivable	5,000.00	0.00	2023-03-20	2023-03-20	Cust.	A1PAR	7734	VAN/On account,...

Refresh – Re-read the grid results to display all posted transactions, including any Filter criteria if used.

Filters – Use search criteria to display only particular transactions of interest.

Search Box – List account transactions that contain the entered word(s) in searchable text 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.

Transaction – Choose from:

- **View** the complete journal entry

- **View Source** for the source transaction that produced this journal entry, from particular module posting. Source transactions from Sales Orders, Purchase Orders and Payroll can be opened, but not from Accounts Receivable, Accounts Payable, Inventory or General Ledger.
- **Create** a new journal entry transaction
- **Reverse** a previously posted GL journal entry by creating a new transaction for the same accounts but with debits and credits reversed.

View Account – Open the account record of the highlighted transaction, to see information or make and save changes.

Reconcile – Open the Account Reconciliation window for the highlighted account. If no Open reconciliation exists, then a new one will be created. If a reconciliation has been started and not yet posted, it will be opened. See Account Reconciliation for more details.

Grid Columns

Transaction No – The GL transaction number that was generated during posting, from the next transaction number in Company Settings/Sequence Numbers.

Source – The module / transaction type where this transaction was posted.

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

Type – The sub-category of transaction that was posted. Transactions originating in General Ledger will have a blank value.

Document – The document number passed from the subledger posting, such as the invoice or check number.

Entity – The customer, vendor or employee code of the posted transaction. Some transaction types will have a blank value.

Debit – The amount of the debit transaction. If it was a credit amount, this column will display zero.

Credit – The amount of the credit transaction. If it was a debit amount, this column will display zero.

Posted Date – The computer system date when the transaction was posted.

Currency – The currency code for the transaction, which will be blank for base currency transactions.

Foreign Debit – The source currency amount of the debit transaction. If it was a credit amount or a base currency transaction, this column will display zero.

Foreign Credit – The source currency amount of the credit transaction. If it was a debit amount or a base currency transaction, this column will display zero.

Memo – A text comment that may have been added to the account line entry.

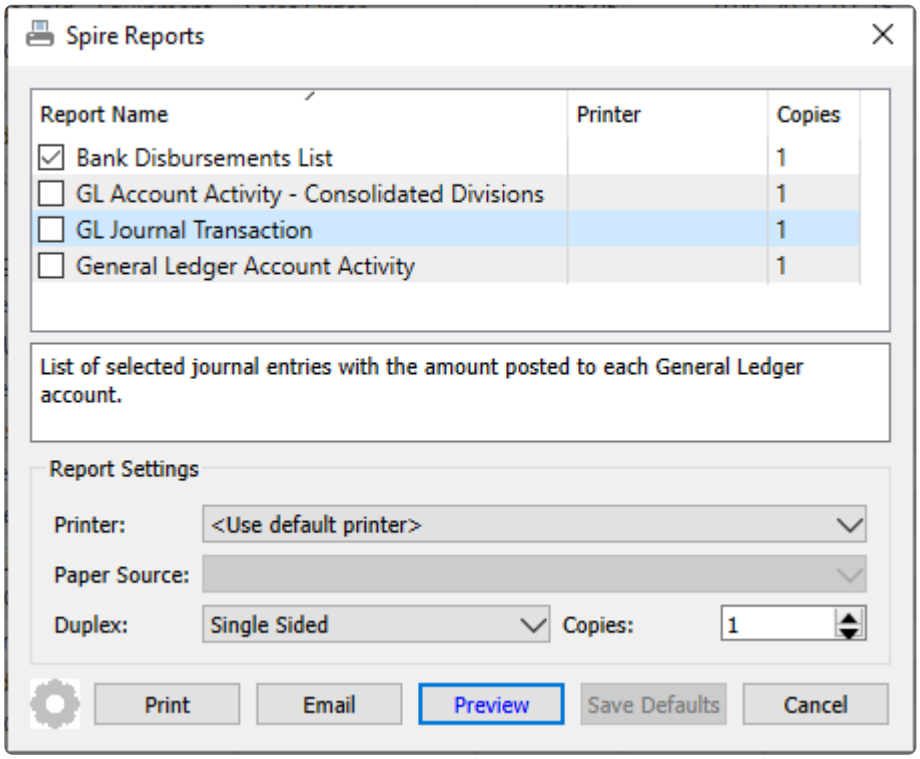
Reconciled – The checkbox will display as selected if the entry has been reconciled.

Reconciled Date – 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.

Reports

From the Transactions list screen and the reports toolbar button, either for all transactions or when editing a particular account, you can select one or more account transactions to print reports for the selection, or print the reports for all records. Note that printing selected records only chooses the selections and not necessarily the entire transaction, so it is possible to only print a portion of the entry.



Bank Disbursements List – Prints a list of credit transactions and any applied debit transactions. This report is designed to be used with a Filter that selects a specific bank account and a range of transaction dates, rather than entire journal entries.

Bank Disbursements List

11120 RBC Bank Jan 1, 2022 to Dec 31, 2022 March 17, 2023 / 4:24 pm

Reference No	Payee				Note	Transaction No	Amount
Tuesday, April 19, 2022		... continued					
Tuesday, May 10, 2022							
AP 0000025447	0000000000 Panago				Panago	0020002396	112.72 ☐
Applied to		*Invoice*	*May 10, 22*	*0020002395*		*112.72*	
Wednesday, May 11, 2022							
AP 0000034567	EMPHEA Empire Health Distribution					0020002397	14,489.49 ☐
Applied to	*5554*	*Invoice*	*Sep 21, 21*	*0020002132*		*14,489.49*	
AP Online	ROGCAN Rogue Canada					0020002398	105.77 ☐
Applied to	*867543*	*Invoice*	*Oct 15, 21*	*0020002205*		*105.77*	
AP Cash	WALEQU Walcom Equipment Ltd				Paid by cash earlier	0020002399	2,357.08 ☐
Applied to	*5576878*	*Invoice*	*Aug 11, 21*	*0020002136*		*2,357.08*	
AP 0000034568	ACMSYS ACME Systems Inc					0020002400	2,000.00 ☐
Applied to	*2357890*	*Invoice*	*Aug 17, 21*	*0020002137*		*550.57*	
	446980	*Invoice*	*Nov 22, 21*	*0020002253*		*1,449.43*	
AP 0000034569	FORFOO Forester Food Ingredients					0020002401	1,500.00 ☐
Applied to	*34589*	*Invoice*	*Oct 15, 21*	*0020002213*		*200.00*	
	45668	*Invoice*	*Oct 15, 21*	*0020002207*		*1,000.00*	
							20,452.34
Friday, May 13, 2022							
AR 0000034570	ATLHOT Atlantic Hotel				Rebate	0020002415	50.00 ☐
Sunday, May 15, 2022							
GL 0020002409						0020002409	195,165.97 ☐
Thursday, May 19, 2022							
AP EFT	TELUS Telus Communications					0020002500	2,425.25 ☐

GL Account Activity – Consolidated Divisions – Prints a list of the selected transactions, grouped by account number, with debits and credits and then net change amount. Additionally, if a transaction Filter was used to select records by date 'in between', instead of grid selection, and the beginning date is the first day of a period, a running Balance column will also be printed. You cannot include divisions in the filter, and must log into the company with a division of 000 to print this report successfully.

GL Journal Transaction – Prints a list of transactions with their respective accounts and debit or credit amounts.

Universal Exports

GL Journal Transaction

March 20, 2023 / 11:08 am

Mar 15, 2023 to Mar 15, 2023

Transaction #		Created by, from					Foreign	
Account					Debit	Credit	Debit	Credit
0020002680	Mar 15,23	WF	SORD	Inv. BLOJOS 0000620443				
41100/VAN Sales - General - Vancouver						5.00		
71150 Cost of Goods Sold - Supplements					87.26			
11300/VAN Inventory at Cost - General						108.94		
41500 Sales - Supplements						208.53		
71160 Cost of Goods Sold - Weights					21.68			
41600 Sales - Weights						34.00		
21400/VAN G.S.T. Collected						33.79		
51900 Freight Charged						12.38		
11130 Cash and Cheque Receipts					293.70			
					402.64	402.64		
0020002681	Mar 15,23	WF	SORD	Inv. ACOOF 0000620444				
41100/MON Sales - General - Montreal						5.00		
71160 Cost of Goods Sold - Weights					126.11			
11300 Inventory at Cost - General						126.11		
41600 Sales - Weights						212.00		
21400 G.S.T. Collected						29.62		
51900 Freight Charged						10.85		
83000 Penny Rounding					0.02			
11130 Cash and Cheque Receipts					257.45			
					383.58	383.58		
0020002682	Mar 15,23	WF	INVC	Count 000000008				
79999 Inventory Adjustments/Variance					74.65			
11300/VAN Inventory at Cost - General						74.65		
					74.65	74.65		
3 transactions					860.87	860.87		

General Ledger Account Activity – Prints a list of the selected transactions, grouped by account number, with debits and credits and then net change amount. Additionally, if a transaction Filter was used to select records by date ‘in between’, instead of grid selection, and the beginning date is the first day of a period, a running Balance column will also be printed.

Universal Exports

General Ledger Account Activity

Mar 1, 2023 to Mar 31, 2023

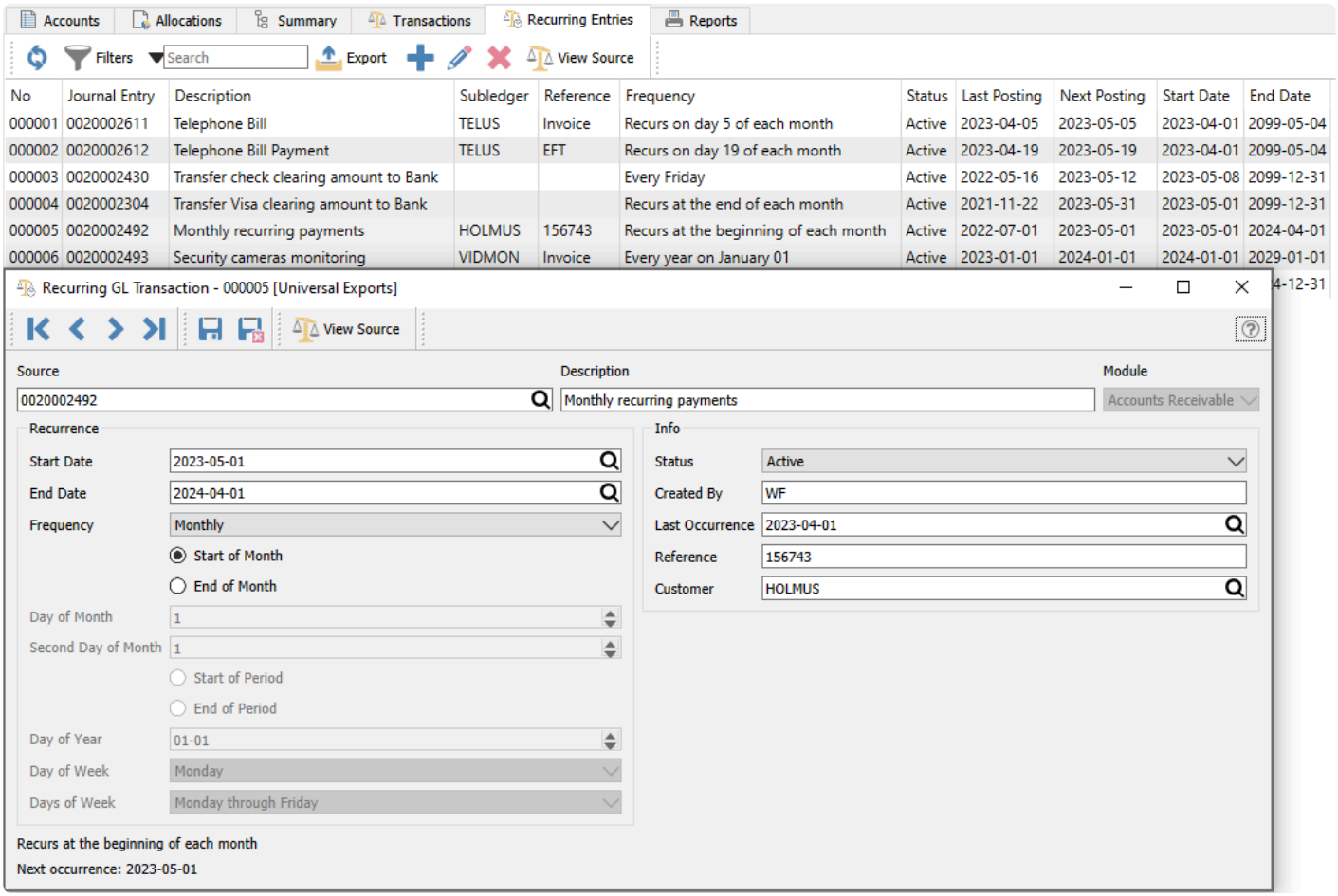
March 20, 2023 / 11:12 am

Date	Transaction #	Created by		Memo		Debit	Credit	Net Change	Balance
11130 Cash and Cheque Receipts									
					Previous period balance				117,544.96
				New period balance					117,544.96
Mar 14,23	0020002672	WF	SORD	Inv. PARHIL 0000620441		472.50			118,017.46
	0020002678	WF	SORD	Inv. HOLMUS 0000620442		329.75			118,347.21
Mar 15,23	0020002680	WF	SORD	Inv. BLOJOS 0000620443		293.70			118,640.91
	0020002681	WF	SORD	Inv. ACOOF 0000620444		257.45			118,898.36
Mar 16,23	0020002683	WF	LWAY	Lway ATLHOT 0000800985		100.00			118,998.36
11130 Cash and Cheque Receipts Totals						1,453.40		1,453.40	118,998.36
11130 [USD] Cash Receipts									
					Previous period balance				141.25
							USD		113.00
				New period balance					141.25
									113.00
Mar 16,23	0020002684	WF	LWAY	Lway ACCANS 0000800986		125.00			266.25
					USD	100.00			
11130 Cash Receipts Totals						125.00		125.00	266.25
					USD	100.00	0.00	100.00	213.00
11150/VAN [USD] MasterCard-USD									
					Previous period balance				6,250.00
							USD		5,000.00
				New period balance					6,250.00
									5,000.00
Mar 16,23	0020002685	WF	SORD	Inv. ACCANS 0000620445		1,524.64			7,774.64
					USD	1,219.71			
11150VAN MasterCard-USD Totals						1,524.64		1,524.64	7,774.64
					USD	1,219.71	0.00	1,219.71	6,219.71

Recurring Entries

Recurring transactions allows past transactions to be duplicated on a schedule. They are created by copying entries previously posted in Accounts Payable, Accounts Receivable or Ledger Journal Entries. Recurring entries can be edited before posting to change GL accounts or amounts. The list of recurring charges includes columns for the last time the charge was posted and the due date for the next posting.

Recurring Setup



Save – Save the recurring entry and leave the screen open.

Save and Close – Save the recurring entry and close the screen.

View Source – View the GL transaction details from where the recurring charge was created. The GL entry will appear as the source for AP and AR recurring charges.

Source – Select the GL Transaction that you wish to copy for recurring.

Description – A meaningful label for describing the purpose of the transaction. This will appear on the alert screen where charges are processed.

Module – The original source module is displayed and cannot be edited.

Start Date – The beginning of the date range when the recurring transaction can be charged, in conjunction with the Frequency settings.

End Date – The end of the date range when the recurring transaction can be charged, in conjunction with the Frequency settings.

Frequency – Select a repeat cycle for the transaction, which controls access to the remaining Recurrence settings. The choices are:

- Monthly
- Specific Date
- Bi-Monthly
- Fiscal
- Annual
- Weekly
- Bi-Weekly
- Daily
- Quarterly

Start of Month – For a ‘Monthly’ frequency, recurring transaction dates are the first of every month.

End of Month – For a ‘Monthly’ frequency, recurring transaction dates are the last day of every month.

Day of Month – For ‘Specific Date’ or ‘Bi-Monthly’ frequencies, recurring transactions are on this day of every month.

Second Day of Month – For a ‘Bi-Monthly’ frequency, recurring transactions are on this day of every month in addition to the Day of Month above.

Start of Period – For a ‘Fiscal’ frequency, recurring transaction dates are the first of every period.

End of Period – For a ‘Fiscal’ frequency, recurring transaction dates are the last day of every period.

Day of Year – For an ‘Annual’ frequency, recurring transaction dates are on this day every year.

Day of Week – For ‘Weekly’ or ‘Bi-Weekly’ frequencies, recurring transactions are on this day of the week, every one or two weeks respectively.

Days of Week – For a ‘Daily’ frequency, recurring transaction dates are every day, from Monday to either Friday, Saturday or Sunday.

Quarterly transactions occur exactly every three months, based on the Last Occurrence date.

Status – ‘Active’ recurring transactions are available to process on their next occurrence date, and ‘Suspended’ transactions will be skipped.

Created By – The initials of the user that created the recurring record.

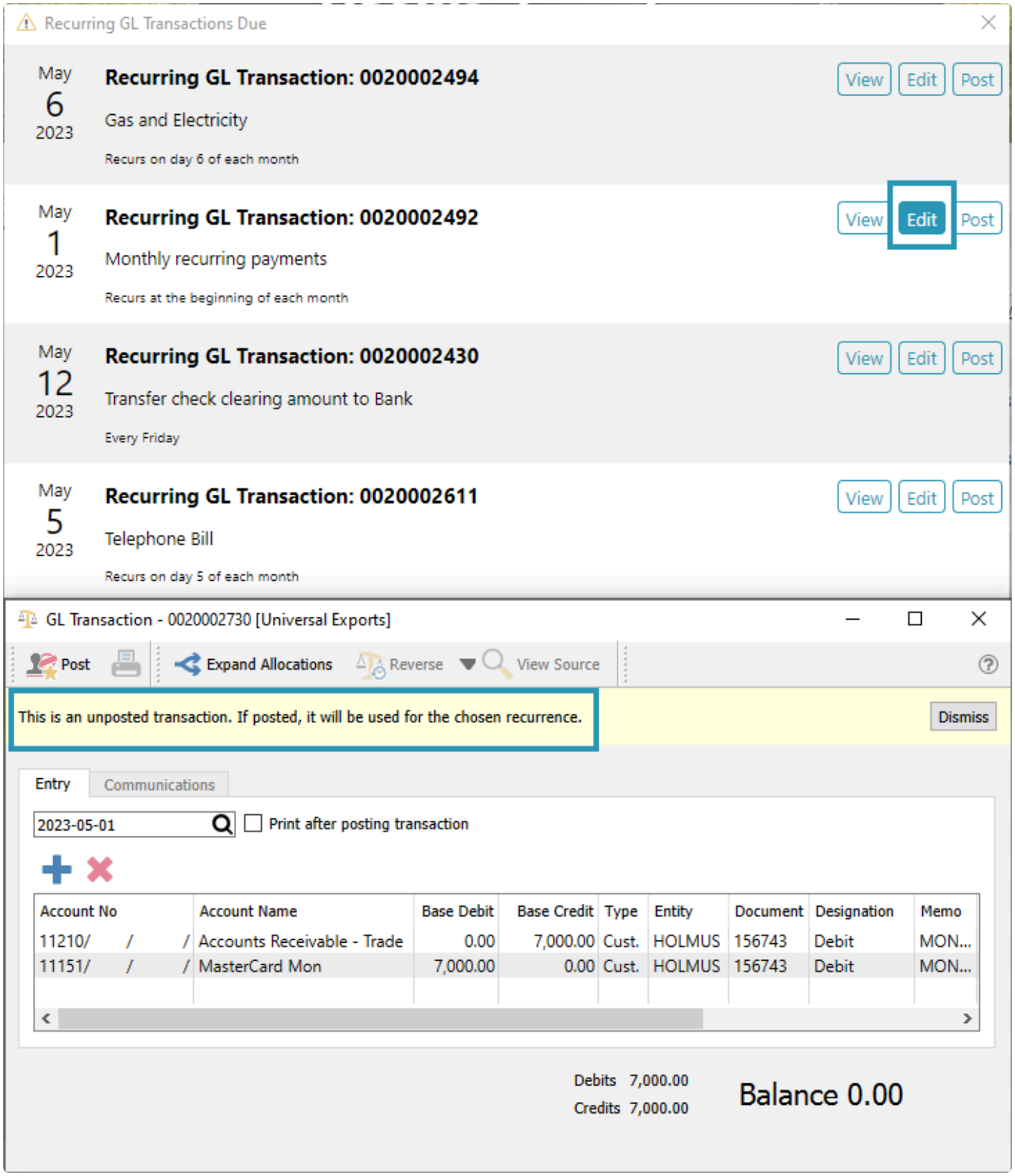
Last Occurrence – The last date that this recurring transaction was posted.

Reference – A reference can be defaulted for new posted transactions created from this.

Vendor/Customer – The vendor or customer that the entry will be posted to, depending on whether the module source is AP or AR.

Recurring Alerts

If the user security setting General Ledger/Alert Recurring Entries is enabled. then when this user logs in they will be presented with the list of recurring entries that are due or overdue to be posted. They can choose to post, view or edit each recurring transaction, or ignore them.

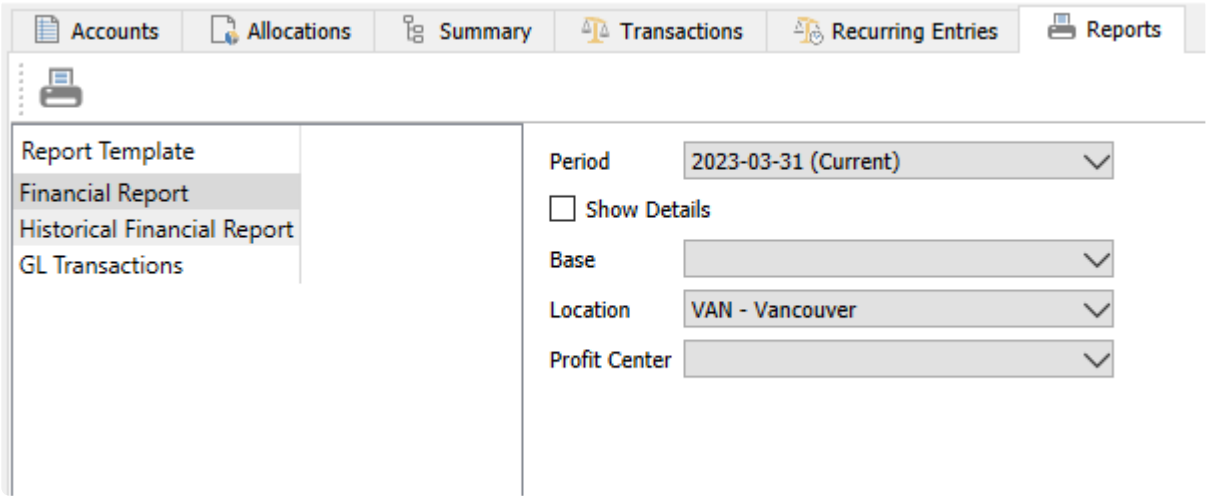


Note – You can edit the recurring entry before posting it and then the next time the entry comes up on the schedule it will use the latest version of the posting. Control account amounts cannot be edited.

Reports

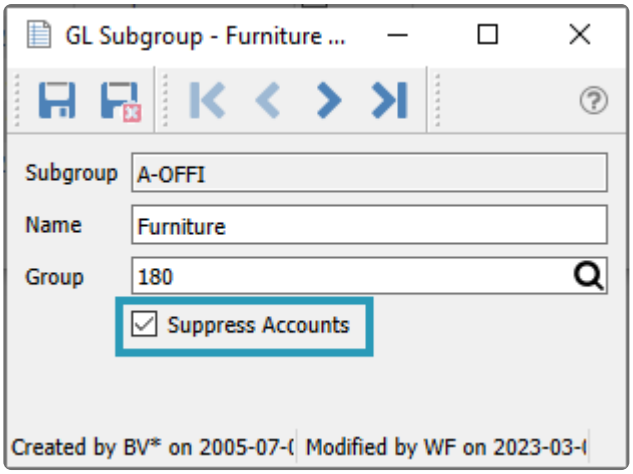
The Reports tab has a number of Financial Statement and Transaction template reports available to print. There are three Report Templates for Financial Reports, Historical Financial Reports and GL Transaction reports, each with their own set of reports and options.

Financial Report



Period – Choose a date range to include transactions for the report. Select either a month, quarter or full year from any of the three open Fiscal years.

Show Details – Some financial statements print accounts with sub-groups listed together, with a subgroup total amount. If the subgroup is configured to Suppress Accounts, then only the total prints and not the individual accounts. Enable this Show Details option to override the Suppress Accounts setting on subgroups and always print the account amounts in addition to the totals.

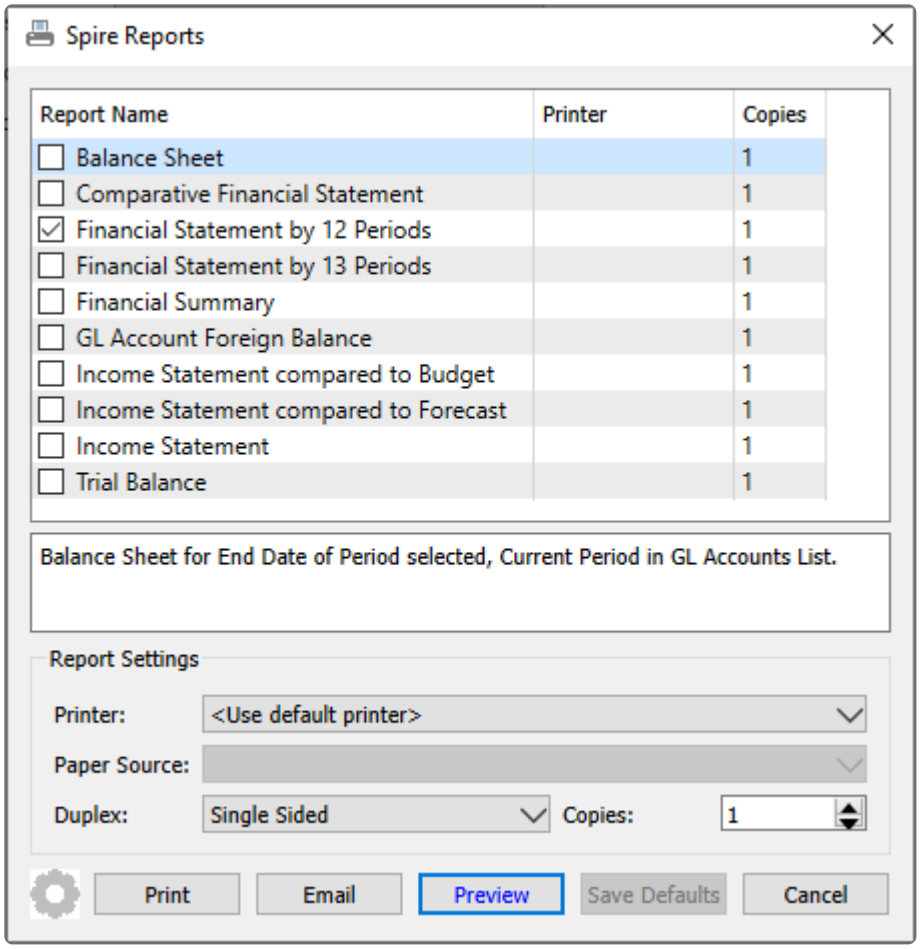


Base – Choose either a specific account Base value to restrict report results to only those accounts, or leave this field blank to print for all accounts. Typically you would only choose an account here if you are

printing a Transaction listing report, rather than a financial statement, that should use all accounts.

Location – Choose either a specific Location value to restrict report results to only those accounts with this Location segment, or leave this field blank to not restrict accounts by Location.

Profit Center – Choose either a specific Profit Center value to restrict report results to only those accounts with this Profit Center segment, or leave this field blank to not restrict accounts by Profit Center.



Balance Sheet – Prints accounts and their ending balances as of the end of the selected fiscal period, along with totals by account type. Account Group totals may also be configured for reports.

Comparative Financial Statement – Prints columns for the year to date ending balance as of the selected fiscal period, for both the selected fiscal year and the year previous to that. Variance amounts and percentages by account are calculated.

Financial Statement by 12 Periods – Prints columns for all 12 periods of the selected fiscal year, with end of period amounts populating columns up to the selected period. Periods after the one selected will print zero amounts instead of the actual amounts. Accounts with subgroups defined are printed together with a subgroup total. Gross Profit and Operating Income are calculated for each period. Use this report for companies that have a fiscal calendar with 12 periods.

Financial Statement by 13 Periods – Prints columns for all 13 periods of the selected fiscal year, with end of period amounts populating columns up to the selected period. Periods after the one selected will print zero amounts instead of the actual amounts. Accounts with subgroups defined are printed together with a subgroup total. Gross Profit and Operating Income are calculated for each period. Use this report for companies that have a fiscal calendar with 13 periods.

Financial Summary – Prints at the top, the account balance subtotals by account type, as of the selected fiscal period and year, in separate Assets and Liabilities and Equity section as a summarized balance sheet. Prints at the bottom, Revenue and Expense account subtotals by account type, for Period to Date, Quarter to Date and Year to Date columns as of the selected fiscal period and year, as a summarized income statement.

GL Account Foreign Balance – Prints a list of accounts configured with a non-base currency, and at least one of their respective opening, net change and closing balances for the selected fiscal period and year are non-zero.

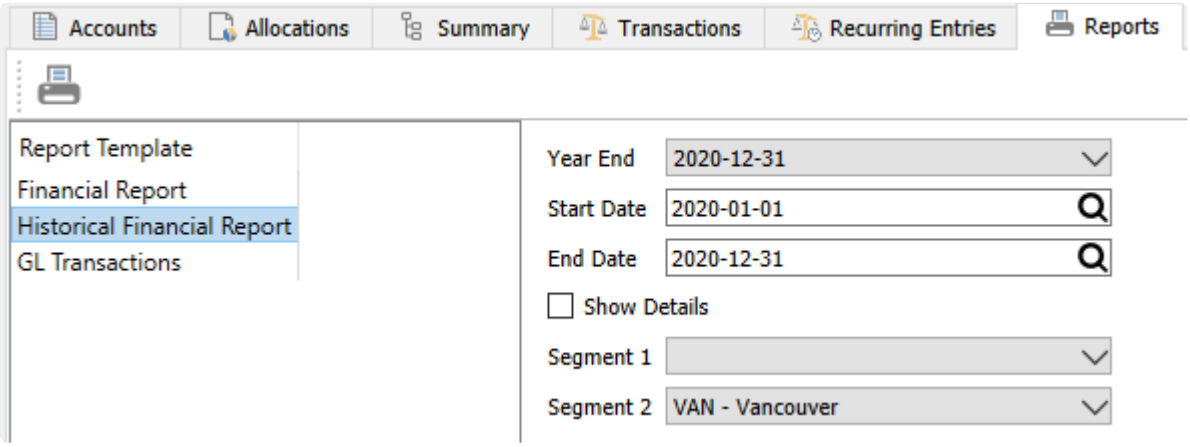
Income Statement compared to Budget – Prints a list of accounts grouped by revenue and expenses, with Period to Date, Quarter to Date and Year to Date columns as of the selected fiscal period and year, for both actual and budget amounts and the respective percentage differences.

Income Statement compared to Forecast – Prints a list of accounts grouped by revenue and expenses, with Period to Date, Quarter to Date and Year to Date columns as of the selected fiscal period and year, for both actual and forecast amounts and the respective percentage differences.

Income Statement – Prints a list of accounts grouped by revenue and expenses, with Period to Date, Quarter to Date and Year to Date columns as of the selected fiscal period and year, for actual amounts and the respective percentages to total.

Trial Balance – Prints a list of accounts where at least one of their respective opening, net change and closing balances for the selected fiscal period and year are non-zero.

Historical Financial Report

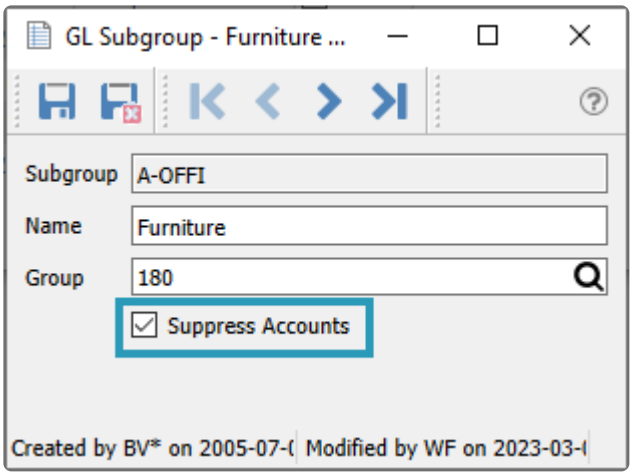


Year End – Choose a date that represents the year end for a specific fiscal year.

Start Date – Choose the earliest date for transaction selection, which will typically be the first day of a fiscal period or year.

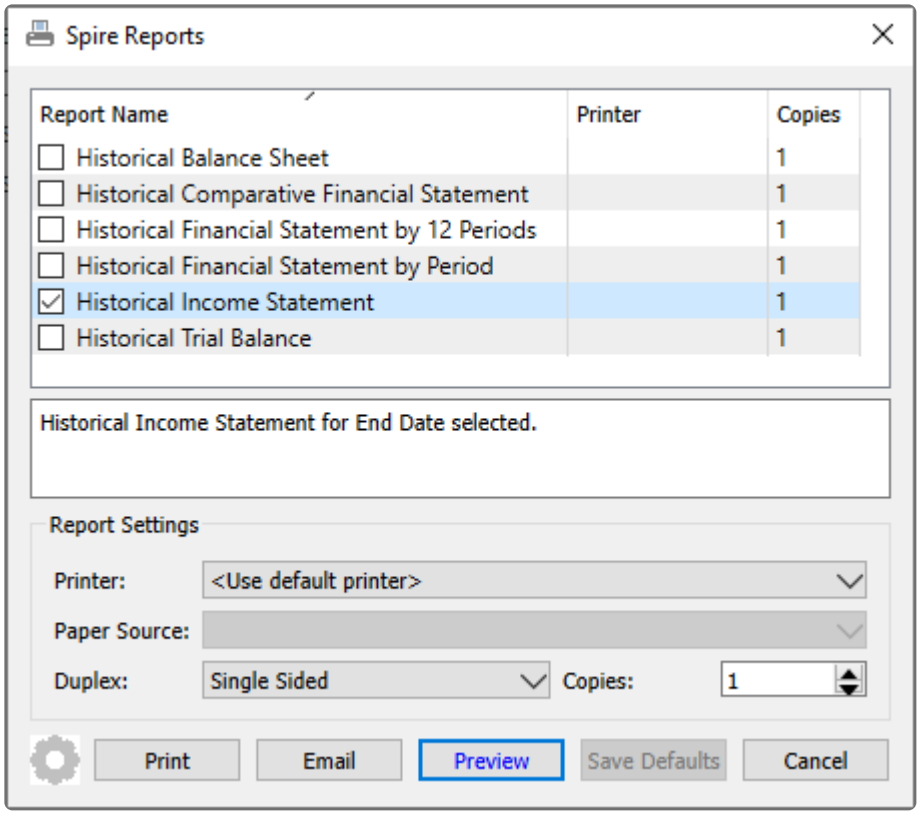
End Date – Choose the latest date for transaction selection, which will typically be the last day of a fiscal period or year.

Show Details – Some financial statements print accounts with sub-groups listed together, with a subgroup total amount. If the subgroup is configured to Suppress Accounts, then only the total prints and not the individual accounts. Enable this Show Details option to override the Suppress Accounts setting on subgroups and always print the account amounts in addition to the totals.



Segment 1 – Choose either a specific account Base value to restrict report results to only those accounts, or leave this field blank to print for all accounts. Typically you would only choose an account here if you are printing a Transaction listing report, rather than a financial statement, that should use all accounts.

Segment 2 – Choose either a specific Location value to restrict report results to only those accounts with this Location segment, or leave this field blank to not restrict accounts by Location.



Historical Balance Sheet – Prints accounts and their ending balances as of the end of the selected fiscal period, along with totals by account type. Account Group totals may also be configured for reports.

Historical Comparative Financial Statement – Prints columns for the year to date ending balance as of the selected fiscal period, for both the selected fiscal year and the year previous to that. Variance amounts and percentages by account are calculated.

Historical Financial Statement by 12 Periods – Prints columns for all 12 periods of the selected fiscal year, with end of period amounts populating columns up to the selected period. Periods after the one selected will print zero amounts instead of the actual amounts. Accounts with subgroups defined are printed together with a subgroup total. Gross Profit and Operating Income are calculated for each period. Use this report for companies that have a fiscal calendar with 12 periods.

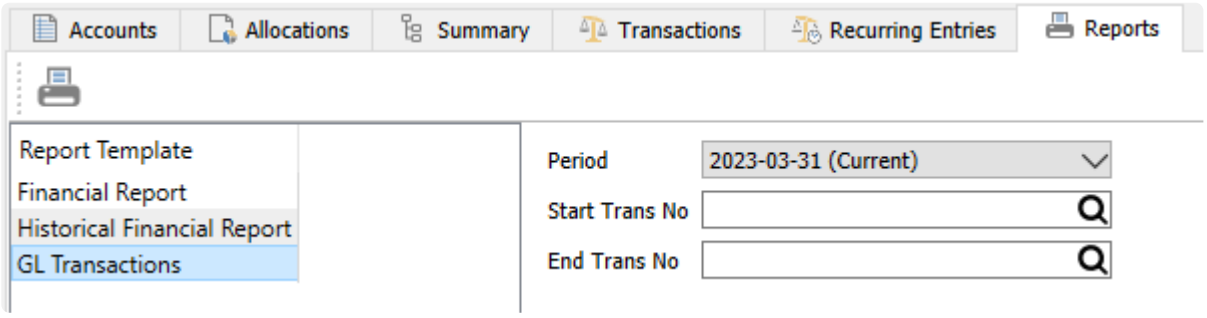
Historical Financial Statement by Period – Prints columns for all 13 periods of the selected fiscal year, with end of period amounts populating columns up to the selected period. Periods after the one selected will print zero amounts instead of the actual amounts. Accounts with subgroups defined are printed together with a subgroup total. Gross Profit and Operating Income are calculated for each period. Use this report for companies that have a fiscal calendar with 13 periods.

Historical Income Statement – Prints a list of accounts grouped by revenue and expenses, with Period to Date, Quarter to Date and Year to Date columns as of the selected fiscal period and year, for actual amounts and the respective percentages to total.

Historical Trial Balance – Prints a list of accounts where at least one of their respective opening, net

change and closing balances for the selected fiscal period and year are non-zero.

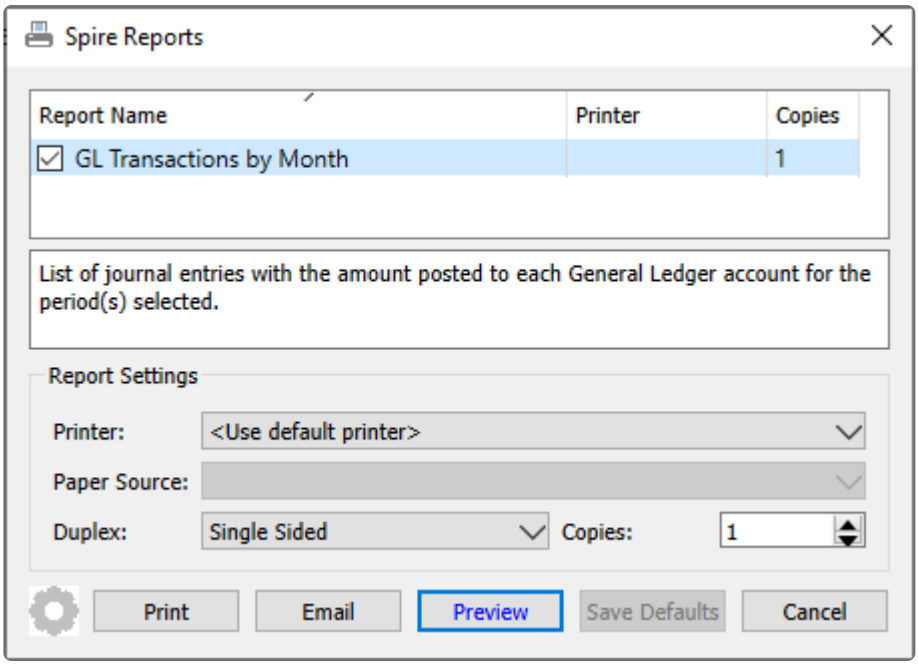
GL Transactions



Period – Choose a date range to include transactions for the report. Select either a month, quarter or full year from any of the three open Fiscal years.

Start Trans No – Choose the first transaction ID to list on the report. Often this is left blank so that the Period determines which transactions are printed.

End Trans No – Choose the last transaction ID to list on the report. Often this is left blank so that the Period determines which transactions are printed.



GL Transactions by Month – Prints each journal entry within the selected period, including the document date, type, reference, and foreign amounts if applicable.

Universal Exports

GL Transactions by Month

Mar 1, 2023 to Mar 31, 2023

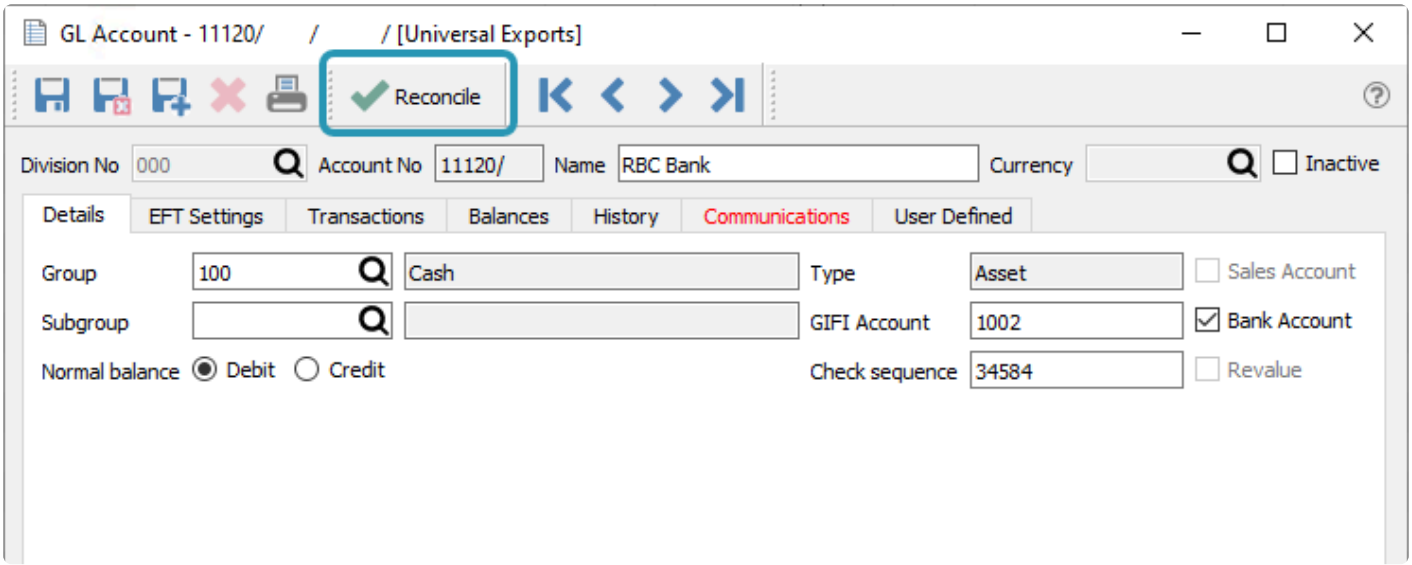
March 17, 2023 / 4:01 pm

Transaction #		Created by, from					Foreign	
Account					Debit	Credit	Debit	Credit
March 2023								
0020002658	Mar 6,23	WF	PORD	POrv. SUPCOF 0000700088				
11300 Inventory at Cost - General					86.00			
21120 Accounts Payable						97.18		
21410 G.S.T. Input Credits					11.18			
					97.18	97.18		
0020002659	Mar 6,23	WF	PORD	POrv. INSCHI 0000700079				
11300 Inventory at Cost - General					1,431.02			
21130 Accrued Payables						1,431.02		
					1,431.02	1,431.02		
0020002660	Mar 6,23	WF	MFG	Mfg. 0000000055				
11300/VAN Inventory at Cost - General					87.71			
11310 Inventory - Raw Material						87.71		
					87.71	87.71		
0020002661	Mar 6,23	WF	PORD	POrv. INSCHI 0000700095				
11300 Inventory at Cost - General					233.75			
21130 Accrued Payables						233.75		
					233.75	233.75		
0020002662	Mar 7,23	WF	INVR	InvTrs. T000000009				
82250 Freight on Purchases					3.00			
21131 Accrued Freight						3.00		
					3.00	3.00		
0020002663	Mar 7,23	WF	INVR	InvTrs. T000000010				
82250 Freight on Purchases					10.00			
21131 Accrued Freight						10.00		
					10.00	10.00		
0020002664	Mar 7,23	WF	INVR	InvTrs. T000000011				
11300/TOR Inventory at Cost - General						90.00		
11300/VAN Inventory at Cost - General					90.00			
82250 Freight on Purchases					20.00			
21131 Accrued Freight						20.00		
					110.00	110.00		

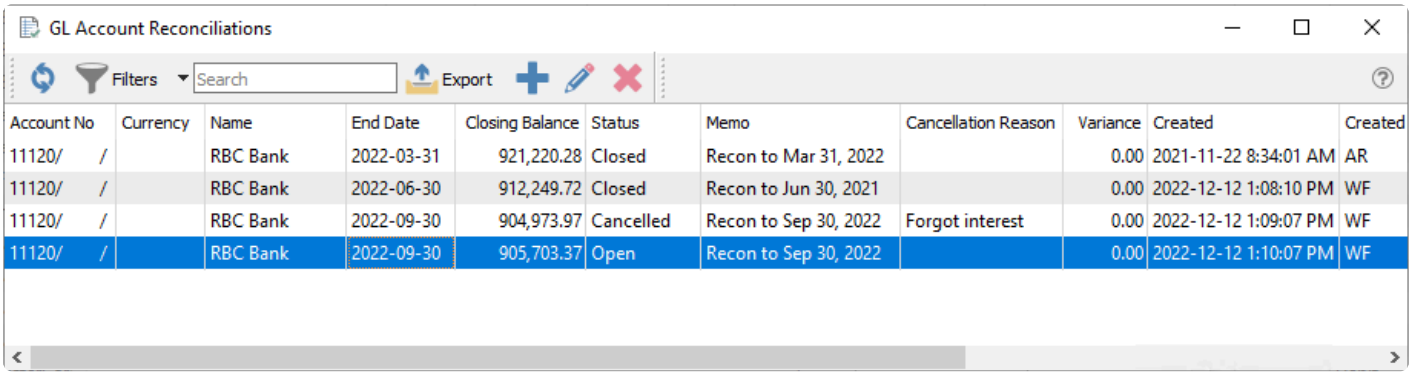
Account Reconciliation

Each general ledger account can reconciled against a statement. The most common use is for banks and credit cards, but any account can be reconciled.

To access the account reconciliation, from the General Ledger module, edit the account to be reconciled and click the 'Reconcile' button. It is also possible to open the Transactions tab, highlight an account in the list, and click the Reconcile button. If divisions are turned on, the reconciliation should be done on the '000' (consolidated) division. This is because if postings are done across multiple divisions but within the same bank account, then the only way to see all bank transactions and balances match up to Spire is within the consolidated division.

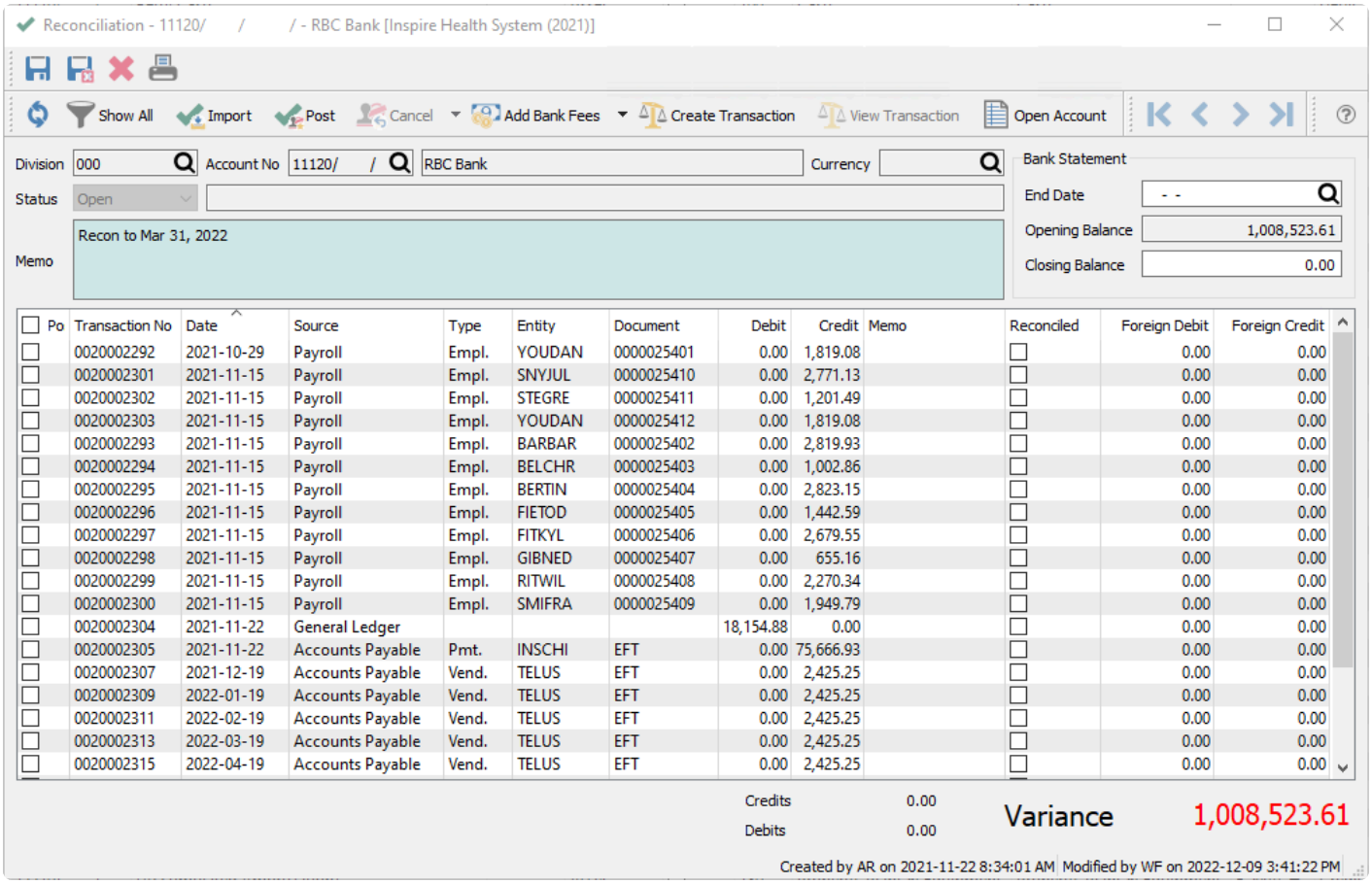


The next screen that opens is the list of previously created and posted account reconciliations. This includes not only those that were posted, but also reconciliations that needed to be reversed for some reason. From here, you can edit a Closed reconciliation for the purpose of re-printing the reconciliation report or cancelling it, or create a new Open reconciliation or edit one already opened.



Account No	Currency	Name	End Date	Closing Balance	Status	Memo	Cancellation Reason	Variance	Created	Created
11120/ /		RBC Bank	2022-03-31	921,220.28	Closed	Recon to Mar 31, 2022		0.00	2021-11-22 8:34:01 AM	AR
11120/ /		RBC Bank	2022-06-30	912,249.72	Closed	Recon to Jun 30, 2021		0.00	2022-12-12 1:08:10 PM	WF
11120/ /		RBC Bank	2022-09-30	904,973.97	Cancelled	Recon to Sep 30, 2022	Forgot interest	0.00	2022-12-12 1:09:07 PM	WF
11120/ /		RBC Bank	2022-09-30	905,703.37	Open	Recon to Sep 30, 2022		0.00	2022-12-12 1:10:07 PM	WF

The Reconciliation screen will open for processing, and the Opening Balance amount will be carried over from the previous reconciliation closing balance.



From the statement being reconciled, enter the end date and the closing balance. If any transactions have been posted with a date later than this statement end date, they will be suppressed from display so that only those transactions that can be cleared are visible, though you can choose to show all transactions. The Unreconciled total at the bottom of the screen is the difference between the Opening and Closing Balances, and recalculated every time a transaction is marked as Reconciled.

Save – Save your work in progress.
Save & Close – Save your work in progress and close the reconciliation screen.
Refresh – Refresh transactions posted elsewhere. You can complete and posts transactions that include this account while the reconciliation screen is open, and then refresh the list.
Print – All Reports with a template of 'Account Reconciliation' will be presented.

Show All – If the statement End Date has been entered, this will suppress transactions with a later date. Toggle this button on to override this record suppression, in case one or more of these transactions actually cleared the bank after the entered statement end date.

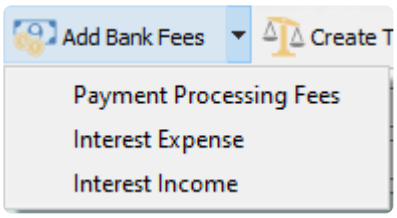
Import – Import an .ofx or .qfx formatted file that contains transactions from the bank, for the purpose of matching up to those already posted to the account. Any transactions with matching amounts and either dates within 14 days or equal document numbers will be marked as reconciled automatically. See the Import Reconciliation section below for more detailed information.

Post – Post the reconciliation. If the variance is not zero, you will either get a warning regarding this

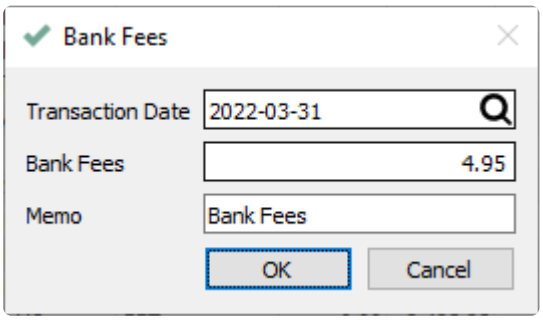
condition, or the button will not be active, depending on a Company Setting to allow or prevent posting with a variance. You will be prompted to print the report first.

Cancel – This button is available only if you are editing a Closed reconciliation. This will reverse the entire reconciliation, if a mistake was made and requires correction, and restore all transactions within as not reconciled. If you click the down arrow next to this button, another choice to Correct this reconciliation is available, to simultaneously Cancel this reconciliation and create a new one. If you need to make a correction to a reconciliation older than the most recently Closed one, you would need to cancel all of them in sequence from the newest to the oldest until the reconciliation with required corrections is reversed.

Add Bank Fees – If you have bank transactions not already posted into Spire that belong with this reconciliation, you can either click this button to create a bank charge transaction, or the down arrow to select from Payment Processing Fees, Interest Expense or Interest Income transactions.



Whichever you choose, the respective entry screen opens, and you enter the date, amount and description. Click the OK button to post, where the GL transaction updates the bank account and the appropriate Special Account in Company Settings. After posting, this transaction appears on the list with a source of General Ledger, and you still need to select it as reconciled.



Create Transaction – Starts a new GL transaction entry, with the account being reconciled automatically inserted on the first line. Typically this would be used for transactions not yet entered into Spire that has already cleared the bank, and you don't need to enter them through the standard module such as Sales Orders or Accounts Payable.

View Transaction – View the GL transaction entry of the highlighted line.

Open Account – Opens the GL account for viewing, though it likely is already open underneath this window, in order to access reconciliation.

Memo – A description of this account reconciliation, that can be displayed on the reconciliation list grid or

printed on reports.

Bank Statement

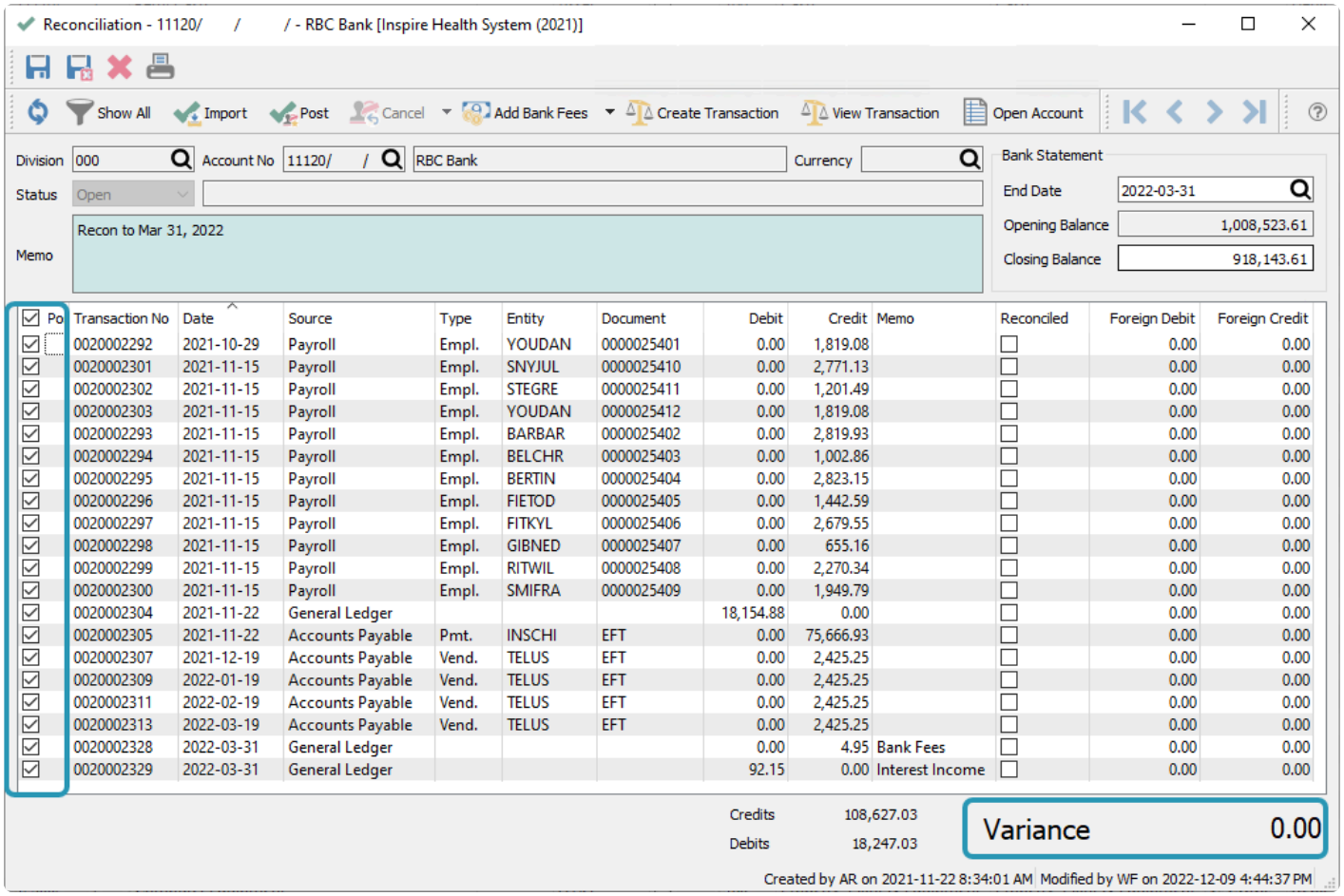
End Date – The statement close date, which also suppresses all transactions later than this date, unless the Show All button is toggled on. You cannot leave the End Date blank when reconciling a Bank account, or an error will appear when attempting to save or post the reconciliation. A blank end date is only permitted if the account is not a bank, and you will receive a warning about this when you post the reconciliation.

> Note – If doing back to back reconciliations to catch up, be sure to use the date of the bank statement end as it will use that date for the reconciliation post. You cannot post multiple reconciliations with the same ending date, and they also need to be posted in sequential order from oldest to newest.

Opening Balance – The amount that gets carried forward from the previous reconciliation closing balance. This field cannot be edited. If there is a mistake in this amount, you can edit the Last statement balance value on the the account Details tab, if user security allows.

Closing Balance – The closing balance of the statement being reconciled.

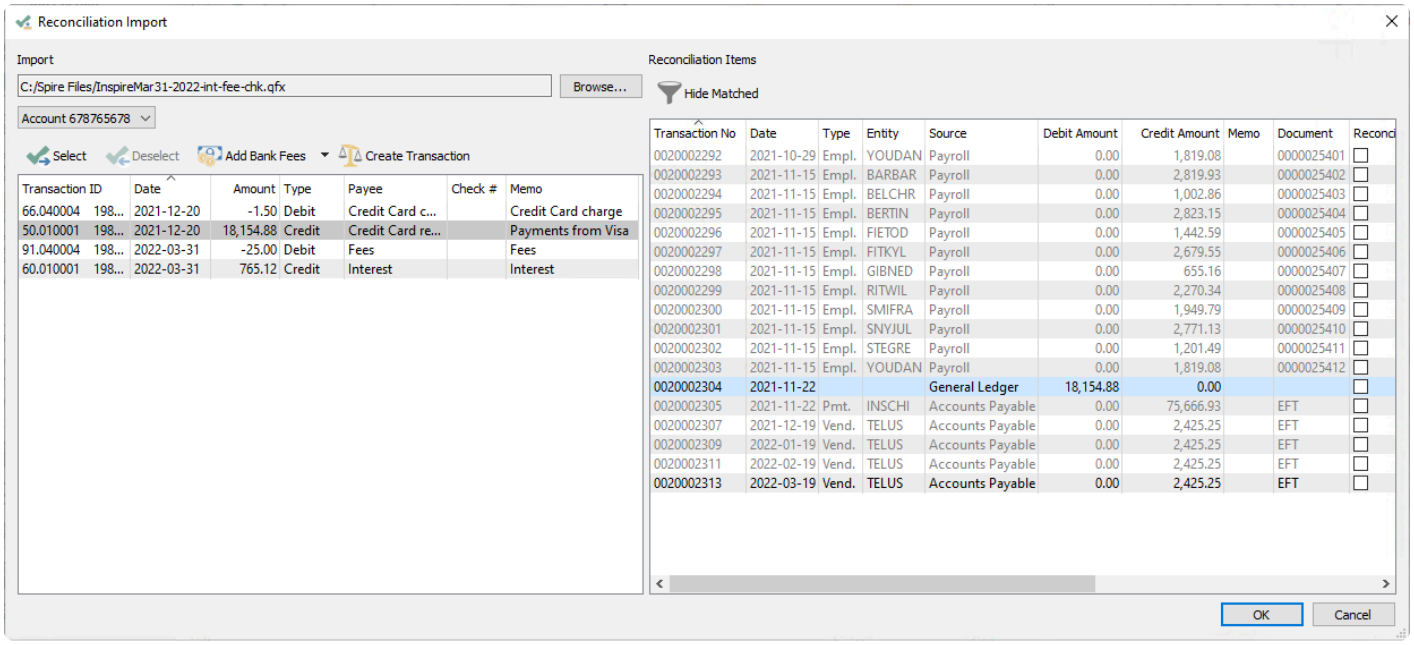
At the left-hand side, mark each cleared transaction with a checkbox.



This will recalculate the Variance difference between the Opening and Closing Balances. When all cleared transactions are selected, including any bank transactions posted from this screen, the Variance amount should be 0.00. If not, then you will need to determine what is different between the bank statement and the transaction selections.

Importing Bank Transactions

If you have a larger volume of transactions to reconcile, that would take considerable time to go through manually, you can use the import process to expedite the procedure. Click the Import button to open the Reconciliation Import screen. Unreconciled transactions in Spire are displayed on the right, and the bank statement information will be shown on the left. If the bank uses a foreign currency, then amounts on both side will be in that foreign currency.



Browse – Spire supports importing either .ofx (Open Financial Exchange) or .qfx (Quicken format) files. Open the location where you saved the file, previously downloaded from web banking.

When the bank statement file is imported, transactions will automatically get matched to transactions posted in Spire. Matching will occur with transactions that have the same amounts, when the dates either also match or are within 14 days of each other, or when the imported check number equals the Spire document number. Matched bank transactions are not listed on the left side; only those that don't match will appear in this grid. On the right, matched transactions are displayed in light grey font colour instead of black, along with the associated imported information in other columns.

Account – The bank OFX/QFX file will contain transactions associated with one or possibly more account numbers. Use this drop-down to select the account number, to list all unmatched transactions belonging to this account.

Select – This button is active when you highlight a transaction on both sides that have the same amount. Click this button to manually match them together, and the imported record on the left will be removed from the list.

Deselect – This button is active when you highlight a Spire transaction on the right that has already been matched to an imported bank transaction, which is displayed at the bottom left of this window. Click this button to remove the match and restore the imported transaction to the left side list.

Add Bank Fees – If you have bank transactions not already posted into Spire that belong with this reconciliation, you can either click this button to create a bank charge transaction, or the down arrow to select from Payment Processing Fees, Interest Expense or Interest Income transactions.

Create Transaction – Starts a new GL transaction entry, with the account being reconciled automatically inserted on the first line. Typically this would be used for transactions not yet entered into Spire that has

already cleared the bank, and you don't need to enter them through the standard module such as Sales Orders or Accounts Payable.

Hide Matched – After importing a bank statement, toggle this button on to suppress Spire transactions on the right that have been matched, leaving only those still to be reconciled. This makes it easier to identify which are remaining and compare to the imported statement.

After all imported transactions have either been matched to existing transactions, or new transactions have been posted for them, click the OK button to return to the standard reconciliation screen. Matched transactions will be marked as reconciled. Until you either post the reconciliation, close this window, or change or refresh the transaction list display, you can click the Import toolbar button to return to the Reconciliation Import window and continue working to either select or unselect matches.

Posting a Reconciliation

Whether the transaction reconciliation was done manually or by importing and matching, you can click the 'Post' button to start committing the changes. The Variance should be 0.00 when posting a bank reconciliation, and if it is not then a warning message will appear to prompt you for this, or you can configure a Company Setting to disable the Post button until the Variance value becomes zero. After posting, the reconciliation will remain open and give you the opportunity to print the account reconciliation report as required. The status of this reconciliation is set to Closed, and all selected transactions have their Reconciled status set along with the End Date.

Printing a Reconciliation Report

Either before or after posting, when you are editing a particular reconciliation, an Account Reconciliation report is available to not only print a list of selected transactions, but also indicate if these selections match up to the bank statement closing balance and the general ledger account balance as of this date. You can print this report not only at these times, but also after subsequent reconciliations have been created and posted, when editing any historical reconciliation.

Inspire Health System (2021)

Account Reconciliation

December 12, 2022 / 1:01 pm

Account 11120 RBC Bank
Status Closed
Recon to Mar 31, 2022

End Date March 31, 2022
Opening Balance 1,008,523.61
Closing Balance 921,220.28

Rec	Transaction #	Source	Memo	Date	Debit	Credit	Reconciled
☑	0020002292	PAYR	Empl. YOUDAN 0000025401	Oct 29, 21		1,819.08	☑ Mar 31, 22
☑	0020002293	PAYR	Empl. BARBAR 0000025402	Nov 15, 21		2,819.93	☑ Mar 31, 22
☑	0020002294	PAYR	Empl. BELCHR 0000025403	Nov 15, 21		1,002.86	☑ Mar 31, 22
☑	0020002295	PAYR	Empl. BERTIN 0000025404	Nov 15, 21		2,823.15	☑ Mar 31, 22
☑	0020002296	PAYR	Empl. FIETOD 0000025405	Nov 15, 21		1,442.59	☑ Mar 31, 22
☑	0020002297	PAYR	Empl. FITKYL 0000025406	Nov 15, 21		2,679.55	☑ Mar 31, 22
☑	0020002298	PAYR	Empl. GIBNED 0000025407	Nov 15, 21		655.16	☑ Mar 31, 22
☑	0020002299	PAYR	Empl. RITWIL 0000025408	Nov 15, 21		2,270.34	☑ Mar 31, 22
☑	0020002300	PAYR	Empl. SMIFRA 0000025409	Nov 15, 21		1,949.79	☑ Mar 31, 22
☑	0020002301	PAYR	Empl. SNYJUL 0000025410	Nov 15, 21		2,771.13	☑ Mar 31, 22
☑	0020002302	PAYR	Empl. STEGRE 0000025411	Nov 15, 21		1,201.49	☑ Mar 31, 22
☑	0020002303	PAYR	Empl. YOUDAN 0000025412	Nov 15, 21		1,819.08	☑ Mar 31, 22
☑	0020002304	GL		Nov 22, 21	18,154.88		☑ Mar 31, 22
☑	0020002305	AP	Pmt. INSCHI EFT	Nov 22, 21		75,666.93	☑ Mar 31, 22
☑	0020002307	AP	Vend. TELUS EFT	Dec 19, 21		2,425.25	☑ Mar 31, 22
☑	0020002309	AP	Vend. TELUS EFT	Jan 19, 22		2,425.25	☑ Mar 31, 22
☑	0020002311	AP	Vend. TELUS EFT	Feb 19, 22		2,425.25	☑ Mar 31, 22
☑	0020002328	GL	Visa charge	Dec 20, 21		1.50	☑ Mar 31, 22
☑	0020002329	GL	Interest	Mar 31, 22	765.12		☑ Mar 31, 22
☑	0020002330	GL	Bank Fees	Mar 31, 22		25.00	☑ Mar 31, 22
☐	0020002313	AP	Vend. TELUS EFT	Mar 19, 22		2,425.25	☐

Statement Opening Balance	1,008,523.61
Checked Cheques & Charges	- 106,223.33
Checked Deposits & Debits	18,920.00
Expected Statement Closing Balance	921,220.28
Statement Closing Balance	**921,220.28**
Account transactions reconciled to statement!	✓
Outstanding Cheques & Charges	- 2,425.25
Outstanding Deposits & Debits	0.00
Expected General Ledger Balance	918,795.03
General Ledger Balance (Mar 31, 2022)	**918,795.03**
General Ledger Balanced to Statement!	✓

Created by AR
Modified by WF

There is also an Account Reconciliation Detailed report available, that has an additional purpose of displaying transactions in history that were not reconciled, causing a mismatch of the bank balance with the General Ledger balance. You wouldn't need to use this report unless you are investigating why the General Ledger balance doesn't match to your bank balance.

Universal Exports

Account Reconciliation Detailed

March 20, 2023 / 10:29 am

Account 11120 USD RBC Bank-USD — No End Date Set

Status Open — Opening Balance 0.00

Closing Balance 0.00

Rec	Transaction #	Source	Memo	Date	Debit	Credit
☐	0020002633	GL		*Feb 14, 23	1,000.00	
☐	0020002637	GL		*Feb 14, 23	3,335.13	
☐	0020002639	GL	EFT 0043	*Feb 15, 23		895.52
☐	0020002640	AP	Pmt. SPEGAM 0000000004	*Jan 31, 23		612.00
☐	0020002641	AP	Pmt. SPRFIT 0000000005	*Jan 31, 23		169.56

Statement Opening Balance	0.00
Checked Cheques & Charges	0.00
Checked Deposits & Debits	0.00
Expected Statement Closing Balance	0.00
Statement Closing Balance	**0.00**
Account transactions reconciled to statement!	✓
Outstanding Cheques & Charges	- 1,677.08
Outstanding Deposits & Debits	4,335.13
Expected General Ledger Balance	2,658.05
General Ledger Balance ()	**-14,405.23**
General Ledger Variance	**17,063.28** ✗

Created by WF

Modified by WF

* Transactions dated past the end date are not included in the General Ledger Balance

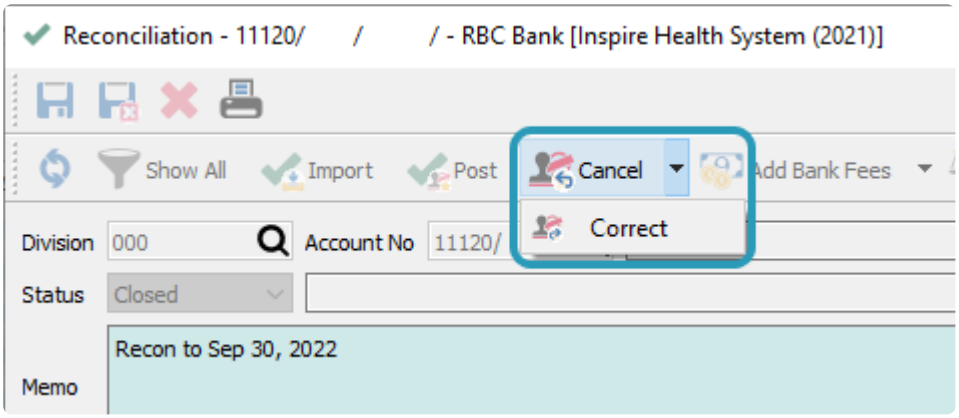
Unreconciled transactions moved to GL History by Year End Close have been found for this account!

				Debit	Credit
0020001046	AP	Pmt. SPEGAM	Oct 15, 20	0.00	2,412.00 ☐
0020001047	AP	Pmt. SPRFIT	Aug 15, 20	0.00	14,651.28 ☐
		2 un-reconciled historical transactions			**17,063.28**

See the following Knowledgebase article on steps to correct;
https://support.spiresystems.com/support/solutions/articles/13000088484-gl-account-balance-does-not-balance-to-account-reconciliation

Reversing a Reconciliation

Sometimes an error is made after the account reconciliation has been posted, that needs to be reversed and reselected. When you edit a Closed reconciliation, the Cancel toolbar button will be active, and you can choose either Cancel or Correct.



Cancel – For every selected transaction, the reconciled status is removed. The reconciliation status is changed from Closed to Cancelled, and you can optionally enter a reason for performing this action, such as to note which change(s) needed to be made.

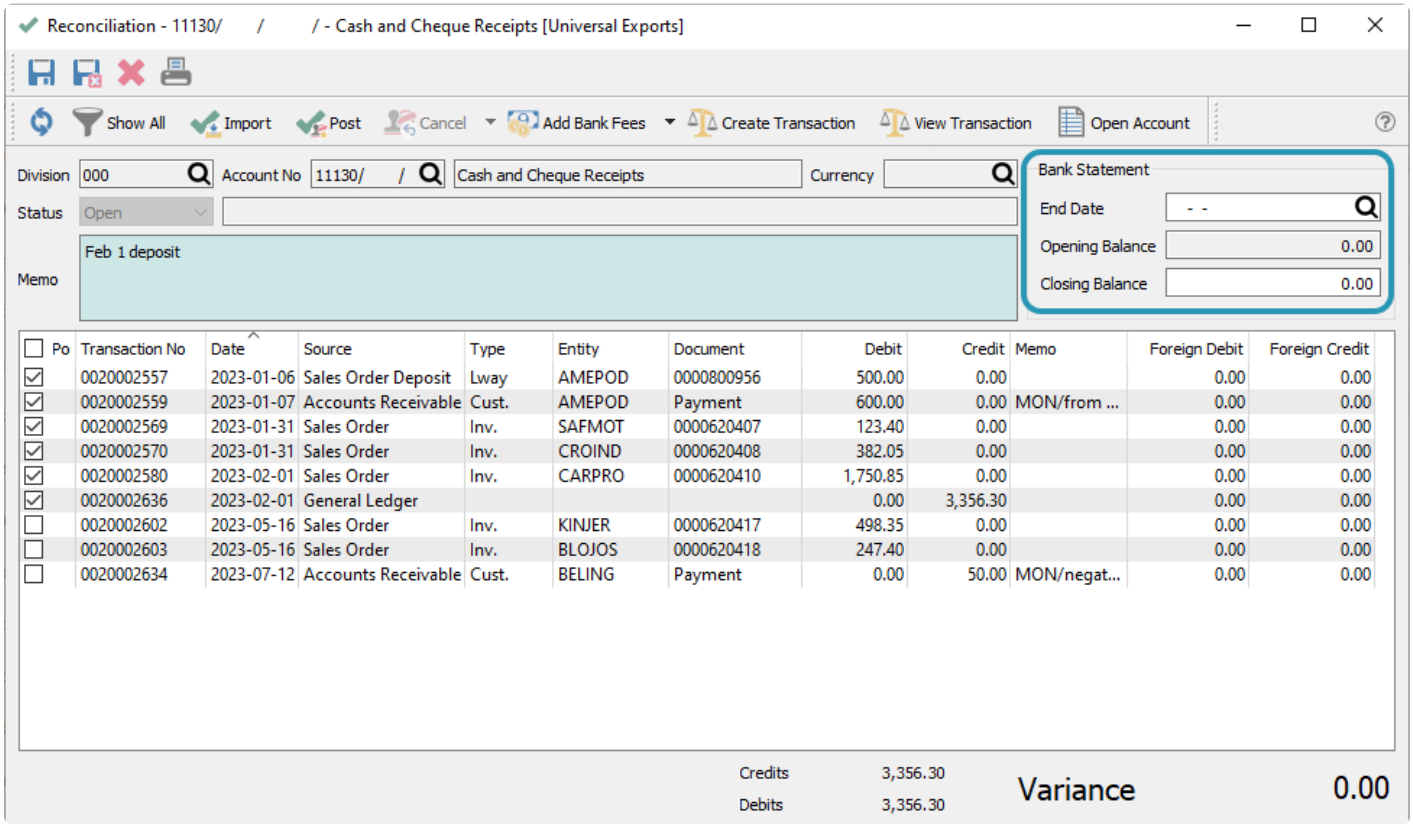
Correct – All the same steps as for Cancelling a reconciliation are done, and additionally a new reconciliation with the same bank statement options is created.

Whether you Cancel or Correct, all of these previously reconciled transactions require to be re-done along with the corrections being made.

If you are correcting a reconciliation other than the one most recently posted and closed, you must cancel all of the reconciliation from the most recent and back to the one that requires the changes. Then you can made the necessary changes, but have to re-do all of the cancelled reconciliations. This is needed to maintain the integrity of the opening and closing balances across all of the reconciliations in sequence.

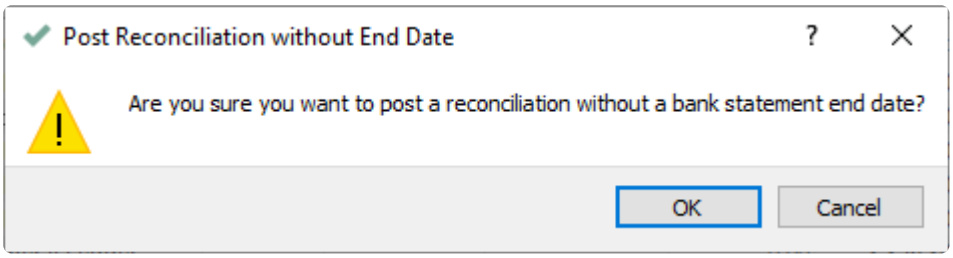
Reconciling Non-bank Accounts

You may want to perform reconciliations on accounts not associated with banks, such as clearing accounts for payment transactions or accruals. When doing these types of reconciliations, there are fewer requirements and restrictions.

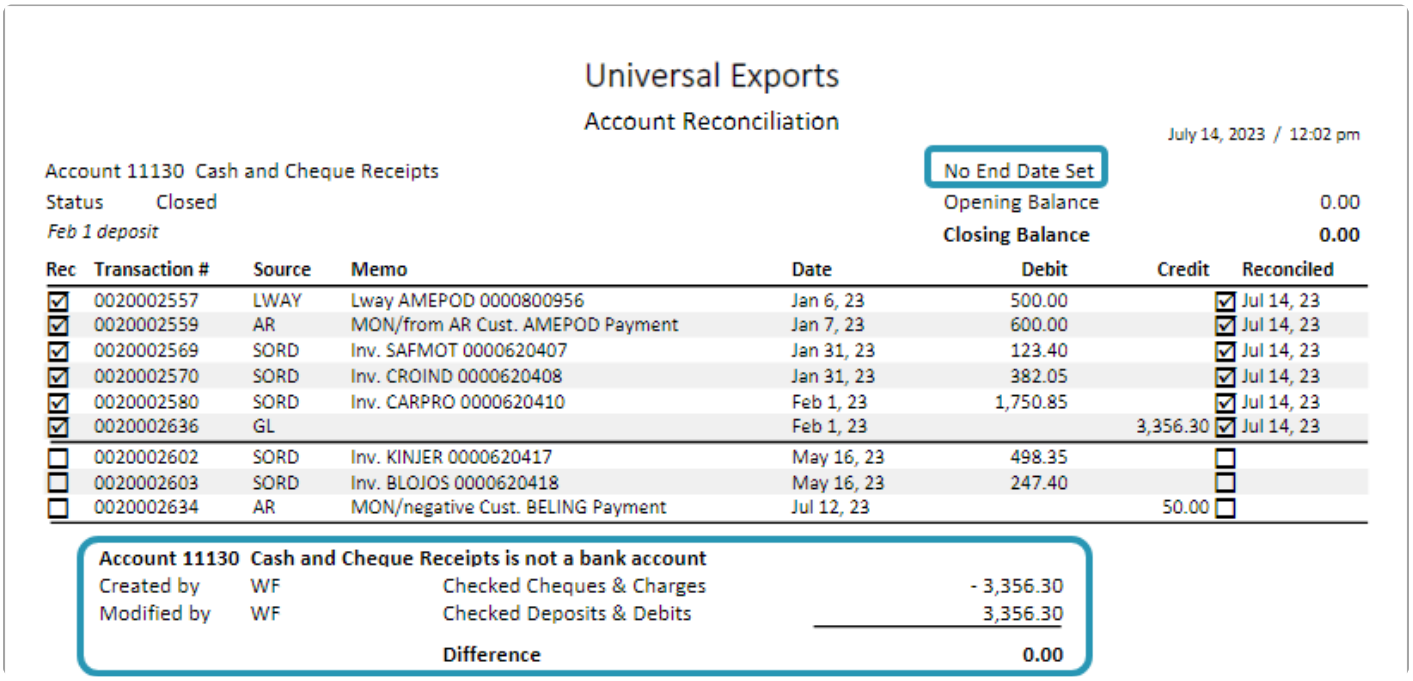


You do not need to enter information into the Bank Statement section of the reconciliation screen. Typically you would leave the End Date blank and the Closing Balance as zero.

If you choose to leave the End Date blank, you will be prompted about this when posting the reconciliation, though you can continue with posting.



The Account Reconciliation report does not need to list any comparisons between bank and GL account balances. Instead, a simpler summary of the reconciled debits and credits are printed.



Universal Exports

Account Reconciliation

July 14, 2023 / 12:02 pm

Account 11130 Cash and Cheque Receipts

No End Date Set

Status Closed

Opening Balance 0.00

Feb 1 deposit

Closing Balance 0.00

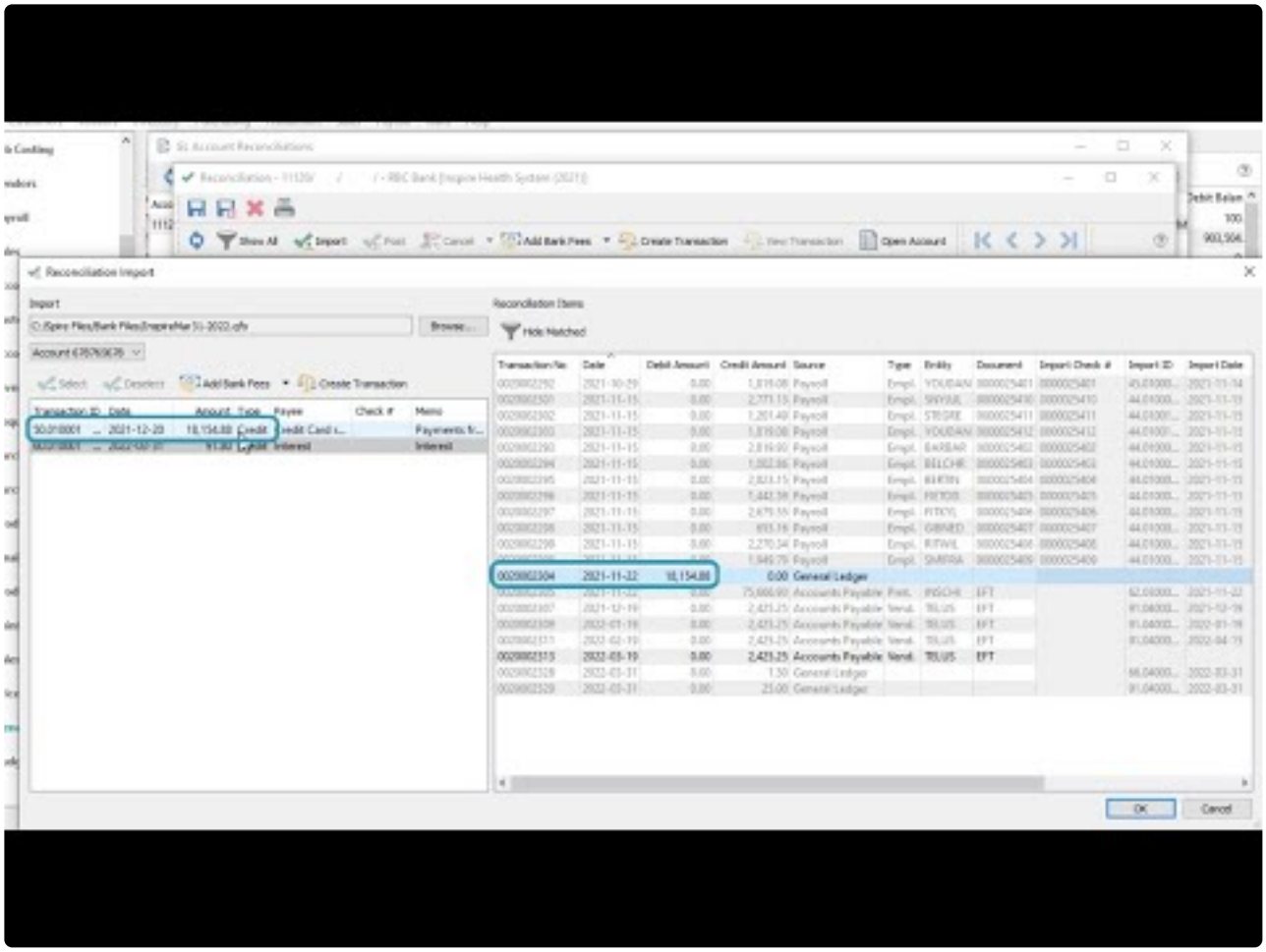
Rec	Transaction #	Source	Memo	Date	Debit	Credit	Reconciled
☑	0020002557	LWAY	Lway AMEPOD 0000800956	Jan 6, 23	500.00		☑ Jul 14, 23
☑	0020002559	AR	MON/from AR Cust. AMEPOD Payment	Jan 7, 23	600.00		☑ Jul 14, 23
☑	0020002569	SORD	Inv. SAFMOT 0000620407	Jan 31, 23	123.40		☑ Jul 14, 23
☑	0020002570	SORD	Inv. CROIND 0000620408	Jan 31, 23	382.05		☑ Jul 14, 23
☑	0020002580	SORD	Inv. CARPRO 0000620410	Feb 1, 23	1,750.85		☑ Jul 14, 23
☑	0020002636	GL		Feb 1, 23		3,356.30	☑ Jul 14, 23
☐	0020002602	SORD	Inv. KINJER 0000620417	May 16, 23	498.35		☐
☐	0020002603	SORD	Inv. BLOJOS 0000620418	May 16, 23	247.40		☐
☐	0020002634	AR	MON/negative Cust. BELING Payment	Jul 12, 23		50.00	☐

Account 11130 Cash and Cheque Receipts is not a bank account

Created by	WF	Checked Cheques & Charges	- 3,356.30
Modified by	WF	Checked Deposits & Debits	3,356.30
		Difference	**0.00**

When a reconciliation is posted without an End Date, you can use either the Cancel or Correct procedures to reverse the reconciled statuses, even when that reconciliation was not the one most recently posted.

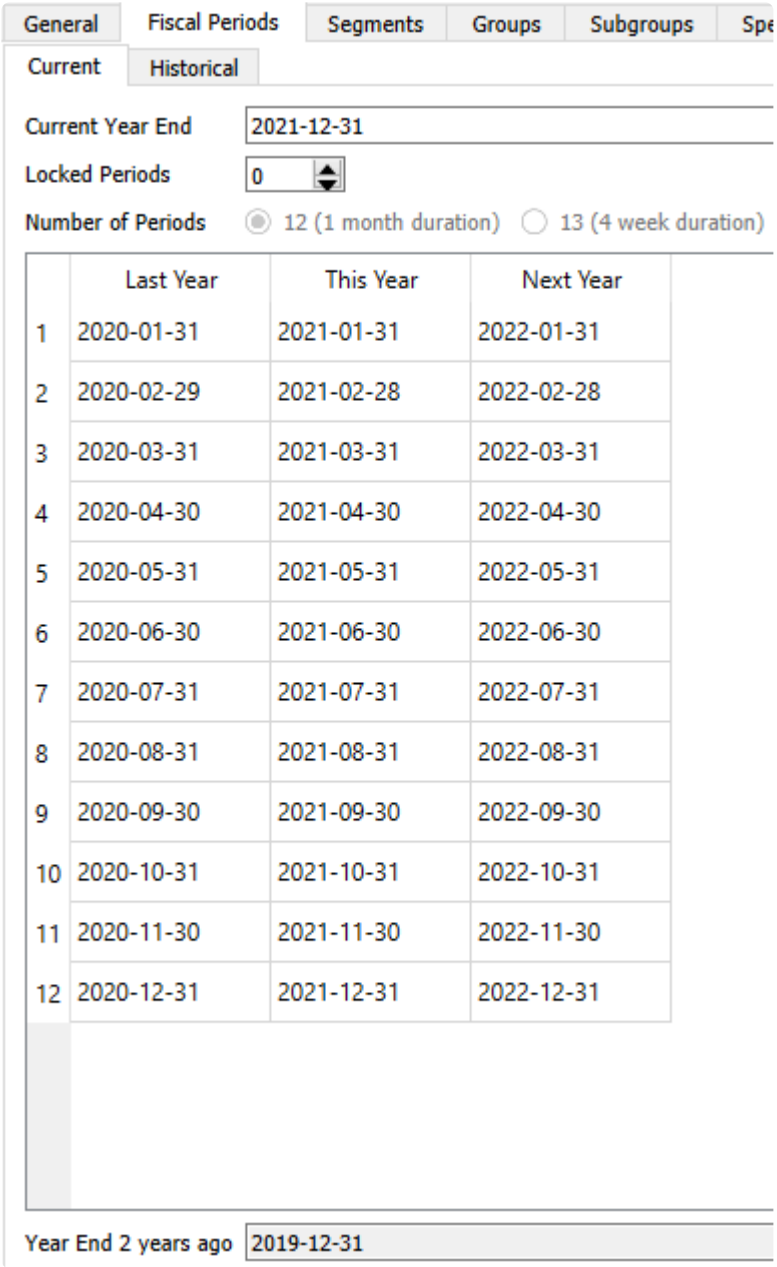
Video Instruction



https://www.youtube.com/embed/5U3L1xPE28I?rel=0

General Ledger Year End

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



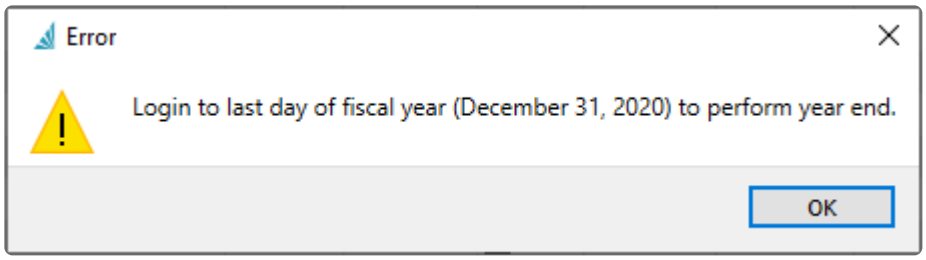
	Last Year	This Year	Next Year
1	2020-01-31	2021-01-31	2022-01-31
2	2020-02-29	2021-02-28	2022-02-28
3	2020-03-31	2021-03-31	2022-03-31
4	2020-04-30	2021-04-30	2022-04-30
5	2020-05-31	2021-05-31	2022-05-31
6	2020-06-30	2021-06-30	2022-06-30
7	2020-07-31	2021-07-31	2022-07-31
8	2020-08-31	2021-08-31	2022-08-31
9	2020-09-30	2021-09-30	2022-09-30
10	2020-10-31	2021-10-31	2022-10-31
11	2020-11-30	2021-11-30	2022-11-30
12	2020-12-31	2021-12-31	2022-12-31

Once the company has finished all of its transactions for Last year, that year can be closed. You might choose to wait until close to the end of “Next Year” to close Last Year, to be able to inquire on more of the past years transactions, effectively treating “Next Year” as “This Year” with two years of historical inquiry available.

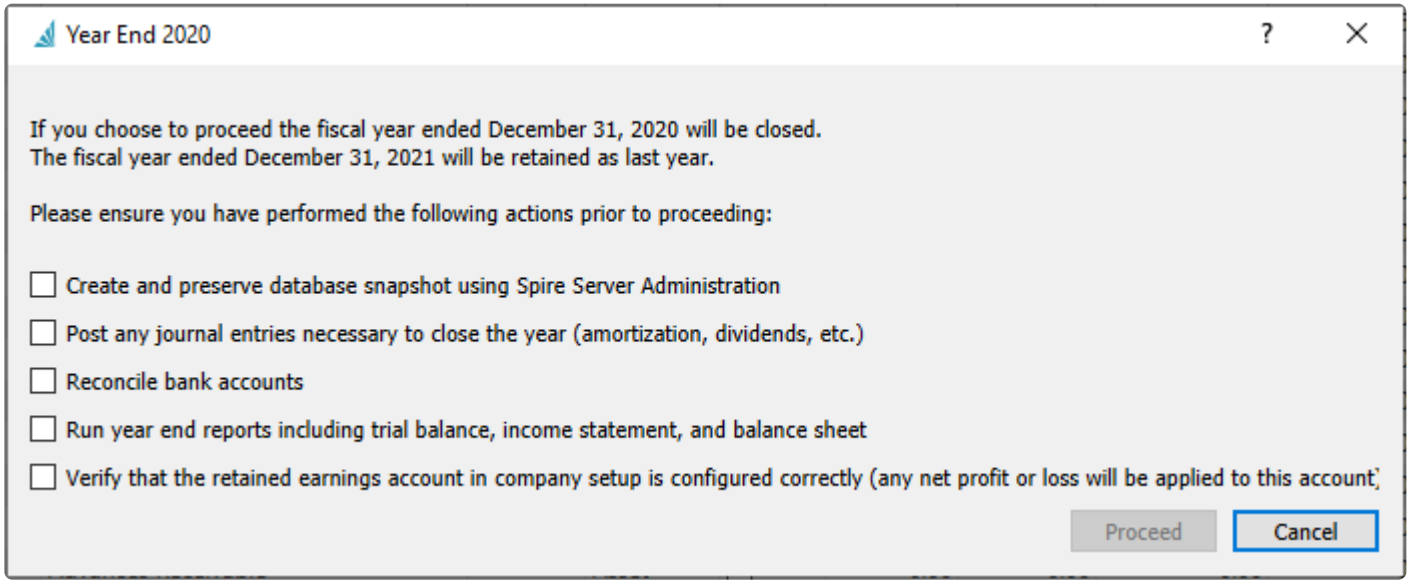
It is not possible to post transactions with dates after the year end date of Next Year. When these transactions need to be posted, you need to process Year End for Last Year. Closing this year moves all GL transactions to the historical GL tables, the other two fiscal years shift to new positions, and a new fiscal year is created as Next Year. All other tables like sales history, AR, AP etc are not closed but continue to refer to the Ledger fiscal calendars by date. During the year end closing, the sales and purchase history year to date statistics are updated in customers, vendors and inventory.

To close the year, from the top Tools menu, choose Year End. The user must have permission to run this.

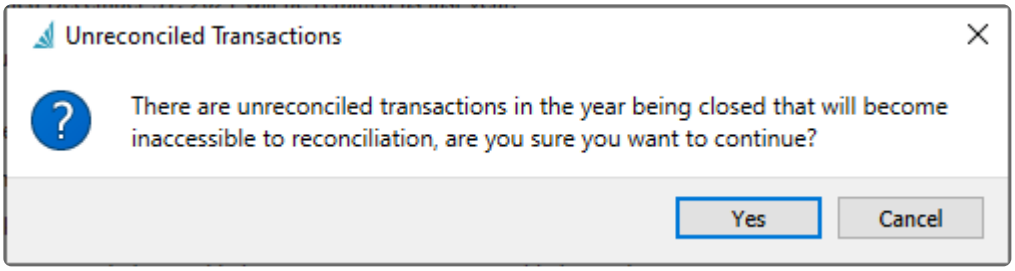
To be able to perform the year end, the user must be logged into Spire with the last day of the “Last Year” fiscal calendar. If they use a different date they will see this message.



When the correct date is entered for logging into Spire, the user will receive this warning checklist message when starting Year End to make sure everything required to been done before closing the year in fact has been.

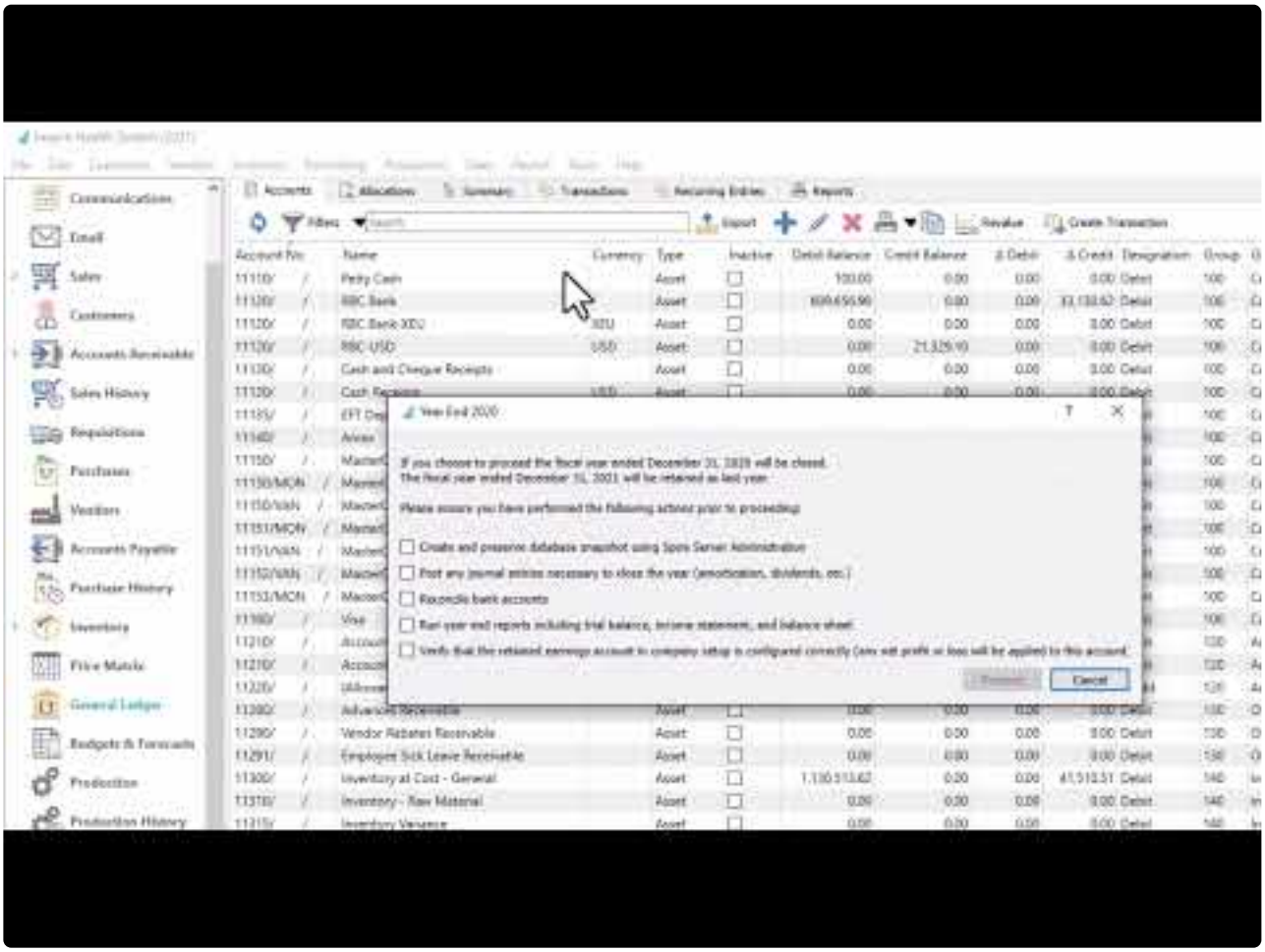


The ‘Proceed’ button will be grayed out unless the user checks all warning messages. When you are able to Proceed from this screen, Spire still checks for unreconciled transactions in all bank accounts and if any are found, a warning message appears to indicate this.



The final step of the Year End procedure is that Spire will automatically log out of the company, so that when you sign back in the fiscal calendars have been adjusted and the new year is active.

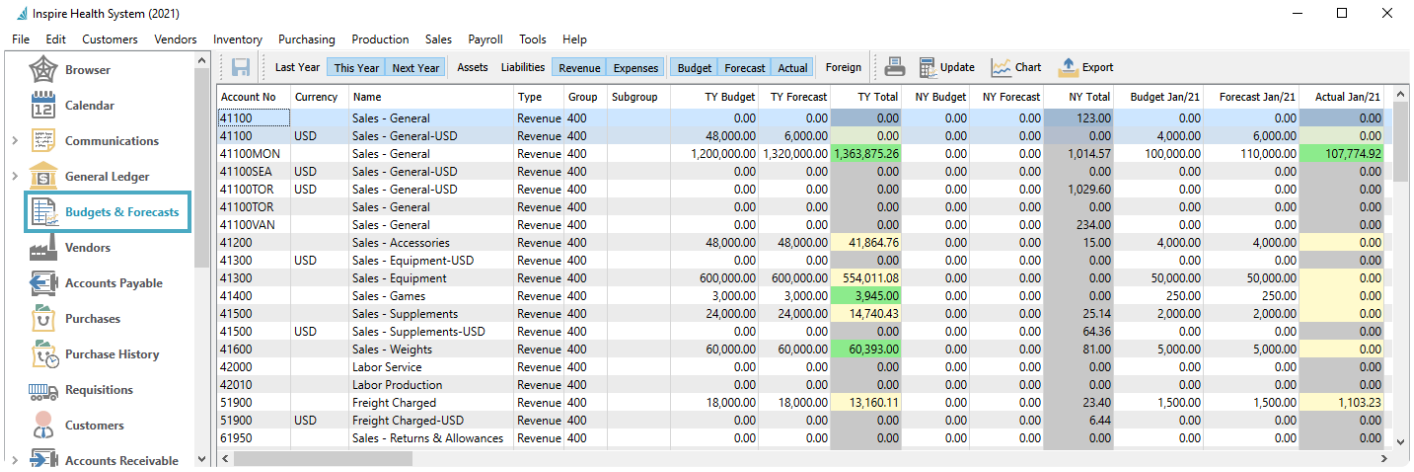
Video Instruction



https://www.youtube.com/embed/-G4-5rRR_2E?rel=0

Budgets & Forecasts

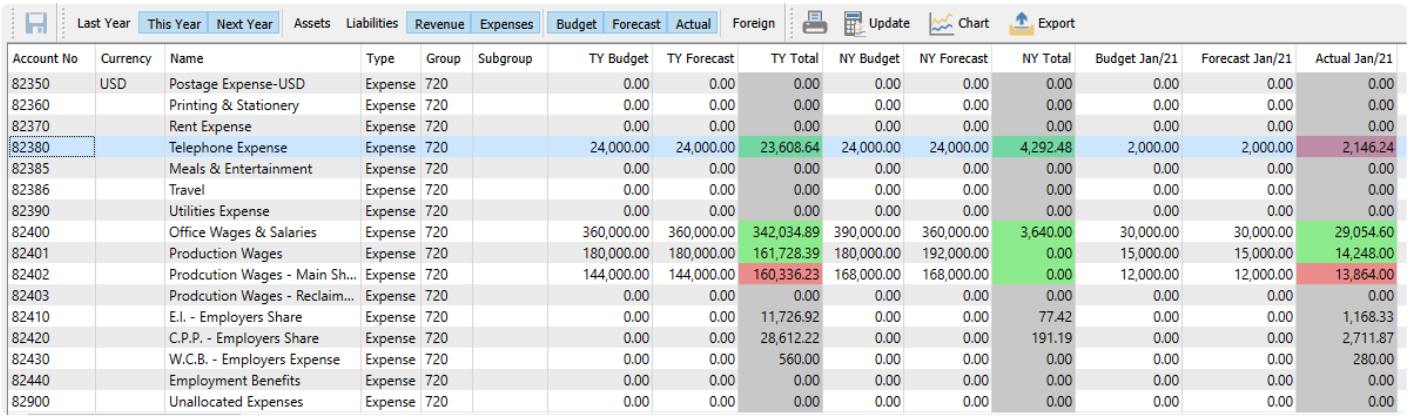
The Budget & Forecasts module allows you to assign budget and forecast amounts to your General Ledger Accounts, to monitor how closely actual posted amounts coincide with the budgeted values. Budgets and forecasts are two independent sets of amounts that may be used for different purposes, such as the Budget being the outlook at the beginning of the year and the Forecast being edited to match year end expectations. Typically budgets and forecasts are only maintained for accounts of type Revenue or Expense, but you may enter amounts for any account type.



Account No	Currency	Name	Type	Group	Subgroup	TY Budget	TY Forecast	TY Total	NY Budget	NY Forecast	NY Total	Budget Jan/21	Forecast Jan/21	Actual Jan/21
41100		Sales - General	Revenue	400		0.00	0.00	0.00	0.00	0.00	123.00	0.00	0.00	0.00
41100	USD	Sales - General-USD	Revenue	400		48,000.00	6,000.00	0.00	0.00	0.00	0.00	4,000.00	6,000.00	0.00
41100MON		Sales - General	Revenue	400		1,200,000.00	1,320,000.00	1,363,875.26	0.00	0.00	1,014.57	100,000.00	110,000.00	107,774.92
41100SEA	USD	Sales - General-USD	Revenue	400		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
41100TOR	USD	Sales - General-USD	Revenue	400		0.00	0.00	0.00	0.00	0.00	1,029.60	0.00	0.00	0.00
41100TOR		Sales - General	Revenue	400		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
41100VAN		Sales - General	Revenue	400		0.00	0.00	0.00	0.00	0.00	234.00	0.00	0.00	0.00
41200		Sales - Accessories	Revenue	400		48,000.00	48,000.00	41,864.76	0.00	0.00	15.00	4,000.00	4,000.00	0.00
41300	USD	Sales - Equipment-USD	Revenue	400		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
41300		Sales - Equipment	Revenue	400		600,000.00	600,000.00	554,011.08	0.00	0.00	0.00	50,000.00	50,000.00	0.00
41400		Sales - Games	Revenue	400		3,000.00	3,000.00	3,945.00	0.00	0.00	0.00	250.00	250.00	0.00
41500		Sales - Supplements	Revenue	400		24,000.00	24,000.00	14,740.43	0.00	0.00	25.14	2,000.00	2,000.00	0.00
41500	USD	Sales - Supplements-USD	Revenue	400		0.00	0.00	0.00	0.00	0.00	64.36	0.00	0.00	0.00
41600		Sales - Weights	Revenue	400		60,000.00	60,000.00	60,393.00	0.00	0.00	81.00	5,000.00	5,000.00	0.00
42000		Labor Service	Revenue	400		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42010		Labor Production	Revenue	400		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51900		Freight Charged	Revenue	400		18,000.00	18,000.00	13,160.11	0.00	0.00	23.40	1,500.00	1,500.00	1,103.23
51900	USD	Freight Charged-USD	Revenue	400		0.00	0.00	0.00	0.00	0.00	6.44	0.00	0.00	0.00
61950		Sales - Returns & Allowances	Revenue	400		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

To change either a Budget or Forecast amount, simply click into the cell you wish to edit and type the amount. If you enter an amount into a cell pertaining to a full year Budget or Forecast, a calculation is made to distribute the amount equally across the 12 or 13 fiscal periods.

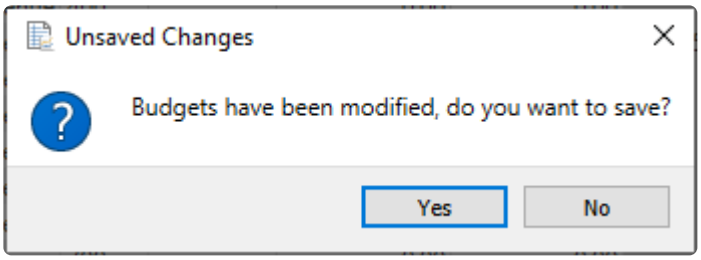
When there is a variance between a Budget and Actual amount for an account, either for a specific month or for the entire year, the Actual amount will be highlighted with colour to indicate the status of being over or under budget. For Revenue and Liability account types, the Actual amount will be green if it is greater than the Budget, or yellow if it is less. For Expense and Asset account types, the Actual amount will be green if it is less than the Budget, or red if it is greater.



Account No	Currency	Name	Type	Group	Subgroup	TY Budget	TY Forecast	TY Total	NY Budget	NY Forecast	NY Total	Budget Jan/21	Forecast Jan/21	Actual Jan/21
82350	USD	Postage Expense-USD	Expense	720		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
82360		Printing & Stationery	Expense	720		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
82370		Rent Expense	Expense	720		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
82380		Telephone Expense	Expense	720		24,000.00	24,000.00	23,608.64	24,000.00	24,000.00	4,292.48	2,000.00	2,000.00	2,146.24
82385		Meals & Entertainment	Expense	720		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
82386		Travel	Expense	720		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
82390		Utilities Expense	Expense	720		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
82400		Office Wages & Salaries	Expense	720		360,000.00	360,000.00	342,034.89	390,000.00	360,000.00	3,640.00	30,000.00	30,000.00	29,054.60
82401		Production Wages	Expense	720		180,000.00	180,000.00	161,728.39	180,000.00	192,000.00	0.00	15,000.00	15,000.00	14,248.00
82402		Prodcution Wages - Main Sh...	Expense	720		144,000.00	144,000.00	160,336.23	168,000.00	168,000.00	0.00	12,000.00	12,000.00	13,864.00
82403		Prodcution Wages - Reclaim...	Expense	720		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
82410		E.I. - Employers Share	Expense	720		0.00	0.00	11,726.92	0.00	0.00	77.42	0.00	0.00	1,168.33
82420		C.P.P. - Employers Share	Expense	720		0.00	0.00	28,612.22	0.00	0.00	191.19	0.00	0.00	2,711.87
82430		W.C.B. - Employers Expense	Expense	720		0.00	0.00	560.00	0.00	0.00	0.00	0.00	0.00	280.00
82440		Employment Benefits	Expense	720		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
82900		Unallocated Expenses	Expense	720		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Columns may be repositioned in the order you require.

Save – This button becomes active if any changes are made to a Budget or Forecast amount, for any month or year or account. Click this to commit the change. If you do not save new amounts and leave the Budgets & Forecasts module, a prompt will appear to indicate this and let you either save or discard the changes.



You may choose to display or suppress various rows or columns on the grid by toggling a combination of buttons on the toolbar. Year and Amount column selections must both be enabled in order to see the respective amounts for that year.

- **Last Year –** Enable to display all Last Year monthly and full year columns.
- **This Year –** Enable to display all This Year monthly and full year columns.
- **Next Year –** Enable to display all Next Year monthly and full year columns..

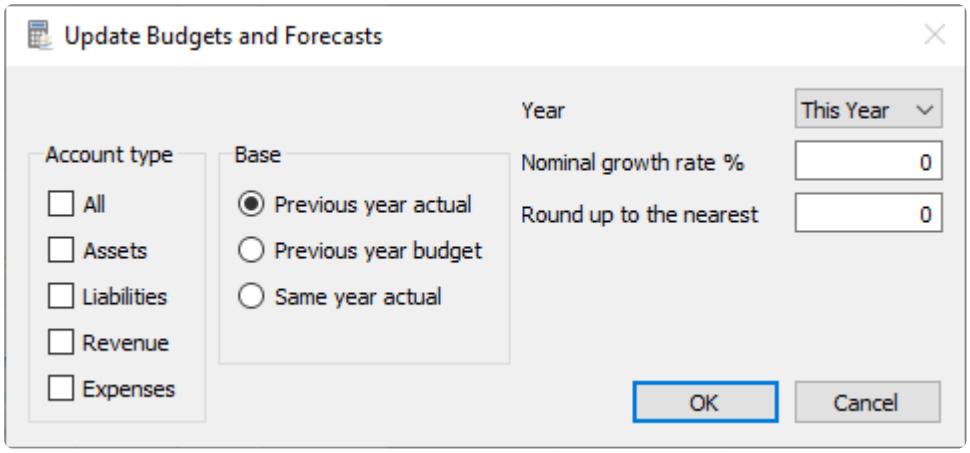
- **Assets –** Enable to see all asset GL account rows.
- **Liabilities –** Enable to see all liability GL account rows.
- **Revenue –** Enable to see all revenue GL account rows.
- **Expenses –** Enable to see all expense GL account rows.

- **Budget –** Enable to display all Budget monthly and full year columns.
- **Forecast –** Enable to display all Forecast monthly and full year columns.
- **Actual –** Enable to display all Actual monthly and full year columns.

Foreign – Enable to display and enter amounts in the foreign currency associated with the GL account, independent to amounts entered in the base currency. After saving, you can click the Foreign button to switch between base and foreign currency values for non-base currency GL accounts.

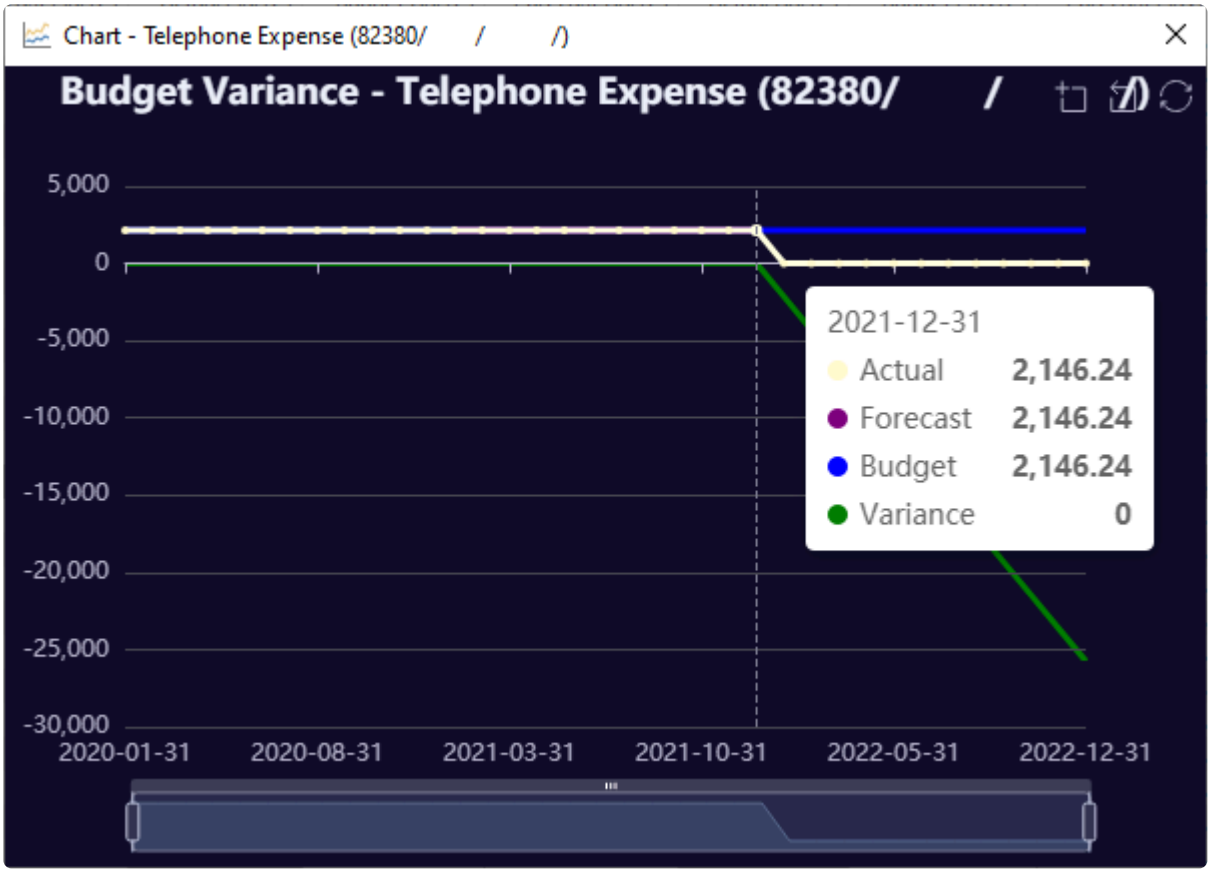
Print – Print reports that use the Budget & Forecasts template.

Update – Change budget amounts for a group of accounts all at once, copied from existing account values.



- **Account Type –** Select which GL account types you would like included in the update.
- **Base –** Select the amount that you wish to copy. Previous and Same year choices are relative to the target Year selection.
- **Year –** Select the target year where you wish to write the updated amounts.
- **Nominal growth rate % –** Enter the percentage change for the new budget amounts, with a positive rate increasing the budgets and a negative rate decreasing them.
- **Round up to the nearest –** Typically used when updating from Actual amounts. Enter the value to which each monthly budget amount will be rounded to. Often you would choose a power of 10 such as 1, 100, 1000 etc. but any value can be used.

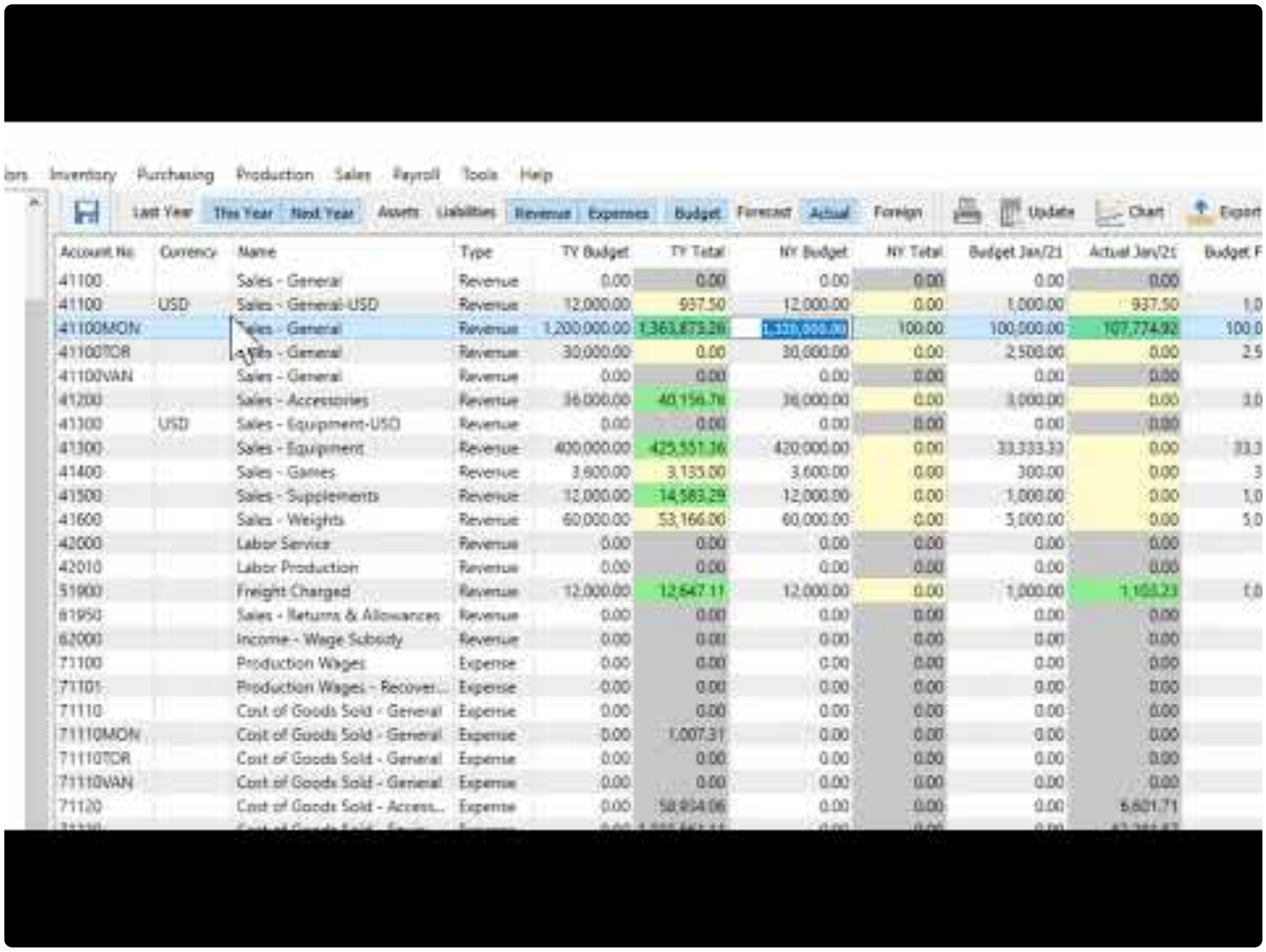
Chart – Select one GL account and then click the Chart button to see a budget variance chart that displays line graphs for Budget, Forecast Actual and accumulated Variance amounts across the most recent 3 fiscal years.



Use the mouse to position to a specific month and reveal a pop-up screen with the exact values. A range selector below the graph allows you to select the starting and ending months for the graph, if there are periods you don't wish to see, such as future months with no Actual amounts.

Export – Exports the visible rows and columns to an Excel file. This is useful for modifying amounts in the spreadsheet and using the Import Tool to update budgets and forecasts, for a group of accounts and amounts that cannot be set through the Update procedure.

Video Demonstration

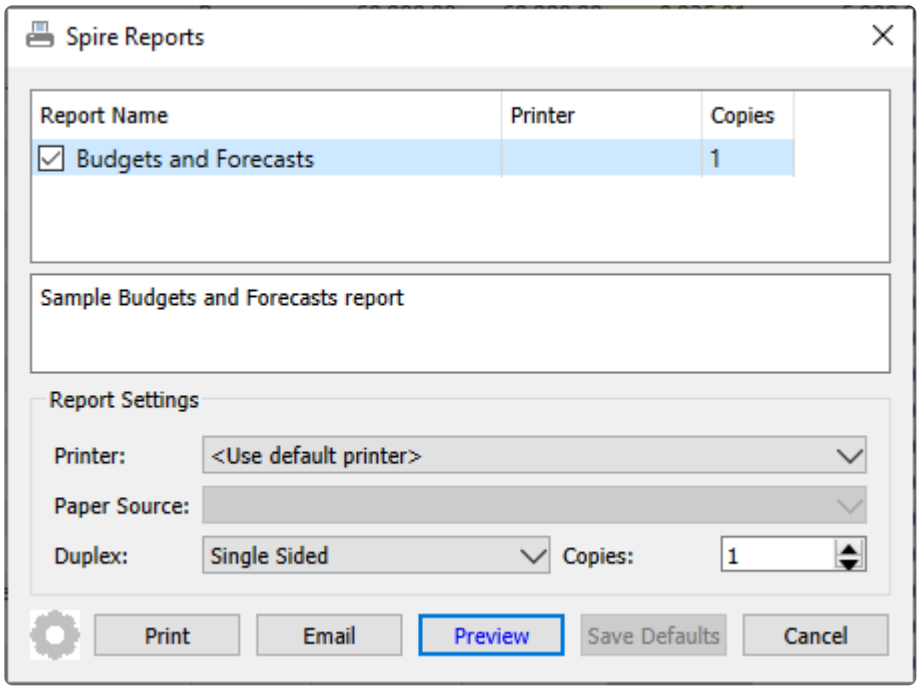


Account No	Currency	Name	Type	TY Budget	TY Total	NY Budget	NY Total	Budget Jan/21	Actual Jan/21	Budget F
41100		Sales - General	Revenue	0.00	0.00	0.00	0.00	0.00	0.00	
41100	USD	Sales - General-USD	Revenue	12,000.00	937.50	12,000.00	0.00	1,000.00	937.50	1,0
41100MON		Sales - General	Revenue	1,200,000.00	1,363,873.26	1,320,000.00	100.00	100,000.00	107,774.92	100,0
41100TOR		Sales - General	Revenue	30,000.00	0.00	30,000.00	0.00	2,500.00	0.00	2,5
41100VAN		Sales - General	Revenue	0.00	0.00	0.00	0.00	0.00	0.00	
41200		Sales - Accessories	Revenue	36,000.00	40,156.78	36,000.00	0.00	3,000.00	0.00	3,0
41300	USD	Sales - Equipment-USD	Revenue	0.00	0.00	0.00	0.00	0.00	0.00	
41300		Sales - Equipment	Revenue	400,000.00	425,551.36	420,000.00	0.00	33,333.33	0.00	33,3
41400		Sales - Games	Revenue	3,600.00	3,135.00	3,600.00	0.00	300.00	0.00	3
41500		Sales - Supplements	Revenue	12,000.00	14,583.29	12,000.00	0.00	1,000.00	0.00	1,0
41600		Sales - Weights	Revenue	60,000.00	53,166.00	60,000.00	0.00	5,000.00	0.00	5,0
42000		Labor Service	Revenue	0.00	0.00	0.00	0.00	0.00	0.00	
42010		Labor Production	Revenue	0.00	0.00	0.00	0.00	0.00	0.00	
51900		Freight Charged	Revenue	12,000.00	12,647.11	12,000.00	0.00	1,000.00	1,103.23	1,0
61950		Sales - Returns & Allowances	Revenue	0.00	0.00	0.00	0.00	0.00	0.00	
62000		Income - Wage Subsidy	Revenue	0.00	0.00	0.00	0.00	0.00	0.00	
71100		Production Wages	Expense	0.00	0.00	0.00	0.00	0.00	0.00	
71101		Production Wages - Recover...	Expense	0.00	0.00	0.00	0.00	0.00	0.00	
71110		Cost of Goods Sold - General	Expense	0.00	0.00	0.00	0.00	0.00	0.00	
71110MON		Cost of Goods Sold - General	Expense	0.00	1,007.31	0.00	0.00	0.00	0.00	
71110TOR		Cost of Goods Sold - General	Expense	0.00	0.00	0.00	0.00	0.00	0.00	
71110VAN		Cost of Goods Sold - General	Expense	0.00	0.00	0.00	0.00	0.00	0.00	
71120		Cost of Goods Sold - Access...	Expense	0.00	58,934.06	0.00	0.00	0.00	6,601.71	

https://www.youtube.com/embed/WhJUhI76BYk?rel=0

Reports

From the Budgets & Forecasts list screen and the reports toolbar button, you can print reports for the list of displayed accounts.



Budgets & Forecasts – Print a list of accounts and their associated Actual, Budget and Forecasts amounts for each of the Last Year, This Year and Next Year fiscal years.

Universal Exports

Budgets and Forecasts

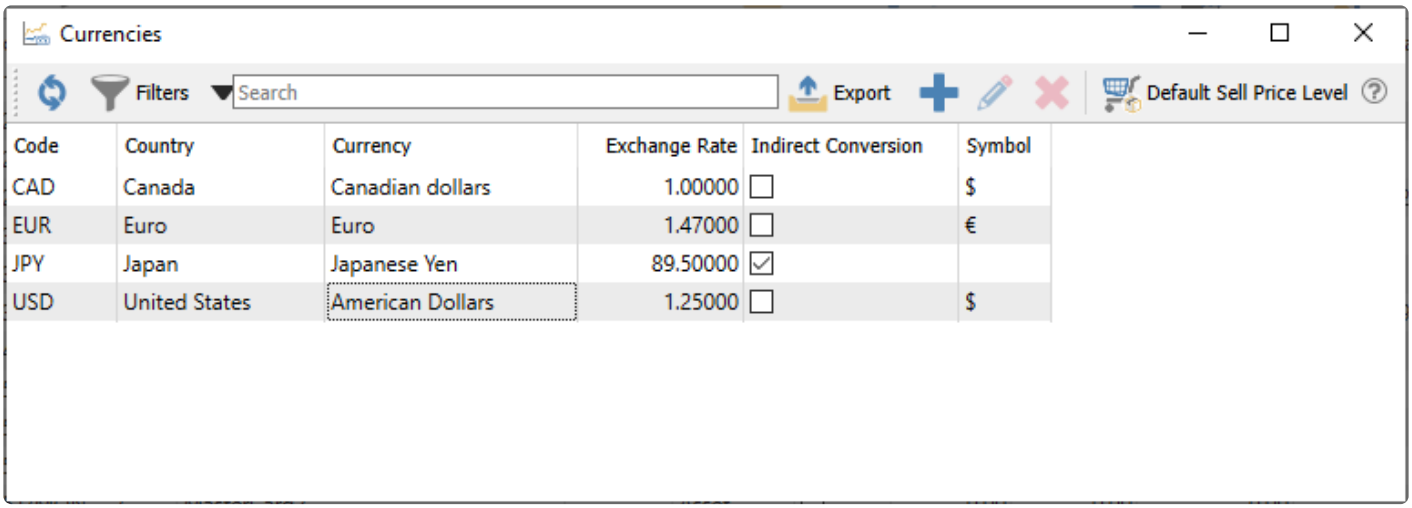
March 09, 2023 / 1:12 pm

	Last Year			This Year			Next Year		
	Actual	Budget	Forecast	Actual	Budget	Forecast	Actual	Budget	Forecast
41100-USD Sales - General-USD	0.00	0.00	0.00	0.00	36,000.00	36,000.00	0.00	0.00	0.00
41100 Sales - General	0.00	0.00	0.00	50.00	24,000.00	24,000.00	0.00	0.00	0.00
41100/CAL Sales - General - Calgary	0.00	0.00	0.00	1,629.00	0.00	0.00	0.00	0.00	0.00
41100/MON Sales - General - Montreal	1,363,875.26	0.00	0.00	8,035.81	60,000.00	60,000.00	455.84	0.00	0.00
41100/TOR Sales - General - Toronto	0.00	0.00	0.00	0.00	24,000.00	24,000.00	0.00	0.00	0.00
41100/VAN-USD Sales - General - Vancouver-USD	0.00	0.00	0.00	0.00	0.00	0.00	62.50	0.00	0.00
41100/VAN Sales - General - Vancouver	0.00	0.00	0.00	3,393.23	48,000.00	48,000.00	1,977.09	0.00	0.00
41200 Sales - Accessories	41,864.76	0.00	0.00	906.63	6,000.00	6,000.00	1,557.87	0.00	0.00
41300 Sales - Equipment	554,011.08	0.00	0.00	28,942.00	18,000.00	18,000.00	16,923.51	0.00	0.00
41300-USD Sales - Equipment-USD	0.00	0.00	0.00	125.00	12,000.00	12,000.00	3,564.30	0.00	0.00
41400 Sales - Games	3,945.00	0.00	0.00	2,298.00	12,000.00	12,000.00	45.00	0.00	0.00
41500 Sales - Supplements	14,740.43	0.00	0.00	2,636.57	18,000.00	18,000.00	0.00	0.00	0.00
41600 Sales - Weights	60,393.00	0.00	0.00	1,902.00	18,000.00	18,000.00	721.00	0.00	0.00
42000 Labor Service	0.00	0.00	0.00	-159.30	6,000.00	6,000.00	0.00	0.00	0.00
42010 Labor Production	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
43000 Fees	0.00	0.00	0.00	-4,985.00	0.00	0.00	-3,985.00	0.00	0.00
51900-USD Freight Charged-USD	0.00	0.00	0.00	0.00	0.00	0.00	62.50	0.00	0.00
51900 Freight Charged	13,160.11	0.00	0.00	501.10	0.00	0.00	103.63	0.00	0.00
51950 Transfer Markup	0.00	0.00	0.00	4.87	0.00	0.00	40.00	0.00	0.00
61950 Sales - Returns & Allowances	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
62000 Income - Wage Subsidy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
71100 Production Wages	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
71101 Production Wages - Recovered	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
71110 Cost of Goods Sold - General	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
71110/CAL Cost of Goods Sold - General - Calgary	0.00	0.00	0.00	1,043.70	0.00	0.00	0.00	0.00	0.00
71110/MON Cost of Goods Sold - General - Montreal	1,007.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
71110/TOR Cost of Goods Sold - General - Toronto	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
71110/VAN Cost of Goods Sold - General - Vancouver	0.00	0.00	0.00	33.33	0.00	0.00	0.00	0.00	0.00
71120 Cost of Goods Sold - Accessories	60,019.32	0.00	0.00	730.77	5,400.00	0.00	3,029.60	0.00	0.00
71130 Cost of Goods Sold - Equipment	1,117,141.84	0.00	0.00	21,570.56	12,000.00	0.00	9,897.00	0.00	0.00

There are some financial statements in the General Ledger reports list that use Budget and Forecast amounts.

Multi-Currency

The multi-currency module allows a company to operate in other currencies besides the base used for GL reporting.



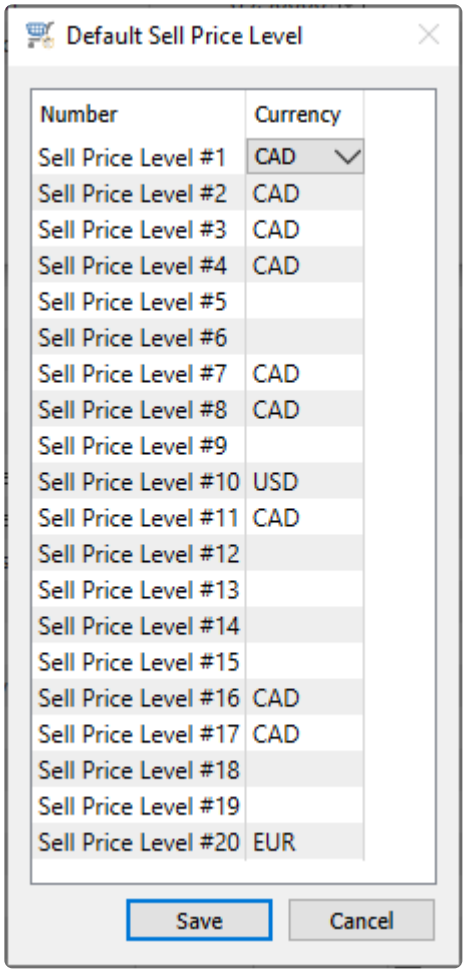
Code	Country	Currency	Exchange Rate	Indirect Conversion	Symbol
CAD	Canada	Canadian dollars	1.00000	☐	$
EUR	Euro	Euro	1.47000	☐	€
JPY	Japan	Japanese Yen	89.50000	☑	
USD	United States	American Dollars	1.25000	☐	$

Invoices can therefore be sent to customers and payments can be accepted in their own currency, and Purchase orders can be sent to vendors and be paid in their currency. When they get posted to the GL, the base currency debit or credit amounts are calculated from the exchange rate and maintained along with the foreign amounts.

When transactions that support another currency are posted, the current exchange rate is assigned. If a payment is also saved in that currency and applied to a transaction where the exchange rate is different, Spire will automatically post the base currency difference to the Gain/Loss GL account defined for that currency code.

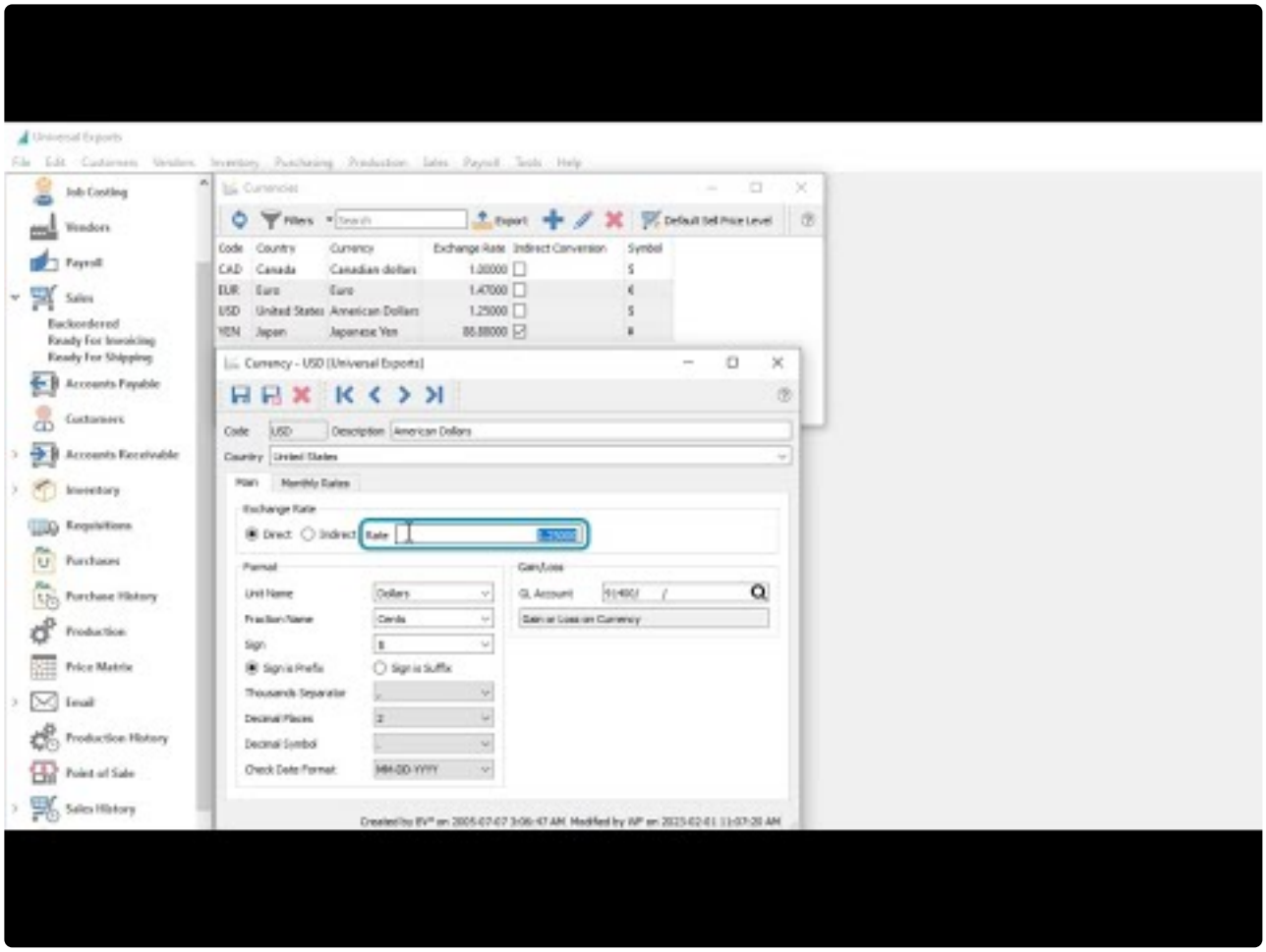
Inventory costs are always stored in the base currency, even if purchased and received from a vendor that uses a foreign currency.

Default Sell Price Level – Opens the list of 20 inventory item price levels, where any can be assigned a specific currency. When a customer of that currency buys an item, the selling price from that currency level is available to use.



Number	Currency
Sell Price Level #1	CAD
Sell Price Level #2	CAD
Sell Price Level #3	CAD
Sell Price Level #4	CAD
Sell Price Level #5	
Sell Price Level #6	
Sell Price Level #7	CAD
Sell Price Level #8	CAD
Sell Price Level #9	
Sell Price Level #10	USD
Sell Price Level #11	CAD
Sell Price Level #12	
Sell Price Level #13	
Sell Price Level #14	
Sell Price Level #15	
Sell Price Level #16	CAD
Sell Price Level #17	CAD
Sell Price Level #18	
Sell Price Level #19	
Sell Price Level #20	EUR

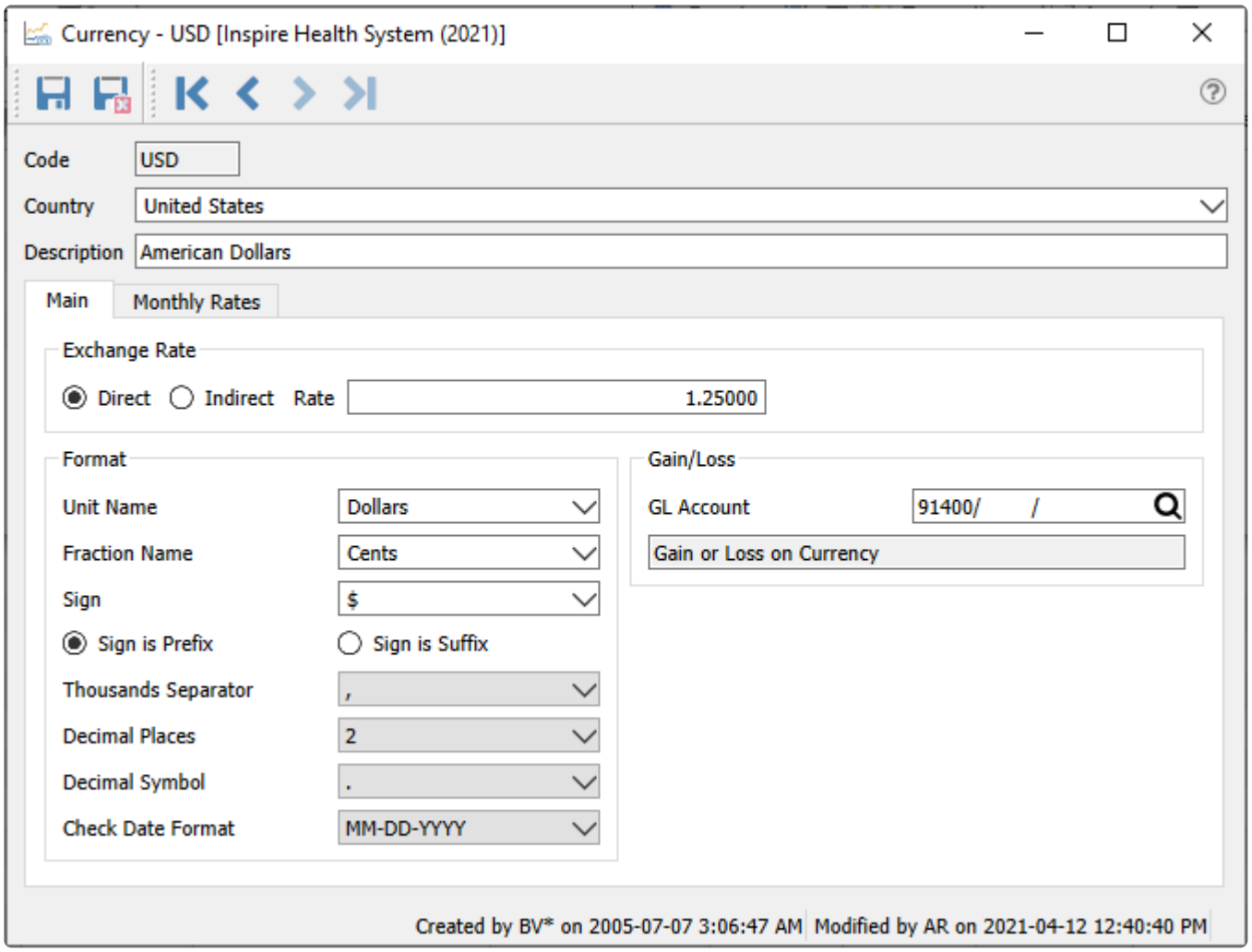
Video Instruction



https://www.youtube.com/embed/3UgQxWhgJKw?rel=0

Setting Currency Rates

Currency records maintain not only the current exchange rate but also historical rates and formatting for reports and forms.



Code – The international three-character short code for the currency.
Country – The country that uses this currency,
Description – The name of the currency as you want to see it appear on reports.

Exchange Rate

These values cannot be entered if you are editing the base currency record.
Direct – Select if you wish to calculate the base currency by multiplying the exchange rate by the foreign currency amount.
Indirect – Select if you wish to calculate the base currency by dividing the foreign currency amount by the exchange rate.
Rate – The current exchange rate used for all foreign currency transactions.

Format

Unit Name – The unit name that the currency is traded in, such as dollars.
Fraction Name – The name for the portion of a unit, such as cents.
Sign – The sign or symbol for the name such as $.
For any of these fields, if you don't see the value you want on the drop-down list, you can type in the required value and it will get added to the list.

Sign is – Choose for the sign to print on forms either as a prefix or a suffix to the currency amount.
Thousands Separator – Select the character used separating each 3-digit group of the currency amount, such as 1,345,366. Blank is an option.
Decimal Places – Select the number of decimal places supported by the currency for the fractional portion, from 0 to 2.
Decimal Symbol – Select the character used separating the fractional portion of a currency amount from the rest.
Check Date Format – Select how date values are formatted when printing checks for this currency.

Gains/Losses

GL Account – When a payment is applied to an invoice, where both use the same foreign currency and their exchange rates are different, the base currency equivalents will also be different and not net to zero. This GL account will be used for storing these gain or loss differences for this currency.

Monthly Rates

A separate tab that stores an exchange rate values for each month of the three fiscal years that you can post to. These are not used when posting transactions, but only when using the Currency Revaluation function on GL accounts for this currency.

Currency - USD [Inspire Health System (2021)]

Code: USD

Country: United States

Description: American Dollars

Main | Monthly Rates

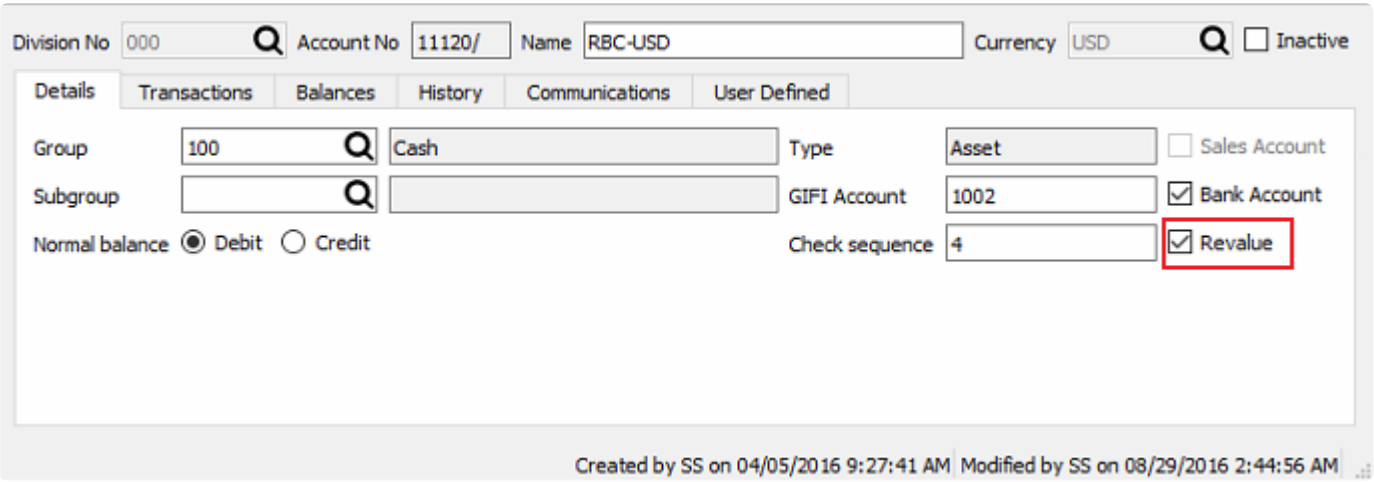
Period Ending (Last Year)	Rate	Period Ending (This Year)	Rate	Period Ending (Next Year)	Rate
2020-01-31	1.21	2021-01-31	1.219	2022-01-31	1.231
2020-02-29	1.28	2021-02-28	1.227	2022-02-28	1.24
2020-03-31	1.27	2021-03-31	1.209	2022-03-31	1.247
2020-04-30	1.255	2021-04-30	1.251	2022-04-30	1.257
2020-05-31	1.198	2021-05-31	1.218	2022-05-31	1.25
2020-06-30	1.24	2021-06-30	1.23	2022-06-30	0.00
2020-07-31	1.29	2021-07-31	1.261	2022-07-31	0.00
2020-08-31	1.238	2021-08-31	1.28	2022-08-31	0.00
2020-09-30	1.253	2021-09-30	1.268	2022-09-30	0.00
2020-10-31	1.284	2021-10-31	1.22	2022-10-31	0.00
2020-11-30	1.247	2021-11-30	1.237	2022-11-30	0.00
2020-12-31	1.257	2021-12-31	1.236	2022-12-31	0.00

Created by BV* on 2005-07-07 3:06:47 AM | Modified by WF on 2022-05-09 9:44:07 AM

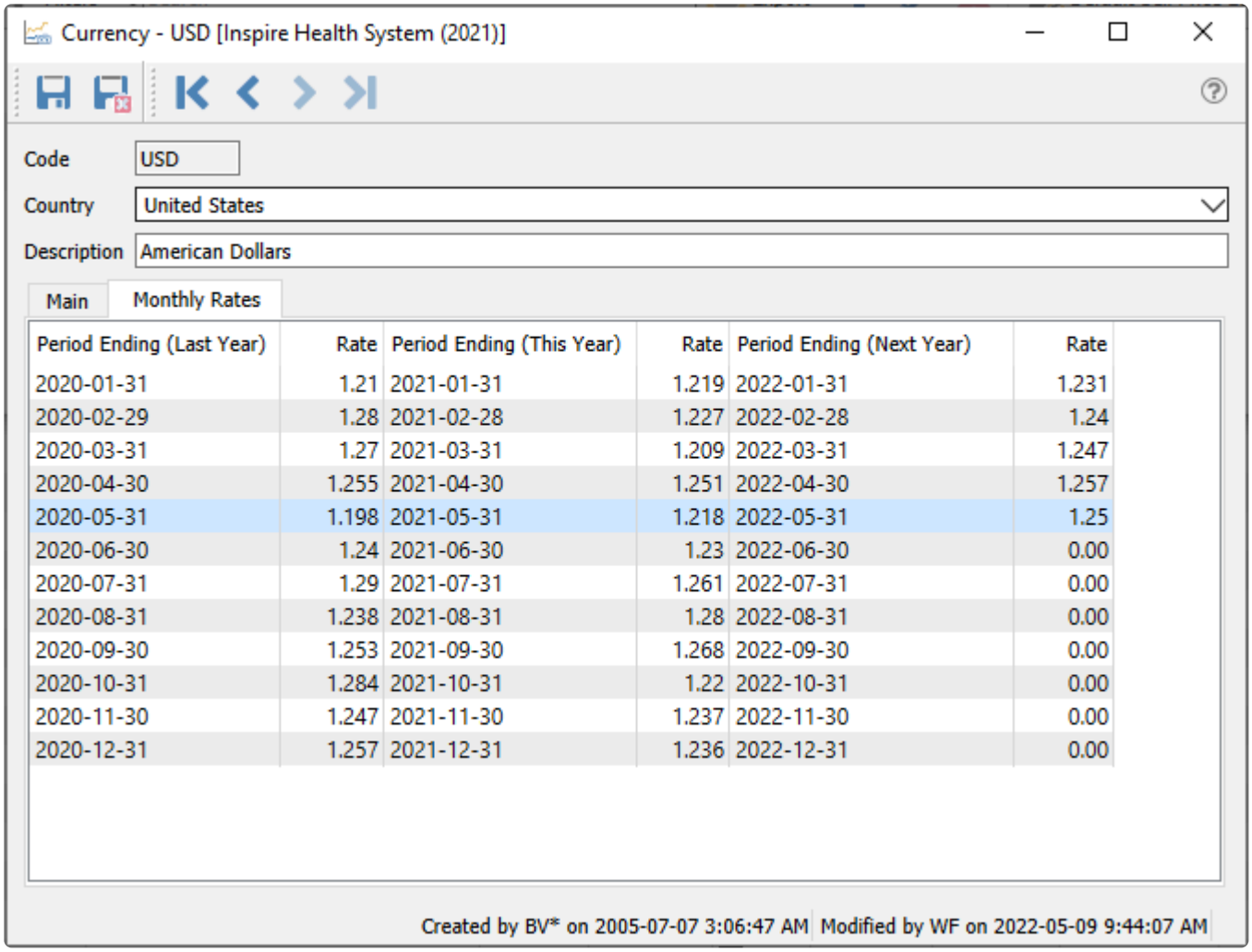
Currency Revaluation

Revaluation is a process of recalculating the base currency equivalent of GL account balances from the foreign currency amounts because the current exchange rate has changed. This is useful to more accurately report on the base currency value of foreign accounts, generally for assets and liabilities but could be for any account.

Revaluation can only be performed on GL accounts that have the 'Revalue' flag enabled.



Before running the revaluation process be sure to set the exchange rate for each currency, not only for today but also for any month that you wish to revalue currencies as of.



Period Ending (Last Year)	Rate	Period Ending (This Year)	Rate	Period Ending (Next Year)	Rate
2020-01-31	1.21	2021-01-31	1.219	2022-01-31	1.231
2020-02-29	1.28	2021-02-28	1.227	2022-02-28	1.24
2020-03-31	1.27	2021-03-31	1.209	2022-03-31	1.247
2020-04-30	1.255	2021-04-30	1.251	2022-04-30	1.257
2020-05-31	1.198	2021-05-31	1.218	2022-05-31	1.25
2020-06-30	1.24	2021-06-30	1.23	2022-06-30	0.00
2020-07-31	1.29	2021-07-31	1.261	2022-07-31	0.00
2020-08-31	1.238	2021-08-31	1.28	2022-08-31	0.00
2020-09-30	1.253	2021-09-30	1.268	2022-09-30	0.00
2020-10-31	1.284	2021-10-31	1.22	2022-10-31	0.00
2020-11-30	1.247	2021-11-30	1.237	2022-11-30	0.00
2020-12-31	1.257	2021-12-31	1.236	2022-12-31	0.00

To run the revaluation, open the GL accounts view and click the ‘Revalue’ button on the toolbar. The revaluation will be run for allowed accounts with that currency. The user must have the security setting Users / Currency / Revalue Currency enabled to be able to run this function.

Accounts | Allocations | Summary | Transactions | Recurring Entries | Reports

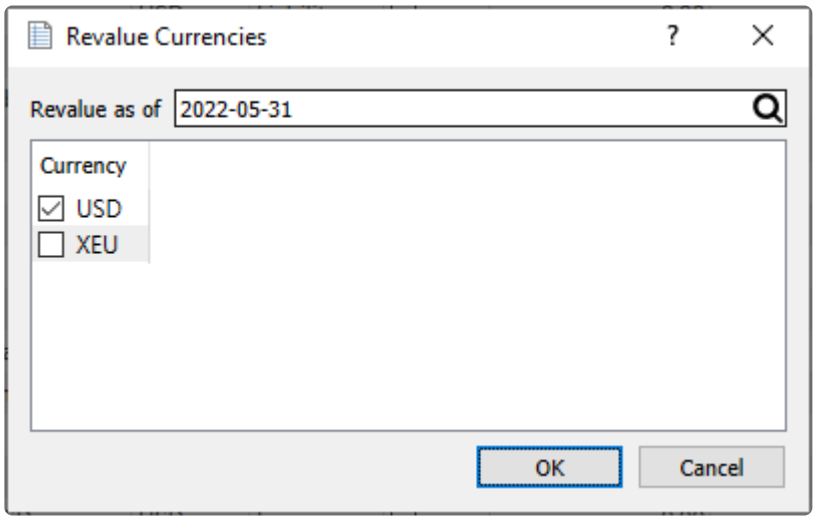
Filters | Search | Export | Revalue | Create Transaction

Match if All of the following criteria are true

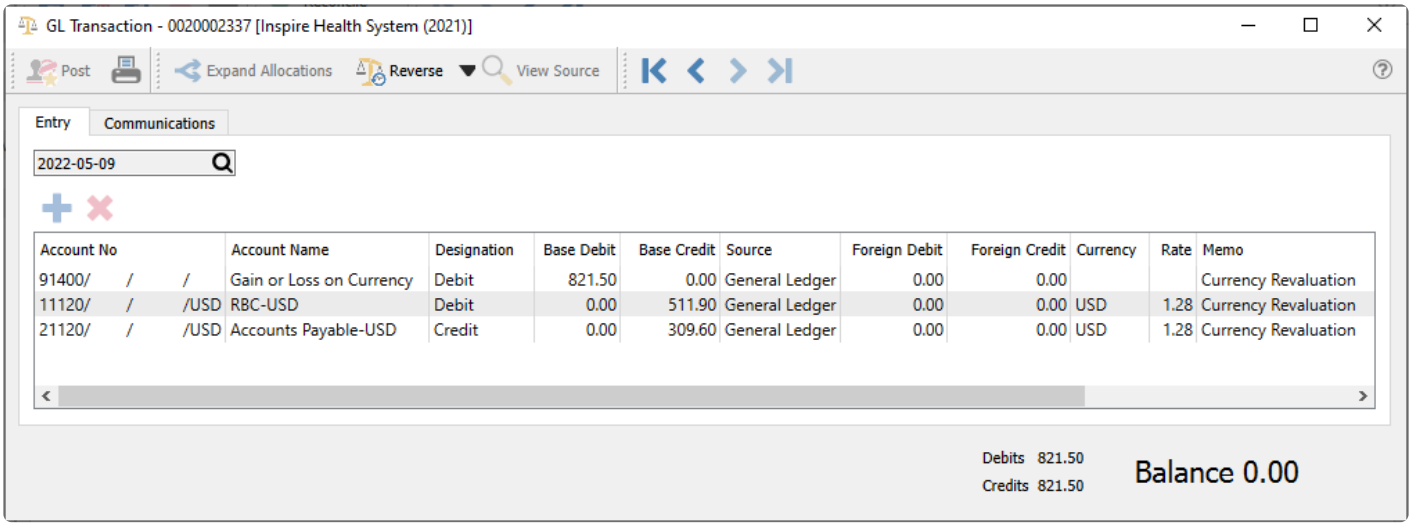
Currency is USD

Account No	Name	Currency	Type	Inactive	Foreign Debit Bal.	Foreign Credit Bal.	Debit Balance	Credit Balance
11120/ /	RBC-USD	USD	Asset	☐	0.00	17,063.28	0.00	21,329.10
11125/ /	TD Bank-USD	USD	Asset	☐	0.00	0.00	0.00	0.00
11130/ /	Cash Receipts	USD	Asset	☐	0.00	0.00	0.00	0.00
11210/ /	Accounts Receivable - Trade-USD	USD	Asset	☐	400.00	0.00	500.00	0.00
21120/ /	Accounts Payable-USD	USD	Liability	☐	0.00	1,875.00	0.00	2,343.75
21130/ /	Accrued Payables-USD	USD	Liability	☐	0.00	4,253.16	0.00	5,316.45
21300/ /	BC Provincial Sales Tax Payable-USD	USD	Liability	☐	0.00	0.00	0.00	0.00
21400/ /	G.S.T. Collected-USD	USD	Liability	☐	0.00	0.00	0.00	0.00
21410/ /	G.S.T. Input Credits-USD	USD	Liability	☐	0.00	0.00	0.00	0.00
41100/ /	Sales - General-USD	USD	Revenue	☐	0.00	0.00	0.00	0.00
41100/VAN /	Sales - General-USD	USD	Revenue	☐	0.00	400.00	0.00	500.00
41300/ /	Sales - Equipment-USD	USD	Revenue	☐	0.00	0.00	0.00	0.00
71100/ /	Cost of Goods Sold - General-USD	USD	Expense	☐	0.00	0.00	0.00	0.00
71130/ /	Cost of Goods Sold - Equipment-USD	USD	Expense	☐	0.00	0.00	0.00	0.00
82320/ /	Office Expense-USD	USD	Expense	☐	795.00	0.00	993.75	0.00
82350/ /	Postage Expense-USD	USD	Expense	☐	0.00	0.00	0.00	0.00
82385/ /	Meals and Entertainment-USD	USD	Expense	☐	0.00	0.00	0.00	0.00

The revaluation process can be run for Today's date by default, or a past month can be chosen to run revaluation retroactively. If there is a rate set for that month it will be used in the calculation for revaluation. If there is no rate set then it will use the main rate.



When Revaluation processing is complete, the values in the base currency balance columns for each selected foreign GL account are recalculated from the exchange rate of each of the transactions that were posted to it. The foreign currency balances for accounts do not change. For accounts that have base currency balances changed, the difference gets posted to the GL account that was configured for gain or loss on currency.



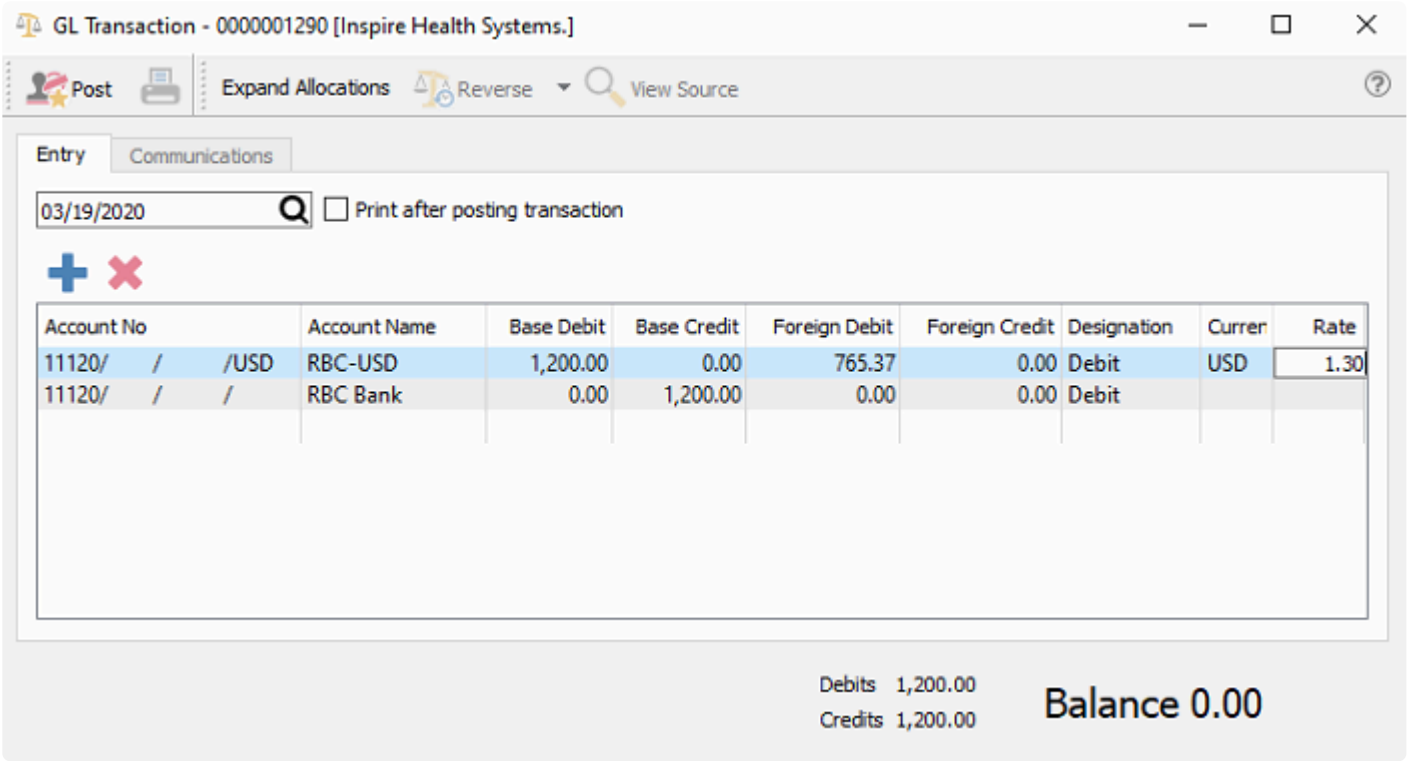
If an error is made, the revaluation can easily be repeated, such as for an incorrect the exchange rate.

Modules using Multi-Currency

Multi-Currency is used in various places in Spire.

General Ledger – Journal entries can be made posting to foreign and base accounts.

> Note: The base and foreign amounts as well as the rate are editable prior to posting.



Accounts Payable – All items are entered in the foreign value and are posted using the rate at the time. If the rate changes when the item is paid, the difference is posted to the gain/loss GL account set for the currency,

Purchases – When a purchase order is created the prices are all in the foreign currency. When the PO is received the amounts are posted to accounts payable in the foreign amount. The amounts of the accrued freight and duty are in base. The inventory received gets landed in base an includes the accrued freight and duty.

The vendor's currency is shown on the bottom of the PO. Once items are added to a PO the vendor cannot be changed to a one with a different currency.

Accounts Receivable – All items are entered in the foreign value and are posted using the rate at the time. If the rate changes when the item is paid, the difference is posted to the gain/loss GL account set for the currency,

Sales / Sales History – 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.

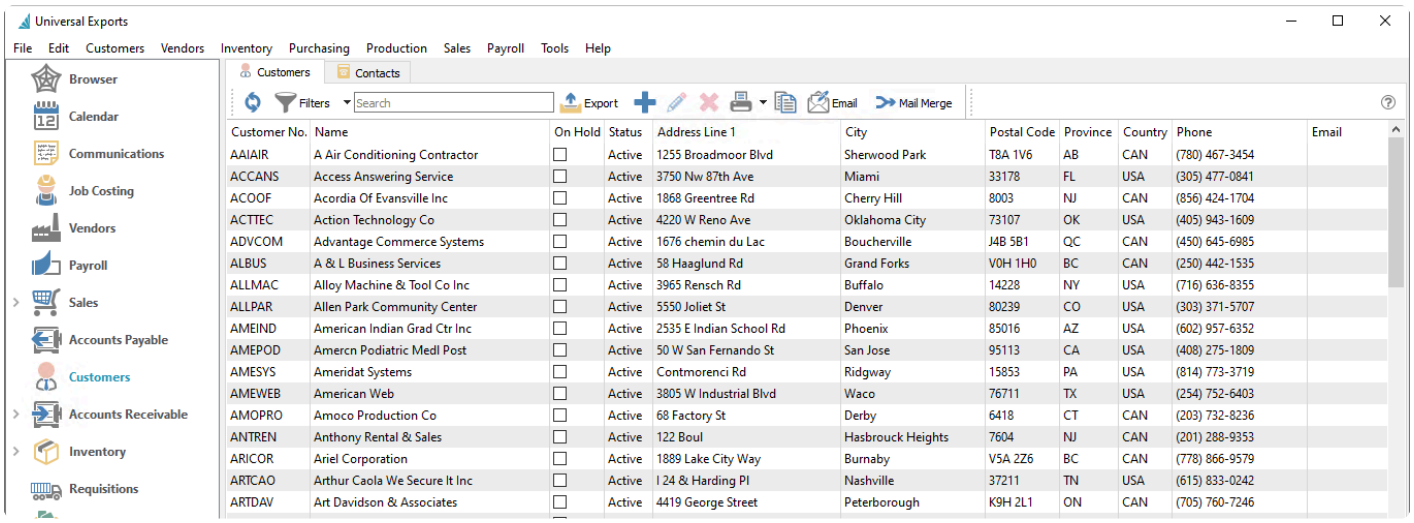
The customer’s currency is shown on the bottom of the sales order. Once items are added to an order the customer cannot be changed to a one with a different currency.

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

Customers

Creating or Editing a Customer

Select ‘Customer’ from either the main menu or the top Customers menu to see the list of customers. Click the plus button to create a new customer, or highlight an existing customer and click the pencil button to edit.

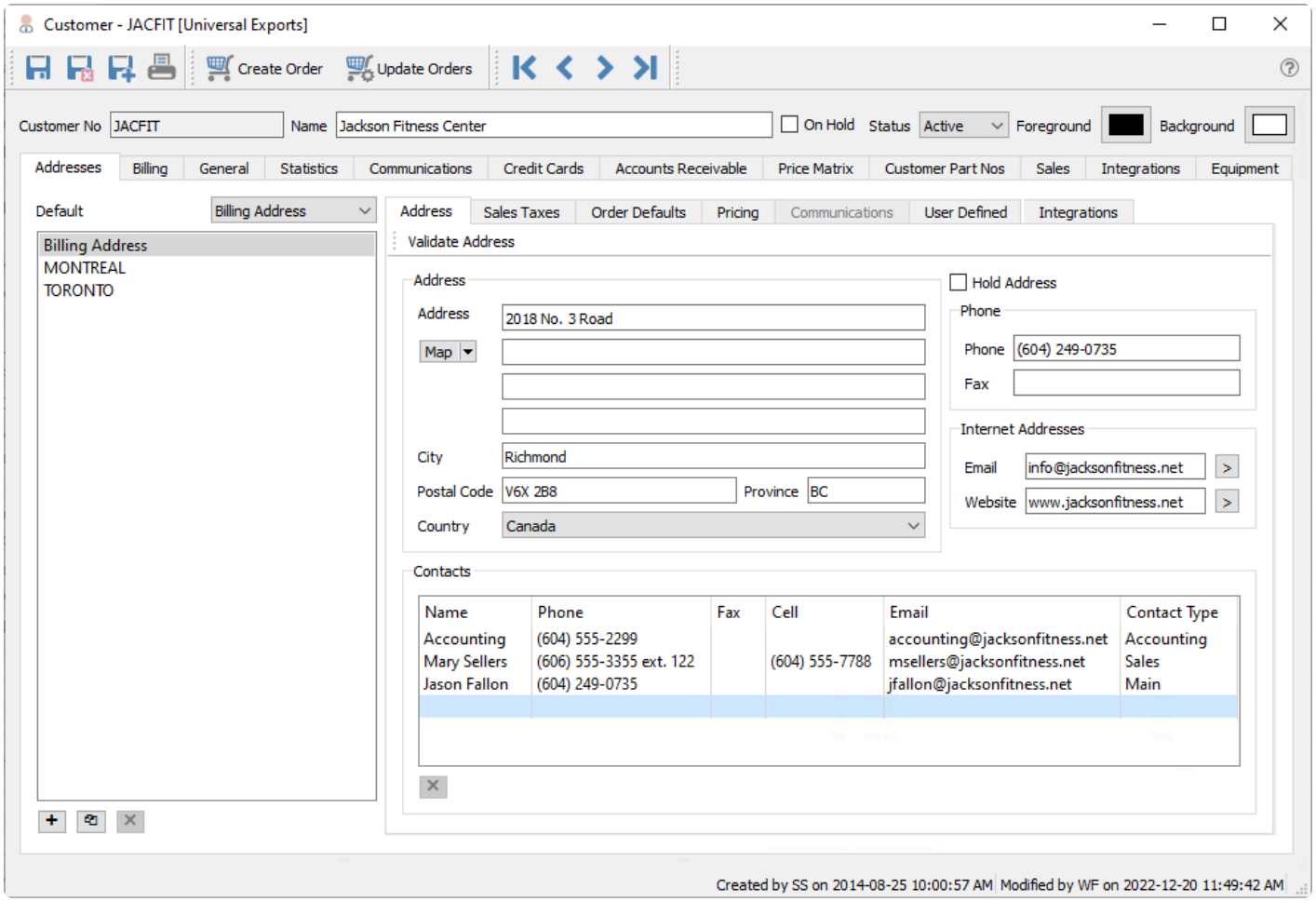


Customer No.	Name	On Hold	Status	Address Line 1	City	Postal Code	Province	Country	Phone	Email
AAIAIR	A Air Conditioning Contractor	☐	Active	1255 Broadmoor Blvd	Sherwood Park	T8A 1V6	AB	CAN	(780) 467-3454	
ACCANS	Access Answering Service	☐	Active	3750 Nw 87th Ave	Miami	33178	FL	USA	(305) 477-0841	
ACOOF	Acordia Of Evansville Inc	☐	Active	1868 Greentree Rd	Cherry Hill	8003	NJ	CAN	(856) 424-1704	
ACTTEC	Action Technology Co	☐	Active	4220 W Reno Ave	Oklahoma City	73107	OK	USA	(405) 943-1609	
ADVCOM	Advantage Commerce Systems	☐	Active	1676 chemin du Lac	Boucherville	J4B 5B1	QC	CAN	(450) 645-6985	
ALBUS	A & L Business Services	☐	Active	58 Haaglund Rd	Grand Forks	V0H 1H0	BC	CAN	(250) 442-1535	
ALLMAC	Alloy Machine & Tool Co Inc	☐	Active	3965 Rensch Rd	Buffalo	14228	NY	USA	(716) 636-8355	
ALLPAR	Allen Park Community Center	☐	Active	5550 Joliet St	Denver	80239	CO	USA	(303) 371-5707	
AMEIND	American Indian Grad Ctr Inc	☐	Active	2535 E Indian School Rd	Phoenix	85016	AZ	USA	(602) 957-6352	
AMEPOD	Amercn Podiatric Medl Post	☐	Active	50 W San Fernando St	San Jose	95113	CA	USA	(408) 275-1809	
AMESYS	Ameridat Systems	☐	Active	Contmorenci Rd	Ridgway	15853	PA	USA	(814) 773-3719	
AMEWEB	American Web	☐	Active	3805 W Industrial Blvd	Waco	76711	TX	USA	(254) 752-6403	
AMOPRO	Amoco Production Co	☐	Active	68 Factory St	Derby	6418	CT	CAN	(203) 732-8236	
ANTREN	Anthony Rental & Sales	☐	Active	122 Boul	Hasbrouck Heights	7604	NJ	CAN	(201) 288-9353	
ARICOR	Ariel Corporation	☐	Active	1889 Lake City Way	Burnaby	V5A 2Z6	BC	CAN	(778) 866-9579	
ARTCAO	Arthur Caola We Secure It Inc	☐	Active	I 24 & Harding Pl	Nashville	37211	TN	USA	(615) 833-0242	
ARTDAV	Art Davidson & Associates	☐	Active	4419 George Street	Peterborough	K9H 2L1	ON	CAN	(705) 760-7246	

From this list, you can also highlight a specific customer to copy for creating a new customer with similar information, or highlight one or multiple customers for creating and sending emails with attachments such as statement forms or advertising.

The Contacts tab displays each customer contact from either Billing or Shipping addresses. Creating or Editing customers is not possible from this screen.

The initial screen that opens is the customers billing address screen. When creating a new customer the minimum data entry required to save is the customer code and customer name, to reserve the code and then come back when more changes are necessary.



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, which will be prevented if any outstanding or historical transactions exist.
Create Order – Start a new open sales order for this customer if user security settings allow it.
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.

Code – A 20-character customer number that must be unique.
Name – The customer name that will appear on reports and forms.
On Hold – If this check box is selected then Sales Orders cannot be entered or shipped for this customer.
Status – The customer can be set to one of 3 statuses, Active, Inactive or Prospect. Filters can be created to display customers of that status.

- **Active** – The normal status where all transactions are allowed.
- **Inactive** – A customer can only be made Inactive if they have no balance in Accounts Receivable. If historical transactions exist but the customer no longer does business with you, mark the record as

Inactive rather than deleting it, as Inactive customers cannot have transactions posted to their account.

- **Prospect** – This setting is normally used when you are still trying to earn a company's business.

> Note: A user needs to have the security setting of "Customers/Show Inactive Customers" enabled be able to see inactive customers.

Colours – Each customer can be formatted with a background and foreground colour. For example a company may want their foreign customers to stand out on their customer list and would therefore assign a particular colour.

Customer Addresses

Addresses – Customers have a Billing Address and any number of named shipping or alternate addresses. Click the [+] button to add a new address from scratch, or the copy button to create a new address based on the one highlighted. Delete a ship-to address by highlighting it and clicking the [X] button – the Billing address cannot be deleted. The email address entered here will be identified as the Billing (Shipping) 'Main' address when selecting an email recipient.

The Default address selection determines the Ship To address on Sales Orders, either the Billing Address or any other. Select a shipping address for drop ship purposes or if shipments do not go to the billing address.

The information on the Address, Sales Taxes, Order Defaults, Pricing, Communication and User Defined sub-tabs are all specific to the highlighted billing or shipping address. Separate information can be stored by address, and used on Sales Orders when that address is selected.

Address Tab

Validate Address – This button is used when your company integrates with a sales tax integration service. Clicking this will identify the address information for the purpose of determining the correct sales tax jurisdictions and rates.

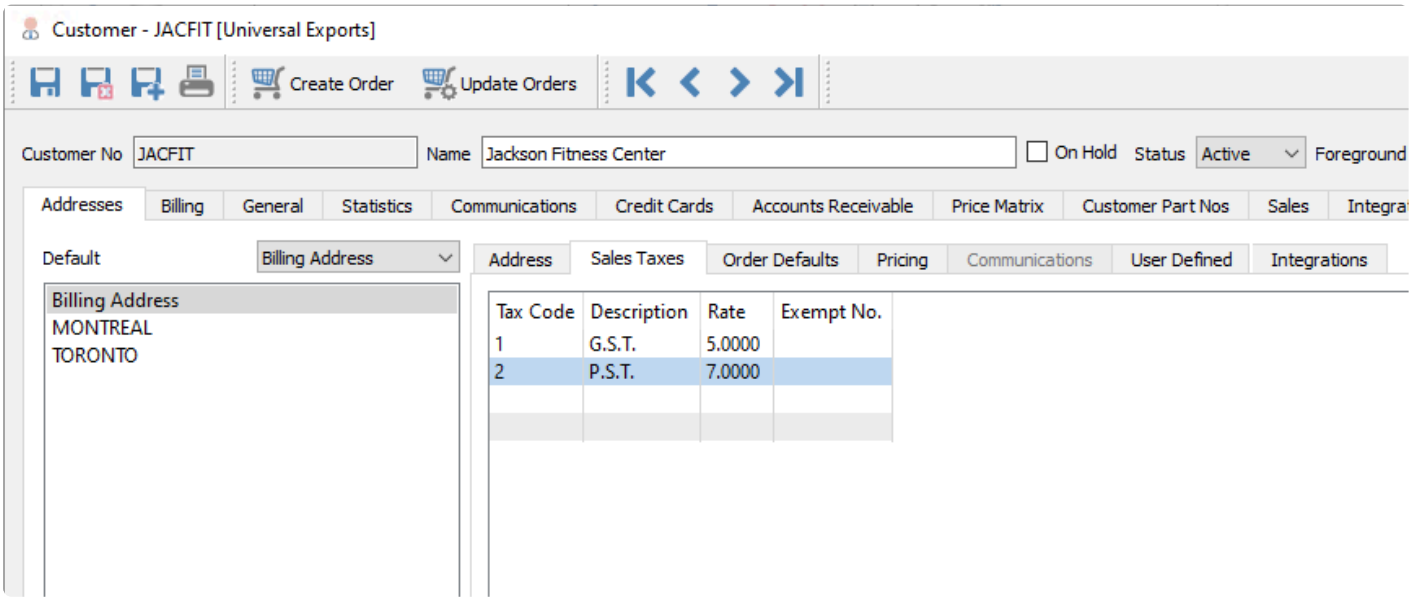
Map – This button opens the address in either Google Maps, OpenStreetMap or Bing.

Contacts – Add as many Contacts as you like. Contact Types are created in Company Settings / Company / Contact Types. Separate Contact lists are maintained for each address.

Hold Address – This puts a ship-to address on hold so orders cannot be shipped there.

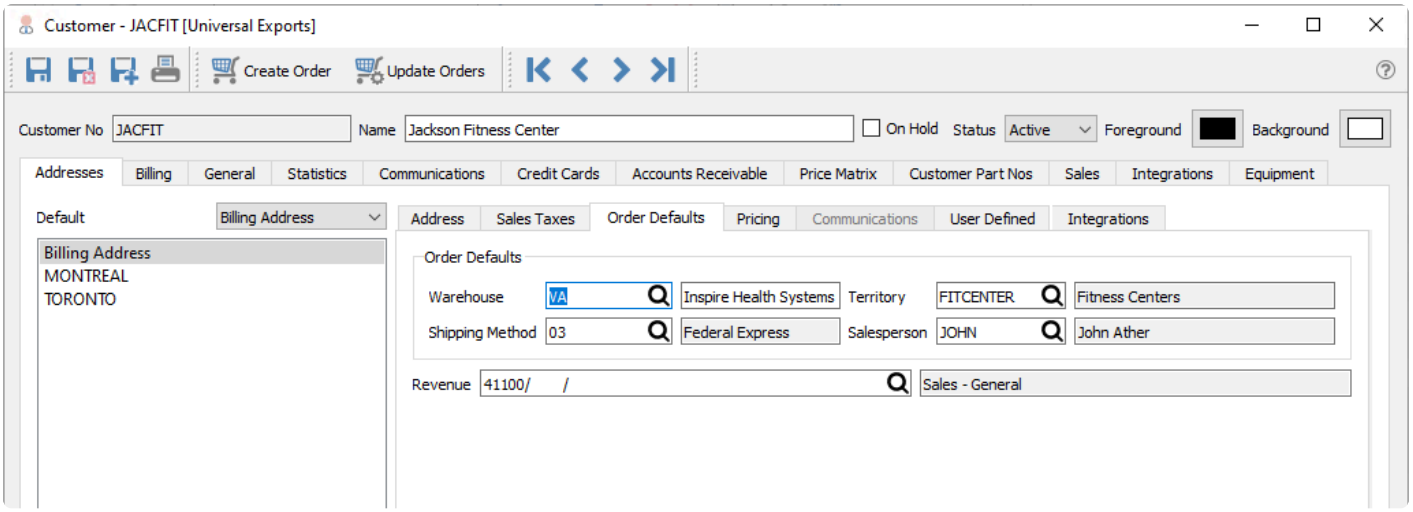
Email Addresses – All of the email addresses including those in the ship-to's are available when emailing reports or forms to a customer.

Sales Taxes Tab



Up to four sales tax codes can be selected from the list define in Edit / Sales Taxes, for use in Sales Orders and Accounts Receivable invoices. When selected the code, description and the tax rate are displayed. An exemption number can also be added if the customer is exempt for a tax. This exemption number will then be added to a sales order when it is created.

Order Default Tab



Warehouse – If the Company Setting within Sales Orders for 'Use customer's default warehouse' is enabled then this warehouse value is used by default on a sales order. A User Setting for the Default Warehouse will override this customer default value, if defined.

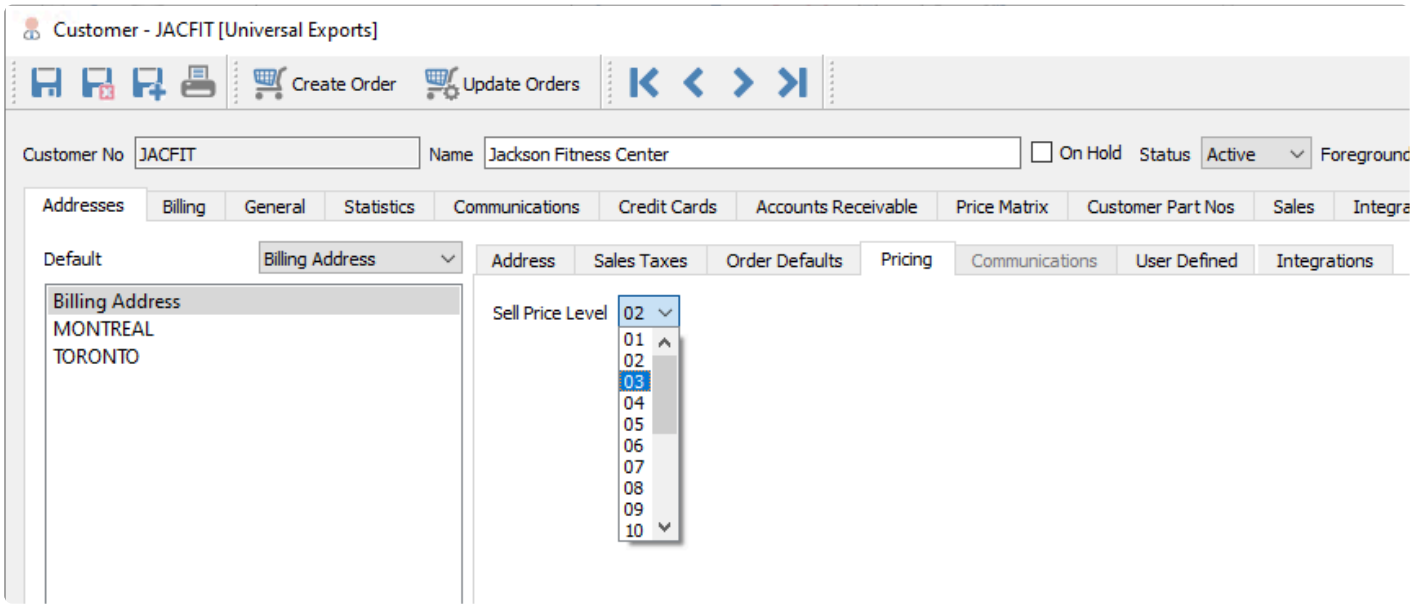
Shipping Method – This is the customers default shipping method, and is used on sales orders. It is selected from a list that is created under Edit / Ship Via.

Territory – This is the customers default territory, and is used on sales orders for reporting and filtering. It is selected from a list that is created under Edit / Territory.

Salesperson – This is the customers default salesperson, and is used on sales orders. It is selected from a list that is created under Edit / Salespeople

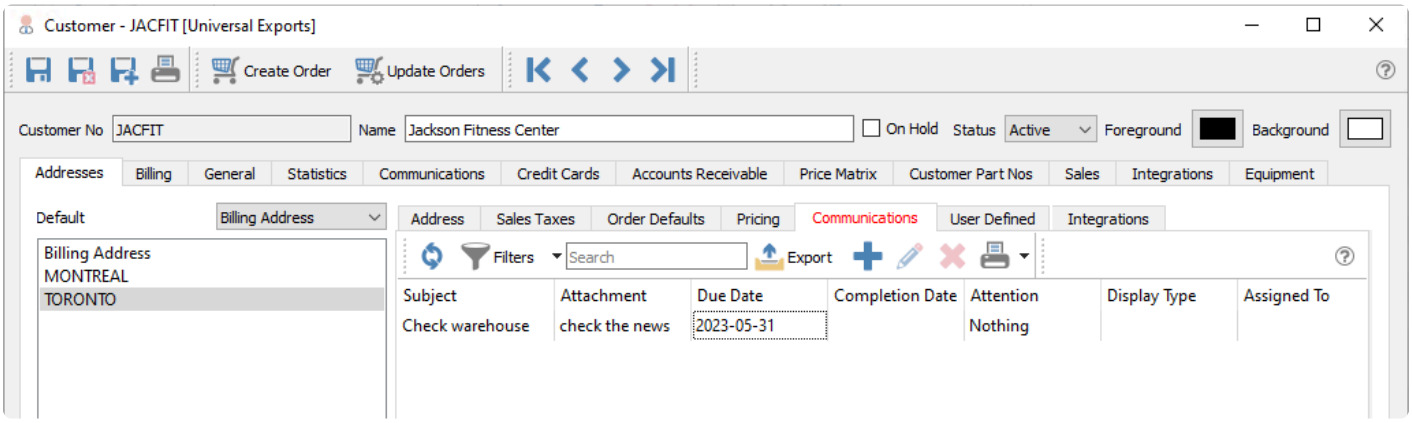
Revenue – The default GL account used on Accounts Receivable invoices that revenue will be posted to, if "Company Setting->Customer->Override Sales Account" is enabled. Otherwise the default revenue account is read from the Special Sales account in Company Settings.

Pricing Tab



Sell Price Level – A customer can be set for 1 of 20 different sell prices, connected to the 20 price levels on each inventory item. This will then load the item price from the corresponding level defined in inventory. From the Edit Currencies screen, you can assign a currency code to any of these 20 levels through the Default Sell Price Levels screen. Then when a customer with that currency orders an item, it will use that currency price level automatically.

Communications Tab

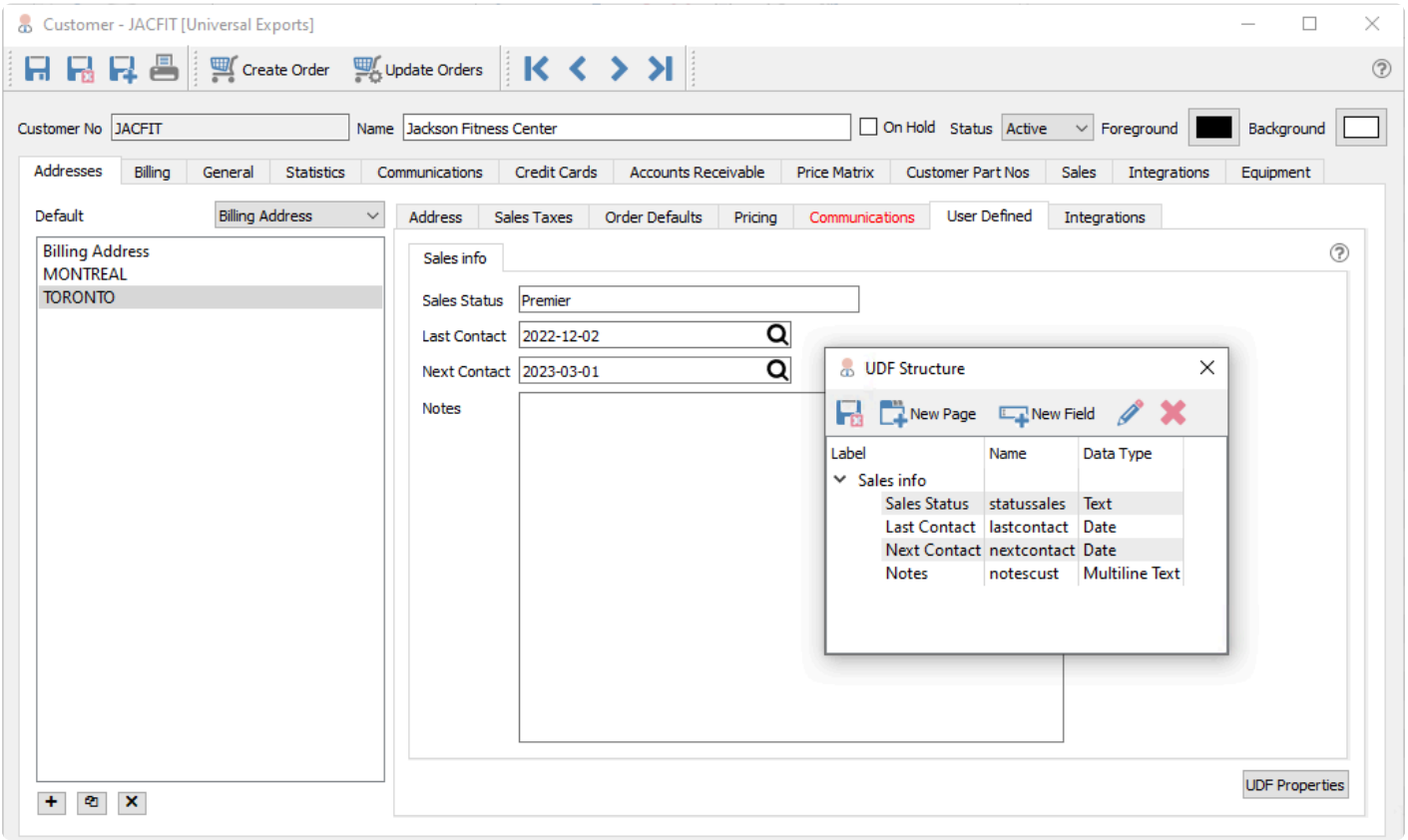


A communication or note can be added to a customer for later follow-up. These communications are only active for shipping addresses, and notes meant for the customer billing address are instead maintained from the separate Communications tab above. If a note is assigned to a user and has a due date added, 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.

> Note: Only Communications for shipping addresses can be entered here. This tab will be disabled when the Billing address is selected. There is another Communications tab for the billing address, which also supports displaying customer emails.

Any number of notes can be added to a customer. See the Communications manual topic for more information.

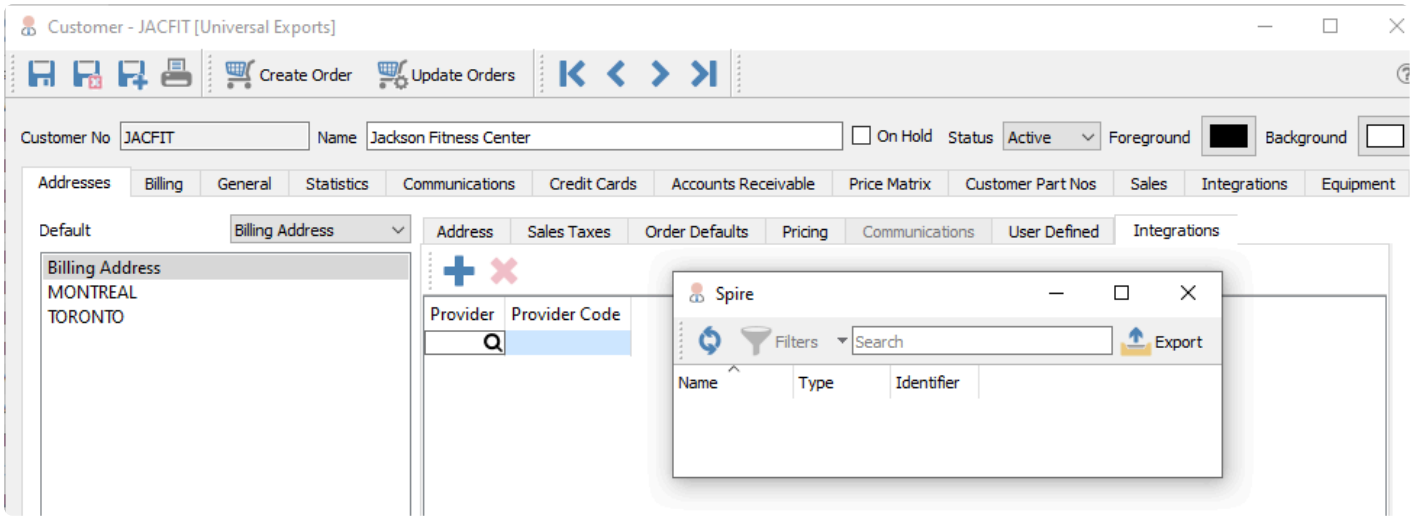
User Defined Tab



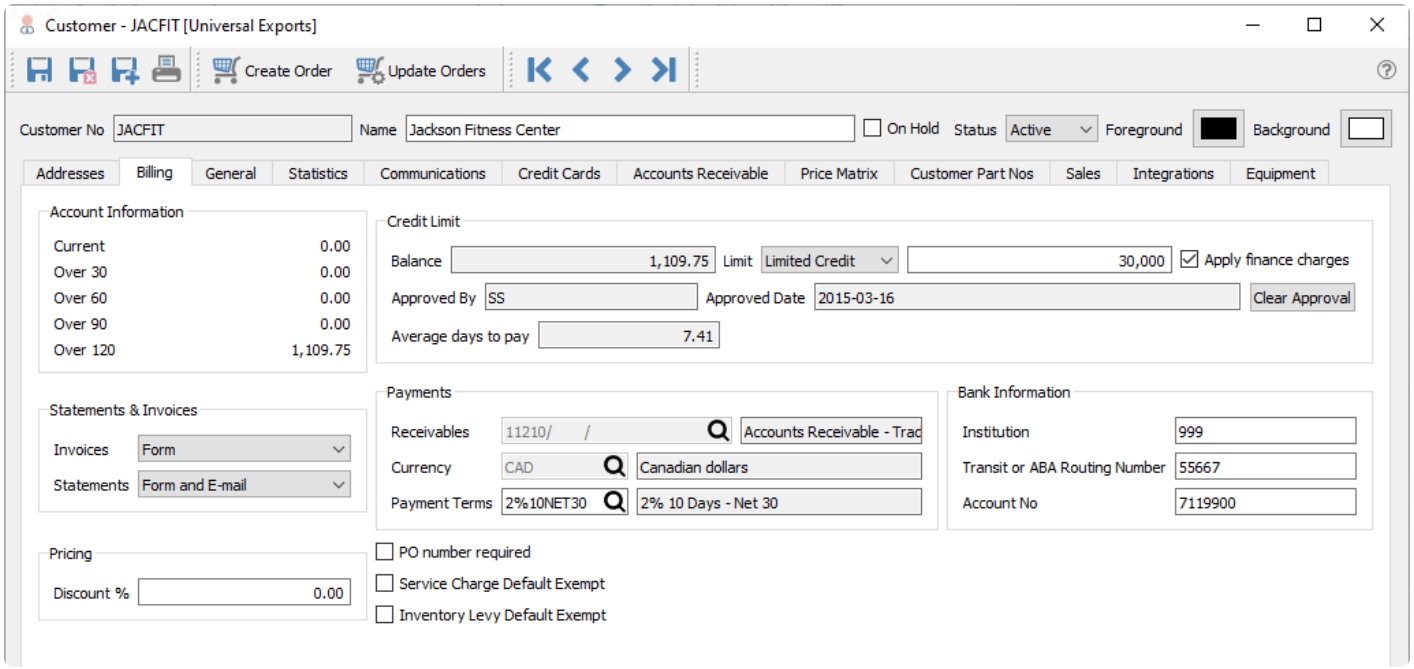
User Defined Fields (UDFs) can be added to a customer to track extra information that Spire does not keep by default. The user can add additional tabs and define the fields and field types to store this data. The UDF structure for the billing and shipping addresses can be different, in addition to the information stored for each.

Integrations Tab

This screen is only used if 3rd party software access requires a connection to customer address records for identification, or saving information for the integration that Spire does not already maintain. After configuring the Integration in the Spire Administrator, select the provider name and assign the code that should go with the customer address.



Billing Tab



Account Information – Shows the aged accounts receivable for this customer. The aging days used are defined in Company Settings / Accounts Receivable.

Statements & Invoices

Set visual cues on how to generate forms for this customer. When printing forms from the required report template location, buttons with the specified selection will be highlighted in blue and connected to the Enter key. Template report lists not connected to these settings will always highlight the Preview button in blue.

- E-mail – Highlights the Email button
- Form – Highlights the Print button
- Form and E-mail – Highlights the Email button, and on the email screen the Print Reports button is

highlighted.
- Not Required – Highlights the Cancel button

Invoices – This setting affects forms when printed immediately after posting an invoice for a sales order.

Statements – This setting affects forms when printed while viewing the Accounts Receivable list for a specific customer.

Pricing

Discount % – The default discount that is applied to the total sales order amount, after any line discounts are determined.

Credit Limit

Balance – The customers accounts receivable balance, which does not include any outstanding sales orders.

Limit – Choose from No Credit, Unlimited Credit or Limited Credit. When Limited credit is selected, also enter the limit amount you are giving the customer. Default values for both fields are defined in Company Settings / Customers.

> Note: No Credit means that all transactions require a full payment applied. If you don't want to give any credit to a customer, but allow refunds on account, you need to configure this setting as Limited Credit and a zero value for the limit amount.

Apply Finance Charges – When checked, interest charges are allowed to be calculated for this customer based on the AR balance. Creating finance charges is done either from the Accounts Receivable module list or inside a customer AR screen as a Service Charge.

Approved By – The initials of the user that most recently edited the customer credit limit type and/or amount. A blank value will prevent sales invoices from being posted On Account if Credit Authorization is enabled in Company Settings.

Approved date – The date of the most recently edit to the customer credit limit type and/or amount. A blank value will prevent sales invoices from being posted On Account if Credit Authorization is enabled in Company Settings.

Clear Approval – Resets the credit limit type to No Credit and the amount to zero, and removes the Approved By/Date values.

Average Days to Pay – The average time it takes a customer to pay each accounts receivable.

Payments

Receivables – The GL control account that this customers AR is posted to. Only accounts of type Accounts Receivable can be chosen, and if any outstanding transactions exist then this field is not editable.

Currency – The currency that the customer is billed and pays in. A blank value represents the base currency.

Payment Terms – The default terms that get added to a sales order. Once on the sales order it can be changed to other terms.

Other

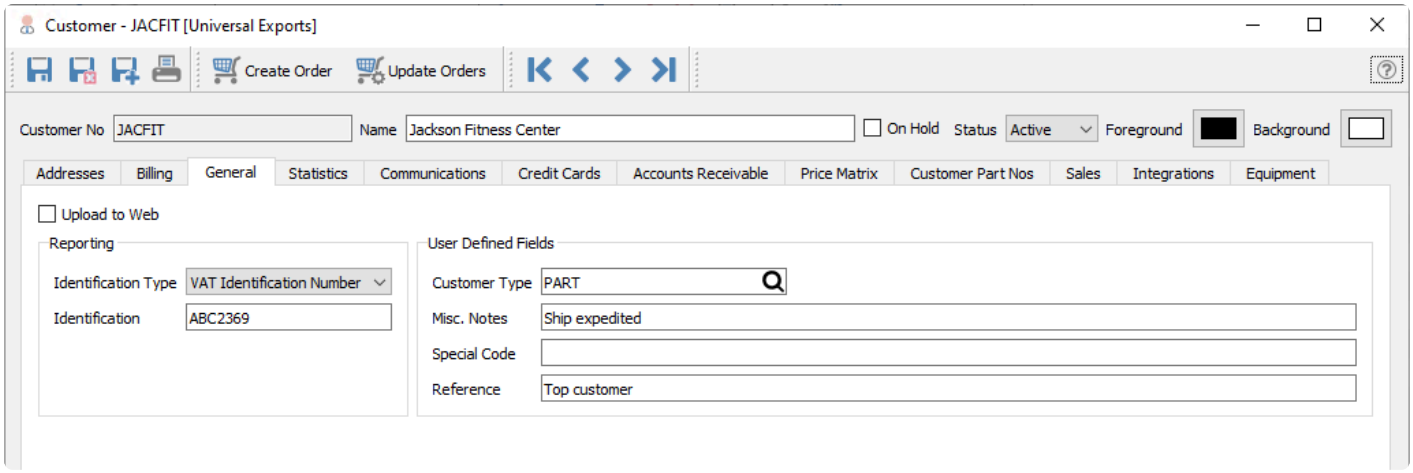
Bank Information – For Canadian banks, this is used for electronic fund transfer to create a file from all accounts receivable transactions that have payment terms of 'PAD' (pre-authorized debit). All fields Institution, Transit and Account No must be entered in order for payment processing to recognize that PAD bank information is configured. This information is only visible to users who have the Manage Bank Information setting enabled in User Settings.

PO Number Required – When saving or editing a customers sales order the user will be warned that a purchase order number is required by this customer. When 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



Upload to Web – This is solely for 3rd Party Software integration for Spire to a web store.

Identification Type – This is for Alavara integration, where VAT Identification Number is the only choice to

indicate a connection.

Identification – This field is to enter the VAT Identification Number when the Identification Type is set.

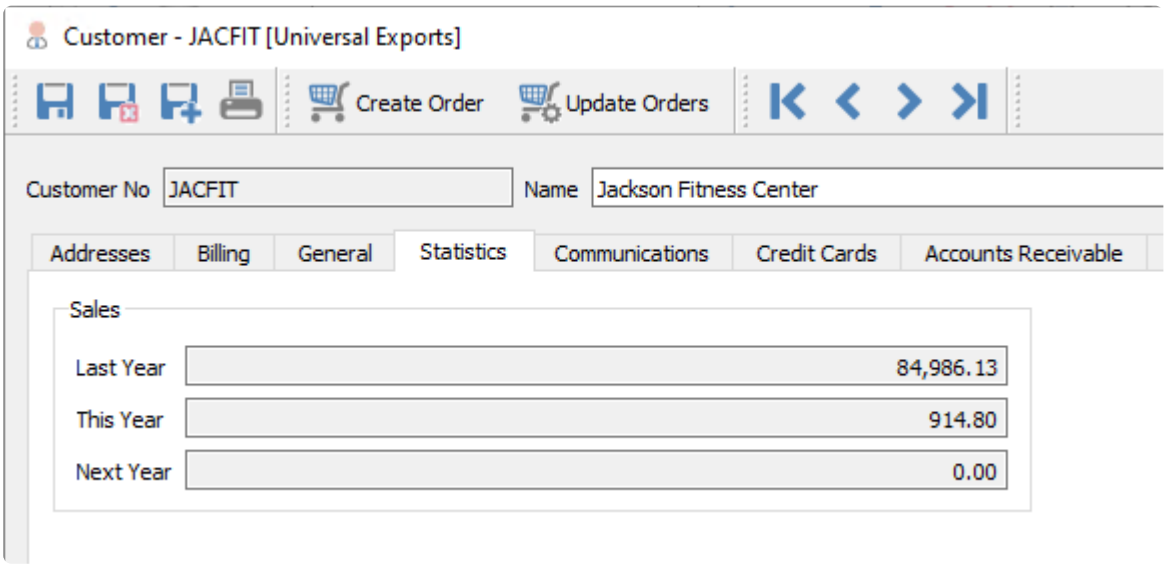
Customer User Type – This is an alphanumeric field with the label defined in Company Settings / Variables, which by default is 'Customer Type'. Price Matrix records can use this field to define pricing for groups of customers having this value. This field also has an associated table where values can be selected from.

Misc. – This is an alphanumeric field with label defined in Company Settings / Variables. This value displays in the Notes field on sales orders, highlighted in yellow, thus it would typically be used for important information to present to sales entry staff.

Special Code – A one character uppercase code for the customer, not functionally used in the program but simply provides another way to sort or filter customers.

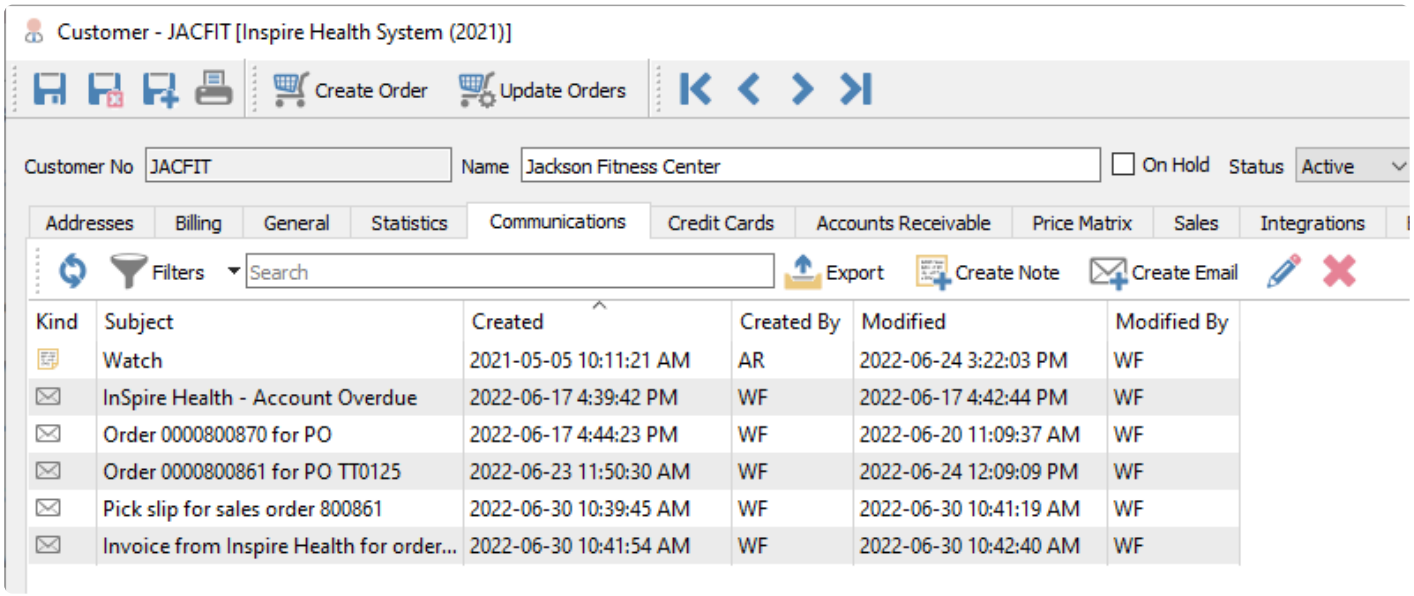
Reference – A text field for any information about the customer.

Customer Statistics Tab



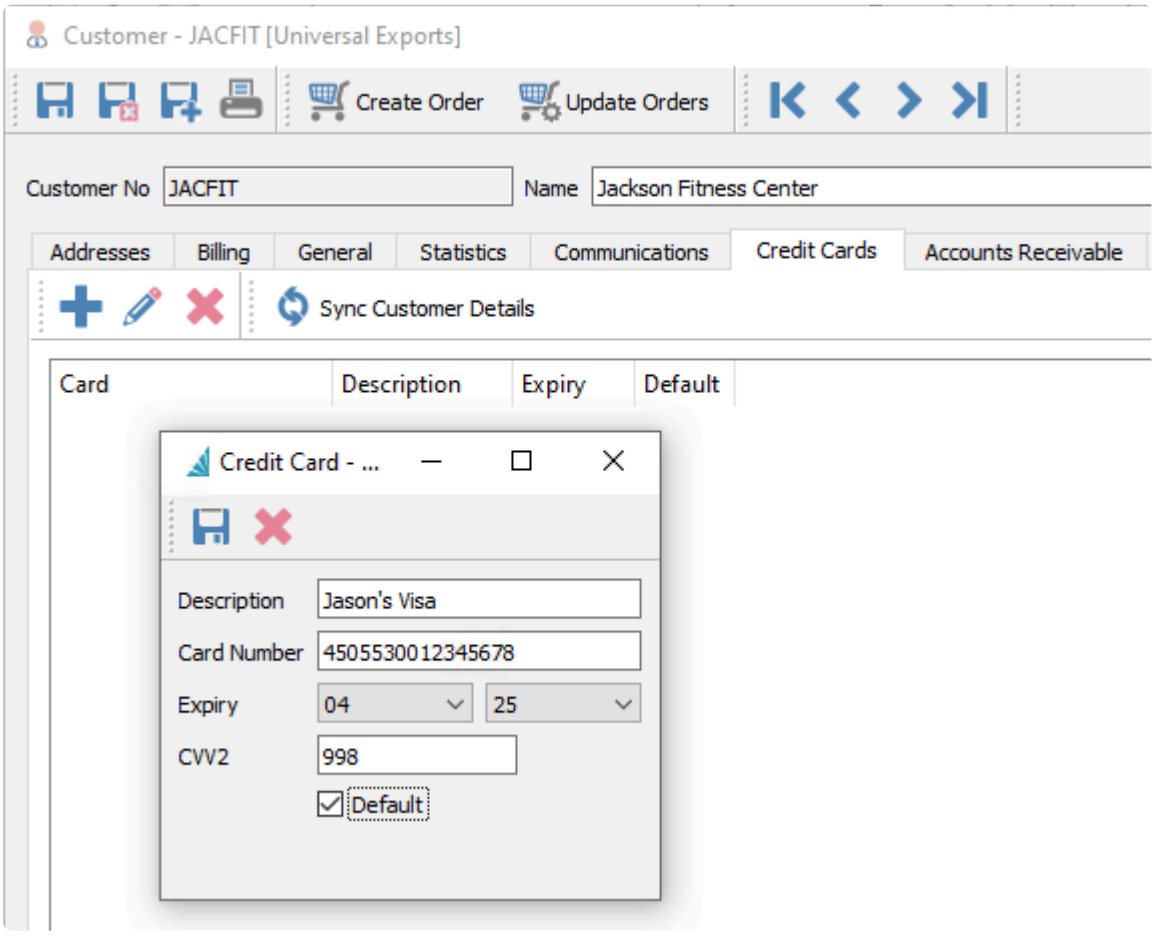
Amount of sales shipped last year, this year and next year. These values are also adjusted when Year End processing is performed.

Communications



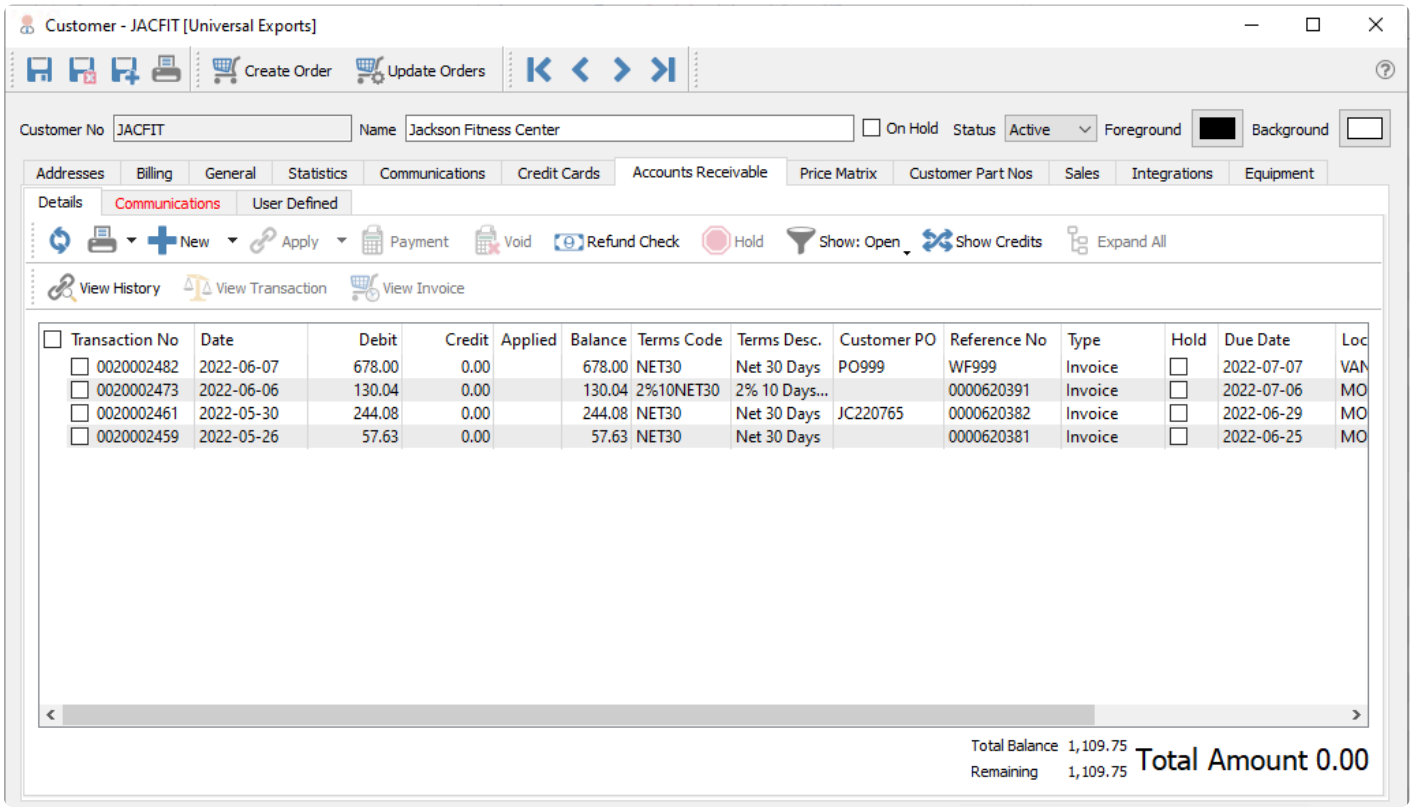
This tab shows all the communication notes for the billing address of this customer, and any emails created or sent to this customer, such as for statements or sales orders. A communication or note can be added to a customer for later follow-up using the Create Note button. If it is assigned to a user 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. Also, emails can be sent to any contacts of this customer using the Create Email button. Files can be included as attachments when emailing, and it is possible to view and resend emails from here.

Credit Cards



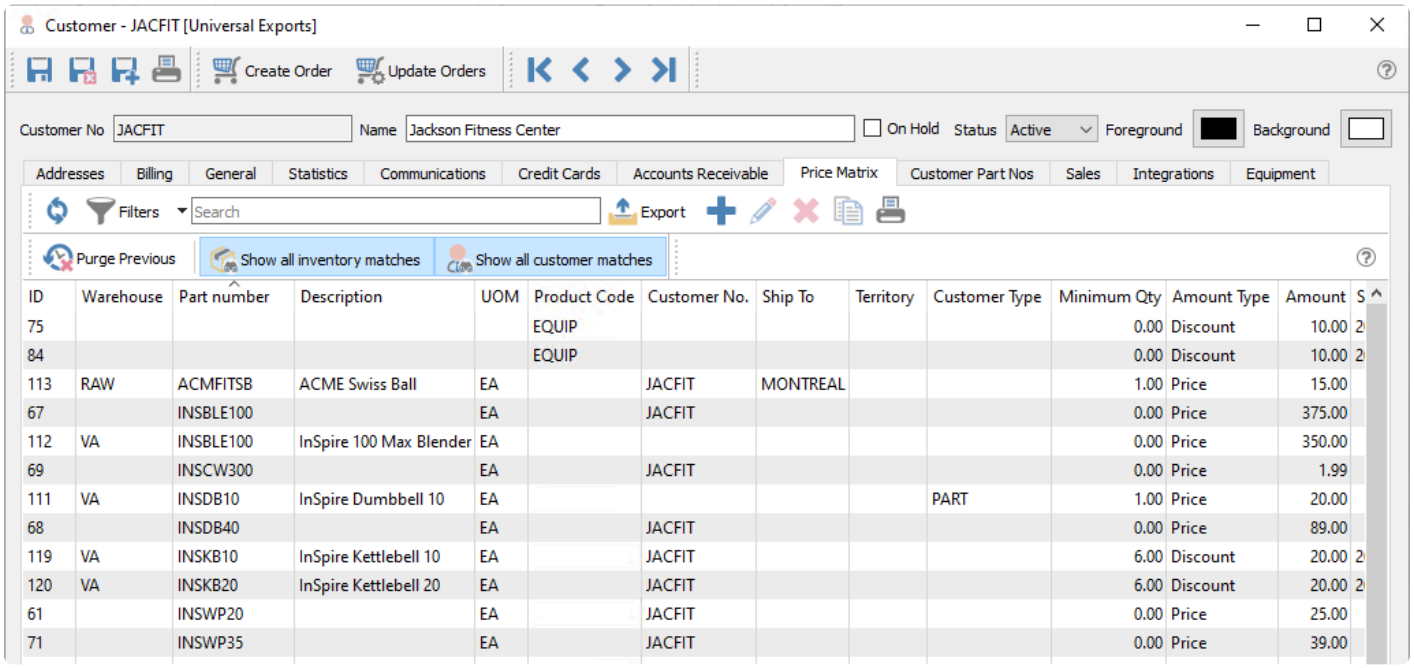
If the company has a subscription with a credit card processor then credit card numbers can be entered here. Only the last 4 digits and expiry are displayed in Spire. Complete credit card information is stored outside the Spire company data, in the processors secure vault online. When information about the customer changes, you can sync this with the stored customer data within the credit card processor vault.

Accounts Receivable Tab



This gives full access to the accounts receivable for this customer. New transactions can be added 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. See the Accounts Receivable manual topic for more information.

Price Matrix Tab



ID	Warehouse	Part number	Description	UOM	Product Code	Customer No.	Ship To	Territory	Customer Type	Minimum Qty	Amount Type	Amount	S
75					EQUIP					0.00	Discount	10.00	2
84					EQUIP					0.00	Discount	10.00	2
113	RAW	ACMFITSB	ACME Swiss Ball	EA		JACFIT	MONTREAL			1.00	Price	15.00	
67		INSBLE100		EA		JACFIT				0.00	Price	375.00	
112	VA	INSBLE100	InSpire 100 Max Blender	EA						0.00	Price	350.00	
69		INSCW300		EA		JACFIT				0.00	Price	1.99	
111	VA	INSDB10	InSpire Dumbbell 10	EA					PART	1.00	Price	20.00	
68		INSDB40		EA		JACFIT				0.00	Price	89.00	
119	VA	INSKB10	InSpire Kettlebell 10	EA		JACFIT				6.00	Discount	20.00	2
120	VA	INSKB20	InSpire Kettlebell 20	EA		JACFIT				6.00	Discount	20.00	2
61		INSWP20		EA		JACFIT				0.00	Price	25.00	
71		INSWP35		EA		JACFIT				0.00	Price	39.00	

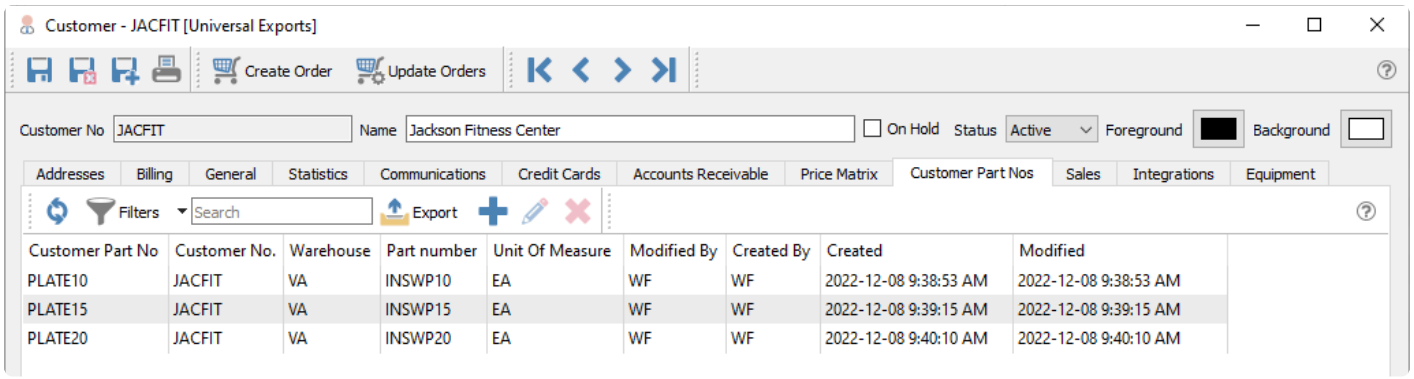
On this tab you can add / edit / delete and report on this customers special pricing. See the 'Price Matrix' manual topic for more information.

Purge Previous – Deletes all price matrix records with an end date older than a date you specify.

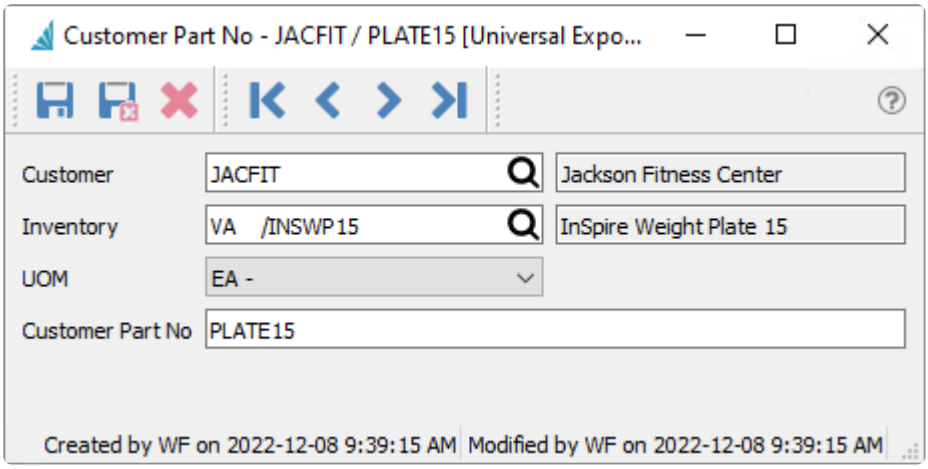
Show all inventory matches – Toggle on to show all records regardless of the inventory criteria, and toggle off to display only price matrix records specifically assigned to this item or product code.

Show all customer matches – Toggle on to show all records regardless of the customer criteria, and toggle off to display only price matrix records specifically assigned to this customer or customer type.

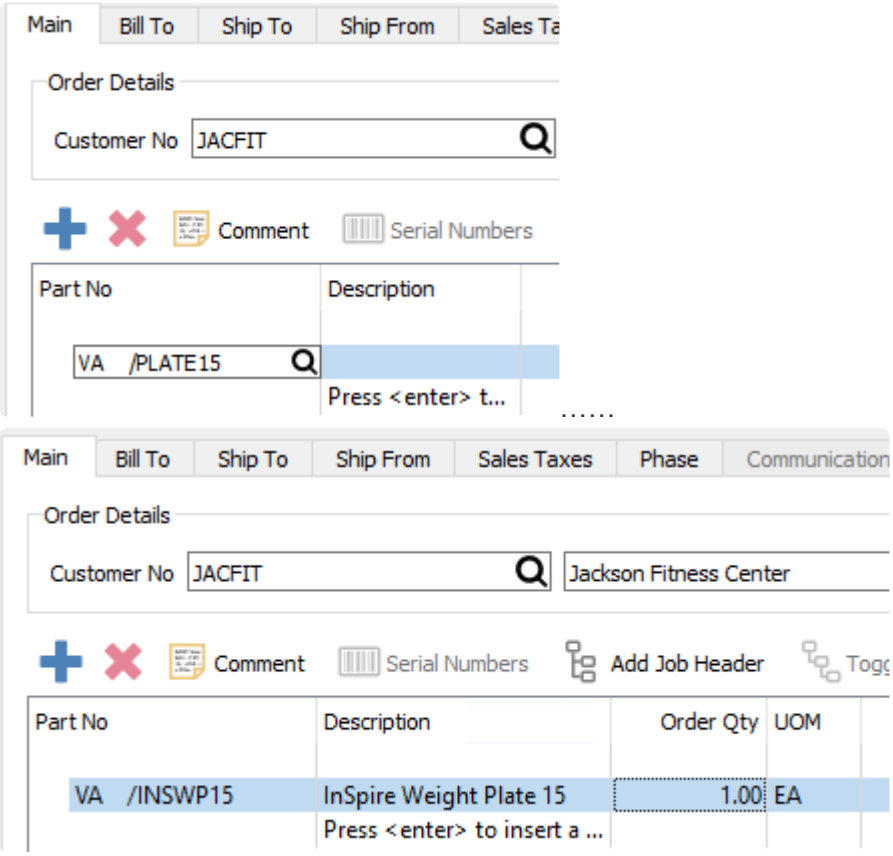
Customer Part Nos Tab



Customer Part No	Customer No.	Warehouse	Part number	Unit Of Measure	Modified By	Created By	Created	Modified
PLATE10	JACFIT	VA	INSWP10	EA	WF	WF	2022-12-08 9:38:53 AM	2022-12-08 9:38:53 AM
PLATE15	JACFIT	VA	INSWP15	EA	WF	WF	2022-12-08 9:39:15 AM	2022-12-08 9:39:15 AM
PLATE20	JACFIT	VA	INSWP20	EA	WF	WF	2022-12-08 9:40:10 AM	2022-12-08 9:40:10 AM

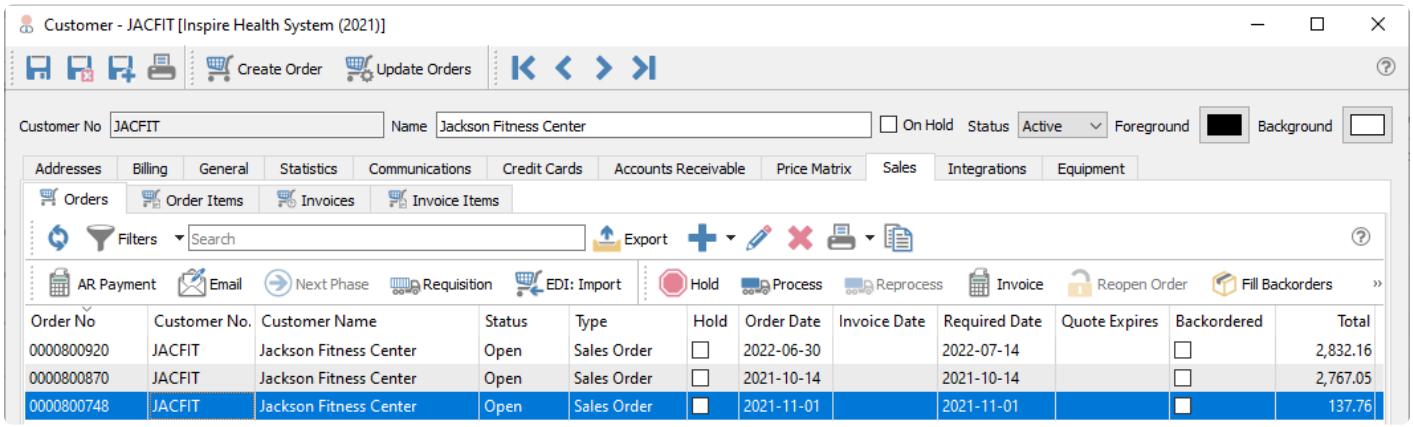


If you receive sales orders from a customer that uses their own part numbering system instead of your inventory part numbers, you can create a list of corresponding part numbers. In addition to the matching Spire inventory part number, also include the sales unit of measure to associate with the customer part number. When a sales order is created for this customer and their part number is entered as a detail, it will be translated into the Spire part number and unit of measure.



There may be a reason for a customer to have multiple part numbers that all refer to the same inventory part number and unit of measure in Spire. This scenario is supported in customer part number setup.

Sales Tab

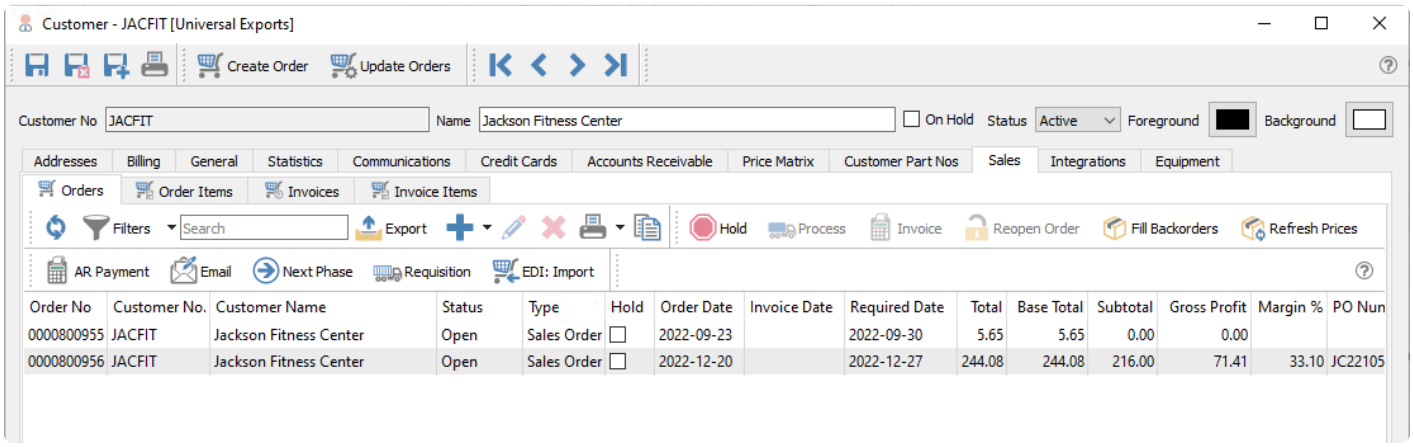


There are four sub-tabs that display different Sales records for this customer:

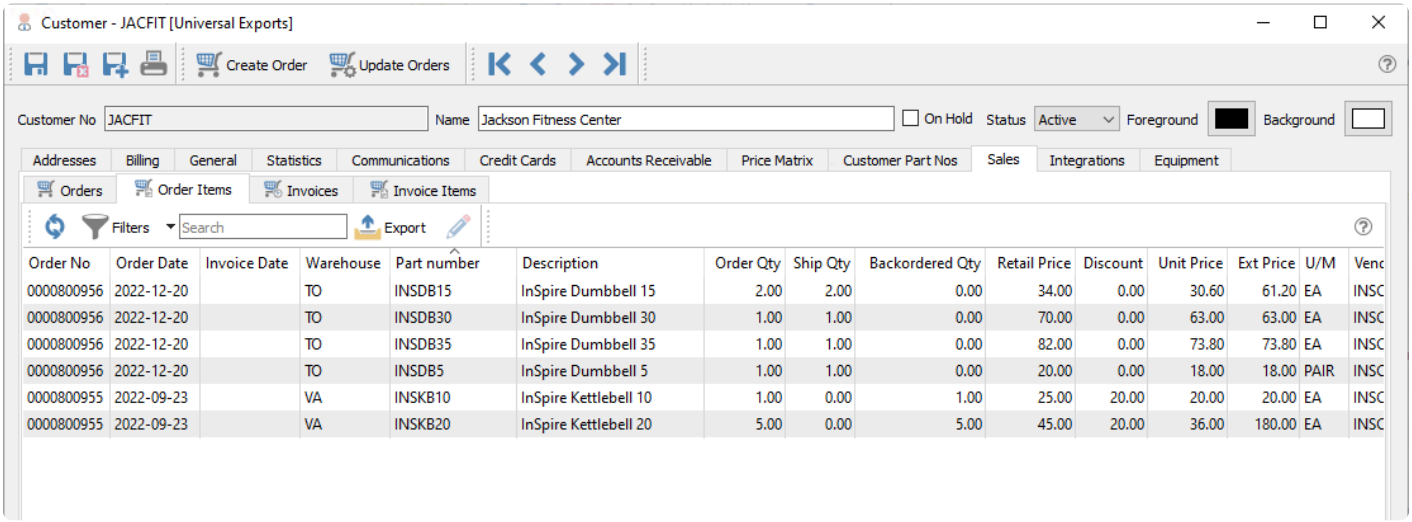
- Orders – Open orders at the header level, with information such as total amount, status or phase. You can process or edit or email these orders from here.
- Order Items – Open orders at the detail level, with information such as item number, quantity, unit price or cost. You edit the order that the selected item belongs to.
- Invoices – Sales History invoices at the header level. You can view invoices, resent emails, copy to create a new order, create a credit note for this invoice, and with user security rights edit non-financial information.
- Invoice Items – Sales History invoices at the detail level. You can view the invoice that the selected item belongs to.

For more detailed information, read the Sales Orders manual topic.

Orders

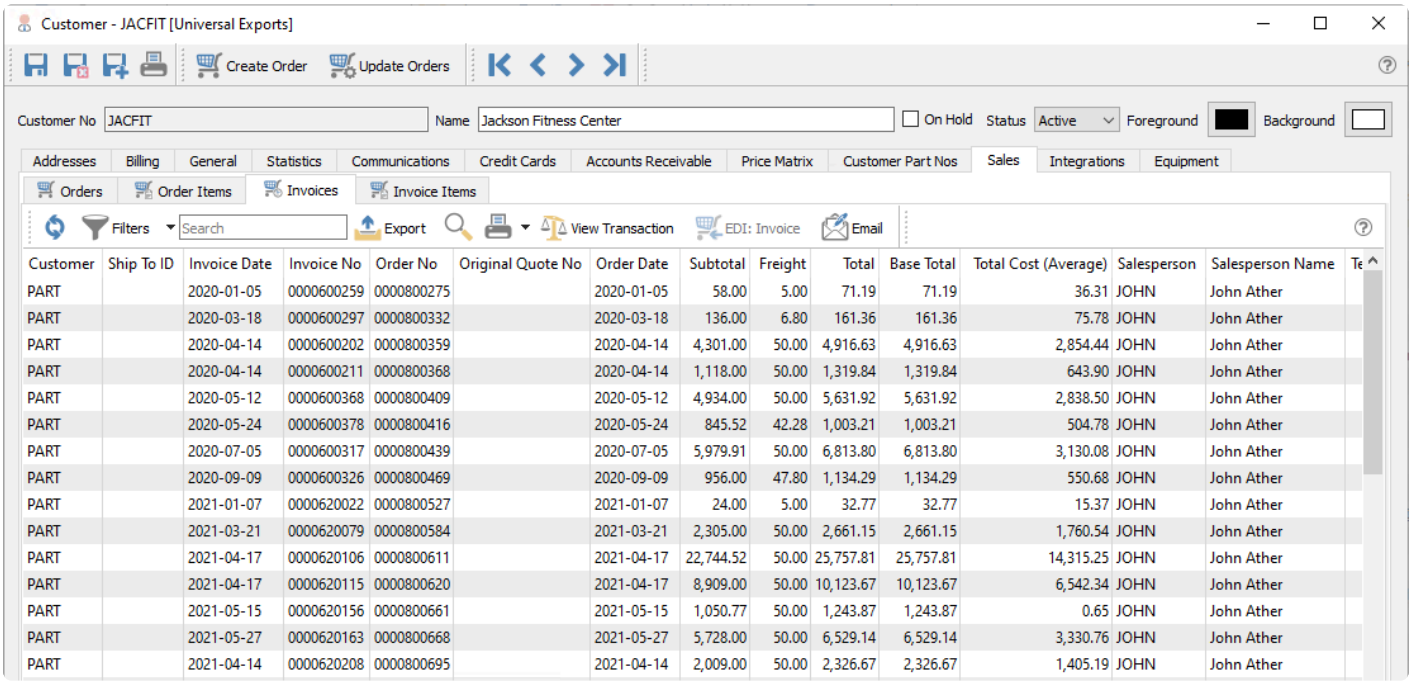


Order Items



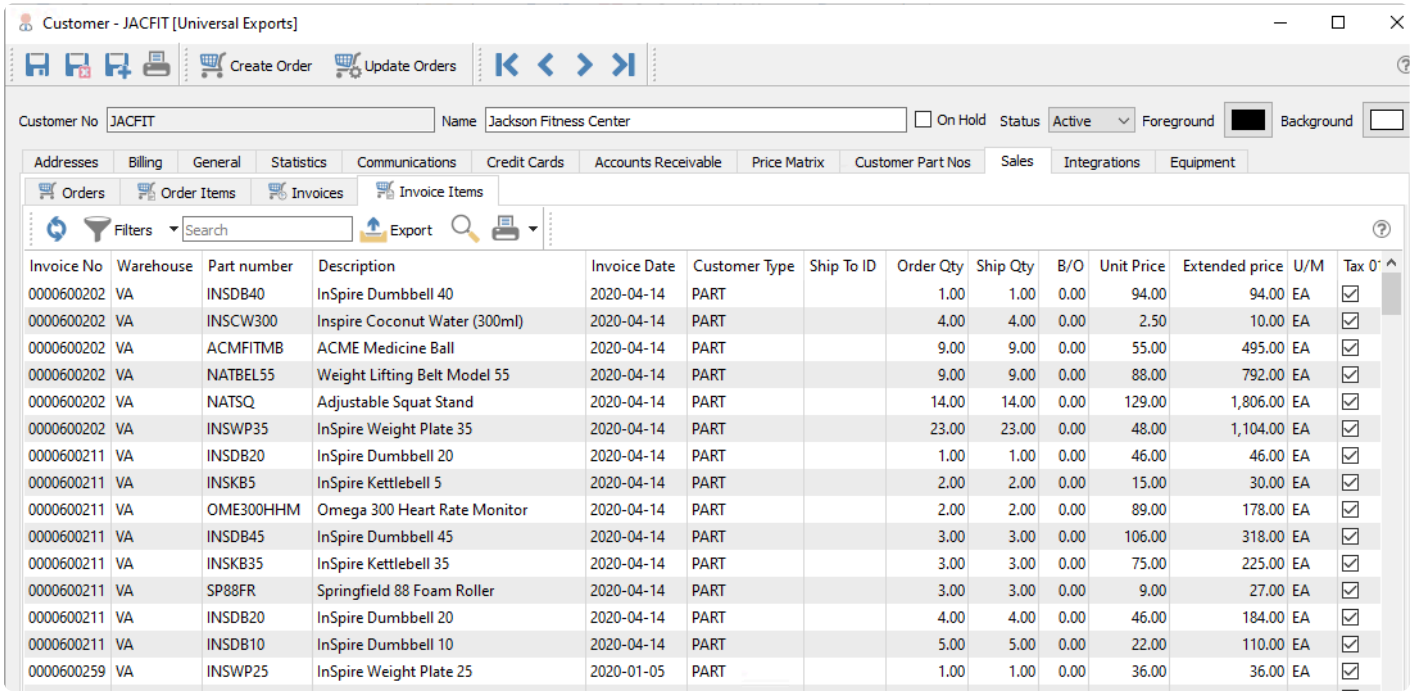
Order No	Order Date	Invoice Date	Warehouse	Part number	Description	Order Qty	Ship Qty	Backordered Qty	Retail Price	Discount	Unit Price	Ext Price	U/M	Venc
0000800956	2022-12-20		TO	INSDB15	InSpire Dumbbell 15	2.00	2.00	0.00	34.00	0.00	30.60	61.20	EA	INSC
0000800956	2022-12-20		TO	INSDB30	InSpire Dumbbell 30	1.00	1.00	0.00	70.00	0.00	63.00	63.00	EA	INSC
0000800956	2022-12-20		TO	INSDB35	InSpire Dumbbell 35	1.00	1.00	0.00	82.00	0.00	73.80	73.80	EA	INSC
0000800956	2022-12-20		TO	INSDB5	InSpire Dumbbell 5	1.00	1.00	0.00	20.00	0.00	18.00	18.00	PAIR	INSC
0000800955	2022-09-23		VA	INSKB10	InSpire Kettlebell 10	1.00	0.00	1.00	25.00	20.00	20.00	20.00	EA	INSC
0000800955	2022-09-23		VA	INSKB20	InSpire Kettlebell 20	5.00	0.00	5.00	45.00	20.00	36.00	180.00	EA	INSC

Invoices



Customer	Ship To ID	Invoice Date	Invoice No	Order No	Original Quote No	Order Date	Subtotal	Freight	Total	Base Total	Total Cost (Average)	Salesperson	Salesperson Name	Te
PART		2020-01-05	0000600259	0000800275		2020-01-05	58.00	5.00	71.19	71.19	36.31	JOHN	John Ather	
PART		2020-03-18	0000600297	0000800332		2020-03-18	136.00	6.80	161.36	161.36	75.78	JOHN	John Ather	
PART		2020-04-14	0000600202	0000800359		2020-04-14	4,301.00	50.00	4,916.63	4,916.63	2,854.44	JOHN	John Ather	
PART		2020-04-14	0000600211	0000800368		2020-04-14	1,118.00	50.00	1,319.84	1,319.84	643.90	JOHN	John Ather	
PART		2020-05-12	0000600368	0000800409		2020-05-12	4,934.00	50.00	5,631.92	5,631.92	2,838.50	JOHN	John Ather	
PART		2020-05-24	0000600378	0000800416		2020-05-24	845.52	42.28	1,003.21	1,003.21	504.78	JOHN	John Ather	
PART		2020-07-05	0000600317	0000800439		2020-07-05	5,979.91	50.00	6,813.80	6,813.80	3,130.08	JOHN	John Ather	
PART		2020-09-09	0000600326	0000800469		2020-09-09	956.00	47.80	1,134.29	1,134.29	550.68	JOHN	John Ather	
PART		2021-01-07	0000620022	0000800527		2021-01-07	24.00	5.00	32.77	32.77	15.37	JOHN	John Ather	
PART		2021-03-21	0000620079	0000800584		2021-03-21	2,305.00	50.00	2,661.15	2,661.15	1,760.54	JOHN	John Ather	
PART		2021-04-17	0000620106	0000800611		2021-04-17	22,744.52	50.00	25,757.81	25,757.81	14,315.25	JOHN	John Ather	
PART		2021-04-17	0000620115	0000800620		2021-04-17	8,909.00	50.00	10,123.67	10,123.67	6,542.34	JOHN	John Ather	
PART		2021-05-15	0000620156	0000800661		2021-05-15	1,050.77	50.00	1,243.87	1,243.87	0.65	JOHN	John Ather	
PART		2021-05-27	0000620163	0000800668		2021-05-27	5,728.00	50.00	6,529.14	6,529.14	3,330.76	JOHN	John Ather	
PART		2021-04-14	0000620208	0000800695		2021-04-14	2,009.00	50.00	2,326.67	2,326.67	1,405.19	JOHN	John Ather	

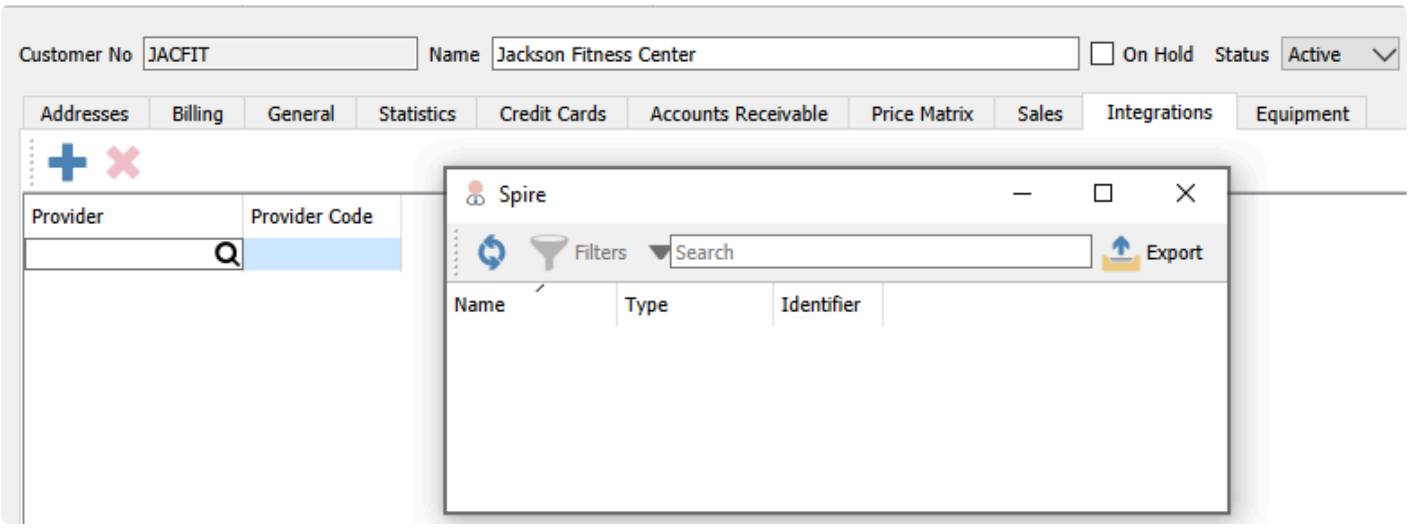
Invoice Items



Invoice No	Warehouse	Part number	Description	Invoice Date	Customer Type	Ship To ID	Order Qty	Ship Qty	B/O	Unit Price	Extended price	U/M	Tax 0
0000600202	VA	INSDB40	InSpire Dumbbell 40	2020-04-14	PART		1.00	1.00	0.00	94.00	94.00	EA	☑
0000600202	VA	INSCW300	Inspire Coconut Water (300ml)	2020-04-14	PART		4.00	4.00	0.00	2.50	10.00	EA	☑
0000600202	VA	ACMFITMB	ACME Medicine Ball	2020-04-14	PART		9.00	9.00	0.00	55.00	495.00	EA	☑
0000600202	VA	NATBEL55	Weight Lifting Belt Model 55	2020-04-14	PART		9.00	9.00	0.00	88.00	792.00	EA	☑
0000600202	VA	NATSQ	Adjustable Squat Stand	2020-04-14	PART		14.00	14.00	0.00	129.00	1,806.00	EA	☑
0000600202	VA	INSWP35	InSpire Weight Plate 35	2020-04-14	PART		23.00	23.00	0.00	48.00	1,104.00	EA	☑
0000600211	VA	INSDB20	InSpire Dumbbell 20	2020-04-14	PART		1.00	1.00	0.00	46.00	46.00	EA	☑
0000600211	VA	INSKB5	InSpire Kettlebell 5	2020-04-14	PART		2.00	2.00	0.00	15.00	30.00	EA	☑
0000600211	VA	OME300HHM	Omega 300 Heart Rate Monitor	2020-04-14	PART		2.00	2.00	0.00	89.00	178.00	EA	☑
0000600211	VA	INSDB45	InSpire Dumbbell 45	2020-04-14	PART		3.00	3.00	0.00	106.00	318.00	EA	☑
0000600211	VA	INSKB35	InSpire Kettlebell 35	2020-04-14	PART		3.00	3.00	0.00	75.00	225.00	EA	☑
0000600211	VA	SP88FR	Springfield 88 Foam Roller	2020-04-14	PART		3.00	3.00	0.00	9.00	27.00	EA	☑
0000600211	VA	INSDB20	InSpire Dumbbell 20	2020-04-14	PART		4.00	4.00	0.00	46.00	184.00	EA	☑
0000600211	VA	INSDB10	InSpire Dumbbell 10	2020-04-14	PART		5.00	5.00	0.00	22.00	110.00	EA	☑
0000600259	VA	INSWP25	InSpire Weight Plate 25	2020-01-05	PART		1.00	1.00	0.00	36.00	36.00	EA	☑

Integrations Tab

This screen is only used if 3rd party software access requires a connection to customer records for identification, or saving information for the integration that Spire does not already maintain. After configuring the Integration in the Spire Administrator, select the provider name and assign the code that should go with the customer.

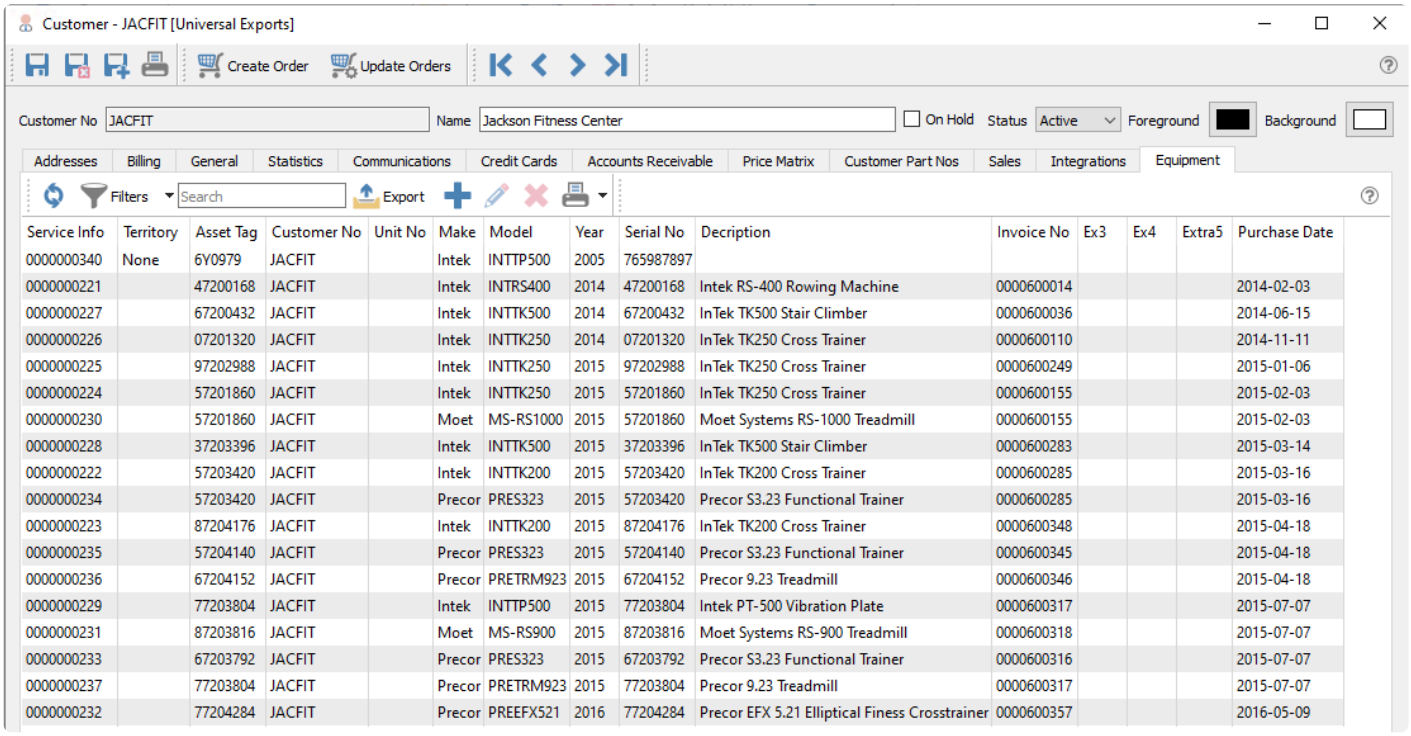


Equipment Tab

The Equipment tab is used in conjunction with the Service Manager add-on, display the customer equipment and service records, making it easy to track the history of each piece of equipment. This will help improve customer satisfaction and increase the efficiency of your service business.

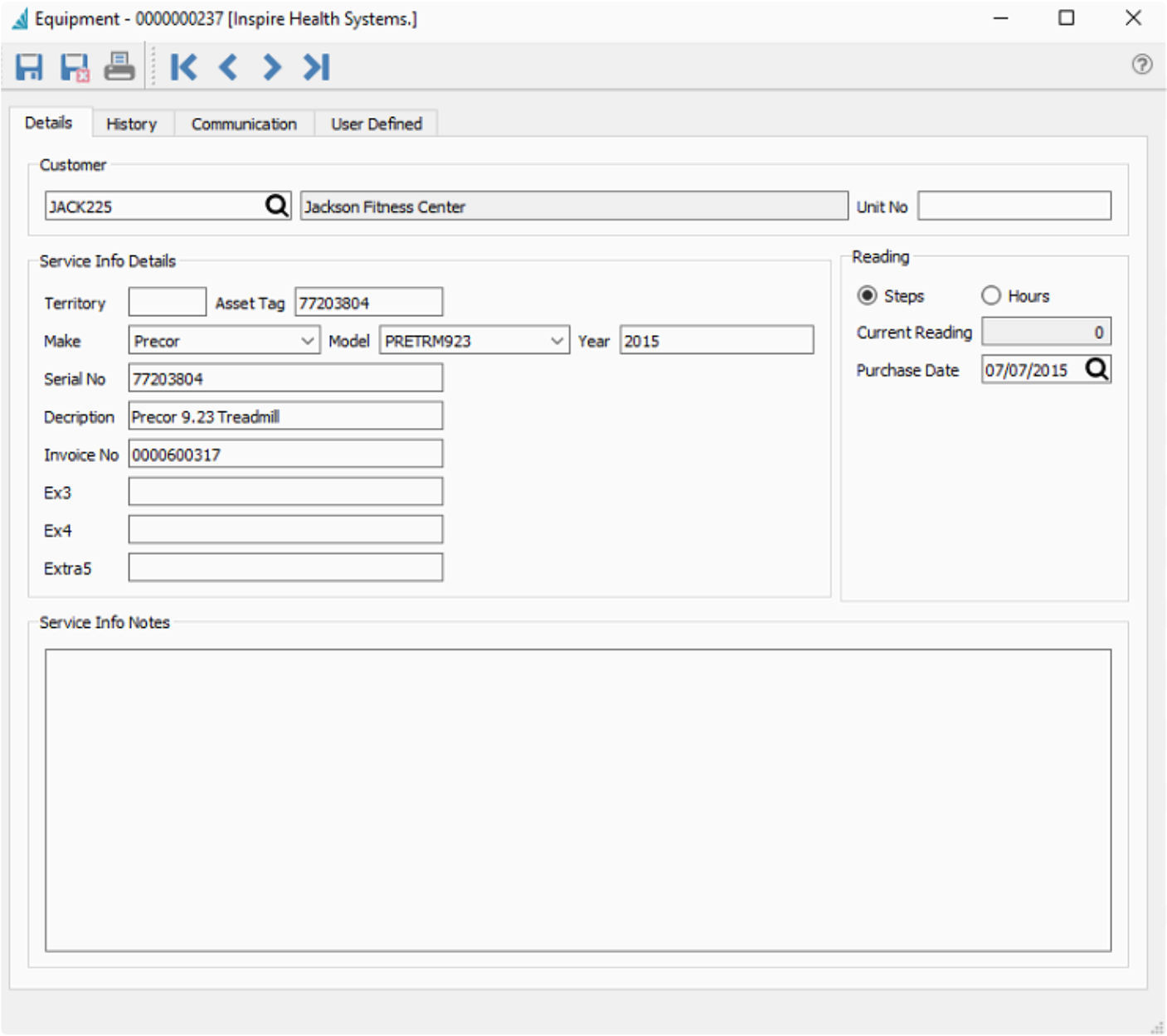
Service Manager features:

- Track equipment by customer
- View/print equipment service history
- Set follow-up dates
- Flexible sorting of parts and labour information
- Link purchase orders to service orders
- Multiple word search of all records



Service Info	Territory	Asset Tag	Customer No	Unit No	Make	Model	Year	Serial No	Decription	Invoice No	Ex3	Ex4	Extra5	Purchase Date
0000000340	None	6Y0979	JACFIT		Intek	INTTP500	2005	765987897						
0000000221		47200168	JACFIT		Intek	INTRS400	2014	47200168	Intek RS-400 Rowing Machine	0000600014				2014-02-03
0000000227		67200432	JACFIT		Intek	INTTK500	2014	67200432	InTek TK500 Stair Climber	0000600036				2014-06-15
0000000226		07201320	JACFIT		Intek	INTTK250	2014	07201320	InTek TK250 Cross Trainer	0000600110				2014-11-11
0000000225		97202988	JACFIT		Intek	INTTK250	2015	97202988	InTek TK250 Cross Trainer	0000600249				2015-01-06
0000000224		57201860	JACFIT		Intek	INTTK250	2015	57201860	InTek TK250 Cross Trainer	0000600155				2015-02-03
0000000230		57201860	JACFIT		Moet	MS-RS1000	2015	57201860	Moet Systems RS-1000 Treadmill	0000600155				2015-02-03
0000000228		37203396	JACFIT		Intek	INTTK500	2015	37203396	InTek TK500 Stair Climber	0000600283				2015-03-14
0000000222		57203420	JACFIT		Intek	INTTK200	2015	57203420	InTek TK200 Cross Trainer	0000600285				2015-03-16
0000000234		57203420	JACFIT		Precor	PRES323	2015	57203420	Precor S3.23 Functional Trainer	0000600285				2015-03-16
0000000223		87204176	JACFIT		Intek	INTTK200	2015	87204176	InTek TK200 Cross Trainer	0000600348				2015-04-18
0000000235		57204140	JACFIT		Precor	PRES323	2015	57204140	Precor S3.23 Functional Trainer	0000600345				2015-04-18
0000000236		67204152	JACFIT		Precor	PRETRM923	2015	67204152	Precor 9.23 Treadmill	0000600346				2015-04-18
0000000229		77203804	JACFIT		Intek	INTTP500	2015	77203804	Intek PT-500 Vibration Plate	0000600317				2015-07-07
0000000231		87203816	JACFIT		Moet	MS-RS900	2015	87203816	Moet Systems RS-900 Treadmill	0000600318				2015-07-07
0000000233		67203792	JACFIT		Precor	PRES323	2015	67203792	Precor S3.23 Functional Trainer	0000600316				2015-07-07
0000000237		77203804	JACFIT		Precor	PRETRM923	2015	77203804	Precor 9.23 Treadmill	0000600317				2015-07-07
0000000232		77204284	JACFIT		Precor	PREEFX521	2016	77204284	Precor EFX 5.21 Elliptical Finess Crosstrainer	0000600357				2016-05-09

Edit an equipment record to view or edit the contents. All field labels are customizable to your company needs. These are the system default labels.



Equipment Details

Territory – The service area this customer resides in, which can be entered however you need. A Company Setting allows defaulting the customer billing province.

Tag No – Information to identify the equipment, perhaps an internal asset number.

Make – The Manufacturer of the equipment. Whenever a new value is entered, it is saved in the drop-down field for future entries.

Model – The type of the equipment. Whenever a new value is entered, it is saved in the drop-down field for future entries, related to the value of the Make field.

Year – When the equipment was made.

Serial No – If required for tracking for warranty or verification of ownership.

Five extra text fields of any purpose for tracking or identification can be labelled and configured here.

Reading

Reading Type 1 / 2 – If usage statistics are required to track, such as meter reading steps or hours used, choose the unit for this usage.

Current Reading – How much use has the equipment had, in the specified unit above.

Followup Date – Enter a date of interest such as Purchase Date or Next Service Date.

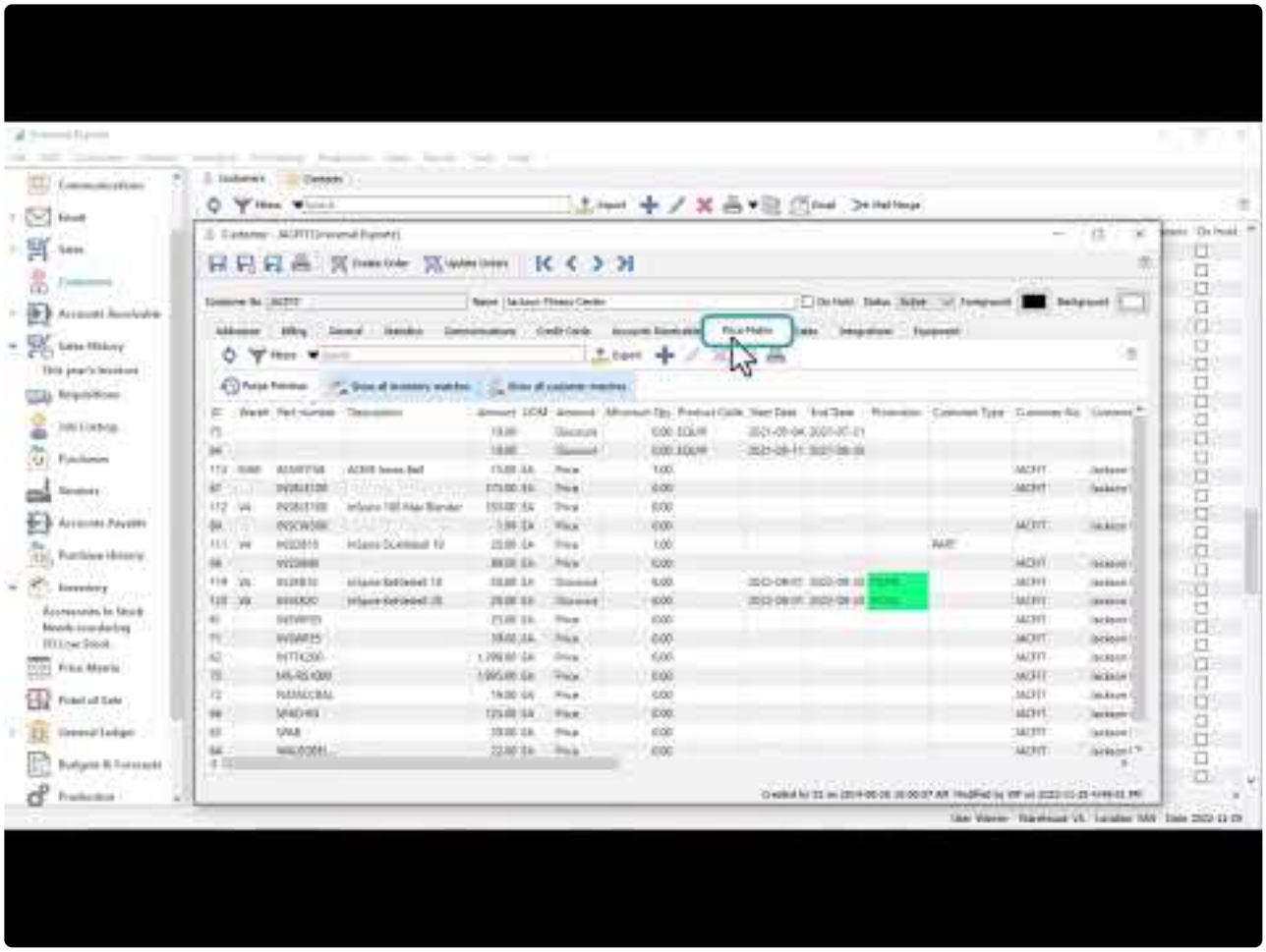
The History tab lists all sales order invoices issued with this equipment assigned on the Service Info tab. Only one piece of equipment can be indicated on an order or invoice.

The Communication tab allows entering notes about this specific piece of equipment.

The User Defined Tab allows entering additional information not available to be entered on the Details tab.

Additional information can be found in the Service Manager manual topic

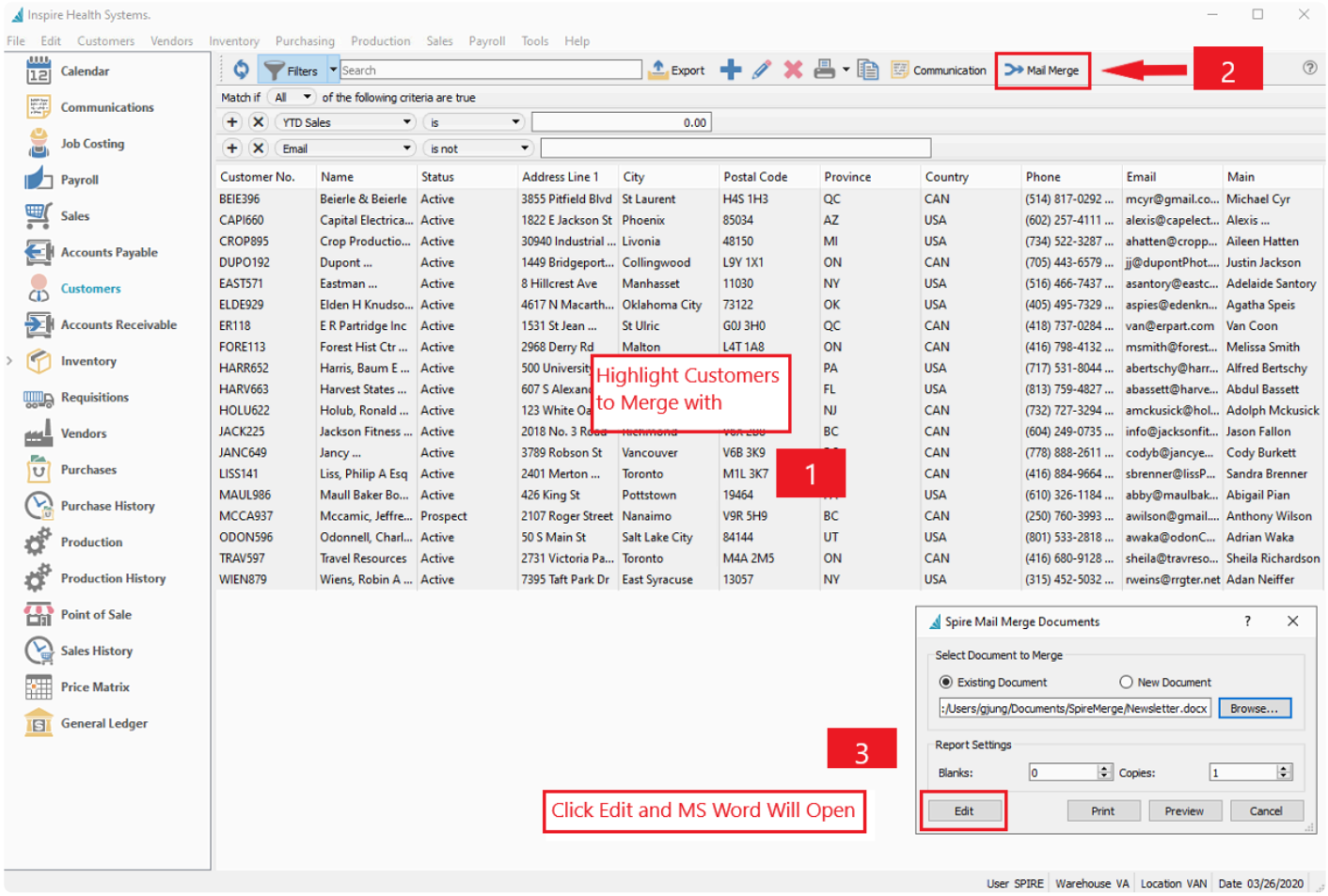
Video Instruction



https://www.youtube.com/embed/WuxBsAX8Xxw?rel=0

Mail Merge

Spire integrates with Microsoft Word to create a Mail Merge database based on selected customers, to print or email documents such as mailing labels or communications for all of them, containing personalized customer database information. In the Customers module, either choose the entire customer list, a specific selection of highlighted customers, or use Filters or the Search box to restrict the list of customers to those of interest. When all required customers are highlighted in the customer list grid, click the Mail Merge button to select or create the Word document used for generating the merge documents.

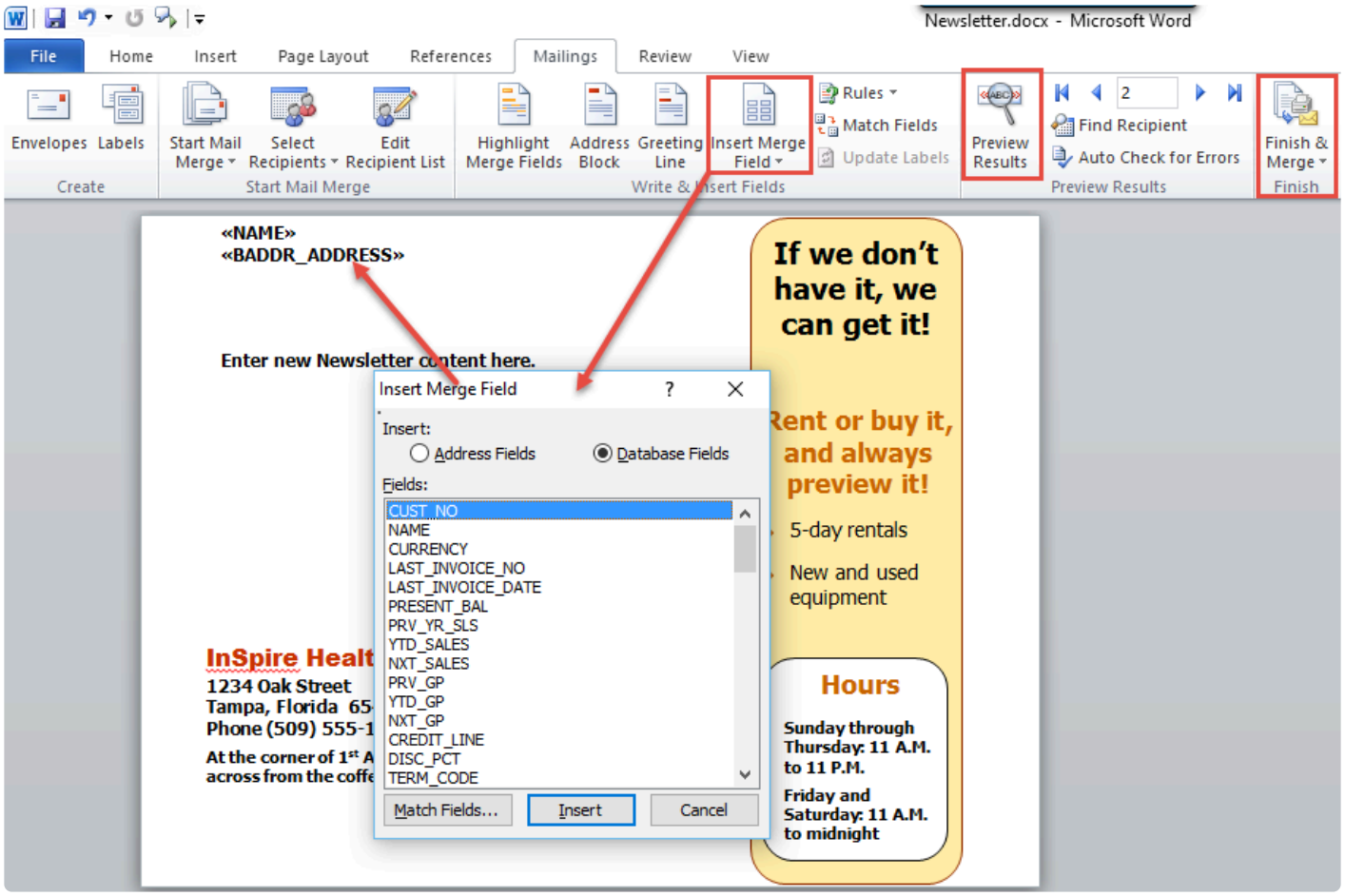


Set the number of blank forms to generate before the merged documents, generally only used when printing labels on dot matrix rolls. And specify if you want more than one copy of each document to print.

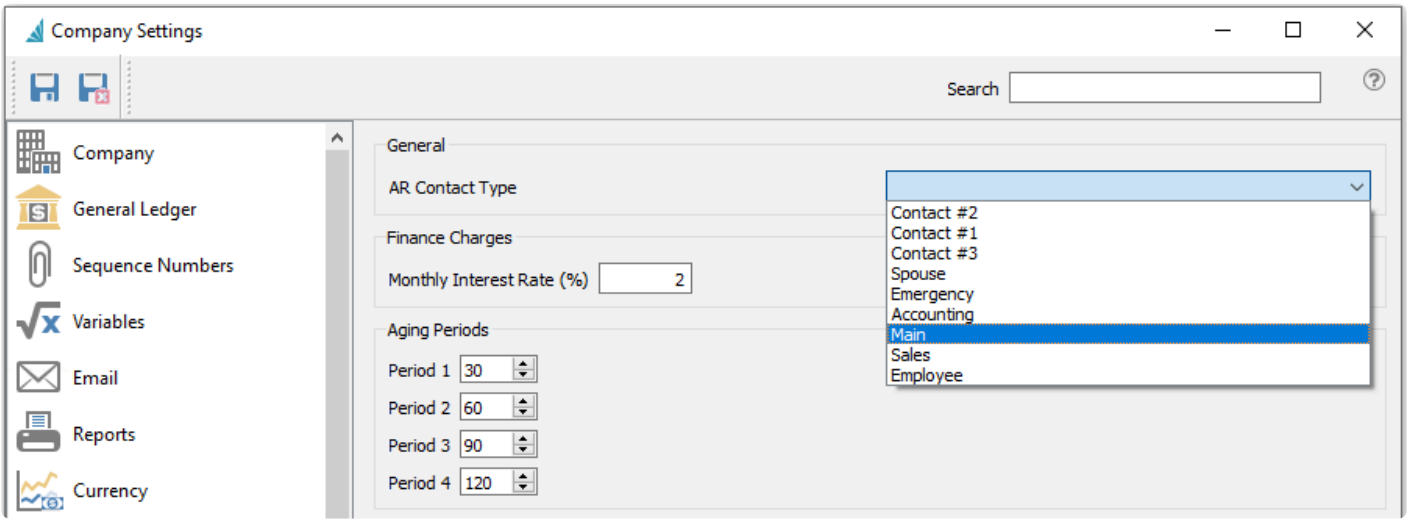
If the selected document is already complete and ready for printing to paper, you can click the Print button to immediately send all customer documents to the printer, or the Preview button to load all merged documents either for investigation, saving or printing. Otherwise you can click the Edit button to open the document in Word for further updating or for emailing the merged documents to each customer. All choices create the customer selection as a database source file in CSV format for Word to use.

In order to include information from the customer database into your document, you need to add fields to represent the data. From the Mailings tab, choose Insert Merge Field to see a list of the available fields you

can include from the recipient source data file.

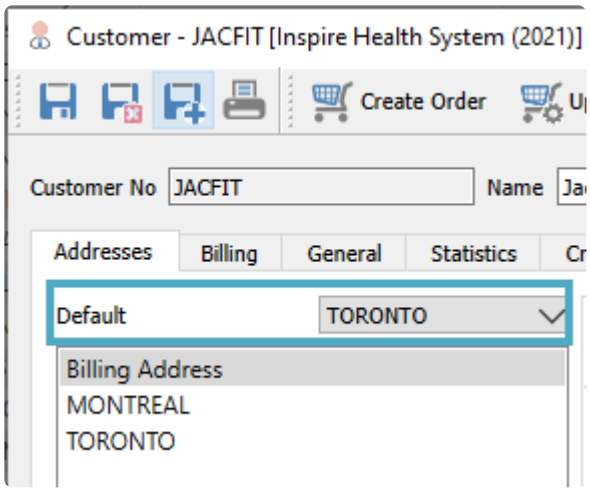


Because customers support multiple contacts, to specify which contact information will print on mail merged documents, you must open Company Settings and the Accounts Receivable area to set the AR Contact Type. The information for the contact assigned this type will be used.

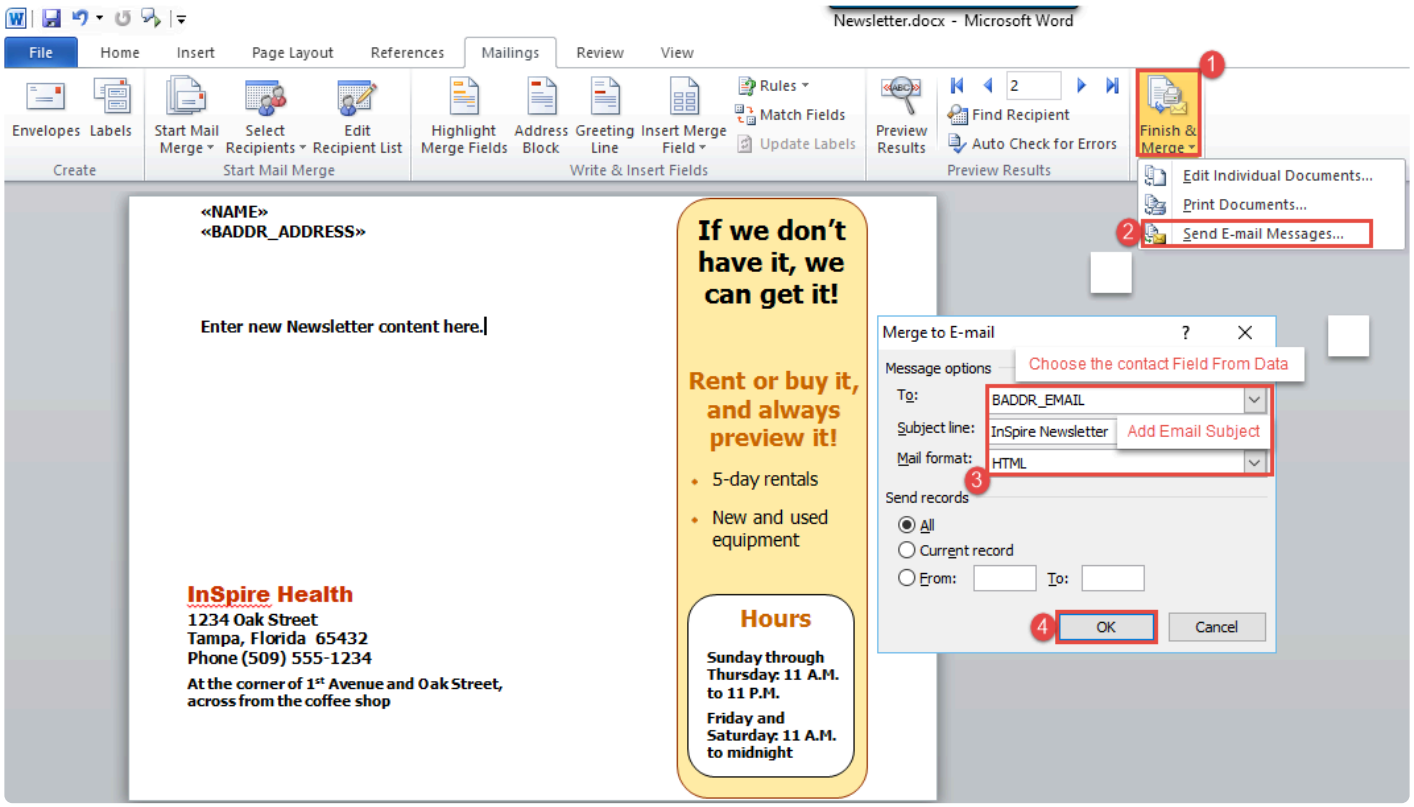


Because customers support multiple shipping addresses, if you wish to use mail merge fields from a shipping address, you must specify a shipping address code as the Default instead Billing. Then contact and

address information from the shipping address will populate the respective mail merge source fields, in conjunction with the AR Contact setting above.

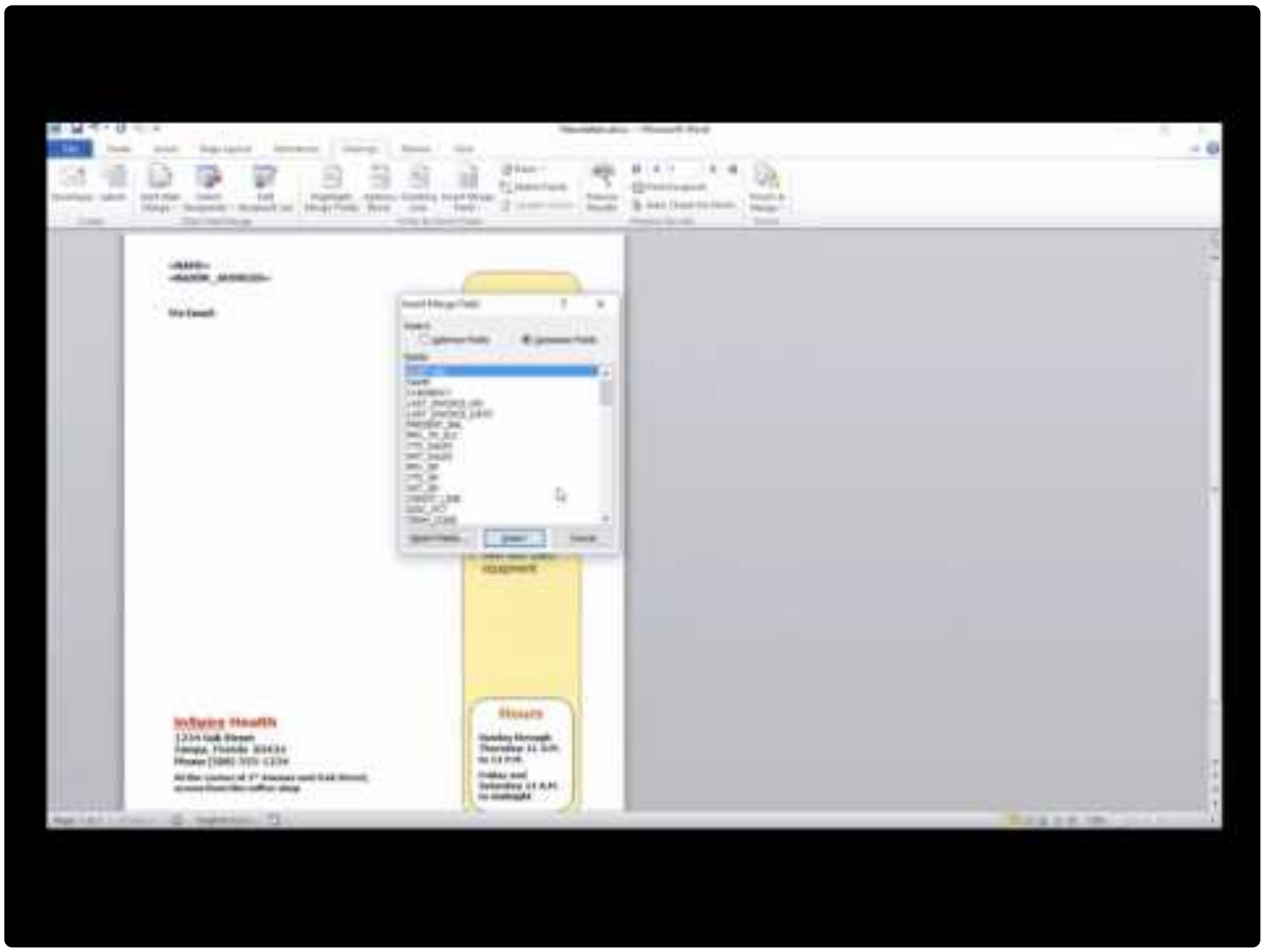


Other standard Word mail merge procedures you can perform while editing the document include editing the recipient list to exclude any customers previously selected that you no longer want to generate forms for, or Preview Results to ensure the merge information is correct and complete. From the “Finish & Merge” button you can also print the documents to paper or email them to customers directly.



If you choose to email, you need to select the email address in the ‘To’ field from the mail merge field list, which should be either billing address ‘BADDR_EMAIL’ or ‘BADDR_CONTACT_EMAIL’ field. Also include an email subject and format – either plain text, as an attachment or the recommended HTML with embedded formatting. Click ‘OK’ to have Word start generating and emailing the documents to the customer list.

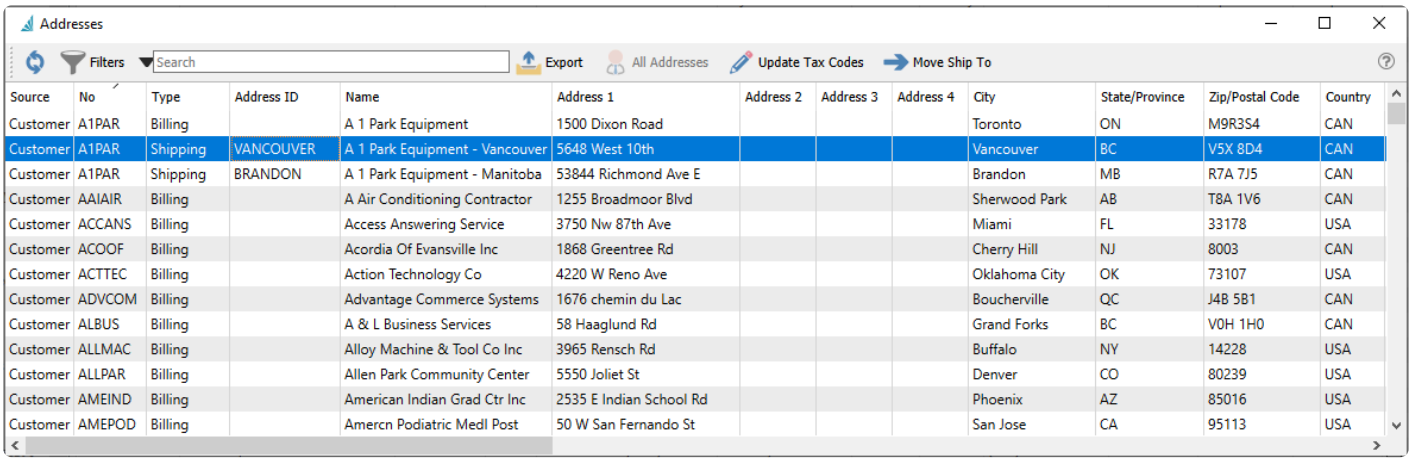
Video Instruction – Customer Mail/Email Merge



https://www.youtube.com/embed/bDOZVsqn3Fs?rel=0

Customer Addresses

All Customer billing and shipping addresses can be opened in a separate window from the top Customers menu and selecting Customers Addresses.



Source	No	Type	Address ID	Name	Address 1	Address 2	Address 3	Address 4	City	State/Province	Zip/Postal Code	Country
Customer	A1PAR	Billing		A 1 Park Equipment	1500 Dixon Road				Toronto	ON	M9R3S4	CAN
Customer	A1PAR	Shipping	VANCOUVER	A 1 Park Equipment - Vancouver	5648 West 10th				Vancouver	BC	V5X 8D4	CAN
Customer	A1PAR	Shipping	BRANDON	A 1 Park Equipment - Manitoba	53844 Richmond Ave E				Brandon	MB	R7A 7J5	CAN
Customer	AAIAIR	Billing		A Air Conditioning Contractor	1255 Broadmoor Blvd				Sherwood Park	AB	T8A 1V6	CAN
Customer	ACCANS	Billing		Access Answering Service	3750 Nw 87th Ave				Miami	FL	33178	USA
Customer	ACOOF	Billing		Acordia Of Evansville Inc	1868 Greentree Rd				Cherry Hill	NJ	8003	CAN
Customer	ACTTEC	Billing		Action Technology Co	4220 W Reno Ave				Oklahoma City	OK	73107	USA
Customer	ADVCOM	Billing		Advantage Commerce Systems	1676 chemin du Lac				Boucherville	QC	J4B 5B1	CAN
Customer	ALBUS	Billing		A & L Business Services	58 Haaglund Rd				Grand Forks	BC	V0H 1H0	CAN
Customer	ALLMAC	Billing		Alloy Machine & Tool Co Inc	3965 Rensch Rd				Buffalo	NY	14228	USA
Customer	ALLPAR	Billing		Allen Park Community Center	5550 Joliet St				Denver	CO	80239	USA
Customer	AMEIND	Billing		American Indian Grad Ctr Inc	2535 E Indian School Rd				Phoenix	AZ	85016	USA
Customer	AMEPOD	Billing		Amercn Podiatric Medl Post	50 W San Fernando St				San Jose	CA	95113	USA

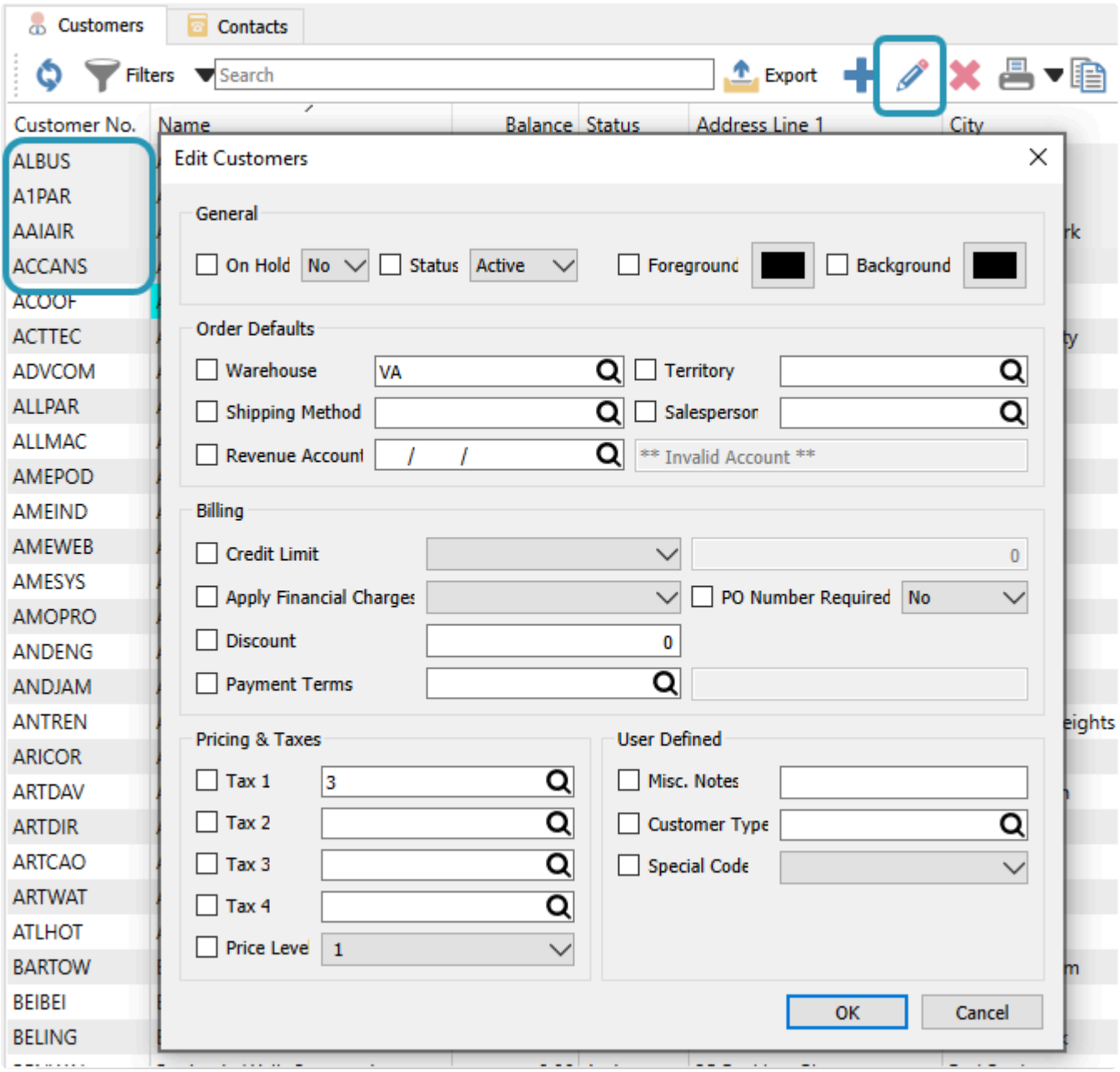
The contents of this grid cannot be edited, but only is for displaying information. You can search for specific addresses either by using the Search box or Filters. A common reason to access the Addresses screen is to create a group of billing and shipping addresses within one grid, and Export them to an Excel or CSV file to use as an external data source for a mailing list Mail Merge.

Update Tax Codes – Another use of interest is when a change is required for updating sales tax codes on all addresses. From this screen, it is easy to see all addresses in one place, perhaps sorted or filtered by province or state or whichever group of customers requires this update. The Update Tax Codes button opens a Sales Taxes window, and when one or more codes are selected here, these will replace whatever the tax code configuration previously was on all selected addresses.

Move Ship To – If one or more Shipping addresses are highlighted on the grid, the Move Ship To button becomes active, and clicking it will open the Customer List window. Selecting another customer will remove the shipping address(es) from the original customer and create for the new customer.

Multi-Edit Customers

If you need to make one or more identical changes to a group of customers, it is possible to use the Import tool to do so, but the setup might be cumbersome. Instead, you can choose to highlight a selection of rows on the Customers grid, either consecutive or not, perhaps with the assistance of a Filter or Search results, and click the Edit toolbar button to open the Edit Customers screen.



This screen has a pre-determined set of statuses, field values or transaction defaults that you can choose from and determine the value(s) that will be saved for all selected customers. Simply click the checkbox to the left of each value you want to update, and enter or select the desired value. Click OK to save the changes for each customer.

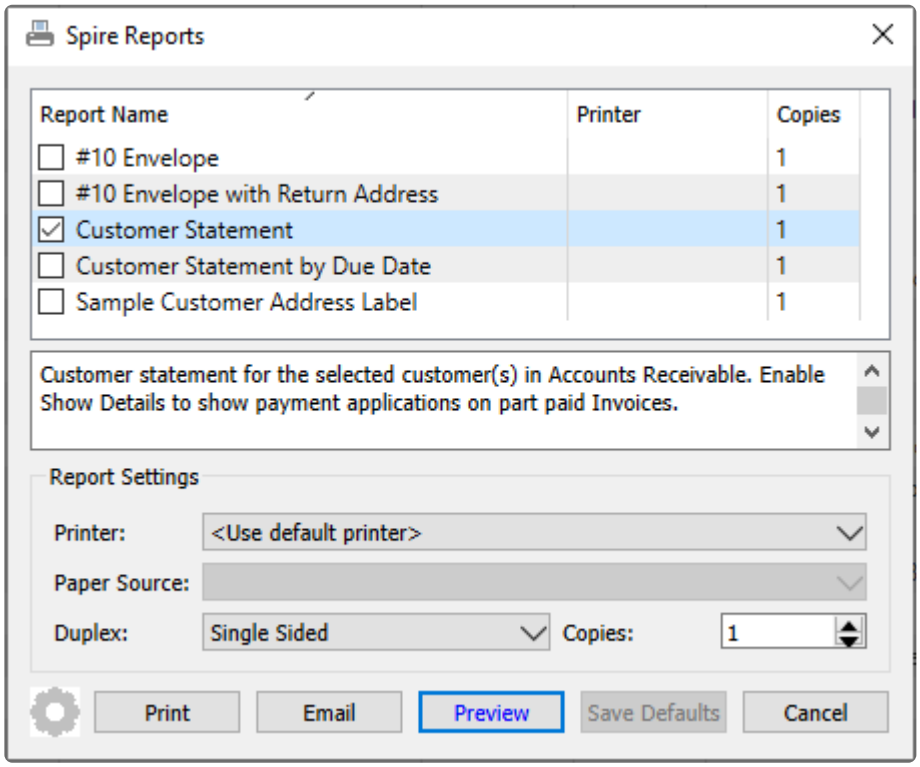
If user security is configured to not allow you to modify a specific field value, those fields will similarly not be available for making changes from here as well.

Reports

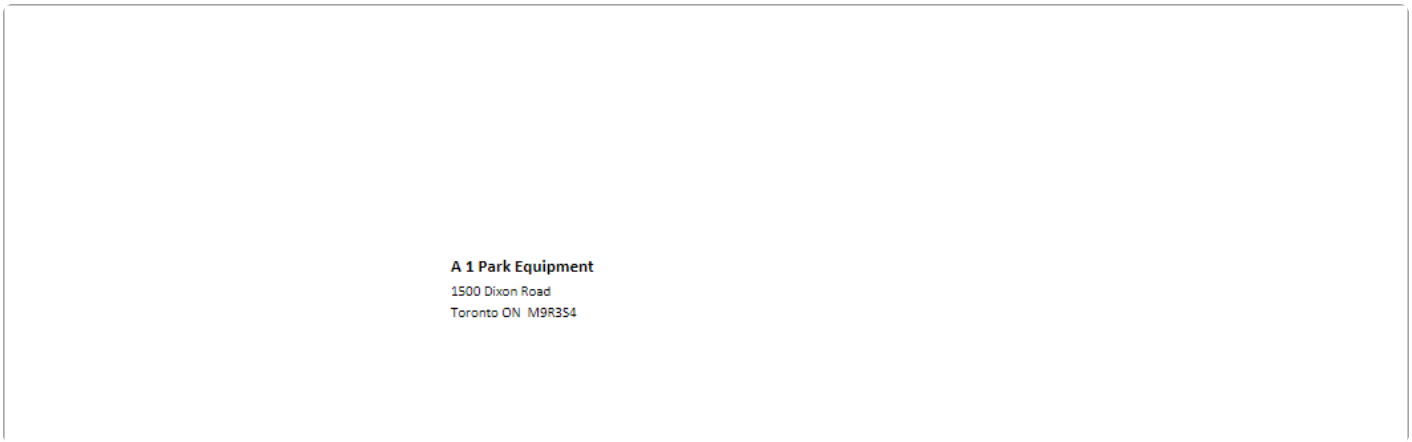
From either the Customers list or from various tabs when editing a customer, there are many different reports you can print, including forms to send to customers or informational lists.

Customers

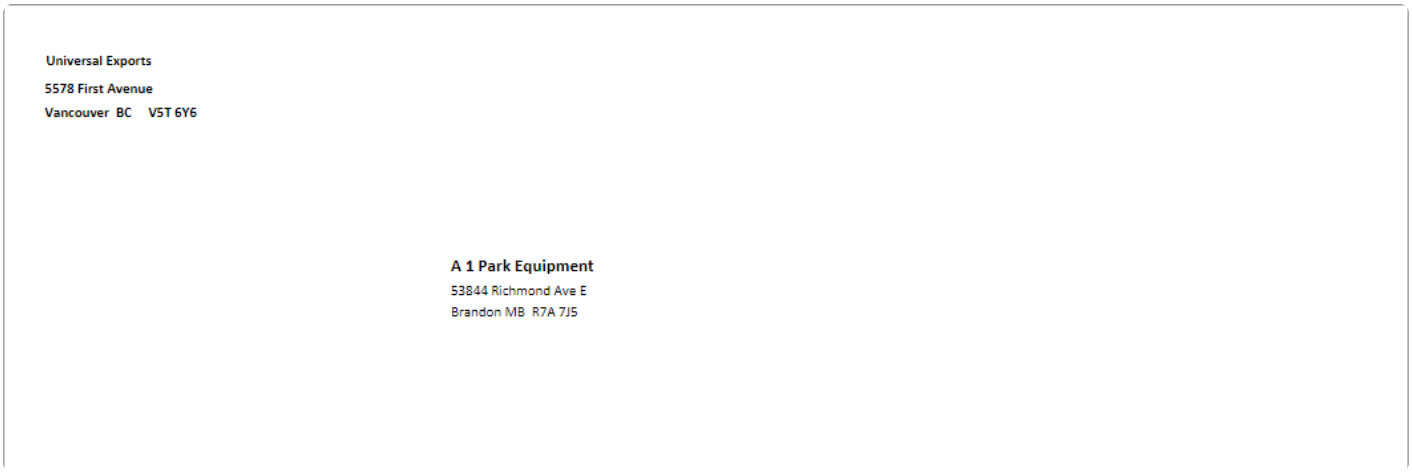
From the Customers list screen and the reports toolbar button, you can select one or more customers to print particular reports for the selection, or print the reports for all records. These same reports are available when editing a customer and accessing the reports toolbar button at the top of the window.



10 Envelope – Prints the customer billing address on an envelope-sized page size. If you are editing a customer and have a shipping address highlighted, this shipping address will print instead of the billing address.



10 Envelope with Return Address – Prints the customer billing address on an envelope-sized page size. If you are editing a customer and have a shipping address highlighted, this shipping address will print instead of the billing address. In addition, the company address will also print at the top-left corner of the page.



Customer Statement – Prints a form with a list of outstanding invoices or other transaction types, with the original and current amounts printed.

Universal Exports
5578 First Avenue
Vancouver BC V5T 6Y6
Canada
Ph. (604) 555-4589 Fax (604) 555-7763
info@inspirehealthsys.com

Statement

March 20, 2023

Page 1 of 1

A1PAR

A 1 Park Equipment
1500 Dixon Road
Toronto ON M9R3S4

Ph. (416) 739-7933
info@a1.vv

Date	Description	Reference	PO Number	Amount	Outstanding
Nov 3,2022	Invoice	0000620406		683.65	683.65
Nov 9,2022	Invoice	0000620407	A1-73367	1,863.26	1,863.26
Nov 9,2022	Invoice	0000620408		169.39	169.39
Nov 9,2022	Credit memo	0000620410		-169.39	-169.39
Nov 29,2022	Invoice	0000620413		10,305.60	10,305.60

Customer Statement by Due Date – Prints a form with a list of outstanding invoices or other transaction types, with the original and current amounts printed, and also each transaction due date.

Universal Exports
5578 First Avenue
Vancouver BC V5T 6Y6
Canada
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info@inspirehealthsys.com

Statement

March 20, 2023

Page 1 of 1

A1PAR

A 1 Park Equipment
1500 Dixon Road
Toronto ON M9R3S4

Ph. (416) 739-7933
info@a1.vv

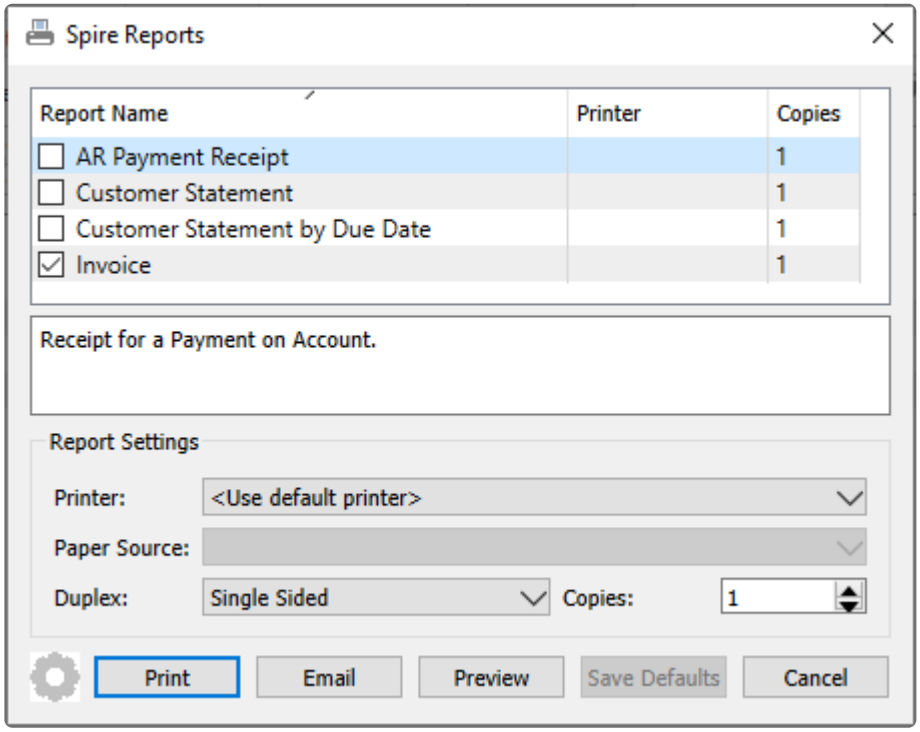
Date	Due	Description	Reference	PO Number	Amount	Outstanding
Nov 3,2022	Nov 4, 2022	Invoice	0000620406		683.65	683.65
Nov 9,2022	Nov 10, 2022	Invoice	0000620407	A1-73367	1,863.26	1,863.26
Nov 9,2022	Nov 10, 2022	Invoice	0000620408		169.39	169.39
Nov 9,2022	Nov 10, 2022	Credit memo	0000620410		-169.39	-169.39
Nov 29,2022	Dec 29, 2022	Invoice	0000620413		10,305.60	10,305.60

Sample Customer Address Label – Prints the customer and company address. As this is a sample, it is

expected that this report will be used as a basis for a customized report with the appropriate information included and the desired label size selected.

Accounts Receivable

Reports available here are the same as those available from the Accounts Receivables module and the Open Items list toolbar, when editing a specific customer record.



AR Payment Receipt – Prints a receipt form for payment transactions, whether or not they were applied to any particular invoices.

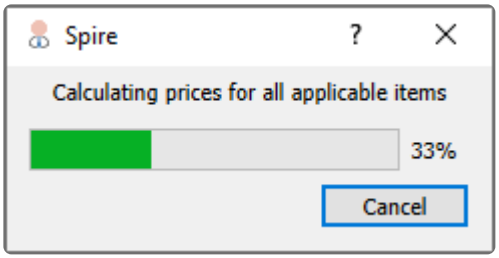
Customer Statement – Prints a form with a list of outstanding invoices or other transaction types, with the original and current amounts printed.

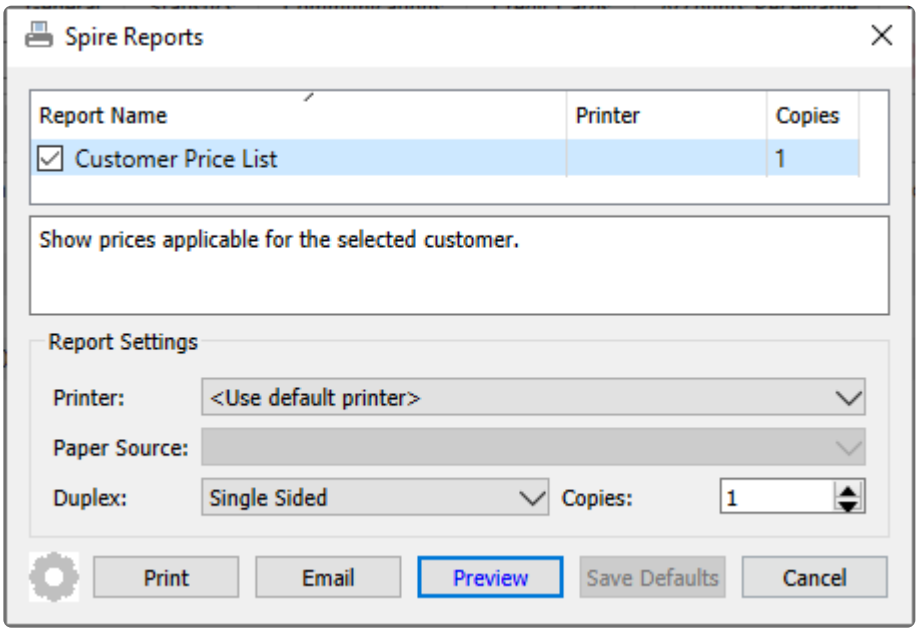
Customer Statement by Due Date – Prints a form with a list of outstanding invoices or other transaction types, with the original and current amounts printed, and also each transaction due date.

Invoice – Prints the Sales invoice form for each selected record, whether the related sales record has been Live Posted, moved to Sales History, or exists in a Closed Batch of invoices.

Price Matrix

When editing a customer and on the Price Matrix tab, the reports button on the toolbar gives access to the Customer Price List report. Before the report list is displayed, a calculation of prices for all inventory item prices for this customer is performed, which will take a few moments depending on the number of inventory records for this company.


Spire
Calculating prices for all applicable items
33%
Cancel


Spire Reports
Report Name
Printer
Copies
Customer Price List
1
Show prices applicable for the selected customer.
Report Settings
Printer:
<Use default printer>
Paper Source:
Duplex:
Single Sided
Copies:
1
Print
Email
Preview
Save Defaults
Cancel

Universal Exports

Customer Price List

A 1 Park Equipment

1500 Dixon Road
Toronto ON M9R3S4
Ph. (416) 739-7933
info@a1.vv

Printed : March 20, 2023

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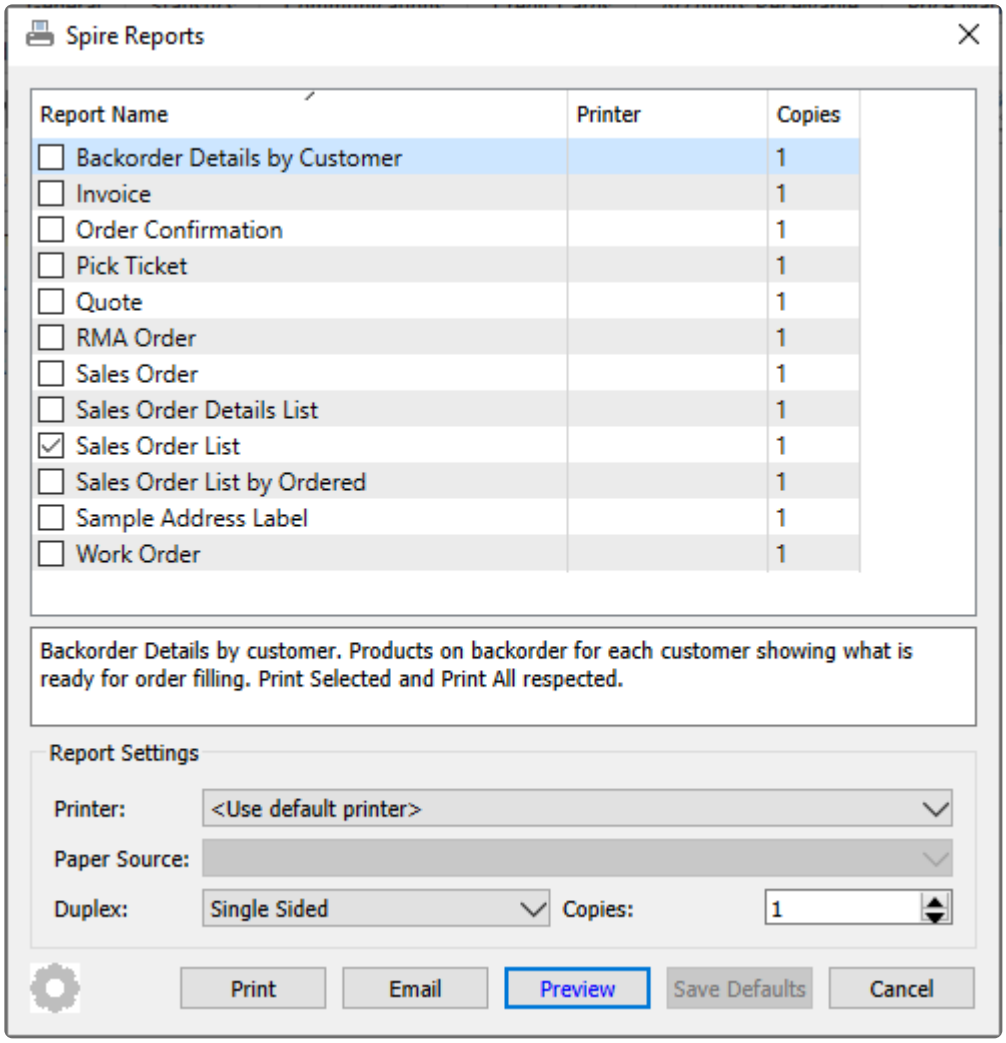
Product		Effective	Expires	Min Qty	Price	Reason
[TO] VEGGLY	Vegetable Glycerine			1	5.00	
[TO] WALNUTS	Walnuts			1	0.56	
[TO] WHEPRO	Whey Protein			1	0.71	
[VA] ABMAT	AbMat			1	38.00	
[VA] ACAI	Acai Fruit Extract			1	1.25	
[VA] ACMFITJR	ACME Jump Rope			1	15.00	
[VA] ACMFITJR2	ACME Jump Rope Red			1	15.00	
[VA] ACMFITJRSET	ACME Jump Rope set			1	15.00	
[VA] ACMFITMB	ACME Medicine Ball			1	55.00	
[VA] ACMFITSB	ACME Swiss Ball			1	22.00	
[VA] AFRARC102	ARC-102 Air Rower			1	1,499.00	
[VA] AFRARC112	ARC-112 Air Rower			1	1,599.00	
[VA] ALMONDS	Almonds			1	0.65	
[VA] ANNUALDUES	Annual Dues			1	1,000.00	
[VA] BALPOD6.3	Balance Pod 6.3"			1	39.00	
[VA] BANANA	Bananas			1	0.00	
[VA] BBBARBB48PK	BB Bar Blueberry Burst 78g (48 pack)			1	114.52	
[VA] BLUBERR	Blueberries			1	1.23	
[VA] BLUSYRP	Bluberry Syrup			1	0.10	
[VA] BRNRICE	Brown Rice Syrup			1	0.03	
[VA] BRNSUG	Brown Sugar			1	0.08	
[VA] CBHALFRACKFB	Cross box Half Rack Floor Braces			1	109.99	

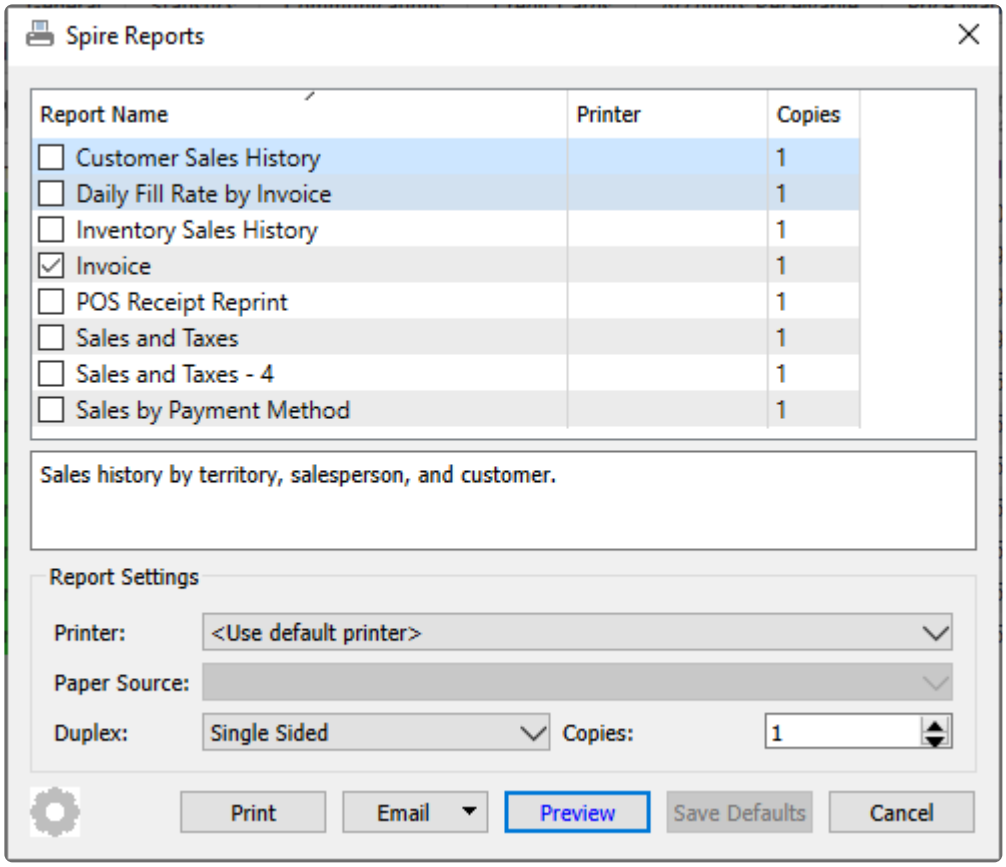
Sales – Orders

Reports available here are the same as those available from the Sales module and the Order list toolbar.



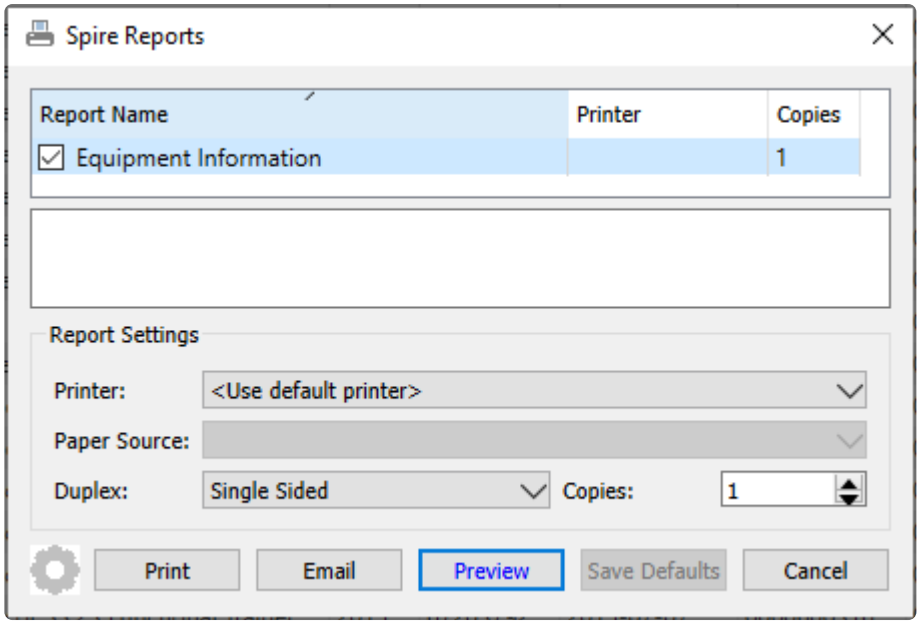
Sales – Invoices

Reports available here are the same as those available from the Sales History module and the Invoices list toolbar.



Equipment

When editing a customer and on the Equipment tab, the reports button on the toolbar gives access to the Equipment Information report. This report is also available from the Equipment list toolbar, where the report can be printed for multiple customers.



Universal Exports

Equipment Information

March 20, 2023 / 2:11 pm

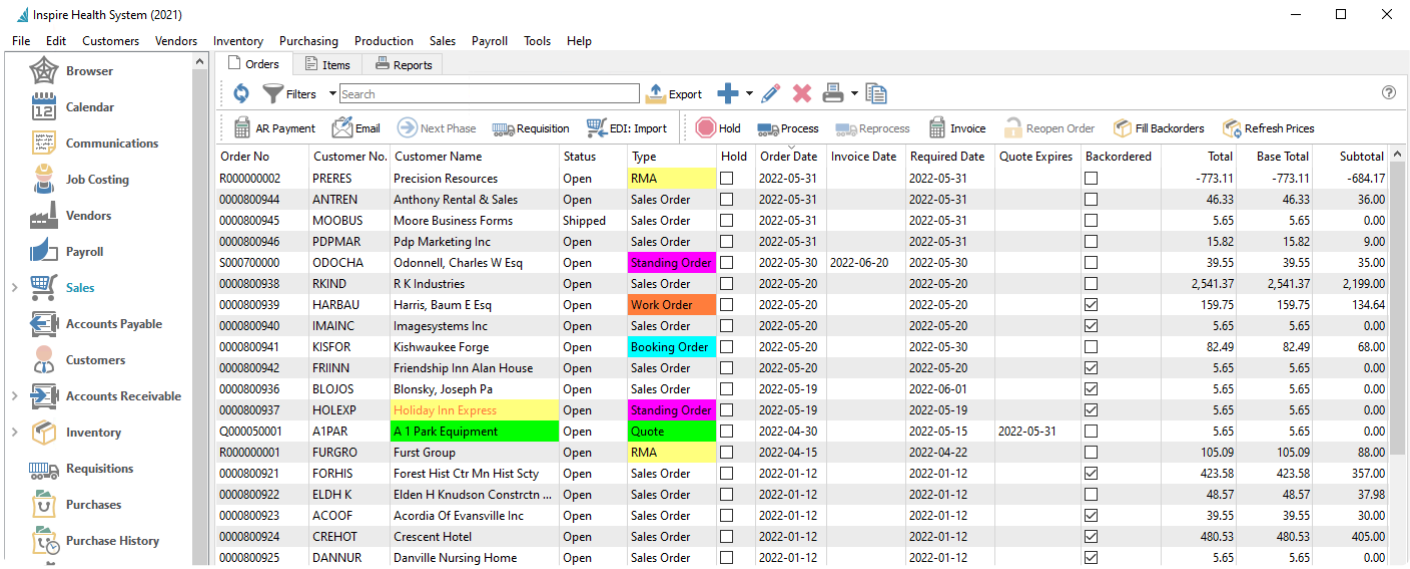
Customer			Teritory	Asset Tag	Unit No	Year	Make	Model	Followup
	Serial No	Decription	Invoice No	Ex3	Ex4		Extra5		Reading
JACFIT	Jackson Fitness Center			07201320		2014	Intek	INTTK250	Nov 11, 14
	07201320	InTek TK250 Cross Trainer	0000600110						
JACFIT	Jackson Fitness Center			37203396		2015	Intek	INTTK500	Mar 14, 15
	37203396	InTek TK500 Stair Climber	0000600283						
JACFIT	Jackson Fitness Center			47200168		2014	Intek	INTRS400	Feb 3, 14
	47200168	Intek RS-400 Rowing Machine	0000600014						
JACFIT	Jackson Fitness Center			57201860		2015	Moet	MS-RS1000	Feb 3, 15
	57201860	Moet Systems RS-1000 Treadi	0000600155						
JACFIT	Jackson Fitness Center			57201860		2015	Intek	INTTK250	Feb 3, 15
	57201860	InTek TK250 Cross Trainer	0000600155						
JACFIT	Jackson Fitness Center			57203420		2015	Precor	PRES323	Mar 16, 15
	57203420	Precor S3.23 Functional Traini	0000600285						
JACFIT	Jackson Fitness Center			57203420		2015	Intek	INTTK200	Mar 16, 15
	57203420	InTek TK200 Cross Trainer	0000600285						
JACFIT	Jackson Fitness Center			57204140		2015	Precor	PRES323	Apr 18, 15
	57204140	Precor S3.23 Functional Traini	0000600345						

Sales Orders

The Sales Order module is the place to maintain outstanding customer orders and invoicing. There are different types of orders you can enter, including customer quotes and recurring orders, all listed in a grid that you can sort, filter or search within. Some columns on this grid such as cost amounts have security settings that must be enabled in order for them to be visible.

Sales Order List – Processes

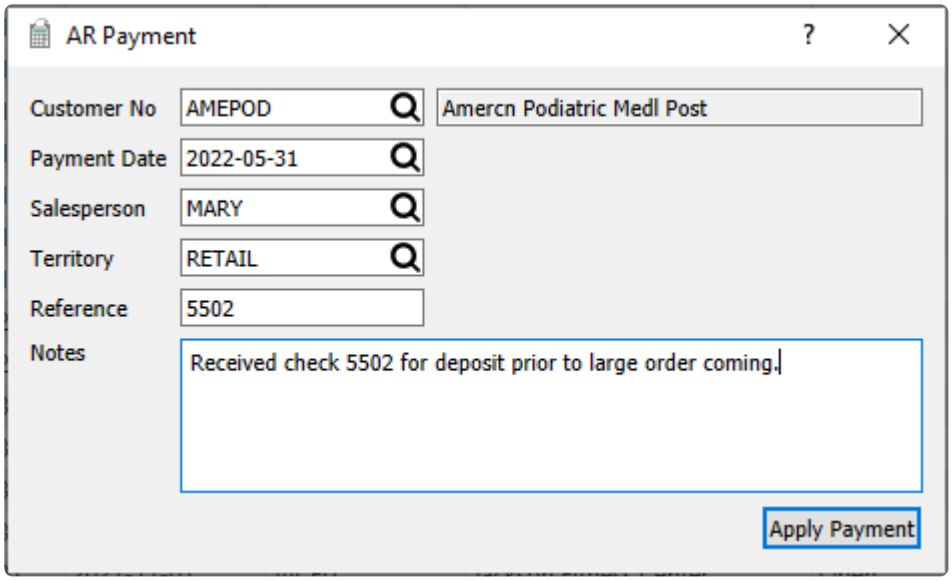
There are many order processes that can be done to multiple orders at once, rather than having to edit each order individually, which can make processing more efficient.



Order No	Customer No.	Customer Name	Status	Type	Hold	Order Date	Invoice Date	Required Date	Quote Expires	Backordered	Total	Base Total	Subtotal
R000000002	PRERES	Precision Resources	Open	RMA	☐	2022-05-31		2022-05-31		☐	-773.11	-773.11	-684.17
0000800944	ANTREN	Anthony Rental & Sales	Open	Sales Order	☐	2022-05-31		2022-05-31		☐	46.33	46.33	36.00
0000800945	MOOBUS	Moore Business Forms	Shipped	Sales Order	☐	2022-05-31		2022-05-31		☐	5.65	5.65	0.00
0000800946	PDPMAR	Pdp Marketing Inc	Open	Sales Order	☐	2022-05-31		2022-05-31		☐	15.82	15.82	9.00
S000700000	ODOCHA	Odonnell, Charles W Esq	Open	Standing Order	☐	2022-05-30	2022-06-20	2022-05-30		☐	39.55	39.55	35.00
0000800938	RKIND	R K Industries	Open	Sales Order	☐	2022-05-20		2022-05-20		☐	2,541.37	2,541.37	2,199.00
0000800939	HARBAU	Harris, Baum E Esq	Open	Work Order	☐	2022-05-20		2022-05-20		☑	159.75	159.75	134.64
0000800940	IMAINC	Imagesystems Inc	Open	Sales Order	☐	2022-05-20		2022-05-20		☑	5.65	5.65	0.00
0000800941	KISFOR	Kishwaukee Forge	Open	Booking Order	☐	2022-05-20		2022-05-30		☐	82.49	82.49	68.00
0000800942	FRIINN	Friendship Inn Alan House	Open	Sales Order	☐	2022-05-20		2022-05-20		☑	5.65	5.65	0.00
0000800936	BLOJOS	Blonsky, Joseph Pa	Open	Sales Order	☐	2022-05-19		2022-06-01		☑	5.65	5.65	0.00
0000800937	HOLEXP	Holiday Inn Express	Open	Standing Order	☐	2022-05-19		2022-05-19		☑	5.65	5.65	0.00
Q000050001	A1PAR	A 1 Park Equipment	Open	Quote	☐	2022-04-30		2022-05-15	2022-05-31	☐	5.65	5.65	0.00
R000000001	FURGRO	Furst Group	Open	RMA	☐	2022-04-15		2022-04-22		☐	105.09	105.09	88.00
0000800921	FORHIS	Forest Hist Ctr Mn Hist Scty	Open	Sales Order	☐	2022-01-12		2022-01-12		☑	423.58	423.58	357.00
0000800922	ELDH K	Elden H Knudson Constrctn ...	Open	Sales Order	☐	2022-01-12		2022-01-12		☐	48.57	48.57	37.98
0000800923	ACOOF	Acordia Of Evansville Inc	Open	Sales Order	☐	2022-01-12		2022-01-12		☑	39.55	39.55	30.00
0000800924	CREHOT	Crescent Hotel	Open	Sales Order	☐	2022-01-12		2022-01-12		☑	480.53	480.53	405.00
0000800925	DANNUR	Danville Nursing Home	Open	Sales Order	☐	2022-01-12		2022-01-12		☑	5.65	5.65	0.00

- **Refresh** – Update the order list grid with changes that have been made by other users.
- **Filters** – Display only those orders that meet selection criteria of interest. Filters can be pre-defined for selection or created on the fly.
- **Export** – Export all orders in the grid to an Excel or .csv file, including column positioning.
- **Add** – Create a new sales order. Click the Plus button for a new Open Order, or the arrowhead next to this to choose from all available order types.
- **Edit** – Edit the highlighted sales order in the grid.
- **Delete** – Delete all highlighted sales orders in the grid. Deleted Sales orders can be restored if you have the user security setting enabled to allow this.
- **Print** – Prints one or more sales order reports or forms, either for all orders in the grid or just for those selected.
- **Copy** – Copies the highlighted sales order in the grid and creates a new order that you can modify prior to saving.

AR Payment – Opens a screen where you can select a customer and create and post an un-applied payment to the customers account, not linked to any order or invoice.



Email – Select one or more orders for creating and sending emails to the respective customers. Saved emails are displayed on the Communications tab of each order.

Next Phase – If one or more orders are highlighted in the grid and all have a non-blank Phase value, you can increment each sales order to the next phase in the user-specified sequence, if you have user security rights to do so. Orders do not require to be at the same phase level to use this.

Requisition – For orders that have at least one item with quantity on backorder, you can create a request to purchase more stock for all backordered items from selected orders. Read the Requisitions from Sales Order List manual topic for more information.

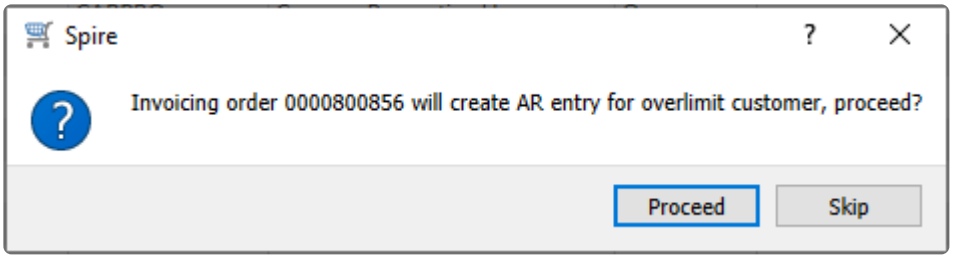
EDI: Import – A function used with 3rd party EDI applications.

Hold – The Hold status prevents a sales order from having backorders filled or from being shipped. You can only take an order off hold if you have user security rights to do so.

Process – For all highlighted Open sales orders, you can assign the Processed status, which prompts you to print pick ticket forms for each of them. A Company Setting allows you to lock Processed orders from being edited.

Reprocess – If user security allows, for all highlighted Processed sales orders to re-print the pick ticket forms. Care is needed to ensure an order is not picked multiple times.

Invoice – For all highlighted orders except Quotes, create invoices for items that have Shipped Qty available and post them On Account to the respective customers. If the customer is over their credit limit, you cannot create an invoice for them unless user security allows, in which case a question appears to prompt to proceed or skip invoicing this order.



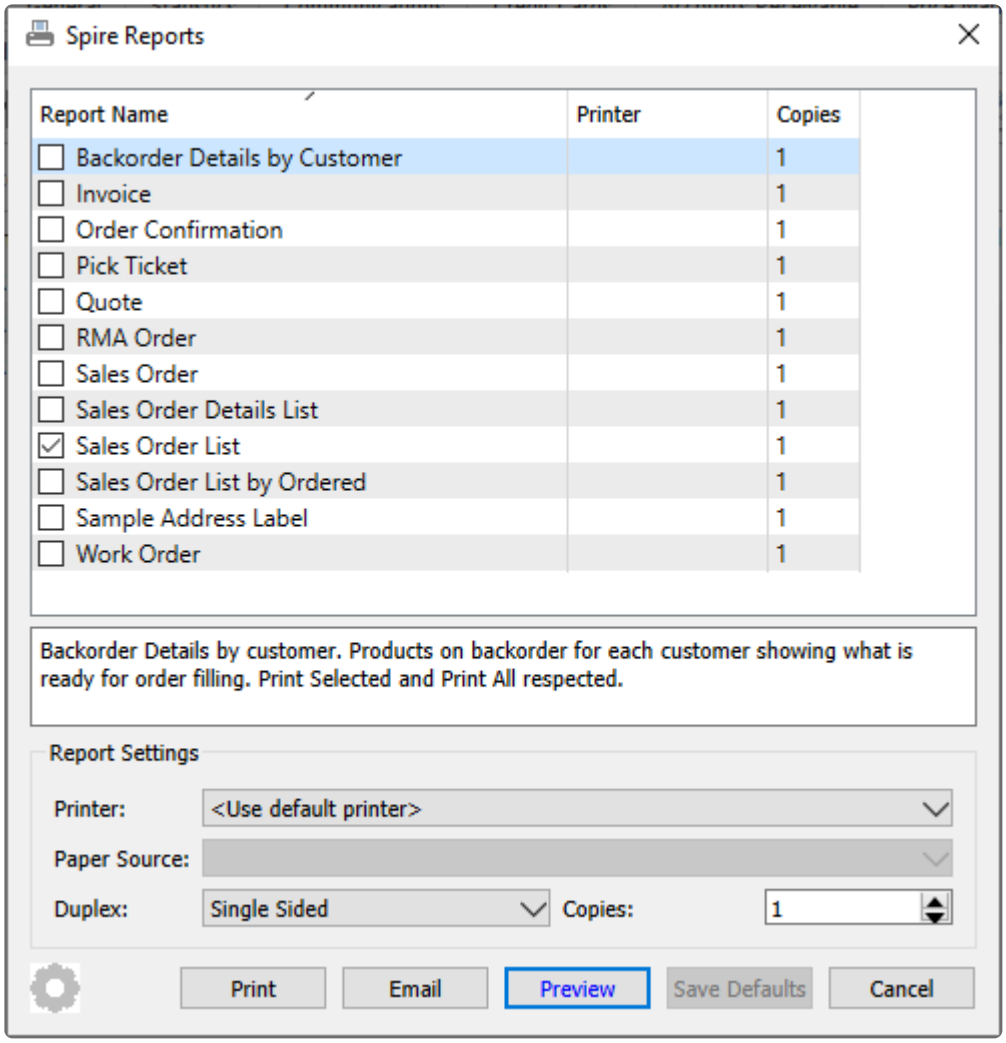
Reopen Order – For all highlighted orders, reset the Process or Shipped or Closed status back to Open, if User security settings allow. This allows changes to the order that are only possible on Open orders, though care is needed to ensure an order is not picked and shipped multiple times.

Fill Backorders – For all highlighted orders with a Backordered status, if there is any quantity on hand for items on backorder, the B/O Qty will be set as Ship Qty. When multiple orders are selected, quantity is assigned from the oldest to newest orders, until quantity on hand stock is depleted.

Refresh Prices – For all highlighted orders, unit and extended prices for all items are re-read from the respective inventory item and price matrix records, replacing all prices previously saved on these orders.

Reports

From the Orders tab and the reports toolbar button, you can print reports for either selected or all sale orders.



Backorder Details by Customer – Prints a list of inventory items on open sales orders, grouped by customer, that have a backordered value greater than zero. Quantity available for each item is also printed, to indicate which backorders can be filled.

Universal Exports

Backorder Details by Customer

March 24, 2023 / 2:37 pm

Customer							
Whse Part number	Description			Unit	On Hand	Available	
Order No.	Order Date	Ordered	Shipped	Back Ordered	Fill ?		
BENWAL	Benjamin Walk Corporation						
VA INSCW300	Inspire Coconut Water (300ml)			EA	0	0	
0000800930	Jan 12, 2022	9	0	9			
VA INSDB25	InSpire Dumbbell 25			EA	3	3	
0000800930	Jan 12, 2022	2	0	2	** Fill **		
VA INSKB10	InSpire Kettlebell 10			EA	16	24	
0000800930	Jan 12, 2022	4	0	4	** Fill **		
VA INSKB25	InSpire Kettlebell 25			EA	7	5	
0000800930	Jan 12, 2022	3	0	3	** Fill **		
VA INSWP20	InSpire Weight Plate 20			EA	11	-1	
0000800930	Jan 12, 2022	2	0	2			
VA SP4CHIN	Springfield SP-4 Chin-up Bar			EA	8	8	
0000800930	Jan 12, 2022	6	0	6	** Fill **		
VA SPAB	Springfield Ab Toner			EA	12	12	
0000800930	Jan 12, 2022	8	0	8	** Fill **		

Invoice – Prints or emails an invoice form for each selected order if one has already been generated, such as on a Closed order. If no invoice yet exists for this order, then a similar proforma invoice form can be printed or emailed for each selected order.

Order Confirmation – Prints or emails an order confirmation form for each selected sales order, typically for new orders that have not yet been processed, as a reference for customers that the order request was received.

Pick Ticket – Prints a picking form for each selected sales order, for the company warehouse to indicate which items are being shipped and how much they weigh.

Quote – Prints or emails a quote form for each selected order with a Quote type, typically for new quotes that have not yet been turned into orders, as a reference for customers that the quote request was received.

RMA Order – Prints or emails a Return Merchandise Authorization form for each selected order with an RMA type, typically for new RMAs that have not yet been turned into credit notes, as a reference for customers that the RMA request was received.

Sales Order – Prints or emails a sales order form for each selected sales order, as a reference for customers that the order request was received. Sales Orders include any applied payments or deposits, where order confirmations do not.

Sales Order Details List – Prints a list of selected reports with respective total prices, costs, profits and taxes based on Shipped item quantities. Grand totals of all order sales amounts and profit by both Shipped Quantity and Ordered Quantity are also printed.

Universal Exports

Sales Order Details List

Selected Sales Orders

March 24, 2023 / 3:15 pm

Order #	Date	Required	Customer	Ship To	Salesperson	Create/ Change	On Hold Status & Type
0000800899	Nov 5,21	Nov 5-21	ATLHOT Atlantic Hotel		DAVID	AR/WF	

Part Number	Description	Order	B/O	Shipped	Avg Cost	Sell	GST/HST	PST	Amount	
	Values by Ordered Qty	Total Cost		Net	G/P %	Subtotal	Freight		Total	G/P %
INSKB25	InSpire Kettlebell 25	1	0	1	32.368	55.00		√	√ 55.00	Open Sales
INSKB5	InSpire Kettlebell 5	1	0	1	8.828	15.00		√	√ 15.00	Open Sales
INSWP35	InSpire Weight Plate 35	1	0	1	28.248	48.00		√	√ 48.00	Open Sales
RESCAB90	Resistance Cable 90lb Blue and green	1	0	1	10.00	12.50		√	√ 12.50	Open Sales
INTTK200	InTek TK200 Cross Trainer	1	0	1	946.95	1,350.00		√	√ 1,350.00	Open Sales
INSKB5	InSpire Kettlebell 5	1	0	1	8.828	15.00		√	√ 15.00	Open Sales
INSKB5	InSpire Kettlebell 5	1	0	1	8.828	15.00		√	√ 15.00	Open Sales
PRETRM923	Precor 9.23 Treadmill	1	1	0	1,099.50	1,979.10		√	√ 1,979.10	Open Sales
INSKB5	InSpire Kettlebell 5	1	0	1	8.828	15.00		√	√ 15.00	Open Sales
INSKB30	InSpire Kettlebell 30	1	0	1	39.844	65.00		√	√ 65.00	Open Sales
BALPOD6.3	Balance Pod 6.3"	1	0	1	19.735	39.00		√	√ 39.00	Open Sales
ACMFITSB	ACME Swiss Ball	1	0	1	14.74	22.00		√	√ 22.00	Open Sales
WALEQRC	Walcom Resistance cord	1	0	1	10.486	14.00		√	√ 14.00	Open Sales
INSKB40	InSpire Kettlebell 40	1	0	1	46.75	85.00		√	√ 85.00	Open Sales
PRETRM923	Precor 9.23 Treadmill	1	0	1	1,099.50	1,979.10		√	√ 1,979.10	Open Sales
		3,383.44		5,758.70	41.2%	2,283.94	50.00	755.13	0.00	6,563.83 39.6%
0000800971	Nov 24,22	Dec 1-22	ATLHOT Atlantic Hotel		DAVID	WF/WF				
INSKB40	InSpire Kettlebell 40	2	2	0	46.75	85.00		√	√ 170.00	Open Sales
PPBARGYS48EA	PP Bar Greek Yogurt Strawberry - 78g (48 Pack)	1	1	0	0.00	114.52		√	√ 114.52	Open Sales
INSWP20	InSpire Weight Plate 20	2	2	0	18.281	30.00		√	√ 60.00	Open Sales
INSPOME3-100	Inspire Omega 3 Supplement (100 cap)	1	0	1	20.00	39.00		√	√ 39.00	Open Sales
		150.06		391.19	61.6%	20.00	5.00	53.40	0.00	464.15 54.5%

Sales Order List – Prints a list of selected reports with respective total prices, costs, profits and taxes based on Shipped item quantities. Grand totals of all order sales amounts and profit by both Shipped Quantity and Ordered Quantity are also printed.

Universal Exports

Sales Order List

Selected Sales Orders

March 24, 2023 / 3:15 pm

Order #	Date	Customer	Avg Cost	*Subtotal	Freight	GST/HST	PST	Tax 3	Tax 4	*Amount	G/P %	Create/ Change	On Hold Status & Type
0000800899	Nov 5,21	Atlantic Hotel	2,283.94	3,779.60	50.00	497.85				4,327.45	39.6	AR/WF	Open Sales
0000800971	Nov 24,22	Atlantic Hotel	20.00	44.00	5.00	6.37				55.37	54.5	WF/WF	Open Sales
0000800975	Jan 24,23	Atlantic Hotel	0.00	0.00	5.00	0.65				5.65	0.0	WF/WF	Open Sales
0000800985	Mar 13,23	Atlantic Hotel	198.00	249.20		31.80				276.44	20.5	WF/WF	Deposit Sales
4 Orders			0.00	4,072.80	60.00	536.67				4,664.91			

Totals using Ordered Quantity	
Amount	10,848.50
Net Amount no Taxes	9,485.44
Gross Profit	3,574.44
Gross Profit %	37.7%

*Totals using Shipped Quantity	
Amount	4,664.91
Net Amount no Taxes	4,072.80
Gross Profit	1,570.86
Gross Profit %	38.6%

Sales Order List by Ordered – Prints a list of selected reports with respective total prices, costs, profits and taxes based on Ordered item quantities. Grand totals of all order sales amounts and profit by both Shipped Quantity and Ordered Quantity are also printed.

Universal Exports

Sales Order List by Ordered

Selected Sales Orders

March 24, 2023 / 3:15 pm

Order #	Date	Customer	Avg Cost	*Subtotal	Freight	GST/HST	PST	Tax 3	Tax 4	*Amount	G/P %	Create/ Change	On Hold Status & Type
0000800899	Nov 5,21	Atlantic Hotel	3,383.44	5,758.70	50.00	755.13				6,563.83	41.2	AR/WF	Open Sales
0000800971	Nov 24,22	Atlantic Hotel	150.06	391.19	19.56	53.40				464.15	61.6	WF/WF	Open Sales
0000800975	Jan 24,23	Atlantic Hotel	2,179.50	3,086.35	50.00	407.73				3,544.08	29.4	WF/WF	Open Sales
0000800985	Mar 13,23	Atlantic Hotel	198.00	249.20		31.80				276.44	20.5	WF/WF	Deposit Sales
4 Orders			0.00	9,485.44	119.56	1,248.06				10,848.50			

*Totals using Ordered Quantity	
Amount	10,848.50
Net Amount no Taxes	9,485.44
Gross Profit	3,574.44
Gross Profit %	37.7%

Totals using Shipped Quantity	
Amount	4,664.91
Net Amount no Taxes	4,072.80
Gross Profit	1,570.86
Gross Profit %	38.6%

Sample Address Label – Prints the customer and company addresses. As this is a sample, it is expected that this report will be used as a basis for a customized report with the appropriate information included and the desired label size selected.

Work Order – Prints or emails an order form for each selected order with a Work Order type, typically for orders that include a service billing amount.

Order Items List

You can also display sales orders at the item detail level from the Items tab, listing all ordered items on the same screen that can be sorted, searched or filtered. This is a useful place to note that items exist on multiple orders with backorder quantity and special pricing.

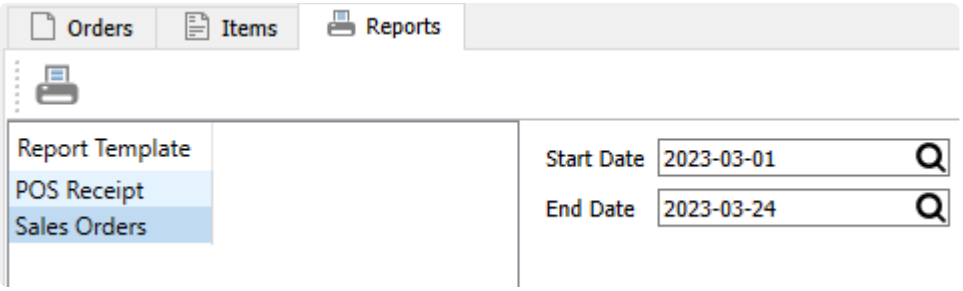
Orders | Items | Reports

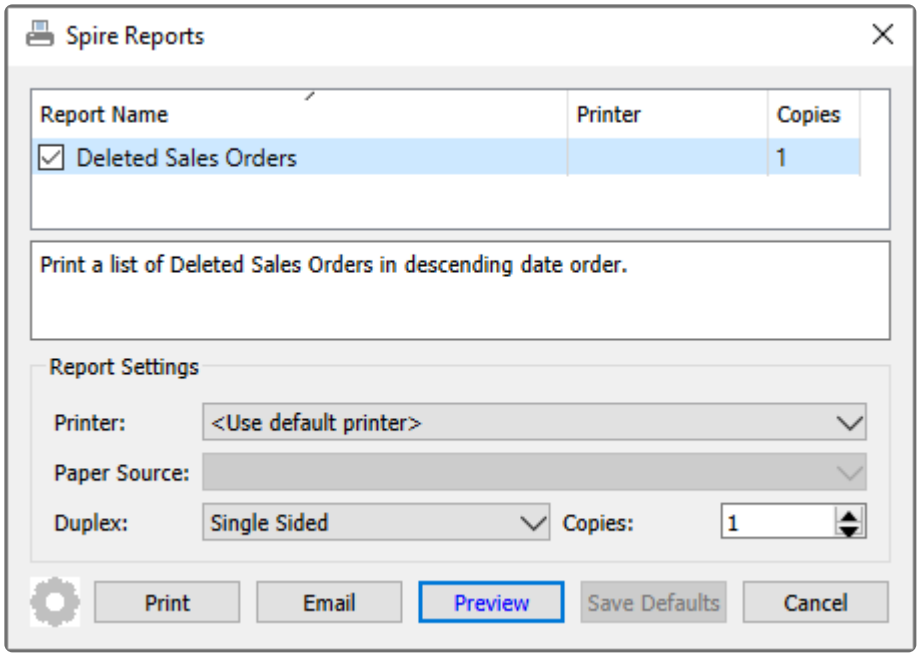
Filters Search Export

Order No	Order Date	Status	Wareh	Part number	Description	Order Qty	U/M	Unit Price	Ship Qty	Backordered Qty	Retail Price	Discount	Ext Price
0000800893	2021-10-16	Open	VA	ABMAT	AbMat	1.00	EA	38.00	0.00	1.00	38.00	0.00	38.00
0000800923	2022-01-12	Open	VA	ACMFITJR	ACME Jump Rope	1.00	EA	15.00	1.00	0.00	15.00	0.00	15.00
0000800746	2021-10-31	Open	VA	ACMFITJR	ACME Jump Rope	3.00	EA	15.00	3.00	0.00	15.00	0.00	45.00
0000800750	2021-11-06	Open	VA	ACMFITJR	ACME Jump Rope	1.00	EA	15.00	1.00	0.00	15.00	0.00	15.00
0000800927	2022-01-12	Open	VA	ACMFITJR	ACME Jump Rope	1.00	EA	15.00	1.00	0.00	15.00	0.00	15.00
0000800923	2022-01-12	Open	VA	ACMFITJR2	ACME Jump Rope	1.00	EA	15.00	1.00	0.00	15.00	0.00	15.00
0000800746	2021-10-31	Open	VA	ACMFITMB	ACME Medicine Ball	1.00	EA	55.00	1.00	0.00	55.00	0.00	55.00
0000800856	2021-10-14	Open	VA	ACMFITMB	ACME Medicine Ball	1.00	EA	55.00	1.00	0.00	55.00	0.00	55.00
0000800892	2021-10-16	Open	VA	ACMFITMB	ACME Medicine Ball	1.00	EA	55.00	1.00	0.00	55.00	0.00	55.00
0000800893	2021-10-16	Open	VA	ACMFITMB	ACME Medicine Ball	1.00	EA	55.00	0.00	1.00	55.00	0.00	55.00
0000800889	2021-10-15	Open	VA	ACMFITSB	ACME Swiss Ball	1.00	EA	22.00	1.00	0.00	22.00	0.00	22.00
0000800899	2021-11-05	Open	VA	ACMFITSB	ACME Swiss Ball	1.00	EA	22.00	1.00	0.00	22.00	0.00	22.00
0000800750	2021-11-06	Open	VA	AFRARC102	ARC-102 Air Rower	2.00	EA	1,499.00	0.00	0.00	1,499.00	0.00	2,998.00
0000800752	2021-11-06	Open	VA	BALPOD6.3	Balance Pod 6.3"	9.00	EA	39.00	9.00	0.00	39.00	0.00	351.00
0000800882	2021-10-14	Open	VA	BALPOD6.3	Balance Pod 6.3"	1.00	EA	39.00	1.00	0.00	39.00	0.00	39.00
0000800888	2021-10-14	Open	VA	BALPOD6.3	Balance Pod 6.3"	1.00	EA	39.00	1.00	0.00	39.00	0.00	39.00
0000800892	2021-10-16	Open	VA	BALPOD6.3	Balance Pod 6.3"	1.00	EA	39.00	1.00	0.00	39.00	0.00	39.00
0000800892	2021-10-16	Open	VA	BALPOD6.3	Balance Pod 6.3"	1.00	EA	39.00	1.00	0.00	39.00	0.00	39.00
0000800893	2021-10-16	Open	VA	BALPOD6.3	Balance Pod 6.3"	1.00	EA	39.00	1.00	0.00	39.00	0.00	39.00
0000800897	2021-10-30	Open	VA	BALPOD6.3	Balance Pod 6.3"	1.00	EA	39.00	1.00	0.00	39.00	0.00	39.00
0000800899	2021-11-05	Open	VA	BALPOD6.3	Balance Pod 6.3"	1.00	EA	39.00	1.00	0.00	39.00	0.00	39.00
0000800900	2021-11-05	Open	VA	BALPOD6.3	Balance Pod 6.3"	1.00	EA	39.00	1.00	0.00	39.00	0.00	39.00
0000800920	2021-12-15	Open	VA	BALPOD6.3	Balance Pod 6.3"	2.00	EA	39.00	2.00	0.00	39.00	0.00	78.00
0000800931	2022-01-12	Open	VA	BALPOD6.3	Balance Pod 6.3"	2.00	EA	39.00	2.00	0.00	39.00	0.00	78.00
0000800856	2021-10-14	Open	VA	CBSS092SB	Cross Box Squat Stand wi...	1.00	EA	549.00	1.00	0.00	549.00	0.00	549.00
0000800725	2021-11-20	Open	VA	CCFPKG	Charlie CrossFit Package	2.00	EA	1,437.44	1.00	1.00	1,437.44	0.00	2,874.88
0000800750	2021-11-06	Open	VA	INSBLE100	InSpire 100 Max Blender	1.00	EA	389.00	1.00	0.00	389.00	0.00	389.00
0000800930	2022-01-12	Open	VA	INSCW300	Inspire Coconut Water ...	9.00	EA	2.50	0.00	9.00	2.50	0.00	22.50
0000800927	2022-01-12	Open	VA	INSDB10	InSpire Dumbbell 10	1.00	EA	22.00	1.00	0.00	22.00	0.00	22.00
0000800942	2022-05-20	Open	VA	INSDB100	InSpire Dumbbell 100	2.00	EA	218.00	0.00	2.00	218.00	0.00	436.00

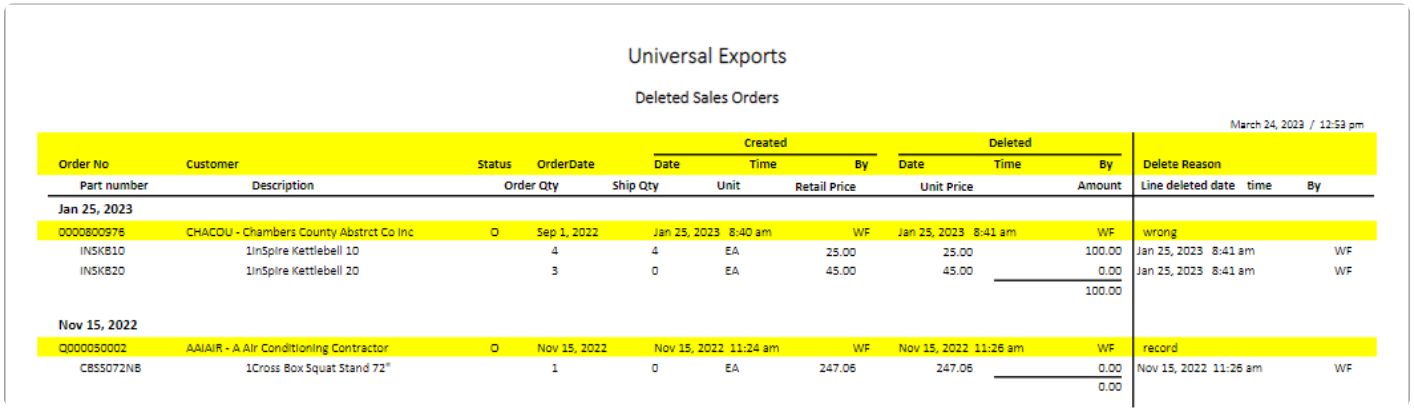
Reports

The Reports tab has transaction list template reports available to print. The template for POS Receipt is only a placeholder for the Point of Sale module and won't generate report results. The other report template is for Sales Order reports, with reports and options.





Deleted Sales Orders – Prints a list of orders that were deleted within the indicated date range, including order details and the reason for deletion, sorted by date descending.



Universal Exports

Deleted Sales Orders

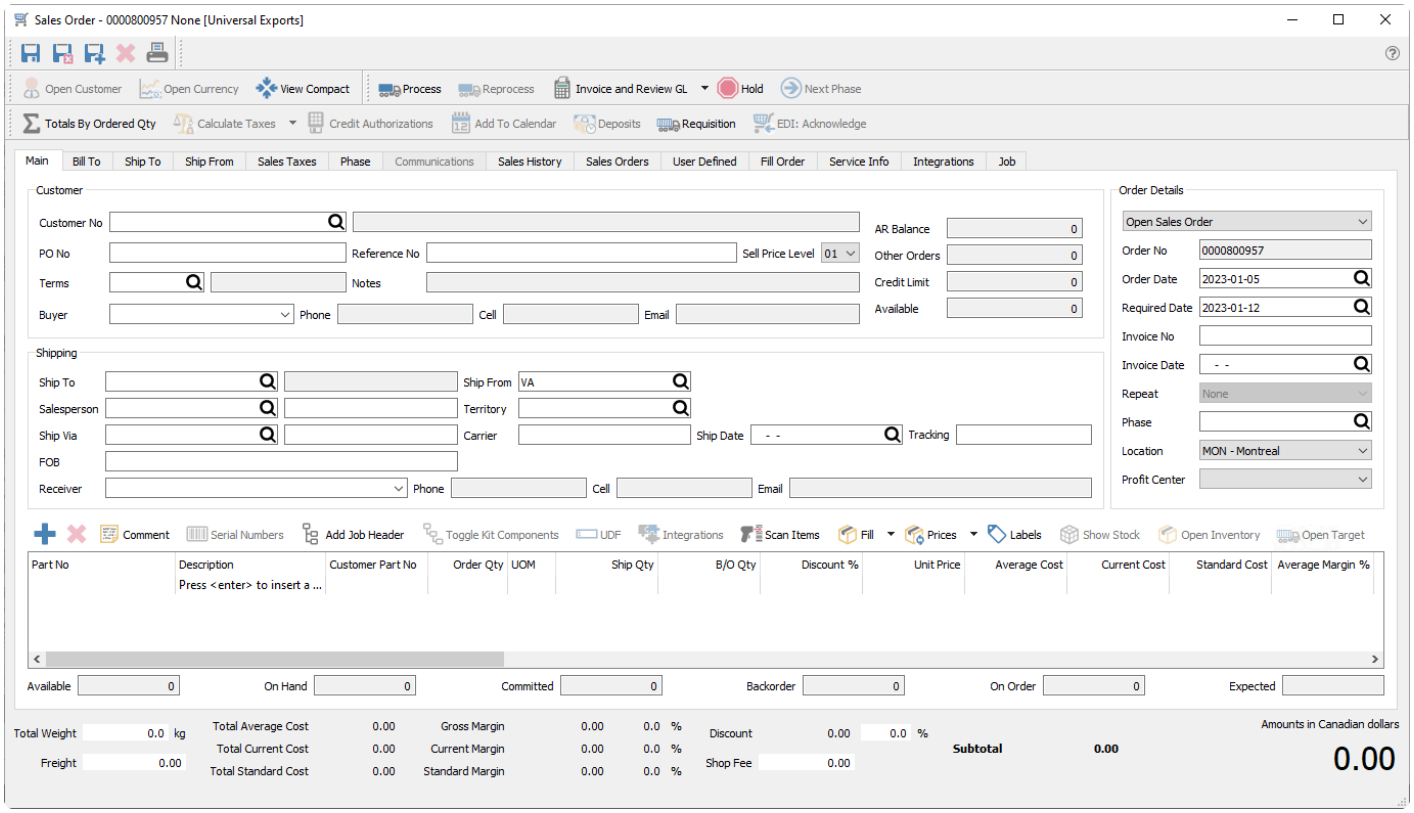
March 24, 2023 / 12:53 pm

Order No	Customer	Status	OrderDate	Created Date	Created Time	Created By	Deleted Date	Deleted Time	Deleted By	Delete Reason
Jan 25, 2023										
0000800976	CHACOU - Chambers County Abstrct Co Inc	O	Sep 1, 2022	Jan 25, 2023	8:40 am	WF	Jan 25, 2023	8:41 am	WF	wrong
INSKB10	1InSpire Kettlebell 10		4	4	EA	25.00	25.00		100.00	Jan 25, 2023 8:41 am WF
INSKB20	1InSpire Kettlebell 20		3	0	EA	45.00	45.00		0.00	Jan 25, 2023 8:41 am WF
									100.00	
Nov 15, 2022										
Q000050002	AAIAIR - A Air Conditioning Contractor	O	Nov 15, 2022	Nov 15, 2022	11:24 am	WF	Nov 15, 2022	11:26 am	WF	record
CBS5072NB	1Cross Box Squat Stand 72"		1	0	EA	247.06	247.06		0.00	Nov 15, 2022 11:26 am WF
									0.00	

Part number	Description	Order Qty	Ship Qty	Unit	Retail Price	Unit Price	Amount	Line deleted date time	By

Sales Order Header

To create a new Sales Order in Spire, you typically would start from the Sales module, clicking the '+' button in the toolbar. You can also create new sales orders from the Inventory List or within editing a customer or when copying a Sales History invoice. A new Sales Order window will open, with the Main tab initially displayed.



The toolbars at the top are displayed regardless of which sales order tab is open.

Save – Saves the order information and leave the window open. This is useful if you are creating a sales order and the customer wants the order number right away, or if you are working on a large order and want to save the entry progress.

Save Close – Saves the order information and closes the window.

Save and Create New – Saves the order information, closes the window and starts a new order.

Delete – Deletes the order from the list, where a reason for deleting needs to be entered. Deleting an order still maintains the information in a hidden archive file, so that it could potentially be restored if you have user security rights to restore deleted orders.

Print – Opens 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.

Open Customer – Opens the customer for viewing or editing customer information.

Open Currency – When the customer on this order has a billing currency other than the base currency, this button is active and the currency code is opened for viewing or editing information, such as the exchange rate.

View Compact – When the Main tab is open, this function suppresses most of the customer, shipping and contact fields so that the item grid can be expanded to display more details at a time. When the view is compacted, the button becomes View Expanded to restore the screen to it's original display.

Process – If enabled in Company Settings, you can assign the Processed status, which also prompts you to print a pick ticket form. A Company Setting allows you to lock Processed orders from being edited.

Ship – If enabled in Company Settings, you can assign the Shipped status, which also prompts you to print a packing slip form. If you use both Processed and Shipped statuses, you must first Process an order, and then the Ship button will replace the Process button. A Company Setting allows you to lock Shipped orders from being edited.

Reprocess – If user security allows, for all highlighted Processed sales orders to re-print the pick ticket forms. Care is needed to ensure an order is not picked multiple times.

Invoice – Create a customer invoice for items that have Shipped Qty available and post it to the customers. A Payment screen appears to either post the invoice to the customer account or to assign a payment with the invoice. If the customer is over their credit limit, you cannot create an invoice for them unless user security allows or you take payment for it.
Invoice and Review GL – In addition to the above, when invoice posting is complete, you can modify amounts and accounts on the GL entry if user security settings allows it, except the accounts receivable control.

> ! Note: Editing the journal entry before posting can result in unbalanced inventory if the user is not careful.

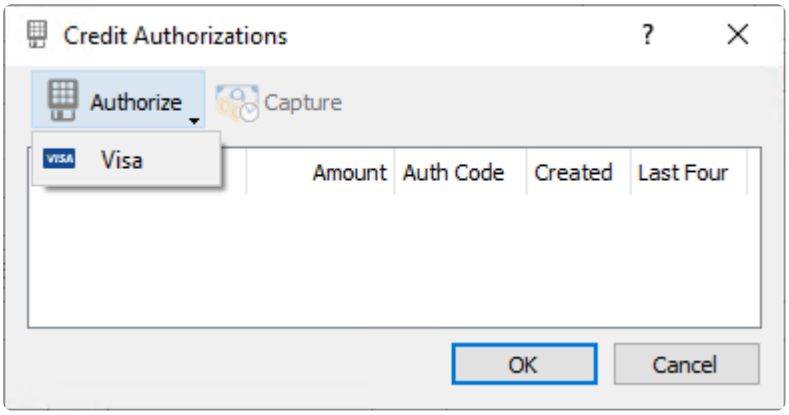
Hold – The Hold status prevents a sales order from having backorders filled or from being shipped. You can only take an order off hold if you have user security rights to do so.

Next Phase – If the order has a non-blank Phase value, you can increment the phase to the next one in the user-specified sequence, if you have user security rights to do so.

Totals By Order Qty – When this button is toggled on, the transaction total amount in the bottom-right corner of the order screen is calculated from the sum of item Extended Prices based on the Order Qty. When this button is toggled off, the transaction total amount is calculated from the item Ship Qty. The difference in the total amount comes from items on backorder.

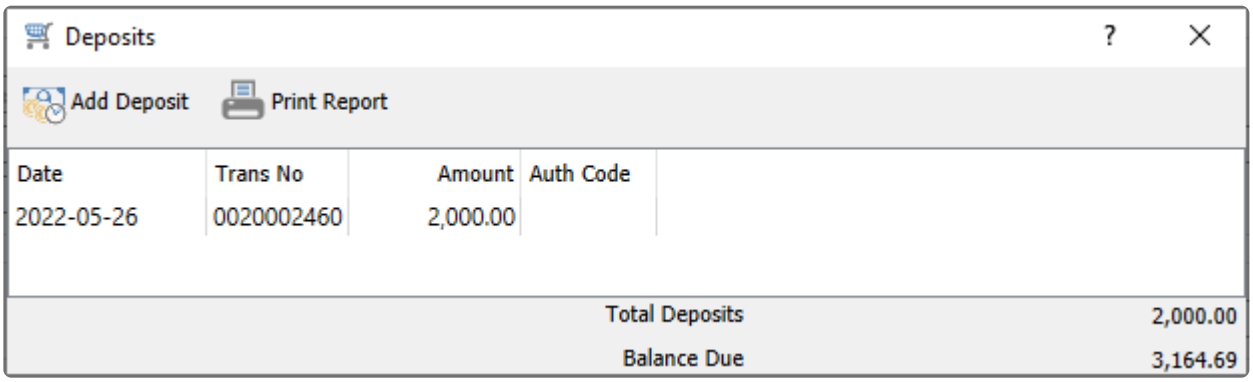
Calculate Taxes – This button is accessible when an integration to Avalara sales tax maintenance is configured for this company. When this button is clicked, you can open a window that determines and shows the various sales tax jurisdiction amounts for this sales order.

Credit Authorizations – This button is only visible when one or more Payment Methods are configured with an integrated credit card enabled. Clicking this button will open a screen from which you can pre-authorize an amount to the customer's credit card without actually charging it. Later on, the authorization can be captured as a payment, even if the card is not present.



Add To Calendar – Creates a new Communication note for this order, and assigned to the entry user with a due date of today by default. When the note is saved, it will create a calendar entry for the specified user and due date. Read the Communications or Calendar manual topics for more information.

Deposits – If the customer gives you a pre-payment for a sales order before it has been shipped and invoiced, you can assign this payment to the order as a Deposit. The first deposit for an order opens the standard payment screen to enter the details and save. The status of the order is changed from Open to Deposit. If another deposit is to be entered on the same order, a screen appears listing all previous deposit information.

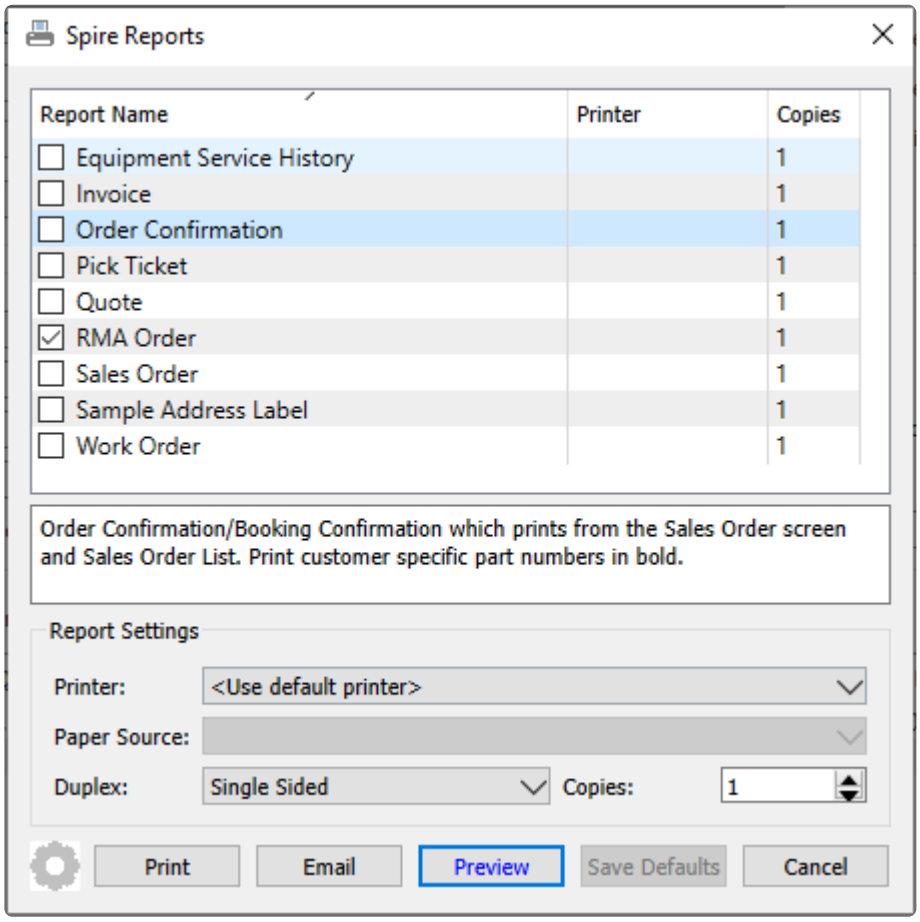


Requisition – If the order has at least one item with quantity on backorder, you can create a request to purchase more stock for all backordered items. Read the Requisitions from Sales Order List manual topic for more information.

EDI: Acknowledge – A function used with 3rd party EDI applications.

Reports

When editing a sales order, the report button at the top of the window gives you access to this list of reports.



Equipment Service History – Prints a list of details on this order, and information and previous service invoices related to the assigned Equipment number.

Invoice – Prints or emails an invoice form for this order if one has already been generated, such as on a Closed order. If no invoice yet exists for this order, then a similar proforma invoice form can be printed or emailed for each selected order.

Order Confirmation – Prints or emails an order confirmation form for this sales order, typically for new orders that have not yet been processed, as a reference for customers that the order request was received.

Pick Ticket – Prints a picking form for this sales order, for the company warehouse to indicate which items are being shipped and how much they weigh.

Quote – Prints or emails a quote form for this order with a Quote type, typically for new quotes that have not yet been turned into orders, as a reference for customers that the quote request was received.

RMA Order – Prints or emails a Return Merchandise Authorization form for this order with an RMA type, typically for new RMAs that have not yet been turned into credit notes, as a reference for customers that the

RMA request was received.

Sales Order – Prints or emails a sales order form for this sales order, as a reference for customers that the order request was received. Sales Orders include any applied payments or deposits, where order confirmations do not.

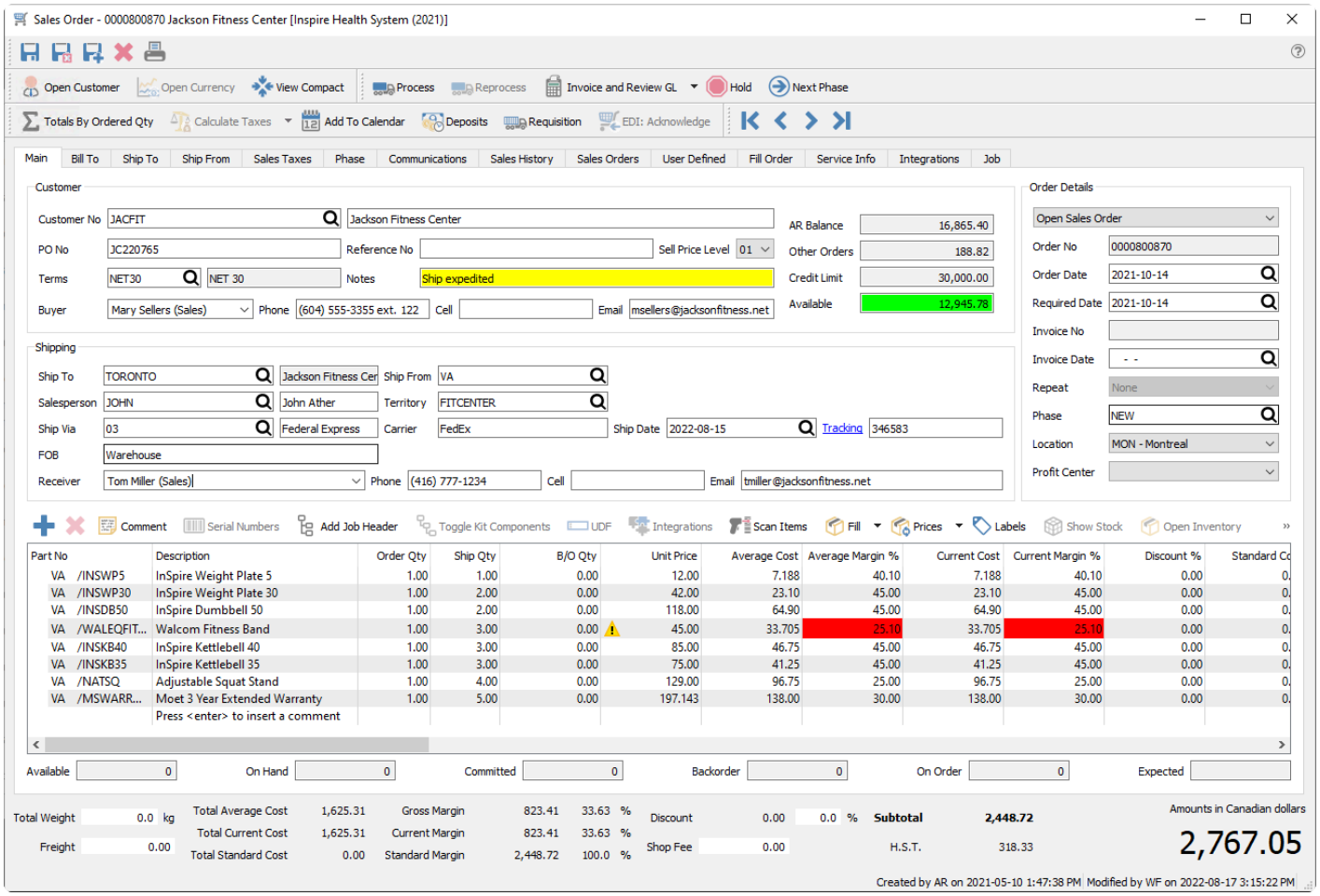
Sample Address Label – Prints the customer and company address. As this is a sample, it is expected that this report will be used as a basis for a customized report with the appropriate information included and the desired label size selected.

Work Order – Prints or emails an order form for this order with a Work Order type, typically for orders that include a service billing amount.

Main Tab

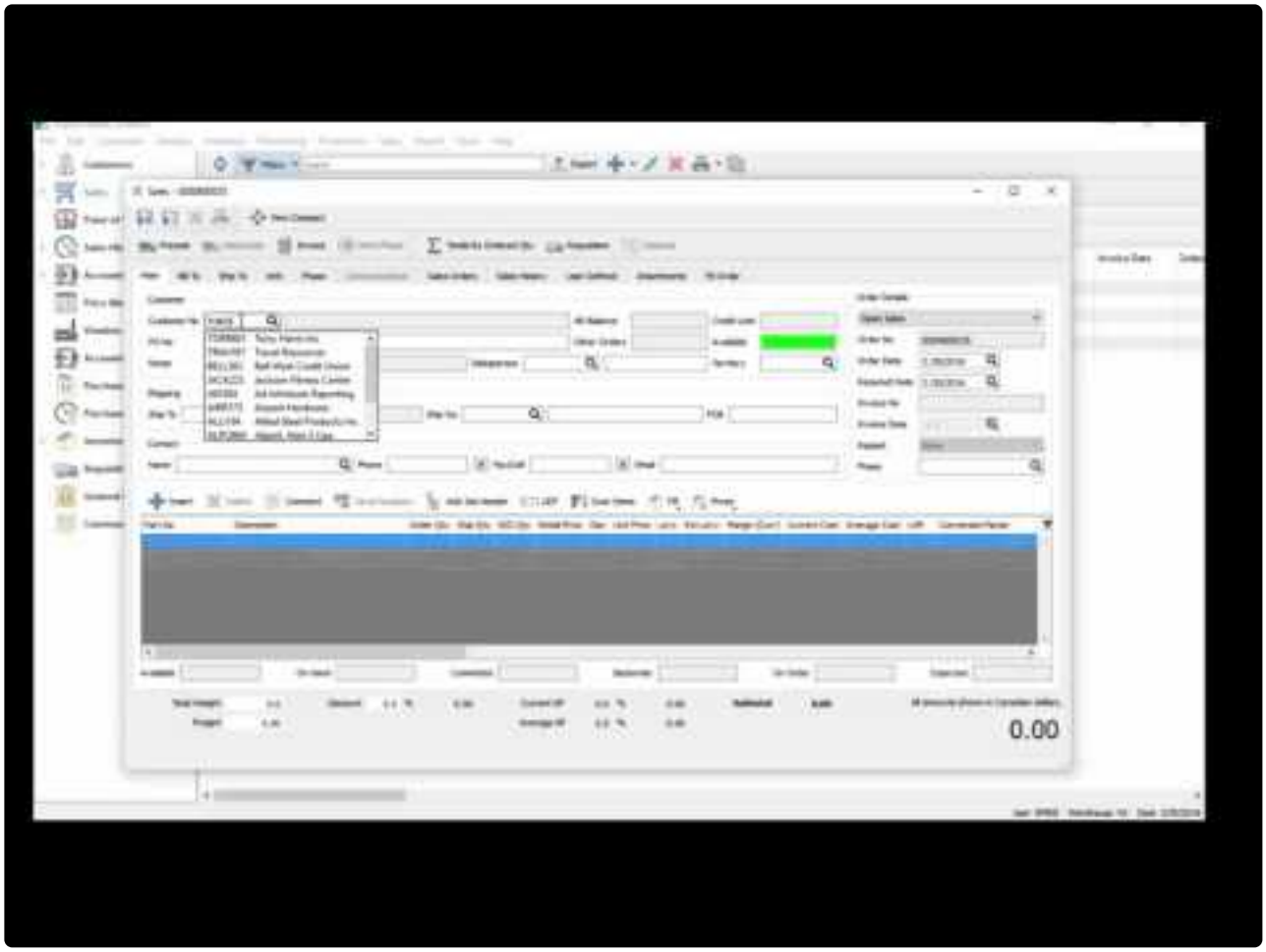
Selecting the Customer

From the Customer No field, you can use the lookup icon to navigate and locate the intended customer for this sales order.



You can also enter search criteria to locate the customer based on that search results. For example, type the city and customers within that city will be presented in the drop down list. If more customers meet the search criteria than are displayed, press the 'F9' key to open a window with the complete list of customers that match criteria, from which you can select. 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



https://www.youtube.com/embed/4NfIx32KVcA?rel=0

Main Tab Information

Once the customer is selected, information from the customer record is loaded into the order, such as name, addresses, contact, and credit information. Some information may be uneditable or suppressed, depending on user security settings for Sales Orders, Customers or Inventory.

> Note: If a message appears in the red ribbon at the top when editing a saved order, this means that the customer has Communication notes that should be read.

Customer

PO Number – The customers purchase order number. If the customer option 'Require PO' is enabled in their profile, then a warning message will appear that a Purchase Order number is required, and this field label will appear in bold font and the field will display with a red background. The sales order can still be saved without a PO number, but Processing, Shipping and Invoicing will all be prevented until a PO number has been entered. Additionally, a Company Setting to 'Display warning when a duplicate Purchase Order number is used' to display a message here if you attempt to save a Sales Order with a PO number already saved for this customer. This is just a warning and you can continue.

Terms – Payment terms that determine the invoice due date and if an early payment discount can be taken. It defaults from the customer payment terms but can be changed on the order.

Reference No – A text field you can enter information into as required by your company, such as cross-referencing to another document.

Notes – This field has information from the Customer Misc field on the customer. Information in this field is displayed with a yellow background to stand out.

Sell Price Level – A customer pricing level used as part of the determination of item unit prices. It defaults from the customer pricing tab for the address but can be changed on the order.

Buyer – A search field used for selecting a customer contact defined on the customer, or enter another name not already saved. When selecting an existing contact name, the phone, cell and email field values will also be loaded where applicable. You can configure a Default Buyer Contact Type in Company Settings, where if a single customer contact has this specified type, then that contact will be automatically loaded when the customer is selected on the order.

A/R Balance – The customer current balance owing.

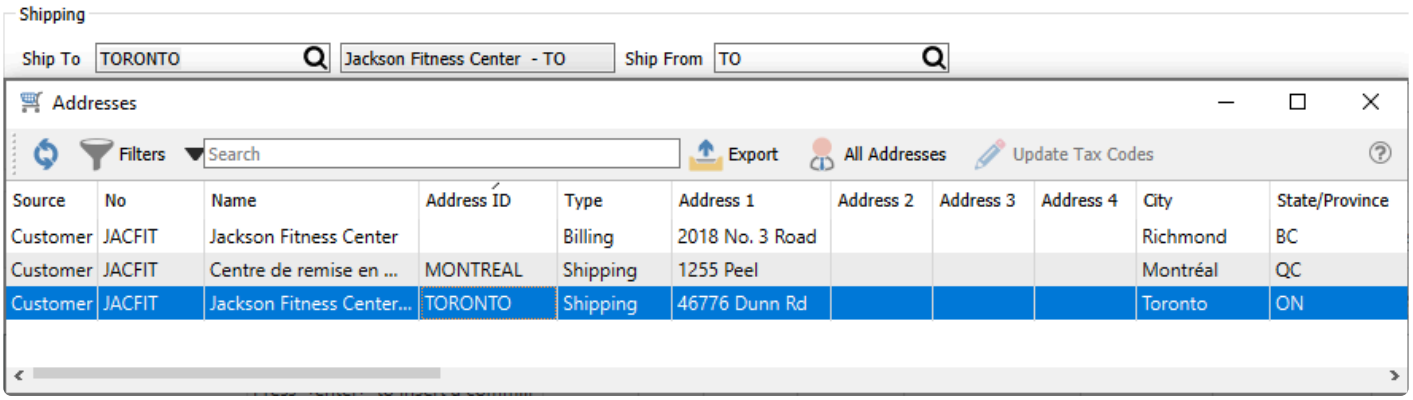
Other Orders – Value of outstanding orders not yet invoiced, not including back orders or quotes.

Credit Limit – Customers credit limit, either 0.00, a specific amount, or Unlimited.

Available – Customers available credit, calculated from the Credit Limit, A/R Balance and Other Orders amounts. It will display with a red highlight if not enough credit is available for this order to invoice without payment, and green if enough credit is available, or if a credit override has been authorized.

Shipping

Ship to – If any shipping addresses have been created for this customer, you can select any of them to include on a sales order. Not only does this load the shipping address into the Ship To address tab, but there may also be different information such as Salesperson or Tax Codes loaded onto the order and replacing was was specified from the customer billing address.
If you need to drop ship the ordered goods to an address for a different customer, the Ship To Addresses lookup window has an ‘All Addresses’ button that reveals every customer address to select from. This also replaces information from the customer such as salesperson or tax codes, so if you do this, ensure the required values are on the sales order.



Salesperson – The salesperson can be entered if the sale is to be tracked, perhaps for commission calculations. The value can be defaulted from the customer address, or from the default salesperson code in User Settings is selected. You can prevent sales orders from being saved with a blank salesperson, if a Company Setting is enabled, and prevent editing the salesperson value with a User security setting. And another User security setting can restrict displaying sales orders to only those for a specified salesperson.

Ship Via – The code for the shipping carrier used for sending the goods to the customer. It defaults from the customer Order Defaults tab for the address but can be changed on the order. When selected, the name and the automatic method for calculating freight will be loaded from the Shipping Method record. If this carrier does not have a Ship via code, you can still enter the name manually, but freight will need to be entered in the order footer.

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. Sometimes this field is used for other data desired for the order, as FOB information isn't required.

Ship From – The default warehouse code from where items are selected from the details grid in entry. It defaults from the customer Order Defaults tab for the address but can be changed on the order, which does not affect existing items but only newly added items. The warehouse address and contact information is loaded into the Ship From tab.

Territory – The salesperson can be entered if the sale is to be tracked, perhaps for reporting by area. The value can be defaulted from the customer address. You can prevent sales orders from being saved with a blank territory, if a Company Setting is enabled, and prevent editing the territory value with a User security setting. And another User security setting can restrict displaying sales orders to only those for a specified territory.

Carrier – The name of the carrier that shipped this order, which could be the same as the Ship Via description.

Ship Date – The actual ship date of the order. If an order is partially shipped and invoiced, this date will be cleared for the next shipment.

Tracking – The carriers tracking or waybill number. If the Ship Via code was assigned with a URL link to the

carrier's website, the Tracking label converts into a hyperlink that can load the shipping progress for this specific shipment, based on the tracking number. If an order is partially shipped and invoiced, this value will be cleared for the next shipment.

Receiver – A search field used for selecting a customer contact defined on the customer or shipping address, or enter another name not already saved. When selecting an existing contact name, the phone, cell and email field values will also be loaded where applicable. You can configure a Default Receiver Contact Type in Company Settings, where if a single customer contact has this specified type, then that contact will be automatically loaded when the customer is selected on the order.

Order Details

Order Type – There are six different types of sales orders. Each can be assigned a unique numbering sequence and display colour in Company Settings to differentiate each order type. The order type displayed here also includes the status of the sales order: Open, Deposit, Processed, Shipped or Closed.

- **Sales** – A regular sales order that will have stock immediately committed when the ship quantity values are entered.
- **Booking** – A future order that does not automatically populate the Ship Qty value and commit inventory quantity when the item is added to the order. Backordered quantity cannot be entered. You are not prevented from manually shipping and invoicing Booking orders. If you edit the order type to a Sales Order, then Ship and B/O Qty will be calculated from available quantity for each item.
- **Standing** – An order that typically will be repeated for the customer, perhaps on a regular schedule that you can assign. When a Standing order is shipped and invoiced, the order is not cleared from the list so that it is available for shipping at the next repeat cycle.
- **Quote** – A document for a customer or prospect used to suggest product or service pricing. It does not commit inventory until you change it into a sales order.
- **RMA** – A 'Return Merchandise Authorization' transaction is a customer request to return stock and receive a refund or credit.
- **Work** – You can use for service type orders if you want to have a separate order number sequence than sales orders for merchandise sales.

Order No – An automatically assigned document number from Company Settings, that can be changed if you have another Company Setting enabled.

Order date – The date that the order was taken and first saved, which defaults to today but can be changed to any date. A warning message will appear if you choose a date older than today.

Required Date – The date that the customer want the goods delivered by. The value defaults to today but can be changed to any date, and if edited then a prompt appears to update the required date for all items entered on the order. Booking orders become active when this date is reached. Required Dates are useful you can sort by this date column on the sales order list grid to see what needs to be shipped today.

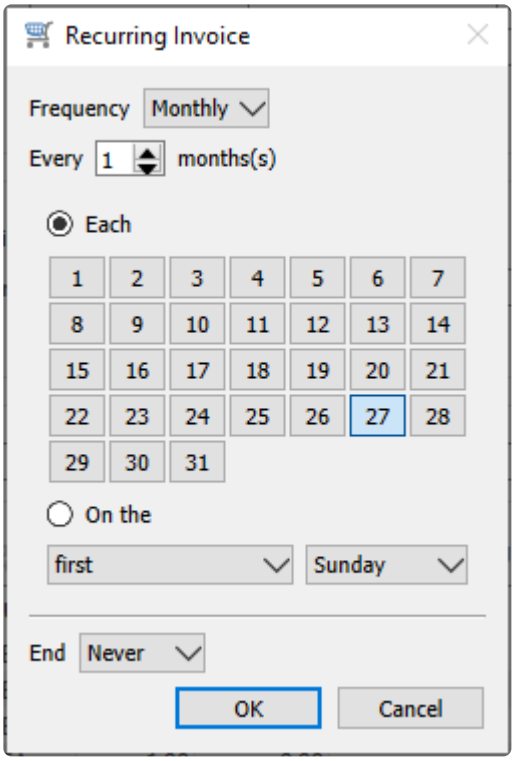
Invoice Number – An automatically assigned document number from Company Settings when the order is invoiced, that can be changed if another Company Setting is enabled.

Invoice date – The date assigned when the order is invoiced. There is a User Setting that determines the default value and field access:

- **Always Current Date** – The system date is used as the invoice date, which is not changeable while editing a sales order.
- **Current Date Unless Invoice Date is Filled** – The system date is used unless an invoice date was already entered into the field.
- **Ask for the Date Unless Invoice Date is Filled** – A warning message will appear if the Invoice Date field is blank, and continuing will put the focus on the invoice date field for entry.

Expires – This field is only visible for Quotes. Enter a date for when the quote will no longer be honoured, either manually or from a calculation of a number of days after the Order Date, as configured in Company Settings.

Repeat – This field is only available for Standing orders, if you want to assign a regular schedule for shipping and invoicing the order. You can select from daily, weekly, monthly, yearly or custom, or none if there is no schedule to repeat. When custom is chosen, you can define the repeat cycle with a few different options that depend on the selected Frequency. Read the Standing Orders manual topic for more information.



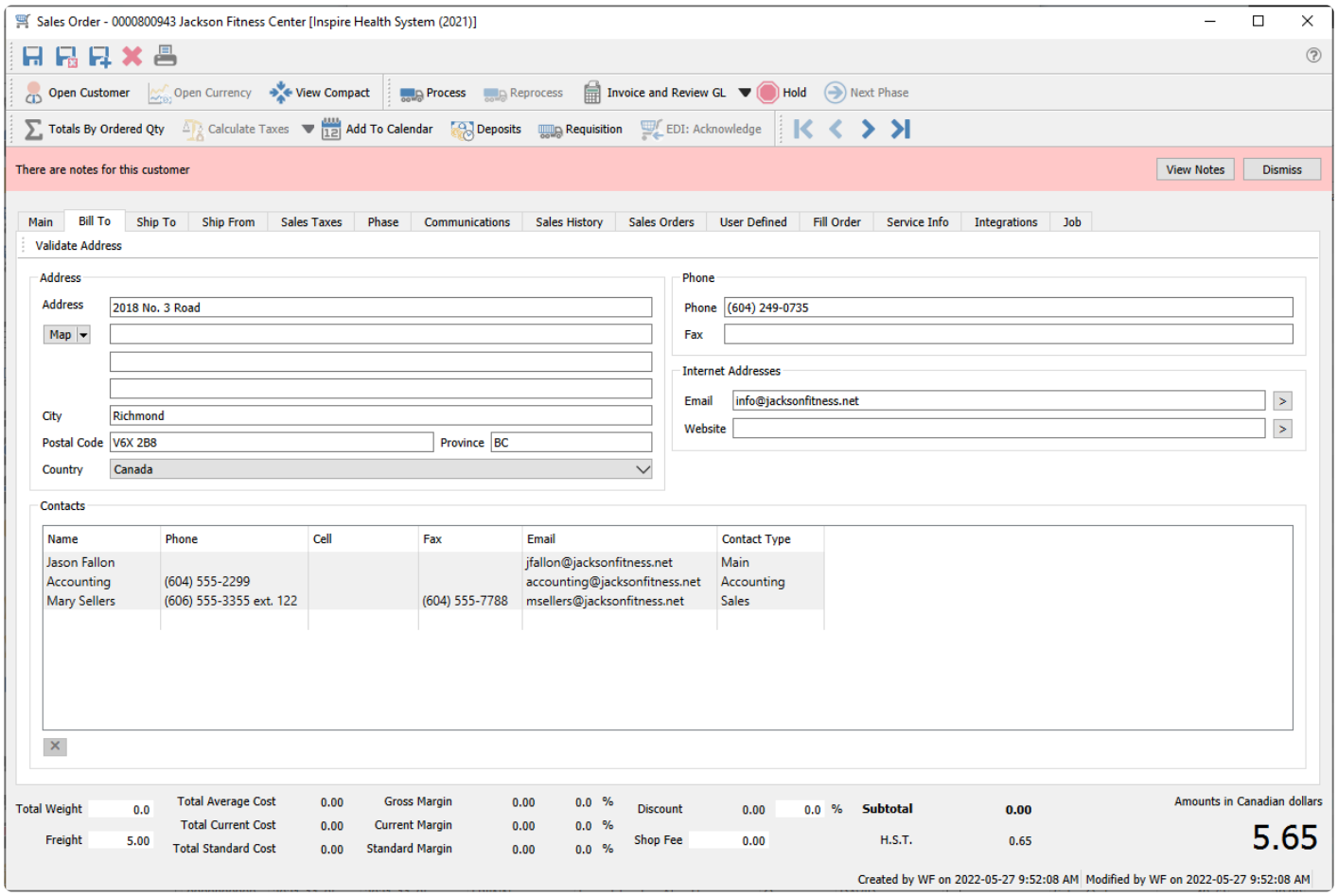
Phase – Select from the list of company-specific statuses, perhaps to indicate the progress of the order before it is shipped. If a report template is included with the selected phase, any report that has that template name will be presented for printing. You can ‘increment’ the phase value to the next one in the sales order phase sequence if one is assigned by using the Next Phase button in the toolbar, which useful when orders must go through a particular sequence of procedures in turn.

Location – If you have Locations enabled in Company Settings, and any of the Revenue, Cost of Sales or Accounts Receivable control accounts are configured with a Location segment, the posted GL transaction will update the accounts with the respective location segment.

Profit Center – If you have Profit Centers enabled in Company Settings, you can choose a code that will be assigned as a GL account segment for Revenue or Cost of Sales when invoices are posted.

Bill To:

This tab displays the customers bill-to information and contacts, added to the order from the customer billing address when it is first created.

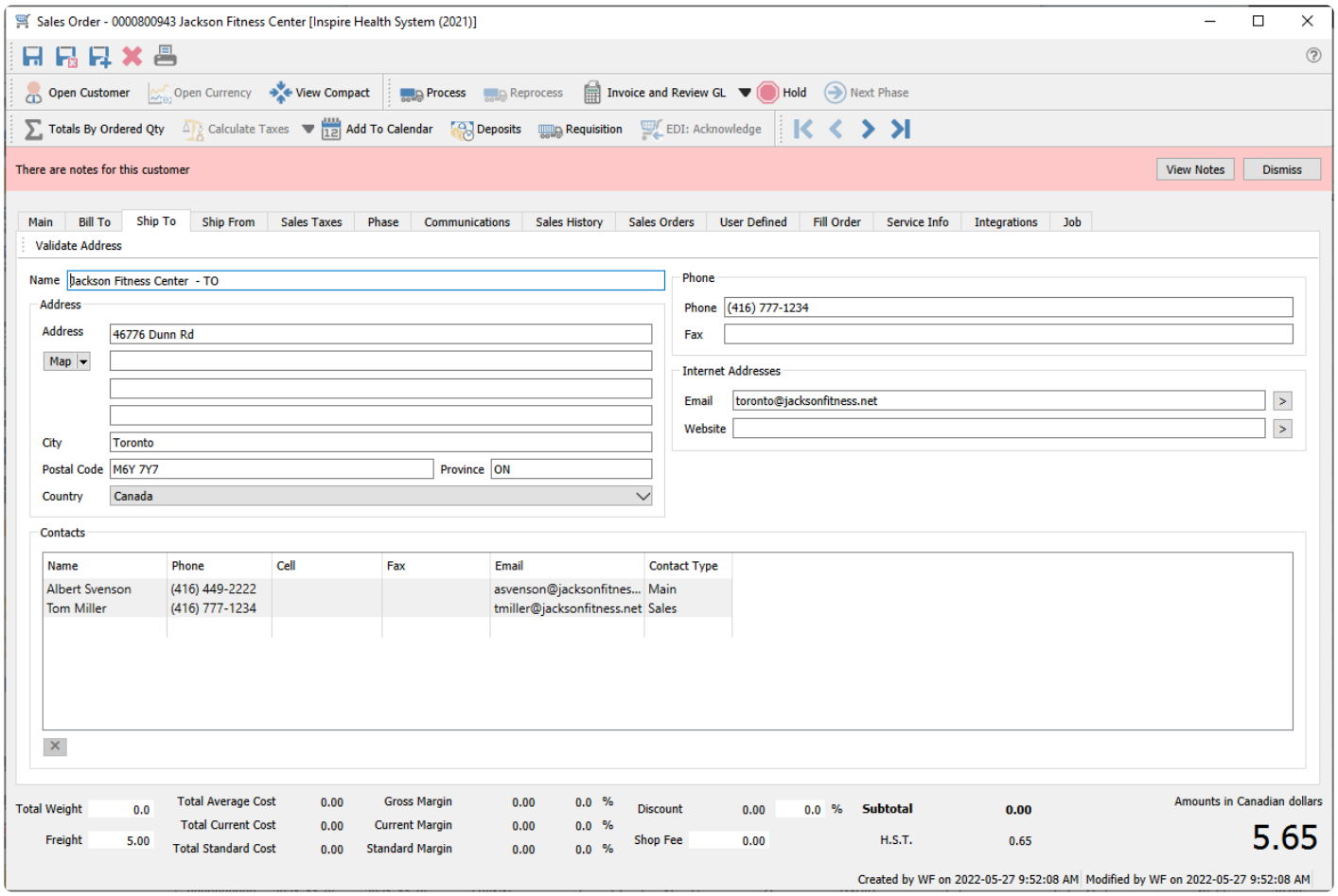


If the customers address or contact information changes, existing orders will no longer match what is in the customer record, including customers email addresses used for order confirmations or invoices. When editing a customer, you can use the Update Orders button to update any open sales orders with the customers new information.

This information can be edited if user security allows.

Ship To:

This tab displays the customers ship-to information and contacts, added to the order from the selected customer shipping address if one was selected on the Main tab, or the customer billing address if no shipping address is selected.

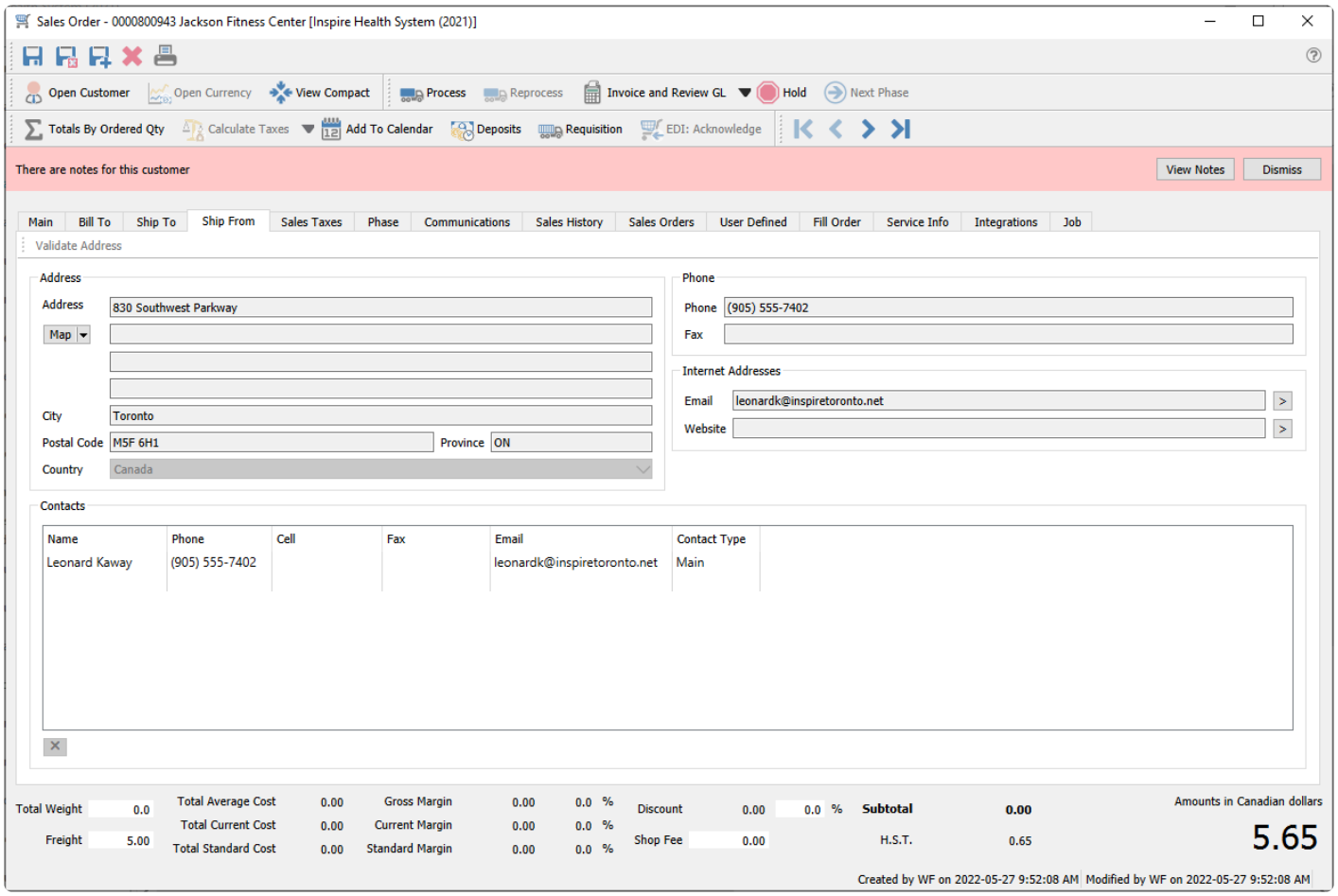


If the customers address or contact information changes, existing orders will no longer match what is in the customer record, including customers email addresses used for order confirmations or invoices. When editing a customer, you can use the Update Orders button to update any open sales orders with the customers new information.

This information can be changed as required, perhaps for a one-time drop-ship address that does not need to be maintained on the customer record.

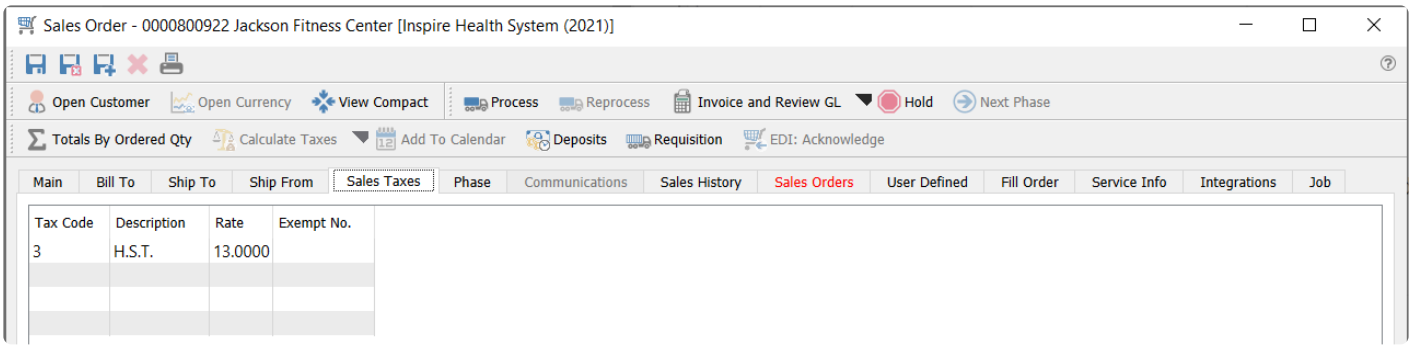
Ship From:

The Ship From tab information is populated by the company address if your company does not maintain separate warehouses, otherwise the information comes from the Warehouse record selected in the Ship From field on the Main tab.



Sales Taxes

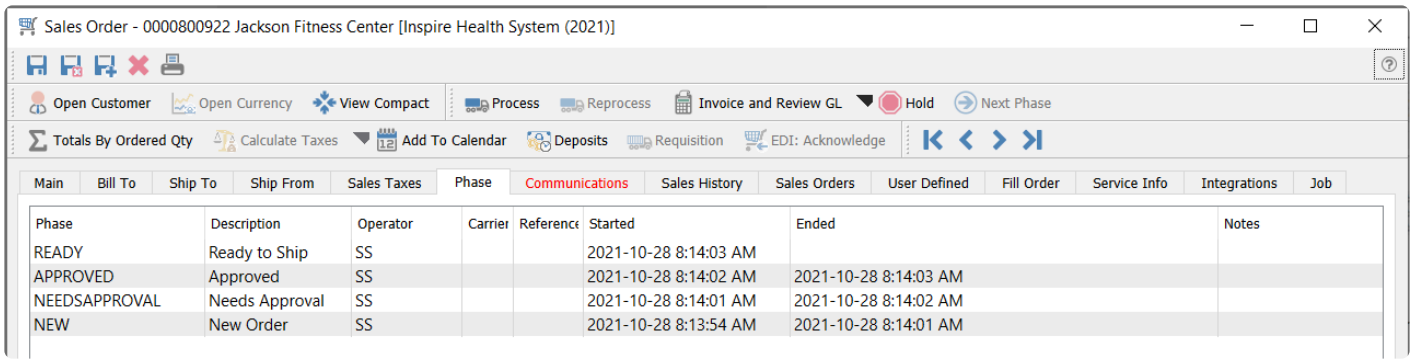
This tab displays the customers sales tax jurisdictions, defaulted from the Sales Taxes setting from the customer address when the order is first created. They can be changed for a specific sales order if required.



Because default Sales Tax codes can be assigned to customer addresses, changing the shipping address could potentially change the tax codes and thus the tax calculated for the order.

Phase

This tab displays each phase that an order has gone through, including the starting and ending dates and times of each phase.



Phase	Description	Operator	Carrier	Reference	Started	Ended	Notes
READY	Ready to Ship	SS			2021-10-28 8:14:03 AM		
APPROVED	Approved	SS			2021-10-28 8:14:02 AM	2021-10-28 8:14:03 AM	
NEEDSAPPROVAL	Needs Approval	SS			2021-10-28 8:14:01 AM	2021-10-28 8:14:02 AM	
NEW	New Order	SS			2021-10-28 8:13:54 AM	2021-10-28 8:14:01 AM	

You can edit the start and end time if necessary, to make corrections. You can also include a reference or notes for any phase, and the Carrier if the phase required shipping. This information can be included on customized reports for tracking purposes.

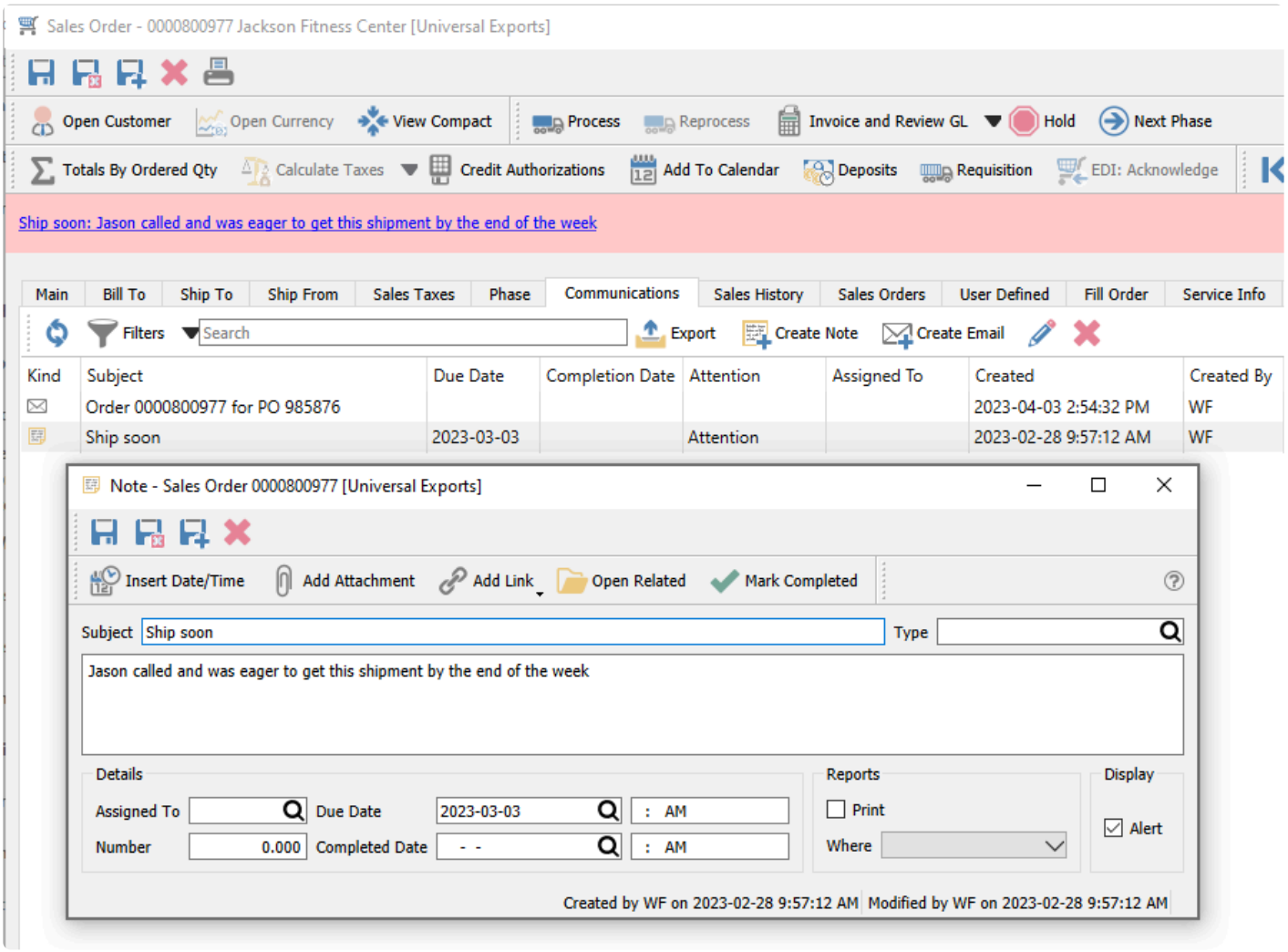
When this order is invoiced, all phase information is maintained on the Sales History invoice.

Communications

Any number of communication notes or alerts can be added to an order, to track customer conversations or anything important to be remembered. Read the Communications manual topic for additional information. Communications can be shown as banners when an order is edited. In addition, any created or sent emails that refer to this sales order will be displayed here, for reference or sending. Read the Email manual topic for additional information.

Notes

Notes communications are used for reminders or storing attachments or web links.



Insert Date/Time – The system date and time will be added to the text memo box at the end of the entered text.
Add Attachment – Include a link to a saved file such as an Excel spreadsheet or an image.
Add Link – Include a link to a Web URL or a saved file. A linked-to file should ideally be a location available to all users.
Open Related – Opens the module and record for the source of the message.

Mark Completed – Click this to set the Completed Date and Time values from the system.

Subject – Text to indicate the purpose of this communication. It is used in places where communication alerts and banners are displayed, so it should be concise and informative.
Group Type – Choose from a list of company-specified Note types to categorize the note. For example, “Follow-Up” or “Important”.

The text memo box is where the note information is entered, and under this is listed all attachments which can be opened by clicking the one desired to access. If this communication is displayed as a banner, the first portion of this text is included after the subject.

Details

Assigned To – The user’s name that the communication is assigned to.
Number – Extra numeric field, used for reporting purposes.
Due Date – Fields for the date and time when the assigned communication is due for completion. When a communication has a due date, it is displayed as a banner with a yellow background when editing the sale order.
Completed Date – Fields for the date and time when the communication was marked as completed. Communications with a completion date are not displayed as banners.

Reports

Print – Enabling this option will printed the note text on whichever form was selected for the Where field.
Where – The form that this communication should print on. For example, on Invoices or Purchase Orders.

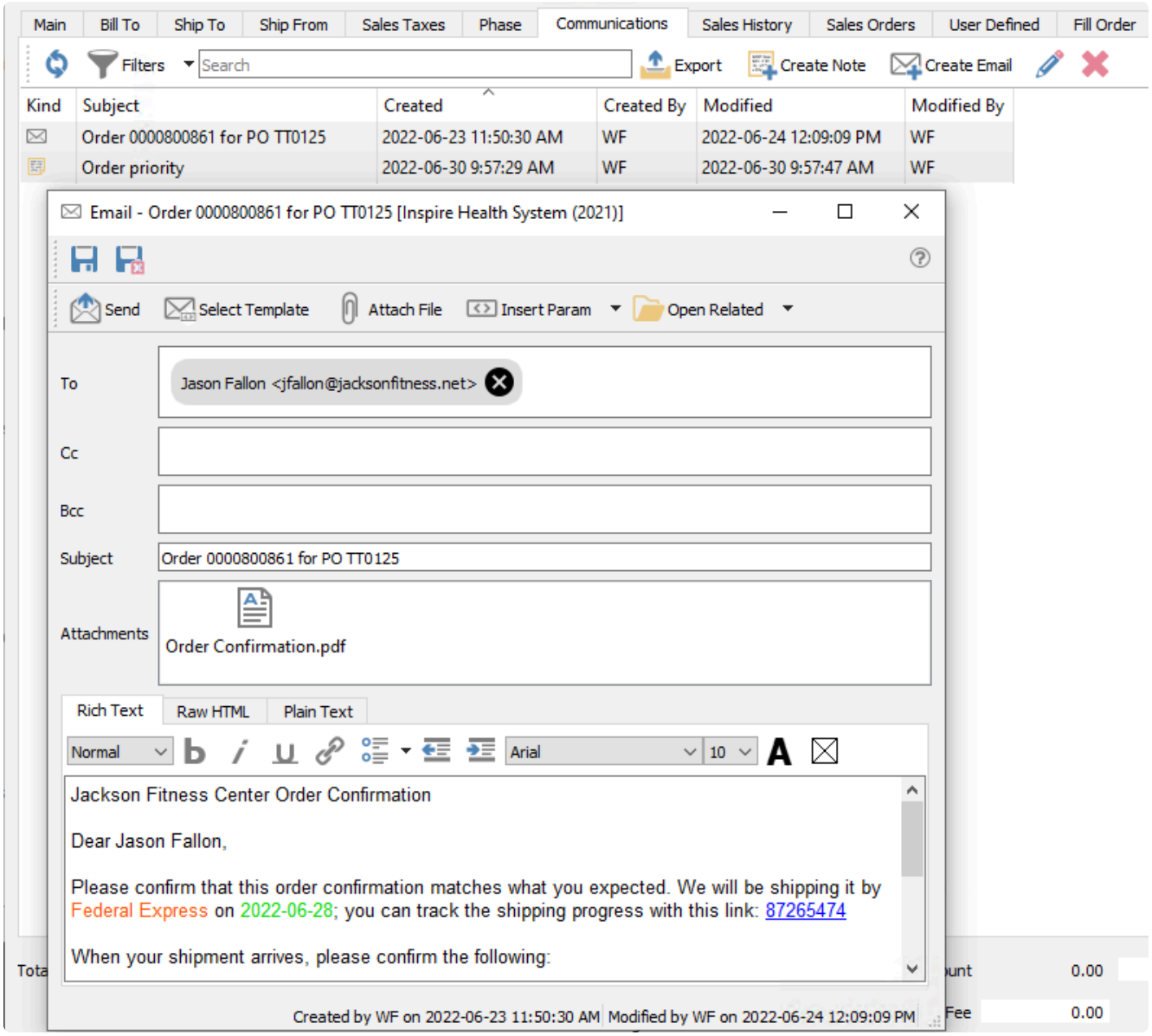
> Note – The Crystal Sub Report that contains the communication on forms is hidden by default. Speak with your Spire partner to assist with revealing it.

Display

Alert – Enabling this option will pop up the note text in an alert banner with a red background when editing the sales order. This alert will precede any customer-based alerts or other order banner messages.

Emails

Email communications are used for tracking sent emails to the customer from this order.



Save – Save the email contents but do not send yet. This email is visible from the Email module and from the Communcations tab of the record from where the email was started.

Save and Close – Save the email contents but do not send yet, and close the email screen. This email is visible from the Email module and from the Communcations tab of the record from where the email was started.

Send – Send the email to the recipients, using the configured email provider.

Select Template – Choose the email template record to apply to this email. This will fill in the subject and email body with pre-defined formatted text, which could include database parameter fields to merge information from the associated record or transaction. Read the Email Templates manual topic for more information.

Attach File – Browse for one or more files to include as email attachments. You can also drag a file from a saved location, such as a File Explorer window, and drop it onto the email to create an attachment. You may not select files that are prevented from being emailed, such as EXE or BAT files.

Insert Param – A drop-down list of available database parameters allows you to select a field to be translated from the record or transaction into the email, organized in record-type groupings. Parameters can be inserted into either the subject or email body. Using parameters allows you to personalize the email and make the information more relevant to the recipients.

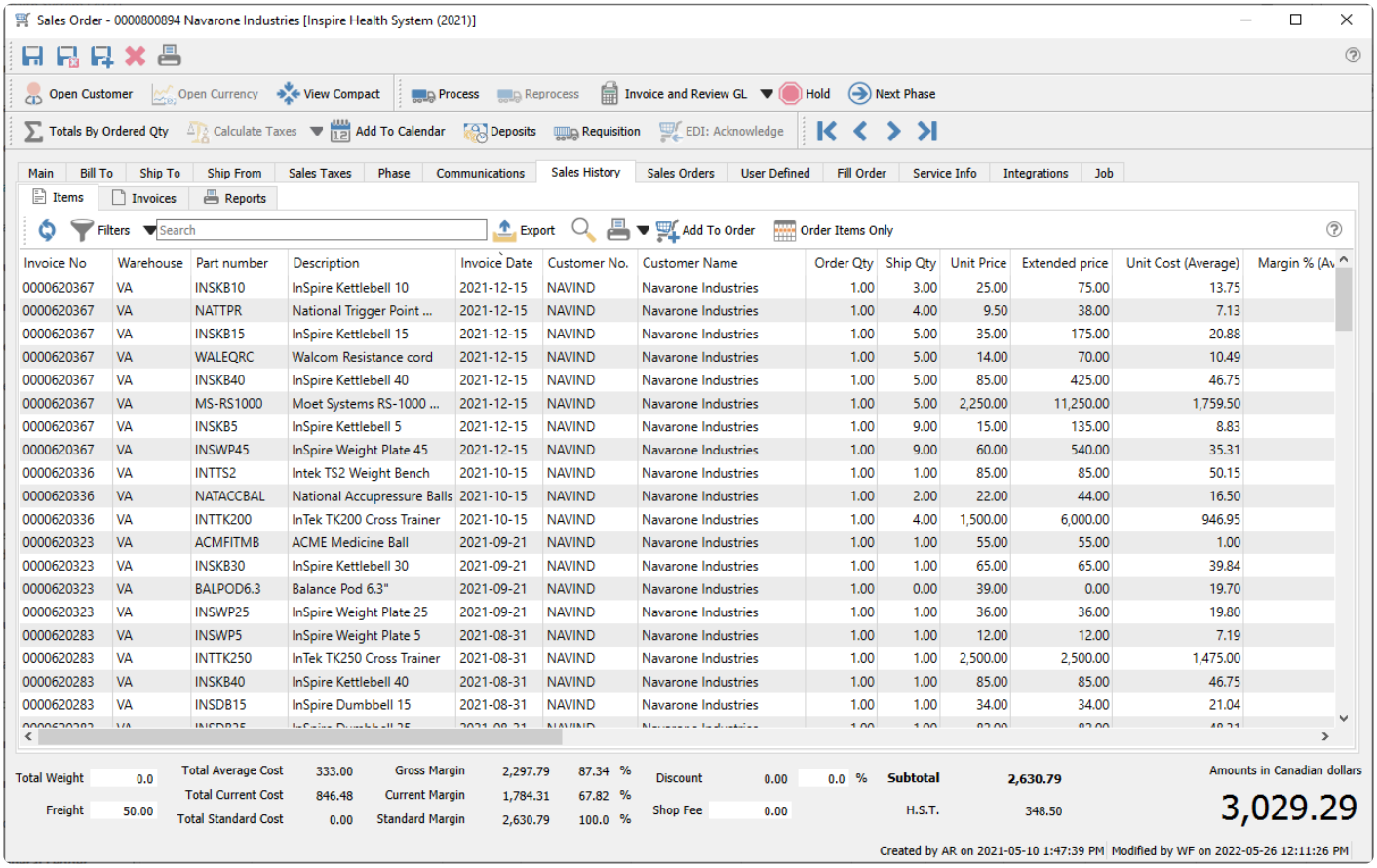
Open Related – If the email was created from either a record or transaction list or communications tab, it is associated with that record or transaction. This button allows opening a screen for the related record or transaction for investigation or editing.

Sales History

This tab allows you to see all historical sales invoices for this customer, not yet completed and closed to history. There are two sub-tabs, one for the list of invoices and the other for the list of items from those invoices. On either sub-tab you can search for, filter or export records of interest, and double-click a row to open the Sales History invoice in a new window.

> F7 is a shortcut / Hotkey to move between the Sales History tab and the Main order tab.

Sales History Items

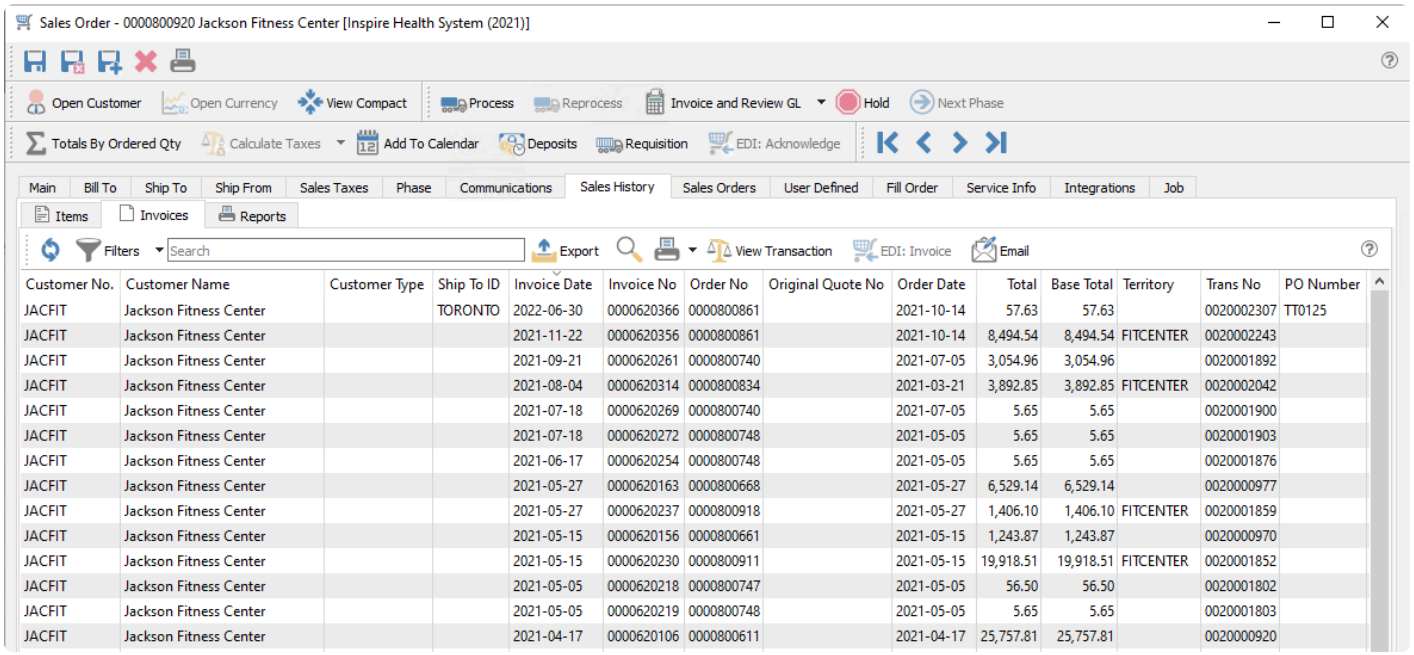


Invoice No	Warehouse	Part number	Description	Invoice Date	Customer No.	Customer Name	Order Qty	Ship Qty	Unit Price	Extended price	Unit Cost (Average)	Margin % (Av
0000620367	VA	INSKB10	InSpire Kettlebell 10	2021-12-15	NAVIND	Navarone Industries	1.00	3.00	25.00	75.00	13.75	
0000620367	VA	NATTPR	National Trigger Point ...	2021-12-15	NAVIND	Navarone Industries	1.00	4.00	9.50	38.00	7.13	
0000620367	VA	INSKB15	InSpire Kettlebell 15	2021-12-15	NAVIND	Navarone Industries	1.00	5.00	35.00	175.00	20.88	
0000620367	VA	WALEQRC	Walcom Resistance cord	2021-12-15	NAVIND	Navarone Industries	1.00	5.00	14.00	70.00	10.49	
0000620367	VA	INSKB40	InSpire Kettlebell 40	2021-12-15	NAVIND	Navarone Industries	1.00	5.00	85.00	425.00	46.75	
0000620367	VA	MS-RS1000	Moet Systems RS-1000 ...	2021-12-15	NAVIND	Navarone Industries	1.00	5.00	2,250.00	11,250.00	1,759.50	
0000620367	VA	INSKB5	InSpire Kettlebell 5	2021-12-15	NAVIND	Navarone Industries	1.00	9.00	15.00	135.00	8.83	
0000620367	VA	INSWP45	InSpire Weight Plate 45	2021-12-15	NAVIND	Navarone Industries	1.00	9.00	60.00	540.00	35.31	
0000620336	VA	INTTS2	Intek TS2 Weight Bench	2021-10-15	NAVIND	Navarone Industries	1.00	1.00	85.00	85.00	50.15	
0000620336	VA	NATACCBAL	National Accupressure Balls	2021-10-15	NAVIND	Navarone Industries	1.00	2.00	22.00	44.00	16.50	
0000620336	VA	INTTK200	InTek TK200 Cross Trainer	2021-10-15	NAVIND	Navarone Industries	1.00	4.00	1,500.00	6,000.00	946.95	
0000620323	VA	ACMFITMB	ACME Medicine Ball	2021-09-21	NAVIND	Navarone Industries	1.00	1.00	55.00	55.00	1.00	
0000620323	VA	INSKB30	InSpire Kettlebell 30	2021-09-21	NAVIND	Navarone Industries	1.00	1.00	65.00	65.00	39.84	
0000620323	VA	BALPOD6.3	Balance Pod 6.3"	2021-09-21	NAVIND	Navarone Industries	1.00	0.00	39.00	0.00	19.70	
0000620323	VA	INSWP25	InSpire Weight Plate 25	2021-09-21	NAVIND	Navarone Industries	1.00	1.00	36.00	36.00	19.80	
0000620283	VA	INSWP5	InSpire Weight Plate 5	2021-08-31	NAVIND	Navarone Industries	1.00	1.00	12.00	12.00	7.19	
0000620283	VA	INTTK250	InTek TK250 Cross Trainer	2021-08-31	NAVIND	Navarone Industries	1.00	1.00	2,500.00	2,500.00	1,475.00	
0000620283	VA	INSKB40	InSpire Kettlebell 40	2021-08-31	NAVIND	Navarone Industries	1.00	1.00	85.00	85.00	46.75	
0000620283	VA	INSDB15	InSpire Dumbbell 15	2021-08-31	NAVIND	Navarone Industries	1.00	1.00	34.00	34.00	21.04	

Add to Order – Multi-select items from this grid and click add the selected items to this order.

Order Items Only – Toggle this button on to display only those items that appear on previous invoices for this customer, typically to compare item prices and costs. Toggle this button off to see all items from all history invoices, whether or not they are on this order. The selection will be remembered for the next order you create or edit.

Sales History Invoices



Customer No.	Customer Name	Customer Type	Ship To ID	Invoice Date	Invoice No	Order No	Original Quote No	Order Date	Total	Base Total	Territory	Trans No	PO Number
JACFIT	Jackson Fitness Center		TORONTO	2022-06-30	0000620366	0000800861		2021-10-14	57.63	57.63		0020002307	TT0125
JACFIT	Jackson Fitness Center			2021-11-22	0000620356	0000800861		2021-10-14	8,494.54	8,494.54	FITCENTER	0020002243	
JACFIT	Jackson Fitness Center			2021-09-21	0000620261	0000800740		2021-07-05	3,054.96	3,054.96		0020001892	
JACFIT	Jackson Fitness Center			2021-08-04	0000620314	0000800834		2021-03-21	3,892.85	3,892.85	FITCENTER	0020002042	
JACFIT	Jackson Fitness Center			2021-07-18	0000620269	0000800740		2021-07-05	5.65	5.65		0020001900	
JACFIT	Jackson Fitness Center			2021-07-18	0000620272	0000800748		2021-05-05	5.65	5.65		0020001903	
JACFIT	Jackson Fitness Center			2021-06-17	0000620254	0000800748		2021-05-05	5.65	5.65		0020001876	
JACFIT	Jackson Fitness Center			2021-05-27	0000620163	0000800668		2021-05-27	6,529.14	6,529.14		0020000977	
JACFIT	Jackson Fitness Center			2021-05-27	0000620237	0000800918		2021-05-27	1,406.10	1,406.10	FITCENTER	0020001859	
JACFIT	Jackson Fitness Center			2021-05-15	0000620156	0000800661		2021-05-15	1,243.87	1,243.87		0020000970	
JACFIT	Jackson Fitness Center			2021-05-15	0000620230	0000800911		2021-05-15	19,918.51	19,918.51	FITCENTER	0020001852	
JACFIT	Jackson Fitness Center			2021-05-05	0000620218	0000800747		2021-05-05	56.50	56.50		0020001802	
JACFIT	Jackson Fitness Center			2021-05-05	0000620219	0000800748		2021-05-05	5.65	5.65		0020001803	
JACFIT	Jackson Fitness Center			2021-04-17	0000620106	0000800611		2021-04-17	25,757.81	25,757.81		0020000920	

View Transaction – Open a new window with the General Ledger entry created when this invoice was posted.

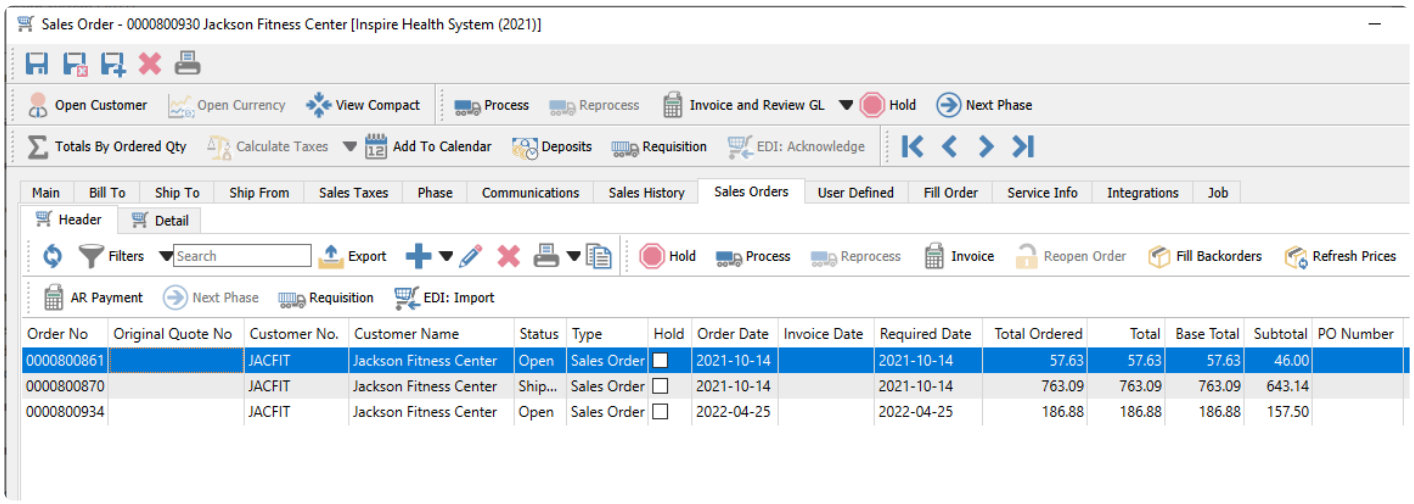
EDI: Invoice – A function used with 3rd party EDI applications.

Email – Select one or more invoices for creating and sending emails to the customer. Saved emails are displayed on the Communications tab of each invoice.

Sales Orders

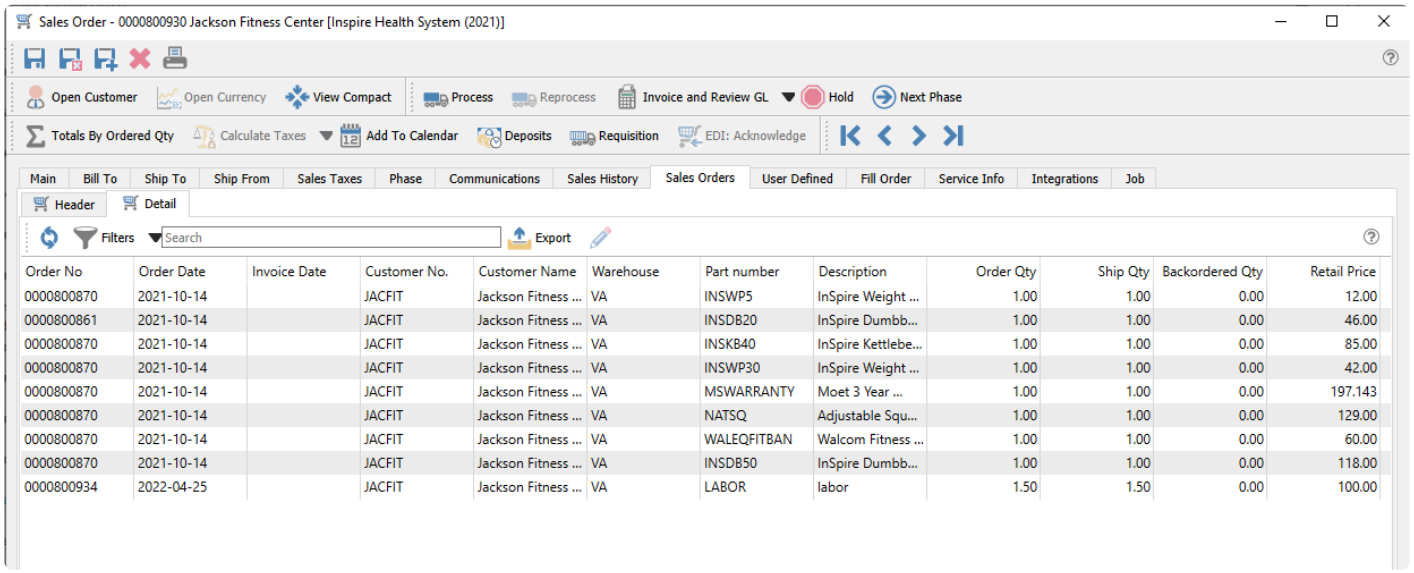
This tab allows you to see all outstanding sales orders for this customer, not yet completed and closed to history. There are two sub-tabs, one for the list of orders and the other for the list of items on all of these orders. This is helpful to make sure you are not duplicating an order that someone else has already entered for this customer. On either sub-tab you can search for, filter or export records of interest, and double-click a row to open the Sales Order in a new window.

Sales Order Header



You can also highlight an order and process it similarly to what is possible from the main order list. This can be helpful if a customer has multiple outstanding sales orders that you plan on combining into a single shipment, or if you need to update all orders for this customer in some similar fashion, making it easy to locate them all and ensure none are missed. The reports toolbar button allows access to all the reports and forms available from the Sales Orders list grid, limited to the open orders for this customer.

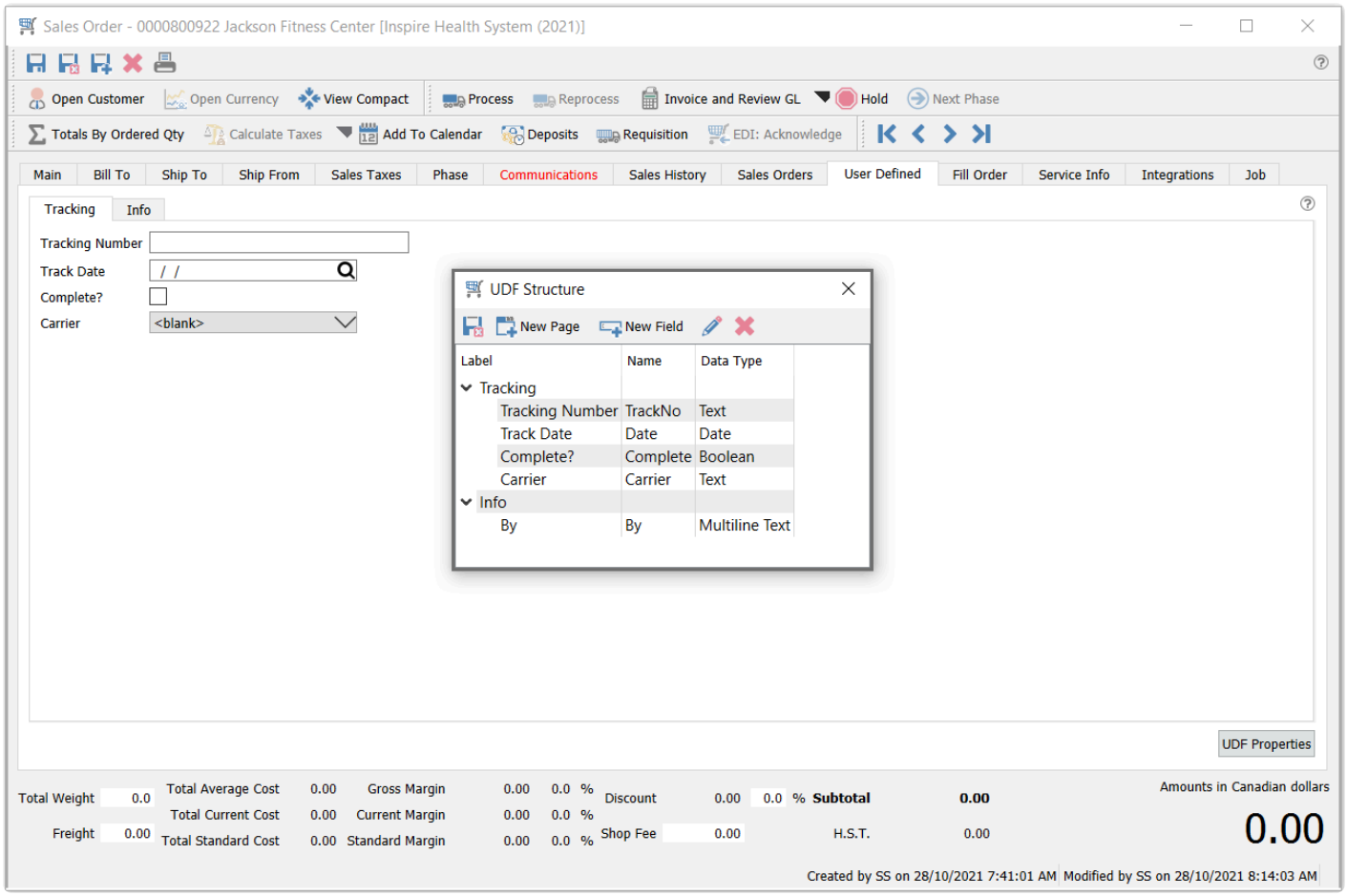
Sales Order Details



Order No	Order Date	Invoice Date	Customer No.	Customer Name	Warehouse	Part number	Description	Order Qty	Ship Qty	Backordered Qty	Retail Price
0000800870	2021-10-14		JACFIT	Jackson Fitness ...	VA	INSWP5	InSpire Weight ...	1.00	1.00	0.00	12.00
0000800861	2021-10-14		JACFIT	Jackson Fitness ...	VA	INSDB20	InSpire Dumbb...	1.00	1.00	0.00	46.00
0000800870	2021-10-14		JACFIT	Jackson Fitness ...	VA	INSKB40	InSpire Kettlebe...	1.00	1.00	0.00	85.00
0000800870	2021-10-14		JACFIT	Jackson Fitness ...	VA	INSWP30	InSpire Weight ...	1.00	1.00	0.00	42.00
0000800870	2021-10-14		JACFIT	Jackson Fitness ...	VA	MSWARRANTY	Moet 3 Year ...	1.00	1.00	0.00	197.143
0000800870	2021-10-14		JACFIT	Jackson Fitness ...	VA	NATSQ	Adjustable Squ...	1.00	1.00	0.00	129.00
0000800870	2021-10-14		JACFIT	Jackson Fitness ...	VA	WALEQFITBAN	Walcom Fitness ...	1.00	1.00	0.00	60.00
0000800870	2021-10-14		JACFIT	Jackson Fitness ...	VA	INSDB50	InSpire Dumbb...	1.00	1.00	0.00	118.00
0000800934	2022-04-25		JACFIT	Jackson Fitness ...	VA	LABOR	labor	1.50	1.50	0.00	100.00

User Defined

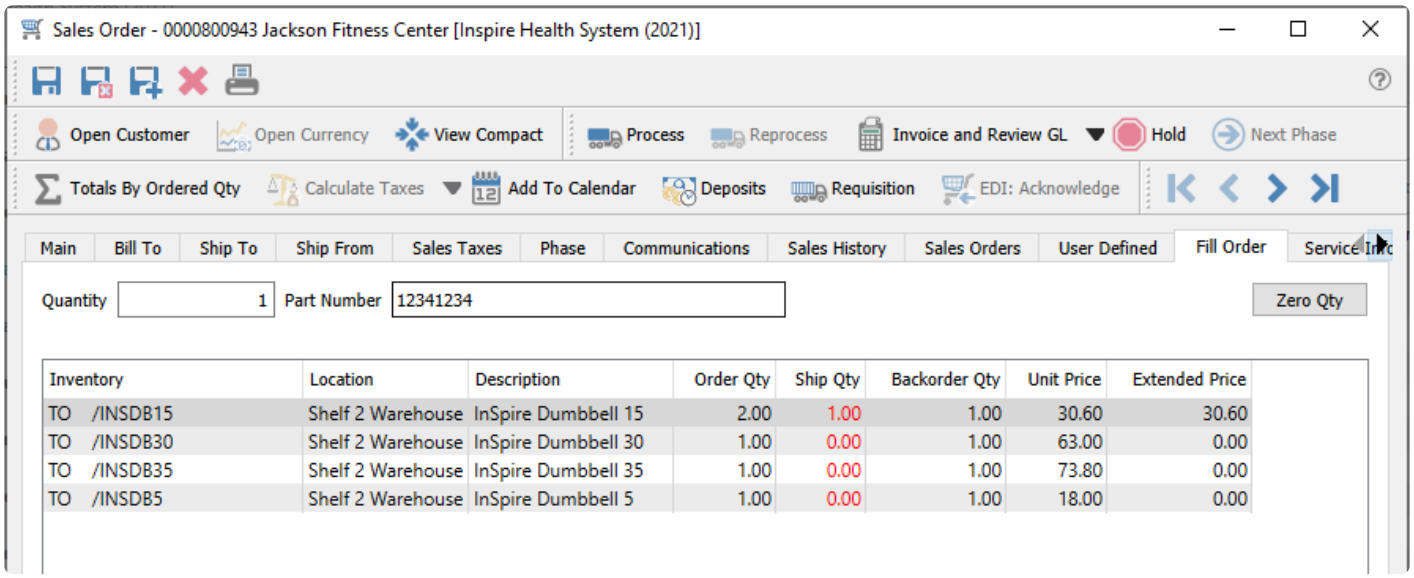
If you use the User Defined Fields optional add-on module, this allows you to add any number of extra fields to a sales order that pertain to your sales orders for your business.



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. Read the User Defined Fields manual topic for more information.

Fill Order

This screen allows you to scan item barcodes as they are being selected for shipping, incrementing the Ship Qty for each scan.



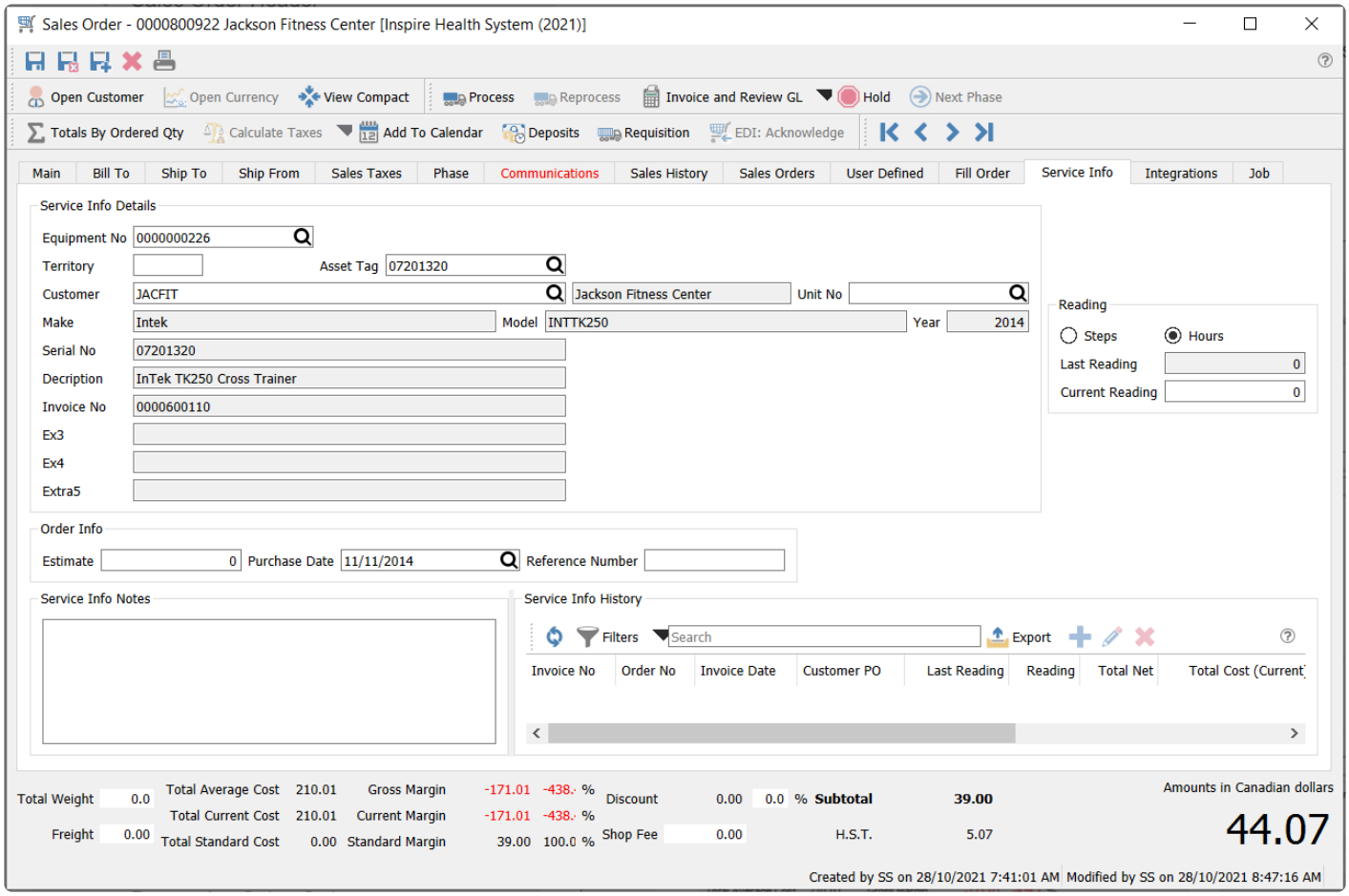
From here you can scan in the items as they are being shipped. To initialize the shipped quantities, click the Zero Qty button, setting them all to zero and displaying them in red font colour. Then scan the item barcode to increment the Ship Qty of any existing item by the value in the Quantity field. You will not be able to scan a new item that is not already on the order, nor scan it item to result in a Ship Qty greater than the Order Qty – an alert sound will occur with the error message in both cases.

When an item scan has been done to make the Ship Qty equal to the Order Qty, the font colour will become blank instead of red, indicating that this line is complete.

Service Info

The Service Info tab appears if the optional Service Manager module has been added. This add-on gives you quick access to all service records, making it easy to track the history of each piece of equipment.

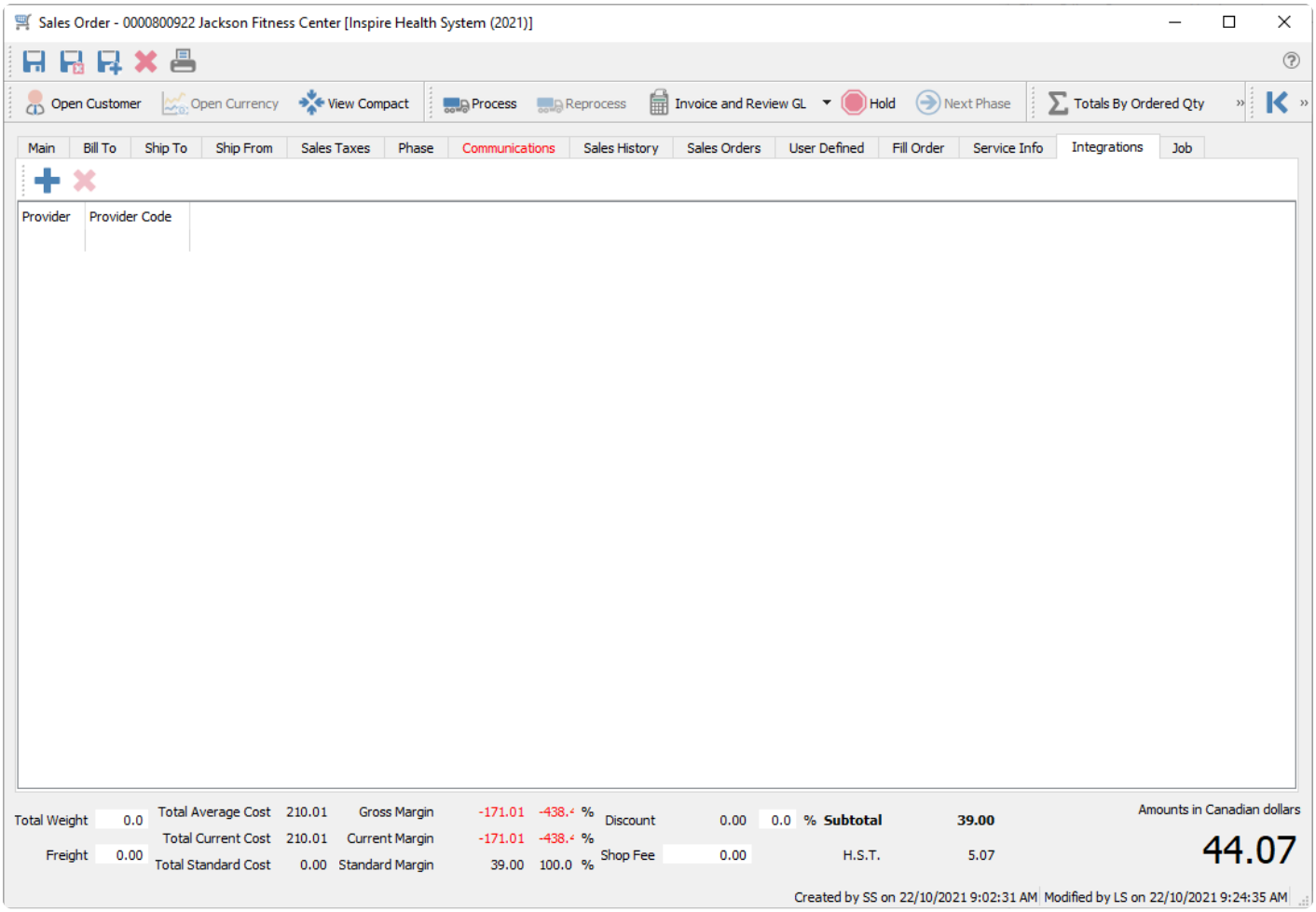
When you want to create a new customer transaction for a service call, you can either create a standard sales order, or instead create a work order if you wish to use an order number from a separate numbering sequence for service orders as compared to inventory sales. On the Main tab, you typically would enter non-inventory details for the labour charges and parts used for the service, to specify the dollar amounts and accounting. And on the Service Info tab, you select the equipment being serviced.



All Equipment information from the setup record is displayed here, including any special notes and past service history. Generally, the only data you might need to enter on this screen is the estimate amount for the service and a Reference value if the work is being quoted, and the Current Reading number if the equipment supports that value.

Only one equipment number can be selected on a single sales or work order – if multiple equipment items require service then they need to be entered as separate orders.

Integrations Tab

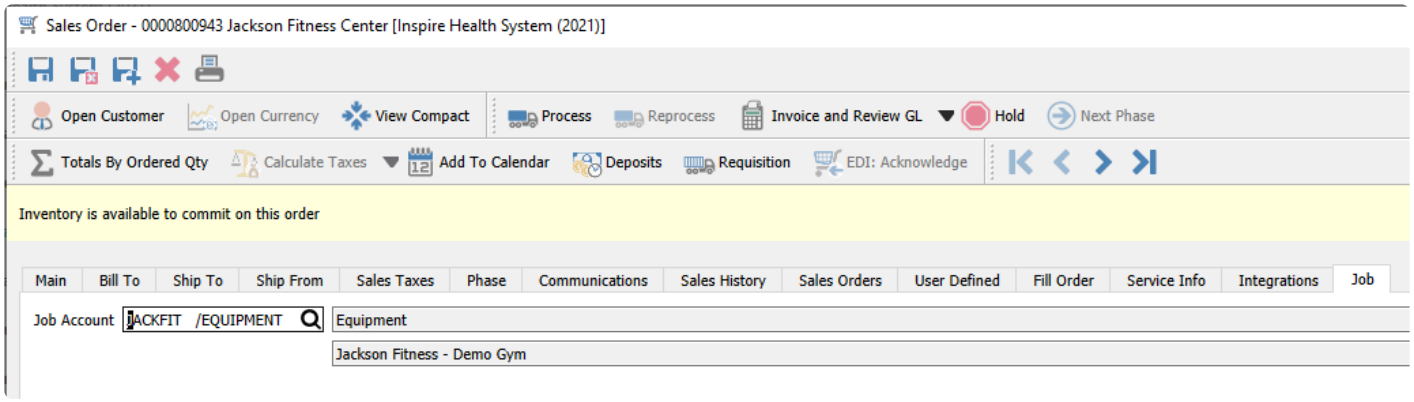


For more details please refer to the topic Integrations of the manual.

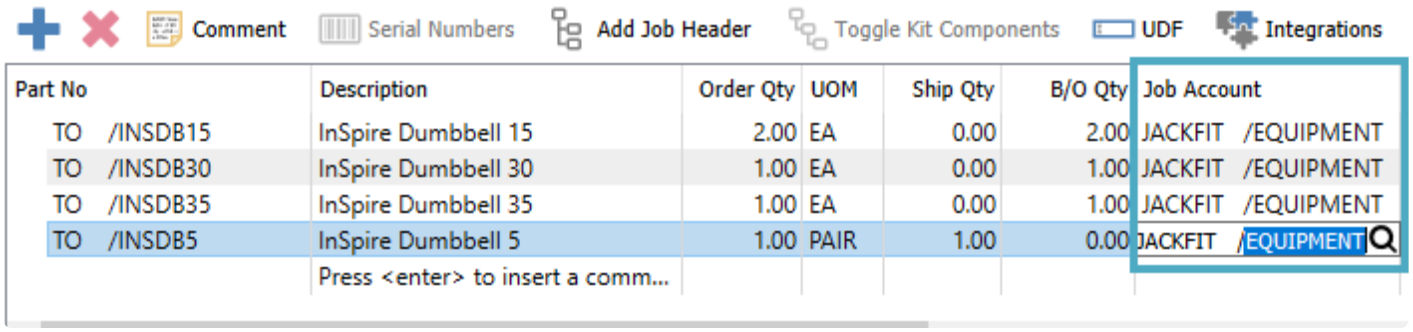
Job

Sales orders can be associated with a customer job, with posted invoices updating the recognized revenue and expenses for the job and account sub-category.

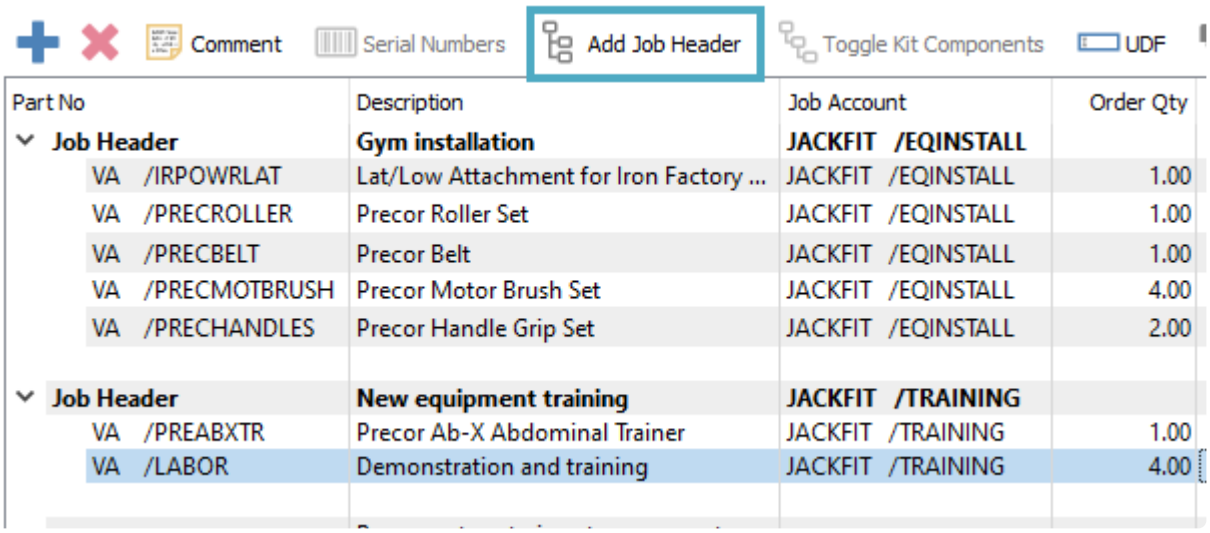
To select a job for a sales order, you can select the job and account from the Job tab. When selected, each line of the order will be populated with the selected job and account.



You can assign different jobs or accounts on order details, if items will be assigned to different jobs.



If you include a Job Header line in the Detail section and assign a Job Account here, adding new items within the Job Header group will use this Job Account by default, instead of the one specified on the Job tab.

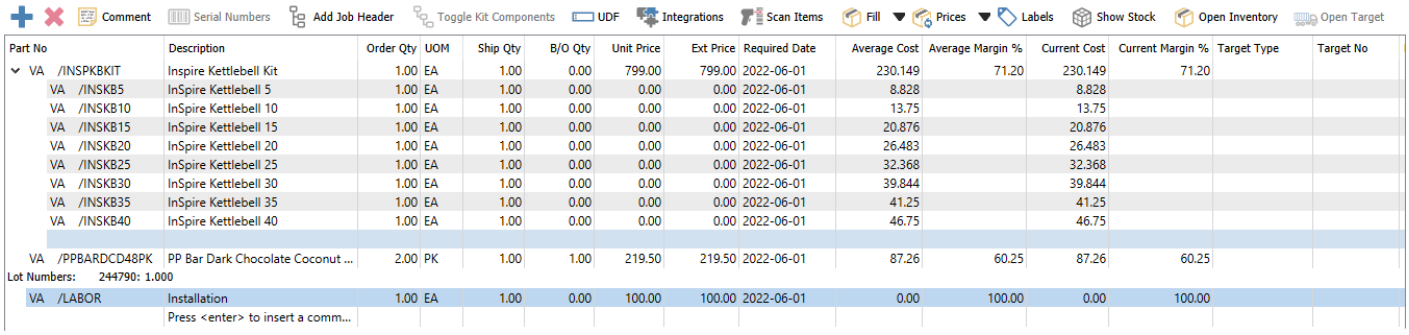


When an invoice with job information on items is posted, this will update the respective jobs and accounts for Income amounts from sales and Expense amounts from cost of sales.

For more details about Job and Account setup, read the manual topic for more information.

Sales Order Details

On the Main tab of sales orders is the grid where you enter and maintain the items and other details for the order. Above the grid is a toolbar specific to the details grid where you can inquire on information about these inventory items or perform functions on the details.

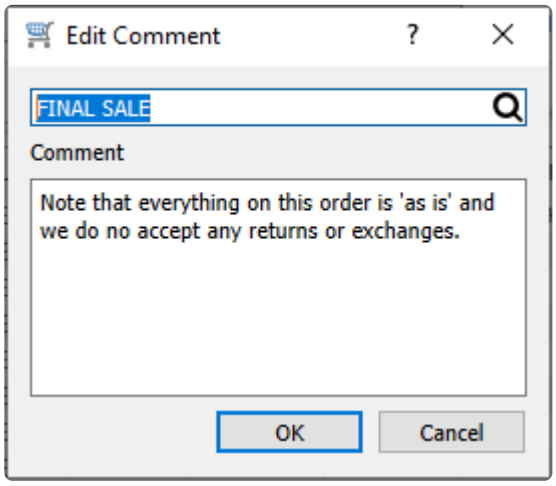


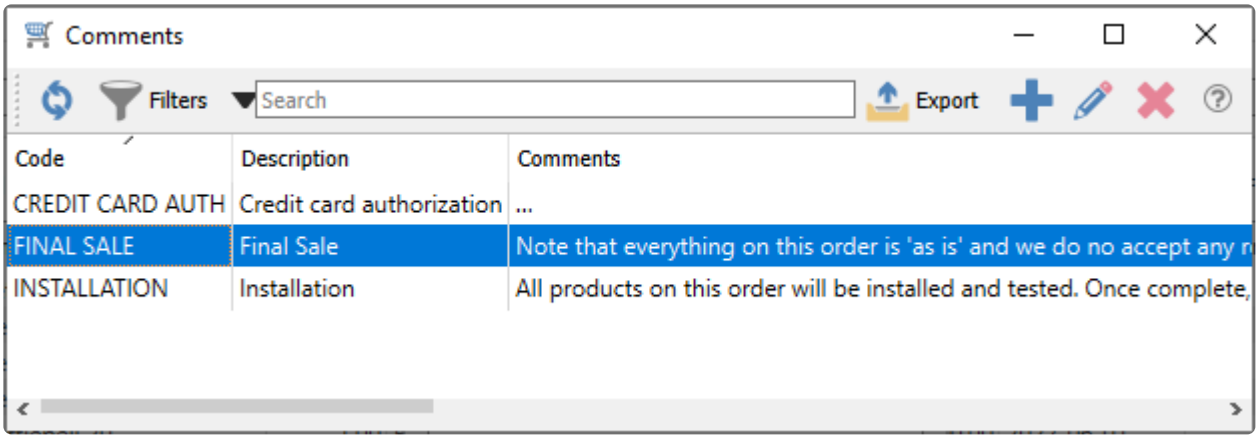
Part No	Description	Order Qty	UOM	Ship Qty	B/O Qty	Unit Price	Ext Price	Required Date	Average Cost	Average Margin %	Current Cost	Current Margin %	Target Type	Target No
VA /INSPKBKIT	Inspire Kettlebell Kit	1.00	EA	1.00	0.00	799.00	799.00	2022-06-01	230.149	71.20	230.149	71.20		
VA /INSKB5	InSpire Kettlebell 5	1.00	EA	1.00	0.00	0.00	0.00	2022-06-01	8.828		8.828			
VA /INSKB10	InSpire Kettlebell 10	1.00	EA	1.00	0.00	0.00	0.00	2022-06-01	13.75		13.75			
VA /INSKB15	InSpire Kettlebell 15	1.00	EA	1.00	0.00	0.00	0.00	2022-06-01	20.876		20.876			
VA /INSKB20	InSpire Kettlebell 20	1.00	EA	1.00	0.00	0.00	0.00	2022-06-01	26.483		26.483			
VA /INSKB25	InSpire Kettlebell 25	1.00	EA	1.00	0.00	0.00	0.00	2022-06-01	32.368		32.368			
VA /INSKB30	InSpire Kettlebell 30	1.00	EA	1.00	0.00	0.00	0.00	2022-06-01	39.844		39.844			
VA /INSKB35	InSpire Kettlebell 35	1.00	EA	1.00	0.00	0.00	0.00	2022-06-01	41.25		41.25			
VA /INSKB40	InSpire Kettlebell 40	1.00	EA	1.00	0.00	0.00	0.00	2022-06-01	46.75		46.75			
VA /PPBARDCD48PK	PP Bar Dark Chocolate Coconut ...	2.00	PK	1.00	1.00	219.50	219.50	2022-06-01	87.26	60.25	87.26	60.25		
Lot Numbers: 244790: 1.000														
VA /LABOR	Installation	1.00	EA	1.00	0.00	100.00	100.00	2022-06-01	0.00	100.00	0.00	100.00		
	Press <enter> to insert a comm...													

Add / Insert – Create a new line for adding a new item, with the new line inserted immediately above the highlighted line in the grid. If you do not select an item code, you can do this to insert a blank line that can be visually helpful for organizing entry or printing on report forms. You can also add new items at the end of the list either by clicking in the cell under the last part number, or by pressing the Enter key when the last item row is highlighted.

Delete – Deletes the highlighted line. Only one row can be deleted at a time.

Comment – Add or insert text to the detail section of the order, either for customer instructions or when more text is needed than fits in the memo column. Click to open a window for entering as much text as you want. If you have information that you regularly include as comments, select a pre-defined record that has this text to include, for either sales or purchase orders. You can also create new comment records from here.

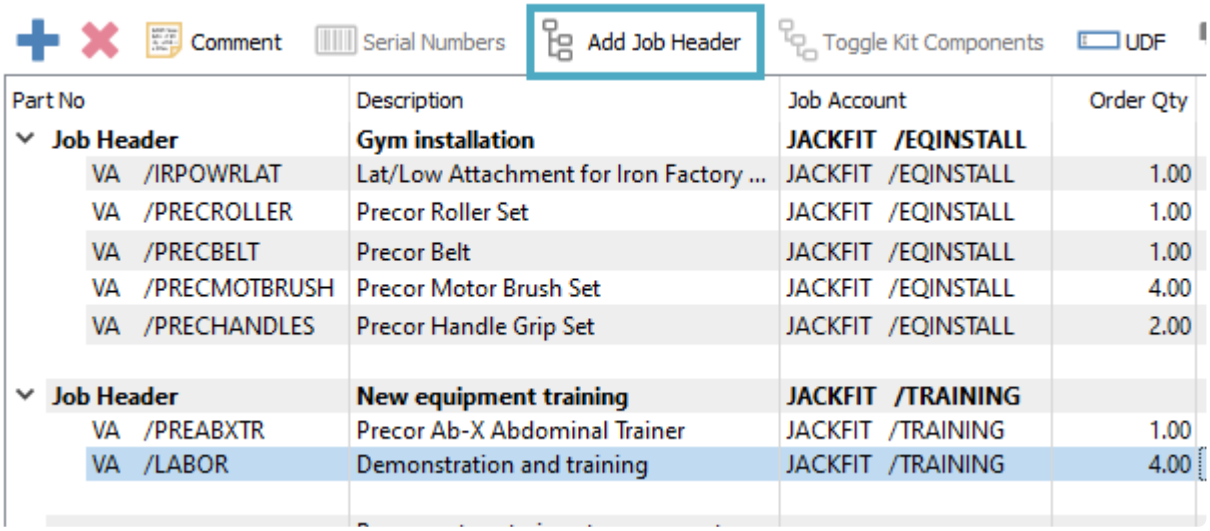




Serial Numbers – When an item that supports serial numbers or lot numbers is highlighted, this button will be active for use. Serial or lot numbers must be assigned for every quantity shipped, and this may have automatically happened based on the inventory item configuration. Click this button to choose the required serial or lot numbers, even if they were automatically determined.

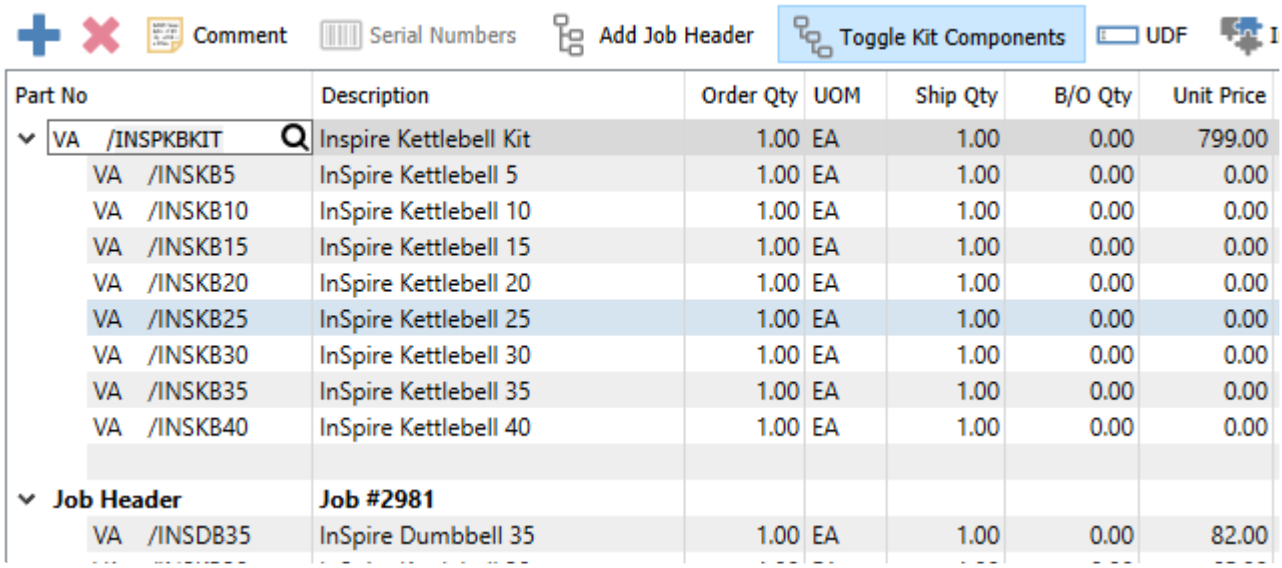
> ! Note: If a serial / lot number is not selected after the quantity shipped is entered, the inventory item will still get committed. However, the serial / lot must be selected prior invoicing or the item will be backordered and no longer committed. .

Add Job Header – A Job Header can be inserted to contain a group of items for organization, with sub-header text and a subtotal amount on printed forms. A default job and account may be included with this header. After inserting a job header, you need to add new item details directly underneath in order to assign them to the group, and will be assigned to the job/account from the header by default if one was included. These items can be expanded or suppressed from display by toggling the arrowhead next to the job header.



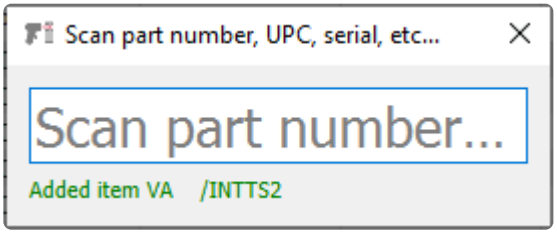
Toggle Kit Components – When a Kitted-type item is highlighted, this button will be active for use. When selected, the kitted item components are available for display and printing on reports and forms. New components can be added, and existing components can be modified or removed. Also, an arrowhead is

available to the left of the kit item number, which allows you to suppress the components in the details grid but still be able to print them on reports. When the Kit Components button is untoggled, all components are suppressed from display, editing or printing – only the kitted item itself is visible.



UDF – Include User Defined Field information for order details, where each line of the sales order can have unique information. The UDF structure can also be edited from here if user security settings allow this.

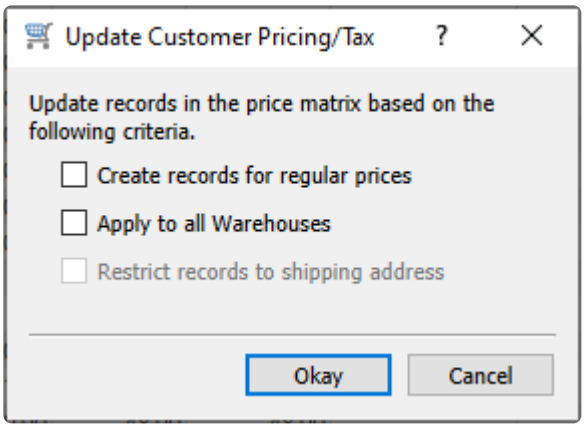
Scan Items – Activate scanning item barcodes for adding new items to the order. When this screen is open, scan an item and it will be added to the order with quantity 1, and the dialog will remain open to continue scanning. If you first type a quantity value and the multiplier character in Company Settings (usually *), scanning adds the item with that quantity to the order. You can also directly scan a serial or lot number and the item with that number is added to the order.



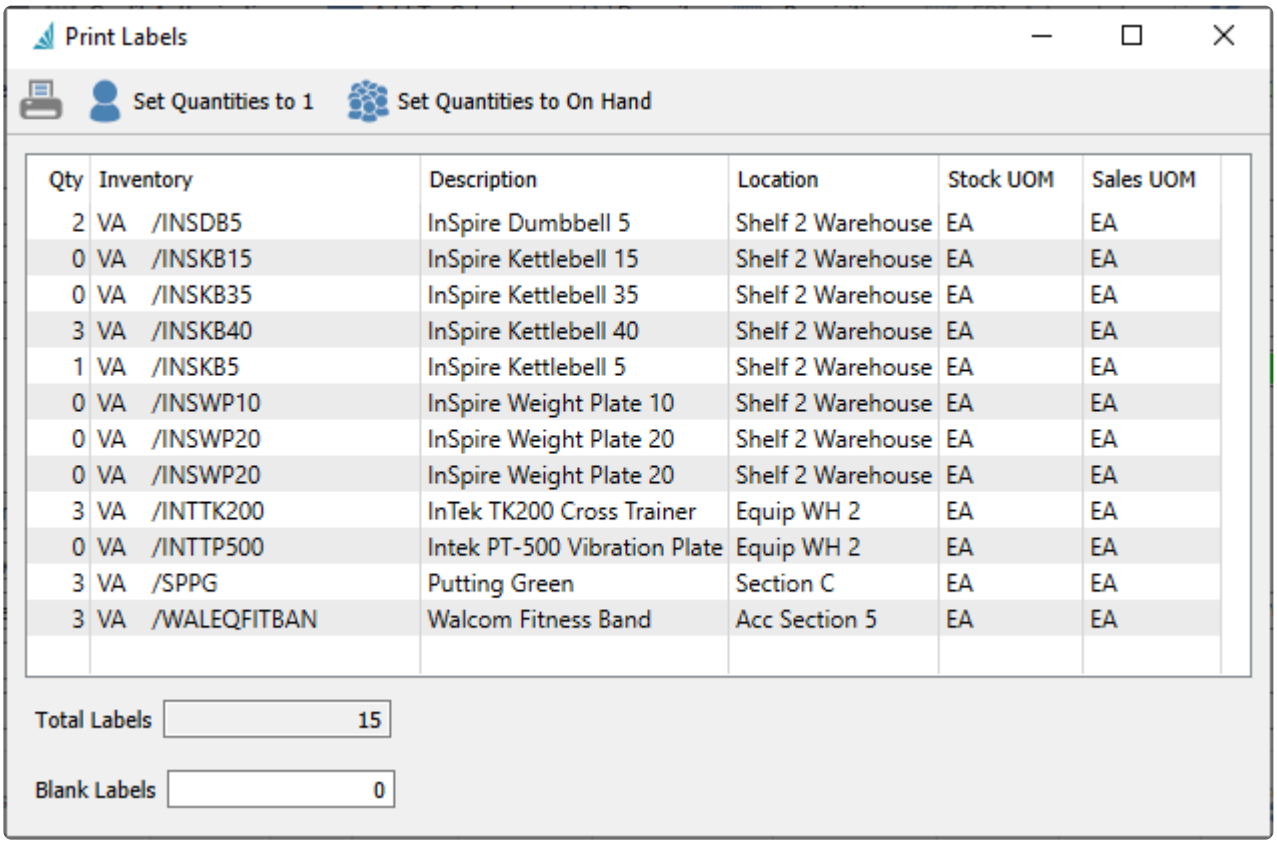
Fill – Assign quantity shipped to any items that currently have quantity on backorder and has available stock. The arrow to the right of this button allows you to choose from the entire sales order, just the highlighted item, or items on the order that support serial / lot numbers.

Prices – Refresh all prices from the inventory items or the price matrix for this customer. The arrow to the right of this button allows you to choose from refreshing prices for all items on the order or just the one highlighted, or storing the selected item or all item prices on new or updated customer price matrix records. 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 prices, you will be asked if you want to store pricing for the customer even for regular prices, and if this price applies to all warehouses or just the one currently on this

order. And if a shipping address was selected for this order, another option becomes active, to only store prices for this ship-to address and no other addresses.



Labels – Opens the Print Labels screen to select quantities of labels to print for each item. Read the Inventory Labels manual topic for more information.



Qty	Inventory	Description	Location	Stock UOM	Sales UOM
2	VA /INSDB5	InSpire Dumbbell 5	Shelf 2 Warehouse	EA	EA
0	VA /INSKB15	InSpire Kettlebell 15	Shelf 2 Warehouse	EA	EA
0	VA /INSKB35	InSpire Kettlebell 35	Shelf 2 Warehouse	EA	EA
3	VA /INSKB40	InSpire Kettlebell 40	Shelf 2 Warehouse	EA	EA
1	VA /INSKB5	InSpire Kettlebell 5	Shelf 2 Warehouse	EA	EA
0	VA /INSWP10	InSpire Weight Plate 10	Shelf 2 Warehouse	EA	EA
0	VA /INSWP20	InSpire Weight Plate 20	Shelf 2 Warehouse	EA	EA
0	VA /INSWP20	InSpire Weight Plate 20	Shelf 2 Warehouse	EA	EA
3	VA /INTTK200	InTek TK200 Cross Trainer	Equip WH 2	EA	EA
0	VA /INTTP500	Intek PT-500 Vibration Plate	Equip WH 2	EA	EA
3	VA /SPPG	Putting Green	Section C	EA	EA
3	VA /WALEQFITBAN	Walcom Fitness Band	Acc Section 5	EA	EA

Show Stock – Opens a window that displays the Available, On Hand and other quantities for the highlighted item for every warehouse it has been created.

Open Inventory – Opens the inventory item for viewing or editing item information.

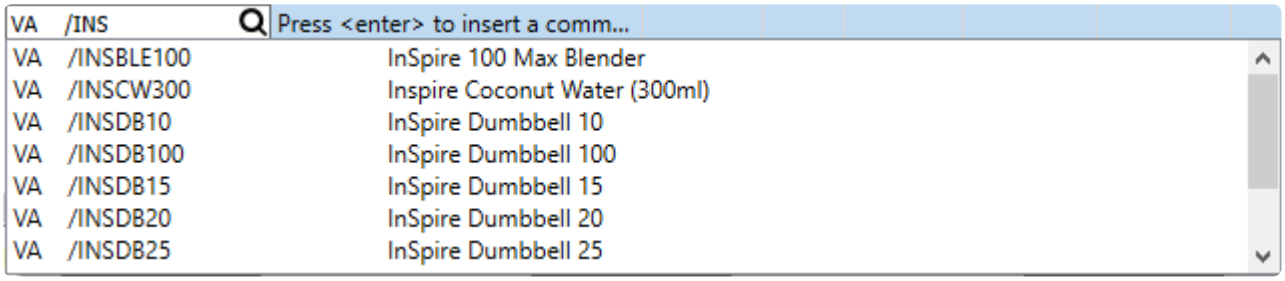
Open Target – When an item that has a requisition and processed Purchase Order is highlighted, this

button will be active for use. The Purchase Order transaction for this item will be opened in a new window.

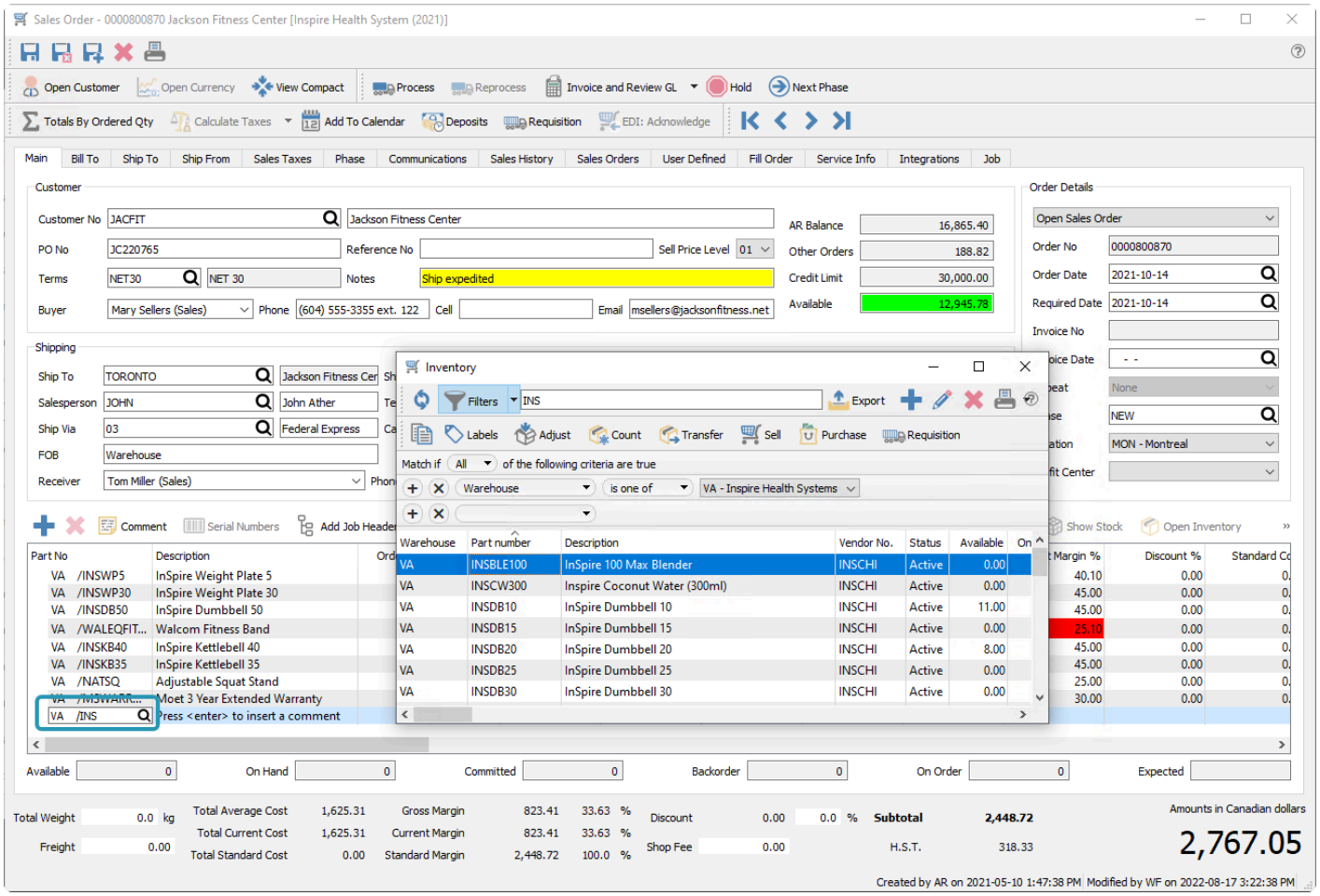
Adding Items to an Order

There are multiple ways you can search for and locate item codes for adding to a sales order.

The easiest way to add an item to a sales order is to create a new detail line in the grid, either from the Add button or by clicking in the last blank row, and type the part number into the cell if it is known. If you are allowed to enter non-inventory items, this is the only way to enter that kind of item. While typing, a pop-up window will appear with up to 10 closest matches that you can select from, so you don't have to type the entire part number.

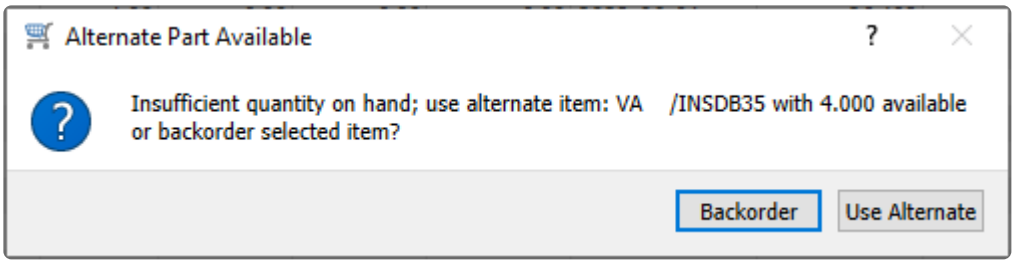


If you don't see the item you wish to add, you can press the F9 shortcut key while the cursor is in the Part No field to open the inventory items list window.

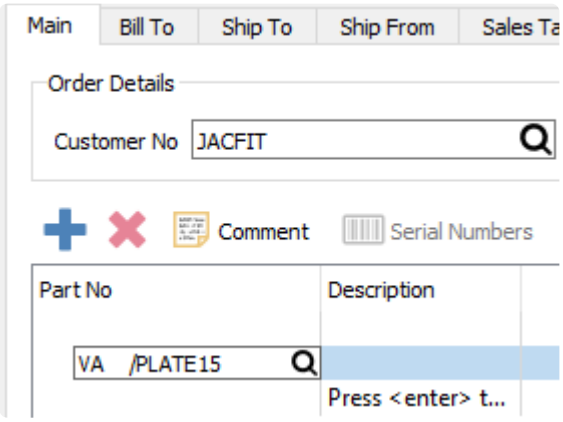


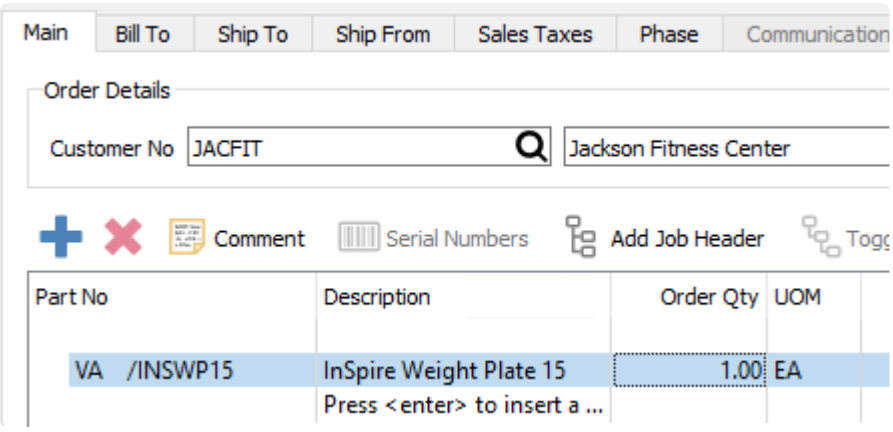
Any text previously entered will be used in the item search box, to restrict the list to items that match based on code, description, notes, product codes, vendors and much more. This means you can type information other than the item code into this field in order to locate the item. Filters may also be used to restrict item display. And this inventory window also editing or adding items on the fly if you have the user security settings to do so. If you edit an item on lookup, you 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, even before this item is added to the order.

Once selected, the item is added to the order. If this item has no available stock on hand, and an 'alternate' part number is assigned to it and quantity is available, you have the choice to backorder the original item or select the alternate item instead.

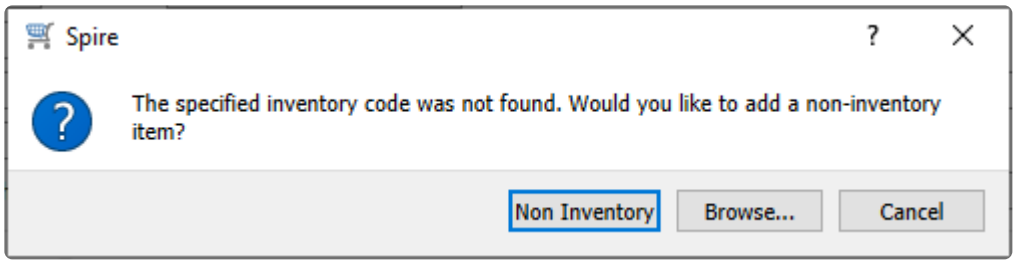


If the customer has special part numbers defined, you can instead type their part number into the detail grid, and the associated Spire inventory item with the defined warehouse and unit of measure will be added to the order.

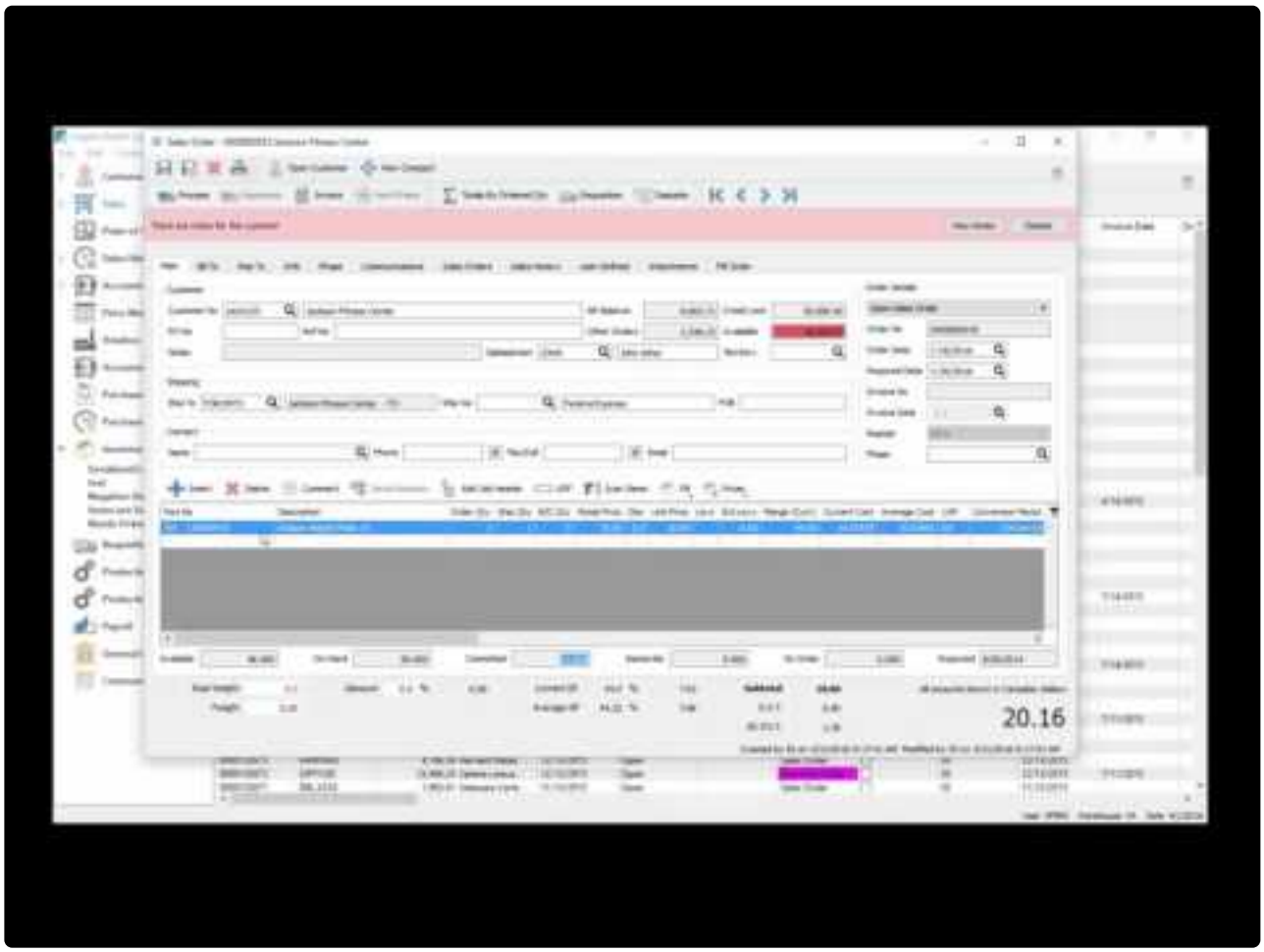




You may be able to include ‘non-inventory’ items on sales orders, if user security allows. Non-inventory items do not have records saved in the Inventory module list, and can be added by typing a part number value that does not exist in inventory. These items can be configured to be inserted if Allowed, or present a Prompt in case you may have mis-typed the part number of an inventory item.



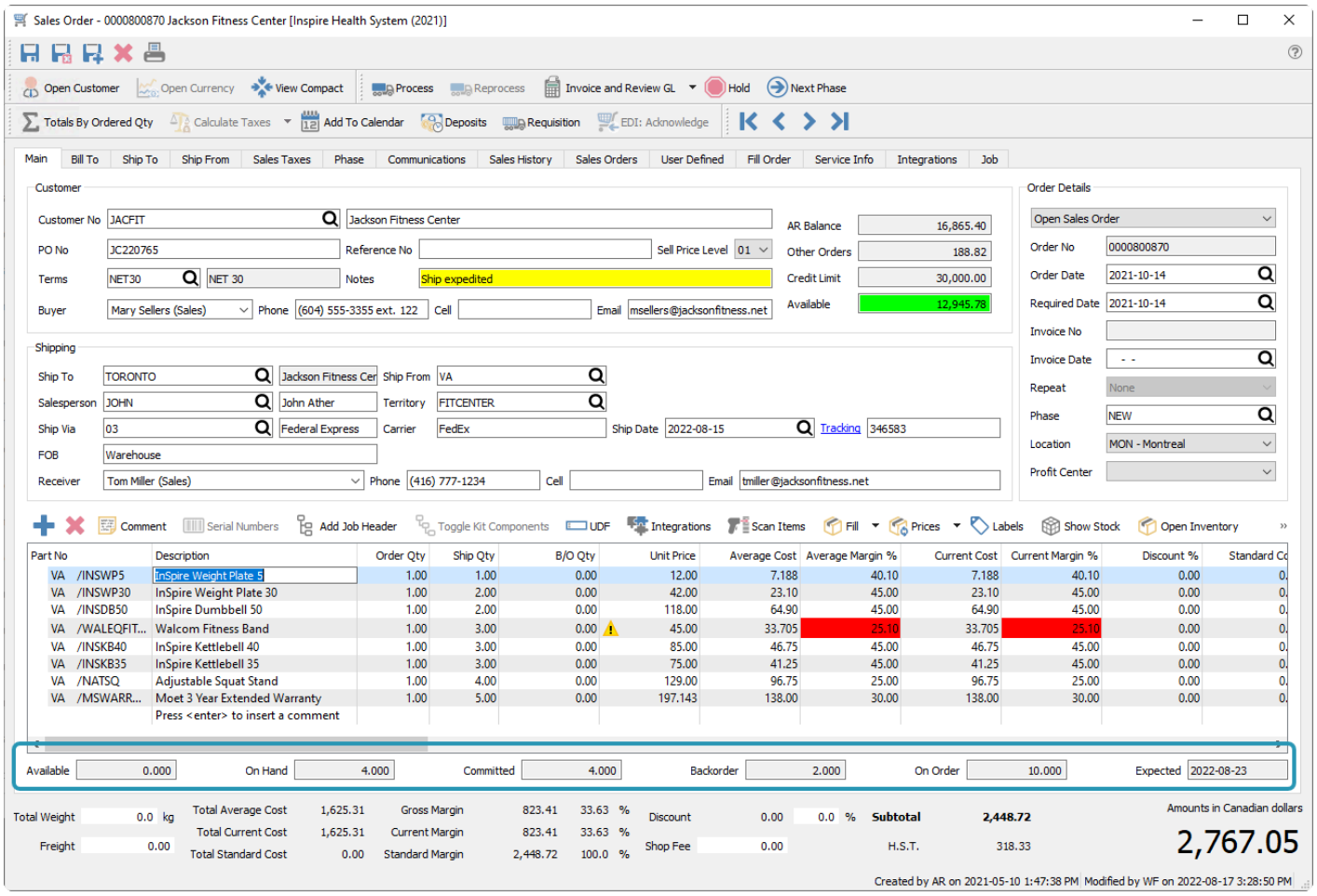
Video Instruction – Inventory Searches in a Sales Order



https://www.youtube.com/embed/qeJYVpTxXeM?rel=0

Sales Item Status

When an item in the order detail grid is highlighted, the quantity status of the item is displayed below the grid.



Available – Calculated from the On Hand quantity minus the Committed quantity.

On Hand – The physical quantity of this item in the warehouse.

Committed – The sum of all Shipped quantities for this item on open Sales orders, Committed quantities on Production orders and quantities in transit for inventory Transfers.

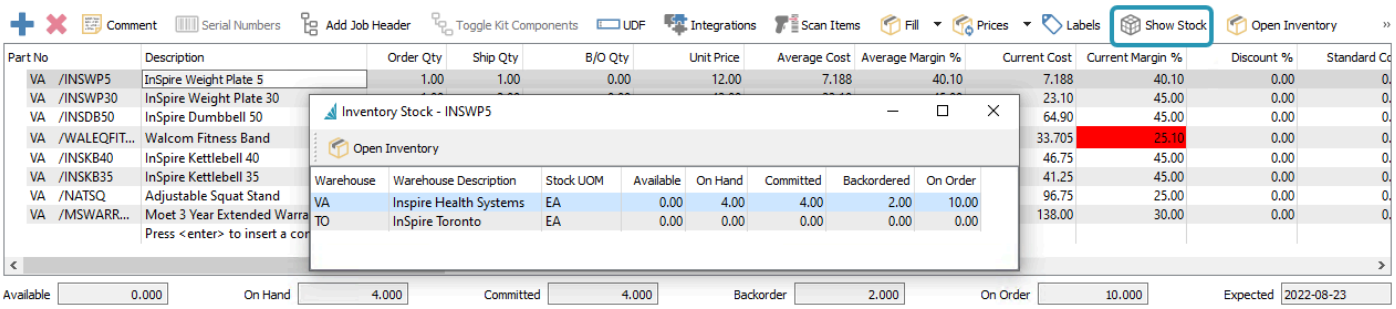
Backorder – The sum of all Backordered quantities for this item on open Sales orders

On Order – The sum of all ordered quantities for this item on issued Purchase orders.

Expected – The due date of the last PO issued for this item, found in the Purchasing area of the Details tab of the item.

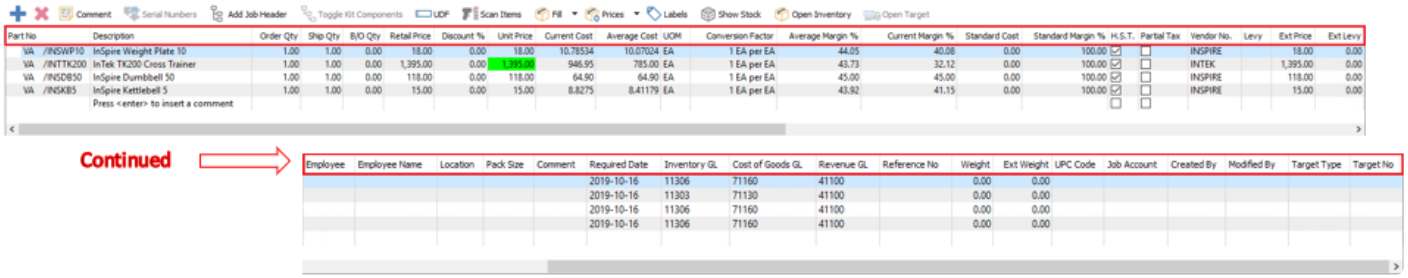
Show Stock

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



Sales Line Details

The order details grid has many field columns to display, and most of them are editable for ordered items. Some columns may not be visible to users that do not have the security permissions to see them, and other columns require user security access to edit.



Part No – The item number entered or selected from inventory. You may be able to enter a miscellaneous non-inventory item value if user security settings are allowed.

Description – The description of the part number from the inventory item record, which can be edited if user security allows. For non-inventory items, you should enter a description value.

Order Qty – The quantity of the item that the customer orders, which defaults to 1 when the item is first added. This field is disabled if the Company Setting to Always Ship is enabled. For customer returns, use a negative value.

Ship Qty – The quantity of the item you are able to ship. When first adding an item, this value will default from the Order Qty unless there is not enough available. You can modify and reduce this value, and the remainder will be calculated as backordered. Non-zero values get added to the total Committed amount for this item. The ship amount cannot be increased to be more that the item Available quantity, unless the Company Setting for Inventory / Prohibit Overshipping is disabled. For customer returns, use a negative value.

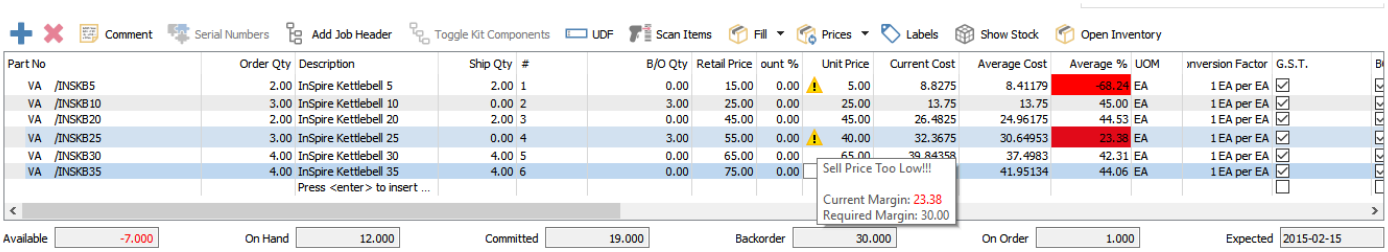
B/O Qty – The quantity not able to be shipped due to unavailable stock. By default it is calculated from the difference between the Order and Ship quantities, but you can edit this value to be less than this difference. Non-zero values get added to the total Backorder amount for this item, and the Backordered flag gets set on the order in the list. This value is disabled if the Company Setting to Always Ship is enabled.

Retail Price – The typical price of the item for this customer, before any discounts. This could come either from the inventory item, price level or a price matrix record.

Discount % – An optional discount percentage applied to the Retail Price of this item. This is separate from the order discount percent you can apply from the order footer section.

Unit Price – The price of the item after the line discount is applied, which displays highlighted in green or another colour if a price matrix record was used to determine this price. If you see a warning symbol beside

the unit price, the item is being sold below the expected margin from the item product code. If you hover the mouse over the triangle, the full warning screen shows the average and expected margin values.



Current Cost – The cost for one unit of this item, the last time it was received, which is stored on the item record.

Average Cost – A calculation of the total cost of all item stock, divided by the quantity on hand, which is stored on the item record. This average cost will change if the item is received at a different unit cost. If serial or lot numbering is assigned to this item, this average cost is read from the unit cost(s) from the selected serial / lot number(s).

FIFO Cost – If the Cost Method defined in Company Settings is FIFO, then this column is used to display the unit cost of the oldest receipt of goods, replacing the Average Cost column.

> **!** A user security setting allows overriding the cost from inventory. If this is enabled, costs could be changed, thereby putting the GL out of balance with the inventory. Extreme caution should be used when editing costs here.

UOM – The selling Unit of Measure, which defaults from the item Sales UOM when added to an order, but if any other units are defined on the item that are configured to be allowed as a selling unit, then they can be selected here. The Retail and Unit prices are recalculated based on the UOM conversion factor of the new unit, and the Weight from the UOM is used.

Conversion Factor – The multiple of stocking units that comprises the selected selling unit of measure. It will be 1 if the stocking unit is also the selling unit, and can be fractional if configured this way on the unit of measure setup.

Average Margin % – The margin of this item, calculated from the Average Cost and the Unit Price. It will be highlighted in red if the value is smaller than the minimum margin defined on the item's product code.

Current Margin % – The margin of this item, calculated from the Current Cost and the Unit Price. It will be highlighted in red if the value is smaller than the minimum margin defined on the item's product code.

Standard Cost – An additional inquiry cost not used for invoice or other item costing. This is commonly used as the expected target cost of the item, for comparison to the actual cost, and includes overhead as well as material cost.

Standard Margin % – The margin of this item, calculated from the Standard Cost and the Unit Price. It will be highlighted in red if the value is smaller than the minimum margin defined on the item's product code.

Tax 1-4 – These tax flag columns display based on the tax codes selected on the Sales Taxes tab. These checkboxes are editable if user security allows, and if so these can be disabled if this item is tax exempt for this customer.

Vendor – The primary vendor for purchasing, set on this item, is used by default, but can be edited to another vendor. This vendor will be used if a requisition for this item is made from this sales order.

Levy – An additional charge code such as for an environmental fee or container deposit, which defaults from what is set on the item but can be changed, added or removed.

Ext Levy – An amount calculated from the levy unit or percentage charge, and the quantity shipped or extended price of this item.

Ext Price -The total discounted price for this item, calculated from the Ship Qty and the Unit Price.

Employee – The employee code assigned to the line, perhaps for labour charges, commission or other tracking purposes

Employee Name – The name of this employee selected on this line.

Price Reason – If a price matrix record was used to determine the item price, the Promotion Code will be displayed in this field. An alternate use of this field could be for customer specific part numbers. Promotion codes can be defined with colour to apply to the Unit Price field, 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 description for this item or Unit of Measure for reference, different than the Location in Order Details which affects accounting. This can be edited and the new value will update inventory.

Pack Size – A value representing how much quantity is in a package, perhaps related to a unit of measure or sales target. It appears on the sales order detail line to encourage the salesperson to sell full packs, but it is informational only and does not affect sales order functionality.

Memo – A place to enter many lines of text, associated with this line of the order for notes or any other purpose. Memo text does not print on any reports or forms.

Inv. Committed – The quantity shipped of this item based on the stocking unit of measure, calculated from the UOM conversion factor. Committed item quantity affects the Available quantity of this item for other sales orders.

Required Date – When the customer expects to receive this item. The value defaults from the 'Required Date' in the Order Details, and if the Order Details date is changed, you will be prompted to update all Required Date values to the same value.

Product Code – The product code of the inventory item on this order line, which affects the expected margin percent display and any item surcharges.

Inventory GL – The Inventory control GL account for this inventory item, based on the item Sales Department, which can be edited if user security allows. If the detail is for a non-inventory item, the default account will come from the Non-Inventory special account in Company Settings, if one is configured. **(see warning below)**

Cost of Goods GL – The Cost of Goods GL account for this inventory item, based on the item Sales Department, which can be edited if user security allows. **(see warning below)**

Revenue GL – The default revenue GL account for this inventory item, based on the item Sales Department, which can be edited if user security allows. **(see warning below)**

> **!** If user security has General Ledger / Edit Journal Entry While Posting enabled, you can modify GL account values. 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 – A text field to use in any way you need, such as to cross reference to another document like a supplier item warranty, where the suppliers invoice number is entered 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. You can override this value on an order, but if the weight has changed then you should also update the weight on the inventory item as well.

Ext Weight – The total weight for this item, calculated from the Ship Qty and the Unit Weight.

UPC Code – If the item was added to the order by using the Scan Items process, the UPC code that was scanned for this line of the order is saved here. This helps to indicate that scanning was used instead of regular entry, and which code was used in the case that multiple codes are assigned to the item with different units of measure.

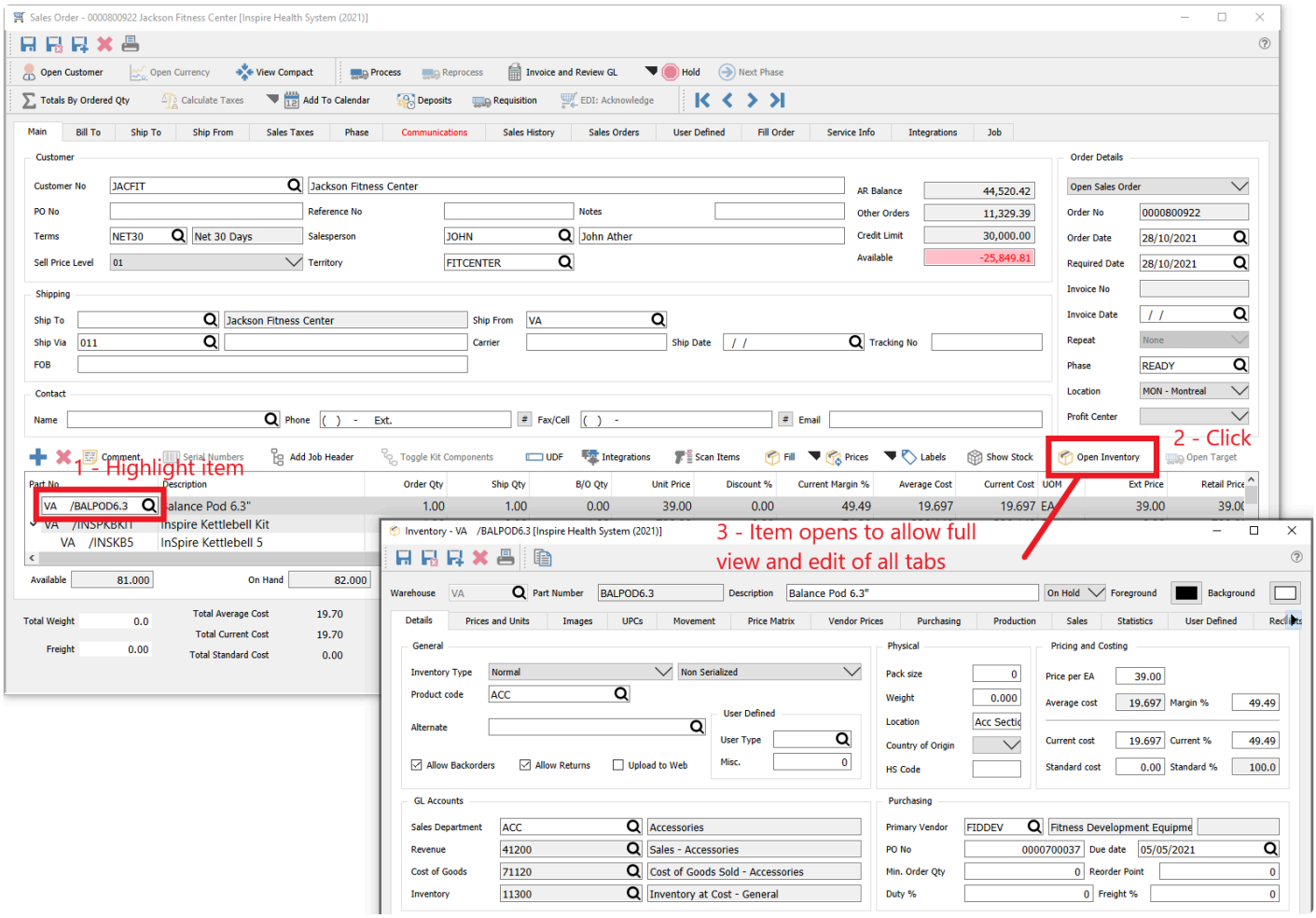
Target Type – If this item had a requisition and order created for backordered quantity, this field will contain either Production Order for manufactured items, or Production Order for other item types.

Target No – The Purchase Order number or Production Order number that this item was added to from the processed requisition.

Customer Part No – If the customer has part numbers defined that translate to your inventory part numbers, they will be saved here and can be printed on forms for this customer. This field will be populated if the customer part number is used for entry, or if your inventory part number was used and the Company Setting to ‘Resolve Customer Part No’ is enabled – and the customer only has one part number defined for this inventory item.

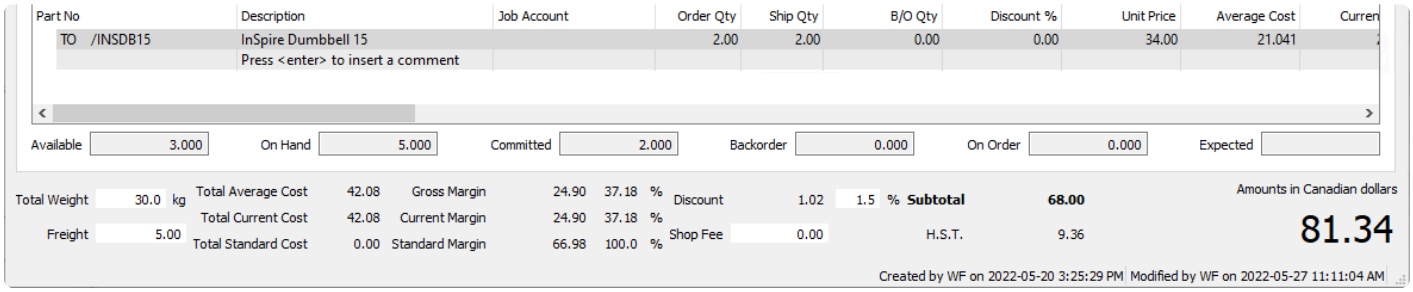
Open Inventory

You can highlight an item in the sales order grid and access information about this inventory item from the toolbar button. You have full view and edit access of this item as user security allows, and are able to see open or historical transactions for this item, alternate pricing, communications or other information, and update the item when required.

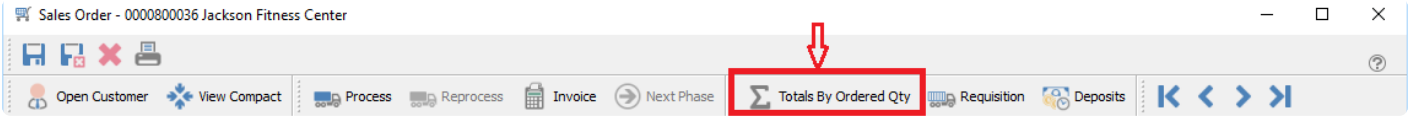


Sales Order Footer

Below the order detail grid and item statuses is the order footer, which displays order totals for amounts, costs, margins and taxes. By default these amounts are based on the shipped quantity, except for Quote and Booking order types which are always based on the order quantity. Some fields are editable, that apply to the entire order.



It is possible to force calculation of all footer amounts for all order types from the order quantity, which is useful to determine costs and margins for the whole order when not everything is available to ship. The Totals By Ordered Qty toolbar button can be toggled on or off to change this calculation method. Note that how this button is toggled is remembered when editing other orders, not just for this order.



Total Weight – The total weight of all items on the sales order, typically required for shipping. You can override this value if the order shipment weight differs from the total of individual items, perhaps to accommodate packaging. The weight unit selected in Company Settings is displayed here for reference.

Freight – The additional freight charge for this order, which can be automatically calculated from setup in either the selected Ship Via method or Company Settings. The freight value can be changed if necessary.

Total Average Cost – The total of the extended average costs for all order details. This will be the total Cost of Sales GL amount when the order is fully invoiced, if the company Cost Method is configured as Average.

Total Current Cost – The total of the extended current costs for all order details.

Total Standard Cost – The total of the extended standard costs for all order details.

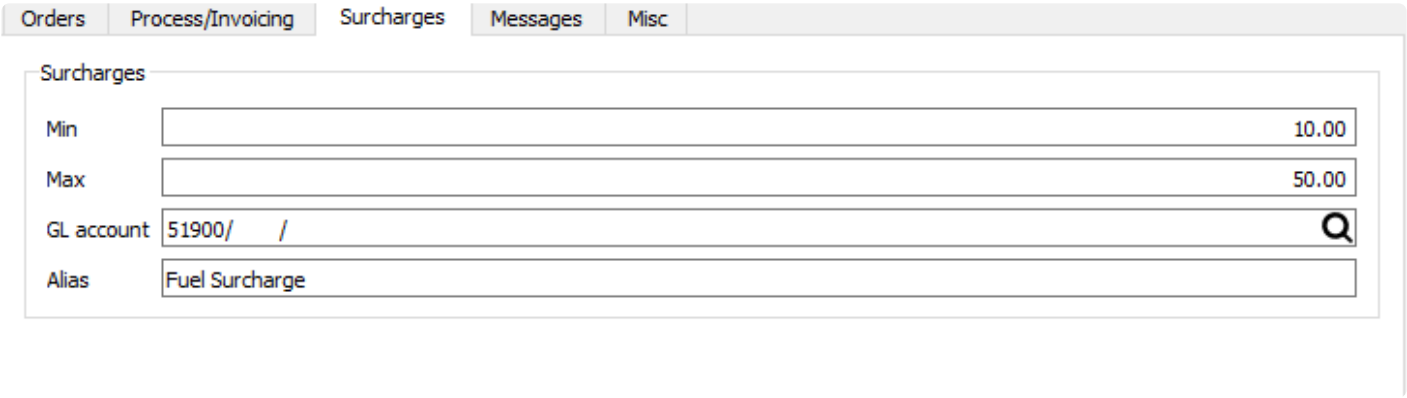
Gross Margin – The gross profit amount and margin percentage for this sales order, based on the Total Average Cost.

Current Margin – The gross profit amount and margin percentage for this sales order, based on the Total Current Cost.

Standard Margin – The gross profit amount and margin percentage for this sales order, based on the Total Standard cost.

Discount – An overall order discount amount and percentage, where the default value is read from the customer and the percent can be modified if required. This discount is separate and independent from the line detail discounts, applied on top of any item discount amounts.

Surcharge – The total of all additional charges calculated from all order details, based on the surcharge percentage defined on the item Product Code. This total surcharge amount can be edited, but note that once you do so, the automatic calculation from the items will no longer happen, if more items are added or edited. The field label is defined in Company Settings, as is the revenue GL account and the minimum and maximum surcharge that can be calculated for an order.



Subtotal – The sum of all items, surcharges and freight, less discounts and before tax.

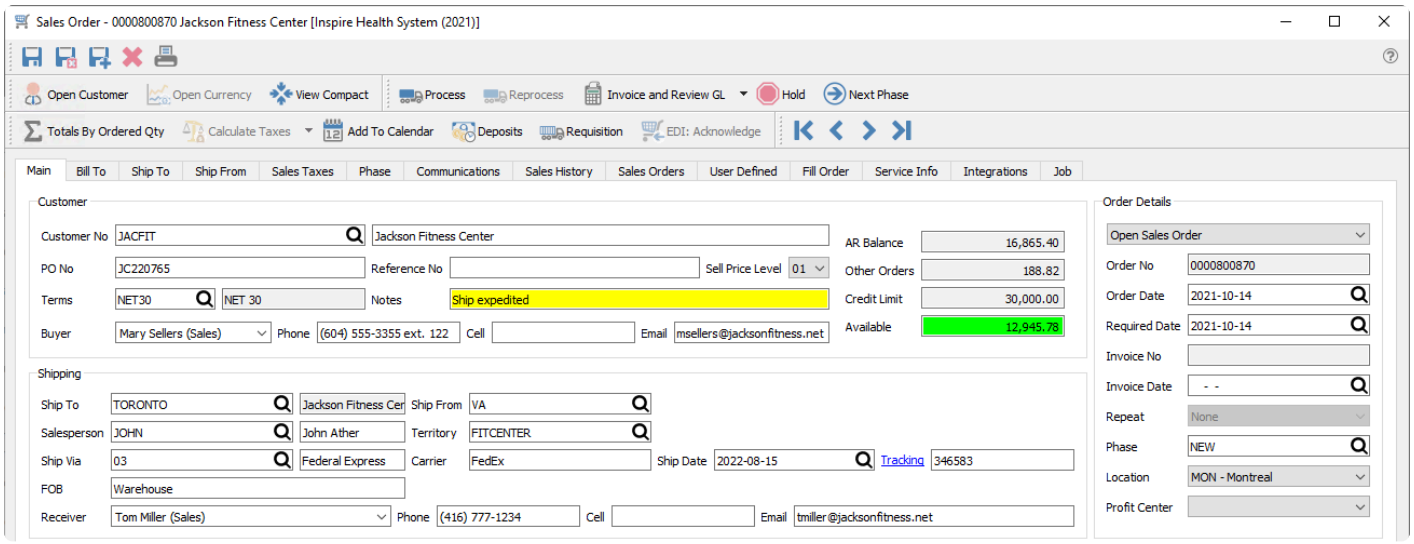
Tax 1 – 4 – Total tax for each of up to 4 jurisdictions assigned to the order from the Sales Taxes tab.

Total – Grand total of the order, in the currency of the customer. If the currency is something other than base currency, the exchange rate is also displayed here.

The sales order creation date, time and user initials, and the last modified date, time and user initials are also displayed for reference.

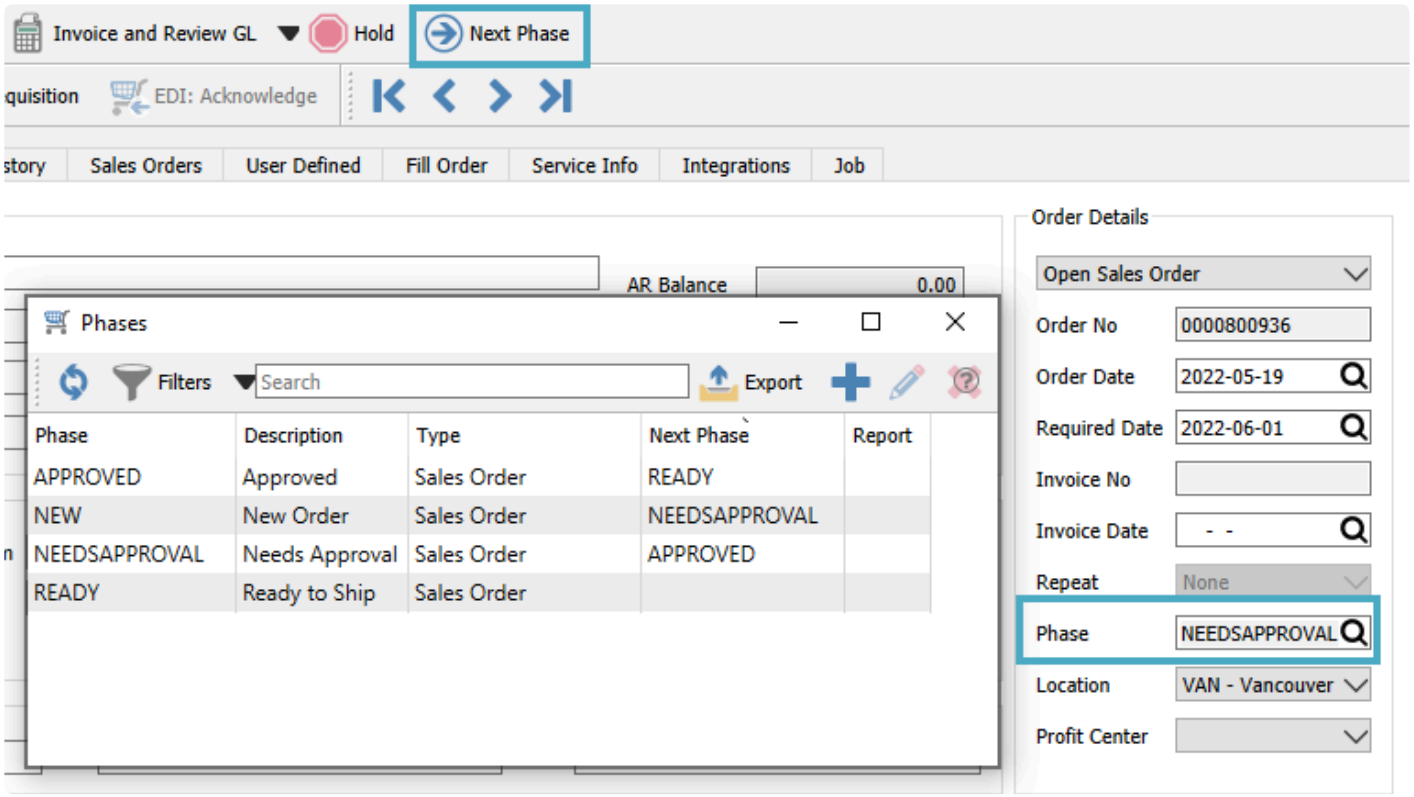
Processing Sales Orders

After all items and quantities have been added to the order, you can configure Spire to determine procedures to follow for determining the stage of order completion, assigning an order status, and generating internal and customer forms until the order is shipped, invoiced and posted.



Phases

Your company may have different stages that an order must go through before it is shipped and invoices. Phases may be part of an approval procedure entirely before the order is Processed, or they may be intermingled with various Processing statuses.



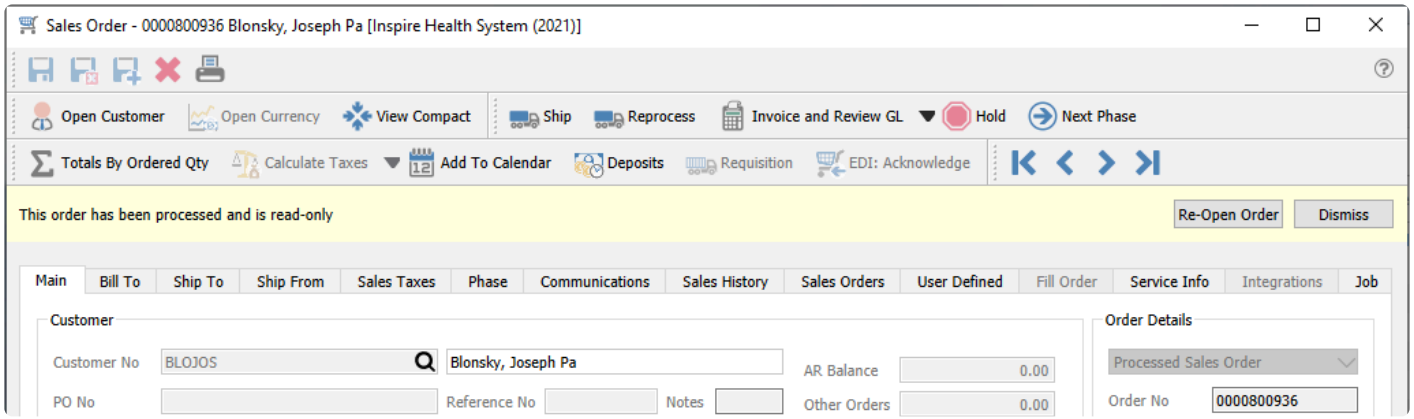
Select from the list of company-specific statuses, perhaps to indicate the progress of the order before it is shipped. If a report template is included with the selected phase, any report that has that template name will be presented for printing. You can 'increment' the phase value to the next one in the sales order phase sequence if one is assigned by using the **Next Phase** button in the toolbar, which is useful when orders must go through a particular sequence of procedures in turn.

Processing

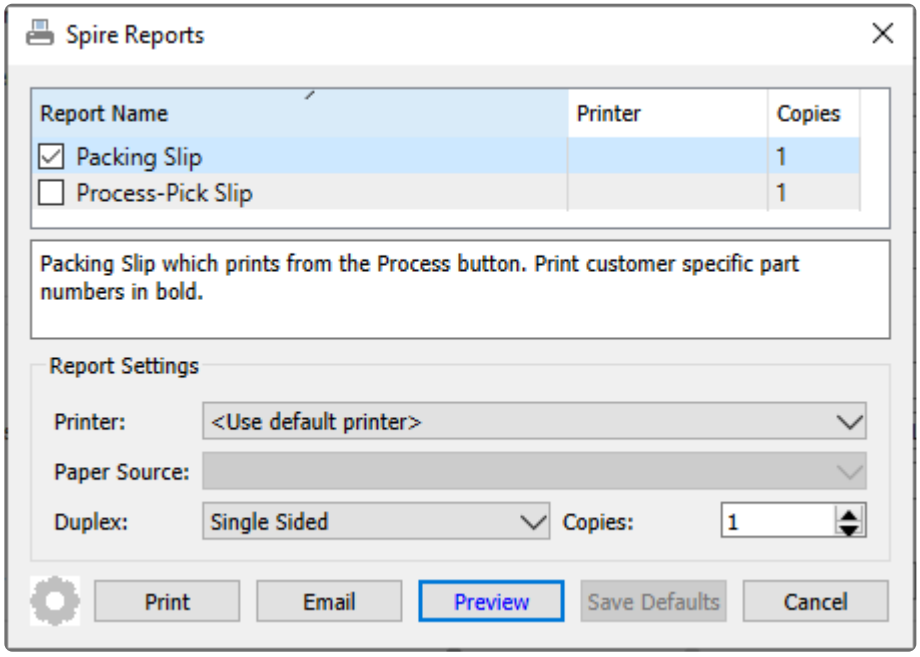
Deposits – If the customer gives you a pre-payment for a sales order before it has been shipped and invoiced, you can assign this payment to the order as a Deposit. The first deposit for an order opens the standard payment screen to enter the details and save. The status of the order is changed from Open to Deposit. If another deposit is to be entered on the same order, a screen appears listing all previous deposit information.

Print – You may need to print reports or forms for this order, such as for internal authorization or customer communication. The Print button opens the list of all reports that have a template of 'Sales Order' in the Crystal Report 'Summary Info' to print or email. If emailed, the user will be presented with all of the email addresses available on that sales order.

Process – The 'Process' button only appears if the process status is enabled in Company Settings. A Company Setting allows you to lock Processed orders from being edited.



Processing an order assigns a Processed status and opens the report dialog with all reports that have the word 'Process' in the Crystal Report 'Summary Info'. Usually picking slip forms are printed at this time, and also a customer packing slip if the Ship status is not used.



Packing Slip – Prints a form that includes the list of items being sold, which is typically meant for the recipient of the items.

Universal Exports
5578 First Avenue
Vancouver BC V5T 6Y6
Ph. (604) 555-4589 Fax (604) 555-7763
info@inspirehealthsys.com

Packing Slip

0000800892

Date October 17, 2021
Customer LYNDIS

Bill To: Lynn Distributors
460 Birkett Lane
Brantford ON N3T 2Z8
Ph. (519) 770-0898

Ship To: Lynn Distributors
460 Birkett Lane
Brantford ON N3T 2Z8
Ph. (519) 770-0898

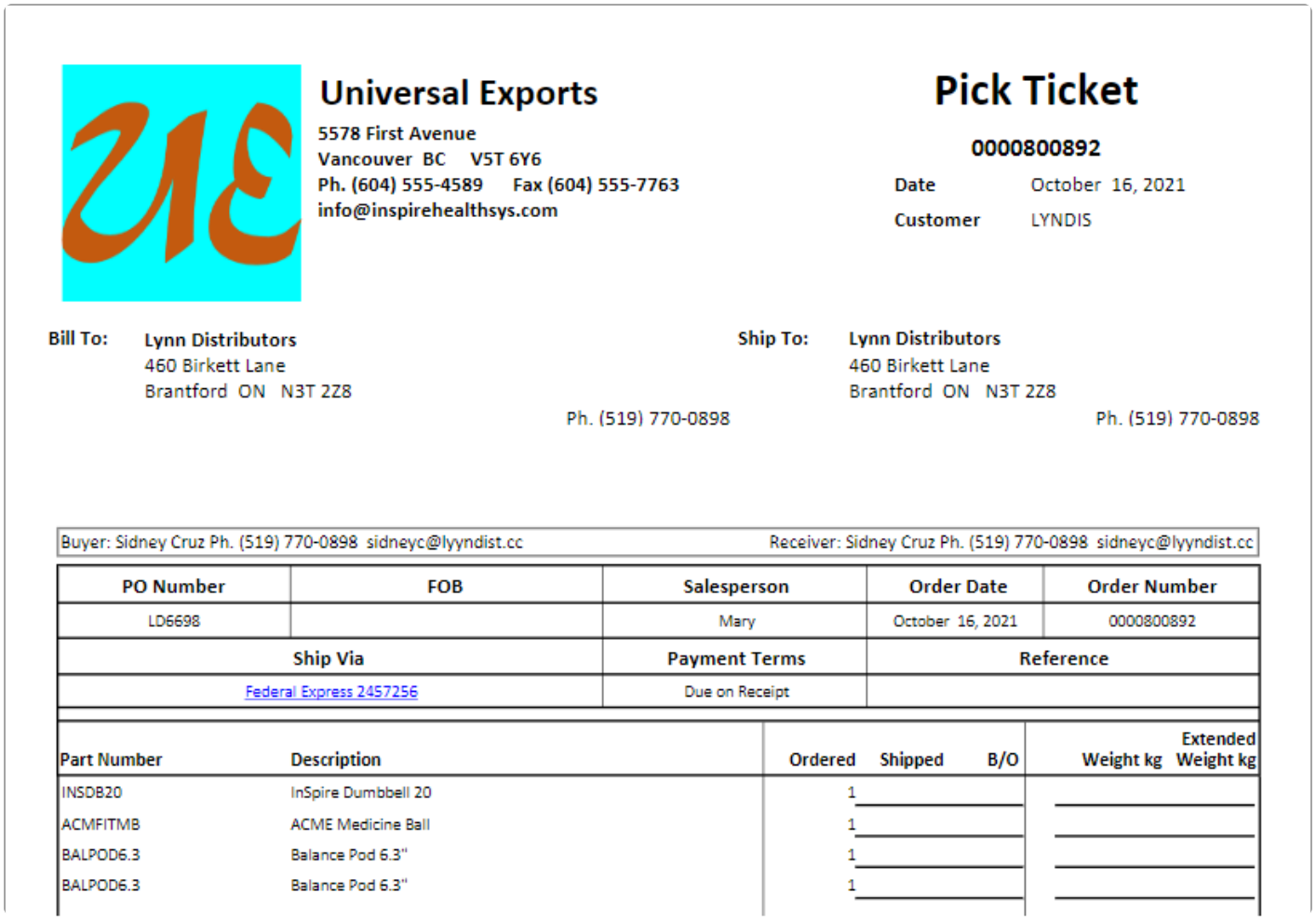
Buyer: Sidney Cruz Ph. (519) 770-0898 sidneyc@lyyndist.cc
Receiver: Sidney Cruz Ph. (519) 770-0898 sidneyc@lyyndist.cc

PO Number	FOB	Salesperson	Order Date	Order Number
LD6698		Mary	October 16, 2021	0000800892

Ship Via	Payment Terms	Reference
Federal Express 2457256	Due on Receipt	

Part Number	Description	Ordered	Shipped	B/O	Weight kg	Extended Weight kg
INSDB20	InSpire Dumbbell 20	1	1			
ACMFITMB	ACME Medicine Ball	1	1			
BALPOD6.3	Balance Pod 6.3"	1	1			
BALPOD6.3	Balance Pod 6.3"	1	1			

Process-Pick Slip – Prints a form that includes the list of items being sold, which is typically meant for the warehouse sending the items.



Universal Exports
5578 First Avenue
Vancouver BC V5T 6Y6
Ph. (604) 555-4589 Fax (604) 555-7763
info@inspirehealthsys.com

Pick Ticket
0000800892
Date October 16, 2021
Customer LYNDIS

Bill To: Lynn Distributors
460 Birkett Lane
Brantford ON N3T 2Z8
Ph. (519) 770-0898

Ship To: Lynn Distributors
460 Birkett Lane
Brantford ON N3T 2Z8
Ph. (519) 770-0898

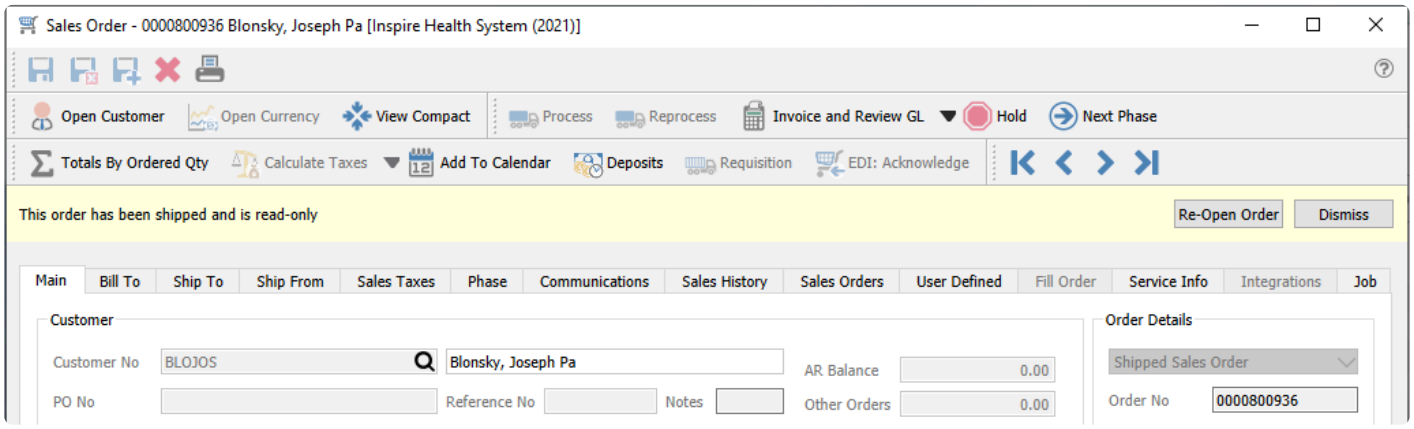
Buyer: Sidney Cruz Ph. (519) 770-0898 sidneyc@lyyndist.cc Receiver: Sidney Cruz Ph. (519) 770-0898 sidneyc@lyyndist.cc

PO Number	FOB	Salesperson	Order Date	Order Number
LD6698		Mary	October 16, 2021	0000800892

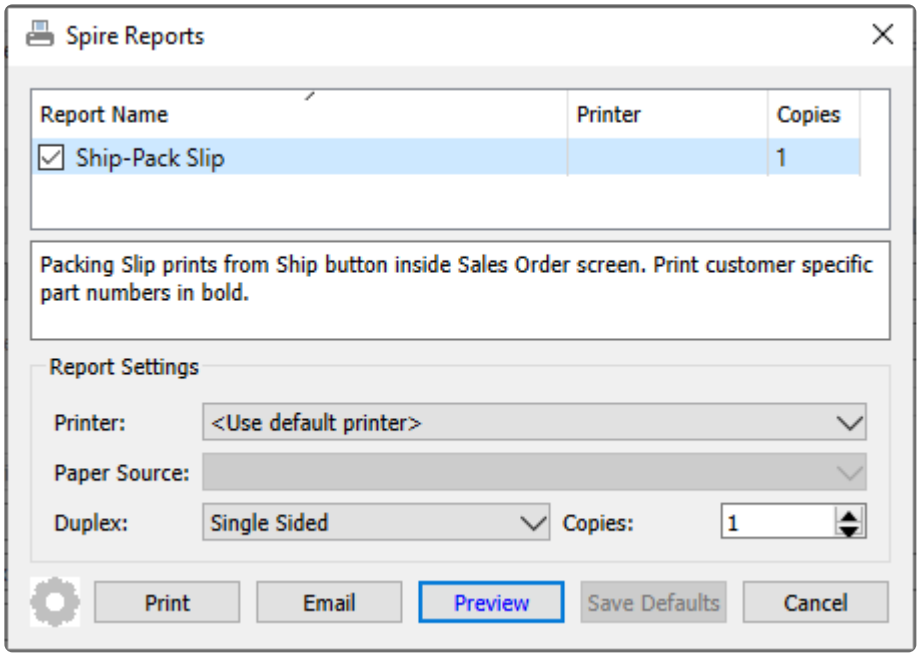
Ship Via	Payment Terms	Reference
Federal Express 2457256	Due on Receipt	

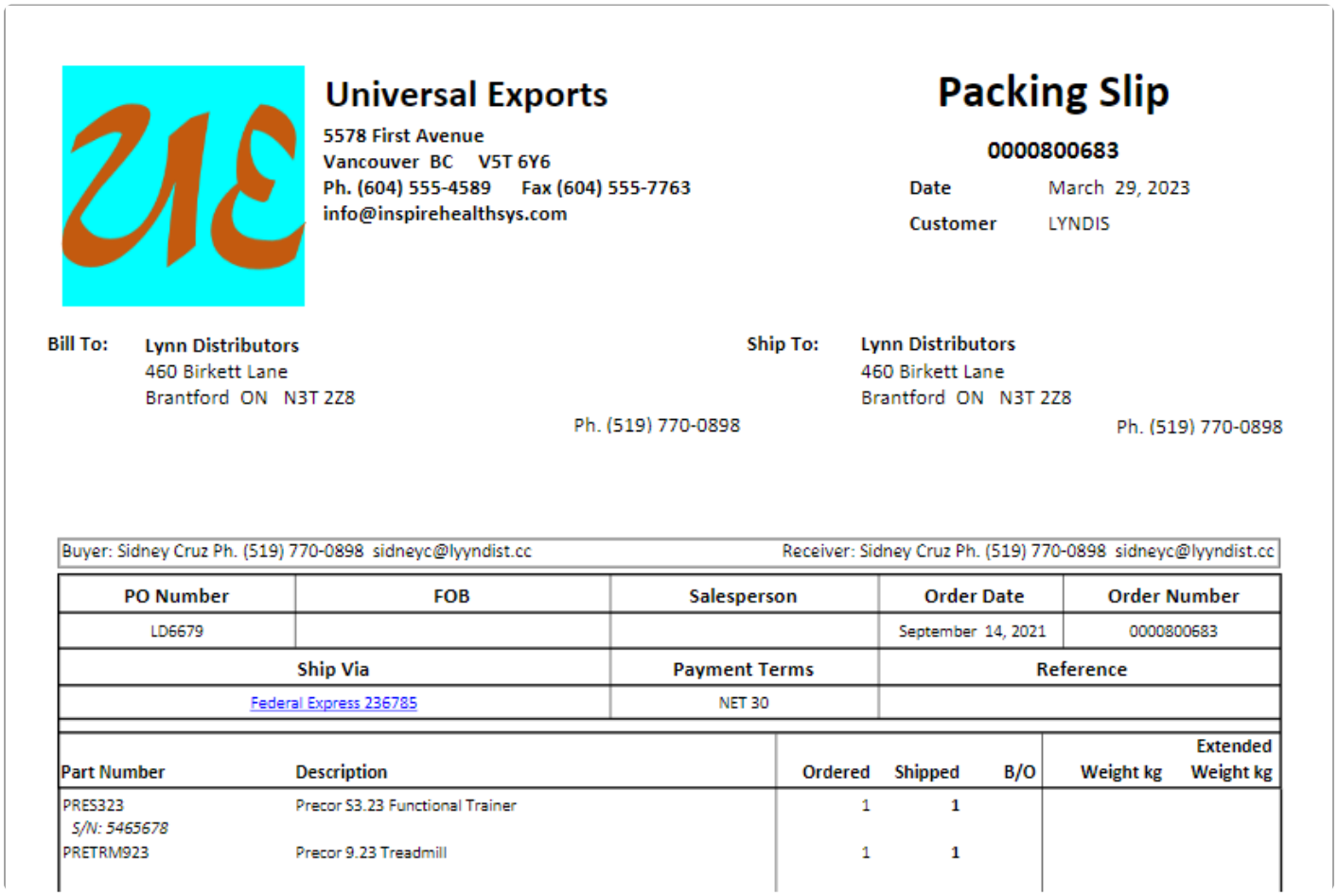
Part Number	Description	Ordered	Shipped	B/O	Weight kg	Extended Weight kg
INSDB20	InSpire Dumbbell 20	1				
ACMFITMB	ACME Medicine Ball	1				
BALPOD6.3	Balance Pod 6.3"	1				
BALPOD6.3	Balance Pod 6.3"	1				

Ship – The 'Ship' button only appears if the ship status is turned on in company settings. If the Process status is also used, the Ship button replaces the Process button after an order is processed. A Company Setting allows you to lock Shipped orders from being edited.



Shipping an order assigns a shipped status and opens the report dialog with all reports that have the words 'Ship Order' in the Crystal Report 'Summary Info'. Usually the customer packing slip is printed here.





Universal Exports
5578 First Avenue
Vancouver BC V5T 6Y6
Ph. (604) 555-4589 Fax (604) 555-7763
info@inspirehealthsys.com

Packing Slip
0000800683
Date March 29, 2023
Customer LYNDIS

Bill To: Lynn Distributors
460 Birkett Lane
Brantford ON N3T 2Z8
Ph. (519) 770-0898

Ship To: Lynn Distributors
460 Birkett Lane
Brantford ON N3T 2Z8
Ph. (519) 770-0898

Buyer: Sidney Cruz Ph. (519) 770-0898 sidneyc@lyyndist.cc
Receiver: Sidney Cruz Ph. (519) 770-0898 sidneyc@lyyndist.cc

PO Number	FOB	Salesperson	Order Date	Order Number
LD6679			September 14, 2021	0000800683

Ship Via	Payment Terms	Reference
Federal Express 236785	NET 30	

Part Number	Description	Ordered	Shipped	B/O	Weight kg	Extended Weight kg
PRES323	Precor S3.23 Functional Trainer	1	1			
S/N: 5465678						
PRETRM923	Precor 9.23 Treadmill	1	1			

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.

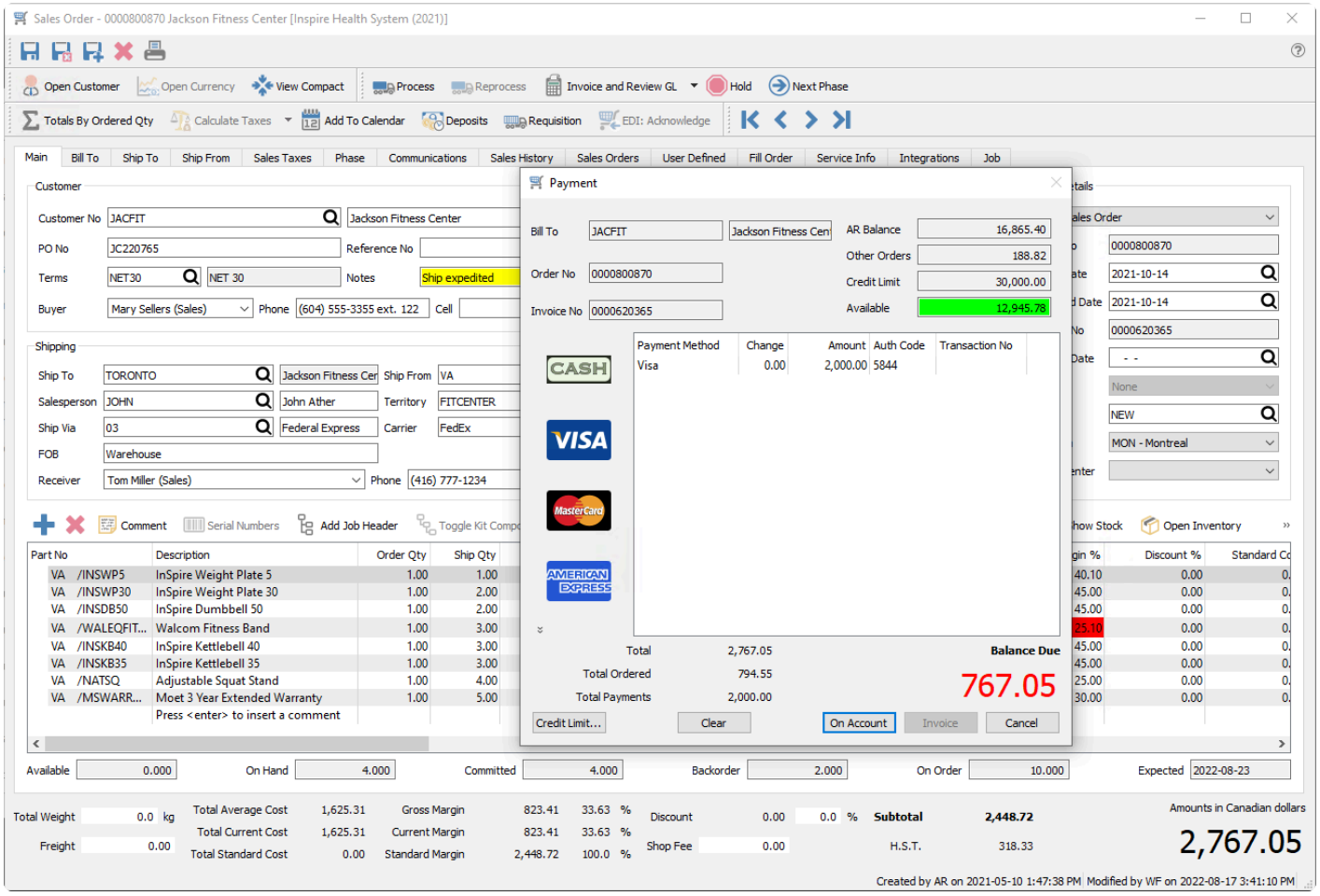
Add to Calendar – If the order will not be fully shipped and invoiced, you may want to add a communication as a reminder to follow-up with the customer or the warehouse. Read the Calendar manual topic for more information.

Invoicing and Posting

Invoice – When Company Settings is configured for Live invoice posting, this creates a customer invoice for items that have Shipped Qty available, and posts it to customer and GL transactions. A Payment screen appears to either post the invoice to the customer account or to assign a payment with the invoice. If the customer is over their credit limit, you cannot create an invoice for them unless user security allows, or you take payment for it.

If the company is set to use Batch invoicing, then the order is marked with a Closed status, and an invoice number and date is assigned for later posting with other invoices.

Invoice and Review GL – In addition to the above, when invoice posting is complete, you can modify amounts and accounts on the GL entry if user security settings allows it, except the accounts receivable control.

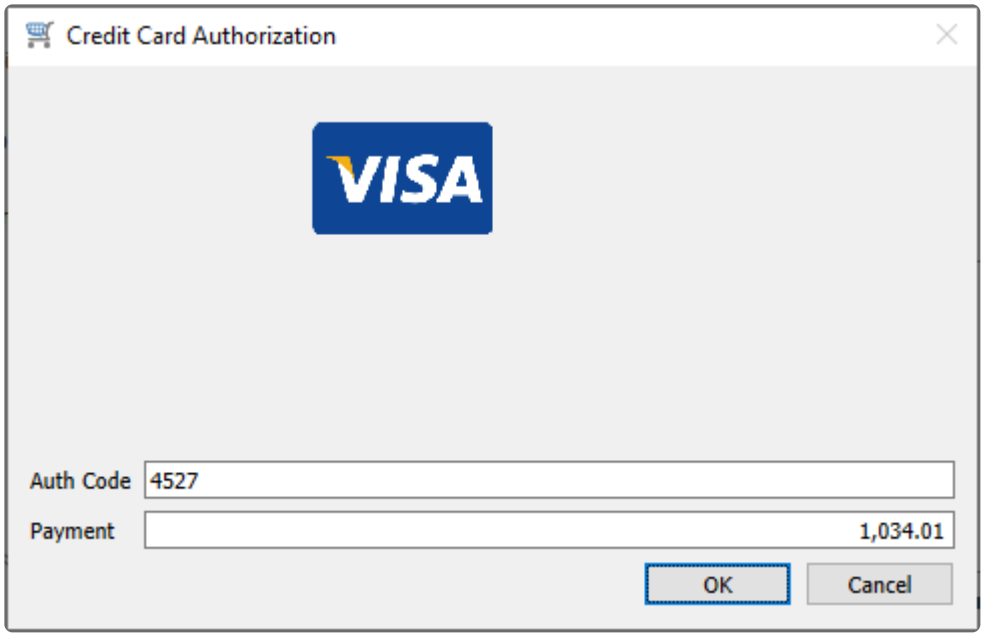


This payment screen gives you the financial detail of the sales order including the customers credit situation. If the customer has enough credit to cover this invoice, the On Account button will be available for

posting the invoice to the customer as an account receivable, to be paid later as per their terms.

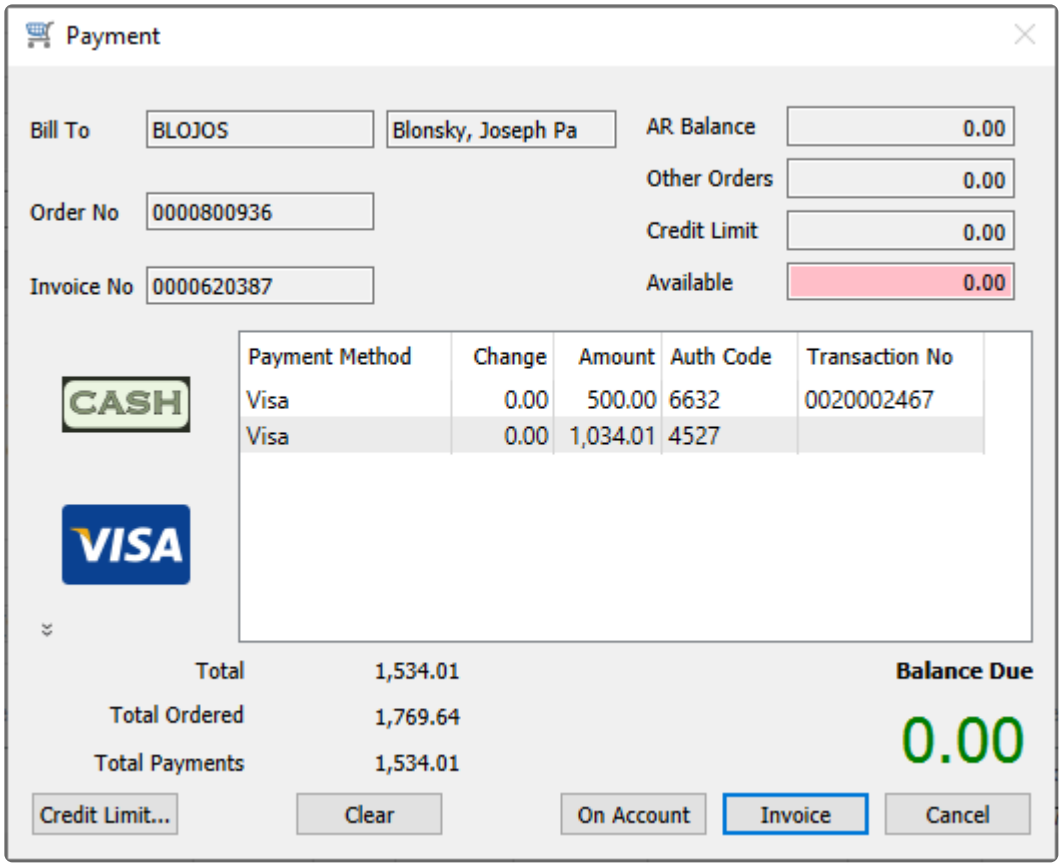
If the customer does not have enough credit limit available, then you either need to take full payment for the invoice, give the customer a credit limit increase, or request an override to post the invoice on account – which might require a different user with user security access to enter their credentials for authorization, if you do not have these security rights to do so.

If the customer is including payment, regardless of credit available, select the payment method – either by clicking the icon on the left or typing the shortcut assigned within Payment Method setup – and open the payment screen. By default, the payment amount equals the invoice amount, but this can be modified.



If cash is selected as the payment method, when you enter the amount tendered, if it is more that the amount owing then the change amount will be displayed.

In order to post the invoice as an account receivable to be paid later, when no payment is included at this time, click the On Account button. In order to post the invoice with the payment entered here, click the Invoice button.



Whichever posting method you choose, the GL Transaction entry will be displayed, and if you have user security rights then accounts or amounts could be modified if it is necessary to do so.

GL Transaction - 0020002468

Entry

2022-06-02

Expand Allocations

Account No	Account Name	Base Debit	Base Credit	Designation	Type
41100/VAN / /	Sales - General	0.00	105.00	Credit	Inv.
41400/ / /	Sales - Games	0.00	799.00	Credit	Inv.
71160/ / /	Cost of Goods Sold - Weights	347.37	0.00	Debit	Inv.
11300/ / /	Inventory at Cost - General	0.00	434.63	Debit	Inv.
41600/ / /	Sales - Weights	0.00	195.00	Credit	Inv.
71150/ / /	Cost of Goods Sold - Supplements	87.26	0.00	Debit	Inv.
41500/ / /	Sales - Supplements	0.00	208.53	Credit	Inv.
21400/ / /	G.S.T. Collected	0.00	176.48	Credit	Inv.
51900/ / /	Freight Charged	0.00	50.00	Credit	Inv.
21135/ / /	Customer Deposits	500.00	0.00	Credit	Inv.
11160/ / /	Visa	1,034.01	0.00	Debit	Inv.

Debits 1,968.64
Credits 1,968.64

Balance 0.00

OK Cancel

After the invoice is posted, all invoice reports with the word ‘Invoice’ in the in the Crystal Report ‘Summary Info’ will be available to print. Usually the customer invoice form is printed or emailed at this time.

Spire Reports

Report Name	Printer	Copies
☑ Invoice		1

Invoice form that prints from the Invoice screen that is Live Posted. It can also be used to reprint an Invoice from Sales History or Closed Batch List Print button. Print customer specific part numbers in bold.

Report Settings

Printer: <Use default printer>

Paper Source:

Duplex: Single Sided Copies: 1

Print Email Preview Save Defaults Cancel

Universal Exports
5578 First Avenue
Vancouver BC V5T 6Y6
Ph. (604) 555-4589 Fax (604) 555-7763
info@inspirehealthsys.com

Invoice
0000620450
Date March 29, 2023
Customer LYNDIS

Bill To: Lynn Distributors
460 Birkett Lane
Brantford ON N3T 2Z8
Ph. (519) 770-0898

Ship To: Lynn Distributors
460 Birkett Lane
Brantford ON N3T 2Z8
Ph. (519) 770-0898

Buyer: Sidney Cruz Ph. (519) 770-0898 sidneyc@lyyndist.cc Receiver: Sidney Cruz Ph. (519) 770-0898 sidneyc@lyyndist.cc

PO Number	FOB	Salesperson	Order Date	Order Number
LD6679			September 14, 2021	0000800683

Ship Via	Payment Terms	Reference
Federal Express 236785	NET 30	

Part Number	Description	Ordered	Shipped	B/O	Tax	Unit Price	Extended Price
PRES323 S/N: 5465678	Precor 53.23 Functional Trainer	1	1		H	1,624.375	1,624.38
PRETRM923	Precor 9.23 Treadmill	1	1		H	2,199.00	2,199.00

Visa Auth# 6354 4,376.92
Total Paid in Full

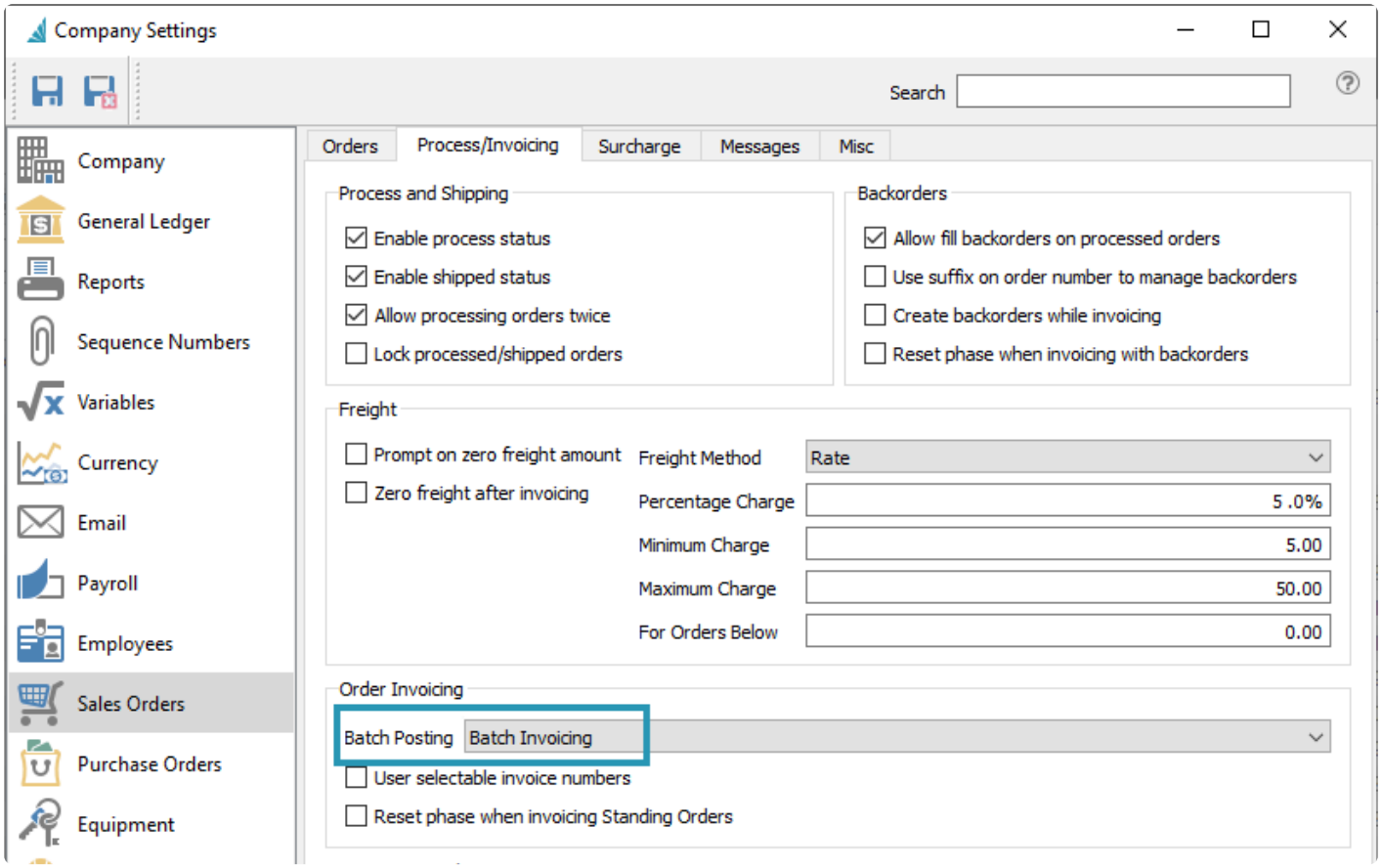
	Shop Fee	50.00
	Net Amount	3,873.38
987313456	H.S.T.	503.54
	Total	4,376.92

! CAUTION – If you are emailing multiple invoices at once, do not enter an email address manually. This will cause all invoices to be sent to that one address instead of separately to each customer.

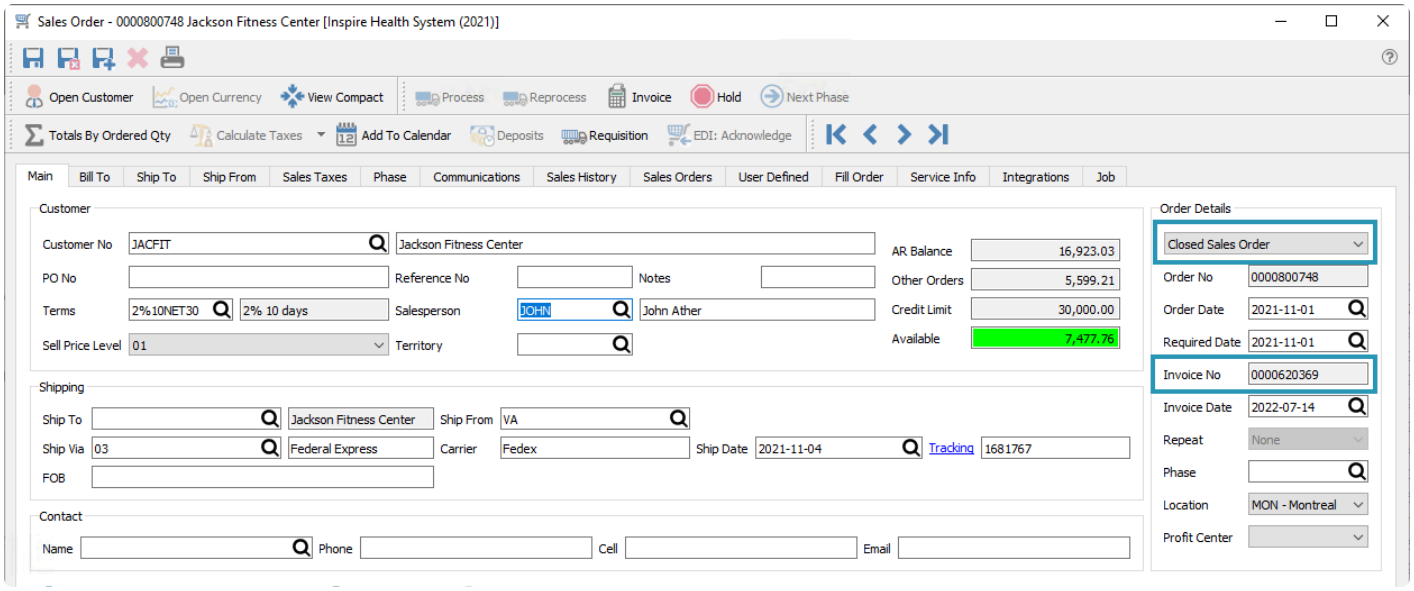
Batch Invoicing

If you often need to make corrections or changes to customer sales invoices after they are created and printed, you may want to consider using Batch Invoicing in the Sales module rather than Live Invoicing. Batch invoicing allows you to keep the group of invoices available for auditing, prior to posting them and committing them to customers and GL transactions.

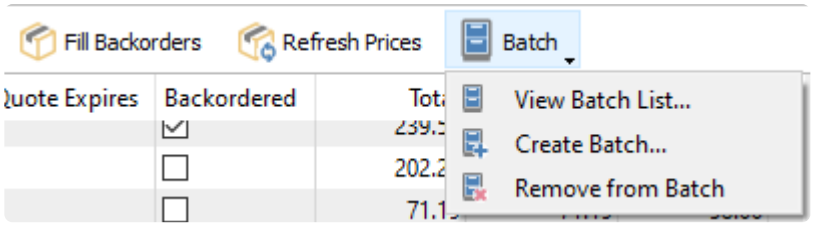
In order to use Batch Invoicing with customer sales, you first need to enable this in the Company Settings as the Batch Posting method.



Sales order entry and processing and shipping does not significantly change when you use Batch Invoicing as compared to Live Invoicing. The difference in behaviour occurs when you are ready to print and post invoices. When using Live Invoicing, the only way to populate the invoice number and print an invoice is to first post the invoice, which will immediately move the order to Sales History, unless the order was only partially shipped or is a Standing Order. With Batch Invoicing, you assign an invoice number and date to the order and mark it with a Closed status, but it is still possible to make and save changes to the order before posting.

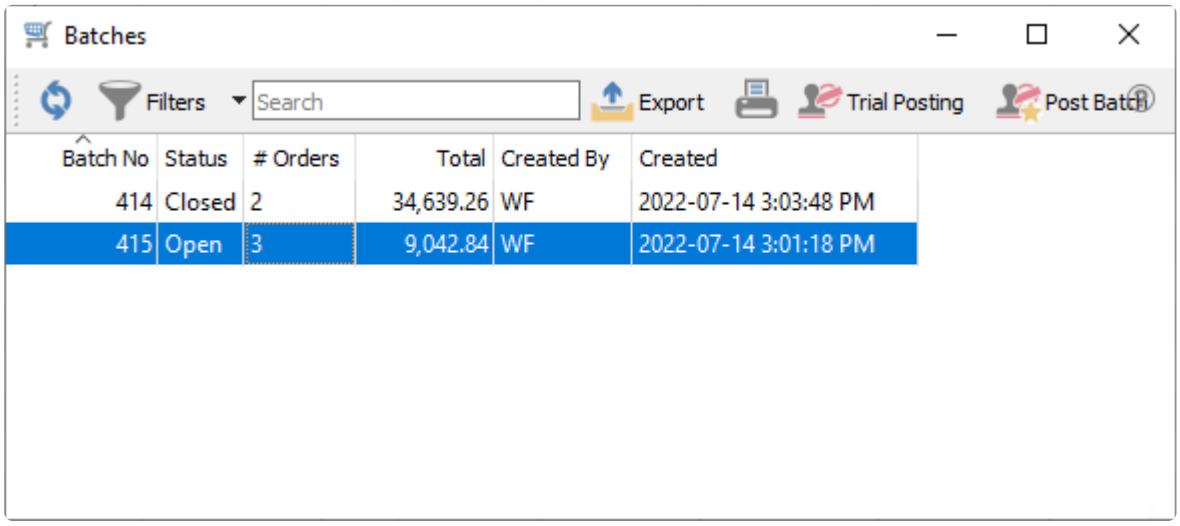


To perform batch handling on orders, there is a Batch toolbar button revealed when Batch Invoicing is enabled. There are 3 batch functions available to select from here.



View Batch List

This screen has a list of previously created batches. Closed batches have been posted, and Open batches have associated orders ready to be posted.



Trial Posting – Highlight one or more Open batches and use this to generate a Trial Post Transactions

report, to see all the orders associated with this batch and the GL Transactions that will be created if this batch was posted.

Inspire Health System (2021)

Trial Post Transactions

Batch number 415

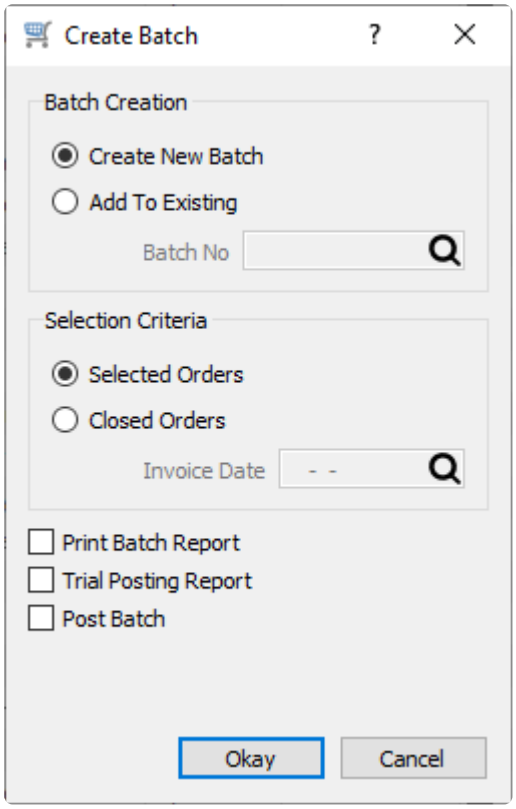
July 14, 2022 / 3:08 pm

Transaction #		Created by, from					Foreign	
Account					Debit	Credit	Debit	Credit
0020002308	Jul 14,22	WF	SORD	Inv. SCHPAQ 0000620368				
71120 Cost of Goods Sold - Accessories					106.35			
11300 Inventory at Cost - General						4,790.33		
41200 Sales - Accessories						165.00		
71130 Cost of Goods Sold - Equipment					4,030.05			
41300 Sales - Equipment						6,389.00		
71160 Cost of Goods Sold - Weights					451.43			
41600 Sales - Weights						754.00		
71140 Cost of Goods Sold - Games					202.50			
41400 Sales - Games						405.00		
21400 G.S.T. Collected						1,009.19		
51900 Freight Charged						50.00		
11210 Accounts Receivable - Trade					8,772.19			
					13,562.52	13,562.52		
0020002309	Jul 14,22	WF	SORD	Inv. JACFIT 0000620369				
71130 Cost of Goods Sold - Equipment					96.75			
11300 Inventory at Cost - General						96.75		
41300 Sales - Equipment						116.10		
21400 G.S.T. Collected						15.85		
51900 Freight Charged						5.81		
11210 Accounts Receivable - Trade					137.76			
					234.51	234.51		
0020002310	Jul 14,22	WF	SORD	Inv. CARPRO 0000620370				
71110/MON Cost of Goods Sold - General					56.00			
11300 Inventory at Cost - General						56.00		
41100/MON Sales - General						112.00		
21400 G.S.T. Collected						15.29		
51900 Freight Charged						5.60		
11210 Accounts Receivable - Trade					132.89			
					188.89	188.89		
3 transactions					13,985.92	13,985.92		

Post Batch – Set the batch status to Closed and moves completed orders in the batch to Sales History.

Create Batch

This screen is the place to create new invoice batches and associated orders with a batch.



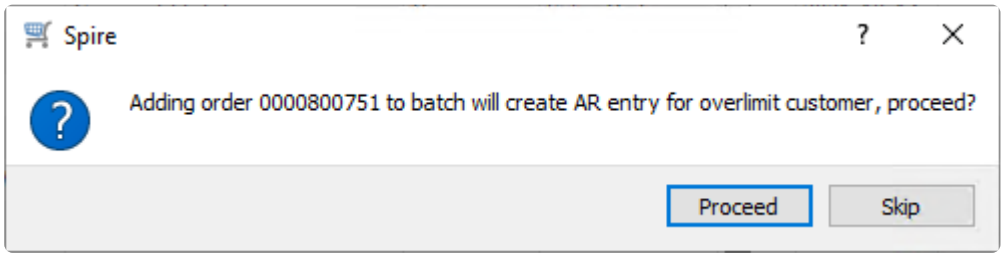
Batch Creation

Create New Batch – All selected orders will be associated with a new batch, with the next batch number sequence used.

Add To Existing – If one or more Open batches are already available, you may choose to select one of these to append this selection of orders.

Selection Criteria

Selected Orders – All orders selected from the Sales list grid, regardless of the order status, will be added to a batch. When an order and associated invoice is added to a batch, the batch number is included on the order. The status of the order will be changed to Closed. If an invoice has not yet been posted for the order, it will be created at this time, without an opportunity to apply a payment. If this invoice would cause the customer's credit limit to be exceeded, a warning message will appear, allowing you to either proceed with the process or skip this order, if you have user security rights to create invoices for customers over their credit limit.



Other order statuses may prevent inclusion into a batch, such as Quote type or orders on Hold. An Orders with a Deposit should first have an invoice posted to allocate that payment, assigning the invoice number and date, and setting a Closed status to the order, prior to assigning this order to a batch.

Closed Orders – When an order has an invoice posted, either for all items or only some of them, the order status is changed to Closed. Completed orders are not automatically moved to Sales History. This setting allows you to assign all Closed orders with a specific **Invoice Date** to be assigned to a batch. Leaving the invoice date blank will assign all Closed orders to the selected batch, regardless of the date. This would be used if you want to perform order processing, shipping and invoicing first, including applying necessary payments, and not have to search for and manually select the orders to add to the batch.

After orders are assigned to a batch, you may choose to print the Batch Report or Trial Posting report for the purpose of auditing the orders and looking for mistakes, and Post the batch immediately after the orders are assigned if you are confident that these orders do not require auditing before posting.

There is a Batch Journal report you may choose to print for Open batches before they are posted. This report has a simple list of orders.

Inspire Health System (2021)

Batch Journal

July 14, 2022 / 3:06 pm

Invoice #	Date	Customer	GST/HST	PST	Total	Payment Method	Amount
Batch # : 415		**Currency : Canadian dollars**					
0000620368	Jul 14, 22	Schatz Paquin Lockridge	1,009.19	0.00	8,772.19	On Account	8,772.19
0000620369	Jul 14, 22	Jackson Fitness Center	15.85	0.00	137.76	On Account	137.76
0000620370	Jul 14, 22	Caravan Properties Llc	15.29	0.00	132.89	On Account	132.89
3 Invoices			**1,040.33**	**0.00**	**9,042.84**		**9,042.84**

Remove from Batch

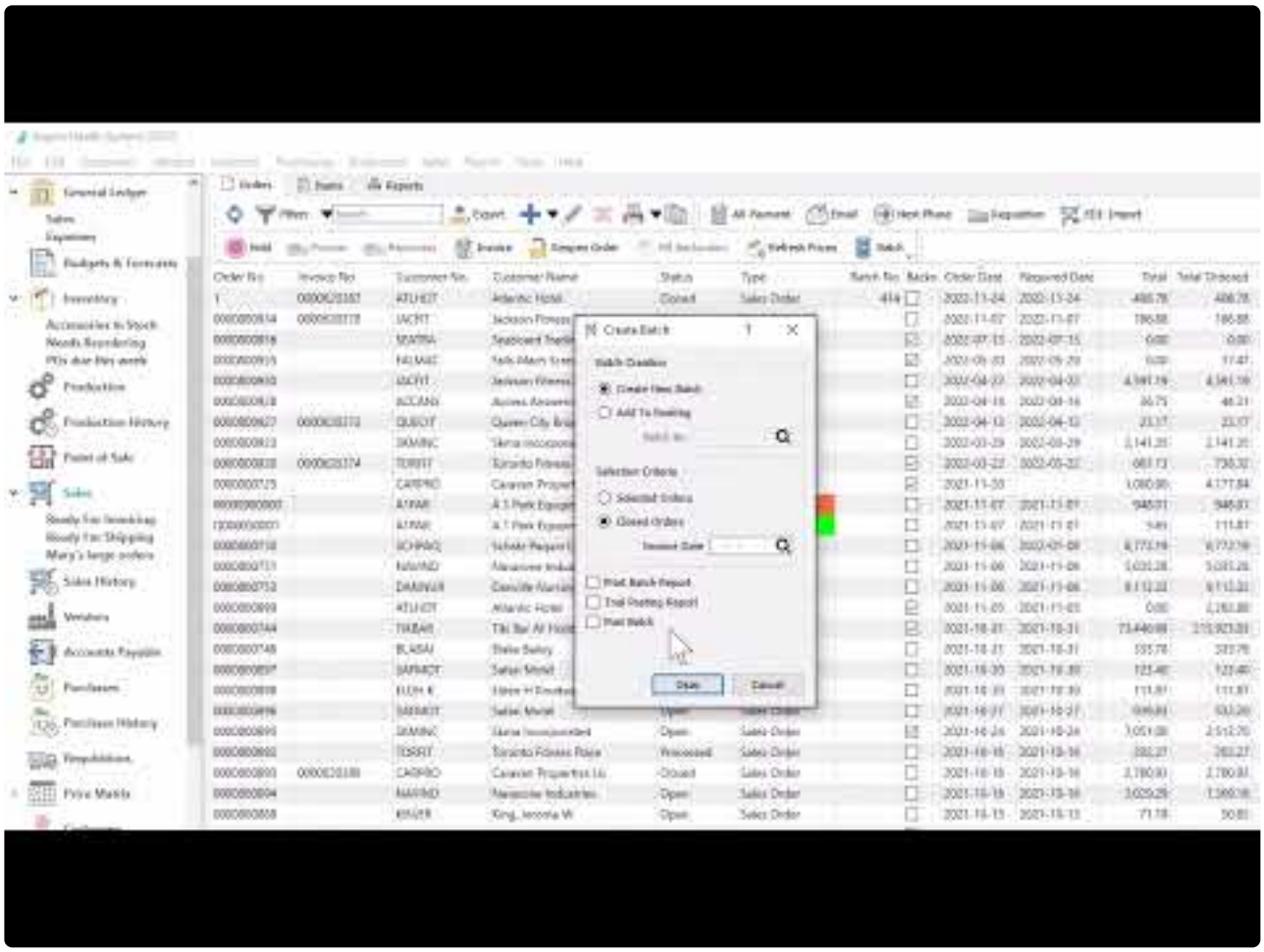
For all highlighted orders belonging to any batch, this will remove the batch number, so that posting the batch will not affect these orders. The Invoice number and date previously assigned are not removed, and will be used when the invoice is eventually posted.

Posting Batches

When you are ready to commit invoices for all of the orders assigned to a batch, all you need to do is highlight the batch from the list window and click the Post Batch button. This immediately creates the invoice transactions for Sales History, Accounts Receivable and General Ledger, in exactly the same way as if Live Invoicing posting was done. If a sales order had any backordered items, these remain on the sales order. Standing orders also remain, with the next invoice date determined from the repeat cycle.

Print the Batch Journal Reprint report if you want a list of invoices that were saved in Sales History, or print or email Invoice forms for the customers.

Video Instruction



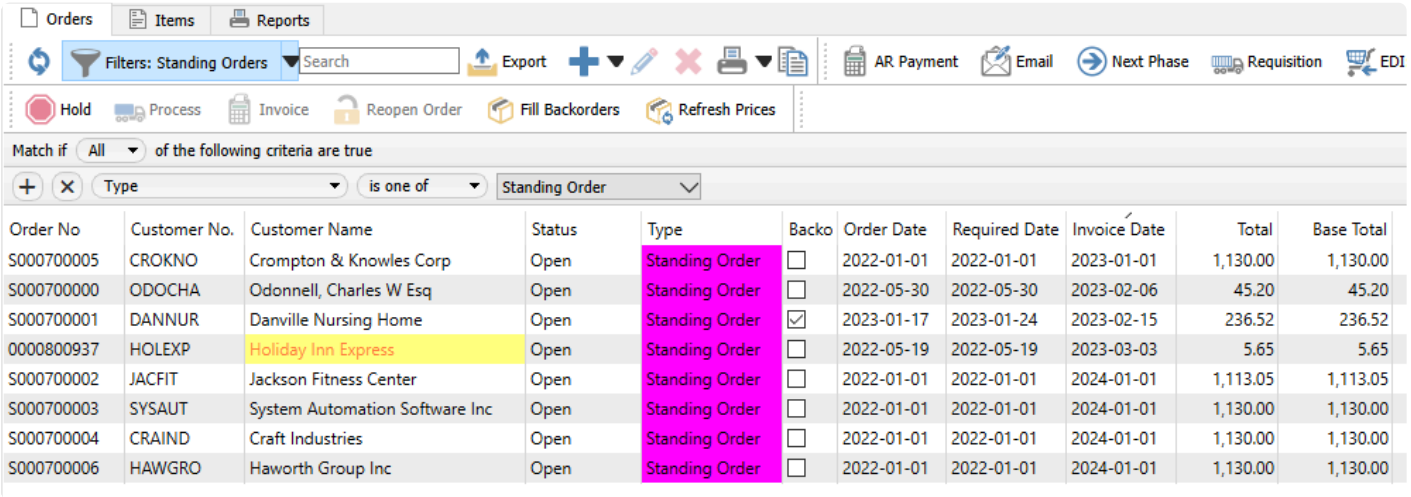
https://www.youtube.com/embed/bDcsdp3LW5g?rel=0

Standing Orders

Repeat Cycles

Standing orders will typically will be repeated for the customer, perhaps on a regular schedule that you can assign using the Repeat field on the order. When a Standing order is shipped and invoiced, the order is not cleared from the list so that it is available for re-use at the next required invoice date, calculated from the repeat interval.

This can be most efficiently processed by listing standing orders on the order list, and sorting or filtering by the Invoice Date column to see which invoices need to be created today or this week.



Order No	Customer No.	Customer Name	Status	Type	Backo	Order Date	Required Date	Invoice Date	Total	Base Total
S000700005	CROKNO	Crompton & Knowles Corp	Open	Standing Order	☐	2022-01-01	2022-01-01	2023-01-01	1,130.00	1,130.00
S000700000	ODOCHA	Odonnell, Charles W Esq	Open	Standing Order	☐	2022-05-30	2022-05-30	2023-02-06	45.20	45.20
S000700001	DANNUR	Danville Nursing Home	Open	Standing Order	☑	2023-01-17	2023-01-24	2023-02-15	236.52	236.52
0000800937	HOLEXP	Holiday Inn Express	Open	Standing Order	☐	2022-05-19	2022-05-19	2023-03-03	5.65	5.65
S000700002	JACFIT	Jackson Fitness Center	Open	Standing Order	☐	2022-01-01	2022-01-01	2024-01-01	1,113.05	1,113.05
S000700003	SYSAUT	System Automation Software Inc	Open	Standing Order	☐	2022-01-01	2022-01-01	2024-01-01	1,130.00	1,130.00
S000700004	CRAIND	Craft Industries	Open	Standing Order	☐	2022-01-01	2022-01-01	2024-01-01	1,130.00	1,130.00
S000700006	HAWGRO	Haworth Group Inc	Open	Standing Order	☐	2022-01-01	2022-01-01	2024-01-01	1,130.00	1,130.00

Committing and Shipping Items on Standing Orders

Often, standing orders are created with non-physical items that do not require inventory quantity on hand for invoice processing, but it may be that a customer requires regular shipping of particular goods. You need to have a proper process in place to ensure you have enough stock on hand to fulfill these recurring orders. After invoicing a standing order, both the shipped and backordered quantities for all order details are zero, so that item quantity is not committed earlier than it needs to be. In order to process the next invoice correctly, you need to assign quantity shipped to all details that you want to include on the next invoice.

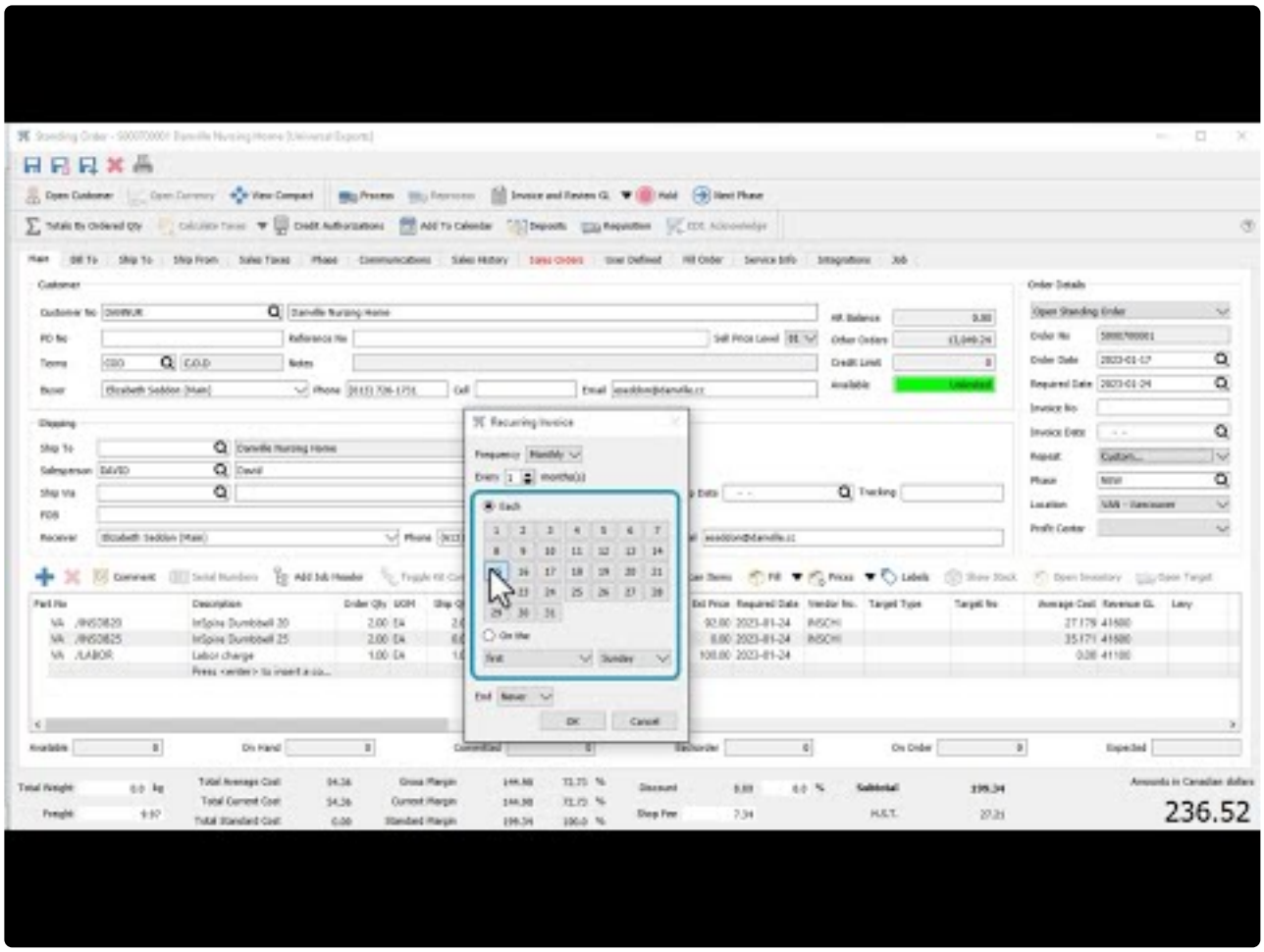
You can work from the sales order list to manage a group of standing orders, setting the shipped quantity for each and invoicing them together rather than individually.

- Create a filter that just shows the standing orders, so that you more easily locate those that require invoicing.
- It is helpful to have the Backordered column visible, to see which items cannot currently be shipped. Note that a standing order that does not display a backorder checkmark simply means there is nothing on backorder. It does not mean that there is quantity to ship and ready to invoice.
- To set quantity shipped on all orders for which you want to generate invoices, highlight these orders and click the Fill Backorders button on the toolbar. This will check for availability of all items and

assign quantity shipped or backordered as determined. Because the Backordered column on the order displays a checkmark when at least one detail has quantity backordered, it is easy to see which standing orders cannot be completely fulfilled.

- If any of your standing orders has been marked with the Backordered status, you need to be set shipped quantity so that you can ship and invoice items. Perhaps you need to purchase and receive or produce more stock so that backordered quantities can be removed. Perhaps you need to assign an alternate item number if appropriate to do so. Or as a last resort, assign shipped quantity even though there is no enough on hand, if you have user security rights to do this, though this is not generally an advisable procedure to follow as it could cause item costing problems.
- Highlight all orders to be invoiced and click the Invoice button on the toolbar. All details with shipped quantities will be included on each invoice, and details on backorder or with zero shipped quantity will be skipped.
- After invoicing, all physical items on standing orders will have shipped and backordered quantities reset to zero. Non-physical items will have the shipped quantity retained as they do not require to be checked for available quantity on hand.

Video instruction



https://www.youtube.com/embed/bjdQCxnXLYM?rel=0

Sales Order Salesperson Settings – What Happens

Default salesperson for a sales order.

There are a number of places in Spire for options and settings related to creating new orders and determining the Salesperson code initially present on the order.

- On each customer address, either for billing or shipping, the Order Defaults tab has a place to set a default salesperson value if desired. When a Salesperson code is saved here, creating a new order for the respective address will populate the sales order with that salesperson code.

- Within User Settings, in the Salesperson area, there is a place to select a Default Salesperson code. When a Salesperson code is saved here, and the customer address does not have an assigned salesperson, creating a new order for the respective address will populate the sales order with the salesperson code from User Settings. But if both User Settings and the customer address have default salesperson codes assigned and they are different, the code from the customer address takes precedence and is used on new orders.

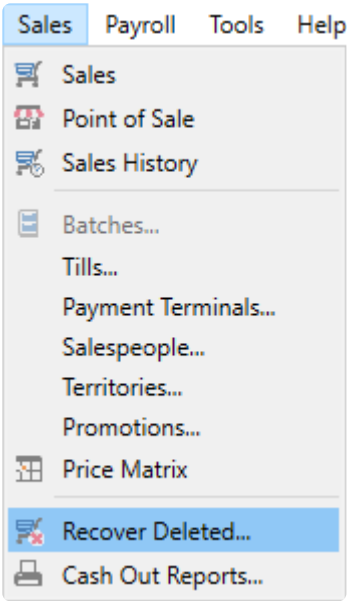
- Within User Settings, in the Sales Order area, there is an option to allow Edit Salesperson. When this is enabled, the Salesperson field can be edited. For users that do not have this option enabled, it is highly recommended for there to be a default salesperson code assigned in User Settings as above, otherwise there is a potential to leave the Salesperson code blank on sales orders.

- Within Company Settings, in the Sales Orders area and the Orders tab, there is an option to Require Salesperson on order. When this is enabled, it is not possible to save a sales order when the Salesperson field is blank. In conjunction with the other settings above, it is important to tailor the settings so that orders cannot be created with no default salesperson value, the field is not editable, and the order requires a non-blank value.

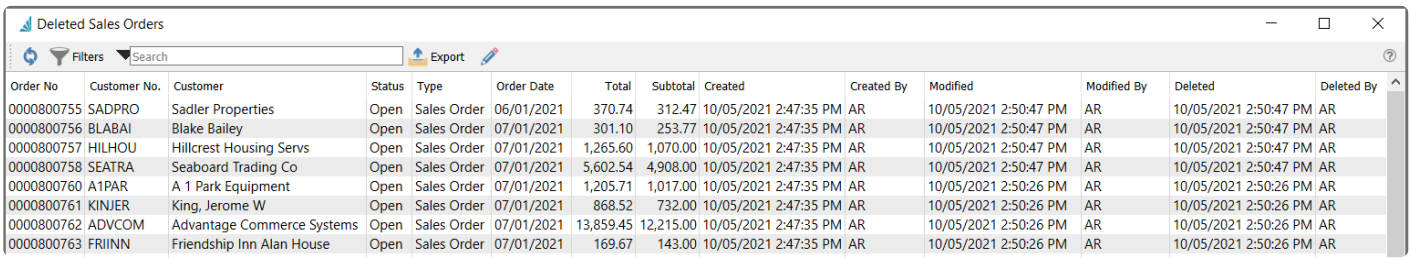
Additionally, within User Settings, in the Salesperson area, there is a place to select a salesperson code to Restrict User’s Customers/Sales Orders by Salesperson. When a Salesperson code is saved here, only sales orders with this salesperson value will be displayed and accessible on the order list.

Recover Deleted Sales Orders

Once in a while, orders are deleted inadvertently. It is possible to restore deleted orders, if you have user security permission enabled in the Sales Orders area, from the top menu and the Recover Deleted process.



A list of deleted orders will be displayed. Locate the one that needs to be recovered, and Filters and the Search box can assist in this, and double-click or use the Edit button to open it.



Order No	Customer No.	Customer	Status	Type	Order Date	Total	Subtotal	Created	Created By	Modified	Modified By	Deleted	Deleted By
0000800755	SADPRO	Sadler Properties	Open	Sales Order	06/01/2021	370.74	312.47	10/05/2021 2:47:35 PM	AR	10/05/2021 2:50:47 PM	AR	10/05/2021 2:50:47 PM	AR
0000800756	BLABAI	Blake Bailey	Open	Sales Order	07/01/2021	301.10	253.77	10/05/2021 2:47:35 PM	AR	10/05/2021 2:50:47 PM	AR	10/05/2021 2:50:47 PM	AR
0000800757	HILHOU	Hillcrest Housing Servs	Open	Sales Order	07/01/2021	1,265.60	1,070.00	10/05/2021 2:47:35 PM	AR	10/05/2021 2:50:47 PM	AR	10/05/2021 2:50:47 PM	AR
0000800758	SEATRA	Seaboard Trading Co	Open	Sales Order	07/01/2021	5,602.54	4,908.00	10/05/2021 2:47:35 PM	AR	10/05/2021 2:50:47 PM	AR	10/05/2021 2:50:47 PM	AR
0000800760	A1PAR	A 1 Park Equipment	Open	Sales Order	07/01/2021	1,205.71	1,017.00	10/05/2021 2:47:35 PM	AR	10/05/2021 2:50:26 PM	AR	10/05/2021 2:50:26 PM	AR
0000800761	KINJER	King, Jerome W	Open	Sales Order	07/01/2021	868.52	732.00	10/05/2021 2:47:35 PM	AR	10/05/2021 2:50:26 PM	AR	10/05/2021 2:50:26 PM	AR
0000800762	ADVCOM	Advantage Commerce Systems	Open	Sales Order	07/01/2021	13,859.45	12,215.00	10/05/2021 2:47:35 PM	AR	10/05/2021 2:50:26 PM	AR	10/05/2021 2:50:26 PM	AR
0000800763	FRIINN	Friendship Inn Alan House	Open	Sales Order	07/01/2021	169.67	143.00	10/05/2021 2:47:35 PM	AR	10/05/2021 2:50:26 PM	AR	10/05/2021 2:50:26 PM	AR

At the top is a red ribbon reminding you of the deleted status. At the right is a Recover button you can use to move this order to the active order list, with all of the previous information and statuses maintained.

Sales Order - 0000800755 Sadler Properties [Inspire Health System (2021)]

Open Customer | Open Currency | View Compact | Process | Reprocess | Invoice and Review GL | Hold | Next Phase

Totals By Ordered Qty | Calculate Taxes | Add To Calendar | Deposits | Requisition | EDI: Acknowledge

Order is deleted and cannot be modified — Recover | Dismiss

Main | Bill To | Ship To | Ship From | Sales Taxes | Phase | Communications | Sales History | Sales Orders | User Defined | Fill Order | Service Info | Integrations | Job

Customer

Customer No: SADPRO — Sadler Properties
PO No:
Reference No:
Sell Price Level: 01
Terms: COD — C.O.D
Notes:
Buyer:
Phone:
Cell:
Email:

AR Balance: 2,565.27
Other Orders: 0.00
Credit Limit: 0.00
Available: 0.00

Order Details

Open Sales Order
Order No: 0000800755
Order Date: 2021-07-05
Required Date: 2021-07-05
Invoice No:
Invoice Date: - -
Repeat: None
Phase:
Location: MON - Montreal
Profit Center:

Shipping

Ship To: Sadler Properties
Ship From: VA
Salesperson: DAVID — David
Territory: FITCENTER
Ship Via:
Carrier:
Ship Date: - -
Tracking:
FOB:
Receiver:
Phone:
Cell:
Email:

Comment | Serial Numbers | Add Job Header | Toggle Kit Components | UDF | Integrations | Scan Items | Fill | Prices | Labels | Show Stock | Open Inventory

Part No	Description	Order Qty	Ship Qty	B/O Qty	Unit Price	Average Cost	Average Margin %	Current Cost	Current Margin %	Discount %	Standard Co
VA /PRECMOT...	Precor Motor Brush Set	1.00	1.00	0.00	56.00	28.00	50.00	28.00	50.00	0.00	0.
VA /PRECBELT	Precor Belt	1.00	1.00	0.00	176.471	150.00	15.00	150.00	15.00	0.00	0.
VA /PRECROLL...	Precor Roller Set	1.00	1.00	0.00	80.00	68.00	15.00	68.00	15.00	0.00	0.
	Press <enter> to insert a comment										

Available: 22.000 | On Hand: 24.000 | Committed: 2.000 | Backorder: 0.000 | On Order: 2.000 | Expected:

Total Weight: 0.0 kg
Freight: 15.62

Total Average Cost: 246.00
Total Current Cost: 246.00
Total Standard Cost: 0.00

Gross Margin: 66.47 21.27 %
Current Margin: 66.47 21.27 %
Standard Margin: 312.47 100.0 %

Discount: 0.00 0.0 %
Shop Fee: 0.00

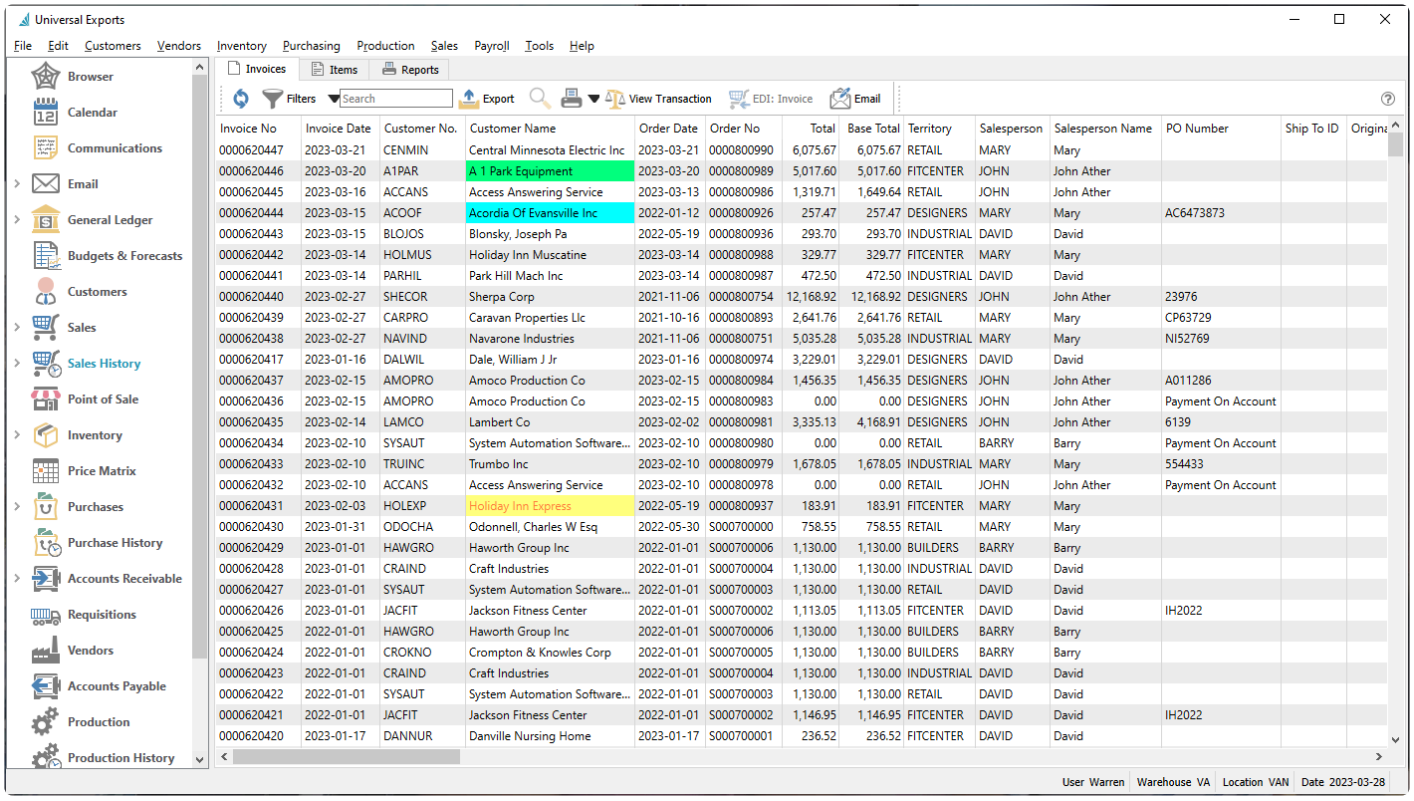
Subtotal: 312.47
H.S.T.: 42.65

Amounts in Canadian dollars
370.74

Created by AR on 2021-05-10 1:47:35 PM | Modified by AR on 2021-05-10 1:50:47 PM

Sales History

After invoices have been posted, they are available in the Sales History list, where you are able to inquire or report on invoices, create a new order by copying, or reverse an invoice to credit the sold inventory. Sales History has it's own list that can be opened from the module list at the left or the top Sales menu. This initial display is the Invoices tab, which lists all invoice transactions, which can be sorted, searched for, exported or reported on.



Invoice No	Invoice Date	Customer No.	Customer Name	Order Date	Order No	Total	Base Total	Territory	Salesperson	Salesperson Name	PO Number	Ship To ID	Origina
0000620447	2023-03-21	CENMIN	Central Minnesota Electric Inc	2023-03-21	0000800990	6,075.67	6,075.67	RETAIL	MARY	Mary			
0000620446	2023-03-20	A1PAR	A 1 Park Equipment	2023-03-20	0000800989	5,017.60	5,017.60	FITCENTER	JOHN	John Ather			
0000620445	2023-03-16	ACCANS	Access Answering Service	2023-03-13	0000800986	1,319.71	1,649.64	RETAIL	JOHN	John Ather			
0000620444	2023-03-15	ACOOF	Acordia Of Evansville Inc	2022-01-12	0000800926	257.47	257.47	DESIGNERS	MARY	Mary	AC6473873		
0000620443	2023-03-15	BLOJOS	Blonsky, Joseph Pa	2022-05-19	0000800936	293.70	293.70	INDUSTRIAL	DAVID	David			
0000620442	2023-03-14	HOLMUS	Holiday Inn Muscatine	2023-03-14	0000800988	329.77	329.77	FITCENTER	MARY	Mary			
0000620441	2023-03-14	PARHIL	Park Hill Mach Inc	2023-03-14	0000800987	472.50	472.50	INDUSTRIAL	DAVID	David			
0000620440	2023-02-27	SHECOR	Sherpa Corp	2021-11-06	0000800754	12,168.92	12,168.92	DESIGNERS	JOHN	John Ather	23976		
0000620439	2023-02-27	CARPRO	Caravan Properties Llc	2021-10-16	0000800893	2,641.76	2,641.76	RETAIL	MARY	Mary	CP63729		
0000620438	2023-02-27	NAVIND	Navarone Industries	2021-11-06	0000800751	5,035.28	5,035.28	INDUSTRIAL	MARY	Mary	NI52769		
0000620417	2023-01-16	DALWIL	Dale, William J Jr	2023-01-16	0000800974	3,229.01	3,229.01	DESIGNERS	DAVID	David			
0000620437	2023-02-15	AMOPRO	Amoco Production Co	2023-02-15	0000800984	1,456.35	1,456.35	DESIGNERS	JOHN	John Ather	A011286		
0000620436	2023-02-15	AMOPRO	Amoco Production Co	2023-02-15	0000800983	0.00	0.00	DESIGNERS	JOHN	John Ather	Payment On Account		
0000620435	2023-02-14	LAMCO	Lambert Co	2023-02-02	0000800981	3,335.13	4,168.91	DESIGNERS	JOHN	John Ather	6139		
0000620434	2023-02-10	SYSAUT	System Automation Software...	2023-02-10	0000800980	0.00	0.00	RETAIL	BARRY	Barry	Payment On Account		
0000620433	2023-02-10	TRUINC	Trumbo Inc	2023-02-10	0000800979	1,678.05	1,678.05	INDUSTRIAL	MARY	Mary	554433		
0000620432	2023-02-10	ACCANS	Access Answering Service	2023-02-10	0000800978	0.00	0.00	RETAIL	JOHN	John Ather	Payment On Account		
0000620431	2023-02-03	HOLEXP	Holiday Inn Express	2022-05-19	0000800937	183.91	183.91	FITCENTER	MARY	Mary			
0000620430	2023-01-31	ODOCHA	Odonnell, Charles W Esq	2022-05-30	S000700000	758.55	758.55	RETAIL	MARY	Mary			
0000620429	2023-01-01	HAWGRO	Haworth Group Inc	2022-01-01	S000700006	1,130.00	1,130.00	BUILDERS	BARRY	Barry			
0000620428	2023-01-01	CRAIND	Craft Industries	2022-01-01	S000700004	1,130.00	1,130.00	INDUSTRIAL	DAVID	David			
0000620427	2023-01-01	SYSAUT	System Automation Software...	2022-01-01	S000700003	1,130.00	1,130.00	RETAIL	DAVID	David			
0000620426	2023-01-01	JACFIT	Jackson Fitness Center	2022-01-01	S000700002	1,113.05	1,113.05	FITCENTER	DAVID	David	IH2022		
0000620425	2022-01-01	HAWGRO	Haworth Group Inc	2022-01-01	S000700006	1,130.00	1,130.00	BUILDERS	BARRY	Barry			
0000620424	2022-01-01	CROKNO	Crompton & Knowles Corp	2022-01-01	S000700005	1,130.00	1,130.00	BUILDERS	BARRY	Barry			
0000620423	2022-01-01	CRAIND	Craft Industries	2022-01-01	S000700004	1,130.00	1,130.00	INDUSTRIAL	DAVID	David			
0000620422	2022-01-01	SYSAUT	System Automation Software...	2022-01-01	S000700003	1,130.00	1,130.00	RETAIL	DAVID	David			
0000620421	2022-01-01	JACFIT	Jackson Fitness Center	2022-01-01	S000700002	1,146.95	1,146.95	FITCENTER	DAVID	David	IH2022		
0000620420	2023-01-17	DANNUR	Danville Nursing Home	2023-01-17	S000700001	236.52	236.52	FITCENTER	DAVID	David			

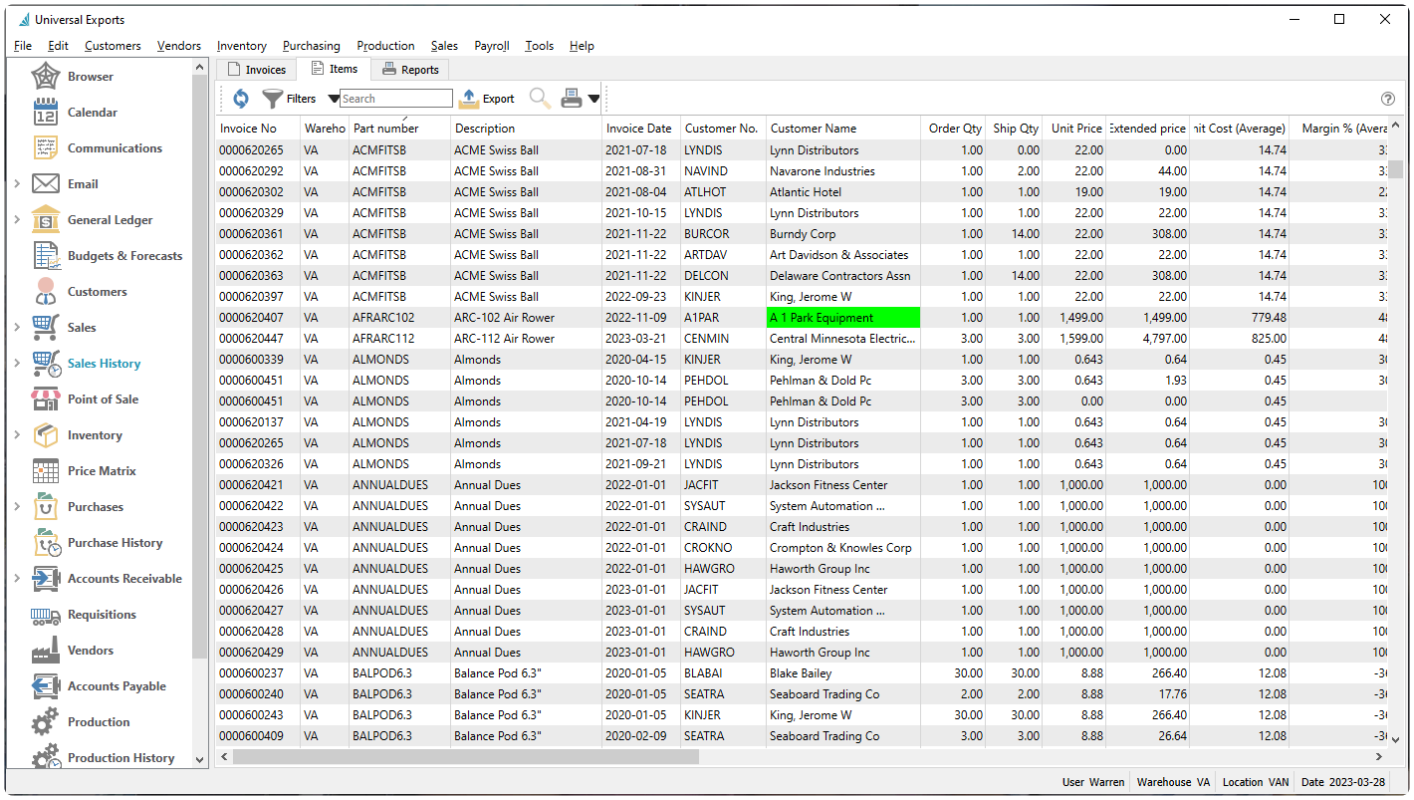
View Transaction – Views the GL account activity of the highlighted transaction(s).

EDI: Invoice – A function used with 3rd party EDI applications.

Email – Highlight one or more invoices and generate email(s) to the respective customer or internal contacts, including attaching a re-printed invoice duplicate if desired.

Items

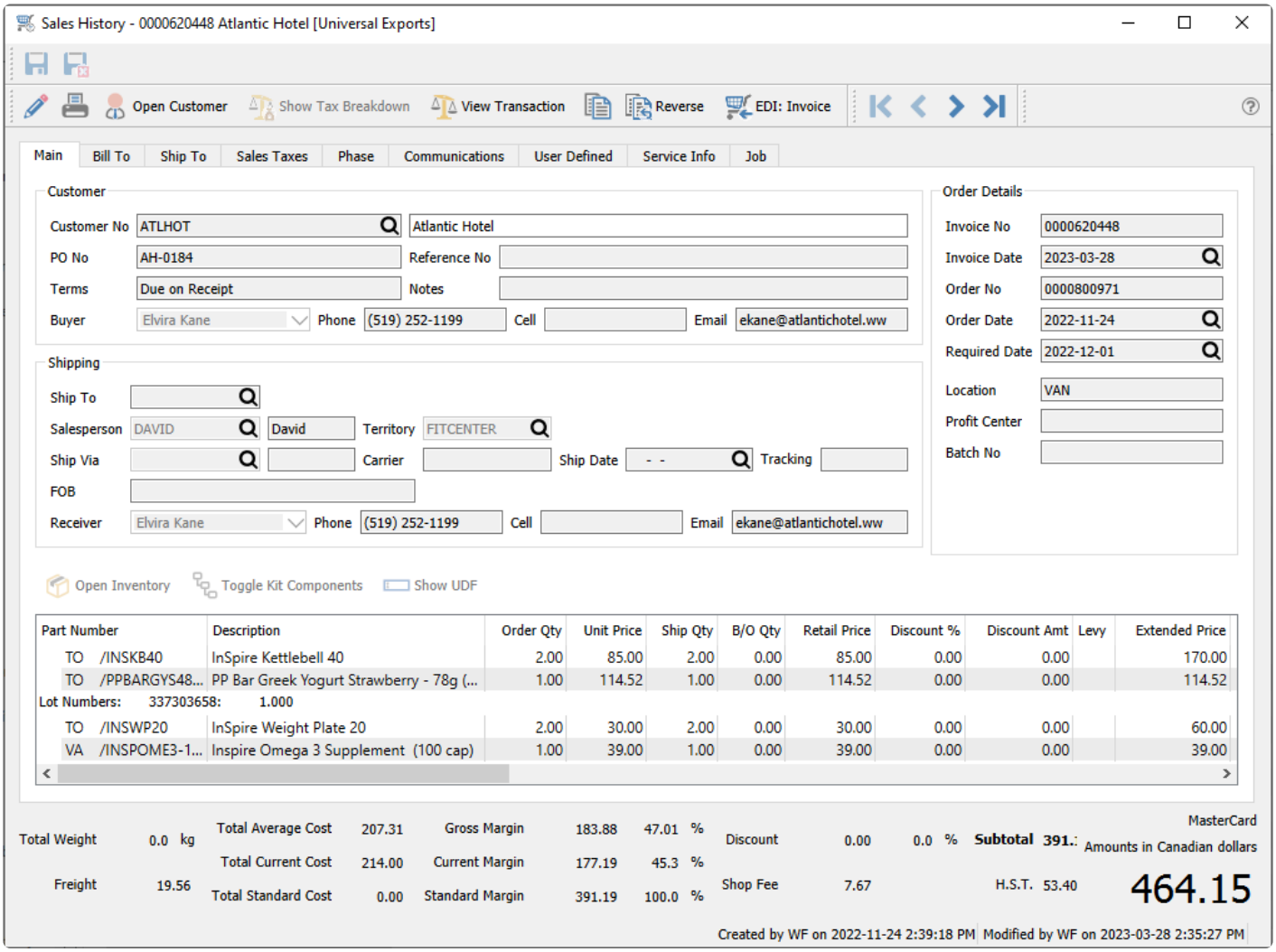
The Items tab lists all historical invoice details, which can be sorted, searched for, exported or reported on.



Invoice No	Wareho	Part number	Description	Invoice Date	Customer No.	Customer Name	Order Qty	Ship Qty	Unit Price	Extended price	nit Cost (Average)	Margin % (Avera
0000620265	VA	ACMFITSB	ACME Swiss Ball	2021-07-18	LYNDIS	Lynn Distributors	1.00	0.00	22.00	0.00	14.74	3
0000620292	VA	ACMFITSB	ACME Swiss Ball	2021-08-31	NAVIND	Navarone Industries	1.00	2.00	22.00	44.00	14.74	3
0000620302	VA	ACMFITSB	ACME Swiss Ball	2021-08-04	ATLHOT	Atlantic Hotel	1.00	1.00	19.00	19.00	14.74	2
0000620329	VA	ACMFITSB	ACME Swiss Ball	2021-10-15	LYNDIS	Lynn Distributors	1.00	1.00	22.00	22.00	14.74	3
0000620361	VA	ACMFITSB	ACME Swiss Ball	2021-11-22	BURCOR	Burndy Corp	1.00	14.00	22.00	308.00	14.74	3
0000620362	VA	ACMFITSB	ACME Swiss Ball	2021-11-22	ARTDAV	Art Davidson & Associates	1.00	1.00	22.00	22.00	14.74	3
0000620363	VA	ACMFITSB	ACME Swiss Ball	2021-11-22	DELCON	Delaware Contractors Assn	1.00	14.00	22.00	308.00	14.74	3
0000620397	VA	ACMFITSB	ACME Swiss Ball	2022-09-23	KINJER	King, Jerome W	1.00	1.00	22.00	22.00	14.74	3
0000620407	VA	AFRARC102	ARC-102 Air Rower	2022-11-09	A1PAR	A 1 Park Equipment	1.00	1.00	1,499.00	1,499.00	779.48	4
0000620447	VA	AFRARC112	ARC-112 Air Rower	2023-03-21	CENMIN	Central Minnesota Electric...	3.00	3.00	1,599.00	4,797.00	825.00	4
0000600339	VA	ALMONDS	Almonds	2020-04-15	KINJER	King, Jerome W	1.00	1.00	0.643	0.64	0.45	3
0000600451	VA	ALMONDS	Almonds	2020-10-14	PEHDOL	Pehlman & Dold Pc	3.00	3.00	0.643	1.93	0.45	3
0000600451	VA	ALMONDS	Almonds	2020-10-14	PEHDOL	Pehlman & Dold Pc	3.00	3.00	0.00	0.00	0.45	
0000620137	VA	ALMONDS	Almonds	2021-04-19	LYNDIS	Lynn Distributors	1.00	1.00	0.643	0.64	0.45	3
0000620265	VA	ALMONDS	Almonds	2021-07-18	LYNDIS	Lynn Distributors	1.00	1.00	0.643	0.64	0.45	3
0000620326	VA	ALMONDS	Almonds	2021-09-21	LYNDIS	Lynn Distributors	1.00	1.00	0.643	0.64	0.45	3
0000620421	VA	ANNUALDUES	Annual Dues	2022-01-01	JACFIT	Jackson Fitness Center	1.00	1.00	1,000.00	1,000.00	0.00	10
0000620422	VA	ANNUALDUES	Annual Dues	2022-01-01	SYSAUT	System Automation ...	1.00	1.00	1,000.00	1,000.00	0.00	10
0000620423	VA	ANNUALDUES	Annual Dues	2022-01-01	CRAIND	Craft Industries	1.00	1.00	1,000.00	1,000.00	0.00	10
0000620424	VA	ANNUALDUES	Annual Dues	2022-01-01	CROKNO	Crompton & Knowles Corp	1.00	1.00	1,000.00	1,000.00	0.00	10
0000620425	VA	ANNUALDUES	Annual Dues	2022-01-01	HAWGRO	Haworth Group Inc	1.00	1.00	1,000.00	1,000.00	0.00	10
0000620426	VA	ANNUALDUES	Annual Dues	2023-01-01	JACFIT	Jackson Fitness Center	1.00	1.00	1,000.00	1,000.00	0.00	10
0000620427	VA	ANNUALDUES	Annual Dues	2023-01-01	SYSAUT	System Automation ...	1.00	1.00	1,000.00	1,000.00	0.00	10
0000620428	VA	ANNUALDUES	Annual Dues	2023-01-01	CRAIND	Craft Industries	1.00	1.00	1,000.00	1,000.00	0.00	10
0000620429	VA	ANNUALDUES	Annual Dues	2023-01-01	HAWGRO	Haworth Group Inc	1.00	1.00	1,000.00	1,000.00	0.00	10
0000600237	VA	BALPOD6.3	Balance Pod 6.3"	2020-01-05	BLABAI	Blake Bailey	30.00	30.00	8.88	266.40	12.08	-3
0000600240	VA	BALPOD6.3	Balance Pod 6.3"	2020-01-05	SEATRA	Seaboard Trading Co	2.00	2.00	8.88	17.76	12.08	-3
0000600243	VA	BALPOD6.3	Balance Pod 6.3"	2020-01-05	KINJER	King, Jerome W	30.00	30.00	8.88	266.40	12.08	-3
0000600409	VA	BALPOD6.3	Balance Pod 6.3"	2020-02-09	SEATRA	Seaboard Trading Co	3.00	3.00	8.88	26.64	12.08	-3

Viewing Historical Invoices

From either the Invoices or Items tabs, to see more details about a specific invoice, you can either double-click the record in the grid, or highlight the record and use the View button in the toolbar to open it.



Edit – If you have User Security rights to edit invoices, this button will be active to allow editing particular information for corrections or updates, which will not affect amounts or accounting.

Print – Print or email a duplicate invoice form.

Open Customer – Opens the customer for viewing or editing customer information.

Show Tax Breakdown – This button is accessible when an integration to Avalara sales tax maintenance is configured for this company. When this button is clicked, you can open a window that determines and shows the various sales tax jurisdiction amounts for this sales order.

View Transaction – Views the GL account activity of the highlighted transaction when it was posted.

Copy – Create a new sales order using identical inventory and quantities as this order. If this order had been requisitioned from a sales order, the customer and sales order information is cleared on the new order. Received Serial or Lot numbers are also cleared on the new order.

Reverse – Create a new sales order using identical inventory as this order, and the quantities used are the negative of those on this order. If this order had been requisitioned from a sales order, the customer and

sales order information is cleared on the new order. Received Serial or Lot numbers are also cleared on the new order. This is the best way to create new credit notes or RMAs to ensure the cost of goods sold amounts are equal to those posted with the original invoice.

EDI: Invoice – A function used with 3rd party EDI applications.

You can add a new note on the Communication tab if you need to save additional information about this historical order.

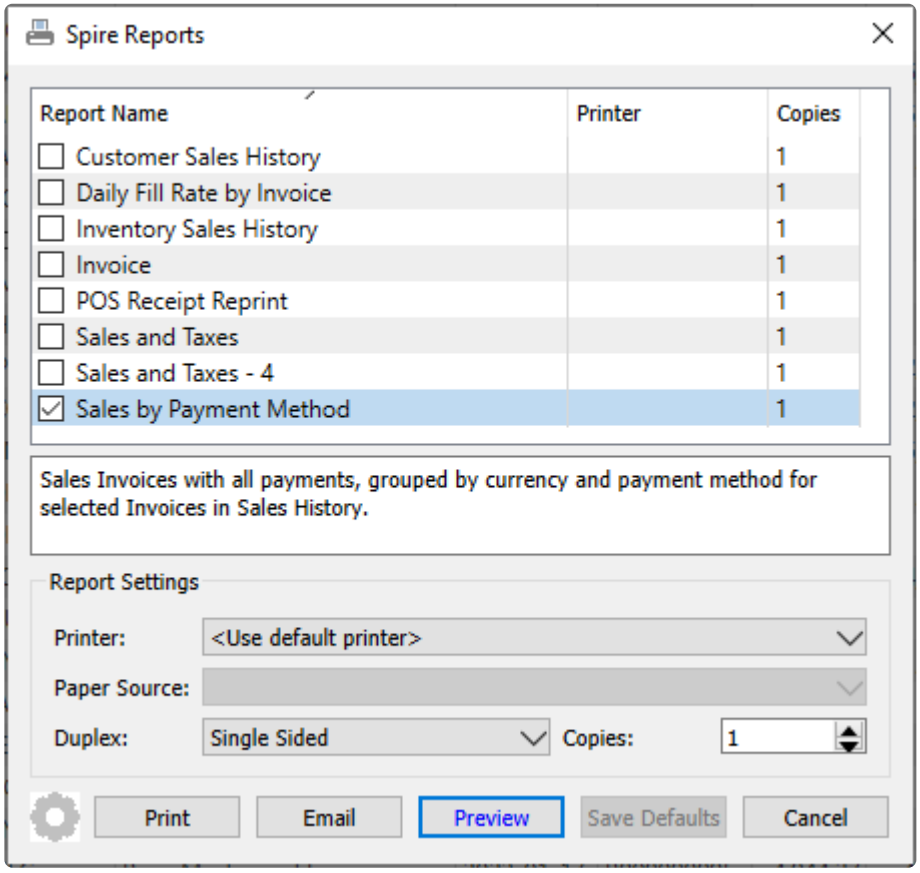
Because the Save/Close button is not active when viewing a historical invoice, you need to either click the X button at the top-right of the window or use the Alt-F4 keyboard shortcut to close this window.

Reports

Sales History reports can be printed either from the Invoices list, the Items list, the Reports tab or when viewing a specific order. From the lists, you can select specific or all orders to print.

Invoices

Listing reports will print a filter date range by Invoice Date if one is configured when the reports are printed.



Customer Sales History – Prints a list of sales for selected invoices, grouped and sub-totaled by salesperson and territory.

Universal Exports

Customer Sales History

Printed: March 28, 2023 / 3:02 pm

Customer		Cost	Freight	Sales	Gross Profit	GP%
CAD	**Canadian dollars**					
Territory:	**FITCENTER**					
Sales Person:	***David (DAVID)***					
Customer: ATLHOT	Atlantic Hotel					
ATLHOT	Atlantic Hotel	207.31	19.56	383.52	176.21	45.9%
Total for *Sales Person:*	*David (DAVID)*	207.31		383.52	176.21	45.9%
Sales Person:	***John Ather (JOHN)***					
Customer: A1PAR	A 1 Park Equipment					
A1PAR	A 1 Park Equipment	2,412.13	5.00	4,385.35	1,973.22	45.0%
Total for *Sales Person:*	*John Ather (JOHN)*	2,412.13		4,385.35	1,973.22	45.0%
Sales Person:	***Mary (MARY)***					
Customer: HOLMUS	Holiday Inn Muscatine					
HOLMUS	Holiday Inn Muscatine	136.24	13.90	272.48	136.24	50.0%
Total for *Sales Person:*	*Mary (MARY)*	136.24		272.48	136.24	50.0%
	Total for Territory: FITCENTER	2,755.68		5,041.35	2,285.67	45.3%
Territory:	**INDUSTRIAL**					
Sales Person:	***David (DAVID)***					
Customer: BLOJOS	Blonsky, Joseph Pa					
BLOJOS	Blonsky, Joseph Pa	108.94	12.38	242.53	133.59	55.1%
Customer: PARHIL	Park Hill Mach Inc					
PARHIL	Park Hill Mach Inc	142.21	19.91	386.99	244.78	63.3%
Total for *Sales Person:*	*David (DAVID)*	251.15		629.52	378.37	60.1%
	Total for Territory: INDUSTRIAL	251.15		629.52	378.37	60.1%

Daily Fill Rate by Invoice – Prints a list of invoices, grouped by date, with the total number of items ordered, backordered and shipped to indicate the percentage of order quantity being fully shipped.

Universal Exports

Daily Fill Rate by Invoice

Printed: March 28, 2023 / 2:55 pm

Date

Invoice #	Customer	Name	Ordered	B/O	Shipped	
Feb 3,2023						
0000620431	HOLEXP	Holiday Inn Express				100.0%
		Daily total	11	0	11	100.0%
Feb 10,2023						
0000620433	TRUINC	Trumbo Inc				100.0%
		Daily total	3	0	3	100.0%
Feb 14,2023						
0000620435	LAMCO	Lambert Co				100.0%
		Daily total	1	0	1	100.0%
Feb 15,2023						
0000620437	AMOPRO	Amoco Production Co				100.0%
		Daily total	4	0	4	100.0%
Feb 27,2023						
0000620438		*[VA]PPBARGYB48PK - PP Bar Greek Yogurt Blueberry 78g (48 pack)*	*1*	*1*	*0*	
0000620438	NAVIND	Navarone Industries				98.0%
0000620439	CARPRO	Caravan Properties Llc				100.0%
0000620440	SHECOR	Sherpa Corp				100.0%
		Daily total	90	1	89	98.9%
		Grand Total	**109**	**1**	**108**	**99.1%**

Inventory Sales History – Prints a list of item sales for selected invoices, grouped and sub-totaled by product code and warehouse.

Universal Exports

Inventory Sales History

Printed: March 28, 2023 / 3:05 pm

Part Number	Qty	Cost	Sales	Gross Profit	GP%
CAD Canadian dollars					
Warehouse: TO					
Product Code: SUPP Supplements					
PPBARGYS48EA PP Bar Greek Yogurt Strawberry - 78g (48 Pack)	1 PK	57.25	114.52	57.27	50.0%
Total for *Product Code: SUPP Supplements*	1 PK	57.25	114.52	57.27	50.0%
Product Code: WEIGHT Weights					
INSKB40 InSpire Kettlebell 40	2 EA	93.50	170.00	76.50	45.0%
INSWP20 InSpire Weight Plate 20	2 EA	36.56	60.00	23.44	39.1%
Total for *Product Code: WEIGHT Weights*	4 EA	130.06	230.00	99.94	43.5%
Total for Warehouse: TO	5 EA	187.31	344.52	157.21	45.6%
Warehouse: VA					
Product Code: ACC Accessories					
BALPOD6.3 Balance Pod 6.3"	2 EA	39.96	78.00	38.04	48.8%
CBHALFRACKFB Cross box Half Rack Floor Braces	1 EA	45.00	108.99	63.99	58.7%
HARWV Human X Weighted Vest	2 EA	136.24	272.48	136.24	50.0%
PRECBELT Precor Belt	1 EA	150.00	176.47	26.47	15.0%
Total for *Product Code: ACC Accessories*	6 EA	371.20	635.94	264.74	41.6%
Product Code: EQUIP Equipment					
AFRARC112 ARC-112 Air Rower	3 EA	2,475.00	4,797.00	2,322.00	48.4%
PRETRM243 Precor TRM 243 Treadmill	1 EA	1,992.13	3,799.00	1,806.87	47.6%
Total for *Product Code: EQUIP Equipment*	4 EA	4,467.13	8,596.00	4,128.87	48.0%

Invoice – Prints or emails an invoice form for each selected record. This report is also available to print when viewing an individual invoice.

Universal Exports

5578 First Avenue
Vancouver BC V5T 6Y6
Ph. (604) 555-4589 Fax (604) 555-7763
info@inspirehealthsys.com

Invoice

0000620445

Date March 16, 2023
Customer ACCANS

Bill To: Access Answering Service
3750 Nw 87th Ave
Miami FL 33178
United States of America Ph. (305) 477-0841

Ship To: Access Answering Service
3750 Nw 87th Ave
Miami FL 33178
United States of America Ph. (305) 477-0841

Buyer: Adele Tunnicliff Receiver: Adele Tunnicliff

PO Number	FOB	Salesperson	Order Date	Order Number
		John Athar	March 13, 2023	0000800986

Ship Via	Payment Terms	Reference
	Due on Receipt	

Part Number	Description	Ordered	Shipped	B/O	Tax	Unit Price	Extended Price
INTTK200	InTek TK200 Cross Trainer	1	1		S	1,150.00	1,150.00
ABMAT	AbMat	1	1		S	27.36	27.36

POS Receipt Reprint – Prints or emails a point of sale receipt stub for each selected record. This report is also available to print when viewing an individual invoice.

Universal Exports

5578 First Avenue
Vancouver BC V5T 6Y6
Ph. (604) 555-4589 Fax (604) 555-7763
info@inspirehealthsys.com

Mar 16, 2023 @ 3:52:50PM Inv # 0000620445

ACCANS

Access Answering Service

InTek TK200 Cross Trainer

1	@	1,150.00	1,150.00	S

AbMat

1	@	27.36	27.36	S

	Net Amount	1,200.91
987313456	**State US tax**	68.80
American Dollars	**Total Due**	**1,319.71**

Cash	100.00
MasterCard Auth# 4444	1,219.71
	0.00

Sales and Taxes – Prints a list of selected invoices, separated by currency, with calculated taxes and freight amounts. Tax amounts are optimized for Canadian taxes with HST/GST and PST columns.

Universal Exports

Sales and Taxes

March 01,2023 to March 31,2023 March 28, 2023 / 3:11 pm

Invoice Number		Invoice Dat	Name	Sub Total	Discount	Freight	HST/GST	PST	Total
0000620441		Mar 14, 23	Park Hill Mach Inc	398.23		19.91	54.36		472.50
0000620442		Mar 14, 23	Holiday Inn Muscatine	277.93		13.90	37.94		329.77
0000620443		Mar 15, 23	Blonsky, Joseph Pa	247.53		12.38	33.79		293.70
0000620444		Mar 15, 23	Acordia Of Evansville Inc	217.00		10.85	29.62		257.47
0000620446		Mar 20, 23	A 1 Park Equipment	4,435.35		5.00	577.25		5,017.60
0000620447		Mar 21, 23	Central Minnesota Electric Inc	5,326.70		50.00	698.97		6,075.67
0000620448		Mar 28, 23	Atlantic Hotel	391.19		19.56	53.40		464.15
	7	Invoices		**11,293.93**	**0.00**	**131.60**	1,485.33		**12,910.86**
USD									
0000620445		Mar 16, 23	Access Answering Service	1,200.91		50.00	68.80		1,319.71
	1	Invoices	**American Dollars**	**1,200.91**	**0.00**	**50.00**	68.80		**1,319.71**
	8	**Invoices**							

Sales and Taxes – 4 – Prints a list of selected invoices, separated by currency, with calculated taxes and freight amounts. Tax amounts are generalized with the 4 tax jurisdiction columns.

Universal Exports

Sales and Taxes - 4

March 01,2023 to March 31,2023

March 28, 2023 / 3:11 pm

Invoice Number		Invoice Dat	Name	Sub Total	Discount	Freight	Sales Tax 1	Sales Tax 2	Sales Tax 3	Sales Tax 4	Total	Notes
0000620441		Mar 14, 23	Park Hill Mach Inc	398.23		19.91	54.36				472.50	
0000620442		Mar 14, 23	Holiday Inn Muscatine	277.93		13.90	37.94				329.77	
0000620443		Mar 15, 23	Blonsky, Joseph Pa	247.53		12.38	33.79				293.70	
0000620444		Mar 15, 23	Acordia Of Evansville Inc	217.00		10.85	29.62				257.47	
0000620446		Mar 20, 23	A 1 Park Equipment	4,435.35		5.00	577.25				5,017.60	
0000620447		Mar 21, 23	Central Minnesota Electric Inc	5,326.70		50.00	698.97				6,075.67	
0000620448		Mar 28, 23	Atlantic Hotel	391.19		19.56	53.40				464.15	
	7	Invoices		**11,293.93**	**0.00**	**131.60**	1,485.33				**12,910.86**	
USD												
0000620445		Mar 16, 23	Access Answering Service	1,200.91		50.00	68.80				1,319.71	
	1	Invoices	**American Dollars**	**1,200.91**	**0.00**	**50.00**	68.80				**1,319.71**	
	8	**Invoices**										

Sales by Payment Method – Prints a list of selected invoices, separated by currency, and grouped by payment type with the invoice and payment amounts. Invoices saved on account without a payment are also listed.

Universal Exports

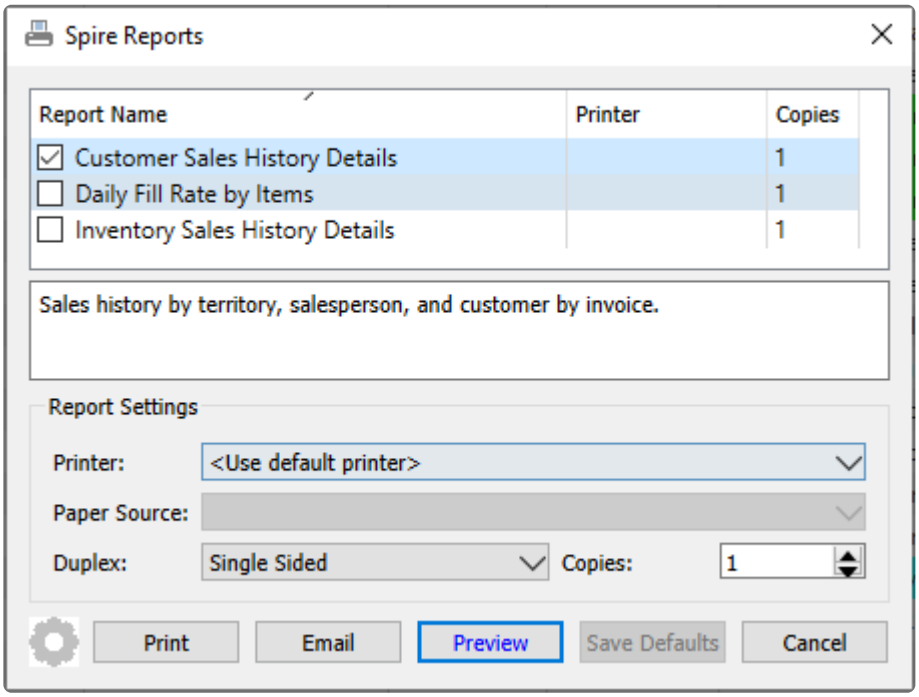
Sales by Payment Method

March 01,2023 to March 31,2023

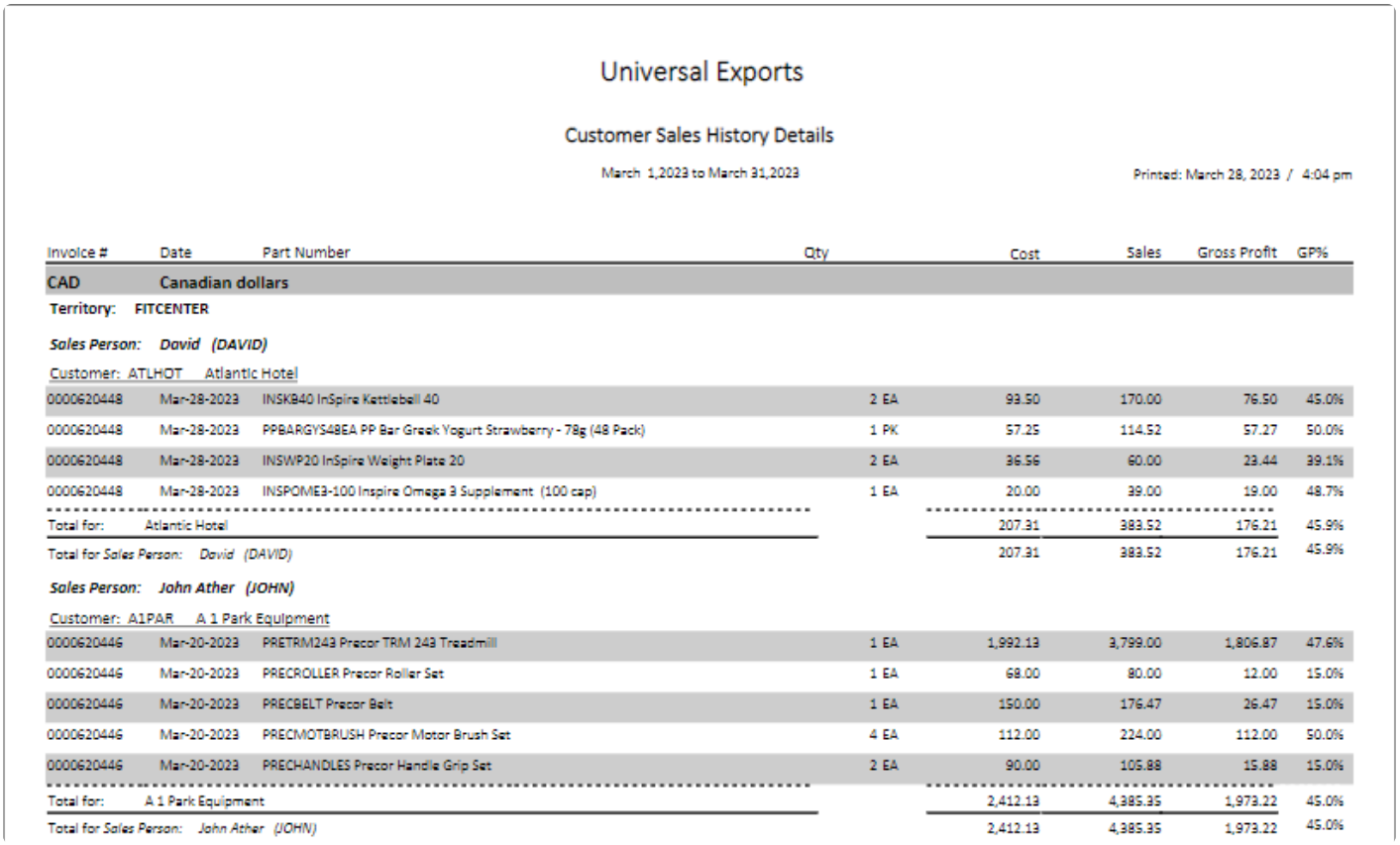
March 28, 2023 / 3:15 pm

Invoice	Date	Customer	Invoice Amount	Payment	Note
Canadian dollars					
Cash					
0000620441	Mar 14,23	Park Hill Mach Inc	472.50	472.50	
0000620442	Mar 14,23	Holiday Inn Muscatine	329.77	329.75	
0000620443	Mar 15,23	Blonsky, Joseph Pa	293.70	293.70	
0000620444	Mar 15,23	Acordia Of Evansville Inc	257.47	257.45	
			Cash	**1,353.40**	
MasterCard					
0000620446	Mar 20,23	A 1 Park Equipment	5,017.60	5,017.60	
0000620448	Mar 28,23	Atlantic Hotel	464.15	464.15	
			MasterCard	**5,481.75**	
			Total Payments	**6,835.15**	
On Account					
0000620447	Mar 21,23	Central Minnesota Electric Inc	6,075.67	6,075.67	
			Total On Account	**6,075.67**	
USD **American Dollars**					
Cash					
0000620445	Mar 16,23	Access Answering Service	1,319.71	100.00	
			Cash	**100.00**	
MasterCard					
0000620445	Mar 16,23	Access Answering Service	1,319.71	1,219.71	
			MasterCard	**1,219.71**	
			Total Payments	**1,319.71**	
On Account					
			Total On Account	**0.00**	

Items



Customer Sales History Details – Prints a list of sales for selected items, grouped and sub-totaled by customer, salesperson and territory.



Universal Exports

Customer Sales History Details

March 1,2023 to March 31,2023

Printed: March 28, 2023 / 4:04 pm

Invoice #	Date	Part Number	Qty	Cost	Sales	Gross Profit	GP%
CAD	Canadian dollars						
Territory: FITCENTER							
Sales Person: David (DAVID)							
Customer: ATLHOT Atlantic Hotel							
0000620448	Mar-28-2023	INSKB40 InSpire Kettlebell 40	2 EA	93.50	170.00	76.50	45.0%
0000620448	Mar-28-2023	PPBARGYS48EA PP Bar Greek Yogurt Strawberry - 78g (48 Pack)	1 PK	57.25	114.52	57.27	50.0%
0000620448	Mar-28-2023	INSWP20 InSpire Weight Plate 20	2 EA	36.56	60.00	23.44	39.1%
0000620448	Mar-28-2023	INSPOME3-100 Inspire Omega 3 Supplement (100 cap)	1 EA	20.00	39.00	19.00	48.7%
Total for:	Atlantic Hotel			207.31	383.52	176.21	45.9%
Total for *Sales Person: David (DAVID)*				207.31	383.52	176.21	45.9%
Sales Person: John Ather (JOHN)							
Customer: A1PAR A 1 Park Equipment							
0000620446	Mar-20-2023	PRETRM243 Precor TRM 243 Treadmill	1 EA	1,992.13	3,799.00	1,806.87	47.6%
0000620446	Mar-20-2023	PRECROLLER Precor Roller Set	1 EA	68.00	80.00	12.00	15.0%
0000620446	Mar-20-2023	PRECBELT Precor Belt	1 EA	150.00	176.47	26.47	15.0%
0000620446	Mar-20-2023	PRECMOTBRUSH Precor Motor Brush Set	4 EA	112.00	224.00	112.00	50.0%
0000620446	Mar-20-2023	PRECHANDLES Precor Handle Grip Set	2 EA	90.00	105.88	15.88	15.0%
Total for:	A 1 Park Equipment			2,412.13	4,385.35	1,973.22	45.0%
Total for *Sales Person: John Ather (JOHN)*				2,412.13	4,385.35	1,973.22	45.0%

Daily Fill Rate by Items – Prints a list of sales for selected items, grouped and sub-totaled by day, with the total number of items ordered, backordered and shipped to indicate the percentage of order quantity being fully shipped.

Universal Exports

Daily Fill Rate by Items

Printed: March 28, 2023 / 3:00 pm

Mar 14,2023					
VABALPOD6.3	Balance Pod 6.3"	2	0	2	100.0%
VACBHALFRACKFB	Cross box Half Rack Floor Braces	1	0	1	100.0%
VAHARWV	Human X Weighted Vest	2	0	2	100.0%
VALABOR	labor	1	0	1	100.0%
VAPPBARCCC48PKA	PP Bar Chewy Chocolate Chip 50g (48 pack)	1	0	1	100.0%
	Daily total	7	0	7	100.0%
Mar 15,2023					
VAINSDB15	InSpire Dumbbell 15	3	0	3	100.0%
VAINSDB40	InSpire Dumbbell 40	1	0	1	100.0%
VAINSKB10	InSpire Kettlebell 10	2	0	2	100.0%
VAPPBARDCD48PK	PP Bar Dark Chocolate Coconut 50g (48 pack)	1	0	1	100.0%
	Daily total	7	0	7	100.0%
Mar 16,2023					
VAABMAT	AbMat	1	0	1	100.0%
VAINTTK200	InTek TK200 Cross Trainer	1	0	1	100.0%
	Daily total	2	0	2	100.0%
Mar 20,2023					
VAPRECBELT	Precor Belt	1	0	1	100.0%
VAPRECHANDLES	Precor Handle Grip Set	2	0	2	100.0%
VAPRECMOTBRUSH	Precor Motor Brush Set	4	0	4	100.0%
VAPRECROLLER	Precor Roller Set	1	0	1	100.0%
VAPRETRM243	Precor TRM 243 Treadmill	1	0	1	100.0%
	Daily total	9	0	9	100.0%
Mar 21,2023					
VAAFRARC112	ARC-112 Air Rower	3	0	3	100.0%
	Daily total	3	0	3	100.0%
Mar 28,2023					
TOINSKB40	InSpire Kettlebell 40	2	0	2	100.0%
TOINSWP20	InSpire Weight Plate 20	2	0	2	100.0%
TOPPBARGYS48EA	PP Bar Greek Yogurt Strawberry - 78g (48 Pack)	1	0	1	100.0%
VAINSPOME3-100	Inspire Omega 3 Supplement (100 cap)	1	0	1	100.0%
	Daily total	6	0	6	100.0%
	Grand Total	**34**	**0**	**34**	**100.0%**

Inventory Sales History Details – Prints a list of sales for selected items, grouped and sub-totaled by product code and warehouse.

Universal Exports

Inventory Sales History Details

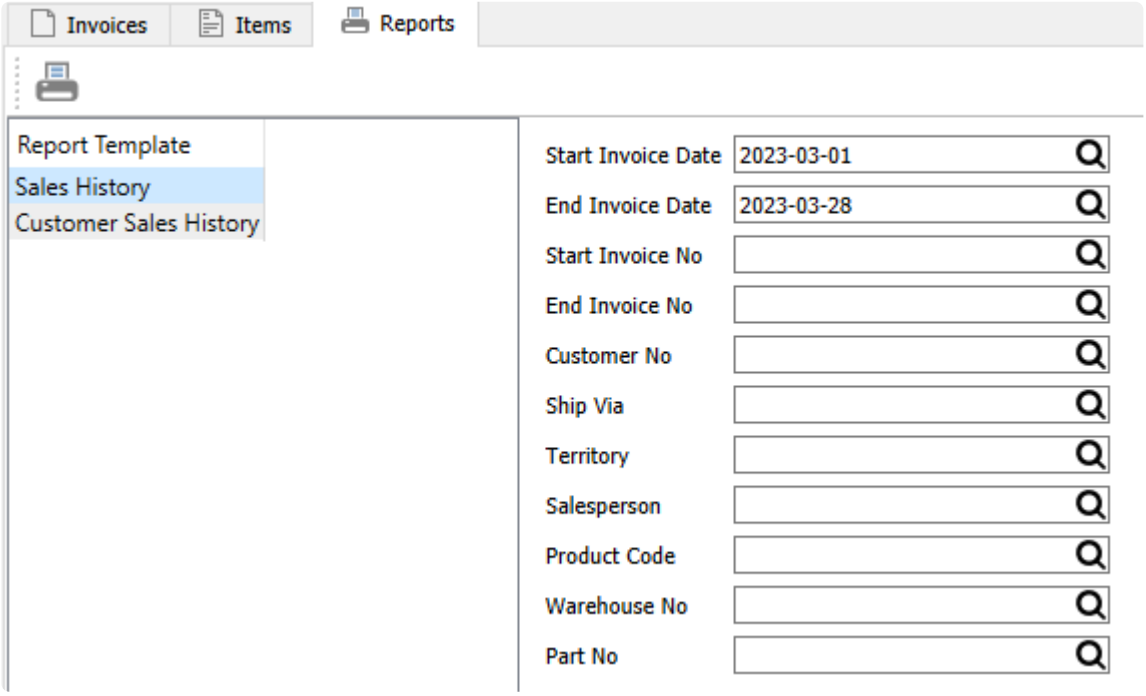
March 1,2023 to March 31,2023 Printed: March 28, 2023 / 4:04 pm

Invoice #	Invoice Date	Customer	Ship To ID	Qty	Cost	Sales	Gross Profit	GP%
CAD	**Canadian dollars**							
Warehouse: TO								
Product Code: SUPP Supplements								
PPBARGYS4BEA PP Bar Greek Yogurt Strawberry - 78g (48 Pack)								
0000620448	Mar-28-2023	Atlantic Hotel		1 PK	57.25	114.52	57.27	50.0%
				1 PK	57.25	114.52	57.27	50.0%
			Total for *Product Code: SUPP Supplements*	1 PK	57.25	114.52	57.27	50.0%
Product Code: WEIGHT Weights								
INSKB40 InSpire Kettlebell 40								
0000620448	Mar-28-2023	Atlantic Hotel		2 EA	93.50	170.00	76.50	45.0%
				2 EA	93.50	170.00	76.50	45.0%
INSWP20 InSpire Weight Plate 20								
0000620448	Mar-28-2023	Atlantic Hotel		2 EA	36.56	60.00	23.44	39.1%
				2 EA	36.56	60.00	23.44	39.1%
			Total for *Product Code: WEIGHT Weights*	4 EA	130.06	230.00	99.94	43.5%
			Total for Warehouse: TO	5 EA	187.31	344.52	157.21	45.6%
Warehouse: VA								
Product Code: ACC Accessories								
BALPOD6.3 Balance Pod 6.3"								
0000620441	Mar-14-2023	Park Hill Mach Inc		2 EA	39.96	78.00	38.04	48.8%
				2 EA	39.96	78.00	38.04	48.8%
CBHALFRACKFB Cross box Half Rack Floor Braces								
0000620441	Mar-14-2023	Park Hill Mach Inc		1 EA	45.00	108.99	63.99	58.7%
				1 EA	45.00	108.99	63.99	58.7%
HARWV Human X Weighted Vest								
0000620442	Mar-14-2023	Holiday Inn Muscatine		2 EA	136.24	272.48	136.24	50.0%
				2 EA	136.24	272.48	136.24	50.0%
PRECBELT Precor Belt								
0000620446	Mar-20-2023	A 1 Park Equipment		1 EA	150.00	176.47	26.47	15.0%
				1 EA	150.00	176.47	26.47	15.0%
			Total for *Product Code: ACC Accessories*	6 EA	371.20	635.94	264.74	41.6%

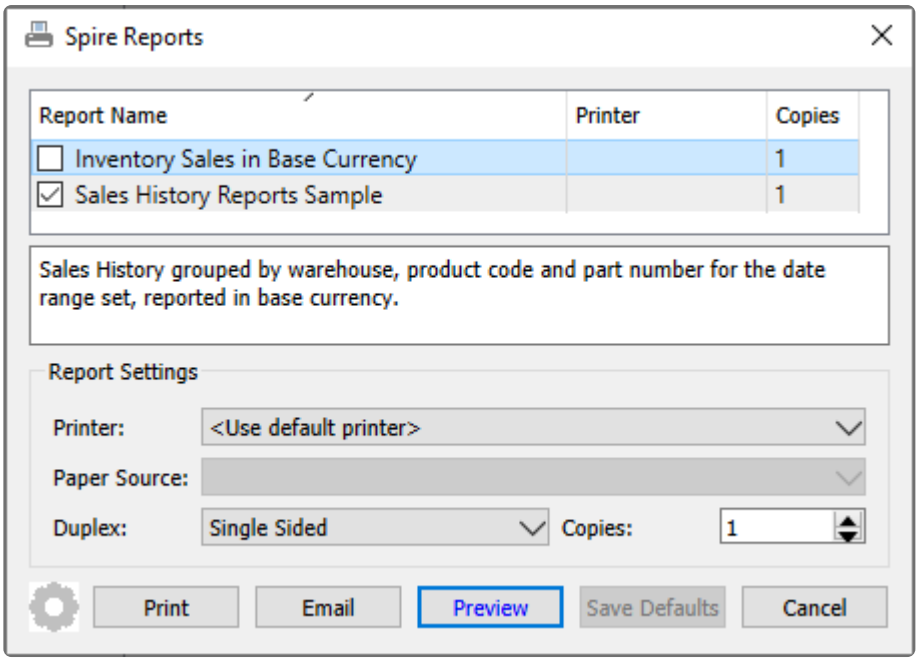
Reports tab

The Reports tab has a number of Transaction list template reports available to print. There are two Report Templates for Sales History and Customer Sales History reports, each with their own set of reports and options.

Sales History



Sales History reports include selection criteria for restricting which invoices are printed. Choose a range of dates or invoice numbers, and a specific value from a number of other invoice information.



Inventory Sales in Base Currency – Prints a list of selected invoices, grouped and sub-totaled by product code and warehouse, with base currency equivalent amounts replacing the foreign amounts when applicable.

Universal Exports

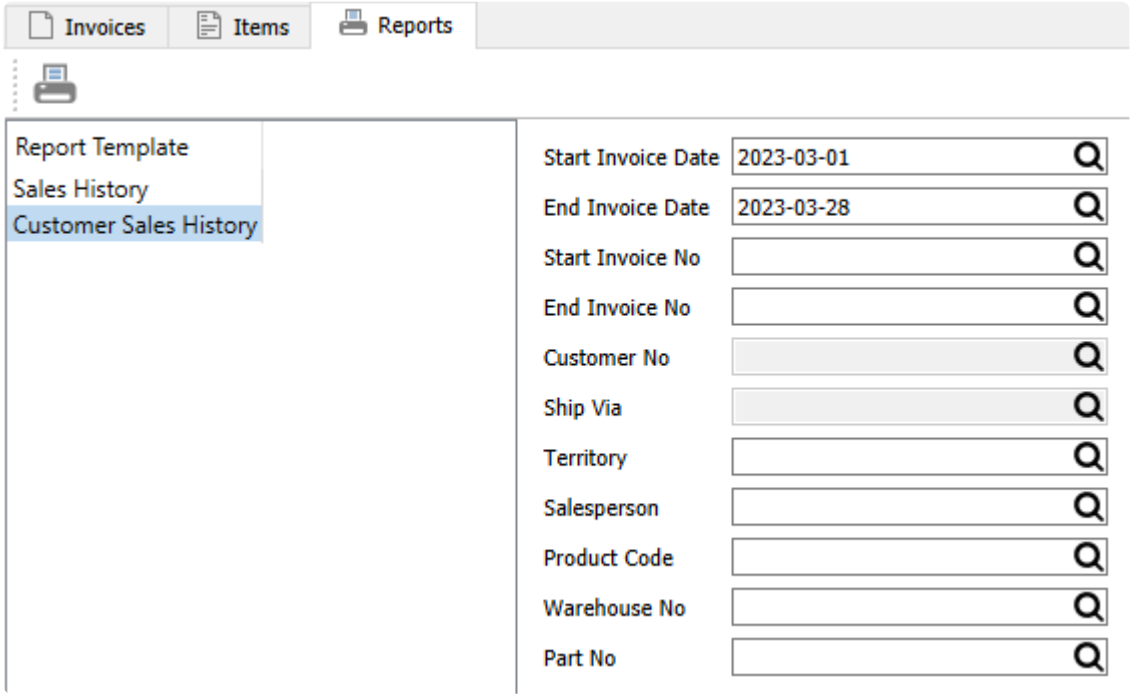
Inventory Sales in Base Currency

March 1,2023 to March 28,2023 Printed: March 28, 2023 / 3:43 pm

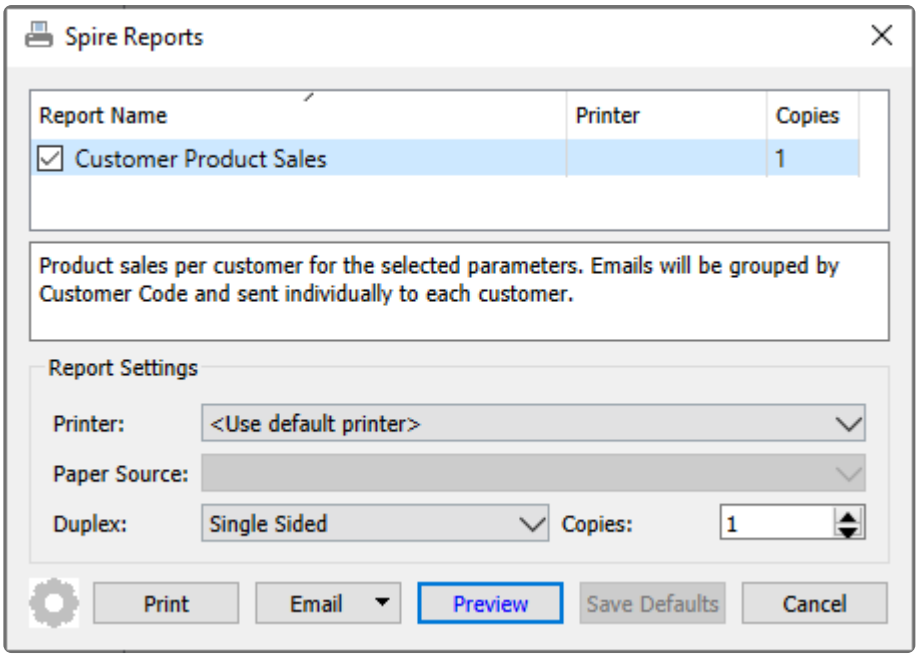
Part Number	Qty	Cost	Sales	Gross Profit	GP%
Warehouse: TO					
Product Code: SUPP Supplements					
PPBARGYS48EA PP Bar Greek Yogurt Strawberry - 78g (48 Pack)					
PPBARGYS48EA PP Bar Greek Yogurt Strawberry - 78g (48 Pack)	1 PK	57.25	114.52	57.27	50.0%
Total for *Product Code: SUPP Supplements*	1 PK	57.25	114.52	57.27	50.0%
Product Code: WEIGHT Weights					
INSKB40 InSpire Kettlebell 40					
INSKB40 InSpire Kettlebell 40	2 EA	93.50	170.00	76.50	45.0%
INSWP20 InSpire Weight Plate 20					
INSWP20 InSpire Weight Plate 20	2 EA	36.56	60.00	23.44	39.1%
Total for *Product Code: WEIGHT Weights*	4 EA	130.06	230.00	99.94	43.5%
Total for Warehouse: TO	5 EA	187.31	344.52	157.21	45.6%
Warehouse: VA					
Product Code: ACC Accessories					
ABMAT AbMat					
ABMAT AbMat	1 EA	19.73	34.20	14.47	42.3%
BALPOD6.3 Balance Pod 6.3"					
BALPOD6.3 Balance Pod 6.3"	2 EA	39.96	78.00	38.04	48.8%
CBHALFRACKFB Cross box Half Rack Floor Braces					
CBHALFRACKFB Cross box Half Rack Floor Braces	1 EA	45.00	108.99	63.99	58.7%
HARWV Human X Weighted Vest					
HARWV Human X Weighted Vest	2 EA	136.24	272.48	136.24	50.0%
PRECBELT Precor Belt					
PRECBELT Precor Belt	1 EA	150.00	176.47	26.47	15.0%
Total for *Product Code: ACC Accessories*	7 EA	390.93	670.14	279.21	41.7%

Sales History Reports Sample – Prints a list of selected invoices with general information. This report is not intended to be used to produce business results, but rather as a basis for a custom report that you design to output a report of specific interest.

Customer Sales History



Customer Sales History reports include selection criteria for restricting which invoices are printed. Choose a range of dates or invoice numbers, and a specific value from a number of other invoice information.



Customer Product Sales – Prints a list of selected invoices, grouped by customer, with item, quantity and sales amounts. If this report is emailed as a batch, separate emails are sent to each customer, to receive just their list of product sales.

Universal Exports

Customer Product Sales

March 1,2023 to March 28,2023

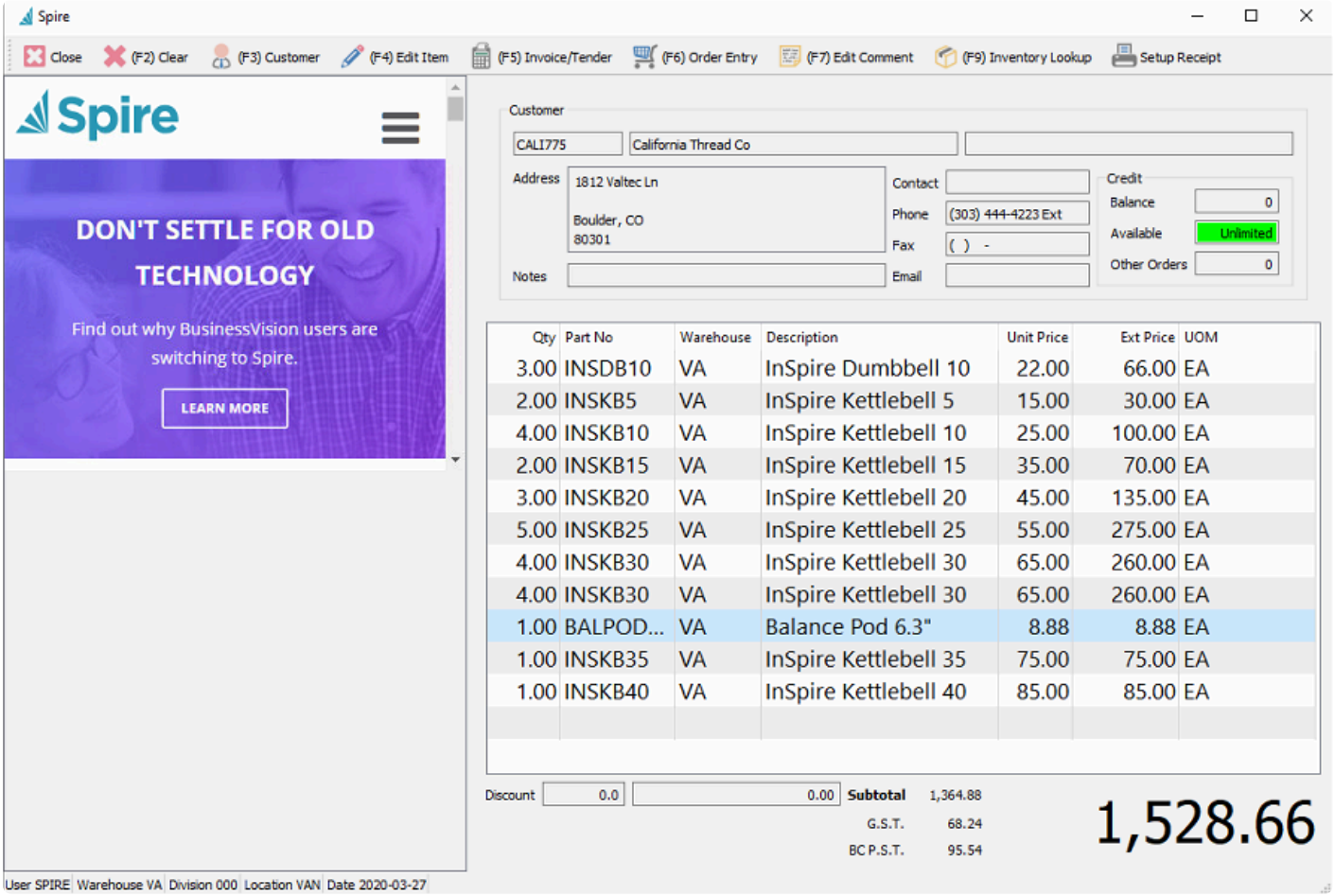
Printed: March 28, 2023 / 3:35 pm

Invoice #	Date	Part Number	Qty	Sales
A 1 Park Equipment				
0000620446	Mar-20-2023	PRETRM243 Precor TRM 243 Treadmill	1 EA	3,799.00
	Mar-20-2023	PRECROLLER Precor Roller Set	1 EA	80.00
	Mar-20-2023	PRECBELT Precor Belt	1 EA	176.47
	Mar-20-2023	PRECMOTBRUSH Precor Motor Brush Set	4 EA	224.00
	Mar-20-2023	PRECHANDLES Precor Handle Grip Set	2 EA	105.88
			Invoice Total	4,385.35
Access Answering Service				
0000620445	Mar-16-2023	INTTK200 InTek TK200 Cross Trainer	1 EA	1,150.00
	Mar-16-2023	ABMAT AbMat	1 EA	27.36
			Invoice Total	1,177.36
Acordia Of Evansville Inc				
0000620444	Mar-15-2023	INSDB15 InSpire Dumbbell 15	2 EA	68.00
	Mar-15-2023	INSDB40 InSpire Dumbbell 40	1 EA	94.00
	Mar-15-2023	INSKB10 InSpire Kettleball 10	2 EA	50.00
			Invoice Total	212.00
Atlantic Hotel				
0000620448	Mar-28-2023	INSKB40 InSpire Kettleball 40	2 EA	170.00
	Mar-28-2023	PPBARGYS48EA PP Bar Greek Yogurt Strawberry - 78g (48 Pack)	1 PK	114.52
	Mar-28-2023	INSWP20 InSpire Weight Plate 20	2 EA	60.00
	Mar-28-2023	INSPOME3-100 Inspire Omega 3 Supplement (100 cap)	1 EA	39.00
			Invoice Total	383.52

Point of Sale

The Point-of-Sale (POS) module is a quick way to enter sales that can be quickly and easily processed, even without the use of a mouse. The keyboard shortcuts are always visible at the top of the screen in the toolbar, which can be used instead of using the mouse to click the the respective toolbar button.

If there is a URL set for a Home Page in Company Settings, in the Sales Orders area and the Misc tab, then the website 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 you can interact with the website, such as filling out and submitting required information.

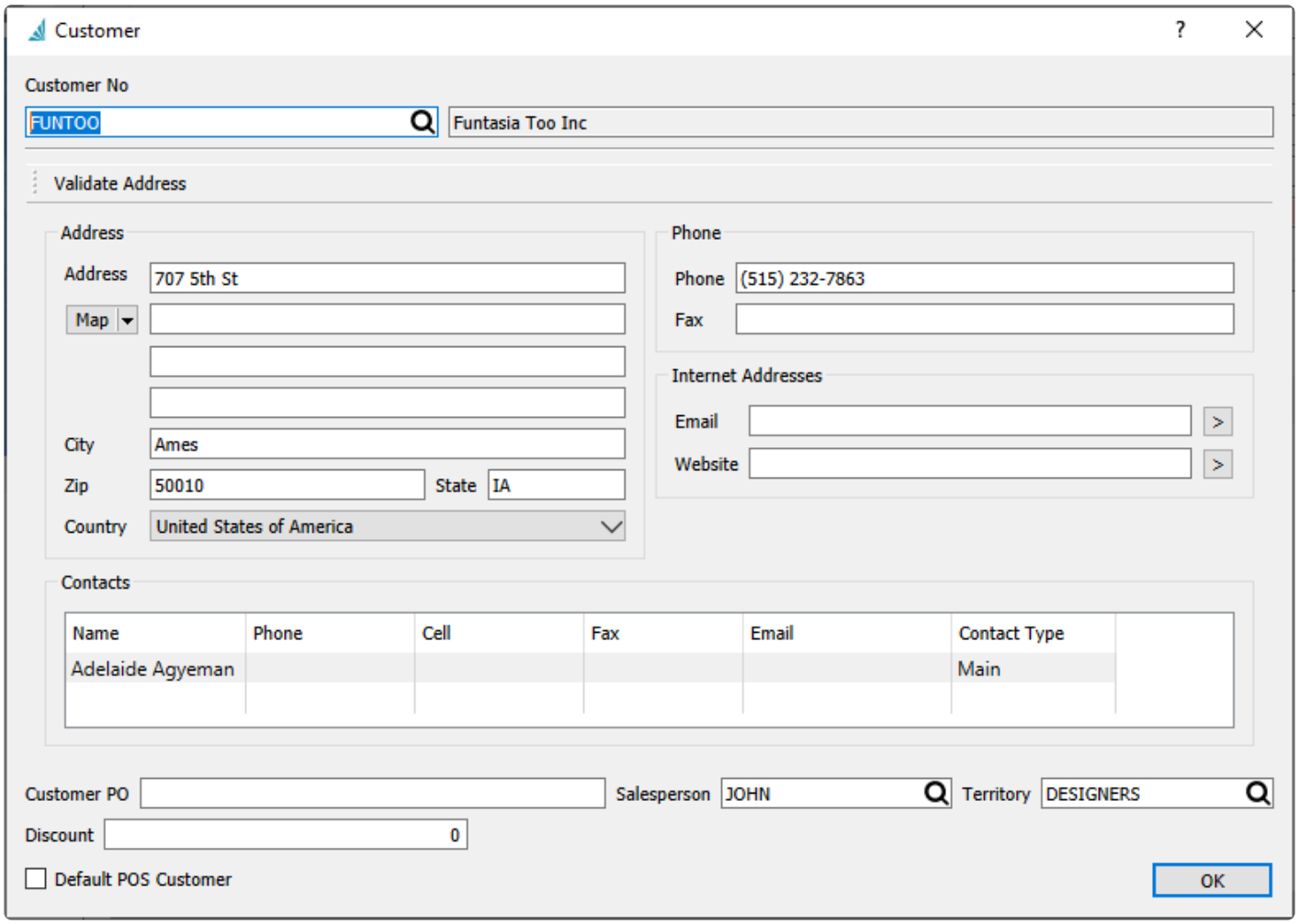


Close – Closes the order and the point of sale window, cancelling any entry in progress. A Close Order screen appears to confirm that you really do want to cancel the order and close the screen.

F2-Clear – Clears the items off the order but leaves the window open. A Clear Order screen appears to confirm that you really do want to cancel the order.

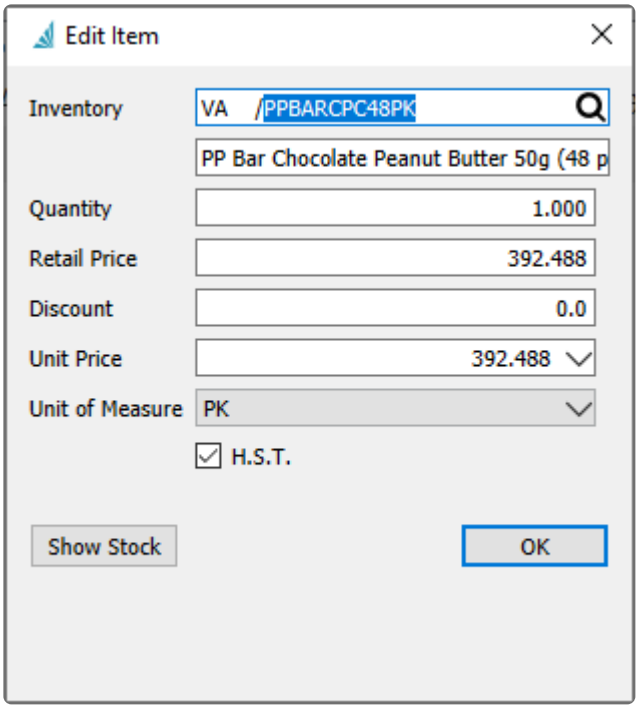
F3-Customer – Brings up the customer selection screen, and the address, contact and other information about this customer is loaded. An existing customer record must be chosen – you cannot simply enter

information on this screen – but you may have a miscellaneous cash sale record created for the purpose of entering one-time customer sales.



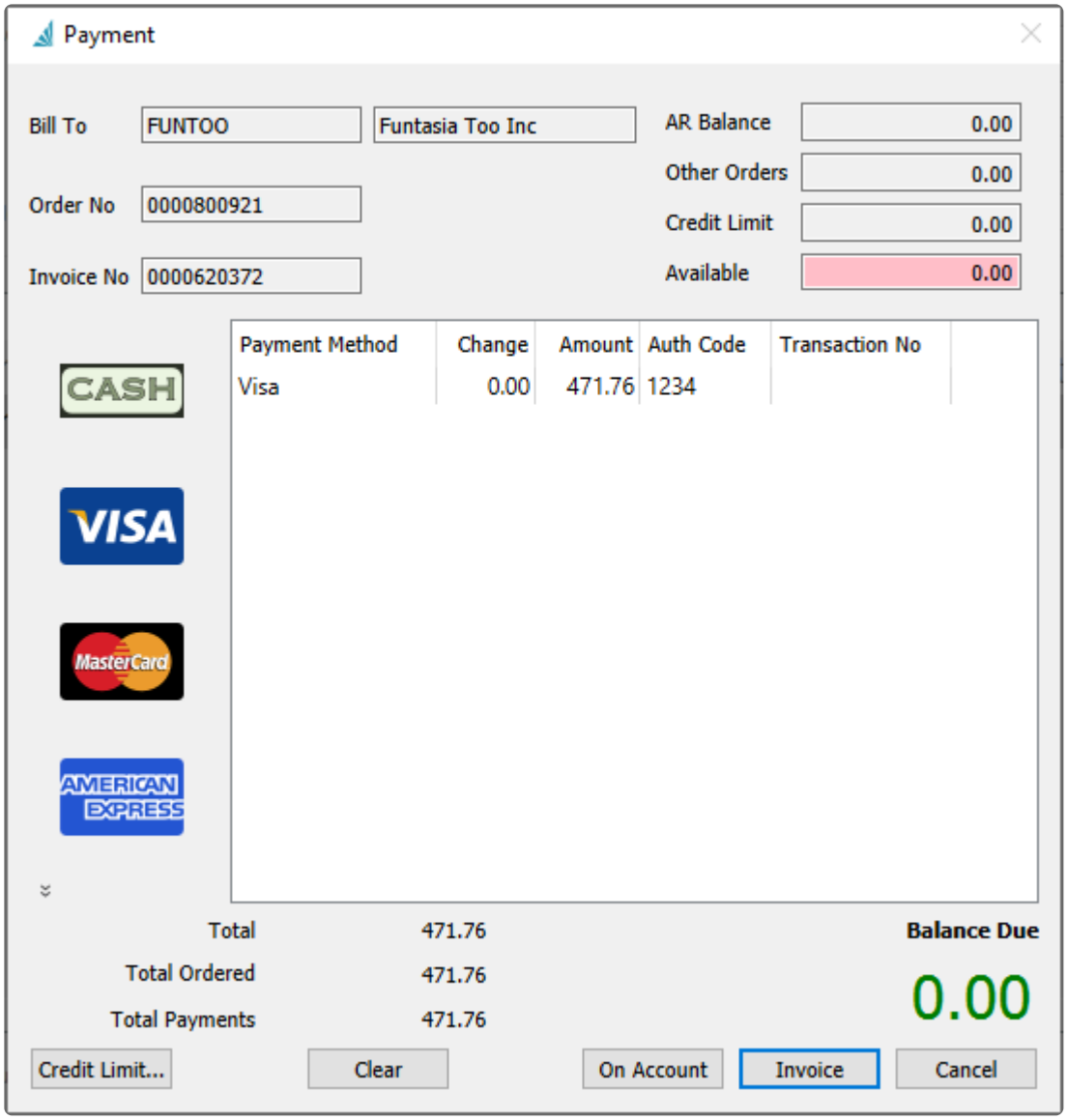
If you want to use the selected customer as the default for future POS orders for this user, enable the "Default POS Customer" option.

F4-Edit Items – Brings up the inventory item selection screen, which can also be opened by double-clicking on the last blank line.



After the item information is loaded, enter the quantity purchased and any other necessary changes. The Show Stock button will display a screen listing the quantity availability of this item at all locations.

F5-Invoice/Tender – Brings up the payment screen, followed by the ability to post the invoice either on account or with a payment applied.



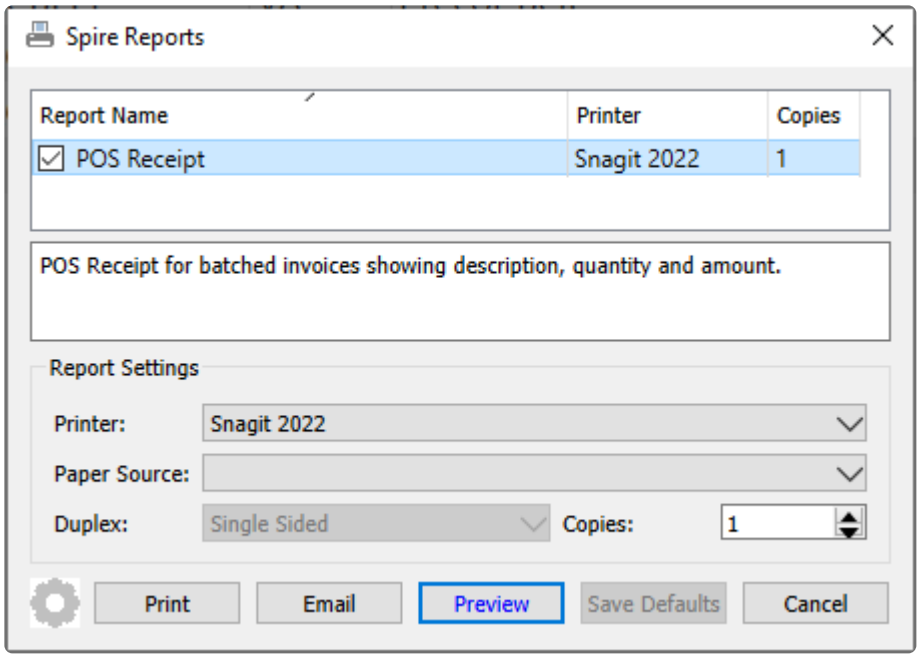
Choose a payment method by clicking on the appropriate icon at the left, or by typing the first character. ie – if selecting Visa enter a 'V'. The payment can be split over more than one method. The Invoice button would be used to post the invoice and payment for the customer. If the customer has available credit then the invoice can be posted On Account without requiring a payment.

F6-Order Entry – Transfers the POS order into a full sales order window. This gives access to everything you can do when in a sales order. This includes seeing the customers sales history and therefore pricing. If the order is invoiced from the full sales order screen, the invoice form prints on a full sized page, instead of the typical small POS ticket report printed from POS. Pressing F6 in the sales order closes that screen and returns to the POS window.

F7-Edit Comment – Adds a comment text line to the POS order, which can be loaded from a list of pre-defined comments.

F9-Inventory Lookup – Opens the complete list of inventory items, from where you can select an item record that is being sold. The item is added to the POS order with the default price and quantity 1.

Setup Receipt – Opens the POS Receipt report window to see which report is selected to print after a sale is posted. The receipt cannot be printed from here, prior to posting.



Universal Exports

5578 First Avenue
Vancouver BC V5T 6Y6
Ph. (604) 555-4589 Fax (604) 555-7763
info@inspirehealthsys.com

Mar 20, 2023 @ 2:20:55PM Inv # 0000620446

A1PAR

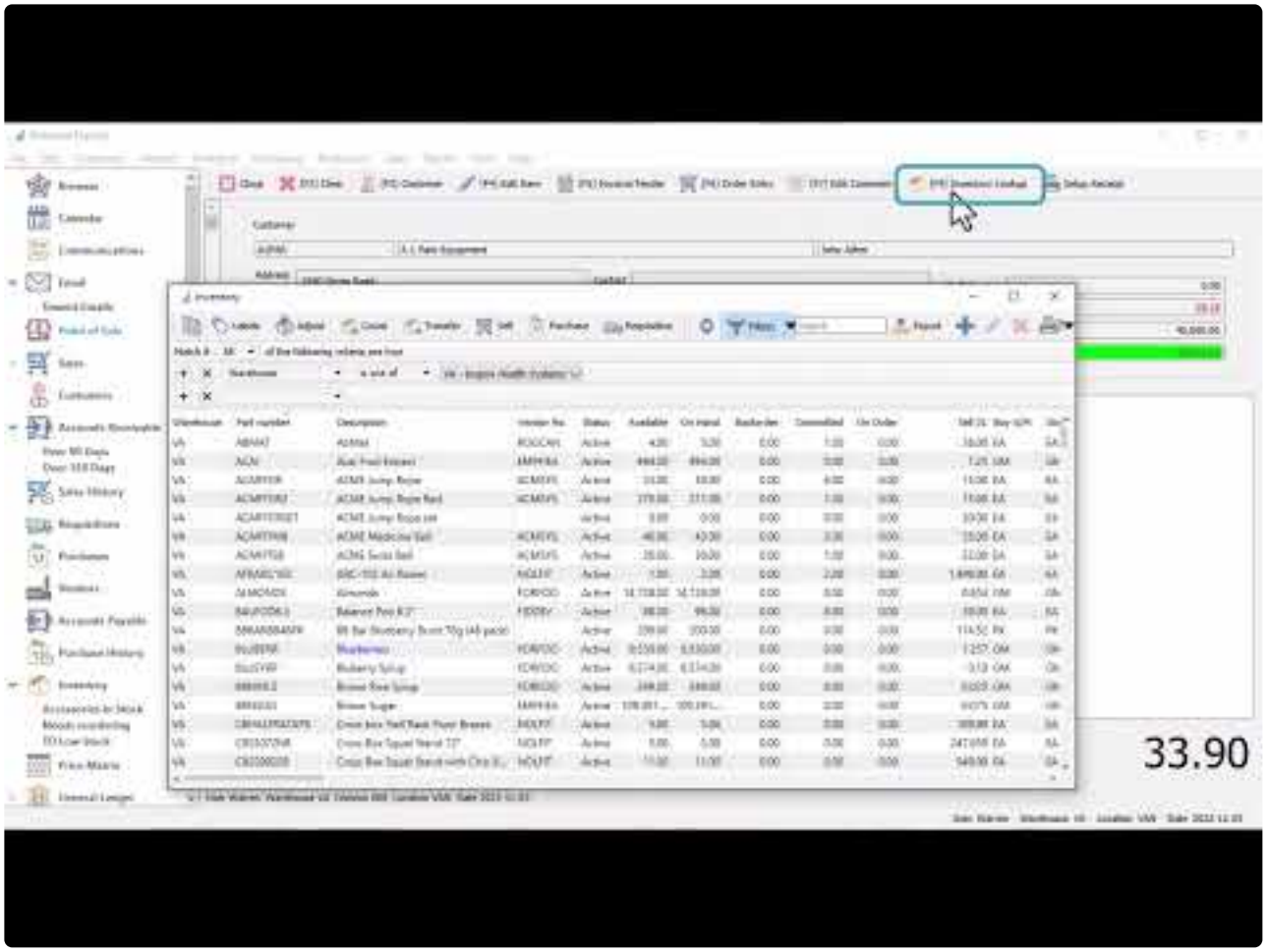
A 1 Park Equipment

Precor TRM 243 Treadmill				
1	@	3,799.00	3,799.00	H
Precor Roller Set				
1	@	80.00	80.00	H
Precor Belt				
1	@	176.471	176.47	H
Precor Motor Brush Set				
4	@	56.00	224.00	H
Precor Handle Grip Set				
2	@	52.941	105.88	H

	Net Amount	4,435.35
987313456	**H.S.T.**	577.25
	Total Due	**5,017.60**

MasterCard Auth# 3715	5,017.60
Outstanding	**0.00**

Video Instruction



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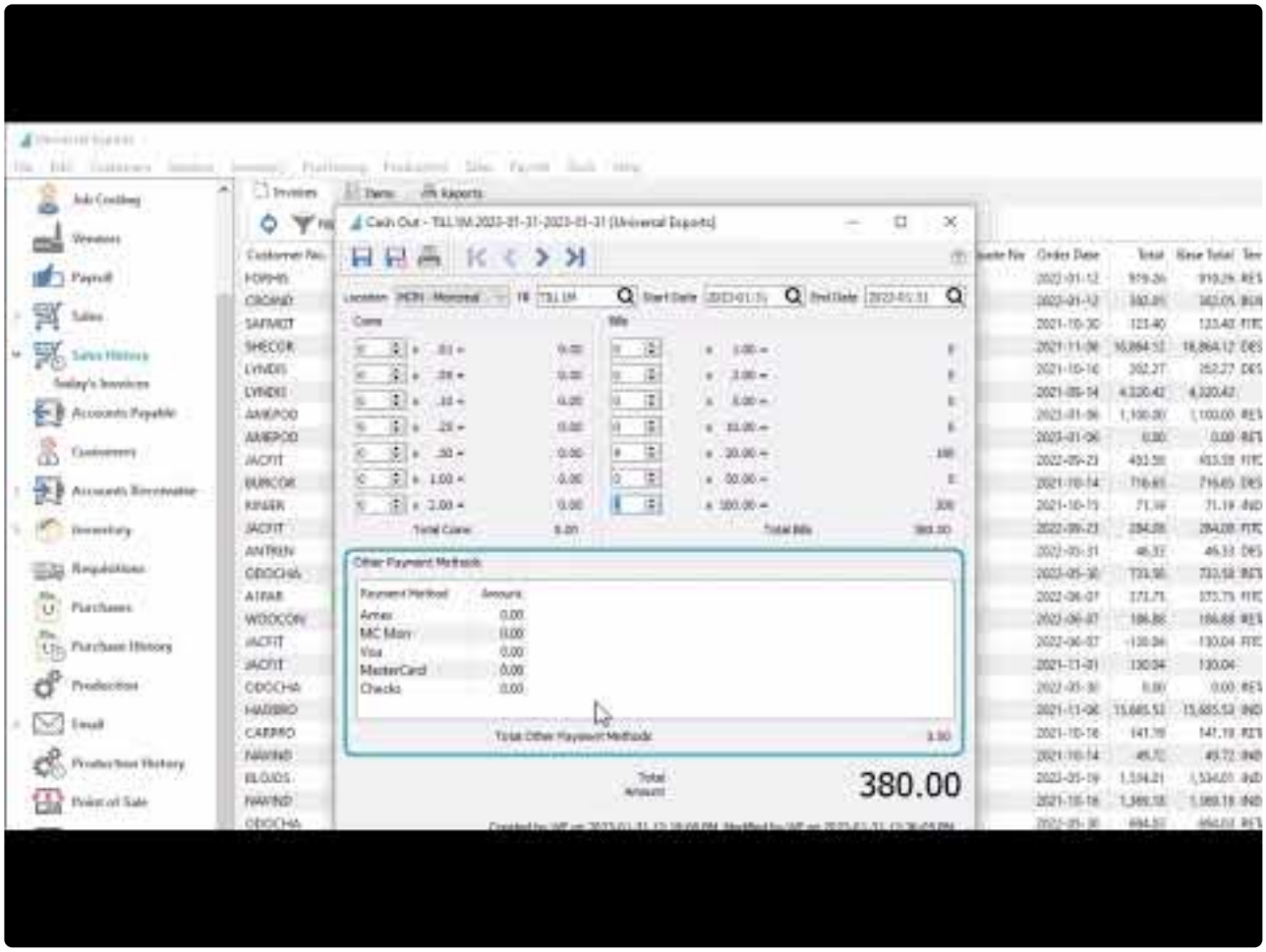
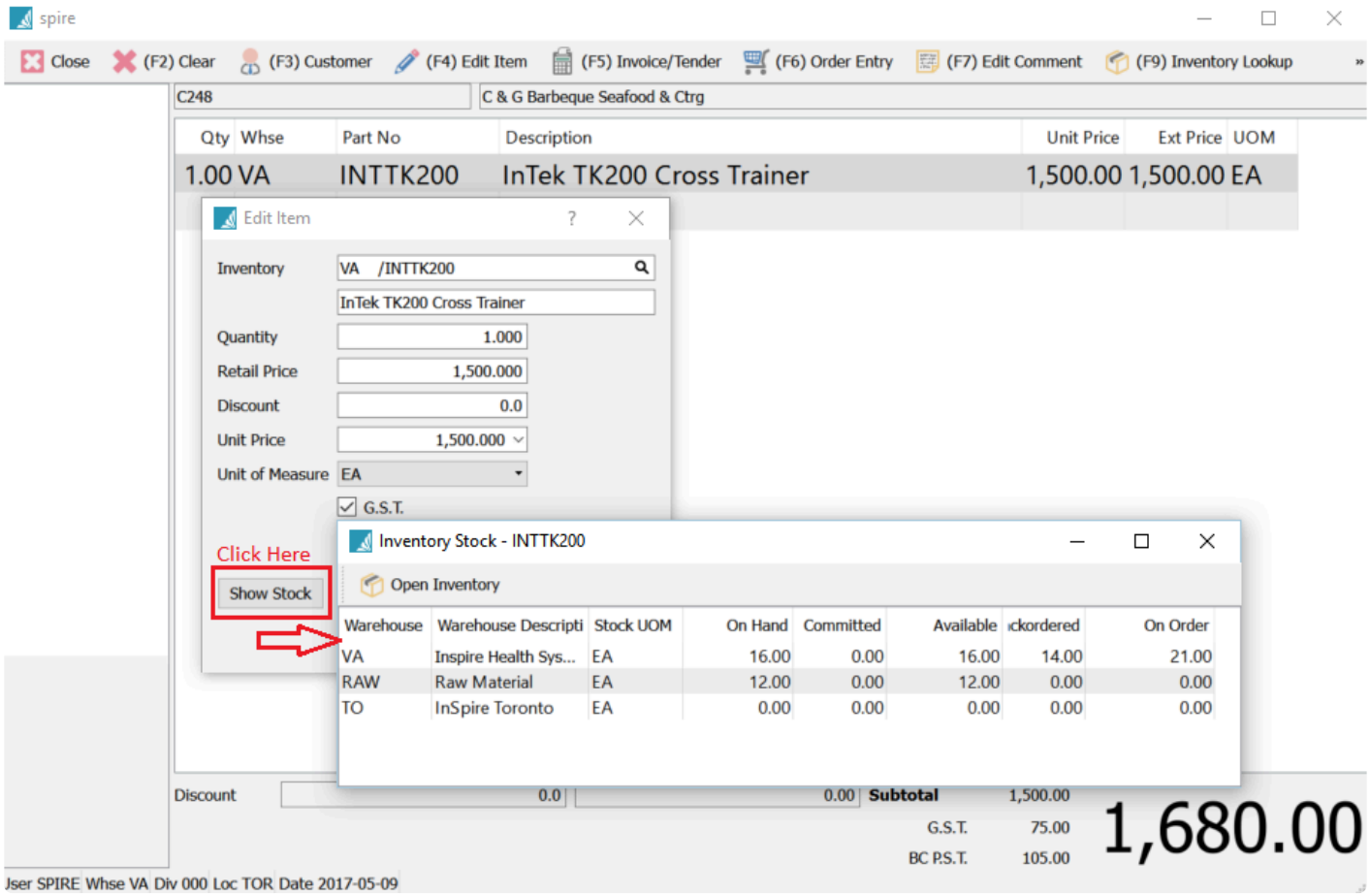
Sales Cash out



https://www.youtube.com/embed/HvpfpvMKP3k?rel=0

Show Stock

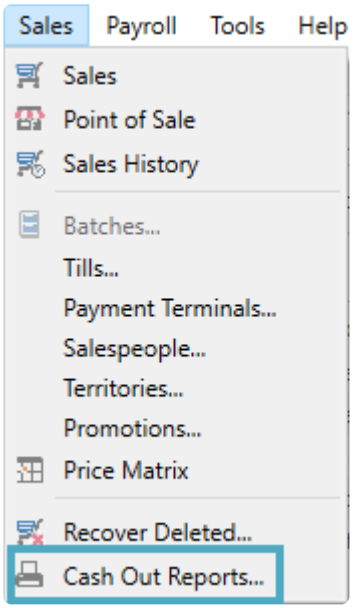
When editing an item line in POS, you can click the “Show Stock” button to see the quantity status of the item in other warehouses. You do not need to have access to all warehouses to see this information.



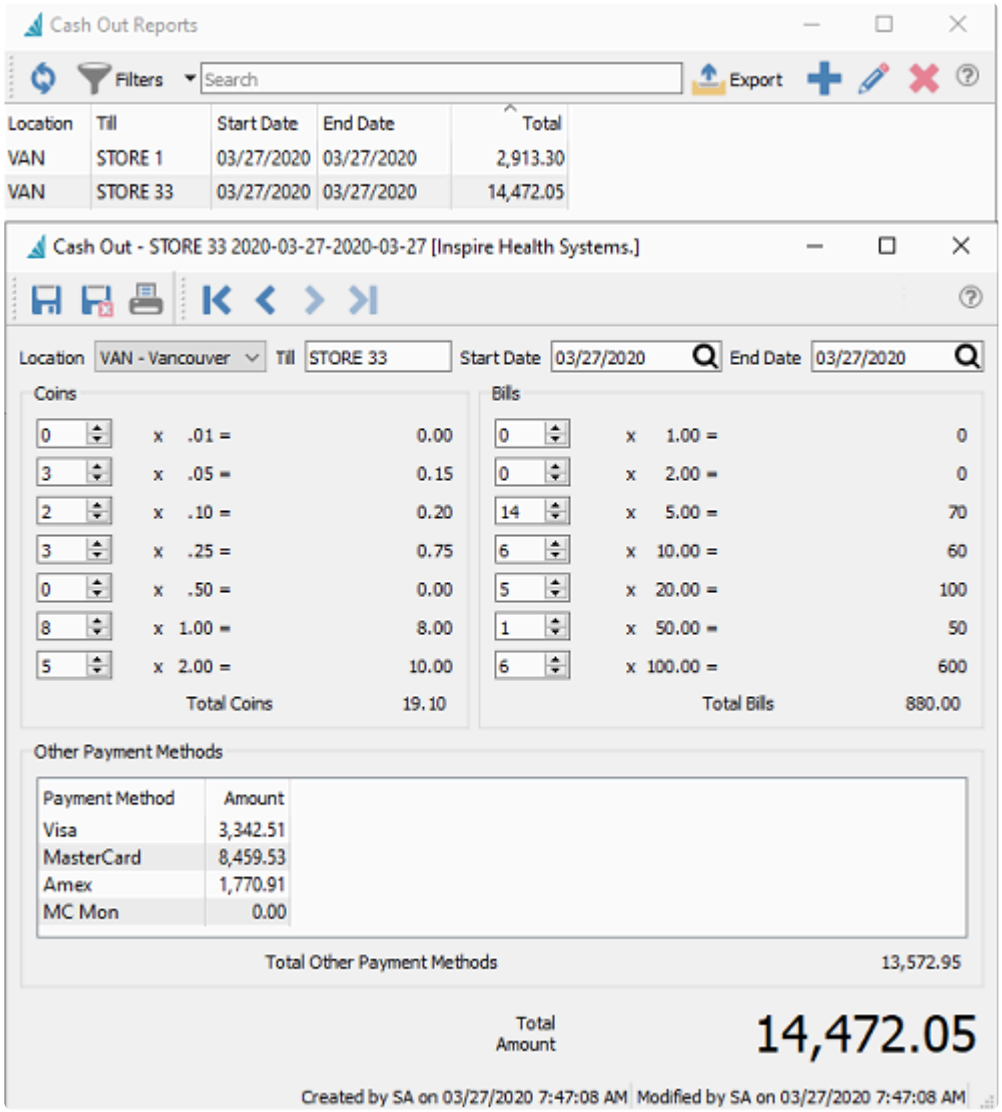
Sales Payment Balancing

If the company takes several forms of payment, then the following is the procedure to balance the payments against the invoices and Point of Sales processed.

On the top Sales menu, select Cash Out Reports.



Add a new Cash Out batch for the period to be balanced and give it a name to identify the Till location. If Till codes have been defined, you can select one here.



Count the cash and enter each denomination. Then enter the Other Payment Method totals from the payment processors terminal report.

Location – Select the Location if these are defined for your company, created in Company Settings, General Ledger, Segments, Codes.

Print the “Cash Balance” report to verify that the payments balance to the invoice amounts.

Inspire Health Systems.

Cash Balance Details

May 16, 2017 / 8:26 am

TOR

May 16,2017

STORE 33

Cash Drawer

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

Card Terminal

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

Posted Invoice Payments

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

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

Inspire Health Systems.

Cash Balance Details

May 16, 2017 / 8:26 am

TOR

May 16,2017

STORE 33

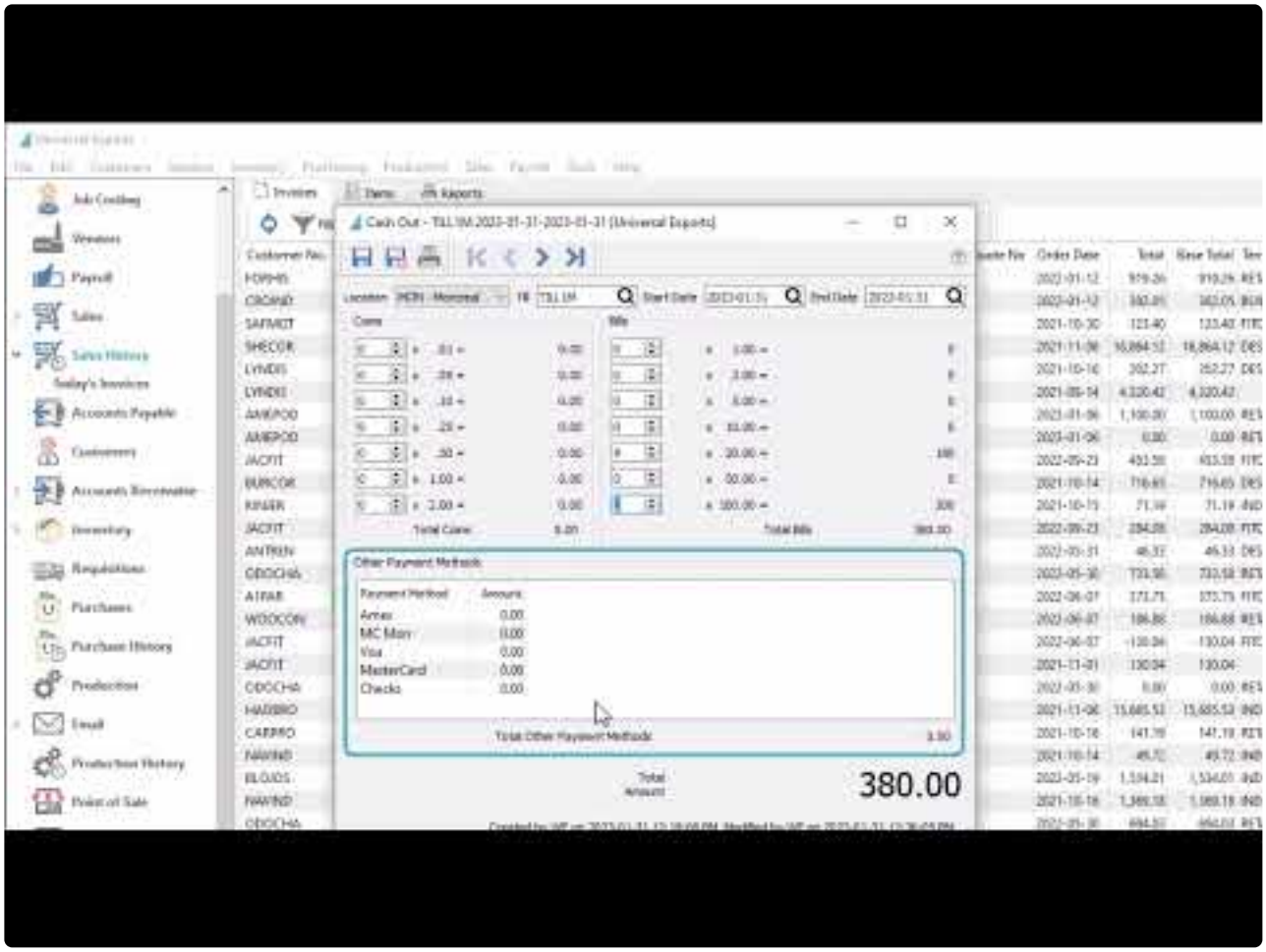
Cash Drawer						Card Terminal	
Coin Count		Amount	Bill Count		Amount	Cards	Amount
1 Cent	3	0.03	1 Dollar	0	0.00	Gift Card	967.85
5 Cents	0	0.00	2 Dollars	7	14.00	Visa	3,342.51
10 Cents	2	0.20	5 Dollars	11	55.00	MasterCard	8,459.53
25 Cents	3	0.75	10 Dollars	6	60.00	Amex	1,770.91
50 Cents	0	0.00	20 Dollars	5	100.00	Bit Coin	0.00
1 Dollar	8	8.00	50 Dollars	1	50.00	Discover	0.00
2 Dollars	5	10.00	100 Dollars	6	600.00	Pay Pal	0.00
						Debit	0.00
Total coin		18.98	Total bills		879.00	Oasis	0.00
						Total cards	14,540.80
						Total cash	897.98
						Total *	**15,438.78**

Posted Invoice Payments

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

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

Video Instruction

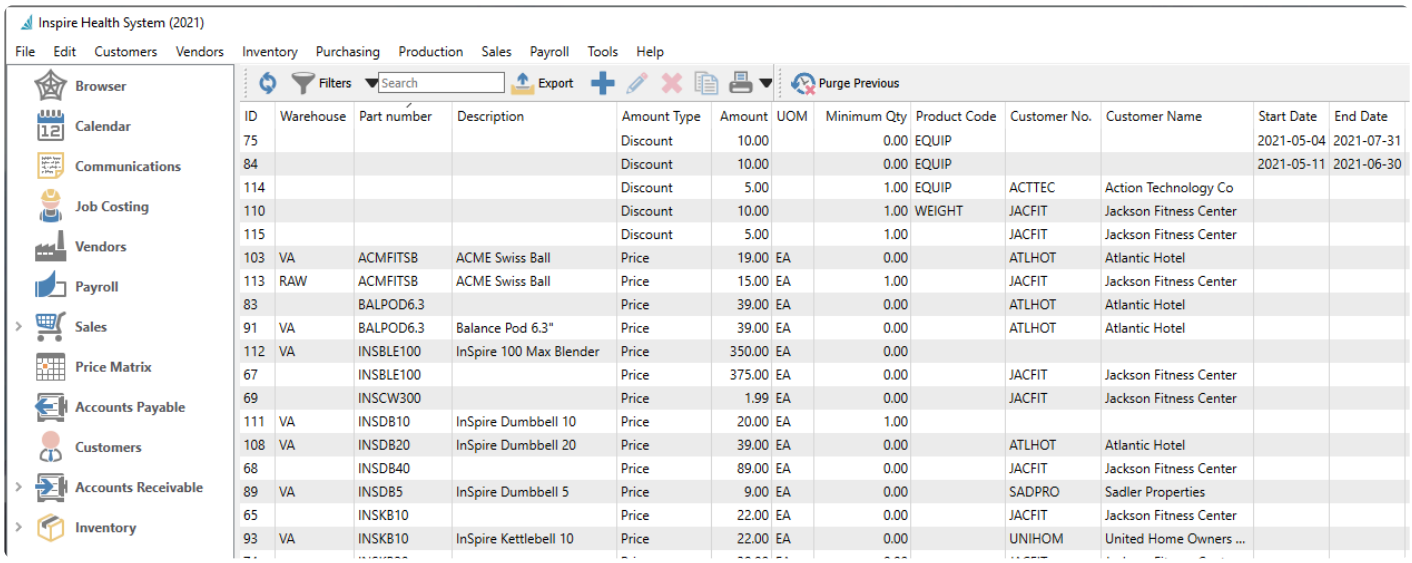


https://www.youtube.com/embed/HvpfpvMKP3k?rel=0

https://www.youtube.com/embed/HvpfpvMKP3k?rel=0

Price Matrix

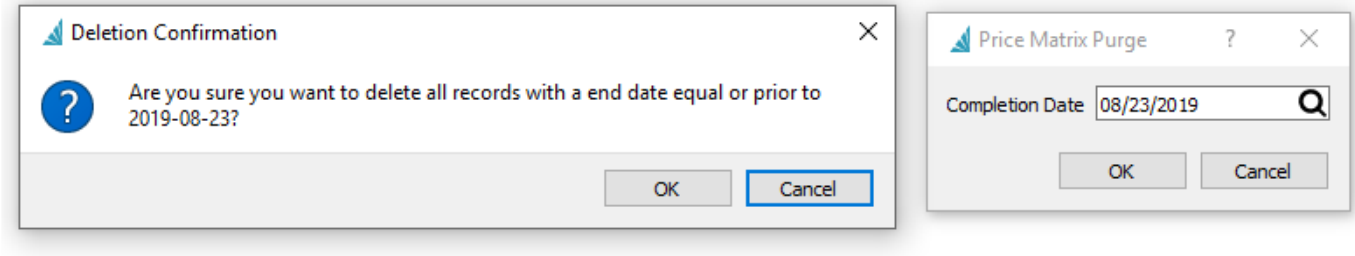
Spire's Price Matrix allows the user to set special pricing of inventory items or product groups for individual or groups of customers when entering Sales Orders in many different ways.



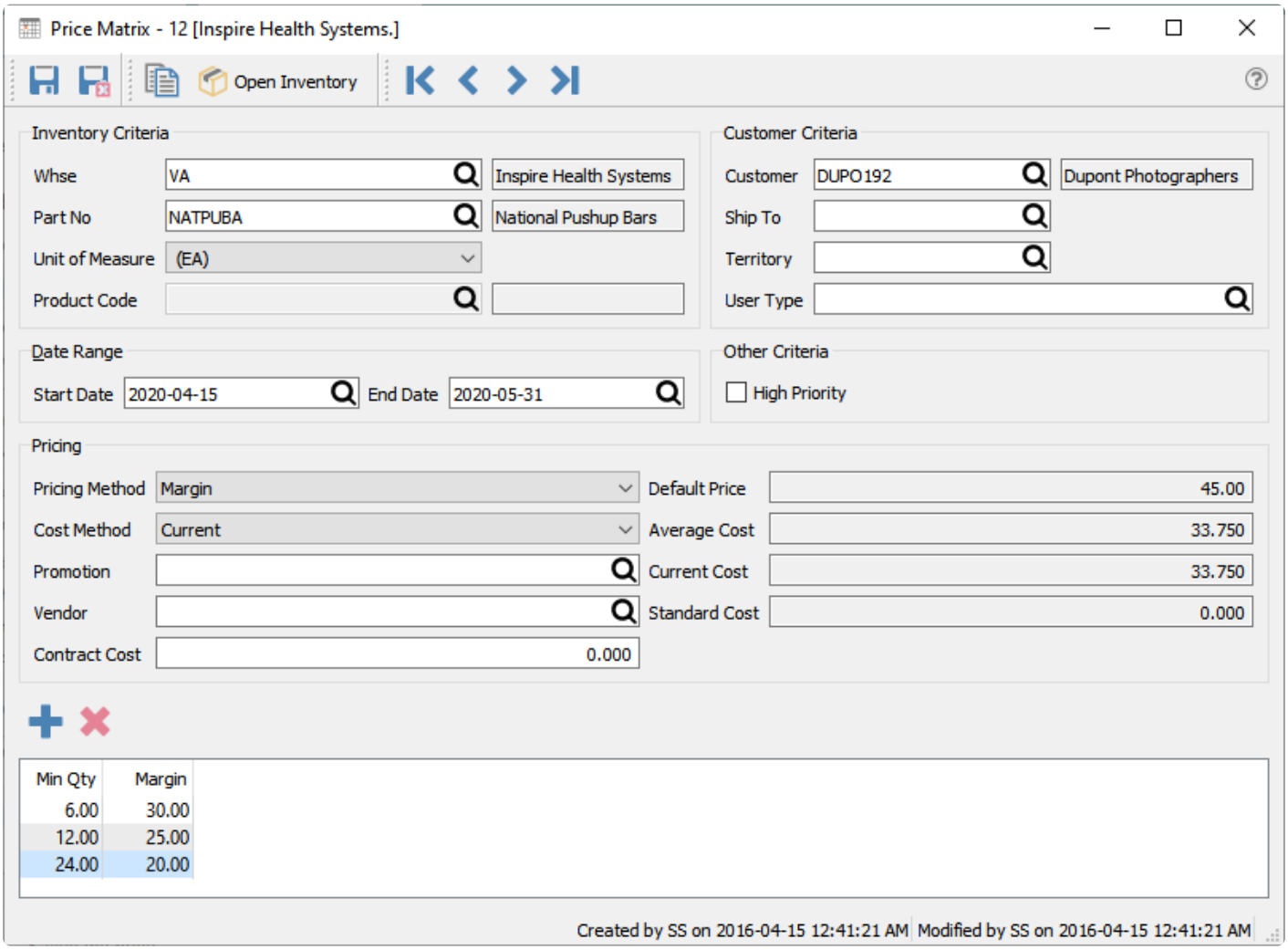
ID	Warehouse	Part number	Description	Amount Type	Amount	UOM	Minimum Qty	Product Code	Customer No.	Customer Name	Start Date	End Date
75				Discount	10.00		0.00	EQUIP			2021-05-04	2021-07-31
84				Discount	10.00		0.00	EQUIP			2021-05-11	2021-06-30
114				Discount	5.00		1.00	EQUIP	ACTTEC	Action Technology Co		
110				Discount	10.00		1.00	WEIGHT	JACFIT	Jackson Fitness Center		
115				Discount	5.00		1.00		JACFIT	Jackson Fitness Center		
103	VA	ACMFITSB	ACME Swiss Ball	Price	19.00	EA	0.00		ATLHOT	Atlantic Hotel		
113	RAW	ACMFITSB	ACME Swiss Ball	Price	15.00	EA	1.00		JACFIT	Jackson Fitness Center		
83		BALPOD6.3		Price	39.00	EA	0.00		ATLHOT	Atlantic Hotel		
91	VA	BALPOD6.3	Balance Pod 6.3"	Price	39.00	EA	0.00		ATLHOT	Atlantic Hotel		
112	VA	INSBLE100	InSpire 100 Max Blender	Price	350.00	EA	0.00					
67		INSBLE100		Price	375.00	EA	0.00		JACFIT	Jackson Fitness Center		
69		INSCW300		Price	1.99	EA	0.00		JACFIT	Jackson Fitness Center		
111	VA	INSDB10	InSpire Dumbbell 10	Price	20.00	EA	1.00					
108	VA	INSDB20	InSpire Dumbbell 20	Price	39.00	EA	0.00		ATLHOT	Atlantic Hotel		
68		INSDB40		Price	89.00	EA	0.00		JACFIT	Jackson Fitness Center		
89	VA	INSDB5	InSpire Dumbbell 5	Price	9.00	EA	0.00		SADPRO	Sadler Properties		
65		INSKB10		Price	22.00	EA	0.00		JACFIT	Jackson Fitness Center		
93	VA	INSKB10	InSpire Kettlebell 10	Price	22.00	EA	0.00		UNIHOM	United Home Owners ...		

A list of all Price Matrix records can be seen within the module list grid, and can be filtered or searched within. Each record has a unique ID code determined by the program when the record is created. You can add new records directly from here, or from within a Sales Order if you choose to Store Prices for the customer.

Purge Previous – Delete all price matrix records that have an End Date earlier than a specified date.



Edit Price Matrix



Save – Saves the price record and leaves the screen open.

Save & Close – Saves the price record and closes the screen.

Copy – Copies this price record to create a new record.

Whse – Warehouse for the special price. If this field is blank then the price applies to all warehouses.

Part No – The inventory item for the special price. If this record is to give a special price for all items within a Product Code, the Part No can be blank.

Unit of Measure – The UOM of the item receiving the special price, which is only available after the item is selected for a specific warehouse. Choose from or a particular unit.

Product Code – Applying the special price to all items assigned this product code. You can only enter a value when the Part No field is not used.

Customer – The customer getting the special price. If this record is to give a special price for all customers within a Territory or Customer Type, the customer can be blank.

Ship To – The shipping address code of the customer receiving the special price, which is only available after the customer is selected. Leave this field blank to use the special price for all addresses of the selected customer.

Currency – Applying the special price to all customers assigned this currency code. You typically would use this field instead of assigning a specific customer.

Territory – Applying the special price to all customers assigned this territory code. You typically would use this field instead of assigning a specific customer.

User Type – Applying the special price to all customers assigned this type value. The field label is customizable in Company Settings, and is usually used for categorizing customers into groups. You would use this field instead of assigning a specific customer.

Date Range – The starting and ending dates for this special price to be used in Sales Orders. Multiple price matrix records can be created with different date ranges and prices, as long as the date ranges do not overlap.

High Priority – This special price overrides all other methods that a price could be assigned to a Sales Order, even if there is a lower possible price for this customer for this item. (See Price Matrix Scoring Below)

Price Method – How the special price is determined, which updates the amount column title in the grid below. The choices are:

- **Price** – A set price for this item.
- **Discount** – A discount by percentage from the unit price of the inventory item.
- **Margin** – The sell price will be calculated from inventory item unit price and the cost value selected below.

Cost Method – The cost value used from the inventory item for the margin calculation. Choices are Current, Standard or Average cost.

Promotion – The reason this price is being offered, if desired. It could be a contract number or a sale price source such as ‘FLYER’. This reason will appear on the sales order detail line, along with optional promotion colour formatting, when this price matrix record is used to set the price. You can also create special prices by quantity ordered across multiple items that use the same promotion code – for more information about this, read the Cumulative Quantity Breaks manual topic.

Vendor – Used in conjunction with the Contract Cost value below to assign a special Cost of Sale amount when this customer orders this item, supported by your company purchasing the item from this vendor.

Contract Cost – Used in conjunction with the Vendor value above to assign a special Cost of Sale amount when this customer orders this item. Any cost difference will be accounted for in a Cost Variance account you specify in Company Settings. For more information about this, read the Contract Cost manual topic.

Default Price – The unit price of the selected inventory item, based on the sell price level of the customer if one is selected. Price Matrix Discounts are calculated from this amount. It is also helpful as a reference when determining a special Price amount for the customer and item.

Average Cost – The average unit cost value from the inventory item.

Current Cost – The current unit cost value from the inventory item.

Standard Cost – The standard unit cost value from the inventory item.

Add – Add another price, discount or margin value if you are using different prices by quantity ordered.

Delete – Deletes the highlighted price row by quantity ordered.

Prices grid

- **Min Qty** – Specify the minimum quantity a customer must order to receive the price on this line. Multiple price lines can be entered using different minimum quantities, typically with lower prices assigned to higher quantities.
- **Price** – The Price, Discount or Margin amount as determined from the method.
- **Price per X** – If an inventory item and warehouse has been selected, this column is visible and displays the unit price for the selected unit of measure.
- **Margin** – If an inventory item and warehouse has been selected, this column is visible displays the margin that this item will obtain based on this price. It also replaces the Price column when the price is defined with Margin as the Pricing Method.

Price Matrix Scoring

Since a customer can qualify for a price with more than one price matrix entry, each type of price is given a score based on an internal ranking method. The customer will be given the price that has the highest score, unless the Company Setting within Sales Orders for ‘Match Lowest Price in Price Matrix’ is set, or if one Price Matrix record has been configured as High Priority. The customer then always receives the High Priority or lowest possible price.

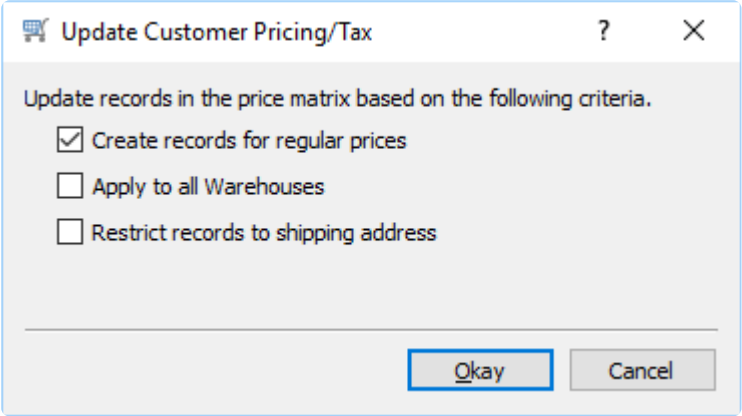
Click this link to download the price scoring spreadsheet

Save Prices from Sales Order

Price Matrix records can also be added from a sales order or quote. When an order is edited, you can select the Prices button and choose either:

- **Store All Prices** – This will save or update the prices from all inventory items on this sales order to price matrix records for this customer.
- **Store Selected Price** – This will save or update the prices from highlighted inventory items on this sales order to price matrix records for this customer.

When the price storage method is chosen, a screen will appear with some options:

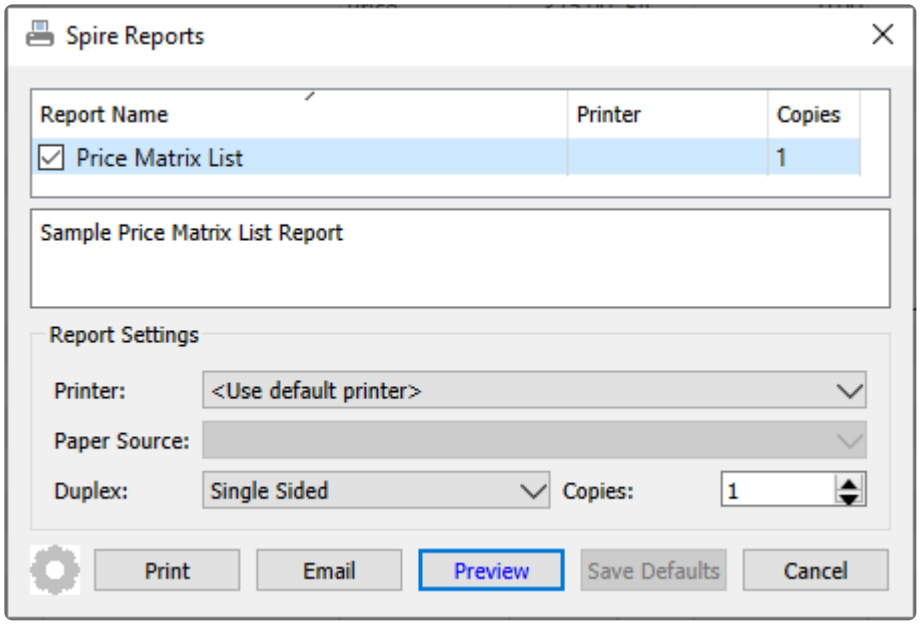


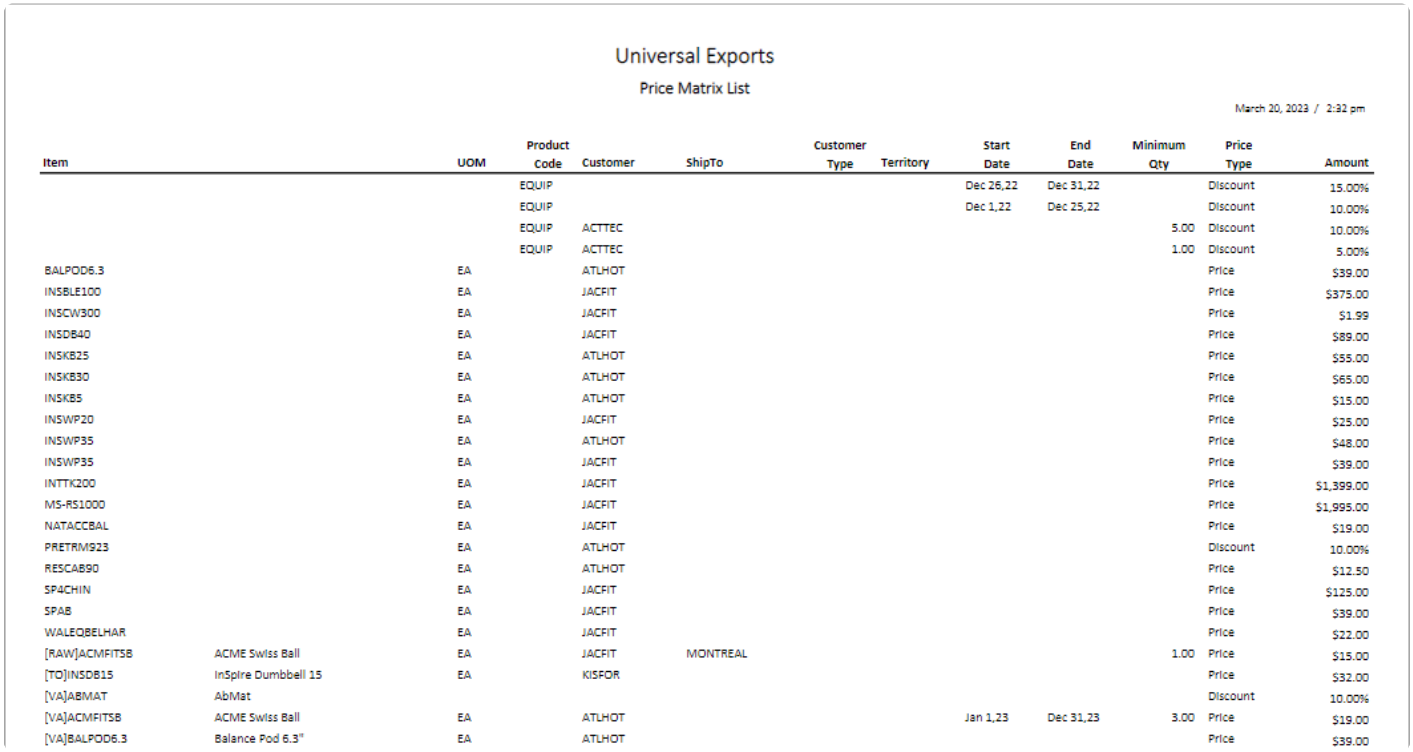
- **Create records for regular prices** – Even if the price on the order was not changed from the default item unit price, a Price Matrix record will be added for this customer. This locks in the item price for this customer even if it changes in the future.
- **Apply to all Warehouses** – The price matrix record is created with a blank warehouse field value, meaning that the customer will be charged the same price for this item even if they order it from a different warehouse location.
- **Restrict records to shipping address** – You can only enable this option if a ship to value was selected on the order. The price matrix record is created with the customer shipping address from the order, meaning that the special price only applies when this customer ships the item to that address.

Continuing from this screen will add or update the price matrix records for the specified items for the customer.

Reports

From the reports toolbar button, you can print a list of price matrix records, either a selection or all of them.





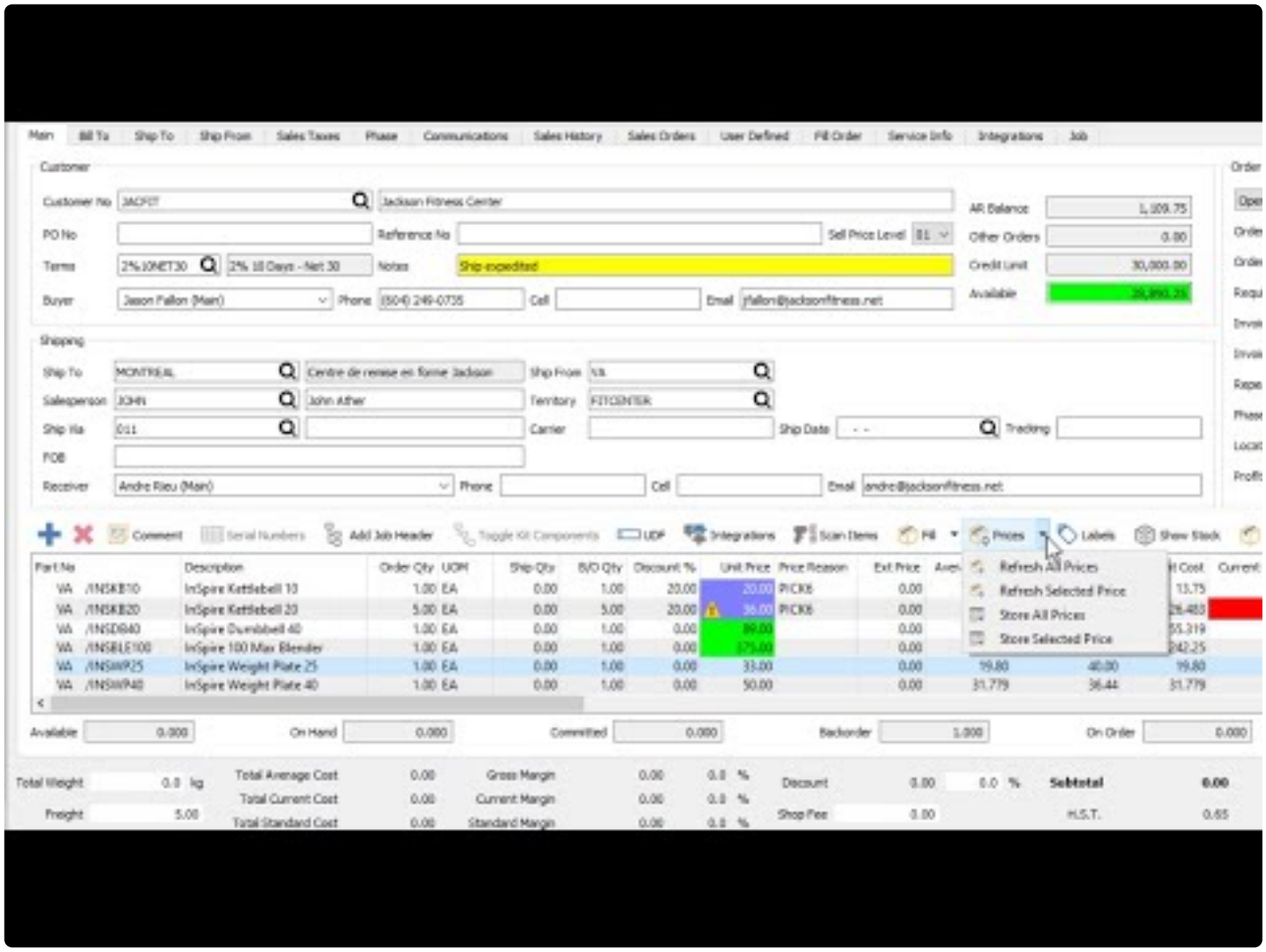
Universal Exports

Price Matrix List

March 20, 2023 / 2:32 pm

Item		UOM	Product Code	Customer	ShipTo	Customer Type	Territory	Start Date	End Date	Minimum Qty	Price Type	Amount
			EQUIP					Dec 26,22	Dec 31,22		Discount	15.00%
			EQUIP					Dec 1,22	Dec 25,22		Discount	10.00%
			EQUIP	ACTTEC						5.00	Discount	10.00%
			EQUIP	ACTTEC						1.00	Discount	5.00%
BALPOD6.3		EA		ATLHOT							Price	$39.00
INSBLE100		EA		JACFIT							Price	$375.00
INSCW300		EA		JACFIT							Price	$1.99
INSDB40		EA		JACFIT							Price	$89.00
INSKB25		EA		ATLHOT							Price	$55.00
INSKB30		EA		ATLHOT							Price	$65.00
INSKB5		EA		ATLHOT							Price	$15.00
INSWP20		EA		JACFIT							Price	$25.00
INSWP35		EA		ATLHOT							Price	$48.00
INSWP35		EA		JACFIT							Price	$39.00
INTTK200		EA		JACFIT							Price	$1,399.00
MS-RS1000		EA		JACFIT							Price	$1,995.00
NATACCBAL		EA		JACFIT							Price	$19.00
PRETRM923		EA		ATLHOT							Discount	10.00%
RESCAB90		EA		ATLHOT							Price	$12.50
SP4CHIN		EA		JACFIT							Price	$125.00
SPAB		EA		JACFIT							Price	$39.00
WALEQBELHAR		EA		JACFIT							Price	$22.00
[RAW]ACMFITSB	ACME Swiss Ball	EA		JACFIT	MONTREAL					1.00	Price	$15.00
[TO]INSDB15	InSpire Dumbbell 15	EA		KISFOR							Price	$32.00
[VA]ABMAT	AbMat										Discount	10.00%
[VA]ACMFITSB	ACME Swiss Ball	EA		ATLHOT				Jan 1,23	Dec 31,23	3.00	Price	$19.00
[VA]BALPOD6.3	Balance Pod 6.3"	EA		ATLHOT							Price	$39.00

Video Instruction



https://www.youtube.com/embed/NhENYpwv9NQ?rel=0

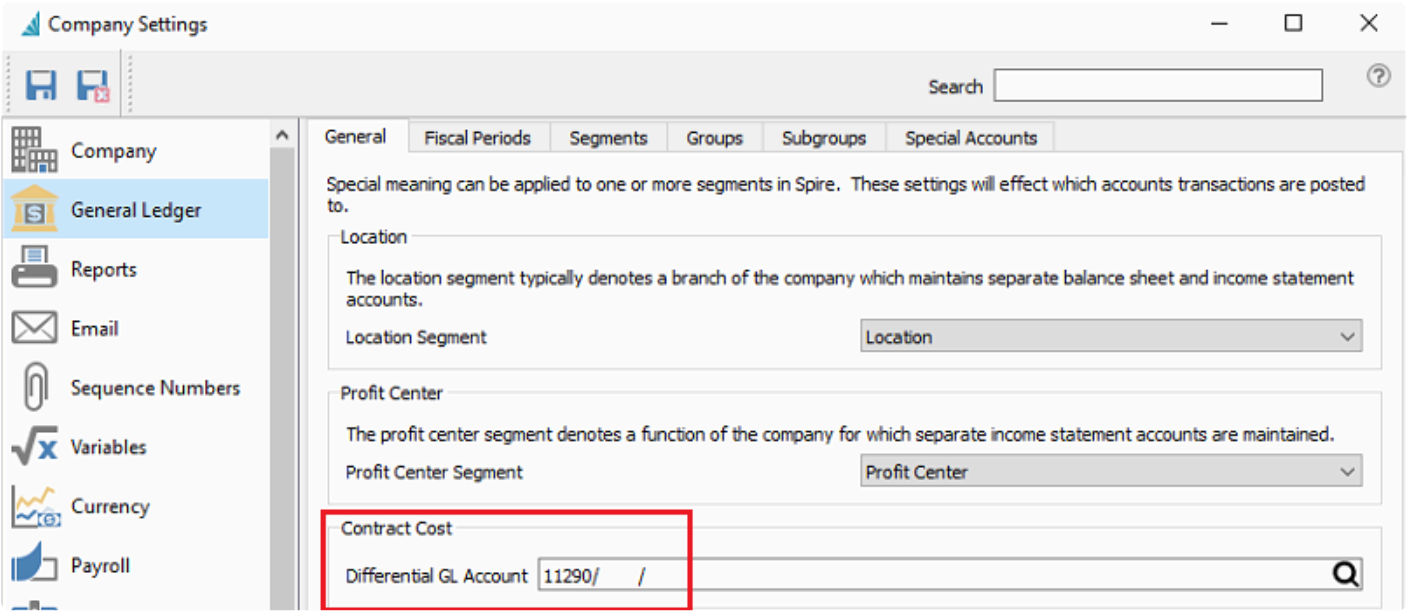
Contract Cost

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 initial setup.

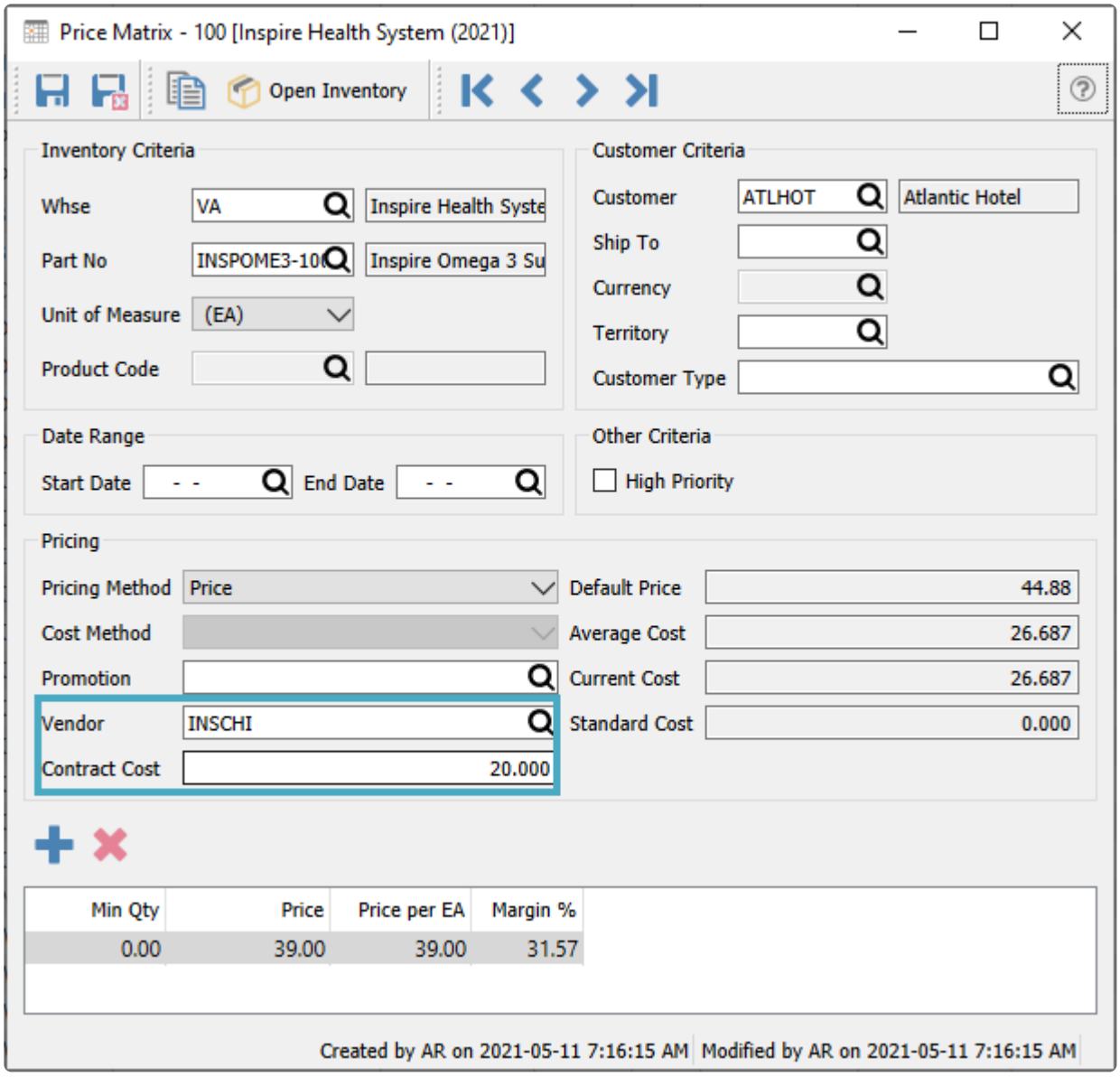
Contract Cost Differential Account

In Company Settings a GL account must be selected for posted cost differences when using contract costs for customers. Entering a differential account activates the feature – the vendor and contract cost fields only appear on price matrix records if this differential account has been configured.



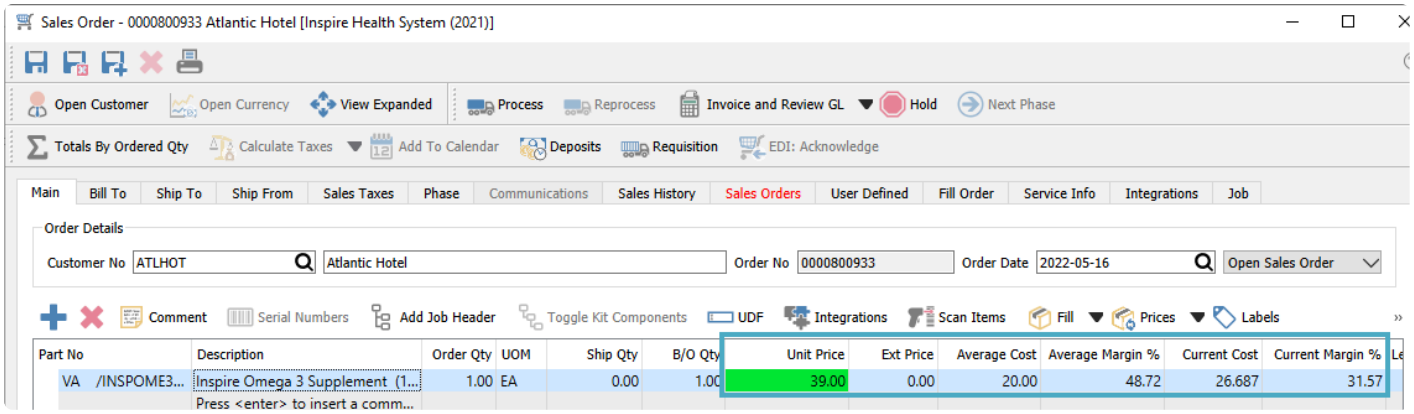
Price Matrix

After setting the item and the customer or group, select a vendor and the contract cost the vendor will give for this customer. Also set the price the customer will pay for this item.



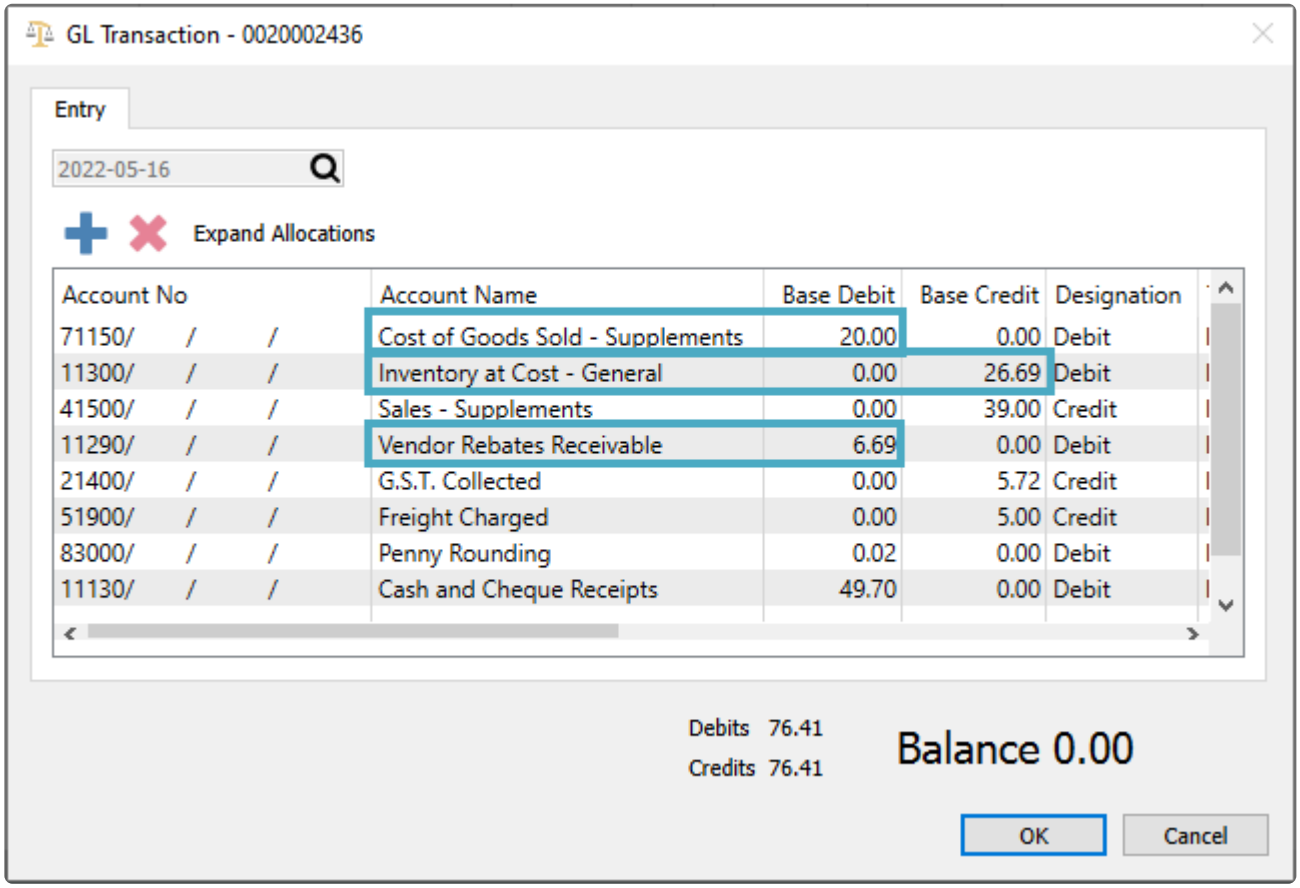
Sales

When this item is sold to the customer the cost and the sell price will come from the price matrix record. It will show the contract cost and the margins based on that cost.

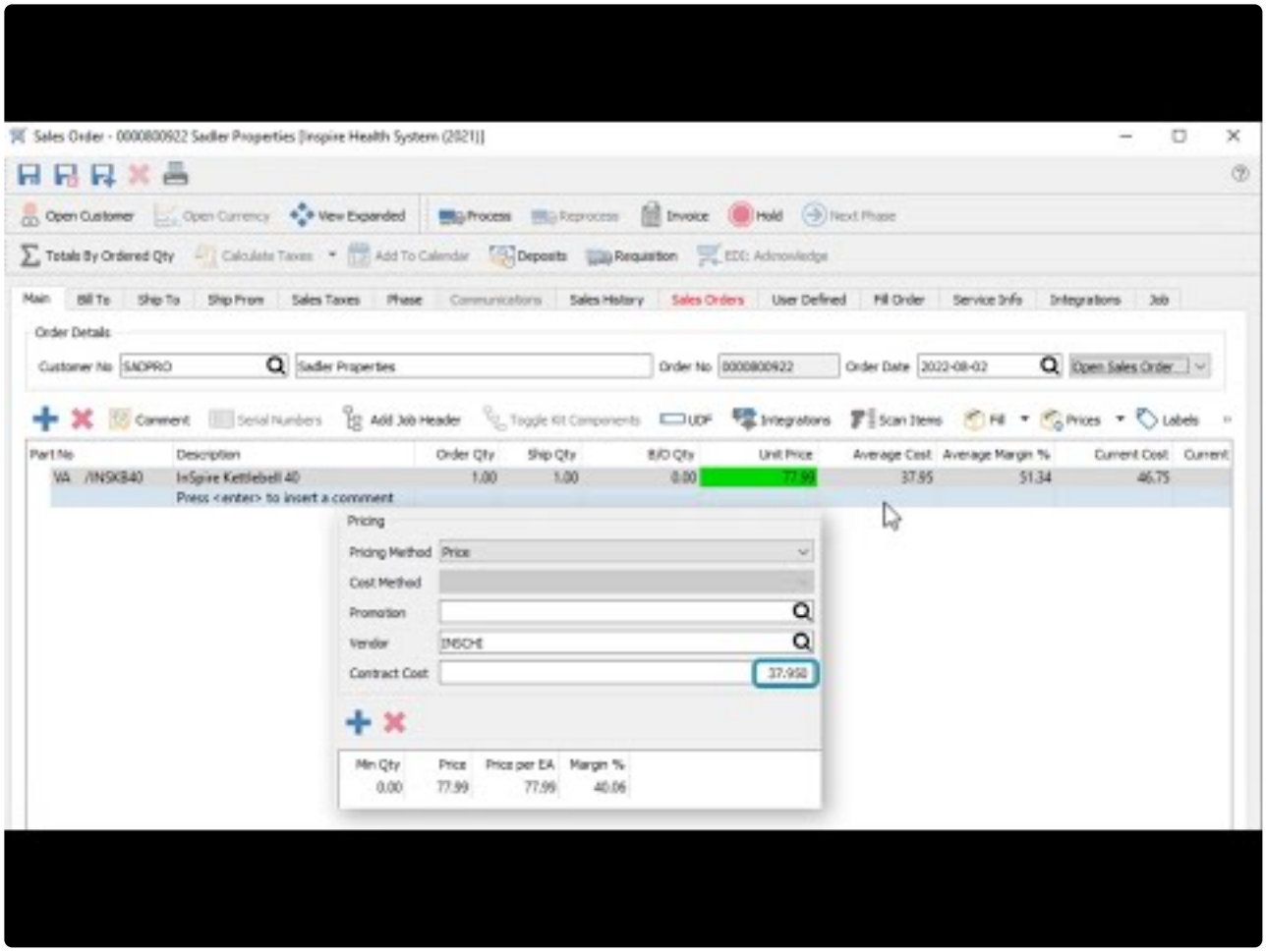


GL Posting

Once the invoice is posted, the journal entry includes all the cost accounts with respective amounts. Note that the difference between the Cost of Goods Sold and Inventory Control accounts is posted to the 'Vendor Rebates Receivable" account as set in Company Settings.



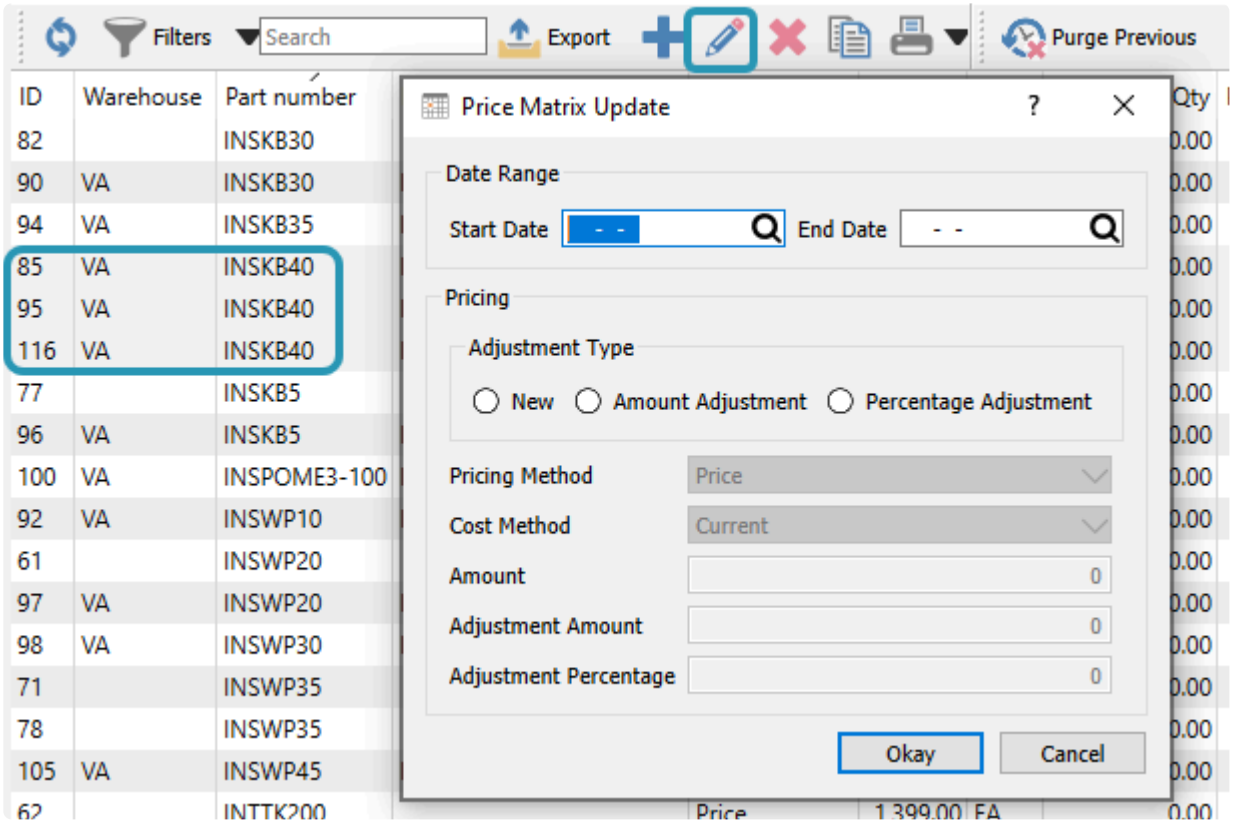
Instructional Video



https://www.youtube.com/embed/f0VcehF2_4o?rel=0

Multi-Edit Price Matrix

If you need to make one or more identical changes to a group of price matrix records, it is possible to use the Import tool to do so, but the setup might be cumbersome. Instead, you can choose to highlight a selection of rows on the Price Matrix grid, either consecutive or not, perhaps with the assistance of a Filter or Search results, and click the Edit toolbar button to open the Price Matrix Update screen.



This screen has a pre-determined set of values that you can choose from and determine what will be saved for all selected price matrix records. Enter the starting and/or ending dates for which these prices are used. For Pricing, choose the desired Adjustment Type, which will enable or disable the related fields in the section below. Click OK to save the changes to all price matrix records.

Accounts Receivable

To more easily see which customers have outstanding transactions, the Accounts Receivable module lists only those customers that have at least one open receivable, even if all transactions net to a zero balance. This list can be sorted and filtered for investigation, and editing a record will open the list of receivables for that customer.

Open Accounts

Open Accounts | Open Items | Reports

Apply Finance Charges | Batch | Filters | Search | Export

Customer No.	Name	Future	Current	Over 30	Over 60	Over 90	Over 120	Balance	Last Payment Amount	Last Payment Date	Last Invoice	Credit Limit
ACTTEC	Action Technology Co	0.00	0.00	0.00	0.00	0.00	12,494.96	12,494.96	90.40	2022-09-14	2021-12-15	0.00
ANDENG	Anderson Engrg Cnslnts Inc	0.00	0.00	0.00	0.00	0.00	33.90	33.90	35.03	2021-09-21	2021-11-22	10,000.00
ANTREN	Anthony Rental & Sales	0.00	0.00	0.00	0.00	0.00	399.68	399.68	2,455.49	2021-11-01	2022-09-20	15,000.00
ATLHOT	Atlantic Hotel	0.00	0.00	0.00	0.00	0.00	50.00	50.00	439.01	2022-09-14	2022-05-16	0.00
BELING	Bell & Ingram Ps	0.00	0.00	0.00	0.00	0.00	49.72	49.72	1,810.94	2022-09-14	2022-05-26	10,000.00
BLABAI	Blake Bailey	0.00	0.00	0.00	0.00	0.00	997.85	997.85	5,202.52	2022-01-01	2021-12-15	15,000.00
BURCOR	Burndy Corp	0.00	0.00	0.00	0.00	0.00	17,408.78	17,408.78	23,930.63	2021-11-01	2022-09-23	10,000.00
CHAW W	Charles W Weaver Inc	0.00	0.00	0.00	0.00	0.00	1,457.29	1,457.29	7,550.10	2022-09-14	2021-12-15	0.00
CRAIND	Craft Industries	0.00	0.00	0.00	0.00	0.00	3,646.51	3,646.51	3,307.51	2022-09-14	2021-12-15	0.00
CREHOT	Crescent Hotel	0.00	0.00	0.00	0.00	0.00	1,634.55	1,634.55	13,876.04	2022-09-14	2021-12-15	0.00
CROIND	Crown Industries Inc	0.00	0.00	0.00	0.00	0.00	0.00	0.00	226.00	2022-05-01	2021-05-12	10,000.00
HADBRO	Haddad & Brooks Inc	0.00	0.00	0.00	0.00	0.00	36,121.45	36,121.45	20,000.00	2022-02-01	2022-06-02	10,000.00
HOLLAG	Holiday Inn Laguna Hills	0.00	0.00	0.00	0.00	0.00	27,239.22	27,239.22	12,583.90	2022-09-14	2021-12-15	0.00
JACFIT	Jackson Fitness Center	0.00	0.00	0.00	0.00	0.00	1,109.75	1,109.75	347.55	2022-09-23	2022-09-23	30,000.00
KINJER	King, Jerome W	0.00	0.00	0.00	0.00	71.19	0.00	71.19	1,406.85	2022-09-14	2022-09-23	0.00
LYNDIS	Lynn Distributors	0.00	0.00	0.00	0.00	0.00	5.65	5.65	9,635.56	2022-09-14	2021-11-22	0.00
NAVIND	Navarone Industries	0.00	0.00	0.00	0.00	0.00	14,416.54	14,416.54	6,842.62	2022-02-01	2022-06-02	15,000.00
ODOCHA	Odonnell, Charles W Esq	0.00	0.00	0.00	0.00	0.00	1,427.61	1,427.61	0.00		2022-06-13	3,000.00
QUAINN	Quality Inn	0.00	0.00	0.00	0.00	0.00	49.72	49.72	35.03	2022-09-14	2021-12-15	0.00
WOOCON	Wood Concepts	0.00	0.00	0.00	0.00	0.00	186.88	186.88	0.00		2022-06-08	10,000.00

Add – Creates a new AR entry for the customer and type you select.

Edit – Opens the receivables records for the selected customer.

Apply Finance Charges – Applies interest charges to the selected customers configured to allow these charges on the Customer Billing tab. This also requires setting the monthly interest charge rate in Company Settings and the Accounts Receivable area.

Batch – Allows creating a group of customer payments for entry that can be considered as a deposit, or generate a list of electronic fund transfer (EFT) transactions authorized by the customers. Read the Batch Receivables EFT for more information about electronic customer payments.

Refresh – Updates the list grid with any new edits or transactions added by another user on the network.

Filters – Set or select record selection criteria to display only the records that meet the criteria.

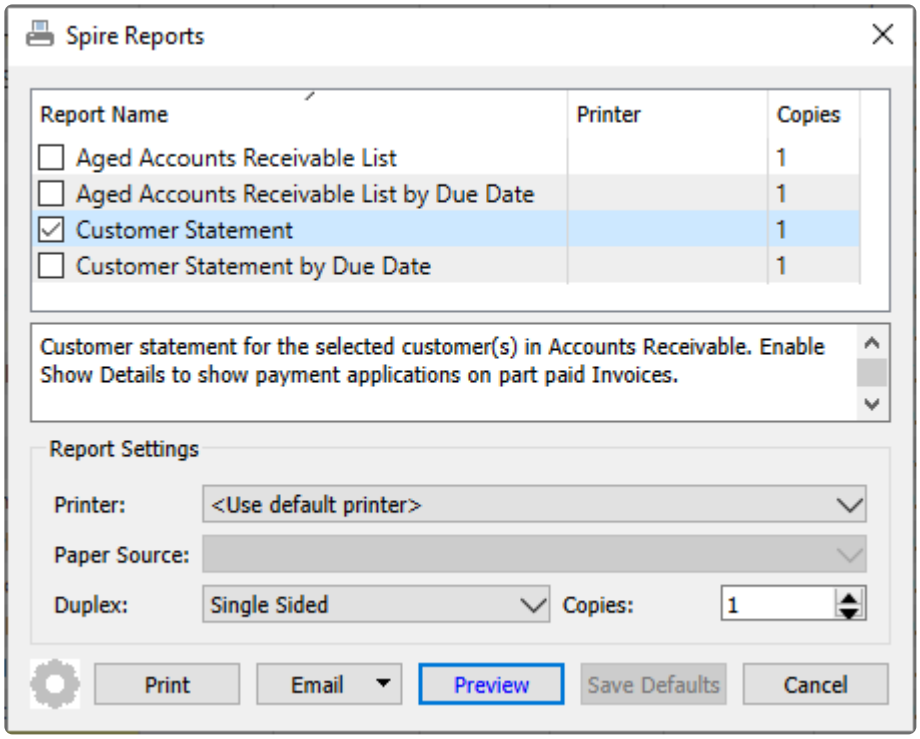
Search – Displays customer records based on full word(s) entered, or partial words in conjunction with the * wildcard.

Export – Exports the displayed grid list to an external Excel or .csv file for use or investigation.

Print – Prints one or more reports with the template of 'Accounts Receivable List' for either all or selected customers.

Reports

From the Open Accounts tab and the reports toolbar button, you can print reports for either selected or all customers.



Aged Accounts Receivable List – Prints a list of customers and their respective transaction totals in columns aged by transaction date, grouped by currency, calculated from open and historical transactions as of the report date. Transactions with a date after today are excluded from the report.

Universal Exports

Aged Accounts Receivable List

Aged using March 23, 2023

March 23, 2023 / 2:41 pm

Customer	Limit	Current	Over 30	Over 60	Over 90	Over 120	Total
Canadian dollars							
A1PAR A 1 Park Equipment	45000	-5,000.00			10,305.60	2,546.91	7,852.51
ACOOF Acordia Of Evansville Inc	No Credit					180.00	180.00
CARPRO Caravan Properties Llc	10000	1,641.76					1,641.76
CENMIN Central Minnesota Electric Inc	10000	6,075.67					6,075.67
DANNUR Danville Nursing Home	Unlimited			236.52			236.52
HOLEXP Holiday Inn Express	Unlimited		183.91	183.91			367.82
NAVIND Navarone Industries	15000					14,416.54	14,416.54
ODOCHA Odonnell, Charles W Esq	3000		758.55			2,186.16	2,944.71
RICMEC Ricar Mechanical Inc	3000			-4,044.27			-4,044.27
SHECOR Sherpa Corp	10000	9,668.92					9,668.92
SYSAUT System Automation Software Inc	No Credit		-1,000.00	1,130.00		1,130.00	1,260.00
Total					**Current**		**12,386.35**
					Over 30		**-57.54**
					Over 60		**-2,493.84**
					Over 90		**10,305.60**
					Over 120		**20,459.61**
					Total		**40,600.18**
USD American Dollars							
ACCANS Access Answering Service	No Credit		-6,000.00			40,490.72	34,490.72
USD Total					**Current**		**0.00**
					Over 30		**-6,000.00**
					Over 60		**0.00**
					Over 90		**0.00**
					Over 120		**40,490.72**
					Total		**34,490.72**

Aged Accounts Receivable List by Due Date – Prints a list of customers and their respective transaction totals in columns aged by due date, grouped by currency, calculated from open and historical transactions as of the report date. Transactions with a due date after today are excluded from the report.

Universal Exports

Aged Accounts Receivable List by Due Date

Aged using March 23, 2023

March 23, 2023 / 2:41 pm

Customer	Credit Limit	Current	Over 30	Over 60	Over 90	Over 120	Total
Canadian dollars							
A1PAR A 1 Park Equipment	45000	-5,000.00		10,305.60		2,546.91	7,852.51
ACOOF Acordia Of Evansville Inc	No Credit					180.00	180.00
DANNUR Danville Nursing Home	Unlimited			236.52			236.52
HOLEXP Holiday Inn Express	Unlimited		183.91	183.91			367.82
NAVIND Navarone Industries	15000					14,416.54	14,416.54
ODOCHA Odonnell, Charles W Esq	3000		758.55			2,186.16	2,944.71
RICMEC Ricar Mechanical Inc	3000			-4,044.27			-4,044.27
SYSAUT System Automation Software Inc	No Credit		-1,000.00	1,130.00		1,130.00	1,260.00
Total					**Current**		**-5,000.00**
					Over 30		**-57.54**
					Over 60		**7,811.76**
					Over 90		**0.00**
					Over 120		**20,459.61**
					Total		**23,213.83**
USD American Dollars							
ACCANS Access Answering Service	No Credit		-6,000.00				-6,000.00
USD Total					**Current**		**0.00**
					Over 30		**-6,000.00**
					Over 60		**0.00**
					Over 90		**0.00**
					Over 120		**0.00**
					Total		**-6,000.00**

Customer Statement – Print or email a form for each selected customer, with a list of outstanding transactions, calculated from open and historical transactions as of the report date. Amount totals aged by transaction date are printed at the bottom. Transactions with a date after today are excluded from the report.

Universal Exports
5578 First Avenue
Vancouver BC V5T 6Y6
Canada
Ph. (604) 555-4589 Fax (604) 555-7763
info@inspirehealthsys.com

Statement

March 23, 2023

Page 1 of 1

A1PAR

A 1 Park Equipment
1500 Dixon Road
Toronto ON M9R3S4

Ph. (416) 739-7933
info@a1.vv

Date	Description	Reference	PO Number	Amount	Outstanding
Nov 3,2022	Invoice	0000620406		683.65	683.65
Nov 9,2022	Invoice	0000620407	A1-73367	1,863.26	1,863.26
Nov 9,2022	Invoice	0000620408		169.39	169.39
Nov 9,2022	Credit memo	0000620410		-169.39	-169.39
Nov 29,2022	Invoice	0000620413		10,305.60	10,305.60
Mar 20,2023	Payment	7734		-5,000.00	-5,000.00

Customer Statement by Due Date – Print or email a form for each selected customer, with a list of outstanding transactions, calculated from open and historical transactions as of the report date. Amount totals aged by due date are printed at the bottom.

Universal Exports
5578 First Avenue
Vancouver BC V5T 6Y6
Canada
Ph. (604) 555-4589 Fax (604) 555-7763
info@inspirehealthsys.com

Statement

March 23, 2023

Page 1 of 1

A1PAR

A 1 Park Equipment
1500 Dixon Road
Toronto ON M9R3S4

Ph. (416) 739-7933
info@a1.vv

Date	Due	Description	Reference	PO Number	Amount	Outstanding
Nov 3,2022	Nov 4, 2022	Invoice	0000620406		683.65	683.65
Nov 9,2022	Nov 10, 2022	Invoice	0000620407	A1-73367	1,863.26	1,863.26
Nov 9,2022	Nov 10, 2022	Invoice	0000620408		169.39	169.39
Nov 9,2022	Nov 10, 2022	Credit memo	0000620410		-169.39	-169.39
Nov 29,2022	Dec 29, 2022	Invoice	0000620413		10,305.60	10,305.60
Mar 20,2023	Mar 20, 2023	Payment	7734		-5,000.00	-5,000.00

Open Items

All transactions with an outstanding balance for all customers are listed on this tab.

Open Accounts | Open Items | Reports

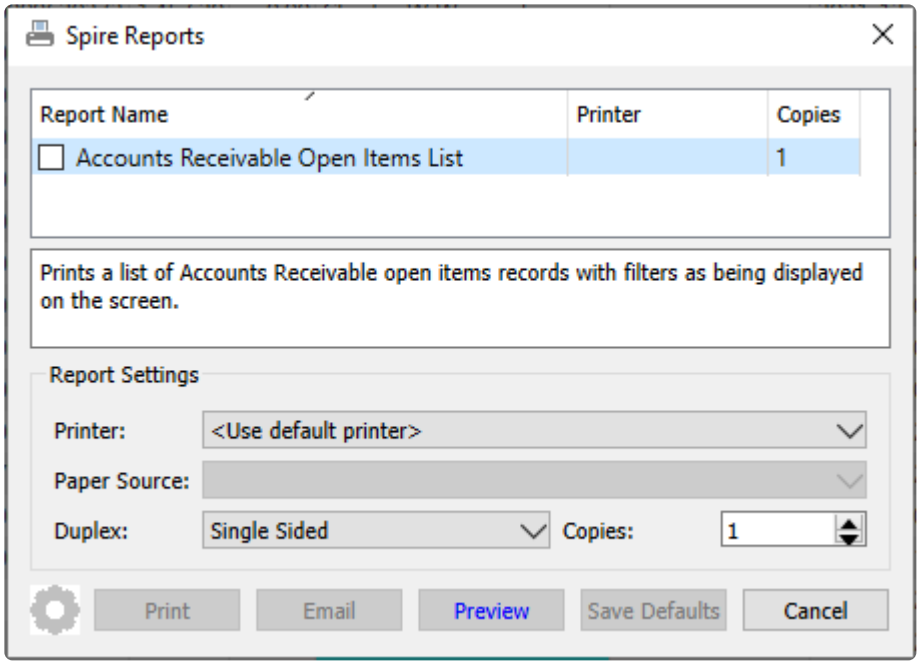
Filters | Search | Export

Customer No.	Name	Currency	Date	Type	Transaction	Reference	Debit	Credit	Base Debit	Base Credit	Balance	Terms	Due Date	Customer PO	Memo	Created
ACTTEC	Action Technology Co		2021-12-15	Invoice	0020002349	0000620374	12,494.96	0.00	12,494.96	0.00	12,494.96	COD	2021-12-15			2022-01-12 6:
ANDENG	Anderson Engrg Cnslnts Inc		2021-11-22	Invoice	0020002233	0000620346	33.90	0.00	33.90	0.00	33.90	NET30	2021-12-22			2021-11-22 8:
ANTREN	Anthony Rental & Sales		2021-11-22	Invoice	0020002229	0000620342	230.18	0.00	230.18	0.00	230.18	2%NET10	2021-12-02			2021-11-22 8:
ANTREN	Anthony Rental & Sales		2022-09-01	Invoice	0020002508		169.50	0.00	169.50	0.00	169.50	DUERECEIPT	2022-09-01		MO...	2022-09-14 12
ATLHOT	Atlantic Hotel		2022-05-13	Debit...	0020002415	0000034570	50.00	0.00	50.00	0.00	50.00		2022-05-13		Rebate	2022-05-13 1:
BELING	Bell & Ingram Ps		2022-05-26	Invoice	0020002458	0000620380	49.72	0.00	49.72	0.00	49.72	NET30	2022-06-25			2022-05-26 1:
BLABAI	Blake Bailey		2021-12-15	Invoice	0020002346	0000620371	997.85	0.00	997.85	0.00	997.85	2%NET10	2021-12-25			2022-01-12 6:
BURCOR	Burndy Corp		2021-11-22	Invoice	0020002238	0000620351	77.97	0.00	77.97	0.00	77.97	NET30	2021-12-22			2021-11-22 8:
BURCOR	Burndy Corp		2021-11-22	Invoice	0020002248	0000620361	17,330.81	0.00	17,330.81	0.00	17,330.81	NET30	2021-12-22			2021-11-22 8:
CHAW W	Charles W Weaver Inc		2021-12-15	Invoice	0020002348	0000620373	1,457.29	0.00	1,457.29	0.00	1,457.29	DUERECEIPT	2021-12-15			2022-01-12 6:
CRAIND	Craft Industries		2021-12-15	Invoice	0020002345	0000620370	3,646.51	0.00	3,646.51	0.00	3,646.51	DUERECEIPT	2021-12-15			2022-01-12 6:
CREHOT	Crescent Hotel		2021-12-15	Invoice	0020002344	0000620369	1,634.55	0.00	1,634.55	0.00	1,634.55	COD	2021-12-15			2022-01-12 6:
CROIND	Crown Industries Inc		2022-05-13	Invoice	0020002416	55612	226.00	0.00	226.00	0.00	226.00	NET30	2022-06-12	CI55612	MO...	2022-05-13 2:
CROIND	Crown Industries Inc		2022-05-01	Pay...	0020002417	2346	0.00	226.00	0.00	226.00	-226.00		2022-05-01		MON/	2022-05-13 4:
HADBRO	Haddad & Brooks Inc		2021-12-15	Invoice	0020002340	0000620365	40,435.92	0.00	40,435.92	0.00	20,435.92	NET30	2022-01-14			2022-01-12 6:
HADBRO	Haddad & Brooks Inc		2022-06-02	Invoice	0020002471	0000620390	15,685.53	0.00	15,685.53	0.00	15,685.53	NET30	2022-07-02			2022-06-02 3:
HOLLAG	Holiday Inn Laguna Hills		2021-12-15	Invoice	0020002341	0000620366	27,239.22	0.00	27,239.22	0.00	27,239.22	DUERECEIPT	2021-12-15			2022-01-12 6:
JACFIT	Jackson Fitness Center		2022-05-26	Invoice	0020002459	0000620381	57.63	0.00	57.63	0.00	57.63	NET30	2022-06-25			2022-05-26 1:
JACFIT	Jackson Fitness Center		2022-05-30	Invoice	0020002461	0000620382	244.08	0.00	244.08	0.00	244.08	NET30	2022-06-29	JC220765	TOR...	2022-05-30 8:
JACFIT	Jackson Fitness Center		2022-06-06	Invoice	0020002473	0000620391	130.04	0.00	130.04	0.00	130.04	2%10NET30	2022-07-06			2022-06-06 3:
JACFIT	Jackson Fitness Center		2022-06-07	Invoice	0020002482	WF999	678.00	0.00	678.00	0.00	678.00	NET30	2022-07-07	PO999	VAN/...	2022-06-07 1:
KINJER	King, Jerome W		2022-09-23	Invoice	0020002551	0000620397	71.19	0.00	71.19	0.00	71.19	DUERECEIPT	2022-09-23	340697		2022-09-23 10
LYNDIS	Lynn Distributors		2021-11-22	Invoice	0020002227	0000620340	5.65	0.00	5.65	0.00	5.65	NET30	2021-12-22			2021-11-22 8:
NAVIND	Navarone Industries		2021-12-15	Invoice	0020002342	0000620367	14,416.54	0.00	14,416.54	0.00	14,416.54	2%NET10	2021-12-25			2022-01-12 6:
ODOCHA	Odonnell, Charles W Esq		2022-05-30	Invoice	0020002462	0000620383	694.03	0.00	694.03	0.00	694.03	COD	2022-05-30			2022-05-30 9:
ODOCHA	Odonnell, Charles W Esq		2022-06-13	Invoice	0020002463	0000620385	733.58	0.00	733.58	0.00	733.58	COD	2022-06-13			2022-05-30 10
QUAINN	Quality Inn		2021-12-15	Invoice	0020002351	0000620376	49.72	0.00	49.72	0.00	49.72	COD	2021-12-15			2022-01-12 6:
WOOCON	Wood Concepts		2022-06-08	Invoice	0020002483	SEU00012	186.88	0.00	186.88	0.00	186.88	NET30	2022-07-08			2022-06-07 1:

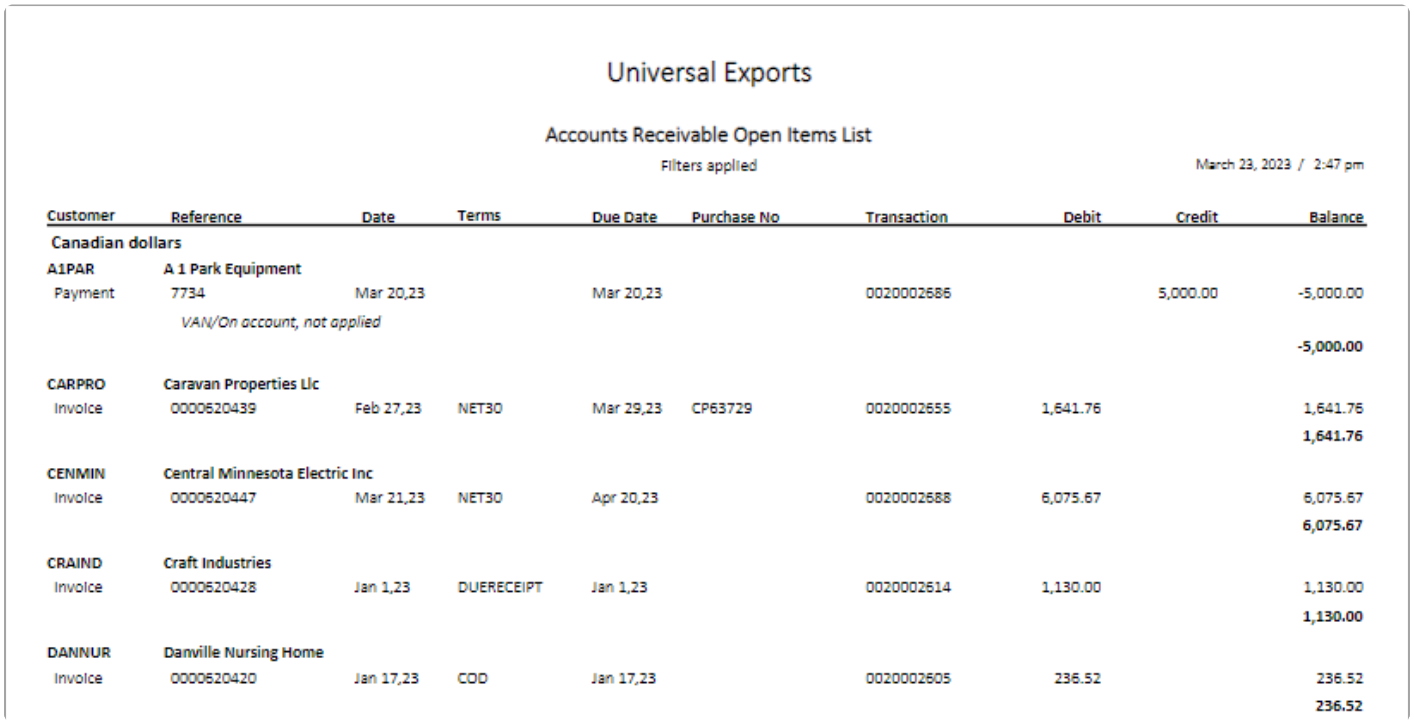
Individual transactions can be seen here, as opposed to one row per customer with the aging amount summary of all transactions. You can search within or filter this list of transactions, or export the list to an Excel workbook for analysis. You can edit the customer accounts receivable record by editing any transaction for that customer, in the same way as editing the customer on the Open Accounts tab.

Reports

From the Open Items tab and the reports toolbar button, you can print reports for either selected or all customer open transactions.



Accounts Receivable Open Items List – Prints a list of customers and their respective open transactions. A Filter can be applied to restrict transactions to a group of customers or a specified date range or other criteria.



Universal Exports

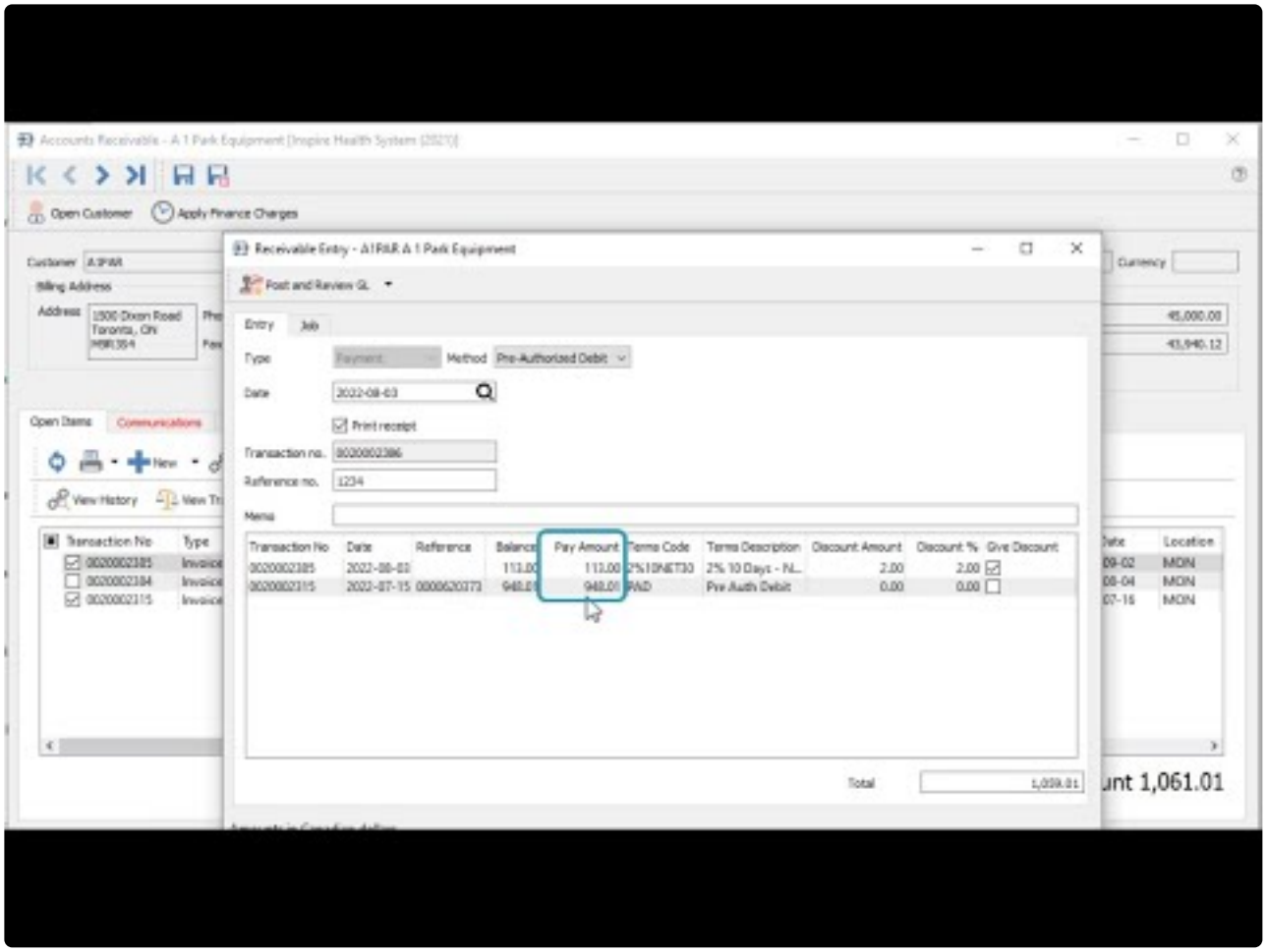
Accounts Receivable Open Items List

Filters applied

March 23, 2023 / 2:47 pm

Customer	Reference	Date	Terms	Due Date	Purchase No	Transaction	Debit	Credit	Balance
Canadian dollars									
A1PAR	**A 1 Park Equipment**								
Payment	7734	Mar 20,23		Mar 20,23		0020002686		5,000.00	-5,000.00
	VAN/On account, not applied								
									-5,000.00
CARPRO	**Caravan Properties Llc**								
Invoice	0000620439	Feb 27,23	NET30	Mar 29,23	CP63729	0020002655	1,641.76		1,641.76
									1,641.76
CENMIN	**Central Minnesota Electric Inc**								
Invoice	0000620447	Mar 21,23	NET30	Apr 20,23		0020002688	6,075.67		6,075.67
									6,075.67
CRAIND	**Craft Industries**								
Invoice	0000620428	Jan 1,23	DUERECEIPT	Jan 1,23		0020002614	1,130.00		1,130.00
									1,130.00
DANNUR	**Danville Nursing Home**								
Invoice	0000620420	Jan 17,23	COD	Jan 17,23		0020002605	236.52		236.52
									236.52

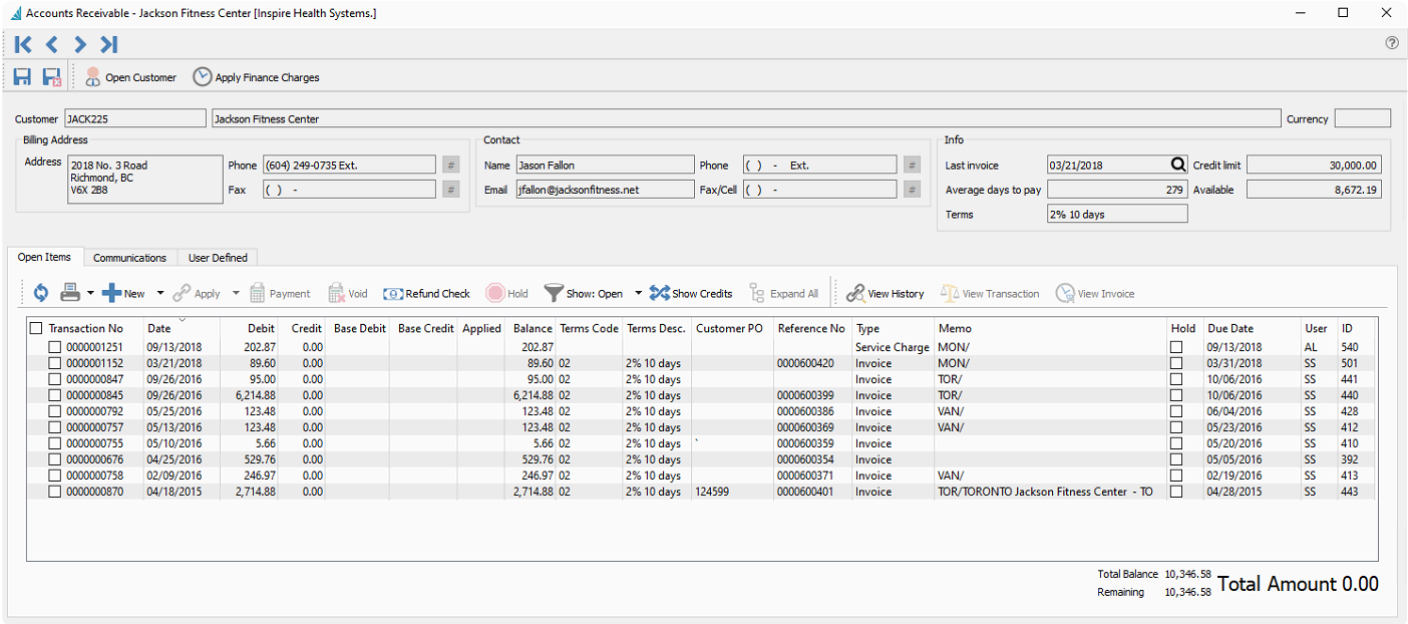
Video Instruction – Accounts Receivable



https://www.youtube.com/embed/BAkIvoCBNms?rel=0

Customer Open AR Items

When viewing the Accounts Receivable for a specific customer, a screen appears with customer information and a list of open transactions.



Header

Open Customer – Allows the user to open the customer to see all information including sales history and open sales orders.

Apply Finance Charges – Applies interest charges to this customer. The button will be disabled if the customer is not configured to allow these charges on the Billing tab. This also requires setting the monthly interest charge rate in Company Settings and the Accounts Receivable area.

Navigation – Navigates between customer records based on the filtered and sorted list.

Contact – Customer contact determined from the Company Setup for the AR Contact Type.

Info – Shows credit and year to date purchases for the Customer.

Open Items

All Open transactions with a non-zero current balance are displayed by default. Any transactions with an arrowhead at the left have other applied transactions that can be viewed by clicking the arrowhead and expanding.

Transactions can be selected for some processes by clicking the checkbox next to them, where the same process can be done for multiple transactions at once. For other processes where it only makes sense to

perform on a single transaction, they are selected by highlighting the row in the grid.

The columns Base Debit and Base Debit will be conditionally suppressed when accessing the list for base currency customers, and shown only for foreign currency customers.

Refresh – Display any new entries other users have posted.

Print – Prints one or more reports with the template of 'Accounts Receivable'.

Add – Create a new Accounts Receivable transaction entry for this customer. Available types are Invoice, Payment, Credit Memo, Debit Memo, Service Charge or Writeoff.

Apply – If unapplied payment(s) or customer credit(s) exist, you can select these from the checkboxes, along with associated invoice(s) and apply them together. If the amounts equal they will both be removed from the Open Items list. If one is larger than the other, then the larger transaction will remain on the list with a reduced balance.

Payment – Pays all invoice(s) with the checkbox enabled. The Payment screen appears and allows you to change the date, payment method, print status or applied payment amount for each selected invoice.

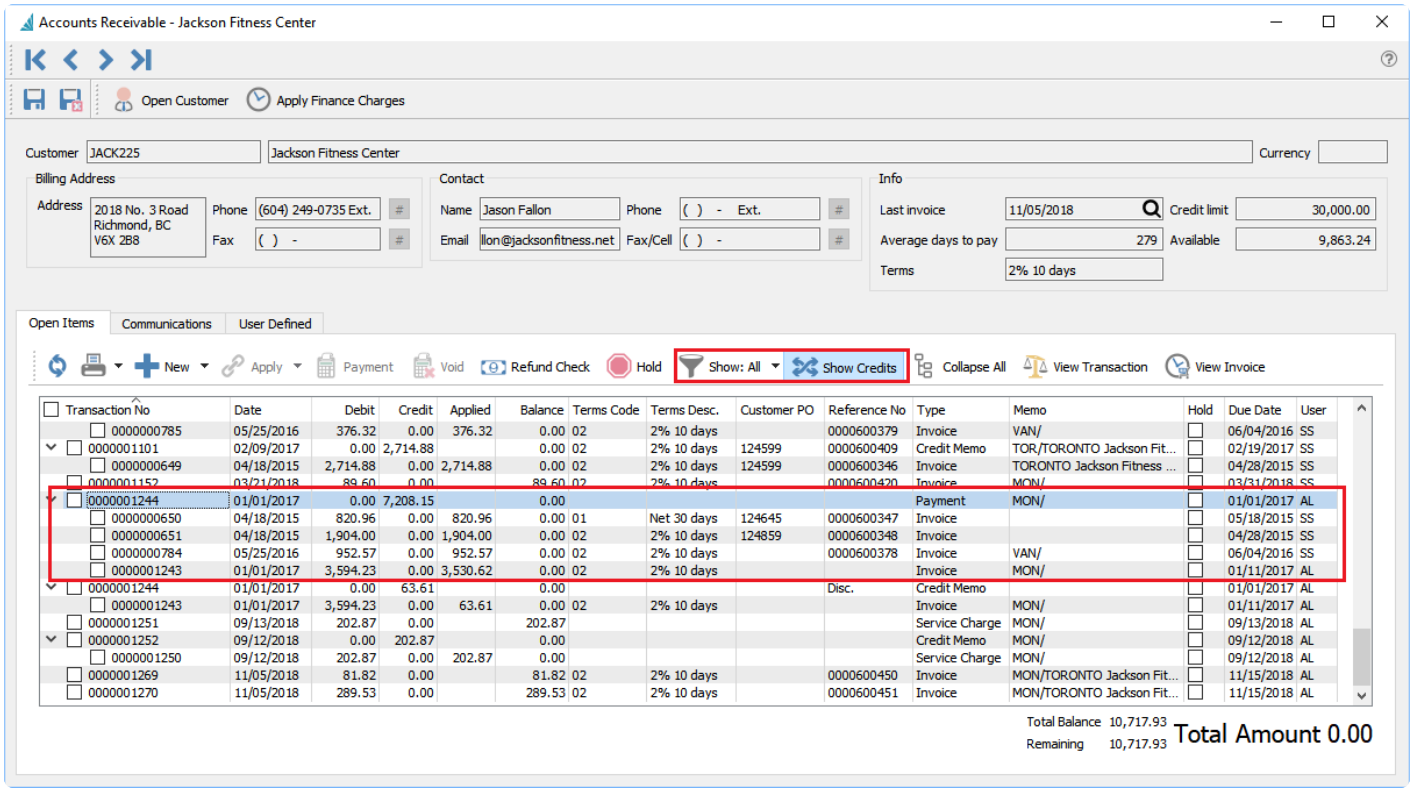
Void – If an open invoice is selected from a checkbox, Void will create a reversing Customer Credit transaction. If a payment applied to an invoice is selected, Void will unlink the payment from the paid invoices and instead apply a reversing Customer Debit transaction. Invoices from sales orders cannot be Voided. Voiding must be enabled as a user security setting.

Refund Check – Creates a check to print for a customer, typically for returning a credit balance or giving a customer rebate. The GL transaction entry credits the bank account and debits the accounts receivable control account. After posting, you need to link this Debit Memo transaction to another transaction in order to clear it.

Hold – Sets the Hold status on the highlighted invoice so it cannot be paid.

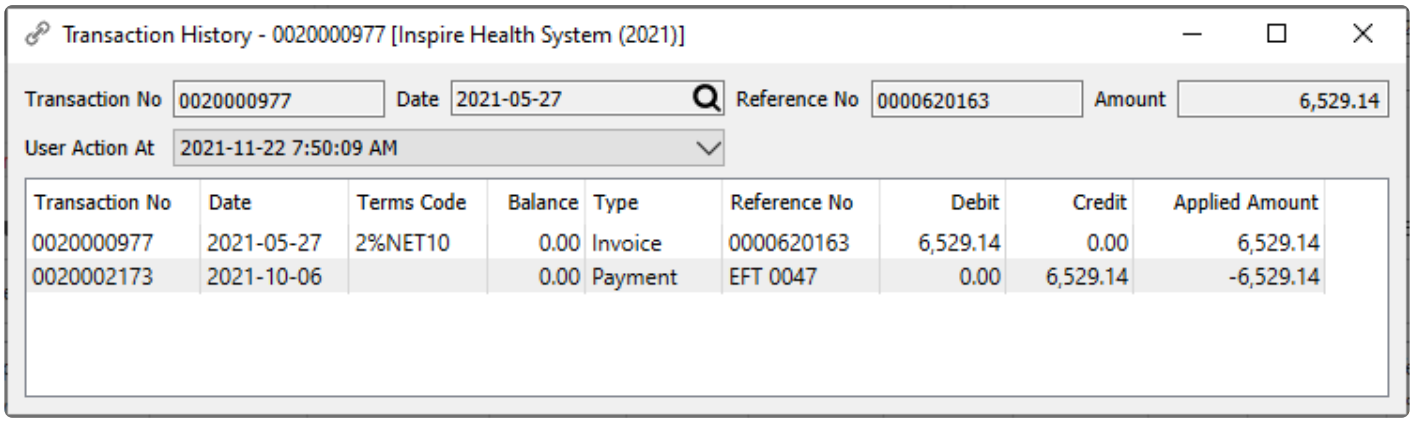
Show – Shows Open, All or 'All since fiscal year' entries, including fully paid invoices with applied payments or customer credits.

Show Credits – Toggle this button to switch the display orientation and list payments or customer credits in the grid, with all applied invoices when expanding. This is a useful display to investigate which invoice(s) were paid by a particular payment. Any invoices with no applied transactions will continue to display with Show Credits selected.



Expand All – Expands the links for all transactions to see all invoices and related payments, or all payments and related invoices if Show Credits is toggled on. This is for convenience if you want to see all applied transactions or are searching for a specific one.

View History – Highlight a transaction and see it and all applied transactions in a separate window. The date and time of the User Action when the transactions were applied is also displayed, and in the case of multiple separate times when a transaction was applied, the User Action displays just those applied at that date and time.



View Transaction – Views the GL account activity of the highlighted transaction when it was posted.

View Invoice – Views the invoice for the highlighted transaction if it originated from a sales order. It will be viewed from sales history and therefore will not be editable, but could be reversed or copied.

Communications

Notes – Any number of notes can be added to the customer accounts receivable, which are separate from the communications stored on the customer record with each address.

Attachments – Any number of attachments can be added to a communication note. From the Communications list, clicking the Open Attachment button will open the first attachment in the default viewer for that type of document. If the note is edited, any attachment can be opened by clicking the file or URL name.

Read the Communications manual topic

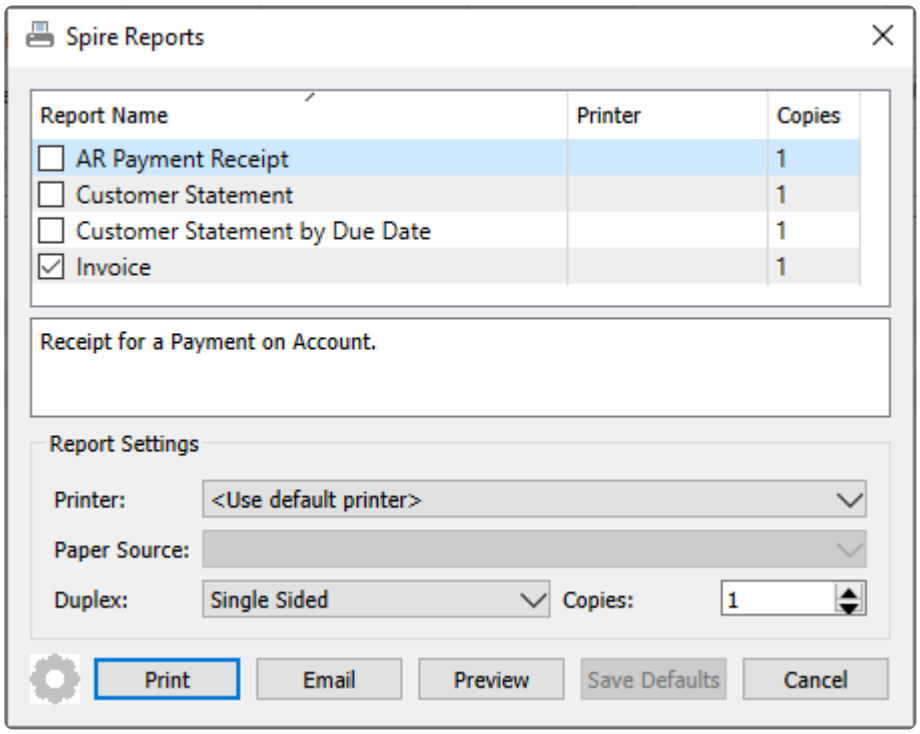
User Defined

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

Read the User Defined Fields (UDF) manual topic

Reports

When accessing accounts receivable for a particular customer, the report button on the Open Items tab gives you access to this list of reports.



AR Payment Receipt – Prints a receipt form for payment transactions that was previously posted, whether or not it was applied to any particular invoices.

Universal Exports
5578 First Avenue
Vancouver BC V5T 6Y6
Ph. (604) 555-4589 Fax (604) 555-7763
info@inspirehealthsys.com

Payment on Account

Date March 20, 2023
Customer A1PAR

Customer

A 1 Park Equipment
1500 Dixon Road
Toronto ON M9R3S4
(416) 739-7933

Reference : 7734
Note VAN/On account, not applied
Amount $5,000.00 Cash

Customer Statement – Print or email a form for the customer, with a list of outstanding transactions, calculated from open and historical transactions as of today. Amount totals aged by transaction date are printed at the bottom. Transactions with a date after today are excluded from the report.

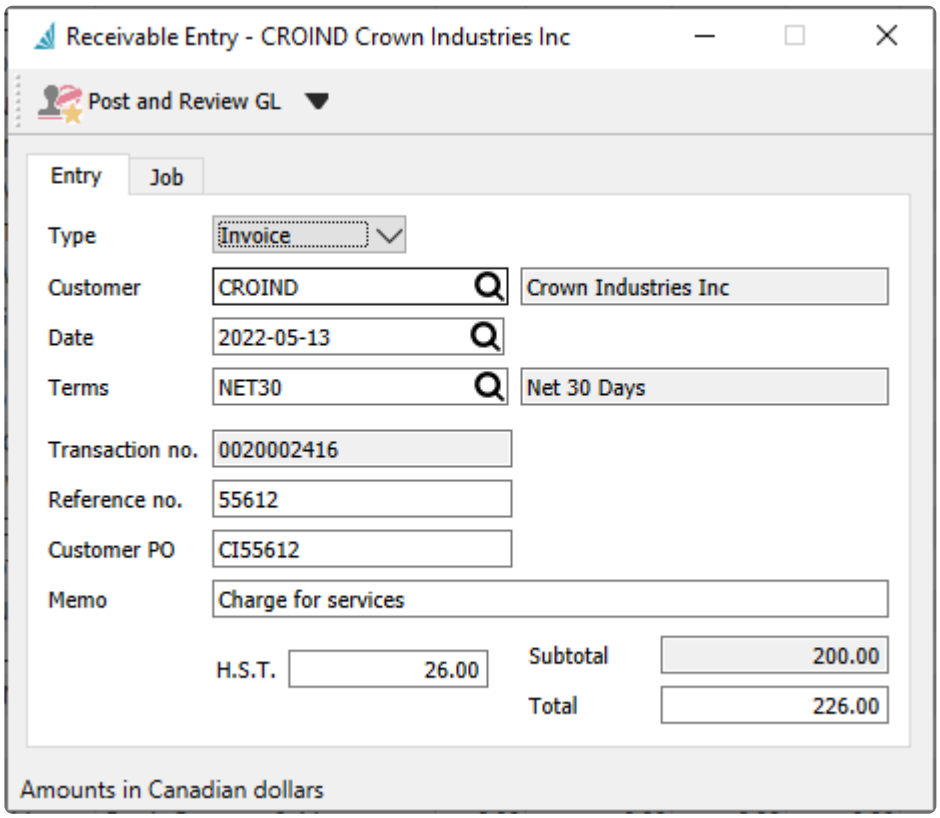
Customer Statement by Due Date – Print or email a form for the customer, with a list of outstanding transactions, calculated from open and historical transactions as of today. Amount totals aged by due date are printed at the bottom.

Invoice – Prints the Sales invoice form for each selected record, whether the related sales record has been Live Posted, moved to Sales History, or exists in a Closed Batch of invoices.

AR Entry

Accounts Receivable Entry

Accounts Receivable transactions can be entered from a screen that is opened either from the top of the Open Accounts screen or when viewing accounts receivable for a specific customer. The image below is for an invoice, and the screen layout is essentially the same for other transaction types except payments. See the manual topic for Processing Payments for more information.



Post and Review GL / Post – The entry will post using the default accounts receivable, sales and tax accounts as defined in company settings or the customers default sales account. If Post and Review is selected, you can modify amounts and accounts on the entry if user security settings allows it, except the accounts receivable control.

Type – There are six different types of accounts receivable transactions that can be entered. If the entry screen was opened from within a specific customer and by choosing the type from the black arrowhead next to new, the Type field will not be editable.

- Invoice
- Payment
- Credit Memo
- Debit Memo
- Service Charge

- Write Off

Customer – Select an Existing customer code for the transaction entry, if you created the entry from the Open Accounts list. If you created the entry while editing a customer, this field will be hidden and automatically assigned to that customer.

Date – The date for the transaction.

Terms – The payment terms code for this invoice that calculates the due date and if an early payment discount can be given.

Transaction no. – The next available GL transaction number in Company Settings, which is not reserved for this transaction. Posting will always re-read the next GL transaction number for use.

Reference no. – Usually the invoice or other document number.

Customer PO – Customer's purchase order number, which is only visible for Invoice transactions.

Memo – An additional description that can be used to describe this entry, if desired.

Subtotal – Total before taxes, calculated from the Total and taxes and cannot be edited.

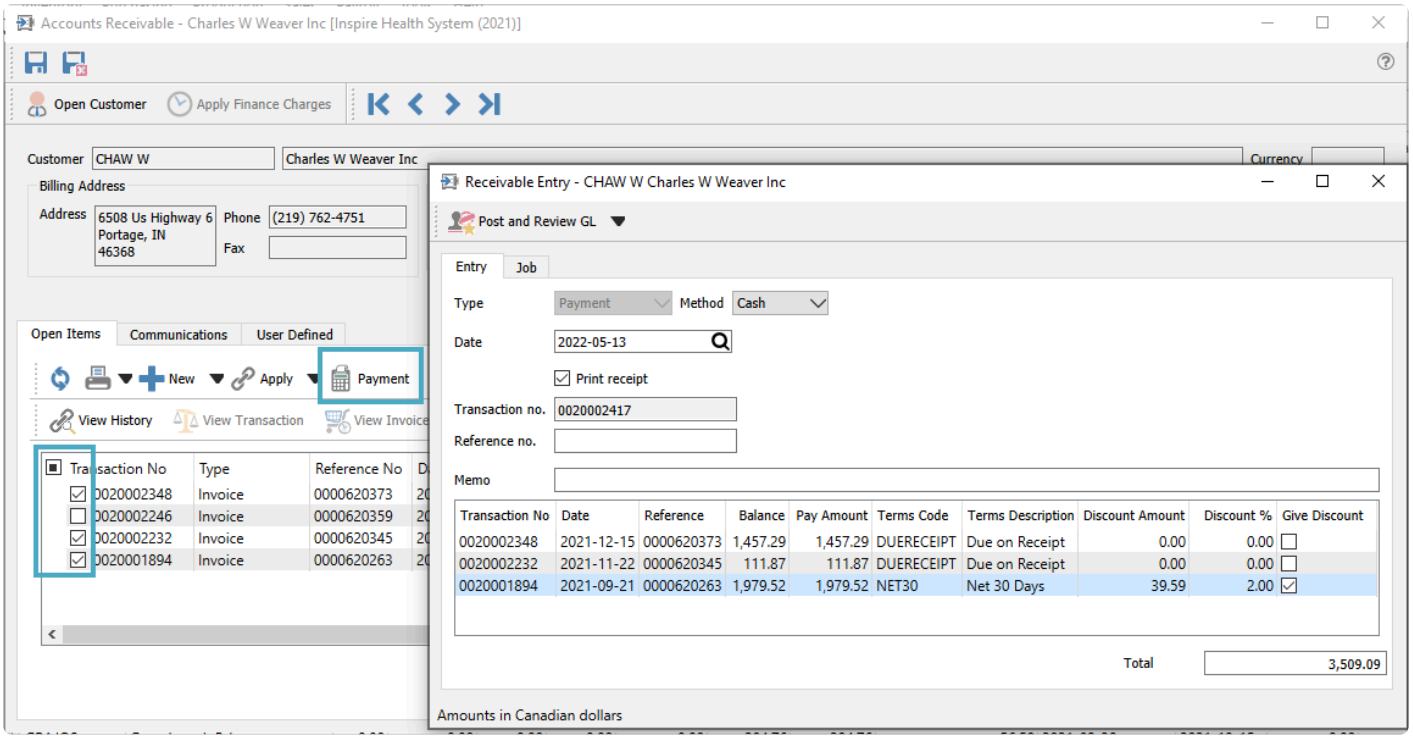
Tax – One or more Tax fields for this transaction, based on how many tax codes are set for this vendor. They are editable for correction if necessary, usually to adjust by a penny or two.

Total – Total amount for the entry, including taxes if any are set for the customer.

Job – The Job tab allows selection of a Job Costing code to assign the Accounts Receivable transaction as an Income amount for the job. For more information, read the Job Costing – Accounts Receivable manual topic.

Processing Payments

Customer payments can be entered either directly against selected invoices or as an unapplied payment on account. When paying customer invoices, edit the customer accounts payable record and from the Open Items tab, click the checkbox next to each invoice you want to pay and then click the Payment button to open the Receivable Entry screen.



Post and Review GL / Post – The entry will post using the default accounts receivable and bank accounts as defined in company settings or the customers default sales account. If Post and Review is selected, you can modify amounts and accounts on the entry if user security settings allows it, except the accounts receivable control.

Type – The Accounts Receivable transaction type. When creating a Payment following these steps, the Type field is not editable.

Method – The Payment method is used for identification of how the customer paid you, which is typically for reference only. If a credit card payment method is selected that has Integrated Processing enabled, the credit card information screen will appear when the payment is posted.

Date – Date for the payment that will be printed on the receipt and used for posting to the GL.

Print Receipt – Check if a payment receipt is required to print or email.

Transaction – The assumed GL transaction number. If another transaction is posted after this number is assigned, then the transaction will be given the next available number.

Reference – Usually the customers check number or other payment information such as ‘credit card’ or ‘online’.

Memo – An additional description that can be used to describe this entry, if desired.

Total – The payment amount, calculated from the sum of the Pay Amounts for all transactions selected for payment.

> If you edit this amount to be different than the calculation, posting the payment will apply to invoices based on the respective Pay Amounts, and any excess amount will remain as a balance on the payment transaction.

Paid Invoices columns

Transaction Number – The GL transaction number from the AR invoice being paid.

Date – The date of the transaction being paid.

Reference – The document number being paid.

Balance – The current balance owing for the transaction.

Pay Amount – You can edit the amount you wish to apply an invoice, which does not have to be the full amount. Partial payments are also linked to the invoice after posting.

Terms Code – The terms code that was used for the amount

Terms Description – The terms description that was used for the amount

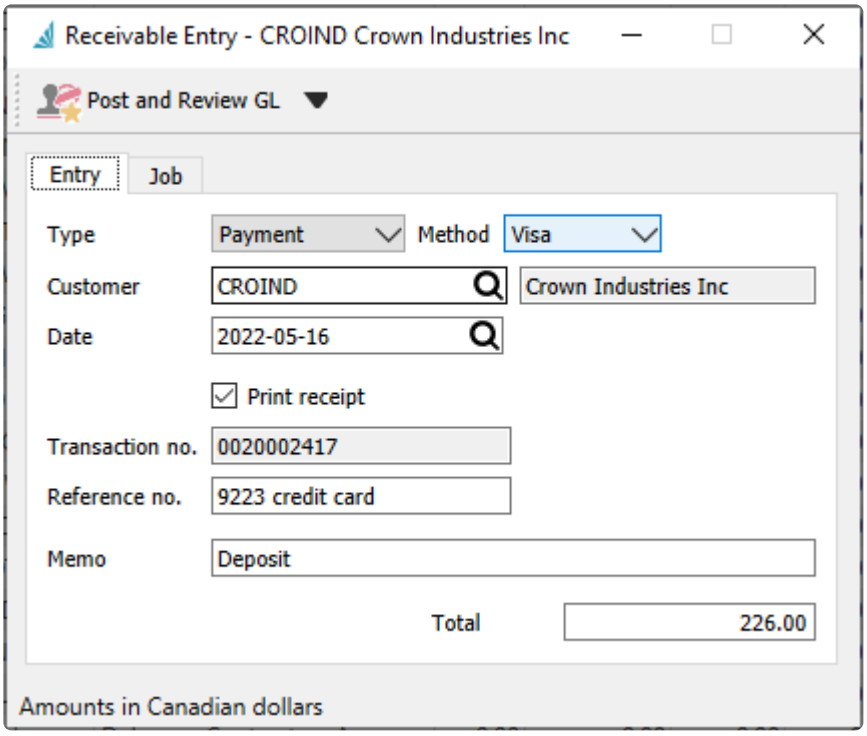
Discount Amount – The early payment discount amount. This is calculated from the terms information but can be edited before posting.

Discount % – The early payment discount % being offered. This is read from the terms information but can be edited before posting.

Give Discount – Enable the checkbox to calculate the discount amount, or remove selection to clear the discount amount to zero. Payments made prior to the discount date from terms will automatically be checked, but you can override this as necessary.

Payments on Account

If you wish to process a payment from a customer that is not being applied to any posted invoices, such as an order deposit, you can create a payment transaction directly to the customer account.



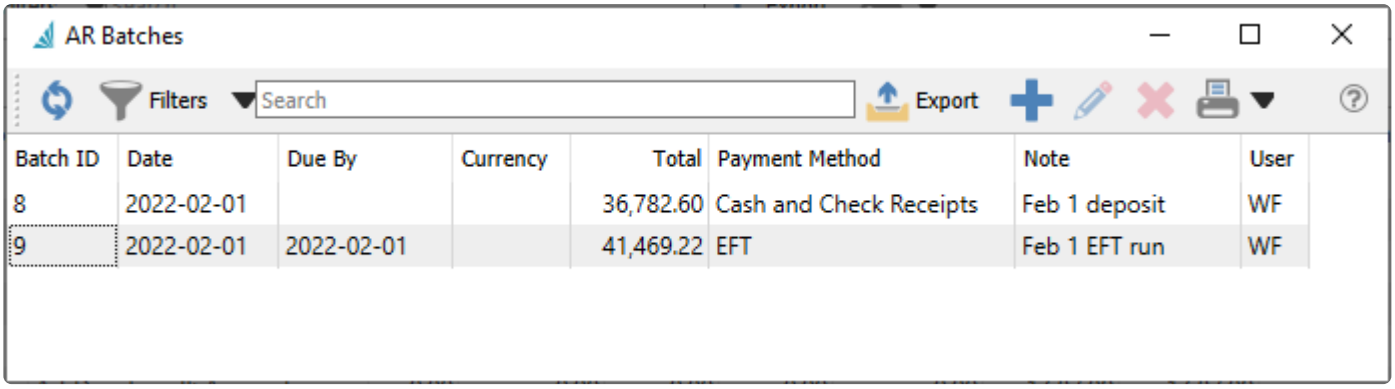
You must select the customer, and there is no grid to display selected invoices. Otherwise the payment is entered, printed and posted like other payments, creating a credit transaction that can be applied to an invoice in the future.

Batch Receivables – & EFT

Entering Multiple Customer Payments

If you have a stack of customer checks or cash to record payments for, it may be more efficient to enter them all at once using the Batch Receivables process, rather than one at a time while editing each customer. A Batch of payments can be created from the Accounts Receivables list and the Batch button, if you have user security rights to do so.

Batch Receivables List



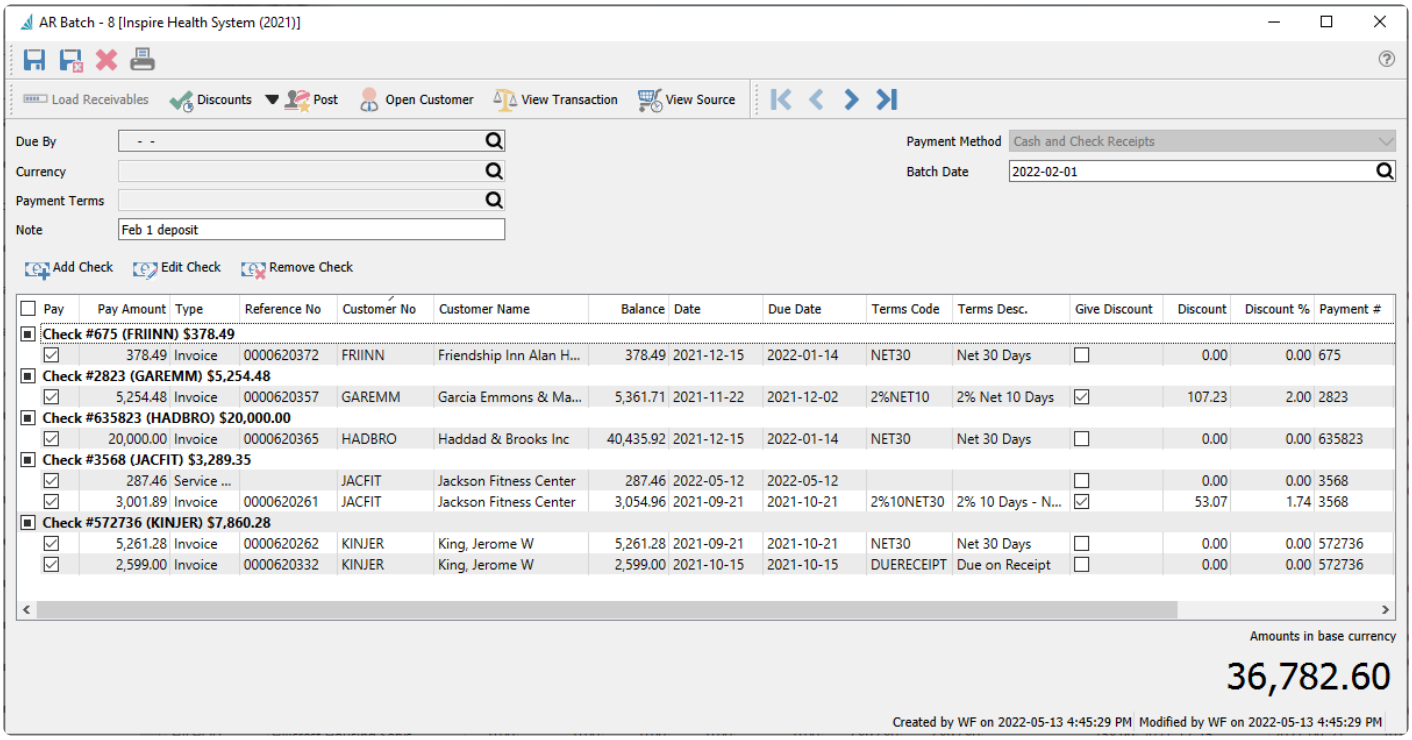
Batch ID	Date	Due By	Currency	Total	Payment Method	Note	User
8	2022-02-01			36,782.60	Cash and Check Receipts	Feb 1 deposit	WF
9	2022-02-01	2022-02-01		41,469.22	EFT	Feb 1 EFT run	WF

Each batch is listed separately with a unique Batch ID number. Listed batches are still open and in progress, and can be edited to add or remove payments or make other modifications prior to printing and posting. And a new empty batch can be created.

Cash and Check Receipts Deposit

Batches can be processed in two different ways. One way is for a stack of checks to be manually entered, and process them together as a deposit batch, print a deposit slip and then transfer the batch in one step to the bank. A batch in progress is displayed below with a Payment Method type of Cash and Check Receipts.

For check deposits a GL account must first be defined for Cash Receipt Clearing in Company Settings / Special Accounts. It is recommended that a separate cash GL account used only by posted through check batch processing is selected for this purpose.



Load Receivables – Not used for cash and check receipt batches.

Discounts – For all entered checks and paid invoices with terms that support discounts, choose whether to give early payment discounts. Alternately, any invoice can also be edited in the grid to determine or override discounts.

- **Give Expired Discounts** – Enable the Give Discount checkbox and calculate the discount amount for all invoices even if the discount date has passed.
- **Give Available Discounts** – Enable the Give Discount checkbox and calculate the discount amount only for invoices where the discount date has not yet passed.
- **Don't Give Discounts** – Disable the Give Discount checkbox for all invoices even if the discount date has not yet passed.

Post – Save the payments to all the customer accounts, mark the invoices as paid, and create a GL transaction that credits the Accounts Receivable control account and debits the Bank account.

Open Customer – Views the customer record associated with the highlighted paid invoice and allows edits and saving changes.

View Transaction – Opens the GL Transaction for the highlighted paid invoice.

View Source – Opens the Sales History transaction for the highlighted paid invoice if it originated from a Sales order.

Due By – Not used for cash and check receipt batches.

Currency – Select the currency code for the batch, which filters customer selection only to those with this currency. Once a check has been entered, the currency code cannot be changed.

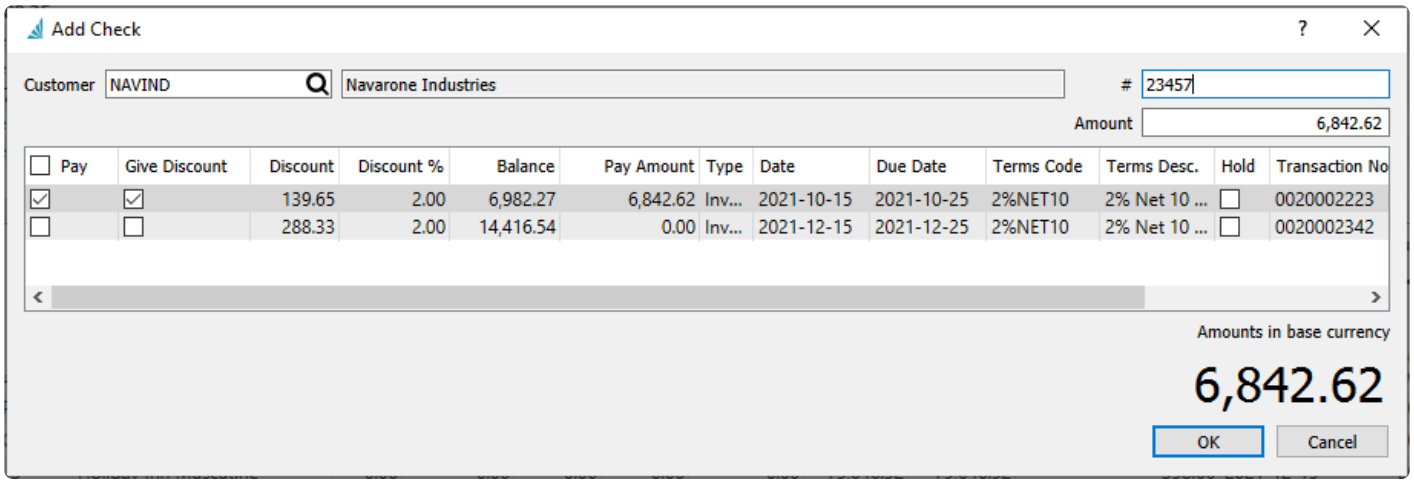
Payment Terms – Not used for cash and check receipt batches.

Note – A useful description for labelling the batch.

Payment Method – Choose either Cash and Check Receipts or EFT. Once a check has been entered, this field cannot be changed.

Batch Date – The deposit date for the batch, which is also used for the GL Transaction date.

Create a new customer payment record using the Add Check button, or view or modify an existing payment with the Edit Check button. Either selection opens the window below. Or remove the check for payment prior to posting the batch.



Enter or search for the customer number that can only belong to the batch currency. Also enter the check number and amount. From the list of outstanding invoices or other receivable transactions, click the checkbox in the Pay column next to each transaction that you wish to apply the check amount to. If the invoice has terms that support early payment discounts, the discount % and amount are automatically calculated. You can use or override the discount settings directly on each transaction, even if they didn't originally support discounts. The Pay Amount can be adjusted to a partial payment of the transaction. All other columns in this grid display information about the outstanding transactions and cannot be edited.

The total of the Pay Amounts displays at the bottom right of this window. This needs to equal the check amount, otherwise an error will appear indicating the mismatch and corrections must be made.

Customer payments by Cash are entered in the same way, where a Check # is not required for entry.

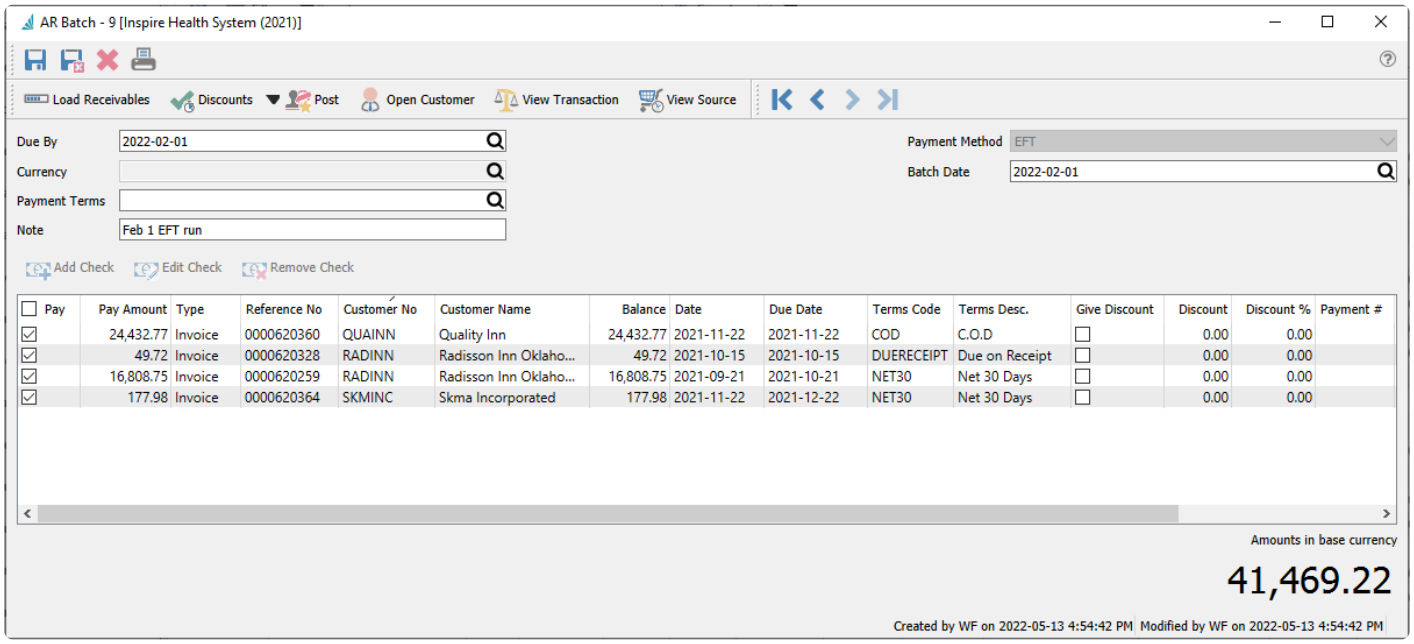
When all customer payments are entered into the batch, the total is displayed at the bottom right of the batch window, which represents the deposit amount in the batch currency. Post the batch to assign the customer payments and link transactions. You also have the opportunity to print or email payment receipt

forms if desired, and print the check deposit list report.

EFT Deposit

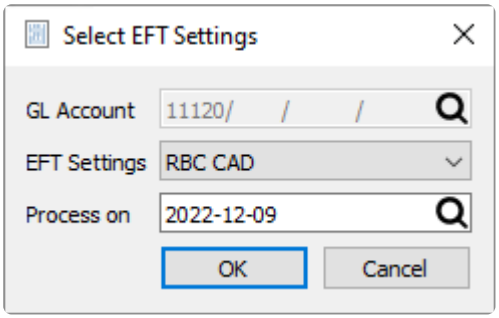
The other type of payment batch is for electronic fund transfers (EFT). These transactions are typically generated based on customer pre-authorized debits (PAD) for those customers that have their banking information entered on the Billing tab.

For EFT deposits a GL account must first be defined for EFT Clearing in Company Settings / Special Accounts. It is recommended that a separate cash GL account used only by posted through EFT processing is selected for this purpose.

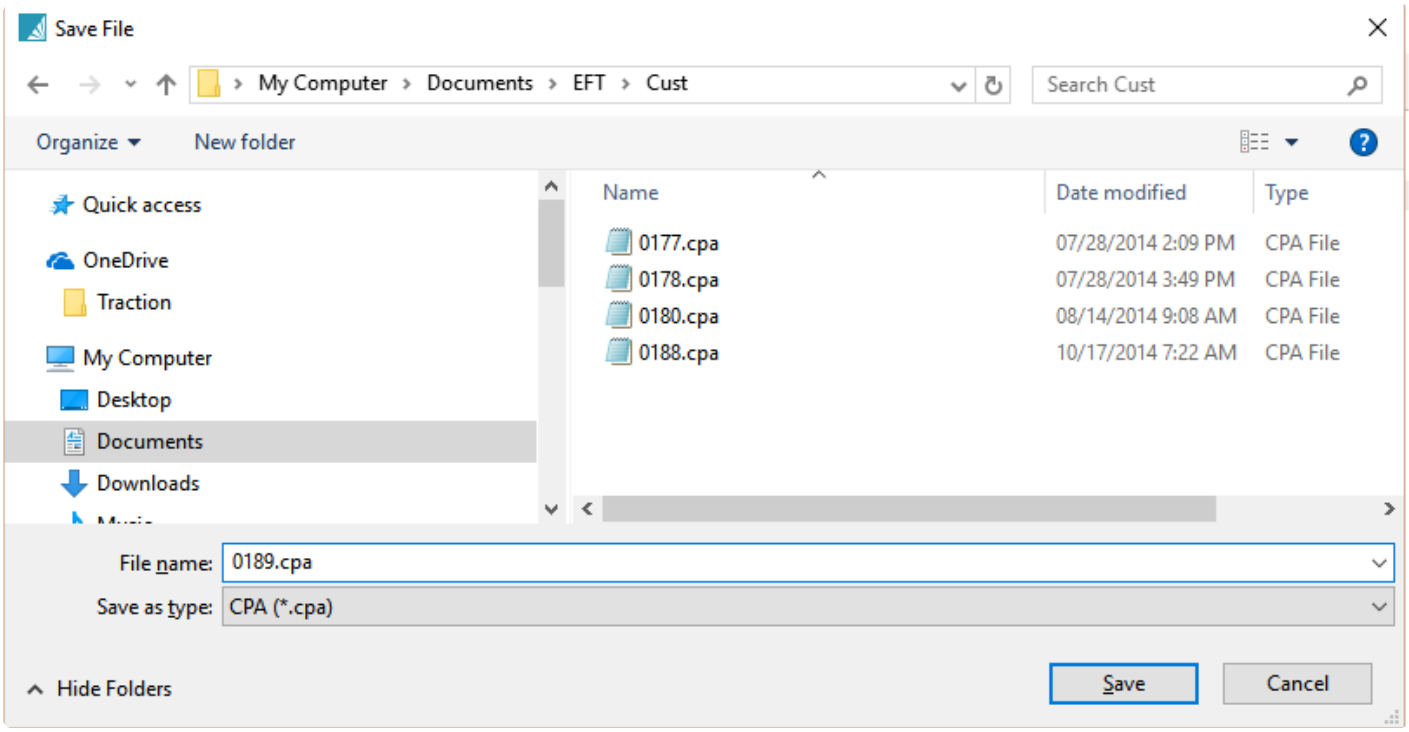


For EFT batch entry, most functionality is the same as for Cash and Check Receipt batches, except that the payment list is generated using the Load Receivables button instead of adding and editing checks manually. The Due By, Currency and Payment Terms fields are used as filters for customer invoice selection. After the payment list is generated, you can determine whether or not each invoice is paid by enabling the respective check box in the Pay column. The Pay Amount and early payment Discounts can be changed on this grid if desired. And values can be entered into the Payment # column cells if you wish to include any identifying information when paying the invoice by EFT.

When the batch is posted, it will prompt you to select the EFT Settings configuration from the bank account defined in Company Settings – Special Accounts, and the processing date that will be written to the EFT file.



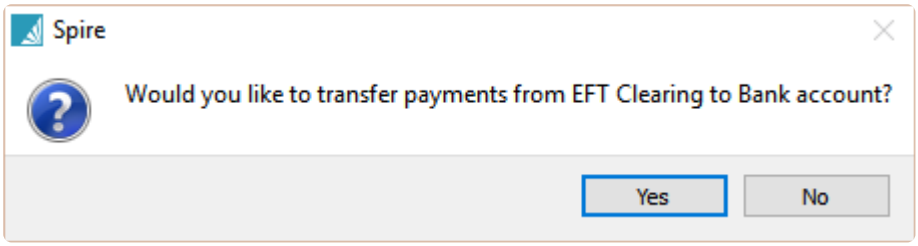
Then you will be asked for a location to save the generated file in the format specified on the bank account, so that it can be uploaded to the bank. The file name defaults from the bank EFT settings but it can be changed.



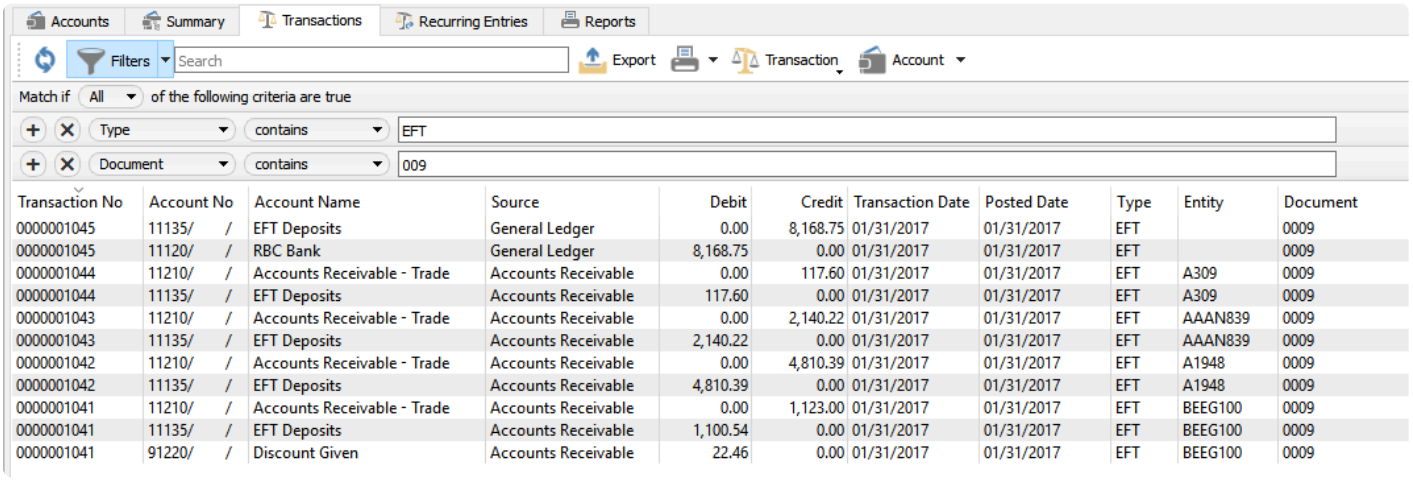
After the file is saved, you have the opportunity to email or print the payment receipt forms for the customers, and print the deposit report for your records.

Transfer amount from Clearing to Bank Account

After posting either batch type, GL transactions will have been posted for each customer payment, that credits the Accounts Receivable control account and debits a Clearing account (Cash Receipts or EFT Clearing) and Discount Given when applicable. You are asked if you want to transfer the complete deposit amount from the clearing account to the bank account, thereby posting another GL transaction that credits the Cash Receipt/EFT Clearing account and debits the bank account. If you do not choose to do this transfer now, perhaps because you want to wait until the money is in the bank, you will need to create and post a GL journal entry at a later time to transfer this balance.



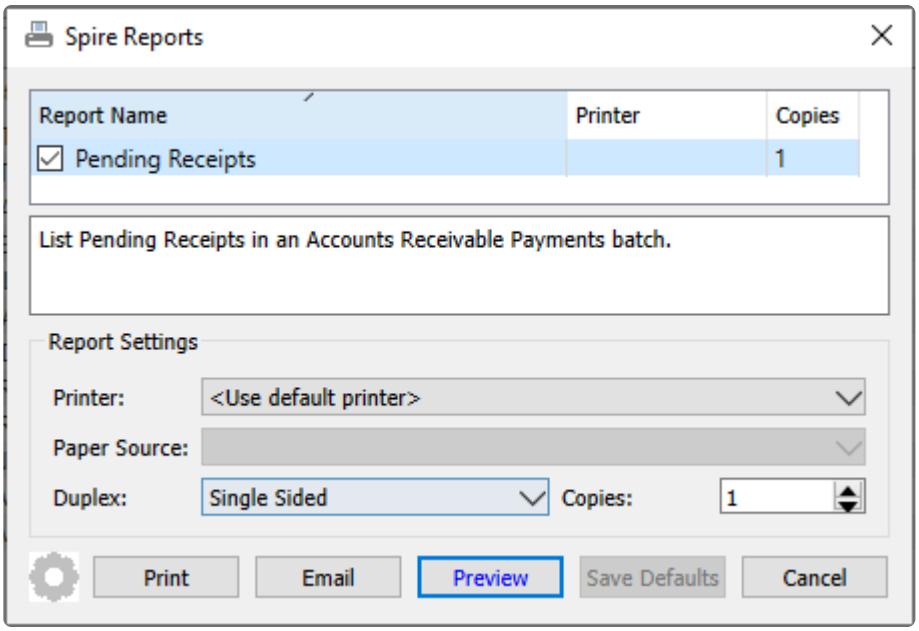
In GL transactions, the complete set of transactions will look like this, which shows the EFT file number in the Document column.



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

Reports

Batch Receivables reports can be printed either from the batch list or when editing a specific batch. Once a batch is posted and closed, it is no longer available to re-print these reports. Other reports can only be printed immediately after posting a batch and cannot be re-printed later.



Pending Receipts – Prints a list of invoices paid by each check or EFT remittance, separated by customer. This report can be printed prior to the batch being posted. If this report is printed from the Batch Receivables list screen, then you can select multiple batches to include in the report. If this report is printed when editing a specific batch, then only the contents of this batch is included in the report.

Universal Exports

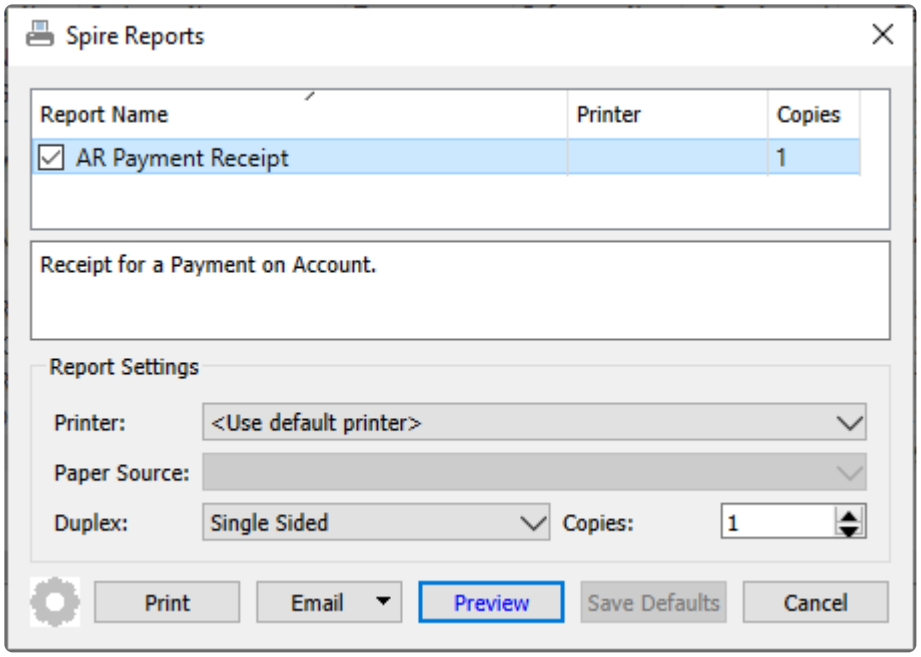
Pending Receipts

March 23, 2023 / 3:02 pm

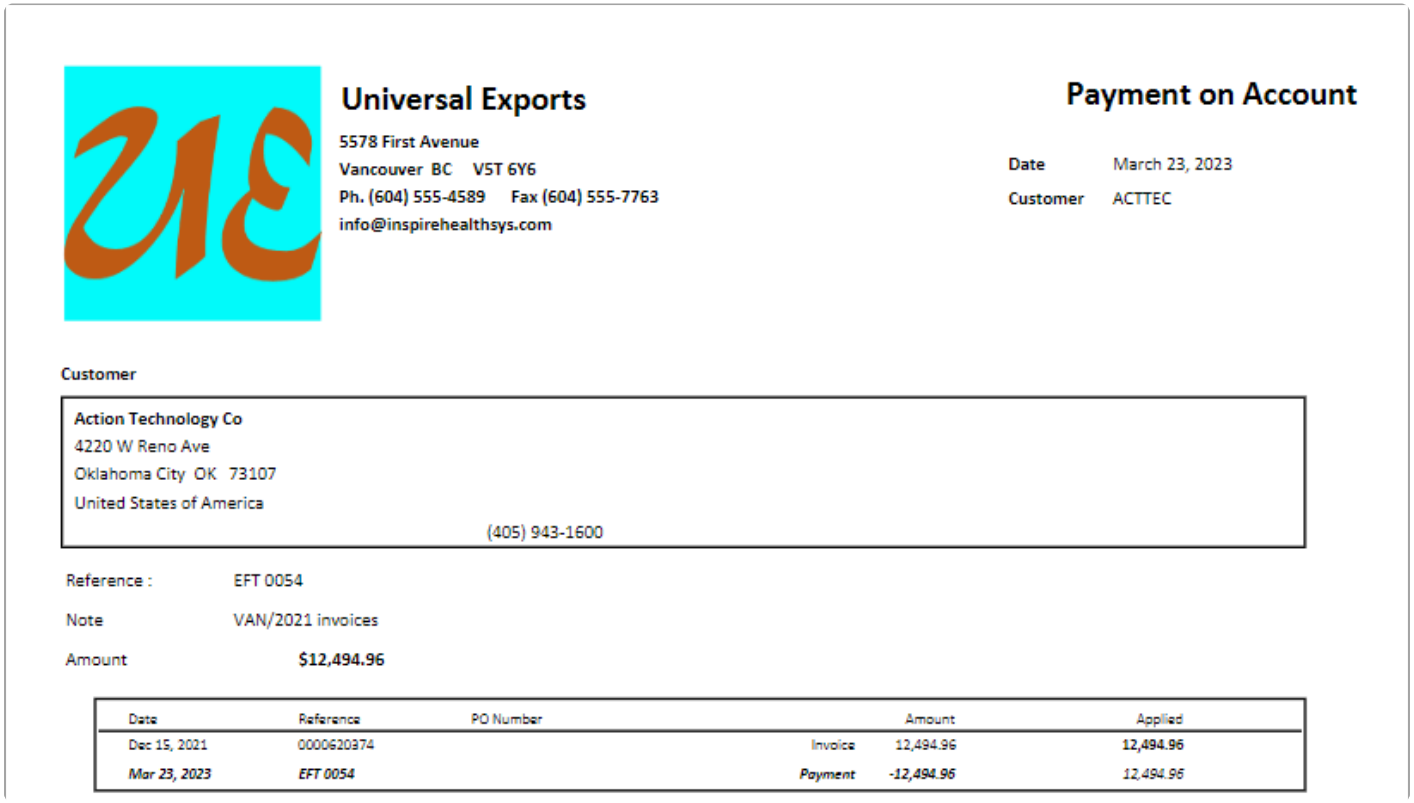
Customer Name		Invoice Date	Due Date	Owing Amount	Discount	Credit Limit Reference	Create / Edit	Payment
EFT Batch # 11	2021 Invoices					9	WF WF	
ACTTEC	Action Technology Co			12,494.96		No Credit		
		Dec 15, 2021	Dec 15, 2021	12,494.96 ☑	0.00 ☐	0000620374		12,494.96
				Action Technology Co				12,494.96
ANDENG	Anderson Engrg Cnslnts Inc			459.90		10,000		
		Nov 22, 2021	Dec 22, 2021	33.90 ☑	0.00 ☐	0000620346		33.90
				Anderson Engrg Cnslnts Inc				33.90
ANTREN	Anthony Rental & Sales			399.68		15,000		
		Nov 22, 2021	Dec 2, 2021	230.18 ☑	4.60 ☐	0000620342		230.18
				Anthony Rental & Sales				230.18
BLABAI	Blake Bailey			997.85		15,000		
		Dec 15, 2021	Dec 25, 2021	997.85 ☑	0.00 ☐	0000620371		997.85
				Blake Bailey				997.85
BURCOR	Burndy Corp			17,507.66		10,000		
		Nov 22, 2021	Dec 22, 2021	77.97 ☑	0.00 ☐	0000620351		77.97
		Nov 22, 2021	Dec 22, 2021	17,330.81 ☑	0.00 ☐	0000620361		17,330.81
				Burndy Corp				17,408.78

After posting

Whether you enter a deposit of customer checks, or generate a collection of EFT payments, these reports can be printed immediately after posting a batch.



AR Payment Receipt – Prints a receipt form for payment transactions that was previously posted, and the invoices paid. It is possible to re-print a receipt from the Accounts Receivables area for a customer.



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info@inspirehealthsys.com

Payment on Account

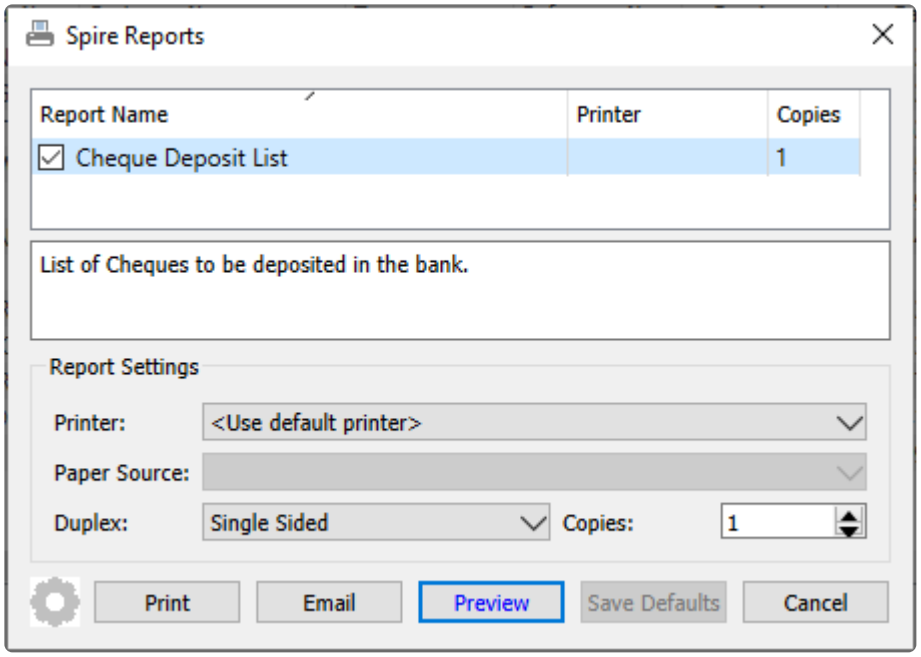
Date March 23, 2023
Customer ACTTEC

Customer

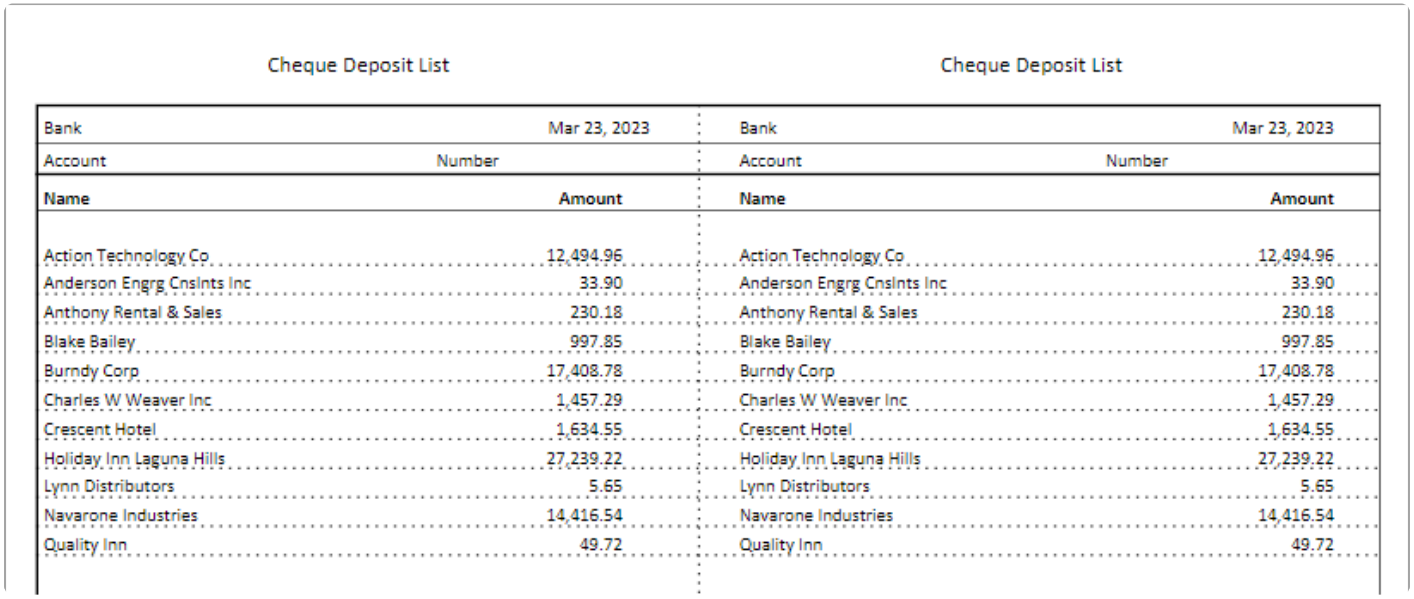
Action Technology Co
4220 W Reno Ave
Oklahoma City OK 73107
United States of America
(405) 943-1600

Reference : EFT 0054
Note VAN/2021 invoices
Amount $12,494.96

Date	Reference	PO Number		Amount	Applied
Dec 15, 2021	0000620374		Invoice	12,494.96	12,494.96
Mar 23, 2023	*EFT 0054*		*Payment*	*-12,494.96*	*12,494.96*



Cheque Deposit List – Prints a list of customers and their respective payment totals.



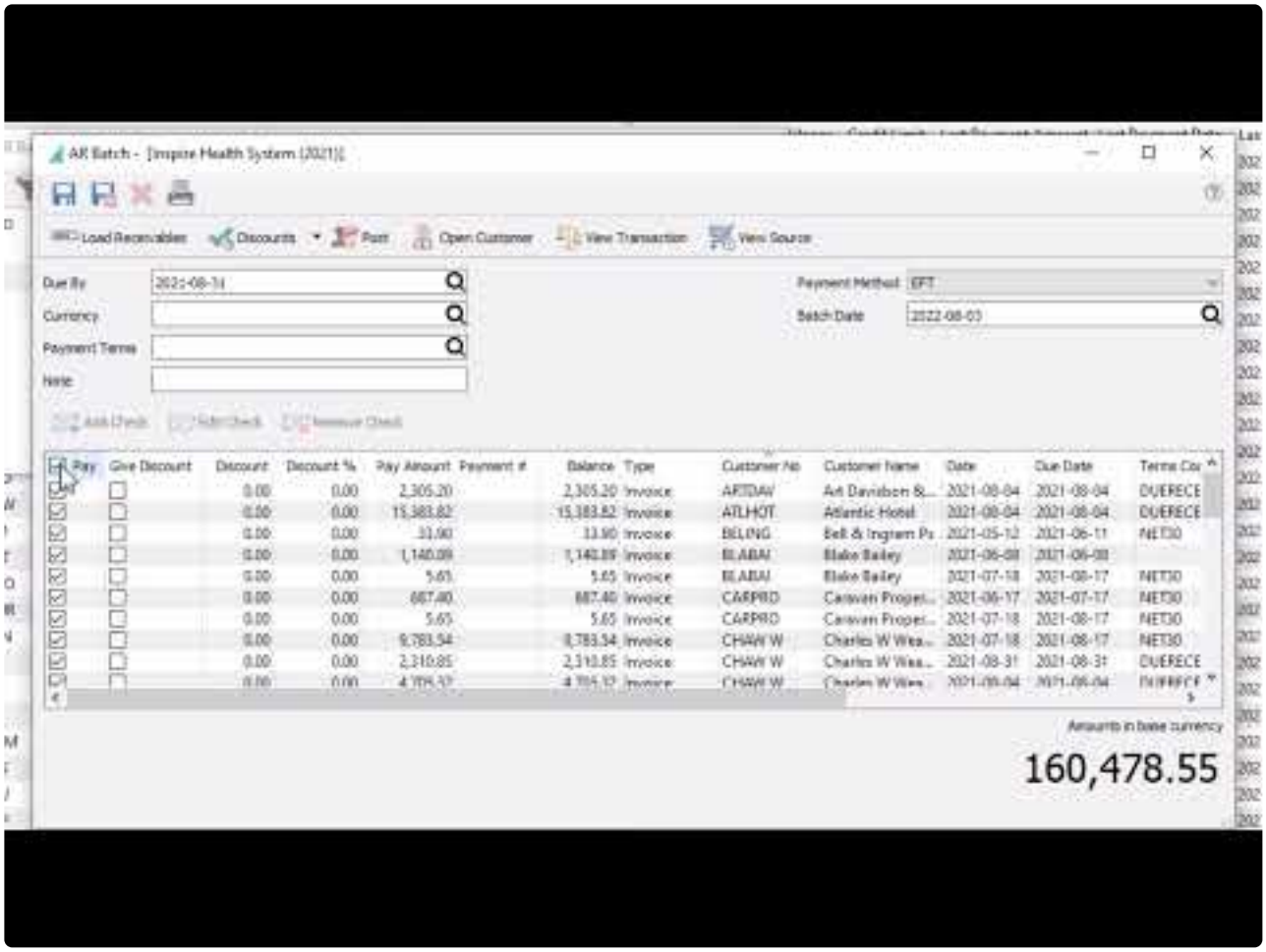
Cheque Deposit List

Bank	Mar 23, 2023
Account	Number
Name	**Amount**
Action Technology Co	12,494.96
Anderson Engrg Cnslnts Inc	33.90
Anthony Rental & Sales	230.18
Blake Bailey	997.85
Burndy Corp	17,408.78
Charles W Weaver Inc	1,457.29
Crescent Hotel	1,634.55
Holiday Inn Laguna Hills	27,239.22
Lynn Distributors	5.65
Navarone Industries	14,416.54
Quality Inn	49.72

Cheque Deposit List

Bank	Mar 23, 2023
Account	Number
Name	**Amount**
Action Technology Co	12,494.96
Anderson Engrg Cnslnts Inc	33.90
Anthony Rental & Sales	230.18
Blake Bailey	997.85
Burndy Corp	17,408.78
Charles W Weaver Inc	1,457.29
Crescent Hotel	1,634.55
Holiday Inn Laguna Hills	27,239.22
Lynn Distributors	5.65
Navarone Industries	14,416.54
Quality Inn	49.72

Video Instruction

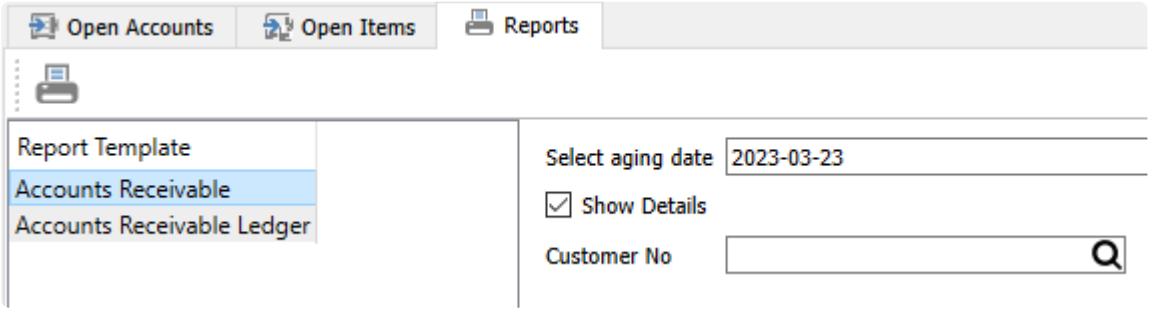


https://www.youtube.com/embed/glexNEpJKeE?rel=0

Reports

The Reports tab has a number of Transaction list template reports available to print. There are two Report Templates for Accounts Receivable and Accounts Receivable Ledger reports, each with their own set of reports and options.

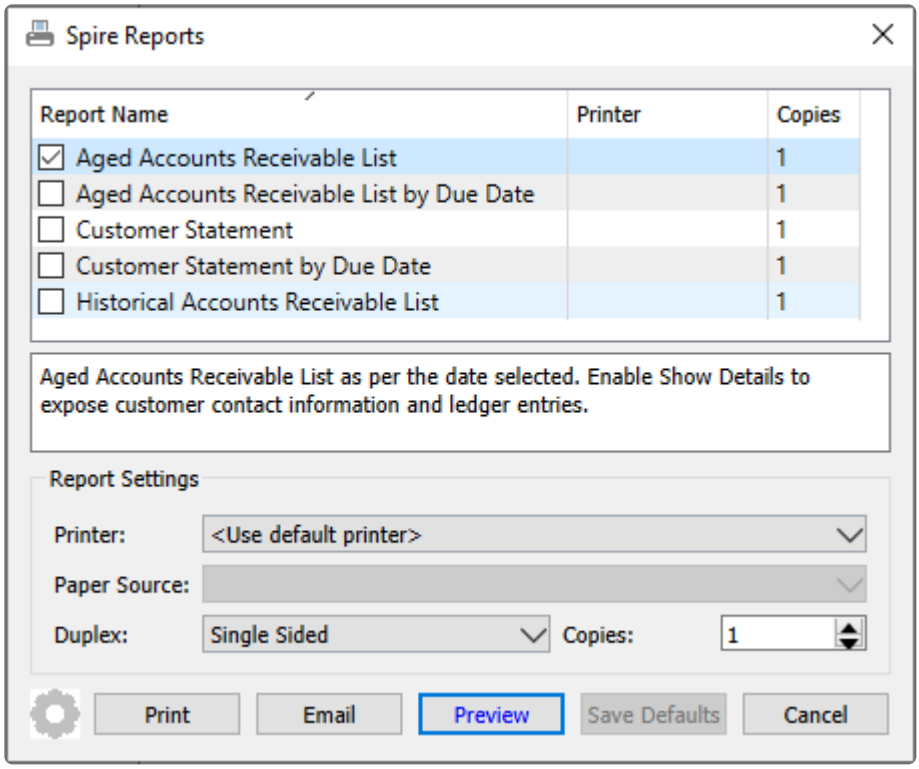
Accounts Receivable



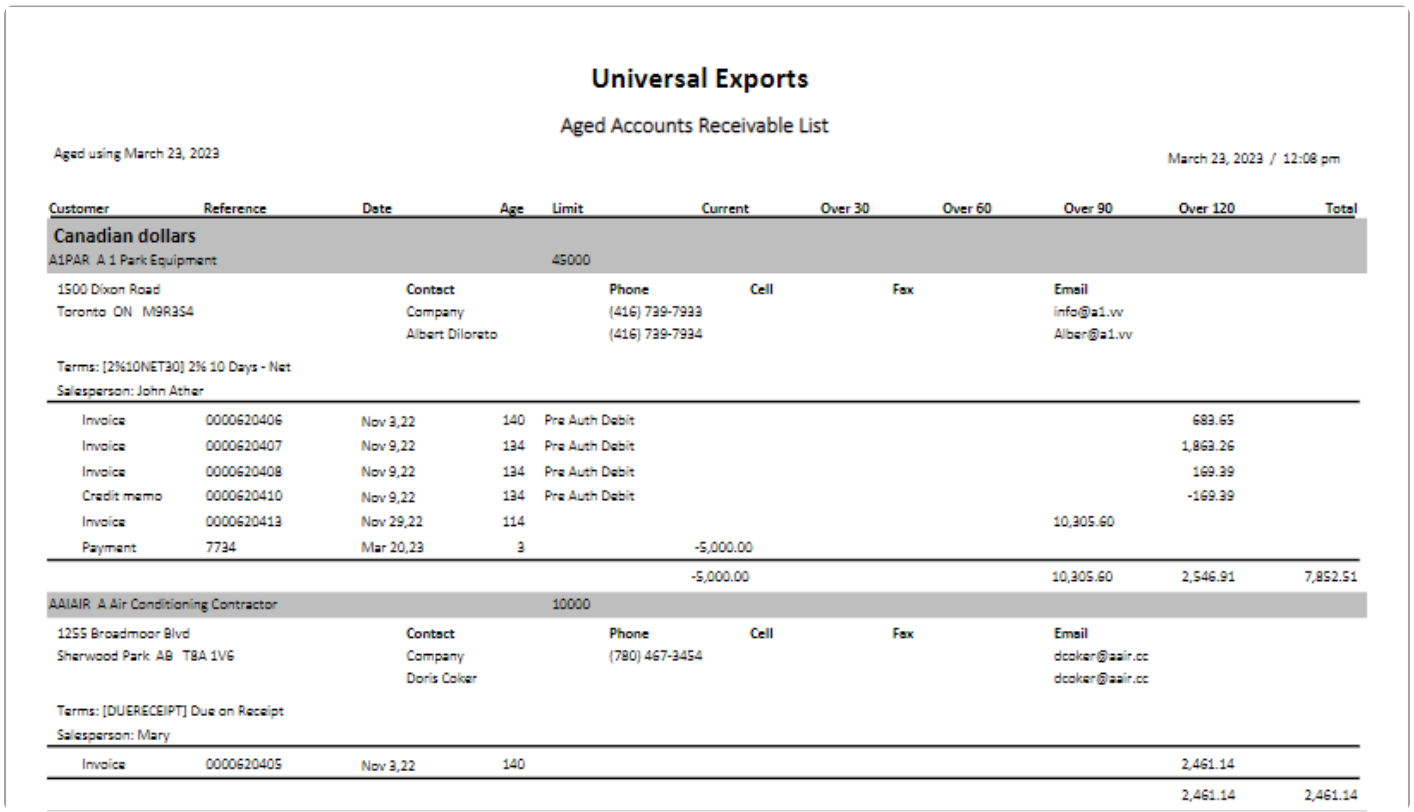
Select Aging Date – Choose a date to be used for determining how old each transaction is and which aging amount column will be accumulated by each transaction.

Show Details – Enable this option to print Contact information and a list of open transactions and their respective aged amount for each customer. Disable this option to print a single line for each customer and total amounts for each aging period.

Customer No – Either select a specific customer to print this report for, or leave this blank to print all customers with an accounts receivable balance outstanding.



Aged Accounts Receivable List – Prints a list of customers and their respective transaction totals in columns aged by transaction date, grouped by currency, calculated from open and historical transactions as of the report date. Transactions with a date after the aging date are excluded from the report. If Details are shown, contact info and individual transactions are also printed.



Universal Exports

Aged Accounts Receivable List

Aged using March 23, 2023 March 23, 2023 / 12:08 pm

Customer	Reference	Date	Age	Limit	Current	Over 30	Over 60	Over 90	Over 120	Total
Canadian dollars										
A1PAR A 1 Park Equipment				45000						
1500 Dixon Road Toronto ON M9R3S4		Contact Company Albert Dilorato		Phone (416) 739-7933 (416) 739-7934	Cell	Fax		Email info@a1.vv Albar@a1.vv		
Terms: [2%10NET30] 2% 10 Days - Net Salesperson: John Ather										
Invoice	0000620406	Nov 3,22	140	Pre Auth Debit					683.65	
Invoice	0000620407	Nov 9,22	134	Pre Auth Debit					1,863.26	
Invoice	0000620408	Nov 9,22	134	Pre Auth Debit					169.39	
Credit memo	0000620410	Nov 9,22	134	Pre Auth Debit					-169.39	
Invoice	0000620413	Nov 29,22	114					10,305.60		
Payment	7734	Mar 20,23	3		-5,000.00					
					-5,000.00			10,305.60	2,546.91	7,852.51
AAIAIR A Air Conditioning Contractor				10000						
1255 Broadmoor Blvd Sherwood Park AB T8A 1V6		Contact Company Doris Coker		Phone (780) 467-3454	Cell	Fax		Email dcoker@aair.cc dcoker@aair.cc		
Terms: [DUERECEIPT] Due on Receipt Salesperson: Mary										
Invoice	0000620405	Nov 3,22	140						2,461.14	
									2,461.14	2,461.14

Aged Accounts Receivable List by Due Date – Prints a list of customers and their respective transaction totals in columns aged by due date, grouped by currency, calculated from open and historical transactions as of the report date. Transactions with a due date after the aging date are excluded from the report. If Details are shown, contact info and individual transactions are also printed.

Universal Exports

Aged Accounts Receivable List by Due Date

Aged using March 23, 2023 March 23, 2023 / 12:08 pm

Customer	Reference	Date	Due	Age	Credit Limit	Current	Over 30	Over 60	Over 90	Over 120	Total
Canadian dollars											
A1PAR A 1 Park Equipment					45000						
1500 Dixon Road			**Contact**		**Phone**	**Cell**		**Fax**		**Email**	
Toronto ON M9R3S4			Company		(416) 739-7933					info@a1.vv	
			Albert Dilorato		(416) 739-7934					Albar@a1.vv	
Terms: [2%10NET30] 2% 10 Days - Net											
Salesperson: John Ather											
Invoice	0000620406	Nov 3,22	Nov 4,22	139	Pre Auth Debit					683.65	
Invoice	0000620407	Nov 9,22	Nov 10,22	133	Pre Auth Debit					1,863.26	
Invoice	0000620408	Nov 9,22	Nov 10,22	133	Pre Auth Debit					169.39	
Credit memo	0000620410	Nov 9,22	Nov 10,22	133	Pre Auth Debit					-169.39	
Invoice	0000620413	Nov 29,22	Dec 29,22	84				10,305.60			
Payment	7734	Mar 20,23	Mar 20,23	3		-5,000.00					
						-5,000.00		10,305.60		2,546.91	7,852.51
AAIAIR A Air Conditioning Contractor					10000						
1255 Broadmoor Blvd			**Contact**		**Phone**	**Cell**		**Fax**		**Email**	
Sherwood Park AB T8A 1V6			Company		(780) 467-3454					dcoker@aair.cc	
			Doris Coker							dcoker@aair.cc	
Terms: [DUERECEIPT] Due on Receipt											
Salesperson: Mary											
Invoice	0000620405	Nov 3,22	Nov 3,22	140						2,461.14	
										2,461.14	2,461.14

Customer Statement – Print or email a form for each selected customer, with a list of outstanding transactions, calculated from open and historical transactions as of the report date. Amount totals aged by transaction date are printed at the bottom. Transactions with a date after the aging date are excluded from the report.

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Statement

March 23, 2023

Page 1 of 1

A1PAR

A 1 Park Equipment
1500 Dixon Road
Toronto ON M9R3S4

Ph. (416) 739-7933
info@a1.vv

Date	Description	Reference	PO Number	Amount	Outstanding
Nov 3,2022	Invoice	0000620406		683.65	683.65
Nov 9,2022	Invoice	0000620407	A1-73367	1,863.26	1,863.26
Nov 9,2022	Invoice	0000620408		169.39	169.39
Nov 9,2022	Credit memo	0000620410		-169.39	-169.39
Nov 29,2022	Invoice	0000620413		10,305.60	10,305.60
Mar 20,2023	Payment	7734		-5,000.00	-5,000.00

Customer Statement by Due Date – Print or email a form for each selected customer, with a list of outstanding transactions, calculated from open and historical transactions as of the report date. Amount totals aged by due date are printed at the bottom. Transactions with a date after the aging date are excluded from the report.

Universal Exports
5578 First Avenue
Vancouver BC V5T 6Y6
Canada
Ph. (604) 555-4589 Fax (604) 555-7763
info@inspirehealthsys.com

Statement

March 23, 2023

Page 1 of 1

A1PAR

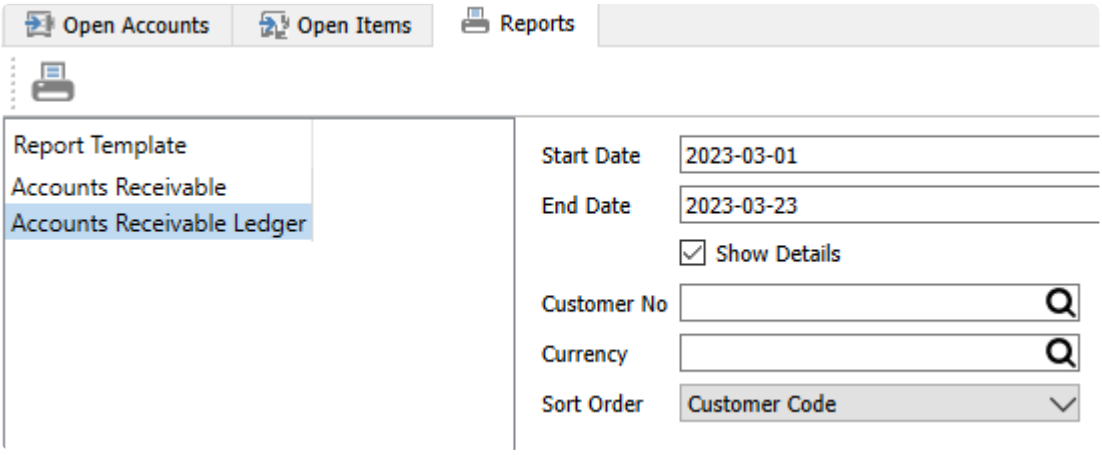
A 1 Park Equipment
1500 Dixon Road
Toronto ON M9R3S4

Ph. (416) 739-7933
info@a1.vv

Date	Due	Description	Reference	PO Number	Amount	Outstanding
Nov 3,2022	Nov 4, 2022	Invoice	0000620406		683.65	683.65
Nov 9,2022	Nov 10, 2022	Invoice	0000620407	A1-73367	1,863.26	1,863.26
Nov 9,2022	Nov 10, 2022	Invoice	0000620408		169.39	169.39
Nov 9,2022	Nov 10, 2022	Credit memo	0000620410		-169.39	-169.39
Nov 29,2022	Dec 29, 2022	Invoice	0000620413		10,305.60	10,305.60
Mar 20,2023	Mar 20, 2023	Payment	7734		-5,000.00	-5,000.00

Historical Accounts Receivable List – Prints a list of customers and their respective transaction totals in columns aged by transaction date, grouped by currency, calculated from open and historical transactions as of the report date. Transactions with a date after the aging date are excluded from the report, as are applications of payments to invoices performed after the report date. If Details are shown, contact info and individual transactions are also printed. Results will be the same as the Aged Accounts Receivable List report, if no transactions were backdated when posted.

Accounts Receivable Ledger



Start Date / End Date – Choose a date range to include transactions for the report.

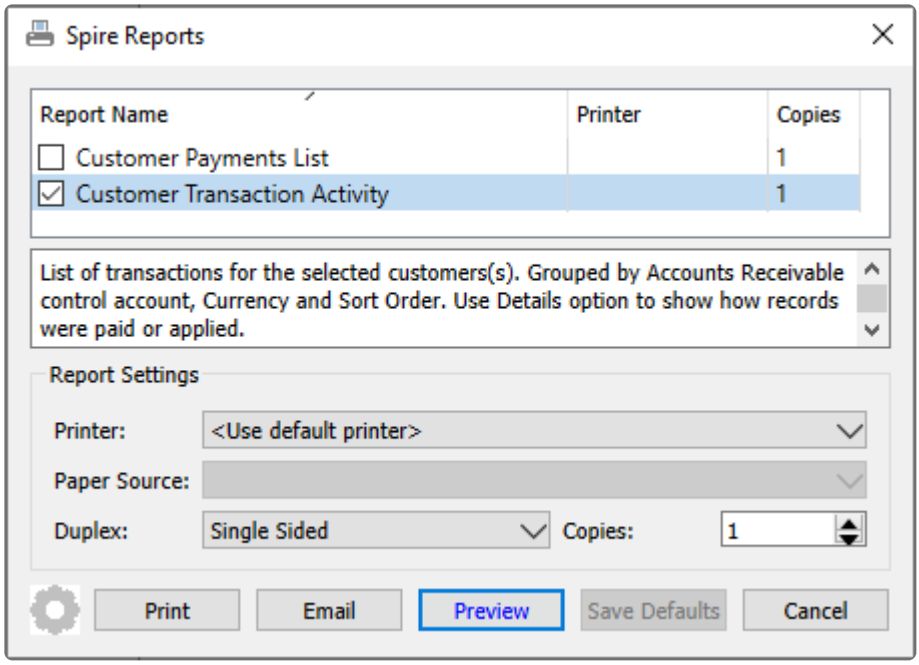
Show Details – Enable this option to print Contact information and a list of open transactions and their

respective amounts for each vendor. Disable this option to print a single line for each customer and total amounts.

Customer No – Either select a specific customer to print this report for, or leave this blank to print all customers with an accounts receivable balance outstanding.

Currency – Either select a specific currency to print this report for associated customers, or leave this blank to print all customers with an accounts receivable balance outstanding, grouped by currency.

Sort Order – Choose to print customers sorted by either Customer Code or Customer Name.



Customer Payments List – Prints a list of payments within the selected date range, sorted by date, and for the specified customer if one was chosen. If Details are shown, paid invoices are also printed with each payment.

Universal Exports

Customer Payments List

March 23, 2023 / 1:31 pm

Jan 1, 2023 to Mar 23, 2023

Customer					Reference	Transaction No	Pay Amount		Day Amount
Thursday, January 19, 2023									
CRAIND	Craft Industries					0020002611	3,646.51	Cash	☐
	Applied to	*Invoice*	*Dec 15, 21*	*3,646.51*	*0000620370*	*0020002345*	3,646.51		
January 19,2023									**3,646.51**
Friday, February 10, 2023									
SYSAUT	System Automation Software Inc				0000620434	0020002632	1,000.00		☐
QUAINN	Quality Inn					0020002630	113.00	Cash	☐
	Applied to	*Invoice*	*Feb 10, 23*	*113.00*		*0020002629*	113.00		
HADBRO	Haddad & Brooks Inc				8823	0020002625	4,000.00	Check	☐
HOLLAG	Holiday Inn Laguna Hills				1932	0020002626	900.00	Check	☐
	Applied to	*Invoice*	*Feb 11, 23*	*900.00*		*0020002627*	900.00		
							4,900.00		
February 10,2023									**6,013.00**

Customer Transaction Activity – Prints a list of transactions within the selected date range, grouped by customer and currency. If Details are shown, applied transactions are also printed.

Universal Exports

Customer Transaction Activity

Jan 1, 2023 to Mar 23, 2023

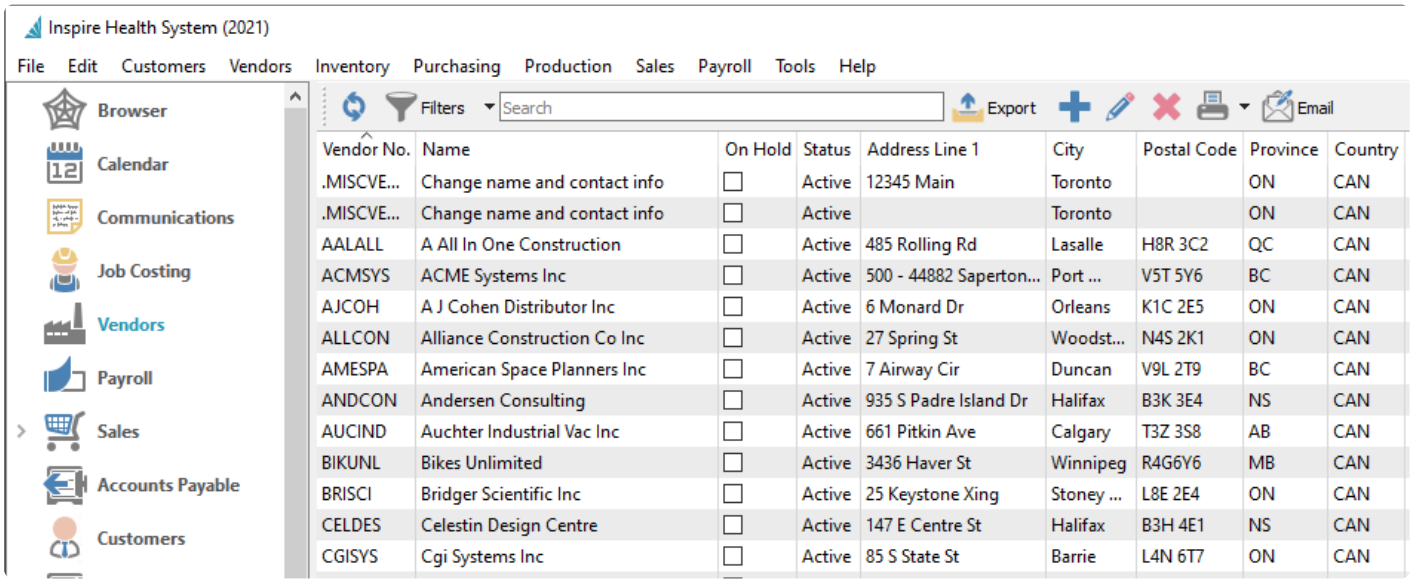
March 23, 2023 / 1:31 pm

Date	Reference	Transaction	Note		Amount	Payment	Balance
Applied to records						*Applied Amount*	
Canadian dollars							
A1PAR		**A 1 Park Equipment**					
Mar 20, 23	7734	0020002686	VAN/On account, not applied	Payment		5,000.00	-5,000.00
AMOPRO		**Amoco Production Co**					
Feb 15, 23	4572345	0020002643	VAN/	Payment		500.00	0.00
Feb 15, 23	*0000620437*			*Invoice*	*500.00*		
Feb 15, 23	0000620436	0020002645		Payment		1,000.00	0.00
Feb 15, 23	*0000620437*			*Invoice*	*956.35*		
Nov 10, 22	*0000620411*			*Invoice*	*43.65*		
Feb 15, 23	0000620437	0020002646		Invoice	1,456.35		0.00
Feb 15, 23	*4572345*		*VAN/*	*Payment*	*500.00*		
Feb 15, 23	*0000620436*			*Payment*	*956.35*		
CARPRO		**Caravan Properties Llc**					
Feb 27, 23	0000620439	0020002655		Invoice	1,641.76		1,641.76

Vendor

Vendor List

The vendor list shows all vendors by default but the user can set filters and layouts to customize the view as they require.

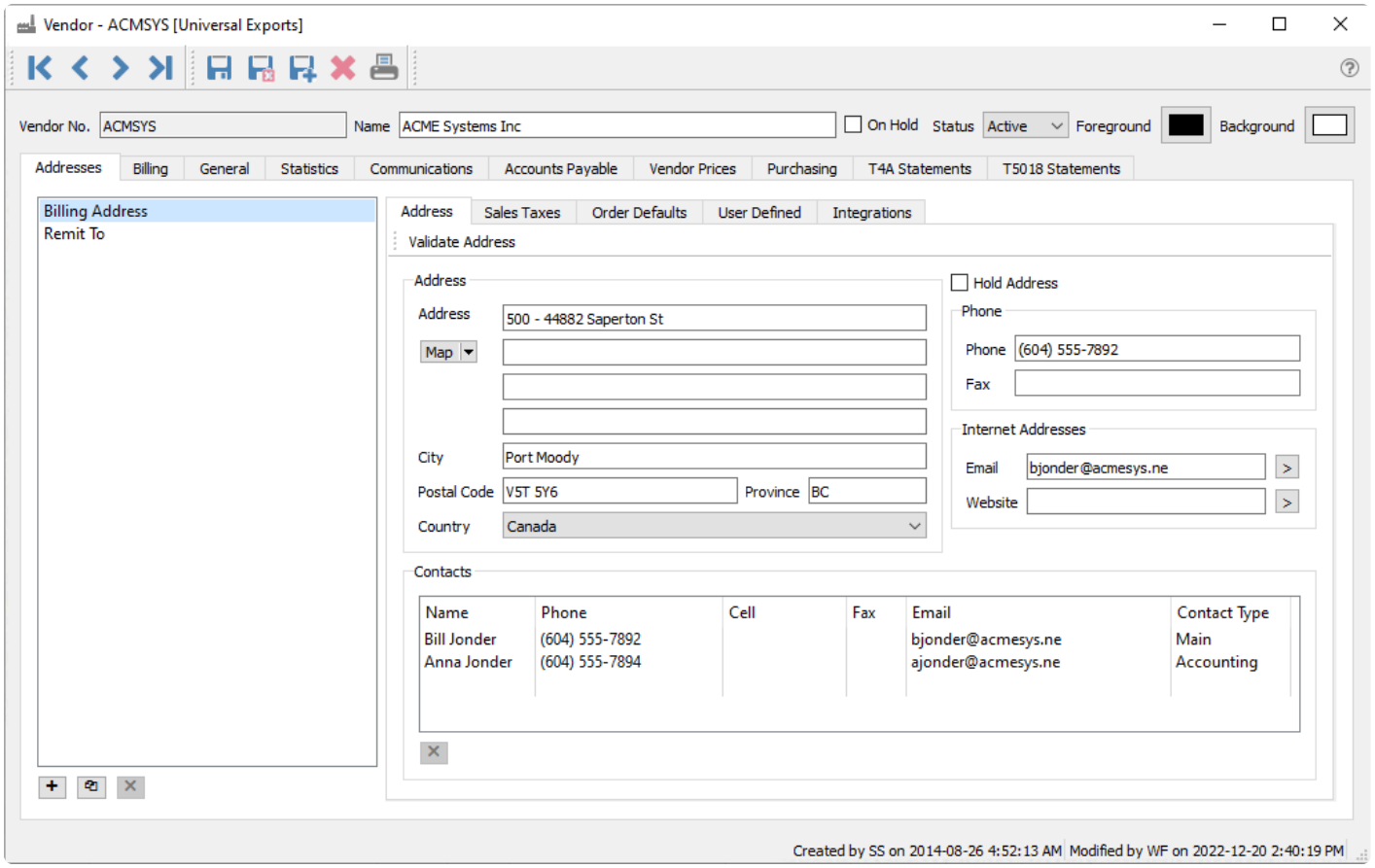


Vendor No.	Name	On Hold	Status	Address Line 1	City	Postal Code	Province	Country
.MISCVE...	Change name and contact info	☐	Active	12345 Main	Toronto		ON	CAN
.MISCVE...	Change name and contact info	☐	Active		Toronto		ON	CAN
AALALL	A All In One Construction	☐	Active	485 Rolling Rd	Lasalle	H8R 3C2	QC	CAN
ACMSYS	ACME Systems Inc	☐	Active	500 - 44882 Saperton...	Port ...	V5T 5Y6	BC	CAN
AJCOH	A J Cohen Distributor Inc	☐	Active	6 Monard Dr	Orleans	K1C 2E5	ON	CAN
ALLCON	Alliance Construction Co Inc	☐	Active	27 Spring St	Woodst...	N4S 2K1	ON	CAN
AMESPA	American Space Planners Inc	☐	Active	7 Airway Cir	Duncan	V9L 2T9	BC	CAN
ANDCON	Andersen Consulting	☐	Active	935 S Padre Island Dr	Halifax	B3K 3E4	NS	CAN
AUCIND	Auchter Industrial Vac Inc	☐	Active	661 Pitkin Ave	Calgary	T3Z 3S8	AB	CAN
BIKUNL	Bikes Unlimited	☐	Active	3436 Haver St	Winnipeg	R4G6Y6	MB	CAN
BRISCI	Bridger Scientific Inc	☐	Active	25 Keystone Xing	Stoney ...	L8E 2E4	ON	CAN
CELDES	Celestin Design Centre	☐	Active	147 E Centre St	Halifax	B3H 4E1	NS	CAN
CGISYS	Cgi Systems Inc	☐	Active	85 S State St	Barrie	L4N 6T7	ON	CAN

In addition to adding, editing or searching for vendors, you can select one or more vendors and create and send emails to them.

Add/Edit Vendor

To add a vendor, click the + (add) button. To edit an existing vendor, either double-click the vendor in the grid or highlight the vendor and click the edit toolbar button.



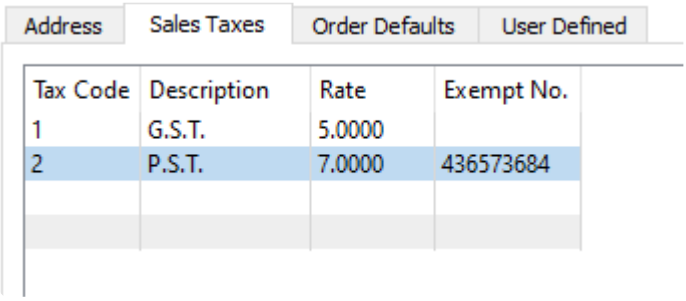
Vendor No – Select a unique code for this vendor, up to 20 characters. A standardized coding structure makes it easier to locate vendors.
Name – Enter the vendors legal name.
On Hold – Holds the vendor so no new purchase orders can be entered or issued. Accounts Payable transactions are still permitted.
Status – Possible choices are Active or Inactive. If historical transactions exist but you no longer do business with this vendor, mark the record as Inactive rather than deleting it, as Inactive vendors cannot have transactions posted to their account. They are also hidden from display and transactions selection unless the user has 'Show inactive Vendors' set on in User Settings/vendors.

Addresses

Validate Address – This button is used when your company integrates with a sales tax integration service such as Avalara. Clicking this will identify the address information for the purpose of determining the correct sales tax jurisdictions and rates.
Billing Address – The company billing address and contact information, linked to the selected billing or alternate address at the left. The email address entered here will be identified as the Billing Main address when selecting an email recipient.
Contacts – Add as many Contacts as you like. Contact Types are created in Company Settings/Company/ Contact Types. Separate Contact lists are maintained for each address.
Remit to – A specific alternate name and address used when printing checks. 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.

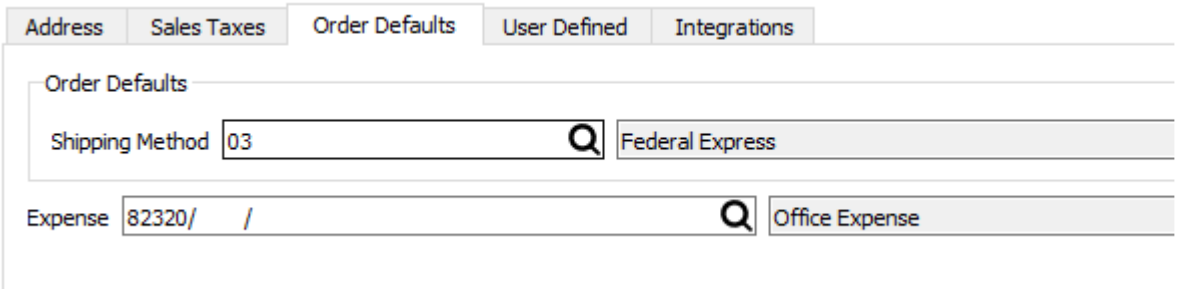
Sales Tax Tab



For each of the four tax codes, select as many applicable jurisdictions used for calculating tax on purchase orders and accounts payable invoices. Tax codes are configured from the Edit / Sales Taxes area. If a tax exempt number is required for any tax jurisdiction, it can be entered here.

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

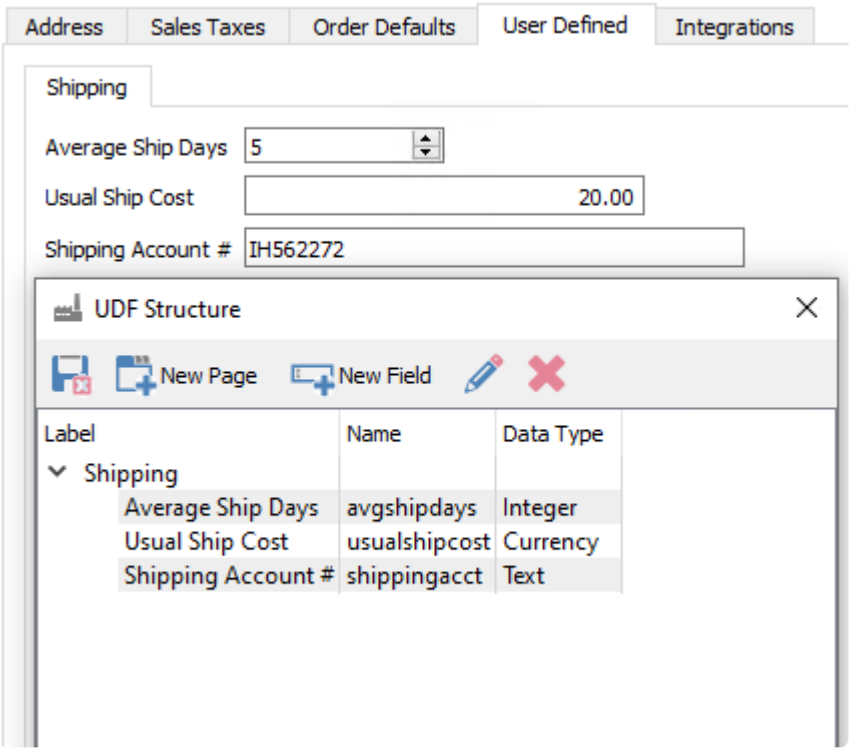
Order Defaults



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

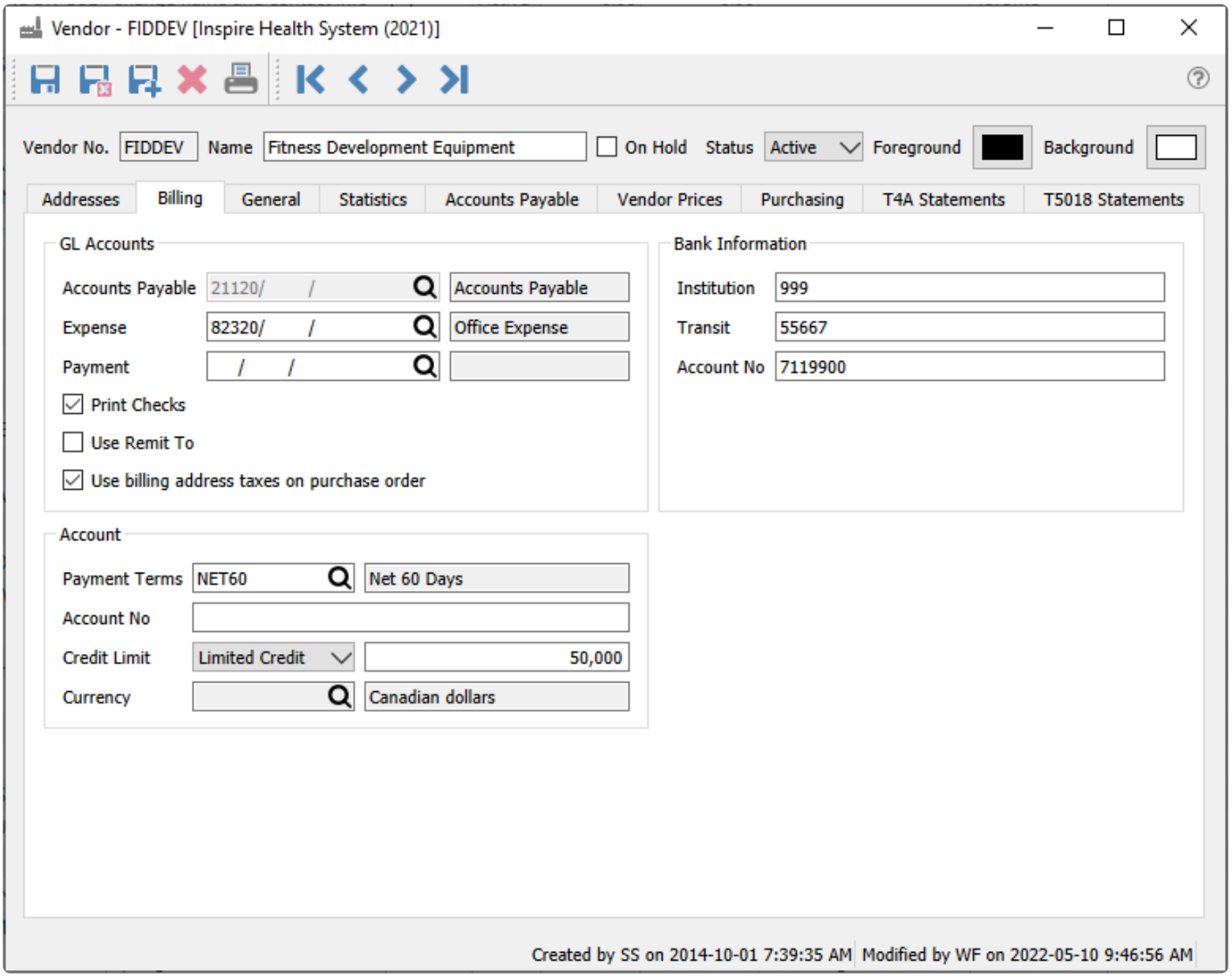
User Defined (UDF)

If you want to store information for the vendor and there is not defined location to enter it, fields of various data types can be added to track this extra information. This can also be added to customized reports and forms.



See User Defined Fields section for more info on setting up and using UDFs.

Billing



GL Accounts

Accounts Payable – The GL payables control account that will be used to post for this vendor. This field is not editable if any transactions have been posted.

Expense – The default expense account on Accounts Payable invoices for this vendor, which can be edited at time of entry. If this field is blank, the default expense account is the special Purchases account in Company Settings. This account is not used for purchase orders.

Payment – The GL account that will be used when paying this vendor, which can be edited at time of entry. If this field is blank, the default payment account is the special Bank account in Company Settings.

Print Checks – Enable if checks usually are printed for this vendor, which can be edited at time of entry. When a payment is issued in Accounts Payable, the next available check number will be presented. If this vendor is usually paid by another method then don't enable this setting.

Use Remit To – Enable if checks are printed to the Remit To name and address instead of the Billing company and address.

Use billing address taxes on purchase order – Enable for taxes on a PO to default from the vendor taxes. If not enabled then the taxes will default from the Ship To Customer / Address ID taxes if one is selected, otherwise taxes will default from the warehouse settings if the warehouse has an address, otherwise taxes will default from Company Settings and the Purchase Orders section.

Account

Payment Terms – The default payment terms for the vendor, which can be edited at time of entry.

Account No – The companies account number with this supplier.

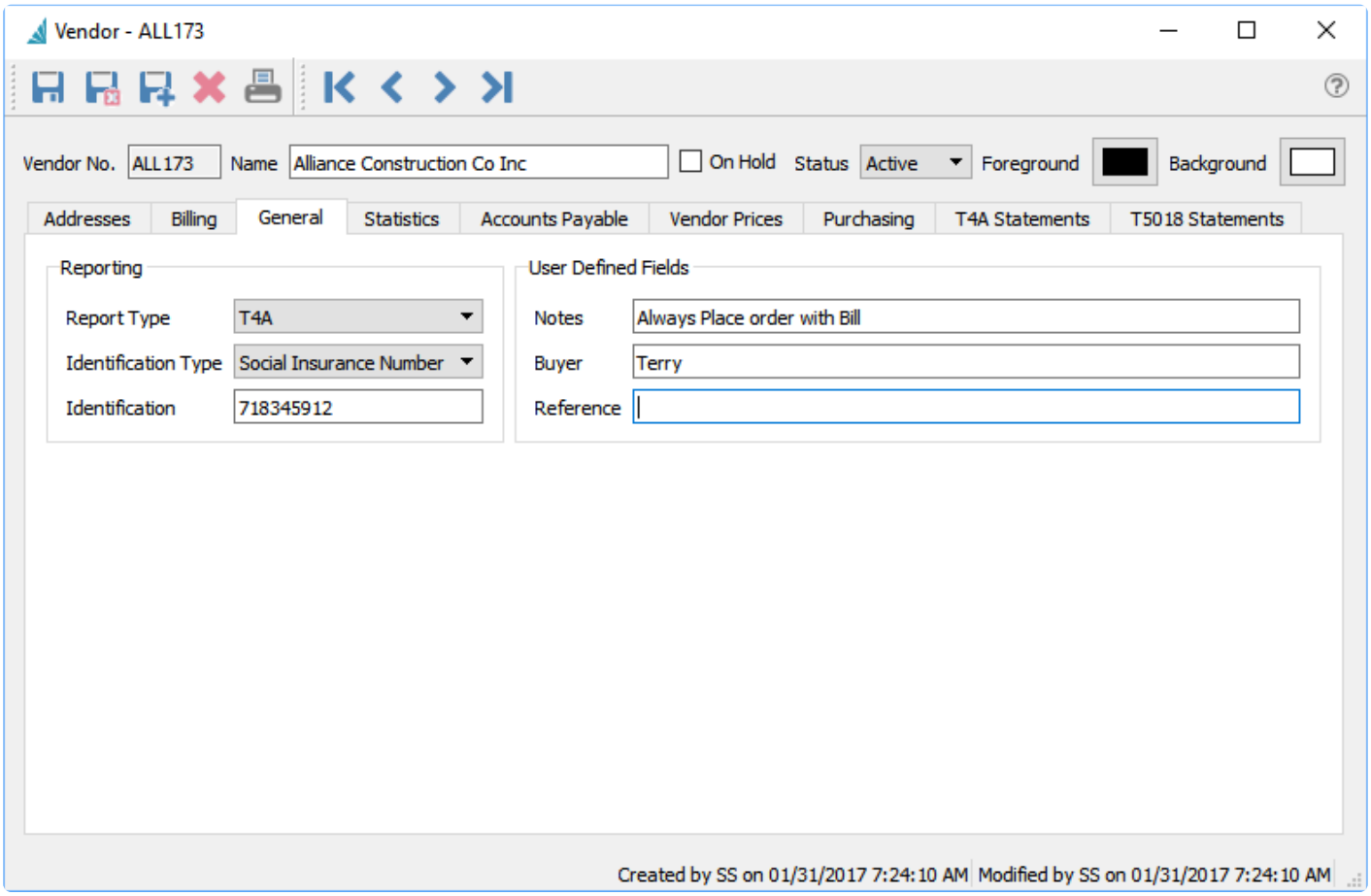
Credit Limit – Choose from No Credit, Unlimited Credit or Limited Credit. When Limited credit is selected, also enter the limit the vendor has given you.

Currency – What currency this vendor uses for purchases, bills and payments. Vendor that use the base currency do not require a value and this field can be left blank. Once posted to the currency cannot be changed.

Bank Information

The institution, transit and account number for the vendor for paying by EFT. This information is only visible to users who have the Manage Bank Information setting enabled in User Settings.
See this link for EFT payments.

General



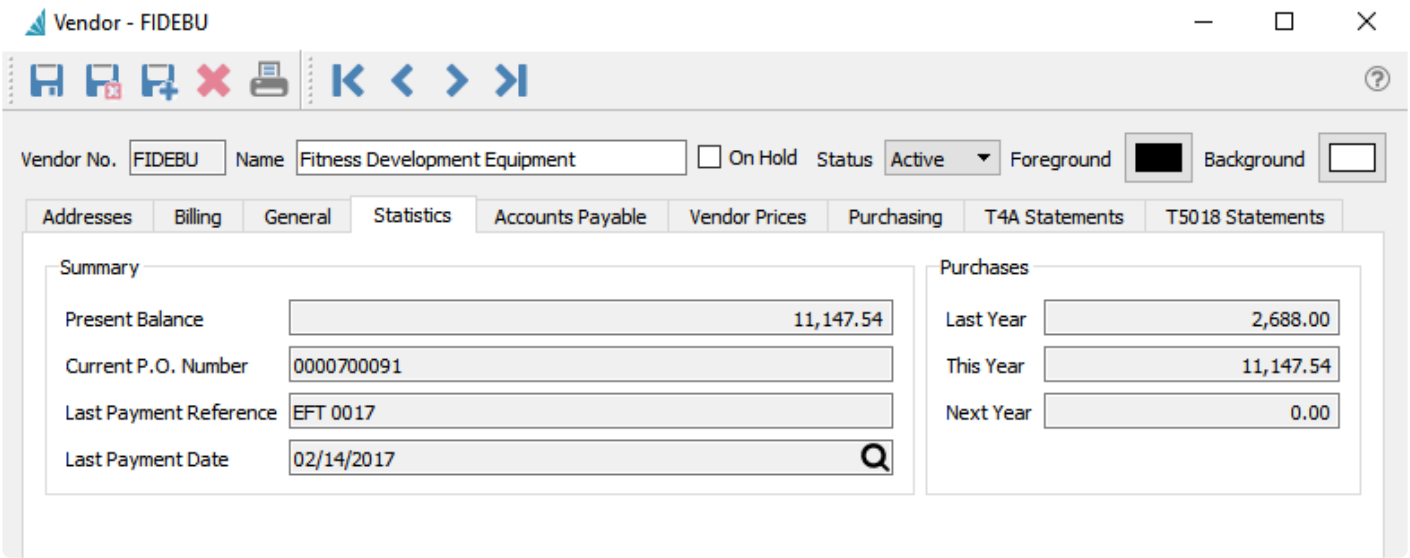
Reporting

Report Type – Select T4A if this vendor is to be issued a T4A (see T4A Section) or T5018 if the vendor is to receive a T5018 (see T5018 section). Select 1099 for US vendors that require this selection.
Identification Type – Choices are EIN Number or SSN Number for US vendors, or Business number or Social Insurance Number for Canadian vendors.
Identification – The vendor's business number or social insurance number

User Defined Fields

Notes – Text that will appear on the PO highlighted in yellow. Use this for an important note about the vendor.
Buyer – The company buyer that is in charge of purchases from this vendor.
Reference – A 50 character free field for info on the vendor, not used on any transactions.

Statistics



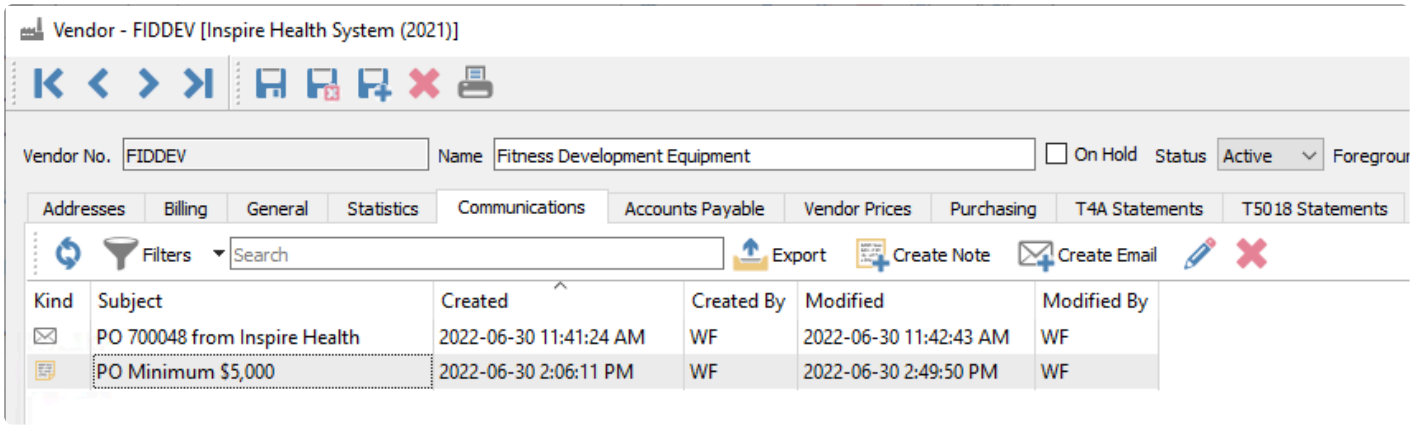
Summary

Present Balance – The total amount currently owed to the vendor, which excludes purchase orders not yet invoiced.
Current PO number – The last purchase order number issued to this vendor.
Last Payment Reference. – The last payment reference number (i.e.: Check number).
Last payment date – Date of the last payment to this vendor.

Purchases

Amount of purchases received last year, this year and next year. These values are also adjusted when Year End processing is performed.

Communications

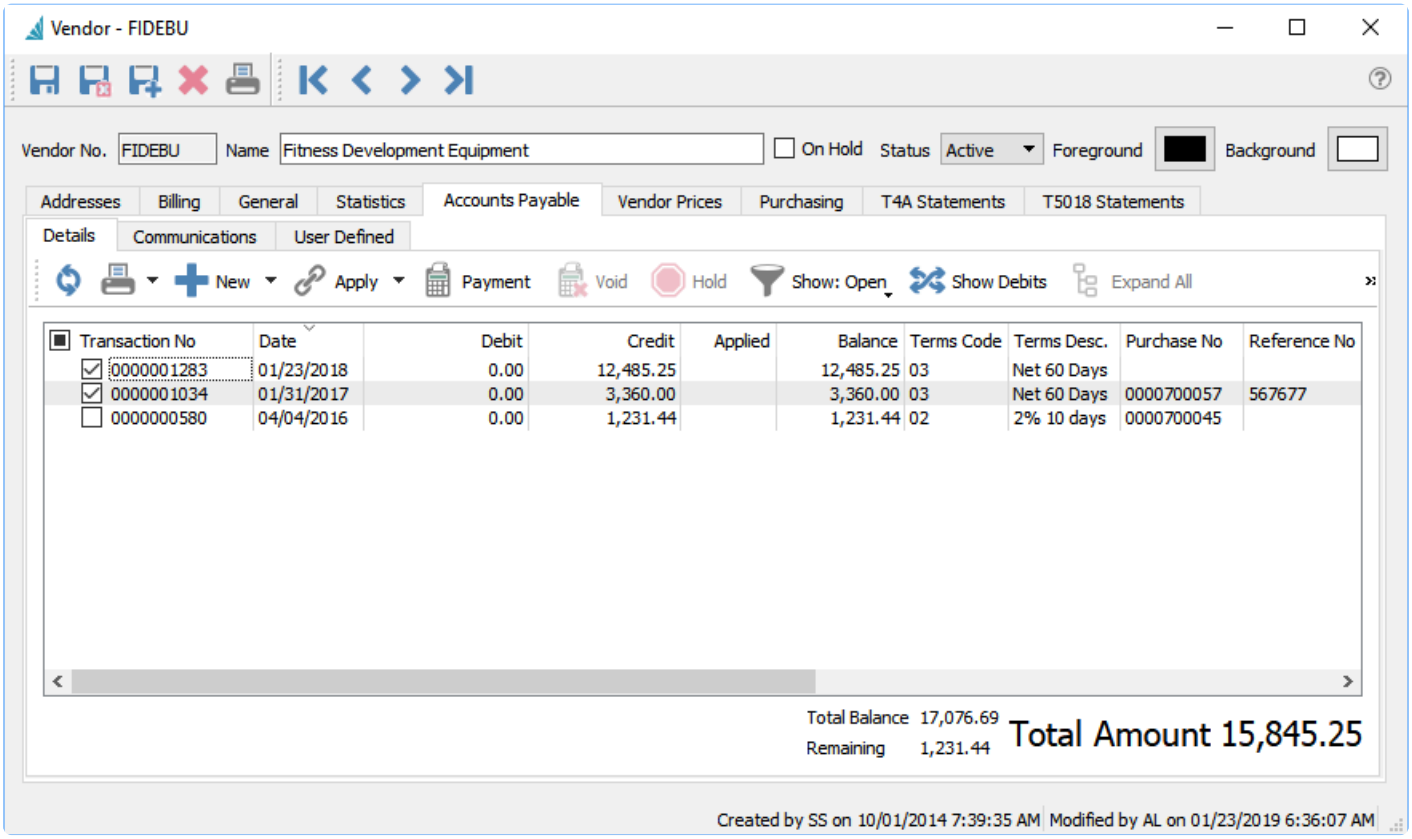


This tab shows all the communication notes for this vendor, and any emails created or sent to this vendor, such as for purchase orders. A communication or note can be added to a vendor for later follow-up using

the Create Note button. 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. Also, emails can be sent to any contacts of this vendor using the Create Email button. Files can be included as attachments when emailing, and it is possible to view and resend emails from here.

Read the Communications or Email manual topics for additional information.

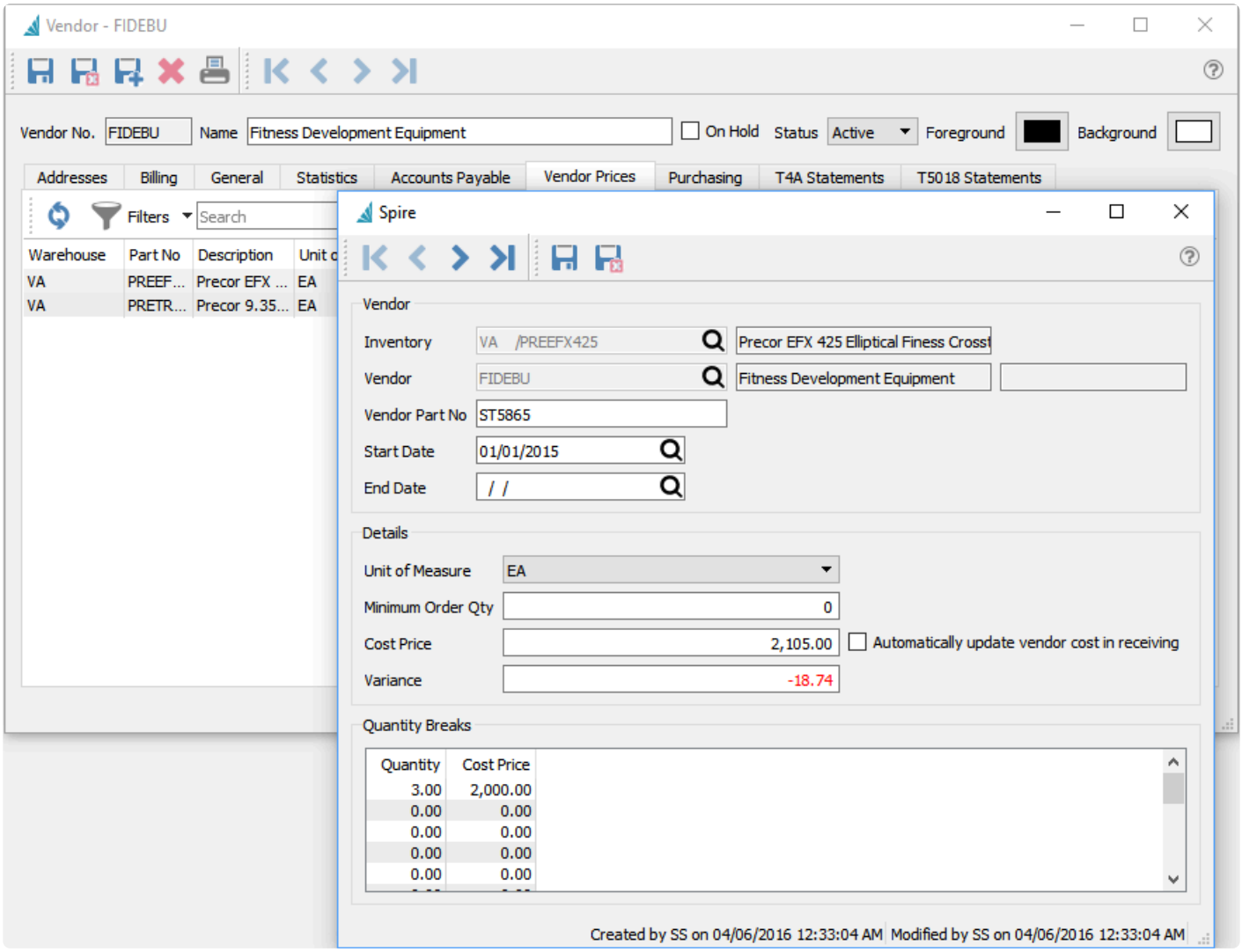
Accounts Payable



The Accounts Payable tab allows the user to create, view or modify AP transactions for this vendor just as if they were in the accounts payable module, and is available even if there are no open transactions so that historical transactions can be seen. See Accounts Payable section for more details

Vendor Prices

When you can purchase inventory items from a vendor for a different cost than what is set on the item record or have access to volume pricing discounts, these item costs are entered here.



Add – Adds a new item for vendor pricing.
Edit – Edits an item for vendor pricing.
Delete – Deletes an item for vendor pricing.
Export – Exports the list of items with vendor pricing to an Excel or CSV file.

Vendor

Inventory – The Inventory code for which the special costs are for.
Vendor – The Vendor code, which will display from the edited vendor and cannot be changed.
Vendor Part No – The part number from the vendor perspective, that can be printed on purchase orders.
Start Date – Date to start this vendor price. Note that overlapping date ranges for the same item cannot exist.
End Date – Date to end this vendor price. If both start and end dates are blank, this vendor price will be ignored.

Details

Unit of Measure – UOM for this vendor price, which must also be selected on the purchase order detail to

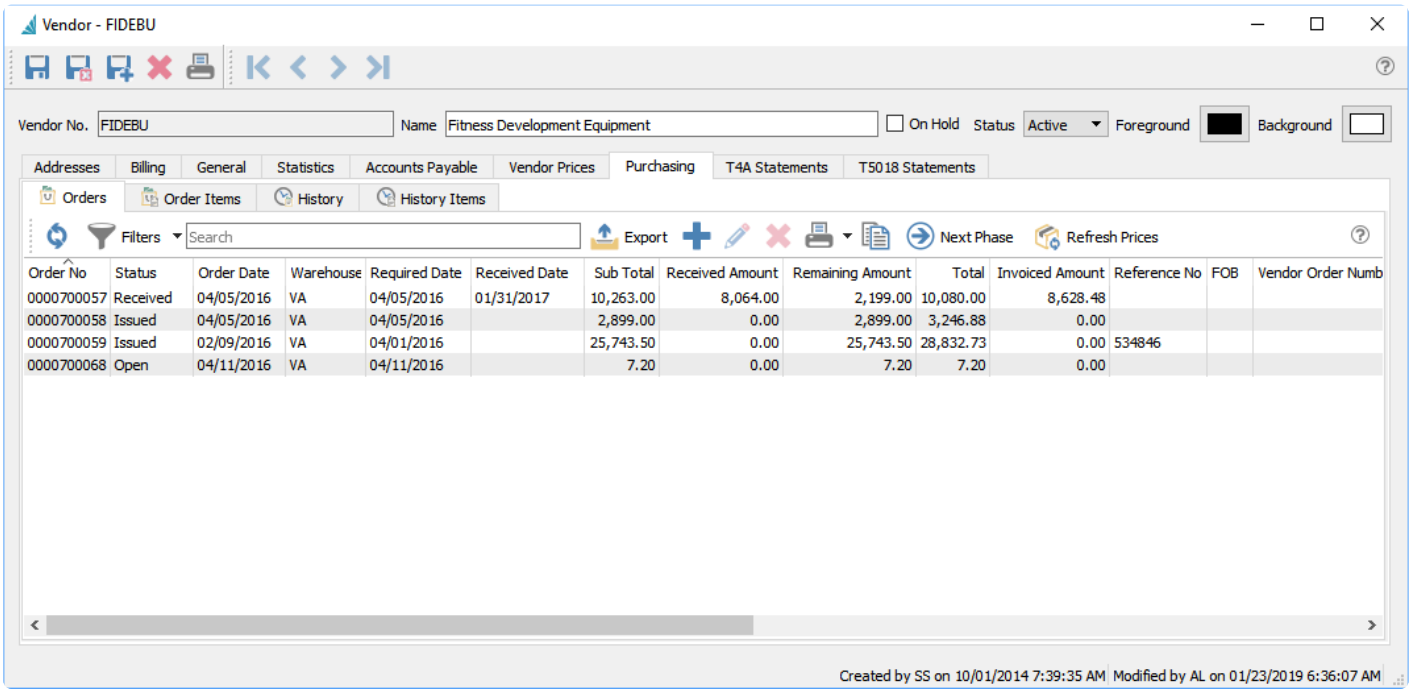
use this price. Generally it would be the same as the purchase UOM on the item.
Minimum Order Qty – Minimum quantity the vendor will allow this item to be purchased in. When the item is added to a purchase order with the matching unit of measure, this value will be used as the minimum and order quantities. If the PO order quantity is edited to be less than the minimum, a warning will appear when issuing the PO.
Cost Price – Vendor cost for this item in the specified unit of measure, which could be a vendor sale price or what they charge that is different from other vendors.
Variance – Percentage difference between this cost and the item current cost, with a lower vendor cost displaying as negative in red font.
Automatically update vendor cost in receiving – When the PO is received and the cost is different than this record, this vendor price record will be updated. The PO cost will update the main Cost Price, unless quantity breaks are used in which case the specific quantity cost price is updated.

Quantity Breaks

Multiple breaks in prices can be added for various quantities, so that when at least that quantity is ordered on a PO with a matching unit of measure, the respective cost price will automatically update the PO detail.

Purchasing

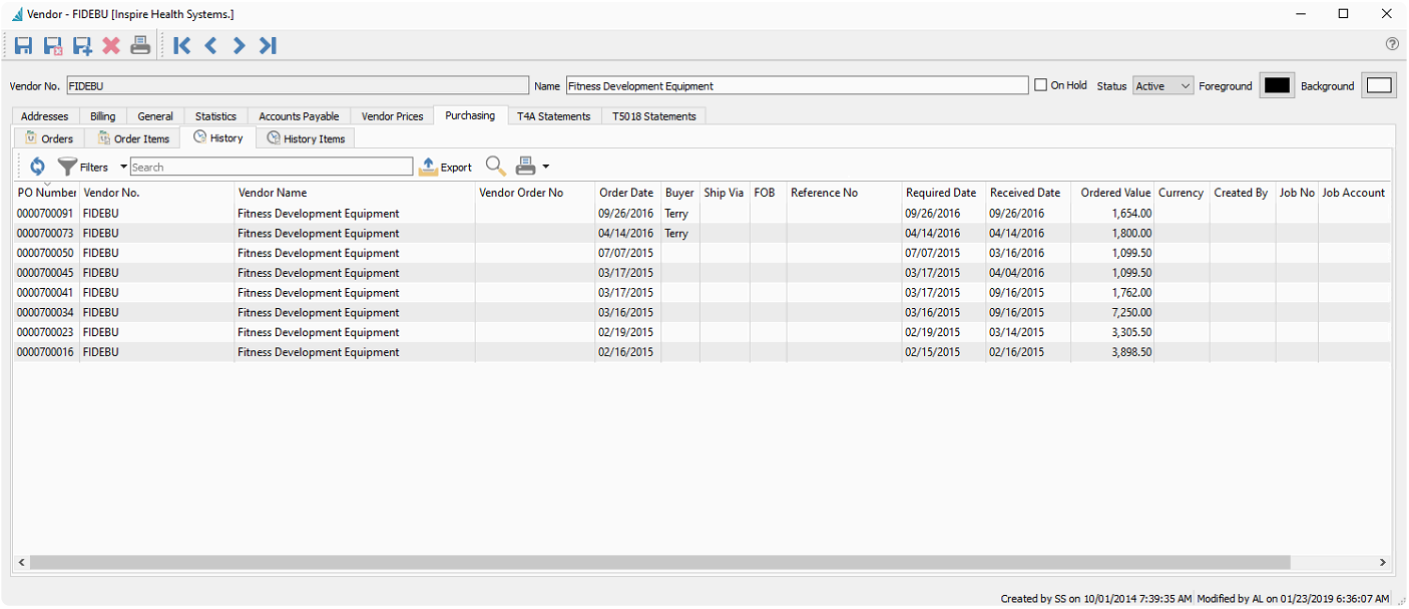
Purchase Orders can be added or edited for this vendor just like they can be in the Purchase Order Module. And Historical purchase orders for this vendor can be viewed just as they can be from the Purchase History module.



Orders – Displays the list of active Purchases and selected header information in the grid. See the Purchase Orders section for more information.
Order Items – Displays the list of individual Inventory items from active Purchases and selected detail

information in the grid.
History – Displays the list of historical Purchases and selected header information in the grid.
History Items – Displays the list of individual Inventory items from historical Purchases and selected detail information in the grid.

Purchase History



PO Number	Vendor No.	Vendor Name	Vendor Order No	Order Date	Buyer	Ship Via	FOB	Reference No	Required Date	Received Date	Ordered Value	Currency	Created By	Job No	Job Account
0000700091	FIDEBU	Fitness Development Equipment		09/26/2016	Terry				09/26/2016	09/26/2016	1,654.00				
0000700073	FIDEBU	Fitness Development Equipment		04/14/2016	Terry				04/14/2016	04/14/2016	1,800.00				
0000700050	FIDEBU	Fitness Development Equipment		07/07/2015					07/07/2015	03/16/2016	1,099.50				
0000700045	FIDEBU	Fitness Development Equipment		03/17/2015					03/17/2015	04/04/2016	1,099.50				
0000700041	FIDEBU	Fitness Development Equipment		03/17/2015					03/17/2015	09/16/2015	1,762.00				
0000700034	FIDEBU	Fitness Development Equipment		03/16/2015					03/16/2015	09/16/2015	7,250.00				
0000700023	FIDEBU	Fitness Development Equipment		02/19/2015					02/19/2015	03/14/2015	3,305.50				
0000700016	FIDEBU	Fitness Development Equipment		02/16/2015					02/15/2015	02/16/2015	3,898.50				

All closed purchase orders for this vendor are listed on 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 it to create a new PO, or credit it to process a return or refund.

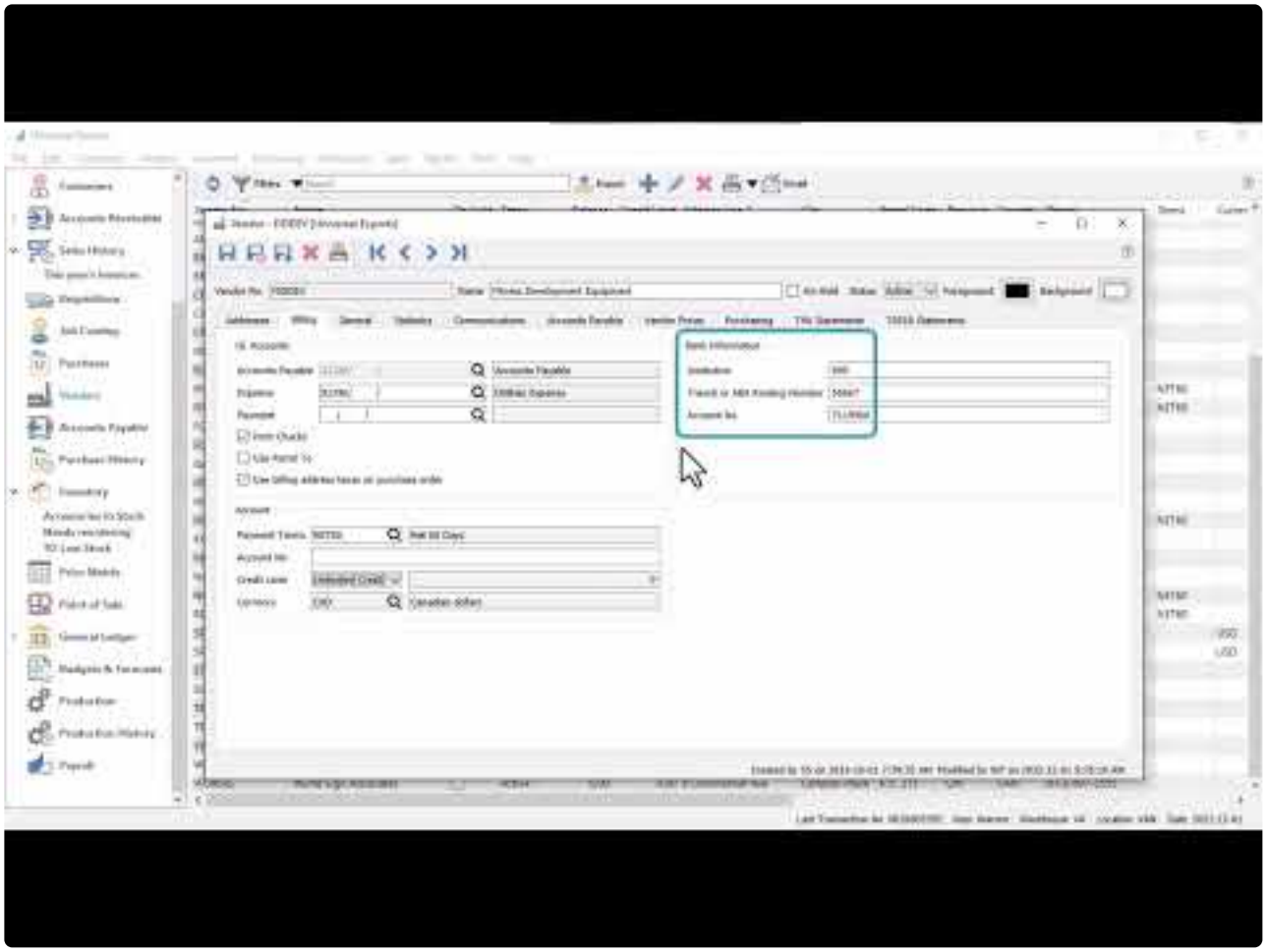
T4A Statements

Spire reports all vendor invoices less HST/GST in Box 48 (fee for services) of the T4A.

T5018 Statements

Spire reports all vendor invoices including HST/GST in Box 22 (Construction Subcontractors Payments) of the T5018.

Video Instruction



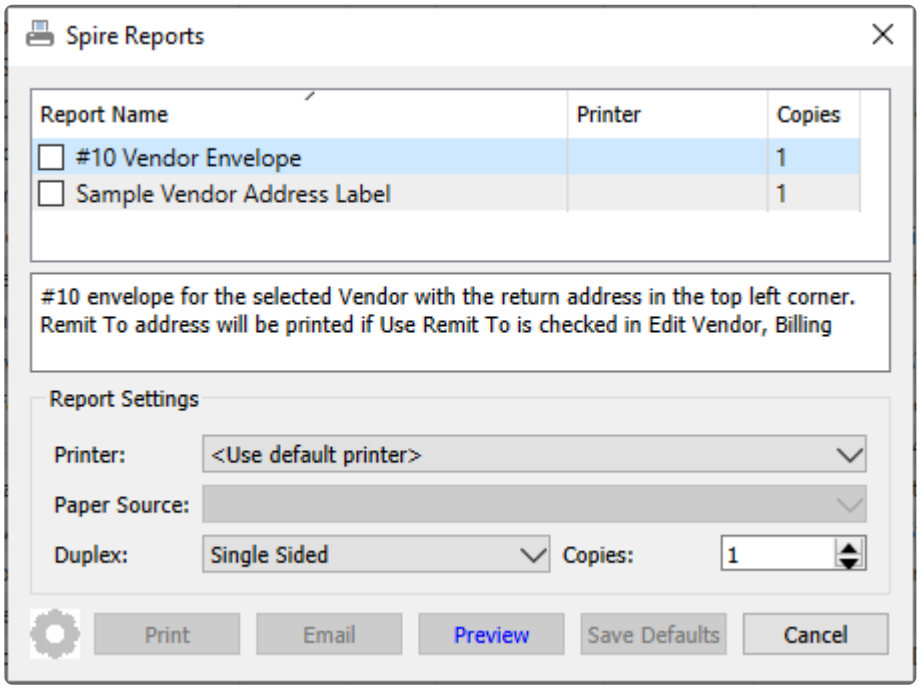
https://www.youtube.com/embed/kuzqTglUsjI?rel=0

Reports

From either the Vendors list or from various tabs when editing a vendor, there are many different reports you can print, including forms to send to vendors or informational lists.

Vendors

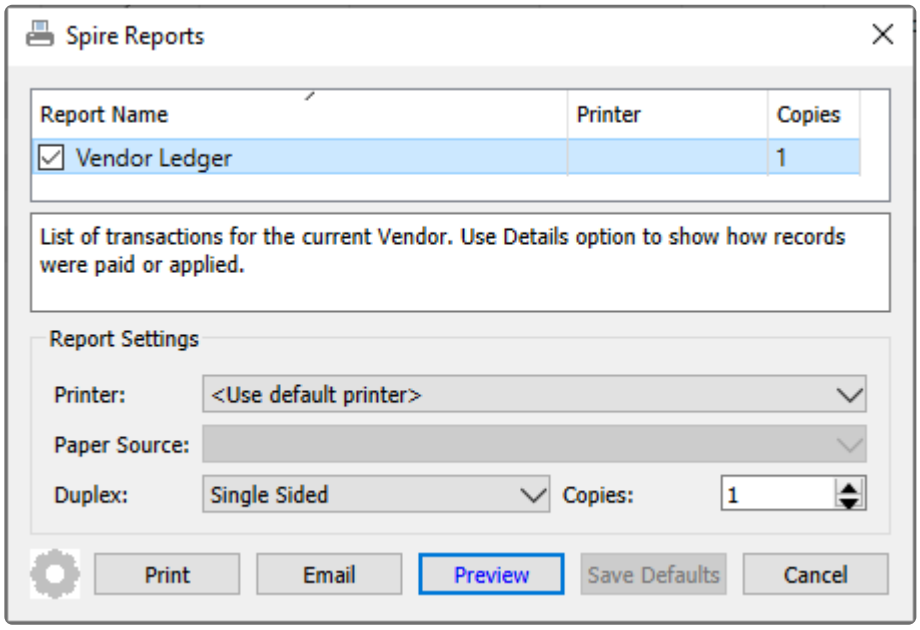
From the Vendors list screen and the reports toolbar button, you can select one or more vendors to print particular reports for the selection, or print the reports for all records. These same reports are available when editing a vendor and accessing the reports toolbar button at the top of the window.



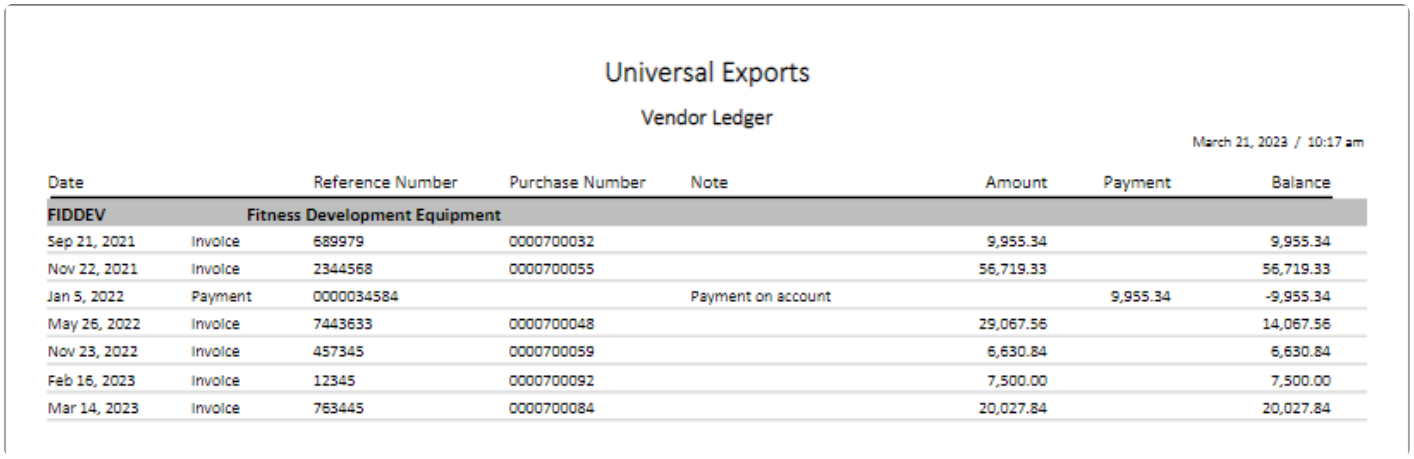
10 Vendor Envelope – Prints the vendor billing address on an envelope-sized page size. If you are editing a vendor and have a remit to address highlighted, this address will print instead of the billing address.

Sample Vendor Address Label – Prints the vendor and company address. As this is a sample, it is expected that this report will be used as a basis for a customized report with the appropriate information included and the desired label size selected.

Accounts Payable



Vendor Ledger – Prints the list of selected transactions for this vendor, including both the original and currently owing amounts.



Universal Exports

Vendor Ledger

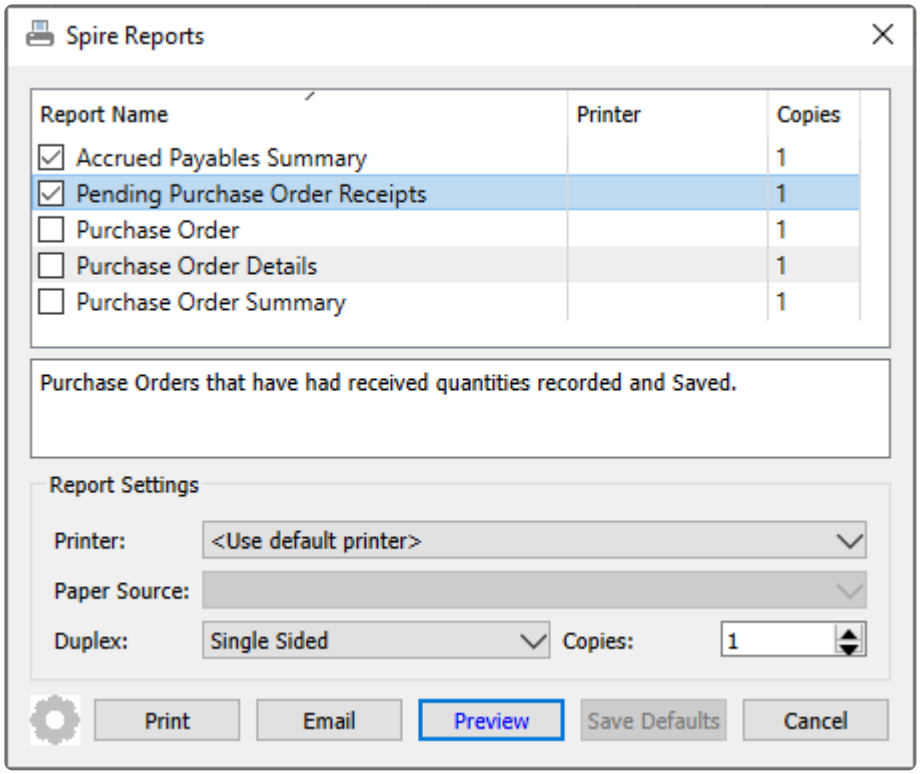
March 21, 2023 / 10:17 am

Date		Reference Number	Purchase Number	Note	Amount	Payment	Balance
FIDDEV	**Fitness Development Equipment**						
Sep 21, 2021	Invoice	689979	0000700032		9,955.34		9,955.34
Nov 22, 2021	Invoice	2344568	0000700055		56,719.33		56,719.33
Jan 5, 2022	Payment	0000034584		Payment on account		9,955.34	-9,955.34
May 26, 2022	Invoice	7443633	0000700048		29,067.56		14,067.56
Nov 23, 2022	Invoice	457345	0000700059		6,630.84		6,630.84
Feb 16, 2023	Invoice	12345	0000700092		7,500.00		7,500.00
Mar 14, 2023	Invoice	763445	0000700084		20,027.84		20,027.84

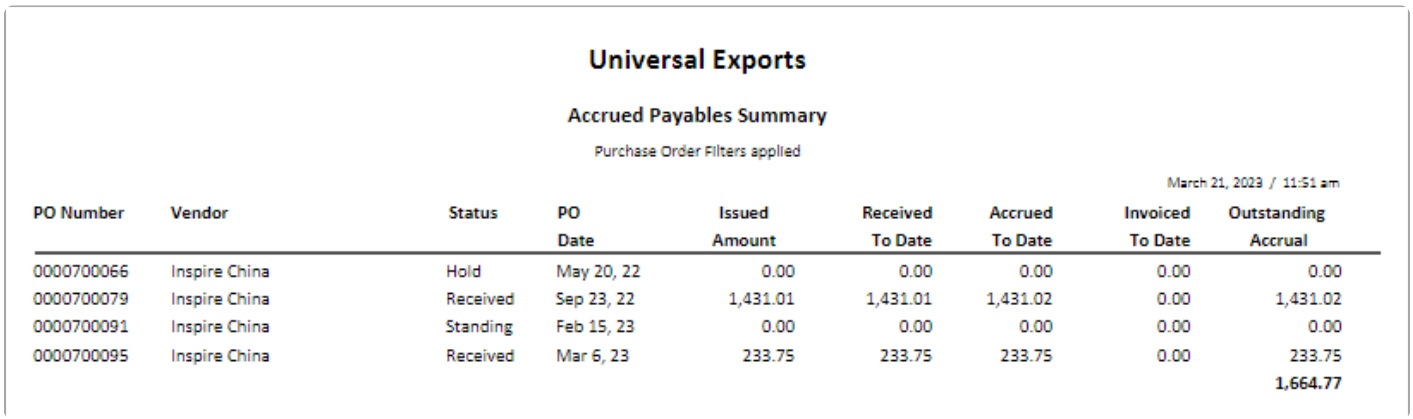
Purchasing

Orders

These reports are also available from the Purchases module, when accessing the reports toolbar button.



Accrued Payables Summary – Prints a list of open purchase orders for this vendor and their respective received, accrued and invoiced amounts. This displays which received purchases have not yet been fully invoiced.



Universal Exports

Accrued Payables Summary

Purchase Order Filters applied

March 21, 2023 / 11:51 am

PO Number	Vendor	Status	PO Date	Issued Amount	Received To Date	Accrued To Date	Invoiced To Date	Outstanding Accrual
0000700066	Inspire China	Hold	May 20, 22	0.00	0.00	0.00	0.00	0.00
0000700079	Inspire China	Received	Sep 23, 22	1,431.01	1,431.01	1,431.02	0.00	1,431.02
0000700091	Inspire China	Standing	Feb 15, 23	0.00	0.00	0.00	0.00	0.00
0000700095	Inspire China	Received	Mar 6, 23	233.75	233.75	233.75	0.00	233.75
								1,664.77

Pending Purchase Order Receipts – Prints a list of open purchase orders for this vendor that have inventory items with a Receive Qty value and have not yet had a receipt posted.

Universal Exports

Pending Purchase Order Receipts

March 21, 2023 / 11:52 am

PO # / Item	PO date	Required	Last Received	Vendor / UOM	Order Qty	To Date	Receive Qty	Cost	Extended	Sell Price	Location
0000700071	May 24,22	May 24, 22		FORFOO Forester Food Ingredients							
[VA]SLTCARM Salted Caramel				GM	1,802	0	**1,000**	0.85	850.00	1.06	Prep Kitchen 2

Purchase Order – Generates the purchase order form for each selected record that can be printed or

emailed to the vendor.

Purchase Order Details – Prints a list of open purchase orders for this vendor, with all inventory item and other details and their respective quantities and amounts ordered, received and remaining.

Universal Exports

Purchase Order Details

All Purchase Orders

March 21, 2023 / 11:54 am

PO Number	Vendor		Status	PO Date	Required Date	Quantity Ordered	Quantity Received	Quantity Remaining	Ordered Amount	Received Amount	Remaining Amount
0000700066	Inspire China		Hold	May 20, 22	Jan 12, 22				0.00	0.00	1,544.11
	VA	INSWP10	InSpire Weight Plate 10			10	0	10	EA	0.00	107.85
	VA	INSDB20	InSpire Dumbbell 20			50	0	50	EA	0.00	1,358.95
	VA	INSKB10	InSpire Kettlebell 10			1	0	1	EA	0.00	13.75
	VA	INSWP40	InSpire Weight Plate 40			2	0	2	EA	0.00	63.56
0000700079	Inspire China		Received	Sep 23, 22	Sep 23, 22				0.00	1,431.02	0.00
	VA	INSKB10	InSpire Kettlebell 10			1	1		EA	13.00	0.00
	VA	INSKB20	InSpire Kettlebell 20			5	5		EA	135.00	0.00
	VA	INSDB20	InSpire Dumbbell 20			31	31		EA	837.00	0.00
	VA	INSDB25	InSpire Dumbbell 25			3	3		EA	105.51	0.00
	VA	INSDB35	InSpire Dumbbell 35			1	1		EA	49.78	0.00
	VA	INSDB40	InSpire Dumbbell 40			3	3		EA	165.96	0.00
	VA	INSDB45	InSpire Dumbbell 45			2	2		EA	124.76	0.00
0000700091	Inspire China		Standing	Feb 15, 23	Feb 15, 23				0.00	0.00	1,639.55
	VA	INSDB10	InSpire Dumbbell 10			10	0	10	EA	0.00	129.68
	VA	INSDB20	InSpire Dumbbell 20			10	0	10	EA	0.00	271.79
	VA	INSDB30	InSpire Dumbbell 30			10	0	10	EA	0.00	437.31
	VA	INSKB10	InSpire Kettlebell 10			10	0	10	EA	0.00	137.50
	VA	INSKB20	InSpire Kettlebell 20			10	0	10	EA	0.00	264.83
	VA	INSKB30	InSpire Kettlebell 30			10	0	10	EA	0.00	398.44
0000700095	Inspire China		Received	Mar 6, 23	Mar 6, 23				0.00	233.75	0.00
	VA	INSKB40	InSpire Kettlebell 40			5	5		EA	233.75	0.00

Purchase Order Summary – Prints a list of open purchase orders for this vendor and their respective quantities and amounts ordered, received and remaining.

Universal Exports

Purchase Order Summary

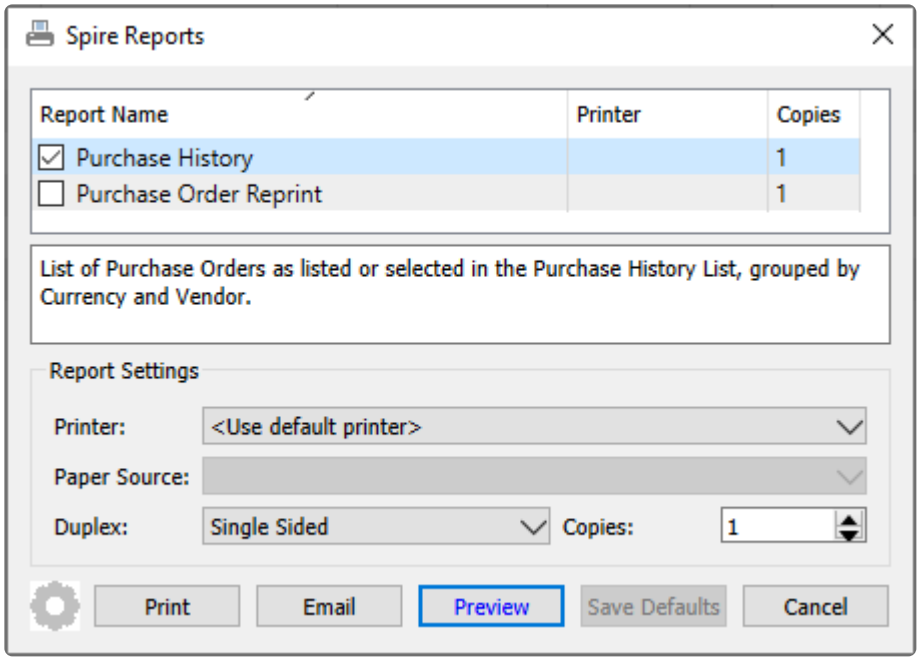
All Purchase Orders

March 21, 2023 / 11:54 am

PO Number	Vendor	Status	PO Date	Required Date	Items (SKU) Ordered	Quantity Ordered	Quantity Received	Quantity Remaining	Ordered Amount	Received Amount	Remaining Amount	Total Recvd less discount
0000700066	Inspire China	Hold	May 20, 22	Jan 12, 22	4	63	0	63	1,544.11	0.00	1,544.11	0.00
0000700079	Inspire China	Received	Sep 23, 22	Sep 23, 22	7	46	46	0	1,431.01	1,431.02	0.00	0.00
0000700091	Inspire China	Standing	Feb 15, 23	Feb 15, 23	6	60	0	60	1,639.55	0.00	1,639.55	0.00
0000700095	Inspire China	Received	Mar 6, 23	Mar 6, 23	1	5	5	0	233.75	233.75	0.00	0.00

History

These reports are also available from the Purchase History module, when accessing the reports toolbar button from the Purchases tab.



Purchase History – Prints a list of historical purchase orders for this vendor, with the received date and purchase totals including taxes, discounts and freight.

Universal Exports

Purchase History

Purchase History List Filters applied

March 21, 2023 / 11:47 am

Purchase Order	Buyer	Date	Required	Received	Subtotal	Discount	Freight	Tax 1	Tax 2	Total
FIDDEV Fitness Development Equipment	FIDDEV									
0000700001	Terry	Jan 1,20	Jan 1,20	Jan 1,20	34,925.30			4,540.29		39,465.59
0000700017	Terry	Sep 30,20	Sep 30,20	Sep 30,20	14,993.49			1,949.15		16,942.64
0000700019	Terry	Oct 30,20	Oct 30,20	Oct 30,20	3,721.00			483.73		4,204.73
0000700032	Terry	May 4,21	May 4,21	Sep 21,21	8,810.03			1,145.30		9,955.33
0000700055	Terry	Nov 22,21	Nov 22,21	Nov 22,21	50,194.10			6,525.23		56,719.33
0000700037	Terry	May 5,21	May 5,21	May 5,22	669.70			87.06		756.76
0000700075	Terry	Jun 2,22	Jun 2,22	Jun 2,22	102.50			13.33		115.83
0000700059	Terry	May 18,22	May 18,22	Nov 23,22	5,868.00			762.84		6,630.84
0000700084	Terry	Dec 14,22	Dec 14,22	Mar 14,23	17,882.00			894.10	1,251.74	20,027.84
					137,166.12			**16,401.03**	**1,251.74**	**154,818.89**

Purchase Order Reprint – Generates the purchase order form for each selected record that can be printed or emailed to the vendor. A watermark is included to indicate this PO is already closed, rather than a new purchase to process.

Universal Exports

5578 First Avenue
Vancouver BC V5T 6Y6
Ph. (604) 555-4589 Fax (604) 555-7763
info@inspirehealthsys.com

Purchase Order

0000700084

Date December 14, 2022

FIDDEV

To:

Fitness Development Equipment
3455 Ferdale Street
Burnaby BC V5M 8Y8

Ship To:

5578 First Avenue
Vancouver BC V5T 6Y6

(604) 443-4890 ext. 100

(604) 555-4589

Reference	F.O.B.	Buyer	Required Date	Order Number
		Terry	December 14,2022	

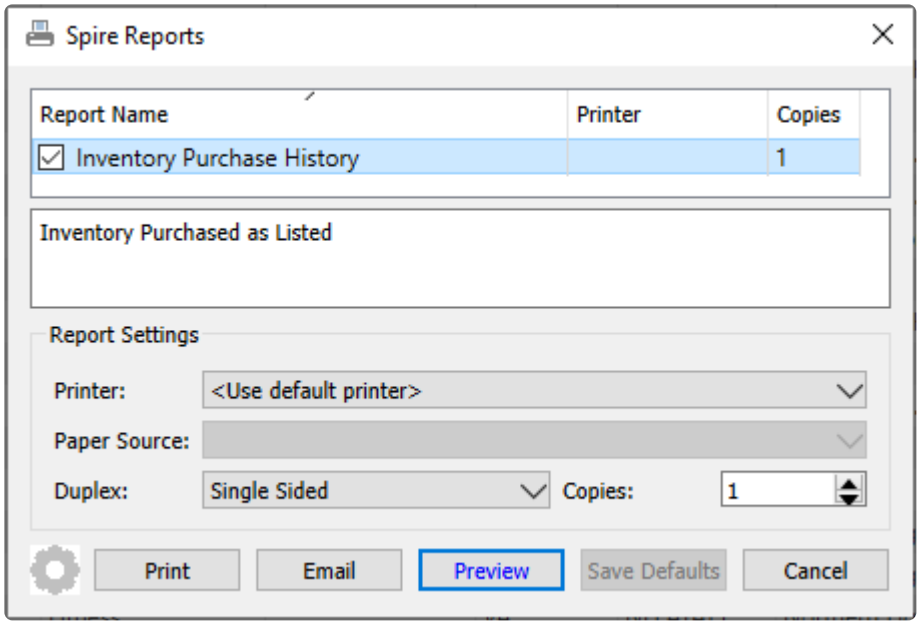
Ship Via	Payment Terms	Status:
Purolator	Net 60 Days	Closed

Part Number	Description	Received	Unit	Disc %	Tax	Unit Price	Extended Price
PRECOR423	Precor EFX 423 Elliptical Fitness Crosstrainer	5	EA		GP	3,537.00	17,685.00
BPOD63	Balance Pod 6.3"	10	EA		GP	19.70	197.00

Closed Purchase Order

History Items

These reports are also available from the Purchase History module, when accessing the reports toolbar button from the Items tab.



Inventory Purchase History – Prints a list of selected received inventory items and their respective quantities and prices for this vendor.

Universal Exports

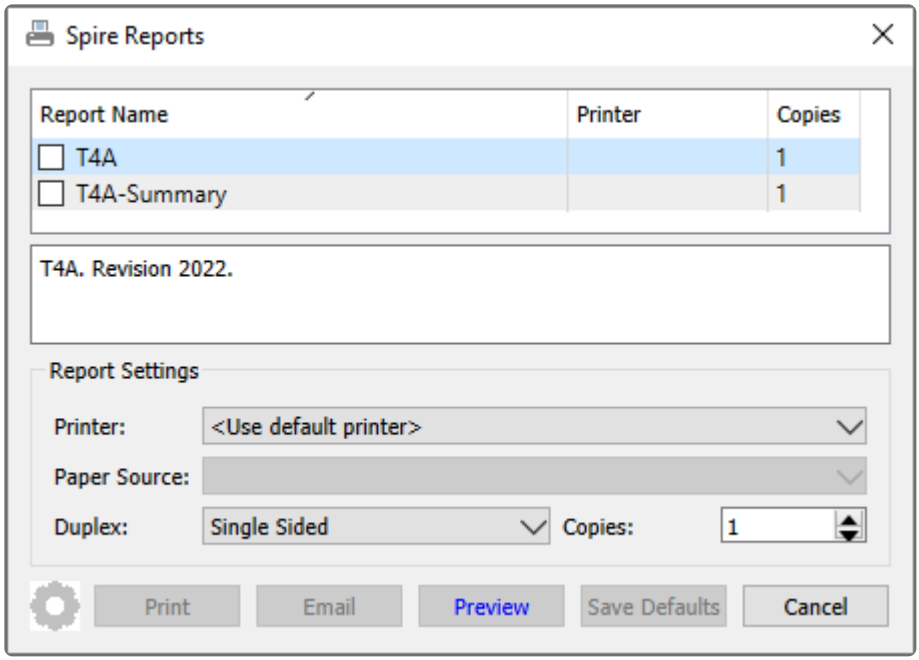
Inventory Purchase History

March 20, 2023 / 4:55 pm

PO Number	Vendor	Item	Order Qty	Received	Unit of Measure	Price	Extended
0000700001	FIDDEV Fitness Development Equip	[VA] PREEFX521 Precor EFX 5.21 Elliptical Fitness Crosstrainer	5	5	EA	1,099.50	5,497.50
0000700001	FIDDEV Fitness Development Equip	[VA] PRES323 Precor S3.23 Functional Trainer	16	16	EA	1,250.00	20,000.00
0000700001	FIDDEV Fitness Development Equip	[VA] OME300HHM Omega 300 Heart Rate Monitor	150	150	EA	62.85	9,427.80
0000700017	FIDDEV Fitness Development Equip	[VA] BALPOD6.3 Balance Pod 6.3"	203	203	EA	19.70	3,998.49
0000700017	FIDDEV Fitness Development Equip	[VA] PRETRM923 Precor 9.23 Treadmill	10	10	EA	1,099.50	10,995.00
0000700019	FIDDEV Fitness Development Equip	[VA] SMSC5 Stairmaster StairClimber SC5	2	2	EA	1,744.00	3,488.00
0000700019	FIDDEV Fitness Development Equip	[VA] PRECMOTBRUSH Precor Motor Brush Set	8	8	EA	28.00	224.00
0000700019	FIDDEV Fitness Development Equip	[VA] WODGYM Wooden Gymnastic Ring 1.25" 32 mm Single	1	1	EA	9.00	9.00
0000700032	FIDDEV Fitness Development Equip	[VA] OME300HHM Omega 300 Heart Rate Monitor	69	69	EA	62.85	4,336.79
0000700032	FIDDEV Fitness Development Equip	[VA] BALPOD6.3 Balance Pod 6.3"	52	52	EA	19.70	1,024.24
0000700032	FIDDEV Fitness Development Equip	[VA] PRETRM923 Precor 9.23 Treadmill	2	2	EA	1,099.50	2,199.00
0000700032	FIDDEV Fitness Development Equip	[VA] PRES323 Precor S3.23 Functional Trainer	2	1	EA	1,250.00	1,250.00
0000700055	FIDDEV Fitness Development Equip	[VA] NLBENCH Northern Lights Folding Flat Incline/Decline Bench	12	12	EA	90.00	1,080.00
0000700055	FIDDEV Fitness Development Equip	[VA] NLFLBE Northern Lights Flat Bench	12	12	EA	96.30	1,155.60
0000700055	FIDDEV Fitness Development Equip	[VA] NLLATATT Northern Lights Lat Attachment with Low Row	12	12	EA	124.00	1,488.00
0000700055	FIDDEV Fitness Development Equip	[VA] NLPRECURL Northern Lights Preacher Curl Seated	12	12	EA	99.00	1,188.00
0000700055	FIDDEV Fitness Development Equip	[VA] PRE240STTR-1 Precor 240i Stretch Trainer	12	12	EA	111.00	1,332.00
0000700055	FIDDEV Fitness Development Equip	[VA] PRE240STTR-3 Precor 240i Stretch Trainer	6	6	EA	188.00	1,128.00
0000700055	FIDDEV Fitness Development Equip	[VA] PREABXTR Precor Ab-X Abdominal Trainer	6	6	EA	600.00	3,600.00
0000700055	FIDDEV Fitness Development Equip	[VA] PREABXTR-1 Precor Ab-X Abdominal Trainer	2	2	EA	199.00	398.00
0000700055	FIDDEV Fitness Development Equip	[VA] PREABXTR-3 Precor Ab-X Abdominal Trainer	5	5	EA	110.00	550.00
0000700055	FIDDEV Fitness Development Equip	[VA] PREAMT835 Precor AMT 835 Adaptive Motion Trainer with Open Stride	2	2	EA	4,447.50	8,895.00
0000700055	FIDDEV Fitness Development Equip	[VA] PRECMOTBRUSH Precor Motor Brush Set	24	24	EA	28.00	672.00
0000700055	FIDDEV Fitness Development Equip	[VA] PRERBK835 Precor RBK 835 Recumbent Bike	4	4	EA	1,997.50	7,990.00

T4A Statements

These reports are also available from the T4A Statements screen, when accessing the reports toolbar button.

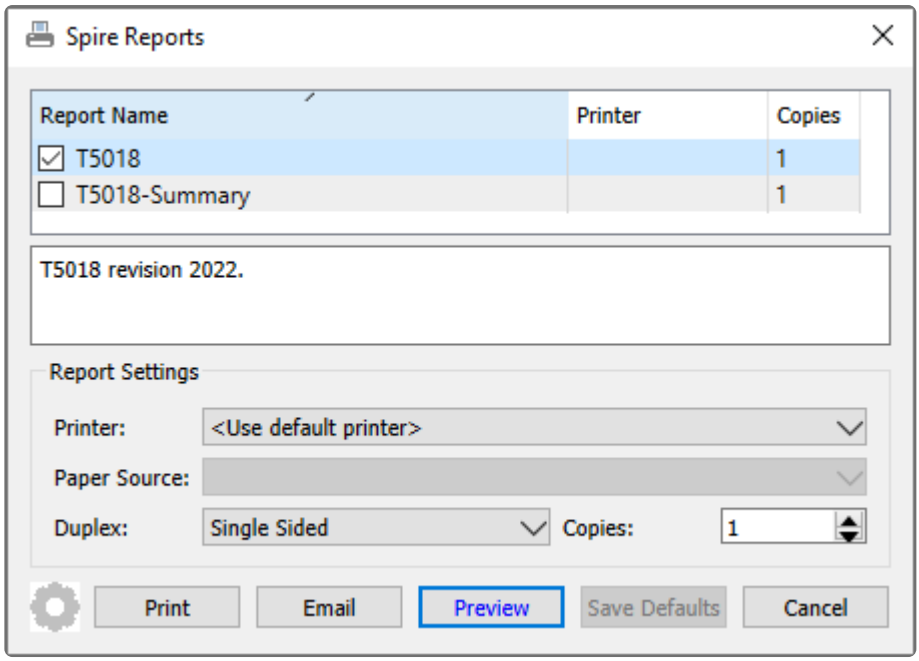


T4A – Prints the CRA T4A Statement of Pension, Retirement, Annuity and Other Income form for each of the selected records for this vendor.

T4A Summary – Prints the CRA T4A Summary based on the selected records for this vendor.

T5018 Statements

These reports are also available from the T5018 Statements screen, when accessing the reports toolbar button.



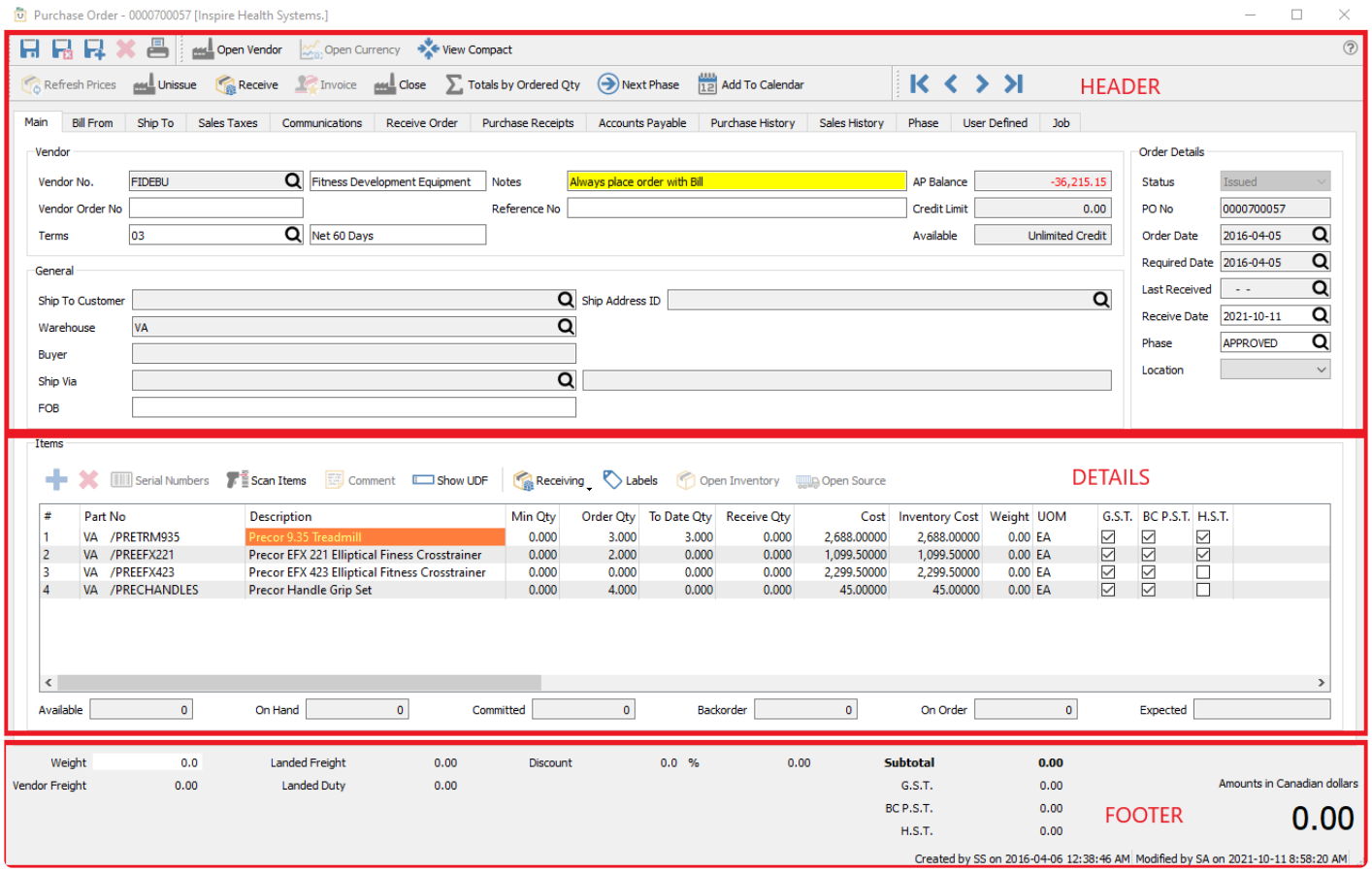
T5018 – Prints the CRA T5018 Statement of Contact Payments form for each of the selected records for this

vendor.

T5018 Summary – Prints the CRA T5018 Summary of Contact Payments form based on the selected records for this vendor.

Purchase Orders

When you need to purchase more inventory items for resale or production, you can create orders directly from the Purchase Orders module or from approved and processed Requisitions. When editing a purchase order, the window is divided into three separate areas for functionality and identifying information.



Header – Store general information about the PO, and also perform document-level functions from the toolbar. There are multiple tabs that store various information, either about the PO or for the vendor being purchased from.

Detail – Enter and maintain the list of items you want to purchase, and also perform item-level function or inquiries from the toolbar. Many cells are editable in this grid. The highlighted inventory item has quantity statuses displayed just underneath the grid.

Footer – Enter or see PO document totals.

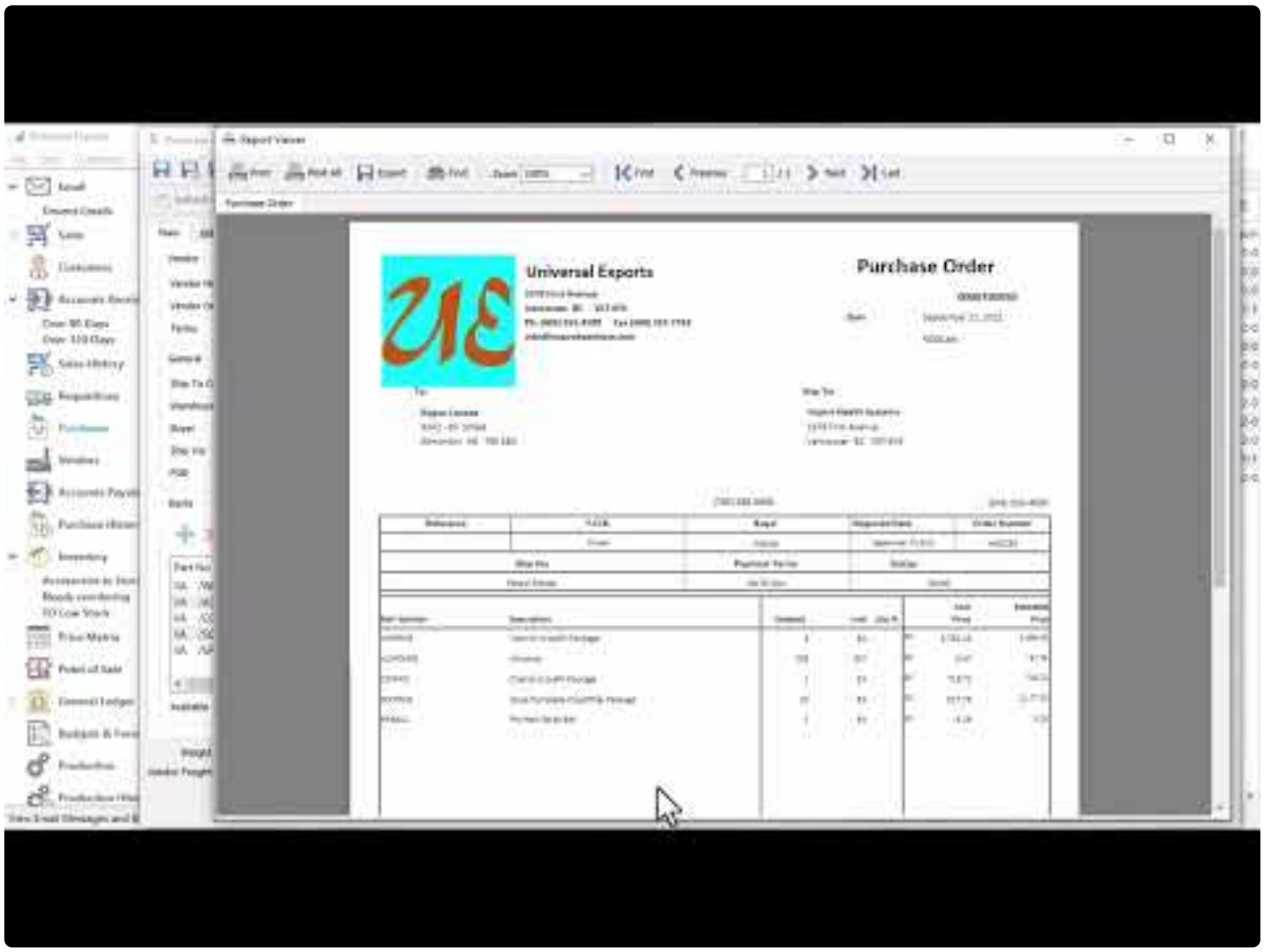
Functionality of the Purchase Order header record

- **(1)** You need to know what items were Issued, since that was sent to the Vendor and that is what is needed to print on the Purchase Order form.
- **(2)** Then as products are Received, you need to know the value of what was received. The Purchase

Order value starts at 0.00 when Issued, and before quantities are received. If you want to know what the Total Purchase Order value is at this stage, toggle the **Totals by Ordered Qty** button to calculate totals based on the Ordered quantity.

- **(3)** As inventory items are entered with Received quantities, the PO total is calculated to display the received value so far. Commit the inventory items into stock by clicking the Receive button in the toolbar.
- **(4)** When you are ready to enter a Vendor Invoice, click the Invoice button in the toolbar. The Purchase Order shows the Received to Date value (Accrued Amount) to the Invoice screen for generating a vendor invoice transaction.

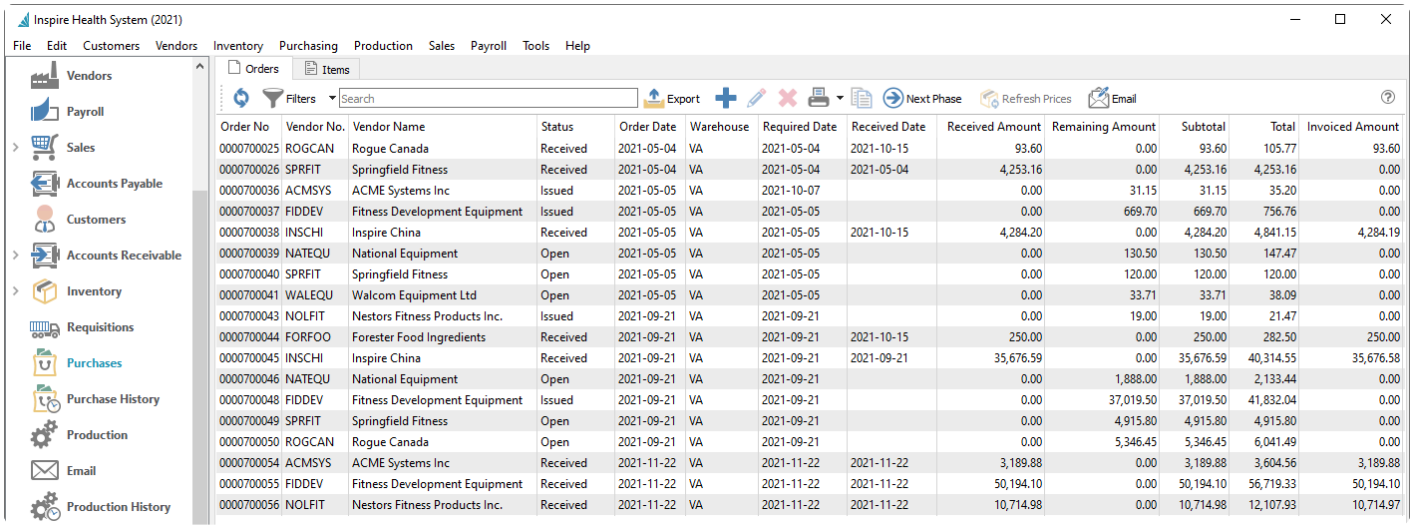
Video Instruction



https://www.youtube.com/embed/ew2gTOt1RFA?rel=0

Purchase Order List

The Purchase Order list displays all outstanding purchases of different statuses, all listed in a grid that you can sort, filter or search within. Some columns on this grid such as cost amounts have security settings that must be enabled in order for them to be visible, though typically for PO entry you need to be able to see and edit cost amounts.



Order No	Vendor No.	Vendor Name	Status	Order Date	Warehouse	Required Date	Received Date	Received Amount	Remaining Amount	Subtotal	Total	Invoiced Amount
0000700025	ROGCAN	Rogue Canada	Received	2021-05-04	VA	2021-05-04	2021-10-15	93.60	0.00	93.60	105.77	93.60
0000700026	SPRFIT	Springfield Fitness	Received	2021-05-04	VA	2021-05-04	2021-05-04	4,253.16	0.00	4,253.16	4,253.16	0.00
0000700036	ACMSYS	ACME Systems Inc	Issued	2021-05-05	VA	2021-10-07		0.00	31.15	31.15	35.20	0.00
0000700037	FIDDEV	Fitness Development Equipment	Issued	2021-05-05	VA	2021-05-05		0.00	669.70	669.70	756.76	0.00
0000700038	INSCHI	Inspire China	Received	2021-05-05	VA	2021-05-05	2021-10-15	4,284.20	0.00	4,284.20	4,841.15	4,284.19
0000700039	NATEQU	National Equipment	Open	2021-05-05	VA	2021-05-05		0.00	130.50	130.50	147.47	0.00
0000700040	SPRFIT	Springfield Fitness	Open	2021-05-05	VA	2021-05-05		0.00	120.00	120.00	120.00	0.00
0000700041	WALEQU	Walcom Equipment Ltd	Open	2021-05-05	VA	2021-05-05		0.00	33.71	33.71	38.09	0.00
0000700043	NOLFIT	Nestors Fitness Products Inc.	Issued	2021-09-21	VA	2021-09-21		0.00	19.00	19.00	21.47	0.00
0000700044	FORFOO	Forester Food Ingredients	Received	2021-09-21	VA	2021-09-21	2021-10-15	250.00	0.00	250.00	282.50	250.00
0000700045	INSCHI	Inspire China	Received	2021-09-21	VA	2021-09-21	2021-09-21	35,676.59	0.00	35,676.59	40,314.55	35,676.58
0000700046	NATEQU	National Equipment	Open	2021-09-21	VA	2021-09-21		0.00	1,888.00	1,888.00	2,133.44	0.00
0000700048	FIDDEV	Fitness Development Equipment	Issued	2021-09-21	VA	2021-09-21		0.00	37,019.50	37,019.50	41,832.04	0.00
0000700049	SPRFIT	Springfield Fitness	Open	2021-09-21	VA	2021-09-21		0.00	4,915.80	4,915.80	4,915.80	0.00
0000700050	ROGCAN	Rogue Canada	Open	2021-09-21	VA	2021-09-21		0.00	5,346.45	5,346.45	6,041.49	0.00
0000700054	ACMSYS	ACME Systems Inc	Received	2021-11-22	VA	2021-11-22	2021-11-22	3,189.88	0.00	3,189.88	3,604.56	3,189.88
0000700055	FIDDEV	Fitness Development Equipment	Received	2021-11-22	VA	2021-11-22	2021-11-22	50,194.10	0.00	50,194.10	56,719.33	50,194.10
0000700056	NOLFIT	Nestors Fitness Products Inc.	Received	2021-11-22	VA	2021-11-22	2021-11-22	10,714.98	0.00	10,714.98	12,107.93	10,714.97

Purchase Orders List – Toolbar

- **Refresh** – Update the purchase order list grid with changes that have been made by other users.
- **Filters** – Display only those purchase orders that meet selection criteria of interest. Filters can be pre-defined for selection or created on the fly.
- **Export** – Export all purchase orders in the grid to an Excel or .csv file, including column positioning.
- **Add** – Create a new purchase order. Click the Plus button for a new Open PO.
- **Edit** – Edit the highlighted purchase order in the grid.
- **Delete** – Delete all highlighted purchase orders in the grid, if you have the user security setting enabled to allow this.
- **Print** – Prints one or more sales order reports or forms, either for all purchase orders in the grid or just for those selected.
- **Copy** – Copies the highlighted sales order in the grid and creates a new order that you can modify prior to saving.

Next Phase – If one or more purchase orders are highlighted in the grid and all have a non-blank Phase value, you can increment each purchase order to the next phase in the user-specified sequence, if you have user security rights to do so. POs do not require to be at the same phase level to use this.

Refresh Prices – For all highlighted purchase orders, unit and extended prices for all items are re-read from the respective inventory item and vendor price records, replacing all prices previously saved on these POs.

Email – Select one or more orders for creating and sending emails to the respective vendors. Saved emails are displayed on the Communications tab of each order.

Grid Columns

Most of these columns are also available to view and edit when editing a purchase order. Each are described in the PO Header or Footer manual topics. Below are a list of those columns only available on this grid.

Order No – Purchase order number. This is assigned sequentially when creating the PO. The next PO number to use can be found in Company Settings/Sequence Numbers

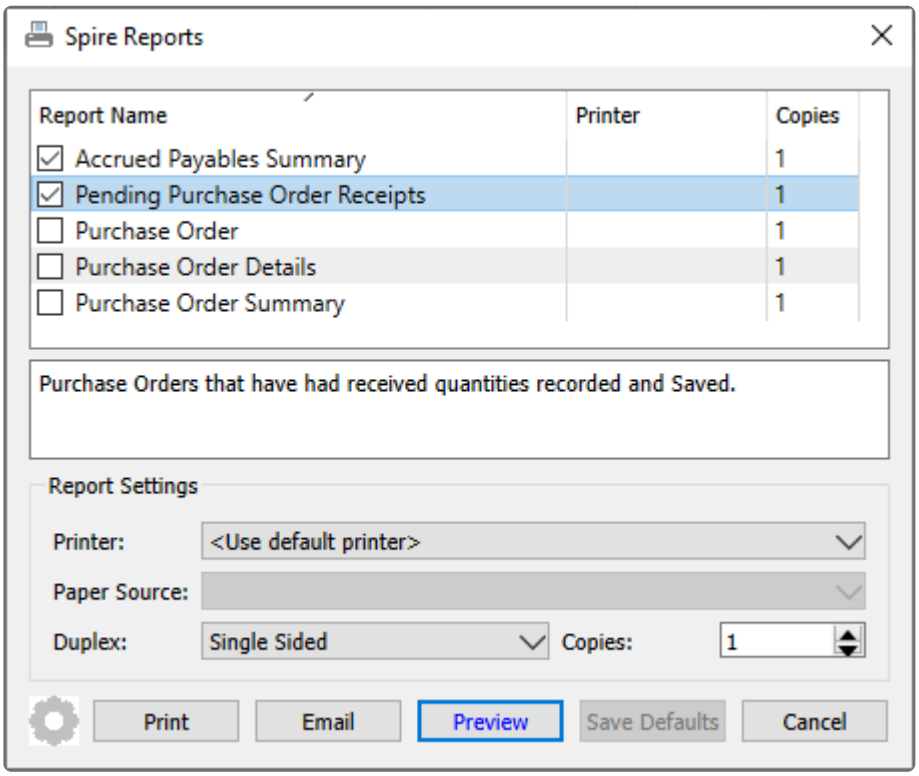
Received Amount – The total dollar value for items received to date, not including taxes.

Remaining Amount – The dollar value of items still on purchase order and yet to be received.

Invoiced Amount – The dollar value of invoices posted against this purchase order, including sales tax jurisdictions that are configures to 'Include in PO landed costs and AP expenses'.

Reports

From the Orders tab and the reports toolbar button, you can print reports for either selected or all purchase orders.



Accrued Payables Summary – Prints a list of open purchase orders for this vendor and their respective received, accrued and invoiced amounts. This displays which received purchases have not yet been fully

invoiced.

Universal Exports

Accrued Payables Summary

Purchase Order Filters applied

March 21, 2023 / 11:51 am

PO Number	Vendor	Status	PO Date	Issued Amount	Received To Date	Accrued To Date	Invoiced To Date	Outstanding Accrual
0000700066	Inspire China	Hold	May 20, 22	0.00	0.00	0.00	0.00	0.00
0000700079	Inspire China	Received	Sep 23, 22	1,431.01	1,431.01	1,431.02	0.00	1,431.02
0000700091	Inspire China	Standing	Feb 15, 23	0.00	0.00	0.00	0.00	0.00
0000700095	Inspire China	Received	Mar 6, 23	233.75	233.75	233.75	0.00	233.75
								1,664.77

Pending Purchase Order Receipts – Prints a list of open purchase orders for this vendor that have inventory items with a Receive Qty value and have not yet had a receipt posted.

Universal Exports

Pending Purchase Order Receipts

March 21, 2023 / 11:52 am

PO #	PO date	Required	Last Received	Vendor							
Item				UOM	Order Qty	To Date	Receive Qty	Cost	Extended	Sell Price	Location
0000700071	May 24,22	May 24, 22		FORFOO	Forester Food Ingredients						
[VA]SLTCARM	Salted Caramel			GM	1,802	0	**1,000**	0.85	850.00	1.06	Prep Kitchen 2

Purchase Order – Generates the purchase order form for each selected record that can be printed or emailed to the vendor. This report is presented after Issuing a purchase order, in addition to selection from the report lists.

Universal Exports

5578 First Avenue
Vancouver BC V5T 6Y6
Ph. (604) 555-4589 Fax (604) 555-7763
info@inspirehealthsys.com

Purchase Order

0000700091

Date February 15, 2023

INSCHI

To:

Inspire China
PO Box 8888
88 West 8th
Toronto ON M8T 8B8

Ship To:

Inspire Health Vancouver
5578 First Avenue
Vancouver BC V5T 6Y6

(604) 555-4589

Reference	F.O.B.	Buyer	Required Date	Order Number
		Hannah Fleming	February 15,2023	

Ship Via	Payment Terms	Status:
Federal Express	Net 60 Days	Standing Order

Part Number	Description	Ordered	Unit	Disc %		Unit Price	Extended Price
INSDB10	InSpire Dumbbell 10	10	EA		H	12.97	129.68
INSDB20	InSpire Dumbbell 20	10	EA		H	27.18	271.79
INSDB30	InSpire Dumbbell 30	10	EA		H	43.73	437.31
INSKB10	InSpire Kettlebell 10	10	EA		H	13.75	137.50
INSKB20	InSpire Kettlebell 20	10	EA		H	26.48	264.83
INSKB30	InSpire Kettlebell 30	10	EA		H	39.84	398.44

Purchase Order Details – Prints a list of open purchase orders for this vendor, with all inventory item and other details and their respective quantities and amounts ordered, received and remaining.

Universal Exports

Purchase Order Details

All Purchase Orders

March 21, 2023 / 11:54 am

PO Number	Vendor		Status	PO Date	Required Date	Quantity Ordered	Quantity Received	Quantity Remaining	Ordered Amount	Received Amount	Remaining Amount
0000700066	Inspire China		Hold	May 20, 22	Jan 12, 22				0.00	0.00	1,544.11
	VA	INSWP10	InSpire Weight Plate 10			10	0	10	EA	0.00	107.85
	VA	INSDB20	InSpire Dumbbell 20			50	0	50	EA	0.00	1,358.95
	VA	INSKB10	InSpire Kettlebell 10			1	0	1	EA	0.00	13.75
	VA	INSWP40	InSpire Weight Plate 40			2	0	2	EA	0.00	63.56
0000700079	Inspire China		Received	Sep 23, 22	Sep 23, 22				0.00	1,431.02	0.00
	VA	INSKB10	InSpire Kettlebell 10			1	1		EA	13.00	0.00
	VA	INSKB20	InSpire Kettlebell 20			5	5		EA	135.00	0.00
	VA	INSDB20	InSpire Dumbbell 20			31	31		EA	837.00	0.00
	VA	INSDB25	InSpire Dumbbell 25			3	3		EA	105.51	0.00
	VA	INSDB35	InSpire Dumbbell 35			1	1		EA	49.78	0.00
	VA	INSDB40	InSpire Dumbbell 40			3	3		EA	165.96	0.00
	VA	INSDB45	InSpire Dumbbell 45			2	2		EA	124.76	0.00
0000700091	Inspire China		Standing	Feb 15, 23	Feb 15, 23				0.00	0.00	1,639.55
	VA	INSDB10	InSpire Dumbbell 10			10	0	10	EA	0.00	129.68
	VA	INSDB20	InSpire Dumbbell 20			10	0	10	EA	0.00	271.79
	VA	INSDB30	InSpire Dumbbell 30			10	0	10	EA	0.00	437.31
	VA	INSKB10	InSpire Kettlebell 10			10	0	10	EA	0.00	137.50
	VA	INSKB20	InSpire Kettlebell 20			10	0	10	EA	0.00	264.83
	VA	INSKB30	InSpire Kettlebell 30			10	0	10	EA	0.00	398.44
0000700095	Inspire China		Received	Mar 6, 23	Mar 6, 23				0.00	233.75	0.00
	VA	INSKB40	InSpire Kettlebell 40			5	5		EA	233.75	0.00

Purchase Order Summary – Prints a list of open purchase orders for this vendor and their respective quantities and amounts ordered, received and remaining.

Universal Exports

Purchase Order Summary

All Purchase Orders

March 21, 2023 / 11:54 am

PO Number	Vendor	Status	PO Date	Required Date	Items (SKU) Ordered	Quantity Ordered	Quantity Received	Quantity Remaining	Ordered Amount	Received Amount	Remaining Amount	Total Recvd less discount
0000700066	Inspire China	Hold	May 20, 22	Jan 12, 22	4	63	0	63	1,544.11	0.00	1,544.11	0.00
0000700079	Inspire China	Received	Sep 23, 22	Sep 23, 22	7	46	46	0	1,431.01	1,431.02	0.00	0.00
0000700091	Inspire China	Standing	Feb 15, 23	Feb 15, 23	6	60	0	60	1,639.55	0.00	1,639.55	0.00
0000700095	Inspire China	Received	Mar 6, 23	Mar 6, 23	1	5	5	0	233.75	233.75	0.00	0.00

PO Items List

You can also display purchase orders at the item detail level from the Items tab, listing all ordered items on the same screen that can be sorted, searched or filtered. This is a useful place to note that items exist on multiple orders with remaining quantity and special pricing.

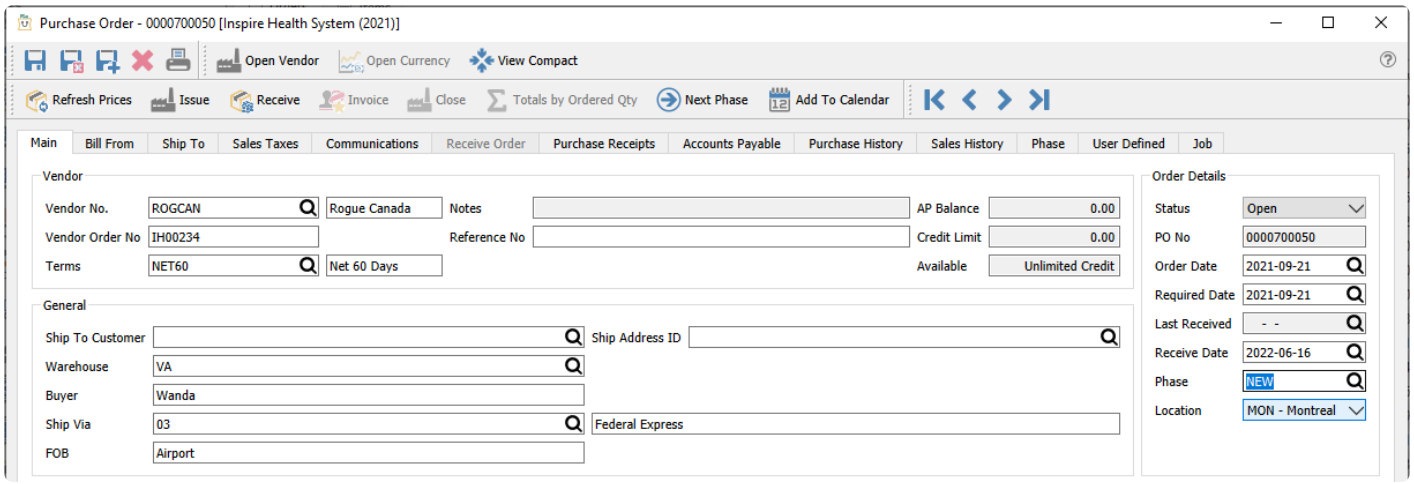
Orders | Items

Filters Search Export

PO Number	Status	Order Date	Wareh	Part number	Description	Required Date	Vendor Name	Order Qty	UOM	Received Qty	Remaining Qty	Received Date
0000700063	Open	2022-05-20	VA	ACMFITJR	ACME Jump Rope		ACME Syste...	5.000	EA	0.000	5.000	
0000700036	Received	2021-05-05	VA	ACMFITJR	ACME Jump Rope	2021-10-07	ACME Syste...	3.000	EA	3.000	0.000	2022-05-12
0000700063	Open	2022-05-20	VA	ACMFITMB	ACME Medicine Ball		ACME Syste...	39.000	EA	0.000	39.000	
0000700036	Received	2021-05-05	VA	ACMFITMB	ACME Medicine Ball	2021-10-07	ACME Syste...	1.000	EA	1.000	0.000	2022-05-12
0000700063	Open	2022-05-20	VA	ACMFITSB	ACME Swiss Ball		ACME Syste...	27.000	EA	0.000	27.000	
0000700054	Received	2021-11-22	RAW	ACMFITSB	ACME Swiss Ball	2021-11-22	ACME Syste...	12.000	EA	12.000	0.000	2021-11-22
0000700050	Open	2021-09-21	VA	ALMONDS	Almonds		Rogue Canada	208.000	GM	0.000	208.000	
0000700025	Received	2021-05-04	VA	ALMONDS	Almonds		Rogue Canada	208.000	GM	208.000	0.000	2021-10-15
0000700058	Issued	2022-05-18	VA	BLUBERR	Blueberries	2022-05-18	Forester Foo...	4,000.000	GM	0.000	4,000.000	
0000700056	Received	2021-11-22	VA	CBHALFRACKFB	Cross box Half Rack Floor ...	2021-11-22	Nestors Fitne...	6.000	EA	6.000	0.000	2021-11-22
0000700056	Received	2021-11-22	VA	CBSS092SB	Cross Box Squat Stand with ...	2021-11-22	Nestors Fitne...	12.000	EA	12.000	0.000	2021-11-22
0000700050	Open	2021-09-21	VA	CCFPKG	Charlie CrossFit Package		Rogue Canada	1.000	EA	0.000	1.000	
0000700056	Received	2021-11-22	VA	CUBEAMKIT	Chin Up Bar Beam Mounting...	2021-11-22	Nestors Fitne...	12.000	EA	12.000	0.000	2021-11-22
0000700056	Received	2021-11-22	VA	CUCBBT12548K	Chin Up Bar 1.25" x 48" Bent...	2021-11-22	Nestors Fitne...	4.000	EA	4.000	0.000	2021-11-22
0000700056	Received	2021-11-22	VA	CUCBBTHG1048	Chin Up Bar 1" x 48" Bent Ba...	2021-11-22	Nestors Fitne...	5.000	EA	5.000	0.000	2021-11-22
0000700044	Received	2021-09-21	VA	DRKCHOC	Dark Chocolate		Forester Foo...	5,000.000	GM	5,000.000	0.000	2021-10-15
0000700068	Open	2022-05-20	VA	INSDB100	InSpire Dumbbell 100	2022-05-20	Inspire China	5.000	EA	0.000	5.000	
0000700066	Open	2022-05-20	VA	INSDB20	InSpire Dumbbell 20		Inspire China	50.000	EA	0.000	50.000	
0000700070	Open	2022-05-20	VA	INSDB5	InSpire Dumbbell 5	2022-05-20	Fitness ...	5.000	EA	0.000	5.000	
0000700069	Open	2022-05-20	VA	INSKB10	InSpire Kettlebell 10	2022-05-20	Inspire China	10.000	EA	0.000	10.000	
0000700066	Open	2022-05-20	VA	INSKB10	InSpire Kettlebell 10	2022-01-12	Inspire China	1.000	EA	0.000	1.000	

Purchase Order Header

The Purchase Order Header contains a number of toolbar buttons that control status maintenance and perform functions on the purchase order as a whole.



The toolbars at the top are displayed regardless of which purchase order tab is open.

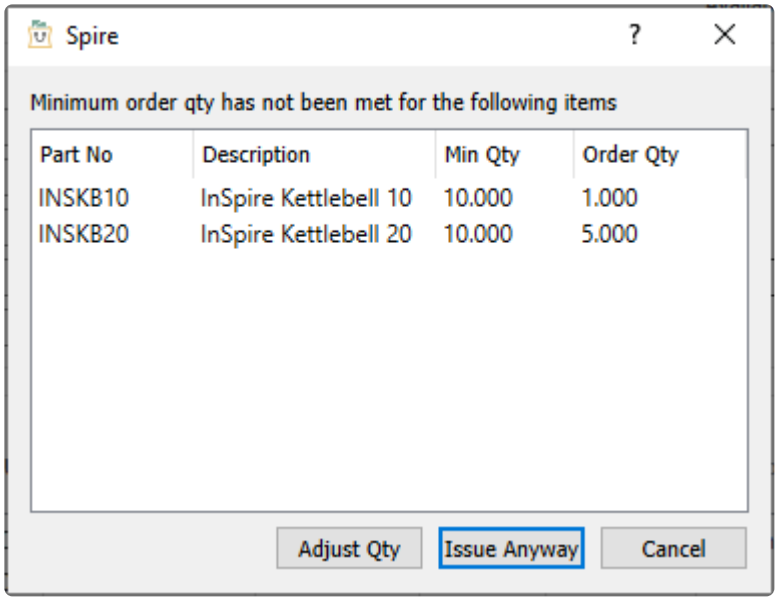
Open Vendor – Opens the vendor for viewing or editing vendor information.

Open Currency – When the vendor on this order has a billing currency other than the base currency, this button is active and the currency code is opened for viewing or editing information, such as the exchange rate.

View Compact – When the Main tab is open, this function suppresses most of the vendor, general and order detail fields so that the item grid can be expanded to display more details at a time. When the view is compacted, the button becomes View Expanded to restore the screen to it's original display.

Refresh Prices – Updates the unit Cost and Price values for all Inventory items on the PO.

Issue – Sets the Issued status to the purchase order, typically for the purpose of sending a PO for to the vendor. Issued POs have limitations in what fields are available to edit, and the Receive Qty column becomes available in the PO Details grid to enter values when the goods are received. Use this status if you expect to partially receive a PO. If any items have a quantity ordered less than the minimum order quantity, a warning message will appear to allow you to either Adjust the ordered quantity up to the minimum, Issue the PO anyway, or Cancel to return to editing the PO.

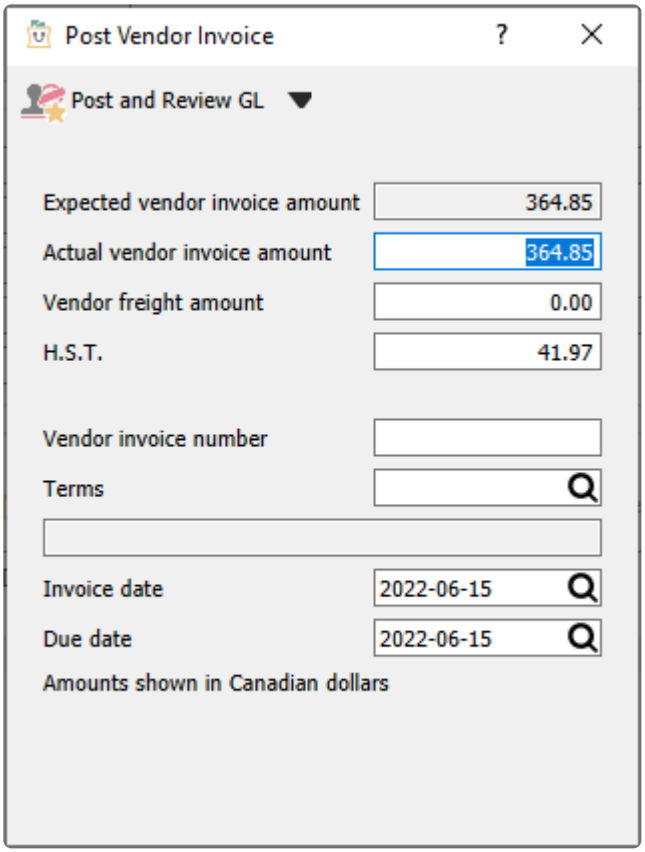


Receive – Sets the Received status to the purchase order, and all items with non-zero Received Qty values will have Quantity on Hand and Costs updated. If the PO has the Open status and was never Issued, the entire PO will be fully received as ordered, with no opportunity to edit item received quantities. You also have the opportunity to enter the vendor invoice at this time if it came with the receipt, and therefore set the PO status as Invoiced after posting, or you can save the PO and enter the vendor invoice later.

Unissue – When editing an Issued or Received PO, you can choose to set the status back to Open, in order to add new items or make any other changes not possible to do on non-Open POs.

> ! Note: Unissue is security controlled by user and should be used with caution as duplicated purchase orders sent to the vendor could result.

Invoice – Create a vendor invoice on a Received PO not yet invoiced and post it to the vendor. An invoice screen appears to post the invoice to the vendor account, and corrections to invoice or tax or freight amounts can be made, in addition to entering the vendor invoice information.
Invoice – Post and Review GL – In addition to the above, when invoice posting is complete, you can modify amounts and accounts on the GL entry if user security settings allows it, except the accounts payable control.



> ! Note: Editing the journal entry before posting can result in unbalanced inventory if the user is not careful.

Close – Completes the purchase order from any further processing and removes it from the PO list.

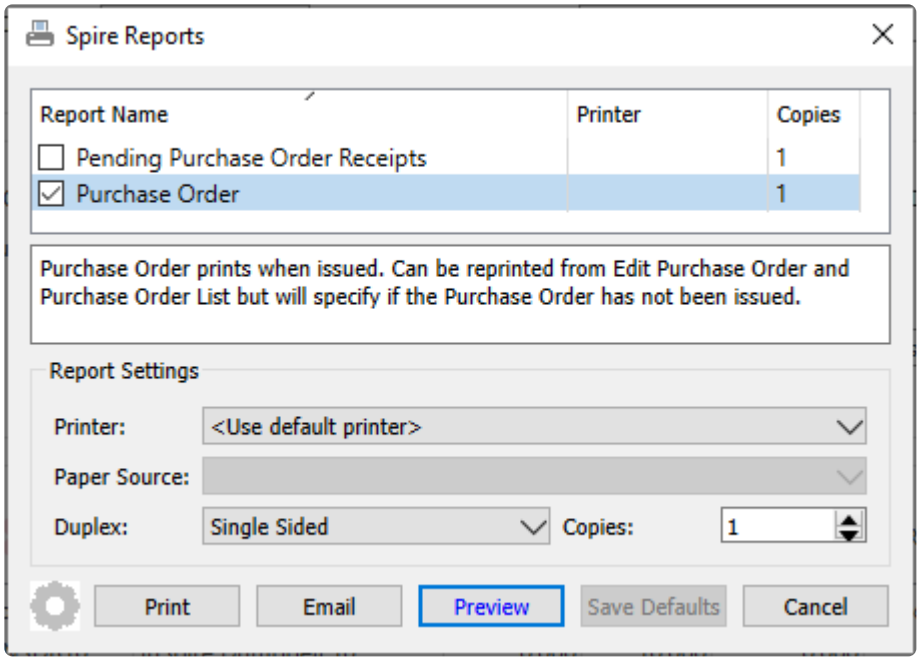
Next Phase – If the PO has a non-blank Phase value, you can increment the phase to the next one in the user-specified sequence, if you have user security rights to do so.

Totals By Ordered Qty – When this button is toggled on, the transaction total amount in the bottom-right corner of the order screen is calculated from the sum of item Extended Prices based on the Order Qty. When this button is toggled off, the transaction total amount is calculated from the item Received Qty. The difference in the total amount comes from items on backorder.

Add To Calendar – Creates a new Communication note for this PO, and assigned to the entry user with a due date of today by default. When the note is saved, it will create a calendar entry for the specified user and due date. Read the Communications or Calendar manual topics for more information.

Reports

When editing a purchase order and from the reports toolbar button, you can print reports for this purchase order, regardless of which tab is open. These reports are also available from the purchase orders list.



Pending Purchase Order Receipts – Prints a list of open purchase orders for this vendor that have inventory items with a Receive Qty value and have not yet had a receipt posted.

Purchase Order – Generates the purchase order form for each selected record that can be printed or emailed to the vendor. This report is presented after Issuing a purchase order, in addition to selection from the report lists.

Main

Vendor

Vendor – Enter the vendor code for the purchase, and the name is displayed to the right. You can also enter search criteria to locate the vendor based on that search results. For example, type the city and vendors within that city will be presented in the drop down list. If more vendors meet the search criteria than are displayed, press the 'F9' key to open a window with the complete list of vendors that match criteria, from which you can select. 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.

Vendor Order Number – A confirmation number given by the vendor for this PO.

Terms – Payment terms that determine the invoice due date and if an early payment discount can be taken. It defaults from the vendor payment terms but can be changed on the PO.

Notes – This field has information from the Notes field on the General tab when editing a vendor. Information in this field is displayed with a yellow background to stand out.

Reference No – A text field you can use for any purpose, such as for an external document number.

AP Balance – The vendor current balance owing.

Credit Limit – Vendor credit limit, either 0.00, a specific amount, or Unlimited.

Available – Displays either Unlimited credit, Limited credit or No credit. No calculated amount is shown here.

Order Details

Status – The status of the PO can be:

- **Open** – A new PO that allows adding items and editing other information, and has not usually been sent to the vendor yet.
- **Hold** – Open POs can be put On Hold, to prevent editing some information and also to prevent issuing, receiving or invoicing the PO.
- **Standing** – A recurring purchase from a vendor, that will be maintained in the PO list after it has been received and invoiced.
- **Issued** – Usually means that the vendor has received a copy of the purchase order. Issued POs have limitations in what fields are available to edit, and the Receive Qty column becomes available in the PO Details grid to enter values when the goods are received. 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 or all product received on it. Received POs have limitations in what fields are available to edit; even if the PO is unissued, lines that have had receipts still cannot be changed.

PO No – An automatically assigned document number from Company Settings, that can be changed if you have another Company Setting enabled.

Order date – The date that the order was taken and first saved, which defaults to today but can be changed to any date. A warning message will appear if you choose a date older than today.

Required Date – The date that you want the goods delivered by. The value defaults to today but can be changed to any date, and if edited then a prompt appears to update the required date for all items entered on the order. Required Dates are useful as you can sort by this date column on the purchase order list grid to see how soon expected goods will arrive.

Last Received – If any items on this PO have been received, the date of the most recent receipt is displayed here.

Receive Date – The date that will be used for the next receipt transaction. This defaults to today, and you

can edit the value prior to receiving the PO

Phase – Select from the list of company-specific statuses, perhaps to indicate the progress of the order before it is issued. If a report template is included with the selected phase, any report that has that template name will be presented for printing. You can 'increment' the phase value to the next one in the purchase order phase sequence if one is assigned by using the Next Phase button in the toolbar, which useful when orders must go through a particular sequence of procedures in turn.

Location – If you have Locations enabled in Company Settings, and any of the Cost or Accounts Payable control accounts are configured with a Location segment, the posted GL transaction will update the accounts with the respective location segment.

General

Ship To Customer – If the PO will be drop-shipped directly to the customer, enter the customer code here to affect the Ship To address of the PO. If the Vendor does not have the option to 'Use billing address taxes on purchase order' enabled, then the tax code(s) defined on this customer billing address will be used to calculate tax on the PO.

Ship Address ID – Determine the address information for the Ship To tab. If the Ship To Customer field has a customer number selected, this field allows choosing either the Billing or a Shipping address from the customer, where a blank field will use the customer Billing address. If the Ship To Customer field is blank, then you can select from not only any customer address but also Warehouse and Job addresses. If the Vendor does not have the option to 'Use billing address taxes on purchase order' enabled, then the tax code(s) defined on this customer shipping address will be used to calculate tax on the PO.

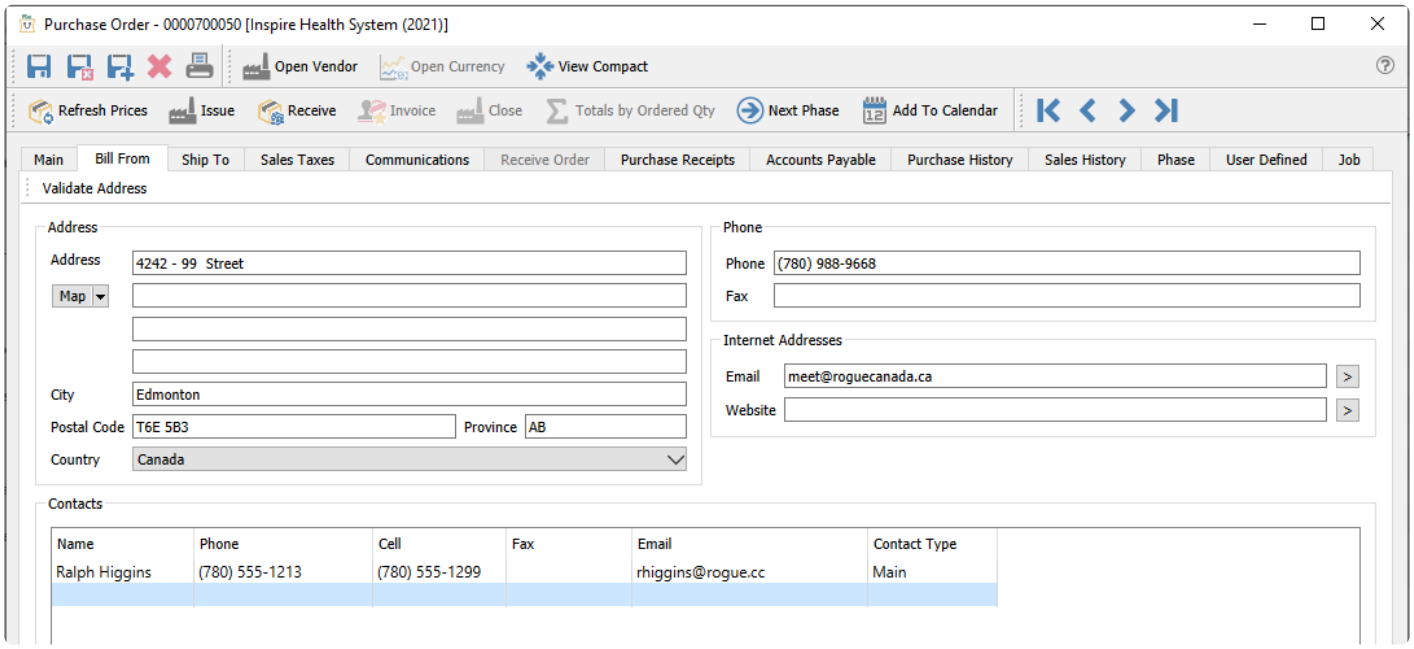
Warehouse – The default warehouse code from where items are selected from the details grid in entry. The initial value is the Warehouse selected on sign-on but can be changed on the order, which does not affect existing items but only newly added items. The warehouse address and contact information is loaded into the Ship To tab if nothing is selected for the Ship To Customer or Ship Address ID. If the Vendor does not have the option to 'Use billing address taxes on purchase order' enabled, then the tax code(s) defined on this warehouse will be used to calculate tax on the PO when there is no drop-ship customer – unless the warehouse does not have an address, in which case the tax code(s) defined in Company Settings are used.

Buyer – The person that placed the order with the vendor. This value defaults from the vendor Buyer value on the General tab when the vendor is selected, but it can be changed.

Ship Via – The code for the shipping carrier used for sending the goods to the customer. It defaults from the vendor Order Defaults tab for the address but can be changed on the order. When selected, the name will be loaded from the Shipping Method record. If this carrier does not have a Ship via code, you can still enter the name manually.

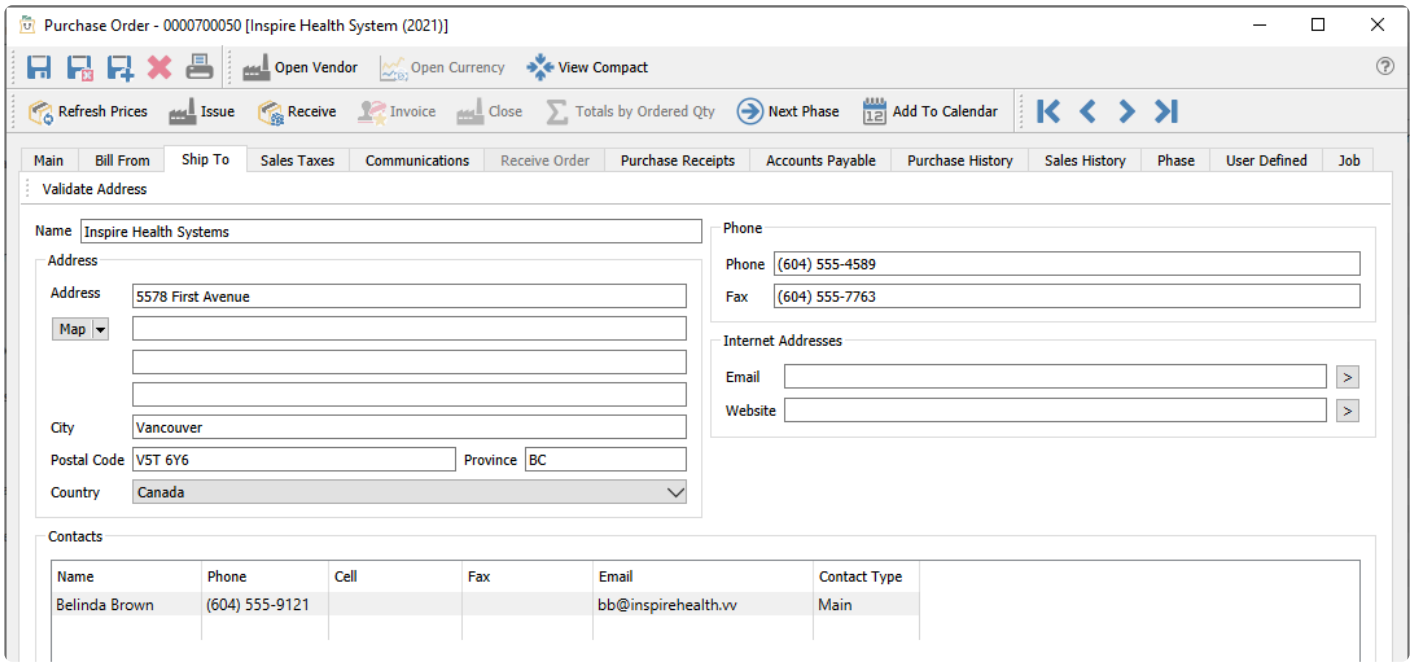
FOB – Free On Board is a term in international commercial law specifying at what point the seller transfers ownership of the goods to the buyer. Sometimes this field is used for other data desired for the order, as FOB information isn't required.

Bill From



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

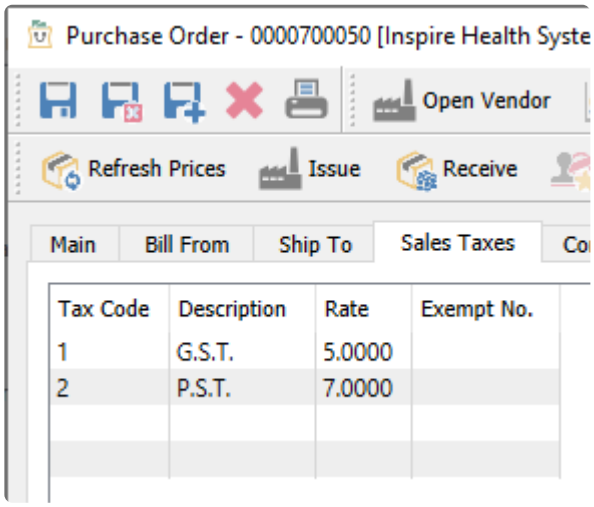
Ship To



This is the address and contact information for where the purchased goods will be shipped. It includes the email addresses that will be available for emailing the purchase order to the vendor. This typically will be the

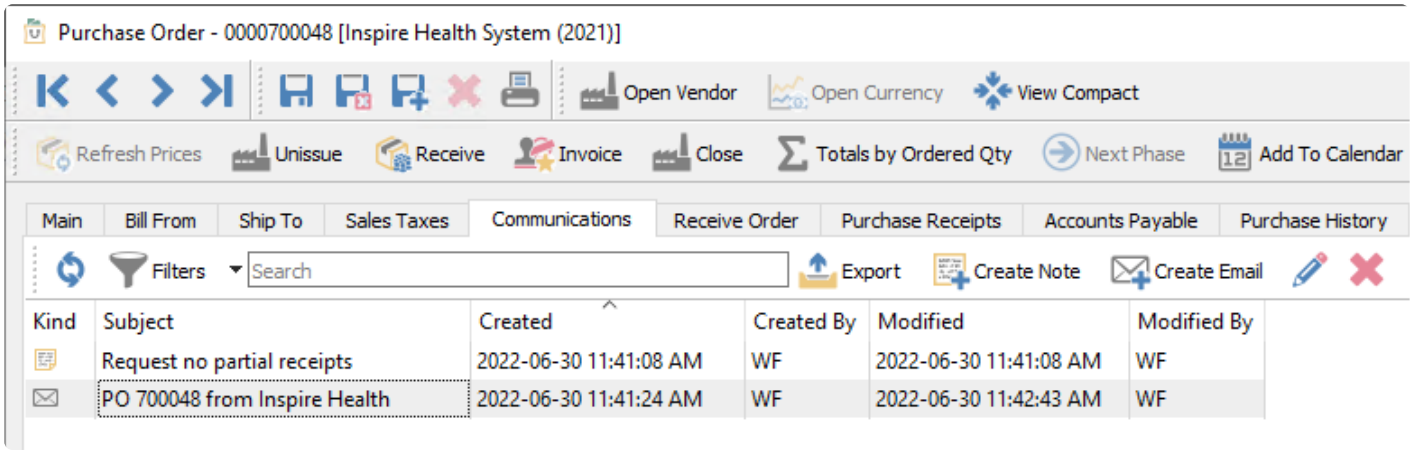
warehouse address unless it is being drop-shipped directly to a customer.

Sales Taxes



The purchase tax jurisdictions for this PO defaults from the vendor when the option to 'Use billing address taxes on purchase order' is enabled. When this vendor option is disabled, the tax defaults from either the drop-ship customer/shipping address, the warehouse or Company Settings, depending on what information is on the PO, and can be edited when required. For every selected sales tax, this reveals a respective column in the Items list on the Main tab, where you can enable or disable the tax status of the item, if the User Setting 'Edit Purchase Tax Flags' is enabled.

Communications

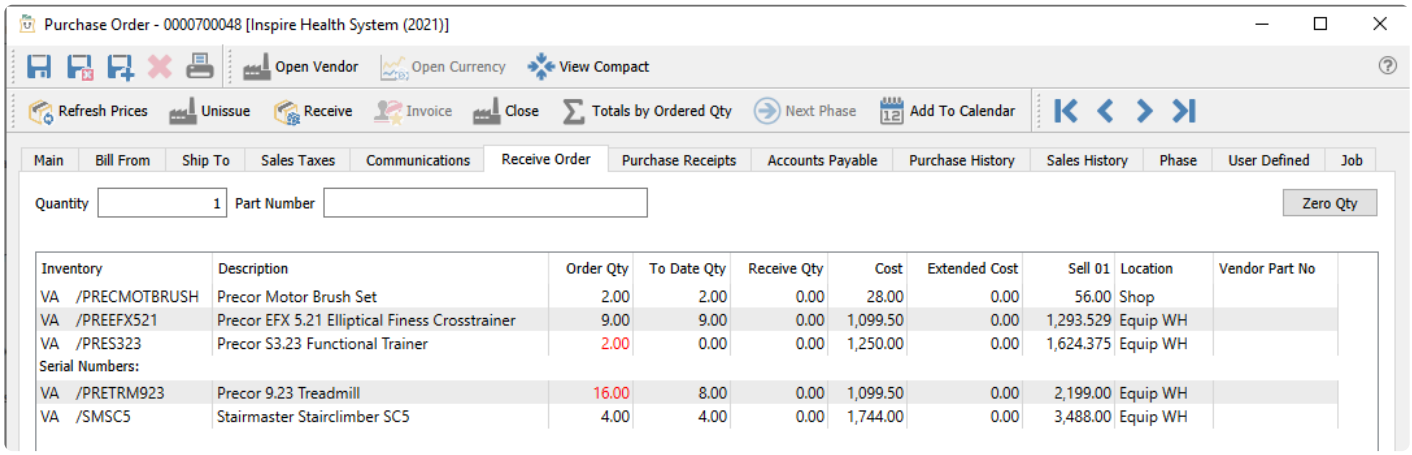


Any number of communications can be added to a PO. They can be set as alerts so that they popup when the PO is edited. The example above has a note for the vendor for delivery instructions. In addition, any created or sent emails that refer to this purchase order will be displayed here, for reference or sending.

Any number of links or attachments can be added to a communication note. When double clicked it will open the URL or attachment with the default viewer for that type of document.

Read the Communications or Email manual topics for additional information.

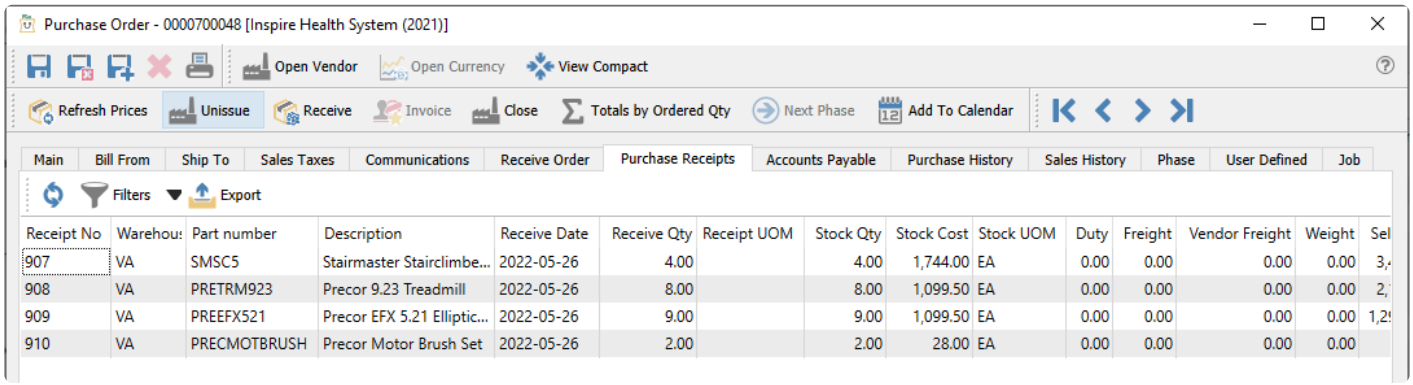
Receive Order



From this tab, you can scan in the items as they are being received. To initialize the receive quantities, click the Zero Qty button, setting them all to zero and displaying the order quantities in red font colour. Then scan the item barcode to increment the Receive Qty of any existing item by the value in the Quantity field. You will not be able to scan a new item that is not already on the order – an alert sound will occur with the error message. Over-receiving item quantity is also prevented if Company Settings is configured to not allow this.

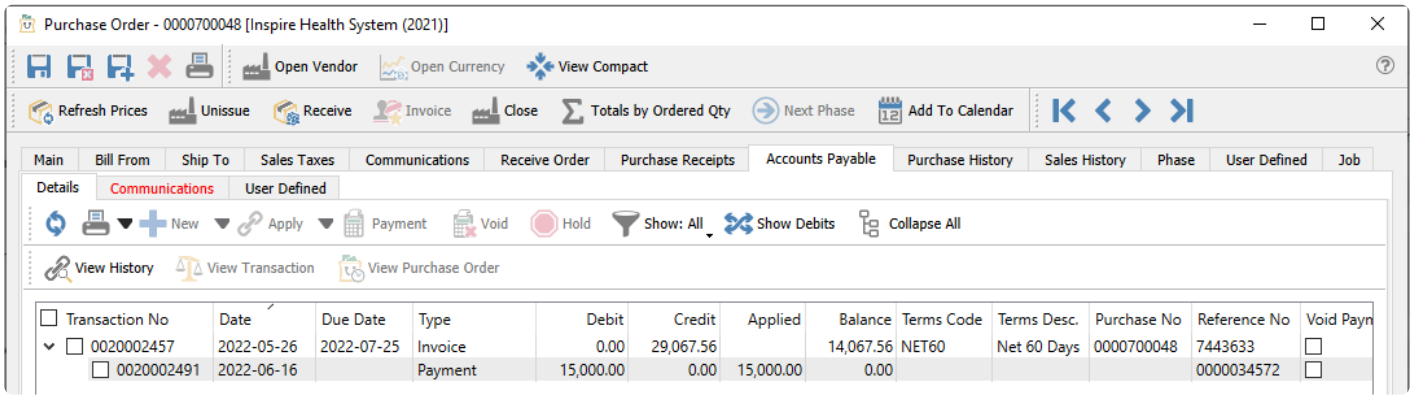
When an item scan has been done to make the Receive Qty equal to the Order Qty, the font colour will become blank instead of red, indicating that this line is complete.

Purchase Receipts



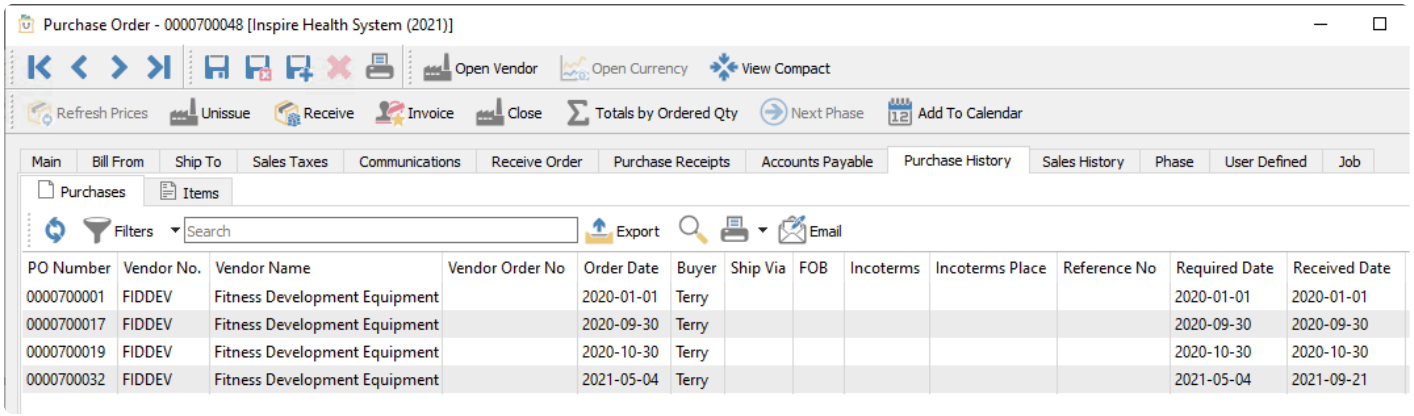
This screen shows each item in this PO that has had quantity received, with the receipt number and date. If an item was received on multiple partial receipts, each receipt is displayed separately. Each item also includes the landed costs in addition to the stock costs.

Accounts Payable



This tab shows all AP entries that have been made for this PO, including invoices and payments. You can use all the features of the Accounts Payable module here, if user security allows displaying this tab or options set, but limited only to the transactions displayed for this PO. This includes issuing a payment and printing the check.

Purchase History



This tab allows you to see all historical purchase receipts for this vendor, completed and closed to history. There are two sub-tabs, one for the list of invoices and the other for the list of items from those invoices. On either sub-tab you can search for, filter or export records of interest, and double-click a row to open the Purchase History receipt in a new window.

Purchases

The Purchases tab represents the individual Purchase Orders from the Vendor's Purchase History. You can select one or more purchase orders and create and send emails to the vendor. The following purchase order history reports are available to print from here, specific to this vendor:

Purchase History – Prints a list of historical purchase orders for this vendor, with the received date and purchase totals including taxes, discounts and freight.

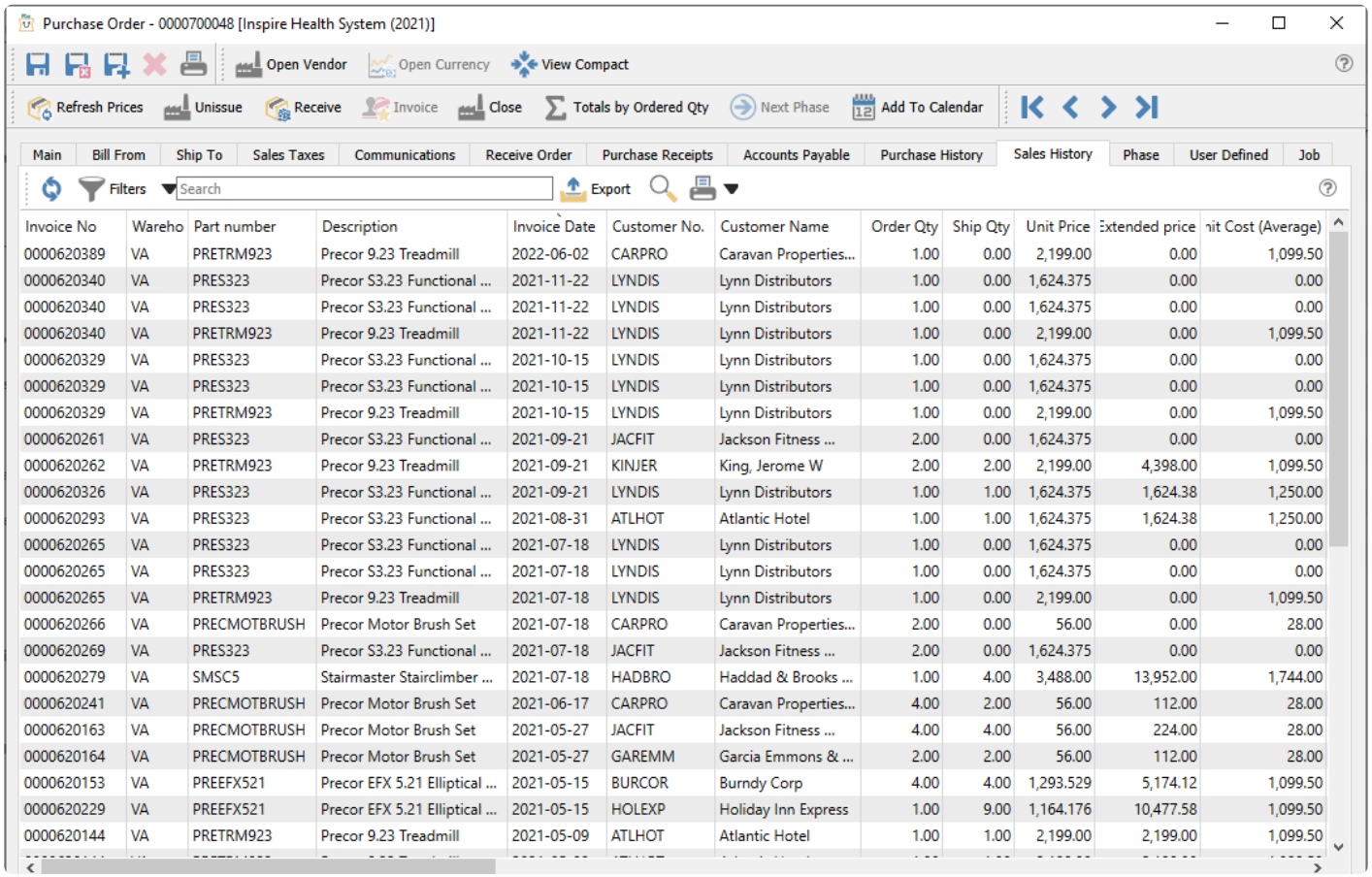
Purchase Order Reprint – Generates the purchase order form for each selected record that can be printed or emailed to the vendor. A watermark is included to indicate this PO is already closed, rather than a new purchase to process.

Items

The Items tab represents the individual Part No. items of the Purchase Orders from the Vendor's Purchase History. The following purchase order history item reports are available to print from here, specific to items on this PO:

Inventory Purchase History – Prints a list of selected received inventory items and their respective quantities and prices for this vendor.

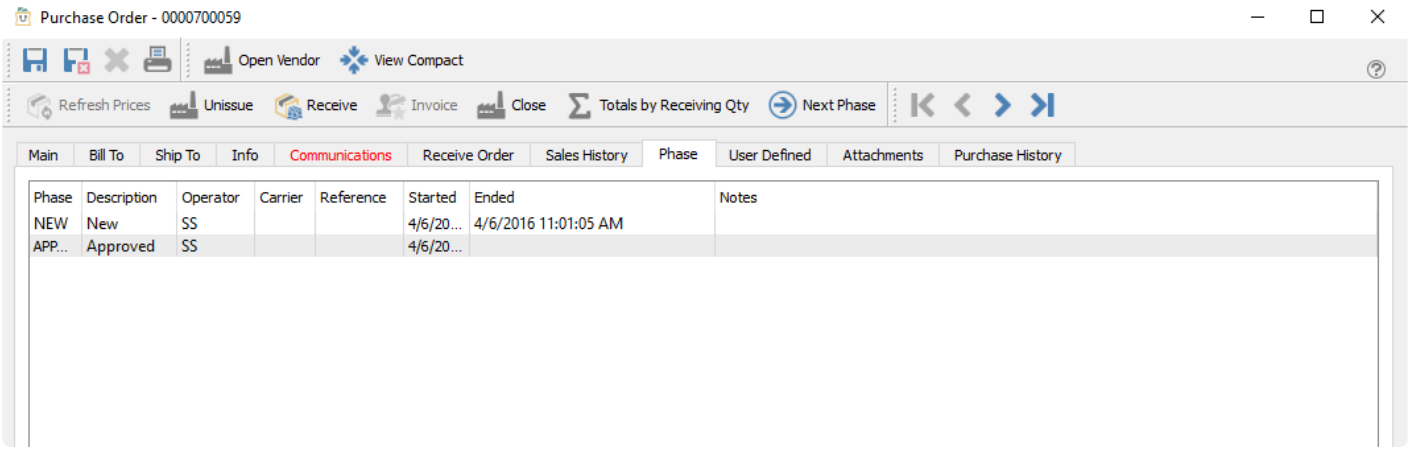
Sales History



Invoice No	Wareho	Part number	Description	Invoice Date	Customer No.	Customer Name	Order Qty	Ship Qty	Unit Price	Extended price	nit Cost (Average)
0000620389	VA	PRETRM923	Precor 9.23 Treadmill	2022-06-02	CARPRO	Caravan Properties...	1.00	0.00	2,199.00	0.00	1,099.50
0000620340	VA	PRES323	Precor S3.23 Functional ...	2021-11-22	LYNDIS	Lynn Distributors	1.00	0.00	1,624.375	0.00	0.00
0000620340	VA	PRES323	Precor S3.23 Functional ...	2021-11-22	LYNDIS	Lynn Distributors	1.00	0.00	1,624.375	0.00	0.00
0000620340	VA	PRETRM923	Precor 9.23 Treadmill	2021-11-22	LYNDIS	Lynn Distributors	1.00	0.00	2,199.00	0.00	1,099.50
0000620329	VA	PRES323	Precor S3.23 Functional ...	2021-10-15	LYNDIS	Lynn Distributors	1.00	0.00	1,624.375	0.00	0.00
0000620329	VA	PRES323	Precor S3.23 Functional ...	2021-10-15	LYNDIS	Lynn Distributors	1.00	0.00	1,624.375	0.00	0.00
0000620329	VA	PRETRM923	Precor 9.23 Treadmill	2021-10-15	LYNDIS	Lynn Distributors	1.00	0.00	2,199.00	0.00	1,099.50
0000620261	VA	PRES323	Precor S3.23 Functional ...	2021-09-21	JACFIT	Jackson Fitness ...	2.00	0.00	1,624.375	0.00	0.00
0000620262	VA	PRETRM923	Precor 9.23 Treadmill	2021-09-21	KINJER	King, Jerome W	2.00	2.00	2,199.00	4,398.00	1,099.50
0000620326	VA	PRES323	Precor S3.23 Functional ...	2021-09-21	LYNDIS	Lynn Distributors	1.00	1.00	1,624.375	1,624.38	1,250.00
0000620293	VA	PRES323	Precor S3.23 Functional ...	2021-08-31	ATLHOT	Atlantic Hotel	1.00	1.00	1,624.375	1,624.38	1,250.00
0000620265	VA	PRES323	Precor S3.23 Functional ...	2021-07-18	LYNDIS	Lynn Distributors	1.00	0.00	1,624.375	0.00	0.00
0000620265	VA	PRES323	Precor S3.23 Functional ...	2021-07-18	LYNDIS	Lynn Distributors	1.00	0.00	1,624.375	0.00	0.00
0000620265	VA	PRETRM923	Precor 9.23 Treadmill	2021-07-18	LYNDIS	Lynn Distributors	1.00	0.00	2,199.00	0.00	1,099.50
0000620266	VA	PRECMOTBRUSH	Precor Motor Brush Set	2021-07-18	CARPRO	Caravan Properties...	2.00	0.00	56.00	0.00	28.00
0000620269	VA	PRES323	Precor S3.23 Functional ...	2021-07-18	JACFIT	Jackson Fitness ...	2.00	0.00	1,624.375	0.00	0.00
0000620279	VA	SMSC5	Stairmaster Stairclimber ...	2021-07-18	HADBRO	Haddad & Brooks ...	1.00	4.00	3,488.00	13,952.00	1,744.00
0000620241	VA	PRECMOTBRUSH	Precor Motor Brush Set	2021-06-17	CARPRO	Caravan Properties...	4.00	2.00	56.00	112.00	28.00
0000620163	VA	PRECMOTBRUSH	Precor Motor Brush Set	2021-05-27	JACFIT	Jackson Fitness ...	4.00	4.00	56.00	224.00	28.00
0000620164	VA	PRECMOTBRUSH	Precor Motor Brush Set	2021-05-27	GAREMM	Garcia Emmons & ...	2.00	2.00	56.00	112.00	28.00
0000620153	VA	PREEFX521	Precor EFX 5.21 Elliptical ...	2021-05-15	BURCOR	Burndy Corp	4.00	4.00	1,293.529	5,174.12	1,099.50
0000620229	VA	PREEFX521	Precor EFX 5.21 Elliptical ...	2021-05-15	HOLEXP	Holiday Inn Express	1.00	9.00	1,164.176	10,477.58	1,099.50
0000620144	VA	PRETRM923	Precor 9.23 Treadmill	2021-05-09	ATLHOT	Atlantic Hotel	1.00	1.00	2,199.00	2,199.00	1,099.50

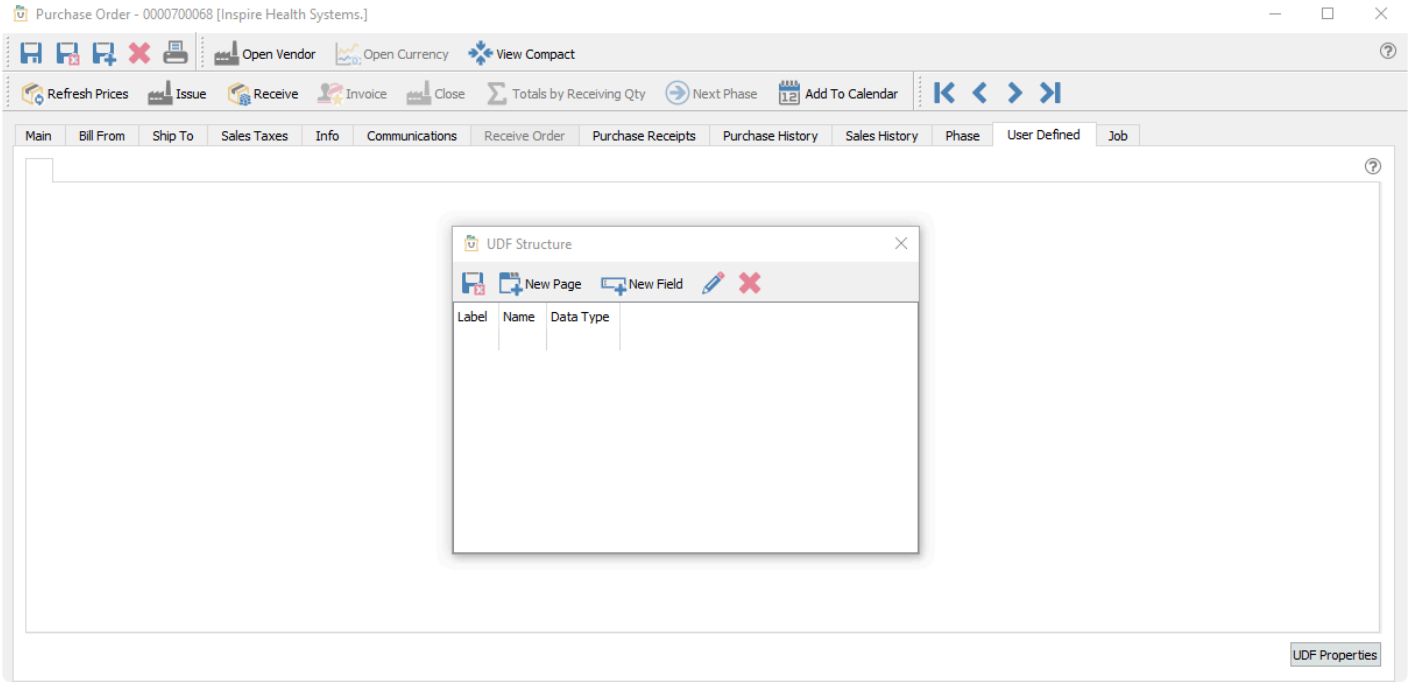
This tab lists all of the sales history for just the items on this PO. This is useful to see how well these items are selling, when deciding how many to purchase.

Phase



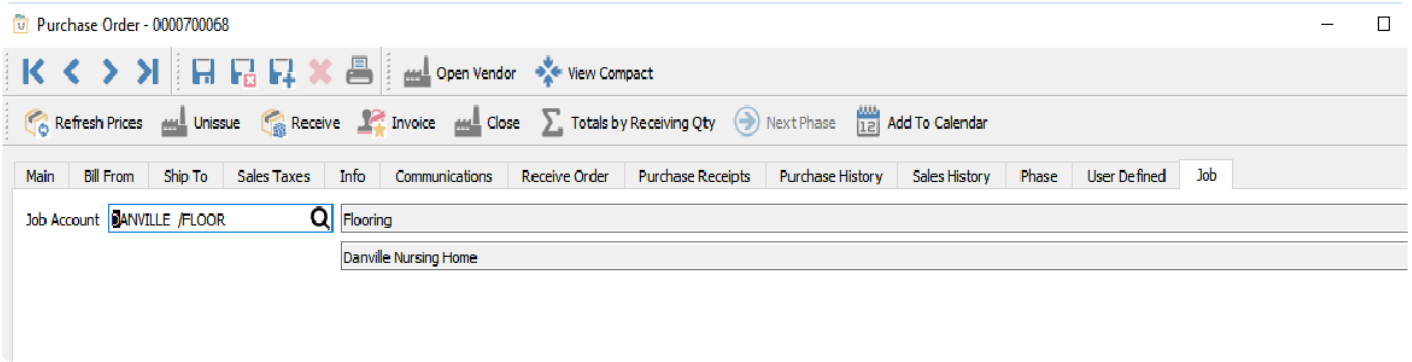
From this tab, you can see what phases a purchase order has been in, and when each new phase was started. The dates and times are editable in case corrections are necessary, and you can also add shipping carrier info, reference numbers and notes to describe anything important about this phase of this PO.

User Defined



User Defined fields allows you to add any number of extra fields to a purchase order that pertain to your POs for your business. To be able to edit the design of the UDF (User Defined Fields), you need to have the correct security access. Read the User Defined Fields manual topic for more information.

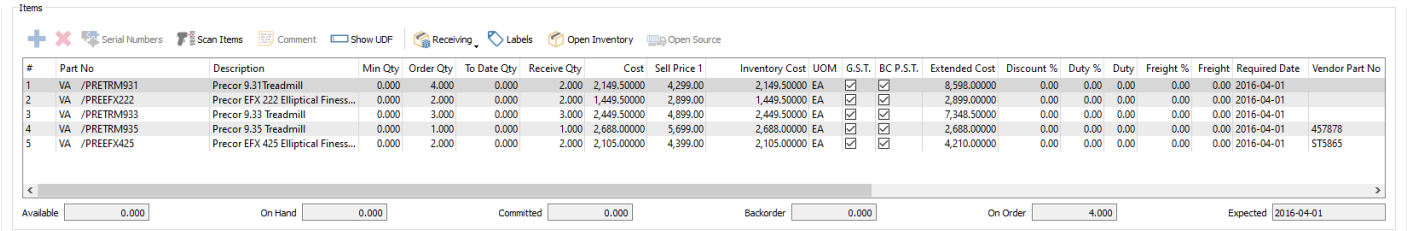
Job



If you want to track jobs and accounts for purchases, you can select values here, which automatically get added to all details on the PO.

Purchase Order Details

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



#	Part No	Description	Min Qty	Order Qty	To Date Qty	Receive Qty	Cost	Sell Price 1	Inventory Cost	UOM	G.S.T.	BC P.S.T.	Extended Cost	Discount %	Duty %	Duty	Freight %	Freight	Required Date	Vendor Part No
1	VA /PRETRM931	Precor 9.31Treadmill	0.000	4.000	0.000	2.000	2,149.50000	4,299.00	2,149.50000	EA	☑	☑	8,598.00000	0.00	0.00	0.00	0.00	0.00	2016-04-01	
2	VA /PREEFX222	Precor EFX 222 Elliptical Finess...	0.000	2.000	0.000	2.000	1,449.50000	2,899.00	1,449.50000	EA	☑	☑	2,899.00000	0.00	0.00	0.00	0.00	0.00	2016-04-01	
3	VA /PRETRM933	Precor 9.33 Treadmill	0.000	3.000	0.000	3.000	2,449.50000	4,899.00	2,449.50000	EA	☑	☑	7,348.50000	0.00	0.00	0.00	0.00	0.00	2016-04-01	
4	VA /PRETRM935	Precor 9.35 Treadmill	0.000	1.000	0.000	1.000	2,688.00000	5,699.00	2,688.00000	EA	☑	☑	2,688.00000	0.00	0.00	0.00	0.00	0.00	2016-04-01	457878
5	VA /PREEFX425	Precor EFX 425 Elliptical Finess...	0.000	2.000	0.000	2.000	2,105.00000	4,399.00	2,105.00000	EA	☑	☑	4,210.00000	0.00	0.00	0.00	0.00	0.00	2016-04-01	ST5865

> 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 / Insert – Create a new line for adding a new item, with the new line inserted immediately above the highlighted line in the grid. If you do not select an item code, you can do this to insert a blank line that can be visually helpful for organizing entry or printing on report forms. You can also add new items at the end of the list either by clicking in the cell under the last part number, or by pressing the Enter key when the last item row is highlighted.

Delete – Deletes the highlighted line. Only one row can be deleted at a time.

Serial Numbers – When an item that supports serial numbers or lot numbers is highlighted, this button will be active for use. Serial or lot numbers must be assigned for every quantity received. Click this button to enter the required serial or lot numbers.

Scan Items – Activate scanning item barcodes for adding new items to an open PO, or receiving items to an issued PO. When this screen is open, scan an item and it will be added to or received on the PO with quantity 1, and the dialog will remain open to continue scanning. Scan again to increment the quantity by one. If you first type a quantity value and the multiplier character in Company Settings (usually *), scanning adds the item with that quantity to the PO. You can also directly scan a serial or lot number and the item with that number is added to or received on the PO.

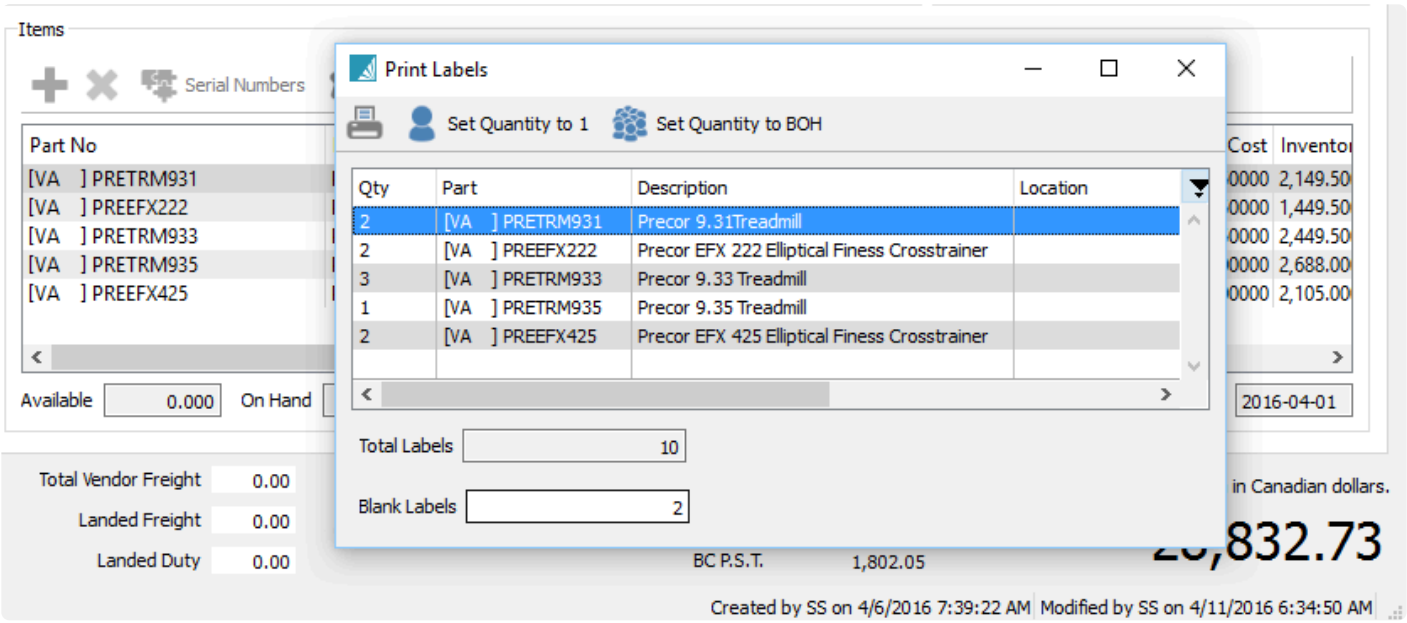
Comment – Add or insert text to the detail section of the PO, either for vendor instructions or when more text is needed than fits in the memo column. Click to open a window for entering as much text as you want. If you have information that you regularly include as comments, select a pre-defined record that has this text to include, for either sales or purchase orders. You can also create new comment records from here.

Show UDF – Include User Defined Field information for PO details, where each line of the purchase order can have unique information. The UDF structure can also be edited from here if user security settings allow this.

Receiving – You have the choice to receive All quantity remaining on this PO, calculated for each item from

the Order Qty less the received To Date Qty, or receive None and clear the Received Qty value from all items. The choices from this button are only active if the purchase order has been Issued, and not if it is still Open.

Labels – Opens the Print Labels screen to select quantities of labels to print for each item. Print count values could default from the Received, To Date or Order Qty of each item, which can be modified before printing. Read the Inventory Labels manual topic for more information.



Open Inventory – Opens the inventory item for viewing or editing item information.

Open Source – When an item on a PO originating from a Sales Order requisition is highlighted, this button will be active for use. The Sales Order transaction for this item will be opened in a new window.

Detail Lines Info

The PO details grid has many field columns to display, and most of them are editable for ordered items. Some columns may not be visible to users that do not have the security permissions to see them, and other columns require user security access to edit.

Part No – The item number entered or selected from inventory. You may be able to enter a miscellaneous non-inventory item value if user security settings are allowed.

Description – The description of the part number from the inventory item record, which can be edited if user security allows. For non-inventory items, you should enter a description value.

Min Qty – The minimum order quantity defined on this item, either on the Inventory Details tab or from the Vendor Prices record. This may affect the default Order Qty value when adding this item to a PO.

Order Qty – The quantity of the item desired to be purchased. By default this will be the higher of the

minimum order quantity from the item, or calculated from the quantity available of the item and any backordered sales orders or issued purchase orders.

To Date Qty – The quantity that has previously been received for this line of the PO, which may be either the full or partial quantity ordered.

Receive Qty – Quantity being received now, which will be added to inventory when the Receive toolbar button is clicked.

Cost – Cost of the item in the unit of measure selected on the purchase order detail. The initial value defaults from the item Current Cost, unless there is a Vendor Price defined for this item and unit of measure. The default cost can be edited.

Inventory Cost – Unit cost of the item, calculated based on the inventory item stocking unit of measure, which may be different than the purchasing unit of measure.

UOM – The purchase Unit of Measure, which defaults from the item Purchase UOM when added to a PO, but if any other units are defined on the item that are configured to be allowed as a purchase unit, then they can be selected here. The Cost column is recalculated based on the UOM conversion factor of the new unit, and the Weight from the UOM is used.

Tax 1-4 – These tax flag columns display based on the tax codes selected on the Sales Taxes tab. These checkboxes are editable if user security allows, and if so these can be disabled if this item is tax exempt for this vendor.

Extended Cost – The total discounted cost for this item, calculated from the Order Qty and the PO unit Cost.

Duty % – The estimated duty that will be charged by a third-party vendor, where the default value comes from the Inventory item Details tab, and you can change this value as required. The Duty amount is calculated from this percentage and the item Extended Cost. If you edit the Duty amount directly, this percentage will be recalculated. If the Company Setting for Inventory to Save Landed Costs is enabled, then the Duty % on the Inventory item will be updated to the value from the PO detail.

Duty – The estimated duty accrued for this line of the purchase order, calculated from the Duty % and the Extended Cost, but you can change this value as required. This amount will increment the Landed Duty value in the PO Footer. Posting the receipt will update the Current Cost of the Inventory Item, calculated from the PO Extended Cost with duty included, and the GL transaction will have a credit amount posted to the Accrued Duty account defined in Company Settings.

Freight % – The estimated freight that will be charged by a third-party vendor, where the default value comes from the Inventory item Details tab, but you can change this value as required. The Freight amount is calculated from this percentage and the item Extended Cost. If you edit the Freight amount directly, this percentage will be recalculated. If the Company Setting for Inventory to Save Landed Costs is enabled, then the Freight % on the Inventory item will be updated to the value from the PO detail.

Freight – The estimated freight accrued for this line of the purchase order, calculated from the Freight % and the Extended Cost, but you can change this value as required. This amount will increment the Landed Freight value in the PO Footer – different than the Vendor Freight value, which will appear on the vendor invoice as a charge. Posting the receipt will update the Current Cost of the Inventory Item, calculated from the PO Extended Cost with freight included, and the GL transaction will have a credit amount posted to the Accrued Freight account defined in Company Settings.

Required Date – When you expects to receive this item from the vendor. The value defaults from the 'Required Date' in the Order Details, and if the Order Details date is changed, you will be prompted to update all Required Date values to the same value. By default this is not printed on the PO.

Vendor Part No – The vendors part number for this item. If a value existing on the PO detail, it will be used on the Spire default purchase order report instead of the inventory part number.

Inventory GL – The Inventory control GL account for this inventory item, based on the item Sales Department, which can be edited if user security allows. If the detail is for a non-inventory item, the default account will come from the Non-Inventory special account in Company Settings, if one is configured.

> **!** If user security has General Ledger / Edit Journal Entry While Posting enabled, you can modify GL account values. 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 warehouse location description for this item or Unit of Measure for reference, different than the Location in Order Details which affects accounting. This can be edited and the new value will update inventory.

Pack Size – A value representing how much quantity is in a package, perhaps related to a unit of measure or sales target. It appears on sales order detail lines, perhaps to encourage the salesperson to sell full packs, but it is informational only and does not affect purchase order functionality.
Discount % – An optional discount percentage applied to the Cost of this item. This is separate from the PO discount percent you can apply from the order footer section.

Sell Price 1 – The Level 1 unit price for this item. If you edit this value, when the PO receipt is posted, the inventory item unit price will be updated with this change.

Memo – A place to enter many lines of text, associated with this line of the order for notes or any other purpose. Memo text does not print on any reports or forms.

Reference – A text field to use in any way you need, such as to cross reference to another document like a supplier item warranty, where the suppliers invoice number is entered here. By default this field does not print on any reports or forms.

Source Type – If the PO detail was created by a processed Requisition, this field will be contain the

requisition source, which can be any of Inventory, Sales Order or Production Order.

Source No – If the PO detail was created by a processed Requisition from a Sales Order or Production Order, that transaction number is displayed here.

Customer – If the PO detail was created by a processed Requisition from a Sales Order, the customer code from that sales order is displayed. This is very useful so that the person receiving this PO knows this item is reserved for this customer sales order, not for general stock.

Ship To – If the PO detail was created by a processed Requisition from a Sales Order, the Ship To ID from that sales order is displayed.

Employee – The employee code assigned to the line, perhaps for labour charges, commission or other tracking purposes

Employee Name – The name of this employee selected on this line.

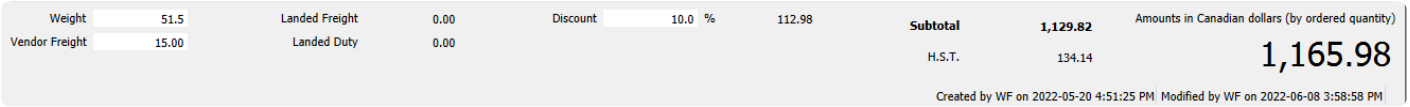
Weight – The weight of an item multiplied or divided by its unit of measure conversion factor. You can override this value on a PO, but if the weight has changed then you should also update the weight on the inventory item as well.

Ext Weight – The total weight for this item, calculated from the Order Qty and the Unit Weight.

Job Account – The job and account that this line of the PO is assigned to, which by default comes from the value selected from the Job tab but can be edited for any line.

Purchase Order Footer

The PO Footer contains total amounts for weight, freight, duty, discount and taxes.



Weight – The total weight of the items on the purchase order. It is calculated from the extended weight of all items on the PO, but you can override this value if required.

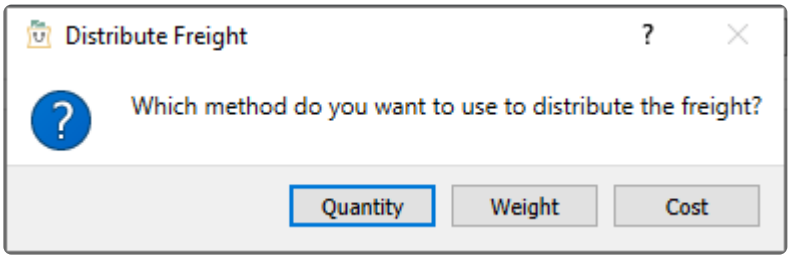
Landed Costs

Landed costs can be added to a purchase order when receiving, either through the Vendor Freight value or the Landed Freight and Duty amounts.

Vendor Freight – The shipping charge that this vendor will include on their invoice. If “Include vendor freight in landed cost” is on in Company Settings/Purchase Order then this cost will get included in the cost of the items received. If this setting is not on, then the freight amount will get posted to the freight expense account defined in Company Settings – Special Accounts when the invoice is posted.

Landed Freight – The estimated freight that gets charged by a third-party vendor that gets included in the cost of the items received. The amount is calculated from the sum of all freight amounts on item details. This field is only editable if at least one item of the Issued PO has received quantity entered. When you enter the amount to the landed freight field, you get prompted for how the freight should be distributed to each PO line. The choices are Quantity, Weight or Cost. You could then edit each line of the PO after this distribution, if required. This total amount will be posted to the Accrued Freight Charges account configured in Company Settings – Special Accounts when the PO Receipt is posted.

Landed Duty – The estimated duty that gets charged by a third-party vendor that gets included in the cost of the items received. The amount is calculated from the sum of all duty amounts on item details. This field is only editable if at least one item of the Issued PO has received quantity entered. When you enter the amount to the landed duty field, you get prompted for how the duty should be distributed to each PO line. The choices are Quantity, Weight or Cost. You could then edit each line of the PO after this distribution, if required. This total amount will be posted to the Accrued Duty & Brokerages account configured in Company Settings – Special Accounts when the PO Receipt is posted.



Discount – Enter a percentage value to calculate a reduction of the PO amount. The discount is based on the pre-tax total amount, after any discount amounts on individual lines are determined.

Subtotal – The sum of all items and freight, less discounts and before tax.

Tax 1 – 4 – Total tax for each of up to 4 jurisdictions assigned to the order from the Sales Taxes tab.

Total – Grand total of the order, in the currency of the vendor. If the currency is something other than base currency, the exchange rate is also displayed here.

The purchase order creation date, time and user initials, and the last modified date, time and user initials are also displayed for reference.

Processing Purchase Orders

A purchase order can have 5 different statuses.

Open – A new PO that allows adding items and editing other information, and has not usually been sent to the vendor yet. Items have not yet been saved as On Order.

Hold – Open POs can be put On Hold, to prevent editing some information and also to prevent issuing, receiving or invoicing the PO.

Standing – A recurring purchase from a vendor. When a standing purchase order is Issued, it is also copied to a new PO with a Standing status to be used for a future purchase.

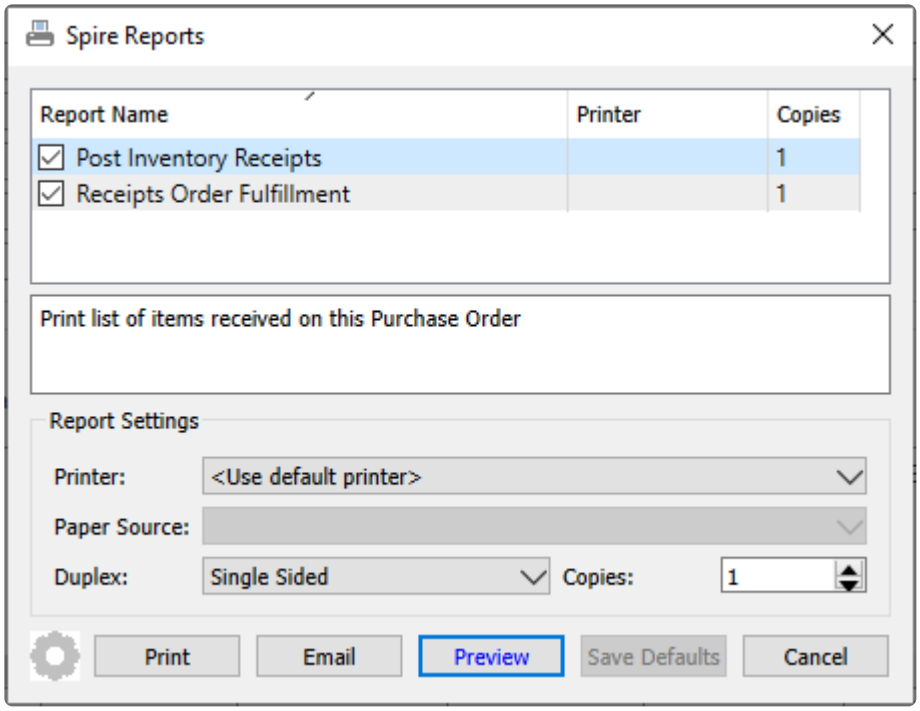
Issued – Usually means that the vendor has received a copy of the purchase order. Issued POs have limitations in what fields are available to edit, and the Receive Qty column becomes available in the PO Details grid to enter values when the goods are received. With the correct security permissions the 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 or all product received on it. Received POs have limitations in what fields are available to edit; even if the PO is unissued, lines that have had receipts still cannot be changed.

> Note – If an item on-hand quantity had been allowed to go negative, and the replacement cost is now different, the PO receiving will adjust the 'cost of goods' GL account for the difference. Read the Receiving Negative Inventory manual topic for more information.

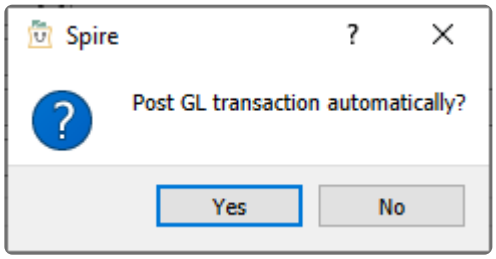
When items on a PO have Received Qtys entered, and you click the Receive button to set this status, the On-Hand quantities of the items are increased and the On-Order quantities get decreased.

Every time a PO Receipt is posted, a receipt transaction is saved for each item, which can be seen on either the Movement or Receipts tabs when editing an inventory item. In addition, if the company is configured to use FIFO costing on sales instead of Average Cost, a Remaining Qty is maintained on these receipts to determine what the Sales invoice Cost of Sale for items are. In addition, you are prompted with received orders report list.



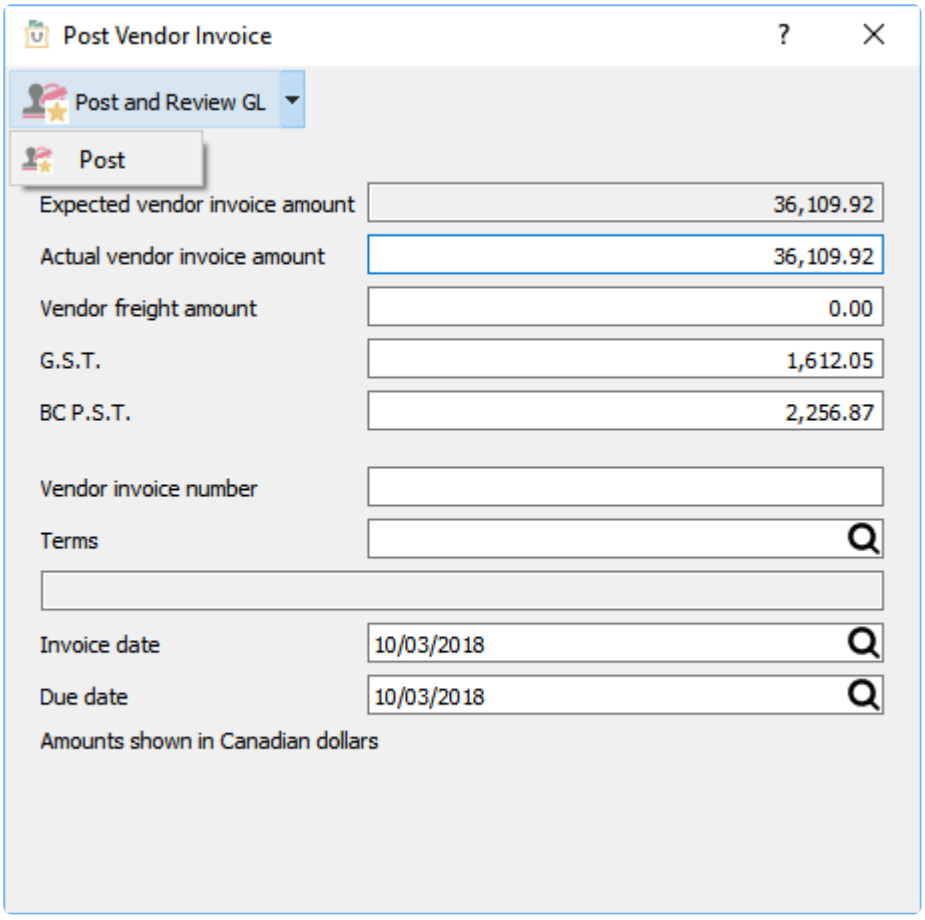
If the user security setting Post Invoices to AP in the Purchase Orders area is enabled, a prompt screen “Would you like to create a vendor invoice?” appears.

If you do not have permission to post invoices to AP, or choose No to creating a vendor invoice at this time, then you will be asked a question if you want to suppress seeing the GL transaction for the purchase receipt.



The Accrued Purchases special GL account will be credited instead of accounts payable. When the vendor invoice arrives, you must come back to this PO to enter the invoice details and post it.

Choosing Yes to creating a vendor invoice opens the screen below to enter or update relevant information. When the invoice transaction is posted, the GL Inventory control account from the item will be debited and the GL Accounts Payable control account from the vendor will be credited.

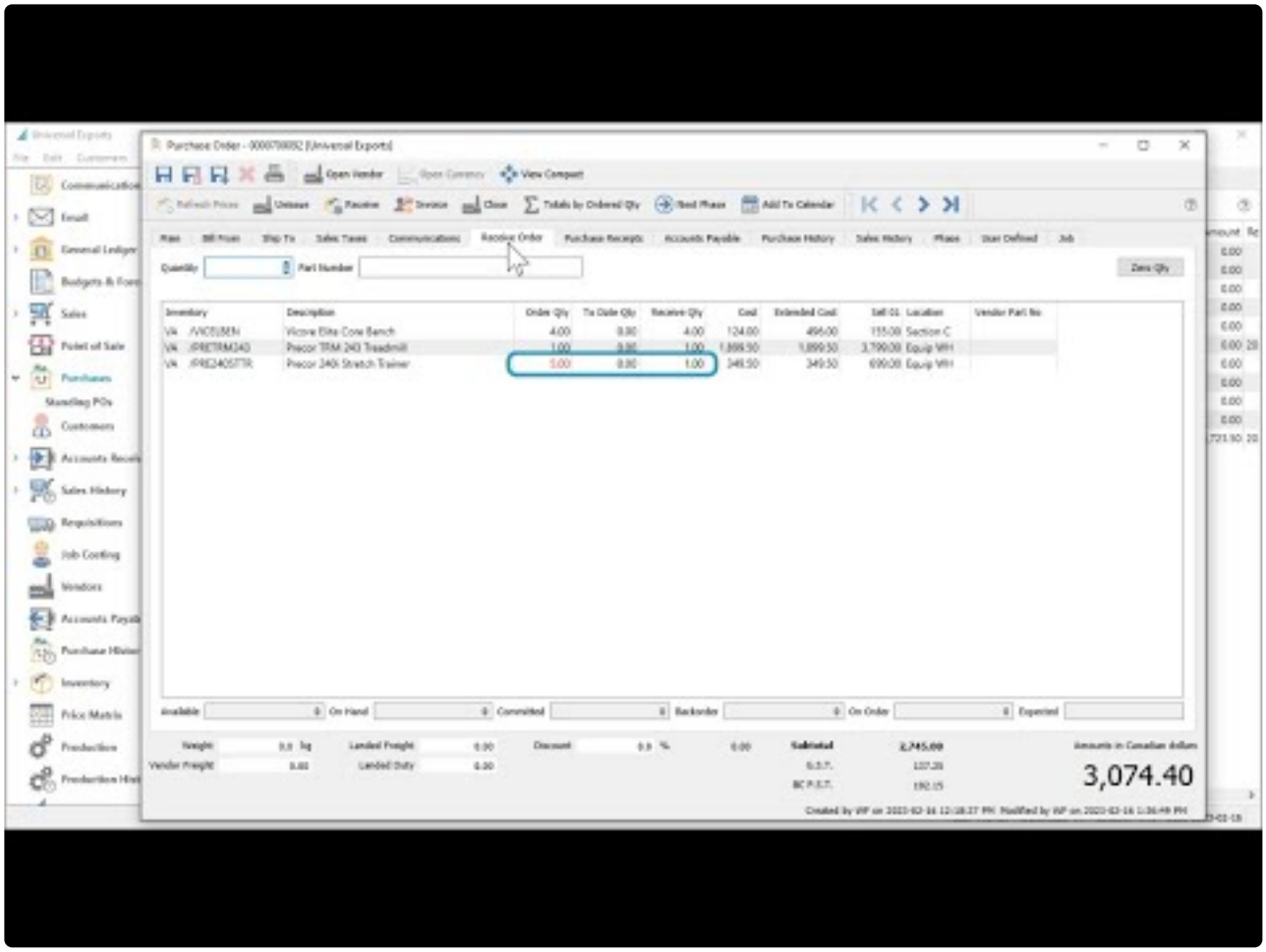


> **!** Note – If you enter the the vendors invoice in accounts payable instead of through the PO then the accrual will not automatically be reversed. Click Here for more details.

Enter in the vendor's invoice number, date of the invoice and edit the terms as required. The values could also be edited, but if these do not match the received amounts of the PO then the difference will be posted to the Inventory Variance GL account defined in Company Settings.

If the user security setting Close Purchases in the Purchase Orders area is enabled, then when the vendor invoice is posted, you will be asked if you want to close the purchase order. If the amount of the accruals received on the PO do not match the amount posted to Accounts Payable, the remaining amount will get posted to the Inventory Variance GL account.

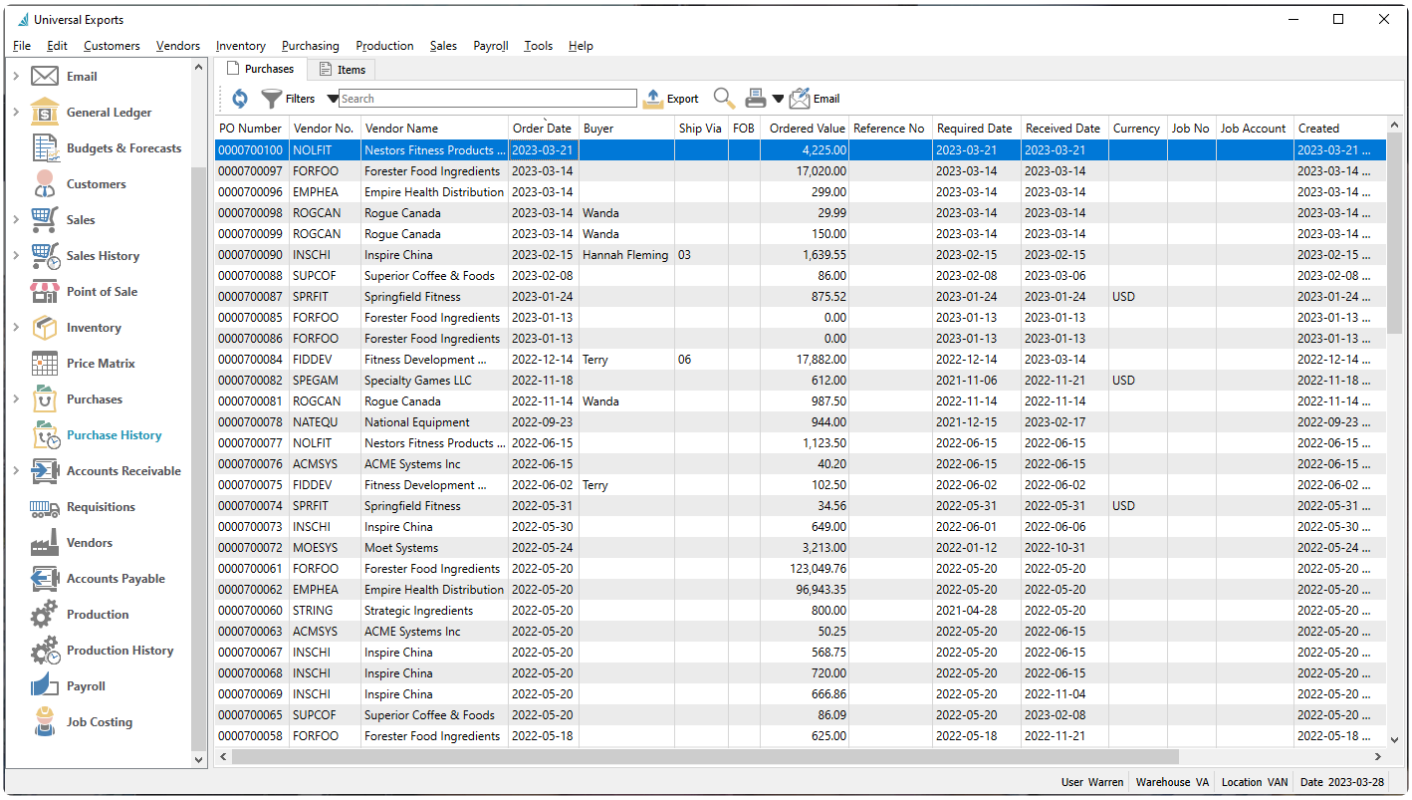
Video Instruction



https://www.youtube.com/embed/WcZ24MhI2-8?rel=0

Purchase History

After purchase orders have been completed, they are not simply deleted, but instead are moved to the Purchase History list, where you are able to inquire or report on old orders, create a new order by copying, or reversing an order to return the purchased inventory. Purchase History has it's own list that can be opened from the module list at the left or the top Purchasing menu. This initial display is the Purchases tab, which lists all completed purchase order transactions, which can be sorted, searched for, exported or reported on.

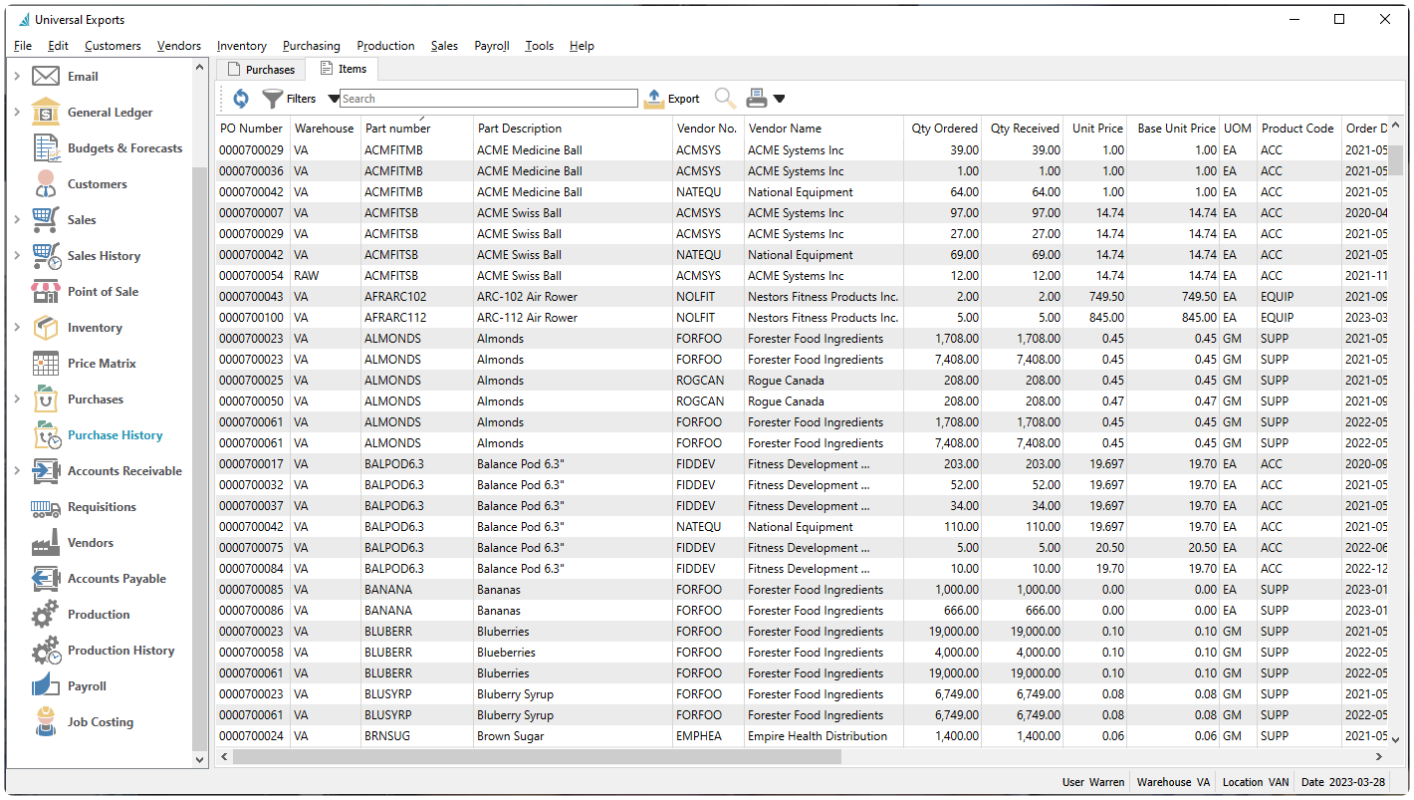


PO Number	Vendor No.	Vendor Name	Order Date	Buyer	Ship Via	FOB	Ordered Value	Reference No	Required Date	Received Date	Currency	Job No	Job Account	Created
0000700100	NOLFIT	Nestors Fitness Products ...	2023-03-21				4,225.00		2023-03-21	2023-03-21				2023-03-21 ...
0000700097	FORFOO	Forester Food Ingredients	2023-03-14				17,020.00		2023-03-14	2023-03-14				2023-03-14 ...
0000700096	EMPHEA	Empire Health Distribution	2023-03-14				299.00		2023-03-14	2023-03-14				2023-03-14 ...
0000700098	ROGCAN	Rogue Canada	2023-03-14	Wanda			29.99		2023-03-14	2023-03-14				2023-03-14 ...
0000700099	ROGCAN	Rogue Canada	2023-03-14	Wanda			150.00		2023-03-14	2023-03-14				2023-03-14 ...
0000700090	INSCHI	Inspire China	2023-02-15	Hannah Fleming	03		1,639.55		2023-02-15	2023-02-15				2023-02-15 ...
0000700088	SUPCOF	Superior Coffee & Foods	2023-02-08				86.00		2023-02-08	2023-03-06				2023-02-08 ...
0000700087	SPRFIT	Springfield Fitness	2023-01-24				875.52		2023-01-24	2023-01-24	USD			2023-01-24 ...
0000700085	FORFOO	Forester Food Ingredients	2023-01-13				0.00		2023-01-13	2023-01-13				2023-01-13 ...
0000700086	FORFOO	Forester Food Ingredients	2023-01-13				0.00		2023-01-13	2023-01-13				2023-01-13 ...
0000700084	FIDDEV	Fitness Development ...	2022-12-14	Terry	06		17,882.00		2022-12-14	2023-03-14				2022-12-14 ...
0000700082	SPEGAM	Specialty Games LLC	2022-11-18				612.00		2021-11-06	2022-11-21	USD			2022-11-18 ...
0000700081	ROGCAN	Rogue Canada	2022-11-14	Wanda			987.50		2022-11-14	2022-11-14				2022-11-14 ...
0000700078	NATEQU	National Equipment	2022-09-23				944.00		2021-12-15	2023-02-17				2022-09-23 ...
0000700077	NOLFIT	Nestors Fitness Products ...	2022-06-15				1,123.50		2022-06-15	2022-06-15				2022-06-15 ...
0000700076	ACMSYS	ACME Systems Inc	2022-06-15				40.20		2022-06-15	2022-06-15				2022-06-15 ...
0000700075	FIDDEV	Fitness Development ...	2022-06-02	Terry			102.50		2022-06-02	2022-06-02				2022-06-02 ...
0000700074	SPRFIT	Springfield Fitness	2022-05-31				34.56		2022-05-31	2022-05-31	USD			2022-05-31 ...
0000700073	INSCHI	Inspire China	2022-05-30				649.00		2022-06-01	2022-06-06				2022-05-30 ...
0000700072	MOESYS	Moet Systems	2022-05-24				3,213.00		2022-01-12	2022-10-31				2022-05-24 ...
0000700061	FORFOO	Forester Food Ingredients	2022-05-20				123,049.76		2022-05-20	2022-05-20				2022-05-20 ...
0000700062	EMPHEA	Empire Health Distribution	2022-05-20				96,943.35		2022-05-20	2022-05-20				2022-05-20 ...
0000700060	STRING	Strategic Ingredients	2022-05-20				800.00		2021-04-28	2022-05-20				2022-05-20 ...
0000700063	ACMSYS	ACME Systems Inc	2022-05-20				50.25		2022-05-20	2022-06-15				2022-05-20 ...
0000700067	INSCHI	Inspire China	2022-05-20				568.75		2022-05-20	2022-06-15				2022-05-20 ...
0000700068	INSCHI	Inspire China	2022-05-20				720.00		2022-05-20	2022-06-15				2022-05-20 ...
0000700069	INSCHI	Inspire China	2022-05-20				666.86		2022-05-20	2022-11-04				2022-05-20 ...
0000700065	SUPCOF	Superior Coffee & Foods	2022-05-20				86.09		2022-05-20	2023-02-08				2022-05-20 ...
0000700058	FORFOO	Forester Food Ingredients	2022-05-18				625.00		2022-05-18	2022-11-21				2022-05-18 ...

Email – Highlight one or more purchase orders and generate email(s) to the respective purchase or internal contacts. When creating an email for a single purchase order, you can attach a re-printed order report duplicate if desired.

Items

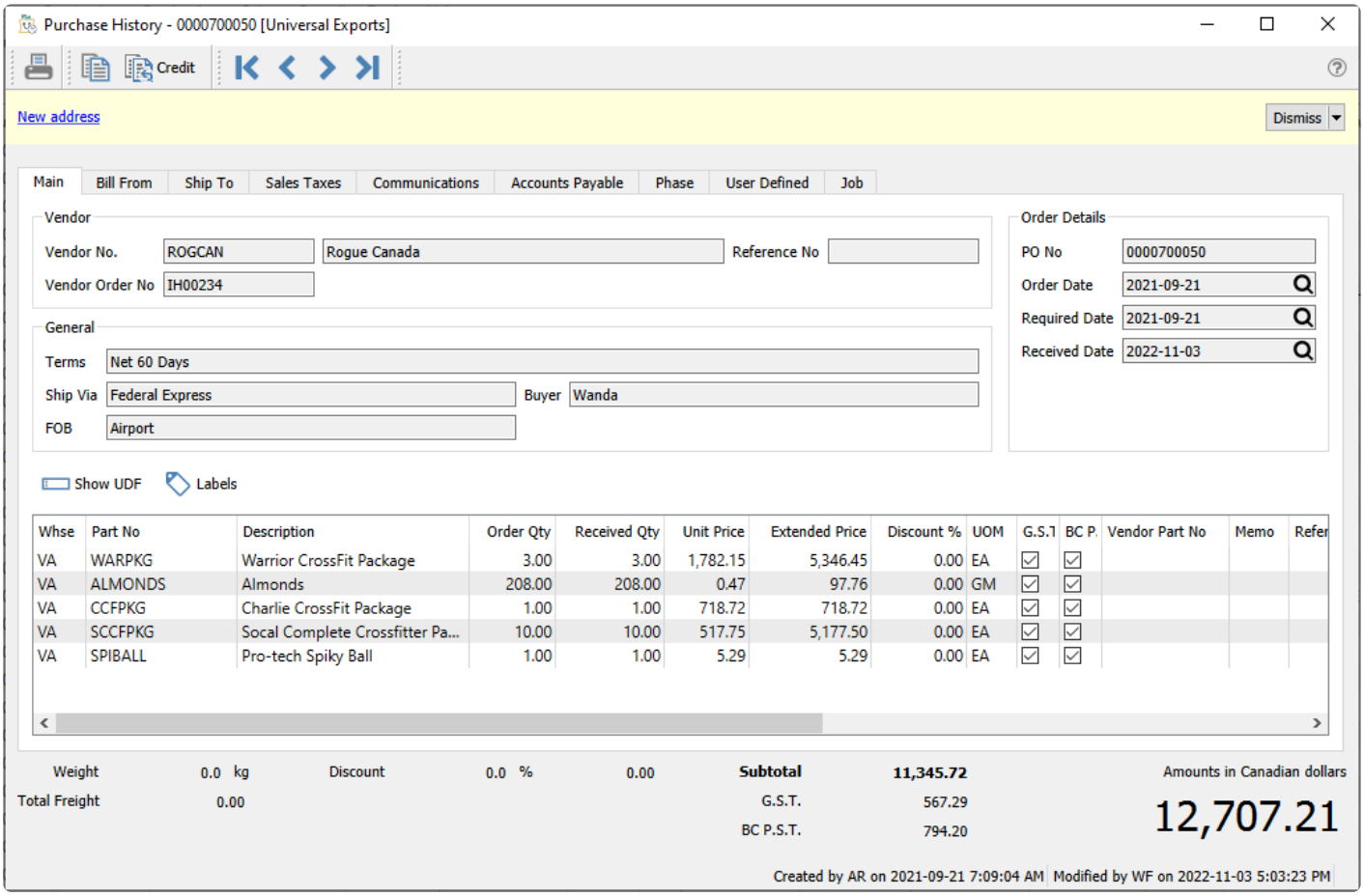
The Items tab lists all historical purchase details, which can be sorted, searched for, exported or reported on.



PO Number	Warehouse	Part number	Part Description	Vendor No.	Vendor Name	Qty Ordered	Qty Received	Unit Price	Base Unit Price	UOM	Product Code	Order D
0000700029	VA	ACMFITMB	ACME Medicine Ball	ACMSYS	ACME Systems Inc	39.00	39.00	1.00	1.00	EA	ACC	2021-05
0000700036	VA	ACMFITMB	ACME Medicine Ball	ACMSYS	ACME Systems Inc	1.00	1.00	1.00	1.00	EA	ACC	2021-05
0000700042	VA	ACMFITMB	ACME Medicine Ball	NATEQU	National Equipment	64.00	64.00	1.00	1.00	EA	ACC	2021-05
0000700007	VA	ACMFITSB	ACME Swiss Ball	ACMSYS	ACME Systems Inc	97.00	97.00	14.74	14.74	EA	ACC	2020-04
0000700029	VA	ACMFITSB	ACME Swiss Ball	ACMSYS	ACME Systems Inc	27.00	27.00	14.74	14.74	EA	ACC	2021-05
0000700042	VA	ACMFITSB	ACME Swiss Ball	NATEQU	National Equipment	69.00	69.00	14.74	14.74	EA	ACC	2021-05
0000700054	RAW	ACMFITSB	ACME Swiss Ball	ACMSYS	ACME Systems Inc	12.00	12.00	14.74	14.74	EA	ACC	2021-11
0000700043	VA	AFRARC102	ARC-102 Air Rower	NOLFIT	Nestors Fitness Products Inc.	2.00	2.00	749.50	749.50	EA	EQUIP	2021-09
0000700100	VA	AFRARC112	ARC-112 Air Rower	NOLFIT	Nestors Fitness Products Inc.	5.00	5.00	845.00	845.00	EA	EQUIP	2023-03
0000700023	VA	ALMONDS	Almonds	FORFOO	Forester Food Ingredients	1,708.00	1,708.00	0.45	0.45	GM	SUPP	2021-05
0000700023	VA	ALMONDS	Almonds	FORFOO	Forester Food Ingredients	7,408.00	7,408.00	0.45	0.45	GM	SUPP	2021-05
0000700025	VA	ALMONDS	Almonds	ROGCAN	Rogue Canada	208.00	208.00	0.45	0.45	GM	SUPP	2021-05
0000700050	VA	ALMONDS	Almonds	ROGCAN	Rogue Canada	208.00	208.00	0.47	0.47	GM	SUPP	2021-09
0000700061	VA	ALMONDS	Almonds	FORFOO	Forester Food Ingredients	1,708.00	1,708.00	0.45	0.45	GM	SUPP	2022-05
0000700061	VA	ALMONDS	Almonds	FORFOO	Forester Food Ingredients	7,408.00	7,408.00	0.45	0.45	GM	SUPP	2022-05
0000700017	VA	BALPOD6.3	Balance Pod 6.3"	FIDDEV	Fitness Development ...	203.00	203.00	19.697	19.70	EA	ACC	2020-09
0000700032	VA	BALPOD6.3	Balance Pod 6.3"	FIDDEV	Fitness Development ...	52.00	52.00	19.697	19.70	EA	ACC	2021-05
0000700037	VA	BALPOD6.3	Balance Pod 6.3"	FIDDEV	Fitness Development ...	34.00	34.00	19.697	19.70	EA	ACC	2021-05
0000700042	VA	BALPOD6.3	Balance Pod 6.3"	NATEQU	National Equipment	110.00	110.00	19.697	19.70	EA	ACC	2021-05
0000700075	VA	BALPOD6.3	Balance Pod 6.3"	FIDDEV	Fitness Development ...	5.00	5.00	20.50	20.50	EA	ACC	2022-06
0000700084	VA	BALPOD6.3	Balance Pod 6.3"	FIDDEV	Fitness Development ...	10.00	10.00	19.70	19.70	EA	ACC	2022-12
0000700085	VA	BANANA	Bananas	FORFOO	Forester Food Ingredients	1,000.00	1,000.00	0.00	0.00	EA	SUPP	2023-01
0000700086	VA	BANANA	Bananas	FORFOO	Forester Food Ingredients	666.00	666.00	0.00	0.00	EA	SUPP	2023-01
0000700023	VA	BLUBERR	Bluberries	FORFOO	Forester Food Ingredients	19,000.00	19,000.00	0.10	0.10	GM	SUPP	2021-05
0000700058	VA	BLUBERR	Blueberries	FORFOO	Forester Food Ingredients	4,000.00	4,000.00	0.10	0.10	GM	SUPP	2022-05
0000700061	VA	BLUBERR	Bluberries	FORFOO	Forester Food Ingredients	19,000.00	19,000.00	0.10	0.10	GM	SUPP	2022-05
0000700023	VA	BLUSYRP	Bluberry Syrup	FORFOO	Forester Food Ingredients	6,749.00	6,749.00	0.08	0.08	GM	SUPP	2021-05
0000700061	VA	BLUSYRP	Bluberry Syrup	FORFOO	Forester Food Ingredients	6,749.00	6,749.00	0.08	0.08	GM	SUPP	2022-05
0000700024	VA	BRNSUG	Brown Sugar	EMPHEA	Empire Health Distribution	1,400.00	1,400.00	0.06	0.06	GM	SUPP	2021-05

Viewing Historical Orders

From either the Purchases or Items tabs, to see more details about a specific order, you can either double-click the record in the grid, or highlight the record and use the View button in the toolbar to open it.



Information on historical orders cannot be edited, only viewed. You can add a new note on the Communication tab if you need to save additional information about this historical order. You can also create a new purchase order based on the contents of this order, either as a repeat order or to reverse it.

Copy – Create a new purchase order using identical inventory and quantities as this order. If this order had been requisitioned from a sales order, the customer and sales order information is cleared on the new order. Received Serial or Lot numbers are also cleared on the new order.

Reverse – Create a new purchase order using identical inventory as this order, and the quantities used are the negative of those on this order. If this order had been requisitioned from a sales order, the customer and sales order information is cleared on the new order. Received Serial or Lot numbers are also cleared on the new order.

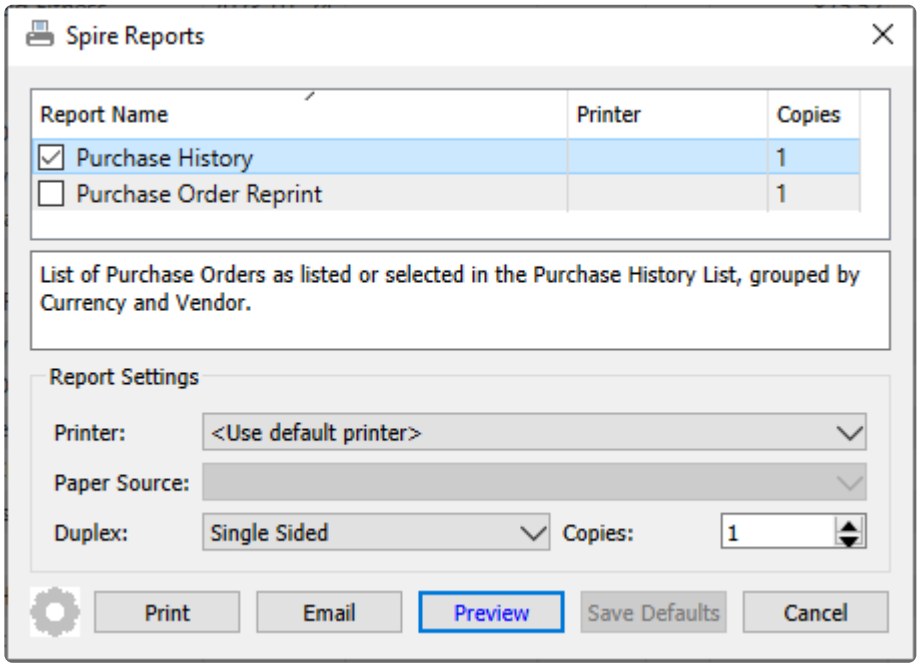
Labels – Opens the Print Labels screen to select quantities of labels to print for each item. Print count values default from the Received Qty of each item, which can be modified before printing. Read the Inventory Labels manual topic for more information.

Because the Save/Close button is not displayed when viewing a historical order, you need to either click the X button at the top-right of the window or use the Alt-F4 keyboard shortcut to close this window.

Reports

Purchase History reports can be printed either from the Purchases list, the Items list or when viewing a specific order. From the lists, you can select specific or all orders to print.

Purchases



Purchase History – Prints a list of selected historical purchase orders, with the received date and purchase totals including taxes, discounts and freight. This report is most valuable when a group or purchase orders are selected for printing, rather than a single record.

Universal Exports

Purchase History

Selected Records only

March 28, 2023 / 11:26 am

Purchase Order	Buyer		Date	Required	Received	Subtotal	Discount	Freight	Tax 1	Tax 2	Total
EMPHEA Empire Health Distribution		EMPHEA									
0000700096			Mar 14,23	Mar 14,23	Mar 14,23	299.00			38.87		337.87
						299.00			**38.87**		**337.87**
FORFOO Forester Food Ingredients		FORFOO									
0000700097			Mar 14,23	Mar 14,23	Mar 14,23	17,020.00			2,212.60		19,232.60
						17,020.00			**2,212.60**		**19,232.60**
INSCHI Inspire China		INSCHI									
0000700090	Hannah Fleming		Feb 15,23	Feb 15,23	Feb 15,23	1,639.55			213.14		1,852.69
						1,639.55			**213.14**		**1,852.69**
NOLFIT Nestors Fitness Products Inc.		NOLFIT									
0000700100			Mar 21,23	Mar 21,23	Mar 21,23	4,225.00			549.25		4,774.25
						4,225.00			**549.25**		**4,774.25**
ROGCAN Rogue Canada		ROGCAN									
0000700099	Wanda		Mar 14,23	Mar 14,23	Mar 14,23	150.00			19.50		169.50
0000700098	Wanda		Mar 14,23	Mar 14,23	Mar 14,23	29.99			3.90		33.89
						179.99			**23.40**		**203.39**
SUPCOF Superior Coffee & Foods		SUPCOF									
0000700088			Feb 8,23	Feb 8,23	Mar 6,23	86.00			11.18		97.18
						86.00			**11.18**		**97.18**
						23,449.54			**3,048.44**		**26,497.98**

Purchase Order Reprint – Generates the purchase order form for each selected record that can be printed or emailed to the respective vendor. A watermark is included to indicate this PO is already closed, rather than a new purchase to process. This report can also be created when viewing a specific purchase order.

Universal Exports

5578 First Avenue
Vancouver BC V5T 6Y6
Ph. (604) 555-4589 Fax (604) 555-7763
info@inspirehealthsys.com

Purchase Order

0000700084

Date December 14, 2022

FIDDEV

To:

Fitness Development Equipment
3455 Ferdale Street
Burnaby BC V5M 8Y8

Ship To:

5578 First Avenue
Vancouver BC V5T 6Y6

(604) 443-4890 ext. 100

(604) 555-4589

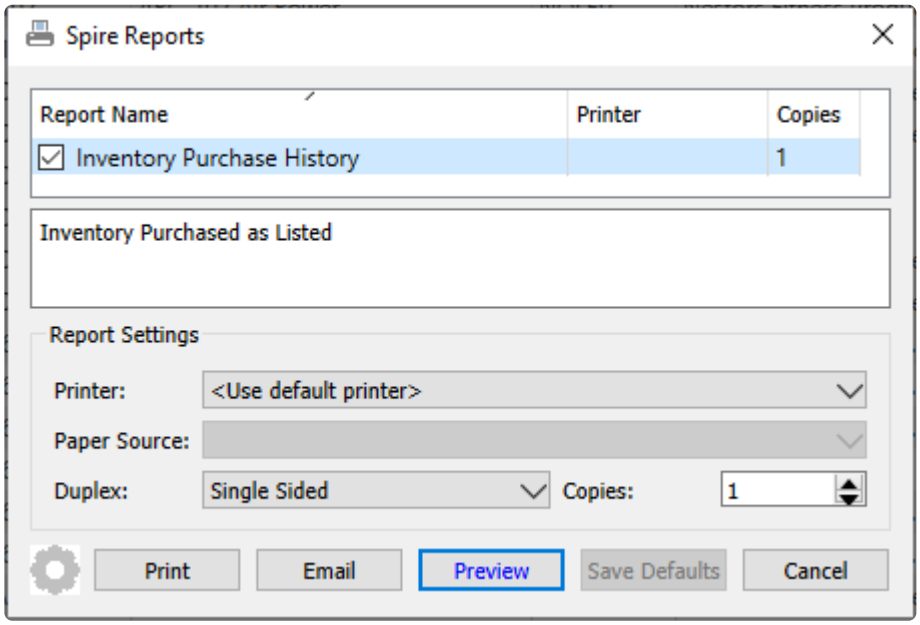
Reference	F.O.B.	Buyer	Required Date	Order Number
		Terry	December 14,2022	

Ship Via	Payment Terms	Status:
Purolator	Net 60 Days	Closed

Part Number	Description	Received	Unit	Disc %	Tax	Unit Price	Extended Price
PRECOR423	Precor EFX 423 Elliptical Fitness Crosstrainer	5	EA		GP	3,537.00	17,685.00
BPOD63	Balance Pod 6.3"	10	EA		GP	19.70	197.00

Closed Purchase Order

Items



Inventory Purchase History – Prints a list of selected received inventory items and their respective vendors, quantities and prices.

Universal Exports

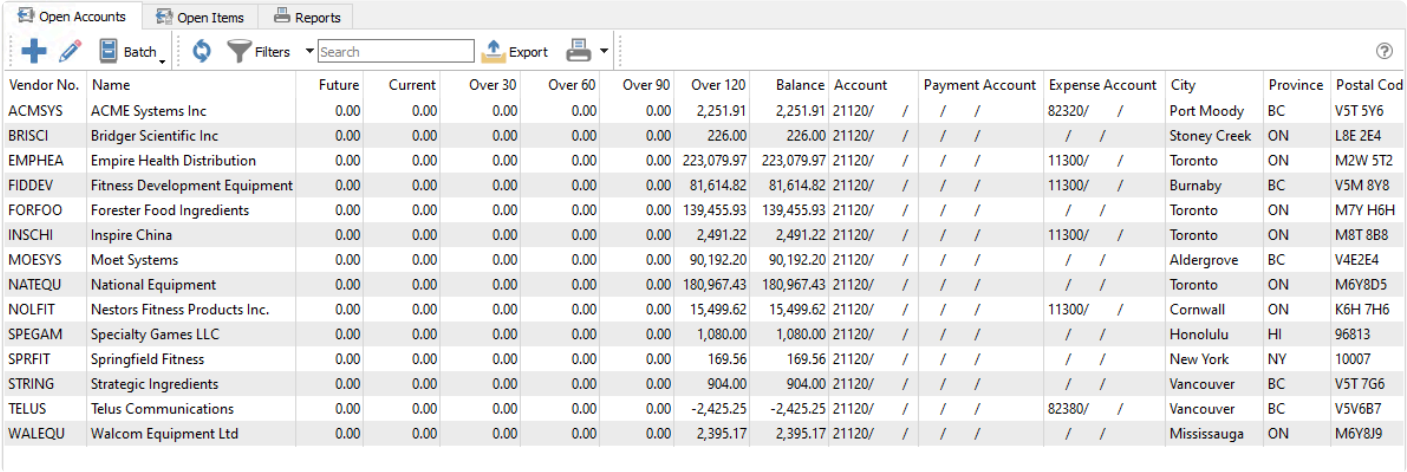
Inventory Purchase History

March 28, 2023 / 12:35 pm

PO Number	Vendor	Item	Order Qty	Received	Unit of Measure	Price	Extended
0000700085	FORFOO Forester Food Ingredients	[VA] BANANA Bananas	1,000	1,000	EA	0.00	0.00
0000700086	FORFOO Forester Food Ingredients	[VA] BANANA Bananas	666	666	EA	0.00	0.00
0000700087	SPRFIT Springfield Fitness	[VA] SP4CHIN Springfield SP-4 Chin-up Bar	8	8	EA	77.04	616.32
0000700087	SPRFIT Springfield Fitness	[VA] SPAB Springfield Ab Toner	12	12	EA	21.60	259.20
0000700065	SUPCOF Superior Coffee & Foods	[VA] INSWP5 InSpire Weight Plate 5	5	5	EA	7.19	35.94
0000700065	SUPCOF Superior Coffee & Foods	[VA] INTTS2 Intek TS2 Weight Bench	1	1	EA	50.15	50.15
0000700090	INSCHI Inspire China	[VA] INSDB20 InSpire Dumbbell 20	10	10	EA	27.18	271.79
0000700090	INSCHI Inspire China	[VA] INSDB30 InSpire Dumbbell 30	10	10	EA	43.73	437.31
0000700090	INSCHI Inspire China	[VA] INSKB10 InSpire Kettlebell 10	10	10	EA	13.75	137.50
0000700090	INSCHI Inspire China	[VA] INSKB20 InSpire Kettlebell 20	10	10	EA	26.48	264.83
0000700090	INSCHI Inspire China	[VA] INSKB30 InSpire Kettlebell 30	10	10	EA	39.84	398.44
			1,742	**1,742**			**2,471.48**

Accounts Payable

The Accounts Payable module is the place to enter vendor transactions that do not originate from Purchase Orders, such as office expense invoices or vendor payments. The module grid on the Open Accounts tab lists all vendors that have open transactions, with aged amount columns in addition to the total balance owing and vendor contact information. The Open Items tab lists all outstanding transactions for all vendors. And various Payable reports are available to print for one or all vendors from the Reports tab.



Vendor No.	Name	Future	Current	Over 30	Over 60	Over 90	Over 120	Balance	Account	Payment Account	Expense Account	City	Province	Postal Cod
ACMSYS	ACME Systems Inc	0.00	0.00	0.00	0.00	0.00	2,251.91	2,251.91	21120/ /	/ /	82320/ /	Port Moody	BC	V5T 5Y6
BRISCI	Bridger Scientific Inc	0.00	0.00	0.00	0.00	0.00	226.00	226.00	21120/ /	/ /	/ /	Stoney Creek	ON	L8E 2E4
EMPHEA	Empire Health Distribution	0.00	0.00	0.00	0.00	0.00	223,079.97	223,079.97	21120/ /	/ /	11300/ /	Toronto	ON	M2W 5T2
FIDDEV	Fitness Development Equipment	0.00	0.00	0.00	0.00	0.00	81,614.82	81,614.82	21120/ /	/ /	11300/ /	Burnaby	BC	V5M 8Y8
FORFOO	Forester Food Ingredients	0.00	0.00	0.00	0.00	0.00	139,455.93	139,455.93	21120/ /	/ /	/ /	Toronto	ON	M7Y H6H
INSCHI	Inspire China	0.00	0.00	0.00	0.00	0.00	2,491.22	2,491.22	21120/ /	/ /	11300/ /	Toronto	ON	M8T 8B8
MOESYS	Moet Systems	0.00	0.00	0.00	0.00	0.00	90,192.20	90,192.20	21120/ /	/ /	/ /	Aldergrove	BC	V4E2E4
NATEQU	National Equipment	0.00	0.00	0.00	0.00	0.00	180,967.43	180,967.43	21120/ /	/ /	/ /	Toronto	ON	M6Y8D5
NOLFIT	Nestors Fitness Products Inc.	0.00	0.00	0.00	0.00	0.00	15,499.62	15,499.62	21120/ /	/ /	11300/ /	Cornwall	ON	K6H 7H6
SPEGAM	Specialty Games LLC	0.00	0.00	0.00	0.00	0.00	1,080.00	1,080.00	21120/ /	/ /	/ /	Honolulu	HI	96813
SPRFIT	Springfield Fitness	0.00	0.00	0.00	0.00	0.00	169.56	169.56	21120/ /	/ /	/ /	New York	NY	10007
STRING	Strategic Ingredients	0.00	0.00	0.00	0.00	0.00	904.00	904.00	21120/ /	/ /	/ /	Vancouver	BC	V5T 7G6
TELUS	Telus Communications	0.00	0.00	0.00	0.00	0.00	-2,425.25	-2,425.25	21120/ /	/ /	82380/ /	Vancouver	BC	V5V6B7
WALEQU	Walcom Equipment Ltd	0.00	0.00	0.00	0.00	0.00	2,395.17	2,395.17	21120/ /	/ /	/ /	Mississauga	ON	M6Y8J9

Open Accounts

Add – Create a new AP entry, where the vendor and transaction type are available for selection. Invoices for one-time vendors must be created from here.

Open – Opens the Accounts Payable list for the highlighted vendor.

Batch – Opens the Batch Payables method of entering and posting a collection of payments at once, either for printed checks or generating electronic fund transfers. Follow this link for more information.

Refresh – Updates the list grid with any new edits or transactions added by another user on the network.

Filters – Set or select record selection criteria to display only the records that meet the criteria.

Search – Displays vendor records based on full word(s) entered, or partial words in conjunction with the * wildcard.

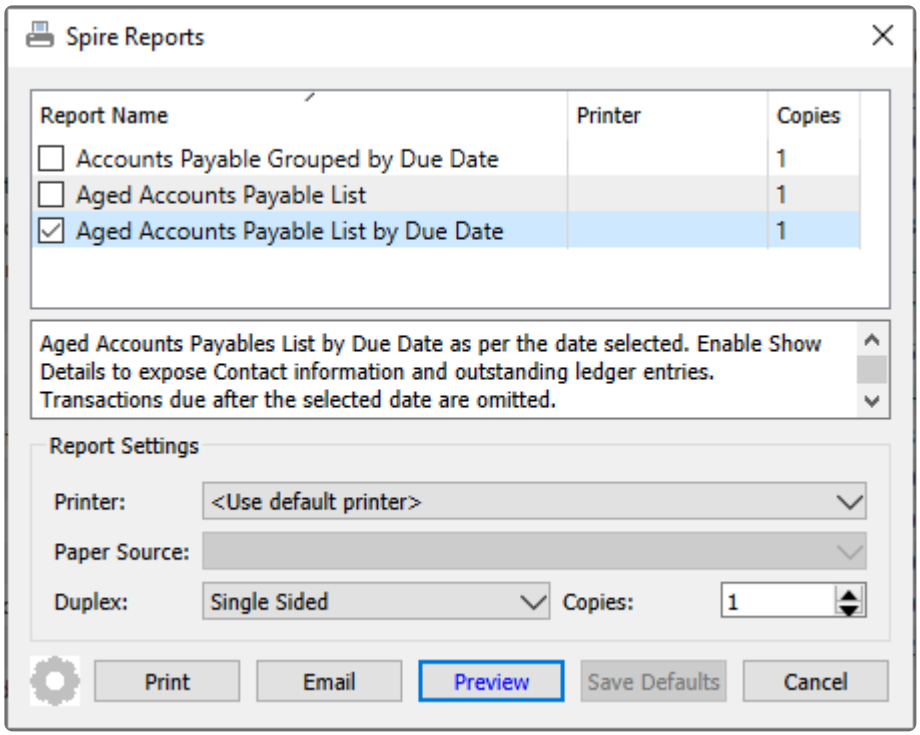
Export – Exports the displayed grid list to an external Excel or .csv file for use or investigation.

Print – Print one or more reports for either all or selected vendors from this grid.

Reports

From the Open Accounts tab and the reports toolbar button, you can print reports for either selected or all

vendors.



Accounts Payable Grouped by Due Date – Prints a list of outstanding vendor transactions, grouped by due date and sorted with oldest transactions at the top. Overdue transactions display the due date in red font.

Accounts Payable Grouped by Due Date

March 29, 2023 / 8:45 am

Due Date	Vendor	Reference	Date	Type	Transaction	Amount	Balance	Total
Jan 13, 2023	ROGCAN		Rogue Canada					
		9876786	Nov 14,22	Invoice	0020002577	1,115.88	1,115.88	
Feb 8, 2023	SUPCOF		Superior Coffee & Foods					
		987654	Feb 8,23	Invoice	0020002622	97.28	97.28	
Mar 6, 2023	SUPCOF		Superior Coffee & Foods					
			Mar 6,23	Invoice	0020002658	97.18	97.18	
Mar 14, 2023	FORFOO		Forester Food Ingredients					
		999	Mar 14,23	Invoice	0020002673	19,232.60	19,232.60	
Mar 19, 2023	NATEQU		National Equipment					
		112233	Feb 17,23	Invoice	0020002650	1,078.02	1,078.02	
Apr 16, 2023	INSCHI		Inspire China					
		IC00234	Feb 15,23	Invoice	0020002642	1,852.69	1,852.69	
Apr 17, 2023	FIDDEV		Fitness Development Equipment					
		12345	Feb 16,23	Invoice	0020002648	7,500.00	7,500.00	
May 13, 2023	EMPHEA		Empire Health Distribution					
		9090	Mar 14,23	Invoice	0020002674	337.87	337.87	
	FIDDEV		Fitness Development Equipment					
		763445	Mar 14,23	Invoice	0020002669	20,027.84	20,027.84	
	ROGCAN		Rogue Canada					
		5685	Mar 14,23	Invoice	0020002677	33.89	33.89	
		88432	Mar 14,23	Invoice	0020002679	169.50	169.50	
							203.39	
							May 13, 2023	20,569.10
May 20, 2023	NOLFIT		Nestors Fitness Products Inc.					
		56383	Mar 21,23	Invoice	0020002689	4,774.25	4,774.25	
							Total	450,464.89

Aged Accounts Payable List – Prints a list of vendors and their respective open transaction totals in columns aged by transaction date, grouped by currency. Transactions with a date after today are excluded from the report.

Universal Exports

Aged Accounts Payable List

Aged using March 23, 2023 March 23, 2023 / 10:14 am

Vendor		Credit Limit	Current	Over 30	Over 60	Over 90	Over 120	Total
Canadian dollars								
ACMSYS	ACME Systems Inc	No Credit					2,297.34	2,297.34
BRISCI	Bridger Scientific Inc	No Credit					226.00	226.00
EMPHEA	Empire Health Distribution	No Credit	337.87				223,079.97	223,417.84
FIDDEV	Fitness Development Equipment	No Credit	20,027.84	7,500.00			77,417.73	104,945.57
FORFOO	Forester Food Ingredients	No Credit	19,232.60				140,162.18	159,394.78
INSCHI	Inspire China	No Credit		1,852.69			3,244.77	5,097.46
MOESYS	Moat Systems	No Credit					93,822.89	93,822.89
NATEQU	National Equipment	No Credit		1,078.02			180,967.43	182,045.45
NOLFIT	Nestors Fitness Products Inc.	No Credit	4,774.25				1,676.36	6,450.61
ROGCAN	Rogue Canada	No Credit	203.39				13,823.09	14,026.48
STRING	Strategic Ingredients	15000					994.00	994.00
SUPCOF	Superior Coffee & Foods	No Credit	97.18	97.28				194.46
TELUS	Telus Communications	No Credit					-2,425.25	-2,425.25
WALEQU	Walcom Equipment Ltd	No Credit					2,395.17	2,395.17
Total						**Current**		**44,673.13**
						Over 30		**10,527.99**
						Over 60		**0.00**
						Over 90		**0.00**
						Over 120		**737,681.68**
						Total		**792,882.80**
USD **American Dollars**								
SPEGAM	Specialty Games LLC	No Credit					1,080.00	1,080.00
USD Total						**Current**		**0.00**
						Over 30		**0.00**
						Over 60		**0.00**
						Over 90		**0.00**
						Over 120		**1,080.00**
						Total		**1,080.00**

Aged Accounts Payable List by Due Date – Prints a list of vendors and their respective open transaction totals in columns aged by due date, grouped by currency. Transactions with a due date after today are excluded from the report.

Universal Exports

Aged Accounts Payable List by Due Date

Aged using March 23, 2023

March 23, 2023 / 10:15 am

Vendor	Credit Limit	Current	Over 30	Over 60	Over 90	Over 120	Total
Canadian dollars							
ACMSYS ACME Systems Inc	No Credit					2,297.34	2,297.34
BRISCI Bridger Scientific Inc	No Credit					226.00	226.00
EMPHEA Empire Health Distribution	No Credit					223,079.97	223,079.97
FIDDEV Fitness Development Equipment	No Credit					77,417.73	77,417.73
FORFOO Forester Food Ingredients	No Credit	19,232.60				140,162.18	159,394.78
INSCHI Inspire China	No Credit			753.55		2,491.22	3,244.77
MOESYS Moat Systems	No Credit			3,630.69		90,192.20	93,822.89
NATEQU National Equipment	No Credit	1,078.02				180,967.43	182,045.45
NOLFIT Nestors Fitness Products Inc.	No Credit					1,676.36	1,676.36
ROGCAN Rogue Canada	No Credit			13,823.09			13,823.09
STRING Strategic Ingredients	15000					994.00	994.00
SUPCOF Superior Coffee & Foods	No Credit	97.18	97.28				194.46
TELUS Telus Communications	No Credit					-2,425.25	-2,425.25
WALEQU Walcom Equipment Ltd	No Credit					2,395.17	2,395.17
Total					**Current**		**20,407.80**
					Over 30		**97.28**
					Over 60		**18,207.33**
					Over 90		**0.00**
					Over 120		**719,474.35**
					Total		**758,186.76**
USD **American Dollars**							
SPEGAM Specialty Games LLC	No Credit					1,080.00	1,080.00
USD Total					**Current**		**0.00**
					Over 30		**0.00**
					Over 60		**0.00**
					Over 90		**0.00**
					Over 120		**1,080.00**
					Total		**1,080.00**

Open Items

Open Accounts | Open Items | Reports

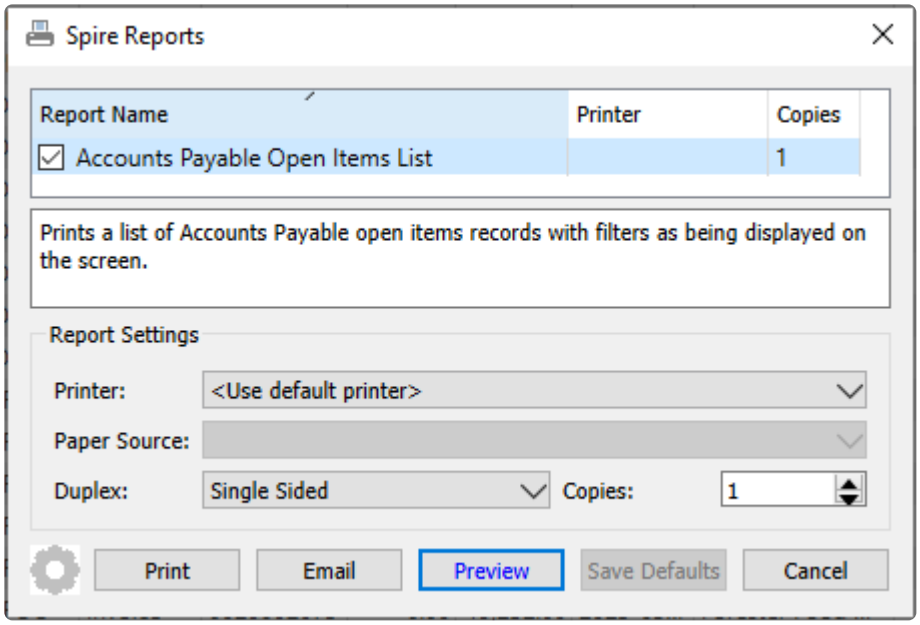
Filters | Search | Export

Vendor No.	Name	Date	Type	Transaction	Reference	Purchase No	Debit	Credit	Balance	Terms	Due Date	Currency	Base Debit	Base Credit	Me
ACMSYS	ACME Systems Inc	2021-11-22	Invoice	0020002253	446980	0000700054	0.00	3,604.56	2,155.13		2021-11-22		0.00	3,604.56	
EMPHEA	Empire Health Distribution	2021-10-15	Invoice	0020002201	435568798	0000700024	0.00	113,533.98	113,533.98	NET30	2021-11-14		0.00	113,533.98	
EMPHEA	Empire Health Distribution	2022-05-20	Invoice	0020002446	34683	0000700062	0.00	109,545.99	109,545.99	NET30	2022-06-19		0.00	109,545.99	
FIDDEV	Fitness Development ...	2021-09-21	Invoice	0020002134	689979	0000700032	0.00	9,955.34	9,955.34	NET30	2021-10-21		0.00	9,955.34	
FIDDEV	Fitness Development ...	2021-11-22	Invoice	0020002254	2344568	0000700055	0.00	56,719.33	56,719.33	NET60	2022-01-21		0.00	56,719.33	
FIDDEV	Fitness Development ...	2022-05-05	Invoice	0020002402	3648349	0000700037	0.00	756.76	756.76	2%10NET...	2022-06-04		0.00	756.76	
FIDDEV	Fitness Development ...	2022-05-26	Invoice	0020002457	7443633	0000700048	0.00	29,067.56	14,067.56	NET60	2022-07-25		0.00	29,067.56	
FIDDEV	Fitness Development ...	2022-06-02	Invoice	0020002466	875534234	0000700075	0.00	115.83	115.83	NET60	2022-08-01		0.00	115.83	
FORFOO	Forester Food Ingredients	2021-10-15	Invoice	0020002207	45668	0000700051	0.00	1,627.20	627.20		2021-10-15		0.00	1,627.20	
FORFOO	Forester Food Ingredients	2021-10-15	Invoice	0020002213	34589	0000700044	0.00	282.50	82.50		2021-10-15		0.00	282.50	
FORFOO	Forester Food Ingredients	2022-05-11	Payment	0020002401	0000034569		1,500.00	0.00	-300.00				1,500.00	0.00	
FORFOO	Forester Food Ingredients	2022-05-20	Invoice	0020002445	BIG0001	0000700061	0.00	139,046.23	139,046.23		2022-05-20		0.00	139,046.23	
INSCHI	Inspire China	2022-05-16	Invoice	0020002435	2346	0000700057	0.00	301.56	301.56	NET60	2022-07-15		0.00	301.56	
INSCHI	Inspire China	2022-06-06	Invoice	0020002472	88172	0000700073	0.00	733.37	733.37	NET60	2022-08-05		0.00	733.37	
INSCHI	Inspire China	2022-06-15	Invoice	0020002489	42572	0000700067	0.00	642.69	642.69	NET60	2022-08-14		0.00	642.69	
INSCHI	Inspire China	2022-06-15	Invoice	0020002490	4574	0000700068	0.00	813.60	813.60	NET60	2022-08-14		0.00	813.60	
MOESYS	Moet Systems	2021-10-15	Invoice	0020002203	4465879	0000700047	0.00	115,192.20	90,192.20		2021-10-15		0.00	115,192.20	
NATEQU	National Equipment	2021-10-15	Invoice	0020002202	687989	0000700027	0.00	185,884.38	135,884.38		2021-10-15		0.00	185,884.38	
NATEQU	National Equipment	2022-06-06	Invoice	0020002474	NE5471	0000700046	0.00	2,133.44	2,133.44	03	2022-06-09		0.00	2,133.44	
NATEQU	National Equipment	2021-10-01	Invoice	0020002535	79872	0000700039	0.00	42,949.61	42,949.61	NET30	2021-10-31		0.00	42,949.61	
NOLFIT	Nestors Fitness Products Inc.	2021-09-21	Invoice	0020002133	565334	0000700034	0.00	67.80	67.80	NET30	2021-10-21		0.00	67.80	
NOLFIT	Nestors Fitness Products Inc.	2021-11-22	Invoice	0020002255	98763	0000700056	0.00	12,107.92	12,107.92	NET60	2022-01-21		0.00	12,107.92	
NOLFIT	Nestors Fitness Products Inc.	2022-05-17	Invoice	0020002437	385785	0000700043	0.00	1,715.34	1,715.34	NET60	2022-07-16		0.00	1,715.34	
NOLFIT	Nestors Fitness Products Inc.	2022-06-07	Invoice	0020002480	Golf123	PO551122	0.00	339.00	339.00	NET60	2022-08-06		0.00	339.00	For
NOLFIT	Nestors Fitness Products Inc.	2022-06-15	Invoice	0020002488	239875	0000700077	0.00	1,269.56	1,269.56	NET60	2022-08-14		0.00	1,269.56	
STRING	Strategic Ingredients	2022-05-20	Invoice	0020002448	vv111	0000700060	0.00	904.00	904.00		2022-05-20		0.00	904.00	
TELUS	Telus Communications	2022-01-19	Payment	0020002492	EFT		2,425.25	0.00	-2,425.25				2,425.25	0.00	

Individual transactions can be seen here, as opposed to one row per vendor with the aging amount summary of all transactions. You can search within or filter this list of transactions, or export the list to an Excel workbook for analysis. You can edit the vendor accounts payable record by editing any transaction for that vendor, in the same way as editing the vendor on the Open Accounts tab.

Reports

From the Open Items tab and the reports toolbar button, you can print reports for either selected or all vendor open transactions.



Accounts Payable Open Items List – Prints a list of vendors and their respective open transactions. A Filter can be applied to restrict transactions to a group of vendors or a specified date range or other criteria.

Universal Exports

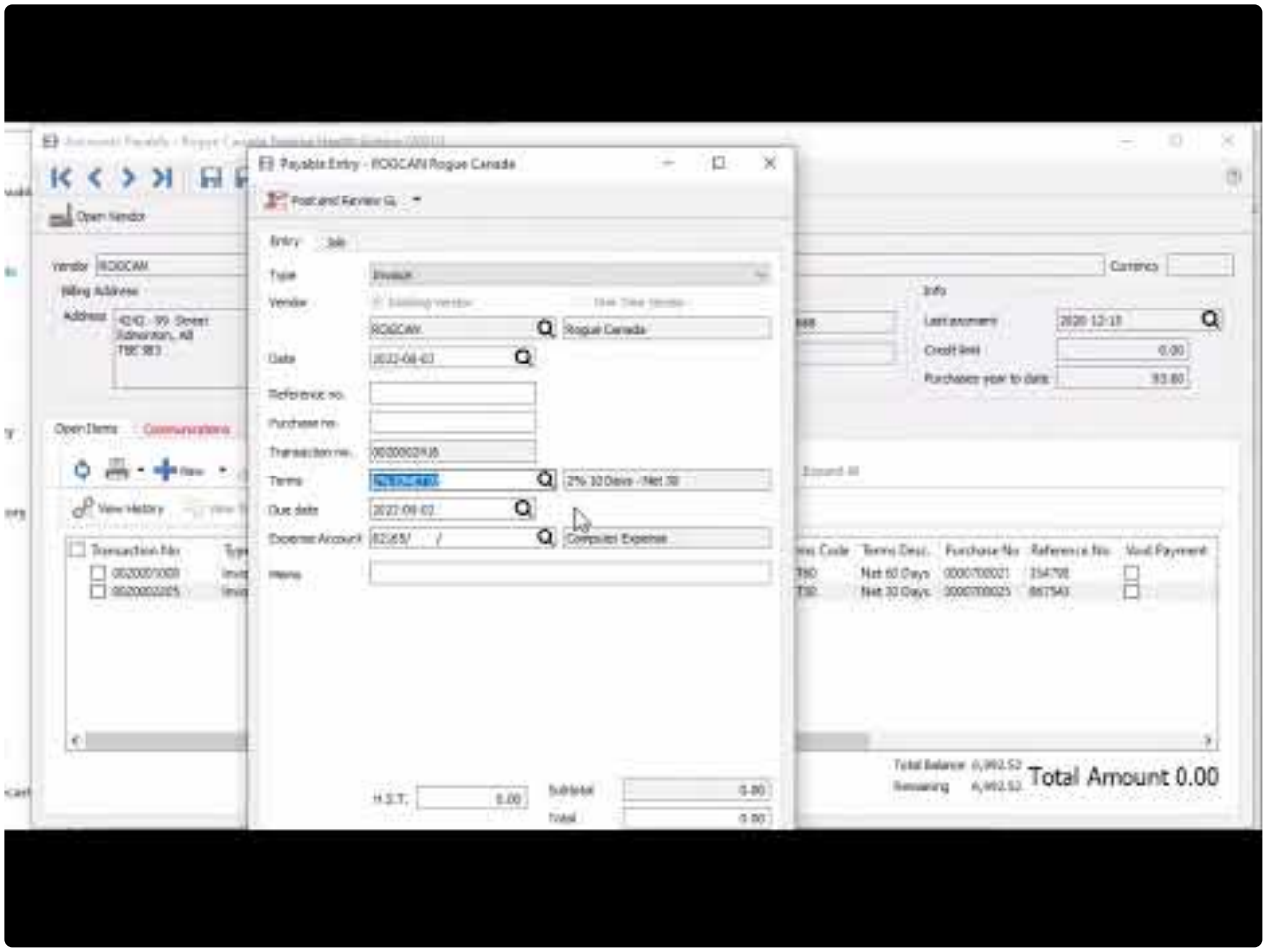
Accounts Payable Open Items List

Filters applied

March 22, 2023 / 2:31 pm

Vendor	Reference	Date	Terms	Due Date	Purchase No	Transaction	Credit	Debit	Balance
Canadian dollars									
ACMSYS	ACME Systems Inc								
Invoice	46365	Jun 15,22	2%NET10	Jun 25,22	0000700076	0020002618	45.43		45.43
Invoice	8765443	Jun 15,22	2%NET10	Jun 25,22	0000700063	0020002486	56.78		56.78
Invoice	446980	Nov 22,21		Nov 22,21	0000700054	0020002253	3,604.56		2,155.13
Invoice	edit1234	May 12,22	DUERECEIPT	May 12,22	0000700036	0020002412	40.00		40.00
									2,297.34
BRISCI	Bridger Scientific Inc								
Invoice	IHS03324	May 9,22	2%NET10	May 19,22		0020002403	226.00		226.00
									226.00
EMPHEA	Empire Health Distribution								
Invoice	34683	May 20,22	NET30	Jun 19,22	0000700062	0020002446	109,545.99		109,545.99
Invoice	9090	Mar 14,23	NET60	May 13,23	0000700096	0020002674	337.87		337.87
Invoice	435568798	Oct 15,21	NET30	Nov 14,21	0000700024	0020002201	113,533.98		113,533.98
									223,417.84

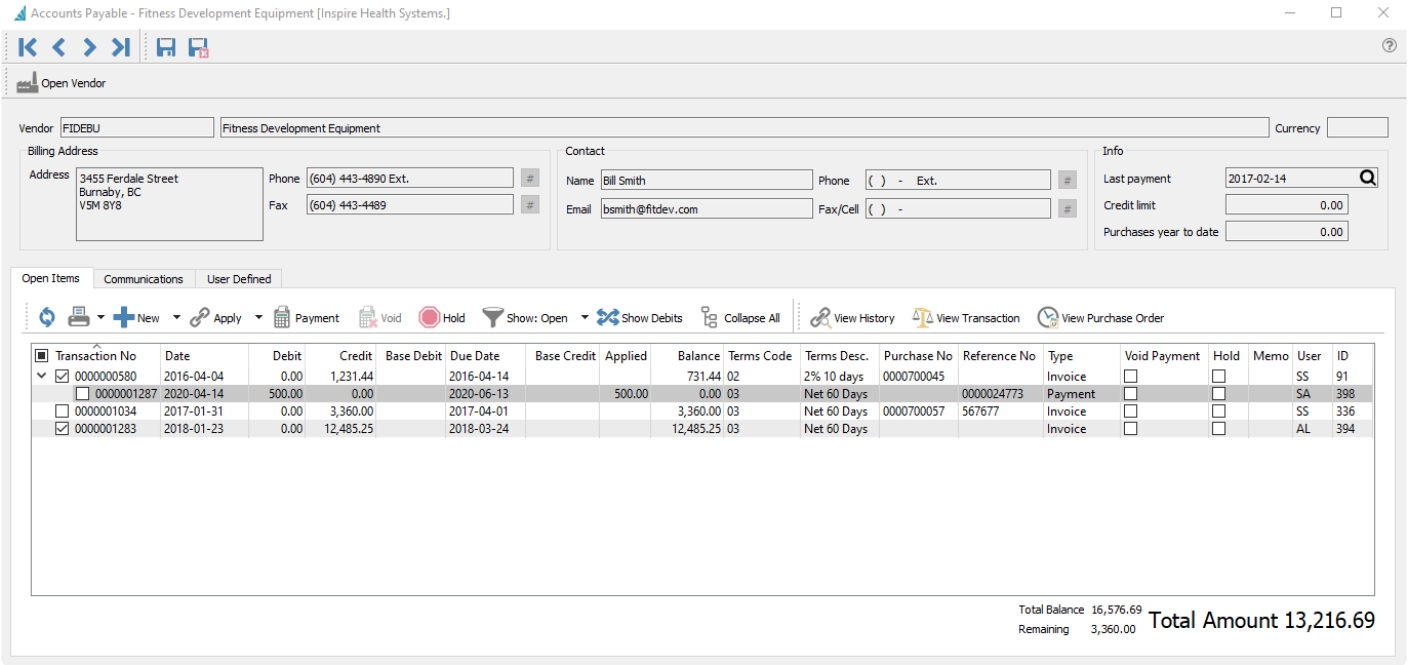
Video Instruction – Accounts Payable



https://www.youtube.com/embed/hf-U-aptnrg?rel=0

Vendor Open Items

When viewing the Accounts Payable for a specific vendor, a screen appears with vendor information and a list of open transactions.



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 – Vendor contact determined from the Company Setup for the AP Contact Type.

Info – Shows credit and year to date purchases with the vendor.

Open Items

All Open transactions with a non-zero current balance are displayed by default. Any transactions with an arrowhead at the left have other applied transactions that can be viewed by clicking the arrowhead and expanding.

Transactions can be selected for some processes by clicking the checkbox next to them, where the same process can be done for multiple transactions at once. For other processes where it only makes sense to perform on a single transaction, they are selected by highlighting the row in the grid.

Refresh – Display any new entries other users have posted.

Print – Prints report with the template of 'Accounts Payable'

Add – Create a new Accounts Payable transaction entry for this vendor. Available types are Invoice, Payment, Vendor Credit or Vendor Debit.

Apply – If unapplied payment(s) or vendor credit(s) exist, you can select these from the checkboxes, along with associated invoice(s) and apply them together. If the amounts equal they will both be removed from the Open Items list. If one is larger than the other, then the larger transaction will remain on the list with a reduced balance.

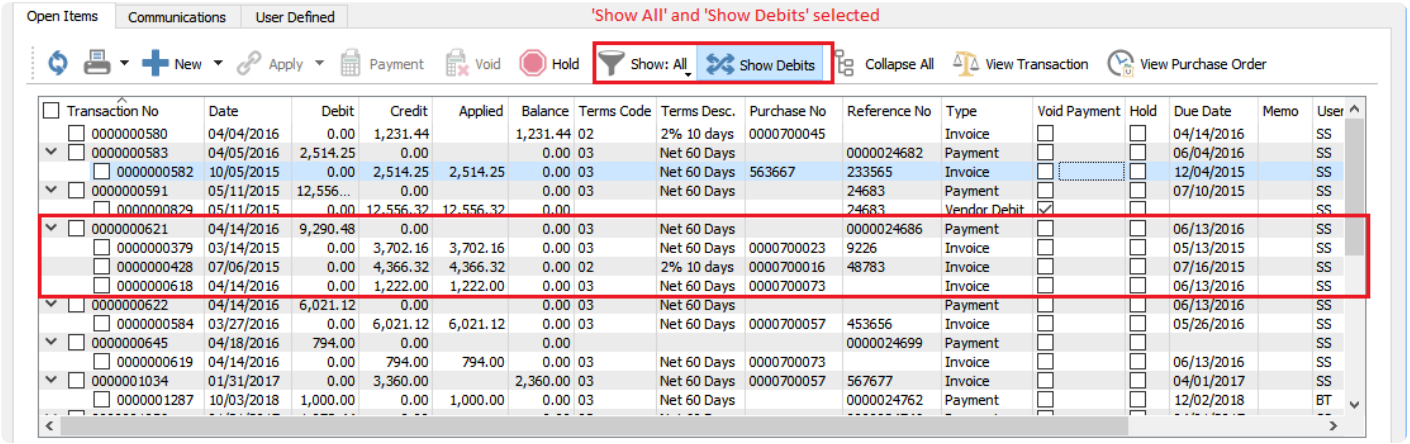
Payment – Pays all invoice(s) with the checkbox enabled. The Payment screen appears and allows you to change the date, bank account, print status or applied payment amount for each selected invoice.

Void – If an open invoice is selected from a checkbox, Void will create a reversing Vendor Credit transaction. If a payment applied to an invoice is selected, Void will unlink the payment from the paid invoices and instead apply a reversing Vendor Debit transaction. Invoices from purchase order receipts cannot be Voided. Voiding must be enabled as a user security setting.

Hold – Sets the Hold status on the highlighted invoice so it cannot be paid.

Show – Shows Open, All or 'All since fiscal year' entries, including fully paid invoices with applied payments or vendor credits.

Show Debits – Toggle this button to switch the display orientation and list payments or vendor credits in the grid, with all applied invoices when expanding. This is a useful display to investigate which invoice(s) were paid by a particular payment. Any invoices with no applied transactions will continue to display with Show Debits selected.

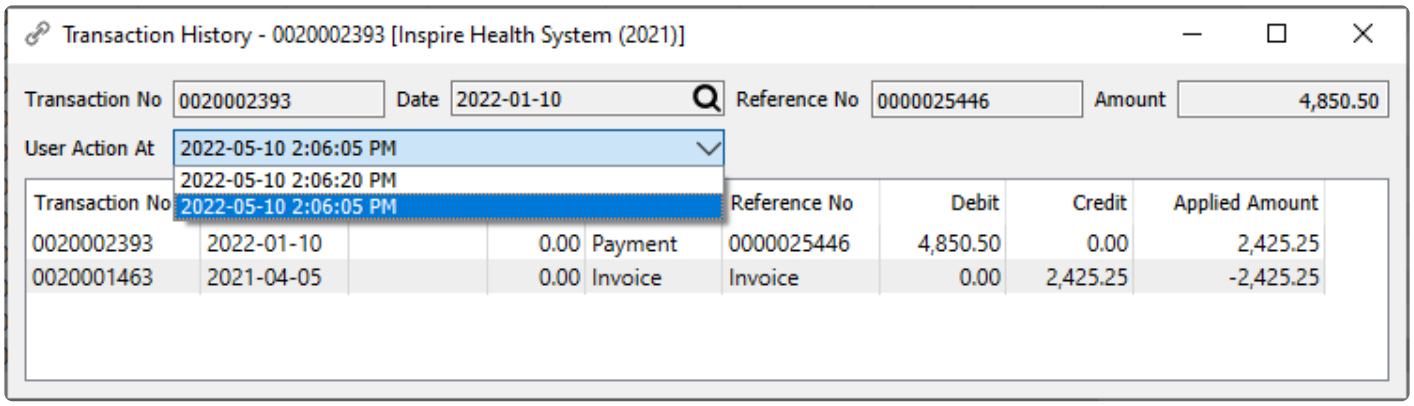


Transaction No	Date	Debit	Credit	Applied	Balance	Terms Code	Terms Desc.	Purchase No	Reference No	Type	Void Payment	Hold	Due Date	Memo	User
0000000580	04/04/2016	0.00	1,231.44		1,231.44	02	2% 10 days	0000700045		Invoice			04/14/2016		SS
0000000583	04/05/2016	2,514.25	0.00		0.00	03	Net 60 Days		0000024682	Payment			06/04/2016		SS
0000000582	10/05/2015	0.00	2,514.25	2,514.25	0.00	03	Net 60 Days	563667	233565	Invoice			12/04/2015		SS
0000000591	05/11/2015	12,556...	0.00		0.00	03	Net 60 Days		24683	Payment			07/10/2015		SS
0000000829	05/11/2015	0.00	12,556.32	12,556.32	0.00				24683	Vendor Debit	✓				SS
0000000621	04/14/2016	9,290.48	0.00		0.00	03	Net 60 Days		0000024686	Payment			06/13/2016		SS
0000000379	03/14/2015	0.00	3,702.16	3,702.16	0.00	03	Net 60 Days	0000700023	9226	Invoice			05/13/2015		SS
0000000428	07/06/2015	0.00	4,366.32	4,366.32	0.00	02	2% 10 days	0000700016	48783	Invoice			07/16/2015		SS
0000000618	04/14/2016	0.00	1,222.00	1,222.00	0.00	03	Net 60 Days	0000700073		Invoice			06/13/2016		SS
0000000622	04/14/2016	6,021.12	0.00		0.00	03	Net 60 Days			Payment			06/13/2016		SS
0000000584	03/27/2016	0.00	6,021.12	6,021.12	0.00	03	Net 60 Days	0000700057	453656	Invoice			05/26/2016		SS
0000000645	04/18/2016	794.00	0.00		0.00				0000024699	Payment					SS
0000000619	04/14/2016	0.00	794.00	794.00	0.00	03	Net 60 Days	0000700073		Invoice			06/13/2016		SS
0000001034	01/31/2017	0.00	3,360.00		2,360.00	03	Net 60 Days	0000700057	567677	Invoice			04/01/2017		SS
0000001287	10/03/2018	1,000.00	0.00	1,000.00	0.00	03	Net 60 Days		0000024762	Payment			12/02/2018		BT

Expand All – Expands the links for all transactions to see all invoices and related payments, or all payments and related invoices if Show Debits is toggled on. This is for convenience if you want to see all applied transactions or are searching for a specific one.

View History – Highlight a transaction and see it and all applied transactions in a separate window. The

date and time of the User Action when the transactions were applied is also displayed, and in the case of multiple separate times when a transaction was applied, the User Action displays just those applied at that date and time.



View Transaction – Views the GL account activity of the highlighted transaction when it was posted.

View Purchase Order – Views the purchase order for the highlighted transaction. If the PO is not closed it will be opened from the purchase order list and can be processed or edited in this screen. If the PO is closed then it will be viewed from PO history and therefore will not be editable, but could be credited or copied.

Communications

Notes – Any number of notes can be added to the vendor accounts payable, which are separate from the communications stored on the vendor record with each address.

Attachments – Any number of attachments can be added to a communication note. From the Communications list, clicking the Open Attachment button will open the first attachment in the default viewer for that type of document. If the note is edited, any attachment can be opened by clicking the file or URL name.

Read the Communications manual topic

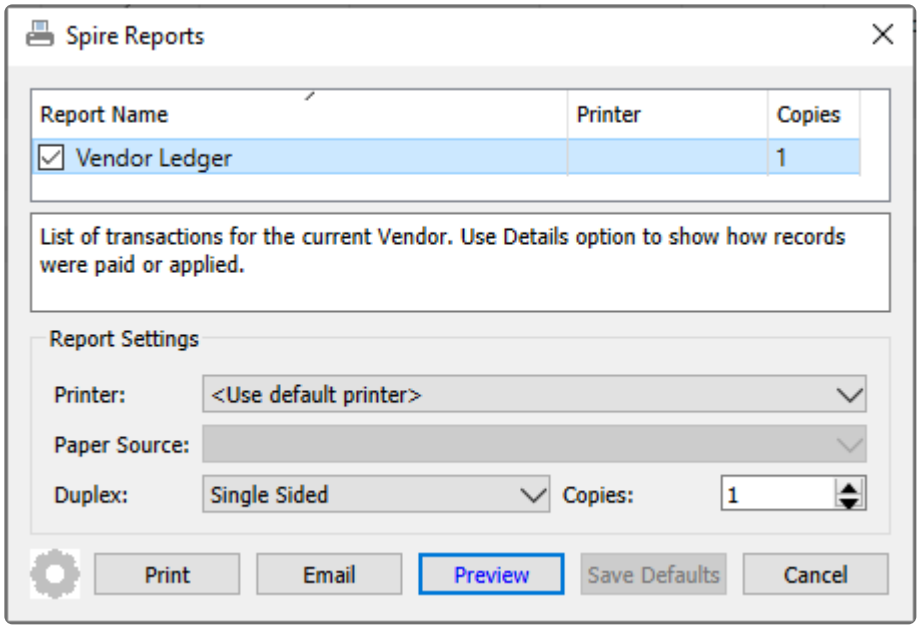
User Defined

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

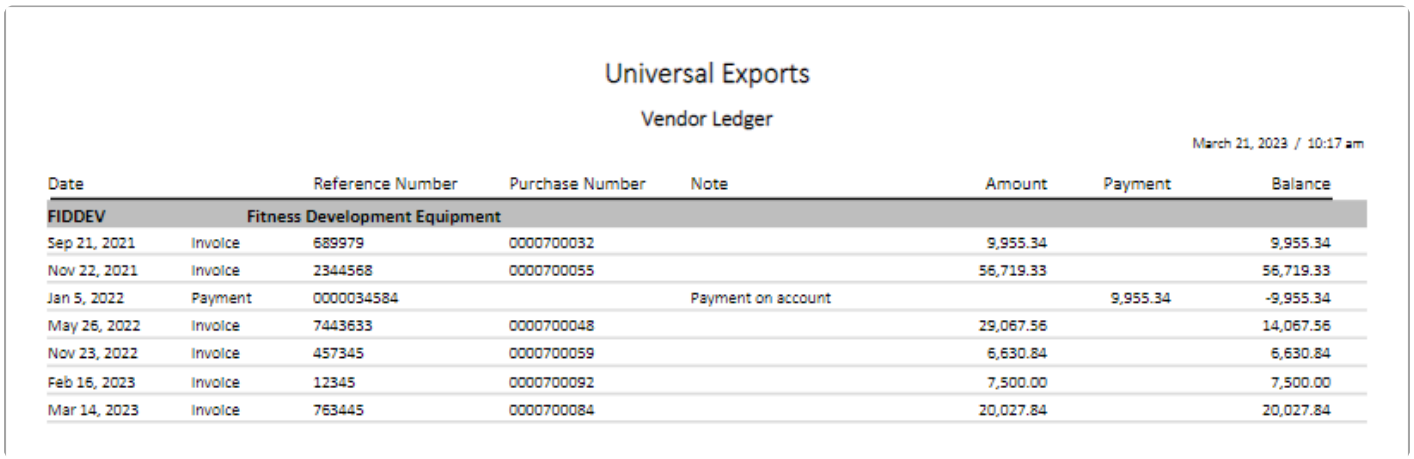
Read the User Defined Fields (UDF) manual topic

Reports

When accessing accounts payable for a particular vendor, the report button on the Open Items tab gives you access to this list of reports.



Vendor Ledger – Prints the list of selected transactions for this vendor, including both the original and currently owing amounts.



Universal Exports

Vendor Ledger

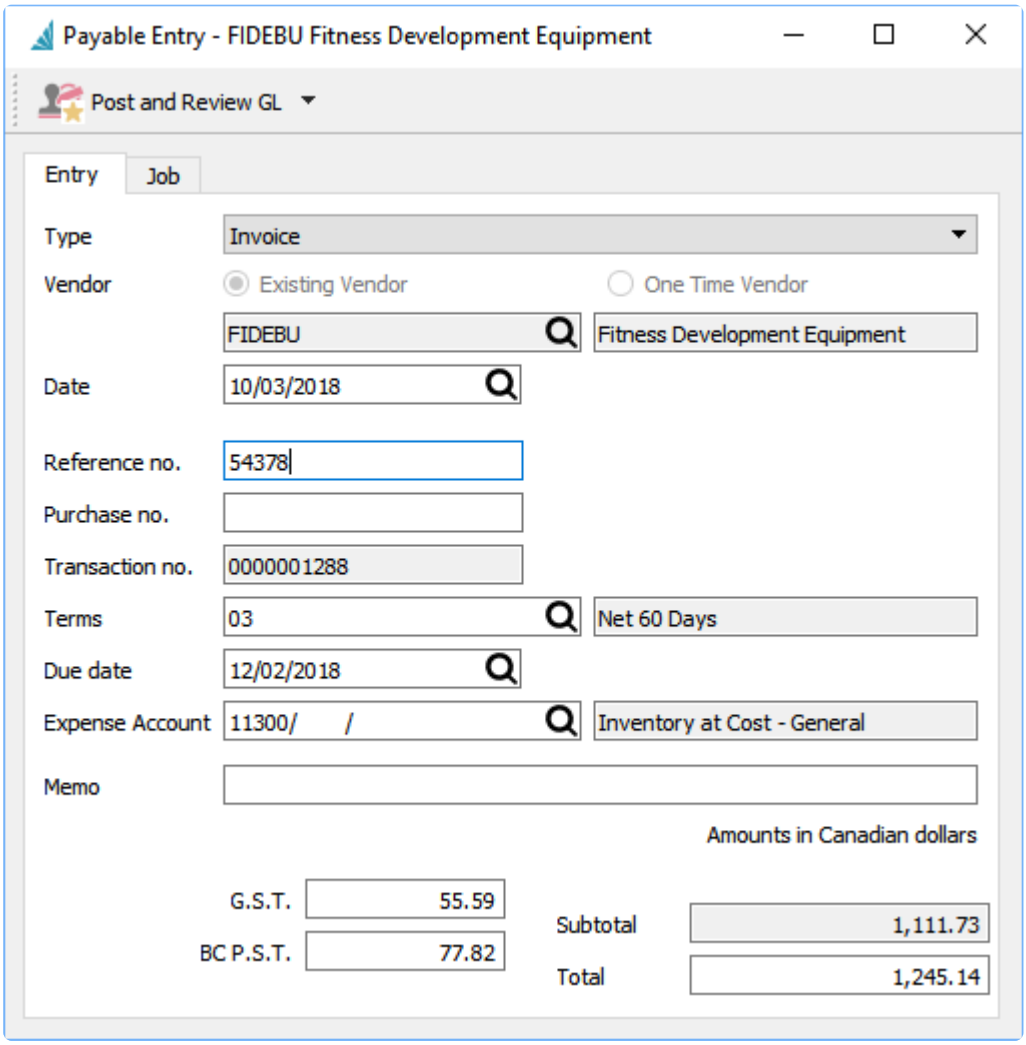
March 21, 2023 / 10:17 am

Date		Reference Number	Purchase Number	Note	Amount	Payment	Balance
FIDDEV	**Fitness Development Equipment**						
Sep 21, 2021	Invoice	689979	0000700032		9,955.34		9,955.34
Nov 22, 2021	Invoice	2344568	0000700055		56,719.33		56,719.33
Jan 5, 2022	Payment	0000034584		Payment on account		9,955.34	-9,955.34
May 26, 2022	Invoice	7443633	0000700048		29,067.56		14,067.56
Nov 23, 2022	Invoice	457345	0000700059		6,630.84		6,630.84
Feb 16, 2023	Invoice	12345	0000700092		7,500.00		7,500.00
Mar 14, 2023	Invoice	763445	0000700084		20,027.84		20,027.84

AP Entry

Accounts Payable Entry

Accounts Payable transactions can be entered from a screen that is opened either from the top of the Open Accounts screen or when viewing accounts payable for a specific vendor. The image below is for an invoice, and the screen layout is the same for other transaction types except payments. See the manual topic for Processing Payments for more information about this type.



Post and Review GL / Post – The entry will post using the default accounts payable, sales and tax accounts as defined in company settings or the customers default sales account. If Post and Review is selected, you can modify amounts and accounts on the entry if user security settings allows it, except the accounts payable control.

Type – There are four different types of accounts payable transactions that can be entered. If the entry screen was opened from within a specific vendor and by choosing the type from the black arrowhead next to new, the Type field will not be editable.

- Invoice
- Payment
- Vendor Credit
- Vendor Debit

Vendor – Select an Existing vendor code for the transaction entry, or instead enter a combined invoice and payment for a One Time vendor, which does not need a vendor code. See the manual topic for One time vendors for more information.

Date – The date for the transaction.

Reference no. – Usually the vendors invoice number.

Purchase no. – Manually entered PO number.

Transaction no. – The next available GL transaction number in Company Settings, which is not reserved for this transaction. Posting will always re-read the next GL transaction number for use.

Terms – The payment terms code for this invoice that calculates the due date and if an early payment discount can be taken.

Due Date – The due date for this invoice is automatically calculated from the terms selected above, a specific number of days after the invoice date. It can be edited to a different value if required.

Expense Account – The GL account used for the expense debit portion of the transaction. By default it is read from the vendor expense account on the Billing tab, but if one is not set then the default account comes from Company Settings. It can be changed prior to posting.

Memo – An additional description that can be used to describe this entry, if desired.

Subtotal – Total before taxes, calculated from the Total and taxes and cannot be edited.

Tax – One or more Tax fields for this transaction, based on how many tax codes are set for this vendor. They are editable for correction if necessary, usually to adjust by a penny or two.

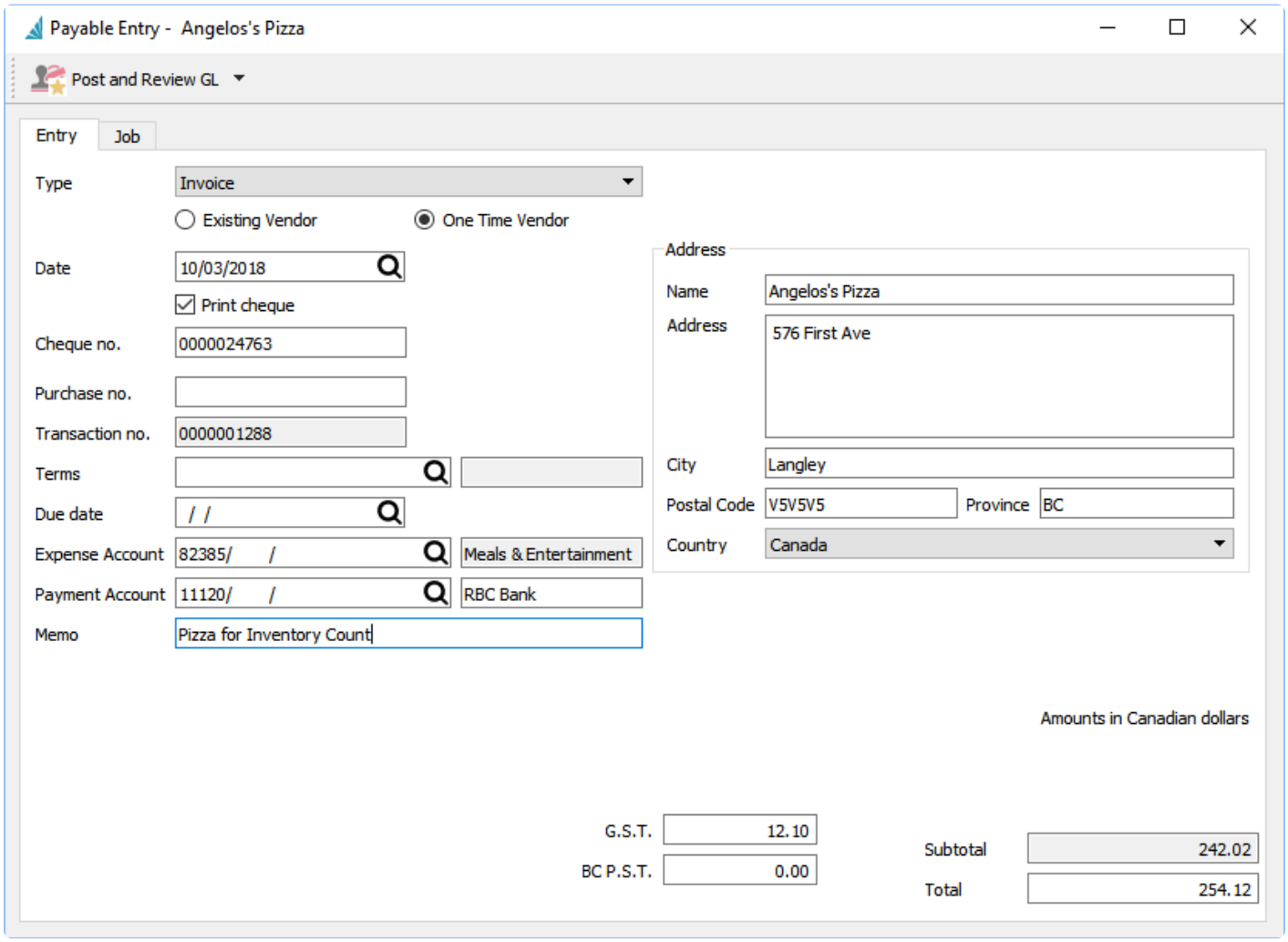
Total – Total amount for the entry, including taxes if any are set for the vendor.

Job – The Job tab allows selection of a Job Costing code to assign the Accounts Payable transaction as an Expense amount for the job. For more information, read the Job Costing – Accounts Payable manual topic.

One Time Vendors

Misc Payments

To enter a combined invoice and payment for a vendor that does have a saved record in your company data, create a new transaction from the Open Accounts screen, and for the vendor selection choose 'One Time Vendor'.

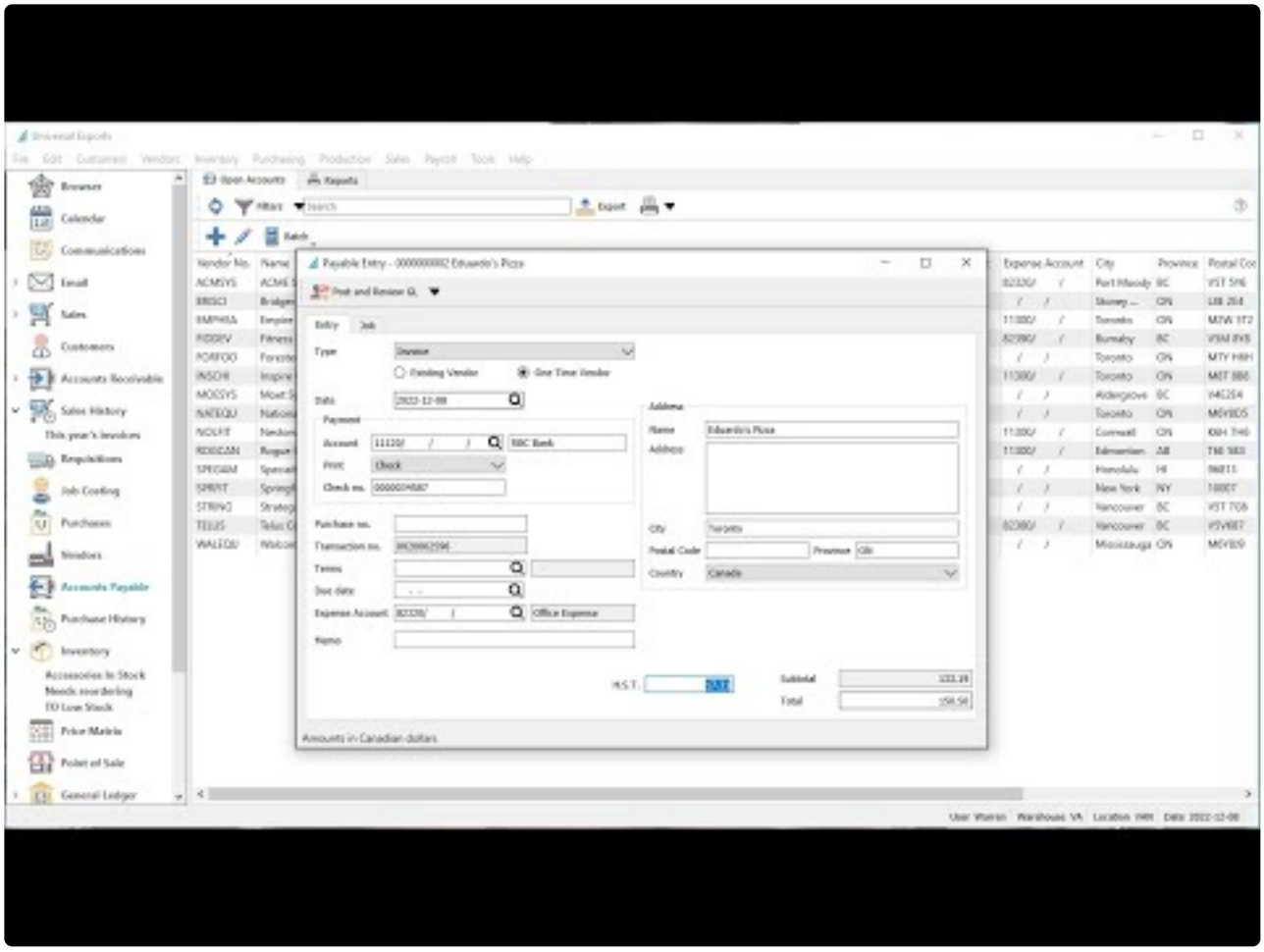


In addition to the information entered on an invoice for a regular vendor, you must also enter whether a check will be printed, the check number if printed, the bank GL Payment Account for giving the payment, and the vendor name and address for printing on the check payment form.

> Note – A vendor will be created with a numeric sequence number as the vendor code. You could create a filter to suppress these from the vendor list. If you make another purchase or expense from this vendor, you can select this record rather than another one time vendor transaction.

It is also possible to create payments for vendors that you don't need to track individually by creating a vendor record to store all Misc Vendor transactions.

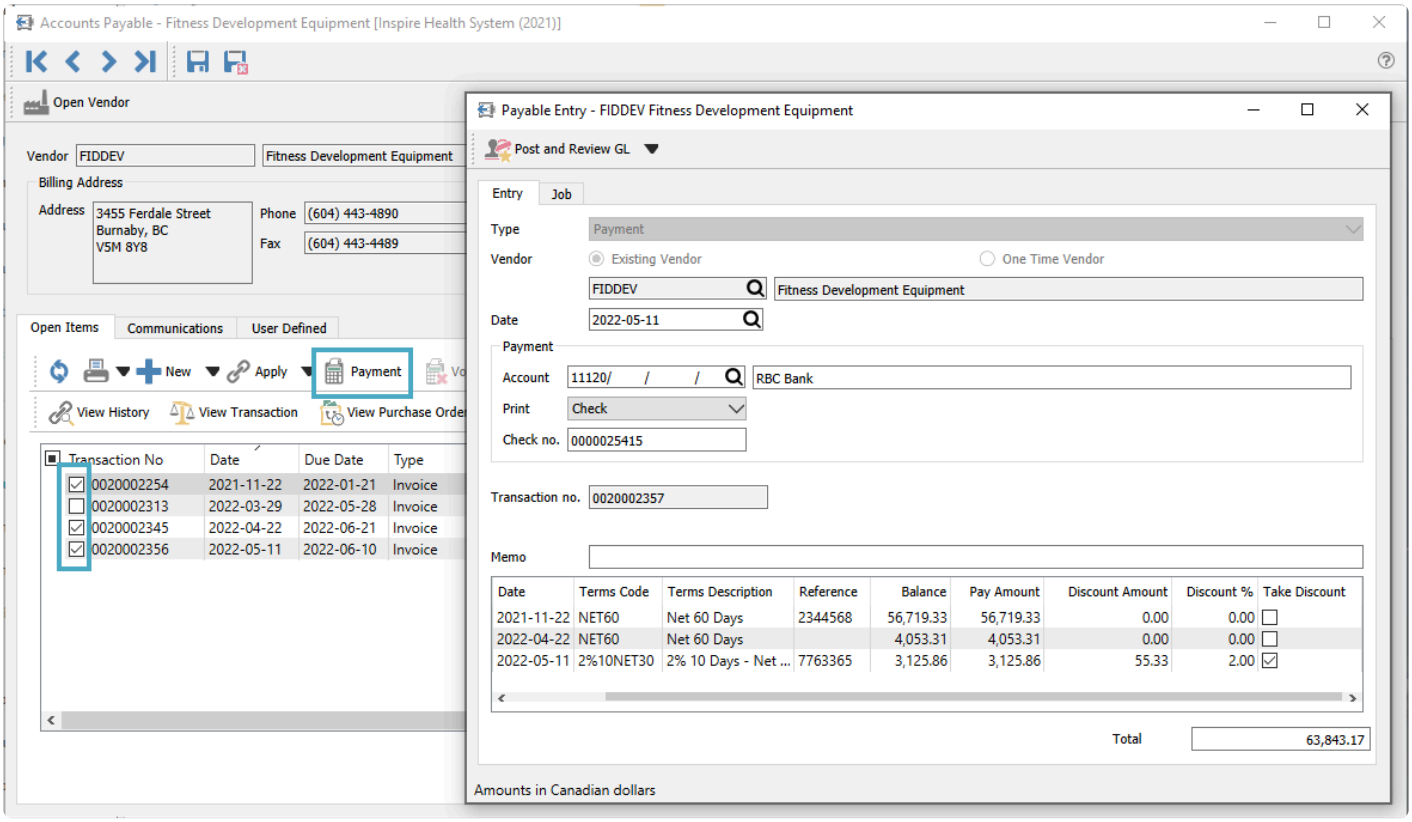
Video Instruction



https://www.youtube.com/embed/ymx0jxAHOqs?rel=0

Processing Payments

Vendor payments can be entered either directly against selected invoices or as an unapplied prepayment on account. When paying vendor invoices, edit the vendor accounts payable record and from the Open Items tab, click the checkbox next to each invoice you want to pay and then click the Payment button to open the Payable Entry screen.



Type – The Accounts Payable transaction type. When creating a Payment following these steps, the type field is not editable.

Vendor – The vendor code for the payment. When creating a Payment following these steps, the vendor will already be known and the field is not editable.

Date – Date for the payment that will be printed on the check and used for posting to the GL.

Print – Choose either Check, Remittance or blank for no printing. The default value will be either blank or Check, depending on what the vendor option is. and this can be changed before posting. A Remittance would be printed if the vendor has already received payment but requires a record of which invoices were paid.

Check no. – The check number is visible only if a check is printed, and the default value is read from the Check Sequence field on the selected Payment Account. It can be changed prior to posting.

> After posting a payment with an edited check number, the check sequence on the GL bank account is incremented to the next number, which is used for the next payment.

Reference no. – When a check is not printed, this field is visible instead of the check number. Use this for a note regarding payment, such as Online or EFT or Petty Cash.

Transaction no. – The next available GL transaction number in Company Settings, which is not reserved for this transaction. Posting will always re-read the next GL transaction number for use.

Payment Account – Select the bank account for this payment. The default account is read from the vendor, and if blank there then the bank account is read from Special Accounts in Company Settings.

Memo – An additional description that can be used to describe this entry, if desired.

Total – The payment amount, calculated from the sum of the Pay Amounts for all transactions selected for payment.

> If you edit this amount to be different than the calculation, posting the payment will apply to invoices based on the respective Pay Amounts, and any excess amount will remain as a balance on the payment transaction.

Paid Invoices columns

Transaction Number – The GL transaction number from the AP invoice being paid.

Date – The date of the transaction being paid.

Reference – The document number being paid.

Terms Code – The terms code saved with the invoice.

Terms Description – The description of the saved terms code above.

Balance – The current balance owing for the transaction.

Pay Amount – You can edit the amount you wish to apply an invoice, which does not have to be the full amount. Partial payments are also linked to the invoice after posting.

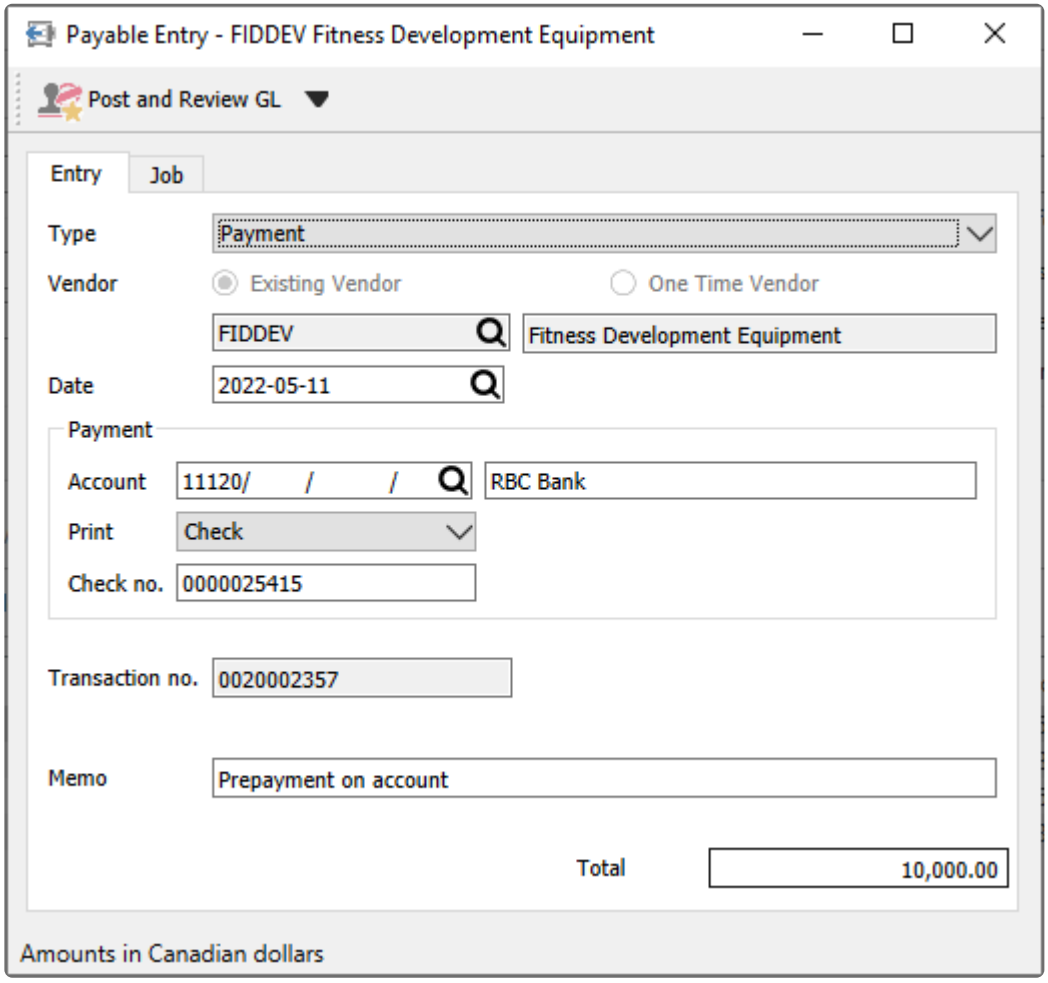
Discount Amount – The early payment discount amount. This is calculated from the terms information but can be edited before posting.

Discount % – The early payment discount % being offered. This is read from the terms information but can be edited before posting.

Take Discount – Enable the checkbox to calculate the discount amount, or remove selection to clear the discount amount to zero. Payments made prior to the discount date from terms will automatically be checked, but you can override this as necessary.

Prepayments

If you wish to process a payment to a vendor that is not being applied to any posted invoices, such as a purchase deposit, you can create a payment transaction directly to the vendor account.

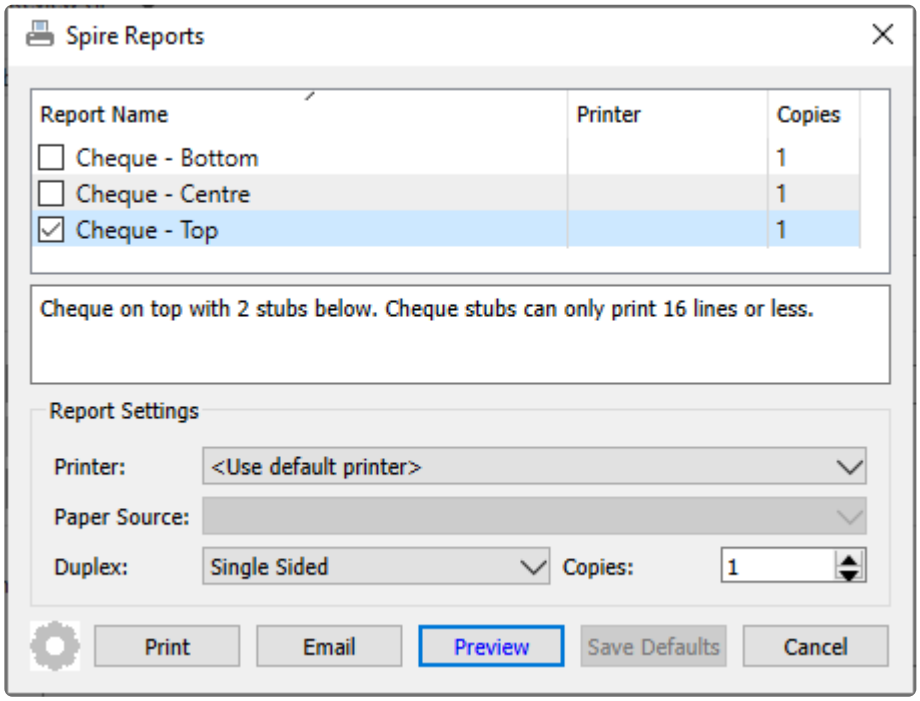


These payments must be made to existing vendors, and there is no grid to display selected invoices. Otherwise the payment is entered, printed and posted like other payments, creating a debit transaction that can be applied to an invoice in the future.

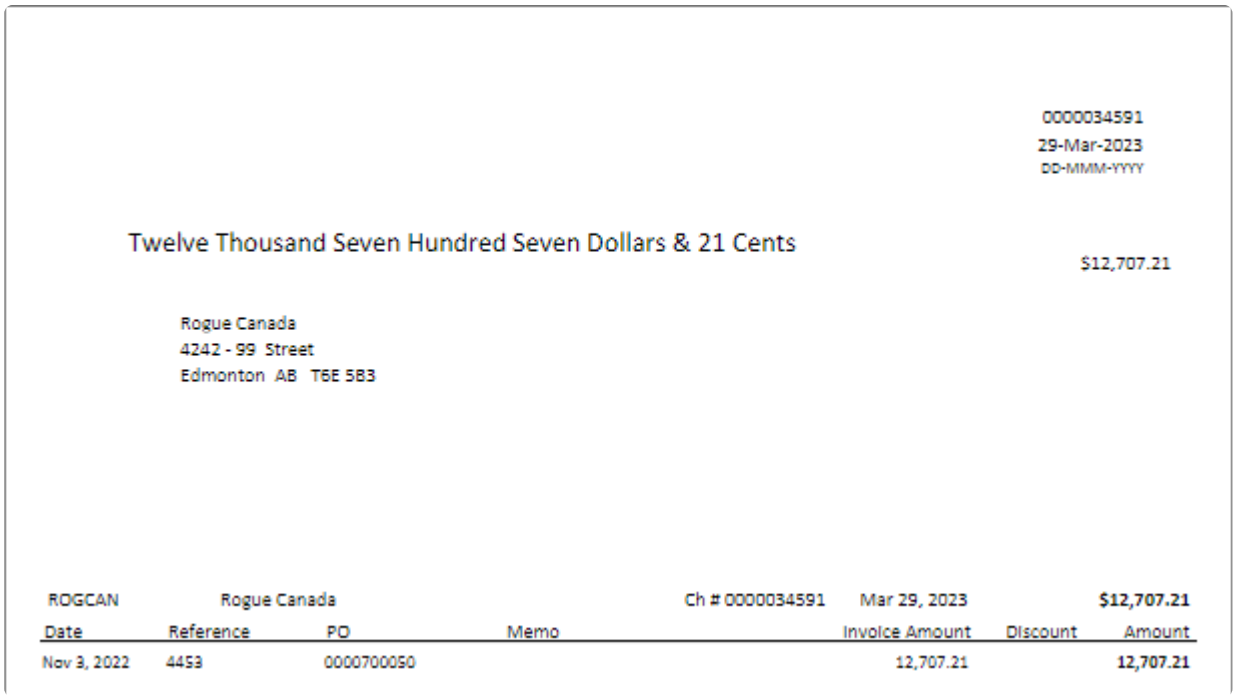
Reports

Whether a payment is applied to invoices or not, you can choose to print either a check or a remittance form to send to the vendor.

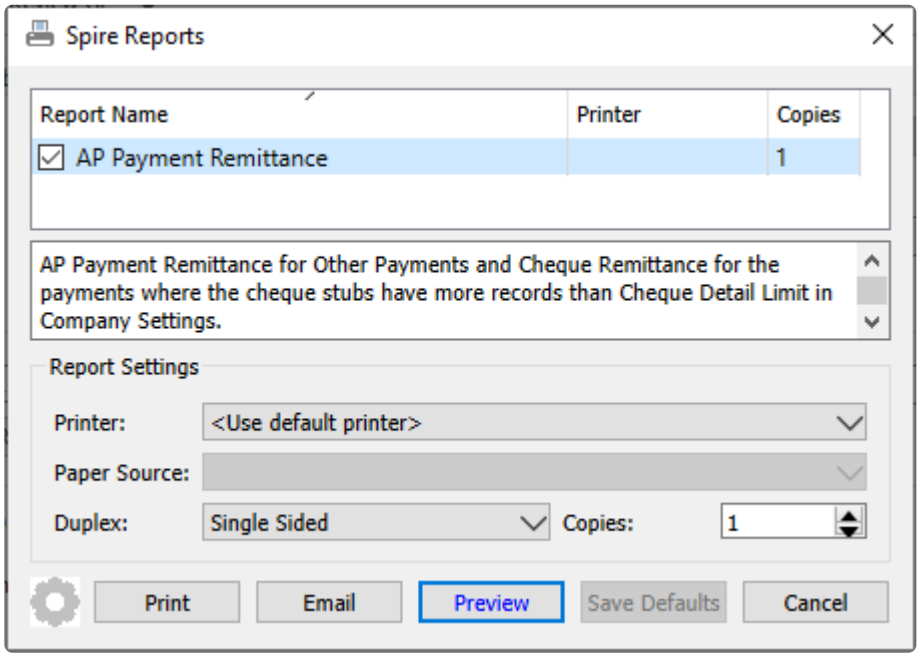
Checks



You can choose to print a 3-part check form, where the check portion is in either the top, middle or bottom part, and a check advice prints in the other two parts.



Remittances



You can choose to print or more likely email the remittance form to the vendor, indicating which invoices were paid. You might also choose to print this report if a payment has more details than would fit on a single advice form, thus preventing printing only multiple check forms and wasting stock.

Universal Exports
5578 First Avenue
Vancouver BC V5T 6Y6
Phone: (604) 555-4589 Fax: (604) 555-7763
info@inspirehealthsys.com

Walcom Equipment Ltd
7711 4th Ave
Mississauga ON M6Y8J9

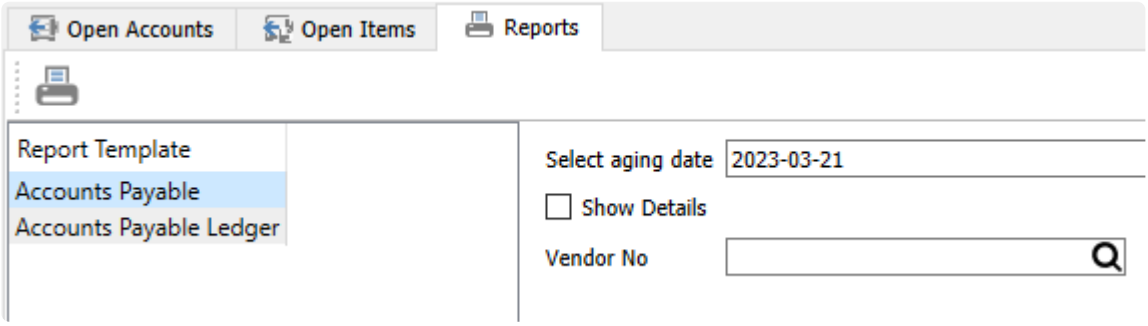
WALEQU Walcom Equipment Ltd Payment Mar 29, 2023 **$2,395.17**

Date	Reference	PO	Memo	Invoice Amount	Discount	Amount
May 20, 2022	91273	0000700041		2,395.17		**2,395.17**

Reports

The Reports tab has a number of Transaction list template reports available to print. There are two Report Templates for Accounts Payable and Accounts Payable Ledger reports, each with their own set of reports and options.

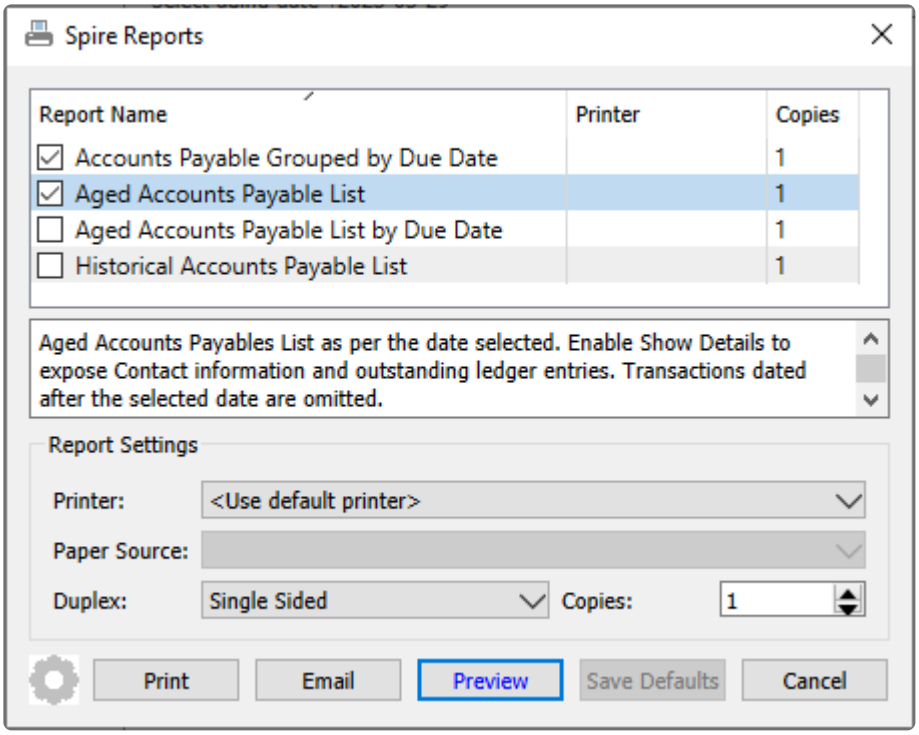
Accounts Payable



Select Aging Date – Choose a date to be used for determining how old each transaction is and which aging amount column will be accumulated by each transaction.

Show Details – Enable this option to print Contact information and a list of open transactions and their respective aged amount for each vendor. Disable this option to print a single line for each vendor and total amounts for each aging period.

Vendor No – Either select a specific vendor to print this report for, or leave this blank to print all vendors with an accounts payable balance outstanding.



Accounts Payable Grouped by Due Date – Prints a list of outstanding vendor transactions, grouped by due date and sorted with oldest transactions at the top. Overdue transactions display the due date in red font.

Accounts Payable Grouped by Due Date

March 29, 2023 / 8:45 am

Due Date	Vendor	Reference	Date	Type	Transaction	Amount	Balance	Total
Jan 13, 2023	ROGCAN		Rogue Canada					
		9876786	Nov 14,22	Invoice	0020002577	1,115.88	1,115.88	
Feb 8, 2023	SUPCOF		Superior Coffee & Foods					
		987654	Feb 8,23	Invoice	0020002622	97.28	97.28	
Mar 6, 2023	SUPCOF		Superior Coffee & Foods					
			Mar 6,23	Invoice	0020002658	97.18	97.18	
Mar 14, 2023	FORFOO		Forester Food Ingredients					
		999	Mar 14,23	Invoice	0020002673	19,232.60	19,232.60	
Mar 19, 2023	NATEQU		National Equipment					
		112233	Feb 17,23	Invoice	0020002650	1,078.02	1,078.02	
Apr 16, 2023	INSCHI		Inspire China					
		IC00234	Feb 15,23	Invoice	0020002642	1,852.69	1,852.69	
Apr 17, 2023	FIDDEV		Fitness Development Equipment					
		12345	Feb 16,23	Invoice	0020002648	7,500.00	7,500.00	
May 13, 2023	EMPHEA		Empire Health Distribution					
		9090	Mar 14,23	Invoice	0020002674	337.87	337.87	
	FIDDEV		Fitness Development Equipment					
		763445	Mar 14,23	Invoice	0020002669	20,027.84	20,027.84	
	ROGCAN		Rogue Canada					
		5685	Mar 14,23	Invoice	0020002677	33.89	33.89	
		88432	Mar 14,23	Invoice	0020002679	169.50	169.50	
							203.39	
							May 13, 2023	20,569.10
May 20, 2023	NOLFIT		Nestors Fitness Products Inc.					
		56383	Mar 21,23	Invoice	0020002689	4,774.25	4,774.25	
							Total	450,464.89

Aged Accounts Payable List – Prints a list of vendors and their respective transaction totals in columns aged by transaction date, grouped by currency, calculated from open and historical transactions as of the report date. Transactions with a date after the aging date are excluded from the report. If Details are shown, contact info and individual transactions are also printed.

Universal Exports

Aged Accounts Payable List

Aged using August 31, 2022 March 22, 2023 / 10:25 am

Vendor	Reference	Date	Age	Credit Limit	Current	Over 30	Over 60	Over 90	Over 120	Total
INSCHI	Inspire China			No Credit			2,189.66	301.56		2,491.22

	Contact	Phone	Cell	Fax	Email
PO Box 8888 88 West 8th Toronto ON M8T 8B8	Company Grace Chao				info@inspirechina.cc gracec@inspirechina.cc

Expense Account 11300

Invoice	2346	May 16,22	107					301.56		
Invoice	88172	Jun 6,22	86				733.37			
Invoice	42572	Jun 15,22	77				642.69			
Invoice	4574	Jun 15,22	77				813.60			

Total	
Current	0.00
Over 30	0.00
Over 60	2,189.66
Over 90	301.56
Over 120	0.00
Total	2,491.22

Aged Accounts Payable List by Due Date – Prints a list of vendors and their respective transaction totals in columns aged by due date, grouped by currency, calculated from open and historical transactions as of the report date. Transactions with a due date after the aging date are excluded from the report. If Details are shown, contact info and individual transactions are also printed.

Universal Exports

Aged Accounts Payable List by Due Date

Aged using August 31, 2022 March 22, 2023 / 10:25 am

Vendor	Reference	Date	Due	Age	Current	Over 30	Over 60	Over 90	Over 120	Total
INSCHI Inspire China				No Credit	2,189.66	301.56				2,491.22

	Contact	Phone	Cell	Fax	Email
PO Box 8888 88 West 8th Toronto ON M8T 8B8	Company Grace Chao				info@inspirechina.cc gracec@inspirechina.cc

Expense Account 11300

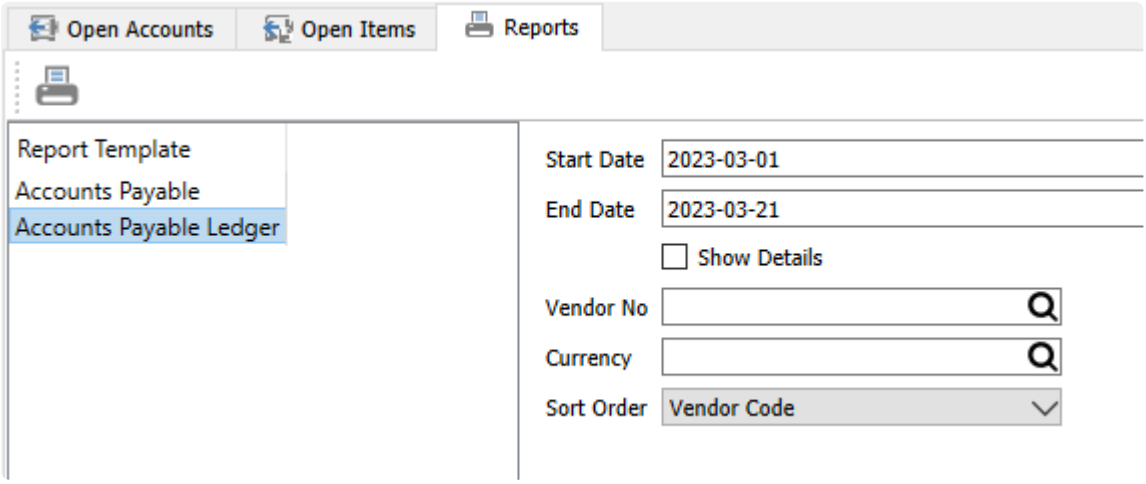
Invoice	2346	May 16,22	Jul 15,22	47		301.56				
Invoice	88172	Jun 6,22	Aug 5,22	26	733.37					
Invoice	42572	Jun 15,22	Aug 14,22	17	642.69					
Invoice	4574	Jun 15,22	Aug 14,22	17	813.60					

Total	
Current	2,189.66
Over 30	301.56
Over 60	0.00
Over 90	0.00
Over 120	0.00
Total	2,491.22

Historical Accounts Payable List – Prints a list of vendors and their respective transaction totals in columns aged by transaction date, grouped by currency, calculated from open and historical transactions as

of the report date. Transactions with a date after the aging date are excluded from the report, as are applications of payments to invoices performed after the report date. If Details are shown, contact info and individual transactions are also printed. Results will be the same as the Accounts Payable List report, if no transactions were backdated when posted.

Accounts Payable Ledger



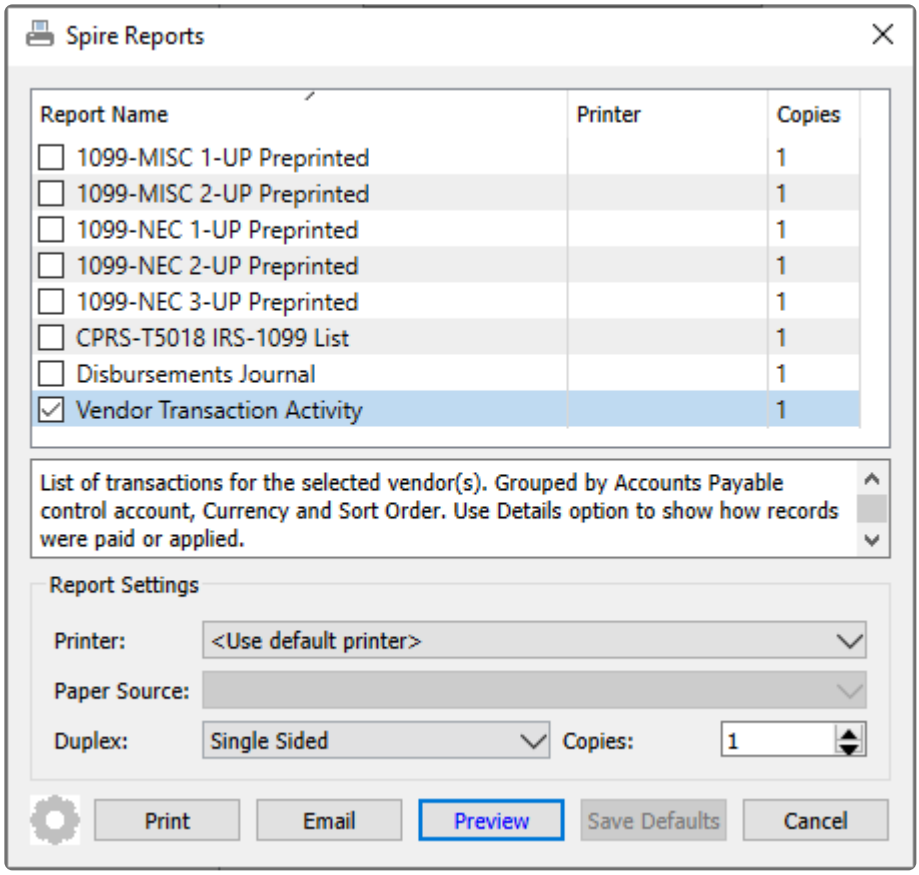
Start Date / End Date – Choose a date range to include transactions for the report.

Show Details – Enable this option to print Contact information and a list of open transactions and their respective amounts for each vendor. Disable this option to print a single line for each vendor and total amounts.

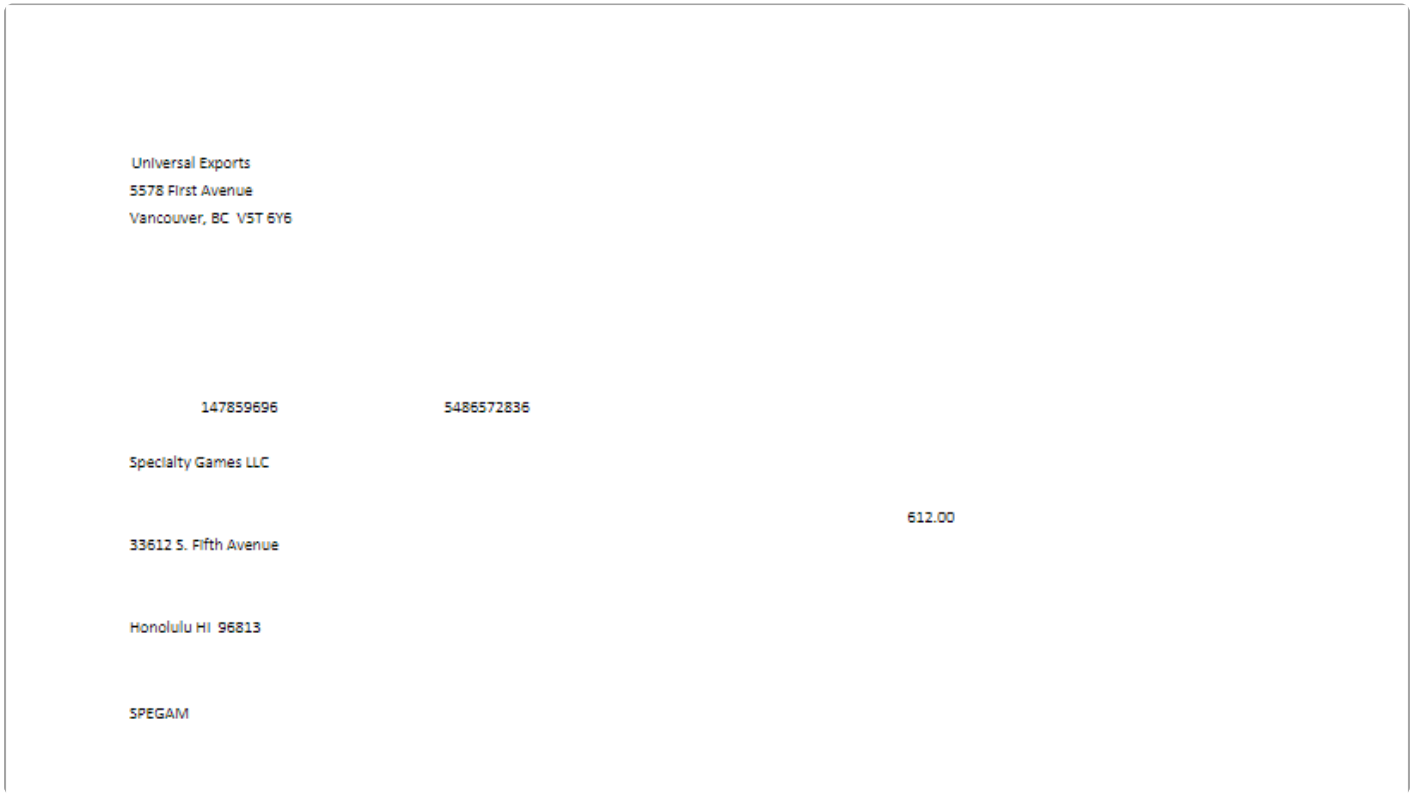
Vendor No – Either select a specific vendor to print this report for, or leave this blank to print all vendors with an accounts payable balance outstanding.

Currency – Either select a specific currency to print this report for associated vendors, or leave this blank to print all vendors with an accounts payable balance outstanding, grouped by currency.

Sort Order – Choose to print vendors sorted by either Vendor Code or Vendor Name.

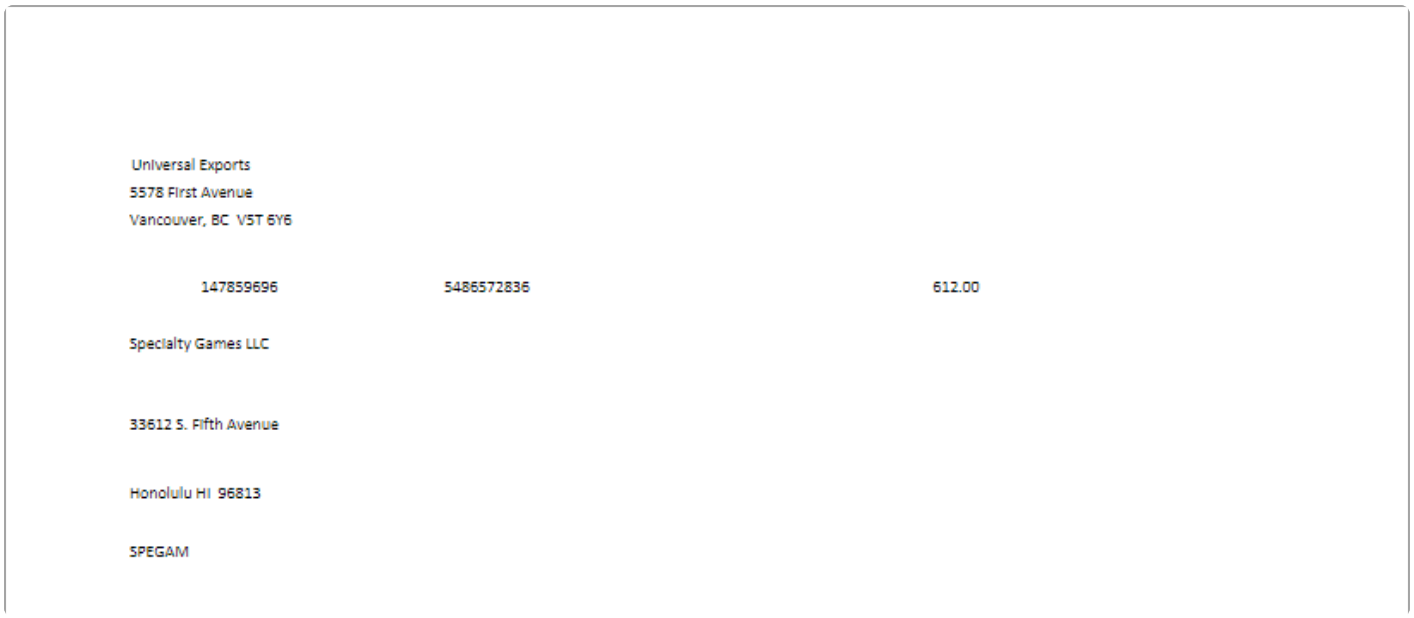


1099-MISC 1-UP Preprinted – Prints the 1099-MISC form contents for US vendors, for use with pre-printed forms that have one vendor per page. Only vendors with USD currency will be selected.



1099-MISC 2-UP Preprinted – Prints the 1099-MISC form contents for US vendors, for use with pre-printed forms that have two vendors per page. Only vendors with USD currency will be selected.

1099-NEC 1-UP Preprinted – Prints the 1099-NEC form contents for US vendors, for use with pre-printed forms that have one vendor per page. Only vendors with USD currency will be selected.



1099-NEC 2-UP Preprinted – Prints the 1099-NEC form contents for US vendors, for use with pre-printed forms that have two vendors per page. Only vendors with USD currency will be selected.

1099-NEC 3-UP Preprinted – Prints the 1099-NEC form contents for US vendors, for use with pre-printed forms that have three vendors per page. Only vendors with USD currency will be selected.

CPRS-T5018 IRS-1099 List – Prints a list of vendors that have either 1099 or T5018 as a Report Type, and transactions within the report date range. Invoice and Payment totals in Base currency and the billing address print for each vendor, grouped by 1099 or T5018. If Details are shown, individual transactions are also printed.

Universal Exports

T5018 / 1099 List for CRA / IRS

Jan 1, 2023 to Mar 22, 2023

March 22, 2023 / 12:10 pm

Vendor				Net	Tax	Invoice	Payment
1099							
SPEGAM	Jan 31, 23	0000000004	Payment				612.00
Specialty Games LLC	33612 S. Fifth Avenue, Honolulu, HI, 96813, USA			**0.00**		**0.00**	**612.00**
BN 5486572836							
SPRFIT	Jan 24, 23	7560205	Invoice	895.52		895.52	
SPRFIT	Jan 31, 23	0000000005	Payment				169.56
SPRFIT	Feb 15, 23	EFT 0043	Payment				895.52
Springfield Fitness	3477 Kingston, New York, NY, 10007, USA			**895.52**		**895.52**	**1,065.08**
BN 4529728684							
2 Vendors				**895.52**		**895.52**	**1,677.08**
T5018							
FIDDEV	Feb 16, 23	12345	Invoice	6,696.43	803.57	7,500.00	
FIDDEV	Mar 14, 23	763445	Invoice	17,882.00	2,145.84	20,027.84	
Fitness Development Equipment	3455 Ferdale Street, Burnaby, BC, V5M 8Y8, CAN			**24,578.43**		**27,527.84**	**0.00**
BN 58680753							
				24,578.43		**27,527.84**	**0.00**
3 Vendors				**25,473.95**		**28,423.36**	**1,677.08**

Disbursements Journal – Prints a list of payments within the selected date range, sorted by date, and for the specified vendor if one was chosen. If Details are shown, paid invoices are also printed with each payment.

Universal Exports

Disbursements Journal

Jan 1, 2023 to Mar 22, 2023

March 22, 2023 / 12:18 pm

Reference No	Payee	Note	
Tuesday, January 31, 2023			
0000000004	SPEGAM Specialty Games LLC		612.00 ☐

Details	*Reference*	*Type*	*Date*	*Transaction #*	*Amount*	*Applied Amount*
	986583	*Invoice*	*Nov 21, 22*	*0020002578*	*612.00*	*612.00*
						612.00

0000000005	SPRFIT Springfield Fitness		169.56 ☐

Details	*Reference*	*Type*	*Date*	*Transaction #*	*Amount*	*Applied Amount*
	34573	*Invoice*	*May 12, 22*	*0020002413*	*135.00*	*135.00*
	7845784	*Invoice*	*May 31, 22*	*0020002464*	*34.56*	*34.56*
						169.56

Total for January 31 **781.56**

Wednesday, February 15, 2023			
EFT 0043	SPRFIT Springfield Fitness		895.52 ☐

Details	*Reference*	*Type*	*Date*	*Transaction #*	*Amount*	*Applied Amount*
	7560205	*Invoice*	*Jan 24, 23*	*0020002619*	*895.52*	*895.52*
						895.52

1,677.08

Vendor Transaction Activity – Prints a list of transactions within the selected date range, grouped by vendor and currency. If Details are shown, applied transactions are also printed.

Universal Exports

Vendor Transaction Activity

Jan 1, 2023 to Feb 28, 2023

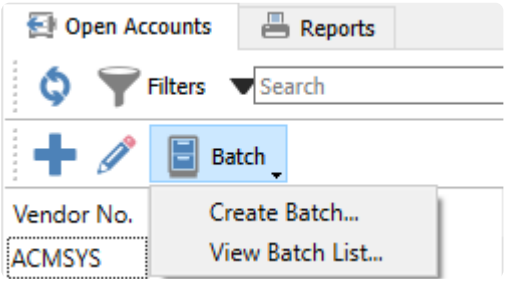
March 22, 2023 / 2:04 pm

Date	Reference	Transaction	Note		Amount	Payment	Balance
Applied to records					*Applied Amount*		
FIDDEV	**Fitness Development Equipment**				21120		
Feb 16, 2023	12345	0020002648		Invoice	7,500.00		7,500.00
INSCHI	**Inspire China**				21120		
Feb 15, 2023	IC00234	0020002642		Invoice	1,852.69		1,852.69
NATEQU	**National Equipment**				21120		
Feb 17, 2023	112233	0020002650		Invoice	1,078.02		1,078.02
SUPCOF	**Superior Coffee & Foods**				21120		
Feb 8, 2023	987654	0020002622		Invoice	97.28		97.28
USD							
SPEGAM	**Specialty Games LLC**				21120		
Jan 31, 2023	0000000004	0020002640		Payment		612.00	0.00
Nov 21, 2022	*986583*			*Invoice*	*612.00*		
SPRFIT	**Springfield Fitness**				21120		
Jan 24, 2023	7560205	0020002619		Invoice	895.52		0.00
Feb 15, 2023	*EFT 0043*			*Payment*	*895.52*		
Feb 15, 2023	EFT 0043	0020002638		Payment		895.52	0.00
Jan 24, 2023	*7560205*			*Invoice*	*895.52*		
Jan 31, 2023	0000000005	0020002641		Payment		169.56	0.00
May 12, 2022	*34573*			*Invoice*	*135.00*		
May 31, 2022	*7845784*			*Invoice*	*34.56*		

Batch Payables

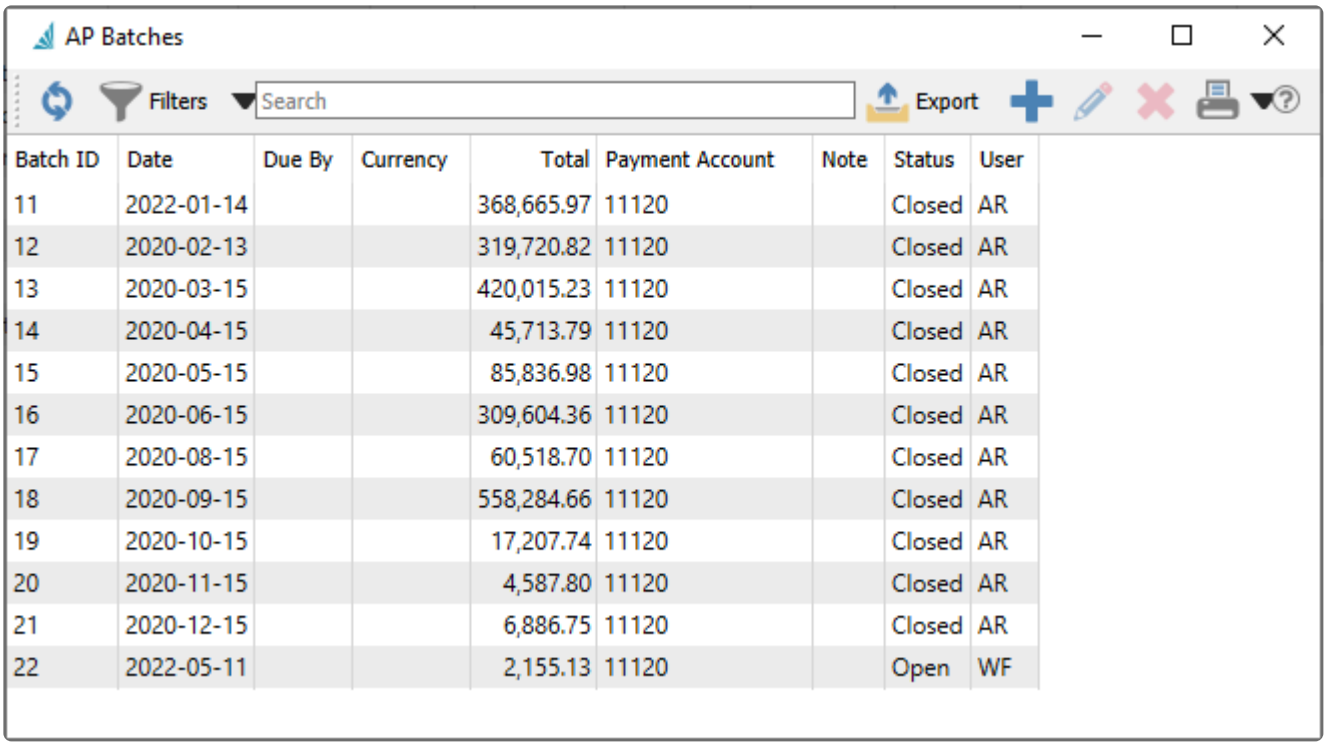
Paying Multiple Vendors

If you need to pay a larger group of vendors, it may be more efficient to generate and print a number of checks all at once rather than one at a time, using the Batch Payables process. A Batch of payments can be created from the Accounts Payable list in two different ways. One method is to first highlight vendors to pay and then create the batch, and the other method is to first create the batch and then load the vendor payables. Both methods require you to click the batch button to start the process.



If you know which vendors you want to pay, highlight them in the grid and select the Create Batch menu choice to load all outstanding payables for just these vendors into a new batch window. Or if you need to decide which vendors you want to pay at this time, either select Create Batch with no vendors highlighted, or instead select View Batch List to open a window with all previously posted and in-progress batches.

Batch Payables List

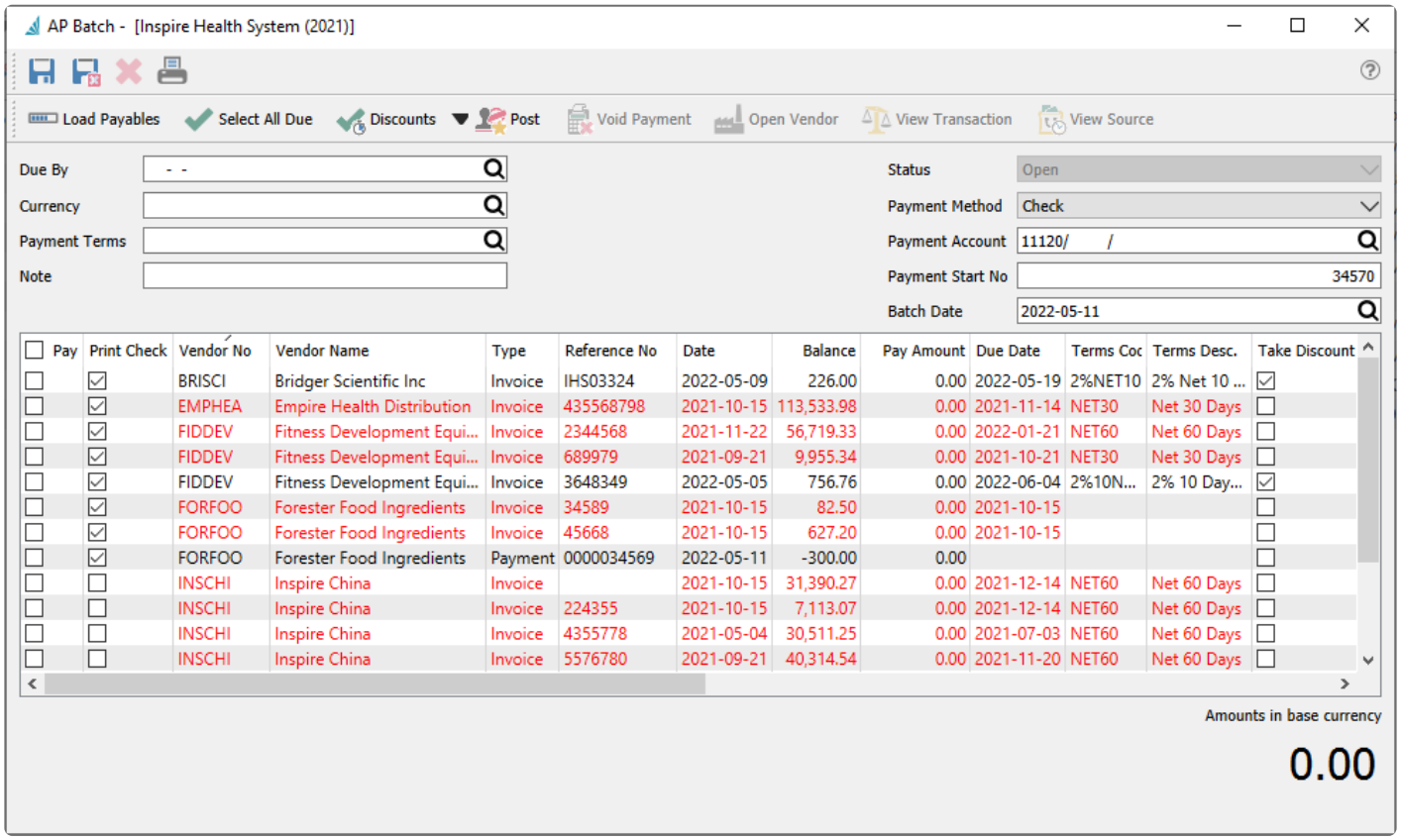


Batch ID	Date	Due By	Currency	Total	Payment Account	Note	Status	User
11	2022-01-14			368,665.97	11120		Closed	AR
12	2020-02-13			319,720.82	11120		Closed	AR
13	2020-03-15			420,015.23	11120		Closed	AR
14	2020-04-15			45,713.79	11120		Closed	AR
15	2020-05-15			85,836.98	11120		Closed	AR
16	2020-06-15			309,604.36	11120		Closed	AR
17	2020-08-15			60,518.70	11120		Closed	AR
18	2020-09-15			558,284.66	11120		Closed	AR
19	2020-10-15			17,207.74	11120		Closed	AR
20	2020-11-15			4,587.80	11120		Closed	AR
21	2020-12-15			6,886.75	11120		Closed	AR
22	2022-05-11			2,155.13	11120		Open	WF

Each batch is listed separately with a unique Batch ID number. Closed batches have already been posted, and cannot be edited and re-processed, but can be viewed to investigate past payments. Open batches can be edited to add or remove payments or make other modifications prior to printing and posting. And a new empty batch can be created.

Batch Payables Header

Whichever method you chose, the result will be opening the AP Batch window for further editing prior to printing and posting checks. There are processes that affect the entire batch of payments and places to drill-down into a highlighted invoice.



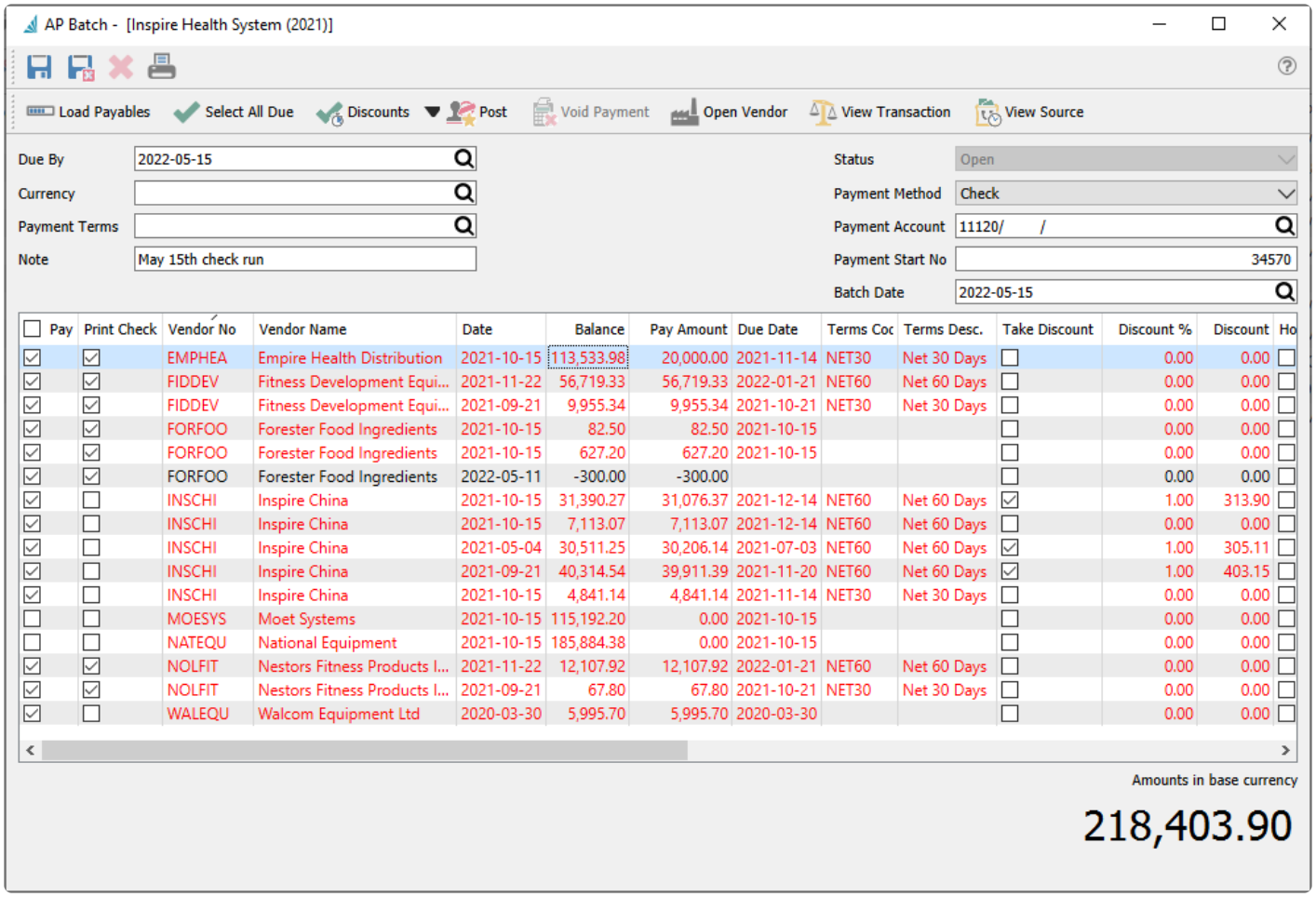
Save – Saves the batch and leaves the window open. A new Batch ID is generated for saving new batches.
Save and Close – Saves the batch and closes the window, returning to the AP batch list screen.
Delete – Deletes the batch, if it was previously saved and not yet posted.
Print – Prints reports with template of 'AP Batch'

Load Payables – Refreshes the list of outstanding payables based on selected vendors and any other filters. Transactions marked as paid in another Open batch will not be loaded so that they are not paid twice by accident.
Select All Due – Marks as paid all invoices that are due either today or earlier.
Discounts – Select how you want to handle early payment discounts for all invoices with terms that allow them:

- **Take Expired Discounts** – Mark all invoices having terms with discounts as taken and calculate a discount amount for all.
- **Take Available Discounts** – Mark invoices having terms with discounts and discount date not earlier than the batch date as taken, and calculate a discount amount for these.
- **Don't Take Discounts** – Unmark all invoices for discounts taken and reset all discount amounts to zero.

Post – Posts payments for all selected invoices to pay and prints checks for the respective vendors.
Void Payment – When viewing a Closed payment batch, if user security settings allow it, payment to selected invoices can be reversed, restoring the invoices as unpaid and creating a GL transaction for a Void Payment.
Open Vendor – Opens the vendor of the highlighted transaction for viewing or editing vendor information.
View Transaction – Displays the GL posted entry for the highlighted transaction.
View Source – If the highlighted invoice originated from a purchase order, you can view the purchase order information and item details.

There are batch header fields available to select vendor payables to display and determine check and accounting information. When a filter field is modified, you need to click the Load Payables button to refresh the details list.



Pay	Print Check	Vendor No	Vendor Name	Date	Balance	Pay Amount	Due Date	Terms Coc	Terms Desc.	Take Discount	Discount %	Discount	Ho
☑	☑	EMPHEA	Empire Health Distribution	2021-10-15	113,533.98	20,000.00	2021-11-14	NET30	Net 30 Days	☐	0.00	0.00	☐
☑	☑	FIDDEV	Fitness Development Equi...	2021-11-22	56,719.33	56,719.33	2022-01-21	NET60	Net 60 Days	☐	0.00	0.00	☐
☑	☑	FIDDEV	Fitness Development Equi...	2021-09-21	9,955.34	9,955.34	2021-10-21	NET30	Net 30 Days	☐	0.00	0.00	☐
☑	☑	FORFOO	Forester Food Ingredients	2021-10-15	82.50	82.50	2021-10-15			☐	0.00	0.00	☐
☑	☑	FORFOO	Forester Food Ingredients	2021-10-15	627.20	627.20	2021-10-15			☐	0.00	0.00	☐
☑	☑	FORFOO	Forester Food Ingredients	2022-05-11	-300.00	-300.00				☐	0.00	0.00	☐
☑	☐	INSCHI	Inspire China	2021-10-15	31,390.27	31,076.37	2021-12-14	NET60	Net 60 Days	☑	1.00	313.90	☐
☑	☐	INSCHI	Inspire China	2021-10-15	7,113.07	7,113.07	2021-12-14	NET60	Net 60 Days	☐	0.00	0.00	☐
☑	☐	INSCHI	Inspire China	2021-05-04	30,511.25	30,206.14	2021-07-03	NET60	Net 60 Days	☑	1.00	305.11	☐
☑	☐	INSCHI	Inspire China	2021-09-21	40,314.54	39,911.39	2021-11-20	NET60	Net 60 Days	☑	1.00	403.15	☐
☑	☐	INSCHI	Inspire China	2021-10-15	4,841.14	4,841.14	2021-11-14	NET30	Net 30 Days	☐	0.00	0.00	☐
☐	☐	MOESYS	Moet Systems	2021-10-15	115,192.20	0.00	2021-10-15			☐	0.00	0.00	☐
☐	☐	NATEQU	National Equipment	2021-10-15	185,884.38	0.00	2021-10-15			☐	0.00	0.00	☐
☑	☑	NOLFIT	Nestors Fitness Products I...	2021-11-22	12,107.92	12,107.92	2022-01-21	NET60	Net 60 Days	☐	0.00	0.00	☐
☑	☑	NOLFIT	Nestors Fitness Products I...	2021-09-21	67.80	67.80	2021-10-21	NET30	Net 30 Days	☐	0.00	0.00	☐
☑	☐	WALEQU	Walcom Equipment Ltd	2020-03-30	5,995.70	5,995.70	2020-03-30			☐	0.00	0.00	☐

Due By – Enter a date to suppress displaying any transactions with a due date later than this.

Currency – Enter a currency code to select only payables for vendors with this currency. Leave this field blank to select vendor invoices in base currency. Therefore a batch will contain invoices for only one specific currency.
Payment Terms – Enter a terms code to select only vendor payables using these terms.
Note – A description of the payment batch if you wish to specify a purpose for how transactions were selected to pay.
Status – Posted batches have a Closed status, and batches in progress have an Open Status. You cannot edit this field.
Payment Method – Select Check for printed checks or EFT for electronic payments. Follow this link to Accounts Payable EFT for information about Electronic Fund Transfers.
Payment Account – The GL account used as the credit amount for this payment batch; typically this will be a bank account but it could also be a credit card or petty cash account. All payments in the batch will come from the same account.
Payment Start No – The next check sequence number from the specified GL account. This can be changed prior to posting.
Batch Date – The date printed on all checks and used for posted AP and GL transactions.

Batch Payables Details

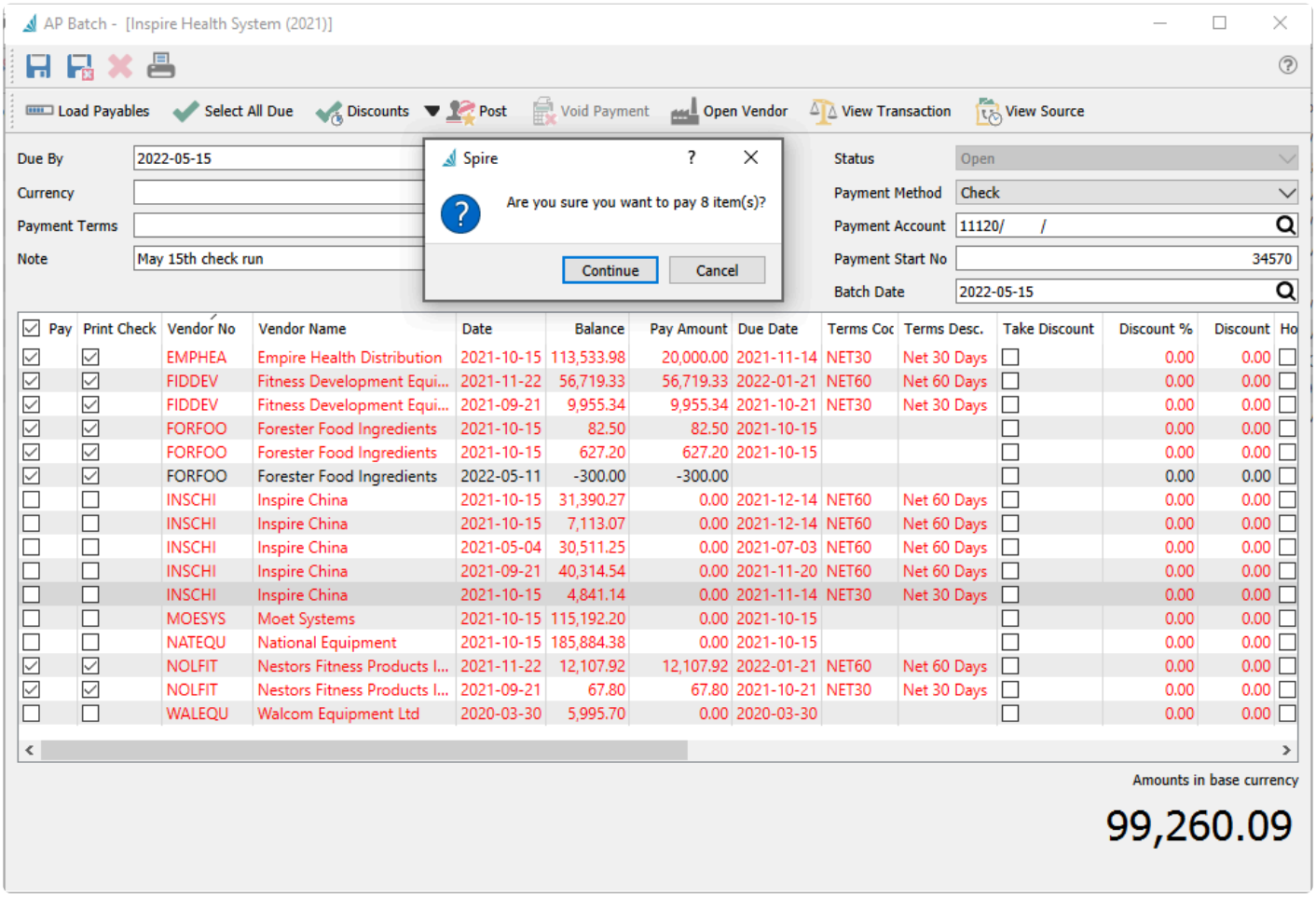
Transactions with a non-blank due date later than today will be displayed in red font, indicating that they are overdue for payment. Transactions not yet due or without a due date are displayed in black font.

Pay – Enable this checkbox to pay this vendor payable. Click the checkbox in the column title to either pay everything displayed or nothing, regardless of whether or not it is overdue.
Print Check – Displays the vendor option on the Billing tab to Print Checks. This is a visual cue to indicate whether you want to actually print a check for this vendor, or choose not to pay invoices from this batch and instead create another EFT batch for electronic payments.
Vendor No – The vendor code.
Vendor Name – The vendor's company name.
Type – The vendor payable type, either an Invoice, Payment, Credit memo, or Debit memo.
Reference No – Usually the document number for the vendor payable.
Date – The date of the vendor payable.
Balance – The outstanding amount of the vendor payable, before any discount is applied.
Pay Amount – Amount that will be applied to this vendor payable, including any discount taken. This amount can be changed for a partial payment.
Due Date – The due date of the vendor payable.
Terms Code – The terms code for the invoice.
Terms Desc. – The description of the terms.
Take Discount – Indicates that an early payment discount is applied to reduce the Pay Amount. It will automatically be enabled if the discount date is not later than the batch date. You can change this value on any vendor payable, even if the associated terms does not support discounts.
Discount % – The early payment discount percent, which defaults from the terms saved with the vendor payable. You can change this value if the detail is marked to Pay.
Discount – The early payment discount amount, calculated from the vendor payable Balance outstanding

and the Discount %, automatically if the discount has not yet expired. You can change this value if the detail is marked to Pay.
Hold – Displays whether the invoice is on hold and therefore cannot be paid.
Transaction No – The GL transaction number for the vendor payable.
Purchase No – The PO number for the invoice.
Memo – The memo descriptive text that was saved with the vendor payable.
Payment Transaction No – When viewing a Closed batch, the GL transaction number for the payment applied to this vendor payable.
Payment Reference No – When viewing a Closed batch, the check number for the payment applied to this vendor payable.
Void Transaction No – When viewing a Closed batch, the GL transaction number for a Void Payment applied to the payment of this vendor payable.

Printing Checks

Once the batch of payments is complete and verified, click the 'Post' button to start the printing and posting process.

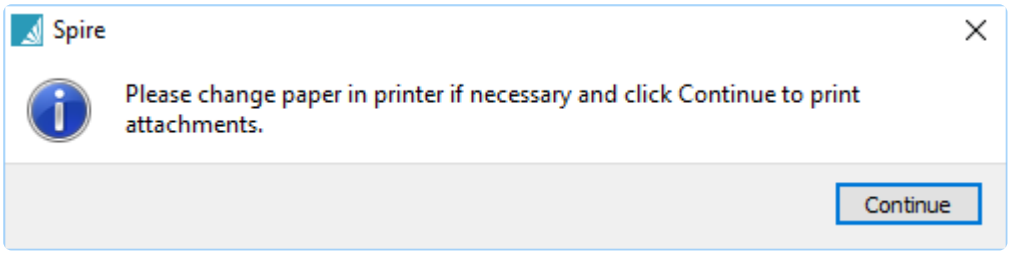


This is your last chance to cancel, as choosing to 'Continue' from here commits you to posting and printing the payments. When you continue, the vendor payments are posted and the "AP Batch Payment' report will

be presented to print the check forms.

Choose the correct check layout and print. When the print job is complete, you will be asked if the checks printed correctly. Choose No if a printing problem occurred, so that you have another chance to print the checks. Choosing Yes will confirm completion and the screen closes.

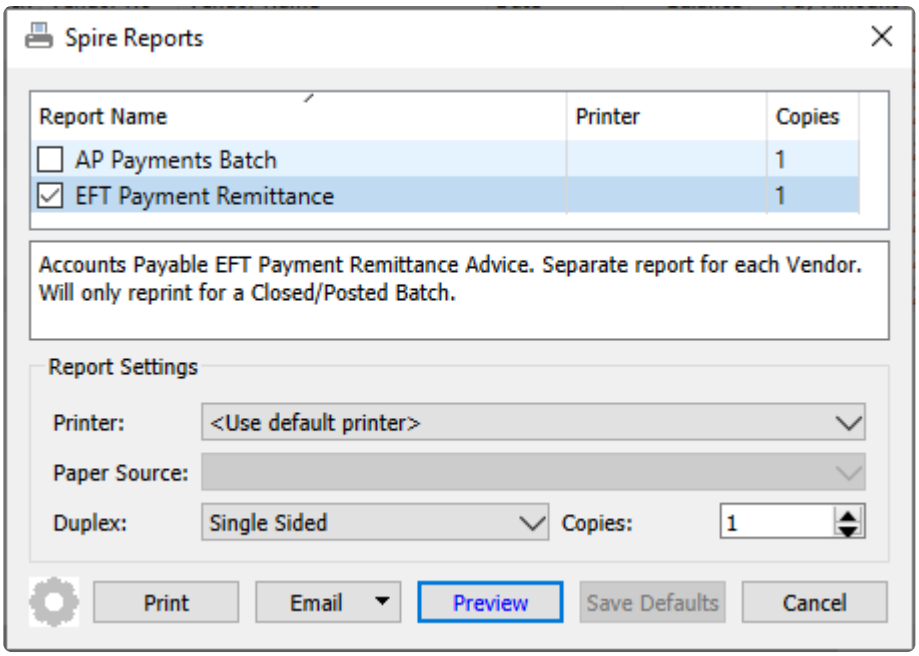
If there are more details than will print on a single vendor check advice, you will be prompted to load blank paper so the check remittance can be printed. The number of details that will fit on an advice is set in Company Settings / Accounts Payable / Check Detail Limit, based on your report form layout.



The posted batch is marked as Closed, but can still be viewed or reported on in the future.

Reports

Batch Payables reports can be printed either from the batch list or when editing a specific batch.



AP Payments Batch – Prints a list of invoices paid by each check or EFT remittance, separated by vendor and currency. This report can be printed immediately after the check batch is posted, or you re-print it later. If this report is re-printed from the Batch Payables list screen, then you can select multiple batches to include in the report. If this report is re-printed when editing a specific batch, then only the contents of this batch is included in the report.

Universal Exports

AP Payments Batch

March 23, 2023 / 10:23 am

Closed EFT Batch # 23 **Create / Edit**

		Name / Reference	Invoice Date	Due Date	Owing / Amount	Discount	Credit Limit / Payment Reference		Payment
Closed EFT Batch # 23		EFT run May 15th 2022						WF	WF
INSCHI		**Inspire China**			**5,097.46**		**0**		
	Paid		Oct 15, 2021	Dec 14, 2021	0.00 ☑	0.00 ☐	EFT 0051		31,390.27
	Paid	224355	Oct 15, 2021	Dec 14, 2021	0.00 ☑	0.00 ☐	EFT 0051		7,113.07
	Paid	4355778	May 4, 2021	Jul 3, 2021	0.00 ☑	0.00 ☐	EFT 0051		30,511.25
	Paid	5576780	Sep 21, 2021	Nov 20, 2021	0.00 ☑	0.00 ☐	EFT 0051		40,314.54
	Paid	789082	Oct 15, 2021	Nov 14, 2021	0.00 ☑	0.00 ☐	EFT 0051		4,841.14
							Inspire China		**114,170.27**
MOESYS		**Moet Systems**			**93,822.89**		**0**		
	Paid	4465879	Oct 15, 2021	Oct 15, 2021	90,192.20 ☑	0.00 ☐	EFT 0051		25,000.00
							Moet Systems		**25,000.00**
NATEQU		**National Equipment**			**182,045.45**		**0**		
	Paid	687989	Oct 15, 2021	Oct 15, 2021	135,884.38 ☑	0.00 ☐	EFT 0051		50,000.00
							National Equipment		**50,000.00**
WALEQU		**Walcom Equipment Ltd**			**2,395.17**		**0**		
	Paid	3454568	Mar 30, 2020	Mar 30, 2020	0.00 ☑	0.00 ☐	EFT 0051		5,995.70
							Walcom Equipment Ltd		**5,995.70**
							Total Batch # 23		**195,165.97**

Closed Cheque Batch # 25								WF	WF
SPEGAM		**Specialty Games LLC**			**1,080.00**		**0**		
	Paid	986583	Nov 21, 2022	Dec 21, 2022	0.00 ☑	0.00 ☐	0000000004		612.00
							Specialty Games LLC		**612.00**
SPRFIT		**Springfield Fitness**			**0.00**		**0**		
	Paid	34573	May 12, 2022	May 12, 2022	0.00 ☑	0.00 ☐	0000000005		135.00
	Paid	7845784	May 31, 2022	May 31, 2022	0.00 ☑	0.00 ☐	0000000005		34.56
							Springfield Fitness		**169.56**
							Total Batch # 25		**781.56**

Total All Selected Batches: 195,947.53

EFT Payment Remittance – Prints or emails a form to each vendor, listing the invoices paid by the EFT payment. This report can be printed immediately after the EFT batch is posted, or you can edit a Closed batch to re-print the remittances.

Universal Exports

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Vancouver BC V5T 6Y6
Phone: (604) 555-4589 Fax: (604) 555-7763
info@inspirehealthsys.com

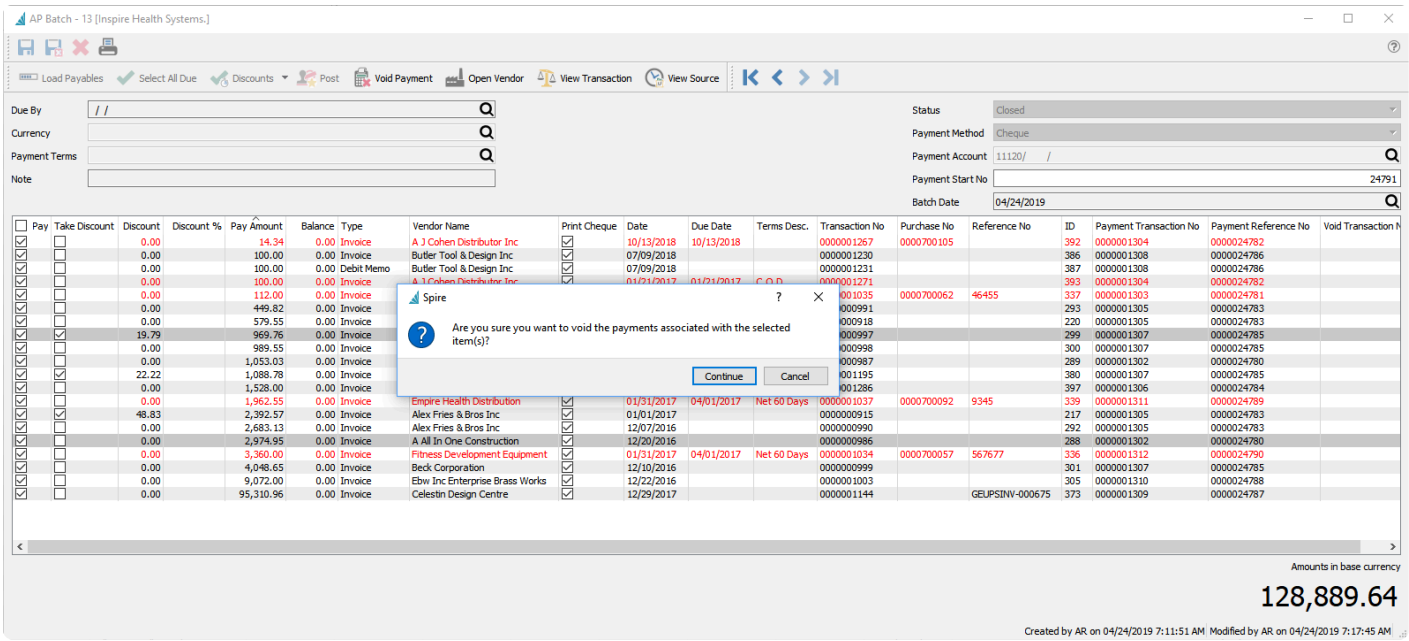
Inspire China
PO Box 8888
88 West 8th
Toronto ON M8T 888

Account Number INSCHI
Payment Reference EFT 0051
Payment Date May 15, 2022
Payment Amount $114,170.27

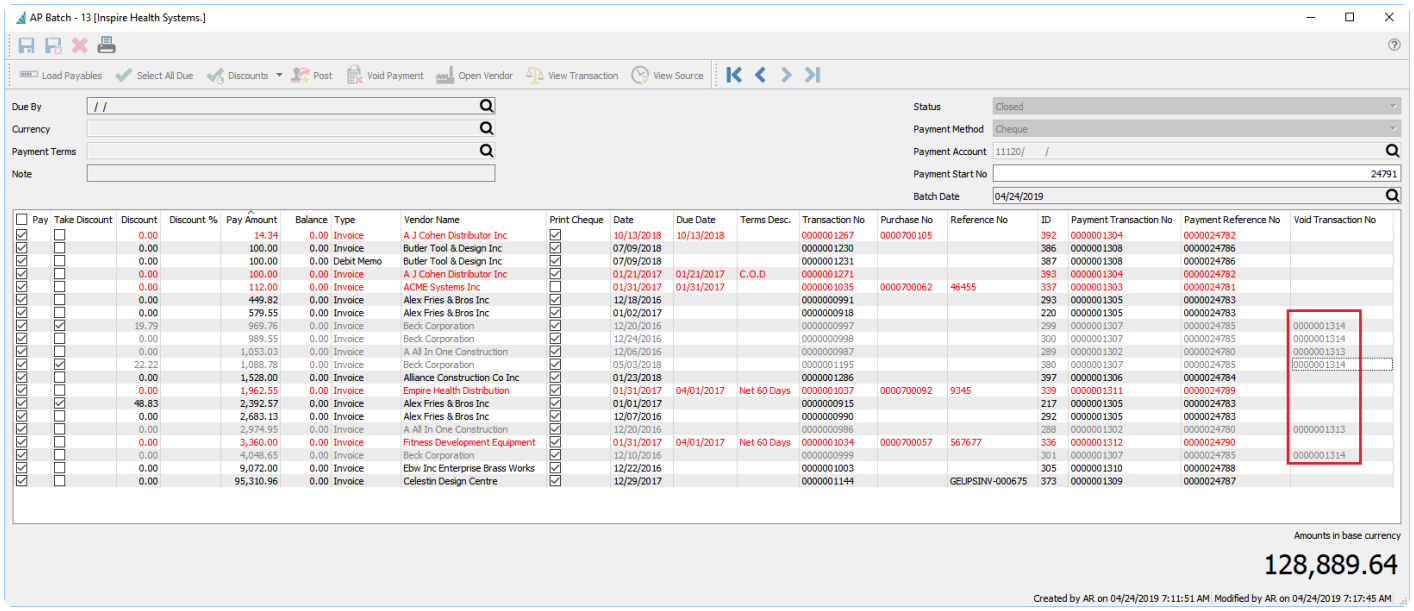
Date	Reference	PO Number	Memo	Invoice Amount	Discount	Amount
May 4, 2021	4355778	0000700028		30,511.25		**30,511.25**
Sep 21, 2021	5576780	0000700045		40,314.54		**40,314.54**
Oct 15, 2021	789082	0000700038		4,841.14		**4,841.14**
Oct 15, 2021	224355	0000700052		7,113.07		**7,113.07**
Oct 15, 2021		0000700053		31,390.27		**31,390.27**

Voiding Checks from a Posted Batch

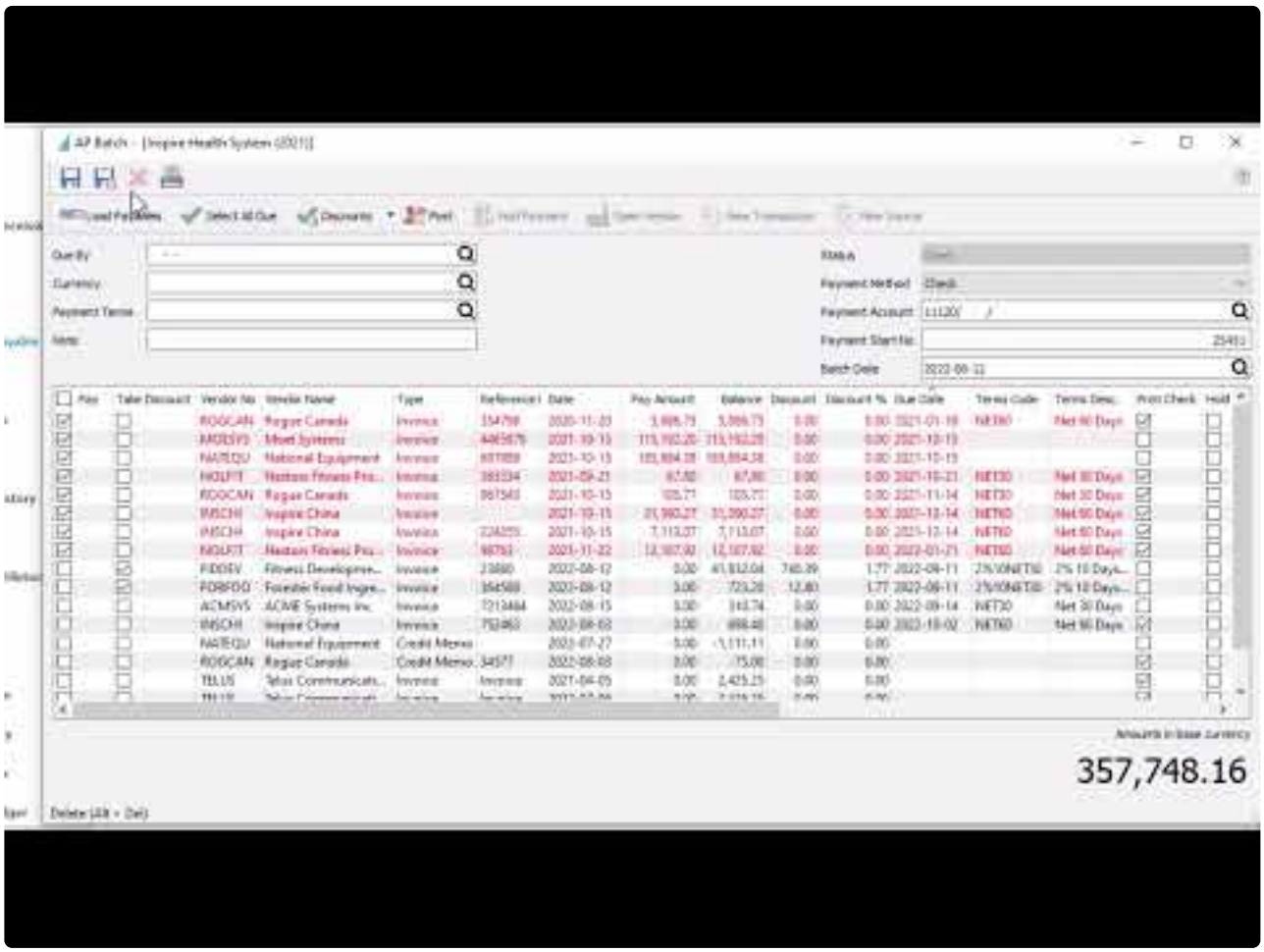
Once a batch has been posted and the checks printed, any of the checks can be voided. View the Closed batch where the check was posted from, and highlight a transaction paid by the check that needs to be reversed. Click the Void Payment button to initiate the process. Note that every invoice that was paid for that vendor by this check will be restored, not just the one highlighted invoice.



Note that when checks are voided, the original payment transaction number is retained, and a new GL void transaction number is added to each restored invoice detail.



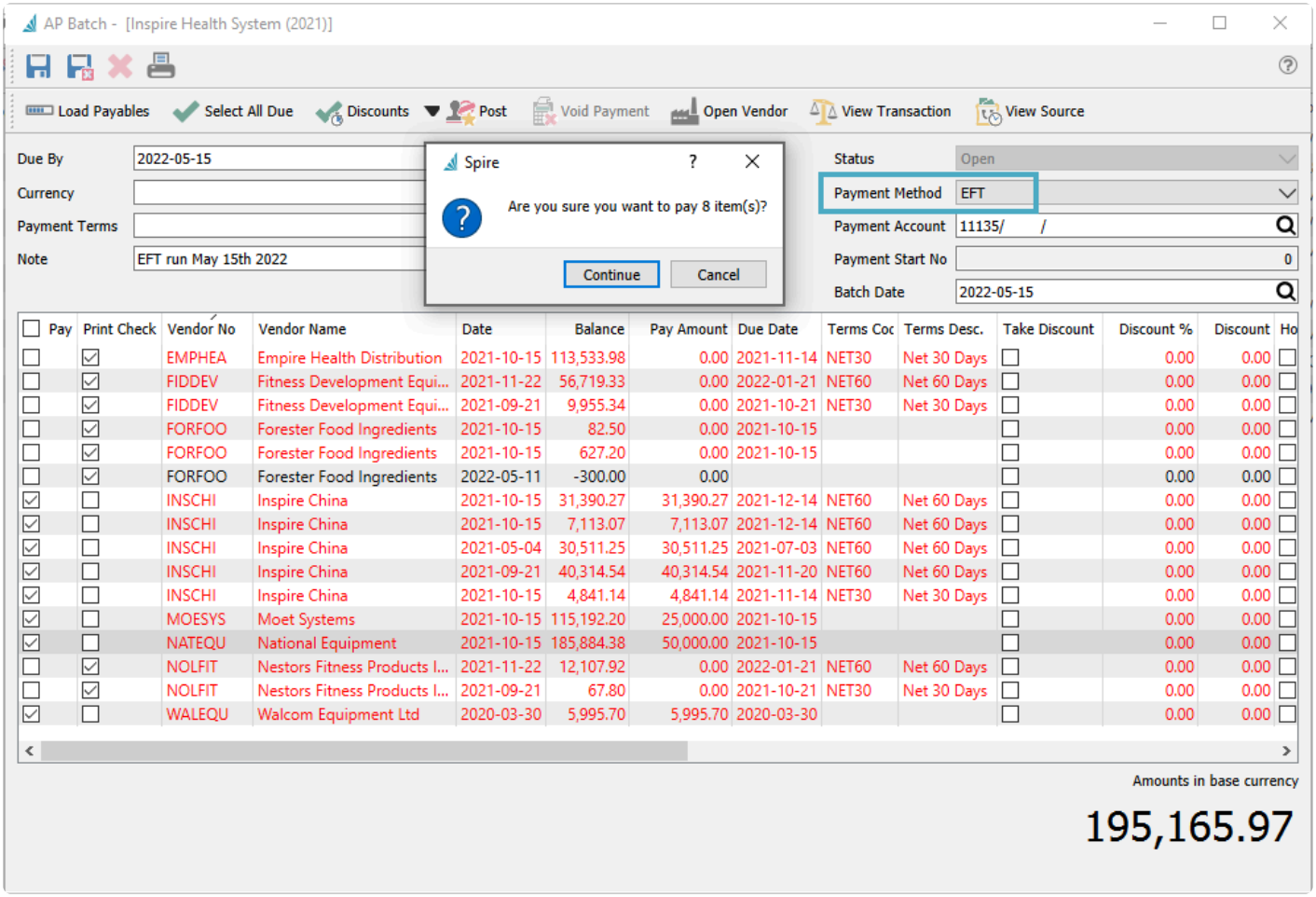
Video Instruction



https://www.youtube.com/embed/_zoBnistp4s?rel=0

Accounts Payable EFT

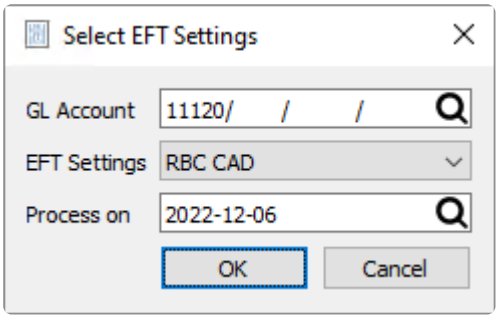
When processing accounts payable payments from a batch, you can select EFT as the payment method to create a file for upload to the bank, based on the file format you specified in Company Settings.



Vendor payables are otherwise generated and paid in a very similar manner as if vendors are paid by printed checks. An additional transaction filter is automatically applied where vendors that do not have banking information already defined will not have payables generated for payment. And there is no Payment Start number used for electronic payments.

The Payment Account defaults from the EFT Clearing account specified in Company Settings – Special Accounts, instead of directly to a bank account, so that a single consolidated transaction can later be posted to the bank. This will make bank reconciliation easier, as the EFT submission total appears on the bank statement rather than individual vendor payment amounts. But you can choose a bank account as the Payment Account, which will post each vendor payment there if that is the desired result.

When the Post button is clicked, you confirm that you want to pay these transactions. Then you will receive a screen to select EFT settings.

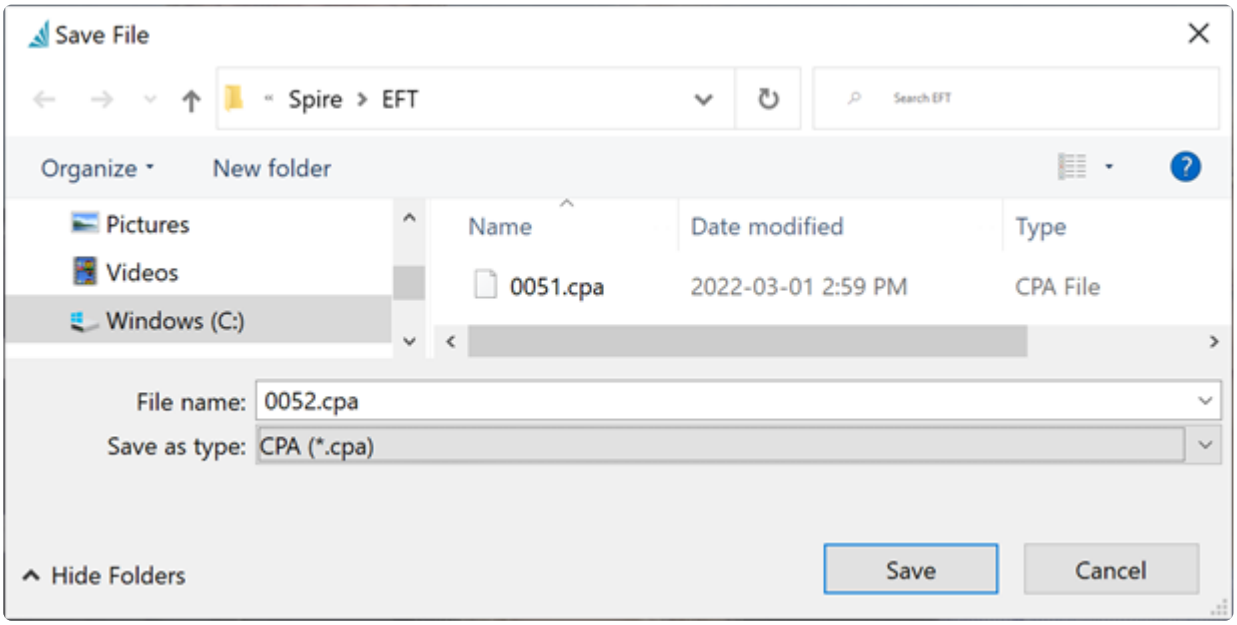


GL Account – If you chose an EFT clearing account as the Payment Account, this will be editable and allow you to choose from any bank account that has EFT settings configured. If you chose the bank account as the Payment Account, it will be displayed here and cannot be changed.

EFT Settings – A list of EFT configurations defined on the selected bank account. This affects the EFT file name and contents.

Process on – The date that it written to the EFT file for processing. This defaults to the Batch Date value, but can be changed if required.

Next, you will be asked where to save the payment file. The file name will default from the next sequence number on the bank EFT settings, but it can be edited to something different. Once saved, it can then be uploaded to the bank. No checks will be printed.



An EFT Payment Remittance report can be printed or emailed to vendors, with the paid transactions listed so each vendor has a record of what has been paid.

Inspire Health System (2021)

5578 First Avenue
Vancouver BC V5T 6Y6
Phone: (604) 555-4589 Fax: (604) 555-7763
info@inspirehealthsys.com

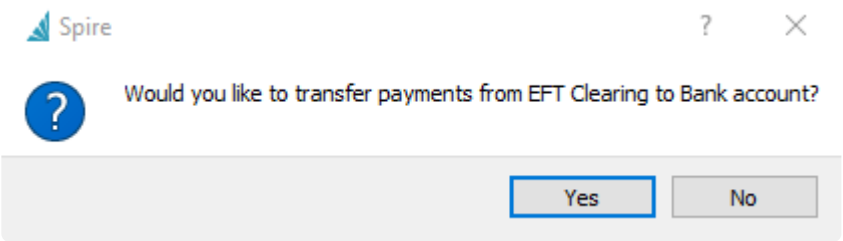
Inspire China

Toronto ON

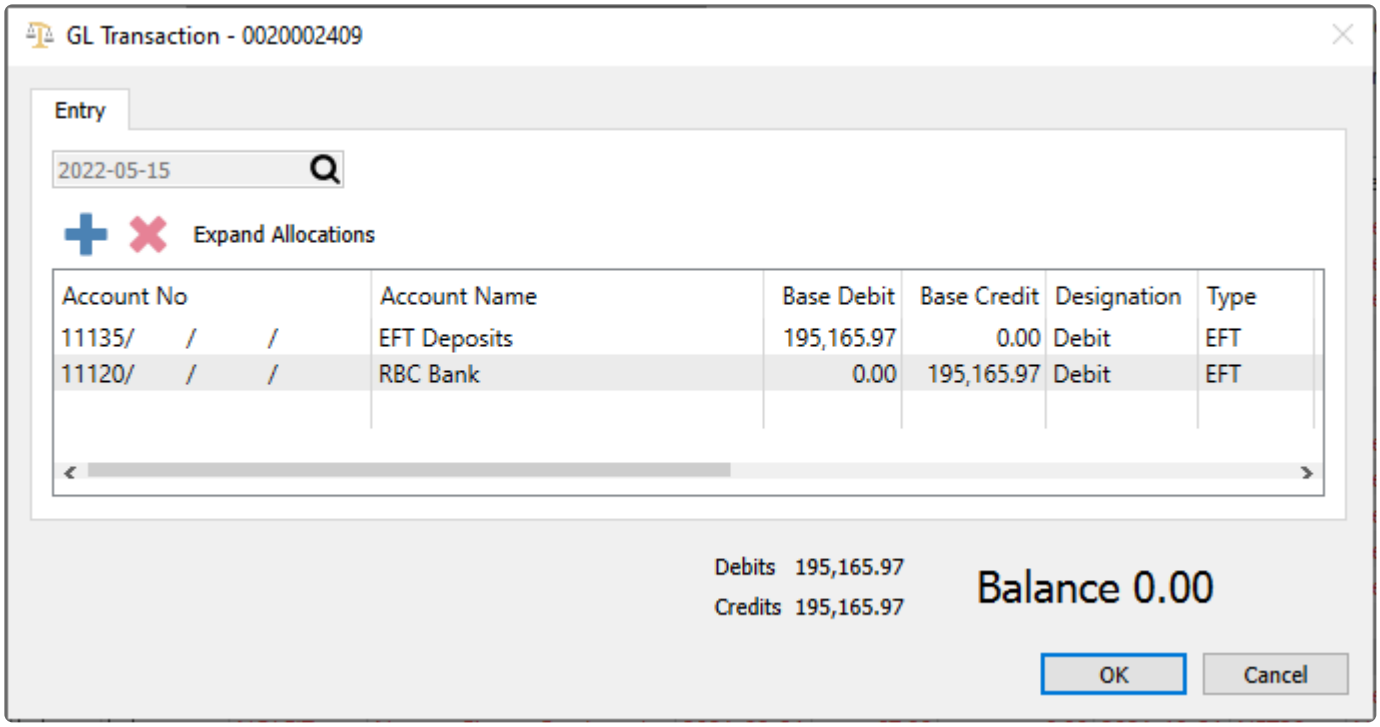
Account Number INSCHI
Payment Reference EFT 0051
Payment Date May 15, 2022
Payment Amount $114,170.27

Date	Reference	PO Number	Memo	Invoice Amount	Discount	Amount
May 4, 2021	4355778	0000700028		30,511.25		**30,511.25**
Sep 21, 2021	5576780	0000700045		40,314.54		**40,314.54**
Oct 15, 2021	789082	0000700038		4,841.14		**4,841.14**
Oct 15, 2021	224355	0000700052		7,113.07		**7,113.07**
Oct 15, 2021		0000700053		31,390.27		**31,390.27**

When the Remittance report is completed, and the Payment Account was the EFT Clearing account, a prompt appears asking to transfer payments from EFT Clearing to the Bank account. At this point, the GL transactions created from posting has not yet updated the GL bank account.



Choosing Yes will create a GL Transaction entry that debits the EFT clearing account and credits the Bank account, resetting the clearing account to zero.



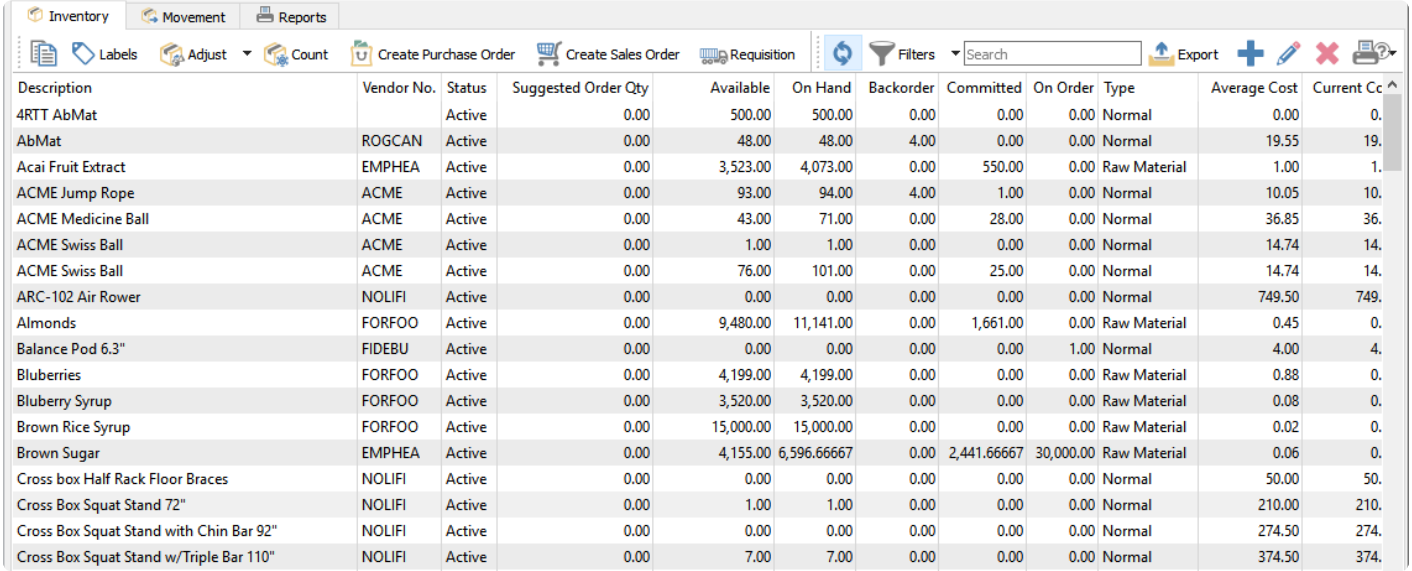
Choosing No will not create a GL transaction, and you would need to do this manually when you want to update the bank account balance.

Now the Accounts Payable batch is complete and the Status is set to Closed.

Inventory

Items that you purchase or produce for the purpose of selling to customers are maintained in the Inventory module. There are many different types of items you can create, with different information available to track based on the selected type.

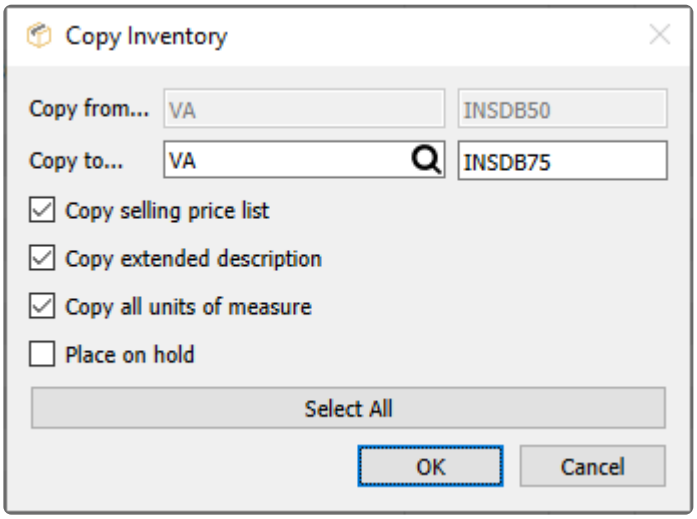
When the Inventory module is opened, the list of items is presented in a grid with the column layout remembered from the previous use.



Description	Vendor No.	Status	Suggested Order Qty	Available	On Hand	Backorder	Committed	On Order	Type	Average Cost	Current Co
4RTT AbMat		Active	0.00	500.00	500.00	0.00	0.00	0.00	Normal	0.00	0.
AbMat	ROGCAN	Active	0.00	48.00	48.00	4.00	0.00	0.00	Normal	19.55	19.
Acai Fruit Extract	EMPHEA	Active	0.00	3,523.00	4,073.00	0.00	550.00	0.00	Raw Material	1.00	1.
ACME Jump Rope	ACME	Active	0.00	93.00	94.00	4.00	1.00	0.00	Normal	10.05	10.
ACME Medicine Ball	ACME	Active	0.00	43.00	71.00	0.00	28.00	0.00	Normal	36.85	36.
ACME Swiss Ball	ACME	Active	0.00	1.00	1.00	0.00	0.00	0.00	Normal	14.74	14.
ACME Swiss Ball	ACME	Active	0.00	76.00	101.00	0.00	25.00	0.00	Normal	14.74	14.
ARC-102 Air Rower	NOLIFI	Active	0.00	0.00	0.00	0.00	0.00	0.00	Normal	749.50	749.
Almonds	FORFOO	Active	0.00	9,480.00	11,141.00	0.00	1,661.00	0.00	Raw Material	0.45	0.
Balance Pod 6.3"	FIDEBU	Active	0.00	0.00	0.00	0.00	0.00	1.00	Normal	4.00	4.
Bluberries	FORFOO	Active	0.00	4,199.00	4,199.00	0.00	0.00	0.00	Raw Material	0.88	0.
Bluberry Syrup	FORFOO	Active	0.00	3,520.00	3,520.00	0.00	0.00	0.00	Raw Material	0.08	0.
Brown Rice Syrup	FORFOO	Active	0.00	15,000.00	15,000.00	0.00	0.00	0.00	Raw Material	0.02	0.
Brown Sugar	EMPHEA	Active	0.00	4,155.00	6,596.66667	0.00	2,441.66667	30,000.00	Raw Material	0.06	0.
Cross box Half Rack Floor Braces	NOLIFI	Active	0.00	0.00	0.00	0.00	0.00	0.00	Normal	50.00	50.
Cross Box Squat Stand 72"	NOLIFI	Active	0.00	1.00	1.00	0.00	0.00	0.00	Normal	210.00	210.
Cross Box Squat Stand with Chin Bar 92"	NOLIFI	Active	0.00	0.00	0.00	0.00	0.00	0.00	Normal	274.50	274.
Cross Box Squat Stand w/Triple Bar 110"	NOLIFI	Active	0.00	7.00	7.00	0.00	0.00	0.00	Normal	374.50	374.

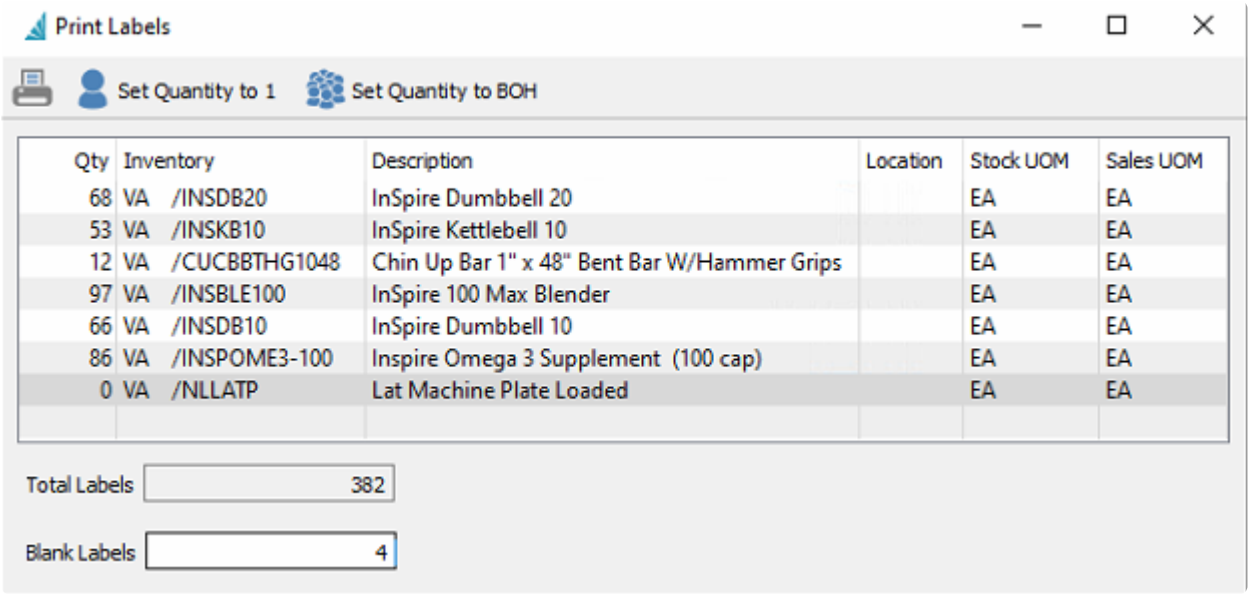
There are buttons particular to the use of Inventory in the toolbar. Except when specified, toolbar button function are applied to all highlighted items in the grid.

Copy – When you copy a single highlighted item, a screen is opened to allow selection of what to copy to the new item, including the warehouse code. A unique part number must be entered for the new item, and when you continue from this screen, the new item will be editable for additional changes before saving it.



- Selling Price List
- Extended Description
- Units of Measure
- Place on Hold

Labels – Print item labels for use such as bin/shelf location identification or affixing to each individual item.



- Set quantity to one label for each litem, such as for a bin/shelf
- Set quantity to equal on-hand for each item (default), such as for individual labelling
- The quantity on each item can be modified from either 1 or on-hand quantity to print as many labels as you want
- Set a blank label count to skip printing at the beginning of the sheet, such as if some of the labels on the sheet were already used
- Once all selections are made they can print the labels required

Adjust – Create and post quantity and cost changes to either increase or decrease values. Selected items are loaded into an Inventory Adjustment list that can be edited and added to, prior to posting. Cost changes are accounted for in an Adjustment account that can be updated for any item. Read the Inventory Adjustments manual topic for more information.

Count – Perform a stock count to verify actual quantity on hand with the value stored in the data. Differences in the count are posted similar to adjustments. Read the Inventory Count manual topic for more information.

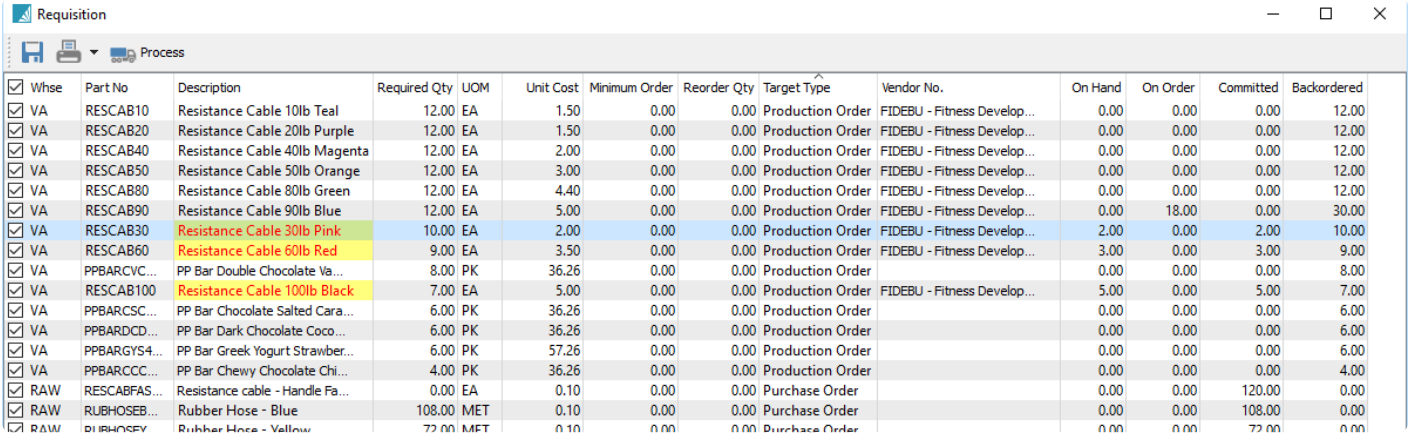
Transfer – Move inventory items from one warehouse to another, if multiple warehouses are configured. Update costs or prices for stock in the destination warehouse. Read the Inventory Transfer manual topic for more information.

Purchase – Create a new Purchase Order transaction, if security allows. Read the Purchase Order manual

topics for more information.

Sell – Create a new Sales Order transaction, if security allows. Read the Sales Order manual topics for more information.

Requisition – Create an authorization request to purchase items, that you could process yourself into a PO or add to a list for someone else to verify and process. The 'Suggested Order Qty' – only visible as a column from this grid – is useful to assist in deciding which items should be purchased. Read the Requisitions manual topic for more information.



Whse	Part No	Description	Required Qty	UOM	Unit Cost	Minimum Order	Reorder Qty	Target Type	Vendor No.	On Hand	On Order	Committed	Backordered
VA	RESCAB10	Resistance Cable 10lb Teal	12.00	EA	1.50	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	0.00	0.00	0.00	12.00
VA	RESCAB20	Resistance Cable 20lb Purple	12.00	EA	1.50	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	0.00	0.00	0.00	12.00
VA	RESCAB40	Resistance Cable 40lb Magenta	12.00	EA	2.00	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	0.00	0.00	0.00	12.00
VA	RESCAB50	Resistance Cable 50lb Orange	12.00	EA	3.00	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	0.00	0.00	0.00	12.00
VA	RESCAB80	Resistance Cable 80lb Green	12.00	EA	4.40	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	0.00	0.00	0.00	12.00
VA	RESCAB90	Resistance Cable 90lb Blue	12.00	EA	5.00	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	0.00	18.00	0.00	30.00
VA	RESCAB30	Resistance Cable 30lb Pink	10.00	EA	2.00	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	2.00	0.00	2.00	10.00
VA	RESCAB60	Resistance Cable 60lb Red	9.00	EA	3.50	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	3.00	0.00	3.00	9.00
VA	PPBARCVC...	PP Bar Double Chocolate Va...	8.00	PK	36.26	0.00	0.00	Production Order		0.00	0.00	0.00	8.00
VA	RESCAB100	Resistance Cable 100lb Black	7.00	EA	5.00	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	5.00	0.00	5.00	7.00
VA	PPBARCSC...	PP Bar Chocolate Salted Cara...	6.00	PK	36.26	0.00	0.00	Production Order		0.00	0.00	0.00	6.00
VA	PPBARDCD...	PP Bar Dark Chocolate Coco...	6.00	PK	36.26	0.00	0.00	Production Order		0.00	0.00	0.00	6.00
VA	PPBARGYS4...	PP Bar Greek Yogurt Strawber...	6.00	PK	57.26	0.00	0.00	Production Order		0.00	0.00	0.00	6.00
VA	PPBARCCC...	PP Bar Chewy Chocolate Chi...	4.00	PK	36.26	0.00	0.00	Production Order		0.00	0.00	0.00	4.00
RAW	RESCABFAS...	Resistance cable - Handle Fa...	0.00	EA	0.10	0.00	0.00	Purchase Order		0.00	0.00	120.00	0.00
RAW	RUBHOSEB...	Rubber Hose - Blue	108.00	MET	0.10	0.00	0.00	Purchase Order		0.00	0.00	108.00	0.00
RAW	RUBHOSEY...	Rubber Hose - Yellow	72.00	MET	0.10	0.00	0.00	Purchase Order		0.00	0.00	72.00	0.00

Refresh – Refreshes the list with any changes made by another user when editing an item or posting a transaction.

Filters – Display a list of items that meet selection criteria you create. Read the Filters manual topic for more information.

Export – Exports the current list and layout to a new Excel or .csv file.

Add – Create a new inventory item

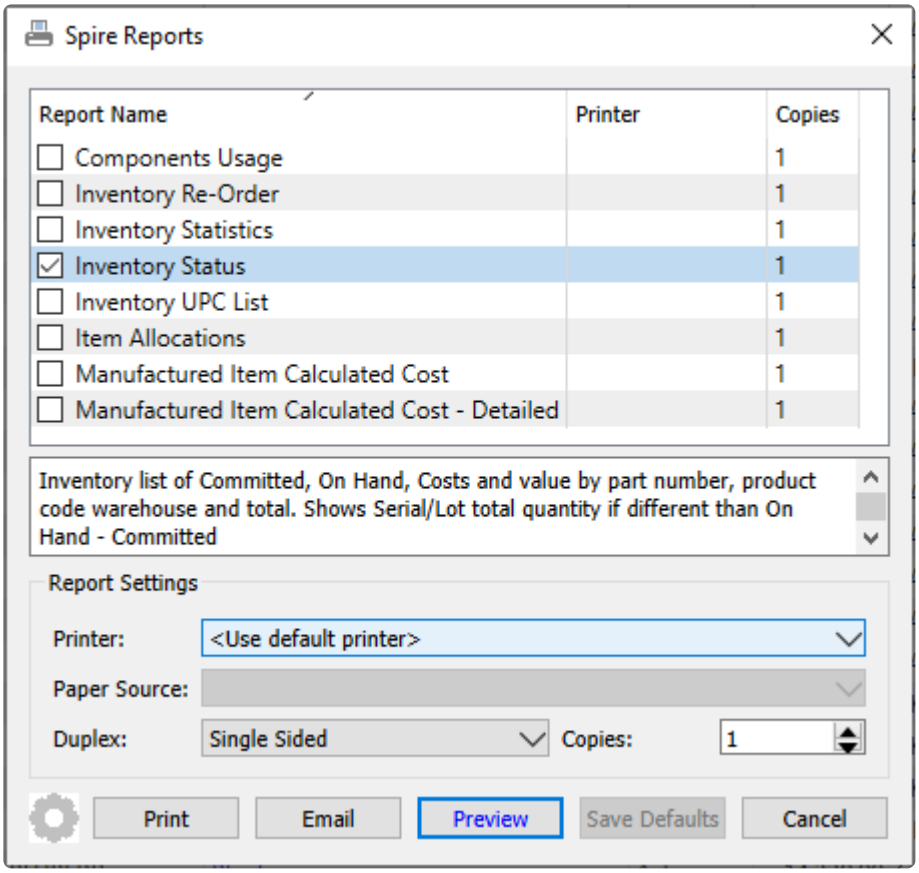
Edit – Modify an existing inventory item,

Delete – Delete an existing inventory item. There cannot be any on-hand, back ordered, committed, or on-order quantities or historical linked records to this item, to be able to delete.

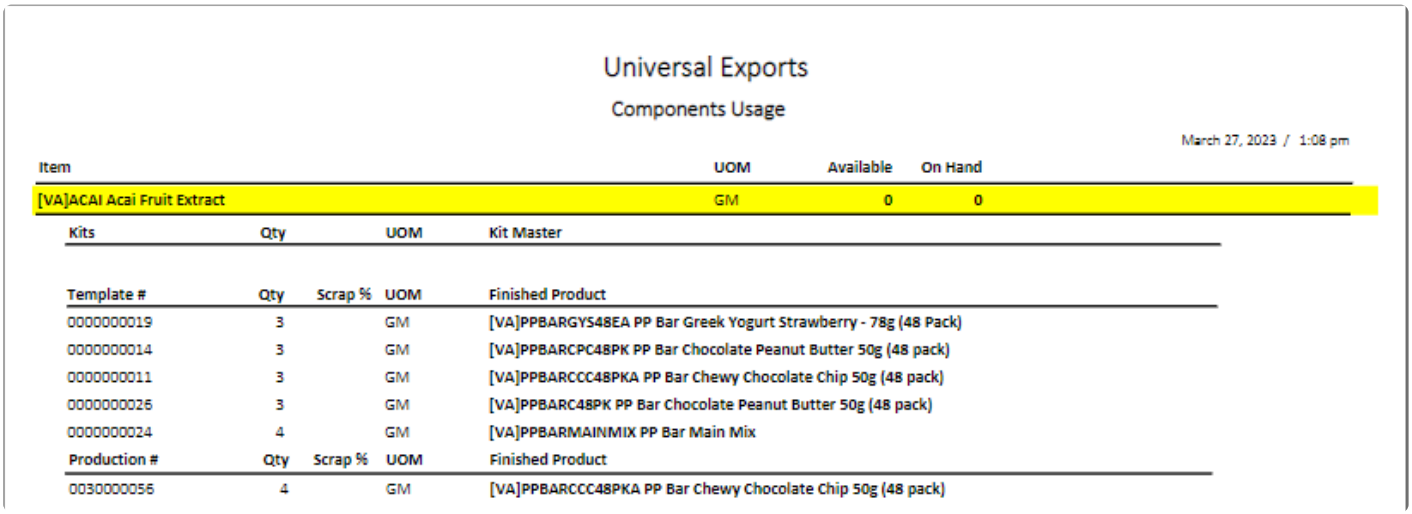
Print – Prints inventory reports, either or all or selected items in the grid.

Reports

From the Inventory list, there are many different reports you can print for selected or all items, where some are particular to the type of items selected.



Components Usage – Prints a list of selected item and any Kits, Production Templates and Production Orders each item belongs to. If an item does not belong to any of these, it will be excluded from the report.



Universal Exports

Components Usage

March 27, 2023 / 1:08 pm

Item	UOM	Available	On Hand
[VA]ACAI Acai Fruit Extract	GM	0	0

Kits	Qty	UOM	Kit Master

Template #	Qty	Scrap %	UOM	Finished Product
0000000019	3		GM	[VA]PPBARGYS48EA PP Bar Greek Yogurt Strawberry - 78g (48 Pack)
0000000014	3		GM	[VA]PPBARCPC48PK PP Bar Chocolate Peanut Butter 50g (48 pack)
0000000011	3		GM	[VA]PPBARCCC48PKA PP Bar Chewy Chocolate Chip 50g (48 pack)
0000000026	3		GM	[VA]PPBARC48PK PP Bar Chocolate Peanut Butter 50g (48 pack)
0000000024	4		GM	[VA]PPBARMAINMIX PP Bar Main Mix

Production #	Qty	Scrap %	UOM	Finished Product
0030000056	4		GM	[VA]PPBARCCC48PKA PP Bar Chewy Chocolate Chip 50g (48 pack)

Inventory Re-Order – Prints a list of selected items that also have a non-zero suggested order quantity, grouped by primary vendor. Quantity on Hand and other allocated quantities are also printed for each item, with the current unit cost and the calculated cost to purchase the suggested quantity. Any Vendor prices configured for items are also printed. If an item has a zero suggested order quantity, it will be excluded from the report.

Universal Exports

Inventory Re-Order

** Report includes selected records*

March 27, 2023 / 1:01 pm

	On hand	Committed	Back Ordered	On PO	12 Period Sales *	Re-Order Point	Minimum Quantity	Suggested	Current Cost	Extended Suggested
No primary vendor set										
[VA]BBBARBB48PK	150					200		50	95.00	4,750.00
BB Bar Blueberry Burst 78g (48 pack)										
							Vendor Total			**4,750.00**
FIDDEV Fitness Development Equipment										
[VA]PREEFX423	11	4	6		1	2	5	5	3,996.812	19,984.06
Precor EFX 423 Elliptical Fitness Crosstrainer			Vendor		UoM		Quantity	Price		
			Fitness Development Equipm		EA			3,537.00		
							5	3,537.00		
							20	3,300.00		
			Nestors Fitness Products Inc.		EA			3,750.00		
							Vendor Total			**19,984.06**
INSCHI Inspire China										
[VA]INSCW300	0		9					9	1.508	13.57
Inspire Coconut Water (300ml)										
[VA]INSDB20	64	18	93		3			47	27.00	1,269.00
InSpire Dumbbell 20										
[VA]INSDB25	3		5					2	35.171	70.34
InSpire Dumbbell 25										
[VA]INSDB45	0		1					1	62.381	62.38
InSpire Dumbbell 45										

Inventory Statistics – Prints a list of selected items with sales quantity and amount totals for each of the pervious 24 months up to this month. Comparisons for each month in both years are also printed to see if sales increased or decreased from the prior year.

Universal Exports

Inventory Statistics

** Report includes selected records*

March 27, 2023 / 12:45 pm

[VA]ACMFITSB	ACME Swiss Ball				EA					
On hand	36	Committed	2	Backorder	0	On Order	0	Available	34	
Period	Quantity	Amount $	Period	Quantity	Amount $	Quantity	Change %	Amount $	Change %	
Mar 2023	0	0.00	Mar 2022	0	0.00	0		0.00		
Feb 2023	0	0.00	Feb 2022	0	0.00	0		0.00		
Jan 2023	0	0.00	Jan 2022	0	0.00	0		0.00		
Dec 2022	0	0.00	Dec 2021	0	0.00	0		0.00		
Nov 2022	0	0.00	Nov 2021	29	638.00	-29	-100.0%	-638.00	-100.0%	
Oct 2022	0	0.00	Oct 2021	1	22.00	-1	-100.0%	-22.00	-100.0%	
Sep 2022	1	22.00	Sep 2021	0	0.00	1		22.00		
Aug 2022	0	0.00	Aug 2021	3	63.00	-3	-100.0%	-63.00	-100.0%	
Jul 2022	0	0.00	Jul 2021	0	0.00	0		0.00		
Jun 2022	0	0.00	Jun 2021	0	0.00	0		0.00		
May 2022	0	0.00	May 2021	1	22.00	-1	-100.0%	-22.00	-100.0%	
Apr 2022	0	0.00	Apr 2021	60	1,320.00	-60	-100.0%	-1,320.00	-100.0%	
Total	**1**	**22.00**		**94**	**2,065.00**	**-93**	**-98.9%**	**-2,043.00**	**-98.9%**	

Inventory Status – Prints a list of selected items, grouped by product code, with quantity on hand and cost information.

Universal Exports

Inventory Status

** Report includes selected records*

March 27, 2023 / 12:43 pm

Part number	Description	Committed	On hand	On PO	Current	Average	Extended Average
VA	**Inspire Health Systems**						
ACC Accessories							
ABMAT	AbMat		52		19.75	19.73182	1,026.05
ACMFITJR	ACME Jump Rope	6	39		10.4525	10.15564	396.07
ACMFITJR2	ACME Jump Rope Red	1	254		10.05	10.05	2,552.70
ACMFITJRSET	ACME Jump Rope set		0		20.10	20.10	0.00
ACMFITMB	ACME Medicine Ball	2	42		1.00	1.00	42.00
ACMFITSB	ACME Swiss Ball	2	36		14.74	14.74	530.64
BALPOD6.3	Balance Pod 6.3"	8	61		22.262	19.97755	1,218.63
			Product Code				**5,766.10**
EQUIP Equipment							
AFRARC102	ARC-102 Air Rower	1	2	10	794.475	779.48333	1,558.97
AFRARC112	ARC-112 Air Rower		5		845.00	845.00	4,225.00
			Product Code				**5,783.97**
FEES Recurring Fees							
ANNUALDUES	Annual Dues		0		25.25	25.25	0.00
			Product Code				**0.00**
SUPP Supplements							
ACAI	Acai Fruit Extract		0		1.00	1.00	0.00
ALMONDS	Almonds		15,032		0.5029	0.45146	6,786.35
			Product Code				**6,786.35**
			Total				**18,336.41**

Inventory UPC List – Prints a list of selected items and any UPC code values for each item. If multiple UPC codes exist for an item, either with the same or different unit of measure, they are listed separately.

Universal Exports

Inventory UPC List

** Report includes selected records*

March 27, 2023 / 12:45 pm

Whse	Part number	Description	UOM	UPC Code
VA	ABMAT	AbMat	BOX	123456
VA	ABMAT	AbMat	EA	1111
VA	ACAI	Acai Fruit Extract		
VA	ACMFITJR	ACME Jump Rope		
VA	ACMFITJR2	ACME Jump Rope Red		
VA	ACMFITJRSET	ACME Jump Rope set		
VA	ACMFITMB	ACME Medicine Ball		
VA	ACMFITSB	ACME Swiss Ball	2PK	2334565
VA	ACMFITSB	ACME Swiss Ball	EA	3454667
VA	ACMFITSB	ACME Swiss Ball	2PK	6688999
VA	AFRARC102	ARC-102 Air Rower	EA	666777888
VA	AFRARC112	ARC-112 Air Rower		
VA	ALMONDS	Almonds		
VA	ANNUALDUES	Annual Dues		
VA	BALPOD6.3	Balance Pod 6.3"		

Item Allocations – Prints a list of selected items and quantity on hand and allocated information, any sales or production or purchase orders they exist on.

Universal Exports

Item Allocations

March 27, 2023 / 12:45 pm

Item				UOM	Available	On Hand	Commit	On B/O	On Order	Expected
[VA]ABMAT AbMat				EA	52	52	0	0	0	
[VA]ACAI Acai Fruit Extract				GM	0	0	0	0	0	
Production #	Status	Date	Customer		Remaining		Commit			
0030000056	Open	Oct 15,21								
			[VA]PPBARCCC48PKA Acai Fruit Extract	GM	1,652		0			
[VA]ACMFITJR ACME Jump Rope				EA	33	39	6	0	0	
Order #	Status	Date	Customer		Ordered		Shipped	B / O		Price
0000800746	Processed	Oct 31,21	BLABAI Blake Bailey	EA	3		3			15.00
0000800750	Open	Nov 6,21	SCHPAQ Schatz Paquin Lockridge	EA	1		1			15.00
0000800923	Open	Jan 12,22	ACOOF Acordia Of Evansville Inc	EA	1		1			15.00
0000800927	Open	Jan 12,22	GAREMM Garcia Emmons & Maranga	EA	1		1			15.00
[VA]ACMFITJR2 ACME Jump Rope Red				EA	253	254	1	0	0	
Order #	Status	Date	Customer		Ordered		Shipped	B / O		Price
0000800923	Open	Jan 12,22	ACOOF Acordia Of Evansville Inc	EA	1		1			15.00
[VA]ACMFITJRSET ACME Jump Rope set				EA	0	0	0	0	0	
[VA]ACMFITMB ACME Medicine Ball				EA	40	42	2	0	0	
Order #	Status	Date	Customer		Ordered		Shipped	B / O		Price
0000800746	Processed	Oct 31,21	BLABAI Blake Bailey	EA	1		1			55.00
0000800892	Open	Oct 16,21	LYNDI5 Lynn Distributors	EA	1		1			55.00

Manufactured Item Calculated Cost – Prints a list of selected manufactured items and their respective calculated costs from the components on the Bill of Materials tab of each item. The Bill of Materials Extended Cost prints as the Extended Average on this report, and the Extended Current and Standard costs are calculated from component usage and respective costs.

Universal Exports

Manufactured Item Calculated Cost

March 27, 2023 / 1:13 pm

Whse	Part number	Description	UOM	Yield	Extended Avg	Extended Cur	Extended Stnd
VA	PPBARC48PK	PP Bar Chocolate Peanut Butter 50g (48 pack)	PK	100%	18.97746	19.0289	0.00
VA	PPBARCCC48PKA	PP Bar Chewy Chocolate Chip 50g (48 pack)	PK	100%	250.34446	269.4248	0.00
VA	PPBARCPC48PK	PP Bar Chocolate Peanut Butter 50g (48 pack)	PK	100%	102.07	371.4948	0.00
VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	PK	100%	99.66	471.1548	0.00
VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	PK	100%	203.36	674.5148	0.00
VA	PPBARDCD48PK	PP Bar Dark Chocolate Coconut 50g (48 pack)	PK	100%	88.06	762.5748	0.00
VA	PPBARGYB48PK	PP Bar Greek Yogurt Blueberry 78g (48 pack)	PK	100%	90.94	853.5148	0.00
VA	PPBARGYS48EA	PP Bar Greek Yogurt Strawberry - 78g (48 Pack)	PK	100%	79.46	932.9748	0.00
VA	PPBARMAINMIX	PP Bar Main Mix	EA	100%	15.88	948.8548	0.00

Manufactured Item Calculated Cost – Detailed – Prints a list of selected manufactured items and their respective components on the Bill of Materials tab of each item. The unit Average, Current and Standard costs for each component and their calculated extended costs by usage are printed, along with total costs for the manufactured item.

Universal Exports

Manufactured Item Calculated Cost - Detailed

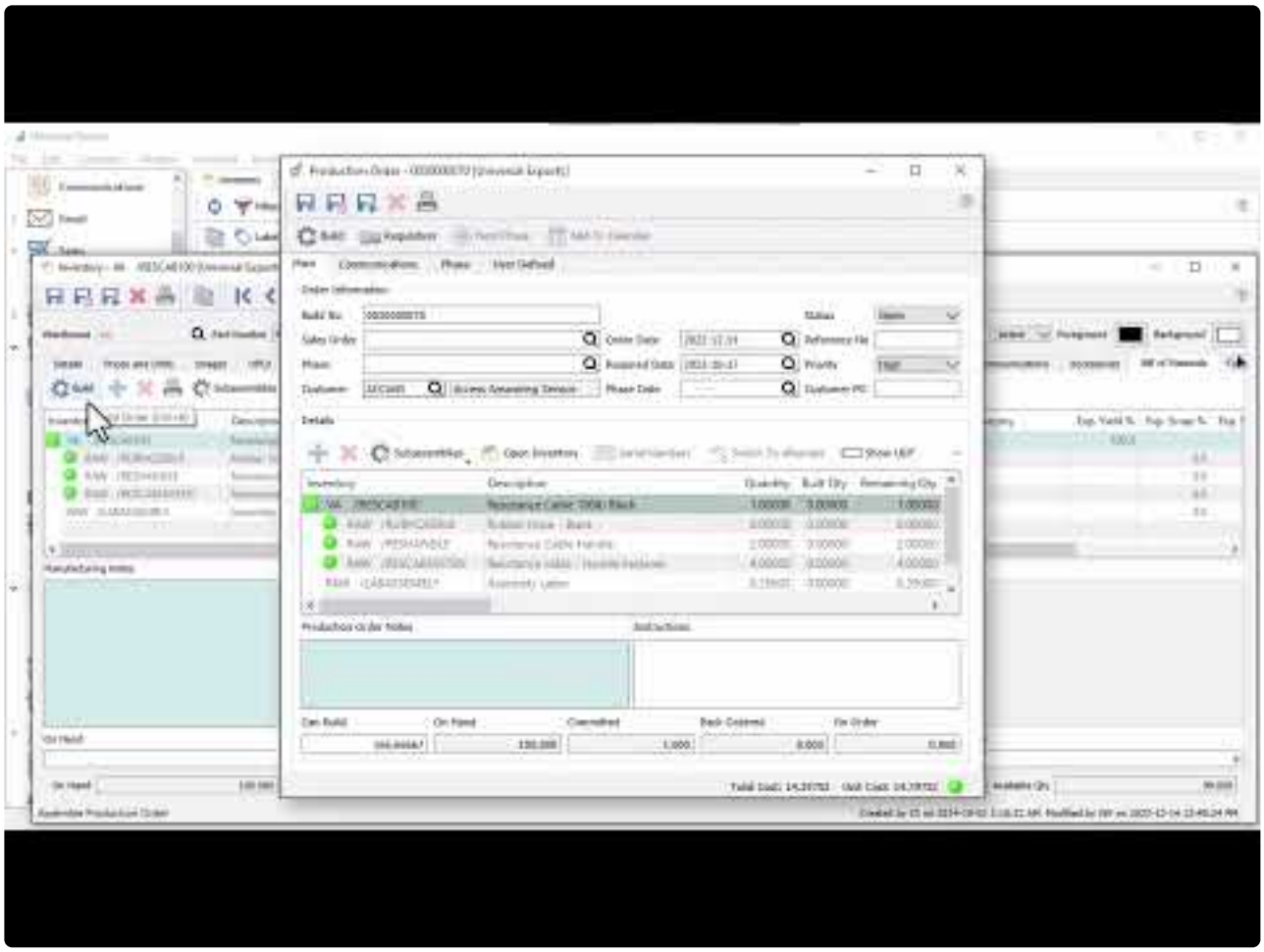
March 27, 2023 / 1:20 pm

Whse	Part number	Description	Required	UOM	Extended	Yield	Extended Avg	Extended Cur	Extended Stn
VA	PPBARCCC48PKA	PP Bar Chewy Chocolate Chip 50g (48 pack)	1	PK	1.00000	100%			

Component	Qty UOM	Scrap	Inv Qty	Average	Current	Standard			
■ * [VA]PPBARMAINMIX PP Bar Main Mix	1 EA		1	15.88	15.88	0.00			
● [VA]ACAI Acai Fruit Extract	3 GM		3	1.00	1.00	0.00	3.00	3.00	0.00
● [VA]BRNSUG Brown Sugar	22 GM		22	0.06	0.06	0.00	1.32	1.32	0.00
● [VA]NONFATMILK Nonfat Milk	12 GM		12	0.88	0.88	0.00	10.56	10.56	0.00
● [VA]YOGURTCOATING High Protein Yogurt Coating	18 GM	10%	19.8	0.51	0.51	0.00	10.098	10.098	0.00
● [VA]ALMONDS Almonds	1 GM		1	0.45150	0.5029	0.00	0.45146	0.5029	0.00
● [VA]EGGS Eggs	100 GM		100	0.02	0.02	0.00	2.00	2.00	0.00
● [VA]VANILLA Vanilla	20 GM		20	2.00	2.00	0.00	40.00	40.00	0.00
● [VA]WHEPRO Whey Protein	22 GM		22	0.50	0.50	0.00	11.00	11.00	0.00
● [VA]UNCHOC Unsweetened Chocolate	17 GM		17	0.545	0.545	0.00	9.265	9.265	0.00
● [VA]SALT Salt	20 GM		20	0.02	0.02	0.00	0.40	0.40	0.00
■ [VA]PB Peanut Butter	25 EA		25	6.49	6.49	0.00	162.25	162.25	0.00
Cost calculated to build **1 PPBARCCC48PKA** now							**250.34446**	**250.3959**	**0.00**

* toggled subassembly item, costs calculated on components below

Video Instruction

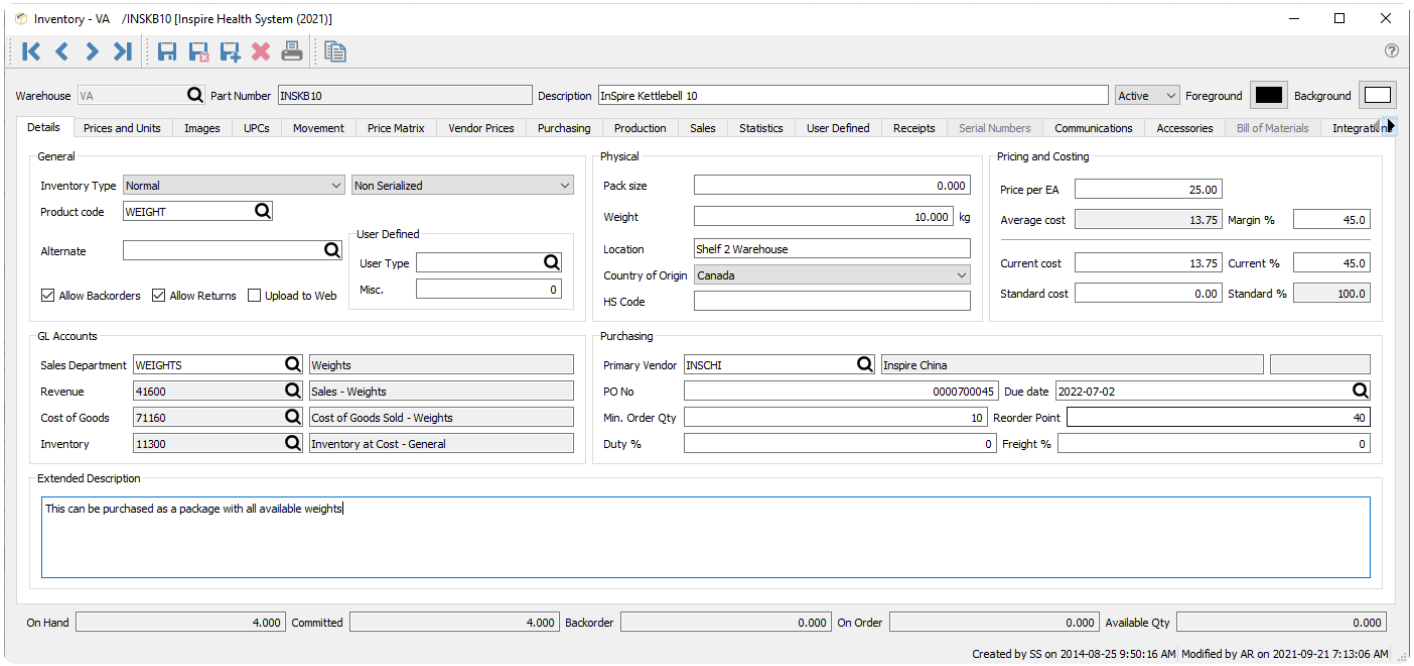


https://www.youtube.com/embed/8rEMUr955Co?rel=0

Inventory Details

Inventory Header

When you edit an item, there are many tabs that contain information either about the item or the transactions it has been added to. Above the tabs are a few key fields visible regardless of which tab you have open.



Warehouse – The warehouse that this item belongs to, if warehouse maintenance is enabled in Company Settings. The same item number can belong to multiple warehouses.

Part Number – The item code, up to 34 alpha-numeric characters.

Description – This items description, which is displayed and printed in most places you select or use the item.

Status – The status of the item can be set to:

- **Active** – The standard item status to allow purchasing and selling.
- **On Hold** – Usually a temporary status change to prevent this item from being added to Sales or Purchase orders.
- **Inactive** – If historical transactions exist but you no longer buy or sell the item, mark the record as Inactive rather than deleting it, as Inactive items cannot have transactions posted. They are also hidden from display and transaction selection unless the user has 'Show inactive Inventory' enabled in User Settings.

Foreground Colour – The text font colour of the item description when displayed on various grids. Use this

if you wish the item to stand out or be identified for a specific purpose.

Background Colour – The cell fill colour of the item description when displayed on various grids. Use this if you wish the item to stand out or be identified for a specific purpose.

> The colors of items appear in inventory, on inventory lists, in sales orders, on purchase orders and on inventory adjustments.

Save – Saves and keeps the item open
Save/Close – Saves and closes the window back to the main inventory list.
Save/Create New – Saves current item and starts new one
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.
Navigation Arrows – Navigates between inventory records keeping the list filtered and sorted as it was when the item was edited.

General

Inventory Type – There are six choices, where the selection will enable other features or information to maintain:

- **Normal** – For typical buy/sell items, with no additional features revealed.
- **Non-Physical** – Use for sales order details that are not physically in inventory, such as labor or miscellaneous items for which you don't track quantity. Use caution with costs – be sure that the sales department used does not credit the inventory control GL account, unless you make sure that a corresponding AP entry gets debited to the inventory asset account.
- **Manufactured** – For items that are produced rather than purchased. Production templates are created on the Bill of Materials tab to determine the raw material items depleted from stock, for building the finished products to sell. If you account for raw and manufactured goods with different inventory control accounts, the build process will credit inventory raw material and debit inventory finished goods.
- **Kitted** – Part numbers that represent a collection of other items specified on the Kit Components tab. When adding a kitted item to a sales order, the component items and quantities can be modified as required, and all components are committed for sale but not consumed. Invoicing the order will deplete the component items but log the sale to the kitted item. Read the Kits and Components manual topic for more information.
- **Raw Material** – If you want to filter and account for raw material goods separately from normal or manufactured items, you can specify these items with the raw material type. Otherwise they are not functionally different than Normal items.
- **Macro** – Part numbers that represent a collection of other items specified on the Macro Substitutions tab. These differ from Kitted items in that Macro items are completely replaced by their substituted items when added to sales orders and are not referenced in order or invoice inquiry. Read the Macro

Items manual topic for more information.

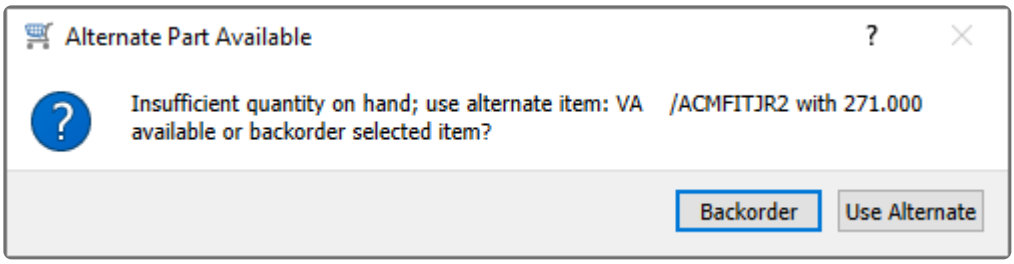
Serialized / Lot Numbered – Inventory items can be set as serialized or lot numbered if you need to be able to track specific items either in the warehouse, after they are sold to customers, or consumed in producing other items. The difference is that serial numbers are maintained for every individual quantity on hand, and Lot numbers can be assigned to a group of items of any quantity. This feature must be enabled in Company Settings to allow assigning this tracking to items. When Serialized or Lot Numbers items are added to sales orders and shipped, or production orders and consumed, you are presented with an additional screen to indicate the numbered stock depleted.

- **Lot Consumption** – If the item is Lot Numbered, an additional field is revealed to determine the automatic method for assigning lot numbers to sales and production orders, based on the information stored with each lot:
  - Consume By Choice – Not automatic, but chosen manually when shipping or consuming the item.
  - Consume By Date Received – The oldest received lots are used first.
  - Consume By Alphanumeric Order – The first lot number is used first.
  - Consume By Expiry Date – The lots soonest to expire are used first.

Read the Serial Numbers or Lot Numbers manual topics for more information.

Product Code – This is used to group similar inventory items together, and for assigning expected sales margins and any surcharges on sales. The product code can be related to a 'Sales Dept' so that when an items product code is changed, the related sales department and associated GL accounts are updated with it. A Company Setting allows requiring a product code be saved with every item.

Alternate – Choose another specific inventory item that can be prompted as a replacement, if this item is added to a sales order but is out of stock. You can choose this alternate item for the sales order or instead backorder the requested item. Alternate items can also be assigned to obsolete items as a reminder for what the replacement item number is for orders.



Allow Backorders – Enable this option to allow saving non-zero B/O Qty values on sales orders, if you don't want to create a requisition for this item even though it is out of stock.

Allow Returns – Enable this option to allow this item to have a negative quantity shipped on sales orders, for entering a return.

Upload to Web – An option only used by 3rd party developers to indicate if this item is available in the web store list.

User Defined

User Type – An alphanumeric field for customized use and pre-defined values to select from, where the label is set in Company Settings.

Misc. – A numeric field for customized use, where the label is set in Company Settings.

GL Accounts

Sales Department – A code that determines which GL accounts are posted to for Revenue, Cost of Goods and Inventory control when this item is invoiced. It can be set from the sales department value assigned to the selected product code for this item. If this field is blank, these GL accounts are determined from the Special Accounts in Company Settings. The GL accounts cannot be edited, and only display values.

Physical

Pack Size – A value representing how much quantity is in a package, perhaps related to a unit of measure or sales target. It appears on the sales order detail line to encourage the salesperson to sell full packs, but it is informational only and does not affect sales order functionality.

Weight – The weight of the stocking unit of measure for this item, in whatever unit of weight is used for the company. It is used on both sales and purchase orders for accumulating the total weight of the order, typically for shipping purposes.

Location – A description of where this item is stored within the warehouse, often used for inventory counts or to assist in finding the item when picking processed sales orders.

Country of Origin – The country where an item came from, for use on an international bill of lading.

HS Code – The harmonized system customs code, for use on an international bill of lading.

Pricing and Costing

Price per unit – The standard selling price of this item, for each sales unit of measure. This value is also found as the Price Level 1 value on the Prices and Units tab.

Average Cost – The cost value calculated from the quantity on hand and the total receipt cost of all these items. This is the cost amount used when determining the Cost of Goods Sold value of this item on posted invoices, when the Cost Method in Company Settings is set to Average.
Margin % – The sales margin calculated from the average cost and the standard selling price.

Current Cost – The unit cost amount the last time this item was purchased, which can be edited if required.

If the on-hand quantity is zero and you change the current cost, the average cost will also be updated to the same value.
Current % – The sales margin calculated from the current cost and the standard selling price.

Standard Cost – A cost value typically used as a reference or target amount. This is commonly used to represent the item cost with overhead included.
Standard Cost % – The sales margin calculated from the standard cost and the standard selling price.

> Each of these costs can be independently displayed or suppressed with User Settings for Inventory, either when editing the item or a sales order or viewing a sales history invoice.

Purchasing

Primary Vendor – The vendor that the item is usually purchased from. The vendor name and currency are also displayed. This value is included with requisition and sales order details.

PO Number – The most recent purchase order number issued for this item, which can be edited if required.

Due Date – The due date of the most recent purchase order issued for this item, which can be edited if required.

Min. Order Qty – The minimum quantity that the vendor will sell. This value is used in the 'Suggested Order Qty' calculation.

Reorder Point – The minimum quantity on hand for this item before more needs to be purchased. This value is used in the 'Suggested Order Qty' calculation.

Duty % – The default duty charged for this item on a purchase order. If you override the Duty % for this item on a PO detail, and 'Save Landed Cost' is enabled in Company Settings, this value will be updated when receiving the purchase order.

Freight % – The default freight charged for this item on a purchase order. If you override the Freight % for this item on a PO detail, and 'Save Landed Cost' is enabled in Company Settings, this value will be updated when receiving the purchase order.

Extended Description

Extended Description – A large amount of text can be included here for additional reference information. This can be printed on sales reports and invoices, but only if you edit the Spire stock report to unhide the sub-report that has this information. Contact your Spire partner if you do not have the knowledge to edit Crystal Reports.

Quantities

The bottom of the Inventory item window displays various quantities, regardless of which tab you have open.

On-hand – The physical quantity of this item in the warehouse.

Committed – The sum of all Shipped quantities for this item on open Sales orders, Committed quantities on Production orders and quantities in transit for inventory Transfers.

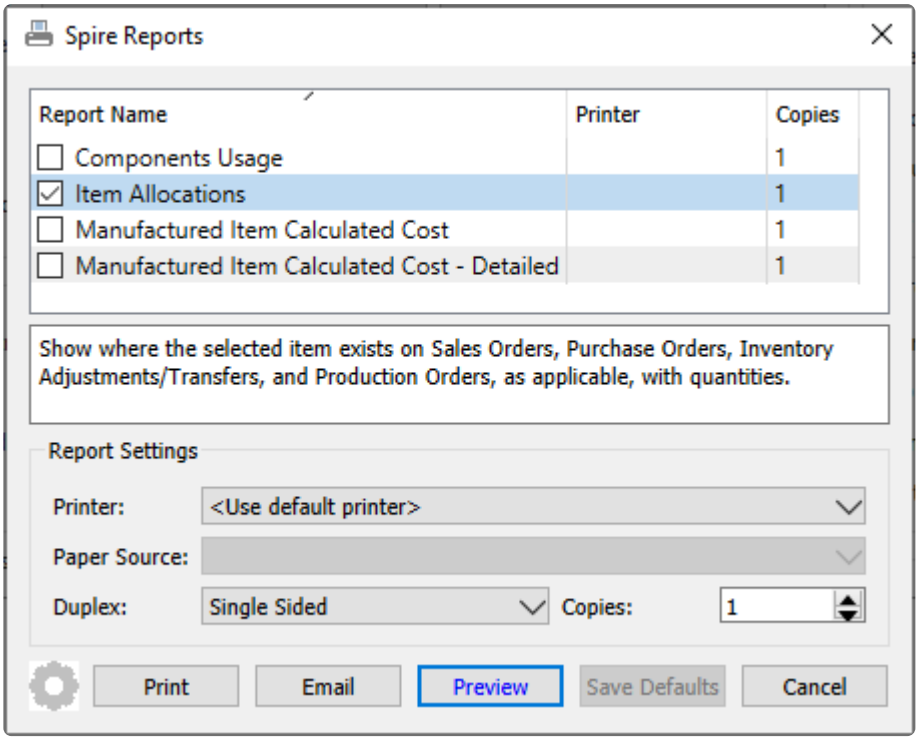
Backorder – The sum of all Backordered quantities for this item on open Sales orders

On Order – The sum of all ordered quantities for this item on issued Purchase orders.

Available – Calculated from the On-hand quantity minus the Committed quantity.

Reports

When editing an item and when any tab is visible, you can use the reports button at the top of the window to access available reports. These reports are also available from the Inventory List toolbar for printing reports with multiple items.



Components Usage – Prints a list of selected item and any Kits, Production Templates and Production Orders each item belongs to. If an item does not belong to any of these, it will be excluded from the report.

Item Allocations – Prints a list of selected items and quantity on hand and allocated information, any sales

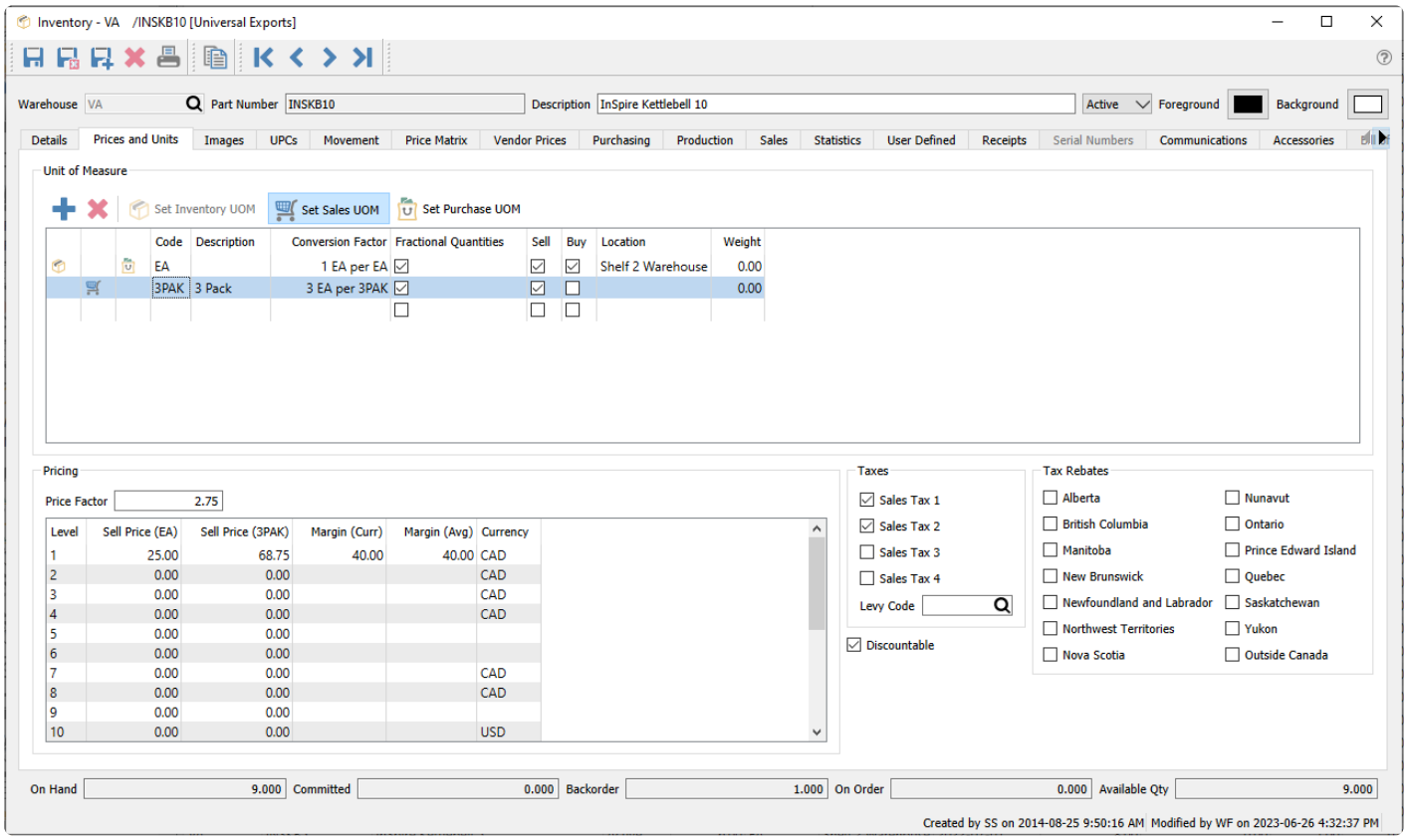
or production or purchase orders they exist on.

Manufactured Item Calculated Cost – Prints a list of selected manufactured items and their respective calculated costs from the components on the Bill of Materials tab of each item. The Bill of Materials Extended Cost prints as the Extended Average on this report, and the Extended Current and Standard costs are calculated from component usage and respective costs.

Manufactured Item Calculated Cost – Detailed – Prints a list of selected manufactured items and their respective components on the Bill of Materials tab of each item. The unit Average, Current and Standard costs for each component and their calculated extended costs by usage are printed, along with total costs for the manufactured item.

Prices and Units

This tab is where the stocking, selling and purchasing units of measure are set, alternate prices by customer level are maintained, and default tax statuses are enabled.



Unit of Measure – Used for stocking, selling and purchasing items in addition to each. Each item independently stores available units, even the same item number for different warehouses.

- **Add** – Create as many as needed.
- **Delete** – Ensure that it is not used on any open sales or purchase orders.
- **Set Inventory UOM** – This cannot be changed unless the quantity on hand is zero. The box icon indicates the stocking unit, in addition to the highlighted button.
- **Set Sales UOM** – Highlight the unit and click this button to default this unit for new sales orders. The shopping cart icon indicates the sales unit, in addition to the highlighted button.
- **Set Purchase UOM** – Highlight the unit and click this button to default this unit for new sales orders. The bag icon indicates the purchase unit, in addition to the highlighted button.

Each unit of measure has a:

- **Code** – A unique code for the UOM. The first code for new items defaults from a Company Setting.
- **Description** – Optional text for the UOM.
- **Qty. Factor** – How many stocking units make up this unit. This can be a fraction if this unit is smaller than the stocking unit.

- **Fractional Qty Allowed** – Allow entering non-integer values when buying, selling or counting in this unit.
- **Sell Allowed** – Is this UOM visible on sales order details.
- **Buy Allowed** – Is this UOM visible on purchase order details.
- **Location** – Warehouse location for this UOM
- **Weight** – The weight of this UOM.

Pricing

Price Factor – When a unit of measure other than the stocking unit is highlighted, this value is used to calculate the default selling price, multiplied by the selling price of the stocking unit. This can be a value different than the conversion factor, perhaps to give a discount on more quantity sold. If the sell price for the stocking unit is changed, then the sell price in other units is automatically recalculated based on the price factor.

Level – There are a total of 20 pricing levels that can be assigned to customers or sales orders, and each level can have its own sell price.

Sell 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. If the customer / order has a level that doesn't have a respective sell price set here, then the level 1 price will be used on the sales order.

Margin (Curr / Avg) – There are two sales margin columns, one based on the current cost and one based on the average cost. These are calculated only when the price level is first defined and do not get updated when the cost changes. They are only used to assist in determining the level prices.

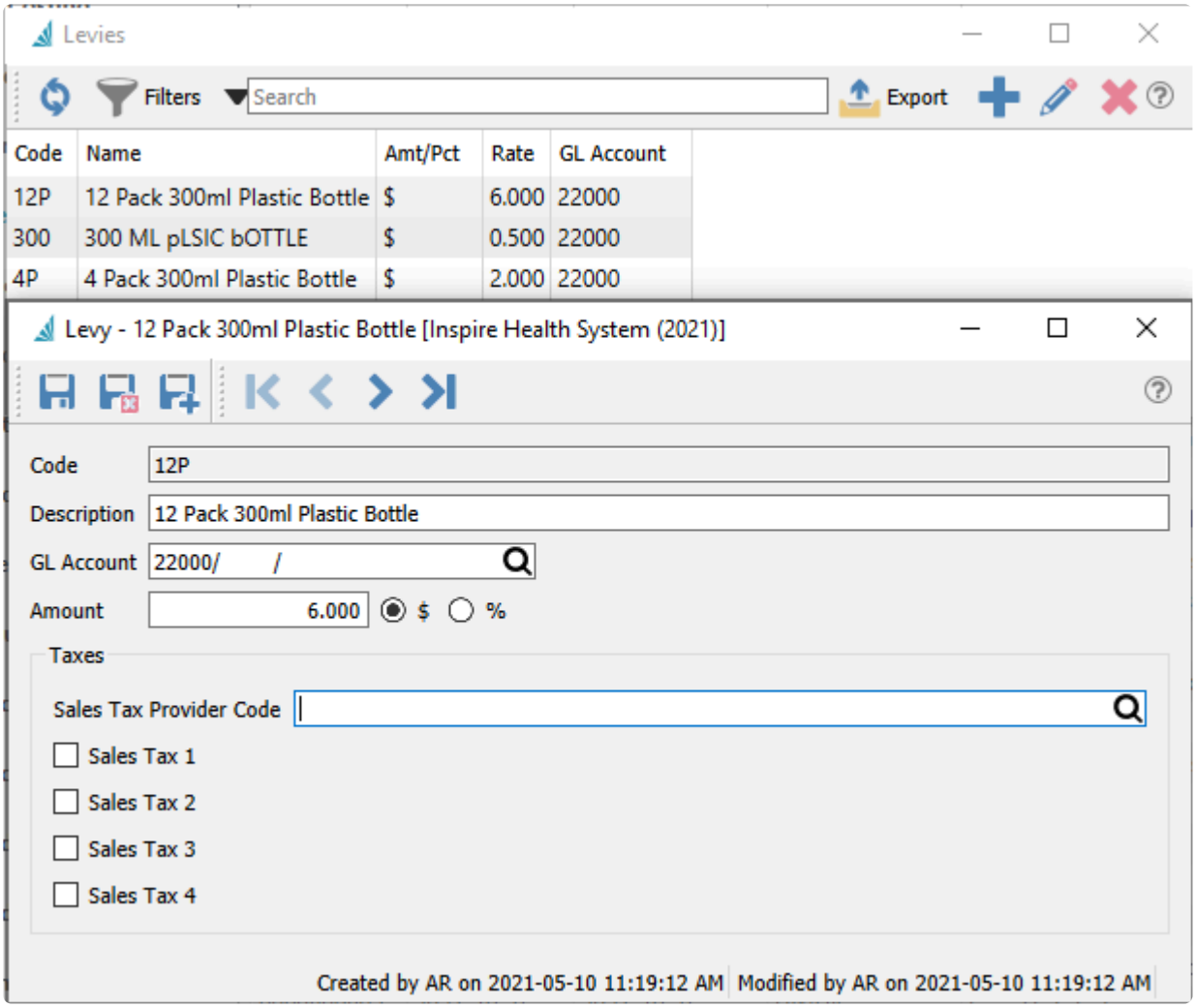
Currency – Sell levels can be set up in Edit / Currencies to be assigned to a certain currency. For sales orders with a customer using that currency, items have this level price available as the order unit price, and may be the default value depending on other settings like price matrix record. If a currency is not assigned to the price levels, customers using this currency will have a unit price calculated from the currency exchange rate and the level sell price.

Sell Price (UOM) – When a unit of measure different than the stocking unit is highlighted, an additional column is revealed that displays the unit price for each level, calculated from the UOM conversion factor, displayed in the Price Factor field above the levels. You can modify the sell price here, such as to give a price discount if a larger unit is ordered.

Taxes

Sales Tax 1 – 4 – Choose any or all of the first four sales tax codes to be assigned to new sales order details for this item, by default. These tax statuses can be edited on sales orders if user security allows. Ensure your tax code setup has the most common configurations defined for the first four codes.

Levy Code – The levy or environmental fee charged on this item, selected from a list of charges you create. This includes bottle deposits, eco fees and so on.



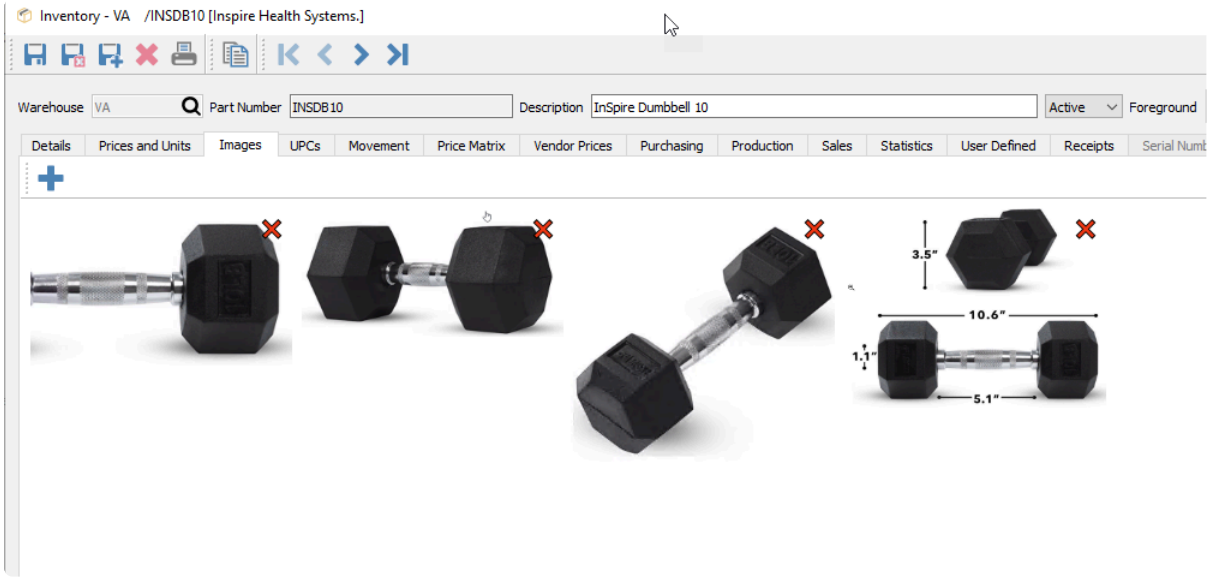
Tax Rebates – Canada – Select each Canadian jurisdiction where there is a tax exemption offered for this item. The rebate percentage is defined in Edit / Sales Taxes, associated with the Partial Tax Rate,

Discountable

Discountable – Enable this option to be able to save a non-zero Discount % for this item on sales orders. In addition, if this option is not enabled, the item will not contribute to the Total Discount amount on sales orders when the Discount % in the footer is a non-zero value.

Images

Each inventory item can have multiple images. When an image is added, it is uploaded to central storage on the server.

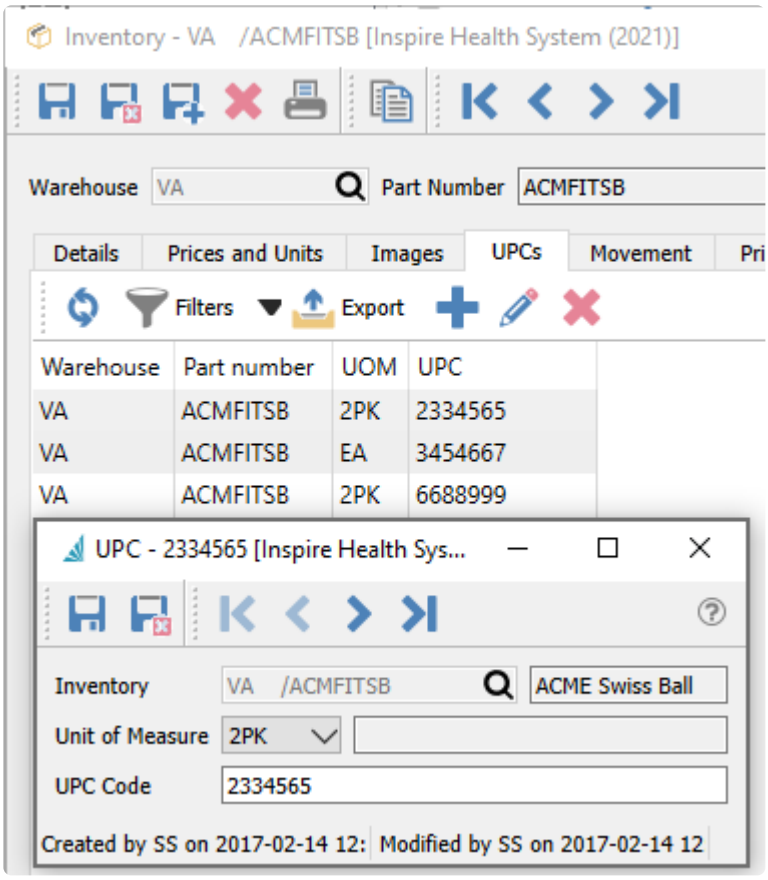


Click the + button to add an image, and the red X to remove that image.

If you used Spire version 3.5 or older, you may have selected images stored in multiple locations, which may not have been accessible to all users. To standardize this, from the Tools top menu, choose Migrate Files and from the screen that appears, select Inventory Images to copy all images to the central storage location and re-link to the images there.

UPCs

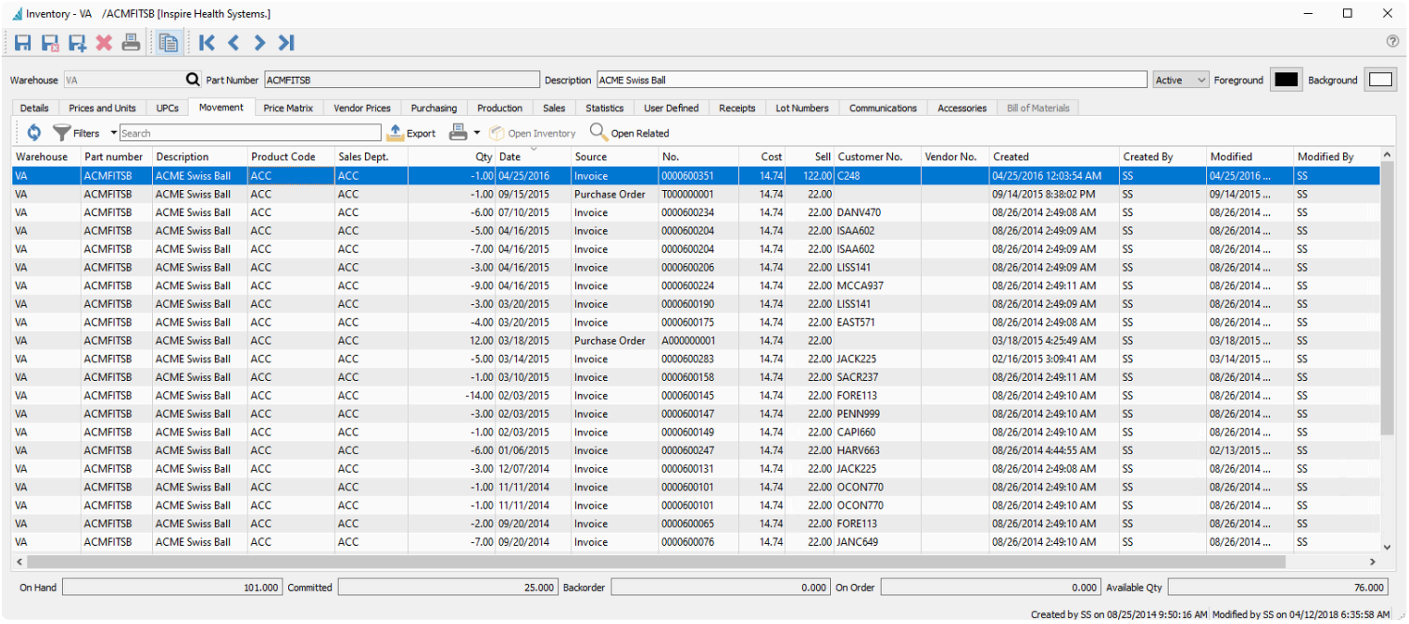
Multiple UPC codes to be added to each item and unit of measure combination. Each UPC code is unique and cannot be replicated for different items or units of measure, but they can be added for the same item and unit of measure but for a different warehouse.



The user can then scan a barcode and the associated item and unit of measure will be selected into the item number field, or a quantity for this item on a transaction will be incremented by one.

Movement

This tab lists all transactions posted for this item, all within one grid. You can also see credited sales orders and purchase order returns.



Warehouse	Part number	Description	Product Code	Sales Dept.	Qty	Date	Source	No.	Cost	Sell	Customer No.	Vendor No.	Created	Created By	Modified	Modified By
VA	ACMFITSB	ACME Swiss Ball	ACC	ACC	-1.00	04/25/2016	Invoice	0000600351	14.74	122.00	C248		04/25/2016 12:03:54 AM	SS	04/25/2016 ...	SS
VA	ACMFITSB	ACME Swiss Ball	ACC	ACC	-1.00	09/15/2015	Purchase Order	T000000001	14.74	22.00			09/14/2015 8:38:02 PM	SS	09/14/2015 ...	SS
VA	ACMFITSB	ACME Swiss Ball	ACC	ACC	-6.00	07/10/2015	Invoice	0000600234	14.74	22.00	DANV470		08/26/2014 2:49:08 AM	SS	08/26/2014 ...	SS
VA	ACMFITSB	ACME Swiss Ball	ACC	ACC	-5.00	04/16/2015	Invoice	0000600204	14.74	22.00	ISAA602		08/26/2014 2:49:09 AM	SS	08/26/2014 ...	SS
VA	ACMFITSB	ACME Swiss Ball	ACC	ACC	-7.00	04/16/2015	Invoice	0000600204	14.74	22.00	ISAA602		08/26/2014 2:49:09 AM	SS	08/26/2014 ...	SS
VA	ACMFITSB	ACME Swiss Ball	ACC	ACC	-3.00	04/16/2015	Invoice	0000600206	14.74	22.00	LISS141		08/26/2014 2:49:09 AM	SS	08/26/2014 ...	SS
VA	ACMFITSB	ACME Swiss Ball	ACC	ACC	-9.00	04/16/2015	Invoice	0000600224	14.74	22.00	MCCA937		08/26/2014 2:49:11 AM	SS	08/26/2014 ...	SS
VA	ACMFITSB	ACME Swiss Ball	ACC	ACC	-3.00	03/20/2015	Invoice	0000600190	14.74	22.00	LISS141		08/26/2014 2:49:09 AM	SS	08/26/2014 ...	SS
VA	ACMFITSB	ACME Swiss Ball	ACC	ACC	-4.00	03/20/2015	Invoice	0000600175	14.74	22.00	EAST571		08/26/2014 2:49:08 AM	SS	08/26/2014 ...	SS
VA	ACMFITSB	ACME Swiss Ball	ACC	ACC	12.00	03/18/2015	Purchase Order	A000000001	14.74	22.00			03/18/2015 4:25:49 AM	SS	03/18/2015 ...	SS
VA	ACMFITSB	ACME Swiss Ball	ACC	ACC	-5.00	03/14/2015	Invoice	0000600283	14.74	22.00	JACK225		02/16/2015 3:09:41 AM	SS	03/14/2015 ...	SS
VA	ACMFITSB	ACME Swiss Ball	ACC	ACC	-1.00	03/10/2015	Invoice	0000600158	14.74	22.00	SACR237		08/26/2014 2:49:11 AM	SS	08/26/2014 ...	SS
VA	ACMFITSB	ACME Swiss Ball	ACC	ACC	-14.00	02/03/2015	Invoice	0000600145	14.74	22.00	FORE113		08/26/2014 2:49:10 AM	SS	08/26/2014 ...	SS
VA	ACMFITSB	ACME Swiss Ball	ACC	ACC	-3.00	02/03/2015	Invoice	0000600147	14.74	22.00	PENN999		08/26/2014 2:49:10 AM	SS	08/26/2014 ...	SS
VA	ACMFITSB	ACME Swiss Ball	ACC	ACC	-1.00	02/03/2015	Invoice	0000600149	14.74	22.00	CAPI660		08/26/2014 2:49:10 AM	SS	08/26/2014 ...	SS
VA	ACMFITSB	ACME Swiss Ball	ACC	ACC	-6.00	01/06/2015	Invoice	0000600247	14.74	22.00	HARV663		08/26/2014 4:44:55 AM	SS	02/13/2015 ...	SS
VA	ACMFITSB	ACME Swiss Ball	ACC	ACC	-3.00	12/07/2014	Invoice	0000600131	14.74	22.00	JACK225		08/26/2014 2:49:08 AM	SS	08/26/2014 ...	SS
VA	ACMFITSB	ACME Swiss Ball	ACC	ACC	-1.00	11/11/2014	Invoice	0000600101	14.74	22.00	OCON770		08/26/2014 2:49:10 AM	SS	08/26/2014 ...	SS
VA	ACMFITSB	ACME Swiss Ball	ACC	ACC	-1.00	11/11/2014	Invoice	0000600101	14.74	22.00	OCON770		08/26/2014 2:49:10 AM	SS	08/26/2014 ...	SS
VA	ACMFITSB	ACME Swiss Ball	ACC	ACC	-2.00	09/20/2014	Invoice	0000600065	14.74	22.00	FORE113		08/26/2014 2:49:10 AM	SS	08/26/2014 ...	SS
VA	ACMFITSB	ACME Swiss Ball	ACC	ACC	-7.00	09/20/2014	Invoice	0000600076	14.74	22.00	JANC649		08/26/2014 2:49:10 AM	SS	08/26/2014 ...	SS

This allows you to print an inventory movement report that lists all transactions in chronological sequence, either by the transaction date or the posting date, to see the running balance of the quantity on hand.

Inspire Health System (2021)

Inventory Movement by Posted Date

May 17, 2022 / 4:28 pm

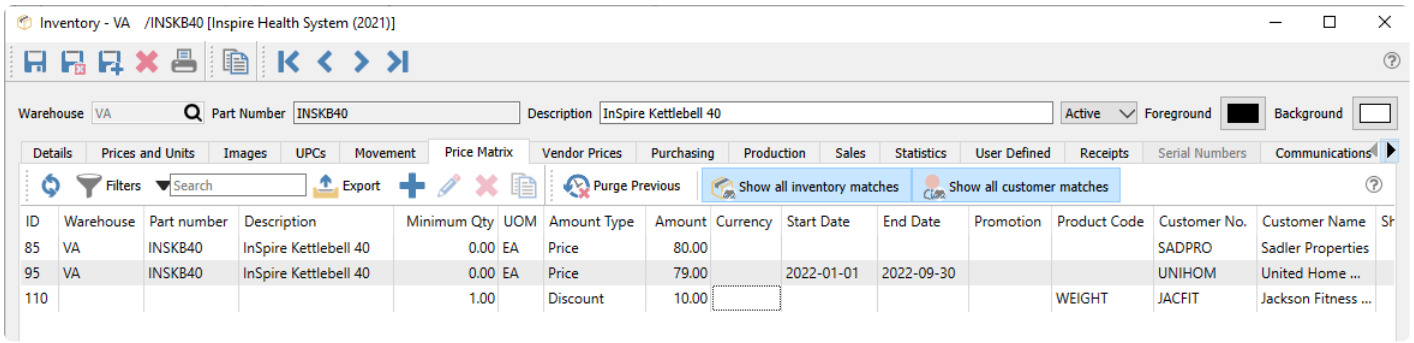
[VA]ACMFITSB **ACME Swiss Ball** Current on hand **37 EA**

Posted		Source	Reference	Date	Customer / Vendor / Notes	Cost	Sell	In	Out	Running Balance
2021-05-03	1:09:47PM AR	Invoice	0000600247	Jan 5, 20	SADPRO Sadler Properties	14.74	22.00		6	-6 *
2021-05-03	1:09:57PM AR	Invoice	0000600283	Mar 12, 20	BLABAI Blake Bailey	14.74	22.00		5	-11 *
2021-05-03	1:10:00PM AR	Invoice	0000600190	Mar 18, 20	LYNDIS Lynn Distributors	14.74	22.00		3	-14 *
2021-05-03	1:10:08PM AR	Invoice	0000600204	Apr 14, 20	KINJER King, Jerome W	14.74	22.00		7	-21 *
2021-05-03	1:10:08PM AR	Invoice	0000600204	Apr 14, 20	KINJER King, Jerome W	14.74	22.00		5	-26 *
2021-05-03	1:10:09PM AR	Invoice	0000600206	Apr 14, 20	QUAINN Quality Inn	14.74	22.00		3	-29 *
2021-05-03	1:10:14PM AR	Invoice	0000600224	Apr 14, 20	HILHOU Hillcrest Housing Servs	14.74	22.00		9	-38 *
2021-05-03	1:10:17PM AR	Invoice	0000600354	Dec 30, 20	SKMINC Skma Incorporated	14.74	22.00		2	-40 *
2021-05-03	1:10:28PM AR	Invoice	0000600234	Jul 8, 20	HOLLAG Holiday Inn Laguna Hills	14.74	22.00		6	-46 *
2021-05-03	1:10:42PM AR	Invoice	0000600351	Dec 14, 20	SADPRO Sadler Properties	14.74	22.00		1	-47 *
2021-05-03	1:34:19PM AR	Invoice	0000620013	Jan 7, 21	PRERES Precision Resources	14.74	22.00		1	-48 *
2021-05-03	1:34:29PM AR	Invoice	0000620056	Mar 18, 21	HOLEXP Holiday Inn Express	14.74	22.00		2	-50 *
2021-05-03	1:34:32PM AR	Invoice	0000620066	Mar 21, 21	PRERES Precision Resources	14.74	22.00		9	-59 *
2021-05-03	1:34:41PM AR	Invoice	0000620110	Apr 17, 21	QUAINN Quality Inn	14.74	22.00		9	-68 *
2021-05-03	1:34:41PM AR	Invoice	0000620110	Apr 17, 21	QUAINN Quality Inn	14.74	22.00		9	-77 *
2021-05-03	1:34:41PM AR	Invoice	0000620112	Apr 17, 21	ARTDAV Art Davidson & Associates	14.74	22.00		9	-86 *
2021-05-03	1:34:47PM AR	Invoice	0000620130	Apr 17, 21	HOLMUS Holiday Inn Muscatine	14.74	22.00		9	-95 *
2021-05-03	1:34:50PM AR	Invoice	0000620144	May 9, 21	ATLHOT Atlantic Hotel	14.74	22.00		1	-96 *
2021-05-03	2:07:20PM AR	Purchase Order	0000700007	Apr 30, 20	ACMSYS ACME Systems Inc	14.74		97		1 #
2021-05-04	12:49:18PM AR	Invoice	0000620183	Mar 18, 21	PRERES Precision Resources	14.74	22.00		3	-2 *
2021-05-04	12:49:20PM AR	Invoice	0000620189	Apr 14, 21	ARTDAV Art Davidson & Associates	14.74	22.00		3	-5 *
2021-05-04	12:49:27PM AR	Invoice	0000620207	Apr 14, 21	HOLMUS Holiday Inn Muscatine	14.74	22.00		9	-14 *
2021-05-04	12:49:33PM AR	Invoice	0000620216	Apr 14, 21	QUAINN Quality Inn	14.74	22.00		5	-19 *
2021-05-04	12:49:33PM AR	Invoice	0000620216	Apr 14, 21	QUAINN Quality Inn	14.74	22.00		7	-26 *
2021-05-11	7:19:06AM AR	Purchase Order	0000700042	May 11, 21	NATEQU National Equipment	14.74		69		43 #
2021-09-21	6:37:42AM AR	Invoice	0000620292	Aug 31, 21	NAVIND Navarone Industries	14.74	22.00		2	41 *
2021-09-21	6:45:50AM AR	Invoice	0000620302	Aug 4, 21	ATLHOT Atlantic Hotel	14.74	19.00		1	40 *
2021-09-21	7:11:56AM AR	Purchase Order	0000700029	Sep 21, 21	ACMSYS ACME Systems Inc	14.74		27		67 #
2021-11-22	8:10:55AM AR	Invoice	0000620329	Oct 15, 21	LYNDIS Lynn Distributors	14.74	22.00		1	66 *
2021-11-22	8:12:39AM AR	Invoice	0000620361	Nov 22, 21	BURCOR Burndy Corp	14.74	22.00		14	52 *
2021-11-22	8:12:40AM AR	Invoice	0000620362	Nov 22, 21	ARTDAV Art Davidson & Associates	14.74	22.00		1	51 *
2021-11-22	8:12:41AM AR	Invoice	0000620363	Nov 22, 21	DELCON Delaware Contractors Assn	14.74	22.00		14	37 *

on hand balance recorded at this time
* running balance calculated

Price Matrix

This displays all of the customers special pricing for this item. Prices can be added and edited from this screen.

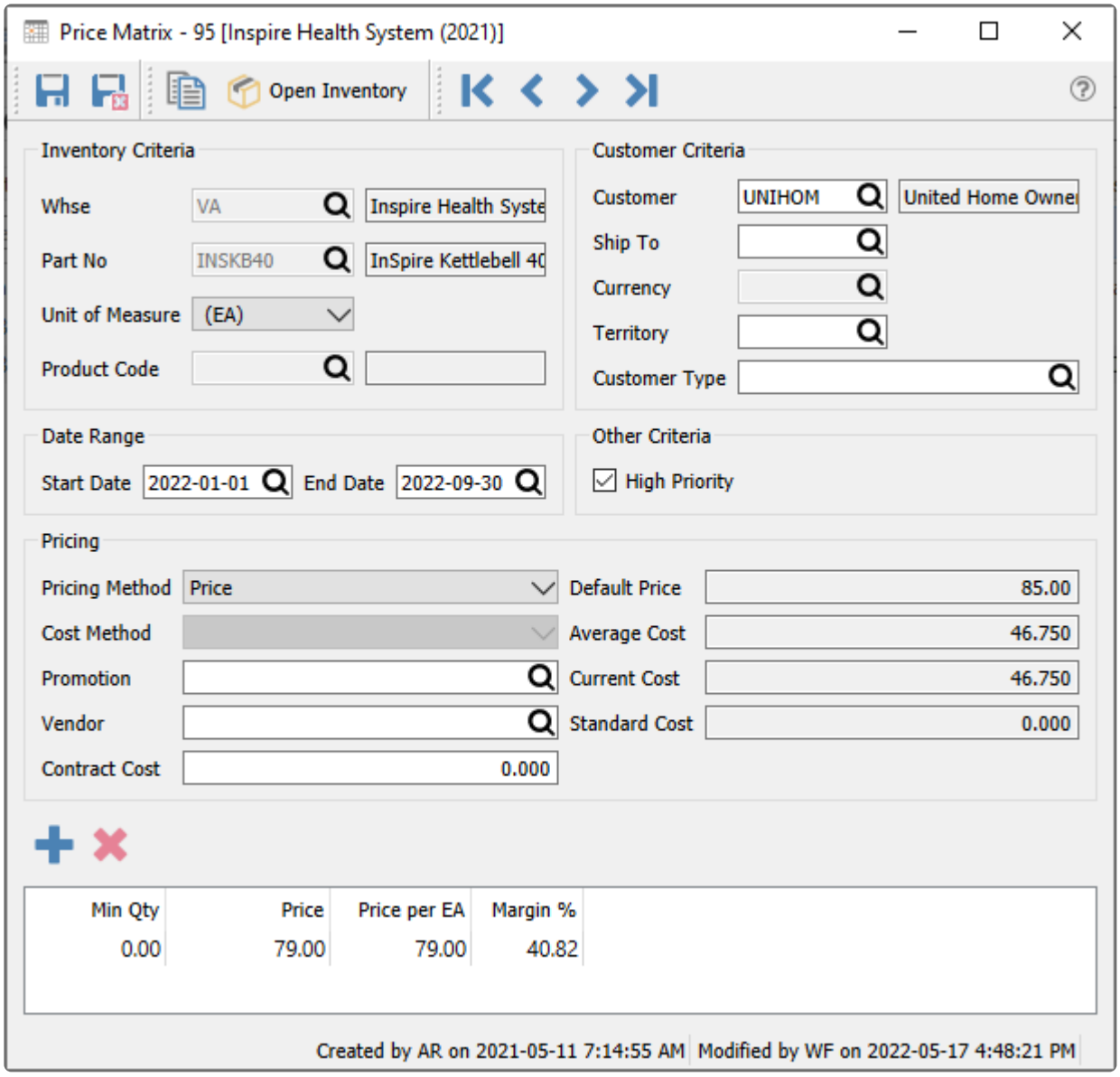


Purge Previous – Delete all price matrix records that have an End Date earlier than a specified date.

Show all inventory matches – Toggle on to show all records regardless of the inventory criteria, and toggle off to display only price matrix records specifically assigned to this item or product code.

Show all customer matches – Toggle on to show all records regardless of the customer criteria, and toggle off to display only price matrix records specifically assigned to a customer or customer type.

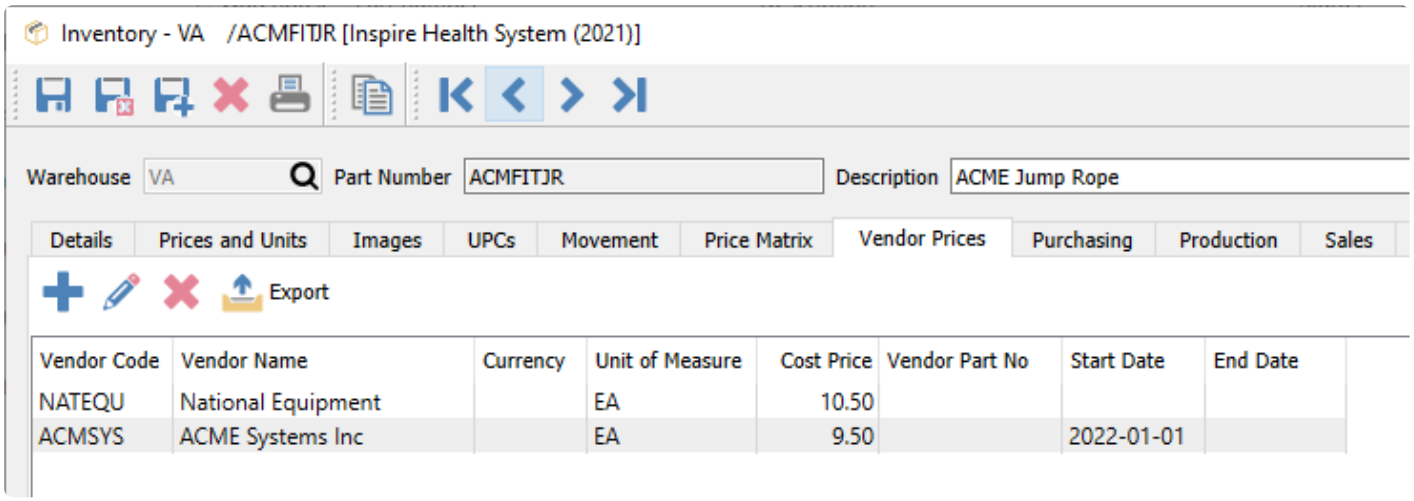
Individual price matrix records can be edited and updated.

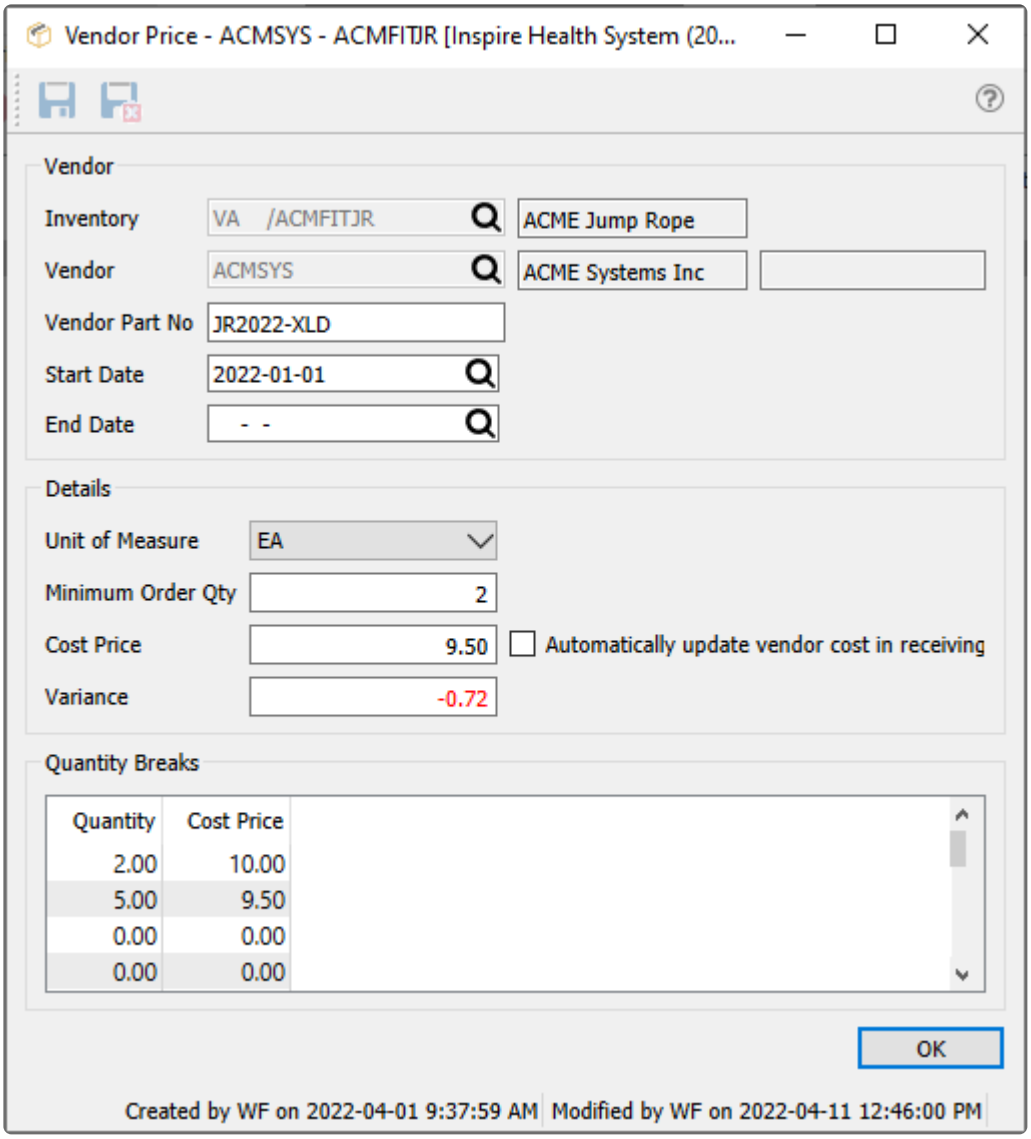


Read the Price Matrix manual topic for more information.

Vendor Prices

If you can purchase the same item from different vendors, or if the vendor is offering you a time limited or volume-based special price, you can assign cost prices and sales dates or quantity breaks to determine the best purchase cost for this item.





Inventory – Warehouse and part number, which comes from the item being edited and cannot be changed.

Vendor – Choose the vendor code for this price. The Vendor name and currency will also be displayed. Once this record is saved, the vendor number will no longer be editable.

Vendor Part No – Part number the vendor uses. This will print on Spire's default purchase order form for the part number number instead of your companies inventory item number.

Start Date – An optional starting date for this price; the purchase order date must be equal to or greater than this date if entered.

End Date – An optional ending date for this price; the purchase order date must be equal to or less than this date if entered.

Unit of Measure – The purchase order detail for this item must match this Unit of measure in order for this special price to be recognized.

Minimum Order Qty – When the item is added to a purchase order, the default order quantity will be the greater of this value and the Suggested Order Qty of the item, to ensure you purchase enough stock.

Cost Price – The unit cost when purchasing from the vendor, regardless of the quantity ordered, unless quantity break pricing is configured.

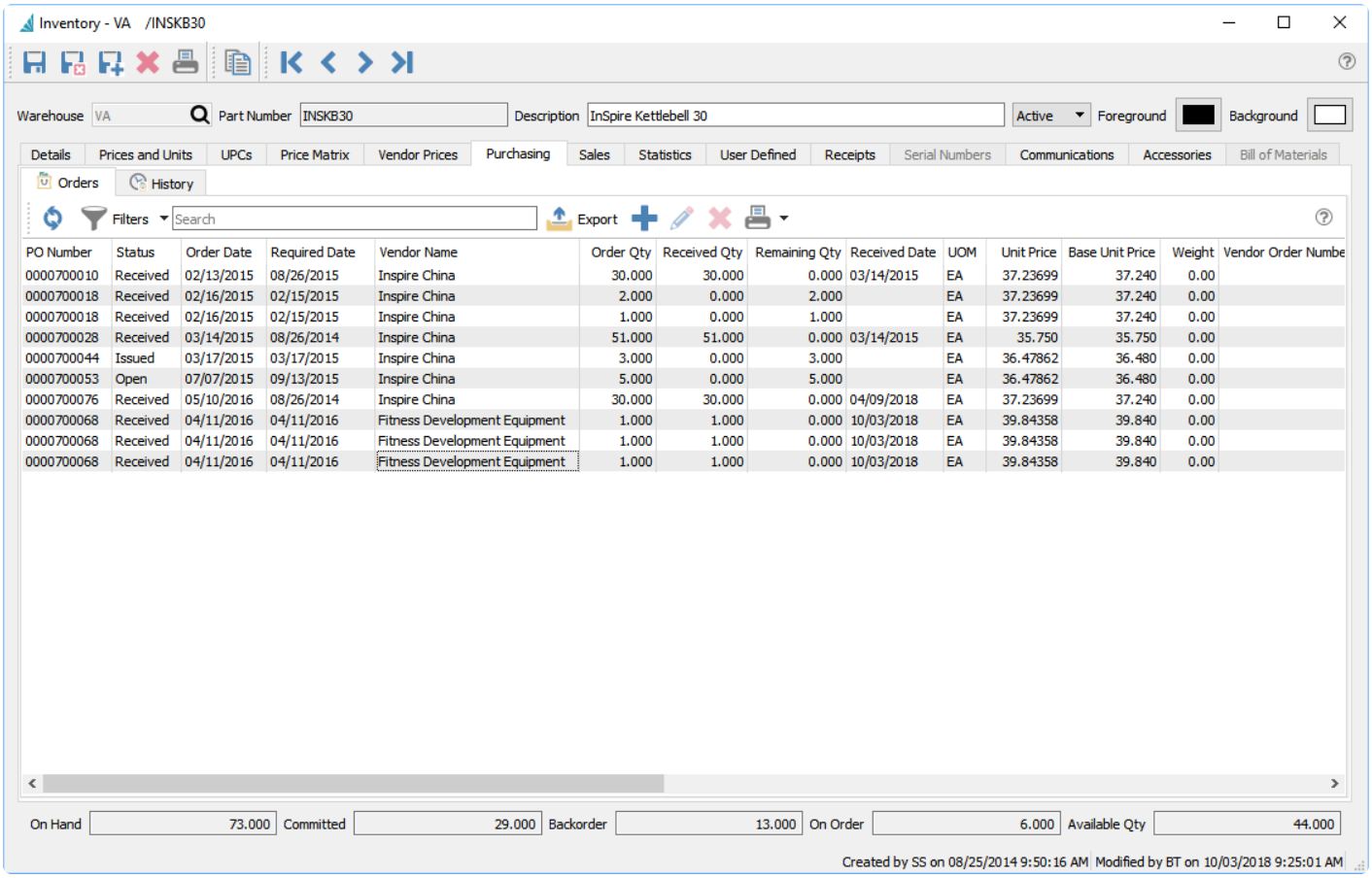
Automatically update vendor cost in receiving – Choose this option to update either the main cost price, or the quantity break cost price if applicable, when a purchase order for this item has been received. When this option is not selected, the inventory item Current Cost will be updated from the purchase receipt unit cost.

Variance – The percentage difference from the current cost in inventory, with lower costs displayed as negative values in red font.

Quantity breaks – If the vendor offers you lower prices when you order higher quantities, you can enter all of the order quantity and cost price combinations here, in the same unit of measure as specified above. One of these cost prices will be used on purchase orders if the ordered quantity at equal to or greater than the smallest quantity break value.

Purchasing

The Purchasing tab has two sub-tabs that display PO information for this item. The Orders tab has a list of all purchase orders for this item not yet closed to purchase history. You can see at a glance how many are on each PO, what the price is, when the PO is due, and the open, issued or received status of each PO. The user can view or edit any PO and modify, issue, receive, apply Accounts Payable entries and close the PO from this screen.

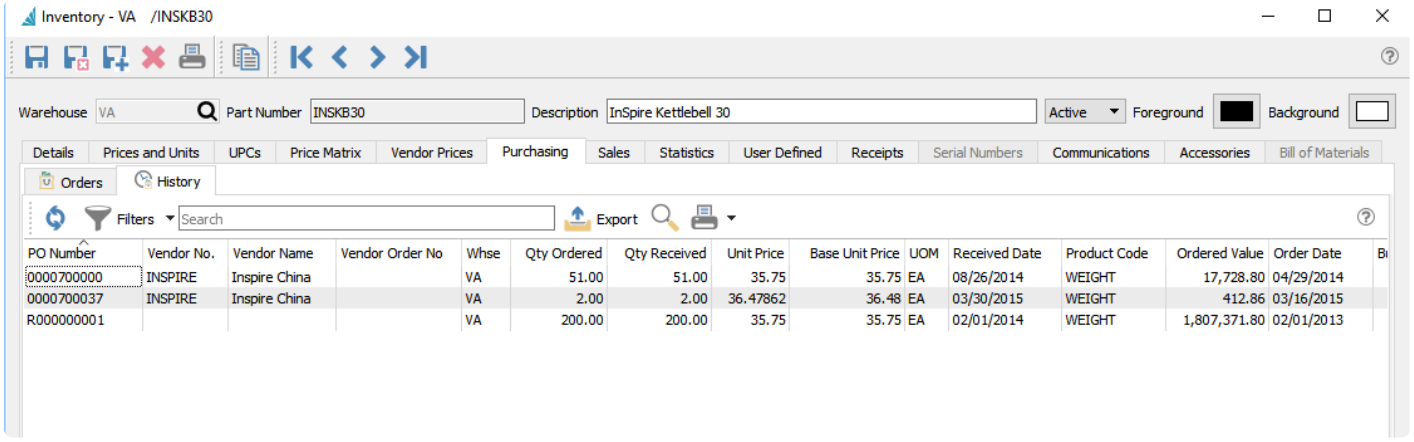


PO Number	Status	Order Date	Required Date	Vendor Name	Order Qty	Received Qty	Remaining Qty	Received Date	UOM	Unit Price	Base Unit Price	Weight	Vendor Order Numbe
0000700010	Received	02/13/2015	08/26/2015	Inspire China	30.000	30.000	0.000	03/14/2015	EA	37.23699	37.240	0.00	
0000700018	Received	02/16/2015	02/15/2015	Inspire China	2.000	0.000	2.000		EA	37.23699	37.240	0.00	
0000700018	Received	02/16/2015	02/15/2015	Inspire China	1.000	0.000	1.000		EA	37.23699	37.240	0.00	
0000700028	Received	03/14/2015	08/26/2014	Inspire China	51.000	51.000	0.000	03/14/2015	EA	35.750	35.750	0.00	
0000700044	Issued	03/17/2015	03/17/2015	Inspire China	3.000	0.000	3.000		EA	36.47862	36.480	0.00	
0000700053	Open	07/07/2015	09/13/2015	Inspire China	5.000	0.000	5.000		EA	36.47862	36.480	0.00	
0000700076	Received	05/10/2016	08/26/2014	Inspire China	30.000	30.000	0.000	04/09/2018	EA	37.23699	37.240	0.00	
0000700068	Received	04/11/2016	04/11/2016	Fitness Development Equipment	1.000	1.000	0.000	10/03/2018	EA	39.84358	39.840	0.00	
0000700068	Received	04/11/2016	04/11/2016	Fitness Development Equipment	1.000	1.000	0.000	10/03/2018	EA	39.84358	39.840	0.00	
0000700068	Received	04/11/2016	04/11/2016	Fitness Development Equipment	1.000	1.000	0.000	10/03/2018	EA	39.84358	39.840	0.00	

Read the Purchase Orders manual topic for more information.

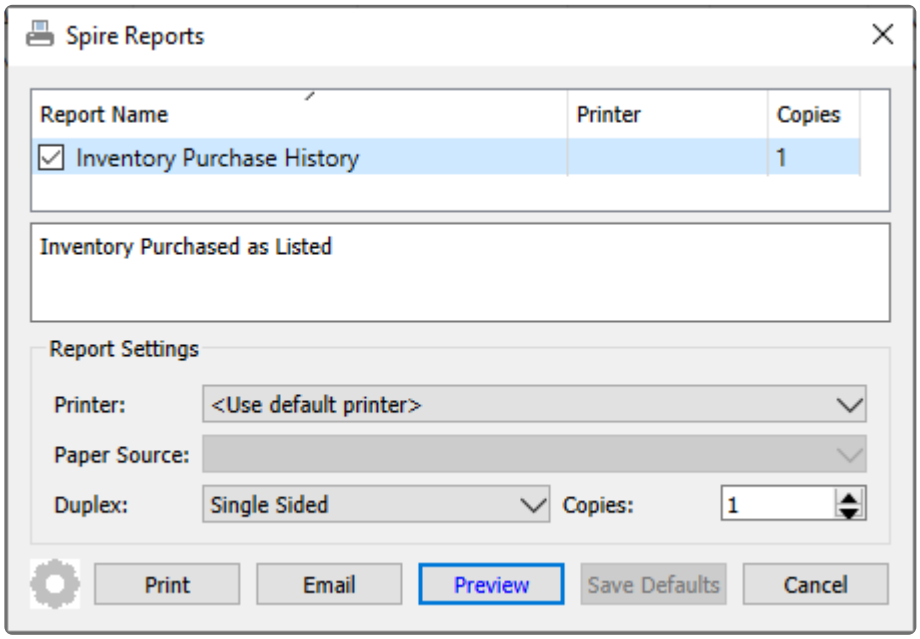
Purchase History

The History tab has a list of all purchase orders for this item that have been closed to purchase history. A filter can be set to list only those purchases you need to see, such as recent purchases or from a specific vendor. You can view a Purchase Order and see what was ordered, and also copy the PO to create a new one, or create a credit transaction to reverse some or all of the purchase and receipt.



PO Number	Vendor No.	Vendor Name	Vendor Order No	Whse	Qty Ordered	Qty Received	Unit Price	Base Unit Price	UOM	Received Date	Product Code	Ordered Value	Order Date
0000700000	INSPIRE	Inspire China		VA	51.00	51.00	35.75	35.75	EA	08/26/2014	WEIGHT	17,728.80	04/29/2014
0000700037	INSPIRE	Inspire China		VA	2.00	2.00	36.47862	36.48	EA	03/30/2015	WEIGHT	412.86	03/16/2015
R000000001				VA	200.00	200.00	35.75	35.75	EA	02/01/2014	WEIGHT	1,807,371.80	02/01/2013

For selected or all records for this item, you can print the Inventory Purchase History report, with quantities ordered, received and costs.



Universal Exports

Inventory Purchase History

March 27, 2023 / 3:30 pm

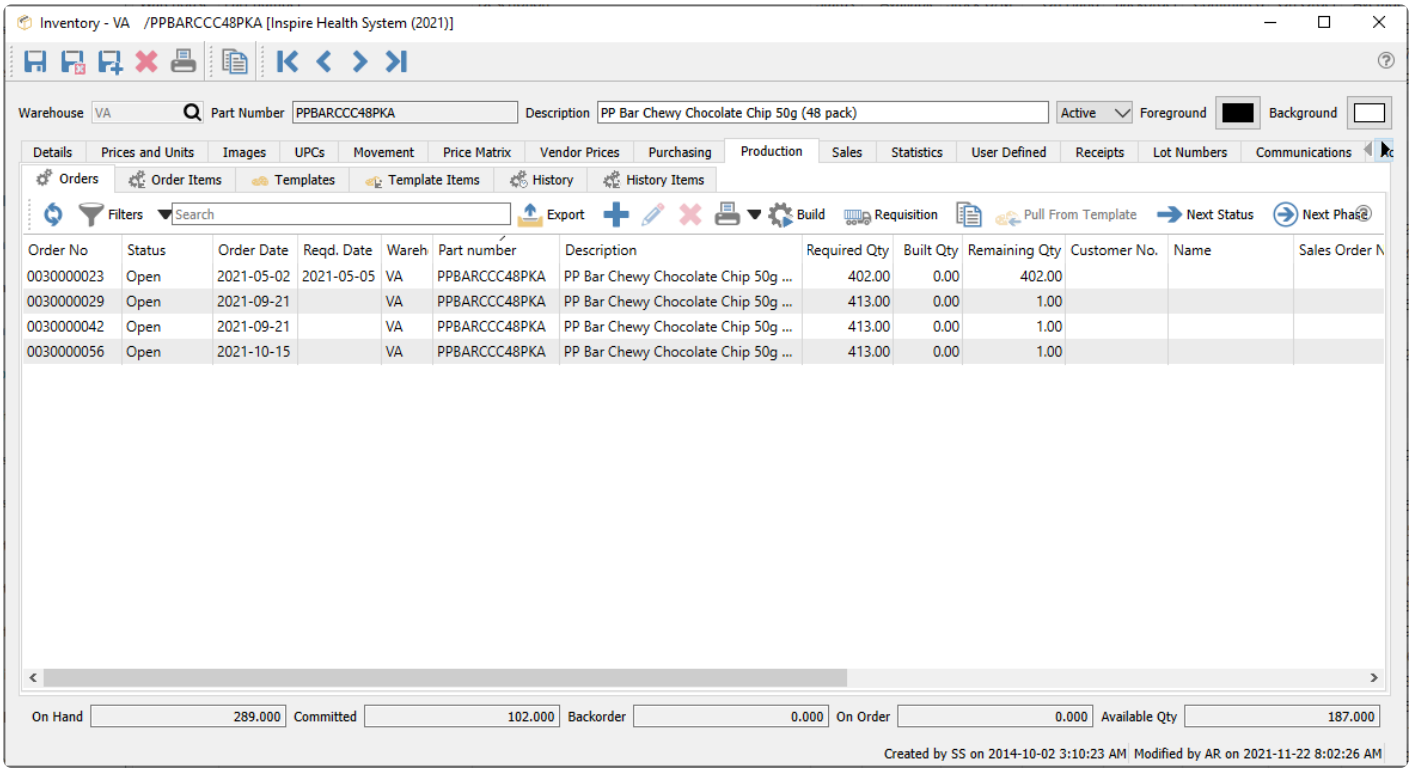
PO Number	Vendor	Item	Order Qty	Received	Unit of Measure	Price	Extended
0000700050	ROGCAN Rogue Canada	[VA] ALMONDS Almonds	208	208	GM	0.47	97.76
0000700023	FORFOO Forester Food Ingredients	[VA] ALMONDS Almonds	1,708	1,708	GM	0.45	768.60
0000700023	FORFOO Forester Food Ingredients	[VA] ALMONDS Almonds	7,408	7,408	GM	0.45	3,333.60
0000700061	FORFOO Forester Food Ingredients	[VA] ALMONDS Almonds	1,708	1,708	GM	0.45	768.60
0000700061	FORFOO Forester Food Ingredients	[VA] ALMONDS Almonds	7,408	7,408	GM	0.45	3,333.60
0000700025	ROGCAN Rogue Canada	[VA] ALMONDS Almonds	208	208	GM	0.45	93.60
			18,648	**18,648**			**8,395.76**

Production

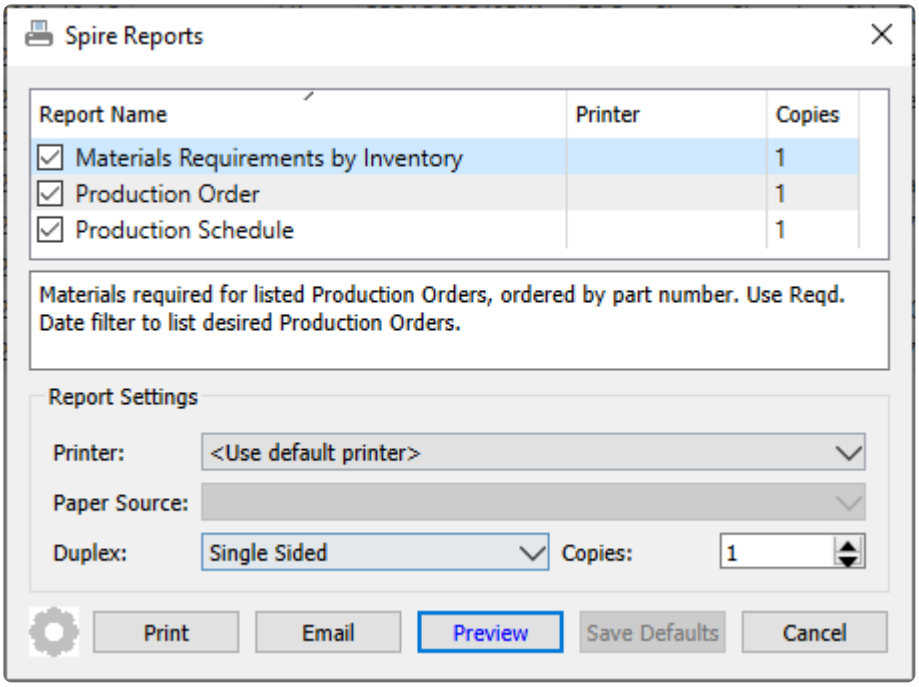
There are 6 sub-tabs under the Production tab, and each displays a list of transactions or records related to the production of this item, or for the use of this component item on produced goods.

The Orders and Order Items tabs list Open Production orders that contain this item.
The Templates and Template Items tabs list pre-defined configurations on how to produce an item that contains this item.
The History and History Items tabs list previous production orders that contain this item.

The Orders, Templates and History tabs are lists that display records where this item is being manufactured in the Production order.



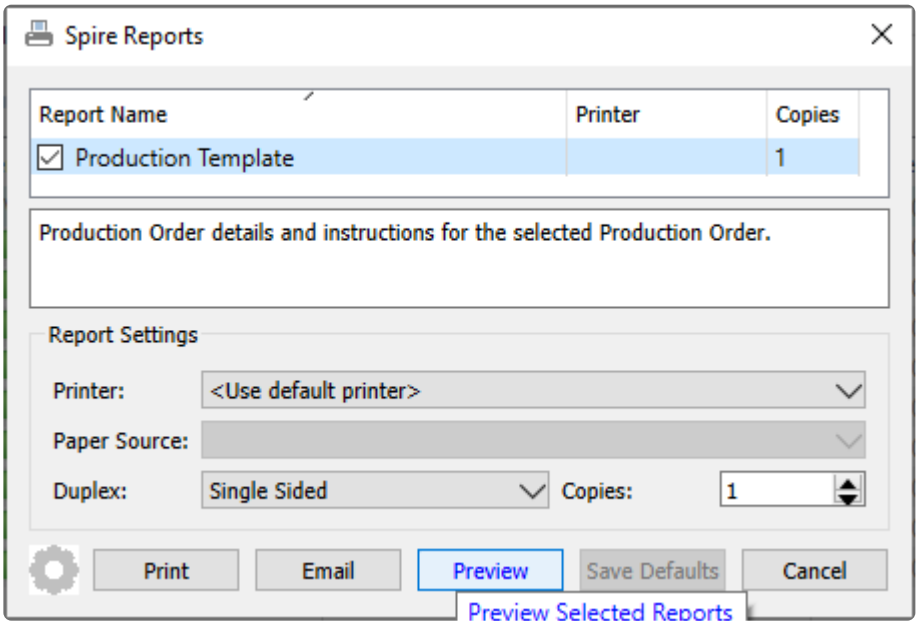
Each of these tabs have a reports toolbar button from where you can print specific reports based on orders, templates or history for this manufactured item.



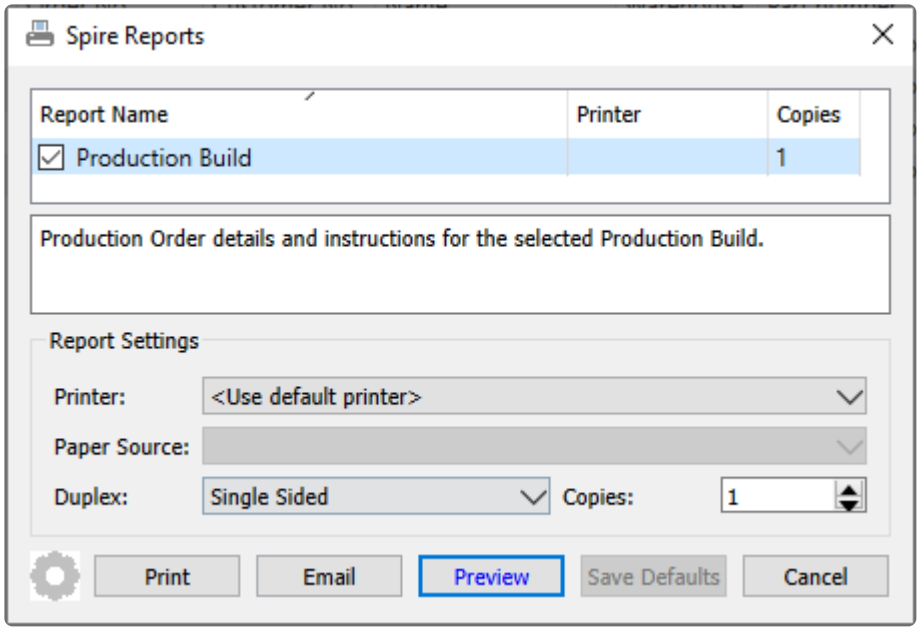
Materials Requirements by Inventory – Prints a list of component inventory items and the respective selected production orders they are found on. Required component quantities are totaled and indicated where stock is low or depleted.

Production Order – Prints the list of component items and their respective quantities and costs, required to build the specified quantity of the Manufactured inventory item.

Production Schedule – Prints the list of selected production orders, sorted and grouped by Required Date.



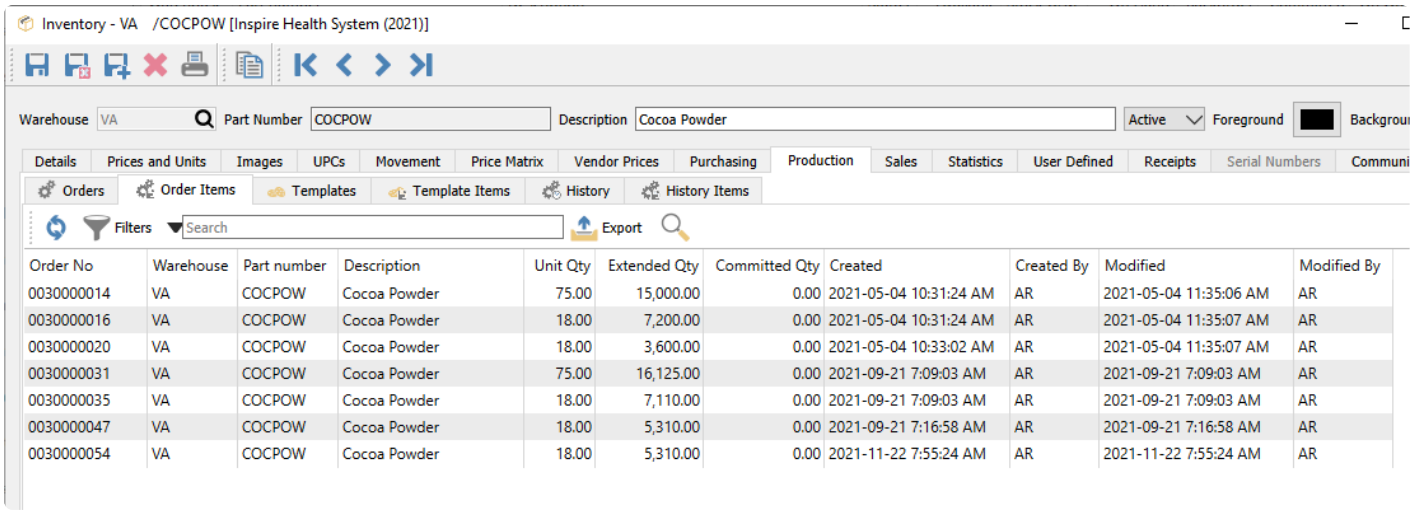
Production Template – Prints the list of component items and their respective quantities and costs, required to build the specified quantity of the Manufactured inventory item.



Production Build – Prints the list of component items and their respective quantities and costs, used to build the specified quantity of the Manufactured inventory item.

Items as Components

The Order Items, Template Items and History Items tabs are lists that display records where this item is a component item being consumed in the Production order.



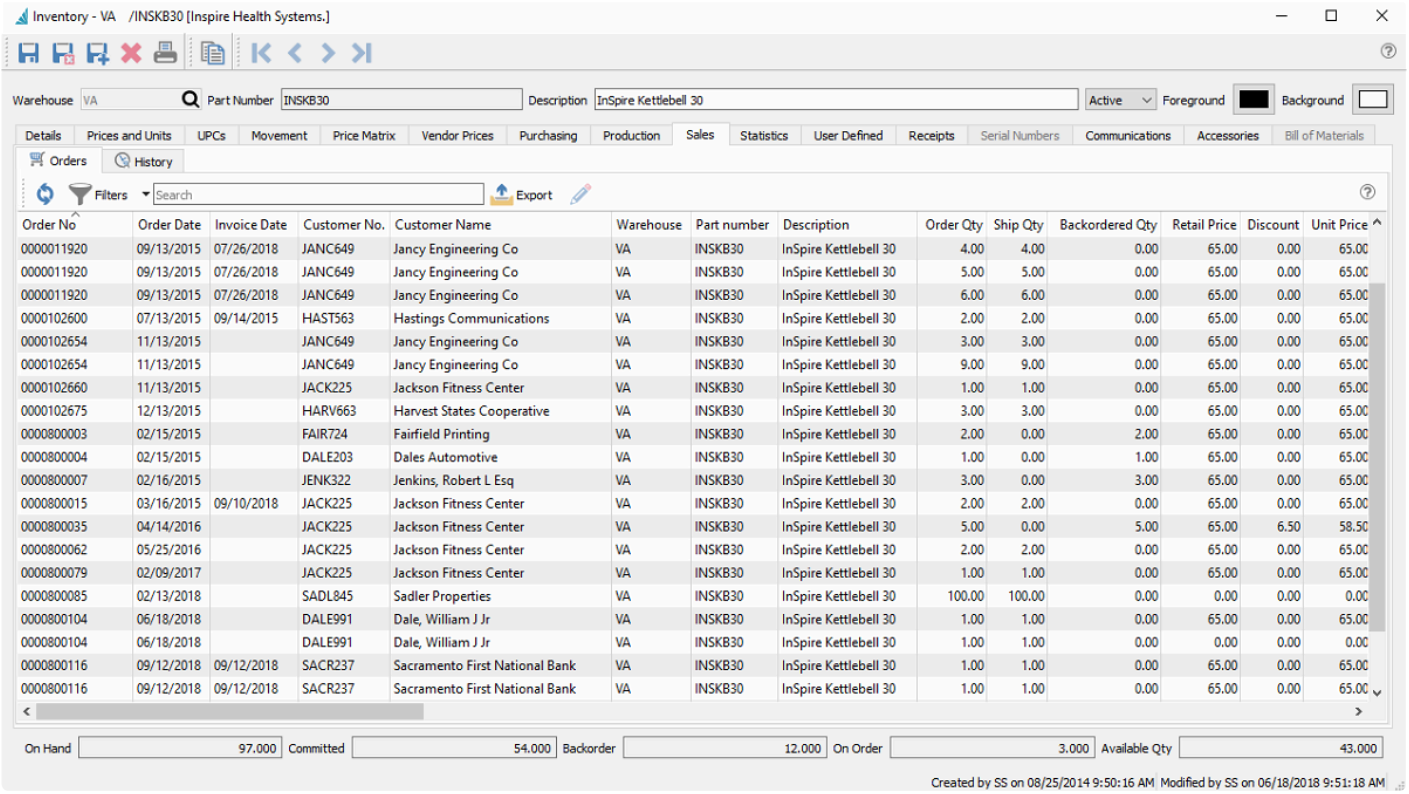
Order No	Warehouse	Part number	Description	Unit Qty	Extended Qty	Committed Qty	Created	Created By	Modified	Modified By
0030000014	VA	COCPOW	Cocoa Powder	75.00	15,000.00	0.00	2021-05-04 10:31:24 AM	AR	2021-05-04 11:35:06 AM	AR
0030000016	VA	COCPOW	Cocoa Powder	18.00	7,200.00	0.00	2021-05-04 10:31:24 AM	AR	2021-05-04 11:35:07 AM	AR
0030000020	VA	COCPOW	Cocoa Powder	18.00	3,600.00	0.00	2021-05-04 10:33:02 AM	AR	2021-05-04 11:35:07 AM	AR
0030000031	VA	COCPOW	Cocoa Powder	75.00	16,125.00	0.00	2021-09-21 7:09:03 AM	AR	2021-09-21 7:09:03 AM	AR
0030000035	VA	COCPOW	Cocoa Powder	18.00	7,110.00	0.00	2021-09-21 7:09:03 AM	AR	2021-09-21 7:09:03 AM	AR
0030000047	VA	COCPOW	Cocoa Powder	18.00	5,310.00	0.00	2021-09-21 7:16:58 AM	AR	2021-09-21 7:16:58 AM	AR
0030000054	VA	COCPOW	Cocoa Powder	18.00	5,310.00	0.00	2021-11-22 7:55:24 AM	AR	2021-11-22 7:55:24 AM	AR

On all sub-tabs, you can highlight a record in the grid and view the production order or template it belongs to. And from all tabs except the historical tabs, you can create new records, edit existing records, or perform other processing steps such as Building a production order or changing the Status or Phase.

Read the Production Manager manual topic for more information.

Sales

The Sales tab has two sub-tabs that display sales information for this item. The Orders tab has a list of all outstanding sales orders for this item, not yet closed to sales history. You can see at a glance how many are on each order, are they backordered, what the price is, when the order is expected, and the open, processed or shipped status of each order. You can view or edit any order and modify, process, ship and invoice the order from this screen.

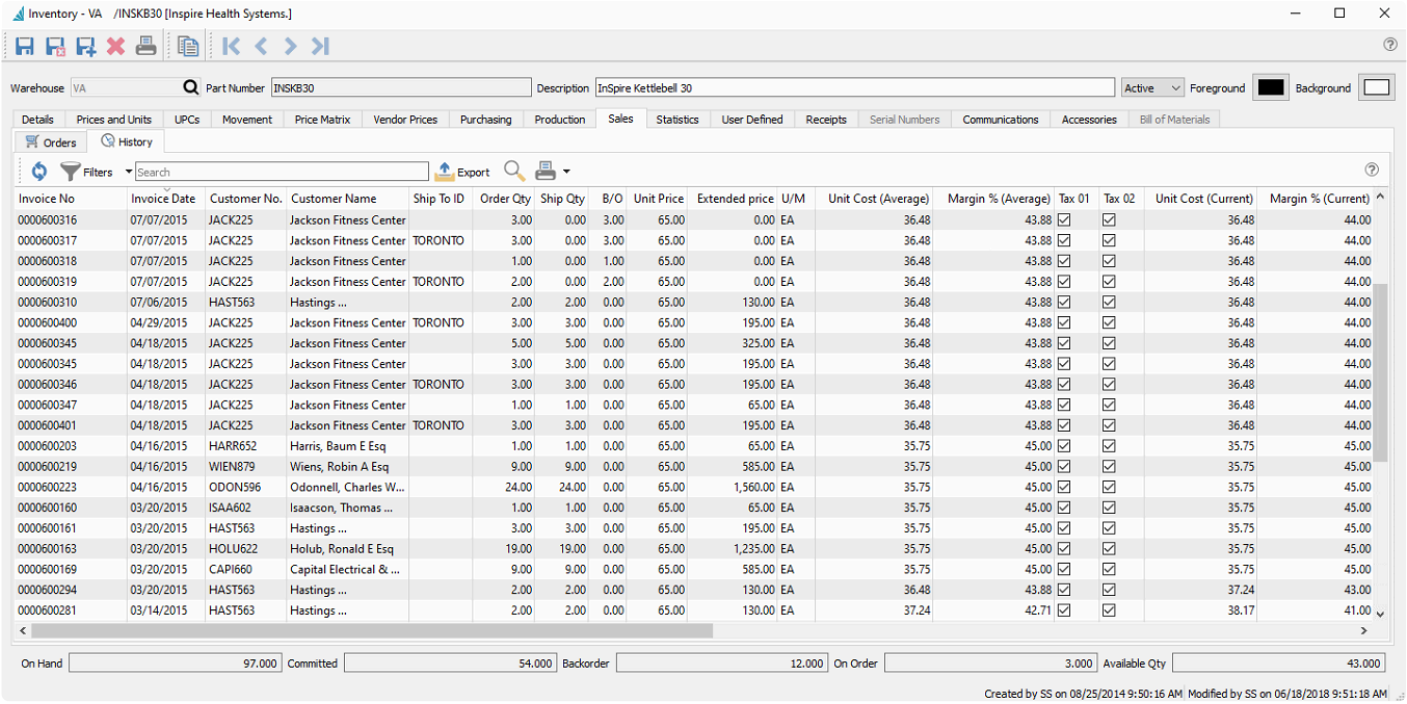


Order No	Order Date	Invoice Date	Customer No.	Customer Name	Warehouse	Part number	Description	Order Qty	Ship Qty	Backordered Qty	Retail Price	Discount	Unit Price
0000011920	09/13/2015	07/26/2018	JANC649	Jancy Engineering Co	VA	INSKB30	InSpire Kettlebell 30	4.00	4.00	0.00	65.00	0.00	65.00
0000011920	09/13/2015	07/26/2018	JANC649	Jancy Engineering Co	VA	INSKB30	InSpire Kettlebell 30	5.00	5.00	0.00	65.00	0.00	65.00
0000011920	09/13/2015	07/26/2018	JANC649	Jancy Engineering Co	VA	INSKB30	InSpire Kettlebell 30	6.00	6.00	0.00	65.00	0.00	65.00
0000102600	07/13/2015	09/14/2015	HAST563	Hastings Communications	VA	INSKB30	InSpire Kettlebell 30	2.00	2.00	0.00	65.00	0.00	65.00
0000102654	11/13/2015		JANC649	Jancy Engineering Co	VA	INSKB30	InSpire Kettlebell 30	3.00	3.00	0.00	65.00	0.00	65.00
0000102654	11/13/2015		JANC649	Jancy Engineering Co	VA	INSKB30	InSpire Kettlebell 30	9.00	9.00	0.00	65.00	0.00	65.00
0000102660	11/13/2015		JACK225	Jackson Fitness Center	VA	INSKB30	InSpire Kettlebell 30	1.00	1.00	0.00	65.00	0.00	65.00
0000102675	12/13/2015		HARV663	Harvest States Cooperative	VA	INSKB30	InSpire Kettlebell 30	3.00	3.00	0.00	65.00	0.00	65.00
0000800003	02/15/2015		FAIR724	Fairfield Printing	VA	INSKB30	InSpire Kettlebell 30	2.00	0.00	2.00	65.00	0.00	65.00
0000800004	02/15/2015		DALE203	Dales Automotive	VA	INSKB30	InSpire Kettlebell 30	1.00	0.00	1.00	65.00	0.00	65.00
0000800007	02/16/2015		JENK322	Jenkins, Robert L Esq	VA	INSKB30	InSpire Kettlebell 30	3.00	0.00	3.00	65.00	0.00	65.00
0000800015	03/16/2015	09/10/2018	JACK225	Jackson Fitness Center	VA	INSKB30	InSpire Kettlebell 30	2.00	2.00	0.00	65.00	0.00	65.00
0000800035	04/14/2016		JACK225	Jackson Fitness Center	VA	INSKB30	InSpire Kettlebell 30	5.00	0.00	5.00	65.00	6.50	58.50
0000800062	05/25/2016		JACK225	Jackson Fitness Center	VA	INSKB30	InSpire Kettlebell 30	2.00	2.00	0.00	65.00	0.00	65.00
0000800079	02/09/2017		JACK225	Jackson Fitness Center	VA	INSKB30	InSpire Kettlebell 30	1.00	1.00	0.00	65.00	0.00	65.00
0000800085	02/13/2018		SADL845	Sadler Properties	VA	INSKB30	InSpire Kettlebell 30	100.00	100.00	0.00	0.00	0.00	0.00
0000800104	06/18/2018		DALE991	Dale, William J Jr	VA	INSKB30	InSpire Kettlebell 30	1.00	1.00	0.00	65.00	0.00	65.00
0000800104	06/18/2018		DALE991	Dale, William J Jr	VA	INSKB30	InSpire Kettlebell 30	1.00	1.00	0.00	0.00	0.00	0.00
0000800116	09/12/2018	09/12/2018	SACR237	Sacramento First National Bank	VA	INSKB30	InSpire Kettlebell 30	1.00	1.00	0.00	65.00	0.00	65.00
0000800116	09/12/2018	09/12/2018	SACR237	Sacramento First National Bank	VA	INSKB30	InSpire Kettlebell 30	1.00	1.00	0.00	65.00	0.00	65.00

Read the Sales Orders manual topic for more information.

Sales History

The History tab has a list of all sales orders for this item that have been invoiced and closed to sales history. A filter can be set to list only those invoices you need to see, such as recent invoices or from a specific customer. You can view an invoice and see what was ordered, and also copy the invoice to create a new sales order, or create a credit note to reverse some or all of the invoice.



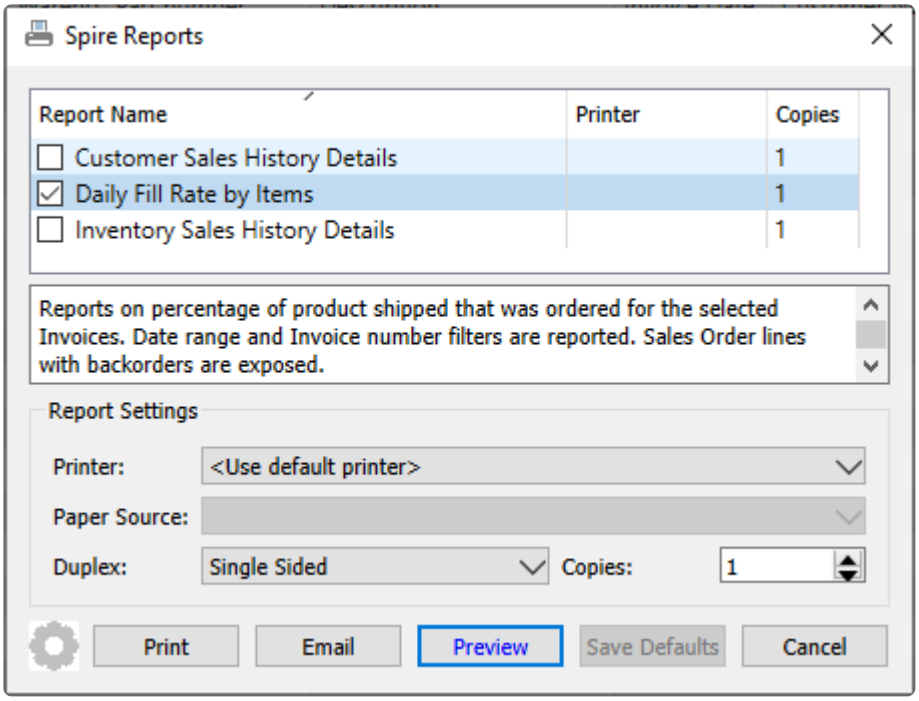
Invoice No	Invoice Date	Customer No.	Customer Name	Ship To ID	Order Qty	Ship Qty	B/O	Unit Price	Extended price	U/M	Unit Cost (Average)	Margin % (Average)	Tax 01	Tax 02	Unit Cost (Current)	Margin % (Current)
0000600316	07/07/2015	JACK225	Jackson Fitness Center		3.00	0.00	3.00	65.00	0.00	EA	36.48	43.88	☑	☑	36.48	44.00
0000600317	07/07/2015	JACK225	Jackson Fitness Center	TORONTO	3.00	0.00	3.00	65.00	0.00	EA	36.48	43.88	☑	☑	36.48	44.00
0000600318	07/07/2015	JACK225	Jackson Fitness Center		1.00	0.00	1.00	65.00	0.00	EA	36.48	43.88	☑	☑	36.48	44.00
0000600319	07/07/2015	JACK225	Jackson Fitness Center	TORONTO	2.00	0.00	2.00	65.00	0.00	EA	36.48	43.88	☑	☑	36.48	44.00
0000600310	07/06/2015	HAST563	Hastings ...		2.00	2.00	0.00	65.00	130.00	EA	36.48	43.88	☑	☑	36.48	44.00
0000600400	04/29/2015	JACK225	Jackson Fitness Center	TORONTO	3.00	3.00	0.00	65.00	195.00	EA	36.48	43.88	☑	☑	36.48	44.00
0000600345	04/18/2015	JACK225	Jackson Fitness Center		5.00	5.00	0.00	65.00	325.00	EA	36.48	43.88	☑	☑	36.48	44.00
0000600345	04/18/2015	JACK225	Jackson Fitness Center		3.00	3.00	0.00	65.00	195.00	EA	36.48	43.88	☑	☑	36.48	44.00
0000600346	04/18/2015	JACK225	Jackson Fitness Center	TORONTO	3.00	3.00	0.00	65.00	195.00	EA	36.48	43.88	☑	☑	36.48	44.00
0000600347	04/18/2015	JACK225	Jackson Fitness Center		1.00	1.00	0.00	65.00	65.00	EA	36.48	43.88	☑	☑	36.48	44.00
0000600401	04/18/2015	JACK225	Jackson Fitness Center	TORONTO	3.00	3.00	0.00	65.00	195.00	EA	36.48	43.88	☑	☑	36.48	44.00
0000600203	04/16/2015	HARR652	Harris, Baum E Esq		1.00	1.00	0.00	65.00	65.00	EA	35.75	45.00	☑	☑	35.75	45.00
0000600219	04/16/2015	WIEN879	Wiens, Robin A Esq		9.00	9.00	0.00	65.00	585.00	EA	35.75	45.00	☑	☑	35.75	45.00
0000600223	04/16/2015	ODON596	Odonnell, Charles W...		24.00	24.00	0.00	65.00	1,560.00	EA	35.75	45.00	☑	☑	35.75	45.00
0000600160	03/20/2015	ISAA602	Isaacson, Thomas ...		1.00	1.00	0.00	65.00	65.00	EA	35.75	45.00	☑	☑	35.75	45.00
0000600161	03/20/2015	HAST563	Hastings ...		3.00	3.00	0.00	65.00	195.00	EA	35.75	45.00	☑	☑	35.75	45.00
0000600163	03/20/2015	HOLU622	Holub, Ronald E Esq		19.00	19.00	0.00	65.00	1,235.00	EA	35.75	45.00	☑	☑	35.75	45.00
0000600169	03/20/2015	CAPI660	Capital Electrical & ...		9.00	9.00	0.00	65.00	585.00	EA	35.75	45.00	☑	☑	35.75	45.00
0000600294	03/20/2015	HAST563	Hastings ...		2.00	2.00	0.00	65.00	130.00	EA	36.48	43.88	☑	☑	37.24	43.00
0000600281	03/14/2015	HAST563	Hastings ...		2.00	2.00	0.00	65.00	130.00	EA	37.24	42.71	☑	☑	38.17	41.00

If user security settings allow, you can also click the edit button to allow correction of non-financial information on posted invoices such as the PO number, salesperson, ship method or address.

You can also view the GL transaction that was created when this invoice was posted, or anything else possible as if you opened this invoice from the Sales History module.

Reports

The standard Sales History detail reports are available to print from this screen, for all or selected records, which will be limited to this item.



Customer Sales History Details – Prints a list of sales for this item, grouped and sub-totaled by customer, salesperson and territory.

Daily Fill Rate by Items – Prints a list of sales for selected items, grouped and sub-totaled by day, with the total number of items ordered, backordered and shipped to indicate the percentage of order quantity being fully shipped.

Inventory Sales History Details – Prints a list of sales for this item, grouped and sub-totaled by product code and warehouse.

Statistics

From this screen, a summary of sales invoices by fiscal period and year is displayed for every period that has at least one invoice posted, sorted with the most recent period at the top. You can see the totals sold for each month, along with gross profit, sales margin, and average selling price and cost of sales.

Inventory - VA /INSPOME3-100 [Inspire Health System (2021)]

Warehouse VA Part Number INSPOME3-100 Description Inspire Omega 3 Supplement (100 cap)

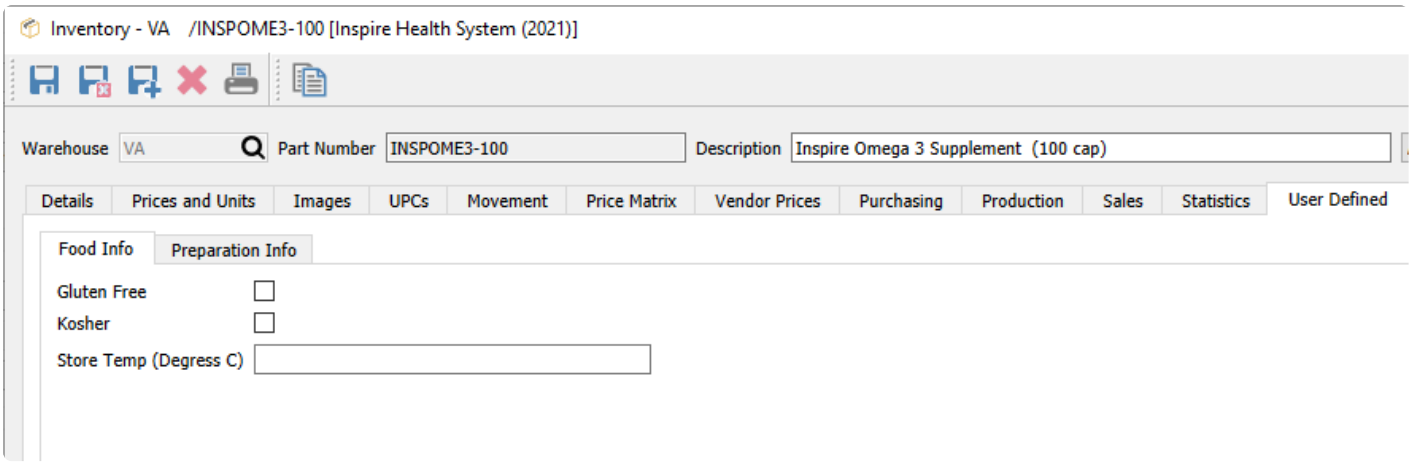
Details | Prices and Units | Images | UPCs | Movement | Price Matrix | Vendor Prices | Purchasing | Production | Sales | Statistics | User Defined

Year End	Period	Period Ended	Qty Sold	Total Sell	Total Cost	Gross Profit	Margin %	Average Sell	Average Cost	UOM
2022-12-31	5	2022-05-31	1.000	39.000	20.000	19.000	48.72	39.00	20.00	EA
2021-12-31	12	2021-12-31	3.000	134.640	80.060	54.580	40.54	44.88	26.69	EA
2021-12-31	11	2021-11-30	10.000	448.800	266.870	181.930	40.54	44.88	26.69	EA
2021-12-31	9	2021-09-30	14.000	628.320	373.620	254.700	40.54	44.88	26.69	EA
2021-12-31	8	2021-08-31	5.000	195.000	133.440	61.560	31.57	39.00	26.69	EA
2021-12-31	7	2021-07-31	1.000	44.880	26.690	18.190	40.53	44.88	26.69	EA
2021-12-31	6	2021-06-30	1.000	44.880	26.690	18.190	40.53	44.88	26.69	EA
2021-12-31	5	2021-05-31	23.000	1,032.240	583.880	448.360	43.44	44.88	25.39	EA
2021-12-31	4	2021-04-30	54.000	2,423.520	1,381.250	1,042.270	43.01	44.88	25.58	EA
2021-12-31	3	2021-03-31	27.000	1,211.760	703.220	508.540	41.97	44.88	26.05	EA
2021-12-31	1	2021-01-31	5.000	224.400	125.560	98.840	44.05	44.88	25.11	EA
2020-12-31	12	2020-12-31	3.000	134.640	75.340	59.300	44.04	44.88	25.11	EA
2020-12-31	9	2020-09-30	3.000	134.640	75.330	59.310	44.05	44.88	25.11	EA
2020-12-31	7	2020-07-31	3.000	134.640	75.340	59.300	44.04	44.88	25.11	EA
2020-12-31	6	2020-06-30	1.000	44.880	25.110	19.770	44.05	44.88	25.11	EA
2020-12-31	5	2020-05-31	9.000	403.920	226.010	177.910	44.05	44.88	25.11	EA
2020-12-31	4	2020-04-30	16.000	718.080	401.800	316.280	44.05	44.88	25.11	EA
2020-12-31	3	2020-03-31	16.000	718.080	401.790	316.290	44.05	44.88	25.11	EA
2020-12-31	2	2020-02-29	4.000	179.520	100.450	79.070	44.05	44.88	25.11	EA
2020-12-31	1	2020-01-31	60.000	2,692.800	1,506.710	1,186.090	44.05	44.88	25.11	EA

Statistics only display for the 3 open fiscal years, and not for any fiscal years prior to these. If a fiscal period does not have any sales of this item, that period will not be listed, rather than show a row of all zeroes. And this list is strictly for statistical display, without the ability to edit or drill-down.

User Defined

From this tab, you can enter information into user defined fields (UDF) that you specify, to store data where fields in Spire have not already been created. The UDF configuration for fields and tabs is available for all inventory items.

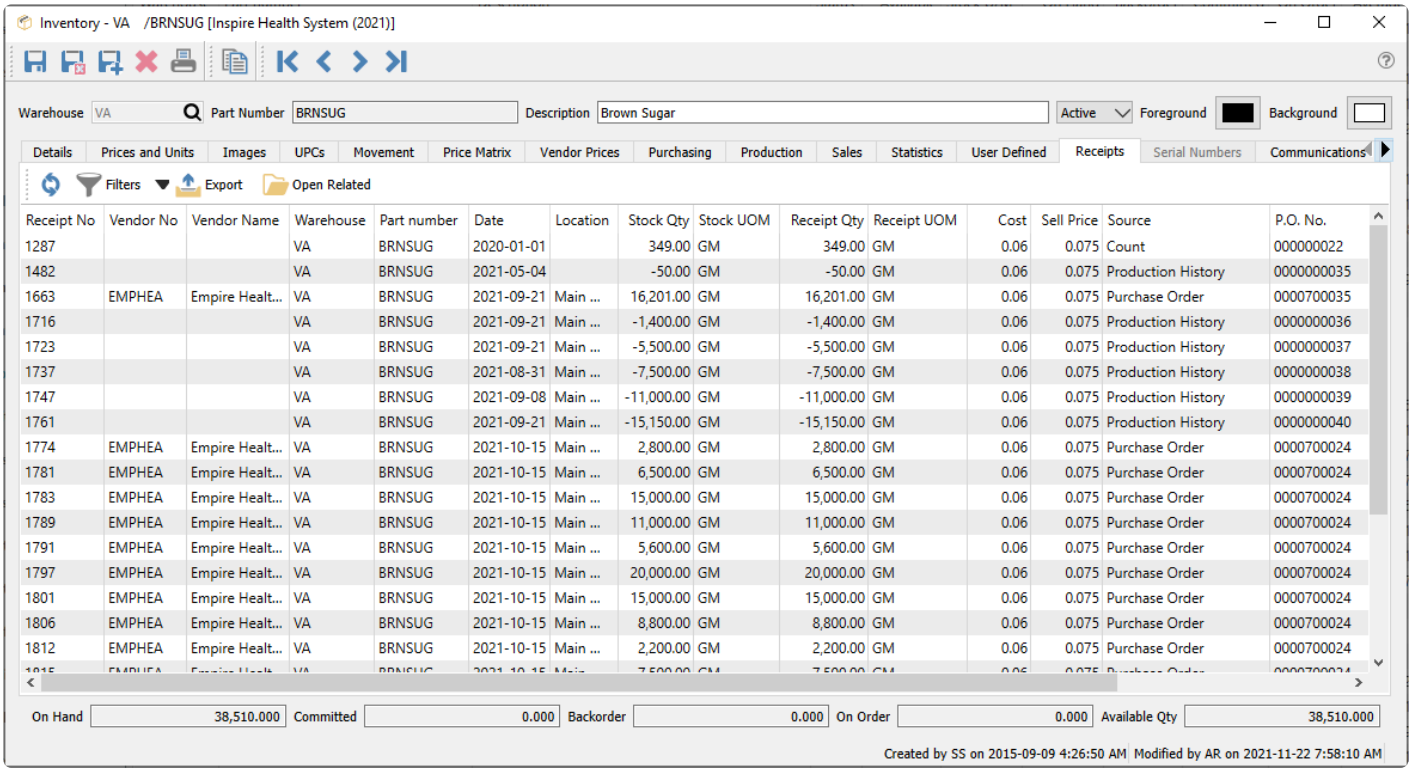


If a user security setting allows, you can change the UDF structure to edit, add and delete different types of fields one one or more tabs you determine.

Read the User Defined Fields manual topic for more information.

Receipts

Similar to the Movement tab, the Receipts tab displays transactions for this item from various sources such as Purchase Order receipts, Inventory adjustments, counts, Sales returns and more. Unlike the Movement tab, only transactions that increase the quantity on hand are listed, therefore other transactions such as shipped invoices or purchase returns are not displayed.



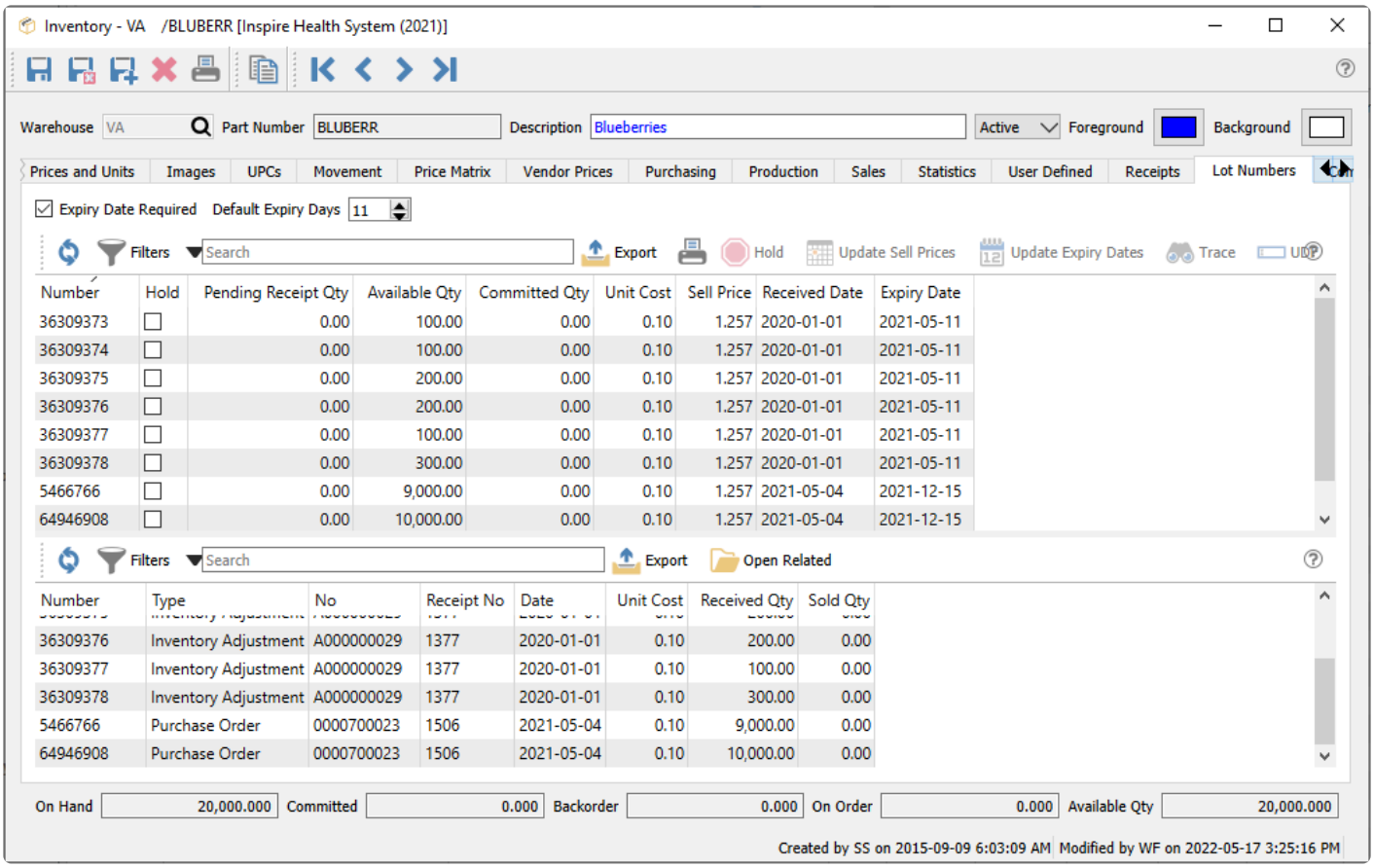
Receipt No	Vendor No	Vendor Name	Warehouse	Part number	Date	Location	Stock Qty	Stock UOM	Receipt Qty	Receipt UOM	Cost	Sell Price	Source	P.O. No.
1287			VA	BRNSUG	2020-01-01		349.00	GM	349.00	GM	0.06	0.075	Count	000000022
1482			VA	BRNSUG	2021-05-04		-50.00	GM	-50.00	GM	0.06	0.075	Production History	0000000035
1663	EMPHEA	Empire Healt...	VA	BRNSUG	2021-09-21	Main ...	16,201.00	GM	16,201.00	GM	0.06	0.075	Purchase Order	0000700035
1716			VA	BRNSUG	2021-09-21	Main ...	-1,400.00	GM	-1,400.00	GM	0.06	0.075	Production History	0000000036
1723			VA	BRNSUG	2021-09-21	Main ...	-5,500.00	GM	-5,500.00	GM	0.06	0.075	Production History	0000000037
1737			VA	BRNSUG	2021-08-31	Main ...	-7,500.00	GM	-7,500.00	GM	0.06	0.075	Production History	0000000038
1747			VA	BRNSUG	2021-09-08	Main ...	-11,000.00	GM	-11,000.00	GM	0.06	0.075	Production History	0000000039
1761			VA	BRNSUG	2021-09-21	Main ...	-15,150.00	GM	-15,150.00	GM	0.06	0.075	Production History	0000000040
1774	EMPHEA	Empire Healt...	VA	BRNSUG	2021-10-15	Main ...	2,800.00	GM	2,800.00	GM	0.06	0.075	Purchase Order	0000700024
1781	EMPHEA	Empire Healt...	VA	BRNSUG	2021-10-15	Main ...	6,500.00	GM	6,500.00	GM	0.06	0.075	Purchase Order	0000700024
1783	EMPHEA	Empire Healt...	VA	BRNSUG	2021-10-15	Main ...	15,000.00	GM	15,000.00	GM	0.06	0.075	Purchase Order	0000700024
1789	EMPHEA	Empire Healt...	VA	BRNSUG	2021-10-15	Main ...	11,000.00	GM	11,000.00	GM	0.06	0.075	Purchase Order	0000700024
1791	EMPHEA	Empire Healt...	VA	BRNSUG	2021-10-15	Main ...	5,600.00	GM	5,600.00	GM	0.06	0.075	Purchase Order	0000700024
1797	EMPHEA	Empire Healt...	VA	BRNSUG	2021-10-15	Main ...	20,000.00	GM	20,000.00	GM	0.06	0.075	Purchase Order	0000700024
1801	EMPHEA	Empire Healt...	VA	BRNSUG	2021-10-15	Main ...	15,000.00	GM	15,000.00	GM	0.06	0.075	Purchase Order	0000700024
1806	EMPHEA	Empire Healt...	VA	BRNSUG	2021-10-15	Main ...	8,800.00	GM	8,800.00	GM	0.06	0.075	Purchase Order	0000700024
1812	EMPHEA	Empire Healt...	VA	BRNSUG	2021-10-15	Main ...	2,200.00	GM	2,200.00	GM	0.06	0.075	Purchase Order	0000700024

All source transactions can be opened in a separate window for investigation.

If the Cost Method in Company Settings is configured as FIFO, then an additional Remaining column will be revealed on this tab, to show the quantity from this receipt of good that has not yet been sold. The receipt with the oldest non-zero Remaining quantity will be used to determine the sale FIFO cost. Every time this item is invoiced on a sales order, the oldest receipt will have the Remaining quantity reduced by the sale quantity.

Lot Numbers

If the inventory item type is specified as Lot Numbered, an additional Lot Numbers tab is available to display the lot numbers assigned to quantity on hand and historical transactions. You also have the ability to trace through transactions related to a specific lot to see where it was sold or produced.



The Lot Numbers screen is divided into two sections, which can be resized by dragging the splitter bar between them. The top section lists all quantity on hand and their respective lot number and related information. The bottom section lists the dispositions of a highlighted lot number to see related transactions.

Lot number list

In addition to the standard toolbar buttons such as Filters or reports, there are some key processes related to lot numbers.

- **Expiry Date Required** – When receiving or producing this item and a lot number is being assigned, you will be prevented saving until an expiry date is entered the lot. This is useful to ensure that all lots have expiry dates when necessary.
- **Default Expiry Days** – When receiving or producing this item and a lot number is being assigned, the expiry date for the lot will be calculated from this number of days after the receipt date. The expiry date can be modified as required, as this is just a default date determination.

- **Hold** – Highlight one or more lot numbers and toggle the Hold button to mark the hold status on each lot. This prevents these lot numbers from being selected on sales orders, adjustment reductions, stock transfers or production order consumption.
- **Update Sell Prices** – Highlight one or more lot numbers and click the button to enter a new Sell price to apply. Choosing this lot on a sales order will adjust the Unit Price of the item.
- **Update Expiry Dates** – Highlight one or more lot numbers and click the button to enter a new expiry date to apply. This is used not only for information purposes but also may change automatic lot selection if done by expiry date.
- **Trace** – Highlight one or more lot numbers and click the button to open a Trace window for each lot. This trace window is more powerful than the disposition grid display at the bottom, as it can go through multiple levels of production components to locate all related transactions, where the grid only displays the top level transactions that use the lot number.
- **UDF** – If user defined fields (UDFs) are configured for lot numbers, they can be entered here.

Lot number grid:

- **Number** – The unique lot number. When selling or consuming this item, lots may automatically be selected based on the first alpha-numeric lot number.
- **Hold** – The on hold status, identifying that these lot numbers are not available for transaction entry.
- **Pending Receipt Qty** – Quantity on a receipt or adjustment transaction that is entered but not yet posted.
- **Available Qty** – How many of the lot are still available to sell or use for production.
- **Committed Qty** – How many from this lot number have been shipped from sales orders or consumed on production orders.
- **Unit Cost** – The unit cost of the item for this lot number when it was purchased or produced.
- **Sell Price** – The unit price of the item for this lot number when it is sold to a customer, which is independently maintained from the unit price levels on the item. If the sales order is shipping the item across multiple lots with different prices, the unit price from the last lot is used for the order.
- **Received Date** – Date the items for this lot was received. If this field is blank then the transaction with this lot has not yet been posted and is pending. When selling or consuming this item, lots may automatically be selected based on the oldest received date.
- **Expiry Date** – Tracks the expiration or best before date for each lot. When selling or consuming this item, lots may automatically be selected based on the oldest expiry date.

Lot number transactions

You can highlight one or more lot numbers and see dispositions in this lower grid.

- **Number** – The lot number associated with the transaction.
- **Type** – Type of movement. There are many different types of transactions that create or deplete lot-numbered items.
- **No** – The document number from the transaction.
- **Receipt No** – A unique internal number from the transaction that added qty on hand for the item, which could be from a PO receipt but could also have come from many other transaction types. If it is blank, then the transaction is either pending and not posted, or a transaction that sold or consumed

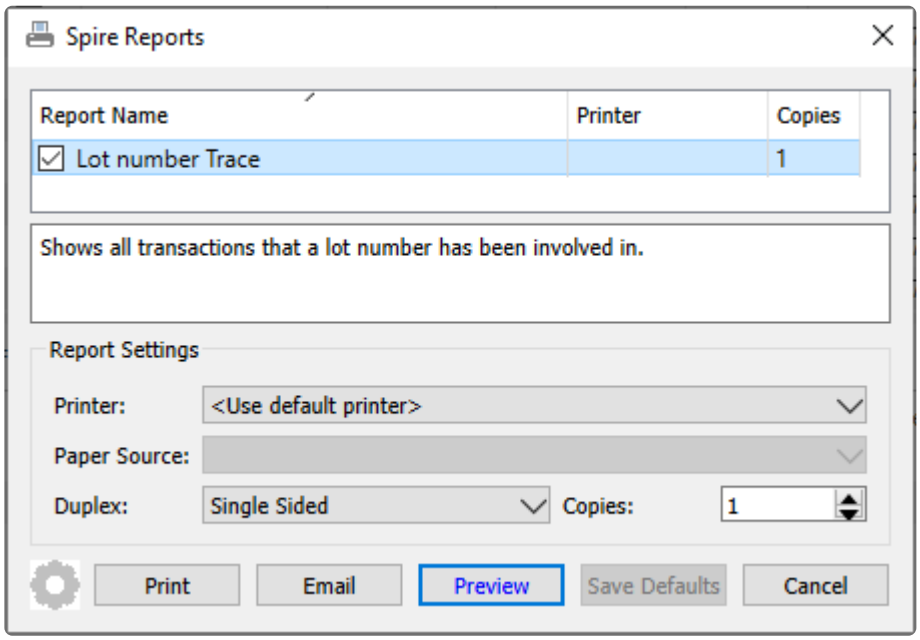
the lot.

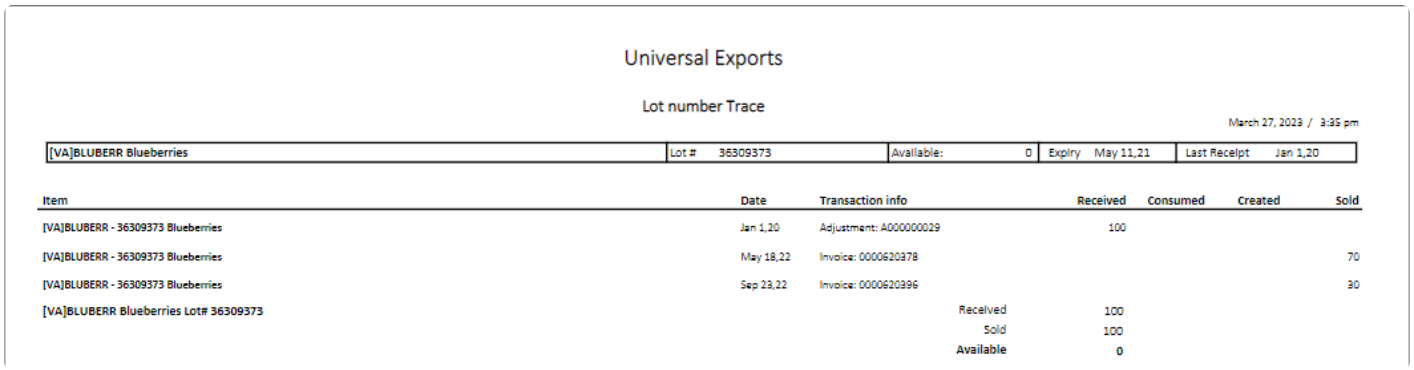
- **Date** – Date of the transaction.
- **Unit Cost** – Unit cost of the item on the transaction. It will be zero for pending or depleting-type transactions.
- **Received Qty** – The net movement quantity of the transaction. It could be negative for inventory adjustments or transfers or consumed in production orders, or zero for Invoices.
- **Sales Qty** – The quantity of items sold on an Invoice. This will be zero for other transaction types.

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.

Report

When you highlight a specific lot number, you can print the Lot Number Trace report, which will output the same information as the Trace button.





Universal Exports

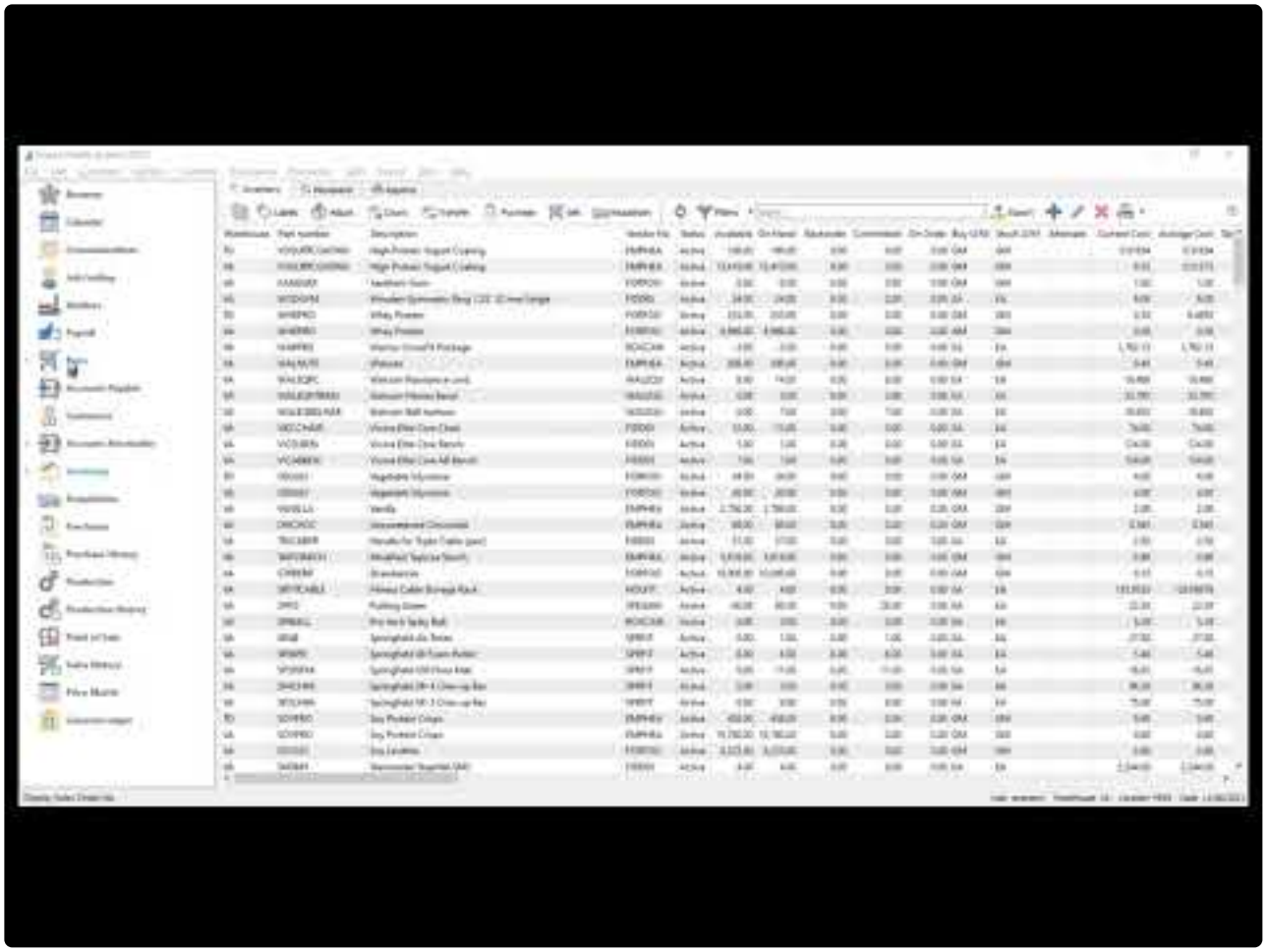
Lot number Trace

March 27, 2023 / 3:35 pm

[VA]BLUBERR Blueberries	Lot # 36309373	Available: 0	Expiry May 11,21	Last Receipt Jan 1,20

Item	Date	Transaction info	Received	Consumed	Created	Sold
[VA]BLUBERR - 36309373 Blueberries	Jan 1,20	Adjustment: A000000029	100			
[VA]BLUBERR - 36309373 Blueberries	May 18,22	Invoice: 0000620378				70
[VA]BLUBERR - 36309373 Blueberries	Sep 23,22	Invoice: 0000620396				30
[VA]BLUBERR Blueberries Lot# 36309373		Received	100			
		Sold	100			
		Available	0			

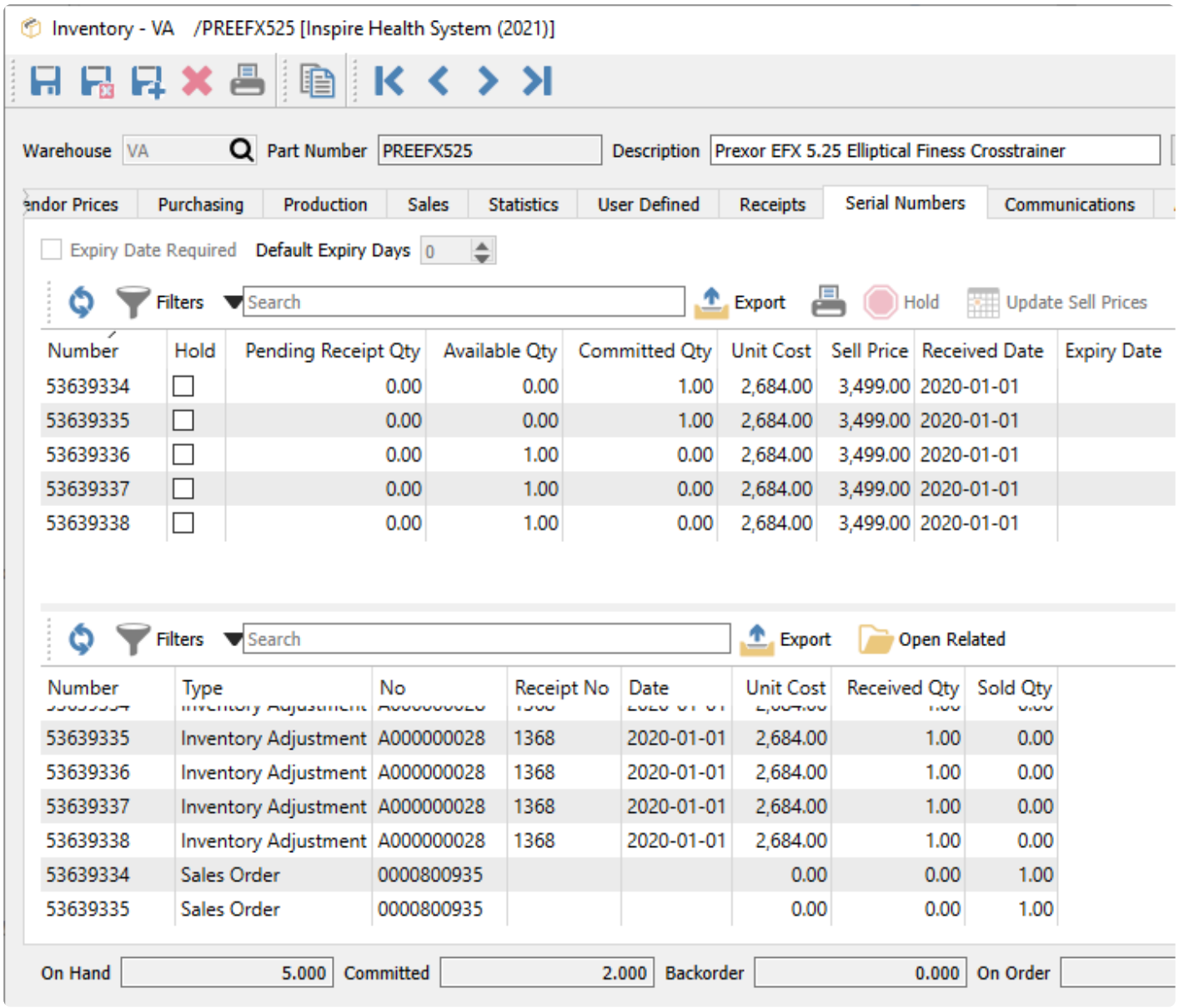
Video Instruction



https://www.youtube.com/embed/PRXj5oqeAxg?rel=0

Serial Numbers

If the inventory item type is specified as Serialized, an additional Serial Numbers tab is available to display the serial numbers assigned to quantity on hand and historical transactions. You also can see transactions related to specific serial numbers.



The Serial Numbers screen is divided into two sections, which can be resized by dragging the splitter bar between them. The top section lists all quantity on hand and each serial number and related information. The bottom section lists the dispositions of a highlighted serial number to see related transactions.

Serial number list

In addition to the standard toolbar buttons such as Filters or reports, there are some key processes related to serial numbers.

- **Hold** – Highlight one or more serial numbers and toggle the Hold button to mark the hold status on each number. This prevents these serial numbers from being selected on sales orders, adjustment reductions, stock transfers or production order consumption.
- **Update Sell Prices** – Highlight one or more serial numbers and click the button to enter a new Sell price to apply. Choosing this serial number on a sales order will adjust the Unit Price of the item.
- **UDF** – If user defined fields (UDFs) are configured for serial numbers, they can be entered here.

Serial number grid:

- **Number** – The serial number, which must be unique across all items.
- **Hold** – The on hold status, identifying that these serial numbers are not available for transaction entry.
- **Pending Receipt Qty** – Quantity on a receipt or adjustment transaction that is entered but not yet posted.
- **Available Qty** – If this is one then it is still available to sell or use for production. If zero then it is not.
- **Committed Qty** – If this is one then it has been sold or used for production. If zero then it has not.
- **Unit Cost** – The unit cost of the item for this serial number when it was purchased or produced.
- **Sell Price** – The unit price of the item for this serial number when it is sold to a customer, which is independently maintained from the unit price levels on the item.
- **Received Date** – Date the items for this serial number was received. If this field is blank then the transaction with this serial number has not yet been posted and is still pending.
- **Expiry Date** – Not used for serial numbers.

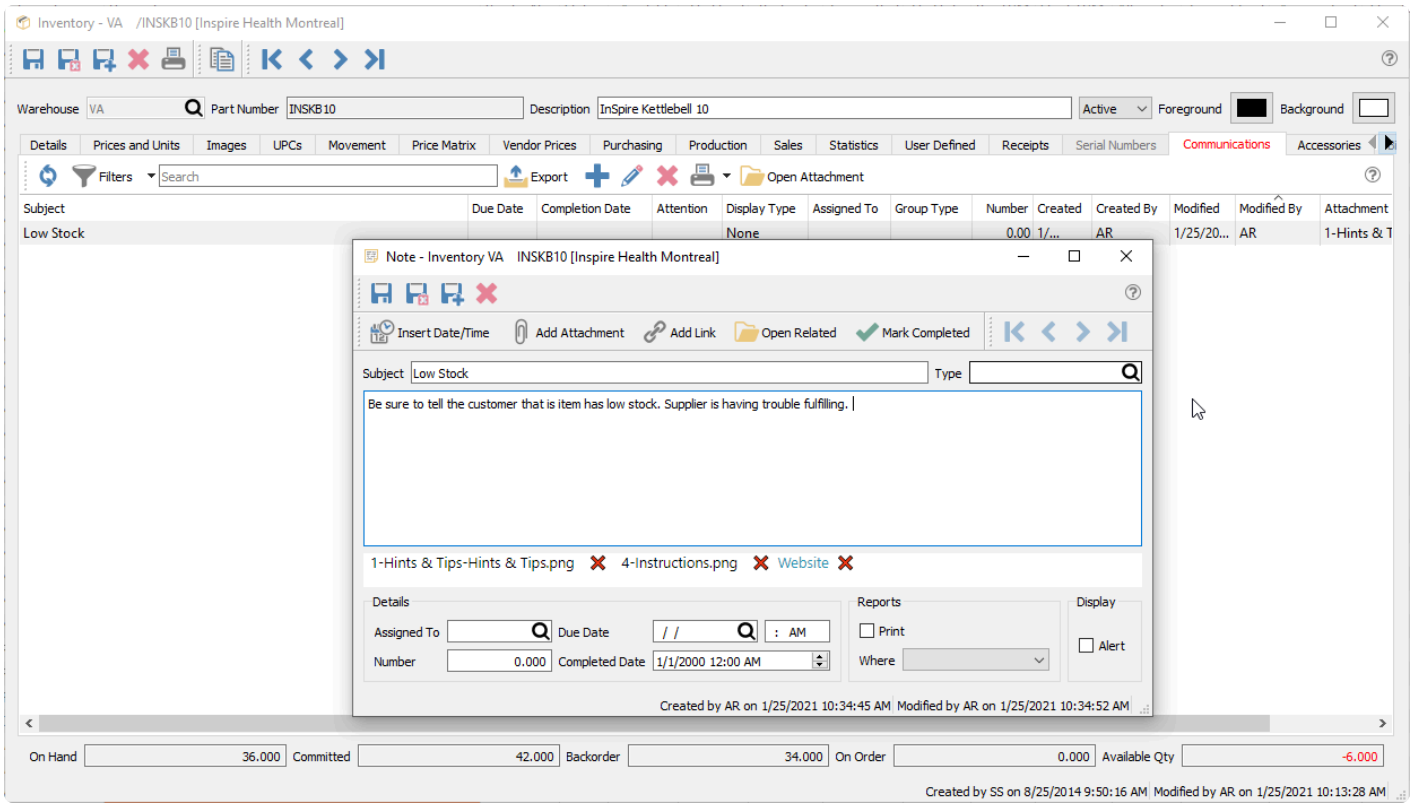
Serial number transactions

You can highlight one or more serial numbers and see dispositions in this lower grid.

- **Number** – The serial number associated with the transaction.
- **Type** – Type of movement. There are many different types of transactions that create or deplete serial-numbered items.
- **No** – The document number from the transaction.
- **Receipt No** – A unique internal number from the transaction that added qty on hand for the item, which could be from a PO receipt but could also have come from many other transaction types. If it is blank, then the transaction is either pending and not posted, or a transaction that sold or used the serial number.
- **Date** – Date of the transaction.
- **Unit Cost** – Unit cost of the item on the transaction. It will be zero for pending or depleting-type transactions.
- **Received Qty** – The net movement quantity of the transaction. It could be negative for inventory adjustments or transfers or consumed in production orders, or zero for Invoices.
- **Sales Qty** – The quantity of items sold on an Invoice. This will be zero for other transaction types.

Communications & Attachments

The communications tab allows storing notes in items, assigned to a particular user for follow up on a specified date, including file attachments or links to web URLs, and give an alert when it is chosen on transactions.



Notes can be added to inventory items for various reasons. If the alert flag is set in the Display section, this note will pop up when adding the item to a sales or purchase 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, until such time that the task on the note is completed.

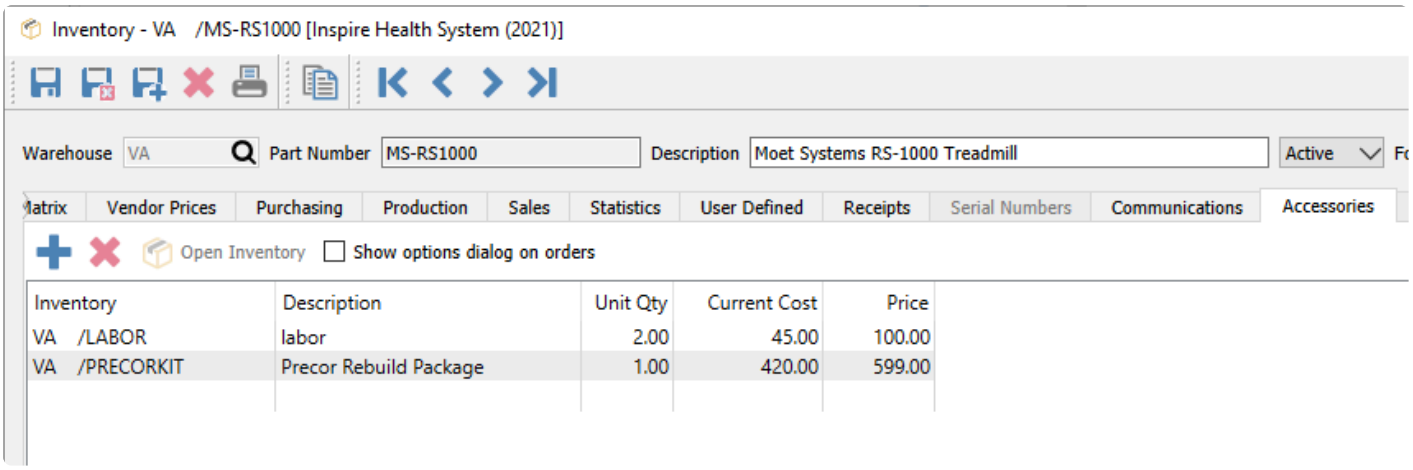
Any number of attachments can be added to an item. Once attached, you can open one simply by double clicking the attachment name or single clicking a link name, and it will open in the default viewer for that type of file or link. The Open Attachment button will load the first listed attachment or link if multiple are defined. In this example the 'Hints and Tips' image will be loaded in the default picture viewer, as it is listed first.

This note can also be included on any report. Many of Spire's stock reports have a sub report on them, hidden but can be unsuppressed by using Crystal Reports to edit them. Your Spire partner can assist to have them print if required.

Read the Communications manual topic for more information.

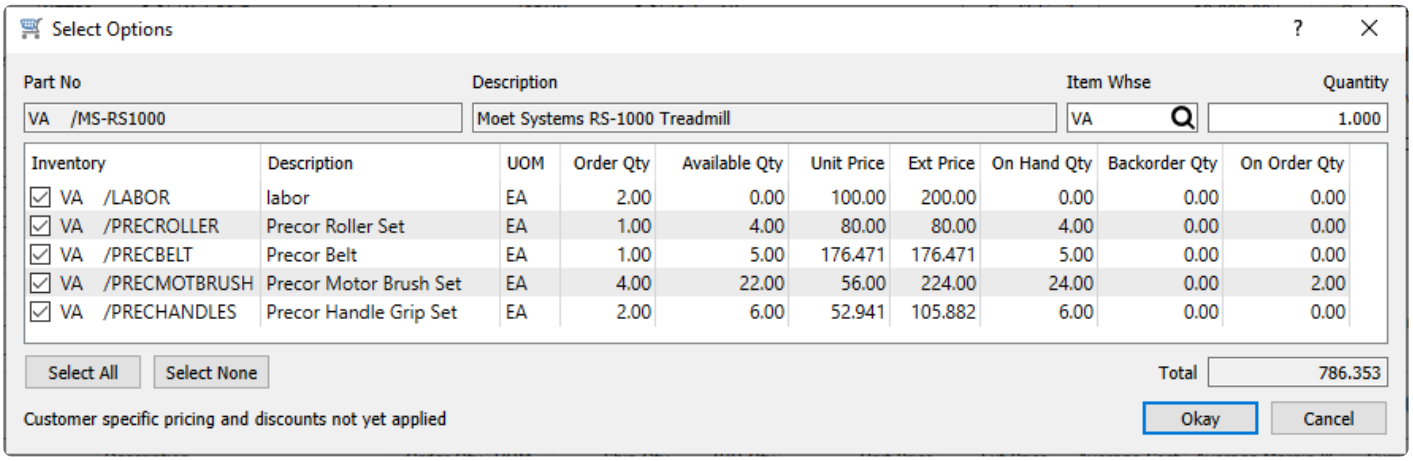
Accessories

Accessories are additional items that are included with this item when added to a sales order. Any number of accessories can be defined for an item.



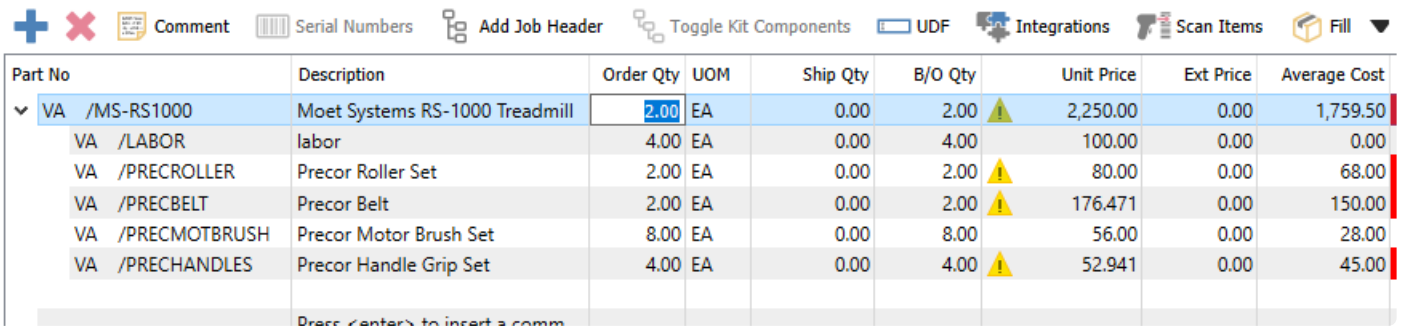
From the Accessories tab, you can add or remove items for inclusion as order accessories, and open a highlighted item in a separate window for investigation or editing. Any item can be added, including those that have components or accessories assigned, thereby having multiple nested levels of items on an order. In the example above, the PRECORKIT item is a Macro item that will be replaced by multiple component items when added to a sales order. Also, non-inventory items may be included as accessories.

Show options dialog on order – Enable this option to open a screen when this item is added to a sales order to allow you to pick and choose which accessories will also be included, or modify accessory order quantities. Disable this option to automatically include all accessories on the order, which can later be modified in the details grid if desired.

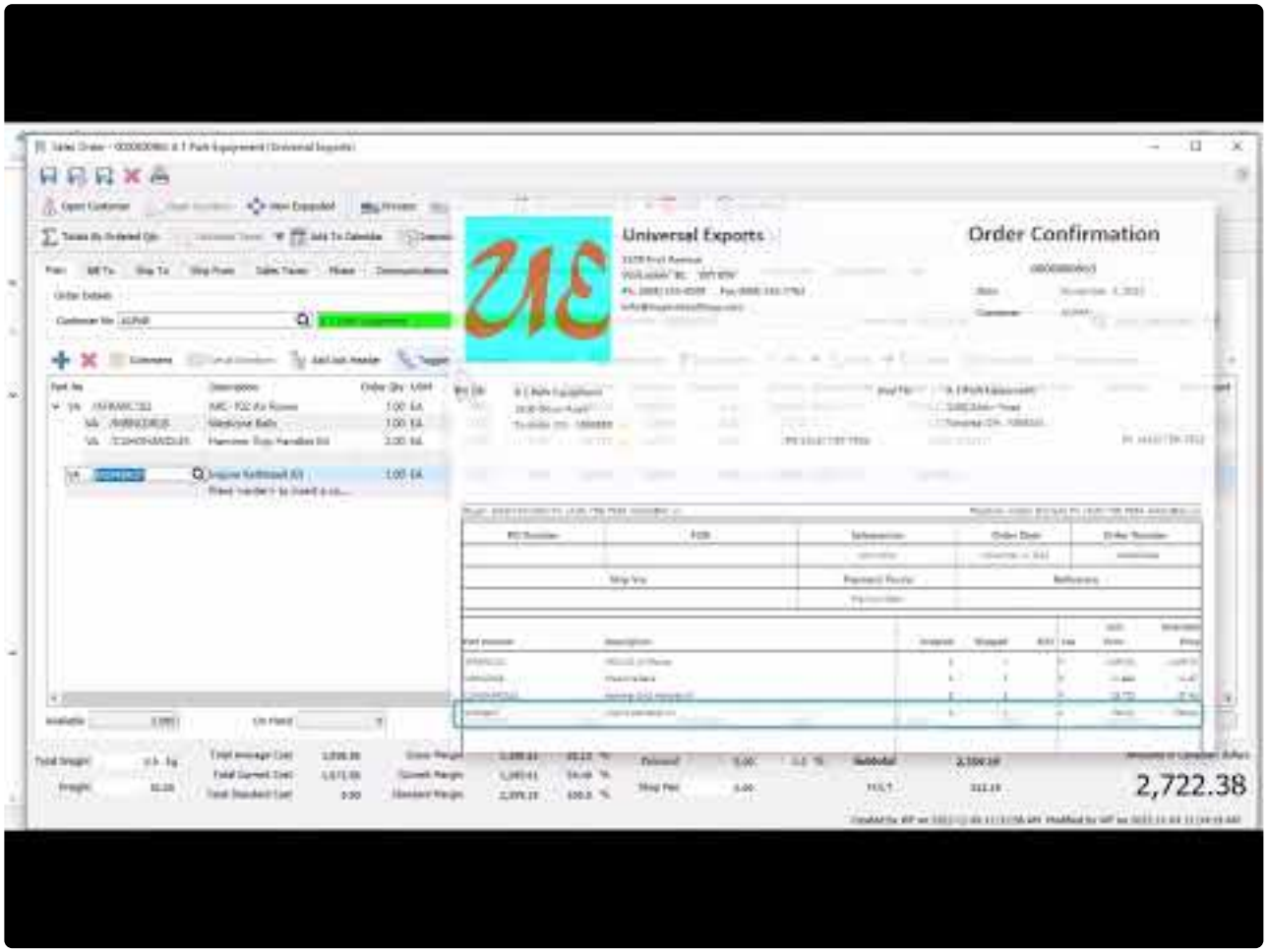


Accessories displayed as nested items on orders, beneath the item they are associated with, and can be suppressed from view by clicking the arrowhead next to the main item number. Overall quantities of accessories are initially controlled by the main item, and if you change the Order Qty to something other than one, this new value will be multiplied with each accessory setup quantity, to calculate the accessory

order quantities. Accessories on orders have independent prices and costs and can be modified as required.



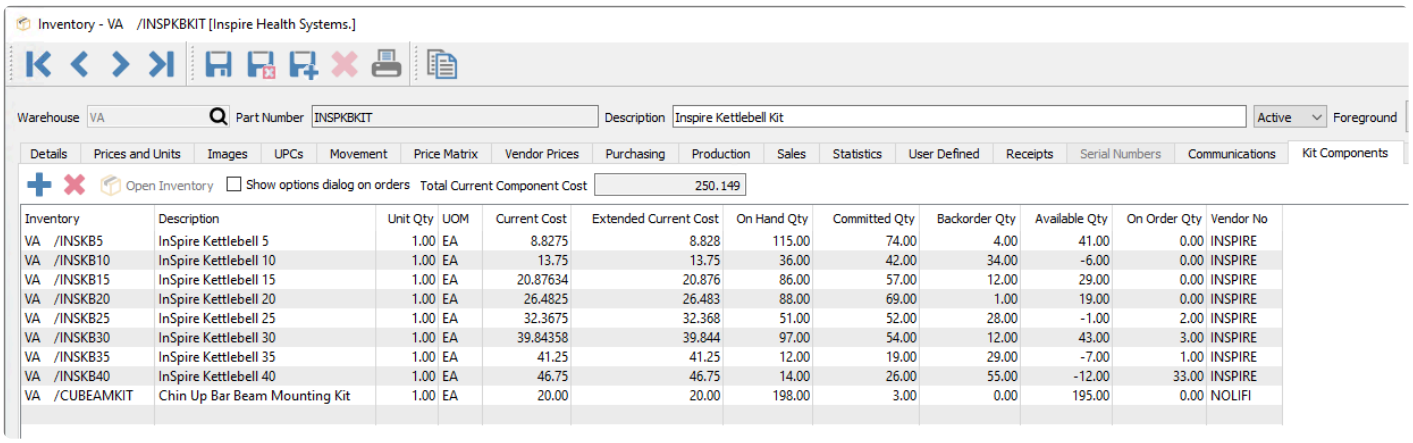
Video Instruction – Accessories, Kits and Macros



https://www.youtube.com/embed/j7PXtV9h12g?rel=0

Kit Components

A kit is a collection of items represented by a master part number used for selection on sales orders. Kitted items have no assembly process, as there is for 'Manufactured' items. If the inventory item type is specified as Kitted, an additional Kit Components tab is available to display or update the items list.



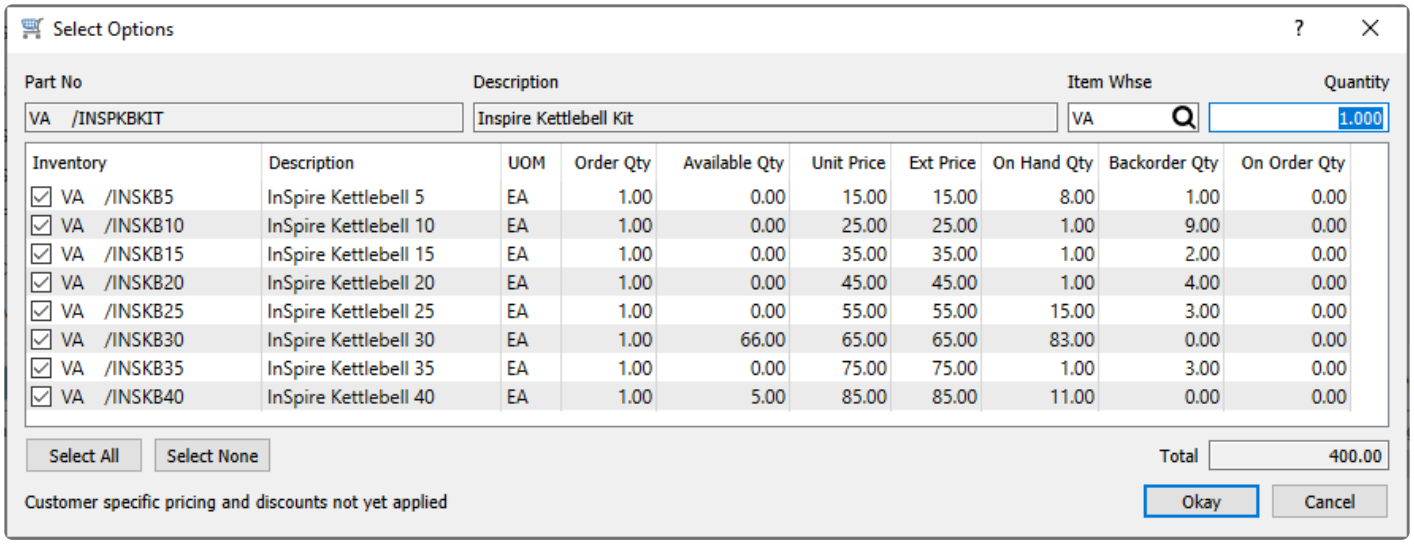
Inventory	Description	Unit Qty	UOM	Current Cost	Extended Current Cost	On Hand Qty	Committed Qty	Backorder Qty	Available Qty	On Order Qty	Vendor No
VA /INSKB5	InSpire Kettlebell 5	1.00	EA	8.8275	8.828	115.00	74.00	4.00	41.00	0.00	INSPIRE
VA /INSKB10	InSpire Kettlebell 10	1.00	EA	13.75	13.75	36.00	42.00	34.00	-6.00	0.00	INSPIRE
VA /INSKB15	InSpire Kettlebell 15	1.00	EA	20.87634	20.876	86.00	57.00	12.00	29.00	0.00	INSPIRE
VA /INSKB20	InSpire Kettlebell 20	1.00	EA	26.4825	26.483	88.00	69.00	1.00	19.00	0.00	INSPIRE
VA /INSKB25	InSpire Kettlebell 25	1.00	EA	32.3675	32.368	51.00	52.00	28.00	-1.00	2.00	INSPIRE
VA /INSKB30	InSpire Kettlebell 30	1.00	EA	39.84358	39.844	97.00	54.00	12.00	43.00	3.00	INSPIRE
VA /INSKB35	InSpire Kettlebell 35	1.00	EA	41.25	41.25	12.00	19.00	29.00	-7.00	1.00	INSPIRE
VA /INSKB40	InSpire Kettlebell 40	1.00	EA	46.75	46.75	14.00	26.00	55.00	-12.00	33.00	INSPIRE
VA /CUBEAMKIT	Chin Up Bar Beam Mounting Kit	1.00	EA	20.00	20.00	198.00	3.00	0.00	195.00	0.00	NOLIFI

From this tab, you can add or remove items for inclusion in the kit, and open a highlighted item in a separate window for investigation or editing. Any item can be added, including those that have components or accessories assigned, thereby having multiple nested levels of items on an order.

Total Current Component Cost – The sum of all extended costs of the kit components. You don't need to maintain the Current cost of kitted items as this total will automatically be used as the cost of sale on orders, though you can to assist in determining the selling price and margin.

The kitted item price is maintained in the usual way on the Details or Prices and Units tab, rather than being calculated from the kit component prices.

Show options dialog on orders – Enable this option to open a screen when this item is added to a sales order to allow you to pick and choose which kit components will be included, or modify order quantities. Disable this option to automatically include all kit components on the order, which can later be modified in the details grid if desired.

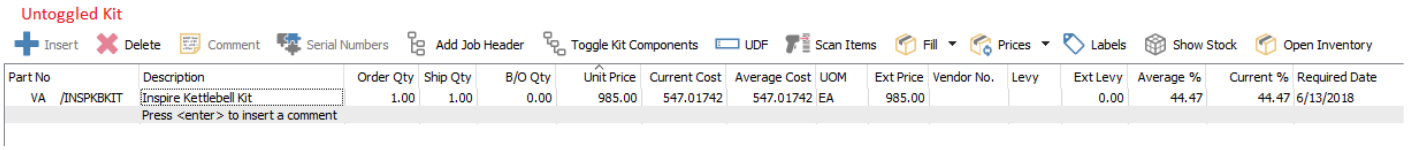


Displaying Kits on Sales Orders

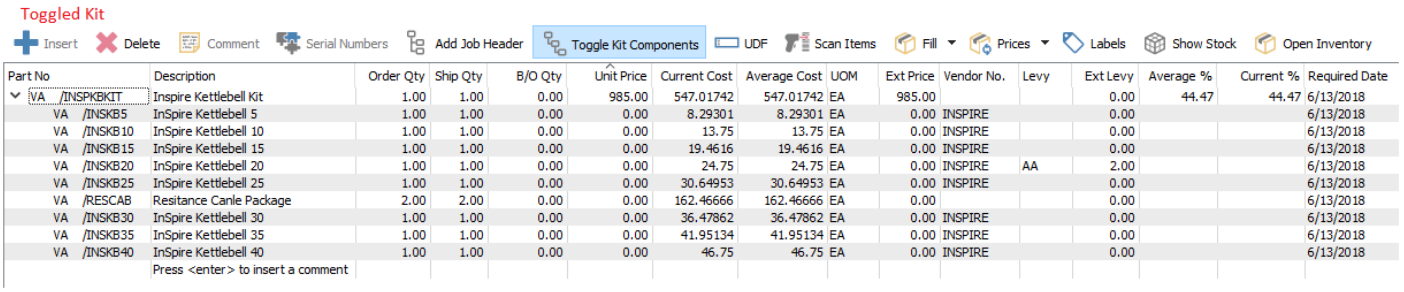
When a kit is added to an order and the **Show options dialog on orders** option is disabled, the kit initially shows on the order as a single item, with the component items completely suppressed. You can highlight the kit item on the order and select the “Toggle Kit Components” button to expand the component items, displayed as nested underneath the kit item. And you can toggle this off to suppress the component items. When the kit is toggled on, component items will print on sales order reports and invoices along with the kit item, and when toggled off only the kit item is printed without the components.

When the kit components are toggled on, an arrow next to the kit number will allow collapsing the components from the grid, if it is more efficient in entry to not have these additional items displayed in the grid. Regardless of whether or not components are expanded, when order reports or forms are printed, all components will still be included. Your cue that components will be printed is the existence of the arrow with the kit item, either expanded or collapsed.

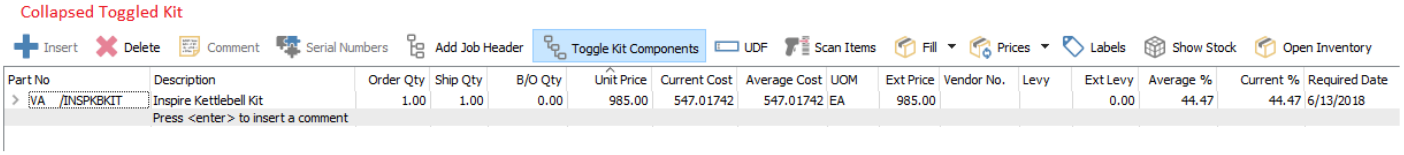
Untoggled Kit



Toggled Kit



Collapsed Toggled Kit



If the **Show options dialog on orders** option is enabled and after you confirm the components, the kit initially shows on the order with the components expanded. You can collapse the components to hide them in the grid, but you are prevented from toggling the list to suppress them completely from printing. Therefore, if you don't want to print component items on reports and forms, you should disable the 'show options dialog' option on the kitted item.

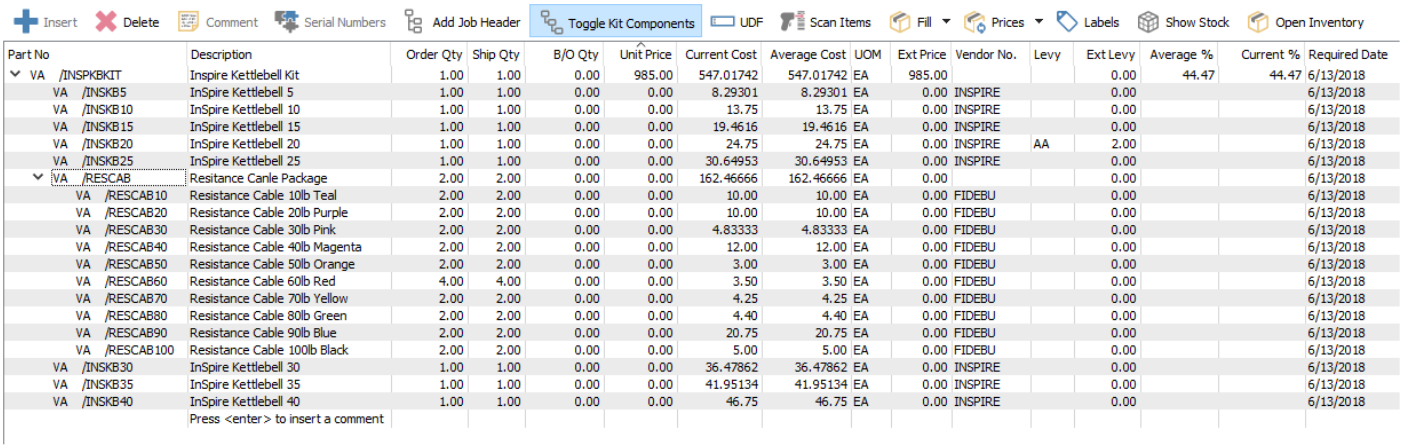
> Note that if one of the components has a levy attached, it will be charged regardless of whether the kit is toggled or not.

Serial / Lot Numbering on Kit Components

When a kit contains a component that is configured as either Serialized or Lot Numbered, then the **Show options dialog on order** option must be enabled, and you will not be able to save the kitted item with this disabled. This is required because you need to be able to assign a serial or lot number for the component, and if component items are suppressed and never toggled on, they would not get loaded and have the number assigned. This setup allows you to notice that kit components require the tracking number, rather than having to remember to toggle on the kit and enter them. Once the serial or lot numbers have been assigned on kit component items, the kit can be toggled off if you don't want to print components on reports or forms.

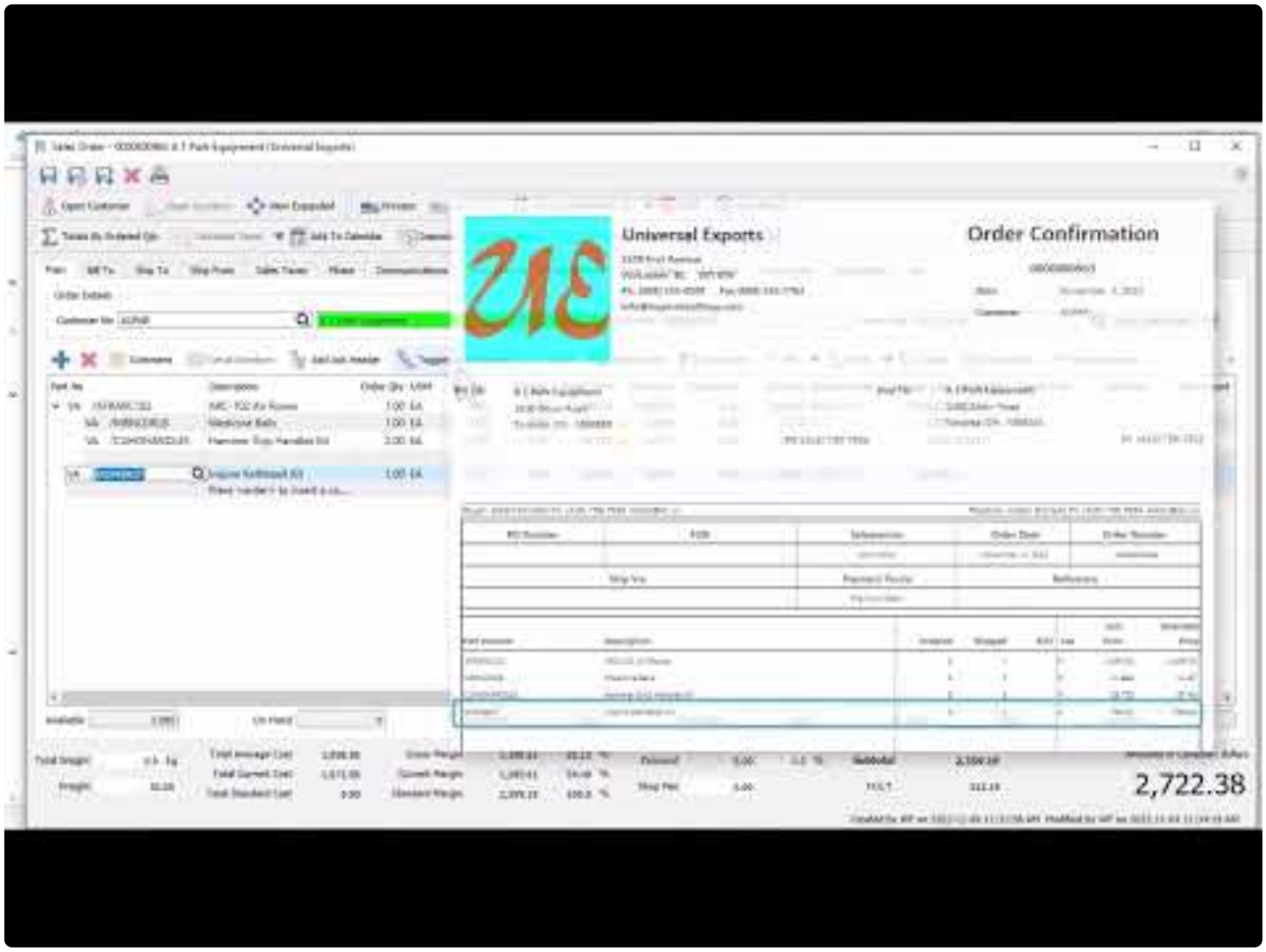
Nested Kits

Kits can be added as a component of a kit. This therefore creates a nested kit. If the kit is toggled on a sales order they will show indented inside the top kit.



Part No	Description	Order Qty	Ship Qty	B/O Qty	Unit Price	Current Cost	Average Cost	UOM	Ext Price	Vendor No.	Levy	Ext Levy	Average %	Current %	Required Date
VA /INSPKBKIT	Inspire Kettlebell Kit	1.00	1.00	0.00	985.00	547.01742	547.01742	EA	985.00			0.00	44.47	44.47	6/13/2018
VA /INSKB5	InSpire Kettlebell 5	1.00	1.00	0.00	0.00	8.29301	8.29301	EA	0.00	INSPIRE		0.00			6/13/2018
VA /INSKB10	InSpire Kettlebell 10	1.00	1.00	0.00	0.00	13.75	13.75	EA	0.00	INSPIRE		0.00			6/13/2018
VA /INSKB15	InSpire Kettlebell 15	1.00	1.00	0.00	0.00	19.4616	19.4616	EA	0.00	INSPIRE		0.00			6/13/2018
VA /INSKB20	InSpire Kettlebell 20	1.00	1.00	0.00	0.00	24.75	24.75	EA	0.00	INSPIRE	AA	2.00			6/13/2018
VA /INSKB25	InSpire Kettlebell 25	1.00	1.00	0.00	0.00	30.64953	30.64953	EA	0.00	INSPIRE		0.00			6/13/2018
VA /RESCAB	Resitance Canle Package	2.00	2.00	0.00	0.00	162.46666	162.46666	EA	0.00			0.00			6/13/2018
VA /RESCAB10	Resistance Cable 10lb Teal	2.00	2.00	0.00	0.00	10.00	10.00	EA	0.00	FIDEBU		0.00			6/13/2018
VA /RESCAB20	Resistance Cable 20lb Purple	2.00	2.00	0.00	0.00	10.00	10.00	EA	0.00	FIDEBU		0.00			6/13/2018
VA /RESCAB30	Resistance Cable 30lb Pink	2.00	2.00	0.00	0.00	4.83333	4.83333	EA	0.00	FIDEBU		0.00			6/13/2018
VA /RESCAB40	Resistance Cable 40lb Magenta	2.00	2.00	0.00	0.00	12.00	12.00	EA	0.00	FIDEBU		0.00			6/13/2018
VA /RESCAB50	Resistance Cable 50lb Orange	2.00	2.00	0.00	0.00	3.00	3.00	EA	0.00	FIDEBU		0.00			6/13/2018
VA /RESCAB60	Resistance Cable 60lb Red	4.00	4.00	0.00	0.00	3.50	3.50	EA	0.00	FIDEBU		0.00			6/13/2018
VA /RESCAB70	Resistance Cable 70lb Yellow	2.00	2.00	0.00	0.00	4.25	4.25	EA	0.00	FIDEBU		0.00			6/13/2018
VA /RESCAB80	Resistance Cable 80lb Green	2.00	2.00	0.00	0.00	4.40	4.40	EA	0.00	FIDEBU		0.00			6/13/2018
VA /RESCAB90	Resistance Cable 90lb Blue	2.00	2.00	0.00	0.00	20.75	20.75	EA	0.00	FIDEBU		0.00			6/13/2018
VA /RESCAB100	Resistance Cable 100lb Black	2.00	2.00	0.00	0.00	5.00	5.00	EA	0.00	FIDEBU		0.00			6/13/2018
VA /INSKB30	InSpire Kettlebell 30	1.00	1.00	0.00	0.00	36.47862	36.47862	EA	0.00	INSPIRE		0.00			6/13/2018
VA /INSKB35	InSpire Kettlebell 35	1.00	1.00	0.00	0.00	41.95134	41.95134	EA	0.00	INSPIRE		0.00			6/13/2018
VA /INSKB40	InSpire Kettlebell 40	1.00	1.00	0.00	0.00	46.75	46.75	EA	0.00	INSPIRE		0.00			6/13/2018
	Press <enter> to insert a comment														

Video Instruction – Accessories, Kits and Macros



https://www.youtube.com/embed/j7PXtV9h12g?rel=0

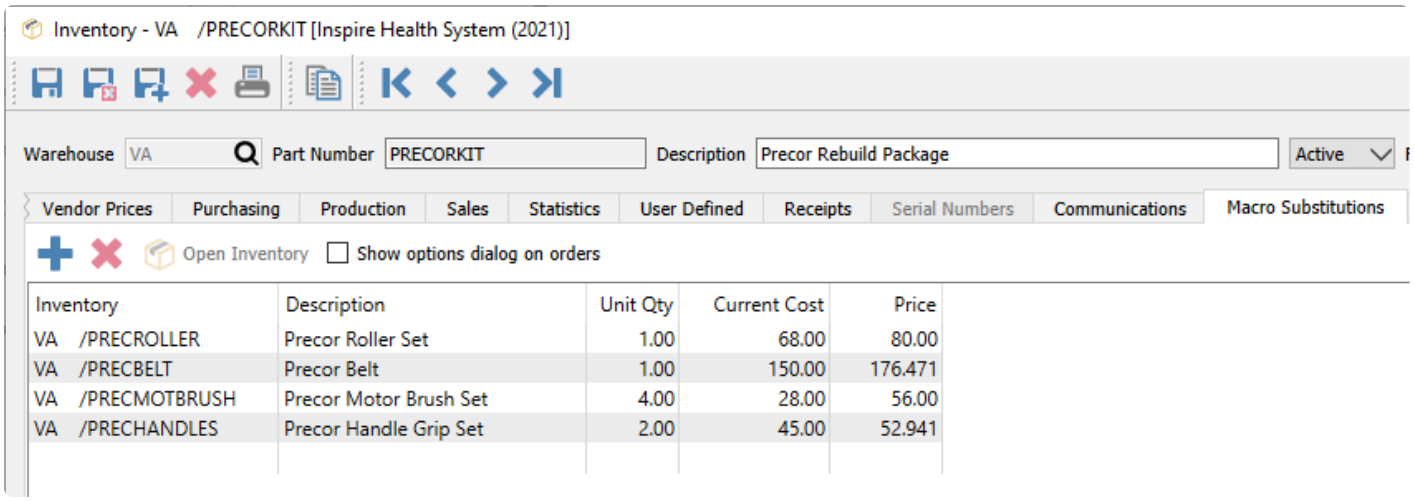
https://www.youtube.com/embed/j7PXtV9h12g?rel=0

Macros

Macro items represent a collection of other items specified on the Macro Substitutions tab. These differ from Kitted items in that Macro items are completely replaced by their substituted items when added to sales orders and are not referenced in order or invoice inquiry. This is a convenient way to add a pre-defined group of items to an order that are commonly sold together. Macro items can be used on purchase orders as well as sales orders, which is useful if you have a group of items you often buy together.

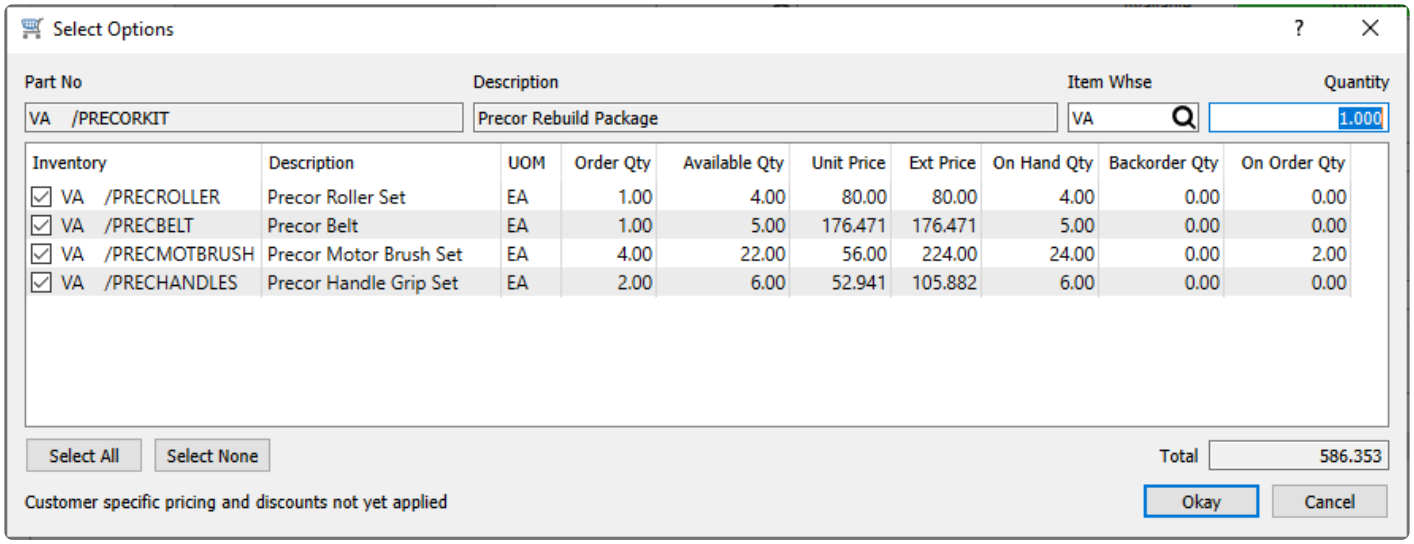
The Macro item data structure is compatible with Kitted items, so that if an item is initially configured with one type and you later decide that the other type is more appropriate, you can edit the item and change the type from one to the other.

If the inventory item type is specified as Macro, an additional Macro Substitutions tab is available to display or update the items list.

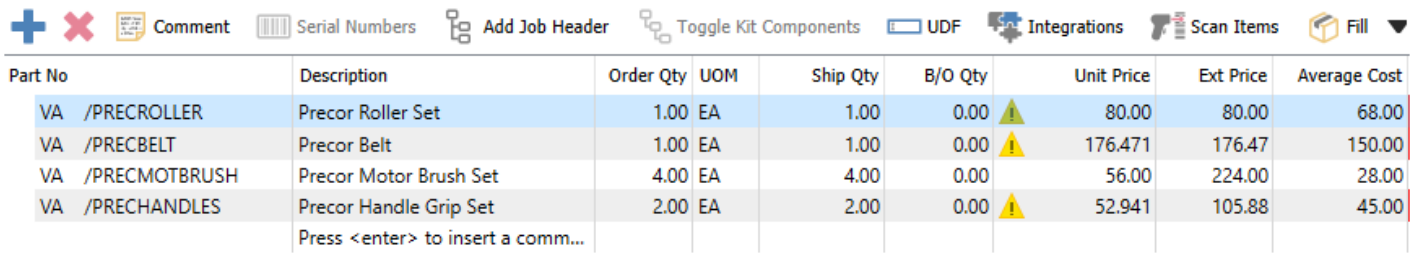


From this tab, you can add or remove items for inclusion in the kit, and open a highlighted item in a separate window for investigation or editing. Any item can be added, including those that have components or accessories assigned, thereby having multiple nested levels of items on an order.

Show options dialog on orders – Enable this option to open a screen when this item is added to a sales order to allow you to pick and choose which macro substitutions will be included, or modify order quantities. Disable this option to automatically include all macro substitutions on the order, which can later be modified in the details grid if desired.



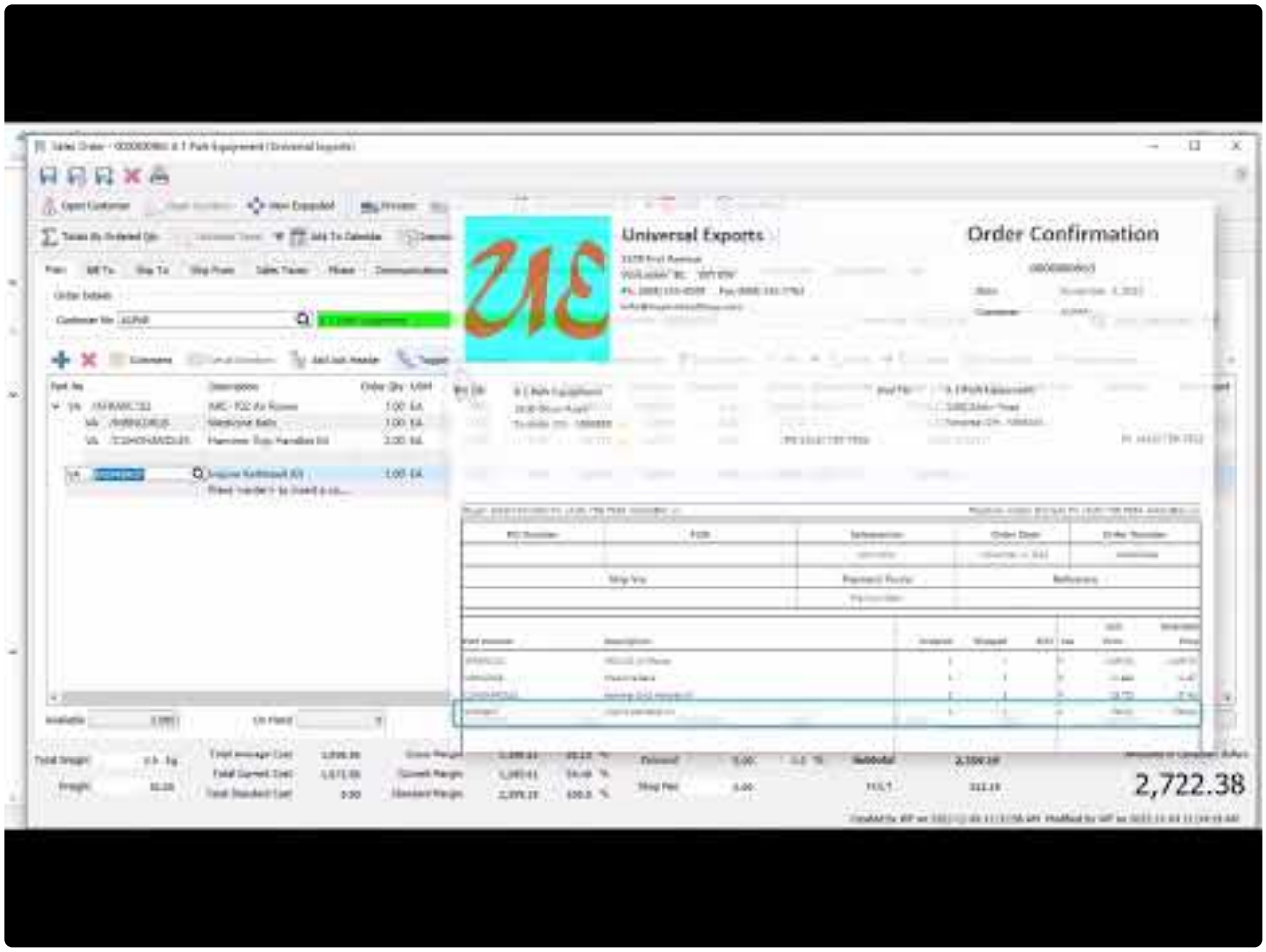
Whether or not the Show Options screen appears as part of selecting a Macro item for a sales order, all items are on the order individually with no reference to the macro item.



Use Macros as Substitutions

If there is a inventory part that has become obsolete, and have substituted it with another item that will instead be purchased and sold, you can use macros to assist with automatically accomplishing this, in a more convenient way than just making the old item inactive. You can modify an obsolete 'Normal' inventory item to become a 'Macro' type item, and then select the replacement item number on the Macro Substitutions tab. To ensure that you don't save this obsolete item on orders, disable the **Show options dialog on orders** option so that selecting this item automatically replaces it with the replacement item without any prompt.

Video Instruction – Accessories, Kits and Macros



https://www.youtube.com/embed/j7PXtV9h12g?rel=0

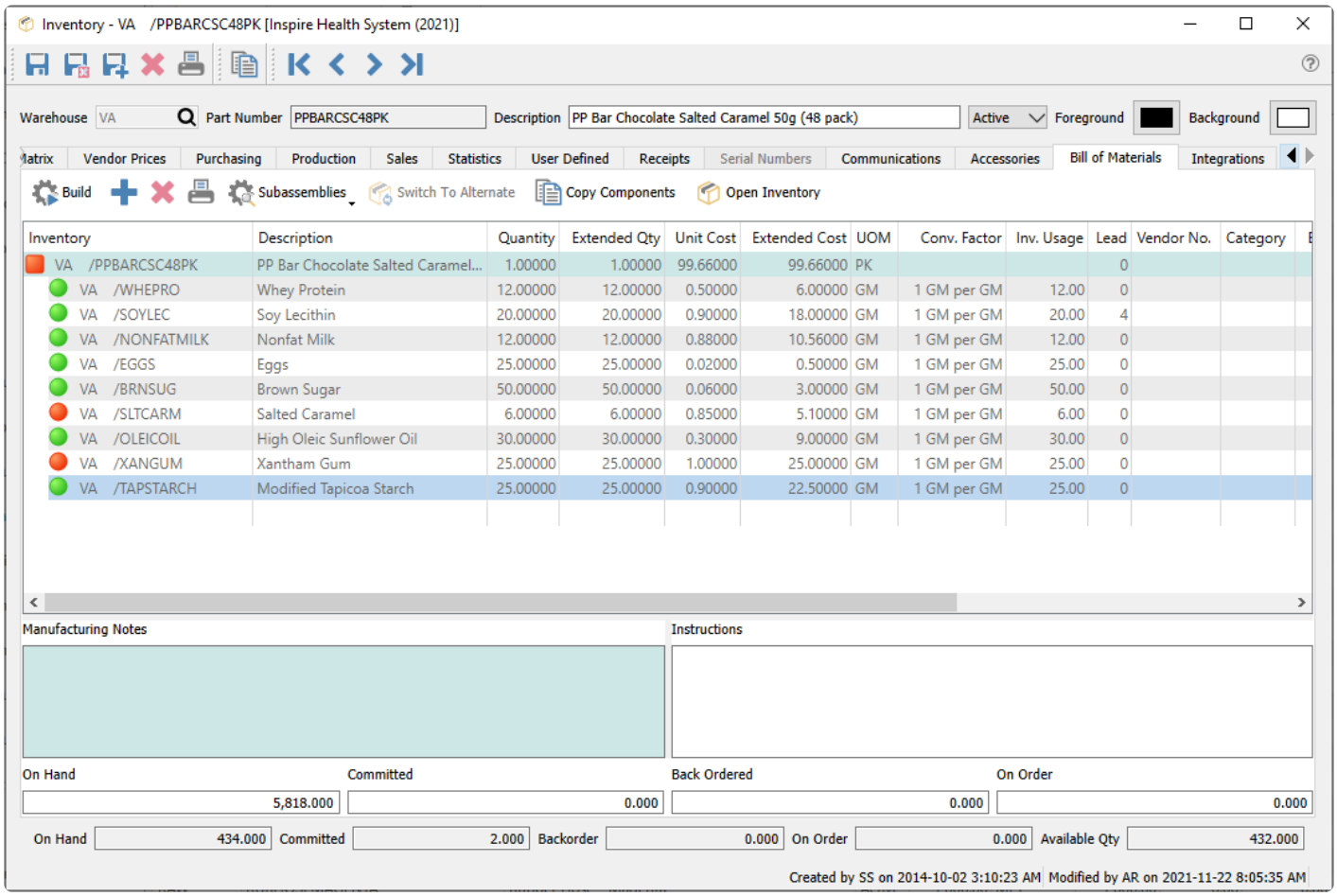
https://www.youtube.com/embed/j7PXtV9h12g?rel=0

https://www.youtube.com/embed/j7PXtV9h12g?rel=0

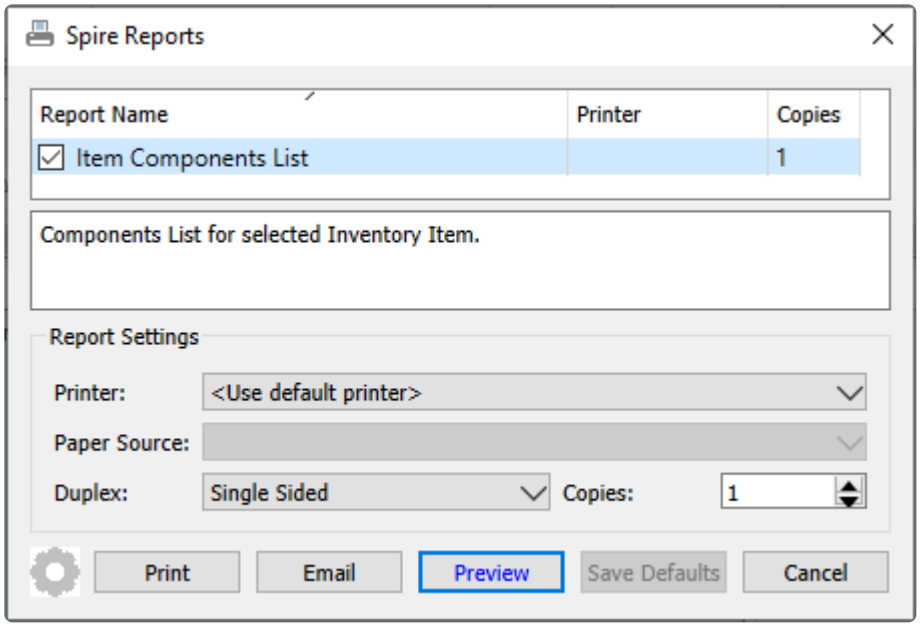
Bill of Materials

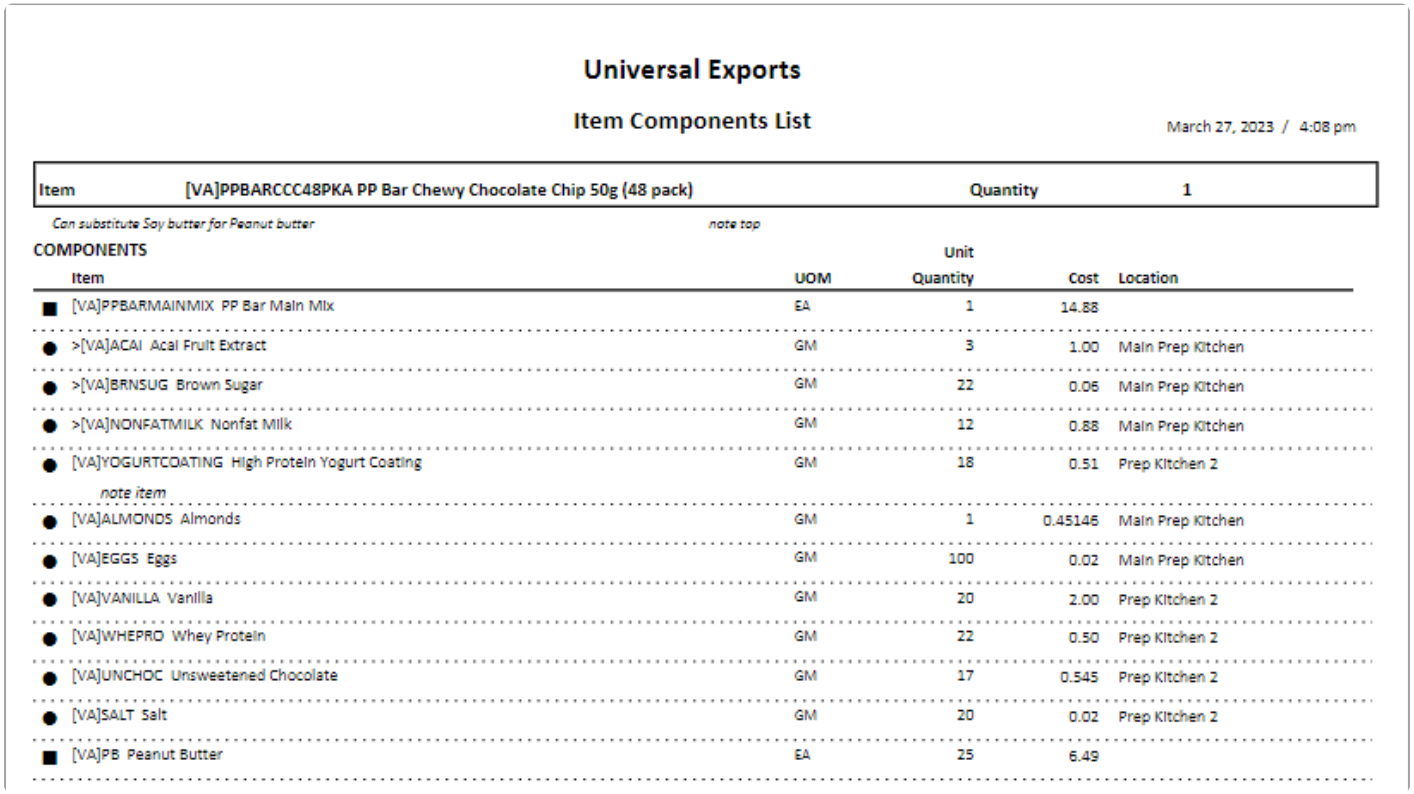
For items that are produced rather than purchased, the production configuration is created on the Bill of Materials tab, to determine the raw material items depleted from stock for building the finished product to sell. If the inventory item type is specified as Manufactured, an additional Bill of Materials tab is available to display or update the items list.

> Note: If you use the optional Production Manager module, the contents of the Bill of Materials tab is replicated in the primary Production template, and changes to one are automatically made to the other.



Add – Adds a new component. You can also click in the blank row beneath the last item to add a new component.
Delete – Deletes the highlighted component.
Print – Prints a listing report for this template.





Universal Exports

Item Components List

March 27, 2023 / 4:08 pm

Item	[VA]PPBARCCC48PKA PP Bar Chewy Chocolate Chip 50g (48 pack)	Quantity	1

Can substitute Soy butter for Peanut butter *note top*

COMPONENTS

Item	UOM	Unit Quantity	Cost	Location
■ [VA]PPBARMAINMIX PP Bar Main Mix	EA	1	14.88	
● >[VA]ACAI Acai Fruit Extract	GM	3	1.00	Main Prep Kitchen
● >[VA]BRNSUG Brown Sugar	GM	22	0.06	Main Prep Kitchen
● >[VA]NONFATMILK Nonfat Milk	GM	12	0.88	Main Prep Kitchen
● [VA]YOGURTCOATING High Protein Yogurt Coating	GM	18	0.51	Prep Kitchen 2
note item				
● [VA]ALMONDS Almonds	GM	1	0.45146	Main Prep Kitchen
● [VA]EGGS Eggs	GM	100	0.02	Main Prep Kitchen
● [VA]VANILLA Vanilla	GM	20	2.00	Prep Kitchen 2
● [VA]WHEPRO Whey Protein	GM	22	0.50	Prep Kitchen 2
● [VA]UNCHOC Unsweetened Chocolate	GM	17	0.545	Prep Kitchen 2
● [VA]SALT Salt	GM	20	0.02	Prep Kitchen 2
■ [VA]PB Peanut Butter	EA	25	6.49	

Build – Click to consume the components of a manufactured item and add the quantity of finished product to stock. If you account for raw and manufactured goods with different inventory control accounts, the build process will credit inventory raw material and debit inventory finished goods.

Subassemblies – You can include manufactured items as components of other manufactured items, which are treated as subassemblies. This button can expand or collapse these subassemblies . When a subassembly is expanded, there is a ▼ next to the item number, and the components of that subassembly will be consumed instead of the finished subassembly. The availability colour indicator is also based on the

subassembly, or the components if expanded.

- **Toggle Selected** – Suppresses or displays the components of the highlighted subassembly item.
- **Expand Unavailable** – Expands only those subassemblies where either it or it's components does not have enough quantity available to do this build.
- **Toggle All** – Suppresses or displays the components of all subassembly items.

Switch to Alternate – If an alternate item number is defined, this button is active and clicking will replace this component with the alternate part number. This is useful if the component is out of stock but the alternate is not, and switching allows building the manufactured item. You likely want to restore the original component when stock is available again.

Copy Components – Select another Manufactured item from which you can copy the components list and write to this item. This is useful when creating a new Manufactured item similar to another than already exists. Doing this will overwrite any existing components, not append to the list.

Open Inventory – Opens the highlighted component item to view or edit, just as if it was opened from the Inventory module.

Manufacturing Notes – Notes that are associated with the manufactured item in general, and not related to components.

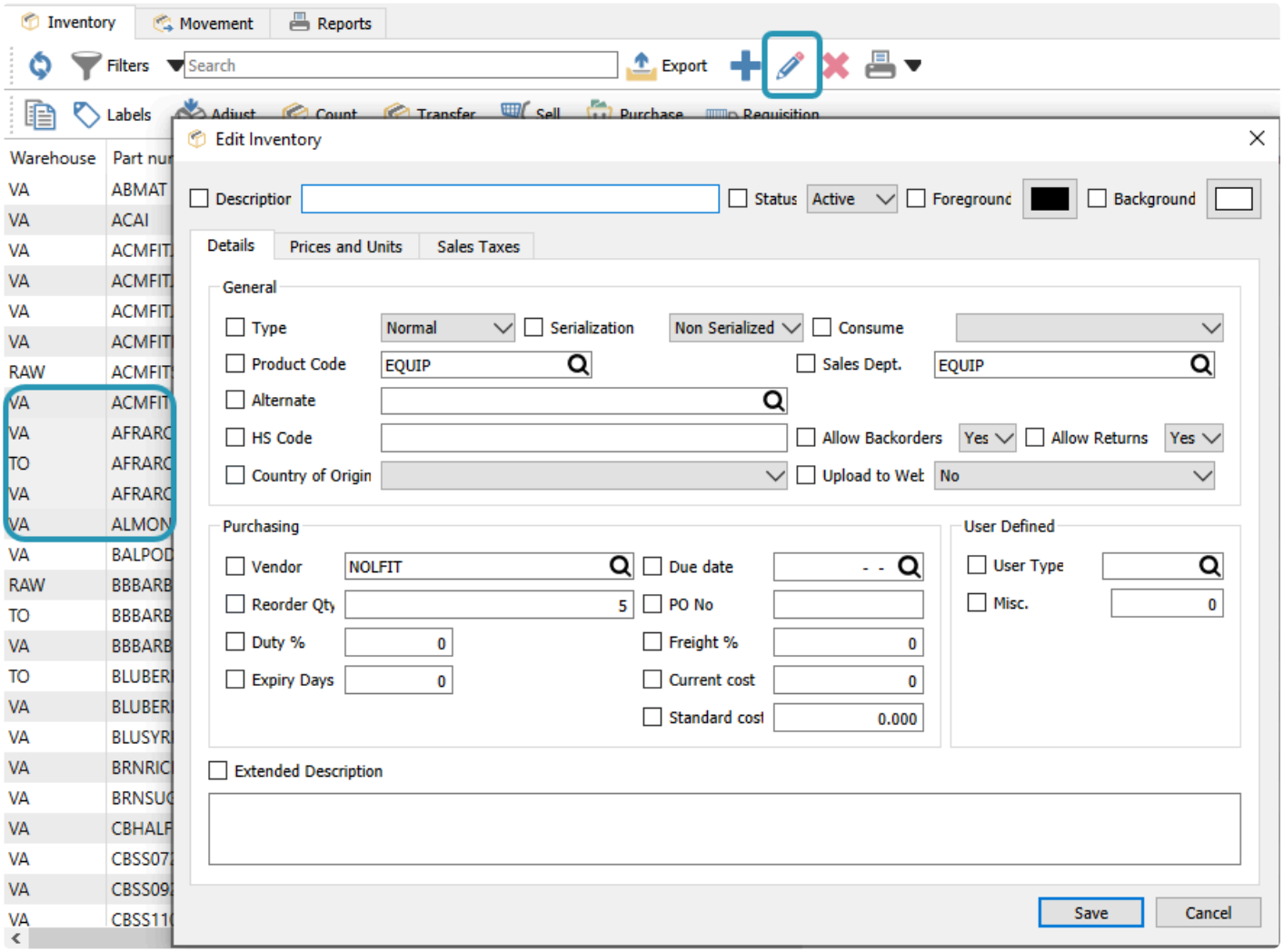
Instructions – Notes that are associated only with the highlighted item, which could be either the Manufactured item or one of the components. If the highlighted row is for a component of a subassembly, instructions will not be saved.

You can easily recognize if you have enough stock on hand of all components to be able to build the item. For each component item, a green dot mean that there is enough stock available, a red dot means that there is not enough available, a yellow dot means that there is enough for this build but other production orders have committed stock which in total exceeds what is available, and a orange dot means that not enough stock is available but a Purchase Order has been issued for the shortage. The colour next to the manufactured item indicates a similar status and tells you if the build will be successful.

Read the Production Order manual topic for more information when building Manufactured items and you use the optional Production Manager add-on program.

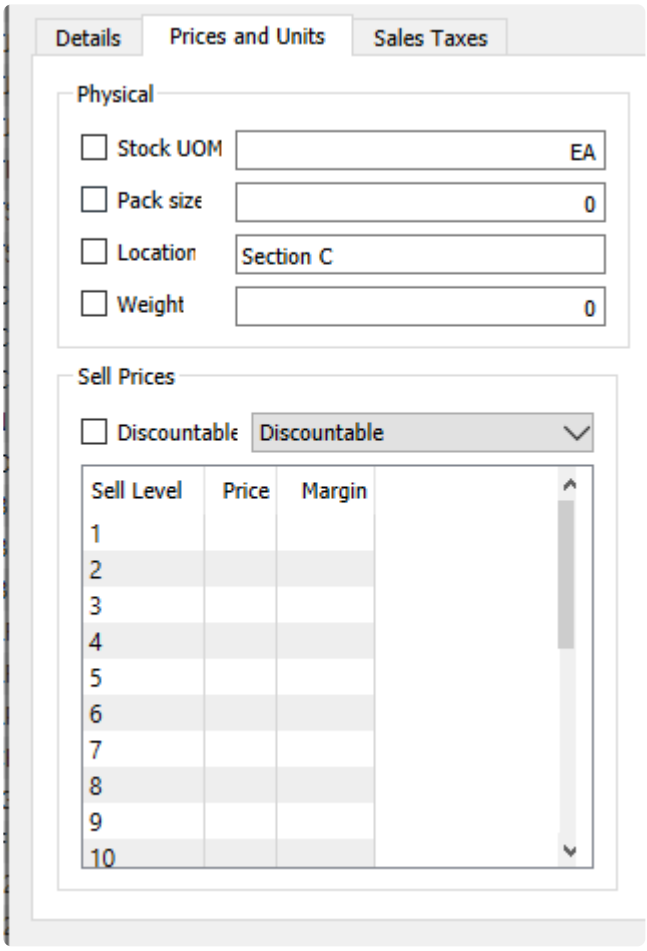
Multi-Edit Items

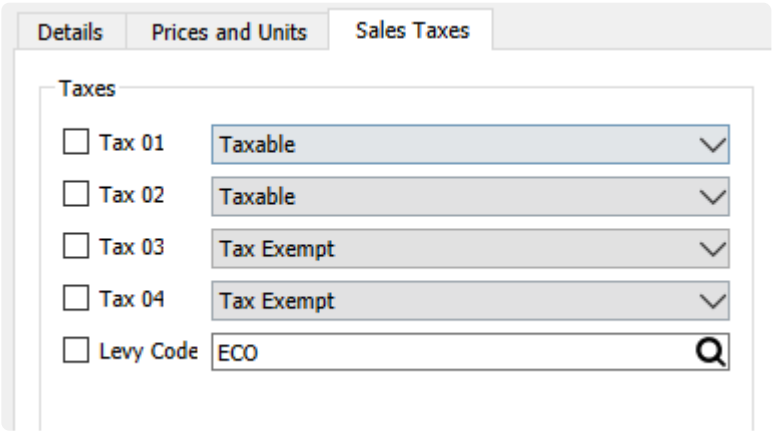
If you need to make one or more identical changes to a group of inventory items, it is possible to use the Import tool to do so, but the setup might be cumbersome. Instead, you can choose to highlight a selection of rows on the Inventory grid, either consecutive or not, perhaps with the assistance of a Filter or Search results, and click the Edit toolbar button to open the Edit Inventory screen.



This screen has a pre-determined set of statuses, field values or transaction defaults that you can choose from and determine the value(s) that will be saved for all selected items. Simply click the checkbox to the left of each value you want to update, and enter or select the desired value. Click OK to save the changes for each item.

There are additional tabs for Prices and Units and Sales Taxes, with additional information that can be edited.

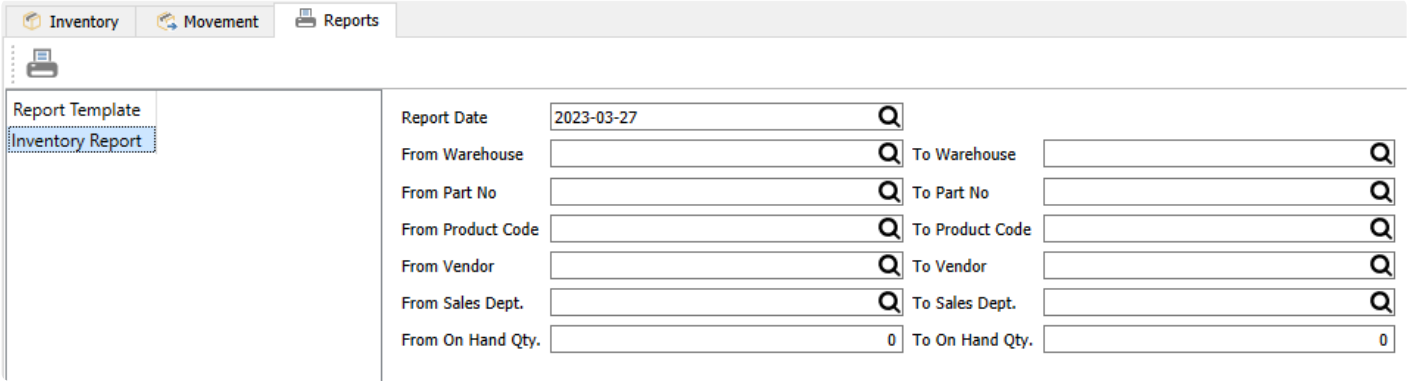




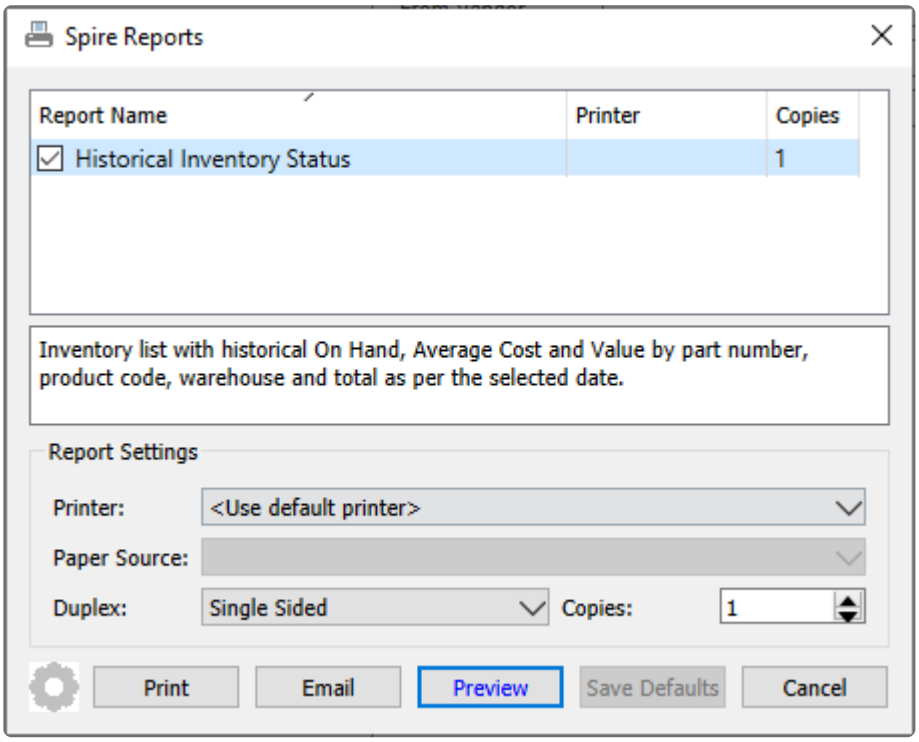
If user security is configured to not allow you to modify a specific field value, those fields will similarly not be available for making changes from here as well.

Reports

The Reports tab has Transaction list template reports available to print, from the Inventory report template, with many options available for record selection.



For each range, leave both fields blank to select items belonging to all respective values. Or enter a value for either the start and/or end of range to limit which items are selected in reports.



Historical Inventory Status – Prints a list of inventory items, grouped by warehouse, with quantity on hand and average cost information for each selected item. The Historical Average Cost value is calculated as of the report date, meaning that if you backdate the report, there is a potential for this value to be incorrect if the quantity on hand was ever zero or negative since the report date.

Universal Exports

Historical Inventory Status

Inventory as of March 27, 2023 March 27, 2023 / 12:17 pm

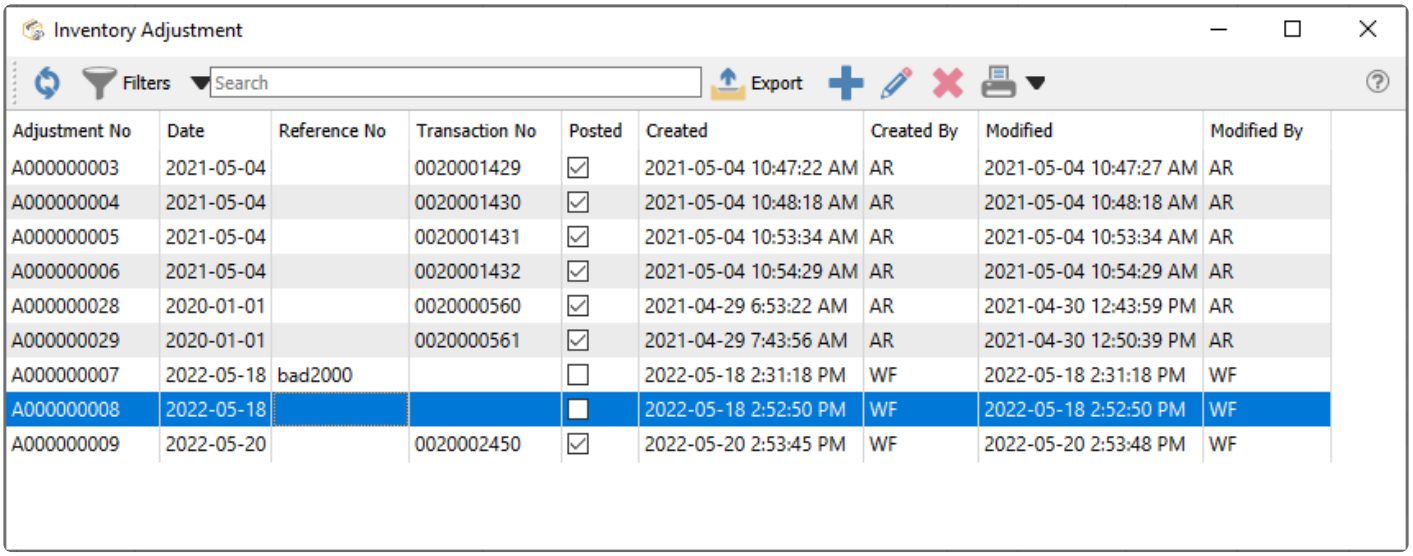
Part number	Description	UOM	On Hand	* Average	Extended Average
VA Inspire Health Systems					
PB	Peanut Butter	EA	0	6.49	0.00
PEANUTOIL	Peanut Oil	EA	0	0.15	0.00
PPBARMAINMIX	PP Bar Main Mix	EA	0	15.88	0.00
ABMAT	AbMat	EA	52	19.73180	1,026.05
ACMFITJR	ACME Jump Rope	EA	39	10.15560	396.07
ACMFITJR2	ACME Jump Rope Red	EA	254	10.05	2,552.70
ACMFITMB	ACME Medicine Ball	EA	42	1.00	42.00
ACMFITSB	ACME Swiss Ball	EA	36	14.74	530.64
BALPOD6.3	Balance Pod 6.3"	EA	61	19.97760	1,218.63
CBHALFRACKFB	Cross box Half Rack Floor Braces	EA	0	50.00	0.00
CBSS072NB	Cross Box Squat Stand 72"	EA	5	210.00	1,050.00
CBSSARNS	Cross Box Half Rack Safety Spotter Arms	EA	25	67.50	1,687.50
CCFPKG	Charlie CrossFit Package	EA	3	752.26030	2,256.78
CHALK	Gym Chalk	EA	223	13.00	2,899.00
CMATS	Crash Mats	EA	12	274.50	3,294.00

Inventory Adjustments

Inventory Adjustment transactions are used to change the quantity on hand and associated cost of items without requiring a formal documented transaction such as a purchase order receipt or a shipped sales order. Perhaps an item was lost or found or broken in the warehouse and the available quantity requires correction.

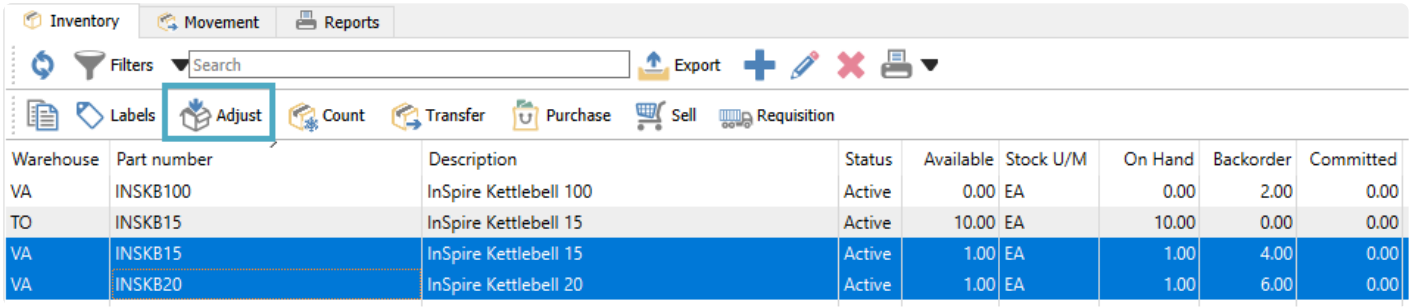
Before entering and posting any inventory adjustments, you must first open Company Settings/Inventory and select a default General Ledger account that adjustments are posted to, along with the Inventory control account. The posted transaction could be a debit or a credit, depending on whether the inventory quantity was decreased or increased.

Inventory adjustments can be initiated from two different places in Spire. One place is from the top Inventory menu and the Inventory Adjustments selection. This opens the Adjustment list window, and a new group of item Adjustments can be created from here with the Plus button, from which items are selected one at a time.

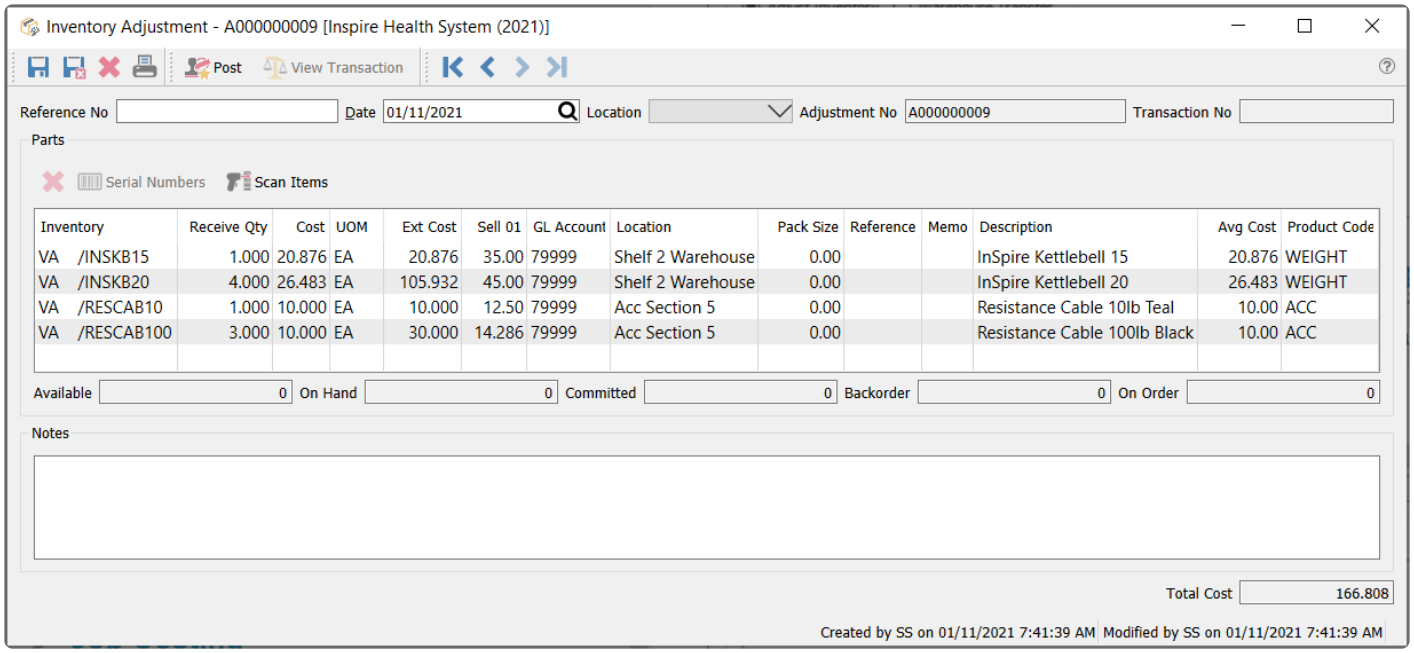


Adjustment No	Date	Reference No	Transaction No	Posted	Created	Created By	Modified	Modified By
A000000003	2021-05-04		0020001429	☑	2021-05-04 10:47:22 AM	AR	2021-05-04 10:47:27 AM	AR
A000000004	2021-05-04		0020001430	☑	2021-05-04 10:48:18 AM	AR	2021-05-04 10:48:18 AM	AR
A000000005	2021-05-04		0020001431	☑	2021-05-04 10:53:34 AM	AR	2021-05-04 10:53:34 AM	AR
A000000006	2021-05-04		0020001432	☑	2021-05-04 10:54:29 AM	AR	2021-05-04 10:54:29 AM	AR
A000000028	2020-01-01		0020000560	☑	2021-04-29 6:53:22 AM	AR	2021-04-30 12:43:59 PM	AR
A000000029	2020-01-01		0020000561	☑	2021-04-29 7:43:56 AM	AR	2021-04-30 12:50:39 PM	AR
A000000007	2022-05-18	bad2000		☐	2022-05-18 2:31:18 PM	WF	2022-05-18 2:31:18 PM	WF
A000000008	2022-05-18			☐	2022-05-18 2:52:50 PM	WF	2022-05-18 2:52:50 PM	WF
A000000009	2022-05-20		0020002450	☑	2022-05-20 2:53:45 PM	WF	2022-05-20 2:53:48 PM	WF

The other place is from the Inventory list, where one or more items for adjustment are highlighted in the grid, and then the Adjust button in the toolbar is clicked to start the transaction.



Warehouse	Part number	Description	Status	Available	Stock U/M	On Hand	Backorder	Committed
VA	INSKB100	InSpire Kettlebell 100	Active	0.00	EA	0.00	2.00	0.00
TO	INSKB15	InSpire Kettlebell 15	Active	10.00	EA	10.00	0.00	0.00
VA	INSKB15	InSpire Kettlebell 15	Active	1.00	EA	1.00	4.00	0.00
VA	INSKB20	InSpire Kettlebell 20	Active	1.00	EA	1.00	6.00	0.00



Adjustment Header

Save – Saves the adjustment transaction, and assigns an adjustment number for a new transaction. The quantities of items on this list have been marked committed in the warehouse, so that they are not shipped from a sales order, prior to confirmation and posting.

Save Close – Performs all the same processes as indicated for Save above, and the adjustment transaction window is closed.

Delete – Deletes the adjustment transaction, if it has been saved but not yet posted.

Print – Prints the Inventory Adjustments list report either for items about to be changed for confirmation, or the changes for the audit trail.

Post – Commits the adjustment changes to the database and accounting. The committed quantity value of all items from this adjustment are removed, and a new Adjustment GL transaction is saved with a debit/ credit to the Inventory control account and the Adjustment account. Posted adjustments cannot be deleted and are available for lookup in the future.

Reference No – Enter text to identify the purpose of the adjustment transaction.

Date – The transaction date that is used for stock movement and the General Ledger transaction.

Location – If you have Locations enabled in Company Settings, and either the Adjustment or Inventory Control account are configured with a Location segment, the posted GL transaction will update the account with the respective location segment.

Adjustment No – Adjustments have a unique 9-digit number, prefixed with A, automatically assigned for

transaction identification when the adjustment is saved. The next Adjustment number is found in Company Settings.

Transaction No – The GL transaction identification, populated when the adjustment is posted.

Adjustment Body

Delete – Removes the highlighted line from the adjustment, which is not possible for posted adjustments. If the adjustment had been saved, the committed quantity for that item will be cleared.

Serial Numbers – Available to use only if an item that supports either serial numbers or lot numbers is highlighted. For positive quantity adjustments, you are required to supply a new number. For negative quantity adjustments, you need to identify which numbers are being removed.

Scan Items – For items with UPC codes defined, scanning a barcode will increment the Receive Qty value by 1 for the associated item and unit of measure. Serial or Lot numbers can also be scanned for selection. The quantity multiplier is supported here, if you want to increment the counted quantity by a particular value with a single scan.

Inventory – Item part number, and warehouse code if used.

Description – Description of the part number.

Receive Qty – Value to adjust the item quantity on hand. Use a negative quantity to remove items from stock.

Cost – Cost of the item in the unit of measure for this line. This defaults from the average cost, but this can be modified. A Company Setting for Inventory exists to ‘Update current cost from adjustment’, if you want to change the Current Cost on the inventory item to this modified value.

> ! For negative adjustments, if you edit the unit cost, you could put the GL out of balance with the inventory. Extreme caution should be used when editing costs here. This should only be done if the GL account is accruing the transaction.

UOM – Unit of Measure to be adjusted. Defaults to the stocking UOM, but this can be changed. Changing the unit will not recalculate the Receipt Qty, just the unit and extended costs.

Ext Cost – The calculated value from the Receive Qty, Unit Cost and Unit of measure conversion factor.

Avg Cost – The average unit cost value from the inventory item, which cannot be edited here.

Sell 01 – The Unit selling price from the inventory item, which can be edited for updating the inventory record but not affect accounting entries.

GL Account – The Adjustment GL account that this line will post to, which defaults from a value in Company Settings but can be edited. The Inventory control GL account from the sales department of this item will be the balancing line of the GL transaction when posting.

Location – The warehouse location description for this item for reference, which is different than the Location in the Header that affects accounting. The Warehouse Location can be edited here, and the new value will update the inventory item value when the adjustment is posted.

Pack Size – An informational value perhaps related to unit of measure or a sales target. This can be edited and the new value will update inventory.

Reference – Text you can enter for information about this Inventory item adjustment.

Memo – Text you can enter for information about this Inventory item adjustment.

NOTE: When an item is highlighted, the status of all quantities for the item display below the grid.

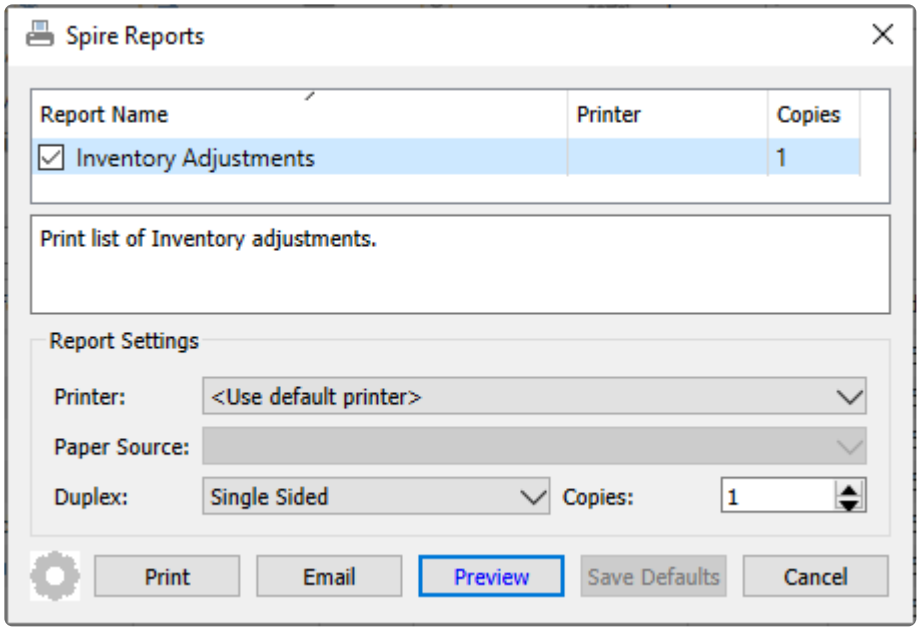
Adjustment Footer

Notes – A larger volume of text that can be added for this adjustment transaction a a whole.

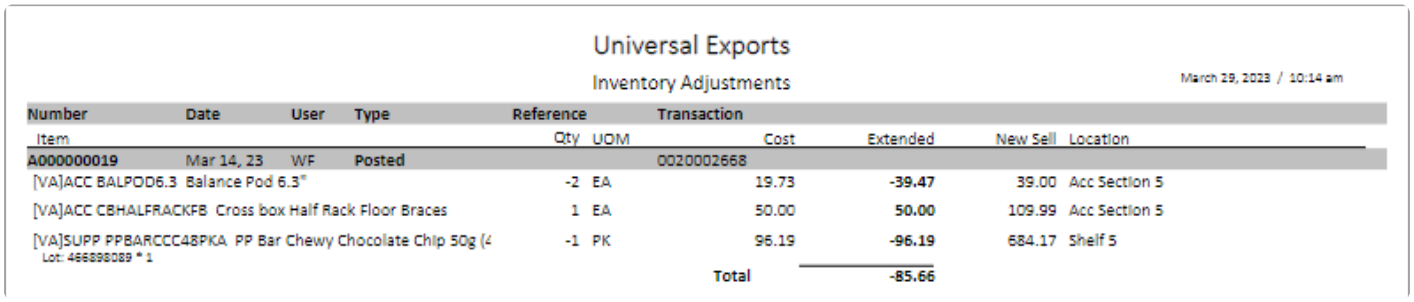
Total Cost – Total sum of all the Extended Costs of the adjustment item details.

Reports

Either from the Transfer List screen for a selection of one or more transfers, or when editing a particular transfer, you can print adjustment reports.



Inventory Adjustments – Prints a list of items being adjusted, with the quantity and calculated cost increase or decrease, and updated selling price or location where applicable.



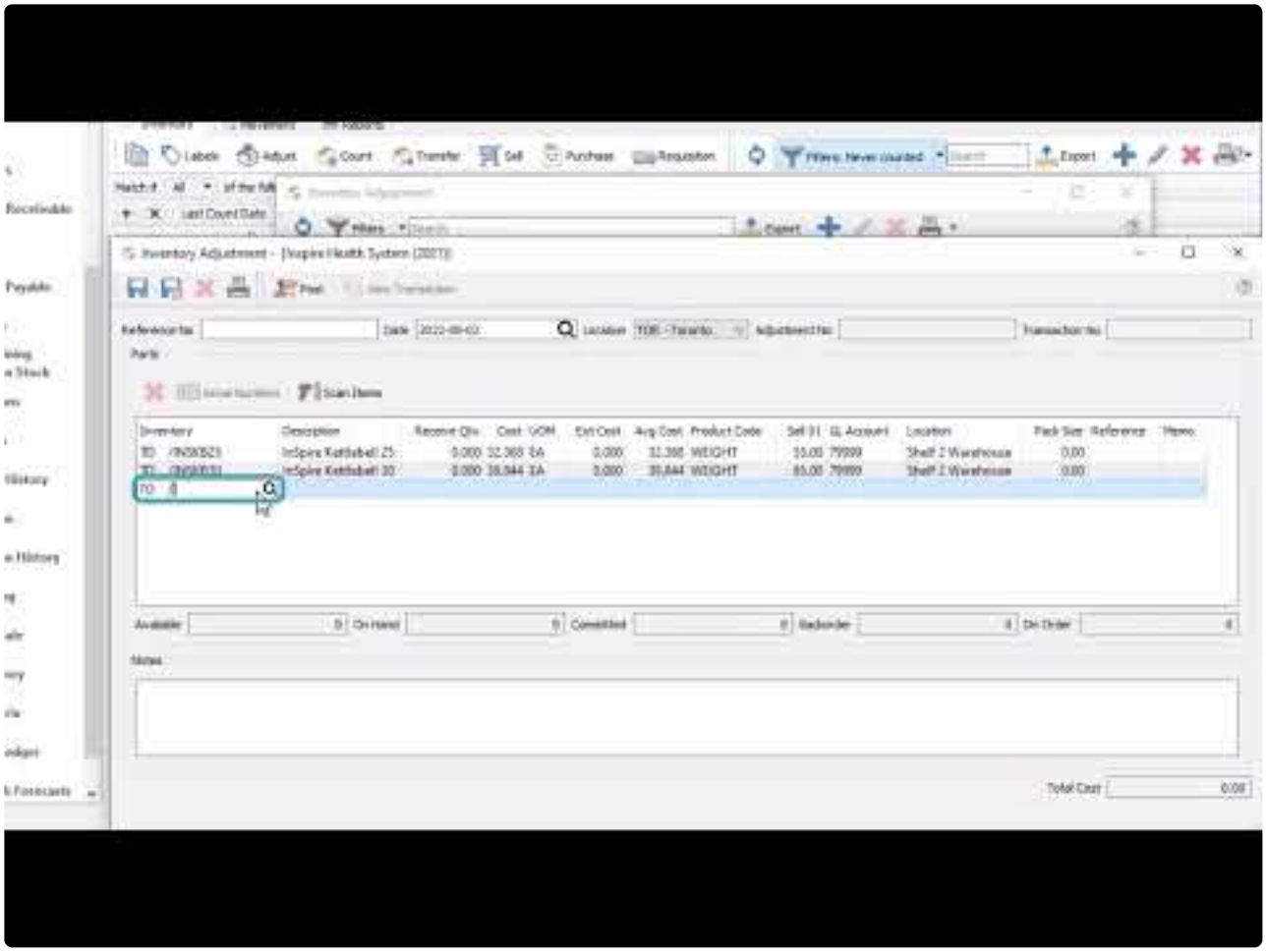
Universal Exports

Inventory Adjustments

March 29, 2023 / 10:14 am

Number	Date	User	Type	Reference	Transaction					
Item				Qty	UOM	Cost	Extended	New Sell	Location	
A000000019	Mar 14, 23	WF	Posted			0020002668				
[VA]ACC BALPOD6.3 Balance Pod 6.3"				-2	EA	19.73	-39.47	39.00	Acc Section 5	
[VA]ACC CBHALFRACKFB Cross box Half Rack Floor Braces				1	EA	50.00	50.00	109.99	Acc Section 5	
[VA]SUPP PPBARCCC48PKA PP Bar Chewy Chocolate Chip 50g (4 Lot: 466898089 * 1				-1	PK	96.19	-96.19	684.17	Shelf 5	
						Total	-85.66			

Video instruction



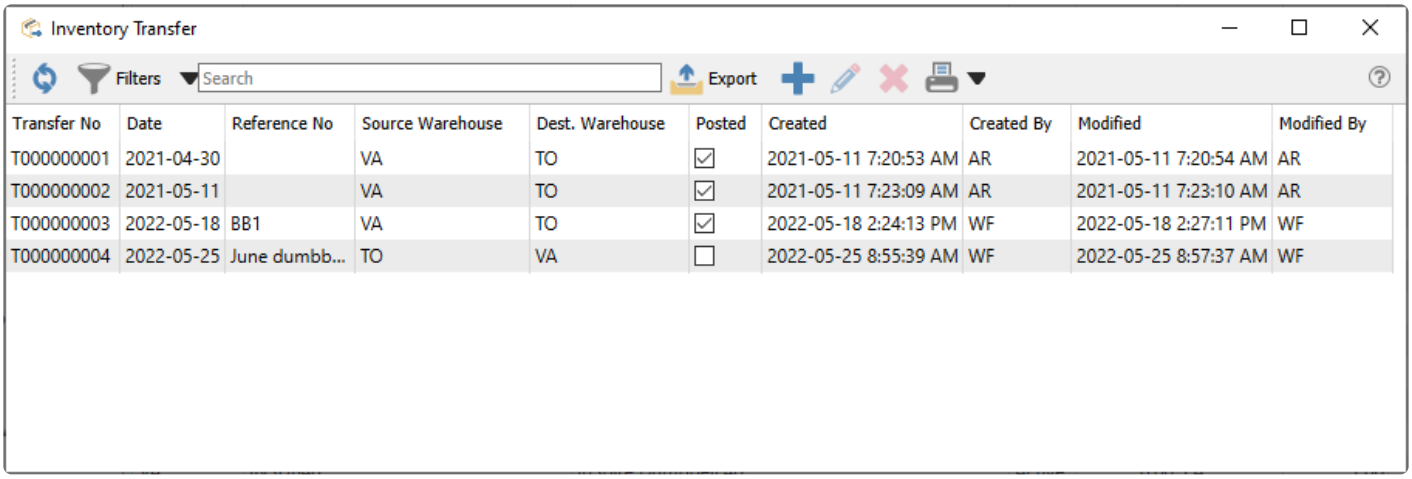
https://www.youtube.com/embed/jOgUQFO5KVQ?rel=0

Inventory Transfers

Inventory Transfer transactions are used to move items from one warehouse to another, with an optional markup charge or freight cost for the transfer.

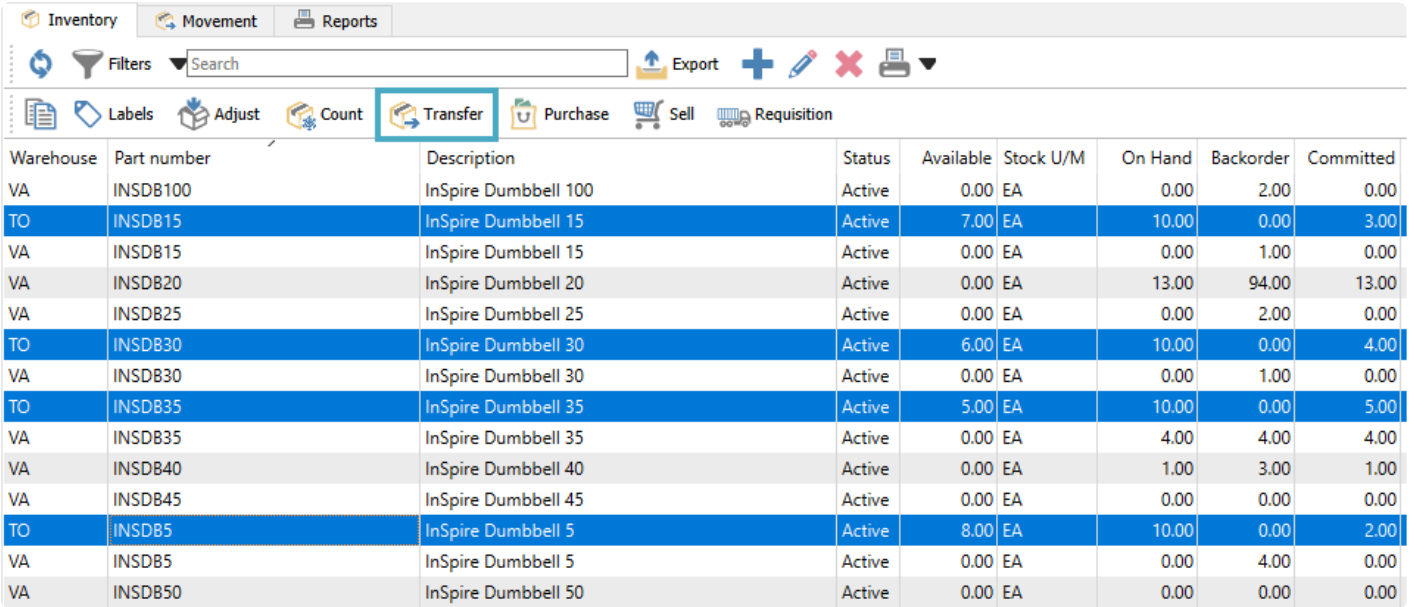
Before entering and posting any inventory transfers, you must first open Company Settings/Inventory and select a default General Ledger account for the Transfer Markup Account for any additional charges that would generate a GL entry, such as adding overhead for stocking inventory. Usually an income account is selected so that when inventory is debited for the increase, this Transfer Markup account is credited. The warehouse receiving the transfer will realize a higher cost for that item that the sending warehouse, and will be offset by the transfer so that the bottom line does not change.

Inventory transfers can be initiated from two different places in Spire. One place is from the top Inventory menu and the Inventory Transfers selection. This opens the Transfer list window, and a new group of item Transfers can be created from here with the Plus button, from which items are selected one at a time.

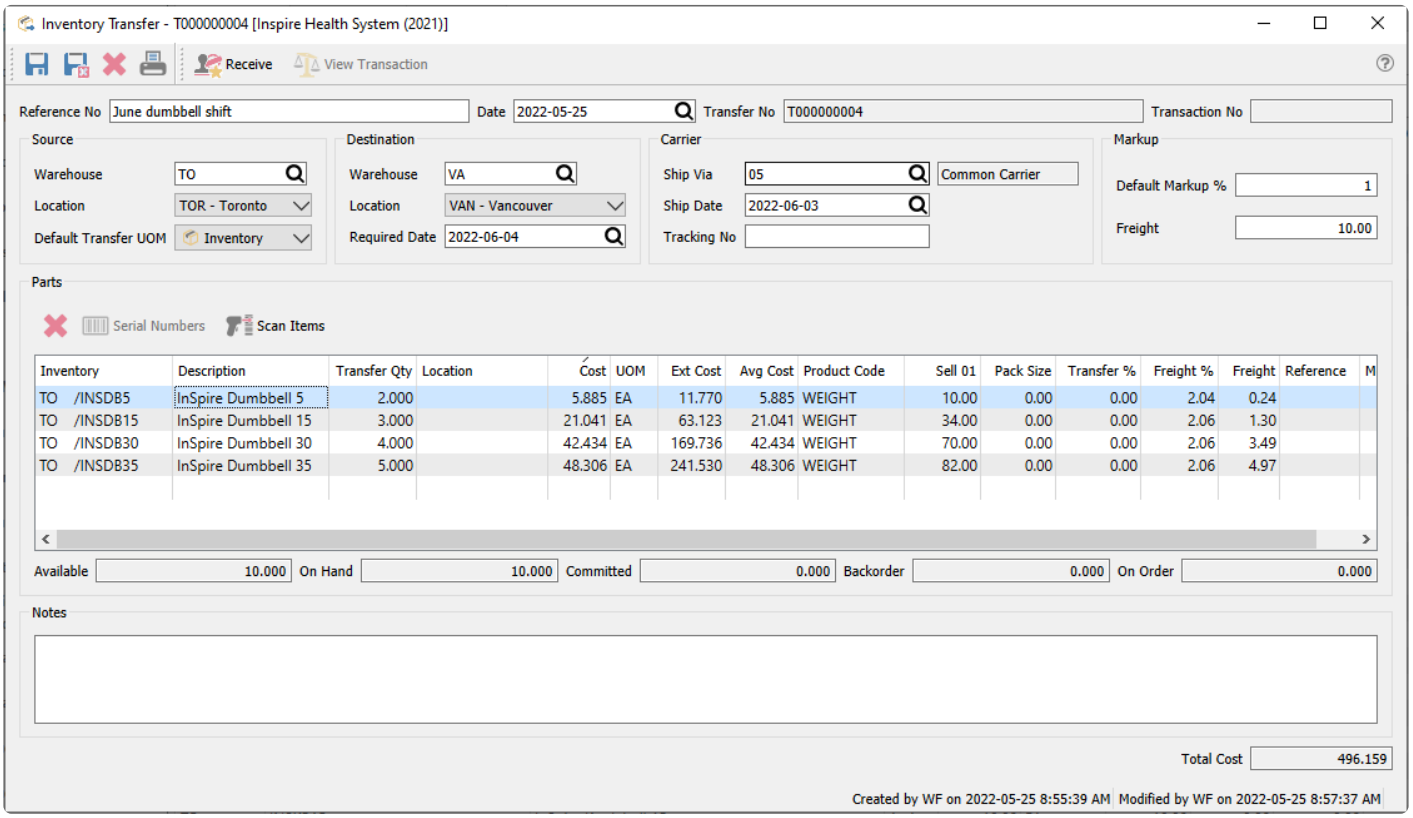


Transfer No	Date	Reference No	Source Warehouse	Dest. Warehouse	Posted	Created	Created By	Modified	Modified By
T000000001	2021-04-30		VA	TO	☑	2021-05-11 7:20:53 AM	AR	2021-05-11 7:20:54 AM	AR
T000000002	2021-05-11		VA	TO	☑	2021-05-11 7:23:09 AM	AR	2021-05-11 7:23:10 AM	AR
T000000003	2022-05-18	BB1	VA	TO	☑	2022-05-18 2:24:13 PM	WF	2022-05-18 2:27:11 PM	WF
T000000004	2022-05-25	June dumbb...	TO	VA	☐	2022-05-25 8:55:39 AM	WF	2022-05-25 8:57:37 AM	WF

The other place is from the Inventory list, where one or more items to transfer are highlighted in the grid, and then the Transfer button in the toolbar is clicked to start the transaction.



Warehouse	Part number	Description	Status	Available	Stock U/M	On Hand	Backorder	Committed
VA	INSDB100	InSpire Dumbbell 100	Active	0.00	EA	0.00	2.00	0.00
TO	INSDB15	InSpire Dumbbell 15	Active	7.00	EA	10.00	0.00	3.00
VA	INSDB15	InSpire Dumbbell 15	Active	0.00	EA	0.00	1.00	0.00
VA	INSDB20	InSpire Dumbbell 20	Active	0.00	EA	13.00	94.00	13.00
VA	INSDB25	InSpire Dumbbell 25	Active	0.00	EA	0.00	2.00	0.00
TO	INSDB30	InSpire Dumbbell 30	Active	6.00	EA	10.00	0.00	4.00
VA	INSDB30	InSpire Dumbbell 30	Active	0.00	EA	0.00	1.00	0.00
TO	INSDB35	InSpire Dumbbell 35	Active	5.00	EA	10.00	0.00	5.00
VA	INSDB35	InSpire Dumbbell 35	Active	0.00	EA	4.00	4.00	4.00
VA	INSDB40	InSpire Dumbbell 40	Active	0.00	EA	1.00	3.00	1.00
VA	INSDB45	InSpire Dumbbell 45	Active	0.00	EA	0.00	0.00	0.00
TO	INSDB5	InSpire Dumbbell 5	Active	8.00	EA	10.00	0.00	2.00
VA	INSDB5	InSpire Dumbbell 5	Active	0.00	EA	0.00	4.00	0.00
VA	INSDB50	InSpire Dumbbell 50	Active	0.00	EA	0.00	0.00	0.00



Inventory	Description	Transfer Qty	Location	Cost	UOM	Ext Cost	Avg Cost	Product Code	Sell 01	Pack Size	Transfer %	Freight %	Freight	Reference	M
TO /INSDB5	InSpire Dumbbell 5	2.000		5.885	EA	11.770	5.885	WEIGHT	10.00	0.00	0.00	2.04	0.24		
TO /INSDB15	InSpire Dumbbell 15	3.000		21.041	EA	63.123	21.041	WEIGHT	34.00	0.00	0.00	2.06	1.30		
TO /INSDB30	InSpire Dumbbell 30	4.000		42.434	EA	169.736	42.434	WEIGHT	70.00	0.00	0.00	2.06	3.49		
TO /INSDB35	InSpire Dumbbell 35	5.000		48.306	EA	241.530	48.306	WEIGHT	82.00	0.00	0.00	2.06	4.97		

Transfer Header

Save – Saves the transfer transaction, and assigns a transfer number for a new transaction. The quantities of items on this list have been marked committed in the warehouse while they are in transit, so that they are not shipped from a sales order, prior to confirmation and posting.

Save Close – Performs all the same processes as indicated for Save above, and the transfer transaction window is closed.

Delete – Deletes the transfer transaction, if it has been saved but not yet posted.

Print – Prints the Inventory Transfer list or other reports, either for items about to be moved for confirmation, or the changes for the audit trail.

Receive – Commits the transfer changes to the database. The committed quantity value of all items from this transfer are removed, and if either Markup or Freight was included then a new GL transaction is saved with a debit to the Inventory control account and credits to the Transfer Markup account and Accrued Freight account. Posted transfers cannot be deleted and are available for lookup in the future.

Reference No – Enter text to identify the purpose of the transfer transaction.

Date – The transaction date that is used for stock movement and the General Ledger transaction.

Transfer No – Transfers have a unique 9-digit number, prefixed with T, automatically assigned for transaction identification when the transfer is saved. The next Transfer number is found in Company Settings.

Transaction No – The GL transaction identification, populated when the transfer is posted.

Source Warehouse – The warehouse where items are transferred from. Items can only be added from this warehouse.

Source Location – If you have Locations enabled in Company Settings, and the Inventory Control account is configured with a Location segment, the posted GL transaction will update the account with the respective location segment.

Default Transfer UOM – When adding a new item to be transferred, use either the Stocking, Selling or Purchasing Unit Of Measure from the item by default.

Destination Warehouse – The warehouse where all items are transferred to. You cannot transfer to multiple warehouses in a single transaction. If the item has not yet been created in the destination warehouse, a new record will be copied from the source warehouse item when the transfer is posted.

Destination Location – If you have Locations enabled in Company Settings, and either the Inventory Control or Transfer Markup account is configured with a Location segment, the posted GL transaction will update the account with the respective location segment.

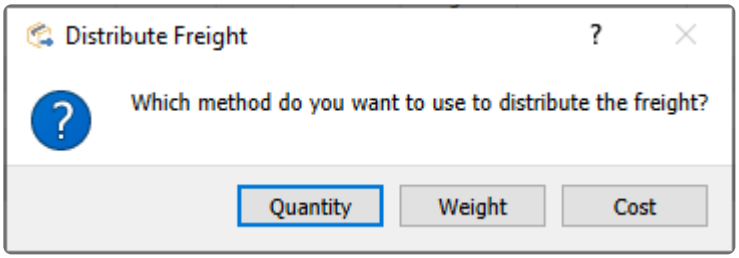
Required Date – Identify the target date for completing the transfer.

Carrier – Select the shipping code, date and tracking code of the transfer if you want to include this information on reports or for future inquiry.

Default Markup % – When adding new items to the transfer transaction, this value will be used as the Transfer Markup % for the item, increasing the Total Cost. Changing this value does not update items

already added. If you create transfers by selecting items from the Inventory List, you should set a Default value for this field in Company Settings, otherwise those items will be added to the transfer with a zero Transfer %.

Freight – The moving cost of transferring the items. When this value is edited, you are presented with a choice to allocate the value across all details either by Quantity, Weight or Cost. You should enter this value after all item details to ensure the proper freight distribution.



Transfer Body

Delete – Removes the highlighted line from the transfer, which is not possible for posted transfers. If the transfer had been saved, the committed quantity for that item will be cleared.

Serial Numbers – Available to use only if an item that supports either serial numbers or lot numbers is highlighted. You need to identify which numbers are being transferred.

Scan Items – For items with UPC codes defined, scanning a barcode will increment the Transfer Qty value by 1 for the associated item and unit of measure. Serial or Lot numbers can also be scanned for selection.

Inventory – Item part number, and warehouse code which must match the Source Warehouse value.

Description – Description of the part number.

Transfer Qty – The Quantity to transfer in the selected unit of measure. Only positive values are allowed.

Cost – Cost of the item in the unit of measure for this line. This defaults from the average cost, but this can be modified. A Company Setting for Inventory exists to 'Update current cost from transfer', if you want to change the Current Cost on the inventory item to this modified value.

> ! If you edit the unit cost, you could put the GL out of balance with the inventory for the source warehouse. Extreme caution should be used when editing costs here. This should only be done if the GL account is accruing the transaction.

UOM – Unit of Measure to be adjusted. This value defaults from the specified UOM in the header, but a different unit can be chosen. Changing the unit will not recalculate the Transfer Qty, just the unit and extended costs.

Ext Cost – The calculated value from the Transfer Qty, Unit Cost and Unit of measure conversion factor.

Avg Cost – The average unit cost value from the inventory item, which cannot be edited here.

Product Code – Displays the Sales Department value from the inventory item, which cannot be edited. This determines the Inventory control account posted to by the transfer.

Transfer % – Apply a markup amount for this item transfer, multiplied by the Extended Cost. This value defaults from the Markup % in the Header but can be edited.

Freight % – Apply a freight amount for this item transfer, multiplied by the Extended Cost to determine the Freight value. This value defaults from the distribution calculation when the Freight amount in the Header is edited, but can be modified. Changing this will update the Freight in the Header.

Freight – Apply a freight amount for this item transfer, calculated from the Extended Cost and the Freight %. This value defaults from the distribution calculation when the Freight amount in the Header is edited, but can be modified. Changing this will update the Freight in the Header.

Sell 01 – The Unit selling price from the inventory item, which can be edited for updating the inventory record but not affect accounting entries.

GL Account – The Transfer Markup GL account that this line will post to, which defaults from a value in Company Settings but can be edited. The Inventory control GL account from the sales department of this item will be the balancing line of the GL transaction when posting.

Location – The warehouse location description for this item for reference, different than the Location in the Header which affects accounting. This can be edited and the new value will update inventory.

Pack Size – An informational value perhaps related to unit of measure or a sales target. This can be edited and the new value will update inventory.

Reference – Text you can enter for information about this Inventory item transfer.

Memo – Text you can enter for information about this Inventory item transfer.

NOTE: When an item is highlighted, the status of all quantities for the item display below the grid.

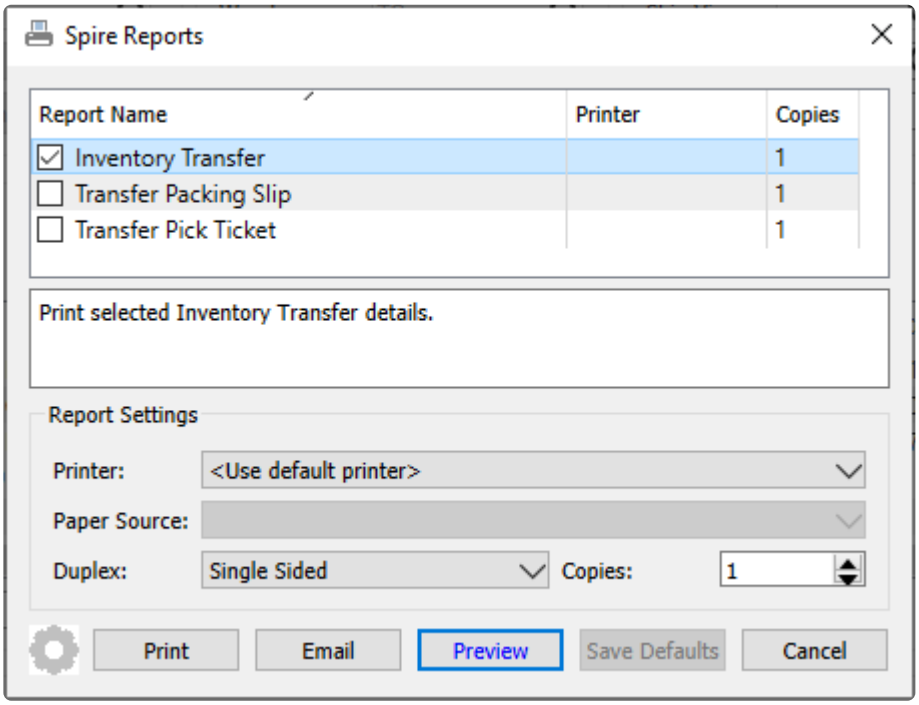
Transfer Footer

Notes – A larger volume of text that can be added for this transfer transaction a a whole.

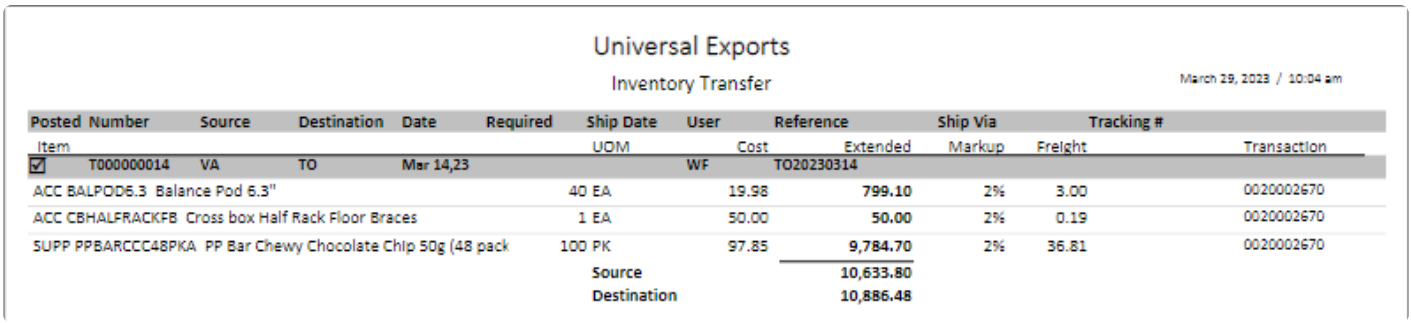
Total Cost – Total sum of all the Extended Costs and any applied Markup and Freight of the Transfer item details.

Reports

Either from the Transfer List screen for a selection of one or more transfers, or when editing a particular transfer, you can print various reports or forms.



Inventory Transfer – Prints a list of items being transferred between warehouses, with included markup or freight where applicable.



Universal Exports

Inventory Transfer

March 29, 2023 / 10:04 am

Posted	Number	Source	Destination	Date	Required	Ship Date	User	Reference	Ship Via	Tracking #
☑	T000000014	VA	TO	Mar 14,23			WF	TO20230314		

Item		UOM	Cost	Extended	Markup	Freight	Transaction
ACC BALPOD6.3	Balance Pod 6.3"	40 EA	19.98	799.10	2%	3.00	0020002670
ACC CBHALFRACKFB	Cross box Half Rack Floor Braces	1 EA	50.00	50.00	2%	0.19	0020002670
SUPP PPBARCCC48PKA	PP Bar Chewy Chocolate Chip 50g (48 pack	100 PK	97.85	9,784.70	2%	36.81	0020002670
		Source		10,633.80			
		Destination		10,886.48			

Transfer Packing Slip – Prints a form that includes the list of items being transferred, which is typically meant for the recipient of the items.

Universal Exports
5578 First Avenue
Vancouver BC V5T 6Y6
Ph. (604) 555-4589 Fax (604) 555-4589
info@inspirehealthsys.com

Packing Slip
T000000014
Date March 14, 2023

Bill To: Inspire Health Systems
5578 First Avenue
Vancouver BC V5T 6Y6
(604) 555-4589

Ship To: InSpire Toronto
830 Southwest Parkway
Toronto ON M5F 6H1

Ship Via	Reference		
	TO20230314		

Part Number	Description	Shipped	
BALPOD6.3	Balance Pod 6.3"	40	EA
CBHALFRACKFB	Cross box Half Rack Floor Braces	1	EA
PPBARCCC48PKA	PP Bar Chewy Chocolate Chip 50g (48 pack)	100	PK
Lot: 466898090			
Lot: 466898089			

Transfer Pick Ticket – Prints a form that includes the list of items being transferred, which is typically meant for the warehouse sending the items.

Universal Exports
5578 First Avenue
Vancouver BC V5T 6Y6
Ph. (604) 555-4589 Fax (604) 555-7763
info@inspirehealthsys.com

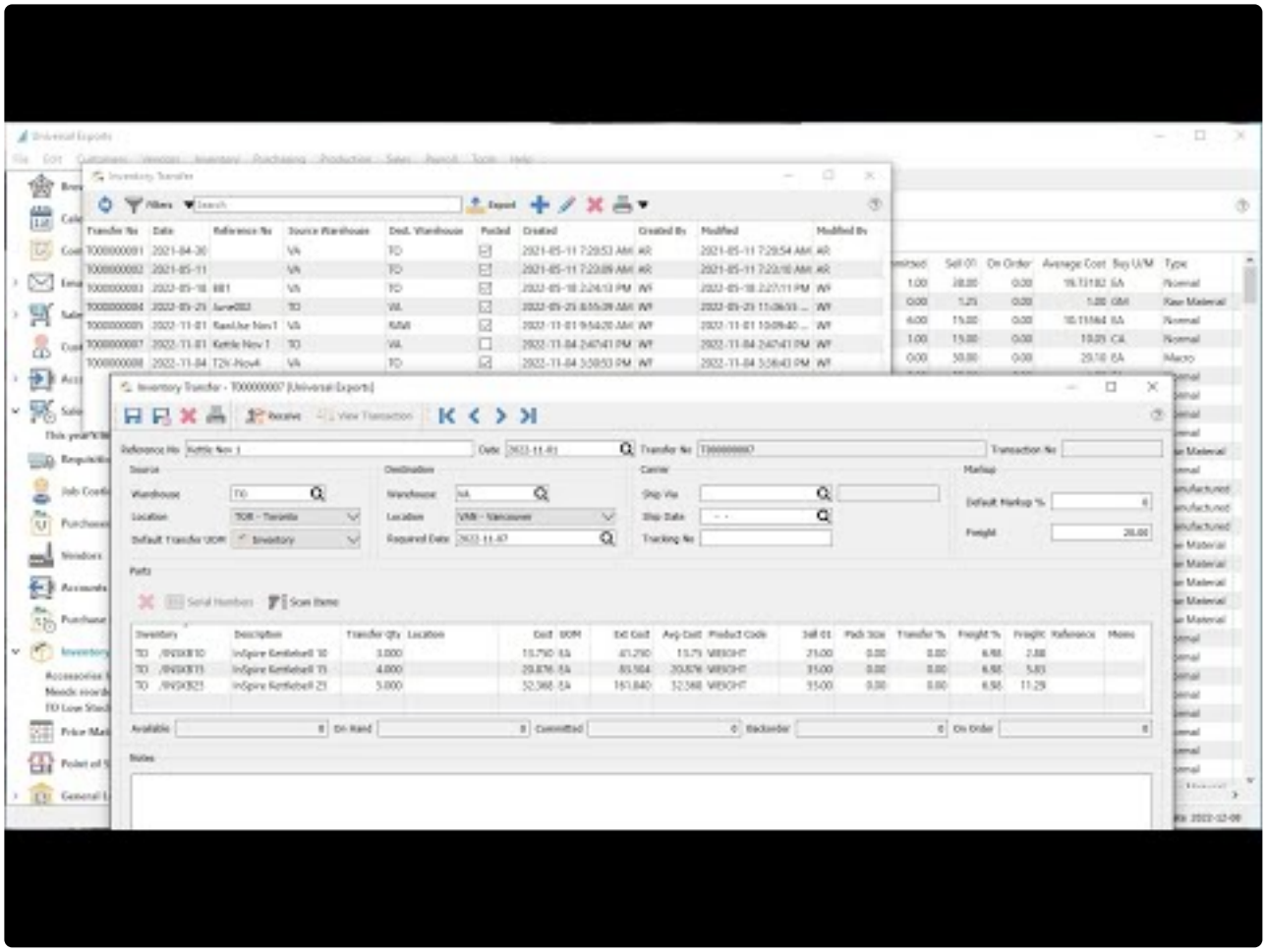
Pick Ticket
T000000014
Date March 14, 2023

Ship To:
InSpire Toronto
830 Southwest Parkway
Toronto ON M5F 6H1
(905) 555-7402

Ship Via	Reference		
	TO20230314		

Part Number	Description	Shipped	
BALPOD6.3	Balance Pod 6.3"	40	EA
CBHALFRACKFB	Cross box Half Rack Floor Braces	1	EA
PPBARCCC48PKA	PP Bar Chewy Chocolate Chip 50g (48 pack)	100	PK
Lot: 466898090			
Lot: 466898089			

Video Instruction



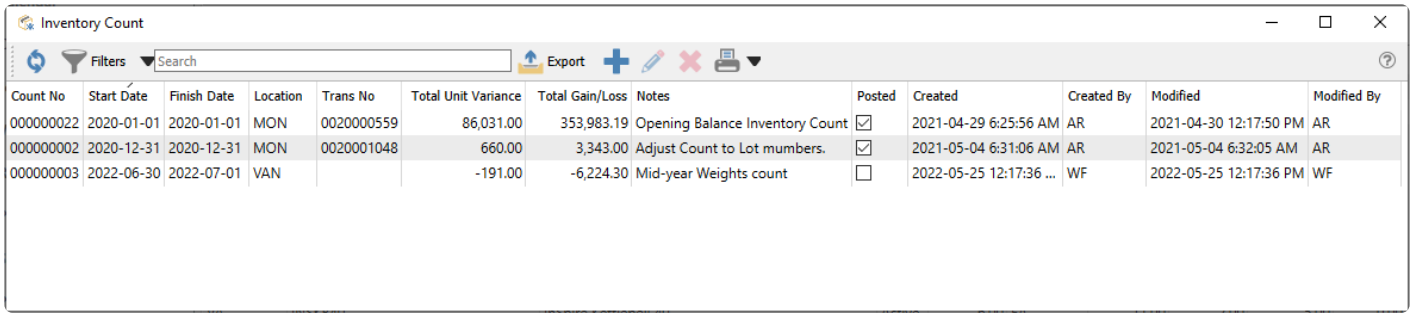
https://www.youtube.com/embed/o4jeiGFgM5E?rel=0

Inventory Count

The Inventory Count procedure is used to aid in reconciling actual inventory quantities to those stored in the data, for individual or groups of inventory items. Counting inventory is an important part of keeping your system up to date and accurate with regard to quantities. Properly and regularly counting inventory helps keep costing, purchasing and materials forecasting accurate. Spire helps make this process efficient by allowing counts to be performed with a bar-code reader, or via entering counts manually. You can combine these methods, and Spire keeps track of count transactions, per item, as they are entered. These transactions display values such as count quantity, the user who created the item count record and the date they entered the count quantity. Spire supports counting in different units of measure, handles average costing and FIFO costing and posts adjusting General Ledger Journal Entries as necessary.

Before counting inventory please note that it is critical that physical inventory quantities remain static (i.e. actual quantities of items on shelves and in bins). While you may continue to received purchase orders and invoice sales orders it is important that, at the point you “freeze inventory” that the physical inventory state matches the systems expected state of inventory. The result of an inventory count in Spire is to capture difference between the expected state of inventory and actual state of inventory. If inventory is physically removed AFTER a count process is started but BEFORE the item is counted, inaccuracies will result. Based on this, inventory counts should be accomplished as quickly as possible. It is also important that no serial numbers or lot numbers are assigned to unposted orders and unposted inventory adjustments and transfers when performing the inventory count.

Inventory Counts can be initiated from two different places in Spire. One place is from the top Inventory menu and the Inventory Counts selection. This opens the Count list window, and a new group of item Counts can be created from here with the Plus button, from which items are selected one at a time or as a group of items.



Count No	Start Date	Finish Date	Location	Trans No	Total Unit Variance	Total Gain/Loss	Notes	Posted	Created	Created By	Modified	Modified By
000000022	2020-01-01	2020-01-01	MON	0020000559	86,031.00	353,983.19	Opening Balance Inventory Count	☑	2021-04-29 6:25:56 AM	AR	2021-04-30 12:17:50 PM	AR
000000002	2020-12-31	2020-12-31	MON	0020001048	660.00	3,343.00	Adjust Count to Lot mumbers.	☑	2021-05-04 6:31:06 AM	AR	2021-05-04 6:32:05 AM	AR
000000003	2022-06-30	2022-07-01	VAN		-191.00	-6,224.30	Mid-year Weights count	☐	2022-05-25 12:17:36 ...	WF	2022-05-25 12:17:36 PM	WF

The other place is from the Inventory list, where one or more items to count are highlighted in the grid, and then the Count button in the toolbar is clicked to start the transaction.

Inventory | Movement | Reports

Filters | Search | Export

Labels | Adjust | Count | Transfer | Purchase | Sell | Requisition

Warehouse	Part number	Description	Status	Available	Stock U/M	On Hand	Backorder	Committed
VA	INSFITFT2	Inspire Fitness Weight Bench for FT2	Active	3.00	EA	3.00	0.00	0.00
VA	INSFITLEGEX	Inspire Fitness Leg Ext. Option for FT2	Active	4.00	EA	4.00	0.00	0.00
VA	INSKB10	InSpire Kettlebell 10	Active	0.00	EA	1.00	10.00	1.00
VA	INSKB100	InSpire Kettlebell 100	Active	0.00	EA	0.00	2.00	0.00
VA	INSKB15	InSpire Kettlebell 15	Active	1.00	EA	1.00	4.00	0.00
VA	INSKB20	InSpire Kettlebell 20	Active	1.00	EA	1.00	6.00	0.00
VA	INSKB25	InSpire Kettlebell 25	Active	0.00	EA	15.00	4.00	15.00
VA	INSKB30	InSpire Kettlebell 30	Active	67.00	EA	83.00	2.00	16.00
VA	INSKB35	InSpire Kettlebell 35	Active	1.00	EA	1.00	5.00	0.00
VA	INSKB40	InSpire Kettlebell 40	Active	6.00	EA	11.00	2.00	5.00
VA	INSKB5	InSpire Kettlebell 5	Active	1.00	EA	8.00	3.00	7.00
VA	INSPKBKIT	Inspire Kettlebell Kit	Active	0.00	EA	0.00	0.00	0.00
VA	INSPOME3-100	Inspire Omega 3 Supplement (100 cap)	Active	6.00	EA	9.00	2.00	3.00

It may be interesting to use filters on the Inventory List to determine a group of items to count, such as those in a particular warehouse location or those that haven't been counted since a certain date.

Inventory Count - 000000003 [Inspire Health System (2021)]

Post | Expand All | Freeze Inventory | Scan Items | Manual Count | Open Inventory

Count No: 000000003 | Trans No: | Start Date: 2022-06-30

Location: VAN - Vancouver | Finish Date: 2022-07-01

Add | Delete | Count Serials

Inventory	Description	Product Code	Warehouse Location	Counted Qty	Expected Qty	Stock Qty	UOM	Serialized	Serial Num
VA /INSDB10	InSpire Dumbbell 10	WEIGHT	Shelf 2 Warehouse	0.00	11.00	0.00	EA	☐	
VA /INSDB100	InSpire Dumbbell 100	WEIGHT	Shelf 2 Warehouse	0.00	0.00	0.00	EA	☐	
VA /INSDB15	InSpire Dumbbell 15	WEIGHT	Shelf 2 Warehouse	0.00	3.00	0.00	EA	☐	
VA /INSDB20	InSpire Dumbbell 20	WEIGHT	Shelf 2 Warehouse	0.00	13.00	0.00	EA	☐	
VA /INSDB25	InSpire Dumbbell 25	WEIGHT	Shelf 2 Warehouse	0.00	0.00	0.00	EA	☐	
VA /INSDB30	InSpire Dumbbell 30	WEIGHT	Shelf 2 Warehouse	0.00	4.00	0.00	EA	☐	
VA /INSDB35	InSpire Dumbbell 35	WEIGHT	Shelf 2 Warehouse	0.00	9.00	0.00	EA	☐	
VA /INSDB40	InSpire Dumbbell 40	WEIGHT	Shelf 2 Warehouse	0.00	1.00	0.00	EA	☐	
VA /INSDB45	InSpire Dumbbell 45	WEIGHT	Shelf 2 Warehouse	0.00	0.00	0.00	EA	☐	
VA /INSDB5	InSpire Dumbbell 5	WEIGHT	Shelf 2 Warehouse	0.00	2.00	0.00	EA	☐	
VA /INSDB50	InSpire Dumbbell 50	WEIGHT	Shelf 2 Warehouse	0.00	0.00	0.00	EA	☐	
VA /INSKB10	InSpire Kettlebell 10	WEIGHT	Shelf 2 Warehouse	0.00	1.00	0.00	EA	☐	
VA /INSKB100	InSpire Kettlebell 100	WEIGHT	Shelf 2 Warehouse	0.00	0.00	0.00	EA	☐	

Notes

Mid-year Weights count

Total Unit Variance -191.00

Total Gain/Loss -6,224.30

Count Header

Save – Saves the count transaction, and reserves the count number from the Next Inventory Count in Company Settings for this transaction, if this count hasn't yet been saved.

Save Close – Performs all the same processes as indicated for Save above, and the count transaction window is closed.

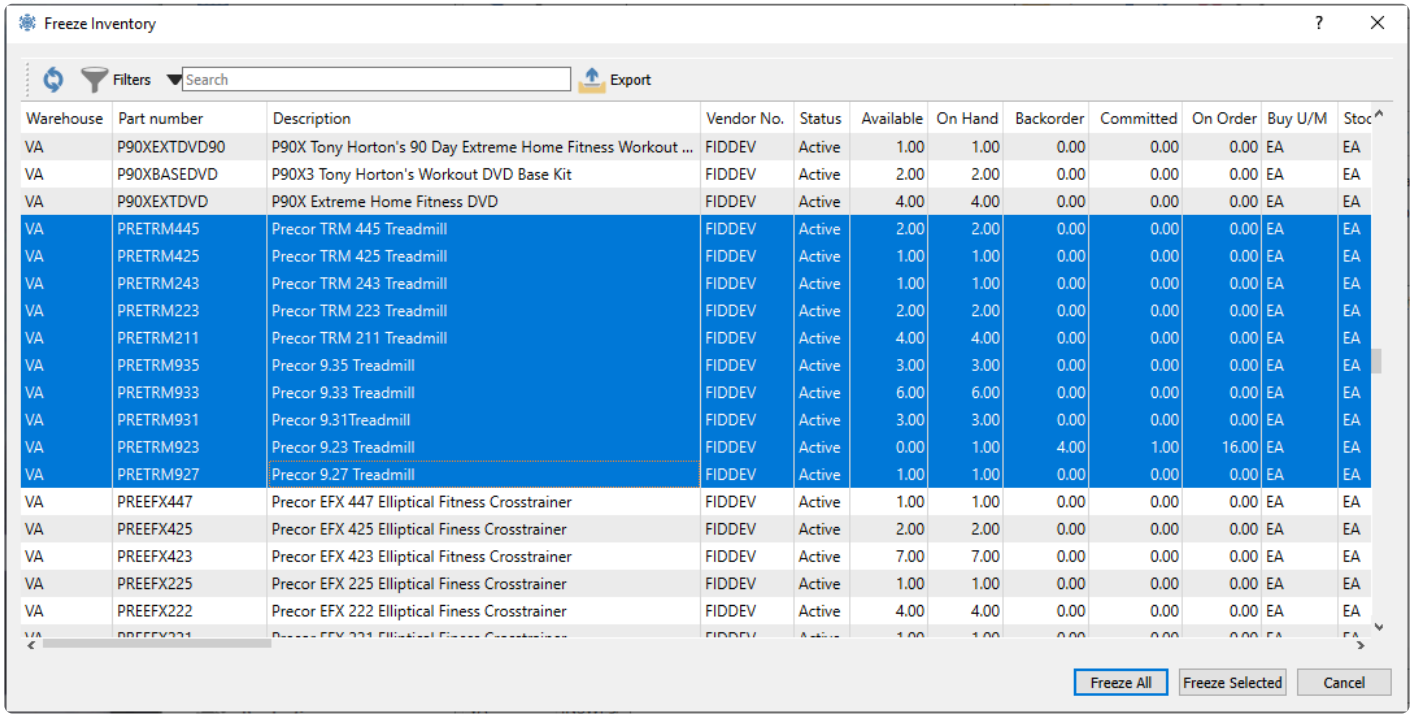
Save New – Performs all the same processes as indicated for Save Close above, and a new count transaction is started.

Print – Choose to print or email an Inventory Count Sheet report – either grouped by Location or all together – in preparation to perform the count, or the Inventory Count Review report – either for all items or just those with a non-zero Inventory Variance – to verify the counts were entered correctly.

Post / Post and Review GL – Confirm the counted quantity and cost for all items, update the quantity on hand values for items with different counted values, and generate a GL transaction for the updated cost changes. Depending on User security settings, you can choose to see or even change the GL transaction details prior to posting.

Expand All – Expand to show the count entry details including date, time and user for all items. Or Collapse All to show the summary Counted Qty for all items.

Freeze Inventory – This opens an inventory item window and allows you to add groups of items for counting, instead of one at a time. 'Freezing' inventory does not prevent any sales, purchase or other transactions from being processed.



Warehouse	Part number	Description	Vendor No.	Status	Available	On Hand	Backorder	Committed	On Order	Buy U/M	Stoc
VA	P90XEXTDVD90	P90X Tony Horton's 90 Day Extreme Home Fitness Workout ...	FIDDEV	Active	1.00	1.00	0.00	0.00	0.00	EA	EA
VA	P90XBASEDVD	P90X3 Tony Horton's Workout DVD Base Kit	FIDDEV	Active	2.00	2.00	0.00	0.00	0.00	EA	EA
VA	P90XEXTDVD	P90X Extreme Home Fitness DVD	FIDDEV	Active	4.00	4.00	0.00	0.00	0.00	EA	EA
VA	PRETRM445	Precor TRM 445 Treadmill	FIDDEV	Active	2.00	2.00	0.00	0.00	0.00	EA	EA
VA	PRETRM425	Precor TRM 425 Treadmill	FIDDEV	Active	1.00	1.00	0.00	0.00	0.00	EA	EA
VA	PRETRM243	Precor TRM 243 Treadmill	FIDDEV	Active	1.00	1.00	0.00	0.00	0.00	EA	EA
VA	PRETRM223	Precor TRM 223 Treadmill	FIDDEV	Active	2.00	2.00	0.00	0.00	0.00	EA	EA
VA	PRETRM211	Precor TRM 211 Treadmill	FIDDEV	Active	4.00	4.00	0.00	0.00	0.00	EA	EA
VA	PRETRM935	Precor 9.35 Treadmill	FIDDEV	Active	3.00	3.00	0.00	0.00	0.00	EA	EA
VA	PRETRM933	Precor 9.33 Treadmill	FIDDEV	Active	6.00	6.00	0.00	0.00	0.00	EA	EA
VA	PRETRM931	Precor 9.31Treadmill	FIDDEV	Active	3.00	3.00	0.00	0.00	0.00	EA	EA
VA	PRETRM923	Precor 9.23 Treadmill	FIDDEV	Active	0.00	1.00	4.00	1.00	16.00	EA	EA
VA	PRETRM927	Precor 9.27 Treadmill	FIDDEV	Active	1.00	1.00	0.00	0.00	0.00	EA	EA
VA	PREEFX447	Precor EFX 447 Elliptical Fitness Crosstrainer	FIDDEV	Active	1.00	1.00	0.00	0.00	0.00	EA	EA
VA	PREEFX425	Precor EFX 425 Elliptical Finess Crosstrainer	FIDDEV	Active	2.00	2.00	0.00	0.00	0.00	EA	EA
VA	PREEFX423	Precor EFX 423 Elliptical Fitness Crosstrainer	FIDDEV	Active	7.00	7.00	0.00	0.00	0.00	EA	EA
VA	PREEFX225	Precor EFX 225 Elliptical Finess Crosstrainer	FIDDEV	Active	1.00	1.00	0.00	0.00	0.00	EA	EA
VA	PREEFX222	Precor EFX 222 Elliptical Finess Crosstrainer	FIDDEV	Active	4.00	4.00	0.00	0.00	0.00	EA	EA

Scan Items – When counting items, you can scan a bar code to increment the Counted Qty of the associated item and unit of measure by 1, whether this is for an item already selected to count or for an item not yet added to this list. The quantity multiplier is supported here, if you want to increment the counted quantity by a particular value with a single scan.

Manual Count – This opens a new window where manually counted quantities are entered. Every time you access this screen and save a count, this adds to the overall counted qty for each item, not replacing existing counts. This allows you to do multiple counts in different locations for the same item, prior to posting, perhaps from different users or different areas of a warehouse.

Open Inventory – Opens the highlighted item in a new window to view or edit.

Count Number – A unique count transaction number, assigned from the next number in Company Settings, loaded when you first create the transaction, and reserved when the count is saved.

Location – If you have Locations enabled in Company Settings, and either the Adjustment or Inventory Control account are configured with a Location segment, the posted GL transaction will update the account with the respective location segment. If no location-specific account exists, then the base account will be used in the transaction.

Trans No – The GL transaction identification, populated when the transfer is posted.

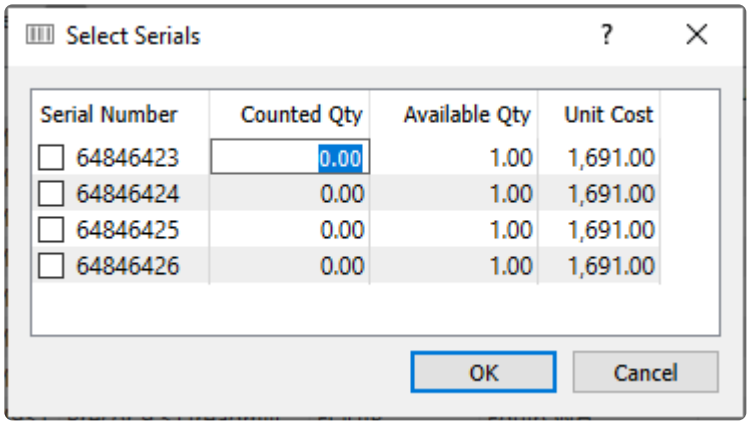
Start Date – The date the count was started, only used for reports.

Finish Date – The date the count was finished, only used for reports.

Add – Include another item for entering a count. This is only available for counts not yet posted.

Delete – Remove an item from counting. This is only available for counts not yet posted.

Count Serials – This button is active only when an item that supports either serial numbers or lot numbers is highlighted. For each serial / lot number, the Counted Qty is entered, thereby indicating specific numbers that exist. Enter 1 for counted serial numbers, or the value for counted quantity within each lot number. If the actual count exceeds what was expected, you cannot add new serial numbers from this count process, so an Adjustment transaction would be required to add this.



Count Details

Inventory – Item part number, and warehouse code if used. A coloured indicator displays green if the counted quantity is equal to the expected quantity, orange if a count was entered but different than expected, and red if the counted quantity is zero (and a non-zero quantity is expected).

Description – Description of the part number.

Warehouse Location – The warehouse location description for this item for reference, which is different than the Location in the Header that affects accounting. The Warehouse Location can be edited here, and the new value will update the inventory item value when the count is posted.

Serialized – This indicates if the inventory item type is either Serialized or Lot numbered. Highlighting a serialized item enables the Count Serials button for counting by individual serial number or group lot numbers.

Serial Number – If the Count Serials process was used to count an inventory item that supports Serial or Lot Numbers, the numbers indicated as counted will be displayed here. Note that serial or lot numbers need to have been previously received, as you cannot add new numbers from inventory counts.

Counted Qty – Quantity entered as the count in the assigned unit of measure, which can be more or less than the Expected Qty, including zero.

UOM – Unit of Measure of the counted item, available as a selection from the supported units configured on the inventory item.

Expected Qty – What the stored quantity on hand is for this item, in the stocking unit of measure, at the time the item was added to this count. Subsequent transactions posted afterwards will not update this value. This column is visible only if the User Setting to View Count Variance is enabled.

Stock Qty – The Counted Qty displayed based in the Stocking unit of measure, calculated from the selected unit conversion factor.

Cost – The Average unit cost of the item at the time this item was added to the count. This amount cannot

be edited, and will be used to calculate the gain/loss amount for items that have a counted quantity variance.

Unit Variance – The calculated difference between the Counted (Stock) and Expected quantities. A negative Unit Variance means that there are fewer counted items than were expected. This column is visible only if the User Setting to View Count Variance is enabled.

Gain/Loss – The amount change for the cost of inventory, calculated from the unit cost and the unit variance. A negative Gain/Loss means that there are fewer counted items than were expected, and thus the cost of inventory will decrease. This column is visible only if the User Setting to View Count Variance is enabled.

Notes – Free text that can be assigned to any counted item, perhaps to indicate a reason for a counted quantity variance.

Count Time – The date and time that the Counted Qty for this item was entered. This is only visible on the Expanded count lines.

User – The user initials that entered the count for this item. This is only visible on the Expanded count lines.

Count Footer

Notes – A larger volume of text that can be added for this count transaction as a whole, which is also displayed on the Inventory Count list and prints on reports.

Total Unit Variance – Total sum of all quantity on hand changes for the count transaction. A net negative change in units will display in red font.

Total Gain/Loss – Total sum of all extended cost changes for the count transaction. A net negative change in cost will display in red font.

Manual Count and Entry

After all the desired items to count have been added to the list, you can then perform and enter the counted quantities. If you are entering the counts manually, you may want to print the
Inventory Count Sheet (by Location) report in order to have all selected items on paper, where counts can be written.

Inspire Health System (2021)

Inventory Count Sheet

Count No 000000003 May 25, 2022 / 3:02 pm

Part number	Product Code	Description	UOM	Location	Count
VA /INSDB100	WEIGHT	InSpire Dumbbell 100	EA	Shelf 2 Warehouse	
VA /INSDB10	WEIGHT	InSpire Dumbbell 10	EA	Shelf 2 Warehouse	
VA /INSDB15	WEIGHT	InSpire Dumbbell 15	EA	Shelf 2 Warehouse	
VA /INSDB20	WEIGHT	InSpire Dumbbell 20	EA	Shelf 2 Warehouse	
VA /INSDB25	WEIGHT	InSpire Dumbbell 25	EA	Shelf 2 Warehouse	
VA /INSDB30	WEIGHT	InSpire Dumbbell 30	EA	Shelf 2 Warehouse	
VA /INSDB35	WEIGHT	InSpire Dumbbell 35	EA	Shelf 2 Warehouse	
VA /INSDB40	WEIGHT	InSpire Dumbbell 40	EA	Shelf 2 Warehouse	
VA /INSDB45	WEIGHT	InSpire Dumbbell 45	EA	Shelf 2 Warehouse	
VA /INSDB50	WEIGHT	InSpire Dumbbell 50	EA	Shelf 2 Warehouse	
VA /INSDB5	WEIGHT	InSpire Dumbbell 5	EA	Shelf 2 Warehouse	
VA /INSKB100	WEIGHT	InSpire Kettlebell 100	EA	Shelf 2 Warehouse	
VA /INSKB10	WEIGHT	InSpire Kettlebell 10	EA	Shelf 2 Warehouse	
VA /INSKB15	WEIGHT	InSpire Kettlebell 15	EA	Shelf 2 Warehouse	
VA /INSKB20	WEIGHT	InSpire Kettlebell 20	EA	Shelf 2 Warehouse	
VA /INSKB25	WEIGHT	InSpire Kettlebell 25	EA	Shelf 2 Warehouse	
VA /INSKB30	WEIGHT	InSpire Kettlebell 30	EA	Shelf 2 Warehouse	
VA /INSKB35	WEIGHT	InSpire Kettlebell 35	EA	Shelf 2 Warehouse	
VA /INSKB40	WEIGHT	InSpire Kettlebell 40	EA	Shelf 2 Warehouse	
VA /INSKB5	WEIGHT	InSpire Kettlebell 5	EA	Shelf 2 Warehouse	
VA /INSWP10	WEIGHT	InSpire Weight Plate 10	EA	Shelf 2 Warehouse	
VA /INSWP15	WEIGHT	InSpire Weight Plate 15	EA	Shelf 2 Warehouse	
VA /INSWP20	WEIGHT	InSpire Weight Plate 20	EA	Shelf 2 Warehouse	
VA /INSWP25	WEIGHT	InSpire Weight Plate 25	EA	Shelf 2 Warehouse	
VA /INSWP30	WEIGHT	InSpire Weight Plate 30	EA	Shelf 2 Warehouse	
VA /INSWP35	WEIGHT	InSpire Weight Plate 35	EA	Shelf 2 Warehouse	
VA /INSWP40	WEIGHT	InSpire Weight Plate 40	EA	Shelf 2 Warehouse	
VA /INSWP45	WEIGHT	InSpire Weight Plate 45	EA	Shelf 2 Warehouse	
VA /INSWP50	WEIGHT	InSpire Weight Plate 50	EA	Shelf 2 Warehouse	
VA /INSWP5	WEIGHT	InSpire Weight Plate 5	EA	Shelf 2 Warehouse	

30 Items

Mid-year Weights count

After the count has been performed and the actual quantities for this items known, they are recorded here by clicking the Manual Count button and entering the quantities in the new window.

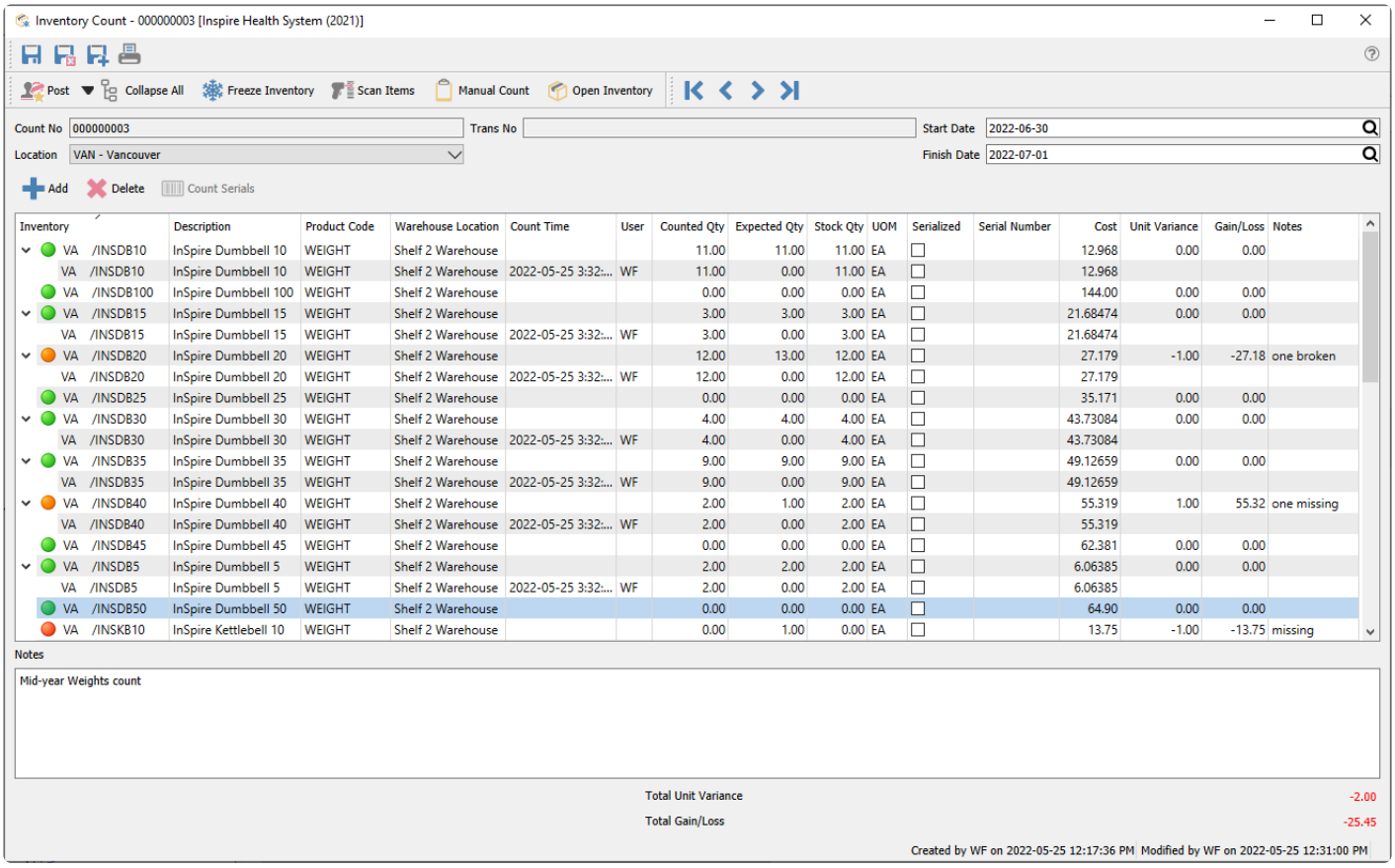
Enter Manual Count

Match Expected Quantity

Inventory	Description	Product Code	Counted Qty	Stock Qty	Serialized	UOM	Warehouse Location	Count Time	Cost	Notes
VA /INSWP10	InSpire We...	WEIGHT	2.00	2.00	☐	EA	Shelf 2 Warehouse	2022-05-25 3:25:50 PM	10.785	
VA /INSKB5	InSpire Ket...	WEIGHT	8.00	8.00	☐	EA	Shelf 2 Warehouse	2022-05-25 3:25:50 PM	8.828	
VA /INSKB40	InSpire Ket...	WEIGHT	11.00	11.00	☐	EA	Shelf 2 Warehouse	2022-05-25 3:25:50 PM	46.75	
VA /INSKB35	InSpire Ket...	WEIGHT	1.00	1.00	☐	EA	Shelf 2 Warehouse	2022-05-25 3:25:50 PM	41.25	
VA /INSKB30	InSpire Ket...	WEIGHT	83.00	83.00	☐	EA	Shelf 2 Warehouse	2022-05-25 3:25:50 PM	39.844	
VA /INSKB25	InSpire Ket...	WEIGHT	15.00	15.00	☐	EA	Shelf 2 Warehouse	2022-05-25 3:25:50 PM	32.368	
VA /INSKB20	InSpire Ket...	WEIGHT	1.00	1.00	☐	EA	Shelf 2 Warehouse	2022-05-25 3:25:50 PM	26.483	
VA /INSKB15	InSpire Ket...	WEIGHT	1.00	1.00	☐	EA	Shelf 2 Warehouse	2022-05-25 3:25:50 PM	20.876	
VA /INSKB100	InSpire Ket...	WEIGHT	0.00	0.00	☐	EA	Shelf 2 Warehouse	2022-05-25 3:25:50 PM	113.75	
VA /INSKB10	InSpire Ket...	WEIGHT	1.00	1.00	☐	EA	Shelf 2 Warehouse	2022-05-25 3:25:50 PM	13.75	
VA /INSDB50	InSpire Du...	WEIGHT	0.00	0.00	☐	EA	Shelf 2 Warehouse	2022-05-25 3:25:50 PM	64.90	

OK Cancel

Simply click in the Counted Qty cell for an item to edit the value to the actual quantity counted. It is possible to use the Match Expected Quantity button to pre-fill all the Counted Qty values with the respected Expected quantities, and just modify those that didn't match, if the User Setting to View Count Variance is enabled. You can also change the Warehouse Location here, and write back to the item when posting the count, or add a Note to indicate a reason why the count differed or any other desired text. When all the counts and notes have been entered, click the OK button to save the changes.



Inventory	Description	Product Code	Warehouse Location	Count Time	User	Counted Qty	Expected Qty	Stock Qty	UOM	Serialized	Serial Number	Cost	Unit Variance	Gain/Loss	Notes
VA /INSDB10	InSpire Dumbbell 10	WEIGHT	Shelf 2 Warehouse			11.00	11.00	11.00	EA	☐		12.968	0.00	0.00	
VA /INSDB10	InSpire Dumbbell 10	WEIGHT	Shelf 2 Warehouse	2022-05-25 3:32:...	WF	11.00	0.00	11.00	EA	☐		12.968			
VA /INSDB100	InSpire Dumbbell 100	WEIGHT	Shelf 2 Warehouse			0.00	0.00	0.00	EA	☐		144.00	0.00	0.00	
VA /INSDB15	InSpire Dumbbell 15	WEIGHT	Shelf 2 Warehouse			3.00	3.00	3.00	EA	☐		21.68474	0.00	0.00	
VA /INSDB15	InSpire Dumbbell 15	WEIGHT	Shelf 2 Warehouse	2022-05-25 3:32:...	WF	3.00	0.00	3.00	EA	☐		21.68474			
VA /INSDB20	InSpire Dumbbell 20	WEIGHT	Shelf 2 Warehouse			12.00	13.00	12.00	EA	☐		27.179	-1.00	-27.18	one broken
VA /INSDB20	InSpire Dumbbell 20	WEIGHT	Shelf 2 Warehouse	2022-05-25 3:32:...	WF	12.00	0.00	12.00	EA	☐		27.179			
VA /INSDB25	InSpire Dumbbell 25	WEIGHT	Shelf 2 Warehouse			0.00	0.00	0.00	EA	☐		35.171	0.00	0.00	
VA /INSDB30	InSpire Dumbbell 30	WEIGHT	Shelf 2 Warehouse			4.00	4.00	4.00	EA	☐		43.73084	0.00	0.00	
VA /INSDB30	InSpire Dumbbell 30	WEIGHT	Shelf 2 Warehouse	2022-05-25 3:32:...	WF	4.00	0.00	4.00	EA	☐		43.73084			
VA /INSDB35	InSpire Dumbbell 35	WEIGHT	Shelf 2 Warehouse			9.00	9.00	9.00	EA	☐		49.12659	0.00	0.00	
VA /INSDB35	InSpire Dumbbell 35	WEIGHT	Shelf 2 Warehouse	2022-05-25 3:32:...	WF	9.00	0.00	9.00	EA	☐		49.12659			
VA /INSDB40	InSpire Dumbbell 40	WEIGHT	Shelf 2 Warehouse			2.00	1.00	2.00	EA	☐		55.319	1.00	55.32	one missing
VA /INSDB40	InSpire Dumbbell 40	WEIGHT	Shelf 2 Warehouse	2022-05-25 3:32:...	WF	2.00	0.00	2.00	EA	☐		55.319			
VA /INSDB45	InSpire Dumbbell 45	WEIGHT	Shelf 2 Warehouse			0.00	0.00	0.00	EA	☐		62.381	0.00	0.00	
VA /INSDB5	InSpire Dumbbell 5	WEIGHT	Shelf 2 Warehouse			2.00	2.00	2.00	EA	☐		6.06385	0.00	0.00	
VA /INSDB5	InSpire Dumbbell 5	WEIGHT	Shelf 2 Warehouse	2022-05-25 3:32:...	WF	2.00	0.00	2.00	EA	☐		6.06385			
VA /INSDB50	InSpire Dumbbell 50	WEIGHT	Shelf 2 Warehouse			0.00	0.00	0.00	EA	☐		64.90	0.00	0.00	
VA /INSKB10	InSpire Kettlebell 10	WEIGHT	Shelf 2 Warehouse			0.00	1.00	0.00	EA	☐		13.75	-1.00	-13.75	missing

After an item count, it is easy to see where differences are, as either green, red or orange indicators will be next to each item number. Green indicators show counts that match expected, and red and orange indicators show non-matching counts. To see the count detail, expand any item by clicking the arrowhead to the left, or all items by clicking the Expand All toolbar button. These expanded lines show details of the Counted Qty, Count Time details, and User, which could have multiple lines if multiple counts were saved, and the Counted Qty, unit of measure or Warehouse Location can be modified if a correction from the saved count is necessary.

Once all editing has been done, you can print an Inventory Count Review report to list all the items and their respective counts, where those with a variance will stand out with difference values to the right. The Inventory Variance report is similar to the Inventory Count report, except that only those items with a variance are printed. These reports can be printed as often as required throughout the course of an inventory count.

Inspire Health System (2021)

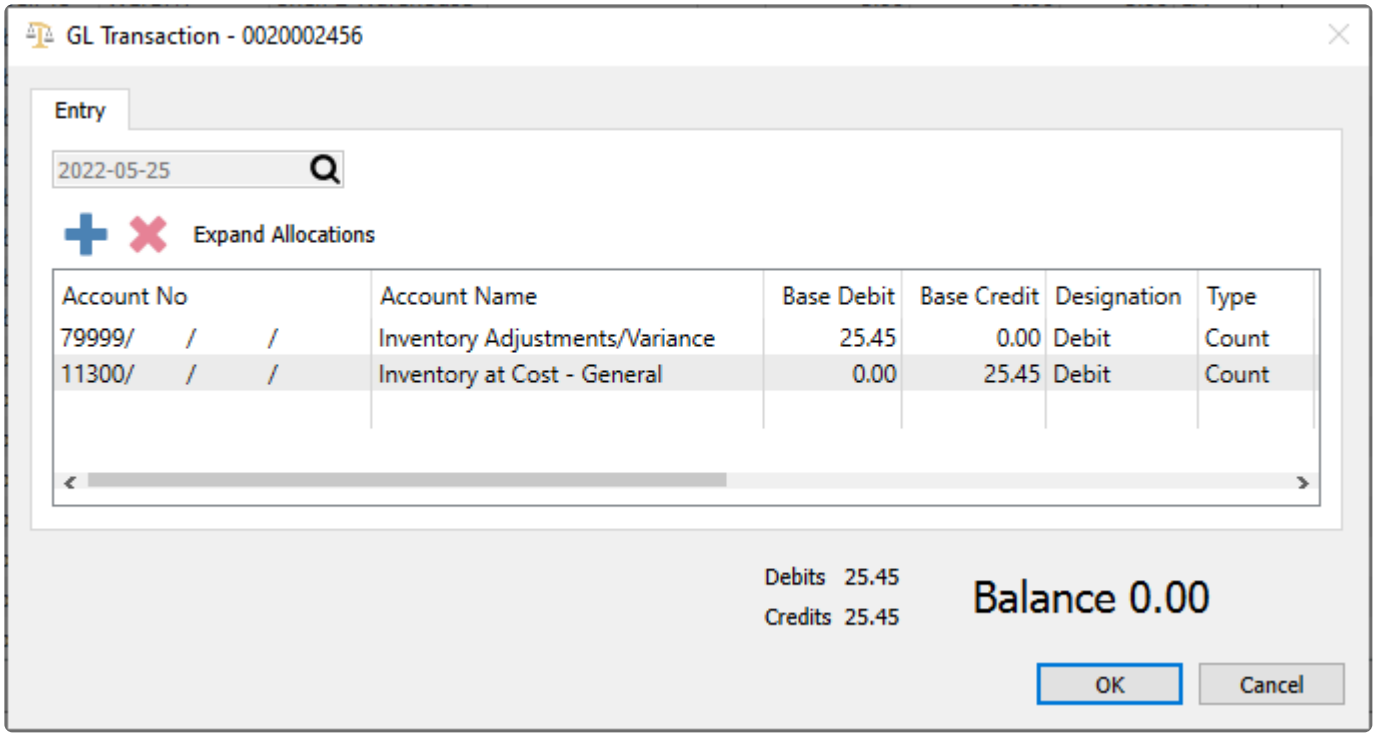
Inventory Count Review

Start Date Jun 30,22
Finish Date Jul 1,22
May 25, 2022 / 3:49 pm

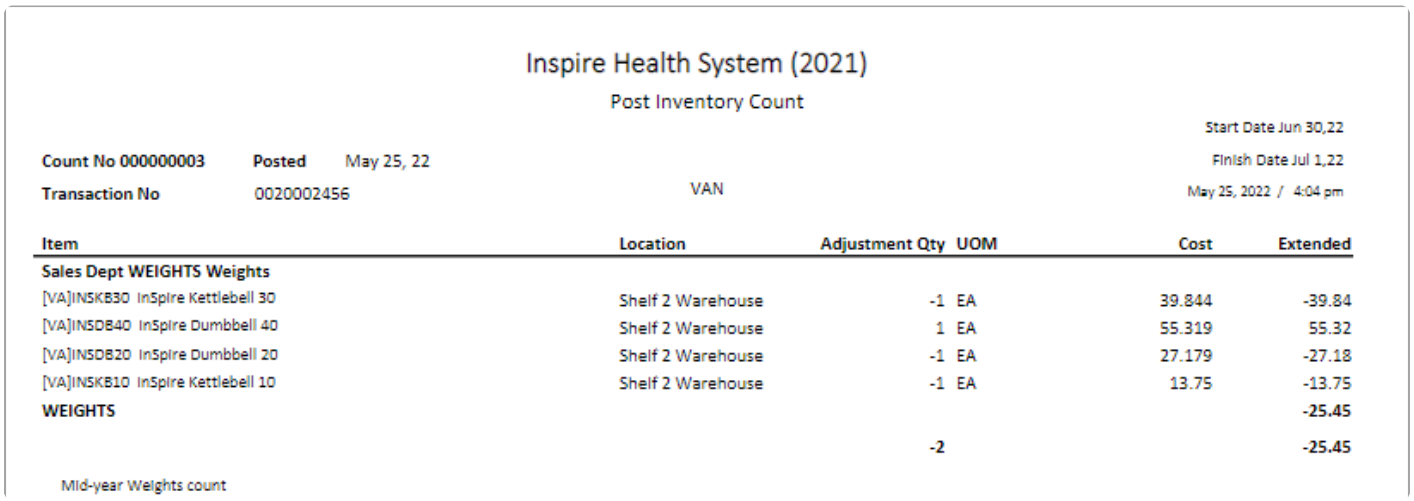
Count No 000000003

Part Number	Product Code	Description		UOM	Expected	Counted	Diff	Gain/Loss
VA /INSDB10	WEIGHT	InSpire Dumbbell 10		EA	11	11		
VA /INSDB10			*May 25,22 3:32 pm*	*EA*	*WF*	*11*		
VA /INSDB15	WEIGHT	InSpire Dumbbell 15		EA	3	3		
VA /INSDB15			*May 25,22 3:32 pm*	*EA*	*WF*	*3*		
VA /INSDB20	WEIGHT	InSpire Dumbbell 20		EA	13	12	-1	-27.18
VA /INSDB20			*May 25,22 3:32 pm*	*EA*	*WF*	*12*		
VA /INSDB30	WEIGHT	InSpire Dumbbell 30		EA	4	4		
VA /INSDB30			*May 25,22 3:32 pm*	*EA*	*WF*	*4*		
VA /INSDB35	WEIGHT	InSpire Dumbbell 35		EA	9	9		
VA /INSDB35			*May 25,22 3:32 pm*	*EA*	*WF*	*9*		
VA /INSDB40	WEIGHT	InSpire Dumbbell 40		EA	1	2	1	55.32
VA /INSDB40			*May 25,22 3:32 pm*	*EA*	*WF*	*2*		
VA /INSDB5	WEIGHT	InSpire Dumbbell 5		EA	2	2		
VA /INSDB5			*May 25,22 3:32 pm*	*EA*	*WF*	*2*		
VA /INSKB10	WEIGHT	InSpire Kettlebell 10		EA	1	0	-1	-13.75
VA /INSKB15	WEIGHT	InSpire Kettlebell 15		EA	1	1		
VA /INSKB15			*May 25,22 3:32 pm*	*EA*	*WF*	*1*		
VA /INSKB20	WEIGHT	InSpire Kettlebell 20		EA	1	1		
VA /INSKB20			*May 25,22 3:32 pm*	*EA*	*WF*	*1*		
VA /INSKB25	WEIGHT	InSpire Kettlebell 25		EA	15	15		
VA /INSKB25			*May 25,22 3:32 pm*	*EA*	*WF*	*15*		
VA /INSKB30	WEIGHT	InSpire Kettlebell 30		EA	83	82	-1	-39.84
VA /INSKB30			*May 25,22 3:32 pm*	*EA*	*WF*	*82*		
VA /INSKB35	WEIGHT	InSpire Kettlebell 35		EA	1	1		
VA /INSKB35			*May 25,22 3:32 pm*	*EA*	*WF*	*1*		

When you are ready to commit the counts to the company data, click the Post button in the toolbar. A screen will appear to enter the transaction date that will be used for the item adjustments and GL journal entry. You may be able to see or even change the GL accounts if a User Setting is enabled to allow this. Any inventory count adjustment transactions will be saved with the items, and a journal entry will be posted to the General Ledger, updating the Inventory control and Inventory Adjustment accounts, with the Location segment included when applicable.



A Post Inventory Count report is also available to list just the items that had a quantity variance, along with costs.



Inspire Health System (2021)

Post Inventory Count

Start Date Jun 30,22
Finish Date Jul 1,22
May 25, 2022 / 4:04 pm

Count No 000000003 **Posted** May 25, 22
Transaction No 0020002456 VAN

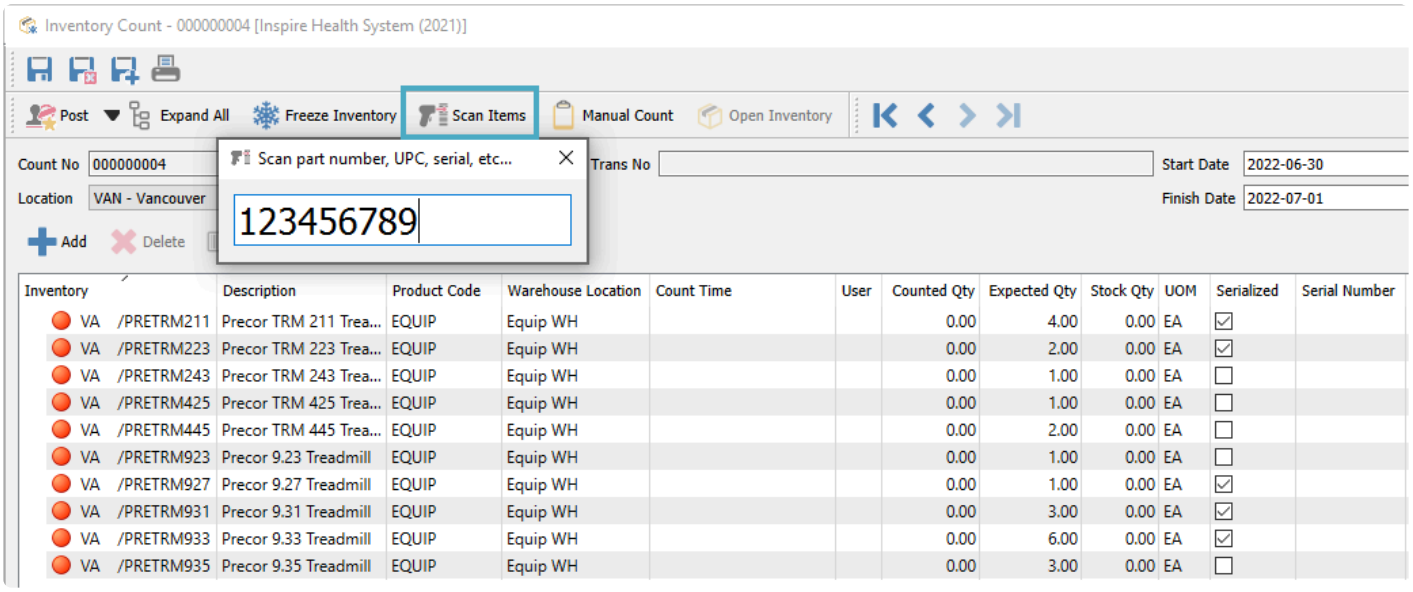
Item	Location	Adjustment Qty	UOM	Cost	Extended
Sales Dept WEIGHTS Weights					
[VA]IN5KB30 InSpire Kettlebell 30	Shelf 2 Warehouse	-1	EA	39.844	-39.84
[VA]IN5DB40 InSpire Dumbbell 40	Shelf 2 Warehouse	1	EA	55.319	55.32
[VA]IN5DB20 InSpire Dumbbell 20	Shelf 2 Warehouse	-1	EA	27.179	-27.18
[VA]IN5KB10 InSpire Kettlebell 10	Shelf 2 Warehouse	-1	EA	13.75	-13.75
WEIGHTS					**-25.45**
		-2			**-25.45**

Mid-year Weights count

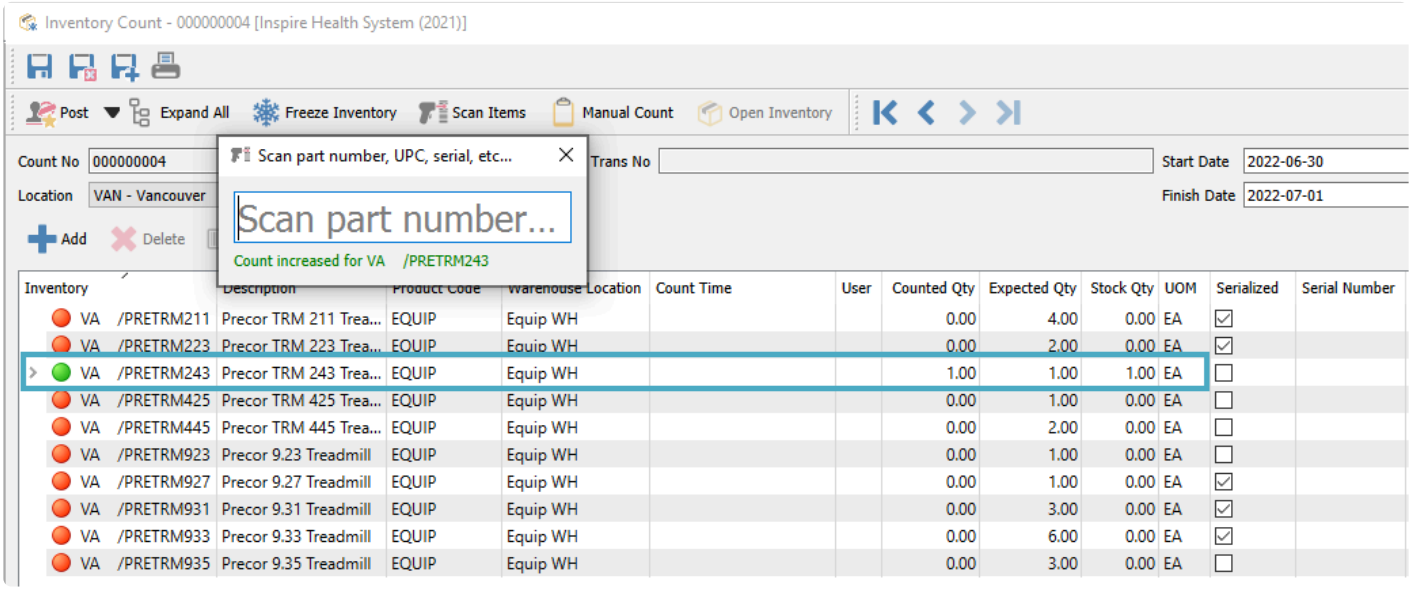
The posted count can be viewed at any time from the inventory count list or from the General Ledger journal entry and the View Source button. Any inventory count adjustments can also be seen from the Movement or Receipts tabs while editing an item, with a transaction Source equal to Count.

Scanning Items

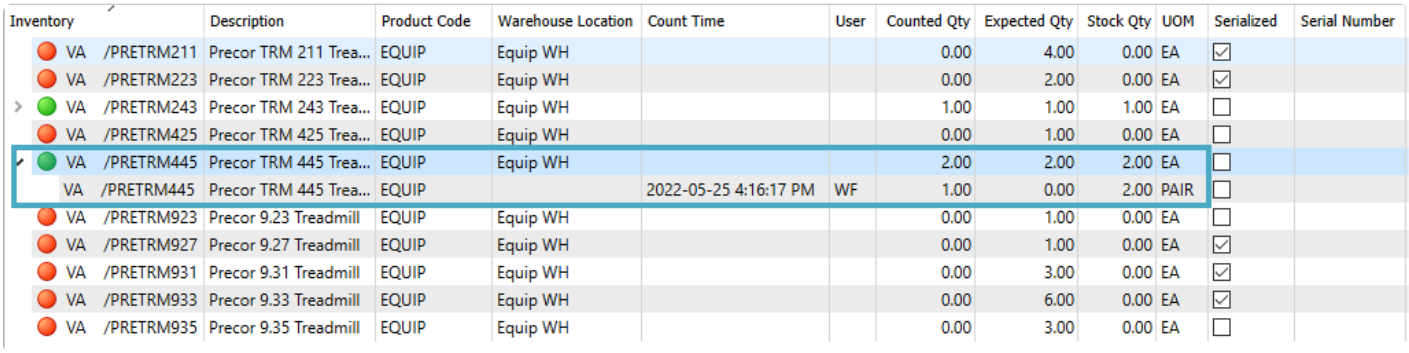
Scanning barcodes for counting items tends to be more efficient than counting them manually, especially in larger count volumes, to assist in ensuring that the correct counted item is updatted. To perform counts by scanning barcodes, click the Scan Items button to open the scan window and then scan the barcode.



If the code was located, it will automatically increment the count of that item by one, or by the quantity multiplier if this was included with the scan.

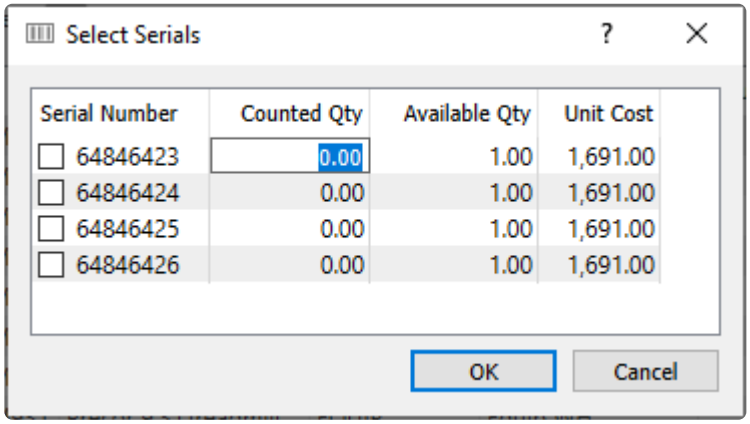


If the barcode you scanned was for a unit of measure other than the stocking unit, that will be recognized and used for the count. The Stock Qty will be calculated in the stocking unit.

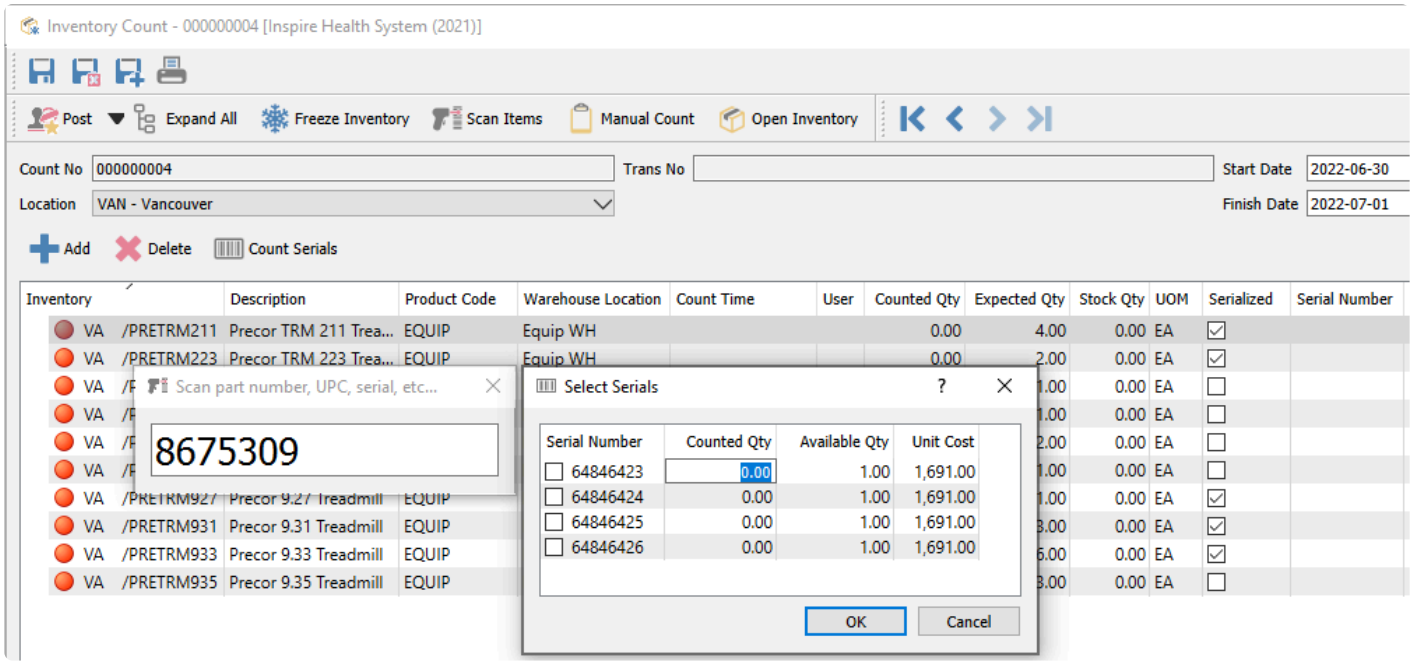


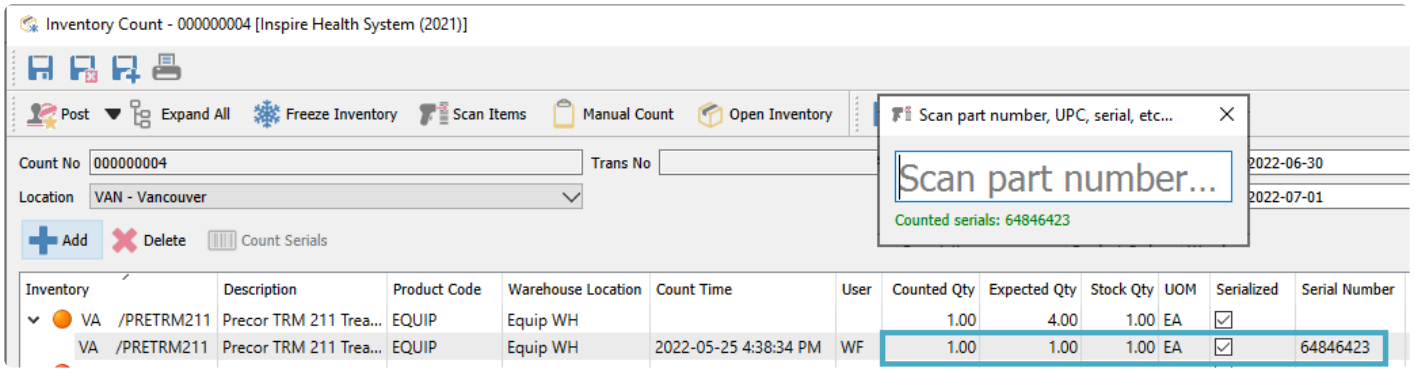
Serial or Lot Numbers

If the item that you are counting supports either serial numbers or lot numbers, you can manually select all of those counted, either by using the checkbox or entering the quantity.

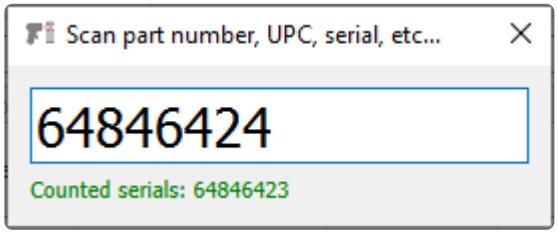


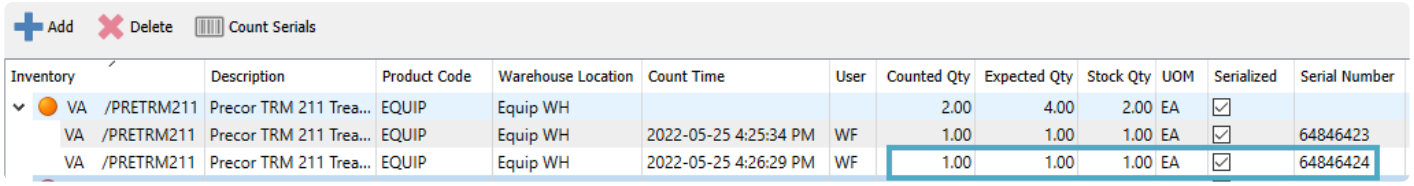
If the item also has UPC barcodes entered, you can scan this to bring up the serial number selection screen for the one you scanned.



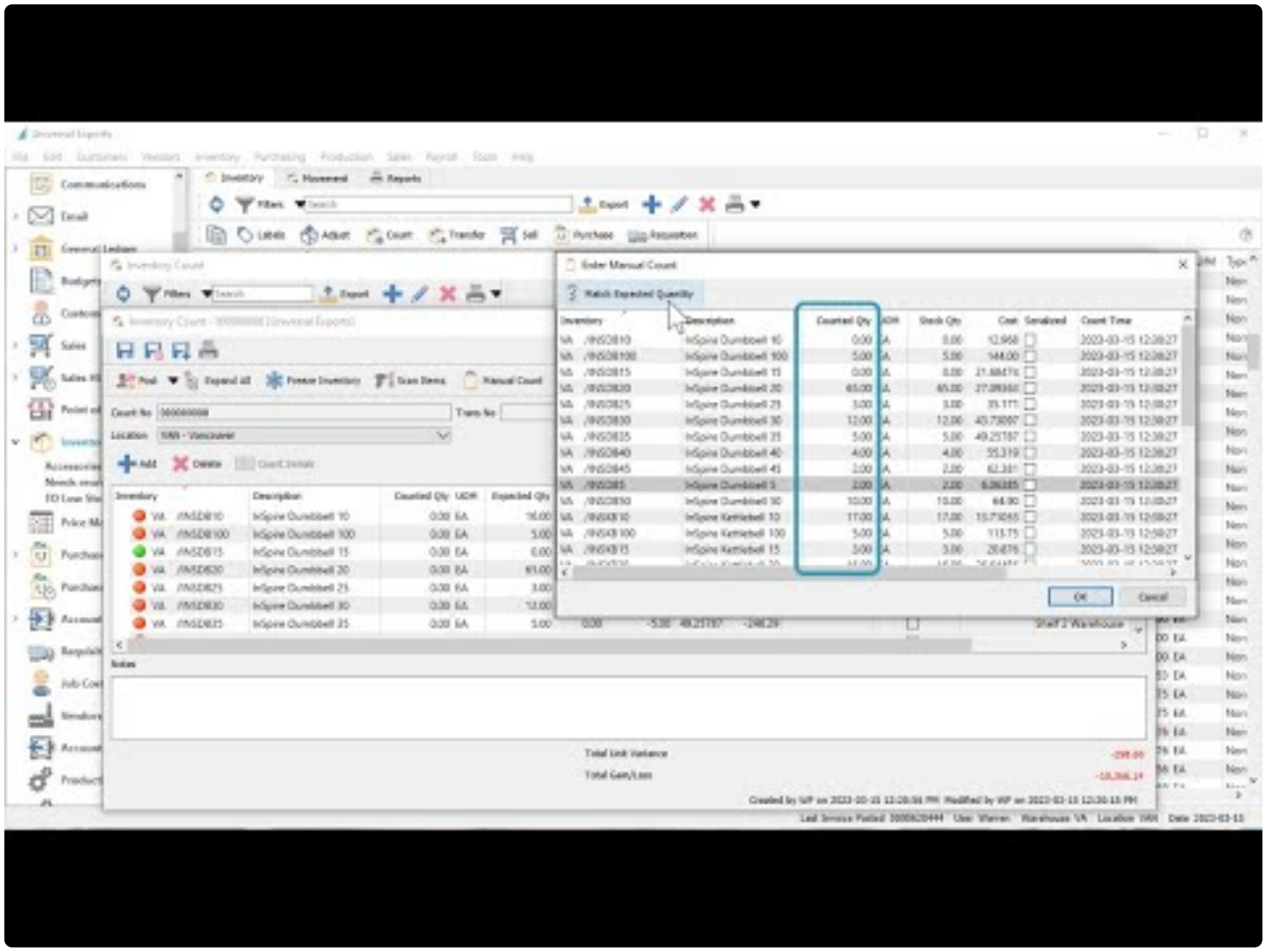


If there is a barcode associated with the serial or lot number, you can scan this to immediately increment the count for that number.





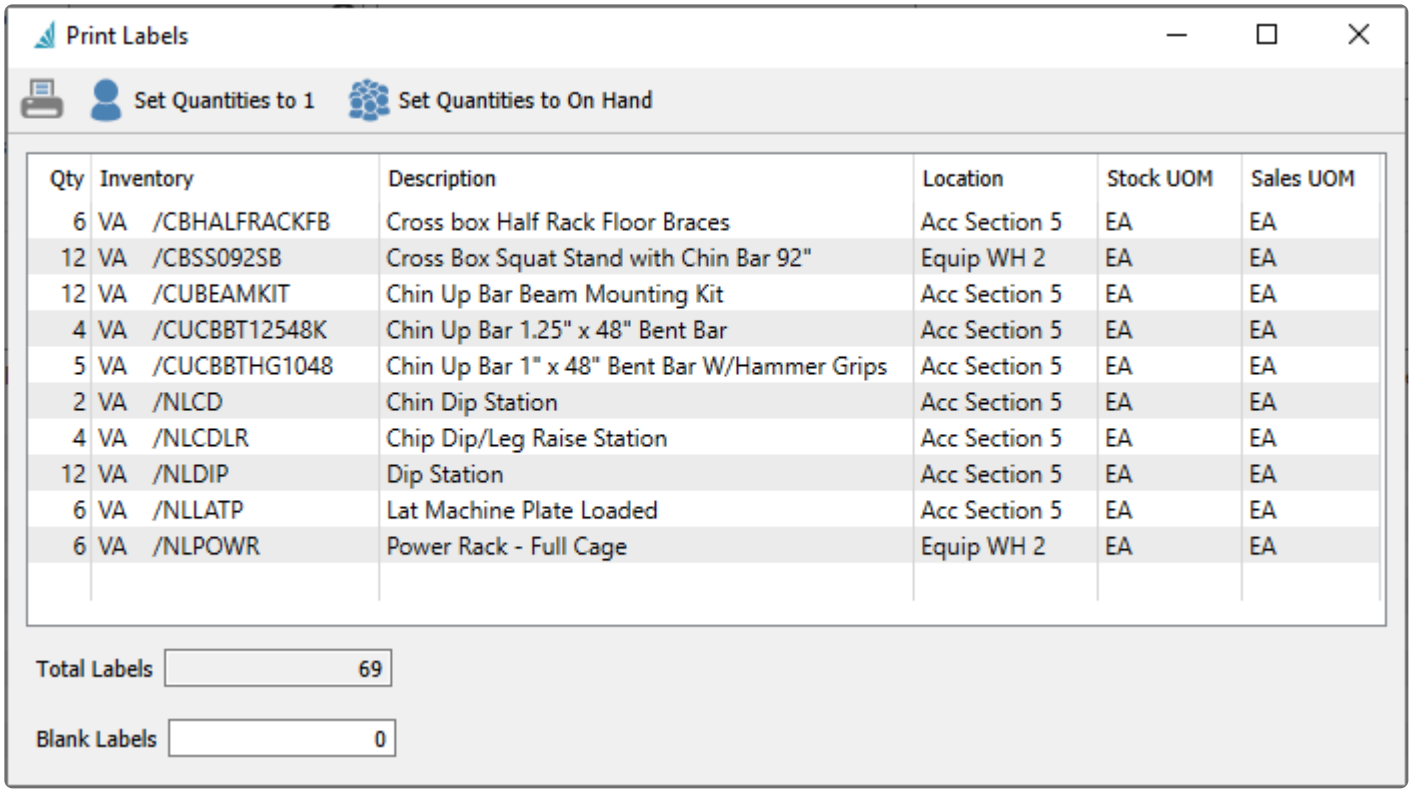
Video Instruction



https://www.youtube.com/embed/8wLXL6V4LIA?rel=0

Inventory Labels

Inventory Labels are useful for various reasons, such as creating scannable barcodes for identifying items or orders, or creating shelf labelling for the warehouse. Item labels can be printed from a purchase order, sales order or from the inventory list. However you print them, the Print Labels window contains a list of items where you determine how many to print and the type of label you require.



Qty	Inventory	Description	Location	Stock UOM	Sales UOM
6	VA /CBHALFRACKFB	Cross box Half Rack Floor Braces	Acc Section 5	EA	EA
12	VA /CBSS092SB	Cross Box Squat Stand with Chin Bar 92"	Equip WH 2	EA	EA
12	VA /CUBEAMKIT	Chin Up Bar Beam Mounting Kit	Acc Section 5	EA	EA
4	VA /CUCBBT12548K	Chin Up Bar 1.25" x 48" Bent Bar	Acc Section 5	EA	EA
5	VA /CUCBBTHG1048	Chin Up Bar 1" x 48" Bent Bar W/Hammer Grips	Acc Section 5	EA	EA
2	VA /NLCD	Chin Dip Station	Acc Section 5	EA	EA
4	VA /NLCDLR	Chip Dip/Leg Raise Station	Acc Section 5	EA	EA
12	VA /NLDIP	Dip Station	Acc Section 5	EA	EA
6	VA /NLLATP	Lat Machine Plate Loaded	Acc Section 5	EA	EA
6	VA /NLPOWR	Power Rack - Full Cage	Equip WH 2	EA	EA

Print – Prints labels for each item on the list in specified quantity, using a report based on your label layout and formatting requirements.

Set Quantities to 1 – Sets label quantities for all items to print one label for each item. An example for printing one label per item would be for warehouse shelf or bin labels, where only one label per item is necessary.

Set Quantities to On Hand – Sets label quantities for all items to print one label for each quantity associated with the item, depending on the label source. This is the default setting when the Print Labels screen is first opened.

Qty – The number of labels that will be printed for each item number. The default value is the 'On Hand' quantity but the values can be manually edited as required.

Inventory – The item part number and warehouse for which labels will be printed. If you click on the blank row beneath the last inventory number, you can add a new item number for printing.

Description – The description of the item for which labels will be printed, displayed for reference only and cannot be edited.

Location – The warehouse location of the item number, displayed for reference only and cannot be edited. This may be useful for shelf labelling.

Stock UOM – The stocking unit of measure of the item number, displayed for reference only and cannot be edited. This may be useful when determining the number of labels to print if the unit you store items in the warehouse is something other than Each.

Sales UOM – The selling unit of measure of the item number, displayed for reference only and cannot be edited. This may be useful when determining the number of labels to print if the unit in how you ship items is something other than Each.

Total Labels – The sum of the quantities of labels that will be printed for all items. This is helpful so that you can load enough labels in the printer before starting.

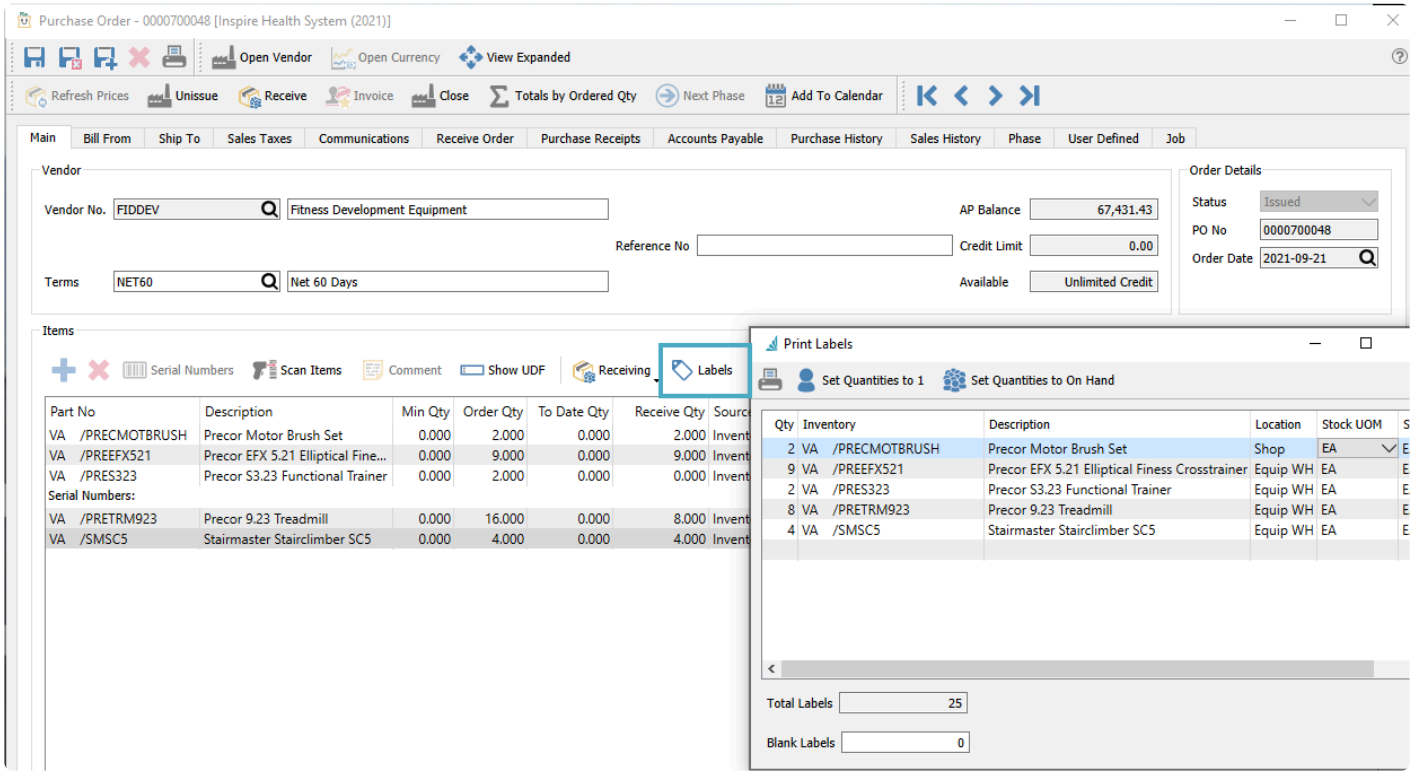
Blank Labels – Determines the starting position of printed information on a sheet of labels. The default value of zero will start printing in the top-left corner, and a non-zero value will skip that number of labels in the first column, then the second and third columns. This is helpful if the user is printing on sheets of labels and some were used the last time labels were printed. You wouldn’t enter a value greater than the maximum number of labels on one sheet.

When you print labels on a sheet with multiple rows and columns, the printing sequence will be by columns rather than rows.

CBHALFRACKFB Cross box Half Rack Floor Braces 109.99	CBSS092SB Cross Box Squat Stand with Chin Bar 92' 549.00	CUBEAMKIT Chin Up Bar Beam Mounting Kit 25.00
CBHALFRACKFB Cross box Half Rack Floor Braces 109.99	CBSS092SB Cross Box Squat Stand with Chin Bar 92' 549.00	CUBEAMKIT Chin Up Bar Beam Mounting Kit 25.00
CBHALFRACKFB Cross box Half Rack Floor Braces 109.99	CBSS092SB Cross Box Squat Stand with Chin Bar 92' 549.00	CUBEAMKIT Chin Up Bar Beam Mounting Kit 25.00
CBHALFRACKFB Cross box Half Rack Floor Braces 109.99	CBSS092SB Cross Box Squat Stand with Chin Bar 92' 549.00	CUBEAMKIT Chin Up Bar Beam Mounting Kit 25.00
CBHALFRACKFB Cross box Half Rack Floor Braces 109.99	CBSS092SB Cross Box Squat Stand with Chin Bar 92' 549.00	CUBEAMKIT Chin Up Bar Beam Mounting Kit 25.00
CBHALFRACKFB Cross box Half Rack Floor Braces 109.99	CBSS092SB Cross Box Squat Stand with Chin Bar 92' 549.00	CUBEAMKIT Chin Up Bar Beam Mounting Kit 25.00
CBSS092SB Cross Box Squat Stand with Chin Bar 92 549.00	CBSS092SB Cross Box Squat Stand with Chin Bar 92' 549.00	CUBEAMKIT Chin Up Bar Beam Mounting Kit 25.00
CBSS092SB Cross Box Squat Stand with Chin Bar 92 549.00	CUBEAMKIT Chin Up Bar Beam Mounting Kit 25.00	CUBEAMKIT Chin Up Bar Beam Mounting Kit 25.00
CBSS092SB Cross Box Squat Stand with Chin Bar 92' 549.00	CUBEAMKIT Chin Up Bar Beam Mounting Kit 25.00	CUCBBT12548K Chin Up Bar 1.25" x 48" Bent Bar 23.75
CBSS092SB Cross Box Squat Stand with Chin Bar 92 549.00	CUBEAMKIT Chin Up Bar Beam Mounting Kit 25.00	CUCBBT12548K Chin Up Bar 1.25" x 48" Bent Bar 23.75
CBSS092SB Cross Box Squat Stand with Chin Bar 92 549.00	CUBEAMKIT Chin Up Bar Beam Mounting Kit 25.00	CUCBBT12548K Chin Up Bar 1.25" x 48" Bent Bar 23.75

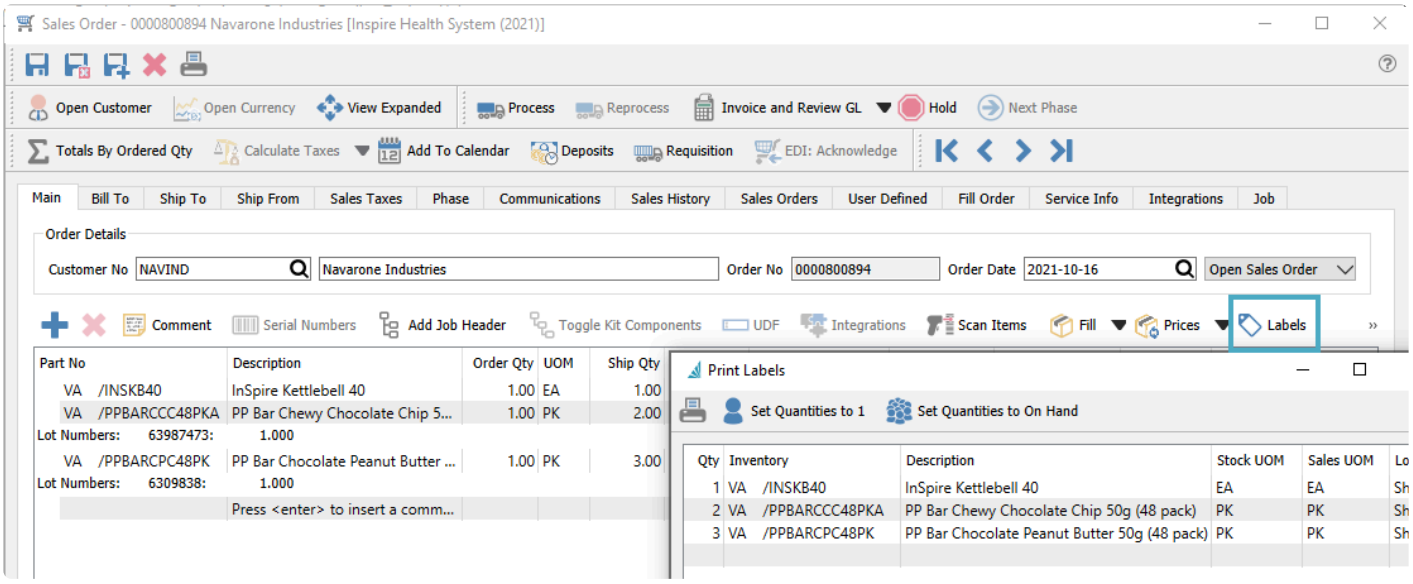
Purchase Orders

When editing a purchase order, the Labels button is found in the toolbar of the Items area. The Print Labels screen will be populated with all items on the purchase order. The default quantity for each item will be the Receive Quantity if this value is not zero, or the To Date Qty for previously received item quantity, or the Order Qty for items not yet received.



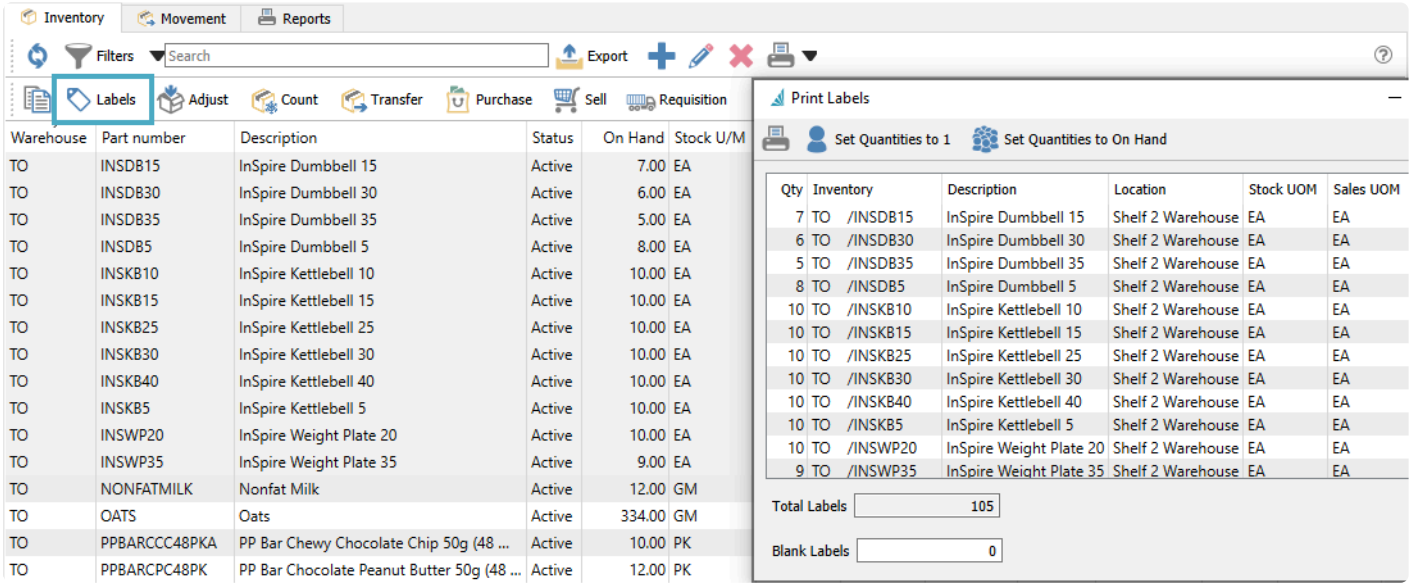
Sales Orders

When editing a sales order, the Labels button is found in the toolbar of the Items area. The Print Labels screen will be populated with all items on the sales order. The default quantity for each item will be the Ship Qty. Information from both the sales order detail and header areas can be included on labels to make them more useful and informative.

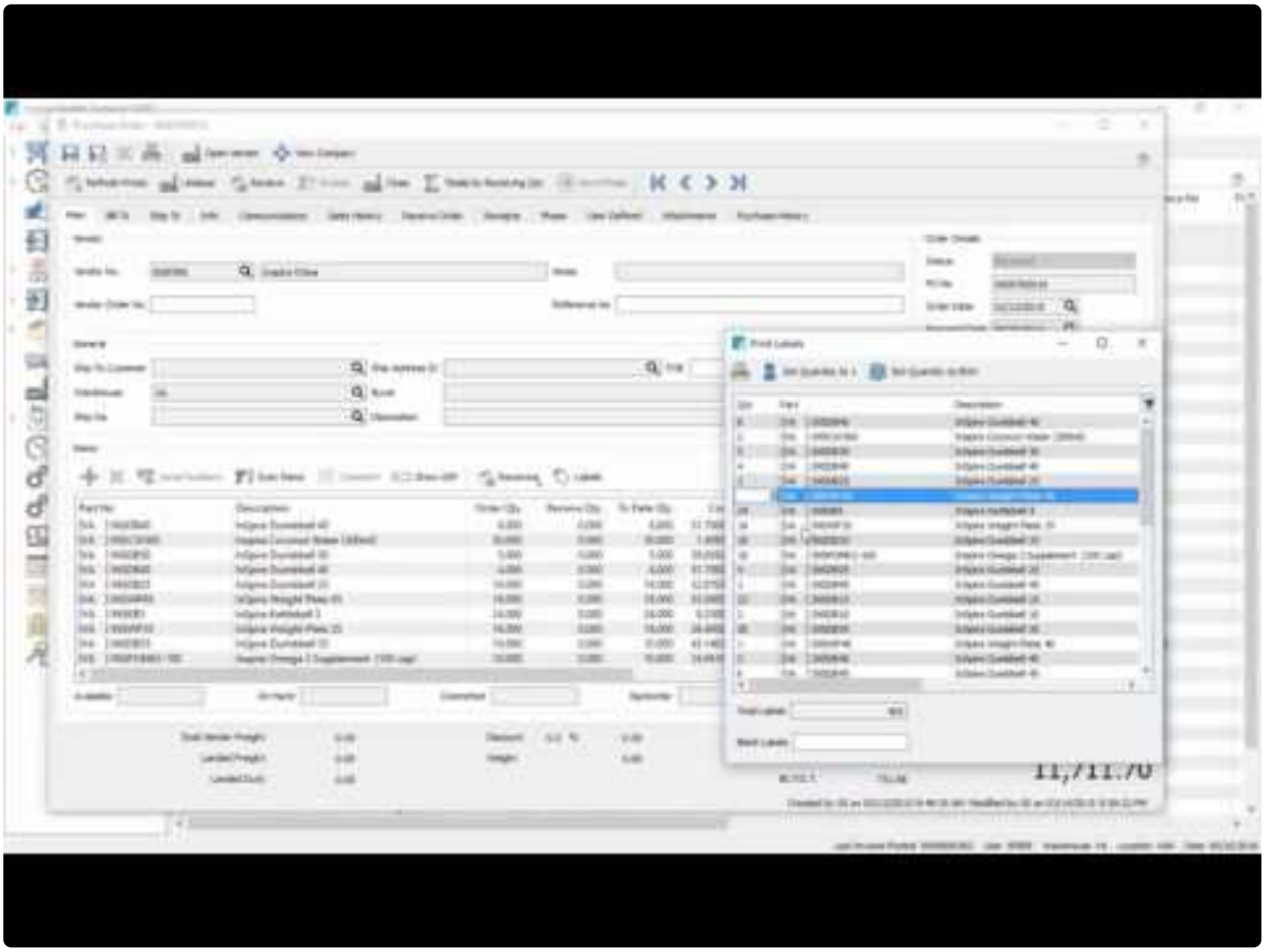


Inventory List

From the Inventory module and the list of items, the Labels button is found in the toolbar at the top. The Print Labels screen will be populated with all items selected in the grid. The default quantity for each item will be the Quantity on Hand. Be careful when printing labels by Quantity on Hand for items that are stocked in a small unit of measure, where the quantity could be in the hundreds or thousands – you likely don't want to print a separate label for each stocking unit on hand, but instead by a different unit.



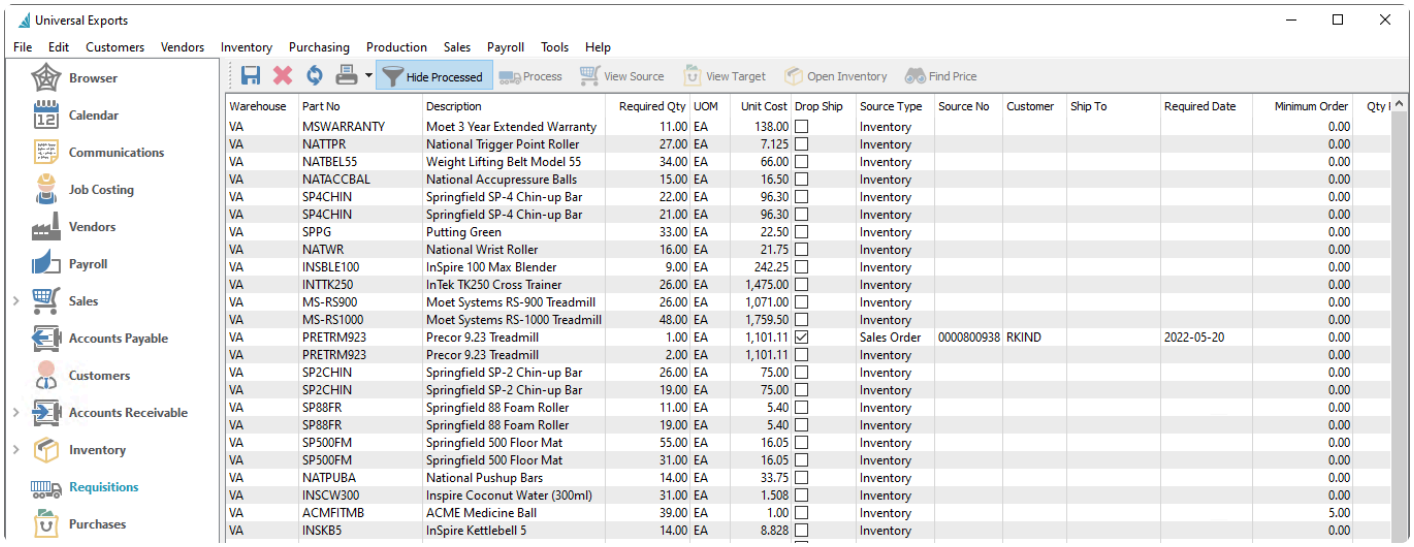
Video Instruction



https://www.youtube.com/embed/UI3TotPG9Ws?rel=0

Requisitions

Requisitions are authorization requests for purchasing or producing items, often created by staff who are not the decision-makers in what to buy and how much. Requisitions can be made from many different modules, and when approved they are included on purchase orders, with all transactions cross-referenced to each other for identification. Unless manually removed before processing, items sent to requisition stay on the list until the purchase order is closed or the production order is built.



Warehouse	Part No	Description	Required Qty	UOM	Unit Cost	Drop Ship	Source Type	Source No	Customer	Ship To	Required Date	Minimum Order	Qty
VA	MSWARRANTY	Moet 3 Year Extended Warranty	11.00	EA	138.00	☐	Inventory					0.00	
VA	NATTPR	National Trigger Point Roller	27.00	EA	7.125	☐	Inventory					0.00	
VA	NATBEL55	Weight Lifting Belt Model 55	34.00	EA	66.00	☐	Inventory					0.00	
VA	NATACCBAL	National Accupressure Balls	15.00	EA	16.50	☐	Inventory					0.00	
VA	SP4CHIN	Springfield SP-4 Chin-up Bar	22.00	EA	96.30	☐	Inventory					0.00	
VA	SP4CHIN	Springfield SP-4 Chin-up Bar	21.00	EA	96.30	☐	Inventory					0.00	
VA	SPPG	Putting Green	33.00	EA	22.50	☐	Inventory					0.00	
VA	NATWR	National Wrist Roller	16.00	EA	21.75	☐	Inventory					0.00	
VA	INSBLE100	InSpire 100 Max Blender	9.00	EA	242.25	☐	Inventory					0.00	
VA	INTTK250	InTek TK250 Cross Trainer	26.00	EA	1,475.00	☐	Inventory					0.00	
VA	MS-RS900	Moet Systems RS-900 Treadmill	26.00	EA	1,071.00	☐	Inventory					0.00	
VA	MS-RS1000	Moet Systems RS-1000 Treadmill	48.00	EA	1,759.50	☐	Inventory					0.00	
VA	PRETRM923	Precor 9.23 Treadmill	1.00	EA	1,101.11	☑	Sales Order	0000800938	RKIND		2022-05-20	0.00	
VA	PRETRM923	Precor 9.23 Treadmill	2.00	EA	1,101.11	☐	Inventory					0.00	
VA	SP2CHIN	Springfield SP-2 Chin-up Bar	26.00	EA	75.00	☐	Inventory					0.00	
VA	SP2CHIN	Springfield SP-2 Chin-up Bar	19.00	EA	75.00	☐	Inventory					0.00	
VA	SP88FR	Springfield 88 Foam Roller	11.00	EA	5.40	☐	Inventory					0.00	
VA	SP88FR	Springfield 88 Foam Roller	19.00	EA	5.40	☐	Inventory					0.00	
VA	SP500FM	Springfield 500 Floor Mat	55.00	EA	16.05	☐	Inventory					0.00	
VA	SP500FM	Springfield 500 Floor Mat	31.00	EA	16.05	☐	Inventory					0.00	
VA	NATPUBA	National Pushup Bars	14.00	EA	33.75	☐	Inventory					0.00	
VA	INSCW300	Inspire Coconut Water (300ml)	31.00	EA	1.508	☐	Inventory					0.00	
VA	ACMFITMB	ACME Medicine Ball	39.00	EA	1.00	☐	Inventory					5.00	
VA	INSKB5	InSpire Kettlebell 5	14.00	EA	8.828	☐	Inventory					0.00	

Save – Save changes made to editable fields of unprocessed requisitions in the grid, such as Unit cost or Required Qty or Vendor number.
Delete – Delete a line from list, which will be prevented if the requisition has been processed to a Purchase or Production Order.
Refresh – Reload the stored requisition list, which may have new items requested or records removed when Target orders are closed, from other users on the network.
Print – Print requisition reports such as an outstanding requisition listing.

Hide Processed – Suppress requisitions that are already on a purchase order or production order, as indicated by the Target Type and Order Number.

Process – Create a new Production Order for each highlighted manufactured item requisition, or a Purchase Order for requisitions of other item types, grouped by vendor number.

View Source – Drills down to the inventory item or sales order or production order that this requisition line original from, as indicated by the Source Type and Source Number.

View Target – Drills down to the purchase order or production order that this requisition was sent to, as indicated by the Target Type and Order Number.

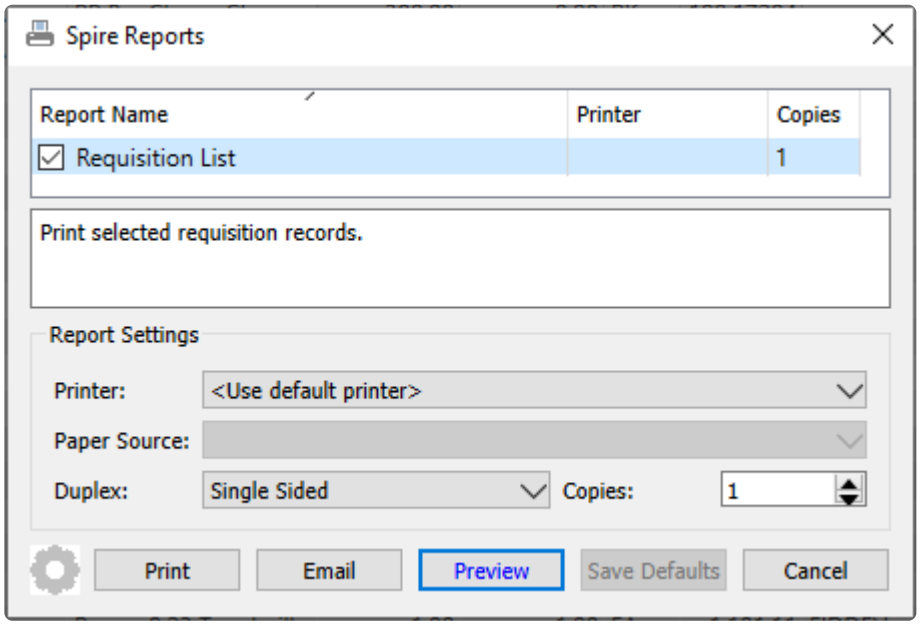
Open Inventory – Opens the highlighted item in a new window to view or edit.

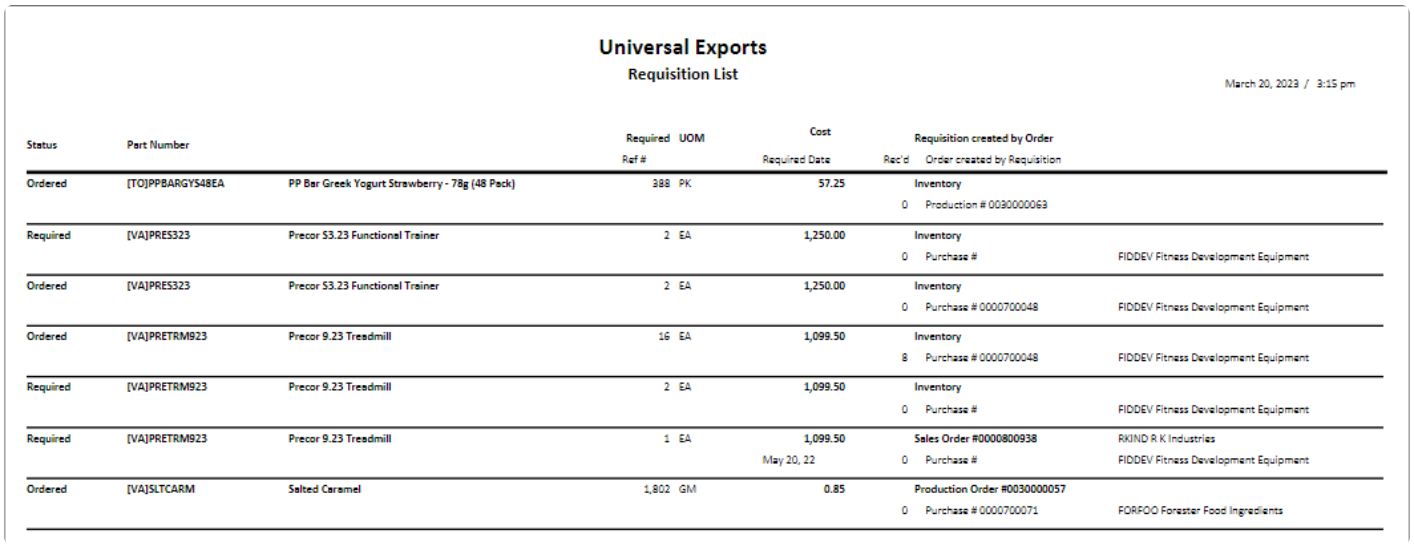
Find Price – If the highlighted requisition is for an item not yet processed in a Purchase Order, this will open the Vendor Prices list for this item, to assist in deciding from which vendor this item should be purchased, if multiple vendors are available to choose from.

If a Requisition was created from a Sales Order, you can choose to select the Drop Ship checkbox in order to assign the Ship To address from the sales order to the Purchase Order when the requisition is processed to a new PO.

Reports

From the Requisitions list screen and the reports toolbar button, you can select one or more or all requisitions to print the Requisition List report.



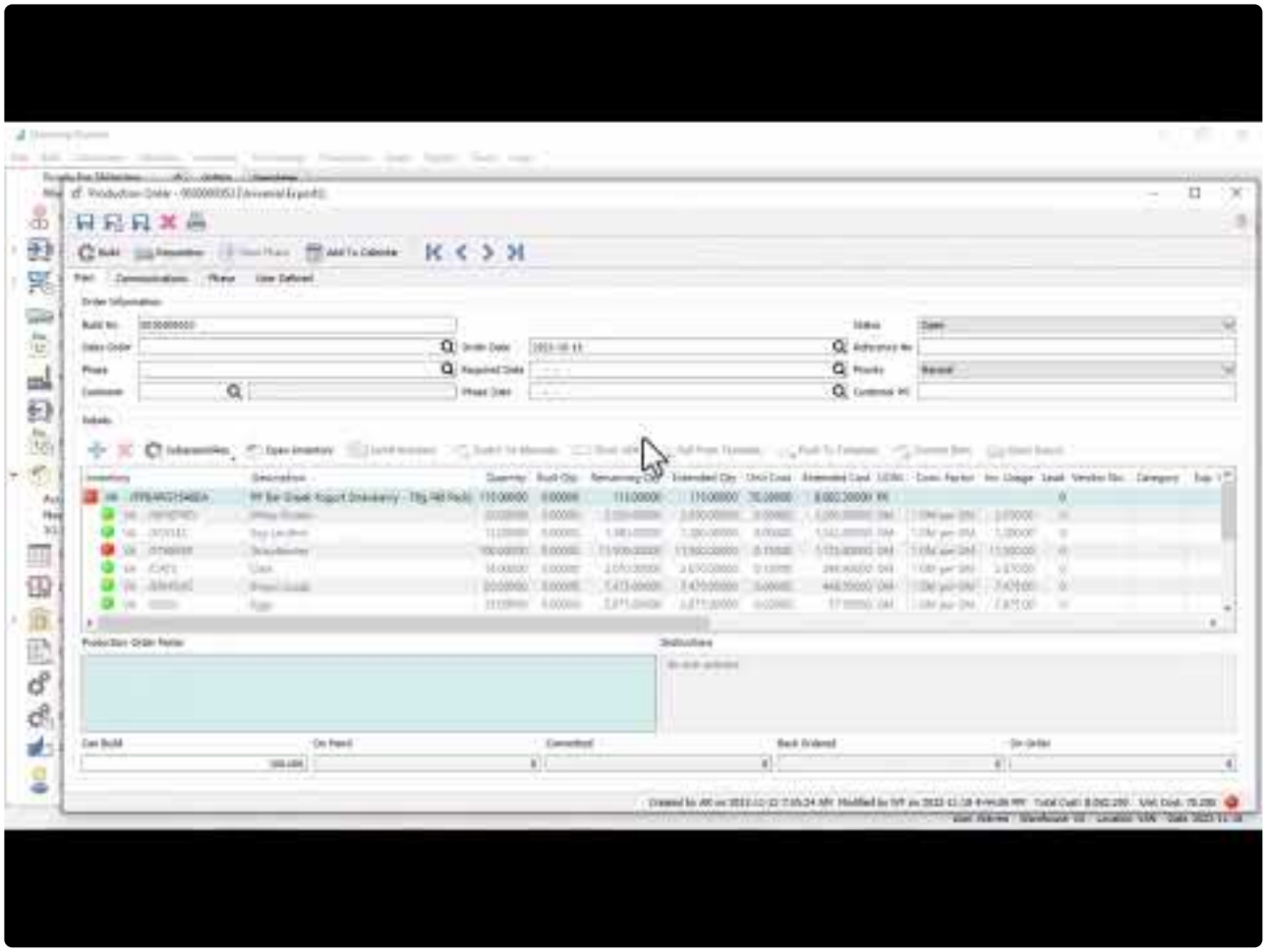


Universal Exports
Requisition List

March 20, 2023 / 3:15 pm

Status	Part Number		Required / Ref #	UOM	Cost / Required Date	Requisition created by Order / Rec'd / Order created by Requisition	
Ordered	[TO]PPBARGYS48EA	PP Bar Greek Yogurt Strawberry - 78g (48 Pack)	388	PK	57.25	Inventory 0 Production # 0030000063	
Required	[VA]PRES323	Precor S3.23 Functional Trainer	2	EA	1,250.00	Inventory 0 Purchase #	FIDDEV Fitness Development Equipment
Ordered	[VA]PRES323	Precor S3.23 Functional Trainer	2	EA	1,250.00	Inventory 0 Purchase # 0000700048	FIDDEV Fitness Development Equipment
Ordered	[VA]PRETRM923	Precor 9.23 Treadmill	16	EA	1,099.50	Inventory 8 Purchase # 0000700048	FIDDEV Fitness Development Equipment
Required	[VA]PRETRM923	Precor 9.23 Treadmill	2	EA	1,099.50	Inventory 0 Purchase #	FIDDEV Fitness Development Equipment
Required	[VA]PRETRM923	Precor 9.23 Treadmill	1	EA	1,099.50 May 20, 22	Sales Order #0000800938 0 Purchase #	RKIND R K Industries FIDDEV Fitness Development Equipment
Ordered	[VA]SLTCARM	Salted Caramel	1,802	GM	0.85	Production Order #0030000057 0 Purchase # 0000700071	FORFOO Forester Food Ingredients

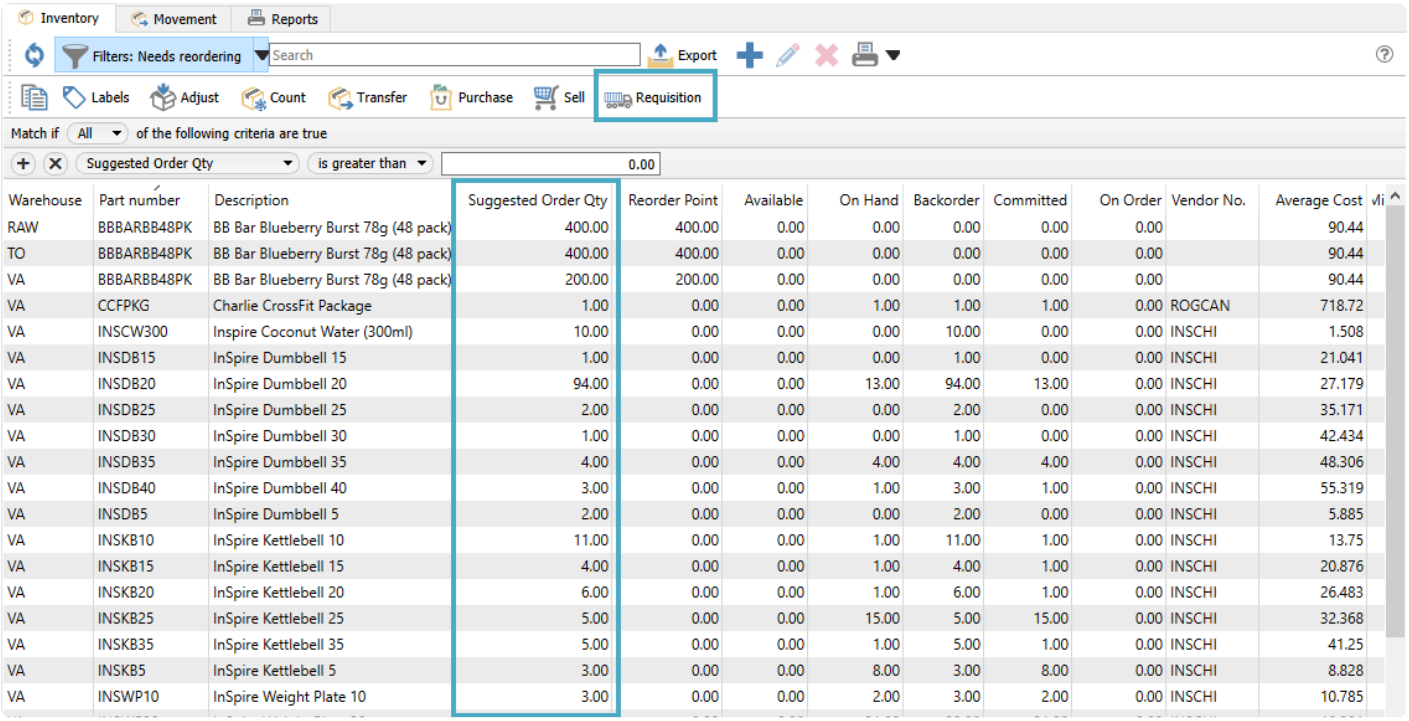
Video Instruction



https://www.youtube.com/embed/52tBTkGiUWk?rel=0

From Inventory List

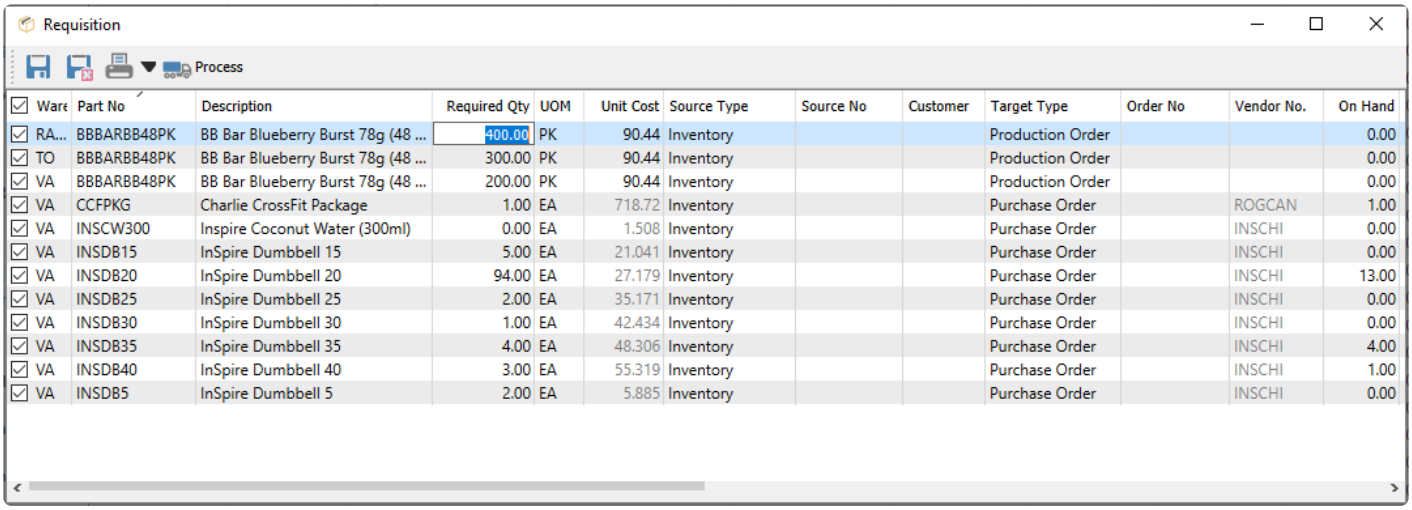
You would choose to create requisitions from the inventory item list when quantity available is below the item reorder point value, or if items are backordered on sales orders and the entry staff are typically not responsible for making requisitions. To assist in deciding which items should be purchased or produced, the “Suggested Order Qty” column on the inventory list is calculated from the Reorder Point minimum level and quantities on hand, committed, on sales backorder or on issued purchase orders. When this calculation is greater than zero, and if the item has a minimum order quantity defined for purchase or production and greater than this calculation, this minimum order quantity will replace the calculation for the Suggested Order Quantity. Only items with Suggested Order quantities greater than zero would typically be considered for a requisition, though you are not prevented from choosing any item.



Warehouse	Part number	Description	Suggested Order Qty	Reorder Point	Available	On Hand	Backorder	Committed	On Order	Vendor No.	Average Cost
RAW	BBBARBB48PK	BB Bar Blueberry Burst 78g (48 pack)	400.00	400.00	0.00	0.00	0.00	0.00	0.00		90.44
TO	BBBARBB48PK	BB Bar Blueberry Burst 78g (48 pack)	400.00	400.00	0.00	0.00	0.00	0.00	0.00		90.44
VA	BBBARBB48PK	BB Bar Blueberry Burst 78g (48 pack)	200.00	200.00	0.00	0.00	0.00	0.00	0.00		90.44
VA	CCFPKG	Charlie CrossFit Package	1.00	0.00	0.00	1.00	1.00	1.00	0.00	ROGCAN	718.72
VA	INSCW300	Inspire Coconut Water (300ml)	10.00	0.00	0.00	0.00	10.00	0.00	0.00	INSCHI	1.508
VA	INSDB15	InSpire Dumbbell 15	1.00	0.00	0.00	0.00	1.00	0.00	0.00	INSCHI	21.041
VA	INSDB20	InSpire Dumbbell 20	94.00	0.00	0.00	13.00	94.00	13.00	0.00	INSCHI	27.179
VA	INSDB25	InSpire Dumbbell 25	2.00	0.00	0.00	0.00	2.00	0.00	0.00	INSCHI	35.171
VA	INSDB30	InSpire Dumbbell 30	1.00	0.00	0.00	0.00	1.00	0.00	0.00	INSCHI	42.434
VA	INSDB35	InSpire Dumbbell 35	4.00	0.00	0.00	4.00	4.00	4.00	0.00	INSCHI	48.306
VA	INSDB40	InSpire Dumbbell 40	3.00	0.00	0.00	1.00	3.00	1.00	0.00	INSCHI	55.319
VA	INSDB5	InSpire Dumbbell 5	2.00	0.00	0.00	0.00	2.00	0.00	0.00	INSCHI	5.885
VA	INSKB10	InSpire Kettlebell 10	11.00	0.00	0.00	1.00	11.00	1.00	0.00	INSCHI	13.75
VA	INSKB15	InSpire Kettlebell 15	4.00	0.00	0.00	1.00	4.00	1.00	0.00	INSCHI	20.876
VA	INSKB20	InSpire Kettlebell 20	6.00	0.00	0.00	1.00	6.00	1.00	0.00	INSCHI	26.483
VA	INSKB25	InSpire Kettlebell 25	5.00	0.00	0.00	15.00	5.00	15.00	0.00	INSCHI	32.368
VA	INSKB35	InSpire Kettlebell 35	5.00	0.00	0.00	1.00	5.00	1.00	0.00	INSCHI	41.25
VA	INSKB5	InSpire Kettlebell 5	3.00	0.00	0.00	8.00	3.00	8.00	0.00	INSCHI	8.828
VA	INSWP10	InSpire Weight Plate 10	3.00	0.00	0.00	2.00	3.00	2.00	0.00	INSCHI	10.785

In the example above, a filter has been created that lists all items with a Suggested Order Qty greater than zero, displaying only those items you would typically choose to requisition. Filters also allow saving the column layout, so you can easily see how the suggested order qty was calculated by showing all of the fields used in the calculation as columns.

Whether or not you use filters to restrict the item list, highlight any or all of the items you wish to purchase or produce and click the Requisition button in the toolbar to load those items into a Requisition work screen.



Requisition

Process

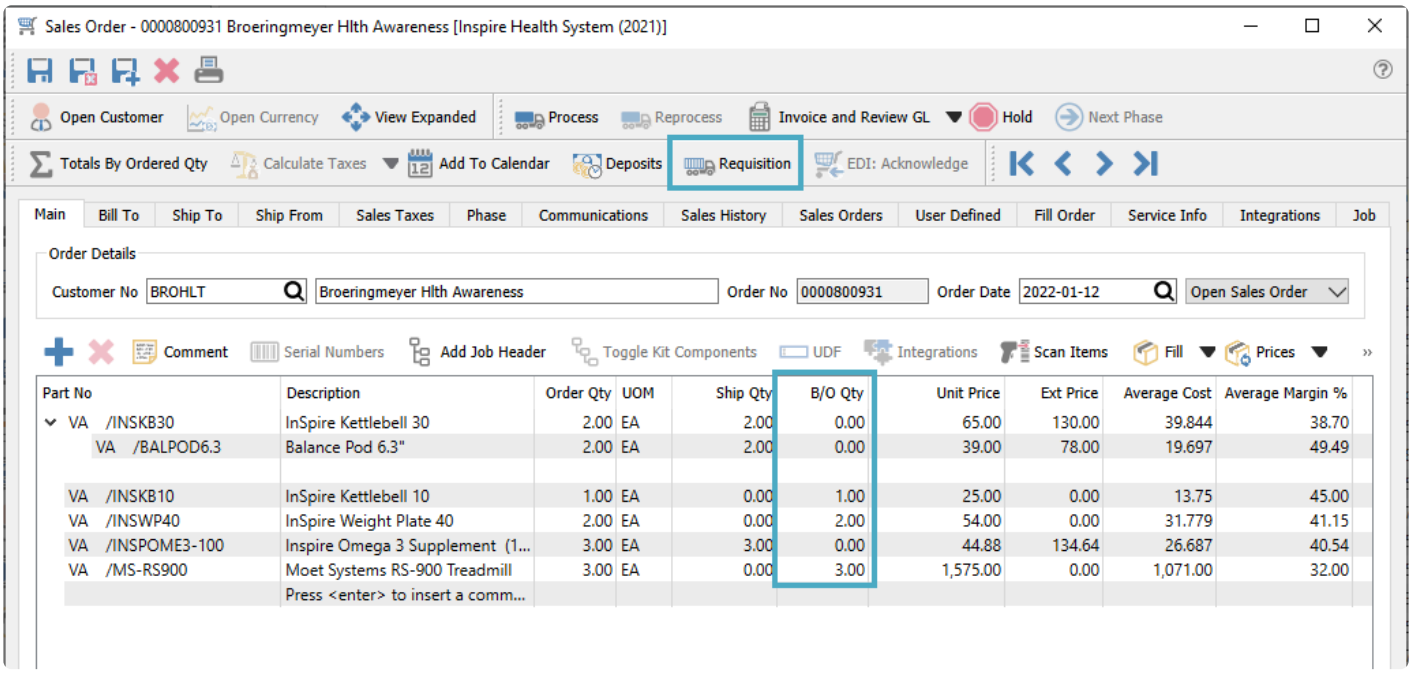
Ware	Part No	Description	Required Qty	UOM	Unit Cost	Source Type	Source No	Customer	Target Type	Order No	Vendor No.	On Hand
RA...	BBBARBB48PK	BB Bar Blueberry Burst 78g (48 ...	400.00	PK	90.44	Inventory			Production Order			0.00
TO	BBBARBB48PK	BB Bar Blueberry Burst 78g (48 ...	300.00	PK	90.44	Inventory			Production Order			0.00
VA	BBBARBB48PK	BB Bar Blueberry Burst 78g (48 ...	200.00	PK	90.44	Inventory			Production Order			0.00
VA	CCFPKG	Charlie CrossFit Package	1.00	EA	718.72	Inventory			Purchase Order		ROGCAN	1.00
VA	INSCW300	Inspire Coconut Water (300ml)	0.00	EA	1.508	Inventory			Purchase Order		INSCHI	0.00
VA	INSDB15	InSpire Dumbbell 15	5.00	EA	21.041	Inventory			Purchase Order		INSCHI	0.00
VA	INSDB20	InSpire Dumbbell 20	94.00	EA	27.179	Inventory			Purchase Order		INSCHI	13.00
VA	INSDB25	InSpire Dumbbell 25	2.00	EA	35.171	Inventory			Purchase Order		INSCHI	0.00
VA	INSDB30	InSpire Dumbbell 30	1.00	EA	42.434	Inventory			Purchase Order		INSCHI	0.00
VA	INSDB35	InSpire Dumbbell 35	4.00	EA	48.306	Inventory			Purchase Order		INSCHI	4.00
VA	INSDB40	InSpire Dumbbell 40	3.00	EA	55.319	Inventory			Purchase Order		INSCHI	1.00
VA	INSDB5	InSpire Dumbbell 5	2.00	EA	5.885	Inventory			Purchase Order		INSCHI	0.00

From here, you can select just those items you want to requisition, and change quantities, costs or vendors for any item. Save all selections to the Requisitions list where the Required Qty is greater than zero. Or if you have user security rights, Process the items immediately into new Purchase or Production Orders, where each manufactured item becomes a new Production Order, and all other items are added to new Purchase Orders for each identified vendor.

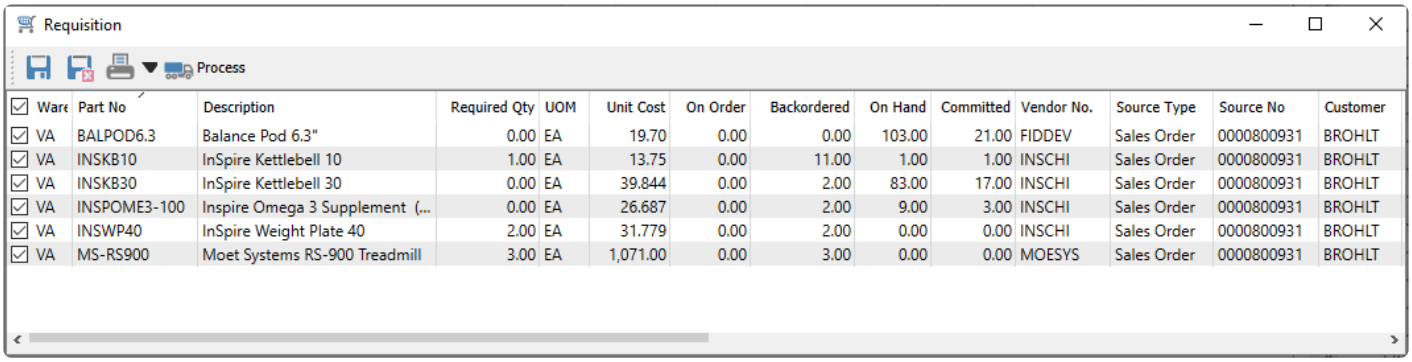
> Note: If you have already created and processed a Requisition for an item into a Purchase Order, and then attempt to do it again, the order qty from the PO will be subtracted from the Suggested Order Qty when determining the Required Qty. This is to prevent you from processing multiple concurrent requisitions for the same item.

From Sales Order

If items on a sales order have a backordered quantity value other than zero, you can create a requisition for all of these items when editing the order.



When you click the Requisition button on the toolbar, the entire item list from the sales order is loaded into the Requisition work screen, with Required Quantities equal to the respective sales order Backordered quantities, ignoring any other quantity values from the inventory item.



From here, you can select just those items you want to requisition, and change quantities, costs or vendors for any item. Save all selections to the Requisitions list where the Required Qty is greater than zero. Or if you have user security rights, Process the items immediately into new Purchase or Production Orders, where each manufactured item becomes a new Production Order, and all other items are added to new Purchase Orders for each identified vendor.

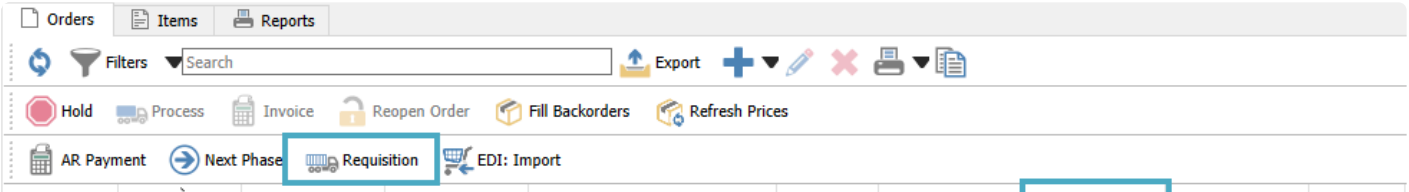
If you choose the Drop Ship selection on a requisitioned item, this will be included in saved Requisitions, and the subsequent Purchase Order will have the customer address as the ship-to location, instead of your

warehouse address.

> Note: If you have already created and processed a Requisition for a sales order into an Issued Purchase Order, and then attempt to create another requisition, the screen will display the previous requisition and not allow you to save another. This is to prevent you from processing multiple concurrent requisitions for the same sales order items.

From Sales Order List

Requisitions can be made from multiple sales orders at once, from the Sales Order list screen. If any items on a sales order has backordered quantity, then a Backordered status is assigned to the order, which is visible as a column on the grid.



Order No	Order Date	Required Date	Customer No.	Customer Name	Status	Salesperson	Backordered	Type	Total
0000800942	2022-05-20	2022-05-20	FRIINN	Friendship Inn Alan House	Open	DAVID	☑	Sales Order	5.65
0000800941	2022-05-20	2022-05-20	KISFOR	Kishwaukee Forge	Open	DAVID	☑	Sales Order	5.65
0000800940	2022-05-20	2022-05-20	IMAINC	Imagesystems Inc	Open	DAVID	☑	Sales Order	5.65
0000800939	2022-05-20	2022-05-20	HARBAU	Harris, Baum E Esq	Open	JOHN	☑	Sales Order	5.65
0000800938	2022-05-20	2022-05-20	RKIND	R K Industries	Open	JOHN	☑	Sales Order	5.65
0000800937	2022-05-19	2022-05-19	HOLEXP	Holiday Inn Express	Open	MARY	☑	Sales Order	5.65
0000800936	2022-05-19	2022-05-19	BLOJOS	Blonsky, Joseph Pa	Open	DAVID	☑	Sales Order	5.65
0000800932	2022-01-12	2022-01-12	BRWMCC	Brwn Mccarroll & Oaks Hartline	Open	MARY	☑	Sales Order	498.33
0000800931	2022-01-12	2022-01-12	BROHLT	Broeringmeyer Hlth Awareness	Open	MARY	☑	Sales Order	406.54
0000800930	2022-01-12	2022-01-12	BENWAL	Benjamin Walk Corporation	Open	DAVID	☑	Sales Order	96.05
0000800929	2022-01-12	2022-01-12	HARCHA	Hartzheim, Charles J Esq	Open	DAVID	☑	Sales Order	160.18
0000800928	2022-01-12	2022-01-12	CROIND	Crown Industries Inc	Open	BARRY	☑	Sales Order	382.05
0000800927	2022-01-12	2022-01-12	GAREMM	Garcia Emmons & Maranga	Open	MARY	☑	Sales Order	151.87
0000800926	2022-01-12	2022-01-12	ACOOF	Acordia Of Evansville Inc	Open	MARY	☑	Sales Order	5.65
0000800925	2022-01-12	2022-01-12	DANNUR	Danville Nursing Home	Open	DAVID	☑	Sales Order	5.65
0000800924	2022-01-12	2022-01-12	CREHOT	Crescent Hotel	Open	DAVID	☑	Sales Order	480.53
0000800923	2022-01-12	2022-01-12	ACOOF	Acordia Of Evansville Inc	Open	MARY	☑	Sales Order	39.55
0000800922	2022-01-12	2022-01-12	ELDH K	Elden H Knudson Constrctn Co	Open	DAVID	☐	Sales Order	48.57
0000800921	2022-01-12	2022-01-12	FORHIS	Forest Hist Ctr Mn Hist Scty	Open	JOHN	☑	Sales Order	423.58
0000800920	2021-12-15	2021-12-15	SEATRA	Seaboard Trading Co	Open	JOHN	☑	Sales Order	2,099.54
0000800725	2021-11-20		CARPRO	Caravan Properties Llc	Open		☑	Sales Order	1,807.37
Q000050001	2021-11-07	2021-11-07	A1PAR	A 1 Park Equipment	Open	JOHN	☐	Quote	5.65
0000800754	2021-11-06	2021-11-06	SHECOR	Sherpa Corp	Open	JOHN	☐	Sales Order	16,920.62
0000800753	2021-11-06	2021-11-06	DANNUR	Danville Nursing Home	Open	DAVID	☐	Sales Order	9,112.32
0000800752	2021-11-06	2021-11-06	HADBRO	Haddad & Brooks Inc	Open	DAVID	☐	Sales Order	15,685.53
0000800751	2021-11-06	2021-11-06	NAVIND	Navarone Industries	Open	MARY	☑	Sales Order	5,035.28
0000800750	2021-11-06	2022-01-08	SCHPAQ	Schatz Paquin Lockridge	Open	MARY	☐	Sales Order	8,772.19

You can select one or more orders from the grid to requisition. To assist in locating orders with backordered quantity, you can create and assign a filter to the grid that only displays orders that have the Backordered status with a True value. When all desired orders are highlighted, click the Requisition button to load all items into the Requisition work screen, with Required Quantities equal to the respective sales order Backordered quantities, ignoring any other quantity values from the inventory item.

Requisition

Process

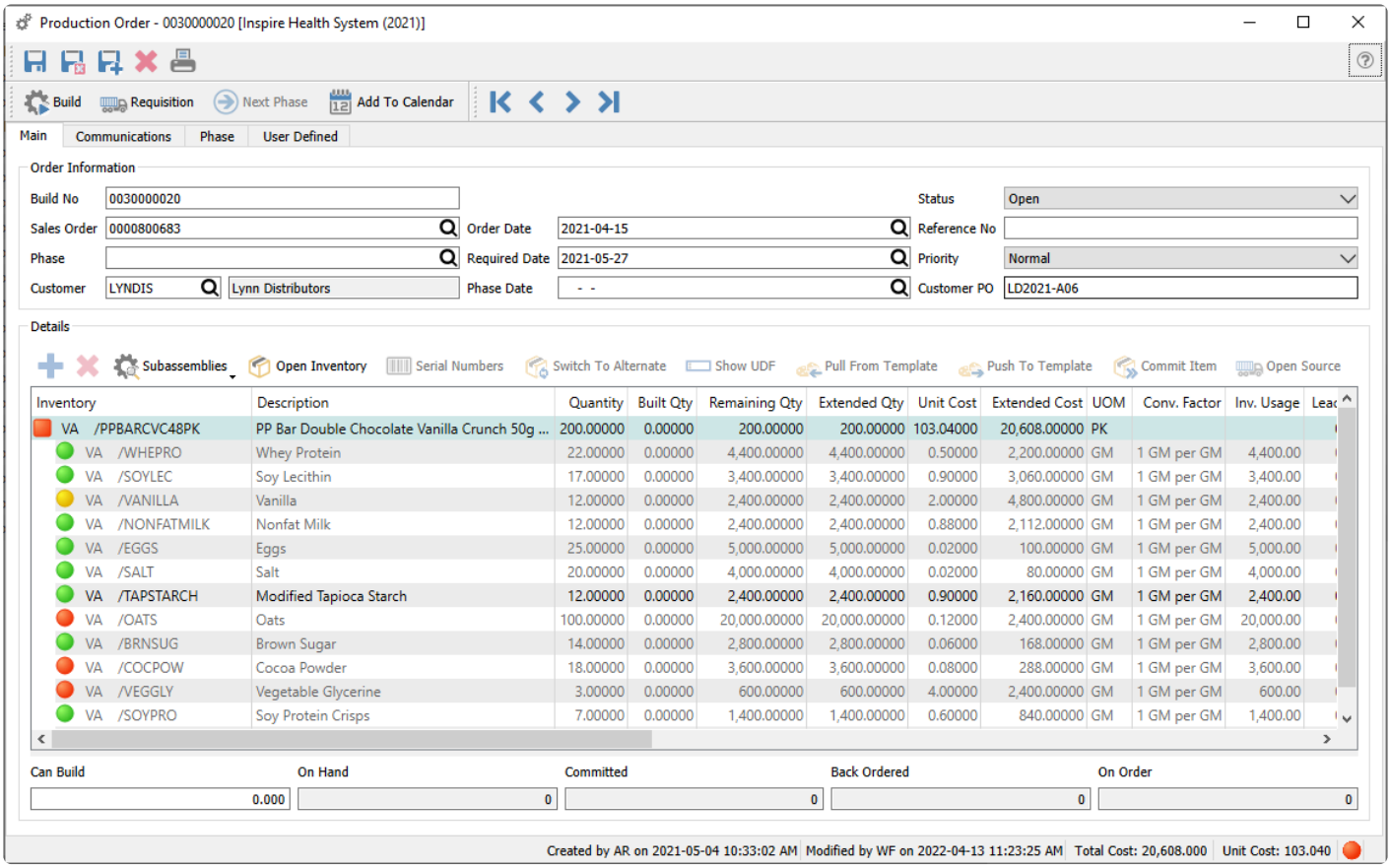
Ware	Part No	Description	Required Qty	Backordered	UOM	Unit Cost	On Order	On Hand	Committed	Vendor No.	Source Type	Source No	Customer
VA	CCFPKG	Charlie CrossFit Package	1.00	1.00	EA	718.72	0.00	1.00	1.00	ROGCAN	Sales Order	0000800725	CARPRO
VA	INSPOME3-100	Inspire Omega 3 Supplement (...	2.00	2.00	EA	26.687	0.00	9.00	3.00	INSCHI	Sales Order	0000800921	FORHIS
VA	INSWP30	InSpire Weight Plate 30	2.00	5.00	EA	23.10	0.00	0.00	0.00	INSCHI	Sales Order	0000800921	FORHIS
VA	INSWP45	InSpire Weight Plate 45	2.00	16.00	EA	35.31	0.00	0.00	0.00	INSCHI	Sales Order	0000800921	FORHIS
VA	SPPG	Putting Green	0.00	0.00	EA	22.50	0.00	70.00	28.00	SPEGAM	Sales Order	0000800921	FORHIS
VA	OME300HHM	Omega 300 Heart Rate Monitor	0.00	0.00	EA	62.852	0.00	118.00	52.00	FIDDEV	Sales Order	0000800921	FORHIS
VA	INSDB35	InSpire Dumbbell 35	4.00	4.00	EA	48.306	0.00	4.00	4.00	INSCHI	Sales Order	0000800921	FORHIS
VA	SPAB	Springfield Ab Toner	4.00	12.00	EA	27.00	0.00	0.00	0.00	SPRFIT	Sales Order	0000800921	FORHIS
VA	MS-RS1000	Moet Systems RS-1000 Treadmill	10.00	10.00	EA	1,759.50	0.00	0.00	0.00	MOESYS	Sales Order	0000800921	FORHIS
VA	NATACCBAL	National Accupressure Balls	1.00	4.00	EA	16.50	0.00	0.00	0.00	NATEQU	Sales Order	0000800920	SEATRA
VA	INSKB20	InSpire Kettlebell 20	2.00	6.00	EA	26.483	0.00	1.00	0.00	INSCHI	Sales Order	0000800920	SEATRA
VA	INSKB30	InSpire Kettlebell 30	0.00	2.00	EA	39.844	0.00	83.00	16.00	INSCHI	Sales Order	0000800920	SEATRA
VA	BALPOD6.3	Balance Pod 6.3"	0.00	0.00	EA	19.70	0.00	103.00	21.00	FIDDEV	Sales Order	0000800920	SEATRA
VA	SP4CHIN	Springfield SP-4 Chin-up Bar	2.00	8.00	EA	96.30	0.00	0.00	0.00	SPRFIT	Sales Order	0000800920	SEATRA
VA	INTTP500	Intek PT-500 Vibration Plate	2.00	9.00	EA	472.00	0.00	2.00	2.00	NATEQU	Sales Order	0000800920	SEATRA
VA	INSWP45	InSpire Weight Plate 45	14.00	16.00	EA	35.31	0.00	0.00	0.00	INSCHI	Sales Order	0000800920	SEATRA
VA	PRECMOTBRU...	Precor Motor Brush Set	0.00	0.00	EA	28.00	2.00	24.00	2.00	FIDDEV	Sales Order	0000800725	CARPRO

From here, you can select just those items you want to requisition, and change quantities, costs or vendors for any item. Save all selections to the Requisitions list where the Required Qty is greater than zero. Or if you have user security rights, Process the items immediately into new Purchase or Production Orders, where each manufactured item becomes a new Production Order, and all other items are added to new Purchase Orders for each identified vendor.

Mention Drop Ship selection

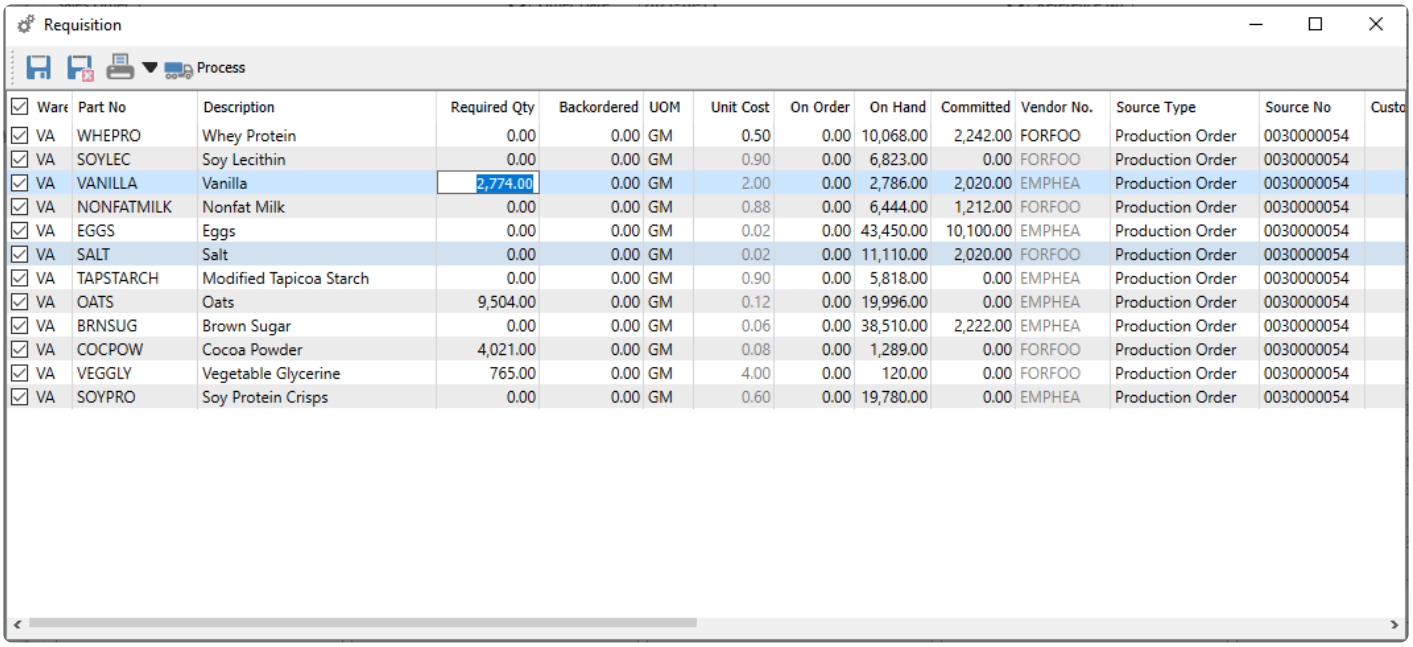
From Production Order

If you use the optional Production Manager module, you can create Production orders that do not need to be posted immediately. This allows you to work on a particular production and save work in progress, even when one or more component items are not fully available to complete production. When editing a production order, each component line has an indicator for the availability of quantity to use for production.



Component items with a red indicator do not have enough quantity on hand, those with a yellow indicator have enough quantity on hand but other production orders have some of that already committed, and those with an orange indicator do not have enough quantity on hand but a purchase order has already been issued for it.

When you click the Requisition button on the toolbar, the entire item list from the sales order is loaded into the Requisition work screen, with Required Quantities calculated from the respective component Remaining quantities and any quantity on hand, committed or on order.



Requisition

Process

Ware	Part No	Description	Required Qty	Backordered	UOM	Unit Cost	On Order	On Hand	Committed	Vendor No.	Source Type	Source No	Custo
VA	WHEPRO	Whey Protein	0.00	0.00	GM	0.50	0.00	10,068.00	2,242.00	FORFOO	Production Order	0030000054	
VA	SOYLEC	Soy Lecithin	0.00	0.00	GM	0.90	0.00	6,823.00	0.00	FORFOO	Production Order	0030000054	
VA	VANILLA	Vanilla	2,774.00	0.00	GM	2.00	0.00	2,786.00	2,020.00	EMPHEA	Production Order	0030000054	
VA	NONFATMILK	Nonfat Milk	0.00	0.00	GM	0.88	0.00	6,444.00	1,212.00	FORFOO	Production Order	0030000054	
VA	EGGS	Eggs	0.00	0.00	GM	0.02	0.00	43,450.00	10,100.00	EMPHEA	Production Order	0030000054	
VA	SALT	Salt	0.00	0.00	GM	0.02	0.00	11,110.00	2,020.00	FORFOO	Production Order	0030000054	
VA	TAPSTARCH	Modified Tapicoa Starch	0.00	0.00	GM	0.90	0.00	5,818.00	0.00	EMPHEA	Production Order	0030000054	
VA	OATS	Oats	9,504.00	0.00	GM	0.12	0.00	19,996.00	0.00	EMPHEA	Production Order	0030000054	
VA	BRNSUG	Brown Sugar	0.00	0.00	GM	0.06	0.00	38,510.00	2,222.00	EMPHEA	Production Order	0030000054	
VA	COCPOW	Cocoa Powder	4,021.00	0.00	GM	0.08	0.00	1,289.00	0.00	FORFOO	Production Order	0030000054	
VA	VEGGLY	Vegetable Glycerine	765.00	0.00	GM	4.00	0.00	120.00	0.00	FORFOO	Production Order	0030000054	
VA	SOYPRO	Soy Protein Crisps	0.00	0.00	GM	0.60	0.00	19,780.00	0.00	EMPHEA	Production Order	0030000054	

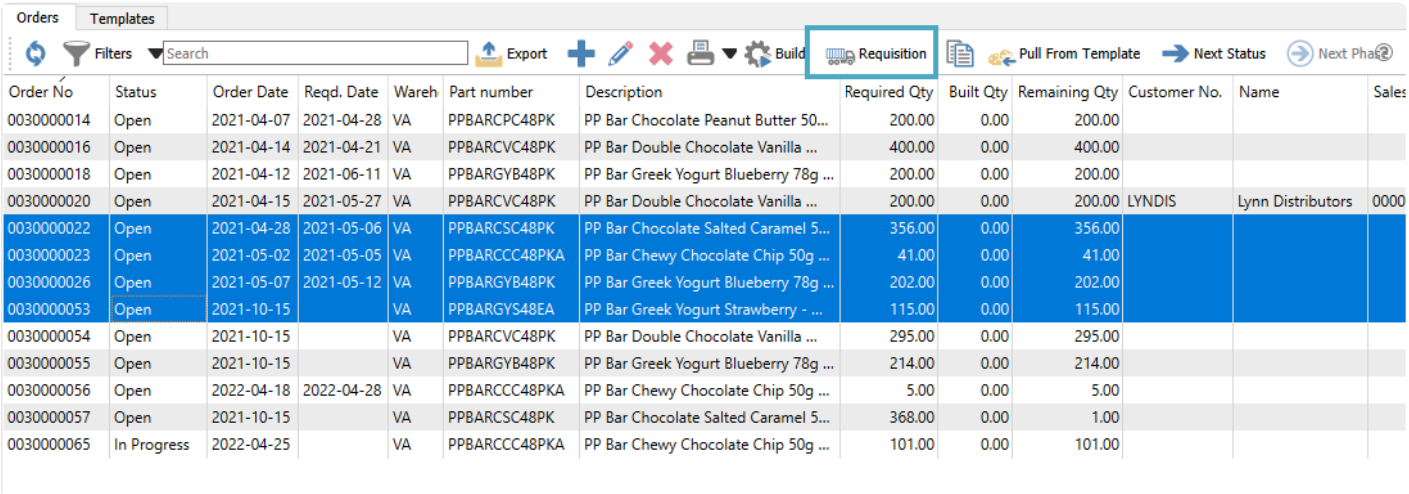
From here, you can select just those items you want to requisition, and change quantities, costs or vendors for any item. Save all selections to the Requisitions list where the Required Qty is greater than zero. Or if you have user security rights, Process the items immediately into new Purchase Orders for each identified vendor.

If a subassembly component item does not have enough stock to complete production due to sub-components being short, and the subassembly is toggled to display sub-components, then the requisition will contain the sub-components to be processed into a Purchase order. If the subassembly is toggled to hide sub-components and there is not enough stock available, then the requisition will contain the subassembly item to be processed into another Production order.

Note: If you have already created and processed a Requisition for a production order into an Issued Purchase Order, and then attempt to create another requisition, the screen will display the previous requisition and not allow you to save another. This is to prevent you from processing multiple concurrent requisitions for the same production order component.

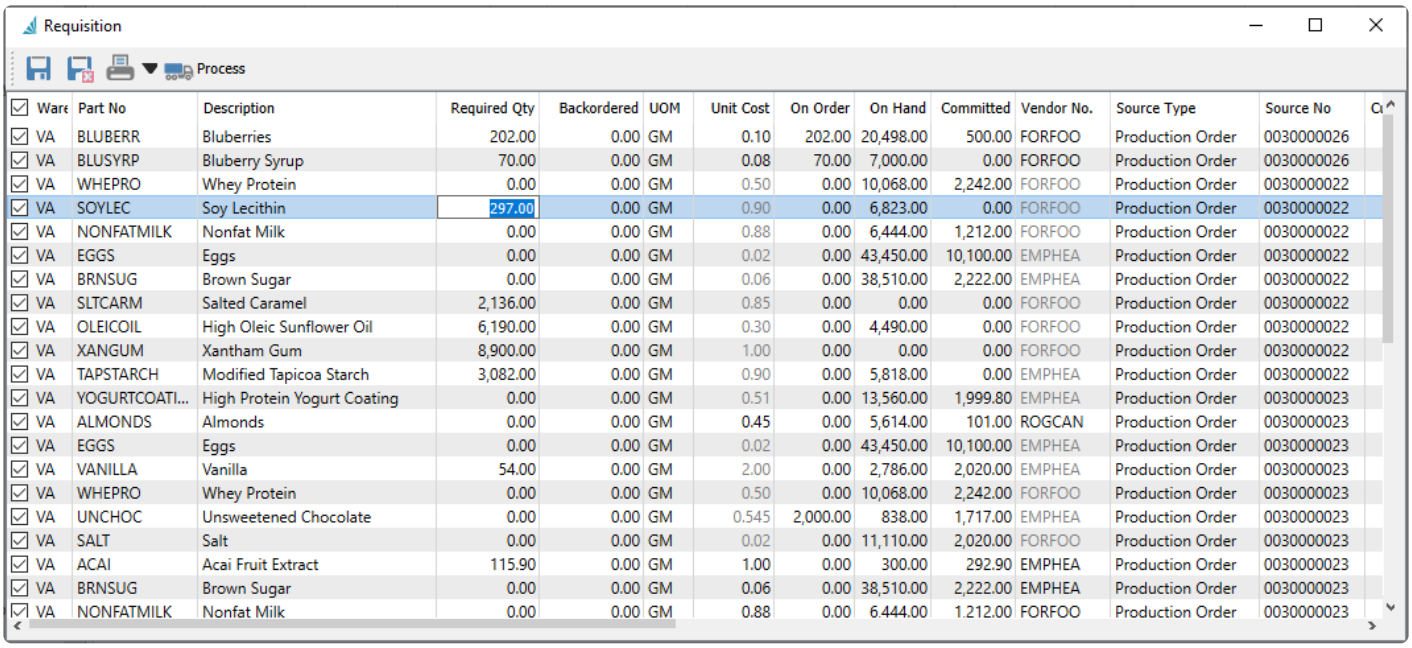
From Production List

Requisitions can be made from multiple production orders at once, from the Production Order list screen. Unlike Sales Orders, there is no column indicator on this grid to indicate which production orders do not have enough stock to complete, either for display or filtering.



Order No	Status	Order Date	Reqd. Date	Wareh	Part number	Description	Required Qty	Built Qty	Remaining Qty	Customer No.	Name	Sales
0030000014	Open	2021-04-07	2021-04-28	VA	PPBARCPC48PK	PP Bar Chocolate Peanut Butter 50...	200.00	0.00	200.00			
0030000016	Open	2021-04-14	2021-04-21	VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla ...	400.00	0.00	400.00			
0030000018	Open	2021-04-12	2021-06-11	VA	PPBARGYB48PK	PP Bar Greek Yogurt Blueberry 78g ...	200.00	0.00	200.00			
0030000020	Open	2021-04-15	2021-05-27	VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla ...	200.00	0.00	200.00	LYNDIS	Lynn Distributors	0000
0030000022	Open	2021-04-28	2021-05-06	VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 5...	356.00	0.00	356.00			
0030000023	Open	2021-05-02	2021-05-05	VA	PPBARCCC48PKA	PP Bar Chewy Chocolate Chip 50g ...	41.00	0.00	41.00			
0030000026	Open	2021-05-07	2021-05-12	VA	PPBARGYB48PK	PP Bar Greek Yogurt Blueberry 78g ...	202.00	0.00	202.00			
0030000053	Open	2021-10-15		VA	PPBARGYS48EA	PP Bar Greek Yogurt Strawberry - ...	115.00	0.00	115.00			
0030000054	Open	2021-10-15		VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla ...	295.00	0.00	295.00			
0030000055	Open	2021-10-15		VA	PPBARGYB48PK	PP Bar Greek Yogurt Blueberry 78g ...	214.00	0.00	214.00			
0030000056	Open	2022-04-18	2022-04-28	VA	PPBARCCC48PKA	PP Bar Chewy Chocolate Chip 50g ...	5.00	0.00	5.00			
0030000057	Open	2021-10-15		VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 5...	368.00	0.00	1.00			
0030000065	In Progress	2022-04-25		VA	PPBARCCC48PKA	PP Bar Chewy Chocolate Chip 50g ...	101.00	0.00	101.00			

When all desired orders are highlighted, click the Requisition button to load all items into the Requisition work screen, with Required Quantities calculated from the respective component Remaining quantities and any quantity on hand, committed or on order.



Ware	Part No	Description	Required Qty	Backordered	UOM	Unit Cost	On Order	On Hand	Committed	Vendor No.	Source Type	Source No
VA	BLUBERR	Bluberries	202.00	0.00	GM	0.10	202.00	20,498.00	500.00	FORFOO	Production Order	0030000026
VA	BLUSYRP	Bluberry Syrup	70.00	0.00	GM	0.08	70.00	7,000.00	0.00	FORFOO	Production Order	0030000026
VA	WHEPRO	Whey Protein	0.00	0.00	GM	0.50	0.00	10,068.00	2,242.00	FORFOO	Production Order	0030000022
VA	SOYLEC	Soy Lecithin	297.00	0.00	GM	0.90	0.00	6,823.00	0.00	FORFOO	Production Order	0030000022
VA	NONFATMILK	Nonfat Milk	0.00	0.00	GM	0.88	0.00	6,444.00	1,212.00	FORFOO	Production Order	0030000022
VA	EGGS	Eggs	0.00	0.00	GM	0.02	0.00	43,450.00	10,100.00	EMPHEA	Production Order	0030000022
VA	BRNSUG	Brown Sugar	0.00	0.00	GM	0.06	0.00	38,510.00	2,222.00	EMPHEA	Production Order	0030000022
VA	SLTCARM	Salted Caramel	2,136.00	0.00	GM	0.85	0.00	0.00	0.00	FORFOO	Production Order	0030000022
VA	OLEICOIL	High Oleic Sunflower Oil	6,190.00	0.00	GM	0.30	0.00	4,490.00	0.00	FORFOO	Production Order	0030000022
VA	XANGUM	Xantham Gum	8,900.00	0.00	GM	1.00	0.00	0.00	0.00	FORFOO	Production Order	0030000022
VA	TAPSTARCH	Modified Tapicoa Starch	3,082.00	0.00	GM	0.90	0.00	5,818.00	0.00	EMPHEA	Production Order	0030000022
VA	YOGURTCOATI...	High Protein Yogurt Coating	0.00	0.00	GM	0.51	0.00	13,560.00	1,999.80	EMPHEA	Production Order	0030000023
VA	ALMONDS	Almonds	0.00	0.00	GM	0.45	0.00	5,614.00	101.00	ROGCAN	Production Order	0030000023
VA	EGGS	Eggs	0.00	0.00	GM	0.02	0.00	43,450.00	10,100.00	EMPHEA	Production Order	0030000023
VA	VANILLA	Vanilla	54.00	0.00	GM	2.00	0.00	2,786.00	2,020.00	EMPHEA	Production Order	0030000023
VA	WHEPRO	Whey Protein	0.00	0.00	GM	0.50	0.00	10,068.00	2,242.00	FORFOO	Production Order	0030000023
VA	UNCHOC	Unsweetened Chocolate	0.00	0.00	GM	0.545	2,000.00	838.00	1,717.00	EMPHEA	Production Order	0030000023
VA	SALT	Salt	0.00	0.00	GM	0.02	0.00	11,110.00	2,020.00	FORFOO	Production Order	0030000023
VA	ACAI	Acai Fruit Extract	115.90	0.00	GM	1.00	0.00	300.00	292.90	EMPHEA	Production Order	0030000023
VA	BRNSUG	Brown Sugar	0.00	0.00	GM	0.06	0.00	38,510.00	2,222.00	EMPHEA	Production Order	0030000023
VA	NONFATMILK	Nonfat Milk	0.00	0.00	GM	0.88	0.00	6,444.00	1,212.00	FORFOO	Production Order	0030000023

From here, you can select just those items you want to requisition, and change quantities, costs or vendors for any item. Save all selections to the Requisitions list where the Required Qty is greater than zero. Or if you have user security rights, Process the items immediately into new Purchase Orders for each identified vendor.

If a subassembly component item does not have enough stock to complete production due to sub-components being short, and production order was saved with the subassembly toggled to display sub-components, then the requisition will contain the sub-components to be processed into a Purchase order. If the production order was saved with the subassembly toggled to hide sub-components and there is not enough stock available, then the requisition will contain the subassembly item to be processed into another Production order.

Processing Requisitions

Whether a requisition is created from Inventory items, Sales orders or Production orders, when the Requisition button is clicked the list of items that need ordering are populated in the Requisition work screen.

Requisition

Process

Ware	Part No	Description	Required Qty	UOM	Unit Cost	On Order	Backordered	On Hand	Committed	Vendor No.	Source Type	Source No	Customer
VA	BALPOD6.3	Balance Pod 6.3"	0.00	EA	19.70	0.00	0.00	103.00	21.00	FIDDEV	Sales Order	0000800931	BROHLT
VA	INSKB10	InSpire Kettlebell 10	1.00	EA	13.75	0.00	11.00	1.00	1.00	INSCHI	Sales Order	0000800931	BROHLT
VA	INSKB30	InSpire Kettlebell 30	0.00	EA	39.844	0.00	2.00	83.00	17.00	INSCHI	Sales Order	0000800931	BROHLT
VA	INSPOME3-100	Inspire Omega 3 Supplement (...	0.00	EA	26.687	0.00	2.00	9.00	3.00	INSCHI	Sales Order	0000800931	BROHLT
VA	INSWP40	InSpire Weight Plate 40	2.00	EA	31.779	0.00	2.00	0.00	0.00	INSCHI	Sales Order	0000800931	BROHLT
VA	MS-RS900	Moet Systems RS-900 Treadmill	3.00	EA	1,071.00	0.00	3.00	0.00	0.00	MOESYS	Sales Order	0000800931	BROHLT

From here, you can select just those items you want to requisition, and change quantities, costs or vendors for any item. Then either save all selections to the Requisitions list where the Required Qty is greater than zero. Or if you have user security rights, Process the items immediately into new Purchase or Production Orders, where each manufactured item becomes a new Production Order, and all other items are added to new Purchase Orders for each identified vendor. If you do not Process a saved requisition here, it will need to be done either by you or someone else from the Requisition module.

When a new Open Purchase Order gets created or an existing Open PO is appended to, the sales or production order number is saved on the PO detail line along with the customer number in Source fields. This is helpful so that the person receiving the purchase order knows the source sales order and does not instead stock them in the warehouse, and can even open the sales order using the Open Source button.

Purchase Order - 0000700072 [Inspire Health System (2021)]

Open Vendor | Open Currency | View Expanded | Refresh Prices | Issue | Receive | Invoice | Close | Totals by Ordered Qty | Next Phase | Add To Calendar

Main | Bill From | Ship To | Sales Taxes | Communications | Receive Order | Purchase Receipts | Accounts Payable | Purchase History

Vendor

Vendor No. MOESYS Moet Systems

Reference No

Terms

Items

Serial Numbers | Scan Items | Comment | Show UDF | Receiving | Labels | Open Inventory

Part No	Description	Min Qty	Order Qty	Source Type	Source No	Customer	Cost
VA /MS-RS900	Moet Systems RS-900 Tread...	0.000	3.000	Sales Order	0000800931	BROHLT	1,071.00000
	Press <enter> to insert a co...						

The sales or production order details also have the respective purchase order numbers saved with them, which could be different if they are purchased from different vendors. This is helpful so that the person inquiring on the sales order knows that a PO has already been created and can be looked up from the Open Target button.

Sales Order - 0000800931 Broeringmeyer Hlth Awareness [Inspire Health System (2021)]

Open Customer | Open Currency | View Expanded | Process | Reprocess | Invoice and Review GL | Hold | Next Phase

Totals By Ordered Qty | Calculate Taxes | Add To Calendar | Deposits | Requisition | EDI: Acknowledge

Main | Bill To | Ship To | Ship From | Sales Taxes | Phase | Communications | Sales History | Sales Orders | User Defined | Fill Order | Service Info | Integ

Order Details

Customer No BROHLT Broeringmeyer Hlth Awareness Order No 0000800931 Order Date 2022-01-12 Open Sales C

Comment | Serial Numbers | Add Job Header | Toggle Kit Components | UDF | Integrations | Scan Items | Fill | Pri

Part No	Description	Order Qty	UOM	Ship Qty	B/O Qty	Target Type	Target No	Unit Price
VA /INSKB30	InSpire Kettlebell 30	2.00	EA	2.00	0.00			65.00
VA /BALPOD6.3	Balance Pod 6.3"	2.00	EA	2.00	0.00			39.00
VA /INSKB10	InSpire Kettlebell 10	1.00	EA	0.00	1.00	Purchase Order	0000700066	25.00
VA /INSWP40	InSpire Weight Plate 40	2.00	EA	0.00	2.00	Purchase Order	0000700066	54.00
VA /INSPOME3-100	Inspire Omega 3 Supplement (1...	3.00	EA	3.00	0.00			44.88
VA /MS-RS900	Moet Systems RS-900 Treadmill	3.00	EA	0.00	3.00	Purchase Order	0000700072	1,575.00
	Press <enter> to insert a comm...							

User Defined Fields

Overview

The User Defined Field (UDF) module allows you to add and use fields that are not included by default in the Spire program. There are several types of data fields that can be added, with optional formatting parameters if desired, if you have security rights to do so. UDF data can also be added to stock or custom reports.

One use-case example is if a food product in inventory needed the ability to be identified as ‘Gluten Free’. This value could then be printed on packing slips and invoices.

The UDF tab appears in all modules, therefore extra data fields can be added wherever it is required. UDF data can also be organized into multiple tabs so that information can be grouped.

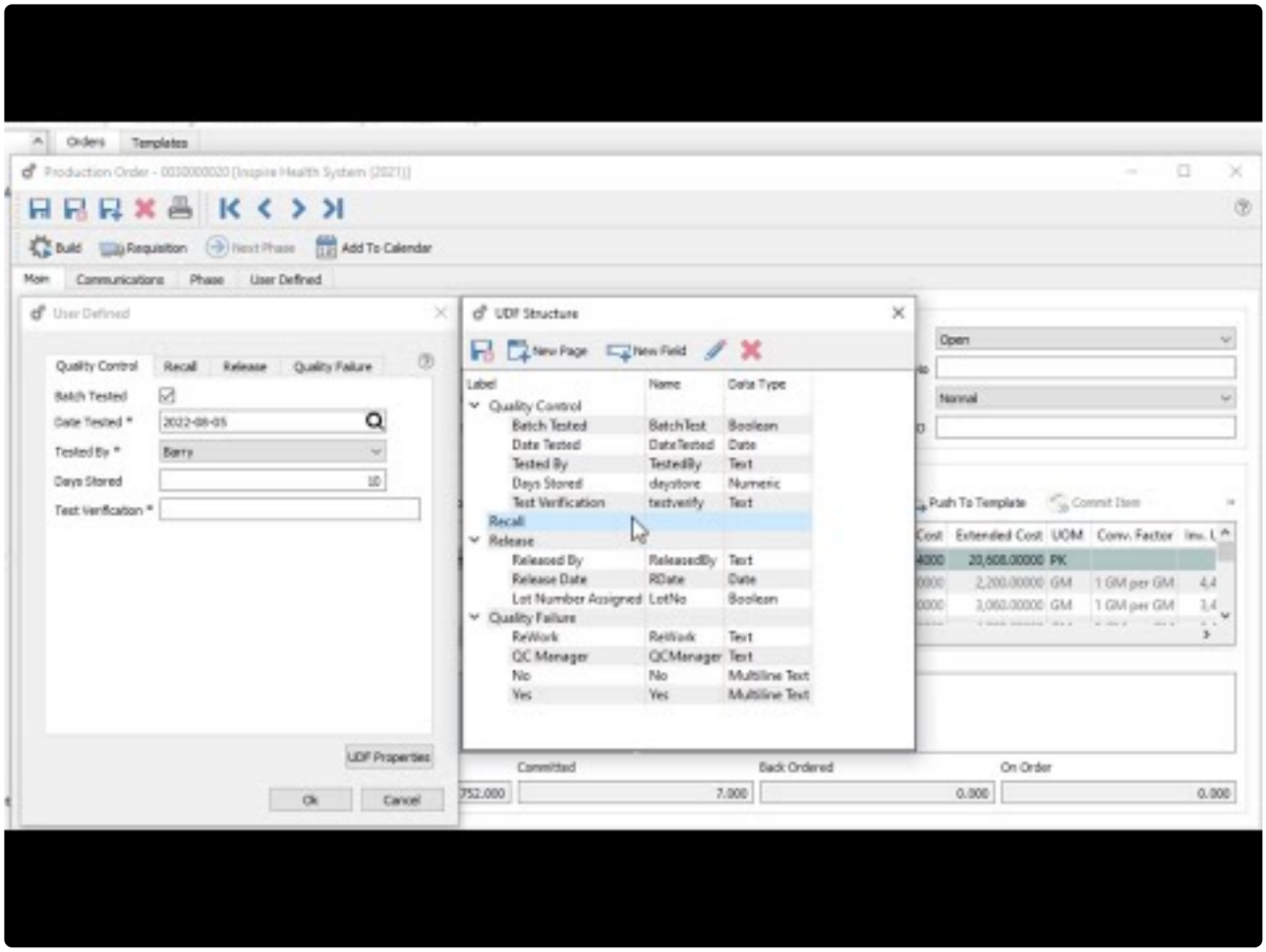
Available field data types are:

- Text
- Multiline Text
- Integer
- Numeric
- Currency
- Percent
- Date
- Boolean

Any UDF field can be set as Required, so that a record cannot be added or saved with a blank value 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.

Most of these data types support field value validation. For instance, you can specify if a date field is allowed to be a blank, and if it defaults to blank or to today’s date. An entered date can be forced to be within the current month or current fiscal year.

Video Instruction:



https://www.youtube.com/embed/VPHJWaq0Lt8?rel=0

Configuring Your Custom Fields

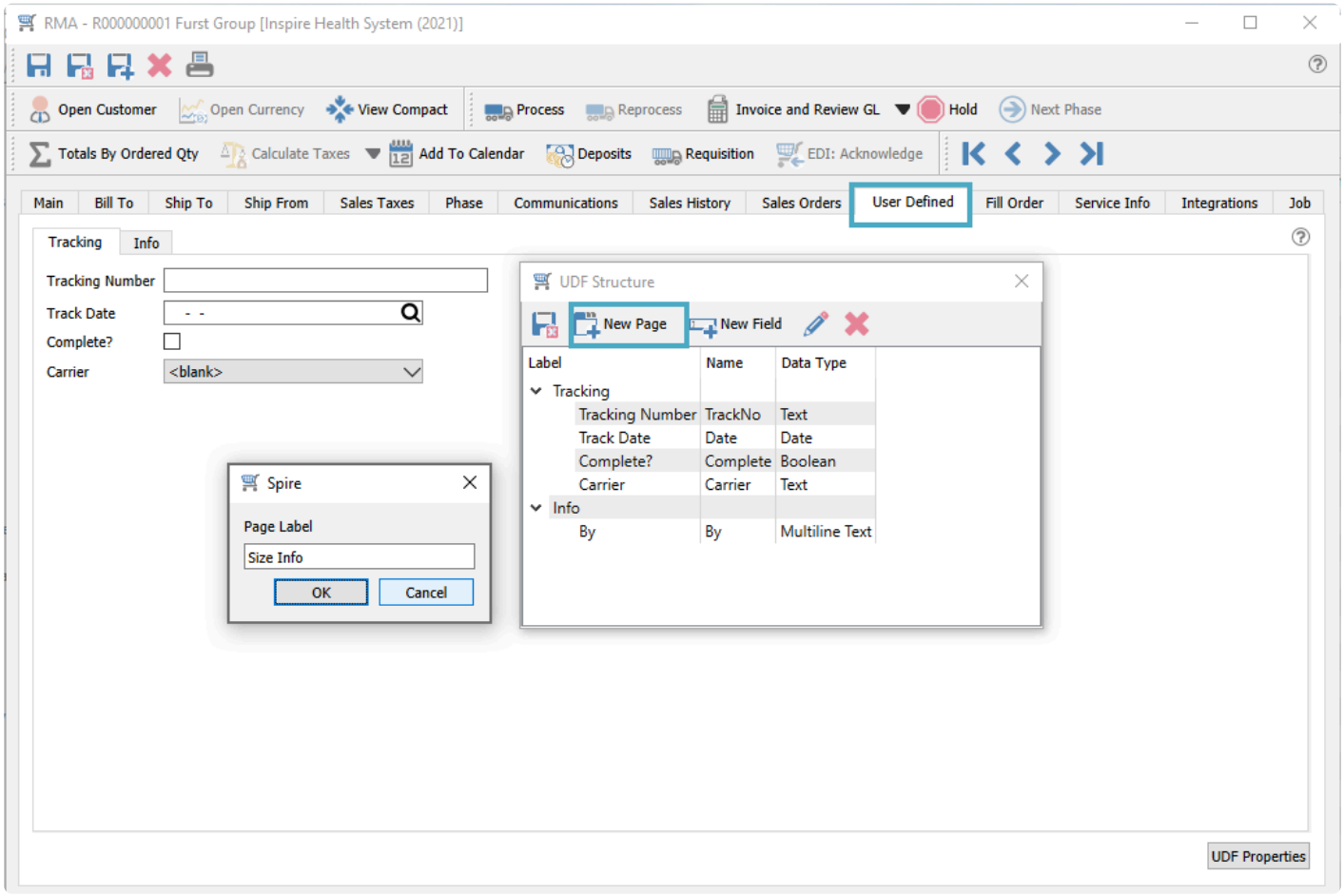
To be able to Edit UDF Structure, this User Setting option must be enabled in the General area.

To add or change a UDF field in a module, open the tab “User Defined” while editing one of the records in that module. This example will demonstrate UDF fields on Sales orders, which are also simultaneously maintained in Sales History.

Open any sales order and the ‘User Defined’ tab. If you have user security rights, the UDF Properties button at the lower right will be visible, for accessing the UDF structure setup screens.

Page Tabs

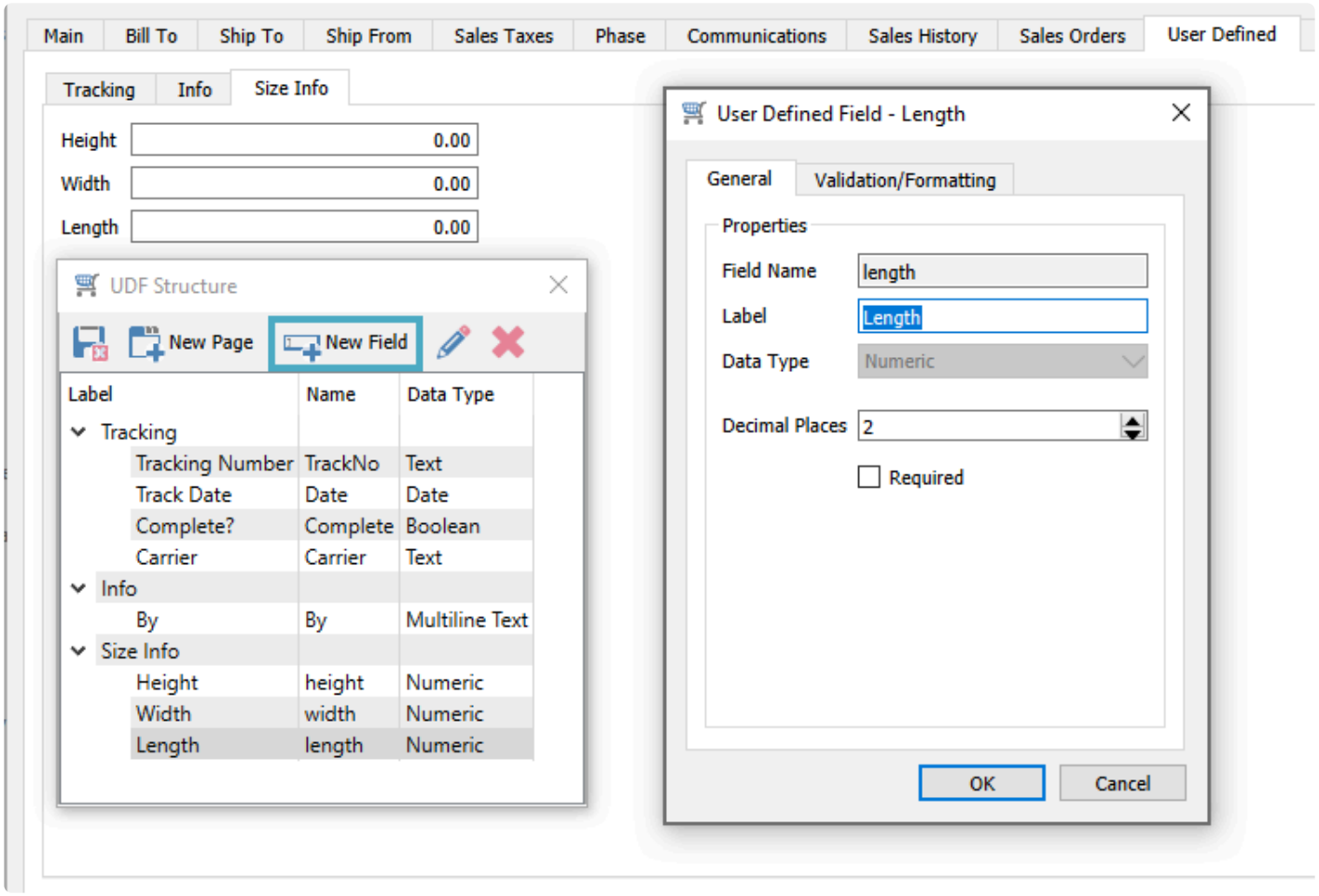
First, you need to have at least one ’Page’ for assigning UDF fields. Click the New Page button to add the first or any subsequent page, which will display as a tab name. Pages can be organized and sorted as needed.



Fields

On each page within the UDF structure, you can add as many fields as required. For example, highlight the

'Size Info' page and click the New Field button to add a field.



In this example we added 3 new numeric fields to the 'Size Info' page.

- Height
- Width
- Length

Field Name – A unique identifier for the UDF field within this module.

Label – How you want the UDF field to be identified for users.

Data Type – Choose the type from the list of available selections:

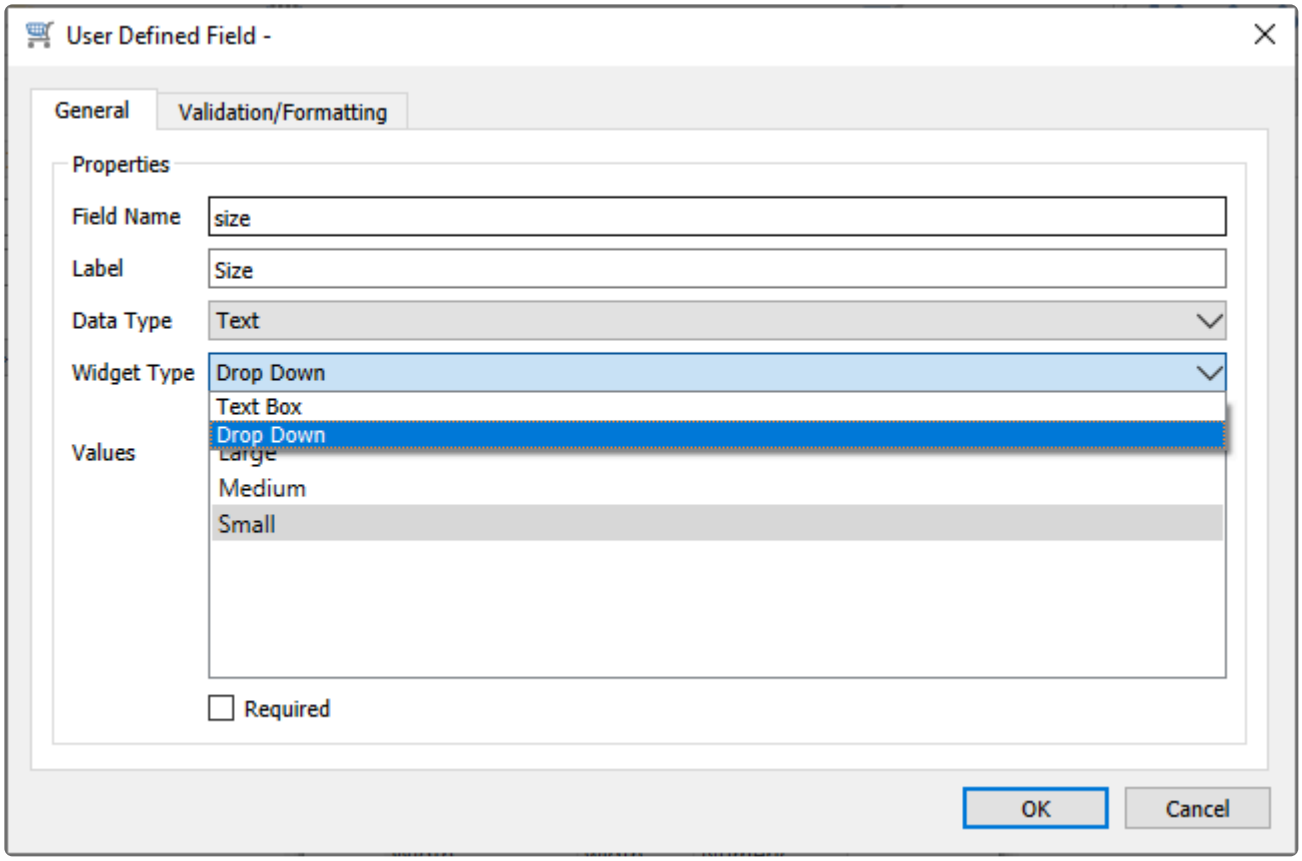
- Text
- Multiline Text
- Integer
- Numeric
- Currency
- Percent
- Date

- Boolean (True/False checkbox)

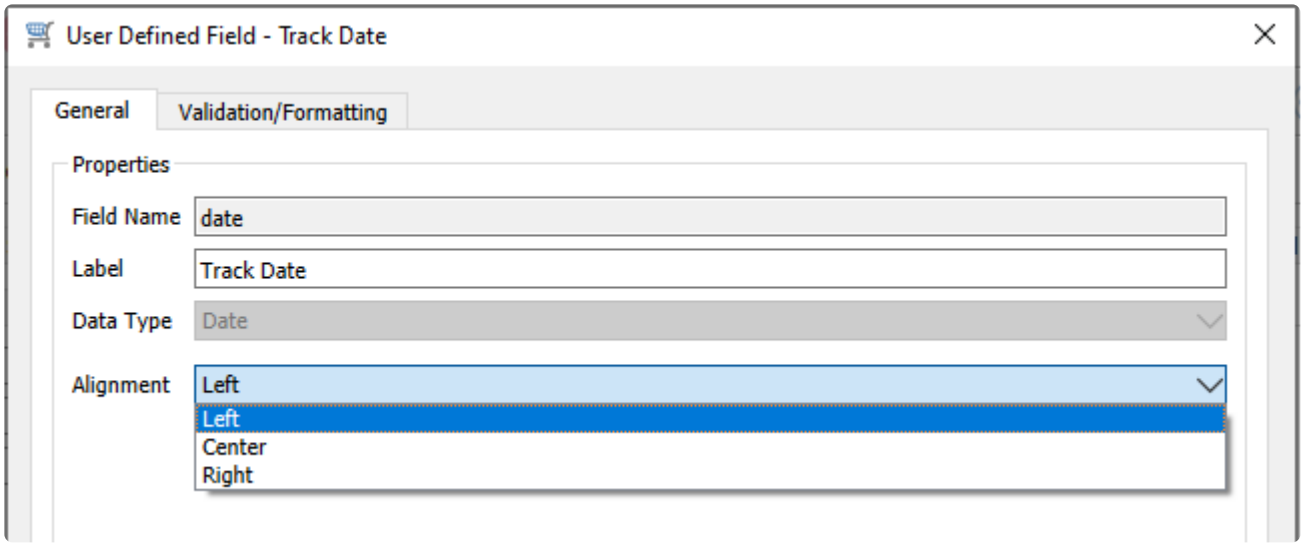
Decimal Places – For number types except Integers, you can set the precision for decimal entry, which defaults to 2.

Required – If you want to ensure that a UDF has a non-blank value, enable the Required setting on the field from the General tab.

For Text fields, you can determine if the field will be for simple text entry, or if there will be a drop-down for choosing values you enter here.



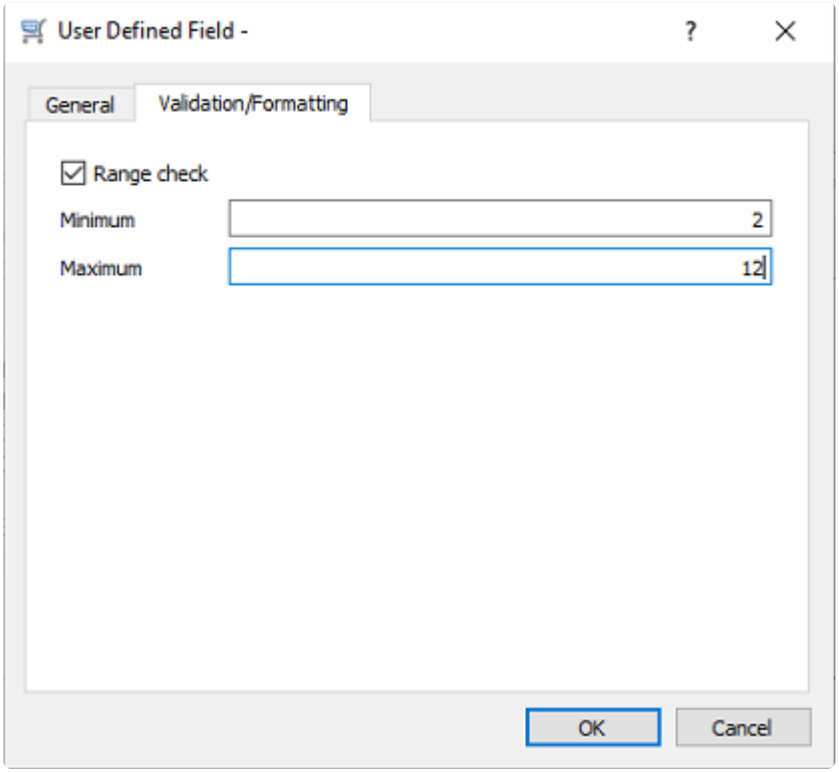
Alignment – For Text Box and Date types, you can choose how the value is positioned within the UDF field object.



From the UDF Structure screen, you can drag fields and drop them to re-sort them within the same page, or move them to a different page if desired.

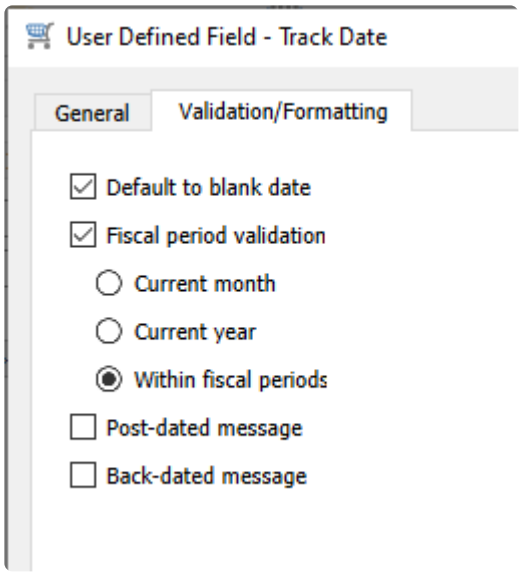
Validation

If you want to enforce entered UDF field values to fall within a particular range for consistency or to protect against errors, these can be defined on the Validation/Formatting tab. Each field data type has different validation options available. For for the four number-based fields, you can assign whether the UDF field value must fall within a specified minimum and/or maximum range.



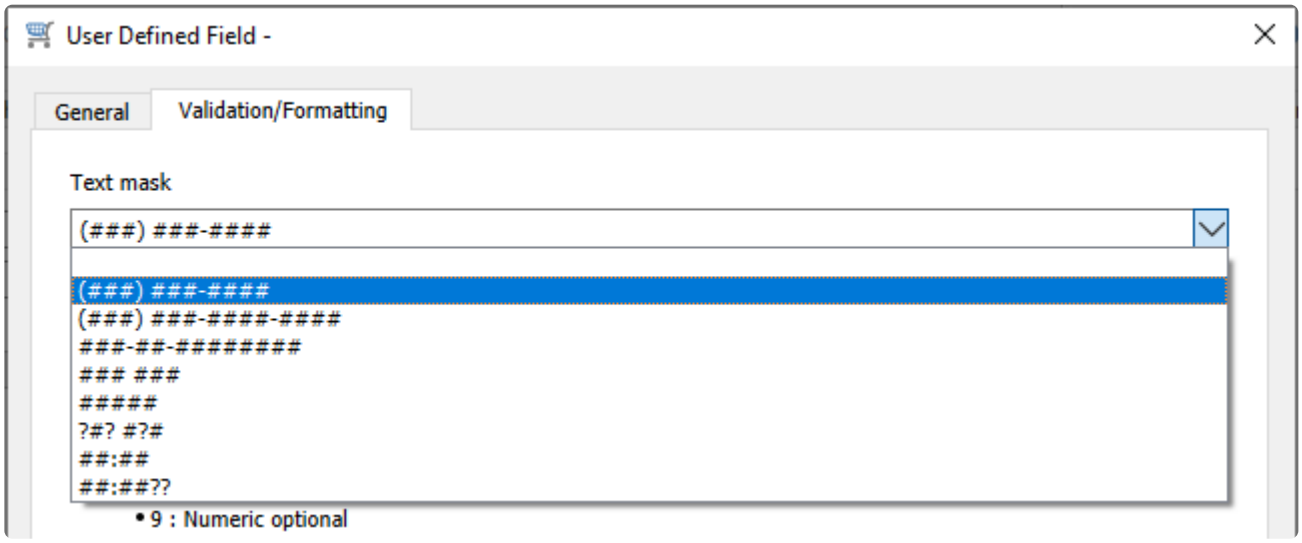
Here, the UDF field value must be between 2 and 12, inclusive.

For Date fields, validation includes options for whether blank is the default value, if the entered date must be within a certain range, and if a warning message appears.



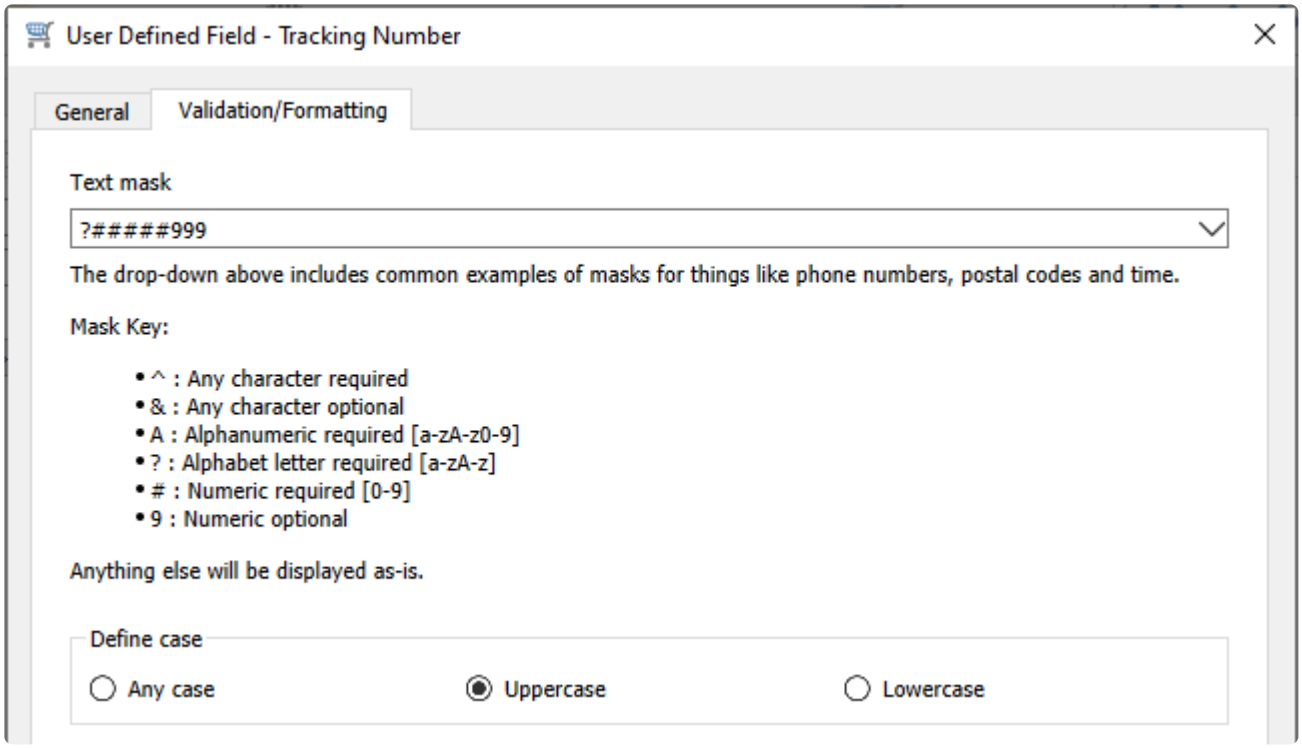
If either the post-dated or back-dated message options are selected, you will be prompted with a warning message that the date is outside the validation range but still be allowed to save it.

For Text Box fields, you can create a mask to enforce consistent formatting. Some common text masks can be selected from a drop-down field, such as for formatted phone numbers.



More specific formatting can be defined, that determines the number of characters you are allowed to enter, the type of character in each position, and if letters must be in upper or lowercase.

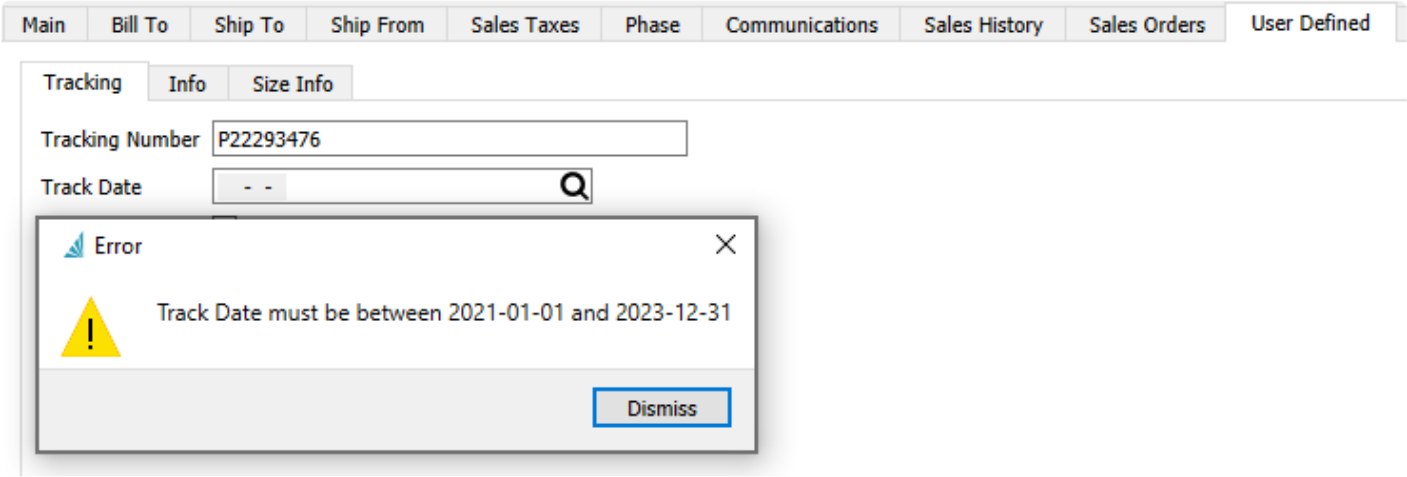
Below is an example for a code that starts with an uppercase letter, followed by a number from five to eight digits.


User Defined Field - Tracking Number
General
Validation/Formatting
Text mask
?#####999
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]
• 9 : Numeric optional
Anything else will be displayed as-is.
Define case
Any case
Uppercase
Lowercase

Entering UDF Data & Using them in Reports

Entering data in UDFs

Entering data into the fields that you created is done from the User Defined tab of the module.

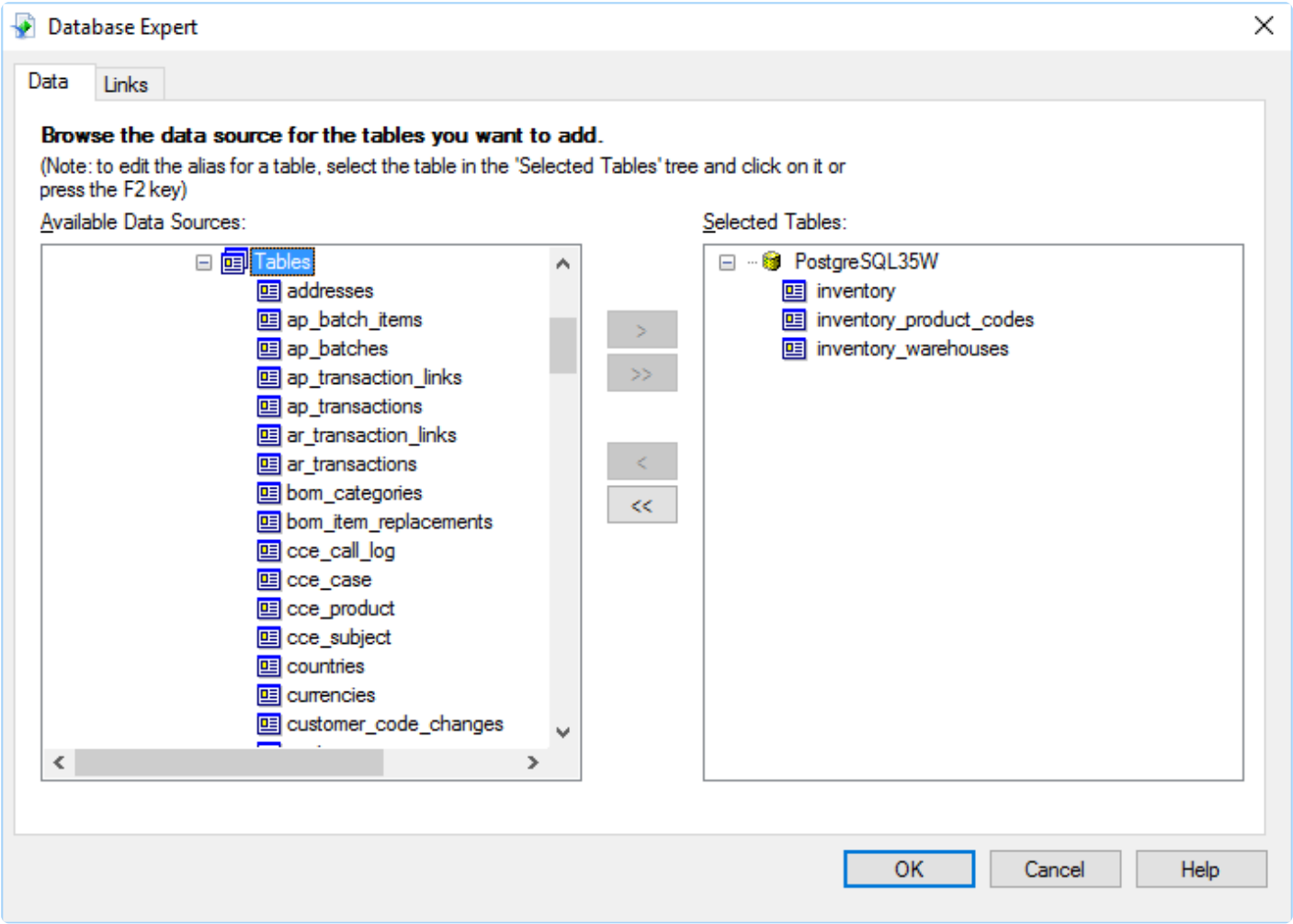


Text formatting in UDF setup is respected and will prevent you from typing too many or the wrong type of characters. Any validation errors will appear immediately after exiting a field with an incorrect value.

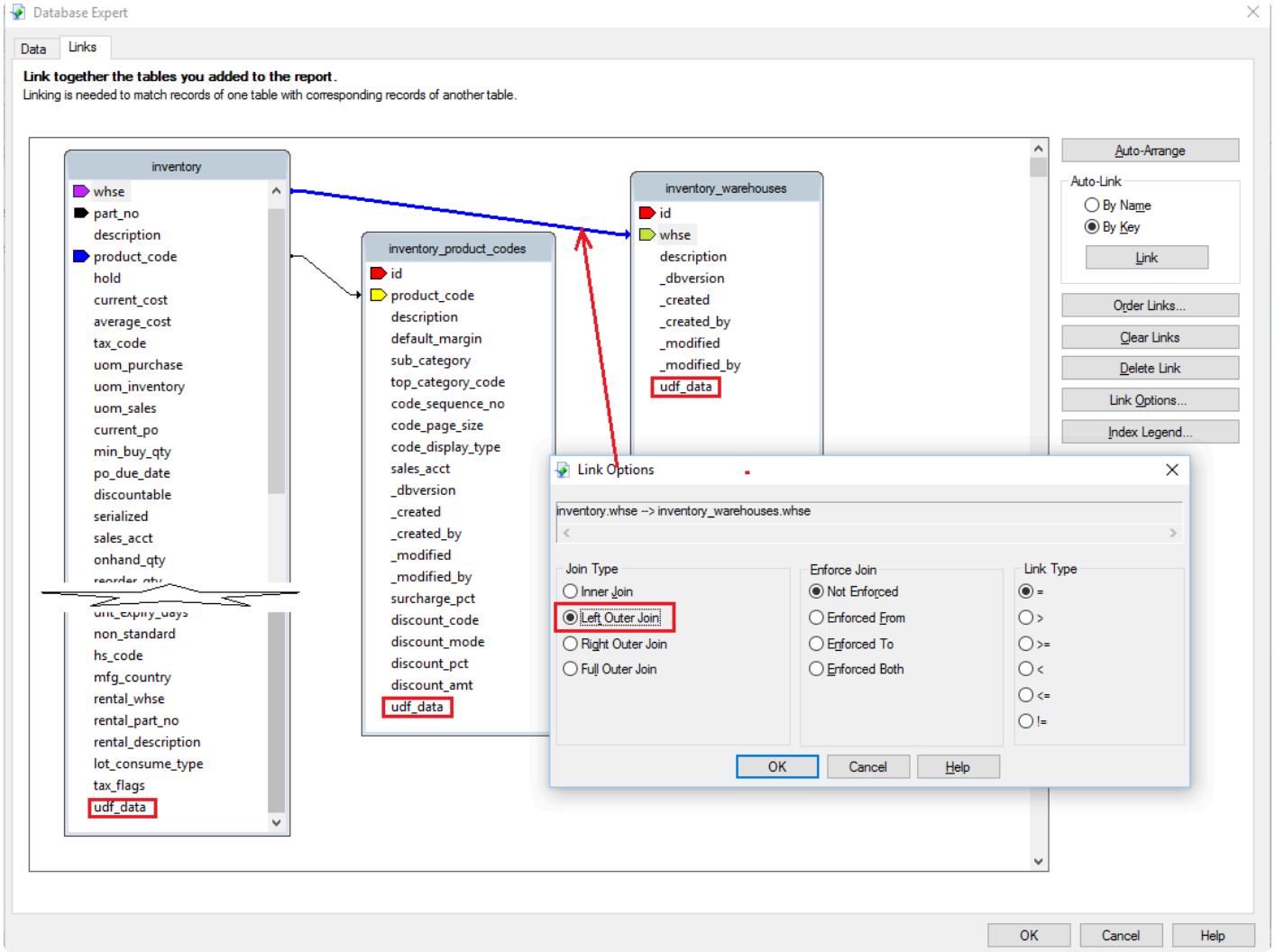
Creating Reports on UDF data

Open Crystal Reports and edit the report that needs UDF data added to it. In this example we will edit the 'Inventory Stock Status' report.

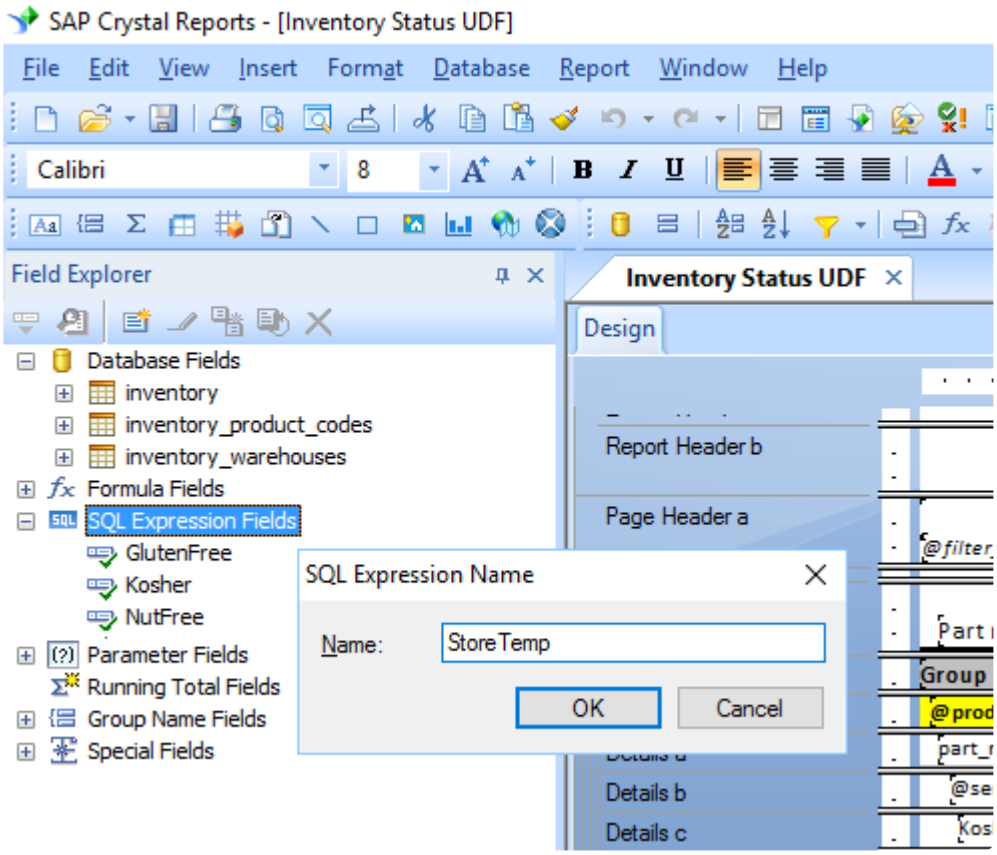
Go to 'Database Expert' and add the tables that are required for the report.



Set the join type to ‘Left OuterJoin’
Click OK

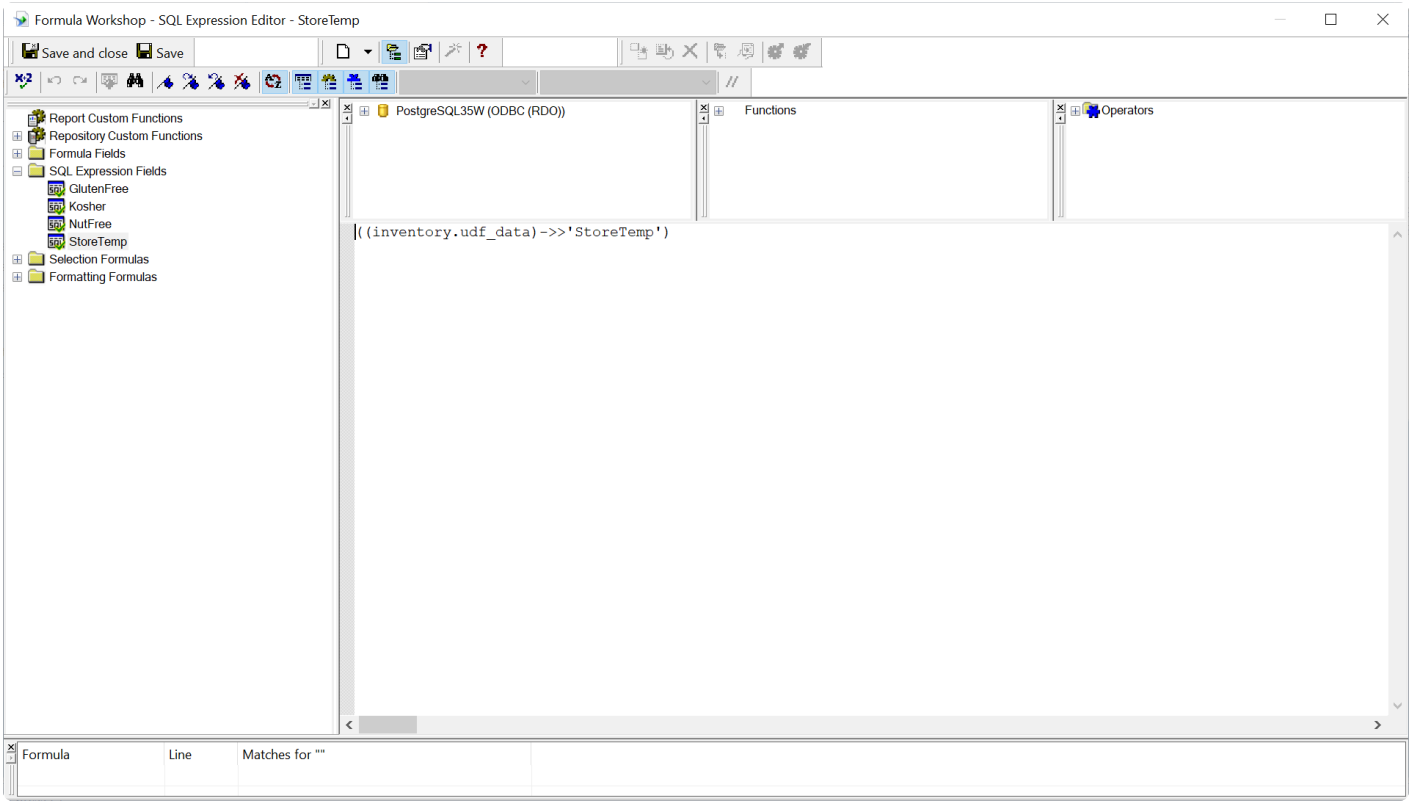


Add a SQL Expression Field by right clicking and selecting ‘New’



Give the SQL Expression a name. This example is ‘StoreTemp’

The SQL expression looks like this – ((inventory.udf_data)->>‘StoreTemp’)::numeric



Other examples”

- ((inventory.udf_data)->>‘GlutenFree’)::boolean
- ((inventory.udf_data)->>‘Kosher’)
- ((inventory.udf_data)->>‘NutFree’)

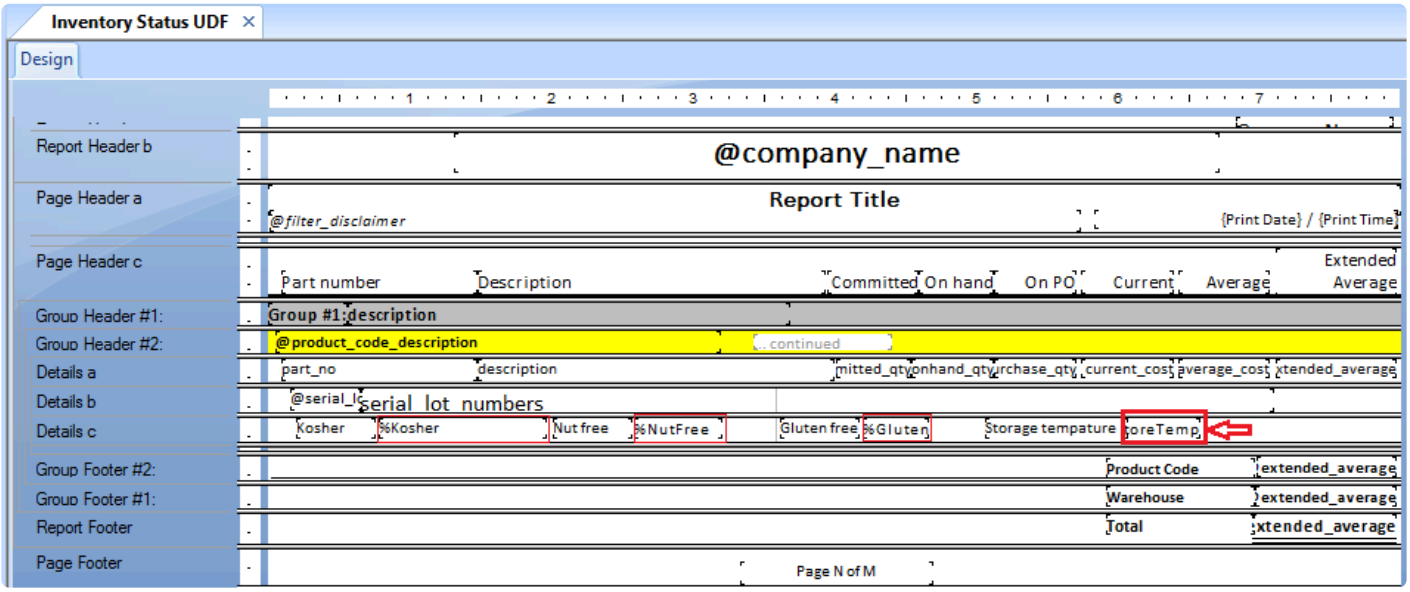
NOTE

- the Field Name is case sensitive
- ::numeric denotes a number field in Crystal Reports Designer
- ::date denotes a date field
- ::boolean denotes True/False
- if ::type is left off then it will be a text field

Once data is saved here is what it looks like stored in a field called udf_data

295	172	VA	CUCBBT12548K	Chin Up Bar 1.25" x 48" Bent	
296	25007	VA	TAPSTARCH	Modified Tapicoa Starch	
297	36	VA	INSKB5	InSpire Kettlebell 5	
298	25002	VA	COCPOW	Cocoa Powder	"Kosher"=>"TRUE", "NutFree"=>"TRUE", "StoreTemp"=>"5", "GlutenFree"=>"TRUE"
299	25020	VA	SLTCARM	Salted Caramel	"Kosher"=>"TRUE", "NutFree"=>"TRUE", "StoreTemp"=>"12"
300	5	VA	INSKB15	InSpire Kettlebell 15	
301	51	VA	INSKB20	InSpire Kettlebell 20	
302	34	VA	INSKB35	InSpire Kettlebell 35	
303	44	VA	INSWP45	InSpire Weight Plate 45	
304	20	VA	SP500FM	Springfield 500 Floor Mat	
305	18	VA	INSDB40	InSpire Dumbbell 40	
306	14	VA	NATBEL55	Weight Lifting Belt Model 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.



The printed report

Inspire Health Systems

Inventory Status UDF

** Report includes selected records*

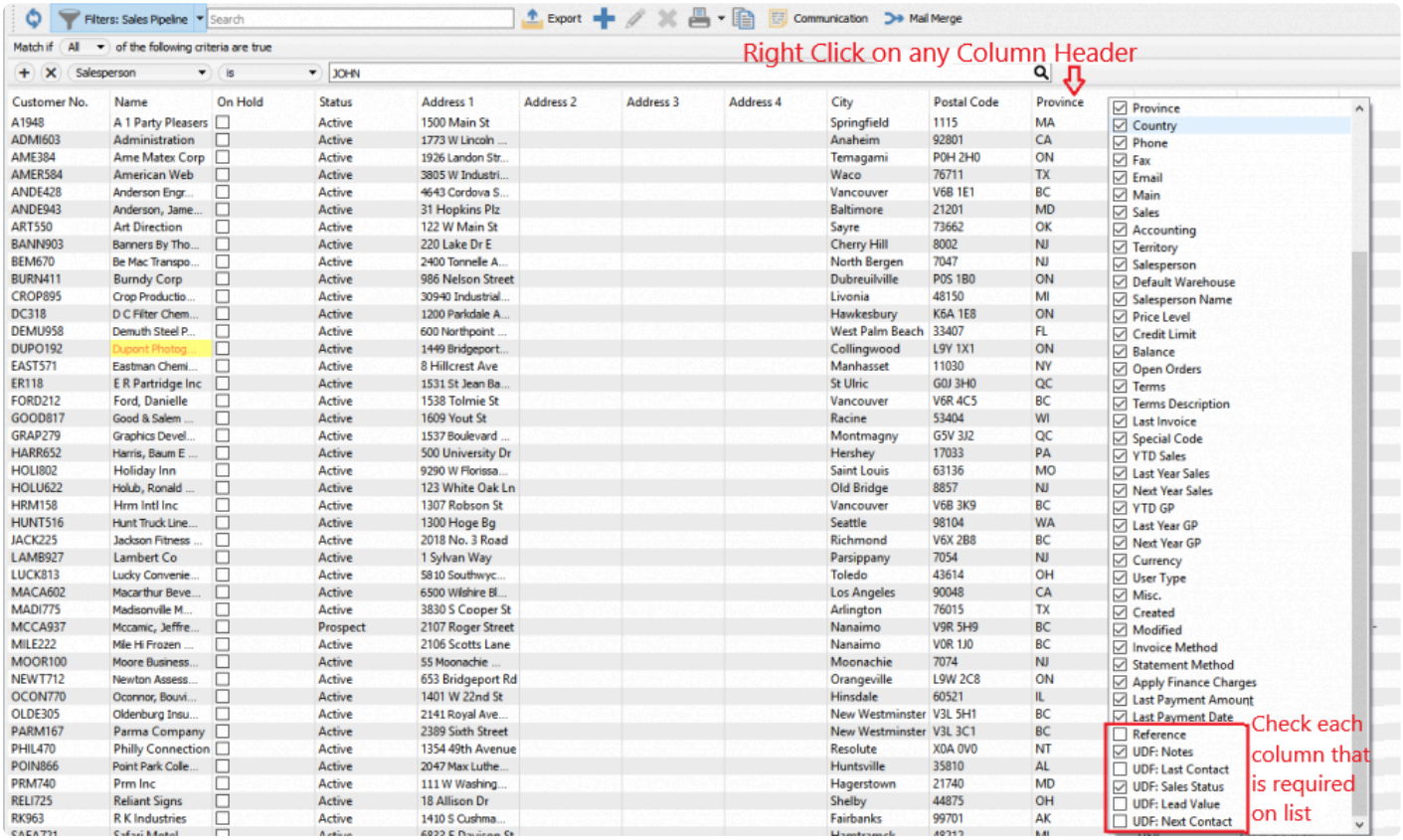
April 15, 2016 / 7:04 am

Part number	Description	Committed	On hand	On PO	Current	Average	Extended Average
VA	**Inspire Health Systems**						
No Product Code							
YOGURTCOATING	High Protein Yogurt Coating		9,700		0.45	0.45	4,365.00
Lot: 6,000 5678909		1,500 436352DS77					
2,200 4T657756							
Kosher TRUE	Nut free TRUE	Gluten free 1		Storage tempature 5.00			
					Total		**4,365.00**

User Defined Fields – On the List

All user defined fields are available to be added as columns to list view grids. By default they are not displayed. To add a UDF column to a list view, right click on the grid header and select each of the UDF fields you want added to the list.

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



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

Filters: Sales Pipeline | Search | Export | Communication | Mail Merge

Match if All of the following criteria are true

Salesperson is JOHN

UDF: Lead Value is greater than 0

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

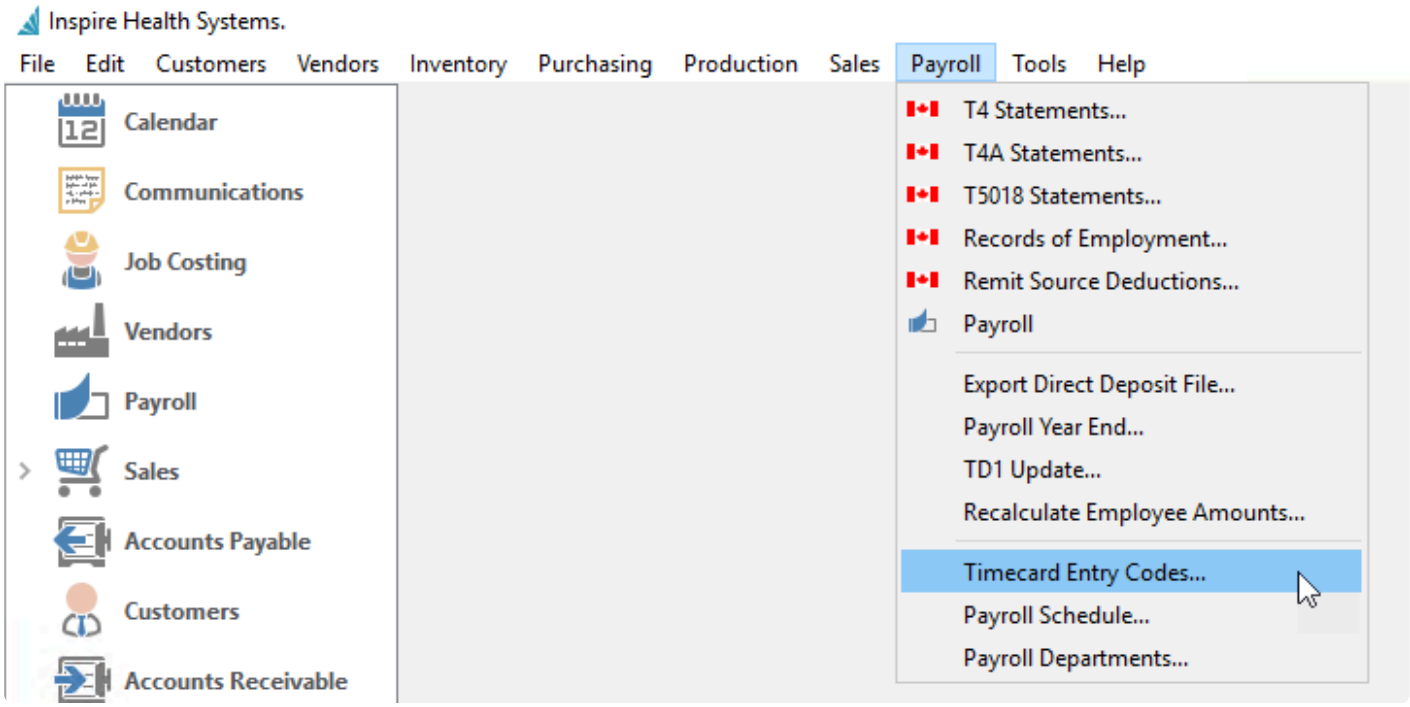
Canadian Payroll

Canadian payroll is an optional subscription module for those that wish to do payroll in-house. Companies are often thinking about how to better manage their payroll, and this is because employees are very important to organizations and can account for about 80% of overall expenses. Making sure that they are paid on time and correctly is of the utmost importance.

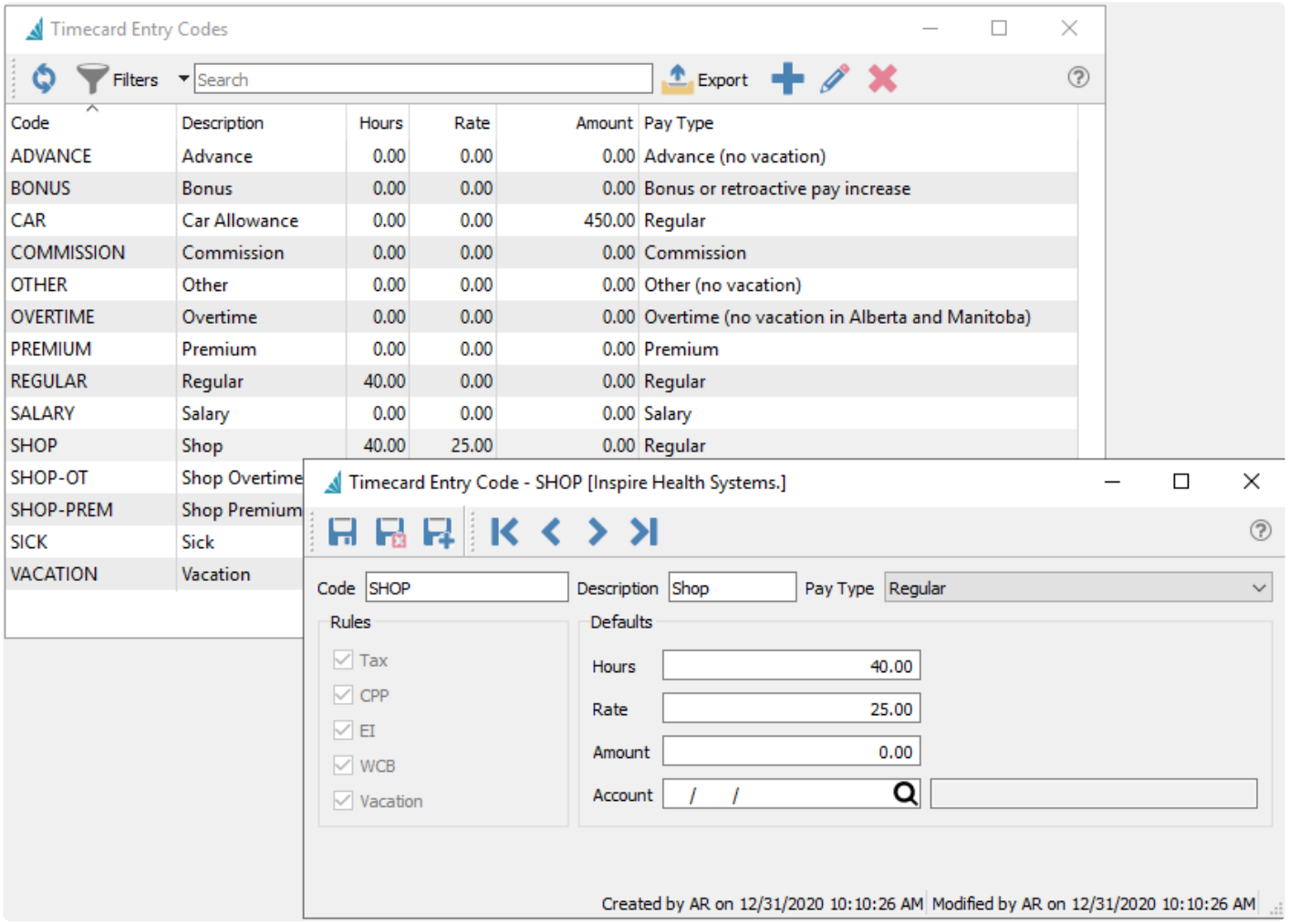
See Company Settings -> Payroll and Company Settings -> Employees for initial settings.

Timecard Entry Codes

When paying employees through timecards, you need to define the various ways that employees can be compensated, using Timecard Entry Codes. These codes will be used with Payroll Departments and Employee records, which in turn are used to determine defaults on new Timecards. Entry codes can also be added on the fly when editing a timecard. The list of Timecard entry codes can be opened from the top Payroll menu -> Timecard Entry Codes.



Create a code for each way that you would pay employees, with default hours, amounts, accounting and tax consideration.



Code – The unique alpha-numeric value to identify this entry code, up to 20 characters.
Description – A text label for the code, which will be used for entering and printing timecards.
Pay Type – This selection categorizes how employees are paid, and determines the tax rules applied to this entry code. You can create multiple entry codes that use the same Pay Type, with different default amounts.

- Salary – All withholdings charged
- Regular – All withholdings charged
- Overtime – No vacation pay in Alberta and Manitoba
- Commission – All withholdings charged however the annual amount goes in box 42 on T4
- Vacation – Vacation pay release
- Advance – No vacation pay
- Sick – All withholdings charged
- Premium – All withholdings charged
- Other – No vacation pay
- Bonus or retroactive pay increase – When added to a timecard along with regular pay, the tax on the bonus is annualized.
- Statutory Holiday – All withholdings charged
- Blank Pay Type – Not select a Pay Type will all you to define which of the tax withholding rules are applied (see note below).

> **!** Note – If the withholding rules are incorrectly set, then the proper taxes etc will not be charged and the employer may be responsible to pay them at year end. Employee T4 amounts would also be incorrectly accumulated.

Rules – Which withholdings are applied to a timecard entry code, for Tax, Canada Pension Plan (CPP), Employment Insurance (EI), Workers Compensation Board (WCB) and Vacation. These settings are determined specifically from the selected Pay Type, and cannot be edited unless you leave the Pay Type field blank. If the checkbox displays a square instead of a checkmark or blank, this means that the withholding is dependent on the employee's province.

Defaults

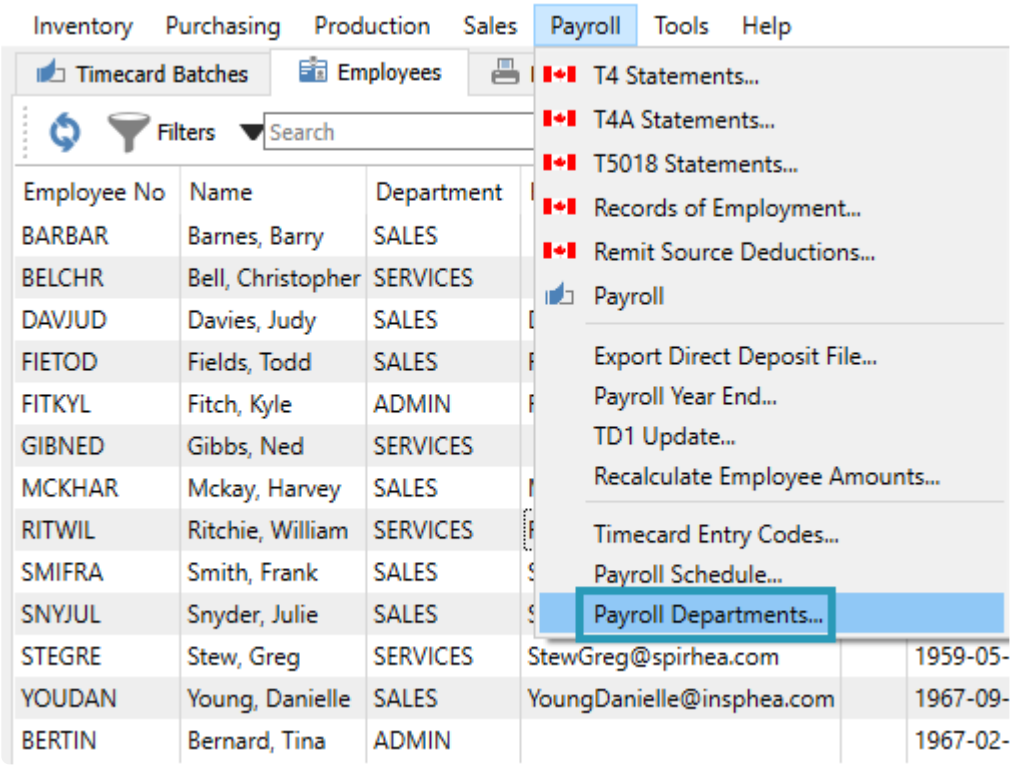
Each of these fields are used as default values for Timecards and Payroll Departments, and can be edited in those areas when necessary.

Hours – Number of hours for the pay period.
Rate – Hourly rate of pay.
Amount – Total amount for the pay period. This will override any defaults for both Hours and Rate values, thus this should be used only when not using hours and rates.
Account – The expense General Ledger account where the pay will be posted. If you leave this field blank, then the default account for generated timecards will be the Salaries & Wages account from the employees Payroll Department.

> **!** Note – If the timecard is an Irregular pay, Spire follows the CRA irregular/bonus pay deductions for CPP, EI and tax regardless of what Rules are set on the Timecard Entry Code. These fields can be edited as required if the Irregular pay is a correction and not a bonus pay.

Payroll Departments

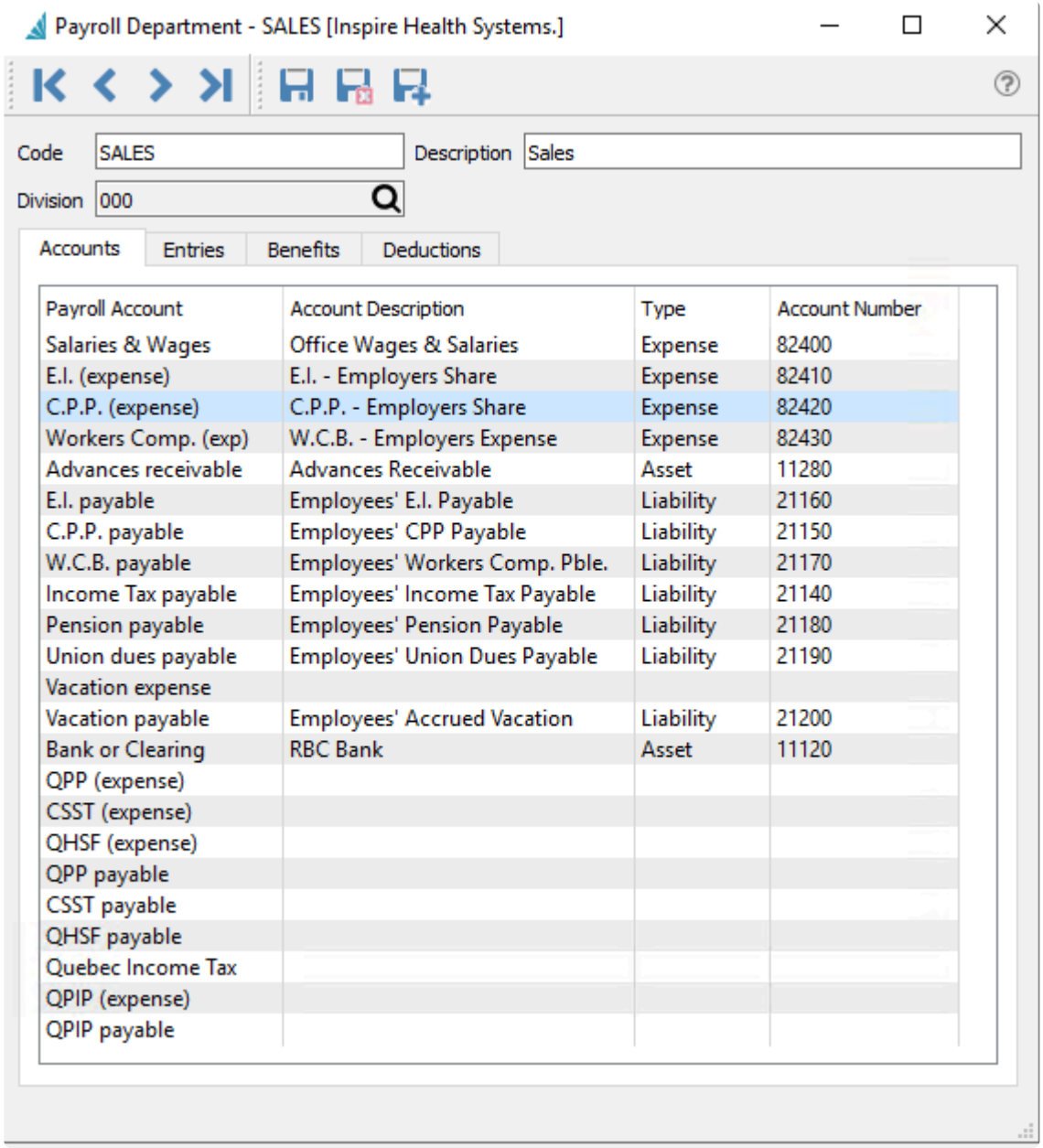
A Payroll Department is a collection of pre-defined payroll accounts and their associated GL account numbers, along with timecard codes, benefits and deductions. Each employee is assigned a payroll department, which affect amounts and accounting when timecards are generated and posted. A User security setting controls whether or not you are allowed to manage the contents of these records.



Each Payroll Department will have a unique alpha-numeric code of up to 10 characters. If your company uses Divisions for accounting, you would need to specify the division that this department belongs to.

Accounts

When a timecard is generated, the timecard codes determine which payroll accounts have amounts. This screen associates a GL account to every payroll account that timecards could affect, for both salary and wages and also tax withholding amounts.



Payroll Account	Account Description	Type	Account Number
Salaries & Wages	Office Wages & Salaries	Expense	82400
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
Advances 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 expense			
Vacation payable	Employees' Accrued Vacation	Liability	21200
Bank or Clearing	RBC Bank	Asset	11120
QPP (expense)			
CSST (expense)			
QHSF (expense)			
QPP payable			
CSST payable			
QHSF payable			
Quebec Income Tax			
QPIP (expense)			
QPIP payable			

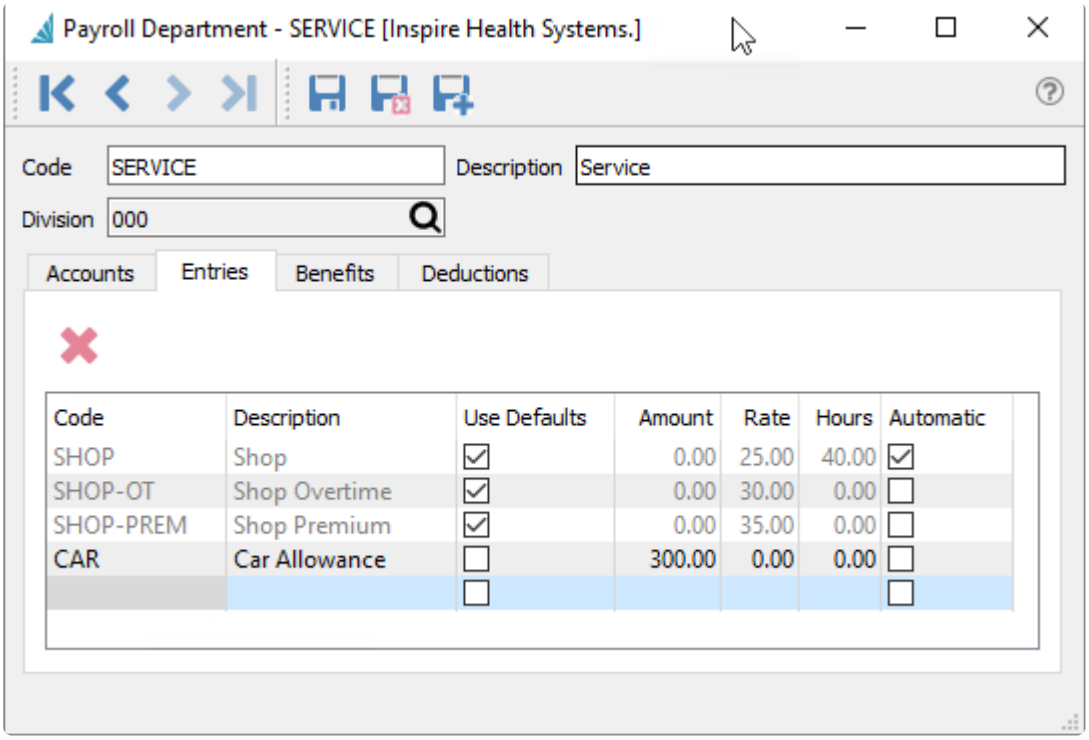
For each applicable payroll account, click the cell in the Account Number column to enter or select the required value. Only accounts associated with Timecard Entries can be changed on timecards, and other values will be posted to the accounts specified here.

> Note – If the vacation expense account is filled in, payroll timecards will post vacation expense to this selected GL account. If it is not filled in then payroll timecards will post vacation expense to the employees “Salary and Wages” account.

Entries

Select the default timecard entry codes that apply to this payroll department, as many as are applicable. When a payroll department is assigned to an employee, these entry codes will be added to the employee as

well, along with these default values and settings. However, entry codes can also be added or removed or edited on the employee record.

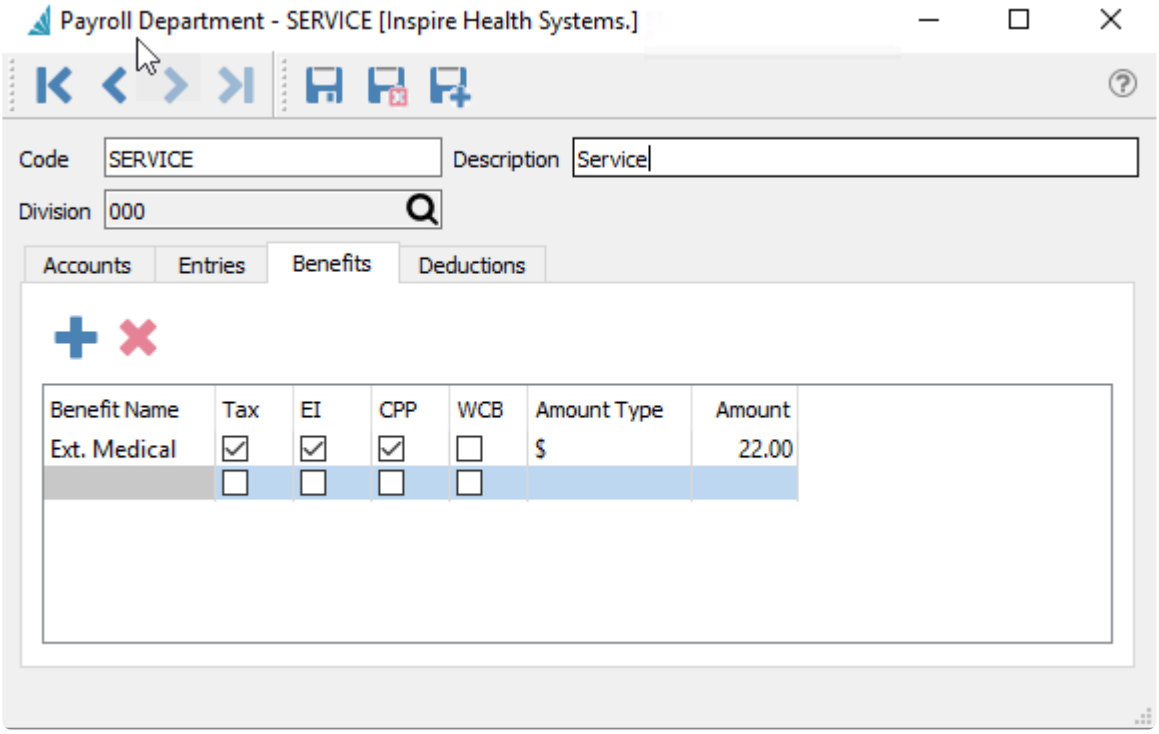


Use Defaults – Enabling this option will prevent you from changing any of the other values for this code on the payroll department, and instead use those defined directly on the timecard entry code. Disable this option to determine these values specifically for this payroll department. You can change this setting on the employee record to be different than what is defined here.

Automatic – Enabling this option will add this entry code to the employee timecard when generated, with the associated default values. You can change this setting on the employee record.

Benefits

Employee benefits are any forms of perks or compensation that are provided to employees in addition to their base salaries and wages.



For each benefit that could be available to employees belonging to this payroll department, create it by clicking in the Benefit Name column and entering the name. Indicate the benefit amount and the taxable status. Include as many benefit lines as applicable.

When a payroll department is assigned to an employee, these benefits will be added to the employee as well, along with these default values and settings, which in turn will be included on timecards. Benefits values can also be edited on the employee record, but not added or removed. When the amount is zero on the timecard, this benefit will be suppressed on the employee's printed paycheck.

Amount Type – Determine benefit amounts either by dollar values or percentages. Benefits using a percentage will be calculated from the gross pay amount on the employee timecard.

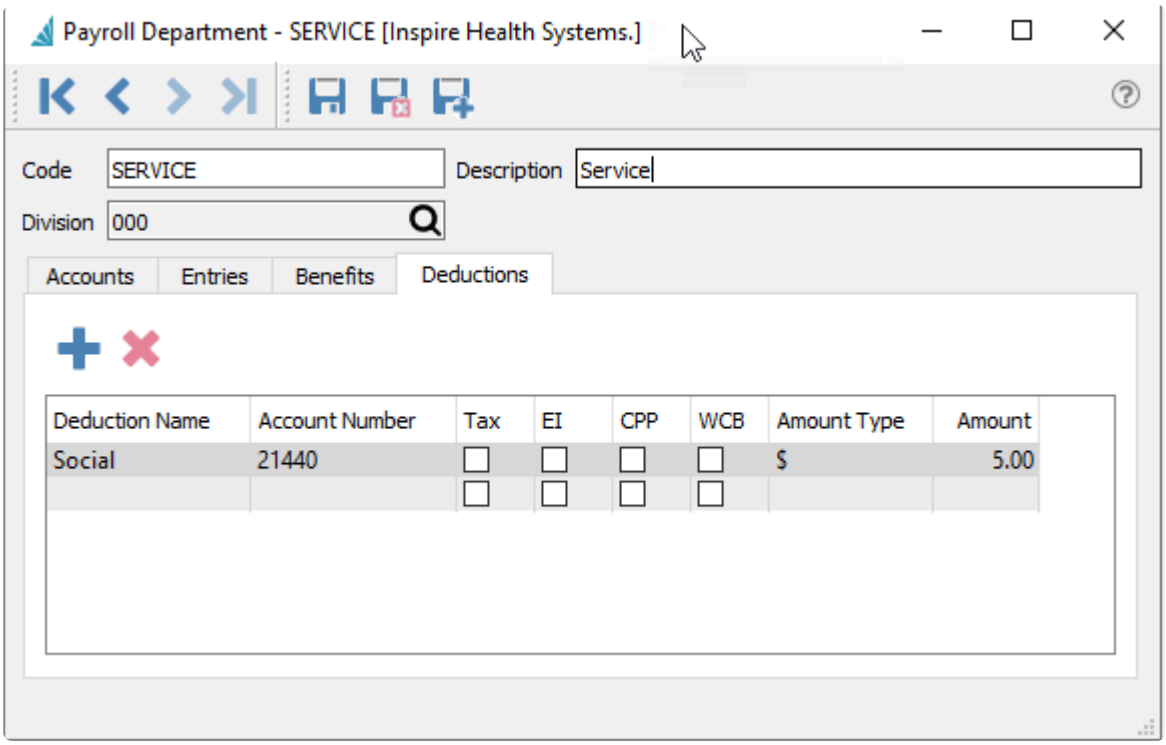
Amount – Enter the value for the benefit, either as a dollar amount or a percentage as indicated by the Amount Type.

Tax – When this option is selected, the taxable income on each employee's timecard will be increased by the amount of the benefit. This also has an effect of increasing the amount of Federal Tax on the timecard. Leaving this option unchecked will exclude this benefit amount from increasing the taxable income. Check the CRA administrative policies for each benefit to determine the correct configuration.

EI / CPP / WCB – When this option is selected, the respective amount on each employee's timecard will be calculated as if the benefit amount was included to increase the taxable income, even if the Tax option is not selected. Leaving this option unchecked will calculate the respective amount on each employee's timecard as if the benefit amount was excluded in the taxable income. For EI and CPP, the selection also affects the calculated Federal Tax amount. Check the CRA administrative policies for each benefit to determine the correct configuration.

Deductions

Payroll deductions are wages withheld from an employee's total earnings for the purpose of paying fees or garnishments, outside of standard federal tax withholdings.



For each deduction that could be available to employees belonging to this payroll department, create it by clicking in the Deduction Name column and entering the name. Indicate the Ledger account, the deduction amount, and the taxable status. Include as many deduction lines as applicable.

When a payroll department is assigned to an employee, these deductions will be added to the employee as well, along with these default values and settings, which in turn will be included on timecards. Deductions amounts – but not accounts – can also be edited on the employee record, but not added or removed. When the amount is zero on the timecard, this deduction will be suppressed on the employee's printed paycheck.

Account Number – When the calculated deduction amount on a timecard is not zero, this account will be posted to. It cannot be changed on the employee or timecard.

Amount Type – Determine deduction amounts either by dollar values or percentages. Deductions using a percentage will be calculated from the gross pay amount on the employee timecard.

Amount – Enter the value for the deduction, either as a dollar amount or a percentage as indicated by the Amount Type.

Tax – When this option is selected, this deduction amount is excluded from reducing the taxable income on each employee's timecard. Leaving this option unchecked will decrease the taxable income by the amount of this deduction. This also has an effect of decreasing the amount of Federal Tax on the timecard. Check

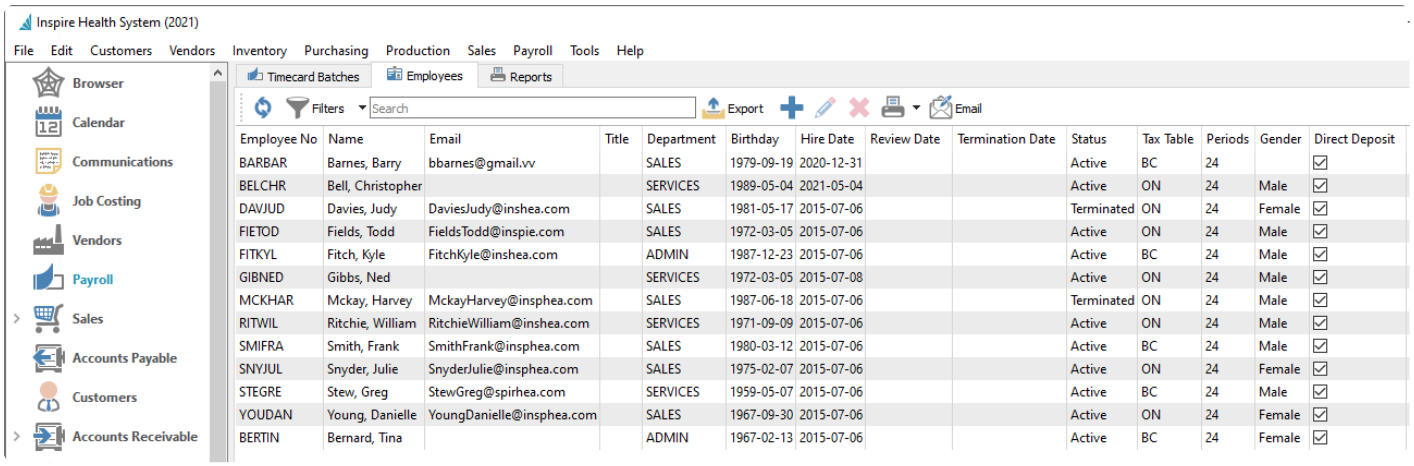
the CRA administrative policies for each deduction to determine the correct configuration.

EI / CPP / WCB – When this option is selected, the respective amount on each employee's timecard will be calculated as if the deduction amount was excluded in the taxable income. Leaving this option unchecked will calculate the respective amount as if the deduction amount was included to reduce the taxable income, even if the Tax option is selected. For EI and CPP, the selection also affects the calculated Federal Tax amount. Check the CRA administrative policies for each deduction to determine the correct configuration.

> Note: When amounts are set for deductions and benefits for the payroll department, and an employee is changed to this department they will have these default amounts applied. However, each employee can have amounts edited as required.

Employees

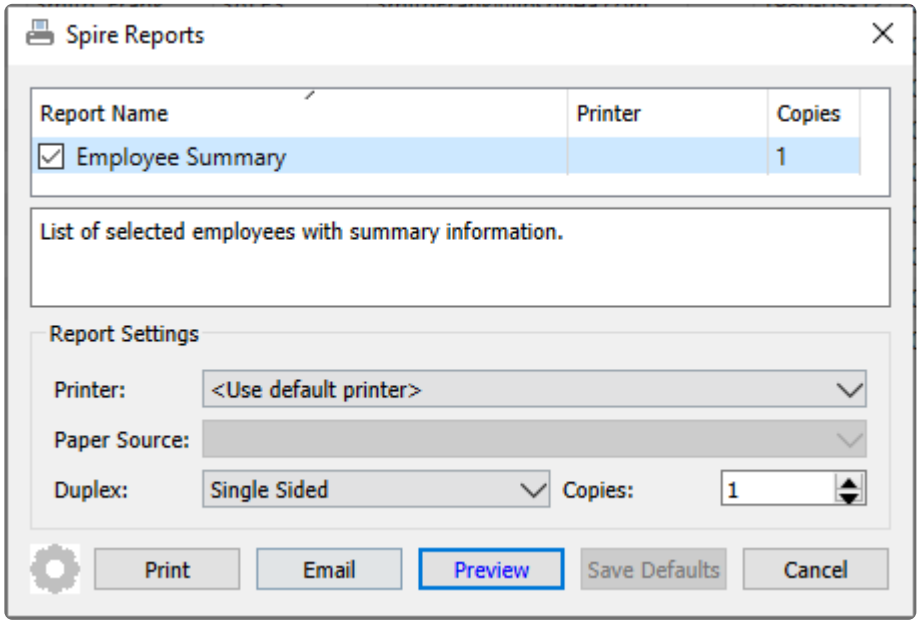
Within the Payroll module, one tab displays the list of company employees, from which you can edit existing employees or create new ones. You can also select one or more employees from the list and create and send emails to them or any of their contacts, including attachments if desired.



Employee No	Name	Email	Title	Department	Birthday	Hire Date	Review Date	Termination Date	Status	Tax Table	Periods	Gender	Direct Deposit
BARBAR	Barnes, Barry	bbarnes@gmail.vv		SALES	1979-09-19	2020-12-31			Active	BC	24		☑
BELCHR	Bell, Christopher			SERVICES	1989-05-04	2021-05-04			Active	ON	24	Male	☑
DAVJUD	Davies, Judy	DaviesJudy@inshea.com		SALES	1981-05-17	2015-07-06			Terminated	ON	24	Female	☑
FIETOD	Fields, Todd	FieldsTodd@inspie.com		SALES	1972-03-05	2015-07-06			Active	ON	24	Male	☑
FITKYL	Fitch, Kyle	FitchKyle@inshea.com		ADMIN	1987-12-23	2015-07-06			Active	BC	24	Male	☑
GIBNED	Gibbs, Ned			SERVICES	1972-03-05	2015-07-08			Active	ON	24	Male	☑
MCKHAR	Mckay, Harvey	MckayHarvey@insphea.com		SALES	1987-06-18	2015-07-06			Terminated	ON	24	Male	☑
RITWIL	Ritchie, William	RitchieWilliam@inshea.com		SERVICES	1971-09-09	2015-07-06			Active	ON	24	Male	☑
SMIFRA	Smith, Frank	SmithFrank@insphea.com		SALES	1980-03-12	2015-07-06			Active	BC	24	Male	☑
SNYJUL	Snyder, Julie	SnyderJulie@insphea.com		SALES	1975-02-07	2015-07-06			Active	ON	24	Female	☑
STEGRE	Stew, Greg	StewGreg@spirhea.com		SERVICES	1959-05-07	2015-07-06			Active	BC	24	Male	☑
YOUDAN	Young, Danielle	YoungDanielle@insphea.com		SALES	1967-09-30	2015-07-06			Active	ON	24	Female	☑
BERTIN	Bernard, Tina			ADMIN	1967-02-13	2015-07-06			Active	BC	24	Female	☑

Reports

For either selected or all employees, you can access the reports toolbar button to print the Employee Summary report



Employee Summary – Prints a list of employees and specific payroll and year-to-date timecard information.

Universal Exports

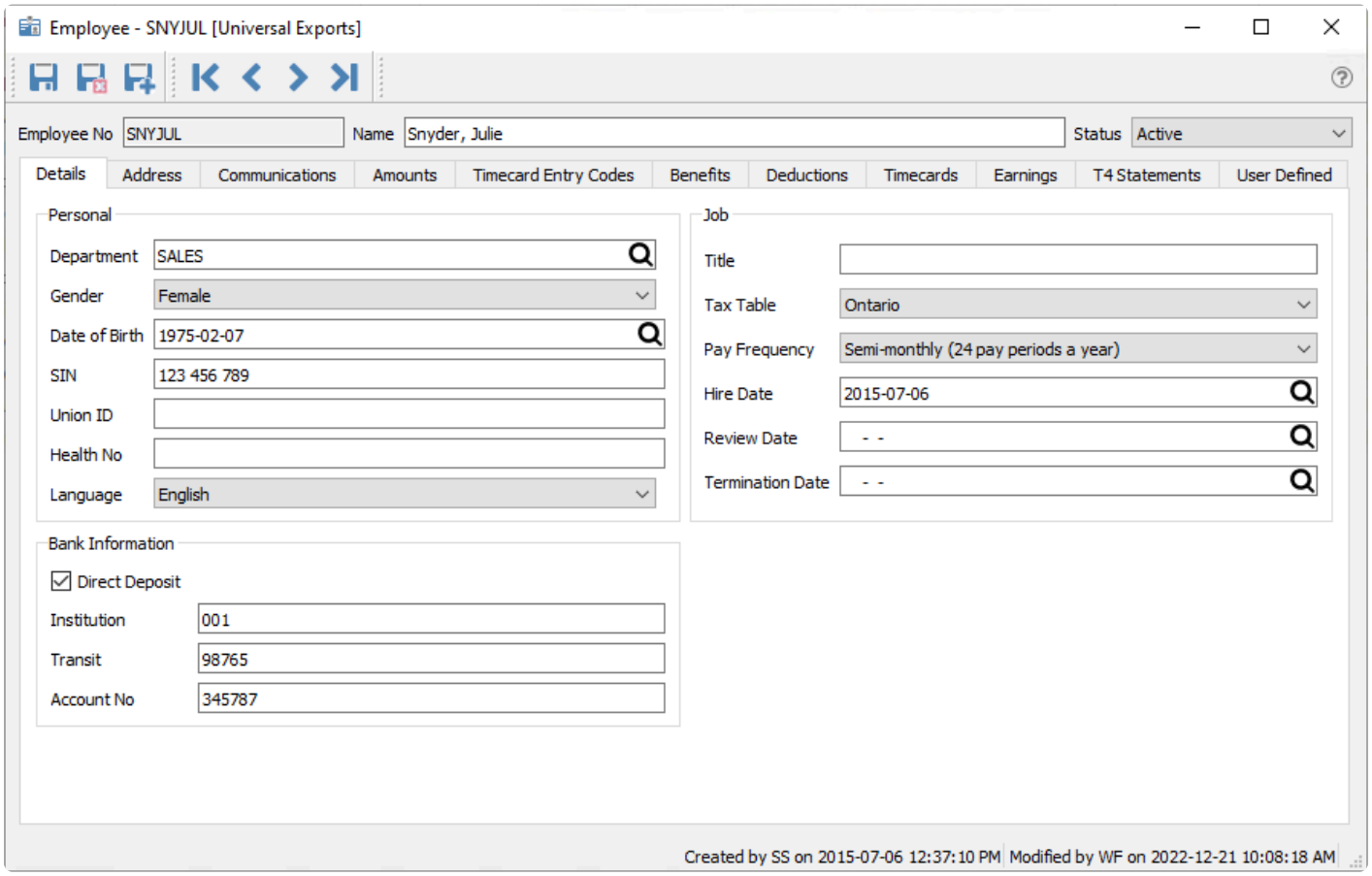
Employee Summary

All Employees

March 27, 2023 / 11:31 am

Employee	Birthday	Date Hired	Review	Dept	Salary	Hour Rate	Vac. Owed	Advance	Benefits	YTD Tax	YTD EI	YTD CPP	YTD Pay
									Year to Date				
BARBAR Barnes, Barry *bbarnes@gmail.vv*	Sep 19, 79	Dec 31, 20		1	0.00	0.00	341.02	0.00	0.00	665.77	55.30	191.19	3,500.00
BELCHR Bell, Christopher *chrisbell@gmail.vv*	May 4, 89	May 4, 21		3	0.00	30.00	459.40	0.00	0.00	115.78	18.96	60.09	1,200.00
BERTIN Bernard, Tina *tinab@universal.vv*	Feb 13, 67	Jul 6, 15		2	3,500.00	0.00	1,361.91	0.00	0.00	665.51	55.30	191.19	3,500.00
DAVJUD Davies, Judy *DaviesJudy@inshea.com*	May 17, 81	Jul 6, 15		1	2,500.00	0.00	2,863.48	0.00	0.00	0.00	0.00	0.00	0.00
FIETOD Fields, Todd *FieldsTodd@inspire.com*	Mar 5, 72	Jul 6, 15		1	1,800.00	0.00	135.61	0.00	0.00	233.57	28.44	94.29	1,800.00
FITKYL Fitch, Kyle *FitchKyle@inshea.com*	Dec 23, 87	Jul 6, 15		2	3,100.00	0.00	1,144.00	0.00	0.00	609.11	52.14	179.79	3,300.00
GIBNED Gibbs, Ned *ned@universal.vv*	Mar 5, 72	Jul 8, 15		3	4,000.00	0.00	3,317.74	0.00	0.00	131.63	0.00	0.00	1,200.00
MCKHAR Mckay, Harvey *MckayHarvey@insphea.com*	Jun 18, 87	Jul 6, 15		1	1,800.00	0.00	3,521.50	0.00	0.00	0.00	0.00	0.00	0.00
RITWIL Ritchie, William *RitchieWilliam@inshea.com*	Sep 9, 71	Jul 6, 15		3	3,000.00	0.00	188.32	0.00	0.00	561.83	47.40	162.69	3,000.00
SMIFRA Smith, Frank *SmithFrank@insphea.com*	Mar 12, 80	Jul 6, 15		1	2,300.00	27.00	2,580.41	0.00	216.00	391.25	39.82	135.33	2,525.00
SNYJUL Snyder, Julie *SnyderJulie@insphea.com*	Feb 7, 75	Jul 6, 15		1	3,500.00	27.00	908.48	0.00	196.00	714.98	55.30	191.19	3,500.00
STEGRE Stew, Greg *StewGreg@spirhea.com*	May 7, 59	Jul 6, 15		3	3,200.00	0.00	580.41	0.00	0.00	148.23	22.91	74.34	1,450.00
YOUDAN Young, Danielle *YoungDanielle@insphea.com*	Sep 30, 67	Jul 6, 15		1	2,500.00	0.00	349.13	0.00	0.00	758.96	79.00	268.38	5,000.00
13 employees							**17,751.41**	**0.00**					**29,975.00**

When editing an employee record, there are many tabs that store different information about the person or their amounts and transactions.



Employee No – An alphanumeric code assigned to the employee, of up to 6 characters.
Name – Employees full legal name.
Status – Active, Terminated or On Leave. Only Active employees can be added to timecards.

Details Tab

Personal

Department – Select the Payroll Department that the employee works in. This determines the default pay, benefits and deductions and the GL accounts that will be posted to.
Gender – Set the employees gender. Male, Female or Not Specified.
Date of Birth – Employees Date of Birth.
SIN – Employees Social Insurance Number. This field must contain a valid value when saving the employee record, otherwise an error will appear.
Union ID – Union ID number.
Health No – Employees health number.
Language – Preferred Language.

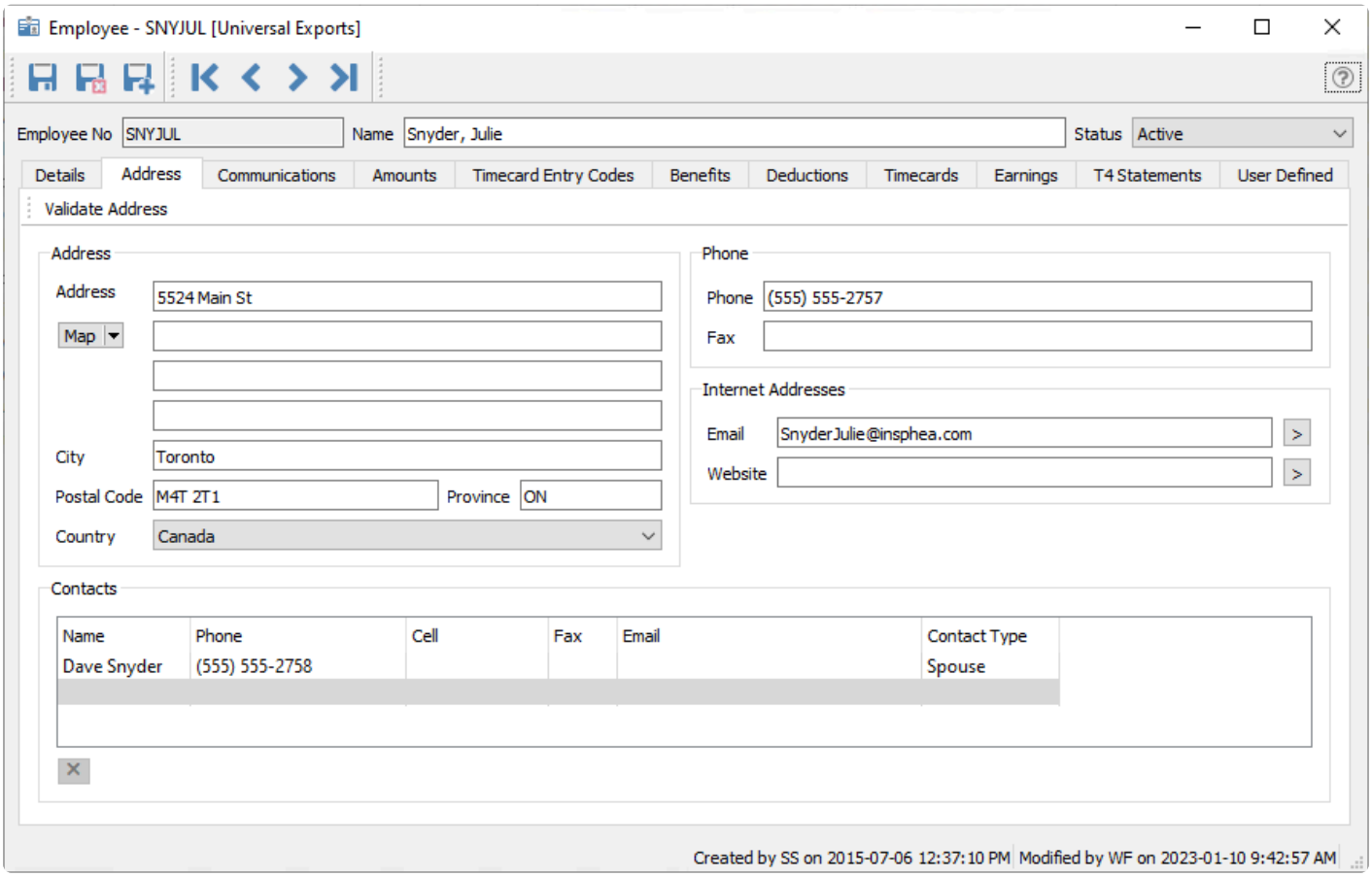
Job

Title – Employees title.
Tax Table – The province or territory that the employee works from. This determines the CRA deductions that are used for the employee.
Pay Frequency – The number of periods that the employee is paid for through a year. Choose from the list of available options.
Hire Date – Date the employee was hired.
Review Date – Date that the employee is due for a review.
Termination Date – When the employee's job was terminated. This can be filled in manually, however it is filled in when an ROE is processed.

Bank Information

Direct Deposit – Enable this option if the employee is to be paid by direct deposit. The banking info below also needs to be filled in if using direct deposit.
Institution – The banks institution number.
Transit – The transit or branch.
Account No – The employees bank account number.

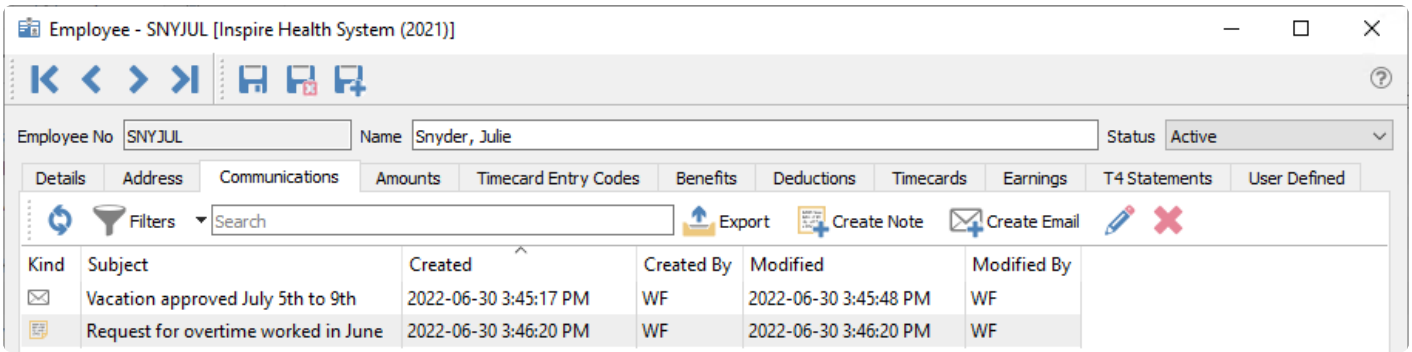
Address Tab



Address – Employees personal address.
Contacts – Each employee can have additional contacts, such as a spouse or emergency contact. You may wish to include the employee here as well, with their personal cell phone and email address, if different than what you enter in the Address section. The headings are defined in Company Settings -> Company and the Contact Types tab. Any of these contacts can be used to send timecards and T4s by email.

Communications

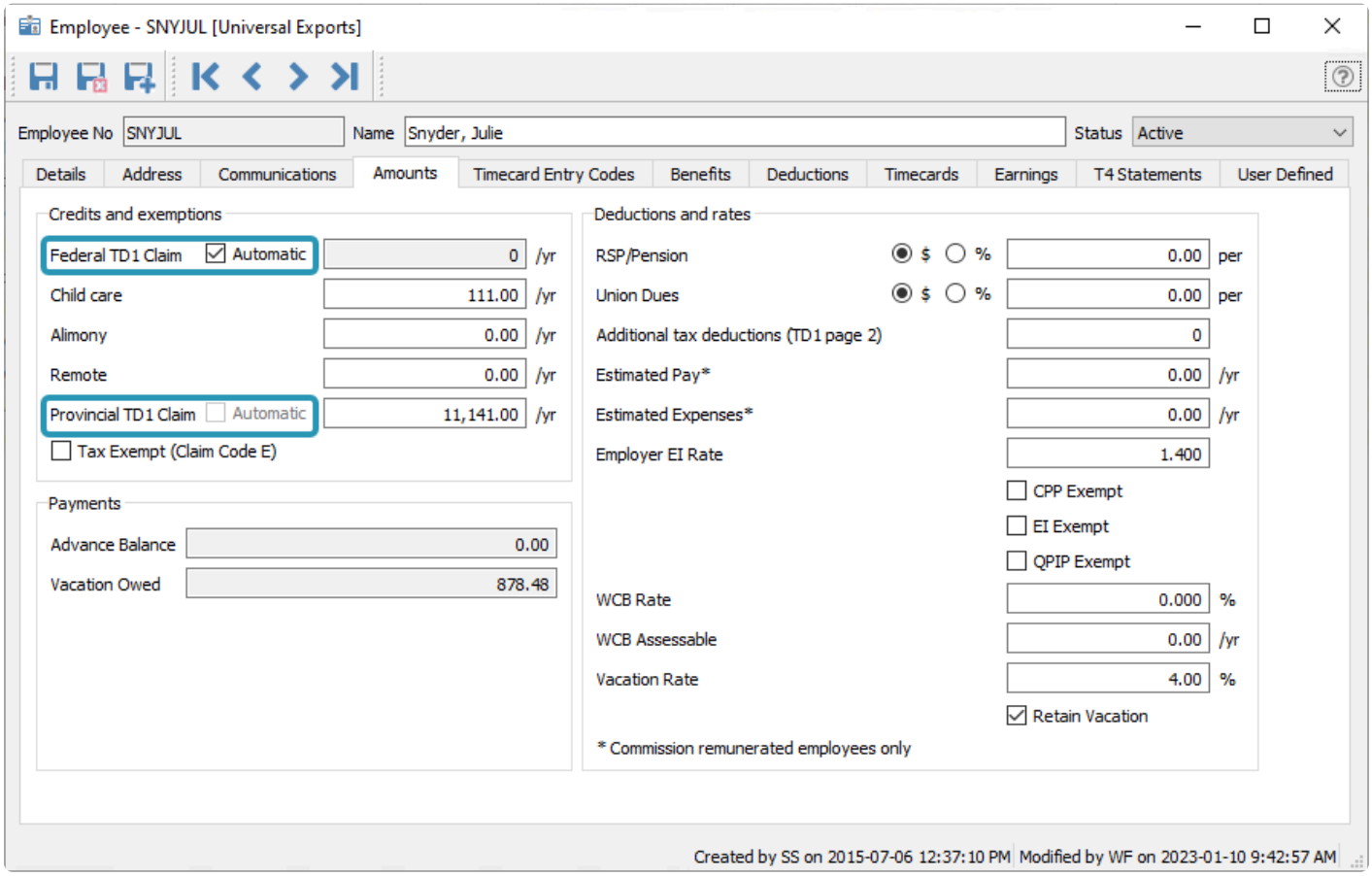
This tab lists all employee communication notes and emails saved or sent.



Notes that are set as an alert will pop up every time a timecard is created for the employee.

Amounts Tab

This tab stores information that the employee submitted in their annual TD1 form and general deductions and rates.



Employment income from all sources
These amounts come from the employees TD1 form.
On the federal and provincial TD1 forms, under the heading “Total income is less than the total claim amount”, employees can indicate that their expected employment income from all sources will be less than their total claim amount. If an employee states that his or her total expected income will be less than the “Total claim amount” of the TD1 forms, do not deduct any federal or provincial tax.
However, as an employer, if you know that this statement is false, you must deduct federal and provincial tax from the salary. Deduct tax according to the claim code that applies to the “Total claim amount” of the TD1 forms. It is a serious offence to knowingly accept a Form TD1 that contains false or deceptive statements. If you are not sure a statement is true, contact your tax services office for advice.

Credits and exemptions

- **Federal Claim Amount** – If you check ‘Automatic’ Spire with then automatically calculate the claim

amount based on amount of pay.

- **Child Care** – Amount used for child or other support payments, as authorized by a tax services office or tax center. The timecard Taxable amount will be reduced by the pay period portion of this annual amount.
- **Alimony** – This field is only usable for spousal support that was court-authorized in Canada prior to May 1997. If you require deductions regarding spousal support, either use the Child Care field or create a Deduction value for this employee's Payroll Department.
- **Remote** – Under the heading "Deduction for living in a prescribed zone", enter the calculated annual amount for the employee living in a northern or intermediate zone.
- **Provincial TD1 Claim** – Enter amount from TD1 form. Some provinces and territories base this on the amount paid, so check 'Automatic' if the employee's tax table is set to one of them. Do not select 'Automatic' unless you know that the province supports it.
- **Tax Exempt (Claim Code E)** – Check this if the employee is to have no withholdings.

Payments

Advance Balance – Displayed Amount of payment advances to the employee that are still outstanding to repay. For new employees, this amount can be edited until the first timecard is posted.
Vacation Owed – Displayed amount of vacation pay that the employee has accumulated. The number of actual days can be calculated by dividing this value by the daily gross pay amount. For new employees, this amount can be edited until the first timecard is posted.

Deductions and rates

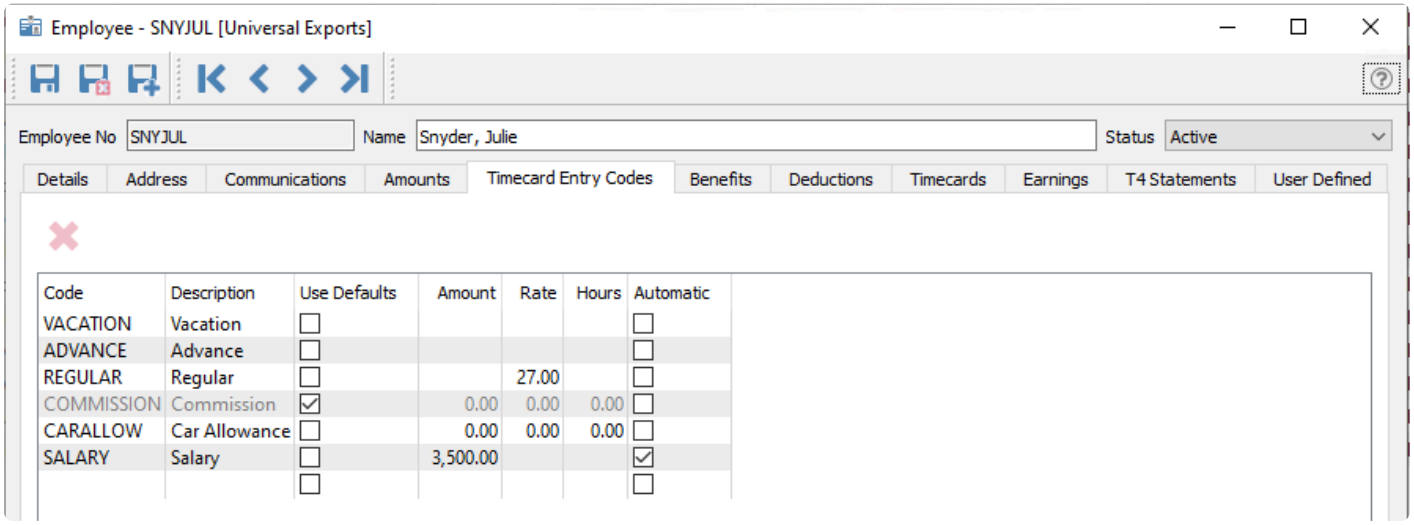
RSP/Pension – Amount or percentage that the employee has deducted for RSPs or Pension each period. The amount will accrue in the GL account set in the employees payroll department.
Union Dues – Amount or percentage of Union dues deducted each period. The amount will accrue in the GL account set in the employees payroll department.
Additional tax deductions (TD1 page 2) – Additional tax the employee has requested to have taken off each period, from page 2 of their TD1 form.
Estimated pay – The employees estimated annual pay, typically used for commissioned employees that have variable income per period. When an amount is entered here, the tax withholdings are more consistent for each period.
Estimated Expenses – A commissioned employees estimated annual expenses. This reduces their tax withholdings because these expenses are tax deductible.
Employer EI Rate – The rate that is paid for Employment Insurance. It is usually 1.400 unless the employer has permission for a lower amount because they have a medical/disability plan.
CPP Exempt – The employee does not have Canada Pension Plan withholdings.
EI Exempt – The employee does not have Employment Insurance withholdings. Usually owners of the company.
QPIP Exempt – The employee based in Quebec does not have Quebec Parental Insurance Plan withholdings.
WCB rate – The employers assigned Workers Compensation Board rate.
WCB Assessable – The provincial Workers Compensation Board Assessable annual amount.
Vacation rate – The percentage of gross salary that is calculated as the employee's vacation pay. For two

weeks vacation, enter 4.00%, and for three weeks, enter 6.00%, and so on. Unless the vacation amount is retained, it will be included in the gross payment amount on the timecard.
Retain Vacation – Check this if the vacation is to be retained by the employer until the employee takes vacation, requests a payout or is terminated.

> Note – Prior to an employees final pay, uncheck “Retain Vacation” so that the final vacation does not get retained.

Timecard Entry Codes

This timecard entry codes list are those easily available to an employee when producing a timecard.

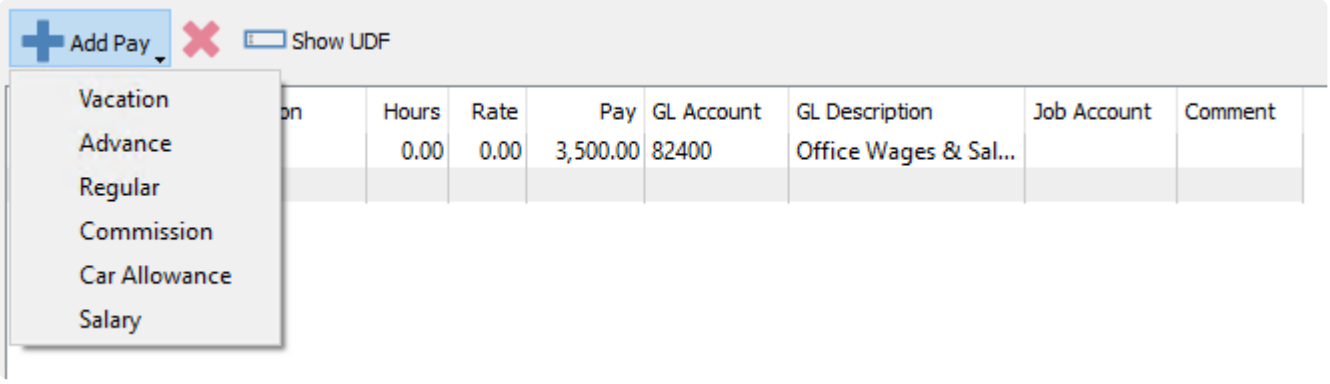


When an employee is created, this list is initially populated with those defined on the selected Payroll Department. Values and settings can be modified, and new entry codes can be added. Including codes here does not mean that they will appear on all timecards for this employee.

Use Defaults – Enabling this option will prevent you from changing any of the other values for this code, and instead use those defined directly on the timecard entry code. Disable this option to determine these values specifically for this employee. After adding an entry code to a timecard, you can still modify the amounts as needed.

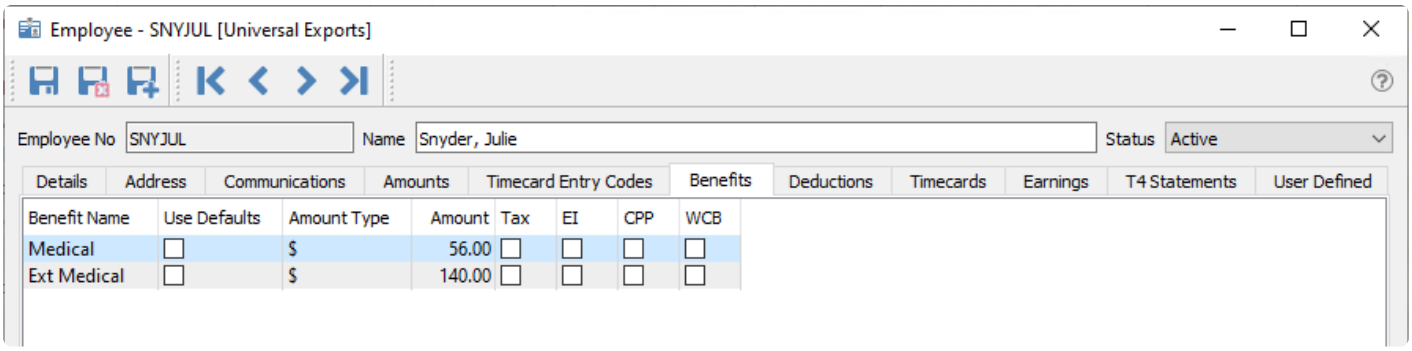
Automatic – Enabling this option will add this entry code to the employee timecard when generated, with the associated default values. You can edit or remove automatically added entries from the timecard.

Any code that is listed here can be more easily added to a timecard, by clicking on the “Add Pay” button. Other timecard entry codes not listed here can still be added to timecards, by clicking in the blank row of the Code column and typing or looking up the desired code.



Benefits

Employee benefits are any forms of perks or compensation that are provided to employees in addition to their base salaries and wages.



Benefits come from the employee's Payroll Department and cannot be added or removed from this list, nor can you change the benefit name here. Benefits are included on each regular timecard and not irregular timecards, which are outside of the standard timecard payment schedule. Settings for each benefit can be configured independently.

Use Defaults – Enabling this option will prevent you from changing any of the other values for this code, and instead use those defined directly on the payroll department. Disable this option to determine these values specifically for this employee. After adding a benefit to a timecard, you can still modify the amounts as needed.

Amount Type – Determine benefit amounts either by dollar values or percentages. Benefits using a percentage will be calculated from the gross pay amount on the employee timecard.

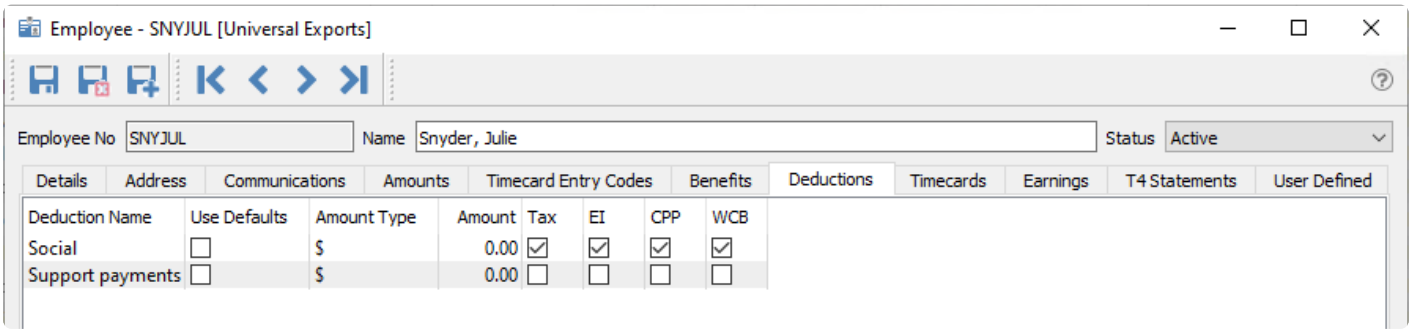
Amount – Enter the value for the benefit, either as a dollar amount or a percentage as indicated by the Amount Type.

Tax – When this option is selected, the taxable income on this employee's timecard will be increased by the amount of the benefit. This also has an effect of increasing the amount of Federal Tax on the timecard. Leaving this option unchecked will exclude this benefit amount from increasing the taxable income. Check the CRA administrative policies for each benefit to determine the correct configuration.

EI / CPP / WCB – When this option is selected, the respective amount on this employee's timecard will be calculated as if the benefit amount was included to increase the taxable income, even if the Tax option is not selected. Leaving this option unchecked will calculate the respective amount on this employee's timecard as if the benefit amount was excluded in the taxable income. For EI and CPP, the selection also affects the calculated Federal Tax amount. Check the CRA administrative policies for each benefit to determine the correct configuration.

Deductions

Payroll deductions are wages withheld from an employee's total earnings for the purpose of paying fees or garnishments, outside of standard federal tax withholdings.



Deductions come from the employee's Payroll Department and cannot be added or removed from this list, nor can you change the deduction name here. Deductions are included on each regular timecard and not irregular timecards, which are outside of the standard timecard payment schedule. Settings for each deduction can be configured independently.

Use Defaults – Enabling this option will prevent you from changing any of the other values for this code, and instead use those defined directly on the payroll department. Disable this option to determine these values specifically for this employee. After adding a deduction to a timecard, you can still modify the amounts as needed.

Amount Type – Determine deduction amounts either by dollar values or percentages. Benefits using a percentage will be calculated from the gross pay amount on the employee timecard.

Amount – Enter the value for the deduction, either as a dollar amount or a percentage as indicated by the Amount Type.

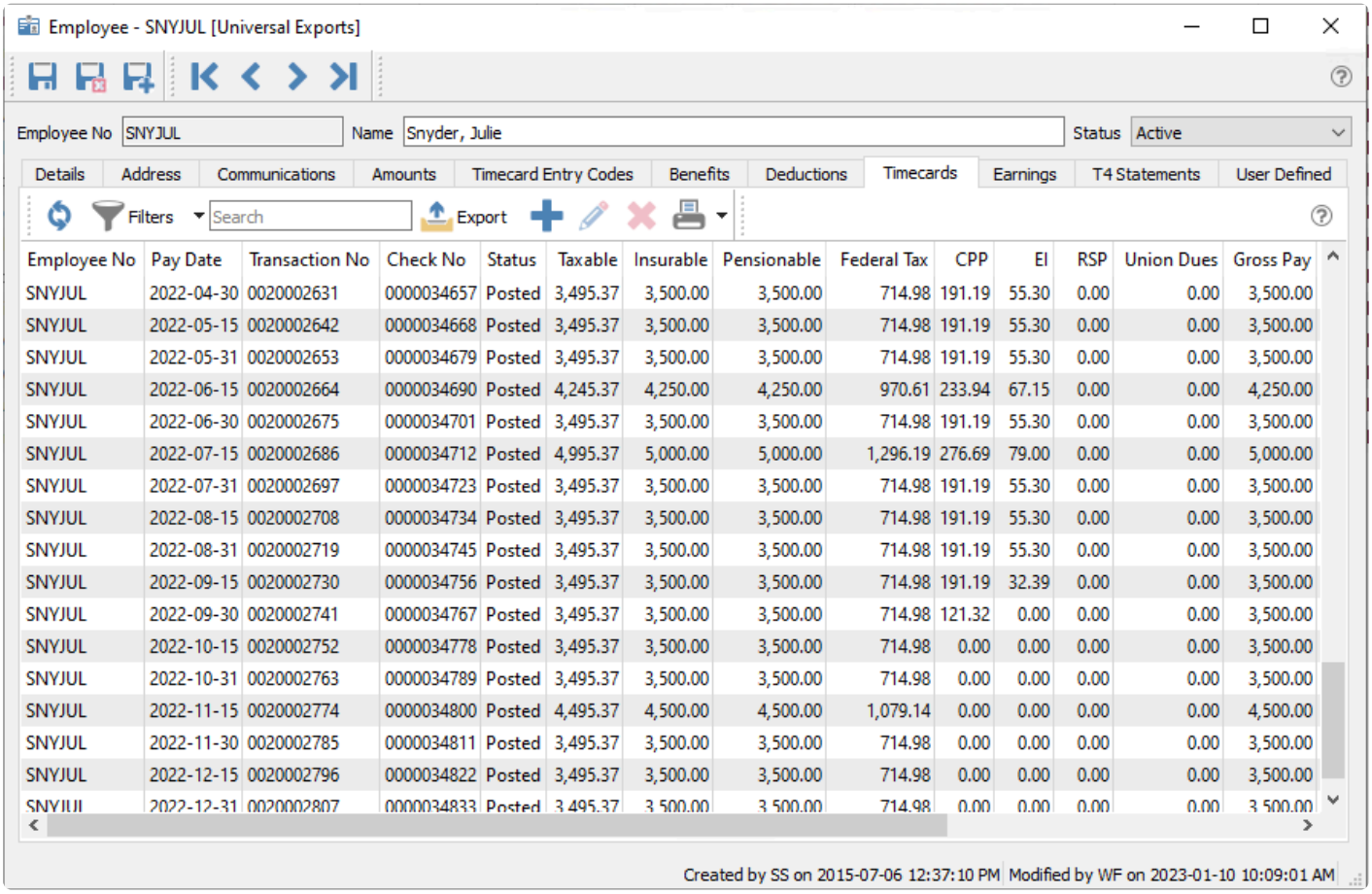
Tax – When this option is selected, this deduction amount is excluded from reducing the taxable income on this employee's timecard. Leaving this option unchecked will decrease the taxable income by the amount of this deduction. This also has an effect of decreasing the amount of Federal Tax on the timecard. Check the CRA administrative policies for each deduction to determine the correct configuration.

EI / CPP / WCB – When this option is selected, the respective amount on this employee's timecard will be calculated as if the deduction amount was excluded in the taxable income. Leaving this option unchecked will calculate the respective amount as if the deduction amount was included to reduce the taxable income,

even if the Tax option is selected. For EI and CPP, the selection also affects the calculated Federal Tax amount. Check the CRA administrative policies for each deduction to determine the correct configuration.

Timecards

This tab lists all of the employees posted and un-posted timecards.



Employee No	Pay Date	Transaction No	Check No	Status	Taxable	Insurable	Pensionable	Federal Tax	CPP	EI	RSP	Union Dues	Gross Pay
SNYJUL	2022-04-30	0020002631	0000034657	Posted	3,495.37	3,500.00	3,500.00	714.98	191.19	55.30	0.00	0.00	3,500.00
SNYJUL	2022-05-15	0020002642	0000034668	Posted	3,495.37	3,500.00	3,500.00	714.98	191.19	55.30	0.00	0.00	3,500.00
SNYJUL	2022-05-31	0020002653	0000034679	Posted	3,495.37	3,500.00	3,500.00	714.98	191.19	55.30	0.00	0.00	3,500.00
SNYJUL	2022-06-15	0020002664	0000034690	Posted	4,245.37	4,250.00	4,250.00	970.61	233.94	67.15	0.00	0.00	4,250.00
SNYJUL	2022-06-30	0020002675	0000034701	Posted	3,495.37	3,500.00	3,500.00	714.98	191.19	55.30	0.00	0.00	3,500.00
SNYJUL	2022-07-15	0020002686	0000034712	Posted	4,995.37	5,000.00	5,000.00	1,296.19	276.69	79.00	0.00	0.00	5,000.00
SNYJUL	2022-07-31	0020002697	0000034723	Posted	3,495.37	3,500.00	3,500.00	714.98	191.19	55.30	0.00	0.00	3,500.00
SNYJUL	2022-08-15	0020002708	0000034734	Posted	3,495.37	3,500.00	3,500.00	714.98	191.19	55.30	0.00	0.00	3,500.00
SNYJUL	2022-08-31	0020002719	0000034745	Posted	3,495.37	3,500.00	3,500.00	714.98	191.19	55.30	0.00	0.00	3,500.00
SNYJUL	2022-09-15	0020002730	0000034756	Posted	3,495.37	3,500.00	3,500.00	714.98	191.19	32.39	0.00	0.00	3,500.00
SNYJUL	2022-09-30	0020002741	0000034767	Posted	3,495.37	3,500.00	3,500.00	714.98	121.32	0.00	0.00	0.00	3,500.00
SNYJUL	2022-10-15	0020002752	0000034778	Posted	3,495.37	3,500.00	3,500.00	714.98	0.00	0.00	0.00	0.00	3,500.00
SNYJUL	2022-10-31	0020002763	0000034789	Posted	3,495.37	3,500.00	3,500.00	714.98	0.00	0.00	0.00	0.00	3,500.00
SNYJUL	2022-11-15	0020002774	0000034800	Posted	4,495.37	4,500.00	4,500.00	1,079.14	0.00	0.00	0.00	0.00	4,500.00
SNYJUL	2022-11-30	0020002785	0000034811	Posted	3,495.37	3,500.00	3,500.00	714.98	0.00	0.00	0.00	0.00	3,500.00
SNYJUL	2022-12-15	0020002796	0000034822	Posted	3,495.37	3,500.00	3,500.00	714.98	0.00	0.00	0.00	0.00	3,500.00
SNYJUL	2022-12-31	0020002807	0000034833	Posted	3,495.37	3,500.00	3,500.00	714.98	0.00	0.00	0.00	0.00	3,500.00

You can then filter or search for desired timecards, or drill into any of them to see the details or re-print them.

Earnings

This tab displays totals of the employees Earnings, Withholdings, Benefits, Deductions and Net pay.

Employee - SNYJUL [Inspire Health System (2021)]

Employee No SNYJUL Name Snyder, Julie Status Active

Details | Address | Communications | Amounts | Timecard Entry Codes | Benefits | Deductions | Timecards | Earnings | T4 Statements | User Defined

Earnings

	This Year	Last Year
Salary	70,000.00	73,900.00
Commission	0.00	0.00
Regular Time	0.00	0.00
Overtime	0.00	0.00
Premium Time	0.00	0.00
Sick Pay	0.00	0.00
Vacation Pay	0.00	3,200.00
Other Pay	0.00	0.00
Advances	0.00	0.00
Statutory Pay	0.00	0.00
Bonus	0.00	500.00
Total	70,000.00	77,600.00

Withholdings

	This Year	Last Year
Federal Tax	14,577.40	17,733.44
Provincial Tax	0.00	0.00
Employment Insurance	889.54	553.00
CPP/QPP	3,166.45	1,935.96
QPIP	0.00	0.00
Union Dues	0.00	0.00
RSP Contributions	0.00	0.00
Total	18,633.39	20,222.40

Net Pay

	This Year	Last Year
Earnings	70,000.00	77,600.00
Withholdings	-18,633.39	-20,222.40
Total	51,366.61	57,377.60

Benefits

Name	This Year	Last Year
Medical	1,120.00	1,344.00
Ext Medical	2,800.00	3,360.00

Deductions

Name	This Year	Last Year
Social	0.00	0.00
Support payments	0.00	0.00

Created by SS on 2015-07-06 12:37:10 PM Modified by AR on 2021-11-22 8:30:29 AM

The amounts display in the Last Year columns are what what will be used when T4 statements are generated.

T4 Statements

This tab lists each of this employee's annual T4 statements.

Employee - SNYJUL [Universal Exports]

Employee No SNYJUL Name Snyder, Julie Status Active

Details | Address | Communications | Amounts | Timecard Entry Codes | Benefits | Deductions | Timecards | Earnings | T4 Statements | User Defined

Filters Search Export Generate T4s Mark Remitted Export for CRA

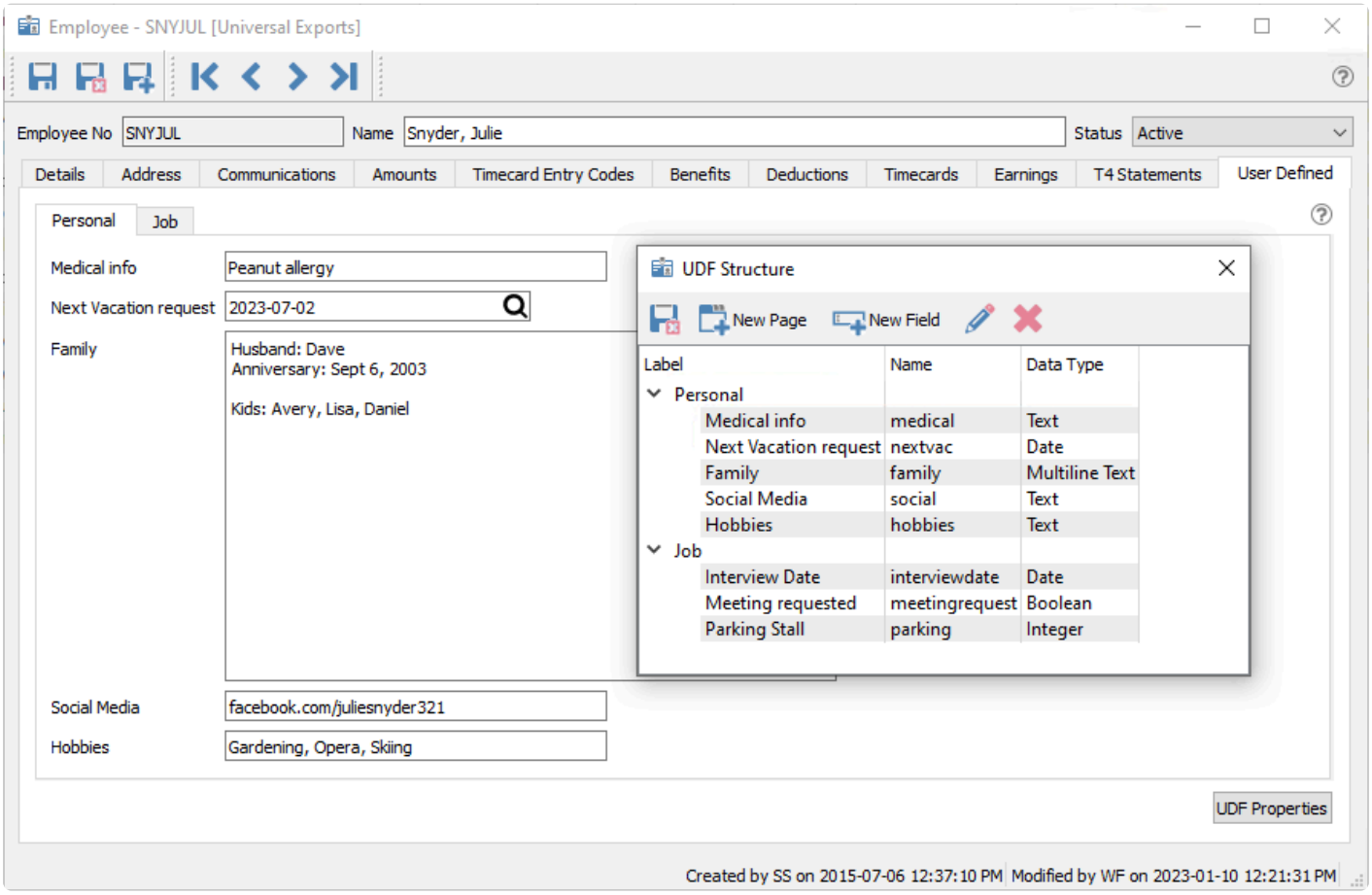
Year	Employee No	Name	Province	Status	Date Remitted	nployment Income	Tax Deducted	CPP Contributions	EI Premiums	CPI
2020	SNYJUL	Snyder, Julie	Ontario	Original	2021-01-25	77,600.00	17,733.44	1,935.96	553.00	☐
2021	SNYJUL	Snyder, Julie	Ontario	Original		82,000.00	17,356.87	3,166.45	889.54	☐
2022	SNYJUL	Snyder, Julie	Ontario	Original		87,250.00	18,360.52	3,499.80	952.74	☐

You can then filter or search for desired T4s, or drill into any of them to see the details or re-print them.

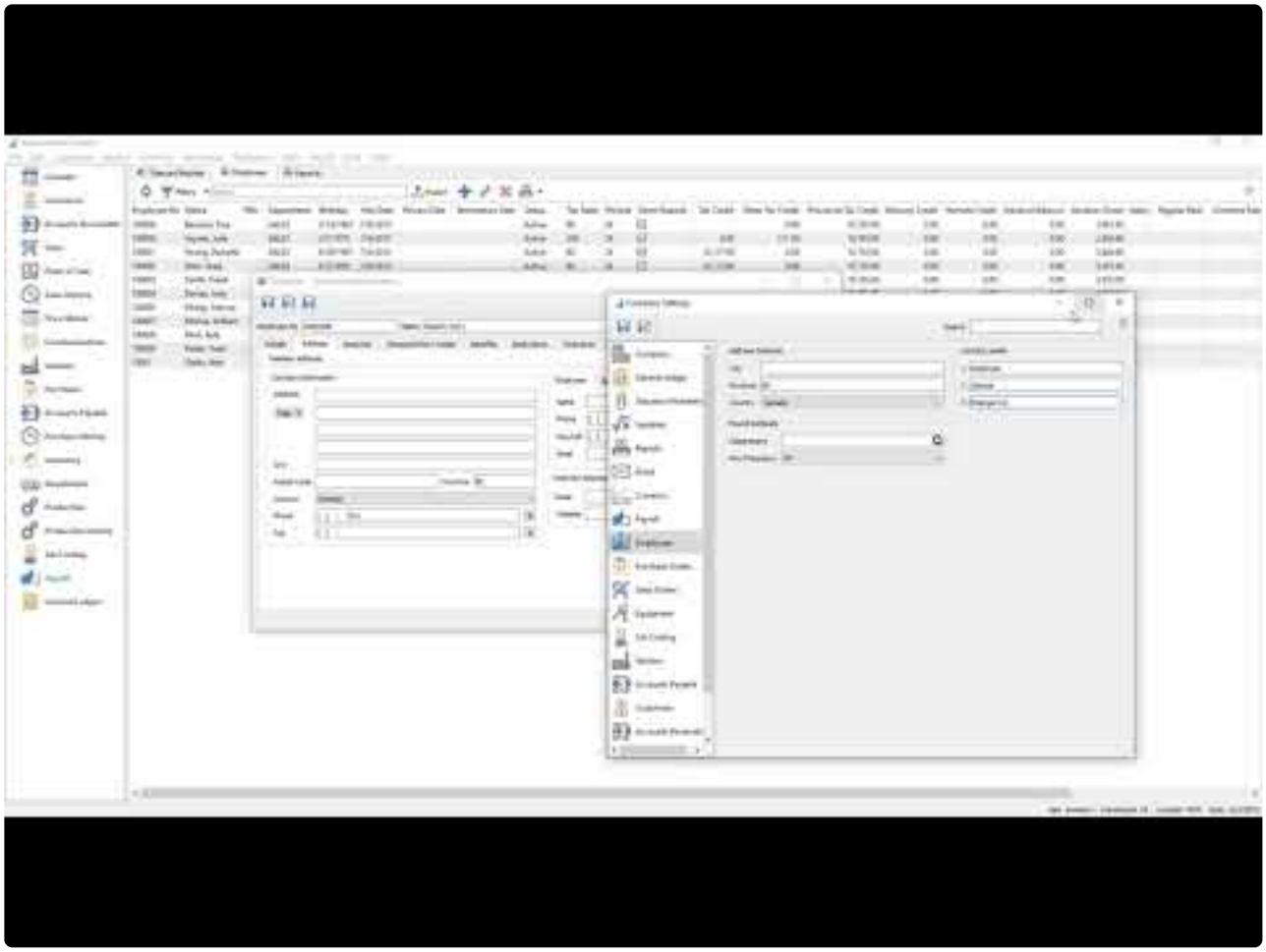
For more information regarding T4 statements, read the manual topic.

User Defined

This tab allows storing customized information about this employee, in fields not already available in Spire.



Video Instruction – Adding Employees



https://www.youtube.com/embed/VAg63bDgH4g?rel=0

Timecards

Timecard batch list

This list shows a list of timecard batches for each date. The totals of all the amounts in each of the timecards are shown here.

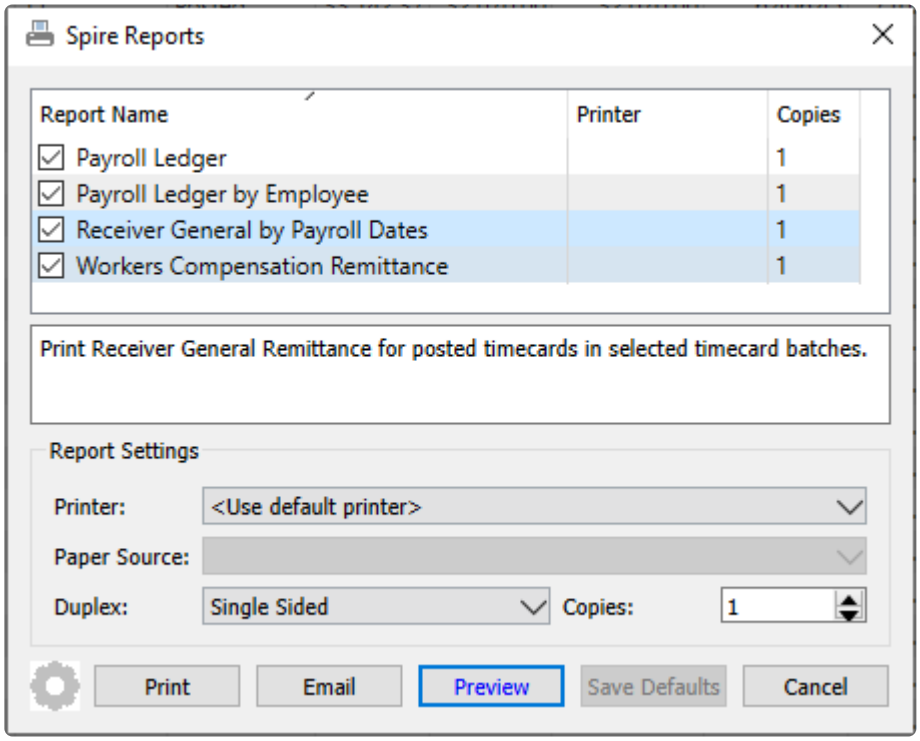
Timecard Batches | Employees | Reports

Filters | Search | Export

Payroll Date	# Timecards	Status	Taxable	Insurable	Pensionable	Federal Tax	CPP	EI	Tax Payable	CPP Payable	EI Payable	Total Payable	Gross Pay	Net Pay	Vacation Paid
2023-01-15	12	Unposted	30,982.37	29,910.00	29,910.00	5,180.90	1,684.17	487.54	5,180.90	3,368.34	1,170.10	9,719.34	31,115.00	23,634.39	140.00
2022-12-31	12	Posted	34,982.37	33,910.00	33,910.00	6,731.68	689.94	140.46	6,731.68	1,379.88	337.10	8,448.66	35,115.00	27,424.92	4,140.00
2022-12-15	11	Posted	28,492.37	27,420.00	27,420.00	4,945.35	563.79	132.79	4,945.35	1,127.58	318.69	6,391.62	28,625.00	22,855.07	1,150.00
2022-11-30	11	Posted	27,342.37	26,270.00	26,270.00	4,617.14	498.24	149.63	4,617.14	996.48	359.11	5,972.73	27,475.00	22,081.99	0.00
2022-11-15	11	Posted	28,342.37	27,270.00	27,270.00	4,981.30	601.74	149.63	4,981.30	1,203.48	359.11	6,543.89	28,475.00	22,614.33	1,000.00
2022-10-31	11	Posted	30,092.37	29,020.00	29,020.00	5,513.39	817.68	205.72	5,513.39	1,635.36	493.73	7,642.48	30,225.00	23,560.21	2,750.00
2022-10-15	11	Posted	28,342.37	27,270.00	27,270.00	4,948.90	773.46	197.03	4,948.90	1,546.92	472.87	6,968.69	28,475.00	22,427.61	1,000.00
2022-09-30	11	Posted	29,542.37	28,470.00	28,470.00	5,220.88	1,236.03	240.48	5,220.88	2,472.06	577.16	8,270.10	29,675.00	22,849.61	2,200.00
2022-09-15	11	Posted	28,242.37	27,170.00	27,170.00	4,856.50	1,465.59	350.29	4,856.50	2,931.18	840.70	8,628.38	28,375.00	21,574.62	900.00
2022-08-31	11	Posted	29,692.37	28,620.00	28,620.00	5,223.55	1,548.24	452.20	5,223.55	3,096.48	1,085.29	9,405.32	29,825.00	22,473.01	2,350.00
2022-08-15	11	Posted	28,992.37	27,920.00	27,920.00	5,177.60	1,508.34	441.14	5,177.60	3,016.68	1,058.73	9,253.01	29,125.00	21,869.92	1,650.00

Export – A filtered list of the batch totals can be exported to Excel or csv
Add – To add a batch of timecards
Edit – Edit a batch of timecards
Delete – Delete a batch of timecards. Can only be deleted if they are not posted.
Print – Print reports for selected or all batches of timecards

Reports



Payroll Ledger – Prints a list of employee timecards, grouped by pay date, with gross and net pay amounts.

Universal Exports

Payroll Ledger

March 27, 2023 / 11:35 am

Date	Employee	Period	Transaction	Cheque	Gross Pay	Net Pay	Notes
	Total		**11**		**27,975.00**	**22,292.34**	
Dec 15,2021							
	BARBAR - Barnes, Barry	23-0	0020002317	0000025424	3,500.00	2,822.89	
	BELCHR - Bell, Christopher	23-0	0020002318	0000025425	1,620.00	1,308.79	
	BERTIN - Bernard, Tina	23-0	0020002319	0000025426	3,500.00	2,823.15	
	FIETOD - Fields, Todd	23-0	0020002320	0000025427	1,800.00	1,442.59	
	FITKYL - Fitch, Kyle	23-0	0020002321	0000025428	3,300.00	2,679.55	
	GIBNED - Gibbs, Ned	23-0	0020002322	0000025429	1,655.00	1,421.47	
	RITWIL - Ritchie, William	23-0	0020002323	0000025430	3,000.00	2,425.89	
	SMIFRA - Smith, Frank	23-0	0020002324	0000025431	2,525.00	1,956.13	
	SNYJUL - Snyder, Julie	23-0	0020002325	0000025432	3,500.00	2,771.13	
	STEGRE - Stew, Greg	23-0	0020002326	0000025433	1,450.00	1,201.49	
	YOUDAN - Young, Danielle	23-0	0020002327	0000025434	2,750.00	1,978.11	
	Total		**11**		**28,600.00**	**22,831.19**	
Dec 31,2021							
	BARBAR - Barnes, Barry	24-0	0020002328	0000025435	3,500.00	2,822.89	
	BELCHR - Bell, Christopher	24-0	0020002329	0000025436	2,000.00	1,586.37	
	BERTIN - Bernard, Tina	24-0	0020002330	0000025437	3,500.00	2,823.15	
	FIETOD - Fields, Todd	24-0	0020002331	0000025438	3,000.00	2,222.94	
	FITKYL - Fitch, Kyle	24-0	0020002332	0000025439	3,300.00	2,679.55	
	GIBNED - Gibbs, Ned	24-0	0020002333	0000025440	1,200.00	1,063.95	
	RITWIL - Ritchie, William	24-0	0020002334	0000025441	3,000.00	2,425.89	
	SMIFRA - Smith, Frank	24-0	0020002335	0000025442	2,525.00	1,989.61	
	SNYJUL - Snyder, Julie	24-0	0020002336	0000025443	5,000.00	3,678.27	
	STEGRE - Stew, Greg	24-0	0020002337	0000025444	3,750.00	2,740.38	
	YOUDAN - Young, Danielle	24-0	0020002338	0000025445	2,500.00	1,841.99	
	Total		**11**		**33,275.00**	**25,874.99**	
	Total				**667,007.00**	**511,319.79**	

Payroll Ledger by Employee – Prints a list of employee timecards, grouped by employee, with gross and net pay amounts.

Universal Exports

Payroll Ledger by Employee

March 27, 2023 / 11:35 am

Date	Employee	Period	Transaction	Cheque	Gross Pay	Net Pay	Notes
Feb 15,21	BARBAR - Barnes, Barry	03-0	0020001365	0000025217	3,500.00	2,581.17	
Feb 26,21	BARBAR - Barnes, Barry	04-0	0020001366	0000025218	3,500.00	2,581.17	
Mar 15,21	BARBAR - Barnes, Barry	05-0	0020001379	0000025231	3,500.00	2,581.17	
Mar 31,21	BARBAR - Barnes, Barry	06-0	0020001392	0000025244	3,500.00	2,581.17	
Apr 15,21	BARBAR - Barnes, Barry	07-0	0020001405	0000025257	3,500.00	2,584.79	
Apr 30,21	BARBAR - Barnes, Barry	08-0	0020001417	0000025269	3,500.00	2,584.79	
May 14,21	BARBAR - Barnes, Barry	09-0	0020001804	0000025281	4,000.00	2,895.06	
Jun 15,21	BARBAR - Barnes, Barry	11-0	0020002056	0000025292	3,500.00	2,584.79	
Jun 30,21	BARBAR - Barnes, Barry	12-0	0020002067	0000025303	3,500.00	2,584.79	
Jul 15,21	BARBAR - Barnes, Barry	13-0	0020002078	0000025314	3,500.00	2,584.79	
Jul 30,21	BARBAR - Barnes, Barry	14-0	0020002088	0000025324	3,500.00	2,584.79	
Aug 13,21	BARBAR - Barnes, Barry	15-0	0020002099	0000025335	3,500.00	2,584.79	
Aug 31,21	BARBAR - Barnes, Barry	16-0	0020002110	0000025346	3,500.00	2,584.79	
Sep 15,21	BARBAR - Barnes, Barry	17-0	0020002121	0000025357	3,500.00	2,584.79	
Sep 30,21	BARBAR - Barnes, Barry	18-0	0020002260	0000025369	3,500.00	2,584.79	
Oct 15,21	BARBAR - Barnes, Barry	19-0	0020002271	0000025380	3,500.00	2,587.95	
Oct 29,21	BARBAR - Barnes, Barry	20-0	0020002282	0000025391	4,025.45	2,974.43	
Nov 15,21	BARBAR - Barnes, Barry	21-0	0020002293	0000025402	3,500.00	2,819.93	
Nov 30,21	BARBAR - Barnes, Barry	22-0	0020002306	0000025413	4,000.00	3,168.31	
Dec 15,21	BARBAR - Barnes, Barry	23-0	0020002317	0000025424	3,500.00	2,822.89	
Dec 31,21	BARBAR - Barnes, Barry	24-0	0020002328	0000025435	3,500.00	2,822.89	
					75,025.45	56,264.04	

Receiver General by Payroll Dates – Prints a list of timecards, grouped by month, with employee tax, EI and CPP amounts and totals to remit to CRA.

Universal Exports

Receiver General by Payroll Dates

March 27, 2023 / 11:35 am

Employee		Date	Reversal	*Gross Payroll	Tax	EI Employee	EI Employer	CPP Employee	CPP Employer	Total Payable
2021-January										
BELCHR	Bell, Christopher	Jan 15,21	☐	1,200.00	120.73	18.96	26.54	57.45	57.45	281.13
BERTIN	Bernard, Tina	Jan 15,21	☐	3,500.00	676.85	55.30	77.42	182.80	182.80	1,175.17
DAVJUD	Davies, Judy	Jan 15,21	☐	2,987.12	570.29	47.20	66.08	154.85	154.85	993.27
FIETOD	Fields, Todd	Jan 15,21	☐	1,800.00	238.82	28.44	39.82	90.15	90.15	487.38
FITKYL	Fitch, Kyle	Jan 15,21	☐	3,300.00	620.45	52.14	73.00	171.90	171.90	1,089.39
GIBNED	Gibbs, Ned	Jan 15,21	☐	1,200.00	136.05	0.00	0.00	0.00	0.00	136.05
MCKHAR	Mckay, Harvey	Jan 15,21	☐	5.00	0.00	-0.08	-0.11	0.00	0.00	-0.19
RITWIL	Ritchie, William	Jan 15,21	☐	3,000.00	574.11	47.40	66.36	155.55	155.55	998.97
SMIFRA	Smith, Frank	Jan 15,21	☐	2,525.00	401.00	39.82	55.75	129.39	129.39	755.35
SNYJUL	Snyder, Julie	Jan 15,21	☐	3,495.37	728.87	55.30	77.42	182.80	182.80	1,227.19
STEGRE	Stew, Greg	Jan 15,21	☐	1,450.00	154.52	22.91	32.07	71.08	71.08	351.66
YOUDAN	Young, Danielle	Jan 15,21	☐	2,377.00	390.12	39.50	55.30	128.30	128.30	741.52
BELCHR	Bell, Christopher	Jan 29,21	☐	1,200.00	120.73	18.96	26.54	57.45	57.45	281.13
BERTIN	Bernard, Tina	Jan 29,21	☐	3,500.00	676.85	55.30	77.42	182.80	182.80	1,175.17
DAVJUD	Davies, Judy	Jan 29,21	☐	2,500.00	426.59	39.50	55.30	128.30	128.30	777.99
FIETOD	Fields, Todd	Jan 29,21	☐	1,800.00	238.82	28.44	39.82	90.15	90.15	487.38
FITKYL	Fitch, Kyle	Jan 29,21	☐	3,300.00	620.45	52.14	73.00	171.90	171.90	1,089.39
GIBNED	Gibbs, Ned	Jan 29,21	☐	1,200.00	136.05	0.00	0.00	0.00	0.00	136.05
MCKHAR	Mckay, Harvey	Jan 29,21	☐	1,800.00	237.89	28.36	39.70	89.88	89.88	485.71
RITWIL	Ritchie, William	Jan 29,21	☐	3,000.00	574.11	47.40	66.36	155.55	155.55	998.97
SMIFRA	Smith, Frank	Jan 29,21	☐	2,525.00	401.00	39.82	55.75	129.39	129.39	755.35
SNYJUL	Snyder, Julie	Jan 29,21	☐	3,495.37	728.87	55.30	77.42	182.80	182.80	1,227.19
STEGRE	Stew, Greg	Jan 29,21	☐	1,450.00	154.52	22.91	32.07	71.08	71.08	351.66
YOUDAN	Young, Danielle	Jan 29,21	☐	2,377.00	390.12	39.50	55.30	128.30	128.30	741.52
12 Employees, 24 Timecards		**Period Total**		**54,986.86**	**9,317.81**	**834.52**	**1,168.33**	**2,711.87**	**2,711.87**	**16,744.40**

Total Tax - CRA	9,317.81
Total EI	2,002.85
Total CPP	5,423.74
Total CRA Remittance	16,744.40
Gross Period Payroll*	54,987

Workers Compensation Remittance – Prints a list of timecards for employees that have a workers compensation rate defined, grouped by month, with calculated remittance amounts.

Universal Exports

Workers Compensation Remittance

March 27, 2023 / 11:35 am

Period	Employee No	Name	Date	Cheque No	Taxable Amount	Rate %	Remit
2021-January							
Rate Group							
	BERTIN	Bernard, Tina	Jan 15,21	0000025183	3,500.00	4.00	140.00
	BERTIN	Bernard, Tina	Jan 29,21	0000025194	3,500.00	4.00	140.00
					7,000.00		**280.00**
2021-February							
Rate Group							
	BERTIN	Bernard, Tina	Feb 15,21	0000025206	3,500.00	4.00	140.00
	BERTIN	Bernard, Tina	Feb 26,21	0000025220	3,500.00	4.00	140.00
					7,000.00		**280.00**
				Total	**14,000.00**		**560.00**

Timecard Batch Edit

Within a batch is a list of one or more employees being paid, with a Payroll Date selected for the pay period and accounting. Highlighting an employee shows their timecard codes, benefits and deductions for this batch, below the batch employee list.

Timecard Batch - 2023-01-15 [Universal Exports]

Open Employee | Add Timecards | Post Timecards | Void Timecards | Export EFT | View Transaction | Change Pay Periods | Show UDF

Payroll Date 2023-01-15 | SNYJUL | Snyder, Julie

Employee No	Name	Period	Posted	Gross Pay	Federal Tax	EI	CPP/QPP	Periods	Vacation Owed	Net Pay	Direct Deposit	Cheque	Taxable	Insurable	Pensionable	RSP Contrib.	Union Dues
BALJEA	Jeanne Balduc	2023-01-0	☐	3,640.00	732.04	59.33	207.90	24	0.00	2,640.73	☐		3,640.00	3,640.00	3,640.00	0.00	0.00
BARBAR	Barnes, Barry	2023-01-0	☐	3,500.00	644.69	57.05	199.57	24	297.02	2,598.69	☑		3,500.00	3,500.00	3,500.00	0.00	0.00
BELCHR	Bell, Christopher	2023-01-0	☐	1,200.00	110.86	19.56	62.72	24	363.40	1,006.86	☑		1,200.00	1,200.00	1,200.00	0.00	0.00
BERTIN	Bernard, Tina	2023-01-0	☐	3,500.00	644.43	57.05	199.57	24	316.91	2,598.95	☑		3,500.00	3,500.00	3,500.00	0.00	0.00
FIETOD	Fields, Todd	2023-01-0	☐	1,800.00	228.29	29.34	98.42	24	891.61	1,443.95	☑		1,800.00	1,800.00	1,800.00	0.00	0.00
FITKYL	Fitch, Kyle	2023-01-0	☐	3,300.00	588.59	53.79	187.67	24	196.00	2,469.95	☑		3,300.00	3,300.00	3,300.00	0.00	0.00
GIBNED	Gibbs, Ned	2023-01-0	☐	1,200.00	127.36	0.00	0.00	24	921.74	1,072.64	☑		1,200.00	0.00	0.00	0.00	0.00
RITWIL	Ritchie, William	2023-01-0	☐	3,000.00	539.45	48.90	169.82	24	448.32	2,241.83	☑		3,000.00	3,000.00	3,000.00	0.00	0.00
SMIFRA	Smith, Frank	2023-01-0	☐	2,525.00	373.50	41.08	141.26	24	535.41	1,964.16	☑		2,520.00	2,520.00	2,520.00	0.00	0.00
SNYJUL	Snyder, Julie	2023-01-0	☐	3,800.00	780.41	61.94	217.42	24	878.48	2,740.23	☑		3,795.37	3,800.00	3,800.00	0.00	0.00
STEGRE	Stew, Greg	2023-01-0	☐	1,450.00	141.44	23.64	77.60	24	762.41	1,207.32	☑		1,450.00	1,450.00	1,450.00	0.00	0.00
YOUDAN	Young, Danielle	2023-01-0	☐	2,500.00	359.15	40.75	140.07	24	549.13	1,837.03	☑		2,377.00	2,500.00	2,500.00	123.00	0.00
			☐								☐						

Add Pay | Show UDF

Code	Description	Hours	Rate	Pay	GL Account	GL Description	Job Account	Comment
SALARY	Salary	0.00	0.00	3,500.00	82400	Office Wages & Sal...		
CARALLOW	Car Allowance	0.00	0.00	300.00	82400	Office Wages & Sal...		

Benefit	Amount
Medical	56.00
Ext Medical	140.00

Deduction	Amount
Social	0.00
Support payments	0.00

Some of the data like tax, EI and CPP can be edited from this grid for Unposted timecards. As an employee is added to the batch their withholdings, deductions and benefits are automatically calculated. When amounts of pay are added they are re-calculated.

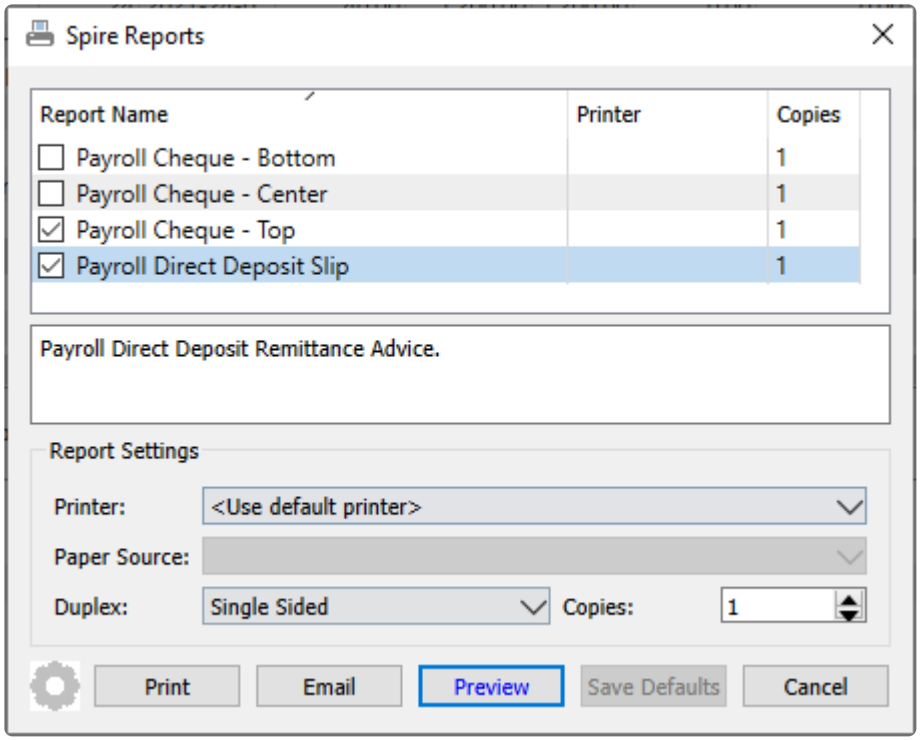
Open Employee – Will open the highlighted employee for editing and viewing.
Add Timecards – Timecards can be added to the batch by payroll department, pay period or all eligible employees.
Post Timecards – Choose to Post timecards for either just the selected employees or the entire batch.
Void Timecards – Void selected timecards previously posted, and generates a new GL transaction to reverse the amounts.
Export EFT – Exports the amounts and banking info to a file in the format specified on your Ledger bank account, for uploading to a bank for direct deposit.
View Transaction – Views the GL transaction for the selected employee timecard, only if it has been posted.
Change Pay Periods – Choose a new pay period frequency and sequence number, to update the period value for all employees in the batch.
Show UDF – If User Defined Fields are configured for timecards, this screen contains this information.

Payroll Date – Date of this batch of timecards. When adding an employee to this batch, the payment period is calculated from this date and their payment frequency.
Employee – The highlighted employee's code and name.

Add Pay – A drop-down list of all timecard entry codes assigned to the highlighted employee, to select from and add the code to the list. Other timecard entry codes not listed here can still be added to timecards, by clicking in the blank row of the Code column and typing or looking up the desired code.
Delete – Remove an entry code from the list.
Show UDF – If User Defined Fields are configured for timecard entry codes, this screen contains this information.

Reports

When editing a timecard, you can access the reports toolbar button to print either payroll checks or the direct deposit slips for electronic deposits. These reports can also be printed immediately after posting a timecard batch.



Payroll Cheque – Bottom / Center / Top – Prints a 3-part check form for selected or all employees within the timecard, with a check portion and two identical sections with employee timecard income and deductions. The reports differ only with the location of the check portion within the form.

0000025435

31-Dec-2021

dd-MMM-yyyy

$2,822.89

Two Thousand Eight Hundred Twenty-Two Dollars & 89 Cents

Barnes, Barry
45390 River Dr
Delta BC V5V6F7

Universal Exports

Pay Period

Barnes, Barry

December 31, 2021 0000025435

Period 2021-24-0	This Period	Year to Date*		This Period	Year to Date*	Benefit	Amount	Deduction	Amount
Salary	700.00	3,500.00	Insurable	3,500.00	3,500.00				
Vacation	2,800.00	0.00	Federal Tax	677.11	665.77				
Total	**3,500.00**								
			Employment Ins		55.30				
			Canada Pension		191.19				
			Vacation Accrued	140.00					
			Vacation Due *	341.02					
			** Based on print date of: 2023-03-27 11:48 am, not pay date*						
Net Pay	**$2,822.89**	2,587.74							

Payroll Direct Deposit Slip – Prints a 2-part form for selected or all employees within the timecard, with a check portion and two identical sections with employee timecard income and deductions. This report is typically emailed to employees as a PDF attachment, rather than printed to paper.

Universal Exports

Payroll Direct Deposit Slip

2023-03-27 11:48:14AM

Pay Date: 2021-12-31

$2,822.89

Two Thousand Eight Hundred Twenty-Two Dollars & 89 Cents

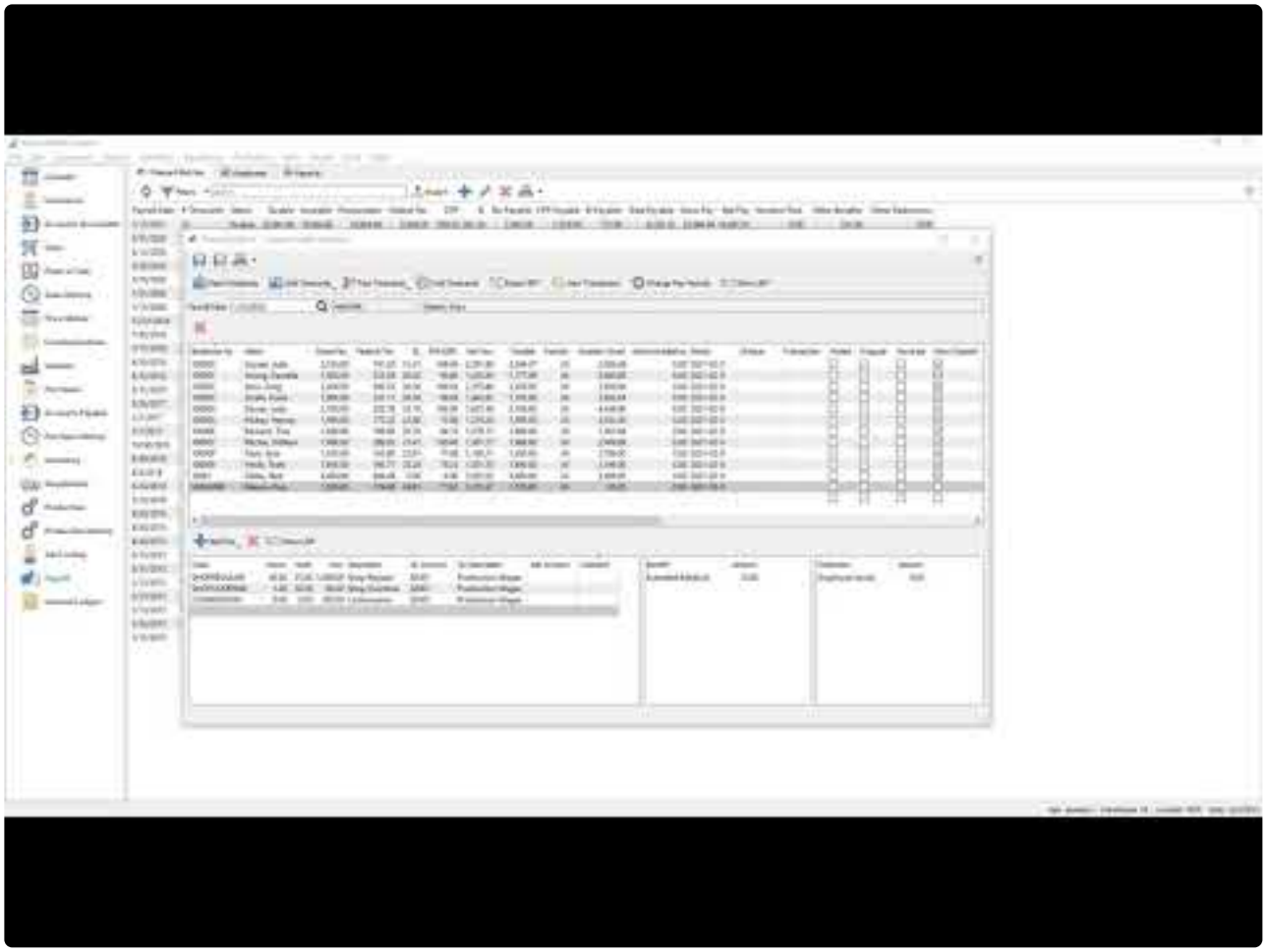
Barnes, Barry
45390 River Dr
Delta BC V5V6F7

Pay Period

Barnes, Barry December 31, 2021 0000025435

Period 2021-24-0	This Period	Year to Date*		This Period	Year to Date*	Benefit	Amount	Deduction	Amount
Salary	700.00	3,500.00	Insurable	3,500.00	3,500.00				
Vacation	2,800.00	0.00	Federal Tax	677.11	665.77				
Total	**3,500.00**								
			Employment Ins		55.30				
			Canada Pension		191.19				
			Vacation Accrued	140.00					
			Vacation Due *	341.02					
Net Pay	**$2,822.89**	2,587.74	** Based on print date of: 2023-03-27 11:48 am, not pay date*						

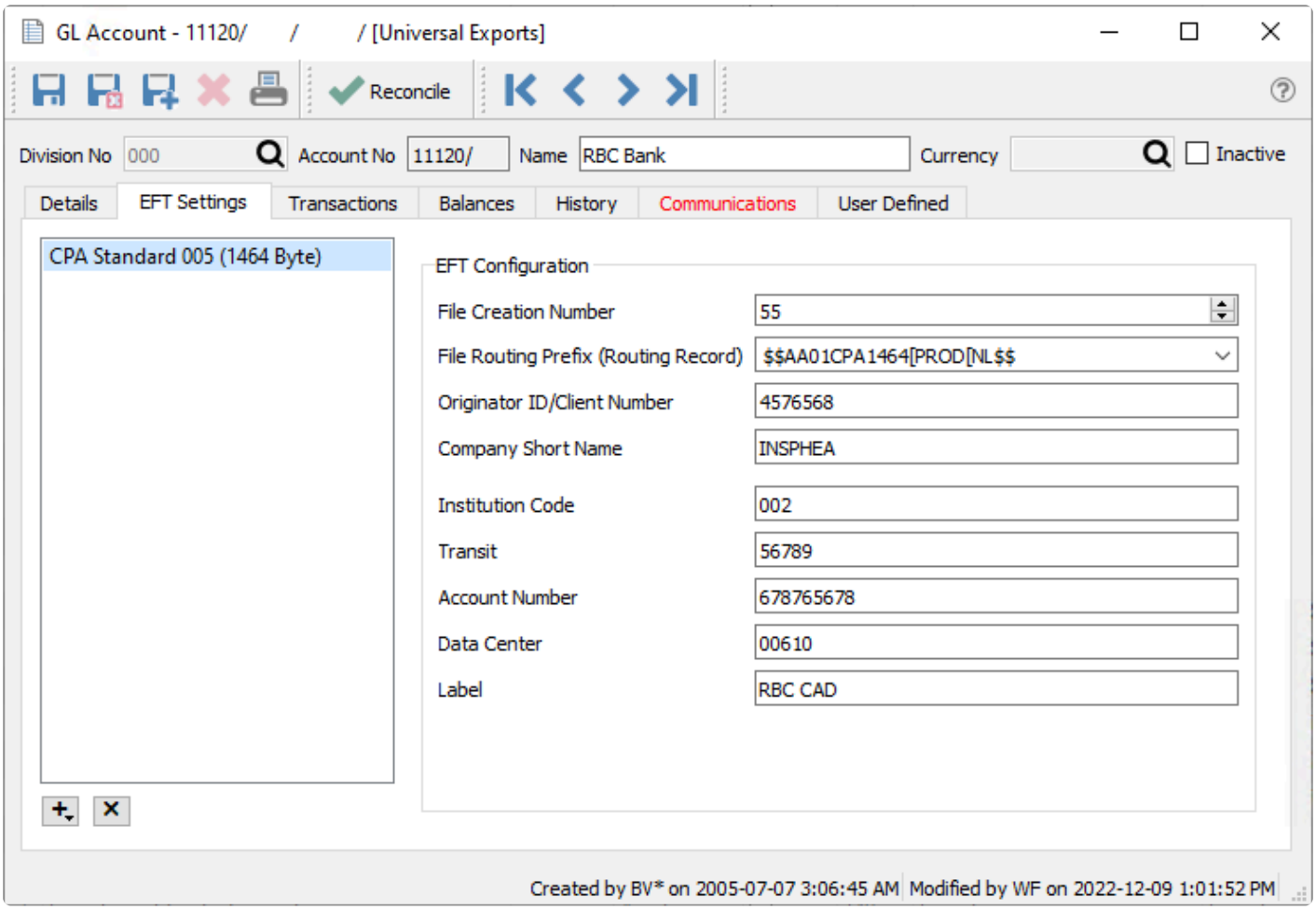
Video Instruction Processing Payroll Timecards



https://www.youtube.com/embed/PT4e7IE_aew?rel=0

Direct Deposit

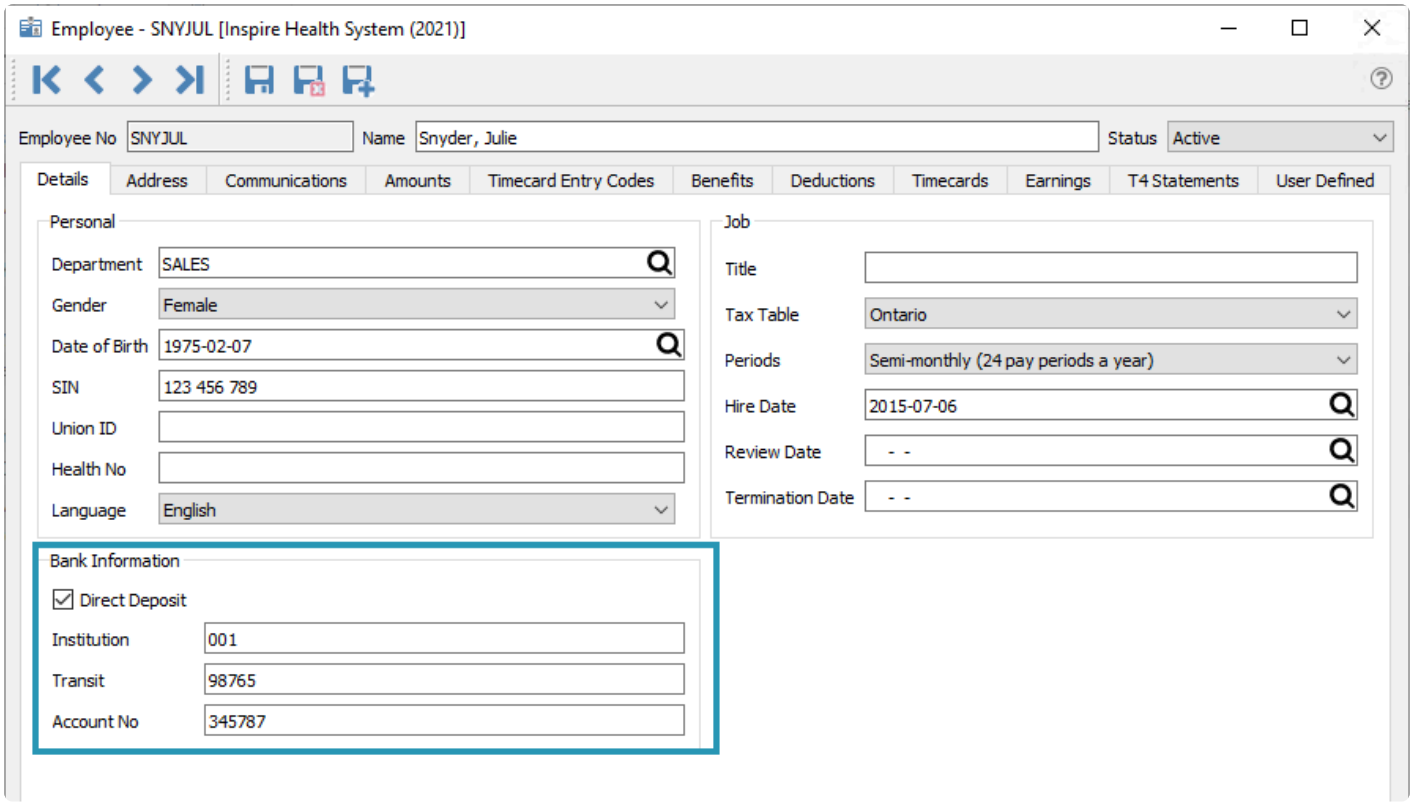
To be able to provide payroll direct deposit for your employees, you first have to configure your company banking information on the General Ledger bank account specified in Company Settings – Special Accounts, on the EFT Settings tab.



Choose the EFT file format that your bank accepts for uploading. Confirm with your bank the information that must be entered, and not all fields are required, depending on the file format used.

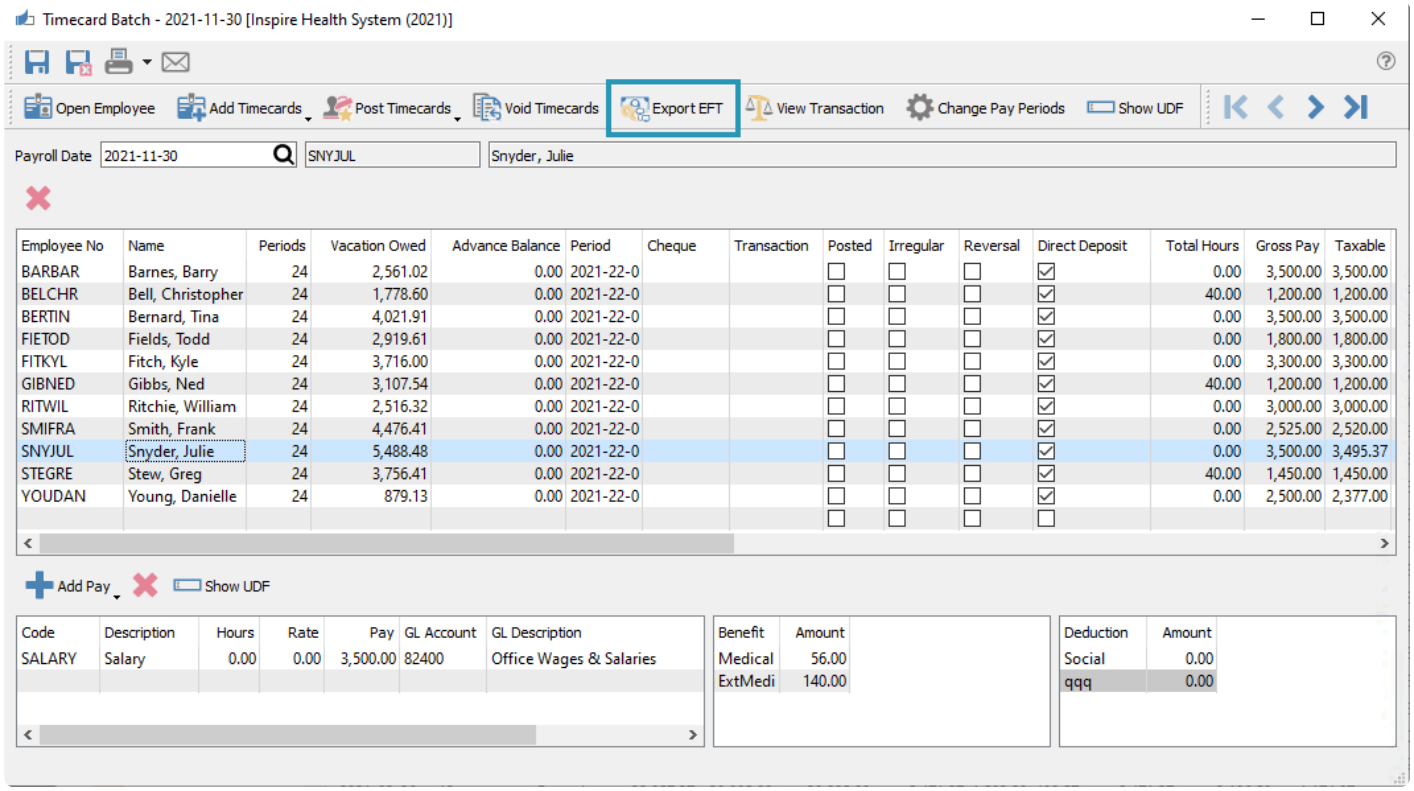
Employee Setup

On Employee records, you must add their banking information on the Details tab for the deposit to complete successfully.



Timecard Export

After processing the timecards, click the 'Export EFT' button to start.



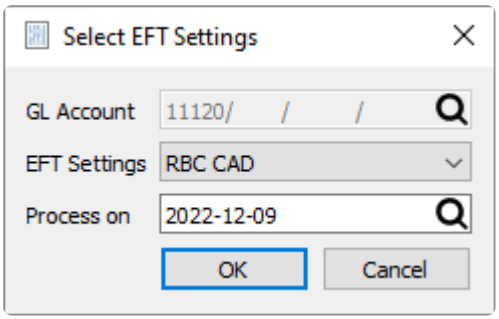
Employee No	Name	Periods	Vacation Owed	Advance Balance	Period	Cheque	Transaction	Posted	Irregular	Reversal	Direct Deposit	Total Hours	Gross Pay	Taxable
BARBAR	Barnes, Barry	24	2,561.02	0.00	2021-22-0			☐	☐	☐	☑	0.00	3,500.00	3,500.00
BELCHR	Bell, Christopher	24	1,778.60	0.00	2021-22-0			☐	☐	☐	☑	40.00	1,200.00	1,200.00
BERTIN	Bernard, Tina	24	4,021.91	0.00	2021-22-0			☐	☐	☐	☑	0.00	3,500.00	3,500.00
FIETOD	Fields, Todd	24	2,919.61	0.00	2021-22-0			☐	☐	☐	☑	0.00	1,800.00	1,800.00
FITKYL	Fitch, Kyle	24	3,716.00	0.00	2021-22-0			☐	☐	☐	☑	0.00	3,300.00	3,300.00
GIBNED	Gibbs, Ned	24	3,107.54	0.00	2021-22-0			☐	☐	☐	☑	40.00	1,200.00	1,200.00
RITWIL	Ritchie, William	24	2,516.32	0.00	2021-22-0			☐	☐	☐	☑	0.00	3,000.00	3,000.00
SMIFRA	Smith, Frank	24	4,476.41	0.00	2021-22-0			☐	☐	☐	☑	0.00	2,525.00	2,520.00
SNYJUL	Snyder, Julie	24	5,488.48	0.00	2021-22-0			☐	☐	☐	☑	0.00	3,500.00	3,495.37
STEGRE	Stew, Greg	24	3,756.41	0.00	2021-22-0			☐	☐	☐	☑	40.00	1,450.00	1,450.00
YOUDAN	Young, Danielle	24	879.13	0.00	2021-22-0			☐	☐	☐	☑	0.00	2,500.00	2,377.00
								☐	☐	☐	☐			

Code	Description	Hours	Rate	Pay	GL Account	GL Description
SALARY	Salary	0.00	0.00	3,500.00	82400	Office Wages & Salaries

Benefit	Amount
Medical	56.00
ExtMedi	140.00

Deduction	Amount
Social	0.00
qqq	0.00

This will open an EFT Settings window to select the bank EFT configuration – if more than one has been set up – and set the processing date to be written in the EFT upload file.

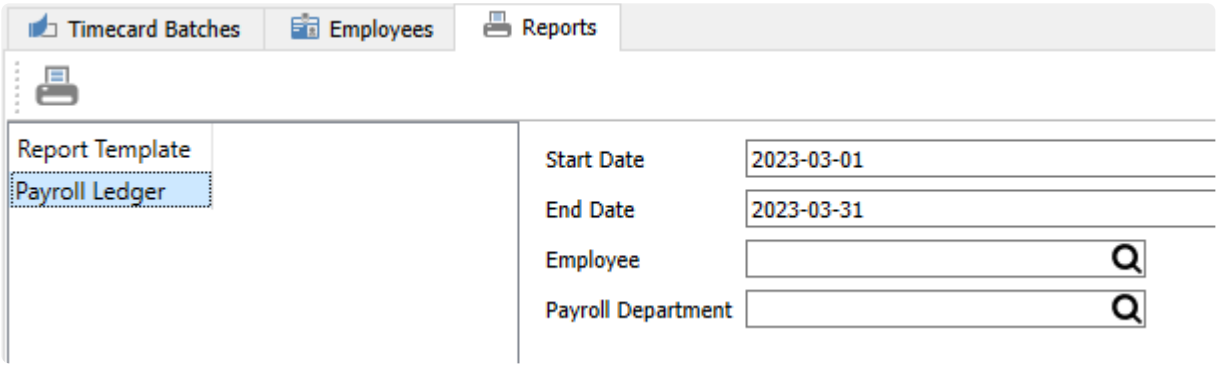


Then you can create and save the file in the specified format. When complete, this file can be uploaded to the bank.

See the Processing Timecards video for a demonstration of this process.

Reports

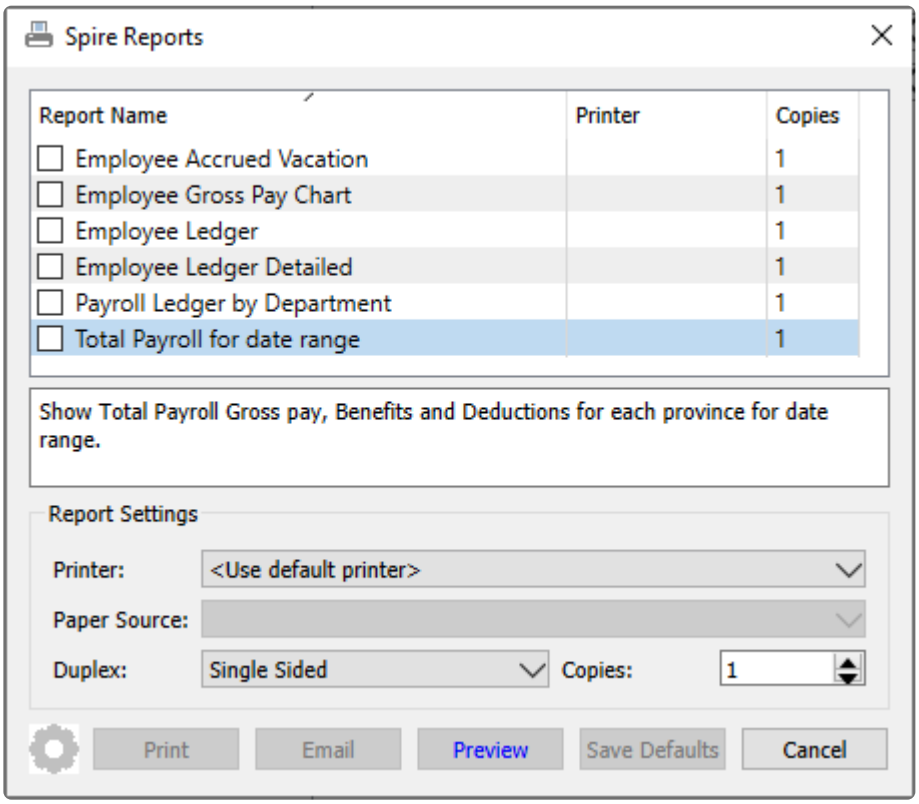
The Reports tab has a number of Transaction list template reports available to print, from the Payroll Ledger report template, with options available for record selection.



Start / End Date – Enter the date range for selecting timecards as the basis for the report output.

Employee – Either leave this field blank to select all employees, or select a specific employee for the report.

Payroll Department – Either leave this field blank to select all payroll departments, or select a specific department and associated employees for the report.



Employee Accrued Vacation – Prints a list of employees and all timecards in the date range, sorted by date descending. Vacation amounts accrued and paid out, with the calculated running balance, are listed for

each timecard.

Universal Exports

Employee Accrued Vacation

Friday, January 1, 2021 to Friday, December 31, 2021

March 27, 2023 / 11:17 am

Employee				Vacation				
Period	Date	Gross Pay	Net Pay	Current Rate	Paid	Accrued	Curent Balance	Running Balance
Bernard, Tina				6%			1,361.91	
2021 24-0	Dec 31,2021	3,500.00	2,823.15		3,500.00	210.00		1,361.91
2021 23-0	Dec 15,2021	3,500.00	2,823.15			210.00		4,651.91
2021 22-0	Nov 30,2021	3,500.00	2,823.15			210.00		4,441.91
2021 21-0	Nov 15,2021	3,500.00	2,823.15			210.00		4,231.91
2021 20-0	Oct 29,2021	3,500.00	2,823.15			210.00		4,021.91
2021 19-0	Oct 15,2021	3,500.00	2,823.15			210.00		3,811.91
2021 18-0	Sep 30,2021	3,750.00	2,863.41			225.00		3,601.91
2021 17-0	Sep 15,2021	3,500.00	2,611.91			210.00		3,376.91
2021 16-0	Aug 31,2021	3,500.00	2,585.05			210.00		3,166.91
2021 15-0	Aug 13,2021	3,500.00	2,585.05			210.00		2,956.91
2021 14-0	Jul 30,2021	3,500.00	2,585.05			210.00		2,746.91
2021 13-0	Jul 15,2021	3,500.00	2,585.05			210.00		2,536.91
2021 12-0	Jun 30,2021	3,500.00	2,585.05			210.00		2,326.91
2021 11-0	Jun 15,2021	5,500.00	3,706.41			330.00		2,116.91
2021 09-0	May 14,2021	3,500.00	2,585.05			210.00		1,786.91
2021 08-0	Apr 30,2021	3,500.00	2,585.05			210.00		1,576.91
2021 07-0	Apr 15,2021	3,500.00	2,585.05			210.00		1,366.91
2021 06-0	Mar 31,2021	3,500.00	2,585.05			210.00		1,156.91
2021 05-0	Mar 15,2021	3,500.00	2,585.05		-1,125.23	210.00		946.91
2021 04-0	Feb 26,2021	3,500.00	2,585.05			0.00		-388.32
2021 03-0	Feb 15,2021	3,500.00	2,585.05			0.00		-388.32
2021 02-0	Jan 29,2021	3,500.00	2,585.05			0.00		-388.32
2021 01-0	Jan 15,2021	3,500.00	2,585.05			0.00		-388.32
Bernard, Tina		**82,750.00**	**62,311.33**		**2,374.77**			

Employee Gross Pay Chart – Prints a bar chart for each employee with the total gross pay listed by year. This report is most useful if a date range that spans multiple years is selected.

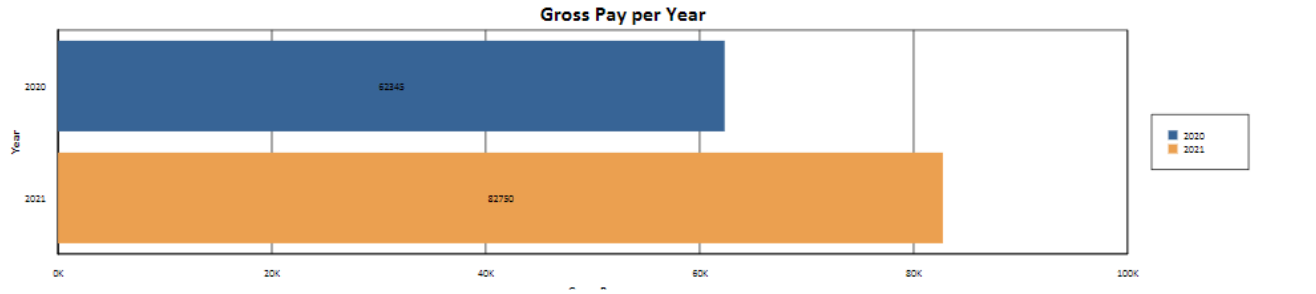
Universal Exports

Employee Gross Pay Chart

January 01, 2020 to December 31, 2021

March 27, 2023 / 11:11 am

BERTIN Bernard, Tina Hired Jul 6, 15



Employee Ledger – Prints a list of employees and all timecards in the date range, sorted by date ascending. Gross pay, income, taxes, benefits, deductions and Net pay are printed for each timecard.

Universal Exports

Employee Ledger

Friday, January 1, 2021 to Friday, December 31, 2021

March 27, 2023 / 11:17 am

Employee Period	Date	Hours	Salary	Advance	Commission	Regular	Vacation	All Other	Gross Pay	Taxes	EI	CPP	RRSP	Union	Benefit	Deduction	Net Pay
Bernard, Tina																	
2021 01-0	Jan 15,2021		3,500.00						3,500.00	676.85	55.30	182.80					2,585.05
2021 02-0	Jan 29,2021		3,500.00						3,500.00	676.85	55.30	182.80					2,585.05
2021 03-0	Feb 15,2021		3,500.00						3,500.00	676.85	55.30	182.80					2,585.05
2021 04-0	Feb 26,2021		3,500.00						3,500.00	676.85	55.30	182.80					2,585.05
2021 05-0	Mar 15,2021		3,500.00			1,125.23	-1,125.23		3,500.00	676.85	55.30	182.80					2,585.05
2021 06-0	Mar 31,2021		3,500.00						3,500.00	676.85	55.30	182.80					2,585.05
2021 07-0	Apr 15,2021		3,500.00						3,500.00	676.85	55.30	182.80					2,585.05
2021 08-0	Apr 30,2021		3,500.00						3,500.00	676.85	55.30	182.80					2,585.05
2021 09-0	May 14,2021		3,500.00						3,500.00	676.85	55.30	182.80					2,585.05
2021 11-0	Jun 15,2021		3,500.00		2,000.00				5,500.00	1,414.89	86.90	291.80					3,706.41
2021 12-0	Jun 30,2021		3,500.00						3,500.00	676.85	55.30	182.80					2,585.05
2021 13-0	Jul 15,2021		3,500.00						3,500.00	676.85	55.30	182.80					2,585.05
2021 14-0	Jul 30,2021		3,500.00						3,500.00	676.85	55.30	182.80					2,585.05
2021 15-0	Aug 13,2021		3,500.00						3,500.00	676.85	55.30	182.80					2,585.05
2021 16-0	Aug 31,2021		3,500.00						3,500.00	676.85	55.30	182.80					2,585.05
2021 17-0	Sep 15,2021		3,500.00						3,500.00	676.85	28.44	182.80					2,611.91
2021 18-0	Sep 30,2021		3,500.00		250.00				3,750.00	753.94		132.65					2,863.41
2021 19-0	Oct 15,2021		3,500.00						3,500.00	676.85							2,823.15
2021 20-0	Oct 29,2021		3,500.00						3,500.00	676.85							2,823.15
2021 21-0	Nov 15,2021		3,500.00						3,500.00	676.85							2,823.15
2021 22-0	Nov 30,2021		3,500.00						3,500.00	676.85							2,823.15
2021 23-0	Dec 15,2021		3,500.00						3,500.00	676.85							2,823.15
2021 24-0	Dec 31,2021						3,500.00		3,500.00	676.85							2,823.15
Bernard, Tina			77,000.00		2,250.00	1,125.23	2,374.77		82,750.00	16,382.68	889.54	3,166.45					62,311.33

Employee Ledger Detailed – Prints a list of employees and all timecards in the date range, sorted by date ascending. Gross pay, income, taxes, benefits, deductions and Net pay are printed for each timecard. In addition, the General Ledger accounts posted to for employee income are printed for each timecard.

Universal Exports

Employee Ledger Detailed

Friday, January 1, 2021 to Friday, December 31, 2021

March 27, 2023 / 11:17 am

Employee Period	Date	Hours	Salary	Advance	Commission	Regular	Vacation	All Other	Gross Pay	Taxes	EI	CPP	RRSP	Union	Benefit	Deduction	Net Pay
Bernard, Tina																	
2021 01-0	Jan 15,2021		3,500.00						3,500.00	676.85	55.30	182.80					2,585.05
	Description	Hours	Rate	Amount	GL Account												
	Salary			3,500.00	82402												
2021 02-0	Jan 29,2021		3,500.00						3,500.00	676.85	55.30	182.80					2,585.05
	Description	Hours	Rate	Amount	GL Account												
	Salary			3,500.00	82402												
2021 03-0	Feb 15,2021		3,500.00						3,500.00	676.85	55.30	182.80					2,585.05
	Description	Hours	Rate	Amount	GL Account												
	Salary			3,500.00	82402												
2021 04-0	Feb 26,2021		3,500.00						3,500.00	676.85	55.30	182.80					2,585.05
	Description	Hours	Rate	Amount	GL Account												
	Salary			3,500.00	82402												
2021 05-0	Mar 15,2021		3,500.00			1,125.23	-1,125.23		3,500.00	676.85	55.30	182.80					2,585.05
	Description	Hours	Rate	Amount	GL Account												
	Salary			3,500.00	82402												
	Regular			1,125.23	82402												
	Vacation			-1,125.23	21200												
				3,500.00													

Payroll Ledger by Department – Prints a list of employees and timecards, grouped by payroll department. Gross and Net Pay print for each timecard.

Universal Exports

Payroll Ledger by Department

March 27, 2023 / 11:21 am

Department

Date	Employee	Period	Transaction	Cheque	* Gross Pay	Net Pay	Notes
ADMIN	**Admin**						
Jan 15,2021							
	BERTIN - Bernard, Tina	01-0	0020001330	0000025183	3,500.00	2,585.05	
	FITKYL - Fitch, Kyle	01-0	0020001333	0000025186	3,300.00	2,455.51	
	Total 2 timecards				6,800.00	5,040.56	
Jan 29,2021							
	BERTIN - Bernard, Tina	02-0	0020001342	0000025194	3,500.00	2,585.05	
	FITKYL - Fitch, Kyle	02-0	0020001345	0000025197	3,300.00	2,455.51	
	Total 2 timecards				6,800.00	5,040.56	
Feb 15,2021							
	BERTIN - Bernard, Tina	03-0	0020001354	0000025206	3,500.00	2,585.05	
	FITKYL - Fitch, Kyle	03-0	0020001357	0000025209	3,300.00	2,455.51	
	Total 2 timecards				6,800.00	5,040.56	
Feb 26,2021							
	BERTIN - Bernard, Tina	04-0	0020001368	0000025220	3,500.00	2,585.05	
	FITKYL - Fitch, Kyle	04-0	0020001371	0000025223	3,300.00	2,455.51	
	Total 2 timecards				6,800.00	5,040.56	

Total Payroll for date range – Prints a list of employees and timecards, grouped by province. Gross Pay prints for each timecard, as well as total pay, benefits and deductions by province.

Universal Exports

Total Payroll for date range

Jan 1, 2021 to Dec 31, 2021

March 27, 2023 / 11:21 am

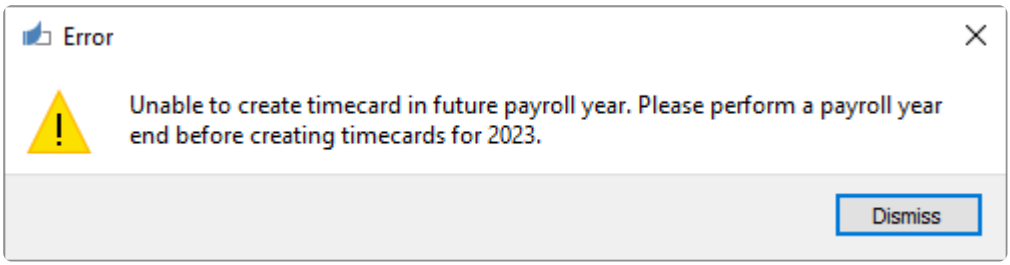
Date	Period	Employee		Gross Pay
Nov 30, 21	2021-22-0	BELCHR	Bell, Christopher	1,200.00
Nov 30, 21	2021-22-0	FIETOD	Fields, Todd	1,800.00
Nov 30, 21	2021-22-0	GIBNED	Gibbs, Ned	1,200.00
Nov 30, 21	2021-22-0	RITWIL	Ritchie, William	3,000.00
Nov 30, 21	2021-22-0	SNYJUL	Snyder, Julie	3,500.00
Nov 30, 21	2021-22-0	YOUDAN	Young, Danielle	2,500.00
Dec 15, 21	2021-23-0	BELCHR	Bell, Christopher	1,620.00
Dec 15, 21	2021-23-0	FIETOD	Fields, Todd	1,800.00
Dec 15, 21	2021-23-0	GIBNED	Gibbs, Ned	1,655.00
Dec 15, 21	2021-23-0	RITWIL	Ritchie, William	3,000.00
Dec 15, 21	2021-23-0	SNYJUL	Snyder, Julie	3,500.00
Dec 15, 21	2021-23-0	YOUDAN	Young, Danielle	2,750.00
Dec 31, 21	2021-24-0	BELCHR	Bell, Christopher	2,000.00
Dec 31, 21	2021-24-0	FIETOD	Fields, Todd	3,000.00
Dec 31, 21	2021-24-0	GIBNED	Gibbs, Ned	1,200.00
Dec 31, 21	2021-24-0	RITWIL	Ritchie, William	3,000.00
Dec 31, 21	2021-24-0	SNYJUL	Snyder, Julie	5,000.00
Dec 31, 21	2021-24-0	YOUDAN	Young, Danielle	2,500.00
ON		**8 Employees**		**339,355.32**

Benefit	Amount
Medical	1,288.00
ExtMedical	3,220.00
	4,508.00

Deduction	Amount
Social	35.00
	35.00

Payroll Year End

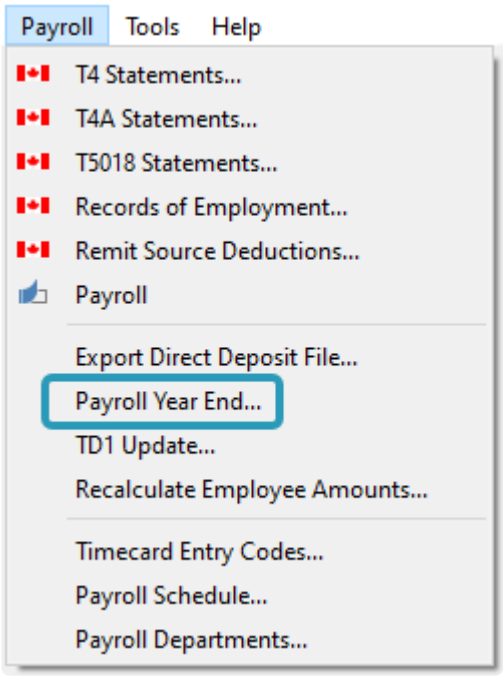
Payroll timecards are not allowed in the new calendar year until the prior year payroll has been closed. You must perform the Payroll Year End procedure in order to start creating these new timecards, otherwise an error will appear:

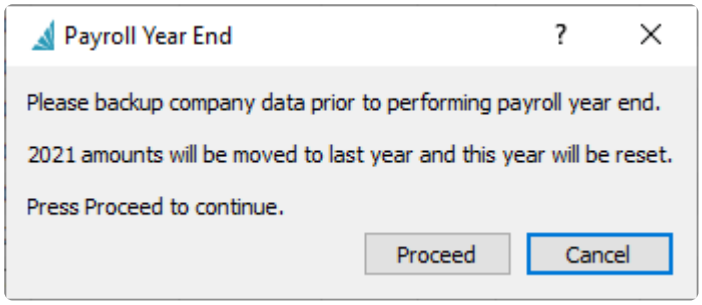


Even after the payroll year end has been completed, you can still back date a payroll timecard to the previous year just in case it needs to be done. Timecards posted to the previous year will use the correct year's tax tables.

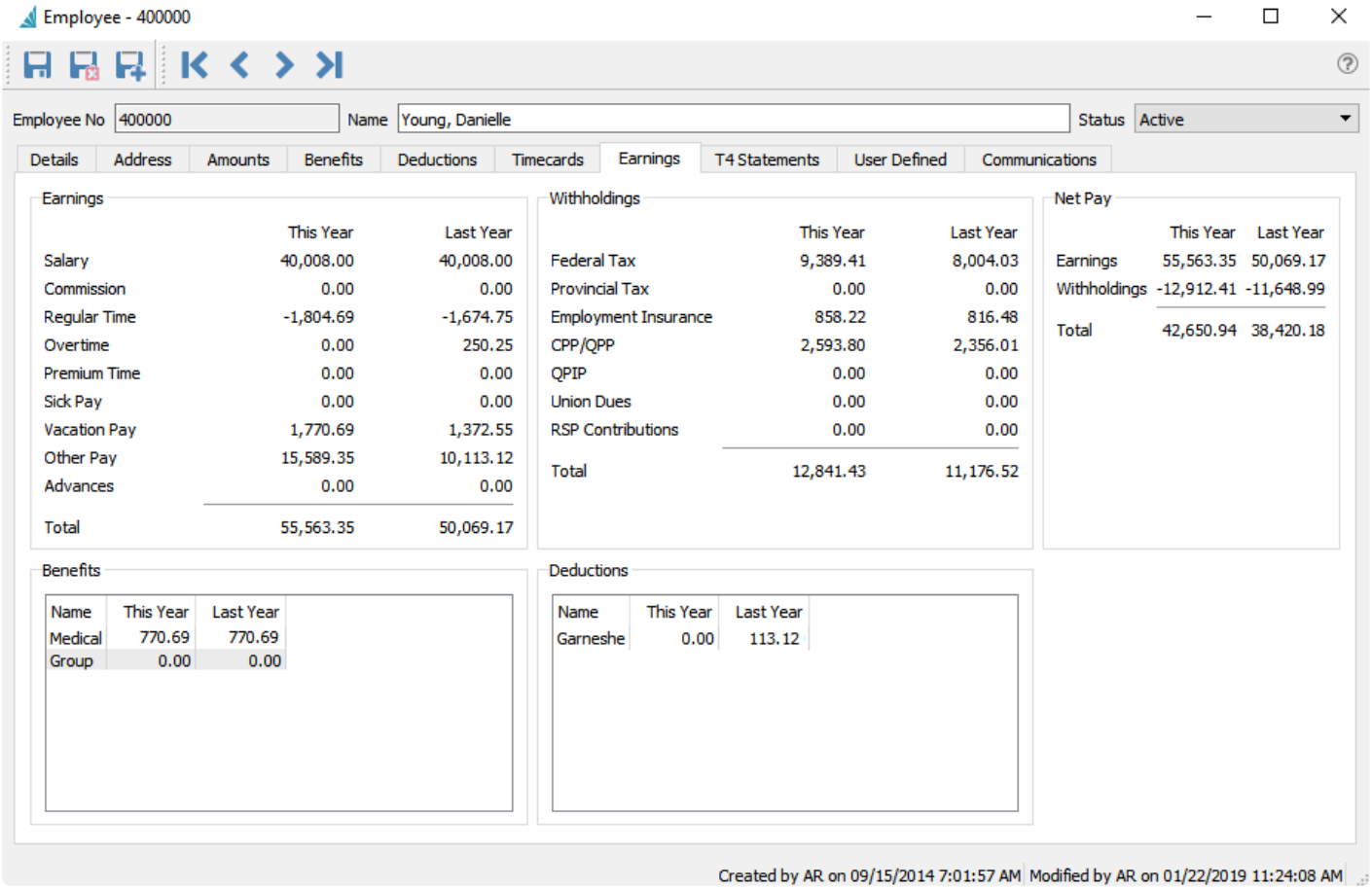
To perform the payroll year-end make sure the following items are completed first.

- **Back-up First**
- Install Spire version that contains the latest payroll tables on all workstations.
- The User will require permissions set in Edit/User Settings/Perform Payroll Year End
- On the top menu, go to Payroll/Payroll Year End

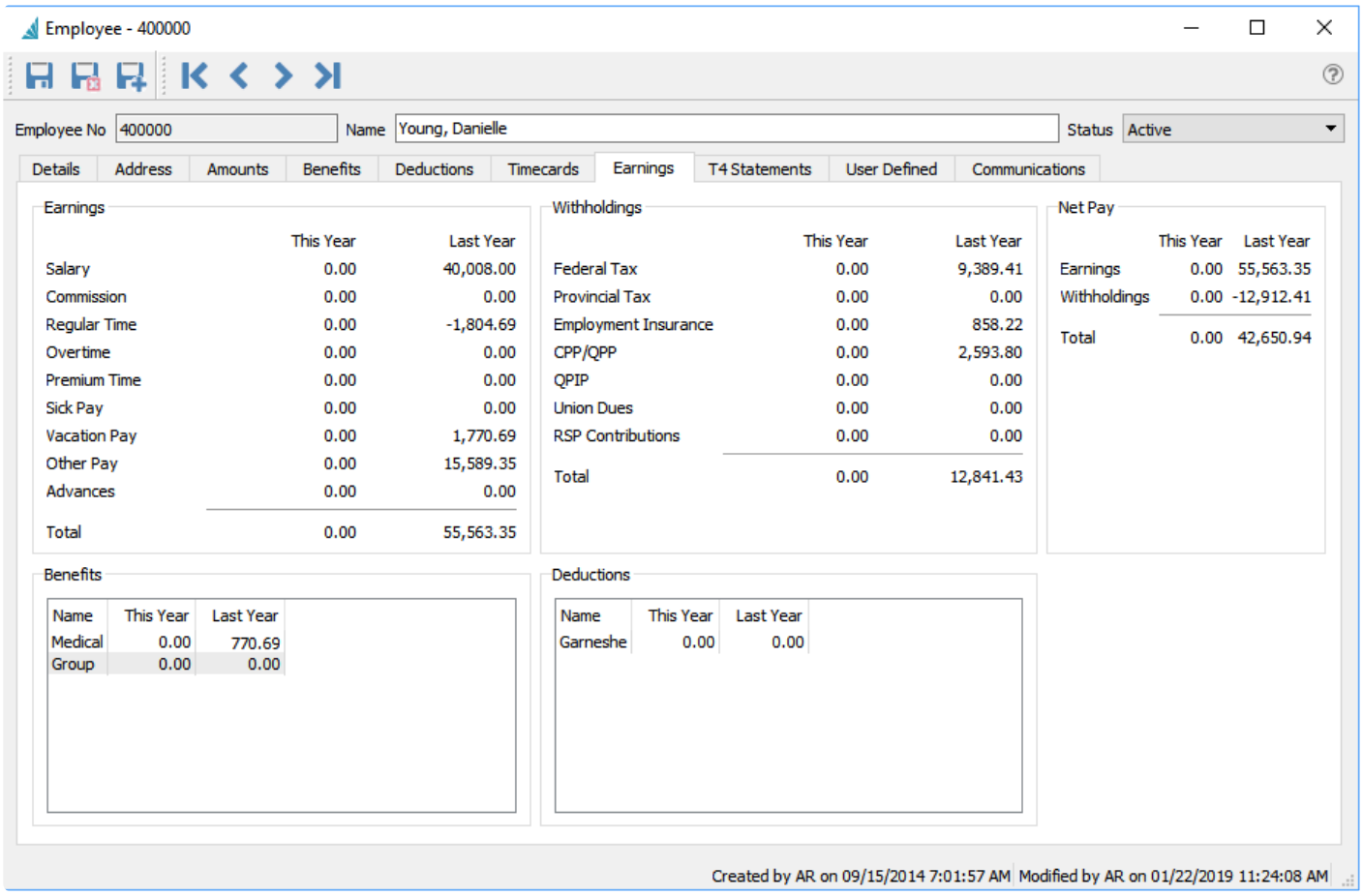




Employees Payroll Earnings before Year End

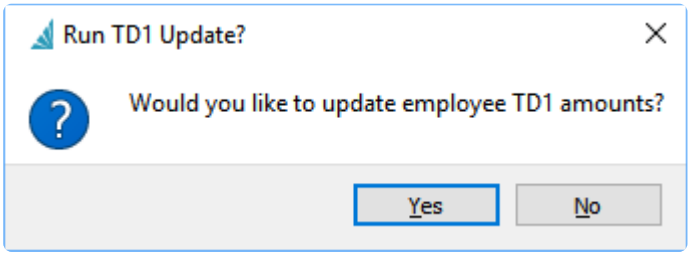


Employees Payroll Earnings after Year End.

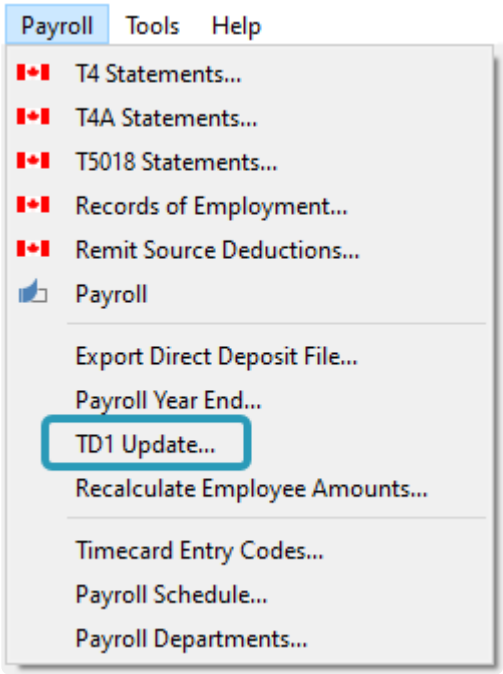


TD1 update after payroll year close

The user will be prompted to update the TD 1 amounts after the year close. They can perform this now or wait until after as below.



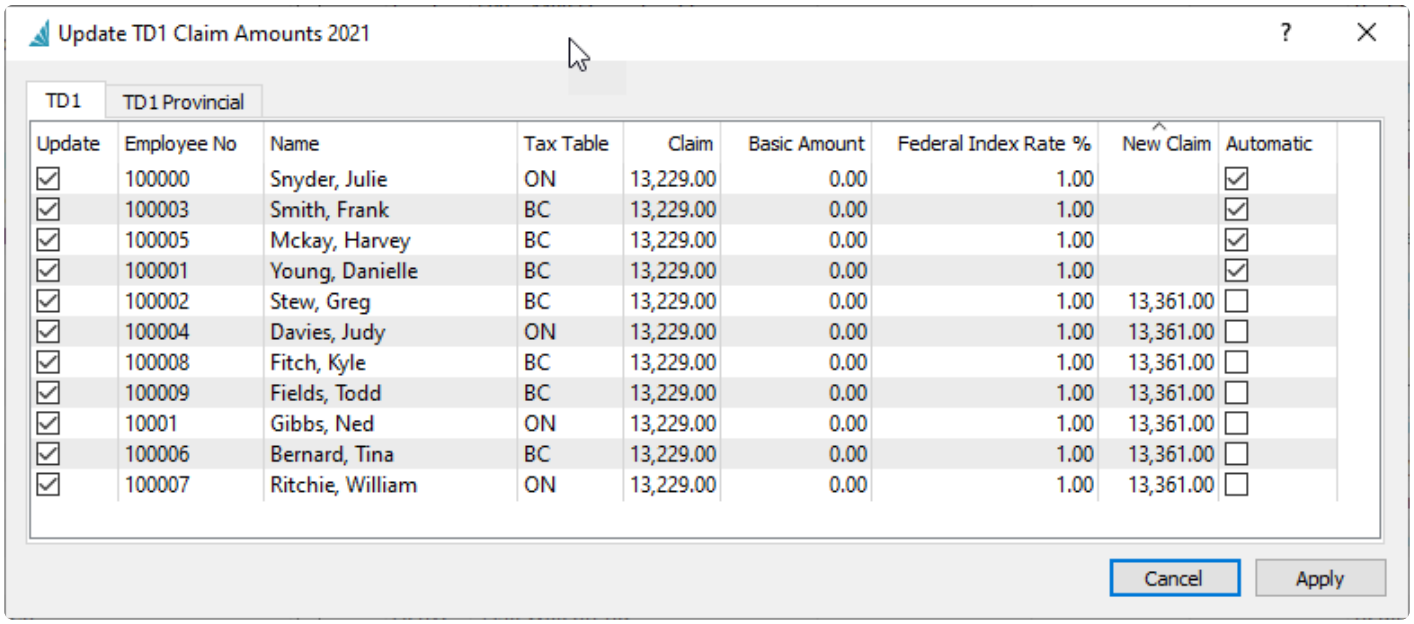
Run the TD1 from top Payroll menu



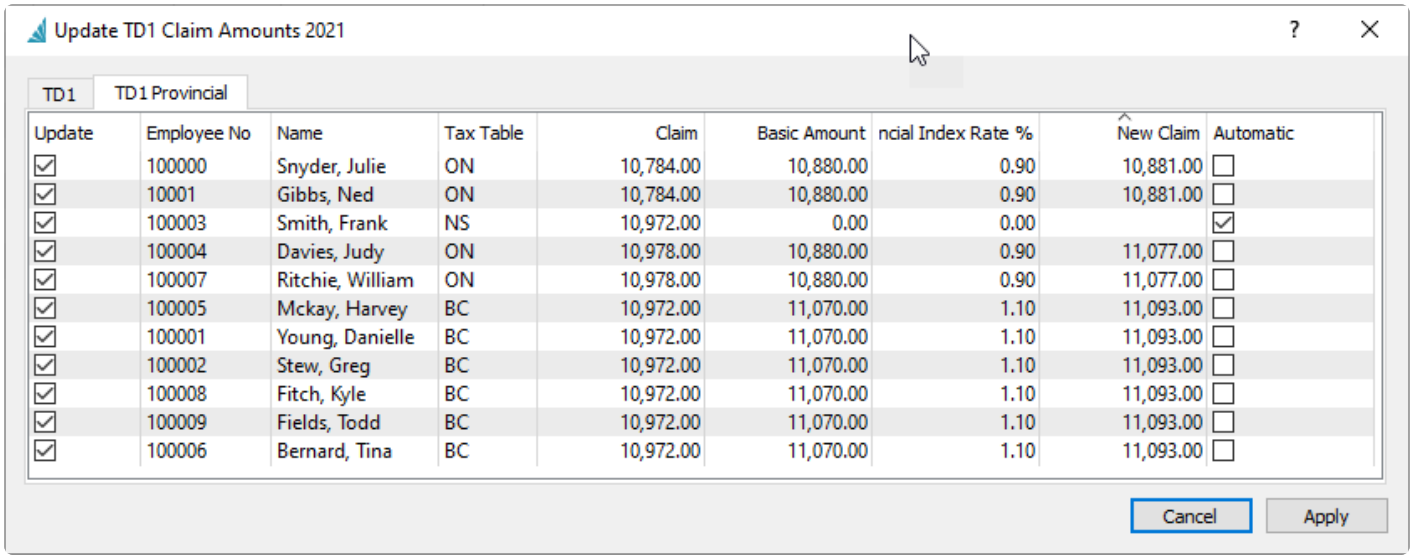
The user can then accept the updated percentages on the federal and provincial tabs or edit the percent or amounts if necessary. Click “apply” to update.

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

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



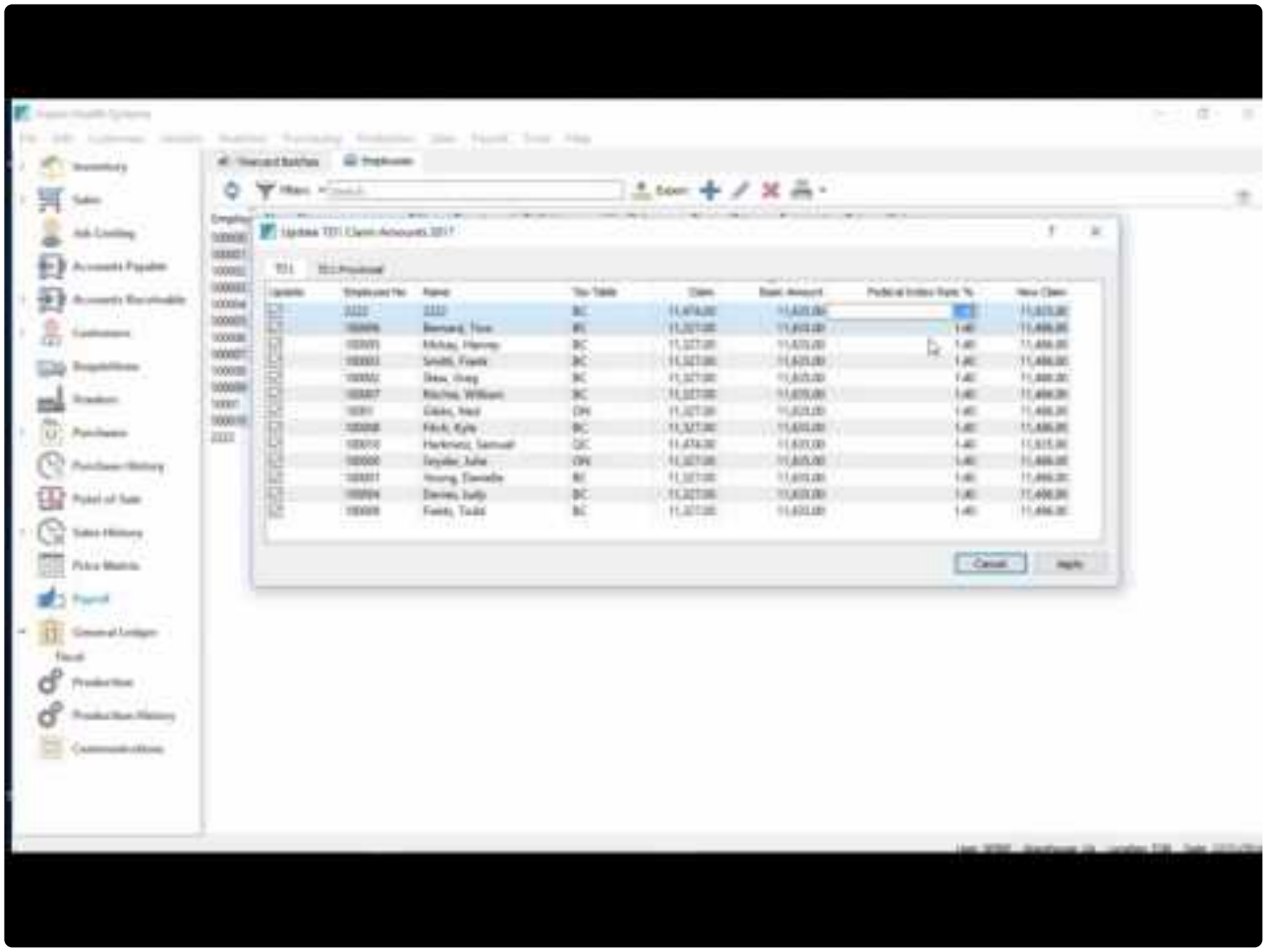
Update	Employee No	Name	Tax Table	Claim	Basic Amount	Federal Index Rate %	New Claim	Automatic
☑	100000	Snyder, Julie	ON	13,229.00	0.00	1.00		☑
☑	100003	Smith, Frank	BC	13,229.00	0.00	1.00		☑
☑	100005	Mckay, Harvey	BC	13,229.00	0.00	1.00		☑
☑	100001	Young, Danielle	BC	13,229.00	0.00	1.00		☑
☑	100002	Stew, Greg	BC	13,229.00	0.00	1.00	13,361.00	☐
☑	100004	Davies, Judy	ON	13,229.00	0.00	1.00	13,361.00	☐
☑	100008	Fitch, Kyle	BC	13,229.00	0.00	1.00	13,361.00	☐
☑	100009	Fields, Todd	BC	13,229.00	0.00	1.00	13,361.00	☐
☑	10001	Gibbs, Ned	ON	13,229.00	0.00	1.00	13,361.00	☐
☑	100006	Bernard, Tina	BC	13,229.00	0.00	1.00	13,361.00	☐
☑	100007	Ritchie, William	ON	13,229.00	0.00	1.00	13,361.00	☐



Update	Employee No	Name	Tax Table	Claim	Basic Amount	ncial Index Rate %	New Claim	Automatic
☑	100000	Snyder, Julie	ON	10,784.00	10,880.00	0.90	10,881.00	☐
☑	10001	Gibbs, Ned	ON	10,784.00	10,880.00	0.90	10,881.00	☐
☑	100003	Smith, Frank	NS	10,972.00	0.00	0.00		☑
☑	100004	Davies, Judy	ON	10,978.00	10,880.00	0.90	11,077.00	☐
☑	100007	Ritchie, William	ON	10,978.00	10,880.00	0.90	11,077.00	☐
☑	100005	Mckay, Harvey	BC	10,972.00	11,070.00	1.10	11,093.00	☐
☑	100001	Young, Danielle	BC	10,972.00	11,070.00	1.10	11,093.00	☐
☑	100002	Stew, Greg	BC	10,972.00	11,070.00	1.10	11,093.00	☐
☑	100008	Fitch, Kyle	BC	10,972.00	11,070.00	1.10	11,093.00	☐
☑	100009	Fields, Todd	BC	10,972.00	11,070.00	1.10	11,093.00	☐
☑	100006	Bernard, Tina	BC	10,972.00	11,070.00	1.10	11,093.00	☐

Note that some employees above have had the automatic setting selected. Some provinces and territories base this on the amount paid, so check ‘Automatic’ if the employee’s tax table is set to one of them. Do not select ‘Automatic’ unless you know that the province supports it.

Video Instruction on Payroll Year End



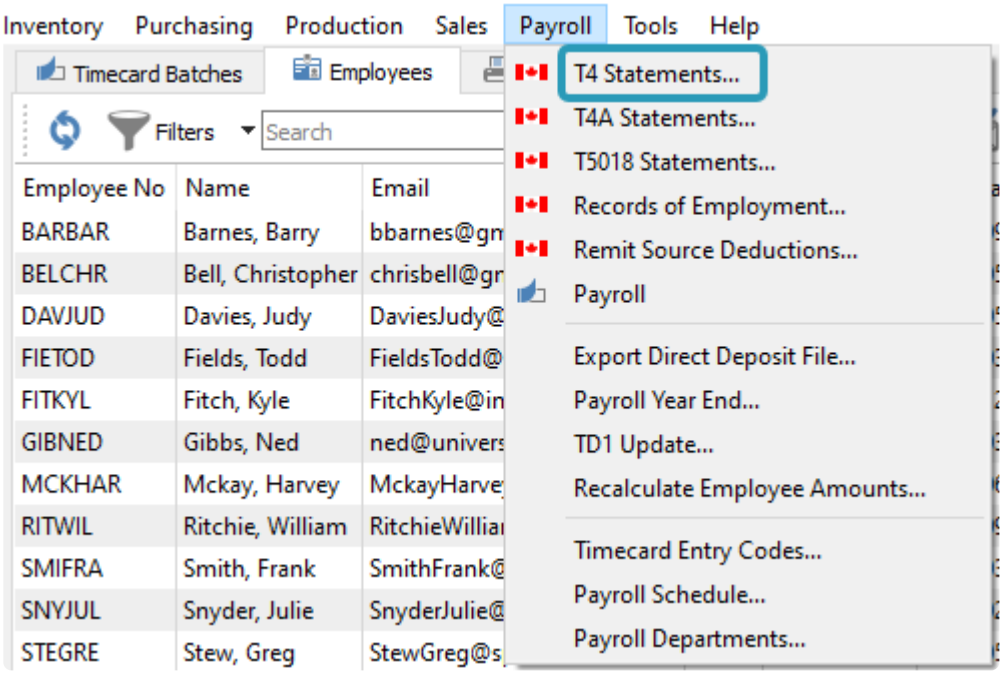
https://www.youtube.com/embed/D-xnpUs6xBs?rel=0

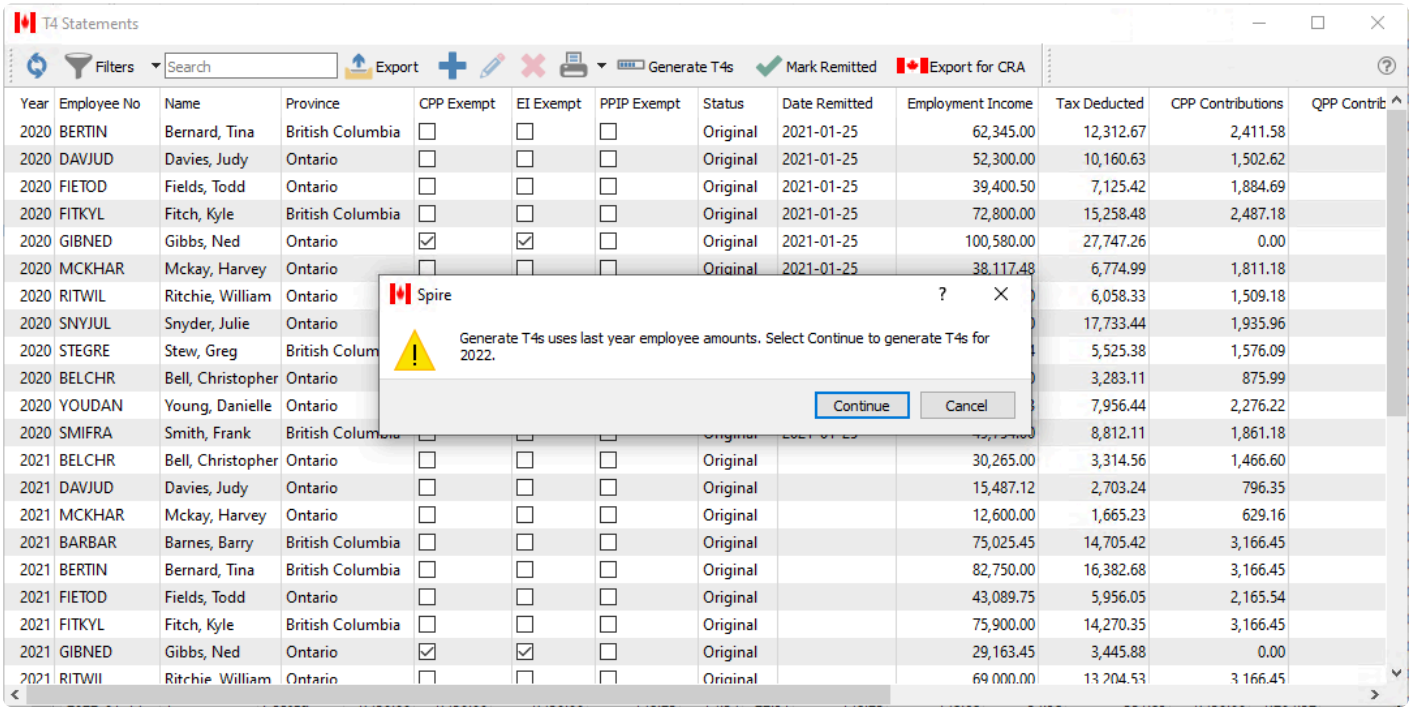
https://www.youtube.com/embed/D-xnpUs6xBs?rel=0

Payroll T4's and T4 Summary

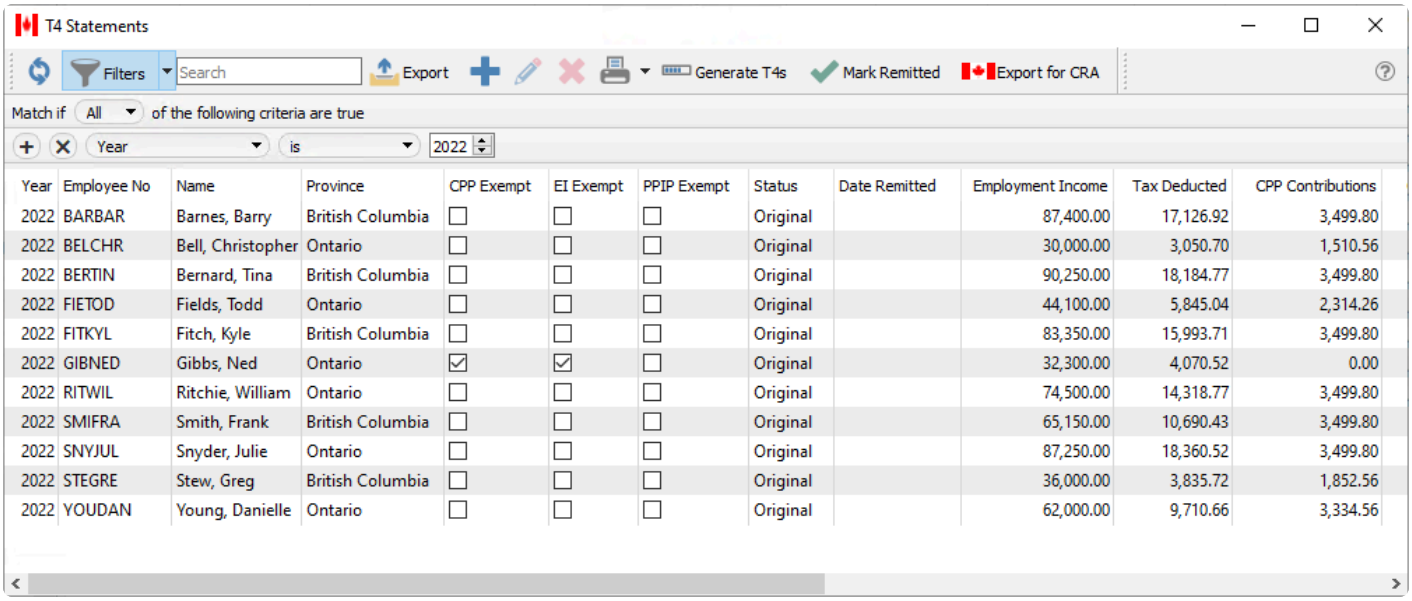
To generate, print or export T4 forms from Spire:

- Ensure all Payroll transactions for the year have been posted.
- Payroll Year End for the year you wish to generate T4 forms has been completed. Read the Payroll Year End manual topic if you need more assistance with this step.
- Open the T4 Statements procedure from the Payroll top menu.





When T4 generation is complete, the statement list will have a new group of T4's for the current year.



Year	Employee No	Name	Province	CPP Exempt	EI Exempt	PPIP Exempt	Status	Date Remitted	Employment Income	Tax Deducted	CPP Contributions
2022	BARBAR	Barnes, Barry	British Columbia	☐	☐	☐	Original		87,400.00	17,126.92	3,499.80
2022	BELCHR	Bell, Christopher	Ontario	☐	☐	☐	Original		30,000.00	3,050.70	1,510.56
2022	BERTIN	Bernard, Tina	British Columbia	☐	☐	☐	Original		90,250.00	18,184.77	3,499.80
2022	FIETOD	Fields, Todd	Ontario	☐	☐	☐	Original		44,100.00	5,845.04	2,314.26
2022	FITKYL	Fitch, Kyle	British Columbia	☐	☐	☐	Original		83,350.00	15,993.71	3,499.80
2022	GIBNED	Gibbs, Ned	Ontario	☑	☑	☐	Original		32,300.00	4,070.52	0.00
2022	RITWIL	Ritchie, William	Ontario	☐	☐	☐	Original		74,500.00	14,318.77	3,499.80
2022	SMIFRA	Smith, Frank	British Columbia	☐	☐	☐	Original		65,150.00	10,690.43	3,499.80
2022	SNYJUL	Snyder, Julie	Ontario	☐	☐	☐	Original		87,250.00	18,360.52	3,499.80
2022	STEGRE	Stew, Greg	British Columbia	☐	☐	☐	Original		36,000.00	3,835.72	1,852.56
2022	YOUDAN	Young, Danielle	Ontario	☐	☐	☐	Original		62,000.00	9,710.66	3,334.56

Mark Remitted – Once all T4 forms have been generated and uploaded, highlight all employee forms for the appropriate year to mark as 'Remitted'.
Export for CRA – Generate a file in the format required for uploading to the CRA web portal.

If T4's need to be corrected before printing, edit the employee statement if you have user security access. Adjust the required information and save the changes.

T4 Statement of Remuneration Paid - SNYJUL [Universal Exports]

Open Employee | Mark Remitted

Employee No SNYJUL | Snyder, Julie | Original | 2022

Payer Information

Employer's name		Universal Exports
Employer's account number	54	123456678RP0001

T4 slip

Last Name		Snyder
First Name		Julie
Initial		
Social Insurance Number	12	123 456 789
Province of Employment	10	Ontario
Employment code	29	
Street Address		
Street Address		
City		
Province		ON
Country		Canada
Postal Code (A1A1A1)		

Financial Information

		Suggested	Adjusted
Employment Income	14	87,250.00	87,250.00
Employee's CPP contributions	16	3,499.80	3,499.80
Employee's QPP contributions	17	0.00	0.00
Employee's EI premiums	18	952.74	952.74
CPP/QPP pensionable earnings	26	64,900.00	64,900.00
Income Tax deducted	22	18,360.52	18,360.52
EI Insurable earnings	24	60,300.00	60,300.00
RPP contributions	20	0.00	0.00
RPP or DPSP registration number	50		
Union dues	44	0.00	0.00
Charitable donations	46	0.00	0.00
Pension adjustment	52	0.00	0.00
Employee's PPIP premiums	55	0.00	0.00
PPIP insurable earnings	56	0.00	0.00

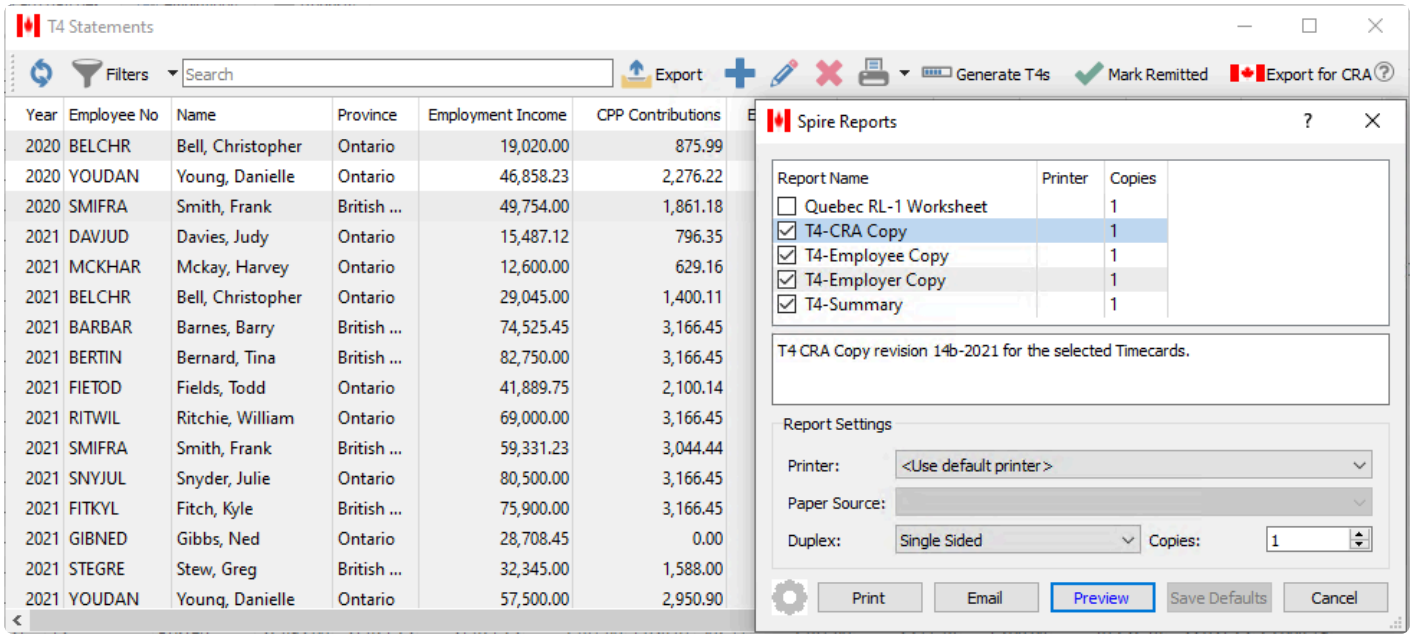
Box 28 - Exempt

	CPP/QPP	EI	PPIP
Suggested	☐	☐	☐
Adjusted	☐	☐	☐

Other Information

Box	Suggested Amount	Amount
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00

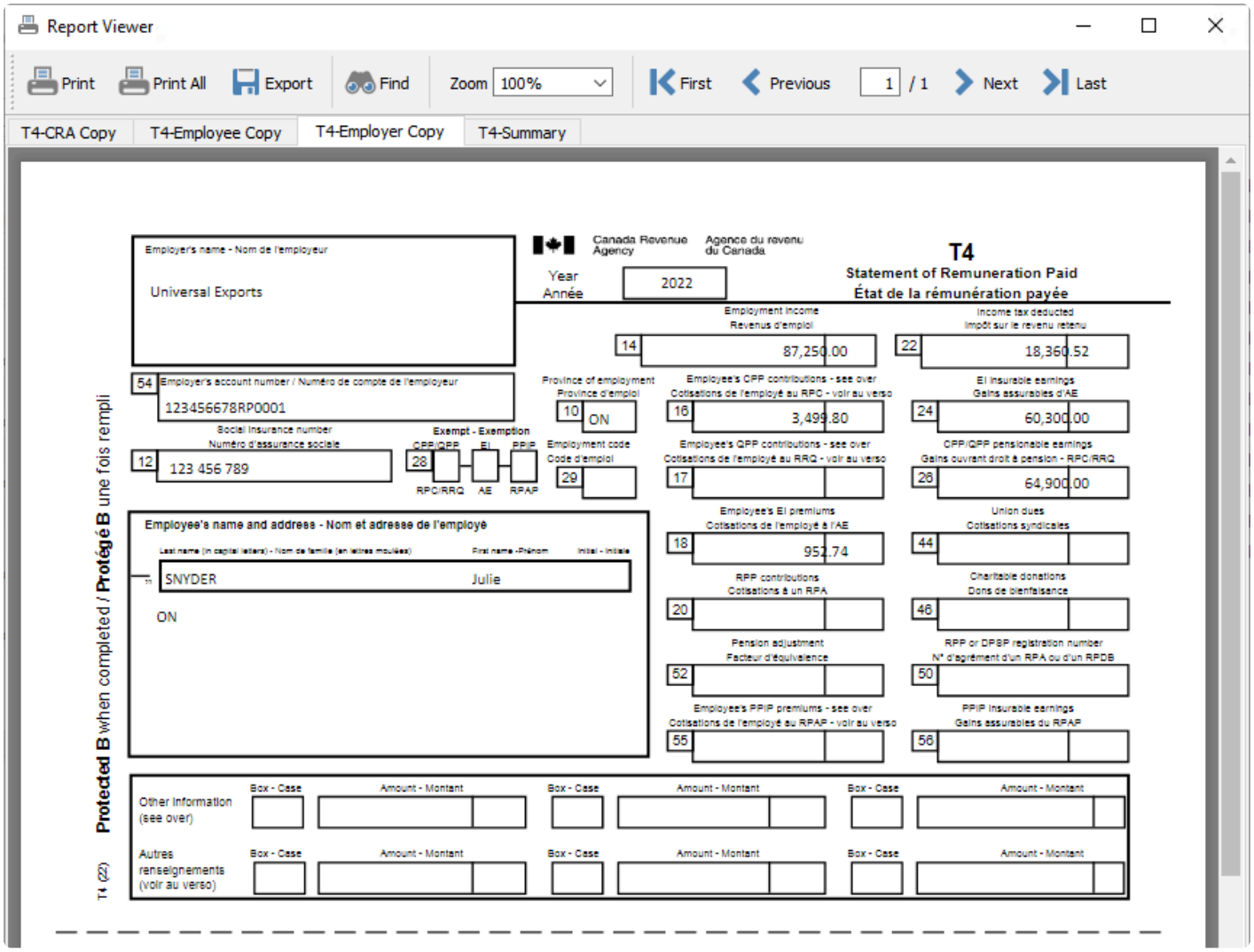
To print or email T4's, highlight selected employees, if you just need some of them and select 'Print Selected', or select "Print All" if all employees T4's are required..



> ! Note that T4's are saved each year, so make sure that you select the correct year for printing.

Select the T4 reports that are required.

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



Select the T4 summary and use the info on the report to enter into this fillable PDF available at this CRA link. [T4 Summary Fillable PDF]

T4-Summary

T4

2022

Summary of Remuneration Paid

Employer's account number / Numéro de compte de l'employeur

123456678RP0001

Name and address of employer

Universal Exports

Total number of T4 slips filed	Box 88	11	Employees' CPP contributions	Box 16	30,010.74
Employment Income	Box 14	692,300.00	Employer's CPP contributions	Box 27	30,010.74
Registered Pension Plan (RPP) Contributions	Box 20	2,952.00	Employees' EI premiums	Box 18	8,408.76
Pension Adjustment	Box 52	0.00	Employer's EI premiums	Box 19	11,772.30
			Income Tax Deducted	Box 22	121,187.76
			Total deductions reported (16 + 27 + 18 + 19 + 22)	Box 80	201,390.26

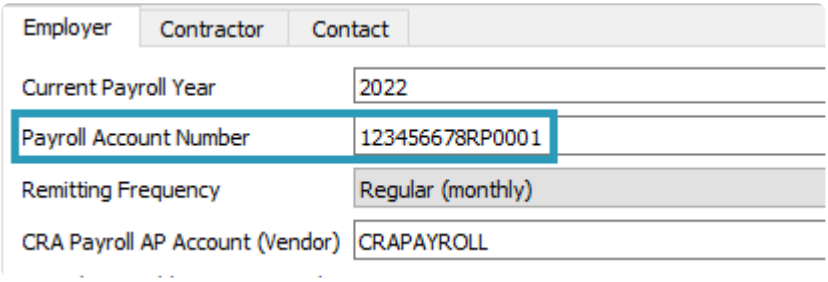
Use this information to complete and print the form on the following Canada Revenue Agency website.

https://www.canada.ca/content/dam/cra-arc/formspubs/pbg/t4sum/t4sum-fill-22.pdf

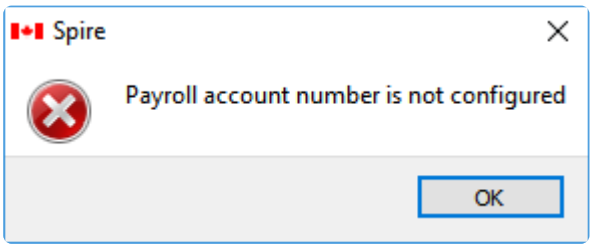
Electronic T4 and T4 Summary – xml Upload

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

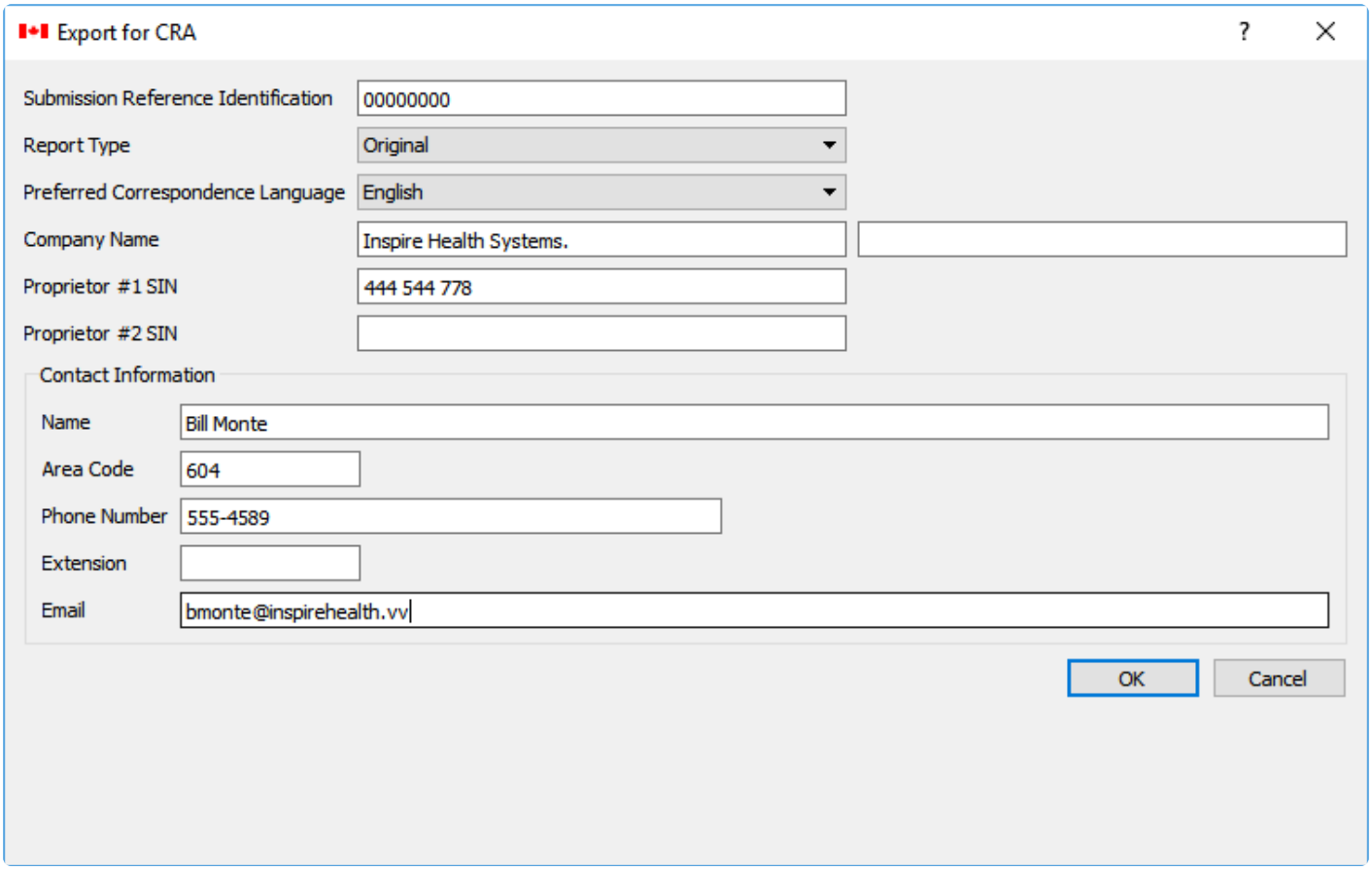
Before you can create the export file, the payroll account must be defined in Company Settings -> Payroll -> Employer -> Payroll Account Number. This is usually the company business number followed by RP and then a 4 digit identifier (ie: 888555222RP0001).



If you have not configured this setting, you receive an error message when trying to export the T4's.



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



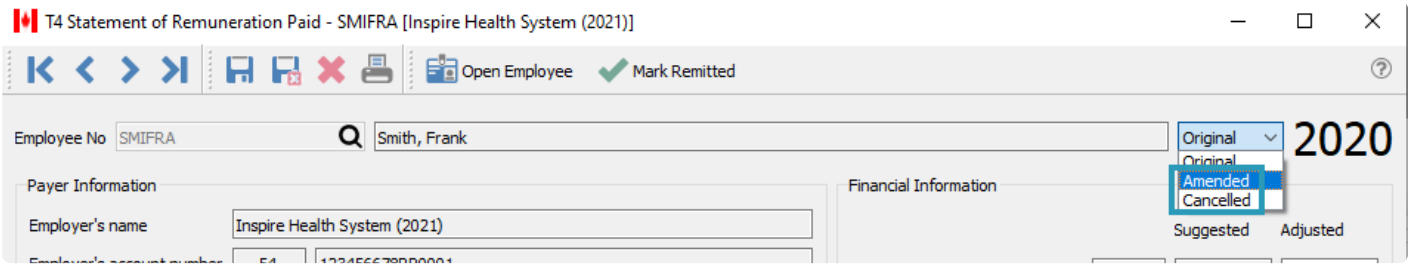
- **Submission Reference Number** – Enter a number to use for reference purposes
- **Report Type** – Selections are Original, Amendment and Cancellation
- **Preferred Correspondence Language** – Choose English or French
- **Company Name** – Company name. Use second box if the complete name does not fit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

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

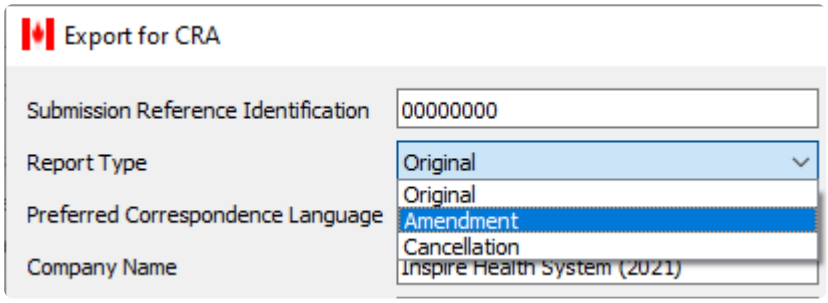
Once you have uploaded the T4's they should each be marked as 'Remitted', to indicate that CRA has received this information. This is done from the T4 Statements list screen, selecting all the uploaded T4's and clicking the "Mark remitted" toolbar button. Do not mark any T4's as remitted before you have created the CRA T4 upload file and have confirmed that it has been uploaded and submitted successfully. It is not enough to mark T4's as remitted after the file has been created by Spire; you must still upload the file to CRA. Talk to your accounting professional if you aren't sure how to do this.

In addition to creating and uploading Original T4's, you can also generate either Cancellation or Amendment

submission files. To create amendments or cancellations, first update the status of individual T4's by editing and changing the required forms.



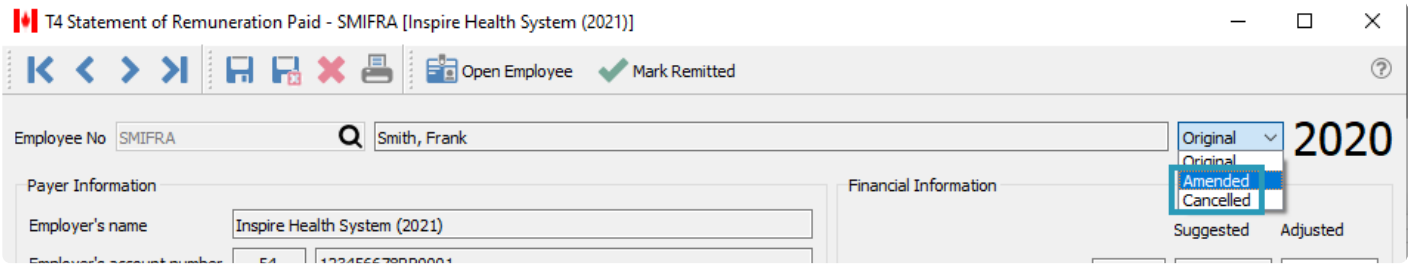
When you choose either Amendment or Cancellation as the Report Type on the Export for CRA screen, only T4's marked with the respective status are included in the CRA upload file.



Amending or Cancelling T4s

After T4's have been remitted, either by mail or by upload to CRA, you may need to amend or cancel them due to an error.

Only T4's marked the remitted status can be amended or cancelled. Edit the T4 to be changed and select 'Amended' or 'Cancelled' as the new status.



A cancelled T4 MUST stay exactly as it was, apart from the 'Cancelled' status setting. Once edited and saved, the T4 can be printed or uploaded to CRA again.

Record of Employment (ROE)

What is an electronic ROE?

An electronic ROE is submitted to Service Canada electronically. Spire does not print paper ROE's. More than one employee ROE can be included in an electronic submission.

ROE Web is an efficient, reliable, secure, simple, and easy to use way of issuing an ROE electronically. Using ROE Web, you can create, submit, print, and amend ROE's using the Internet. ROE Web gives you the flexibility to issue ROE's according to your pay cycle.

- you can submit ROE's through ROE Web by using Spire to upload ROE's through the ROE Web portal
- you can submit ROE's through ROE Web by manually entering data online through Service Canada's website

When do I have to issue an ROE?

Regardless of whether the employee intends to file a claim for EI benefits, you have to issue an ROE:

- Each time an employee experiences an interruption of earnings; or
- When Service Canada requests one.

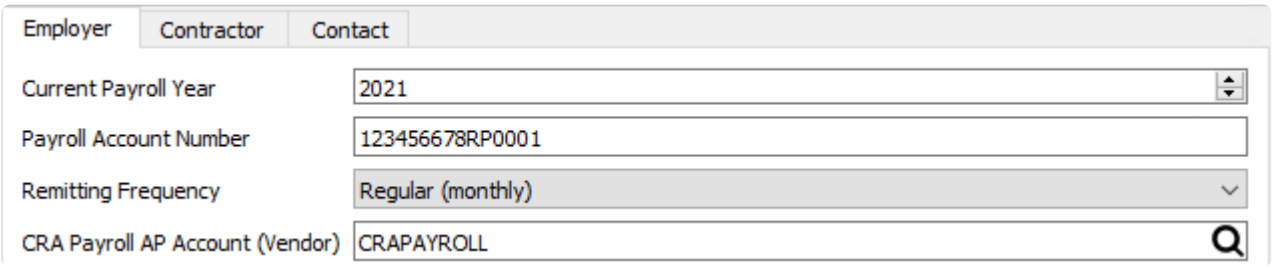
For more information on ROE Web, visit the Service Canada website or call the Employer Contact Centre at 1-800-367-5693 (TTY: 1-855-881-9874).

Company Settings for ROE

Before producing an ROE, there is Payroll information you should ensure is complete in Company Settings and the Payroll section.

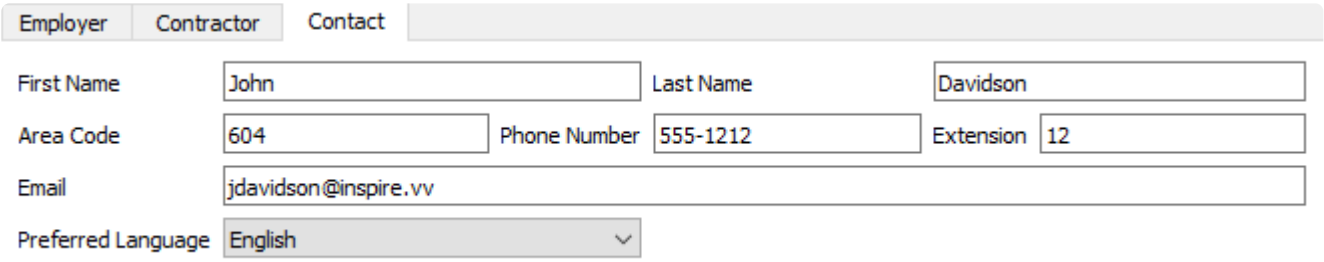
> Note: – If you do not add this information to company settings, you will be required to enter it manually for every ROE produced

Employer tab



- Payroll Account Number, including the suffix RP and your sub account number

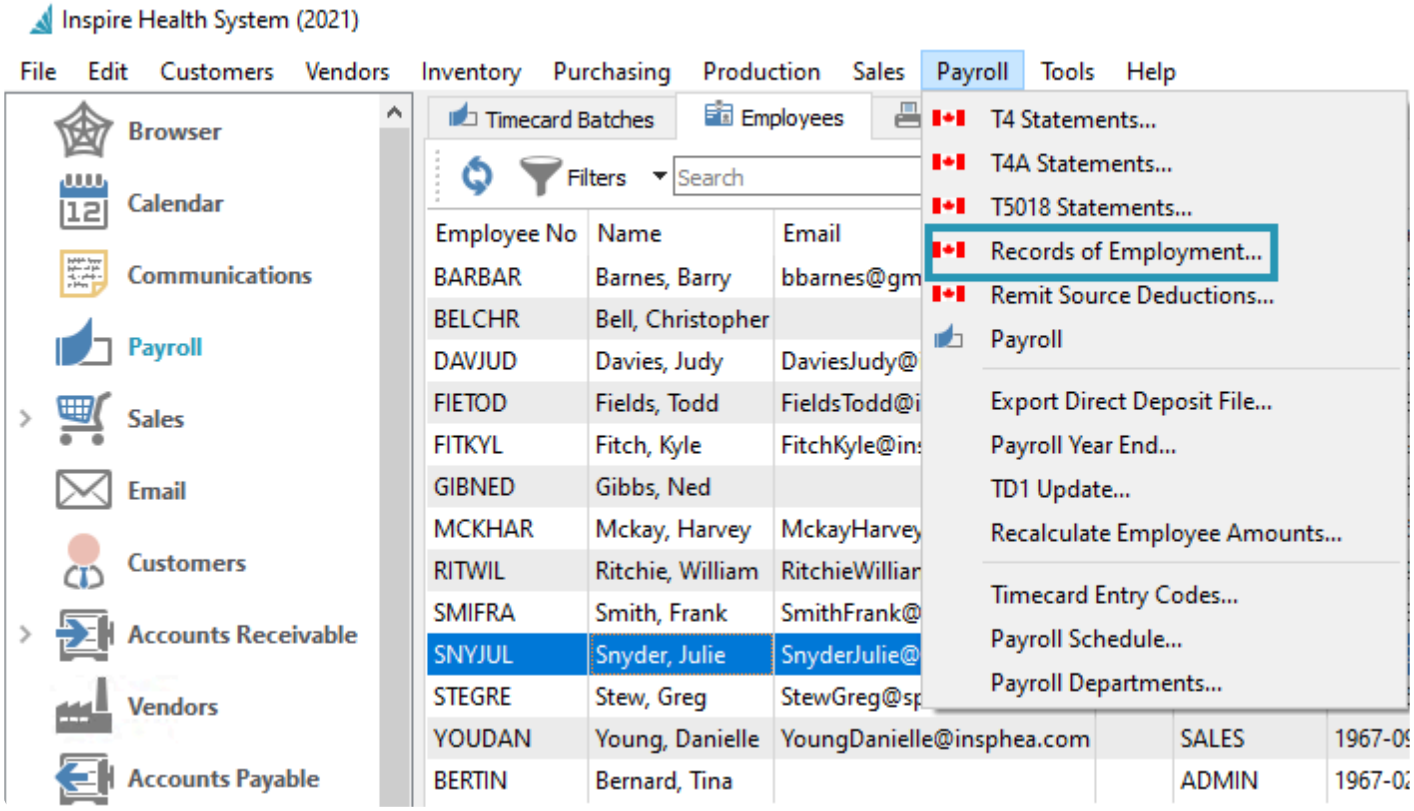
Contact tab



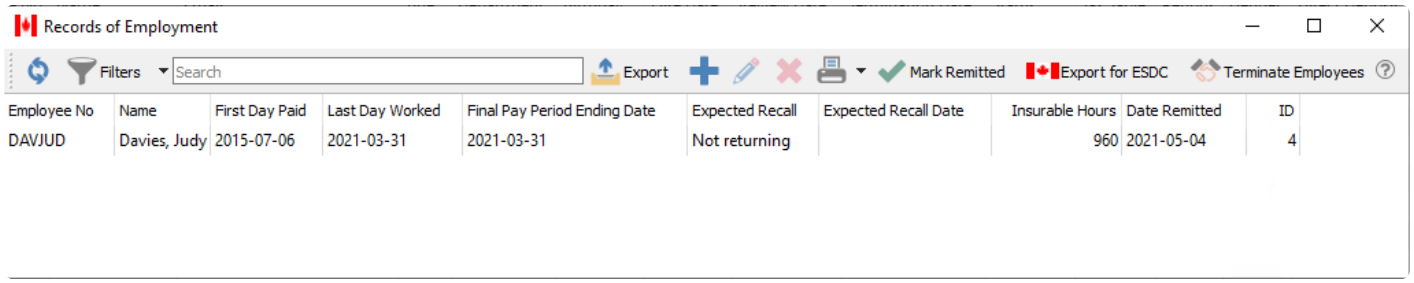
- Contact First Name
- Contact Last Name
- Contact Area Code
- Contact Phone Number
- Contact Extension
- Contact Email Address
- Contact Preferred Language (English or French)

Producing a Record of Employment (ROE)

When an ROE is required, choose Records of Employment from the Payroll top menu.

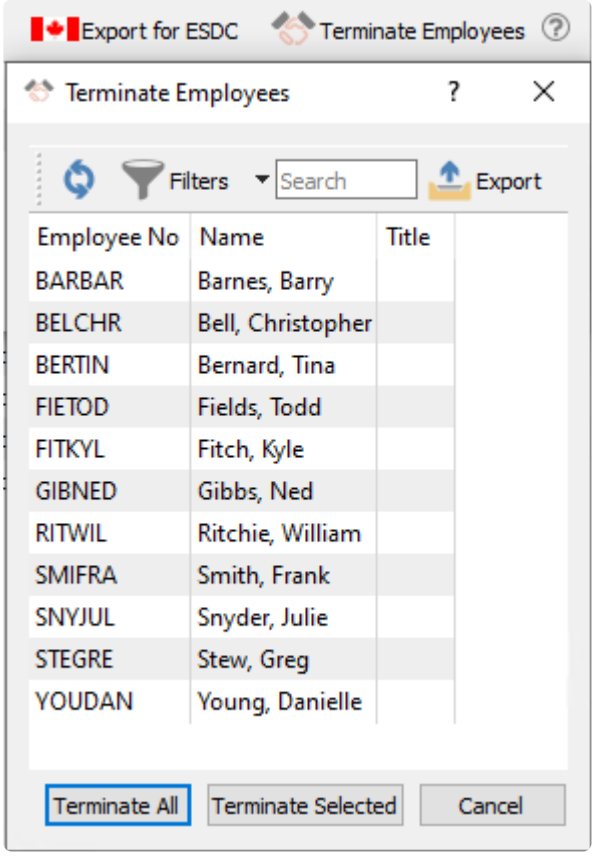


A screen opens with a list of previously produced Records of Employment.



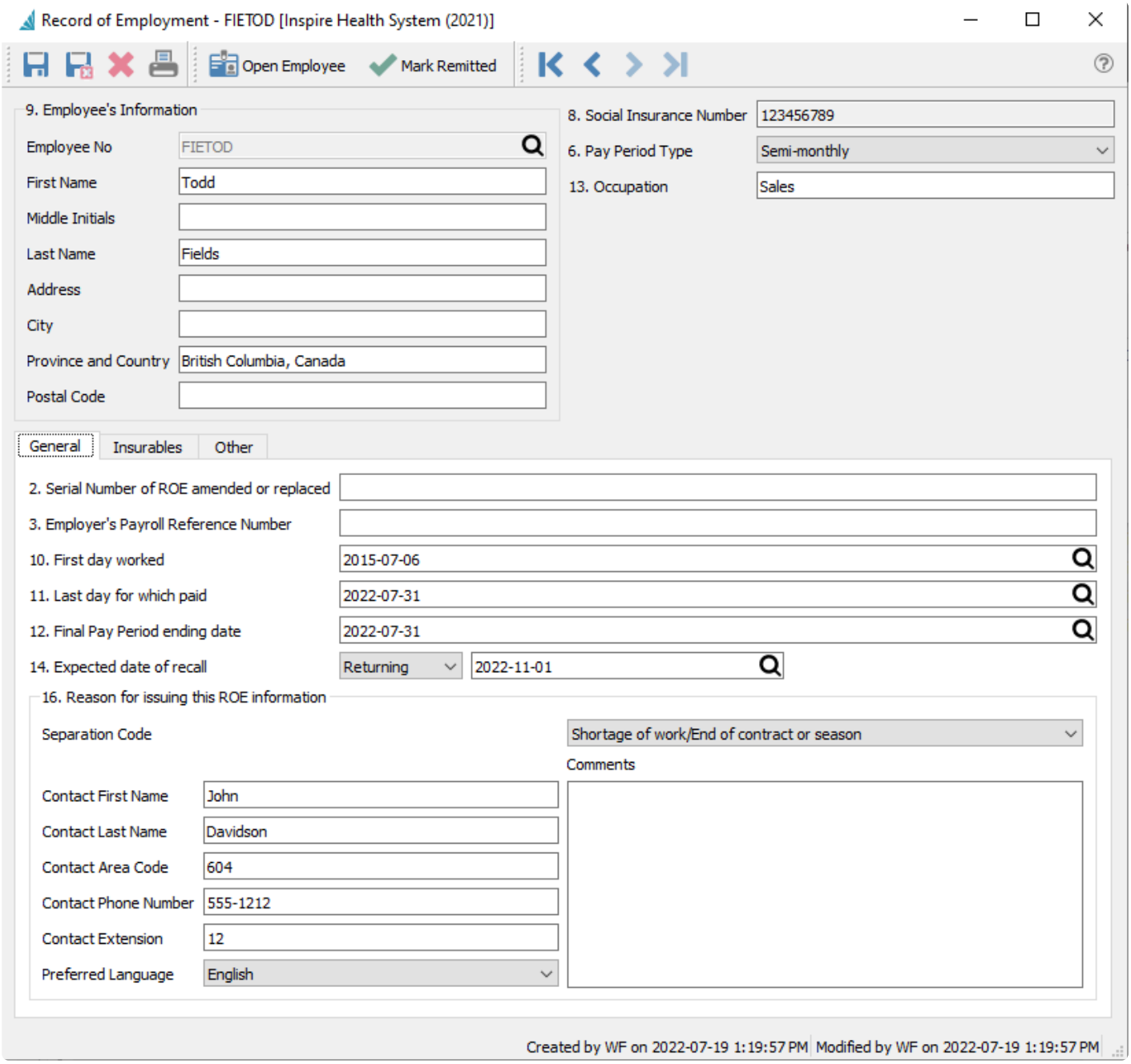
When an ROE has been remitted, it can no longer be edited or deleted. The remit date is displayed, and the ROE will remain for future viewing.

Click either the Plus toolbar button to start a new blank ROE, or the Terminate Employee toolbar button to open a list of employees to terminate – highlight the employee(s) and choose Terminate Selected or Terminate All to generate ROEs for these employees on this list.



Edit any unremitted ROE on the list to add all required data. Information that can be added automatically from Spire payroll will already be populated.

ROE Header and General Tab

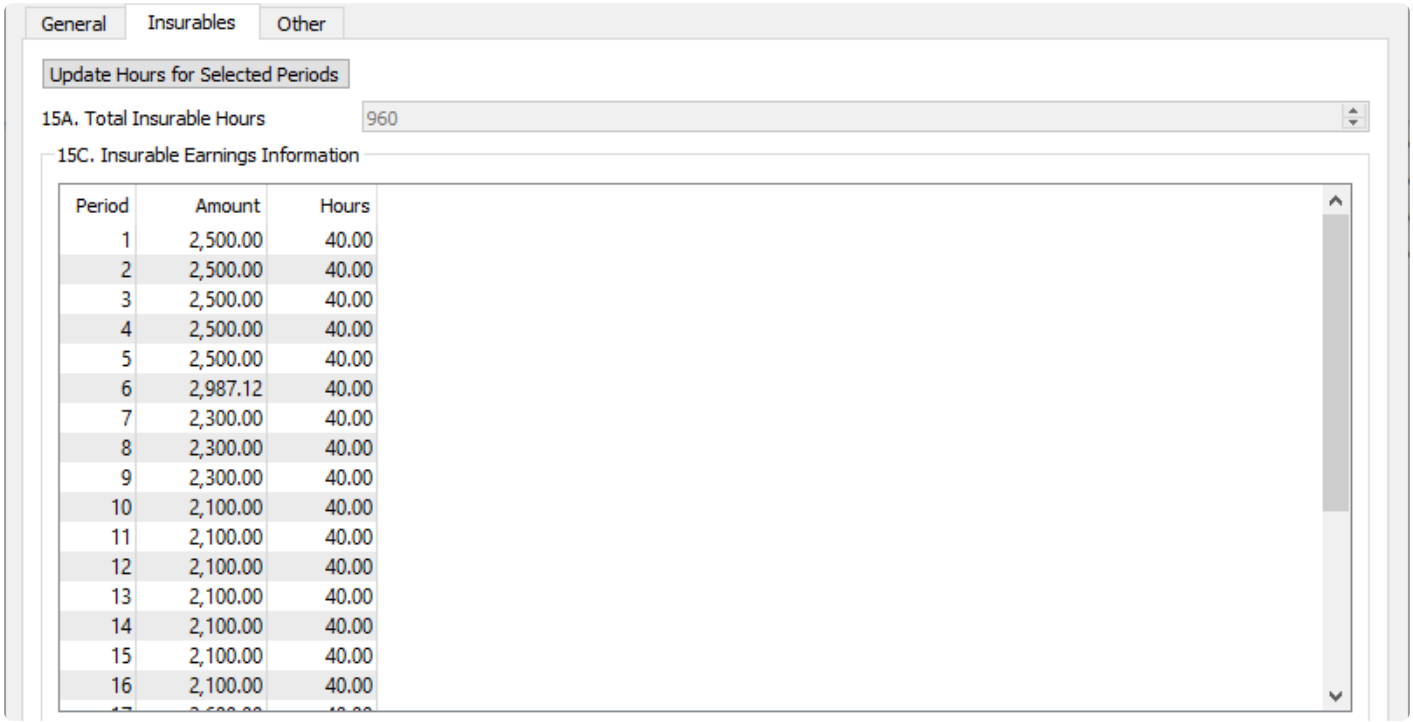


Once the ROE has been opened for editing, it cannot be saved without the required information. This includes

- Last day for which paid
- Final Pay Period ending date
- Expected date of recall (if returning)
- Reason for issuing ROE – Separation Code

> If the selected reason is “Other”, a comment must also be added

ROE Insurables Tab

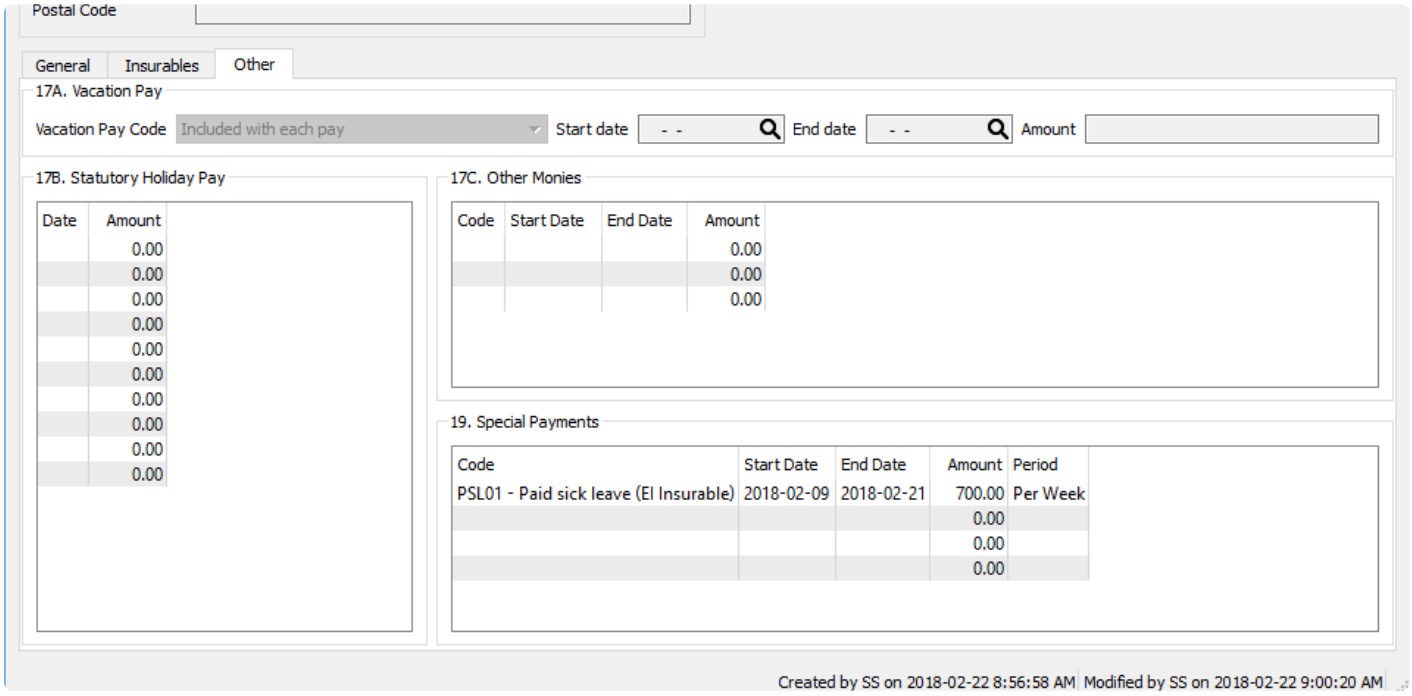


Period	Amount	Hours
1	2,500.00	40.00
2	2,500.00	40.00
3	2,500.00	40.00
4	2,500.00	40.00
5	2,500.00	40.00
6	2,987.12	40.00
7	2,300.00	40.00
8	2,300.00	40.00
9	2,300.00	40.00
10	2,100.00	40.00
11	2,100.00	40.00
12	2,100.00	40.00
13	2,100.00	40.00
14	2,100.00	40.00
15	2,100.00	40.00
16	2,100.00	40.00

These items will be added automatically but should be reviewed. If the employee was not paid hourly the insurable hours will be estimated and can be edited for accuracy.

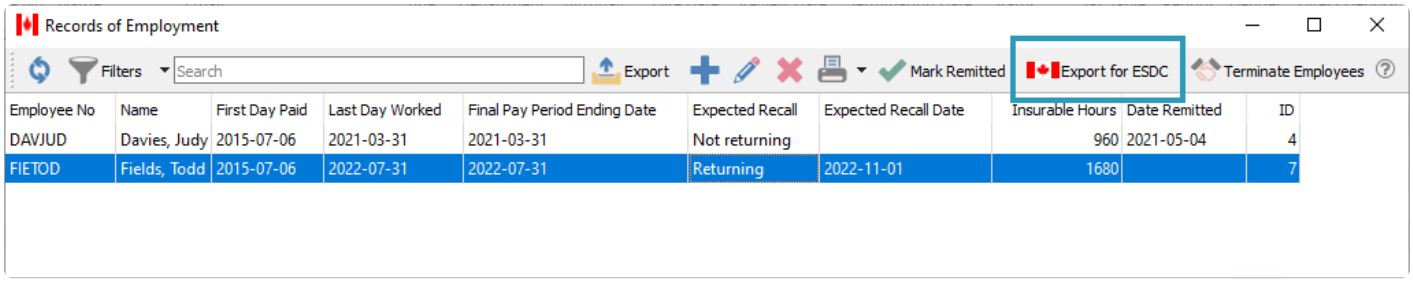
- Insurable amounts
- Insurable hours – Can be updated by selecting several periods and clicking the “Update Hours For Selected Periods”

ROE Other Tab



Exporting the Record of employment

Once the editing has been completed on the ROE it can be exported so that it can be imported into ROE Web



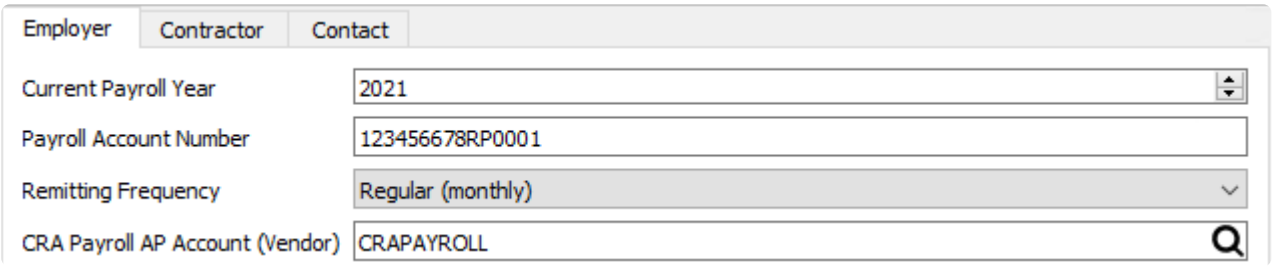
> ! Note: All ROE's not marked as submitted will be included in the export file.

Save the file to your computer and follow the ROE Web instructions for uploading and submitting the ROE. Remember to mark ROE's as submitted in Spire once you are sure the ROE Web submission is complete and correct.

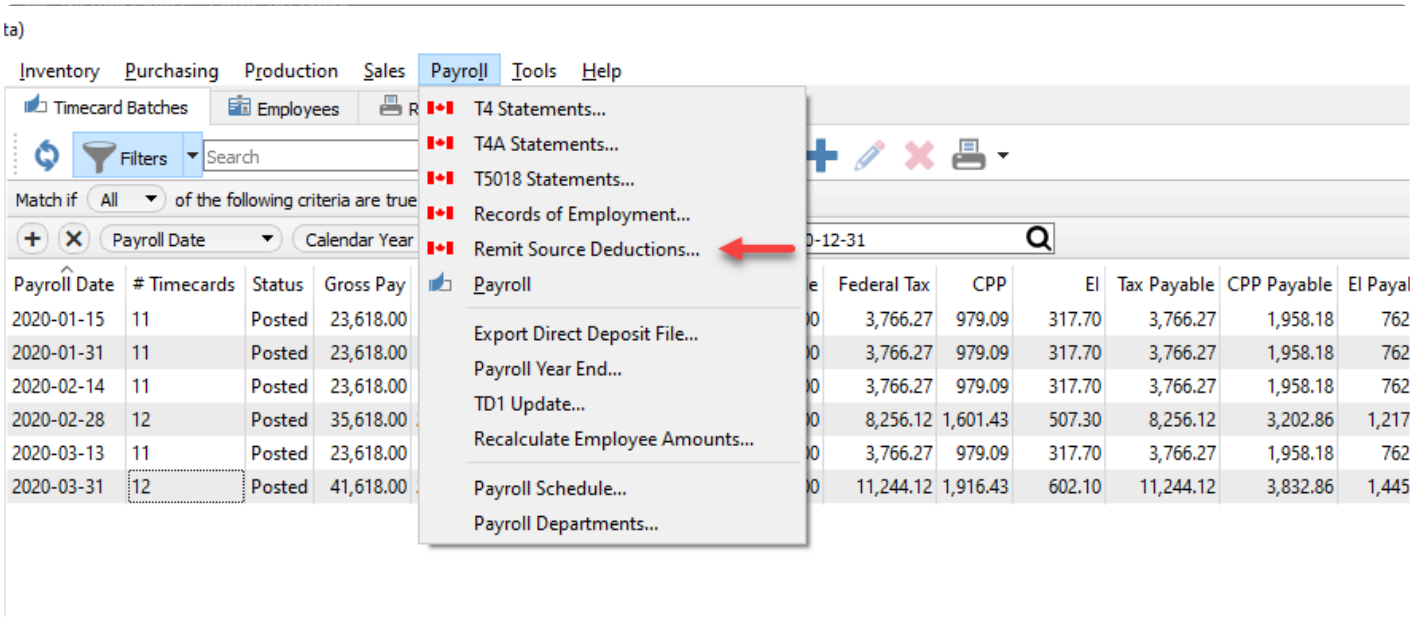
Source Deduction Remittance

Check these settings in Company Settings->Payroll before using ‘Source Deduction Remittance’ Module

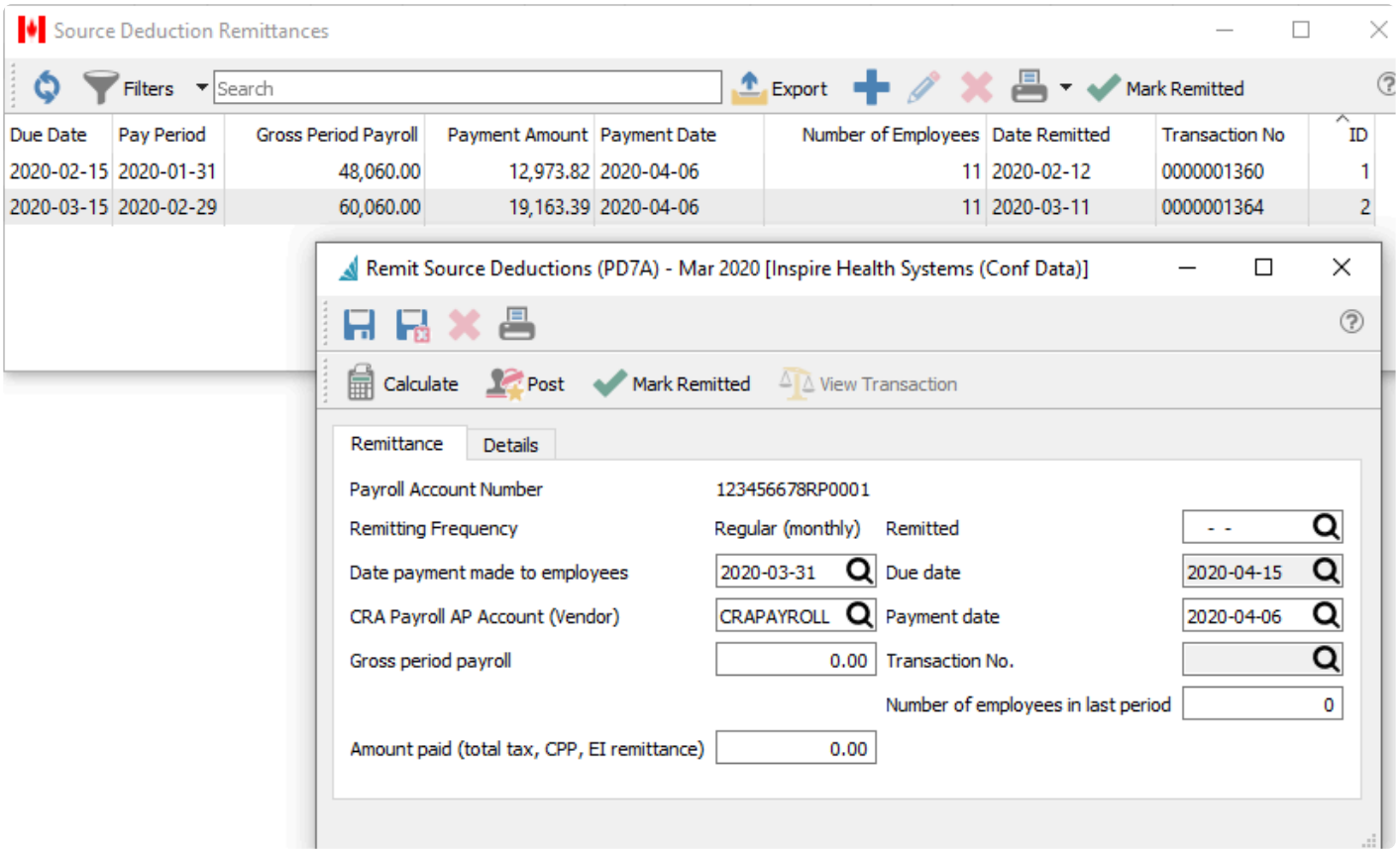
- Select remittance frequency
- Setup CRA vendor for paying deductions



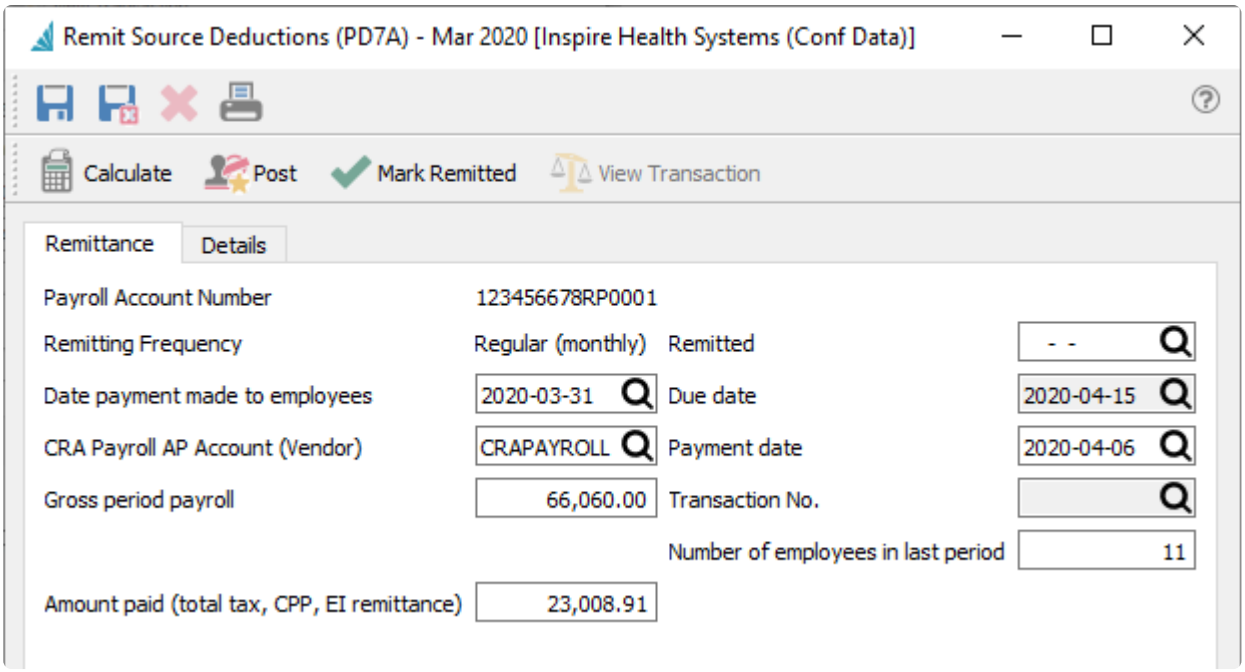
Once all timecards are posted for the reporting period, go to the top menu Payroll -> Payroll Remit Source Deductions



A list of previous remittances will be displayed. Click on the + button to add one for the period being paid.



Be sure the date is set to the last day of the reporting period. It will automatically be set if the previous remittance was done in this module.
Click on Calculate to pull the amounts for the period.



The information on this screen details what is required when paying CRA.
Click on the detail tab to see each employee.

Remit Source Deductions (PD7A) - Mar 2020 [Inspire Health Systems (Conf Data)]

Calculate Post Mark Remitted View Transaction

Remittance Details

Employee No	Employee Name	Gross Pay	Tax	CPP	Employer CPP	EI	Employer EI
10001	Gibbs, Ned	7,000.00	1,559.26	0.00	0.00	0.00	0.00
100009	Fields, Todd	3,200.00	388.86	152.68	152.68	50.56	70.78
100008	Fitch, Kyle	2,900.00	332.78	136.94	136.94	45.82	64.14
100007	Ritchie, William	3,976.00	581.10	193.42	193.42	62.82	87.94
100006	Bernard, Tina	3,380.00	422.50	162.14	162.14	53.40	74.76
100005	Mckay, Harvey	20,980.00	7,823.73	1,077.96	1,077.96	331.32	463.84
100004	Davies, Judy	4,200.00	650.94	205.18	205.18	66.36	92.90
100003	Smith, Frank	4,032.00	464.70	173.16	173.16	56.72	79.40
100002	Stew, Greg	6,400.00	1,215.50	320.68	320.68	101.12	141.56
100001	Young, Danielle	3,800.00	453.64	184.18	184.18	60.04	84.06
100000	Snyder, Julie	6,192.00	1,117.38	289.18	289.18	91.64	128.30

Click on the Print button for the reports.

Inspire Health Systems

Remittance

April 06, 2020 / 7:46 am

Payroll Account number	123456678RP0001		
Remitting Frequency	Regular (monthly)	**Remitted**	
Date Payment made to employees	Mar 31, 2020	**Due Date**	Apr 15, 2020
CRA Payroll AP Account (Vendor)	CRAPAYROLL	**Payment Date**	Apr 6, 2020
Gross Period Payroll	66,060.00	**Transaction Number**	
		Number of employees in period	11
Amount Paid (total tax, CPP, EI remittance)	23,008.91		

Inspire Health Systems

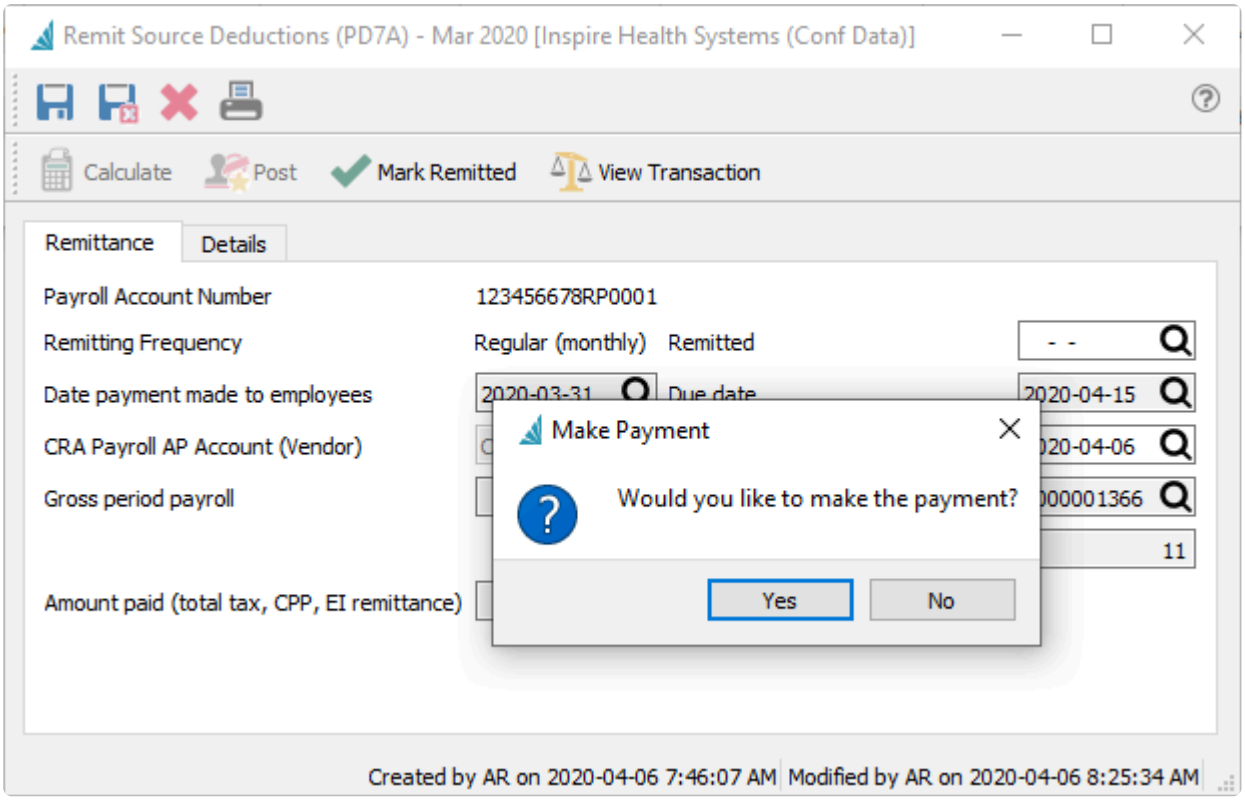
Remittance List - Detailed

April 06, 2020 / 7:46 am

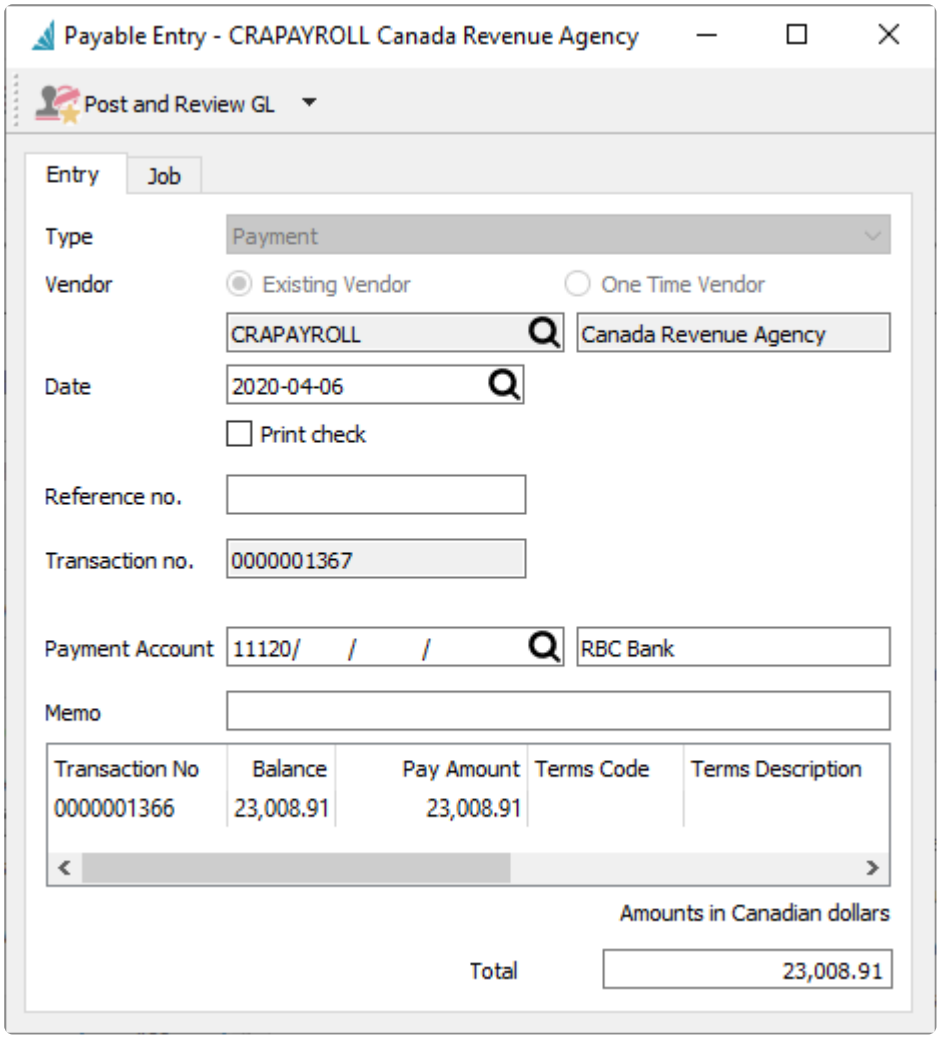
Pay Period	Employees	Gross Pay	Payment Due	Transaction #	Paid	Remitted
Mar 31, 20	11	66,060.00	23,008.91 Apr 15, 20		Apr 6, 20	0.00

Employee			Tax	CPP employee / employer		EI employee / employer	
100000	Snyder, Julie	6,192.00	1,117.38	289.18	289.18	91.64	128.30
100001	Young, Danielle	3,800.00	453.64	184.18	184.18	60.04	84.06
100002	Stew, Greg	6,400.00	1,215.50	320.68	320.68	101.12	141.56
100003	Smith, Frank	4,032.00	464.70	173.16	173.16	56.72	79.40
100004	Davies, Judy	4,200.00	650.94	205.18	205.18	66.36	92.90
100005	Mckay, Harvey	20,980.00	7,823.73	1,077.96	1,077.96	331.32	463.84
100006	Bernard, Tina	3,380.00	422.50	162.14	162.14	53.40	74.76
100007	Ritchie, William	3,976.00	581.10	193.42	193.42	62.82	87.94
100008	Fitch, Kyle	2,900.00	332.78	136.94	136.94	45.82	64.14
100009	Fields, Todd	3,200.00	388.86	152.68	152.68	50.56	70.78
10001	Gibbs, Ned	7,000.00	1,559.26	0.00	0.00	0.00	0.00

When ready to post the remittance click on the 'Post' button.

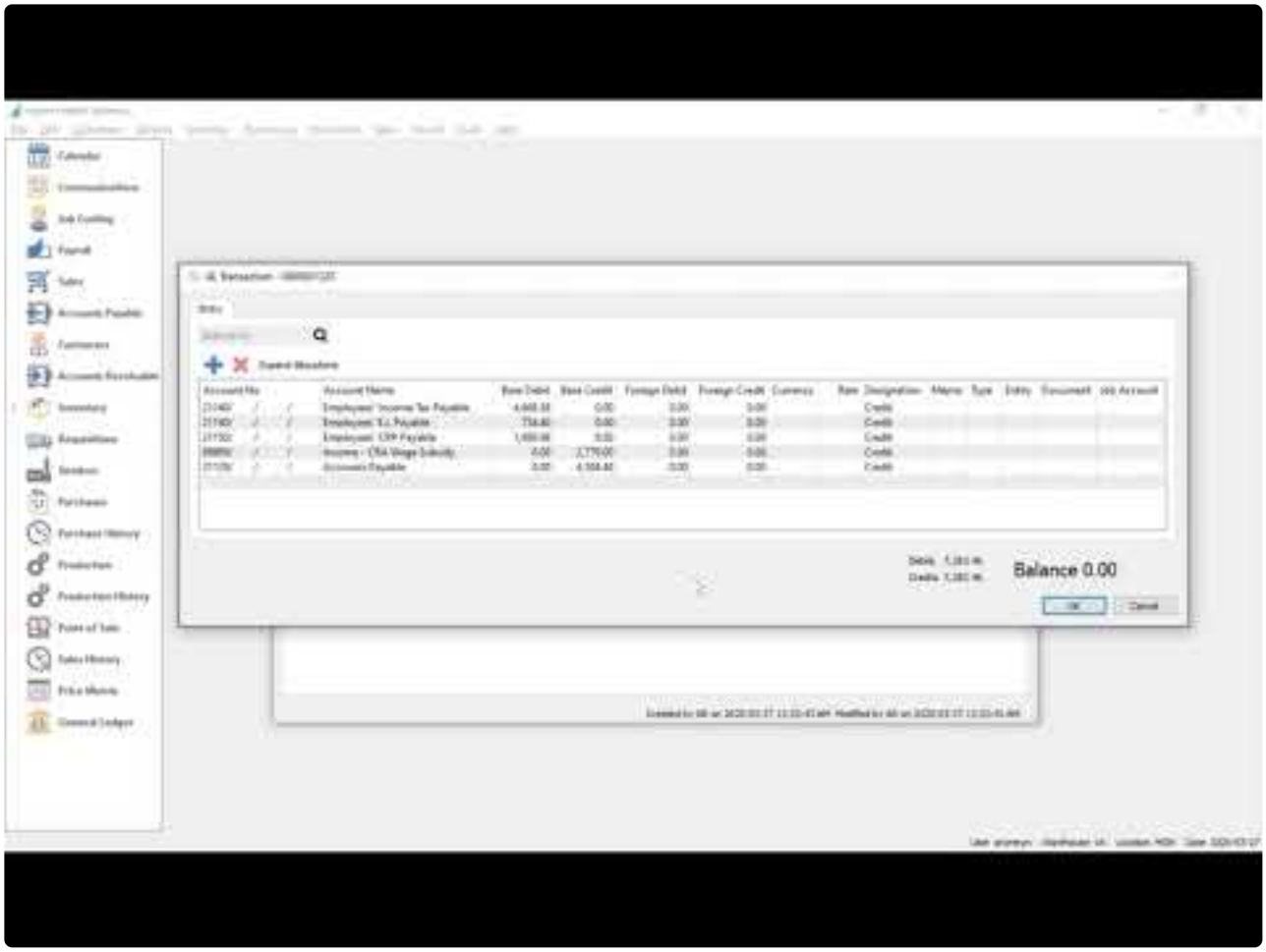


If you want to pay the remittance now click on "Yes" and the Accounts Payable screen will be presented with the vendor setup in Company Setting -> Payroll.



If you clicked on “No” then the accounts payable entry will be posted to the vendor and you can go to AP and pay it later.

Video Instruction

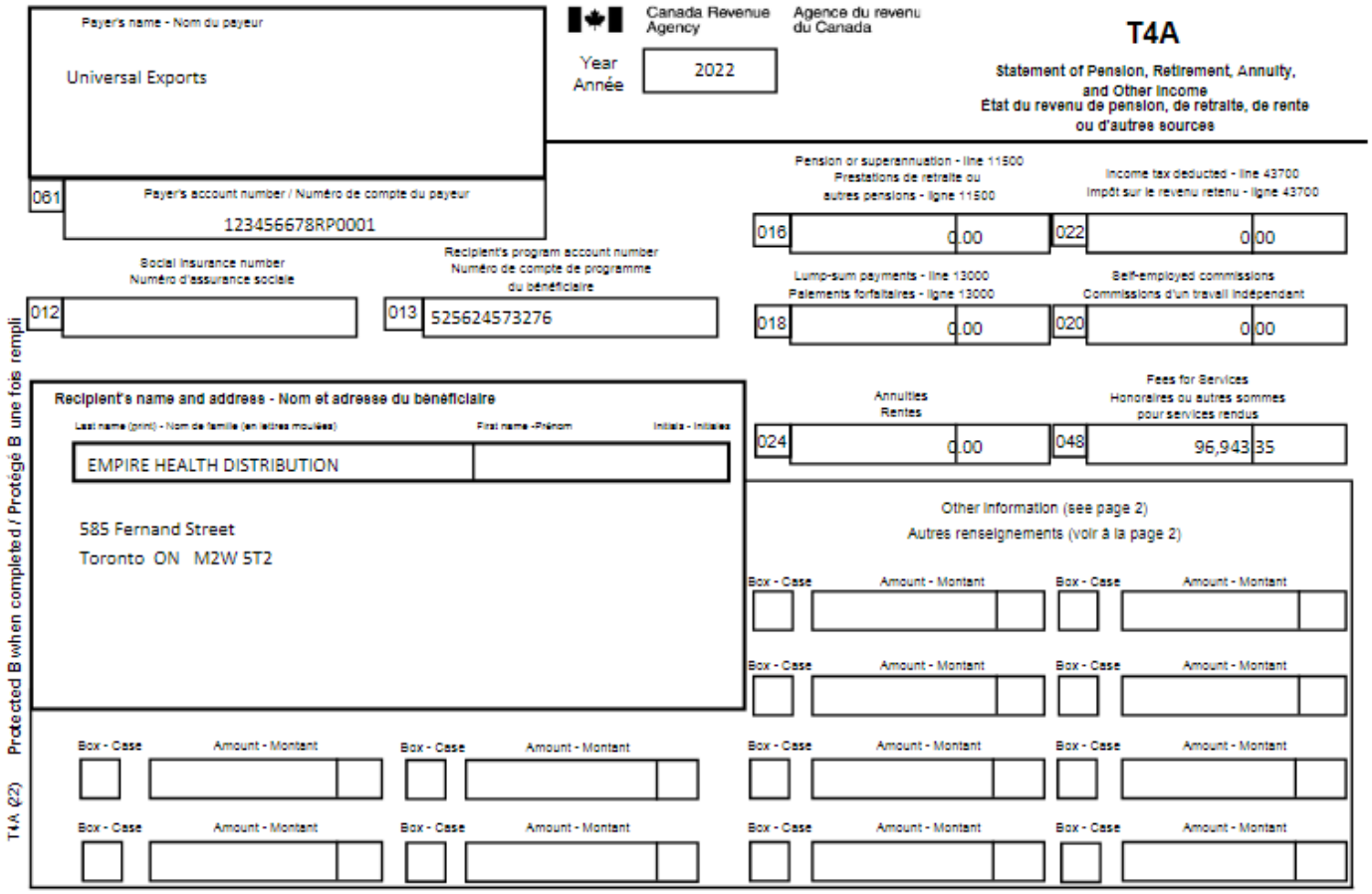


https://www.youtube.com/embed/4O8S8I62-Kg?rel=0

https://www.youtube.com/embed/4O8S8I62-Kg?rel=0

T4A Statements

A T4A slip is a statement of pension, retirement, annuity, and other Income. Generally, you need to complete a T4A slip if you are a payer of other amounts related to employment;usually sub contract, and not reported through the payroll module. Spire reports all vendor invoices less HST/GST in Box 48 (fee for services) of the T4A.

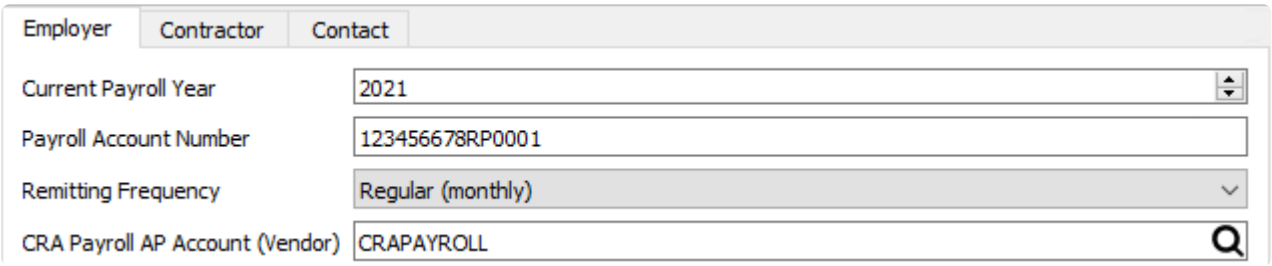


T4A Company Settings

To be able to generate T4As, some Company Settings need to be defined, in the Payroll area and the Employer and Contact tabs.

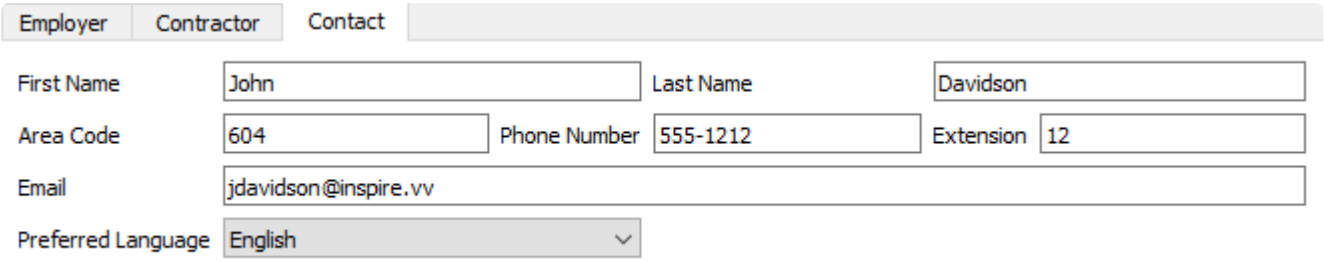
Employer

- Current Payroll Year – T4As will print for the year prior to the current year.
- Payroll Account Number – The account number assigned to the company by CRA



Contact

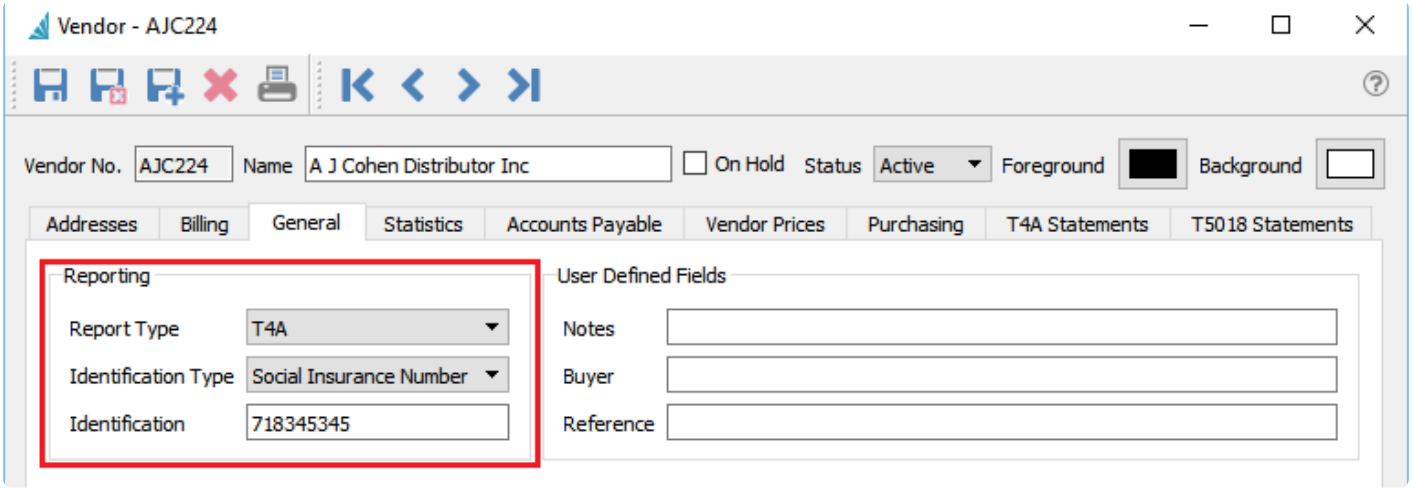
This is the information for the person CRA would contact for questions regarding the T4A statements issued.



T4A Vendor Settings

Once you have decided that it is applicable to issue a T4A the vendor must be set to report these amounts on the slips. To do this edit the vendor and go to the General tab.

Reporting

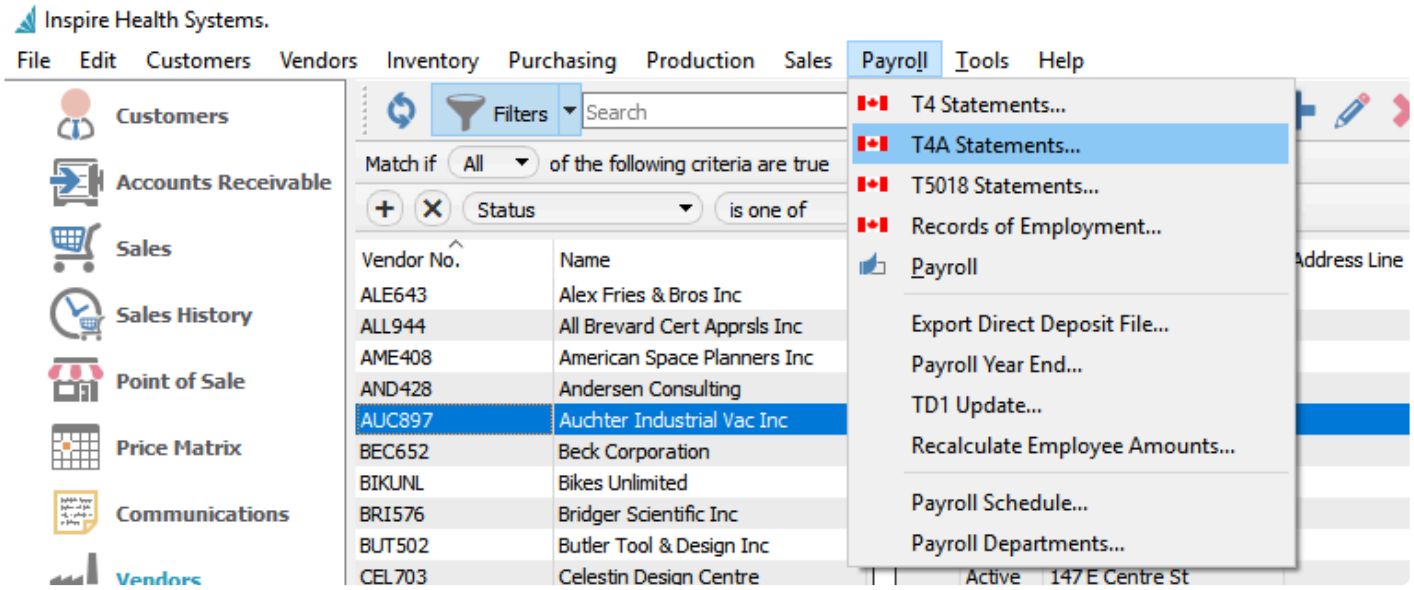


- Report Type – Select T4a
- Identification Type – Select one of the following Identification Type
    - “Social Insurance Number” if it is a Canadian individual
    - “Business Number” if it is a Canadian registered business
    - “Social Service Number” if it is an US individual
    - “Employer Identification Number” if it is US Business or Canadian company doing business in the US
- Identification – Either Social Insurance Number, Business Number, Social Service Number, or Employer Identification Number

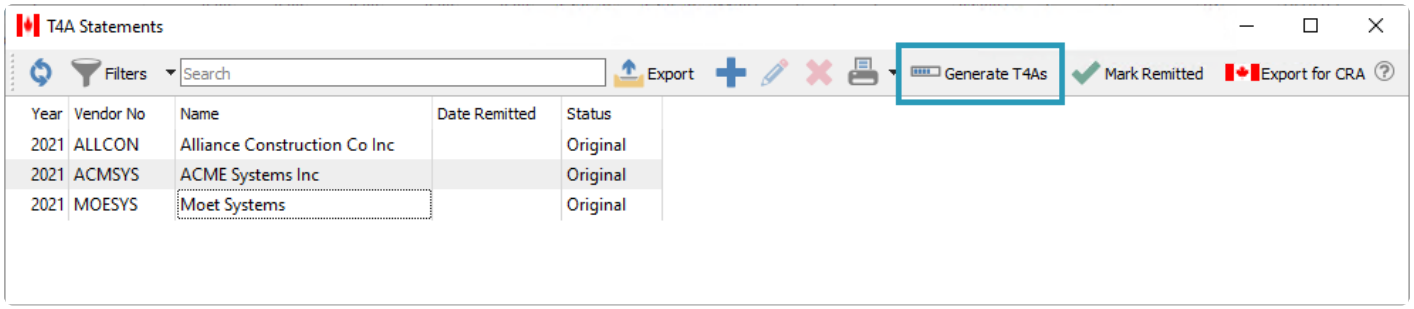
T4A Creating Statements

When vendors have been set as T4A recipients, you can generate T4As when they are due. See CRAs ruling for when to report. T4As are generated for the year prior to the Current Payroll Year set in the Payroll area of Company Settings.

To open the list of T4As, choose T4A Statements from the Payroll top menu.

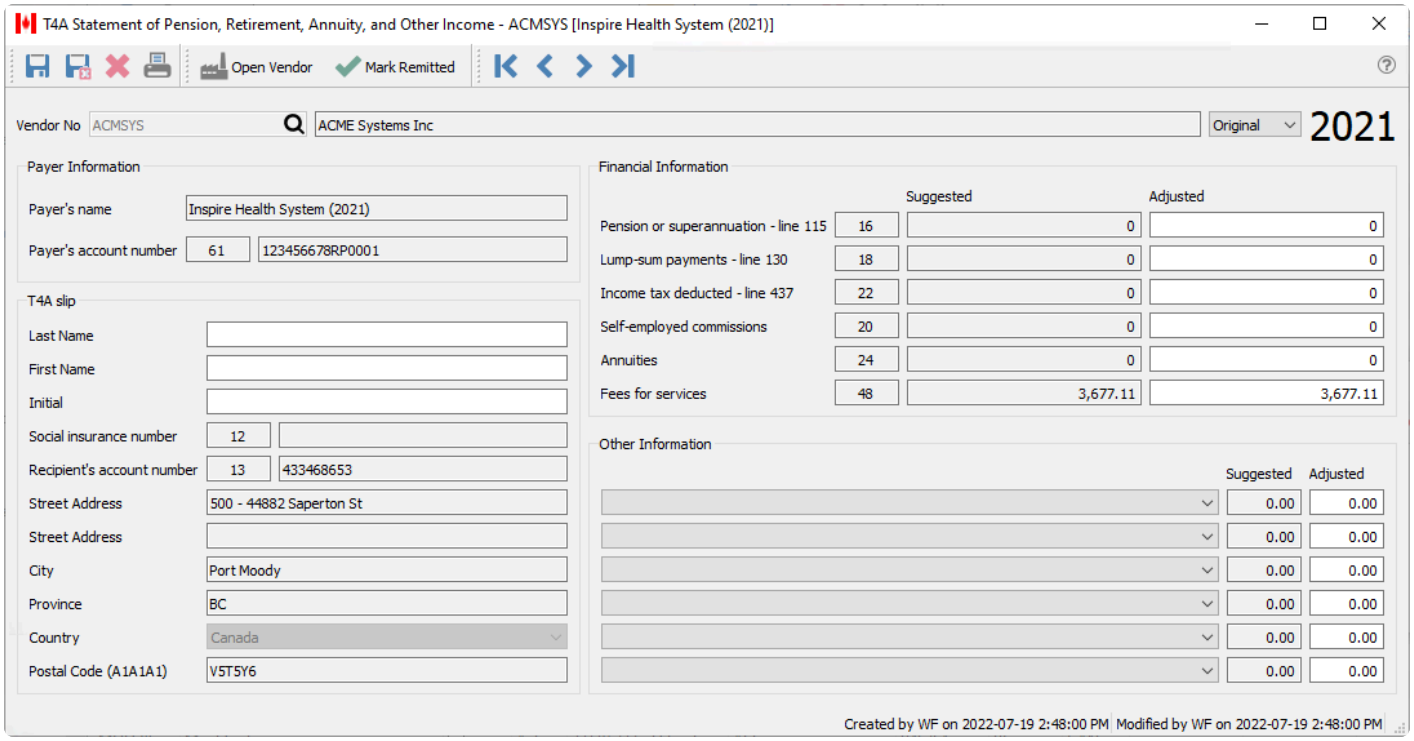


To create a T4A for all vendors that had purchases in that year, use the Generate T4A toolbar button.



Once the T4As are generated, they can be edited for corrections and additions. Spire enters the full amounts less HST/GST that were entered in accounts payable from the previous year. into box 48. All other boxes need to be filled in manually if required.

Check all fields for accuracy. Spire attempts to put the first and last names into the the correct boxes, but depending on how they were entered into the vendor, they may need correction.



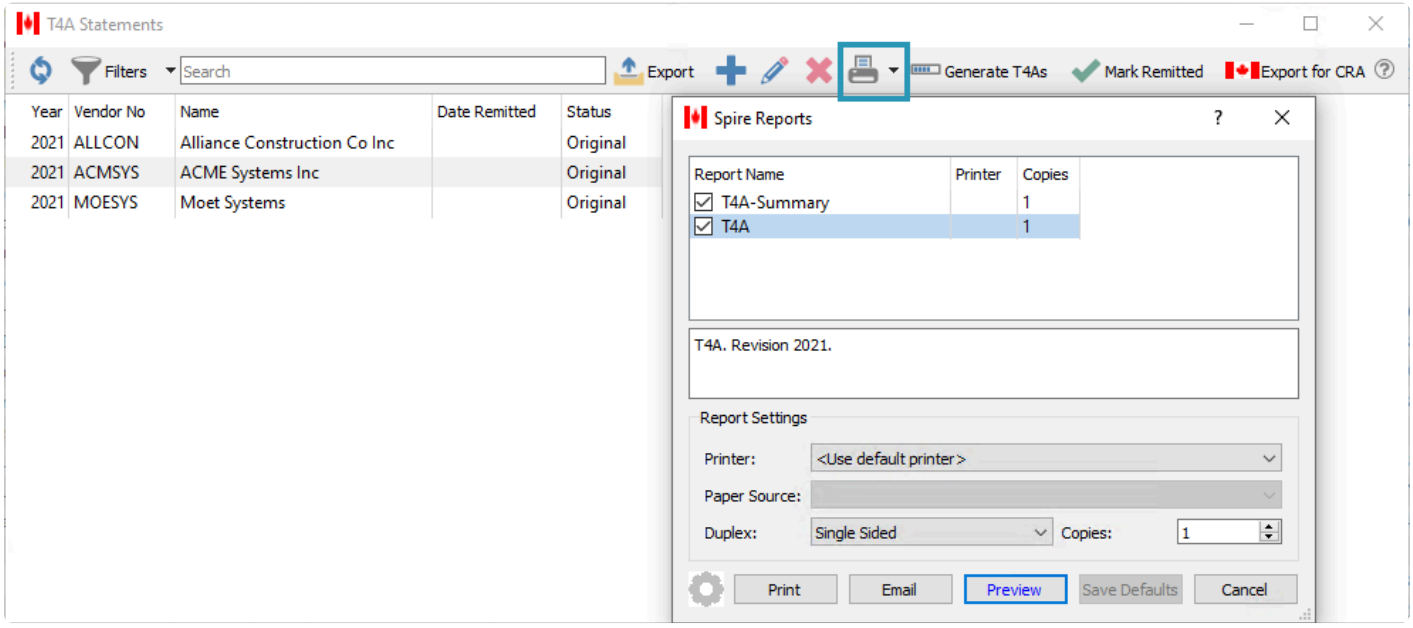
Mark Remitted – If the T4A Statement has been remitted to CRA, using the Mark Remitted toolbar button either from the T4A list or when editing a specific T4A will identify that the T4A submission has been completed, with the date that you marked it.

T4A Printing

T4As can be printed individually or from a selected list. From inside the T4A itself the print button will print a t4A for just this one person/company. From the T4A list it will print the highlighted T4A and a T4A summary.

If printing T4As and T4A summary, give one copy to the recipient and send one copy to CRA along with the T4A summary. The recipients copy also includes instructions on how to report the T4A information on their income tax return. If remitting T4As electronically the recipient still needs to receive a printed copy. (See next section for filing T4As electronically.

Print T4A and Summary



Printed T4A

> Note that the second copy of the T4A is for the recipient, and does not have the issuers CRA account number on it. The top copy is for CRA and does include the account number.

Payer's name - Nom du payeur

Inspire Health System (2021)

Canada Revenue Agency / Agence du revenu du Canada

Year / Année 2021

T4A

Statement of Pension, Retirement, Annuity, and Other Income
État du revenu de pension, de retraite, de rente ou d'autres sources

61 Payer's account number / Numéro de compte du payeur: 123456678RP0001

Social insurance number / Numéro d'assurance sociale: 12

Recipient's account number / Numéro de compte du bénéficiaire: 13 433468653

Pension or superannuation - line 11500 / Prestations de retraite ou autres pensions - ligne 11500: 16 0.00

Income tax deducted - line 43700 / Impôt sur le revenu retenu - ligne 43700: 22 0.00

Lump-sum payments - line 13000 / Paiements forfaitaires - ligne 13000: 18 0.00

Self-employed commissions / Commissions d'un travail indépendant: 20 0.00

Annuities / Rentes: 24 0.00

Fees for Services / Honoraires ou autres sommes pour services rendus: 48 3,677.11

Recipient's name and address - Nom et adresse du bénéficiaire

Last name (print) - Nom de famille (en lettres moulées) | First name - Prénom | Initials - Initiales

ACME SYSTEMS INC

500 - 44882 Saparton St
Port Moody BC V5T 5Y6

Other information (see page 2)
Autres renseignements (voir à la page 2)

Box - Case | Amount - Montant | Box - Case | Amount - Montant | Box - Case | Amount - Montant | Box - Case | Amount - Montant

Box - Case | Amount - Montant | Box - Case | Amount - Montant | Box - Case | Amount - Montant | Box - Case | Amount - Montant

Box - Case | Amount - Montant | Box - Case | Amount - Montant | Box - Case | Amount - Montant | Box - Case | Amount - Montant

Box - Case | Amount - Montant | Box - Case | Amount - Montant | Box - Case | Amount - Montant | Box - Case | Amount - Montant

T4A (21) Protected B when completed / Protégé B une fois rempli

Payer's name - Nom du payeur

Inspire Health System (2021)

Canada Revenue Agency / Agence du revenu du Canada

Year / Année 2021

T4A

Statement of Pension, Retirement, Annuity, and Other Income
État du revenu de pension, de retraite, de rente ou d'autres sources

61 Payer's account number / Numéro de compte du payeur

Social insurance number / Numéro d'assurance sociale: 12

Recipient's account number / Numéro de compte du bénéficiaire: 13

Pension or superannuation - line 11500 / Prestations de retraite ou autres pensions - ligne 11500: 16 0.00

Income tax deducted - line 43700 / Impôt sur le revenu retenu - ligne: 22 0.00

Lump-sum payments - line 13000 / Paiements forfaitaires - ligne 13000: 18 0.00

Self-employed commissions / Commissions d'un travail indépendant: 20 0.00

Annuities / Rentes: 24 0.00

Fees for Services / Honoraires ou autres sommes pour services rendus: 48 3,677.11

Recipient's name and address - Nom et adresse du bénéficiaire

Last name (print) - Nom de famille (en lettres moulées) | First name - Prénom | Initials - Initiales

ACME SYSTEMS INC

500 - 44882 Saparton St
Port Moody BC V5T 5Y6

Other information (see page 2)
Autres renseignements (voir à la page 2)

T4A (21) Protected B when completed / Protégé B une fois rempli

T4A Summary

The T4A summary is the total of all amounts included on all T4As. Be sure to select all T4As when printing the summary.

T4A Summary

Year ending December 31, **2021**

Payer's account number	061	**123456678RP0001**

Total from T4A slips

Total number of T4A slips	088	**1**
Pension or superannuation	016	
Lump-sum payments	018	
Self-employed commissions	020	
Annuities	024	
Other income	028	**0.00**
Patronage allocations	030	**0.00**
RPP contributions (past service)	032	**0.00**
Pension Adjustment	034	**0.00**
RESP accumulated income payments	040	**0.00**
RESP educational assistance payments	042	**0.00**
Fees for services	048	**3,677.11**
Other information	101	

Income Tax deducted	022	

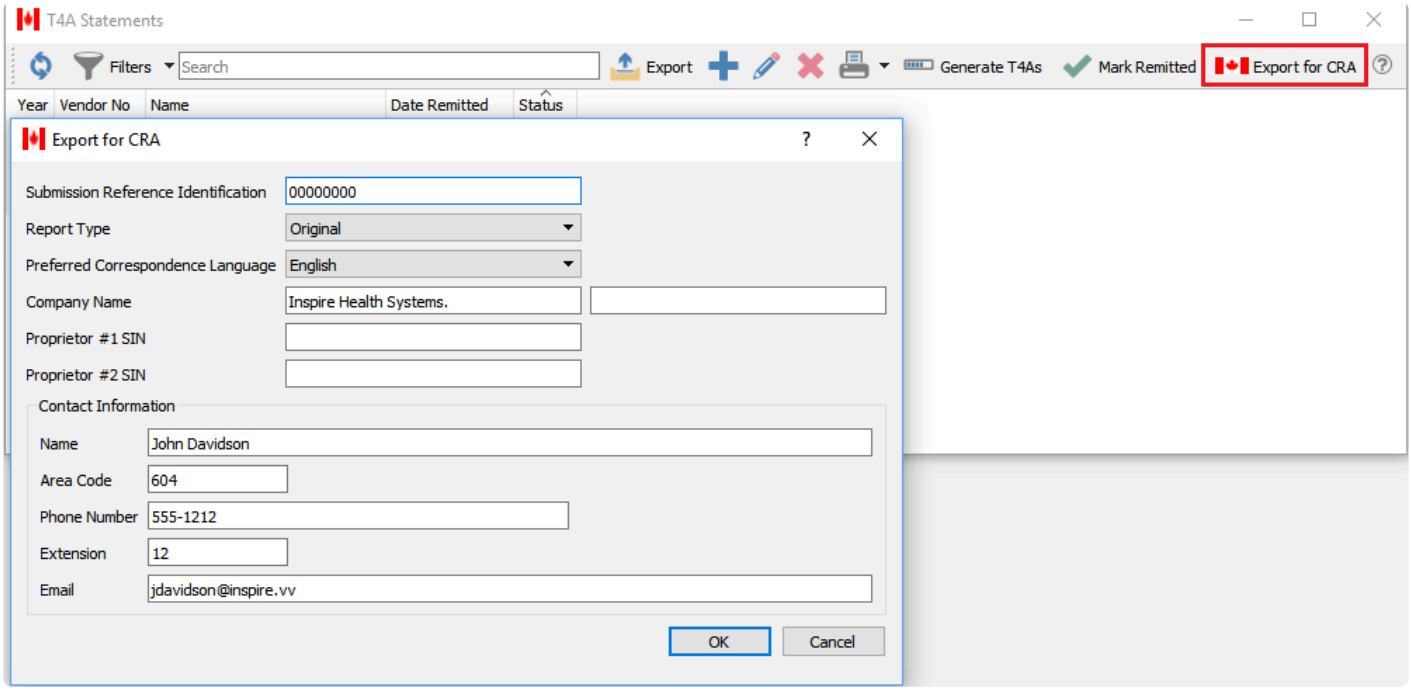
Use this information to complete and print the form on the following Canada Revenue Agency website.

https://www.canada.ca/content/dam/cra-arc/formspubs/pbg/t4asum/t4asum-fill-21e.pdf

T4A – Filing Electronically

Export File

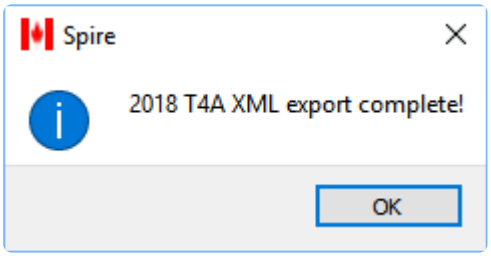
To file T4As by uploading to CRA, use the Export for CRA toolbar button after the T4As have been generated and edited. This process creates an xml file that includes each T4A and the T4A summary.



The information will get copied from company settings except for the SIN number of the proprietor of the company reporting. This information can be edited prior to clicking OK to generate an xml file to upload.

Save File

Save the file to a secure location on your PC so it is accessible for uploading to CRA.



Upload File

Once saved, log on to your credentials for uploading the file and follow on screen instructions.

Français

Government of Canada Gouvernement du Canada

Return to Filing Information Returns Electronically

Need a Web access code?

Internet file transfer (XML)

* Account number (without dashes or spaces) (required)

[illegible]RP0001

* Web access code (case sensitive) (required)

••••••

Next

Date modified: 2019-01-07

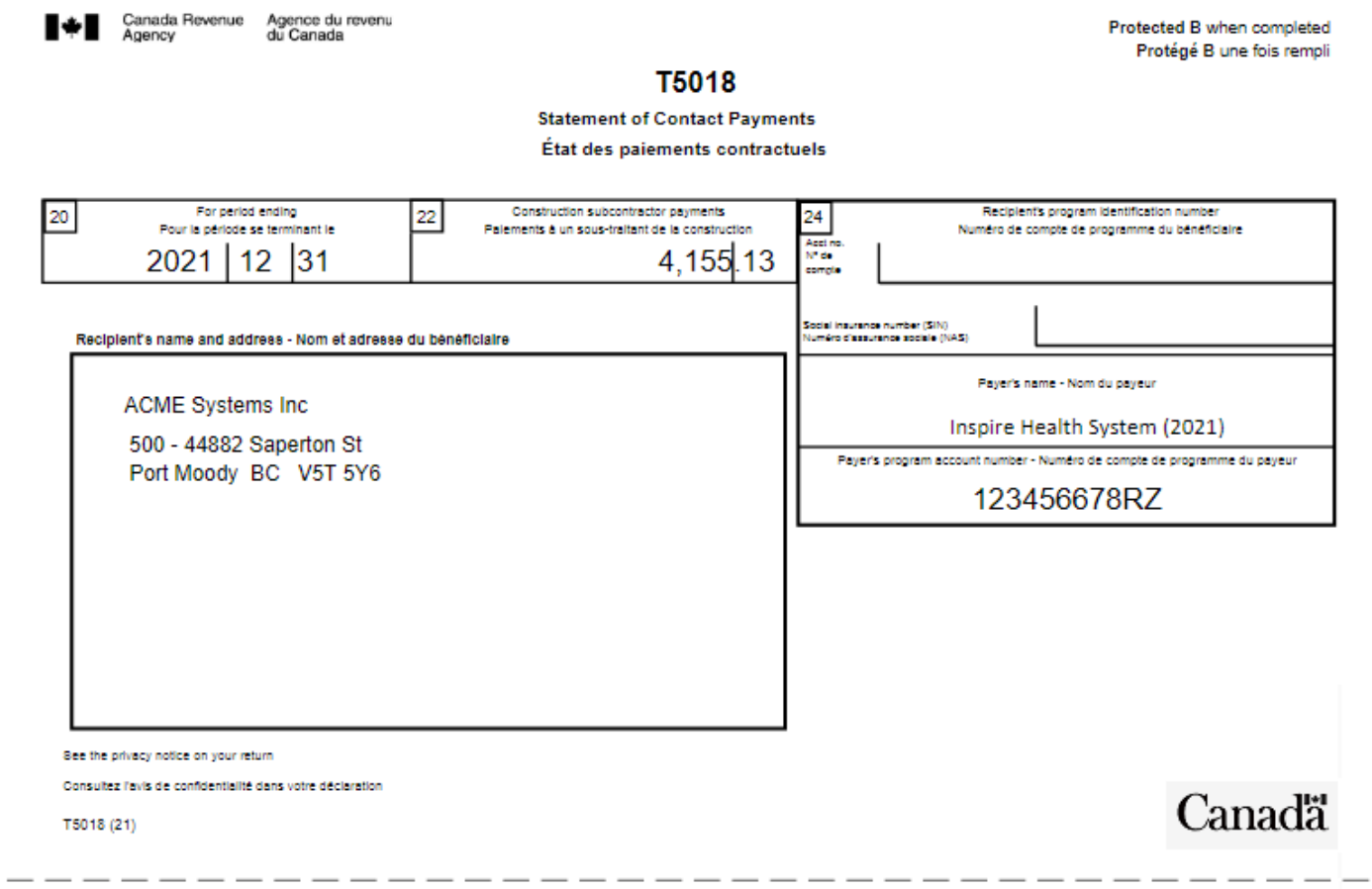
Contact information • Terms and conditions • Privacy

Canada

T5018 Statements

According to CRA you must issue T5018s if you are an individual, partnership, trust, or corporation involved in construction activities which provide your primary source of business income and you make payments to subcontractors for construction services, you must report amounts paid or credited (whether by cheque, cash, barter, or offset against an amount owing) These amounts must include the HST/GST in the total reported.

Spire reports all vendor invoices **including HST/GST** in Box 22 (Construction Subcontractors Payments) of the T5018.



Canada Revenue Agency / Agence du revenu du Canada

Protected B when completed
Protégé B une fois rempli

T5018

Statement of Contact Payments
État des paiements contractuels

20 For period ending / Pour la période se terminant le	22 Construction subcontractor payments / Paiements à un sous-traitant de la construction	24 Recipient's program identification number / Numéro de compte de programme du bénéficiaire
2021 | 12 | 31	4,155.13	Acct no. / N° de compte

Social insurance number (SIN) / Numéro d'assurance sociale (NAS)

Recipient's name and address - Nom et adresse du bénéficiaire

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

Payer's name - Nom du payeur
Inspire Health System (2021)

Payer's program account number - Numéro de compte de programme du payeur
123456678RZ

See the privacy notice on your return
Consultez l'avis de confidentialité dans votre déclaration

T5018 (21)

Canada

T5018 Company Settings

To be able to generate T4As, some Company Settings need to be defined, in the Payroll area and the Contractor and Contact tabs.

Contractor

Employer | Contractor | Contact

Reporting Period Ending	2021-12-31
Information Return Account Number	123456678RZ

- Reporting Period Date – The reporting period would be 1 year previous to this date.
- Information Return Account Number – The account number assigned to the company by CRA.

Contact

This is the information for the person CRA would contact for questions regarding the T5018 statements issued.

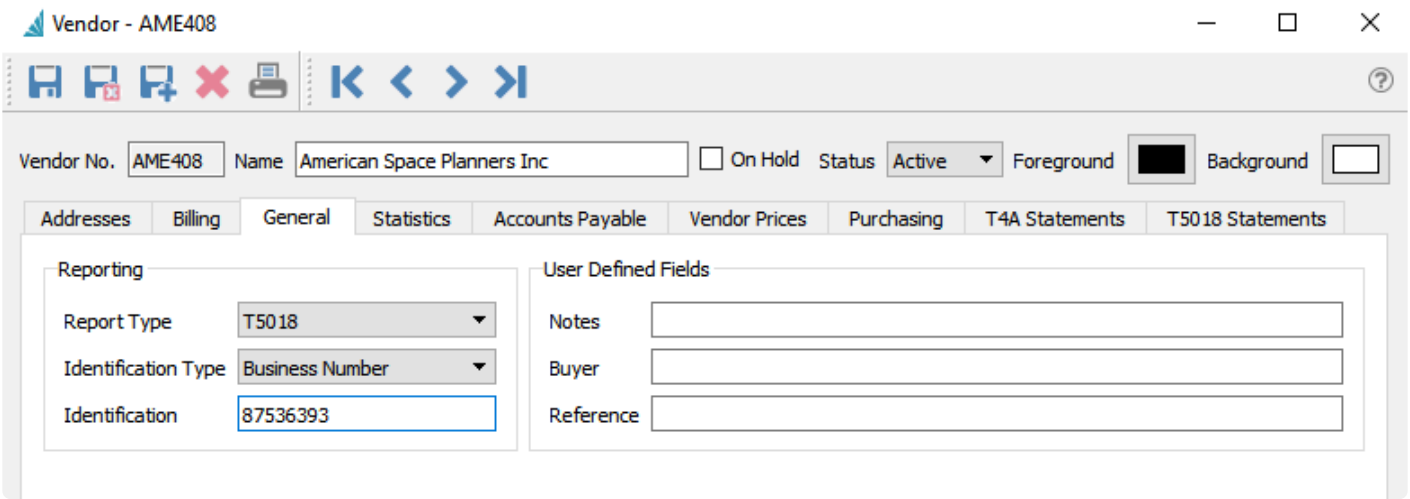
Employer | Contractor | Contact

First Name	John	Last Name	Davidson		
Area Code	604	Phone Number	555-1212	Extension	12
Email	jdavidson@inspire.vv				
Preferred Language	English				

T5018 Vendor Settings

Once you have decided that it is applicable to issue a T5018 the vendor must be set to report these amounts on the slips. To do this edit the vendor and go to the General tab.

Reporting

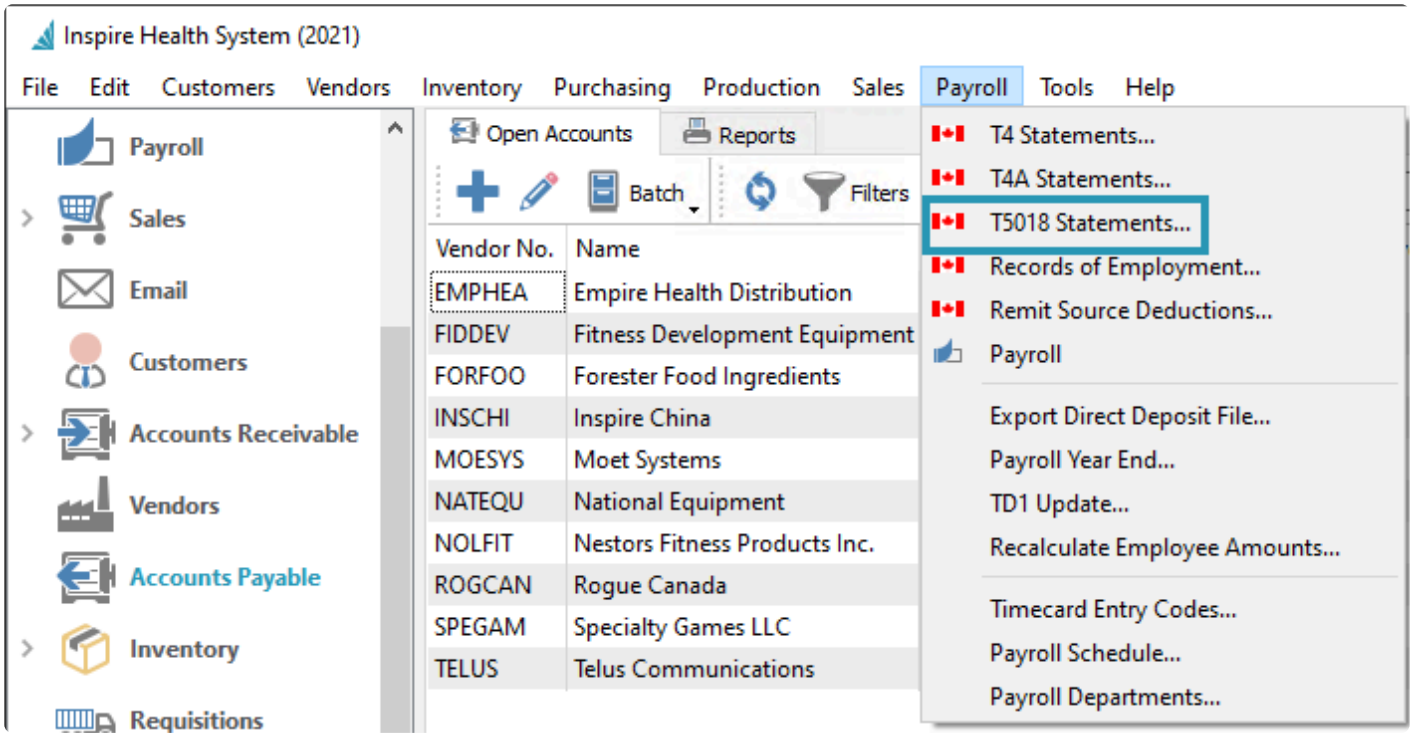


- Report Type – Select T5018
- Identification Type – Select one of the following Identification Type
    - “Social Insurance Number” if it is a Canadian individual
    - “Business Number” if it is a Canadian registered business
    - “Social Service Number” if it is an US individual
    - “Employer Identification Number” if it is US Business or Canadian company doing business in the US
- Identification – Either Social Insurance Number, Business Number, Social Service Number, or Employer Identification Number

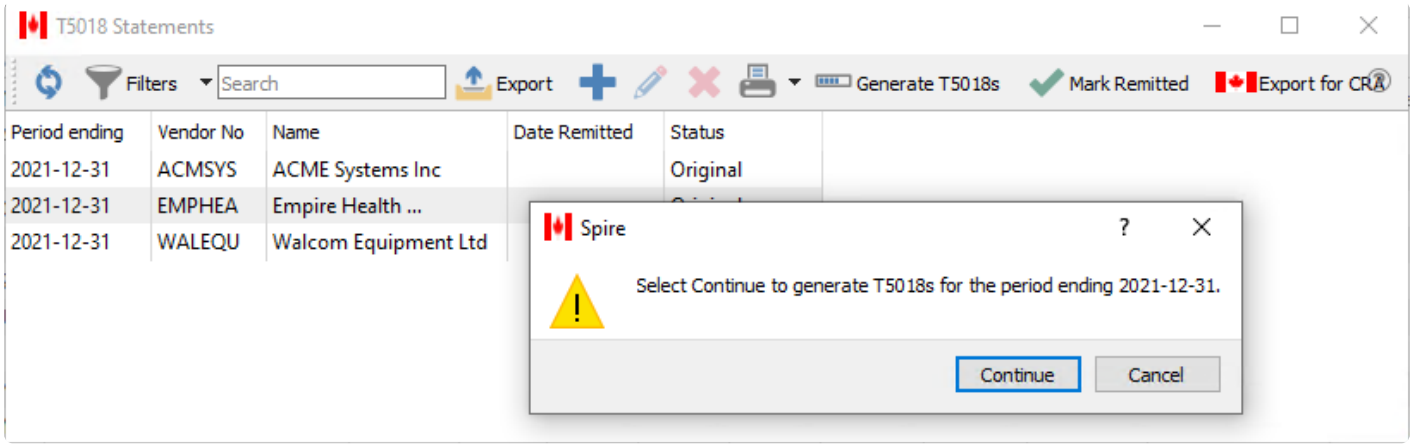
T5018 Creating Statements

When vendors have been set as T5018 recipients, you can generate T5018s when they are due. T4As are generated for the year prior to the Reporting Period Ending set in the Payroll area of Company Settings.

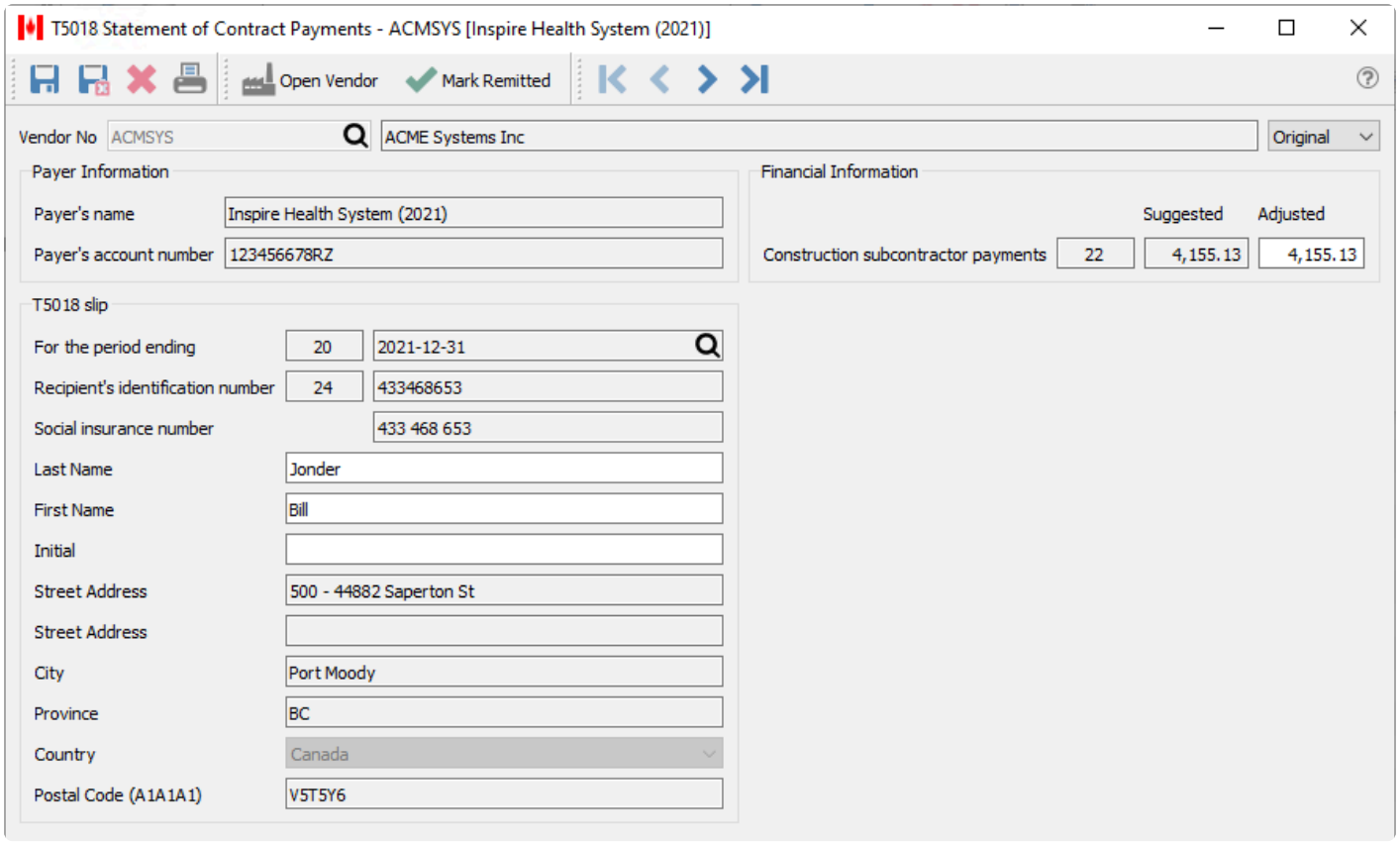
To open the list of T5018s, choose T5018 Statements from the Payroll top menu.



To create a T5018 for all vendors that had payments in that year, use the Generate T5018 toolbar button.



Once the T5018s are generated, they can be edited for corrections and additions. Contact names must be entered manually, Spire enters the full amounts including HST/GST that were entered in accounts payable from the previous year. into box 22. All other boxes need to be filled in manually if required.



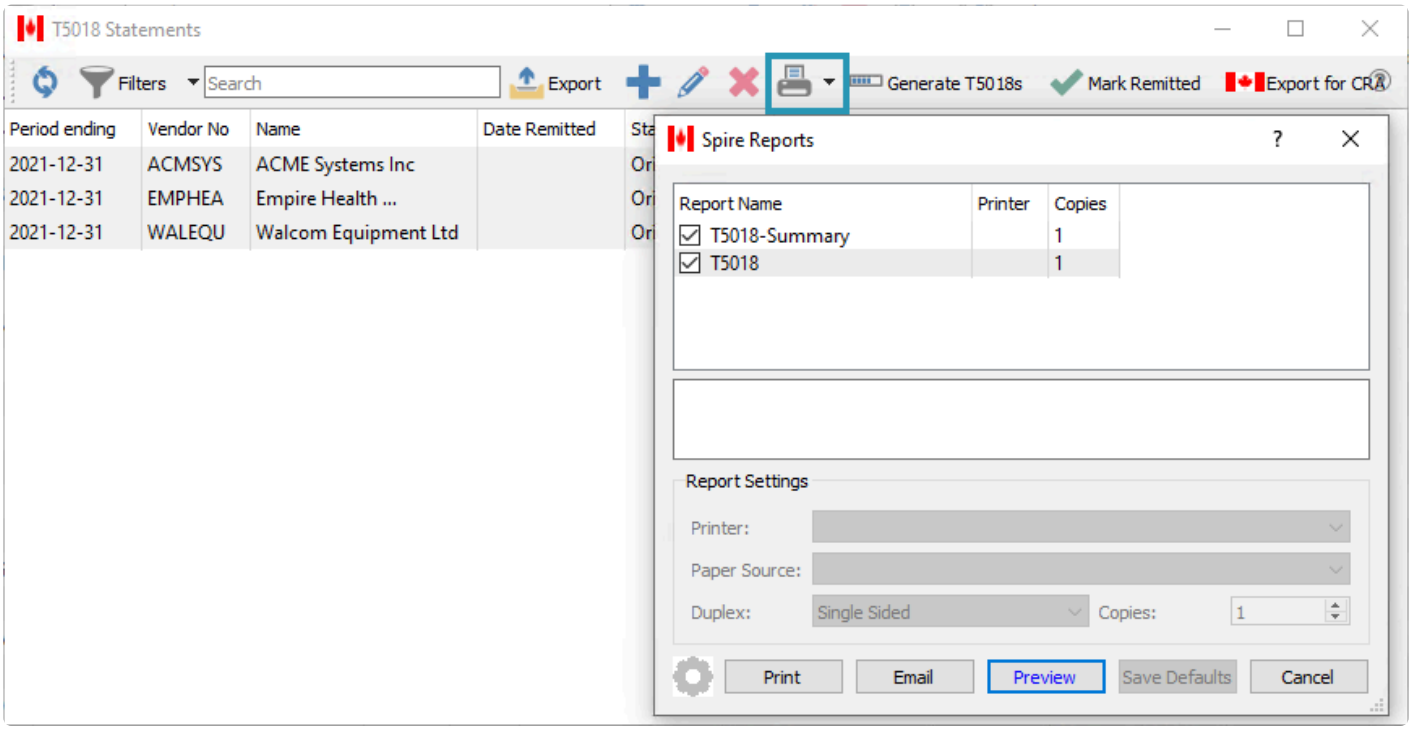
Mark Remitted – If the T5018 Statement has been remitted to CRA, using the Mark Remitted toolbar button either from the T5018 list or when editing a specific T5018 will identify that the T5018 submission has been completed, with the date that you marked it.

T5018 Printing

T5018s can be printed individually or from a selected list. From inside the T5018 itself the print button will print a T5018 for just this one person/company. From the T5018 list it will print the highlighted T5018 and a T5018 summary.

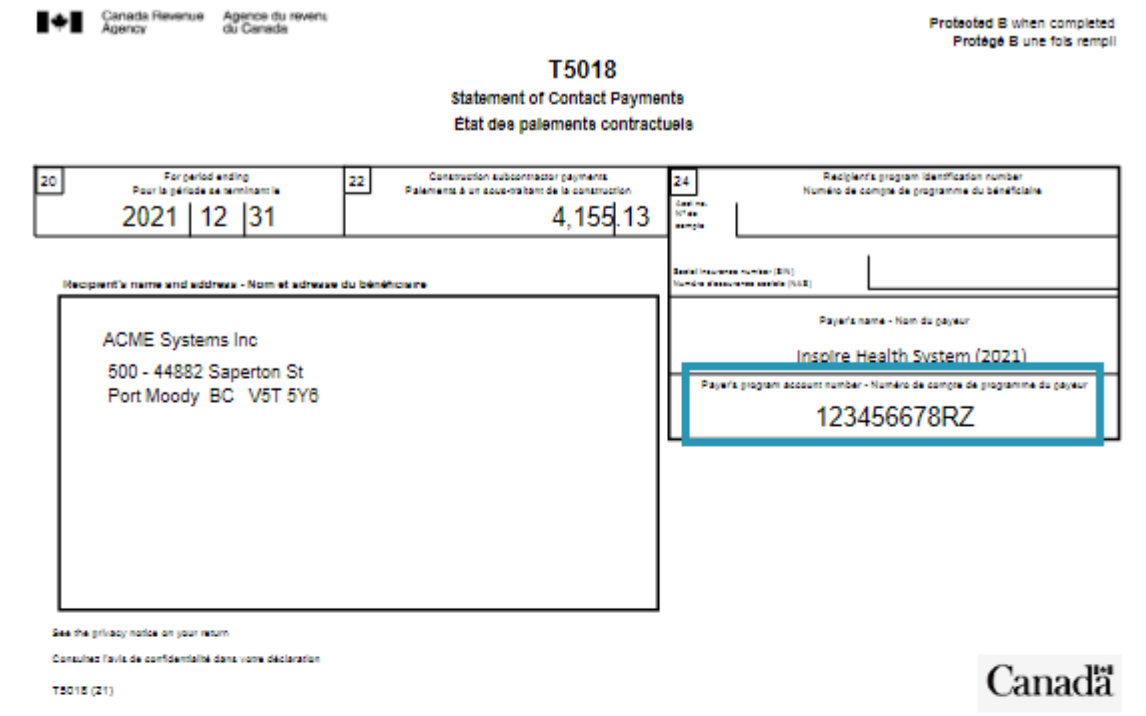
If printing T5018 and T5018 summary, give one copy to the recipient and send one copy to CRA along with the T5018 summary. The recipient's copy also includes instructions on how to report the T5018 information on their income tax return. If remitting T5018 electronically the recipient still needs to receive a printed copy. (See next section for filing T5018 electronically.)

Print T5018 and Summary



Printed T5018

> Note that the second copy of the T5018 is for the recipient, and does not have the issuers CRA account number on it. The top copy is for CRA and does include the account number.



Canada Revenue Agency / Agence du revenu du Canada

Protected B when completed
Protégé B une fois rempli

T5018
Statement of Contact Payments
État des paiements contractuels

20 For period ending / Pour la période se terminant le	22 Construction subcontractor payments / Paiements à un sous-traitant de la construction	24 Recipient's program identification number / Numéro de compte de programme du bénéficiaire
2021 | 12 | 31	4,155.13	

Social insurance number (SIN) / Numéro d'assurance sociale (NAS)

Recipient's name and address - Nom et adresse du bénéficiaire

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

Payer's name - Nom du payeur

Insoire Health System (2021)

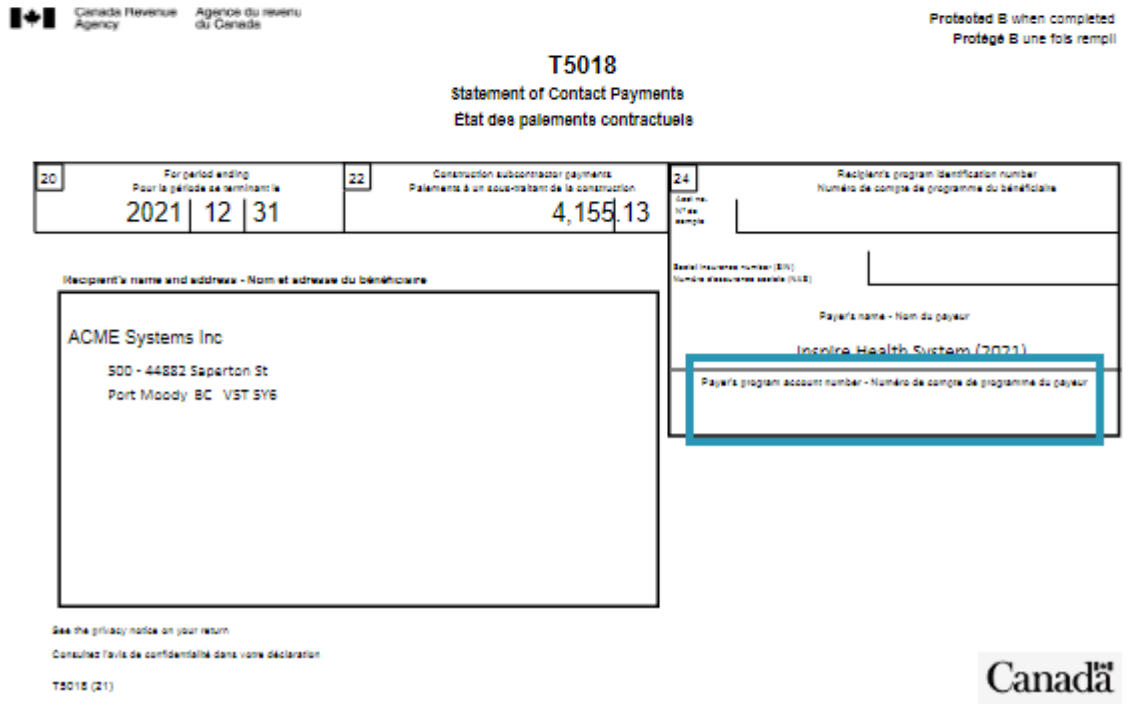
Payer's program account number - Numéro de compte de programme du payeur

123456678RZ

See the privacy notice on your return
Consulter l'avis de confidentialité dans votre déclaration

T5018 (21)

Canada



Canada Revenue Agency / Agence du revenu du Canada

Protected B when completed
Protégé B une fois rempli

T5018
Statement of Contact Payments
État des paiements contractuels

20 For period ending / Pour la période se terminant le	22 Construction subcontractor payments / Paiements à un sous-traitant de la construction	24 Recipient's program identification number / Numéro de compte de programme du bénéficiaire
2021 | 12 | 31	4,155.13	

Social insurance number (SIN) / Numéro d'assurance sociale (NAS)

Recipient's name and address - Nom et adresse du bénéficiaire

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

Payer's name - Nom du payeur

Insoire Health System (2021)

Payer's program account number - Numéro de compte de programme du payeur

See the privacy notice on your return
Consulter l'avis de confidentialité dans votre déclaration

T5018 (21)

Canada

T5018 Summary

The T5018 summary is the total of all amounts included on all T5018s. Be sure to select all T5018s when printing the summary.

T5018 Summary

For the period ending	Payer's account number
2021-12-31	123456678RZ

Total number of T5018 slips filed	**80**	**3**
Total construction subcontractor payments	**82**	**21,001.70**

Use this information to complete and print the form on the following Canada Revenue Agency website.

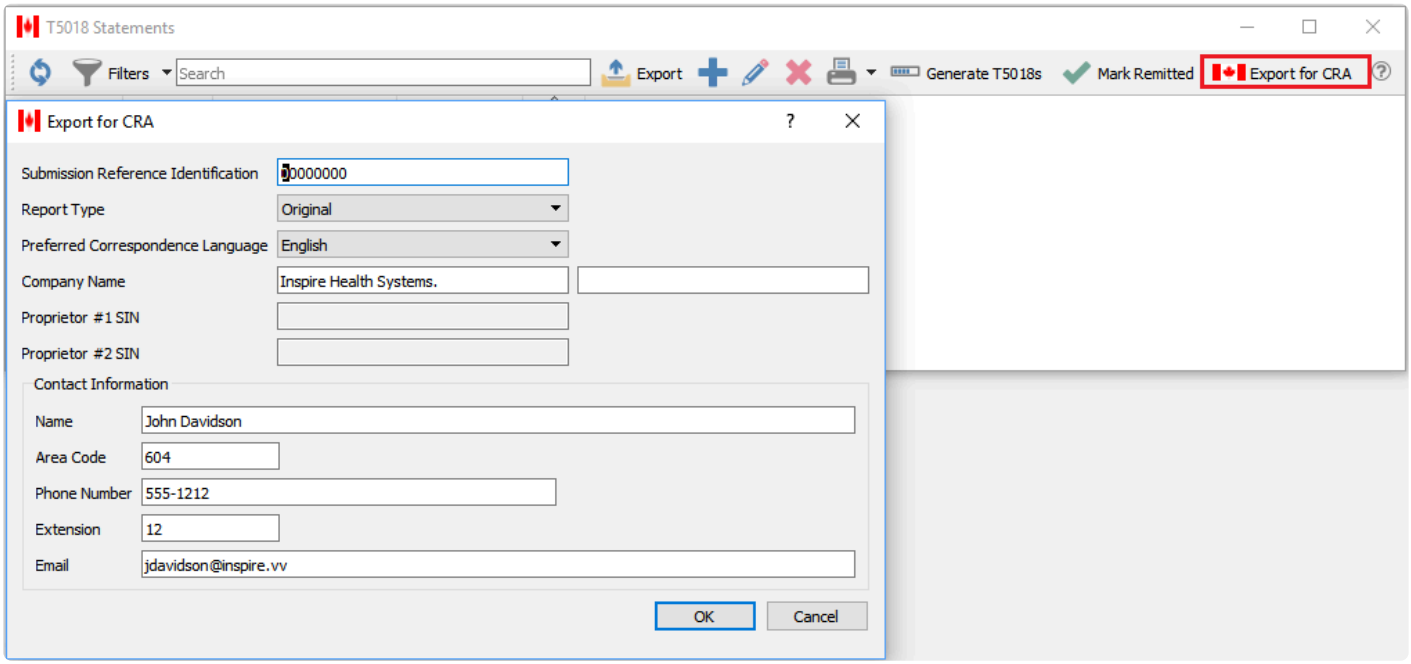
https://www.canada.ca/content/dam/cra-arc/formspubs/pbg/t5018sum/t5018sum-fill-21e.pdf

T5018 – Filing Electronically

Export File

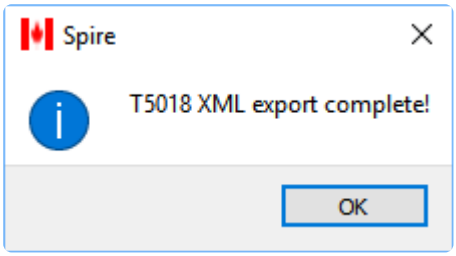
To file T5018s by uploading to CRA, use the Export for CRA toolbar button after the T5018s have been generated and edited. This process creates an xml file that includes each T5018 and the T5018 summary.

The information will get copied from company settings. This information can be edited prior to clicking OK to generate an xml file to upload.



Save File

Save the file to a secure location on your PC so it is accessible for uploading to CRA.



Upload File

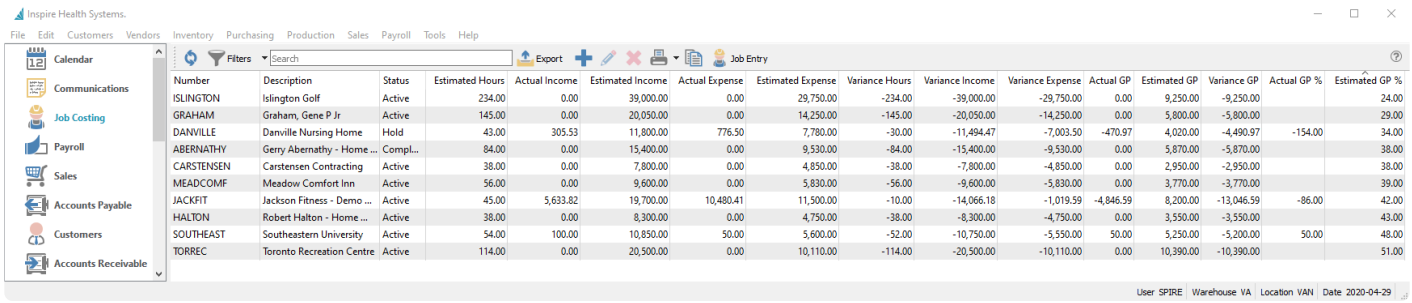
Once saved, log on to your credentials for uploading the file and follow on screen instructions.

Job Costing

The Job Costing module allows assigning customer jobs to sales orders, purchase orders, and other transactions, to more easily track job progress, revenue and expenses and gauge profitability.

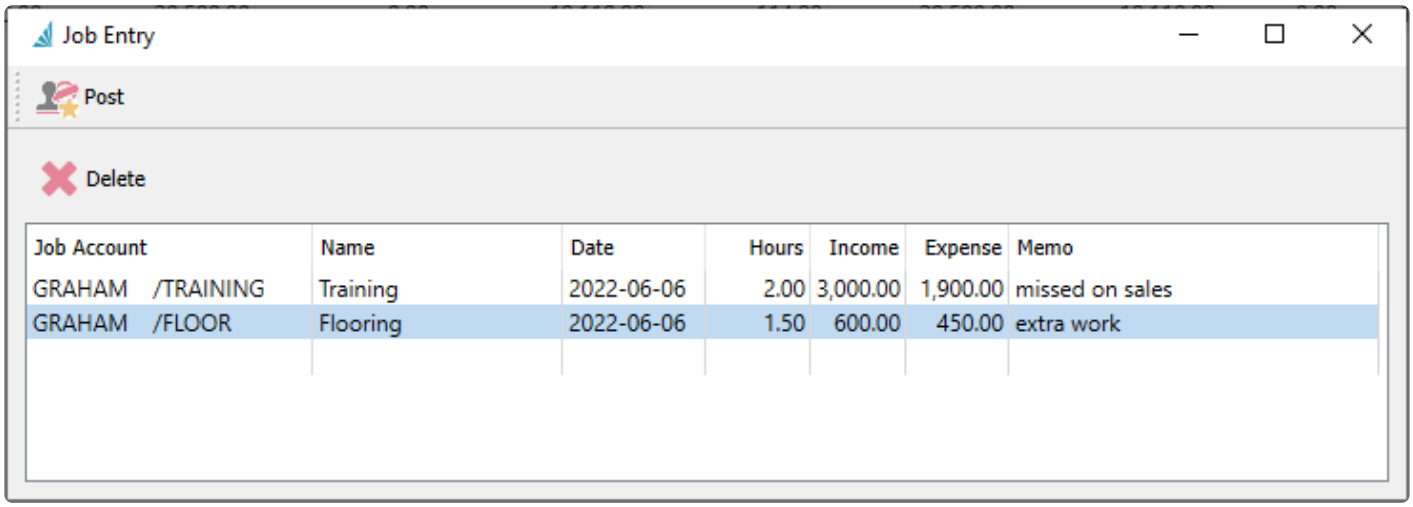
Job List

This screen shows a list of all customer jobs, their respective statuses and accumulated revenue and expenses. It has all the standard toolbar buttons available to create or edit jobs, filter or search for jobs, and export the list to an Excel or CSV file.



Number	Description	Status	Estimated Hours	Actual Income	Estimated Income	Actual Expense	Estimated Expense	Variance Hours	Variance Income	Variance Expense	Actual GP	Estimated GP	Variance GP	Actual GP %	Estimated GP %
ISLINGTON	Islington Golf	Active	234.00	0.00	39,000.00	0.00	29,750.00	-234.00	-39,000.00	-29,750.00	0.00	9,250.00	-9,250.00		24.00
GRAHAM	Graham, Gene P Jr	Active	145.00	0.00	20,050.00	0.00	14,250.00	-145.00	-20,050.00	-14,250.00	0.00	5,800.00	-5,800.00		29.00
DANVILLE	Danville Nursing Home	Hold	43.00	305.53	11,800.00	776.50	7,780.00	-30.00	-11,494.47	-7,003.50	-470.97	4,020.00	-4,490.97	-154.00	34.00
ABERNATHY	Gerry Abernathy - Home ...	Compl...	84.00	0.00	15,400.00	0.00	9,530.00	-84.00	-15,400.00	-9,530.00	0.00	5,870.00	-5,870.00		38.00
CARSTENSEN	Carstensen Contracting	Active	38.00	0.00	7,800.00	0.00	4,850.00	-38.00	-7,800.00	-4,850.00	0.00	2,950.00	-2,950.00		38.00
MEADCOMF	Meadow Comfort Inn	Active	56.00	0.00	9,600.00	0.00	5,830.00	-56.00	-9,600.00	-5,830.00	0.00	3,770.00	-3,770.00		39.00
JACKFIT	Jackson Fitness - Demo ...	Active	45.00	5,633.82	19,700.00	10,480.41	11,500.00	-10.00	-14,066.18	-1,019.59	-4,846.59	8,200.00	-13,046.59	-86.00	42.00
HALTON	Robert Halton - Home ...	Active	38.00	0.00	8,300.00	0.00	4,750.00	-38.00	-8,300.00	-4,750.00	0.00	3,550.00	-3,550.00		43.00
SOUTHEAST	Southeastern University	Active	54.00	100.00	10,850.00	50.00	5,600.00	-52.00	-10,750.00	-5,550.00	50.00	5,250.00	-5,200.00	50.00	48.00
TORREC	Toronto Recreation Centre	Active	114.00	0.00	20,500.00	0.00	10,110.00	-114.00	-20,500.00	-10,110.00	0.00	10,390.00	-10,390.00		51.00

Job Entry – Create an ad-hoc transaction for a selected Job and sub-account, assigning a date, hours, income and expense amounts not linked to some other purchase or sales transaction.

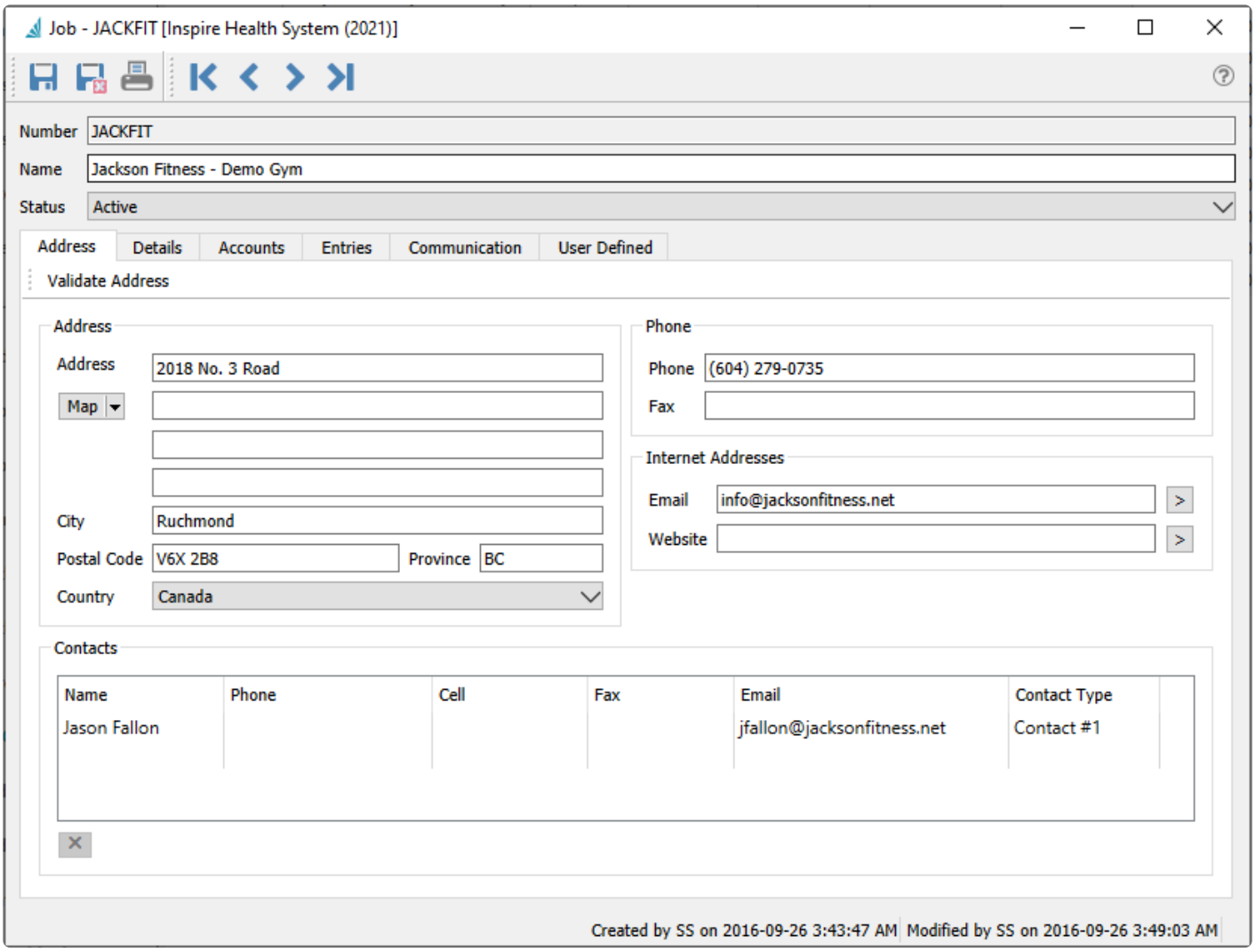


Job Account	Name	Date	Hours	Income	Expense	Memo
GRAHAM /TRAINING	Training	2022-06-06	2.00	3,000.00	1,900.00	missed on sales
GRAHAM /FLOOR	Flooring	2022-06-06	1.50	600.00	450.00	extra work

Job Maintenance

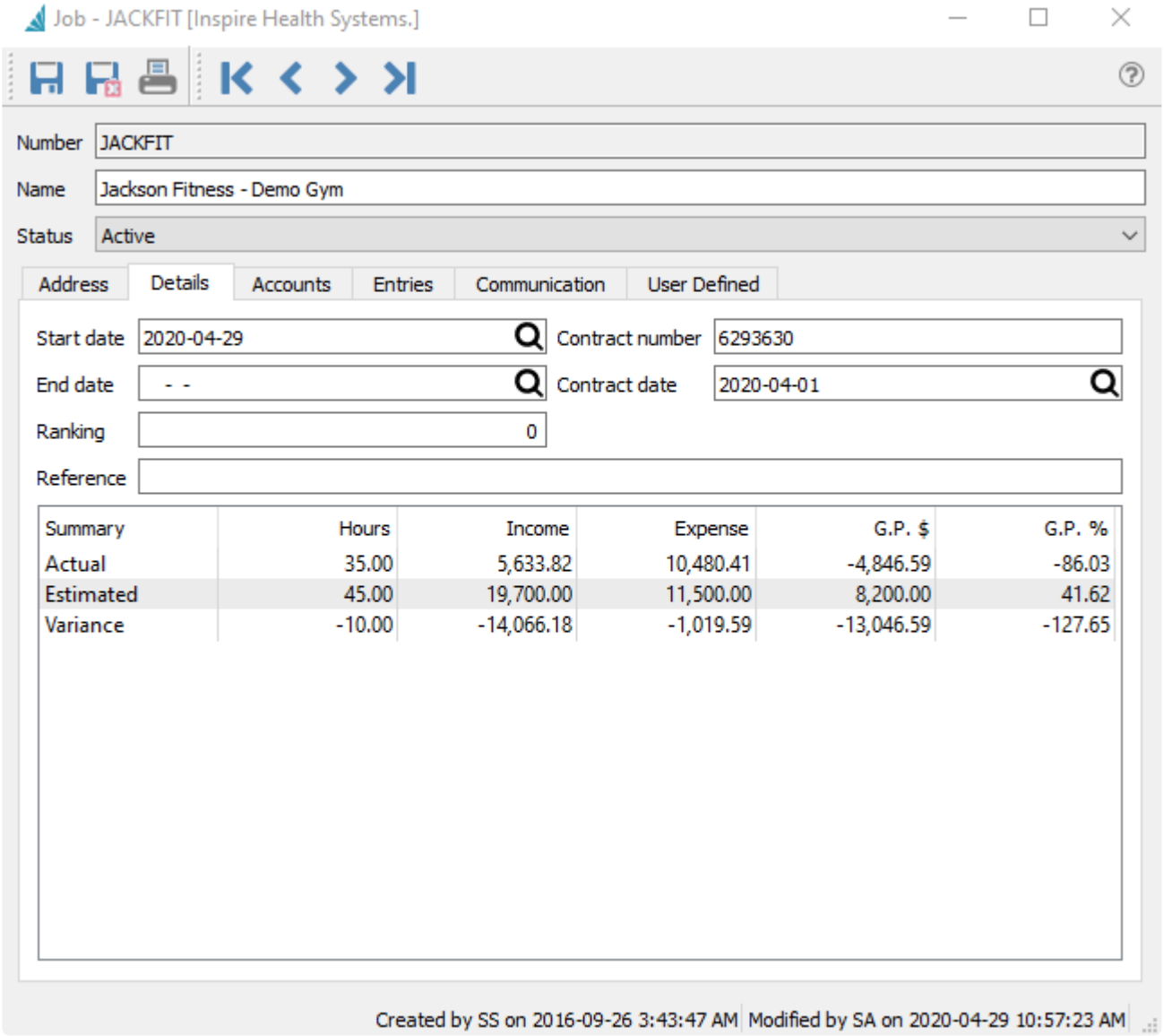
When editing a job, there are a number of tabs that display information about the job and the transactions posted so far. Regardless of which tab is displayed, at the top of the screen is the unique job number and the description used for easy identification. Jobs can have a status of Active while they are in progress, Hold if no transactions should be posted against this job, and Completed when the work is done and no transactions should be posted.

The Address tab simply stores the billing address of the customer for whom the job is being done.



Details

The Details tab allows storing overall information about the job and a summary of transactions to date.



Start Date – Date that job starts. Transactions older than this date are not prevented.
End Date – Date that the job is estimated to end. Transactions later than this date are not prevented.
Ranking – A number to allow for reporting and filtering, based on how you want to use this.
Reference – Information to describe the purpose of the job.
Contract Number – Contract number
Contract Date – Date of contract

Job Summary

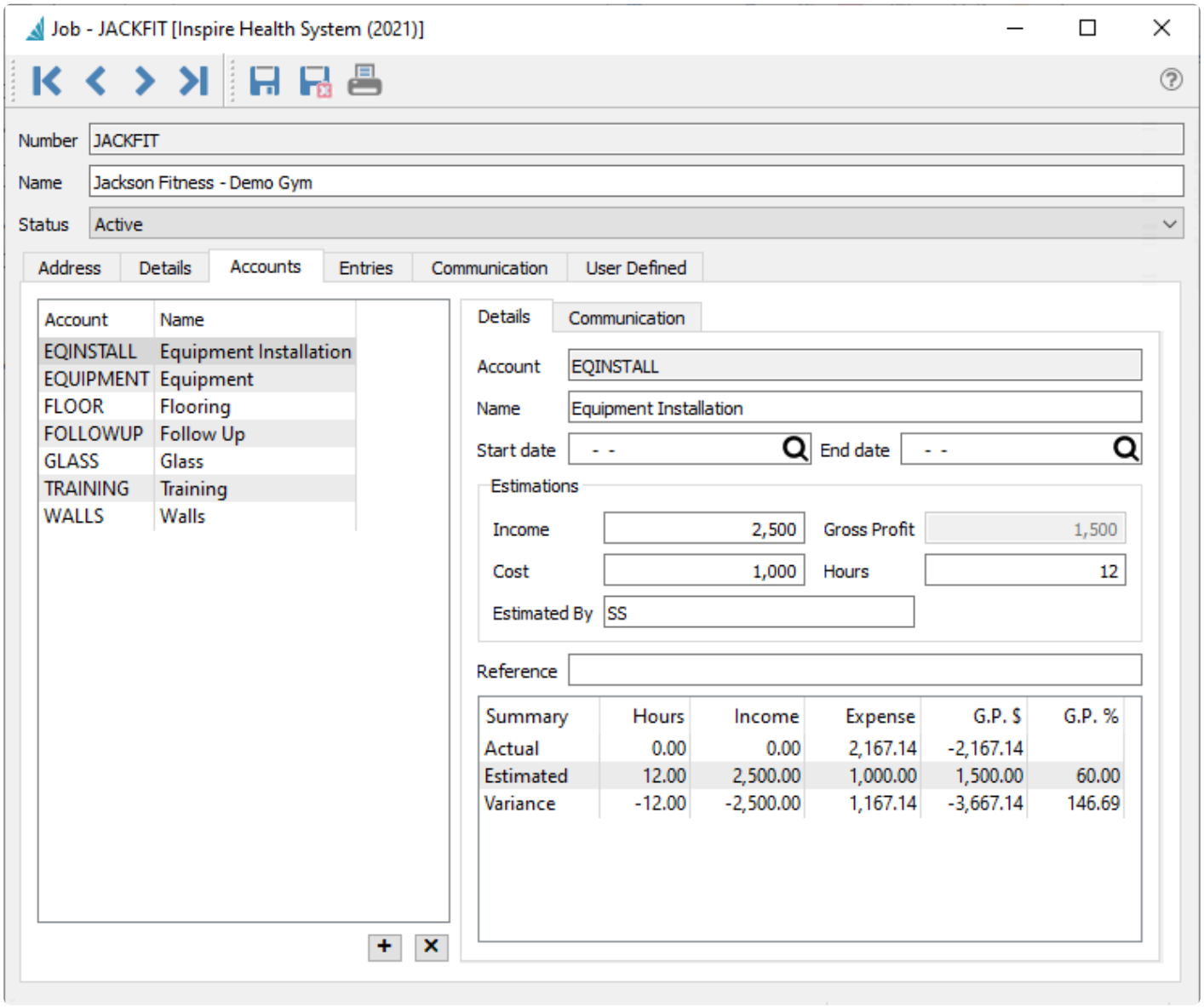
A grid is displayed showing the job totals for all transactions posted to the job, what was originally estimated, and the variance between these amounts. This is useful to track how much of a job has been completed, how close to the original estimate did the job transactions compare, and how profitable the job was.

- **Hours** – Sum of all hours posted from timecards for all accounts.
- **Income** – Total income amount posted from sales for all accounts.

- **Expense** – Total expense amount posted from purchases or timecards for all accounts
- **GP$** – Total Gross Profit amount from all accounts
- **GP%** – Total Gross Profit percentage calculated from the Total Income and Expenses

Accounts

The Accounts tab is where the separate stages of jobs are set up. You can create as many accounts as you required, where each one will be estimated for separately, and are also individually selected on transactions along with the job number. The more accounts you create, the more detailed you can analyze job performance, but also the more accounts you are responsible to maintain and choose from.



Account – Job account number, which must be unique within a job
Name – Job account name to best describe for selection and reporting.
Start Date – Date that this job account starts. Transactions older than this date are not prevented.
End Date – Date that this job account is estimated to end. Transactions later than this date are not

prevented.

Estimations

Income – The amount you expect to bill for this portion of the job.
Cost – The amount you expect to expense for this portion of the job, including both labour and purchases.
Gross Profit – The calculated difference between the estimated Income and Cost.
Hours – The number of labour hours you expect to spend on this portion of the job.
Estimated By – The person providing the estimate, either the full name or initials.

Reference – Information to describe the purpose of this job account portion.

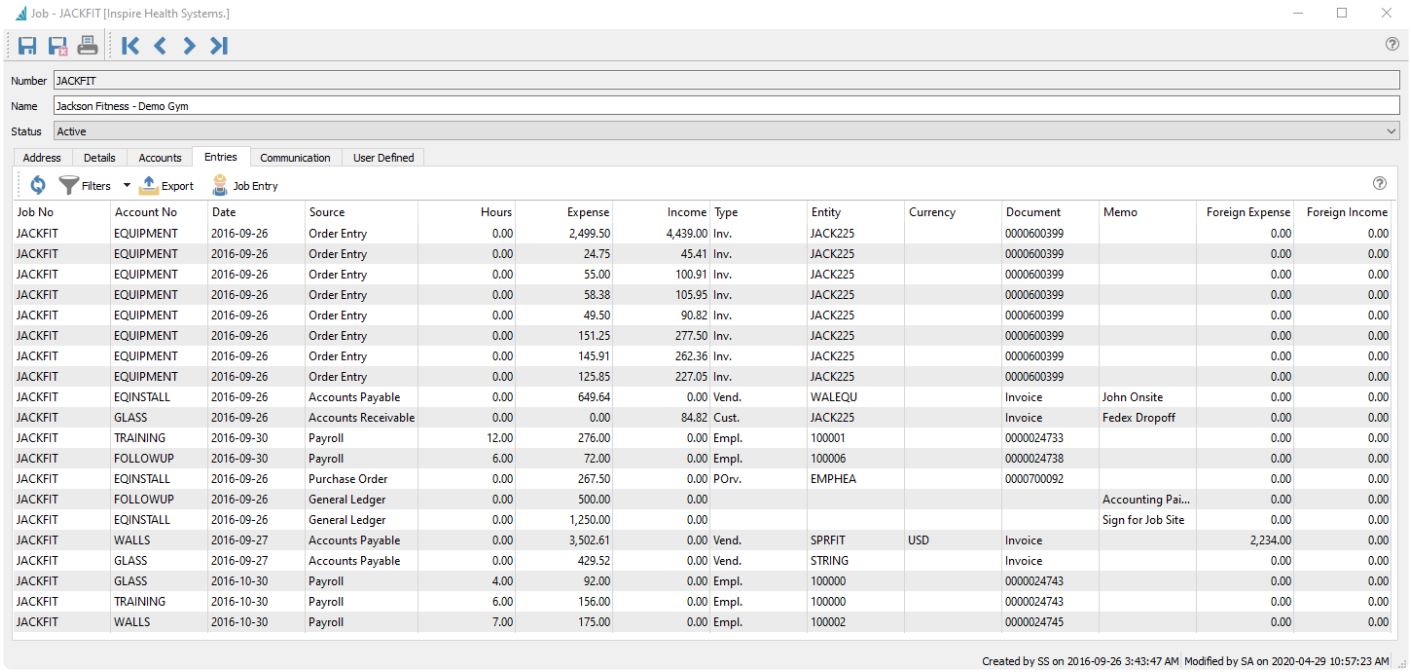
Job Account Summary

A grid is displayed showing the job account totals for all transactions posted to this job account, what was originally estimated, and the variance between these amounts. This is useful to track how much of this job account has been completed, how close to the original estimate did the job transactions compare, and how profitable this job portion was.

- **Hours** – Sum of all hours posted from timecards for this account.
- **Income** – Total income amount posted from sales for this account.
- **Expense** – Total expense amount posted from purchases or timecards for this account.
- **GP$** – Total Gross Profit amount from this account.
- **GP%** – Total Gross Profit percentage calculated from the Income and Expenses.

Entries

The Entries tab displays all transactions that have been posted with a reference to this job and any account. Here is where you can see the detailed breakdown of the Actual hours, expenses and income for each job account. You can also export the grid contents to an Excel or CSV file, or create a new ad-hoc Job Entry for this job to record any income or expenses that didn’t go through another module.



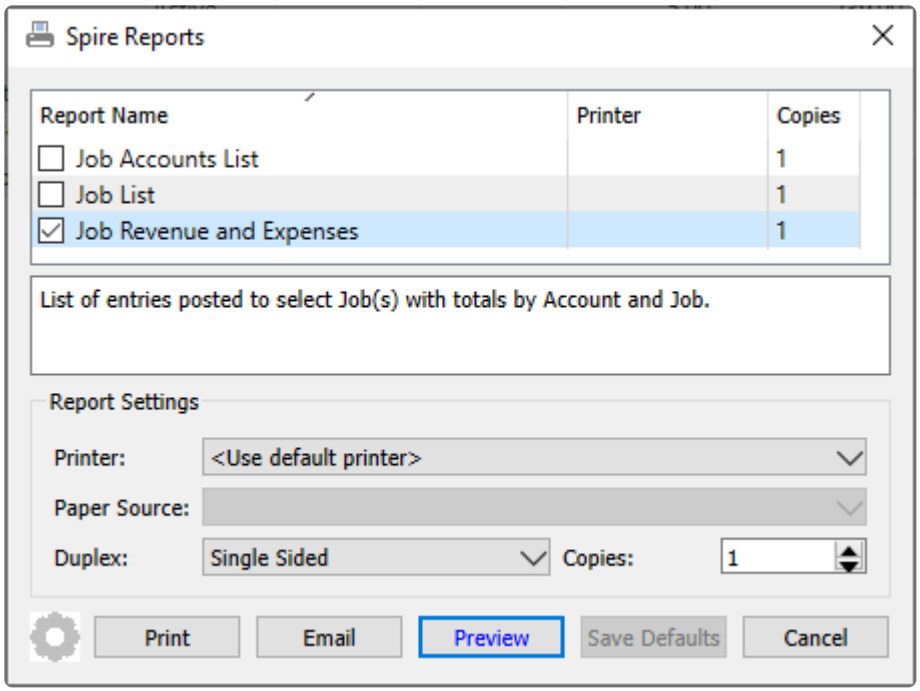
Job No	Account No	Date	Source	Hours	Expense	Income	Type	Entity	Currency	Document	Memo	Foreign Expense	Foreign Income
JACKFIT	EQUIPMENT	2016-09-26	Order Entry	0.00	2,499.50	4,439.00	Inv.	JACK225		0000600399		0.00	0.00
JACKFIT	EQUIPMENT	2016-09-26	Order Entry	0.00	24.75	45.41	Inv.	JACK225		0000600399		0.00	0.00
JACKFIT	EQUIPMENT	2016-09-26	Order Entry	0.00	55.00	100.91	Inv.	JACK225		0000600399		0.00	0.00
JACKFIT	EQUIPMENT	2016-09-26	Order Entry	0.00	58.38	105.95	Inv.	JACK225		0000600399		0.00	0.00
JACKFIT	EQUIPMENT	2016-09-26	Order Entry	0.00	49.50	90.82	Inv.	JACK225		0000600399		0.00	0.00
JACKFIT	EQUIPMENT	2016-09-26	Order Entry	0.00	151.25	277.50	Inv.	JACK225		0000600399		0.00	0.00
JACKFIT	EQUIPMENT	2016-09-26	Order Entry	0.00	145.91	262.36	Inv.	JACK225		0000600399		0.00	0.00
JACKFIT	EQUIPMENT	2016-09-26	Order Entry	0.00	125.85	227.05	Inv.	JACK225		0000600399		0.00	0.00
JACKFIT	EQINSTALL	2016-09-26	Accounts Payable	0.00	649.64	0.00	Vend.	WALEQU		Invoice	John Onsite	0.00	0.00
JACKFIT	GLASS	2016-09-26	Accounts Receivable	0.00	0.00	84.82	Cust.	JACK225		Invoice	Fedex Dropoff	0.00	0.00
JACKFIT	TRAINING	2016-09-30	Payroll	12.00	276.00	0.00	Empl.	100001		0000024733		0.00	0.00
JACKFIT	FOLLOWUP	2016-09-30	Payroll	6.00	72.00	0.00	Empl.	100006		0000024738		0.00	0.00
JACKFIT	EQINSTALL	2016-09-26	Purchase Order	0.00	267.50	0.00	POrv.	EMPHEA		0000700092		0.00	0.00
JACKFIT	FOLLOWUP	2016-09-26	General Ledger	0.00	500.00	0.00					Accounting Pai...	0.00	0.00
JACKFIT	EQINSTALL	2016-09-26	General Ledger	0.00	1,250.00	0.00					Sign for Job Site	0.00	0.00
JACKFIT	WALLS	2016-09-27	Accounts Payable	0.00	3,502.61	0.00	Vend.	SPRFIT	USD	Invoice		2,234.00	0.00
JACKFIT	GLASS	2016-09-27	Accounts Payable	0.00	429.52	0.00	Vend.	STRING		Invoice		0.00	0.00
JACKFIT	GLASS	2016-10-30	Payroll	4.00	92.00	0.00	Empl.	100000		0000024743		0.00	0.00
JACKFIT	TRAINING	2016-10-30	Payroll	6.00	156.00	0.00	Empl.	100000		0000024743		0.00	0.00
JACKFIT	WALLS	2016-10-30	Payroll	7.00	175.00	0.00	Empl.	100002		0000024745		0.00	0.00

Job No – Job number, which will be only for this job being edited.
Account No – Job account number.
Date – Invoice entry date. If the date was changed on the Job tab of AR or AP invoices, this value is not sent to Job Costing.
Source – The module where the transaction was posted from. This could be Sales Order, Purchase Order, Accounts Receivable, Accounts Payable, Payroll, General Ledger, or JC (Job Costing entry).
Hours – Number of hours posted for any transaction type.
Expense – The amount from a Sales, PO, AR, AP or Timecard detail for this job, when the GL account is either a Cost of Sales or Expense account.
Income – The amount from a Sales or AR detail for this job, when the GL account is a Revenue account.
Type – A transaction type depending on the Source. Generally there is only one type per source, and this will be blank for GL or JC entries.
Entity – The Vendor, customer or employee number of the transaction. This will be blank for GL or JC entries.
Currency – Currency of the transaction. A blank value means that the base currency was used.
Document – The Invoice number from a Sales or Purchase order, or the Timecard number from Payroll. For AR or AP transactions, the Reference value will appear here if one was entered, otherwise it will simply display 'Invoice'. This will be blank for GL or JC entries.
Memo – A description for the transaction, which can come from any module transaction to display here.
Foreign Expense – The Expense amount calculated in the currency of the vendor or customer, when a currency other than base was used.
Foreign Income – The Expense amount calculated in the currency of the customer, when a currency other than base was used.

Reports

From the Jobs list screen and the reports toolbar button, you can select one or more jobs to print particular

reports for the selection, or print the reports for all records. These same reports are available when editing a job and accessing the reports toolbar button at the top of the window.



Job Accounts List – Prints the selected jobs and their respective estimated and actual amounts for revenue and expenses. Within each job, each account and respective estimated and actual expenses and revenue are printed. This report is useful either when printing a single job, or a selection of jobs from the Job List screen.

Universal Exports

Job Accounts List

March 20, 2023 / 3:48 pm

Job	Account										
Date		Source	Transaction	Description			Rank	Hours	Expenses	Income	GP	
JACKFIT		Jackson Fitness - Demo Gym					10				Active	
Start	Oct 1, 22	End	Dec 15, 22				Estimate	45	11,500.00	19,700.00	8,200.00	41.6%
Contract	Sep 12, 22	K20220912					Actual	42	11,293.68	8,058.73	-3,234.95	-40.1%
							Variance	-3	-206.32	-11,641.27	-11,434.95	-81.8%
EQINSTALL		Equipment Installation										
Start	Nov 1, 22	End	Nov 10, 22	Estimator	SS		Estimate	12	1,000.00	2,500.00	1,500.00	60.0%
							Actual		2,667.14	646.77	-2,020.37	-312.4%
							Variance	-12.00	1,667.14	-1,853.23	-3,520.37	-372.4%
EQUIPMENT		Equipment										
							Estimate		6,500.00	10,000.00	3,500.00	35.0%
							Actual		3,374.41	5,977.14	2,602.73	43.5%
							Variance	0.00	-3,125.59	-4,022.86	-897.27	8.5%
FLOOR		Flooring										
				Estimator	SS		Estimate	6	900.00	1,500.00	600.00	40.0%
							Actual			200.00	200.00	100.0%
							Variance	-6.00	-900.00	-1,300.00	-400.00	60.0%
FOLLOWUP		Follow Up										
				Estimator	SS		Estimate	4	200.00	500.00	300.00	60.0%
							Actual	6	572.00		-572.00	
							Variance	2.00	372.00	-500.00	-872.00	-60.0%
GLASS		Glass										
				Estimator	SS		Estimate	12	1,700.00	2,800.00	1,100.00	39.3%
							Actual	4	521.52	184.82	-336.70	-182.2%
							Variance	-8.00	-1,178.48	-2,615.18	-1,436.70	-221.5%
TRAINING		Training										
Start	Jul 11, 22	End	Jul 15, 22	Estimator	SS		Estimate	4	200.00	600.00	400.00	66.7%
							Actual	25	481.00	750.00	269.00	35.9%
							Variance	21.00	281.00	150.00	-131.00	-30.8%
WALLS		Walls										
				Estimator	SS		Estimate	7	1,000.00	1,800.00	800.00	44.4%
							Actual	7	3,677.61	300.00	-3,377.61	-1,125.9%
							Variance	0.00	2,677.61	-1,500.00	-4,177.61	-1,170.3%

Job List – Prints the selected jobs and their respective estimated and actual amounts for revenue and expenses. This report is most useful when printing a selection of jobs from the Job List screen.

Universal Exports

Job List

March 20, 2023 / 3:40 pm

Job		Rank				GP	
ABERNATHY	Gerry Abernathy - Home Gym	0				Active	
		Estimate	84	9,530.00	15,400.00	5,870.00	38.1%
Contract		Actual					
		Variance	-84	-9,530.00	-15,400.00	-5,870.00	-38.1%
CARSTENSEN	Carstensen Contracting	0				Completed	
		Estimate	38	4,850.00	7,800.00	2,950.00	37.8%
Contract		Actual	40	1,752.86		-1,752.86	
		Variance	2	-3,097.14	-7,800.00	-4,702.86	-37.8%
DANVILLE	Danville Nursing Home	0				On Hold	
		Estimate	43	7,780.00	11,800.00	4,020.00	34.1%
Contract		Actual	13	776.50	305.53	-470.97	-154.1%
		Variance	-30	-7,003.50	-11,494.47	-4,490.97	-188.2%
GRAHAM	Graham, Gene P Jr	0				Active	
		Estimate	145	14,250.00	20,050.00	5,800.00	28.9%
Contract		Actual					
		Variance	-145	-14,250.00	-20,050.00	-5,800.00	-28.9%
HALTON	Robert Halton - Home Gym	0				Active	
		Estimate	38	4,750.00	8,300.00	3,550.00	42.8%
Contract		Actual					
		Variance	-38	-4,750.00	-8,300.00	-3,550.00	-42.8%
ISLINGTON	Islington Golf	0				Active	
		Estimate	239	29,970.00	39,500.00	9,530.00	24.1%
Contract		Actual	5	350.00	565.00	215.00	38.1%
		Variance	-234	-29,620.00	-38,935.00	-9,315.00	13.9%
JACKFIT	Jackson Fitness - Demo Gym	10				Active	
Start Oct 1, 22	End Dec 15, 22	Estimate	45	11,500.00	19,700.00	8,200.00	41.6%
Contract Sep 12, 22	K20220912	Actual	42	11,293.68	8,058.73	-3,234.95	-40.1%
		Variance	-3	-206.32	-11,641.27	-11,434.95	-81.8%

Job Revenue and Expenses – Prints a list of transactions for each job and account, with expense and income amounts and totals.

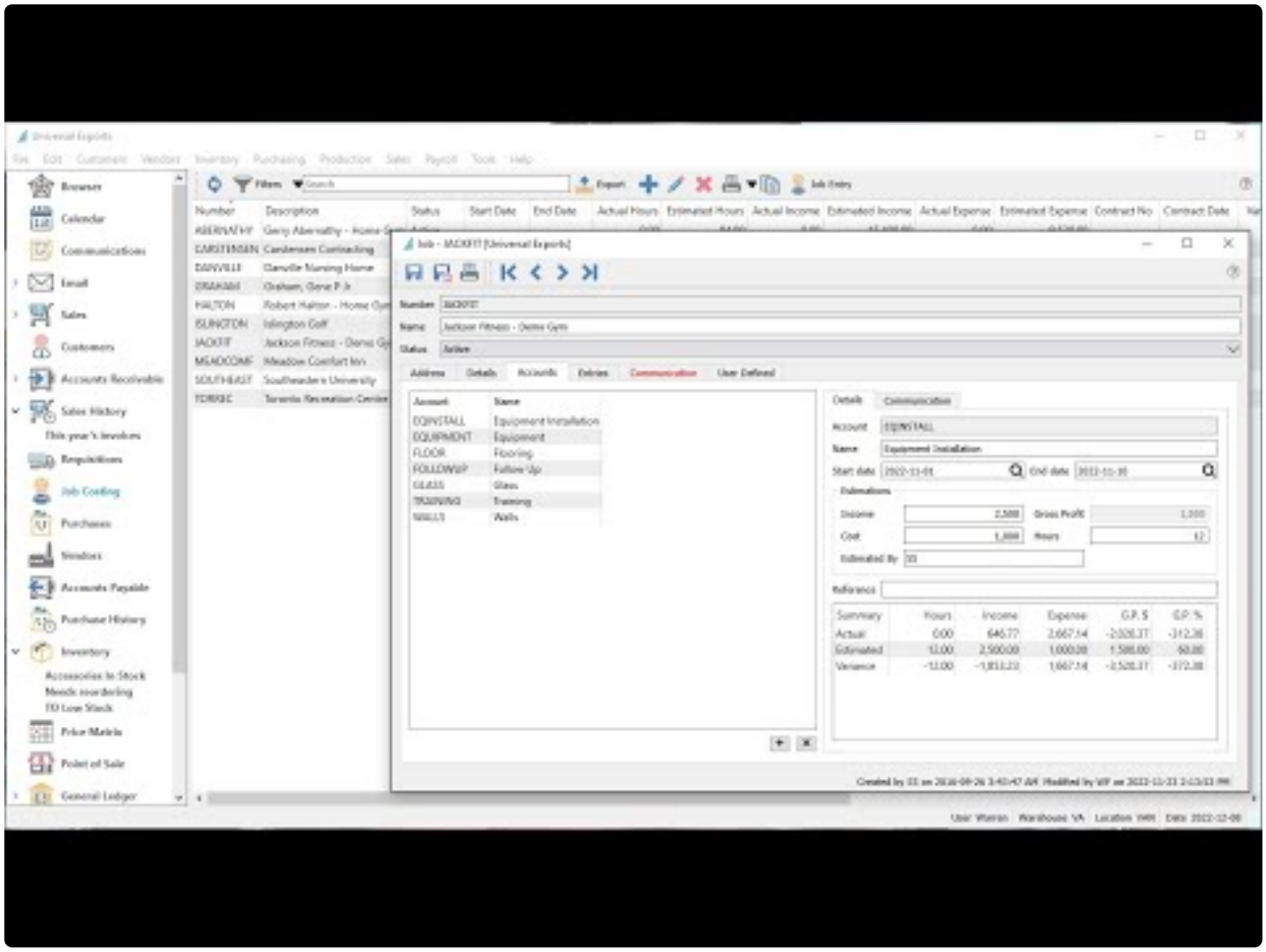
Universal Exports

Job Revenue and Expenses

March 20, 2023 / 3:48 pm

Job	Account								
Date	**Source**	**Transaction**	**Description**		**Hours**	**Expenses**	**Income**	**GP**	
JACKFIT	**Jackson Fitness - Demo Gym**								
EQINSTALL	**Equipment Installation**								
Sep 26, 2016	AP	0000000846	Vend.WALEQU Invoice John Onsite			649.64			
Sep 26, 2016	PORD	0000000860	POrv.EMPHEA 0000700092			267.50			
Sep 26, 2016	GL	0000000863	Sign for Job Site			1,250.00			
Nov 23, 2022	PORD	0020002587	POInv.FIDDEV 0000700059			500.00			*CAD
Nov 23, 2022	SORD	0020002588	Inv.JACFIT 0000620412				646.77		*CAD
		Equipment Installation		5 entries		**2,667.14**	**646.77**	**-2,020.37**	-312.4%
EQUIPMENT	**Equipment**								
Sep 26, 2016	SORD	0000000845	Inv.JACK225 0000600399			2,499.50	4,439.00		
Sep 26, 2016	SORD	0000000845	Inv.JACK225 0000600399			24.75	45.41		
Sep 26, 2016	SORD	0000000845	Inv.JACK225 0000600399			55.00	100.91		
Sep 26, 2016	SORD	0000000845	Inv.JACK225 0000600399			58.38	105.95		
Sep 26, 2016	SORD	0000000845	Inv.JACK225 0000600399			49.50	90.82		
Sep 26, 2016	SORD	0000000845	Inv.JACK225 0000600399			151.25	277.50		
Sep 26, 2016	SORD	0000000845	Inv.JACK225 0000600399			145.91	262.36		
Sep 26, 2016	SORD	0000000845	Inv.JACK225 0000600399			125.85	227.05		
May 30, 2022	SORD	0020002461	Inv.JACFIT 0000620382			42.08	61.20		*CAD
May 30, 2022	SORD	0020002461	Inv.JACFIT 0000620382			42.43	63.00		*CAD
May 30, 2022	SORD	0020002461	Inv.JACFIT 0000620382			48.31	73.80		*CAD
May 30, 2022	SORD	0020002461	Inv.JACFIT 0000620382			11.77	18.00		*CAD
Jun 6, 2022	SORD	0020002473	Inv.JACFIT 0000620391			96.75	116.10		*CAD
Jun 7, 2022	SORD	0020002481	Inv.JACFIT 0000620392			-96.75	-116.10		*CAD
Nov 23, 2022	SORD	0020002588	Inv.JACFIT 0000620412			13.75	25.87		*CAD
Nov 23, 2022	SORD	0020002588	Inv.JACFIT 0000620412			105.93	186.27		*CAD
		Equipment		16 entries		**3,374.41**	**5,977.14**	**2,602.73**	43.5%

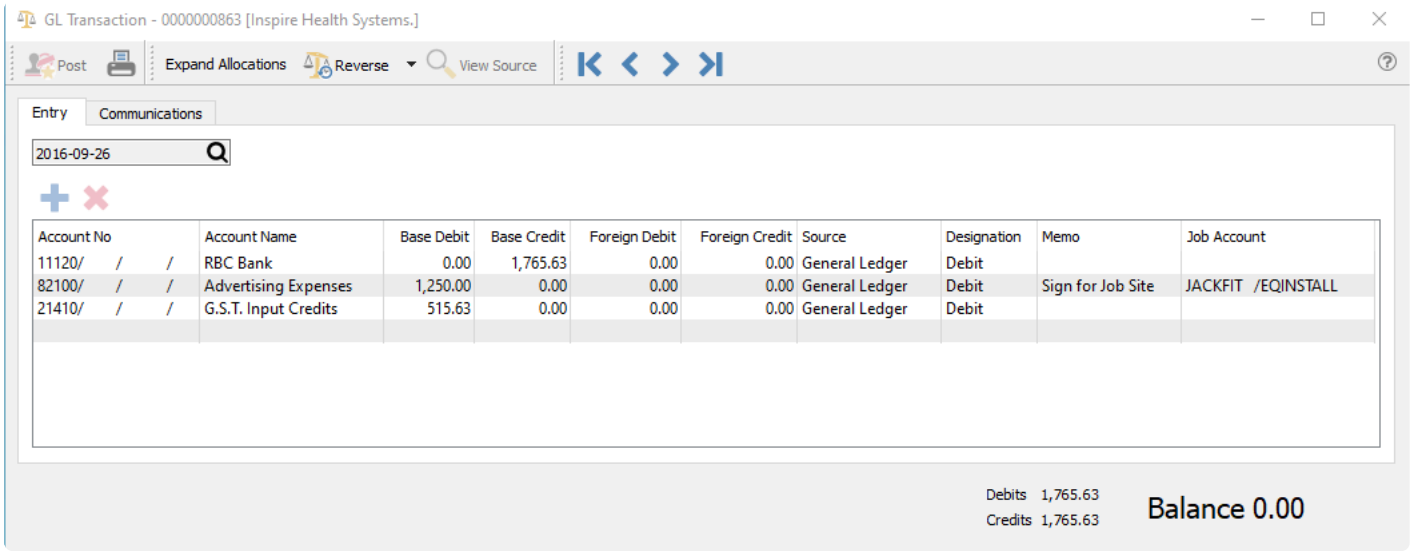
Video Instruction



https://www.youtube.com/embed/ylx-OTXW7wM?rel=0

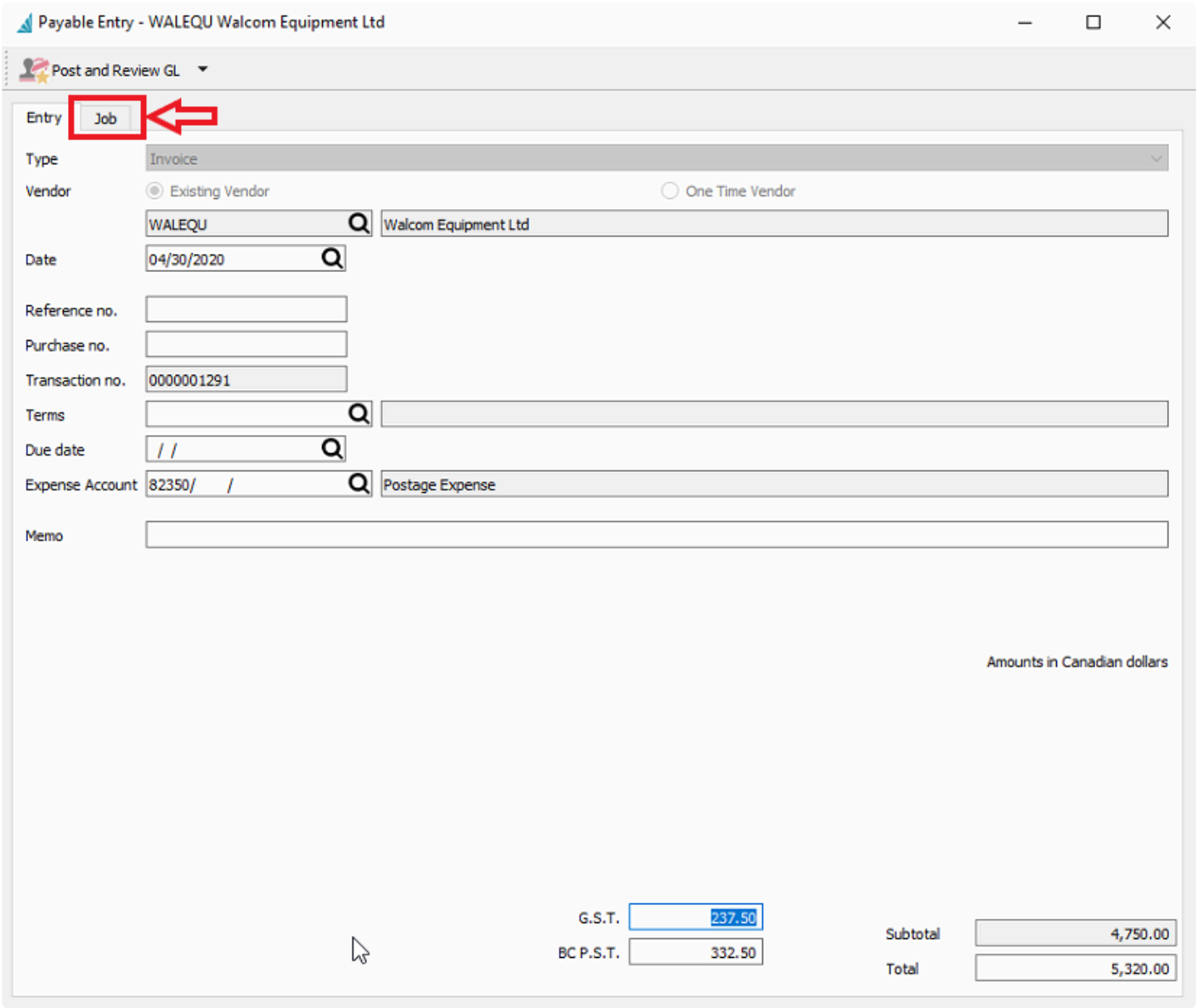
General Ledger

General Ledger journal entries can refer to a job and account on any line, though only Revenue, Expense and Cost of Sales accounts will be recognized for accumulating Actual posted amounts on the job and account. The Memo text will be visible on the job entry grid for this transaction.



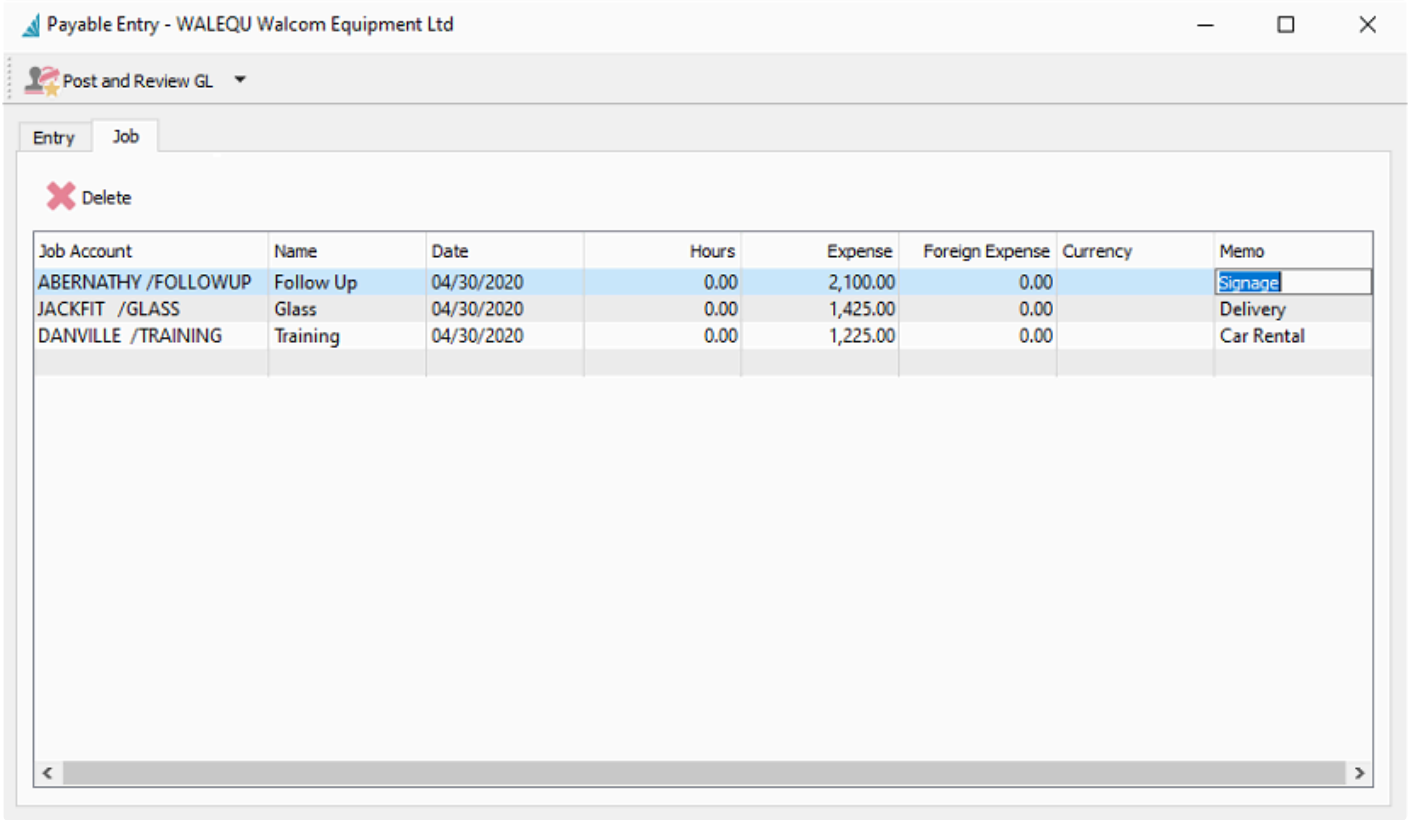
Accounts Payable

After creating an Accounts Payable invoice, including the transaction Reference value and the amount, you can access the Job tab to enter the job and account values.



You can enter one or more job and account lines for a single Accounts Payable invoice. Distributed amounts are without taxes, and the total of all line amounts cannot exceed the invoice pre-tax amount, though it can be less if the invoice is not solely for job-related expenses.

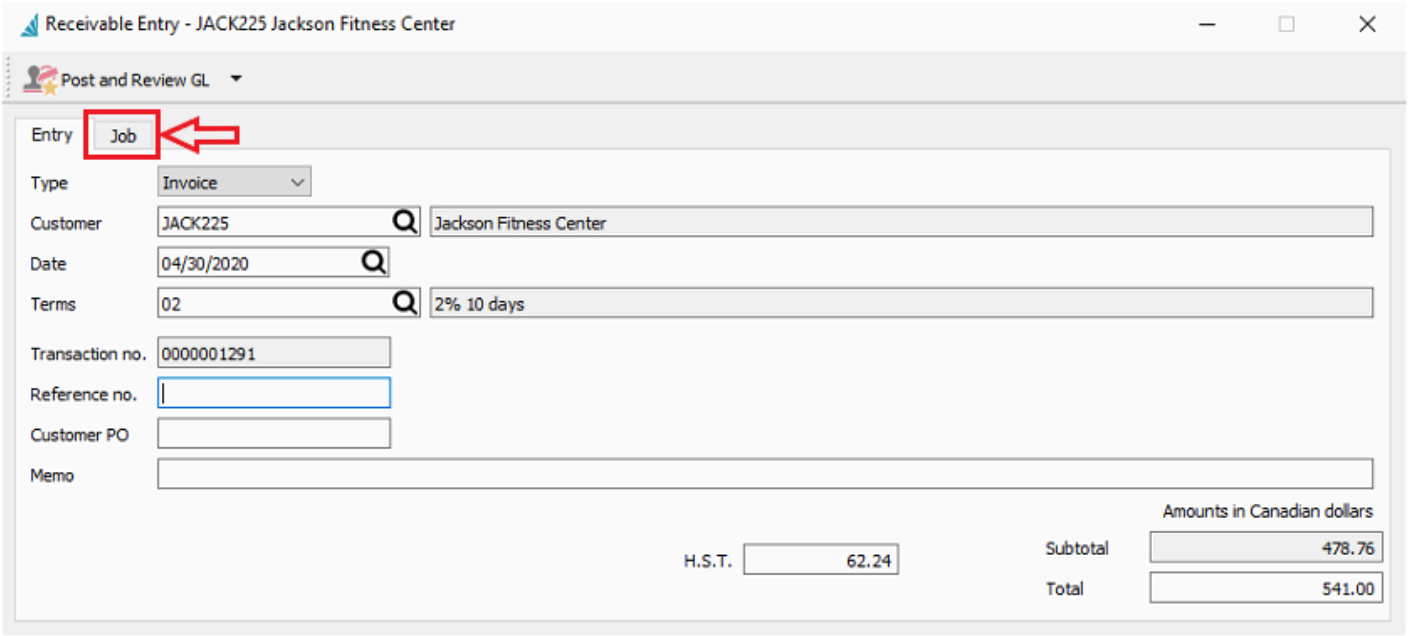
When all job lines have been added, posting the invoice will update the Hours and Expense values for Job and Account summary Actual amounts, and a transaction entry for each line.



Job Account – To add a new job allocation, click the in the blank row for this column to reveal the job/account finder. Select the desired job/account value.
Name – Job Account name for identification.
Date – The date for the Job allocation.
Hours – Expense Hours to allocate as time spent on this job account.
Expense – Expense amount to allocate to this job account.
Memo – Optional text description that will be available to see on the job Entries screen.
Foreign Expense – The Expense amount calculated in the currency of the vendor, when a currency other than base was used.
Currency – Currency of the transaction. A blank value means that the base currency was used.

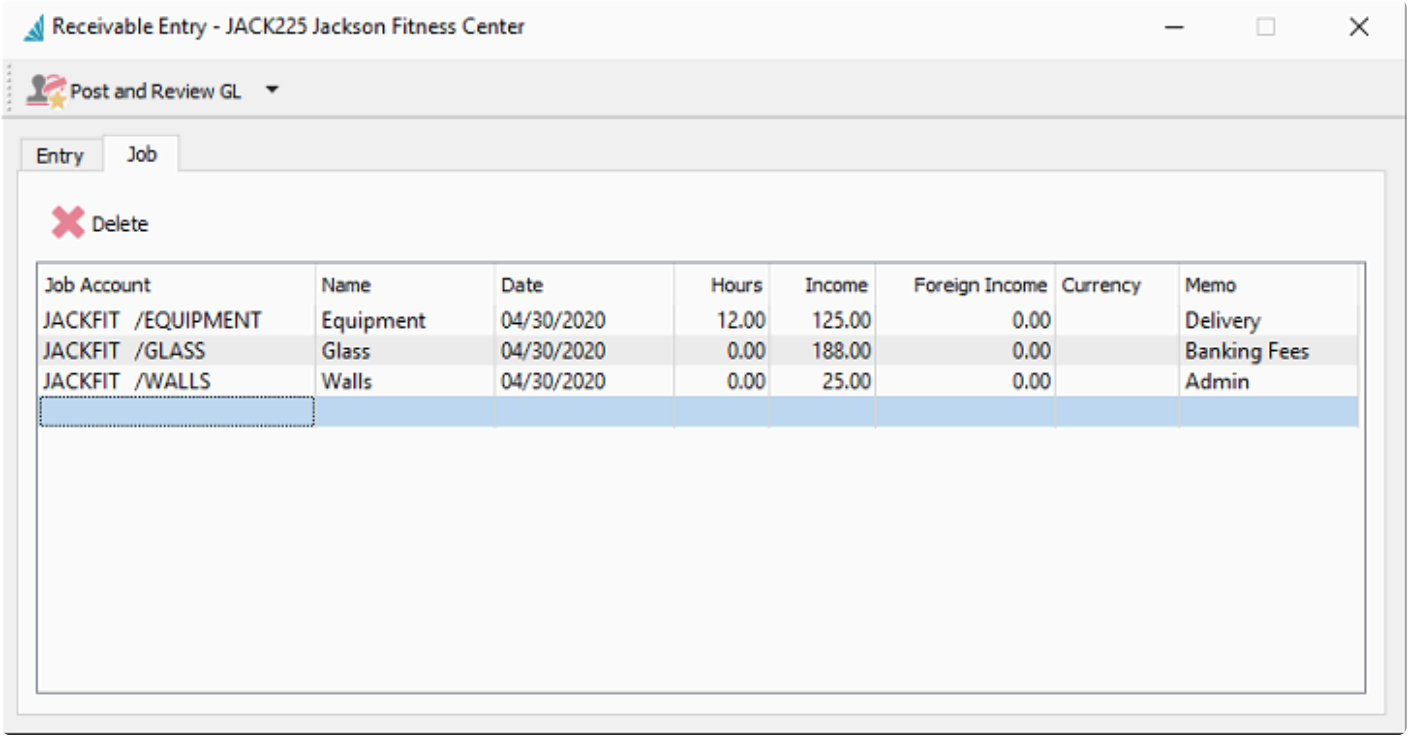
Accounts Receivable

After creating an Accounts Receivables invoice, including the transaction Reference value and the amount, you can access the Job tab to enter the job and account values. This is sometimes used to add extra fees that are not posted through a sales order/invoice.



You can enter one or more job and account lines for a single Accounts Receivable invoice. Distributed amounts are without taxes, and the total of all line amounts cannot exceed the invoice pre-tax amount, though it can be less if the invoice is not solely for job-related expenses.

When all job lines have been added, posting the invoice will update the Income values for Job and Account summary Actual amounts, and a transaction entry for each line.

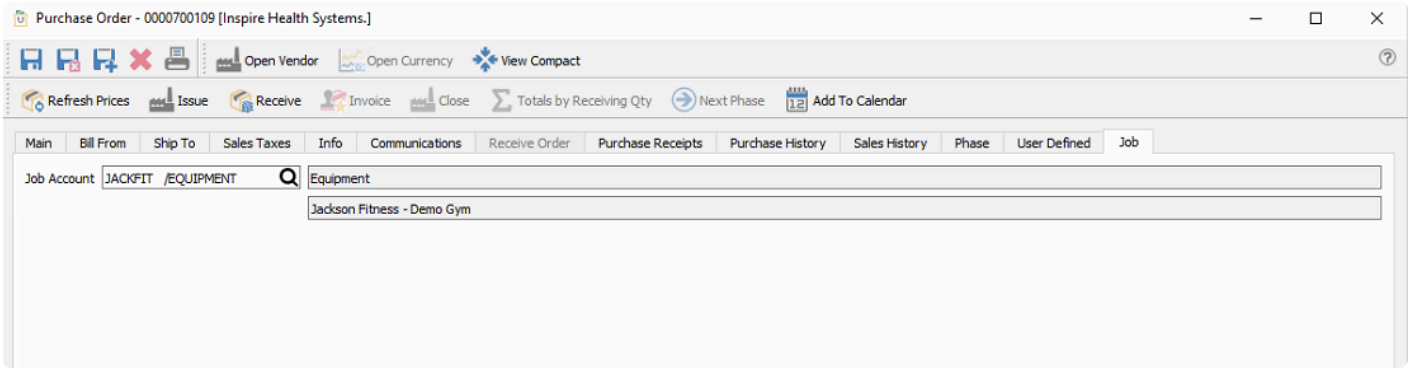


Job Account – To add a new job allocation, click the in the blank row for this column to reveal the job/account finder. Select the desired job/account value.
Name – Job Account name for identification.
Date – The date for the Job allocation.
Hours – Income Hours to allocate as time spent on this job account, though not typically used for receivables or sales.
Income – Income amount to allocate to this job account.
Memo – Optional text description that will be available to see on the job Entries screen.
Foreign Income – The Income amount calculated in the currency of the vendor, when a currency other than base was used.
Currency – Currency of the transaction. A blank value means that the base currency was used.

Purchase Orders

Jobs and Accounts can be selected on Purchase Order details, and will be posted to job details when the GL account used is either an expense or cost of goods account. PO Details with inventory accounts will be ignored with respect to jobs.

One way to select a job and account for a purchase order is to open the Job tab and do so here. After the selection, each detail line of the PO will be populated with the selected job and account.



You can also select a job and account for each detail line of the purchase order without visiting the Job tab, which is typical when many jobs will be referenced on this purchase order. If there is a job/account set for a non expense detail line, then it will be ignored for the information posted to Job Costing.

Purchase Order - 0000700109 [Inspire Health Systems.]

Open Vendor | Open Currency | View Compact

Refresh Prices | Issue | Receive | Invoice | Close | Totals by Receiving Qty | Next Phase | Add To Calendar

Main | Bill From | Ship To | Sales Taxes | Info | Communications | Receive Order | Purchase Receipts | Purchase History | Sales History | Phase | User Defined | Job

Vendor

Vendor No. OMEELE Omega Electronics Inc Notes

Vendor Order No Reference No

Order Details

Status Open

PO No 0000700109

Order Date 04/30/2020

Required Date 02/15/2015

Last Received / /

Receive Date 04/30/2020

Phase

Location VAN - Vancouver

General

Ship To Customer Ship Address ID FOB

Warehouse VA Buyer

Ship Via Description

Items

Serial Numbers | Scan Items | Comment | Show UDF | Receiving | Labels | Open Inventory | Open Source

#	Part No	Description	Min Qty	Order Qty	Cost	UOM	Inventory GL	Job Account	G.S.T.	BC P.S.T.	Inventory Cost
1	VA /OME300HHM	Omega 300 Heart Rate Monitor	0.000	12.000	58.74000	EA	11303	JACKFIT /EQUIPMENT	☑	☑	58.74000
2	VA /OME300HHM	Omega 300 Heart Rate Monitor	0.000	12.000	58.74000	EA	11303	JACKFIT /EQUIPMENT	☑	☑	58.74000
3	VA /OME300HHM	Omega 300 Heart Rate Monitor	0.000	12.000	58.74000	EA	11303	JACKFIT /EQUIPMENT	☑	☑	58.74000
4	VA /DELIVERY	Delivery	0.000	1.000	0.00000		82170	JACKFIT /EQUIPMENT	☑	☑	
		Press <enter> to insert a comment							☐	☐	

Available 0 On Hand 0 Committed 0 Backorder 0 On Order 0 Expected

Weight 0.0 Landed Freight 0.00 Discount 0.0 % 0.00 Subtotal 2,114.64

Vendor Freight 0.00 Landed Duty 0.00 G.S.T. 105.73

BC P.S.T. 148.02

Amounts in Canadian dollars

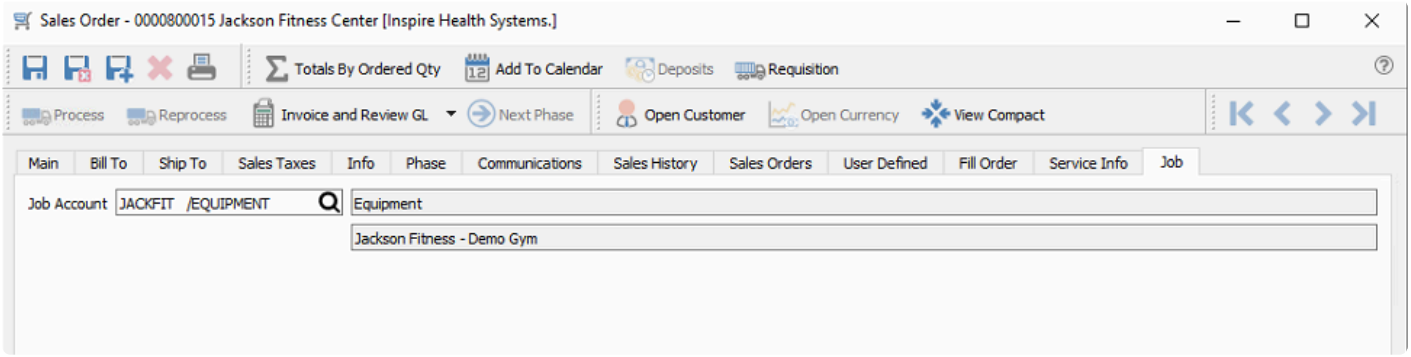
2,368.39

Created by SA on 04/30/2020 9:49:51 AM Modified by SA on 04/30/2020 9:49:51 AM

Sales Orders

Jobs and Accounts can be selected on Sales Order details, and will be posted to job details when the GL account used is either a sales or cost of goods account. Sales Details with inventory accounts will be ignored with respect to jobs.

One way to select a job and account for a sales order is to open the Job tab and do so here. After the selection, each detail line of the sales order will be populated with the selected job and account.



You can also select a job and account for each detail line of the sales order without visiting the Job tab, which is typical when many jobs will be referenced on this sales order. If there is a job/account set for a non expense detail line, then it will be ignored for the information posted to Job Costing.

Sales Order - 0000800015 Jackson Fitness Center [Inspire Health Systems.]

Totals By Ordered Qty | Add To Calendar | Deposits | Requisition

Process | Reprocess | Invoice and Review GL | Next Phase | Open Customer | Open Currency | View Compact

Main | Bill To | Ship To | Sales Taxes | Info | Phase | Communications | Sales History | Sales Orders | User Defined | Fill Order | Service Info | Job

Customer

Customer No JACK225 Jackson Fitness Center AR Balance 10,346.58
PO No 55777 Reference No Other Orders 10,569.62
Misc. Salesperson JOHN John Ather Credit Limit 30,000.00
Territory Available 9,083.80

Order Details

Closed Sales Order
Order No 0000800015
Order Date 03/16/2015
Required Date 03/16/2015
Invoice No 0000600444
Invoice Date 09/10/2018
Repeat None
Phase
Location
Profit Center No Change

Shipping

Ship To TORONTO Jackson Fitness Cente Ship Via Federal Express FOB

Contact

Name Al Phone # Fax/Cell # Email lrossen@jacksonfitness.net

Comment | Serial Numbers | Add Job Header | Toggle Kit Components | UDF | Scan Items | Fill | Prices | Labels | Show Stock

Part No	Description	Order Qty	Ship Qty	B/O Qty	Discount %	Retail Price	Unit Price	Current Cost	Average Cost	Job Account
VA /ABMAT	AbMat	1.00	0.00	1.00	0.00	37.01	37.01	19.55	19.55	JACKFIT /EQUIPMENT
VA /INSKB5	InSpire Kettlebell 5	2.00	2.00	0.00	0.00	15.00	15.00	8.828	8.412	JACKFIT /EQUIPMENT
VA /INSKB10	InSpire Kettlebell 10	1.00	0.00	1.00	0.00	25.00	25.00	13.75	13.75	JACKFIT /FLOOR
VA /INSKB20	InSpire Kettlebell 20	3.00	3.00	0.00	0.00	45.00	45.00	26.483	24.962	JACKFIT /EQUIPMENT
VA /INSKB25	InSpire Kettlebell 25	1.00	1.00	0.00	0.00	55.00	55.00	32.368	30.65	JACKFIT /EQUIPMENT
VA /INSKB30	InSpire Kettlebell 30	2.00	2.00	0.00	0.00	65.00	65.00	39.844	37.498	JACKFIT /EQUIPMENT
VA /INSKB40	InSpire Kettlebell 40	1.00	0.00	1.00	0.00	85.00	85.00	46.75	46.75	JACKFIT /EQUIPMENT
	Press <enter> to insert a comment									

Available 0 On Hand 0 Committed 0 Backorder 0 On Order 0 Expected

Total Weight 0.0 Total Average Cost 197.36 Gross Margin 152.64 43.61 % Discount 0.00 0.0 % Subtotal 350.00
Total Current Cost 209.17 Current Margin 140.83 40.24 % G.S.T. 18.38
Freight 17.50 Total Standard Cost 0.00 Standard Margin 350.00 100.0 % Shop Fee 0.00 BC P.S.T. 25.73

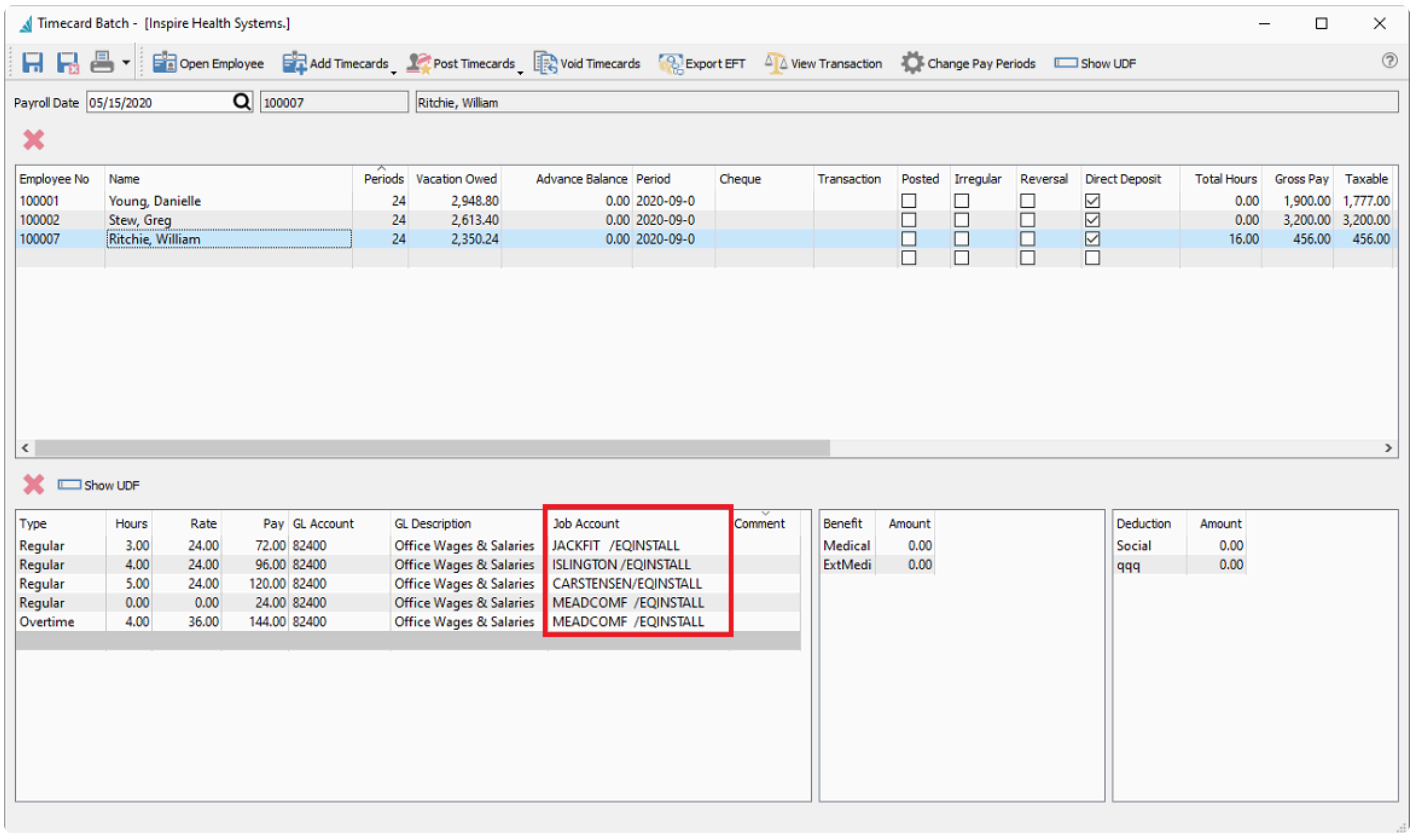
Amounts in Canadian dollars
411.61

Created by SS on 07/07/2015 7:29:23 AM Modified by SA on 04/30/2020 10:21:01 AM

When the invoice is posted, the sales amounts updates the job/account Actual income, and the cost of goods amounts updates the job/account Actual expenses.

Payroll

Each timecard pay code can be identified with a separate job/account, creating hours and expense amounts for the job.



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

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

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

Utilities

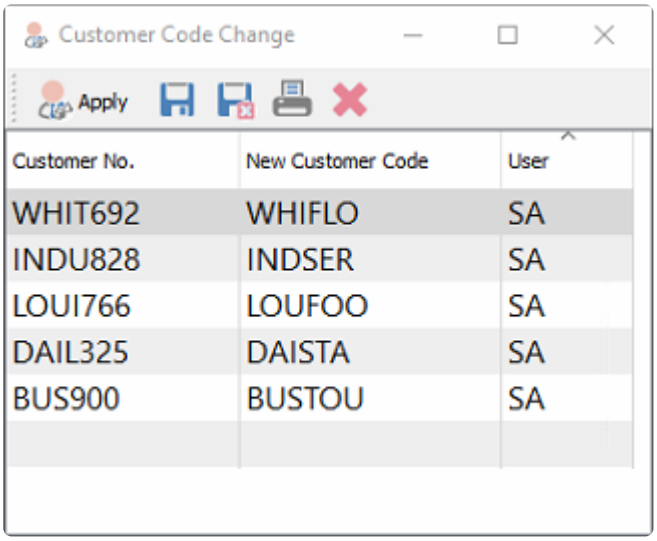
The following section will provide you with an overview of the utilities included in Spire which will include the following topics.

- Customer Code Change
- Inventory Code Change
- Vendor Code Change

Customer Code Change

The Customer code change utility allows you to modify the customer number not only on the main record but also everywhere else it is in use, such as sales orders, price matrix records, requisitions and more. Once a code change is applied, it will appear as if the new customer code was always used. No history of the old code is kept.

This utility is accessed from the top Customers menu, choosing Customer Code Change. To be able to run this utility, you need to have the User security setting for Customer / Change Customer Code enabled.



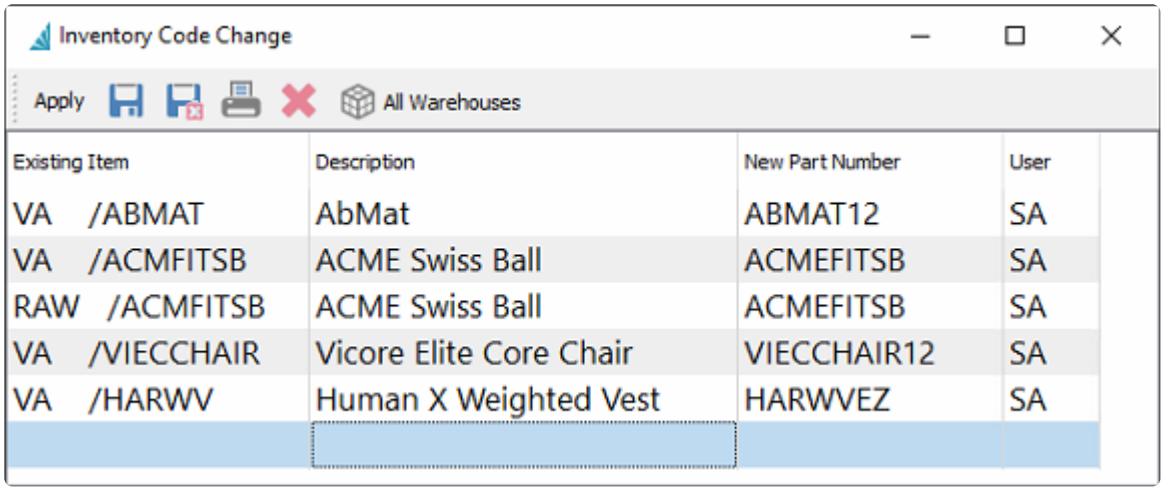
Apply – Posts the change to the record, transactions, history and other records the customer number is referred to.
Save – Saves the selected list while in progress.
Save Close – Saves the list and also closes the window
Print – Prints report for list
Delete – Deletes the selected line

> NOTE:- Posting changes requires exclusive use of Spire; however adding changes to the list does not.

Inventory Code Change

The Inventory code change utility allows you to modify the part number not only on the main record but also everywhere else it is in use, such as sales orders, purchase orders, price matrix records, requisitions and more. Once a code change is applied, it will appear as if the new part number was always used. No history of the old code is kept.

This utility is accessed from the top Inventory menu, choosing Inventory Code Change. To be able to run this utility, you need to have the User security setting for Inventory / Change Inventory Code enabled.



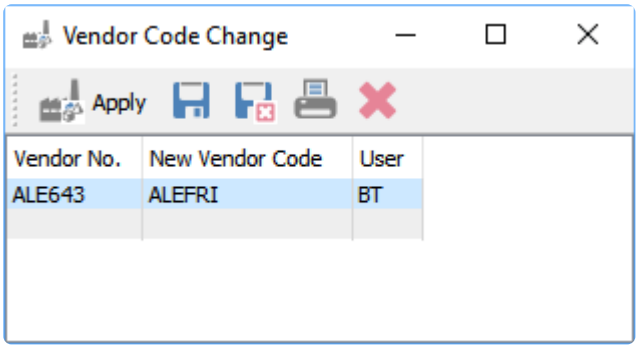
Apply – Posts the change to the record, transactions, history and other records the item number is referred to.
Save – Saves the selected list while in progress.
Save Close – Saves the list and also closes the window
Print – Prints report for list
Delete – Deletes the selected line
All Warehouses – When a highlighted item on the list is located in multiple warehouses, this will replicate the code change for this part number for all other warehouses.

> NOTE:- Posting changes requires exclusive use of Spire; however adding changes to the list does not.

Vendor Code Change

The Vendor code change utility allows you to modify the vendor number not only on the main record but also everywhere else it is in use, such as purchase orders, vendor price records, requisitions and more. Once a code change is applied, it will appear as if the new vendor code was always used. No history of the old code is kept.

This utility is accessed from the top Vendors menu, choosing Vendor Code Change. To be able to run this utility, you need to have the User security setting for Vendor / Change Vendor Code enabled.

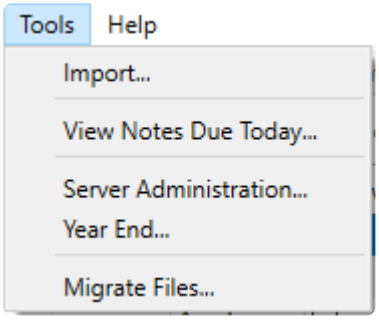


Apply – Posts the change to the record, transactions, history and other records the vendor number is referred to.
Save – Saves the selected list while in progress.
Save Close – Saves the list and also closes the window
Print – Prints report for list
Delete – Deletes the selected line

NOTE:- Posting changes requires exclusive use of Spire; however adding changes to the list does not.

Tools

This menu contains a few functions that are not particular to any specific Spire module.



Import – Create new records from an external file source.

View Notes Due Today – Open the list of communication notes that has a Due Date equal to or older than today. This list also opens when you first sign into this Spire company.

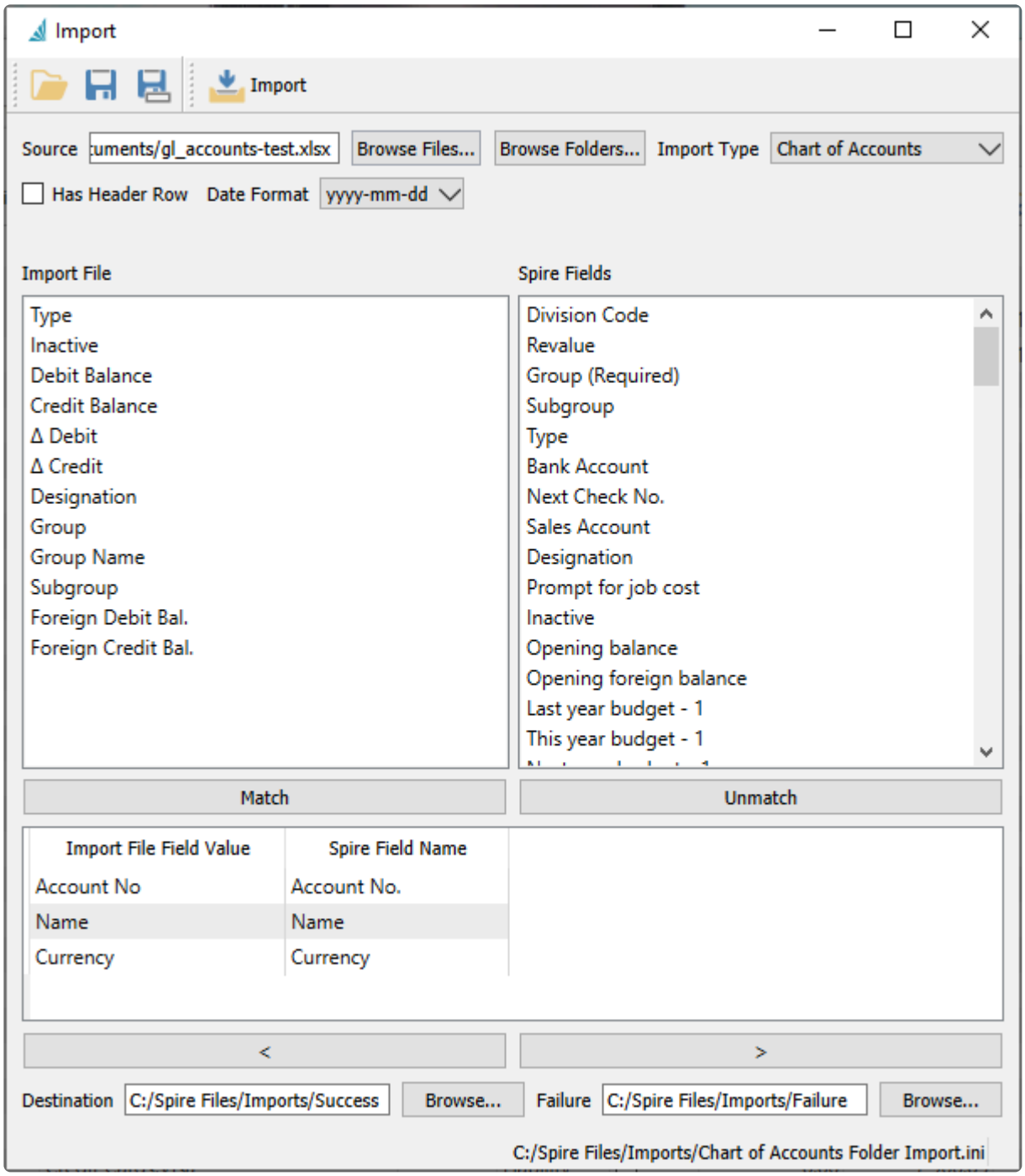
Server Administration – Open the Spire Server Administrator in your default web browser application. The login screen appears for you to enter your credentials.

Year End – Close the Last Fiscal Year and create a new Next Fiscal Year.

Migrate Files – If you have converted from an older version of Spire that maintained Attachments and Inventory images in a particular media folder, this can move these files to the new Spire media folder location.

Importing Data

When you need to add a larger volume of new records into Spire, you can use the Import procedure to populate your company data, rather than entering them all individually. Open the Import process from the Tools menu. This opens a screen where you can determine which data you want to update and how to do it.



Open – If you have performed an Import before, the most recently used template will automatically be loaded for you, or you can open another previously saved template with required configuration settings from an INI file.

Save – Save the selected Import Type and matched Spire Fields to the currently loaded configuration file. This is useful so that you don't have to reconfigure them again if you want to use this layout in the future.

Save As – Save the selected Import Type and matched Spire Fields to a new configuration text file. This is useful so that you don't have to reconfigure them again if you want to use this layout in the future.

Import – Begin the import process. Verification is performed and any errors found are displayed in a pop-up window. Otherwise the changes are complete and the new records and values will be added to your company data.

If this is the first time importing into your company data using this file layout, there are some selections and setups that need to be identified.

Source – The file that contains the information you wish to import. Excel and CSV are the supported formats. You can type or paste the full path and file name into this field, in addition to being able to browse for it.

Browse Files – Locate the file that contains the information you want to import. Perhaps this file was created by Exporting from a Spire screen for the purpose of updating information for selected records, or perhaps this file was created by an external application source for the purpose of adding new records or transactions into Spire.

Browse Folders – Set the folder that contains the import file.

Import Type – Choose what you want to import, records or transactions, from this list of data types.

- Accounts Payable
- Accounts Receivable
- Chart of Accounts
- Customers
- Customer Addresses
- Customer Code Change
- Customer Contacts
- Customer Part Numbers
- GL Transaction
- Integration Association
- Inventory
- Inventory Adjustment
- Inventory Code Change
- Inventory Transfer
- Inventory UPC
- Job Entry
- Price Matrix
- Purchase Order
- Requisition

- Sales Order
- Timecard
- Vendor
- Vendor Code Change
- Vendor Contacts
- Vendor Price

Has Header Row – When importing, enable this setting to skip the column titles in the first row of the source file. This also displays the second row from the source file in the Import File area, which would be your first row of data.

Date Format – Select the way how dates are formatted in the source file. All dates in the source must use this same format.

Import File – The list of field values from the first row of the selected Source file. This may be the first record you want to import, or it may be column titles in the spreadsheet.

Spire Fields – The list of available fields for the selected Import Type.

Match – Create a connection between the highlighted fields in the Import File and Spire Field areas. When matched, they are both moved to the link list below. Repeat this process for all Import fields. In the Spire fields list, some key fields will be identified as required, so ensure that your import file contains columns for all of these and are matched, otherwise the import is guaranteed to fail.

Unmatch – If you need to disconnect fields that were matched incorrectly, highlight the link below and click to move both fields back up to their respective lists.

If an Import File field is not matched to any Spire fields, it will be skipped during the import procedure.

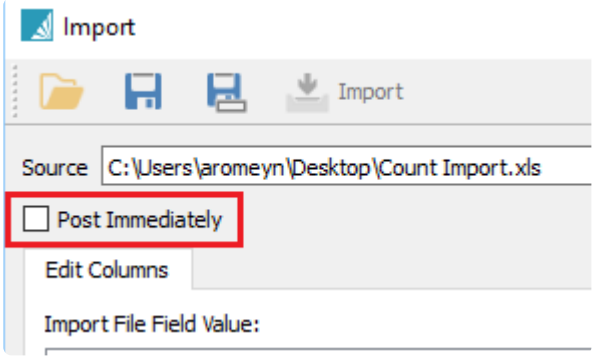
< / > – Browse through the contents of the selected source file by clicking either of these buttons, to scroll through the Import File Field Values and see them next to the Spire field names as a spot check for verification prior to importing.

Destination – After a successful import, optionally set a location to move the source file, either by entering the path or browsing for it. You may choose to do this so that the file is not accidentally imported a second time, or to archive successful import files to an alternate location.

Failure – After an import that produced errors, optionally set a location to move the source file, either by entering the path or browsing for it. You may choose to do this to indicate that corrections are necessary in the file before you try again.

Imports – Post / Receive Immediately

For Sales Order and Inventory Adjustment imports, there is an additional option called “Post Immediately”.



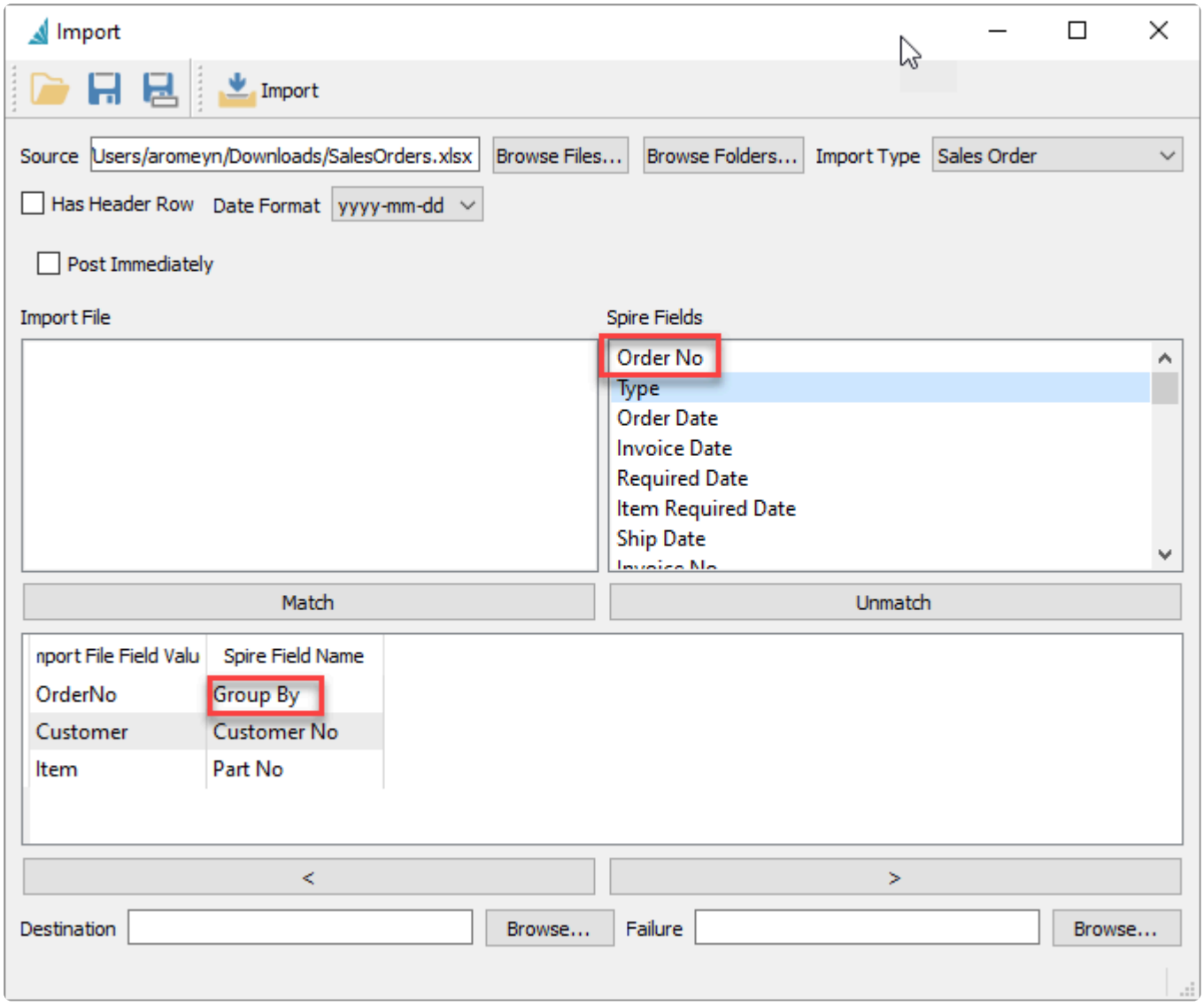
- For Sales Orders if this option is enabled, the imported transactions will be posted as invoices. If not enabled, they will go into sales orders for invoicing manually.
- For Inventory Adjustments the option will post to inventory receipts and the GL. If unchecked they will appear in the adjustments module for review and posting later.

- For Inventory Transfer imports, there is an option called “Receive Immediately”. This works in the same way as for posting Inventory Adjustments immediately.

Import Sales or Purchase Orders

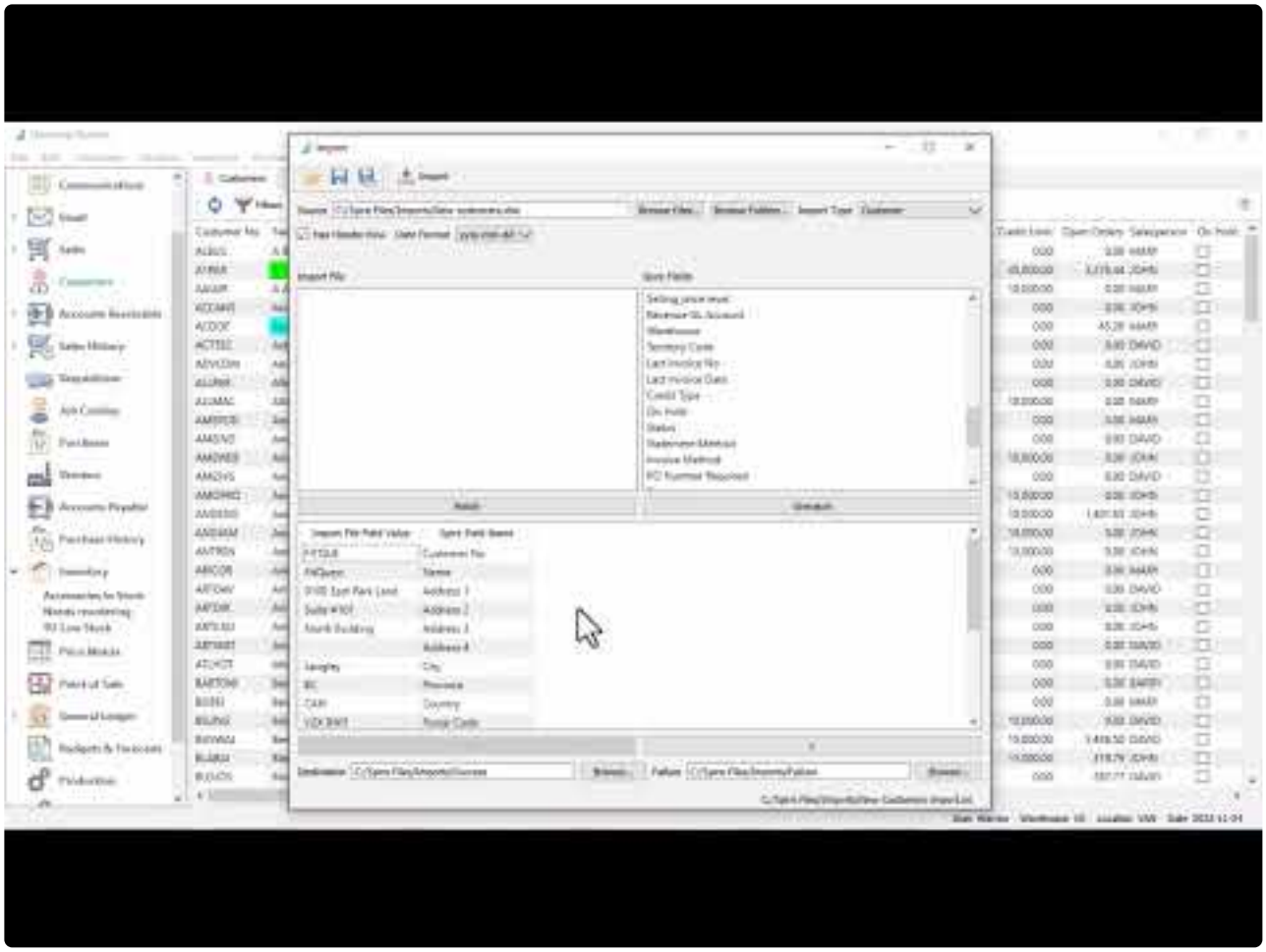
When importing Sales or Purchase Orders, the source Excel or .csv file needs to contain an order number for field mapping. Depending on how you import the order, it will either use that field for the sales order or PO number or it will use the next available order number from the company’s next sequence number.

If you select “Order No” or “PO Number” from the Spire Fields list, then it will use the order number from the source file. If you choose “Group By” instead it will use the next available number in Spire.



In the example above, the next order number available in Spire will be used because the Group By field was selected to match.

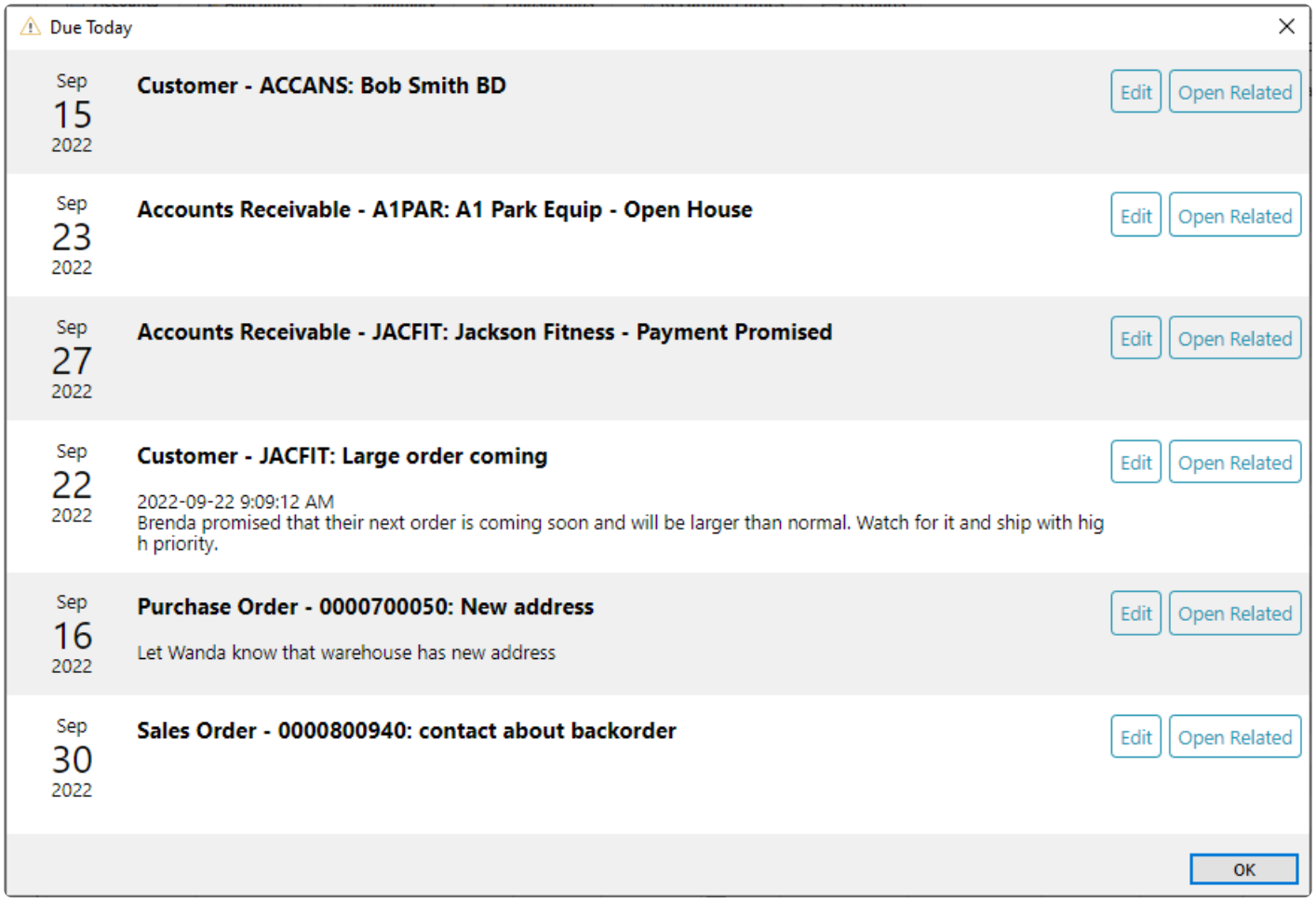
Video Instruction



https://www.youtube.com/embed/7marETe1QdA?rel=0

View Notes Due Today

When you sign into Spire, if there are any communications notes with a Due Date equal to today or earlier, the Due Today screen with this notes list appears. If you want to access this list after the screen is closed, you do not have to log back into the company. Instead, from the Tools menu, choose View Notes Due Today to restore this screen.

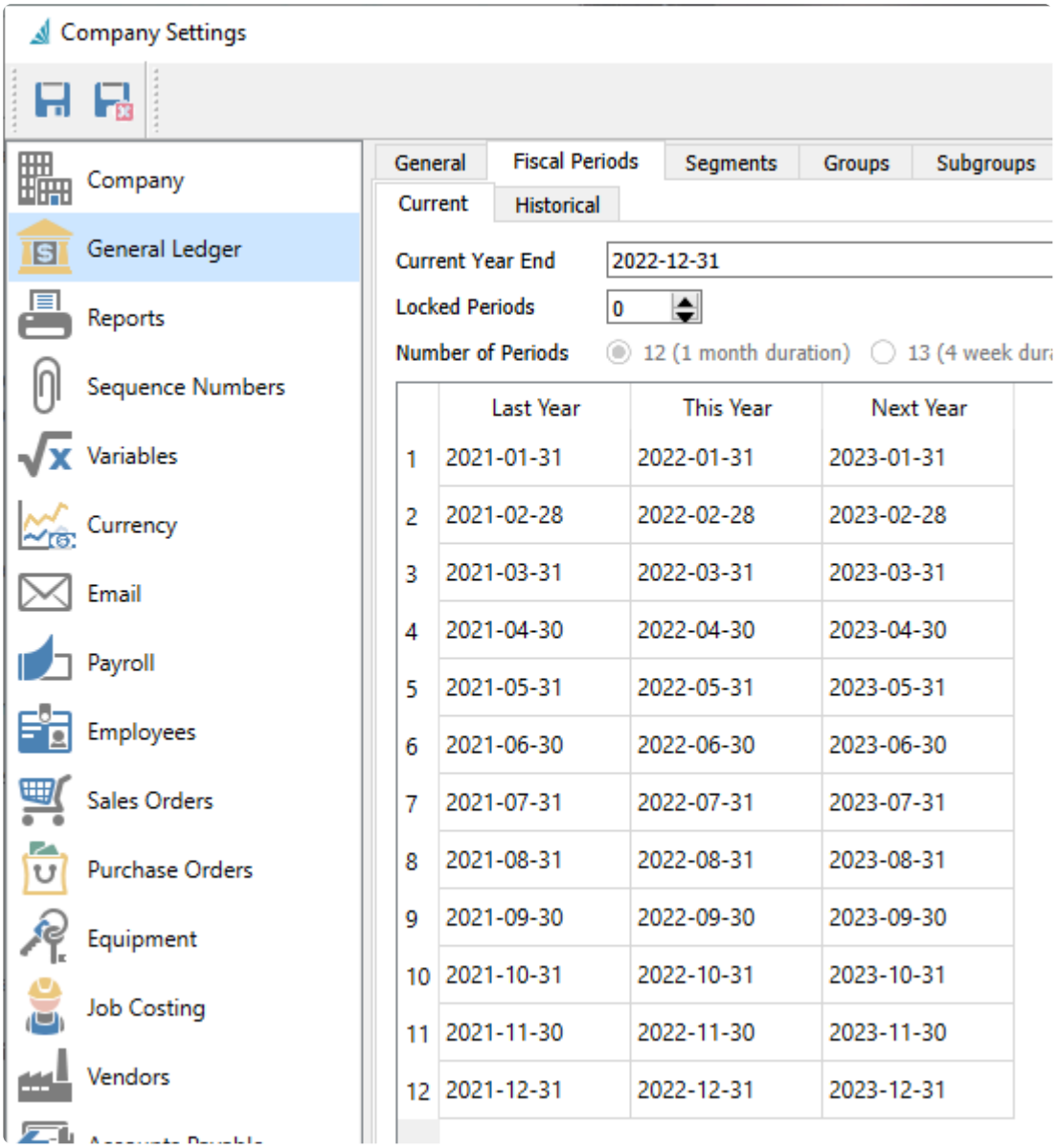


Server Administration

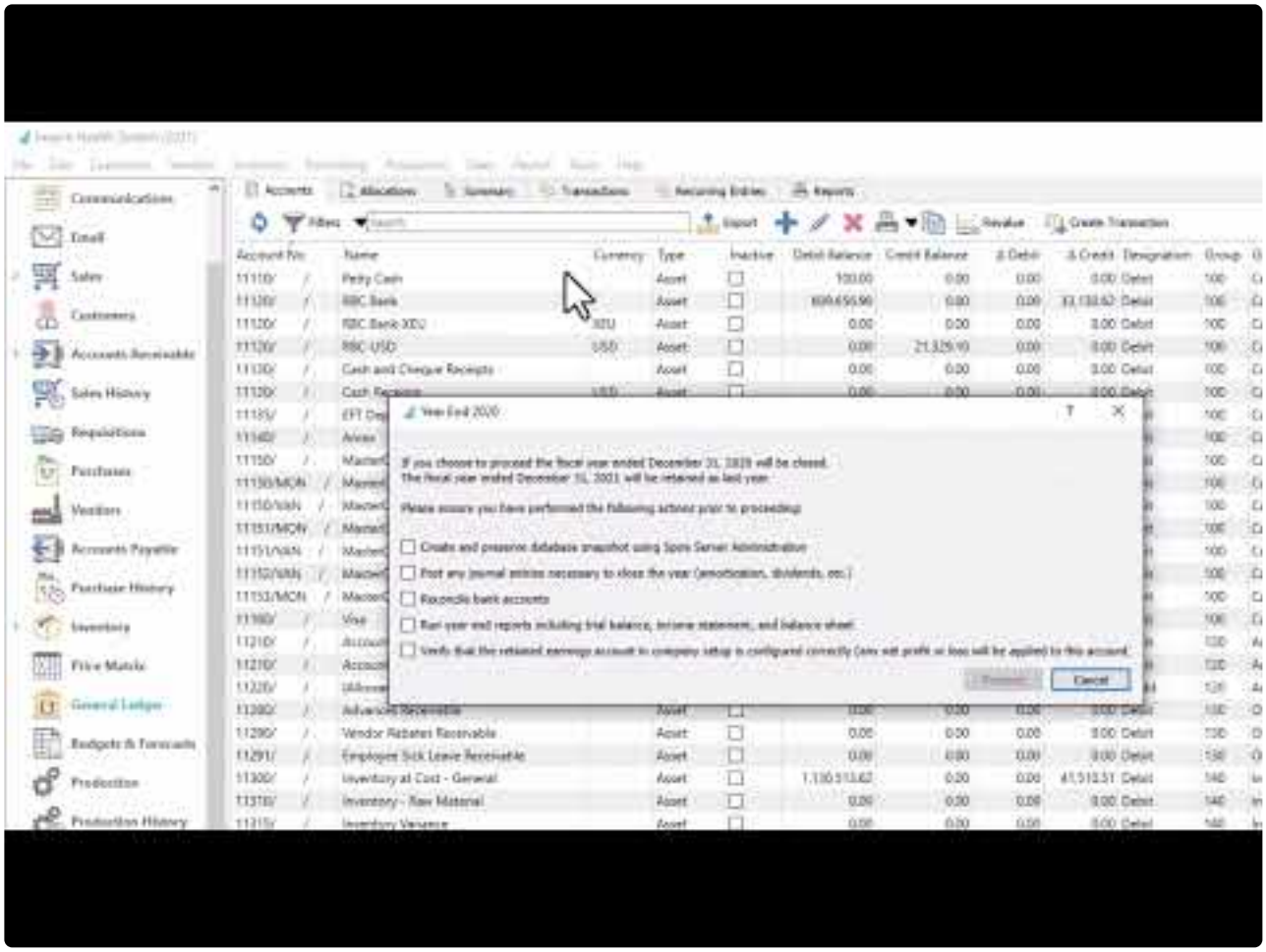
Spire administration can be accessed from any workstation on the local area network. The administration is browser based and can be accessed from the Tools menu and choosing Server Administration. For more complete information regarding Spire Administration functions, follow this link to the help manual topics and video.

Year End

This function controls the 3 available Fiscal Years, moving Last Year into History, pushing This Year and Next Year into the next older column, and creating a new Next Year. This mostly affects General Ledger transactions, and some processing is highly recommended prior to performing Year End. For more complete information about Year End, follow this link to the manual help topic.



Video Instruction



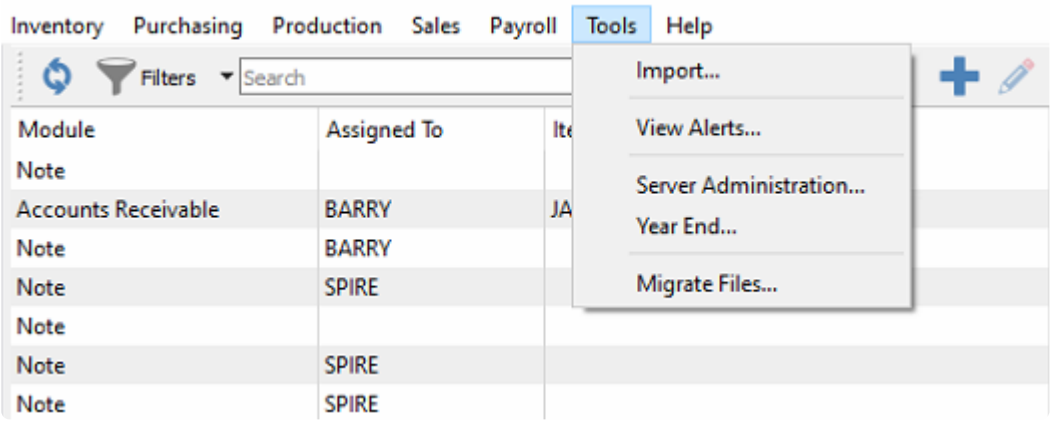
https://www.youtube.com/embed/-G4-5rRR_2E?rel=0

https://www.youtube.com/embed/-G4-5rRR_2E?rel=0

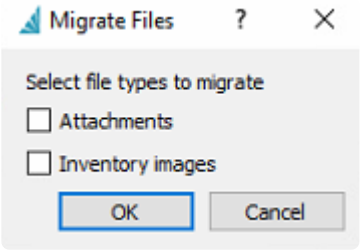
Migrate Files

Spire 3.5 and lower stored Inventory images anywhere on the network, often not accessible to some users. In Spire 3.6 and later, all images may be copied to the central media storage. This should be run by each user, on their local PC, who has added Inventory images in the past.

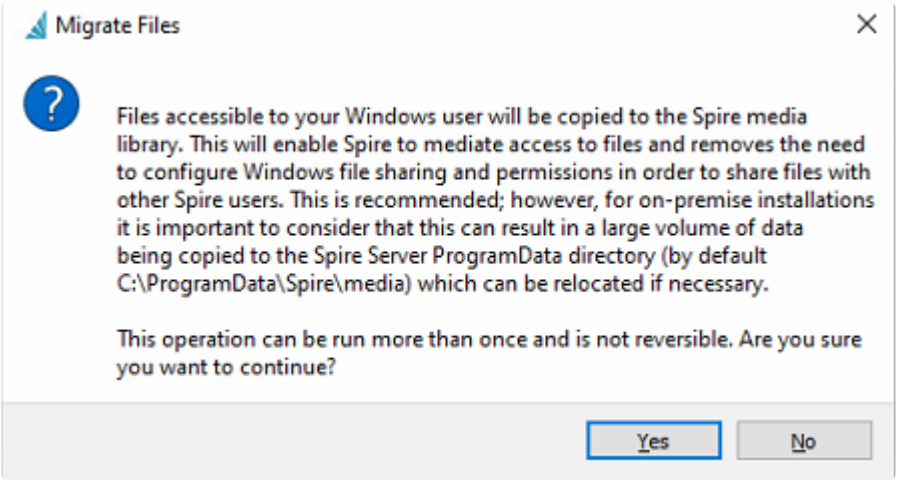
Select Migrate Files from the Tools Menu



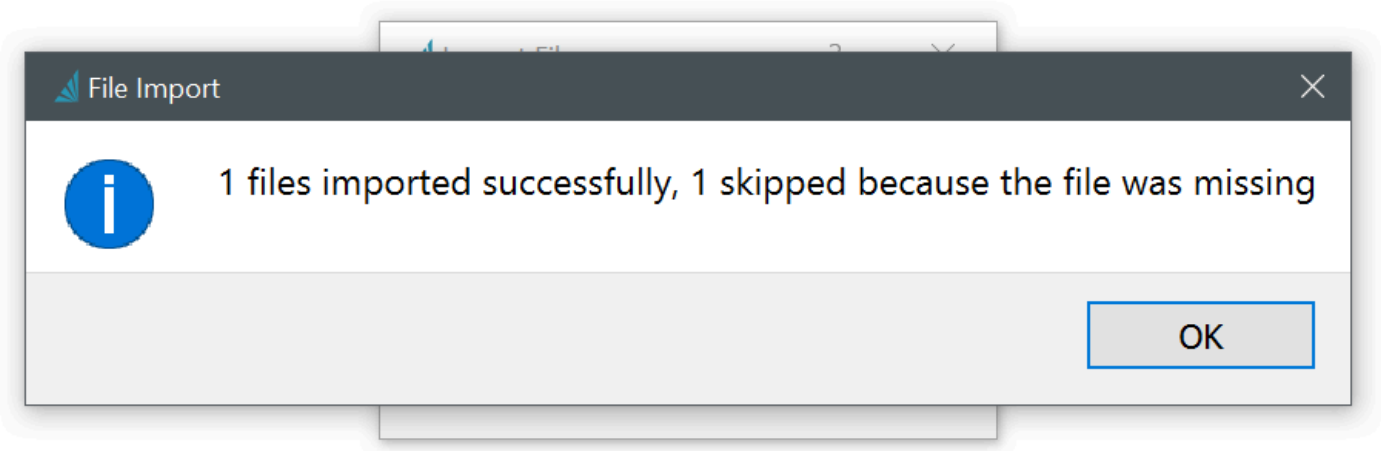
Check Attachments and Inventory Images and click “OK”



Yes to continue the process



Message will indicate the Attachments and Inventory Images has been copied over to the Central Media folder



Optional Add-ons

The following section will provide you with an overview of the available Add-on modules for Spire.

This includes the following Add-Ons currently available for Spire:

- Production Manager
- Service Manager
- Canadian Payroll

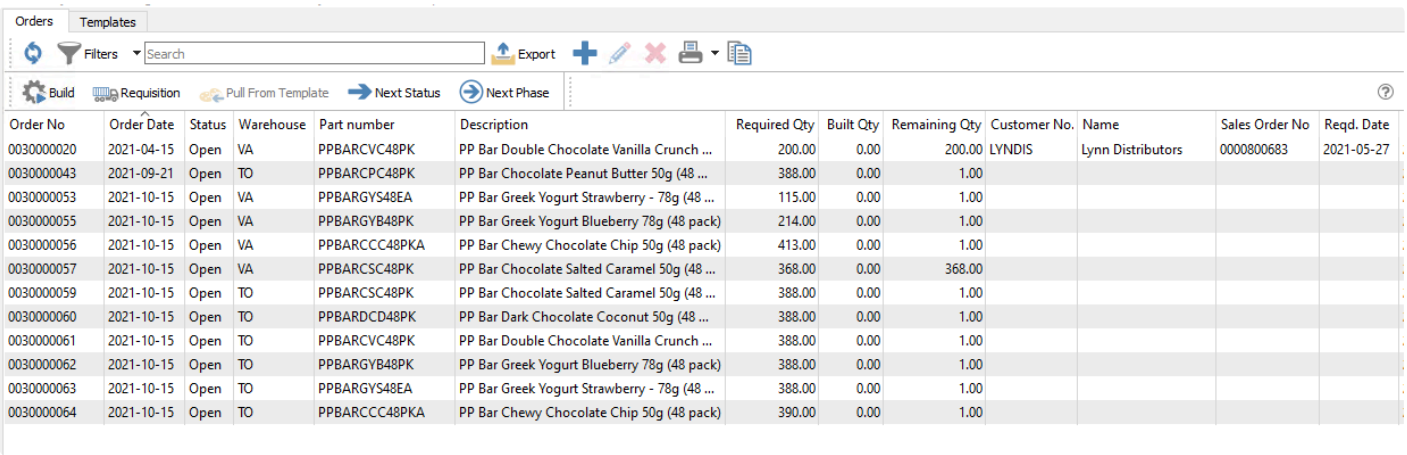
Production Manager

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:

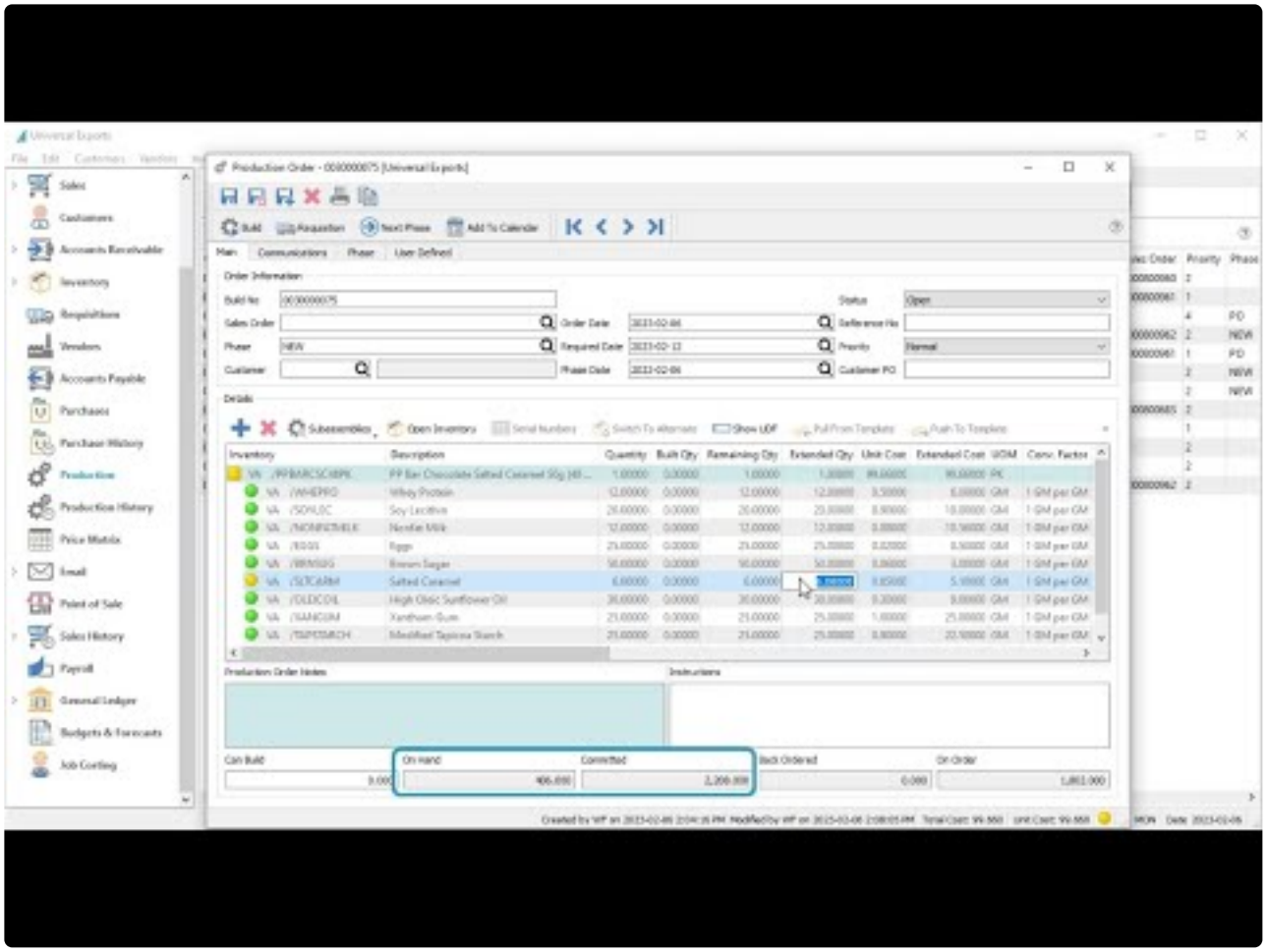
- Commit raw materials before production begins
- Link production order to sales orders
- Customize production builds on the fly
- Create subassemblies for a single product
- Track work in progress (WIP)
- Manage production phases with one click
- Automatically generate requisitions from inventory shortages 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



Order No	Order Date	Status	Warehouse	Part number	Description	Required Qty	Built Qty	Remaining Qty	Customer No.	Name	Sales Order No	Reqd. Date
0030000020	2021-04-15	Open	VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch ...	200.00	0.00	200.00	LYNDIS	Lynn Distributors	0000800683	2021-05-27
0030000043	2021-09-21	Open	TO	PPBARCPC48PK	PP Bar Chocolate Peanut Butter 50g (48 ...	388.00	0.00	1.00				
0030000053	2021-10-15	Open	VA	PPBARGYS48EA	PP Bar Greek Yogurt Strawberry - 78g (48 ...	115.00	0.00	1.00				
0030000055	2021-10-15	Open	VA	PPBARGYB48PK	PP Bar Greek Yogurt Blueberry 78g (48 pack)	214.00	0.00	1.00				
0030000056	2021-10-15	Open	VA	PPBARCCC48PKA	PP Bar Chewy Chocolate Chip 50g (48 pack)	413.00	0.00	1.00				
0030000057	2021-10-15	Open	VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 ...	368.00	0.00	368.00				
0030000059	2021-10-15	Open	TO	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 ...	388.00	0.00	1.00				
0030000060	2021-10-15	Open	TO	PPBARDCD48PK	PP Bar Dark Chocolate Coconut 50g (48 ...	388.00	0.00	1.00				
0030000061	2021-10-15	Open	TO	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch ...	388.00	0.00	1.00				
0030000062	2021-10-15	Open	TO	PPBARGYB48PK	PP Bar Greek Yogurt Blueberry 78g (48 pack)	388.00	0.00	1.00				
0030000063	2021-10-15	Open	TO	PPBARGYS48EA	PP Bar Greek Yogurt Strawberry - 78g (48 ...	388.00	0.00	1.00				
0030000064	2021-10-15	Open	TO	PPBARCCC48PKA	PP Bar Chewy Chocolate Chip 50g (48 pack)	390.00	0.00	1.00				

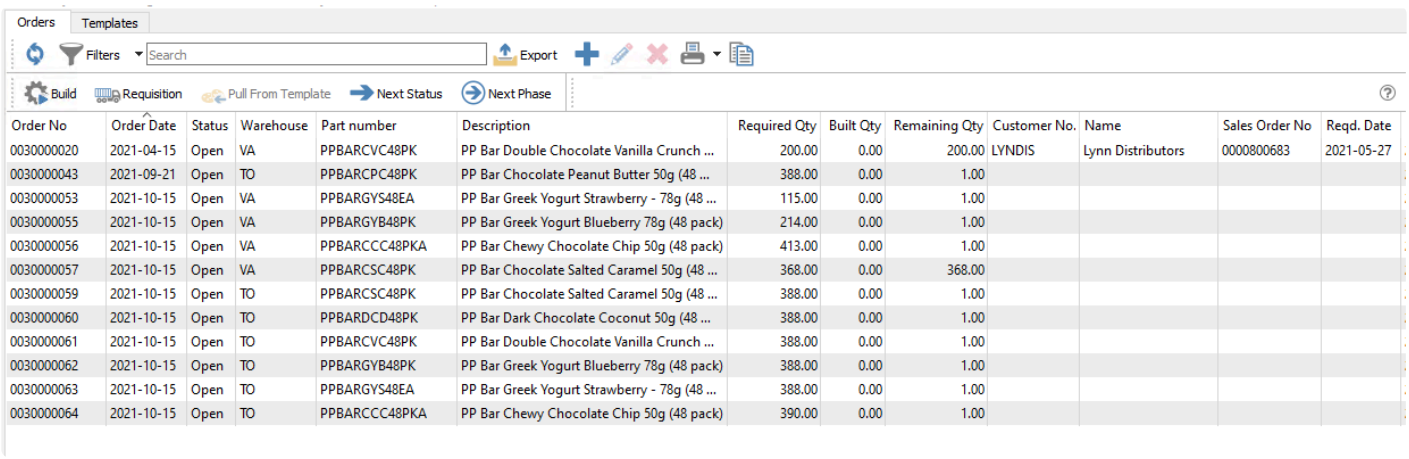
Video Instruction



https://www.youtube.com/embed/3OnFal4KJho?rel=0

Order List

Production Order list



Order No	Order Date	Status	Warehouse	Part number	Description	Required Qty	Built Qty	Remaining Qty	Customer No.	Name	Sales Order No	Reqd. Date
0030000020	2021-04-15	Open	VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch ...	200.00	0.00	200.00	LYNDIS	Lynn Distributors	0000800683	2021-05-27
0030000043	2021-09-21	Open	TO	PPBARCPC48PK	PP Bar Chocolate Peanut Butter 50g (48 ...	388.00	0.00	1.00				
0030000053	2021-10-15	Open	VA	PPBARGYS48EA	PP Bar Greek Yogurt Strawberry - 78g (48 ...	115.00	0.00	1.00				
0030000055	2021-10-15	Open	VA	PPBARGYB48PK	PP Bar Greek Yogurt Blueberry 78g (48 pack)	214.00	0.00	1.00				
0030000056	2021-10-15	Open	VA	PPBARCCC48PKA	PP Bar Chewy Chocolate Chip 50g (48 pack)	413.00	0.00	1.00				
0030000057	2021-10-15	Open	VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 ...	368.00	0.00	368.00				
0030000059	2021-10-15	Open	TO	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 ...	388.00	0.00	1.00				
0030000060	2021-10-15	Open	TO	PPBARDCD48PK	PP Bar Dark Chocolate Coconut 50g (48 ...	388.00	0.00	1.00				
0030000061	2021-10-15	Open	TO	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch ...	388.00	0.00	1.00				
0030000062	2021-10-15	Open	TO	PPBARGYB48PK	PP Bar Greek Yogurt Blueberry 78g (48 pack)	388.00	0.00	1.00				
0030000063	2021-10-15	Open	TO	PPBARGYS48EA	PP Bar Greek Yogurt Strawberry - 78g (48 ...	388.00	0.00	1.00				
0030000064	2021-10-15	Open	TO	PPBARCCC48PKA	PP Bar Chewy Chocolate Chip 50g (48 pack)	390.00	0.00	1.00				

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 – Create a new Production Order, where selecting the item to build will use a default template for components, if one exists.
Edit – Edits a Production Order
Delete – Deletes the highlighted production order(s). Any Committed component item quantities will be restored to Available.
Print – Opens the report window to print either the Production Order, Material Requirements or Production Schedule reports.
Copy – Create a new production order based on the highlighted order.

Build – Builds selected Production Order(s) to receive the finished product using the total component cost, and relieves the components from inventory.

Requisition – When not enough component items are in stock to fulfill Production orders, you can create a requisition for a purchase order to buy that stock.

Copy – Copies a Production Order to a new one.

Pull From Template – 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, from Open to Pending to In Progress.

Next Phase – Moves the production order to the next phase, if User Security allows, based on the custom

phase sequence set up for production.

Grid columns

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, from sales orders when a user requisitions a manufactured item, or from a production template.

Name – The name of the customer the production order is for.

Warehouse – The warehouse where the item will be 'Built' into.

Part Number – The manufactured item being built. Only one item can be manufactured for each production order.

Description – The description of the item that will be built.

Required Qty – The number of units that need to be built for this order, which can be determined from a requisition value or edited manually.

Built Qty – The number of units that have been built so far.

Remaining Qty – How many manufactured items are still left to build.

Order Date – The date that this production order was created. It can be edited if necessary.

Reqd. Date – The date that this production order needs to be completed by. This date is either added manually or will come from the required date of the source sales order requisition.

Status – Production orders can have one of the following three statuses:

- **Open** – 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 – Choose from one of 5 values, from Highest to Lowest, so that you could sort or filter the list to see the most important ones.

Phase – If you use phases, you can manually assign this production order status or increment it to the next phase in the sequence from the toolbar button.

Phase Date – The date that this production order was assigned the current phase.

Sales Order No. – The sales order number that this production order is from. This can be manually selected or come from sales order requisitions.

PO Number – The customers purchase order number from a requisitioned sales order.

Reference No – An alphanumeric value you can use for any identification or selection / sorting purpose.

Created – The date and time when the production order was created.

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

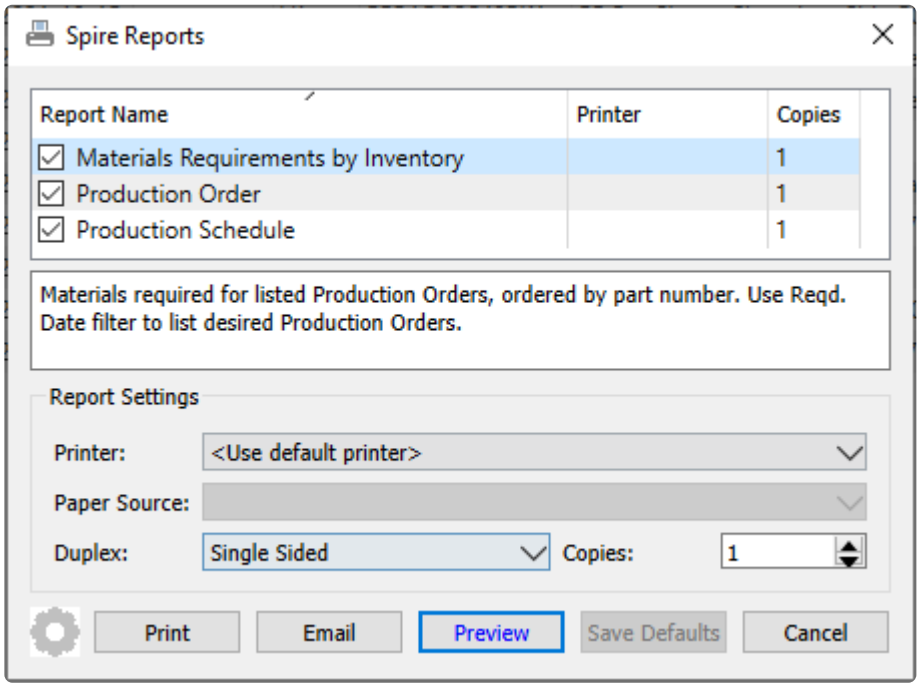
Modified – The date and time when the production order was last changed and saved.

Modified By – The initials of the user that last changed and saved this production order.

Template No – The production template number associated with the item on this order. If blank, the item was added manually to the order and no template exists. A production order can be copied to a template for later use.

Reports

From the Orders toolbar, you can access the list of Production Order reports, for either selected or all orders.



Materials Requirements by Inventory – Prints a list of component inventory items and the respective selected production orders they are found on. Required component quantities are totaled and indicated where stock is low or depleted.

Universal Exports

Materials Requirements by Inventory

* Selected Records printed *

March 23, 2023 / 4:21 pm

Component Material			On Hand	Committed	On Order	Due	PO INFORMATION Number
Required	Order #	Assembly			Required		
[VA]ACAI Acai Fruit Extract			0 GM	0	0		
** Out of Stock **	0030000056	[VA]PPBARCCC48PKA PP Bar Chewy Chocolate Chip 50g (48 pack)			1,652 GM		
[VA]ALMONDS Almonds			15,032 GM	0	0		0000700080
	0030000056	[VA]PPBARCCC48PKA PP Bar Chewy Chocolate Chip 50g (48 pack)			413 GM		
[VA]BLUBERR Bluberries			14,330 GM	0	0		
** Low Stock **	0030000055	[VA]PPBARGYB48PK PP Bar Greek Yogurt Blueberry 78g (48 pack)			21,400 GM		
** Out of Stock **	0030000071	[VA]PPBARGYB48PK PP Bar Greek Yogurt Blueberry 78g (48 pack)			100 GM		
[VA]BLUSYRP Bluberry Syrup			6,504 GM	0	0		
** Low Stock **	0030000055	[VA]PPBARGYB48PK PP Bar Greek Yogurt Blueberry 78g (48 pack)			7,490 GM		
** Out of Stock **	0030000071	[VA]PPBARGYB48PK PP Bar Greek Yogurt Blueberry 78g (48 pack)			35 GM		
[VA]BRNSUG Brown Sugar			99,247 GM	0	0		
May 27,2021	0030000020	[VA]PPBARCVC48PK PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)			2,800 GM		
	0030000055	[VA]PPBARGYB48PK PP Bar Greek Yogurt Blueberry 78g (48 pack)			16,050 GM		
	0030000056	[VA]PPBARCCC48PKA PP Bar Chewy Chocolate Chip 50g (48 pack)			9,086 GM		
	0030000057	[VA]PPBARCSC48PK PP Bar Chocolate Salted Caramel 50g (48 pack)			50 GM		
	0030000071	[VA]PPBARGYB48PK PP Bar Greek Yogurt Blueberry 78g (48 pack)			75 GM		

Production Order – Prints the list of component items and their respective quantities and costs, required to build the specified quantity of the Manufactured inventory item.

Universal Exports

Production Order # 0030000020

March 23, 2023 / 4:21 pm

Created	April 15, 2021	Required	May 27, 2021	Status	Open
Sales Order No	0000800683	Customer	LYNDIS Lynn Distributors		
		Reference			
Item	[VA]PPBARCVC48PK PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	Required	200	Cost 103.04	20,608.00

COMPONENTS for

Item	UOM	Unit Quantity	Extended Quantity	Cost	Extended Cost
[VA]WHEPRO Whey Protein	GM	22	4,400	0.50	2,200.00
[VA]SOYLEC Soy Lecithin	GM	17	3,400	0.90	3,060.00
[VA]VANILLA Vanilla	GM	12	2,400	2.00	4,800.00
[VA]NONFATMILK Nonfat Milk	GM	12	2,400	0.88	2,112.00
[VA]EGGS Eggs	GM	25	5,000	0.02	100.00
[VA]SALT Salt	GM	20	4,000	0.02	80.00
[VA]TAPSTARCH Modified Tapioca Starch	GM	12	2,400	0.90	2,160.00
[VA]OATS Oats	GM	100	20,000	0.12	2,400.00
[VA]BRNSUG Brown Sugar	GM	14	2,800	0.06	168.00
[VA]COCPOW Cocoa Powder	GM	18	3,600	0.08	288.00
[VA]VEGGLY Vegetable Glycerine	GM	3	600	4.00	2,400.00
[VA]SOYPRO Soy Protein Crisps	GM	7	1,400	0.60	840.00
					20,608.00

Production Schedule – Prints the list of selected production orders, sorted and grouped by Required Date.

Universal Exports

Production Schedule

March 23, 2023 / 4:21 pm

Alloc	Order nuumber / *Phase / Date*	Item / *PO #*	*Customer*	Unit Qty with Conversion	Unit Cost inc Scrap	Total Cost
May 27, 2021						
	0030000020	[VA]PPBARCVC48PK PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	*Lynn Distributors*	200	103.04	20,608.00
	No Required Date					
	0030000055	[VA]PPBARGYB48PK PP Bar Greek Yogurt Blueberry 78g (48 pack)		214	72.66	15,549.24
	0030000056	[VA]PPBARCCC48PKA PP Bar Chewy Chocolate Chip 50g (48 pack)		413	79.00	32,625.35
	0030000057	[VA]PPBARC5C48PK PP Bar Chocolate Salted Caramel 50g (48 pack)		1	99.66	99.66
	0030000071	[VA]PPBARGYB48PK PP Bar Greek Yogurt Blueberry 78g (48 pack)		1	71.66	71.66

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.

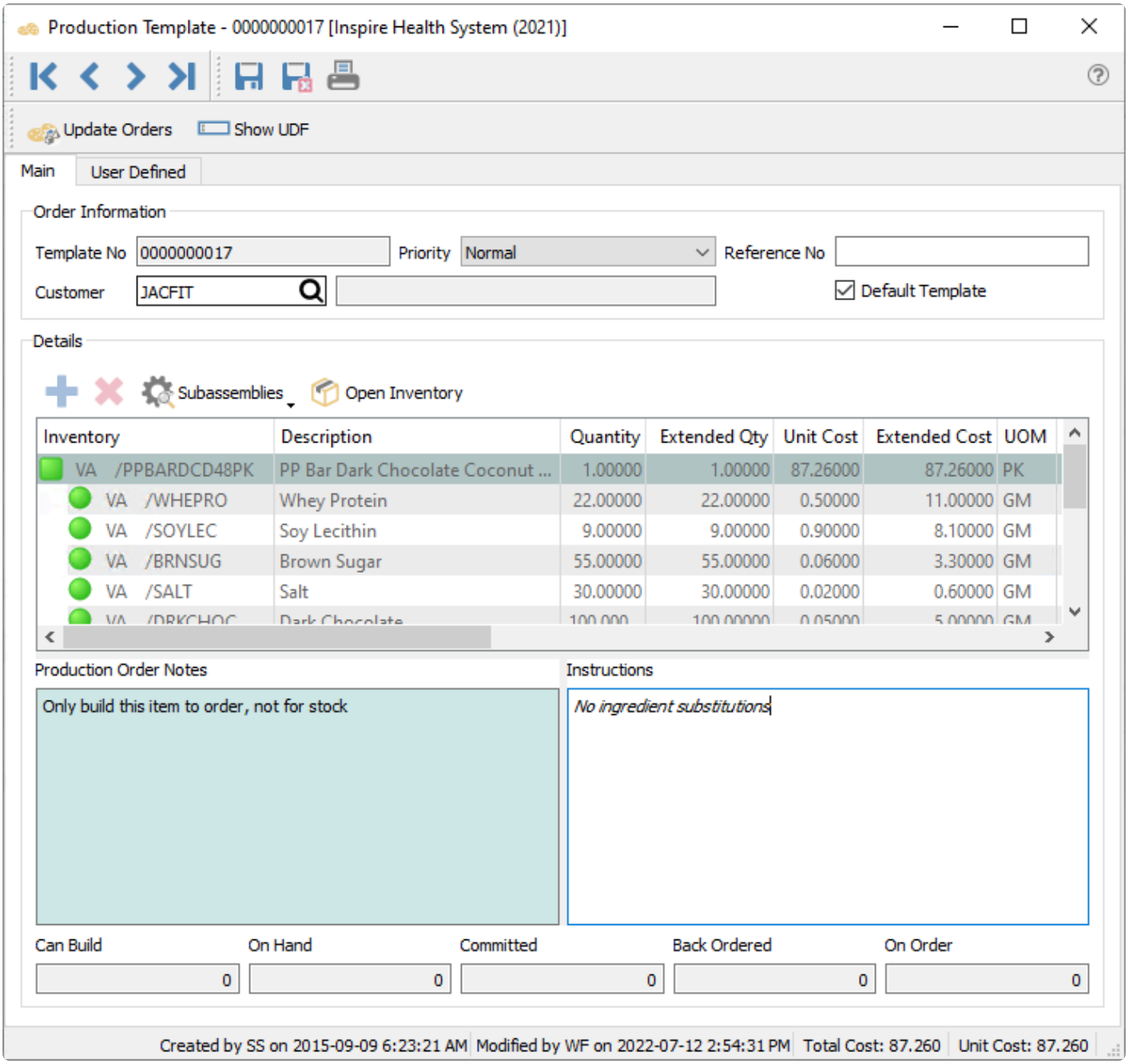
Orders | Templates

Filters | Search | Export | Create From Template

Template No	Default	Warehouse	Part number	Description	Required Qty	Priority	Customer No.	Name	Reference No	Created	Created By	Modified	Modified By
0000000016	☑	VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	1.00	2				2015-09-09 6:18:56 AM	SS	2021-05-04 10:16:49 AM	AR
0000000017	☑	VA	PPBARDCD48PK	PP Bar Dark Chocolate Coconut 50g (48 pack)	1.00	2				2015-09-09 6:23:21 AM	SS	2021-05-04 10:15:10 AM	AR
0000000018	☑	VA	PPBARGYB48PK	PP Bar Greek Yogurt Blueberry 78g (48 pack)	1.00	2				2015-09-09 6:27:48 AM	SS	2021-05-04 10:14:33 AM	AR
0000000019	☑	VA	PPBARGYS48EA	PP Bar Greek Yogurt Strawberry - 78g (48 Pack)	1.00	2				2015-09-09 6:30:56 AM	SS	2021-05-04 10:13:53 AM	AR
0000000020	☑	VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	1.00	2				2015-09-16 5:30:07 AM	SS	2021-05-04 10:18:17 AM	AR
0000000021	☐	VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	1.00	2				2016-05-11 12:53:11 PM	SS	2021-05-04 10:17:54 AM	AR
0000000023	☐	VA	RESCAB70	Resistance Cable 70lb Yellow	1.00	2				2021-05-04 10:51:28 AM	AR	2021-05-04 10:51:28 AM	AR
0000000024	☐	VA	PPBARMAINMIX	PP Bar Main Mix	1.00	2				2021-05-10 1:03:14 PM	AR	2021-05-10 1:03:14 PM	AR
T000000001	☑	VA	RESCAB10	Resistance Cable 10lb Teal	1.00	2				2015-03-22 4:17:42 AM	SS	2021-05-04 10:20:24 AM	AR
T000000002	☑	VA	RESCAB20	Resistance Cable 20lb Purple	1.00	2				2015-03-22 4:18:51 AM	SS	2021-05-04 10:20:39 AM	AR
T000000003	☑	VA	RESCAB30	Resistance Cable 30lb Pink	1.00	2				2015-03-22 4:19:41 AM	SS	2021-05-04 10:20:46 AM	AR
T000000004	☑	VA	RESCAB40	Resistance Cable 40lb Magenta	1.00	2				2015-03-22 4:20:09 AM	SS	2021-05-04 10:20:52 AM	AR
T000000005	☑	VA	RESCAB50	Resistance Cable 50lb Orange	1.00	2				2015-03-22 4:20:36 AM	SS	2021-05-04 10:20:58 AM	AR
T000000006	☑	VA	RESCAB60	Resistance Cable 60lb Red	1.00	2				2015-03-22 4:21:14 AM	SS	2021-05-04 10:21:50 AM	AR
T000000008	☑	VA	RESCAB80	Resistance Cable 80lb Green	1.00	2				2015-03-22 4:22:20 AM	SS	2021-05-04 10:21:57 AM	AR
T000000009	☑	VA	RESCAB90	Resistance Cable 90lb Blue	1.00	2				2015-03-22 4:22:50 AM	SS	2021-05-04 10:22:05 AM	AR
T000000010	☑	VA	RESCAB100	Resistance Cable 100lb Black	1.00	2				2015-03-22 4:23:14 AM	SS	2021-05-04 10:20:31 AM	AR
0000000011	☑	VA	PPBARCCC48PKA	PP Bar Chewy Chocolate Chip 50g (48 pack)	1.00	2				2015-09-09 4:43:19 AM	SS	2022-05-19 2:26:44 PM	WF
0000000014	☑	VA	PPBARCPC48PK	PP Bar Chocolate Peanut Butter 50g (48 pack)	1.00	2				2015-09-09 4:57:41 AM	SS	2022-06-03 11:28:48 AM	WF
0000000025	☐	VA	PB	Peanut Butter	1.00	2				2021-05-10 1:07:35 PM	AR	2022-06-03 11:28:37 AM	WF
0000000026	☐	VA	PPBARC48PK	PP Bar Chocolate Peanut Butter 50g (48 pack)	1.00	2				2022-05-19 2:28:42 PM	WF	2022-05-19 2:42:09 PM	WF
0000000027	☐	VA	BBBARBB48PK	BB Bar Blueberry Burst 78g (48 pack)	1.00	2				2022-05-20 10:48:34 AM	WF	2022-05-20 10:48:34 AM	WF

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 – Create a new production template based on the highlighted template.

Create From Templates – Uses the template configuration to create a new production order.



Update Orders – If any changes are made to the template, this will push those changes to outstanding Production orders.

Order Information

Template No – The sequence number assigned to the template. New templates has this value populated from 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.

Priority – Choose from one of 5 values, from Highest to Lowest, so that you could sort or filter the list to see the most important ones.

Reference No – An alphanumeric value you can use for any identification or selection / sorting purpose.

Default Template – When more than one template has been created for the same part number and warehouse, use this template for new production orders.

Details

Subassemblies – Allows the user to toggle sub-assemblies on or off and to expand all available sub-assemblies.

Open Inventory – The highlighted manufactured or component item will be opened in a new window for investigation or editing.

Warehouse – The list grid column showing the warehouse where the item will be ‘Built’ into.

Part Number – The list grid column showing the manufactured item number.

Inventory – The combination of the warehouse and part number of either the manufactured or component item.

Description – The description of the item.

Required Qty – Quantity of the manufactured item to build. When editing a template, the quantity of each component item to consume in production is displayed.

Production Order Notes – Text related to the template as a whole, with the text box in a coloured background.

Instructions – Text related to the specific item highlighted in the grid, either a manufactured or component item.

Created – The date and time when the template was created.

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

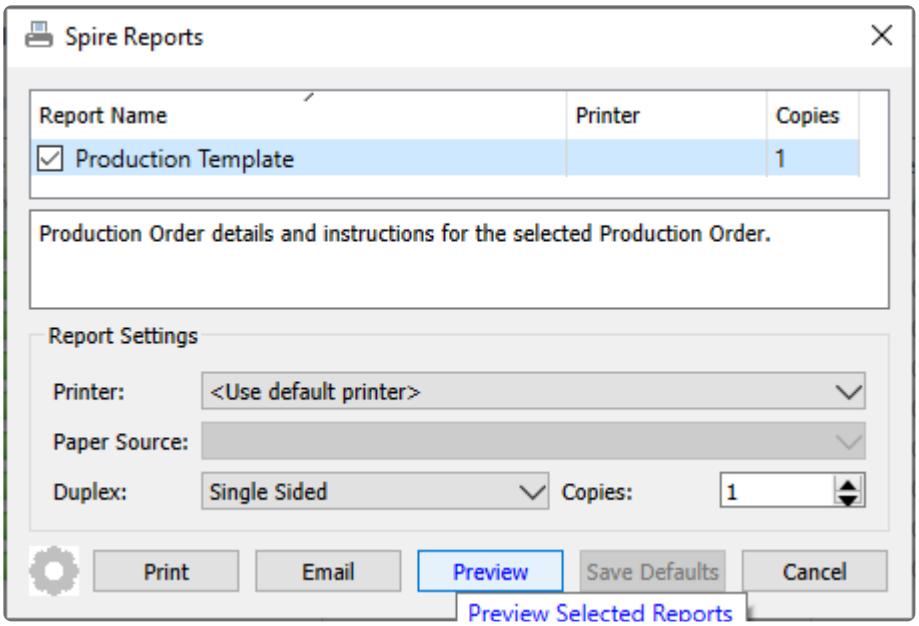
Modified – The date and time when the template last changed and saved.

Modified By – The initials of the user that last changed and saved this template.

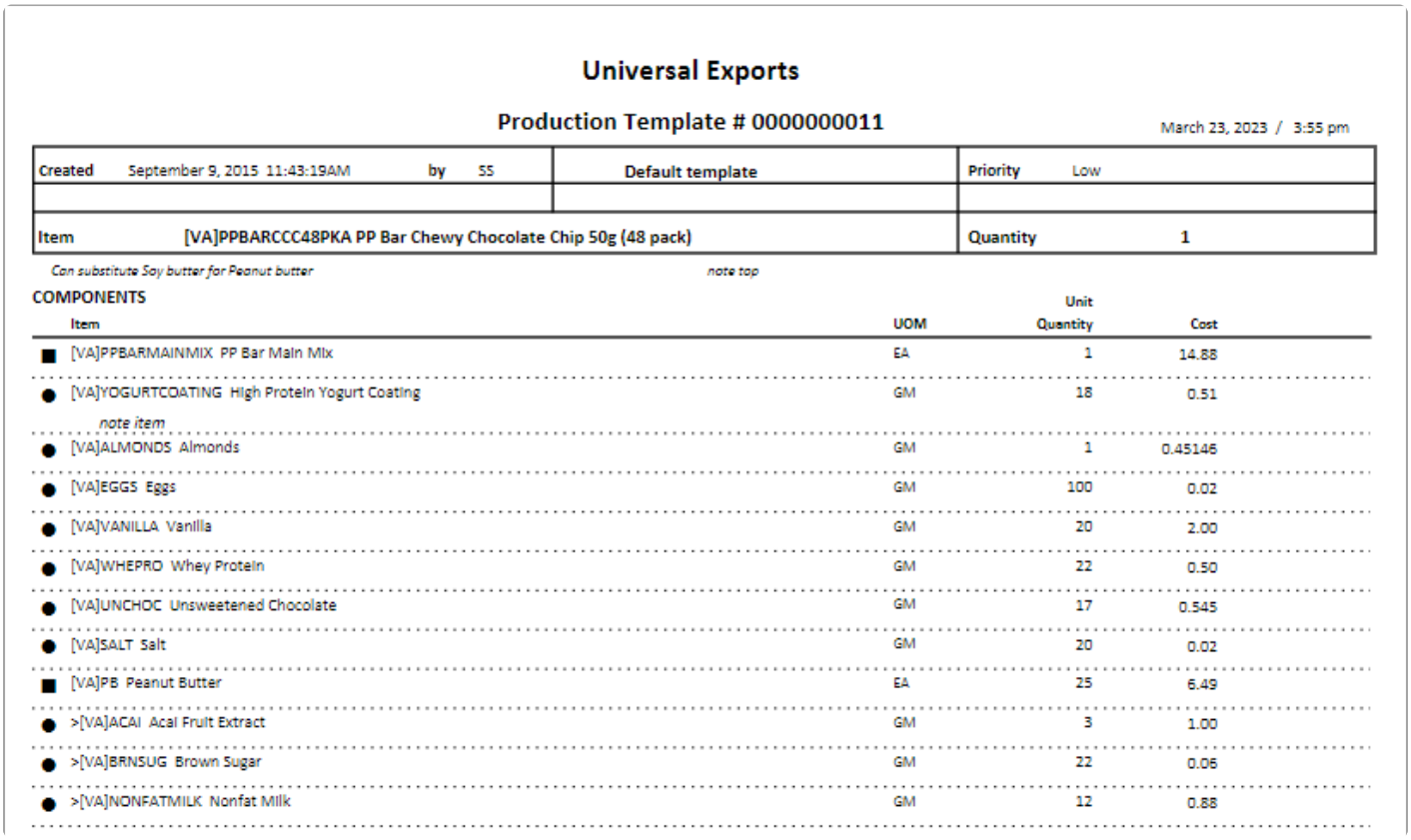
Reports

Either from the Templates list screen or when editing a specific Template, you can print the Production

Template report.



Production Template – Prints the list of component items and their respective quantities and costs, required to build the specified quantity of the Manufactured inventory item.



Universal Exports

Production Template # 0000000011

March 23, 2023 / 3:55 pm

Created September 9, 2015 11:43:19AM by SS	Default template	Priority Low	
Item [VA]PPBARCCC48PKA PP Bar Chewy Chocolate Chip 50g (48 pack)		Quantity 1	

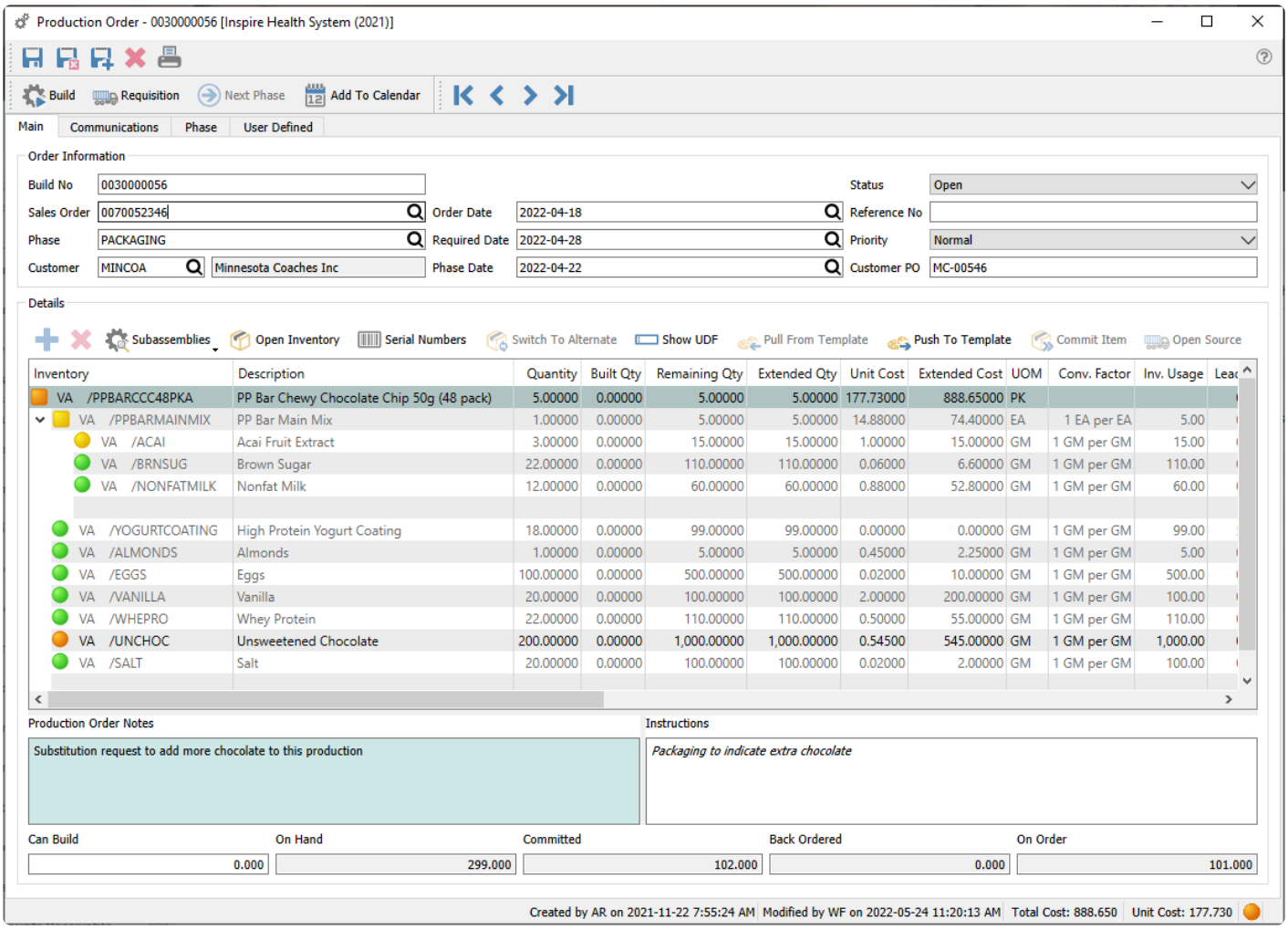
Can substitute Soy butter for Peanut butter *note top*

COMPONENTS

Item	UOM	Unit Quantity	Cost
[VA]PPBARMAINMIX PP Bar Main Mix	EA	1	14.88
[VA]YOGURTCOATING High Protein Yogurt Coating	GM	18	0.51
note item			
[VA]ALMONDS Almonds	GM	1	0.45146
[VA]EGGS Eggs	GM	100	0.02
[VA]VANILLA Vanilla	GM	20	2.00
[VA]WHEPRO Whey Protein	GM	22	0.50
[VA]UNCHOC Unsweetened Chocolate	GM	17	0.545
[VA]SALT Salt	GM	20	0.02
[VA]PB Peanut Butter	EA	25	6.49
>[VA]ACAI Acai Fruit Extract	GM	3	1.00
>[VA]BRNSUG Brown Sugar	GM	22	0.06
>[VA]NONFATMILK Nonfat Milk	GM	12	0.88

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 the add or edit icon to open a production order.



Header Toolbar

Save – Saves the production order and leaves the window open.
Save/Close – Saves the production order and closes the window.
Save/Create New – Saves the production order and immediately opens a new production order window.
Delete – Deletes the production order. Any Committed component item quantities will be restored to Available.
Print – Opens the report window to print either the Production Order or a Trial Build report.
Navigation – Closes the current production order and opens either the first, previous, next or last order on the grid, depending on how the list is sorted.

Build – Completes the Production order to receive the finished product using the total component cost, and relieves the component quantities from inventory.

Requisition – When not enough component items are in stock to fulfill this Production order, you can create a requisition for a purchase order to buy that stock.

Next Phase – Moves the production order to the next phase, if User Security allows, based on the custom phase sequence set up for production.

Add To Calendar – Attach a communication note to the Production Order and assign a due date, user and attachments. Read the Calendar manual topic for more information.

Main Tab

Build No – The transaction number assigned to this production order, assigned from the next number in Company Setting/Sequence/Production when created.

Sales Order – The sales order number that this production order is from. This can be manually selected or come from sales order requisitions.

Phase – If you use phases, you can manually assign this production order status or increment it to the next phase in the sequence from the toolbar button.

Customer – The customer that this production order is for. It can be added manually, from sales orders when a user requisitions a manufactured item, or from a production template.

Order Date – The date that this production order was created. It can be edited if necessary.

Required Date – The date that this production order needs to be completed by. This date is either added manually or will come from the required date of the source sales order requisition.

Phase Date – The date that this production order was assigned the current phase.

Status – Production orders can be either Open, Pending or In Progress. Statuses other than Open have component quantities committed for the production build.

Reference No – An alphanumeric value you can use for any identification or selection / sorting purpose.

Priority – Choose from one of 5 values, from Highest to Lowest, so that you could sort or filter the list to see the most important ones.

Customer PO – The customers purchase order number from a requisitioned sales order.

Detail Toolbar

Add – Inserts a component or sub-assembly line above the highlighted item. You can also add a new item to the end of the list by clicking the cell below the last item.

Delete – Deletes the highlighted 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 at the left of the detail line instead of a round one.

> When sub-assemblies are toggled to show their components and the production order gets built, building the production will consume the components of the sub-assemblies and NOT finished sub-assembly items.

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

Serial Numbers – When component items support serial or lot numbers, select which numbers are used for the consumed quantity. Lot numbers are automatically consumed when a production is built, unless the component uses the Consume by Choice method.

> You cannot select a lot that has less available quantity than what is required for consumption, as this would over-commit the lot. Instead, you would need to enter the allocated quantity manually in order to consume from multiple lots.

Switch to Alternate – If a component item does not have enough quantity on hand for this production order, as indicated by a red or yellow dot, use this to switch the item for its defined alternative item number. If the item does not have an alternate part number assigned, this button will not be active.

Show UDF – Opens a screen to display the user defined fields for the highlighted item, for storing additional information not already defined in the Spire database. This is separate from the User Defined tab, which shows additional fields for the production order rather than an individual detail. (Note- a license for Spire UDF is required)

Pull From Template – If this production order was created from a template, highlight the assembly item at the top to activate this button, as long as no values have been modified on the assembly item. You can re-read the components from the template to update component quantities and costs, in case the template has changed since the order was first created. Any components have have been modified on the order will be skipped when refreshing values from the template.

Push To Template – If this production order was created from a template, highlight the assembly item at the top to activate this button. You can save the current components and their quantities and costs on this

production order back to the template to update the new values.

Commit Item – If the production order status is changed from Open to either Pending or In Progress, and your User Setting for 'Automatically commit' is not enabled, you can reserve the selected component quantity in inventory for this order. If the production order has an Open status, this button will not be active. If the User Setting for 'Automatically commit' is enabled, then all component items will have quantity immediately committed when the order status is changed, and the Commit Item button has no additional effect.

> For production orders with a status other than Open, you can also manually edit the Committed Qty of component items in the grid, in addition to using this button.

Open Source – If this production order was created from a sales order requisition, this will open the related sales order in a new window for investigation or editing. Alternatively, if a highlighted component item has been requisitioned on a purchase order, this will open the related purchase order in a new window.

Details

Inventory – The manufactured item being built is listed at the top, along with the warehouse if applicable, and all components and sub-assemblies are listed beneath it. Clicking in the bottom blank row within this column will add a new component.

Description – The description of the item, which can be edited here.

Quantity – For the manufactured item being produced, the number of units being built on this order is entered on the top row. For the components and sub-assembly items that follow, the values shown are the number of units that will be consumed for each unit of the produced item built. Any quantity value can be edited in the grid.

Built Qty – For the manufactured item being produced, the number of units that have been built so far. For the components and sub-assembly items that follow, the number of units that have been consumed so far.

Remaining Qty – How many manufactured items are still left to build, and how many component and sub-assembly items are still left to consume.

Extended Qty – For the components and sub-assembly items, the values are calculated from the quantity of the manufactured item to be built times the quantity of the respective component or sub-assembly. Any value in this column can be edited.

Committed Qty – This column is visible when the order status is either Pending or In Progress. Values can be edited to reserve component item quantities for this order.

Unit Cost – For the manufactured item being produced, the sum of the components extended costs, divided by the total quantity being build. This is for display only. For the components and sub-assembly items that

follow, the cost comes from the inventory cost, but can be edited on this production order.

UOM – The unit of measure of the item being built and all component and sub-assembly items consumed.

Conv. Factor – The conversion factor for the unit of measure of each respective item.

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. This value can be edited in the grid.

Vendor No – The vendor the component is usually purchased from.

Category – An optional field to categorize any of the produced or component items, selected from a user-defined list of Bill of Materials Categories. Typically this is used for reporting purposes.

Exp. Yield% – The expected yield percentage of the manufactured item. This value can be edited in the grid. If you edit the Extended Qty of the manufactured item to be different than the ordered quantity, this field will be recalculated as: (Quantity) / (Extended Qty).

Exp. Scrap% – The expected scrap percentage for this component, which can be read from the template and can also be edited manually. This is used to calculate the Expected Scrap Quantity.

Exp. Scrap Qty – The expected scrap quantity for this component, which can be read from the template and can also be edited manually. This value gets added to the Extended Qty used for the component item when building (unless an Actual Scrap Qty exists), which affects the cost of manufacturing and the qty of this component consumed.

Act. Scrap Qty – The actual scrap quantity for this component. This is usually edited just before building the production order. This value gets added to the Extended Qty used for the component item when building, which affects the cost of manufacturing and the qty of this component consumed.

Assemble Qty – For the manufactured item being produced, the total quantity to build, based on yield.

Assembled Qty – For the manufactured item being produced, the quantity that has been built so far, based on yield.

Date – The date that the item was added to the production order. This value can be edited in the grid.

Employee – The employee code can be added manually to indicate who was responsible, if Payroll is integrated.

Employee Name – The name from the employee record as selected above.

Requisition Type – If this production order was created from a requisition, the item to be built will have

‘Inventory’ if it was requisitioned from the inventory list, or ‘Sales Order’ if the requisition came from a sales order. If component items were requisitioned for purchase, this Type field will have ‘Purchase Order’ on each of these items.

Requisition No – The respective purchase order number or sales order number associated with the requisition type value, for easier tracking. Requisitions initiated from the Inventory list do not have a number here.

Extended Cost – The calculated total cost for this item on the production order. For component items, this is: (Extended Quantity) x (Unit Cost). For the assembled item or sub-assemblies, this is the total of all the component Extended costs.

Template – The production template number associated with the item on this order. Sub-assemblies will have a different template number than the main item to build and the regular component items. If blank, the item was added manually to the order.

Revision – For the manufactured item being produced, the revision value of the template, which can be set on the template when a change is saved.

Other Tabs

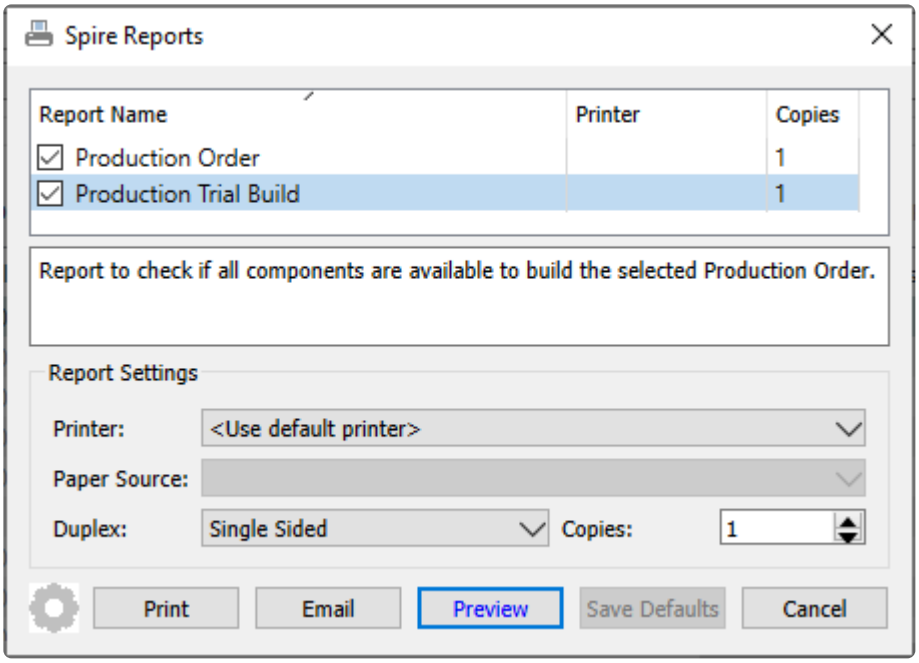
Communications – Any number of communication notes or alerts can be added to an order, to track production alteration notes, customer conversations or anything important to be remembered. Read the Communications manual topic for additional information.

Phase – If production phases are used, whenever the phase value is added or changed, it gets logged on this tab with the start date, time and user. Additional notes can also be entered manually here for each phase change.

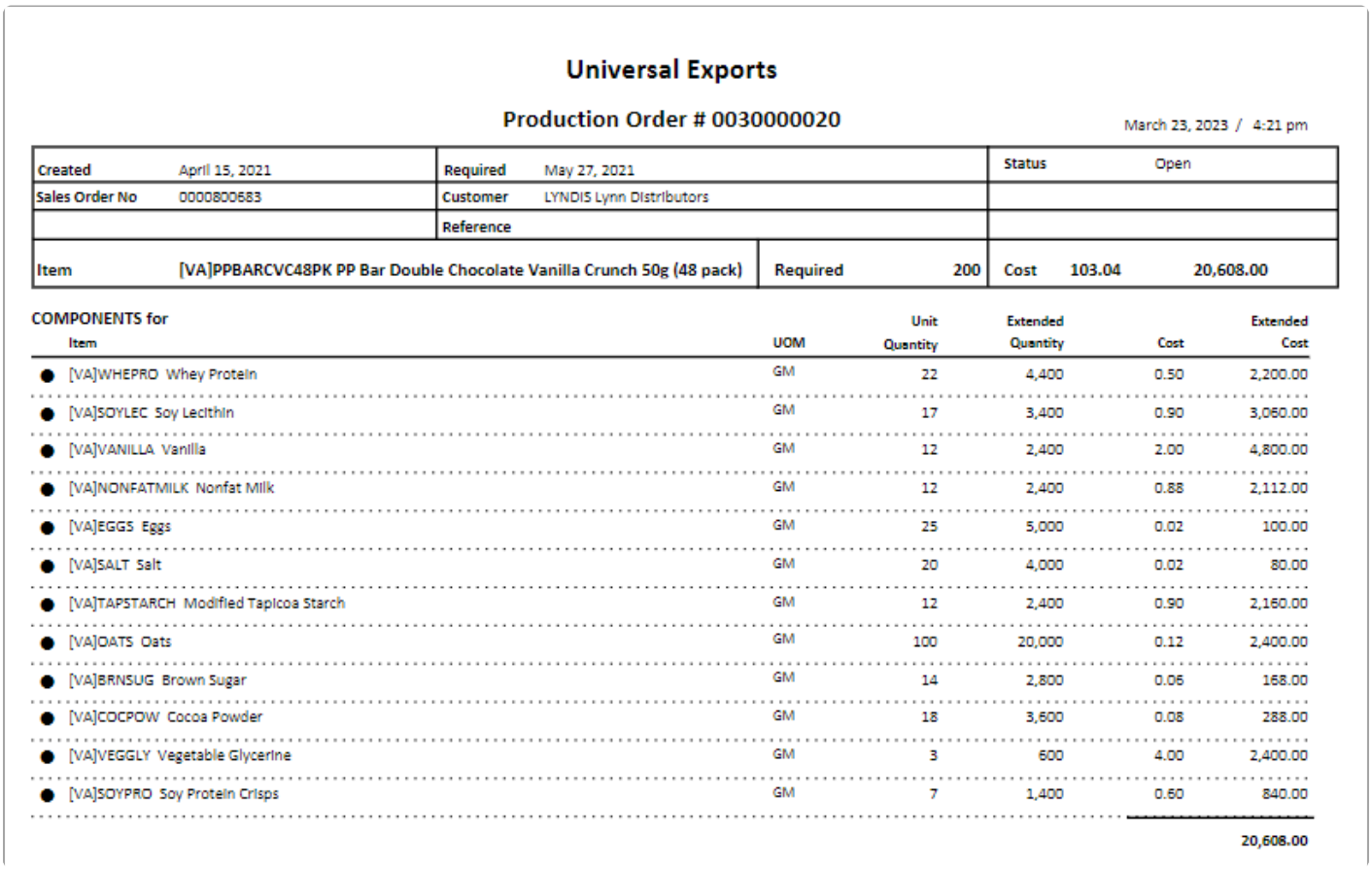
User Defined – Additional fields can be added to the production order to track info that Spire does not have by default, if the optional User Defined Fields module is used. Read the User Defined Fields manual topic for additional information.

Reports

When editing a production order, the report button at the top of the window gives you access to this list of reports.



Production Order – Prints the list of component items and their respective quantities and costs, required to build the specified quantity of the Manufactured inventory item.



Universal Exports

Production Order # 0030000020

March 23, 2023 / 4:21 pm

Created	April 15, 2021	Required	May 27, 2021	Status	Open
Sales Order No	0000800683	Customer	LYNDIS Lynn Distributors		
		Reference			
Item	[VA]PPBARCVC48PK PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	Required	200	Cost 103.04	20,608.00

COMPONENTS for

Item	UOM	Unit Quantity	Extended Quantity	Cost	Extended Cost
[VA]WHEPRO Whey Protein	GM	22	4,400	0.50	2,200.00
[VA]SOYLEC Soy Lecithin	GM	17	3,400	0.90	3,060.00
[VA]VANILLA Vanilla	GM	12	2,400	2.00	4,800.00
[VA]NONFATMILK Nonfat Milk	GM	12	2,400	0.88	2,112.00
[VA]EGGS Eggs	GM	25	5,000	0.02	100.00
[VA]SALT Salt	GM	20	4,000	0.02	80.00
[VA]TAPSTARCH Modified Tapioca Starch	GM	12	2,400	0.90	2,160.00
[VA]OATS Oats	GM	100	20,000	0.12	2,400.00
[VA]BRNSUG Brown Sugar	GM	14	2,800	0.06	168.00
[VA]COCPOW Cocoa Powder	GM	18	3,600	0.08	288.00
[VA]VEGGLY Vegetable Glycerine	GM	3	600	4.00	2,400.00
[VA]SOYPRO Soy Protein Crisps	GM	7	1,400	0.60	840.00
					20,608.00

Production Trial Build – Prints the list of component items and their respective quantities and costs, grouped by whether or not there are enough on hand to complete the build.

Universal Exports

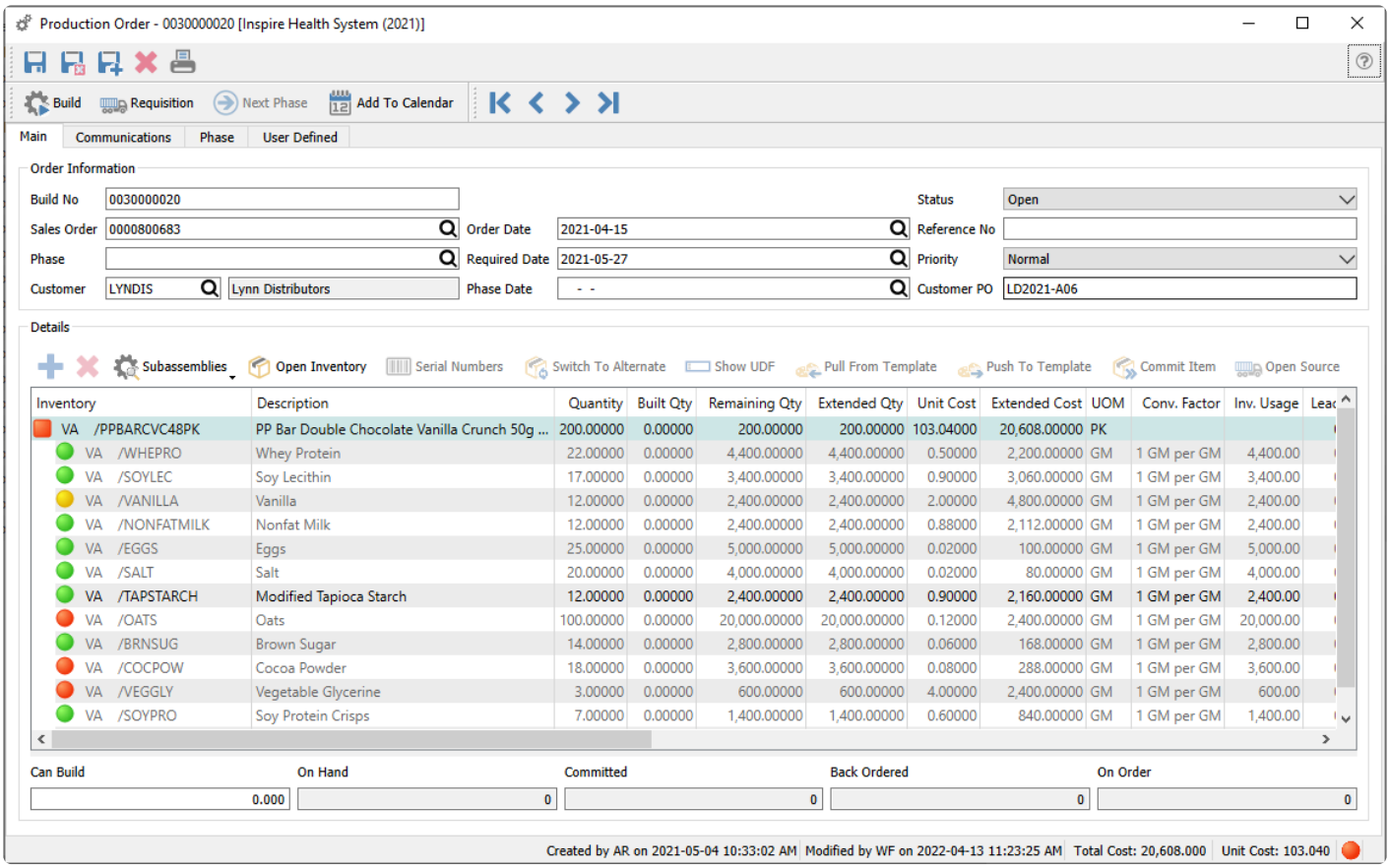
Production Trial Build # 0030000056

March 23, 2023 / 5:01 pm

Item	Description	Required	UOM	Shortage	Available	On Order	Last PO#
[VA]PPBARCCC48PKA	**PP Bar Chewy Chocolate Chip 50g (48 pack)**	**413**					
	List of shortages for trial build requirement						
[VA]ACAI	Acai Fruit Extract	1,652	GM	1,652			
[VA]UNCHOC	Unsweetened Chocolate	7,021	GM	5,425	1,596		
	No shortage						
[VA]ALMONDS	Almonds	413	GM	0	15,032		0000700080
[VA]BRNSUG	Brown Sugar	9,086	GM	0	99,247		
[VA]EGGS	Eggs	41,300	GM	0	119,074		
[VA]NONFATMILK	Nonfat Milk	4,956	GM	0	28,845		
[VA]SALT	Salt	8,260	GM	0	36,654		
[VA]VANILLA	Vanilla	8,260	GM	0	11,855		
[VA]WHEPRO	Whey Protein	9,086	GM	0	44,945		
[VA]YOGURTCOATING	High Protein Yogurt Coating	8,177.4	GM	0	16,725.5		

Processing

To determine whether or not a production order can be built, and an indication of what is preventing the build, there are visual cues on the order details with colored indicators for each item.



For each component item, the indicator shape is a circle and the colour means:

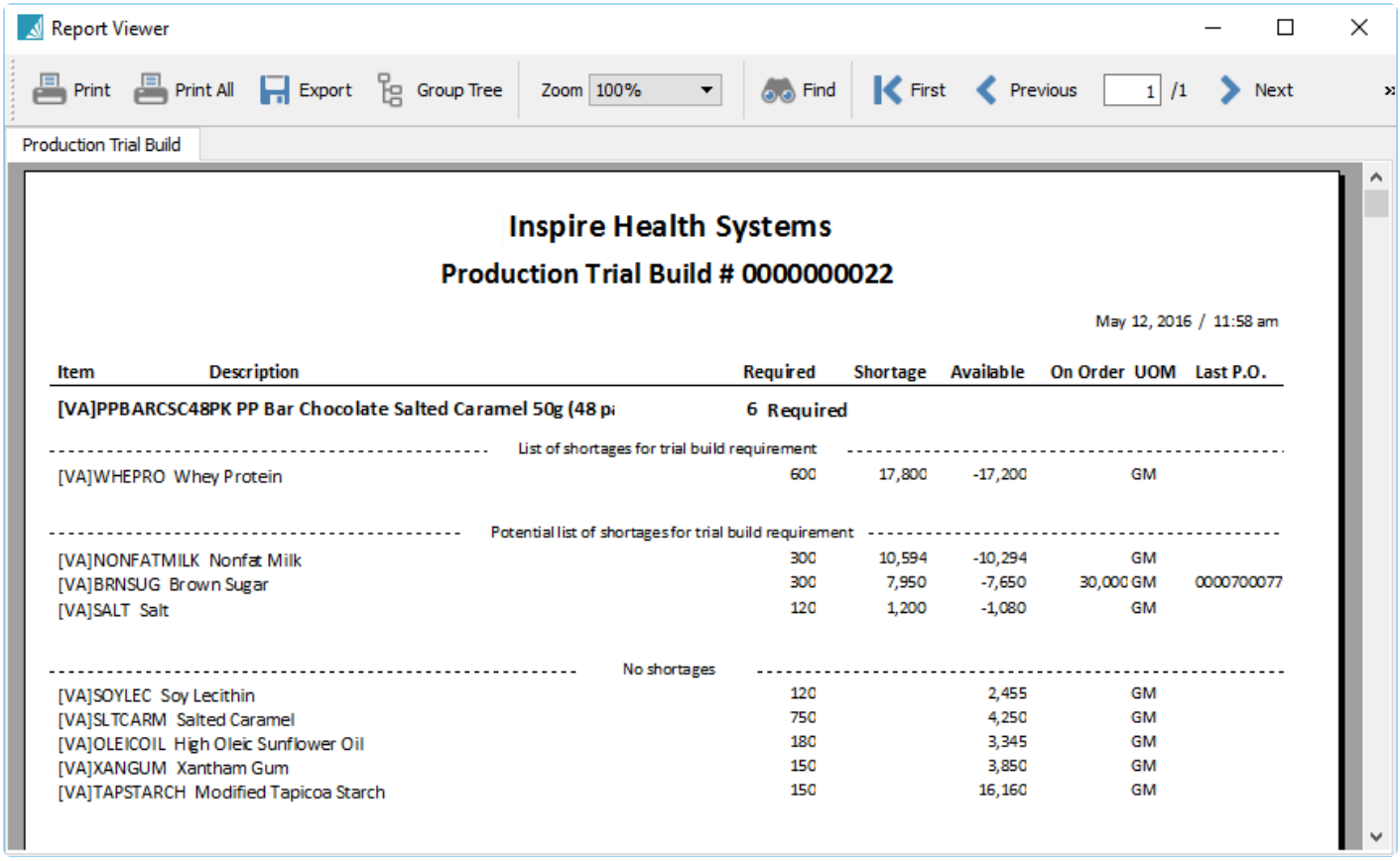
Green – There is enough quantity on hand to fulfill this production order and all other outstanding production orders that use this component.
Yellow – There is enough quantity on hand to fulfill this production order, but the total quantity committed exceeds the quantity on hand. All production orders that use this component cannot be built.
Orange – There is not enough quantity on hand to fulfill this production order, but a purchase order has been issued for this component item that will allow building the order once the item is received. This production order cannot be built unless the Company Setting in Inventory for Prohibit Overshipping is disabled.
Red – There is not enough quantity on hand to fulfill this production order. This production order cannot be built unless the Company Setting in Inventory for Prohibit Overshipping is disabled.

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

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

The status indicator for the item to be built or any sub-assembly items has a square shape instead of a circle. The colour is determined from the highest unavailability status of the component items within.

To get a printed version of shortages, click on the print icon and select “Production Trial Build” report.



Once a production order has been scheduled, it is typical to print the ‘Production Order’ report, also know as a traveler.

Inspire Health System (2021)

Production Order # 0030000022

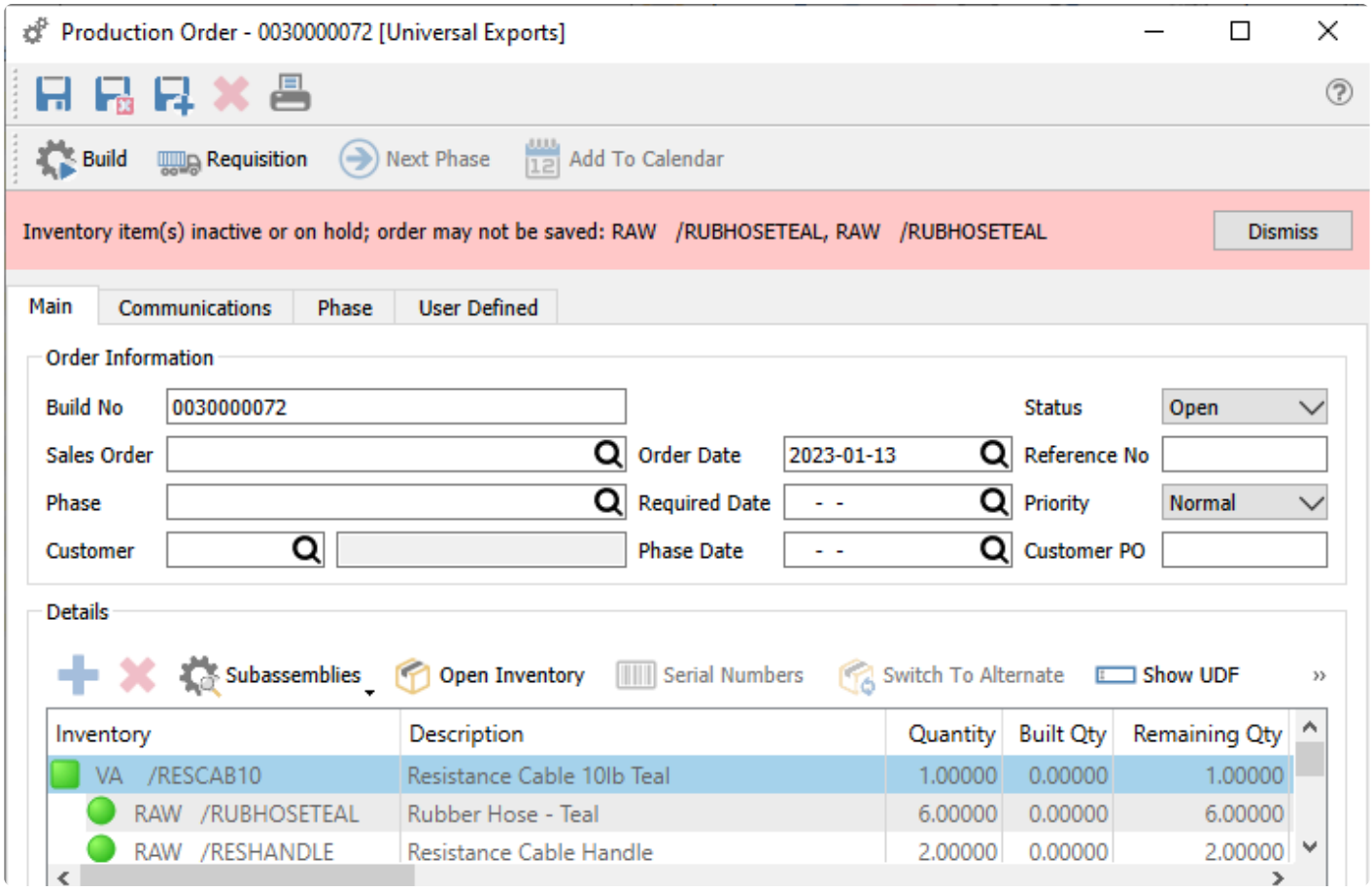
July 14, 2022 / 12:07 pm

Created	April 28, 2021	Required	May 06, 2021	Status	Pending
		Reference			
Item	[VA]PPBARCSC48PK PP Bar Chocolate Salted Caramel 50g (48 pack)	Required	356	Cost 99.66	35,478.96

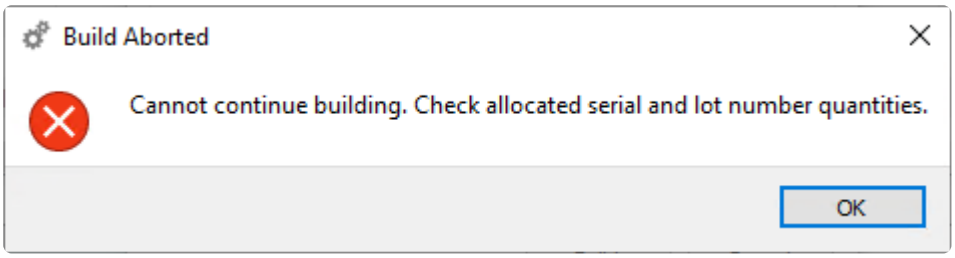
COMPONENTS for

Item	UOM	Unit Quantity	Extended Quantity	Cost	Extended Cost
[VA]WHEPRO Whey Protein	GM	12	4,272	0.50	2,136.00
[VA]SOYLEC Soy Lecithin	GM	20	7,120	0.90	6,408.00
[VA]NONFATMILK Nonfat Milk	GM	12	4,272	0.88	3,759.36
[VA]EGGS Eggs	GM	25	8,900	0.02	178.00
[VA]BRNSUG Brown Sugar	GM	50	17,800	0.06	1,068.00
[VA]SLTCARM Salted Caramel	GM	6	2,136	0.85	1,815.60
[VA]OLEICOIL High Oleic Sunflower Oil	GM	30	10,680	0.30	3,204.00
[VA]XANGUM Xantham Gum	GM	25	8,900	1.00	8,900.00
[VA]TAPSTARCH Modified Tapicoa Starch	GM	25	8,900	0.90	8,010.00
					35,478.96

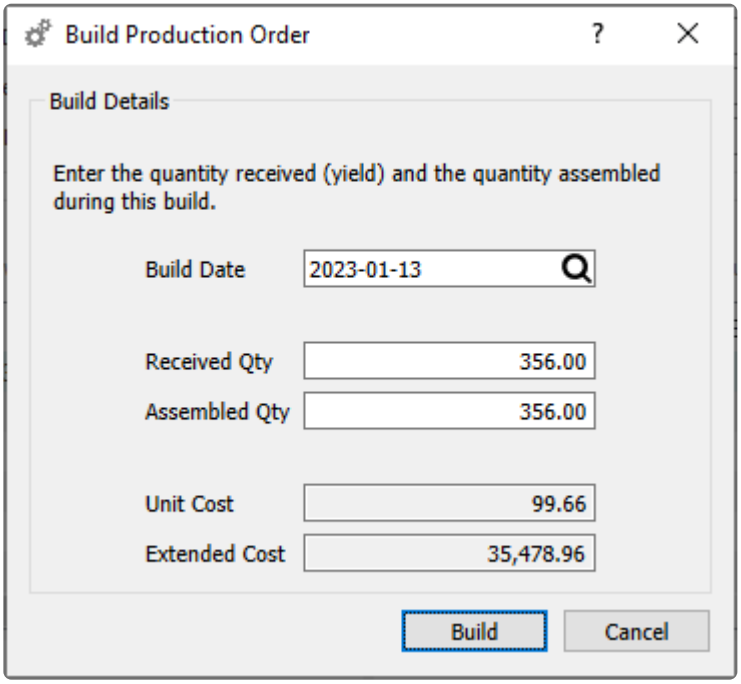
If a component item has a status of either Inactive or On Hold, a message will indicate this situation if you create a production order that contains this component. You will be unable to save this production order.



If a component item that uses either Serial or Lot numbers has an Active status, but all Serial/Lot numbers have been placed on Hold, you will also be prevented from building the production order, with an error message indicating the situation.



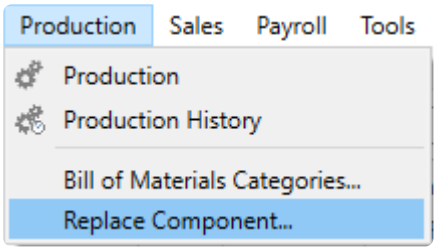
When you are ready and able to build the production order, click the Build button. When building a single order, this build screen appears.



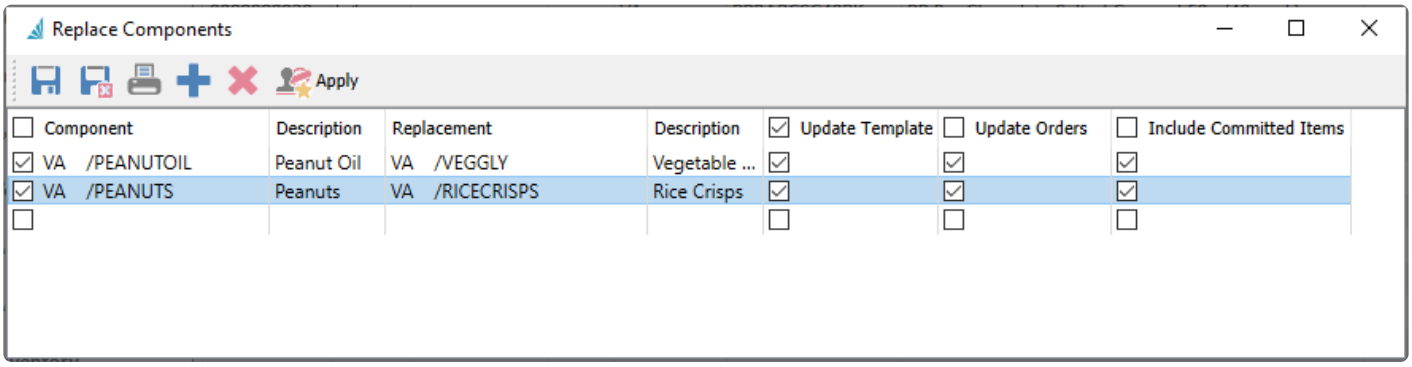
The Received Qty is the value for the number of manufactured items being built. The Assembled Qty pertains to the component items being consumed. By default, these come from the respective values from the manufactured item and are typically equal. If during manufacturing one or more completed items were damaged or spoiled, you can reduce the Received Qty but leave the Assembled Qty unchanged, indicating that the components were still consumed but did not result in building the full expected quantity.

Replace Components

If you have one or more component items used in production orders and templates that have become obsolete, it could be a large task to locate all the places where these are in use. The Replace Components utility allows you to select the old and replacement component items, and Spire will do the searching and updating for you. The Replace Components function can be found on the Production top menu.



A list of component items and their respective replacement items can be entered here. Entry can be saved and returned to later – you are not required to complete entry and processing before you can close this window.



Update Template – For each component item to replace, search all production templates that contain this item and substitute with the replacement item. This ensures that all future production orders use the new ingredient.

Update Orders – For each component item to replace, search all open production orders that contain this item and substitute with the replacement item. This ensures the component replacement is immediate and not just for future orders.

Include Committed Items – For each component item to replace, if the option to Update Orders is selected, you can additionally perform this replacement if the production order has been marked as committed.

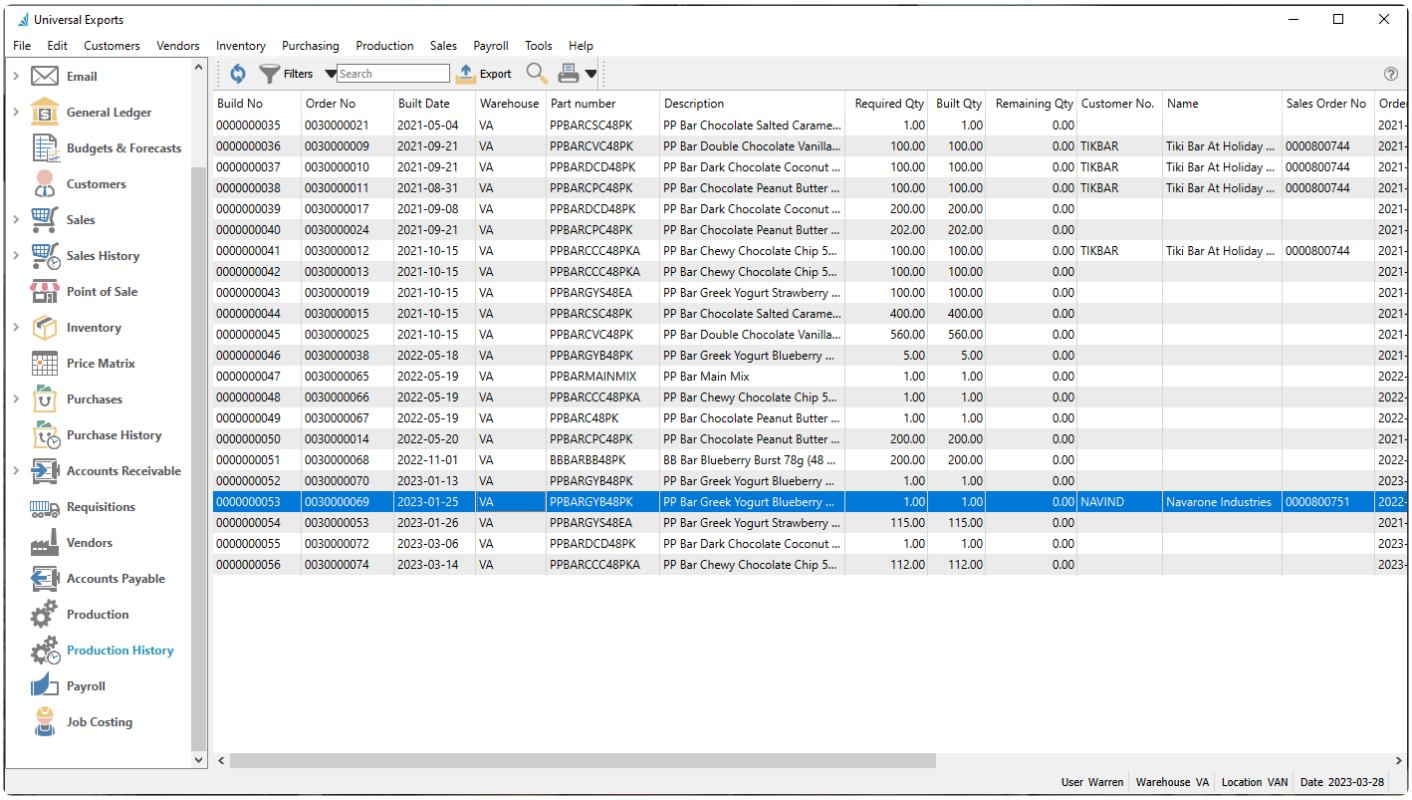
For all of the update checkbox selections, you can select the box in the column title to either enable or disable all component updating for items in those locations.

Apply – When all component replacements have been entered, you can apply to commit the changes to all

templates and/or orders for all highlighted items in the grid. In addition to changing the item number, the associated unit cost, extended cost, vendor and unit of measure from the replacement item will update the templates and orders, but quantity used and other information will remain unchanged.

Production History

After production orders have been completed, they are not simply deleted, but instead are moved to the Production History list, where you are able to inquire or report on old orders, create a new order by copying, or reversing an order to undo the produced inventory. Production History has it's own list that can be opened from the module list at the left or the top Production menu.



Build No	Order No	Built Date	Warehouse	Part number	Description	Required Qty	Built Qty	Remaining Qty	Customer No.	Name	Sales Order No	Orde
0000000035	0030000021	2021-05-04	VA	PPBARCSC48PK	PP Bar Chocolate Salted Carame...	1.00	1.00	0.00				2021-
0000000036	0030000009	2021-09-21	VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla...	100.00	100.00	0.00	TIKBAR	Tiki Bar At Holiday ...	0000800744	2021-
0000000037	0030000010	2021-09-21	VA	PPBARDCD48PK	PP Bar Dark Chocolate Coconut ...	100.00	100.00	0.00	TIKBAR	Tiki Bar At Holiday ...	0000800744	2021-
0000000038	0030000011	2021-08-31	VA	PPBARCPC48PK	PP Bar Chocolate Peanut Butter ...	100.00	100.00	0.00	TIKBAR	Tiki Bar At Holiday ...	0000800744	2021-
0000000039	0030000017	2021-09-08	VA	PPBARDCD48PK	PP Bar Dark Chocolate Coconut ...	200.00	200.00	0.00				2021-
0000000040	0030000024	2021-09-21	VA	PPBARCPC48PK	PP Bar Chocolate Peanut Butter ...	202.00	202.00	0.00				2021-
0000000041	0030000012	2021-10-15	VA	PPBARCCC48PKA	PP Bar Chewy Chocolate Chip 5...	100.00	100.00	0.00	TIKBAR	Tiki Bar At Holiday ...	0000800744	2021-
0000000042	0030000013	2021-10-15	VA	PPBARCCC48PKA	PP Bar Chewy Chocolate Chip 5...	100.00	100.00	0.00				2021-
0000000043	0030000019	2021-10-15	VA	PPBARGYS48EA	PP Bar Greek Yogurt Strawberry ...	100.00	100.00	0.00				2021-
0000000044	0030000015	2021-10-15	VA	PPBARCSC48PK	PP Bar Chocolate Salted Carame...	400.00	400.00	0.00				2021-
0000000045	0030000025	2021-10-15	VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla...	560.00	560.00	0.00				2021-
0000000046	0030000038	2022-05-18	VA	PPBARGYB48PK	PP Bar Greek Yogurt Blueberry ...	5.00	5.00	0.00				2021-
0000000047	0030000065	2022-05-19	VA	PPBARMAINMIX	PP Bar Main Mix	1.00	1.00	0.00				2022-
0000000048	0030000066	2022-05-19	VA	PPBARCCC48PKA	PP Bar Chewy Chocolate Chip 5...	1.00	1.00	0.00				2022-
0000000049	0030000067	2022-05-19	VA	PPBARC48PK	PP Bar Chocolate Peanut Butter ...	1.00	1.00	0.00				2022-
0000000050	0030000014	2022-05-20	VA	PPBARCPC48PK	PP Bar Chocolate Peanut Butter ...	200.00	200.00	0.00				2021-
0000000051	0030000068	2022-11-01	VA	BBBARBB48PK	BB Bar Blueberry Burst 78g (48 ...	200.00	200.00	0.00				2022-
0000000052	0030000070	2023-01-13	VA	PPBARGYB48PK	PP Bar Greek Yogurt Blueberry ...	1.00	1.00	0.00				2023-
0000000053	0030000069	2023-01-25	VA	PPBARGYB48PK	PP Bar Greek Yogurt Blueberry ...	1.00	1.00	0.00	NAVIND	Navarone Industries	0000800751	2022-
0000000054	0030000053	2023-01-26	VA	PPBARGYS48EA	PP Bar Greek Yogurt Strawberry ...	115.00	115.00	0.00				2021-
0000000055	0030000072	2023-03-06	VA	PPBARDCD48PK	PP Bar Dark Chocolate Coconut ...	1.00	1.00	0.00				2023-
0000000056	0030000074	2023-03-14	VA	PPBARCCC48PKA	PP Bar Chewy Chocolate Chip 5...	112.00	112.00	0.00				2023-

Viewing Historical Orders

To see more details about a specific order, you can either double-click the record in the grid, or highlight the record and use the View button in the toolbar to open it.

Production History - 0000000053 [Universal Exports]

Reverse

Main | Communications | Phase | User Defined

Order Information

Build No: 0030000069
Status:
Sales Order: 0000800751
Order Date: 2022-11-18
Reference No:
Phase: BUILD
Required Date: 2021-11-06
Priority:
Customer: NAVIND NAVIND
Phase Date: 2023-01-25
Customer PO: NI52769

Details

Show UDF

Inventory	Description	Quantity	Built Qty	Extended Qty	Unit Cost	UOM	Lead	Vendor No.
VA /PPBARGYB48PK	PP Bar Greek Yogurt Blueberry 78g (48 pack)		1.00000		90.44000			
Lot Numbers: Y94950002: 1.000								
VA /WHEPRO	Whey Protein	12.00000		12.00000	0.50000	GM	0	
VA /SOYLEC	Soy Lecithin	30.00000		30.00000	0.90000	GM	0	
VA /EGGS	Eggs	25.00000		25.00000	0.02000	GM	0	
VA /NONFATMILK	Nonfat Milk	12.00000		12.00000	0.88000	GM	0	
VA /BLUBERR	Bluberries	100.00000		100.00000	0.10000	GM	0	
Lot Numbers: 64946909: -100.000								
VA /BLUSYRP	Bluberry Syrup	35.00000		35.00000	0.08000	GM	0	
VA /OATS	Oats	100.00000		100.00000	0.12000	GM	0	
VA /OLEICOIL	High Oleic Sunflower Oil	25.00000		25.00000	0.30000	GM	0	
VA /YOGURTCOATING	High Protein Yogurt Coating	18.00000		18.00000	0.51000	GM	0	

Production Order Notes

Instructions

No item selected

Created by WF on 2022-11-18 4:42:29 PM | Modified by WF on 2023-01-25 3:28:28 PM | Total Cost: 90.440 | Unit Cost: 90.440

Information on historical orders cannot be edited, only viewed. The Status and Priority field information is suppressed, as these have no relevance to completed orders. You can add a new note on the Communication tab if you need to save additional information about this historical order. You can also create a new production order based on the contents of this order, either as a repeat order or to reverse it.

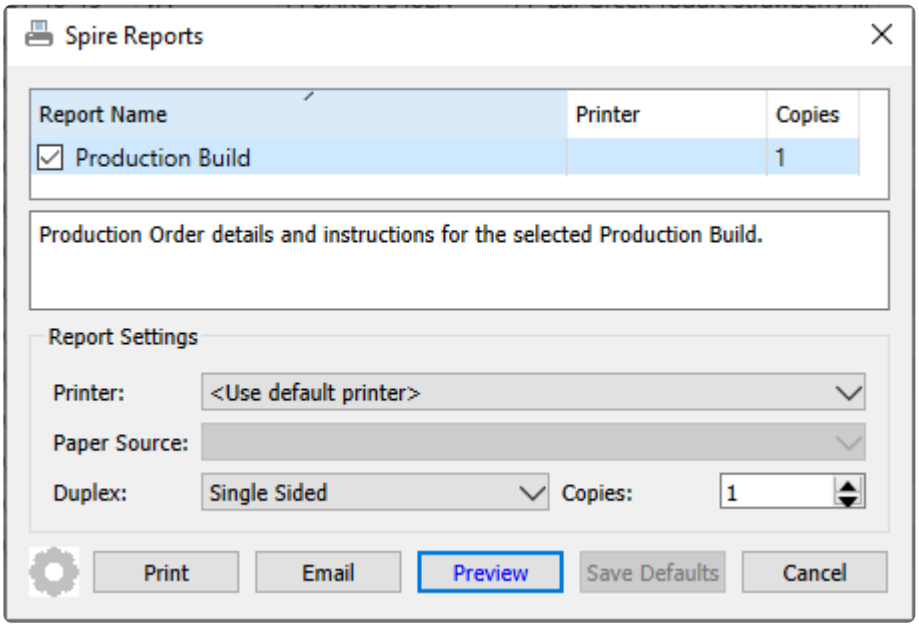
Copy – Create a new production order using identical components and quantities as this order. Production templates are ignored, including the default template. If this order had been requisitioned from a sales order, the customer and sales order information is cleared on the new order. Any saved lot numbers are also cleared for the new order, as are communications or phase information.

Reverse – Create a new production order using identical components as this order, and the quantities used are the negative of those on this order. Production templates are ignored, including the default template. If this order had been requisitioned from a sales order, the customer and sales order information is cleared on the new order. Any saved lot numbers are also cleared for the new order, as are communications or phase information.

Because the Save/Close button is disabled when viewing a historical order, you need to either click the X button at the top-right of the window or use the Alt-F4 keyboard shortcut to close this window.

Reports

Production History reports can be printed either from the transaction list or when editing a specific order. From the list, you can select specific or all orders to print.



Production Build – Prints the list of component items and their respective quantities and costs, used to build the specified quantity of the Manufactured inventory item.

Universal Exports

Production Build # 0000000053

March 28, 2023 / 9:17 am

Created	November 18, 2022	**Required**	November 06, 2021	**Built**	January 25, 23
Sales Order No	0000800751	**Customer**	NAVIND Navarone Industries	**Order No**	0030000069
Purchase Order	NI52769	**Reference**			

Item	**[VA]PPBARGYB48PK PP Bar Greek Yogurt Blueberry 78g (48 pack)**	**Required**	**1**	**Received**	**1**

Lot: Y94950002 * 1

COMPONENTS for

Part Number	Description	UOM	Unit Quantity	Extended Quantity	Unit Cost	Extended Cost
[VA]WHEPRO	Whey Protein	GM	12	12	0.50	6.00
[VA]SOYLEC	Soy Lecithin	GM	30	30	0.90	27.00
[VA]EGGS	Eggs	GM	25	25	0.02	0.50
[VA]NONFATMILK	Nonfat Milk	GM	12	12	0.88	10.56
[VA]BLUBERR	Bluberries	GM	100	100	0.10	10.00
*Lot: 64946909 * 100 GM*						
[VA]BLUSYRP	Bluberry Syrup	GM	35	35	0.08	2.80
[VA]OATS	Oats	GM	100	100	0.12	12.00
[VA]OLEICOIL	High Oleic Sunflower Oil	GM	25	25	0.30	7.50
[VA]YOGURTCOATING	High Protein Yogurt Coating	GM	18	18	0.51	9.18
*Lot: 687372762 * 18 GM*						
[VA]SALT	Salt	GM	20	20	0.02	0.40
[VA]BRNSUG	Brown Sugar	GM	75	75	0.06	4.50
						90.44

Service Manager

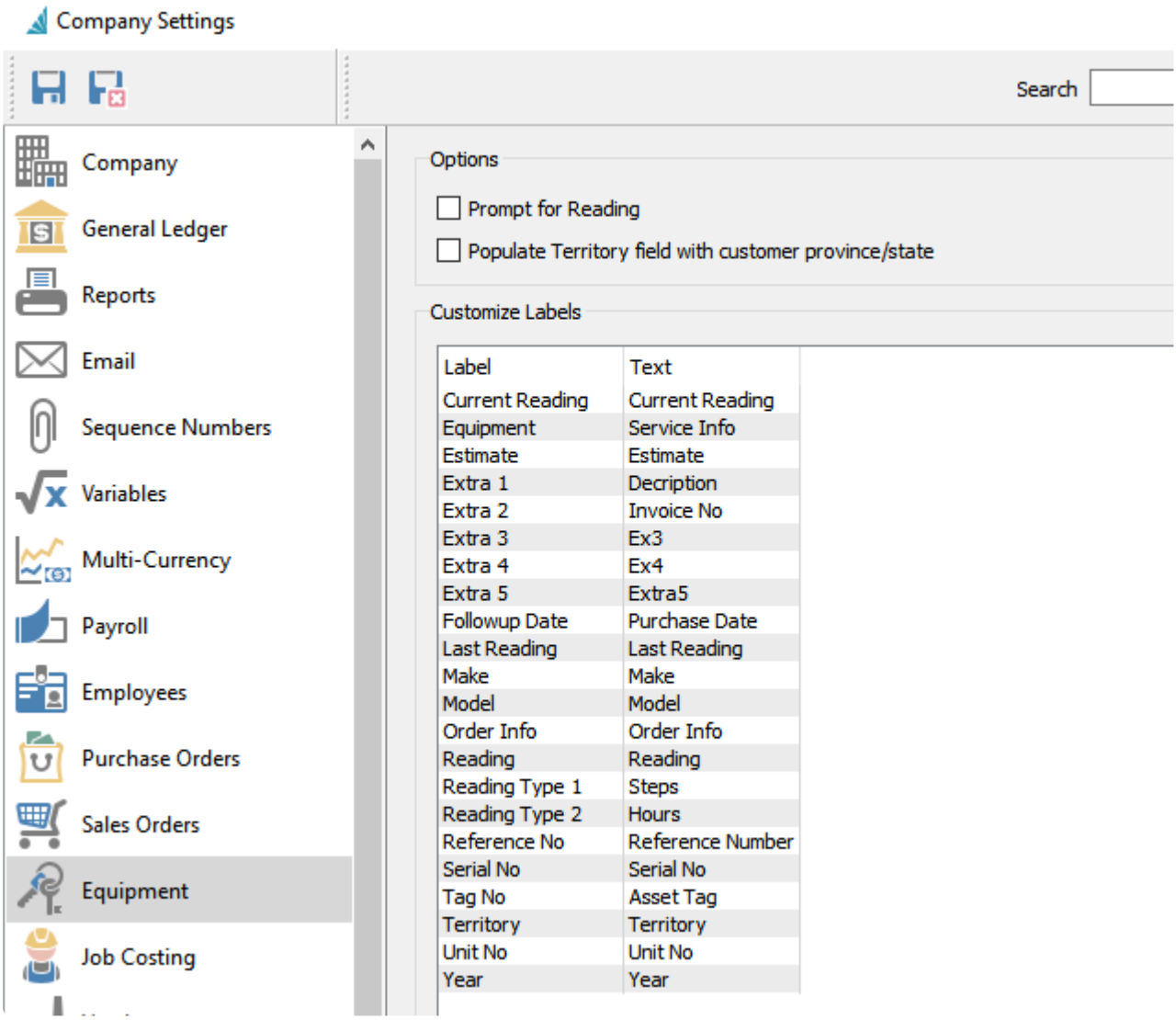
The Service Manager add-on gives you quick access to all service records, making it easy to track the history of each piece of equipment. It will help improve customer satisfaction and increase the efficiency of your service business.

Features:

- Track equipment by customer
- View/print equipment service history
- Set follow-up dates
- Flexible sorting of parts and labour information
- Create purchase orders from service orders
- Link purchase orders to service orders
- Multiple word search of all records
- Automatic shop supplies

Setup

In Company Settings, there is an Equipment section for defining customized labels for all fields that appear on the customer and sales Equipment screens.

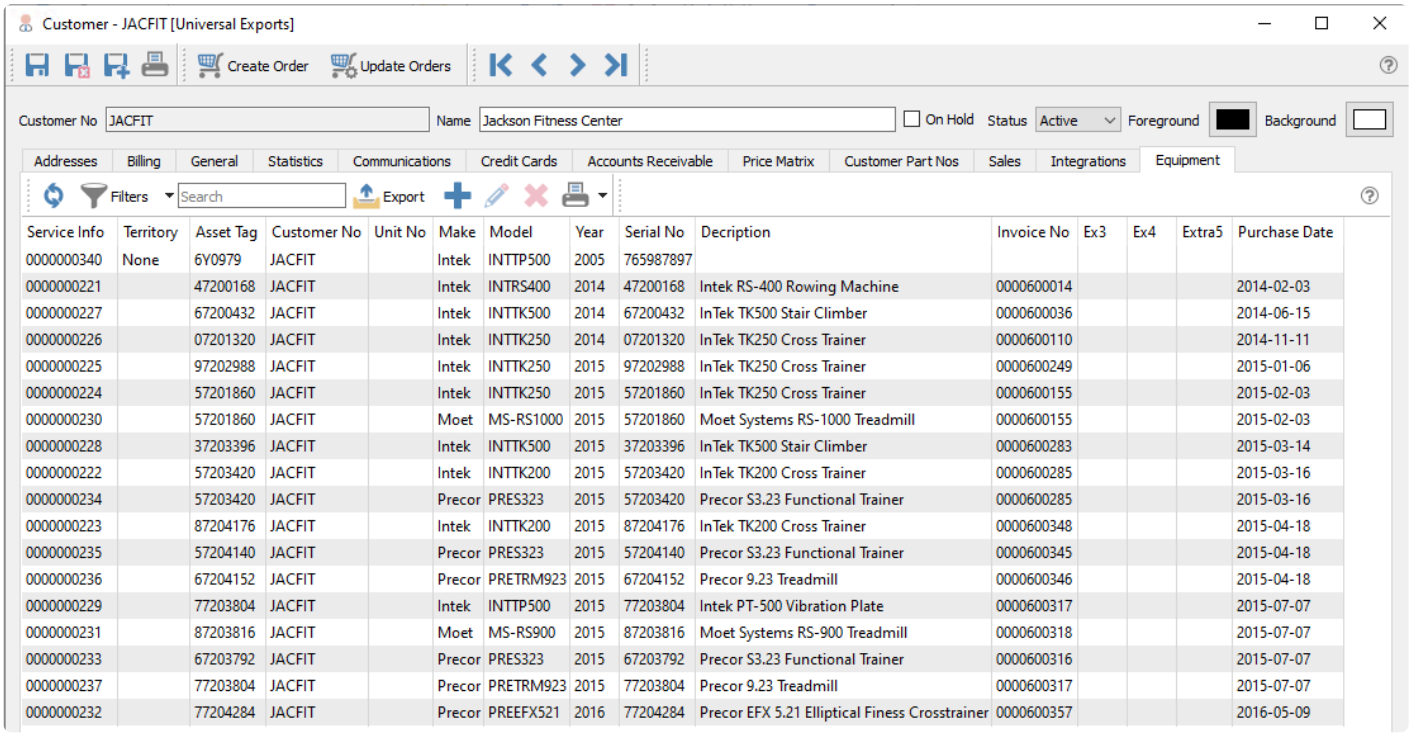


Prompt for Reading – When enabled, creating a Work Order and selecting an Equipment number on the Service Info tab requires a Current Reading value. If a Reading is not entered, an error will appear and prevent saving the order.

Populate Territory field with customer province/state – When a piece of equipment is added to a customer, the customers province/state gets automatically entered into territory.

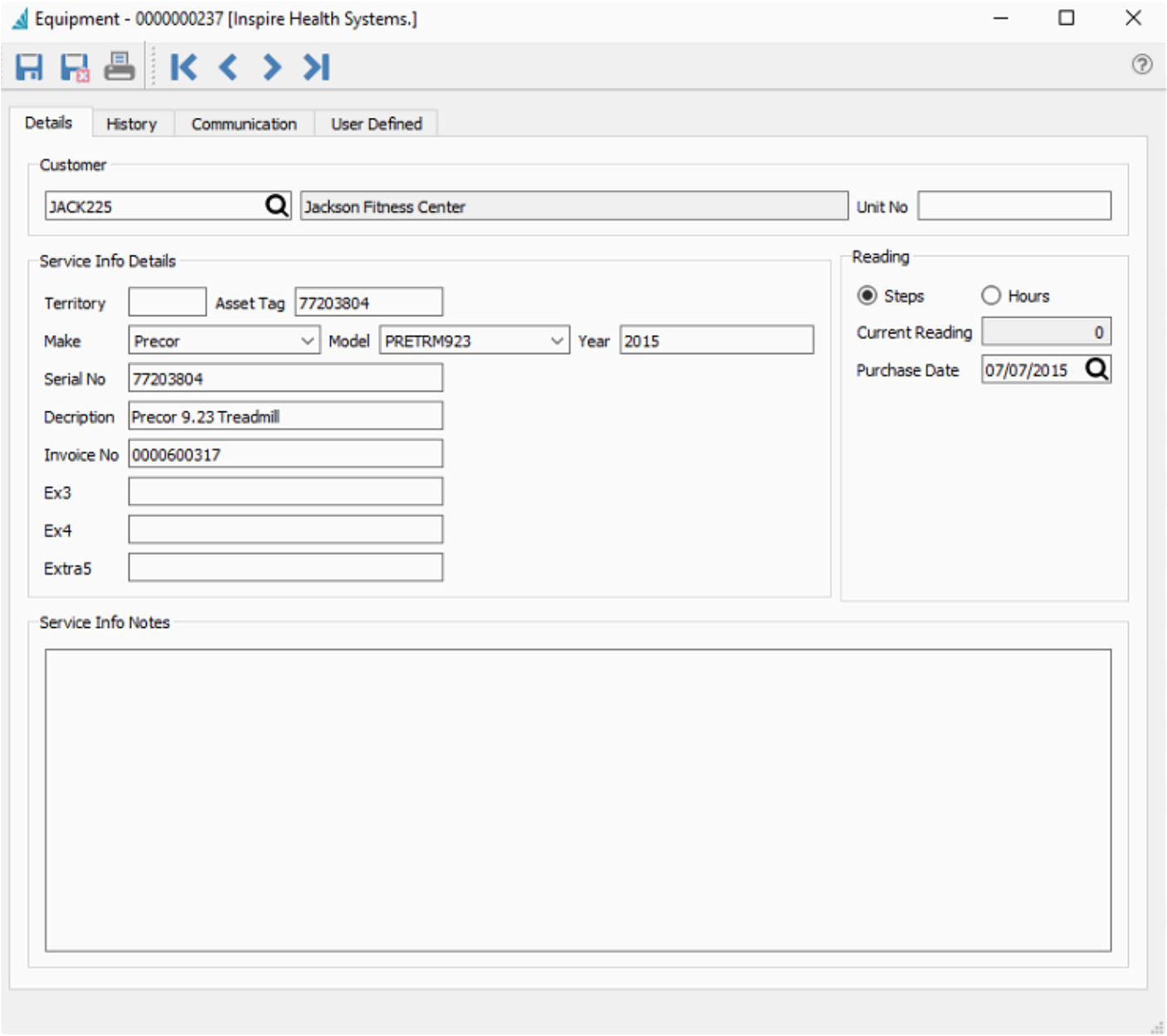
Customer Equipment

When a Customer purchases a piece of equipment that is eligible for service, it should be added to the Equipment tab to store information about the item and track service visits and issues.



Service Info	Territory	Asset Tag	Customer No	Unit No	Make	Model	Year	Serial No	Decription	Invoice No	Ex3	Ex4	Extra5	Purchase Date
0000000340	None	6Y0979	JACFIT		Intek	INTTP500	2005	765987897						
0000000221		47200168	JACFIT		Intek	INTRS400	2014	47200168	Intek RS-400 Rowing Machine	0000600014				2014-02-03
0000000227		67200432	JACFIT		Intek	INTTK500	2014	67200432	InTek TK500 Stair Climber	0000600036				2014-06-15
0000000226		07201320	JACFIT		Intek	INTTK250	2014	07201320	InTek TK250 Cross Trainer	0000600110				2014-11-11
0000000225		97202988	JACFIT		Intek	INTTK250	2015	97202988	InTek TK250 Cross Trainer	0000600249				2015-01-06
0000000224		57201860	JACFIT		Intek	INTTK250	2015	57201860	InTek TK250 Cross Trainer	0000600155				2015-02-03
0000000230		57201860	JACFIT		Moet	MS-RS1000	2015	57201860	Moet Systems RS-1000 Treadmill	0000600155				2015-02-03
0000000228		37203396	JACFIT		Intek	INTTK500	2015	37203396	InTek TK500 Stair Climber	0000600283				2015-03-14
0000000222		57203420	JACFIT		Intek	INTTK200	2015	57203420	InTek TK200 Cross Trainer	0000600285				2015-03-16
0000000234		57203420	JACFIT		Precor	PRES323	2015	57203420	Precor S3.23 Functional Trainer	0000600285				2015-03-16
0000000223		87204176	JACFIT		Intek	INTTK200	2015	87204176	InTek TK200 Cross Trainer	0000600348				2015-04-18
0000000235		57204140	JACFIT		Precor	PRES323	2015	57204140	Precor S3.23 Functional Trainer	0000600345				2015-04-18
0000000236		67204152	JACFIT		Precor	PRETRM923	2015	67204152	Precor 9.23 Treadmill	0000600346				2015-04-18
0000000229		77203804	JACFIT		Intek	INTTP500	2015	77203804	Intek PT-500 Vibration Plate	0000600317				2015-07-07
0000000231		87203816	JACFIT		Moet	MS-RS900	2015	87203816	Moet Systems RS-900 Treadmill	0000600318				2015-07-07
0000000233		67203792	JACFIT		Precor	PRES323	2015	67203792	Precor S3.23 Functional Trainer	0000600316				2015-07-07
0000000237		77203804	JACFIT		Precor	PRETRM923	2015	77203804	Precor 9.23 Treadmill	0000600317				2015-07-07
0000000232		77204284	JACFIT		Precor	PREEFX521	2016	77204284	Precor EFX 5.21 Elliptical Finess Crosstrainer	0000600357				2016-05-09

Edit an equipment record to view or edit the contents. The screen below shows the system default field labels, and if you have changed these then that is what you would see as labels instead.



You can also access the entire equipment list for all customers from the Customers top menu and the Equipment selection.

Equipment

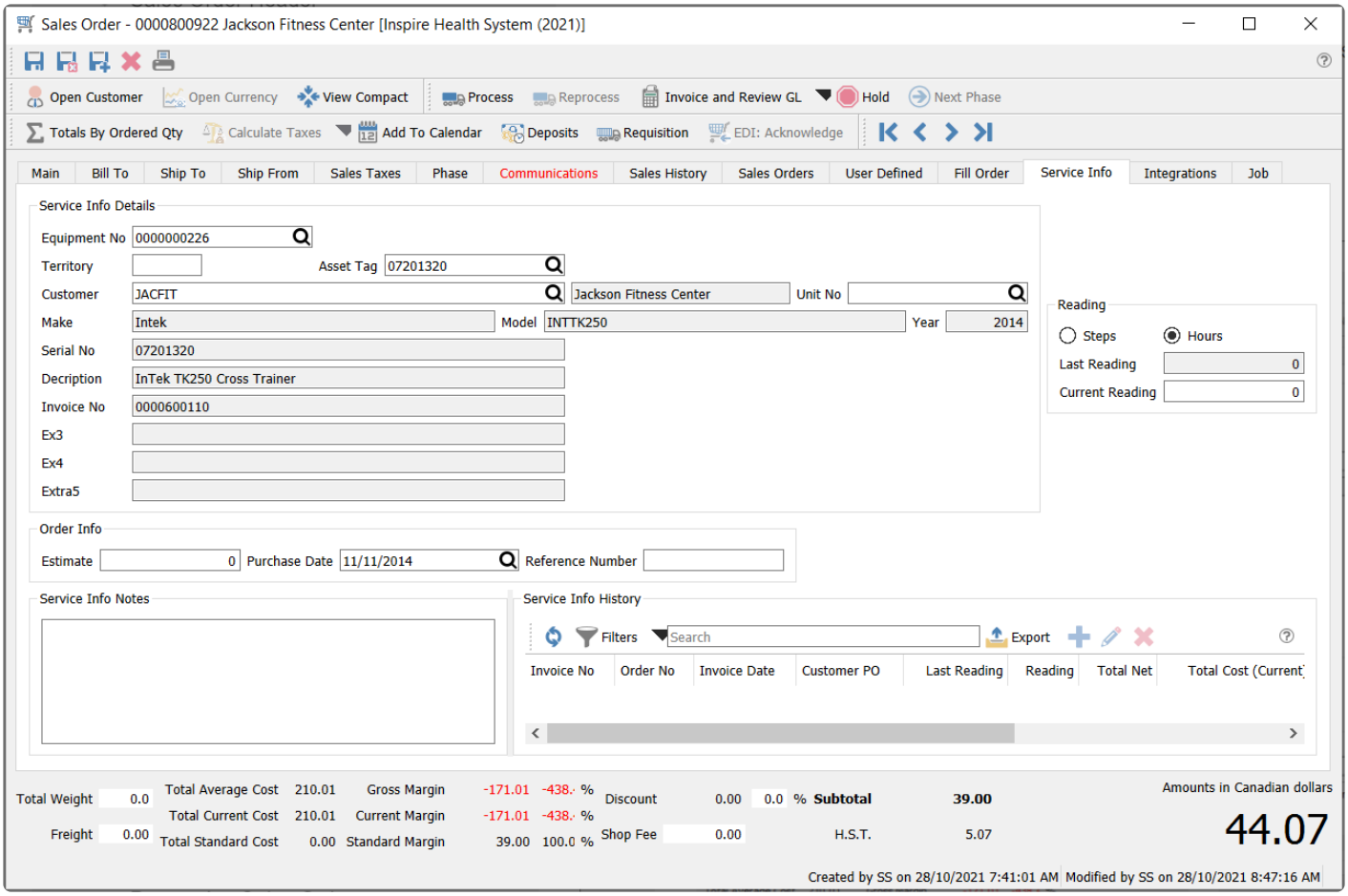
Filters Search Export

Customer No	Make	Model	Decription	Year	Serial No	Purchase Date	Invoice No	Service Info	Territory	Unit No	Asset Tag
AAAATT	Intek	INTTK500	InTek TK500 Stair Climber	2015	57202820	2015-07-18	0000600235	0000000030			57202820
ABOX	Intek	INTTK200		2010				0000000341	None		ET34W
ACAD488	Moet	MS-RS900		2010				0000000342	None		121212
ACCANS	Precor	SMSC5	Stairmaster Stairclimber SC5	2015	27203264	2015-02-20	0000600272	0000000031			27203264
ACOOF	Intek	INTRS400	Intek RS-400 Rowing Machine	2014	87200456	2014-06-15	0000600038	0000000032			87200456
ACOOF	Intek	INTTP500	Intek PT-500 Vibration Plate	2014	87201296	2014-11-11	0000600108	0000000033			87201296
ACOOF	Intek	INTTP500	Intek PT-500 Vibration Plate	2015	17203012	2015-01-06	0000600251	0000000034			17203012
ACTTEC	Moet	MS-RS900	Moet Systems RS-900 Treadmill	2014	17200252	2014-04-15	0000600021	0000000035			17200252
ADVCOM	Intek	INTRS400	Intek RS-400 Rowing Machine	2014	47200648	2014-07-15	0000600054	0000000036			47200648
ADVCOM	Moet	MS-RS900	Moet Systems RS-900 Treadmill	2014	47200648	2014-07-15	0000600054	0000000040			47200648
ADVCOM	Omega	OME300H...	Omega 300 Heart Rate Monitor	2014	27200984	2014-09-20	0000600082	0000000042			27200984
ADVCOM	Intek	INTTK250	InTek TK250 Cross Trainer	2015	97201908	2015-03-10	0000600159	0000000037			97201908
ADVCOM	Intek	INTTP500	Intek PT-500 Vibration Plate	2015	37203276	2015-03-14	0000600273	0000000038			37203276
ADVCOM	Intek	INTTP500	Intek PT-500 Vibration Plate	2015	57203780	2015-07-06	0000600315	0000000039			57203780
ADVCOM	Moet	NATSQ	Adjustable Squat Stand	2015	27203864	2015-09-11	0000600322	0000000041			27203864
ASLTRY	Precor	AASS	vin2	2015	SERIAL	2015-01-01	vin3	0000000027	BC	122334	454556
BEETRA	Intek	INTTK200	InTek TK200 Cross Trainer	2014	77200444	2014-06-15	0000600037	0000000045			77200444
BEETRA	Intek	INTTK200	InTek TK200 Cross Trainer	2014	97201308	2014-11-11	0000600109	0000000046			97201308
BEETRA	Intek	INTTK200	InTek TK200 Cross Trainer	2015	07202400	2015-04-16	0000600200	0000000043			07202400
BEETRA	Intek	INTTP500	Intek PT-500 Vibration Plate	2015	07203000	2015-01-06	0000600250	0000000047			07203000
BEETRA	Intek	INTTP500	Intek PT-500 Vibration Plate	2015	17203612	2015-03-27	0000600301	0000000048			17203612
BEETRA	Intek	INTTK200	InTek TK200 Cross Trainer	2016	37204116	2016-04-14	0000600343	0000000044			37204116
BEIBEI	Moet	NATSQ	Adjustable Squat Stand	2014	27200144	2014-02-03	0000600012	0000000060			27200144
BEIBEI	Intek	INTTK500	InTek TK500 Stair Climber	2014	97200228	2014-04-15	0000600019	0000000056			97200228
BEIBEI	Moet	MS-RS1000	Moet Systems RS-1000 Treadmill	2014	97200228	2014-04-15	0000600019	0000000058			97200228

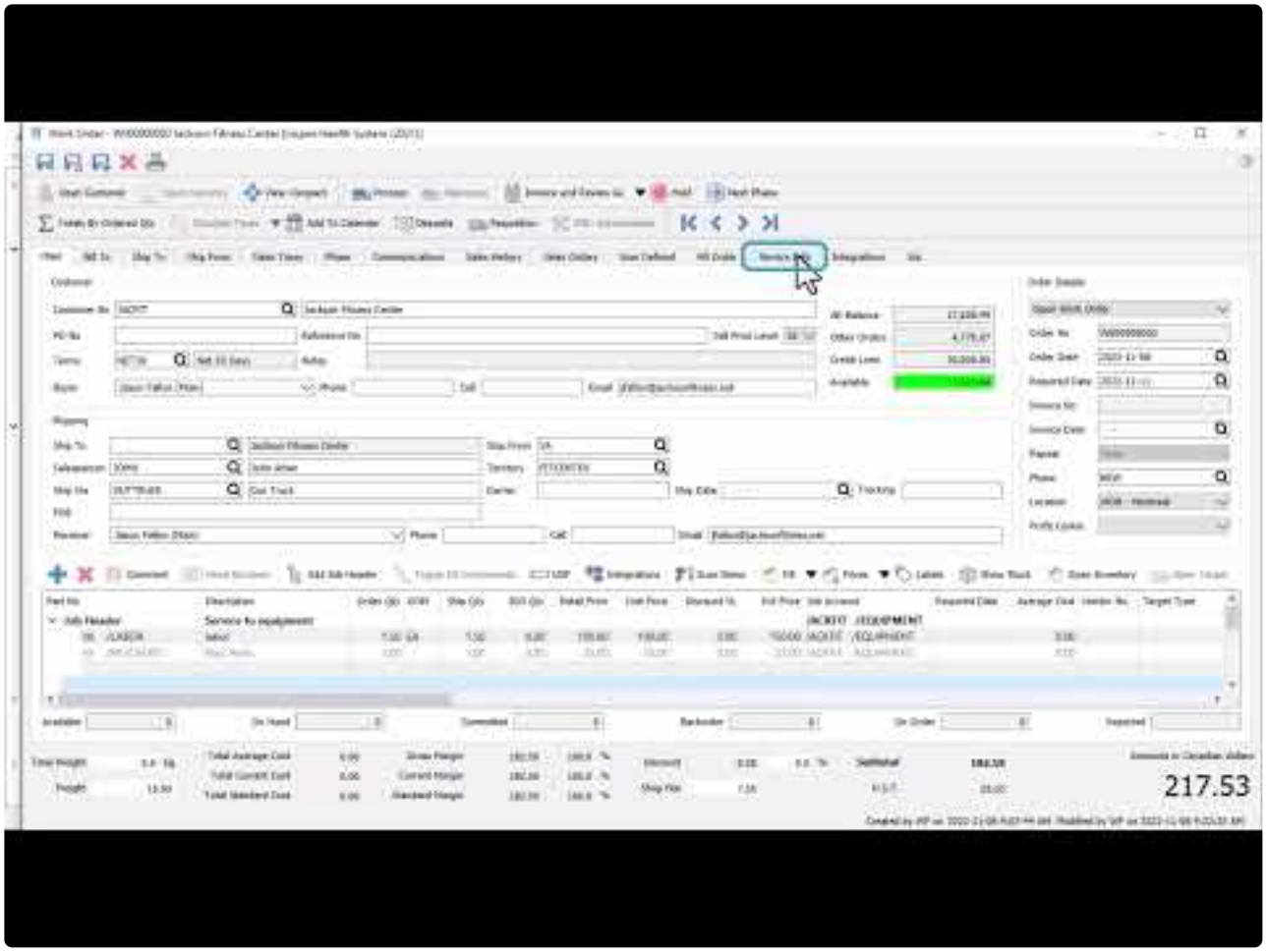
Read the Customers manual topic for more detailed information about the usage purposes of the fields.

Service Sales

When you want to create a new customer transaction for a service call, you can either create a standard sales order, or instead create a work order if you wish to use an order number from a separate numbering sequence for service orders as compared to inventory sales. On the Main tab, you typically would enter non-inventory details for the labour charges and parts used for the service, to specify the dollar amounts and accounting. And on the Service Info tab, you select the equipment being serviced.



Video Instruction

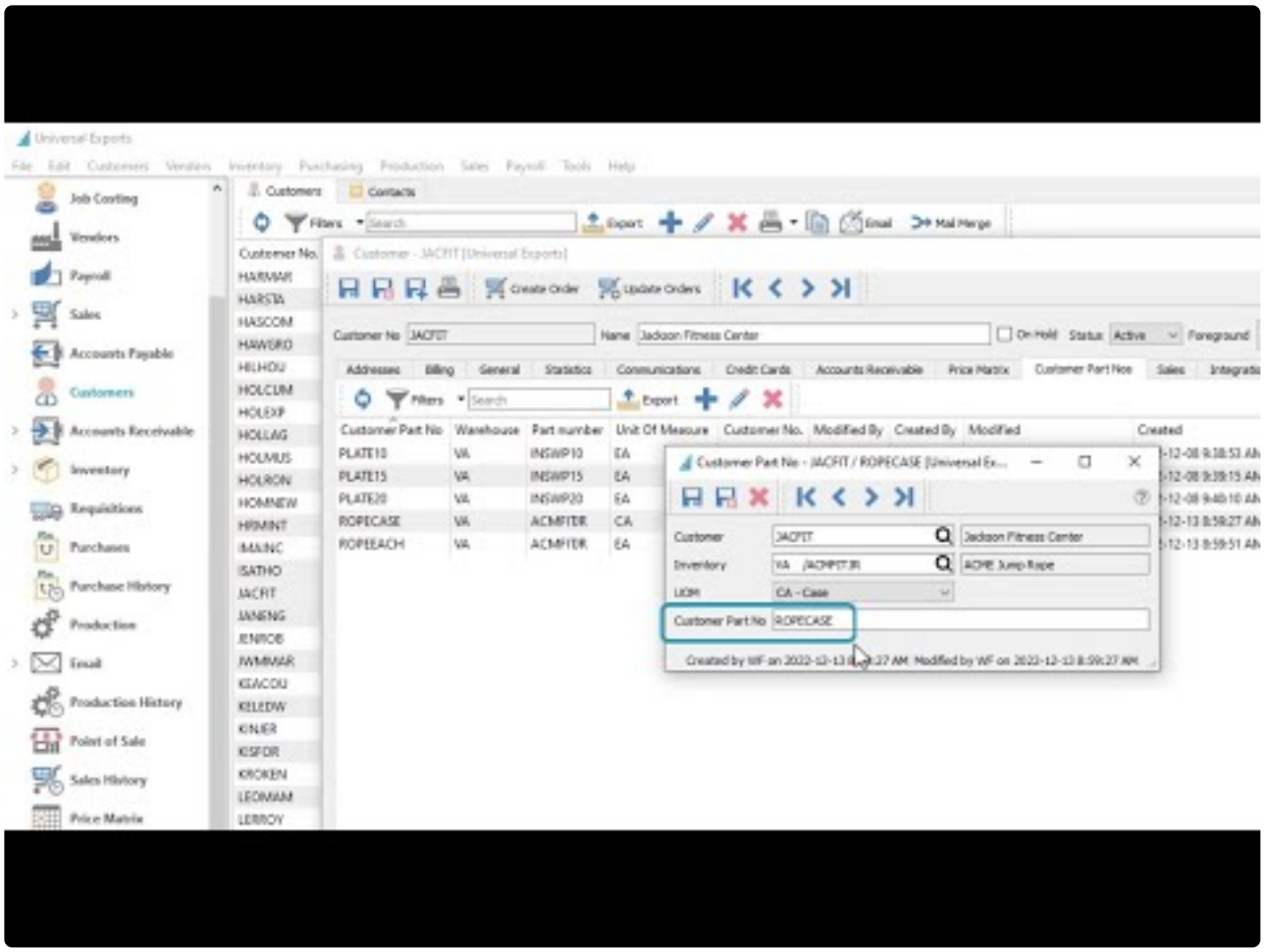


https://www.youtube.com/embed/3zx-Ec2nAIQ?rel=0

FAQs

Customer Specific Part Numbers

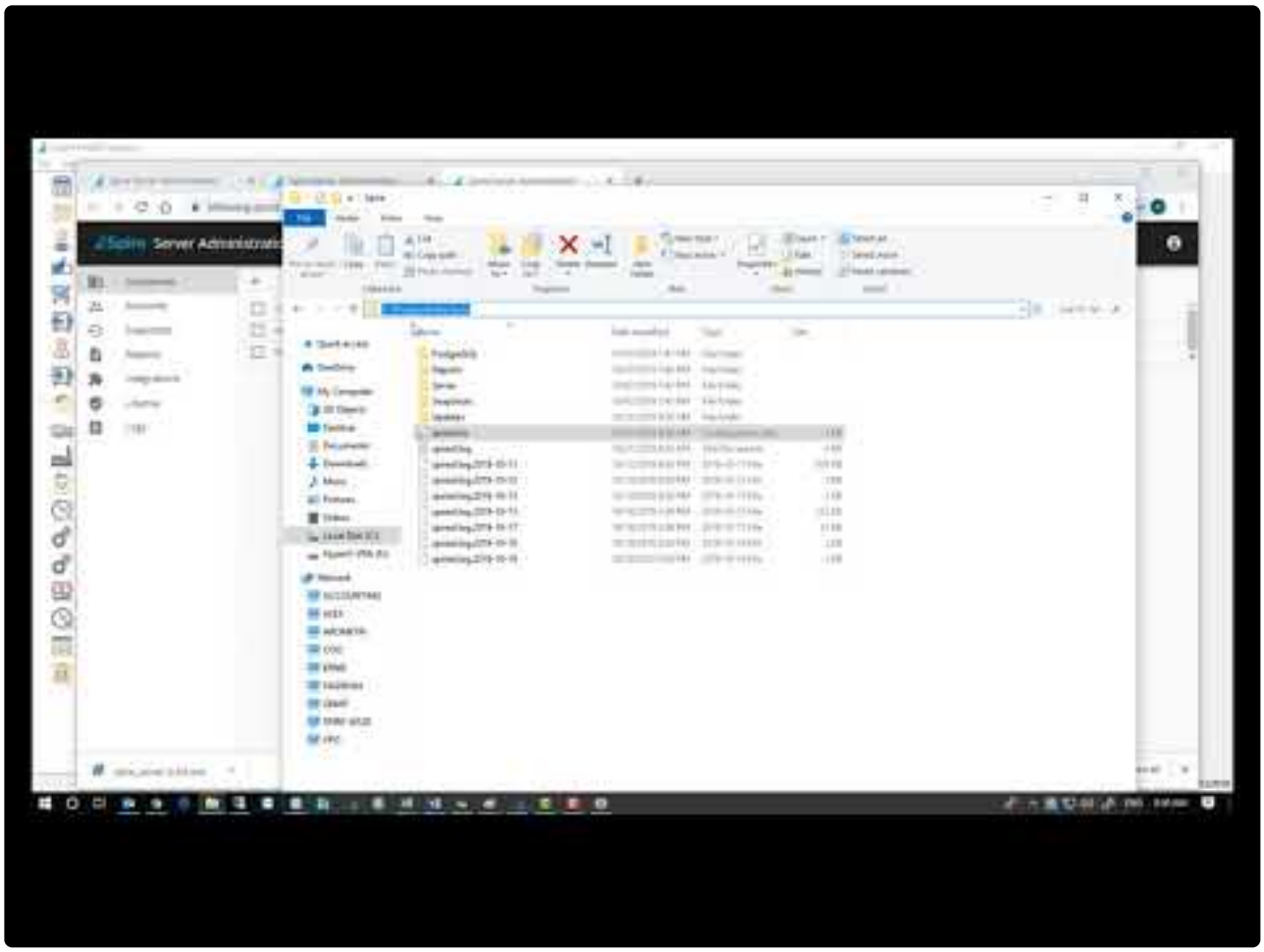
Video Instruction – How to create a list of item numbers specific to a customer that map to your inventory items in Spire.



https://www.youtube.com/embed/df55C8zm66s?rel=0

ODBC Setup

Video Instruction – How to setup a 32 bit Spire ODBC connection.



https://www.youtube.com/embed/5HlwPinMmzQ?rel=0

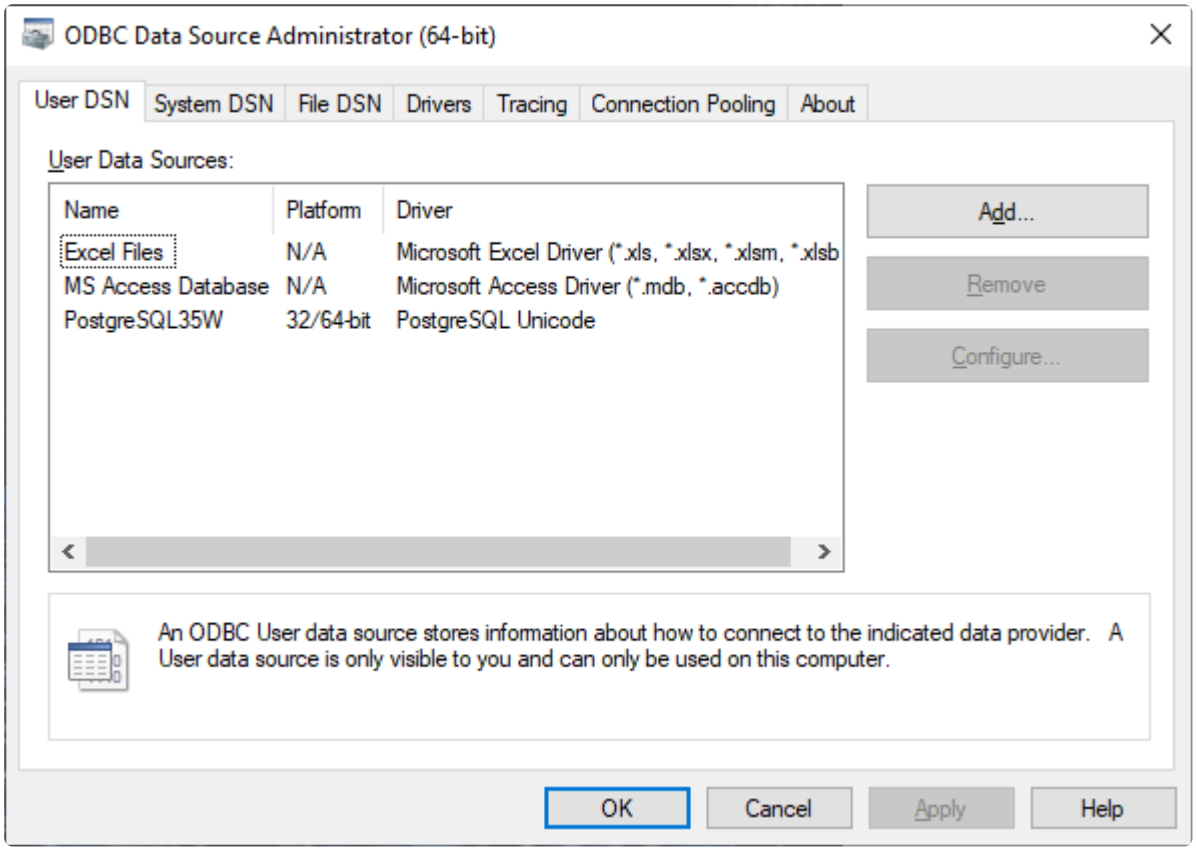
Upgrading to 64 bit ODBC

Crystal Reports 2020 is now 64 bit and will require a 64 bit PostgreSQL ODBC driver to develop or edit reports.

The current 64 bit driver can be downloaded from This Link

These instructions are to be performed on machine that is running Spire Server and has the Postgres database server installed.

1. Unzip the downloaded file and install the driver.
2. Start the ODBC Data Source Administrator (64-bit)
3. You should see that the 32 bit DSN for PostgreSQL35W was copied over and it should look like this;



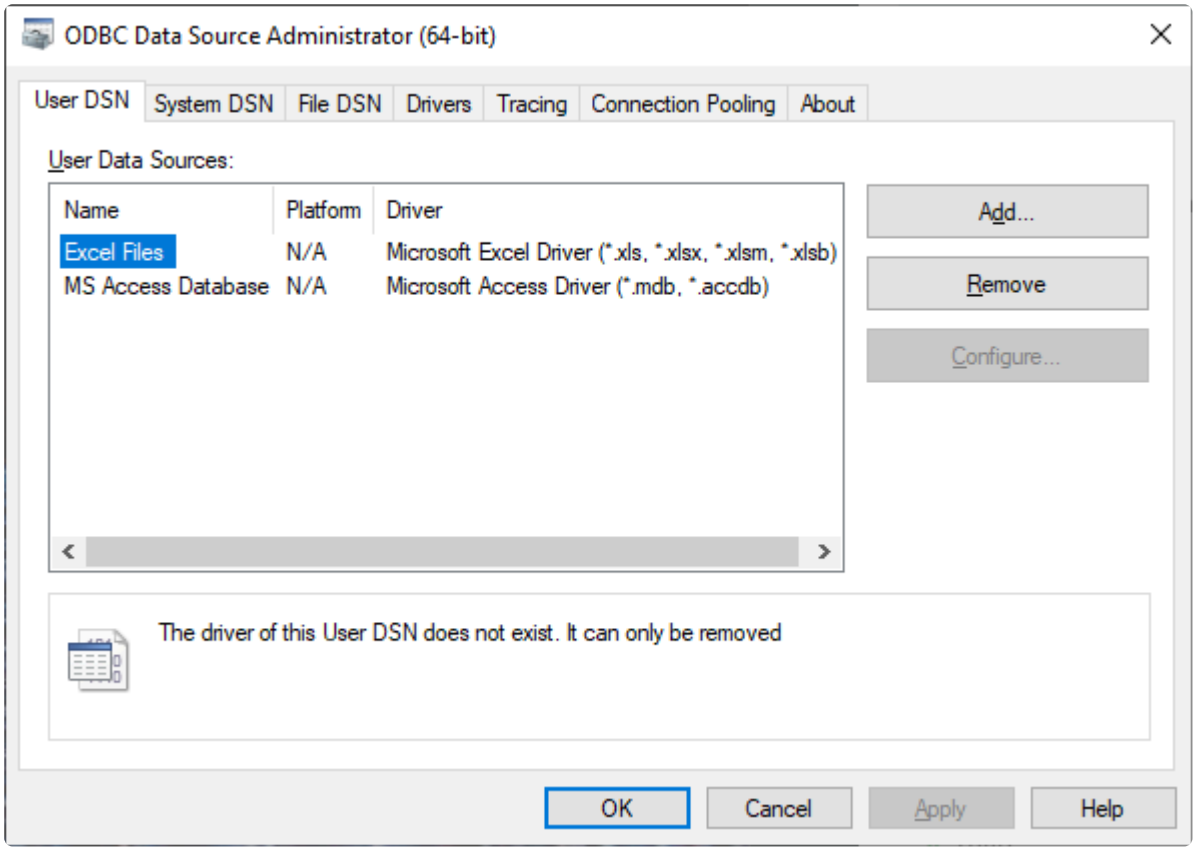
Crystal Reports 2020 will now work on the PC for report development.

If you did not already have a 32 bit ODBC driver for the Spire database then follow these instructions:

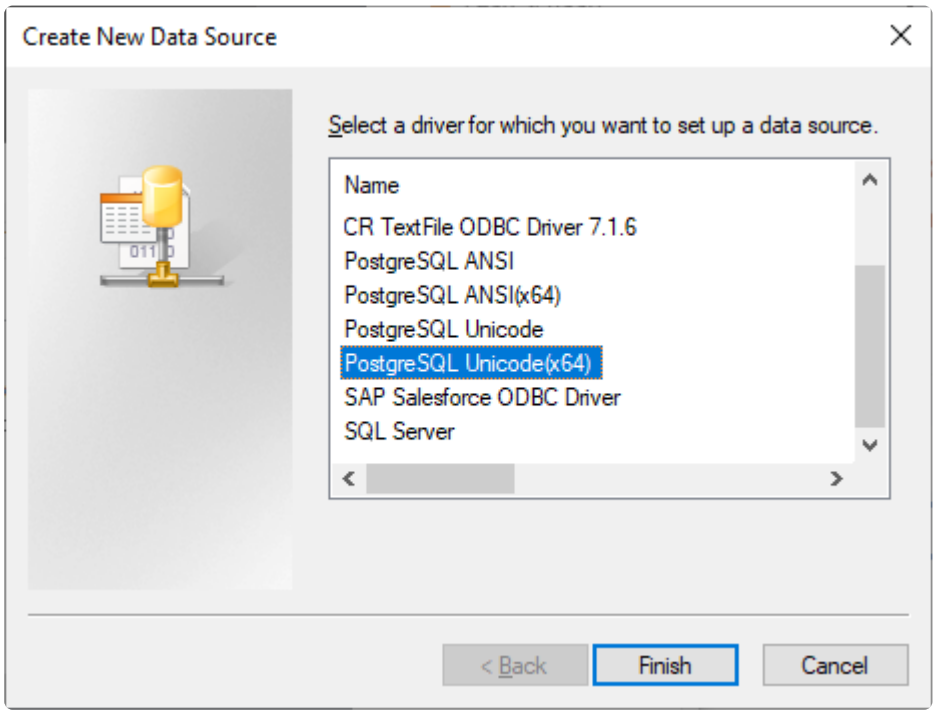
1. Unzip the downloaded file and install the driver.

2. Start the ODBC Data Source Administrator (64-bit)

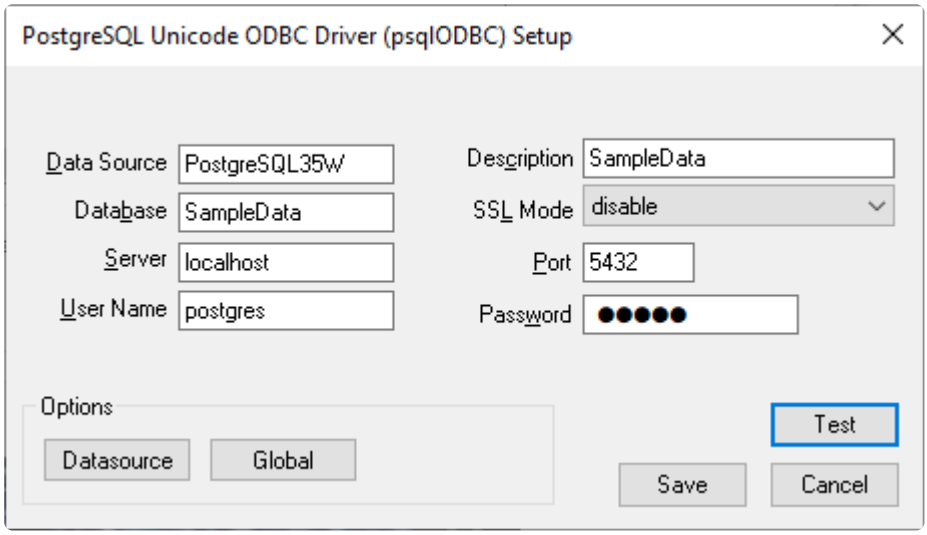
3. The screen will like this, Click the Add button



4. The screen will look like this, Scroll down and select the PostgreSQL Unicode(x64) and click Finish



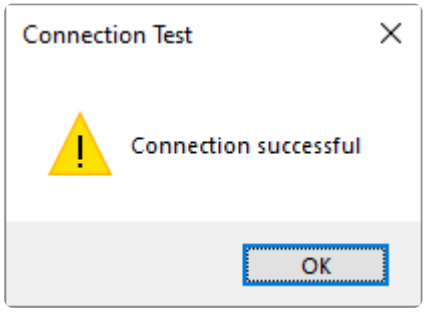
5. The screen will look like this, Fill it in as shown;



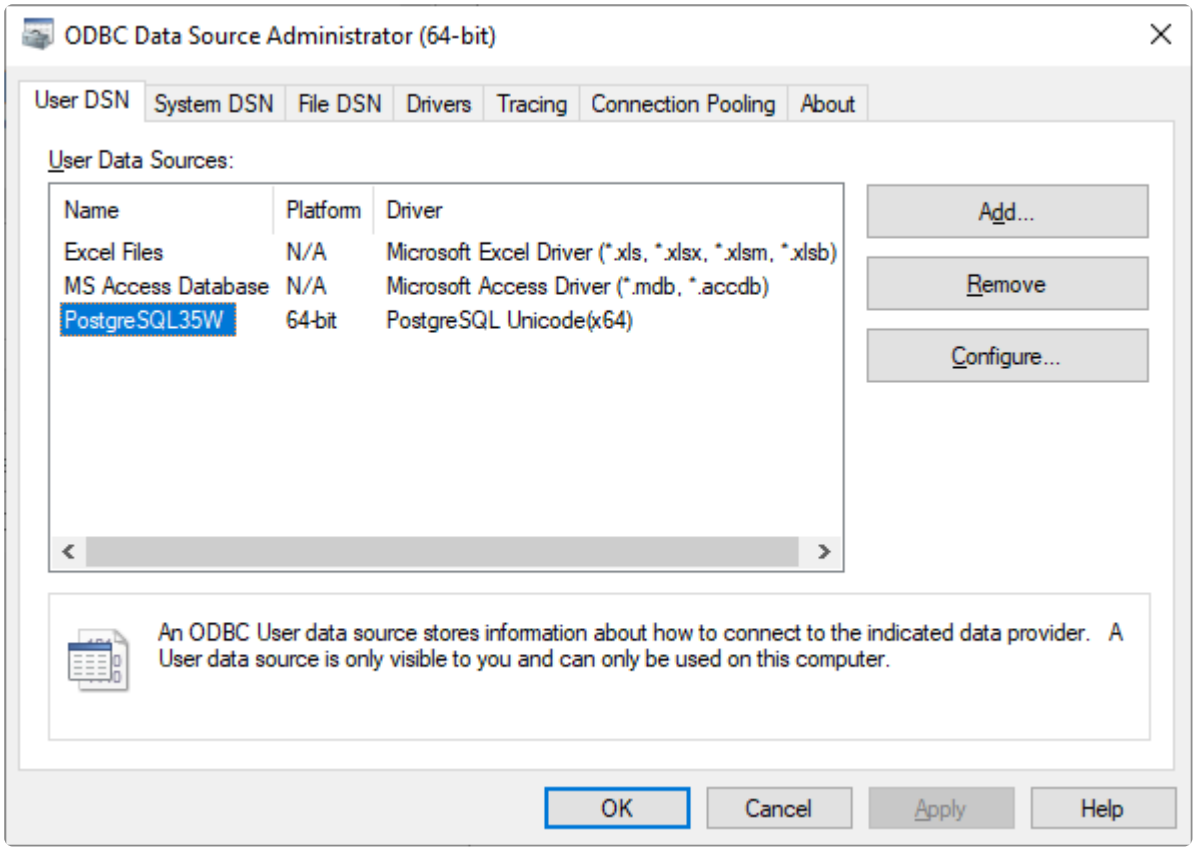
Note you need to have a Company in Spire Server Administration where the database name is “SampleData”, case sensitive.
Use the the password for “postgres” as was set up when Spire Server was first installed, the same password is used in pgAdmin, also case sensitive

Note: Alternatively you can use ‘spireapp’ in the User Name field and fill in the password found in c:\programdata\spire\spire.ini file
The password is found on the line that looks like the line below and the password is between the “:” and the “@” as highlighted, case sensitive;
dburl =postgresql://spireapp:,b6!nbtGrtkmLpz^@localhost/spire

6. Click Test and you should receive this;



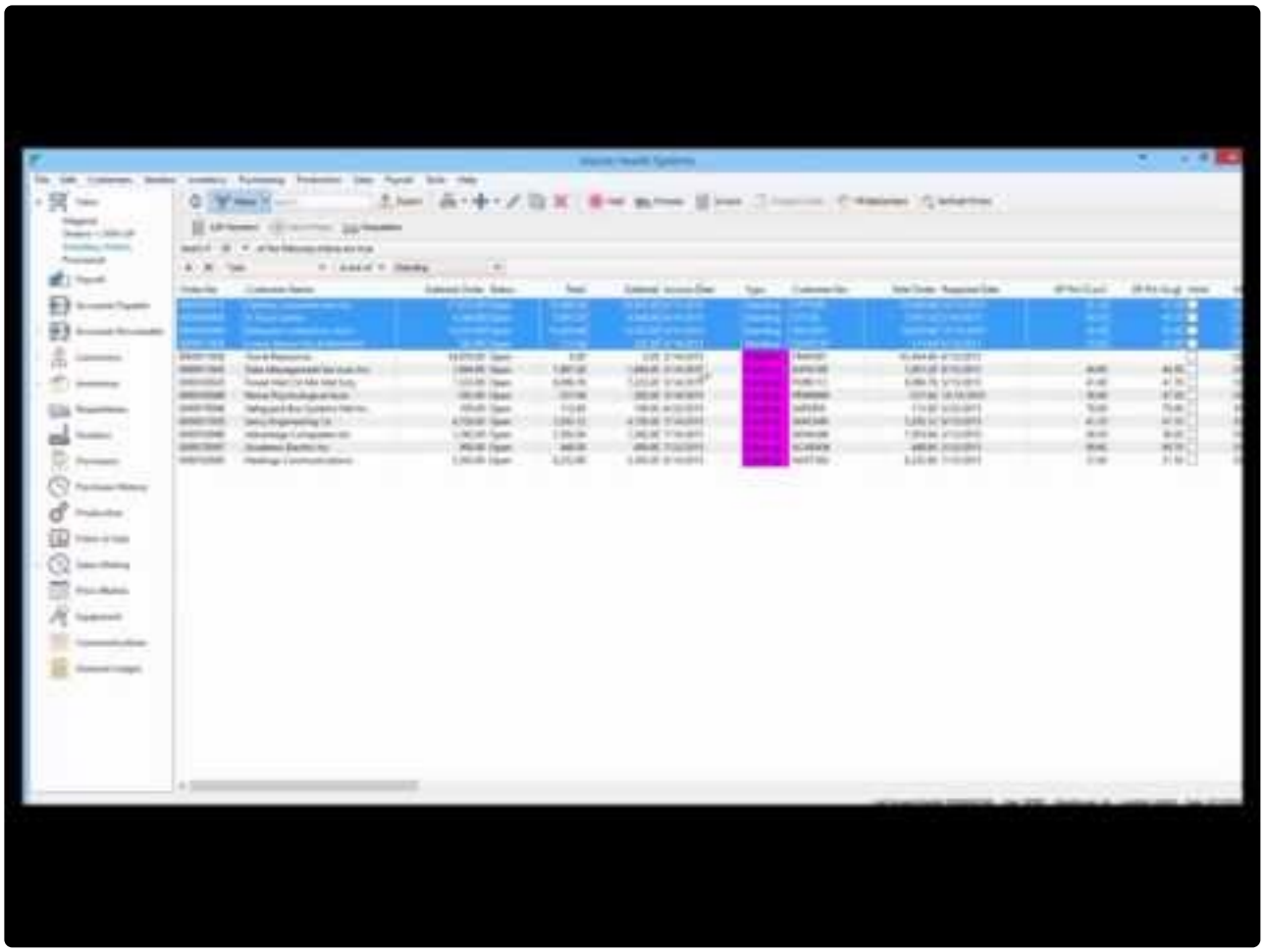
7. Click OK and then Save and you will see this;



8. Click OK and the ODBC driver is ready for Crystal Reports to use with Spire reports.

Standing Orders

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



https://www.youtube.com/embed/AXFiuvOUmyY?rel=0

Keyboard Shortcuts

Shortcut F Keys

- **F1** – Launches the manual with context sensitive help
- **F2** – Cancels a sales order
- **F5** – In sales and POS brings up the invoice and payment screen
- **F6** – Exits the sales order
- **F7** – In a sales order it brings up the sales history for the customer on the order.
- **F9** – Lookup with or without searches.
- **F12** – Logs the user out of the company and allows them to re -log into the same or different company.
- **F10** – Allows the user to switch Division, warehouse or location

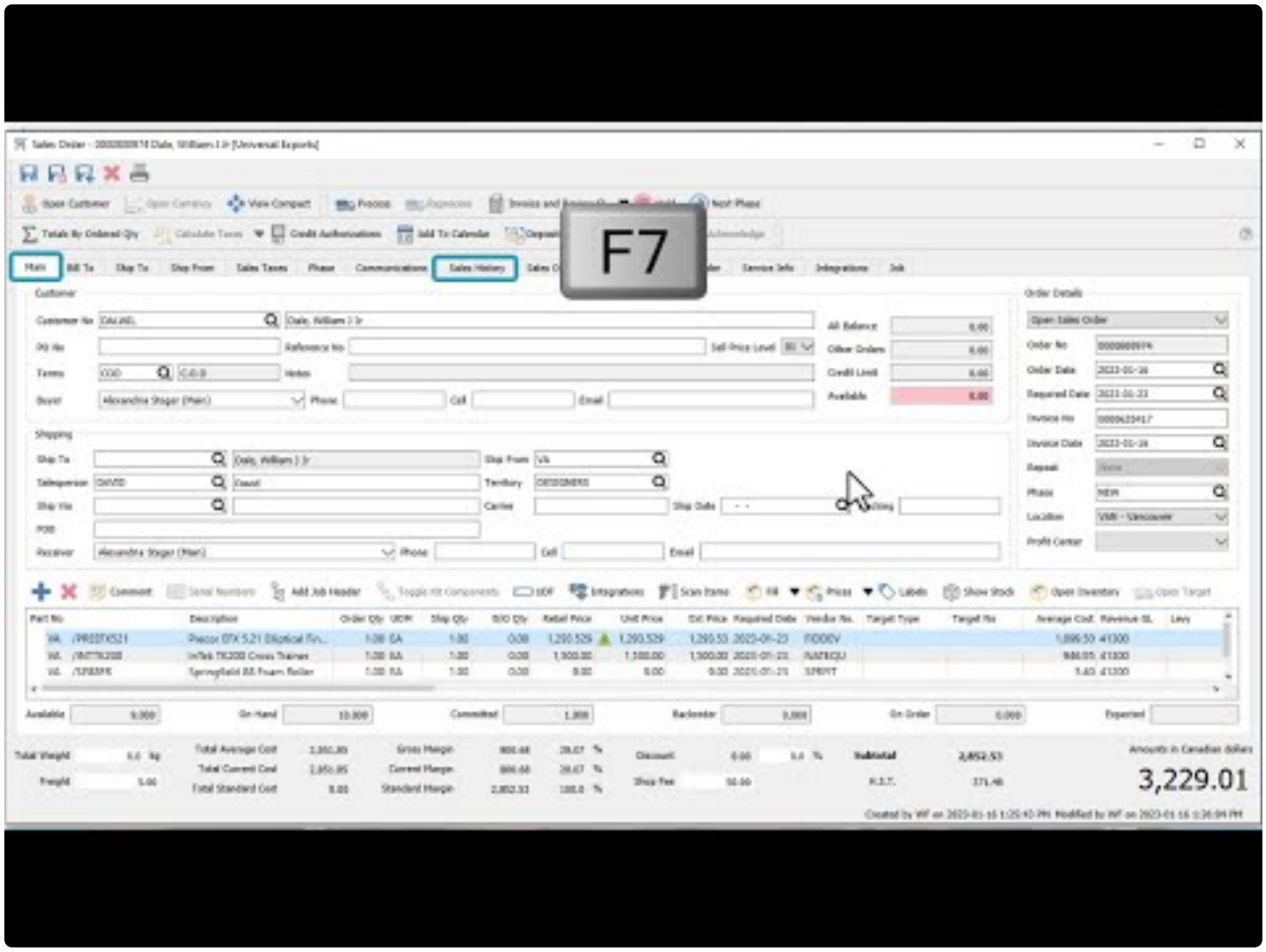
Enter vs Tab

In Spire we use the tab and enter together to speed up the data entry process. The tab key moves the user from field to field and the enter key takes them to the next line.

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

The user would enter the part number and then if they accept the quantity of 1 and the regular price, just hit enter for the next line. If the quantity and price are often edited, move those 2 fields next to the part number and the user would just have to enter the part number then tab and change quantity, then tab and change price and then enter to get to the next line.

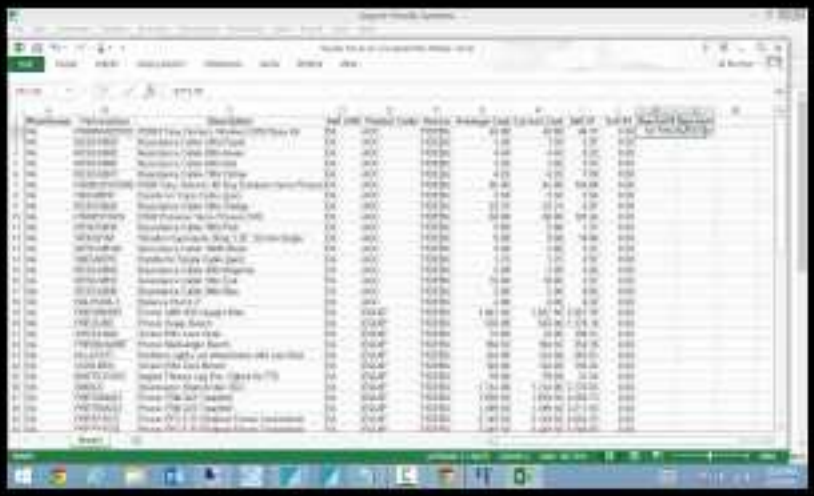
Video Instruction



https://www.youtube.com/embed/A89KNV5tQ-o?rel=0

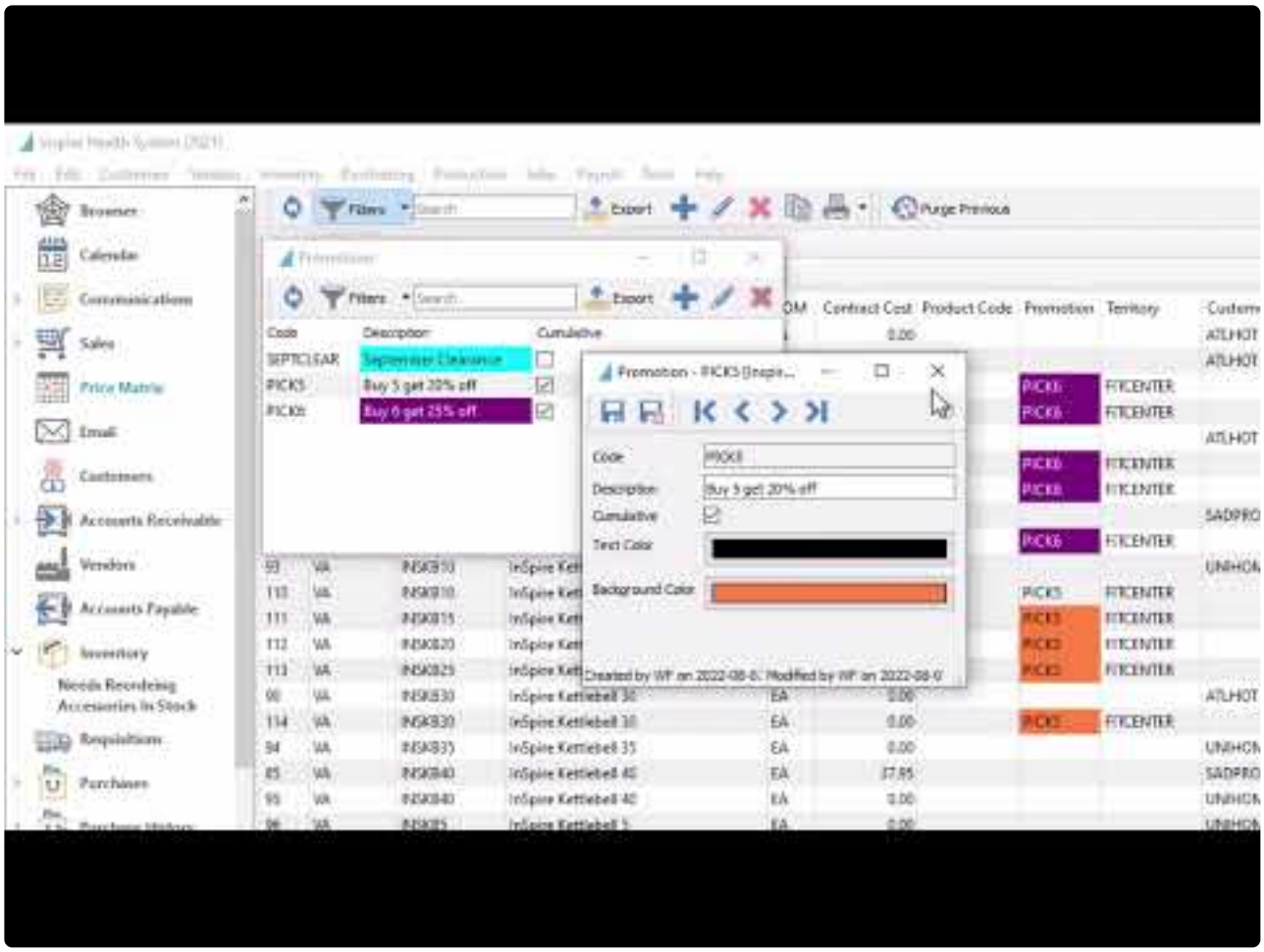
Importing New Prices

Video Instruction – Updating Sell prices using export to Excel and Import back.



https://www.youtube.com/embed/Ryt9FLMVD8E?rel=0

Cumulative Quantity Breaks

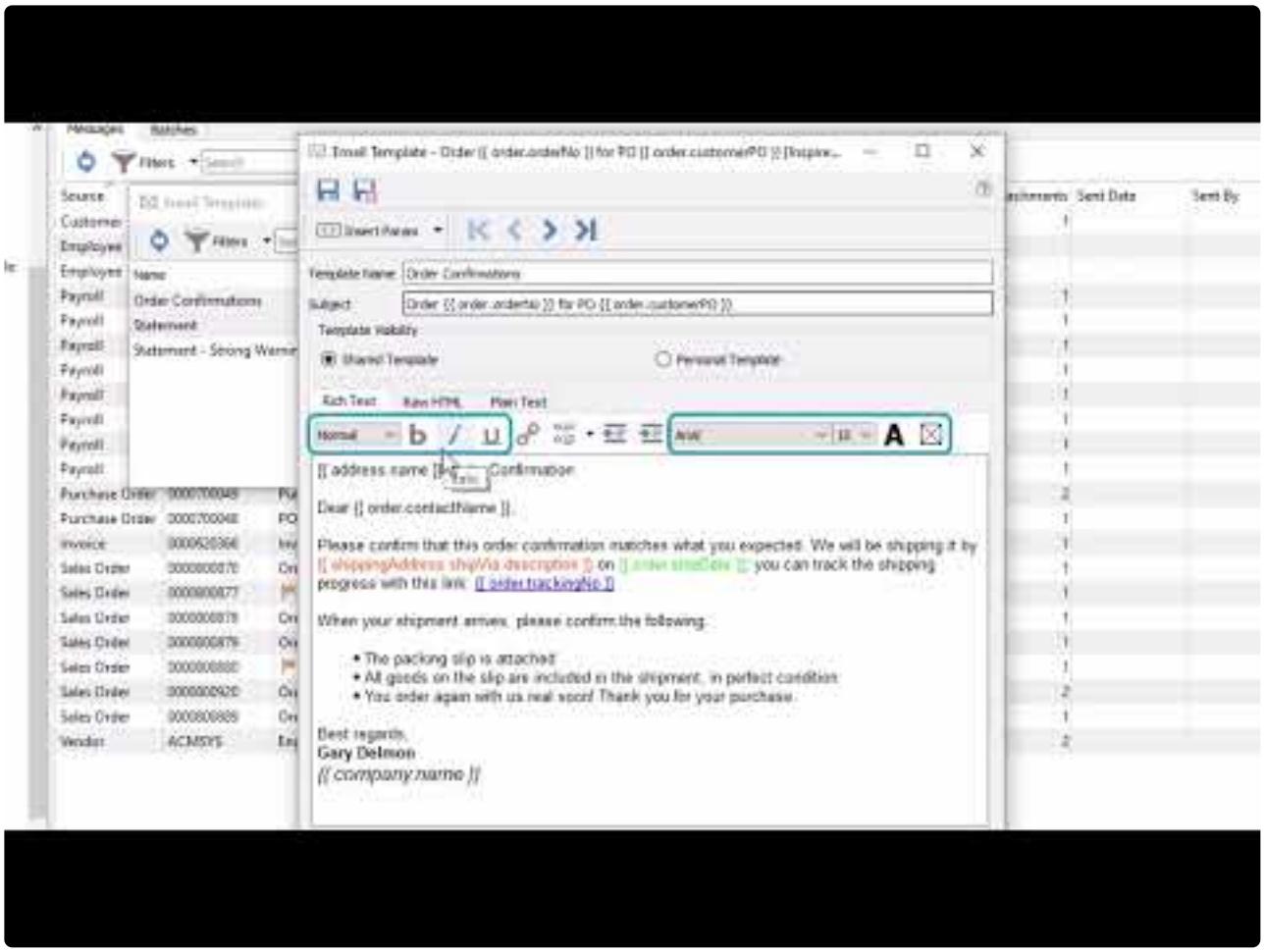


https://www.youtube.com/embed/U96kUzy8vzM?rel=0

https://www.youtube.com/embed/U96kUzy8vzM?rel=0

Email Templates

How to use email templates to speed up emailing in Spire.



https://www.youtube.com/embed/2mlVddxm5-E?rel=0

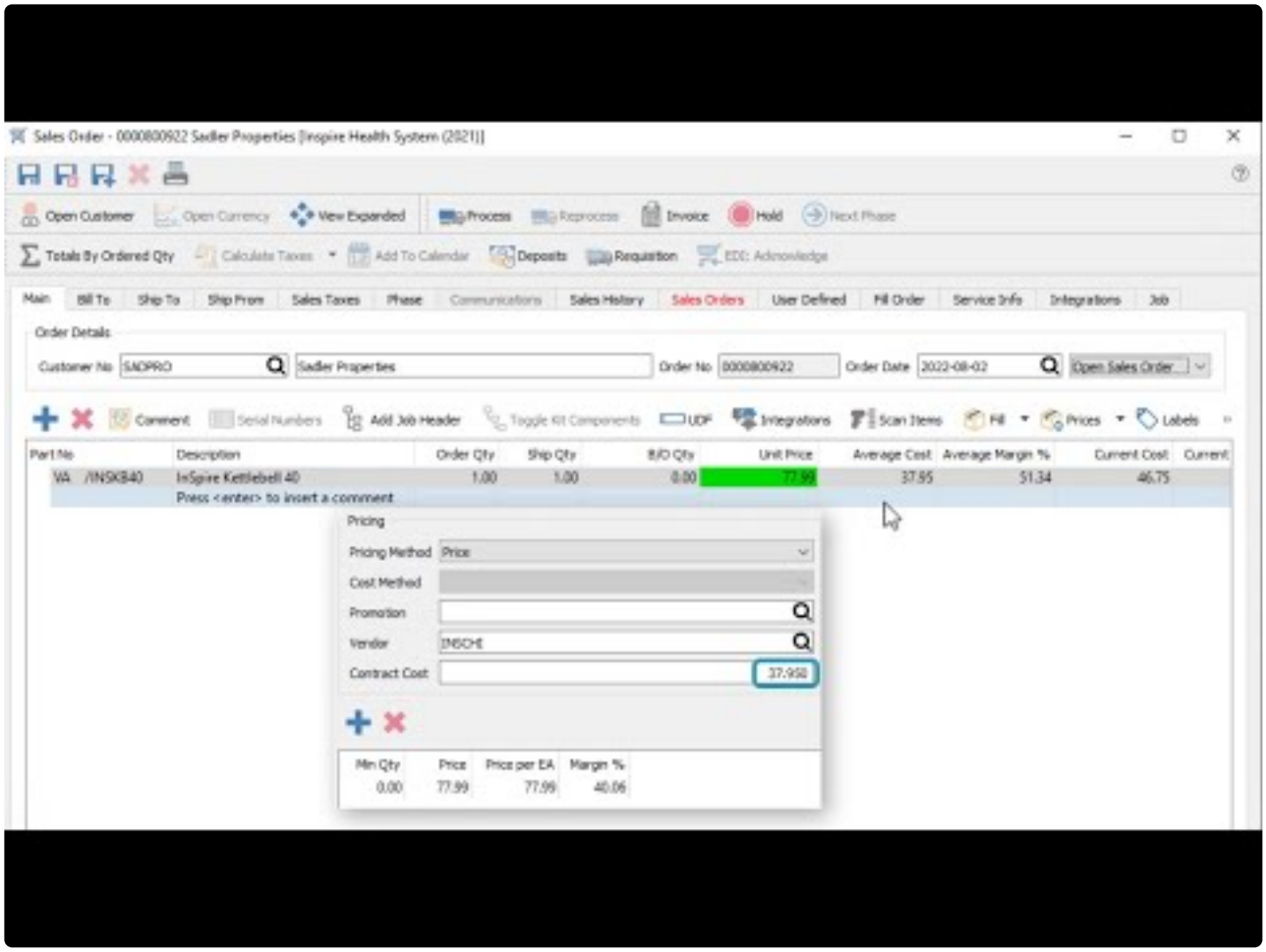
https://www.youtube.com/embed/2mlVddxm5-E?rel=0

Contract Cost

Video Instruction – Shows how to set a contract cost for a customer.

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

See this link for full explanation. “



https://www.youtube.com/embed/f0VcehF2_4o?rel=0

https://www.youtube.com/embed/f0VcehF2_4o?rel=0

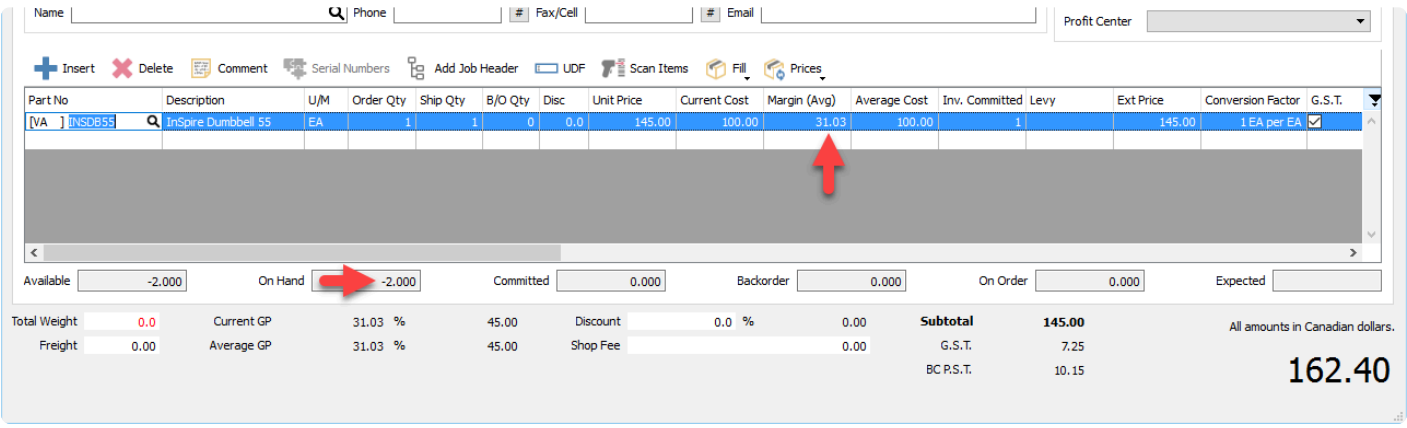
Receiving Negative Inventory

When inventory is allowed to be sold or consumed so that the on-hand quantity is below zero it means that the item is potentially sold to the customer at the the wrong cost.

Let's look at this example.

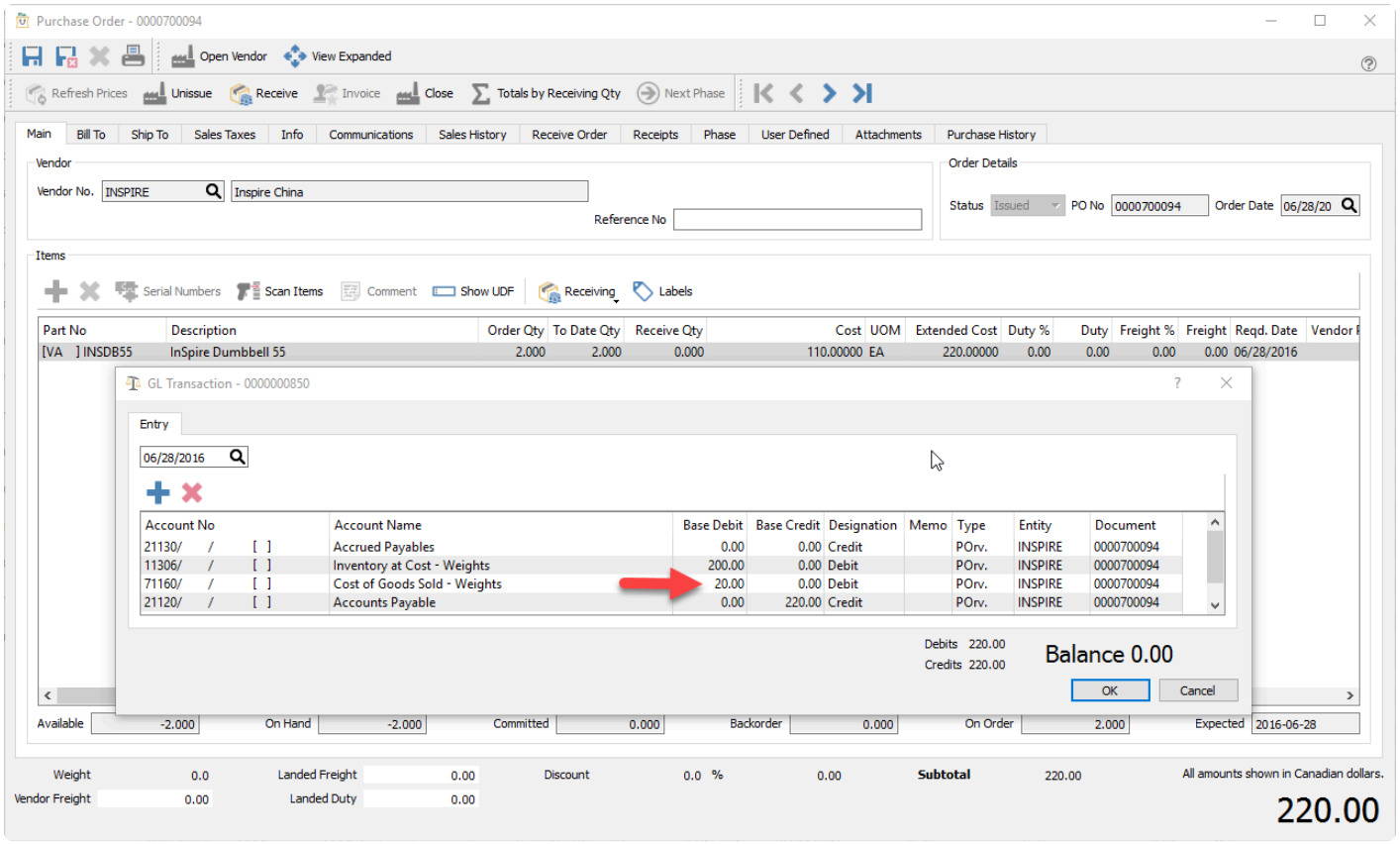
Item INSDB55
Average Cost $100
On-Hand negative 2
Sell $145
Margin 31.03%
Replacement cost $110.

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



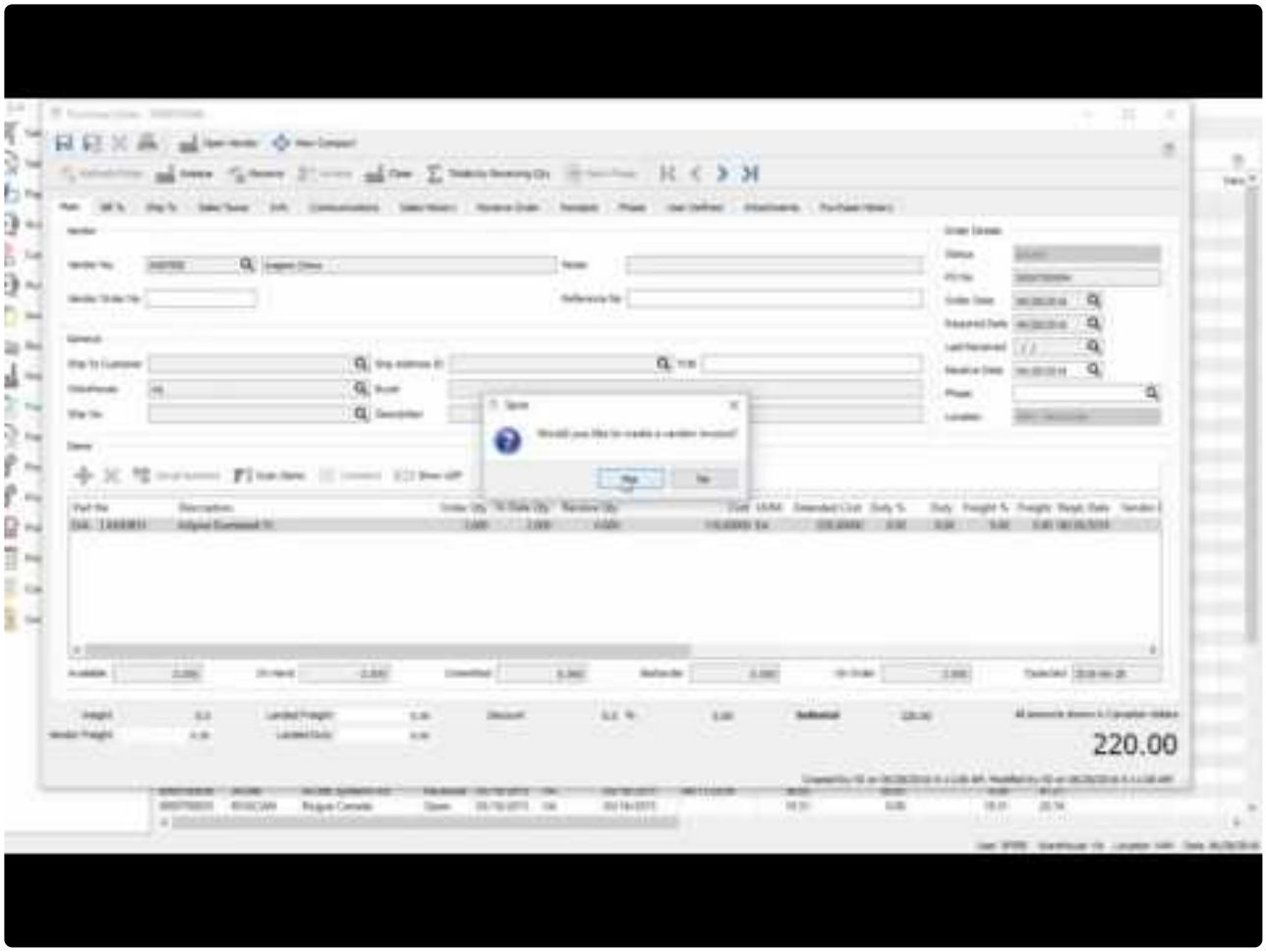
If we would have had received the quantity into stock previous to selling it the cost would have been $12 instead of $10. This means that the sale was posted to the customer and to the GL at the wrong cost.

The sales history cannot be changed, however to maintain correct GL costing and to keep the GL balanced to the inventory Spire does correct the costing when the items are received.



Notice that the $20 difference was posted to cost of goods like it would have if the item was received before invoicing it to the customer and therefore pushing it to negative on-hand..In the end, the correct amount of $120 was posted to cost of goods.

Video Instruction – Receiving negative on-hand items.



https://www.youtube.com/embed/CiE7H-xEXxg?rel=0

Tips & Tricks

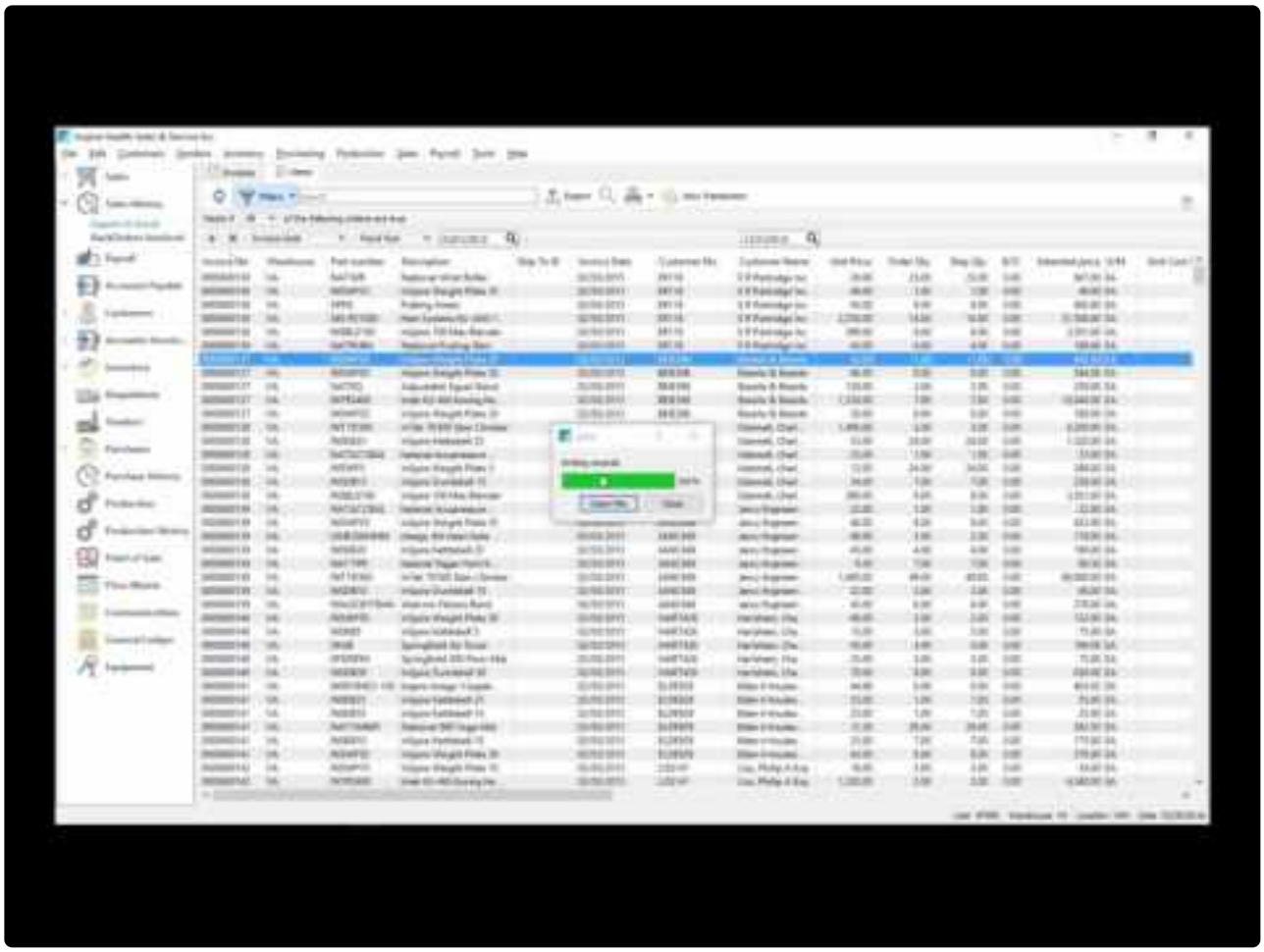
Excel Pivot Tables

By utilizing Spire's filters and exports, users can export data to Excel and then create a separate spreadsheet with pivot tables to analyze the data many different ways. Then each period just re-export the data and simply refresh the Pivot Tables.

By creating several exports, users create themselves a "Dashboard" with only the data that they are interested in.

See this video on how to accomplish this.

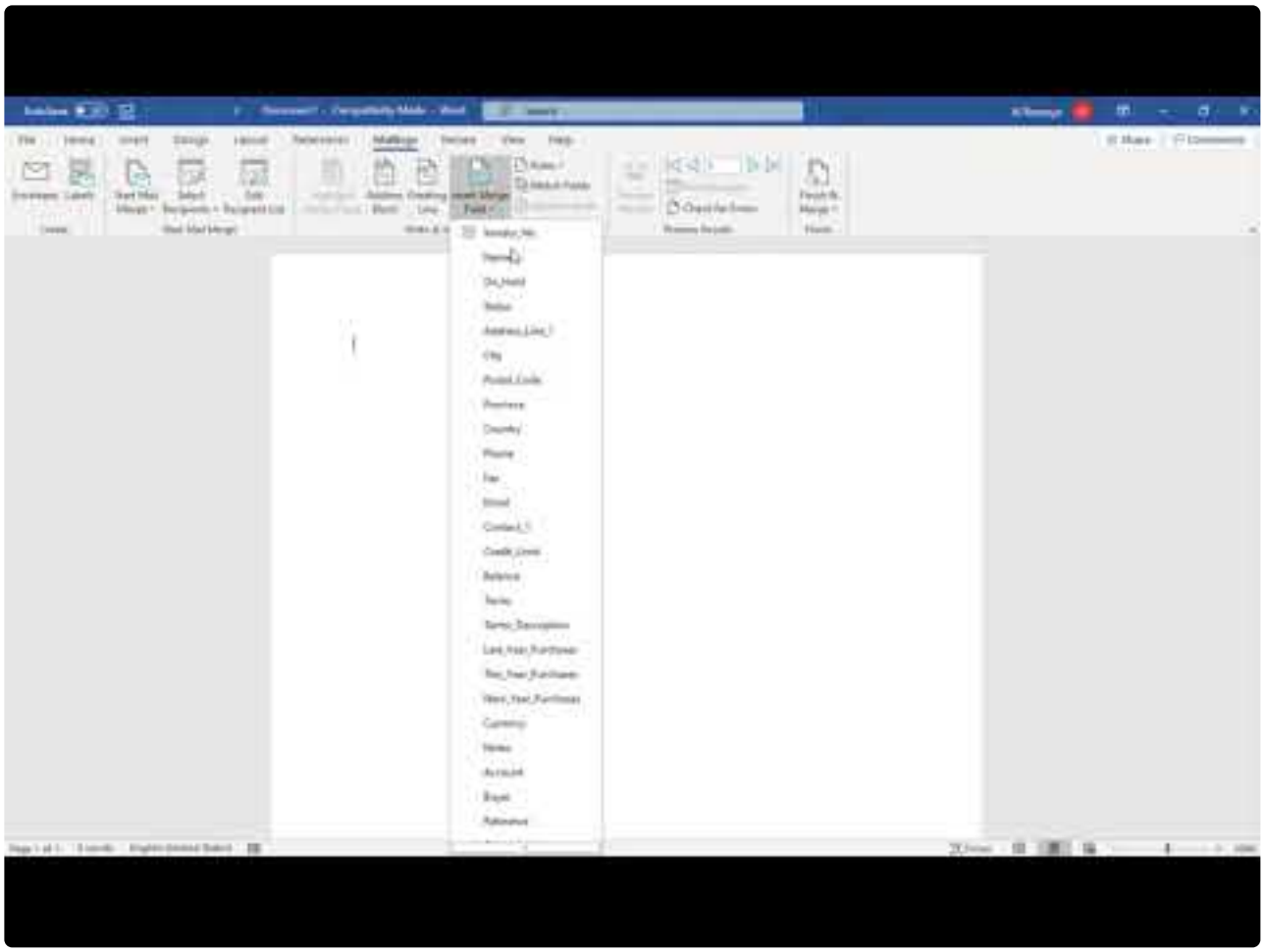
Video Instruction –



https://www.youtube.com/embed/8kKRqQkzaUU?rel=0

Mail Merge by Exporting from List

This video shows how to create a mail or email merge from exported Spire lists.



https://www.youtube.com/embed/JbPJCzTNtn8?rel=0