Spire User Manual

3.2 — Last update: 2019/07/08

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.

Add Deposits section to manual

Help Resources

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

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

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

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What’s New In Spire

Version 3.2

Quick Purchase Order

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

Improve UDF user interface

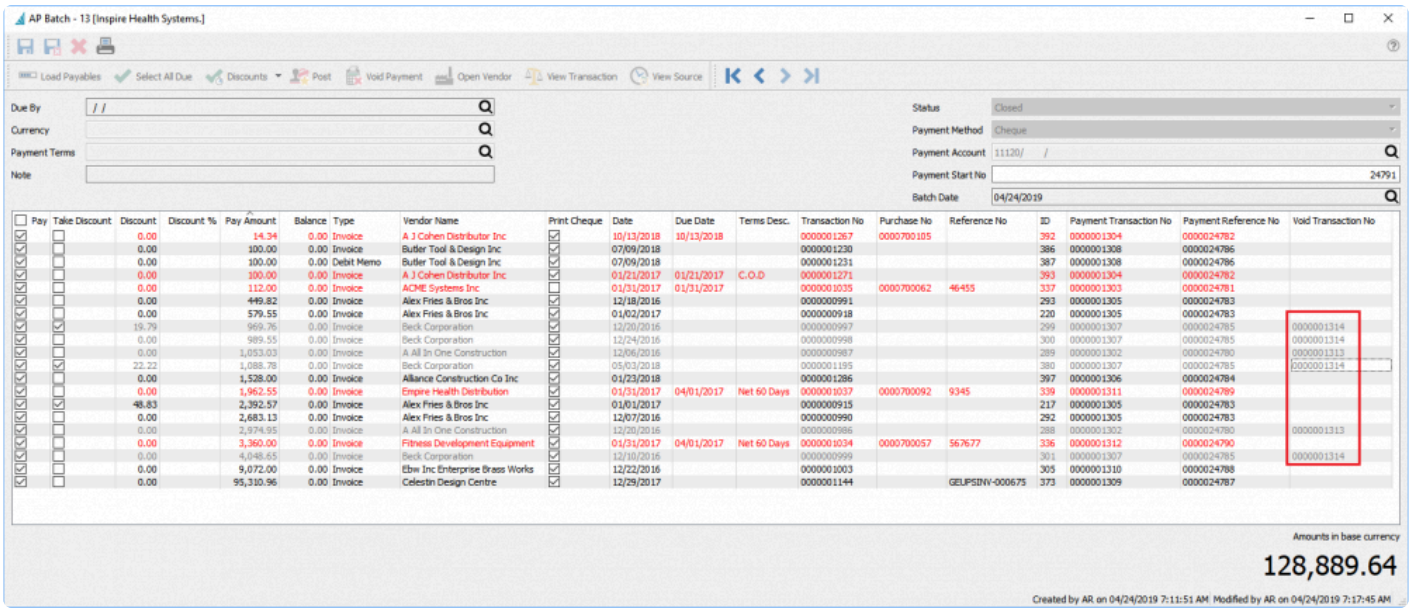
Ability to drag and drop fields to a different position, or even a different page.

Add UDFs to API

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

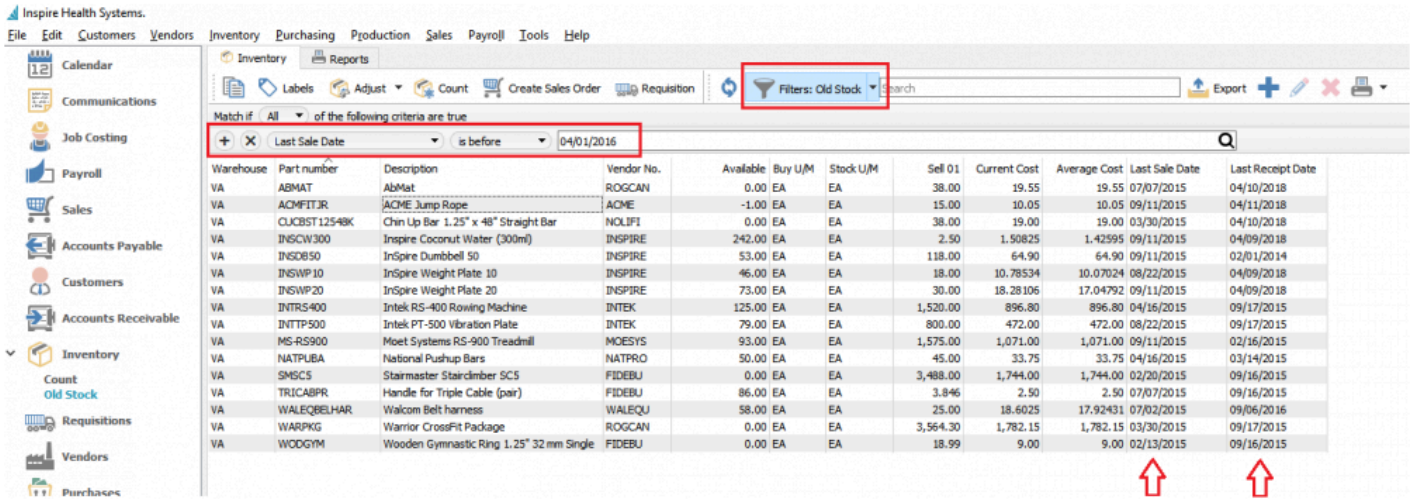
Void selected payments in AP batch

Posted AP batches can now have selected checks voided



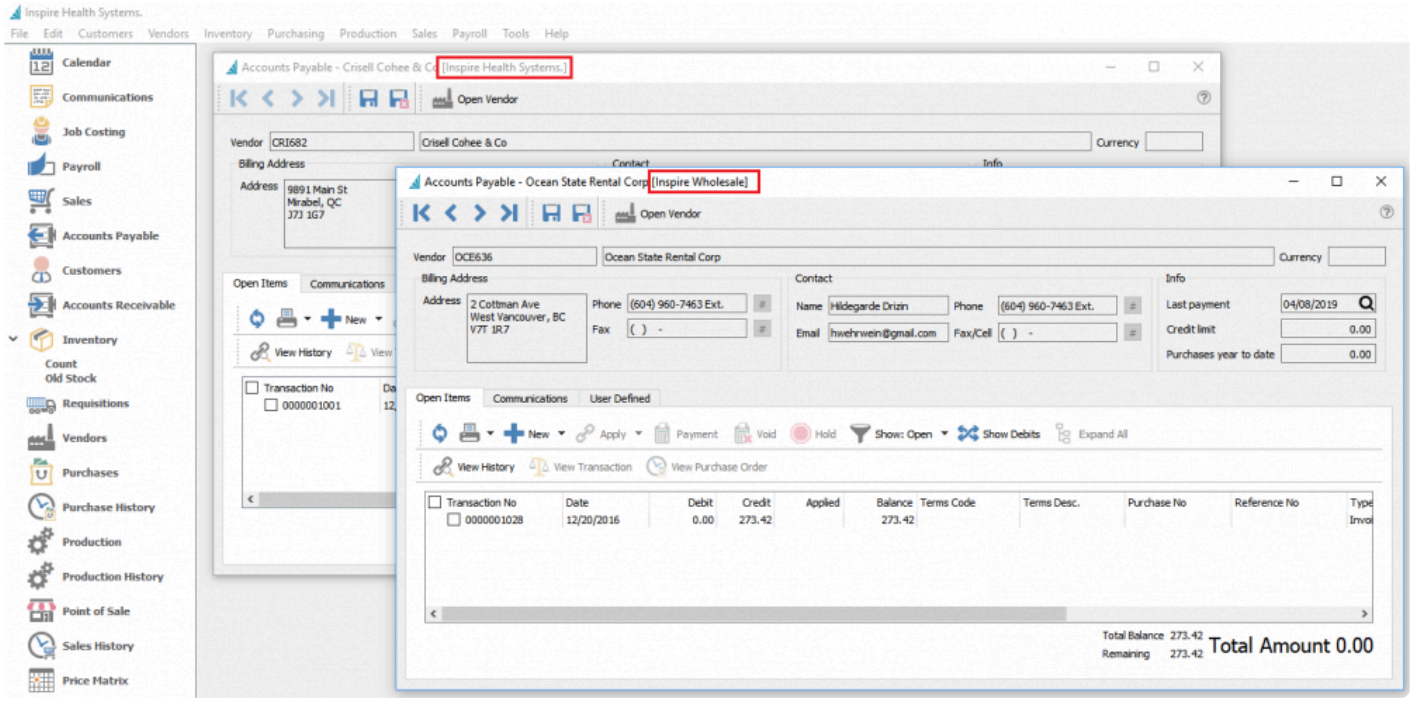
Add last sale date and receipt date to inventory list

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

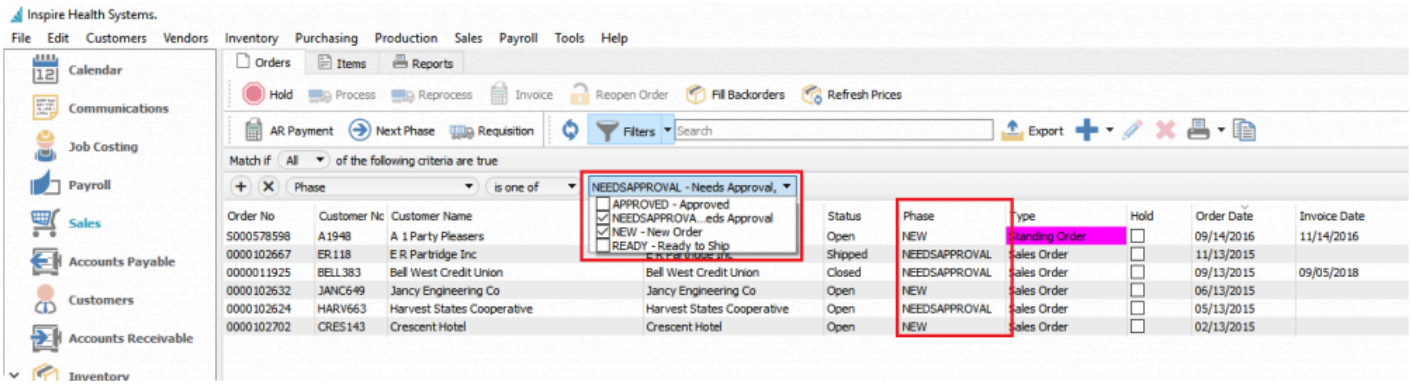
Counting a large amount of inventory is faster

Speed increase in orders

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

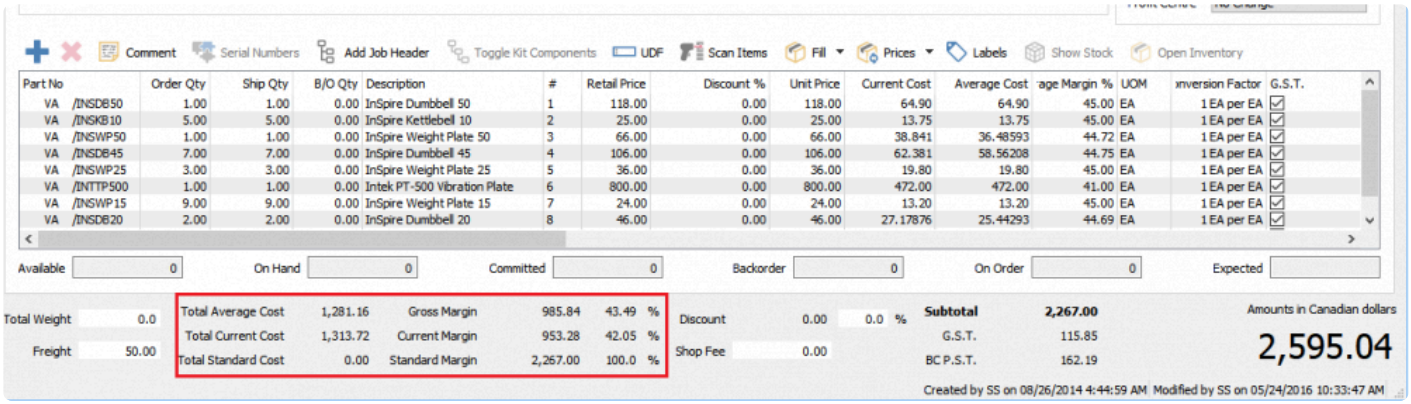
Add phase selection to orders

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

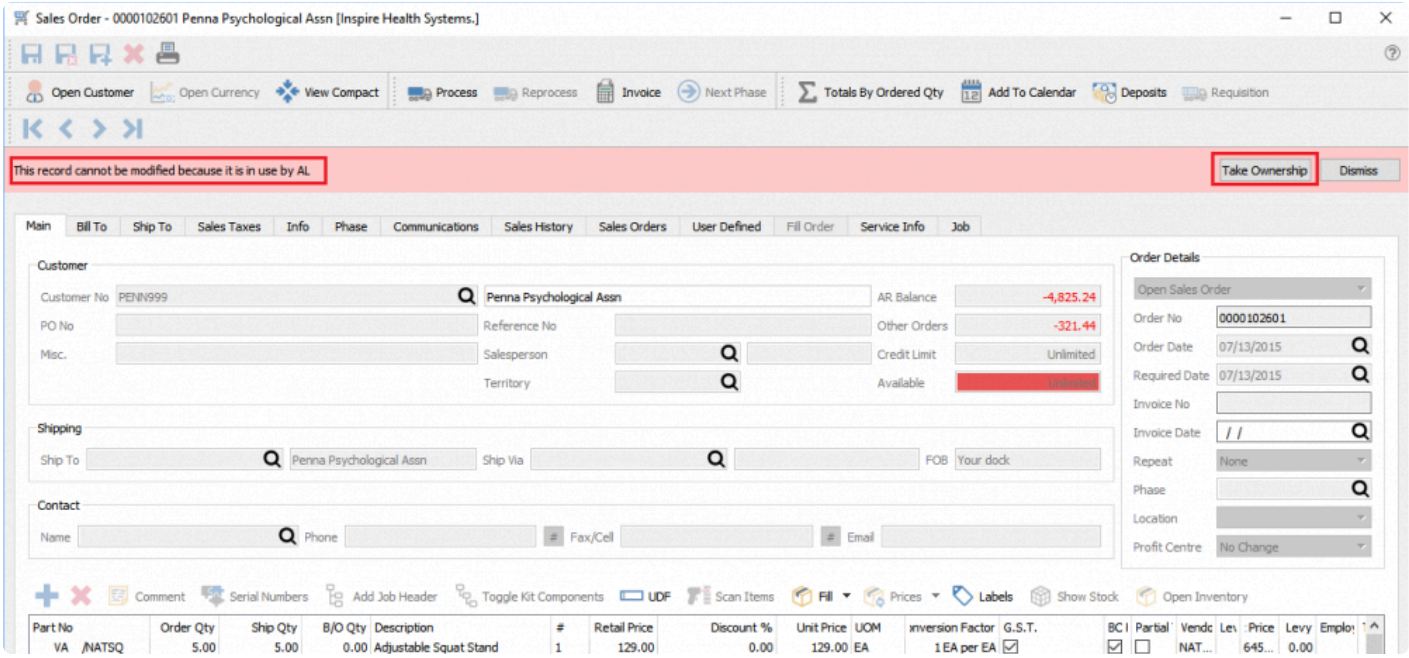


Add costs to sales order items list view

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

Take ownership of locked records

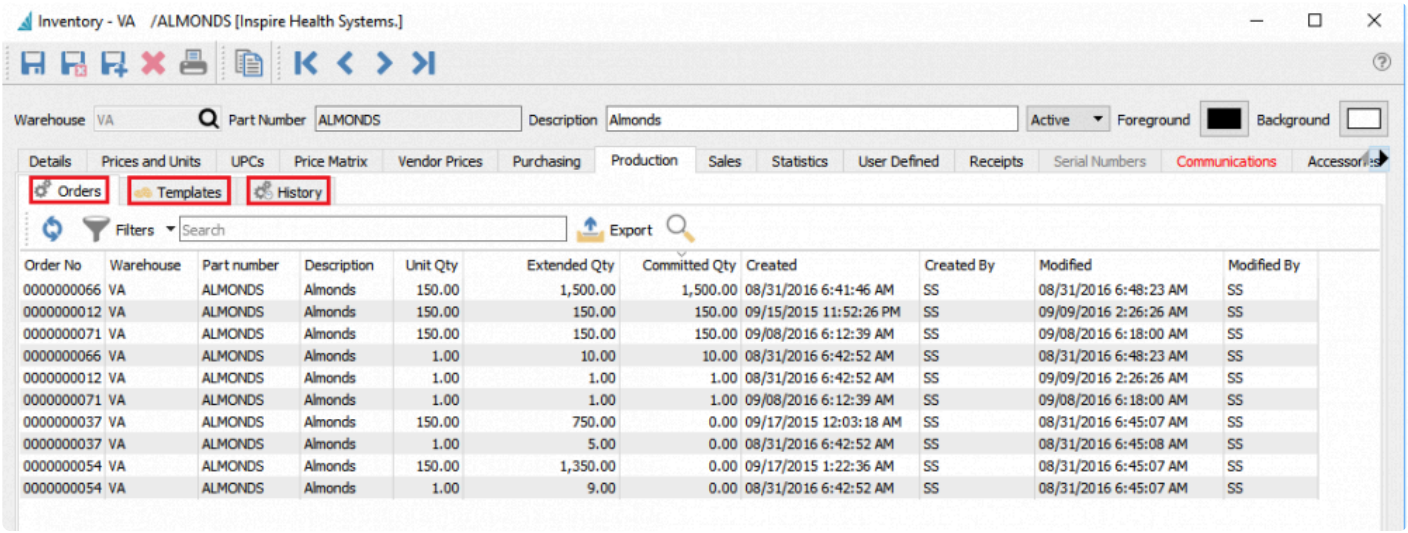
With the correct permission, if the user encounters a record that is locked by another user, they can transfer the lock to themselves.



> **!** 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.

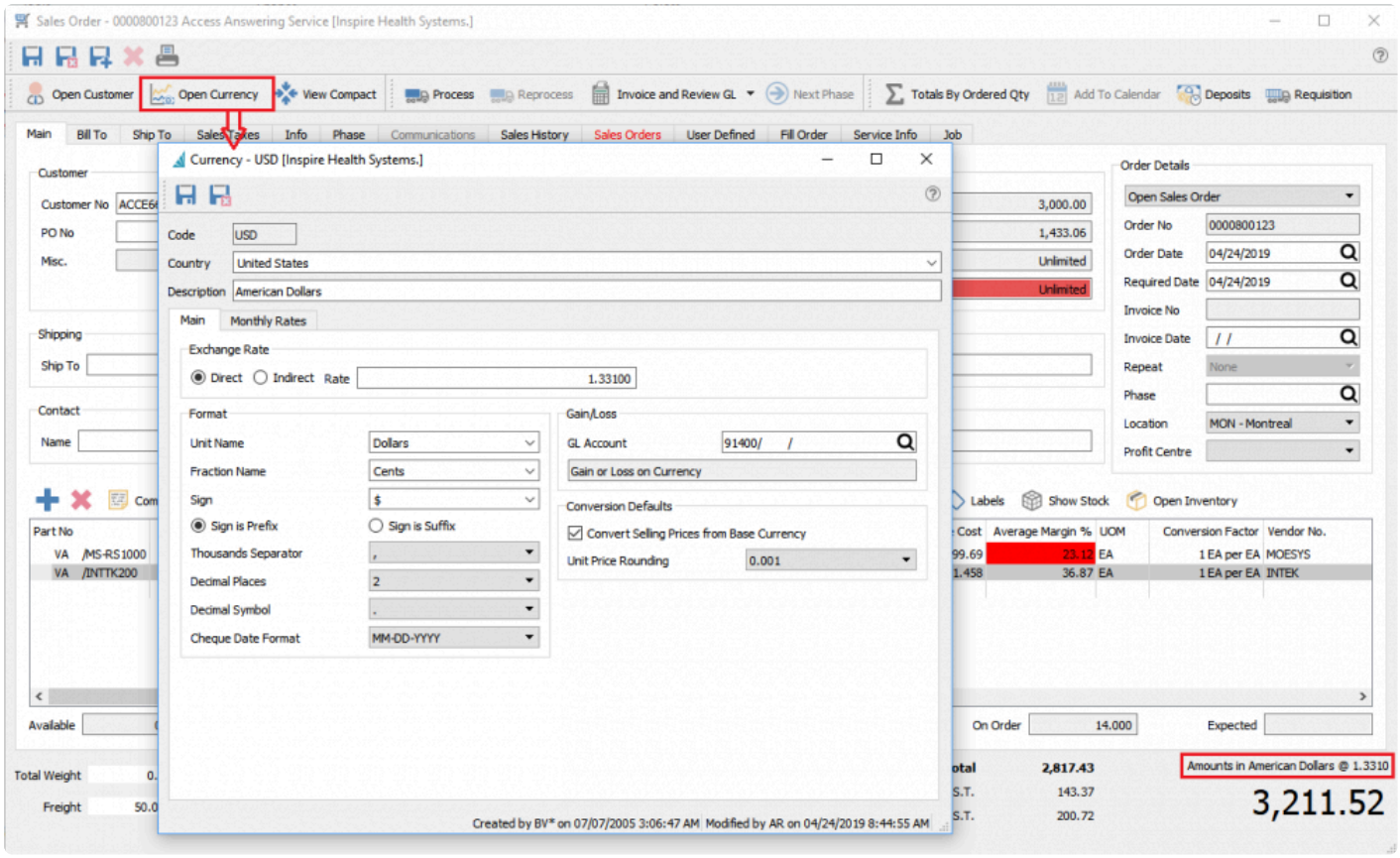
Add Production tab to inventory

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



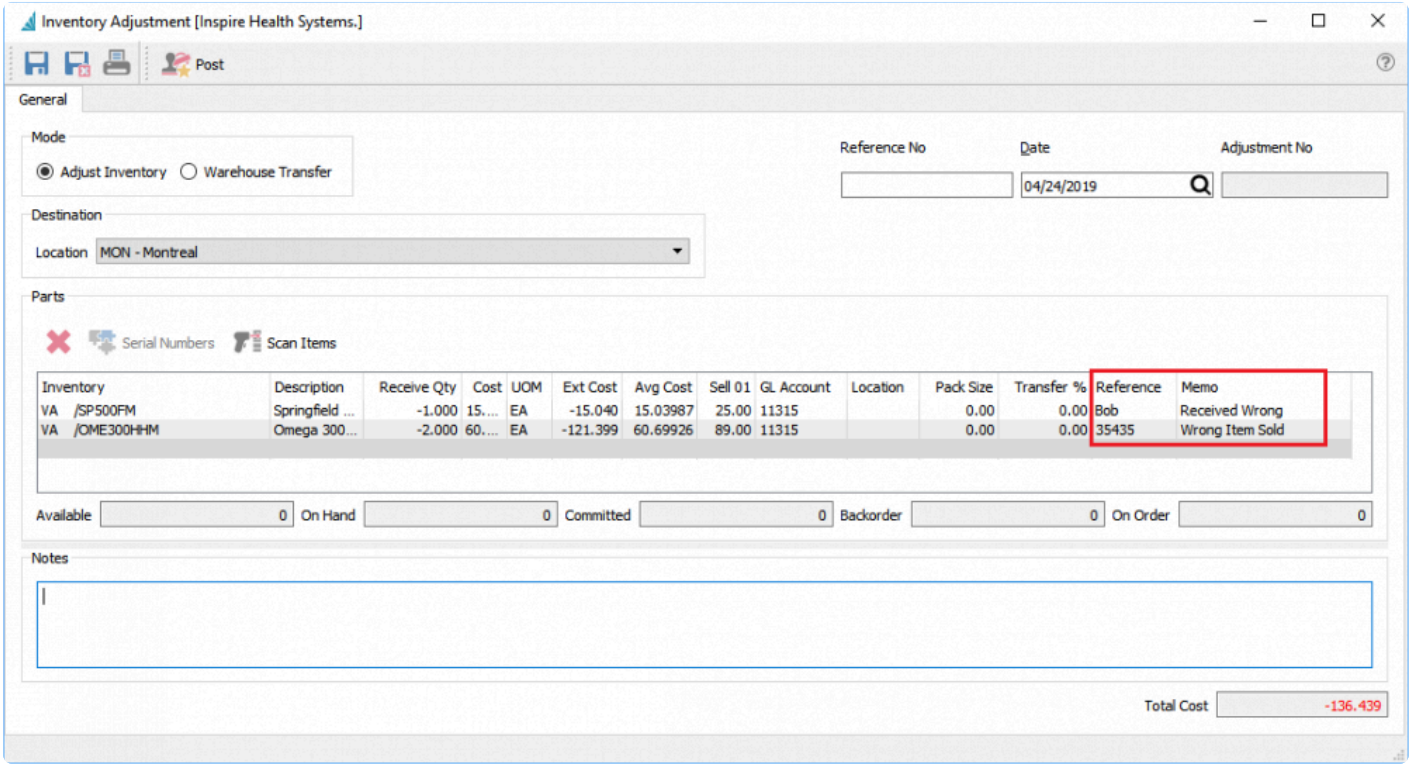
Add currency view and selector to orders

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



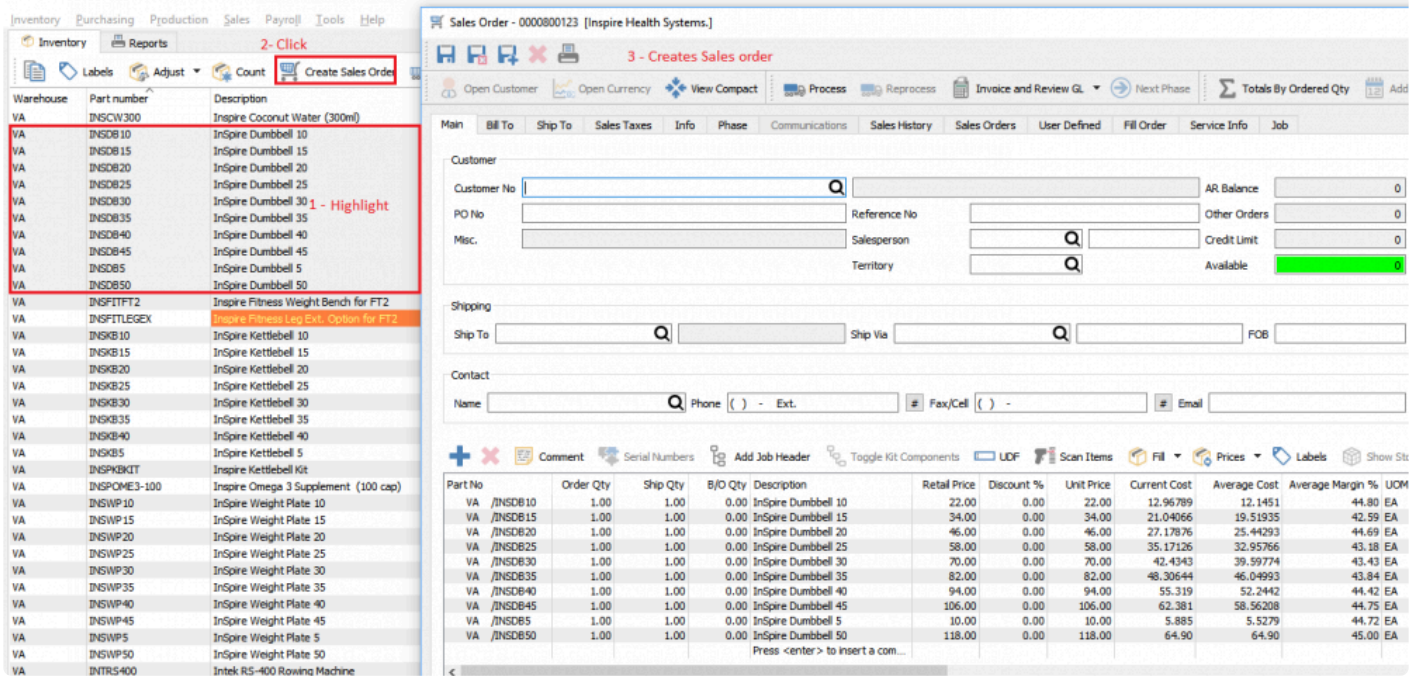
Add line reference memo to inventory adjustments

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

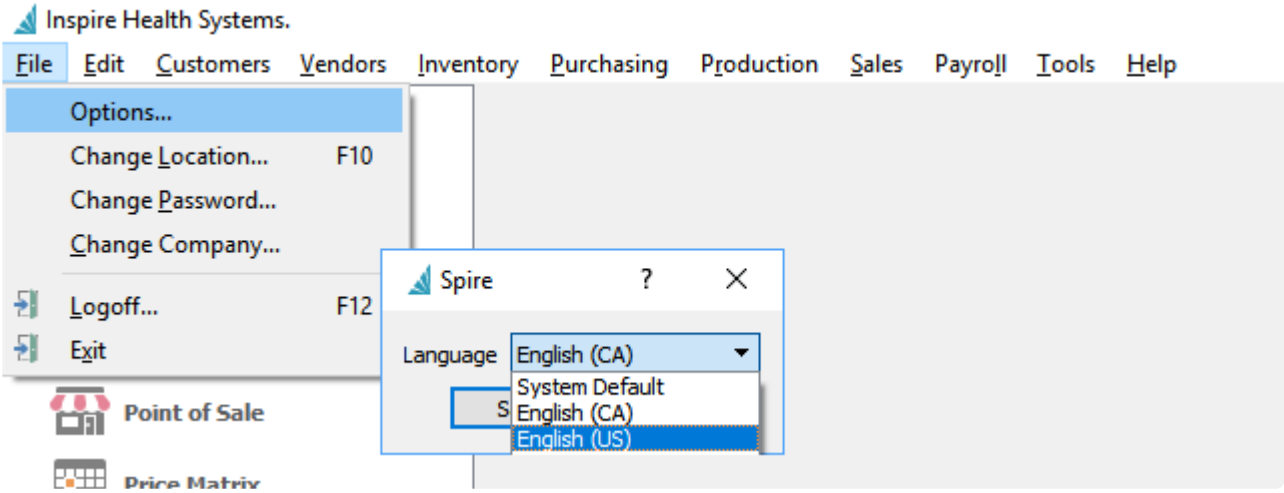
• Add ability to create a AP Payment batch for selected Vendors on the Accounts Payable List
• Allow AP Payment batch to be filtered to reduce the Outstanding List
• Add ability to post an EFT AP Payment batch to bank as one transaction for simpler Account Reconciliation
• Add Default payment account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

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

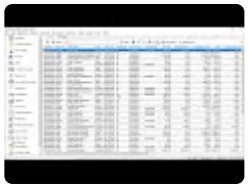
Purchase Order Receipt Audit
Add Purchase Order Receipts auditing for taxes, duty, freight and exchange

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



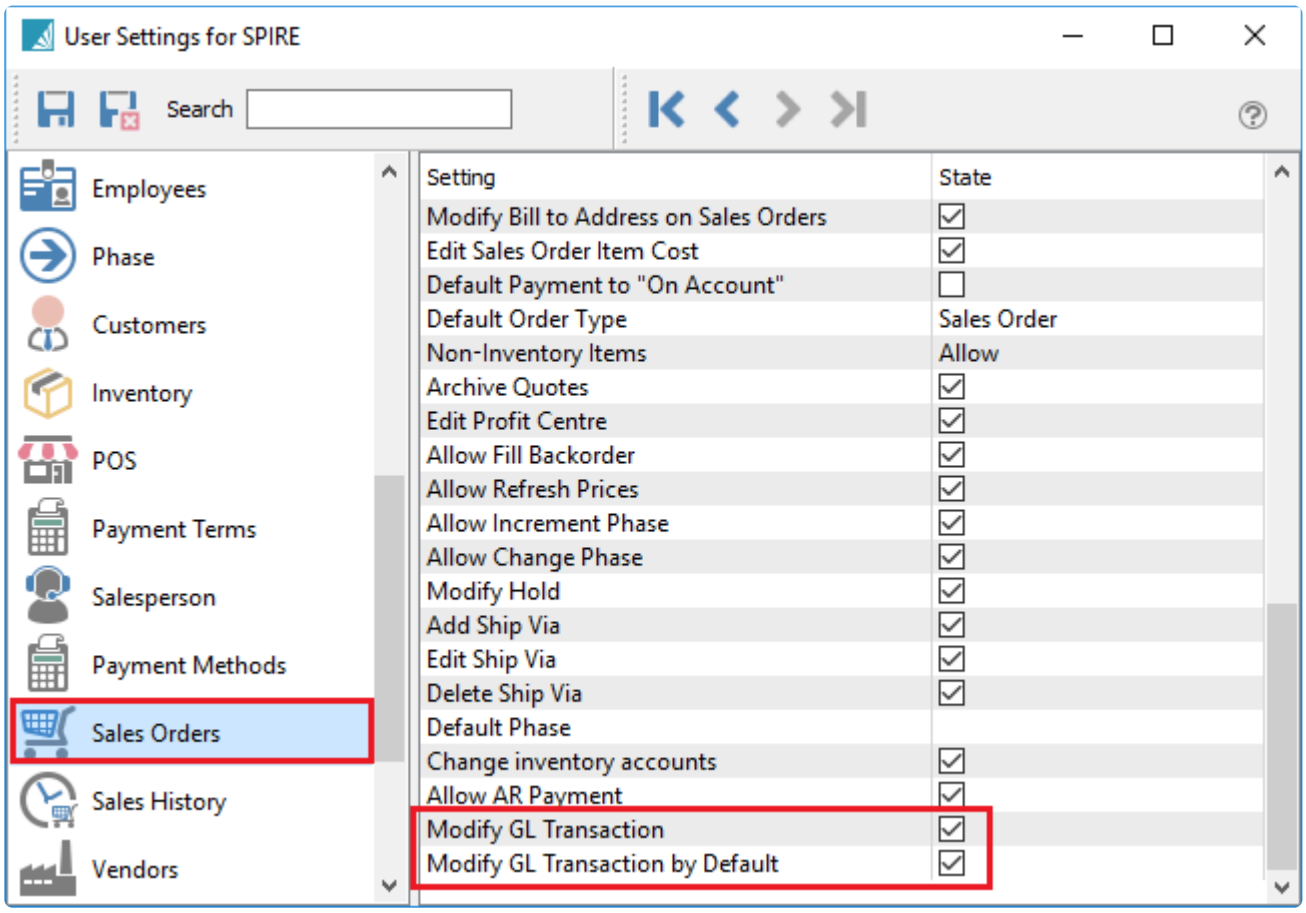
Version 2.10

- 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.

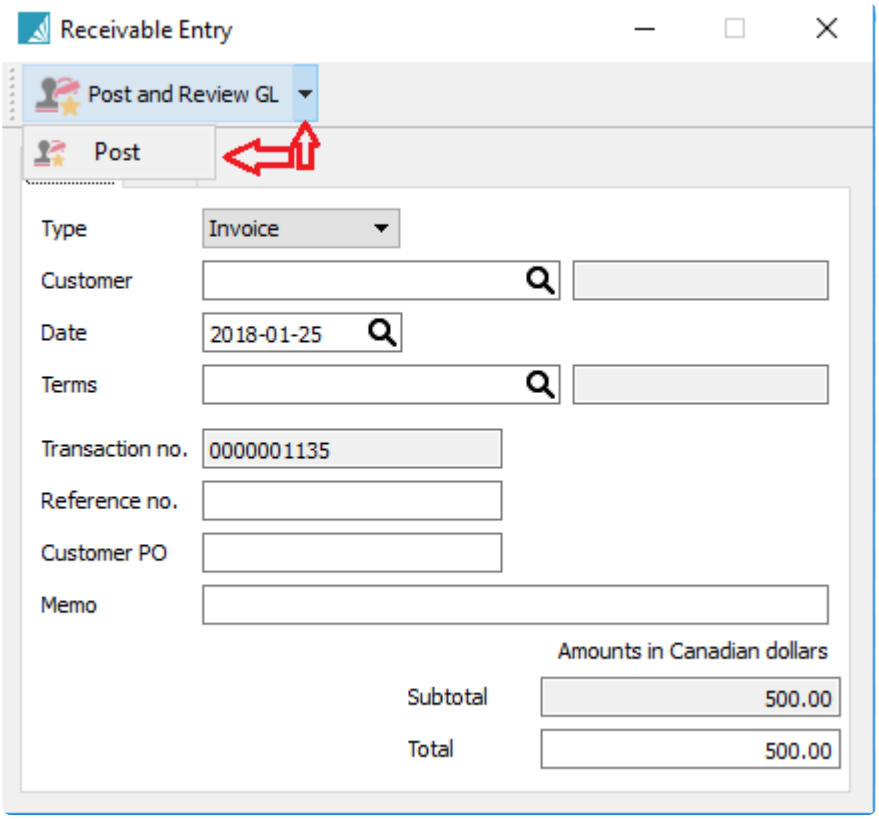
GL Posting Review – AKA "Autopost Off"
This feature, now added to Sales Order/Invoicing, allows the user to edit the journal entry before posting. We also added a setting so that this can be turned on/off for each user in each module.



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.



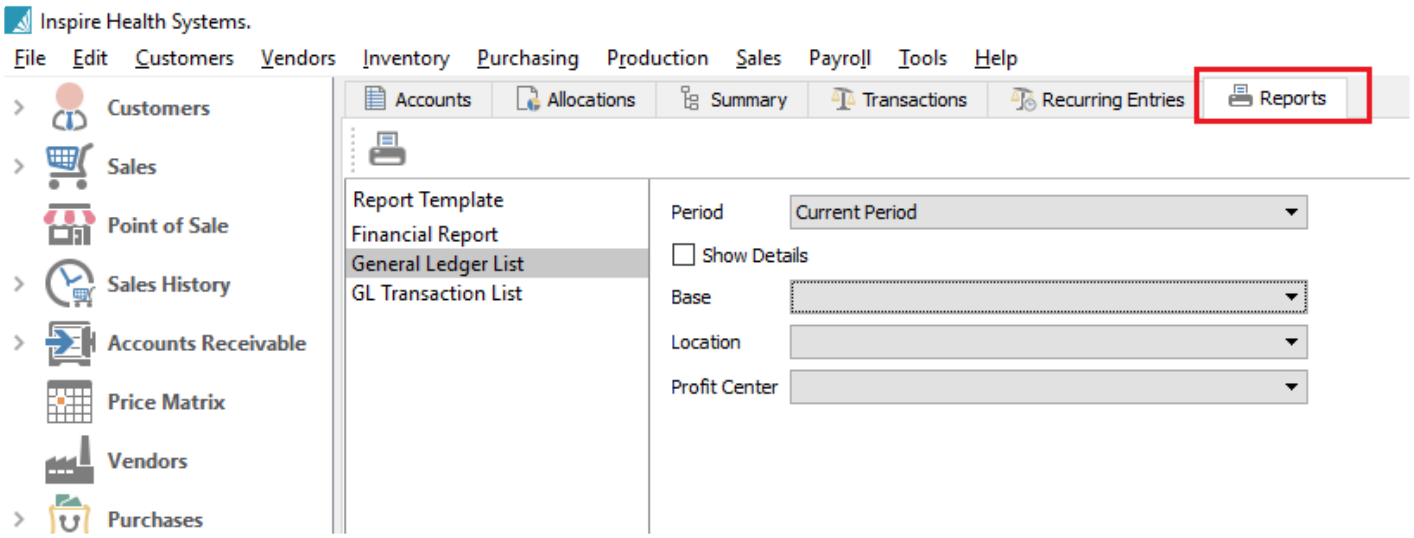
Electronic ROE (see this link)

(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.

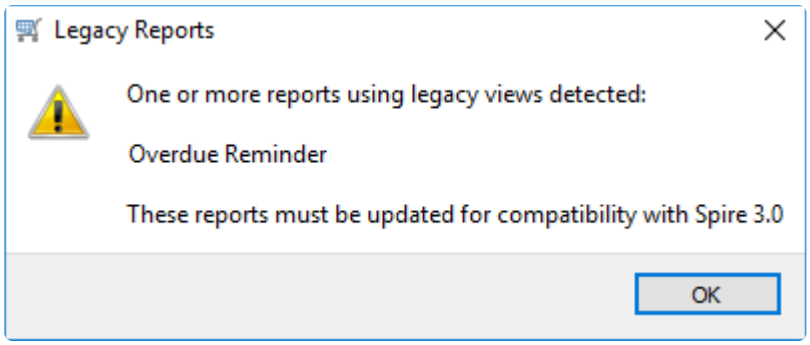
Receipts Table Changes
Added fields to the receipts table to be produce a more accurate historical inventory report

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

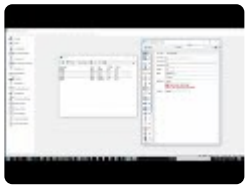
Auto Update – In the Spire Server Tray the user may be presented with notification that a Spire upgrade is available. Otherwise click on Help -> Check for updates and they will see what version(s) are available and will be prompted to upgrade. Once the server has been upgraded, the workstations will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

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

See this video for how to setup and use this integration

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



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

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

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

Upload T4s to CRA- Click Here

Amending / Cancelling T4s- Click Here

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

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

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

Version 2.3

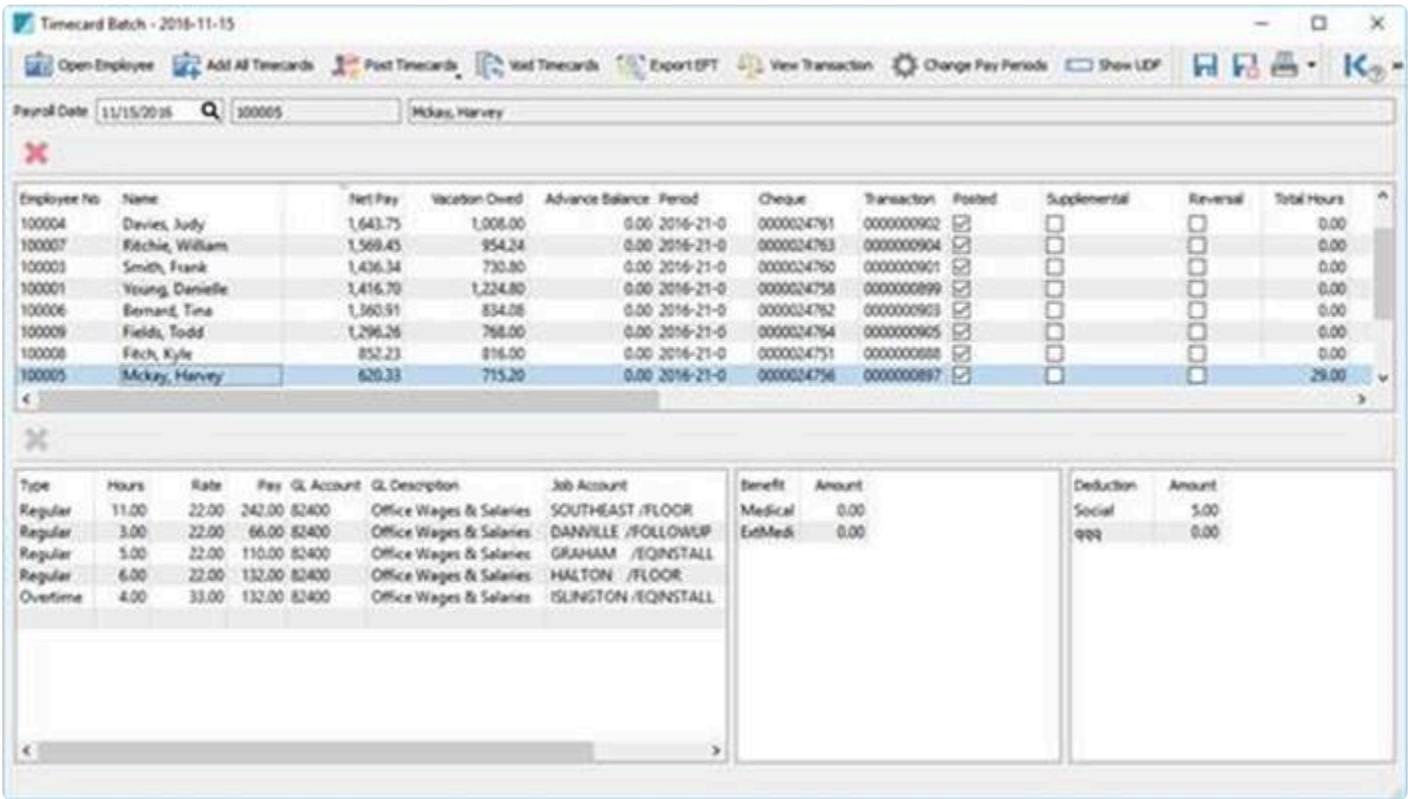
Attachments on Employees

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

Version 2.1

- Add Optional Service Manager (Equipment tracking module)

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

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

This video shows the 2.1 features.

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

Spire Installation

Hardware Requirements

Spire Server

Spire Server is supported on the following Microsoft Windows editions:

Windows 7 (not Home editions) SP1
Windows (not Home editions) 8.1
Windows (not Home editions) 10
Windows Server 2008 R2 SP1
Windows Server 2012 R2
Windows Server 2016

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

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

Spire Desktop

Spire Desktop is supported on the following Microsoft Windows editions:

Windows Vista SP2 (until April 2017)
Windows 7 (not Home editions) SP1
Windows (not Home editions) 8.1
Windows (not Home editions) 10

Windows Server 2003 SP2 (until July 2015)
Windows Server 2008 R2 SP1
Windows Server 2012 R2
Windows Server 2016

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

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

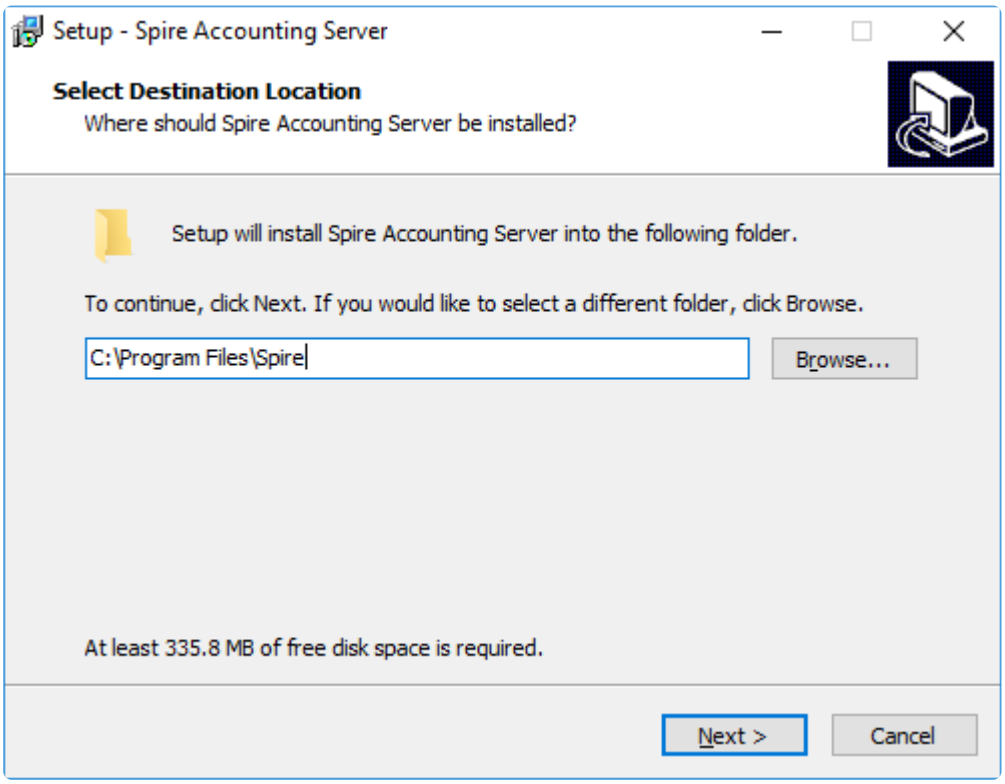
Installing Spire on the Server

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

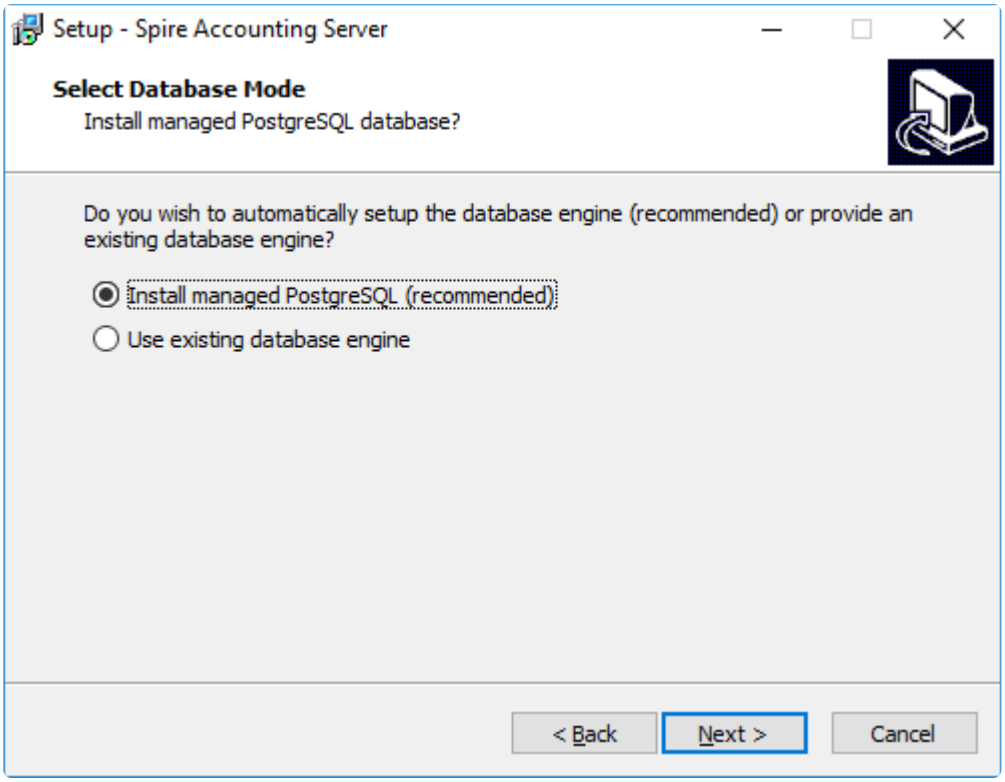
When you install the server on of the options ask if you also want to install the workstation at the same time. This way you do not have to separately install the workstation on the server.

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. – press Next to continue.



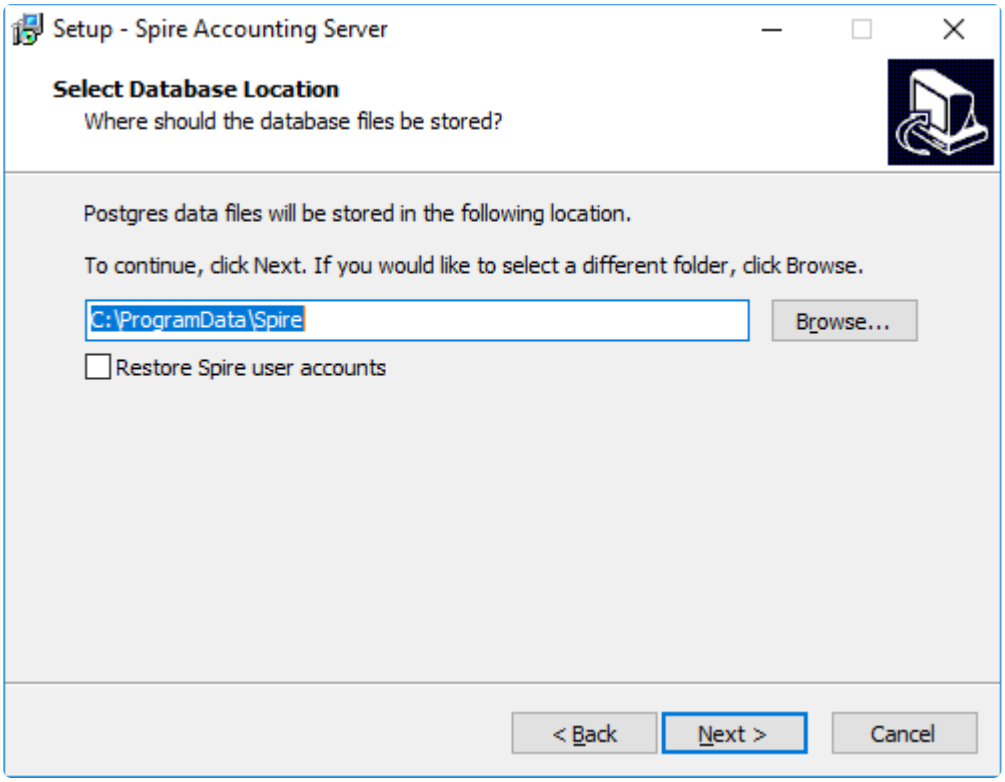
The next step asks if you want to have Spire manage the PostgreSQL database engine. It is recommended that you do this unless PostgreSQL has been installed by another application besides Spire. Note that if you do choose not to let Spire install PostgeSQL it may not get configured optimally for Spire.



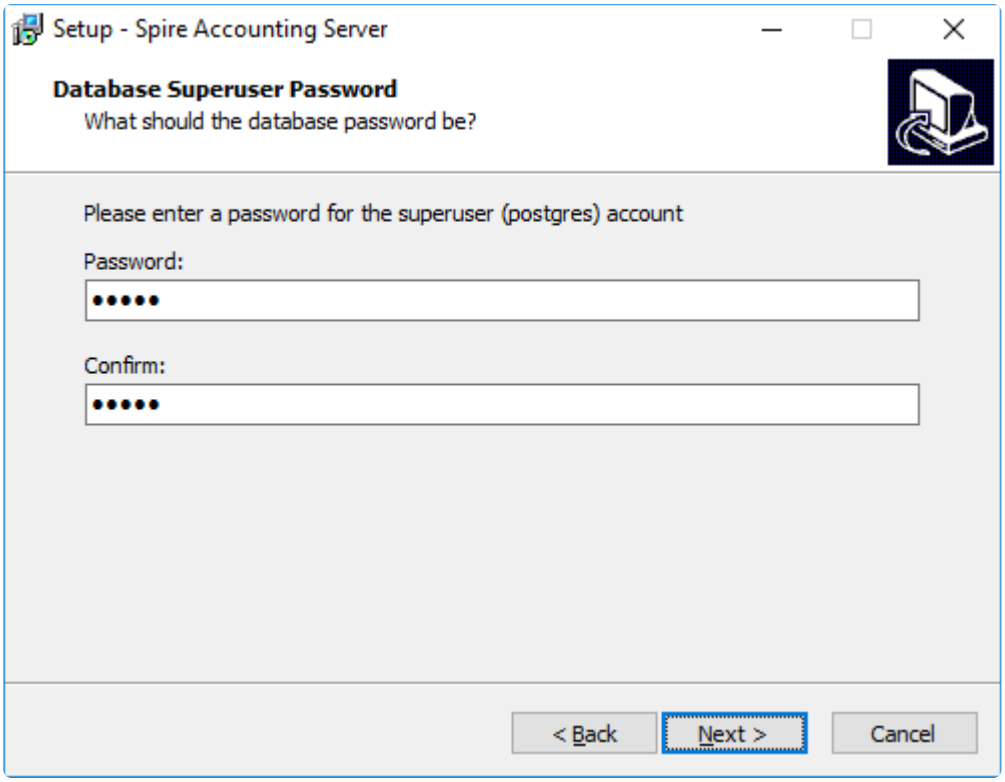
Next the install asks where to install the PostgreSQL database. Choose the fastest drive possible that has enough space on it.

You are also asked if the user accounts should be restored. This option should be selected if a previous version of Spire version 3 and above is being restored to a new server. Spire stores the users in a database that is not backed up with the company data, so therefore Spire automatically backs up the users on a daily basis. Note that only the basic information about the user is stored in the user database, and all options and security is stored and backed up in the company data.

The user backup file is called spire with a date/time appended to it. ie- spire_2018-08-31.backup

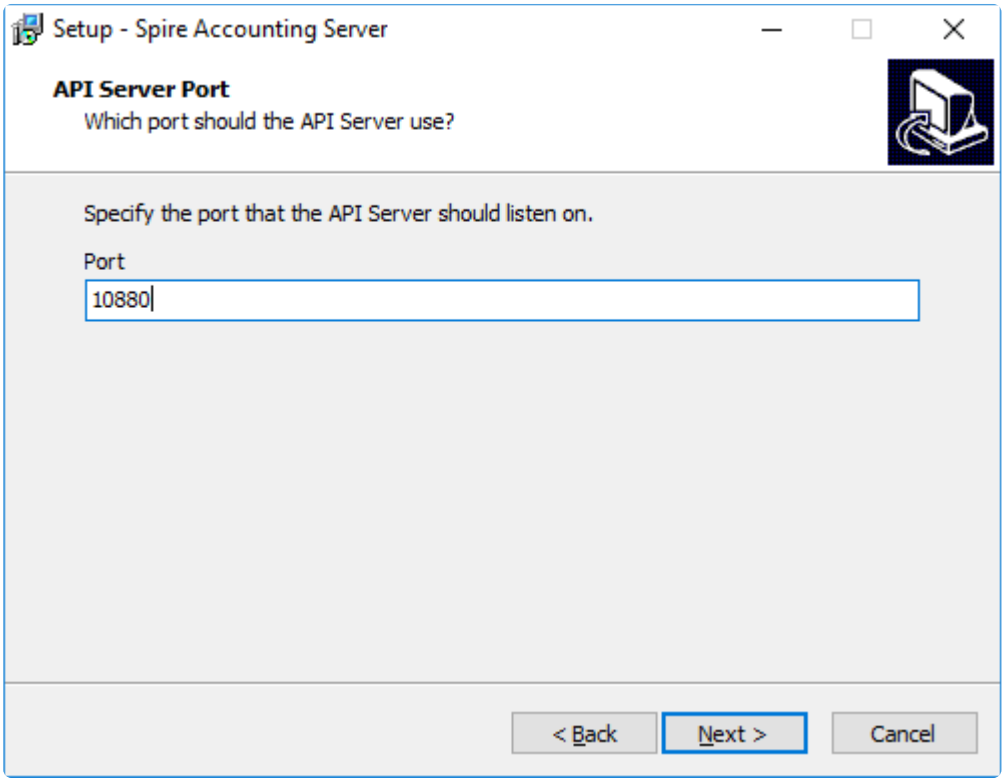


Next you will be asked to create a password for access to the database through tools like PGAdmin. This is not the same as the ‘Spire Admin Account’



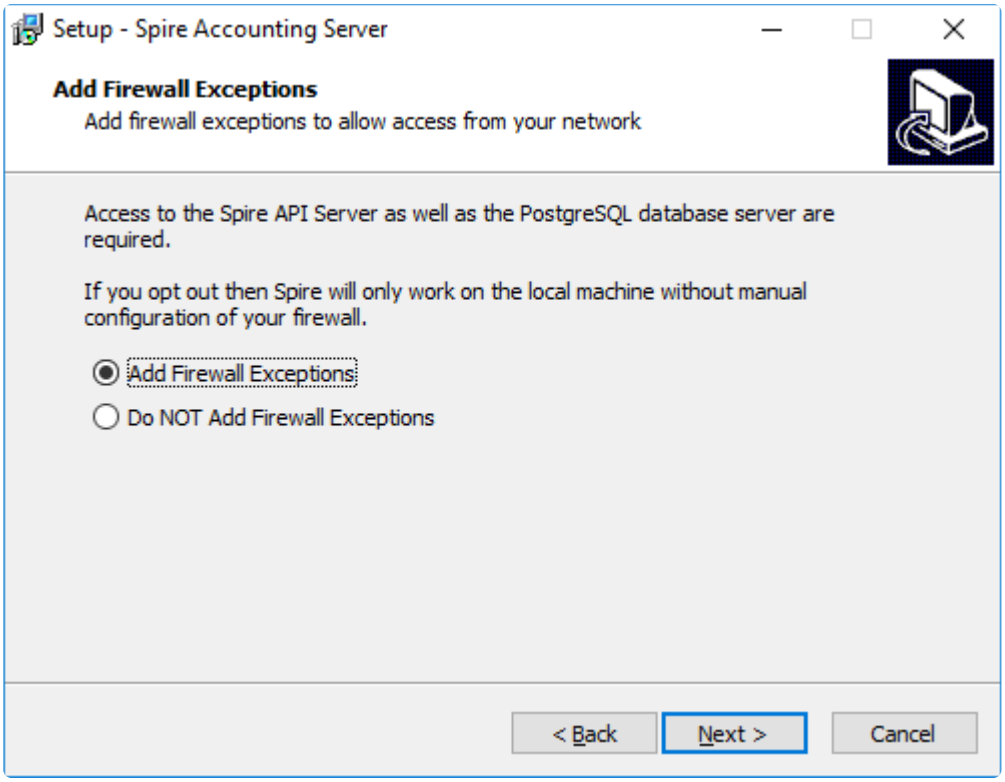
You will need to define the Port that will be used by the application. By default, it is set to 10880. If this is a new installation of Spire, and you aren't upgrading from BV/BVE, then leave it set to the default. However if you are upgrading, and Essentials exists on this server, then it may be using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

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

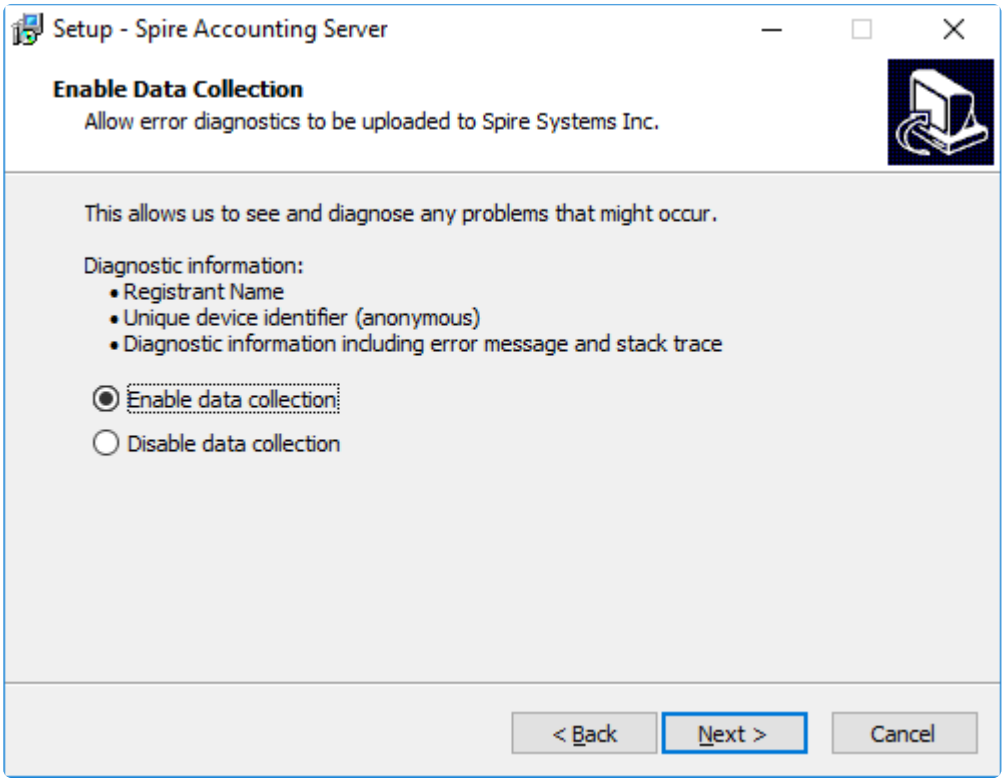


The next window discusses Firewall Exceptions – it is recommended you leave this set to the default of Add Exceptions.

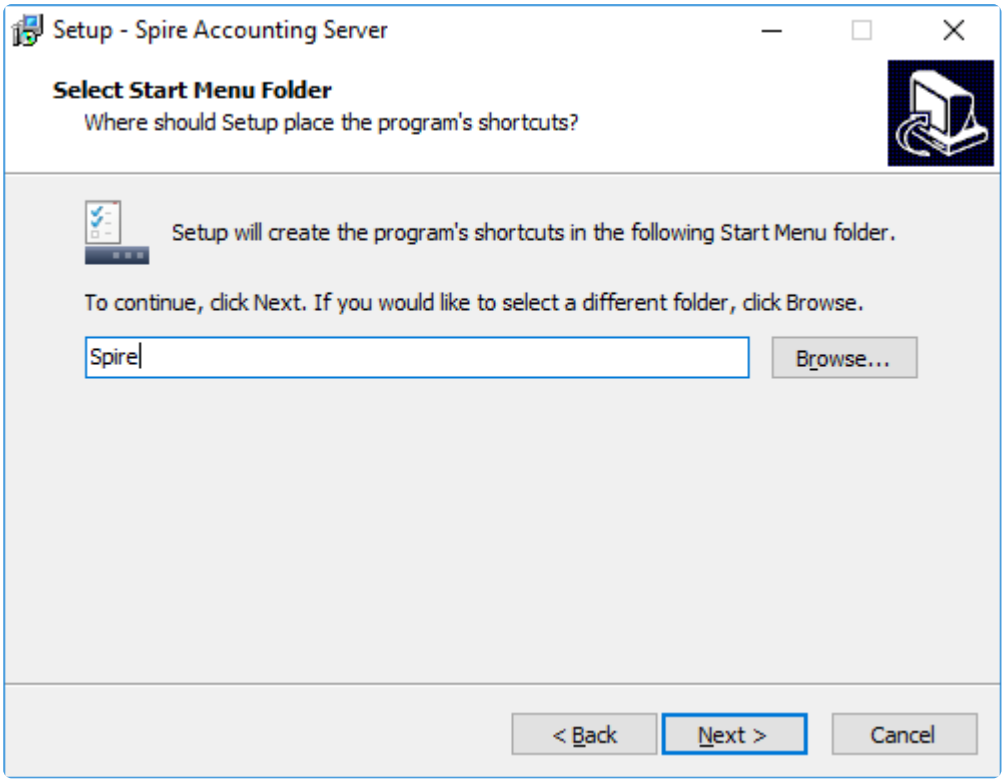
NOTE: Only change this if you intend to make some custom network security settings.



The next window 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.



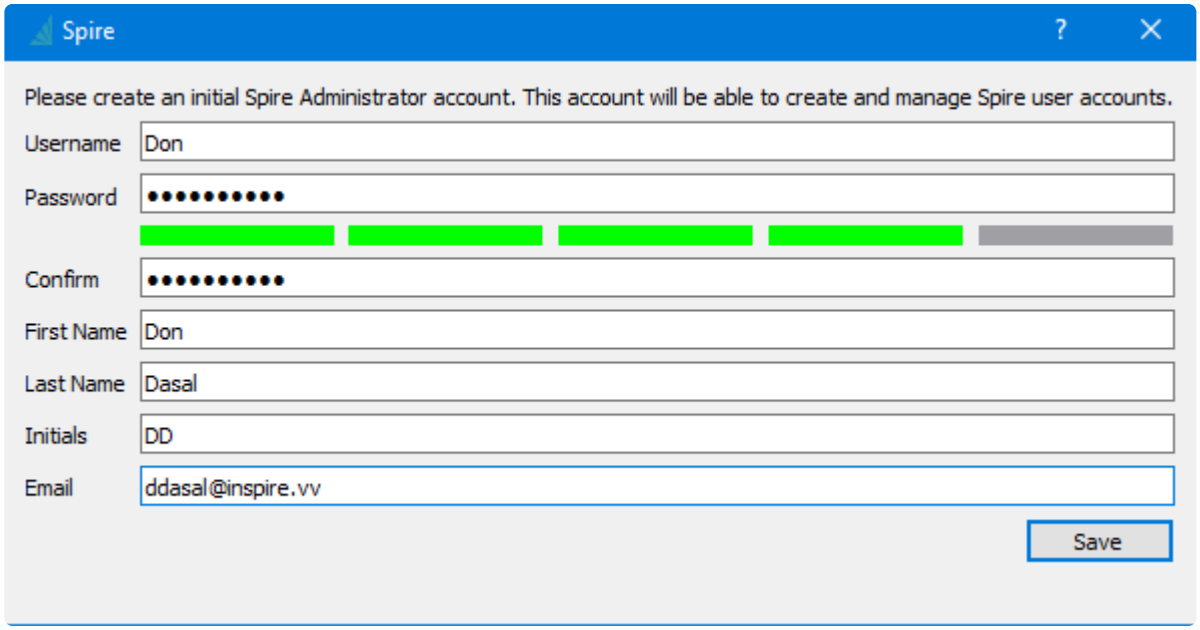
The next one is the name of the shortcut.



The next window is only presented if you opted to install Spire workstation at the same time as the server.

See Installing Spire on a Workstation

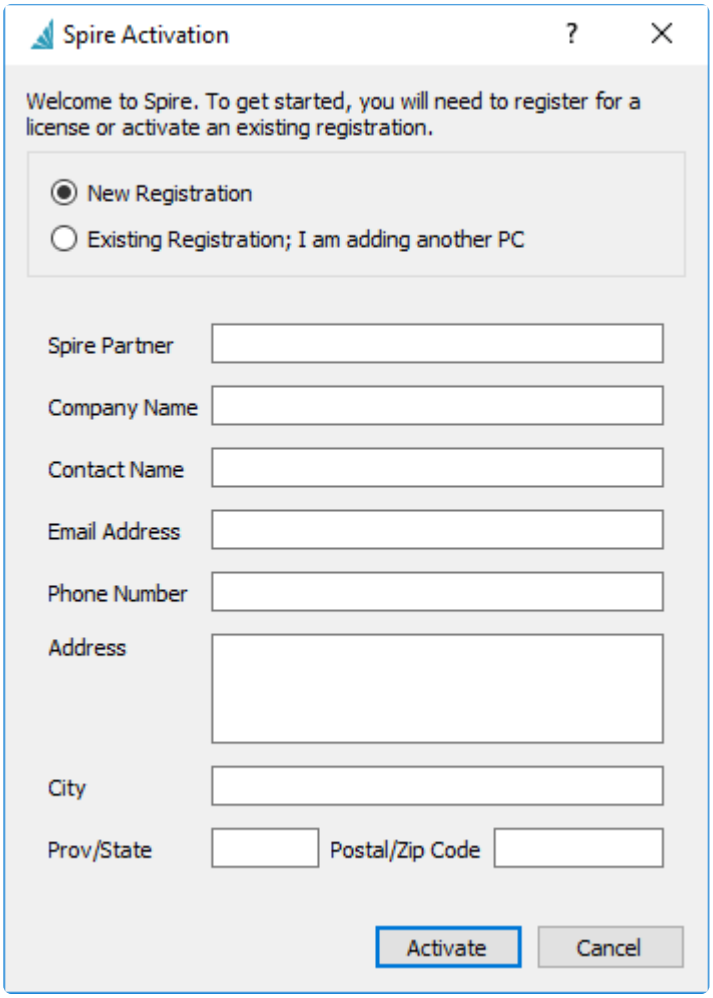
The next step is to create a Spire Administrator Account.This user is required to create and manage Spire user accounts, and it used to access the Spire Tray. Other Admin users can be created at a later date.



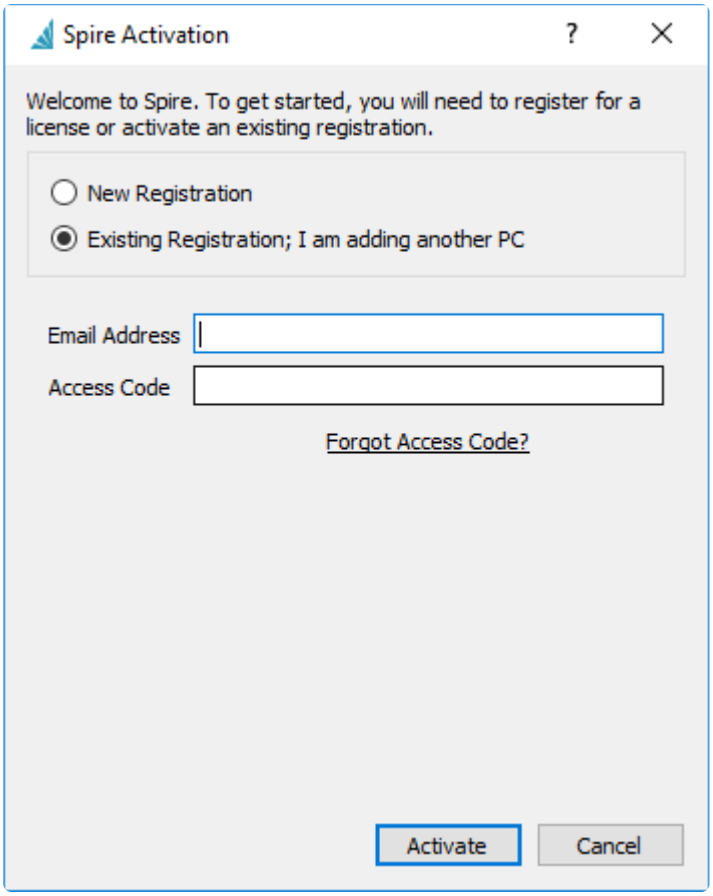
The password must be at least a level 2 complexity.

> ! Note – All Admin Users get full access to all companies.

After saving the admin user setup you will need to register Spire if it has not already been register with a previous version on this server. You can choose to do a new registration, or an existing one if Spire has been registered for this company, but has never been installed on this server,



If selecting existing registration you will need to know the email address the registration was done with and the access code. This can be obtained from your Spire partner if you have not kept record of it, or select “Forgot Access Code” as long as you know the email address of the registrant, and have access to the recovery email.


Spire Activation
Welcome to Spire. To get started, you will need to register for a license or activate an existing registration.
New Registration
Existing Registration; I am adding another PC
Email Address
Access Code
Forgot Access Code?
Activate
Cancel

Creating a Database

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

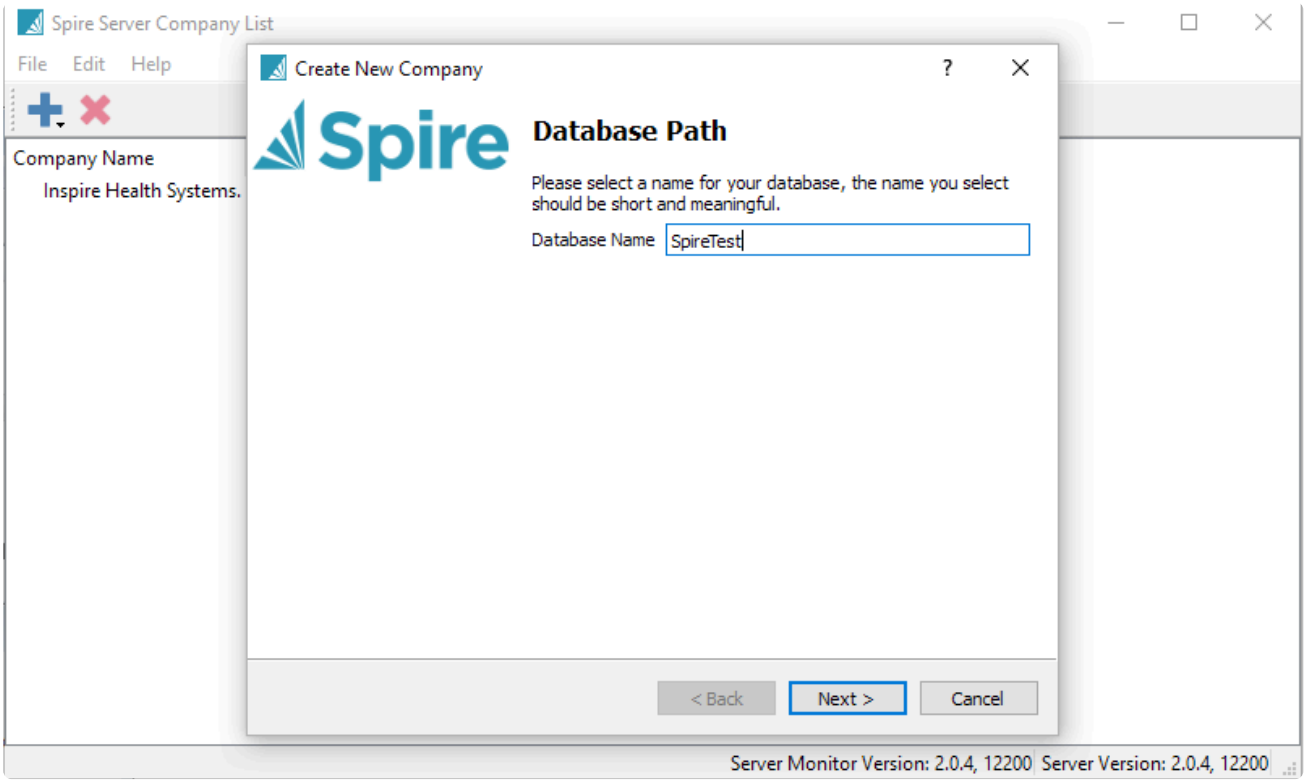
This is done via the Server software itself (all database activity related to Companies is managed through the Server, not the Client)

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

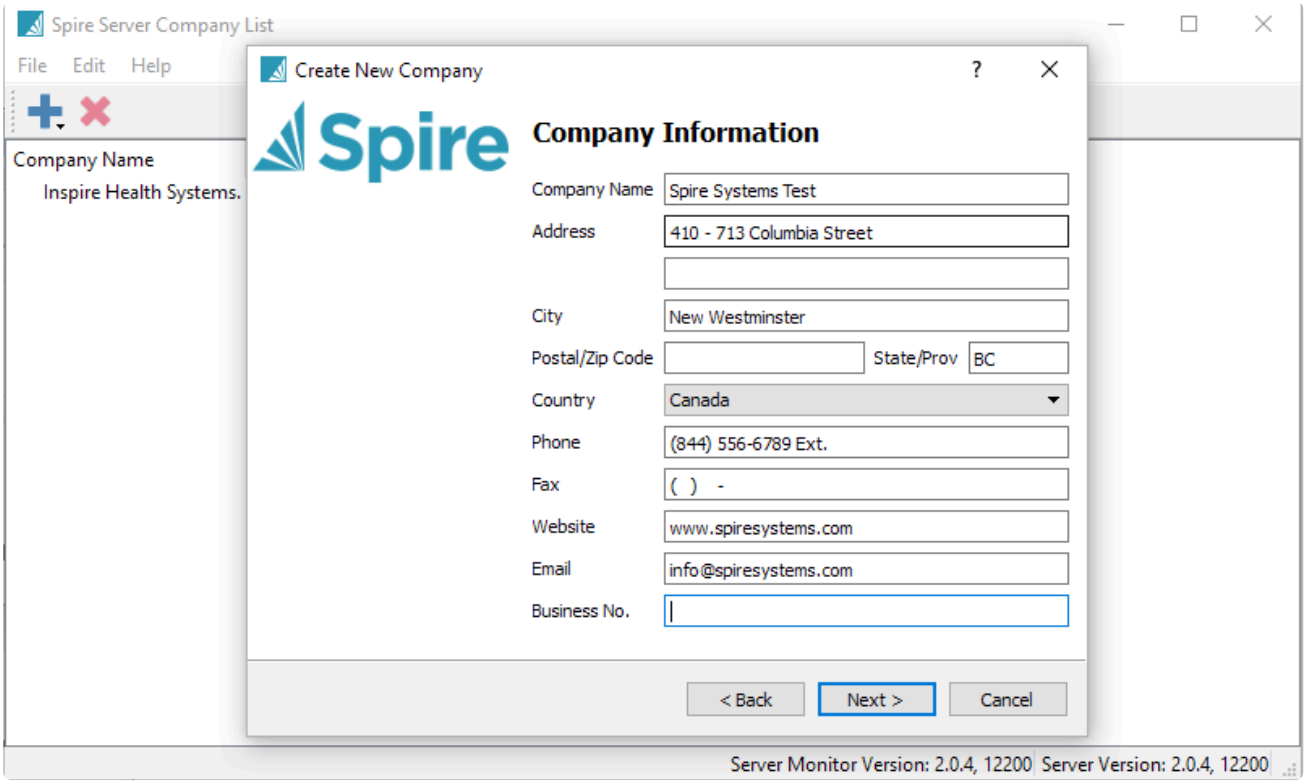
Login using an admin user and password

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

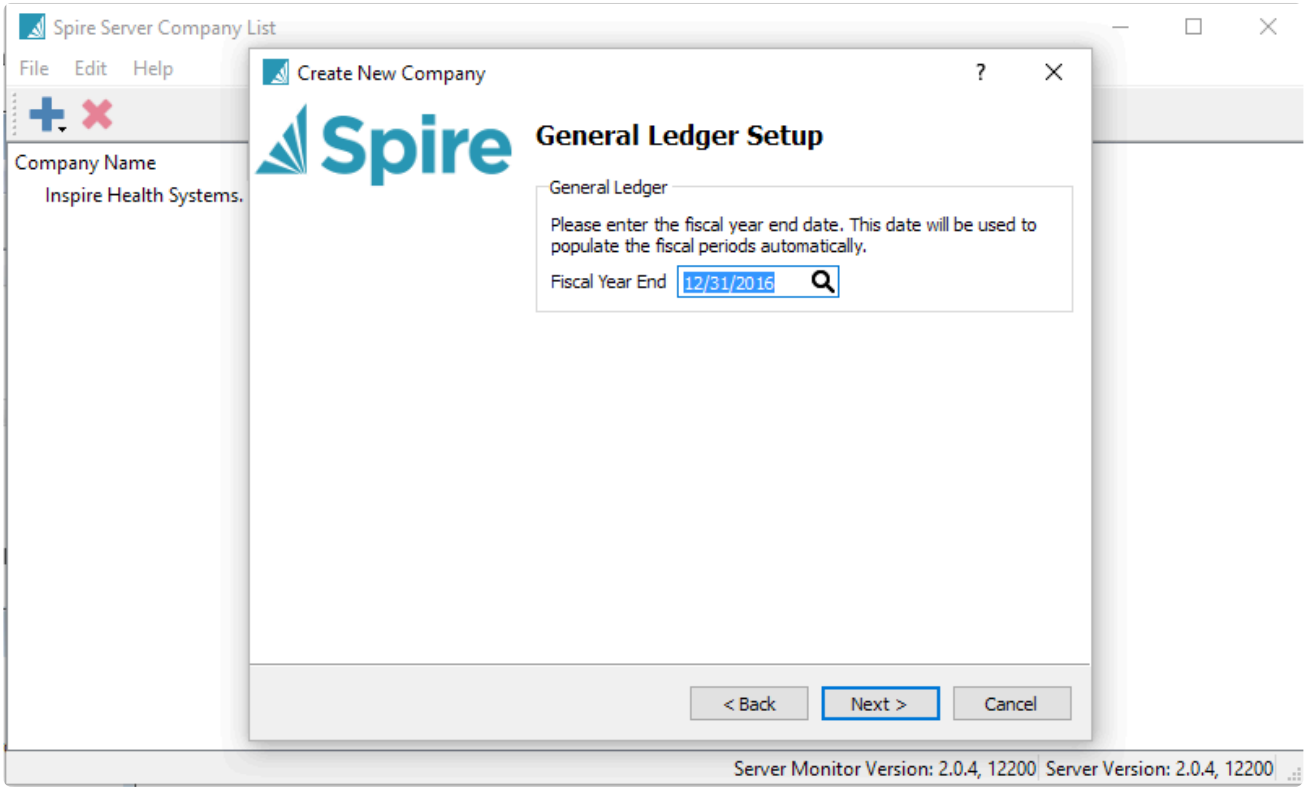
The next window will ask you to create a name for your actual database – use a short name with no spaces rather than the full company name here.



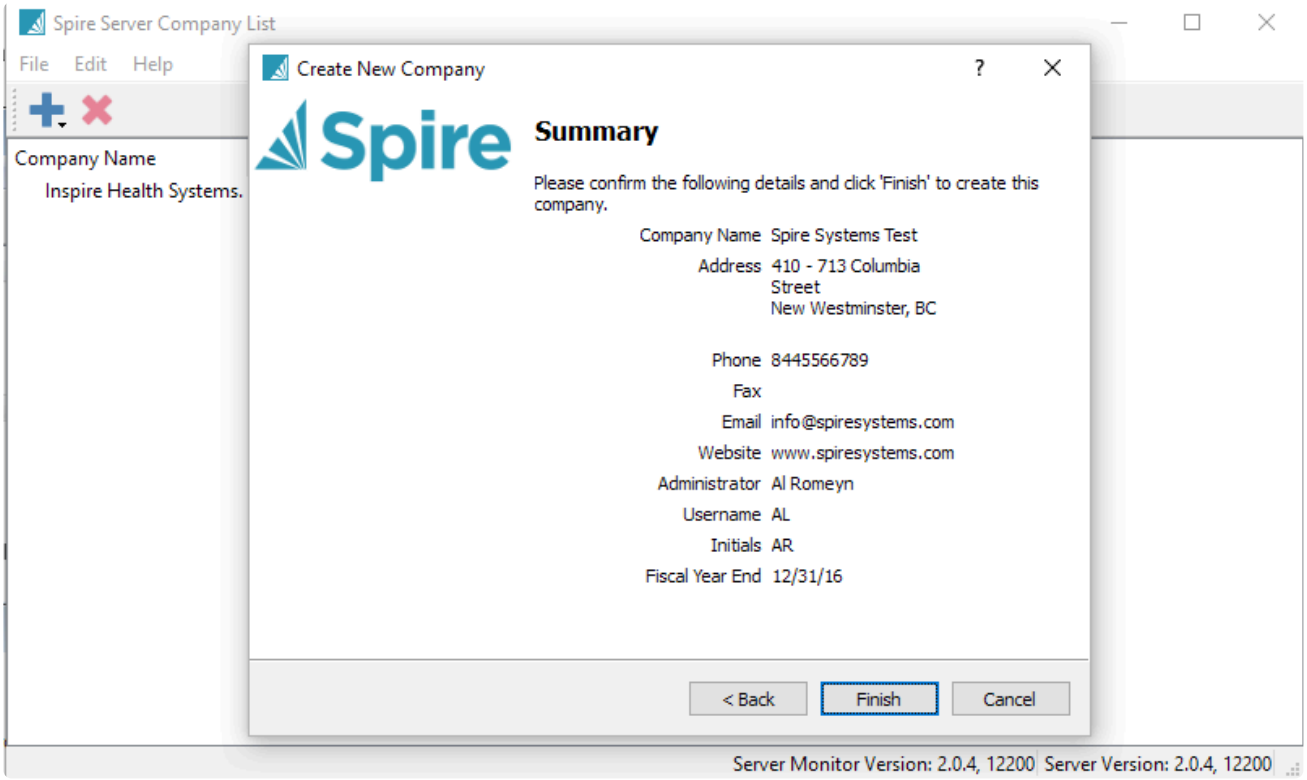
On this next screen, you may enter all the Company information in full.



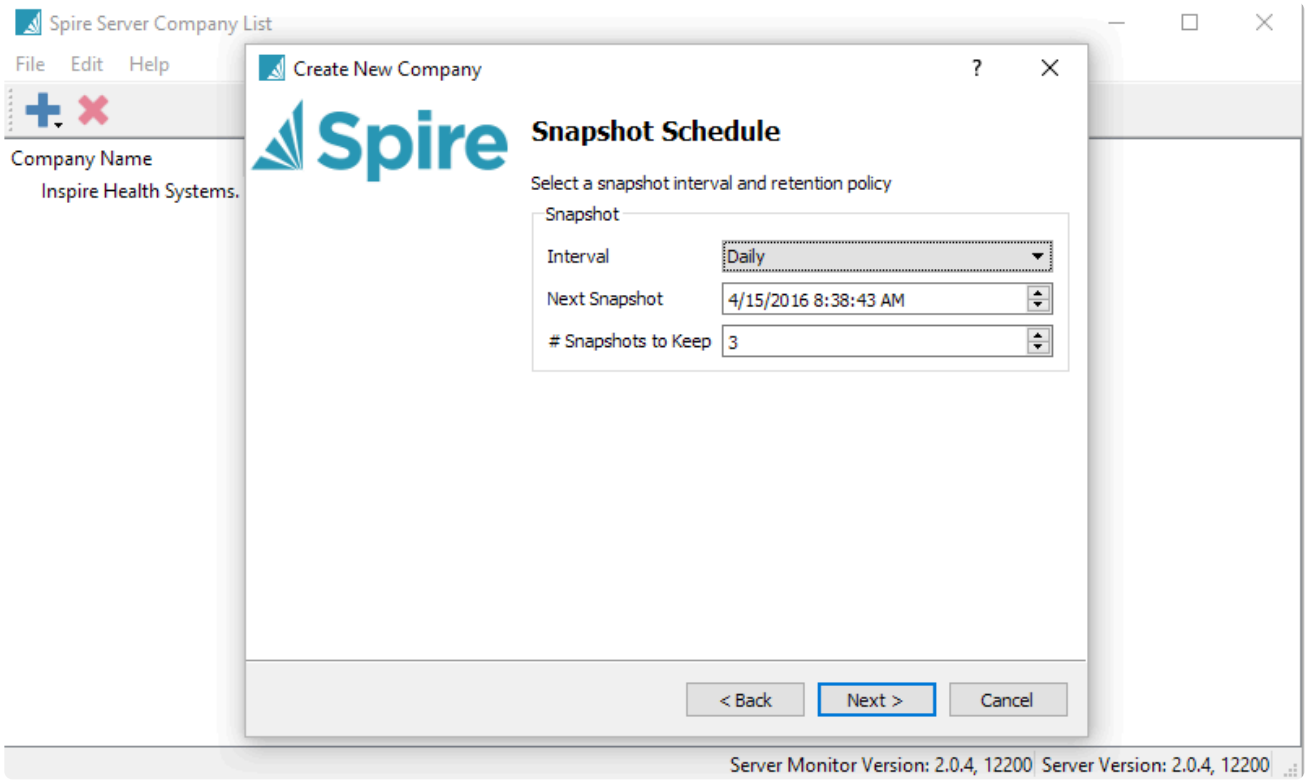
Next you will be prompted to enter a date for your Fiscal Year End.



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



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


Spire Server Company List
File
Edit
Help
Company Name
Inspire Health Systems.
Create New Company
Spire
Snapshot Schedule
Select a snapshot interval and retention policy
Snapshot
Interval
Daily
Next Snapshot
4/15/2016 8:38:43 AM
Snapshots to Keep
3
< Back
Next >
Cancel
Server Monitor Version: 2.0.4, 12200
Server Version: 2.0.4, 12200

Converting Data

Database Conversion from BusinessVision

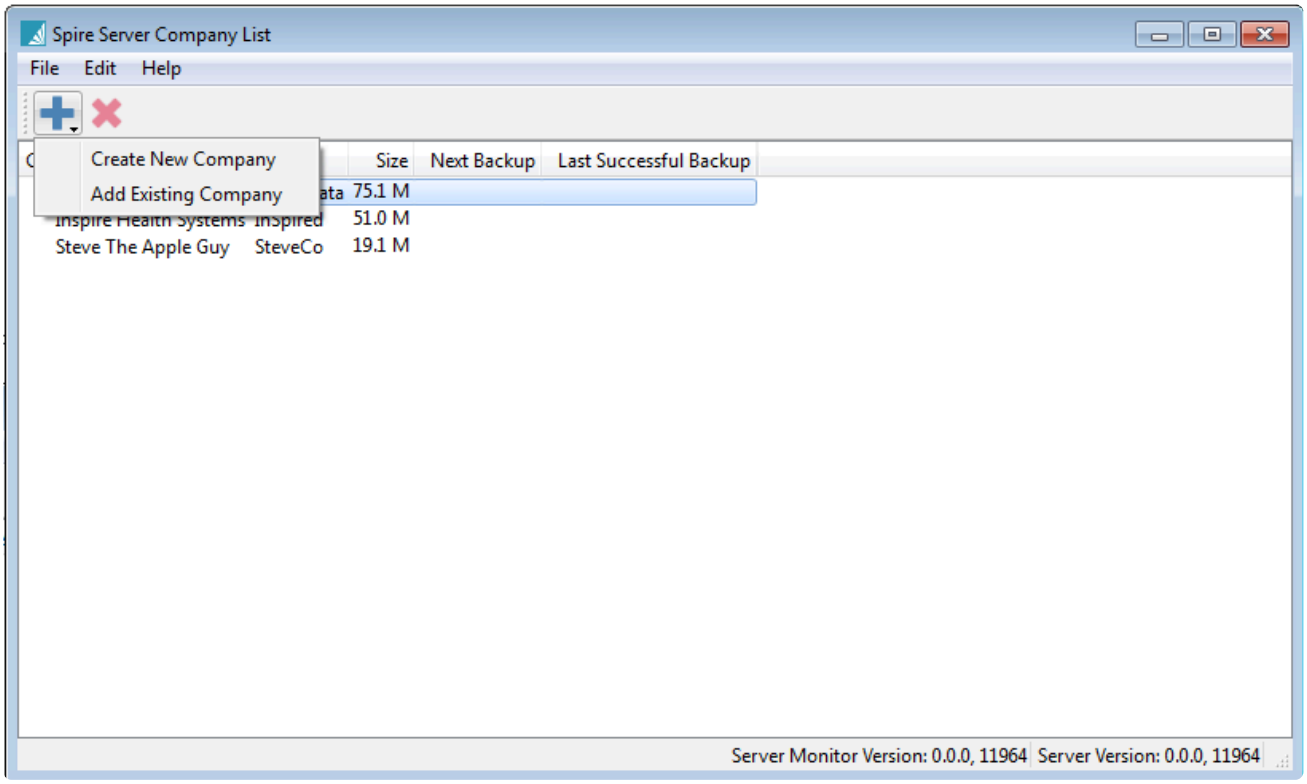
After you have installed Spire Server, you can import an existing BV company or restore from a Snapshot (backup).

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

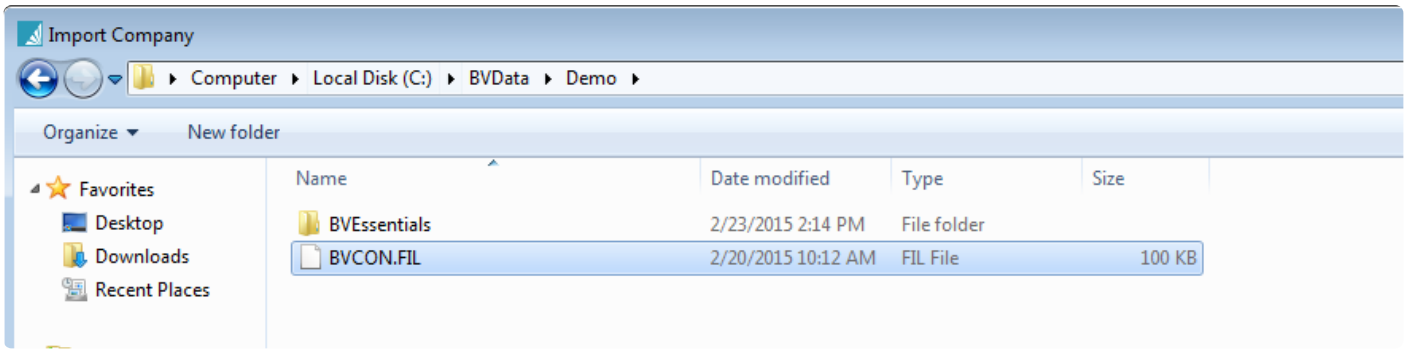
Go to your System Tray in Windows, lower right corner of your screen, and click on the Spire icon.

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

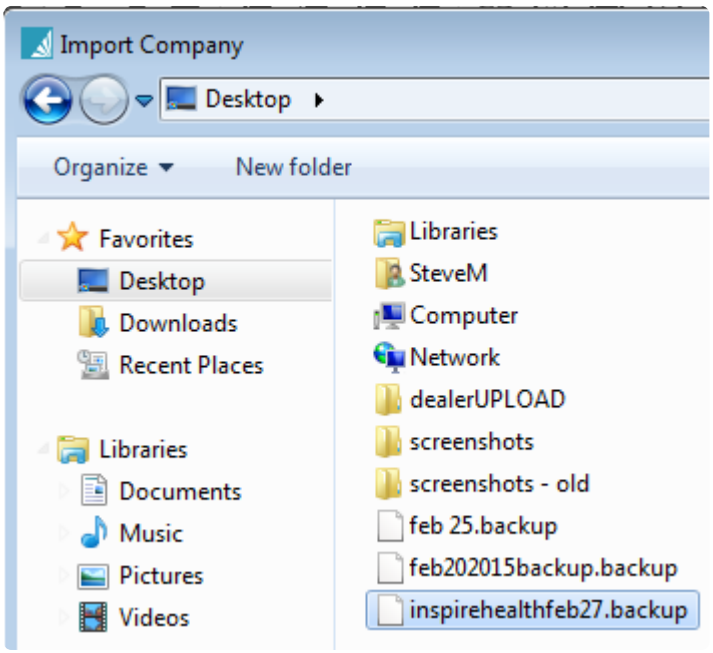
This will bring up the Spire Server Company List. Hit the Plus+ button and select Add Existing Company from the drop down.



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

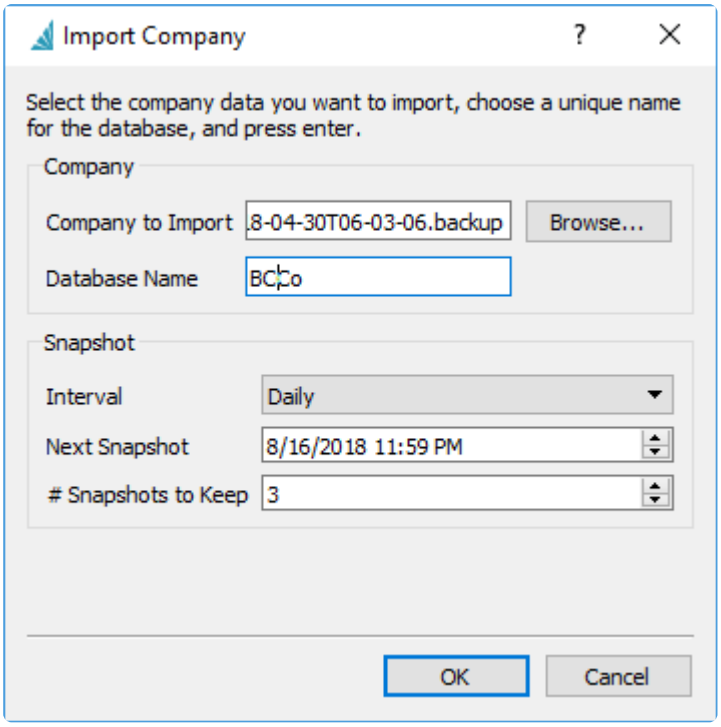


You are looking for BVCON.FIL in the case of live data, or a (yourcompany).backup file in the case of a snapshot.

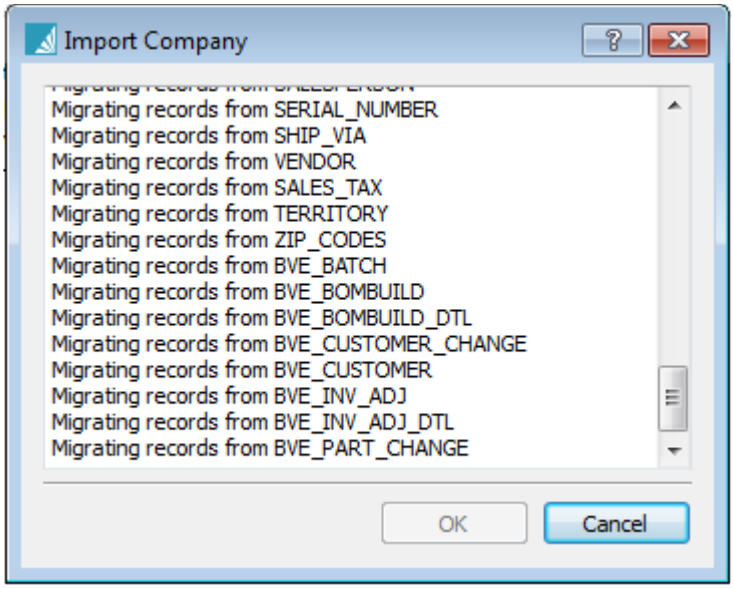


— Or —

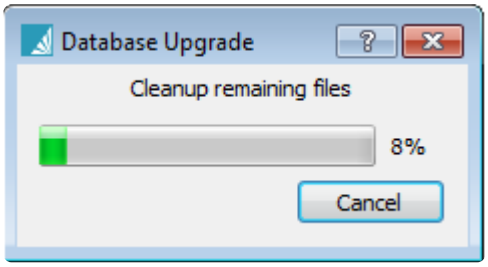
After locating the file you are now ready to begin the import.



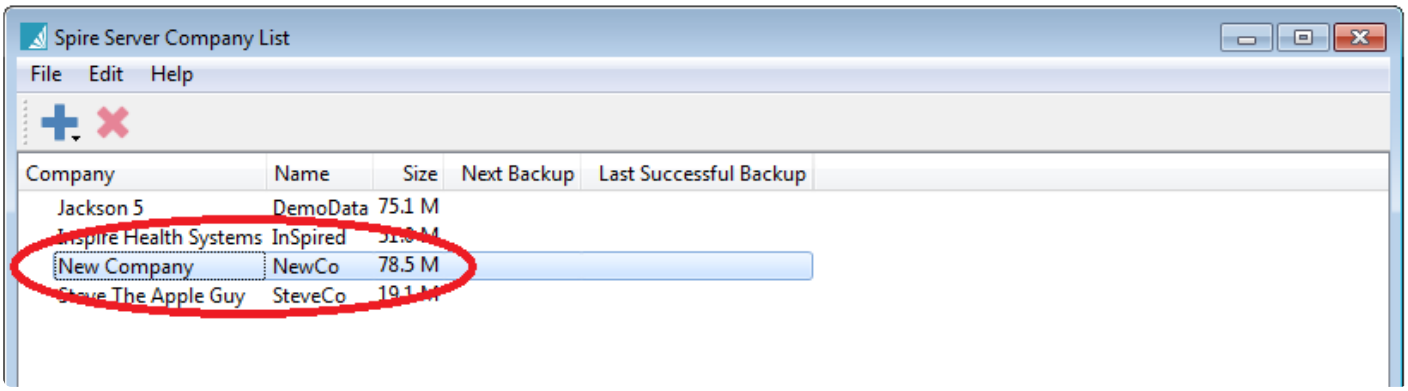
The following window will open and you will see the “Migrating Records from” processes



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



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

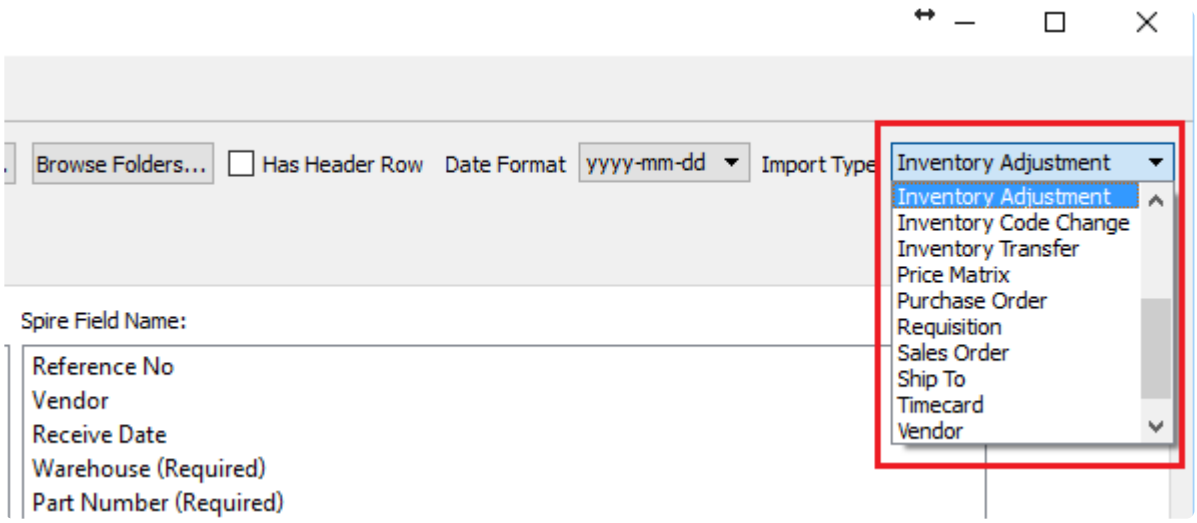


To start working in your company, you will need to install and then launch the Spire Client.

Importing Data

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

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

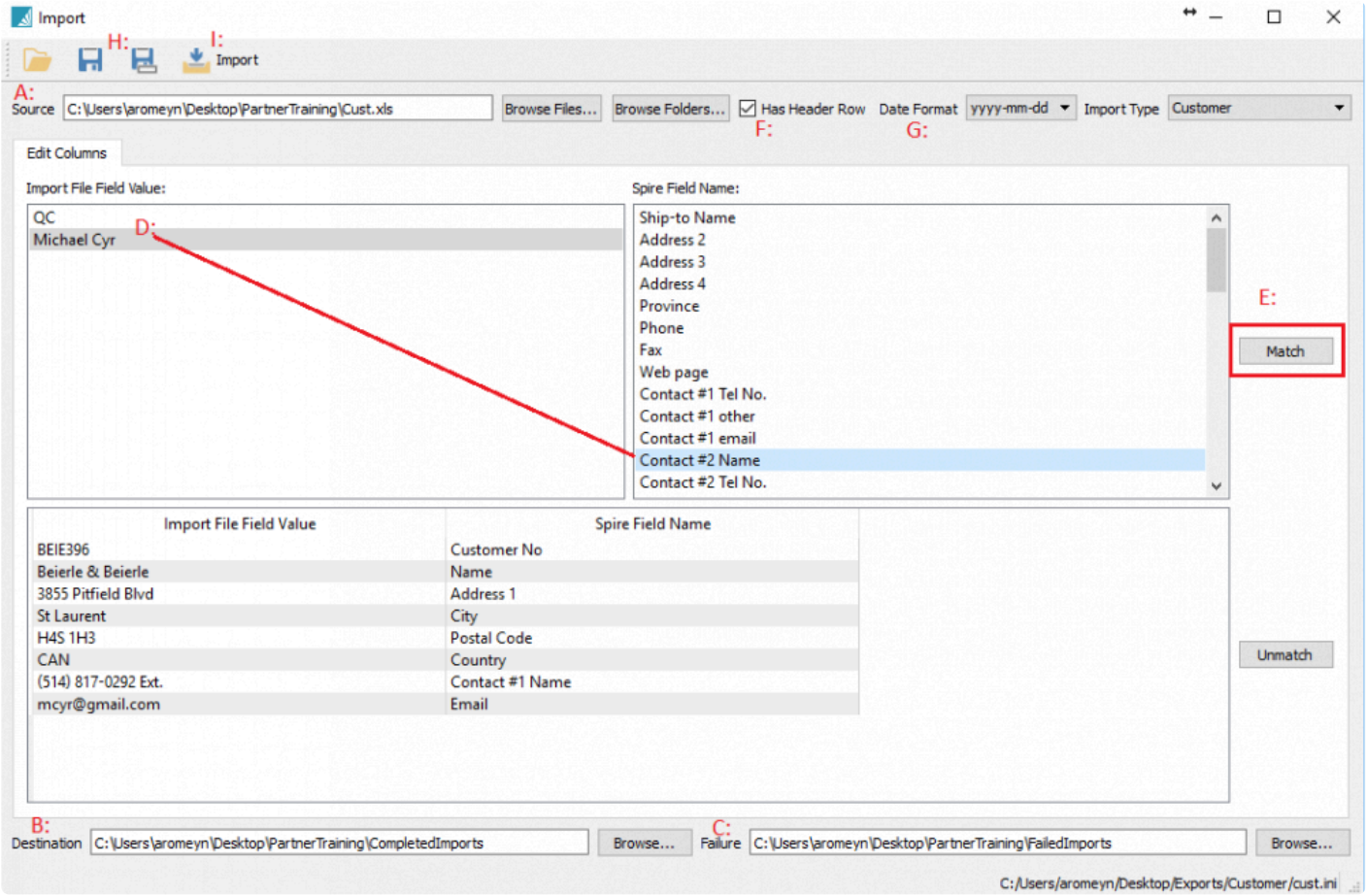


Available imports are:

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

- Vendor
- Vendor Price

Mapping a Spire Import



A. Select the Excel or csv file to import from

B. Select a location for the import file to move to when complete

C. Select a location for the import file to move to if it fails

D. Map each field from the import file to the Spire field name

E. Click on Match

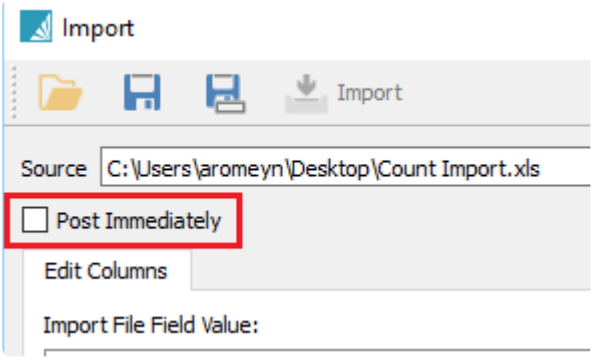
F. Select ‘Has Header Row’ is there is a heading on the spreadsheet

G. If there is a date in the import. Select the ‘Date Format’

H. Save the .ini file and give it a name that makes sense so it can be used again

I. Click Import

Imports – Post Immediately



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

Setting Up a Spire Backup

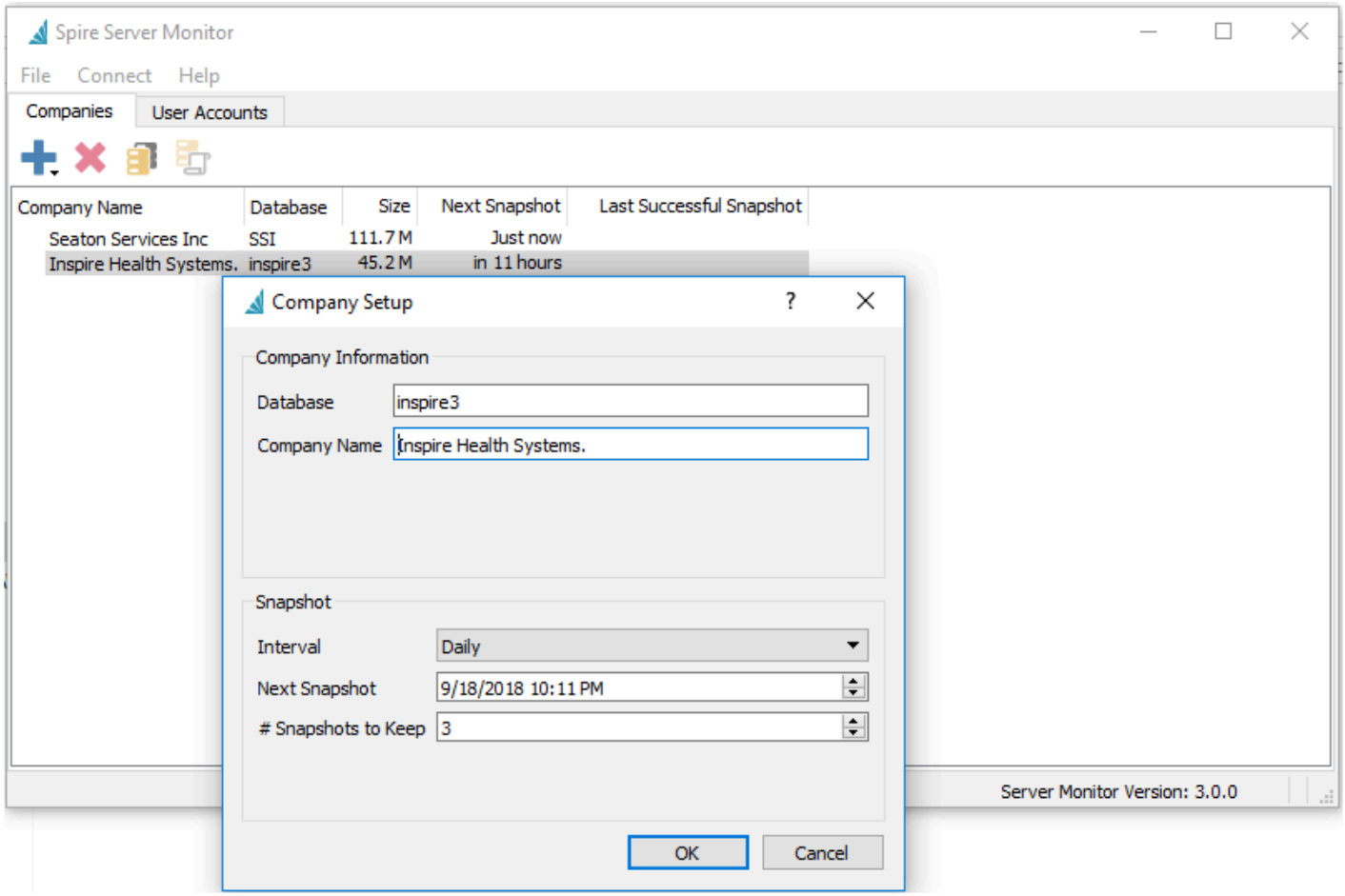
To create a Snapshot of Spire data you will need to do the following:

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

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

This folder also contains all custom reports

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

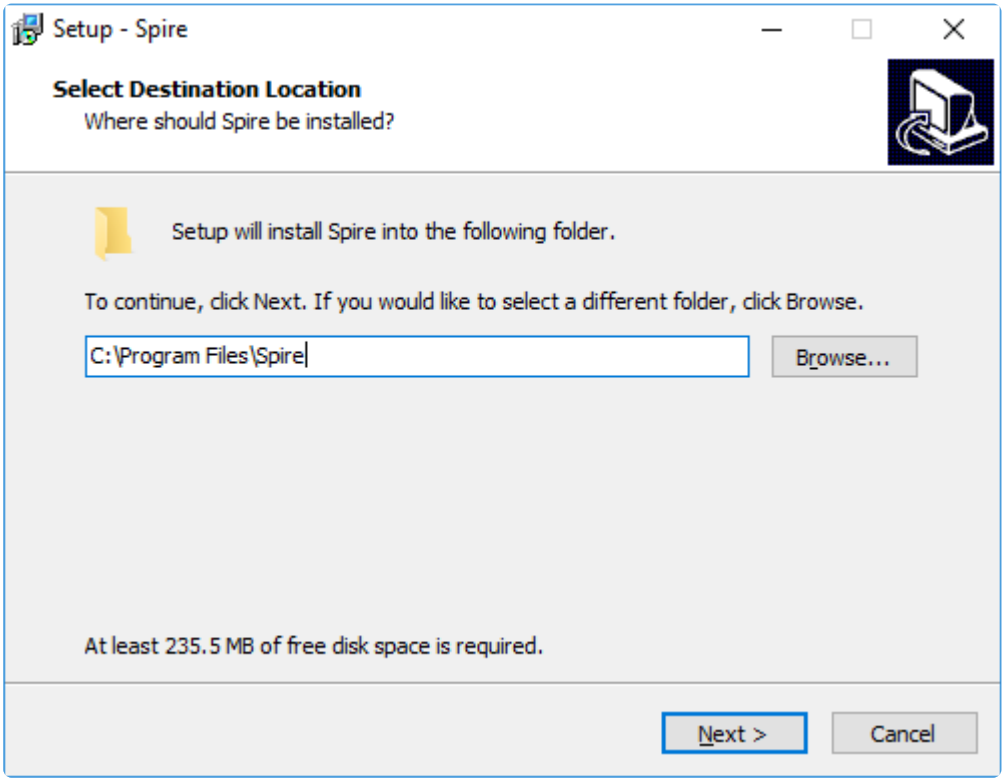

Spire Server Monitor
File
Connect
Help
Companies
User Accounts
Company Name
Database
Size
Next Snapshot
Last Successful Snapshot
Seaton Services Inc
SSI
111.7 M
Just now
Inspire Health Systems.
inspire3
45.2 M
in 11 hours
Company Setup
Company Information
Database
inspire3
Company Name
Inspire Health Systems.
Snapshot
Interval
Daily
Next Snapshot
9/18/2018 10:11 PM
Snapshots to Keep
3
OK
Cancel
Server Monitor Version: 3.0.0

Installing Spire on a Workstation

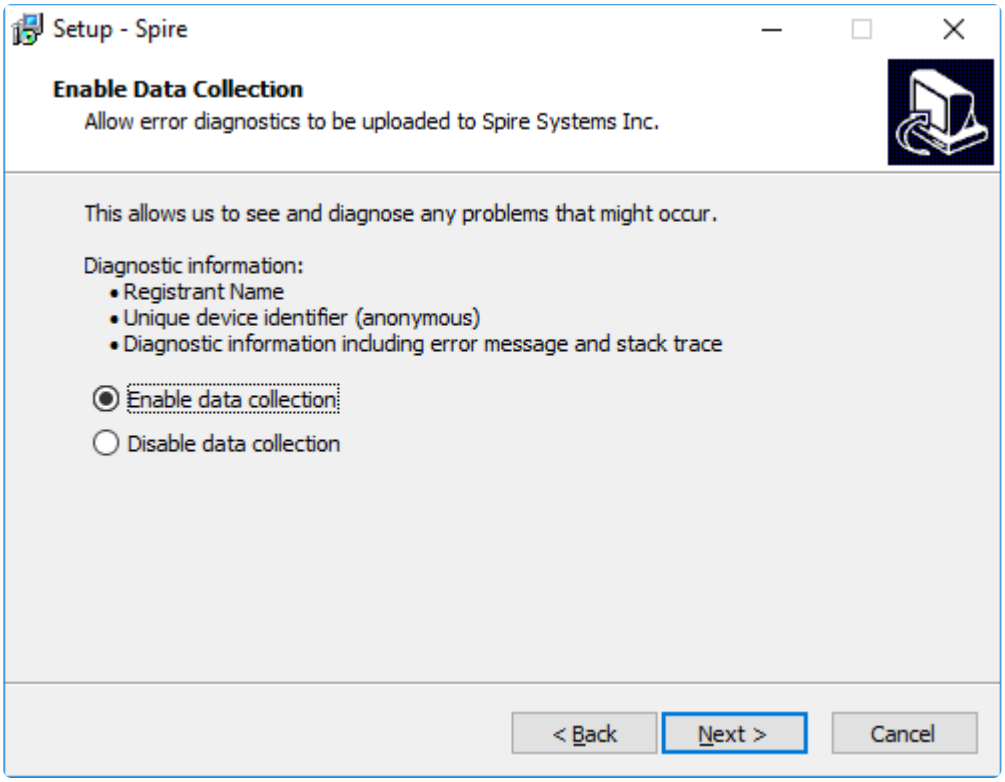
After you have finished downloading the file, you are ready to start the Client installation. Click on the link from your Download screen (or on the file itself from your Downloads folder).

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

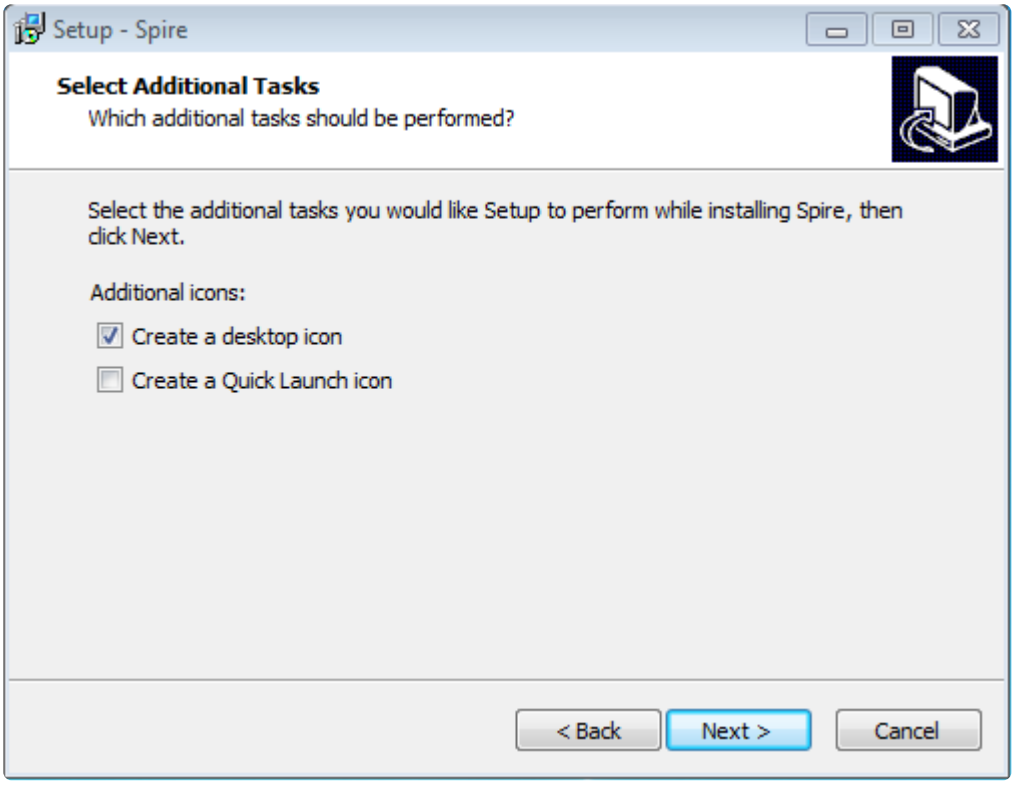
You will be asked to select an installation location. We recommend leaving it set to the default.



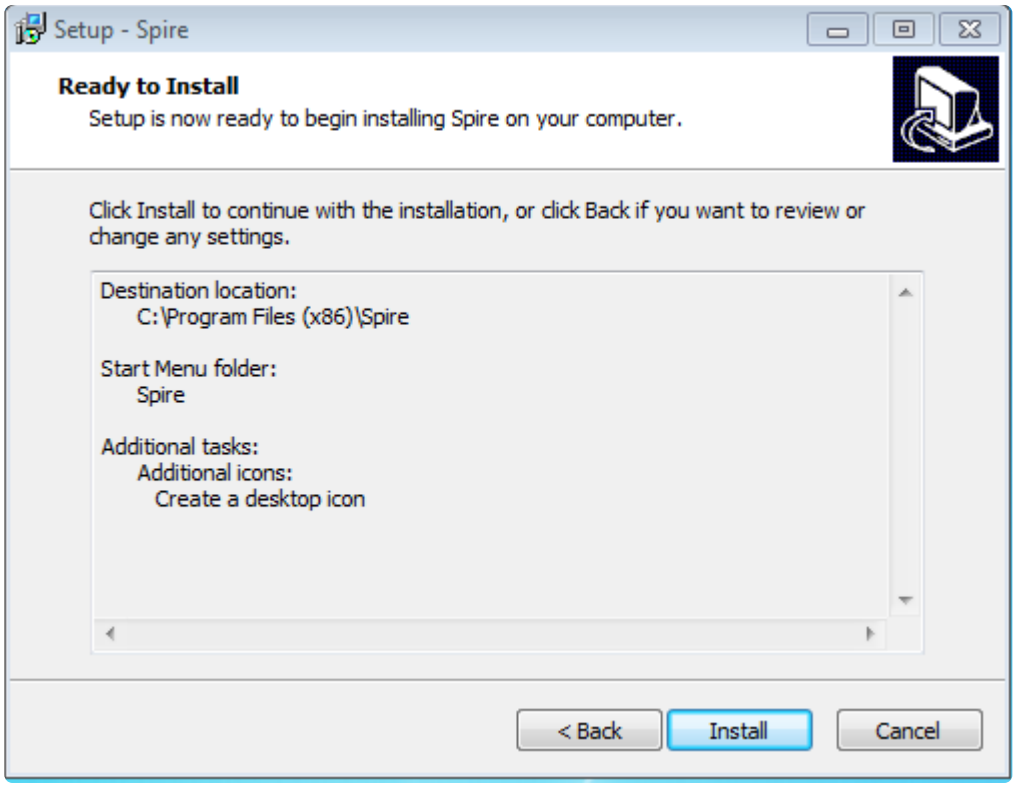
The next window asks permission to turn on data collection. This allows and errors to be sent to Spire without the users intervention. It is highly recommended to turn this on as it helps us with program development. No propitiatory information is sent.



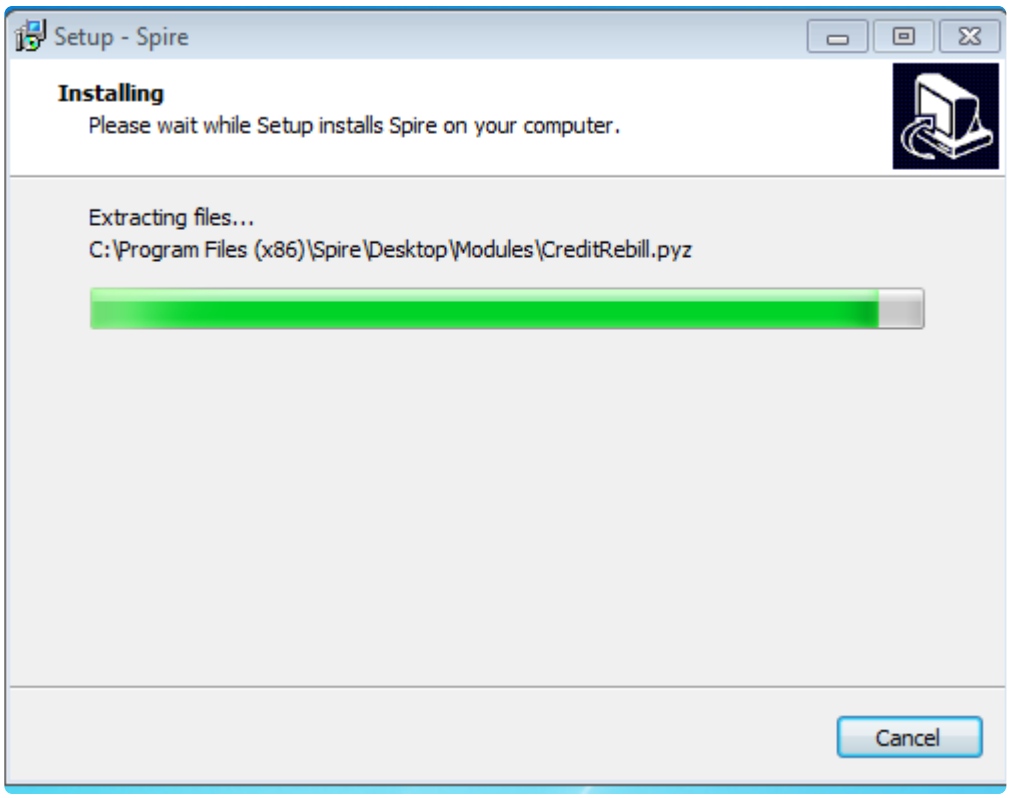
Next you will be asked about setting Desktop and Quick Launch Icons – set preferences as you wish.



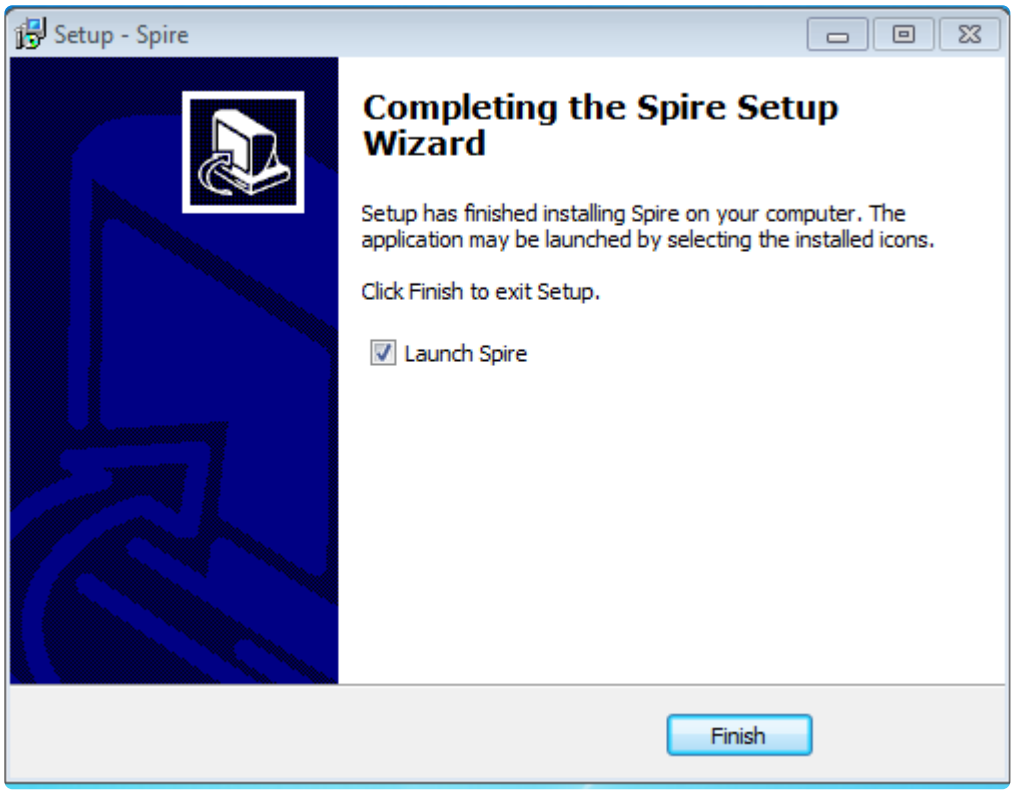
You are ready to proceed – click Install.



You will see a Progress Bar.

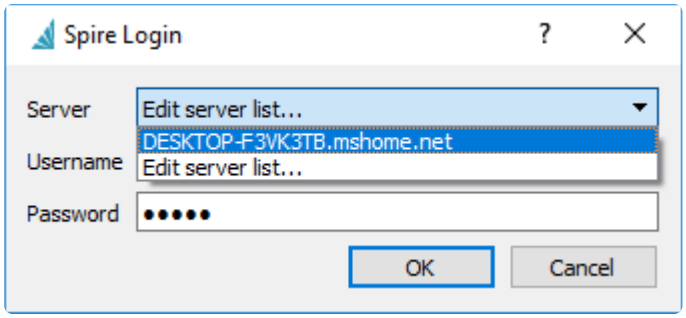


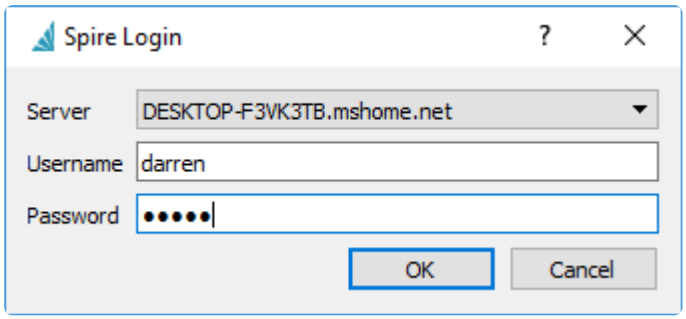
You will be notified that the installation is complete.



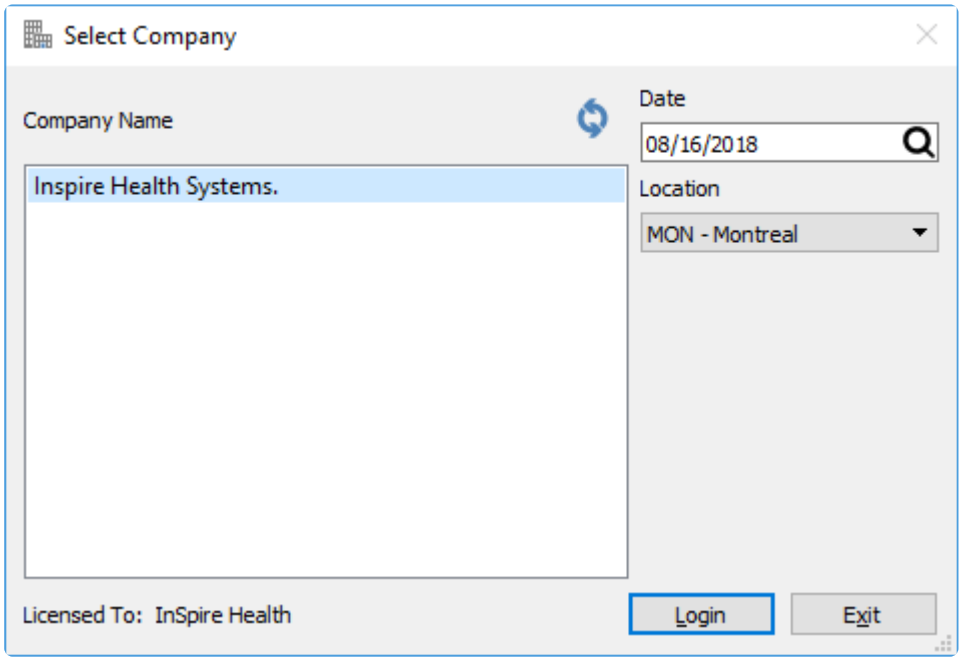
You may then launch the Client and log in to Spire. Note that you log in before selecting a company as not every user has access to all company's.

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'



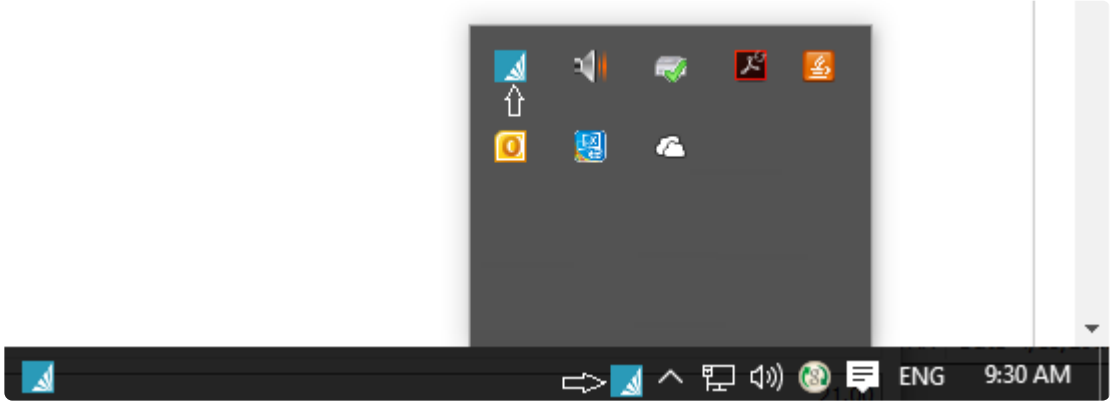
Backup & Restore

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

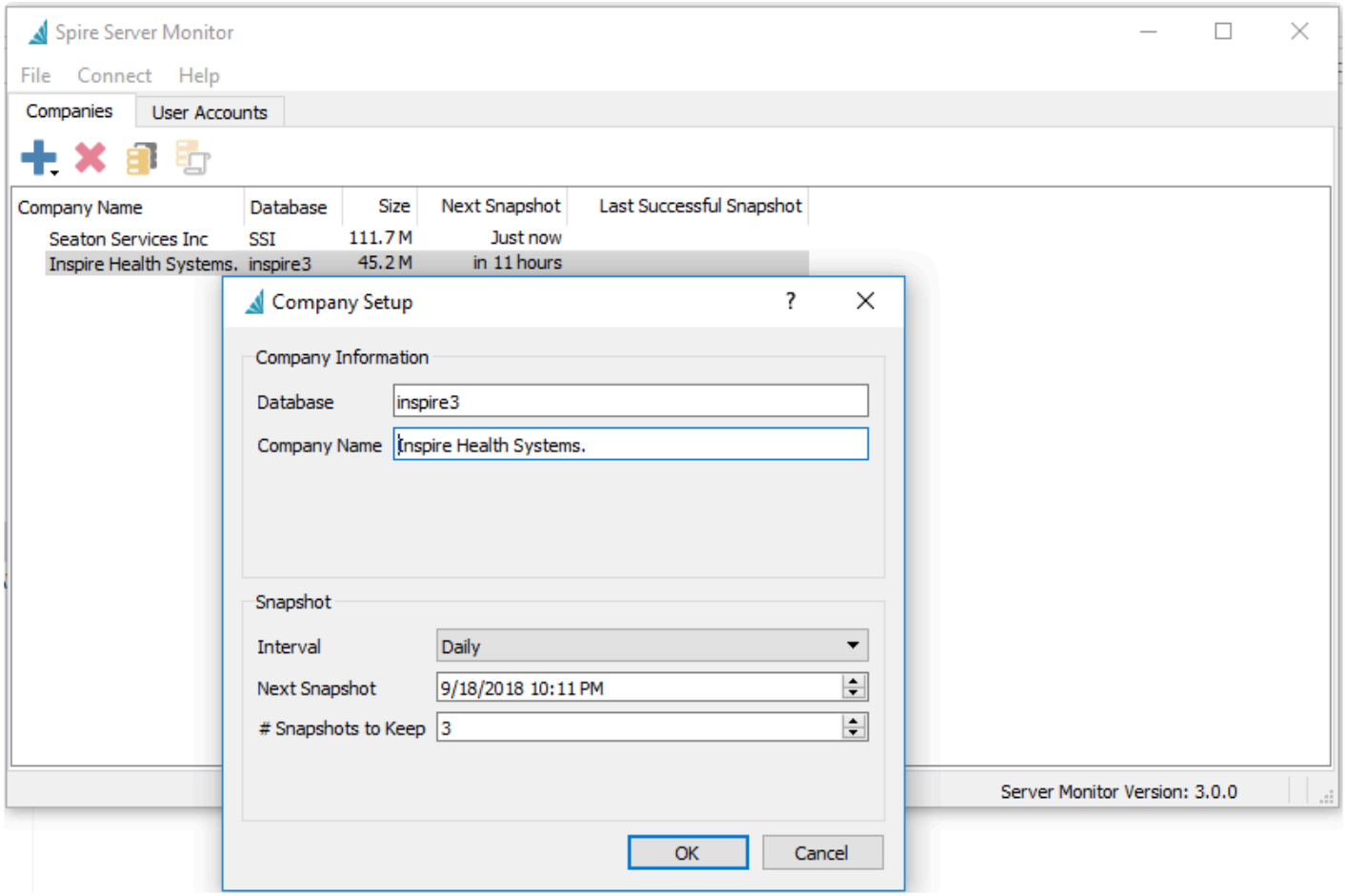
> **!** The Snapshot is not a backup!! Until the files are copied to an external device taken off site or to a cloud backup service, they are not safe….

Backup

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



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

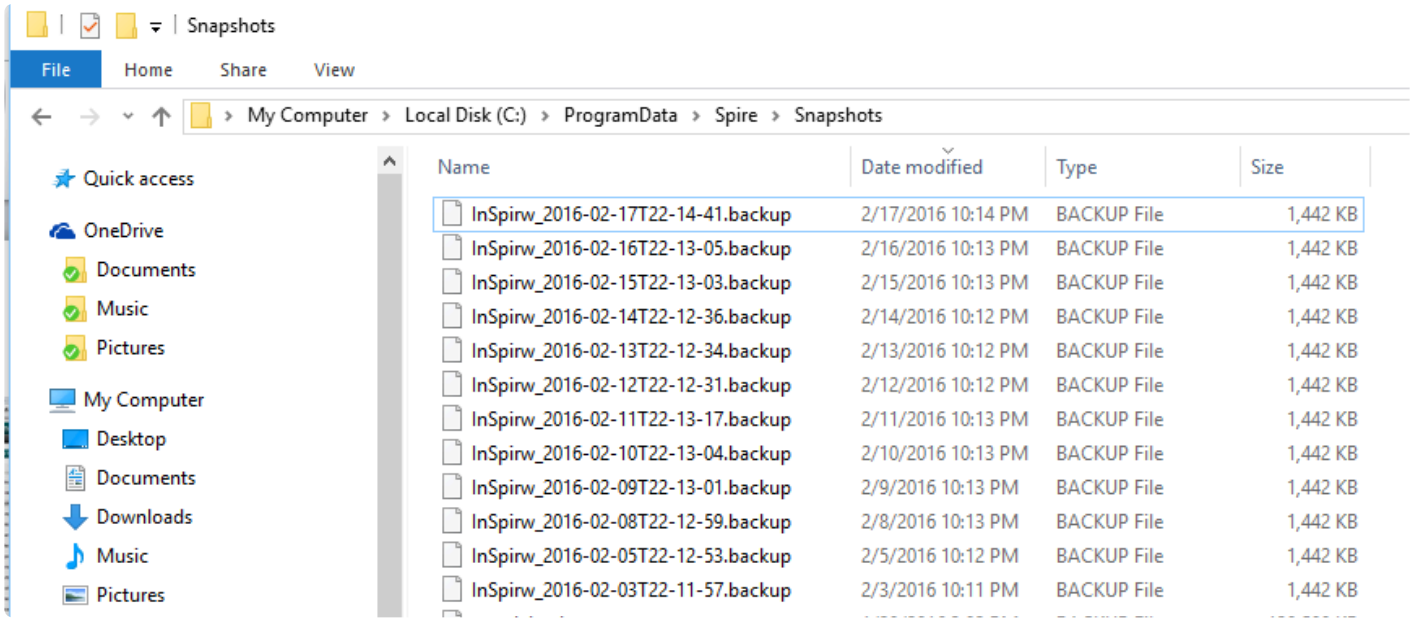


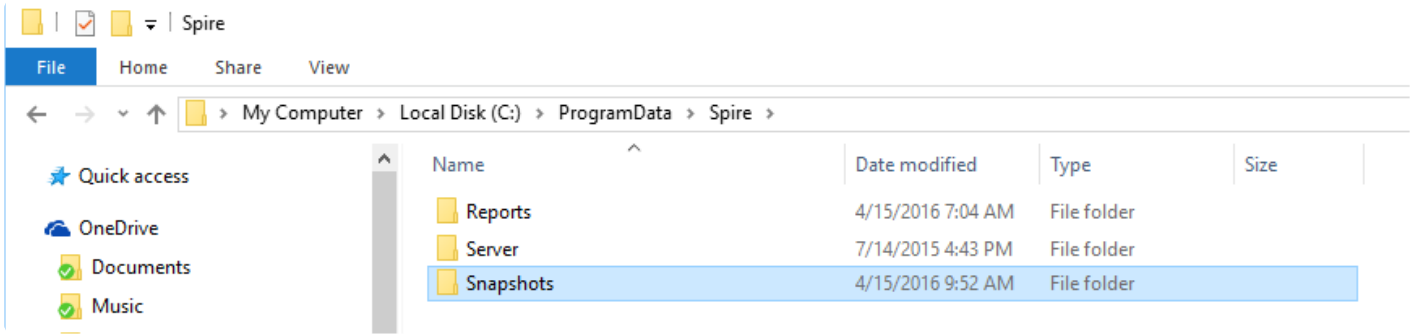
Interval

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

Next Snapshot – The date/time for the next snapshot.
#Snapshots to Keep – How many snapshots to store.

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





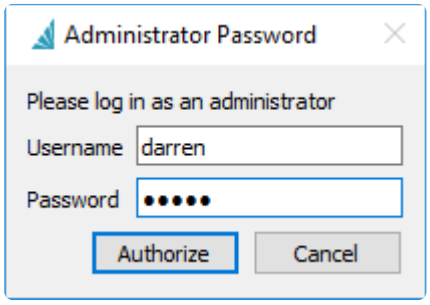
Make sure to backup the complete contents of C:\Programdata\Spire. That way the custom reports will also be included.

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

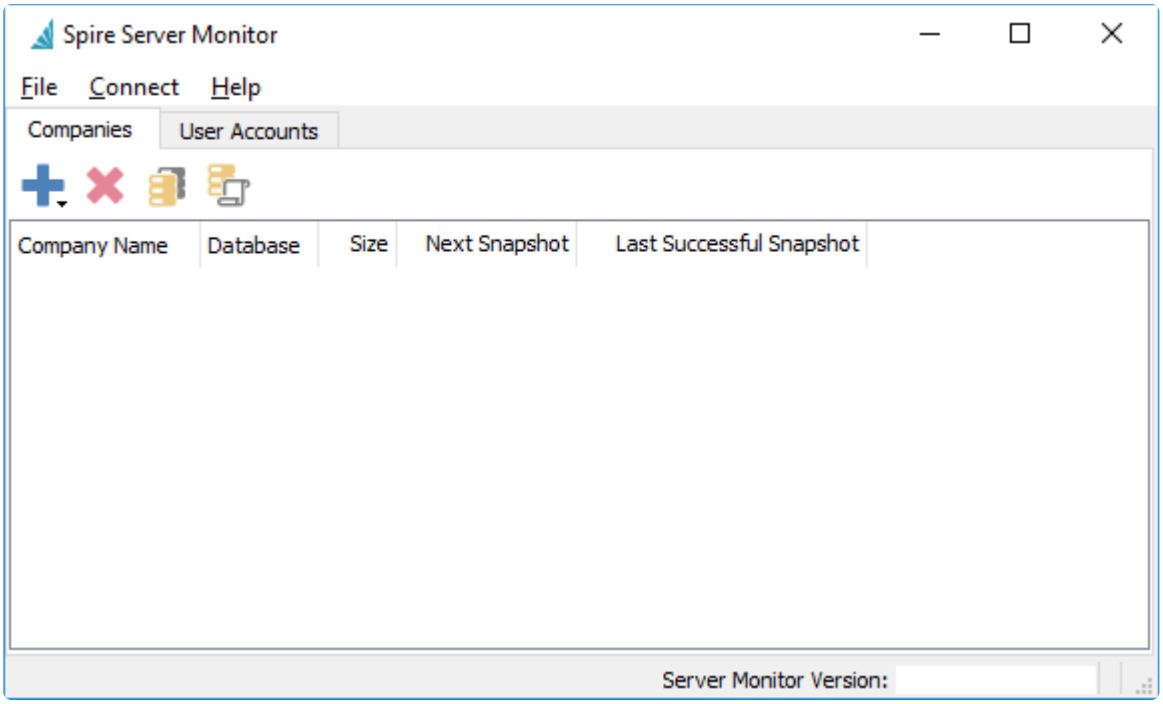
Restore

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

You will need to log in using the Spire admin password that was created when installing Spire server, or with any other admin password that was created in Spire 3.0 or greater.



After login you will get this screen.



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

Browse to where the snapshot of the company is saved, give it a unique database name, select your snapshot intervals and click OK. If the company that is being restored already exists then select a different name. In this example we are selecting a year end backup so we appended YE2015 to the end of the name.

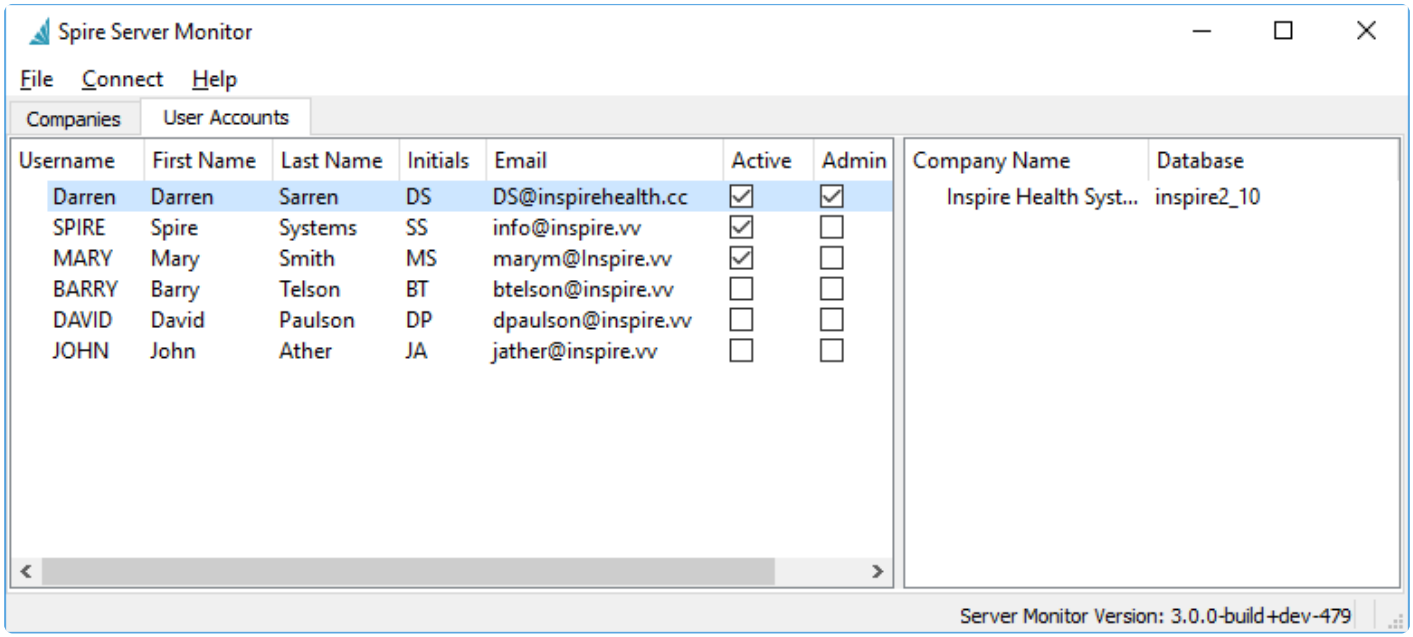
Interval – As this is a database that was not previously on the list the snapshot intervals must be setup.

Next Snapshot – Displays when the next snapshot will occur.

#Snapshots – How many snapshots to save.

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

Once data has been added then on the user tab you can see what companies the user has access to. This is a read only list that is configured when logged into a company.


Spire Server Monitor
File Connect Help
Companies
User Accounts
Username First Name Last Name Initials Email Active Admin
Darren Darren Sarren DS DS@inspirehealth.cc
SPIRE Spire Systems SS info@inspire.vv
MARY Mary Smith MS marym@Inspire.vv
BARRY Barry Telson BT btelson@inspire.vv
DAVID David Paulson DP dpaulson@inspire.vv
JOHN John Ather JA jather@inspire.vv
Company Name Database
Inspire Health Syst... inspire2_10
Server Monitor Version: 3.0.0-build+dev-479

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Company Setup

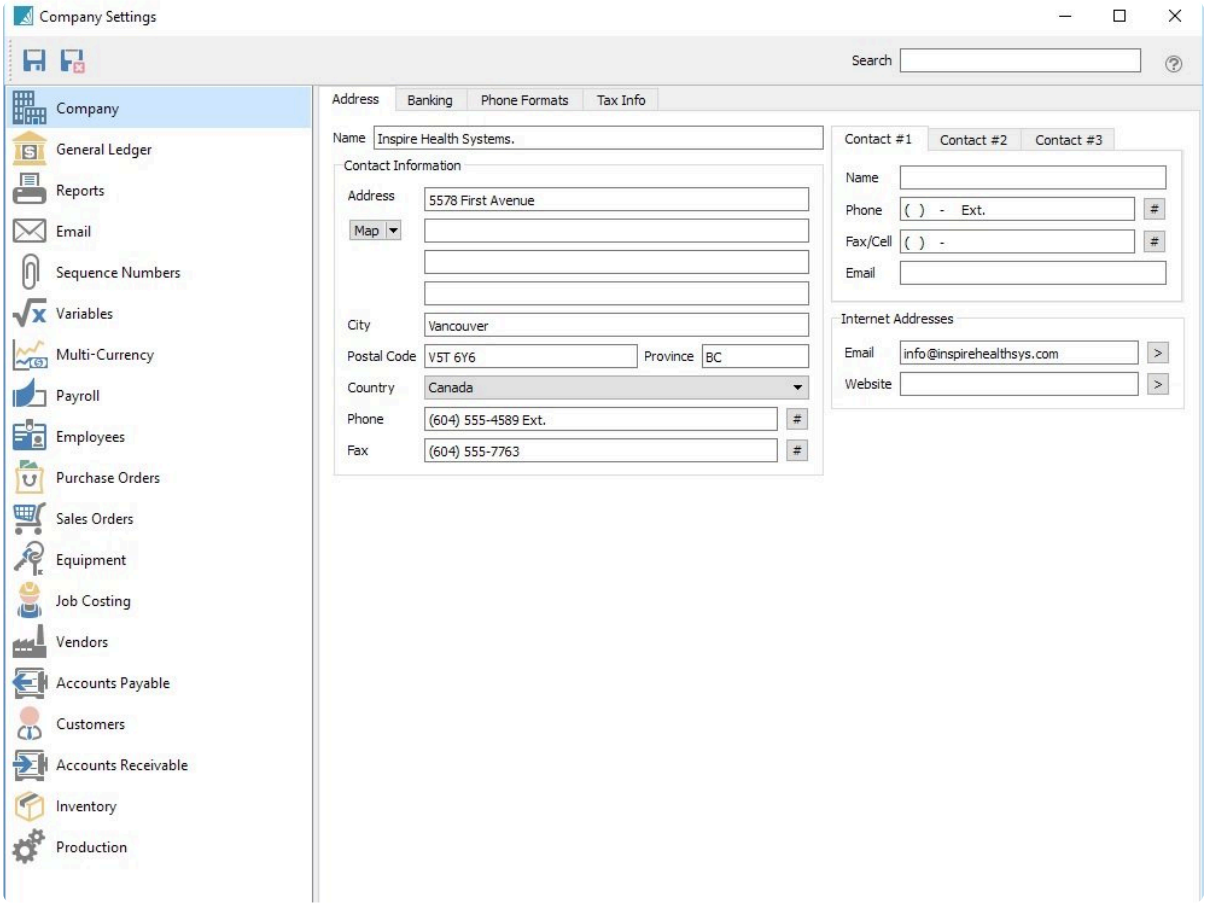
Company Settings

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

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

Address

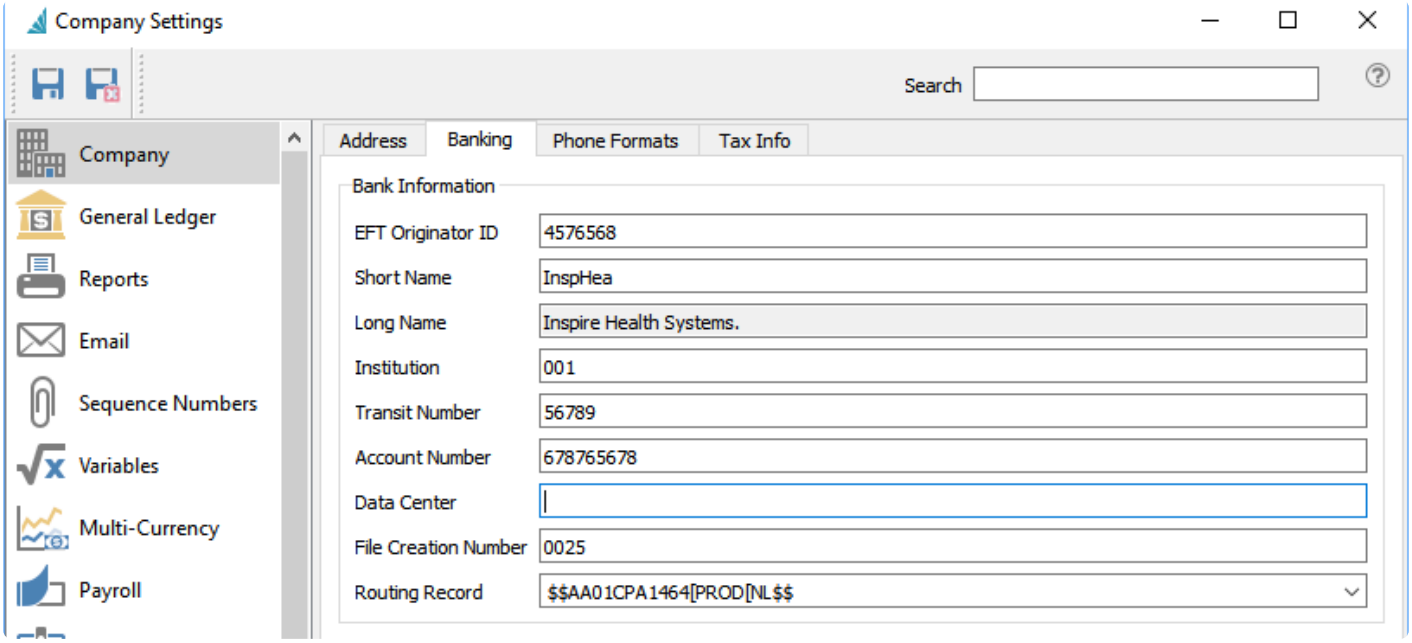
This is the main Company Settings window. You will notice a new navigation menu down the left hand side of this window. Each of the menu items have their own section that you can modify based on your business requirements.



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

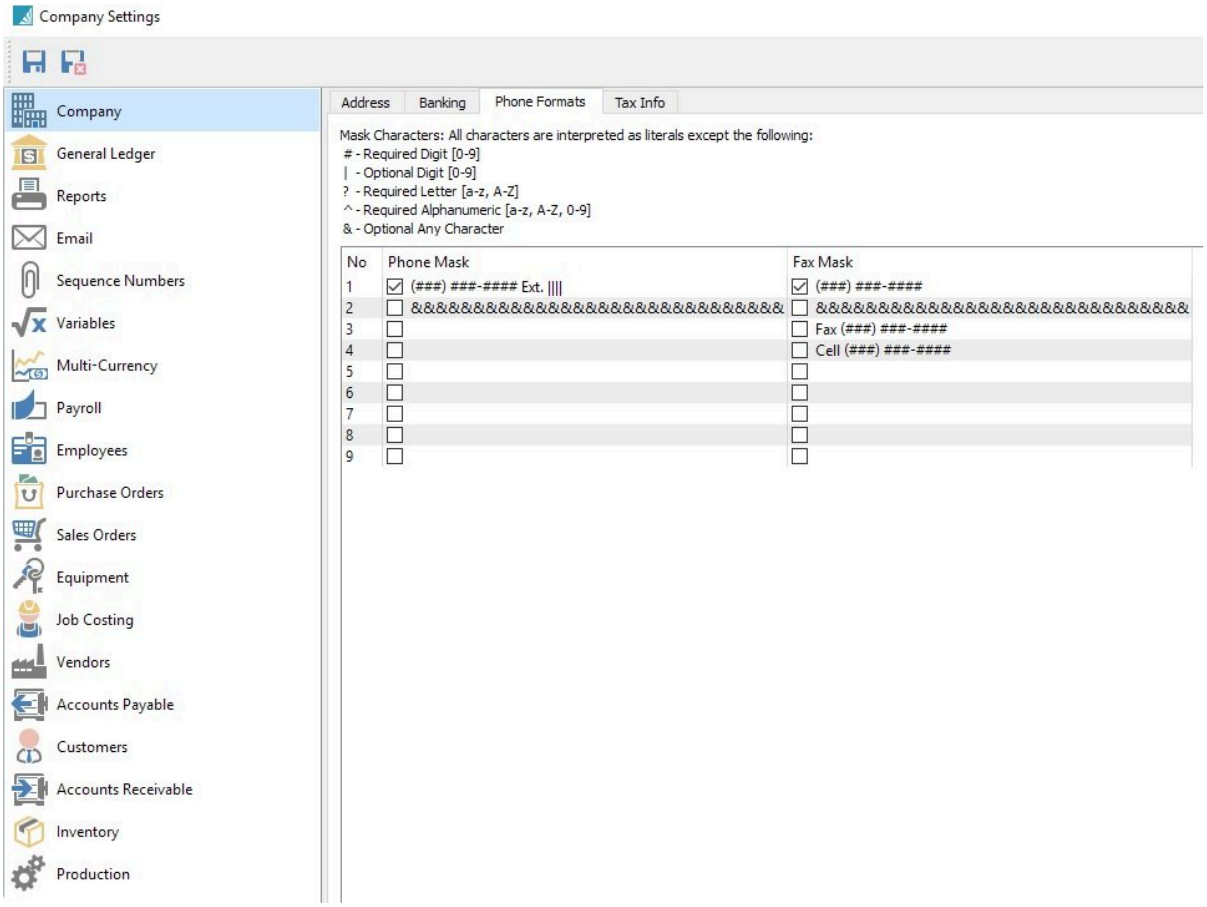
Banking

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



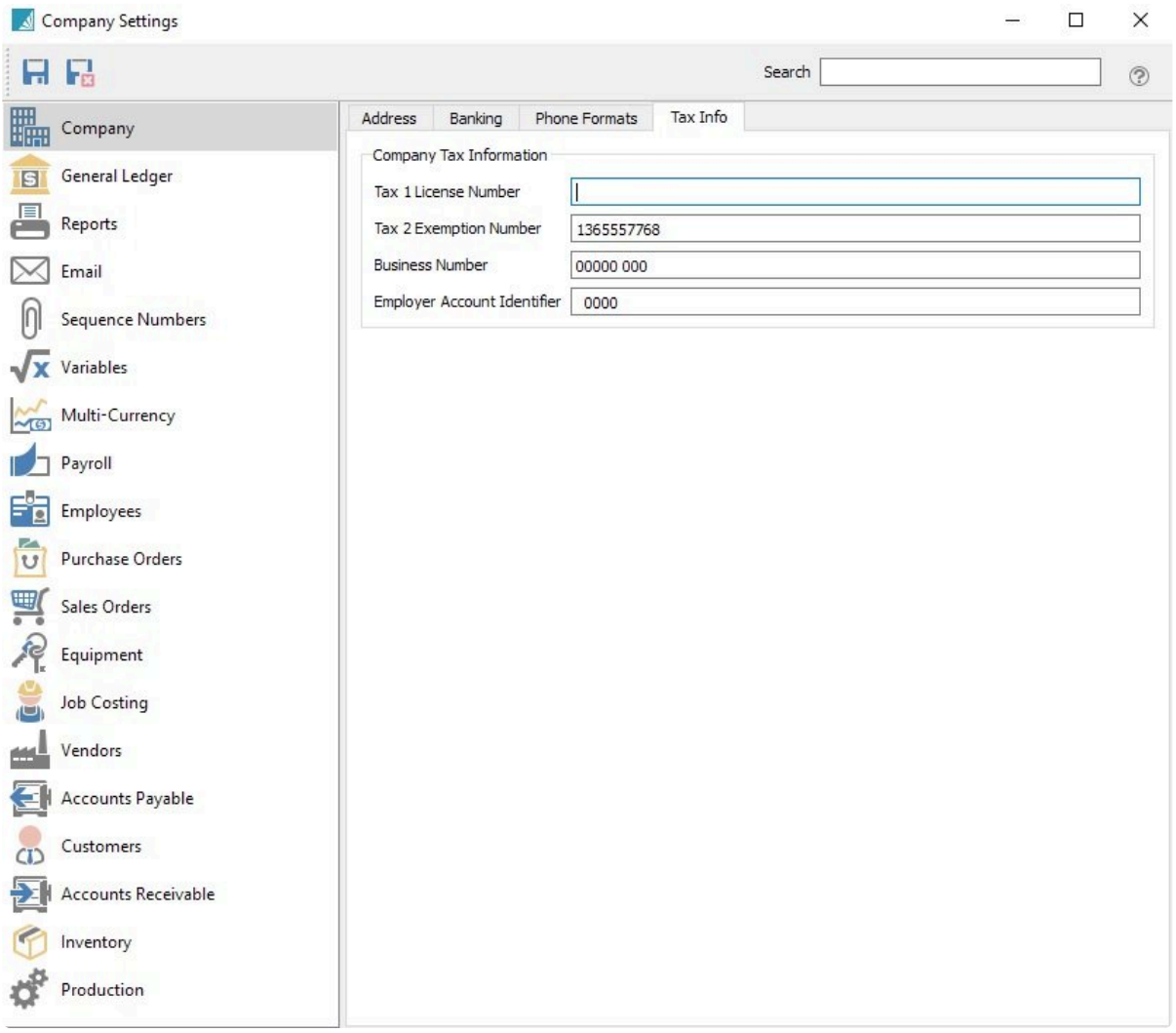
Phone Formats

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



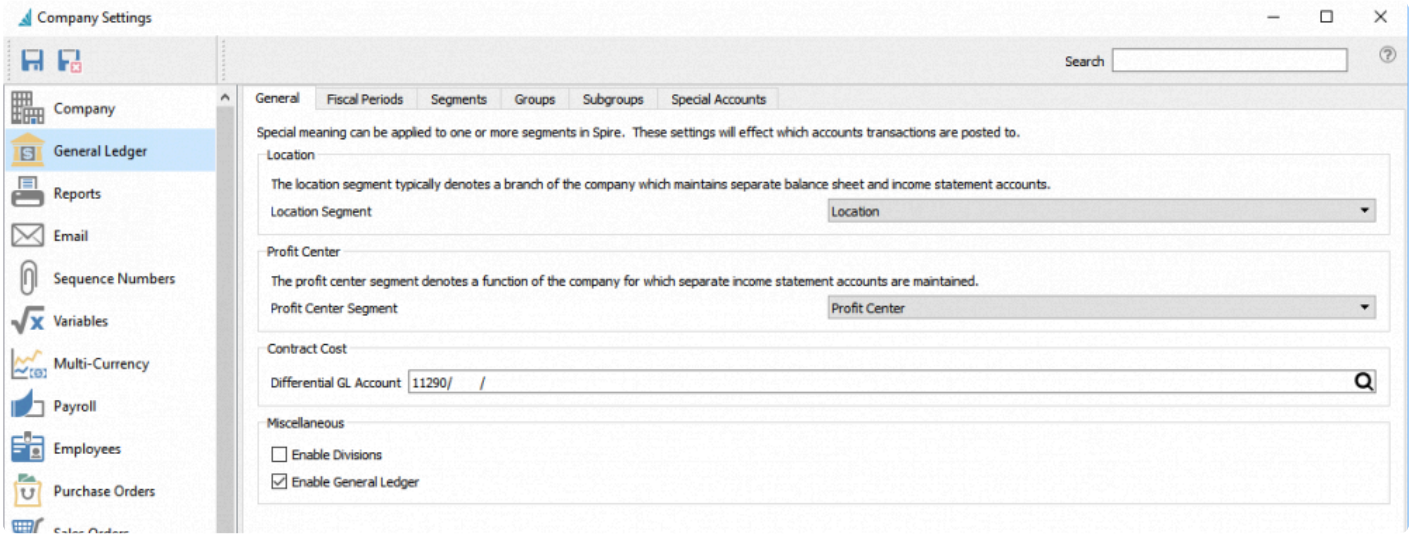
Tax Info

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


Company Settings
Search
Company
General Ledger
Reports
Email
Sequence Numbers
Variables
Multi-Currency
Payroll
Employees
Purchase Orders
Sales Orders
Equipment
Job Costing
Vendors
Accounts Payable
Customers
Accounts Receivable
Inventory
Production
Address
Banking
Phone Formats
Tax Info
Company Tax Information
Tax 1 License Number
Tax 2 Exemption Number
1365557768
Business Number
00000 000
Employer Account Identifier
0000

General Ledger

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



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

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

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

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

Enable Job Costing – When checked, the income and costs will get posted to the job. If not checked, the

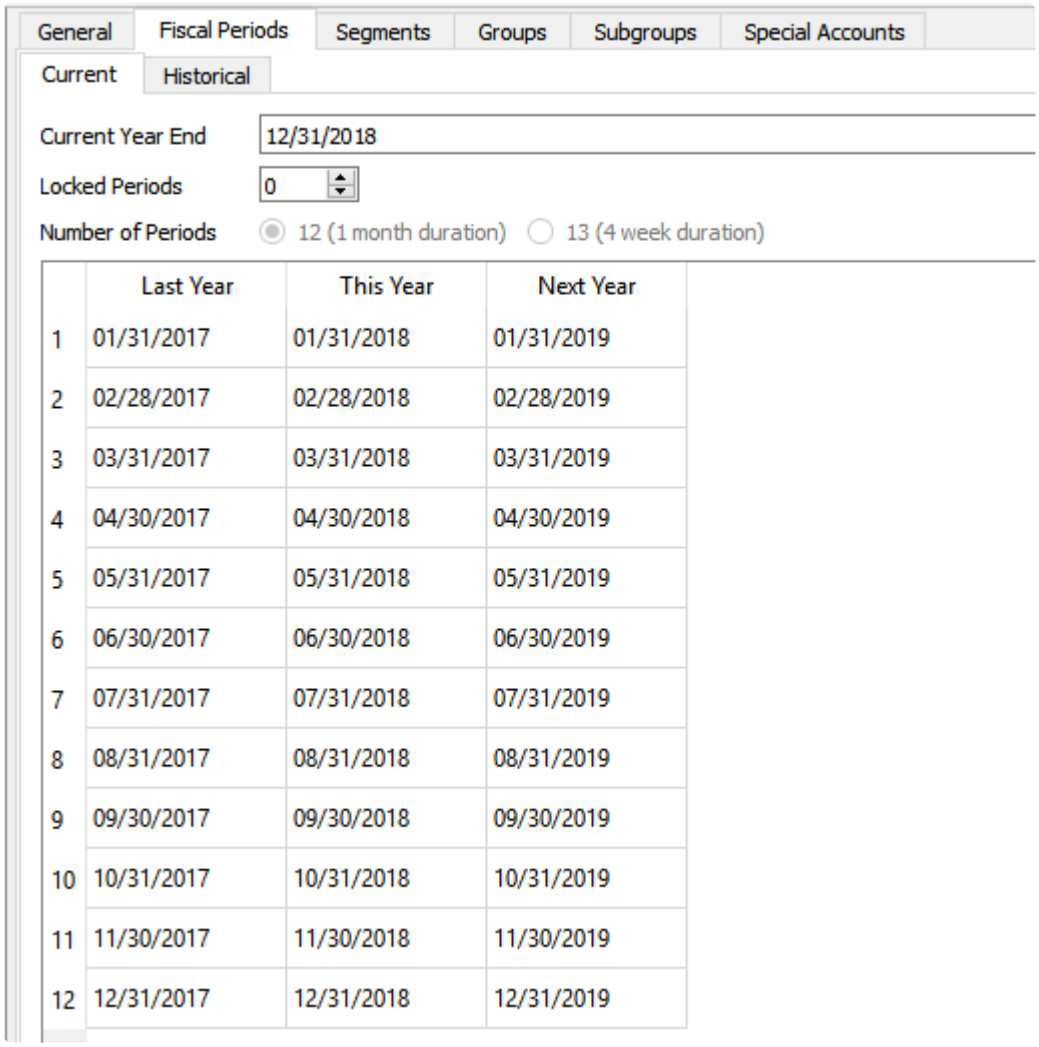
job info will still be posted to sales and purchase history.

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

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

Fiscal Periods

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



	Last Year	This Year	Next Year
1	01/31/2017	01/31/2018	01/31/2019
2	02/28/2017	02/28/2018	02/28/2019
3	03/31/2017	03/31/2018	03/31/2019
4	04/30/2017	04/30/2018	04/30/2019
5	05/31/2017	05/31/2018	05/31/2019
6	06/30/2017	06/30/2018	06/30/2019
7	07/31/2017	07/31/2018	07/31/2019
8	08/31/2017	08/31/2018	08/31/2019
9	09/30/2017	09/30/2018	09/30/2019
10	10/31/2017	10/31/2018	10/31/2019
11	11/30/2017	11/30/2018	11/30/2019
12	12/31/2017	12/31/2018	12/31/2019

Changing Fiscal Period

The company's fiscal periods 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 transactions beyond the last month of 'Next Year' If there are transactions beyond next year, then a year end close must be first performed on 'Last Year'. This then opens 'next year' to move transaction into when the year is moved,

To Change the year, go to Company settings->General Ledger->Fiscal Periods and change the date. When the saved button is clicked a reorganization of the data gets performed to reset to the new year.

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

Company Settings

Search

Company
General Ledger
Reports
Email
Sequence Numbers
Variables
Multi-Currency
Payroll
Employees
Purchase Orders
Sales Orders
Equipment
Job Costing
Vendors
Accounts Payable
Customers
Accounts Receivable
Inventory
Production

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

Current | Historical

Current Year End 07/30/2017 Edit this date to change Year End Date

Locked Periods 0

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

	Last Year	This Year	Next Year
1	12/31/2015	12/31/2016	08/30/2017
2	01/31/2016	01/31/2017	09/30/2017
3	02/29/2016	02/28/2017	10/31/2017
4	03/31/2016	03/31/2017	11/30/2017
5	04/30/2016	04/30/2017	12/31/2017
6	05/31/2016	05/31/2017	01/31/2018
7	06/30/2016	06/30/2017	02/28/2018
8	07/31/2016	07/30/2017	03/31/2018
9	08/31/2016		04/30/2018
10	09/30/2016		05/31/2018
11	10/31/2016		06/30/2018
12	11/30/2016		07/31/2018

Year gets shortened

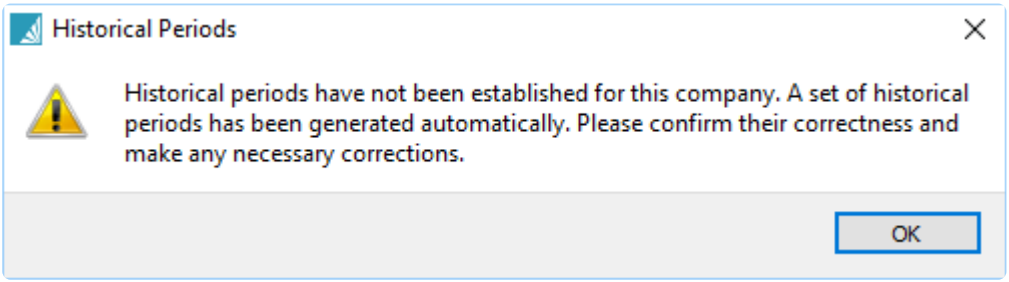
Year End 2 years ago 11/30/2015

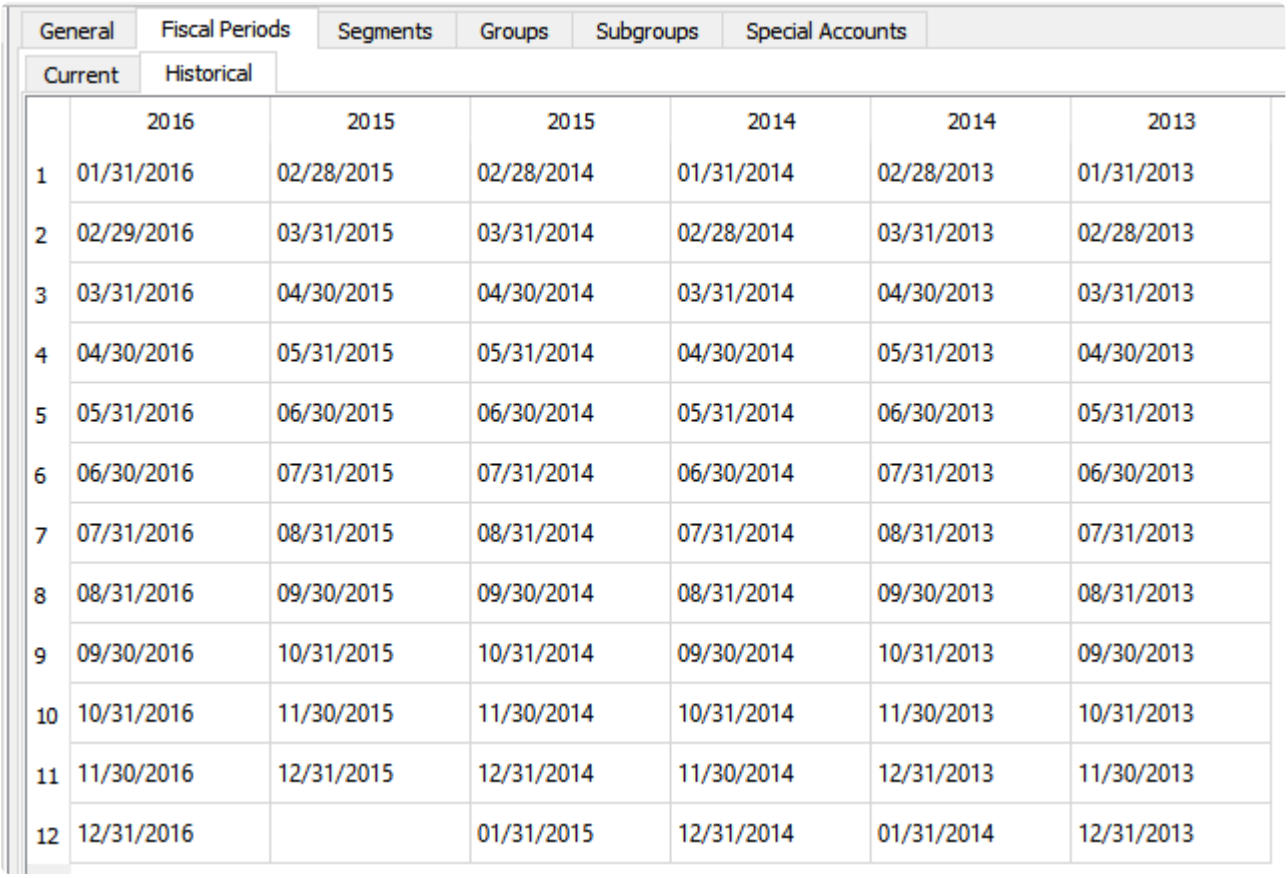
See this video for the procedure

Historical Periods

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

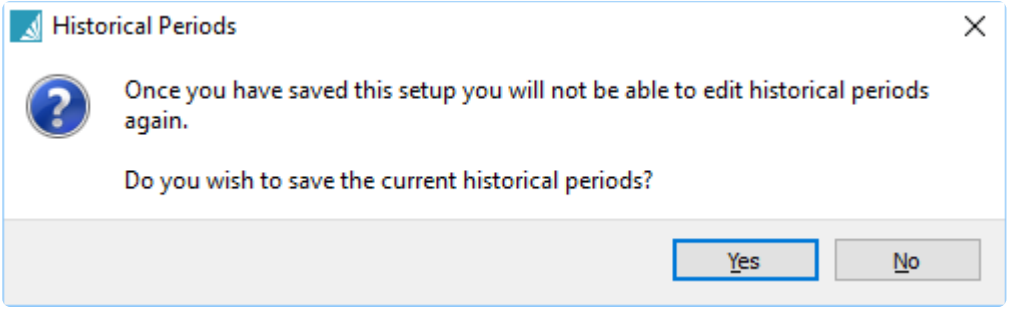
This must be defined before the first Year End is processed, if you have imported data from another accounting system.





	2016	2015	2015	2014	2014	2013
1	01/31/2016	02/28/2015	02/28/2014	01/31/2014	02/28/2013	01/31/2013
2	02/29/2016	03/31/2015	03/31/2014	02/28/2014	03/31/2013	02/28/2013
3	03/31/2016	04/30/2015	04/30/2014	03/31/2014	04/30/2013	03/31/2013
4	04/30/2016	05/31/2015	05/31/2014	04/30/2014	05/31/2013	04/30/2013
5	05/31/2016	06/30/2015	06/30/2014	05/31/2014	06/30/2013	05/31/2013
6	06/30/2016	07/31/2015	07/31/2014	06/30/2014	07/31/2013	06/30/2013
7	07/31/2016	08/31/2015	08/31/2014	07/31/2014	08/31/2013	07/31/2013
8	08/31/2016	09/30/2015	09/30/2014	08/31/2014	09/30/2013	08/31/2013
9	09/30/2016	10/31/2015	10/31/2014	09/30/2014	10/31/2013	09/30/2013
10	10/31/2016	11/30/2015	11/30/2014	10/31/2014	11/30/2013	10/31/2013
11	11/30/2016	12/31/2015	12/31/2014	11/30/2014	12/31/2013	11/30/2013
12	12/31/2016		01/31/2015	12/31/2014	01/31/2014	12/31/2013

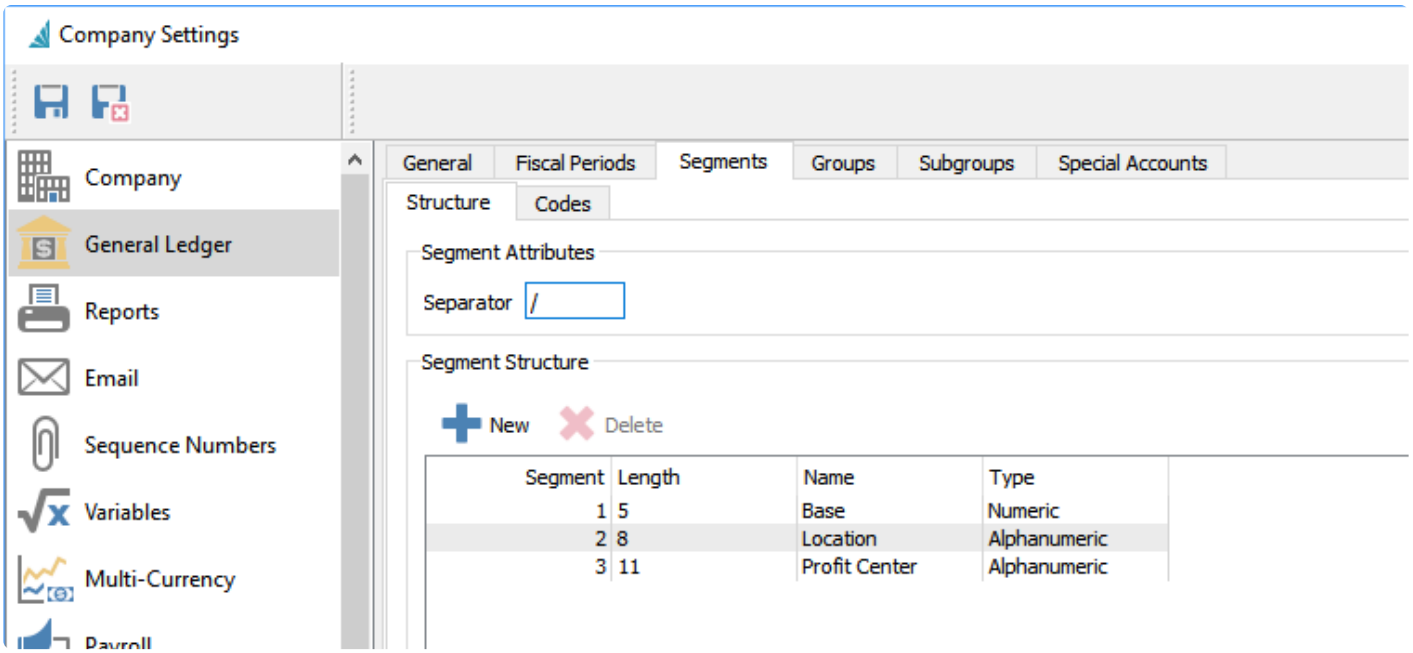
Once the user clicks ‘Save’ they get this message and clicking Yes saves the historical periods and cannot be edited again.



Segments, Groups, Subgroups

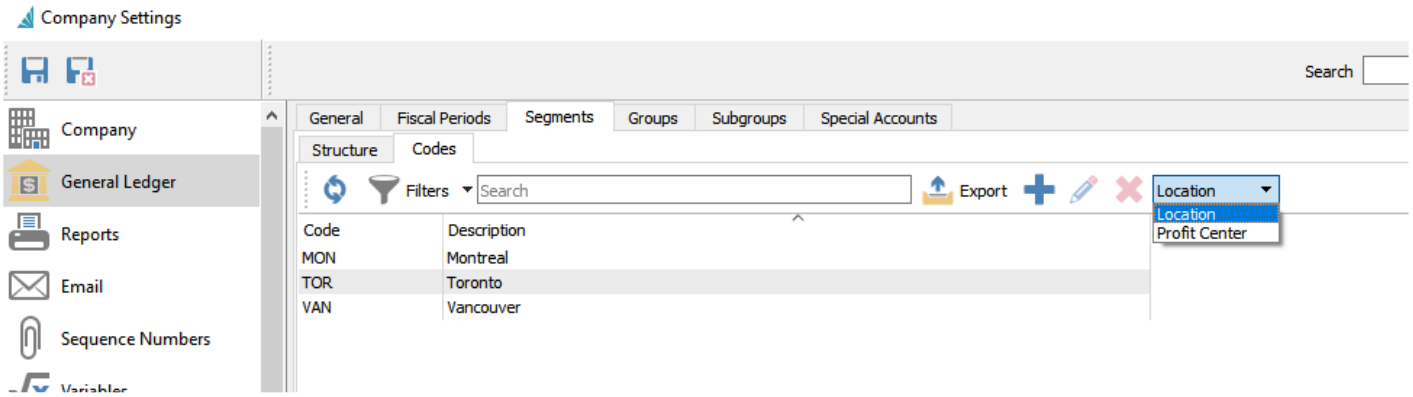
Segment Structure

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



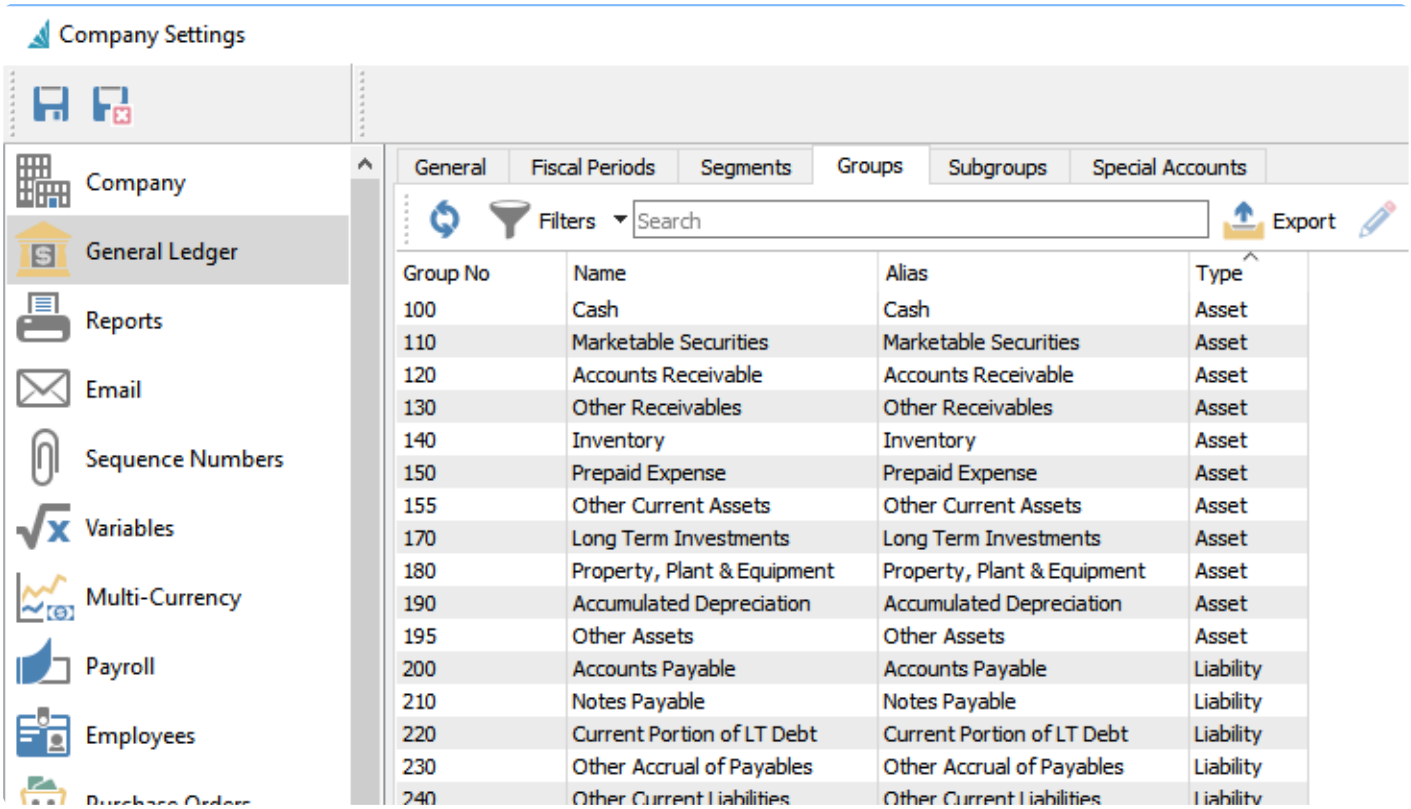
Segment Codes

The codes are the actual names of the segments.



Groups

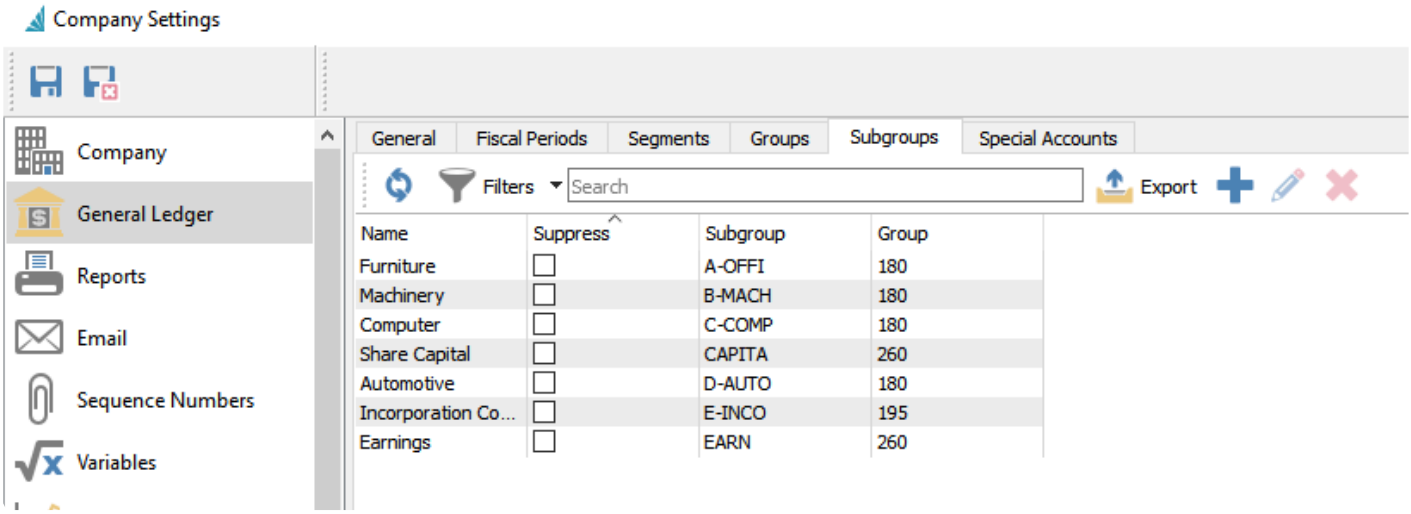
The groups section is used to decide the name and description of each GL group.



Group No	Name	Alias	Type
100	Cash	Cash	Asset
110	Marketable Securities	Marketable Securities	Asset
120	Accounts Receivable	Accounts Receivable	Asset
130	Other Receivables	Other Receivables	Asset
140	Inventory	Inventory	Asset
150	Prepaid Expense	Prepaid Expense	Asset
155	Other Current Assets	Other Current Assets	Asset
170	Long Term Investments	Long Term Investments	Asset
180	Property, Plant & Equipment	Property, Plant & Equipment	Asset
190	Accumulated Depreciation	Accumulated Depreciation	Asset
195	Other Assets	Other Assets	Asset
200	Accounts Payable	Accounts Payable	Liability
210	Notes Payable	Notes Payable	Liability
220	Current Portion of LT Debt	Current Portion of LT Debt	Liability
230	Other Accrual of Payables	Other Accrual of Payables	Liability
240	Other Current Liabilities	Other Current Liabilities	Liability

Subgroups

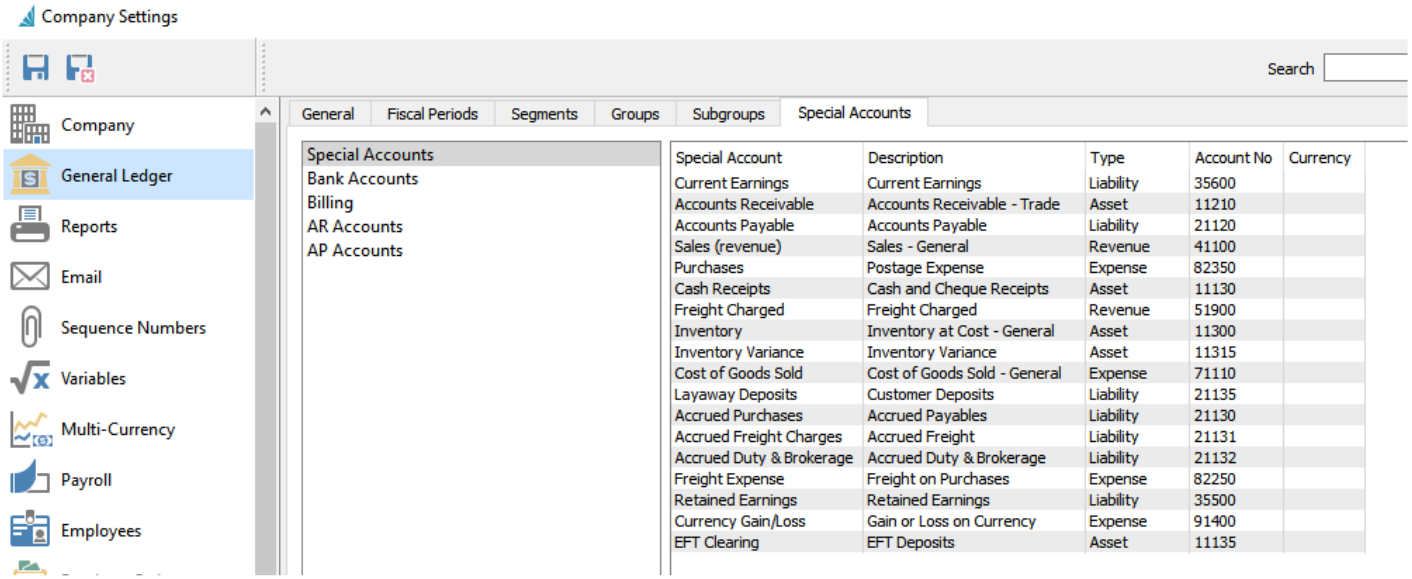
Subgroups is to decide the name and description of the GL sub groups and what group they belong in.



Name	Suppress	Subgroup	Group
Furniture	☐	A-OFFI	180
Machinery	☐	B-MACH	180
Computer	☐	C-COMP	180
Share Capital	☐	CAPITA	260
Automotive	☐	D-AUTO	180
Incorporation Co...	☐	E-INCO	195
Earnings	☐	EARN	260

Special Accounts

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



Special Account	Description	Type	Account No	Currency
Current Earnings	Current Earnings	Liability	35600	
Accounts Receivable	Accounts Receivable - Trade	Asset	11210	
Accounts Payable	Accounts Payable	Liability	21120	
Sales (revenue)	Sales - General	Revenue	41100	
Purchases	Postage Expense	Expense	82350	
Cash Receipts	Cash and Cheque Receipts	Asset	11130	
Freight Charged	Freight Charged	Revenue	51900	
Inventory	Inventory at Cost - General	Asset	11300	
Inventory Variance	Inventory Variance	Asset	11315	
Cost of Goods Sold	Cost of Goods Sold - General	Expense	71110	
Layaway Deposits	Customer Deposits	Liability	21135	
Accrued Purchases	Accrued Payables	Liability	21130	
Accrued Freight Charges	Accrued Freight	Liability	21131	
Accrued Duty & Brokerage	Accrued Duty & Brokerage	Liability	21132	
Freight Expense	Freight on Purchases	Expense	82250	
Retained Earnings	Retained Earnings	Liability	35500	
Currency Gain/Loss	Gain or Loss on Currency	Expense	91400	
EFT Clearing	EFT Deposits	Asset	11135	

Special Accounts

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

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

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

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

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

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

Bank Account – The default company bank account.

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

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

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

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

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

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

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

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

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

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

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

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

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

Billing

(These are read only and set above)

Accounts Receivable
Sales (revenue)
Freight Charged
Inventory-on-hand
Cost of goods sold
GST
PST

AR Accounts

(Most are read only and set above)

Accounts Receivable
Sales (revenue)
Cash Receipts
Currency Gain/Loss
EFT Clearing – This account will be used to clear customer deposits in AR batch and then post a single transaction to the bank.
Optional Entry – This account will be added as an additional account when entering an invoice. The user can always add any account to an AR entry but if there is one common one used then add it here.
Finance Charges – The GL income account that will be used when adding finance charges in accounts receivable.
Discount (CR) Given – The account that is used when an early payment discount is given in accounts receivable.

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

AP Accounts

(Most are read only and set above)

Accounts Payable
Purchases (expense)
Bank Account
Currency Gain/Loss
Discount Taken – Account used to post early payment discounts in accounts payable.
EFT Clearing – If this account is filled in, then AP batch paybles will clear the payments to this account and then post a single transaction to the bank.

Point of Sale Accounts

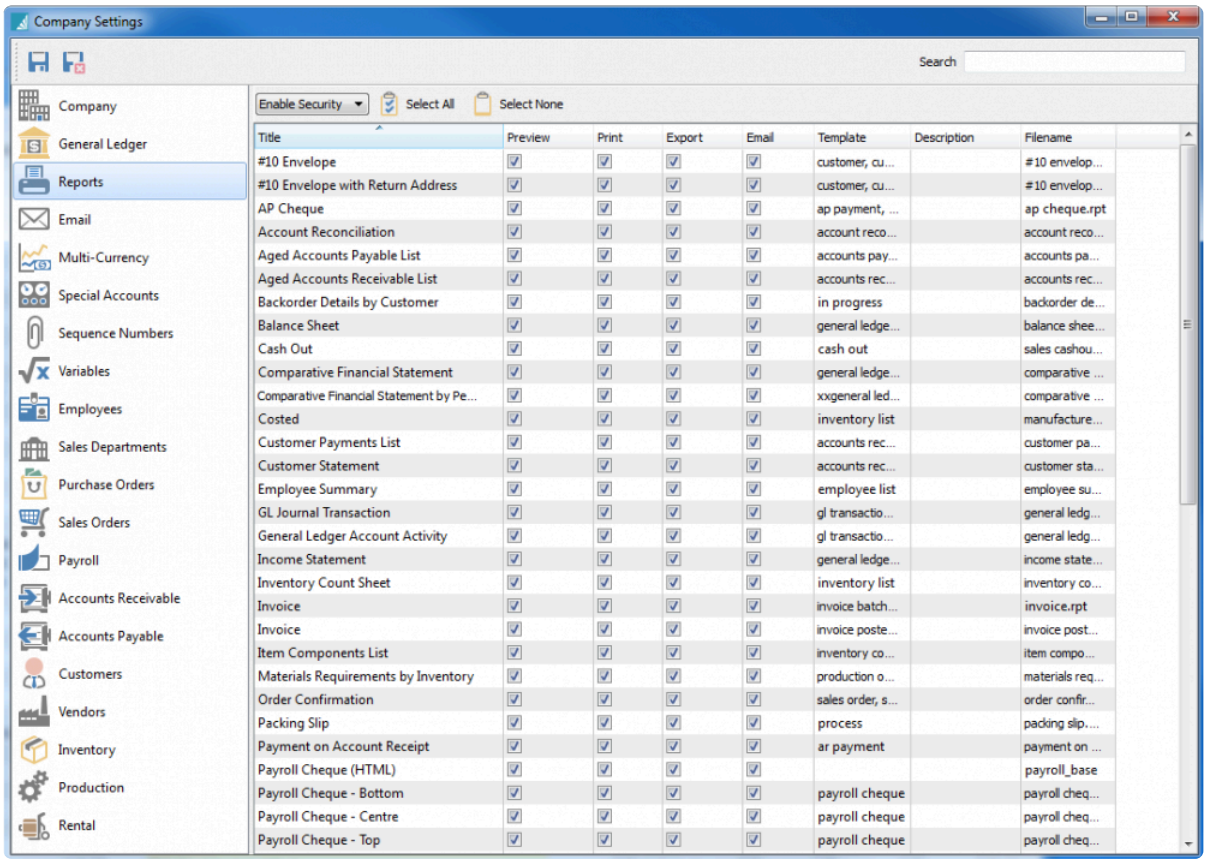
Cash Receipts – Set above
Optional Entry 1 – 6 – Add up to 6 additional payments that are used in invoicing and POS.

Reports

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

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

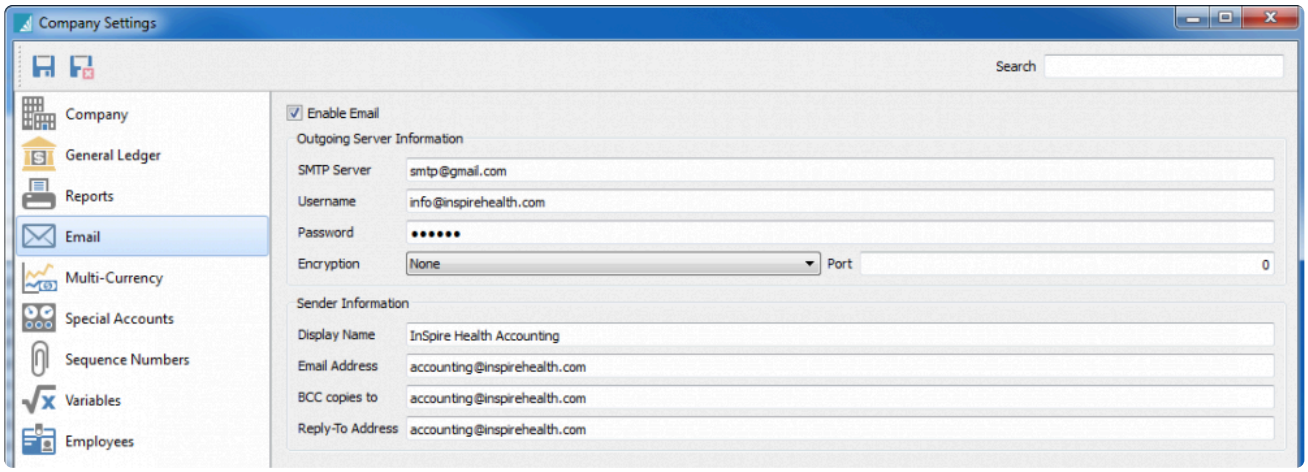
Enable Security – With this turned on, you will set the default reports that are given to each new user that is added.



Email

Setup

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

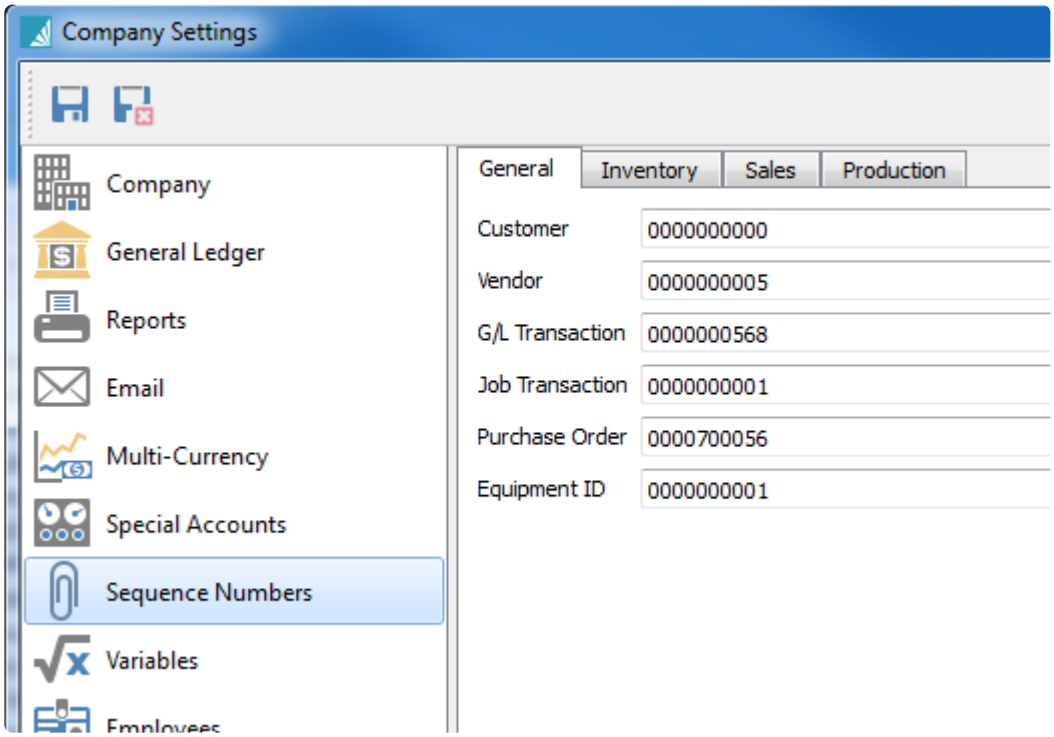


- SMTP – This is the internet providers SMTP info
- Username – Usually their email address.
- Password – Usually their email password. If the provider does not require secured SMTP this may be left blank.
- Encryption – Many providers require encryption to be on.
- Encryption Ports – 25, 465 and 587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

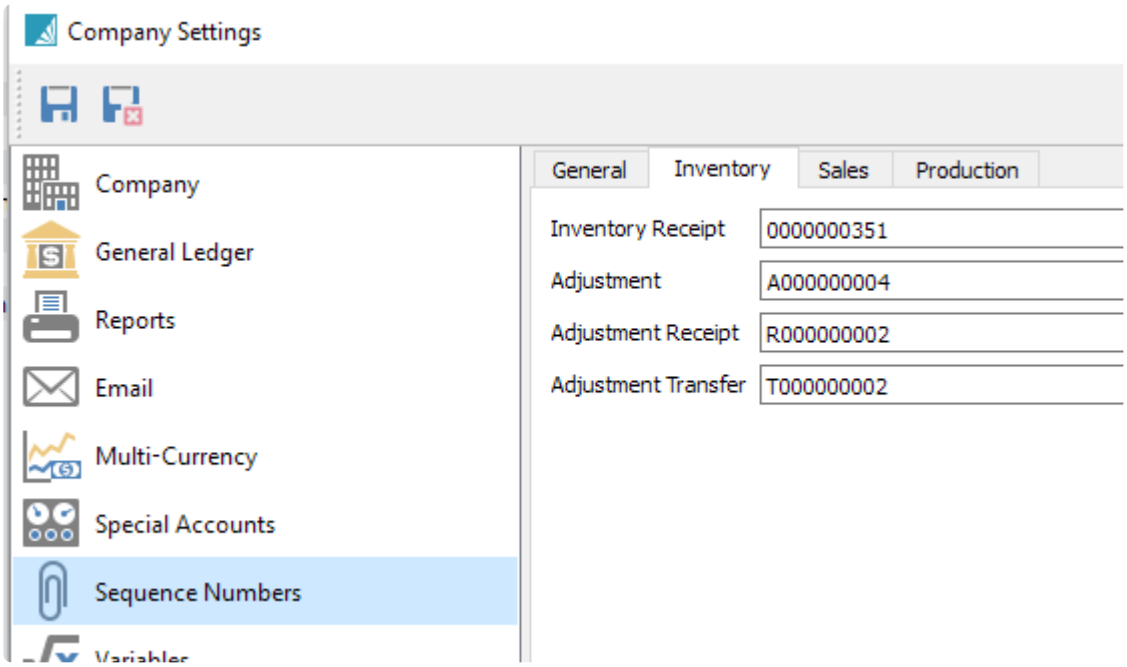
It can sometimes be difficult to get the correct information from the internet provider. Always test with a known address to prove all the necessary firewall settings are correct.

Sequence Numbers

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

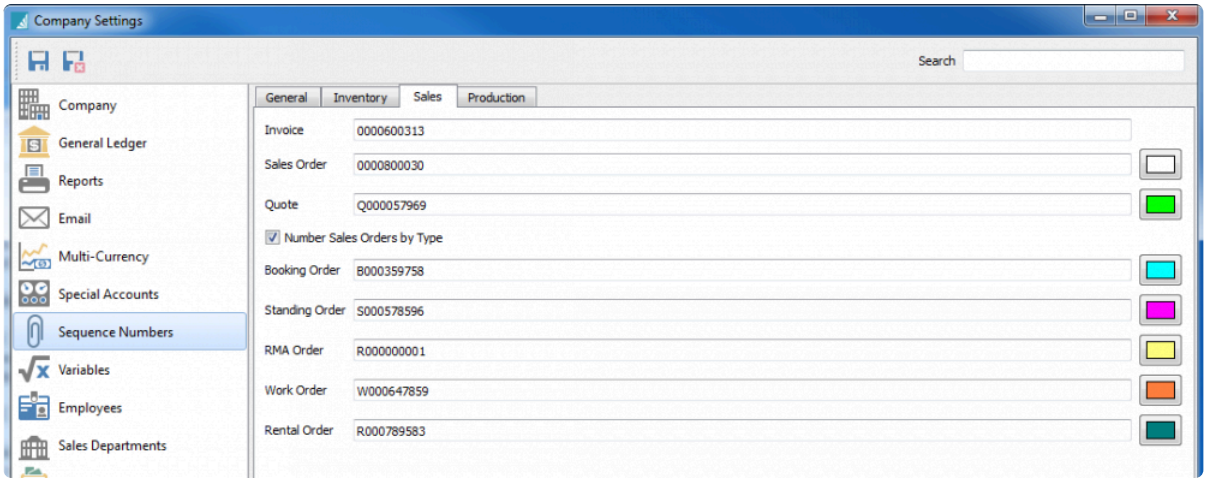


Inventory



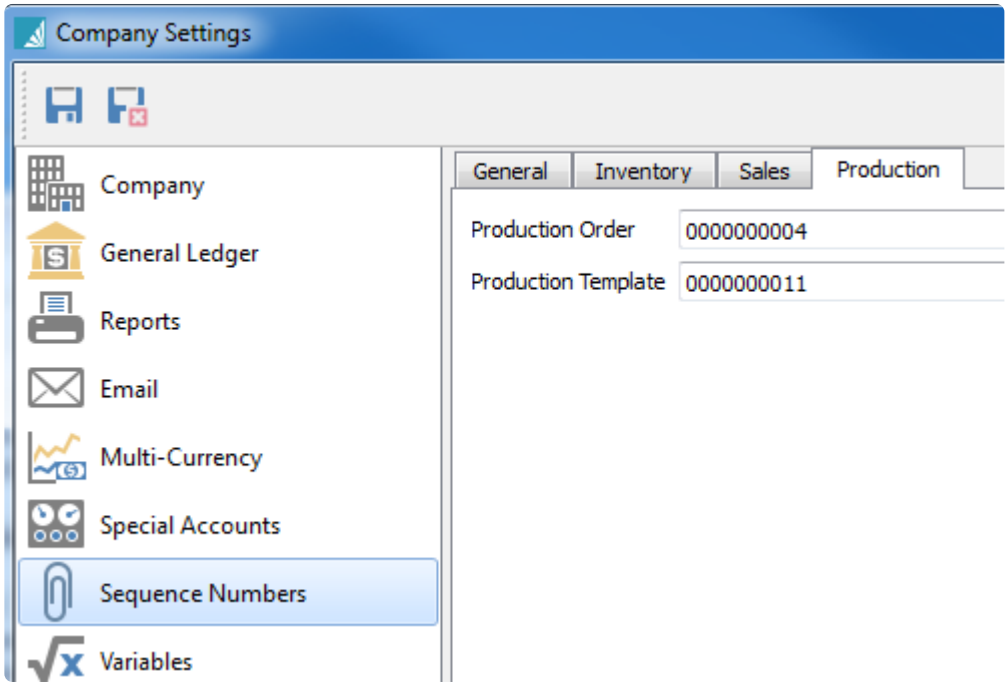
Sales

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



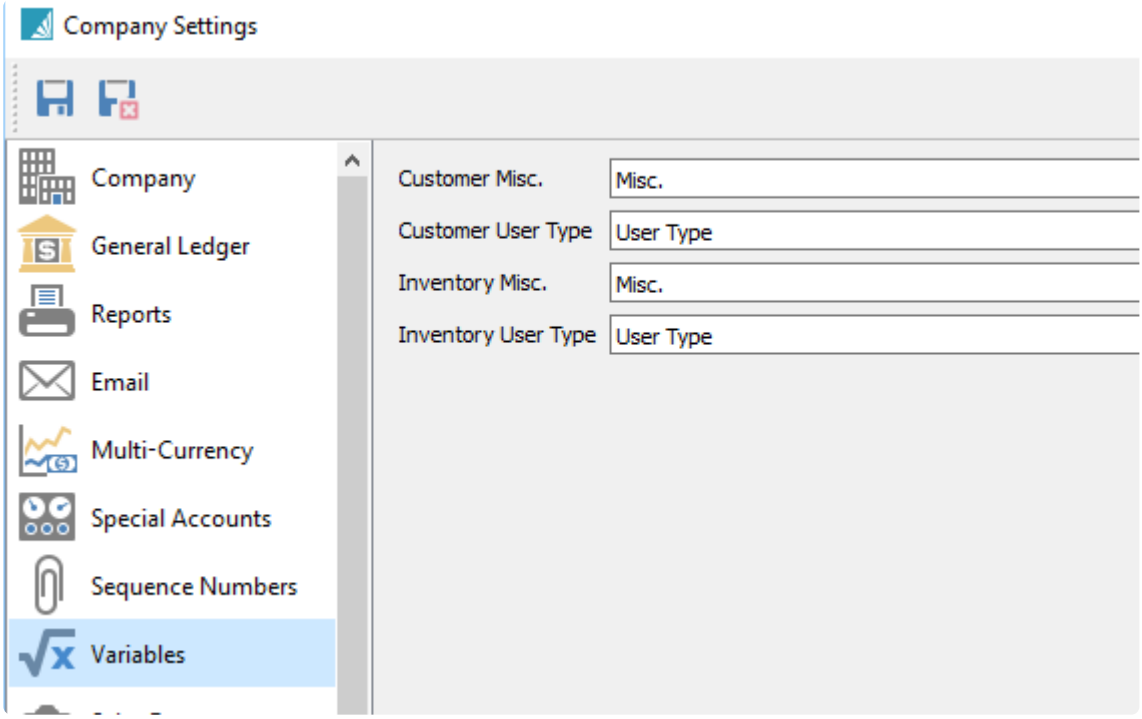
Production

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


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

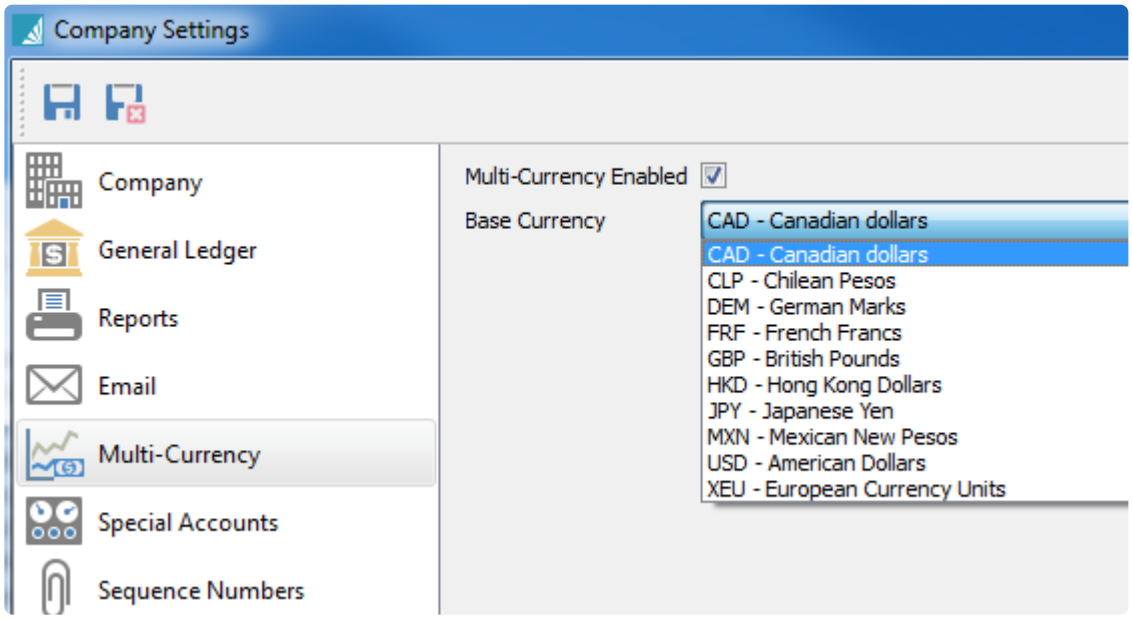
Variables

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



Multi-Currency

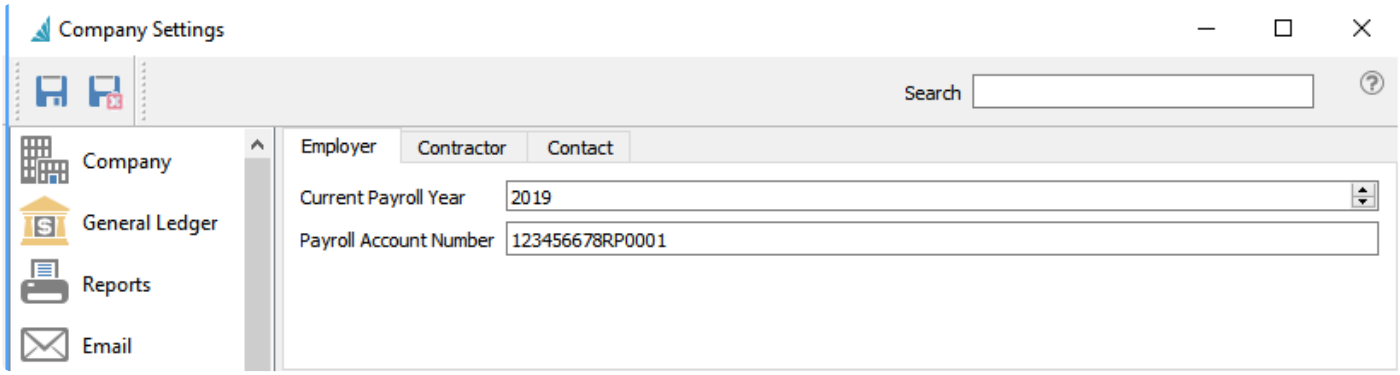
The Multi-Currency section can be enabled if you require currency conversion for customers and vendors in multiple countries. Choose the currency that you conduct your business in.



Payroll

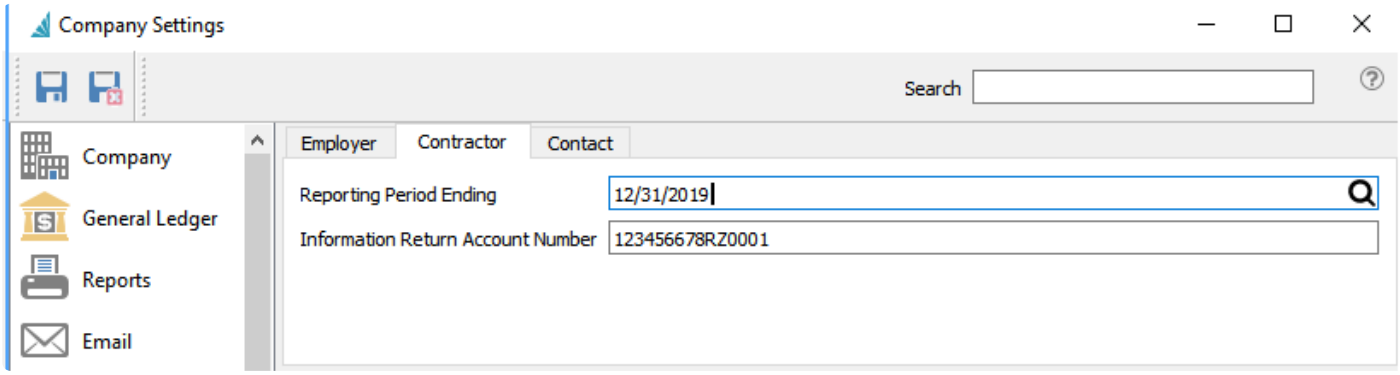
Employer

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



Contractor

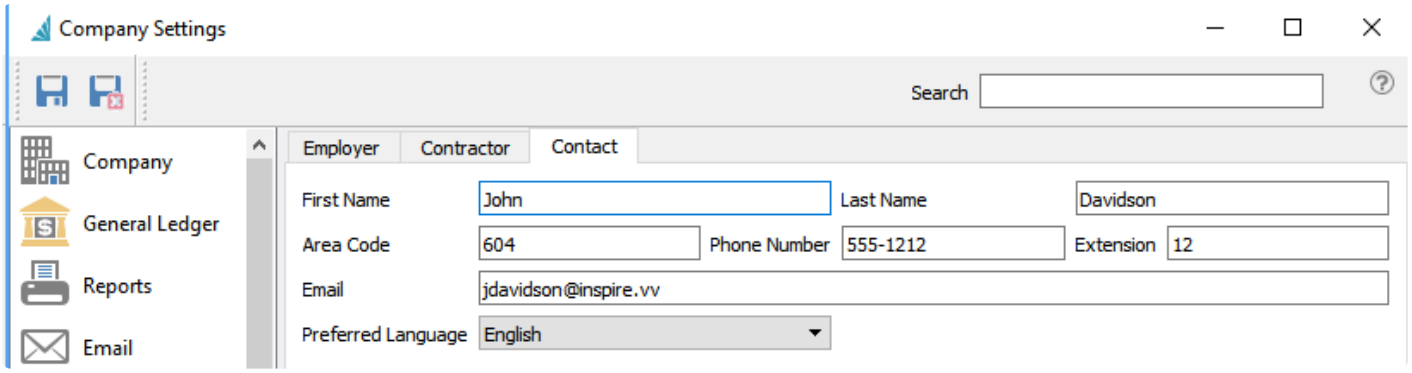
This contractor information is sent along T4As and T5018s when uploaded to Service Canada.



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

Contact

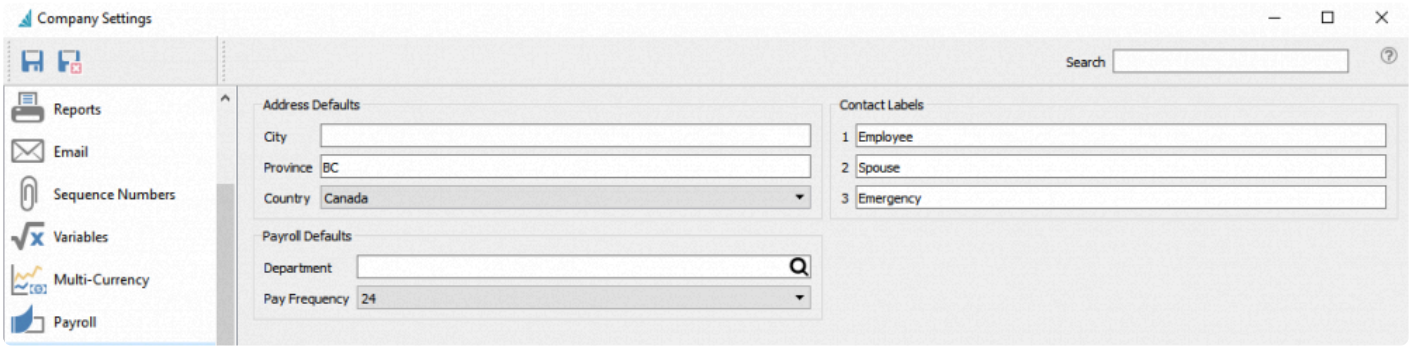
This contact information is sent along with T4s, T4 Summary, ROE's, T4As and T5018s when uploaded to Service Canada



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 Contact Labels for the employee's contact record, the Department the employee works in and the Pay Frequency. It will use these defaults when creating a new employee.



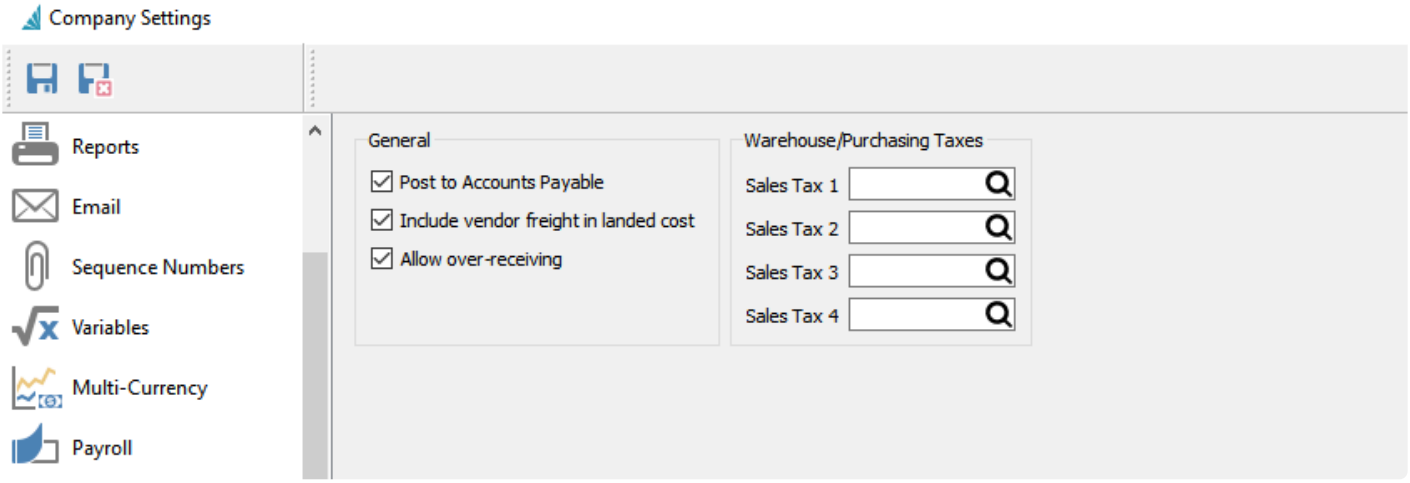
Purchase Orders

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

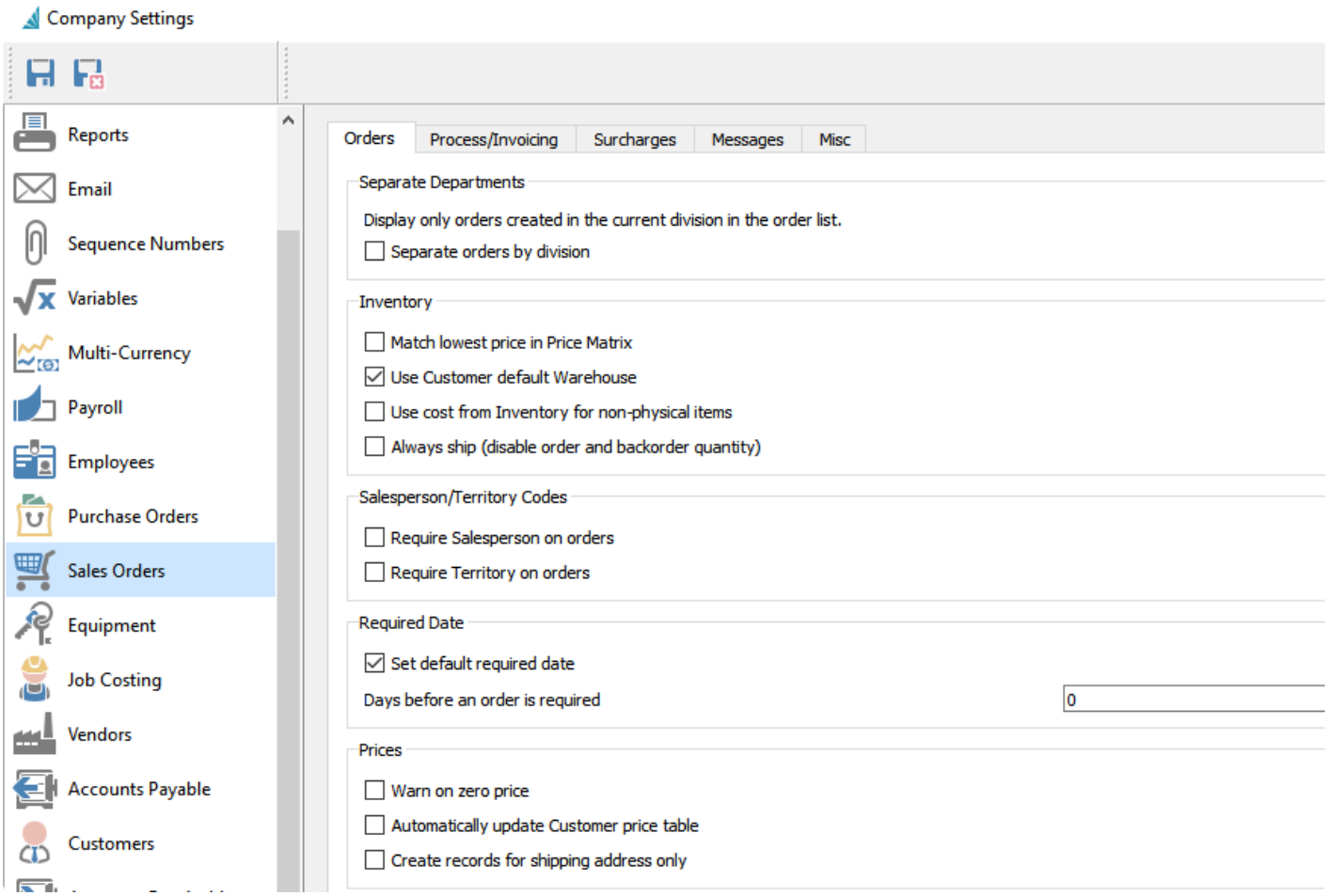
Allow over-receiving – If checked, then the user can receive more than what was ordered on a purchase order.

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

Warehouse/Purchasing Taxes – Set the default taxes that get added to a warehouse and vendor when they are created.



Sales Orders



Orders Tab

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

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

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

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

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

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

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

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

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

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

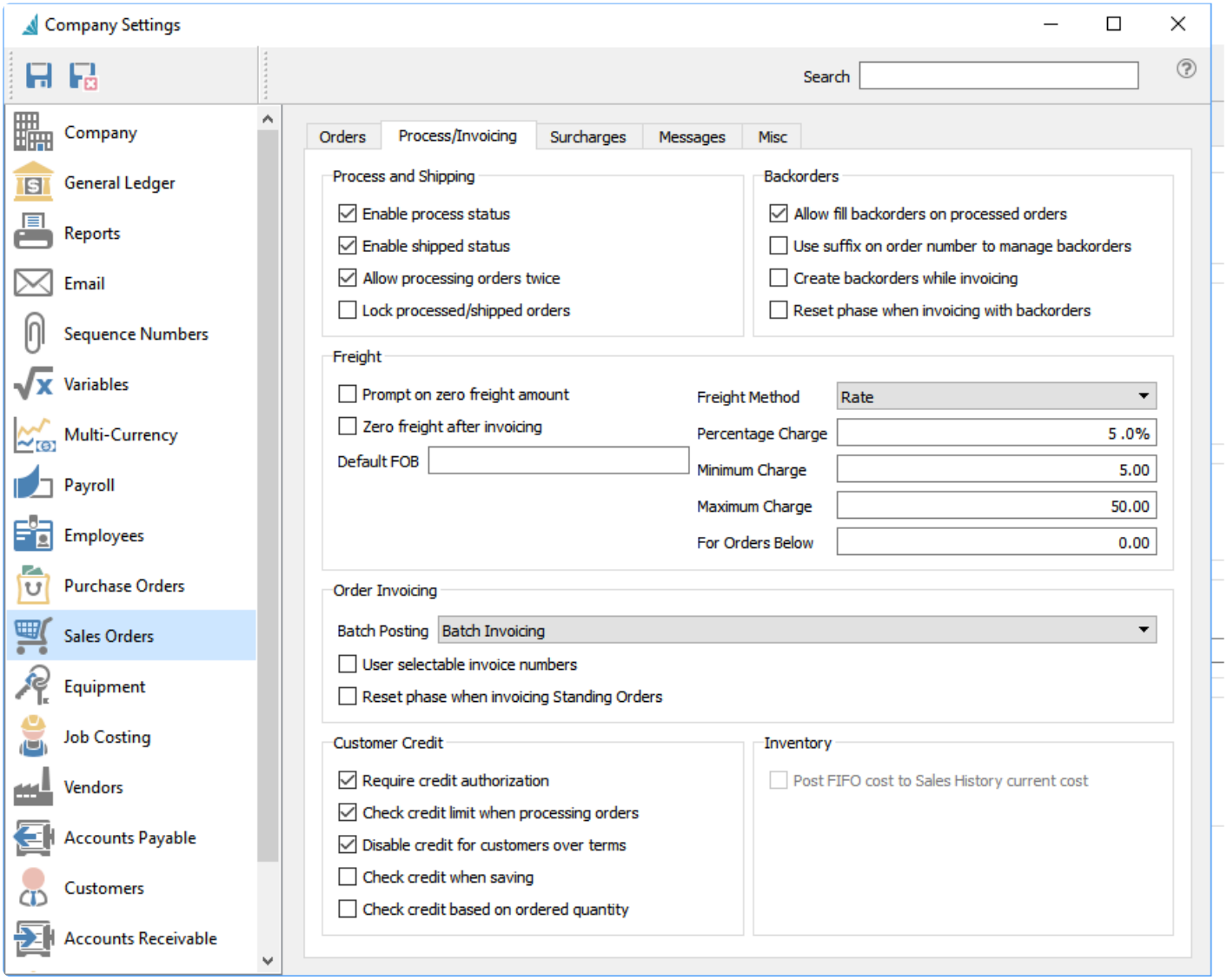
Warn on zero price – Warn user if an item is added to an order without a price.

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

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

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

Processing / Invoicing



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

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

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

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

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

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

Default FOB – FOB that is added to sales orders by default

Freight Method –

- Prompt – User fills in on each order
- Fixed – Fixed amount
- Rate – Percentage of subtotal

Percentage Charge – % charged on shipping method by default.

Minimum Charge – Minimum freight charged.

Maximum Charge – Maximum freight charged.

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

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

Order Invoicing

Batch Posting

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

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

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

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

invoiced.

Customer Credit

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

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

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

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

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

Inventory

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

Backorders

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

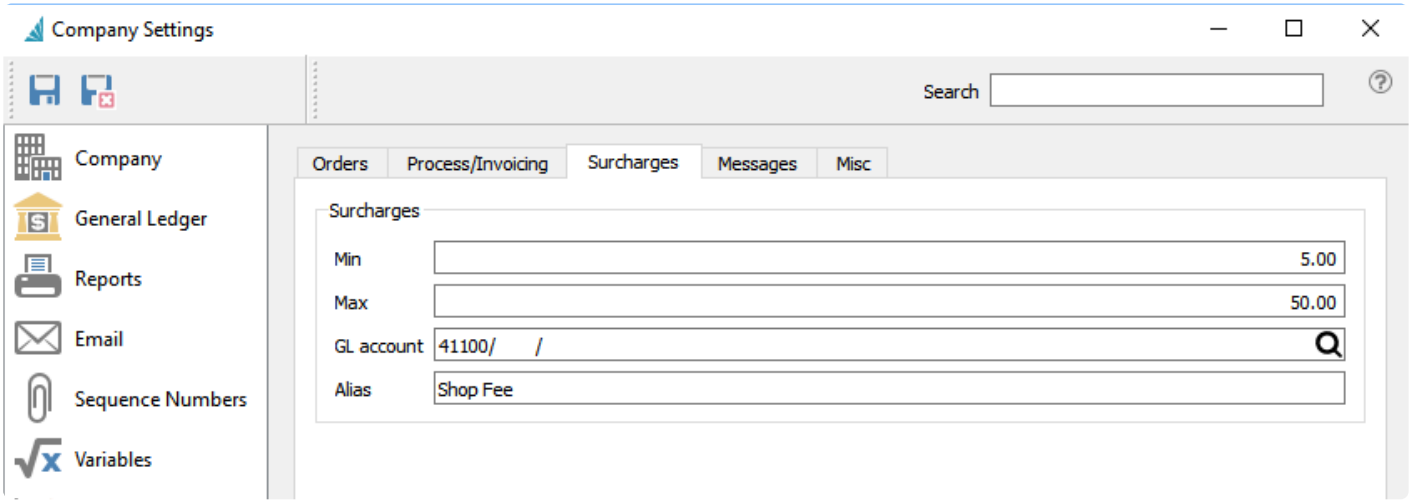
> Not recommended as the order may already be picked.

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

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

Reset phase when invoicing with back orders.

Surcharges



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

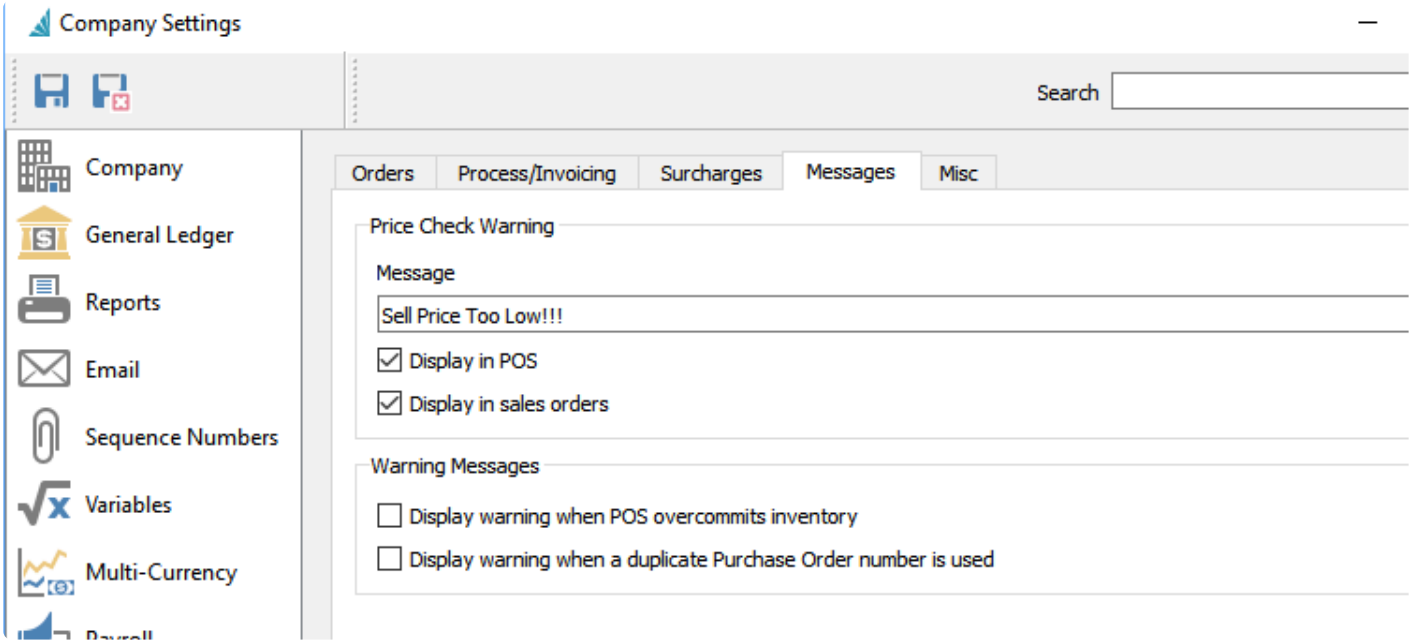
Min – Minimum amount to charge.

Max – Maximum amount to charge.

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

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

Messages



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

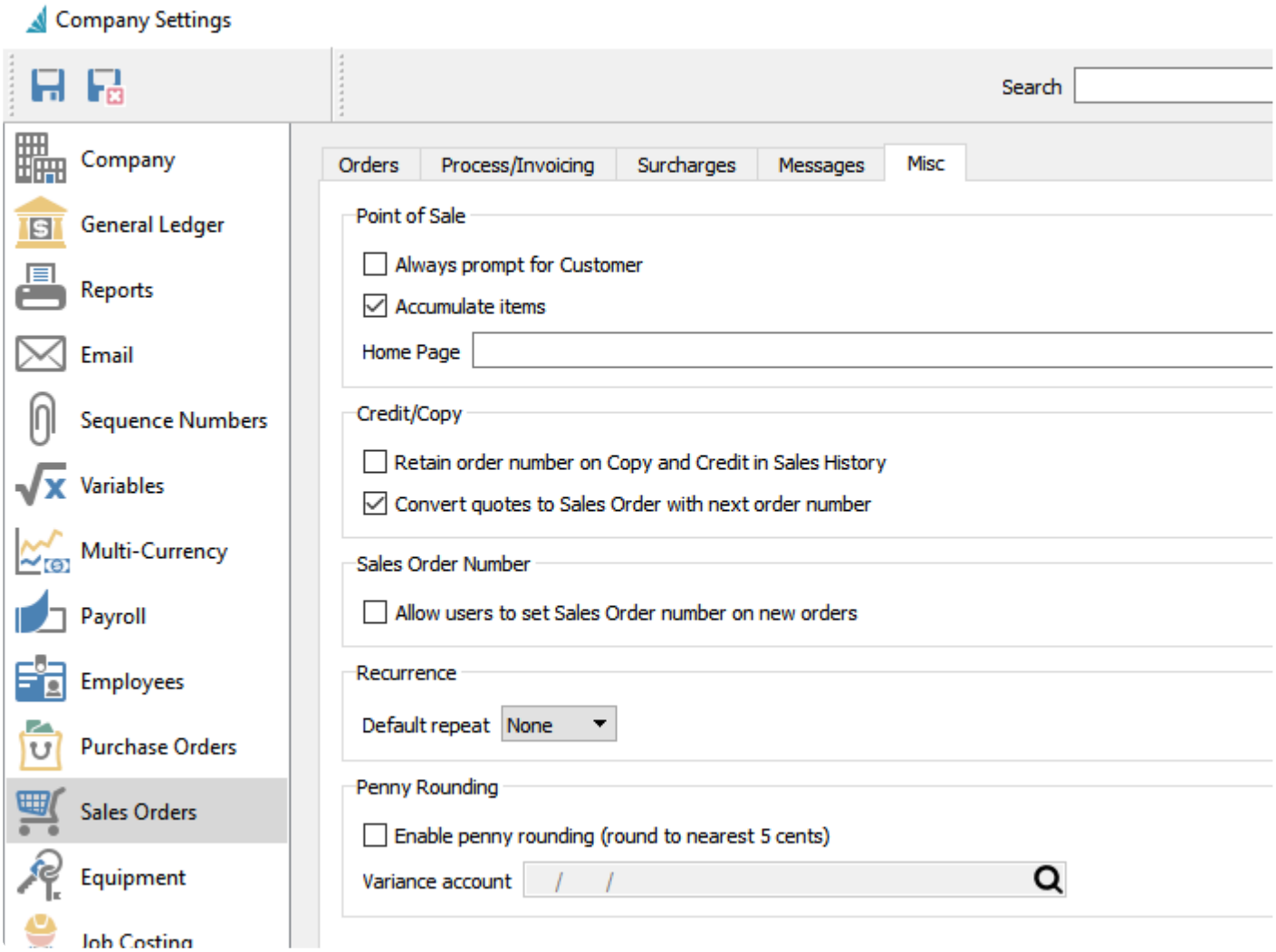
- **Message** – A message is required in order to present a warning dialog.
- **Display in POS** – Display the price check warning in POS.
- **Display in Sales Orders** – Display the price check warning in Sales Order.

Warning Messages

Display warning when POS over commits inventory.

Display warning when a duplicate purchase order number is used.

Misc



Point of Sale

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

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

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

Credit/Copy

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

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

Sales Order Number

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

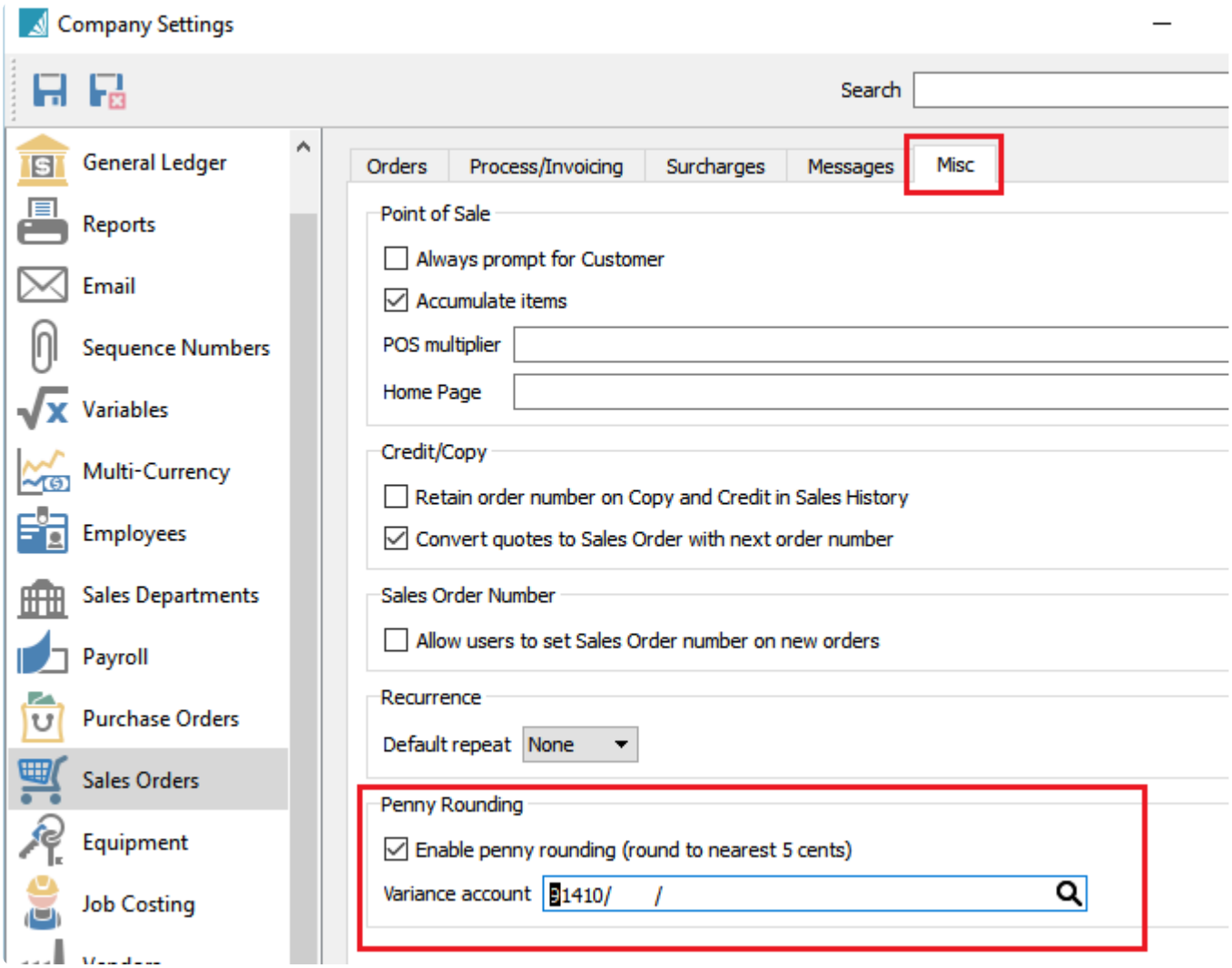
Recurrence

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

Penny Rounding

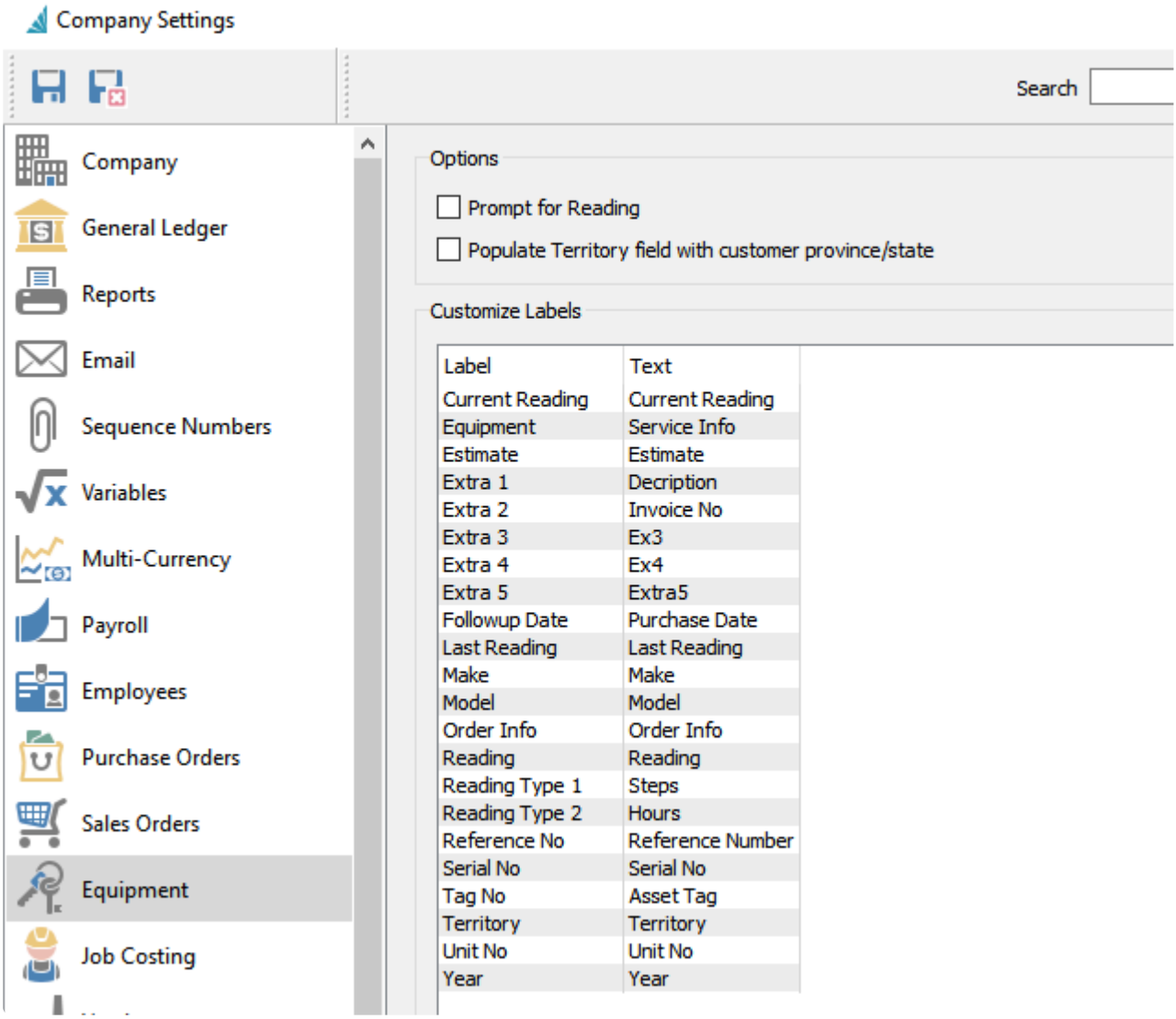
Enable penny rounding (round to nearest 5 cents) – This setting rounds cash payments to the nearest 5 cents.

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


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

Equipment

The optional “Service Manager” module is configurable to match a companies requirements. Each field in the module can be named as required.



Prompt for Reading – The field called ‘Reading’, by default is for when an item is serviced that has a counter like mileage or hours. If this option is selected then a work order gets a warning on save, if this field does not have an number in it.

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

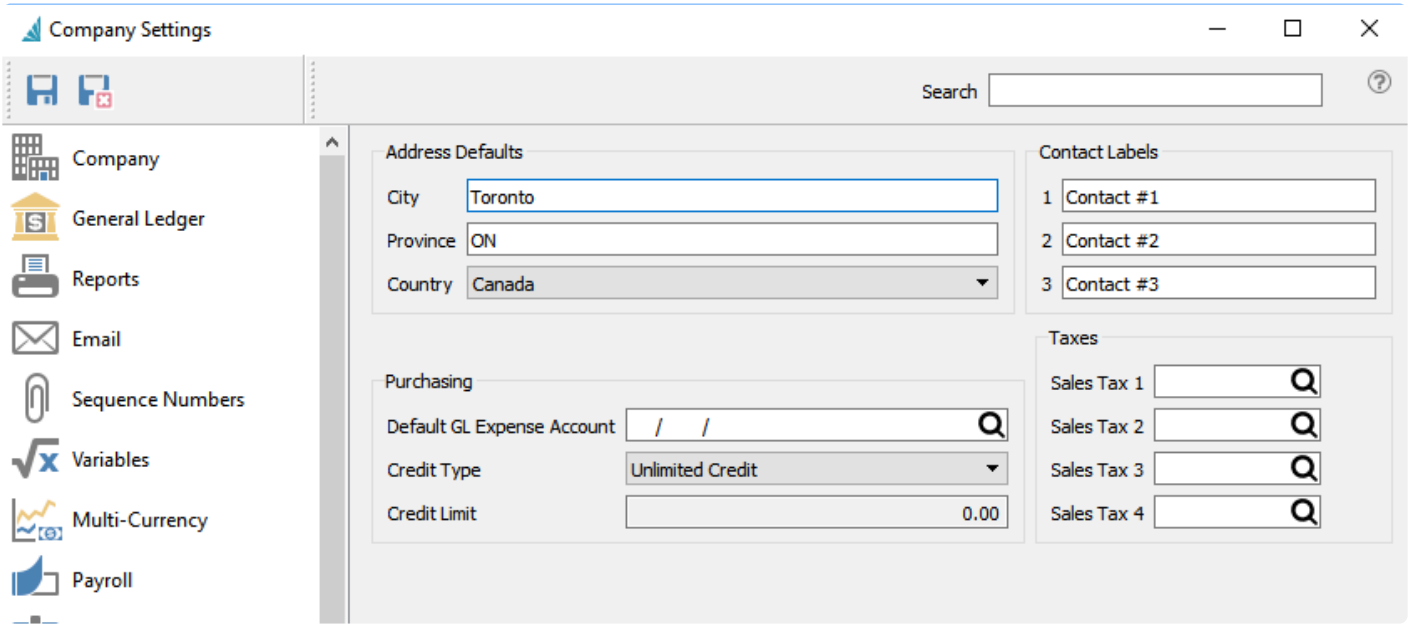
Label – The name of the field as it is stored in the database

Text – The name that appears on screen and what is printed on default reports.

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 that will be used when creating a new vendor.

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

Purchasing

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

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

Credit Limit – Default credit limit for a new vendor.

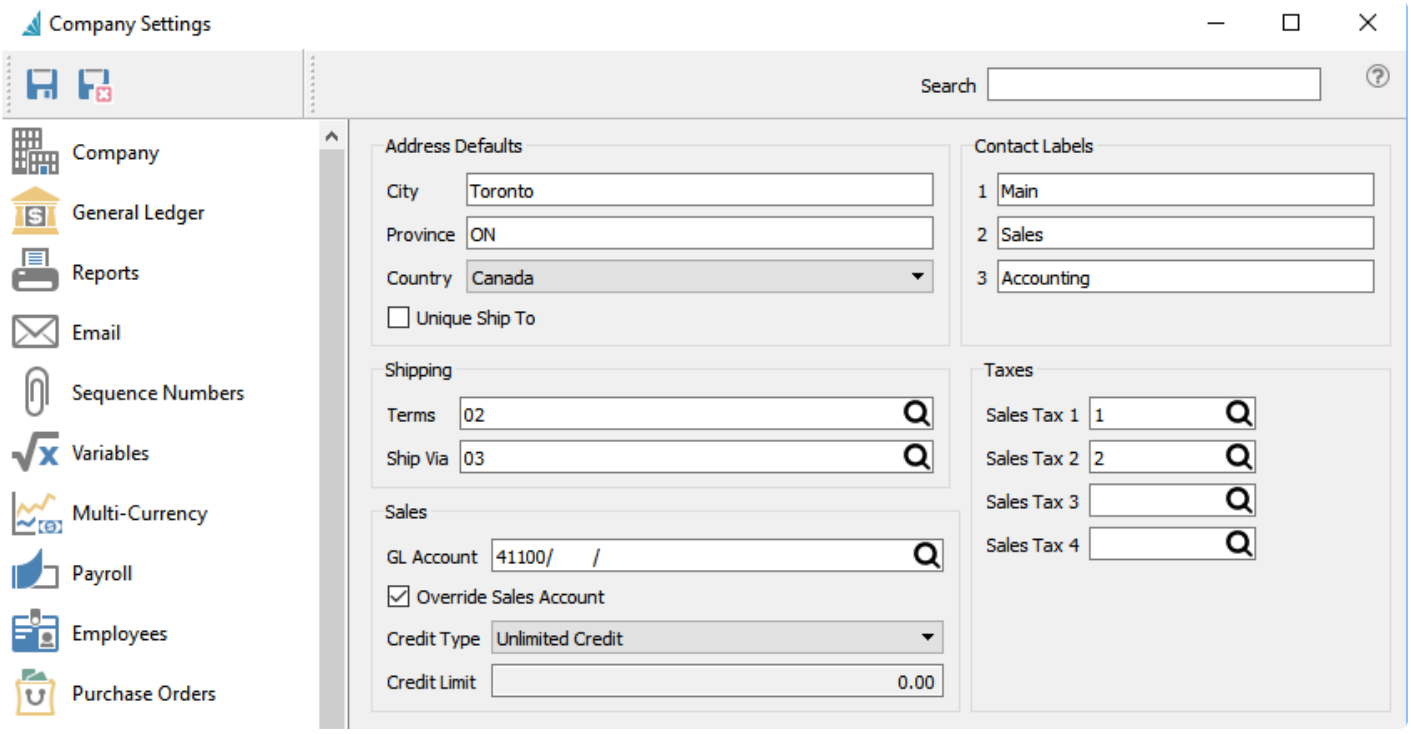
Sales Taxes 1 -4 – The default taxes that are applied when creating a new vendor.

Accounts Payable

Aging Periods – Select 4 aging periods.

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

Customers



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

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

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

Shipping

Terms – Customers default terms.

Ship Via – Customers default shipping method.

Taxes

Taxes – Default taxes for a new customer.

Sales

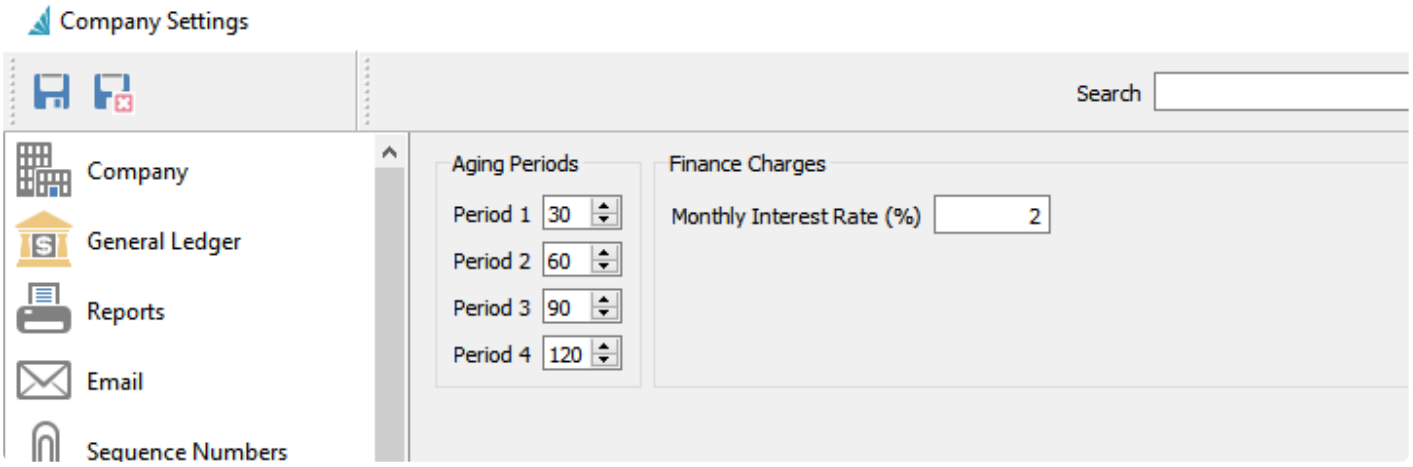
GL Account – Default GL account that will be used for a customer if the setting to override the inventory sales account is selected (below).

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

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

Credit Limit – Default credit limit for a new customer.

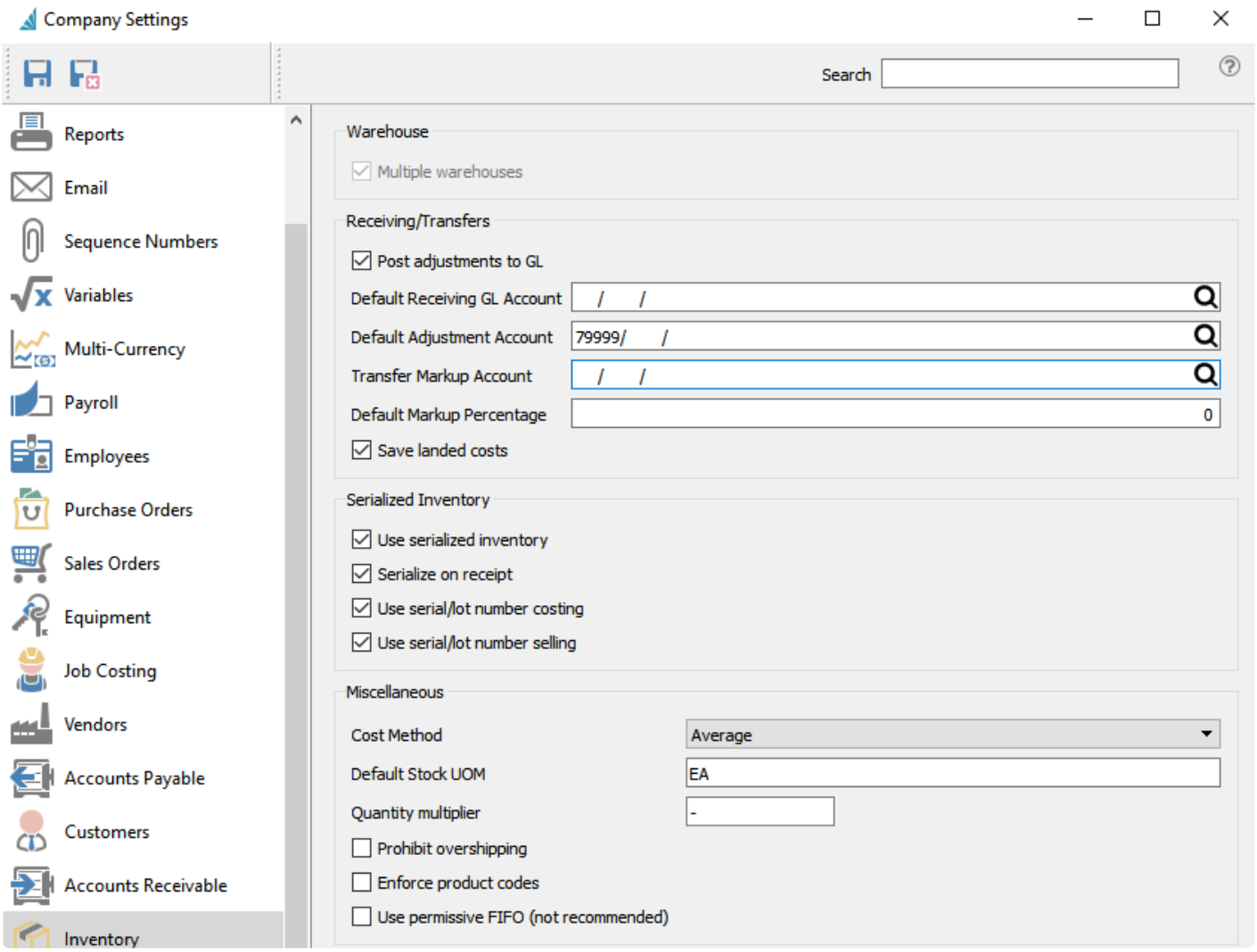
Accounts Receivable



Aging Periods – Select 4 aging periods.

Monthly Interest Rate – Interest rate to charge in AR.

Inventory



Warehouse

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

Receiving/Transfers

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

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

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

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

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

Serialized Inventory

Use Serialized Inventory – Use serial numbers. Note that this setting is also used to activate the lot numbering option for items.

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

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

Miscellaneous

Cost Method – Choose Average or FIFO

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

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.

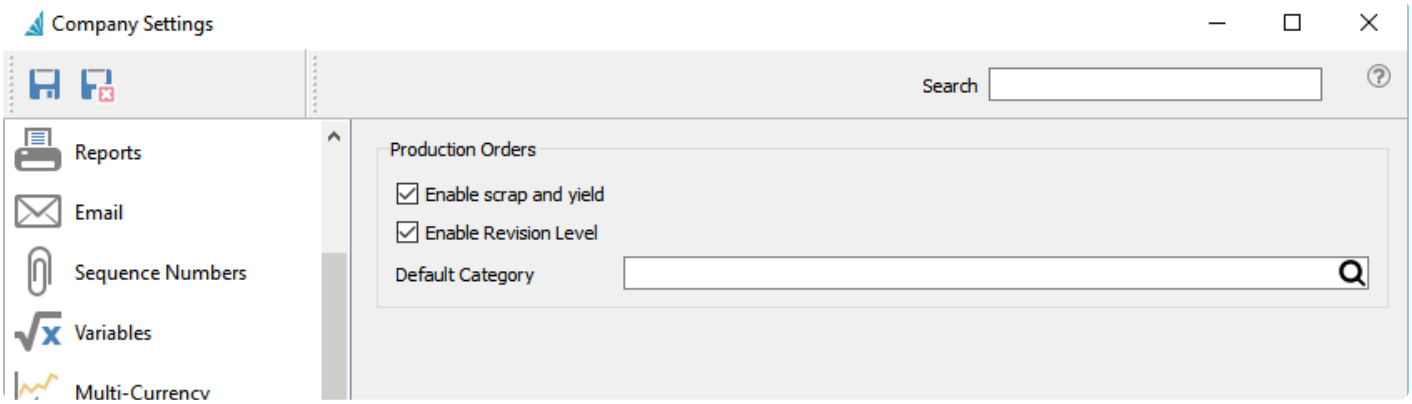
Prohibit overshipping – Inventory cannot be consumed below zero on hand.

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

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

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

Production



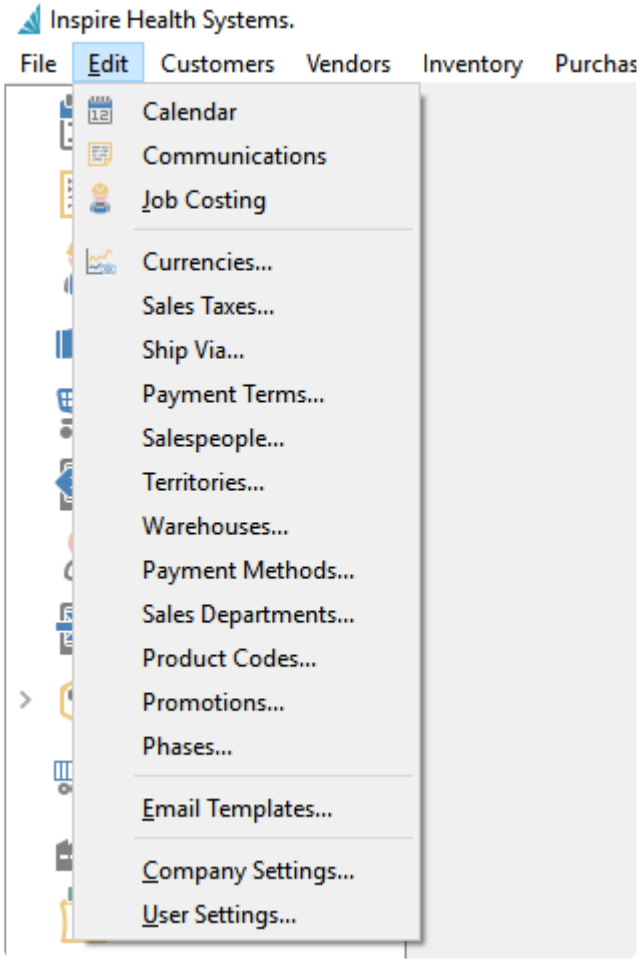
Enable Scrap and Yield – Enable if scrap and yield need to be tracked.

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

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

Settings

These setup items are found under Edit.



Calendar

Go to Calendar by selecting ‘Edit->Calendar’ See Calendar instructions here.

Communications

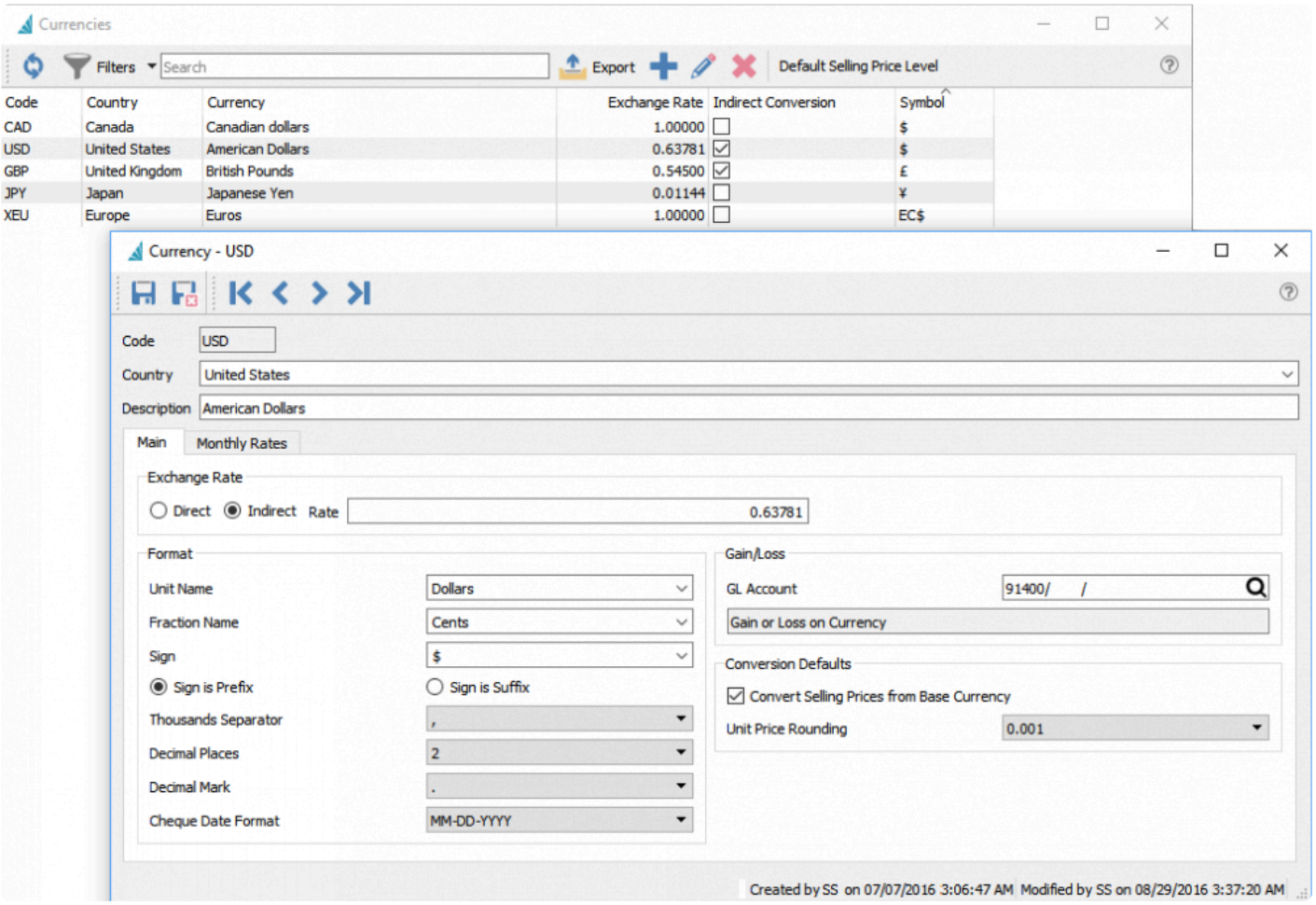
Go to communications by selecting ‘Edit->Communications’ See Communications instructions here.

Job Costing

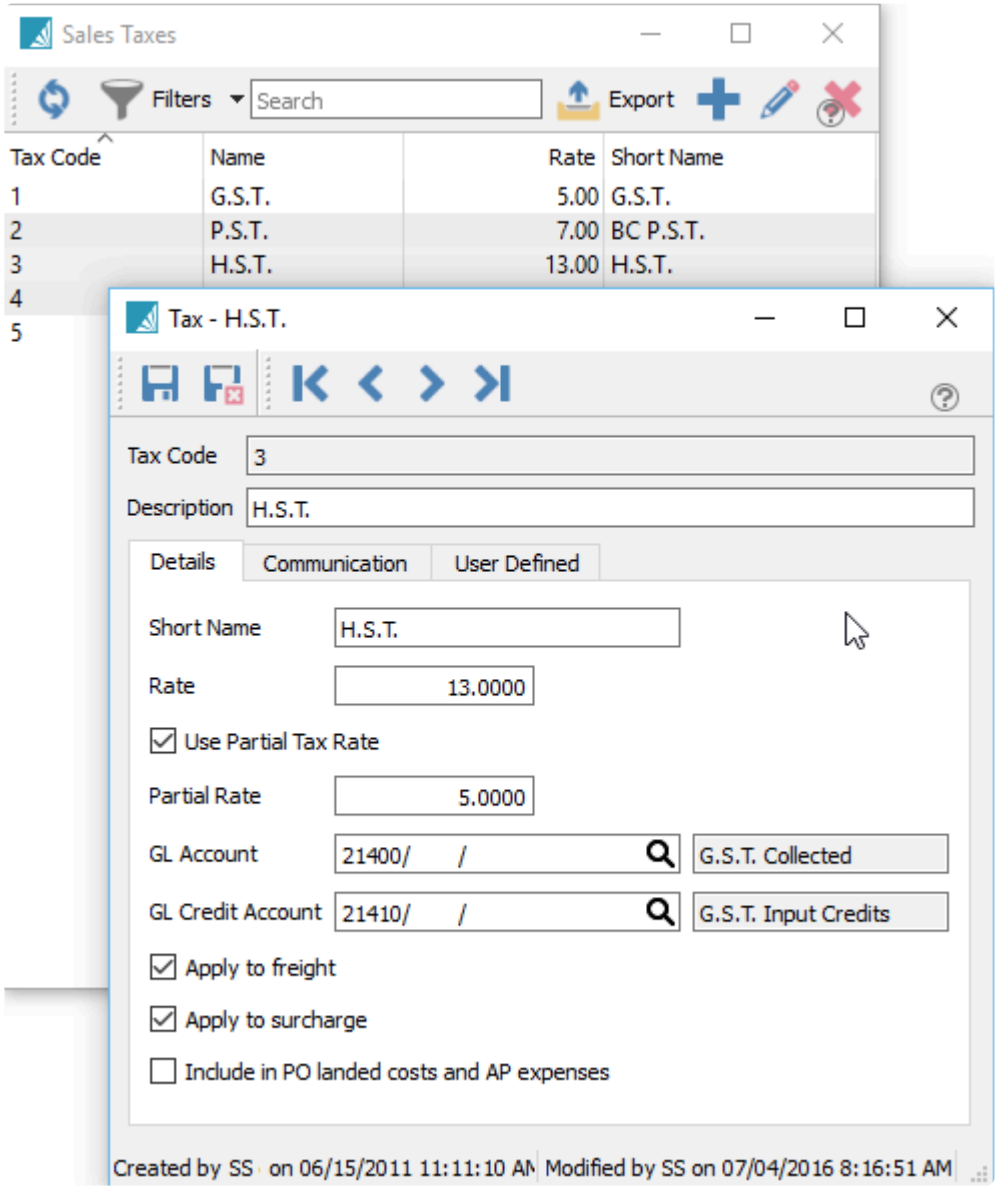
Go to Job Costing by selecting ‘Edit->Job Costing’ See Job Cost Instructions here.

Currencies

The settings to add or edit currencies is found under the top menu in “Edit”. Select “Currencies” See Currency Instructions here.



Sales Taxes



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

Description – Description of the tax.

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

Rate – The percentage rate to charge for this tax.

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

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

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

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

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

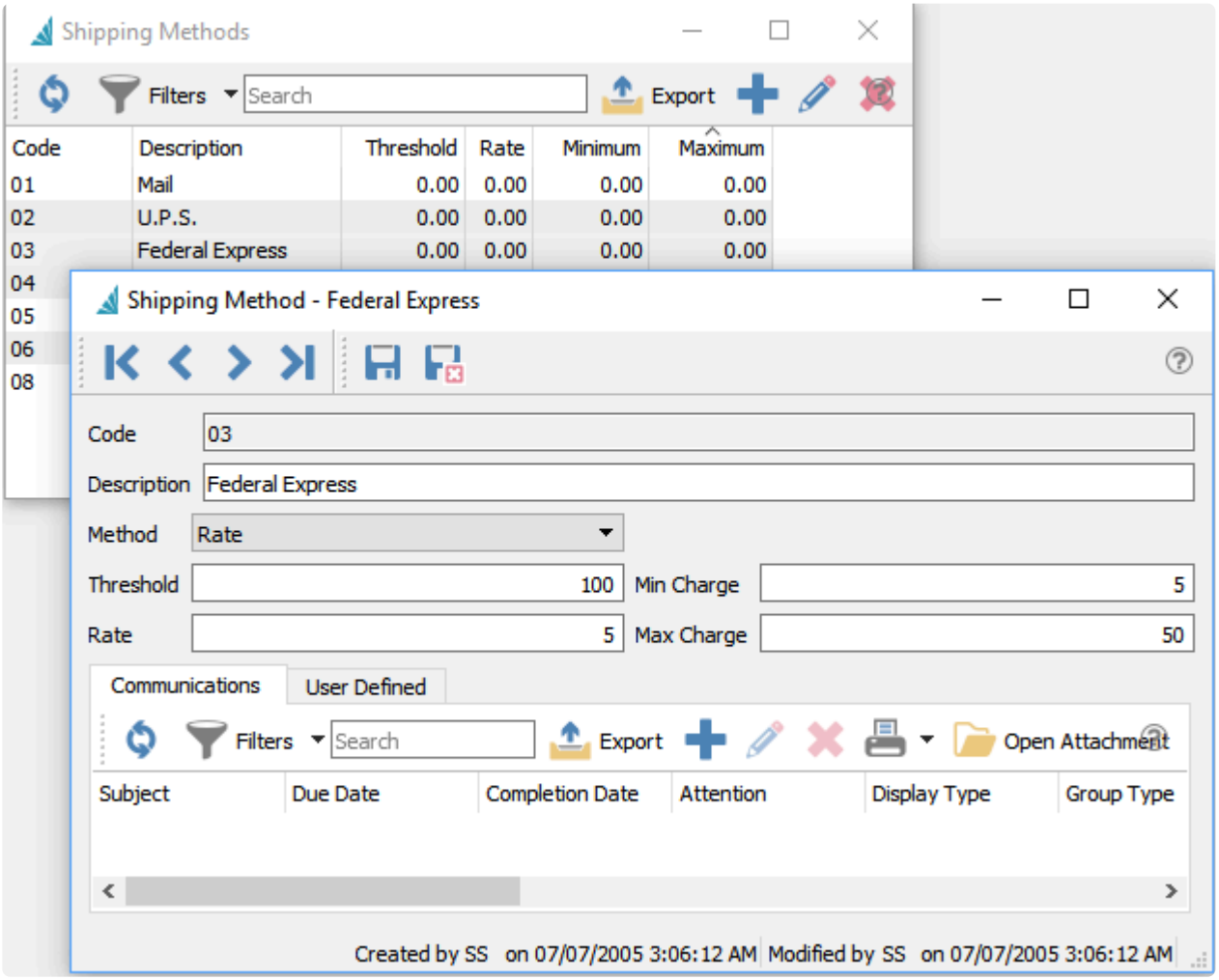
Apply to surcharge – Is this tax to be applied to sales invoice surcharges as setup in Company Settings/ Sales Orders/Surcharges.

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

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

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

Ship Via



Code – A code of up to 10 digits.

Description – Description of the shipping method.

Method – How to charge the shipping fee.

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

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

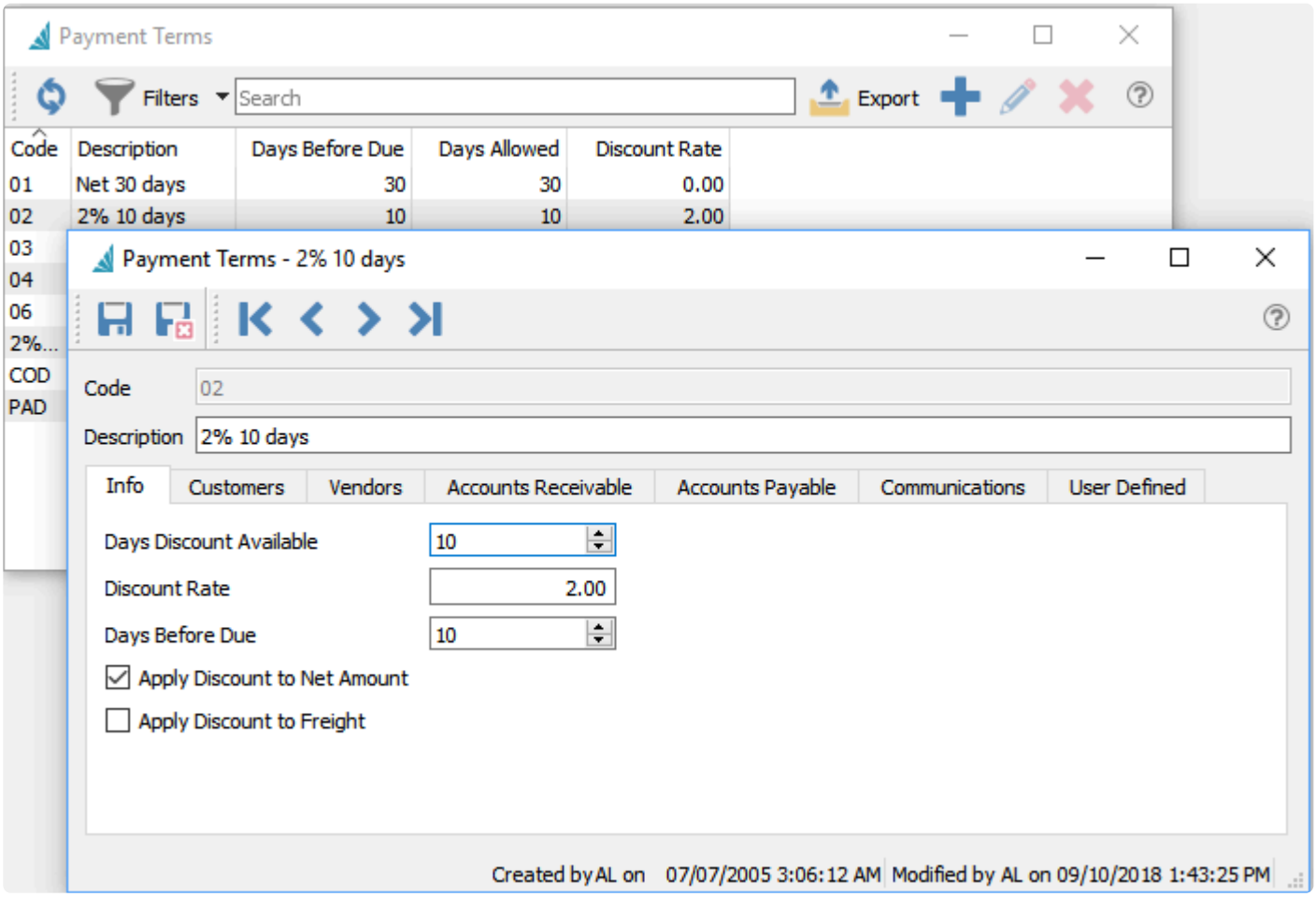
Rate – Percentage to charge for freight.

Min Charge – The minimum to charge for freight.

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

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

Payment Terms



Code – The code for this Payment Term.

Description – The description of the terms.

Days Available – Days available for a discount.

Discount Rate – The discount if paid before days available.

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

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

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

Payment Terms Tabs

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

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

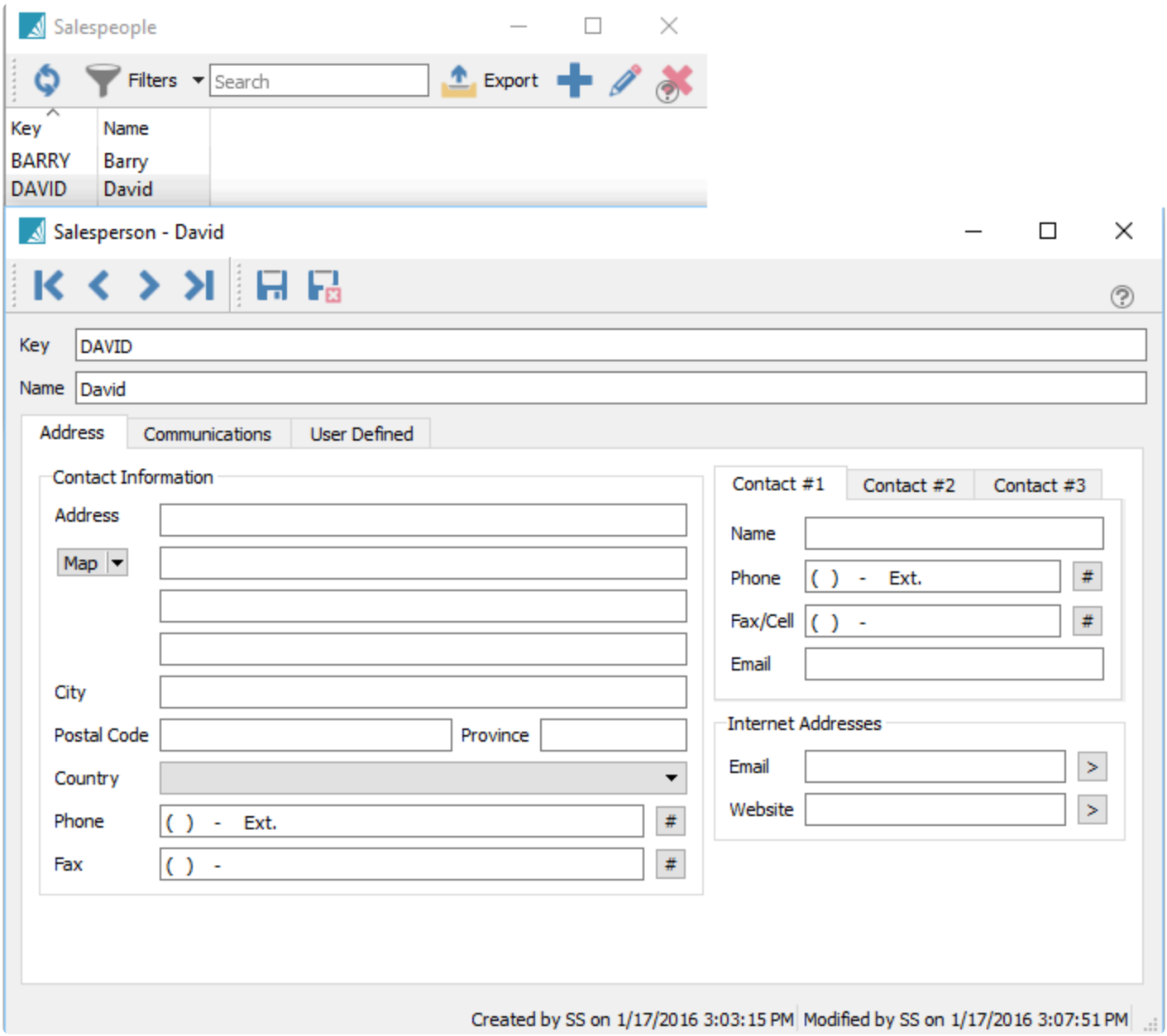
Accounts Receivable – The open AR entries that have these terms.

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

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

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

Salespeople



Code – The code for this salesperson.

Name – The name of the salesperson.

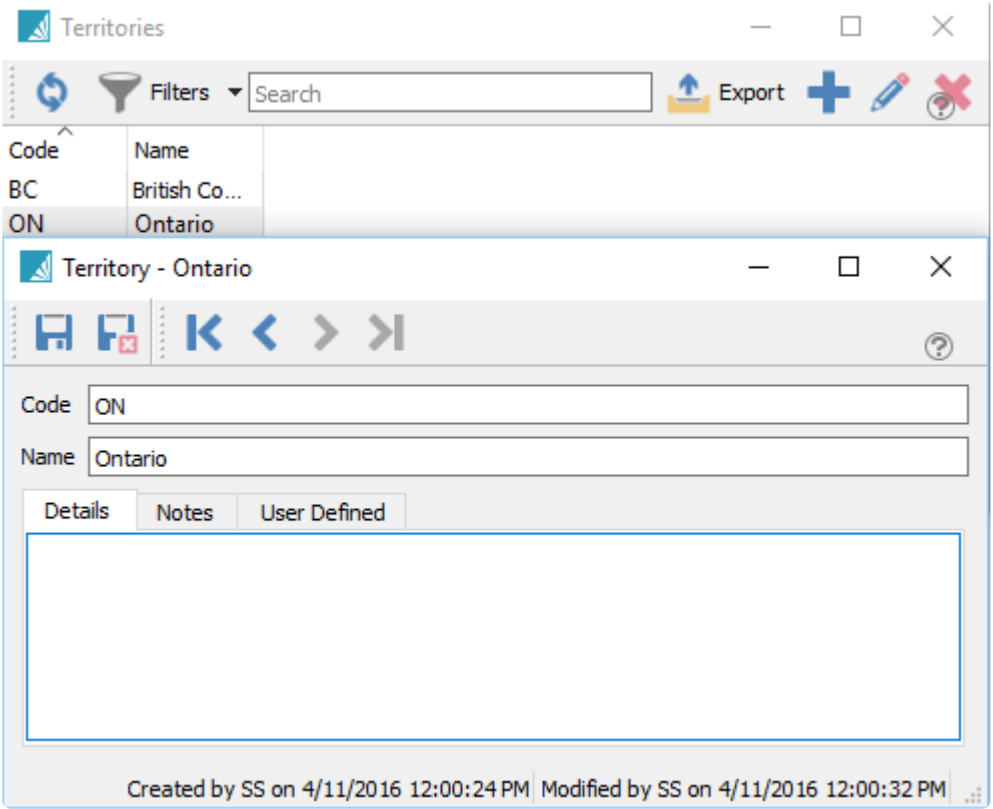
Address – The salesperson's address.

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

Communications – Any number of notes can be added to salespeople

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

Territories



Code – The code for this territory.

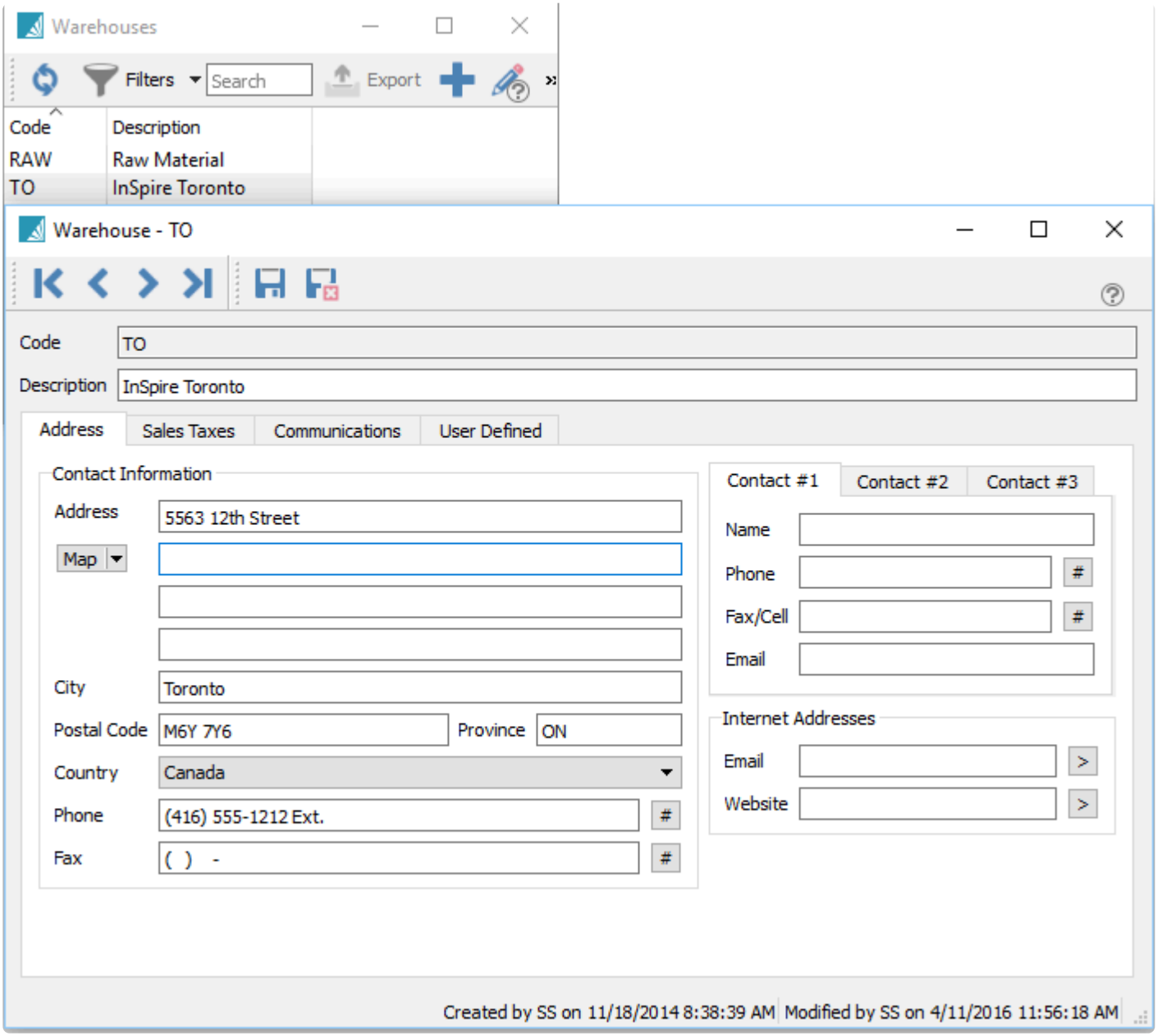
Name – The name of the territory.

Details – Detailed notes can be added to the territory.

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

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

Warehouses



Code – The code assigned to this warehouse

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

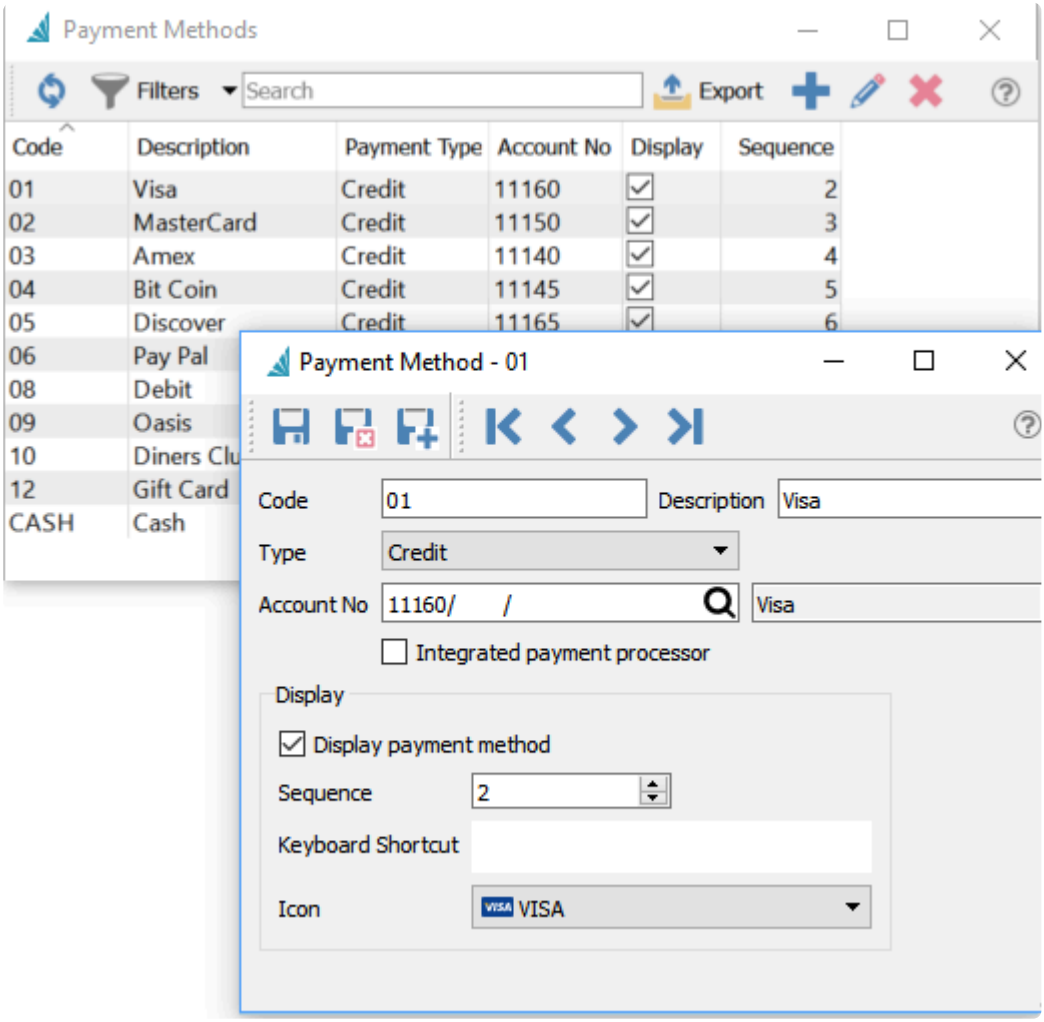
Address – The address of this warehouse which is available to print on purchase orders and other reports.

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

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

Payment Methods

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



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

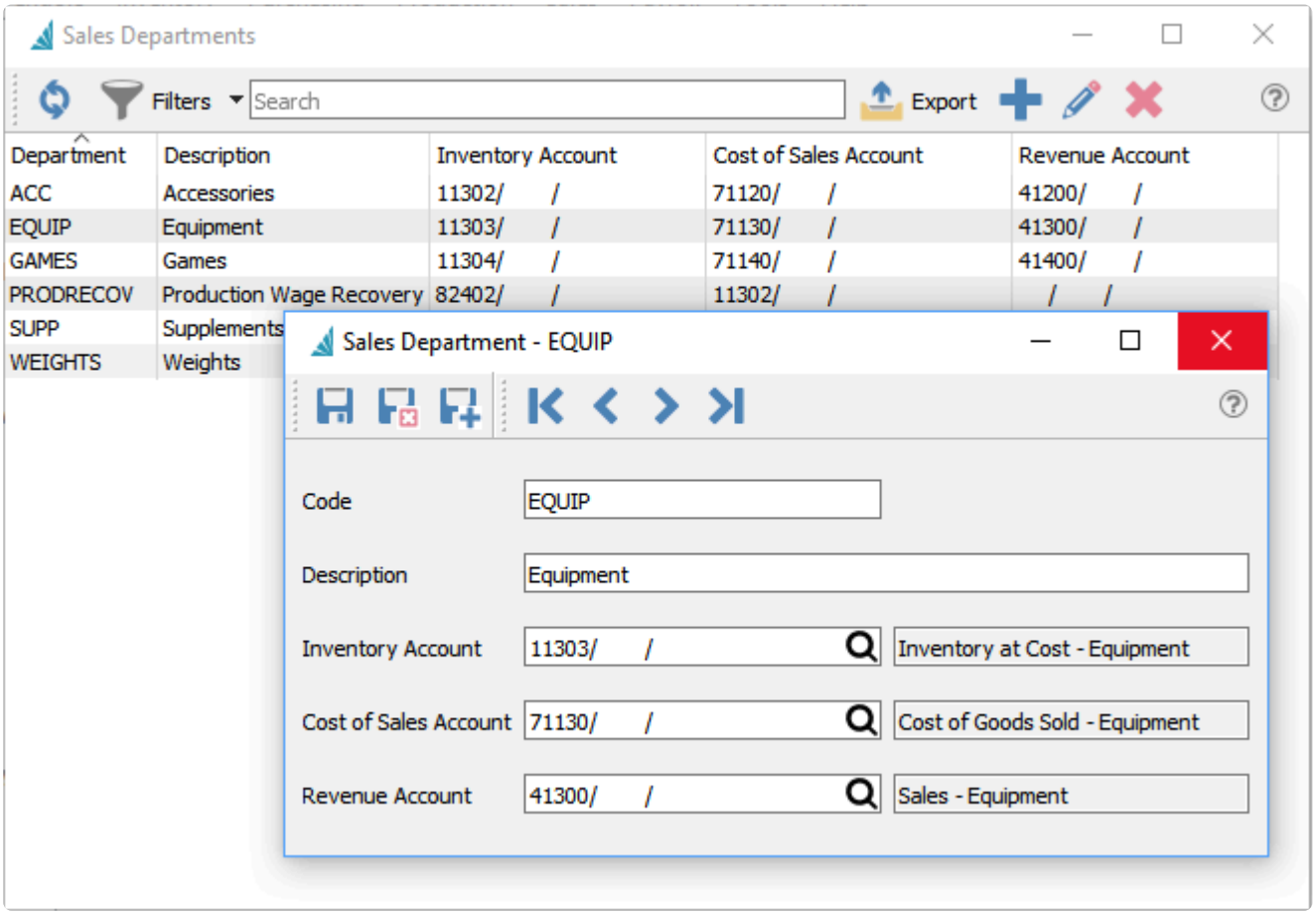
- Keyboard Shortcut – The key that invokes the payment method
- Icon – An icon for the method to display to the users

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

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

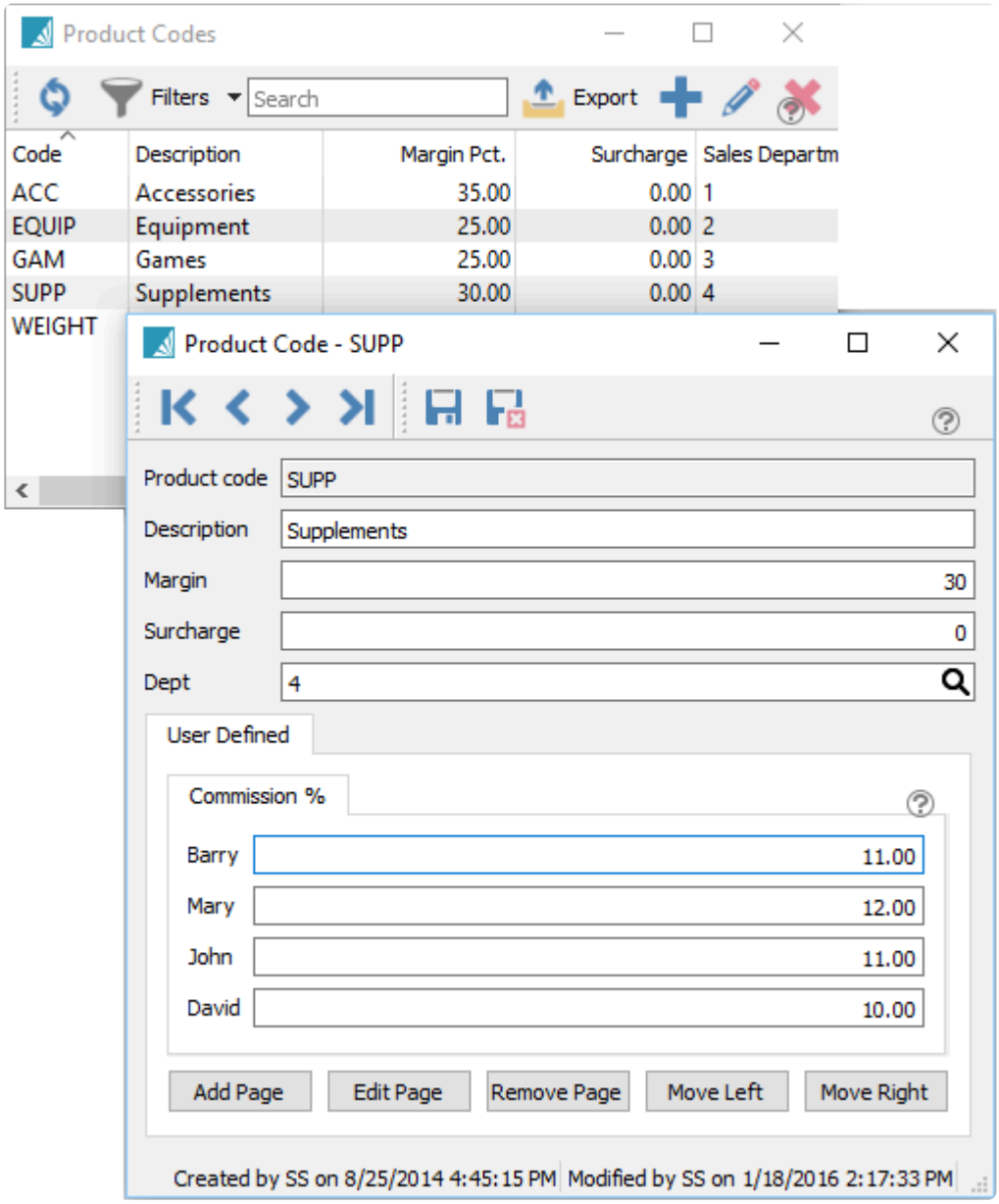
Sales Departments

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



Note : This is no longer limited to being a numeric 1-200. If using numeric codes currently, the user can edit them to a meaningful alpha numeric code.

Product Codes

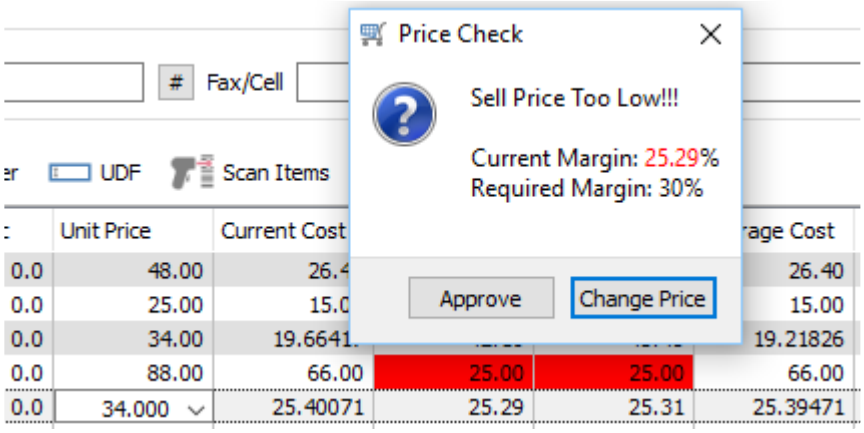


Product Code – Assign a code to the product.

Description – The description of the product code.

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

selling below margin. This message is set up in Company Settings/Sales Orders/Messages/Message. It can be set to pop up on a sales order and/or POS. The user can choose to accept the price or edit it.

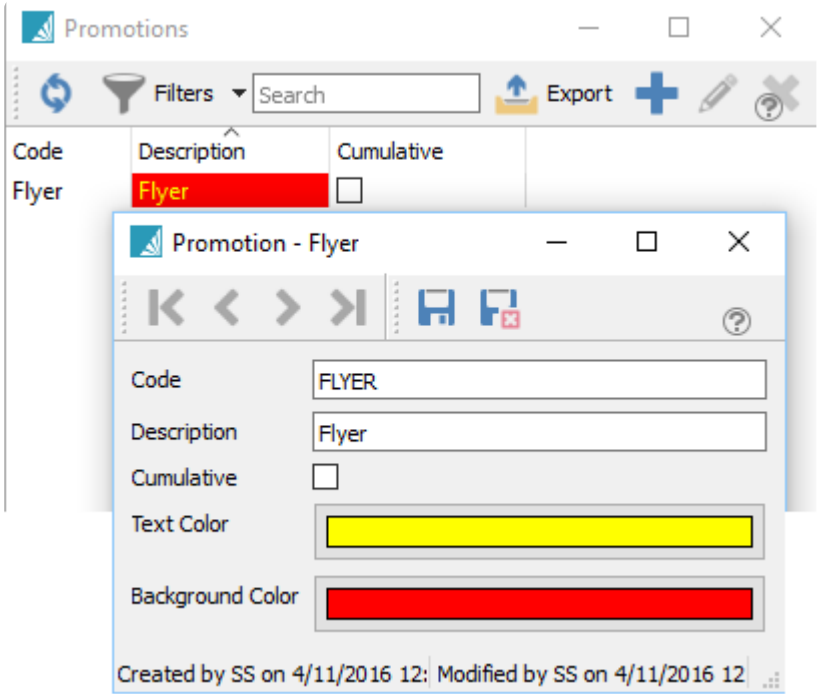


Surcharge – The surcharge is calculated based on the percentage put onto the inventory product code. It can be overridden by the user.

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

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

Promotions



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

Code – A code for this promotion

Description – The description of the promotion code

Cumulative – When checked, and quantity break pricing is used, all items that have the same promotion code will participate toward the quantity calculation of the quantity break. This allows different items, each of which might not achieve a quantity price, to be grouped together so a quantity price is offered.

> Example: We have a promotion code established called “WEIGHT”. The promotion is set to “accumulate”. 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.

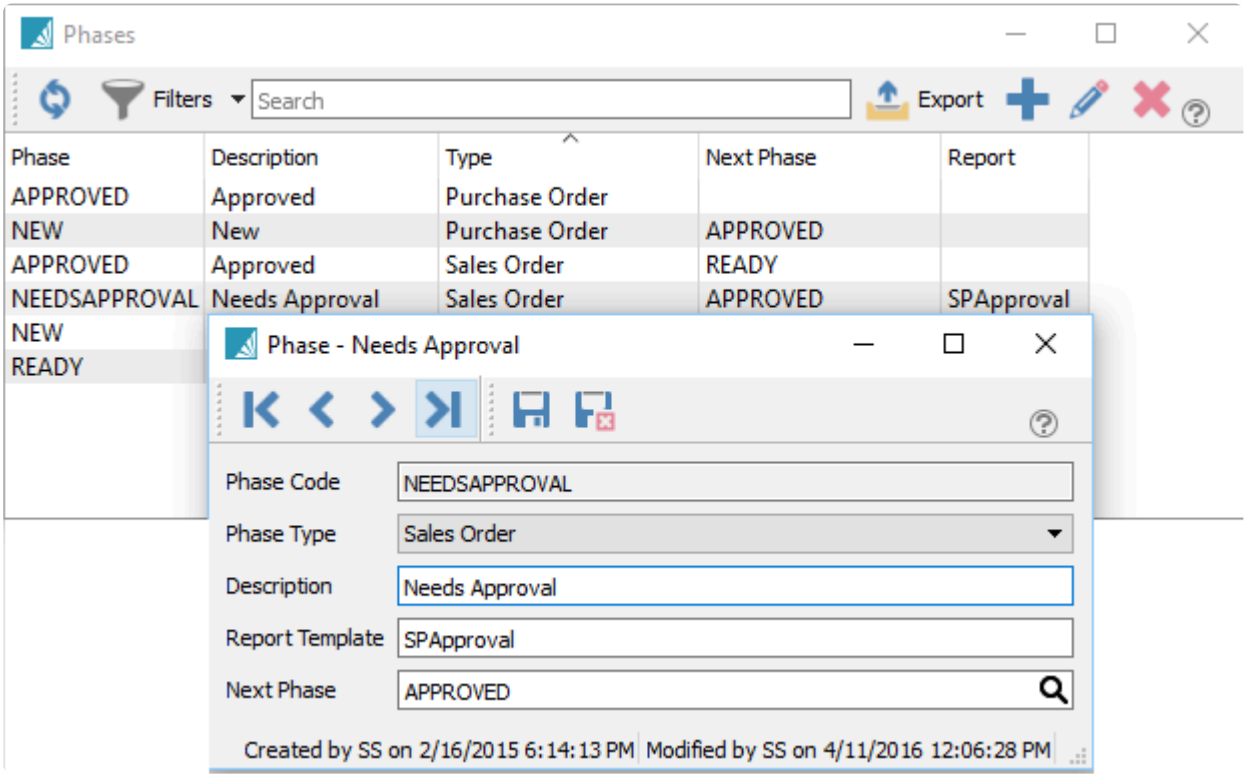
Text Colour – The colour of the text for this promo code.

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

Video Instruction

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

Phases



Phase Code – A code for this phase

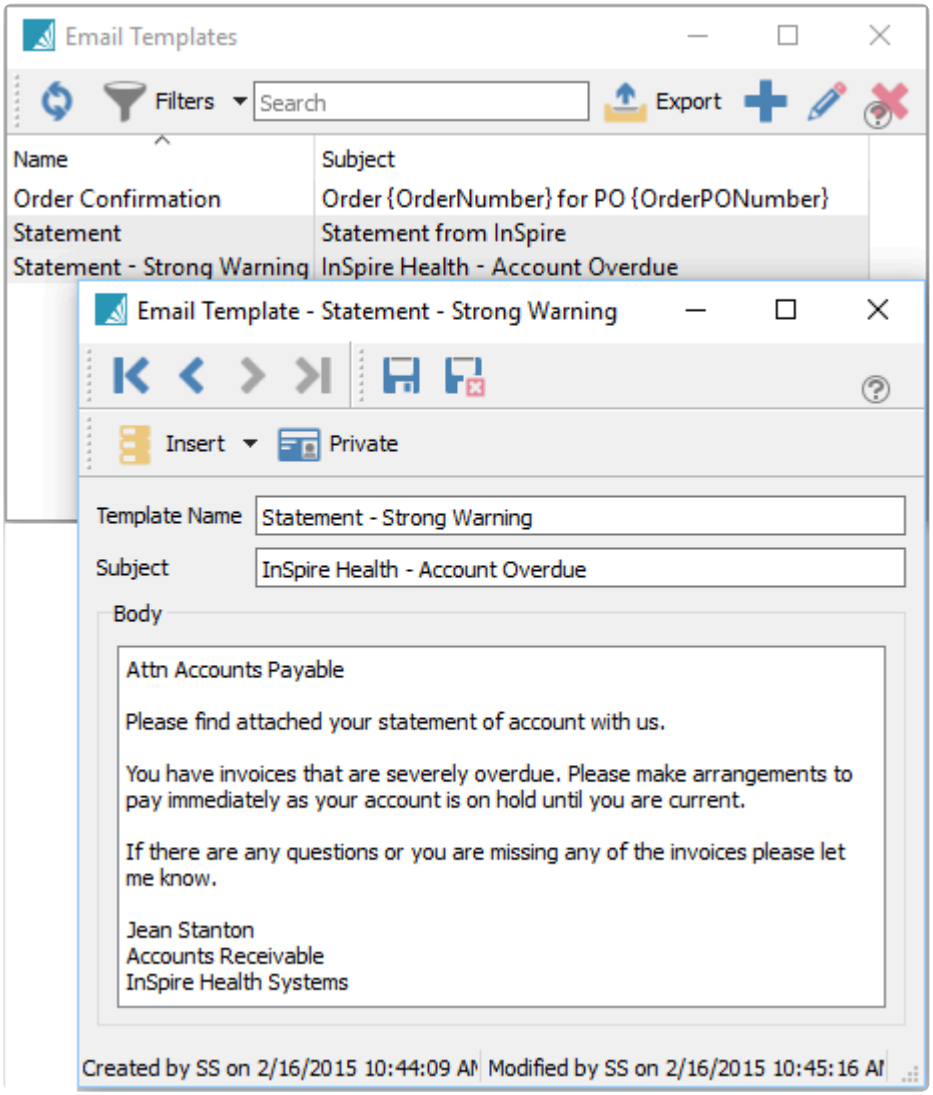
Phase Type – Select Sales Order, Production Order or Purchase Order. This phase will be only available within that module.

Description – A description for the phase.

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

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

Email Templates



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

Insert – User can insert merge fields into the template

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

Template Name – Meaningful name for the template.

Subject – The email subject for the template.

Body – The contents of the email.

Video Instructions – Email Templates

Company Settings

Go to company settings by selecting ‘Edit->Company Settings’

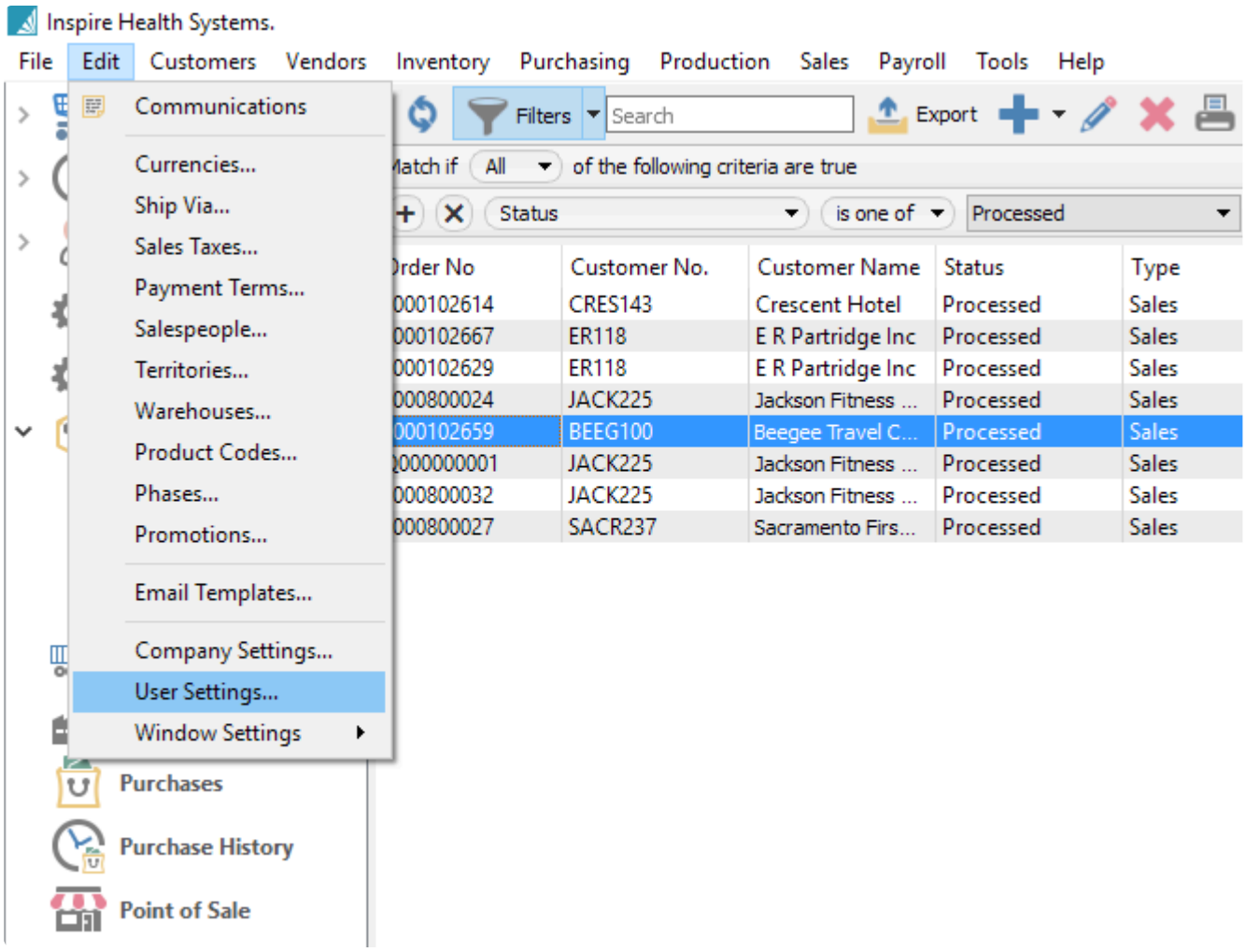
User Settings

Go to user settings by selecting ‘Edit->User Settings’

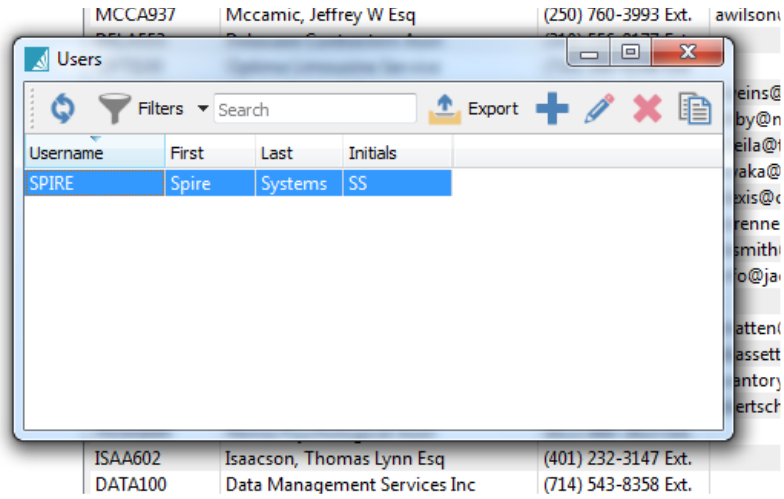
User Settings

Creating a New User

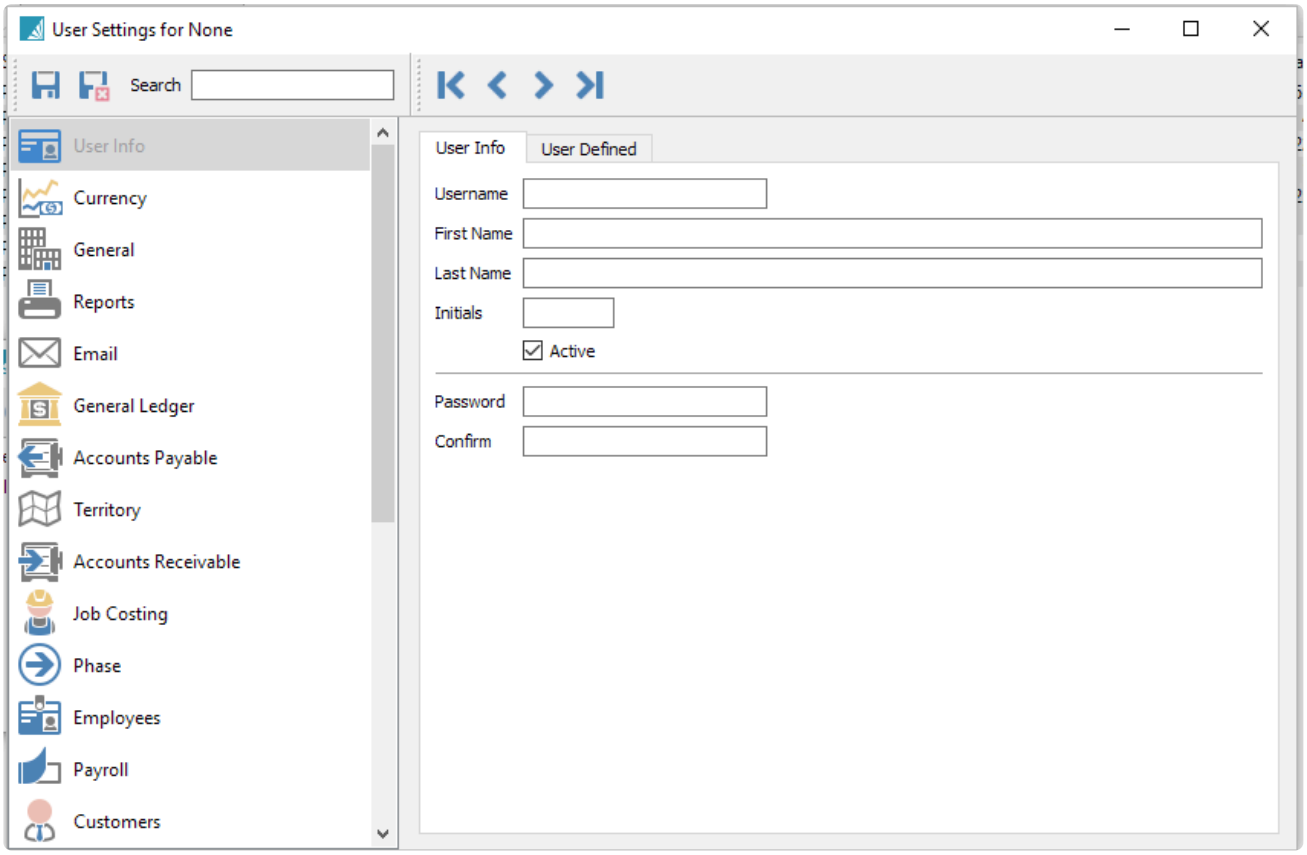
To create a new user you will need to have access to the user settings, select User Settings from the Edit menu in the main Spire window.



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



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

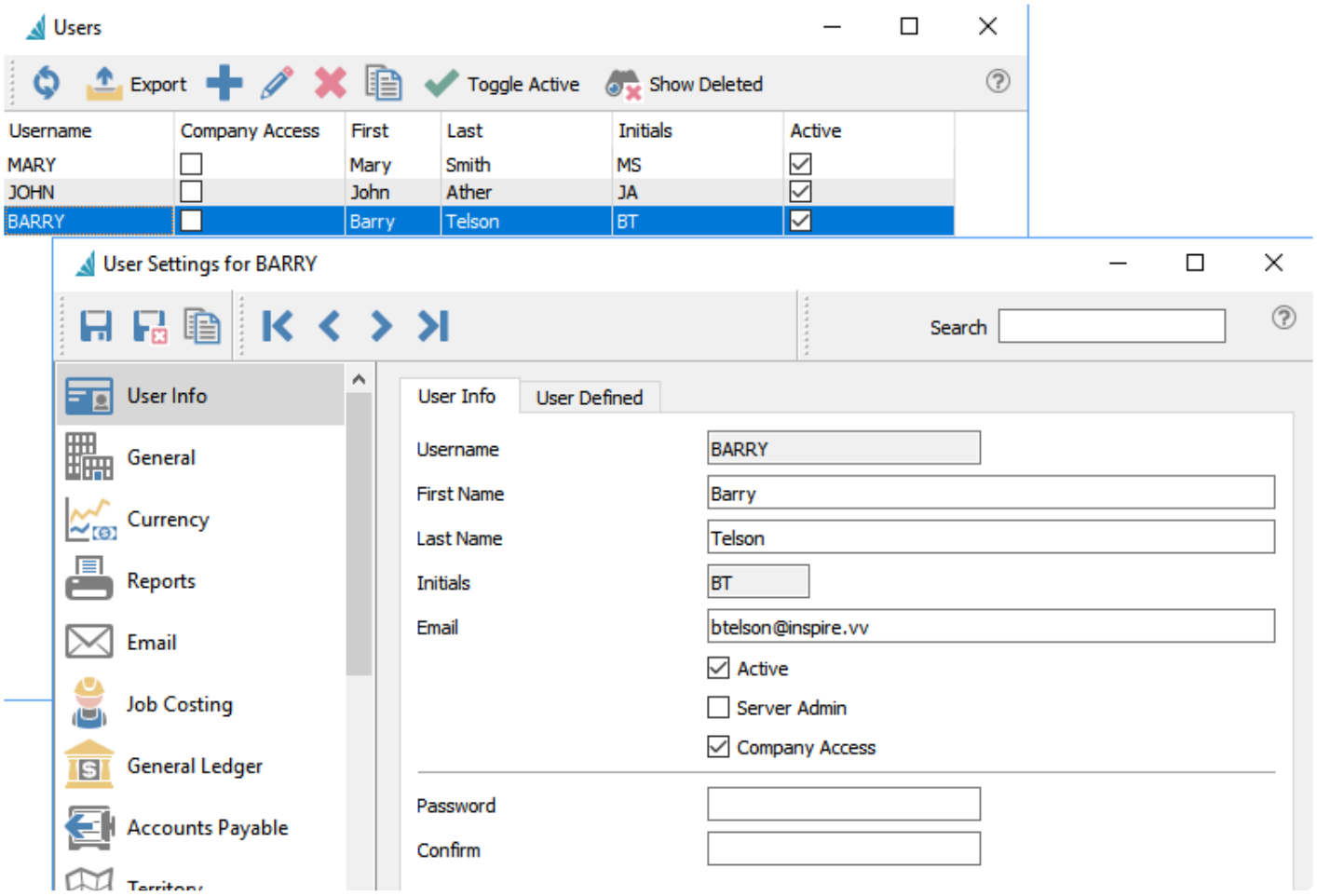


Once you have completed entering the new user information you will need to save the record via the “save” icon located on the top left of the window.

User Info

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

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



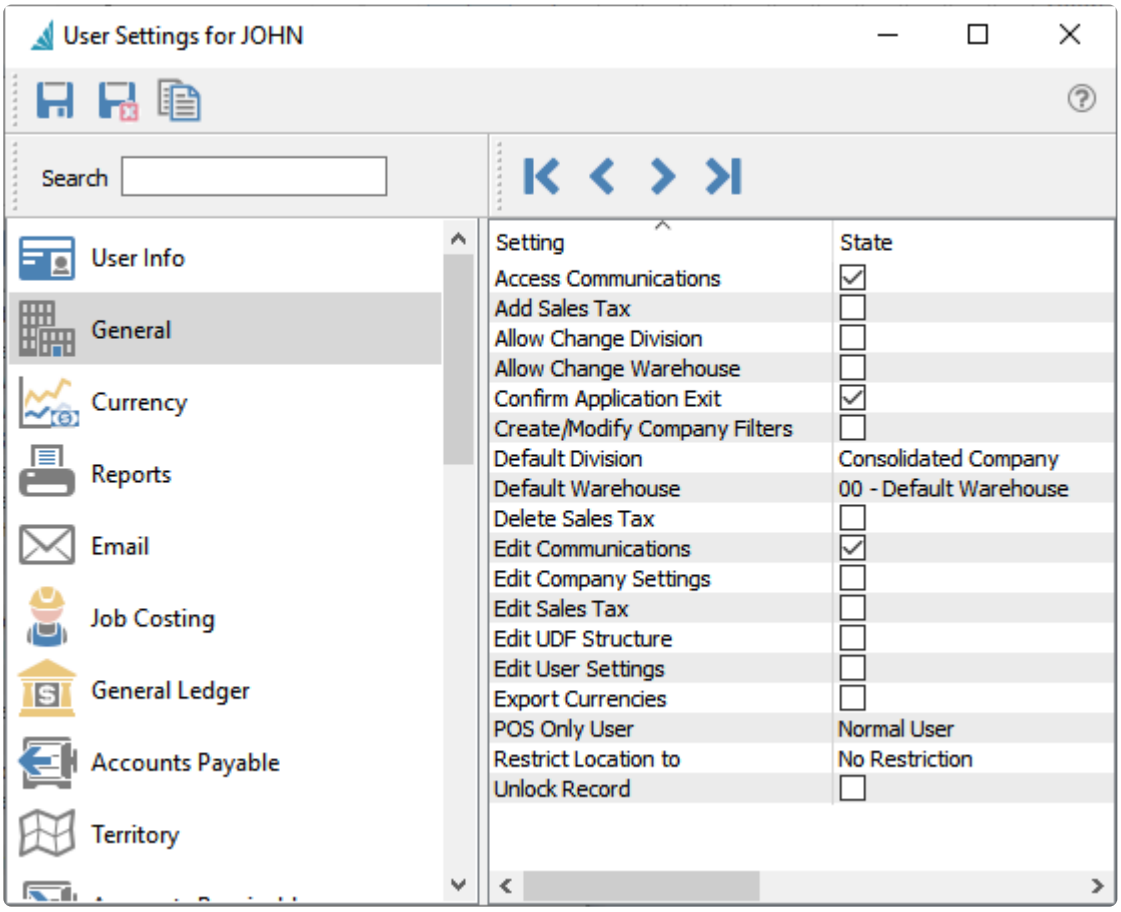
User Name – The code the user logs in with
First Name – Users first name
Last Name – Users last name
Initials – Users initials that get saved to every transaction they make
Email – Users email address. This must be unique across all companies
Active – Active means thy can log into Spire. The number of active users cannot exceed the licenses owned
Server Admin – Checked if the user can administer Spire Tray to add, remove companies or setup backup

schedules.
Company Access – If checked the user can log into this company. If not checked they will not even see the company on the list
Password – The users password

> ! Note: Server Admins have rights to all modules and settings for all companies in Spire

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

General



Access Communications – Allows user to have access to the Communication module.
Add Sales Tax – Allows the user to add new sales taxes.
Allow Change Division – User can switch divisions.
Allows Change Warehouse – User can switch to another warehouse.
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.
Default Warehouse – The user's default warehouse.
Delete Sales Tax – Allows deleting of sales taxes.
Edit Communications – Allows user to edit communications.
Edit Company Settings – Allow user to edit company settings.
Edit Sales Tax – Allows editing of sales taxes.
Edit UDF Structure – Allows creation and editing of User Defined Fields.
Edit User Settings – Allows user to edit user settings.

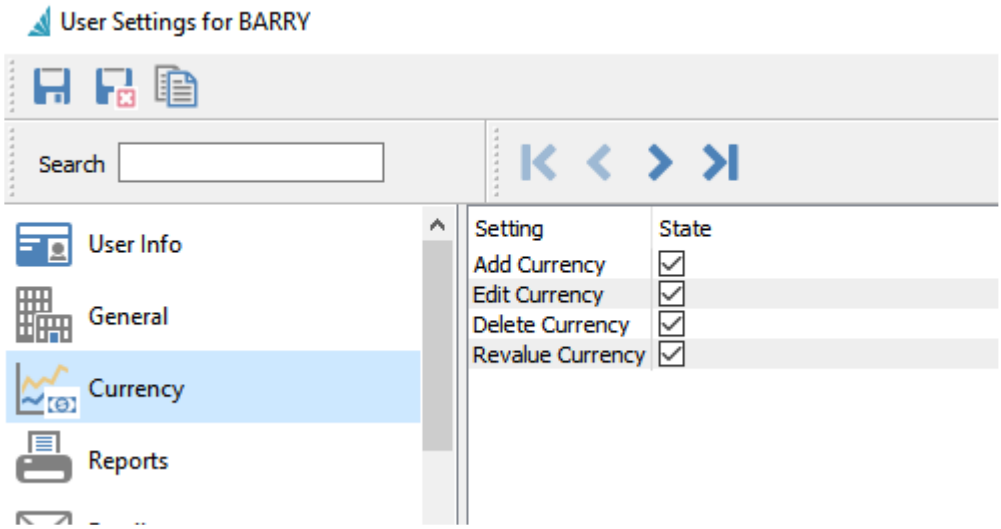
Export Currencies – Allows export of currencies.
POS User Only – The POS module will get launched automatically and the user cannot open other modules.
Restrict Location to – Sets user to one location and not allow them to switch.
Unlock Record – Allows the use to take control of a record locked by another user. **(READ CAUTION BELOW)**

> ! 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.

> ! Give “Unlock Record” setting only to users that understand the ramifications

Currency

User security to add/edit/delete currencies.



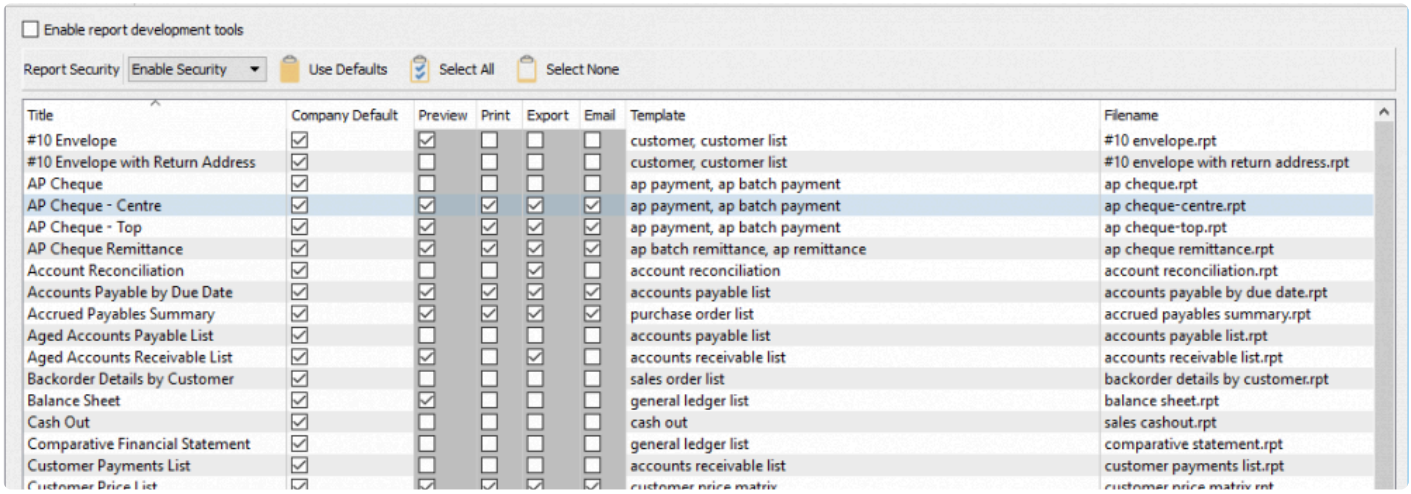
Reports

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

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

Report Security – Each user can be set to:

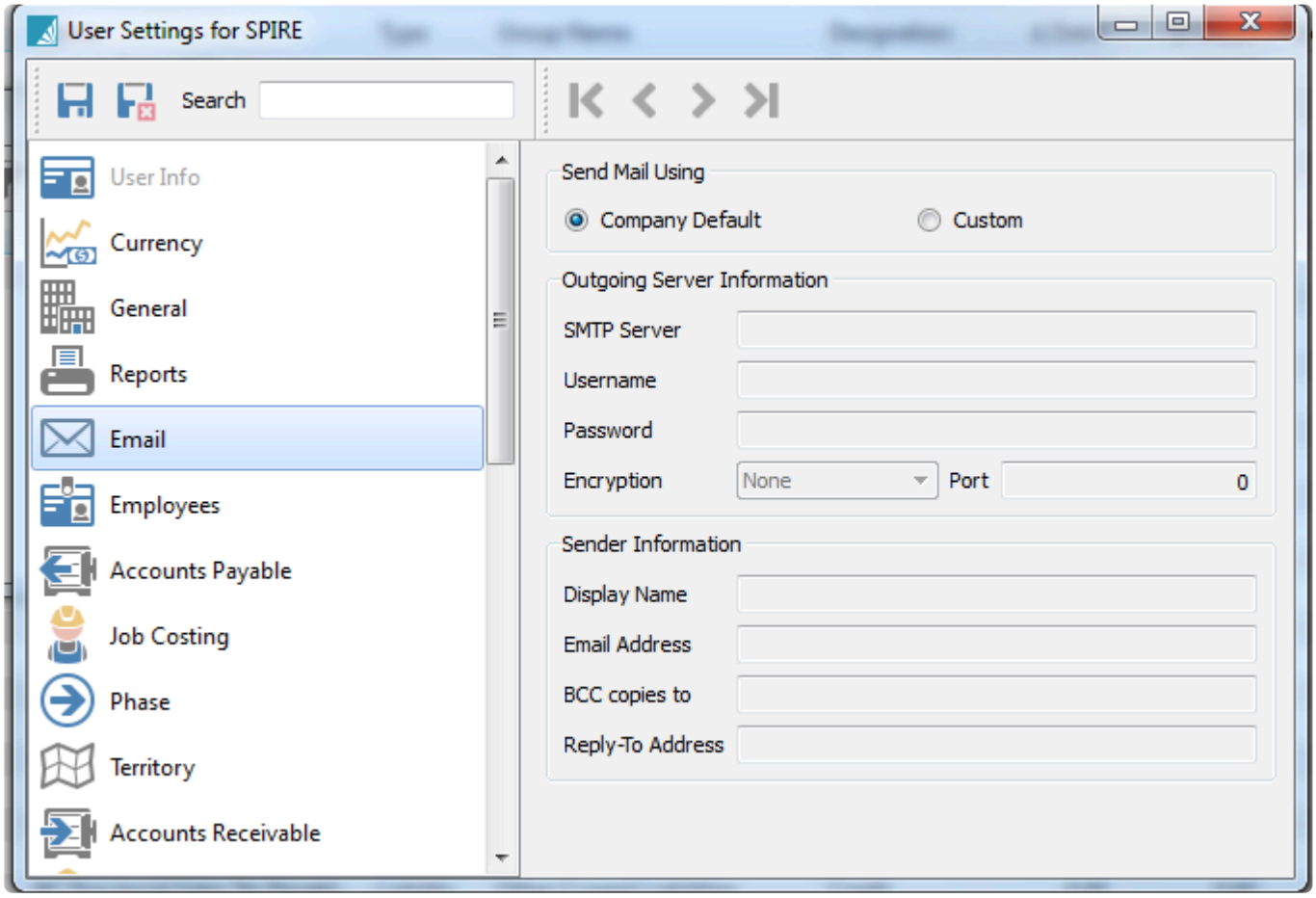
- **Company Default** – Sets the user the same as the security was set in company settings.
- **Enable** – When checked each report that the user can see needs to be set.
- **Disable** – When checked the user gets full access to all reports.



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

Email

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



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

Username – Usually their email address.

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

Encryption – Many providers require encryption to be on.

Encryption Ports – 25, 465 and 587 are common.

Display Name – The name of the sender.

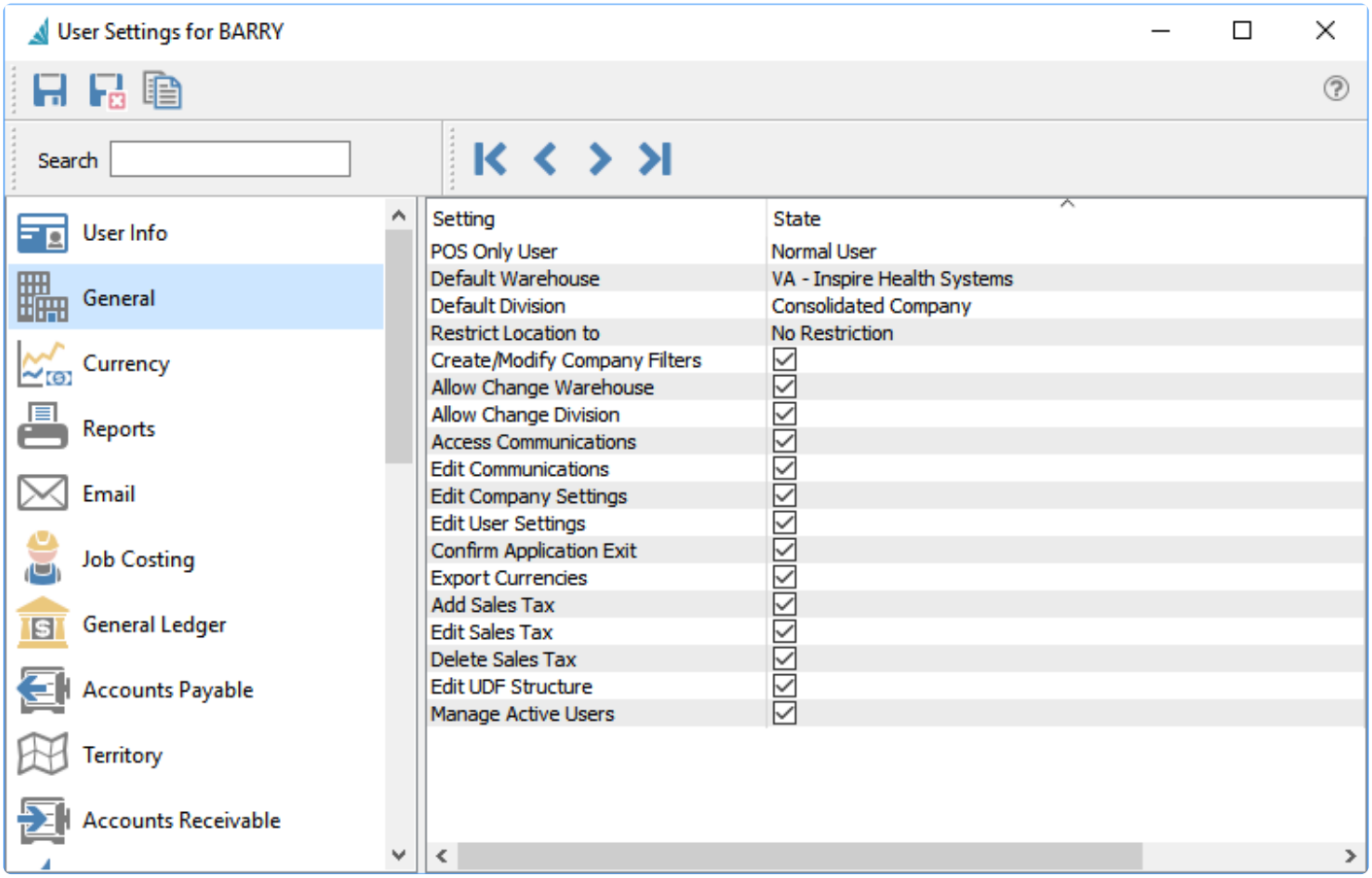
Email Address – The senders email address.

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

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

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

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

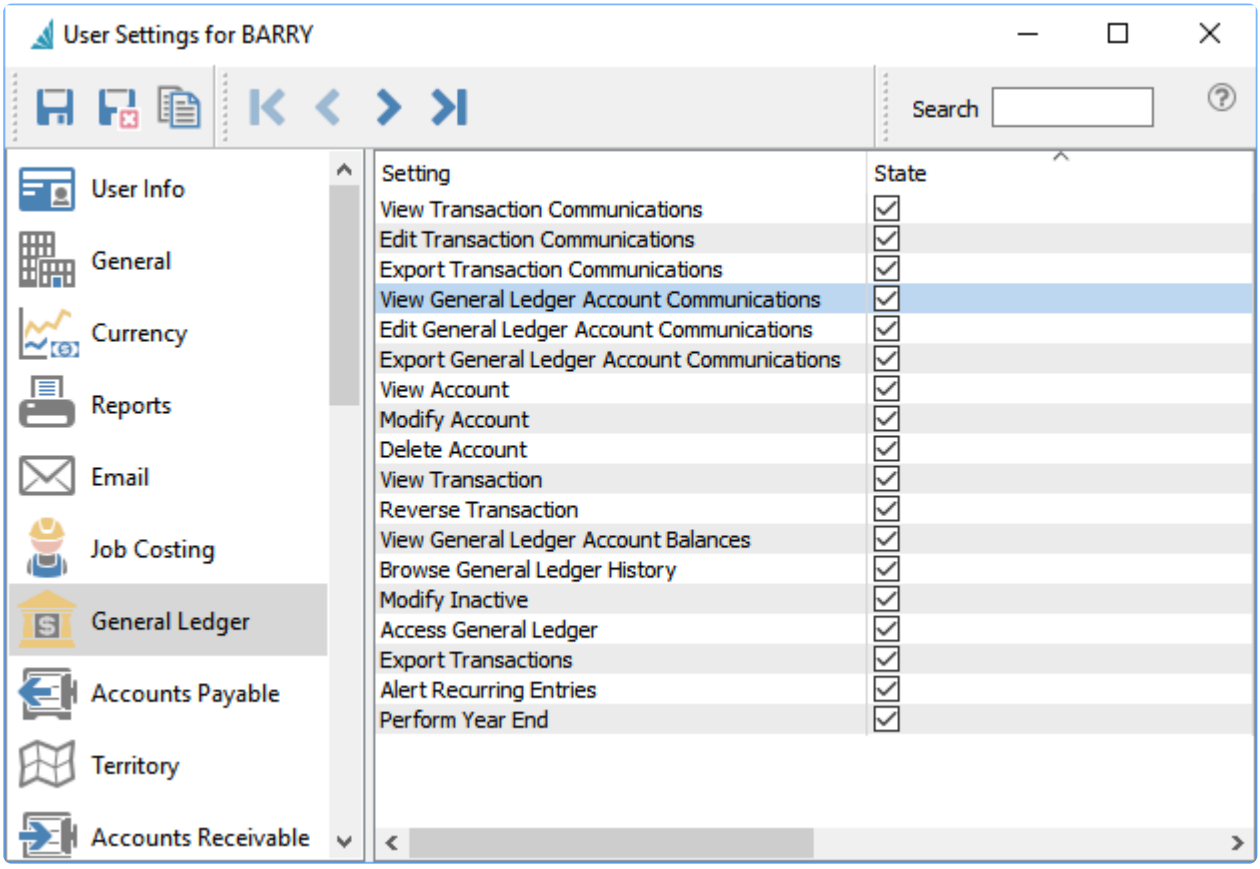
Delete Job — allows the user to delete any selected job in the job costing module

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

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

View Entries — allows user to view posted job entries

General Ledger



*View Transaction Communications — provides the user with the permission to view journal entry notes

Edit Transaction Communications — provides the user with the permission to edit journal entry notes

Export Transaction Communications — provides the user with the permission to export journal entry notes

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

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

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

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

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

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

View transaction — sets the permission for the user to view journal entries

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

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

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

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

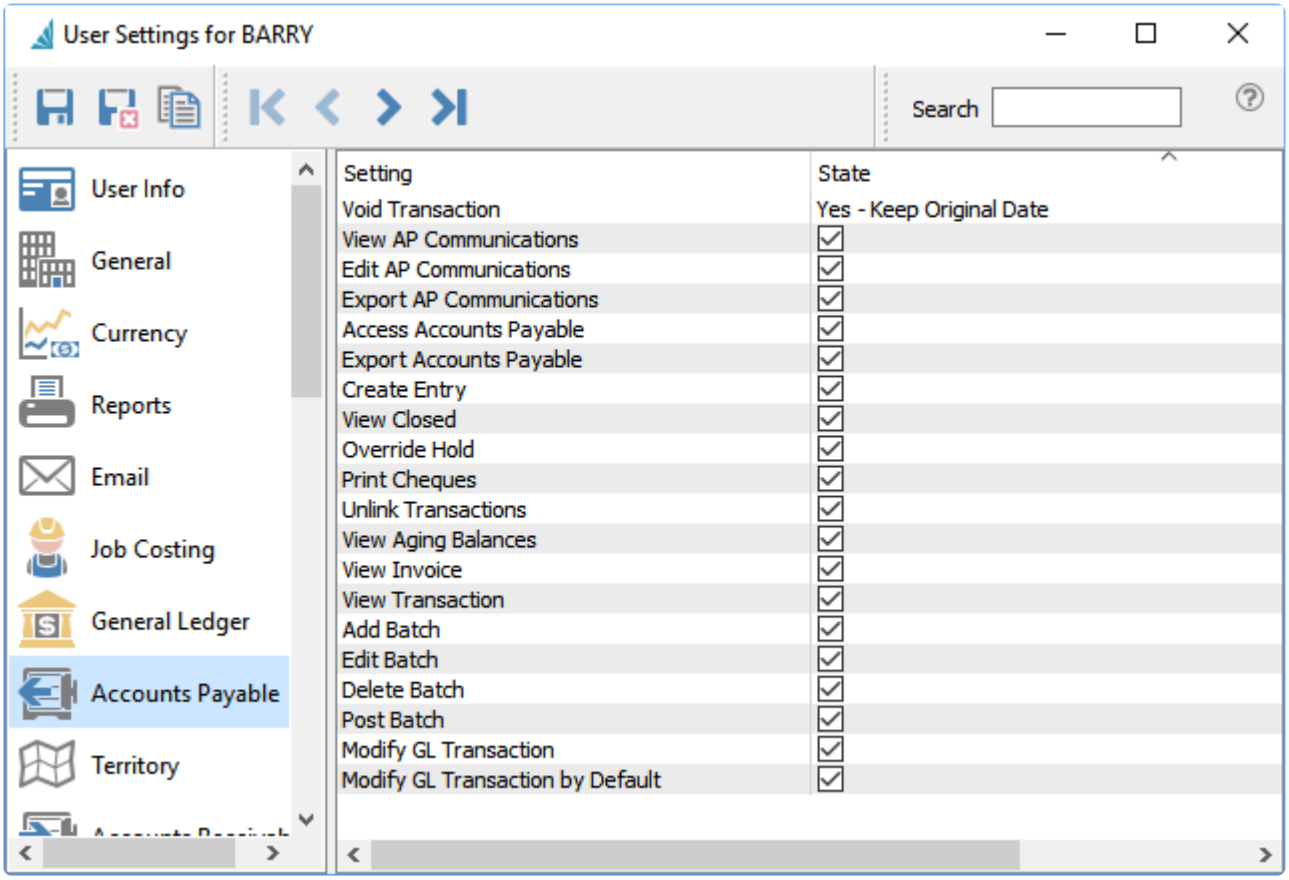
Access General Ledger — allows the user to access the general ledger

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

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

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

Accounts Payable



Void Transaction — allows the user to void payments on all accounts payable. User can be set to:

- No
- Yes – Keep Original date
- Yes – Modify date

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

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

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

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

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

Create Entry — allows the user to create new accounts payable

View Closed — allows the user to views all accounts payable

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

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

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

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

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

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

View Transaction — allows the view to all accounts payable journal entries

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

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

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

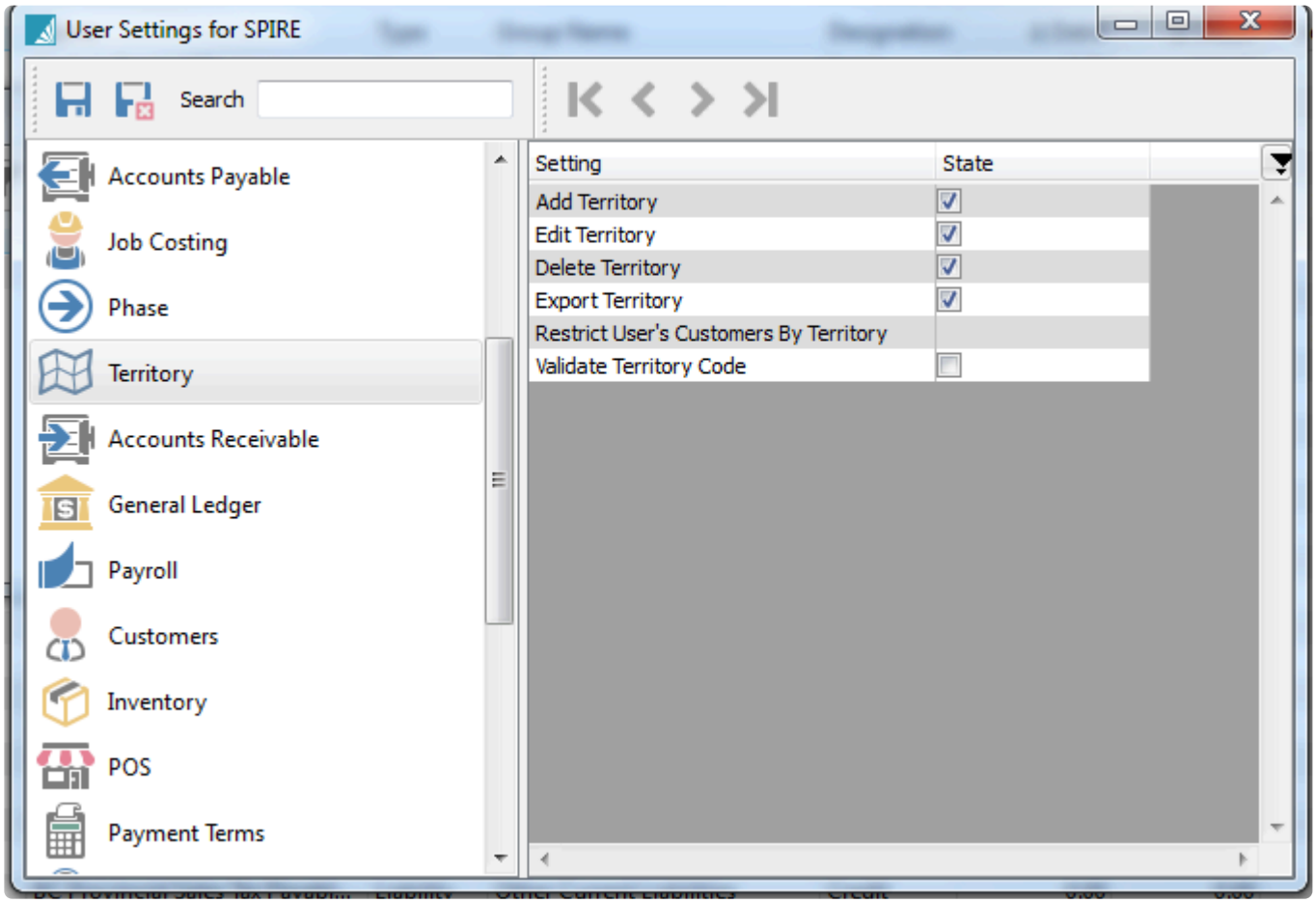
Post Batch — allows the user to post a batch on all accounts payable

Modify GL Transaction – Allows user to modify the GL transaction as it posts

Modify GL Transaction by Default – Defaults the GL posting so the user edits each time

NOTE: Batch payables have their own settings.

Territory



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

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

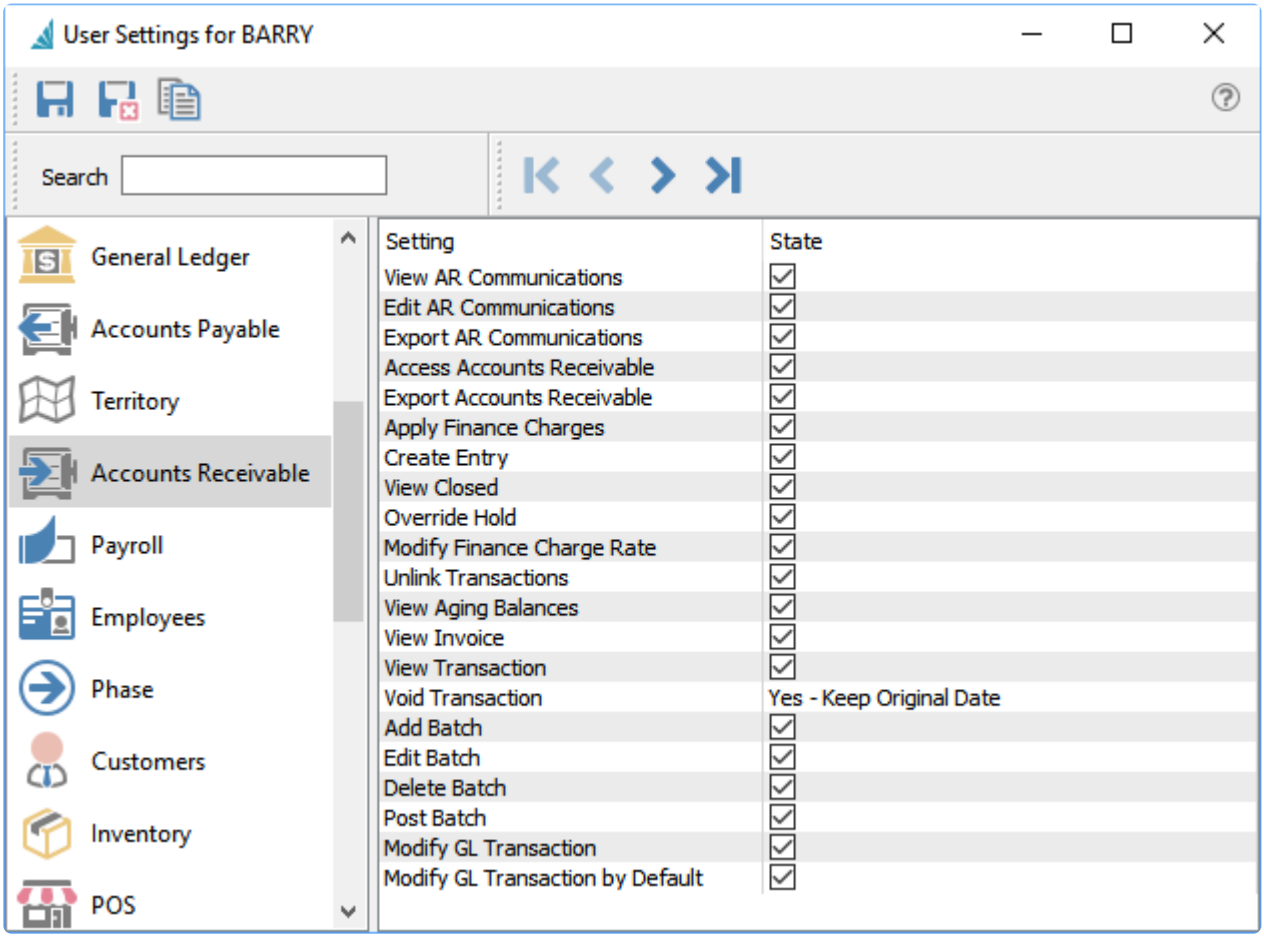
Delete Territory — This setting allows the user to delete territories by user.

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

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

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

Accounts Receivable



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

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

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

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

*Export Accounts Receivable

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

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

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

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

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

Unlink Transactions — allows the users to unlink transactions.

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

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

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

Void Transaction — allows the users to void a previous payment. There is an additional setting to determine what happens to the date in the reversal.
No – Original date is used
Yes – Keep Original Date
Yes – Modify Date

Add Batch — allows user to create a AR batch (see subsequent section in the course)

Edit Batch – User can edit a saved batch

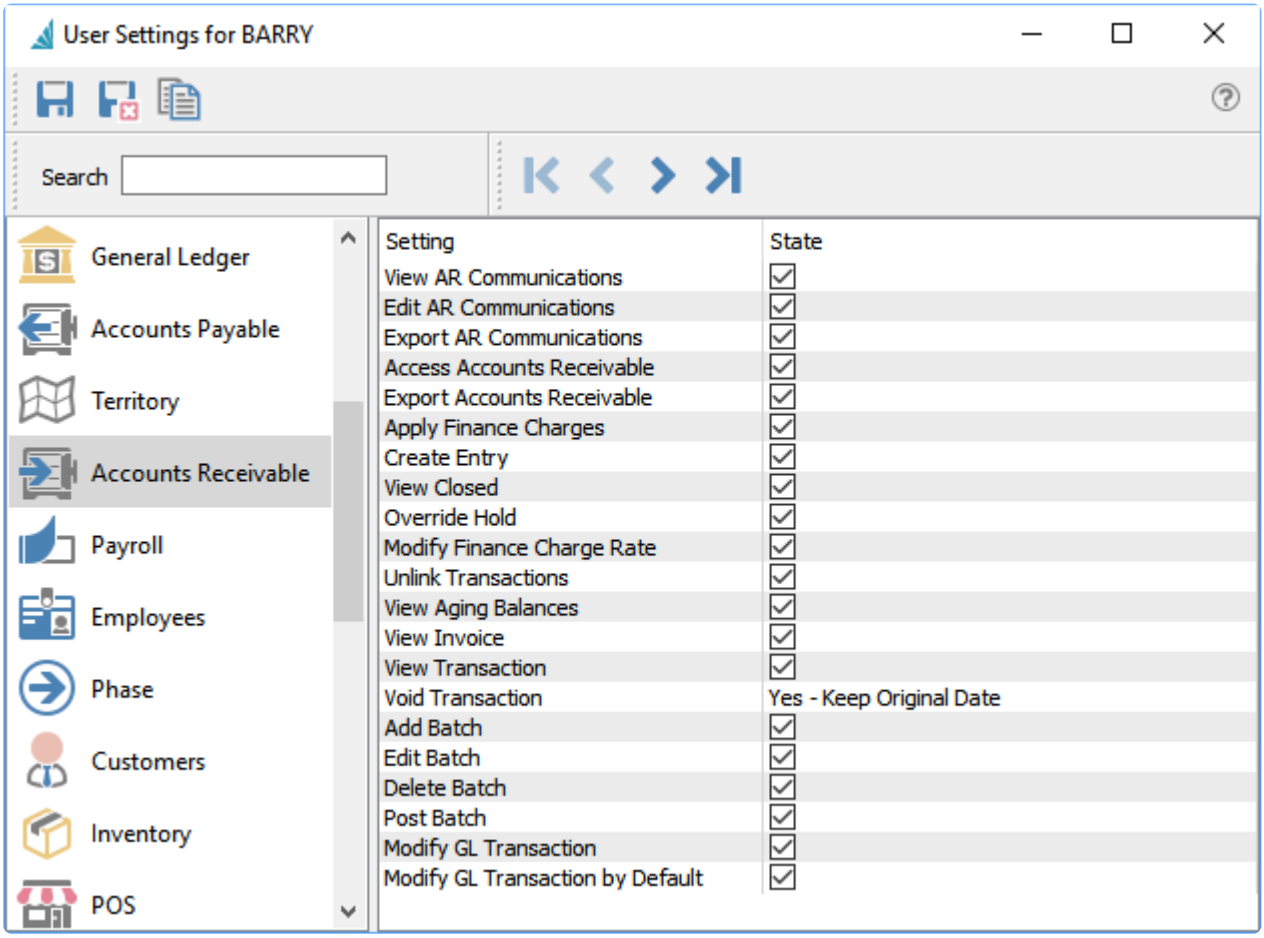
Delete Batch — allow user to delete an AR batch

Post Batch — allow user to post an AR batch

Modify GL Transaction — user can edit the GL entry before posting

Modify GL Transaction by Default — user sees the GL posting by default

Payroll



Access Payroll — allows the user to access the payroll module

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

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

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

Manage Payroll Schedule —

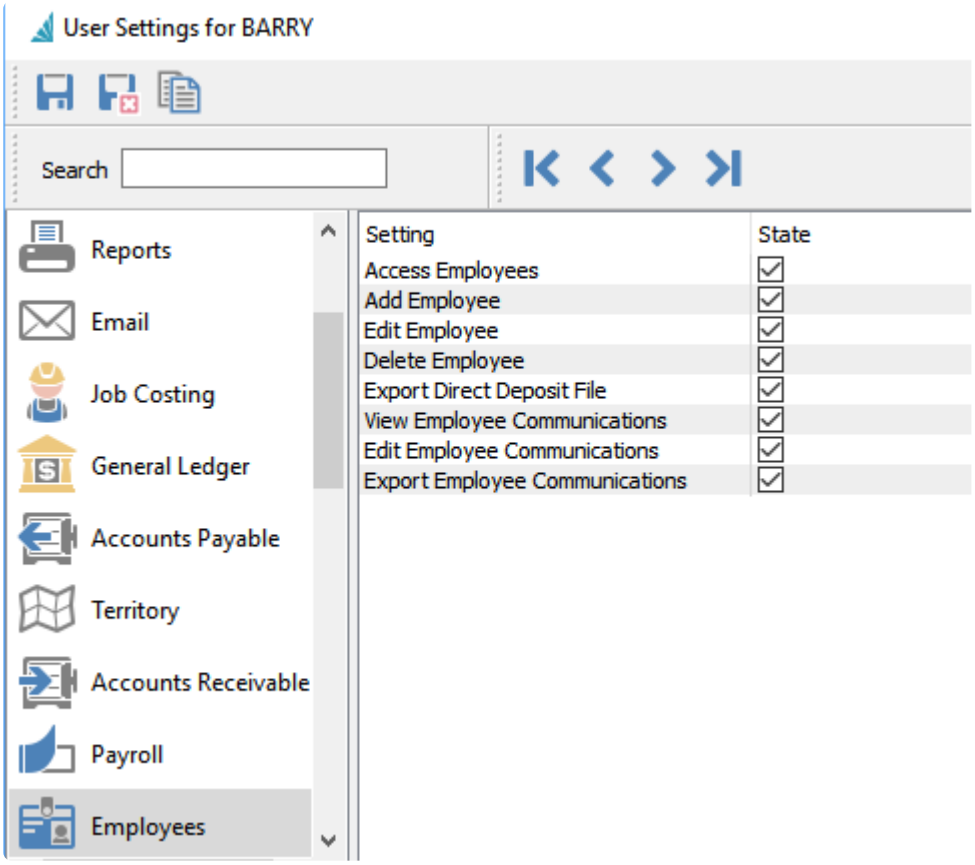
Manage T4s — Can create, edit and export T4s

Manage ROEs — Can creater, edit and export ROEs

Update TD1 claim amounts — Can mass update the TD1 claim amounts for employees

Employees

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



Access Employees – Allows user access to the employee list

Add Employees – Can add employees

Edit Employee – Can edit employees

Delete Employees – Can delete employees

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

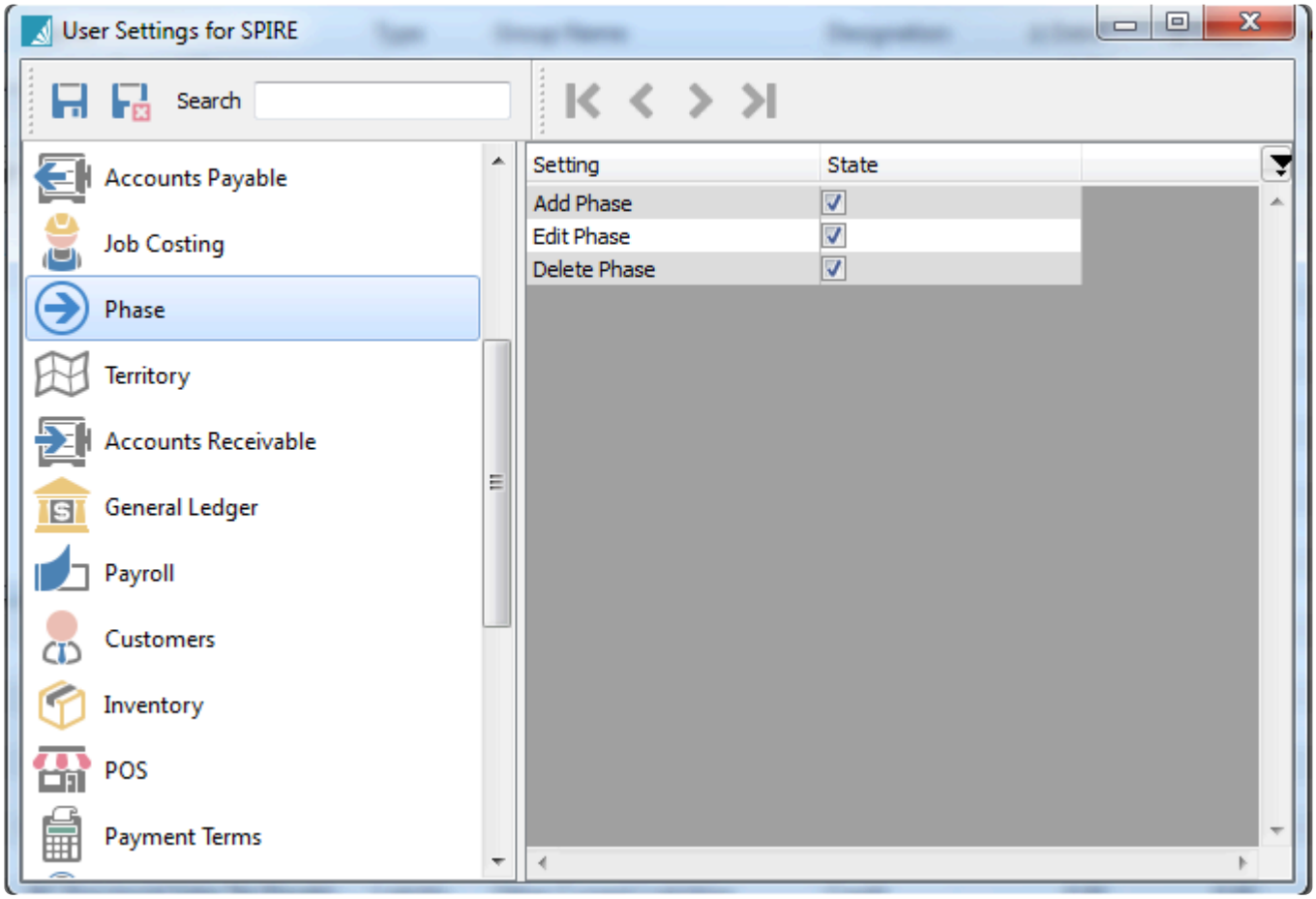
View Employee Communications – Can view employee Communications

Edit Employee Communications – Can edit employee Communications

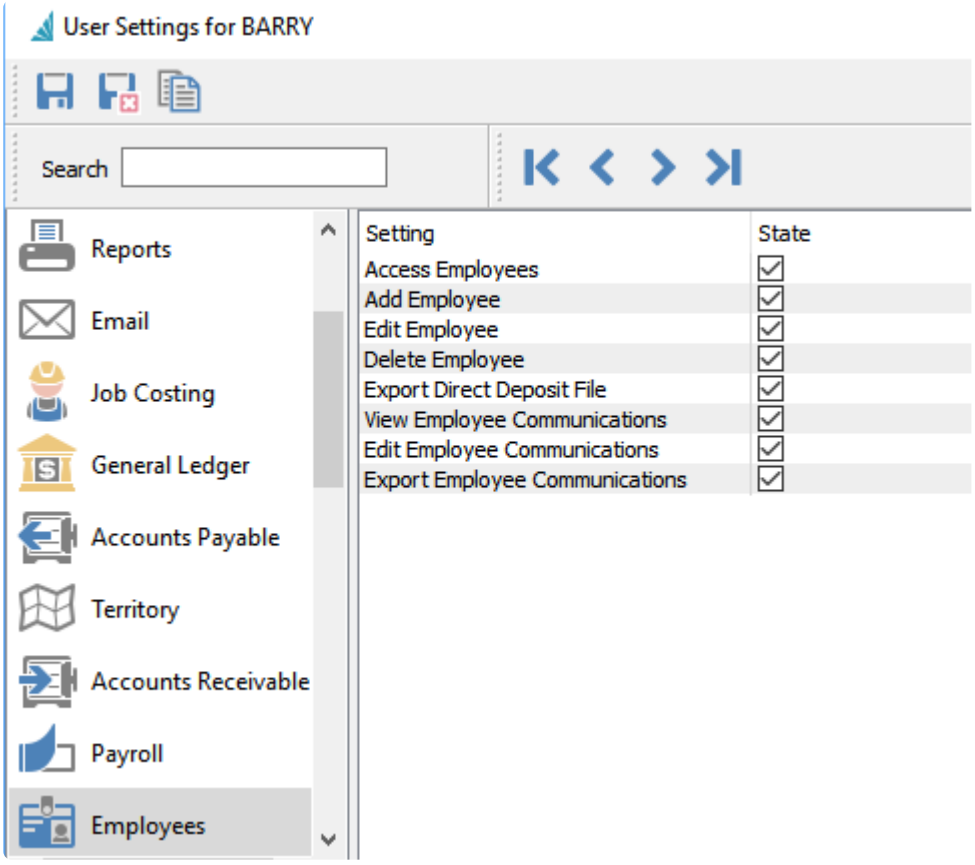
Export Employee Communications – Can export employee Communications

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 Customer — allows the user to access the customer module

Add Customer — allows the user to add a customer record

Delete Customer — allows the user to delete a customer record

Export Customer — allows the user to export a customer record

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

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

Modify Customers — allows the user to modify a customer record

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

View Customer Communications — allows the user to view the customer's Communications

Edit Customer Communications — allows the user to edit the customer's Communications

Export Customer Communications — allows the user to export the customer's Communications

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

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

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

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

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

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

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

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

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

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

Delete Customer Address — can delete ship to addresses.

Inventory

User Settings for BARRY

Search

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

Setting	State
Validate Product Code	☐
Add Warehouse	☑
Modify Warehouse	☑
Delete Warehouse	☑
Access Inventory	☑
Add Inventory	☑
Modify Inventory	☑
Delete Inventory	☑
Export Inventory	☑
Export Warehouse	☑
Receive Inventory	☑
Build Manufactured Items	☑
Transfer Inventory	☑
Add New Items to All Warehouses	☑
View Current Cost	☑
View Average Cost	☑
View Standard Cost	☑
See Sell Prices	☑
View Receipts	☑
View Summary	☑
Add Unit of Measure	☑
Change Stock Unit of Measure	☑
Delete Unit of Measure	☑
Modify Unit of Measure	☑
View Inventory Communications	☑
Edit Inventory Communications	☑
Export Inventory Communications	☑
Access Inventory Adjustments	☑
Add Inventory Adjustments	☑
Edit Inventory Adjustments	☑
Delete Inventory Adjustments	☑
Export Inventory Adjustments	☑
Show Inactive Inventory	☑
Change Inventory Code	☑
Reallocate Inventory	☑
Access Price Matrix	☑
Add Price Matrix	☑
Edit Price Matrix	☑
Delete Price Matrix	☑
Export Price Matrix	☑
Modify kit components	☑
Select Warehouse When Adding To Order	☑
Access Inventory Count	☑
Add Inventory Count	☑
Edit Inventory Count	☑
Delete Inventory Count	☑
View Count Variance	☑
Modify GL Transaction	☑
Modify GL Transaction by Default	☑

Validate Product Code — User must us a valid product code when editing inventory

Add Warehouse — User can add a warehouse to the company

Modify Warehouse — User can modify a warehouse in the company

Delete Warehouse — User can delete a warehouse in the company

Access Inventory — User can access inventory lists in the company

Add Inventory — User can add inventory items to the company

Modify Inventory — User can modify inventory items in the company

Delete Inventory — User can delete inventory items in the company

Export Inventory — User can export inventory lists from the company

Export Warehouse — Can export list of warehouses

Receive Inventory — User can receive inventory items in the company

Build Manufactured Items — Can build manufactured items inside inventory edit

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

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

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

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

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

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

View Receipts — User can view receipts in the company

View Summary — User can view inventory summaries in the company

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

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

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

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

View Inventory Communications — User can view inventory Communications

Edit Inventory Communications — User can edit inventory Communications

Export Inventory Communications — User can export inventory Communications

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

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

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

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

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

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

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

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

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

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

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

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

Modify Kit Components — Can modify kits

Select Warehouse When Adding To Order — Sets the warehouse as the first column on an order instead of part number

Access Inventory Count — Can access the inventory count module

Add Inventory Count — Can add a count batch

Edit Inventory Count — Can edit a count batch

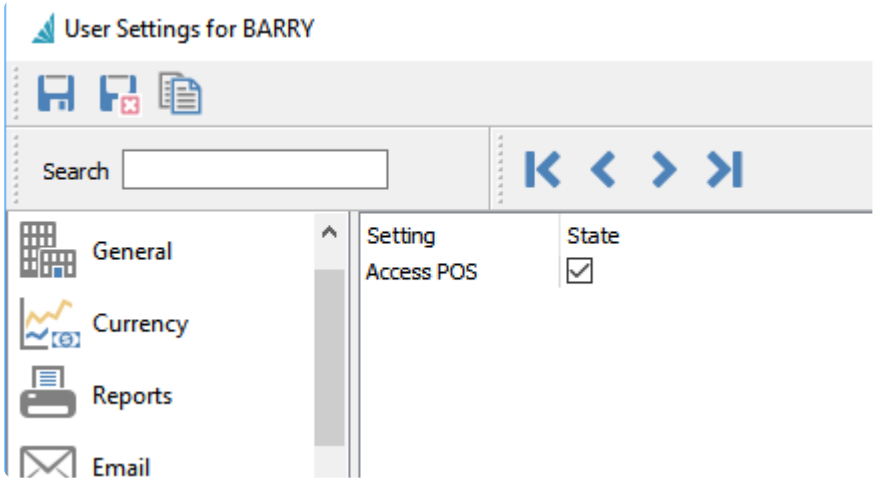
Delete Inventory Count — Can delete a count batch

View Count Variance — User wil see the expected count and the variance

Modify GL Transaction — Can modify the GL transaction when posting

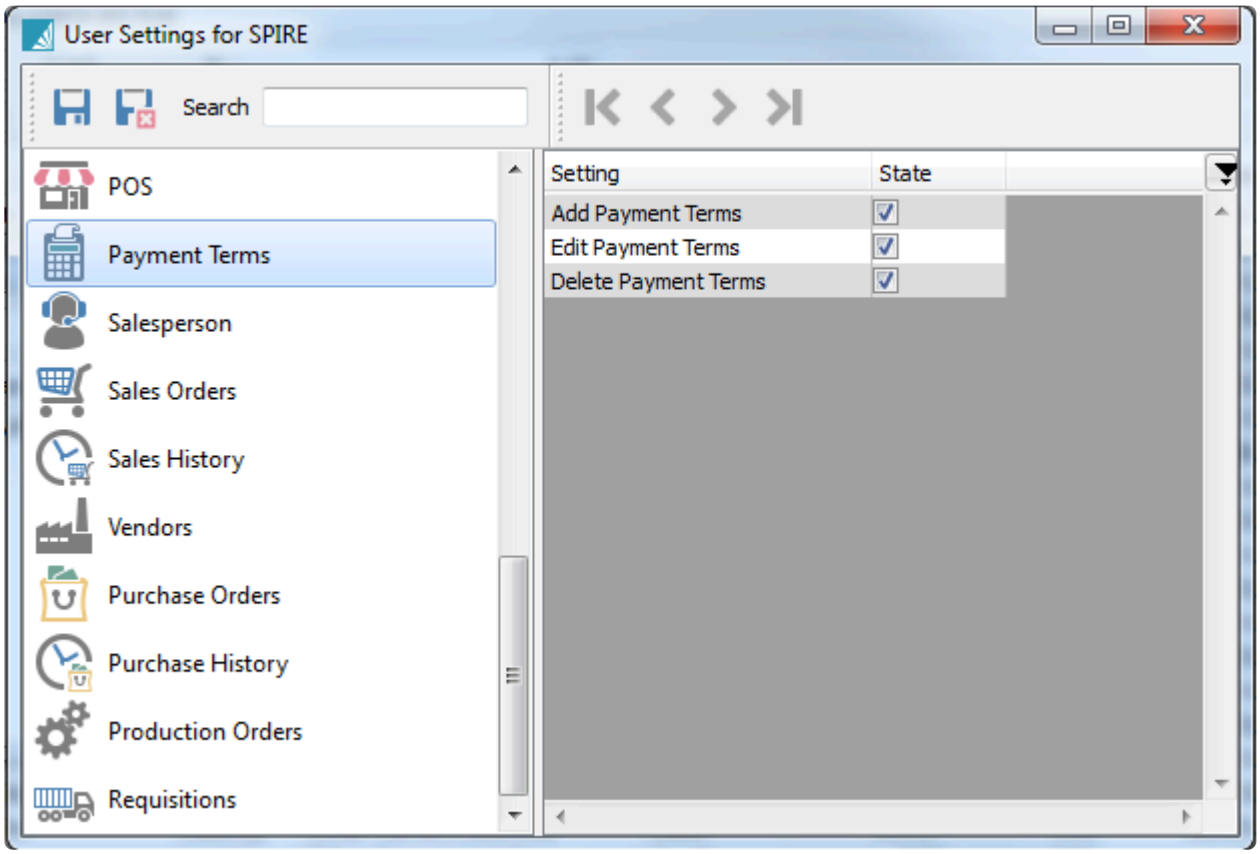
Modify GL Transaction by Default — GL posting is modifiable by default

Point of Sale



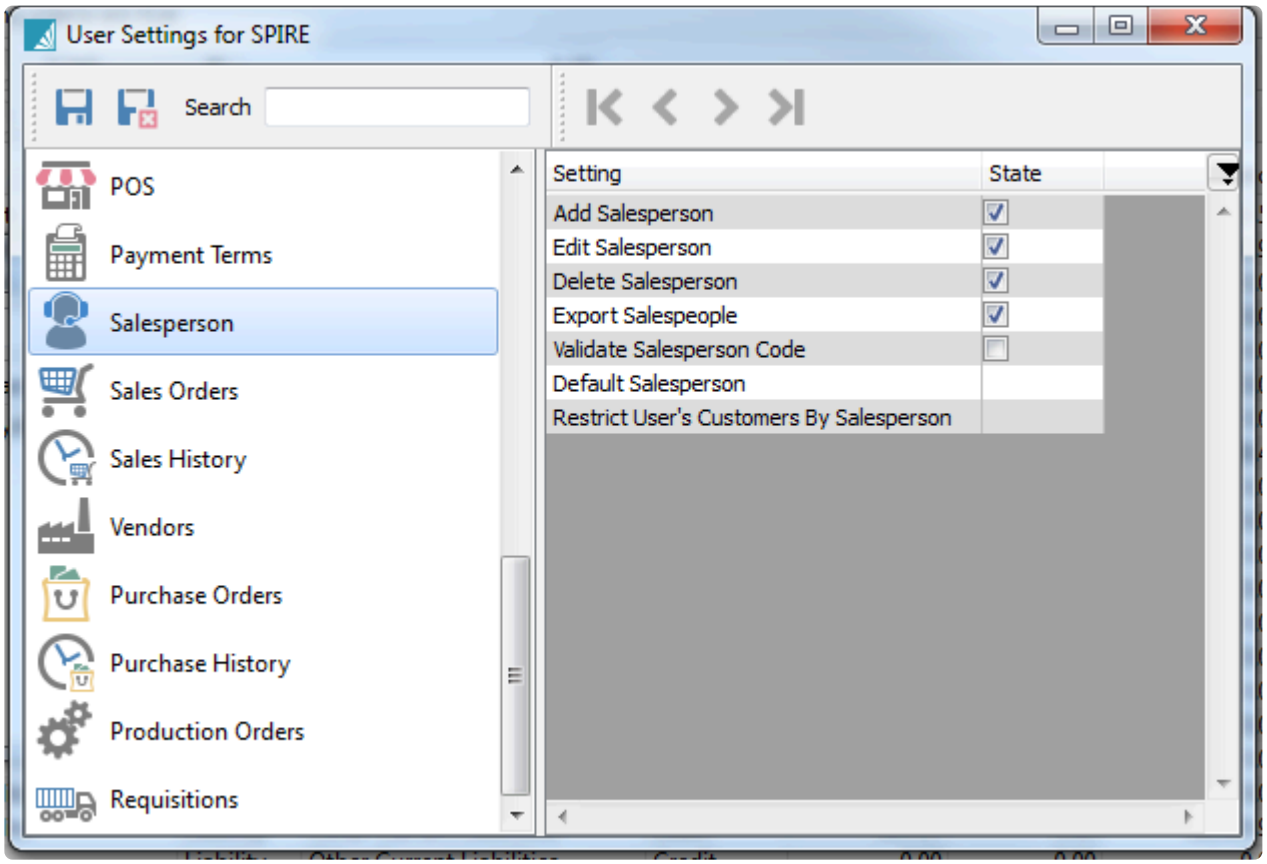
Access POS – Gives user access to the point of sale module

Payment Terms



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

Salesperson



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

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

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

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

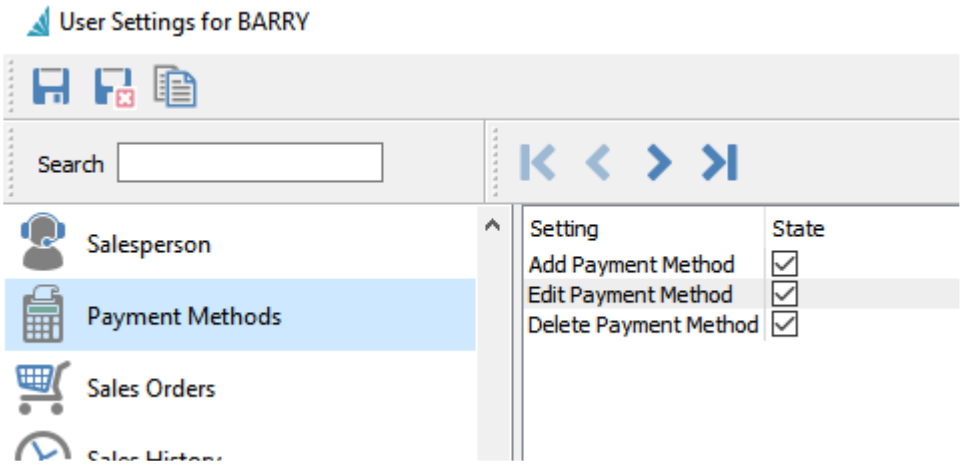
Validate Salesperson Code – The salesperson that gets added to a customer or sales order must exist in the salesperson table.

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

Restrict User's Customers By Salesperson – This setting restricts the user from seeing customers, sales

orders and sales history only to that salesperson.

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

User Settings for BARRY

Search

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

Setting	State
Access Sales Orders	☑
Add Sales Orders	☑
Add Ship Via	☑
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	☑
Create Quotes	☑
Create Standing Orders	☑
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 Center	☑
Edit Sales Order Item 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	No
Modify Bill to Address on Sales Orders	☑
Modify GL Transaction	☑
Modify GL Transaction by Default	☑
Modify Hold	☑
Modify Prices	☑
Modify Sales Orders	Modify
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 – Sales orders gets added to the users menu

Add Sales Orders – Can add Sales orders

Add Ship Via

Allow AR Payment

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

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

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

Allow Refresh Prices – Can refresh prices from default

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

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

Change Inventory Accounts – Can edit the line by line GL accounts on the order

Create Batch – Adds the ability to create batches.

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

Create Quotes

Create Standing Orders

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

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

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

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

Delete Sales Order – Can delete a sales order

Delete Ship Via – Can delete a ship via

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

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

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

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

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

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

Edit Ship Via – Can edit a ship via

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

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

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

Export Sales Orders – Can exports a list od sales orders

Invoice Orders -

- Allow Invoicing – User can always invoice
- Disallow – User can never invoice
- Disallow Over Limit – User can only invoice if the customer is under their credit limit

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

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

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

Modify GL Transaction – Allows the user to edit the journal entry before posting.

Modify GL Transaction by Default – Defaults to modifying GL transaction

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

Modify Prices – User can change the sell price

Modify Sales Order – Can be one of
*Modify – Can modify sales order
*Modify Shipping Fields – Can only modify fields pretaining to shipping. (Ship Via, FOB, Carrier, Ship Date, Tracking number, Ship to, Ship quantity)
*Disallow – Cannot modify sales order

Non-Inventory items – User can be set to:

- Disallow
- Prompt
- Allow

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

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

Override orders over credit limit – If the customer is over their credit limit, the user will be able to override

the order and/or edit the customer's credit limit.

Post Batch – Adds the ability to post batches.

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

Recover Deleted Orders – User can un-delete a sales order/quote

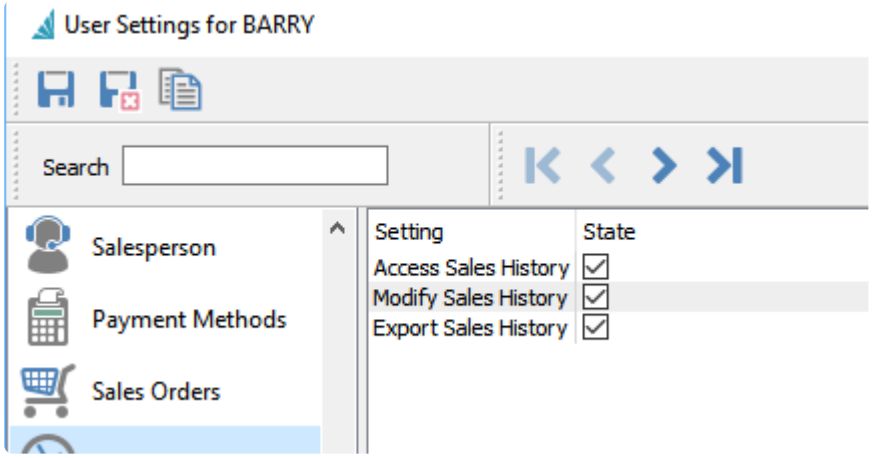
Reopen Closed/Processed/Shipped Orders – User can right click on an order and put it back to open status.

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

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

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

Sales History

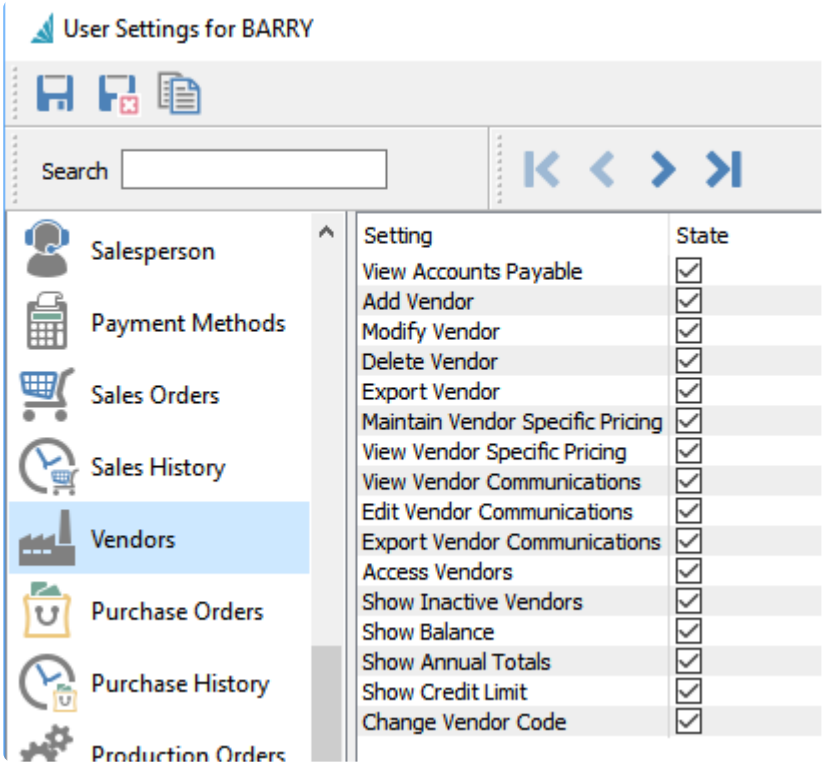


Access – Can access sales history.

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

Export – Can export sales history.

Vendors



View Accounts Payable — User can view vendors accounts payable

Add Vendor — User can add a vendor

Modify Vendor — User can modify a vendor record

Delete Vendor — User can delete a vendor record

Export Vendor — User can export a vendor record

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

View Vendor Specific Pricing — User can view vendor specific pricing

View Vendor Communications — User can view vendor Communications

Edit Vendor Communications — User can edit vendor Communications

Export Vendor Communications — User can export vendor Communications

Access Vendors — User can access the vendor list

Show Inactive Vendors — User can view the inactive vendor

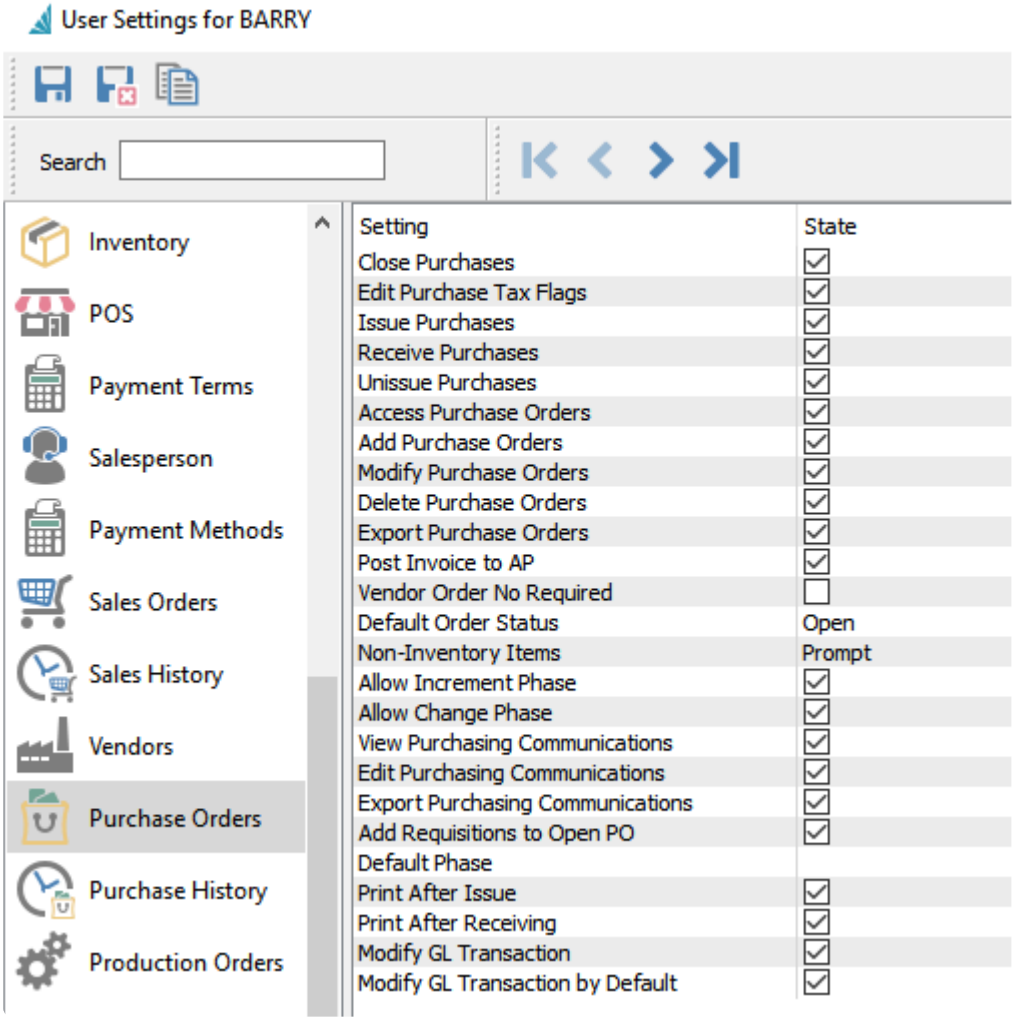
Show Balance — User can view the vendor balance

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

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

Change Vendor Code — User can change the vendor code

Purchase Orders



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

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

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

Receive Purchase Orders – Can receive a PO to inventory.

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

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

Add Purchase Orders – Allow user to add POs

Modify Purchase Orders – Allow user to add to existing POs

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

Export Purchase Orders – Can export POs

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

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

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

- Open
- Hold
- Standing

Non-Inventory items – User can be set to:

- Not allowed
- Prompt
- Okay

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

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

View Purchasing Communications – Can view the PO Communications.

Edit Purchasing Communications – Can edit PO Communications.

Export Purchasing Communications – Can export PO Communications.

Add Requisitions to Open PO – Requisitions are added to open PO instead of creating a new PO

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

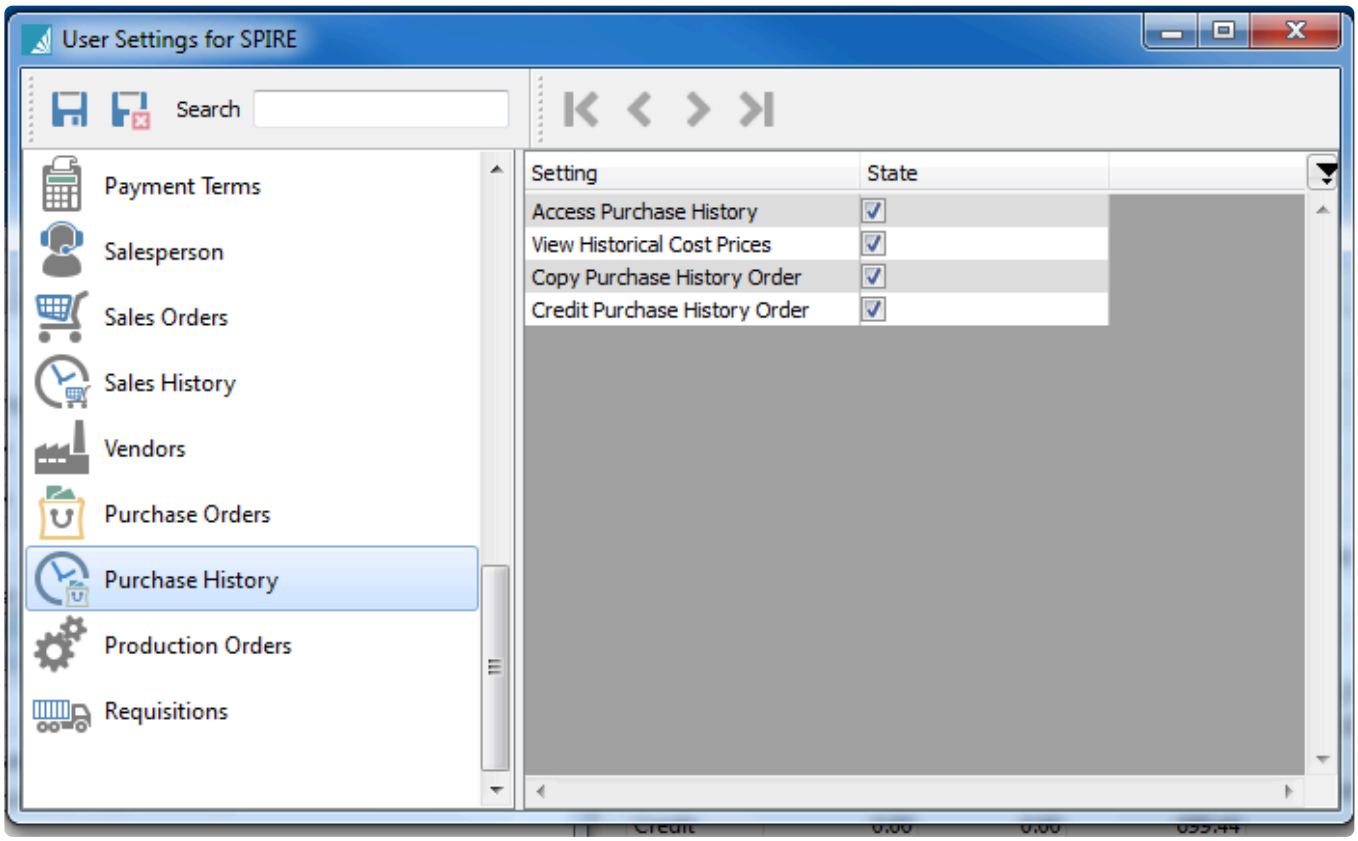
Print after Issue – If selected teh purchase order will print when it is issued

Print After Receiving – If selected a receiving report will print after posting a receipt

Modify GL Transaction – User can modify the GL posting

Modify GL Transaction by Default – User modifies the GL posting by default

Purchase History



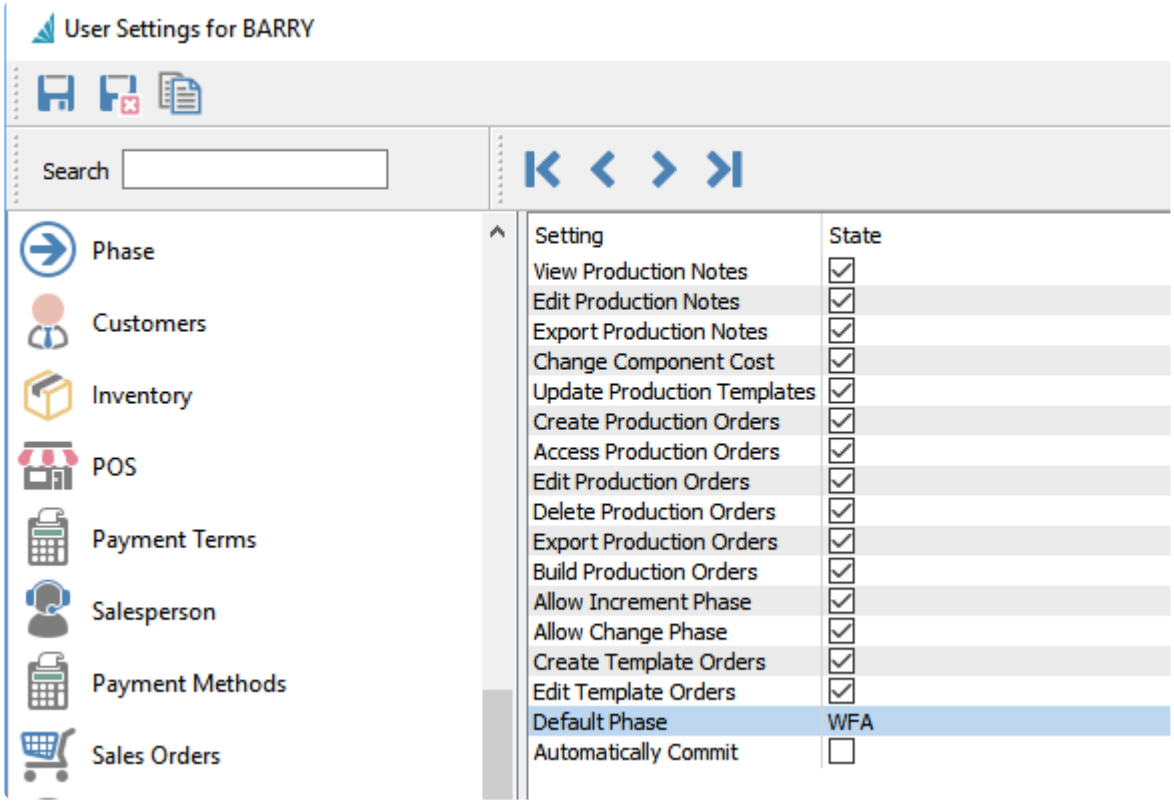
Access Purchase History – Gives access to PO history and is added to the user's main menu.

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

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

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

Production Orders



View Production Notes – Can see the production notes.

Edit Production Notes – Can edit production notes.

Export Production Notes – Can export production notes.

Change Component Cost – Can edit the component cost.

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

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

Create Production Orders – Can create production orders.

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

Edit Production Orders – Can edit production orders.

Delete Production Orders – Can delete production orders.

Export Production Orders – Can export production orders.

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

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

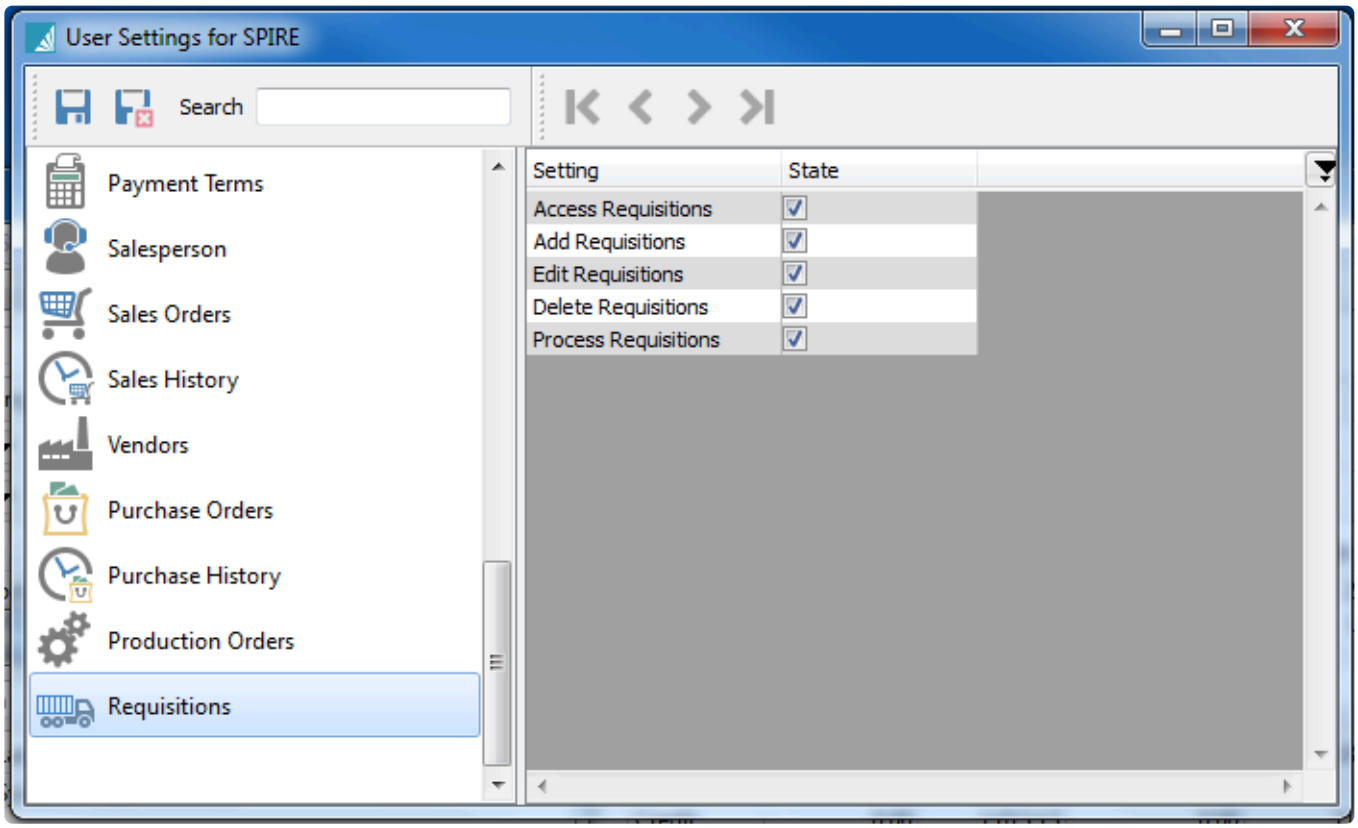
Allow Phase Change – Can edit the phase.

Create Template Orders – Allow to create templates.

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

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

Requisitions



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

Add Requisitions – Can add requisitions.

Edit Requisitions – Can edit requisitions.

Delete Requisitions – Can delete requisitions.

Process Requisitions – Can process requisitions to create purchase orders.

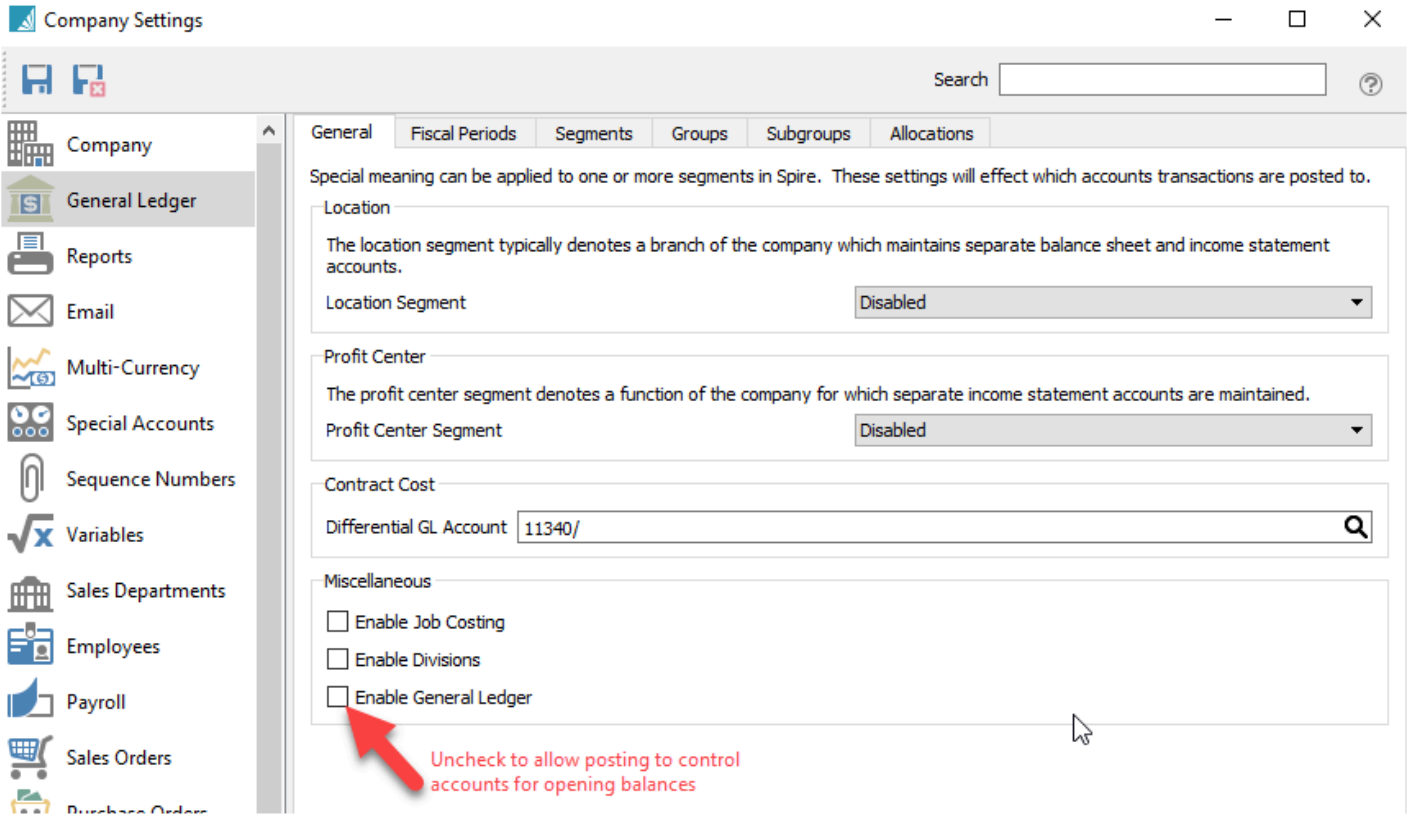
Opening Balances

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

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

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

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



General Ledger

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

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

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

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

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

Accounts Payable

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

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

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

This should include at least the following:

- Invoice Number
- Date
- Amount

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

Optionally you should also include:

- PO number
- Terms
- Due Date
- Memo

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

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

Accounts Receivable

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

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

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

This should include at least the following:

- Invoice Number
- Date
- Amount

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

Optionally it should also include:

- PO number
- Terms
- Memo

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

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

Inventory

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

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

Include the following in the spreadsheet:

- Warehouse
- Part number
- Count
- Memo

The memo should reference something like “Opening Balance”

Once imported it can be reviewed and then posted.

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

Lot/Serial Number Opening Balances

If you had not previously used lot 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 the item to zero.
- Set the item as Lot Numbered or Serialized
- Receive the items to bring items back to the 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 is the vacation owed, (which should total in the GL to the liability account set for accrued vacation) and the advances owing (which should total in the GL to the asset account set for accrued advances).

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

Optionally each timecard can be posted separately.

Filters/Searches/Exports

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

Video instruction – Filters & Searches

Filters

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

Useful Filter Examples

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

Filter Save Options.

Add Filter – Adds another filter selection.

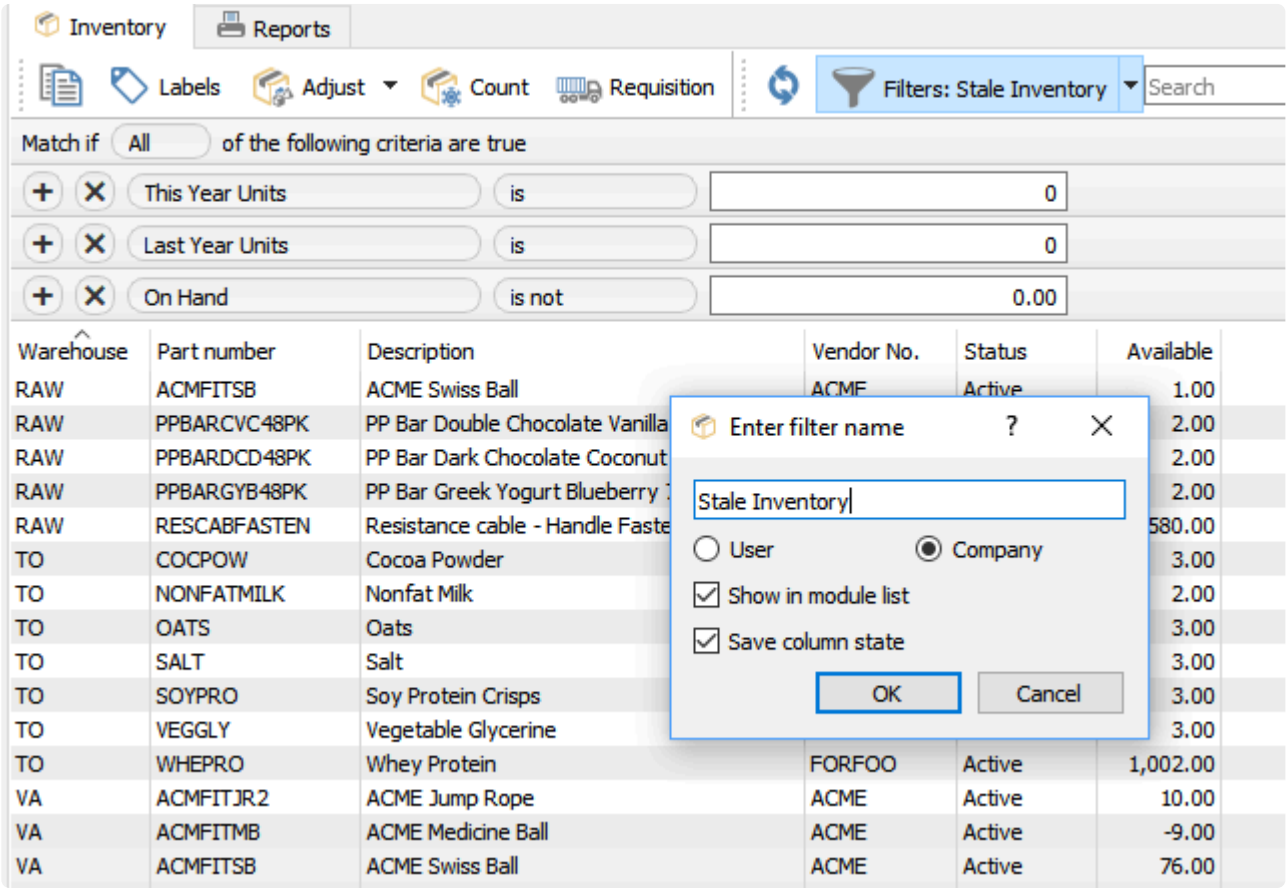
Save Default – Once a filter an/or column layout is selected the user can click ‘Save Default’ and then every time they enter this module this is the layout that will be presented. It does not have to be given a name so therefore does not have to be selected.

Remove Default – Removes a default that was previously set.

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

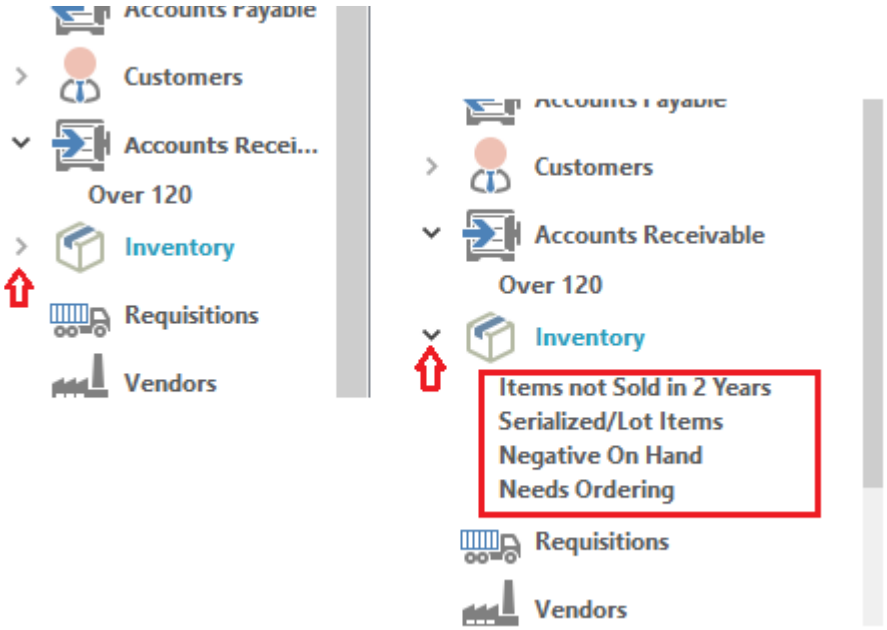
Save Preset As – Edit existing preset filter and save it as a new name

> **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.

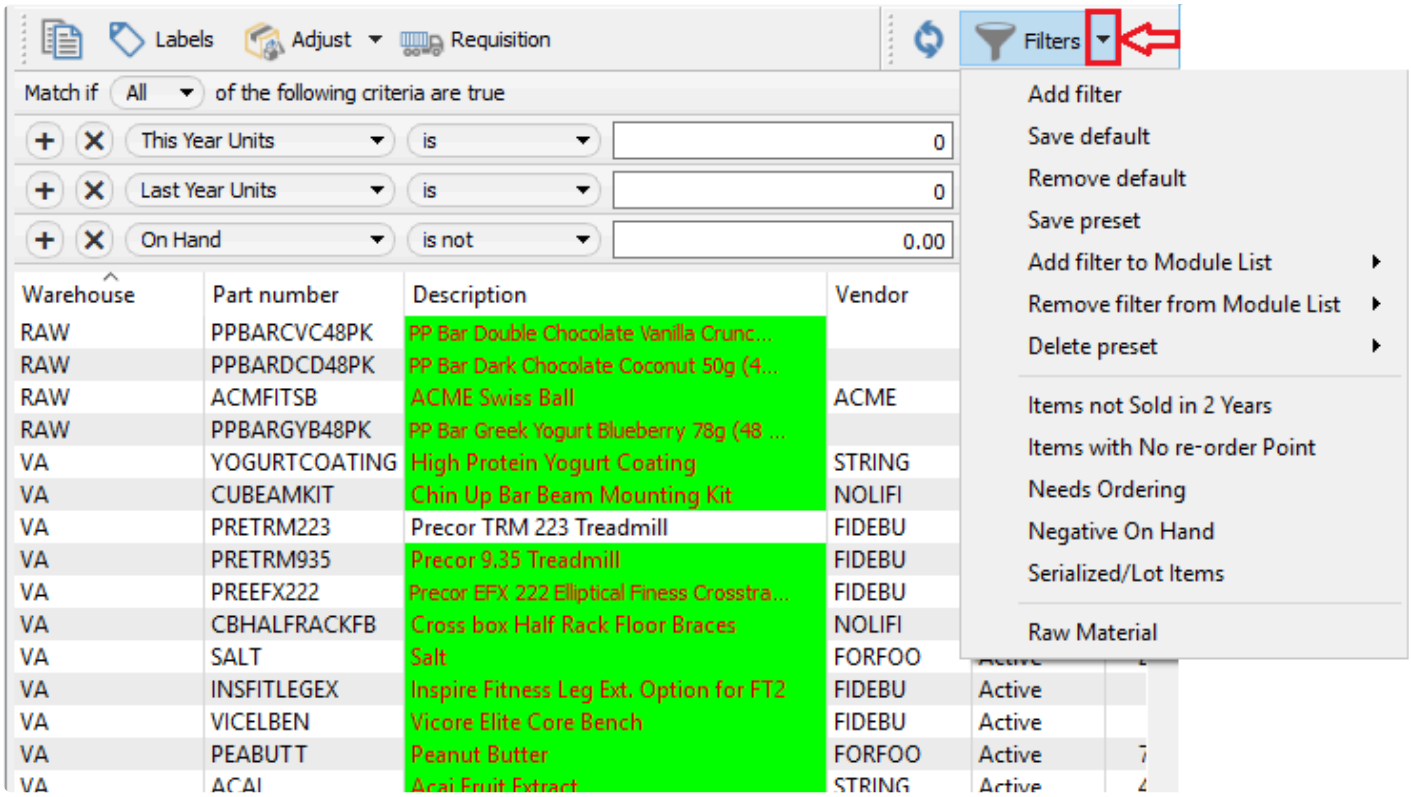


Remove Filter From Module List – Removes the preset filter from the list.

Delete Preset – Deletes the preset filter.

Filter List – Shows the list of saved filters.

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


Labels
Adjust
Requisition
Filters
Match if All of the following criteria are true
This Year Units is 0
Last Year Units is 0
On Hand is not 0.00
Warehouse Part number Description Vendor
RAW PPBARCVC48PK PP Bar Double Chocolate Vanilla Crunc...
RAW PPBARDCD48PK PP Bar Dark Chocolate Coconut 50g (4...
RAW ACMFITSB ACME Swiss Ball ACME
RAW PPBARGYB48PK PP Bar Greek Yogurt Blueberry 78g (48 ...
VA YOGURTCOATING High Protein Yogurt Coating STRING
VA CUBEAMKIT Chin Up Bar Beam Mounting Kit NOLIFI
VA PRETRM223 Precor TRM 223 Treadmill FIDEBU
VA PRETRM935 Precor 9.35 Treadmill FIDEBU
VA PREEFX222 Precor EFX 222 Elliptical Finess Crosstra... FIDEBU
VA CBHALFRACKFB Cross box Half Rack Floor Braces NOLIFI
VA SALT Salt FORFOO
VA INSFITLEGEX Inspire Fitness Leg Ext. Option for FT2 FIDEBU Active
VA VICELBEN Vicore Elite Core Bench FIDEBU Active
VA PEABUTT Peanut Butter FORFOO Active
Add filter
Save default
Remove default
Save preset
Add filter to Module List
Remove filter from Module List
Delete preset
Items not Sold in 2 Years
Items with No re-order Point
Needs Ordering
Negative On Hand
Serialized/Lot Items
Raw Material

Searches

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

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

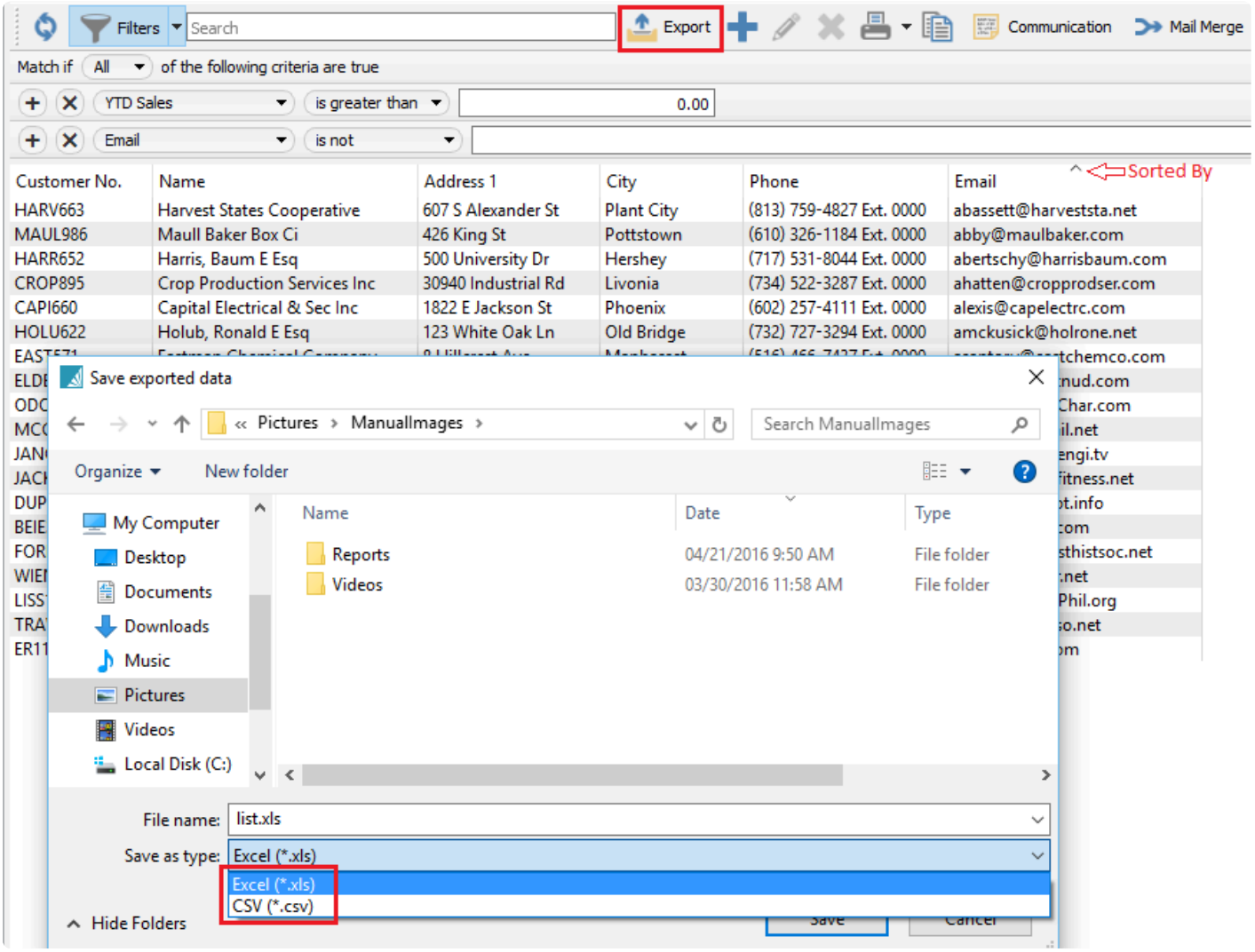
The user can also put an ‘or’ between words and then results with either words will show in the search results. Another option to use in searching is a minus symbol (-) which produces an exclusion for the search. As an example, if in the inventory list the user types *bar -caramel* then all items with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

Searches can then be exported to Excel or .csv.

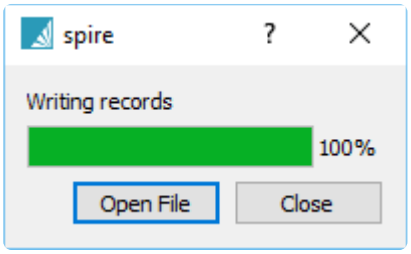
Exports

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

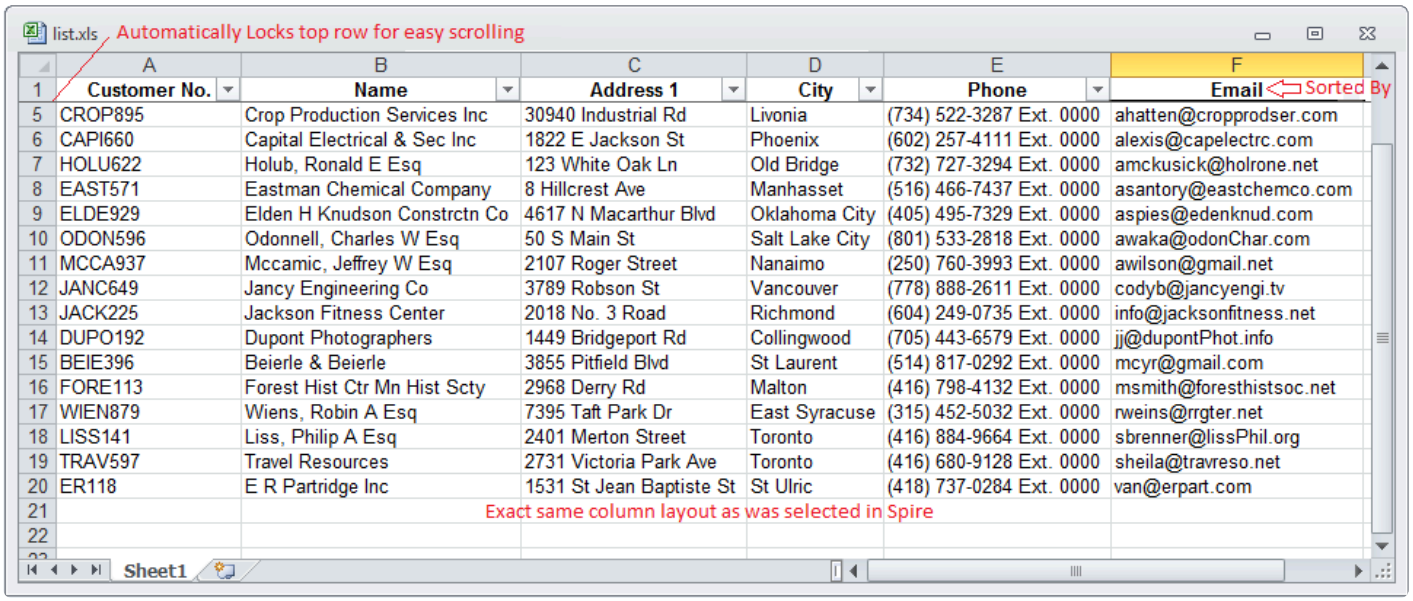
Once the list has been filtered as required, click on the “Export” button and then choose Excel or .csv.



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



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



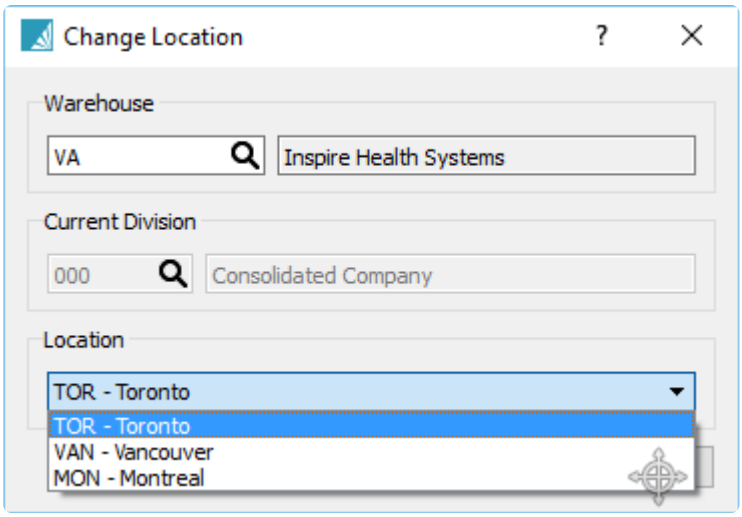
	A	B	C	D	E	F
1	Customer No.	Name	Address 1	City	Phone	Email
5	CROP895	Crop Production Services Inc	30940 Industrial Rd	Livonia	(734) 522-3287 Ext. 0000	ahatten@cropprodser.com
6	CAPI660	Capital Electrical & Sec Inc	1822 E Jackson St	Phoenix	(602) 257-4111 Ext. 0000	alexis@capelectrc.com
7	HOLU622	Holub, Ronald E Esq	123 White Oak Ln	Old Bridge	(732) 727-3294 Ext. 0000	amckusick@holrone.net
8	EAST571	Eastman Chemical Company	8 Hillcrest Ave	Manhasset	(516) 466-7437 Ext. 0000	asantory@eastchemco.com
9	ELDE929	Elden H Knudson Constrctn Co	4617 N Macarthur Blvd	Oklahoma City	(405) 495-7329 Ext. 0000	aspies@edenknud.com
10	ODON596	Odonnell, Charles W Esq	50 S Main St	Salt Lake City	(801) 533-2818 Ext. 0000	awaka@odonChar.com
11	MCCA937	Mccamic, Jeffrey W Esq	2107 Roger Street	Nanaimo	(250) 760-3993 Ext. 0000	awilson@gmail.net
12	JANC649	Jancy Engineering Co	3789 Robson St	Vancouver	(778) 888-2611 Ext. 0000	codyb@jancyengi.tv
13	JACK225	Jackson Fitness Center	2018 No. 3 Road	Richmond	(604) 249-0735 Ext. 0000	info@jacksonfitness.net
14	DUPO192	Dupont Photographers	1449 Bridgeport Rd	Collingwood	(705) 443-6579 Ext. 0000	jj@dupontPhot.info
15	BEIE396	Beierle & Beierle	3855 Pitfield Blvd	St Laurent	(514) 817-0292 Ext. 0000	mcyr@gmail.com
16	FORE113	Forest Hist Ctr Mn Hist Scty	2968 Derry Rd	Malton	(416) 798-4132 Ext. 0000	msmith@foresthistsoc.net
17	WIEN879	Wiens, Robin A Esq	7395 Taft Park Dr	East Syracuse	(315) 452-5032 Ext. 0000	rweins@rrgter.net
18	LISS141	Liss, Philip A Esq	2401 Merton Street	Toronto	(416) 884-9664 Ext. 0000	sbrenner@lissPhil.org
19	TRAV597	Travel Resources	2731 Victoria Park Ave	Toronto	(416) 680-9128 Ext. 0000	sheila@travreso.net
20	ER118	E R Partridge Inc	1531 St Jean Baptiste St	St Ulric	(418) 737-0284 Ext. 0000	van@erpart.com
21						
22						

Locations & Profit Centers

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

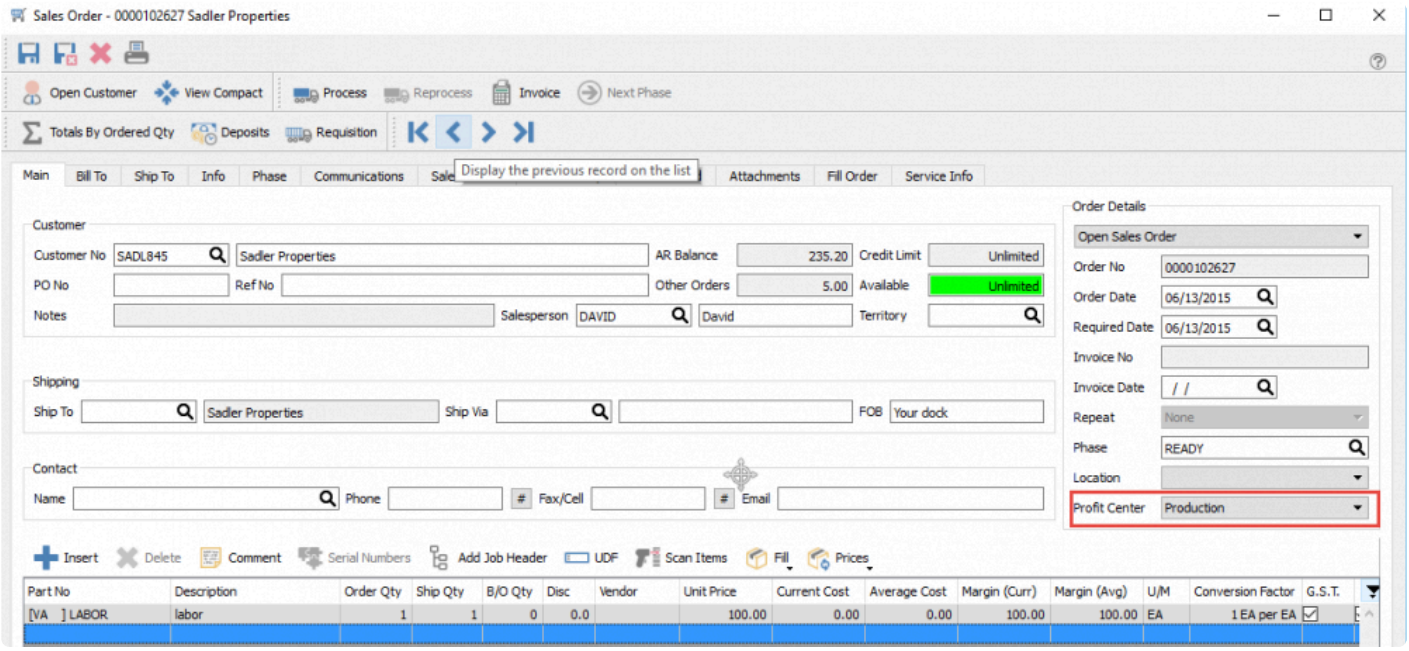
Location

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



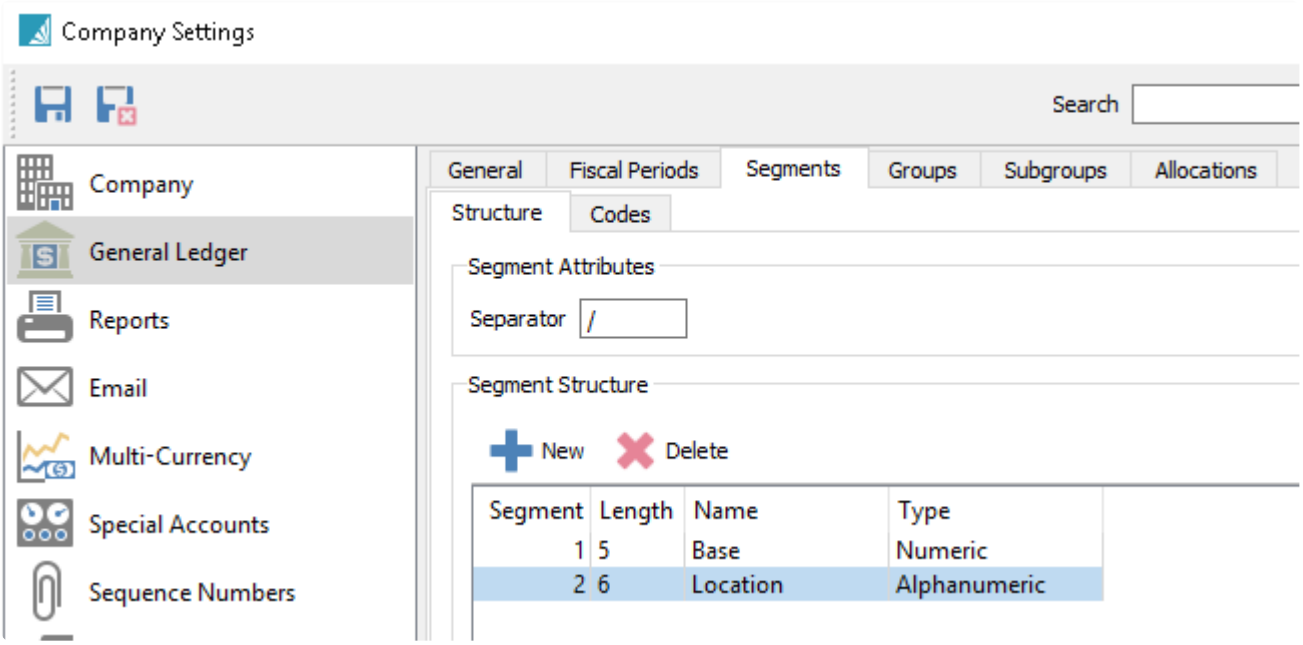
Profit Center

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

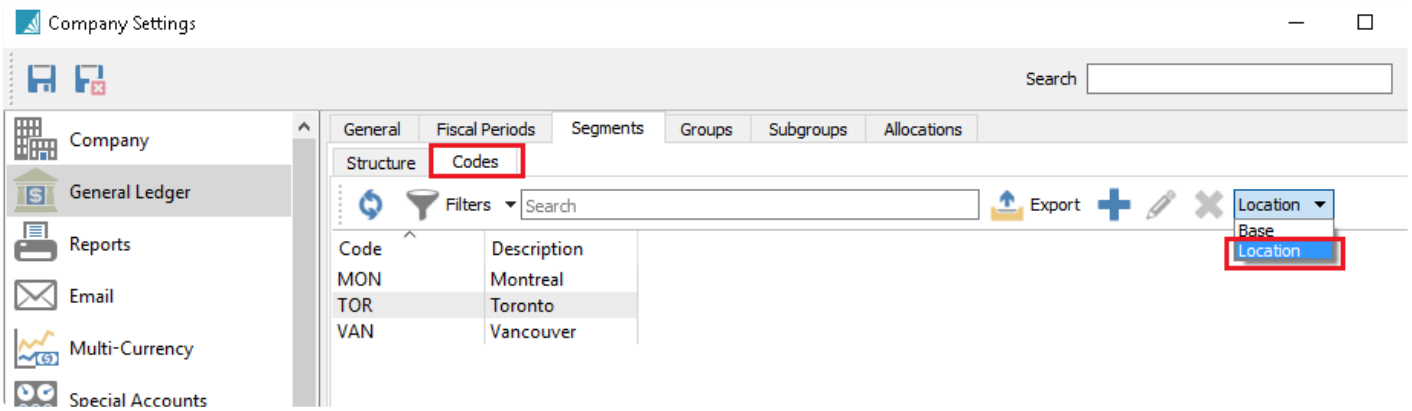

Sales Order - 0000102627 Sadler Properties
Open Customer
View Compact
Process
Reprocess
Invoice
Next Phase
Totals By Ordered Qty
Deposits
Requisition
Main
Bill To
Ship To
Info
Phase
Communications
Display the previous record on the list
Attachments
Fill Order
Service Info
Customer
Customer No SADL845
Sadler Properties
AR Balance 235.20
Credit Limit Unlimited
PO No
Ref No
Other Orders 5.00
Available Unlimited
Notes
Salesperson DAVID
David
Territory
Shipping
Ship To
Sadler Properties
Ship Via
FOB Your dock
Contact
Name
Phone
Fax/Cell
Email
Order Details
Open Sales Order
Order No 0000102627
Order Date 06/13/2015
Required Date 06/13/2015
Invoice No
Invoice Date / /
Repeat None
Phase READY
Location
Profit Center Production
Insert
Delete
Comment
Serial Numbers
Add Job Header
UDF
Scan Items
Fill
Prices
Part No
Description
Order Qty
Ship Qty
B/O Qty
Disc
Vendor
Unit Price
Current Cost
Average Cost
Margin (Curr)
Margin (Avg)
U/M
Conversion Factor
G.S.T.
[VA] LABOR
labor
1
1
0
0.0
100.00
0.00
0.00
100.00
100.00
EA
1 EA per EA

Setup

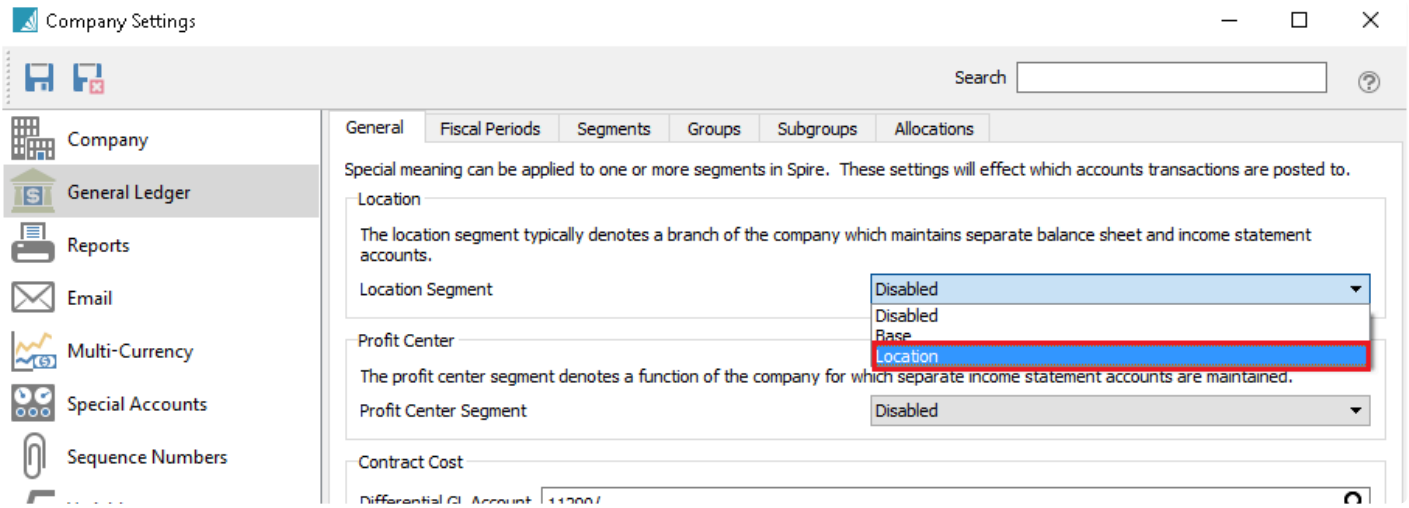
General Ledger – Create or designate one of the GL segments for locations or profit centers and name the segment with either one, The examples below show it set as a location.



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

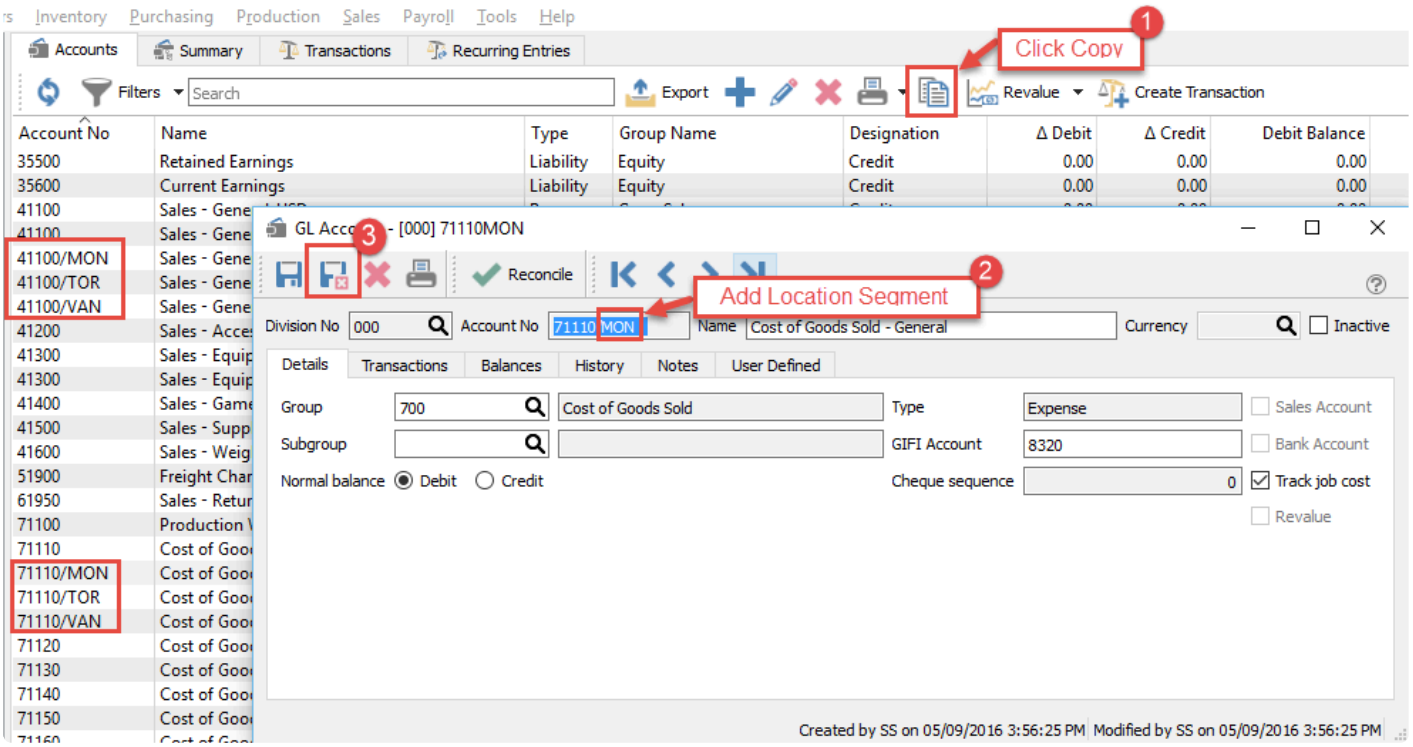


Then go into company settings/General and on the location segment select ‘Location’ (or whatever it was named) and save.



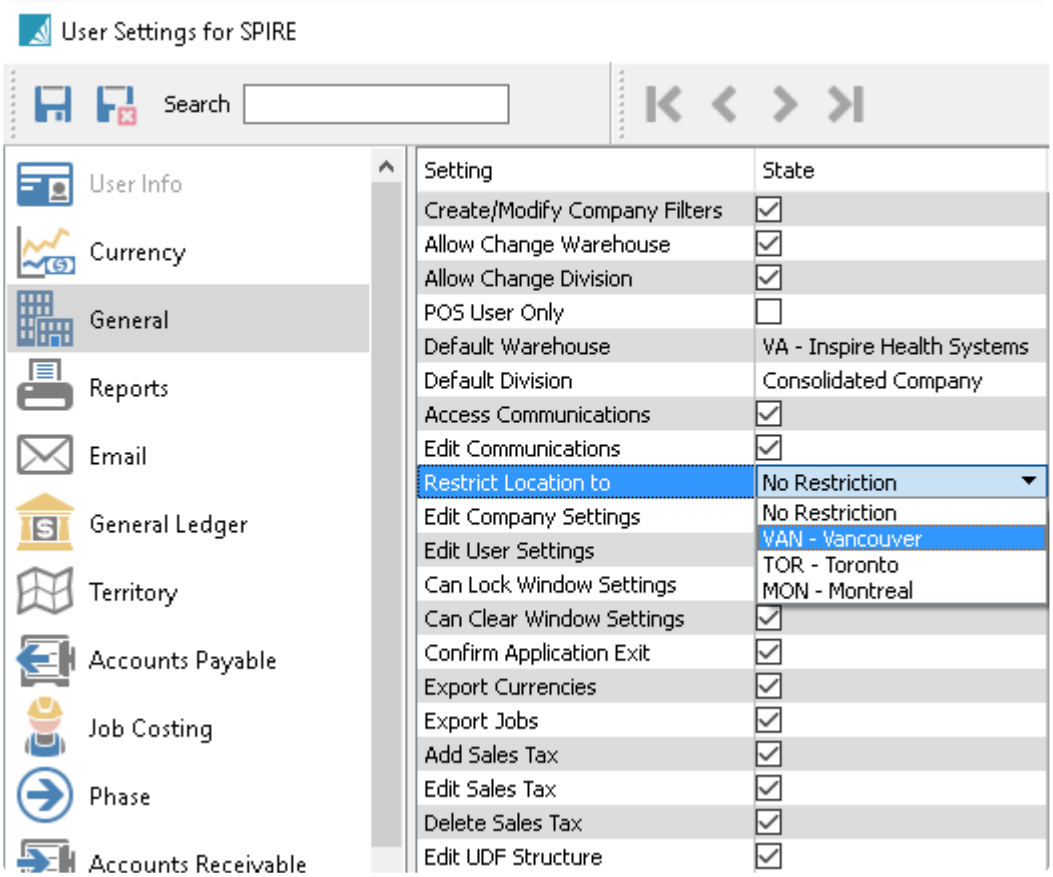
If the segment created was for a profit center select it there instead. In that case the segment is probably called 'Profit Center'

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

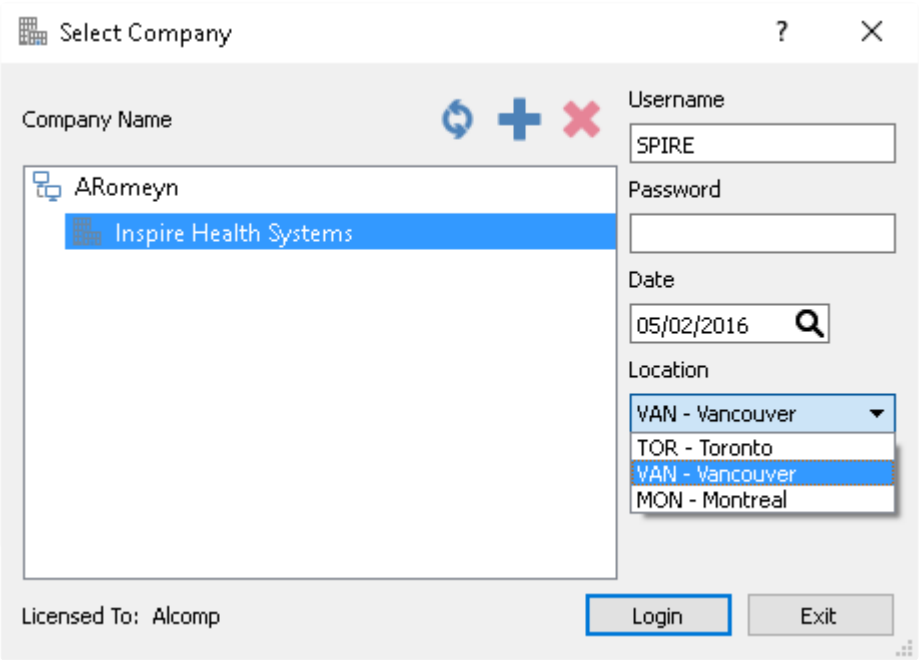


Locations

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



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



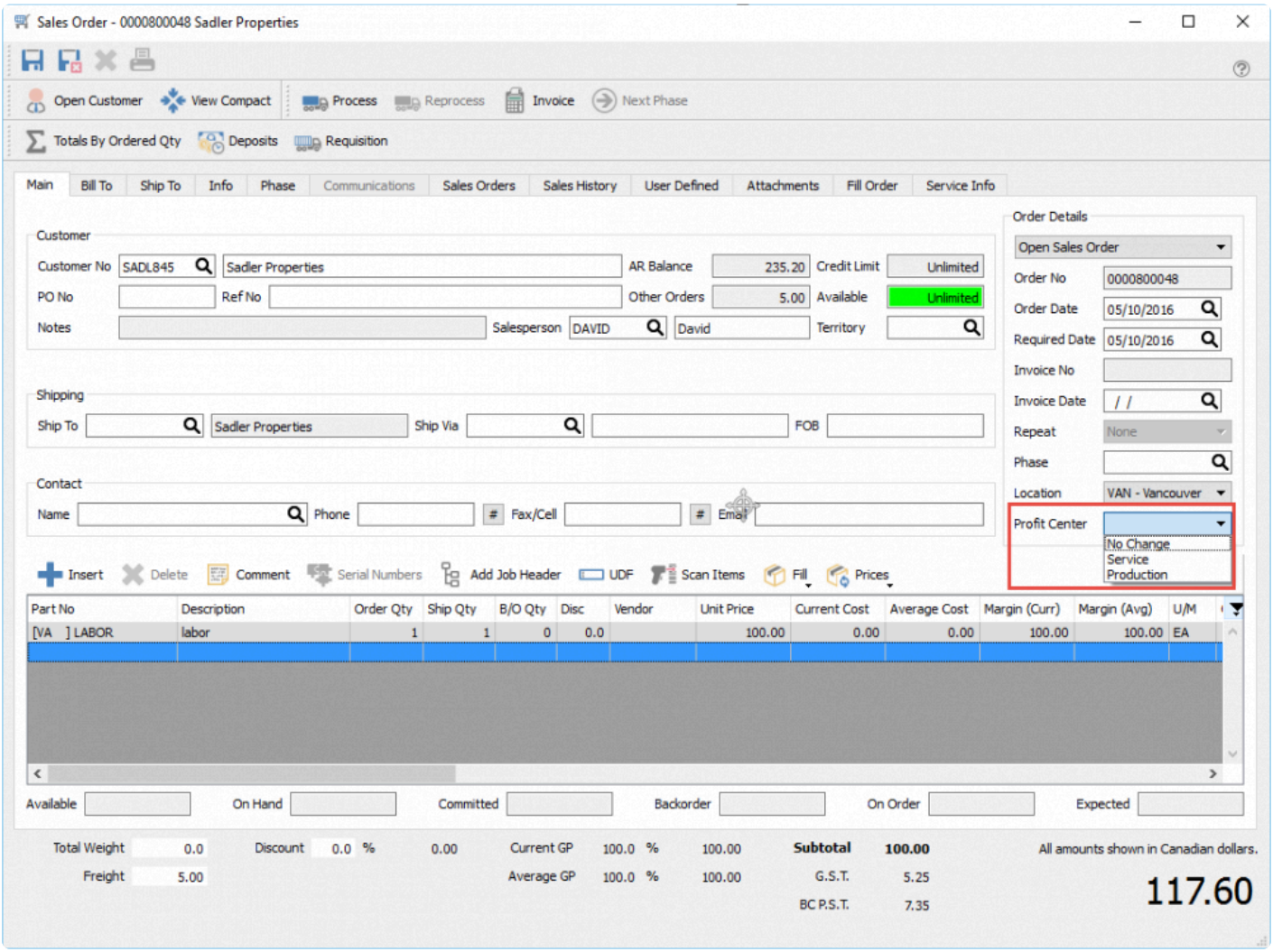
Add a General Ledger account using the location segment for each account the company wants to re-direct. At minimum the company usually sets a sales account for each location, but can also add cost of goods, inventory and taxes.

Video Instruction – Location Accounting

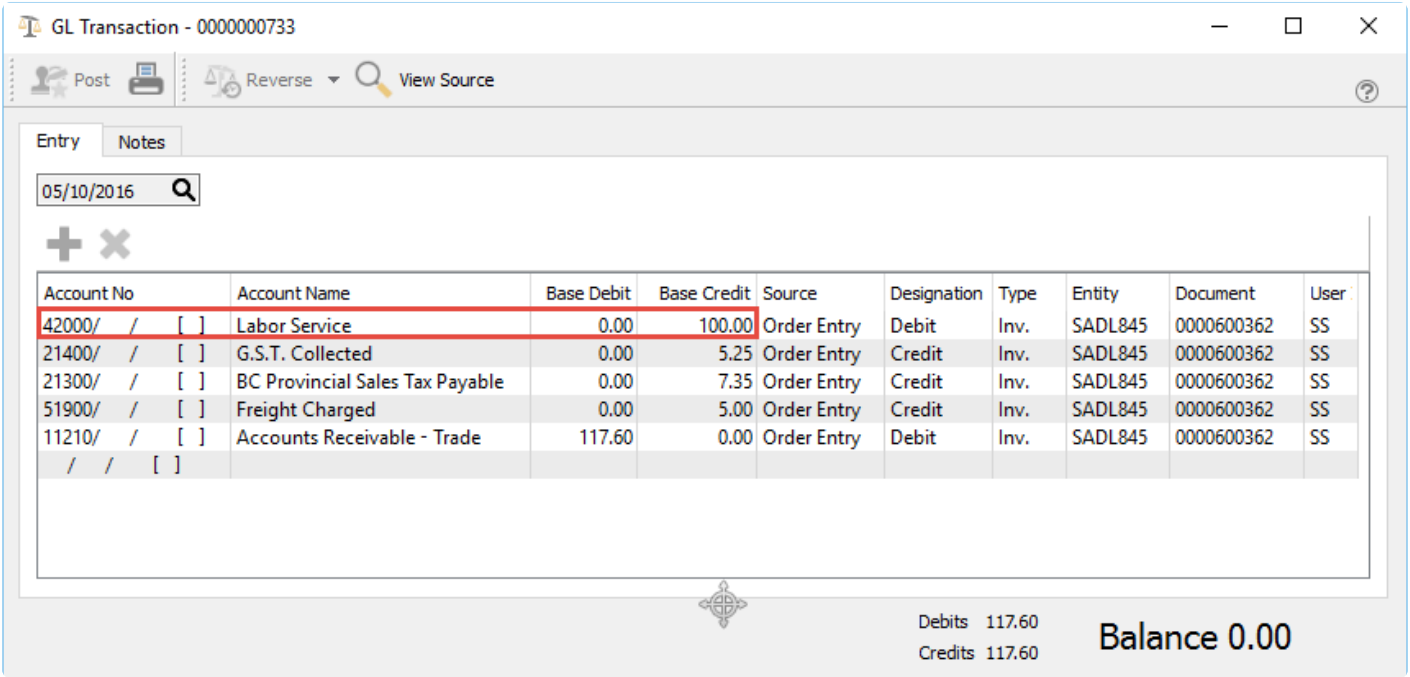
Profit Centers

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

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

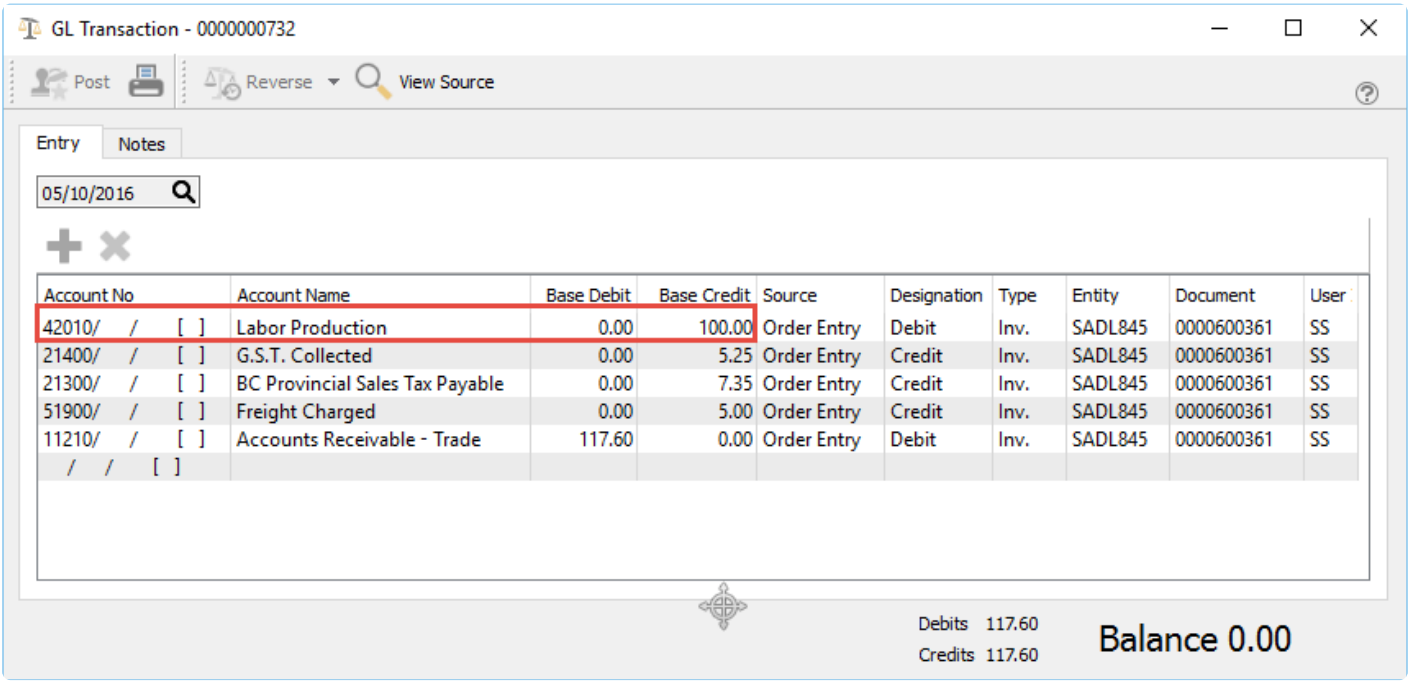


When the invoice is posted without changing the profit center it posts sales to the GL account set in Sales Department for the item.



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

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



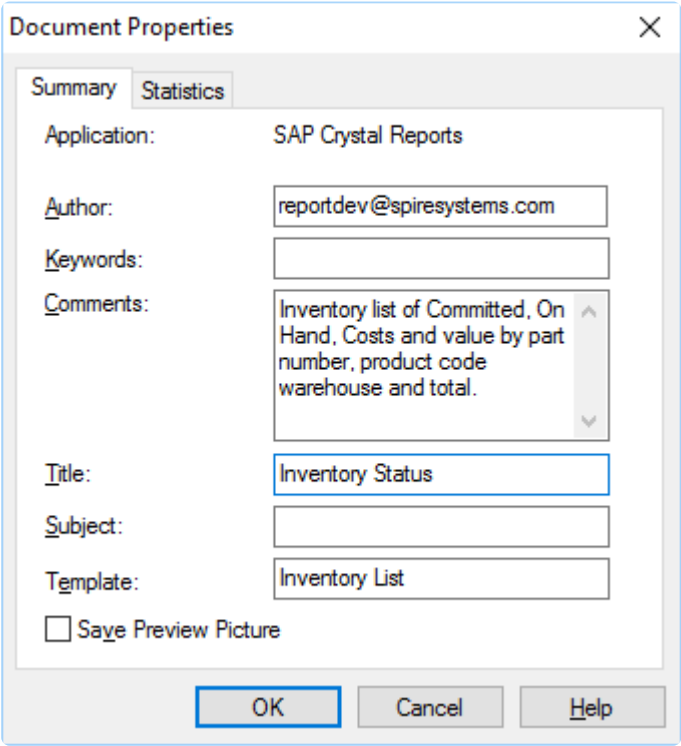
Account No	Account Name	Base Debit	Base Credit	Source	Designation	Type	Entity	Document	User
42010/ / [ ]	Labor Production	0.00	100.00	Order Entry	Debit	Inv.	SADL845	0000600361	SS
21400/ / [ ]	G.S.T. Collected	0.00	5.25	Order Entry	Credit	Inv.	SADL845	0000600361	SS
21300/ / [ ]	BC Provincial Sales Tax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

Video Instruction – Invoicing using Prof Centers

Reporting

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

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



Author – The person that developed this report.

Keywords – Not used.

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

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

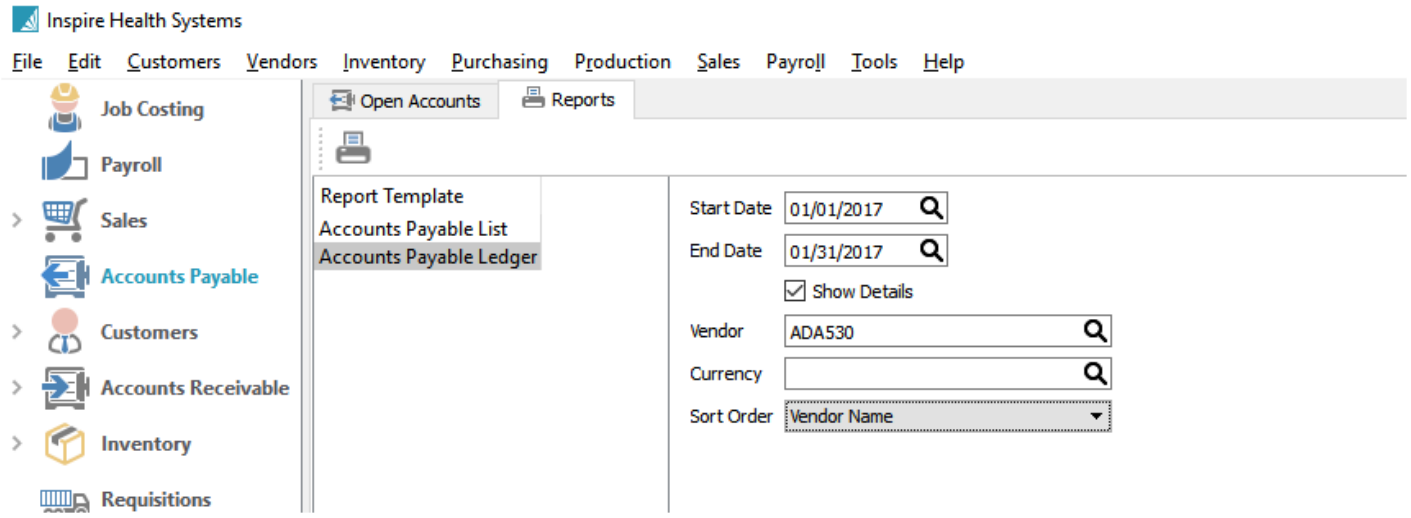
Subject – Not Used

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

Reports Tab in Modules

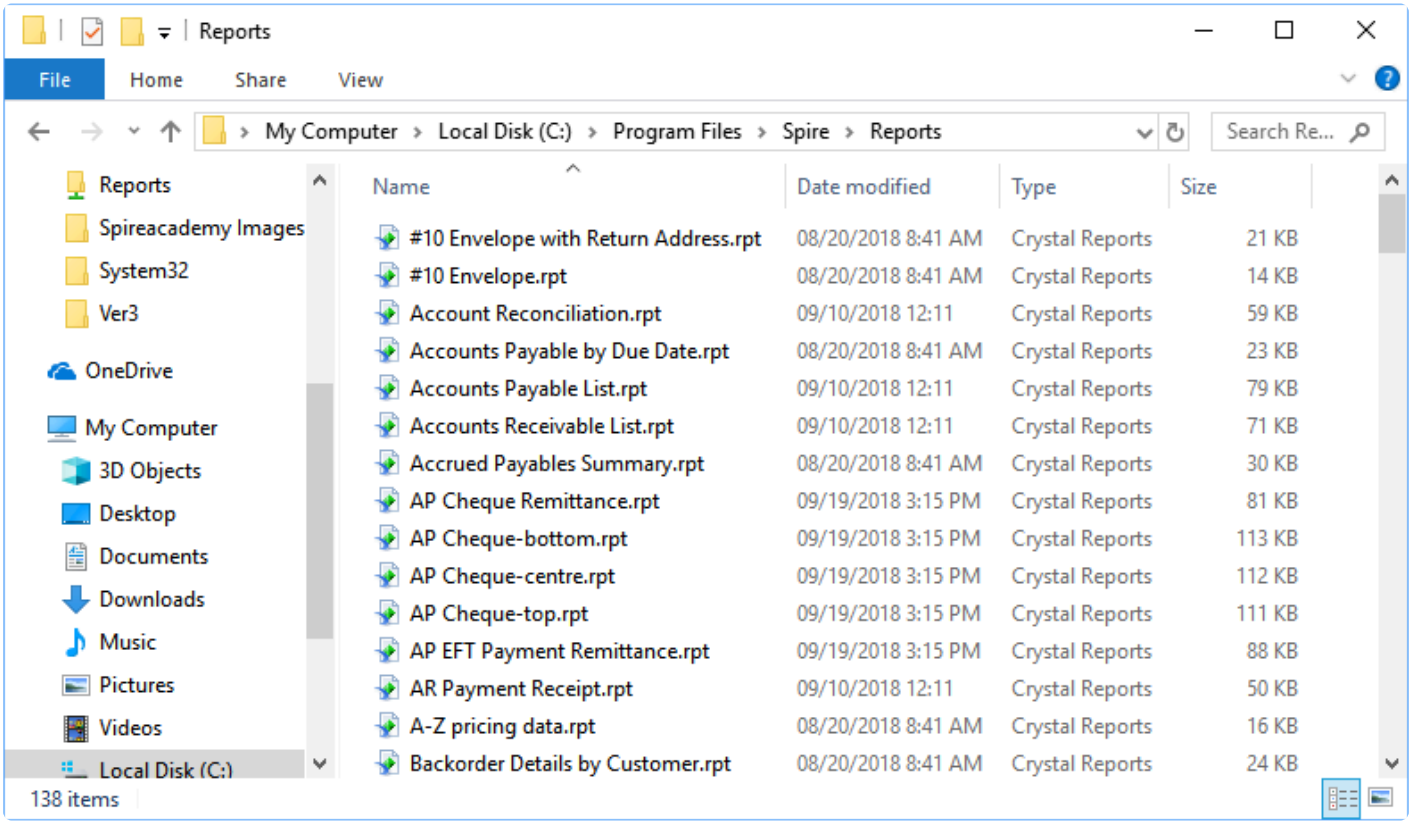
Most of Spire's reports run from the list view. The user sets the filter criteria and then prints 'All' or prints the 'Selected'. In some circumstances other criterion is required to be passed to a report. In these cases Spire has added a tab in the module call 'Reports' See the below for an example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

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



Stock Reports

All stock reports are saved on the server in C:\Program Files\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.

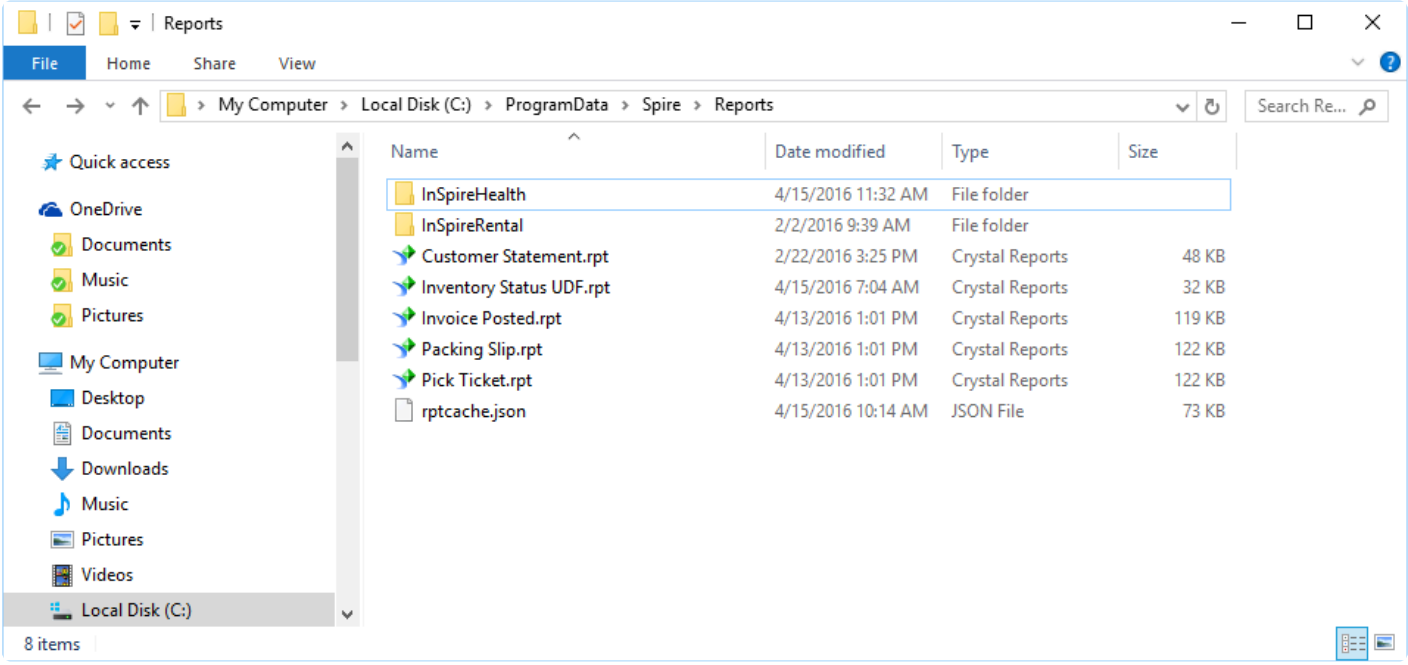
Included Stock Reports

The below is a complete PDF list of the current reports available in Spire. For Customer Reports please review the custom report links from the main navigation menu or by the next page link at the bottom of this page.

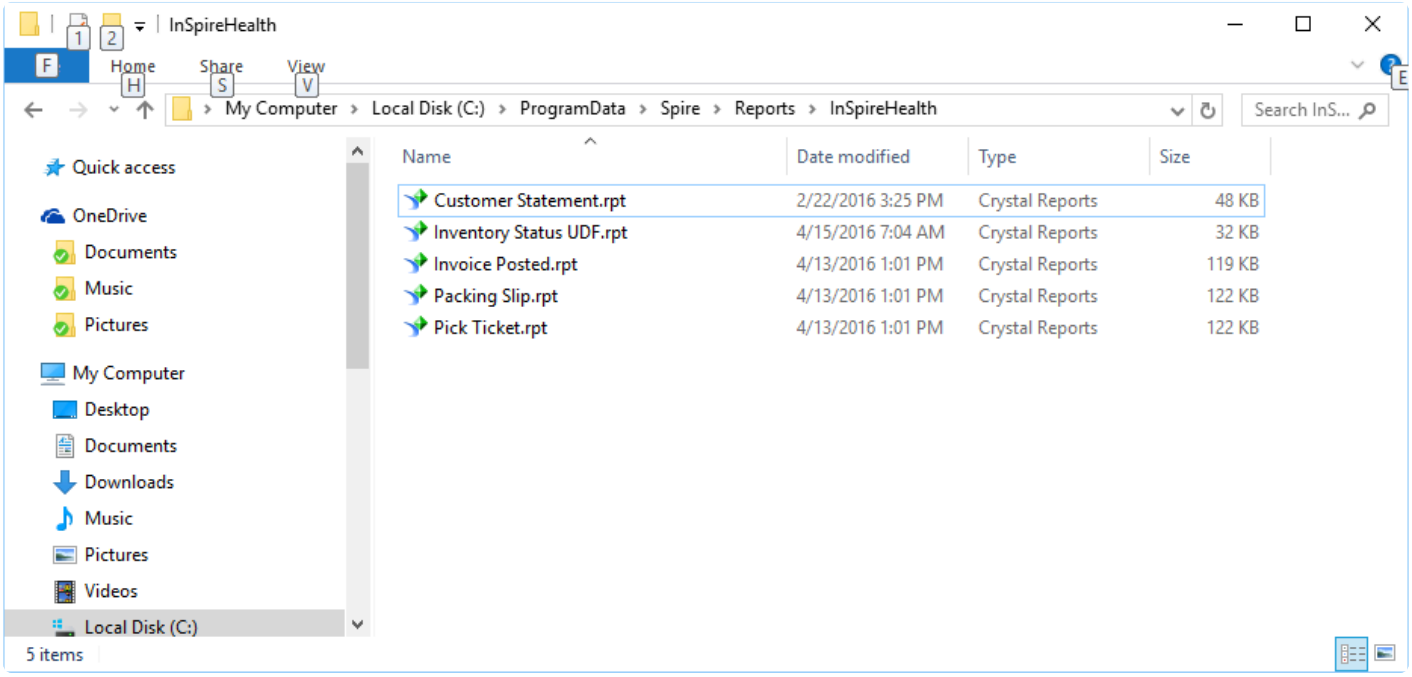
Spire Reports

Custom Reports

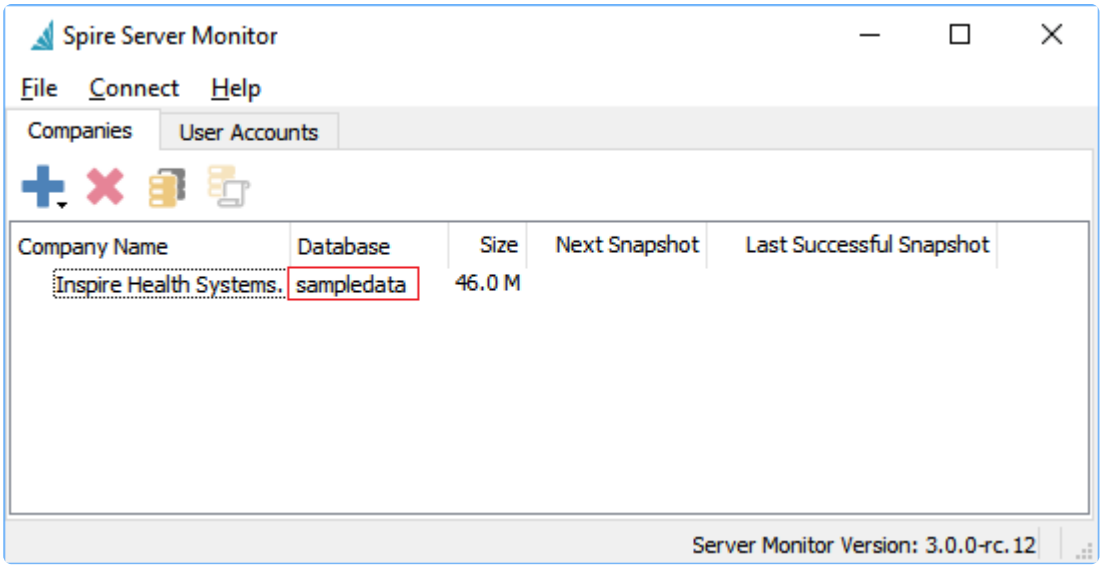
Custom reports for Spire are saved on the server in one of 2 places. If the report is required for all companies then save it on the server in C:\Programdata\Spire\Reports



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



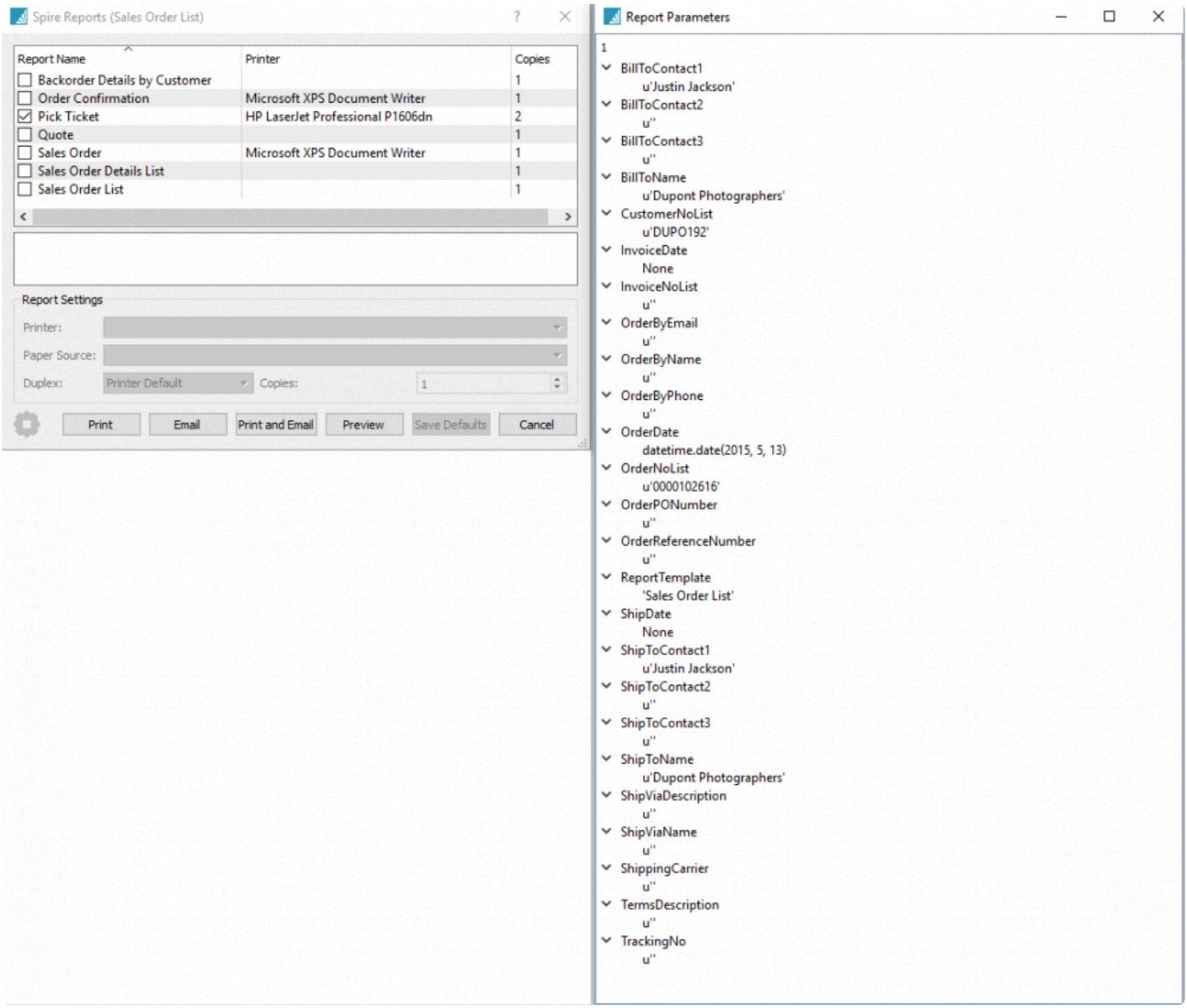
The database name can be found by looking at the Spire Tray.



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

Templates & Parameters

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



Data Dictionary

Table (linked)	Description
Table List and Description	**List of all tables in Spire**
addresses	All Address records
ap_batch_items	Saved Accounts Payable payment batch items
ap_batches	Saved Accounts Payable Batches
ap_transactions_links	Link Accounts Payable Debit transactions to Credit transactions
ap_transactions	Accounts Payable Transactions
ar_batches	Accounts Receivable payment batches
ar_batch_items	Accounts Receivable payment batch items
ar_transaction_links	Link Accounts Receivable Credit transactions to Debit transactions
ar_transactions	Accounts Receivable transactions
bom_categories	Bill of Materials categories
bom_item_replacements	Saved Production Order and Template Components replacements
cash_out_payment_methods	Payment Methods selected in Cash Outs
cash_outs	Cash Outs performed
countries	Table for Countries
currencies	Currency rates
customer_code_changes	Customer Code changes
customers	Customers
email_templates	Email templates
employee_roe_details	Details on the Record of Employment
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.
gl_history_subgroups	General Ledger subgroups as they were when the Year End Close was performed for the Fiscal Year ending as stated in year_end.
gl_history_transactions	General Ledger history transactions for the fiscal year ending as stated in year_end.
gl_periods	General Ledger Periods for Last Year, This Year and Next Year
gl_reconciliation_items	List of Reconciliation items
gl_reconciliations	Reconciliations saved, not yet posted
gl_recurring_pending	Recurring transactions
gl_recurring_transactions	Templates defining Recurring transactions
gl_segments	General Ledger Segments
gl_special_accounts	Special Accounts for system posting
gl_subgroups	General Ledger Account Sub Groups
gl_transactions	General Ledger Transactions for the fiscal last year, this year and next year
inventory	All Inventory items, one record exists for each warehouse, part number combination
inventory_adjustment_items	Items in Inventory Adjustment batches
inventory_adjustments	Inventory Adjustment batches
inventory_comments	Comments to be used on Sales Orders in the place of Inventory
inventory_components	Kit and Macro Inventory components

inventory_counts	Inventory Count batches
inventory_count_details	Inventory Count item records, one record for each count entered, for every part number counted
inventory_labels	Schema for temp table created when printing Inventory labels
inventory_levy_codes	Table for Levies
inventory_lot_trace	Schema for temp table created for records located during Lot Trace Print process
inventory_part_no_changes	Part Number changes saved but not yet applied
inventory_price_matrix	Price Matrix records
inventory_product_codes	Inventory product groups
inventory_promo_codes	Promotional codes used by Price Matrix
inventory_receipts	Inventory Receipts through Purchase Orders, Inventory Adjustments/Transfers, Production Orders, Sales Order returns, each record includes FIFO/LIFO information
inventory_requisitions	Records created by Sales Orders, Production Orders or Inventory Requisitions, used to create Production Orders or Purchase Orders
inventory_serial_numbers	Serial numbers and lot numbers
inventory_serial_transactions	Serial number and lot number transactions
inventory_statistics	Inventory Sales Statistics by financial period
inventory_uoms	Inventory Unit of Measure records
inventory_upc_codes	Universal Product Codes link to Inventory items
inventory_warehouses	Inventory Warehouses
job_items	Job transactions
jobs	Jobs
note_types	Communication Note types
notes	Communication Notes
payment_methods	Payment Methods
payment_terms	Payment Terms for Sales and Purchases
payroll_depts	Payroll Departments containing control settings for posting timecards
payroll_dept_additions	Table for for benefits and deductions recorded on the timecard
payroll_employee_additions	Table for Employee settings for benefits and deductions
payroll_schedules	Payroll Schedules for each pay frequency
payroll_timecard_additions	Table for for benefits and deductions recorded on the timecard

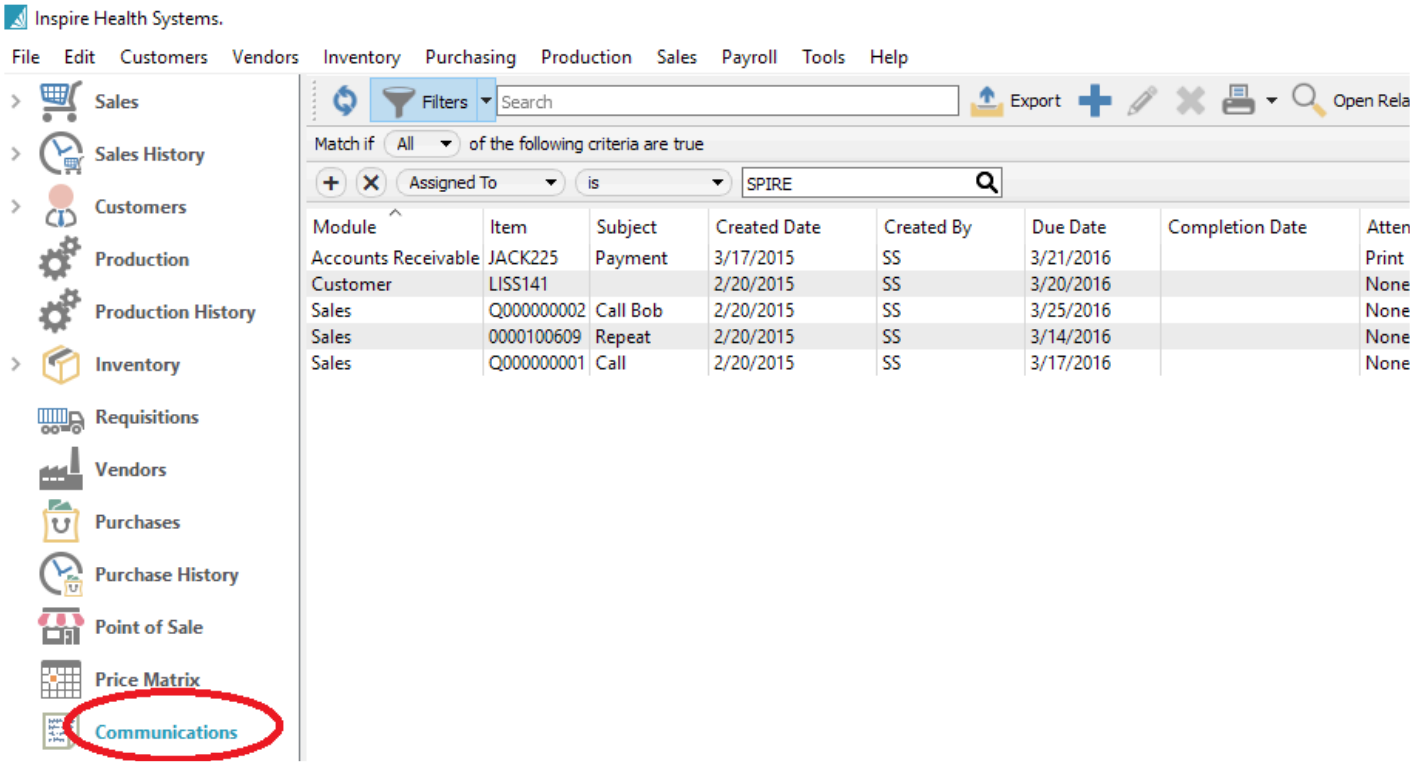
payroll_timecard_entries	Table of Timecard pay record
payroll_timecards	Table for Payroll timecards
phase_history	Table to store the changes to Phases on Orders
phases	Phases available to Sales Orders, Purchase Orders and Production Orders
production_history	Production Orders that have been built
production_history_items	Built Production Order component details
production_order_items	Production Order component details
production_orders	Production Orders not yet fully built
production_template_items	Production Template component details
production_templates	Production Templates
purchase_history	Closed Purchase Orders
purchase_history_items	Items on closed Purchase Orders
purchase_order_items	Items on open Purchase Orders
purchase_orders	Open Purchase Orders
purchase_receipts	All receipts in Purchase Orders
record_types	Customer and Inventory types
sales_departments	Inventory Sales Departments
sales_history	Posted Sales Invoices
sales_history_equipment	Equipment attached to posted Invoices
sales_history_items	Posted Sales Invoice lines
sales_history_payments	Payments on posted Sales Invoices
sales_order_batches	Sales Order batches
sales_order_equipment	Equipment attached to open Sales Orders
sales_order_items	Sales Orders lines not yet posted
sales_order_payments	Payments made on Sales Orders
sales_orders	Sales Orders not yet posted
sales_taxes	Sales Taxes
salespeople	Salespeople
shipping_methods	Shipping Methods
system_filters	Tables for saved filters
system_record_locks	Control lock records being edited by a user

system_report_permissions	Control report permissions when Report security is enabled in Company settings or User settings
system_sequence_numbers	Control all of the next sequence numbers i.e. trans_no, order_no, invoice_no etc.
system_settings	Control system settings and values
system_users_base	User list
territories	Sales Territories
udf_fields	UDF field definitions
udf_pages	UDF page definitions
vendor_code_changes	Saved Vendor Code changes
vendor_pricing	Vendor prices per part number
vendor_t4as	Table for Vendor T4A records
vendor_t5018s	Table for Vendor T5018 records
vendors	Vendors
zip_codes	U.S.A. Zip codes

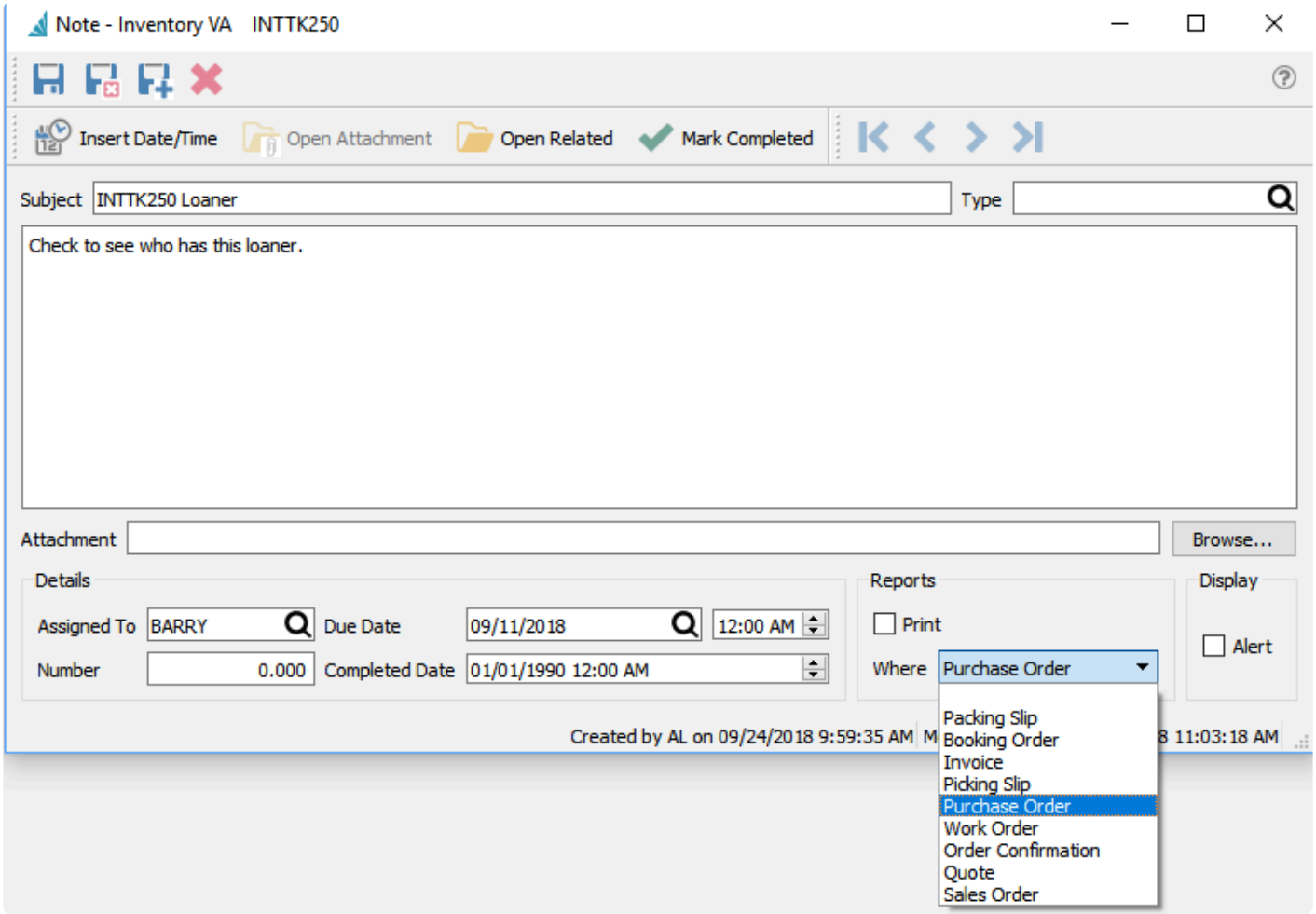
Communications- (CRM)

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

Click the Communication icon on the main menu.



From the communications list click add or edit



Filters – Set a filter to display only the communication that the user wants to see. The most common one is the "Assigned To" filter so they only see their own communications.
Export – Exports the list of communications to Excel or .csv based on column and position selection.
Add – Adds a communication.
Edit – Edits a communication.
Delete – Deletes a communication.
Print – Any report that has 'Communications' as a Crystal Reports template will be presented.
Open Related – Opens the module and record for the source of the message.

Module – The module where the communication was created.
Item – The record for where the communication was created. For example the customer number, sales order number or inventory item.
Subject – The subject the user put on the communication.
Created Date – The date it was created.
Created By – The initials of the user that created the communication.
Due Date – The date the assigned communication is due for completion.

Completion Date – The date entered when it was completed.
Attention – This can either be:

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

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

Display Type – The form that this communication should print on. For example on Invoices or Purchase Orders.
Assigned To – The user's initials that the communication is assigned to.
Group Type – The type of message. Each company can create their own types by doing a lookup on the type field. For example "Follow-Up"
Modified Date – Date this communication was last edited.
Modified By – The users initials that last edited this communication.

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

Communications Examples

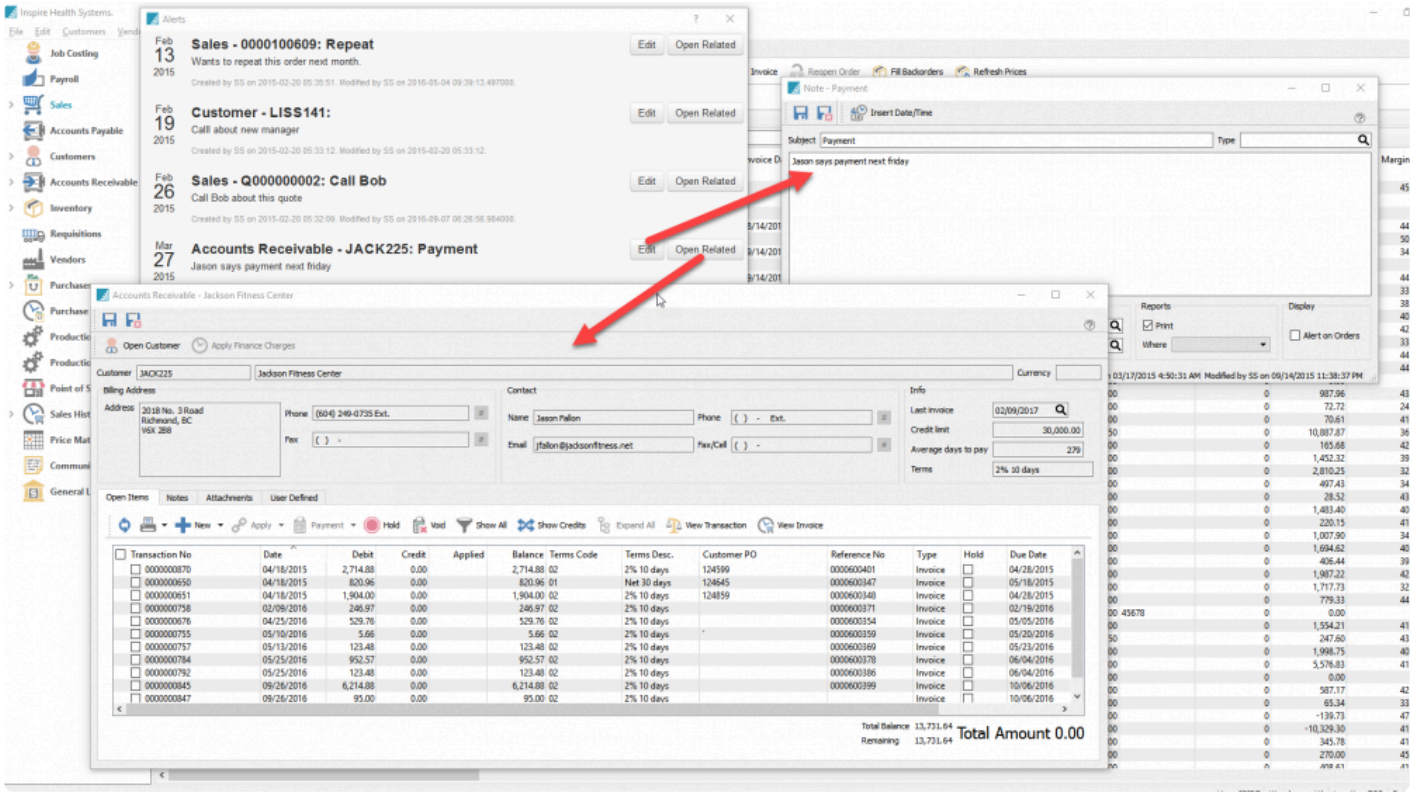
Example communications

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

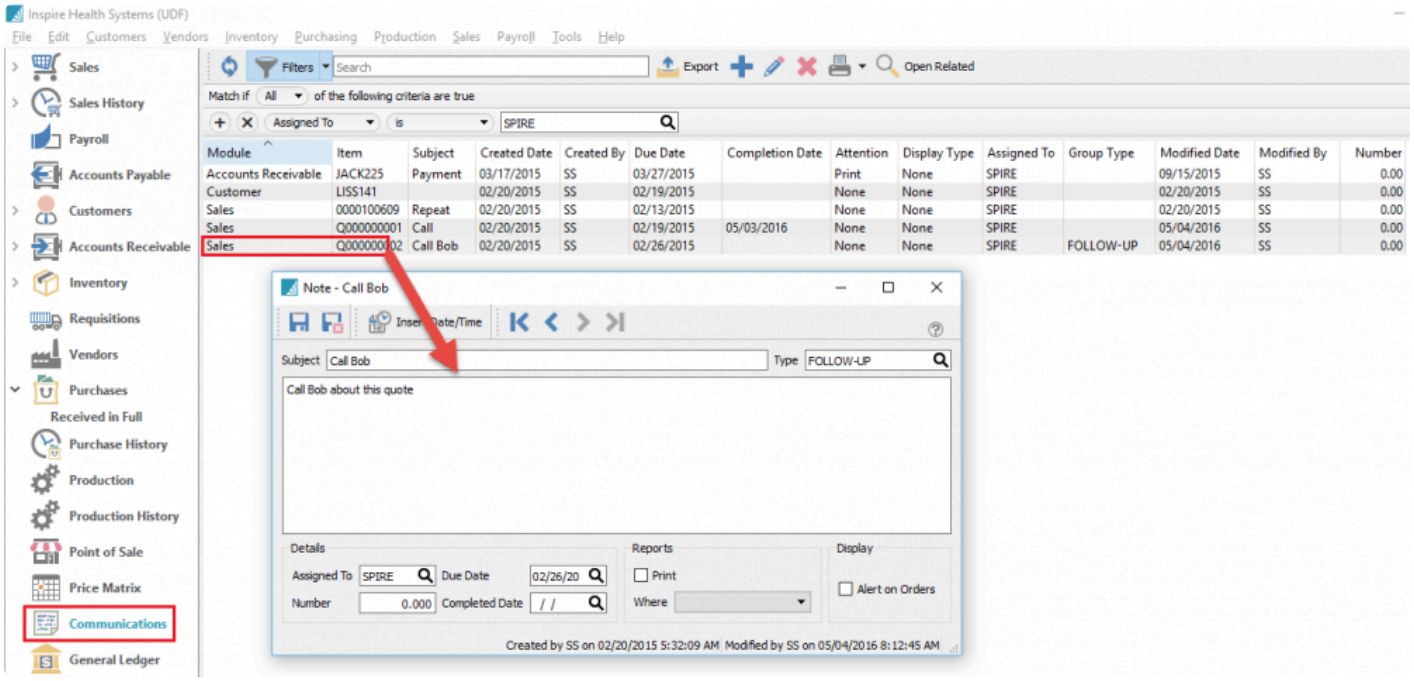
To-Do List on Login

When User Logs In

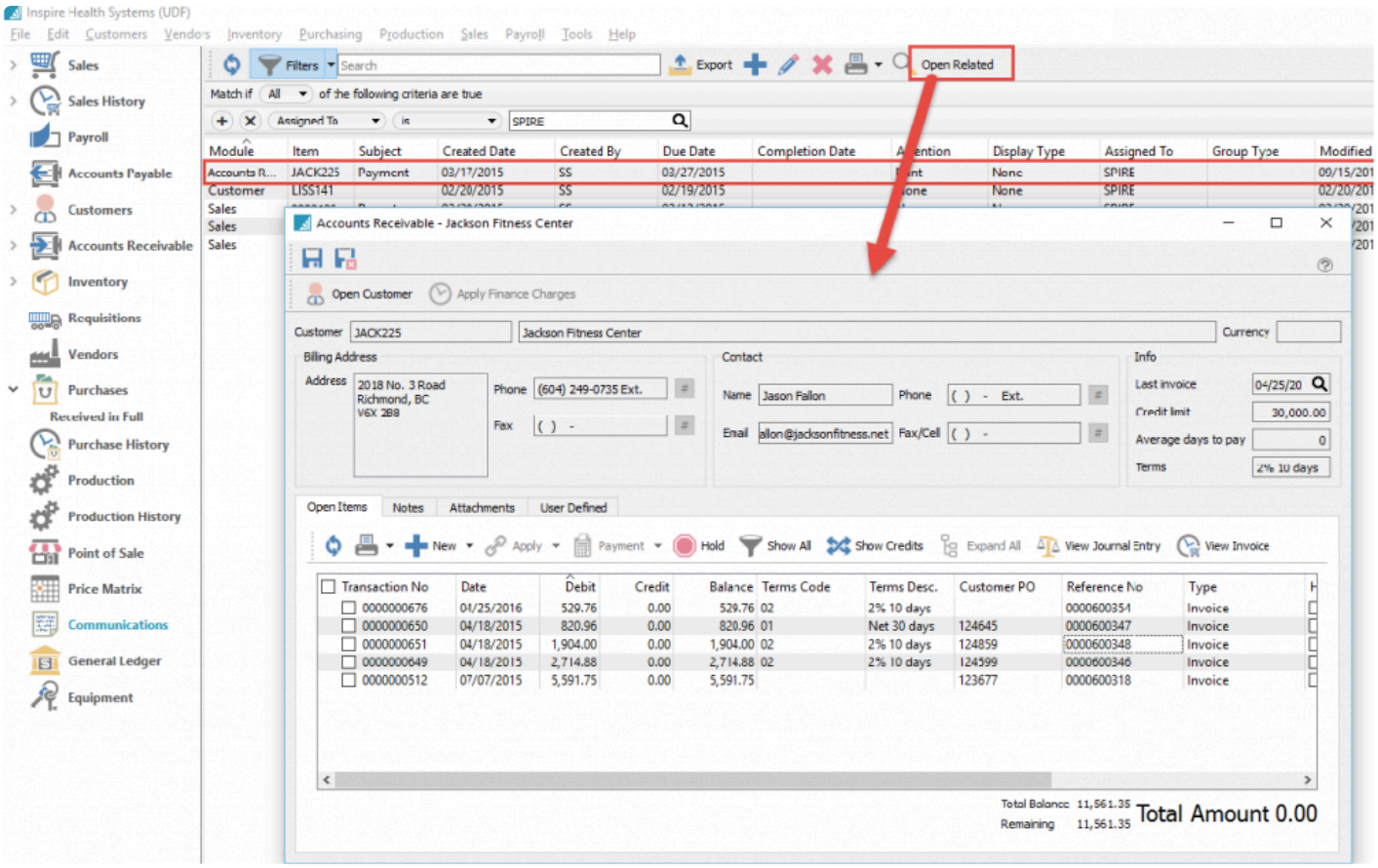
When the user logs in and there are communication notes that are due or overdue, a “To-Do” list will be presented. By clicking the edit button the user can see the details of the communication.



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

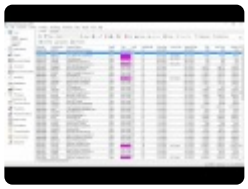


Clicking on the “Open Related” button will bring up the record where that communication was created. For instance if it was an accounts receivable message it will open to that customers AR record.


Inspire Health Systems (UDF)
File Edit Customers Vendors Inventory Purchasing Production Sales Payroll Tools Help
Sales
Sales History
Payroll
Accounts Payable
Customers
Accounts Receivable
Inventory
Requisitions
Vendors
Purchases
Received in Full
Purchase History
Production
Production History
Point of Sale
Price Matrix
Communications
General Ledger
Equipment
Filters
Search
Export
Open Related
Match if All of the following criteria are true
Assigned To is SPIRE
Module Item Subject Created Date Created By Due Date Completion Date Attention Display Type Assigned To Group Type Modified
Accounts R... JACK225 Payment 03/17/2015 SS 03/27/2015 None SPIRE
Customer LISS141 02/20/2015 SS 02/19/2015 None SPIRE
Sales
Sales
Sales
Accounts Receivable - Jackson Fitness Center
Open Customer
Apply Finance Charges
Customer JACK225
Jackson Fitness Center
Currency
Billing Address
Address 2018 No. 3 Road Richmond, BC V6X 2B8
Phone (604) 249-0735 Ext.
Fax ( ) -
Contact
Name Jason Fallon
Phone ( ) - Ext.
Email allon@jacksonfitness.net
Fax/Cell ( ) -
Info
Last invoice 04/25/20
Credit limit 30,000.00
Average days to pay 0
Terms 2% 10 days
Open Items Notes Attachments User Defined
New Apply Payment Hold Show All Show Credits Expand All View Journal Entry View Invoice
Transaction No Date Debit Credit Balance Terms Code Terms Desc. Customer PO Reference No Type
0000000676 04/25/2016 529.76 0.00 529.76 02 2% 10 days 0000600351 Invoice
0000000650 04/18/2015 820.96 0.00 820.96 01 Net 30 days 124645 0000600347 Invoice
0000000651 04/18/2015 1,904.00 0.00 1,904.00 02 2% 10 days 124859 0000600348 Invoice
0000000649 04/18/2015 2,714.88 0.00 2,714.88 02 2% 10 days 124599 0000600346 Invoice
0000000512 07/07/2015 5,591.75 0.00 5,591.75 123677 0000600318 Invoice
Total Balance 11,561.35
Remaining 11,561.35
Total Amount 0.00

Communications Video Demo

Video Instructions – Communications

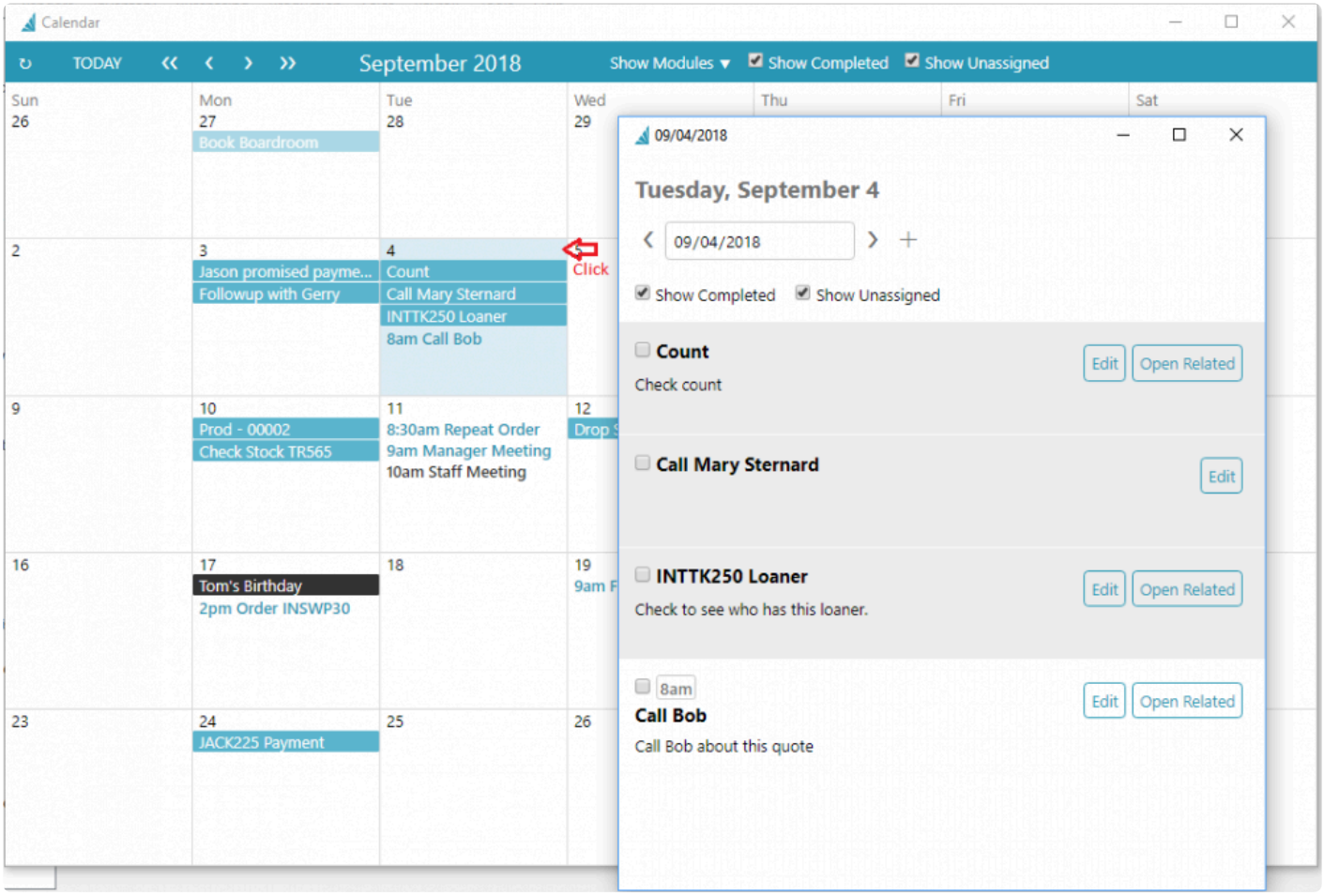


Calendar

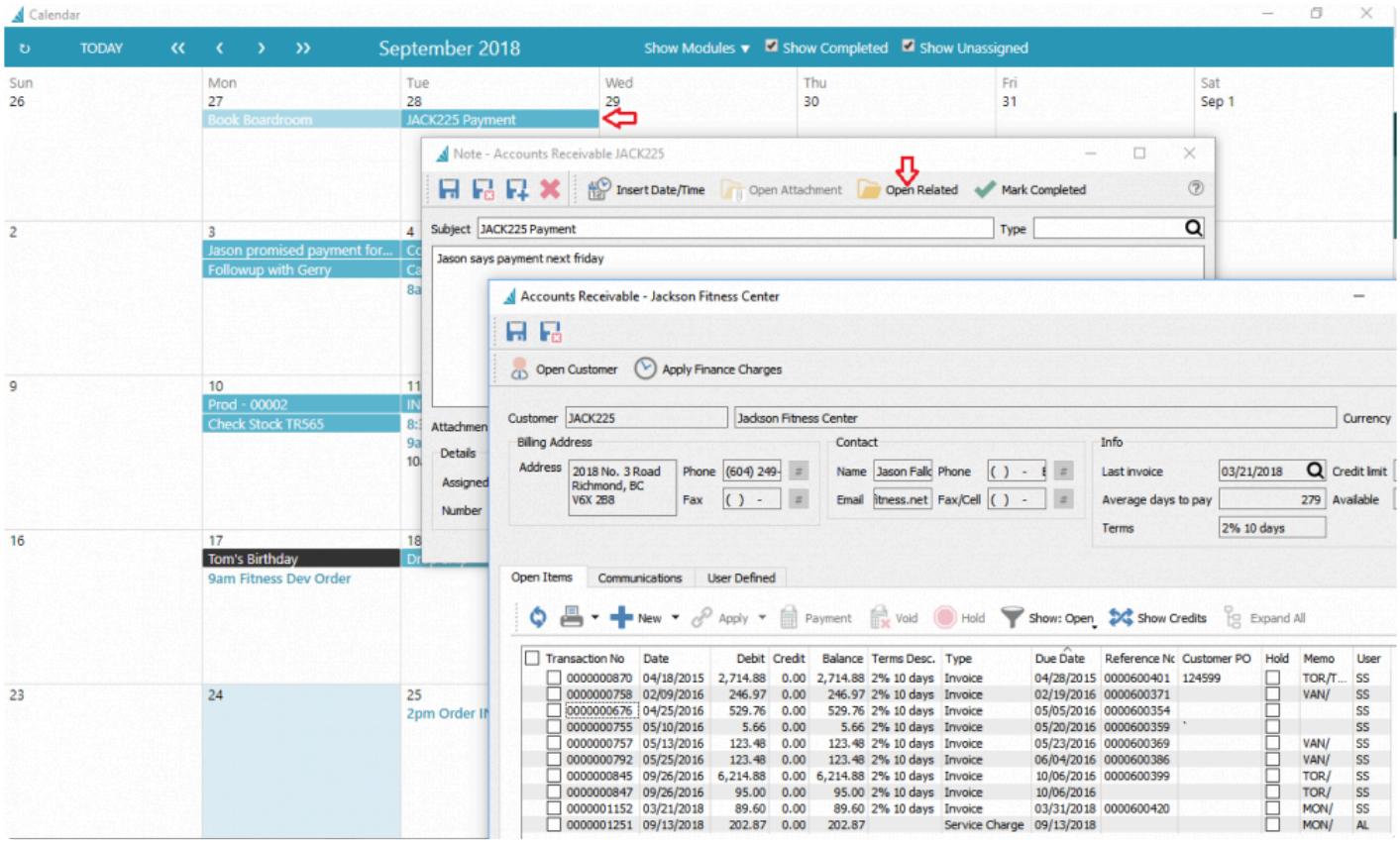
The calendar is related to the communications module. Communication notes that have a followup date automatically get added to the calendar. Select ‘Calendar’ from the main menu and all of the users communications will be show on each day that the item is due,

The user can decide if they want to see completed tasks and those that are not assigned to any user.

Clicking on the day brings up the days list



Clicking on a single item opens the communication that can then be edited and then when the ‘Open Related’ button is clicked, the actual item that the communication was attached to will open for editing or view.

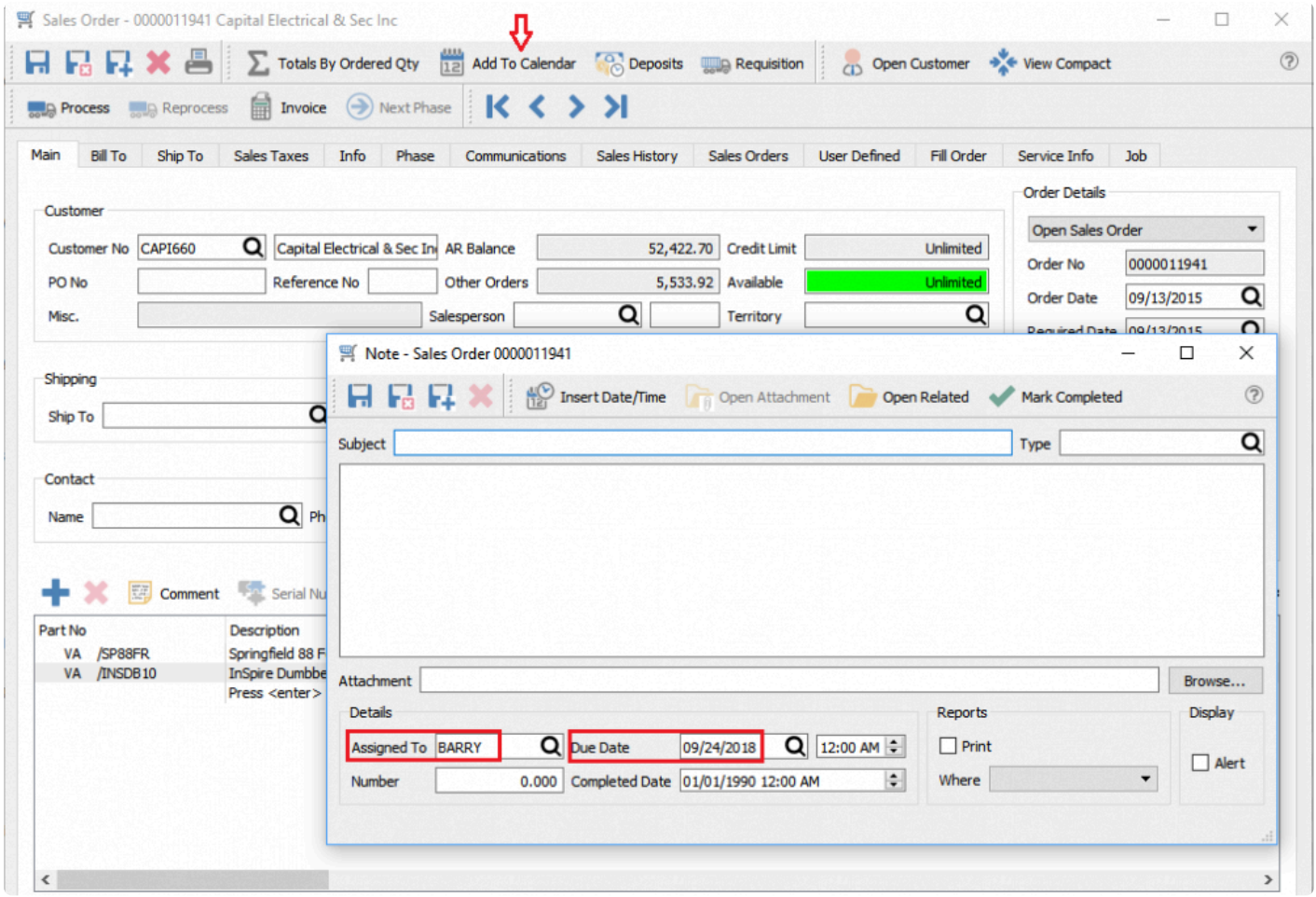


> Note that the user can act on the related item that was opened. In the case above, they can take the payment on the customers account while staying in the calendar module.

Other features include being able to easily mark items complete, and to drag items on the calendar to another date. The user can also edit the communication s and assign it to another user so it appears on their calendar.

Quickly Add to Calendar

Inside sales, purchase and Production orders is a button labeled “Add To Calendar” . By clicking this a communications record is created assigned to the user with today’s date. They can then add more information or edit it by changing the user and date and even add a time to show on the calendar.


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

General Ledger

Accounts | Allocations | Summary | Transactions | Recurring Entries | Reports

Filters | Search | Export | Revalue | Create Transaction

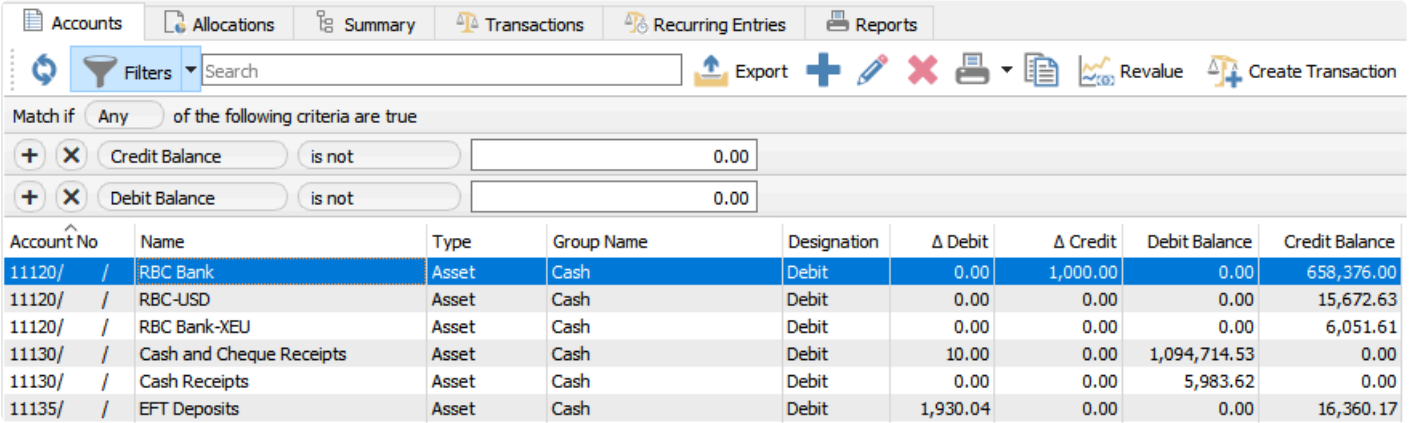
Match if Any of the following criteria are true

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



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

Add – Adds a new GL account

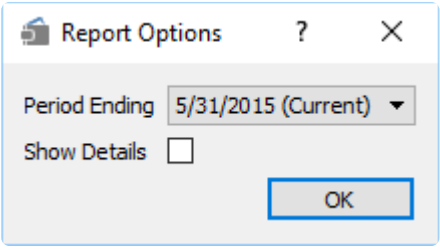
Edit – Edits highlighted GL account

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

Print – Print GL account reports such as:

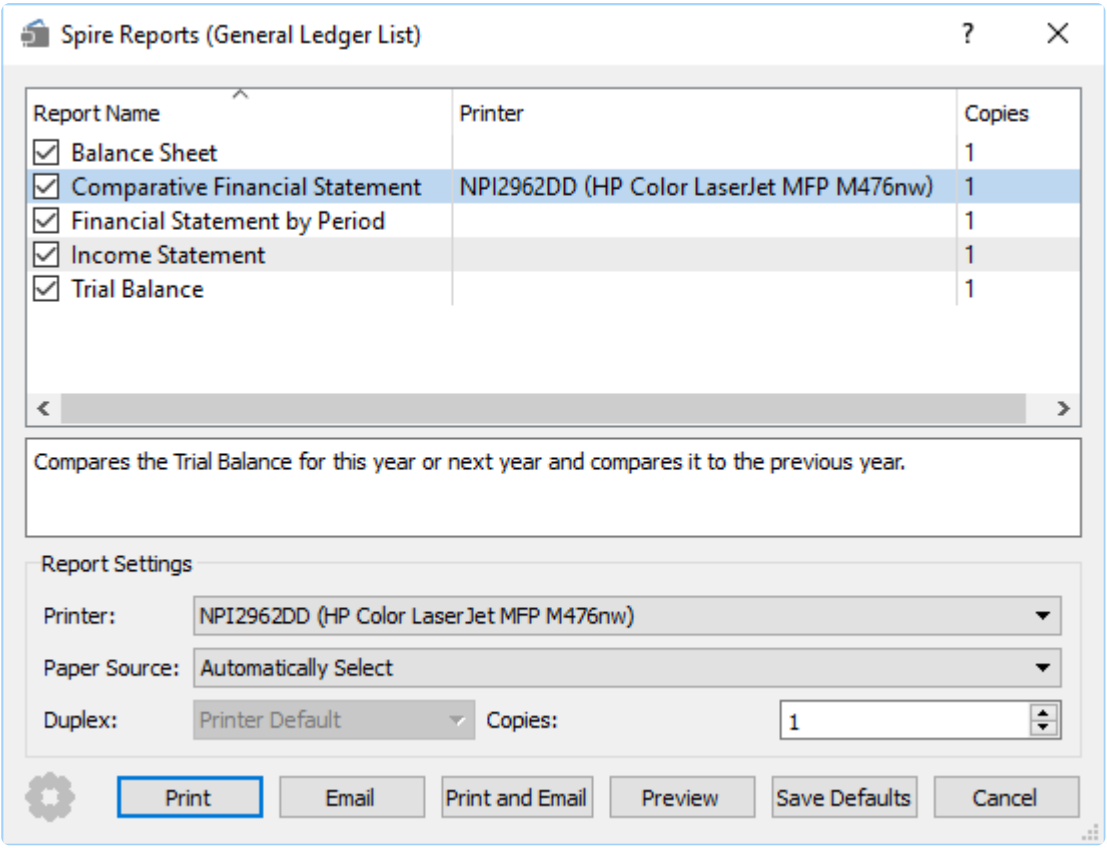
- **Trial Balance**
- **Income Statement**
- **Balance Sheet**

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



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

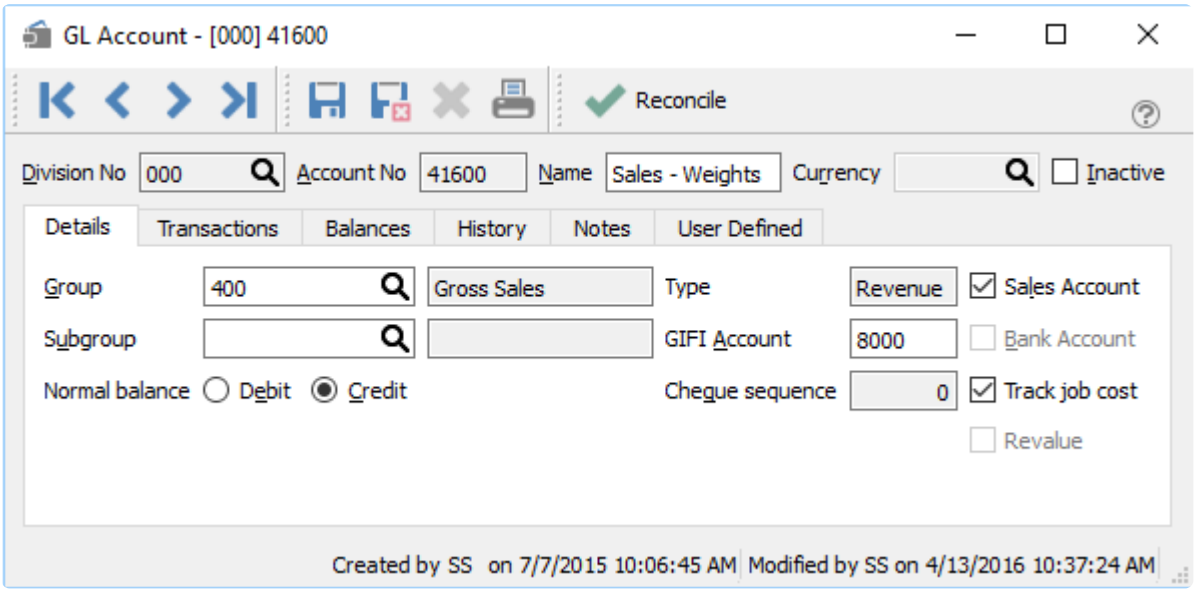
The next screen would ask which report(s) to print, the printer selection information and if they want to email the reports. Note that all reports can be printed or emailed at once.



Copy – Copy selected GL account.

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

Edit and Add Accounts



Save – Saves changes

Save Close – Saves changes and closes the account

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

Print – Prints all reports that have a Crystal Report template of “GL Account”

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

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

Account No – The General Ledger Account number.

Name – A descriptive name for the GL account.

Currency – The currency assigned to this account.

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

Group – The group that the account belongs in. Groups are setup in Company Settings/General Ledger

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

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

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

GIFI Account – An acronym for 'General Index of Financial Information' as setout by CRA (Canada Revenue Agency' See this link for more information.

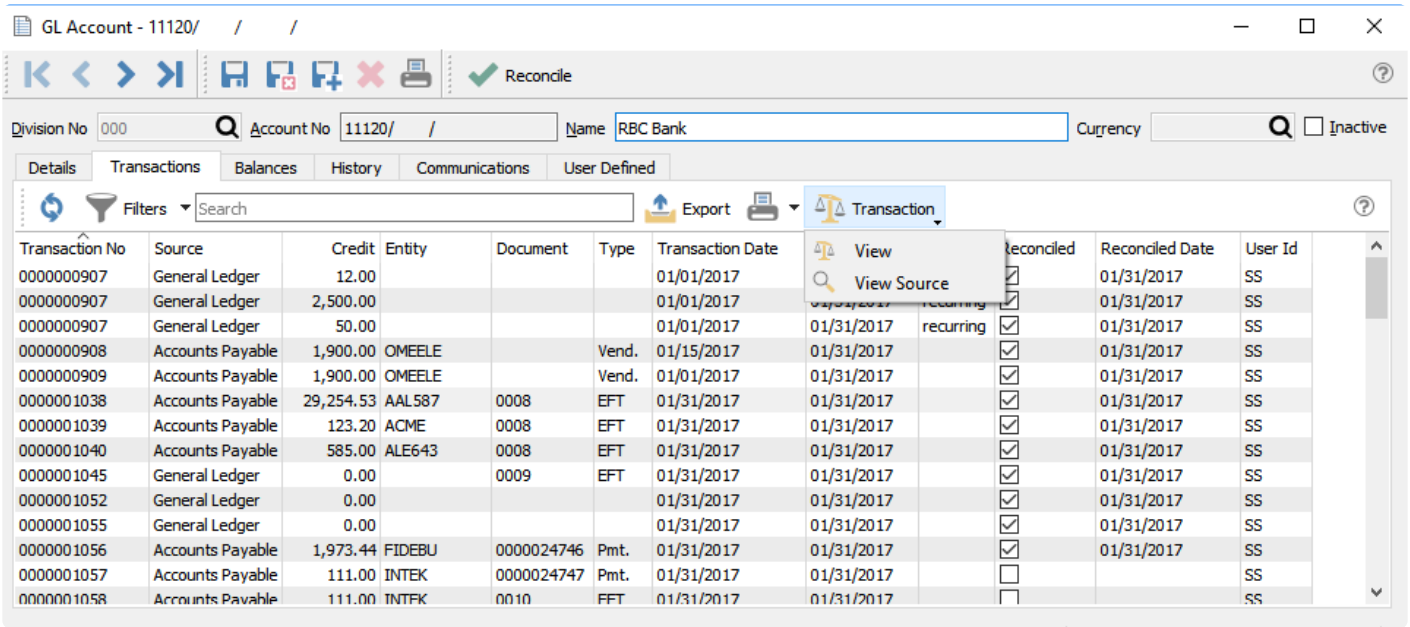
Check Sequence – The next cheque number that will be assigned by default when paying from this GL account.

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

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

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

Account Transactions



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

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

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

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

Print – Print any report with the Crystal Report Template of GL Transaction List.

View – View the complete journal entry.

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

- Order Entry
- Purchase Order
- Payroll

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

Source – The source that this posting came from.

Debit – The amount of the debit transaction

Credit – The amount of the credit transaction.

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

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

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

Type – The type of transaction that was posted.

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

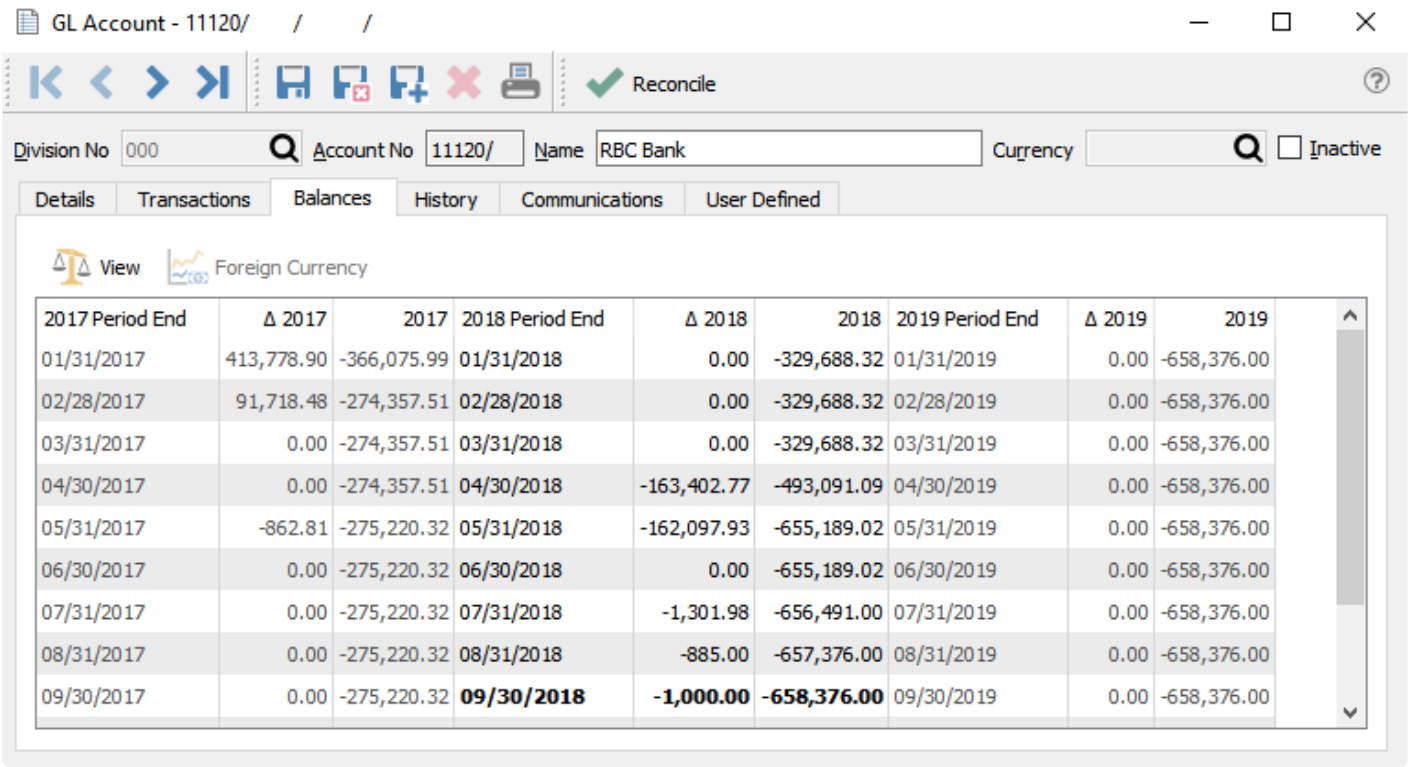
Document – The document number passed from the sub ledger posting. ie- the invoice number

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

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

Account Balances

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



2017 Period End	Δ 2017	2017	2018 Period End	Δ 2018	2018	2019 Period End	Δ 2019	2019
01/31/2017	413,778.90	-366,075.99	01/31/2018	0.00	-329,688.32	01/31/2019	0.00	-658,376.00
02/28/2017	91,718.48	-274,357.51	02/28/2018	0.00	-329,688.32	02/28/2019	0.00	-658,376.00
03/31/2017	0.00	-274,357.51	03/31/2018	0.00	-329,688.32	03/31/2019	0.00	-658,376.00
04/30/2017	0.00	-274,357.51	04/30/2018	-163,402.77	-493,091.09	04/30/2019	0.00	-658,376.00
05/31/2017	-862.81	-275,220.32	05/31/2018	-162,097.93	-655,189.02	05/31/2019	0.00	-658,376.00
06/30/2017	0.00	-275,220.32	06/30/2018	0.00	-655,189.02	06/30/2019	0.00	-658,376.00
07/31/2017	0.00	-275,220.32	07/31/2018	-1,301.98	-656,491.00	07/31/2019	0.00	-658,376.00
08/31/2017	0.00	-275,220.32	08/31/2018	-885.00	-657,376.00	08/31/2019	0.00	-658,376.00
09/30/2017	0.00	-275,220.32	**09/30/2018**	**-1,000.00**	**-658,376.00**	09/30/2019	0.00	-658,376.00

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

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

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

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

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

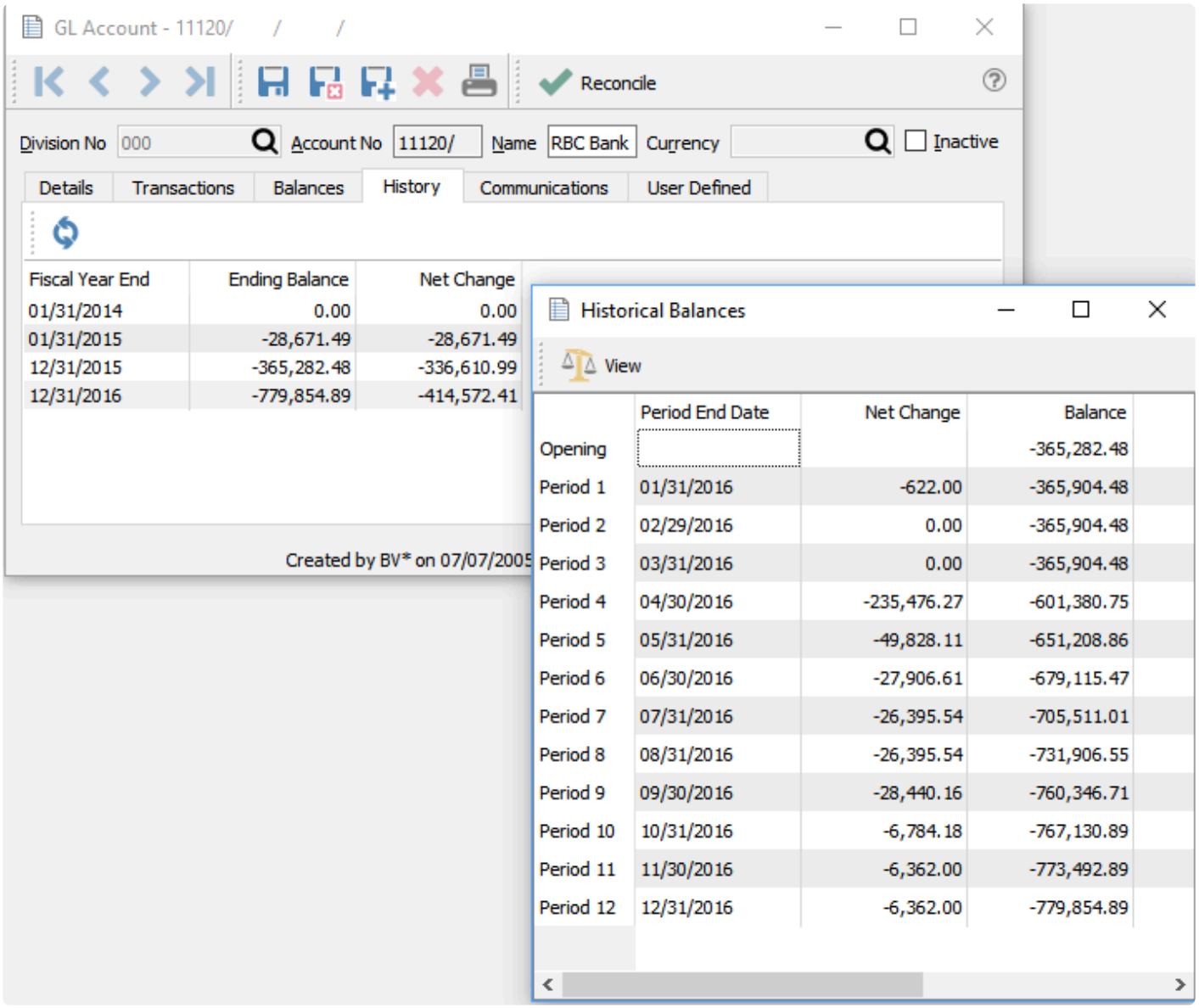
This Year – The running balance of the GL account for that period for this year.

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

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

Account History

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



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

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

Net Change – The net change for that year.

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

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

Net Change – The net change for the historical period.

Balance – The closing balance for the historical period.

Account Notes

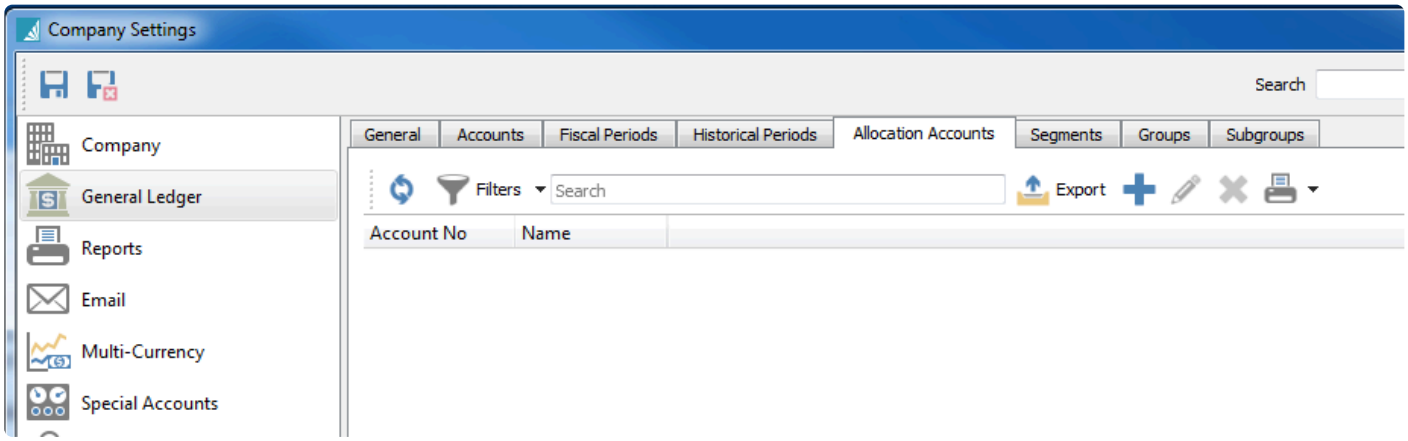
Any number of notes can be added for this GL account.

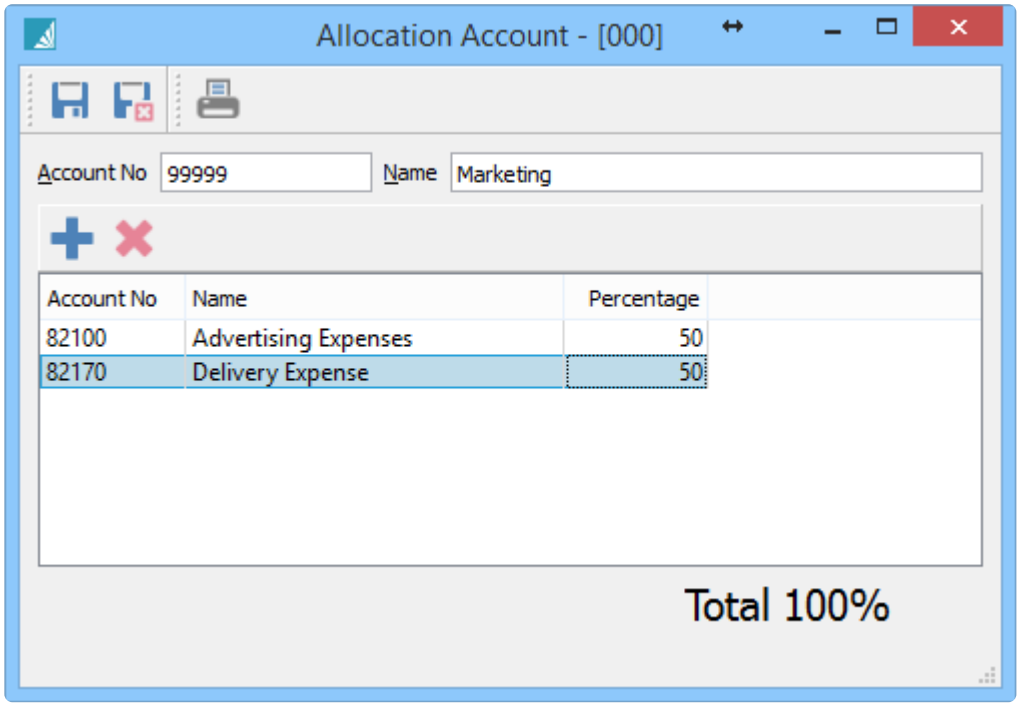
User Defined Fields

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

Allocation Accounts

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





Summary

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

General Ledger

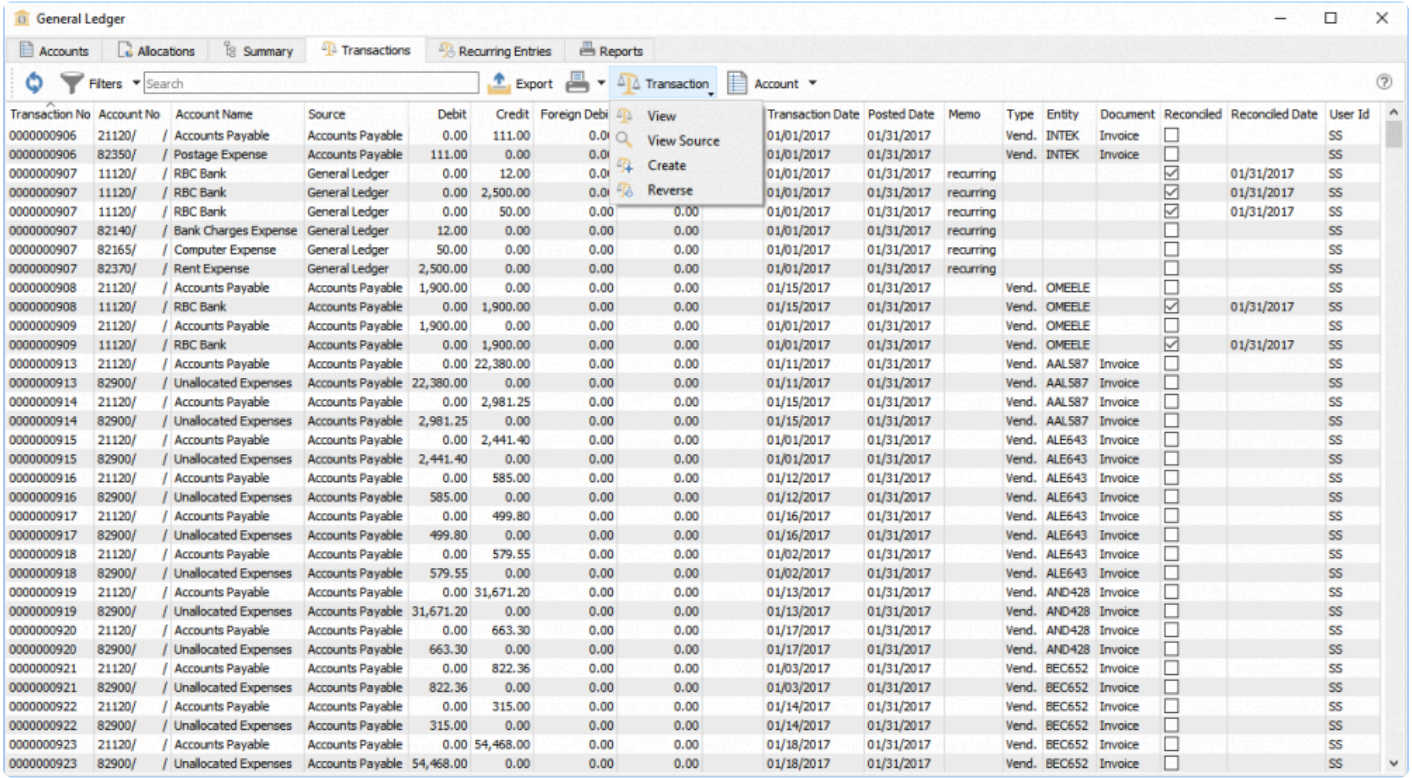
Accounts | Summary | Transactions | Recurring Entries

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

Transactions

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

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



Transaction No	Account No	Account Name	Source	Debit	Credit	Foreign Debi		Transaction Date	Posted Date	Memo	Type	Entity	Document	Reconciled	Reconciled Date	User Id
0000000906	21120/ /	Accounts Payable	Accounts Payable	0.00	111.00	0.0		01/01/2017	01/31/2017		Vend.	INTEK	Invoice	☐		SS
0000000906	82350/ /	Postage Expense	Accounts Payable	111.00	0.00	0.0		01/01/2017	01/31/2017		Vend.	INTEK	Invoice	☐		SS
0000000907	11120/ /	RBC Bank	General Ledger	0.00	12.00	0.0		01/01/2017	01/31/2017	recurring				☑	01/31/2017	SS
0000000907	11120/ /	RBC Bank	General Ledger	0.00	2,500.00	0.0		01/01/2017	01/31/2017	recurring				☑	01/31/2017	SS
0000000907	11120/ /	RBC Bank	General Ledger	0.00	50.00	0.00	0.00	01/01/2017	01/31/2017	recurring				☑	01/31/2017	SS
0000000907	82140/ /	Bank Charges Expense	General Ledger	12.00	0.00	0.00	0.00	01/01/2017	01/31/2017	recurring				☐		SS
0000000907	82165/ /	Computer Expense	General Ledger	50.00	0.00	0.00	0.00	01/01/2017	01/31/2017	recurring				☐		SS
0000000907	82370/ /	Rent Expense	General Ledger	2,500.00	0.00	0.00	0.00	01/01/2017	01/31/2017	recurring				☐		SS
0000000908	21120/ /	Accounts Payable	Accounts Payable	1,900.00	0.00	0.00	0.00	01/15/2017	01/31/2017		Vend.	OMEELE		☐		SS
0000000908	11120/ /	RBC Bank	Accounts Payable	0.00	1,900.00	0.00	0.00	01/15/2017	01/31/2017		Vend.	OMEELE		☑	01/31/2017	SS
0000000909	21120/ /	Accounts Payable	Accounts Payable	1,900.00	0.00	0.00	0.00	01/01/2017	01/31/2017		Vend.	OMEELE		☐		SS
0000000909	11120/ /	RBC Bank	Accounts Payable	0.00	1,900.00	0.00	0.00	01/01/2017	01/31/2017		Vend.	OMEELE		☑	01/31/2017	SS
0000000913	21120/ /	Accounts Payable	Accounts Payable	0.00	22,380.00	0.00	0.00	01/11/2017	01/31/2017		Vend.	AAL587	Invoice	☐		SS
0000000913	82900/ /	Unallocated Expenses	Accounts Payable	22,380.00	0.00	0.00	0.00	01/11/2017	01/31/2017		Vend.	AAL587	Invoice	☐		SS
0000000914	21120/ /	Accounts Payable	Accounts Payable	0.00	2,981.25	0.00	0.00	01/15/2017	01/31/2017		Vend.	AAL587	Invoice	☐		SS
0000000914	82900/ /	Unallocated Expenses	Accounts Payable	2,981.25	0.00	0.00	0.00	01/15/2017	01/31/2017		Vend.	AAL587	Invoice	☐		SS
0000000915	21120/ /	Accounts Payable	Accounts Payable	0.00	2,441.40	0.00	0.00	01/01/2017	01/31/2017		Vend.	ALE643	Invoice	☐		SS
0000000915	82900/ /	Unallocated Expenses	Accounts Payable	2,441.40	0.00	0.00	0.00	01/01/2017	01/31/2017		Vend.	ALE643	Invoice	☐		SS
0000000916	21120/ /	Accounts Payable	Accounts Payable	0.00	585.00	0.00	0.00	01/12/2017	01/31/2017		Vend.	ALE643	Invoice	☐		SS
0000000916	82900/ /	Unallocated Expenses	Accounts Payable	585.00	0.00	0.00	0.00	01/12/2017	01/31/2017		Vend.	ALE643	Invoice	☐		SS
0000000917	21120/ /	Accounts Payable	Accounts Payable	0.00	499.80	0.00	0.00	01/16/2017	01/31/2017		Vend.	ALE643	Invoice	☐		SS
0000000917	82900/ /	Unallocated Expenses	Accounts Payable	499.80	0.00	0.00	0.00	01/16/2017	01/31/2017		Vend.	ALE643	Invoice	☐		SS
0000000918	21120/ /	Accounts Payable	Accounts Payable	0.00	579.55	0.00	0.00	01/02/2017	01/31/2017		Vend.	ALE643	Invoice	☐		SS
0000000918	82900/ /	Unallocated Expenses	Accounts Payable	579.55	0.00	0.00	0.00	01/02/2017	01/31/2017		Vend.	ALE643	Invoice	☐		SS
0000000919	21120/ /	Accounts Payable	Accounts Payable	0.00	31,671.20	0.00	0.00	01/13/2017	01/31/2017		Vend.	AND428	Invoice	☐		SS
0000000919	82900/ /	Unallocated Expenses	Accounts Payable	31,671.20	0.00	0.00	0.00	01/13/2017	01/31/2017		Vend.	AND428	Invoice	☐		SS
0000000920	21120/ /	Accounts Payable	Accounts Payable	0.00	663.30	0.00	0.00	01/17/2017	01/31/2017		Vend.	AND428	Invoice	☐		SS
0000000920	82900/ /	Unallocated Expenses	Accounts Payable	663.30	0.00	0.00	0.00	01/17/2017	01/31/2017		Vend.	AND428	Invoice	☐		SS
0000000921	21120/ /	Accounts Payable	Accounts Payable	0.00	822.36	0.00	0.00	01/03/2017	01/31/2017		Vend.	BEC652	Invoice	☐		SS
0000000921	82900/ /	Unallocated Expenses	Accounts Payable	822.36	0.00	0.00	0.00	01/03/2017	01/31/2017		Vend.	BEC652	Invoice	☐		SS
0000000922	21120/ /	Accounts Payable	Accounts Payable	0.00	315.00	0.00	0.00	01/14/2017	01/31/2017		Vend.	BEC652	Invoice	☐		SS
0000000922	82900/ /	Unallocated Expenses	Accounts Payable	315.00	0.00	0.00	0.00	01/14/2017	01/31/2017		Vend.	BEC652	Invoice	☐		SS
0000000923	21120/ /	Accounts Payable	Accounts Payable	0.00	54,468.00	0.00	0.00	01/18/2017	01/31/2017		Vend.	BEC652	Invoice	☐		SS
0000000923	82900/ /	Unallocated Expenses	Accounts Payable	54,468.00	0.00	0.00	0.00	01/18/2017	01/31/2017		Vend.	BEC652	Invoice	☐		SS

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

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

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

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

Print – Print any report with the Crystal Report Template of GL Transaction List.

View – View the complete journal entry.

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

- Order Entry
- Purchase Order
- Payroll

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

Source – The source that this posting came from.

Debit – The amount of the debit transaction

Credit – The amount of the credit transaction.

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

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

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

Type – The type of transaction that was posted.

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

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

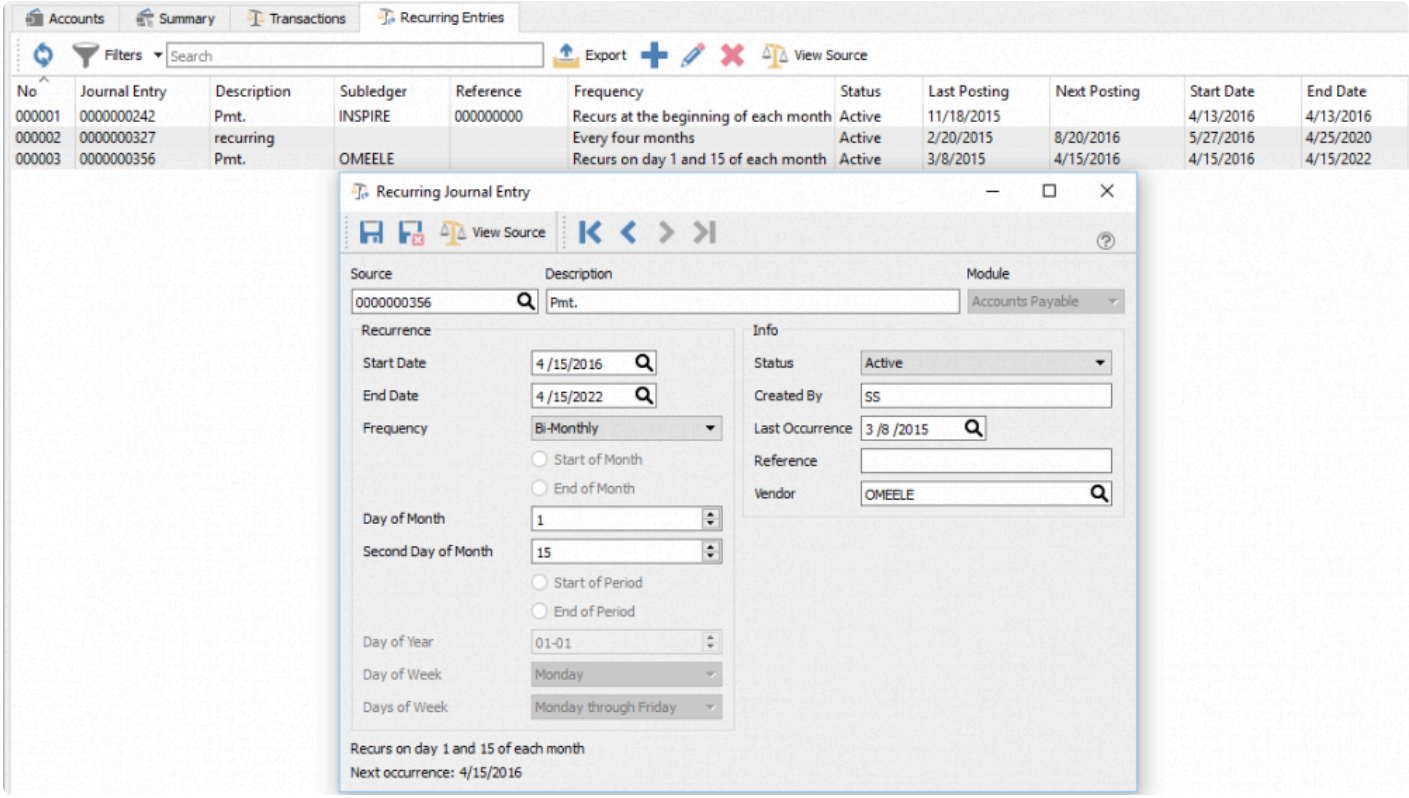
Reconciled – The date that the entry was reconciled. If blank then it has not been reconciled.

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

Recurring Entries

Recurring transactions allows past transactions to be duplicated on a schedule. Transactions available to recur are entries made directly in AP, AR or Journal Entries. The user can edit the recurring entry before posting it and then the next time the entry comes up on the schedule it will use the latest version of the posting.

Recurring Setup



Save – Save the recurring entry.

Save and Close – Save and close the recurring entry.

View Source – View the GL posting of the transaction that was selected to recur..

Start Date – When the recurring transaction should start.

End Date – When the recurring transaction should end.

Frequency – Select a repeat cycle for the transaction. The choices are:

- Monthly
- Specific Date
- Bi-Monthly
- Fiscal
- Annual
- Weekly
- Bi-Weekly
- Daily
- Quarterly

Start of Month – If the cycle selected is ‘Monthly’, select this if it should have at the start of the month.

End of Month – If the cycle selected is ‘Monthly’, select this if it should have at the end of the month.

Day of Month – If the cycle selected is ‘Specific Date’ then choose the day of the month.

Second Day of Month – If the cycle selected is ‘Bi-Monthly’ then select the second day along with the ‘Day of Month’ above for the first day.

Start of Period – If the cycle selected is’Fiscal’ then select the period.

Day of Year – If the cycle selected is Annual then select the day of the year.

Day of Week – If the cycle selected is ‘Weekly’ then select the day of the week.

Status – Status can be ‘Active’ or ‘Suspended’

Created By – The initials of the user that created the recurring record.

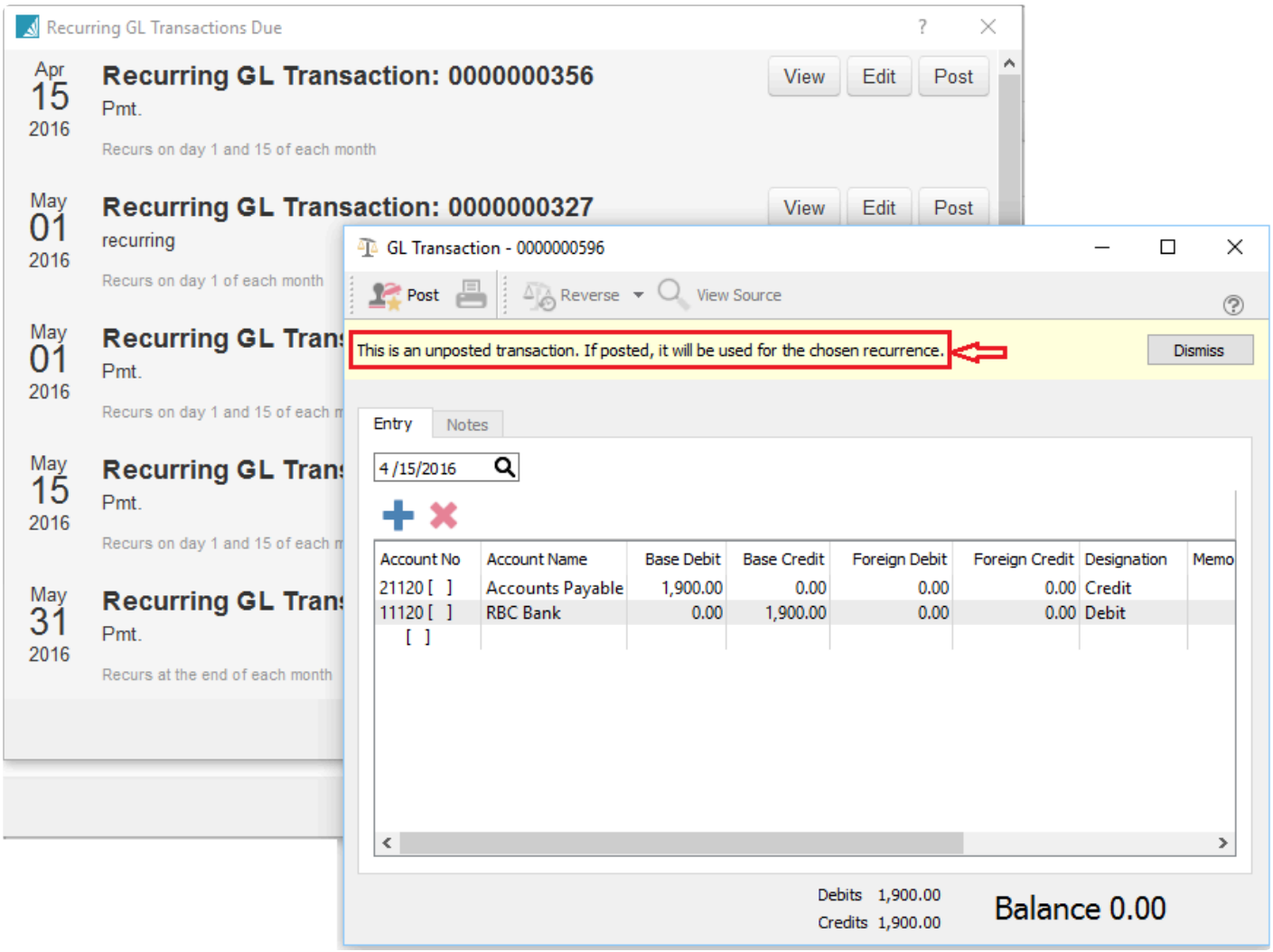
Last Occurrence – The last date the entry was posted.

Reference – A reference can be added.

Vendor/Customer – The vendor or customer that the entry will be posted to.

Recurring Alerts

If the user has the setting General Ledger/Alert Recurring Entries when the user logs in they will be presented with the list of recurring entries that are due or overdue to be posted. They can simply click on post, view or edit.

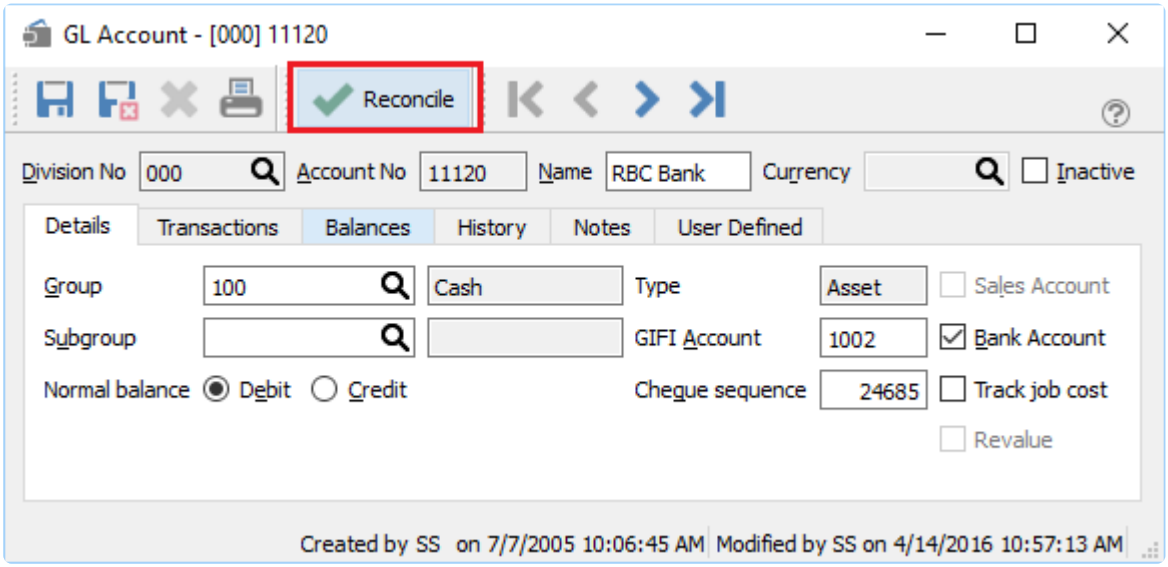


Note-The user can edit the recurring entry before posting it and then the next time the entry comes up on the schedule it will use the latest version of the posting.

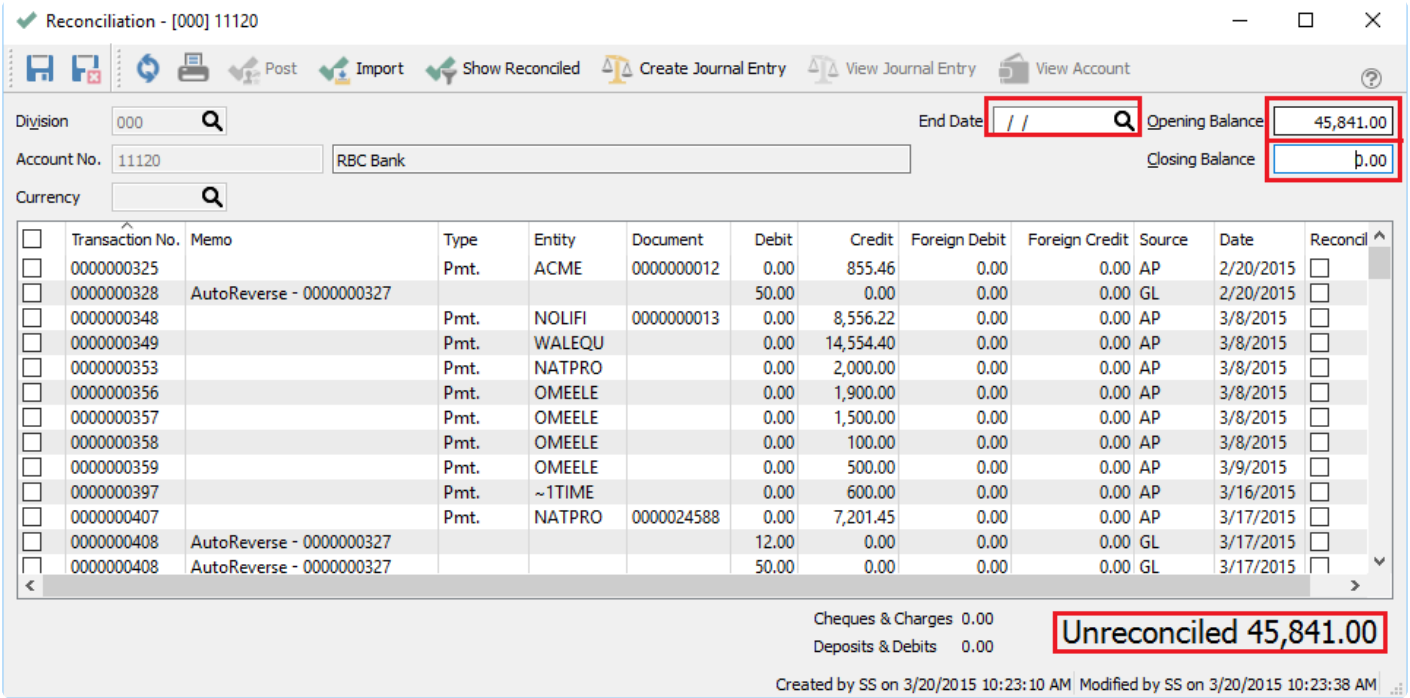
Account Reconciliation

Each general ledger account can reconciled against a statement. The most common use is for banks and credit cards, but any account can be reconciled.

To access the account reconciliation, go to GL/Accounts and open the account to be reconciled and click on 'Reconcile.If divisions are turned on the reconciliation should be done on the '000' (consolidated) division. This is because if postings are done to multiple divisions then not all transactions will show up except in the consolidated division.



The user will be presented with this screen and they then enter end date of the statement and the opening balance, (which will be carried forward from the last reconciliation) and the closing balance from the statement.



Save – Save your work in progress.

Save & Close – Save and close the GL account.

Refresh – Refresh transactions posted elsewhere. The user can minimize the reconciliation screen to complete a transaction that effect this account and then come back and refresh.

Print – All Reports with a template of 'Account Reconciliation' will be presented.

Post – Post the reconciliation . The user will be asked to print the report first.

Import – Import a .qfx file from the bank that contains transactions that were posted to the account. Any transactions that match dates and amounts will automatically get the reconcile flag added.

Show Reconciled – Shows all transactions that were previously reconciled for this account. The user can uncheck one that was checked incorrectly in a past reconciliation. This should only be done when nothing else is checked because when the post button is clicked it will un-reconcile the ones that were previously reconciled and reconcile the ones checked now.

Create Journal Entry – Starts a journal entry that has the account being reconciled as the first line.

View Journal Entry – View the journal entry of the highlighted line.

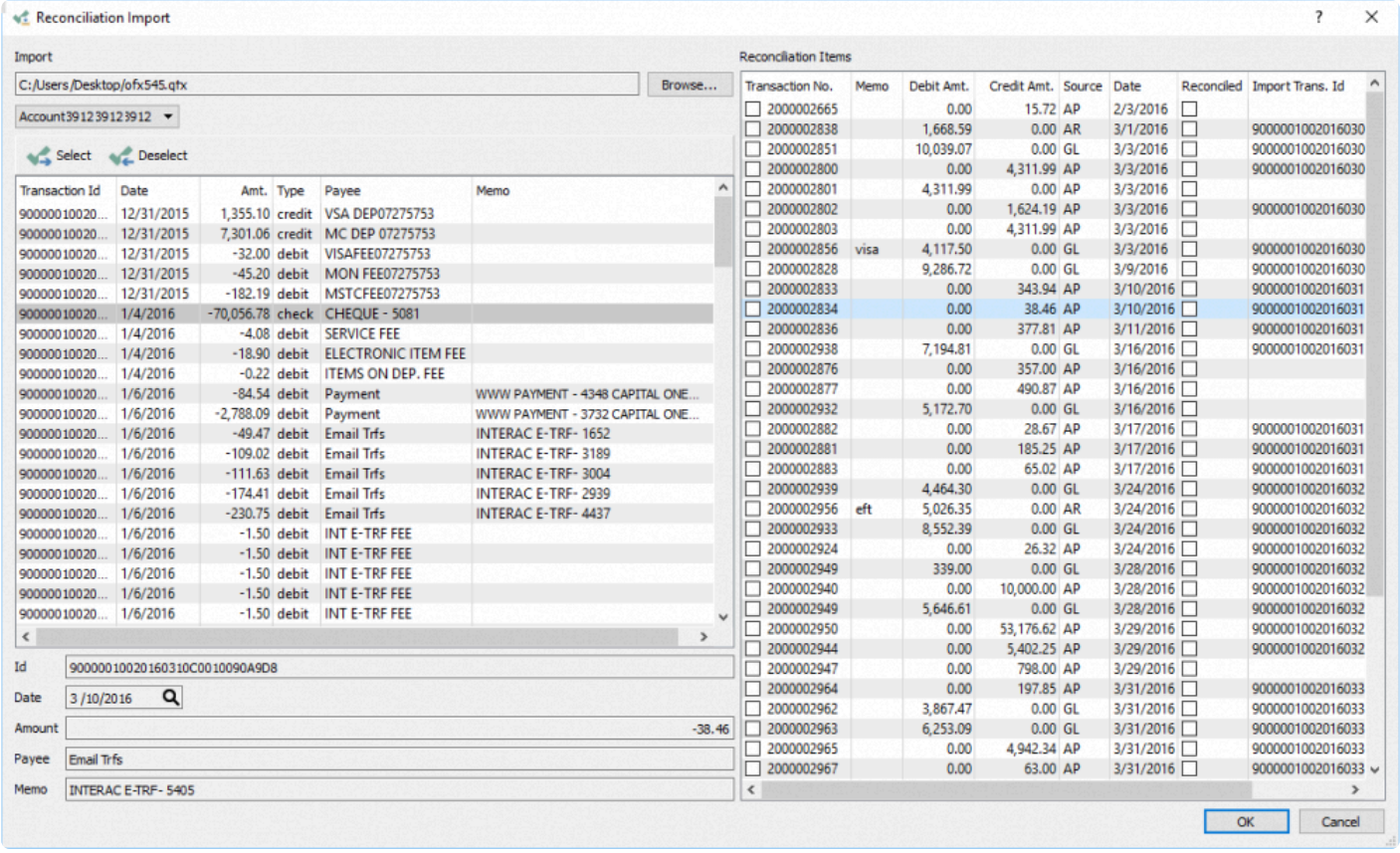
View Account – Opens the GL account for viewing.

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

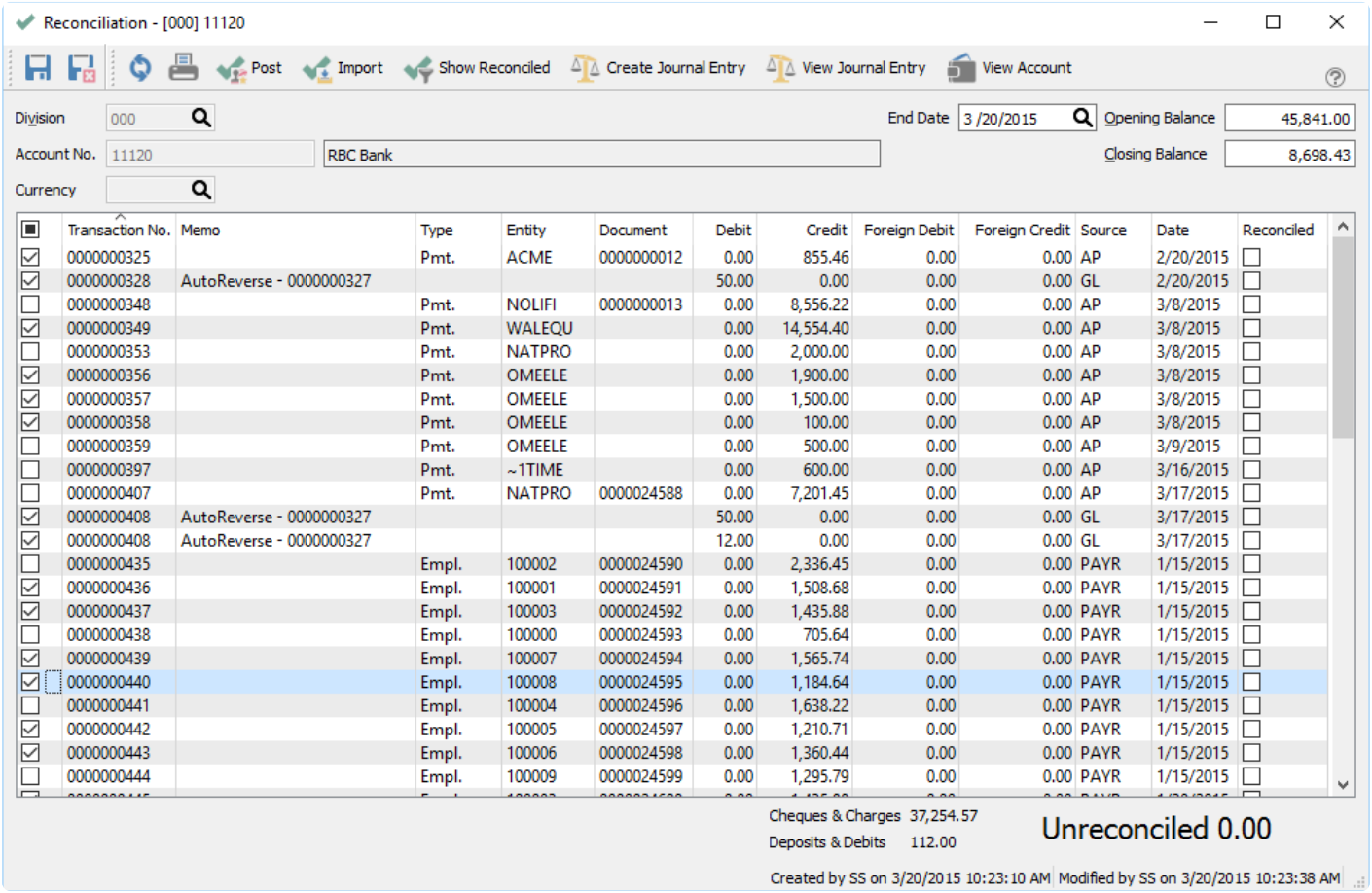
> Note – If doing back to back reconciliations be sure to use the date of the bank statement end as it will use that date for the reconciliation post. If left blank then it will post today's date. If more than one reconciliation is done with the same date it becomes harder to un-reconcile if required

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

Closing Balance – The closing balance of the statement.

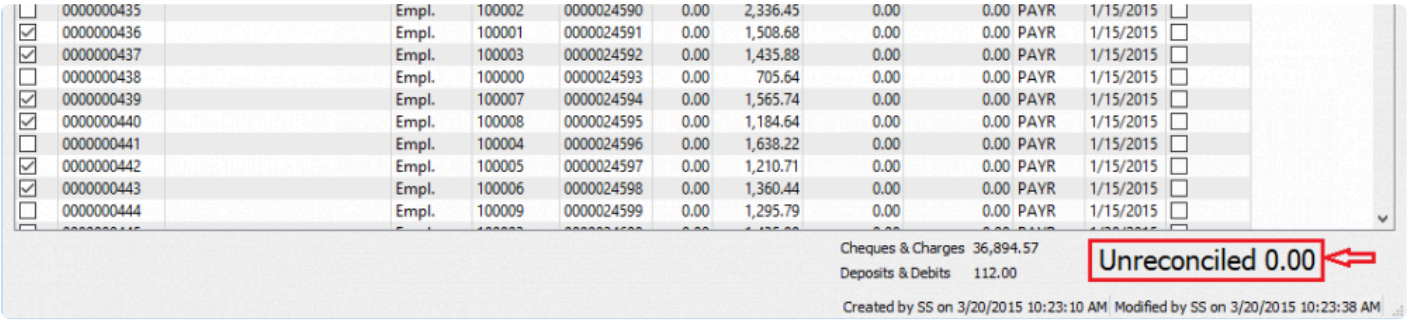


The 'Import' button can be clicked and the user can browse for a .qfx file that gets downloaded from web banking. It will then automatically reconcile the transactions that match dates and amounts.



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

Once the reconciliation is balanced the bottom right field will say **"Unreconciled 0.00"**. The user can then click the 'Post' button and they will get the opportunity to print the report.



Once printed they will be asked if they want to post the reconciliation.

Inspire Health Systems (UDF)

Account Reconciliation

Account 11120 RBC Bank

April 14, 2016 / 2:35 pm

End Date : March 20, 2015

Opening Balance 45,481.00
Closing Balance 8,698.43

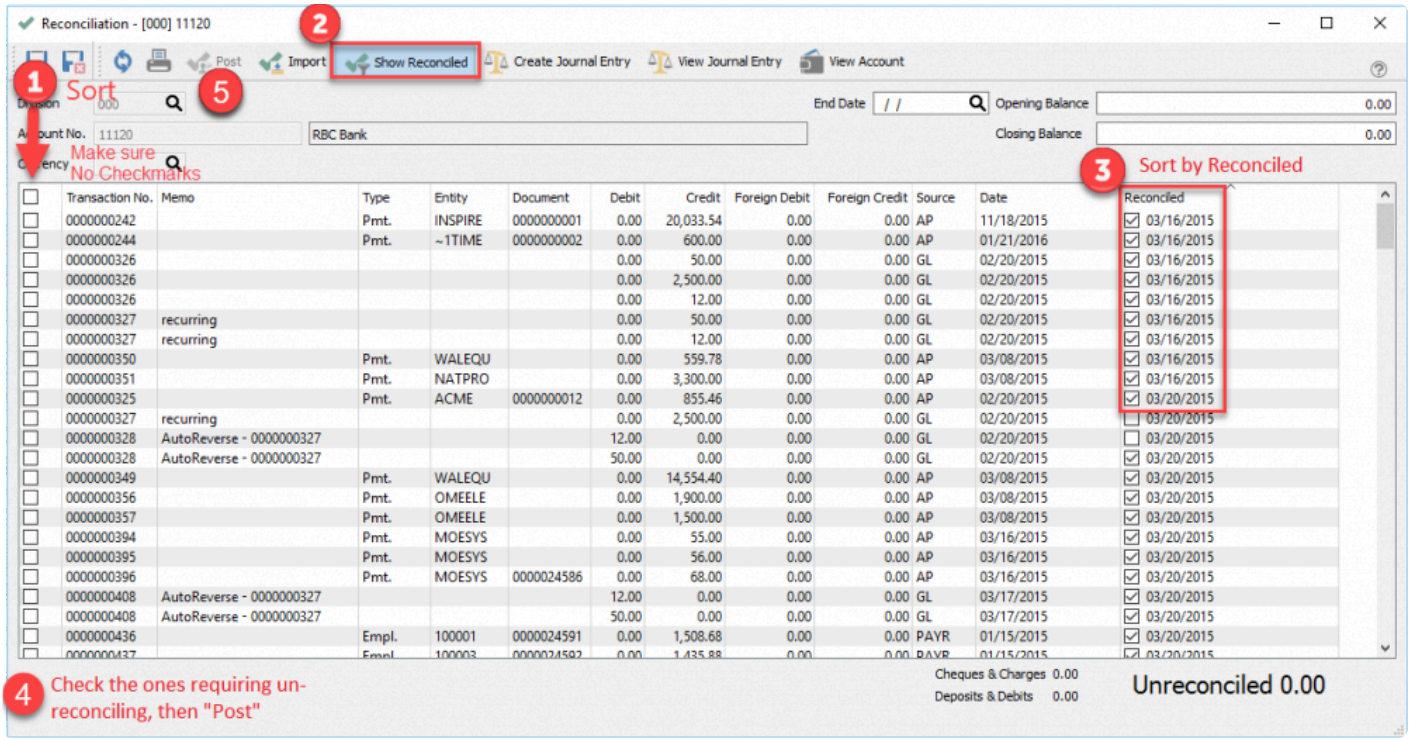
Rec	Transaction #	Source	Memo	Date	Debit	Credit	Reconciled
☑	0000000325	AP	Pmt. ACME 0000000012	Feb 20, 15	0.00	855.46	☐
☑	0000000328	GL	AutoReverse - 0000000327	Feb 20, 15	50.00	0.00	☐
☐	0000000348	AP	Pmt. NOLIFI 0000000013	Mar 8, 15	0.00	8,556.22	☐
☑	0000000349	AP	Pmt. WALEQU	Mar 8, 15	0.00	14,554.40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

Statement Opening Balance	**45,481.00**
Checked Cheques & Charges	36,894.57
Checked Deposits & Debits	112.00
Statement Closing Balance	**8,698.43**
Reconciled !	**0.00**

Reversing a Reconciliation

Sometimes an error is made after the account reconciliation has been posted, and the user would like to reverse and re-do it.

First of all make sure there are no check marks in the reconciliation screen and then click “Show Reconciled”

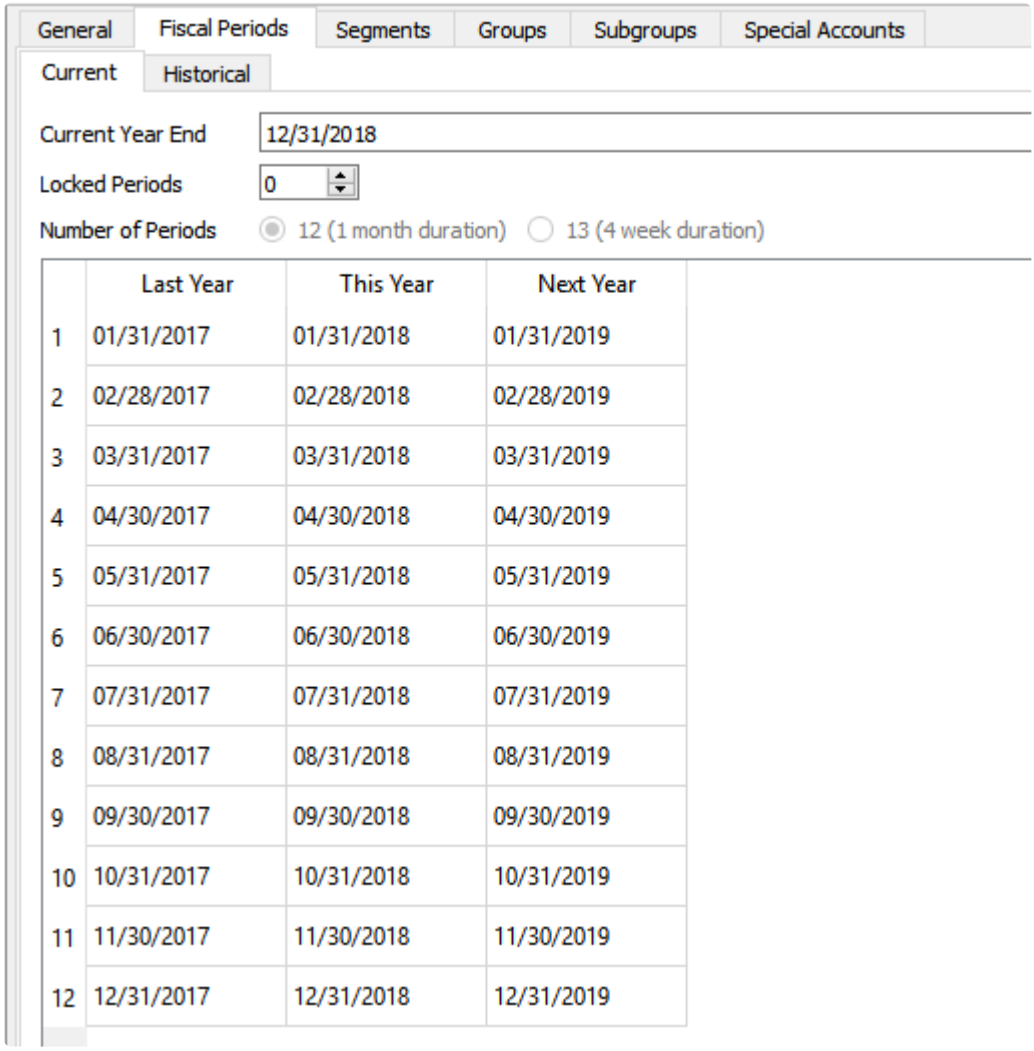


- Sort the list by the reconciled date and on the left column labeled ‘Post’ check all the ones for the date that needs to be un-posted. (Note- the check to use is the left hand column and not the one next to the reconciled date)
- Once selected click on ‘Post’ and you will be prompted for a report which can be cancelled,
- Click OK to post and the reconciliation for that date will be reversed.

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

General Ledger Year End

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



	Last Year	This Year	Next Year
1	01/31/2017	01/31/2018	01/31/2019
2	02/28/2017	02/28/2018	02/28/2019
3	03/31/2017	03/31/2018	03/31/2019
4	04/30/2017	04/30/2018	04/30/2019
5	05/31/2017	05/31/2018	05/31/2019
6	06/30/2017	06/30/2018	06/30/2019
7	07/31/2017	07/31/2018	07/31/2019
8	08/31/2017	08/31/2018	08/31/2019
9	09/30/2017	09/30/2018	09/30/2019
10	10/31/2017	10/31/2018	10/31/2019
11	11/30/2017	11/30/2018	11/30/2019
12	12/31/2017	12/31/2018	12/31/2019

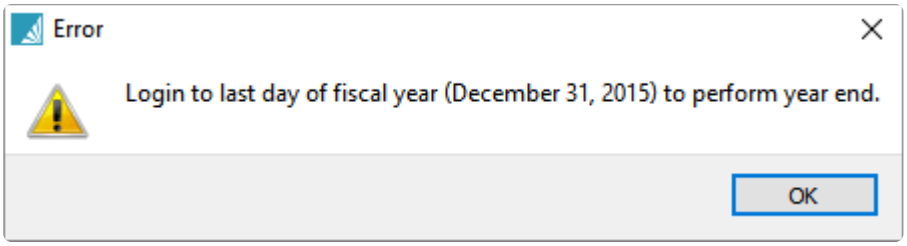
Once the company has finished all of its transactions for a year, that year can be closed. It is not recommend that “This Year” is closed because comparison reports not as easy. Many companies actually wait until close to the end of ‘Next Year” to close “Last Year”. This gives the easiest access to past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

Once the end of “Next Year” arrives, users cannot post transactions, until the year end is performed for ‘Last Year’. Closing the year moves all GL transactions to the historical GL tables and moves the year forward. All

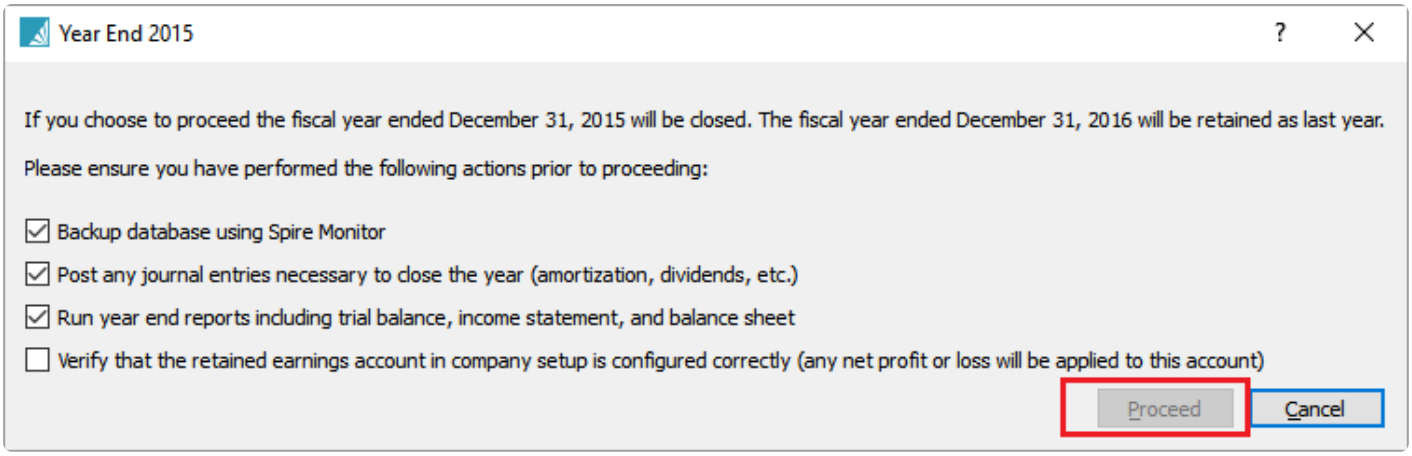
other tables like sales history, AR, AP etc are not closed but continue on by date. During the year end close the sales and purchase history year to date amounts are updated in customers, vendors and inventory.

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

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

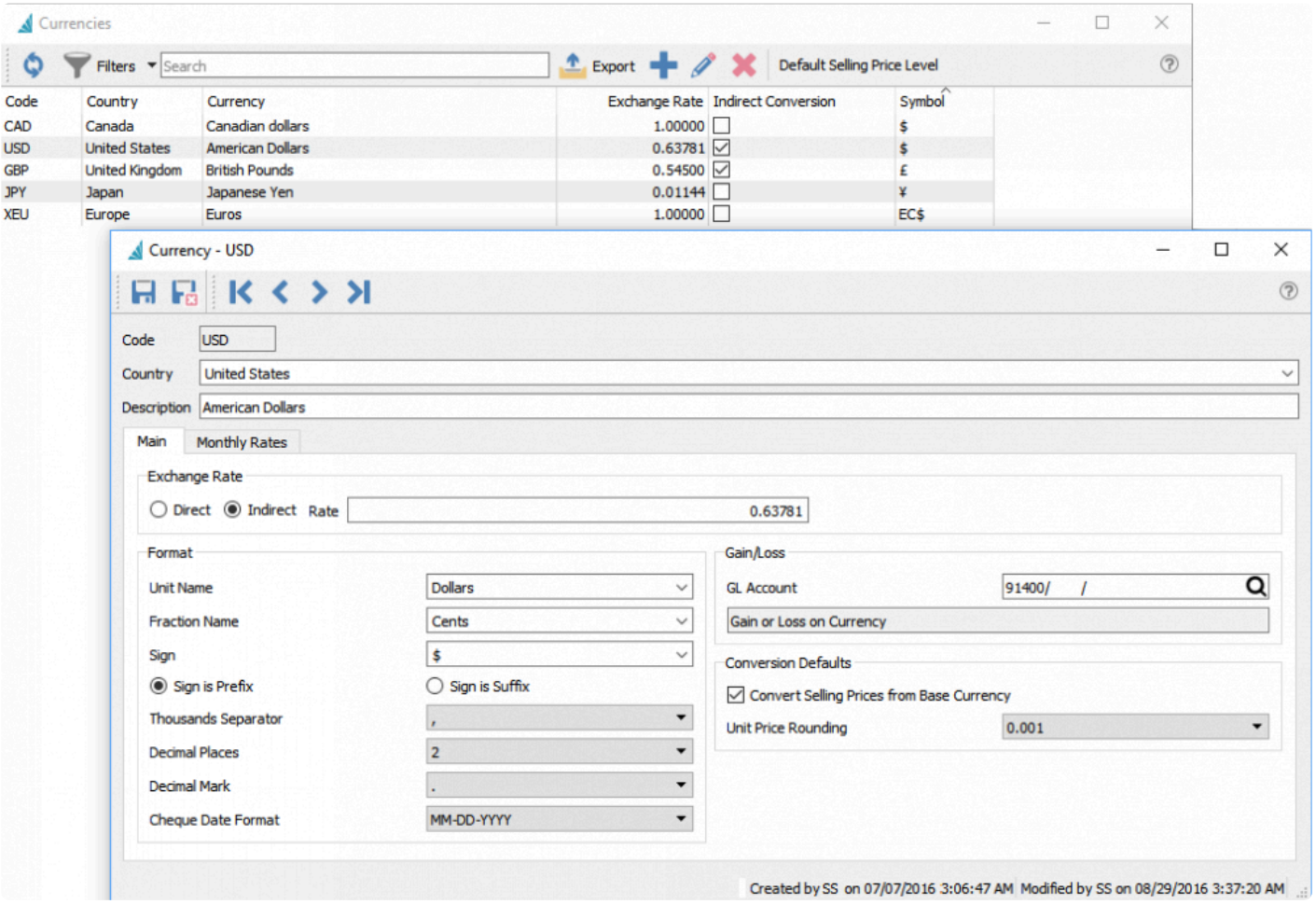


Once the correct date is entered the user will receive this warning message to make sure everything required before a year end has been done.



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

Multi-Currency



Code – The short name for a currency.
Country – The country using this currency,
Currency – The name of the currency.
Rate – The fixed rate for the currency.
Indirect Rate – Checked if set to indirect.
Symbol – The symbol used for this currency.

The multi-currency module allows a company to operate in other currencies besides the base used for GL reporting.

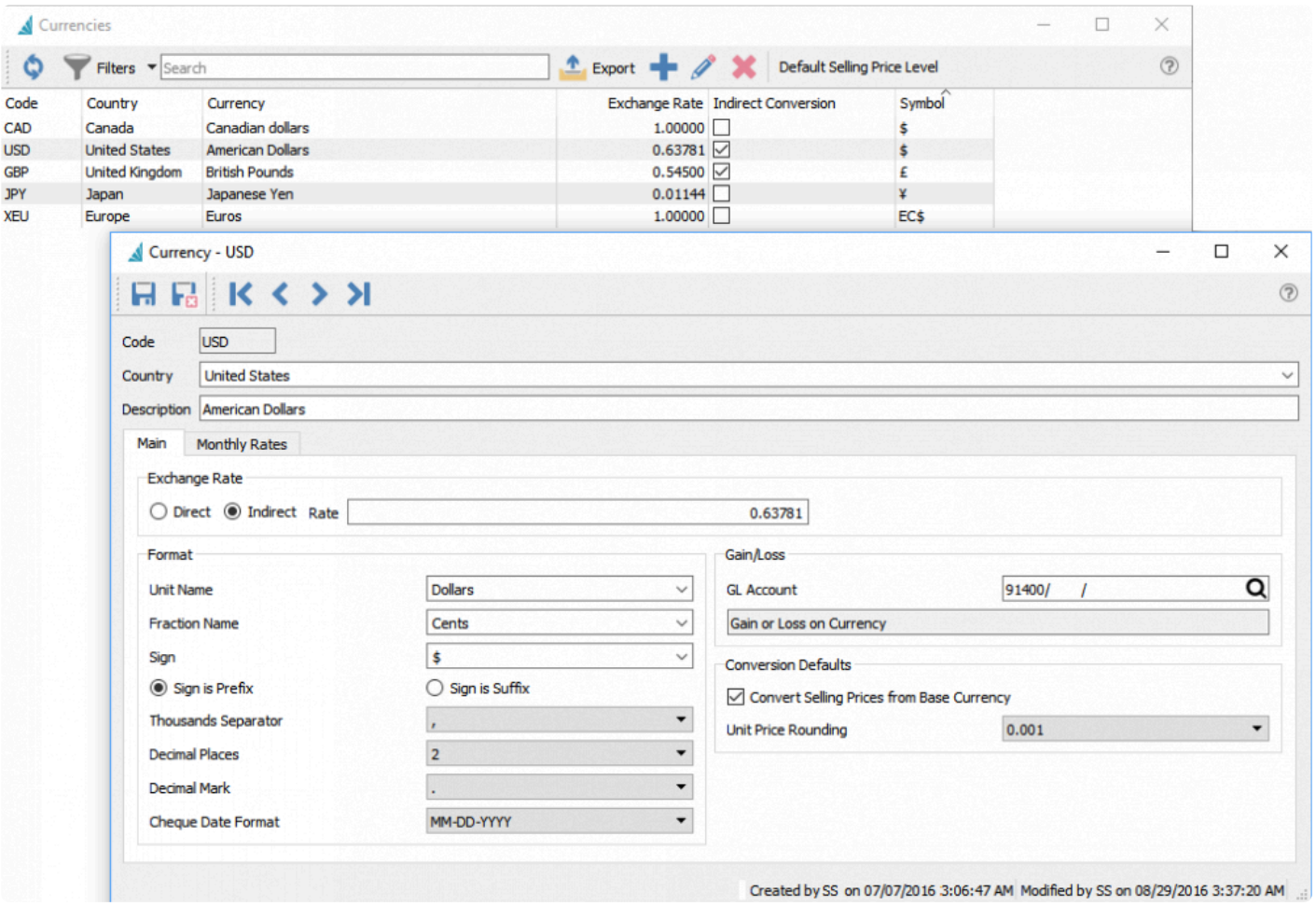
Invoices can therefore be sent to customers and payments can be accepted in their own currency and when they get posted to the GL they get converted to the companies base currency.

Purchase orders can be sent to vendors in their currency and when the inventory arrives it gets converted to base currency, Then when payment is made to the vendor it will pay them in their currency.

When invoices are posted to accounts receivable and purchase orders are closed to accounts payable the currency rate of the day is used. Then when the payments are received and made and the rate is different, Spire will automatically post the difference to the Gain/Loss GL account set for that currency.

Setting Currency Rates

Click add or edit to setup a currency.



Code – The international short code for a currency.
Country – The country that uses this currency,
Description – The name of the currency.

Exchange Rate

Direct – Select if the rate is direct

Indirect – Set if rate is indirect

Rate – Set the rate

Format

Unit Name – The unit name that the currency is traded in such are dollars.

Fraction Name – The fraction of units name such as cents.

Sign – The sign or symbol for the name such as $.

Sign is – Sign is a prefix or a suffix.

Thousands Separator – The separator for thousands of the currency such as 1,345,366

Decimal Places – How many decimals is usually used.

Decimal Mark – What mark is used for the decimals for instance a point or comma.

Cheque Date Format – The date format for the date when paying with this currency.

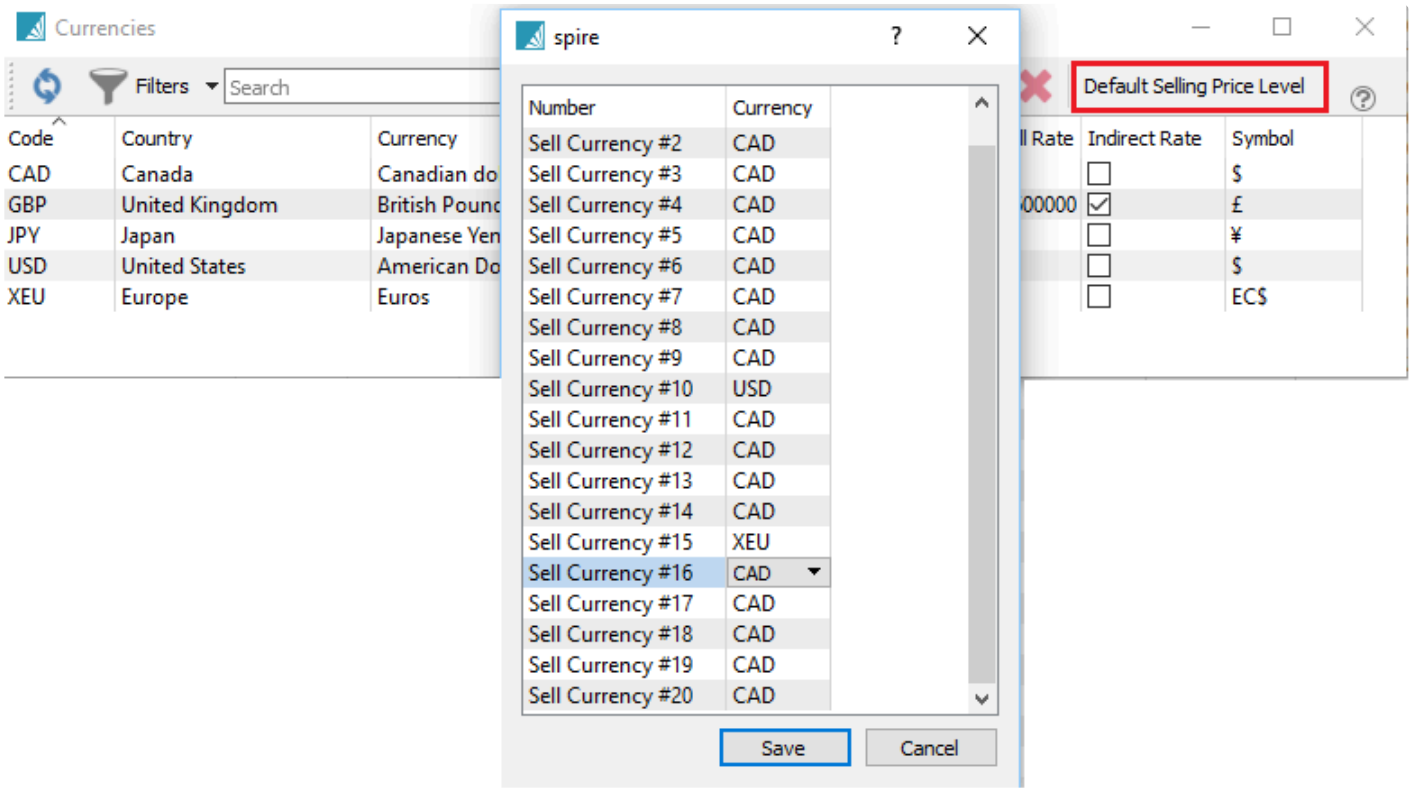
Gains/Losses

GL Account – The GL account to post gains and losses for this currency.

Conversion Defaults

Convert Selling Prices from Base Currency – If this is checked then the sell price will use the customers currency as a conversion. If not checked then it will sell at the same amount in foreign as it is set in base.

Inventory price levels can be linked to a currency. Highlight the currency in Edit/Currencies and click the “Default Selling Price Level” button. When a price is set for that level, it will charge in the currency selected.



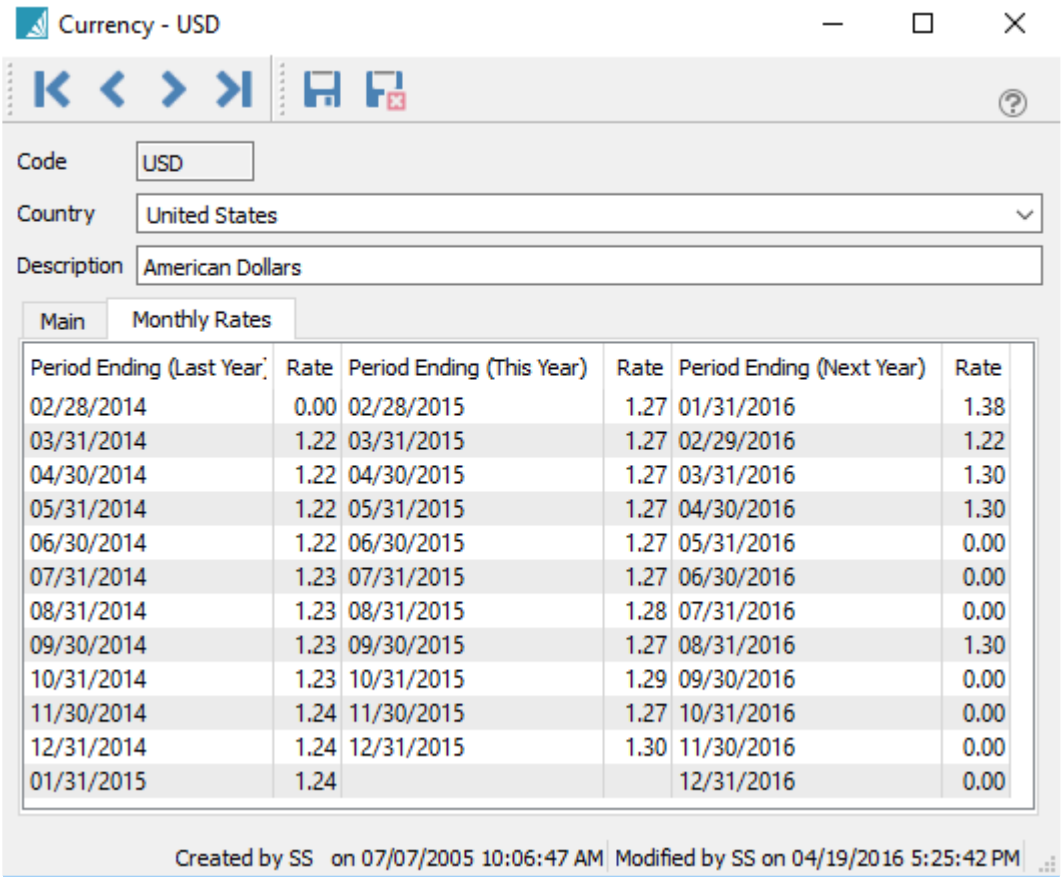
Unit Price Rounding – Usually set to the nearest 10th or 2 decimals.

Currency Revaluation

Used to revalue GL accounts because of current rate changes.

The user must have the setting Users/Currency/Revalue Currency to be able to run this function.

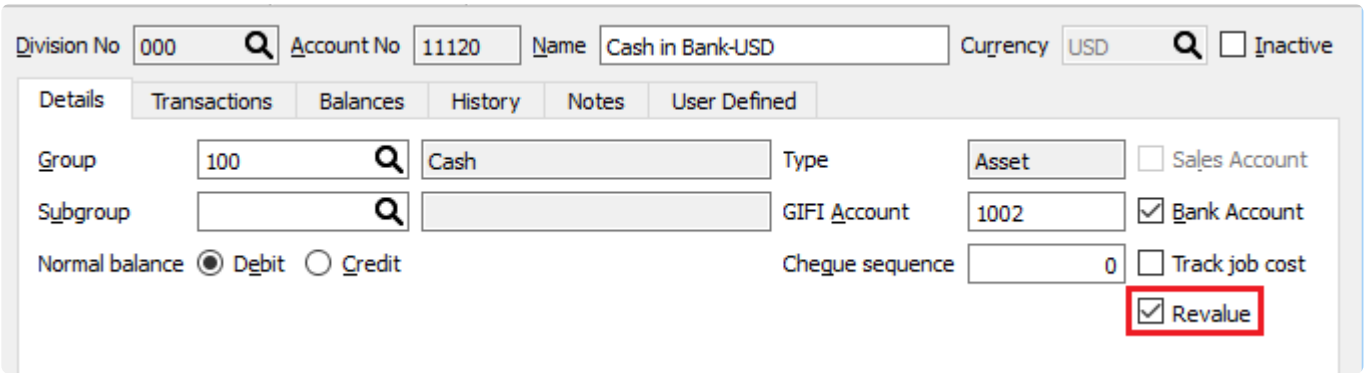
The revaluation process can be run for 'Today's' date or the user can select a past month(s) to run it retroactively. If there is a rate set for that month it will be used as a direct in the revaluation. If there is no rate set then it will use the main rate.See below.



Period Ending (Last Year)	Rate	Period Ending (This Year)	Rate	Period Ending (Next Year)	Rate
02/28/2014	0.00	02/28/2015	1.27	01/31/2016	1.38
03/31/2014	1.22	03/31/2015	1.27	02/29/2016	1.22
04/30/2014	1.22	04/30/2015	1.27	03/31/2016	1.30
05/31/2014	1.22	05/31/2015	1.27	04/30/2016	1.30
06/30/2014	1.22	06/30/2015	1.27	05/31/2016	0.00
07/31/2014	1.23	07/31/2015	1.27	06/30/2016	0.00
08/31/2014	1.23	08/31/2015	1.28	07/31/2016	0.00
09/30/2014	1.23	09/30/2015	1.27	08/31/2016	1.30
10/31/2014	1.23	10/31/2015	1.29	09/30/2016	0.00
11/30/2014	1.24	11/30/2015	1.27	10/31/2016	0.00
12/31/2014	1.24	12/31/2015	1.30	11/30/2016	0.00
01/31/2015	1.24			12/31/2016	0.00

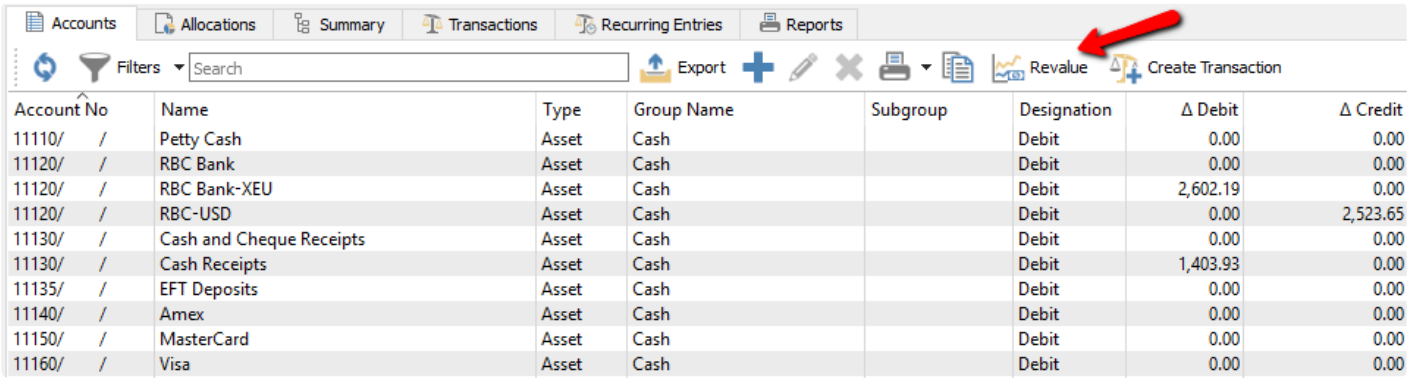
Before running the revaluation process be sure to set the rate for each currency.

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



To run the revaluation go into the GL accounts view and highlight one of the GL accounts for the currency that needs to be revalued and click on 'Revalue'. The revaluation will be run for all accounts with that currency.

The user will be asked to select a date to revalue. Whatever date is selected the revaluation process will be done for that 'Month End' backwards and posted to the the date selected.



Account No	Name	Type	Group Name	Subgroup	Designation	Δ Debit	Δ Credit
11110/ /	Petty Cash	Asset	Cash		Debit	0.00	0.00
11120/ /	RBC Bank	Asset	Cash		Debit	0.00	0.00
11120/ /	RBC Bank-XEU	Asset	Cash		Debit	2,602.19	0.00
11120/ /	RBC-USD	Asset	Cash		Debit	0.00	2,523.65
11130/ /	Cash and Cheque Receipts	Asset	Cash		Debit	0.00	0.00
11130/ /	Cash Receipts	Asset	Cash		Debit	1,403.93	0.00
11135/ /	EFT Deposits	Asset	Cash		Debit	0.00	0.00
11140/ /	Amex	Asset	Cash		Debit	0.00	0.00
11150/ /	MasterCard	Asset	Cash		Debit	0.00	0.00
11160/ /	Visa	Asset	Cash		Debit	0.00	0.00

The value in the base column for a foreign GL account is based on the exchange rate of each of the transactions that were posted to it. If the currency rate has changed, the revaluation function changes the balance of the account, for the month it is run to match the new rate. The difference gets posted to the GL account that was set for gain/loss for each currency. The foreign balance of the account does not change when reevaluating the account.

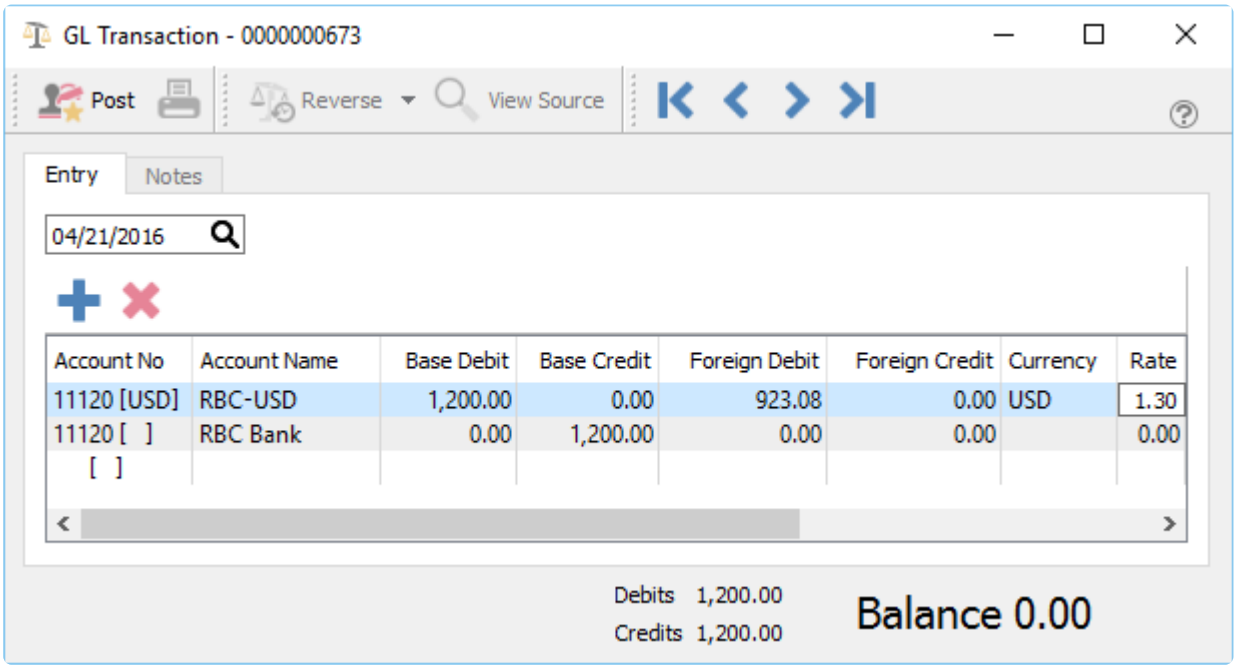
If an error is made and the user wants to reverse the revaluation transaction, locate the journal entry and click 'Reverse'

Modules using Multi-Currency

Multi-Currency is used in various places in Spire.

General Ledger – Journal entries can be made posting to foreign and base accounts.

NOTE: The base and foreign amounts as well as the rate are editable prior to posting.



Accounts Payable – All items are entered in the foreign value and are posted using the rate at the time. If the rate changes when the item is paid, the difference is posted to the gain/loss GL account set for the currency,

Purchase Orders – When a purchase order is created the prices are all in the foreign currency. When the PO is received the amounts are posted to accounts payable in the foreign amount. The amounts of the accrued freight and duty are in base. The inventory received gets landed in base an includes the accrued freight and duty.

The vendor's currency is shown on the bottom of the PO. Once items are added to a PO the vendor cannot be changed to a one with a different currency.

Accounts Receivable – All items are entered in the foreign value and are posted using the rate at the time. If the rate changes when the item is paid, the difference is posted to the gain/loss GL account set for the

currency,

Sales Order/Invoicing – When creating a sales order for a customer that is set with a foreign currency the prices are either converted using the currency rate unless the customer is set to a sell level that has a currency assigned to it. The exception of this is if there is a ‘Price Matrix’ record for this customer. It will then use that price in their currency.

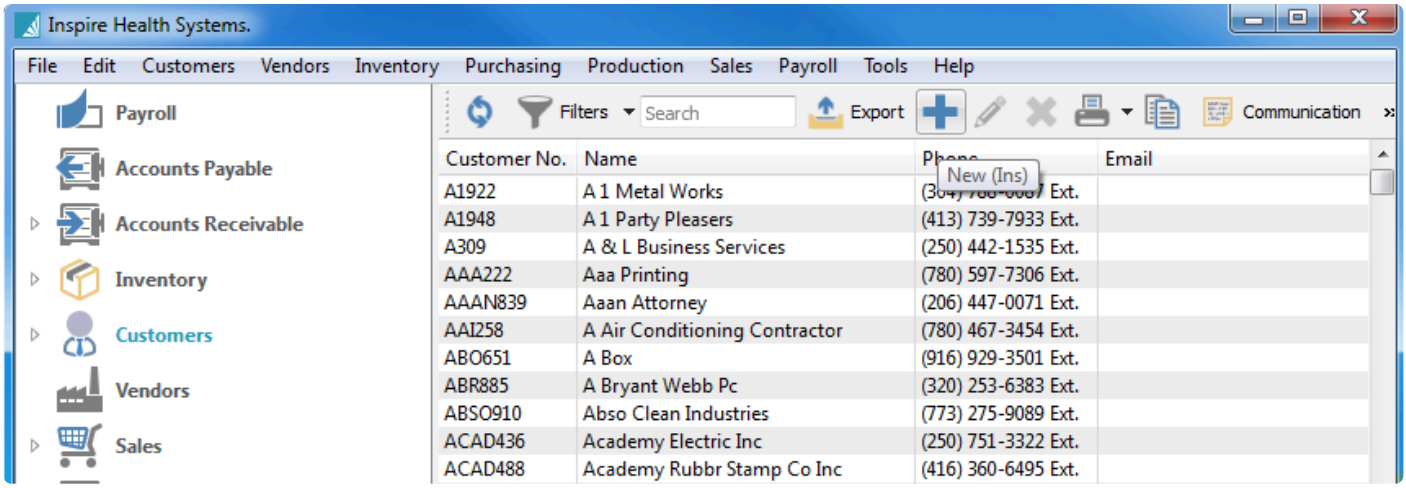
The customer’s currency is shown on the bottom of the sales order. Once items are added to an order the customer cannot be changed to a one with a different currency.

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

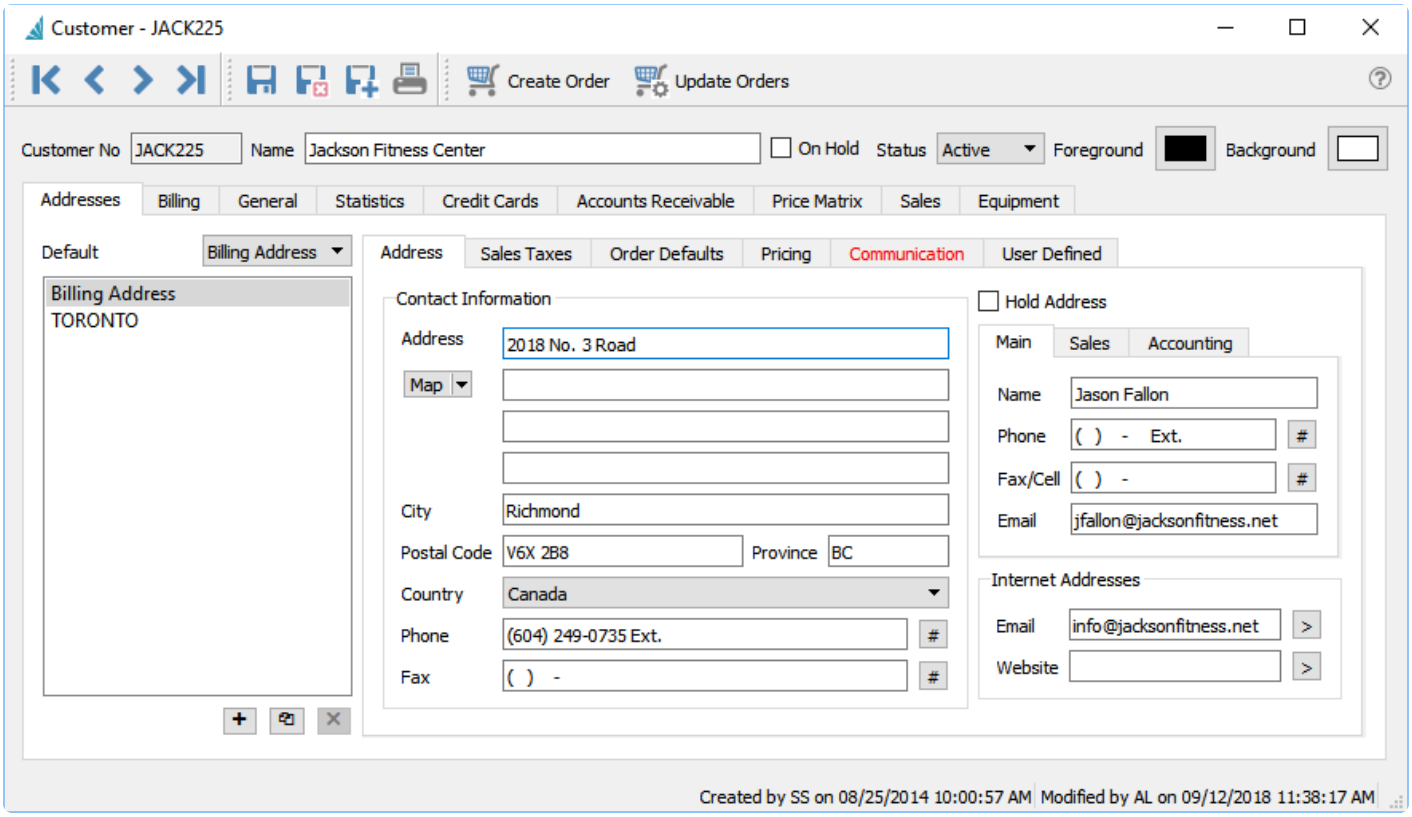
Customers

Creating or Editing a Customer

Select ‘Customer’ from the main menu and then click the + (plus) button.



This will bring you to the customers main address screen. If creating a new customer the minimum data entry required is the customer code and a customer name.



Customer Header

Save – Saves a customer and leaves the customer window open

Save/Close – Saves a customer and closes the customer window

Delete – Deletes a customer.

- **NOTE:** A customer with history cannot be deleted.

Update Orders – This button will search for open sales orders and update any address changes including email addreses.

Navigation buttons – Allows the user to navigate the customer list. The navigation order will respect the filters and sort that was set before editing the customer.

Customer Addresses

Code – Must be unique

Name – The customer name that will appear on reports/forms

On Hold – If this check box is selected then no transactions can be entered for this customer.

Status – The customer can be set to one of 3 statuses, Active, Inactive or Prospect. A customer can only be made inactive if they have no balance in Accounts Receivable. The prospect setting is normally used when we are still trying to earn a company's business. Each of these statuses can be used to create filters so that you can view only the customer that you want.

- **NOTE:** A user needs to have the security setting of "Customers/Show Inactive Customers" on to see be able to see inactive customers.

Colours – Each customer can be colour coded with a background and foreground colour. For example a company may want their foreign customers to stand out on their customer list and would therefore colour code them in blue.

Addresses – Click on the [+] button to add any number of ship-to addresses. You can also delete ship-to addresses by clicking the [X] button. The button between these two [Append] provided the ability to copy an existing address to a new ship-to address. By default only the billing address is associated with a sales order, however you can change this by selecting one of the ship-to addresses to be 'Default'. Then every sales order will default to having the billing address as well a selected shipping address. This is usually done for drop ship purposes.

Map – This button opens the address in either Google Maps, OpenStreetMap or Bing.

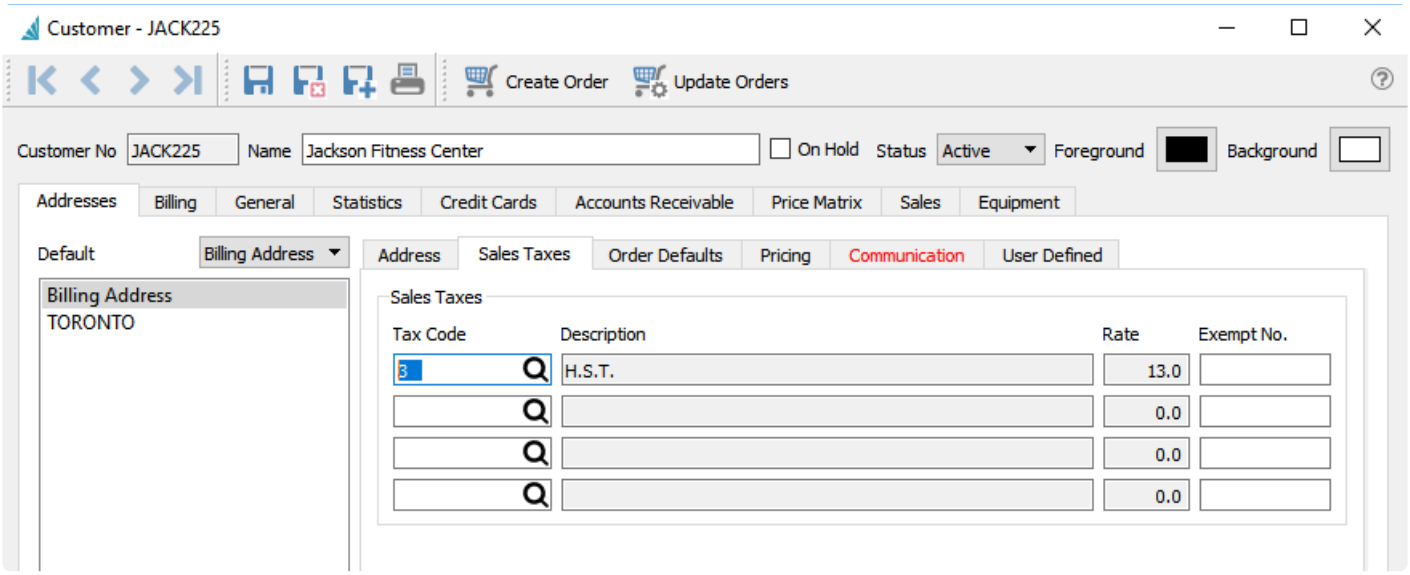
Contacts – These 3 contact labels can be edited to suit your requirements in Company Settings/Customer.

Hold Address – This puts a ship-to on hold so orders cannot be created for it

Email Addresses – All of the email addresses including those in the ship-to's are available when emailing reports or forms to a customer.

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

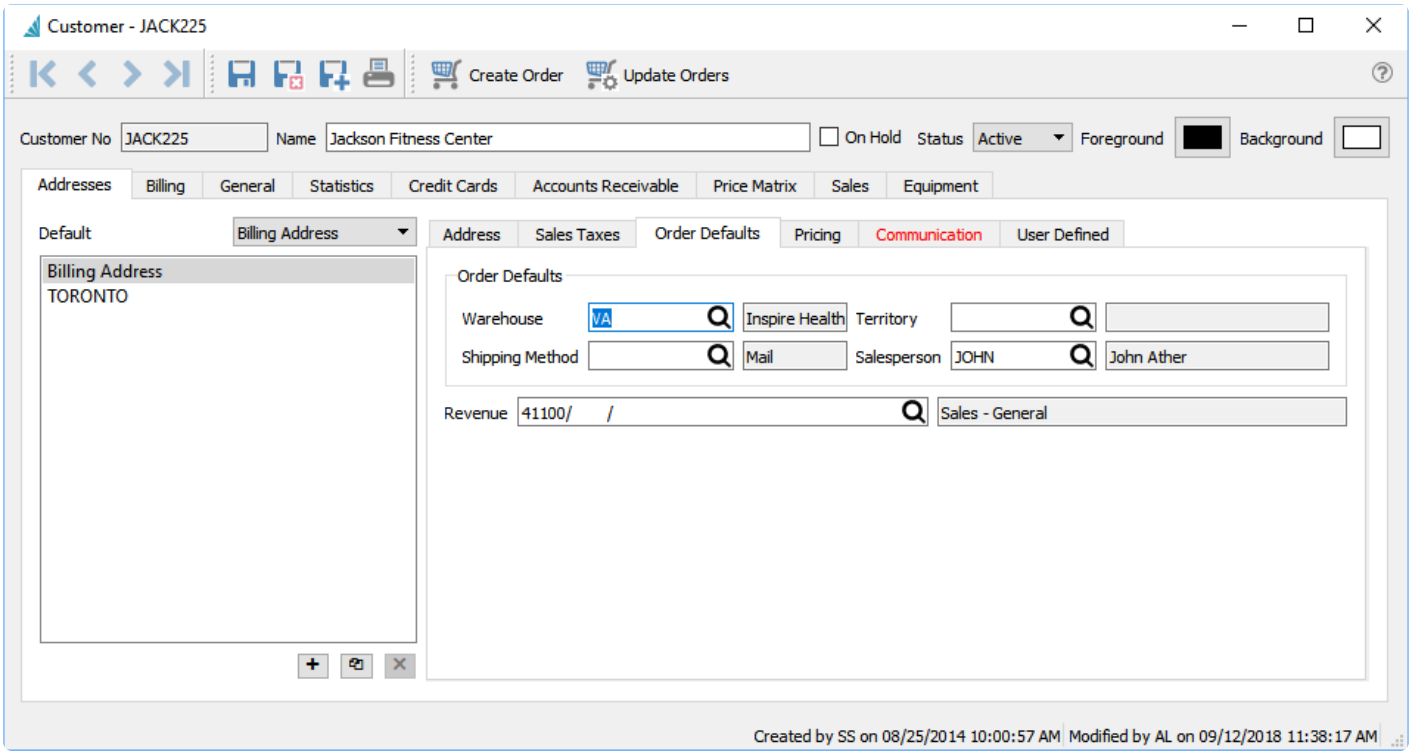
Sales Taxes Tab



Sales Taxes – The sales tax code can be selected from the list that was setup in Edit/Sales Taxes. Once it is selected the code, the description and the rate will be displayed. An exemption number can also be added if the customer is exempt for a tax. This exemption number will then be added to a sales order when it is created.

> Note: Each shipto can have their own tax rates

Order Default Tab



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

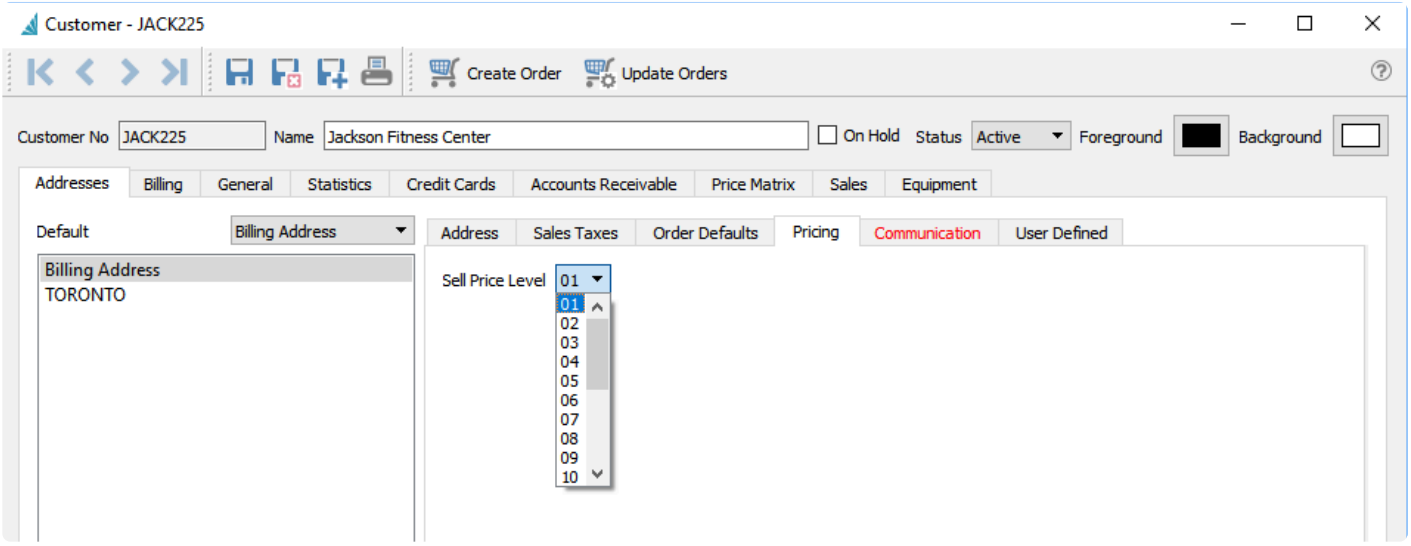
Shipping Method – This is the customers default shipping method will get added to sales orders. It is selected from a list that is created under Edit/Ship Via.

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

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

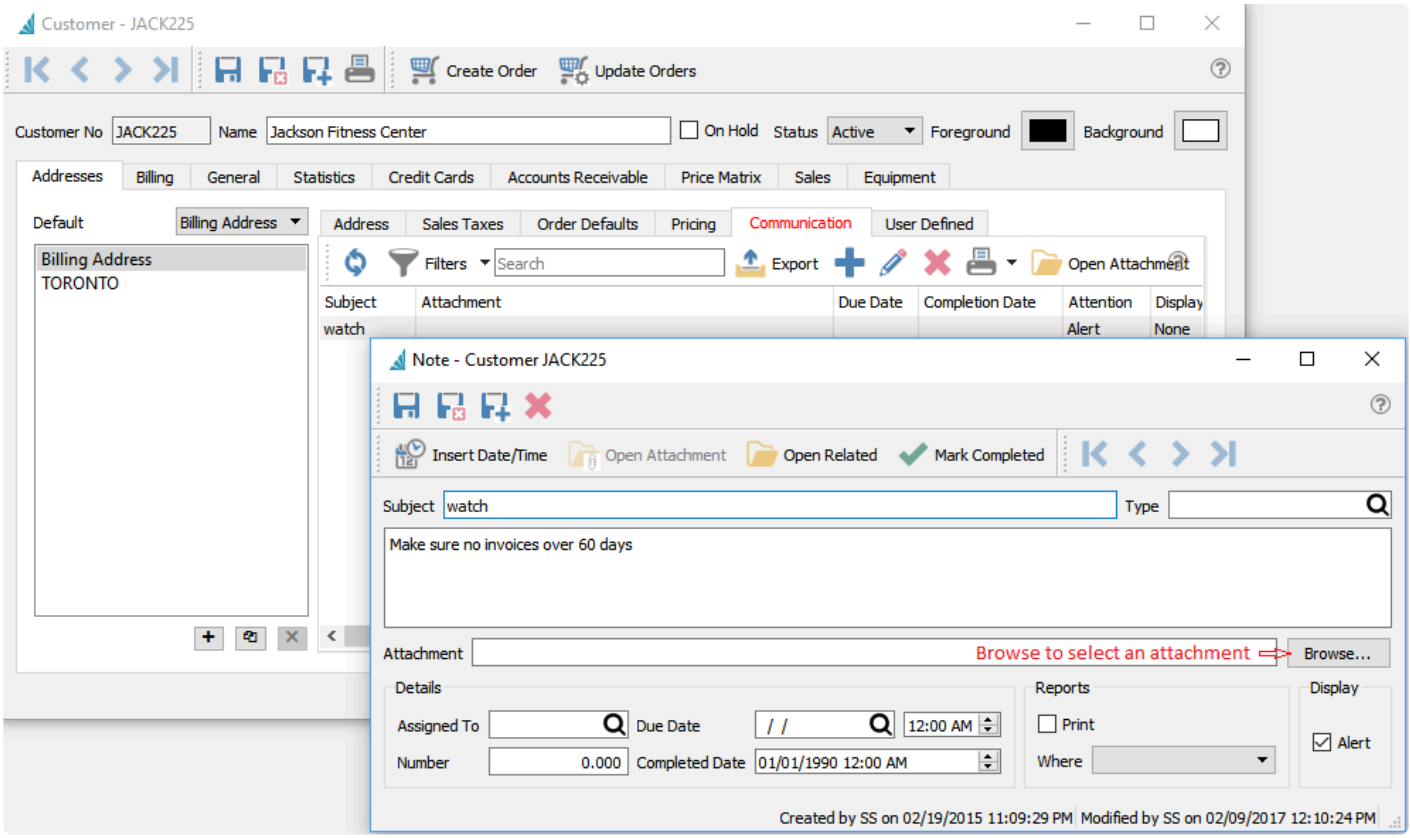
Revenue – The GL account that revenue will be posted to if "Company Setting->Customer->Override Sales Account" is set on

Price Tab



Pricing – A customer can be set for 1 of 20 different sell prices. This will then set the item at the corresponding level set in inventory. The multi-currency setup can further define a price level for a particular currency. Then when a customer is set for that currency it will select that price level automatically.

Communications Tab



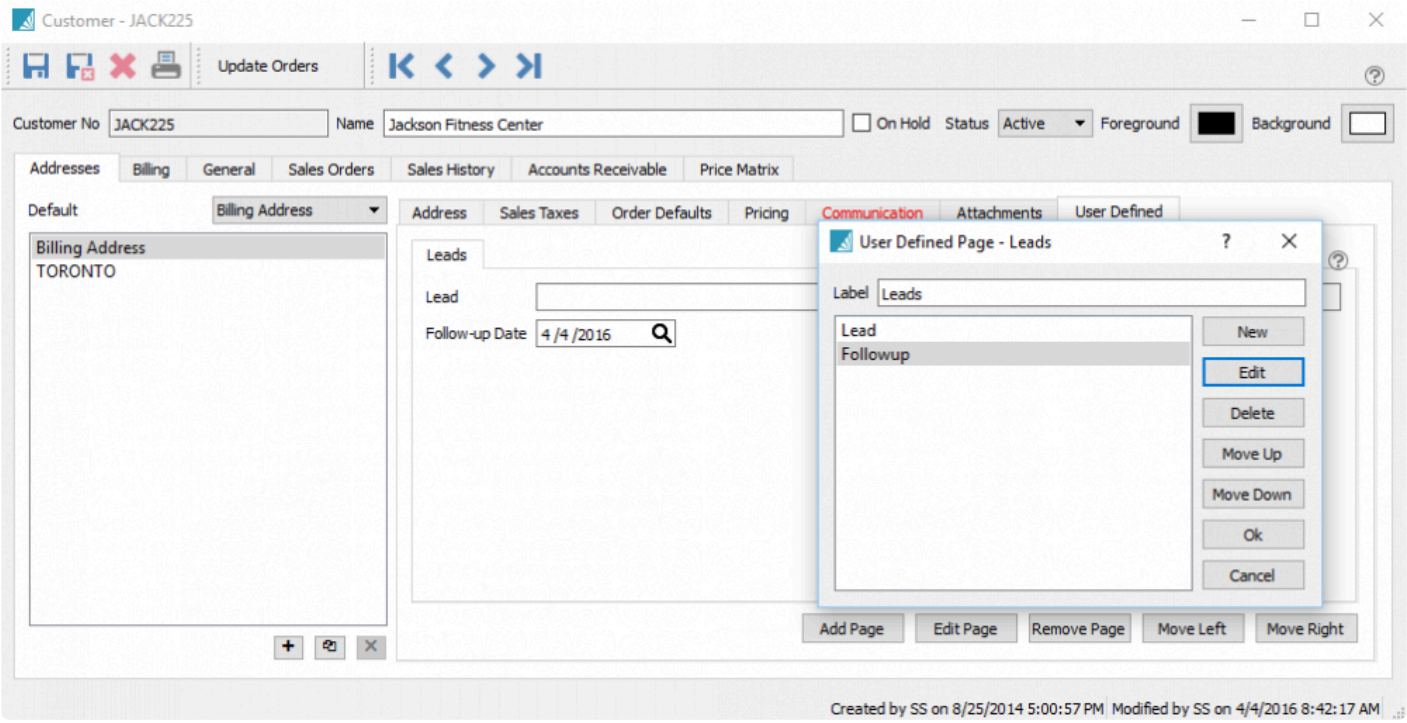
Communications – A communication or note can be added to a customer for later follow-up. If it is assigned to a user and it has a due date added, then this will be presented to the user when it is due or overdue every time they log into Spire. The communications tab will also be red if there are any notes for this customer.

Any number of notes can be added to a customer and have several options:

Insert Date/Time – Click this enters current date and time on the note
Open Attachment – Opens the attachment on the note
Open Related – Opens the item that the note was entered on
Mark Completed – Sets a completion date on the note
Subject – Gives the note a subject
Type – This groups notes by a type and must come from lookup list if used
Body – The details of a note
Attachment – Show the link to the attached document
Assigned To – Who is responsible for this note or task
Number – A numeric field that be used for custom reports
Due Date/Time – When the assigned communication/task is due for completion. If the user logs into Spire and there are communications that are due today or earlier they will be 'popped' in a message.
Completed Date – Enter a date here when the task is completed.
Print – Select if the contents should be printed on one of below:
Where – Select what document the message should be printed on. Spire's stock reports have these messages on them, however they are defaulted to hidden so your consultant can un-hide them for you. The choices are:

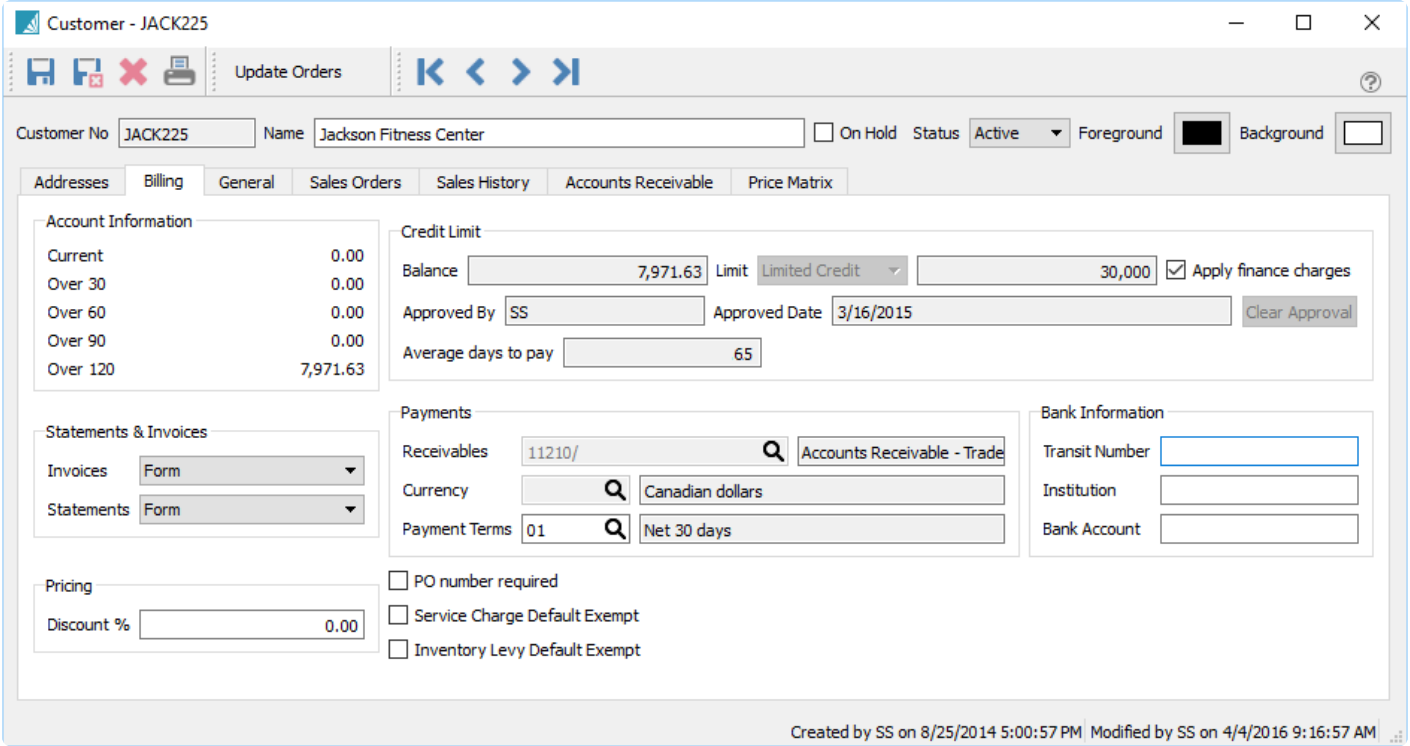
- **Packing Slip**
- **Picking Slip**
- **Booking Order**
- **Invoice**
- **Order Confirmation**
- **Quote**
- **Purchase Order**
- **Sales Order**
- **Work Order**
- **Alert on Orders** – If the message is set as an alert, the message will be presented to the user when the customer is added to a sales order or when it is edited. If the alert is not set, the communications ribbon at the top of the sales order, will indicate that there is customer communication.

User Defined Tab



User Defined Fields – UDF's can be added to a customer to track extra information that Spire does not keep by default. The user can add additional tabs and define the fields and field types to store this data. The structure for the customer billing address can be different than the ship-to addresses.

Billing Tab



Account Information – Shows the aged accounts receivable for this customer. The aging days that are used are setup in Company Settings/Accounts Receivable.

Statements & Invoices – User can select how the customer invoices and statements are sent. The choices are Form, Email, Form and Email or none. When printing, Spire does not use these settings, however this field is one of the columns on the customer list so the user can sort or filter by this and select all of the customers by form type before sending.

Discount – The default discount that is applied to the total sales order.

- **Caution** – this discount is applied after the line by line discounts.

Balance – The customers accounts receivable balance.

Limit – The customers credit limit.

Apply Finance Charges – When checked, finance charges will be applied to the customers AR. The 'Apply Finance Charges' button can be checked on the accounts receivable list or inside a customer AR screen.

Approved By – The initials of the user that lasted edited the customers credit type and/or limit.

Clear Approval – Clears the credit limit to zero.

Average Days to Pay – The average time it takes a customer to pay their accounts receivable.

Receivables – The GL account that this customers AR is posted to

Currency – The currency that the customer is billed in.

Payment Terms – The default terms that get added to a sales order. Once on the sales order it can be changed to other terms.

Bank Information – For Canadian banks, this is used for EFT to create a CPA1464 file (aka005) from all accounts receivable transactions that have payment terms of 'PAD'

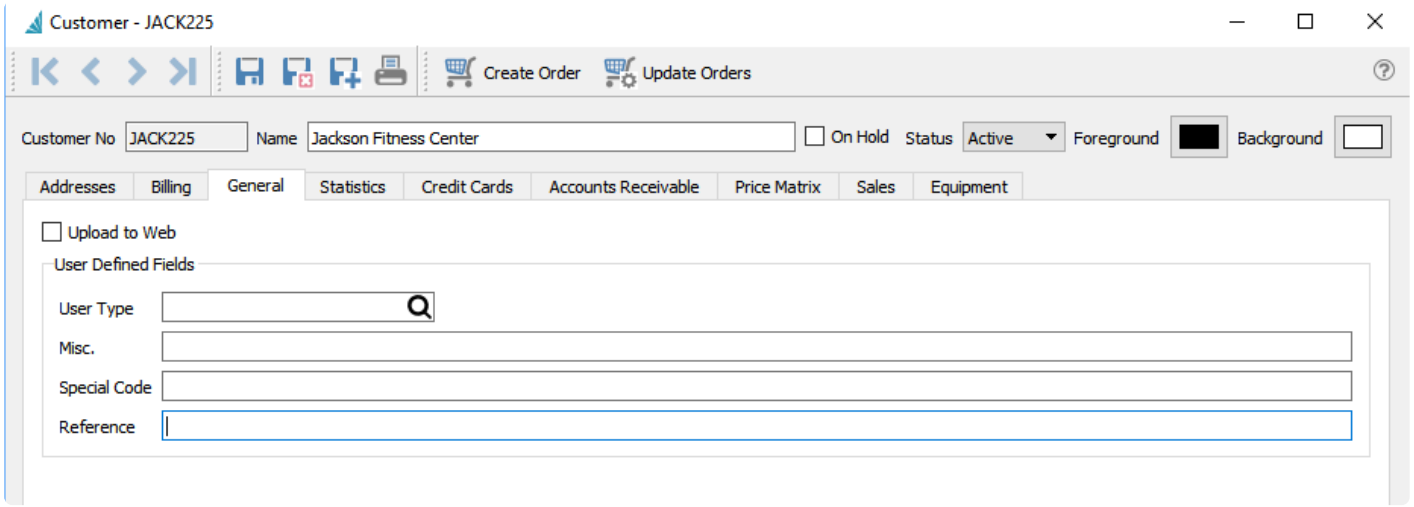
- Transit Number – The Customer's bank transit number
- Institution – The Customer's bank institution number
- Bank Account – The Customer's bank account number

PO Number Required – When saving or editing a customers sales order the user will be warned that a purchase order number is required by this customer. Once the sales order is Processed, Shipped or Invoiced the PO number will be required.

Service Charge Default Exempt – If the Company Setting Sales Orders/Surcharges is active, this customer will not be charged this fee.

Inventory Levy Default Exempt – If a levy is set on an inventory item, this customer will be exempt from it.

Customer General Tab



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

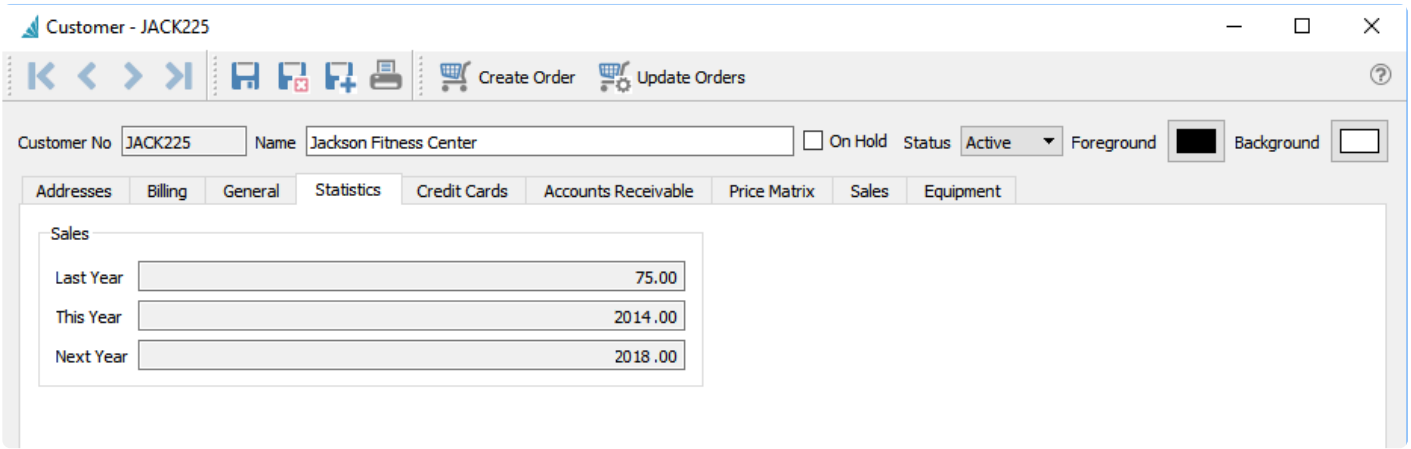
Misc. – This is an numeric field that can have its label changed in Company Settings/Variables.

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

Reference – A free field for info about the customer.

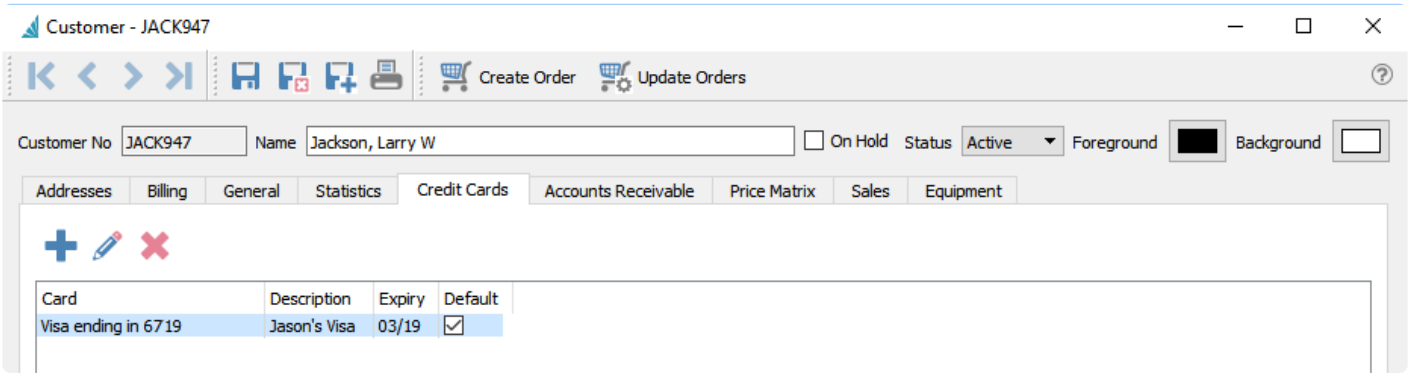
> Note: the reference field shows at the top of every sales order fro the customer so use this field wisely.

h3.Statistics



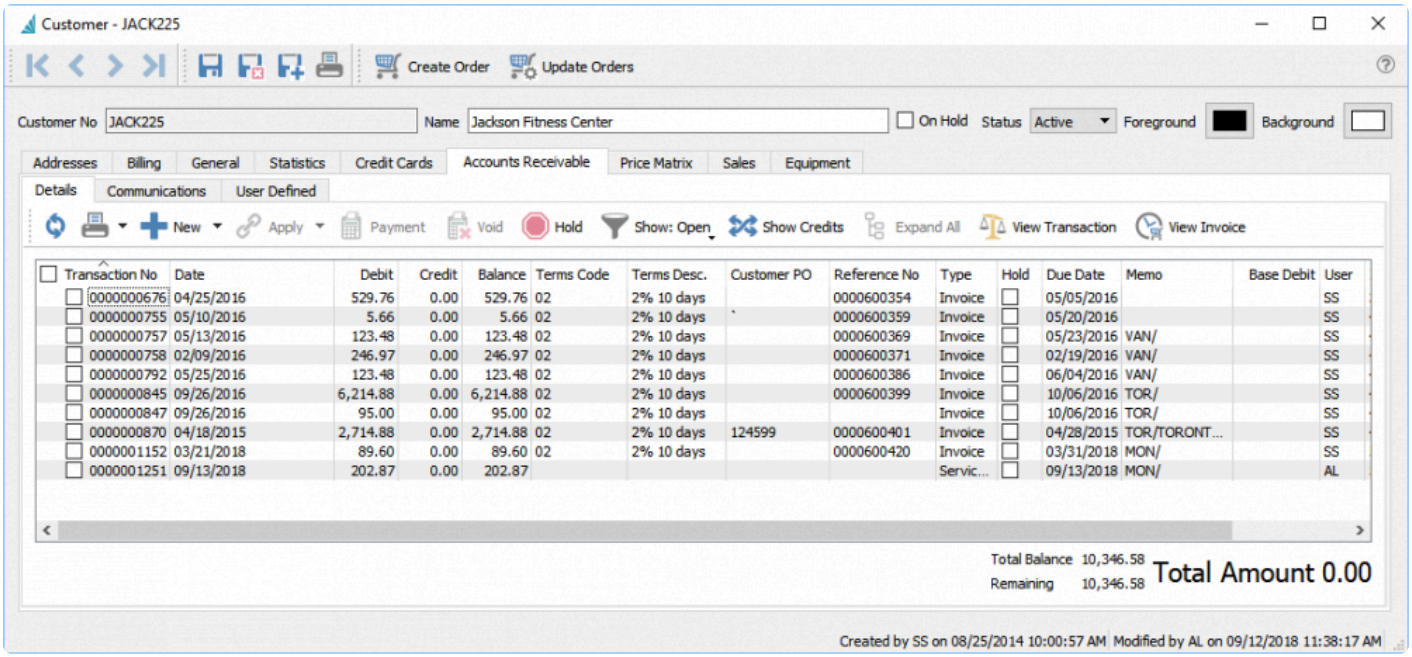
Sales this year, last year and next year

Credit Cards



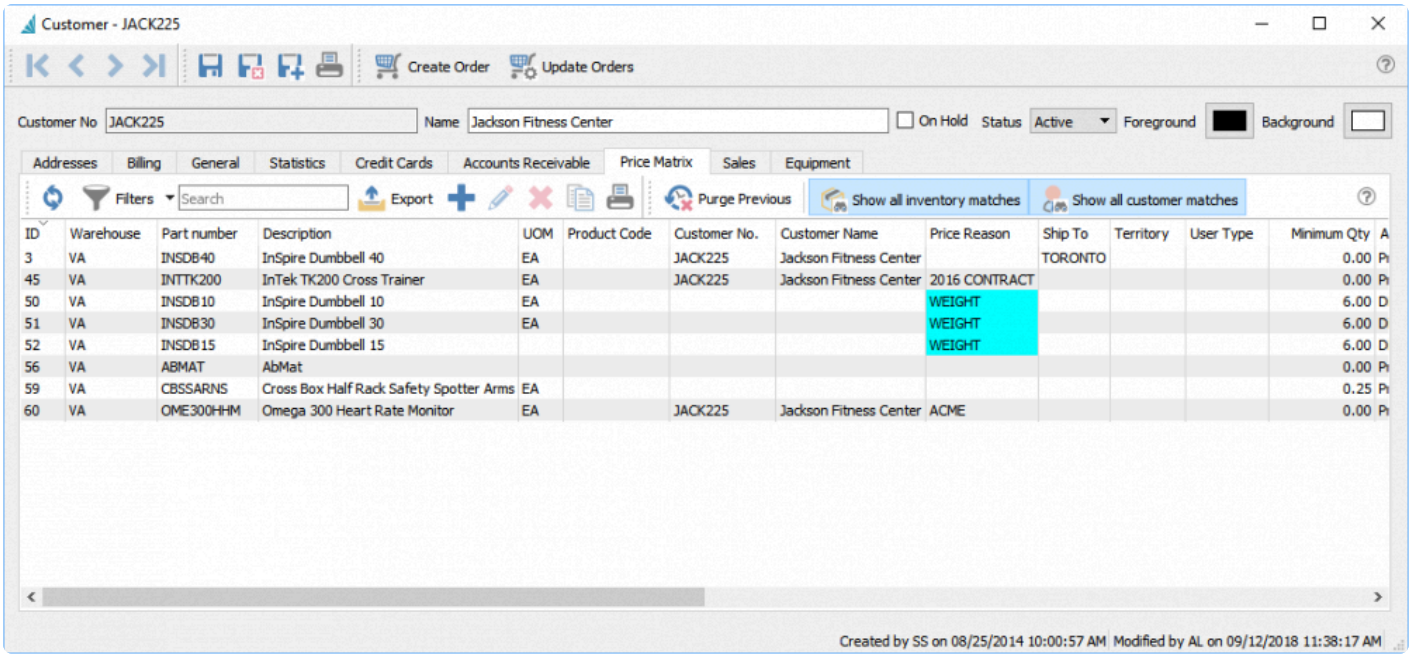
If the company has a subscription with the credit card processor then the credit cards can be entered here. Only the last 4 digits and expiry are show, The rest is stored in the processors secure vault.

Customer Accounts Receivable Tab



Accounts Receivable – This gives full access to the accounts receivable for this customer. Data can be added here and invoices can be paid here. You can also view the applied accounts receivable data for this customer. If a customer has a balance of zero and everything is fully applied, then this is the only place to be able to see a customers accounts receivable info.

Customer Price Matrix Tab



ID	Warehouse	Part number	Description	UOM	Product Code	Customer No.	Customer Name	Price Reason	Ship To	Territory	User Type	Minimum Qty	A
3	VA	INSDB40	InSpire Dumbbell 40	EA		JACK225	Jackson Fitness Center		TORONTO			0.00	Pr
45	VA	INTTK200	InTek TK200 Cross Trainer	EA		JACK225	Jackson Fitness Center	2016 CONTRACT				0.00	Pr
50	VA	INSDB10	InSpire Dumbbell 10	EA				WEIGHT				6.00	D
51	VA	INSDB30	InSpire Dumbbell 30	EA				WEIGHT				6.00	D
52	VA	INSDB15	InSpire Dumbbell 15					WEIGHT				6.00	D
56	VA	ABMAT	AbMat									0.00	Pr
59	VA	CBSSARNS	Cross Box Half Rack Safety Spotter Arms	EA								0.25	Pr
60	VA	OME300HHM	Omega 300 Heart Rate Monitor	EA		JACK225	Jackson Fitness Center	ACME				0.00	Pr

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

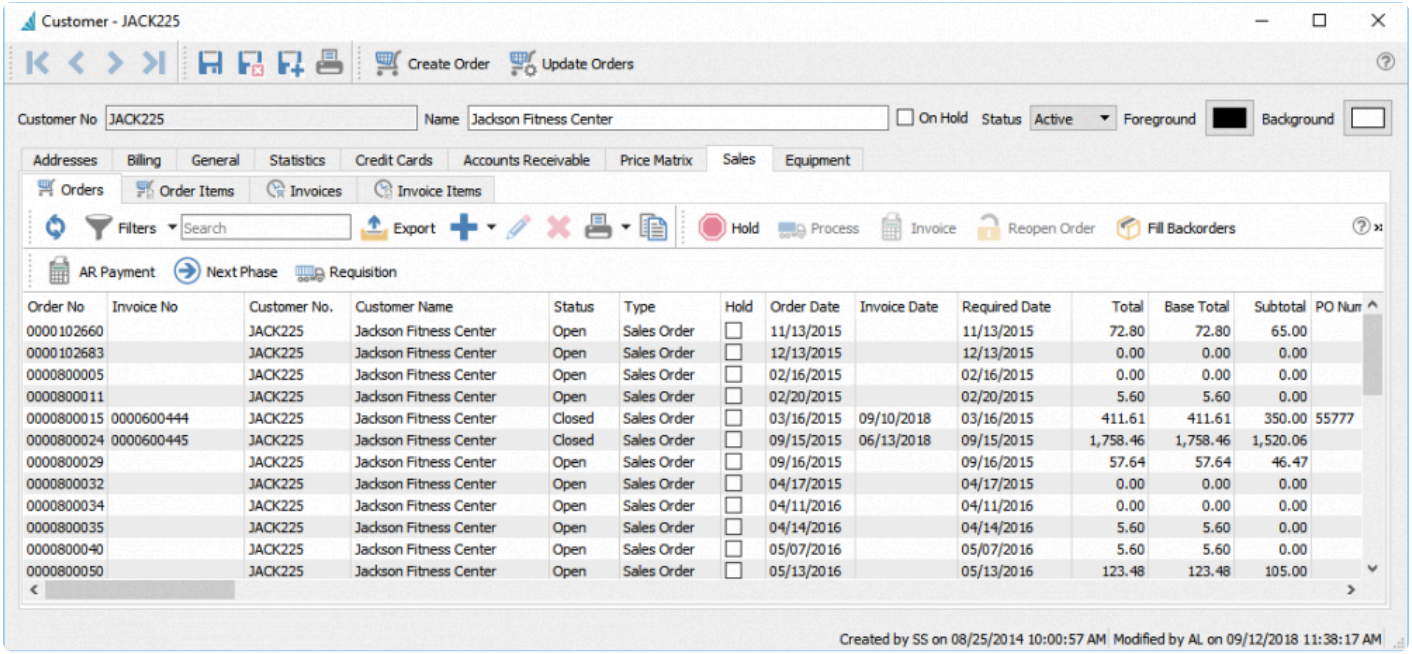
Sales Tab

On the sales tab there are 4 sub tabs containing:

- Orders – these are the open orders for the customer
- Order Items – these are the details of all orders shown together
- Invoices -posted invoices for this customer
- Invoice Items – all details of the posted invoice for the customer

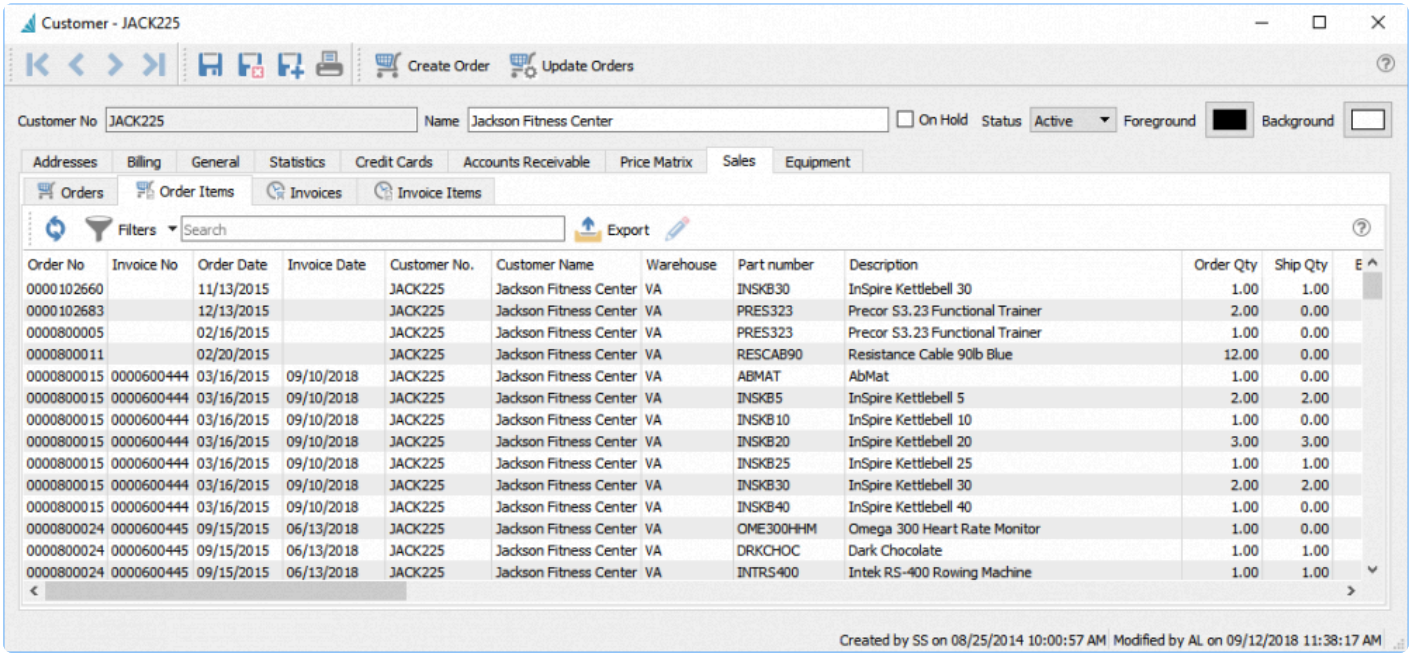
Orders – The orders can be edited, processed, shipped to and invoiced just like they can in the sales order module.
Sales History – This is a list of all of the customer's sales history. It can be viewed at the invoice header level or details of all invoices. Filters can be set to limit the amount range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

Orders



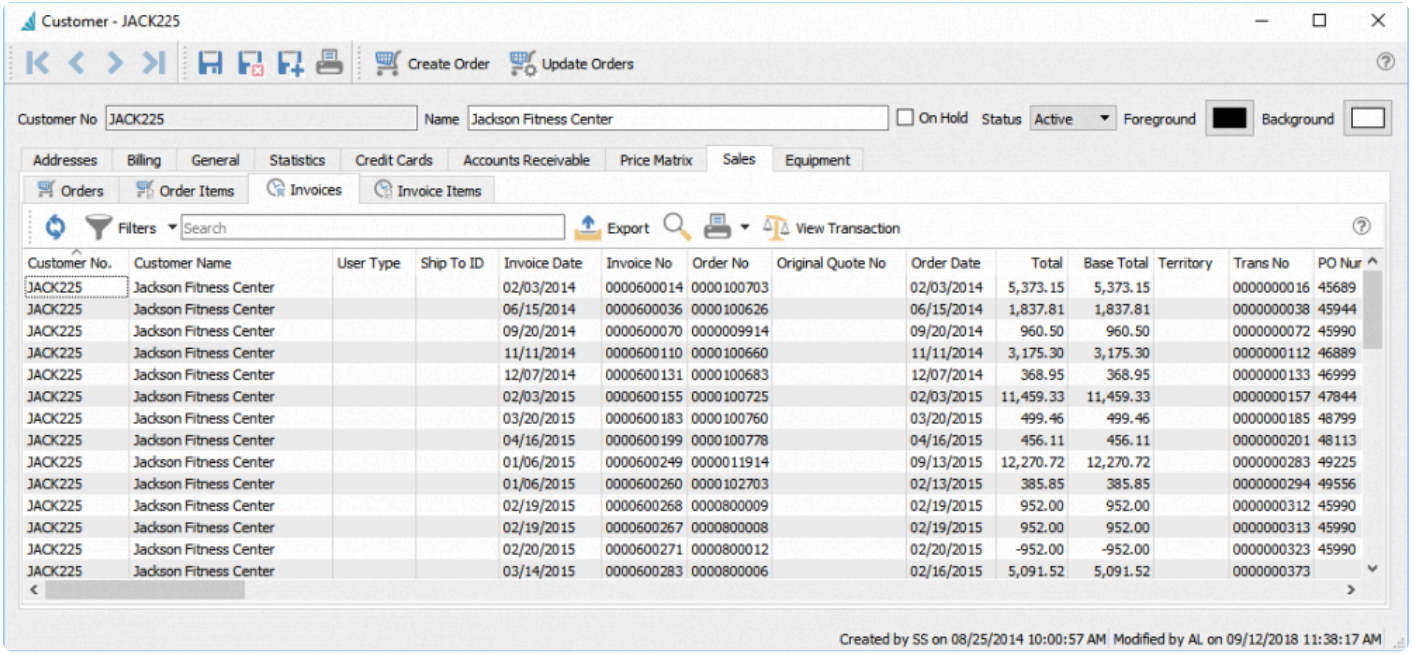
Order No	Invoice No	Customer No.	Customer Name	Status	Type	Hold	Order Date	Invoice Date	Required Date	Total	Base Total	Subtotal	PO Num
0000102660		JACK225	Jackson Fitness Center	Open	Sales Order	☐	11/13/2015		11/13/2015	72.80	72.80	65.00	
0000102683		JACK225	Jackson Fitness Center	Open	Sales Order	☐	12/13/2015		12/13/2015	0.00	0.00	0.00	
0000800005		JACK225	Jackson Fitness Center	Open	Sales Order	☐	02/16/2015		02/16/2015	0.00	0.00	0.00	
0000800011		JACK225	Jackson Fitness Center	Open	Sales Order	☐	02/20/2015		02/20/2015	5.60	5.60	0.00	
0000800015	0000600444	JACK225	Jackson Fitness Center	Closed	Sales Order	☐	03/16/2015	09/10/2018	03/16/2015	411.61	411.61	350.00	55777
0000800024	0000600445	JACK225	Jackson Fitness Center	Closed	Sales Order	☐	09/15/2015	06/13/2018	09/15/2015	1,758.46	1,758.46	1,520.06	
0000800029		JACK225	Jackson Fitness Center	Open	Sales Order	☐	09/16/2015		09/16/2015	57.64	57.64	46.47	
0000800032		JACK225	Jackson Fitness Center	Open	Sales Order	☐	04/17/2015		04/17/2015	0.00	0.00	0.00	
0000800034		JACK225	Jackson Fitness Center	Open	Sales Order	☐	04/11/2016		04/11/2016	0.00	0.00	0.00	
0000800035		JACK225	Jackson Fitness Center	Open	Sales Order	☐	04/14/2016		04/14/2016	5.60	5.60	0.00	
0000800040		JACK225	Jackson Fitness Center	Open	Sales Order	☐	05/07/2016		05/07/2016	5.60	5.60	0.00	
0000800050		JACK225	Jackson Fitness Center	Open	Sales Order	☐	05/13/2016		05/13/2016	123.48	123.48	105.00	

Order Items



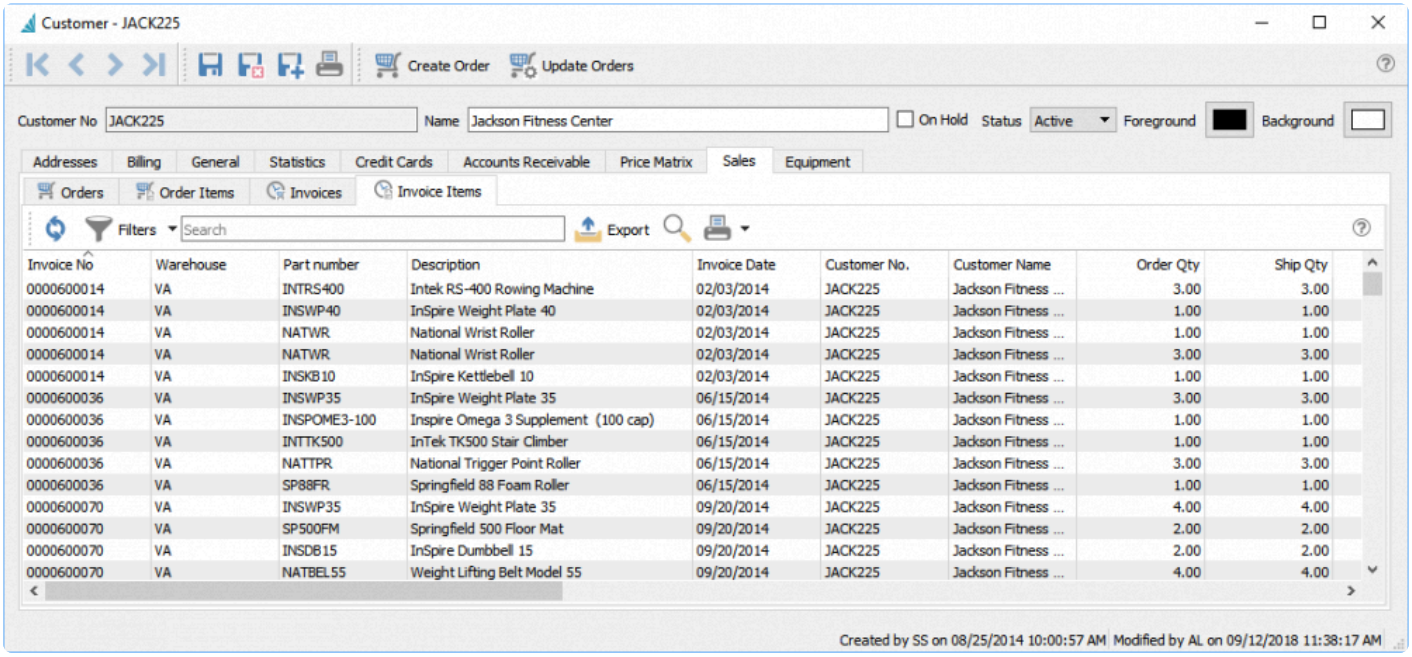
Order No	Invoice No	Order Date	Invoice Date	Customer No.	Customer Name	Warehouse	Part number	Description	Order Qty	Ship Qty
0000102660		11/13/2015		JACK225	Jackson Fitness Center	VA	INSKB30	InSpire Kettlebell 30	1.00	1.00
0000102683		12/13/2015		JACK225	Jackson Fitness Center	VA	PRES323	Precor S3.23 Functional Trainer	2.00	0.00
0000800005		02/16/2015		JACK225	Jackson Fitness Center	VA	PRES323	Precor S3.23 Functional Trainer	1.00	0.00
0000800011		02/20/2015		JACK225	Jackson Fitness Center	VA	RESCAB90	Resistance Cable 90lb Blue	12.00	0.00
0000800015	0000600444	03/16/2015	09/10/2018	JACK225	Jackson Fitness Center	VA	ABMAT	AbMat	1.00	0.00
0000800015	0000600444	03/16/2015	09/10/2018	JACK225	Jackson Fitness Center	VA	INSKB5	InSpire Kettlebell 5	2.00	2.00
0000800015	0000600444	03/16/2015	09/10/2018	JACK225	Jackson Fitness Center	VA	INSKB10	InSpire Kettlebell 10	1.00	0.00
0000800015	0000600444	03/16/2015	09/10/2018	JACK225	Jackson Fitness Center	VA	INSKB20	InSpire Kettlebell 20	3.00	3.00
0000800015	0000600444	03/16/2015	09/10/2018	JACK225	Jackson Fitness Center	VA	INSKB25	InSpire Kettlebell 25	1.00	1.00
0000800015	0000600444	03/16/2015	09/10/2018	JACK225	Jackson Fitness Center	VA	INSKB30	InSpire Kettlebell 30	2.00	2.00
0000800015	0000600444	03/16/2015	09/10/2018	JACK225	Jackson Fitness Center	VA	INSKB40	InSpire Kettlebell 40	1.00	0.00
0000800024	0000600445	09/15/2015	06/13/2018	JACK225	Jackson Fitness Center	VA	OME300HHM	Omega 300 Heart Rate Monitor	1.00	0.00
0000800024	0000600445	09/15/2015	06/13/2018	JACK225	Jackson Fitness Center	VA	DRKCHOC	Dark Chocolate	1.00	1.00
0000800024	0000600445	09/15/2015	06/13/2018	JACK225	Jackson Fitness Center	VA	INTRS400	Intek RS-400 Rowing Machine	1.00	1.00

Invoices



Customer No.	Customer Name	User Type	Ship To ID	Invoice Date	Invoice No	Order No	Original Quote No	Order Date	Total	Base Total	Territory	Trans No	PO Nur
JACK225	Jackson Fitness Center			02/03/2014	0000600014	0000100703		02/03/2014	5,373.15	5,373.15		0000000016	45689
JACK225	Jackson Fitness Center			06/15/2014	0000600036	0000100626		06/15/2014	1,837.81	1,837.81		0000000038	45944
JACK225	Jackson Fitness Center			09/20/2014	0000600070	0000009914		09/20/2014	960.50	960.50		0000000072	45990
JACK225	Jackson Fitness Center			11/11/2014	0000600110	0000100660		11/11/2014	3,175.30	3,175.30		0000000112	46889
JACK225	Jackson Fitness Center			12/07/2014	0000600131	0000100683		12/07/2014	368.95	368.95		0000000133	46999
JACK225	Jackson Fitness Center			02/03/2015	0000600155	0000100725		02/03/2015	11,459.33	11,459.33		0000000157	47844
JACK225	Jackson Fitness Center			03/20/2015	0000600183	0000100760		03/20/2015	499.46	499.46		0000000185	48799
JACK225	Jackson Fitness Center			04/16/2015	0000600199	0000100778		04/16/2015	456.11	456.11		0000000201	48113
JACK225	Jackson Fitness Center			01/06/2015	0000600249	0000011914		09/13/2015	12,270.72	12,270.72		0000000283	49225
JACK225	Jackson Fitness Center			01/06/2015	0000600260	0000102703		02/13/2015	385.85	385.85		0000000294	49556
JACK225	Jackson Fitness Center			02/19/2015	0000600268	0000800009		02/19/2015	952.00	952.00		0000000312	45990
JACK225	Jackson Fitness Center			02/19/2015	0000600267	0000800008		02/19/2015	952.00	952.00		0000000313	45990
JACK225	Jackson Fitness Center			02/20/2015	0000600271	0000800012		02/20/2015	-952.00	-952.00		0000000323	45990
JACK225	Jackson Fitness Center			03/14/2015	0000600283	0000800006		02/16/2015	5,091.52	5,091.52		0000000373	

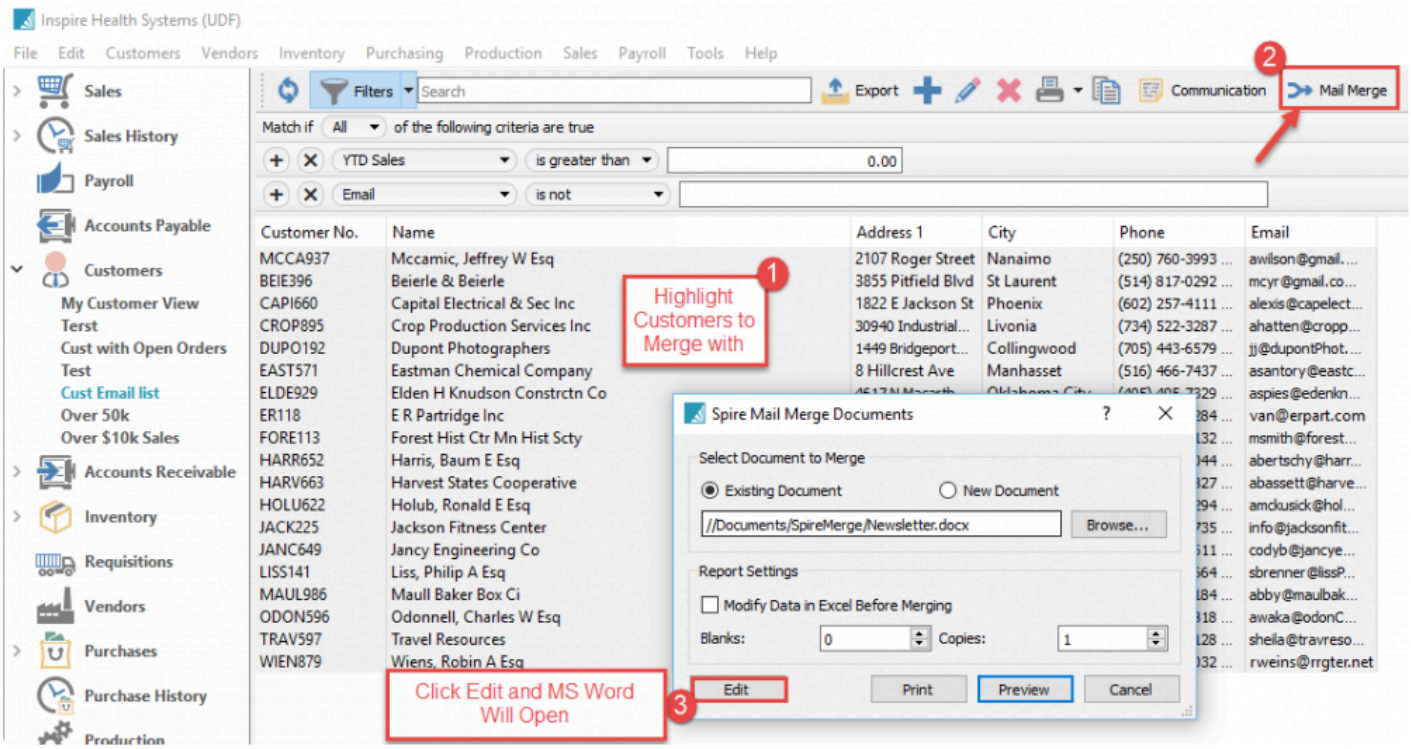
Invoice Items



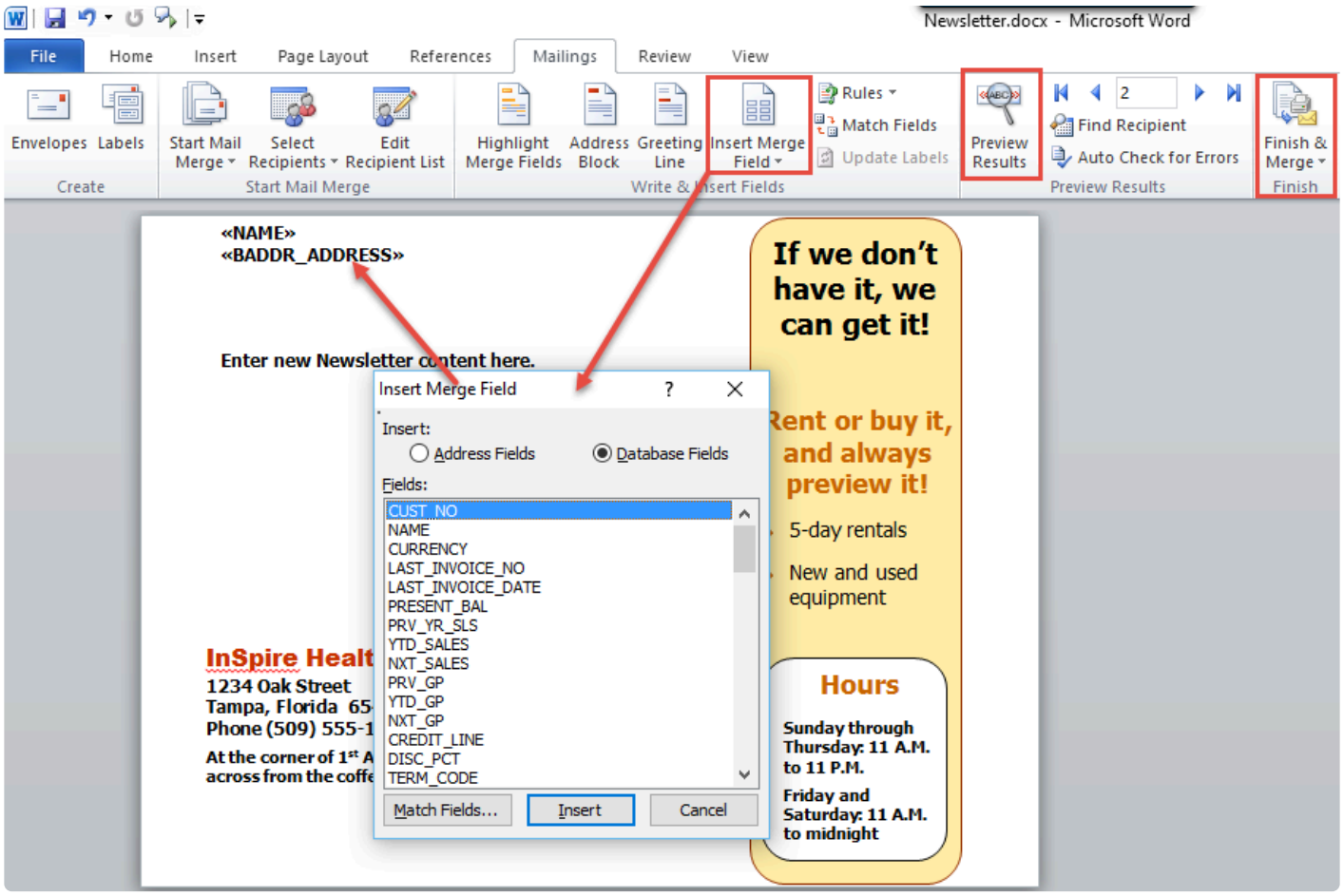
Invoice No	Warehouse	Part number	Description	Invoice Date	Customer No.	Customer Name	Order Qty	Ship Qty
0000600014	VA	INTRS400	Intek RS-400 Rowing Machine	02/03/2014	JACK225	Jackson Fitness ...	3.00	3.00
0000600014	VA	INSWP40	InSpire Weight Plate 40	02/03/2014	JACK225	Jackson Fitness ...	1.00	1.00
0000600014	VA	NATWR	National Wrist Roller	02/03/2014	JACK225	Jackson Fitness ...	1.00	1.00
0000600014	VA	NATWR	National Wrist Roller	02/03/2014	JACK225	Jackson Fitness ...	3.00	3.00
0000600014	VA	INSKB10	InSpire Kettlebell 10	02/03/2014	JACK225	Jackson Fitness ...	1.00	1.00
0000600036	VA	INSWP35	InSpire Weight Plate 35	06/15/2014	JACK225	Jackson Fitness ...	3.00	3.00
0000600036	VA	INSPOME3-100	Inspire Omega 3 Supplement (100 cap)	06/15/2014	JACK225	Jackson Fitness ...	1.00	1.00
0000600036	VA	INTTK500	InTek TK500 Stair Climber	06/15/2014	JACK225	Jackson Fitness ...	1.00	1.00
0000600036	VA	NATTPR	National Trigger Point Roller	06/15/2014	JACK225	Jackson Fitness ...	3.00	3.00
0000600036	VA	SP88FR	Springfield 88 Foam Roller	06/15/2014	JACK225	Jackson Fitness ...	1.00	1.00
0000600070	VA	INSWP35	InSpire Weight Plate 35	09/20/2014	JACK225	Jackson Fitness ...	4.00	4.00
0000600070	VA	SP500FM	Springfield 500 Floor Mat	09/20/2014	JACK225	Jackson Fitness ...	2.00	2.00
0000600070	VA	INSDB15	InSpire Dumbbell 15	09/20/2014	JACK225	Jackson Fitness ...	2.00	2.00
0000600070	VA	NATBEL55	Weight Lifting Belt Model 55	09/20/2014	JACK225	Jackson Fitness ...	4.00	4.00

Mail Merge

In Spire users can print or email merge the selected customers from within the customer list. To create a shorter list to send your merged document to you can create a filter for the customer list and then highlight the ones to merge with and click the merge button.

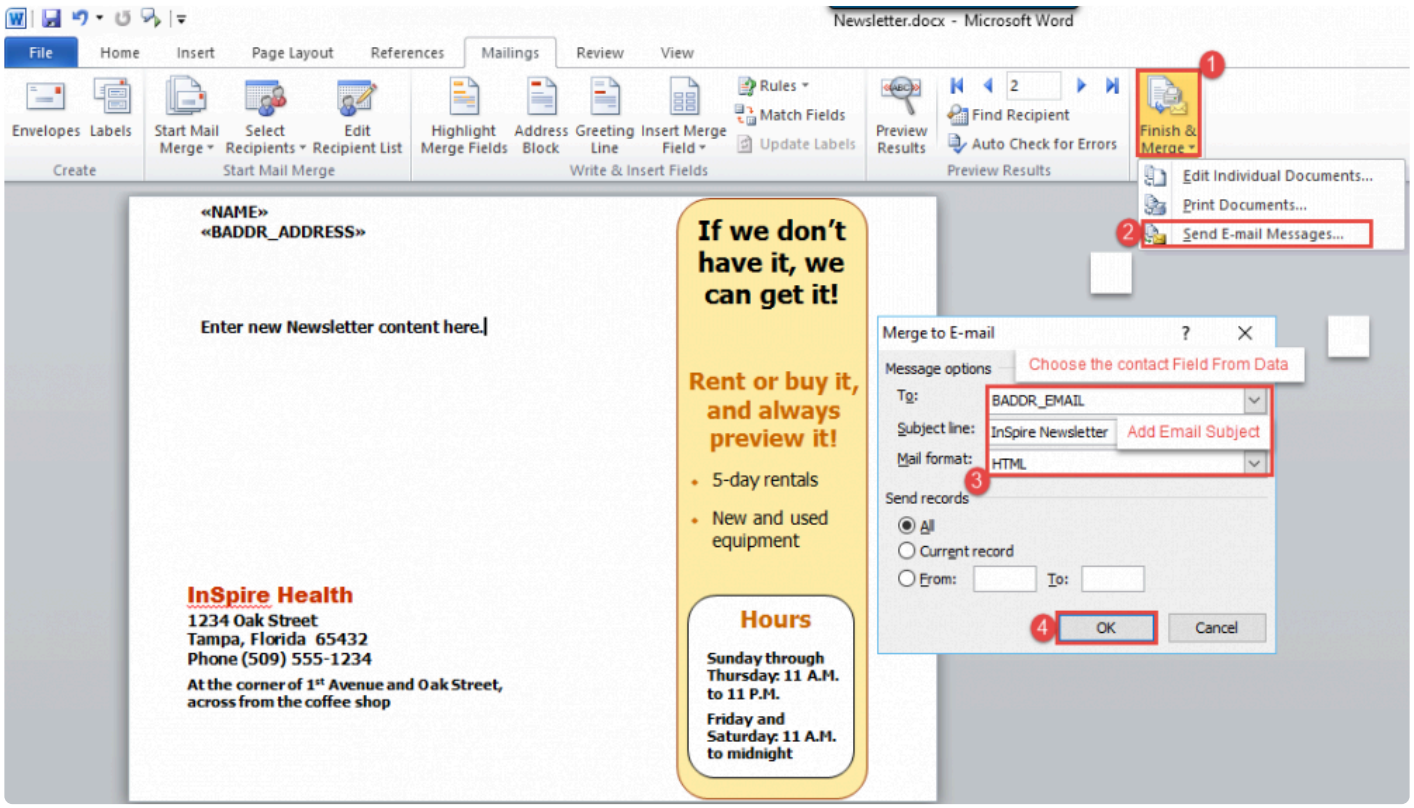


Microsoft Word will then open and you can choose to create a new document or you can choose to edit an existing document.



You will need to add the fields you would like to use for the data that should appear on the document by selecting "Insert Merge Fields" on the Word Mailings tab.

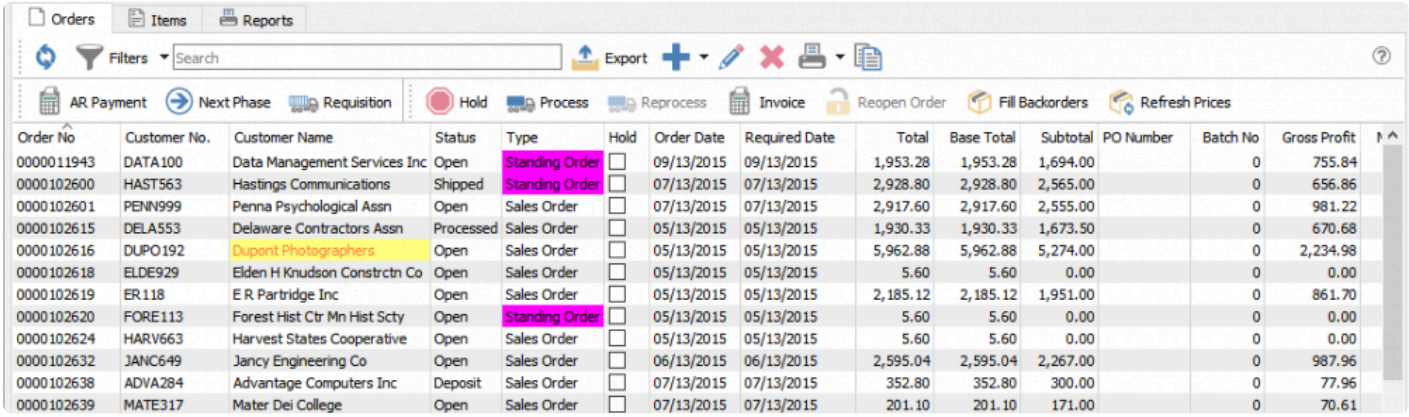
Users can then 'Preview' the results to see who will receive the mailing and then click "Finish & Merge" when ready to send.



The merged document can be either printed or emailed. If being emailed, select the email address from the Spire customer database, add a subject and click 'OK'. The user email will then merge the documents to the email address list, or if printed will merge print to the printer.

Video Instruction – Customer Mail/Email Merge

Sales Orders



Order No	Customer No.	Customer Name	Status	Type	Hold	Order Date	Required Date	Total	Base Total	Subtotal	PO Number	Batch No	Gross Profit
0000011943	DATA100	Data Management Services Inc	Open	Standing Order	☐	09/13/2015	09/13/2015	1,953.28	1,953.28	1,694.00		0	755.84
0000102600	HAST563	Hastings Communications	Shipped	Standing Order	☐	07/13/2015	07/13/2015	2,928.80	2,928.80	2,565.00		0	656.86
0000102601	PENN999	Penna Psychological Assn	Open	Sales Order	☐	07/13/2015	07/13/2015	2,917.60	2,917.60	2,555.00		0	981.22
0000102615	DELA553	Delaware Contractors Assn	Processed	Sales Order	☐	05/13/2015	05/13/2015	1,930.33	1,930.33	1,673.50		0	670.68
0000102616	DUPO192	Dupont Photographers	Open	Sales Order	☐	05/13/2015	05/13/2015	5,962.88	5,962.88	5,274.00		0	2,234.98
0000102618	ELDE929	Elden H Knudson Constrctn Co	Open	Sales Order	☐	05/13/2015	05/13/2015	5.60	5.60	0.00		0	0.00
0000102619	ER118	E R Partridge Inc	Open	Sales Order	☐	05/13/2015	05/13/2015	2,185.12	2,185.12	1,951.00		0	861.70
0000102620	FORE113	Forest Hist Ctr Mn Hist Scty	Open	Standing Order	☐	05/13/2015	05/13/2015	5.60	5.60	0.00		0	0.00
0000102624	HARV663	Harvest States Cooperative	Open	Sales Order	☐	05/13/2015	05/13/2015	5.60	5.60	0.00		0	0.00
0000102632	JANC649	Jancy Engineering Co	Open	Sales Order	☐	06/13/2015	06/13/2015	2,595.04	2,595.04	2,267.00		0	987.96
0000102638	ADVA284	Advantage Computers Inc	Deposit	Sales Order	☐	07/13/2015	07/13/2015	352.80	352.80	300.00		0	77.96
0000102639	MATE317	Mater Dei College	Open	Sales Order	☐	07/13/2015	07/13/2015	201.10	201.10	171.00		0	70.61

Sales Order List – Menu Items

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

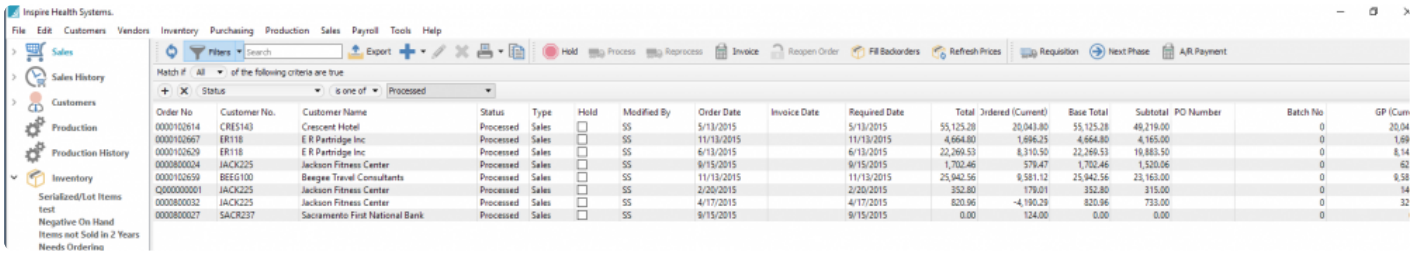
- **Refresh** – Allows you to view orders that have been added by other users
- **Filters** – Create a custom filter and save that filter to customize your view
- **Export** – Export the filtered list to Excel or .csv including your filtered screen layout and column positions
- **Add** – Add a new sales order
- **Edit** – Edit an existing sales order
- **Delete** – Delete a sales order. Deleted Sales orders can be un-deleted if the user has permission.
- **Print** – Prints a sales order report. The arrow beside the print button allows the user to choose to print all sales orders or the selected sales orders
- **Copy** – Copies the selected sales order
- **AR Payment** – Puts an un-applied payment onto the customers account
- **Next Phase** – Moves the sales order to its next phase
- **Requisition** – Will create a requisition and purchase order for shortages on the selected order(s)
- **Hold** – Holds a sales order that can only be released by a user with the rights to do so
- **Process** – Processes a sales order and prompts the user to print a pick ticket
- **Reprocess** – Allows users with the correct security to re-process and therefore re-print a pick ticket
- **Invoice** – Invoices selected sales order(s)
- **Reopen** Order – Moves an order that has been processed or shipped back to being open and therefore editable
- **Fill Back Orders** – Selected orders will have back orders filled if there is now inventory to commit.

This processes from the oldest to newest orders until stock is depleted

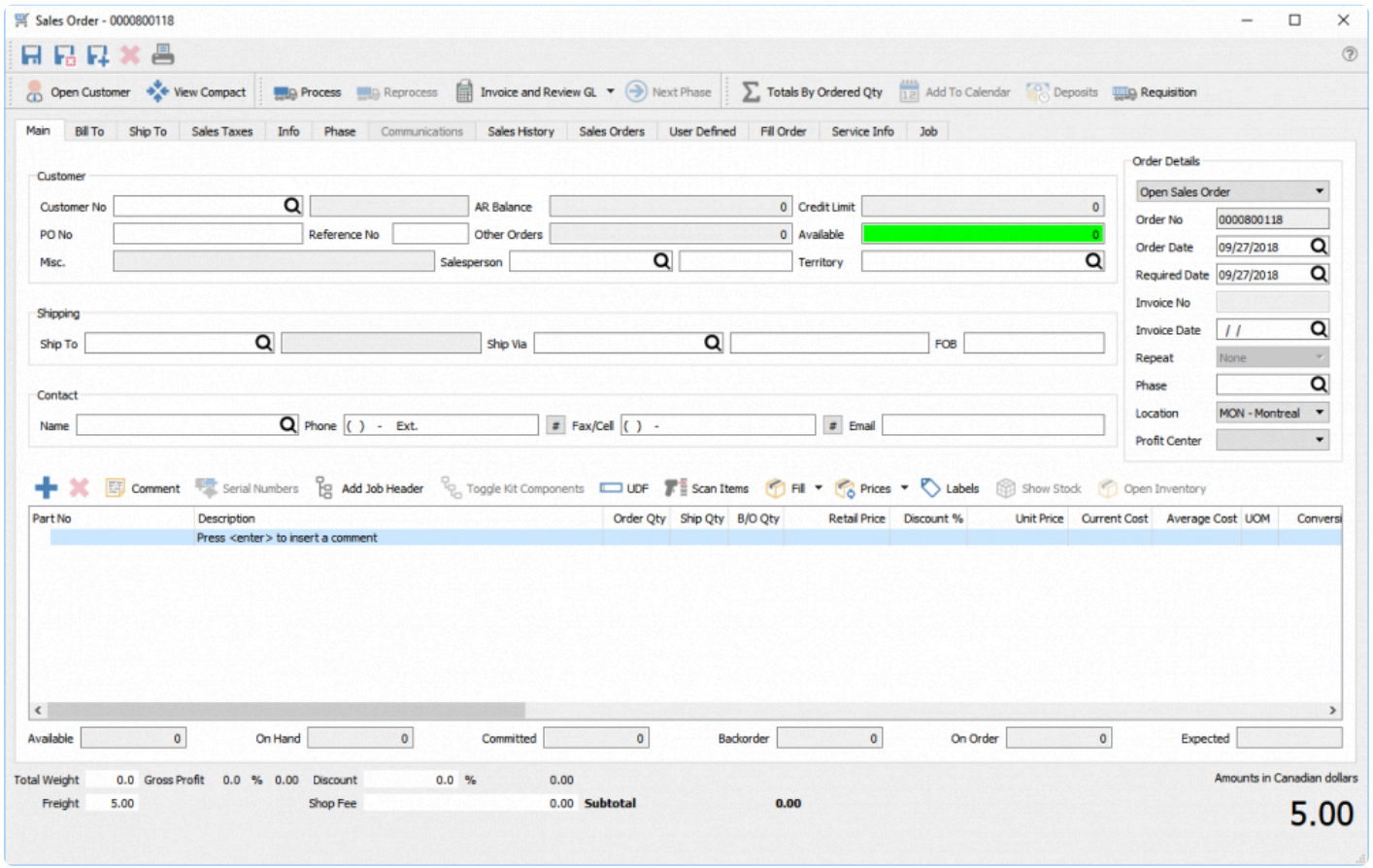
- **Refresh Prices** – Sets prices to default to a new sell price, including if a user has overridden the sell price

Sales Order Header

To create a new Sales Order in Spire, begin in the main Spire window and select “Sales” from the left navigation menu.



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



Open Customer – Opens the customers record where data can be edited and viewed.

View Compact – Removes some of the header info to give more room for line details
Process – To process the order if the user is set to allow it. This most commonly also prints the picking ticket
Reprocess – This processes the order again, so as to re print thr picking ticket.

> ! Note: Reprocess is security controlled by user and should be used with caution as multiple pick tickets could result in order being picked more than once but only invoiced once.

Invoice – To invoice the order if the user has access.
Invoice and Review GL – Also to invoice the order but depending on the users posting security, in this case they are allowed to edit the journal entry before posting.

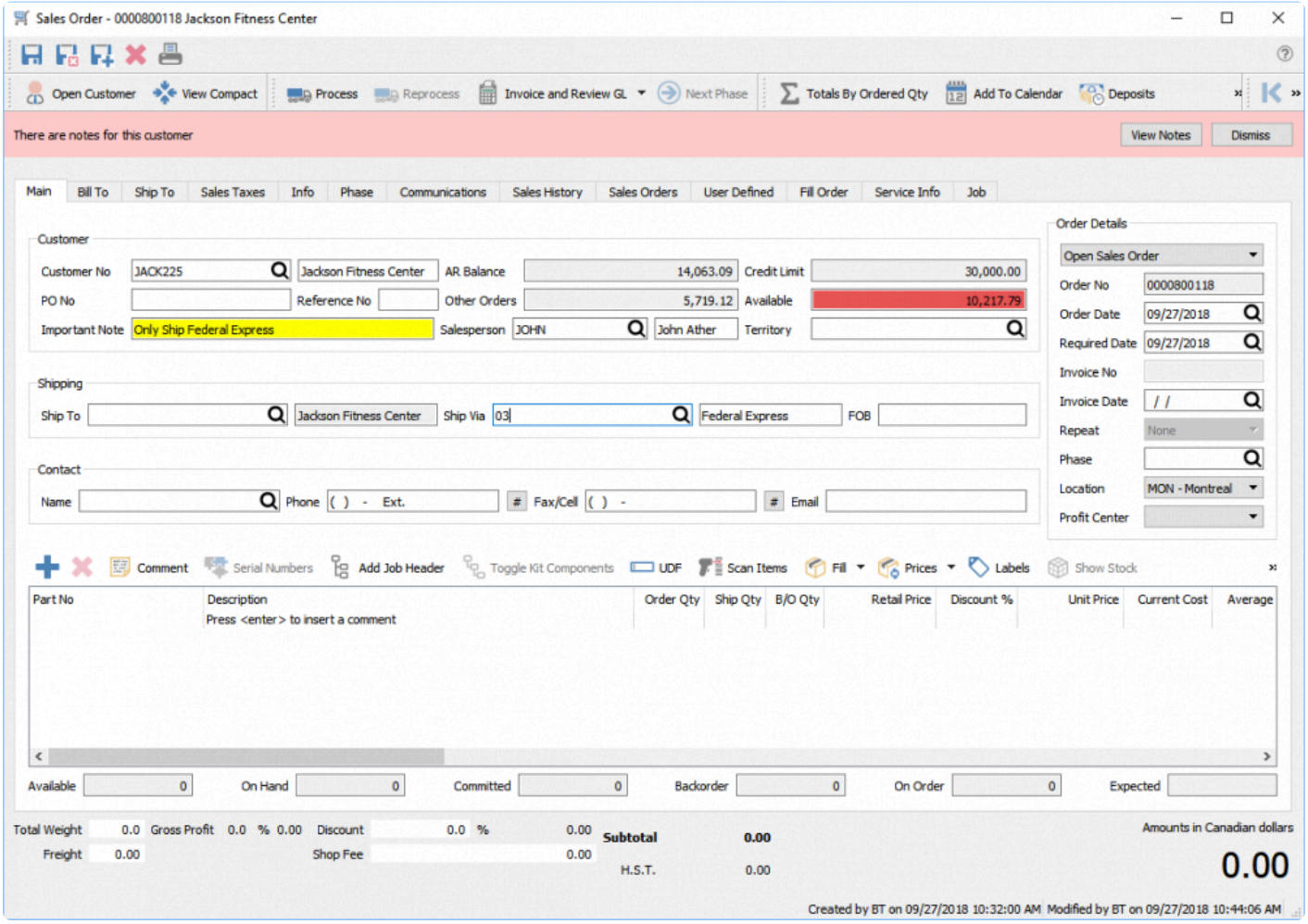
> ! Note: Editing the journal entry before posting can result in unbalanced inventory if the user is not careful.

Next Phase – Moves the order to the next phase as designed by the company
Totals By Order Qty – See order totals based on order quantity instead of shipped quantity. Very useful to see the order value if there are back orders.
Add To Calendar – Adds the order to the the calendar assigned to the user by default.
Deposits – Used to add a deposit to the order and see previous deposits.
Requisition – To requisition shortages from this sales order for the purpose to automatically create a purchase order.

Using the lookup icon you can navigate to the intended customer for this sales order. You can also enter search criteria about the customer and it will find them based on that search. For instance type the city and all customers within that city will be presented in the drop down list. Alternatively type the city name and then pres the ‘F9’ key and the complete list of customers with that city name will be short listed and ready for selection. You can also use a combination of words to search such as the contact name and the city and the list presented will be restricted to the results that contain both words.

Video Instruction for Order Searches

Main Tab



Once the customer is selected the customers credit information will be displayed, If the credit limit background is red this means that the customer is over the credit limit or has unpaid invoices beyond their terms. The user must have the security setting User/Customers/Can See Customer Credit Info.

> Note the red ribbon message. This means that the customer has notes that should be read.

PO Number – Adds the customers PO number and if the customer is set to ‘Require PO’ in their profile then the user will be warned that a Purchase Order number is required. The order can then be saved without a PO but cannot be processed, shipped or invoiced until a PO number has been entered.

Ref No – The user can enter a reference to another document if required

Misc Field – This field can be labeled as required in company settings -> Variables. Whatever is in this field show in yellow. In the example the field is called “Important Info.

> Note: Use this field wisely because it show on every order.

A/R Balance – The customers current balance owing
Other Orders – Value of orders not invoiced and not including back orders or quotes
Credit Limit – Customers credit limit
Available – Customers available credit. Calculation is (Credit Limit)-(A/R Balance)-(Other Orders)
Salesperson – The salesperson can be entered if the sale is to be tracked. There is a company setting, that if turned on, the salesperson must be added to the order before saving it. If the customer has a salesperson attached to their record it will populate this field with the salesperson as you add the customer to the order. There is another company setting available that will populate the order with the user code if it matches the salespersons code. Users need security to be able to change the salesperson code on an order.

Territory – The territory can be entered if the sale is to be tracked. There is a company setting, that if turned on, the territory must be added to the order before saving it. If the customer has a territory attached it will populate this field with the salesperson as you add the customer to the order.

Ship to – Users can select from any shipto attached to the customer. When using the lookup the user can click on ‘All Addresses’ and they will be able to select any customer in case the order needs to be drop shipped elsewhere.

Ship Via – Select from any shipping carrier that has been previously set up in Edit/Ship Via. The user can also free type in the ship via description field if using a miscellaneous shipper.

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

Contact – This area is for adding the contact of the person that gave you the order. You can free type in the name, Phone, Fax and email. You can also use the lookup to select the contact information for any of the customers main or shipto contacts even if the shipto is not on this order.

Order Details -The choices for types of order are:

- **Sales** – This is a regular sales order that will commit product immediately to the customer
- **Booking** – Does not commit inventory and is used for future orders that can be committed once the due date has been reached
- **Standing** – These are used for repeat orders. Once invoiced the order stays behind to be invoiced at the next pre-determind cycle
- **Quote** – Used to send a quotation to a customer. It does not commit inventory until the user releases it to a sales order
- **RMA** – Used for 'Return Material Authorization' and can use a different numbering sequence from regular sales orders
- **Work** – Use for service type orders that can have a separate sequence number that sales

Order No – An automatically assigned order number that can be edited with the correct setting

Order date – Usually the day that you created the order but it can be edited to any date.

Required Date – The date that the customer want the goods. This is useful on the sales order list because the user can sort by this date column to see what needs to be shipped today.

Invoice Number – An automatically assigned invoice number that can be edited with the correct setting

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

- **Always Current date** – means that today's date will get added as soon as the user invoices the order
- **Current Data unless Invoice date is filled** – Means the user can add a date but if they do not it will use today's date
- **Always ask for date if not filled in** – Means the user must enter an invoice date

Repeat – This option is available for standing orders. The user can select from daily, weekly, monthly, yearly or custom. If custom is selected they can choose any non standard repeat cycle using one of the calendar options as a start. When a standing order gets invoiced the invoice date will automatically be advanced by the repeat cycle. The user can set a filter on the sales order list for all standing orders due this week and simply highlight all of them and print or email invoices to the customer.

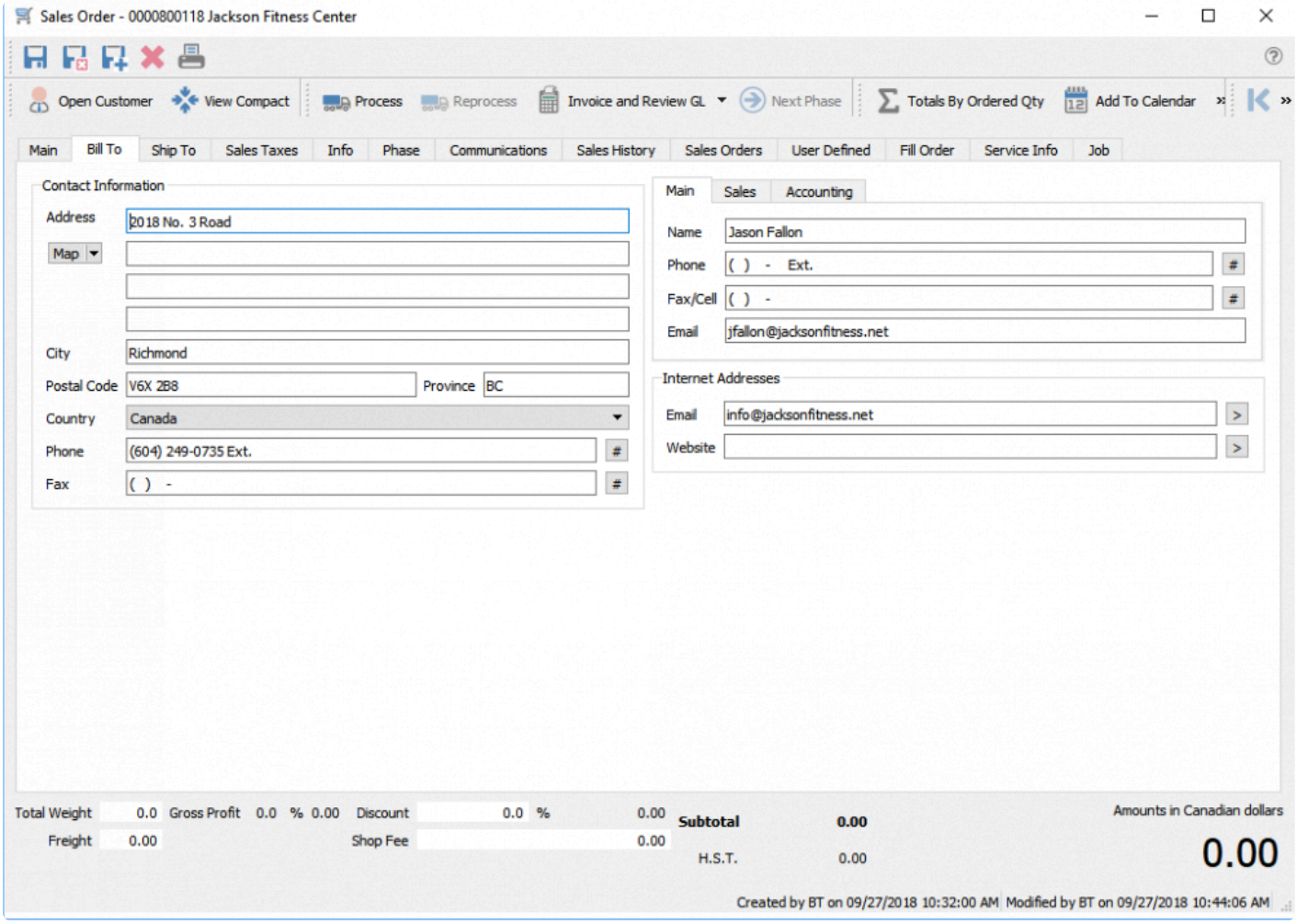
Phase – Custom phases can be added to a sales order. Preset phases can be set up under Edit/Phases or on the sales order phase lookup dialog. Each phase is given a code, a description, a report template and a next phase. If a report template is added to a phase and the order is moved to that phase, any report that has that template name will be presented for printing. The next phase needed is triggered when the user clicks the 'Next Phase' button on the sales order list, or from inside an order and then the order will be

moved to the ‘Next Phase’. This feature is very useful for user that need their order to go through a custom set of procedures.

Location – If turned in in company settings this filed will appear.

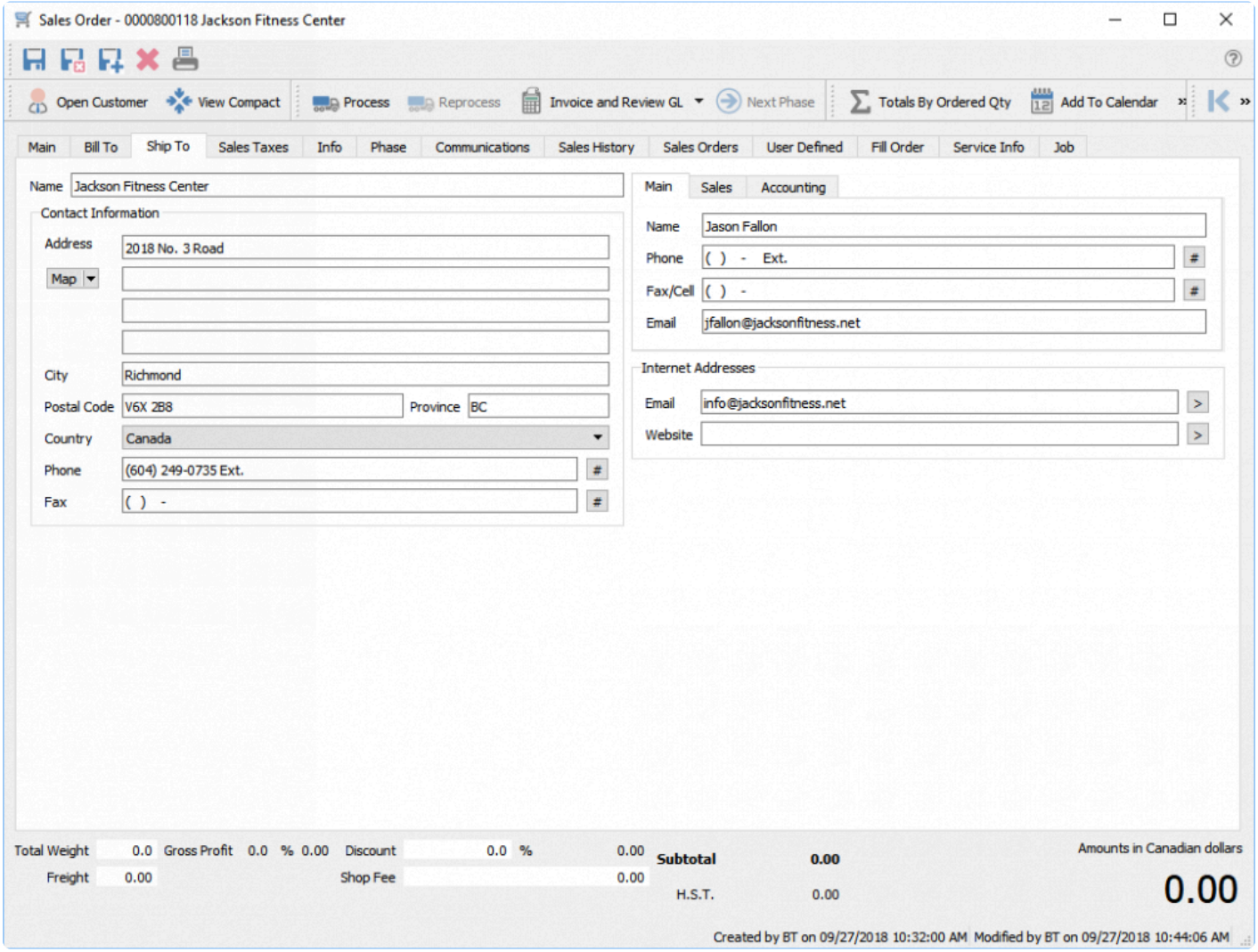
Profit Center – If turned in in company settings this filed will appear.

Bill To:



This tab displays the customers bill-to information and contacts. They are added to the order when it is first created. Therefore if the customers address and contact info changes while an order exists, the order will no longer match what is in the customer record. This includes customers email addresses that will be used when sending orders and invoices to a customer. There is a button in customer edit that the user can click that will update any open sales orders with the customers new information.

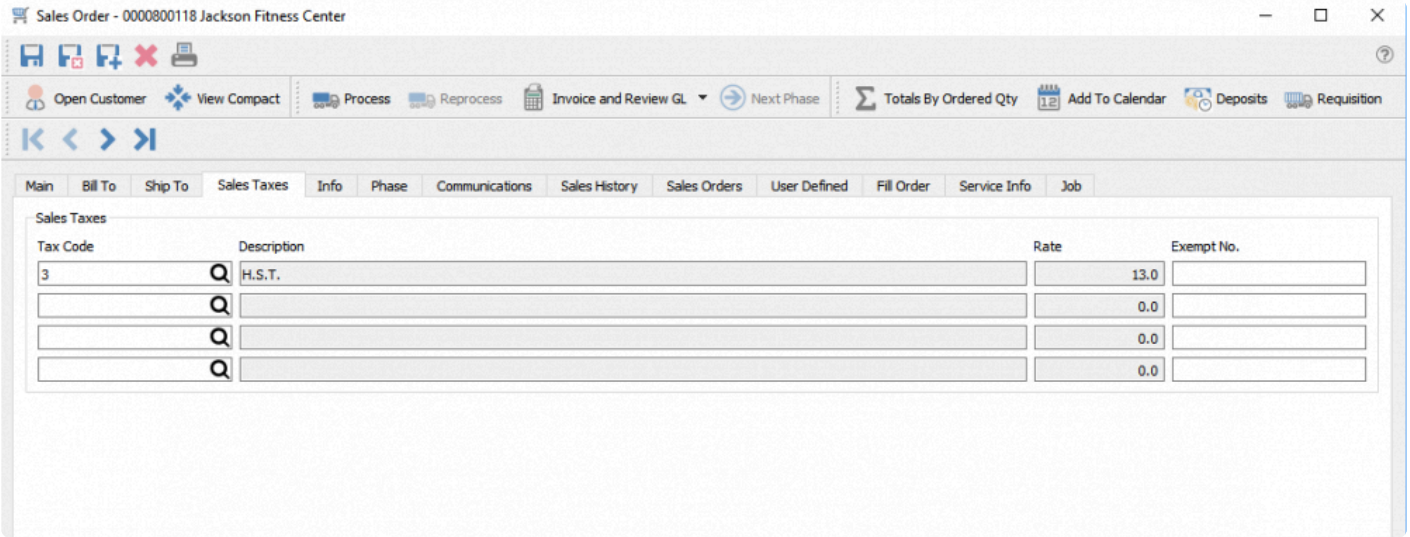
Ship To:



This tab displays the customers ship-to information and contacts. They are added to the order when it is first created. Therefore if the customers address and contact information changes while an order exists, the order will no longer match the customers record. This includes the customers email addresses that will be used when sending orders and invoices to the customer. There is a button in customer edit that the user can click that will update any open sales orders with the customers new information.

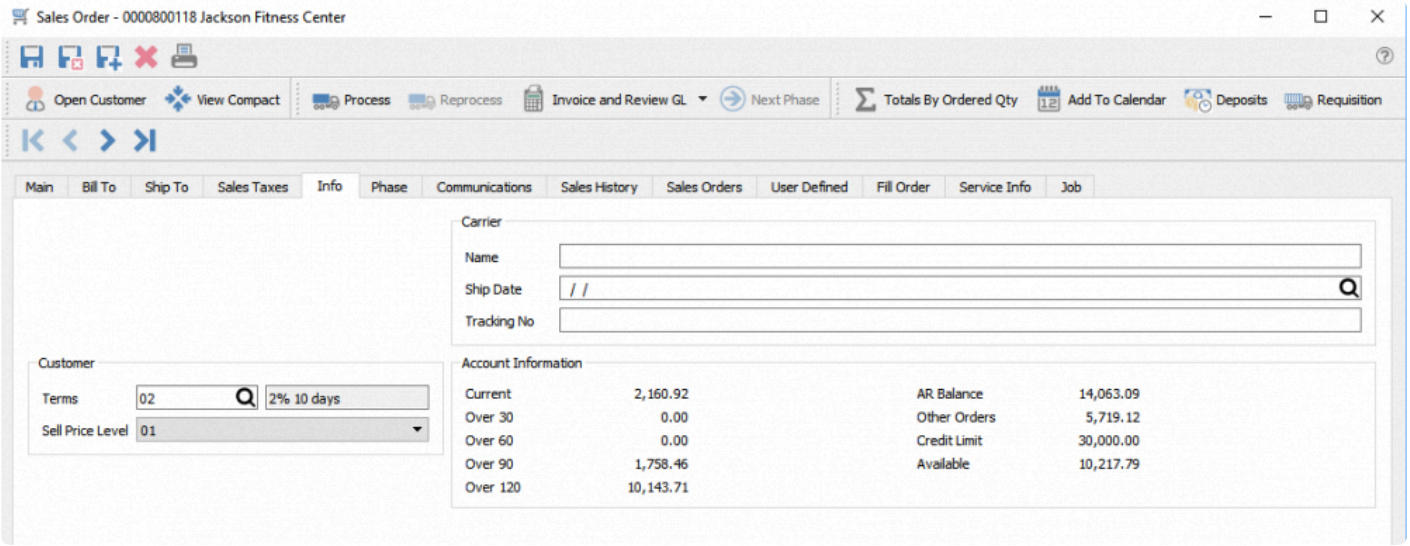
These fields are editable and can be overridden by the user.

Sales Taxes



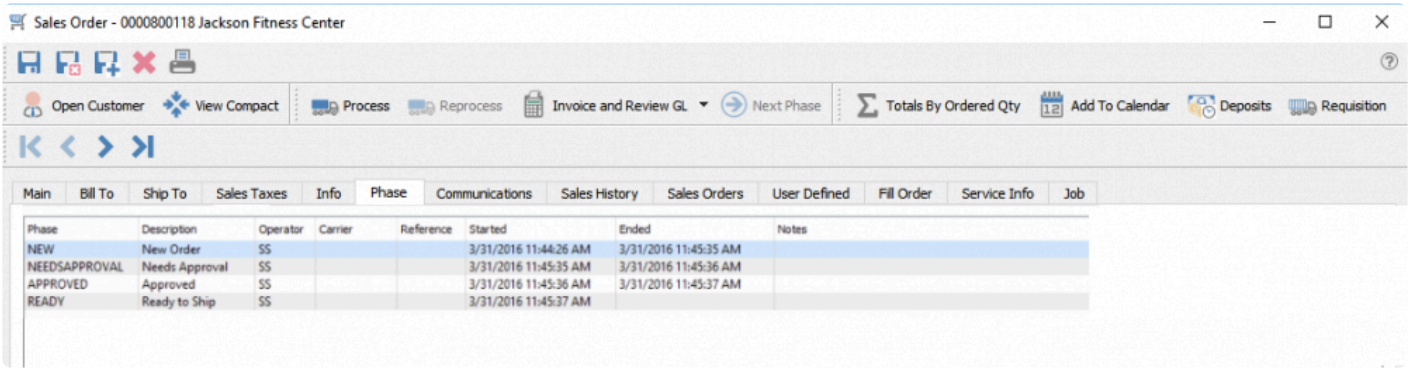
This tab displays the customers default sales taxes that are added to the order when it is first created. They can be changed for a specific sales order/invoice.

Info



Terms – The terms get populated by the customers terms but can be edited on the order.
Sell Price Level – The price level is populated by the customer level but can be edited for the order.
Carrier – The name of the carrier that shipped this order
Ship Date – The actual ship date of the order
Tracking No – The carriers tracking or weigh bill number
Account Information – Shows the customers current aging, balance, amount in other sales order, credit limit and available credit

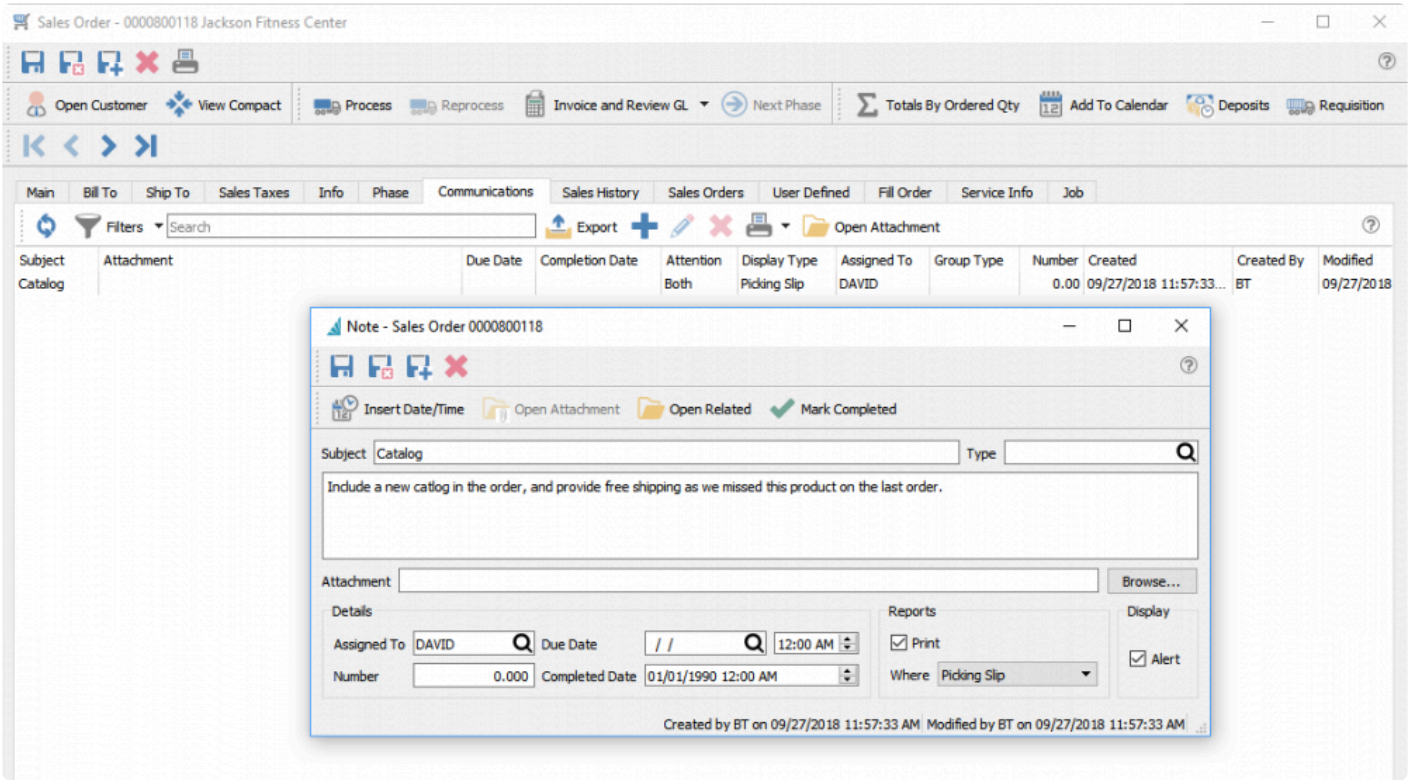
Phase



This tab displays each phase that an order has gone through including when it entered that phase and when it was completed. The user is able to edit the start and end time if necessary. They can also add in different information and notes, and if the phase required shipping the carrier can be added. This information can be added to custom reports for tracking purposes.

Once invoiced, the phase information is posted into sales history.

Communication



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

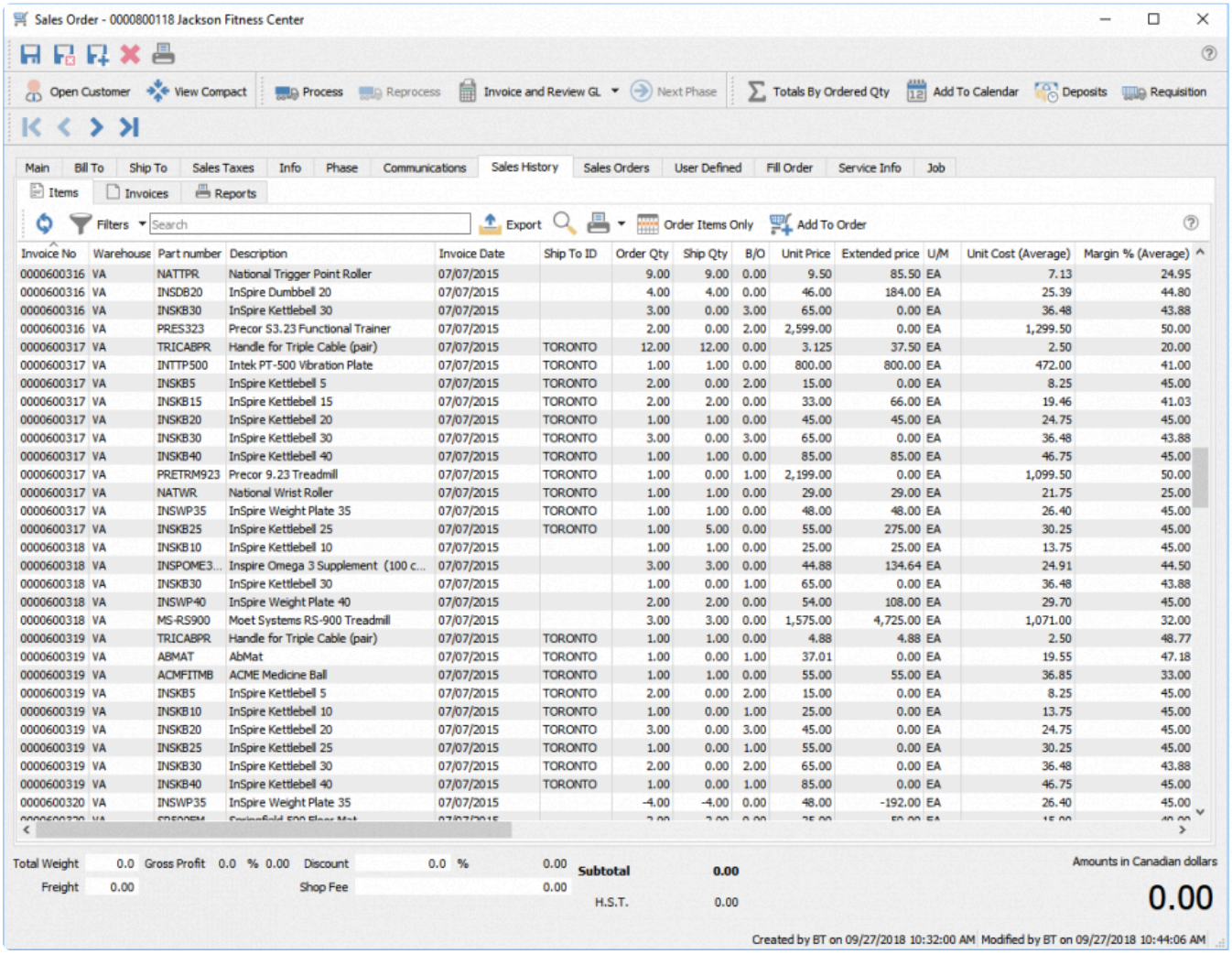
Subject – Gives the note a subject
Type – This groups notes by a type and must come from lookup list if used
Body – The details of a note
Attachments – Any number of attachment links can be added to the communication, and then later opened with the default program. Attachments are saved in sales history when the order is invoiced
Assigned To – Who is responsible for this note or task
Number – A numeric field that be used for custom reports
Due Date – When the assigned communication/task is die for completion. If the user logs into Spire and there are communications that are due today or earlier they will be 'popped' is a message. This is also added to the users calendar.
Completed Date – The field to enter a date when it has been completed.
Print – Select if the contents should be printed on one of below:
Where – Select what document the message should be printed on. Spire's stock reports have these messages on them, however they are defaulted to hidden so your consultant can un-hide them for you. The

choices are:

- **Packing Slip**
- **Picking Slip**
- **Booking Order**
- **Invoice**
- **Order Confirmation**
- **Quote**
- **Purchase Order**
- **Sales Order**
- **Work Order**

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

Sales History



Invoice No	Warehouse	Part number	Description	Invoice Date	Ship To ID	Order Qty	Ship Qty	B/O	Unit Price	Extended price	U/M	Unit Cost (Average)	Margin % (Average)
0000600316	VA	NATTPR	National Trigger Point Roller	07/07/2015		9.00	9.00	0.00	9.50	85.50	EA	7.13	24.95
0000600316	VA	INSDB20	InSpire Dumbbell 20	07/07/2015		4.00	4.00	0.00	46.00	184.00	EA	25.39	44.80
0000600316	VA	INSKB30	InSpire Kettlebell 30	07/07/2015		3.00	0.00	3.00	65.00	0.00	EA	36.48	43.88
0000600316	VA	PRES323	Precor S3.23 Functional Trainer	07/07/2015		2.00	0.00	2.00	2,599.00	0.00	EA	1,299.50	50.00
0000600317	VA	TRICABPR	Handle for Triple Cable (pair)	07/07/2015	TORONTO	12.00	12.00	0.00	3.125	37.50	EA	2.50	20.00
0000600317	VA	INTTP500	Intek PT-500 Vibration Plate	07/07/2015	TORONTO	1.00	1.00	0.00	800.00	800.00	EA	472.00	41.00
0000600317	VA	INSKB5	InSpire Kettlebell 5	07/07/2015	TORONTO	2.00	0.00	2.00	15.00	0.00	EA	8.25	45.00
0000600317	VA	INSKB15	InSpire Kettlebell 15	07/07/2015	TORONTO	2.00	2.00	0.00	33.00	66.00	EA	19.46	41.03
0000600317	VA	INSKB20	InSpire Kettlebell 20	07/07/2015	TORONTO	1.00	1.00	0.00	45.00	45.00	EA	24.75	45.00
0000600317	VA	INSKB30	InSpire Kettlebell 30	07/07/2015	TORONTO	3.00	0.00	3.00	65.00	0.00	EA	36.48	43.88
0000600317	VA	INSKB40	InSpire Kettlebell 40	07/07/2015	TORONTO	1.00	1.00	0.00	85.00	85.00	EA	46.75	45.00
0000600317	VA	PRETRM923	Precor 9.23 Treadmill	07/07/2015	TORONTO	1.00	0.00	1.00	2,199.00	0.00	EA	1,099.50	50.00
0000600317	VA	NATWR	National Wrist Roller	07/07/2015	TORONTO	1.00	1.00	0.00	29.00	29.00	EA	21.75	25.00
0000600317	VA	INSWP35	InSpire Weight Plate 35	07/07/2015	TORONTO	1.00	1.00	0.00	48.00	48.00	EA	26.40	45.00
0000600317	VA	INSKB25	InSpire Kettlebell 25	07/07/2015	TORONTO	1.00	5.00	0.00	55.00	275.00	EA	30.25	45.00
0000600318	VA	INSKB10	InSpire Kettlebell 10	07/07/2015		1.00	1.00	0.00	25.00	25.00	EA	13.75	45.00
0000600318	VA	INSPOME3...	Inspire Omega 3 Supplement (100 c...	07/07/2015		3.00	3.00	0.00	44.88	134.64	EA	24.91	44.50
0000600318	VA	INSKB30	InSpire Kettlebell 30	07/07/2015		1.00	0.00	1.00	65.00	0.00	EA	36.48	43.88
0000600318	VA	INSWP40	InSpire Weight Plate 40	07/07/2015		2.00	2.00	0.00	54.00	108.00	EA	29.70	45.00
0000600318	VA	MS-RS900	Moet Systems RS-900 Treadmill	07/07/2015		3.00	3.00	0.00	1,575.00	4,725.00	EA	1,071.00	32.00
0000600319	VA	TRICABPR	Handle for Triple Cable (pair)	07/07/2015	TORONTO	1.00	1.00	0.00	4.88	4.88	EA	2.50	48.77
0000600319	VA	ABMAT	AbMat	07/07/2015	TORONTO	1.00	0.00	1.00	37.01	0.00	EA	19.55	47.18
0000600319	VA	ACMFITMB	ACME Medicine Ball	07/07/2015	TORONTO	1.00	1.00	0.00	55.00	55.00	EA	36.85	33.00
0000600319	VA	INSKB5	InSpire Kettlebell 5	07/07/2015	TORONTO	2.00	0.00	2.00	15.00	0.00	EA	8.25	45.00
0000600319	VA	INSKB10	InSpire Kettlebell 10	07/07/2015	TORONTO	1.00	0.00	1.00	25.00	0.00	EA	13.75	45.00
0000600319	VA	INSKB20	InSpire Kettlebell 20	07/07/2015	TORONTO	3.00	0.00	3.00	45.00	0.00	EA	24.75	45.00
0000600319	VA	INSKB25	InSpire Kettlebell 25	07/07/2015	TORONTO	1.00	0.00	1.00	55.00	0.00	EA	30.25	45.00
0000600319	VA	INSKB30	InSpire Kettlebell 30	07/07/2015	TORONTO	2.00	0.00	2.00	65.00	0.00	EA	36.48	43.88
0000600319	VA	INSKB40	InSpire Kettlebell 40	07/07/2015	TORONTO	1.00	0.00	1.00	85.00	0.00	EA	46.75	45.00
0000600320	VA	INSWP35	InSpire Weight Plate 35	07/07/2015		-4.00	-4.00	0.00	48.00	-192.00	EA	26.40	45.00

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

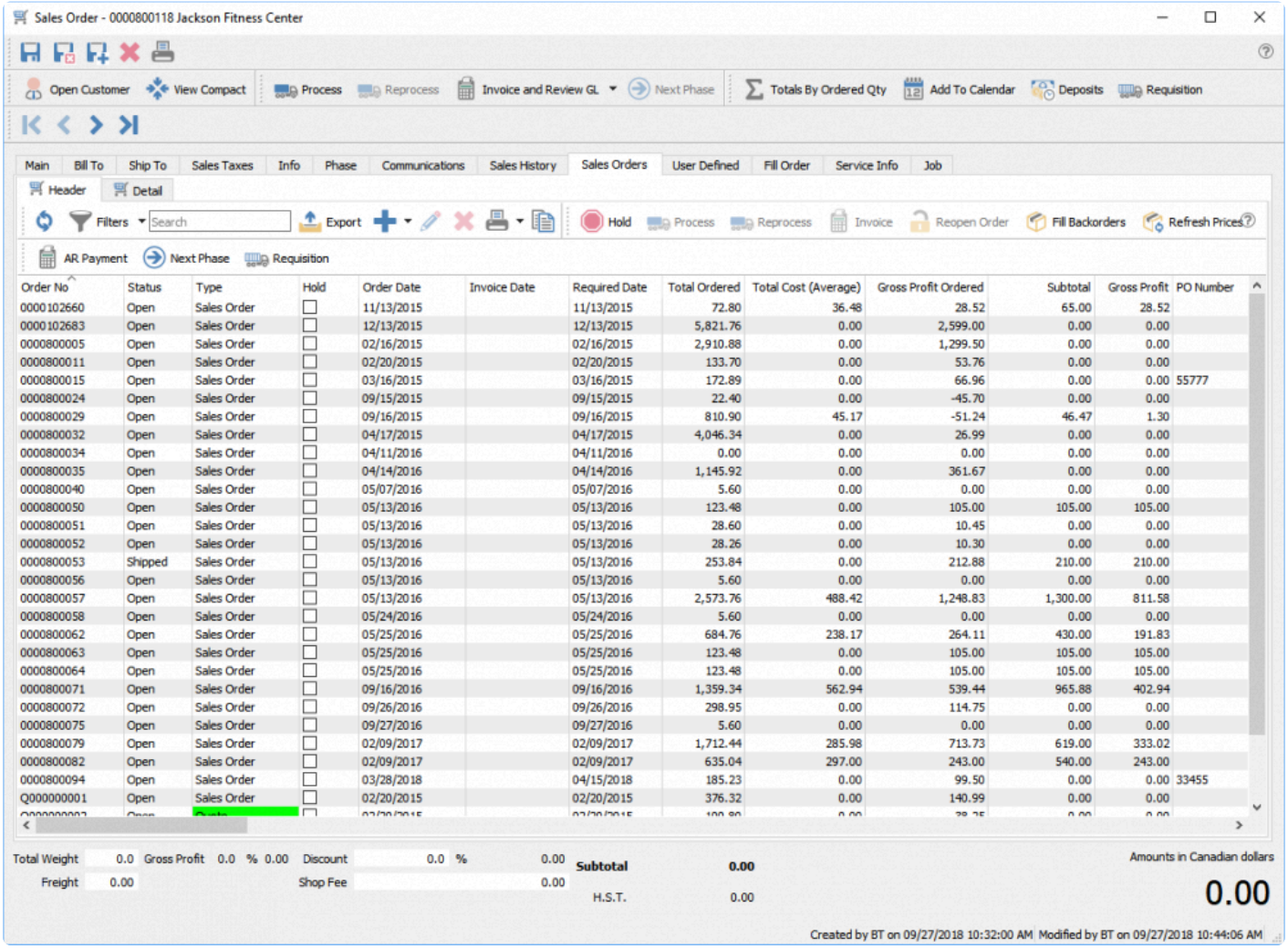
There is also a button that stays pressed until you change it so that you would only see items that are not the order you are currently on.

The user can also multi-select items from this history view and click the ‘Add to Order’ button and they will be added to this order.

Double clicking any line shows the complete invoice from sales history.

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

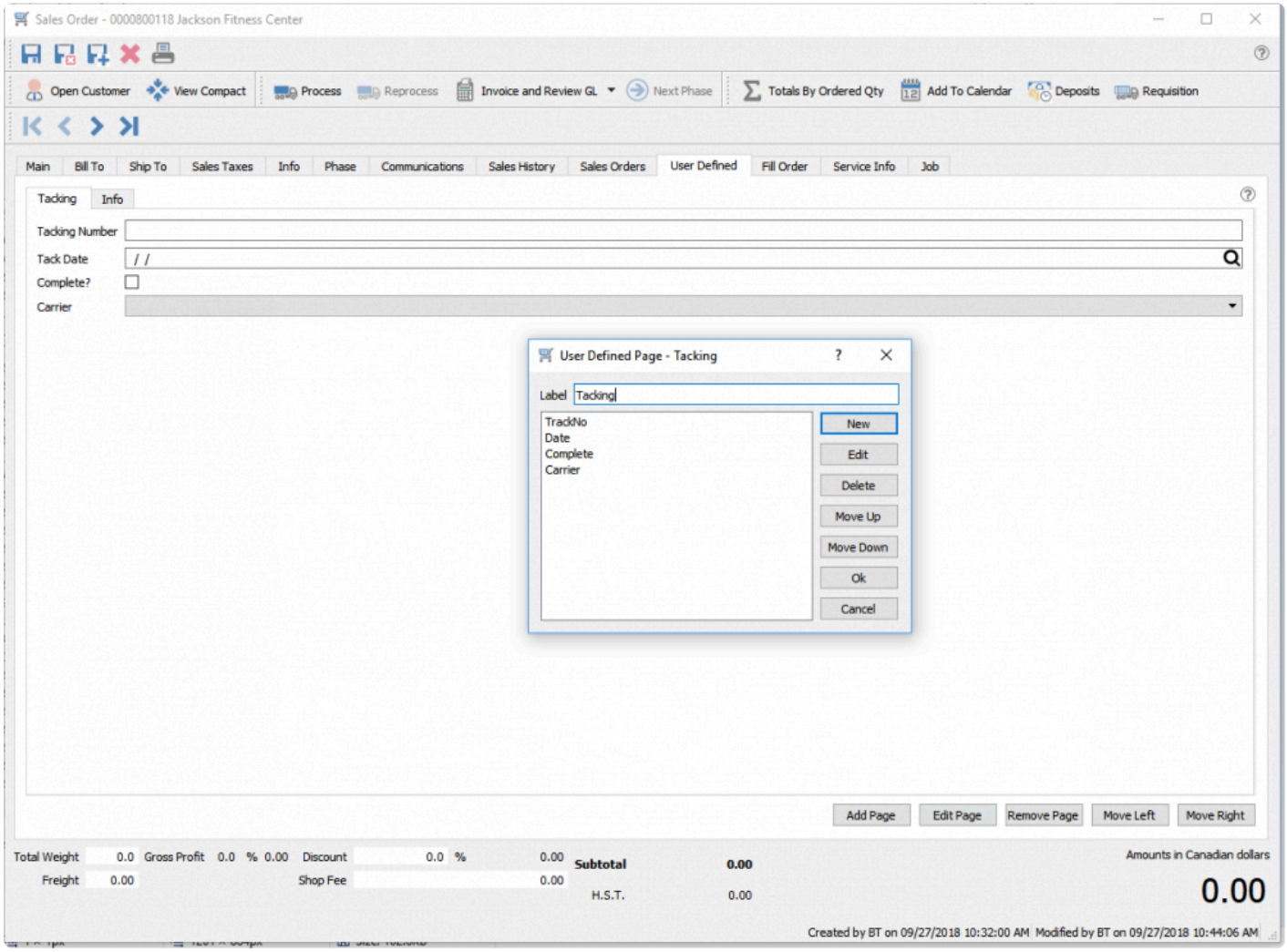
Sales Orders



Order No	Status	Type	Hold	Order Date	Invoice Date	Required Date	Total Ordered	Total Cost (Average)	Gross Profit Ordered	Subtotal	Gross Profit	PO Number
0000102660	Open	Sales Order	☐	11/13/2015		11/13/2015	72.80	36.48	28.52	65.00	28.52	
0000102683	Open	Sales Order	☐	12/13/2015		12/13/2015	5,821.76	0.00	2,599.00	0.00	0.00	
0000800005	Open	Sales Order	☐	02/16/2015		02/16/2015	2,910.88	0.00	1,299.50	0.00	0.00	
0000800011	Open	Sales Order	☐	02/20/2015		02/20/2015	133.70	0.00	53.76	0.00	0.00	
0000800015	Open	Sales Order	☐	03/16/2015		03/16/2015	172.89	0.00	66.96	0.00	0.00	55777
0000800024	Open	Sales Order	☐	09/15/2015		09/15/2015	22.40	0.00	-45.70	0.00	0.00	
0000800029	Open	Sales Order	☐	09/16/2015		09/16/2015	810.90	45.17	-51.24	46.47	1.30	
0000800032	Open	Sales Order	☐	04/17/2015		04/17/2015	4,046.34	0.00	26.99	0.00	0.00	
0000800034	Open	Sales Order	☐	04/11/2016		04/11/2016	0.00	0.00	0.00	0.00	0.00	
0000800035	Open	Sales Order	☐	04/14/2016		04/14/2016	1,145.92	0.00	361.67	0.00	0.00	
0000800040	Open	Sales Order	☐	05/07/2016		05/07/2016	5.60	0.00	0.00	0.00	0.00	
0000800050	Open	Sales Order	☐	05/13/2016		05/13/2016	123.48	0.00	105.00	105.00	105.00	
0000800051	Open	Sales Order	☐	05/13/2016		05/13/2016	28.60	0.00	10.45	0.00	0.00	
0000800052	Open	Sales Order	☐	05/13/2016		05/13/2016	28.26	0.00	10.30	0.00	0.00	
0000800053	Shipped	Sales Order	☐	05/13/2016		05/13/2016	253.84	0.00	212.88	210.00	210.00	
0000800056	Open	Sales Order	☐	05/13/2016		05/13/2016	5.60	0.00	0.00	0.00	0.00	
0000800057	Open	Sales Order	☐	05/13/2016		05/13/2016	2,573.76	488.42	1,248.83	1,300.00	811.58	
0000800058	Open	Sales Order	☐	05/24/2016		05/24/2016	5.60	0.00	0.00	0.00	0.00	
0000800062	Open	Sales Order	☐	05/25/2016		05/25/2016	684.76	238.17	264.11	430.00	191.83	
0000800063	Open	Sales Order	☐	05/25/2016		05/25/2016	123.48	0.00	105.00	105.00	105.00	
0000800064	Open	Sales Order	☐	05/25/2016		05/25/2016	123.48	0.00	105.00	105.00	105.00	
0000800071	Open	Sales Order	☐	09/16/2016		09/16/2016	1,359.34	562.94	539.44	965.88	402.94	
0000800072	Open	Sales Order	☐	09/26/2016		09/26/2016	298.95	0.00	114.75	0.00	0.00	
0000800075	Open	Sales Order	☐	09/27/2016		09/27/2016	5.60	0.00	0.00	0.00	0.00	
0000800079	Open	Sales Order	☐	02/09/2017		02/09/2017	1,712.44	285.98	713.73	619.00	333.02	
0000800082	Open	Sales Order	☐	02/09/2017		02/09/2017	635.04	297.00	243.00	540.00	243.00	
0000800094	Open	Sales Order	☐	03/28/2018		04/15/2018	185.23	0.00	99.50	0.00	0.00	33455
Q000000001	Open	Sales Order	☐	02/20/2015		02/20/2015	376.32	0.00	140.99	0.00	0.00	

This tab allows you to see all sales orders that this customer has open at the moment. This is very helpful to make sure you are not duplicating an order someone else has already entered for this customer. You can view the orders individually as above and click the details tab to see every item on every order on one list. You can also double click an order to view, edit, process, ship or invoice it.

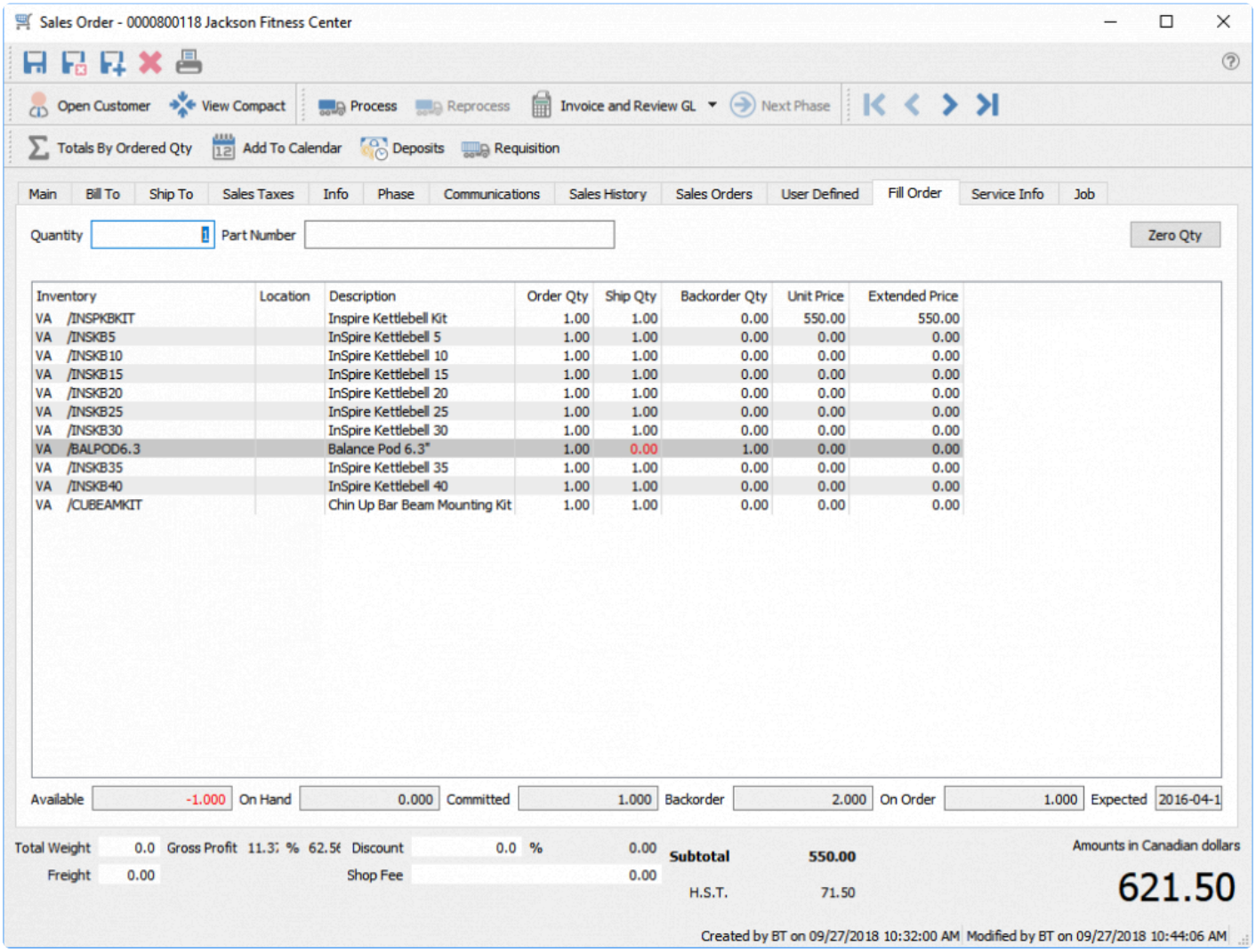
User Defined



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

Note: User Defined Fields (UDF) is an optional Spire add-on.

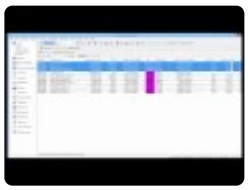
Fill Order



This screen allows the user to scan in the items as they are being shipped. Start by clicking on “Zero Qty” to start from zero shipped. It will not allow a scan on an item that is not on the order, and will not allow the user to over-ship an item on an order. It will sound an alert by beeping in both cases. The user can enter the quantity before scanning the item. The ship quantities will all go black when the order is fully shipped.

Standing Order

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



Important

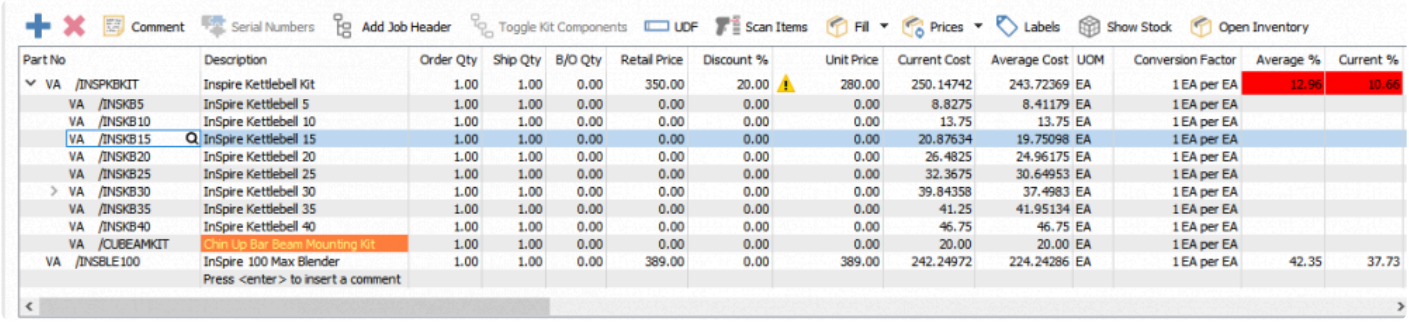
After invoicing a standing order Spire does not ship the item for next time so that it doesn't commit items too early. Here is how it is handled.

Create a custom filter call 'Standing' (or whatever) that just shows the standing orders. Make sure one of the columns exposed is the Back Order column.

- Highlight all orders being invoiced and click the 'Fill Back order" button on the top of the list. Do this even if the B/O column does not have a check
- If there are not back orders as shown by the B/O column, fix them by first receiving product, or go into the order and force ship them. (if allowed)
- Highlight all orders to be invoiced and click 'Invoice' on the top of the list.
- After invoicing all physical item will now not be committed again.

See this video for clarification –

Sales Order Details



Part No	Description	Order Qty	Ship Qty	B/O Qty	Retail Price	Discount %	Unit Price	Current Cost	Average Cost	UOM	Conversion Factor	Average %	Current %
VA /INSPKBKIT	Inspire Kettlebell Kit	1.00	1.00	0.00	350.00	20.00	280.00	250.14742	243.72369	EA	1 EA per EA	12.96	10.66
VA /INSKB5	InSpire Kettlebell 5	1.00	1.00	0.00	0.00	0.00	0.00	8.8275	8.41179	EA	1 EA per EA		
VA /INSKB10	InSpire Kettlebell 10	1.00	1.00	0.00	0.00	0.00	0.00	13.75	13.75	EA	1 EA per EA		
VA /INSKB15	InSpire Kettlebell 15	1.00	1.00	0.00	0.00	0.00	0.00	20.87634	19.75098	EA	1 EA per EA		
VA /INSKB20	InSpire Kettlebell 20	1.00	1.00	0.00	0.00	0.00	0.00	26.4825	24.96175	EA	1 EA per EA		
VA /INSKB25	InSpire Kettlebell 25	1.00	1.00	0.00	0.00	0.00	0.00	32.3675	30.64953	EA	1 EA per EA		
VA /INSKB30	InSpire Kettlebell 30	1.00	1.00	0.00	0.00	0.00	0.00	39.84358	37.4983	EA	1 EA per EA		
VA /INSKB35	InSpire Kettlebell 35	1.00	1.00	0.00	0.00	0.00	0.00	41.25	41.95134	EA	1 EA per EA		
VA /INSKB40	InSpire Kettlebell 40	1.00	1.00	0.00	0.00	0.00	0.00	46.75	46.75	EA	1 EA per EA		
VA /CUBEAMKIT	Chin Up Bar Beam Mounting Kit	1.00	1.00	0.00	0.00	0.00	0.00	20.00	20.00	EA	1 EA per EA		
VA /INSBLE100	InSpire 100 Max Blender	1.00	1.00	0.00	389.00	0.00	389.00	242.24972	224.24286	EA	1 EA per EA	42.35	37.73

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

Delete – Deletes the highlighted line

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

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

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

Toggle Kit Components – Exposes the kit components that can then be edited. If reports like pick ticket or invoice are printed while toggled on, the components will be included on the report. If the kits are toggled on a small arrow appears in front of it. This allows the user to suppress the components on screen, however as long as that arrow is there the components will still print. To suppress printing, click the toggle again.

> Note: A toggled kit can have the components suppressed on screen by clicking the arrow in front of a kit, but they will still get printed.

UDF – Allows the user to add data to the user defined fields. Each line of the sales order can have its own

data. The structure is also edited on the dialog, but only those with the right security permissions can edit the structure.

Scan Items – Clicking this button brings up a quick POS like dialog to add items to the order. The user can scan an item and it will be added to the order with quantity 1 and the dialog will remain open. Scanning another of the same item will increase the quantity. If the user types a quantity and then uses the multiplier set in company settings (usually the *) and then scans or types the item it will add that quantity of that item to the order. The user can also directly scan a serial or lot number and it will add the item with that number to the order.

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

Prices – This is used refresh selected or all prices to the updated price for this customer. There is also the option to store either the selected or all prices on the order to the customers price file (price matrix). When you choose to store the price it will also ask if you want the prices that were not changed on the order to be included in the customers price file. Additionally it will ask if you want to make this customers price apply to all of the warehouses or just the one currently on the order. Lastly there is an option to only save the price(s) to the ship-to that is on this order.

Labels – Allows the user to print labels for the quantity of items on the sales order. See this section on labels for details

Show Stock – Show the stock of selected item in all warehouses

Open Inventory – Opens inventory edit for the selected item so the user can edit or see all details on the item.

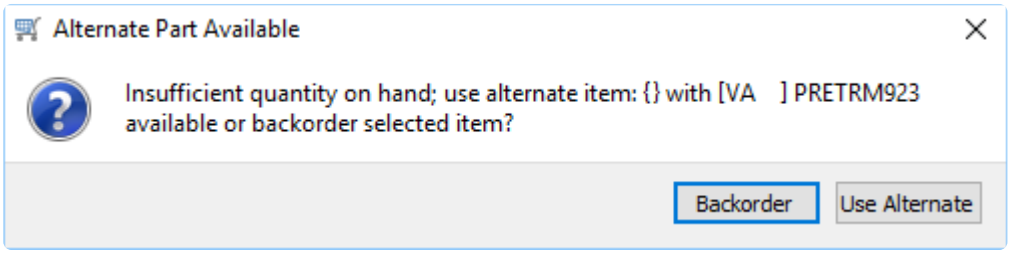
Adding Items to an Order

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

Notice that the inventory lookup dialog is also an inventory edit. The user can add/edit/delete items on the fly if they have the security permissions to do so. This means that by editing the item on lookup they can see everything about that item, including who has it on another sales order or what purchase orders the item is coming in on and when.

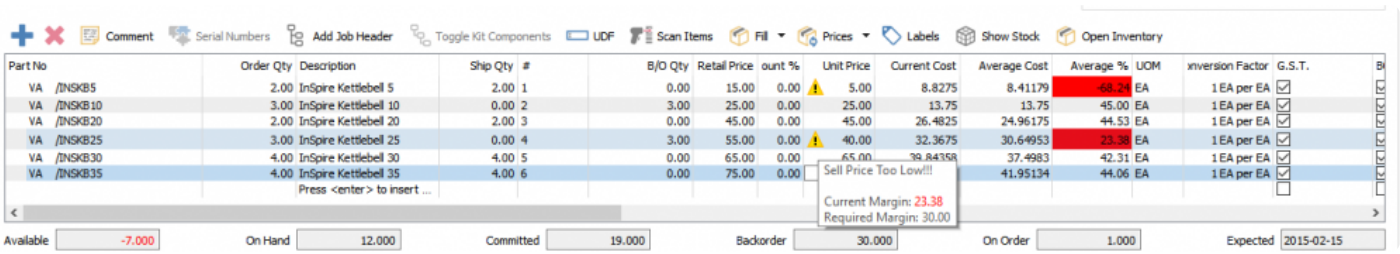
They can also set a filter for what inventory they want to see.

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



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

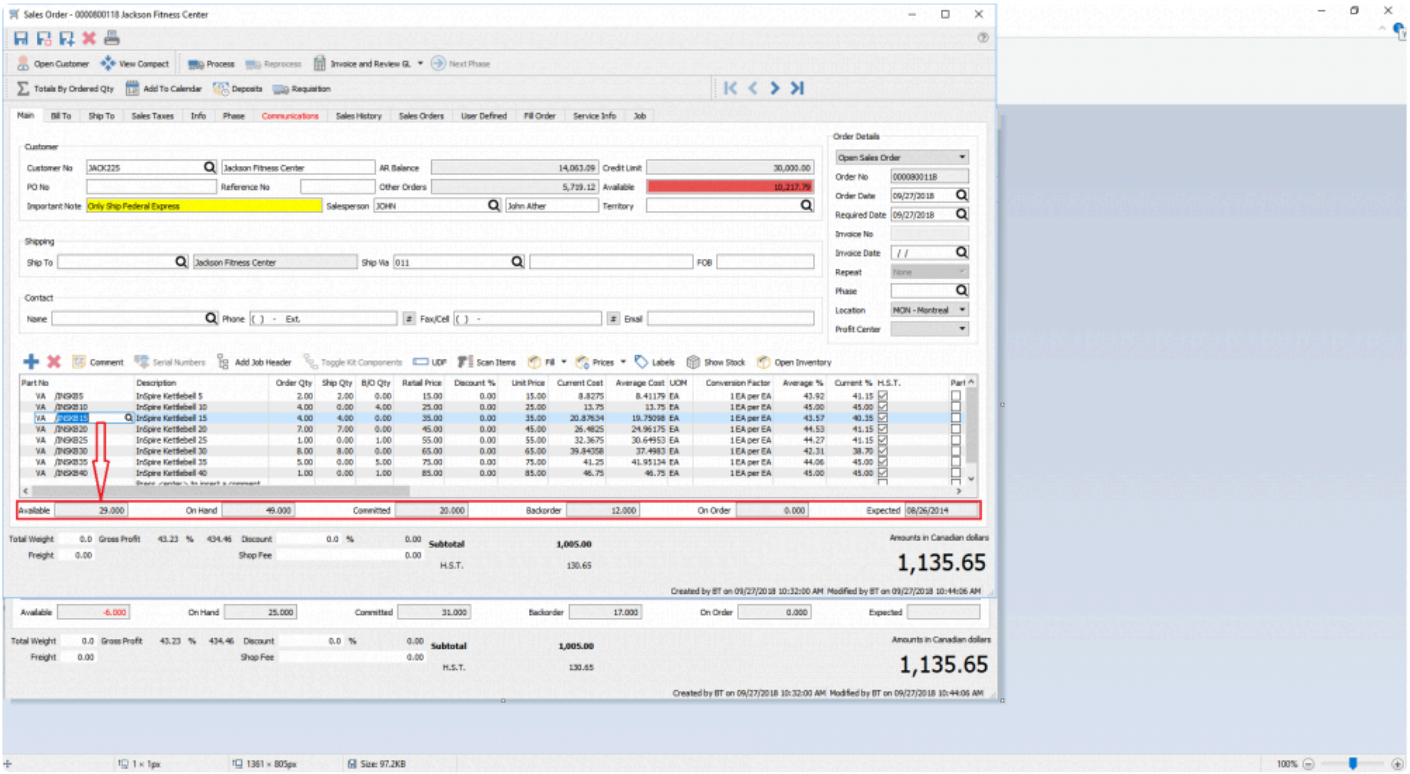
If the user sees the warning symbol beside the unit price, the item is being sold below margins. If they hover the mouse over the triangle, the full warning shows. The line margins are also show in red.



When the order is saved and there are items on the order that are below margin the user will see this warning.

Video Instruction – Inventory Searches in a sales order

Sales Item Status



The image above shows that when an item on the order is highlighted, it shows the status of it in inventory.

Available – This is the onhand quantity minus the committed quantity.

On Hand – This is the amount that is in stock and includes inventory that has been committed.

Committed – Is the quantity that is in on sales orders, production orders and inventory adjustments/transfer that are in transit

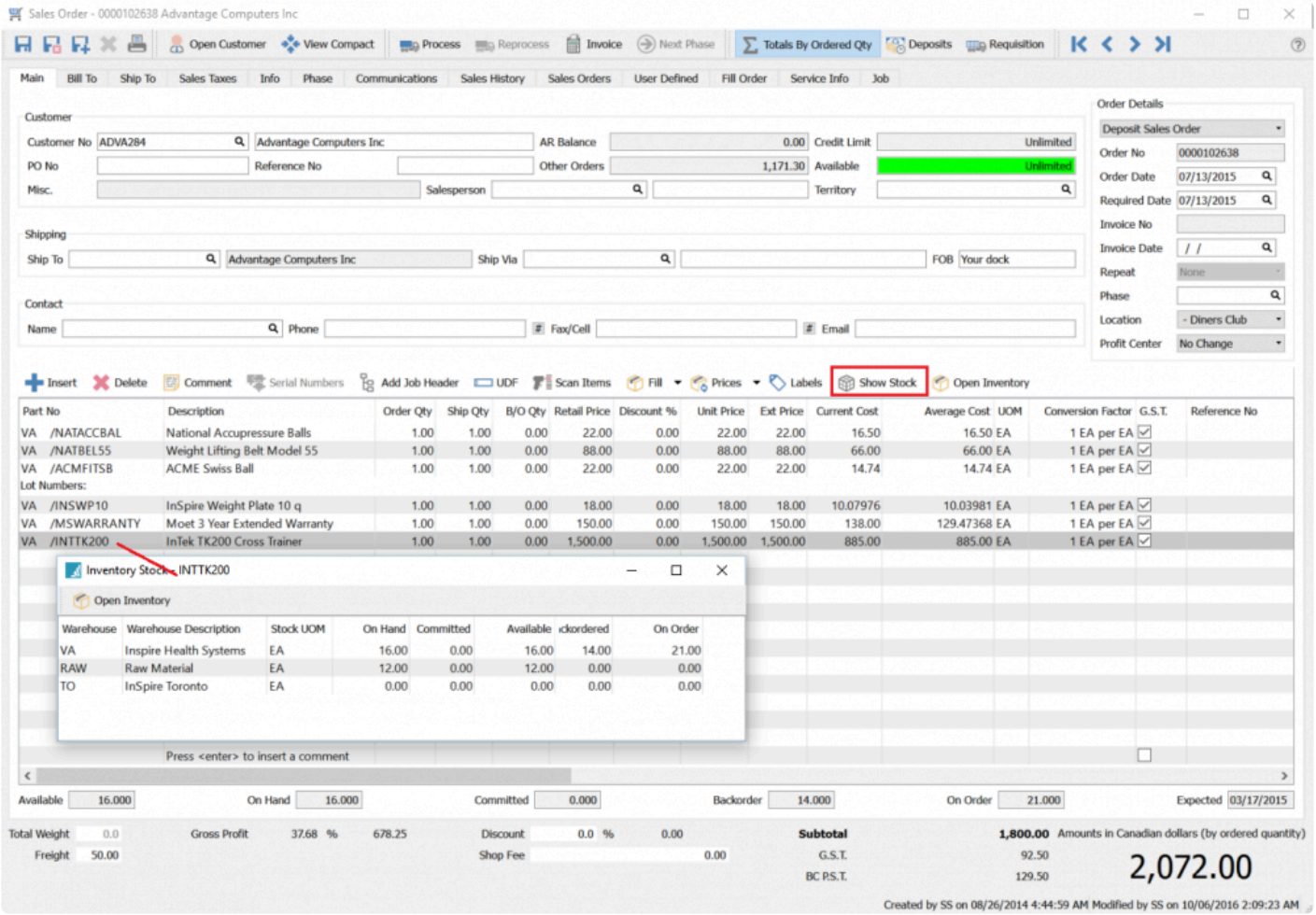
Back Order – Quantity that is is back ordered on a sales order

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

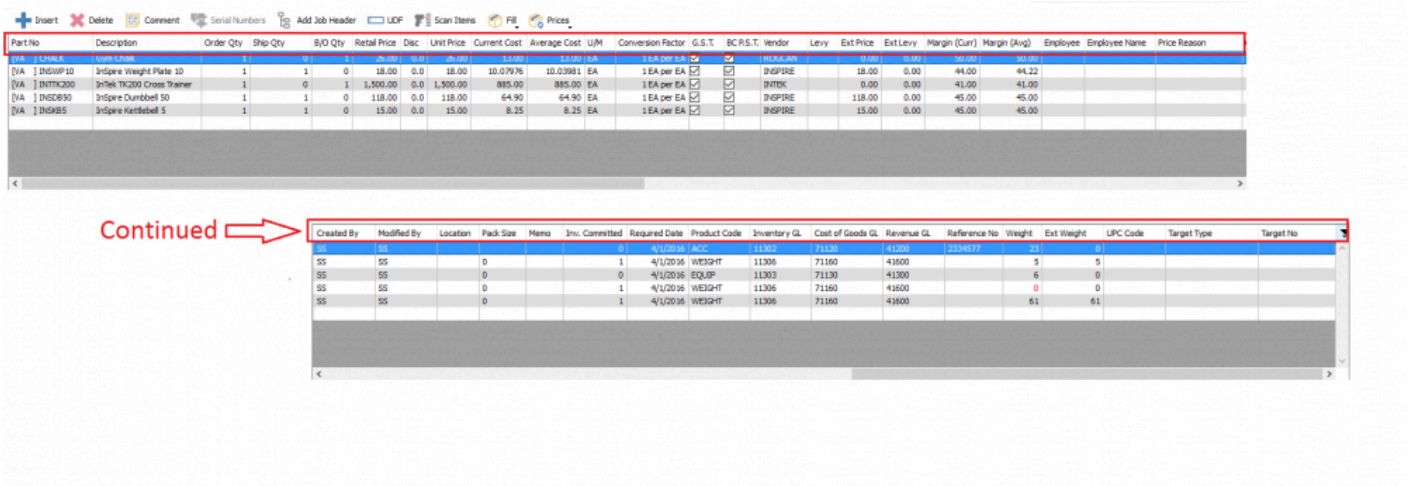
Expected – The due date of the last PO created for this item

Show Stock

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



Sales Line Details



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

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

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

Order Qty – The quantity the customer orders

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

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

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

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

Unit Price – The discounted price

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

Average Cost – The average cost of all of the quantities of this item that we have in stock. This average cost gets updated ever time more of it is received.

U/M – The selling unit of measure. The default unit of measure gets selected when the item is added to the order but if there are other available selling units of measure for this item the user can select one from the dropdown available. The item will then get re-priced based on its price set for that UOM in inventory.

Conversion Factor – The unit of measure conversion used if it has one

Tax1 – This tax flag gets set from the customer default but can be overridden

Tax2 – This tax flag gets set from the customer default but can be overridden

Vendor – The vendor that this item is purchased from by default, but can be edited to another vendor. This vendor will be used if the user creates a requisition / PO from within the sales order.

Levy – These are setup in inventory so that a levy (aka environmental fee) can be charged when it is sold.

Ext Levy – The extended levy is calculated based on quantity shipped on this order line.

Ext Price -The extended discounted price for this line item

Margin (Curr) – The margin percentage made on this line based on the last price paid for this item

Margin (Avg) – The margin percentage made on this line based on the average price paid for this item

Employee – An employee can be added to each line if it is required for commission or tracking purposes

Employee Name – The employee name for this line

Price Reason – If the special price setup for this item in price matrix has a reason attached to it, it will be displayed in the field. Many companies use this field for customer specific part numbers. The reason code can be set with a colour so that it is prominent on the order.

Created By – The initials of the user that added this line to the order

Modified By – The initials of the user that last modified this line on the order

Location – The warehouse location/bin that this item is set to in inventory

Pack Size – The usual case size of this item

Memo – The user can enter many lines of text in this field that will be attached to this line of the order. By default this memo is not printed on any reports/forms

Inv. Committed – This is the committed quantity of this line of the order based on the multiplier on the unit of measure. If the UOM CASE has 12 of the stocking UOM and we are selling 10 of them the Inventory Committed field will have 12

Required Date – The date the customer requires this line of the order. It defaults to the 'Required Date' in the header of the order. If the date on the header is edited the user will be asked if they want to update all of the detail lines as well.

Product Code – The product code of the inventory item on this order line

Inventory GL – The default inventory GL account for this inventory item. **(see warning below)**

Cost of Goods GL – The default cost of goods GL account for this inventory item **(see warning below)**

Revenue GL – The default revenue GL account for this inventory item **(see warning below)**

> **!** If the user has the security setting General Ledger/Edit Journal Entry While Posting active, then they can lookup or type in a different GL account. Use caution when doing this because you are manipulating the default posting setup and if done without the correct knowledge it can produce undesirable GL results.

Reference No – Text can be entered here so the user can track line info. For instance if an item's warranty needs to be tracked back to the supplier, the suppliers invoice number can go here. By default this field does not print on any reports or forms.

Weight – The weight of an item multiplied or divided by its unit of measure conversion factor. Note that the weight field will be red if there is no weight for this item. The total weight on the footer of the order will be red as well if there is any item in the order that is missing its weight. The user can edit this weight field but it does not update the weight in inventory so it is important to update it as well.

Ext Weight – The extended weight based on the shipped quantity of this item

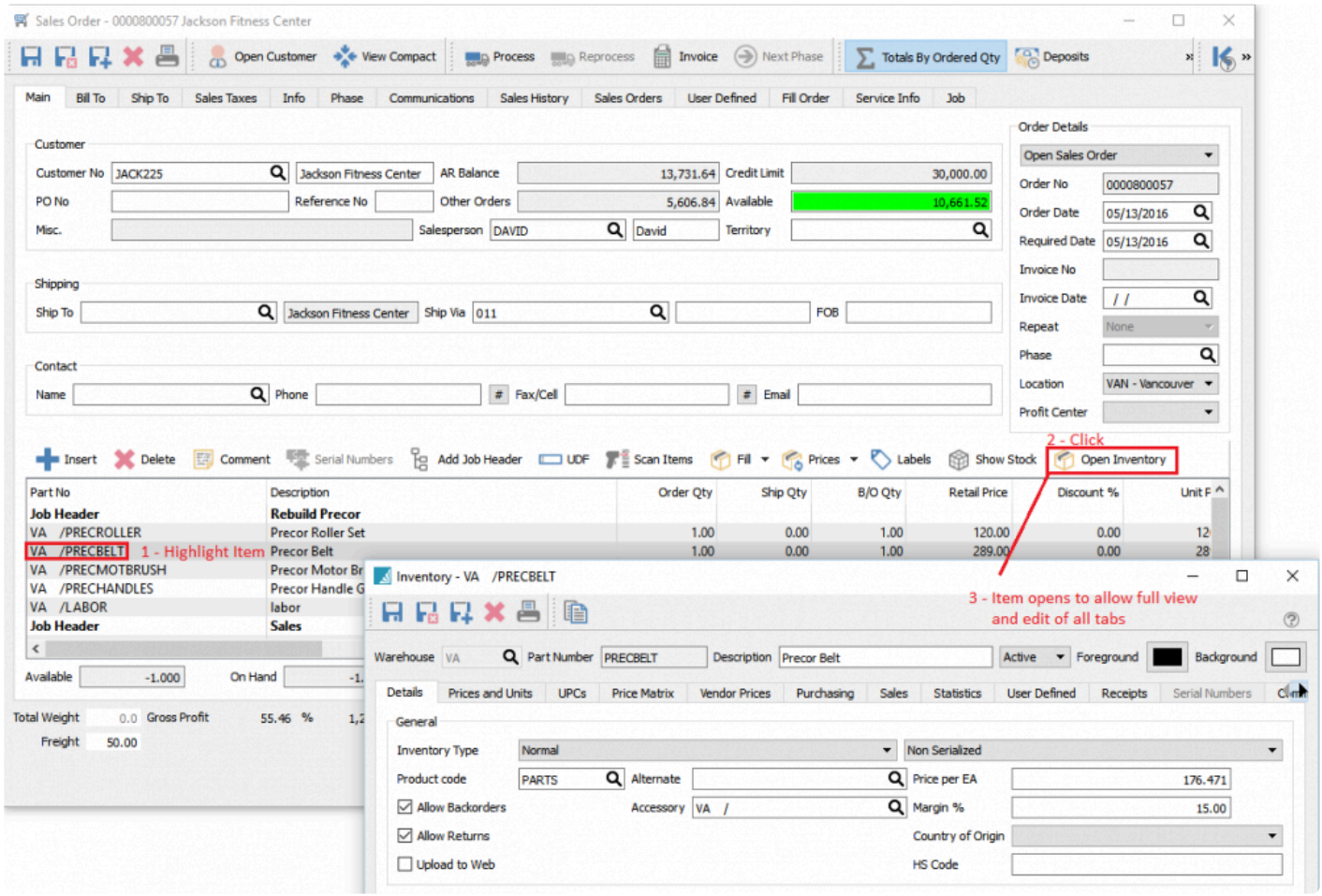
UPC Code – The UPC code that was scanned or typed for this line of the order. Each item can have many UPC codes and each unit of measure can also have its own UPC.

Target Type – When a purchase order is created through requisitions for this sales order it fills this field with “Purchase Order”. If the item was sent to Production then it is “Production Order”.

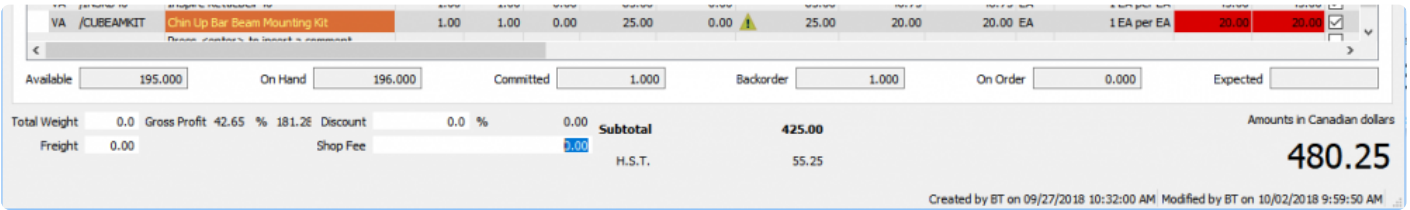
Target No – The Purchase Order number or Production Order number that this line of the order got sent to.

Open Inventory

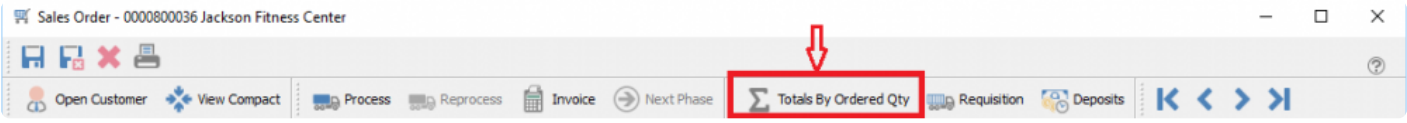
This allows the user to select an item on the sales order and click the “Open Inventory” button. This puts the user into full view/edit of that item, to be able to see historical information or open info and to edit if that is required.



Sales Order Footer



By default these amounts are based on the shipped quantity except in the case of a quote and a booking order, which are based on the order quantity.



However if the user clicks the button on the header of the sales order called “Totals By Ordered Qty” the totals will be based on order quantity of all sales order types.

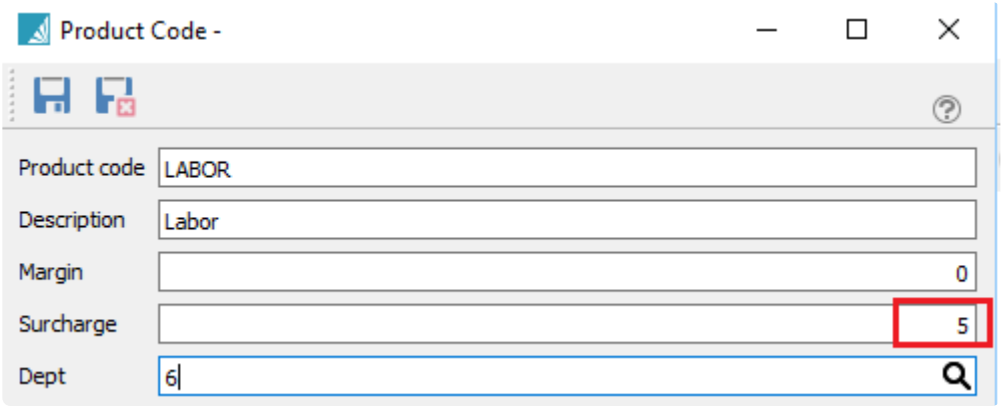
> *This button will stay depressed until the user un-selects it, even if they close Spire completely, so if the total is not as you expect check this setting.

Total Weight – The total weight of all items on the sales order. If this number is red then that means that not all items on the order have a weight. The user can override this just before shipping if it is known to be incorrect.

Freight – This is the freight for this order and it is calculated based on the shipping charges setup in company settings default unless a shipping method has been setup with freight amounts under edit/Ship Via. This freight is editable by the user if they want to change it before invoicing.

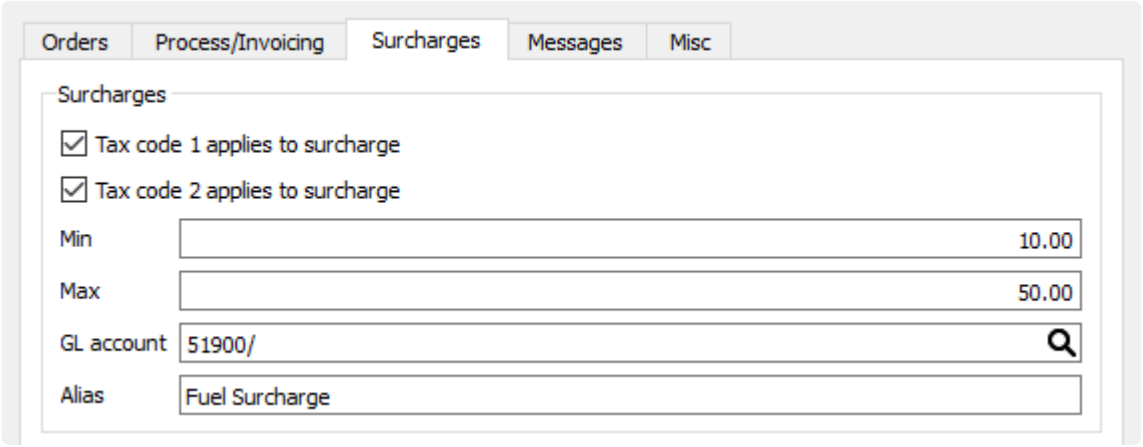
Discount – This discount comes from the customer default discount but is editable by the user. This total order discount is applied after line by line discounts so be sure that is the result that you want.

Surcharge – The surcharge is calculated based on the percentage put onto the inventory product code (aka category). It can be overridden by the user but once it is it will never re-calculate for this order.



The main setup for the surcharges is done in company settings under sales orders/Surcharges. You have to set:

- Tax Code 1 – Select id tax 1 is charged on the surcharge
- Tax Code2 – Select if tax 2 is charged on the surcharge
- Min – Set the minimum amount for each order's surcharge
- Max – Set the maximum amount to charge for each order's surcharge
- GL Account – The GL income account to post the surcharge to
- Alias – What you want to call the surcharge. ie: 'Fuel Surcharge' or 'Shop Charge'



Current GP – The gross profit amount and percentage for this sales order based on current cost.

Average GP – The gross profit amount and percentage for this sales order based on average cost.

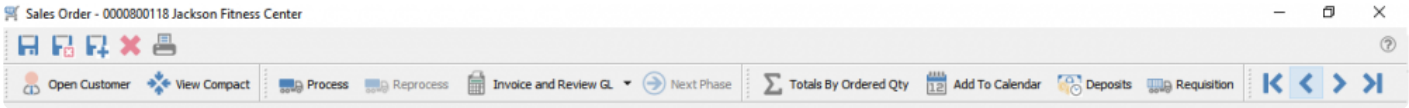
Sub Total – The sub total of the order before taxes and freight

Tax1 – Total tax 1 for the order

Tax2 – Total tax 2 for the order

Total – Grand total of the order.

Processing Sales Orders



Save – Saves the order but leaves it open. This is useful if you are creating a sales order and the customer wants the order number. Even though the order number is displayed, it is not permanent until saving because another user on the network may save before you.

Save Close – This saves and closes the order.

Save and Create New – Saves and closes the current order and starts a new one.

Delete – Deletes the order and saves the details that were on it into a deleted archive for audit purposes. You must enter a reason you deleted this order.

Print – Brings up the print dialog with all reports that have a template of 'Sales Order' in the Crystal Report 'Summary Info'. These reports can be printed, emailed or both. If emailed, the user will be presented with all of the email addresses available on that sales order including the main one, the 3 bill-to contacts and the 3 ship-to contacts. If the email addresses were not on the customer before the order was created they will not be available unless when the user added the email addresses to the customer, they clicked the "Update Orders' button on the customer edit dialog. The user can also manually type in an email address.

Open Customer – This opens the customer edit for the customer that is one the order. This allows you to see all information about this customer including their special pricing, sales history and accounts receivable info.

View Compact – Once you have entered your header information this button collapses the a lot of the header information to give you a lot more body room. This is especially helpful if you have a lower resolution monitor. The button is remembered even if you exit Spire so if you find info missing it is probably because this button is pressed.

Process – The 'Process' button only appears if the process feature is turned on in company settings. The process button puts the order into a processed status and brings up the report dialog with all reports that have the word 'Process' in the Crystal Report 'Summary Info'. Usually the pick slips are printed here.

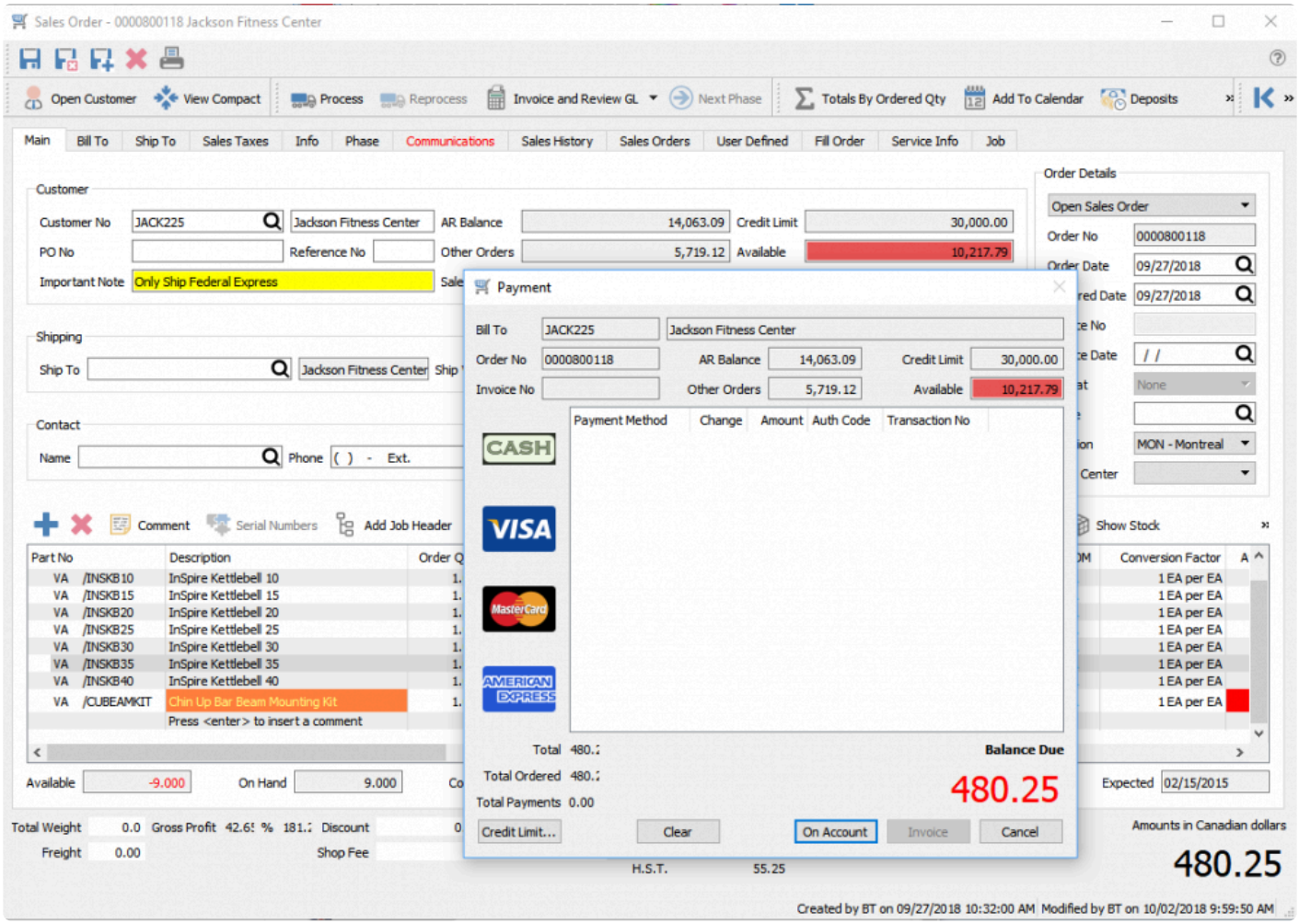
Ship – The 'Ship' button only appears if the ship feature is turned on in company settings. The ship button replaces the Process button once an order is processed and puts the order into a shipped status and brings

up the report dialog with all reports that have the words ‘Ship Order’ in the Crystal Report ‘Summary Info’. Usually the packing slip is printed here.

Reprocess- If the user has the security setting then they can process an order again. Caution should be taken to make sure that the picking report that was previously printed is replaced and not duplicated to prevent an order from being picked twice.

Invoice – If set to ‘Live’ posting this button invoices the order and posts it to the GL,AR and sales history. If the company is set to ‘Batch’ invoicing then it sets the order as closed, and assigns an invoice number for later posting.

Invoice and Review GL – Same as ‘Invoice’ above but the user has override capability on the GL posting as set in user settings.



This payment screen gives you the financial detail of the sames order including the customers credit

situation. If the customer does not have enough credit limit available then the user will be prompted for an override. If they have the security they can just click OK, otherwise someone else with the security can come and put in their user name and password.

The credit limit can also be increased if the user has the security permissions to do so by clicking the credit limit button.

Select the payment method and click invoice. If there is insufficient credit then 'On account' cannot be selected.

A shortcut to selected a payment method is to type the character assigned as the shortcut in payment method settings

If cash is selected the user can enter the amount tendered and if it is more that the amount owing the change will be displayed.

Once the payment method is selected all invoice formats with the word 'Invoice' in the in the Crystal Report 'Summary Info'.

Next Phase – This button moves the sales order into the next phase in its sequence.

Total by Ordered Qty – Changes the footer totals to be calculated by the order quantity instead if the shipped quantity. This is very useful for seeing what the complete order is worth when there are back orders on it. This button stays depressed until the user clicks it again even if they exit the program.

Add to Calendar – Adds the order to the users calendar for later followup. See this link for more details on the Calendar module

Deposits – Click this to add a deposit to the order that gets posted to the GL account set for deposits in company settings.

Requisition – This brings up the requisition screen populated with all of the orders shortages but includes items that do not need ordering with a zero quantity. The user can override the zero quantity with the order quantity in case they want to drop ship the complete order from the supplier to the customer.

> ! CAUTION – do not enter an email address manually when you are sending a group of sales orders. This will cause all of the orders to be sent to that one address instead of merging them to each customer.

Sales Order Salesperson Settings – What Happens

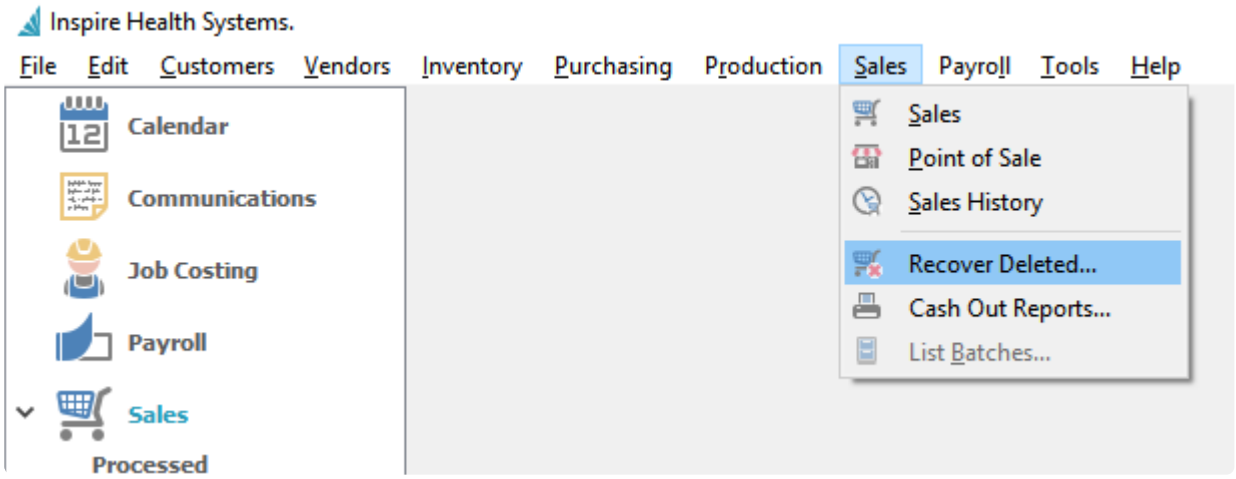
Default salesperson for a sales order.

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

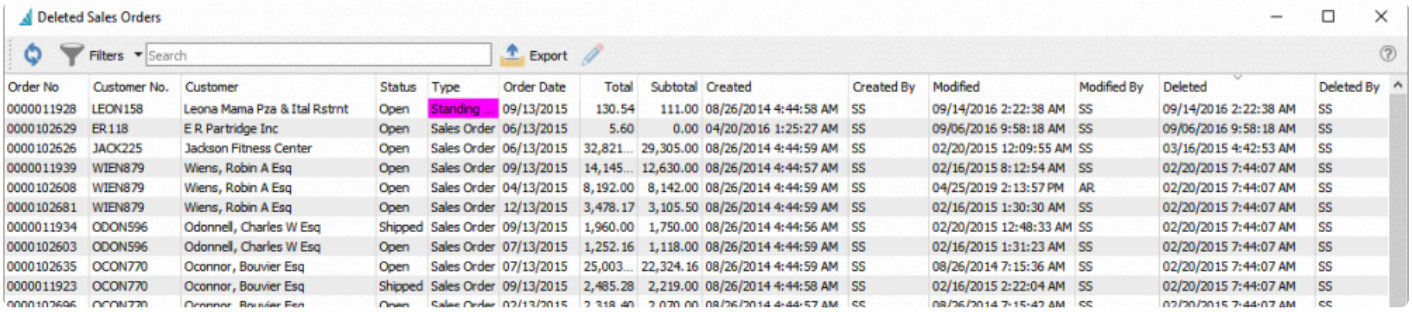
- If user setting -> Salesperson –> Default Salesperson is populated, and the customer does not have an assigned salesperson, Spire adds the users assigned salesperson to order*
- If the customer has a salesperson then when the order is added Spire populates the sales order with the salesperson assigned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

Recover Deleted Sales Orders

If the user has the permission as defined in User Settings -> Sales Order -> Recover Deleted Orders, they can move a deleted order back into open orders. Go to the top menu and select Sales -> Recover Deleted.

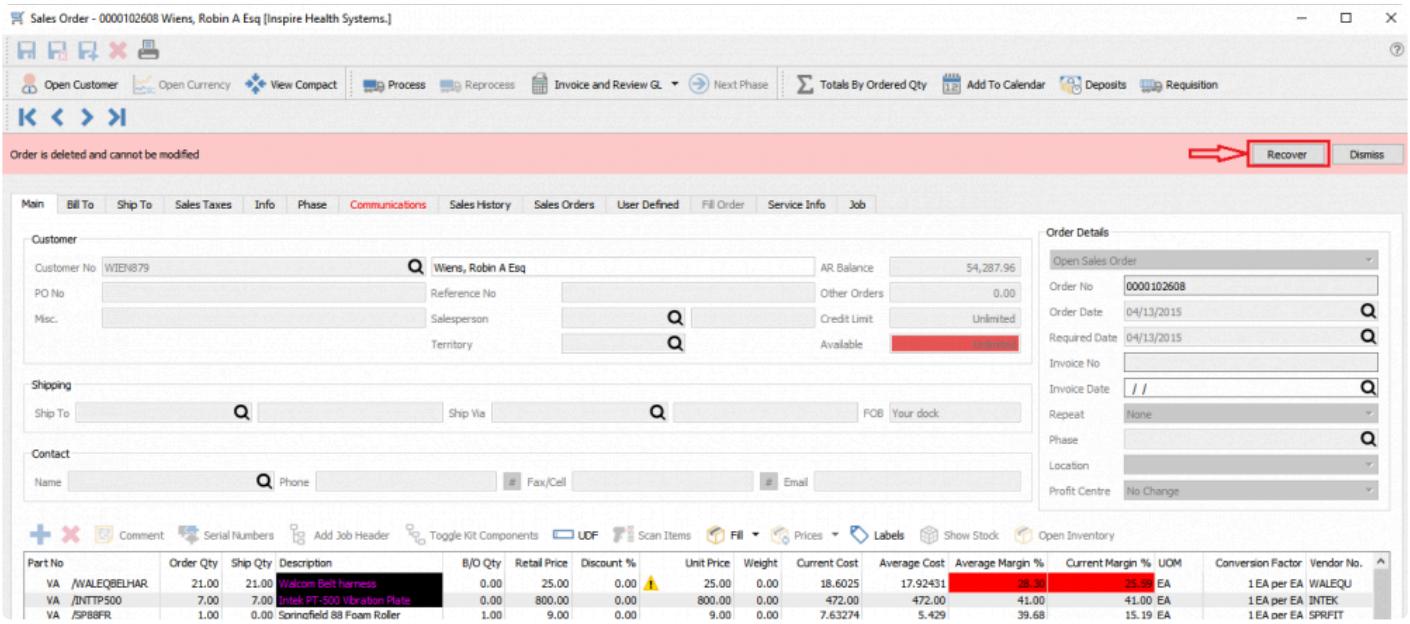


A list of deleted orders will be displayed. Find the one that needs to be recovered and open it.



Order No	Customer No.	Customer	Status	Type	Order Date	Total	Subtotal	Created	Created By	Modified	Modified By	Deleted	Deleted By
0000011928	LEON158	Leona Mama Pza & Ital Rstrnt	Open	Standing ...	09/13/2015	130.54	111.00	08/26/2014 4:44:58 AM	SS	09/14/2016 2:22:38 AM	SS	09/14/2016 2:22:38 AM	SS
0000102629	ER118	E R Partridge Inc	Open	Sales Order	06/13/2015	5.60	0.00	04/20/2016 1:25:27 AM	SS	09/06/2016 9:58:18 AM	SS	09/06/2016 9:58:18 AM	SS
0000102626	JACK225	Jackson Fitness Center	Open	Sales Order	06/13/2015	32,821...	29,305.00	08/26/2014 4:44:59 AM	SS	02/20/2015 12:09:55 AM	SS	03/16/2015 4:42:53 AM	SS
0000011939	WIEN879	Wiens, Robin A Esq	Open	Sales Order	09/13/2015	14,145...	12,630.00	08/26/2014 4:44:57 AM	SS	02/16/2015 8:12:54 AM	SS	02/20/2015 7:44:07 AM	SS
0000102608	WIEN879	Wiens, Robin A Esq	Open	Sales Order	04/13/2015	8,192.00	8,142.00	08/26/2014 4:44:59 AM	SS	04/25/2019 2:13:57 PM	AR	02/20/2015 7:44:07 AM	SS
0000102681	WIEN879	Wiens, Robin A Esq	Open	Sales Order	12/13/2015	3,478.17	3,105.50	08/26/2014 4:44:59 AM	SS	02/16/2015 1:30:30 AM	SS	02/20/2015 7:44:07 AM	SS
0000011934	ODON596	Odonnell, Charles W Esq	Shipped	Sales Order	09/13/2015	1,960.00	1,750.00	08/26/2014 4:44:56 AM	SS	02/20/2015 12:48:33 AM	SS	02/20/2015 7:44:07 AM	SS
0000102603	ODON596	Odonnell, Charles W Esq	Open	Sales Order	07/13/2015	1,252.16	1,118.00	08/26/2014 4:44:59 AM	SS	02/16/2015 1:31:23 AM	SS	02/20/2015 7:44:07 AM	SS
0000102635	OCON770	Oconnor, Bouvier Esq	Open	Sales Order	07/13/2015	25,003...	22,324.16	08/26/2014 4:44:59 AM	SS	08/26/2014 7:15:36 AM	SS	02/20/2015 7:44:07 AM	SS
0000011923	OCON770	Oconnor, Bouvier Esq	Shipped	Sales Order	09/13/2015	2,485.28	2,219.00	08/26/2014 4:44:58 AM	SS	02/16/2015 2:22:04 AM	SS	02/20/2015 7:44:07 AM	SS

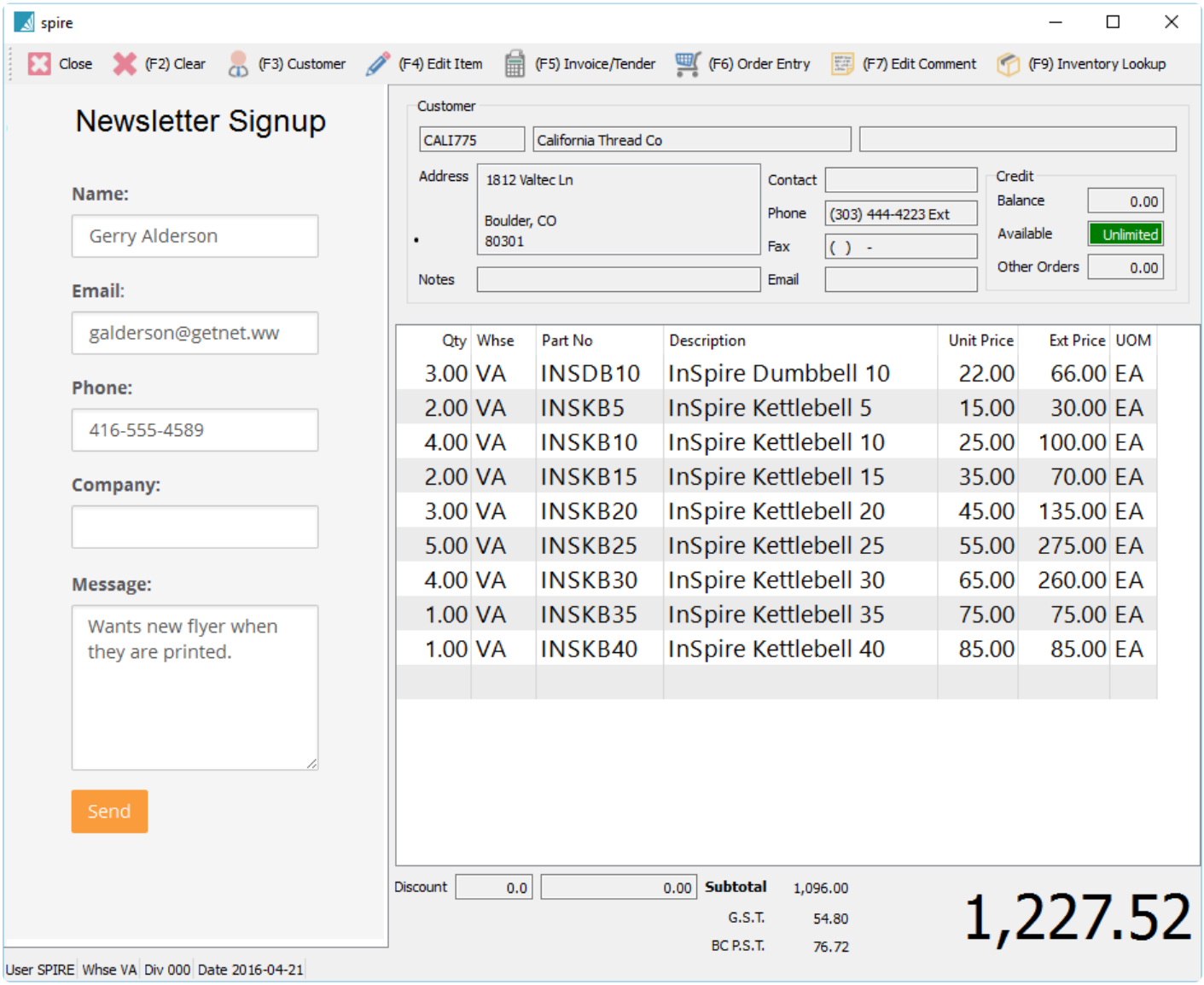
Click on the “Recover” button and the order will be moved to the open order list.


Sales Order - 0000102608 Wiens, Robin A Esq [Inspire Health Systems.]
Open Customer
Open Currency
View Compact
Process
Reprocess
Invoice and Review GL
Next Phase
Totals By Ordered Qty
Add To Calendar
Deposits
Requisition
Order is deleted and cannot be modified
Recover
Dismiss
Main
Bill To
Ship To
Sales Taxes
Info
Phase
Communications
Sales History
Sales Orders
User Defined
Fill Order
Service Info
Job
Customer
Customer No WIEN879
Wiens, Robin A Esq
AR Balance 54,287.96
PO No
Reference No
Other Orders 0.00
Misc.
Salesperson
Credit Limit Unlimited
Territory
Available
Shipping
Ship To
Ship Via
FOB Your dock
Contact
Name
Phone
Fax/Cell
Email
Order Details
Open Sales Order
Order No 0000102608
Order Date 04/13/2015
Required Date 04/13/2015
Invoice No
Invoice Date / /
Repeat None
Phase
Location
Profit Centre No Change
Comment
Serial Numbers
Add Job Header
Toggle Kit Components
UDF
Scan Items
Fill
Prices
Labels
Show Stock
Open Inventory
Part No
Order Qty
Ship Qty
Description
B/O Qty
Retail Price
Discount %
Unit Price
Weight
Current Cost
Average Cost
Average Margin %
Current Margin %
UOM
Conversion Factor
Vendor No.
VA /WALEQBELHAR 21.00 21.00 Walcom Belt harness 0.00 25.00 0.00 25.00 0.00 18.6025 17.92431 28.30 25.59 EA 1 EA per EA WALEQU
VA /INTTP500 7.00 7.00 Intek PT-500 Vibration Plate 0.00 800.00 0.00 800.00 0.00 472.00 472.00 41.00 41.00 EA 1 EA per EA INTEK
VA /SP88FR 1.00 0.00 Springfield 88 Foam Roller 1.00 9.00 0.00 9.00 0.00 7.63274 5.429 39.68 15.19 EA 1 EA per EA SPRFIT

Point of Sale

The Point-of-Sale (POS) module is a quick way to enter sales that can be processed without the use of a mouse. There are keyboard shortcuts always visible at the top of the screen.

If there is a url set in Company Settings/Sales Orders/Misc/Home Page then it will be displayed on the POS left pane. The html document (webpage) it points to can be on the local computer network or on the internet. The example below shows a webpage that is a signup for the companies newsletter. In this view the user can enter the required information and submit it.



F1-Help – Launches the help manual.

Close – Closes the order and if un-posted order exists, asks “Are You Sure…”

F2-Clear – Clears the items off the order.

F3-Customer – Click to select a customer. When the customer screen comes up, select a customer, and if you want to use that customer as the default for future POS orders for this user, check “Default POS Customer”

F4-Edit Items – Highlight a line and click the F4 key or enter to edit the line.

F5-Invoice/Tender – Brings up the payment screen. Choose a payment method by typing the first character. ie- if selecting Visa enter a ‘V’. The payment can be split over more than one method.

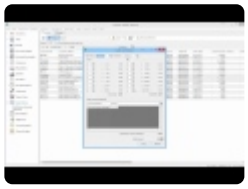
F6-Order Entry – Transfers the POS order to a full sales order. This gives access to everything the user can do when in a sales order. This includes seeing the customers sales history and therefore pricing. Hitting F6 in the sales order brings it back to POS. If the order is invoiced in POS the report is usually a small POS ticket, but if invoiced while in sales orders it prints a full size invoice.

F7-Edit Comment – Adds a comment to the POS order

F9-Inventory Lookup – Lookup for inventory

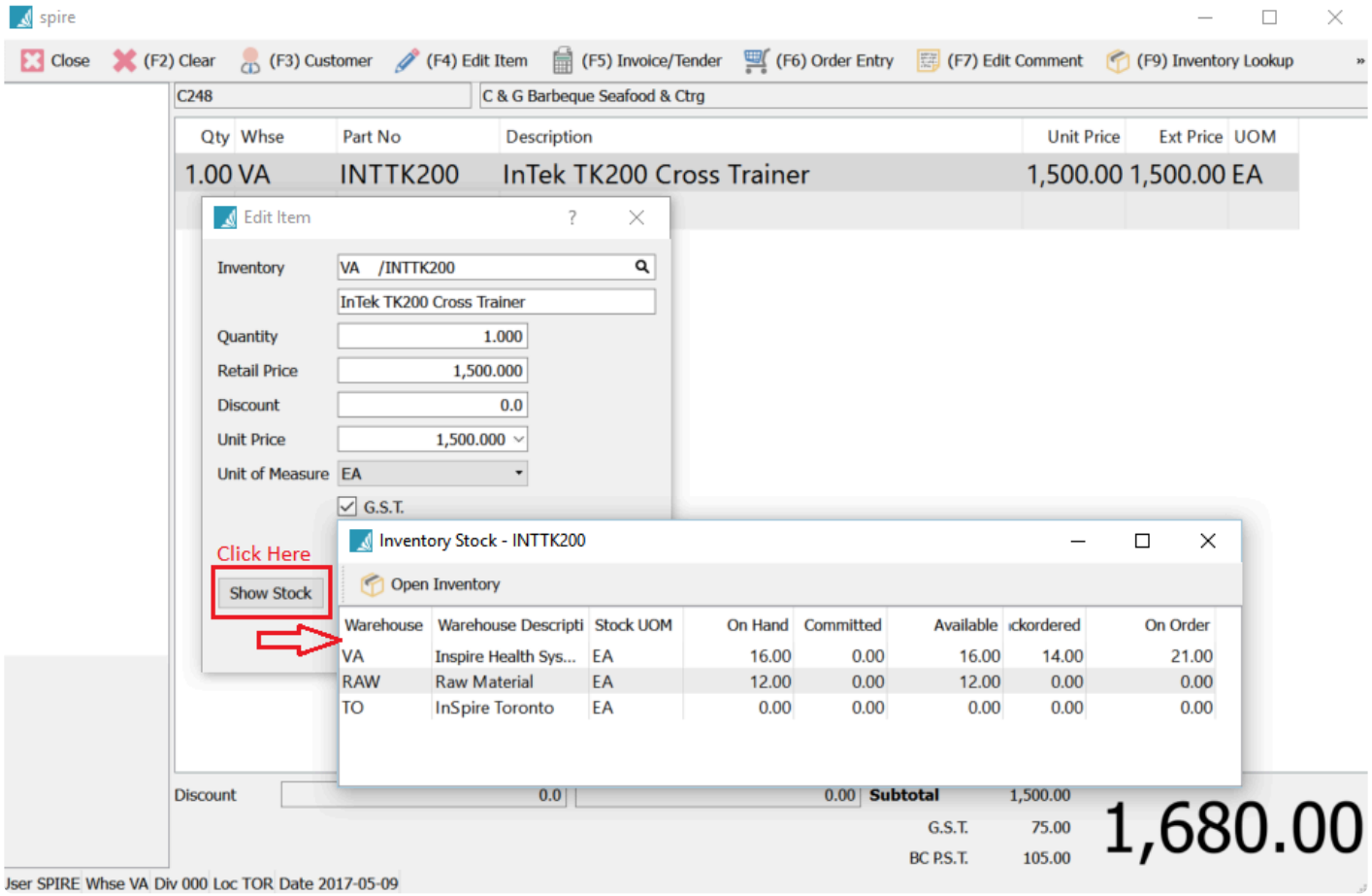
Video Instruction of POS

Sales Cash out



Show Stock

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

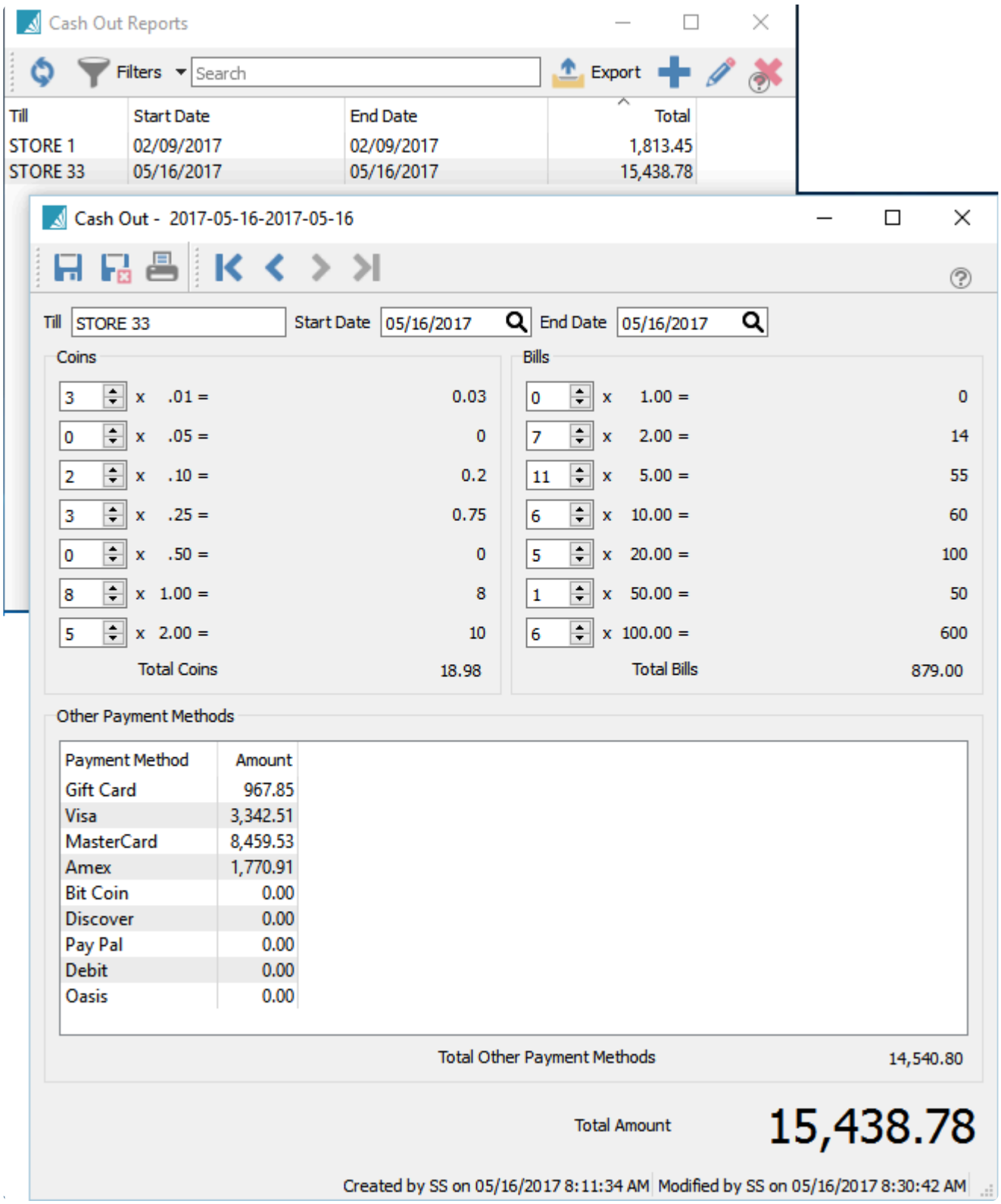


Sales Payment Balancing

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

On the top menu go to Sales/Cashout Reports

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



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

Click print and select “Cash Balance” report.

Inspire Health Systems.

Cash Balance Details

May 16, 2017 / 8:26 am

TOR

May 16,2017

STORE 33

Cash Drawer

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

Card Terminal

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

Posted Invoice Payments

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

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

Inspire Health Systems.

Cash Balance Details

May 16, 2017 / 8:26 am

TOR

May 16,2017

STORE 33

Cash Drawer

Coin Count		Amount	Bill Count		Amount
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
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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

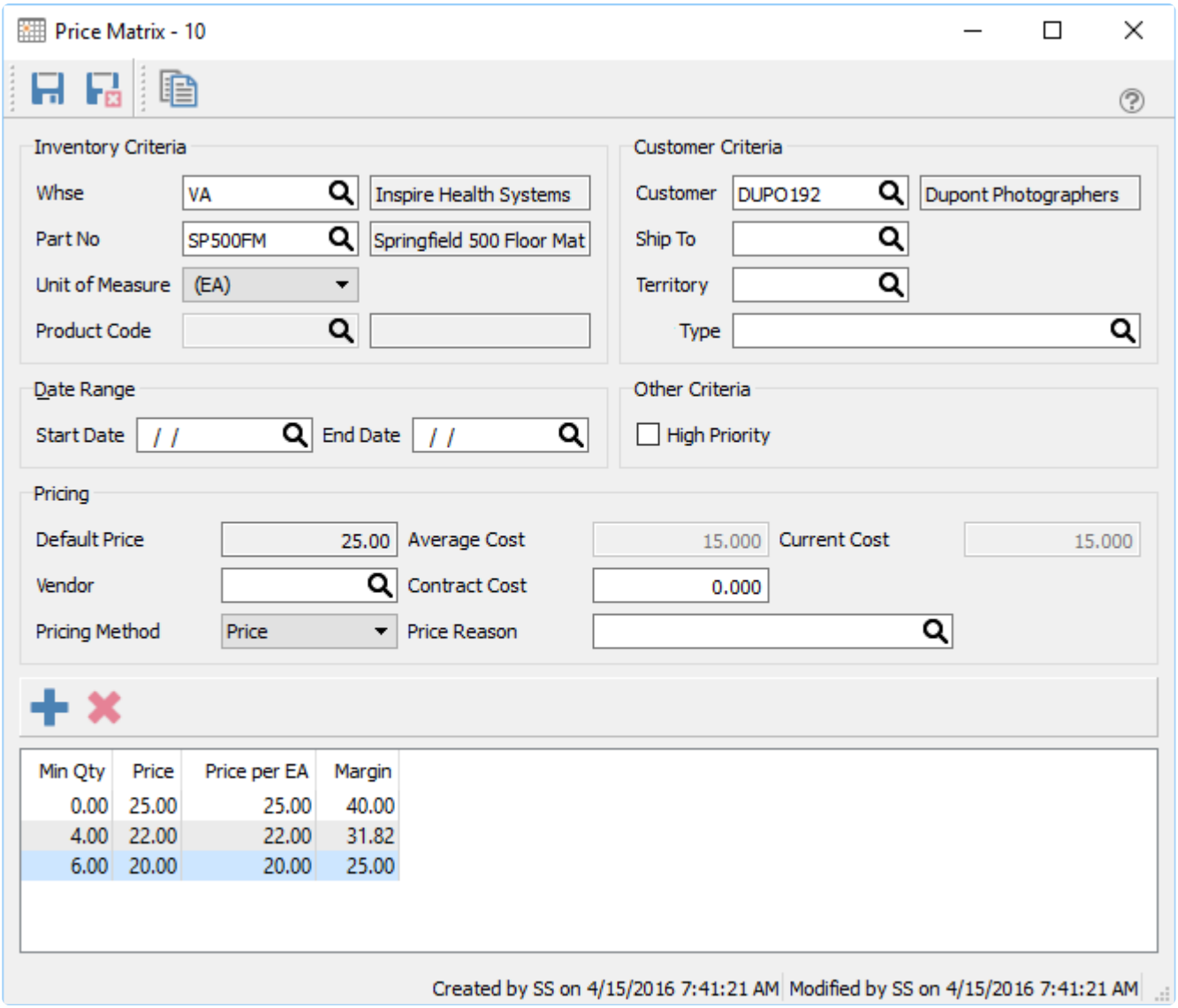
Date	Number	Name		Amount
May 16, 17	0000600418	Dales Automotive		510.39
May 16, 17	0000600428	Maull Baker Box Ci		457.46
			Gift Card	**967.85**
May 16, 17	0000600412	Cash Sale		156.80
May 16, 17	0000600413	Elden H Knudson Constrctn Co		409.85
May 16, 17	0000600419	Jackson Fitness Center		5.60
May 16,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

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

Price Matrix

Spire's Price Matrix allows the user to set pricing for customers and groups of customers in many different ways.

Add/Edit Price



Save – Saves the price.

Save & Close – Saves and closes the price.

Copy – Copies a price record.

Whse – Warehouse for the price. If this is left blank then the price applies to all warehouses.

Part No – The item getting the price.

Unit of Measure – The UOM of the item getting the price.

Product Code – Used if applying the price to a product code. Can only be used if Part No is blank.

Customer – The customer getting the price.

Ship To – Use this if the price is restricted to only one of the customer's Ship To's.

Territory – Use this if the price applies to a complete territory.

Type – Select a 'Type' from the lookup list if the price is for a group of customers. Each customer would then get assigned to that group in customer edit/General/Type.

Date Range – The starting and ending dates for this price. Many ranges can be added as long as they do not overlap. If a sales order is created for a past date, and a price matrix record exists for that date the order will be given this price.

High Priority – Makes this price the highest priority. It overrides all other methods that a could be assigned even if there is a lower possible price for this customer for this item. (See Price Matrix Scoring Below)

Default Price – The price the customer would get if they did not get this special price. It comes from the level that the customer is set for and this is the price that price matrix discounts would be based on.

Vendor – If there is a GL account in Company Settings/General Ledger/Differential GL Account then a vendor can be added and a contract cost added below.

Price Method – The method for this price. The choices are:

- **Price** – A set price for this item.
- **Discount** – A discount off of 'Default Price' as described above.
- **Margin** – If selected the sell price will be based on this formula. InventoryCurrentCost / (100-Margin%/100)

Average Cost – The average cost from inventory.

Contract Cost – The cost that will be applied when selling to this customer. If this cost is different than the average cost, the difference will be posted to the GL account set in Company Settings/General Ledger/ Differential GL Account. This is usually a vendor rebate account. This way when selling an item that has a contract cost the inventory GL account is still credited by the average cost.

Price Reason – The reason this price is being offered. It could be a contract number of something like 'FLYER'. This reason will appear on the sales order detail line.

Current Cost – The current cost from Inventory.

Add – Add a price, discount or margin.

Delete – Deletes a price.

- **Min Qty** – Adds a quantity if the price has a minimum quantity.
- **Price** – The Price, Discount or Margin amount.
- **Price per X** – If an item and warehouse has been selected then a unit of measure can also be selected for this price.
- **Margin** – The margin that this item will obtain based on this price. Only shows is item and warehouse are selected.

Price Matrix List

Price Matrix

Filters Search Export Purge Previous

ID	Warehouse	Part number	Description	U/M	Product Code	Customer No.	Customer Name	Ship To	Territory	Misc.	Minimum Qty	Amount Type	Amount	Start Date	End Date	Reason Code	Margin	Current Cost	Average Cost	Contract Cost	Vendor No.
2	TO				SUPP	AAA222	Aaa Printing				0.00	Price	11.00							0.00	
3	VA	INSDB40	InSpire Dumbbell 40	EA		JACK225	Jackson Fitness Center	TORONTO			0.00	Price	246.19				79.00	51.70	51.70	0.00	
4		BLUBERR								GOVERNMENT	0.00	Margin	0.00	9/17/2015	9/25/2015	Tiger				0.00	
5					WEIGHT				ON		6.00	Discount	10.00	4/7/2016	4/30/2016	WEIGHT				0.00	
6	VA	MS-RS1000	Moet Systems RS-1000 Treadmill	EA		BELL383	Bell West Credit Union				0.00	Price	2,250.00				32.00	1,530.00	1,530.00	0.00	
7	VA	SPAB	Springfield Ab Toner	EA		BELL383	Bell West Credit Union				0.00	Price	45.00				40.00	27.00	27.00	0.00	
8	VA	INSWP50	InSpire Weight Plate 50	EA		BELL383	Bell West Credit Union				0.00	Price	66.00				45.00	36.30	36.30	0.00	
9	VA	INSKB25	InSpire Kettlebell 25	EA		DUPO192	Dupont Photographers				0.00	Price	55.00				45.00	30.25	30.25	0.00	
10	VA	SP500FM	Springfield 500 Floor Mat	EA		DUPO192	Dupont Photographers				0.00	Price	25.00				40.00	15.00	15.00	0.00	
11	VA	WALEQBELHAR	Walcom Belt harness	EA		DUPO192	Dupont Photographers				0.00	Price	25.00				30.00	17.50	17.50	0.00	
12	VA	NATPUBA	National Pushup Bars	EA		DUPO192	Dupont Photographers				0.00	Price	45.00				25.00	33.75	33.75	0.00	
13	VA	MS-RS900	Moet Systems RS-900 Treadmill	EA		DUPO192	Dupont Photographers				0.00	Price	1,575.00				32.00	1,071.00	1,071.00	0.00	
14	VA	INSWP10	InSpire Weight Plate 10	EA		DUPO192	Dupont Photographers				0.00	Price	18.00				44.00	10.07976	10.03981	0.00	
15		INSDB25		EA		DELA553	Delaware Contractors Assn				0.00	Price	58.00							0.00	
16		INSDB50		EA		DELA553	Delaware Contractors Assn				0.00	Price	118.00							0.00	
17		INSWP25		EA		DELA553	Delaware Contractors Assn				0.00	Price	36.00							0.00	
18		INSBLE100		EA		DELA553	Delaware Contractors Assn				0.00	Price	389.00							0.00	
19		INSWP15		EA		DELA553	Delaware Contractors Assn				0.00	Price	24.00							0.00	
20		INSKB40		EA		OPTI100	Optima Limousine Service				0.00	Price	85.00							0.00	
21		INSDB5		EA		OPTI100	Optima Limousine Service				0.00	Price	10.00							0.00	
22		INSWP10		EA		OPTI100	Optima Limousine Service				0.00	Price	18.00							0.00	
23		INSDB15		EA		OPTI100	Optima Limousine Service				0.00	Price	34.00							0.00	
24		WALEQFITBAN		EA		OPTI100	Optima Limousine Service				0.00	Price	45.00							0.00	
25		INTTK200		EA		OPTI100	Optima Limousine Service				0.00	Price	1,500.00							0.00	
26		INSKB15		EA		OPTI100	Optima Limousine Service				0.00	Price	35.00							0.00	
27		INTTP500		EA		OPTI100	Optima Limousine Service				0.00	Price	800.00							0.00	
28		INSWP20		EA		OPTI100	Optima Limousine Service				0.00	Price	30.00							0.00	
29		SPPG		EA		OPTI100	Optima Limousine Service				0.00	Price	45.00							0.00	
30		INSKB35		EA		OPTI100	Optima Limousine Service				0.00	Price	75.00							0.00	
31		INSKB5		EA		OPTI100	Optima Limousine Service				0.00	Price	15.00							0.00	
32		INSKB10		EA		OPTI100	Optima Limousine Service				0.00	Price	25.00							0.00	
33	VA	INSDB15	InSpire Dumbbell 15	EA		ELDE929	Elden H Knudson Constr...				0.00	Price	34.00				42.16	19.66417	19.21826	0.00	
34	VA	INSCW300	Inspire Coconut Water (300ml)	EA		ELDE929	Elden H Knudson Constr...				0.00	Price	2.50				43.62	1.40958	1.39937	0.00	
35	VA	SP2CHIN	Springfield SP-2 Chin-up Bar	EA		ELDE929	Elden H Knudson Constr...				0.00	Price	125.00				40.00	75.00	75.00	0.00	
36	VA	INSKB20	InSpire Kettlebell 20	EA		ELDE929	Elden H Knudson Constr...				0.00	Price	45.00				45.00	24.75	24.75	0.00	
37	VA	INSKB15	InSpire Kettlebell 15	EA		ELDE929	Elden H Knudson Constr...				0.00	Price	35.00				44.26	19.5106	19.4616	0.00	
38	VA	INSKB10	InSpire Kettlebell 10	EA		ELDE929	Elden H Knudson Constr...				0.00	Price	25.00				45.00	13.75	13.75	0.00	
39	VA	INSDB15	InSpire Dumbbell 15	EA		PENN999	Penna Psychological Assn				0.00	Price	34.00				42.16	19.66417	19.21826	0.00	
40	VA	ACMRITJR	ACME Jump Rope	EA		PENN999	Penna Psychological Assn				0.00	Price	15.00				33.00	10.05	10.05	0.00	
41	VA	INSWP50	InSpire Weight Plate 50	EA		PENN999	Penna Psychological Assn				0.00	Price	66.00				45.00	36.30	36.30	0.00	
42	VA	INSDB45	InSpire Dumbbell 45	EA		PENN999	Penna Psychological Assn				0.00	Price	106.00				45.00	58.30	58.30	0.00	
43	VA	INSBLE100	InSpire 100 Max Blender	EA		PENN999	Penna Psychological Assn				0.00	Price	389.00				41.80	226.40161	223.31943	0.00	
44	VA	INSDB35	InSpire Dumbbell 35	EA		PENN999	Penna Psychological Assn				0.00	Price	82.00				44.94	45.14621	45.50613	0.00	

This list can be filtered and exported if mass updates need to be done using the Spire import routine. Be sure to include the record number if the import should replace the prices that are already there. If it is not included and a price already exists then the user will get a duplicate error on import.

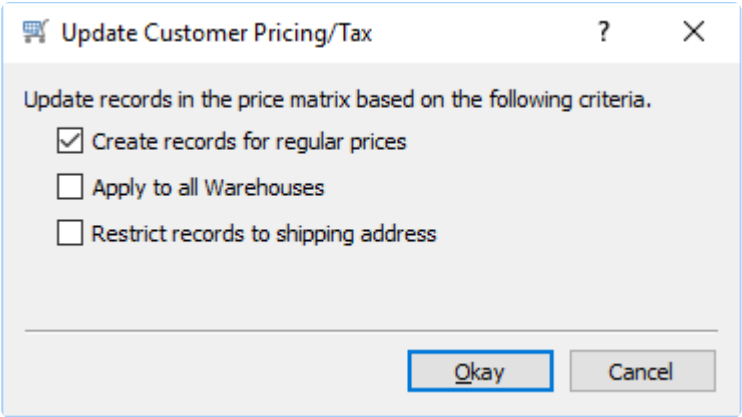
Save Prices from Sales Order

Prices can also be added from a sales order or quote. Once an order is created the user can select the prices button and choose:

- **Store All Price** – This will save the edited prices to the customers price matrix file.
- **Store Selected prices** – This will store all prices from this sales order to the customers price matrix file.

Once clicked the user will be given these options.

Update Records in the price matrix based on the following criteria:



- **Create Records for regular prices** – Even if the price is note edited this will add a record to the customers price matrix file. They will get regular price for this item. However if the regular price changes they will still continue to get this stored price unless the user also updates it.
- **Apply to all Warehouses** – Apply the price to all warehouses. This way the customer gets the same price even if they go to another location.
- **Restrict records to shipping address** – If selected then only the ship to on this sales order gets this added to their price matrix file. If not selected then the billing and all ship to addresses get this price. If a ship to is not on the order then it is grayed out.

Once added and saved the user can view or edit them on the list.

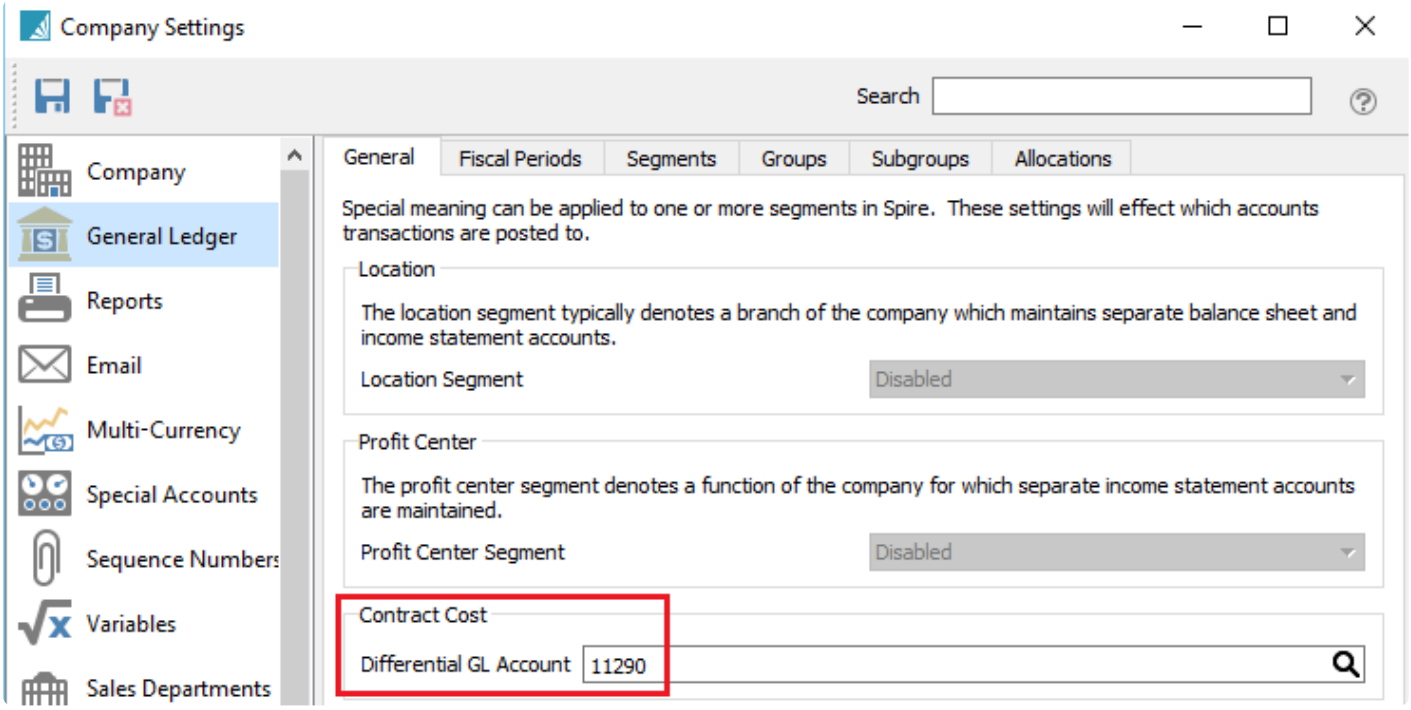
Contract Cost

The contract cost option in price matrix allows the cost of an item to be set for a customer or group. The true margin is shown when the item is sold to the customer and the inventory GL account is credited with the amount that was paid for for that inventory item.

Using this feature requires some setup.

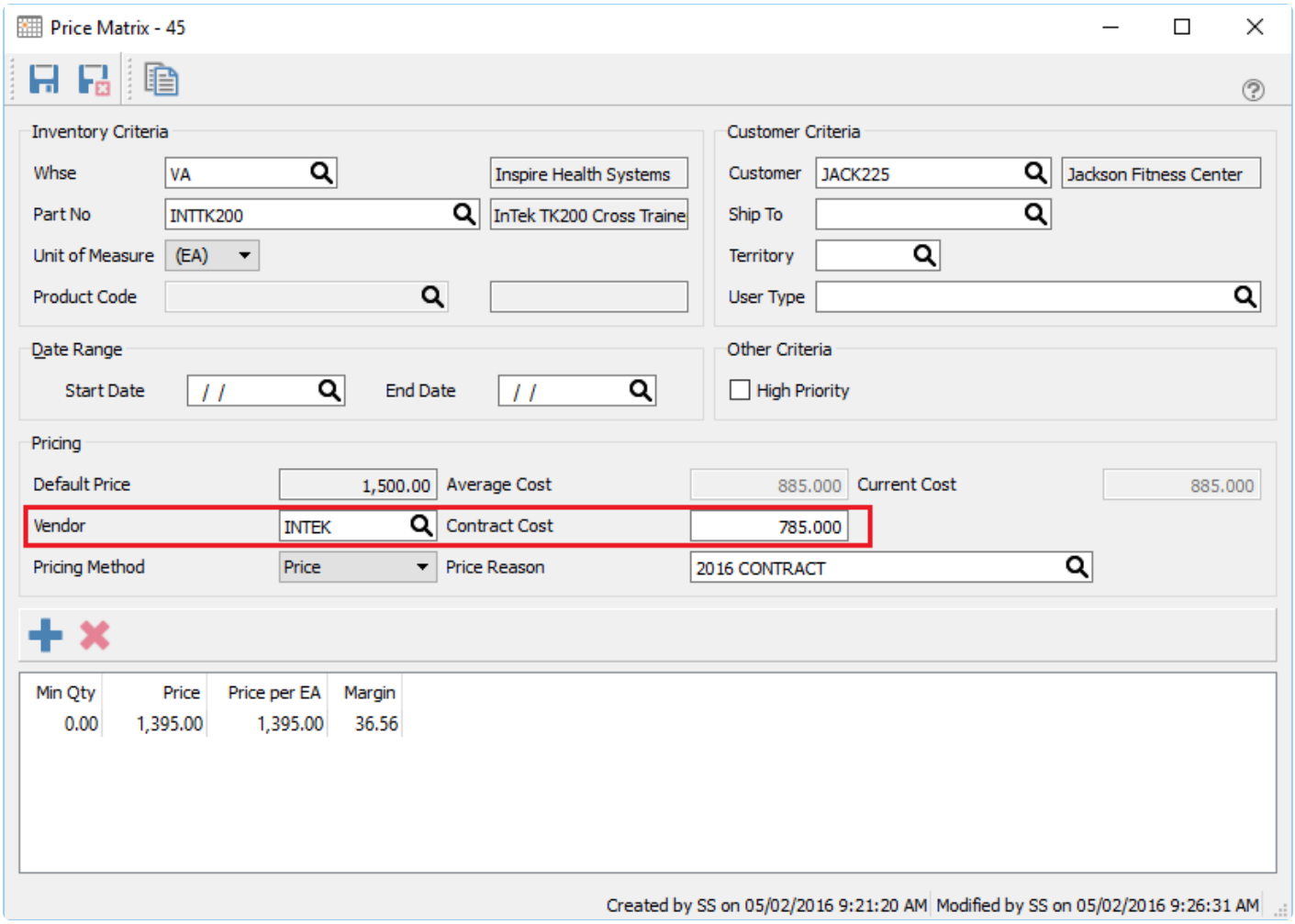
Contract Cost Differential Account

In Company settings a GL account can be selected to post cost differences when using contract costs for customers. Entering a differential account activates the feature. The vendor and vendor cost fields only appear on price matrix records if this differential account has been configured.



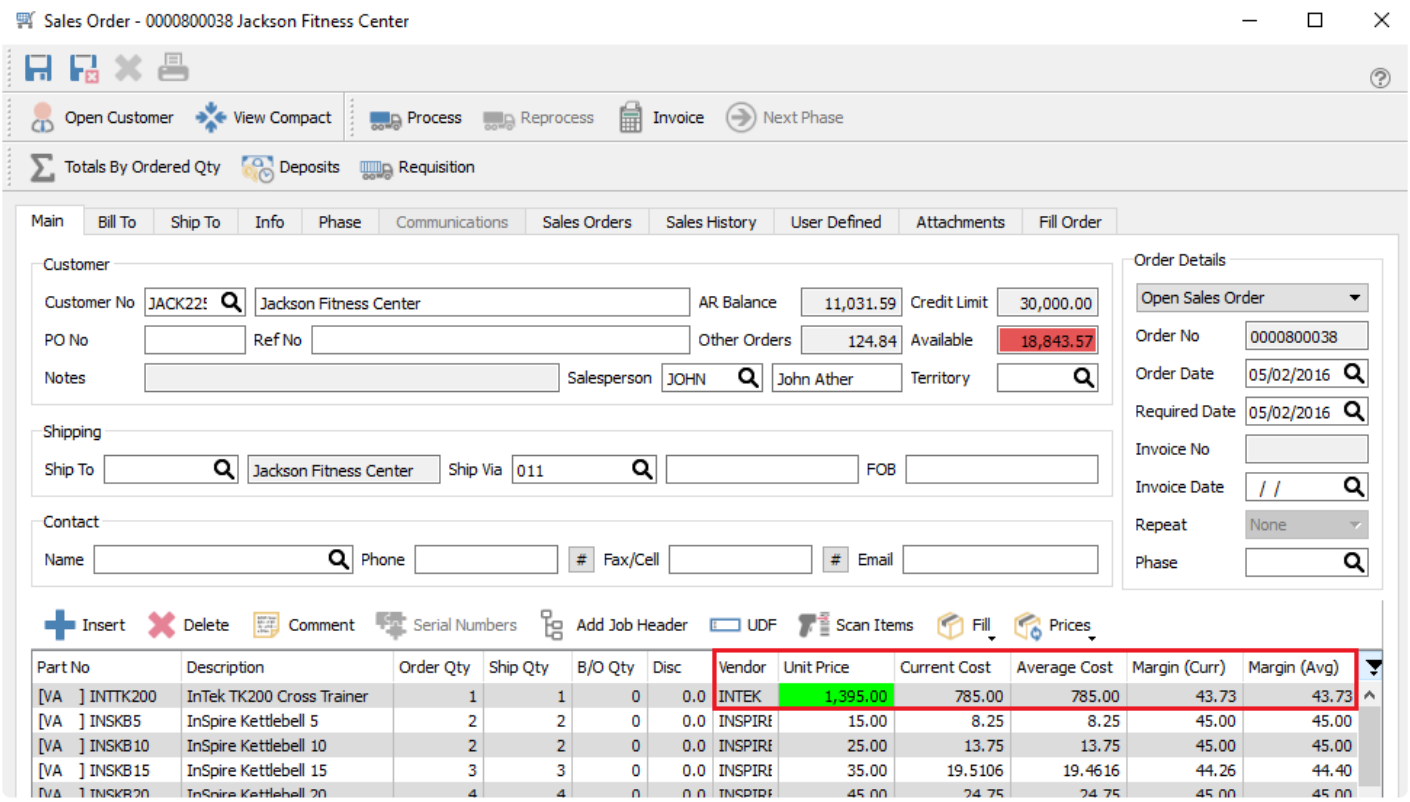
Price Matrix

After setting the item and the customer or group, select a vendor and the contract cost the vendor will give for this customer. Then set the price the customer will pay for this item.



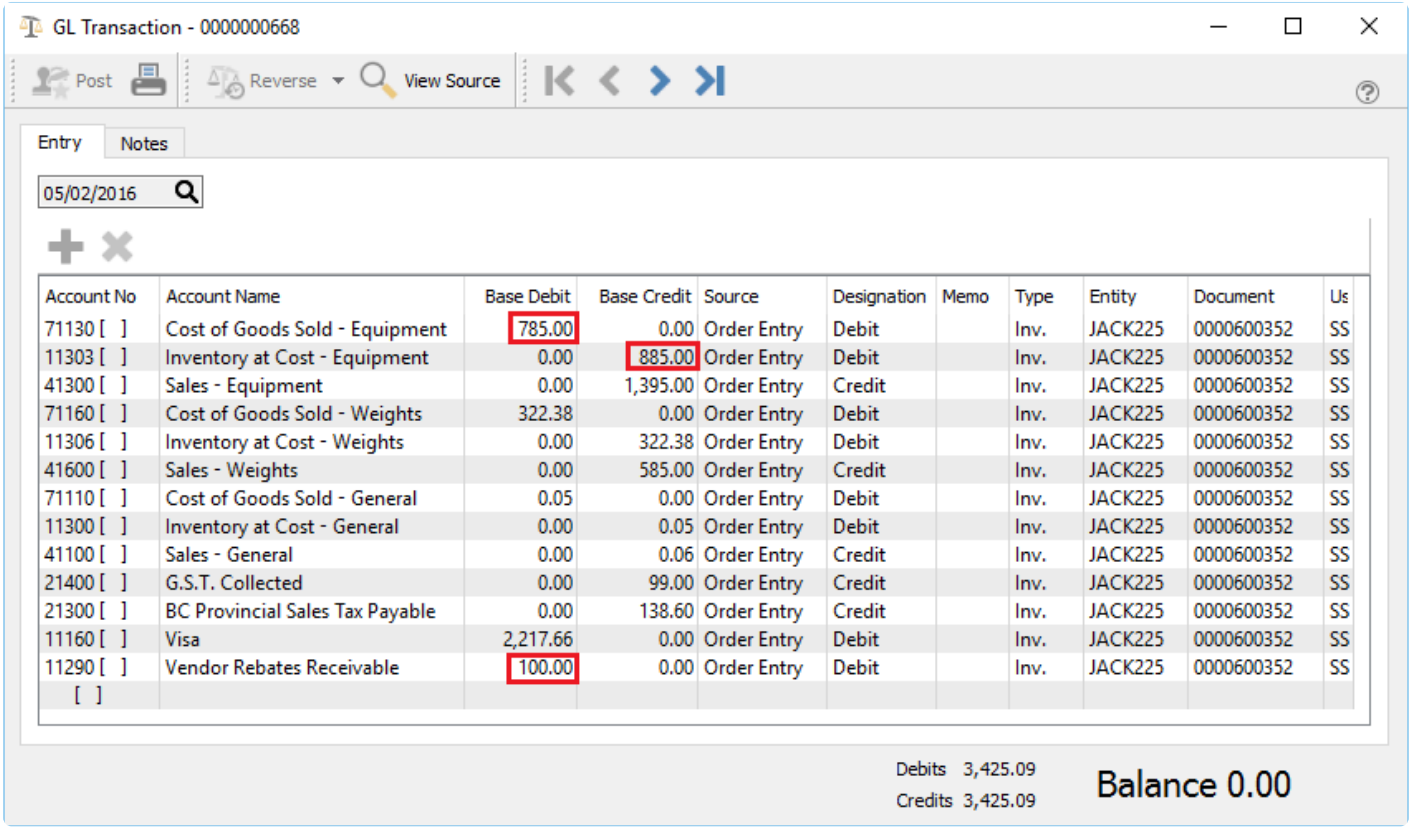
Sales

When this item is sold to the customer the cost and the sell price will come from the price matrix record. It will show the contract cost and the margins based on that cost.



GL Posting

Once the invoice is posted, here is the journal entry that will be made. Note that the $100 difference is posted to the ‘Vendor Rebates Receivable” account set in company settings.



Account No	Account Name	Base Debit	Base Credit	Source	Designation	Memo	Type	Entity	Document	Us
71130 [ ]	Cost of Goods Sold - Equipment	785.00	0.00	Order Entry	Debit		Inv.	JACK225	0000600352	SS
11303 [ ]	Inventory at Cost - Equipment	0.00	885.00	Order Entry	Debit		Inv.	JACK225	0000600352	SS
41300 [ ]	Sales - Equipment	0.00	1,395.00	Order Entry	Credit		Inv.	JACK225	0000600352	SS
71160 [ ]	Cost of Goods Sold - Weights	322.38	0.00	Order Entry	Debit		Inv.	JACK225	0000600352	SS
11306 [ ]	Inventory at Cost - Weights	0.00	322.38	Order Entry	Debit		Inv.	JACK225	0000600352	SS
41600 [ ]	Sales - Weights	0.00	585.00	Order Entry	Credit		Inv.	JACK225	0000600352	SS
71110 [ ]	Cost of Goods Sold - General	0.05	0.00	Order Entry	Debit		Inv.	JACK225	0000600352	SS
11300 [ ]	Inventory at Cost - General	0.00	0.05	Order Entry	Debit		Inv.	JACK225	0000600352	SS
41100 [ ]	Sales - General	0.00	0.06	Order Entry	Credit		Inv.	JACK225	0000600352	SS
21400 [ ]	G.S.T. Collected	0.00	99.00	Order Entry	Credit		Inv.	JACK225	0000600352	SS
21300 [ ]	BC Provincial Sales Tax Payable	0.00	138.60	Order Entry	Credit		Inv.	JACK225	0000600352	SS
11160 [ ]	Visa	2,217.66	0.00	Order Entry	Debit		Inv.	JACK225	0000600352	SS
11290 [ ]	Vendor Rebates Receivable	100.00	0.00	Order Entry	Debit		Inv.	JACK225	0000600352	SS
[ ]										

Instructional Video

Accounts Receivable

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

Accounts Receivable

Apply Finance Charges | Export PAD | Filters | Search | Export

Customer No.	Name	Future	Current	Over 30	Over 60	Over 90	Over 120	Balance	Phone	Last Payment Amount	Last Payment Date	Last Invoice
A1948	A 1 Party Pleasers	50.71	0.00	0.00	0.00	0.00	0.00	50.71	(413) 739-7933 Ext. 0000	0.00		07/02/2014
AAAN839	Aaan Attorney	2,140.22	0.00	0.00	0.00	0.00	0.00	2,140.22	(206) 447-0071 Ext. 0000	0.00		07/18/2014
ACTI620	Action Technology Co	616.00	0.00	0.00	0.00	0.00	1,864.50	2,480.50	(405) 943-1609 Ext. 0000	-1,779.75	03/14/2015	01/18/2016
ADVA284	Advantage Computers Inc	2,441.60	0.00	4,644.03	306.23	0.00	0.00	7,391.86	(450) 645-6985 Ext. 0000	0.00		09/11/2015
BEEG100	Beegee Travel Consultants	25,942.56	4,656.48	0.00	0.00	268.80	0.00	30,867.84	(615) 799-0803 Ext. 0000	3,445.37	03/16/2015	04/14/2016
BEIE396	Beierle & Beierle	43,779.13	21,873.41	0.00	13,711.42	0.00	0.00	79,363.96	(514) 817-0292 Ext. 0000	0.00		09/11/2015
BELL383	Bell West Credit Union	0.00	120.91	0.00	0.00	0.00	1,475.78	1,596.69	(416) 966-9836 Ext. 0000	0.00		09/11/2015
C248	C & G Barbeque Seafood & Ctrg	0.00	0.00	0.00	0.00	0.00	73.45	73.45	(519) 829-5502 Ext. 0000	0.00		03/30/2015
CAPI660	Capital Electrical & Sec Inc	21,343.84	20,158.07	0.00	1,230.57	10,786.72	0.00	53,519.20	(602) 257-4111 Ext. 0000	0.00		09/11/2015
CARE252	Care Laboratories Inc	15,244.32	7,119.57	0.00	1,270.12	0.00	0.00	23,634.01	(250) 282-5021 Ext. 0000	0.00		01/18/2016
DALE203	Dales Automotive	0.00	5,198.00	-250.00	0.00	0.00	0.00	4,948.00	(778) 835-4075 Ext. 0000	250.00	03/14/2015	03/14/2015
DALE991	Dale, William J Jr	141.25	0.00	0.00	93.39	0.00	0.00	234.64	(320) 587-1605 Ext. 0000	0.00		02/13/2015
DANV470	Danville Nursing Home	1,080.28	0.00	0.00	0.00	0.00	0.00	1,080.28	(613) 726-1731 Ext. 0000	0.00		07/10/2014
DATA100	Data Management Services Inc	0.00	0.00	0.00	8,704.02	0.00	0.00	8,704.02	(714) 543-8358 Ext. 0000	0.00		09/11/2015
DELA553	Delaware Contractors Assn	16,029.44	21,713.34	16,029.44	0.00	748.16	2,711.44	57,231.82	(310) 556-9177 Ext. 0000	0.00		07/06/2015
DUPO192	Dupont Photographers	0.00	72,531.88	0.00	0.00	5,131.84	7,621.85	85,285.57	(705) 443-6579 Ext. 0000	85,285.57	04/14/2016	01/06/2015
EAST571	Eastman Chemical Company	0.00	23,005.67	0.00	0.00	5,253.37	1,270.12	29,529.16	(516) 466-7437 Ext. 0000	9,018.53	03/14/2015	01/06/2015
ELDE929	Elden H Knudson Constrctn Co	0.00	71,375.89	0.00	1,581.34	694.40	29,906.58	103,558.21	(405) 495-7329 Ext. 0000	0.00		01/06/2015
ER118	E R Partridge Inc	0.00	30,776.12	0.00	41,120.93	7,117.60	0.00	79,014.65	(418) 737-0284 Ext. 0000	0.00		02/13/2015
FAIR724	Fairfield Printing	1,582.00	0.00	0.00	0.00	0.00	0.00	1,582.00	(604) 421-4238 Ext. 0000	0.00		05/30/2014
FAIR771	Fairfield Inn By Marriott	2,075.83	0.00	0.00	0.00	0.00	0.00	2,075.83	(847) 888-8942 Ext. 0000	0.00		09/16/2015
FORE113	Forest Hist Ctr Mn Hist Scty	8,065.12	18,586.55	8,065.12	2,210.28	1,972.32	0.00	38,899.39	(416) 798-4132 Ext. 0000	0.00		07/06/2015
GAMB260	Gambina Dolls	0.00	1,711.32	0.00	0.00	22,667.68	276.85	24,655.85	(519) 504-6441 Ext. 0000	7,195.57	03/14/2015	03/27/2015
HARR652	Harris, Baum E Esq	0.00	10,963.42	0.00	7,356.30	26,497.81	0.00	44,817.53	(717) 531-8044 Ext. 0000	11,901.16	03/14/2015	01/06/2015
HART426	Hartzheim, Charles J Esq	0.00	732.24	1,861.44	1,233.96	0.00	0.00	3,827.64	(780) 832-8738 Ext. 0000	0.00		02/19/2015
HARV663	Harvest States Cooperative	0.00	23,064.43	0.00	0.00	33,717.33	0.00	56,781.76	(813) 759-4827 Ext. 0000	0.00		01/06/2015
HAST563	Hastings Communications	13,543.89	7,943.62	6,232.80	4,996.86	0.00	0.00	32,717.17	(707) 466-1651 Ext. 0000	0.00		09/11/2015
HOLU622	Holub, Ronald E Esq	0.00	80,347.43	0.00	0.00	0.00	12,145.50	92,492.93	(732) 727-3294 Ext. 0000	0.00		04/16/2014

Add – Adds an AR entry.

View Receivables – Opens the receivables records for the selected customer.

Apply Finance Charges – Applies finance charges to the selected customers. This relies on the finance charge rate being set in Company Settings/Accounts Receivable/Monthly Interest Rate (%) and a setting on each Customer/Billing/Apply finance charges.

Batch – Creates a batch of receivables for later posting. See this link for full description.

Refresh – Refreshes the AR list for any new transactions added by another user on the network.

Filters – Sets any number of filters that are required to only see the data wanted.

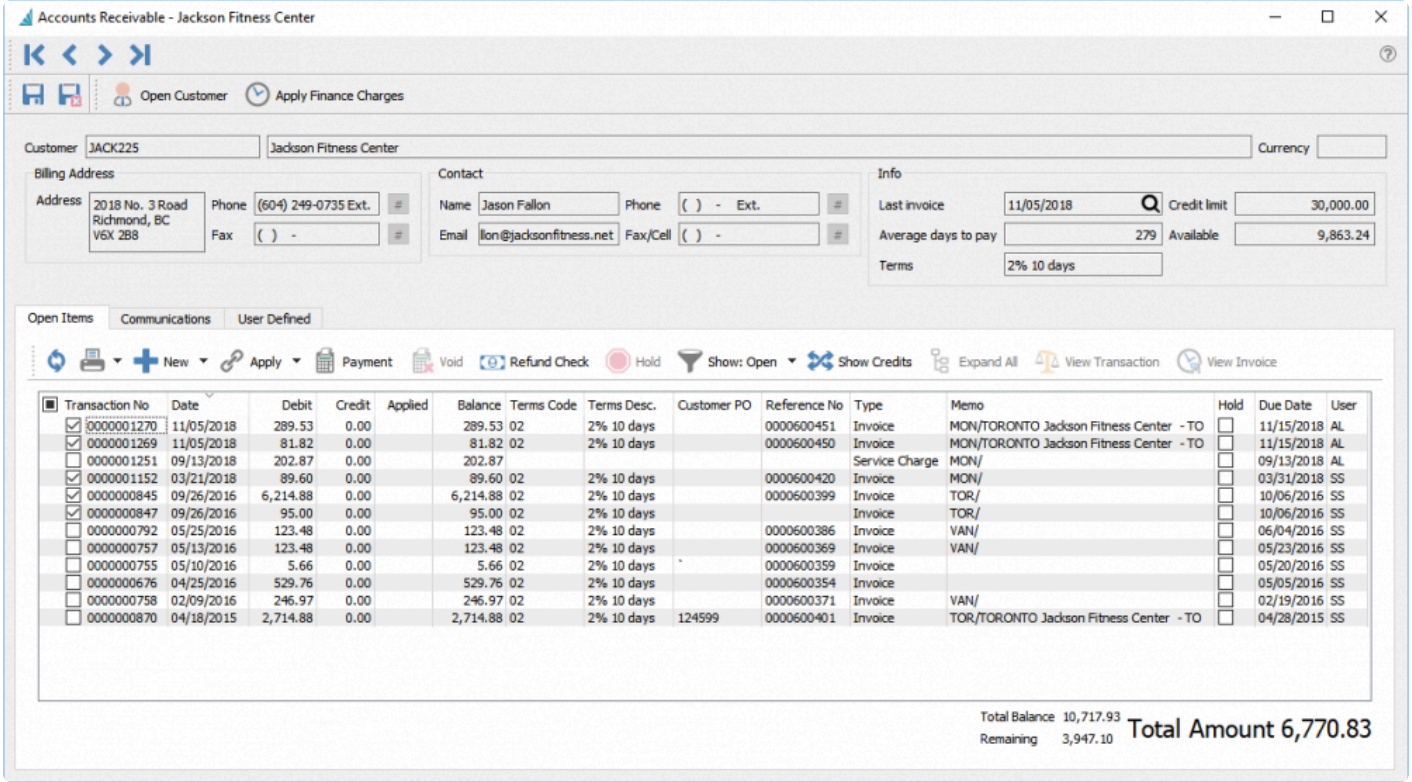
Search – Searches the customer records for word(s) entered.

Export – Exports the filtered list to Excel or .csv.

Print – Prints reports with the template of 'Accounts Receivable List' for all filtered or selected records

reports.

Customer Open AR Items



Transaction No	Date	Debit	Credit	Applied	Balance	Terms Code	Terms Desc.	Customer PO	Reference No	Type	Memo	Hold	Due Date	User
0000001270	11/05/2018	289.53	0.00		289.53	02	2% 10 days		0000600451	Invoice	MON/TORONTO Jackson Fitness Center - TO		11/15/2018	AL
0000001269	11/05/2018	81.82	0.00		81.82	02	2% 10 days		0000600450	Invoice	MON/TORONTO Jackson Fitness Center - TO		11/15/2018	AL
0000001251	09/13/2018	202.87	0.00		202.87					Service Charge	MON/		09/13/2018	AL
0000001152	03/21/2018	89.60	0.00		89.60	02	2% 10 days		0000600420	Invoice	MON/		03/31/2018	SS
0000000845	09/26/2016	6,214.88	0.00		6,214.88	02	2% 10 days		0000600399	Invoice	TOR/		10/06/2016	SS
0000000847	09/26/2016	95.00	0.00		95.00	02	2% 10 days			Invoice	TOR/		10/06/2016	SS
0000000792	05/25/2016	123.48	0.00		123.48	02	2% 10 days		0000600386	Invoice	VAN/		06/04/2016	SS
0000000757	05/13/2016	123.48	0.00		123.48	02	2% 10 days		0000600369	Invoice	VAN/		05/23/2016	SS
0000000755	05/10/2016	5.66	0.00		5.66	02	2% 10 days		0000600359	Invoice			05/20/2016	SS
0000000676	04/25/2016	529.76	0.00		529.76	02	2% 10 days		0000600354	Invoice			05/05/2016	SS
0000000758	02/09/2016	246.97	0.00		246.97	02	2% 10 days		0000600371	Invoice	VAN/		02/19/2016	SS
0000000870	04/18/2015	2,714.88	0.00		2,714.88	02	2% 10 days	124599	0000600401	Invoice	TOR/TORONTO Jackson Fitness Center - TO		04/28/2015	SS

Header

Open Customer – Opens the customer to see all their information including sales history and open sales orders.

Apply Finance Charges – Applies finance charges to this customer. This relies on the finance charge rate being set in Company Settings/Accounts Receivable/Monthly Interest Rate (%) and a setting on each Customer/Billing/Apply finance charges.

Navigation – Navigates between AR records based on the filtered and sorted list.

Contact Info – Customer contact and credit information.

Items

Refresh – Refreshes any new entries other users have posted.

Print – Prints report with the template of 'Accounts Receivable'

Add – Adds an entry to the customer's AR.

Apply – Applies payments or customer credits to an invoice.

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

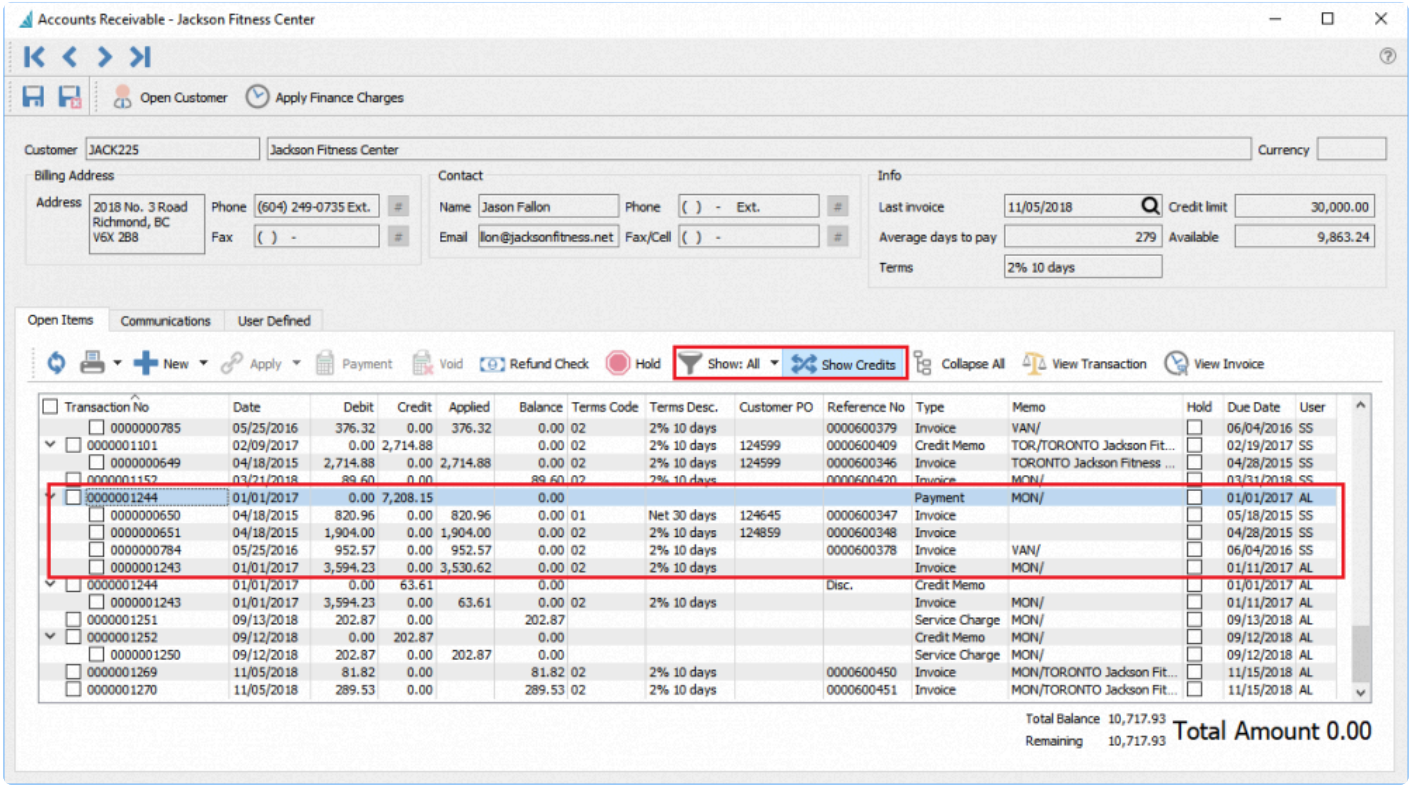
Void – Voids the highlighted transaction.

Refund Check – Writes a check to a customer by crediting the bank and debiting accounts receivable. Once posted, link that payment to the transactions being refunded.

Hold – Holds an invoice so it cannot be paid.

Show Open – Show open unpaid transactions
Show All Since Last Year (fiscal) – Show all entries from transactions still open in the GL
Show All – Show all entries including paid and applied.

Show Credits – Puts the payment on top with the invoices it paid indented below. The Show All button will also need to be selected.



Payment is shown first with the invoices indented below. This makes it very clear what invoices the payment included.

Expand All – Expands the links for all transactions so as to see the invoices and related payment.

View Transaction – Views the journal entry of the highlighted transaction.

View Invoice – Views the invoice for the highlighted transaction.

Communications

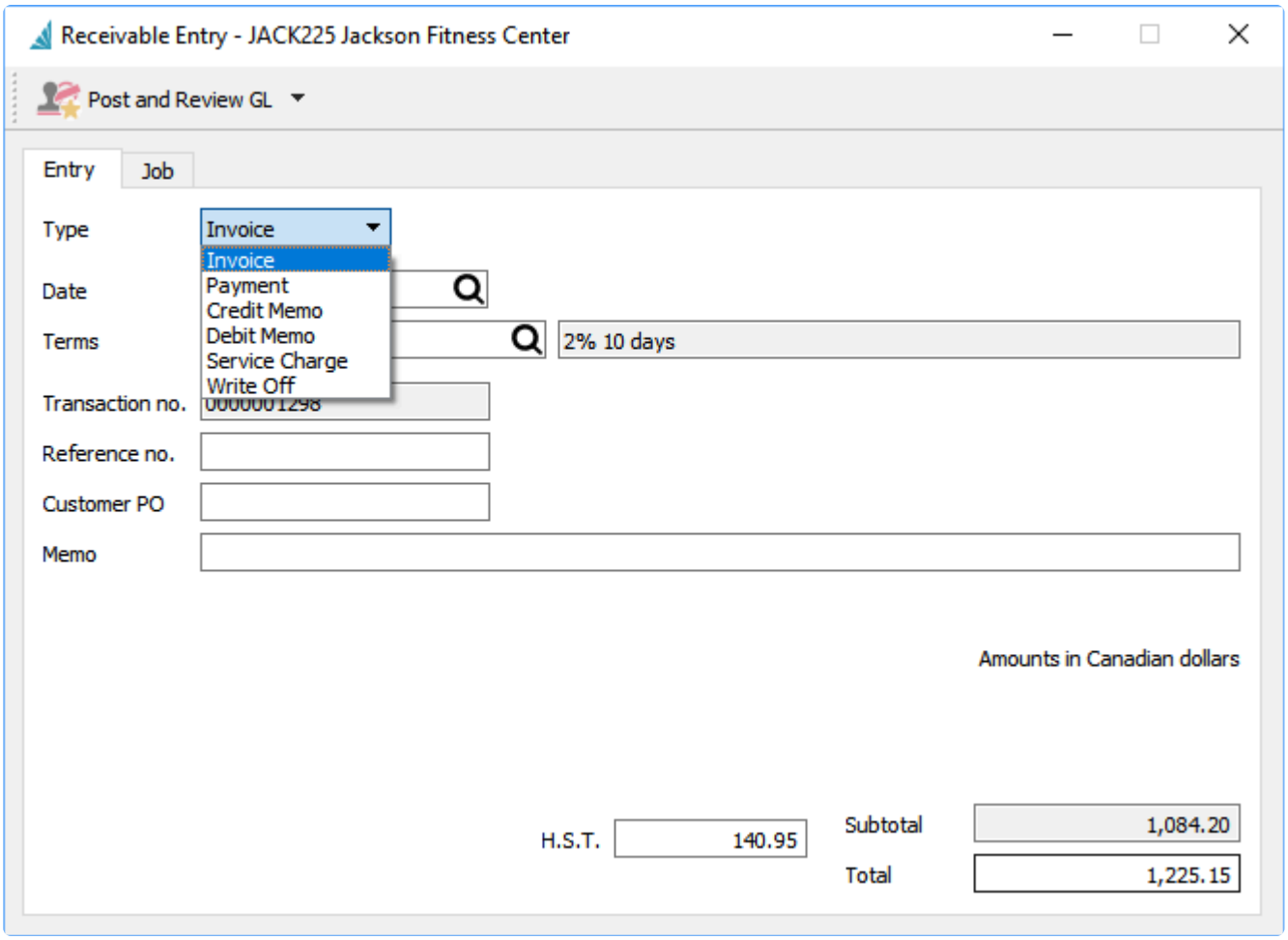
Communications – Any number of notes or attachments can be added to accounts receivable. Once attached the user simply double clicks the attachment and it will open in the default viewer for that type of document.

User Defined

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

AR Entry

Accounts Receivable Entry



Post and Review or Post – Depending how selected. the entry will post using the default accounts set in company settings or the customers default sales account. If review is selected the user can redirect all of the entry except the amount posted to accounts receivable. (Review of transaction requires user security setting)

Type – AR entry can be one of 6 types.

- Invoice
- Payment
- Credit Memo

- Debit Memo
- Service Charge
- Write Off

Date – The date for the transaction.

Terms – The terms given for this invoice.

Transaction no. – The assumed GL transaction number. If another transaction is posted after this number is assigned, then the transaction will be given the next available number.

Reference no. – Usually the invoice number.

Customer PO – Customer's purchase order number,

Memo – The user can enter a memo for this entry.

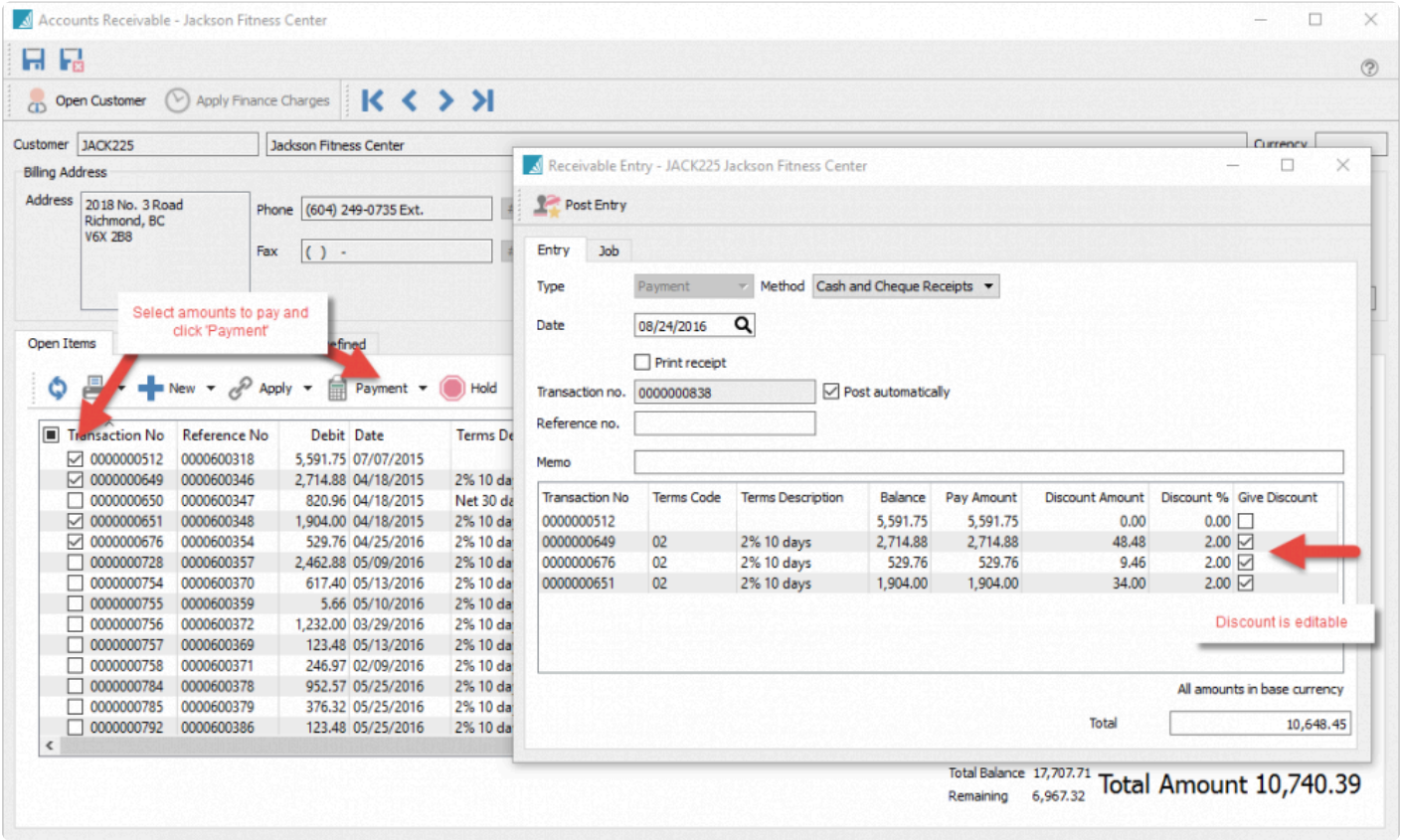
Tax1 – Tax 1 for this transaction that is automatically calculated based on how taxes are set for this customer.

Tax2 – Tax 2 for this transaction that is automatically calculated based on how taxes are set for this customer.

Subtotal – Total before taxes.

Total – Total of the entry including taxes.

Processing Payments



Type – Hard coded with “Payment”.

Method – Payment method

Date – Date for the payment.

Print Receipt – Check if a payment receipt is required to print or email

Transaction – The assumed GL transaction number. If another transaction is posted after this number is assigned, then the transaction will be given the next available number.

Post automatically – If checked then the journal entry will be posted without the user editing it. If un-checked then the user will be given the opportunity to edit it before posting. The ability to edit the posting is a user security setting in Users/General

Reference – Usually the customers check number or if paid by credit card the user can enter Mastercard or Visa.

Memo – A memo can be added for this payment.

Terms Code – The terms code that was used for the amount

Terms Description – The terms description that was used for the amount

Balance – The balance of the transaction

Pay Amount – User can override this and the invoice will get partially paid have the payment linked to the amount.

Discount Amount – The discount amount. This is calculated by the terms but can be edited before posting.

Discount % – The discount % being offered.

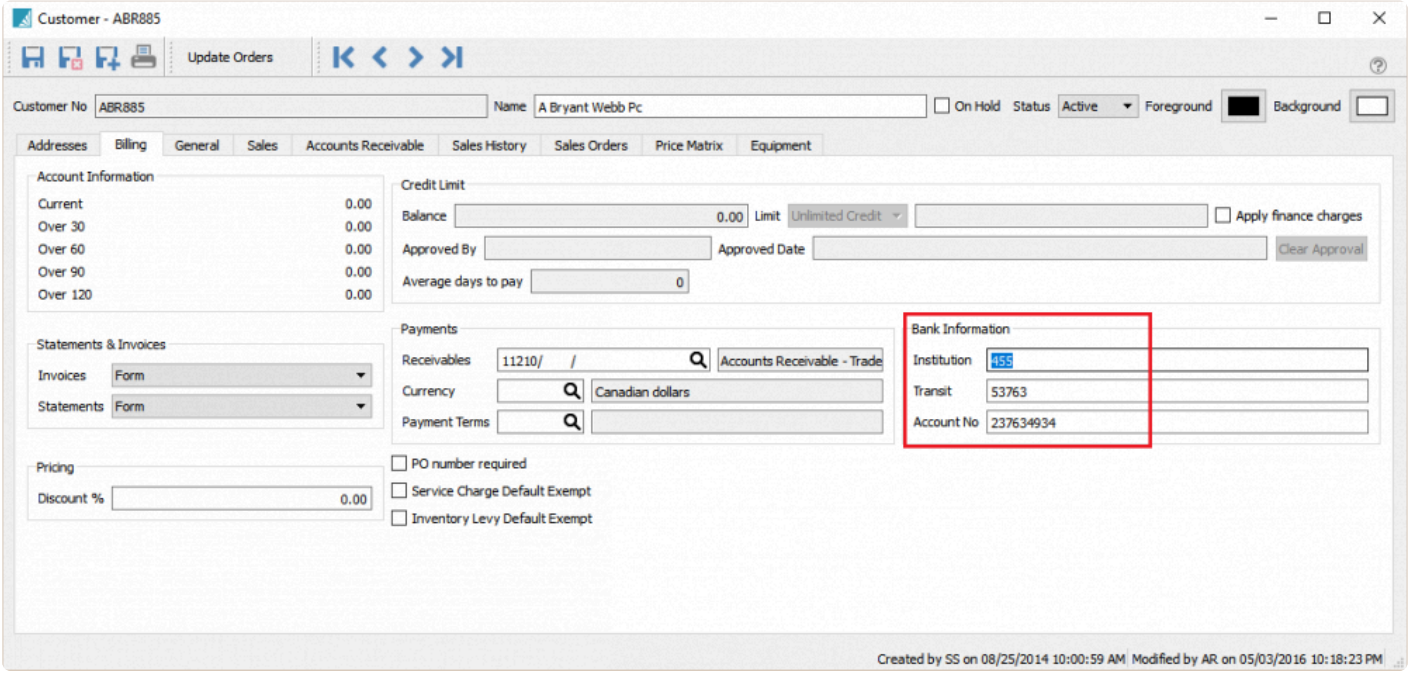
Give Discount – Check to give the discount. Amounts that fall within terms will automatically be checked but user can override.

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

Batch Receivables – & EFT

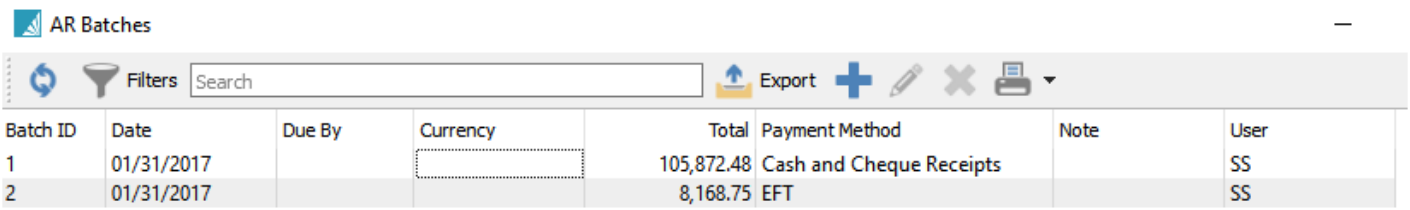
Batch Receivables Setup

- Before using accounts receivable batches the user will need permission set for their login in User Settings/Accounts Receivable.
- For EFT deposits a GL account must first be selected in Company Settings/Special Accounts/AR Accounts. It is recommended that a new GL account is added in the cash group for this purpose.
- Only customers that have the banking information added will be added to the EFT batch. Go to the 'Billing' tab in customer edit to add the Institution, Transit and Account Number as below.



AR Batch List

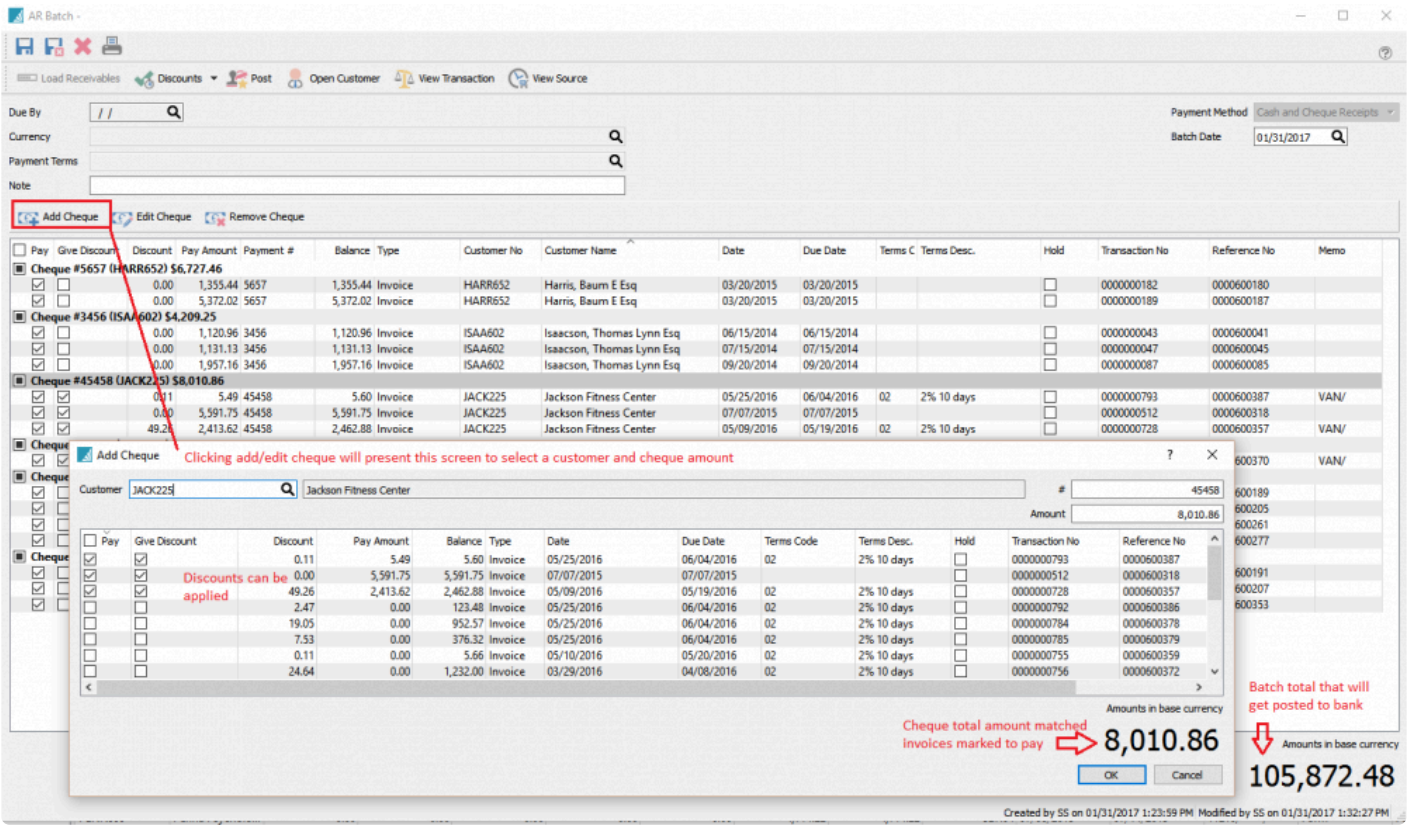
Accounts Receivable batches can be created and saved for later posting.



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

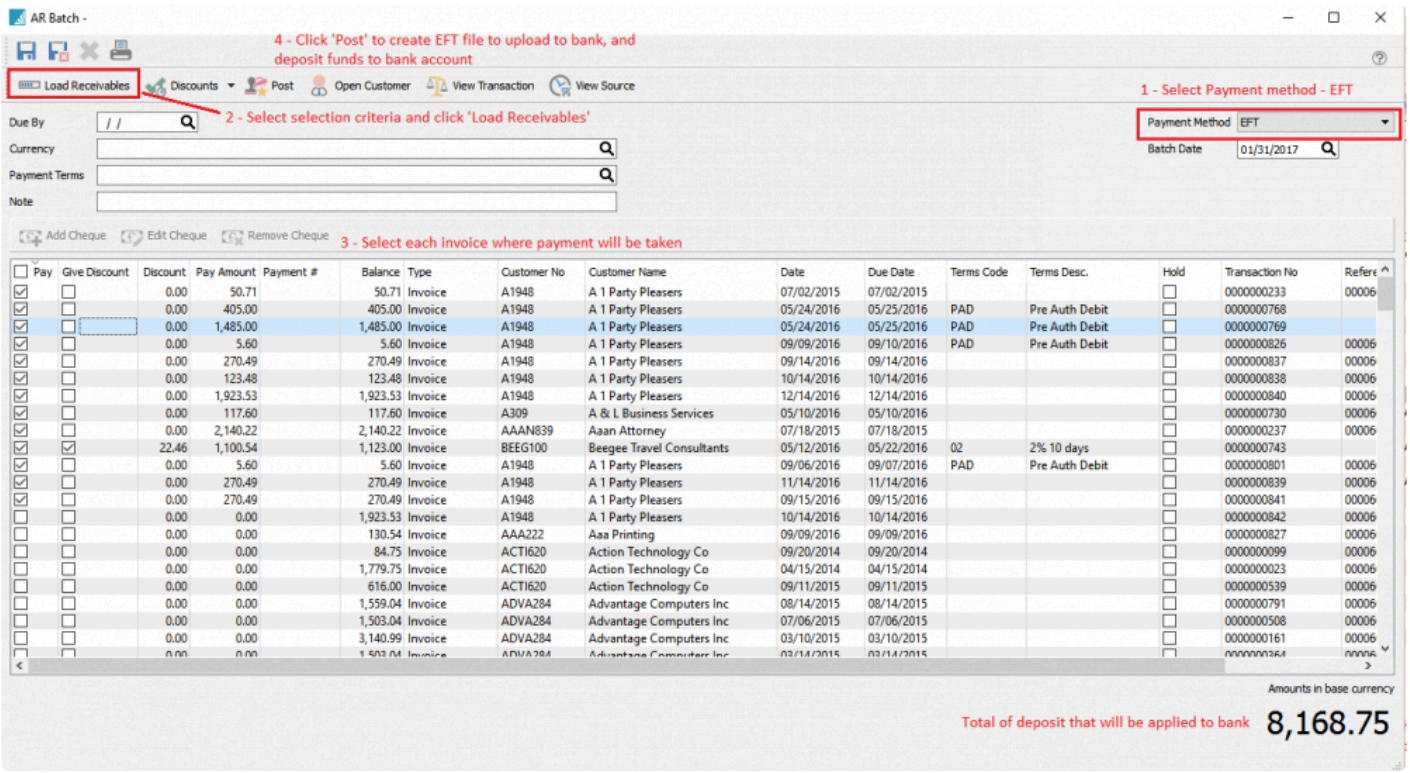
Cash Cheque Deposit

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

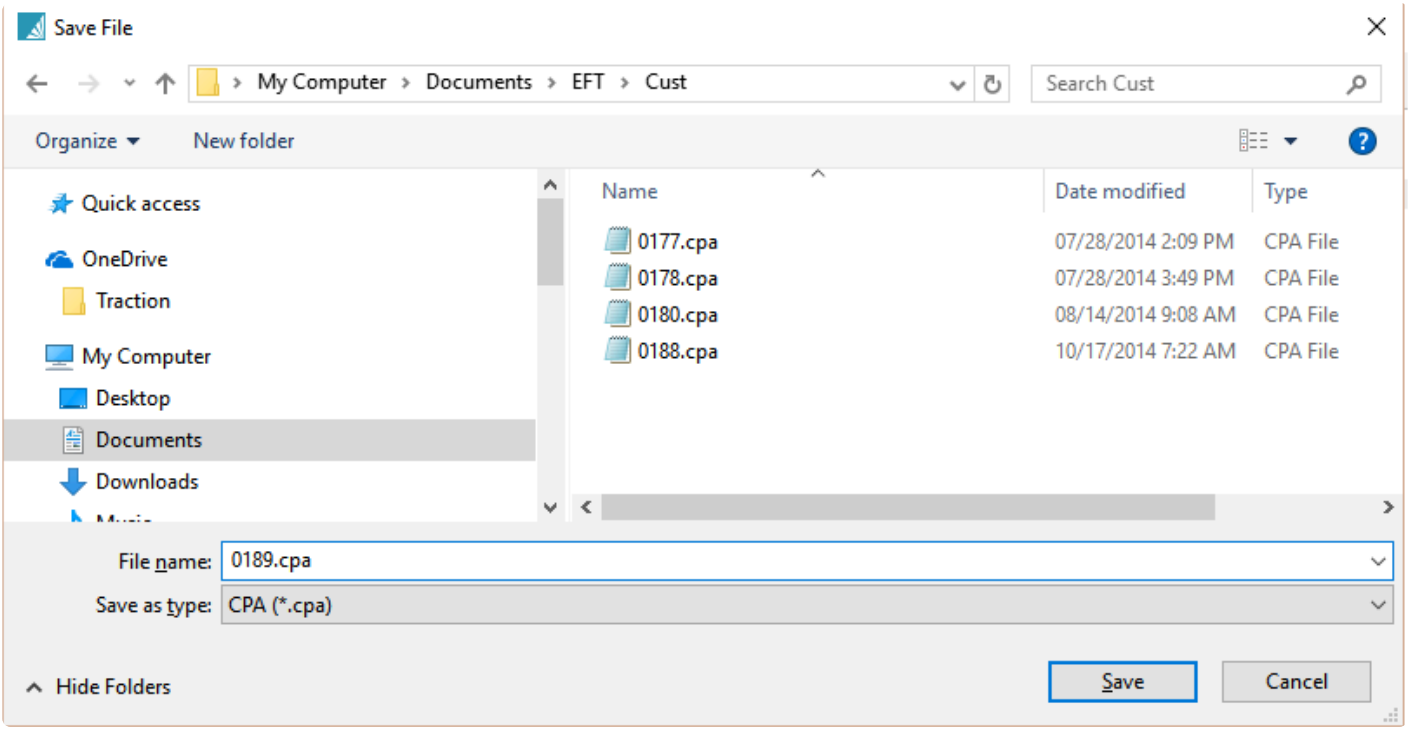


EFT Deposit

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



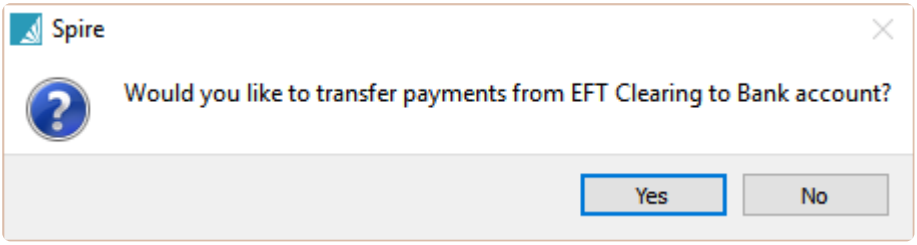
When posting the EFT batch the user will be asked to save the CPA1464 file onto their computer, from where they will upload it to the bank for processing.



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

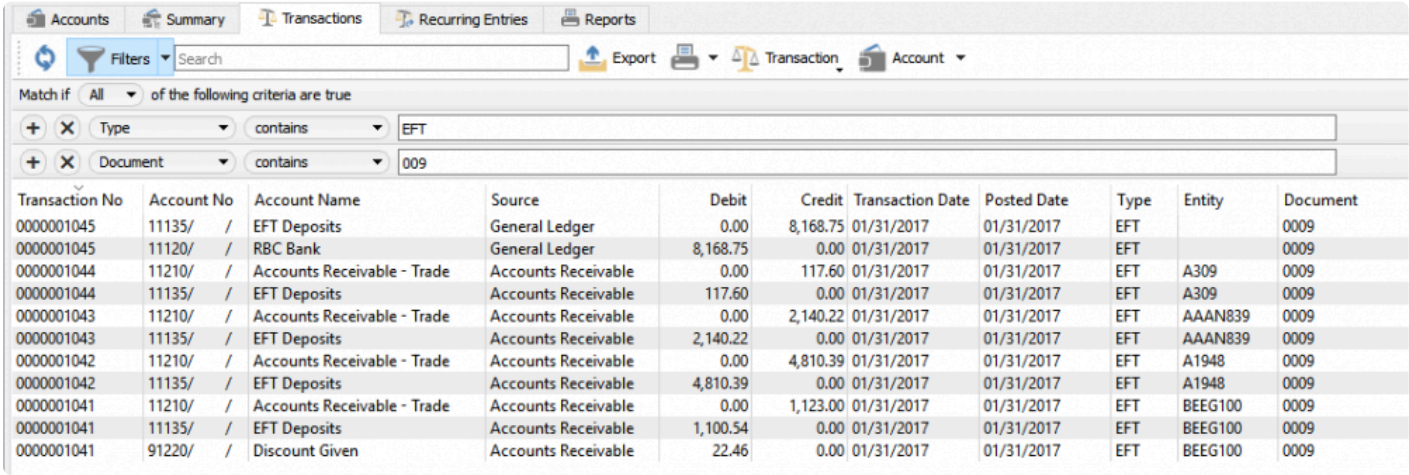
Lastly the user will be asked if they want to transfer the complete deposit amount from the EFT clearing account to the bank.

Transfer Deposit to Bank



In GL transactions the posting will look like this.

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

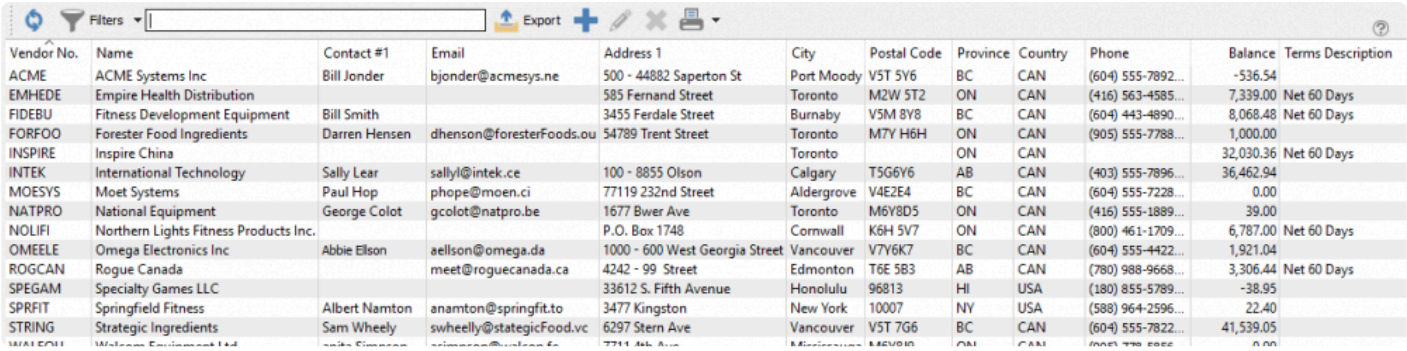


Transaction No	Account No	Account Name	Source	Debit	Credit	Transaction Date	Posted Date	Type	Entity	Document
0000001045	11135/ /	EFT Deposits	General Ledger	0.00	8,168.75	01/31/2017	01/31/2017	EFT		0009
0000001045	11120/ /	RBC Bank	General Ledger	8,168.75	0.00	01/31/2017	01/31/2017	EFT		0009
0000001044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

Vendor

Vendor List

The vendor list shows all vendors by default but the user can set filters and layouts to customize the view as they require.

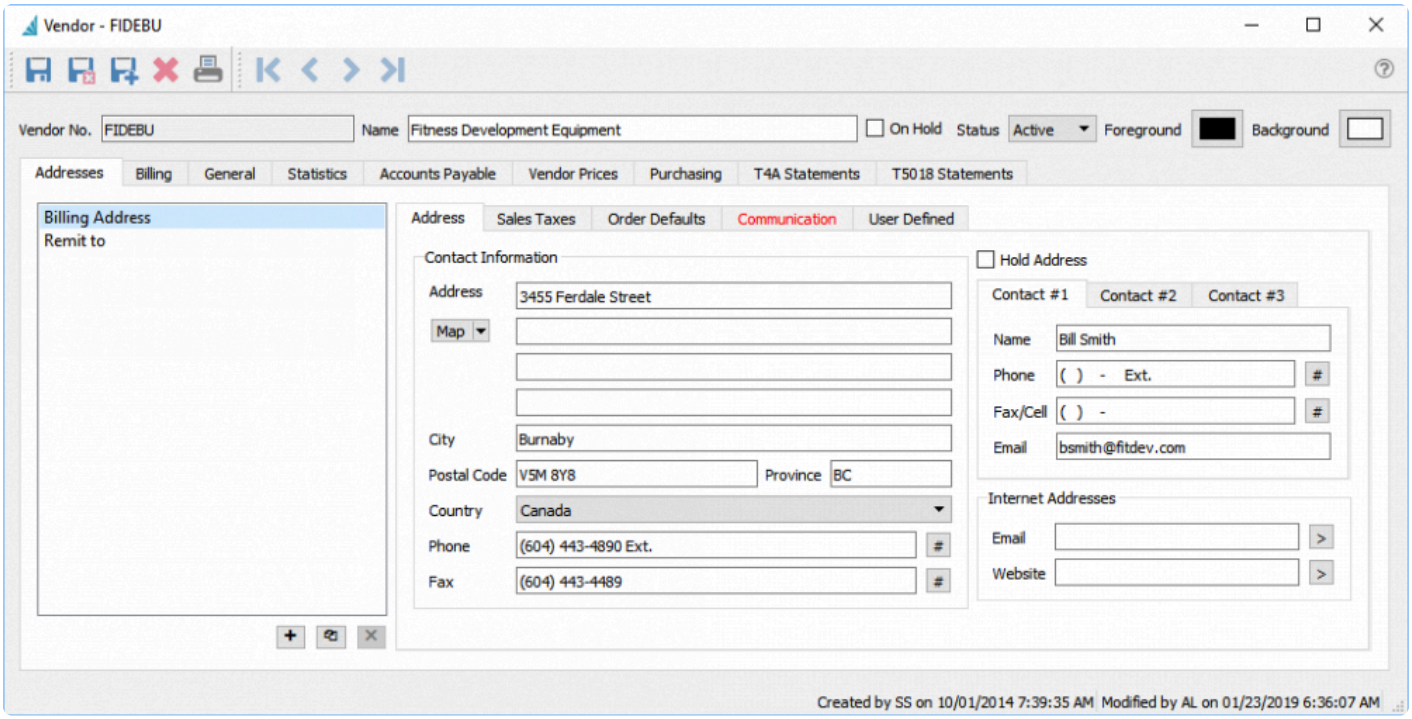


Vendor No.	Name	Contact #1	Email	Address 1	City	Postal Code	Province	Country	Phone	Balance	Terms Description
ACME	ACME Systems Inc	Bill Jonder	bjonder@acmesys.ne	500 - 44882 Saperton St	Port Moody	V5T 5Y6	BC	CAN	(604) 555-7892...	-536.54	
EMHEDE	Empire Health Distribution			585 Fernand Street	Toronto	M2W 5T2	ON	CAN	(416) 563-4585...	7,339.00	Net 60 Days
FIDEBU	Fitness Development Equipment	Bill Smith		3455 Ferdale Street	Burnaby	V5M 8Y8	BC	CAN	(604) 443-4890...	8,068.48	Net 60 Days
FORFOO	Forester Food Ingredients	Darren Hensen	dhenson@foresterFoods.ou	54789 Trent Street	Toronto	M7Y H6H	ON	CAN	(905) 555-7788...	1,000.00	
INSPIRE	Inspire China				Toronto		ON	CAN		32,030.36	Net 60 Days
INTEK	International Technology	Sally Lear	sallyl@intek.ce	100 - 8855 Olson	Calgary	T5G6Y6	AB	CAN	(403) 555-7896...	36,462.94	
MOESYS	Moet Systems	Paul Hop	phope@moen.ci	77119 232nd Street	Aldergrove	V4E2E4	BC	CAN	(604) 555-7228...	0.00	
NATPRO	National Equipment	George Colot	gcolot@natpro.be	1677 Bwer Ave	Toronto	M6Y8D5	ON	CAN	(416) 555-1889...	39.00	
NOLIFI	Northern Lights Fitness Products Inc.			P.O. Box 1748	Cornwall	K6H 5V7	ON	CAN	(800) 461-1709...	6,787.00	Net 60 Days
OMEELE	Omega Electronics Inc	Abbie Ellson	aellson@omega.da	1000 - 600 West Georgia Street	Vancouver	V7Y6K7	BC	CAN	(604) 555-4422...	1,921.04	
ROGCAN	Rogue Canada		meet@roguecanada.ca	4242 - 99 Street	Edmonton	T6E 5B3	AB	CAN	(780) 988-9668...	3,306.44	Net 60 Days
SPEGAM	Specialty Games LLC			33612 S. Fifth Avenue	Honolulu	96813	HI	USA	(180) 855-5789...	-38.95	
SPRFIT	Springfield Fitness	Albert Namton	anamton@springfit.to	3477 Kingston	New York	10007	NY	USA	(588) 964-2596...	22.40	
STRING	Strategic Ingredients	Sam Wheely	swheelly@stategicFood.vc	6297 Stern Ave	Vancouver	V5T 7G6	BC	CAN	(604) 555-7822...	41,539.05	

Add/Edit Vendor

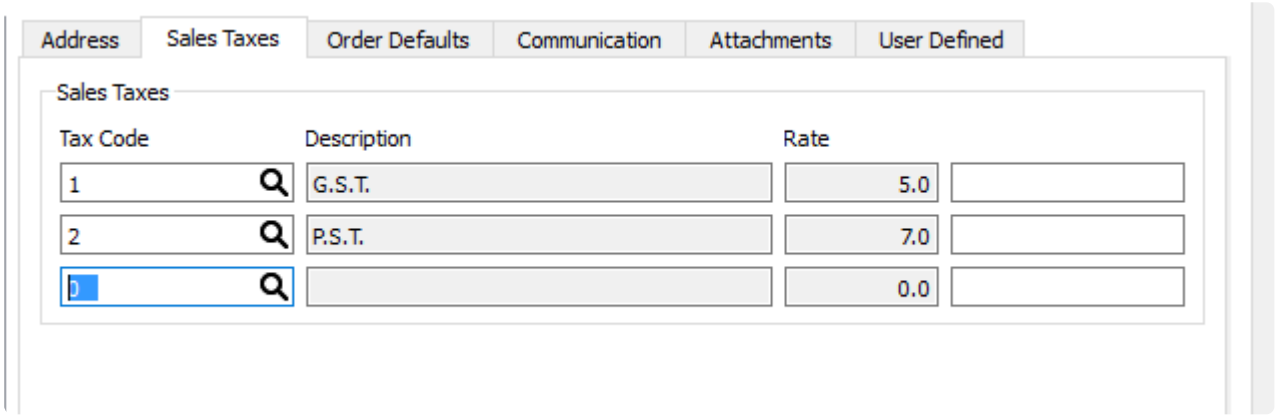
To add a vendor, click the + (add) button and to edit an existing vendor click the vendor in the vendor list and click the edit icon.

Addresses



Vendor No – Select a unique code for this vendor
Name – Enter the vendors legal name
On Hold – Holds the vendor so no transaction can be entered
Status – Active or Inactive. Inactive hides the vendor from display unless the user has 'Show inactive Vendors' set on in User Settings/vendors.
Billing Address – The company billing address and contact information. Contacts 1 – 3 labels can be renamed to something that makes sense in Company Settings/Vendor
Remit to – The name and address that will print on checks if Remit to exists. To add a 'Remit to' click the + at that the bottom of the list. Leave the address code blank and tab off. It will automatically add the 'Remit to' code and then user can enter the name and address.

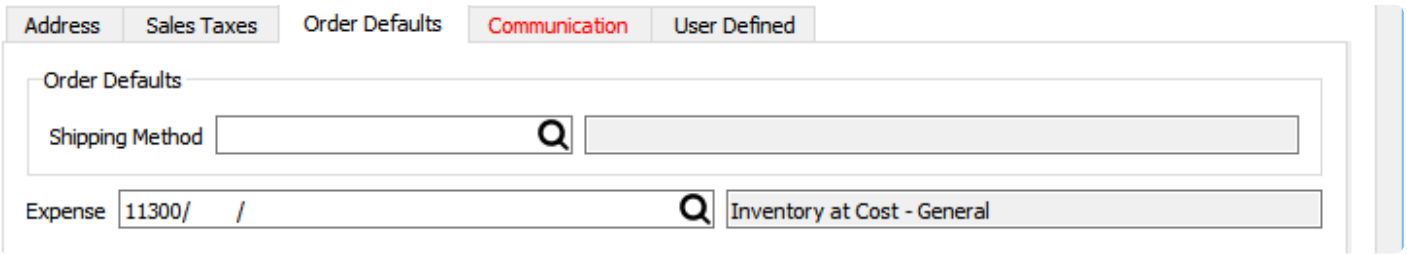
Sales Tax Tab



Tax1 – Select a tax from list that was created in Edit/Sales Taxes
Tax2 – Select a tax from list that was created in Edit/Sales Taxes
Tax3 – Select a tax from list that was created in Edit/Sales Taxes

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

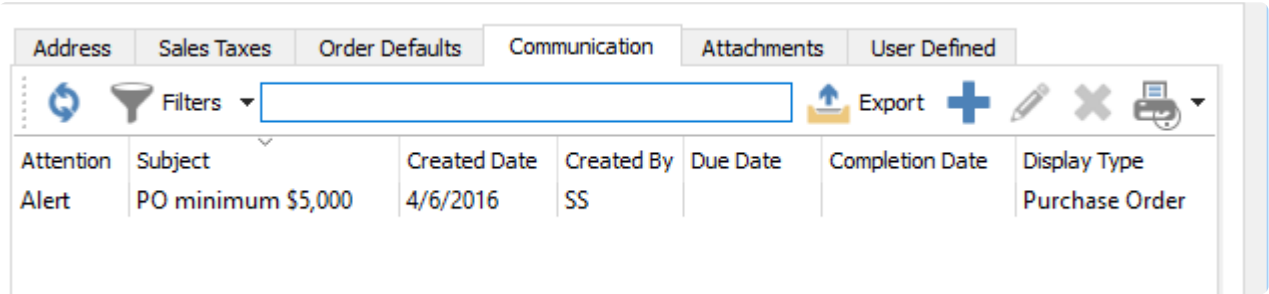
Order Defaults



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

Expense – The GL account that AP invoices get posted to by default.

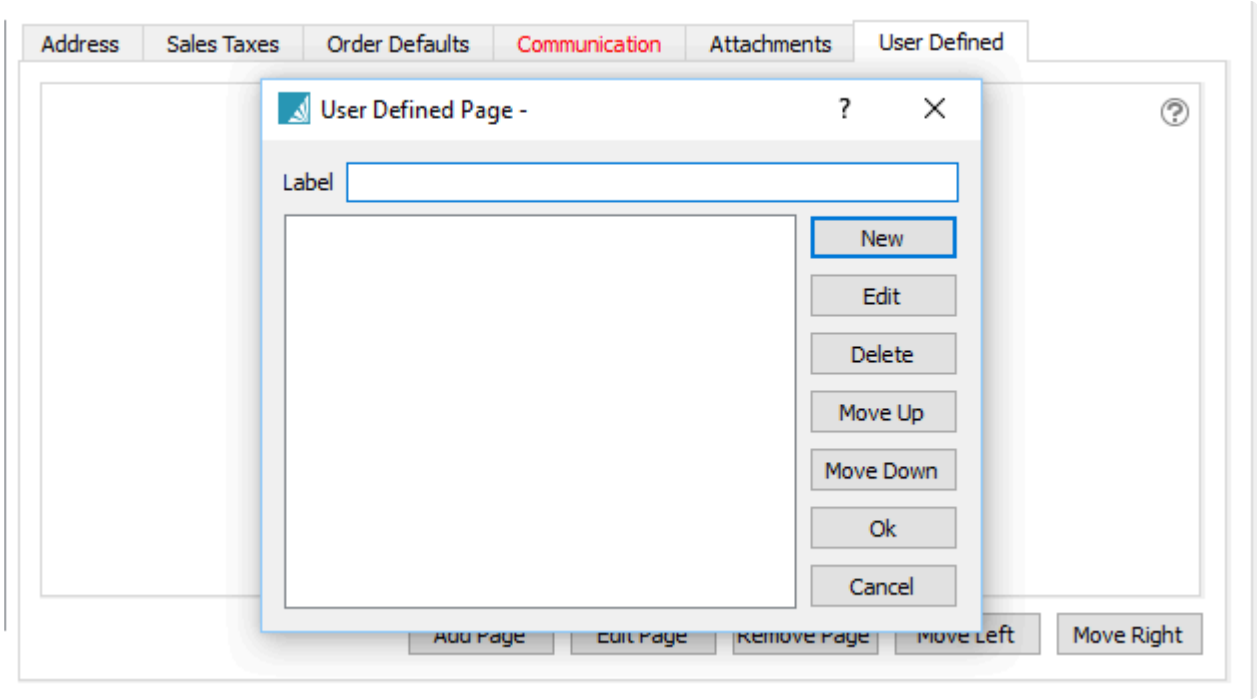
Communications



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

Any number of attachments can be added to a vendor. The user browses for the file to attach to the record and gives it a subject and saves it. Then by double clicking it the attachment will open in the computers default program for that type of file.

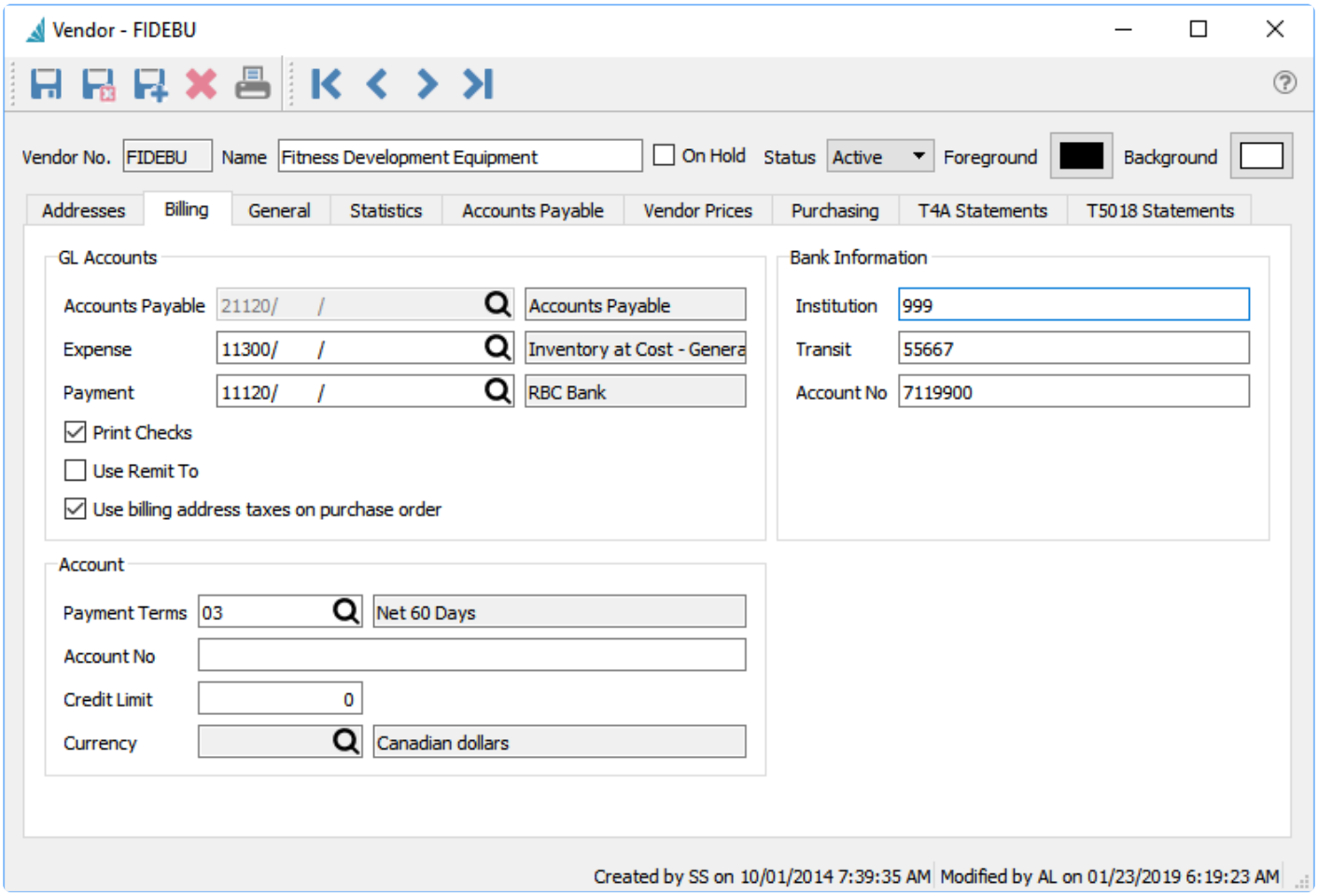
User Defined (UDF)



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

on setting up and using UDFs.

Billing



Accounts Payable – The GL payables account that will be used to post for this vendor. Once posted to this account cannot be edited.
Expense – The default expense account for this vendor. This can be edited at time of entering a AP entry. This is not used for purchase orders
Payment – The GL account that will be used when paying this vendor. Can be changed when payment is made.

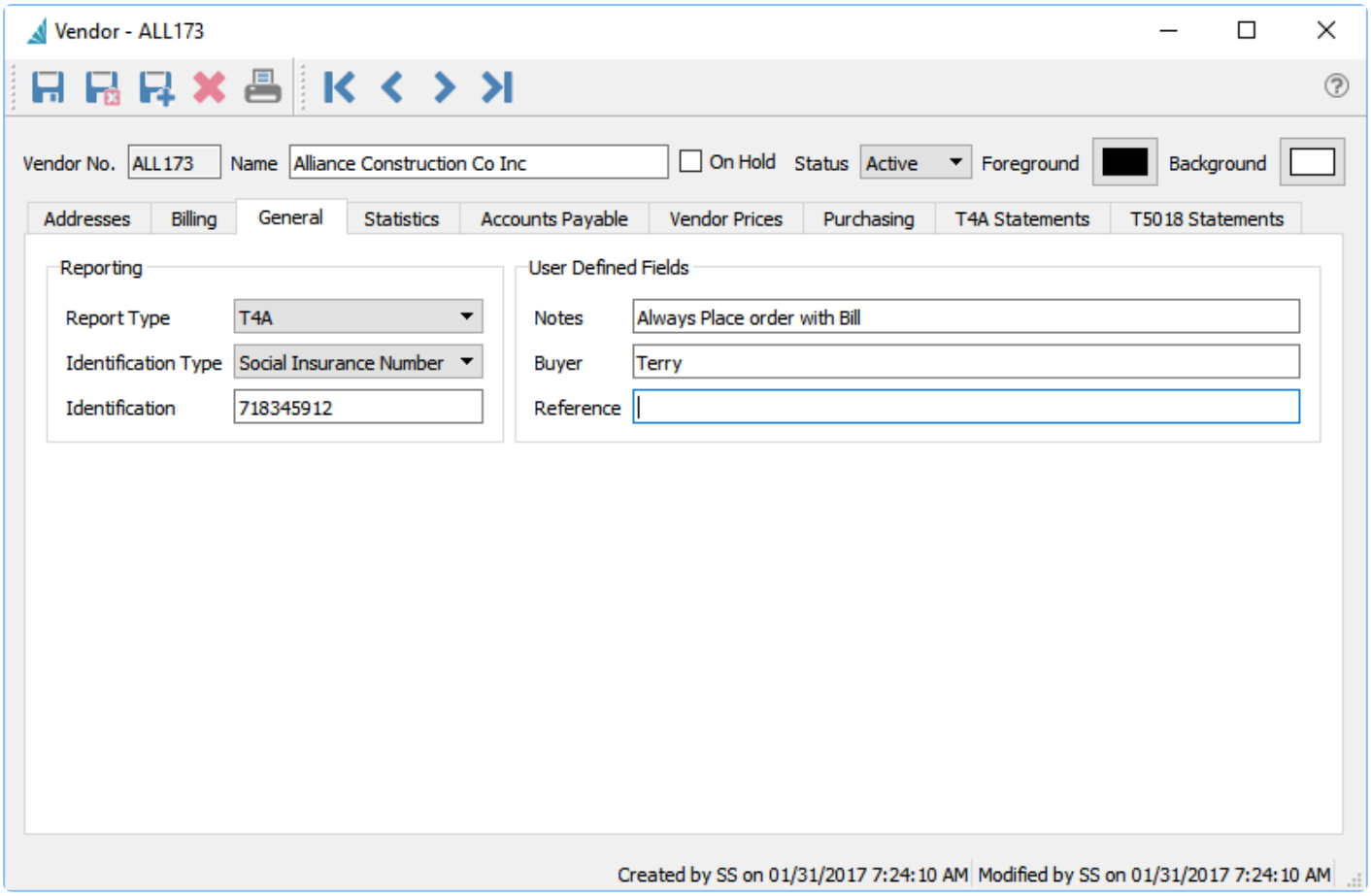
Print Checks – Select if cheques are printed for this vendor. When a payment is issued in accounts payable they the next available check number will be presented. If they are paid by another means leave it un-checked.
Use Remit To – Select if the check is sent to a different name or address.
Use billing address taxes on purchase order – If this is checked then the taxes on a PO will default to the

vendor taxes. If unchecked the taxes will default to the warehouse tax settings.

Payment Terms – The default payment terms for the vendor
Account No – The companies account number with this supplier.
Credit Limit – The AP limit allowed for this vendor,
Currency – What currency this vendor bill in. Once posted to the currency cannot be changed, The code show blank if the currency is in base.

Bank Information – The institution, transit and account number for the vendor for paying by EFT. See this link for EFT payments.

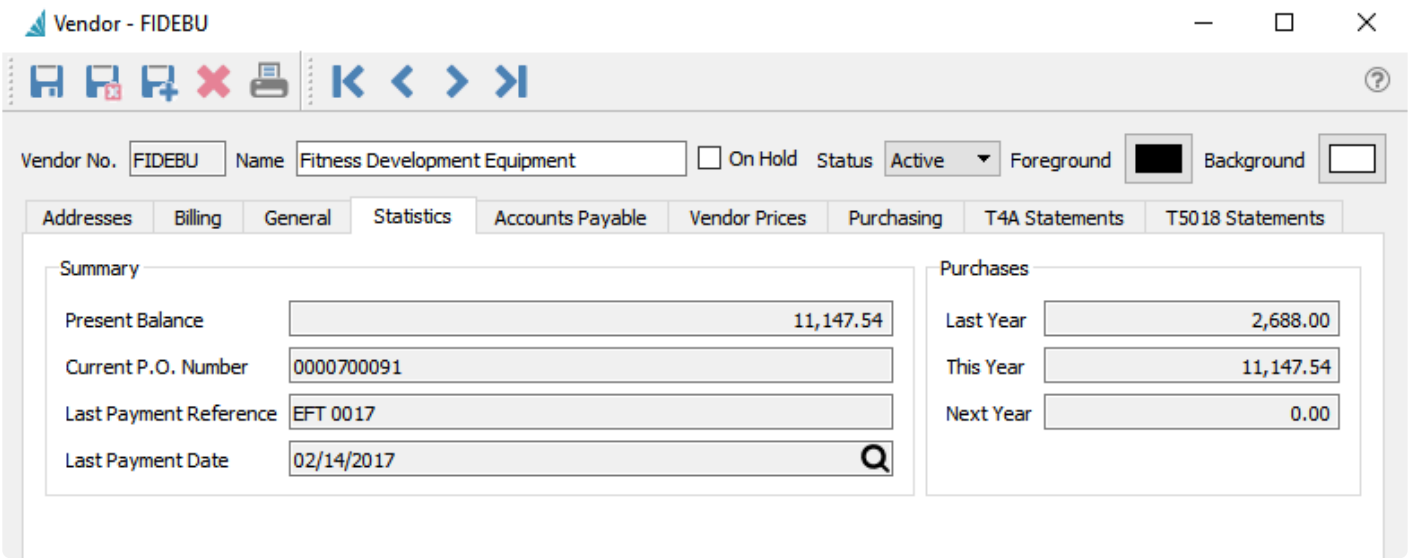
General



Report Type – Select T4A if this vendor is to be issed a T4A (see T4A Section) or T5018 if the vendor is to receive a T5018 (see T5018 section)
Identification Type – Select either Business number or Social Insurance Number
Identification – The vendor's business number or social insurance number

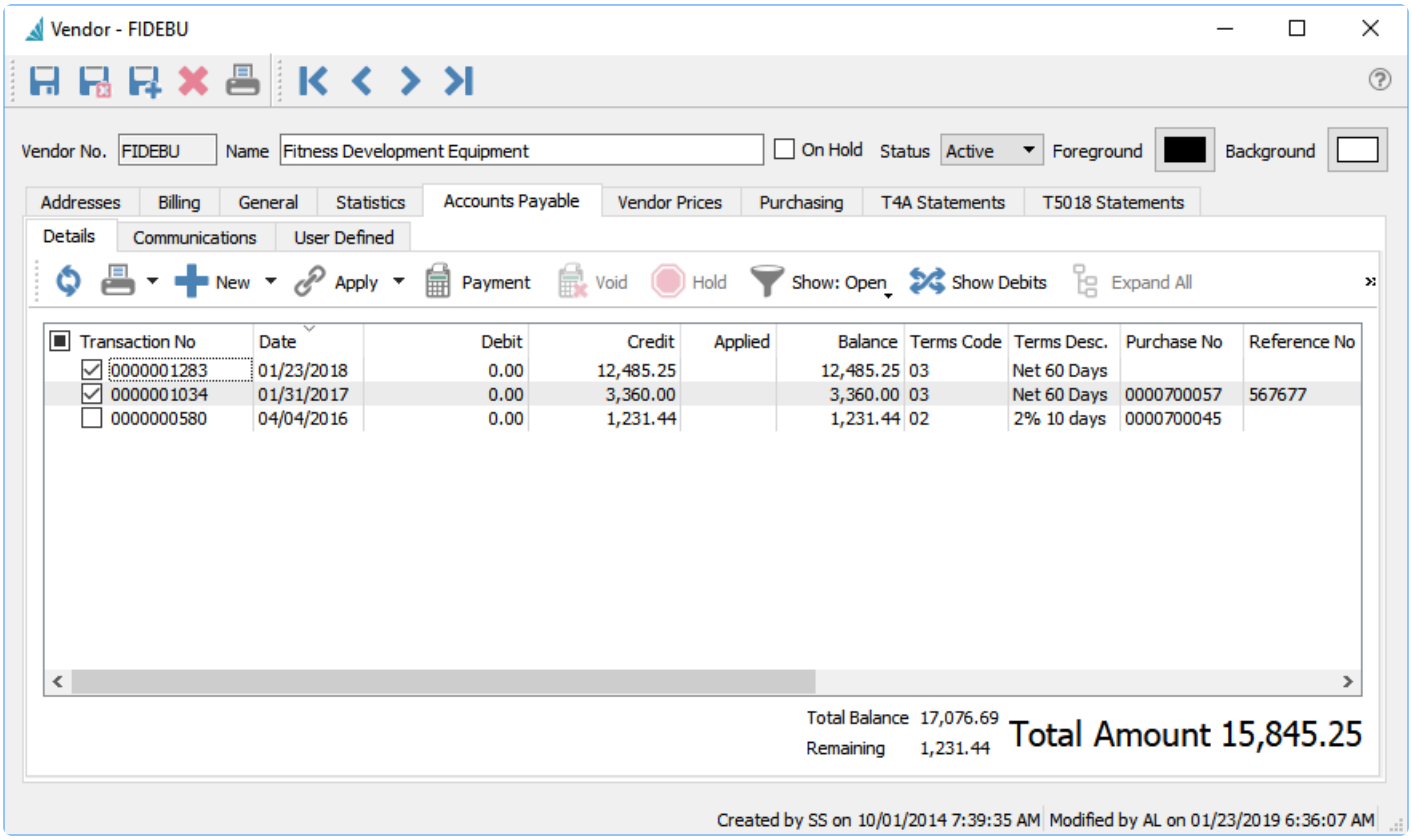
Notes – A note that will appear on the PO in yellow. Use this for one important note about the vendor.
Buyer – The company buyer that is in charge of purchases for this vendor
Reference – A 50 character free field for info on the vendor

Statistics



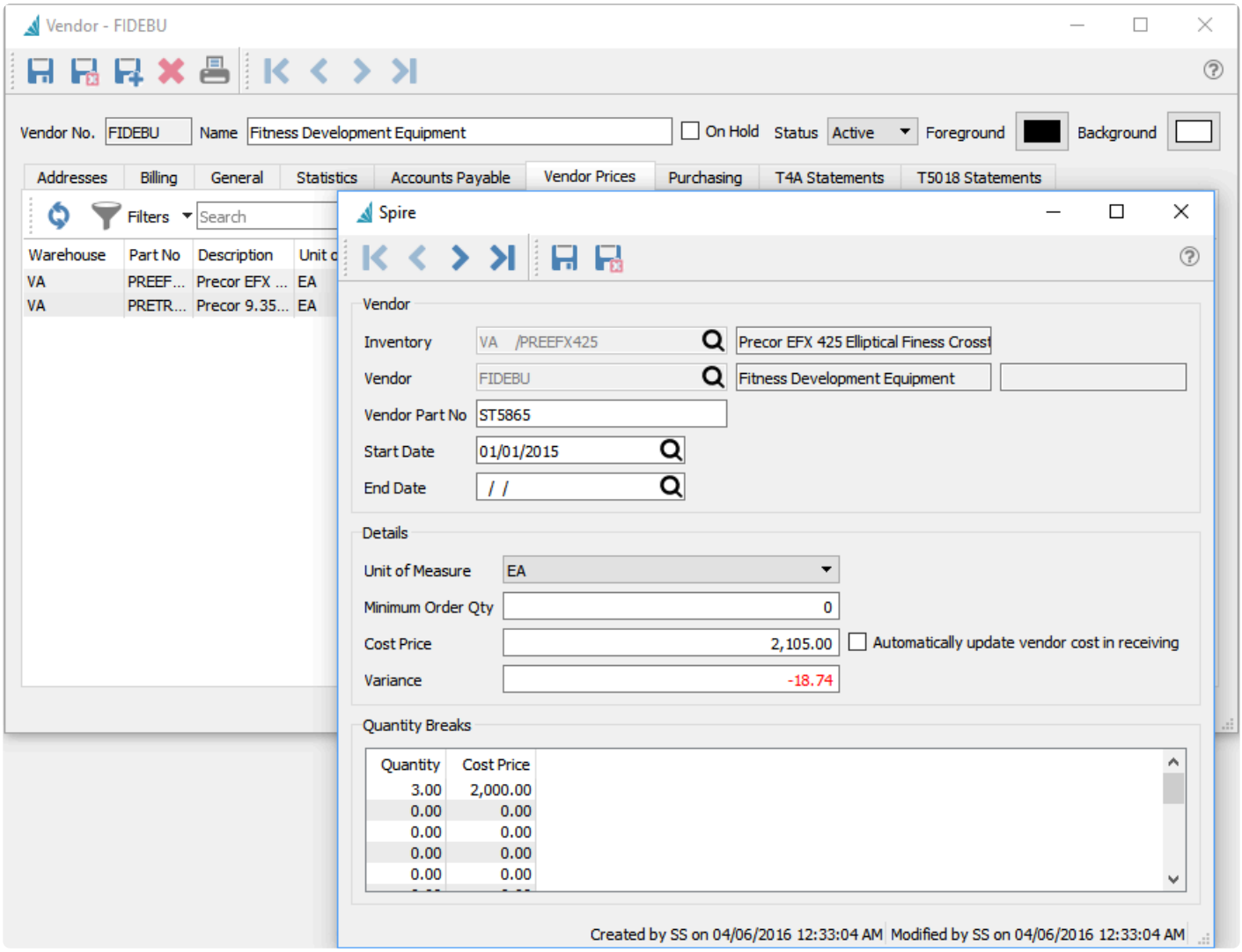
Present Balance – What is presently owed to the vendor
Current PO number – The last purchase order number issued to this vendor
Last Payment Reference. – The last payment reference number (i.e.: Check number)
Last payment date – Date of the last payment to this vendor
Purchases – Amount of purchases last year, this year and next year

Accounts Payable



The Accounts Payable tab allows the user to do AP transactions for this vendor just as if they were in the accounts payable module. See Accounts Payable section for more details

Vendor Prices

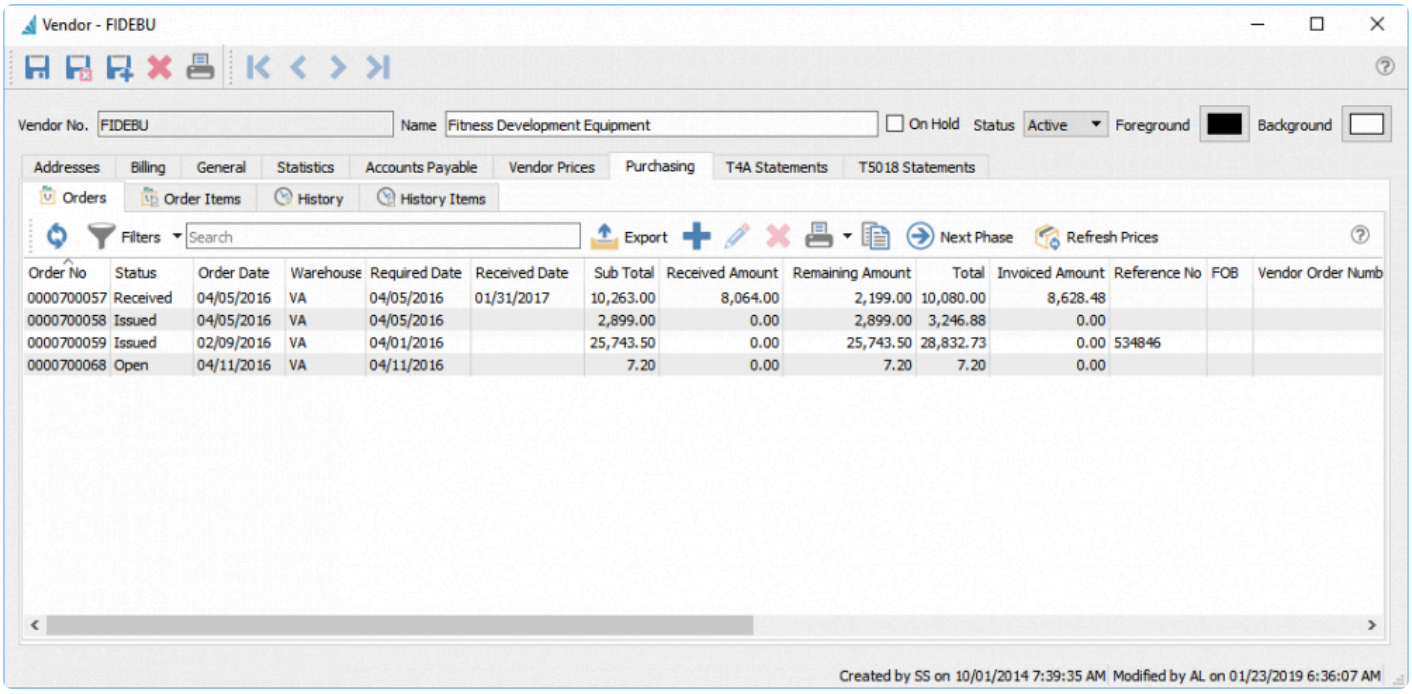


Add – Adds a new vendor price
Edit – Edits a vendor price
Delete – Deletes a vendor price
Export – Exports vendor prices

Inventory – Inventory Code
Vendor – Vendor
Vendor Part No – Vendor part numbers that will be printed on the purchase order if it exists,
Start Date – Date to start this price. Note that overlapping dates cannot exist.
End Date – Date to end this price
Automatically delete prices after expiry – Delete this record once the end date is reached

Unit of Measure – UOM for this price
Minimum Order Qty – Minimum quantity the vendor will allow this item to me purchased in. When the item is added to a purchase order this amount will be added to at minimum.
Cost Price – Cost for this item
Variance – Difference between this cost and the items current cost.
Automatically update vendor cost in receiving – When the PO is received and the cost is different than this record, this cost will be updated.
Quantity breaks – Breaks in prices can be added for various quantities.

Purchasing



Order No	Status	Order Date	Warehouse	Required Date	Received Date	Sub Total	Received Amount	Remaining Amount	Total	Invoiced Amount	Reference No	FOB	Vendor Order Numb
0000700057	Received	04/05/2016	VA	04/05/2016	01/31/2017	10,263.00	8,064.00	2,199.00	10,080.00	8,628.48			
0000700058	Issued	04/05/2016	VA	04/05/2016		2,899.00	0.00	2,899.00	3,246.88	0.00			
0000700059	Issued	02/09/2016	VA	04/01/2016		25,743.50	0.00	25,743.50	28,832.73	0.00	534846		
0000700068	Open	04/11/2016	VA	04/11/2016		7.20	0.00	7.20	7.20	0.00			

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

Purchase History

All of the closed purchase orders for this vendor show up in this tab. The user can sort, search, filter and export POs from this screen. They can also drill down into the PO and see the details. While viewing a PO they can copy or credit it.

Purchase Orders

Purchase Order - 0000700057

Open Vendor | 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. FIDEBU Fitness Devel Notes Always place order with Bill

Vendor Order No Reference No

Order Details

Status Open
PO No 0000700057
Order Date 04/05/2016
Required Date 04/05/2016
Last Received / /
Receive Date 10/02/2018
Phase APPROVED
Location

General

Ship To Customer Ship Address ID FOB
Warehouse VA Buyer
Ship Via Description

Items

Serial Numbers | Scan Items | Comment | Show UDF | Receiving | Labels | Open Inventory

Part No	Description	Min Qty	Order Qty	Cost	Inventory Cost	UOM	G.S.T.	BC P.S.T.	H.S	Extended Cost	Dis
VA /PRETRM935	Precor 9.35 Treadmill	0.000	3.000	2,688.00000	2,688.00000	EA	☑	☑	☑	8,064.00000	
VA /PREEFX221	Precor EFX 221 Elliptical Finess C...	0.000	2.000	1,099.50000	1,099.50000	EA	☑	☑	☑	2,199.00000	
VA /PREEFX423	Precor EFX 423 Elliptical Fitness ...	0.000	0.000	2,299.50000	2,299.50000	EA	☑	☑	☑	0.00000	
VA /PRECHANDLES	Precor Handle Grip Set	0.000	4.000	45.00000	45.00000	EA	☑	☑	☑	180.00000	
	Press <enter> to insert a comment						☐	☐	☐		

Available 3.000 On Hand 3.000 Committed 0.000 Backorder 0.000 On Order 2.000 Expected

Weight 0.0 Landed Freight 0.00 Discount 0.0 % 0.00 **Subtotal** **10,443.00**
Vendor Freight 0.00 Landed Duty 0.00
G.S.T. 522.15
BC P.S.T. 731.01
H.S.T. 1,357.59

Amounts in Canadian dollars
13,053.75

Created by SS on 04/06/2016 12:38:46 AM Modified by BT on 10/02/2018 1:05:42 PM

Purchase Order List

Purchase Orders

Filters Search Export Next Phase Refresh Prices

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

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

Order No – Purchase order number. This is assigned sequentially when creating the PO. The starting number can be edited in Company Settings/Sequence Numbers

Vendor No. – The vendor's code

Vendor Name – The vendor's name

Status – The status on the PO. It can be:

- **Open** – This means that is is still editable and has not been sent to the vendor yet.
- **Issued** – Usually means that the vendor has received a copy of the purchase order. With the correct security permissions the user can un-issue and then edit the PO. Care should be taken to make sure the vendor has the correct copy of the PO.
- **Received** – Means that this PO has had some product received on it. It can be un-issued and edited, but the lines that have had receipts cannot be changed.

Order Date – The date the order was created. This date can be edited.

Warehouse – The warehouse the user was set to when the PO was created

Required Date – The date that is required for the items on the PO to arrive

Received Date – The date of the last receiving on this PO

Sub Total – The sub total of this PO before freight and taxes

Received Amount – The received to date value

Remaining Amount – The value still to be received

Total – The total with taxes and freight

Reference No – An external document number

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

Vendor Order Number – A confirmation number given by the vendor for this PO.

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

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

Created By – Users initials that created this PO

Modified By – User initials that last edited this PO

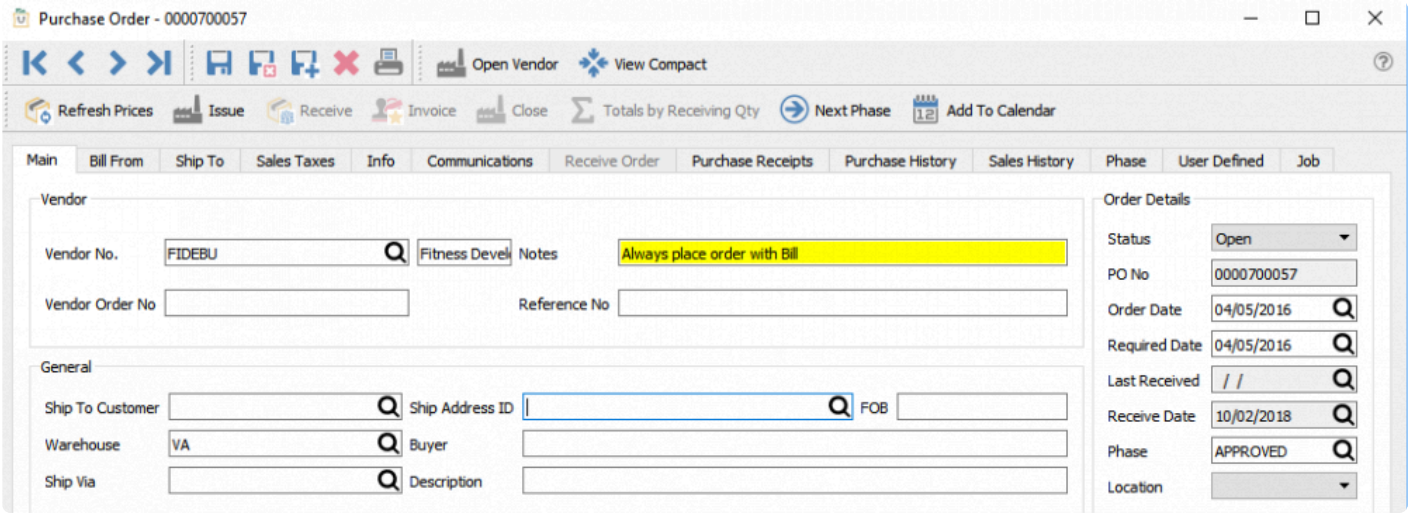
Terms Code – Payment terms for this PO

Currency – The currency that the vendor sells product in.

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

Purchase Order Header

Main



Vendor – The vendor's code and name

Vendor Order Number – A confirmation number given by the vendor for this PO.

Notes – This note comes from the vendor record in a field called 'Notes' Used for that one important item like in the example where it says "Always place order with Bill"

Reference No – An external document number

Status – The status of the PO can be:

- **Open** – This means that it is still editable and has not usually been sent to the vendor yet.
- **Issued** – Usually means that the vendor has received a copy of the purchase order. With the correct security permissions the user can un-issue and then edit the PO. Case should be taken to make sure the vendor has the correct copy of the PO.
- **Received** – Means that this PO has had some product received on it. It can be un-issued and edited, but the lines that have had receipts cannot be changed.

PO No – Purchase order number. This is assigned sequentially when creating the PO. The starting number

can be edited in Company Settings/Sequence Numbers

Order Date – The date the order was created

Required Date – The date that is required for the items on the PO to arrive

Last Received – The date of the last receiving on this PO

Receive Date – Enter the date just before receiving the PO

Phase – The Phase that this PO is currently in.

Ship To Customer – The customer that this PO is being shipped to.

Warehouse – The warehouse the user was set to when the PO was created

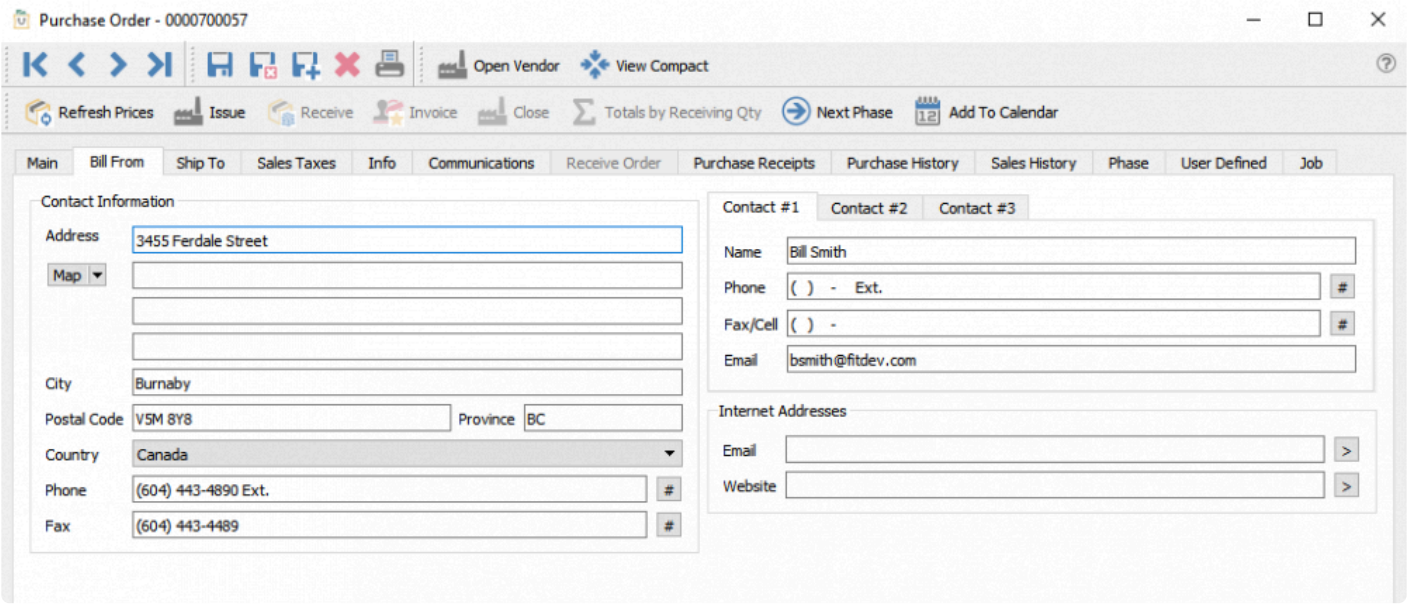
Ship Via – How the product on this PO is to be shipped

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

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

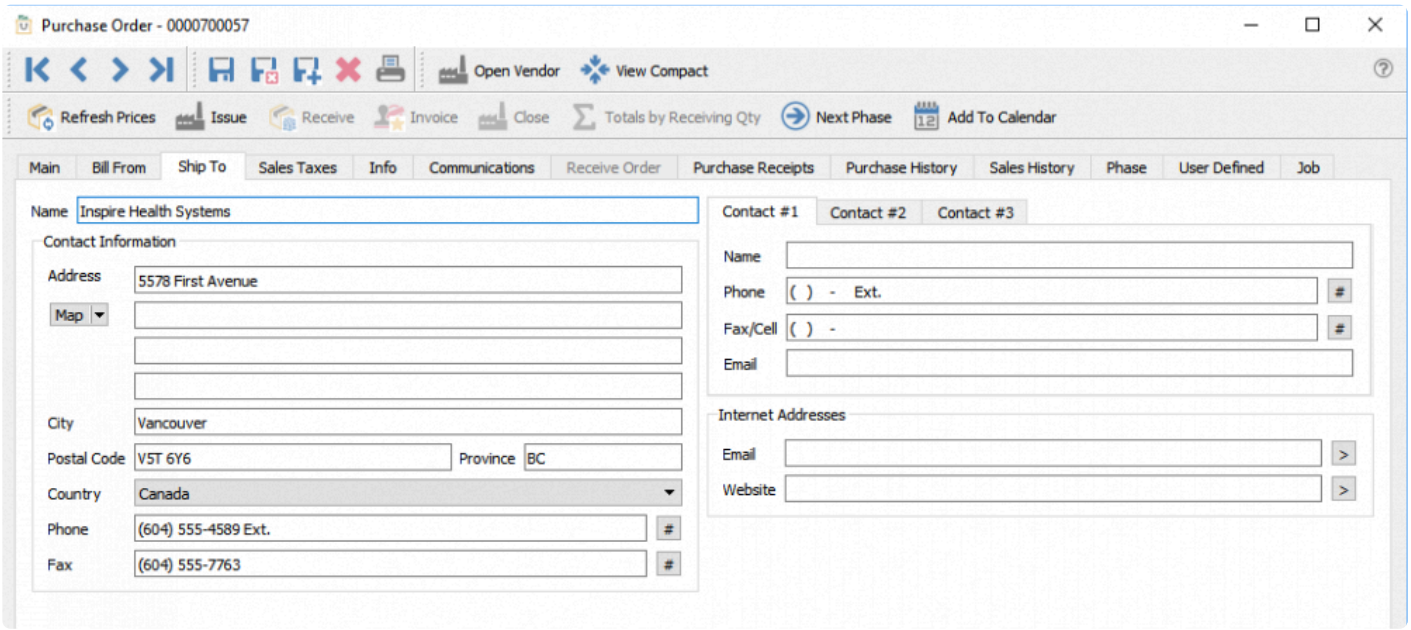
FOB – Free On Board is a term in international commercial law specifying at what point the seller transfers ownership of the goods to the buyer. Many companies use this field for other data they want on the order instead of FOB.

Bill From

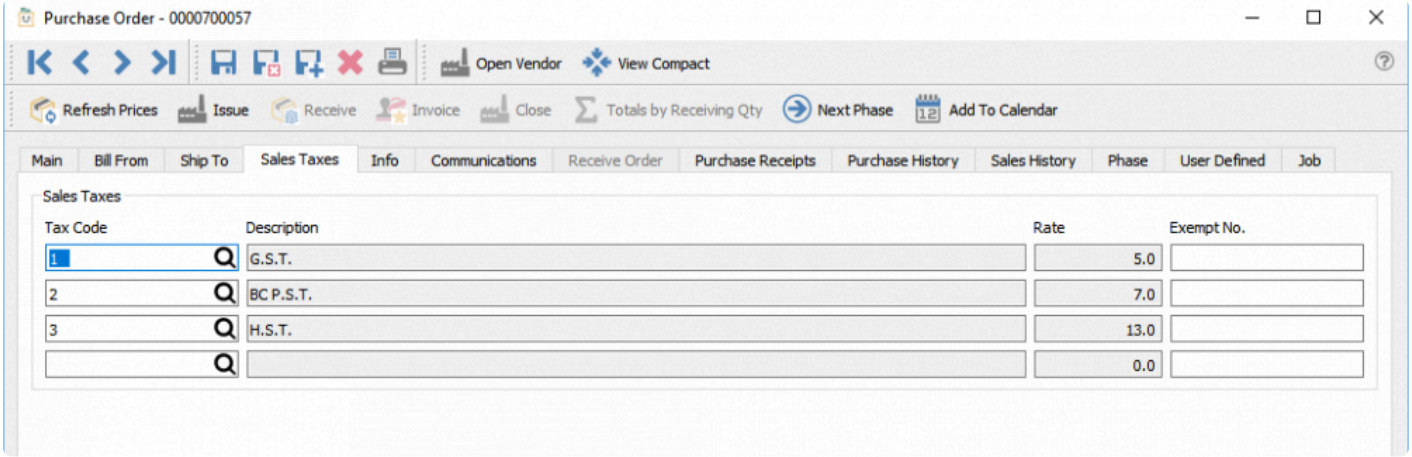


This is the billing information for this PO. It includes the email addresses that will be available for emailing the purchase order to the vendor. The addresses can be edited but will not get updated to the vendor record. If the vendor record is edited the purchase orders that already exist will not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

Ship To



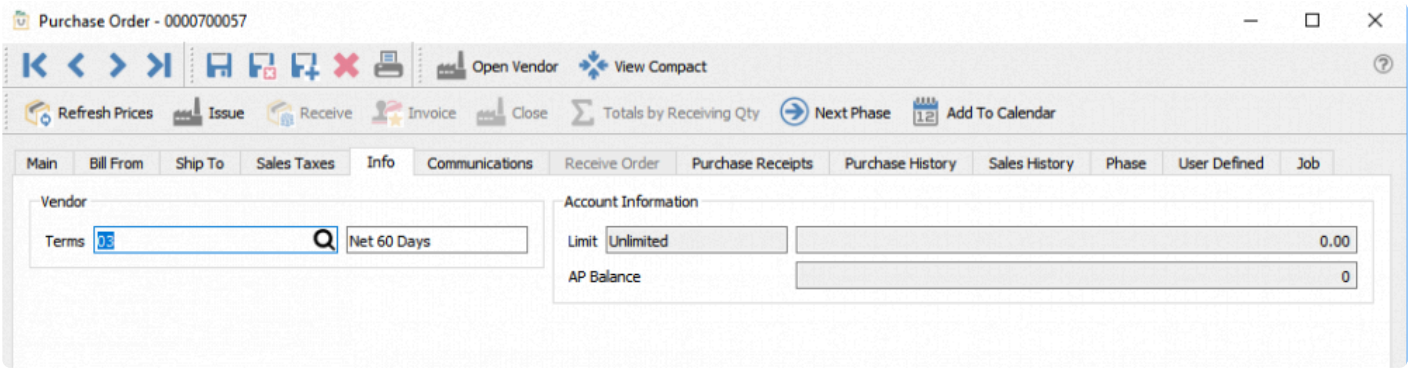
Sales Taxes



The sales taxes for this PO.

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

Info

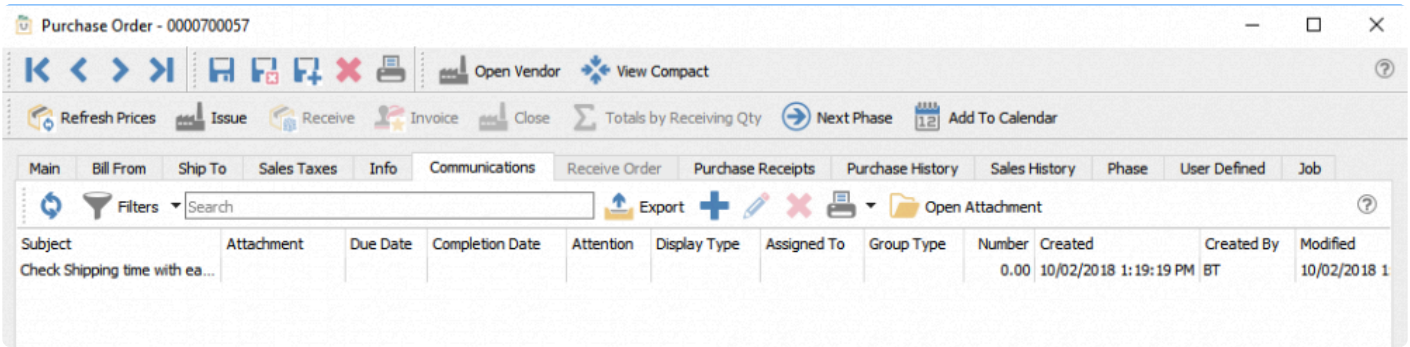


Terms – The terms fro this purchase order. It is populated by default from the terms on the vendor record.

Limit – The credit limit for this vendor

AP Balance – How much is owed to the vendor at this time

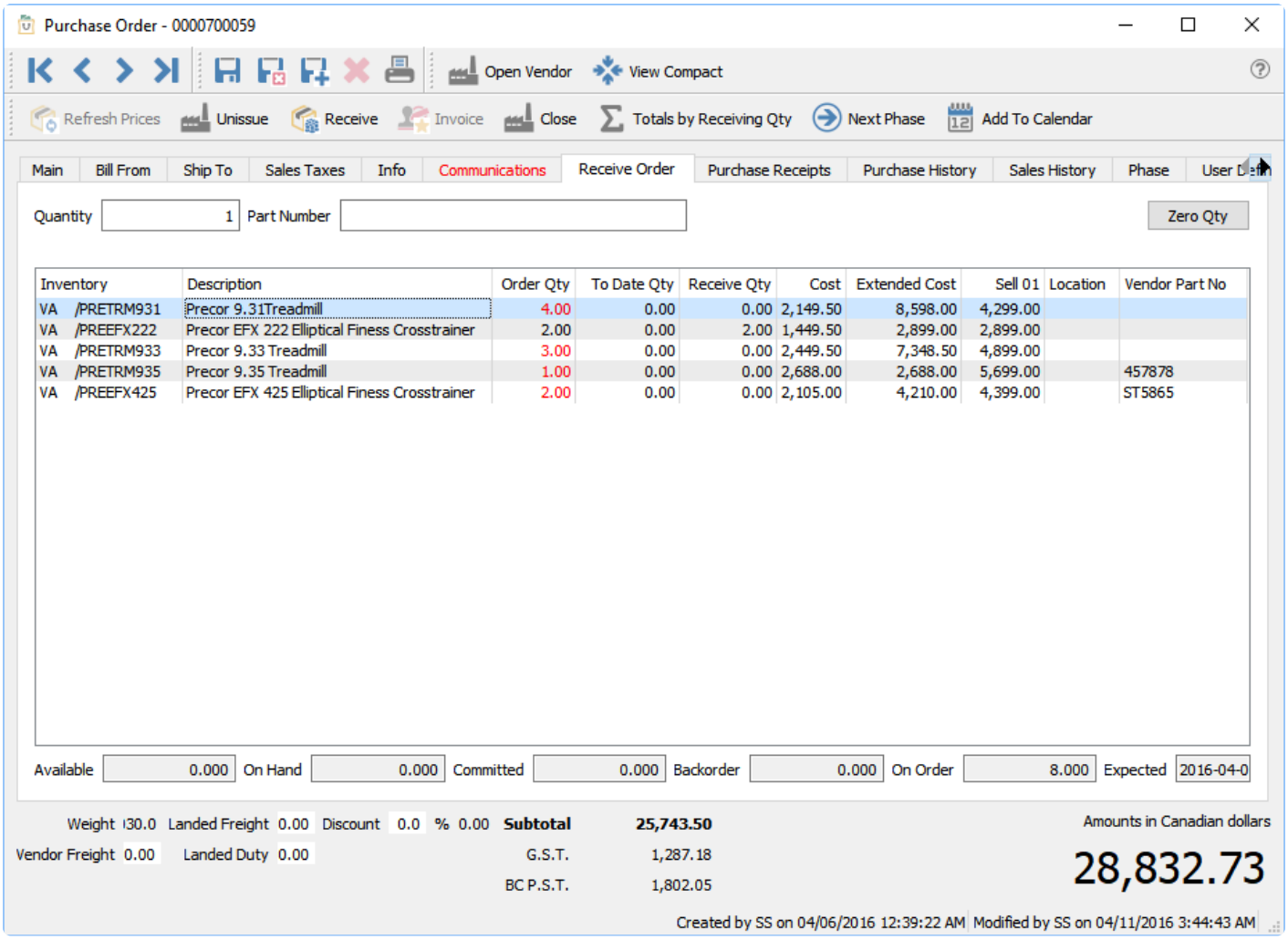
Communications



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

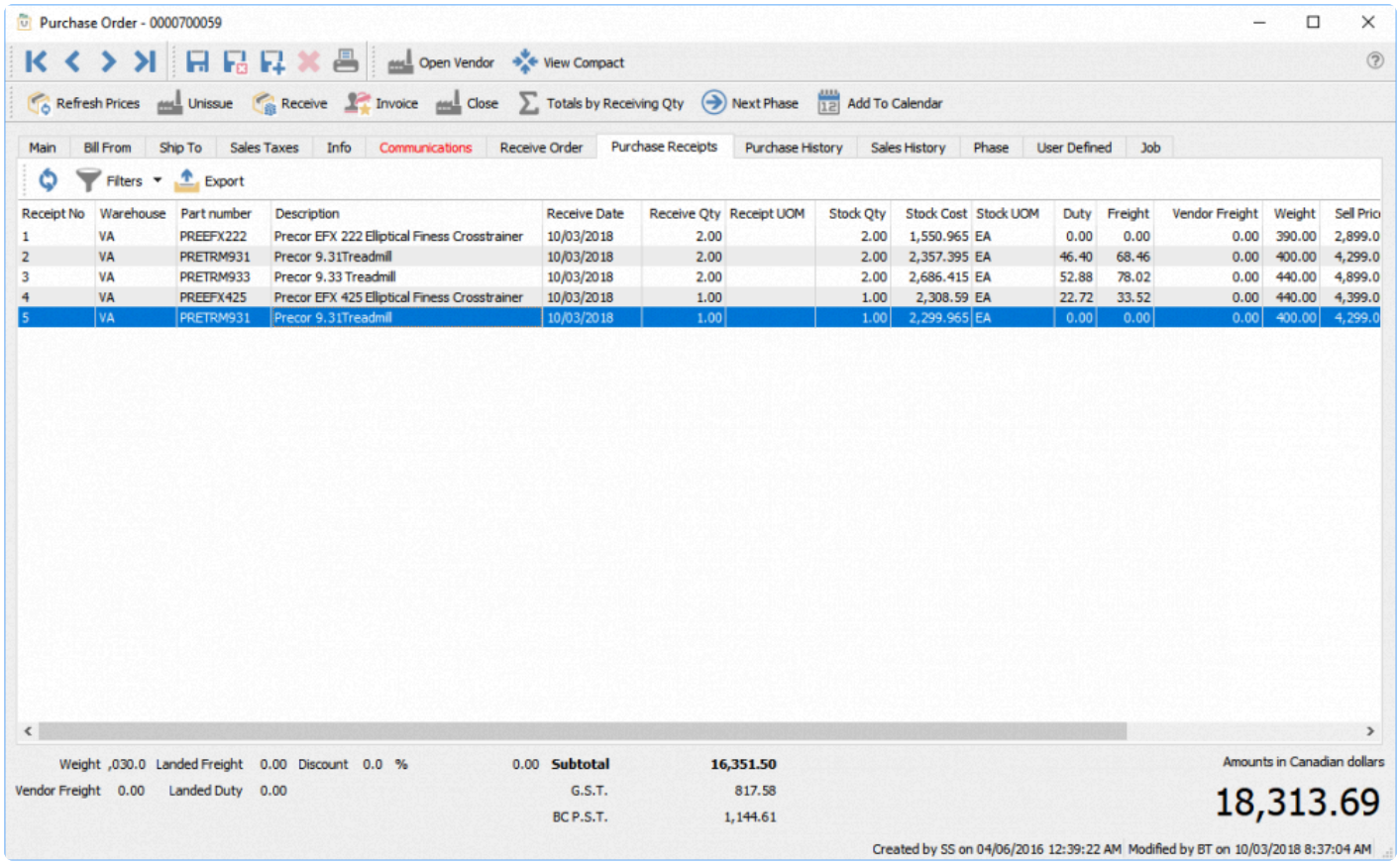
Any number of attachments can be added to a PO. When double clicked it will open the attachment with the default viewer for that type of document.

Receiver Order



This screen allows the user to scan in the items as they are being received. Start by clicking on “Zero Qty” to start from zero received. It will not allow a scan on an item that is not on the order, and will not allow over receiving of an item on an order. It will sound an alert by beeping in both cases. All quantities will be black when the PO is fully received. The user can enter the quantity before scanning the item. The receive quantities will all go black when the order is fully received. The user can also update Sell Price 1 and the location on this screen

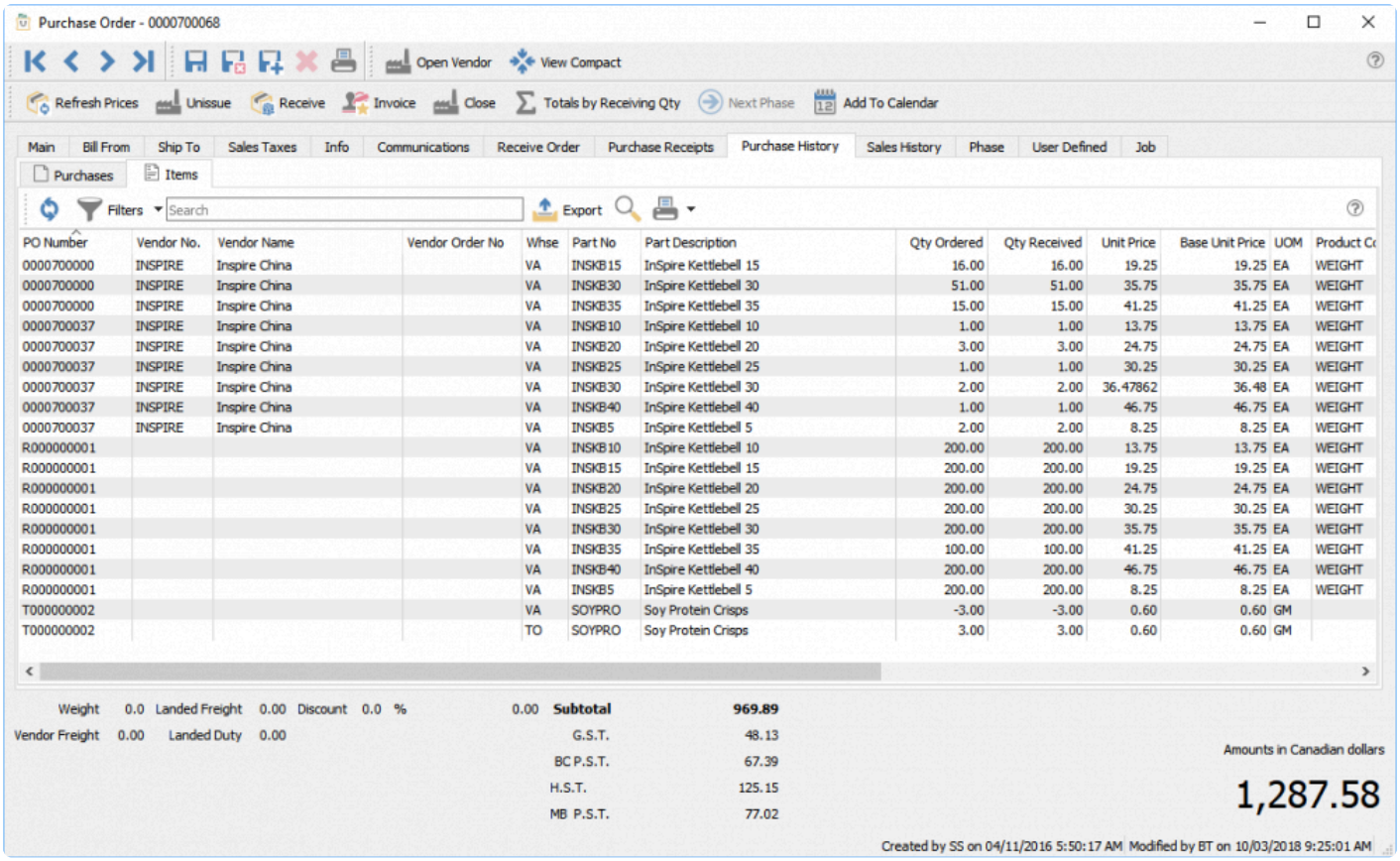
Purchase Receipts



Receipt No	Warehouse	Part number	Description	Receive Date	Receive Qty	Receipt UOM	Stock Qty	Stock Cost	Stock UOM	Duty	Freight	Vendor Freight	Weight	Sell Prio
1	VA	PREEFX222	Precor EFX 222 Elliptical Finess Crosstrainer	10/03/2018	2.00		2.00	1,550.965	EA	0.00	0.00	0.00	390.00	2,899.0
2	VA	PRETRM931	Precor 9.31Treadmill	10/03/2018	2.00		2.00	2,357.395	EA	46.40	68.46	0.00	400.00	4,299.0
3	VA	PRETRM933	Precor 9.33 Treadmill	10/03/2018	2.00		2.00	2,686.415	EA	52.88	78.02	0.00	440.00	4,899.0
4	VA	PREEFX425	Precor EFX 425 Elliptical Finess Crosstrainer	10/03/2018	1.00		1.00	2,308.59	EA	22.72	33.52	0.00	440.00	4,399.0
5	VA	PRETRM931	Precor 9.31Treadmill	10/03/2018	1.00		1.00	2,299.965	EA	0.00	0.00	0.00	400.00	4,299.0

This screen shows each line of receiving against this PO. If an item was received more than once it shows each time. Each line also shows all of the landed costs.

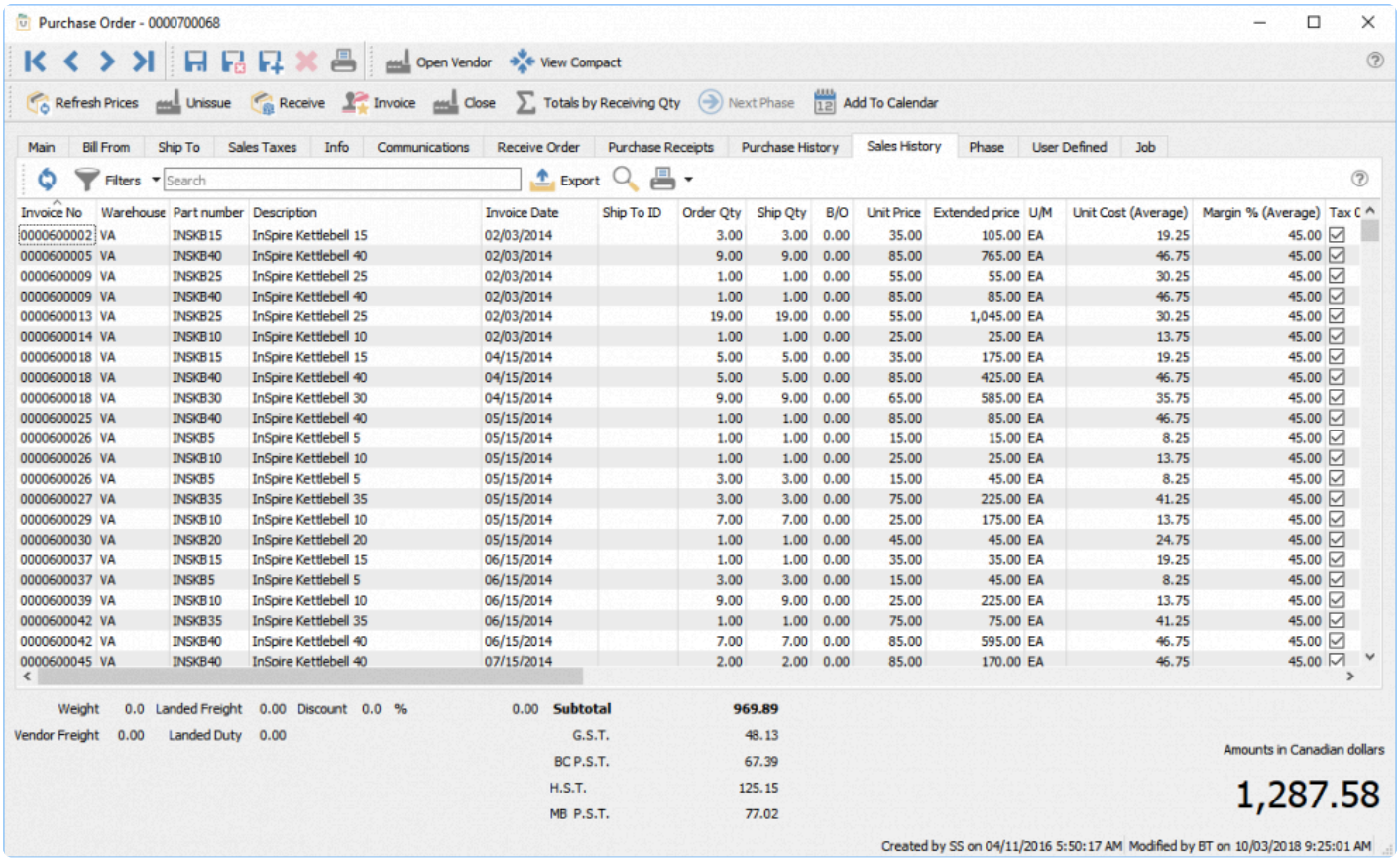
Purchase History



PO Number	Vendor No.	Vendor Name	Vendor Order No	Whse	Part No	Part Description	Qty Ordered	Qty Received	Unit Price	Base Unit Price	UOM	Product Co
0000700000	INSPIRE	Inspire China		VA	INSKB15	InSpire Kettlebell 15	16.00	16.00	19.25	19.25	EA	WEIGHT
0000700000	INSPIRE	Inspire China		VA	INSKB30	InSpire Kettlebell 30	51.00	51.00	35.75	35.75	EA	WEIGHT
0000700000	INSPIRE	Inspire China		VA	INSKB35	InSpire Kettlebell 35	15.00	15.00	41.25	41.25	EA	WEIGHT
0000700037	INSPIRE	Inspire China		VA	INSKB10	InSpire Kettlebell 10	1.00	1.00	13.75	13.75	EA	WEIGHT
0000700037	INSPIRE	Inspire China		VA	INSKB20	InSpire Kettlebell 20	3.00	3.00	24.75	24.75	EA	WEIGHT
0000700037	INSPIRE	Inspire China		VA	INSKB25	InSpire Kettlebell 25	1.00	1.00	30.25	30.25	EA	WEIGHT
0000700037	INSPIRE	Inspire China		VA	INSKB30	InSpire Kettlebell 30	2.00	2.00	36.47862	36.48	EA	WEIGHT
0000700037	INSPIRE	Inspire China		VA	INSKB40	InSpire Kettlebell 40	1.00	1.00	46.75	46.75	EA	WEIGHT
0000700037	INSPIRE	Inspire China		VA	INSKB5	InSpire Kettlebell 5	2.00	2.00	8.25	8.25	EA	WEIGHT
R000000001				VA	INSKB10	InSpire Kettlebell 10	200.00	200.00	13.75	13.75	EA	WEIGHT
R000000001				VA	INSKB15	InSpire Kettlebell 15	200.00	200.00	19.25	19.25	EA	WEIGHT
R000000001				VA	INSKB20	InSpire Kettlebell 20	200.00	200.00	24.75	24.75	EA	WEIGHT
R000000001				VA	INSKB25	InSpire Kettlebell 25	200.00	200.00	30.25	30.25	EA	WEIGHT
R000000001				VA	INSKB30	InSpire Kettlebell 30	200.00	200.00	35.75	35.75	EA	WEIGHT
R000000001				VA	INSKB35	InSpire Kettlebell 35	100.00	100.00	41.25	41.25	EA	WEIGHT
R000000001				VA	INSKB40	InSpire Kettlebell 40	200.00	200.00	46.75	46.75	EA	WEIGHT
R000000001				VA	INSKB5	InSpire Kettlebell 5	200.00	200.00	8.25	8.25	EA	WEIGHT
T000000002				VA	SOYPRO	Soy Protein Crisps	-3.00	-3.00	0.60	0.60	GM	
T000000002				TO	SOYPRO	Soy Protein Crisps	3.00	3.00	0.60	0.60	GM	

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

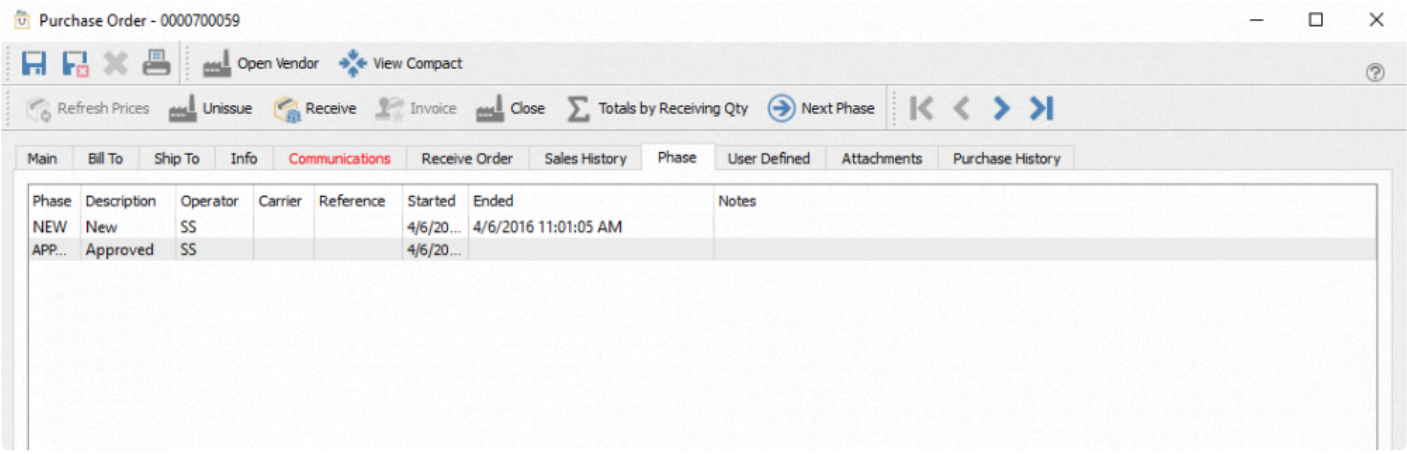
Sales History



Invoice No	Warehouse	Part number	Description	Invoice Date	Ship To ID	Order Qty	Ship Qty	B/O	Unit Price	Extended price	U/M	Unit Cost (Average)	Margin % (Average)	Tax C
0000600002	VA	INSKB15	InSpire Kettlebell 15	02/03/2014		3.00	3.00	0.00	35.00	105.00	EA	19.25	45.00	☑
0000600005	VA	INSKB40	InSpire Kettlebell 40	02/03/2014		9.00	9.00	0.00	85.00	765.00	EA	46.75	45.00	☑
0000600009	VA	INSKB25	InSpire Kettlebell 25	02/03/2014		1.00	1.00	0.00	55.00	55.00	EA	30.25	45.00	☑
0000600009	VA	INSKB40	InSpire Kettlebell 40	02/03/2014		1.00	1.00	0.00	85.00	85.00	EA	46.75	45.00	☑
0000600013	VA	INSKB25	InSpire Kettlebell 25	02/03/2014		19.00	19.00	0.00	55.00	1,045.00	EA	30.25	45.00	☑
0000600014	VA	INSKB10	InSpire Kettlebell 10	02/03/2014		1.00	1.00	0.00	25.00	25.00	EA	13.75	45.00	☑
0000600018	VA	INSKB15	InSpire Kettlebell 15	04/15/2014		5.00	5.00	0.00	35.00	175.00	EA	19.25	45.00	☑
0000600018	VA	INSKB40	InSpire Kettlebell 40	04/15/2014		5.00	5.00	0.00	85.00	425.00	EA	46.75	45.00	☑
0000600018	VA	INSKB30	InSpire Kettlebell 30	04/15/2014		9.00	9.00	0.00	65.00	585.00	EA	35.75	45.00	☑
0000600025	VA	INSKB40	InSpire Kettlebell 40	05/15/2014		1.00	1.00	0.00	85.00	85.00	EA	46.75	45.00	☑
0000600026	VA	INSKB5	InSpire Kettlebell 5	05/15/2014		1.00	1.00	0.00	15.00	15.00	EA	8.25	45.00	☑
0000600026	VA	INSKB10	InSpire Kettlebell 10	05/15/2014		1.00	1.00	0.00	25.00	25.00	EA	13.75	45.00	☑
0000600026	VA	INSKB5	InSpire Kettlebell 5	05/15/2014		3.00	3.00	0.00	15.00	45.00	EA	8.25	45.00	☑
0000600027	VA	INSKB35	InSpire Kettlebell 35	05/15/2014		3.00	3.00	0.00	75.00	225.00	EA	41.25	45.00	☑
0000600029	VA	INSKB10	InSpire Kettlebell 10	05/15/2014		7.00	7.00	0.00	25.00	175.00	EA	13.75	45.00	☑
0000600030	VA	INSKB20	InSpire Kettlebell 20	05/15/2014		1.00	1.00	0.00	45.00	45.00	EA	24.75	45.00	☑
0000600037	VA	INSKB15	InSpire Kettlebell 15	06/15/2014		1.00	1.00	0.00	35.00	35.00	EA	19.25	45.00	☑
0000600037	VA	INSKB5	InSpire Kettlebell 5	06/15/2014		3.00	3.00	0.00	15.00	45.00	EA	8.25	45.00	☑
0000600039	VA	INSKB10	InSpire Kettlebell 10	06/15/2014		9.00	9.00	0.00	25.00	225.00	EA	13.75	45.00	☑
0000600042	VA	INSKB35	InSpire Kettlebell 35	06/15/2014		1.00	1.00	0.00	75.00	75.00	EA	41.25	45.00	☑
0000600042	VA	INSKB40	InSpire Kettlebell 40	06/15/2014		7.00	7.00	0.00	85.00	595.00	EA	46.75	45.00	☑
0000600045	VA	INSKB40	InSpire Kettlebell 40	07/15/2014		2.00	2.00	0.00	85.00	170.00	EA	46.75	45.00	☑

From this tab all of the sales history for the items on the PO are shown. This is useful to see how well the items are selling when deciding how many to purchase.

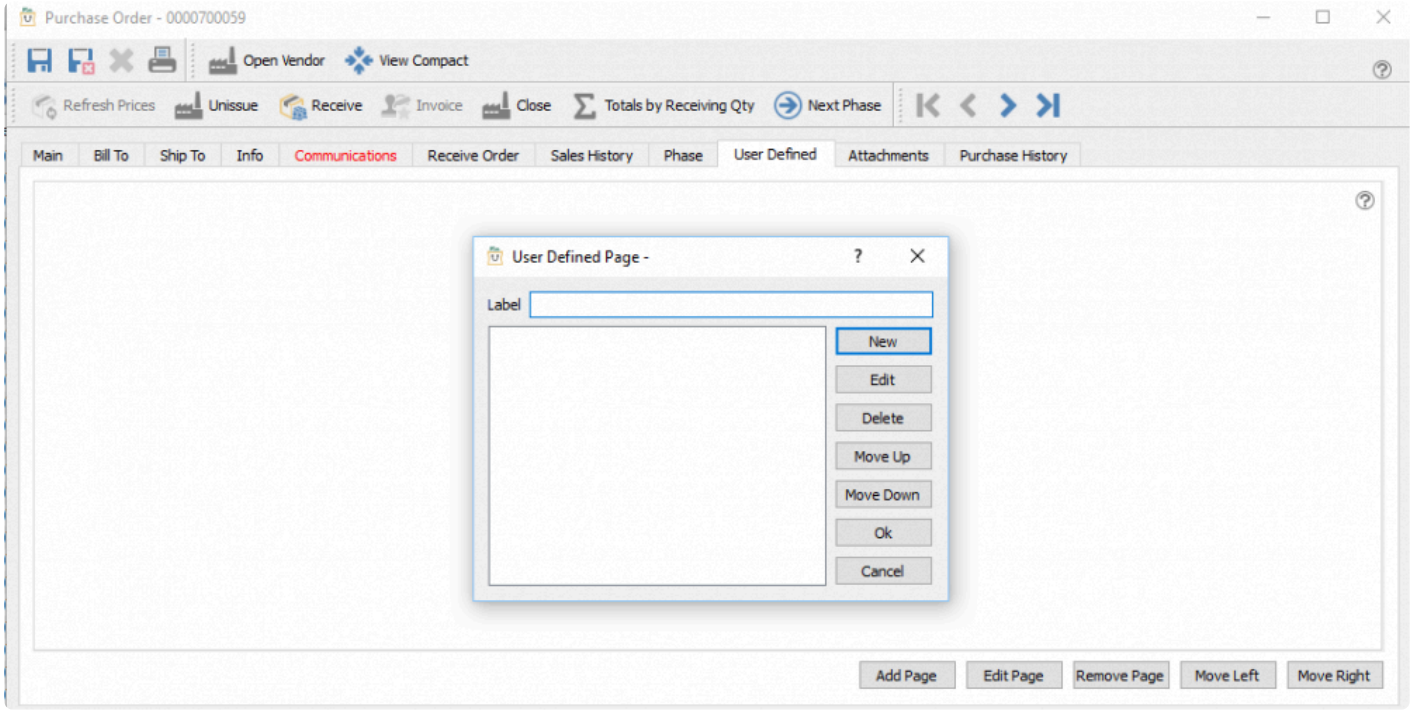
Phase



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

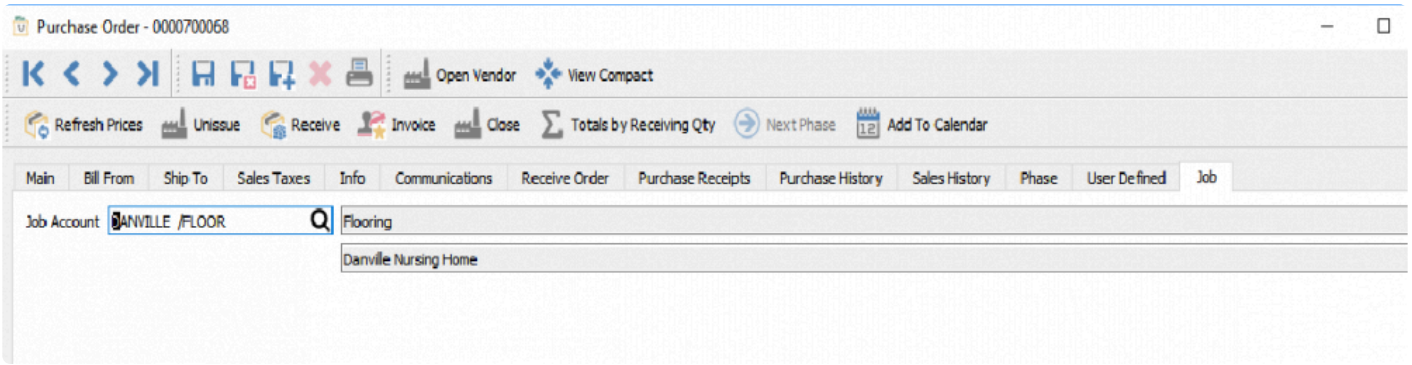
From this tab, the user can see what phases a purchase order has been in and how long it was there. The Dates and times are editable and the user can also add shipping into, reference numbers and a memo in case this PO had some sublet work done.

User Defined



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

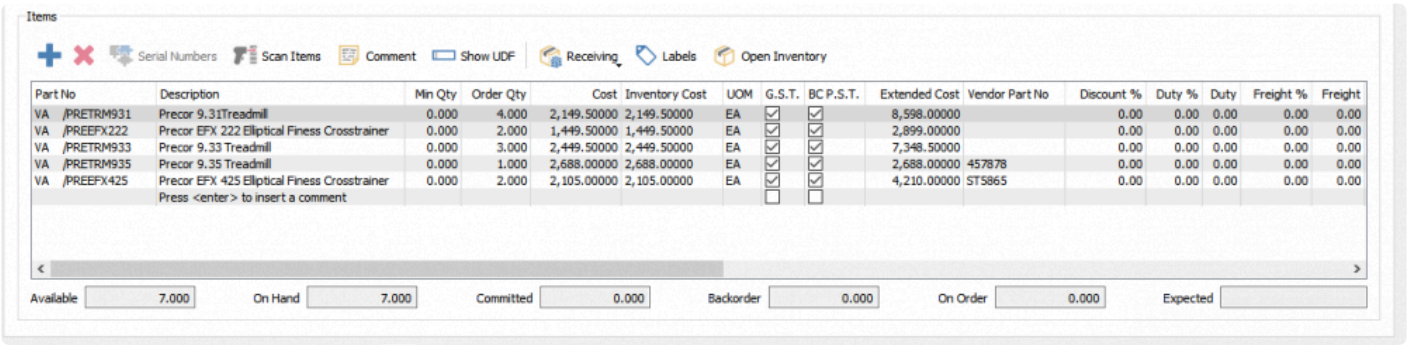
Job



Shows the job that is assigned to this PO

Purchase Order Details

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



Part No	Description	Min Qty	Order Qty	Cost	Inventory Cost	UOM	G.S.T.	BC P.S.T.	Extended Cost	Vendor Part No	Discount %	Duty %	Duty	Freight %	Freight
VA /PRETRM931	Precor 9.31Treadmill	0.000	4.000	2,149.50000	2,149.50000	EA	☑	☑	8,598.00000		0.00	0.00	0.00	0.00	0.00
VA /PREEFX222	Precor EFX 222 Elliptical Finess Crosstrainer	0.000	2.000	1,449.50000	1,449.50000	EA	☑	☑	2,899.00000		0.00	0.00	0.00	0.00	0.00
VA /PRETRM933	Precor 9.33 Treadmill	0.000	3.000	2,449.50000	2,449.50000	EA	☑	☑	7,348.50000		0.00	0.00	0.00	0.00	0.00
VA /PRETRM935	Precor 9.35 Treadmill	0.000	1.000	2,688.00000	2,688.00000	EA	☑	☑	2,688.00000	457878	0.00	0.00	0.00	0.00	0.00
VA /PREEFX425	Precor EFX 425 Elliptical Finess Crosstrainer	0.000	2.000	2,105.00000	2,105.00000	EA	☑	☑	4,210.00000	ST5865	0.00	0.00	0.00	0.00	0.00
	Press <enter> to insert a comment						☐	☐							

> Note that the item that is highlighted on a PO shows its status in inventory. The user can see Available, On Hand, Committed, Back Ordered, On Order, and Expected Due Date.

Add – Adds a new line above the line that is highlighted.

Delete – Deletes the selected line.

Serial Numbers – Selects serial or lot numbers when receiving the items.

Scan Items – Puts the PO into scan mode so that items can be added with a bar code scanner one at a time.

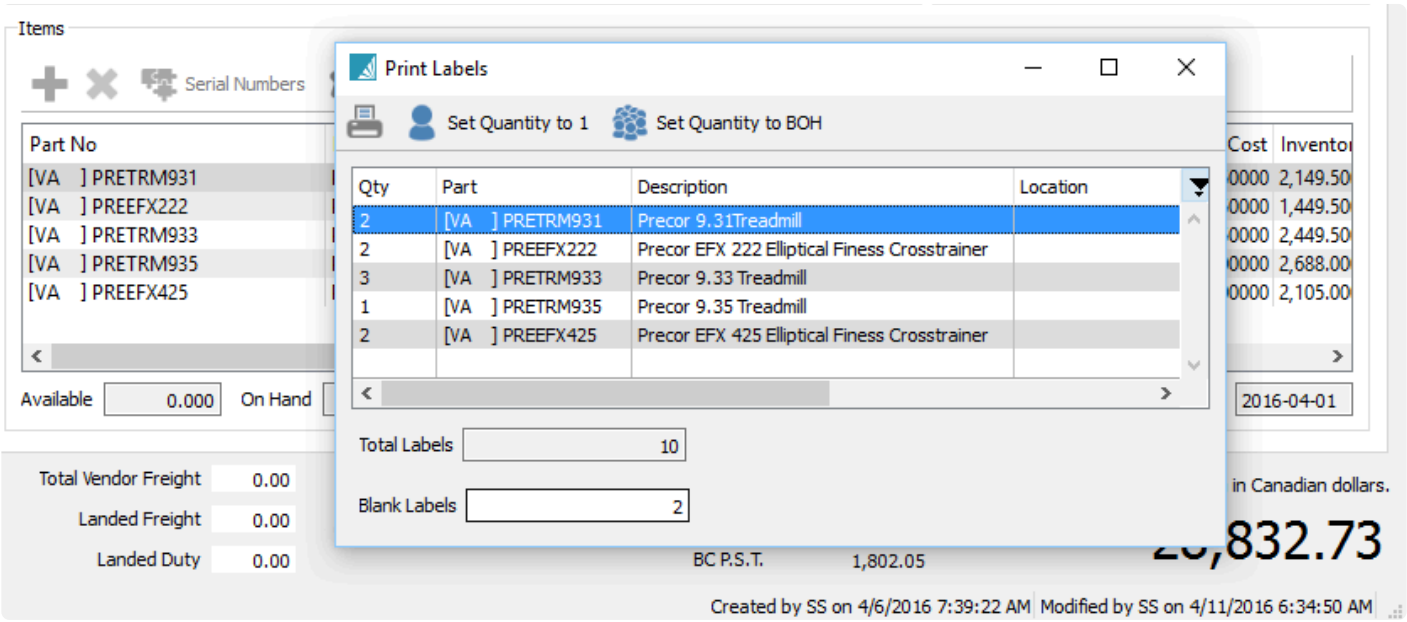
Comment – Adds a comment line that is printed on the PO.

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

Receiving – Clicking the receiving button allows the user to receive the complete PO. They can also select ‘None’ to remove the received quantity before clicking the ‘receive button in the header of the PO.

Labels – Clicking the labels button passes the quantity received on this PO to the dialog below to print labels for the items.

- Set Quantity to one of each label
- Set quantity to on-hand for each item
- Set how many blanks to print first in case some of the labels on the sheet are used
- Once all selections are made they can print the labels required



Open Inventory – Opens the selected item in inventory to edit or view all details on that item

Detail Lines Info

Partno – The warehouse and part number. The item can be selected from inventory or a miscellaneous non-inventory code. Each user has a setting under Edit/Users/Purchase Orders to set permission for purchasing non-inventory items. The choices are 'Okay, Not Allowed or Prompt".

Description – Description of the item ordered that comes from inventory but is editable by the user.

Min Qty – The minimum quantity the vendor sells of this item.

Order Qty – Quantity ordered. By default this will be filled with the suggested order quantity that is calculated by *"BackOrderQty+CommittedQty+ReOrder-OnOrder-OnHand"* It will then be rounded up to the minimum order quantity.

To Date Qty – The quantity that have previously been received for this line of the PO.

Receive Qty – Quantity being received now.

Cost – Cost of the item.

Inventory Cost – Unit of measure converted cost.

UOM – Unit of measure of this line. Defaults to the purchase UOM but the user can select another available UOM that has a purchase UOM in inventory.

Tax1 – Tax 1 from the vendor.

Tax2 – Tax 2 from the vendor.

Extended Cost – Extended cost for this PO line.

Duty% – Percentage of duty used to calculate landed cost that gets posted to the accrued duty GL account setup in Company Settings/Special Accounts. This is populated from the duty% in the inventory item, but can be edited by the user. If Company Settings/Inventory/Save Landed Costs is turned on, then the duty in inventory will be updated to the change that the user made.

Duty – Duty accrued for this line of the purchase order.

Freight% – Percentage of freight used to calculate landed cost that gets posted to the accrued freight GL account setup in Company Settings/Special Accounts. This is populated from the freight% in the inventory item, but can be edited by the user. If Company Settings/Inventory/Save Landed Costs is turned on, then the freight in inventory will be updated to the change that the user made.

Freight – Freight accrued for this line of the purchase order.

Reqd Date – The date this line of the PO is required to be received. By default this is not printed on the PO.

Vendor Part No – The vendors part number for this item. On the Spire default purchase order report this code is printed instead of the inventory part number.

Inventory GL – The GL account that this line will be debited to. This can be edited if the user has permission.

! If the user has the security setting General Ledger/Edit Journal Entry While Posting active, then they can lookup or type in a different GL account. Use caution when doing this because you are manipulating the default posting setup and if done without the correct knowledge it can produce undesirable GL results.

Location – The location that this item is stored in the warehouse. The user can edit this and the inventory will be updated when the PO line is received.

Pack Size – The standard pack size that an item is bought and or sold in. The user can edit this and inventory will be updated when the PO line is received.

Sell Price 1 – Level 1 pricing for this item. The user can edit this and inventory will be updated when the PO line is received.

Memo – A memo that can be added on each line, that is not printed on the PO by default.

Reference – A reference that can be added on each line, that is not printed on the PO by default.

Source Type – If a PO was created by the requisition module this will be populated with “Inventory, Sales Order or Production Order” depending where it was requisitioned from.

Source No – The Sales Order or Production Order number that this line was requisitioned from.

Customer – The customer code for the sales order that requisitioned this PO line. This is very useful so that the person receiving this PO does not put this item on the shelf instead of putting it aside for the customer.

Employee – An employee can be selected from the Canadian payroll list for tracking purposes.

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

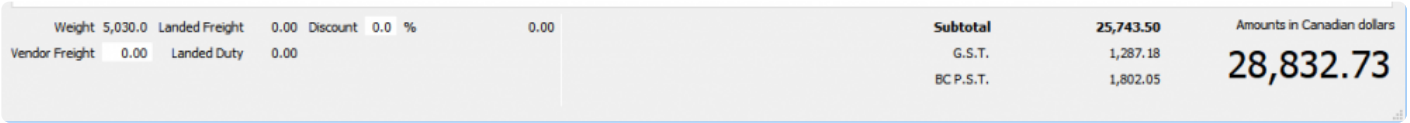
Ship To – The Ship To ID for the sales order where this line was requisitioned from.

Weight – The default weight of this item from inventory. This can be edited by the user but is not written back to inventory.

Ext Weight – The extended weight of this line of the PO.

Job Account – The job and account that this line of the PO is assigned to

Purchase Order Footer



Weight – The total weight of the items on the purchase order.

Vendor Freight – The freight that the vendor will include on their invoice. If “Enable Landed Cost” is on in Company Settings/Inventory then this cost will get included in the cost of the items received. If it is not on, then the freight amount will get posted to freight expense.

Landed Freight – The estimated freight that gets charged by another vendor that gets included in the cost of the items received. When the user enters the amount to the landed freight field they get prompted for how the freight should be distributed to each PO line. The choices are “Quantity, Weight or cost. The user can then edit each line of the PO if required.

Landed Duty -The estimated duty that gets charged by another vendor that gets included in the cost of the items received. When the user enters the amount to the landed duty field they get prompted for how the duty should be distributed to each PO line. The choices are “Quantity, Weight or cost. The user can then edit each line of the PO if required.

Sub Total – The total of the PO before taxes and freight.

Tax1 – Total of Tax 1

Tax2 – Total of Tax 2

Total – Total of the purchase order.

Processing Purchase Orders

A purchase order can have 4 different statuses.

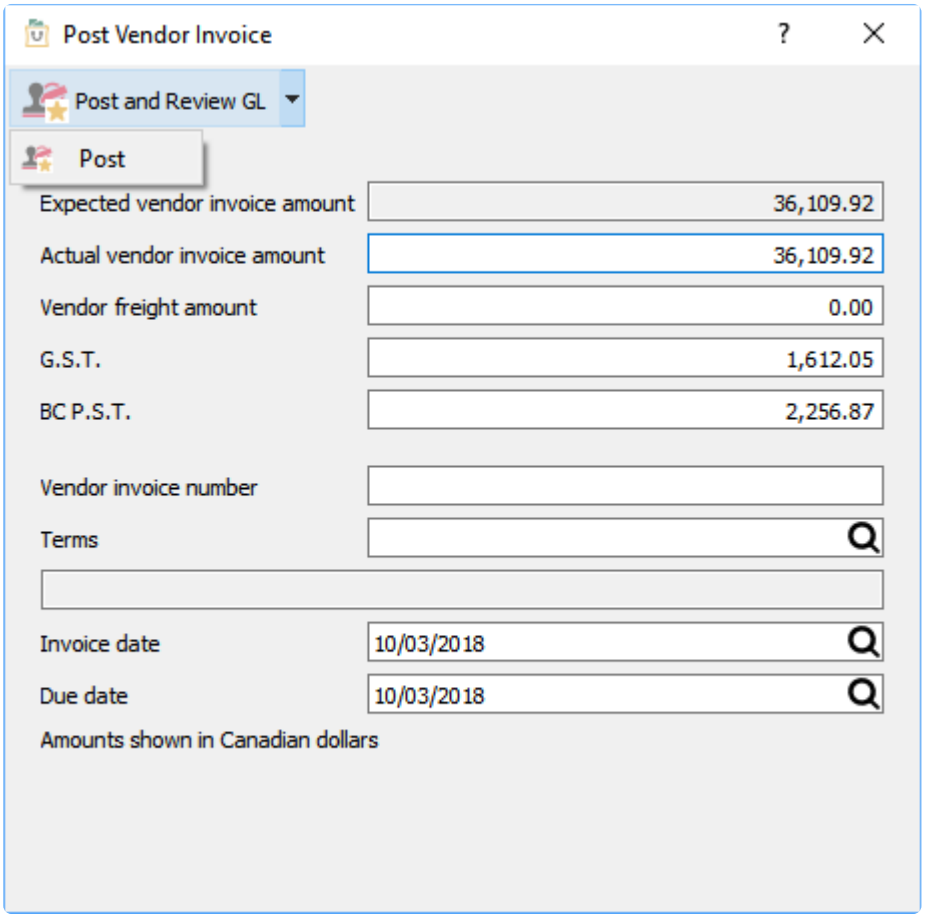
Open – Open means that the PO has not yet been sent to the vendor and the items are not put 'On Order' in inventory.

Issued – Means that the vendor has received a copy of the purchase order. With the correct security permissions the user can un-issue and then edit the PO. If un-issuing a PO, care should be taken to make sure that the vendor has the correct copy of it. When the PO is issued and sent to the vendor the items on it get the 'On Order' quantity increased and the PO number gets saved to the 'PO No" field in inventory.

Received – Means that this PO has had some product received on it. It can be un-issued and edited, but the lines that have had products received cannot be changed.

When the items are received and the user clicks the 'Receive' button in the header of the purchase order, the On-Hand quantity of the items are increased and the 'On-Order' quantities get decreased. If the user has the setting Purchase Orders/"Post Invoices to AP" on they will be asked "Would you like to create a vendor invoice?". If they click "Yes" then the user will get the dialog below and the GL account for the item will be debited and the accounts payable GL account will be credited. If they don't have permission or they say no to closing, then the inventory GL account will be debited with the received amount and the 'Accrued Purchases' account setup in Company Settings/Special Accounts will be credited,

> Note – If an item on-hand quantity had been allowed to go negative, and the replacement cost is now different, the PO receiving will adjust the 'cost of goods' GL account for the difference. See this link for more details



Enter in the vendor's invoice number, date of the invoice and edit the terms as required. The values can also be edited but if it does not match the received amount of the PO then the difference will be posted to the 'Inventory Variance' GL account that was set in Company Settings/Special Accounts.

If the user does not enter an AP invoice, the inventory GL account still gets debited, but credit goes to the 'Accrued Purchases' account that was setup in Company Settings/Special Accounts. When the accounts payable invoice is eventually entered via the purchase order it will debit the accrual and credit accounts payable.

> ! Note – If the user enters the the vendors invoice in accounts payable instead of through the PO then the accrual will not automatically be reversed. Click Here for more details.

If the user has the setting Purchase Orders/Close Purchases then once the vendor invoice is posted the user will be asked if they want to close the purchase order. If the amount of the accruals received on the PO do not match the amount posted to AP then the remaining amount will get posted to the GL account setup as 'Inventory Variance' in company settings.

Hold – PO is on hold and cannot be edited.

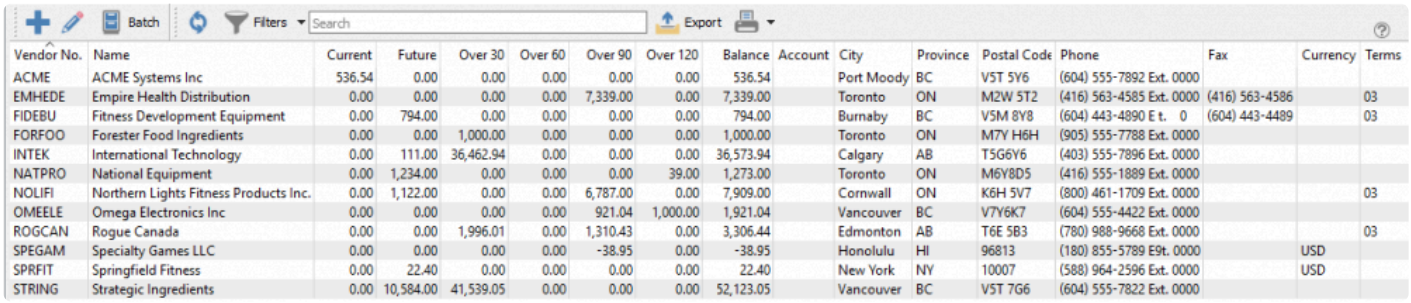
Standing – A repeat purchase order that once closed stays in the PO list so user can issue it again.

Video Instruction – Purchase Orders

Video Instruction – Accounts Payable Accruals

Accounts Payable

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



Vendor No.	Name	Current	Future	Over 30	Over 60	Over 90	Over 120	Balance	Account	City	Province	Postal Code	Phone	Fax	Currency	Terms
ACME	ACME Systems Inc	536.54	0.00	0.00	0.00	0.00	0.00	536.54		Port Moody	BC	V5T 5Y6	(604) 555-7892 Ext. 0000			
EMHEDE	Empire Health Distribution	0.00	0.00	0.00	0.00	7,339.00	0.00	7,339.00		Toronto	ON	M2W 5T2	(416) 563-4585 Ext. 0000	(416) 563-4586		03
FIDEBU	Fitness Development Equipment	0.00	794.00	0.00	0.00	0.00	0.00	794.00		Burnaby	BC	V5M 8Y8	(604) 443-4890 E t. 0	(604) 443-4489		03
FORFOO	Forester Food Ingredients	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00		Toronto	ON	M7Y H6H	(905) 555-7788 Ext. 0000			
INTEK	International Technology	0.00	111.00	36,462.94	0.00	0.00	0.00	36,573.94		Calgary	AB	T5G6Y6	(403) 555-7896 Ext. 0000			
NATPRO	National Equipment	0.00	1,234.00	0.00	0.00	0.00	39.00	1,273.00		Toronto	ON	M6Y8D5	(416) 555-1889 Ext. 0000			
NOLIFI	Northern Lights Fitness Products Inc.	0.00	1,122.00	0.00	0.00	6,787.00	0.00	7,909.00		Cornwall	ON	K6H 5V7	(800) 461-1709 Ext. 0000			03
OMEELE	Omega Electronics Inc	0.00	0.00	0.00	0.00	921.04	1,000.00	1,921.04		Vancouver	BC	V7Y6K7	(604) 555-4422 Ext. 0000			
ROGCAN	Rogue Canada	0.00	0.00	1,996.01	0.00	1,310.43	0.00	3,306.44		Edmonton	AB	T6E 5B3	(780) 988-9668 Ext. 0000			03
SPEGAM	Specialty Games LLC	0.00	0.00	0.00	0.00	-38.95	0.00	-38.95		Honolulu	HI	96813	(180) 855-5789 E9t. 0000		USD	
SPRFIT	Springfield Fitness	0.00	22.40	0.00	0.00	0.00	0.00	22.40		New York	NY	10007	(588) 964-2596 Ext. 0000		USD	
STRING	Strategic Ingredients	0.00	10,584.00	41,539.05	0.00	0.00	0.00	52,123.05		Vancouver	BC	V5T 7G6	(604) 555-7822 Ext. 0000			

Add – Adds an AP entry and the user can select from any vendor.

Open – Opens highlighted vendors AP

Batch – Opens the ‘Batch Payables’ module. See link for more information.

Refresh – Refreshes the AP list to see any changes others may have made since clicking on Accounts Payable.

Filter – The user can set a filter to see only the records required.

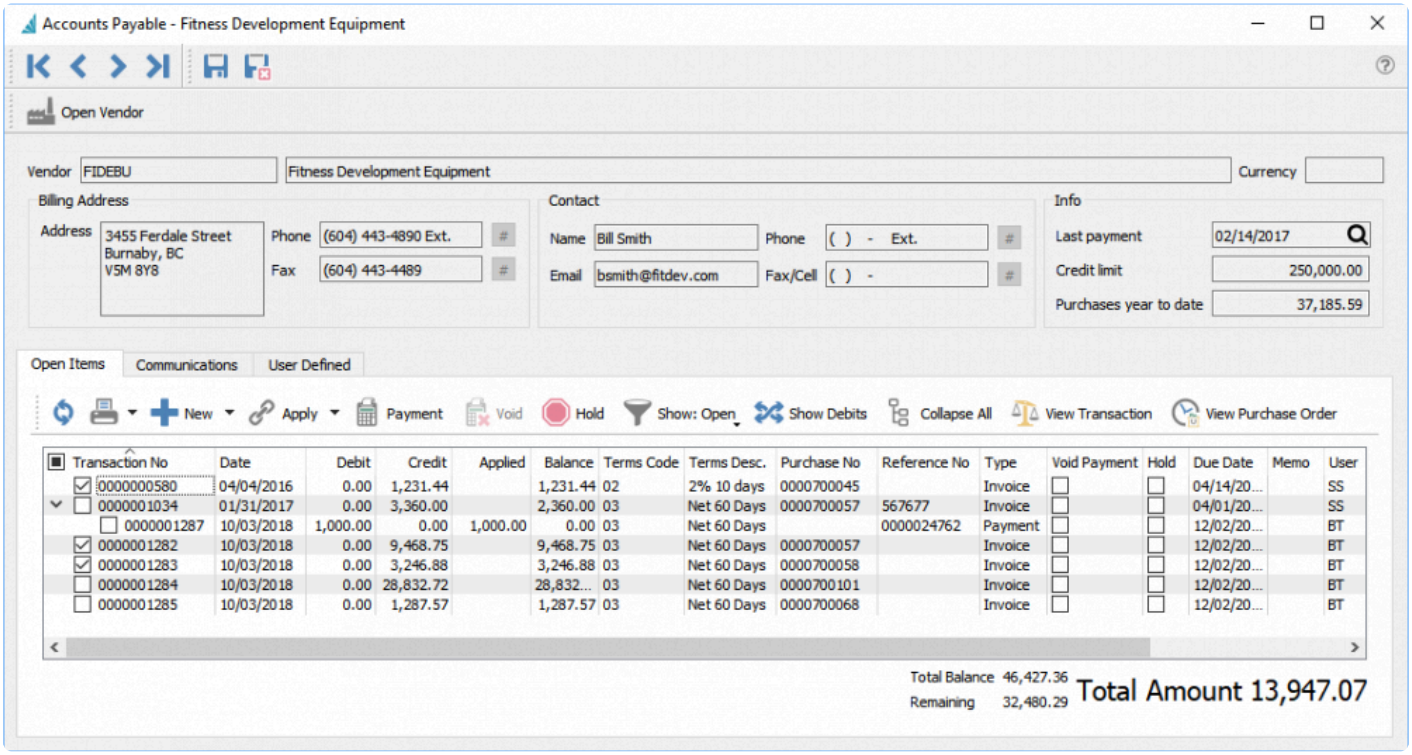
Search – Searches the vendor record for word(s) entered.

Export – Exports the filtered list to Excel or .csv in the order that the user laid out.

Print – Print all filtered, or selected records.

Video Instruction – Accounts Payable

Vendor Open Items



Header

Open Vendor – Allows the user to open the vendor to see all information including purchase orders not yet closed.

Navigation – Navigates from vendor to vendor in the order that the list AP list was in.

Contact Info – Shows the vendors current contact, credit and year to date purchases.

Items

Refresh – Refreshes any new entries other users have posted.

Print – Prints report with the template of 'Accounts Payable'

Add – Adds an entry to the vendors AP.

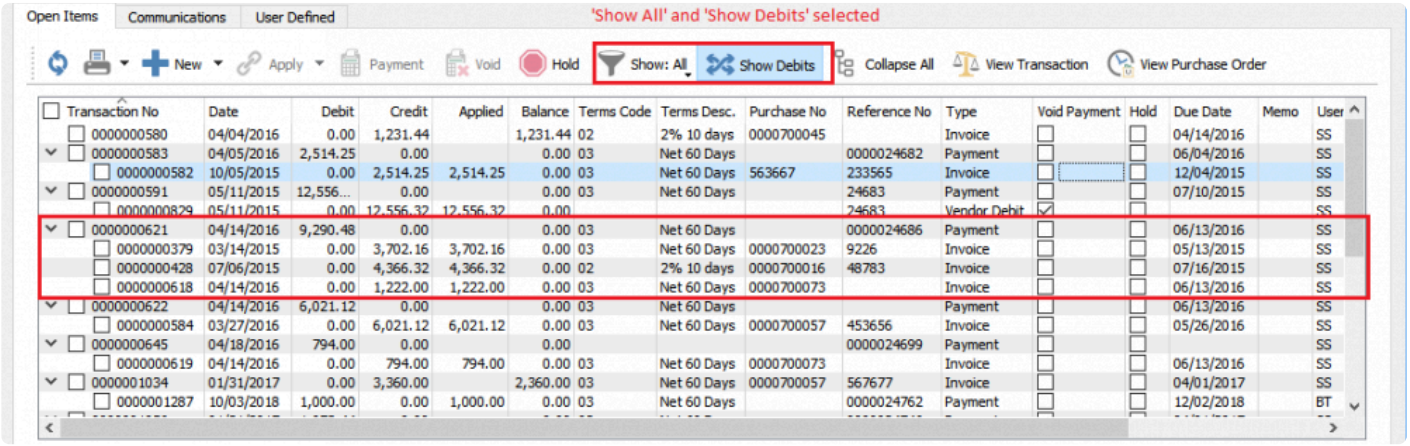
Apply – Applies payments or vendor credits to an invoice.

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

Void – Voids selected transaction. Does not work for AP entries derived from a purchase order.

Hold – Holds an invoice so it cannot be paid.

Show – Shows open, all or 'All since fiscal year' entries including paid and applied.



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

Show Debits – Puts the payment on top with the invoices it paid indented below. The Show All button will also need to be depressed.

Payment is shown first with the invoices indented below. It is very clear what invoices the payment included.

Expand All – Expands the links for all transaction so as to see the invoices and related payment.

View Journal Entry – Views the journal entry of the highlighted transaction.

View Purchase Order – Views the purchase order for the highlighted transaction. If the PO is not closed it will come from the purchase order list and can be processed in this screen. If the PO is closed then it will come from PO history so will not be editable, but can be credited or copied.

Communication

Notes – Any number of notes can be added to accounts payable.

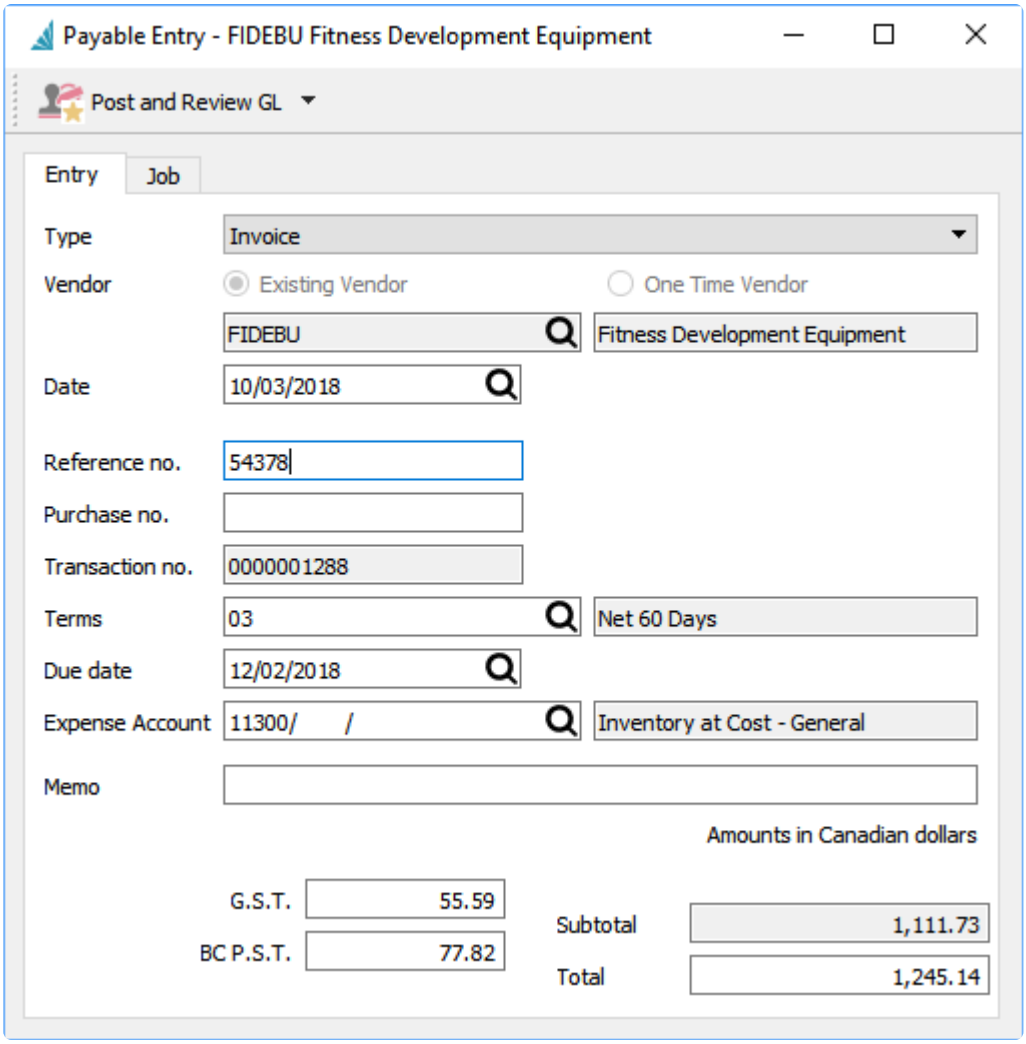
Attachments – Any number of attachments can be added to an item. Once attached the user simply double clicks the attachment and it will open in the default viewer for that type of document.

User Defined

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

AP Entry

Accounts Payable Entry



Type – AP entry can be one of 4 types.

- Vendor Credit
- Vendor Debit
- Invoice
- Payment

Vendor – Select a vendor to post to.

Date – The date for the transaction.

Reference no. – Usually the vendors invoice number.

Purchase no. – Manually entered PO number

Transaction no. – The assumed GL transaction number. If another transaction is posted after this number is assigned, then the transaction will be given the next available number.

Terms – The terms given for this invoice.

Due Date – The due date for this invoice that is automatically calculated based on the terms selected above.

Expense Account – The default GL account that was set for this vendor.

Memo – The user can enter a memo for this entry.

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

Tax2 – Tax 2 for this transaction that is automatically calculated based on how taxes are set for this vendor.

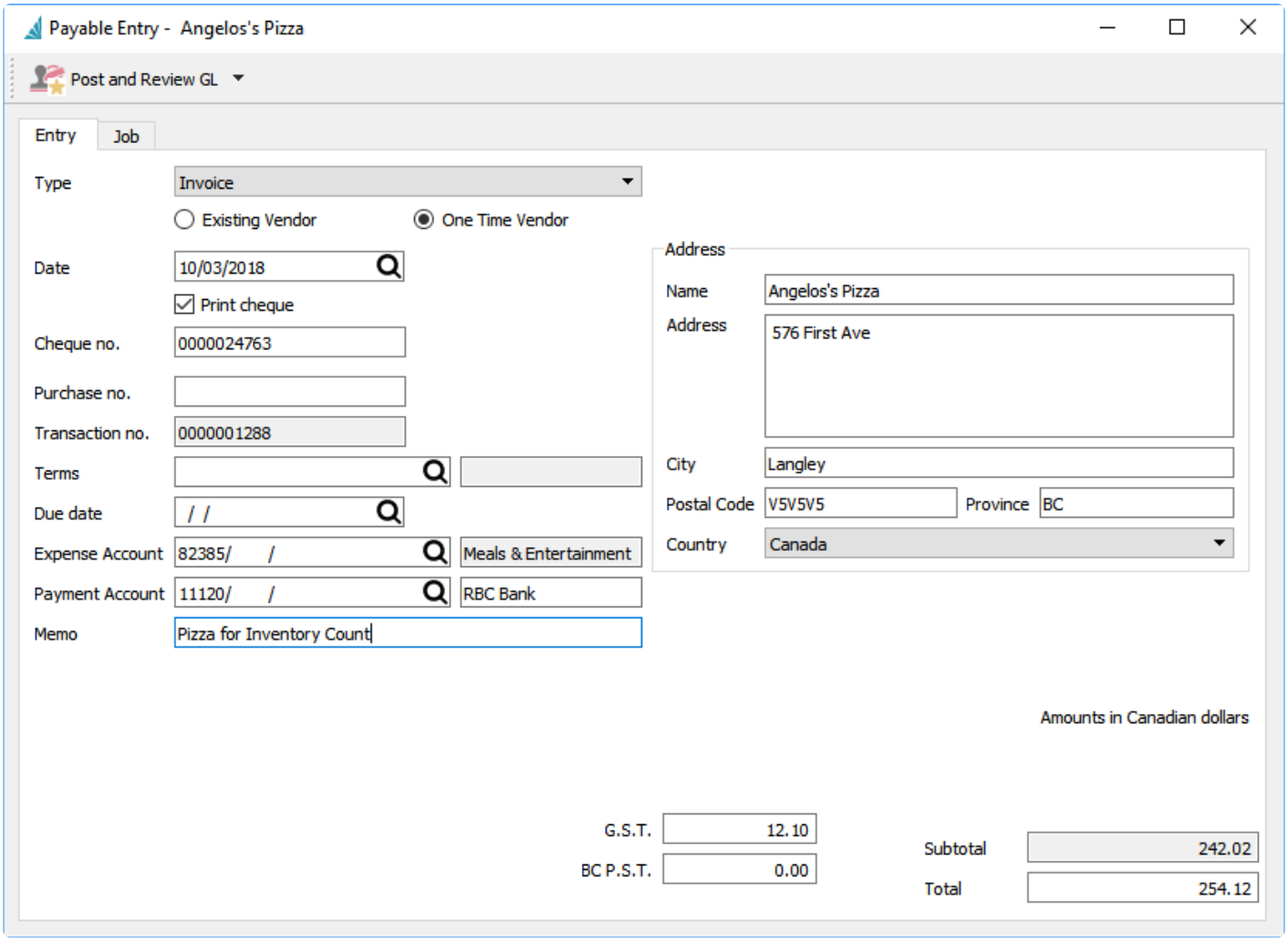
Subtotal – Total before taxes.

Total – Total of the entry including taxes.

One Time Vendors

Misc Payments

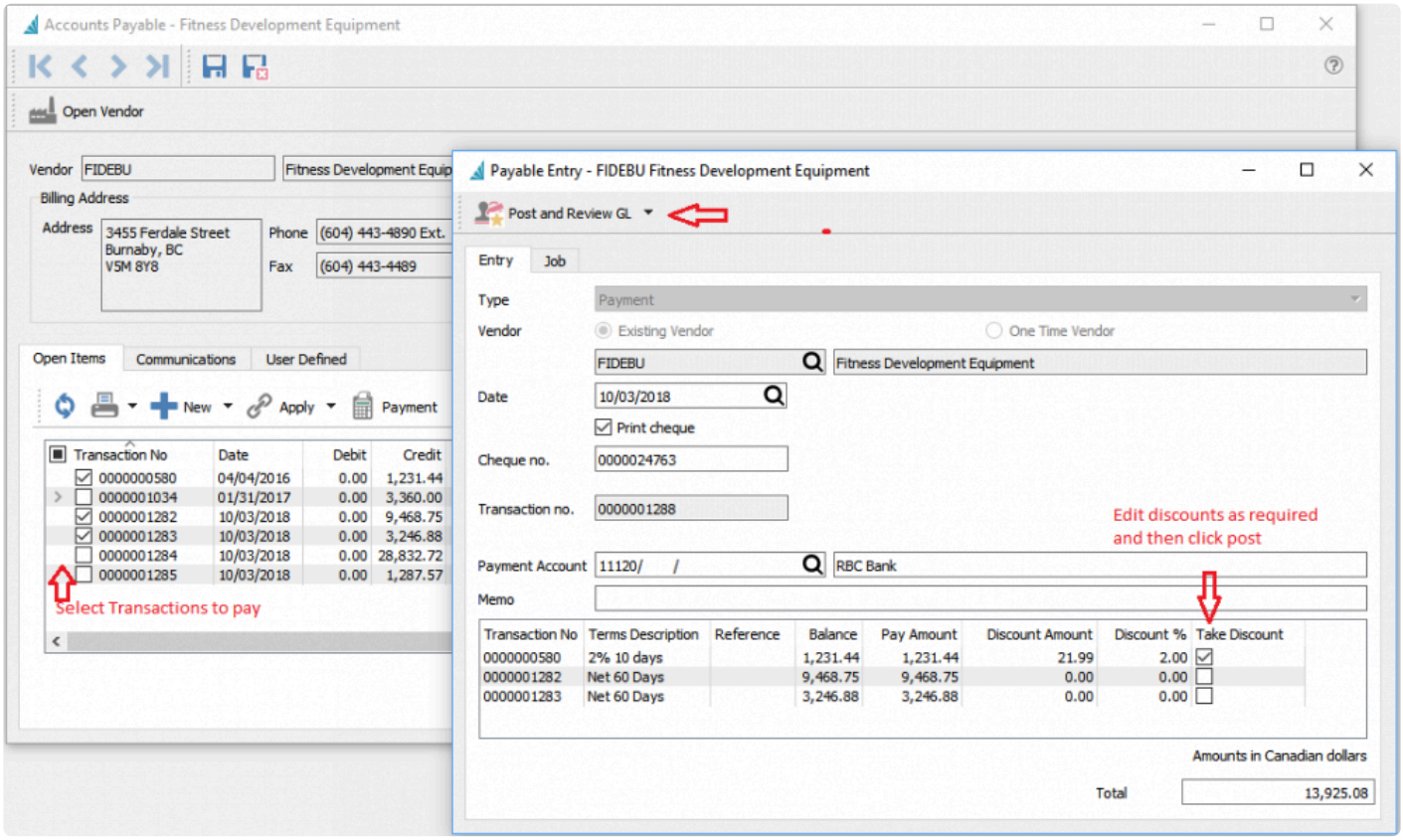
To enter a miscellaneous payment to a vendor that does not exist, select 'One Time Vendor'.



In addition to the info for a regular vendor the user also enters the vendor address.

> Note – A vendor will be created with a numeric sequence number. These miscellaneous vendors can be filtered out so they are not seen on the list. If the vendor is used again there is no need to use this one-time option.

Processing Payments



Type – Hard coded with ‘Payment.

Vendor – If done from inside AP for an existing vendor, this will be the vendors code and it is not editable.

Date – Date for the payment that will be printed on the cheque

Print Check – Each vendor has a field for if a printed check is used for them, however the user can override this. If selected, a check will be printed using the check number displayed.

Cheque no. – The cheque number. This field is alpha numeric so if the payment is done electronically the user can enter something like ‘Online’ or ‘EFT’

> Note that check number can be edited just before posting. Then the next check will automatically advance to the one after the edited number.

Transaction – The assumed GL transaction number. If another transaction is posted after this number is assigned, then the transaction will be given the next available number.

Post automatically – If checked then the journal entry will be posted without the user editing it. If un-checked then the user will be given the opportunity to edit it before posting. The ability to edit the posting is a user security setting in Users/General

Payment Account – Select the back account for this payment. Uses the default account set in Company Settings/Special Accounts.

Memo – A memo can be added for this payment.

Transaction Number – The GL transaction number from the amount of the AP transaction.

Terms Code – The terms code that was used for the amount

Terms Description – The terms description that was used for the amount

Balance – The balance of the transaction

Pay Amount – User can override this and the invoice will get partially paid have the payment linked to the amount.

Discount Amount – The discount amount. This is calculated by the terms but can be edited before posting.

Discount % – The discount % being offered.

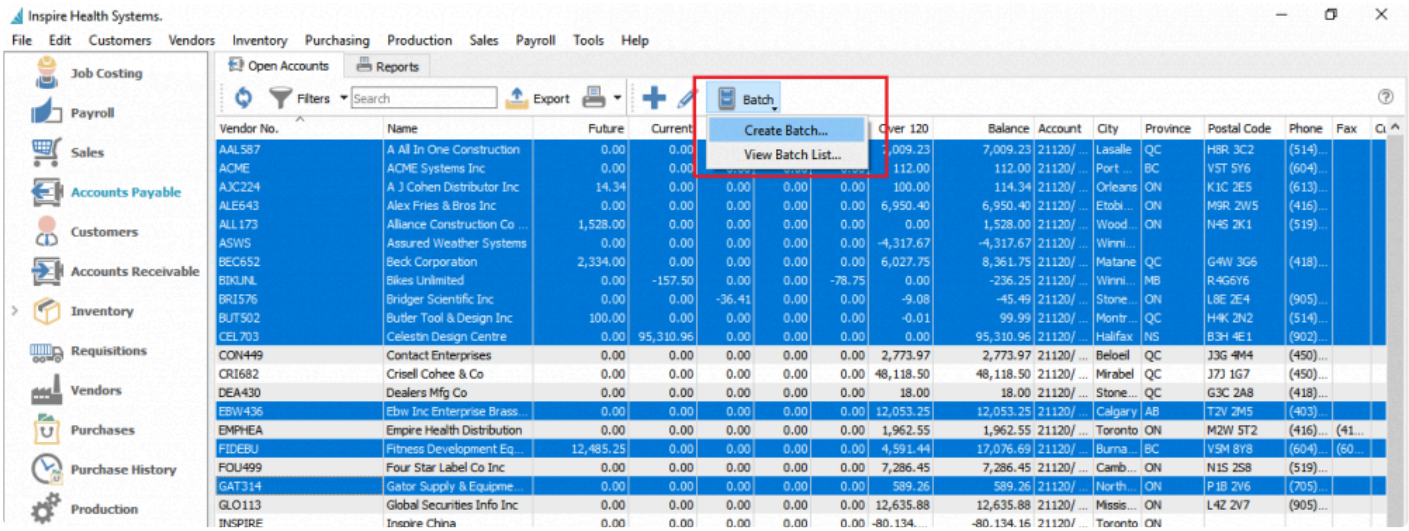
Take Discount – Check to give the discount. Amounts that fall within terms will automatically be checked but user can override.

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

Batch Payables

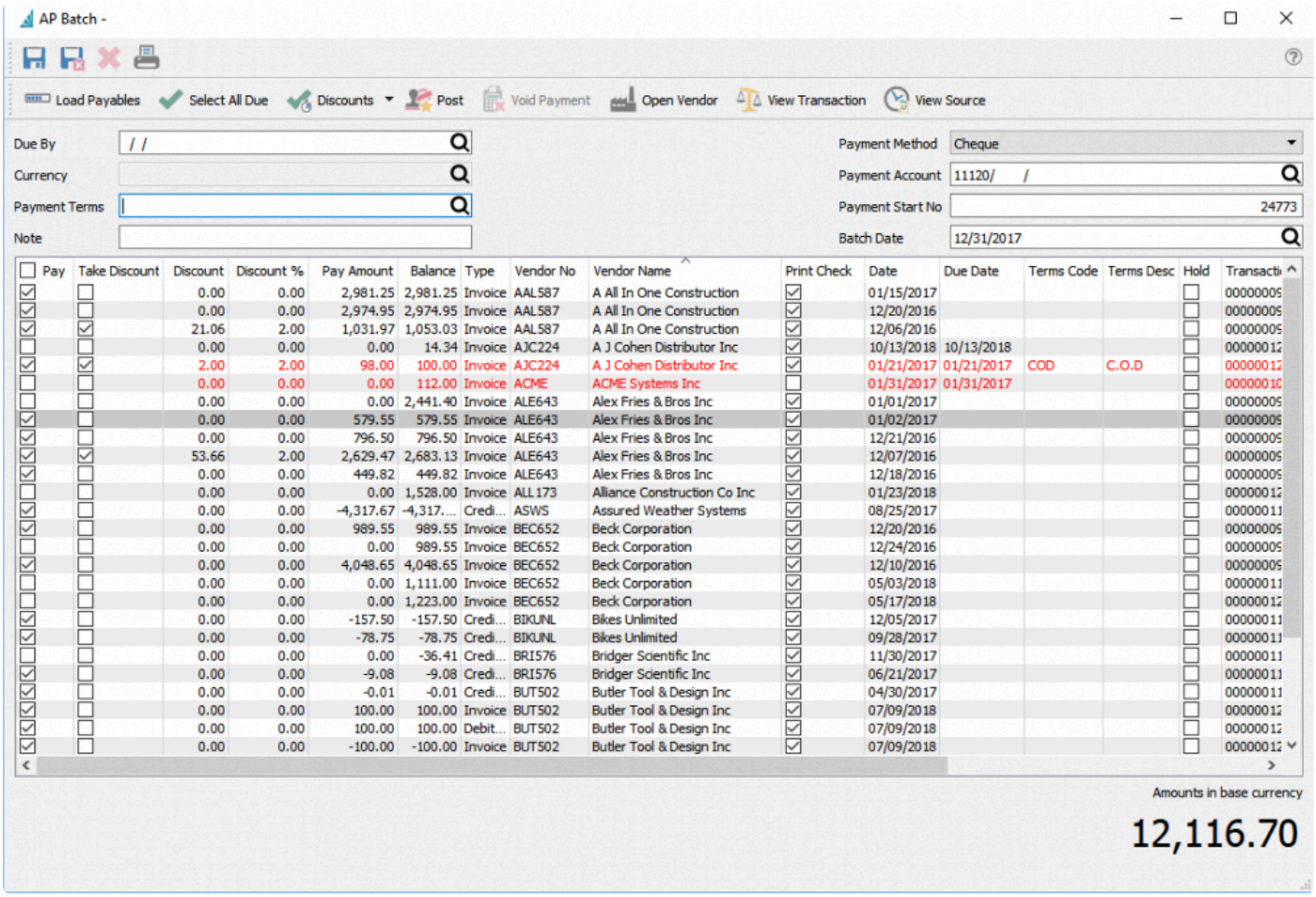
Creating a Batch

A Batch can be created from the AP list by highlighting the vendors to pay or by not having any of the list highlighted and click the batch button, or selecting batch view and then add.
The user can set a filter prior to selecting.



.

The batch created can then be further filtered by due date or payment terms



Pay	Take Discount	Discount	Discount %	Pay Amount	Balance	Type	Vendor No	Vendor Name	Print Check	Date	Due Date	Terms Code	Terms Desc	Hold	Transacti
☑	☐	0.00	0.00	2,981.25	2,981.25	Invoice	AAL587	A All In One Construction	☑	01/15/2017				☐	00000009
☑	☐	0.00	0.00	2,974.95	2,974.95	Invoice	AAL587	A All In One Construction	☑	12/20/2016				☐	00000009
☑	☑	21.06	2.00	1,031.97	1,053.03	Invoice	AAL587	A All In One Construction	☑	12/06/2016				☐	00000009
☐	☐	0.00	0.00	0.00	14.34	Invoice	AJC224	A J Cohen Distributor Inc	☑	10/13/2018	10/13/2018			☐	00000012
☑	☑	2.00	2.00	98.00	100.00	Invoice	AJC224	A J Cohen Distributor Inc	☑	01/21/2017	01/21/2017	COD	C.O.D	☐	00000012
☐	☐	0.00	0.00	0.00	112.00	Invoice	ACME	ACME Systems Inc	☐	01/31/2017	01/31/2017			☐	00000010
☐	☐	0.00	0.00	0.00	2,441.40	Invoice	ALE643	Alex Fries & Bros Inc	☑	01/01/2017				☐	00000009
☑	☐	0.00	0.00	579.55	579.55	Invoice	ALE643	Alex Fries & Bros Inc	☑	01/02/2017				☐	00000009
☑	☐	0.00	0.00	796.50	796.50	Invoice	ALE643	Alex Fries & Bros Inc	☑	12/21/2016				☐	00000009
☑	☑	53.66	2.00	2,629.47	2,683.13	Invoice	ALE643	Alex Fries & Bros Inc	☑	12/07/2016				☐	00000009
☑	☐	0.00	0.00	449.82	449.82	Invoice	ALE643	Alex Fries & Bros Inc	☑	12/18/2016				☐	00000009
☐	☐	0.00	0.00	0.00	1,528.00	Invoice	ALL173	Alliance Construction Co Inc	☑	01/23/2018				☐	00000012
☑	☐	0.00	0.00	-4,317.67	-4,317....	Credi...	ASWS	Assured Weather Systems	☑	08/25/2017				☐	00000011
☑	☐	0.00	0.00	989.55	989.55	Invoice	BEC652	Beck Corporation	☑	12/20/2016				☐	00000009
☐	☐	0.00	0.00	0.00	989.55	Invoice	BEC652	Beck Corporation	☑	12/24/2016				☐	00000009
☑	☐	0.00	0.00	4,048.65	4,048.65	Invoice	BEC652	Beck Corporation	☑	12/10/2016				☐	00000009
☐	☐	0.00	0.00	0.00	1,111.00	Invoice	BEC652	Beck Corporation	☑	05/03/2018				☐	00000011
☐	☐	0.00	0.00	0.00	1,223.00	Invoice	BEC652	Beck Corporation	☑	05/17/2018				☐	00000012
☑	☐	0.00	0.00	-157.50	-157.50	Credi...	BIKUNL	Bikes Unlimited	☑	12/05/2017				☐	00000011
☑	☐	0.00	0.00	-78.75	-78.75	Credi...	BIKUNL	Bikes Unlimited	☑	09/28/2017				☐	00000011
☐	☐	0.00	0.00	0.00	-36.41	Credi...	BRI576	Bridger Scientific Inc	☑	11/30/2017				☐	00000011
☑	☐	0.00	0.00	-9.08	-9.08	Credi...	BRI576	Bridger Scientific Inc	☑	06/21/2017				☐	00000011
☑	☐	0.00	0.00	-0.01	-0.01	Credi...	BUT502	Butler Tool & Design Inc	☑	04/30/2017				☐	00000011
☑	☐	0.00	0.00	100.00	100.00	Invoice	BUT502	Butler Tool & Design Inc	☑	07/09/2018				☐	00000012
☑	☐	0.00	0.00	100.00	100.00	Debit...	BUT502	Butler Tool & Design Inc	☑	07/09/2018				☐	00000012
☑	☐	0.00	0.00	-100.00	-100.00	Invoice	BUT502	Butler Tool & Design Inc	☑	07/09/2018				☐	00000012

Batch Payables Header

Save – Saves current batch.

Save and Close – Saves the batch and returns to the AP batch list.

Delete – Deletes the batch.

Print – Prints reports with template of 'AP Batch'

Load Payables – Loads all payables that are not yet in a saved batch.

Select All Due – Puts a check mark on all invoices that are due today or earlier.

Discounts – Adds a check to the discount field and applies the discount amount. The user can select from:

- Take Expired Discounts
- Take Available Discounts
- Don't Take Discounts

Note- The user can edit the discount even if the terms did not offer one.

Post – Posts payments and prints cheques.
Void Payment – Selected cheques can be voided together.
Open Vendor – Opens this vendor so the user can look at other information like open purchase orders and purchase history.
View Transaction – Shows the GL posting for this transaction
View Source – View the purchase order that is associated with this amount.
Due By – When the invoice is due for payment.
Currency – The currency of the invoice.

Note that currencies cannot be mixed in a batch.

Note – A note that gets saved with the batch usually for the reviewer. For example *'All payments due this week'*

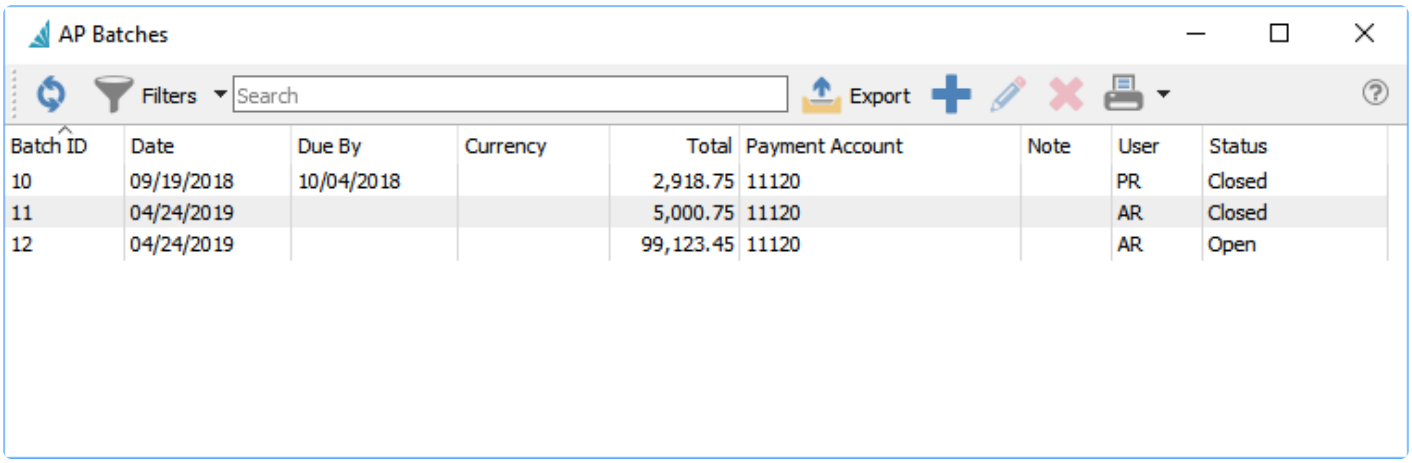
Payment Method – Select Cheque or EFT
Payment Account – The GL account (usually a bank account) being used for this payment. All payments in the batch must come from the same account.
Payment Start Number – The next cheque number in the sequence. This number comes from the GL account but can be overridden.
Batch Date – The date used to post

Batch Payables Details

Pay – Check to pay this invoice.
Take Discount – When checking the invoice to pay, the discount will automatically be taken if the discount is within the terms. The user can also take the discount if the discount terms have expired.
Discount – The amount of the discount. If the terms have a discount applied this will be populated when selected. The user can also override or enter a manual discount.
Discount Percentage – The percentage of the discount. If the terms have a discount applied this will be populated when selected. The user can also override or enter a manual discount.
Pay Amount – Amount that will be paid after discount.
Balance – The outstanding amount of the invoice before discount.
Type – Invoice, credit memo, debit memo or payment..
Vendor No – The vendor code.
Vendor Name – The Vendor's name.

Print Cheque – Cheque flag
Date – The date of the invoice.
Due Date – The due date of the invoice.
Terms Code – The terms code for the invoice.
Terms Desc. – The description of the terms.
Hold – Shows if the invoice is on hold and cannot be paid.
Transaction No – The GL transaction number for the invoice.
Purchase No – The PO number for the invoice.
Reference No – In the invoice, memo or check number for the transaction.
Memo – The memo that was put on the transaction.

Batch Payables List

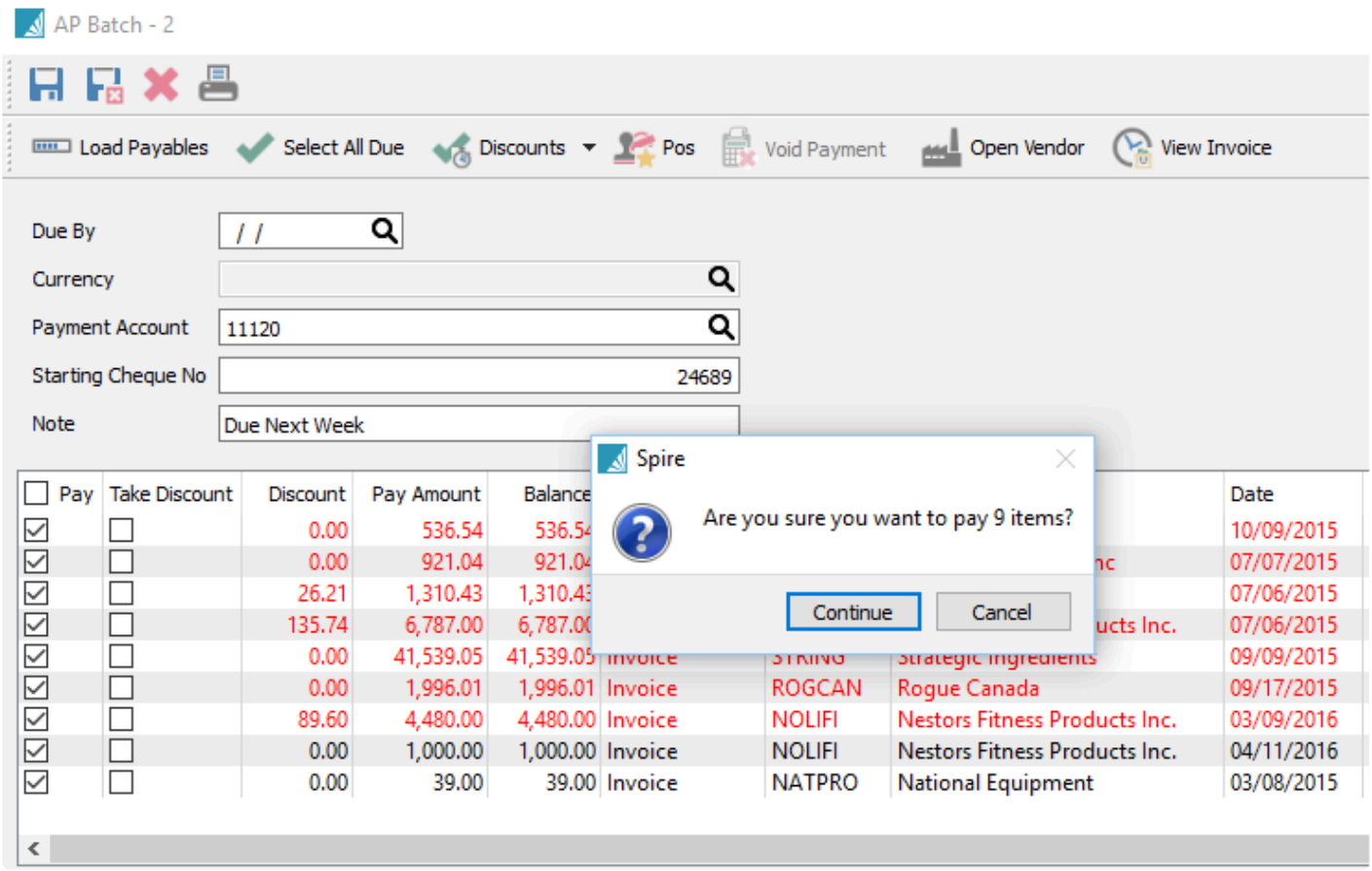


Batch ID	Date	Due By	Currency	Total	Payment Account	Note	User	Status
10	09/19/2018	10/04/2018		2,918.75	11120		PR	Closed
11	04/24/2019			5,000.75	11120		AR	Closed
12	04/24/2019			99,123.45	11120		AR	Open

Batch ID – The batch number.
Date – Date the batch was created.
Due By – The due date of the batch if selected.
Currency – The currency of the batch. Note that currencies cannot be mixed.
Total – The total amount to be paid for this batch.
Payment Account – The GL account for this batch. If the batch is in a foreign currency then the currency will be appended to the account shown.
Note – A note that the user can add to the batch for the reviewer.
User – The user that created the batch.

Printing Checks

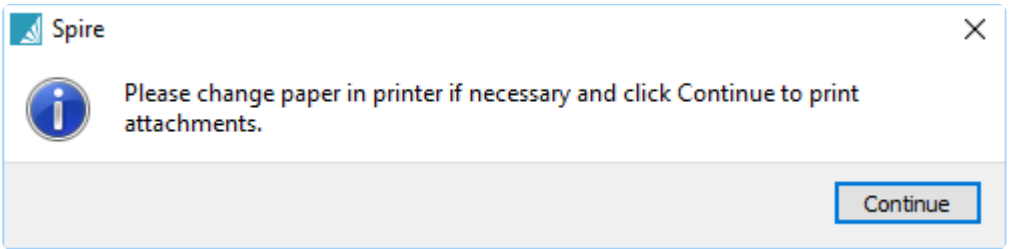
Once a batch of transactions are checked for payment, click the ‘Post’ button and this screen will be presented.



Click 'Continue' and the report with the template of "AP Batch Payment' will be presented.

Choose the correct report and click on print. The user will be asked if the checks printed correctly. If Yes is selected the screen closes. If 'No' is selected then the print screen comes up again.

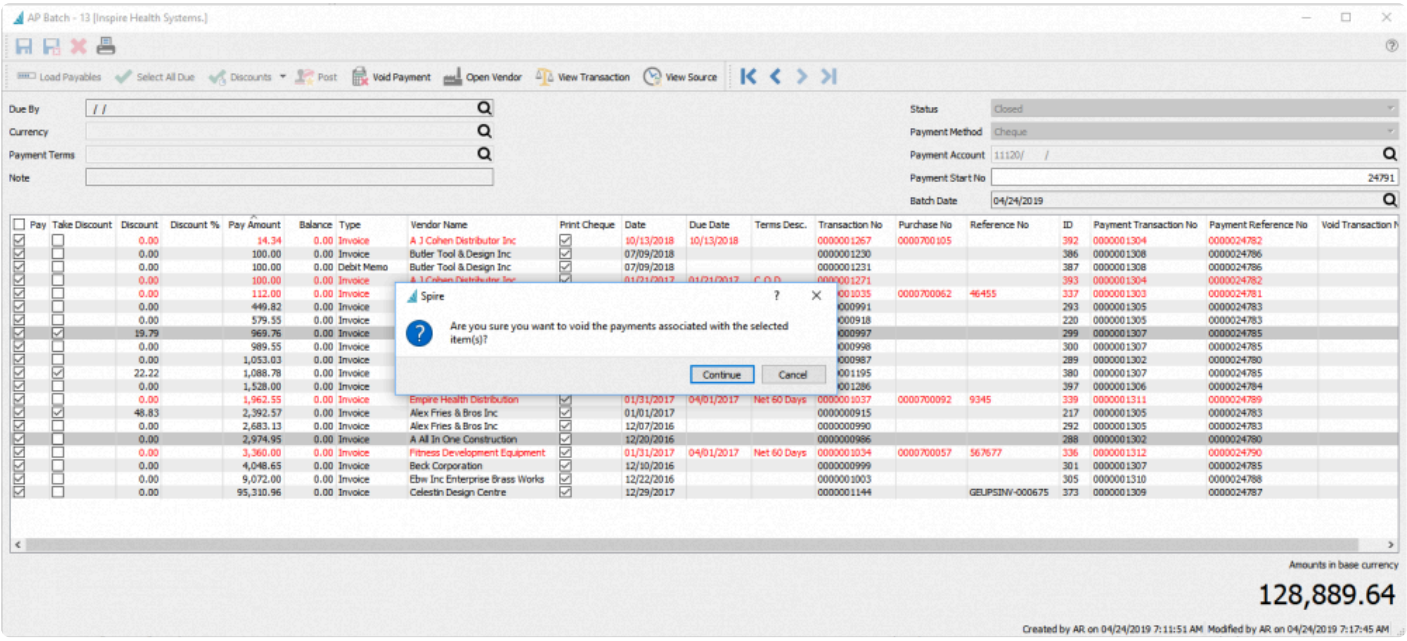
If there are more items than will print on a cheque stub then the user will be asked to load blank paper so the cheque remittance can be printed. The number of items that will fit on a stub is set by going into Company Settings/Accounts Payable/Cheque Detail Limit.



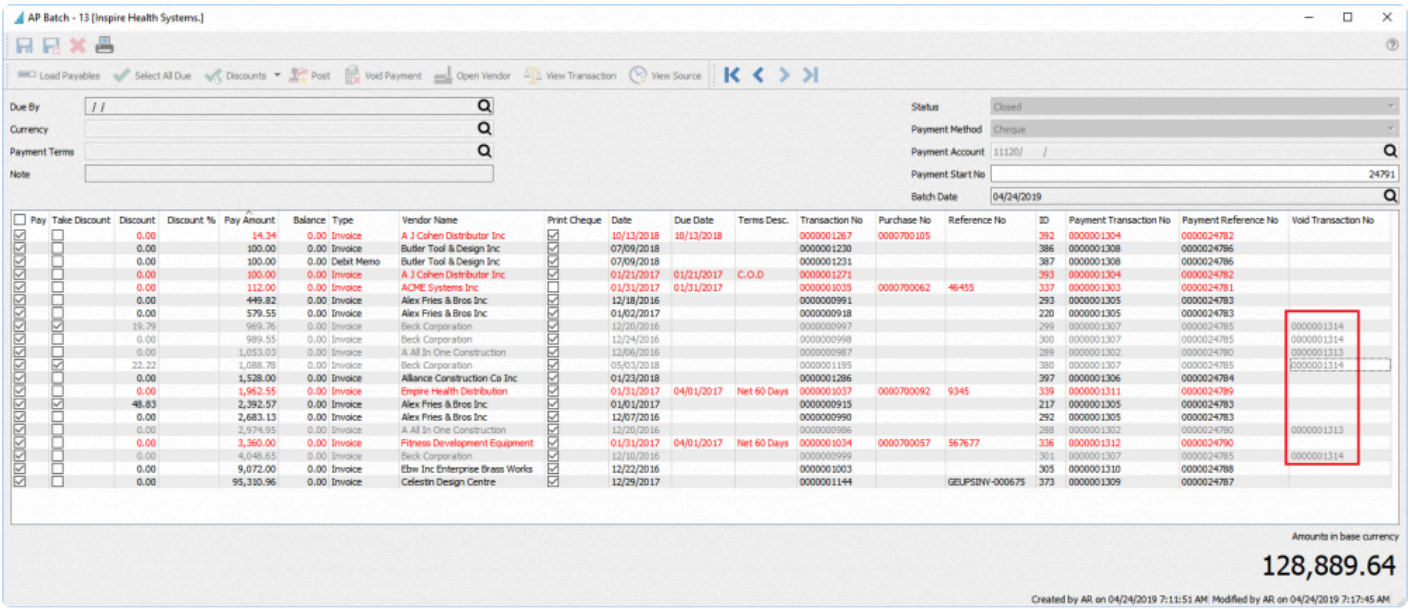
The posted batch is marked as closed and can still be reported on in the future.

Voiding Checks in Batch

Once a batch has been posted and the cheques printed, any of the cheques can be voided. Select a transaction that needs to be voided and click the void button. Note that each invoice that was paid to the vendor shows on the list. If one of the invoices is selected, the complete payment is voided and all of the invoices are then set as unpaid.

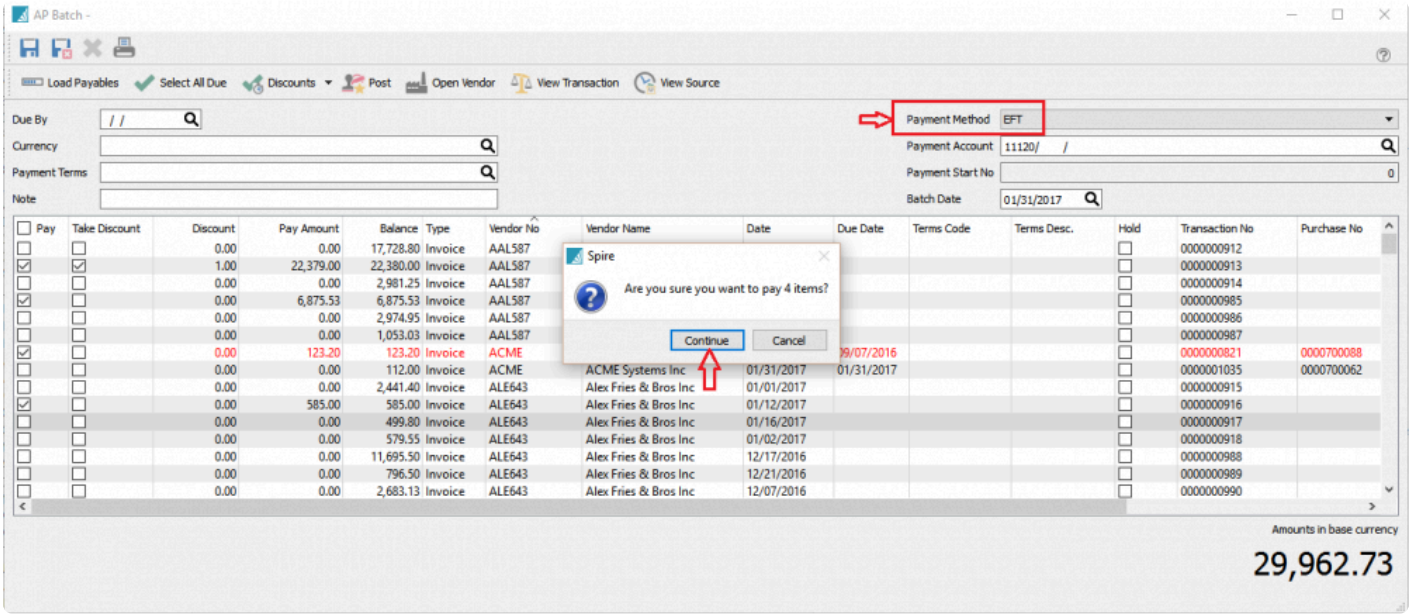


Note that when items are voided, the original post transaction date is retained, and the void transaction number is added.

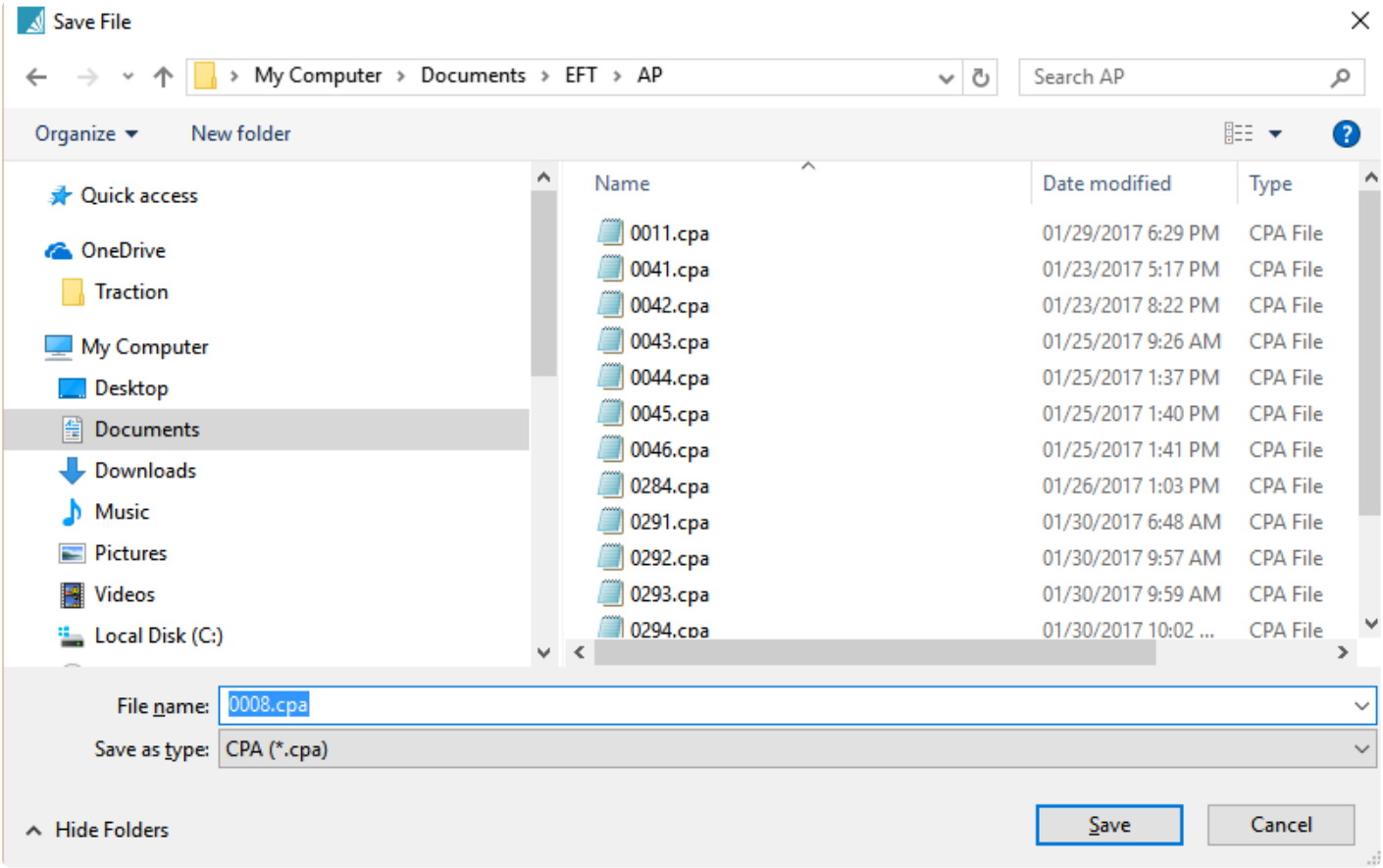


Accounts Payable EFT

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



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



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

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

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

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

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

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

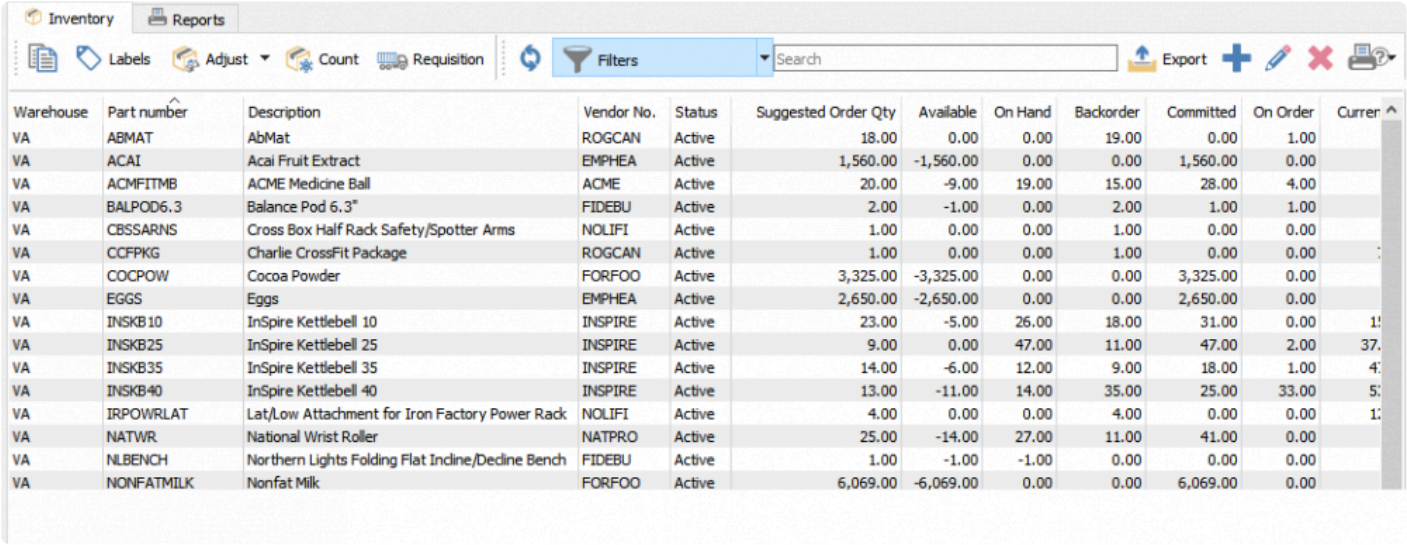
Date	Reference	PO	Memo	Invoice Amount	Discount	Amount
Sep 7, 2016	2345678	0000700088		123.20		**123.20**

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

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

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

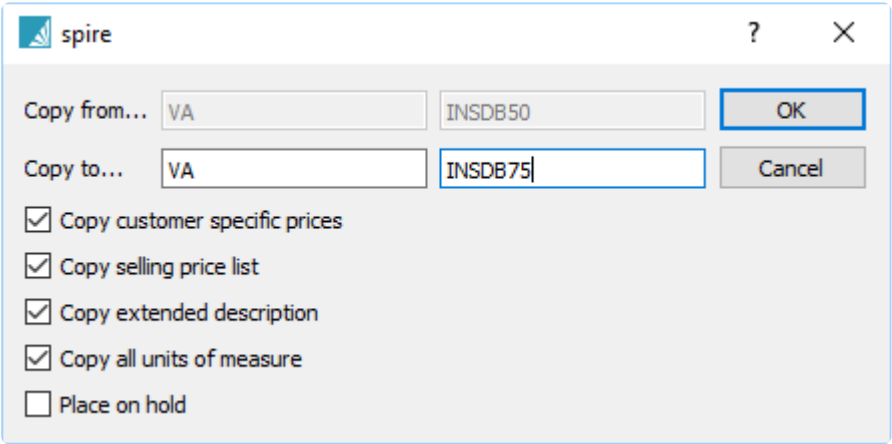
Inventory



Warehouse	Part number	Description	Vendor No.	Status	Suggested Order Qty	Available	On Hand	Backorder	Committed	On Order	Curren
VA	ABMAT	AbMat	ROGCAN	Active	18.00	0.00	0.00	19.00	0.00	1.00	
VA	ACAI	Acai Fruit Extract	EMPHEA	Active	1,560.00	-1,560.00	0.00	0.00	1,560.00	0.00	
VA	ACMFITMB	ACME Medicine Ball	ACME	Active	20.00	-9.00	19.00	15.00	28.00	4.00	
VA	BALPOD6.3	Balance Pod 6.3"	FIDEBU	Active	2.00	-1.00	0.00	2.00	1.00	1.00	
VA	CBSSARNS	Cross Box Half Rack Safety/Spotter Arms	NOLIFI	Active	1.00	0.00	0.00	1.00	0.00	0.00	
VA	CCFPKG	Charlie CrossFit Package	ROGCAN	Active	1.00	0.00	0.00	1.00	0.00	0.00	
VA	COCPOW	Cocoa Powder	FORFOO	Active	3,325.00	-3,325.00	0.00	0.00	3,325.00	0.00	
VA	EGGS	Eggs	EMPHEA	Active	2,650.00	-2,650.00	0.00	0.00	2,650.00	0.00	
VA	INSKB10	InSpire Kettlebell 10	INSPIRE	Active	23.00	-5.00	26.00	18.00	31.00	0.00	1
VA	INSKB25	InSpire Kettlebell 25	INSPIRE	Active	9.00	0.00	47.00	11.00	47.00	2.00	37.
VA	INSKB35	InSpire Kettlebell 35	INSPIRE	Active	14.00	-6.00	12.00	9.00	18.00	1.00	4
VA	INSKB40	InSpire Kettlebell 40	INSPIRE	Active	13.00	-11.00	14.00	35.00	25.00	33.00	5
VA	IRPOWRLAT	Lat/Low Attachment for Iron Factory Power Rack	NOLIFI	Active	4.00	0.00	0.00	4.00	0.00	0.00	1
VA	NATWR	National Wrist Roller	NATPRO	Active	25.00	-14.00	27.00	11.00	41.00	0.00	
VA	NLBENCH	Northern Lights Folding Flat Incline/Decline Bench	FIDEBU	Active	1.00	-1.00	-1.00	0.00	0.00	0.00	
VA	NONFATMILK	Nonfat Milk	FORFOO	Active	6,069.00	-6,069.00	0.00	0.00	6,069.00	0.00	

Inventory List – When inventory is selected from the main menu, the inventory list is presented to the user either the last way they left it, or using the default, if it was set by the user. It remembers column position, width and the column it was sorted by.

Copy – If a user selects an item and clicks copy, the item is opened and the user can select what to copy to the new item. Then enter a new part number for the item and click OK. The item will then be editable before saving it.



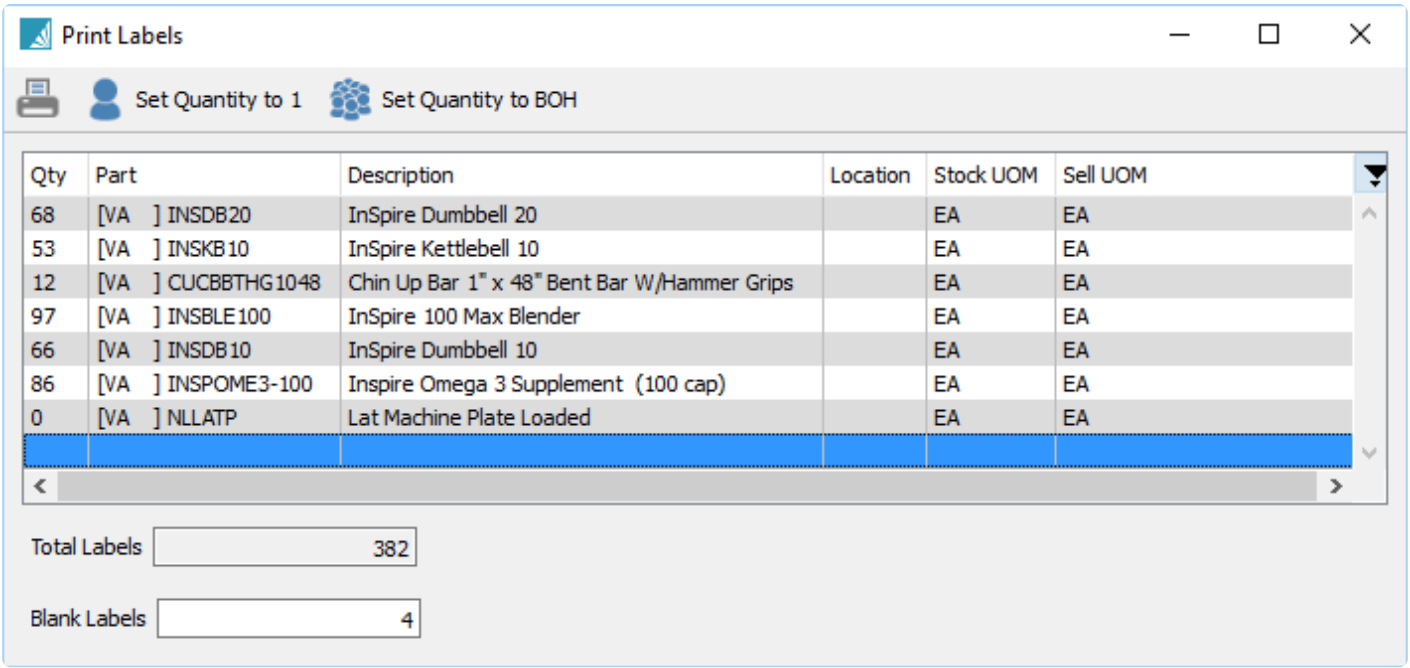
- Customer Specific Prices
- Selling Price List
- Extended Description

- Units of Measure
- Place on Hold

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

The following dialog will come up and the user can:

- Set Quantity to one of each label
- Set quantity to on-hand for each item (default)
- Set how many blanks to print first in case some of the labels on the sheet are used
- Once all selections are made they can print the labels required

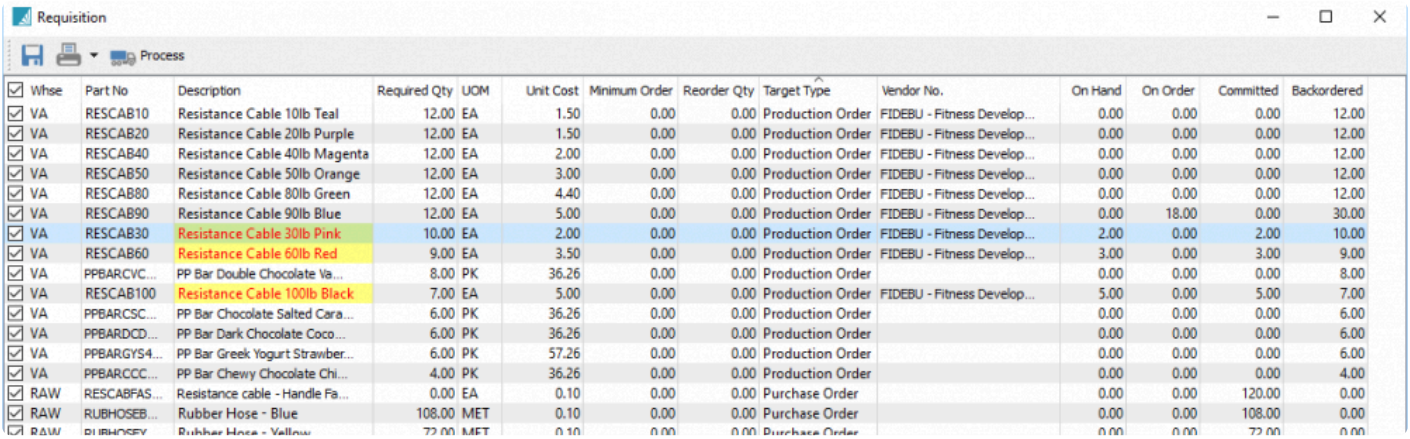


Adjust – Any number of inventory items can be selected and then click on adjust. By clicking the down arrow next the the adjust button, it will become a warehouse transfer instead. The items will then be passed to a list that the user can edit and add to. The quantities default to zero so the user can edit them to whatever quantity is required to adjust. The default GL credit account that was setup in Company Settings Inventory is on each line by default but can be edited. See Inventory Adjustments for more detail.

Count – Used to pass selected items to the count module. See this link for details

Requisition – Highlight any number of items and click the requisition button. Usually the user will sort ot filter by the column “Suggested Order Qty’ and click the requisition button. The items will get passed to the

requisition screen where they can be saved for later ordering, or by processing them direct to a purchase order. See 'Requisitions' for more detail.



Requisition

Process

Whse	Part No	Description	Required Qty	UOM	Unit Cost	Minimum Order	Reorder Qty	Target Type	Vendor No.	On Hand	On Order	Committed	Backordered
VA	RESCAB10	Resistance Cable 10lb Teal	12.00	EA	1.50	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	0.00	0.00	0.00	12.00
VA	RESCAB20	Resistance Cable 20lb Purple	12.00	EA	1.50	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	0.00	0.00	0.00	12.00
VA	RESCAB40	Resistance Cable 40lb Magenta	12.00	EA	2.00	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	0.00	0.00	0.00	12.00
VA	RESCAB50	Resistance Cable 50lb Orange	12.00	EA	3.00	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	0.00	0.00	0.00	12.00
VA	RESCAB80	Resistance Cable 80lb Green	12.00	EA	4.40	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	0.00	0.00	0.00	12.00
VA	RESCAB90	Resistance Cable 90lb Blue	12.00	EA	5.00	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	0.00	18.00	0.00	30.00
VA	RESCAB30	Resistance Cable 30lb Pink	10.00	EA	2.00	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	2.00	0.00	2.00	10.00
VA	RESCAB60	Resistance Cable 60lb Red	9.00	EA	3.50	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	3.00	0.00	3.00	9.00
VA	PPBARCVC...	PP Bar Double Chocolate Va...	8.00	PK	36.26	0.00	0.00	Production Order		0.00	0.00	0.00	8.00
VA	RESCAB100	Resistance Cable 100lb Black	7.00	EA	5.00	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	5.00	0.00	5.00	7.00
VA	PPBARCSC...	PP Bar Chocolate Salted Cara...	6.00	PK	36.26	0.00	0.00	Production Order		0.00	0.00	0.00	6.00
VA	PPBARDCD...	PP Bar Dark Chocolate Coco...	6.00	PK	36.26	0.00	0.00	Production Order		0.00	0.00	0.00	6.00
VA	PPBARGYS4...	PP Bar Greek Yogurt Strawber...	6.00	PK	57.26	0.00	0.00	Production Order		0.00	0.00	0.00	6.00
VA	PPBARCCC...	PP Bar Chewy Chocolate Chi...	4.00	PK	36.26	0.00	0.00	Production Order		0.00	0.00	0.00	4.00
RAW	RESCABFAS...	Resistance cable - Handle Fa...	0.00	EA	0.10	0.00	0.00	Purchase Order		0.00	0.00	120.00	0.00
RAW	RUBHOSEB...	Rubber Hose - Blue	108.00	MET	0.10	0.00	0.00	Purchase Order		0.00	0.00	108.00	0.00
RAW	RUBHOSEY...	Rubber Hose - Yellow	72.00	MET	0.10	0.00	0.00	Purchase Order		0.00	0.00	72.00	0.00

Refresh – Refreshes the list with any changes made by another user or a process like invoices and purchase order changing on-hand and costs,

Filters – Allows the user to filter the list to only show what they want. See 'Filters' for more information.

Export – Exports the current list layout and sort to Excel or .csv in the same order as listed.

Add – Click to add an inventory item

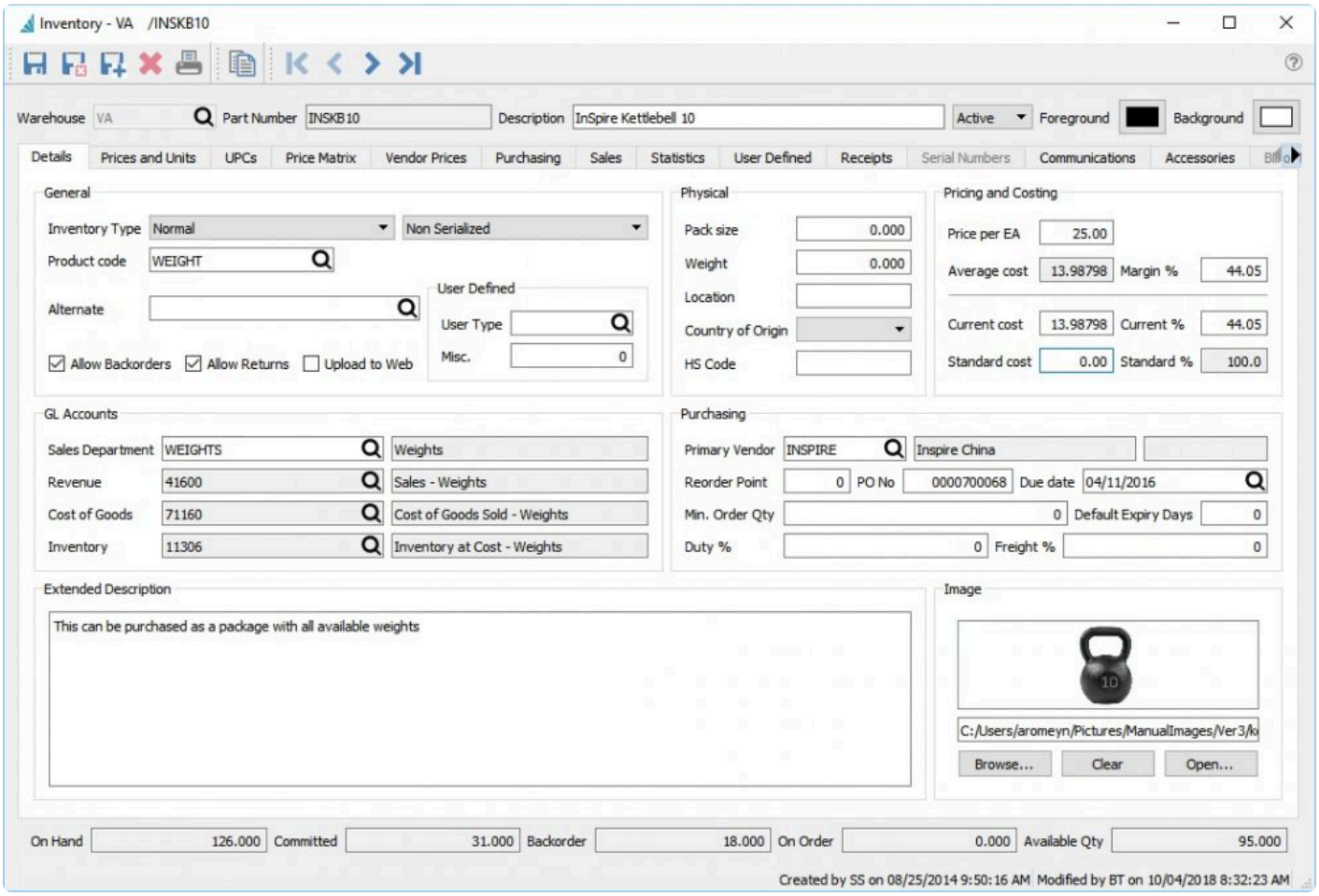
Edit – Click to edit an inventory item,

Delete – Click to delete an inventory item. There cannot be any on-hand, back ordered, committed or on-order inventory items of this type to be able to delete the item.

Print – Prints inventory reports. Users can select 'Print All' for every item on the filtered list, or 'Print Selected' and then only items highlighted will be passed to the report.

Inventory Details

Inventory Header



Warehouse – The warehouse that this item is in. This will not appear if warehousing is not turned on in company settings

Part Number – This items code

Description – This items description

Status – The status of the item. Can be set to:

- **Active**
- **Inactive**
- **On Hold**

Foreground Colour – The foreground or text colour of an item. The colors are user configured for any purpose the company requires. For instance items that are discontinued can be green.

Background Colour – The background colour of an item.

> The colors of items appear in inventory, on inventory lists, in sales orders, on purchase orders and on inventory adjustments.

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

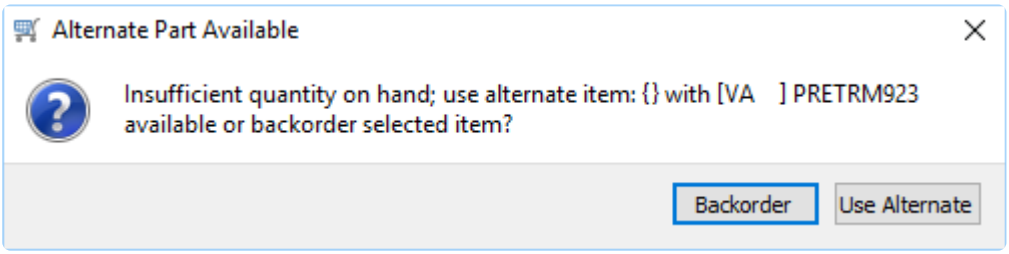
Inventory Type – Inventory items can be set as:

- **Normal** – For normal buy/sell items
- **Non-Physical** – For items that are not physically in inventory. Use this for things like labor or miscellaneous items that belong in a particular sales department. Use caution with cost on non physical items. Be sure that the sales department used does not credit the inventory GL account, unless the user makes sure that an corresponding AP entry gets debited to the inventory asset account.
- **Manufactured** – For items where a template is created to deplete raw material items from stock when building and receiving the finished product into stock. The build process will credit inventory raw material and debit inventory finished goods, if their sales departments are different.
- **Kitted** – Items that are built ‘on-the-fly’ then invoiced to a customer. When a kit is added to a sales order it commits the components in inventory. When the order gets invoiced the components are depleted from stock and the kit is put into stock and then immediately removed as the invoice is posted. See this link for full description
- **Raw Material** – Treated the same as normal items. The only reason for a different type is that some companies want to see raw material separately in stock from normal items.
- **Macro** – Replaces the item that is sold with a selection of other items. See this link for full description

Serial/Lot – Inventory items can be set as serialized or lot controlled. When serial numbers are received into stock each serial number has a quantity of 1. Lot numbers can be received with many to the same lot number. When the item is added to a sales order the user is presented with the serial/lot number(s) to select. For more details on Inventory Lot Control See this link.

Product Code – This is used to group common inventory items together. The product code can be related to 'Sales Dept' so that when an items product code is edited the related sales department is also changed.

Alternate – Sets an alternate inventory item so that if an item is out of stock and it is added to a sales order the user is prompted if they would like to replace it with the alternate, or to back order the item that is short. This is also useful if the item has been replaced and the user accidentally uses the old part number.



Allow Backorders – If unchecked this item cannot be back ordered.

Allow Returns – If unchecked this item cannot have a negative quantity shipped.

Upload to Web – A setting used by 3rd party developers to indicate if item should be in the web store

User Defined

User Type – This alphanumeric field can have its label defined in Company Settings/Variables and has a lookup tables associated with it.

Misc. – This numeric field can have its label defined in Company Settings/Variables

GL Accounts

Sales Department – The name describing the type of item being sold.See 'Sales Dept' in company settings.

Revenue – GL account where the revenue posts to

Cost of Goods – GL account where cost of goods post to

Inventory – GL account where inventory is relieved from

Physical

Pack Size – The standard pack size that an item is bought and or sold in. This field appears on the sales order line to encourage the salesperson to sell full packs, but does not warn or use full packs automatically.

Weight – The weight of the stocking unit of measure for this item

Location – The location of this item in inventory.

Country of Origin – The country where an item came from that needs to go onto an international bill of lading.

HS Code – The harmonized system customs code that may need to go onto an international bill of lading.

Pricing and Costing

Price per – Sell price 1 and its unit of measure

Average Cost – The average cost of an item based on receipts of items. This is the default method of costing and is the most common used
*Margin % – The margin between average cost and sell price 1

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

Current Cost – What was last paid for an item or what the user edited the cost to. If the on-hand quantity is zero and the user edits the current cost the average cost will get the same value.
Current % – Percentage between current cost and sell price 1

Standard Cost – A cost that only changes if the user sets it. This is commonly used to inflate the cost by adding overhead to it. This cost can be used to post to sales history instead of current cost in company settings/Sales Orders/Process/Post Standard Cost to Sales History Current Cost.
Standard Cost % – Percentage between standard cost and sell price 1

> A user can be set to see all or any of the above costs in inventory, sales and sales history, in user settings/inventory

Purchasing

Primary Vendor – The vendor that the item is usually purchased from.

Reorder Point – How many are required to be in stock for this item. The reorder point is used to calculate the 'Suggested Order Qty'

Min. Order Qty – The minimum the supplier will sell. This is used in the 'Suggested Order Qty'

Duty % – The usual duty charged on this item. This field is editable, and if the 'Save Landed Cost' is turned on in Company Settings/Inventory this will be updated when receiving a purchase order and the user has edited it on the PO line.

PO Number The last purchase order number issued for this item. This field is editable.

Due Date The due date of the last purchase order issued for this item. This field is editable.

Default Expiry Days – When an item that is lot controlled is received this number is added to the receive date to calculate the expiration or best before date.

Freight – The usual freight charged on this item. This field is editable, and if the 'Save Landed Cost' is turned on in Company Settings/Inventory this will be updated when receiving a purchase order and the user has edited it on the PO line.

Extended Description

Extended Description – A long description an be added here for this item. It can be printed on sales reports and invoices. There is a sub report for this purpose on the Spire stock reports but is hidden by default. Contact your Spire partner if you do not have the knowledge to edit this.

Image

Image – An image can be browsed and attache to thei item . Be sure to use a location that can be accessed by all users or else they will not see the image. This image is showed each time the item is sold in POS

Quantities

On-hand – Quantity on-hand of this item. It includes all committed items.

Committed – Quantity that are committed on sales orders, production orders and inventory adjustments/

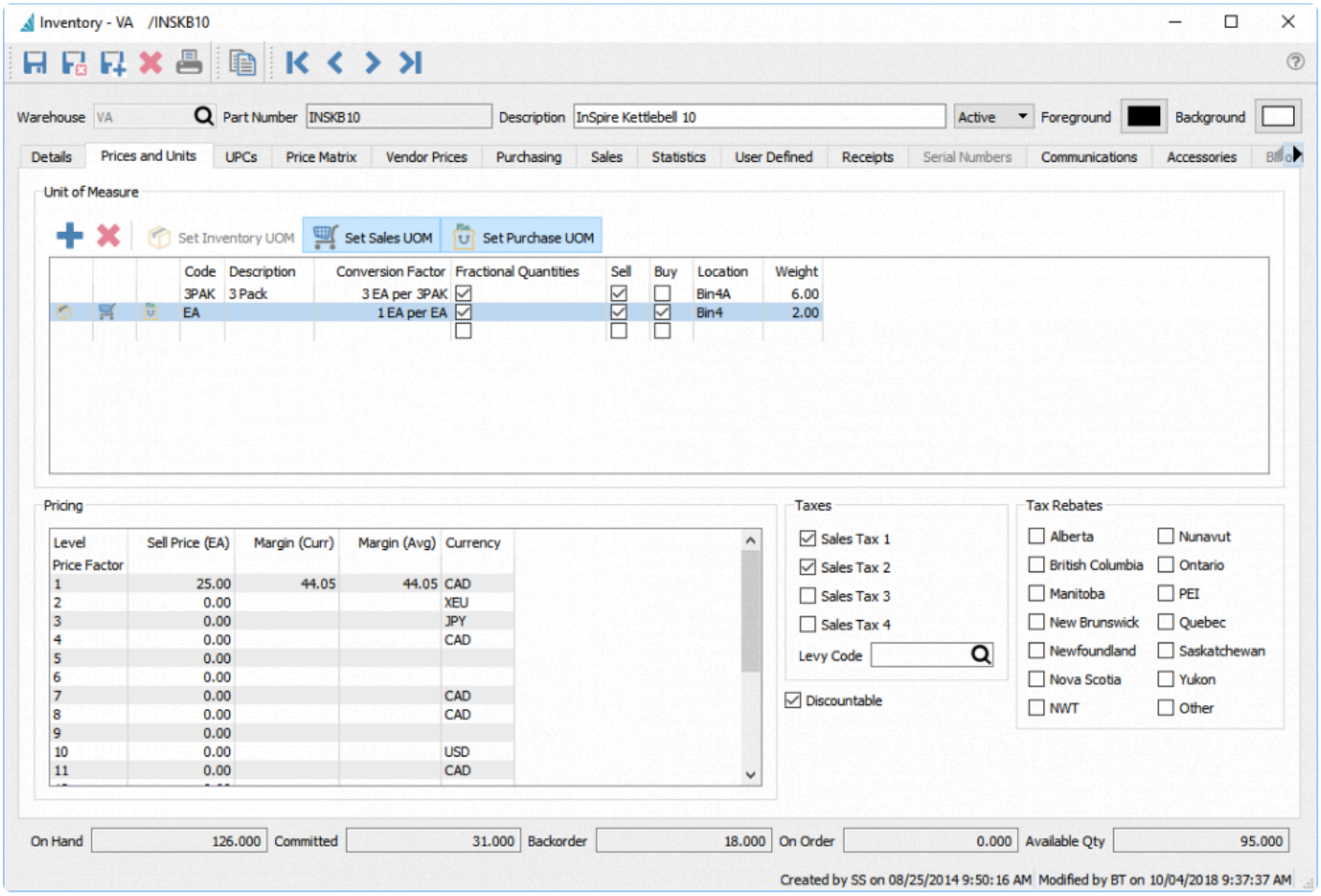
transfers in transit.

Backorder – Quantity on back order on sales orders.

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

Available – On-hand quantity minus committed quantity.

Prices and Units



Unit of Measure

- Add
- Delete
- Set Inventory UOM
- Set Sales UOM
- Set Purchase UOM

Each unit of measure has a:

- **Code** – A unique code for the UOM
- **Description** – Optional description for the UOM

- **Qty. Factor** – How many stocking units in the conversion
- **Direct Conversion** – Stocking per Unit or Unit per Stocking
- **Fractional Qty Allowed** – Can this UOM be sold in anything but whole numbers
- **Sell Allowed** – Can this UOM be sold
- **Buy Allowed** – Can this UOM be purchased
- **UPC Code** – UPC code for this UOM
- **Location** – Warehouse location for this UOM
- **Weight** – The weight of this UOM.

The stocking unit of measure cannot be edited unless there are zero of the item in stock.

Pricing

Each sell level can have its own price. The amount can be entered as a price and it will calculate margin, or it can be entered as a margin and it will calculate price. The customer then gets setup with one of the sell levels.

When the cost changes the *margin will not be maintained. *

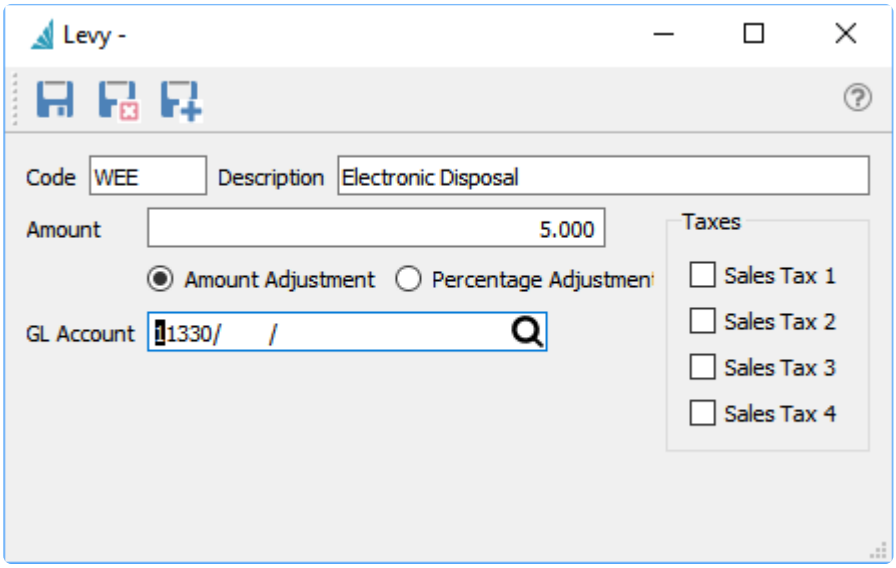
Sell level can be setup in the multi currency module to be assigned to a certain currency. Then when a customer is added with that currency it uses that level as the customers default sell price.

When a unit of measure is added the price is also added and by default it is multiplied or divided by the conversion factor. The user can then edit the UOM sell price,

Taxes

Tax1 – Tax1 charged by default on this item
Tax2 – Tax2 charged by default on this item

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



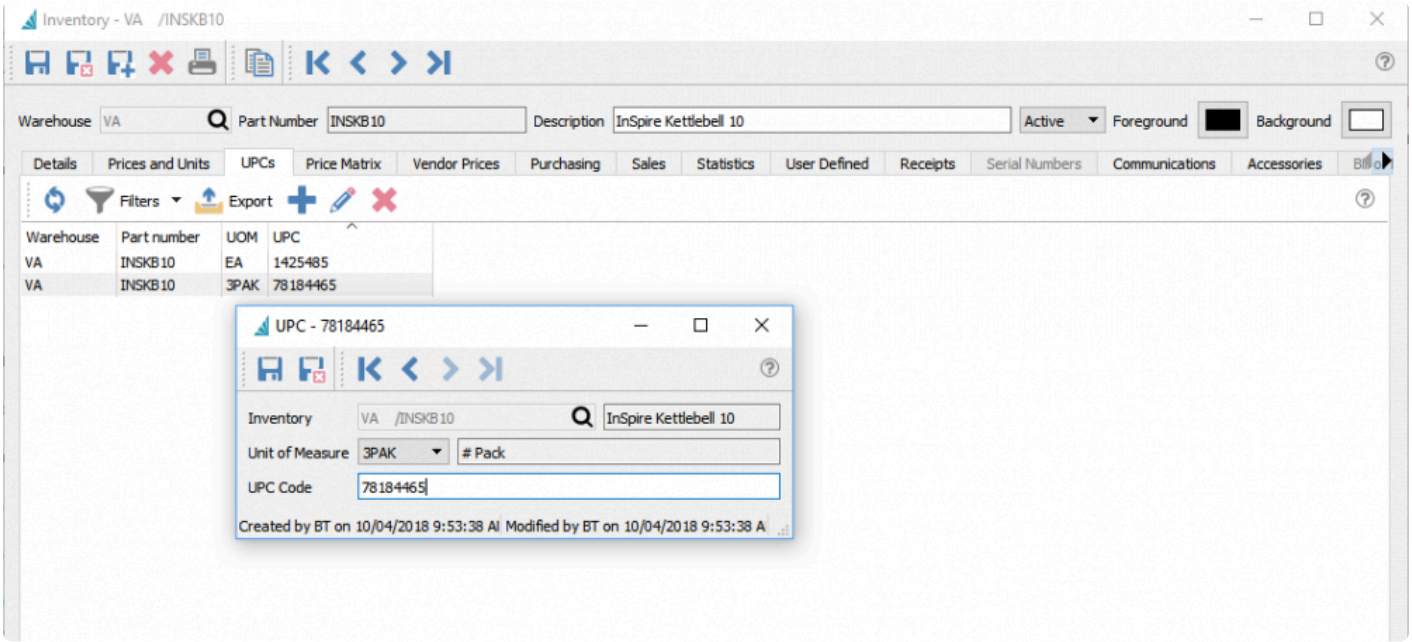
Tax Rebates – Canada – Select each Canadian jurisdiction where there is a tax rebate offered for this item. The rebate percentage is defined in Edit/Sales Taxes.

Discountable

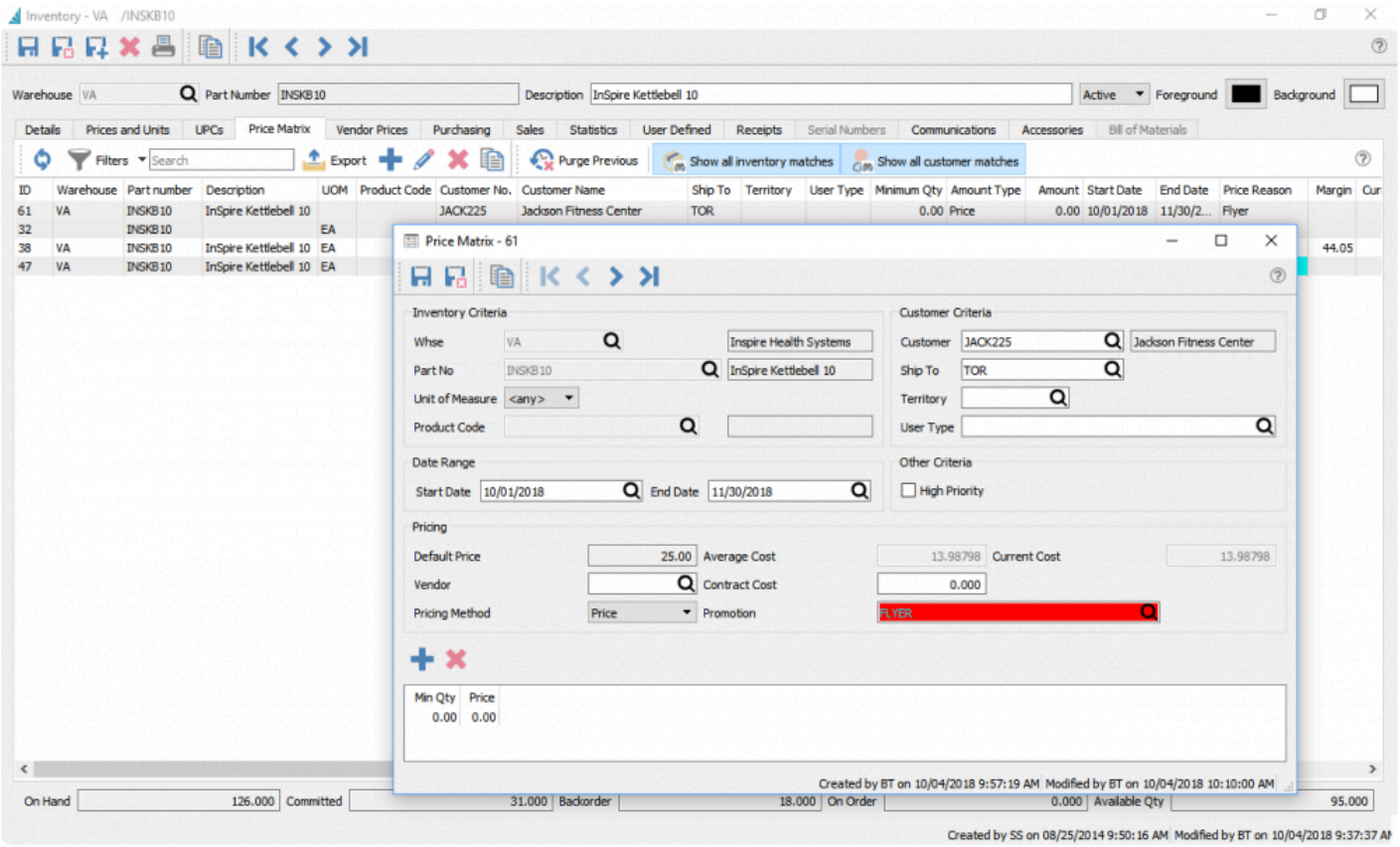
Discountable – Check this on if the item is allowed to be discounted.

UPCs

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

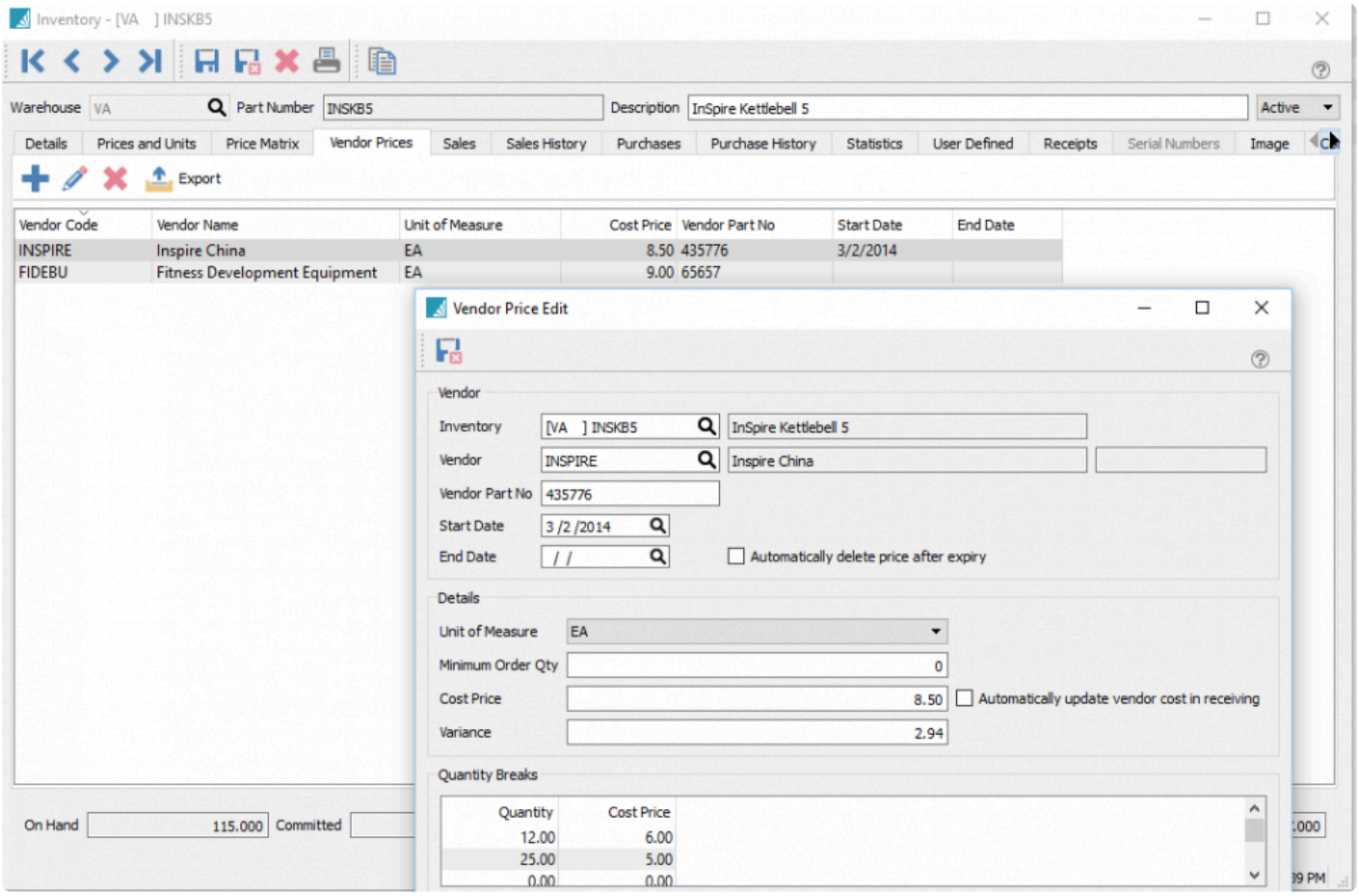


Price Matrix



This displays all of the customers special pricing for this item. Prices can be added and edited from this screen.See 'Price Matrix' for more details.

Vendor Prices

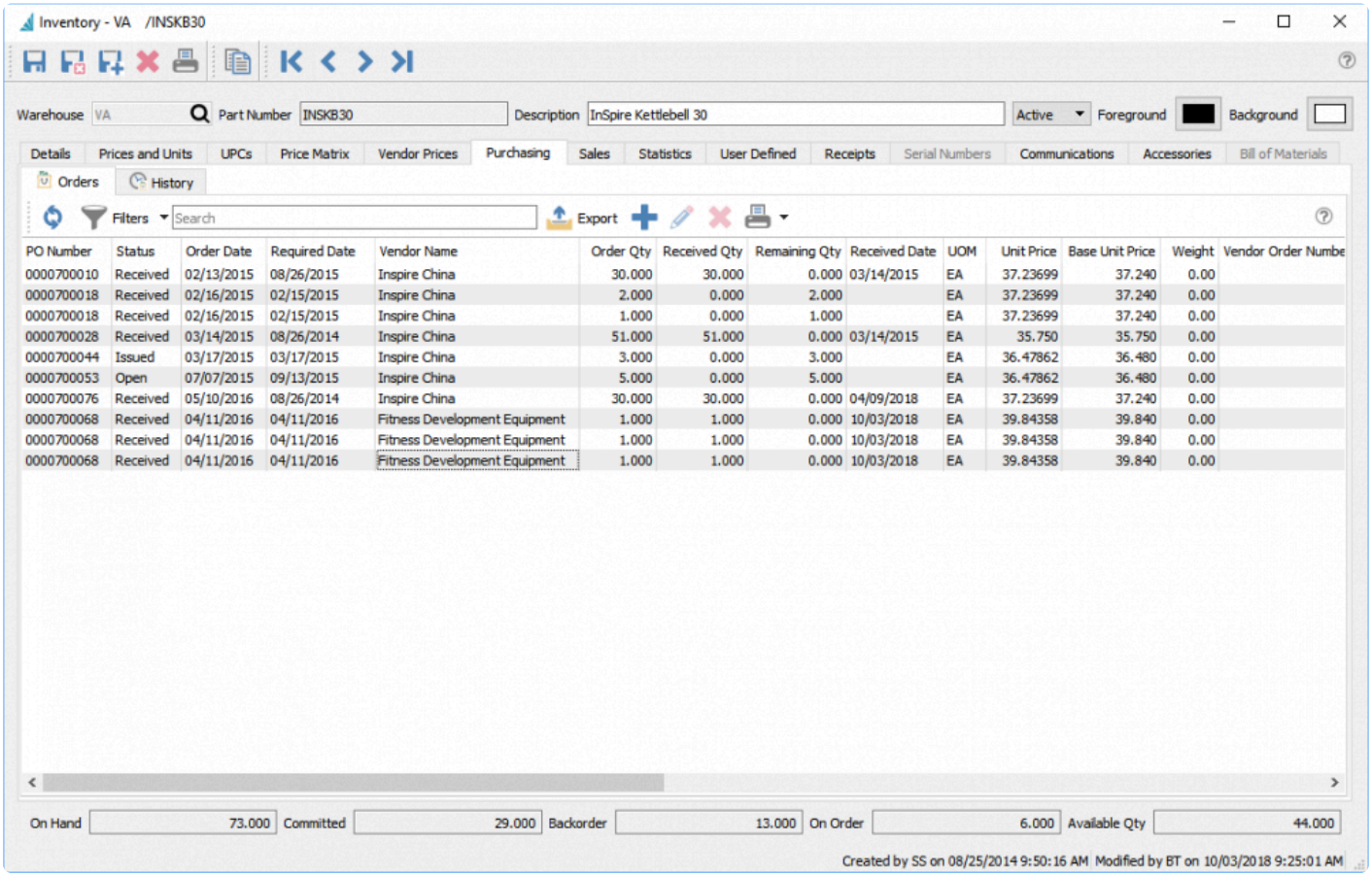


Allows multiple vendor prices to be added to each item.

- **Inventory** – Warehouse and part number
- **Vendor** – Vendor name
- **Vendor Part No** – Part number the vendor uses and will print on Spire's default purchase order number instead of companies part number.
- **Start Date** – Starting date for this price
- **End Date** – Ending date for this price
- **Automatically delete price after expiry** – Deletes the modified price when it expires
- **Unit of Measure** – Unit of measure for this price
- **Minimum Order Qty** – Minimum order quantity for this price. When the item is added to the PO it will put at least this quantity on the order. (uses the suggested order quantity from the inventory list)
- **Cost Price** – Your cost from the vendor

- **Variance** – Difference from the current cost in inventory
- **Automatically update vendor cost in receiving** – When a PO is received and the cost is different than this, this price will be updated ONLY if it does not have a start or end date.
- **Quantity breaks** – Prices for different quantities ordered

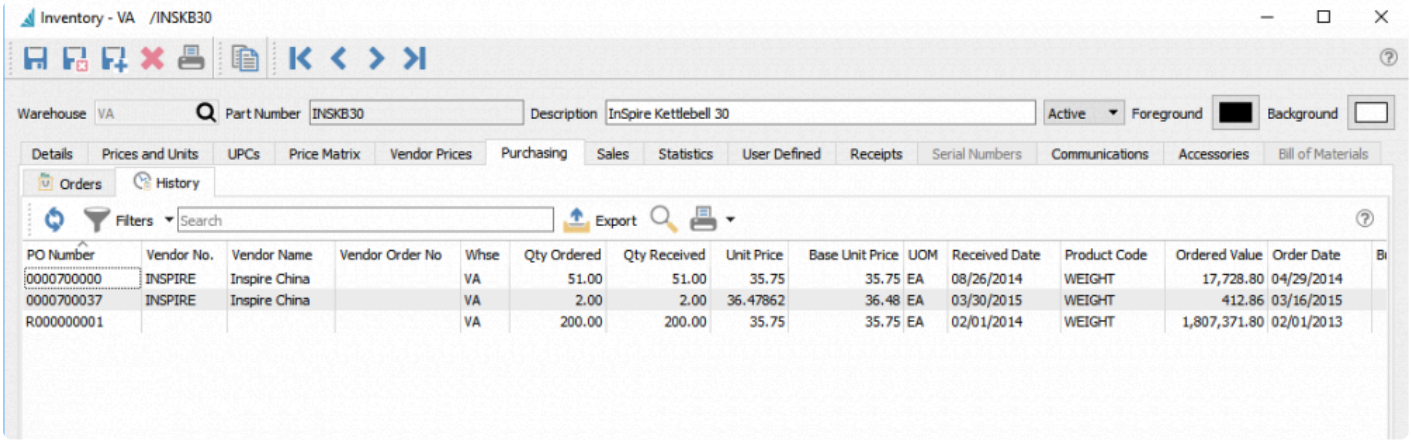
Purchasing



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	

These are all of the purchase orders for this item that are not yet closed to purchase history. You can see at a glance how many are on each PO, what the price is and when the PO is due. The user can double click on any PO an edit, issue, receive, apply Accounts Payable entries and close the PO right from this screen.

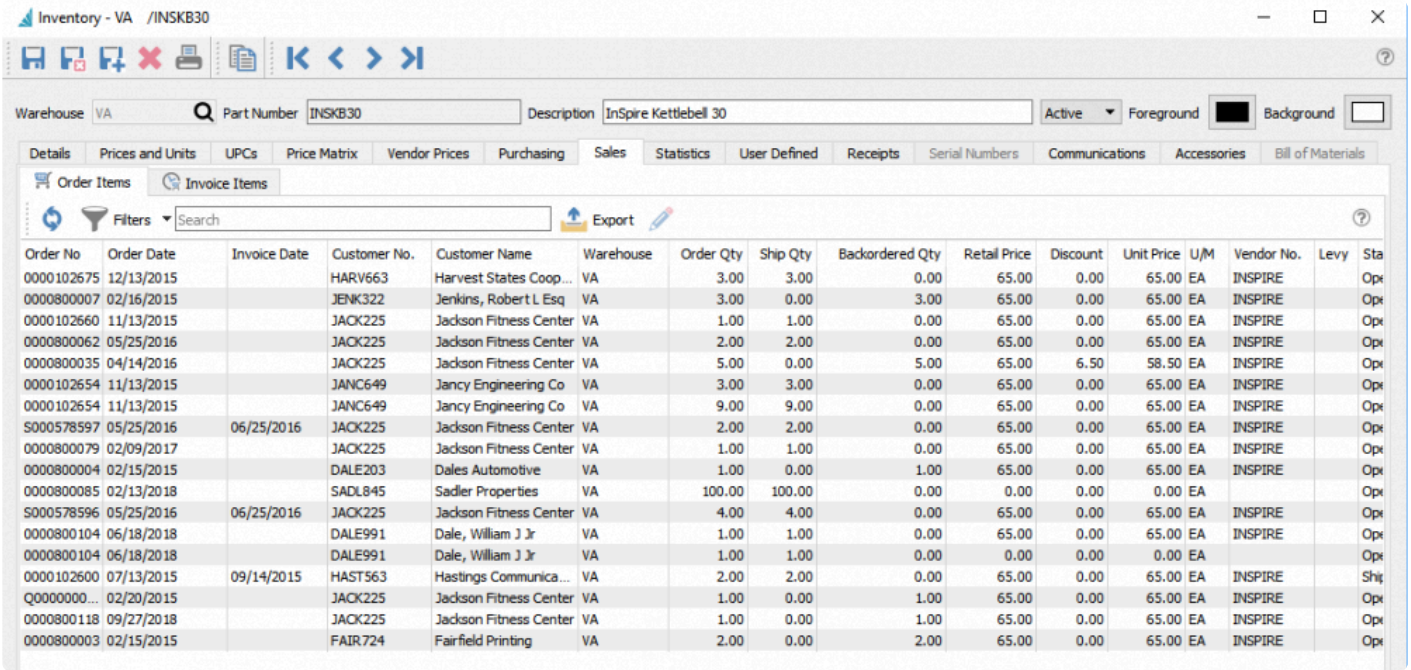
Purchase History



PO Number	Vendor No.	Vendor Name	Vendor Order No	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

In this screen the user can see all purchase orders that have been closed to purchase history. A filter can be set to just view the range that the user wants. The user can double click on a Purchase Order and see what was ordered and than copy or credit it.

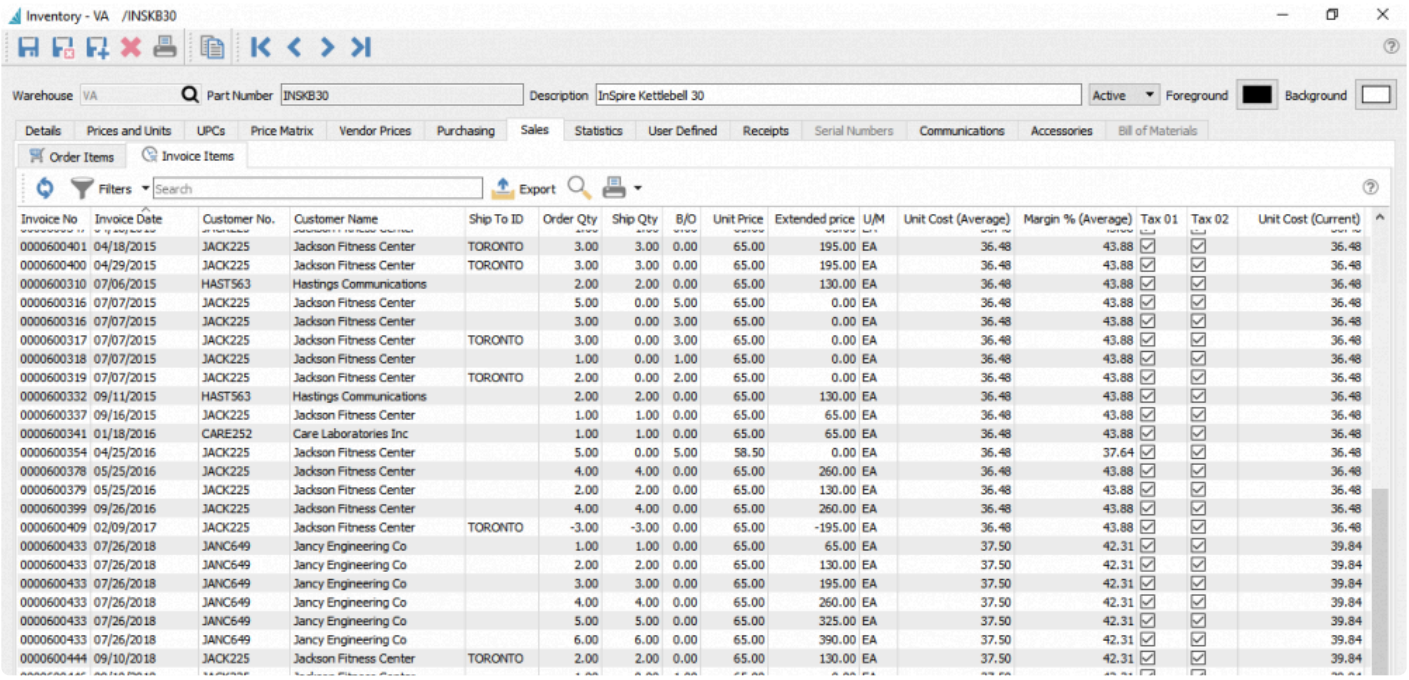
Sales



Order No	Order Date	Invoice Date	Customer No.	Customer Name	Warehouse	Order Qty	Ship Qty	Backordered Qty	Retail Price	Discount	Unit Price	U/M	Vendor No.	Levy	Sta
0000102675	12/13/2015		HARV663	Harvest States Coop...	VA	3.00	3.00	0.00	65.00	0.00	65.00	EA	INSPIRE		Op
0000800007	02/16/2015		JENK322	Jenkins, Robert L Esq	VA	3.00	0.00	3.00	65.00	0.00	65.00	EA	INSPIRE		Op
0000102660	11/13/2015		JACK225	Jackson Fitness Center	VA	1.00	1.00	0.00	65.00	0.00	65.00	EA	INSPIRE		Op
0000800062	05/25/2016		JACK225	Jackson Fitness Center	VA	2.00	2.00	0.00	65.00	0.00	65.00	EA	INSPIRE		Op
0000800035	04/14/2016		JACK225	Jackson Fitness Center	VA	5.00	0.00	5.00	65.00	6.50	58.50	EA	INSPIRE		Op
0000102654	11/13/2015		JANC649	Jancy Engineering Co	VA	3.00	3.00	0.00	65.00	0.00	65.00	EA	INSPIRE		Op
0000102654	11/13/2015		JANC649	Jancy Engineering Co	VA	9.00	9.00	0.00	65.00	0.00	65.00	EA	INSPIRE		Op
S000578597	05/25/2016	06/25/2016	JACK225	Jackson Fitness Center	VA	2.00	2.00	0.00	65.00	0.00	65.00	EA	INSPIRE		Op
0000800079	02/09/2017		JACK225	Jackson Fitness Center	VA	1.00	1.00	0.00	65.00	0.00	65.00	EA	INSPIRE		Op
0000800004	02/15/2015		DALE203	Dales Automotive	VA	1.00	0.00	1.00	65.00	0.00	65.00	EA	INSPIRE		Op
0000800085	02/13/2018		SADL845	Sadler Properties	VA	100.00	100.00	0.00	0.00	0.00	0.00	EA			Op
S000578596	05/25/2016	06/25/2016	JACK225	Jackson Fitness Center	VA	4.00	4.00	0.00	65.00	0.00	65.00	EA	INSPIRE		Op
0000800104	06/18/2018		DALE991	Dale, William J Jr	VA	1.00	1.00	0.00	65.00	0.00	65.00	EA	INSPIRE		Op
0000800104	06/18/2018		DALE991	Dale, William J Jr	VA	1.00	1.00	0.00	0.00	0.00	0.00	EA			Op
0000102600	07/13/2015	09/14/2015	HAST563	Hastings Communica...	VA	2.00	2.00	0.00	65.00	0.00	65.00	EA	INSPIRE		Shi
Q0000000...	02/20/2015		JACK225	Jackson Fitness Center	VA	1.00	0.00	1.00	65.00	0.00	65.00	EA	INSPIRE		Op
0000800118	09/27/2018		JACK225	Jackson Fitness Center	VA	1.00	0.00	1.00	65.00	0.00	65.00	EA	INSPIRE		Op
0000800003	02/15/2015		FAIR724	Fairfield Printing	VA	2.00	0.00	2.00	65.00	0.00	65.00	EA	INSPIRE		Op

Shows all sales order that have this item on it. Also shows the detail of each order as to who the customer is, the quantities ordered and the sell price. These orders can be edited in the same way as in the sales order module.

Sales History



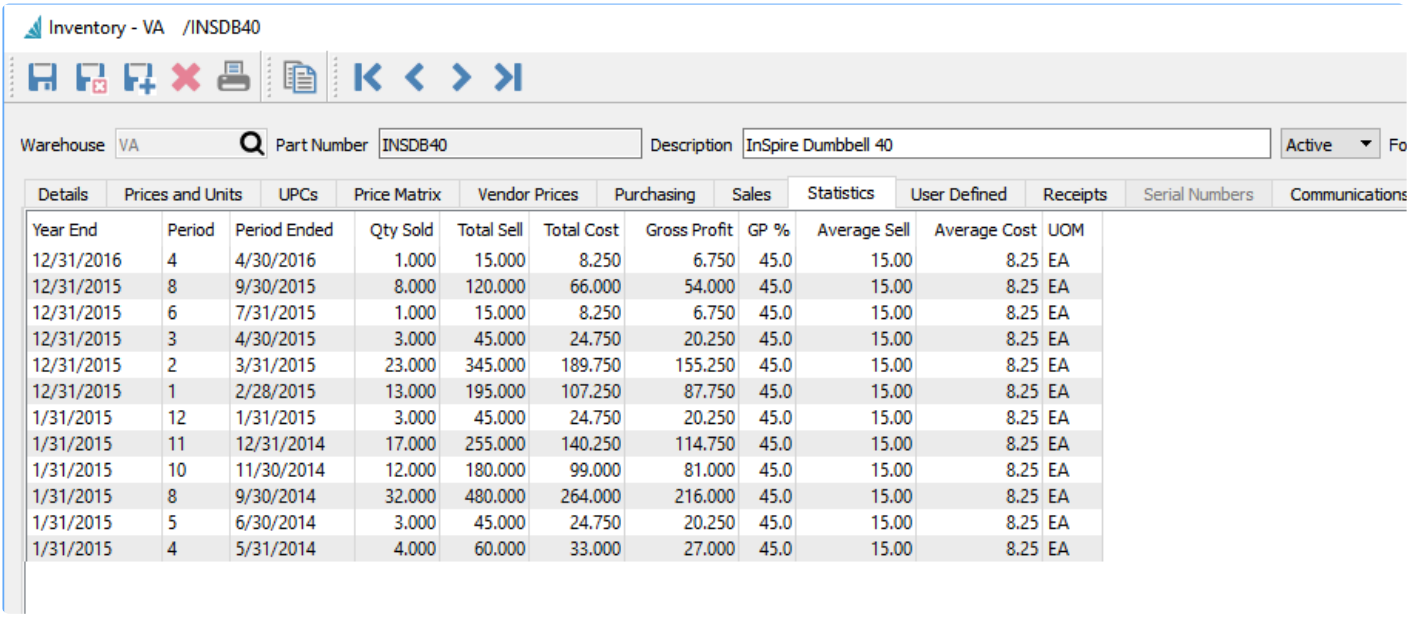
Invoice No	Invoice Date	Customer No.	Customer Name	Ship To ID	Order Qty	Ship Qty	B/O	Unit Price	Extended price	U/M	Unit Cost (Average)	Margin % (Average)	Tax 01	Tax 02	Unit Cost (Current)
0000600401	04/18/2015	JACK225	Jackson Fitness Center	TORONTO	3.00	3.00	0.00	65.00	195.00	EA	36.48	43.88	☑	☑	36.48
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
0000600310	07/06/2015	HAST563	Hastings Communications		2.00	2.00	0.00	65.00	130.00	EA	36.48	43.88	☑	☑	36.48
0000600316	07/07/2015	JACK225	Jackson Fitness Center		5.00	0.00	5.00	65.00	0.00	EA	36.48	43.88	☑	☑	36.48
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
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
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
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
0000600332	09/11/2015	HAST563	Hastings Communications		2.00	2.00	0.00	65.00	130.00	EA	36.48	43.88	☑	☑	36.48
0000600337	09/16/2015	JACK225	Jackson Fitness Center		1.00	1.00	0.00	65.00	65.00	EA	36.48	43.88	☑	☑	36.48
0000600341	01/18/2016	CARE252	Care Laboratories Inc		1.00	1.00	0.00	65.00	65.00	EA	36.48	43.88	☑	☑	36.48
0000600354	04/25/2016	JACK225	Jackson Fitness Center		5.00	0.00	5.00	58.50	0.00	EA	36.48	37.64	☑	☑	36.48
0000600378	05/25/2016	JACK225	Jackson Fitness Center		4.00	4.00	0.00	65.00	260.00	EA	36.48	43.88	☑	☑	36.48
0000600379	05/25/2016	JACK225	Jackson Fitness Center		2.00	2.00	0.00	65.00	130.00	EA	36.48	43.88	☑	☑	36.48
0000600399	09/26/2016	JACK225	Jackson Fitness Center		4.00	4.00	0.00	65.00	260.00	EA	36.48	43.88	☑	☑	36.48
0000600409	02/09/2017	JACK225	Jackson Fitness Center	TORONTO	-3.00	-3.00	0.00	65.00	-195.00	EA	36.48	43.88	☑	☑	36.48
0000600433	07/26/2018	JANC649	Jancy Engineering Co		1.00	1.00	0.00	65.00	65.00	EA	37.50	42.31	☑	☑	39.84
0000600433	07/26/2018	JANC649	Jancy Engineering Co		2.00	2.00	0.00	65.00	130.00	EA	37.50	42.31	☑	☑	39.84
0000600433	07/26/2018	JANC649	Jancy Engineering Co		3.00	3.00	0.00	65.00	195.00	EA	37.50	42.31	☑	☑	39.84
0000600433	07/26/2018	JANC649	Jancy Engineering Co		4.00	4.00	0.00	65.00	260.00	EA	37.50	42.31	☑	☑	39.84
0000600433	07/26/2018	JANC649	Jancy Engineering Co		5.00	5.00	0.00	65.00	325.00	EA	37.50	42.31	☑	☑	39.84
0000600433	07/26/2018	JANC649	Jancy Engineering Co		6.00	6.00	0.00	65.00	390.00	EA	37.50	42.31	☑	☑	39.84
0000600444	09/10/2018	JACK225	Jackson Fitness Center	TORONTO	2.00	2.00	0.00	65.00	130.00	EA	37.50	42.31	☑	☑	39.84

This screen shows all the customers that have purchased this item along with the quantity, price and margin. The user can drill down into an invoice to print, copy or credit it. If they have the security permissions to do so they can edit non-financial information on the invoice. This is especially helpful if the customers PO number was missed or if the wrong sales person was put on the invoice when it was posted. Once edited and saved the invoice can be sent to the customer with the correct Purchase Order number and the commission report can be re-printed with the correct salesperson.

This list can be filtered by many criteria and then exported to Excel or .csv.

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

Statistics



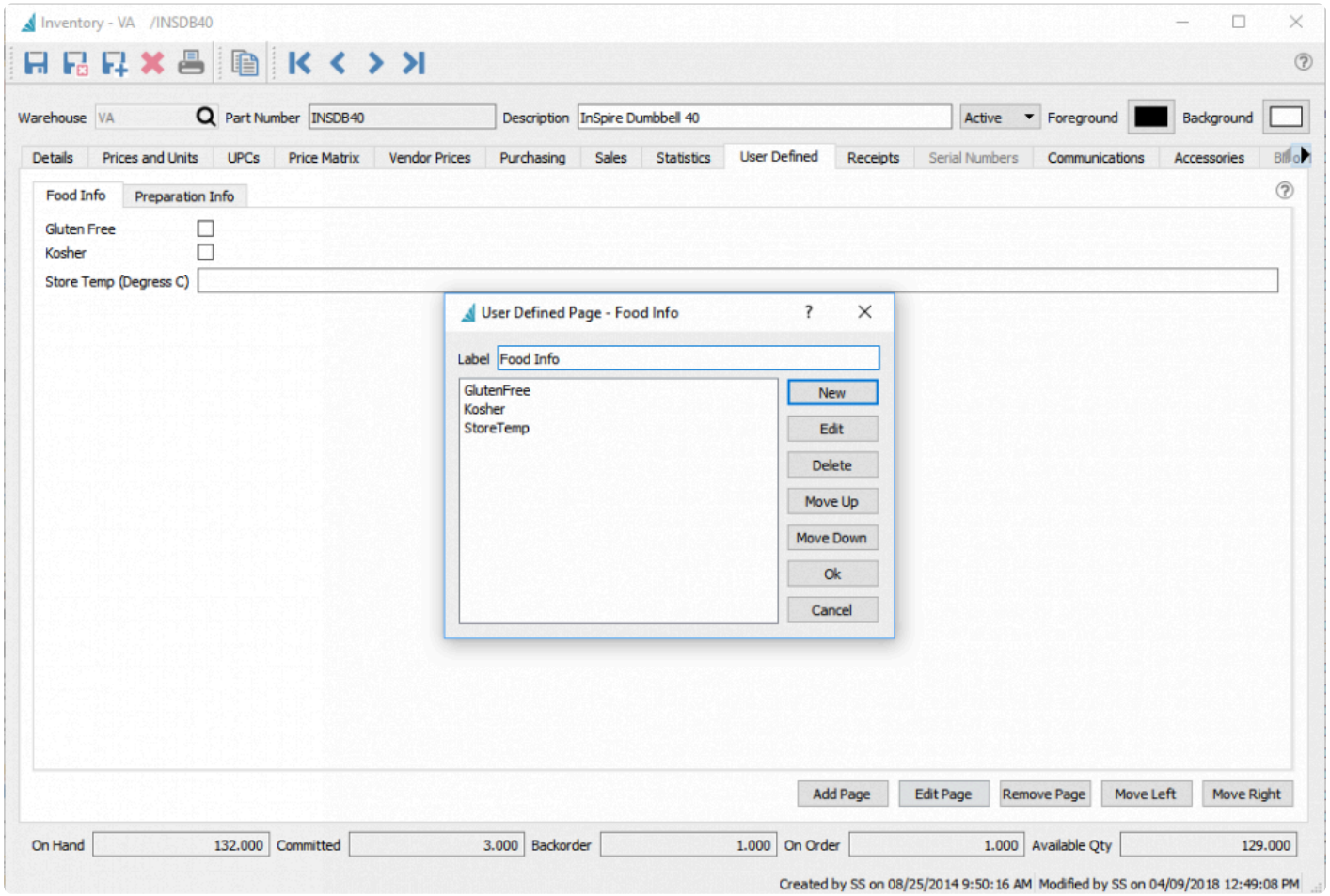
Year End	Period	Period Ended	Qty Sold	Total Sell	Total Cost	Gross Profit	GP %	Average Sell	Average Cost	UOM
12/31/2016	4	4/30/2016	1.000	15.000	8.250	6.750	45.0	15.00	8.25	EA
12/31/2015	8	9/30/2015	8.000	120.000	66.000	54.000	45.0	15.00	8.25	EA
12/31/2015	6	7/31/2015	1.000	15.000	8.250	6.750	45.0	15.00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

From this screen every sale of this item is summarized by year and period. The user can see the totals sold for each month along with the profit.

Displayed is:

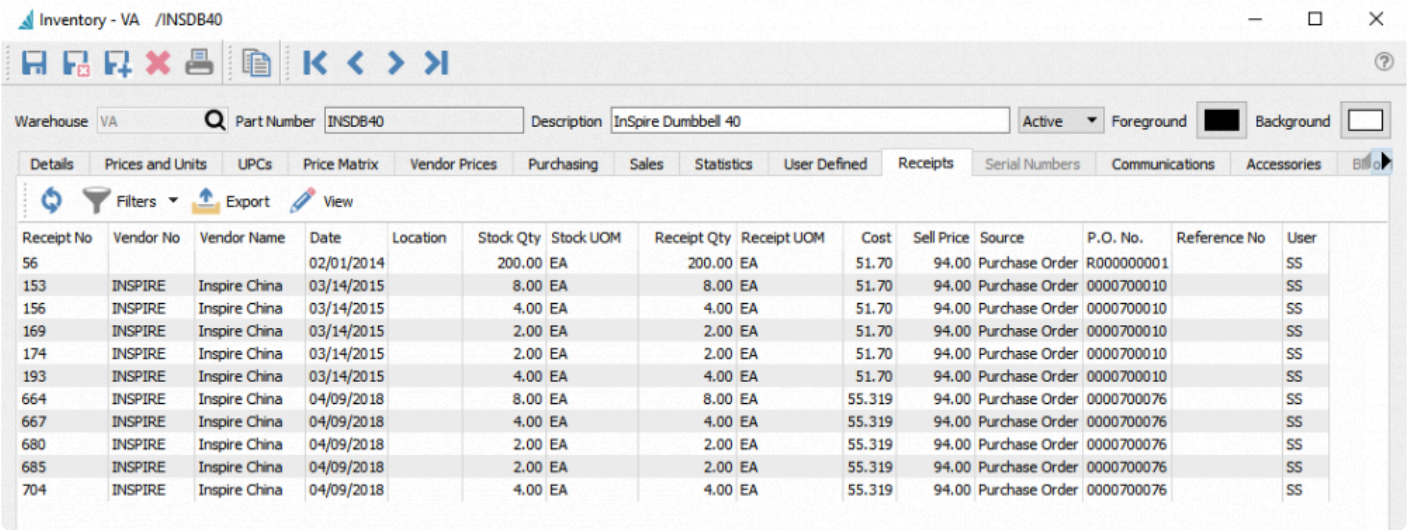
- Year
- Period
- Period Ending
- Qty Sold
- Total Sell
- Total Cost
- Gross Profit
- GP %
- Average Sell
- Average Cost
- UOM

User Defined



In this tab the user can enter data into user defined fields that can be created for data not stored in Spire by default. If they have the user setting General/Edit UDF Structure checked, they can also edit, add and delete different types of fields to the UDF structure. See User Defined Fields for more details.

Receipts



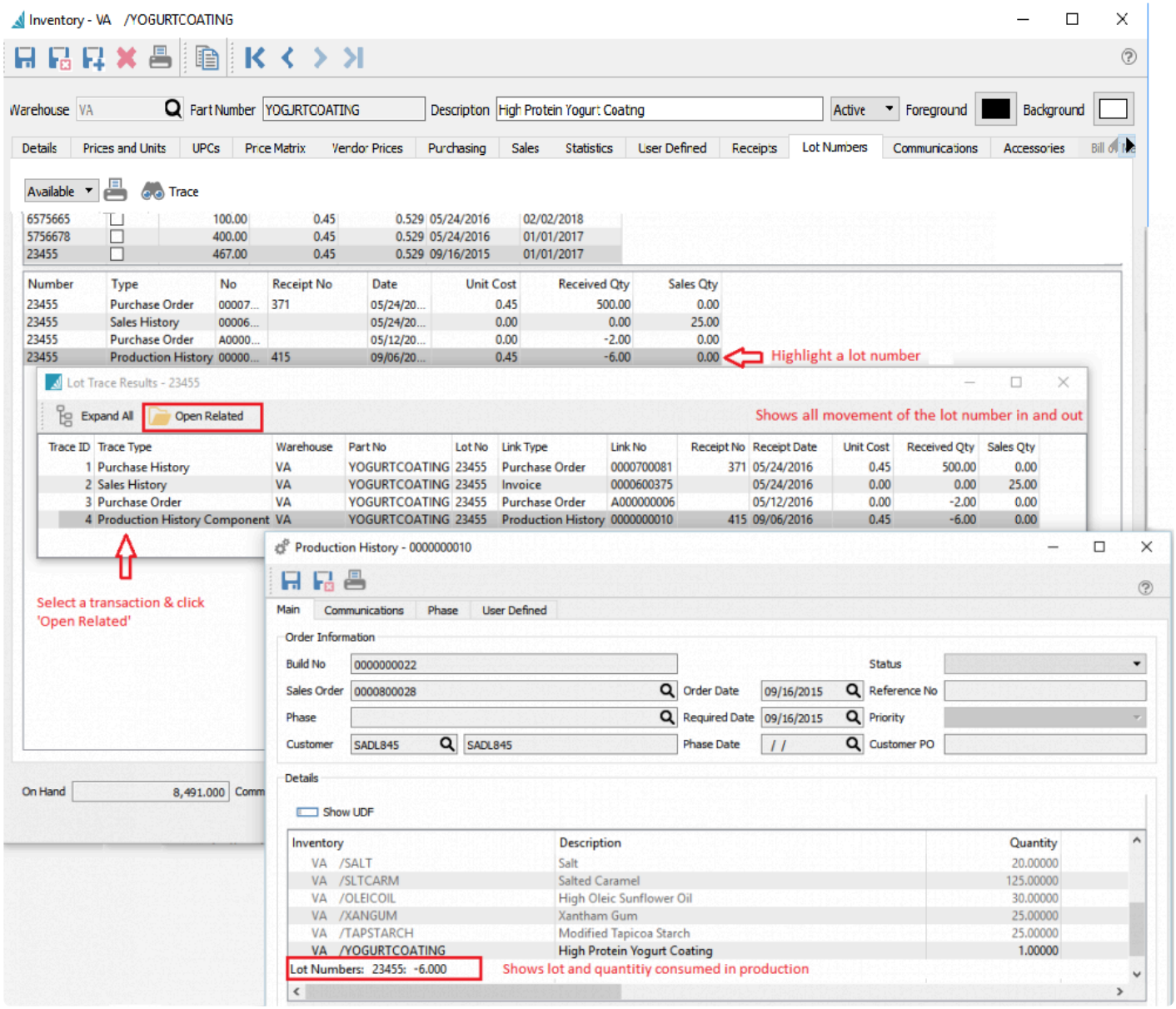
Receipt No	Vendor No	Vendor Name	Date	Location	Stock Qty	Stock UOM	Receipt Qty	Receipt UOM	Cost	Sell Price	Source	P.O. No.	Reference No	User
56			02/01/2014		200.00	EA	200.00	EA	51.70	94.00	Purchase Order	R000000001		SS
153	INSPIRE	Inspire China	03/14/2015		8.00	EA	8.00	EA	51.70	94.00	Purchase Order	0000700010		SS
156	INSPIRE	Inspire China	03/14/2015		4.00	EA	4.00	EA	51.70	94.00	Purchase Order	0000700010		SS
169	INSPIRE	Inspire China	03/14/2015		2.00	EA	2.00	EA	51.70	94.00	Purchase Order	0000700010		SS
174	INSPIRE	Inspire China	03/14/2015		2.00	EA	2.00	EA	51.70	94.00	Purchase Order	0000700010		SS
193	INSPIRE	Inspire China	03/14/2015		4.00	EA	4.00	EA	51.70	94.00	Purchase Order	0000700010		SS
664	INSPIRE	Inspire China	04/09/2018		8.00	EA	8.00	EA	55.319	94.00	Purchase Order	0000700076		SS
667	INSPIRE	Inspire China	04/09/2018		4.00	EA	4.00	EA	55.319	94.00	Purchase Order	0000700076		SS
680	INSPIRE	Inspire China	04/09/2018		2.00	EA	2.00	EA	55.319	94.00	Purchase Order	0000700076		SS
685	INSPIRE	Inspire China	04/09/2018		2.00	EA	2.00	EA	55.319	94.00	Purchase Order	0000700076		SS
704	INSPIRE	Inspire China	04/09/2018		4.00	EA	4.00	EA	55.319	94.00	Purchase Order	0000700076		SS

Similar to the purchase history tab, this shows receipts for the item. Unlike purchase history this includes all receipts done from purchase orders not yet closed, and it shows all receipts done from the inventory adjustments module.

The PO and the adjustment can be viewed to see what else was on it.

Items that are returned on an invoice also appear in the receipts.

Lot Numbers



On the upper section it shows:

- **Number** – The lot number
- **Hold** – Whether it is on hold. This is used to quarantine lot numbers
- **Available Qty** – How many are still available to sell or for production
- **Unit Cost** – Cost of this lot number
- **Sell Price** – Sell price of this lot number

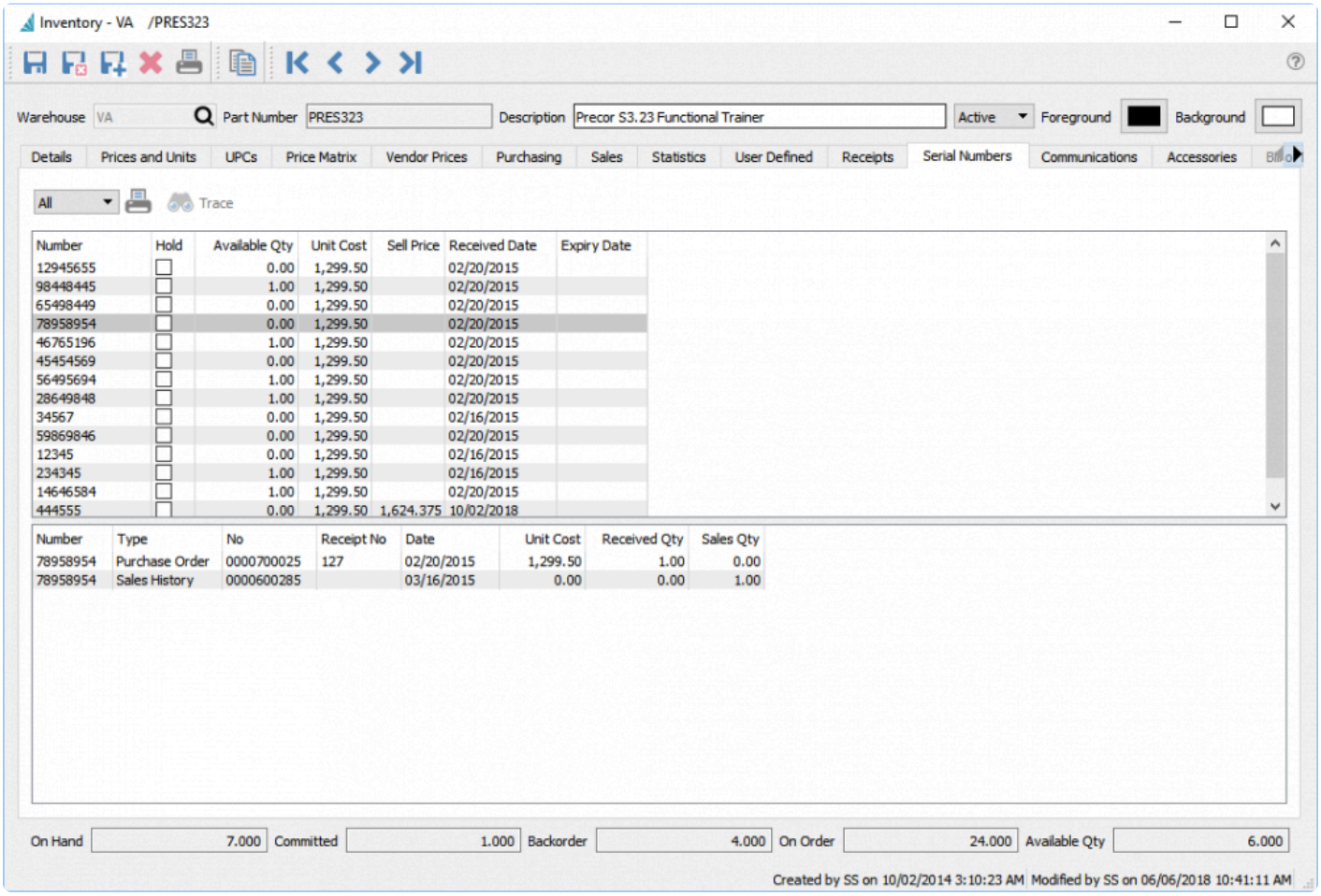
- **Expiry Date** – Expiration or best before date

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

- **Number** – The lot number
- **Type** – Type of movement. Can be PROD for PO receipt or Production consumption
- **No** – The document number can be a Purchase order, an Invoice, a Production or adjustment number
- **Receipt No** – Receipt number
- **Date** – Date of transaction
- **Unit Cost** – Cost of the lot receipt
- **Received Qty** – How many were received on a PO or consumed in production
- **Sales Qty** – How many were sold

As you can see by the data saved on a lot number a full tractability can be done. It takes literally seconds to find out where an item came from, who it got sold to, what other item it was consumed by and how many are left in stock.

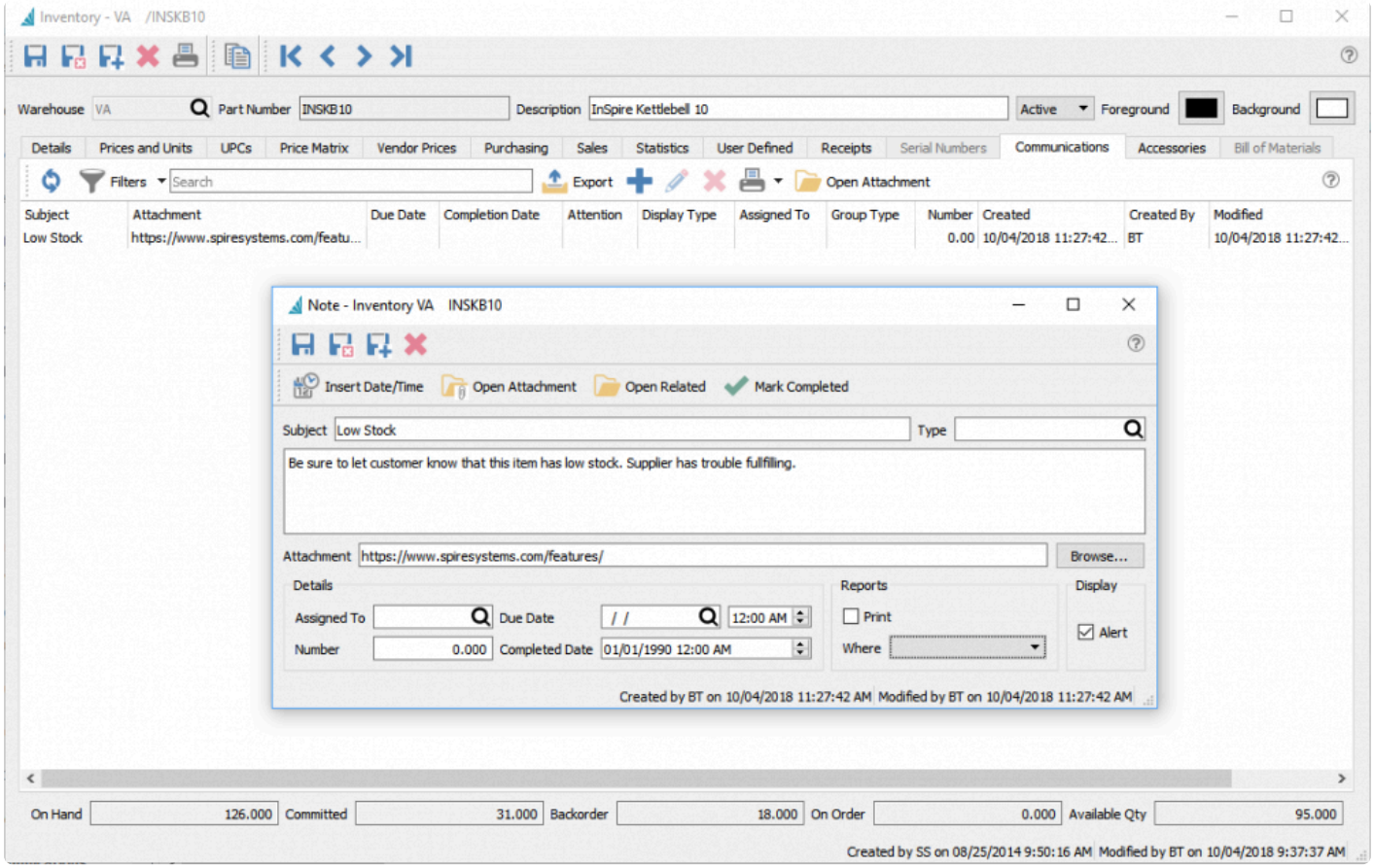
Serial Numbers



The serial number tab shows the serial numbers for this item. By default it shows the available serial numbers but the user can select ‘Depleted’ and ‘All’ as well.

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

Communications & Attachments



Notes can be added to inventory items for various reasons. If the alert flag is set like the example above this note will pop up when adding the item to an order. The note can also be assigned to a user so that when the user logs into Spire and the note is due or overdue it will be included on their alerts list.

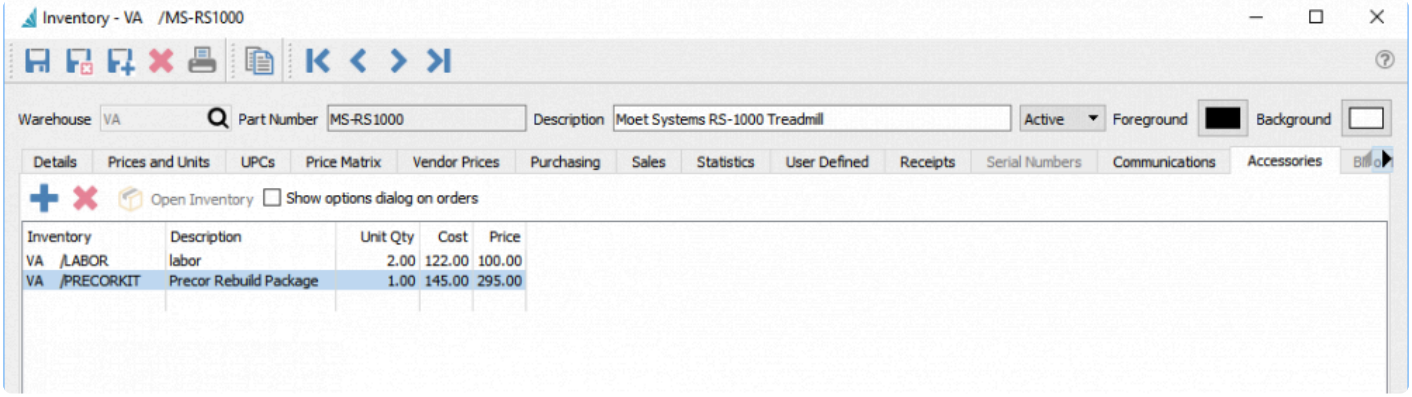
This note can also be included on any report. Many of Spire's stock reports have a sub report on them that is hidden and using Crystal Reports your Spire partner can assist to have them print where required.

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

In this example there is a website attached so when clicked the website will open in the default browser

Accessories

Any item can have accessories.



To add accessories, navigate to the “Accessories” tab. Here accessories can be added by clicking “+” and adding lines. Items can have more than one accessory.

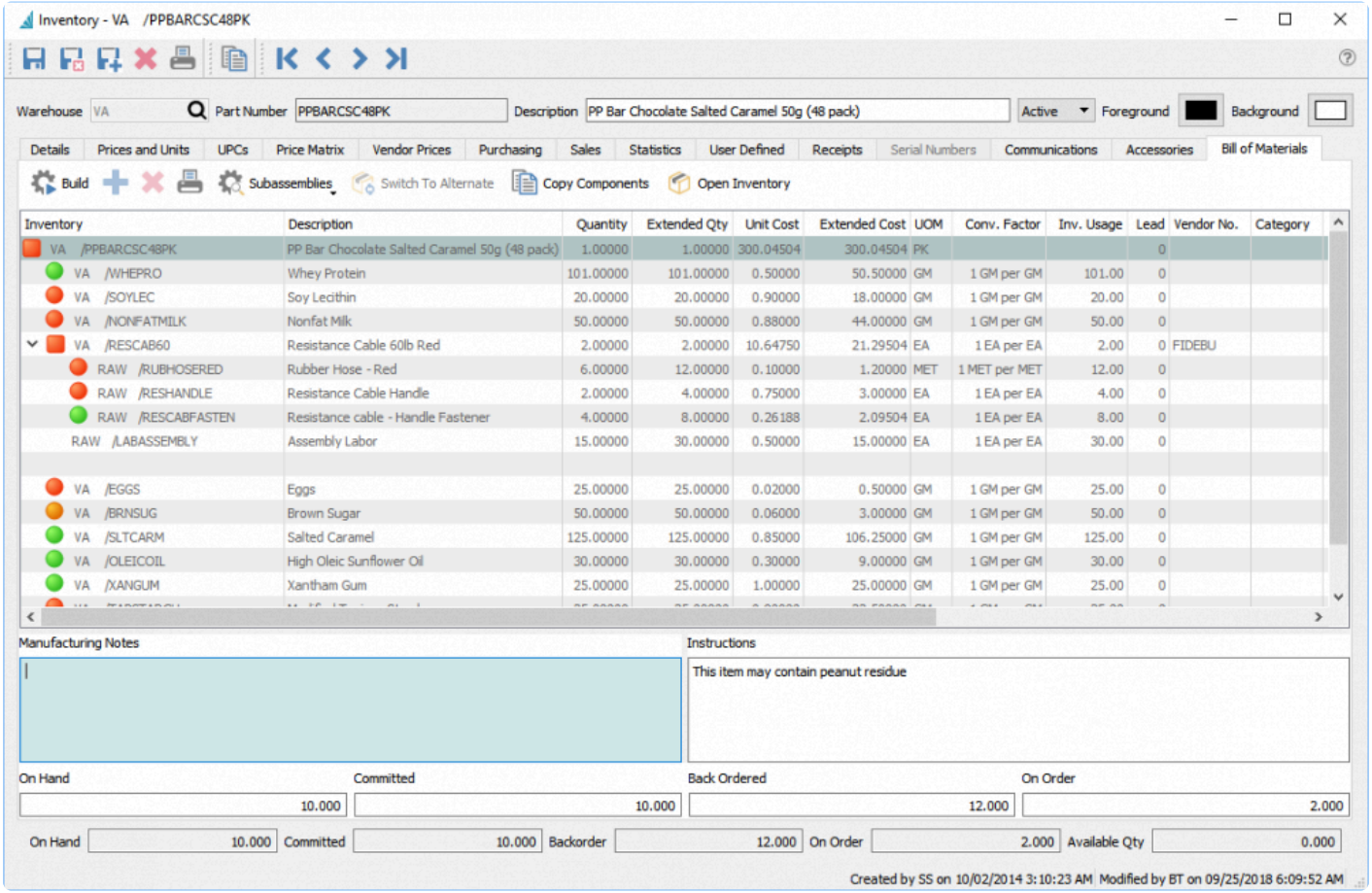
Sometimes accessories are automatic. You want one or more items to always be included when you sell an item. When this is not the case, check “Show options dialog on order”. The operator will then be prompted to select accessories on a case by case basis.

Accessories displayed as nested items beneath the item they are associated with. They have their own price and cost. Overall quantities of accessories are initially controlled by the parent item (the item that contains accessories). This makes sense, because if you sell 3 PHONE items, you generally want 3 CASE items to go with them. This can be overridden as required.

In the example above the PRECORKIT is a kit that in turn has multiple components.

Bill of Materials

Note: This functionality does not require the optional add-on, Production Manager



If an item is set as manufactured it will have a components tab. You can see very visually if you have enough stock to be able to build the item. The green dots mean that there is enough of the component, the red dot means that there is not, and the yellow dot means that there is enough for this build but we are over-committed. There is also an orange dot to indicate that we are short, but a purchase Order has already been issued for the shortage.

- **Build** – Click to relieve the components of a manufactured item and add the finished product to stock. A journal entry will be posted to credit the raw materials and debit finished goods, if the GL account for the items are different.
- **Add** – Adds a component

- **Delete** – Deletes a component
- **Print** – Prints a report for this template
- **Sub Assemblies** – Shows and expands sub assemblies. If there is a + in front of the sub assemblies the components of that sub-assembly will be depleted instead of the finished sub-assembly
- **Switch to Alternate** – If a component is out of stock, clicking this button will switch to the alternate part number if it is setup
- **Copy Components** – If creating a new manufactured item clicking the 'Key Components' button will prompt the user to select another item to copy the components from.

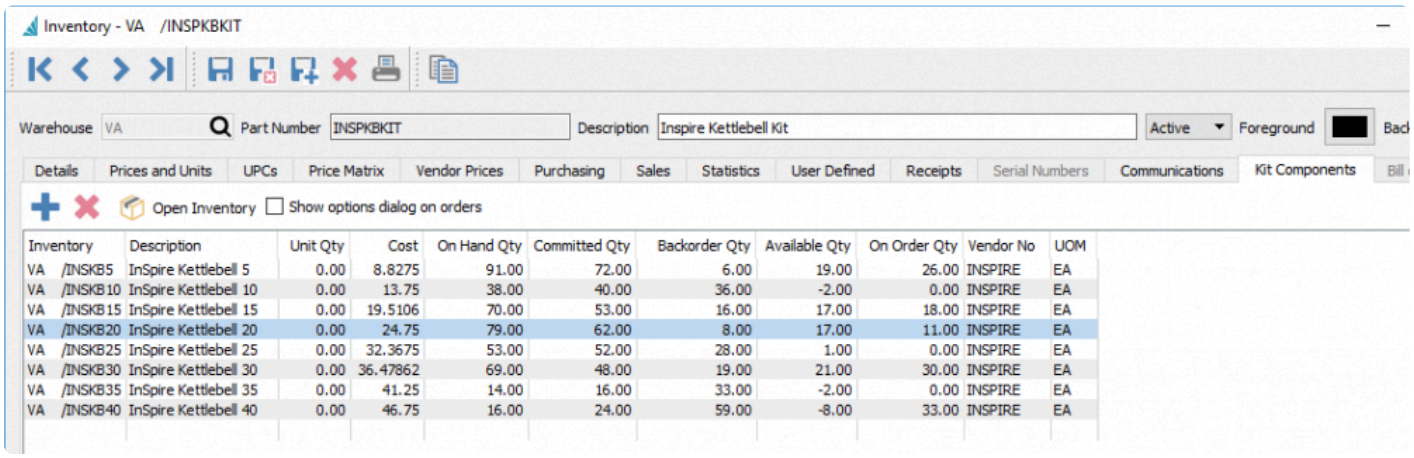
Manufacturing notes – Can be entered here to post notes to history. These notes will not be saved to the components template.

Instructions – Can be added to the top item and line by line on the components. These notes are save to the manufactured item template.

Kit Components

A kit is a collection of items that are included when the item is sold. Those items can be consumed in the background or shown on the order depending how the kit is setup. When an item is set as a kit, there is no process involved in assembling them like there is for 'Manufactured' items. The kit itself will have the sell price but the components will not. The cost is determined from the rolled up cost of the kit components.

If an item is set as a 'Kit' then the "Kit Component" tab in inventory edit becomes available. The user can then enter all of the items and quantities that are included in that kit.



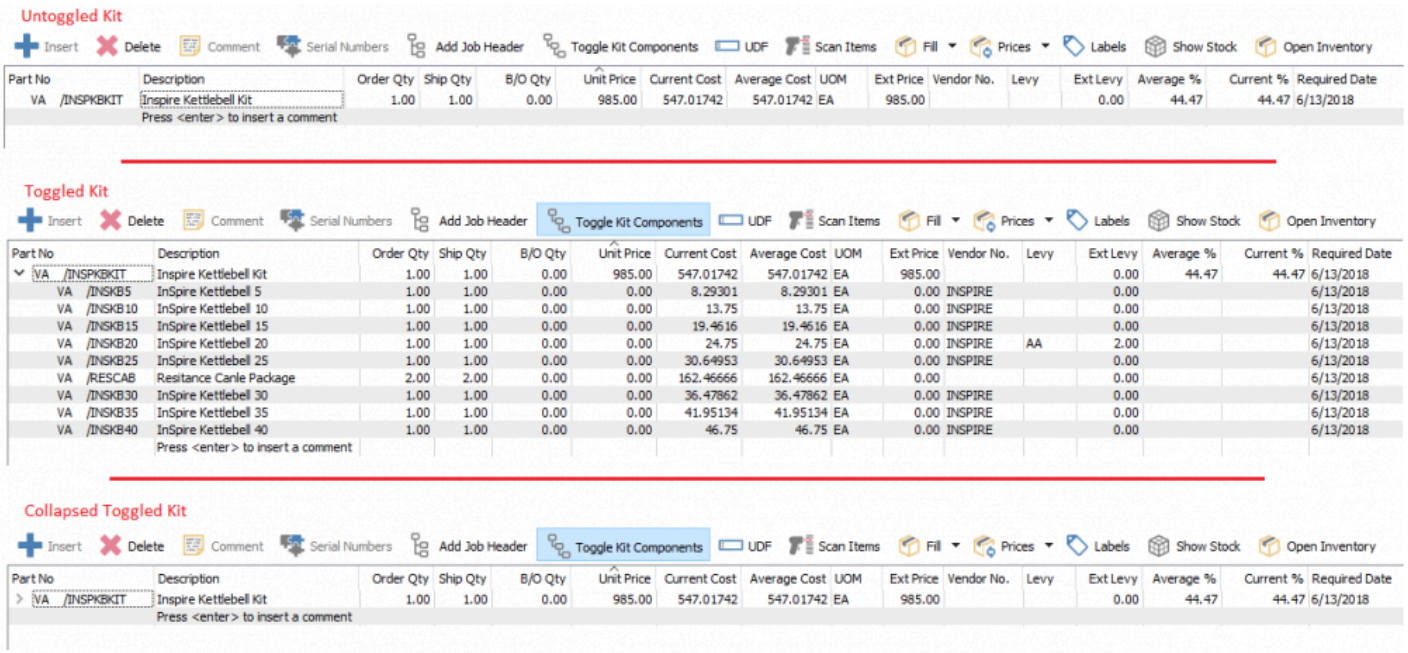
Inventory	Description	Unit Qty	Cost	On Hand Qty	Committed Qty	Backorder Qty	Available Qty	On Order Qty	Vendor No	UOM
VA /INSKB5	InSpire Kettlebell 5	0.00	8.8275	91.00	72.00	6.00	19.00	26.00	INSPIRE	EA
VA /INSKB10	InSpire Kettlebell 10	0.00	13.75	38.00	40.00	36.00	-2.00	0.00	INSPIRE	EA
VA /INSKB15	InSpire Kettlebell 15	0.00	19.5106	70.00	53.00	16.00	17.00	18.00	INSPIRE	EA
VA /INSKB20	InSpire Kettlebell 20	0.00	24.75	79.00	62.00	8.00	17.00	11.00	INSPIRE	EA
VA /INSKB25	InSpire Kettlebell 25	0.00	32.3675	53.00	52.00	28.00	1.00	0.00	INSPIRE	EA
VA /INSKB30	InSpire Kettlebell 30	0.00	36.47862	69.00	48.00	19.00	21.00	30.00	INSPIRE	EA
VA /INSKB35	InSpire Kettlebell 35	0.00	41.25	14.00	16.00	33.00	-2.00	0.00	INSPIRE	EA
VA /INSKB40	InSpire Kettlebell 40	0.00	46.75	16.00	24.00	59.00	-8.00	33.00	INSPIRE	EA

Add – Add a component
Delete – Delete a component
Open Inventory – Open inventory edit for the selected component
Show options dialog on orders – When this kit is sold, present the user with the component list so that they can select which ones they want to include on the order and how many. The items will then be added to the order in an indented list below the kit. When this setting is off the user does not select the components and only the kit itself is shown on the order.

Toggling Kits on Sales Order

When a kit is added to an order and the kit does not have the **Show options dialog on orders** option turned on, the kit shows on the order as a single item. The user can then highlight the kit on the order and select the "Toggle Kit Components" button to show the items included. They will be display as a tree structure underneath the kit. The user can then toggle them back off so they are not shown. When the kit is toggled on, the details will print on sales order reports and invoices.

There is also an arrow that will appear next to the kit if it has been toggled on (left of the item code). This arrow will collapse the components under the kit but when the order/invoice is printed it will still print the detail of the kit. The feature is there so the user does not have to see all of the details of the kit but want them to print. If this arrow is displayed, reports will print the details of a kit. If the arrow is not displayed, kit component printing is suppressed.



> ! When kits are toggled on, (arrow shows in front of kit) they will print on the order whether the components are collapsed or not

Serial/Lot Kit Components

When a kit contains a component that has a serial/lot number then the option ““Show options dialog on order” must be on (Spire will enforce this). This is required because the user needs to be able to select a serial number for the component and unless they are toggled on, the item is not accessible. Once the serial numbers have been selected on the sales order, the kit can be toggled off.

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.

Insert Delete Comment Serial Numbers Add Job Header Toggle Kit Components UDF Scan Items Fill Prices Labels Show Stock Open Inventory

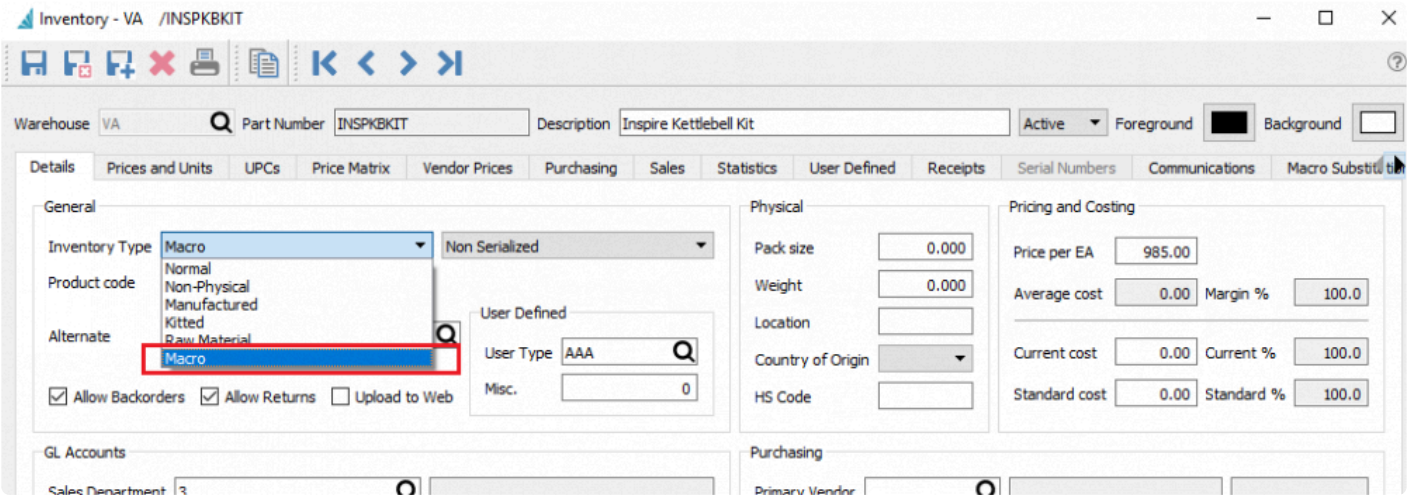
Part No	Description	Order Qty	Ship Qty	B/O Qty	Unit Price	Current Cost	Average Cost	UOM	Ext Price	Vendor No.	Levy	Ext Levy	Average %	Current %	Required Date
VA /INSPKBKIT	Inspire Kettlebell Kit	1.00	1.00	0.00	985.00	547.01742	547.01742	EA	985.00			0.00	44.47	44.47	6/13/2018
VA /INSKB5	InSpire Kettlebell 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														

Note that if one of the components has a levy attached, it will be charged. This will happen even if the kit is not toggled.

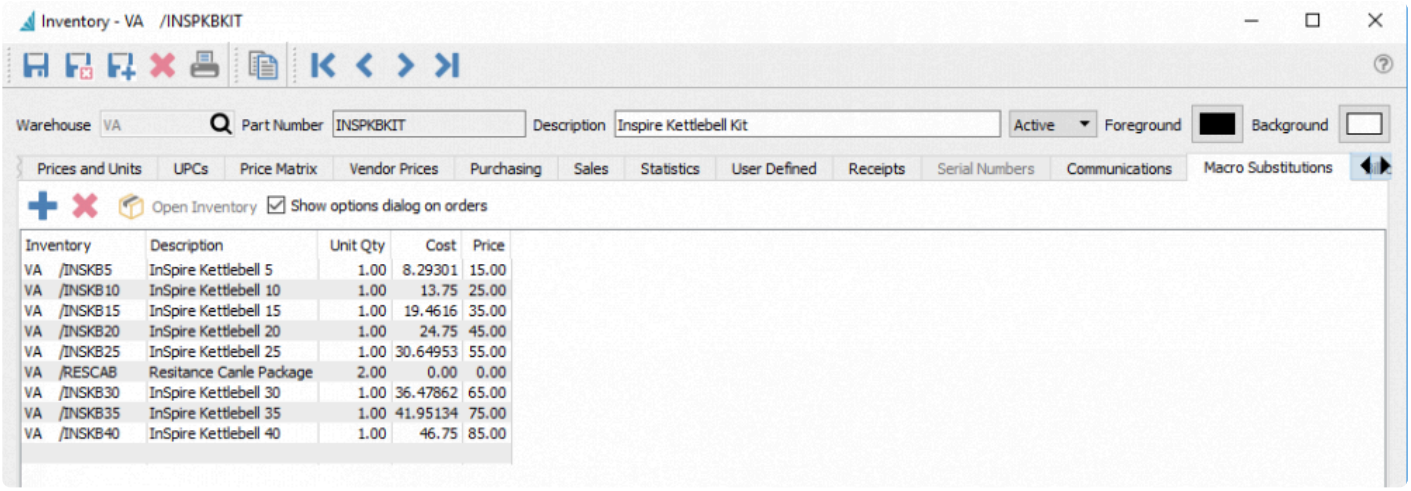
Macros

Macros are a collection of items that will be added to an order when a macro item is selected. Once on the order the items (Macro substitutions) are no longer associated with the macro item and have individual cost and sell prices.

To set an item as a macro select “Macro” as the inventory type. Macros are compatible with kits so they can be changed from one to the other.



Once an item is set as a macro, select the “Macro Substitutions” tab to add the substitution items. Clicking the setting “Show options dialog on orders” indicates that the options dialog should be displayed when using the macro. The options dialog presents the items in the macro when the item is used on a sales order so that the user can select which components to add to the order and the quantity of each.



Note all items are on the order individually after the macro is used.

Insert Delete Comment Serial Numbers Add Job Header Toggle Kit Components UDF Scan Items Fill Prices Labels Show Stock Open Inventory

Part No	Description	Order Qty	Ship Qty	B/O Qty	Discount %	Unit Price	Current Cost	Average Cost	Vendor No.	Levy	Ext Price	Ext Levy	Average %	Current %	Required Date
VA /INSKB10	InSpire Kettlebell 10	1.00	1.00	0.00	0.00	25.00	13.75	13.75	INSPIRE		25.00	0.00	45.00	45.00	6/13/2018
VA /INSKB5	InSpire Kettlebell 5	1.00	1.00	0.00	0.00	15.00	8.29301	8.29301	INSPIRE		15.00	0.00	44.71	44.71	6/13/2018
VA /INSKB15	InSpire Kettlebell 15	1.00	1.00	0.00	0.00	35.00	19.4616	19.4616	INSPIRE		35.00	0.00	44.40	44.40	6/13/2018
VA /INSKB20	InSpire Kettlebell 20	1.00	1.00	0.00	0.00	45.00	24.75	24.75	INSPIRE	AA	45.00	2.00	45.00	45.00	6/13/2018
VA /INSKB25	InSpire Kettlebell 25	1.00	1.00	0.00	0.00	55.00	30.64953	30.64953	INSPIRE		55.00	0.00	44.27	44.27	6/13/2018
VA /INSKB30	InSpire Kettlebell 30	1.00	1.00	0.00	0.00	65.00	36.47862	36.47862	INSPIRE		65.00	0.00	43.88	43.88	6/13/2018
VA /INSKB35	InSpire Kettlebell 35	1.00	1.00	0.00	0.00	75.00	41.95134	41.95134	INSPIRE		75.00	0.00	44.06	44.06	6/13/2018
VA /INSKB40	InSpire Kettlebell 40	1.00	1.00	0.00	0.00	85.00	46.75	46.75	INSPIRE		85.00	0.00	45.00	45.00	6/13/2018
	Press <enter> to insert a comment														

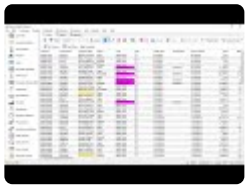
Kits in Macros

Macros can have kitted items as one or more of the substitution items. See the kitting topic for more information on how kits function.

Use Macros as Substitutions

If there is a inventory part that you no longer wish to sell but have substituted it with another very similar item you can use macros to assist with automatically accomplishing this. You can turn a regular inventory item into a ‘Macro’ and then select the macro substitution tab and enter in the new item that you want to sell instead. Make sure to not select “Show options dialog on orders”. When the user sells the old item it is automatically replaced with the new one.

See this video for macro substitutions



Macro items can be used on a purchase order, as well as a sales order. This can be useful if you have a group of items you often buy together.

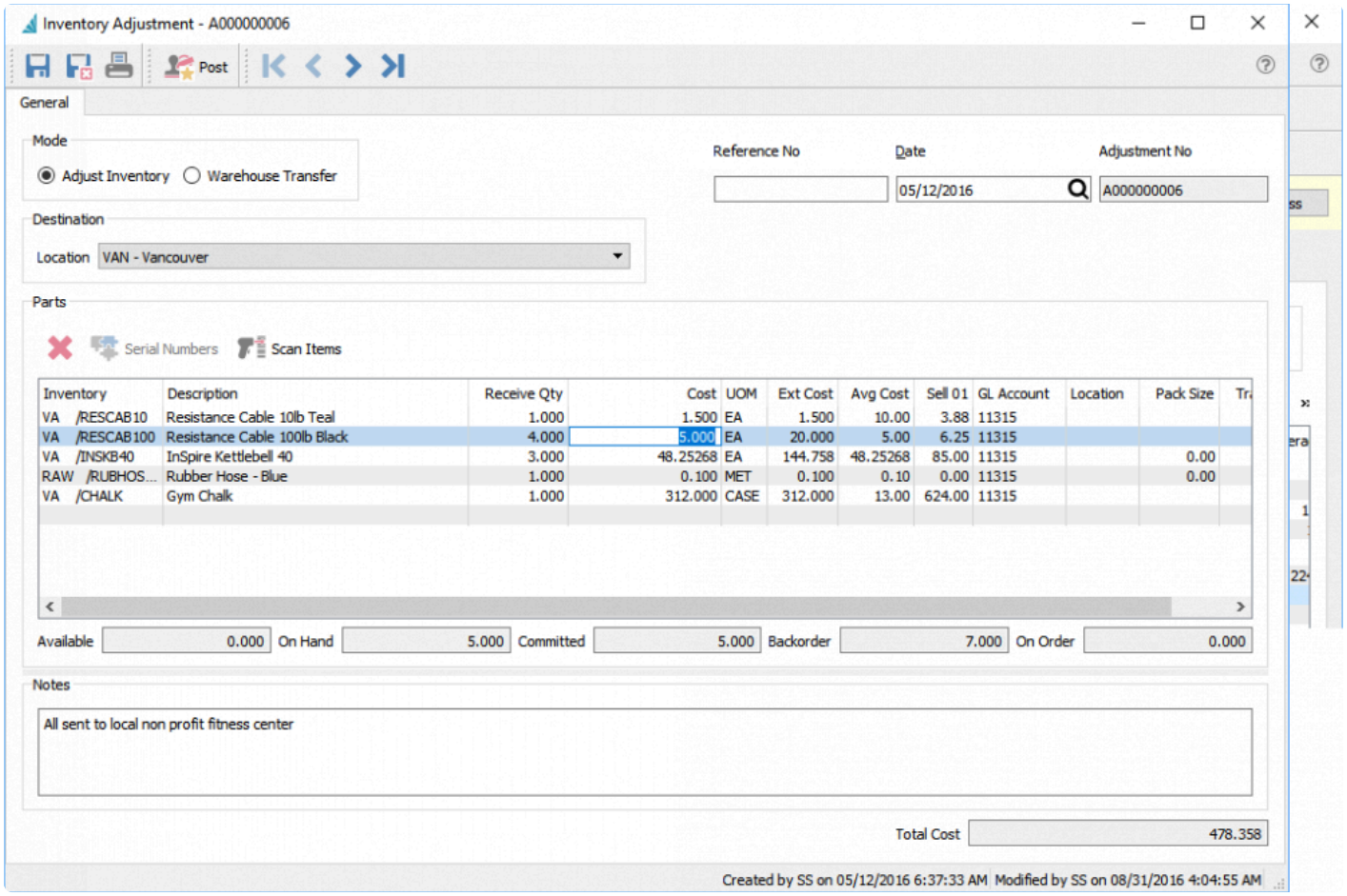
Inventory Adjustments

To setup inventory adjustments go to Company Settings/Inventory and select a default GL account that adjustments should be posted to. This should be a cost of goods account that writes off the inventory.

There is also an optional setting to post a markup percentage on inventory transfers. Usually an income account is selected so that inventory is debited for the increase and the income account is credited. This feature is used when head office wants to add overhead for stocking inventory. The warehouse that the goods get sent to will then realize a higher cost for that item that the main warehouse. This higher cost is offset by the transfer so the companies bottom line does not change.

Inventory adjustments can be reached from 2 places in Spire. From the inventory list the user can highlight the items to be adjusted or transferred and then click the adjustment button on the top of the inventory list. The transfer option is selected by clicking the little arrow in the adjustment button.

The other way to reach adjustments is via the top menu under Inventory/Inventory Adjustments. Click the + button and choose ‘Adjust Inventory’ or ‘Warehouse Transfer’.



Adjustment Header

Save – Saves the adjustment and assigns a number. The items on this list have now been put 'In Transit'. This means that they have been committed in the warehouse. In the case of a warehouse transfer, the items in the 'from' warehouse get committed, and the items in the 'to' warehouse get set as 'On-Order' just like when they are on an issued purchase order.

Save Close – Same as saving but it closes the adjustment and shows the list.

Print – Prints the pending adjustment or transfer

Post – Posts the adjustment/transfer. The items are removed from the 'in transit' state and are posted as receipts. They also get posted to the purchase history table using the adjustment or transfer number as the PO number. This way a user can review and print past adjustments.

User Defined – If a license for UDF's is owned then extra fields can be added to the header and details

Mode – Select between adjust inventory or warehouse transfer

Reference No – User can add a reference number to the adjustment

Date – The date that will get used for the receipt and GL posting

Adjustment No – Adjustments have a sequential number that starts with an 'A' as a prefix and transfers start with a 'T'

NOTE: When an item is highlighted the status of the item shows just below the grid.

Adjustments Body

Delete – Removes a line off of the adjustment

Serial – Numbers – Use to select the serial or lot number to be adjusted

Show UDF – Line User Defined fields can be added if a Spire UDF license is owned

Scan Items – Use this option to scan items one at a time. Users can also directly scan serial or lot numbers and the item will also get populated.

Inventory – Warehouse and part number

Description – Description of part number

Receive Qty – Quantity to adjust or transfer. Use minus quantity to remove items from stock

Cost – Cost of the item. Defaults to the average cost but the user can edit this. (be careful as this should only be used if the GL account is accruing the purchase)

UOM – Unit of Measure to be adjusted. Defaults to the stocking UOM

Ext Cost – Extended cost of the line

Avg Cost – Extended average cost

Sell 01 – Sell price 1 from inventory. This can be edited and it will update inventory.

GL Account – GL account that this line will post to. The inventory GL account for the sales department of this item will always be used for the transaction as well.

Location – The warehouse location for this item. This can be edited and it will update inventory.

Pack Size – The pack size that this item is in. This can be edited and it will update inventory.

Transfer % – The percentage to charge to the GL account that was setup in Company Settings/Inventory.

Adjustment Footer

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

Total Cost – Total cost of the transfer.

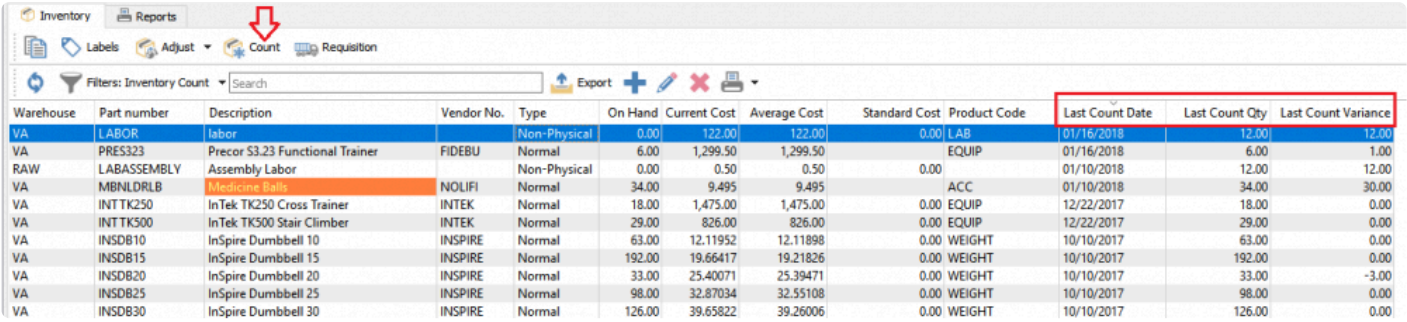
Inventory Count

Inventory count is a module used to aid in the counting of inventory quantities 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.

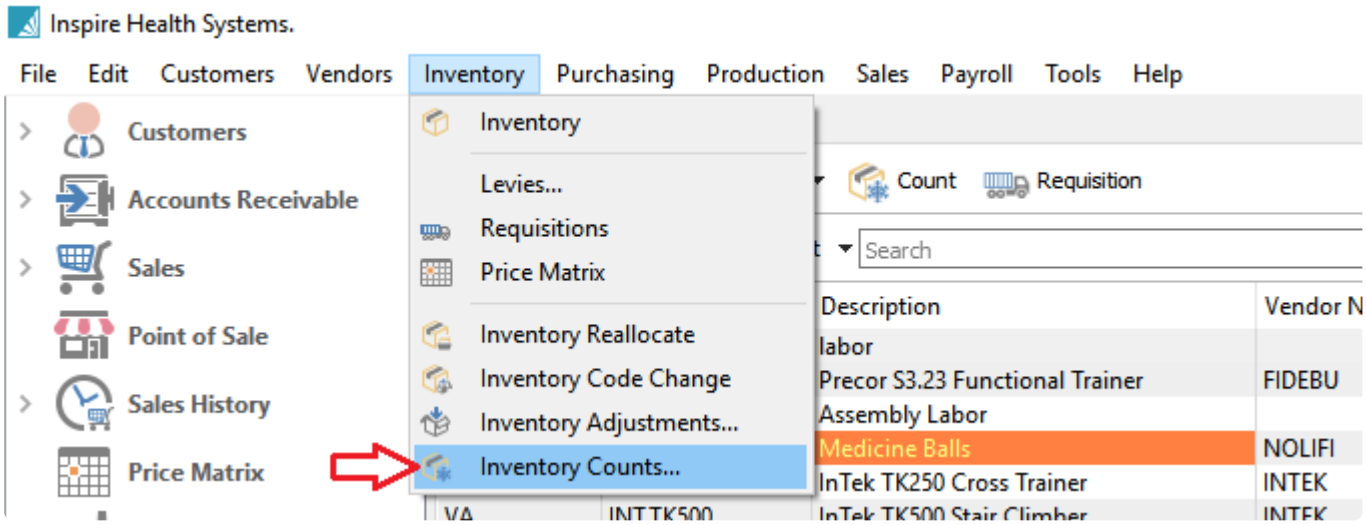
Inventory count can be invoked from two areas.

Inventory List

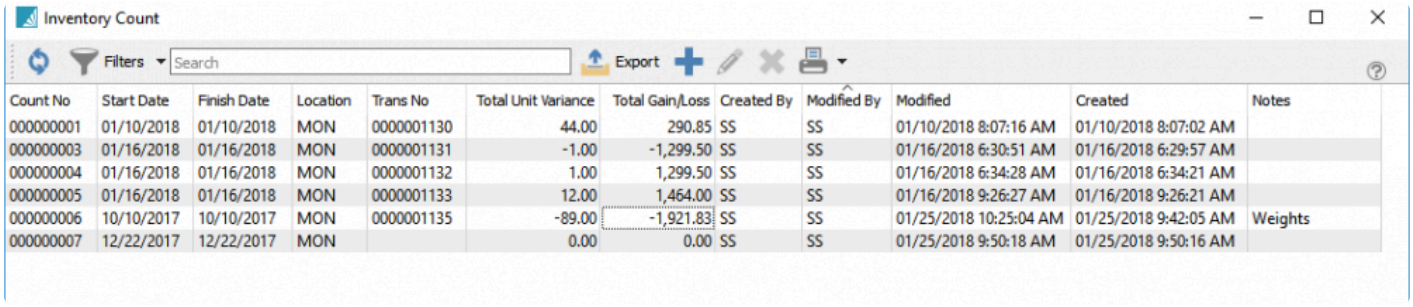


Warehouse	Part number	Description	Vendor No.	Type	On Hand	Current Cost	Average Cost	Standard Cost	Product Code	Last Count Date	Last Count Qty	Last Count Variance
VA	LABOR	labor		Non-Physical	0.00	122.00	122.00	0.00	LAB	01/16/2018	12.00	12.00
VA	PRES323	Precor S3.23 Functional Trainer	FIDEBU	Normal	6.00	1,299.50	1,299.50		EQUIP	01/16/2018	6.00	1.00
RAW	LABASSEMBLY	Assembly Labor		Non-Physical	0.00	0.50	0.50	0.00		01/10/2018	12.00	12.00
VA	MBNLDRLB	Medicine Balls	NOLIFI	Normal	34.00	9.495	9.495		ACC	01/10/2018	34.00	30.00
VA	INTTK250	InTek TK250 Cross Trainer	INTEK	Normal	18.00	1,475.00	1,475.00	0.00	EQUIP	12/22/2017	18.00	0.00
VA	INTTK500	InTek TK500 Stair Climber	INTEK	Normal	29.00	826.00	826.00	0.00	EQUIP	12/22/2017	29.00	0.00
VA	INSDB10	InSpire Dumbbell 10	INSPIRE	Normal	63.00	12.11952	12.11898	0.00	WEIGHT	10/10/2017	63.00	0.00
VA	INSDB15	InSpire Dumbbell 15	INSPIRE	Normal	192.00	19.66417	19.21826	0.00	WEIGHT	10/10/2017	192.00	0.00
VA	INSDB20	InSpire Dumbbell 20	INSPIRE	Normal	33.00	25.40071	25.39471	0.00	WEIGHT	10/10/2017	33.00	-3.00
VA	INSDB25	InSpire Dumbbell 25	INSPIRE	Normal	98.00	32.87034	32.55108	0.00	WEIGHT	10/10/2017	98.00	0.00
VA	INSDB30	InSpire Dumbbell 30	INSPIRE	Normal	126.00	39.65822	39.26006	0.00	WEIGHT	10/10/2017	126.00	0.00

Main Menu



If inventory count is selected from main menu then the user will see the following screen



Count No	Start Date	Finish Date	Location	Trans No	Total Unit Variance	Total Gain/Loss	Created By	Modified By	Modified	Created	Notes
000000001	01/10/2018	01/10/2018	MON	0000001130	44.00	290.85	SS	SS	01/10/2018 8:07:16 AM	01/10/2018 8:07:02 AM	
000000003	01/16/2018	01/16/2018	MON	0000001131	-1.00	-1,299.50	SS	SS	01/16/2018 6:30:51 AM	01/16/2018 6:29:57 AM	
000000004	01/16/2018	01/16/2018	MON	0000001132	1.00	1,299.50	SS	SS	01/16/2018 6:34:28 AM	01/16/2018 6:34:21 AM	
000000005	01/16/2018	01/16/2018	MON	0000001133	12.00	1,464.00	SS	SS	01/16/2018 9:26:27 AM	01/16/2018 9:26:21 AM	
000000006	10/10/2017	10/10/2017	MON	0000001135	-89.00	-1,921.83	SS	SS	01/25/2018 10:25:04 AM	01/25/2018 9:42:05 AM	Weights
000000007	12/22/2017	12/22/2017	MON		0.00	0.00	SS	SS	01/25/2018 9:50:18 AM	01/25/2018 9:50:16 AM	

Batch Header

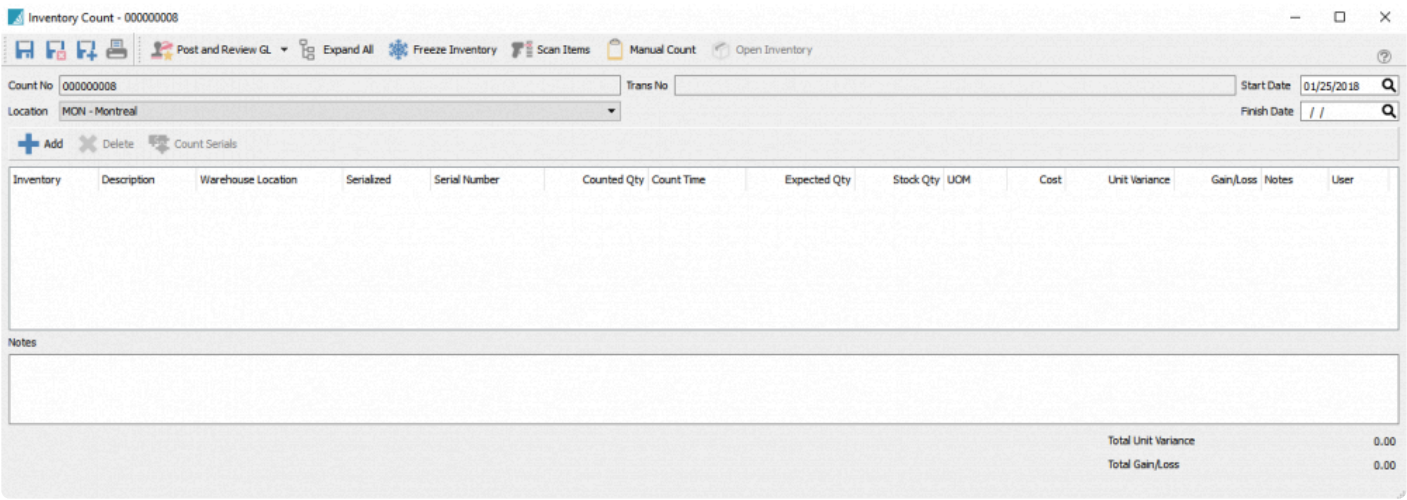
Refresh – Refresh list of batches added by other users
Filters – Filter the batches
Export – – Export the count batch list
Add – Add a count batch
Edit – Edit a count batch
Delete – Delete a count batch
Print – Print a count batch report

Batch List

Count No – Automatically assigned incremental count number
Start Date – Date the count was started

Finish Date – Date the count was completed
Location – Location if this setting is setup in company settings. See this link
Trans No – The General Ledger transaction that was used when the count was posted
Total Unit Variance – The total units of variance
Total Gain/Loss – Total gain/loss in dollars
Created By – User that created this count batch
Modified By – User that last edited or posted this batch
Modified – Date/Time last modified or posted
Created – Date/Time batch was created
Notes – A few words from the notes the user entered about this count

Click on edit or add to edit or add an inventory count batch



Batch Header

Save – Save and keep batch open
Save/Close – Save and close batch
Save/Create New – Save create new batch
Print – Print reports for batch
Post or Post and Review – Depending on user setting, post the batch or post batch and review/edit journal entry
Expand All – Expand all counts
Freeze Inventory – Choose what inventory to freeze and count
Scan Items – Scan bar codes of items to count
Manual Count – Manually enter the count
Open Inventory – Opens the selected item in inventory edit
Count Number – The batch number

Location – The location of the batch if location segments are set up. See this link
Trans No – The transaction number if the batch is posted.
Start Date – The date the count was started
Finish Date – The date the count was finished

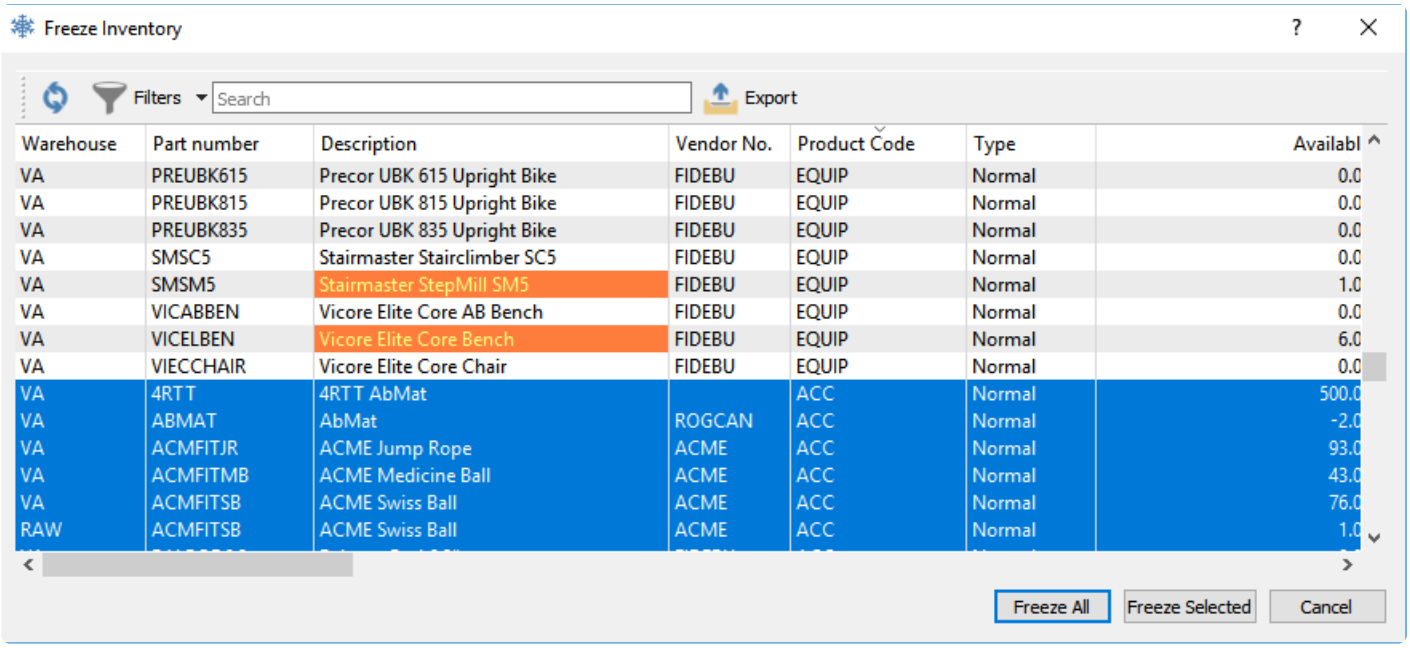
Batch Details

Inventory – warehouse/part number being counted
Description – Description of item being counted
Warehouse Location – Warehouse or bin location
Serialized – Will have a check mark if the item is serialized or lot numbered
Counted Qty – Quantity entered as the count
Count Time – Time an item was counted
Expected Qty – What item shows as expected on hand balance by unit of measure
Stock Qty – Stock quantity counts after unit of measure conversion
UOM – Unit of measure of the count line
Cost – Average cost of the item
Unit Variance – Unit variance of count
Gain/Loss – Gain or loss of the item counted in base currency
Notes – A few words from the line note the user entered
User – User that entered the count for this line

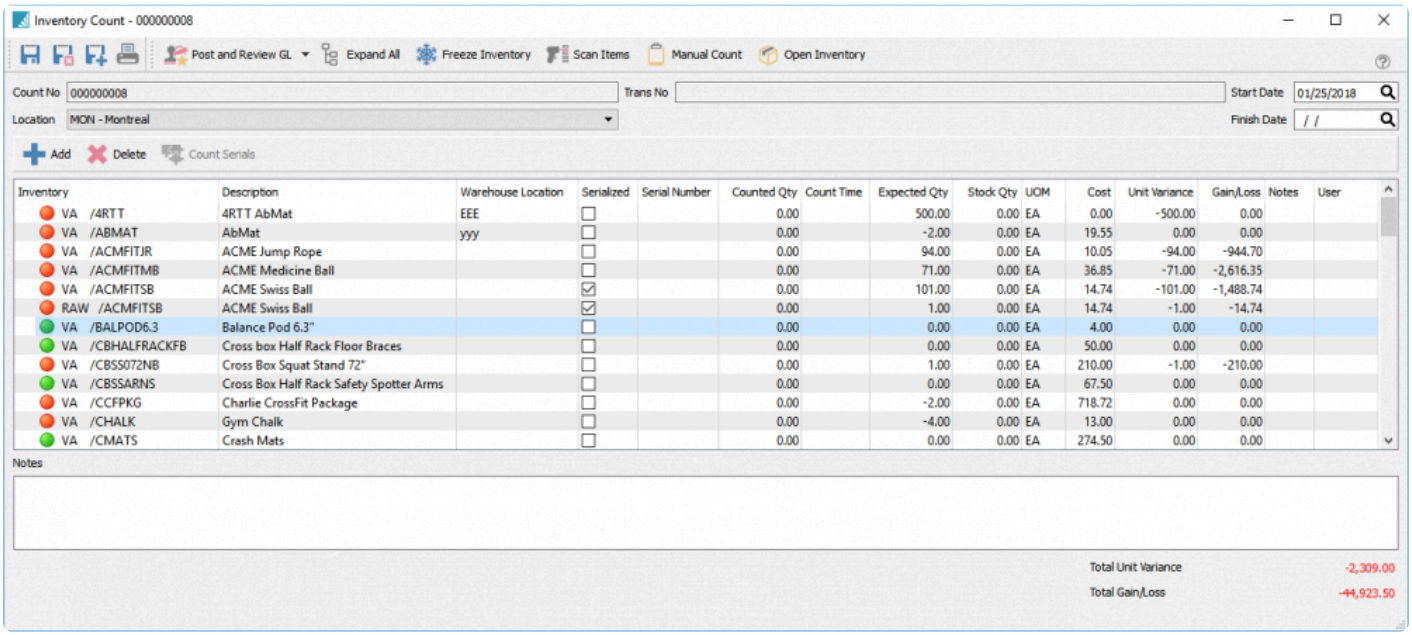
Batch Footer

Notes – Notes for the batch
Total Unit Variance – Total units of variance for the batch
Total Gain/Loss – Total gain/loss in the base currency

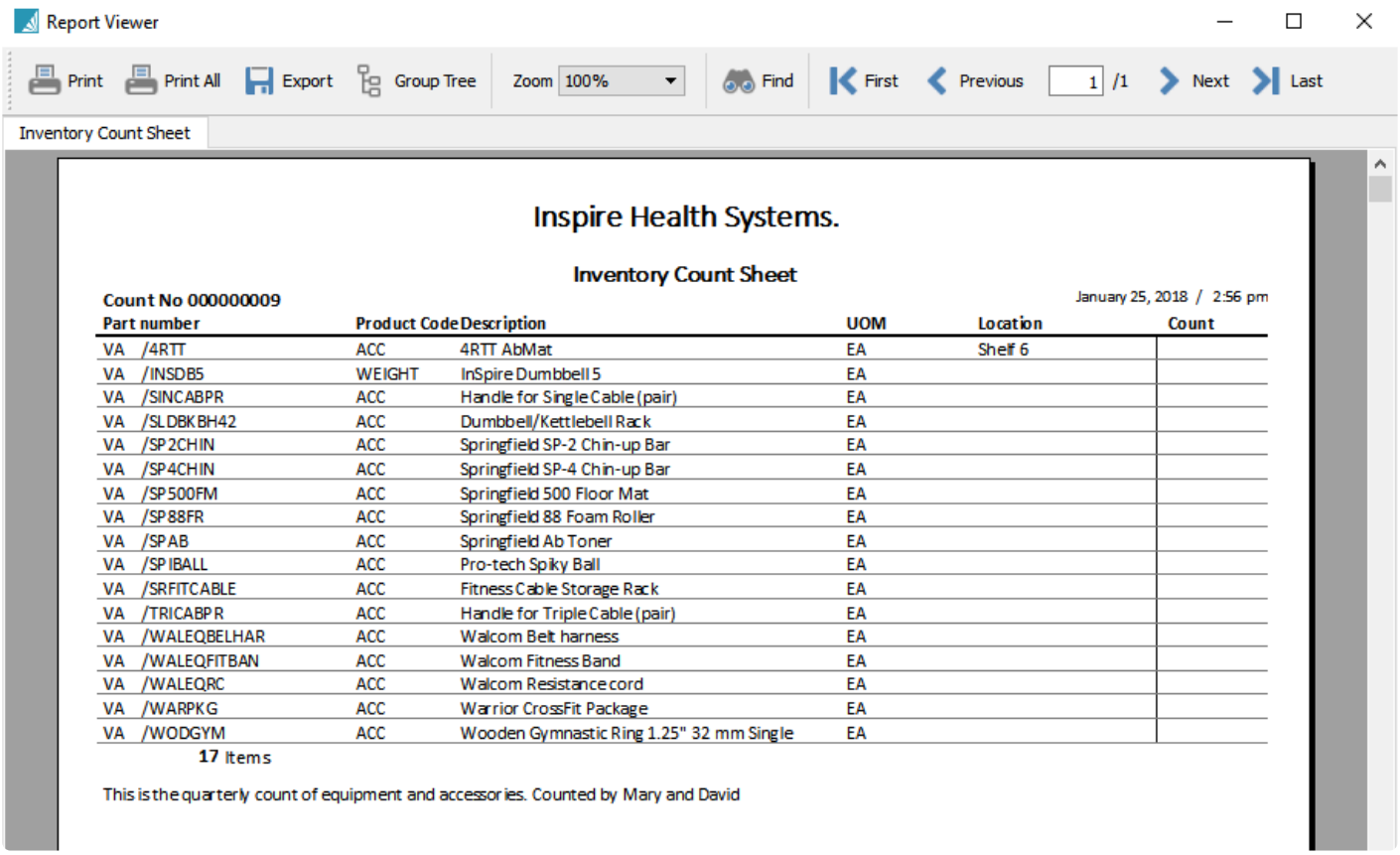
Select inventory to count by clicking on “Freeze Inventory”. Select the items that are to be counted. Choose either “Freeze All” which will add all filtered items to the batch, or choose “Freeze Selected” which will add selected items to the batch. Note that it is usual to count inventory in meaningful groups. You may wish to count in product code groups for example, and filter can be used to aid in this.



Items will then be shown in the batch



If using count sheets, click print and select report “Inventory Count Sheet”. Inventory count sheets are usually only necessary when counting inventory manually. Where possible it is much more efficient to count inventory by scanning items.



Inspire Health Systems.

Inventory Count Sheet

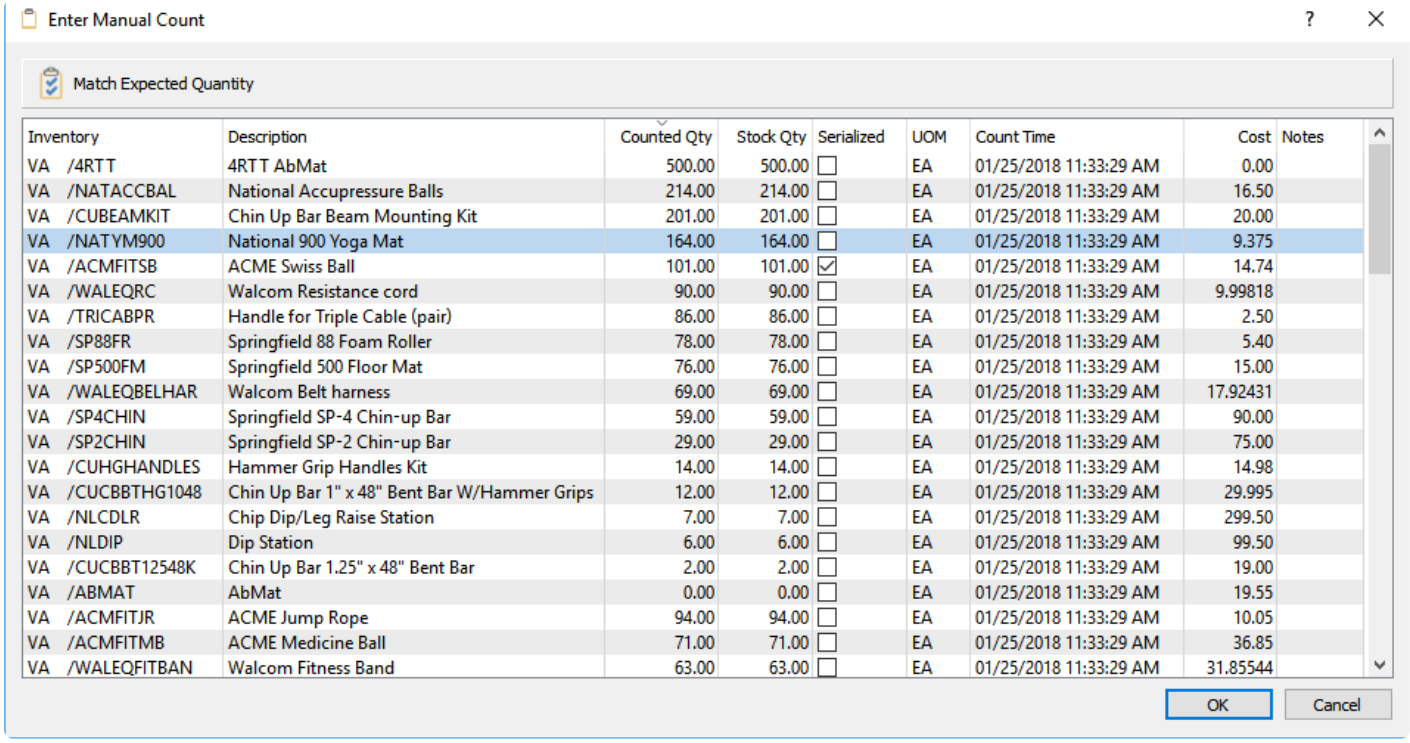
Count No 000000009 January 25, 2018 / 2:56 pm

Part number	Product Code	Description	UOM	Location	Count
VA /4RTT	ACC	4RTT AbMat	EA	Shelf 6	
VA /INSDB5	WEIGHT	InSpire Dumbbell 5	EA		
VA /SINCABPR	ACC	Handle for Single Cable (pair)	EA		
VA /SLDBKBH42	ACC	Dumbbell/Kettlebell Rack	EA		
VA /SP2CHIN	ACC	Springfield SP-2 Chin-up Bar	EA		
VA /SP4CHIN	ACC	Springfield SP-4 Chin-up Bar	EA		
VA /SP500FM	ACC	Springfield 500 Floor Mat	EA		
VA /SP88FR	ACC	Springfield 88 Foam Roller	EA		
VA /SPAB	ACC	Springfield Ab Toner	EA		
VA /SPIBALL	ACC	Pro-tech Spiky Ball	EA		
VA /SRFITCABLE	ACC	Fitness Cable Storage Rack	EA		
VA /TRICABPR	ACC	Handle for Triple Cable (pair)	EA		
VA /WALEQBELHAR	ACC	Walcom Belt harness	EA		
VA /WALEQFITBAN	ACC	Walcom Fitness Band	EA		
VA /WALEQRC	ACC	Walcom Resistance cord	EA		
VA /WARPKG	ACC	Warrior CrossFit Package	EA		
VA /WODGYM	ACC	Wooden Gymnastic Ring 1.25" 32 mm Single	EA		

17 Items

This is the quarterly count of equipment and accessories. Counted by Mary and David

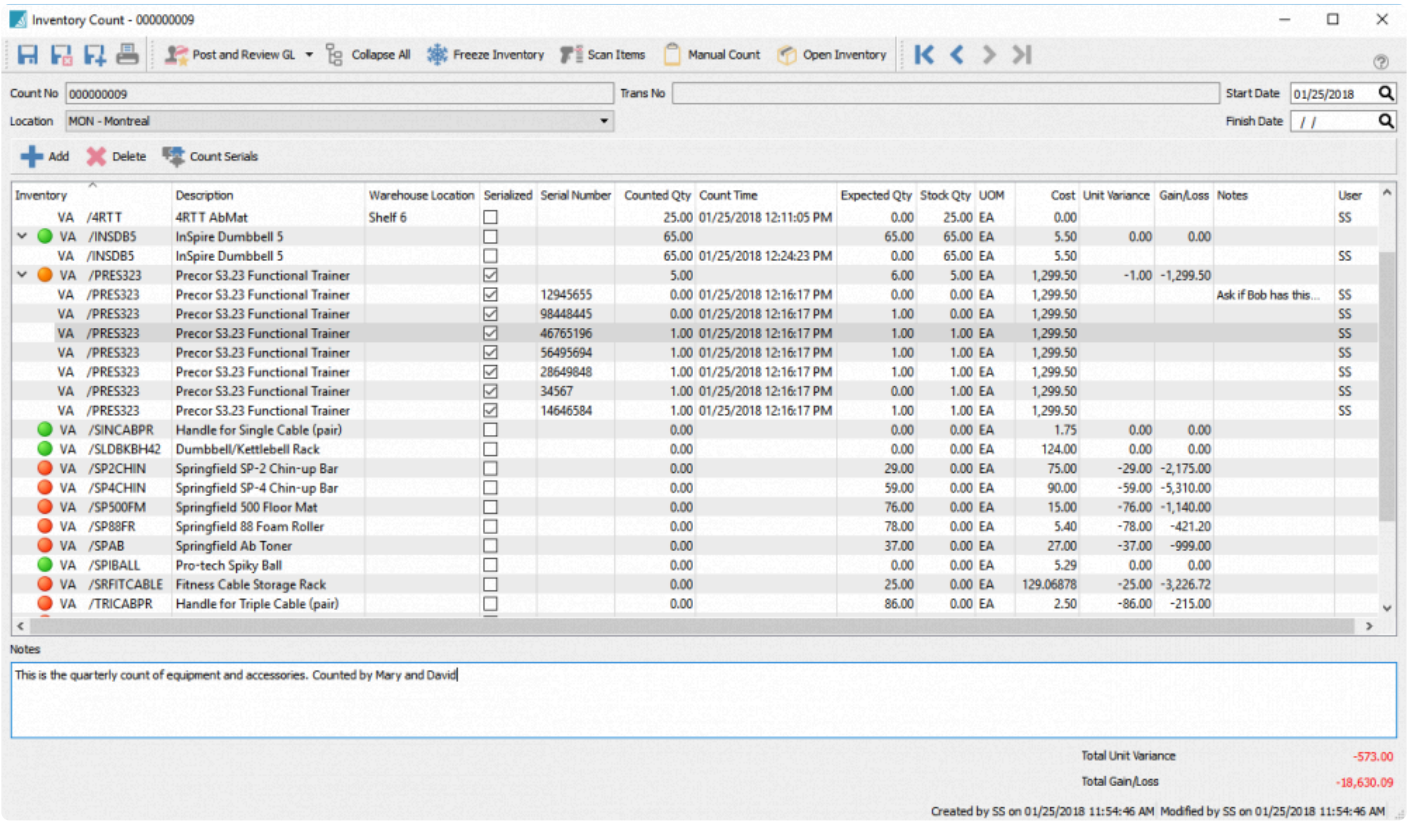
To enter the counts select either scan, to scan bar codes of items, or click ‘Manual Count’. When you click manual count, the following screen is presented.



Inventory	Description	Counted Qty	Stock Qty	Serialized	UOM	Count Time	Cost	Notes
VA /4RTT	4RTT AbMat	500.00	500.00	☐	EA	01/25/2018 11:33:29 AM	0.00	
VA /NATACCBAL	National Accupressure Balls	214.00	214.00	☐	EA	01/25/2018 11:33:29 AM	16.50	
VA /CUBEAMKIT	Chin Up Bar Beam Mounting Kit	201.00	201.00	☐	EA	01/25/2018 11:33:29 AM	20.00	
VA /NATYM900	National 900 Yoga Mat	164.00	164.00	☐	EA	01/25/2018 11:33:29 AM	9.375	
VA /ACMFITSB	ACME Swiss Ball	101.00	101.00	☑	EA	01/25/2018 11:33:29 AM	14.74	
VA /WALEQRC	Walcom Resistance cord	90.00	90.00	☐	EA	01/25/2018 11:33:29 AM	9.99818	
VA /TRICABPR	Handle for Triple Cable (pair)	86.00	86.00	☐	EA	01/25/2018 11:33:29 AM	2.50	
VA /SP88FR	Springfield 88 Foam Roller	78.00	78.00	☐	EA	01/25/2018 11:33:29 AM	5.40	
VA /SP500FM	Springfield 500 Floor Mat	76.00	76.00	☐	EA	01/25/2018 11:33:29 AM	15.00	
VA /WALEQBELHAR	Walcom Belt harness	69.00	69.00	☐	EA	01/25/2018 11:33:29 AM	17.92431	
VA /SP4CHIN	Springfield SP-4 Chin-up Bar	59.00	59.00	☐	EA	01/25/2018 11:33:29 AM	90.00	
VA /SP2CHIN	Springfield SP-2 Chin-up Bar	29.00	29.00	☐	EA	01/25/2018 11:33:29 AM	75.00	
VA /CUHGHANDLES	Hammer Grip Handles Kit	14.00	14.00	☐	EA	01/25/2018 11:33:29 AM	14.98	
VA /CUCBBTHG1048	Chin Up Bar 1" x 48" Bent Bar W/Hammer Grips	12.00	12.00	☐	EA	01/25/2018 11:33:29 AM	29.995	
VA /NLCDLR	Chip Dip/Leg Raise Station	7.00	7.00	☐	EA	01/25/2018 11:33:29 AM	299.50	
VA /NLDIP	Dip Station	6.00	6.00	☐	EA	01/25/2018 11:33:29 AM	99.50	
VA /CUCBBT12548K	Chin Up Bar 1.25" x 48" Bent Bar	2.00	2.00	☐	EA	01/25/2018 11:33:29 AM	19.00	
VA /ABMAT	AbMat	0.00	0.00	☐	EA	01/25/2018 11:33:29 AM	19.55	
VA /ACMFITJR	ACME Jump Rope	94.00	94.00	☐	EA	01/25/2018 11:33:29 AM	10.05	
VA /ACMFITMB	ACME Medicine Ball	71.00	71.00	☐	EA	01/25/2018 11:33:29 AM	36.85	
VA /WALEQFITBAN	Walcom Fitness Band	63.00	63.00	☐	EA	01/25/2018 11:33:29 AM	31.85544	

Users can then enter the count manually or click “Match Expected Quantity” and the count will be populated with the on-hand quantity. Spire allows this because sometimes it is more efficient to edit the quantities that are wrong, rather than enter all of the count quantities separately. Click ‘OK’ to transfer the manual count to the batch. Note that when doing manual count, and when scanning that these processes are additive. This allows counts to be entered, for example, from different individuals manual count sheets. All these counts contribute to one overall count batch. This way if an count audit needs to be performed for an item it is easy to see who entered a particular item count quantity and when.

When performing a manual count, the user can manually add serial numbers and edit each line. Experiment with how best to count inventory. When dealing with lot numbered and serialized items, manual count may be required, as Spire requires that you count not only quantities, but account for which serial number and which lot numbers are counted.



Inventory	Description	Warehouse Location	Serialized	Serial Number	Counted Qty	Count Time	Expected Qty	Stock Qty	UOM	Cost	Unit Variance	Gain/Loss	Notes	User
VA /4RTT	4RTT AbMat	Shelf 6	☐		25.00	01/25/2018 12:11:05 PM	0.00	25.00	EA	0.00				SS
VA /INSDB5	InSpire Dumbbell 5		☐		65.00		65.00	65.00	EA	5.50	0.00	0.00		
VA /INSDB5	InSpire Dumbbell 5		☐		65.00	01/25/2018 12:24:23 PM	0.00	65.00	EA	5.50				SS
VA /PRES323	Precor S3.23 Functional Trainer		☑		5.00		6.00	5.00	EA	1,299.50	-1.00	-1,299.50		
VA /PRES323	Precor S3.23 Functional Trainer		☑	12945655	0.00	01/25/2018 12:16:17 PM	0.00	0.00	EA	1,299.50			Ask if Bob has this...	SS
VA /PRES323	Precor S3.23 Functional Trainer		☑	98448445	0.00	01/25/2018 12:16:17 PM	1.00	0.00	EA	1,299.50				SS
VA /PRES323	Precor S3.23 Functional Trainer		☑	46765196	1.00	01/25/2018 12:16:17 PM	1.00	1.00	EA	1,299.50				SS
VA /PRES323	Precor S3.23 Functional Trainer		☑	56495694	1.00	01/25/2018 12:16:17 PM	1.00	1.00	EA	1,299.50				SS
VA /PRES323	Precor S3.23 Functional Trainer		☑	28649848	1.00	01/25/2018 12:16:17 PM	1.00	1.00	EA	1,299.50				SS
VA /PRES323	Precor S3.23 Functional Trainer		☑	34567	1.00	01/25/2018 12:16:17 PM	0.00	1.00	EA	1,299.50				SS
VA /PRES323	Precor S3.23 Functional Trainer		☑	14646584	1.00	01/25/2018 12:16:17 PM	1.00	1.00	EA	1,299.50				SS
VA /SINCABPR	Handle for Single Cable (pair)		☐		0.00		0.00	0.00	EA	1.75	0.00	0.00		
VA /SLDBKBH42	Dumbbell/Kettlebell Rack		☐		0.00		0.00	0.00	EA	124.00	0.00	0.00		
VA /SP2CHIN	Springfield SP-2 Chin-up Bar		☐		0.00		29.00	0.00	EA	75.00	-29.00	-2,175.00		
VA /SP4CHIN	Springfield SP-4 Chin-up Bar		☐		0.00		59.00	0.00	EA	90.00	-59.00	-5,310.00		
VA /SP500FM	Springfield 500 Floor Mat		☐		0.00		76.00	0.00	EA	15.00	-76.00	-1,140.00		
VA /SP88FR	Springfield 88 Foam Roller		☐		0.00		78.00	0.00	EA	5.40	-78.00	-421.20		
VA /SPAB	Springfield Ab Toner		☐		0.00		37.00	0.00	EA	27.00	-37.00	-999.00		
VA /SPIBALL	Pro-tech Spiky Ball		☐		0.00		0.00	0.00	EA	5.29	0.00	0.00		
VA /SRFITCABLE	Fitness Cable Storage Rack		☐		0.00		25.00	0.00	EA	129.06878	-25.00	-3,226.72		
VA /TRICABPR	Handle for Triple Cable (pair)		☐		0.00		86.00	0.00	EA	2.50	-86.00	-215.00		

Once all editing has been done the user can print an “Inventory Count Review” report (aka variance report). The unit and cost variance is always displayed on screen for ongoing reference purposes. The inventory count review report can be run many times throughout the course of an inventory count. An inventory count is only complete when it has been posted.

Report Viewer

Print | Print All | Export | Group Tree | Zoom 100% | Find | First | Previous | 1 /1 | Next | Last

Inventory Count Review

Inspire Health Systems.

Inventory Count Review

Start Date Jan 25,18
Finish Date
January 25, 2018 / 12:50 pm

Count No 000000009

Part Number	Product Code	Description		UOM	Expected	Counted	Diff	Gain/Loss
VA /4RTT	ACC	4RTT AbMat		EA	500	450	-50	-600.00
VA /4RTT			*Jan 25,18 12:11 pm*	*SS*		*25*		
VA /4RTT			*Jan 25,18 12:11 pm*	*SS*		*25*		
VA /4RTT			*Jan 25,18 12:10 pm*	*SS*		*50*		
VA /4RTT			*Jan 25,18 11:57 am*	*SS*		*350*		
VA /INSDB5	WEIGHT	InSpire Dumbbell 5		EA	65	65		
VA /INSDB5			*Jan 25,18 12:24 pm*	*SS*		*65*		
VA /PRES323	EQUIP	Precor S3.23 Functional Trainer		EA	6	5	-1	-1,299.50
VA /PRES323		*14646584*	*Jan 25,18 12:16 pm*	*SS*		*1*		
VA /PRES323		*34567*	*Jan 25,18 12:16 pm*	*SS*		*1*		
VA /PRES323		*28649848*	*Jan 25,18 12:16 pm*	*SS*		*1*		
VA /PRES323		*56495694*	*Jan 25,18 12:16 pm*	*SS*		*1*		
VA /PRES323		*46765196*	*Jan 25,18 12:16 pm*	*SS*		*1*		
VA /PRES323		*98448445*	*Jan 25,18 12:16 pm*	*SS*		*0*		
VA /PRES323		*12945655*	*Jan 25,18 12:16 pm*	*SS*		*0*		
VA /SP2CHIN	ACC	Springfield SP-2 Chin-up Bar		EA	29	0	-29	-2,175.00
VA /SP4CHIN	ACC	Springfield SP-4 Chin-up Bar		EA	59	0	-59	-5,310.00
VA /SP500FM	ACC	Springfield 500 Floor Mat		EA	76	0	-76	-1,140.00
VA /SP88FR	ACC	Springfield 88 Foam Roller		EA	78	0	-78	-421.20
VA /SPAB	ACC	Springfield Ab Toner		EA	37	0	-37	-999.00
VA /SRFITCABLE	ACC	Fitness Cable Storage Rack		EA	25	0	-25	-3,226.72
VA /TRICABPR	ACC	Handle for Triple Cable (pair)		EA	86	0	-86	-215.00
VA /WALEQBELHAR	ACC	Walcom Belt harness		EA	69	0	-69	-1,236.78
VA /WALEQFITBAN	ACC	Walcom Fitness Band		EA	63	0	-63	-2,006.89
VA /WALEQRC	ACC	Walcom Resistance cord		EA	90	90		
VA /WALEQRC			*Jan 25,18 11:57 am*	*SS*		*90*		
18 Items							-573.00	**-18,630.09**

This is the quarterly count of equipment and accessories. Counted by Mary and David

The count can then be posted by clicking “Post” or “Post and Review” (depending on users setting) and the inventory count adjustments will be made and a journal entry will be posted to the General Ledger.

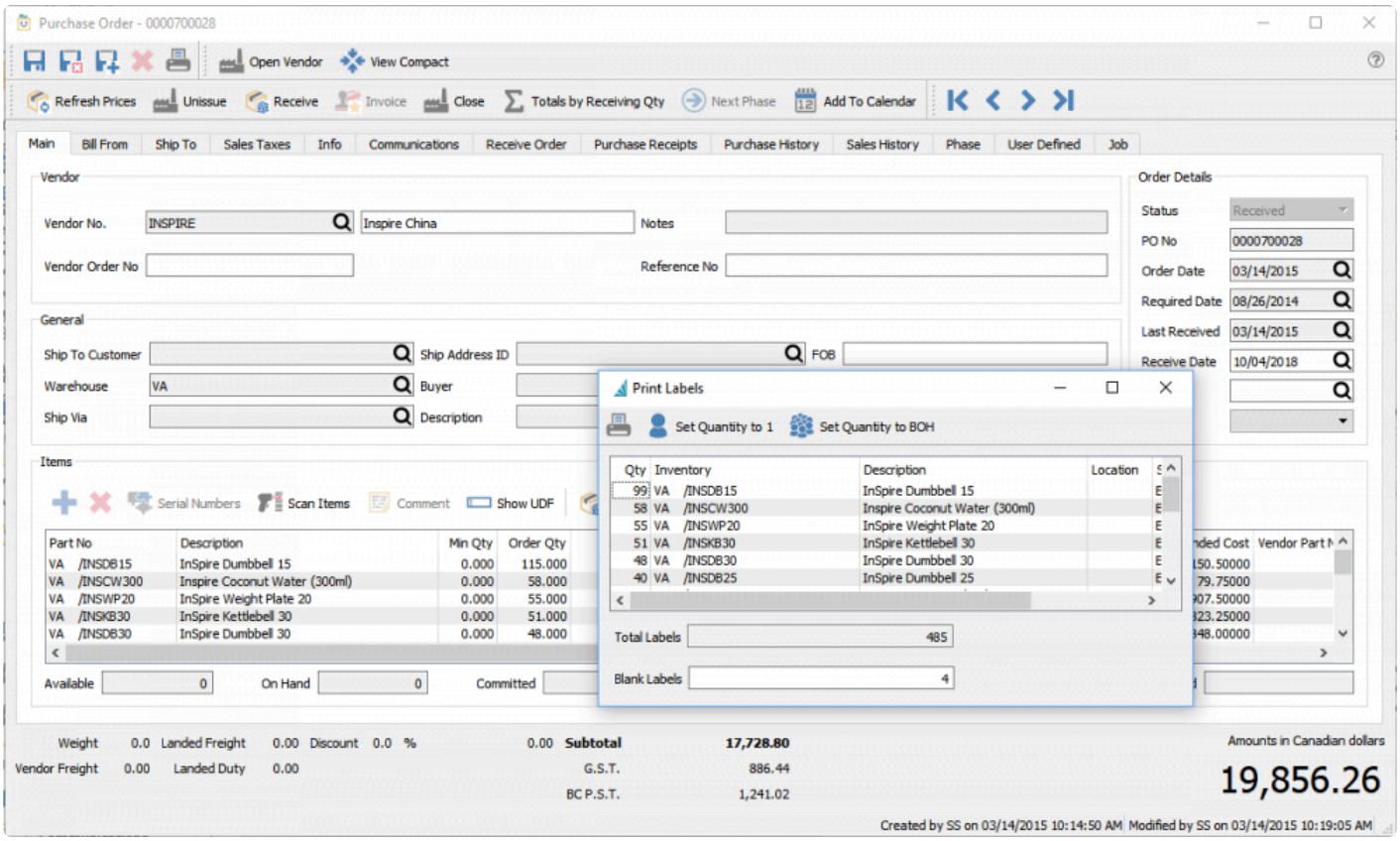
The posted batch can be viewed at any time from the count batch list or from the General Ledger journal entry by clicking ‘View Source”. Any inventory count adjustments can also be seen from the inventory receipts tab of any affected item.

Inventory Labels

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

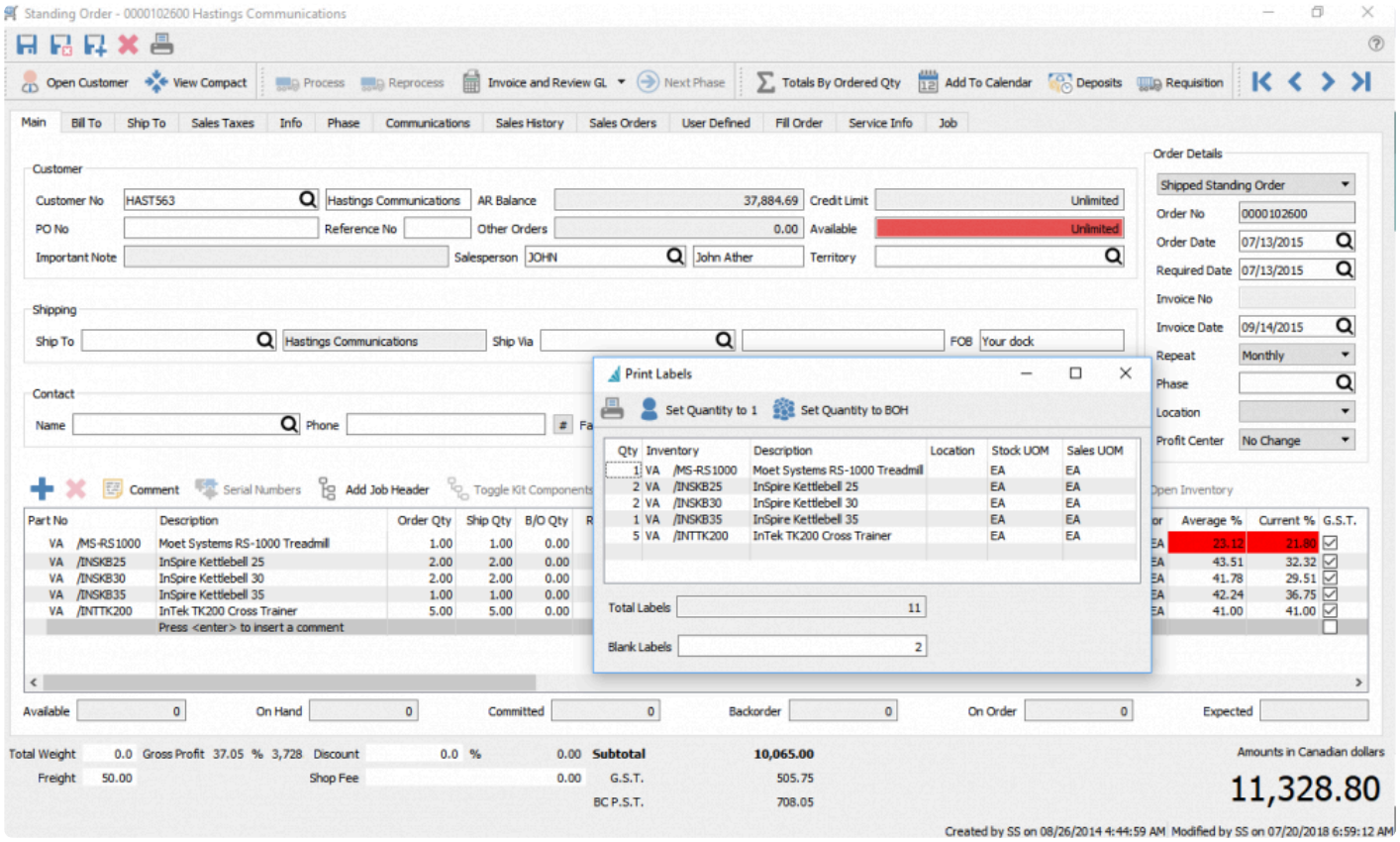
Purchase Orders

Click on the label button on the details toolbar of the purchase order and a screen will come up that is populated with the items on the purchase order. The quantities will be set to the receive quantity of if they have not yet been received, the order quantity.



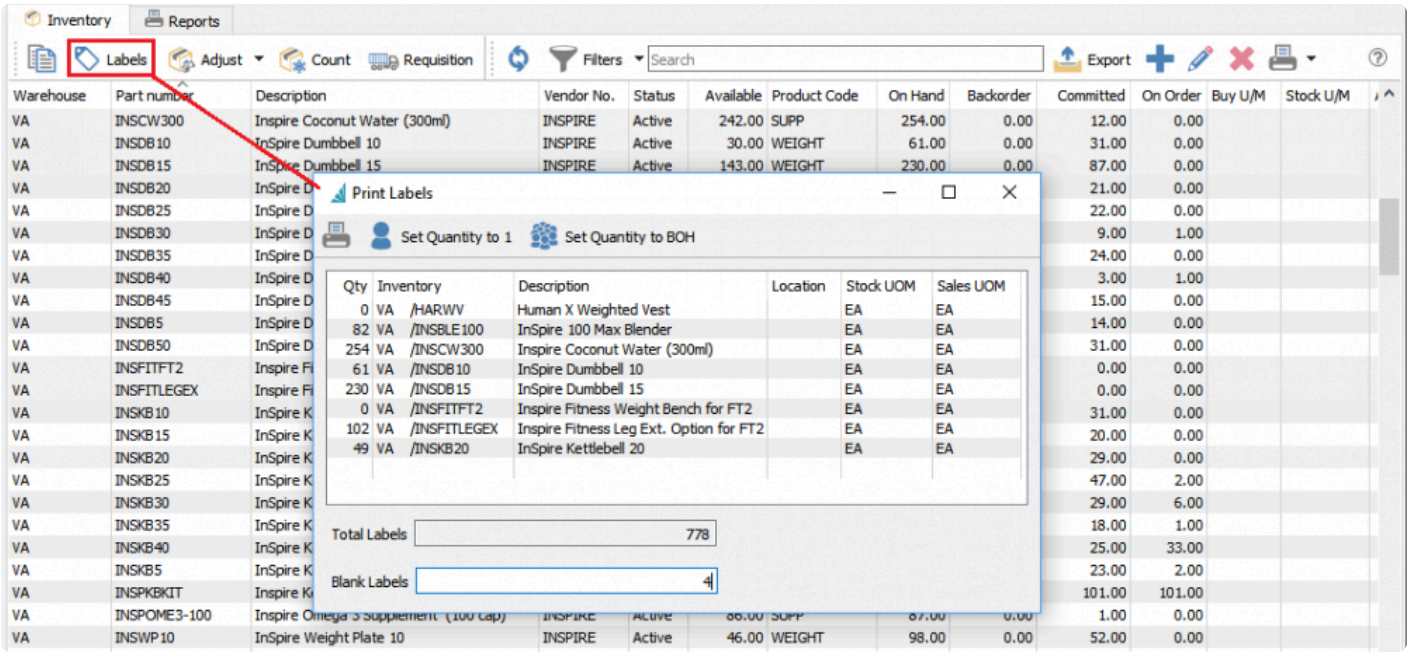
Sales Orders

Click on the label button on the details toolbar of the sales order and a screen will come up that is populated with the items on the sales order. The quantities will be set to the ship/commit quantity.



Inventory List

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



Print – Prints quantities of each item on the list.

Set Quantity to 1 – Clicking this sets all quantities to 1 so only 1 label will be printed for each item.

Set Quantity to BOH – Changes the quantity of labels for each item to the balance on-hand.

Qty – Gets populated with the receive or order quantity from a purchase order and the On-Hand quantity if printed from inventory list. These quantities can be manually edited.

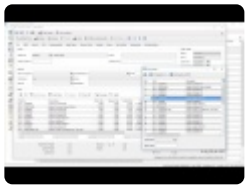
Part – The item for which labels will be printed.

Description – The description of the item for which labels will be printed.

Total Labels – Total quantity of labels that will be printed. This is helpful so that the user loads enough labels in the printer.

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

Video Instruction – Inventory Labels



Requisitions

Requisitions is the step in between Sales/Production/Inventory and Purchase orders. Items sent to requisition stay on the list until the purchase order is closed or the production order is built.

Requisition List

Hide Processed Process

Whse	Part No	Description	Required Qty	Unit Cost	Target Type	Vendor No.	Order No	On Hand	On Order	Committed	Backordered
VA	INTRS400	Intek RS-400 Rowing Machine	1.00	896.80	Purchase Order	INTEK - International Technology	0000700046	138.00	0.00	13.00	4.00
VA	INTTK200	InTek TK200 Cross Trainer	7.00	885.00	Purchase Order	INTEK - International Technology	0000700042	29.00	0.00	38.00	11.00
VA	INTTK200	InTek TK200 Cross Trainer	29.00	885.00	Purchase Order	INTEK - International Technology	0000700046	29.00	0.00	38.00	11.00
VA	INTTK200	InTek TK200 Cross Trainer	2.00	885.00	Purchase Order	INTEK - International Technology	0000700046	29.00	0.00	38.00	11.00
VA	INTTP500	Intek PT-500 Vibration Plate	4.00	472.00	Purchase Order	INTEK - International Technology	0000700046	91.00	0.00	4.00	4.00
VA	MISC	This description passes to req...	3.00	0.00	Purchase Order	INTEK - International Technology	0000700046				
VA	MS-RS1000	Moet Systems RS-1000 Tread...	62.00	1,530.00	Purchase Order	MOESYS - Moet Systems		12.00	2.00	12.00	23.00
VA	MS-RS1000	Moet Systems RS-1000 Tread...	20.00	1,530.00	Purchase Order	MOESYS - Moet Systems	0000700043	12.00	2.00	12.00	23.00
VA	MS-RS1000	Moet Systems RS-1000 Tread...	2.00	1,530.00	Purchase Order	MOESYS - Moet Systems	0000700047	12.00	2.00	12.00	23.00
VA	MS-RS1000	Moet Systems RS-1000 Tread...	1.00	1,530.00	Purchase Order	MOESYS - Moet Systems	0000700043	12.00	2.00	12.00	23.00
VA	NATBEL55	Weight Lifting Belt Model 55	7.00	66.00	Purchase Order	NATPRO - National Equipment	0000700009	54.00	29.00	3.00	12.00
VA	NATBEL55	Weight Lifting Belt Model 55	10.00	66.00	Purchase Order	NATPRO - National Equipment	0000700009	54.00	29.00	3.00	12.00
VA	NATBEL55	Weight Lifting Belt Model 55	12.00	66.00	Purchase Order	NATPRO - National Equipment	0000700009	54.00	29.00	3.00	12.00
VA	NATPUBA	National Pushup Bars	8.00	33.75	Purchase Order	NATPRO - National Equipment	0000700009	62.00	8.00	13.00	6.00
VA	NATWR	National Wrist Roller	5.00	21.75	Purchase Order	NATPRO - National Equipment	0000700048	59.00	0.00	64.00	0.00
VA	NATYM900	National 900 Yoga Mat	5.00	9.375	Purchase Order	NATPRO - National Equipment	0000700009	173.00	29.00	31.00	1.00
VA	NATYM900	National 900 Yoga Mat	22.00	9.375	Purchase Order	NATPRO - National Equipment	0000700009	173.00	29.00	31.00	1.00
VA	NATYM900	National 900 Yoga Mat	6.00	9.375	Purchase Order	NATPRO - National Equipment	0000700009	173.00	29.00	31.00	1.00
VA	OME300HHM	Omega 300 Heart Rate Monitor	41.00	58.74	Purchase Order	OMEELE - Omega Electronics Inc	0000700004	64.00	41.00	16.00	6.00
VA	OME300HHM	Omega 300 Heart Rate Monitor	1.00	58.74	Purchase Order	OMEELE - Omega Electronics Inc	0000700021	64.00	41.00	16.00	6.00
VA	OME300HHM	Omega 300 Heart Rate Monitor	1.00	58.74	Purchase Order	OMEELE - Omega Electronics Inc	0000700021	64.00	41.00	16.00	6.00
VA	OME300HHM	Omega 300 Heart Rate Monitor	1.00	58.74	Purchase Order	OMEELE - Omega Electronics Inc	0000700021	64.00	41.00	16.00	6.00
VA	PPBARCCC...	PP Bar Chewy Chocolate Chip...	3.00	36.26	Production Order		0000000019	0.00	0.00	0.00	4.00
VA	PPBARCCC...	PP Bar Chewy Chocolate Chip...	4.00	36.26	Production Order			0.00	0.00	0.00	4.00
VA	PPBARCCC...	PP Bar Chewy Chocolate Chip...	5.00	36.26	Production Order		0000000037	0.00	0.00	0.00	4.00
VA	PPBARCCC...	PP Bar Chewy Chocolate Chip...	9.00	36.26	Production Order		0000000054	0.00	0.00	0.00	4.00
VA	PPBARCCC...	PP Bar Chewy Chocolate Chip...	4.00	36.26	Production Order			0.00	0.00	0.00	4.00
VA	PPBARCPC...	PP Bar Chocolate Peanut Butt...	6.00	36.26	Production Order		0000000055	13.00	0.00	0.00	1.00
VA	PPBARCPC...	PP Bar Chocolate Peanut Butt...	5.00	36.26	Production Order		0000000039	13.00	0.00	0.00	1.00
VA	PPBARCSC...	PP Bar Chocolate Salted Cara...	11.00	36.26	Production Order		0000000056	0.00	0.00	0.00	6.00
VA	PPBARCSC...	PP Bar Chocolate Salted Cara...	6.00	36.26	Production Order		0000000022	0.00	0.00	0.00	6.00
VA	PPBARCSC...	PP Bar Chocolate Salted Cara...	5.00	36.26	Production Order		0000000040	0.00	0.00	0.00	6.00
VA	PPBARCSC...	PP Bar Chocolate Salted Cara...	6.00	36.26	Production Order			0.00	0.00	0.00	6.00
VA	PPBARCSC...	PP Bar Chocolate Salted Cara...	6.00	36.26	Production Order			0.00	0.00	0.00	6.00

Save – Save changes

Delete – Delete a line from list

Refresh – Refresh to get changes from other users on the network

Print – Print requisition reports

Hide Processed – Hide requisitions that are already on a purchase order or production order

Process – Create PO or production orders

From Sales Order List

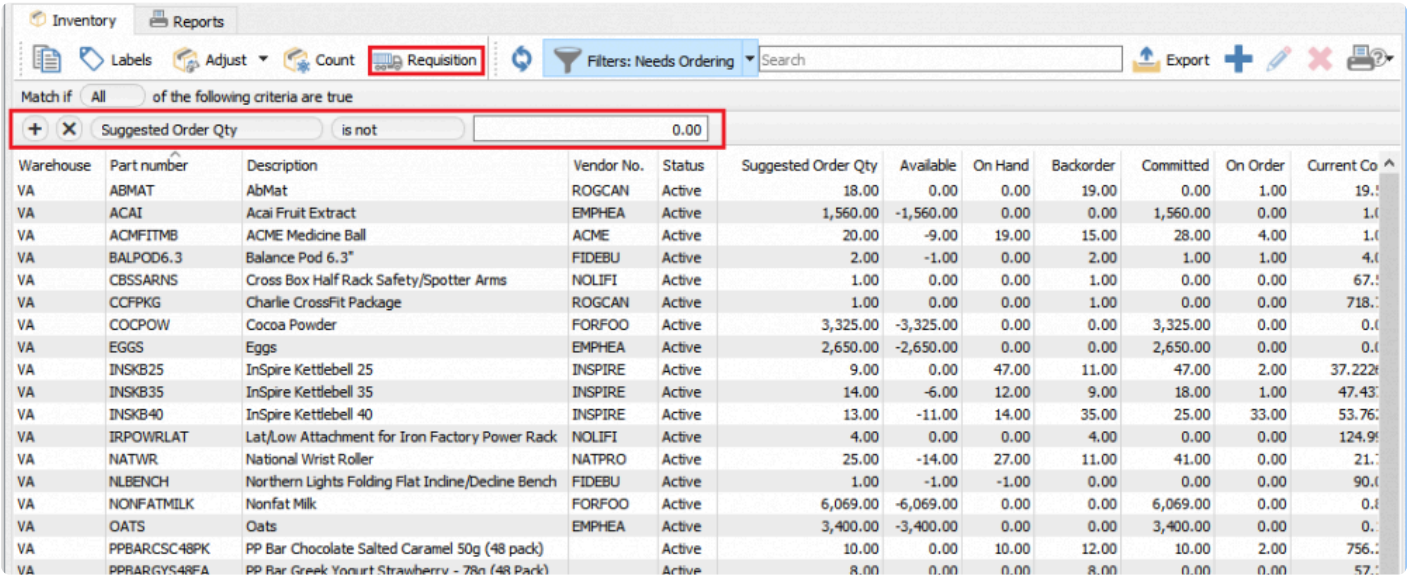
On the sales order list, one of the available fields is ‘Backordered’. If there is a check in the box it means that at least one item is backordered on the sales order. If a filter is created that has the criteria Backordered – is true, then the list will only have sales orders with a backorder on it.

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

From Inventory List

On the inventory list the user can highlight any number of items and click ‘Requisition’. The usual method is to sort by the column called “Suggested Order Qty” and requisition the required items. The suggested quantity is (BackOrder+Committed+ReOrderPoint) – OnOrder and then rounded up to the suppliers minimum order quantity for that item.

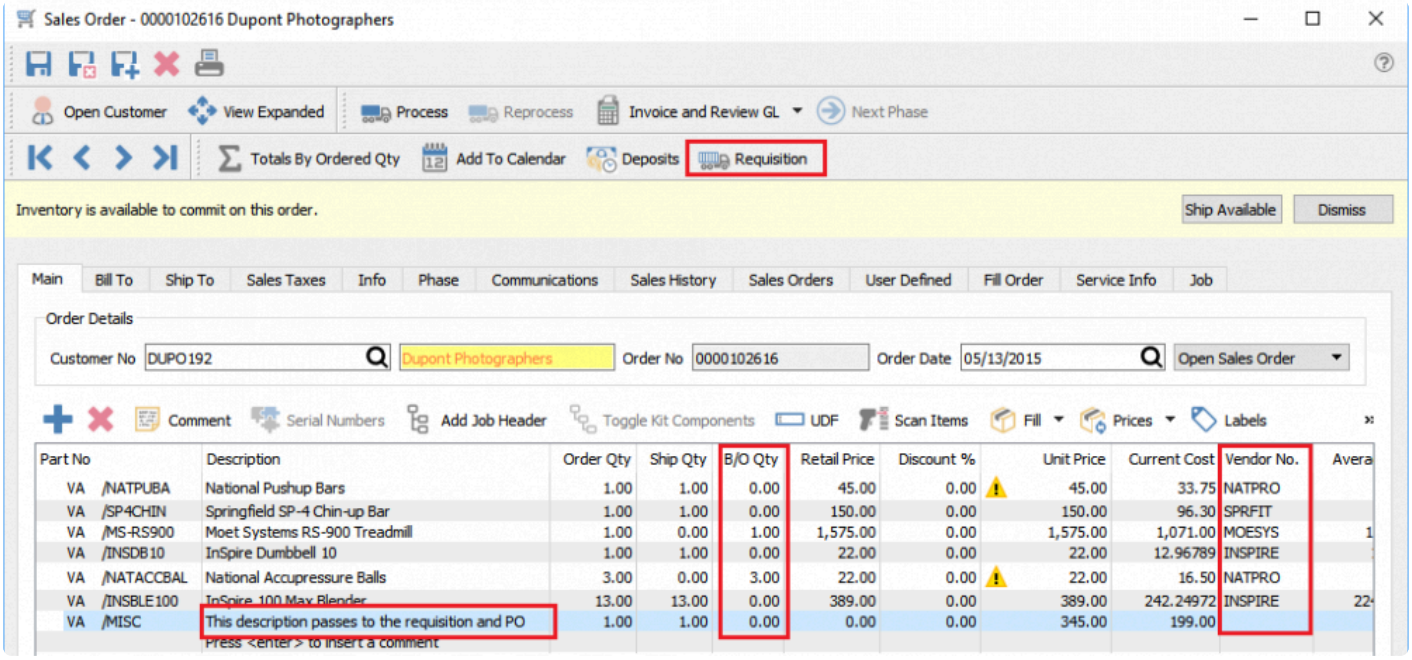
In this example a filter has been created called “Needs Ordering”. It has one filter selection – >> ‘Suggested Order Qty is not 0.00 and only the columns pertaining to the inventory quantities are selected. Therefore the displayed items on the list need to be ordered.



Warehouse	Part number	Description	Vendor No.	Status	Suggested Order Qty	Available	On Hand	Backorder	Committed	On Order	Current Co
VA	ABMAT	AbMat	ROGCAN	Active	18.00	0.00	0.00	19.00	0.00	1.00	19.
VA	ACAI	Acai Fruit Extract	EMPHEA	Active	1,560.00	-1,560.00	0.00	0.00	1,560.00	0.00	1.
VA	ACMFITMB	ACME Medicine Ball	ACME	Active	20.00	-9.00	19.00	15.00	28.00	4.00	1.
VA	BALPOD6.3	Balance Pod 6.3"	FIDEBU	Active	2.00	-1.00	0.00	2.00	1.00	1.00	4.
VA	CBSSARNS	Cross Box Half Rack Safety/Spotter Arms	NOLIFI	Active	1.00	0.00	0.00	1.00	0.00	0.00	67.
VA	CCFPKG	Charlie CrossFit Package	ROGCAN	Active	1.00	0.00	0.00	1.00	0.00	0.00	718.
VA	COCPOW	Cocoa Powder	FORFOO	Active	3,325.00	-3,325.00	0.00	0.00	3,325.00	0.00	0.
VA	EGGS	Eggs	EMPHEA	Active	2,650.00	-2,650.00	0.00	0.00	2,650.00	0.00	0.
VA	INSKB25	InSpire Kettlebell 25	INSPIRE	Active	9.00	0.00	47.00	11.00	47.00	2.00	37.222
VA	INSKB35	InSpire Kettlebell 35	INSPIRE	Active	14.00	-6.00	12.00	9.00	18.00	1.00	47.43
VA	INSKB40	InSpire Kettlebell 40	INSPIRE	Active	13.00	-11.00	14.00	35.00	25.00	33.00	53.76
VA	IRPOWRLAT	Lat/Low Attachment for Iron Factory Power Rack	NOLIFI	Active	4.00	0.00	0.00	4.00	0.00	0.00	124.9
VA	NATWR	National Wrist Roller	NATPRO	Active	25.00	-14.00	27.00	11.00	41.00	0.00	21.
VA	NLBENCH	Northern Lights Folding Flat Incline/Decline Bench	FIDEBU	Active	1.00	-1.00	-1.00	0.00	0.00	0.00	90.
VA	NONFATMILK	Nonfat Milk	FORFOO	Active	6,069.00	-6,069.00	0.00	0.00	6,069.00	0.00	0.
VA	OATS	Oats	EMPHEA	Active	3,400.00	-3,400.00	0.00	0.00	3,400.00	0.00	0.
VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)		Active	10.00	0.00	10.00	12.00	10.00	2.00	756.
VA	PPBARGYS48EA	PP Bar Greek Yogurt Strawberry - 78g (48 Pack)		Active	8.00	0.00	0.00	8.00	0.00	0.00	57.

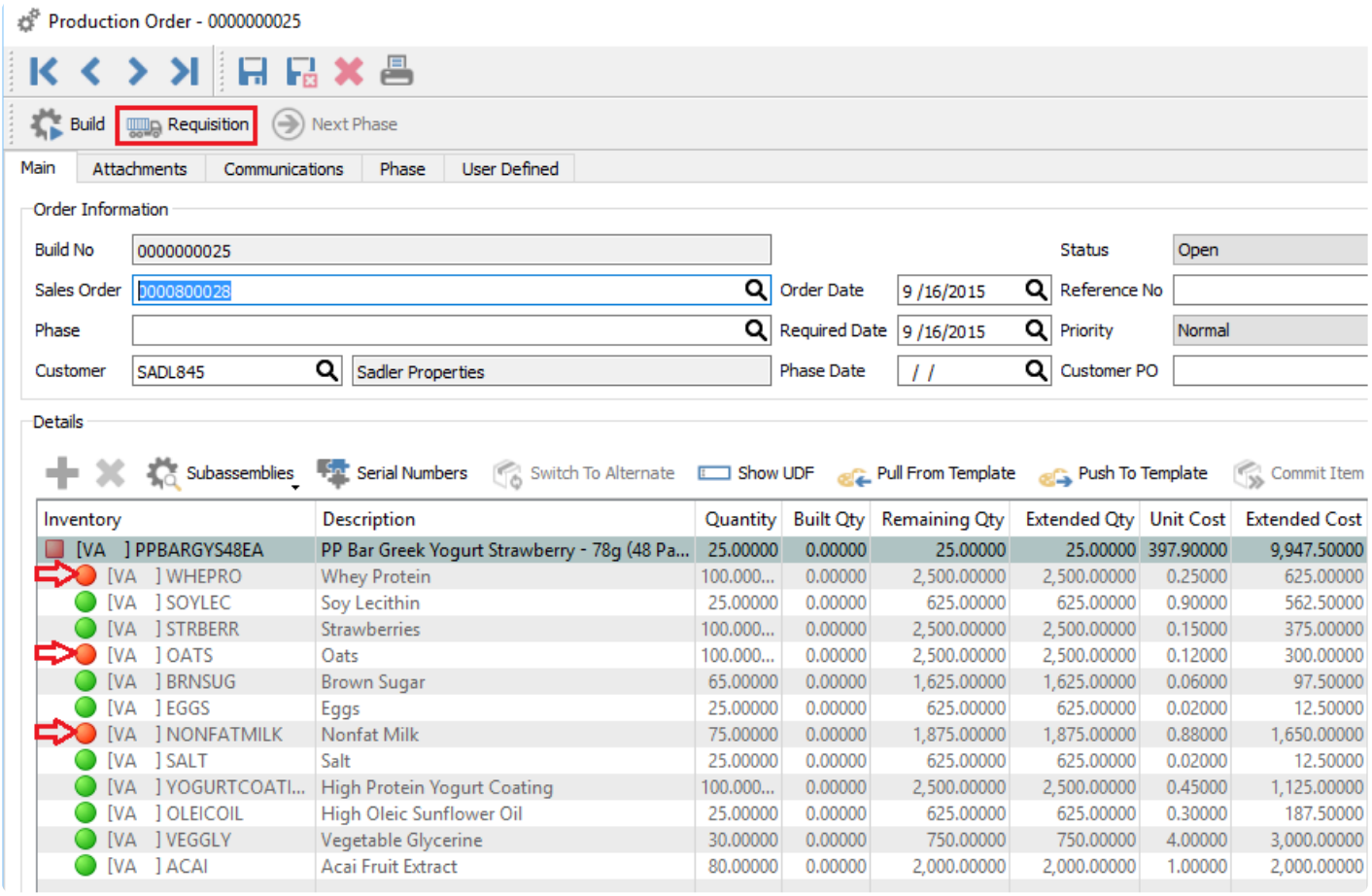
From Sales Order

If we have back ordered items in a sales order we can see line by line what our default vendor is that we buy the item from. If you want to select an alternate vendor, simply click the lookup. Then click on the 'Requisition' button. The back ordered item will get passed to the requisition along with the vendor from the line of the sales order.



From Production Order

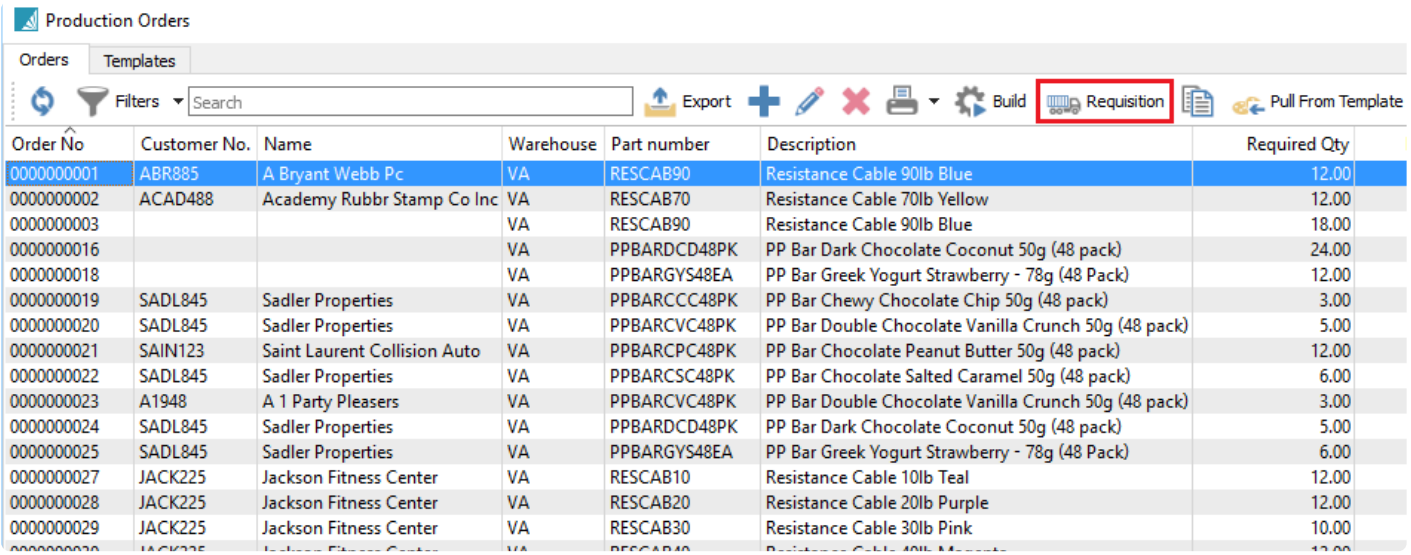
From inside a production order, each component line has an indicator for shortages. The ones with a red dot have no stock at all, the ones with a yellow dot have stock but it is over committed and the ones with an orange dot are short but already has a purchase order created for it.



Inventory	Description	Quantity	Built Qty	Remaining Qty	Extended Qty	Unit Cost	Extended Cost
[VA] PPBARGYS48EA	PP Bar Greek Yogurt Strawberry - 78g (48 Pa...	25.00000	0.00000	25.00000	25.00000	397.90000	9,947.50000
[VA] WHEPRO	Whey Protein	100.000...	0.00000	2,500.00000	2,500.00000	0.25000	625.00000
[VA] SOYLEC	Soy Lecithin	25.00000	0.00000	625.00000	625.00000	0.90000	562.50000
[VA] STRBERR	Strawberries	100.000...	0.00000	2,500.00000	2,500.00000	0.15000	375.00000
[VA] OATS	Oats	100.000...	0.00000	2,500.00000	2,500.00000	0.12000	300.00000
[VA] BRNSUG	Brown Sugar	65.00000	0.00000	1,625.00000	1,625.00000	0.06000	97.50000
[VA] EGGS	Eggs	25.00000	0.00000	625.00000	625.00000	0.02000	12.50000
[VA] NONFATMILK	Nonfat Milk	75.00000	0.00000	1,875.00000	1,875.00000	0.88000	1,650.00000
[VA] SALT	Salt	25.00000	0.00000	625.00000	625.00000	0.02000	12.50000
[VA] YOGURTCOATI...	High Protein Yogurt Coating	100.000...	0.00000	2,500.00000	2,500.00000	0.45000	1,125.00000
[VA] OLEICOIL	High Oleic Sunflower Oil	25.00000	0.00000	625.00000	625.00000	0.30000	187.50000
[VA] VEGGLY	Vegetable Glycerine	30.00000	0.00000	750.00000	750.00000	4.00000	3,000.00000
[VA] ACAI	Acai Fruit Extract	80.00000	0.00000	2,000.00000	2,000.00000	1.00000	2,000.00000

From Production List

When on the production order list any number of orders can be highlighted and then the user can click requisition. The production orders with shortages will be sent to the requisition screen. There is no way to set a filter from the list to know which ones have shortages.



Order No	Customer No.	Name	Warehouse	Part number	Description	Required Qty
0000000001	ABR885	A Bryant Webb Pc	VA	RESCAB90	Resistance Cable 90lb Blue	12.00
0000000002	ACAD488	Academy Rubbr Stamp Co Inc	VA	RESCAB70	Resistance Cable 70lb Yellow	12.00
0000000003			VA	RESCAB90	Resistance Cable 90lb Blue	18.00
0000000016			VA	PPBARDCD48PK	PP Bar Dark Chocolate Coconut 50g (48 pack)	24.00
0000000018			VA	PPBARGYS48EA	PP Bar Greek Yogurt Strawberry - 78g (48 Pack)	12.00
0000000019	SADL845	Sadler Properties	VA	PPBARCCC48PK	PP Bar Chewy Chocolate Chip 50g (48 pack)	3.00
0000000020	SADL845	Sadler Properties	VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	5.00
0000000021	SAIN123	Saint Laurent Collision Auto	VA	PPBARCPC48PK	PP Bar Chocolate Peanut Butter 50g (48 pack)	12.00
0000000022	SADL845	Sadler Properties	VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	6.00
0000000023	A1948	A 1 Party Pleasers	VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	3.00
0000000024	SADL845	Sadler Properties	VA	PPBARDCD48PK	PP Bar Dark Chocolate Coconut 50g (48 pack)	5.00
0000000025	SADL845	Sadler Properties	VA	PPBARGYS48EA	PP Bar Greek Yogurt Strawberry - 78g (48 Pack)	6.00
0000000027	JACK225	Jackson Fitness Center	VA	RESCAB10	Resistance Cable 10lb Teal	12.00
0000000028	JACK225	Jackson Fitness Center	VA	RESCAB20	Resistance Cable 20lb Purple	12.00
0000000029	JACK225	Jackson Fitness Center	VA	RESCAB30	Resistance Cable 30lb Pink	10.00

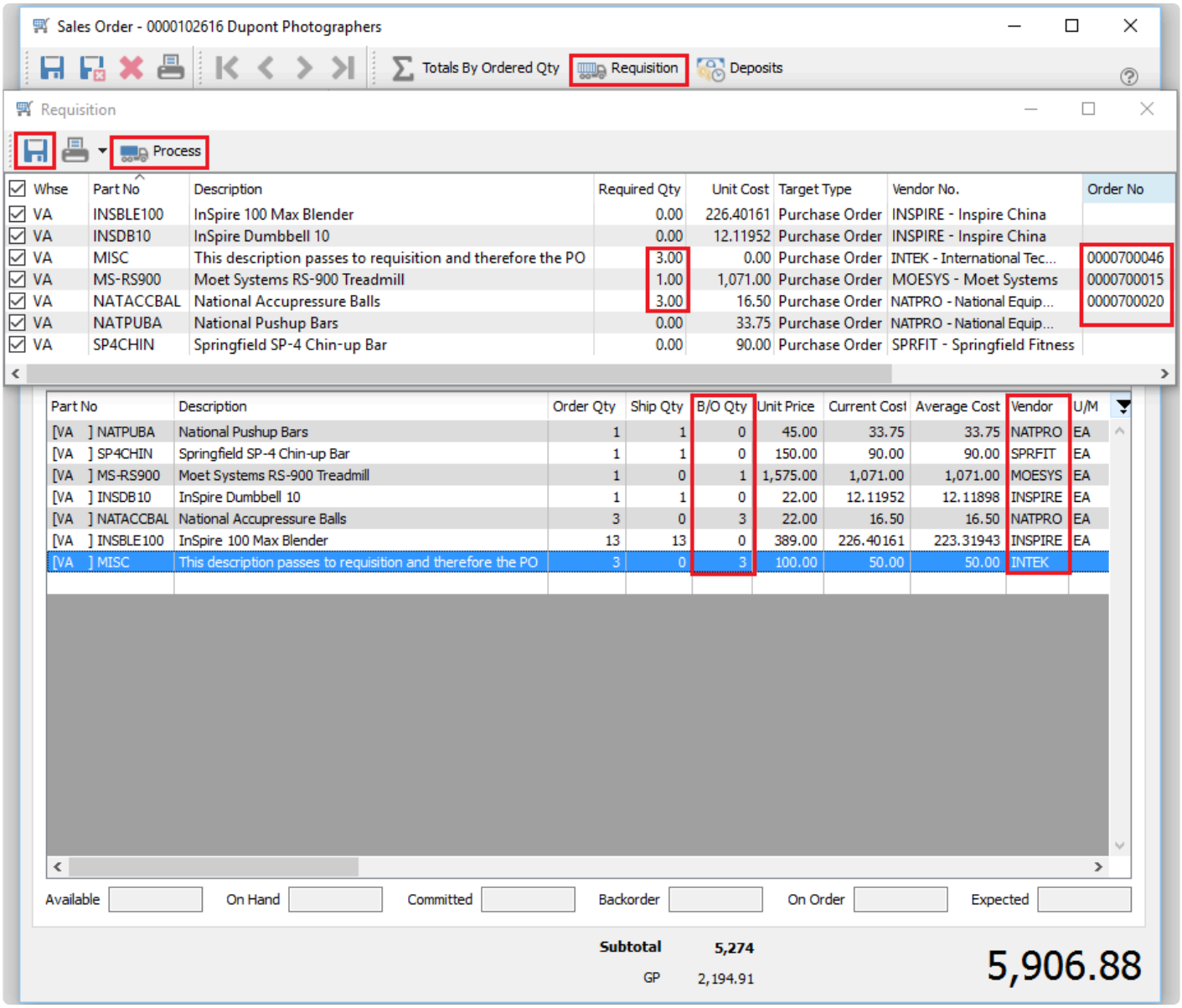
Processing Requisitions

When the requisition button is clicked the list of items that need ordering are populated. The user still has the opportunity to edit the vendor, the quantity and the costs before processing it to a purchase order.

To create purchase orders immediately, click the ‘Process’ button. The PO number will then get written to the requisition list and if it was created from within a sales order or production order, the PO number will get written to the line of the sales or production order.

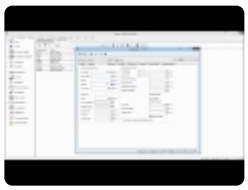
When the PO gets created or if adding to an existing PO, the sales or production order number gets written to the PO detail line along with the customer number. This is helpful so that the person receiving the purchase order knows who the items are for and does not store them in the warehouse.

If the requisitions are saved and not processed, then the user or someone else will need to go to the requisition module to process the requisitions to PO’s or production at a later time.


Sales Order - 0000102616 Dupont Photographers
Totals By Ordered Qty
Requisition
Deposits
Requisition
Process
Whse | Part No | Description | Required Qty | Unit Cost | Target Type | Vendor No. | Order No
VA | INSBLE100 | InSpire 100 Max Blender | 0.00 | 226.40161 | Purchase Order | INSPIRE - Inspire China
VA | INSDB10 | InSpire Dumbbell 10 | 0.00 | 12.11952 | Purchase Order | INSPIRE - Inspire China
VA | MISC | This description passes to requisition and therefore the PO | 3.00 | 0.00 | Purchase Order | INTEK - International Tec... | 0000700046
VA | MS-RS900 | Moet Systems RS-900 Treadmill | 1.00 | 1,071.00 | Purchase Order | MOESYS - Moet Systems | 0000700015
VA | NATACCBAL | National Accupressure Balls | 3.00 | 16.50 | Purchase Order | NATPRO - National Equip... | 0000700020
VA | NATPUBA | National Pushup Bars | 0.00 | 33.75 | Purchase Order | NATPRO - National Equip...
VA | SP4CHIN | Springfield SP-4 Chin-up Bar | 0.00 | 90.00 | Purchase Order | SPRFIT - Springfield Fitness
Part No | Description | Order Qty | Ship Qty | B/O Qty | Unit Price | Current Cost | Average Cost | Vendor | U/M
[VA] NATPUBA | National Pushup Bars | 1 | 1 | 0 | 45.00 | 33.75 | 33.75 | NATPRO | EA
[VA] SP4CHIN | Springfield SP-4 Chin-up Bar | 1 | 1 | 0 | 150.00 | 90.00 | 90.00 | SPRFIT | EA
[VA] MS-RS900 | Moet Systems RS-900 Treadmill | 1 | 0 | 1 | 1,575.00 | 1,071.00 | 1,071.00 | MOESYS | EA
[VA] INSDB10 | InSpire Dumbbell 10 | 1 | 1 | 0 | 22.00 | 12.11952 | 12.11898 | INSPIRE | EA
[VA] NATACCBAL | National Accupressure Balls | 3 | 0 | 3 | 22.00 | 16.50 | 16.50 | NATPRO | EA
[VA] INSBLE100 | InSpire 100 Max Blender | 13 | 13 | 0 | 389.00 | 226.40161 | 223.31943 | INSPIRE | EA
[VA] MISC | This description passes to requisition and therefore the PO | 3 | 0 | 3 | 100.00 | 50.00 | 50.00 | INTEK
Available
On Hand
Committed
Backorder
On Order
Expected
Subtotal 5,274
GP 2,194.91
5,906.88

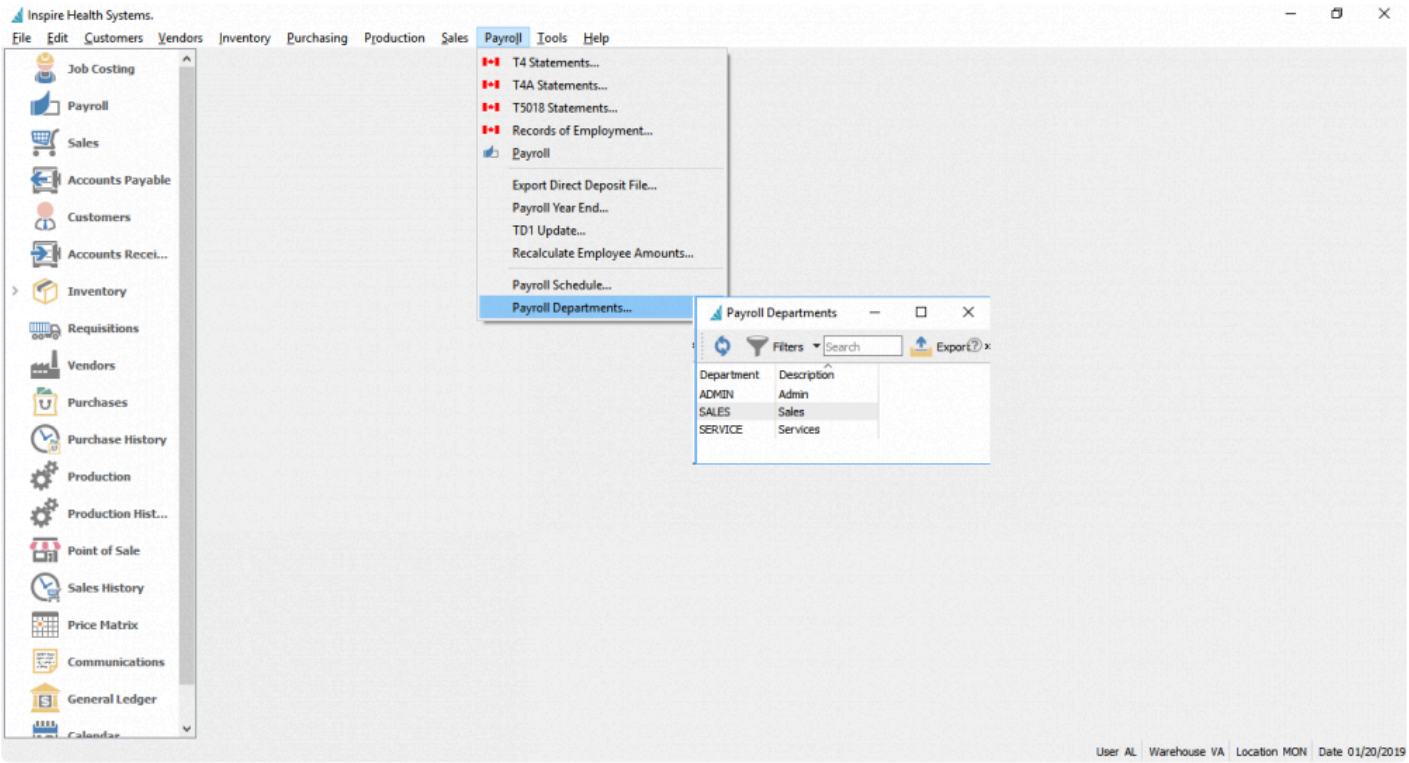
Canadian Payroll

Video Instruction – Adding Employees



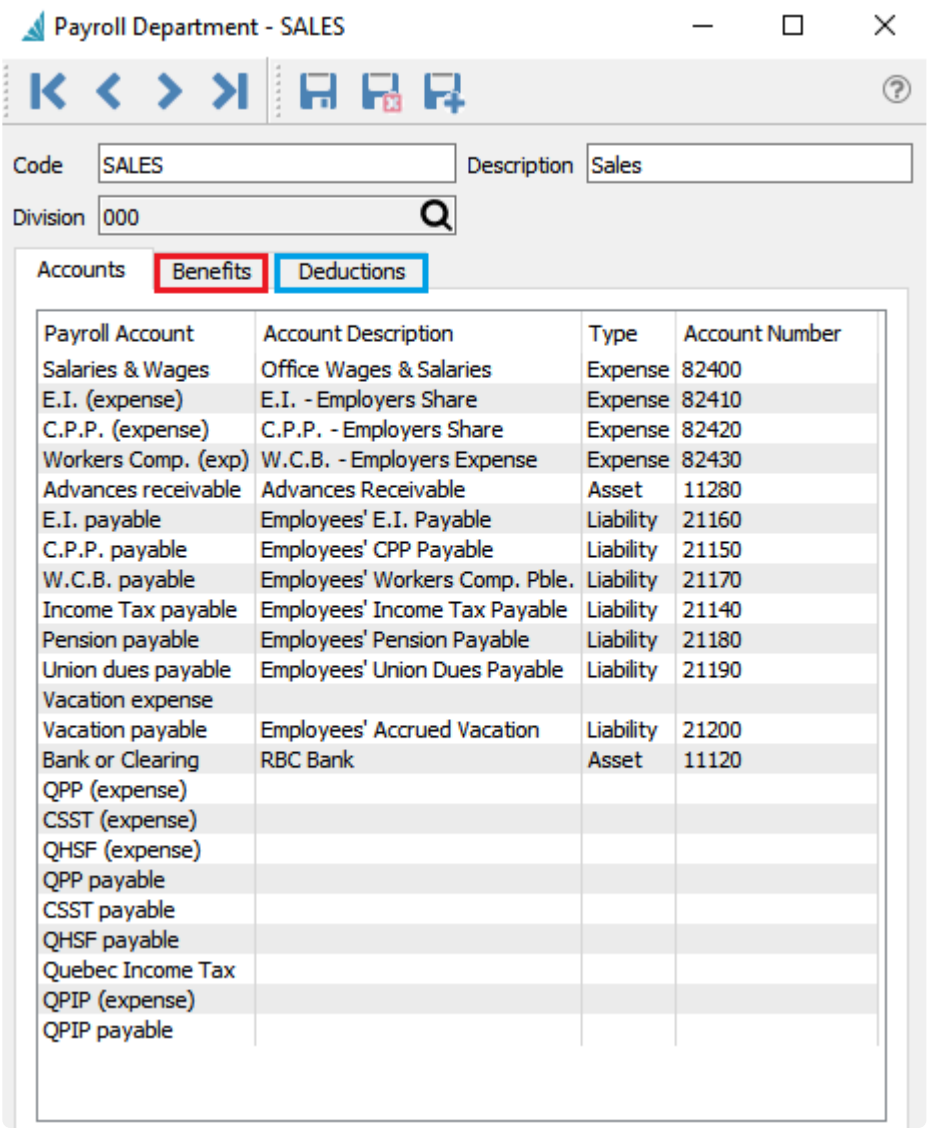
Processing Timecards

Payroll Departments



These settings are used to define each payroll department. Then, each employee would be added to one of the departments.

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

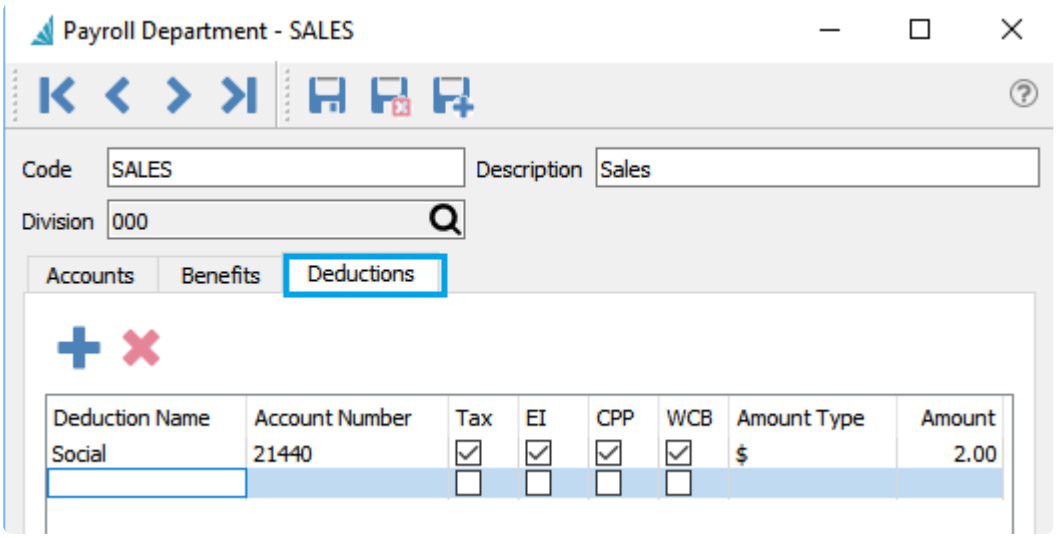


Payroll Account	Account Description	Type	Account Number
Salaries & Wages	Office Wages & Salaries	Expense	82400
E.I. (expense)	E.I. - Employers Share	Expense	82410
C.P.P. (expense)	C.P.P. - Employers Share	Expense	82420
Workers Comp. (exp)	W.C.B. - Employers Expense	Expense	82430
Advances receivable	Advances 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			

Note – If vacation expense account is filled in, payroll timecards will post vacation expense to the selected GL account. If it is not filled in then payroll timecards will post vacation expense to the employees “Salary and Wages” account.

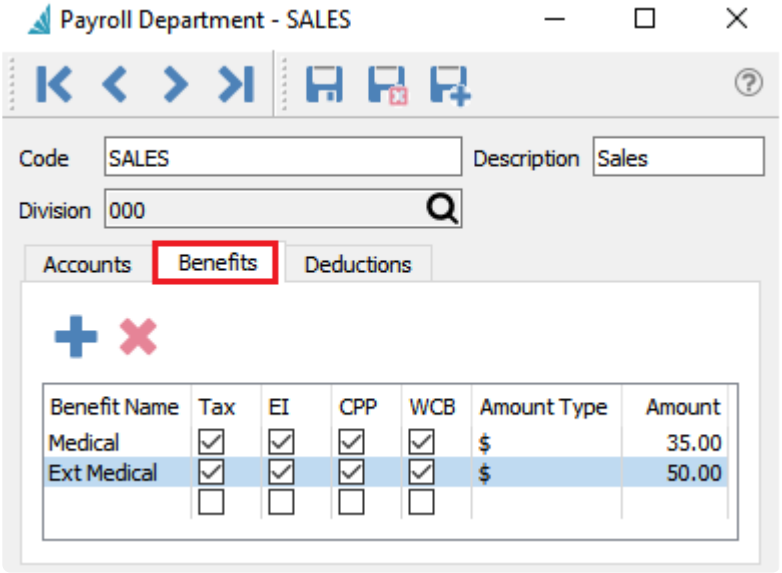
Deductions

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



Benefits

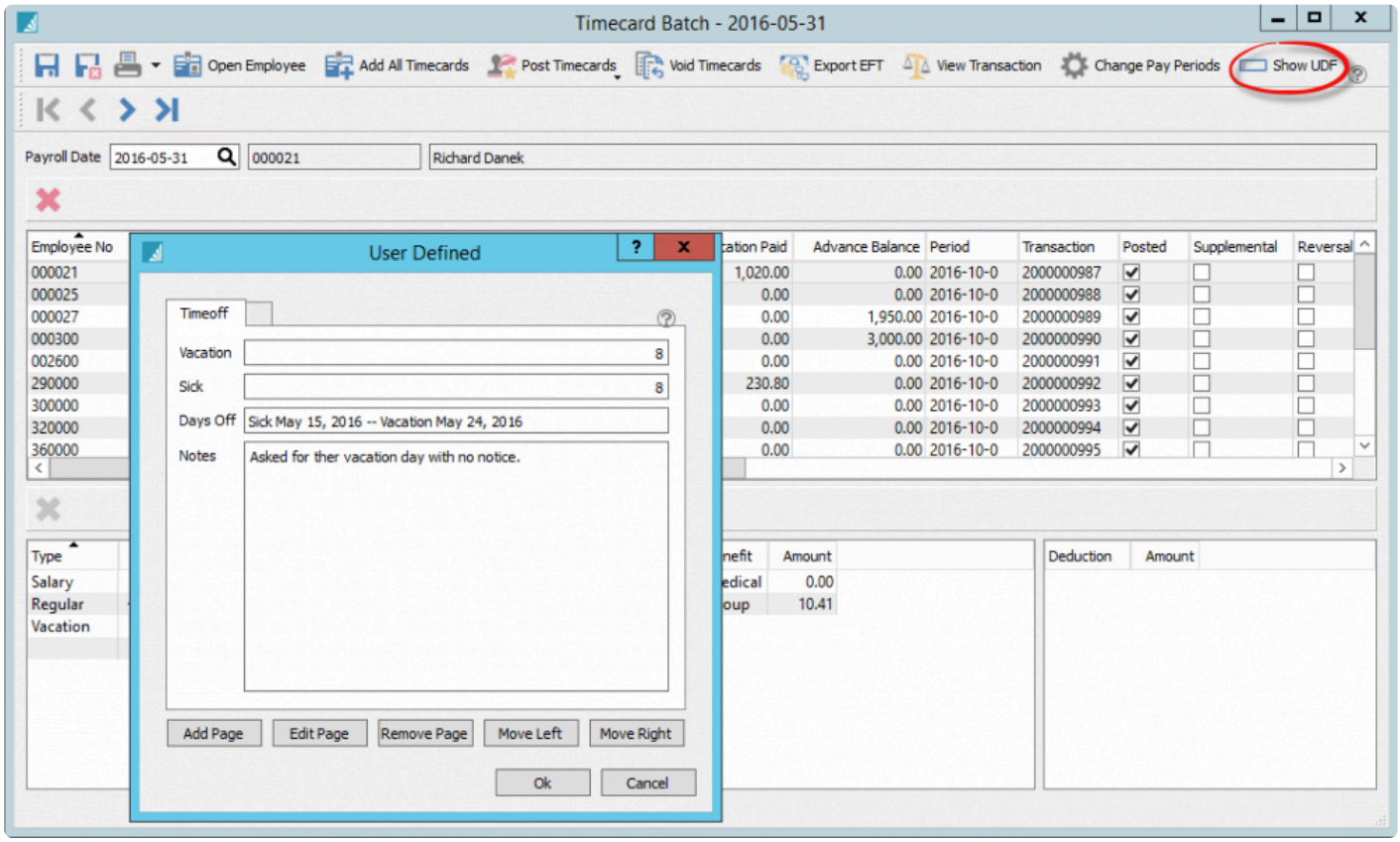
Give each benefit a name. The benefit will be further defined when editing the employee record.



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 amounts can be edited as required.

Payroll UDFs

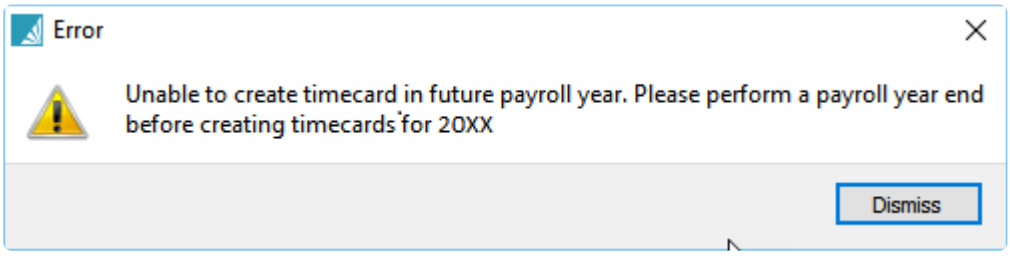
User defined fields can be added to timecards in Canadian payroll. This way the company can track more information on timecards pertaining to things like vacation and sick days. See example below.



Payroll Year End

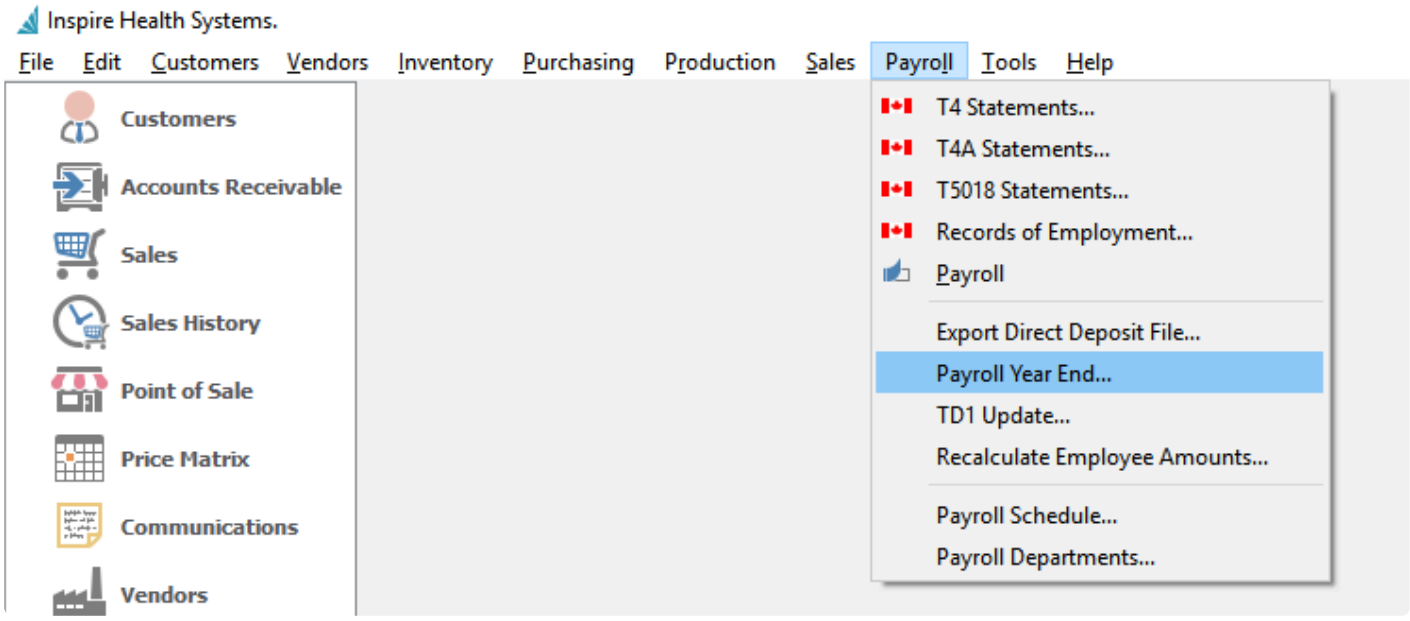
NOTE: New Feature
Even though the payroll year end has been completed the user can still back date a payroll timecard to the previous year just in case it needs to be done. Timecards done in the previous year will use the correct year's tax tables.

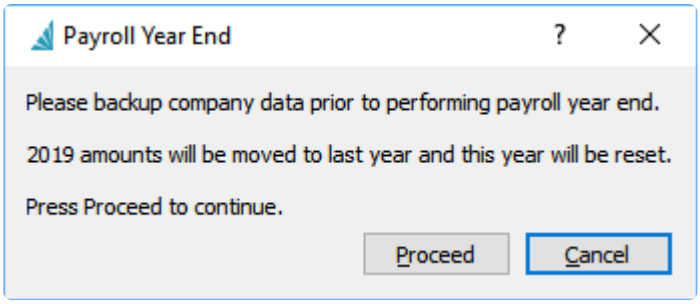
Payroll timecards are not allowed in the new calendar year until the prior year payroll has been closed.



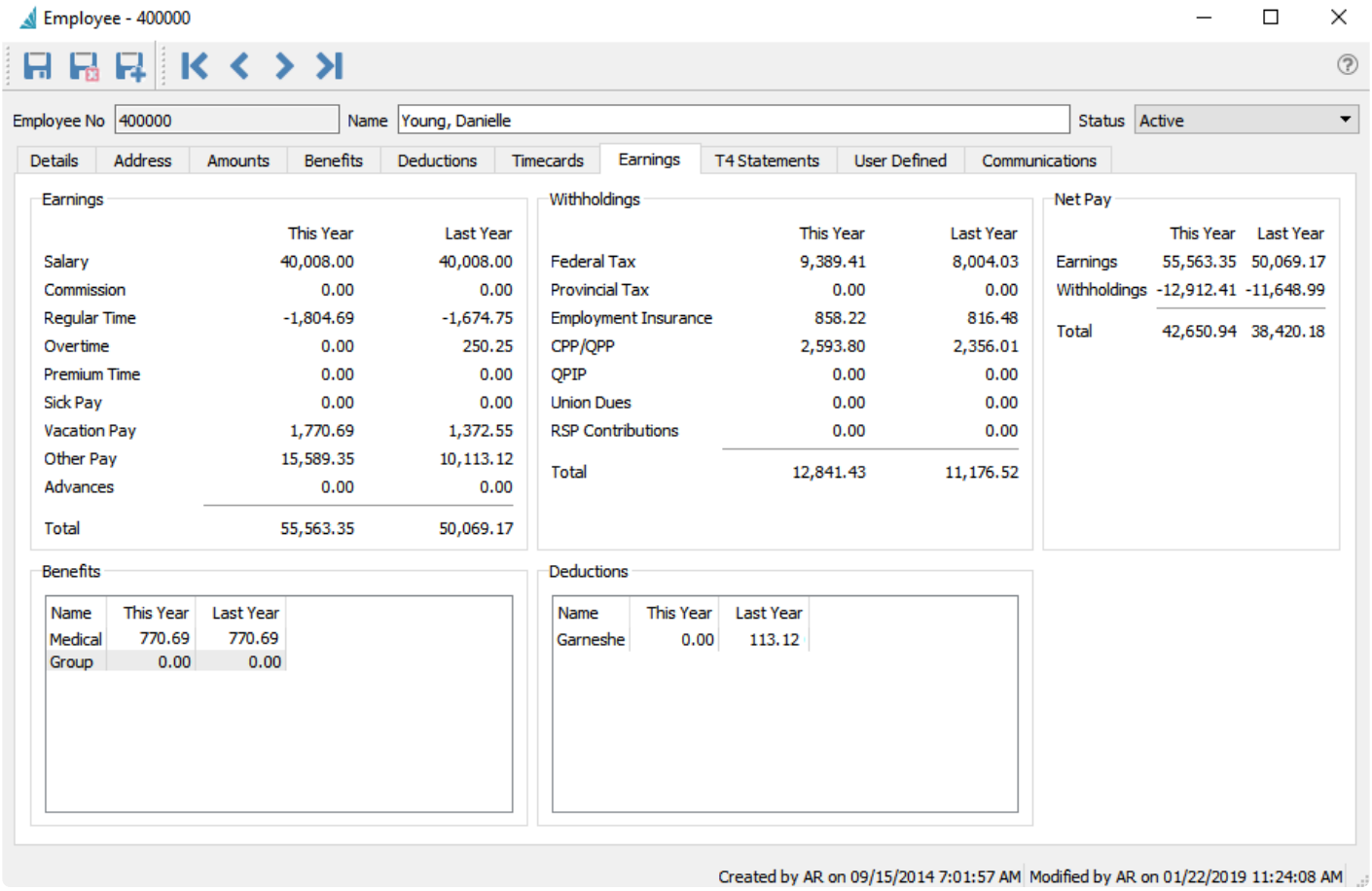
To perform the payroll year-end make sure the following items are completed first.

- **Back-up First**
- Install Spire 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

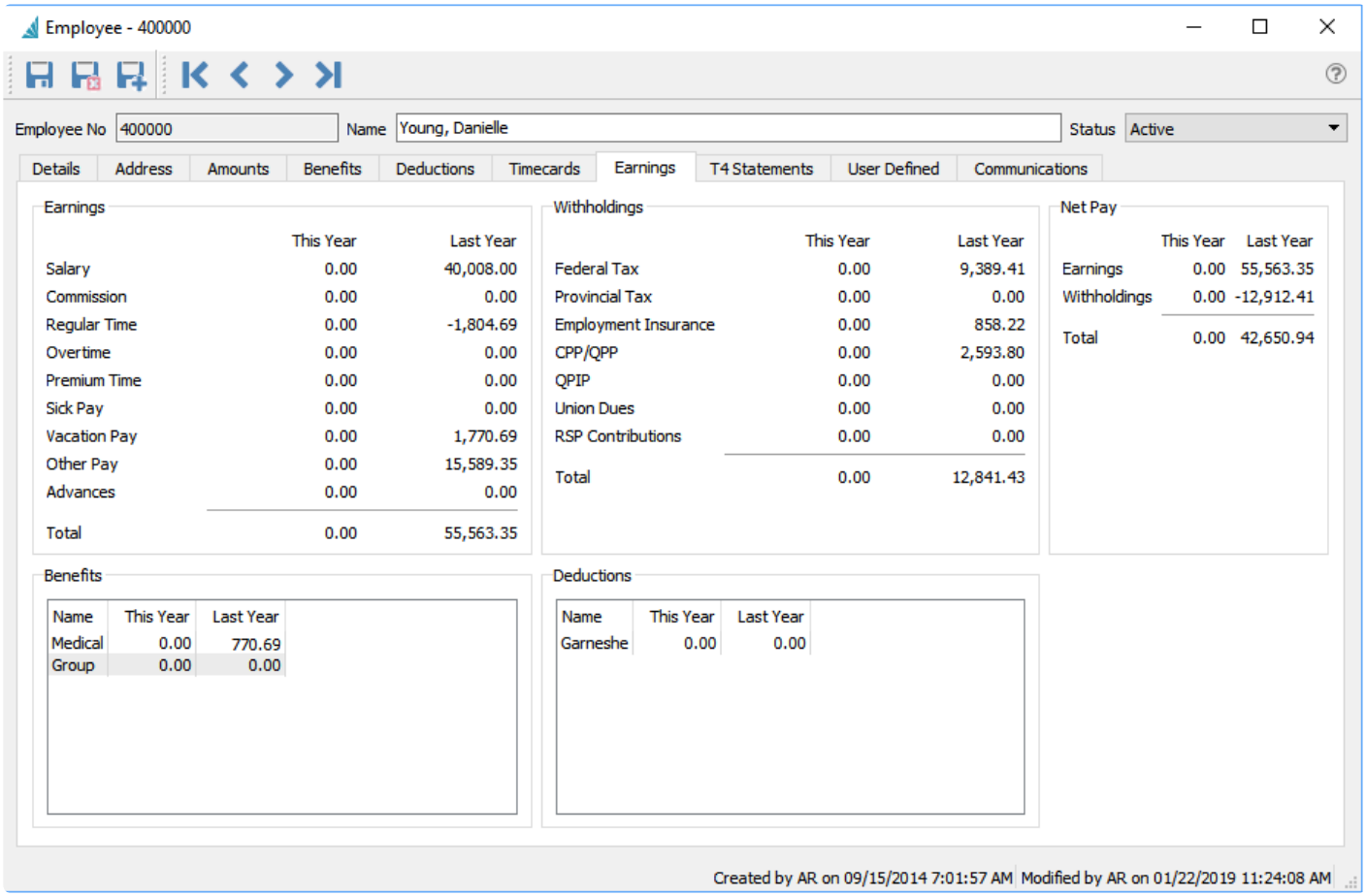




Employees Payroll Earnings before Year End

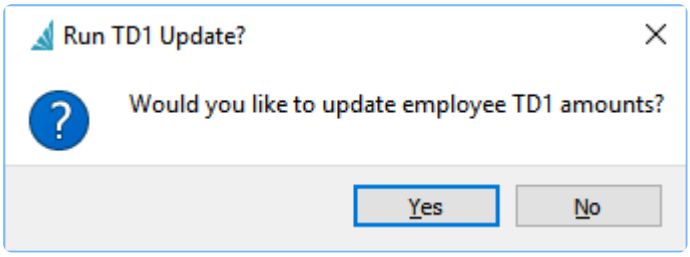


Employees Payroll Earnings after Year End.

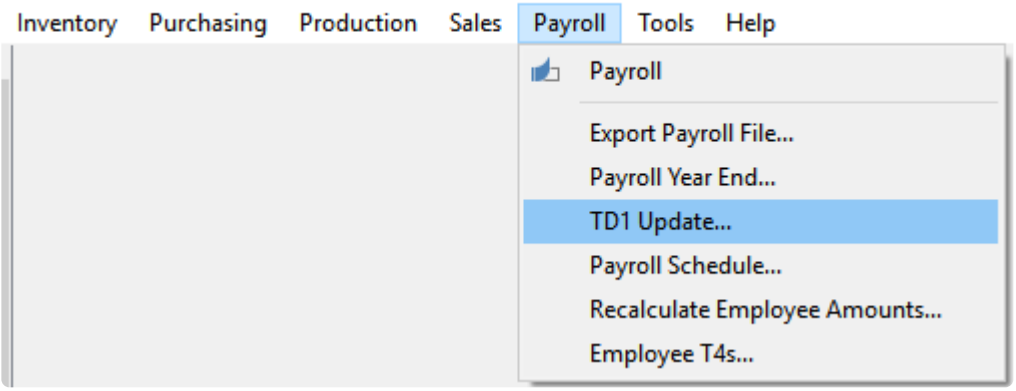


TD1 update after payroll year close

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.



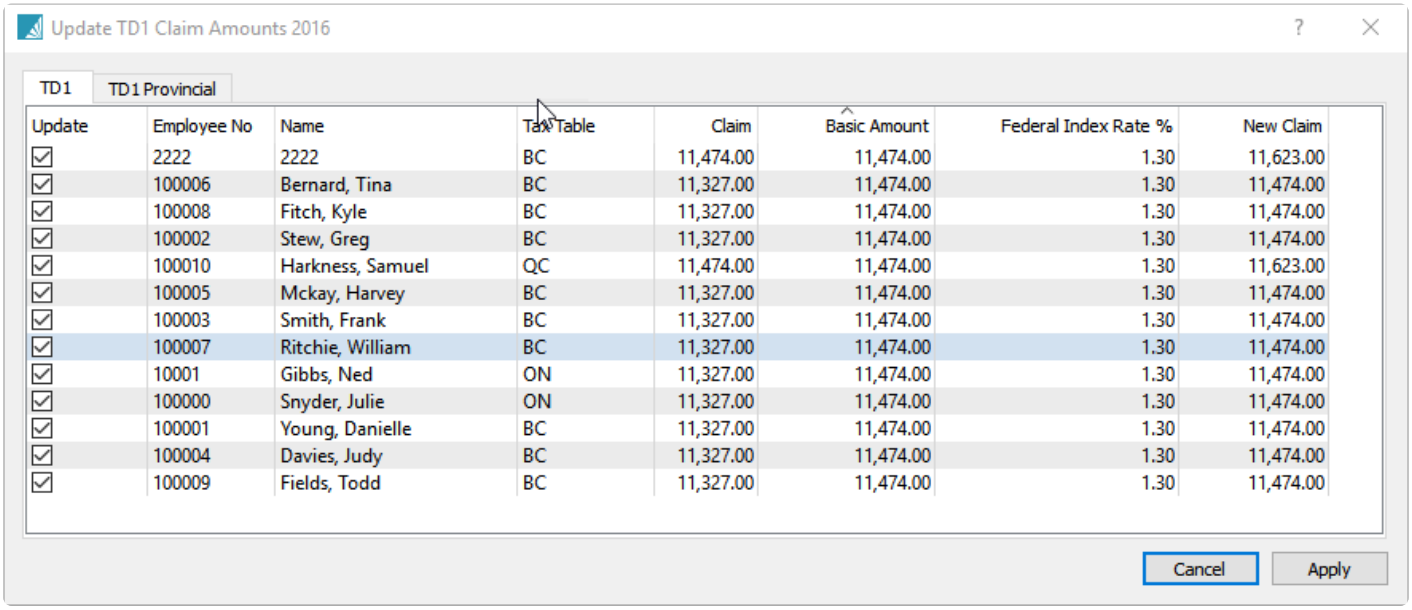
Run the TD1 from top Payroll menu



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 will be done again and the amounts will be incorrect.



Update	Employee No	Name	Tax Table	Claim	Basic Amount	Federal Index Rate %	New Claim
☑	2222	2222	BC	11,474.00	11,474.00	1.30	11,623.00
☑	100006	Bernard, Tina	BC	11,327.00	11,474.00	1.30	11,474.00
☑	100008	Fitch, Kyle	BC	11,327.00	11,474.00	1.30	11,474.00
☑	100002	Stew, Greg	BC	11,327.00	11,474.00	1.30	11,474.00
☑	100010	Harkness, Samuel	QC	11,474.00	11,474.00	1.30	11,623.00
☑	100005	Mckay, Harvey	BC	11,327.00	11,474.00	1.30	11,474.00
☑	100003	Smith, Frank	BC	11,327.00	11,474.00	1.30	11,474.00
☑	100007	Ritchie, William	BC	11,327.00	11,474.00	1.30	11,474.00
☑	10001	Gibbs, Ned	ON	11,327.00	11,474.00	1.30	11,474.00
☑	100000	Snyder, Julie	ON	11,327.00	11,474.00	1.30	11,474.00
☑	100001	Young, Danielle	BC	11,327.00	11,474.00	1.30	11,474.00
☑	100004	Davies, Judy	BC	11,327.00	11,474.00	1.30	11,474.00
☑	100009	Fields, Todd	BC	11,327.00	11,474.00	1.30	11,474.00

Update TD1 Claim Amounts 2016

TD1 | TD1 Provincial

Update	Employee No	Name	Tax Table	Claim	Basic Amount	Provincial Index Rate %	New Claim
☑	2222	2222	BC	10,027.00	10,027.00	0.90	10,117.00
☑	100006	Bernard, Tina	BC	9,938.00	10,027.00	0.90	10,027.00
☑	100008	Fitch, Kyle	BC	9,938.00	10,027.00	0.90	10,027.00
☑	100002	Stew, Greg	BC	9,938.00	10,027.00	0.90	10,027.00
☑	100010	Harkness, Samuel	QC	11,425.00	11,425.00	1.06	11,546.00
☑	100005	Mckay, Harvey	BC	9,938.00	10,027.00	0.90	10,027.00
☑	100003	Smith, Frank	BC	9,938.00	10,027.00	0.90	10,027.00
☑	100007	Ritchie, William	BC	9,938.00	10,027.00	0.90	10,027.00
☑	10001	Gibbs, Ned	ON	9,863.00	10,011.00	1.50	10,011.00
☑	100000	Snyder, Julie	ON	9,863.00	10,011.00	1.50	10,011.00
☑	100001	Young, Danielle	BC	9,938.00	10,027.00	0.90	10,027.00
☑	100004	Davies, Judy	BC	9,938.00	10,027.00	0.90	10,027.00
☑	100009	Fields, Todd	BC	9,938.00	10,027.00	0.90	10,027.00

Cancel Apply

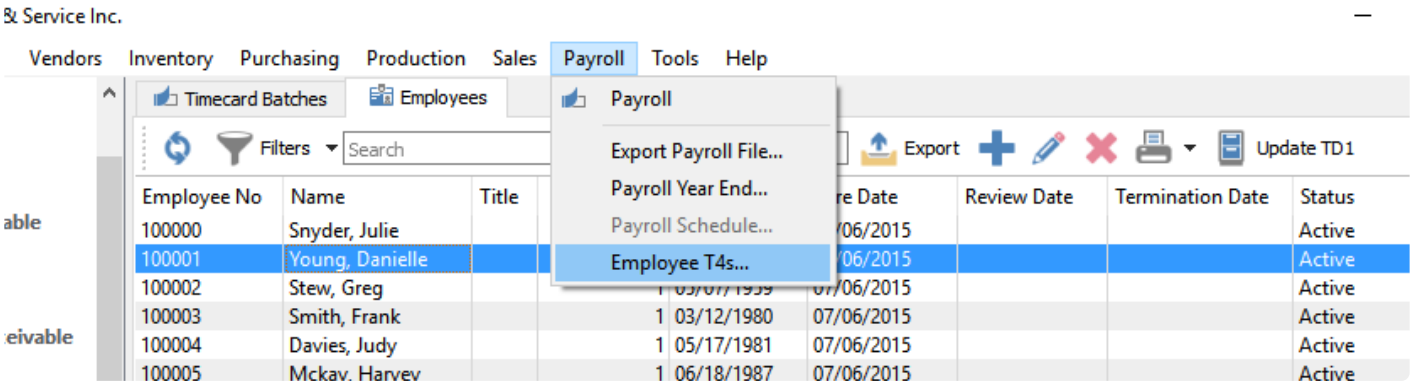
Video Instruction on Payroll Year End

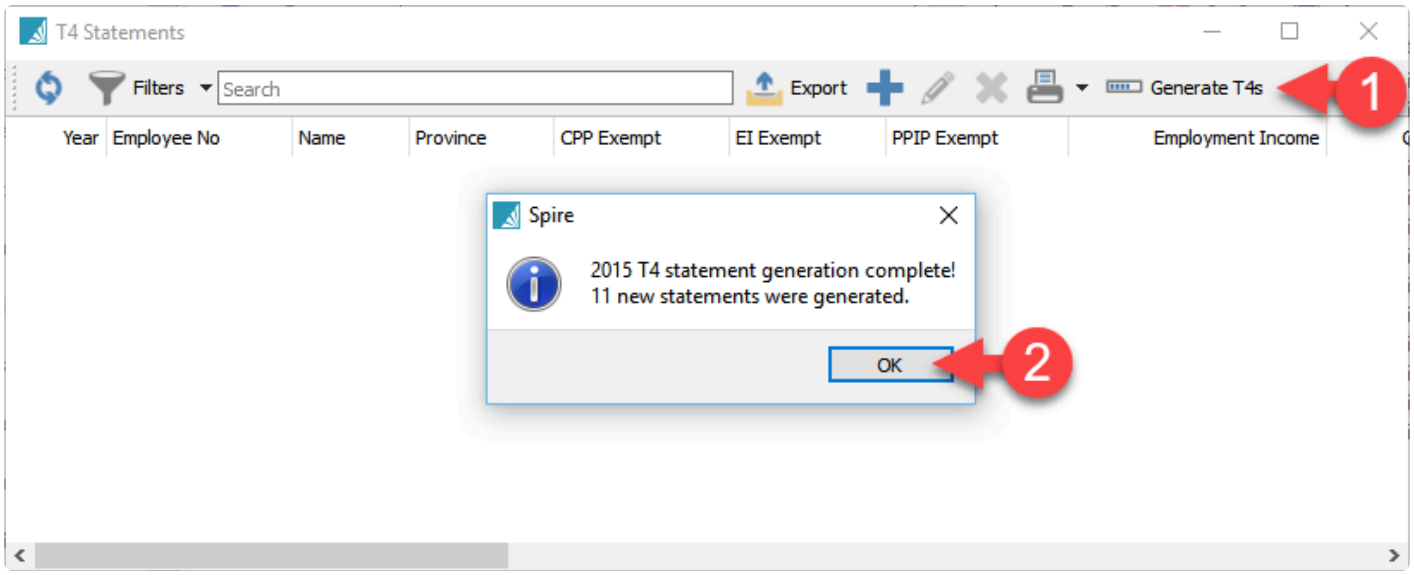
Payroll T4's and T4 Summary

> ! Note that T4's are saved each year, so make sure that you select the correct year for printing.

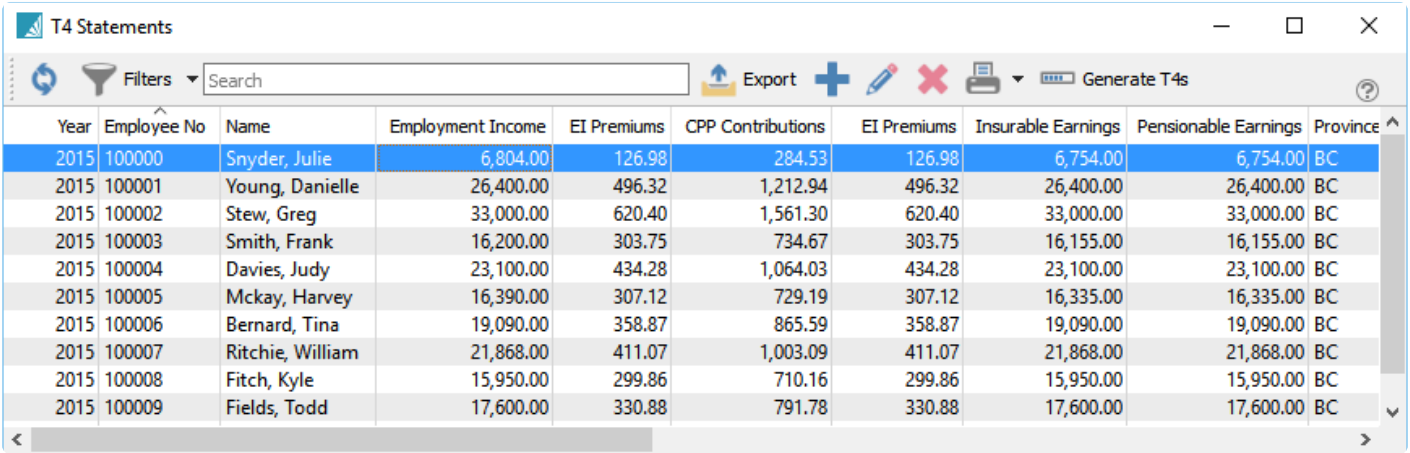
To produce T4's from Spire

- Make sure all Payroll for the year has been posted
- Perform payroll Year End as per [these instructions]
- Click Payroll/Employee T4's from top menu



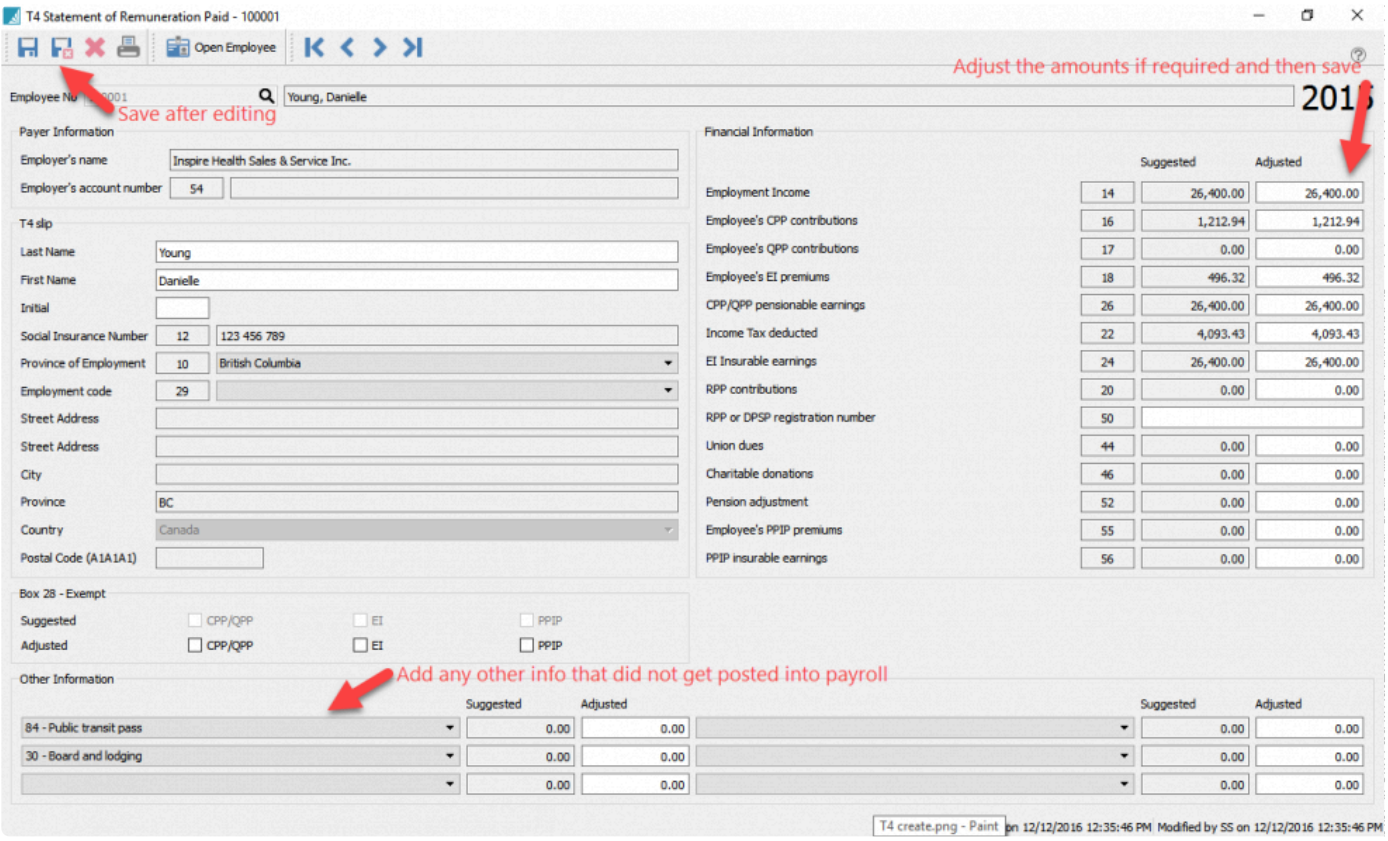


Once run the user will be presented with a list of T4's

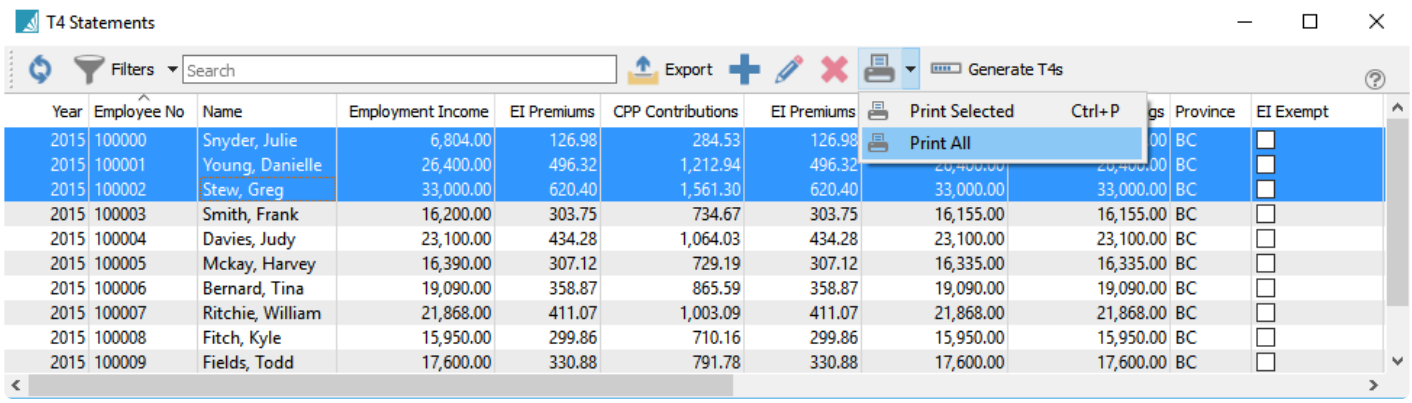


Year	Employee No	Name	Employment Income	EI Premiums	CPP Contributions	EI Premiums	Insurable Earnings	Pensionable Earnings	Province
2015	100000	Snyder, Julie	6,804.00	126.98	284.53	126.98	6,754.00	6,754.00	BC
2015	100001	Young, Danielle	26,400.00	496.32	1,212.94	496.32	26,400.00	26,400.00	BC
2015	100002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

If T4's need to be edited before printing, double click on the employee and adjust the amounts and then save.

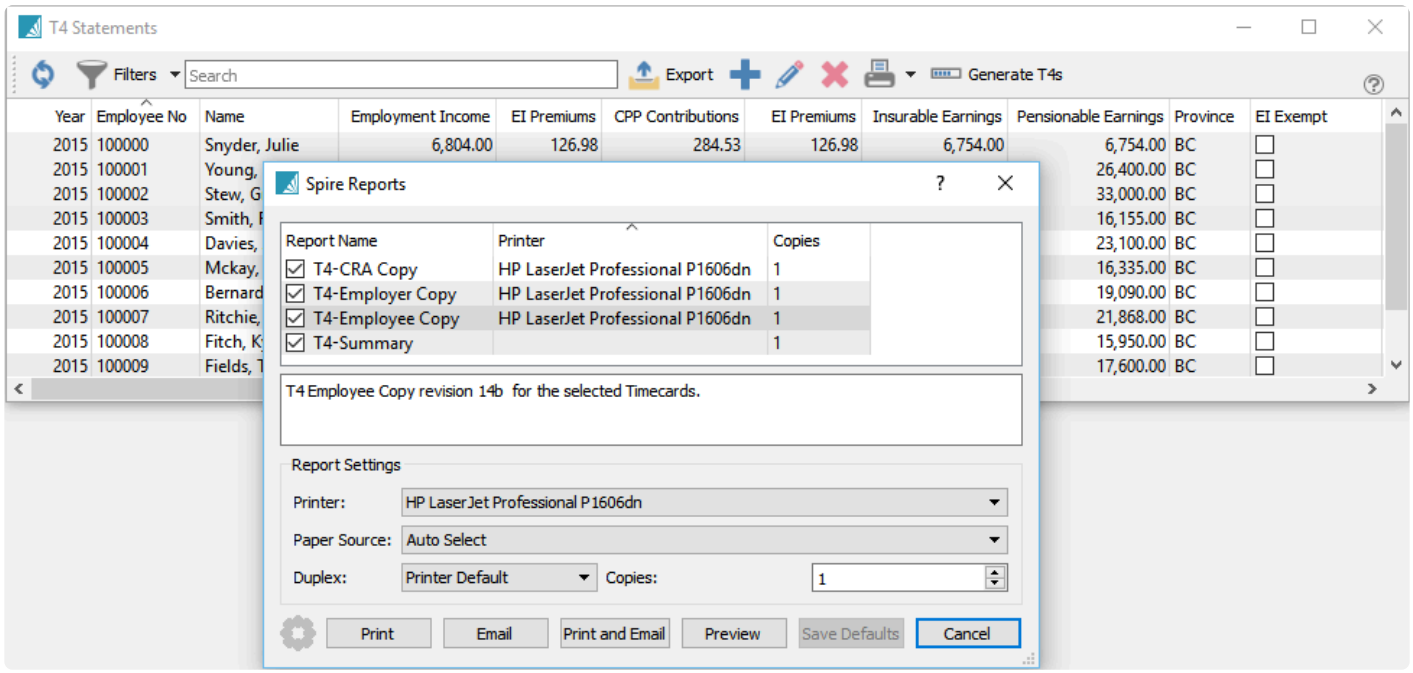


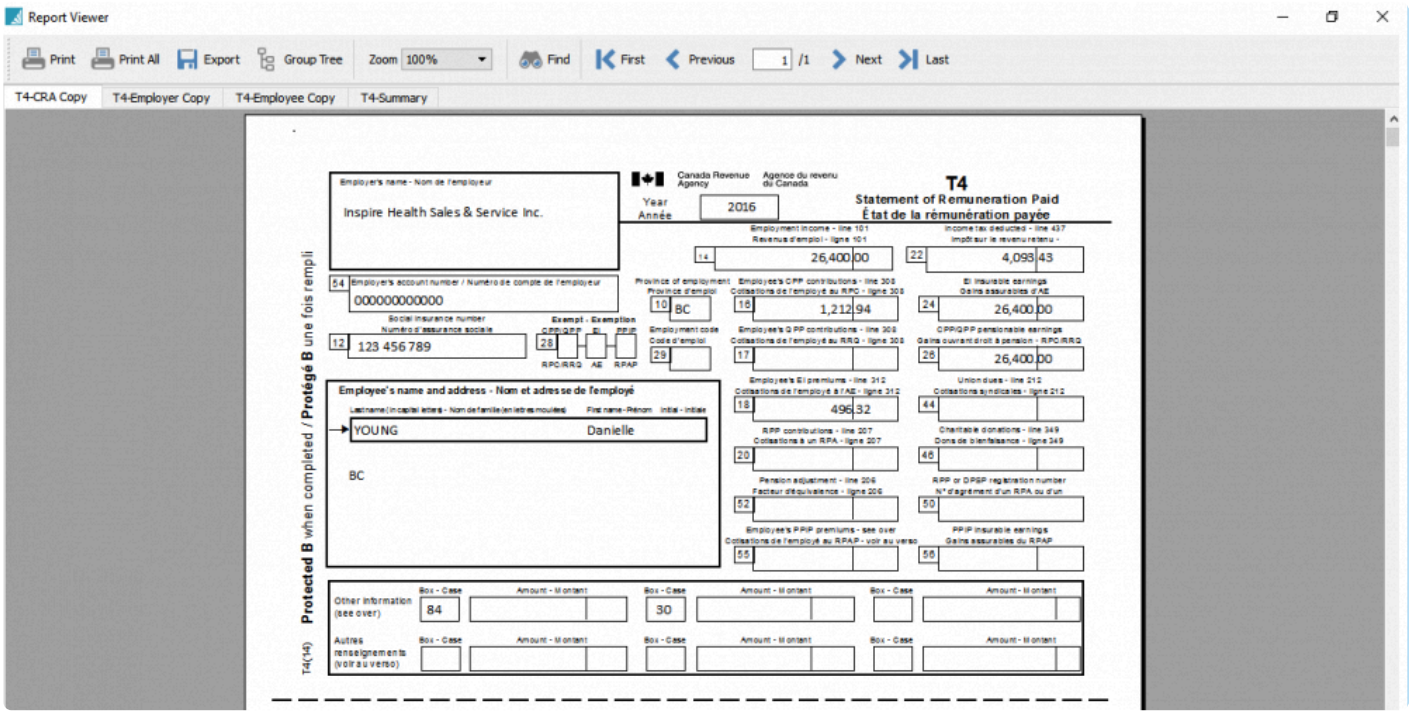
To print T4's, highlight selected employees, if you just need some of them and select 'Print Selected', or select "Print All" if all employees T4's are required..



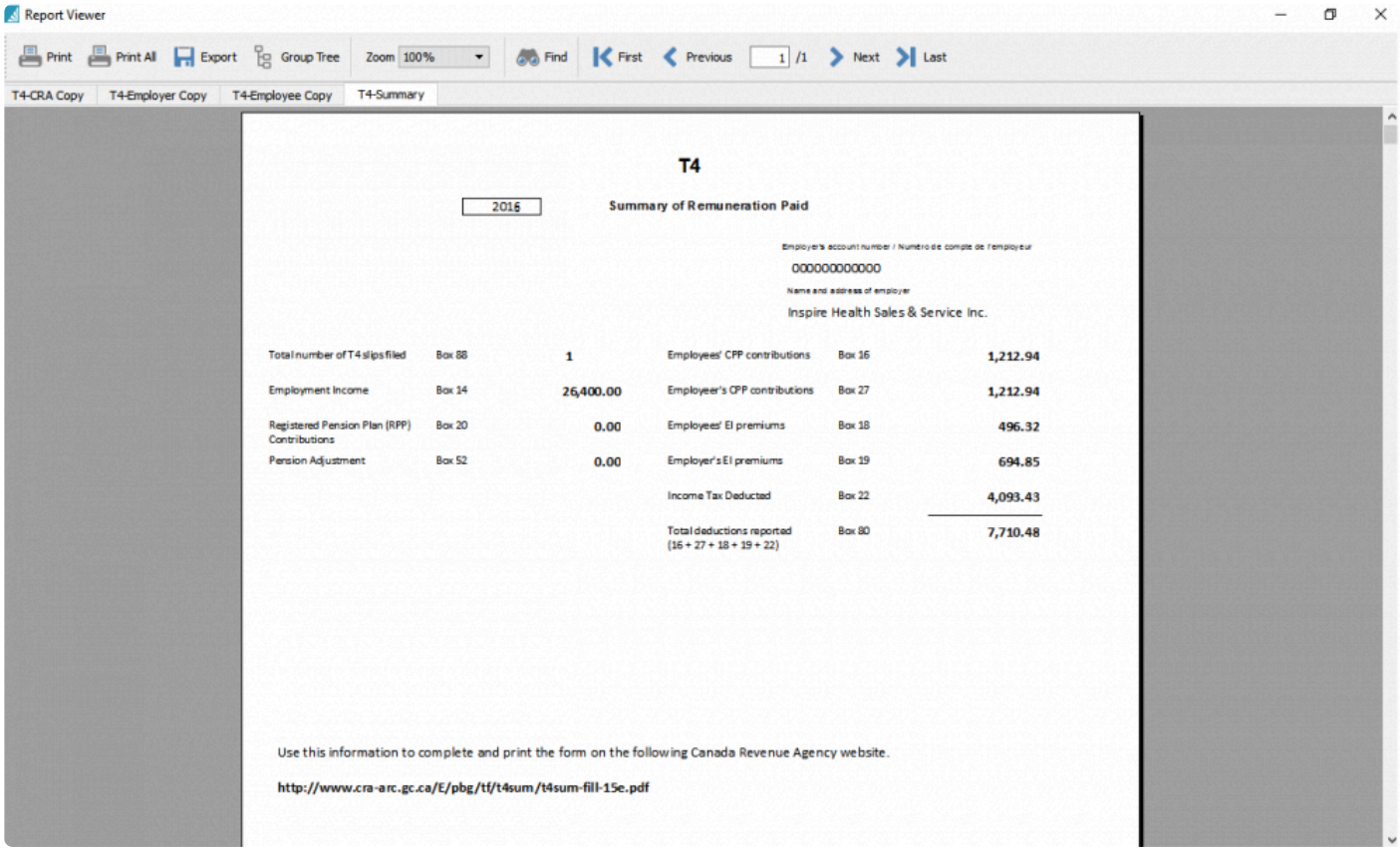
Select the T4 reports that are required.

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





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



T4

2016

Summary of Remuneration Paid

Employer's account number / Numéro de compte de l'employeur

000000000000

Name and address of employer

Inspire Health Sales & Service Inc.

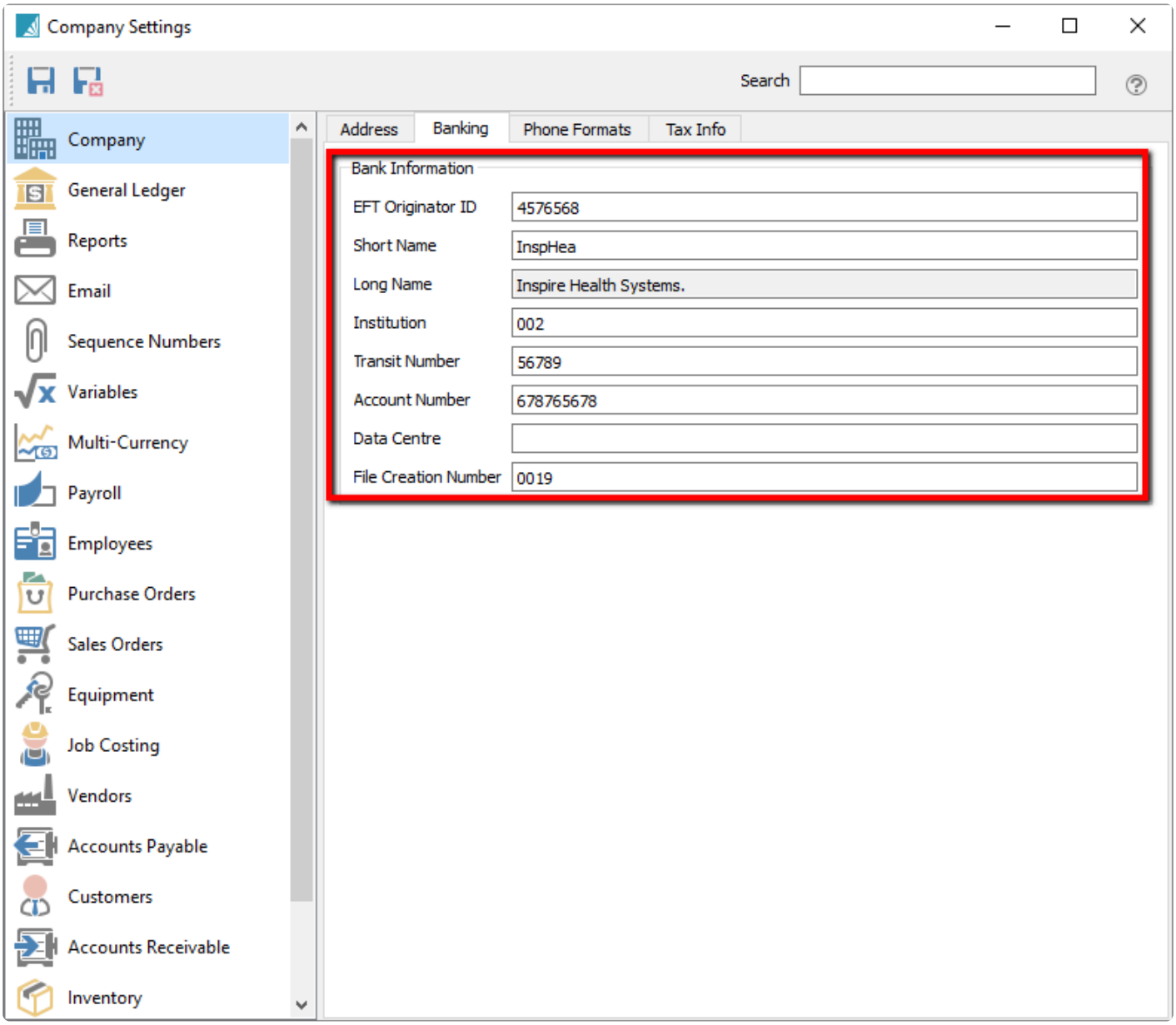
Total number of T4 slips filed	Box 88	1	Employees' CPP contributions	Box 16	1,212.94
Employment Income	Box 14	26,400.00	Employer's CPP contributions	Box 27	1,212.94
Registered Pension Plan (RPP) Contributions	Box 20	0.00	Employees' EI premiums	Box 18	496.32
Pension Adjustment	Box 52	0.00	Employer's EI premiums	Box 19	694.85
			Income Tax Deducted	Box 22	4,093.43
			Total deductions reported (16 + 27 + 18 + 19 + 22)	Box 80	7,710.48

Use this information to complete and print the form on the following Canada Revenue Agency website.

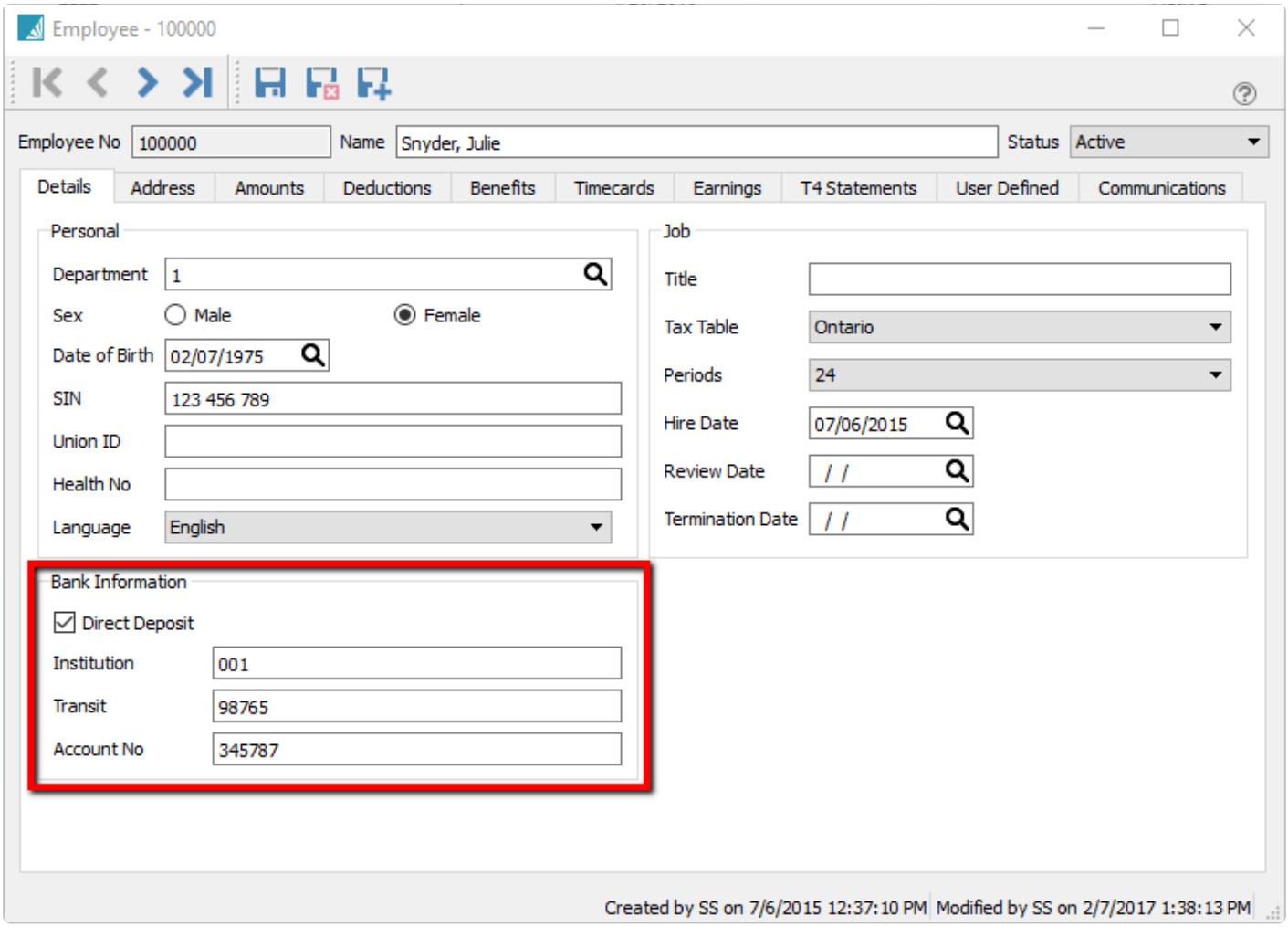
http://www.cra-arc.gc.ca/E/pbg/tf/t4sum/t4sum-fill-15e.pdf

Direct Deposit

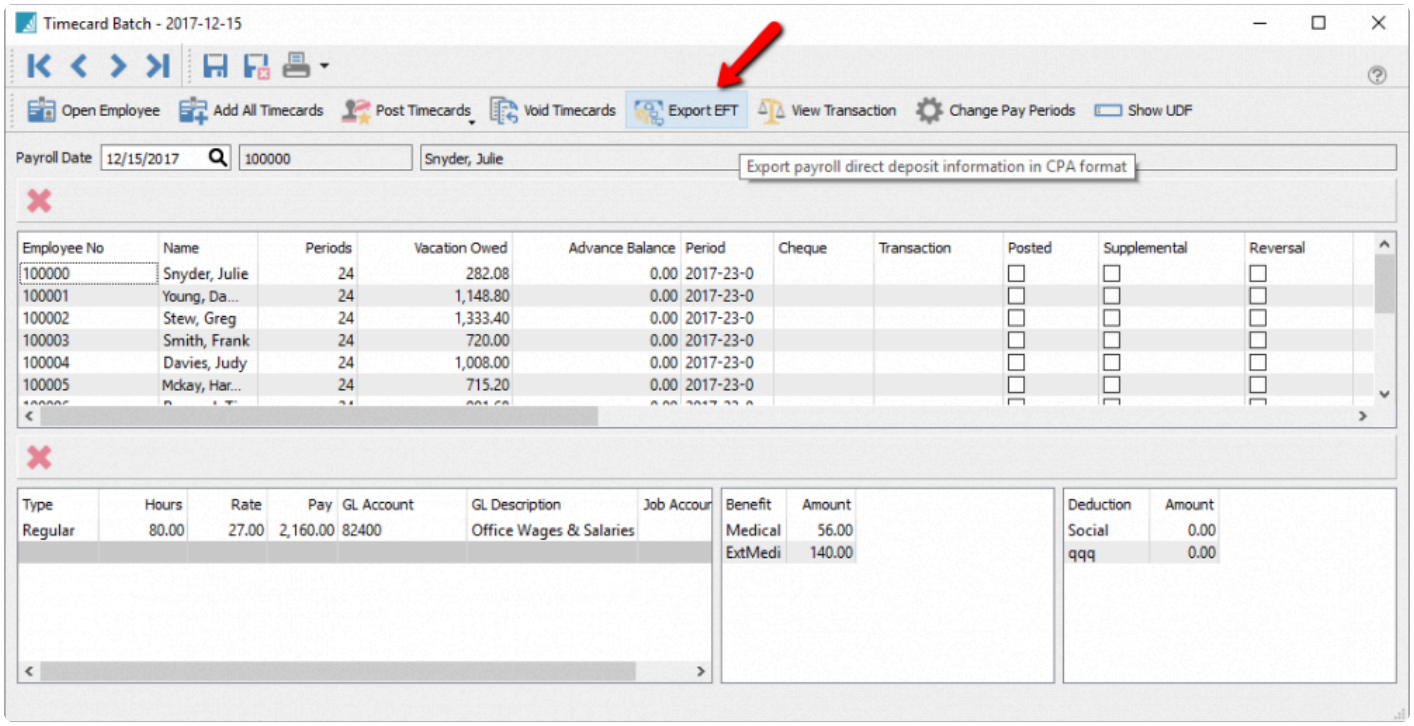
- Inform your bank that you will be submitting a CPA1464 (Also Know As 005) file.
- Set the companies bank information in Company settings -> Company -> Banking.



- Not all fields are required by all banks. Check with your bank for what they require.
- Go to each employee and add their banking information on the details tab under banking information.



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



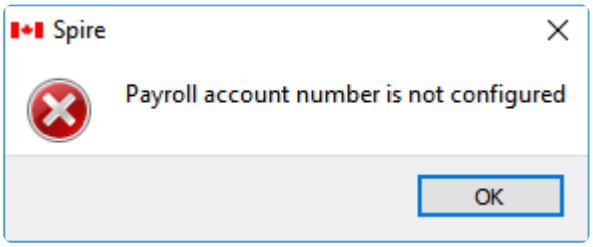
See the ‘Processing Timecards” video for demonstration [Processing Timecards]

Electronic T4 and T4 Summary – xml Upload

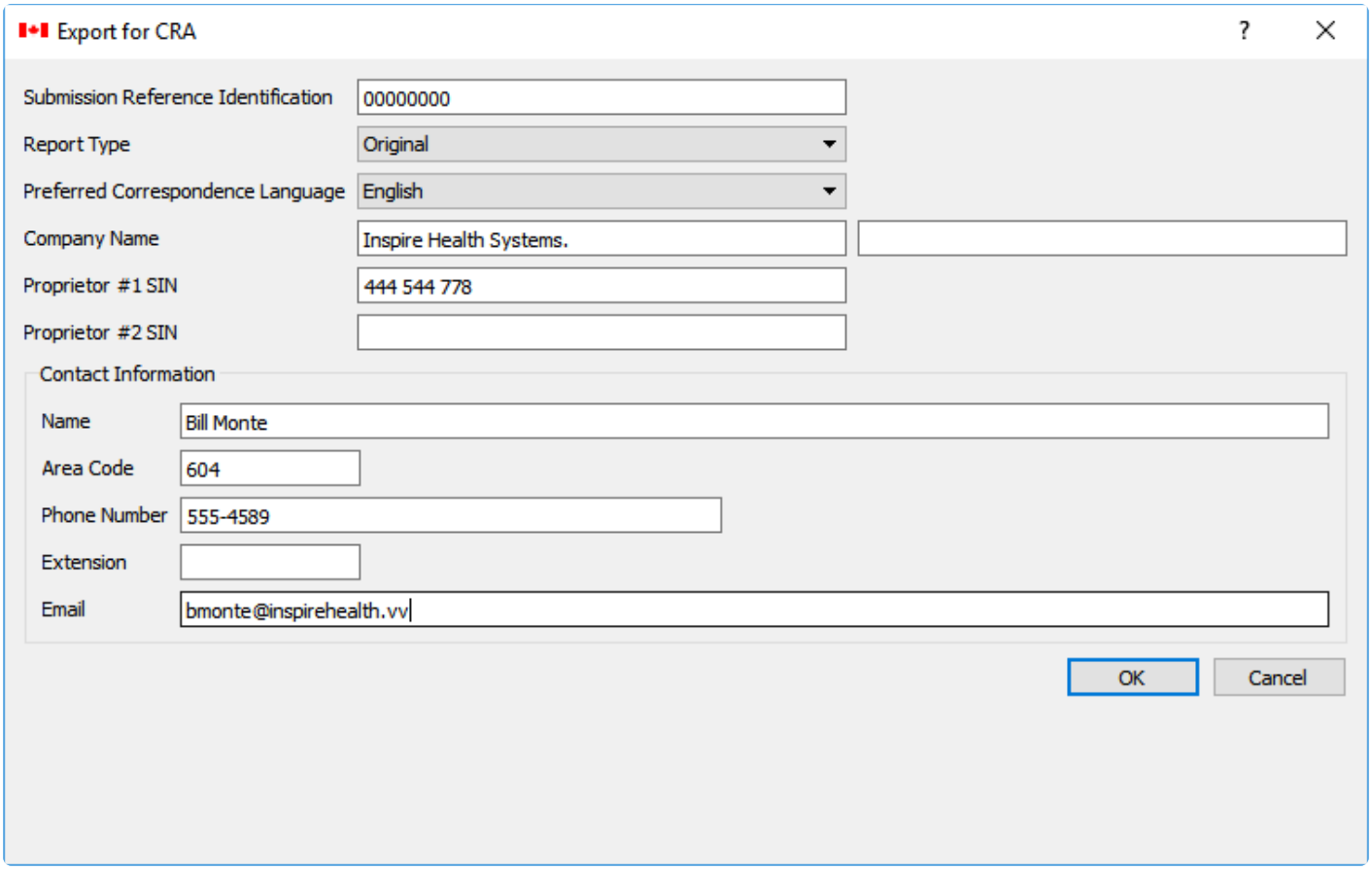
After T4's have been generated, edited and verified they can be uploaded to CRA directly (i.e. without having to re-enter the details through CRA's web portal). If you have more than 50 T4's then you must use this procedure. The purpose of this procedure is to create a structured file that you will provide 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 – > Company -> Tax Info. This is usually the company business number followed by RP and then a 4 digit identifier (ie: 888555222RP0001).

If you receive this message when trying to export the T4's then you have not configured this setting.



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



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

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

Once you have uploaded the T4's they should each be marked as 'Remitted'. This can be achieved by selecting all the T4's and clicking "Mark remitted". Do not do this before you have created the CRA T4 upload file and have confirmed that it has been submitted successfully. Note that while this process creates the file for submission, you must still upload the file to CRA. Talk to your accounting professional if you

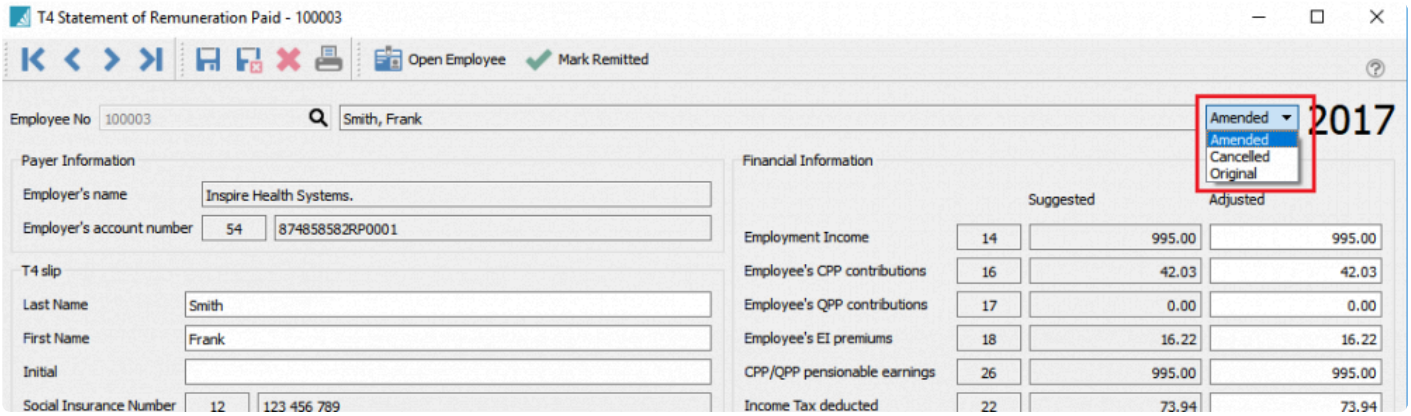
aren’t sure how to do this.

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

Amending or Cancelling T4s

After T4's have be remitted by mail or by upload to CRA you may want to amend or cancel them due to an error.

Only T4's marked as remitted can be amended or cancelled. Open the T4 to be edited and select 'Amended' or 'Cancelled'



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

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).

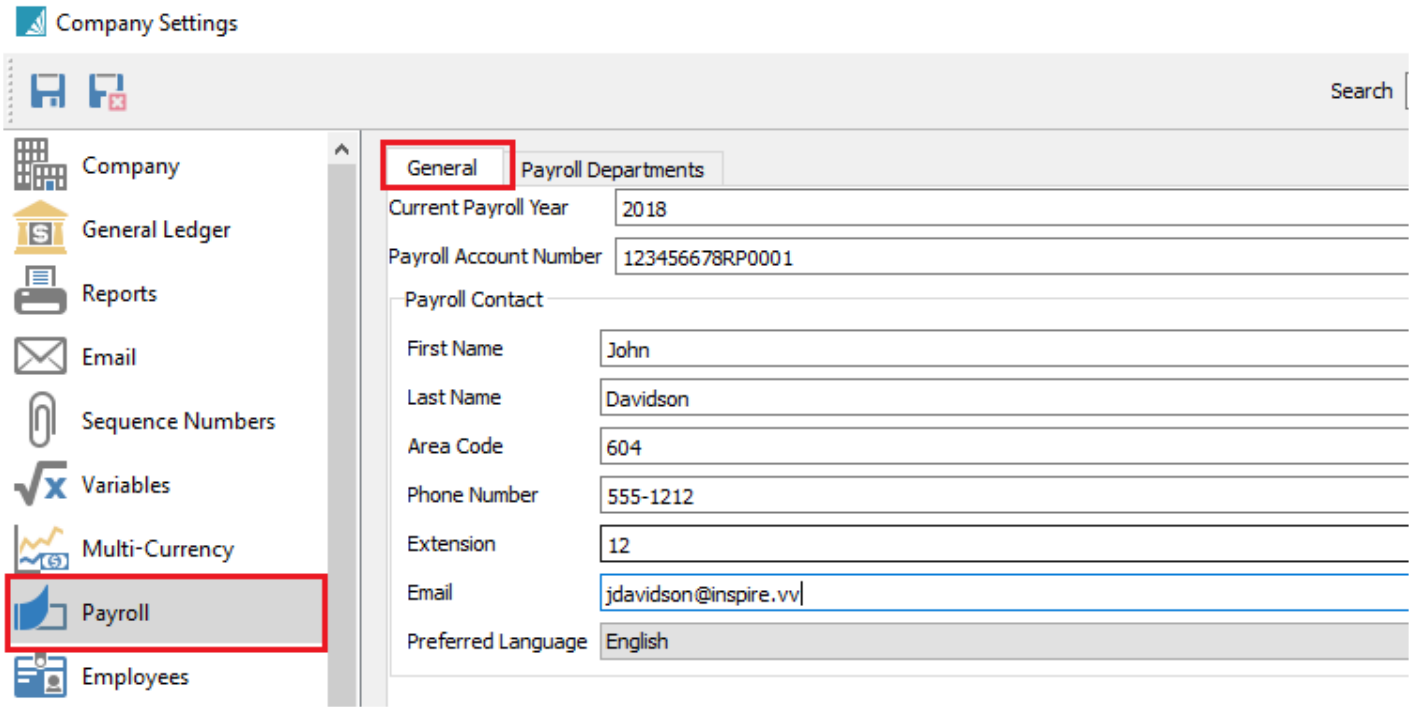
Company settings for ROE

Before producing an ROE be sure you have company payroll information entered in Company Settings->Payroll->General

> Note: – If you do not add this information to company settings, you will be required to enter it manually for every ROE produced

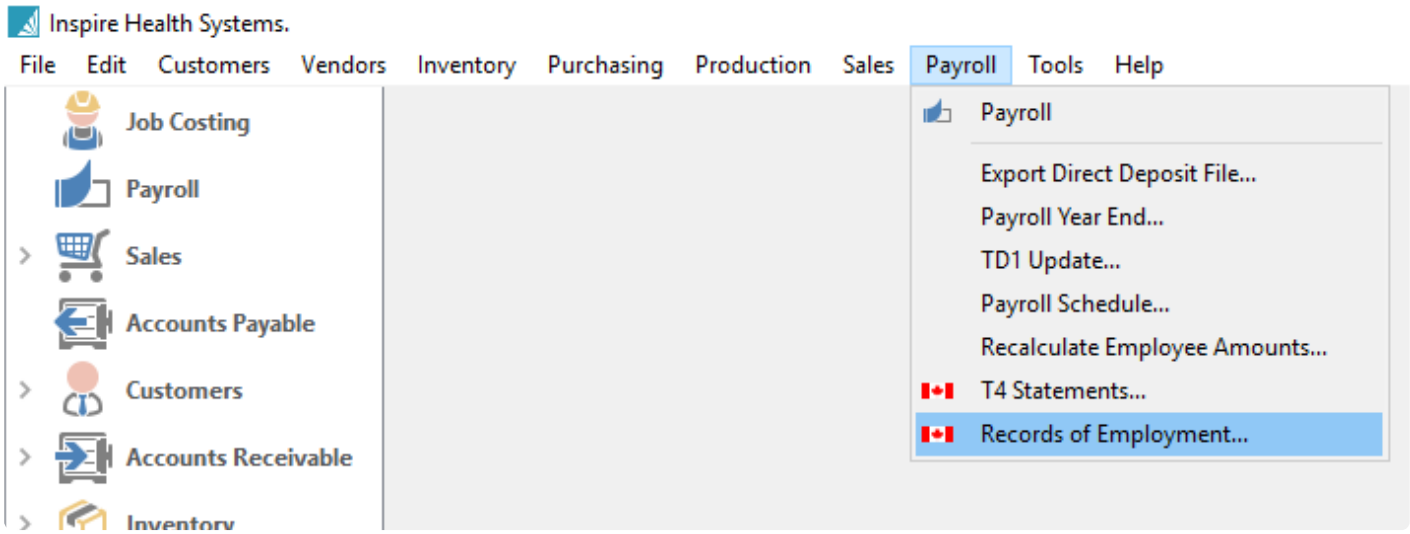
The information required is:

- Payroll Account Number including the suffix RP and your sub account number
- Contact First Name
- Contact Last Name
- Contact Area Code
- Contact Phone Number
- Contact Extension
- Contact Email Address
- Contact Preferred Language (English or French)

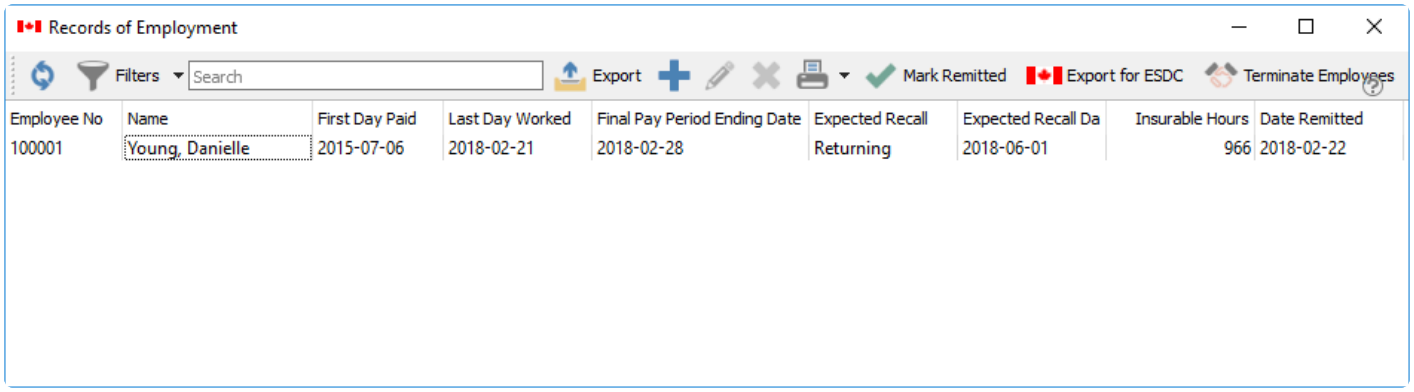


Producing a Record of Employment (ROE)

When an ROE is required click on “Payroll->Records of Employment”



You will see a list of previously produced Records of Employment.



If an ROE has been remitted it will have a date and can no longer be edited or deleted. They will always be there for future viewing.

Click the plus or “Terminate Employee” button button to produce a new ROE. The user will be shown a list of employees to terminate. Highlight the employee(s) and click ‘Terminate Selected” or click “Terminate All” to add all filtered employees.

Once the ROE is on the list click the edit button to add the required information. The information that can be

added automatically from Spire payroll will already be populated.

Once the ROE has been opened for editing, it cannot be saved without the required information. This includes

- Last day worked
- Final Pay Period ending date
- Expected date of recall info (if returning)
- Reason for issuing ROE

These items will be added automatically but should be reviewed. If the employee was not paid hourly the insurable hours must still be added.

- Insurable amounts
- Insurable hours

If the reason “Other” is selected then a comment must also be added

ROE Header and Main Tab

Record of Employment - 100001

Open Employee | Mark Remitted

9. Employee's Information

Employee No: 100001
First Name: Danielle
Middle Initials:
Last Name: Young
Address:
City:
Province and Country: British Columbia, Canada
Postal Code:

8. Social Insurance Number: 123456789
6. Pay Period Type: Semi-monthly
13. Occupation:

General | Insurables | Other

2. Serial Number of ROE amended or replaced:
3. Employer's Payroll Reference Number:
10. First day worked: 2015-07-06
11. Last day for which paid: 2018-02-21
12. Final Pay Period ending date: 2018-02-28
14. Expected date of recall: Returning 2018-06-01

16. Reason for issuing this ROE information

Separation Code: Shortage of work/End of contract or season

Contact First Name: John
Contact Last Name: Davidson
Contact Area Code: 604
Contact Phone Number: 555-1212
Contact Extension: 12
Preferred Language: English

Comments:

Created by SS on 2018-02-22 8:56:58 AM | Modified by SS on 2018-02-22 9:00:20 AM

ROE Insurables Tab

Postal Code

General | Insurables | Other

15A. Total Insurable Hours 966

15C. Insurable Earnings Information

Period	Amount	Hours
1	144.00	6.00
2	2,176.00	80.00
3	2,176.00	80.00
4	2,176.00	80.00
5	2,176.00	80.00
6	2,176.00	80.00
7	2,176.00	80.00
8	2,176.00	80.00
9	2,176.00	80.00
10	1,900.00	80.00
11	1,900.00	80.00
12	1,000.00	80.00
13	1,900.00	80.00
14	0.00	0.00
15	0.00	0.00
16	0.00	0.00
17	0.00	0.00
18	0.00	0.00

Created by SS on 2018-02-22 8:56:58 AM Modified by SS on 2018-02-22 9:00:20 AM

ROE Other Tab

Postal Code

General | Insurables | Other

17A. Vacation Pay

Vacation Pay Code Included with each pay Start date - - End date - - Amount

17B. Statutory Holiday Pay

Date	Amount
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00

17C. Other Monies

Code	Start Date	End Date	Amount
			0.00
			0.00
			0.00

19. Special Payments

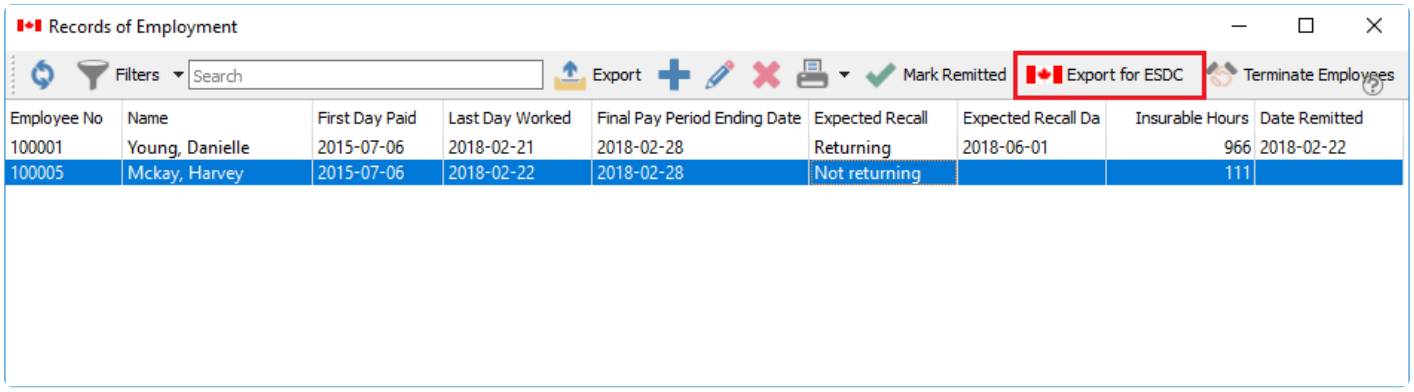
Code	Start Date	End Date	Amount	Period
PSL01 - Paid sick leave (EI Insurable)	2018-02-09	2018-02-21	700.00	Per Week
			0.00	
			0.00	
			0.00	

Created by SS on 2018-02-22 8:56:58 AM Modified by SS on 2018-02-22 9:00:20 AM

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

Click the button “Export for ESDC”

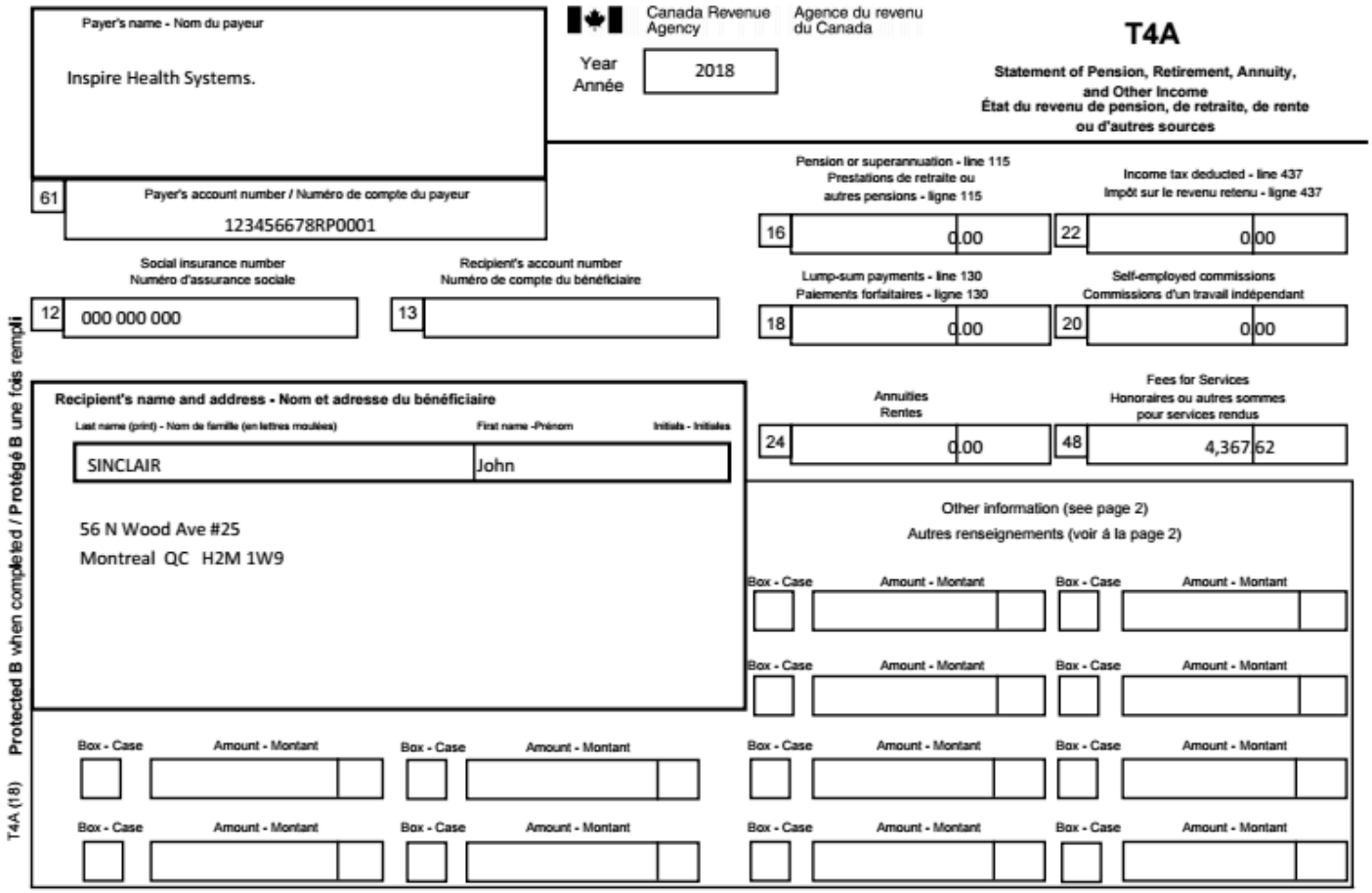


! Note: All ROE’s not marked as submitted will be included in the export file.

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.

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.



Payer's name - Nom du payeur: Inspire Health Systems.

Canada Revenue Agency / Agence du revenu du Canada

Year / Année: 2018

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

Pension or superannuation - line 115 / Prestations de retraite ou autres pensions - ligne 115: 16 0.00

Income tax deducted - line 437 / Impôt sur le revenu retenu - ligne 437: 22 0.00

Social insurance number / Numéro d'assurance sociale: 12 000 000 000

Recipient's account number / Numéro de compte du bénéficiaire: 13

Lump-sum payments - line 130 / Paiements forfaitaires - ligne 130: 18 0.00

Self-employed commissions / Commissions d'un travail indépendant: 20 0.00

Recipient's name and address - Nom et adresse du bénéficiaire

Last name (print) - Nom de famille (en lettres moulées): SINCLAIR

First name - Prénom: John

Initials - Initiales:

56 N Wood Ave #25
Montreal QC H2M 1W9

Annuities / Rentes: 24 0.00

Fees for Services / Honoraires ou autres sommes pour services rendus: 48 4,367.62

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

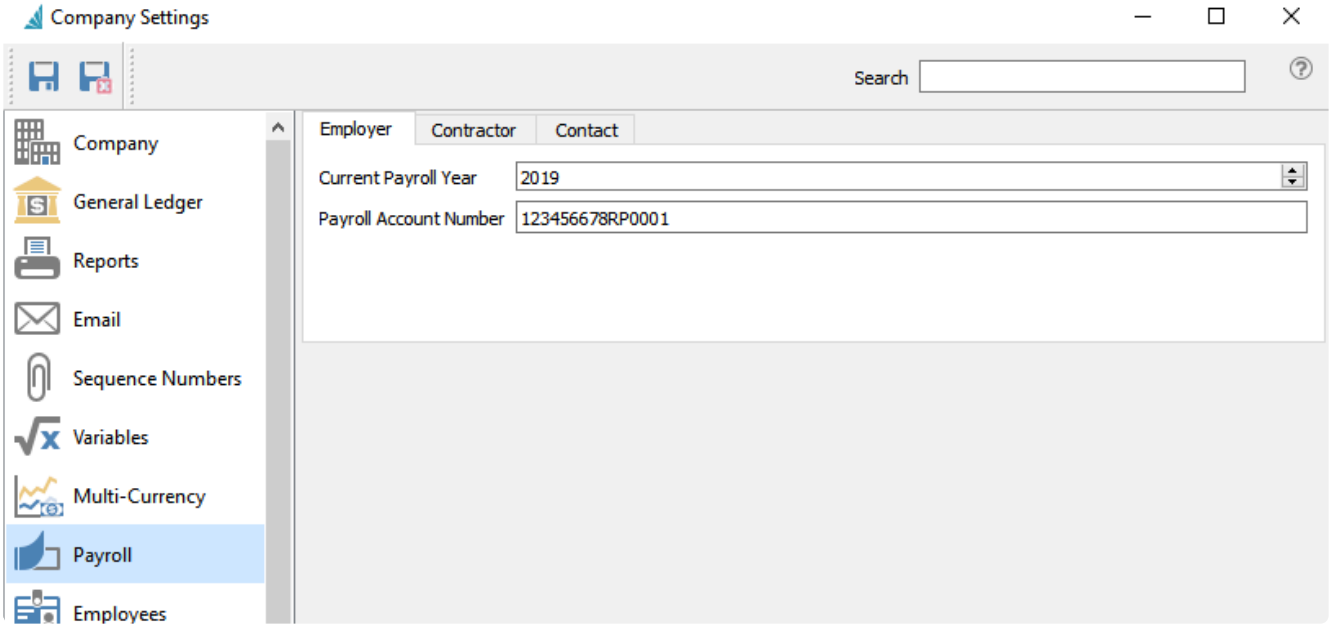
T4A (18) Protected B when completed / Protégé B une fois rempli

T4A Company Settings

To be able to generate T4As some company settings need to be defined. These can be found in Company Settings -> Payroll -> Employer and Contact

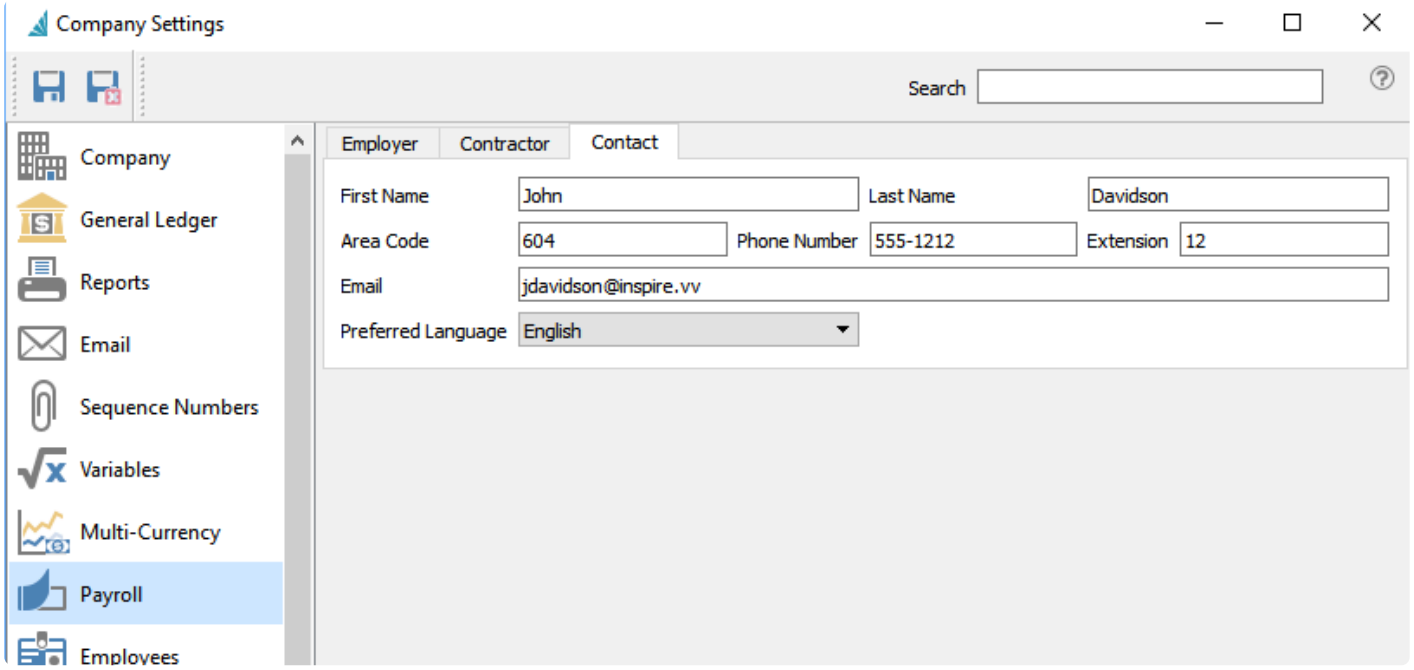
Employer

- 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.

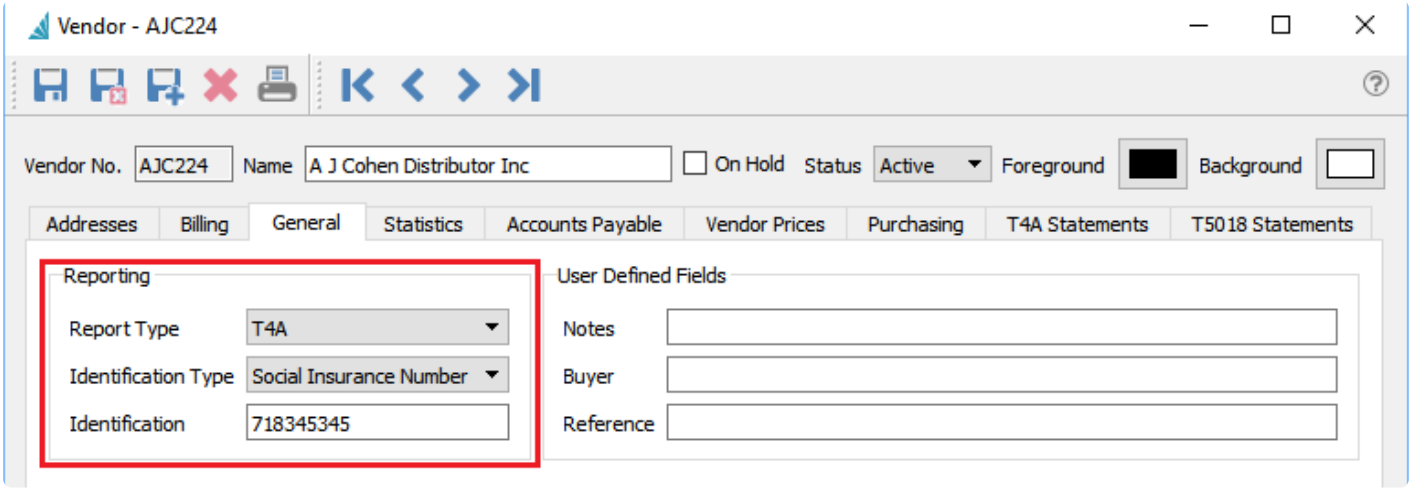

Company Settings
Search
Company
General Ledger
Reports
Email
Sequence Numbers
Variables
Multi-Currency
Payroll
Employees
Employer
Contractor
Contact
First Name
John
Last Name
Davidson
Area Code
604
Phone Number
555-1212
Extension
12
Email
jdavidson@inspire.vv
Preferred Language
English

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

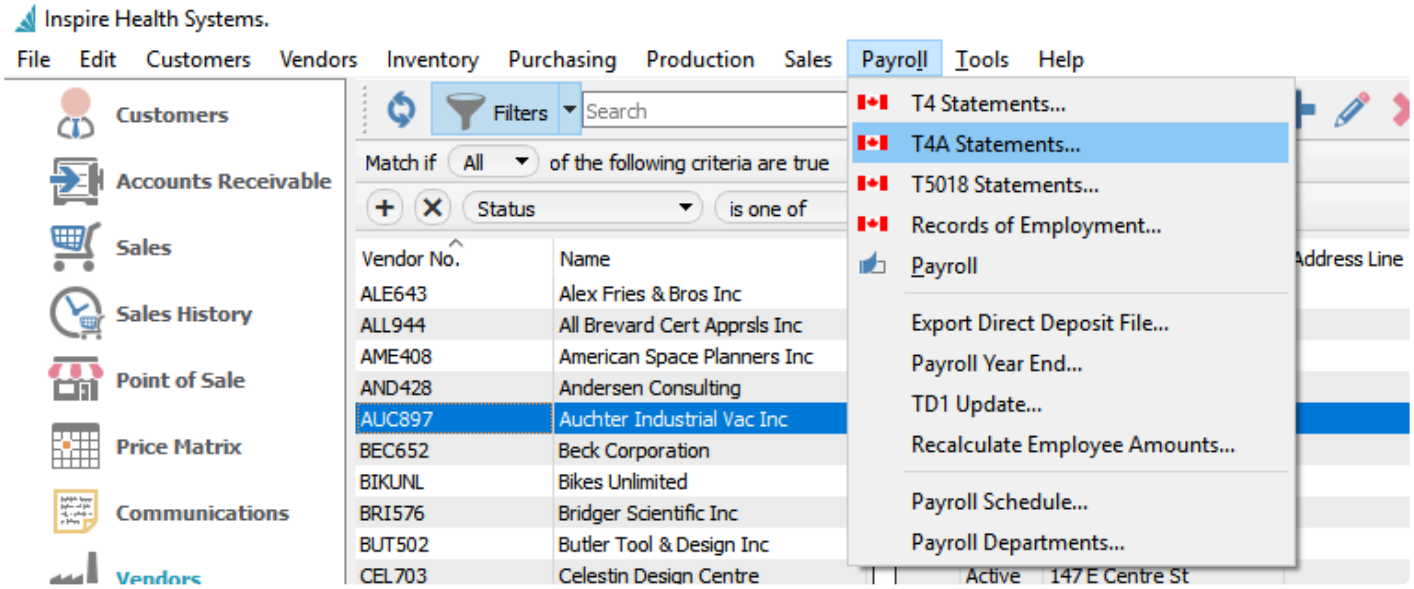
- Report Type – Select T4a
- Identification Type – Select either “Social Insurance Number” if it is an individual or “Business Number” if it is a Canadian registered business
- Identification – Either Social Insurance Number or Business Number



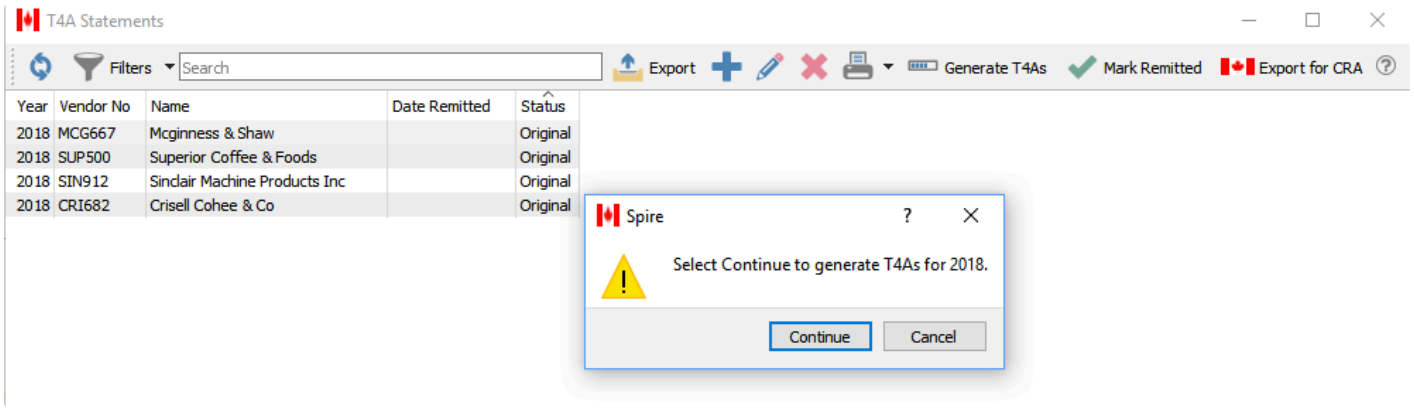
T4A Creating Statements

Once a vendor has been set as a T4a recipient, the user can generate T4As when they are due. See CRAs ruling for when to report. T4As are generated for the year before the date set in Company Settings -> Payroll -> Employer -> Current Payroll Year.

Go to the top menu "Payroll" and select T4A.



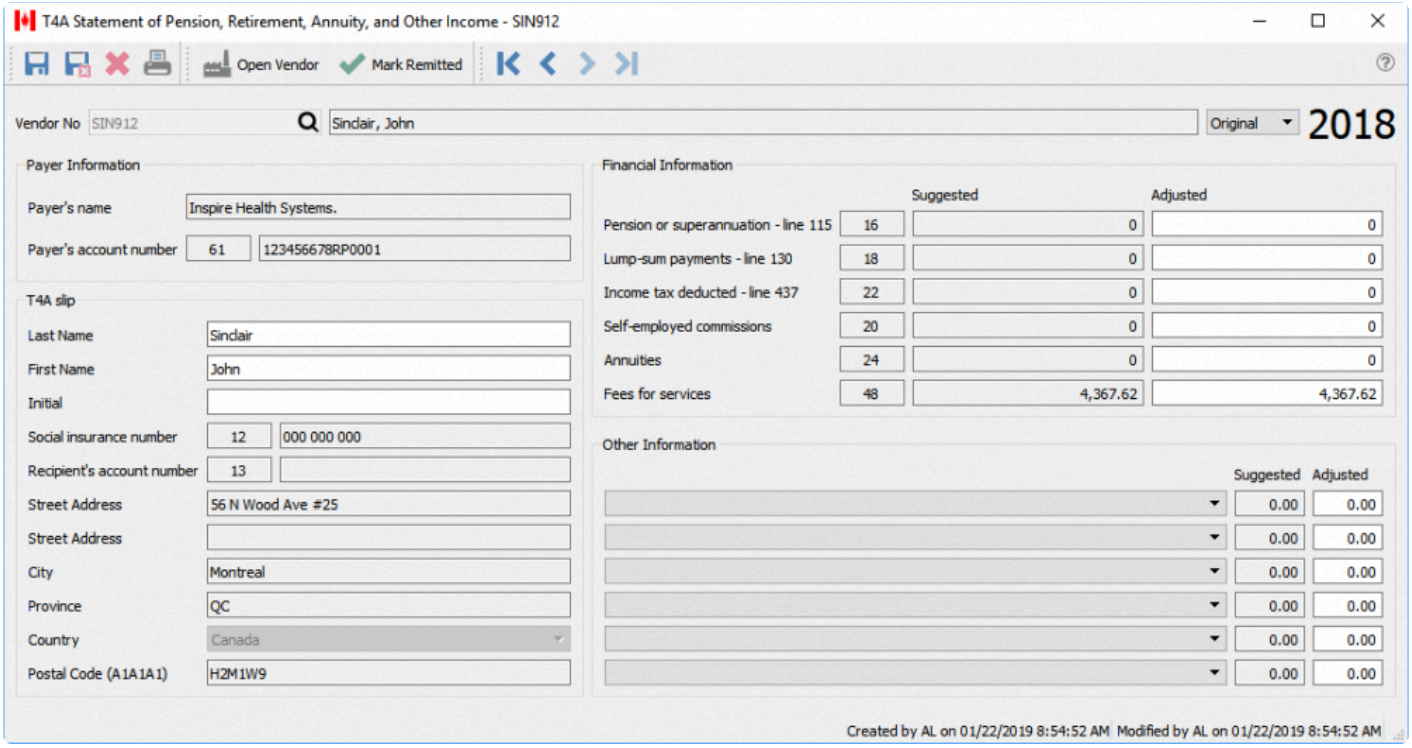
To add last years T4As for processing click the "Generate T4A" button.



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.

Check for accuracy

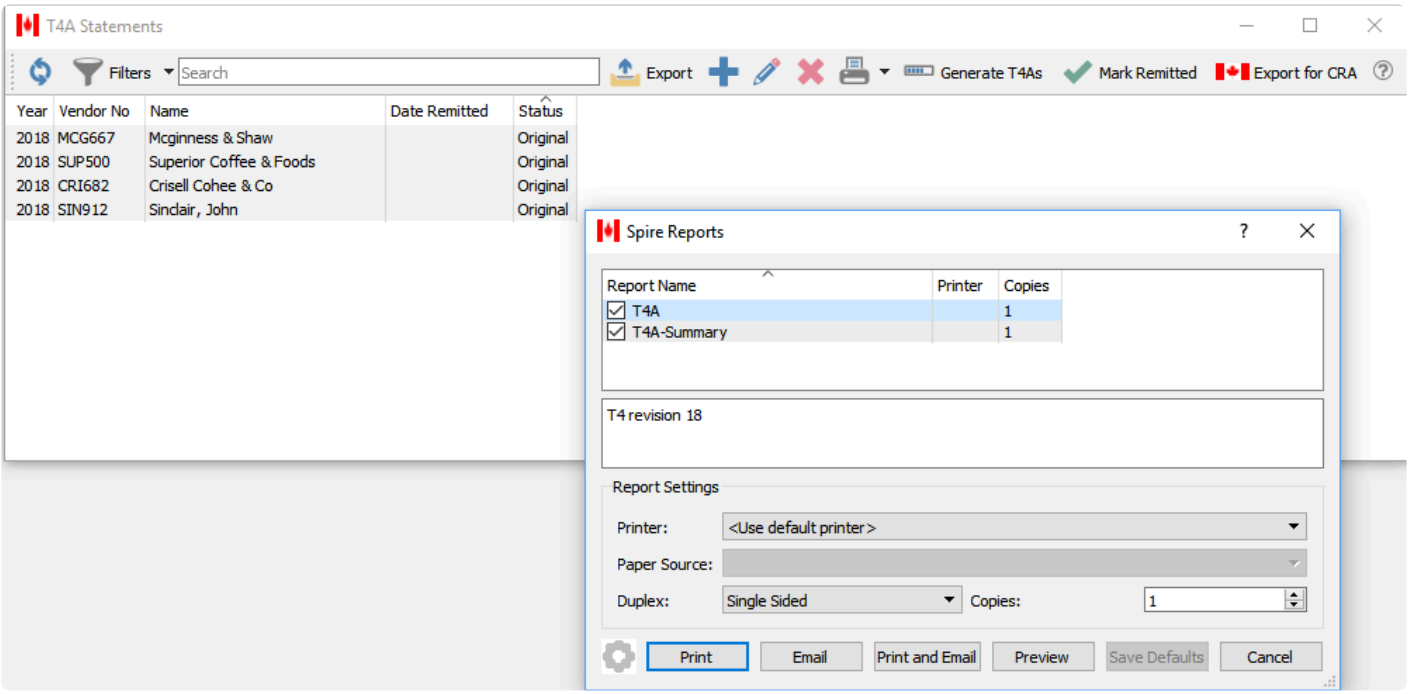


T4A Printing

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 Systems.

Canada Revenue Agency / Agence du revenu du Canada

Year / Année 2018

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

Pension or superannuation - line 115 / Prestations de retraite ou autres pensions - ligne 115: 16 0.00

Income tax deducted - line 437 / Impôt sur le revenu retenu - ligne 437: 22 0.00

Social insurance number / Numéro d'assurance sociale: 12 000 000 000

Recipient's account number / Numéro de compte du bénéficiaire: 13

Lump-sum payments - line 130 / Paiements forfaitaires - ligne 130: 18 0.00

Self-employed commissions / Commissions d'un travail indépendant: 20 0.00

Recipient's name and address - Nom et adresse du bénéficiaire

Last name (print) - Nom de famille (en lettres moulées): SINCLAIR

First name - Prénom: John

Initials - Initiales:

56 N Wood Ave #25
Montreal QC H2M 1W9

Annuities / Rentes: 24 0.00

Fees for Services / Honoraires ou autres sommes pour services rendus: 48 4,367.62

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

T4A (18) Protected B when completed / Protégé B une fois rempli

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Payer's name - Nom du payeur

Inspire Health Systems.

No Account Number

Canada Revenue Agency / Agence du revenu du Canada

Year / Année 2018

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:

Pension or superannuation - line 115 / Prestations de retraite ou autres pensions - ligne 115: 16 0.00

Income tax deducted - line 437 / Impôt sur le revenu retenu - ligne 437: 22 0.00

Social insurance number / Numéro d'assurance sociale: 12 000 000 000

Recipient's account number / Numéro de compte du bénéficiaire: 13

Lump-sum payments - line 130 / Paiements forfaitaires - ligne 130: 18 0.00

Self-employed commissions / Commissions d'un travail indépendant: 20 0.00

Recipient's name and address - Nom et adresse du bénéficiaire

Last name (print) - Nom de famille (en lettres moulées): SINCLAIR

First name - Prénom: John

Initials - Initiales:

56 N Wood Ave #25
Montreal QC H2M 1W9

Annuities / Rentes: 24 0.00

Fees for Services / Honoraires ou autres sommes pour services rendus: 48 4,367.62

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

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 print all when printing the summary.

T4A Summary

Year ending December 31, **2018**

Payer's account number	061	**123456678RP0001**

Total from T4A slips

Total number of T4A slips	088	**4**
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	**38,755.62**
Other information	101	

Income Tax deducted	022	

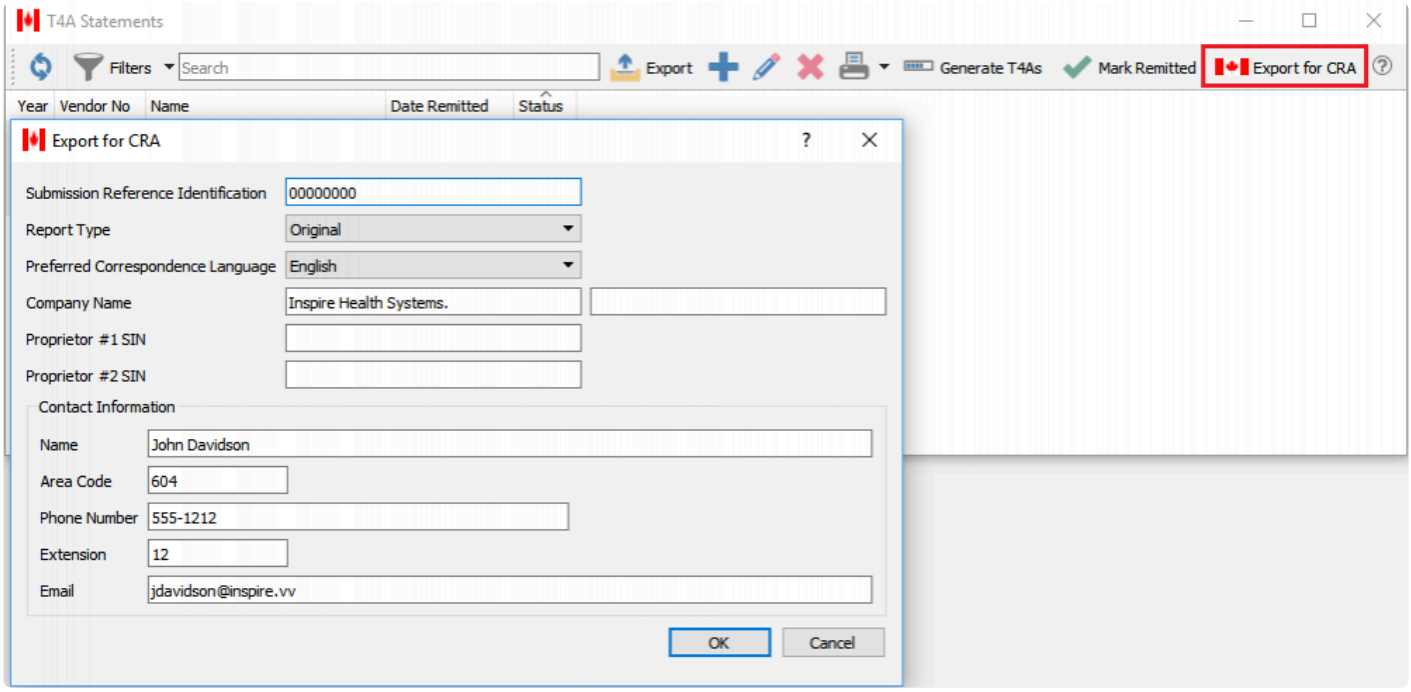
Use this information to complete and print the form on the following Canada Revenue Agency website.

https://www.canada.ca/content/dam/cra-arc/formspubs/pbg/t4asum/t4asum-fill-17e.pdf

T4A – Filing Electronically

Export File

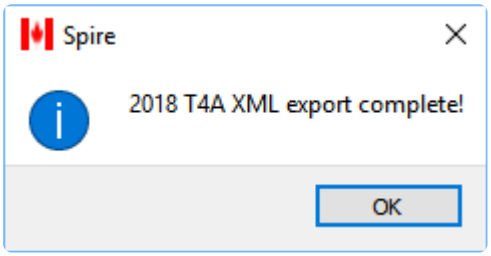
To file T4As by uploading to CRA, click on “Export for CRA” after the T4As have been generated and edited. This process creates an xml file that includes each T4A and the T4A summary. .



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.

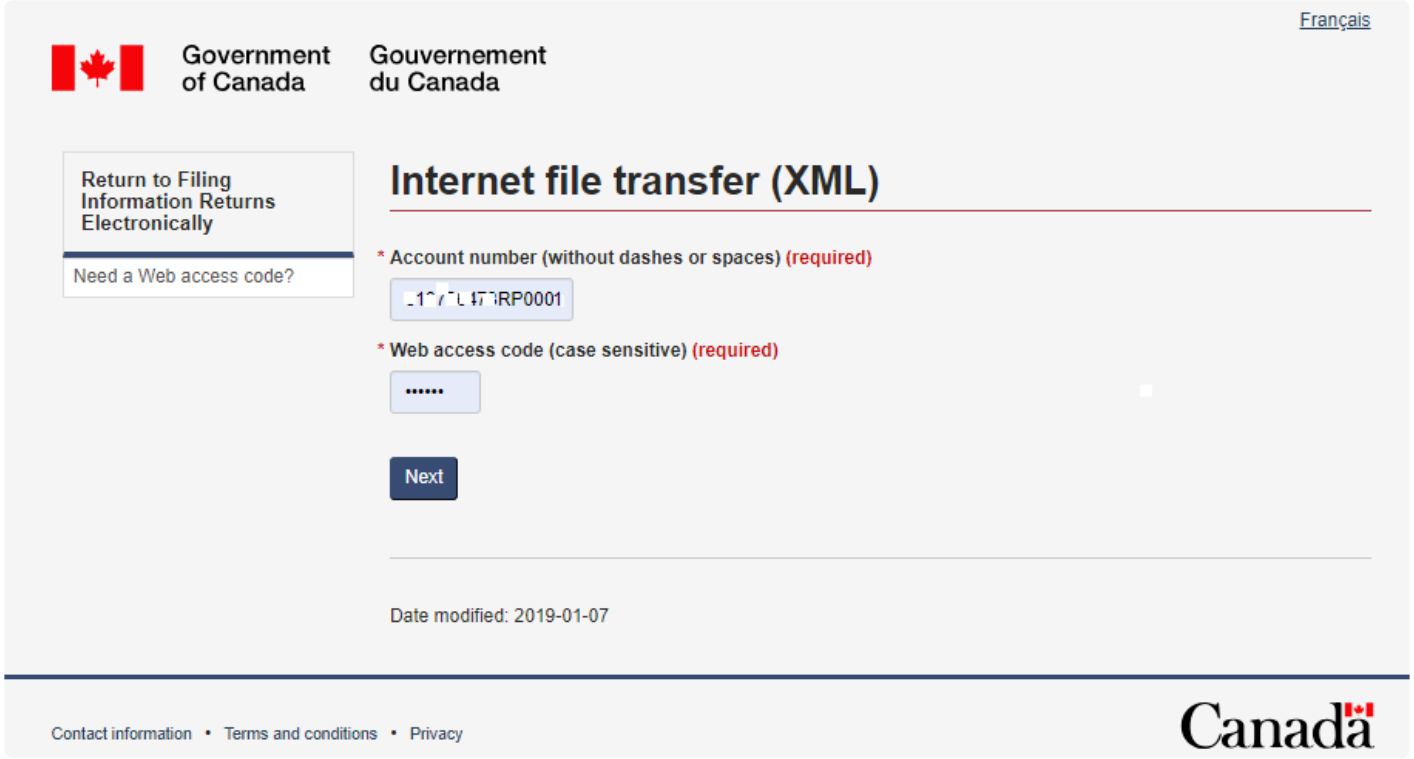
Save File

Save the file to a secure location on your PC so it is accessible for uploading to CRA.



Upload File

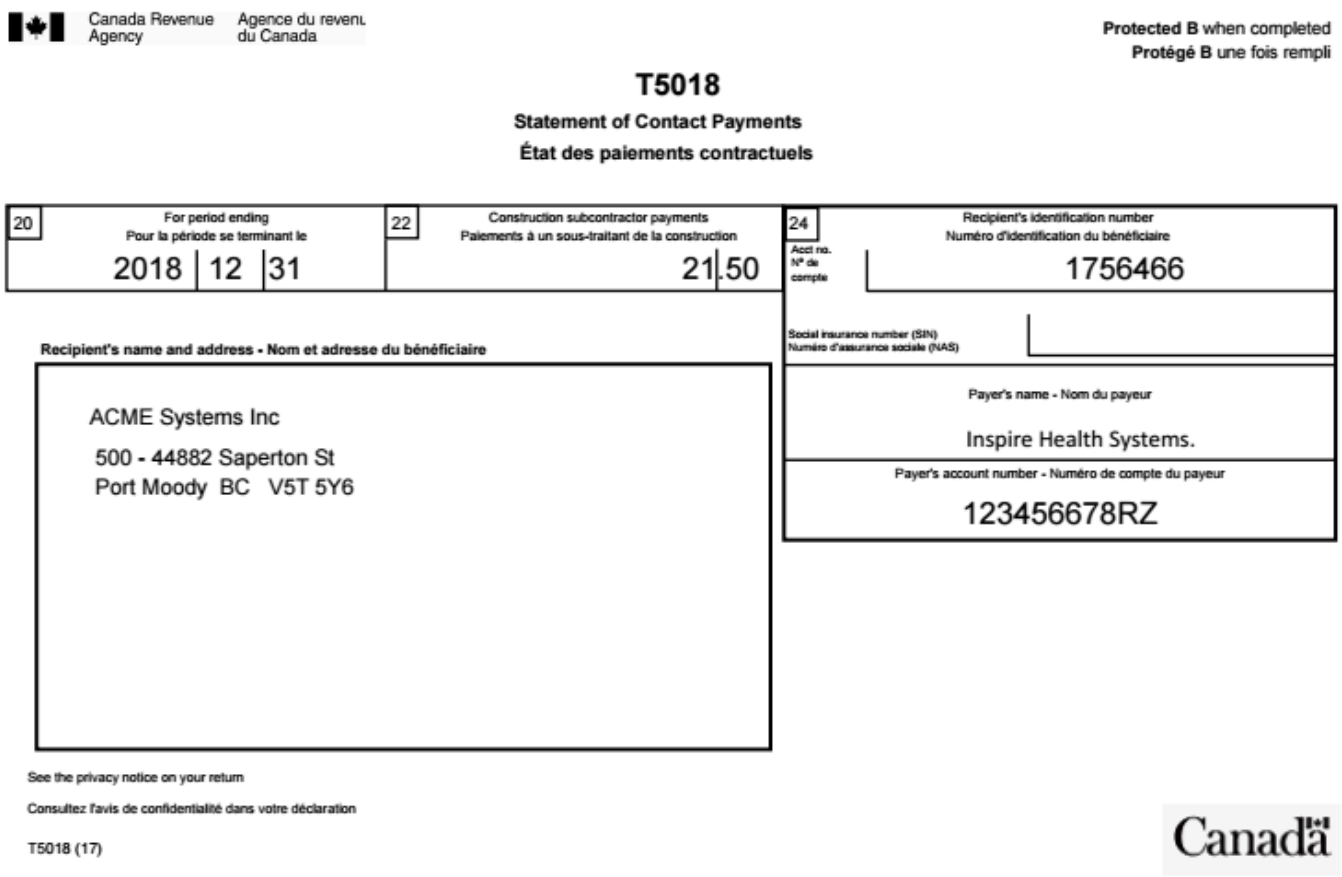
Once saved, log on to your credentials for uploading the file and follow on screen instructions.



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 identification number / Numéro d'identification du bénéficiaire
2018 12 31	21.50	Acct no. / N° de compte: 1756466
		Social insurance number (SIN) / Numéro d'assurance sociale (NAS):
		Payer's name - Nom du payeur: Inspire Health Systems.
		Payer's account number - Numéro de compte du payeur: 123456678RZ

Recipient's name and address - Nom et adresse du bénéficiaire

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

See the privacy notice on your return
Consultez l'avis de confidentialité dans votre déclaration

T5018 (17)

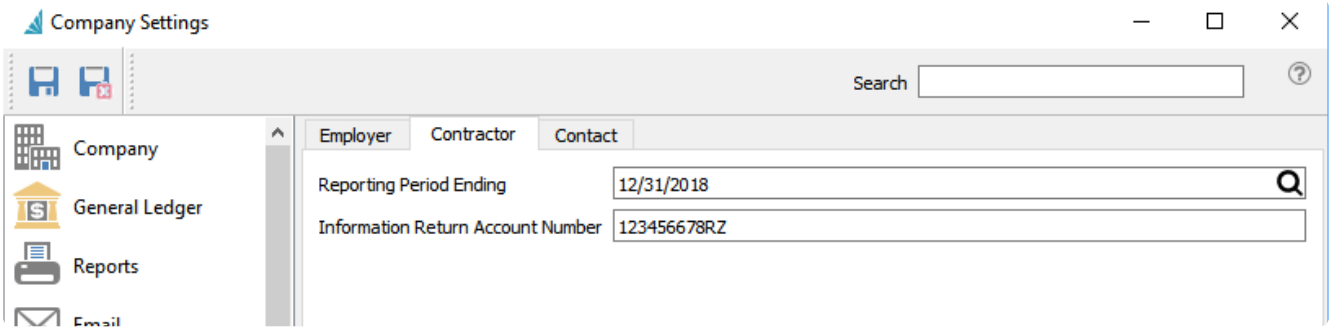
Canada

T5018 Company Settings

To be able to generate T4As some company settings need to be defined. These can be found in Company Settings -> Payroll -> Employer and Contact

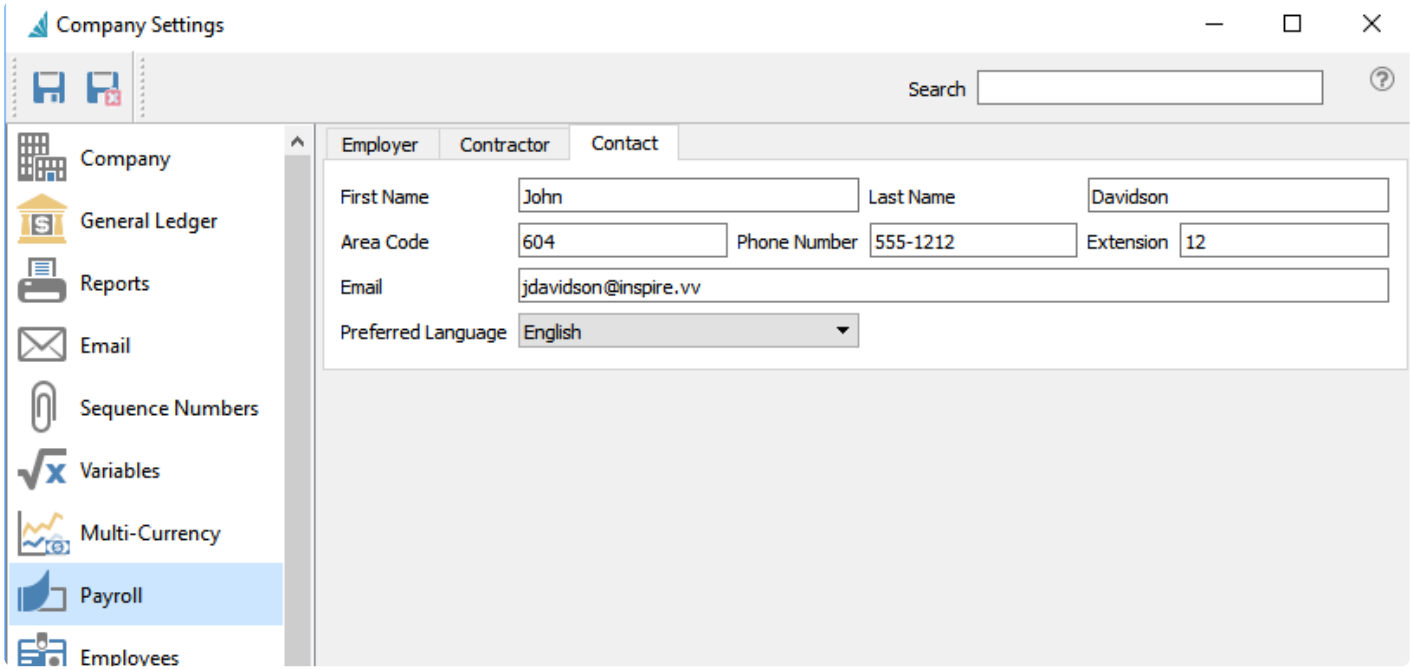
Contractor

- Reporting Period – 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 T4A statements issued.

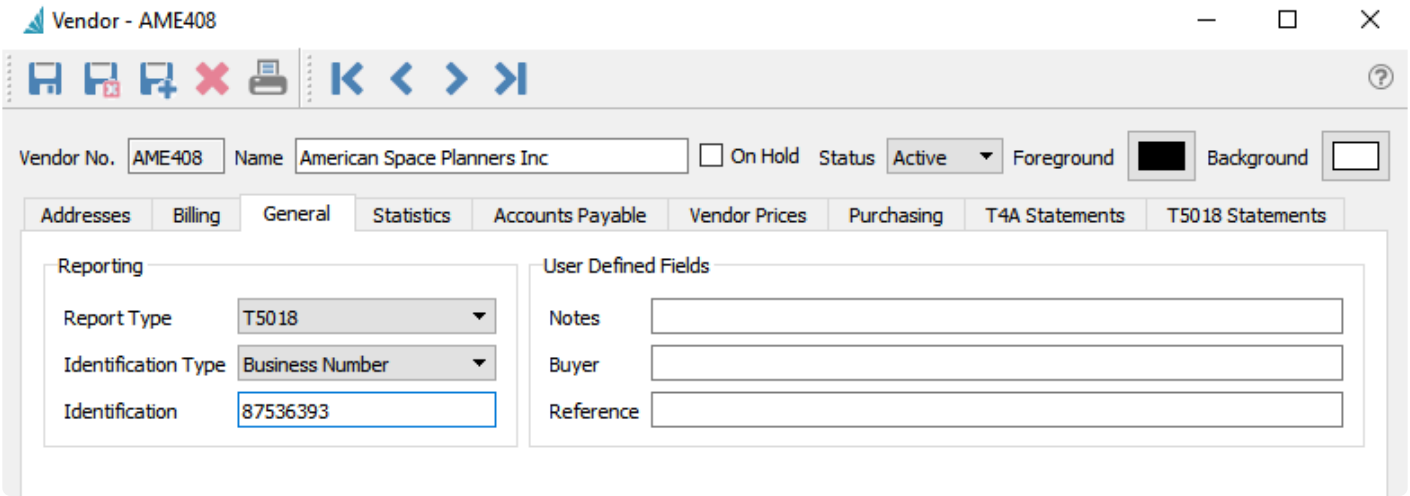


T5018 Vendor Settings

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

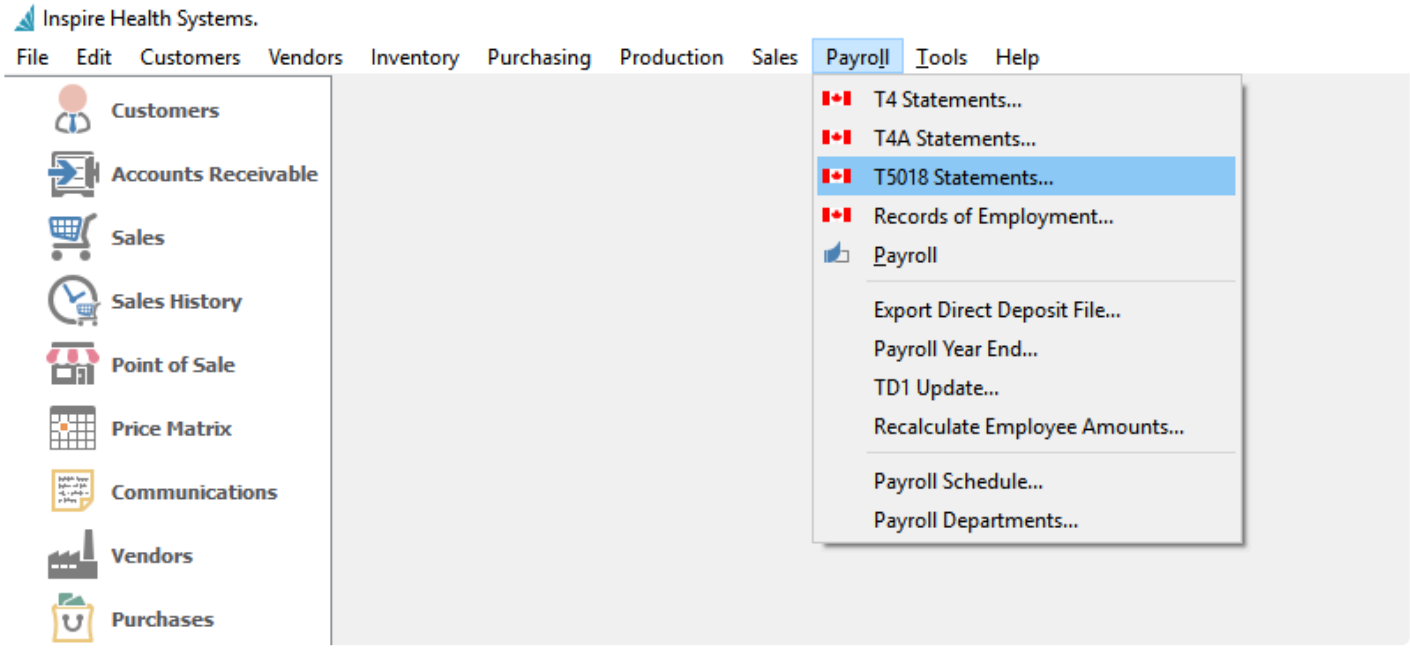
- Report Type – Select T5018
- Identification Type – Select either “Social Insurance Number” if it is an individual or “Business Number” if it is a Canadian registered business
- Identification – Either Social Insurance Number or Business Number



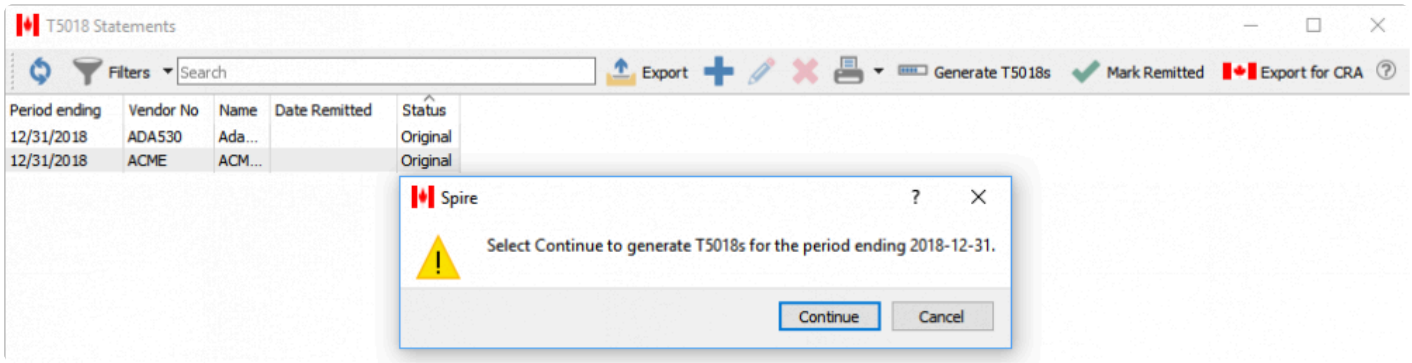
T5018 Creating Statements

Once a vendor has been set as a T508 recipient, the user can generate T5018s when they are due. The T5018s are generated for the year before the date set in Company Settings -> Payroll -> Contractor-> Reporting Period Ending.

Go to the top menu "Payroll" and select T5018.



To add last years T4As for processing click the "Generate T5018" 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.

Check for accuracy

T5018 Statement of Contract Payments - ACME

Open Vendor | Mark Remitted

Vendor No ACME | ACME Systems Inc | Original

Payer Information

Payer's name	Inspire Health Systems.
Payer's account number	123456678RZ

Financial Information

		Suggested	Adjusted
Construction subcontractor payments	22	21.50	21.50

T5018 slip

For the period ending	20	12/31/2018
Recipient's identification number	24	1756466
Social insurance number		175 646 6
Last Name		
First Name		
Initial		
Street Address		500 - 44882 Saperton St
Street Address		
City		Port Moody
Province		BC
Country		Canada
Postal Code (A1A1A1)		V5T5Y6

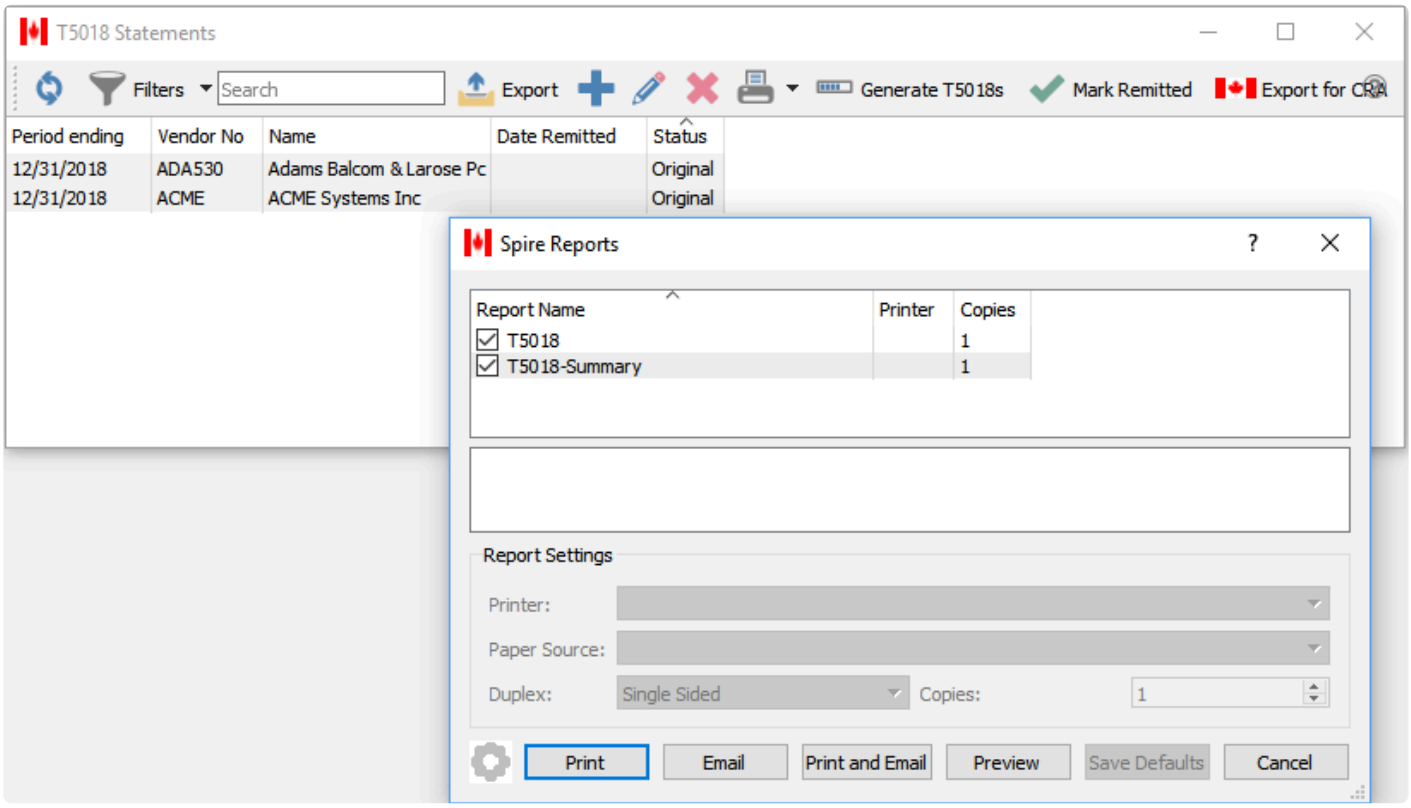
Created by AL on 01/21/2019 9:10:08 AM Modified by AL on 01/21/2019 9:10:08 AM

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.

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 identification number / Numéro d'identification du bénéficiaire
2018 | 12 | 31	64,852.00	Acct no. / N° de compte: 34547678
		Social insurance number (SIN) / Numéro d'assurance sociale (NAS):
		Payer's name - Nom du payeur: Inspire Health Systems.
		Payer's account number - Numéro de compte du payeur: 123456678RZ

Recipient's name and address - Nom et adresse du bénéficiaire

Adams Balcom & Larose Pc
2 Sutton Pl S #5727
Rouyn-Noranda QC J9X 3V4

See the privacy notice on your return

Consultez l'avis de confidentialité dans votre déclaration

T5018 (17)

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 identification number / Numéro d'identification du bénéficiaire
2018 | 12 | 31	64,852.00	Acct no. / N° de compte: 34547678
		Social insurance number (SIN) / Numéro d'assurance sociale (NAS):
		Payer's name - Nom du payeur: Inspire Health Systems.
		Payer's account number - Numéro de compte du payeur:

Recipient's name and address - Nom et adresse du bénéficiaire

Adams Balcom & Larose Pc
2 Sutton Pl S #5727
Rouyn-Noranda QC J9X 3V4

See the privacy notice on your return

Consultez l'avis de confidentialité dans votre déclaration

T5018 (17)

Canada

T5018 Summary

The T5018 summary is the total of all amounts included on all T5018s. Be sure to select print all when printing the summary.

T5018 Summary

For the period ending	Payer's account number
12/31/2018	123456678RZ

Total number of T5018 slips filed	**80**	**2**
Total construction subcontractor payments	**82**	**64,873.50**

Use this information to complete and print the form on the following Canada Revenue Agency website.

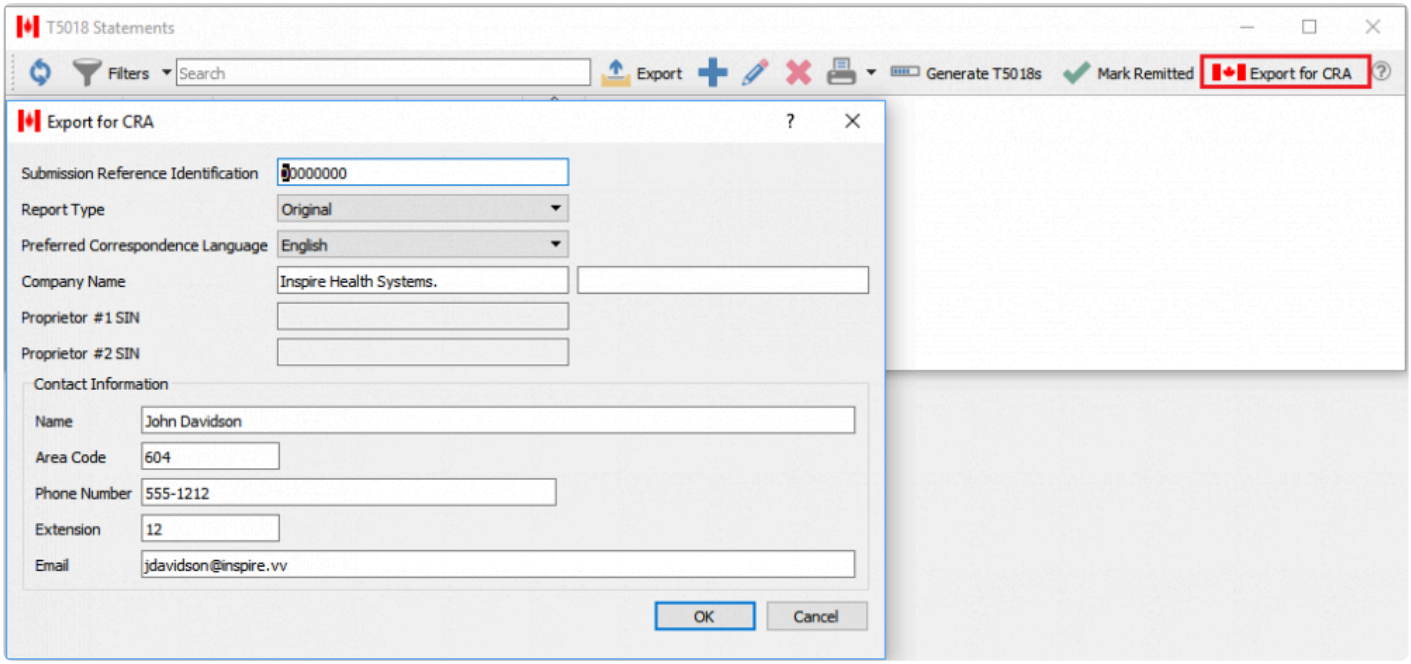
https://www.canada.ca/content/dam/cra-arc/formspubs/pbg/t5018sum/t5018-sum-fill-17e.pdf

T5018 – Filing Electronically

Export File

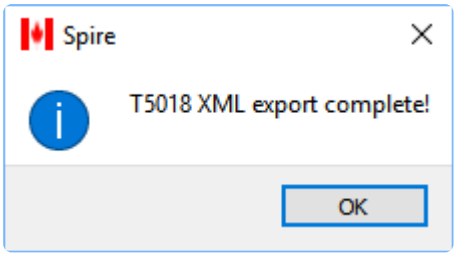
To file T5018 by uploading to CRA, click on “Export for CRA” after the T5018s have been generated and edited. This process creates an xml file that includes each T5018 and the T5018 summary. .

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.

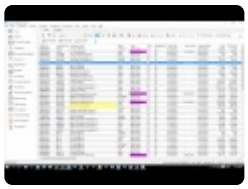


Upload File

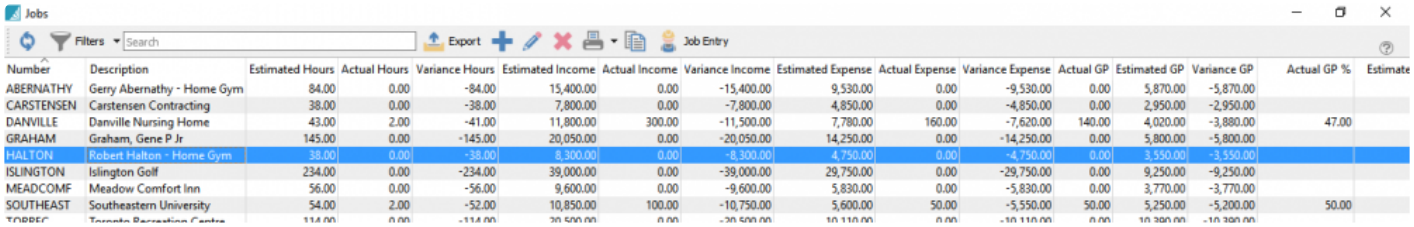
Once saved, log on to your credentials for uploading the file and follow on screen instructions.

Job Costing

Video Instruction – Job Costing



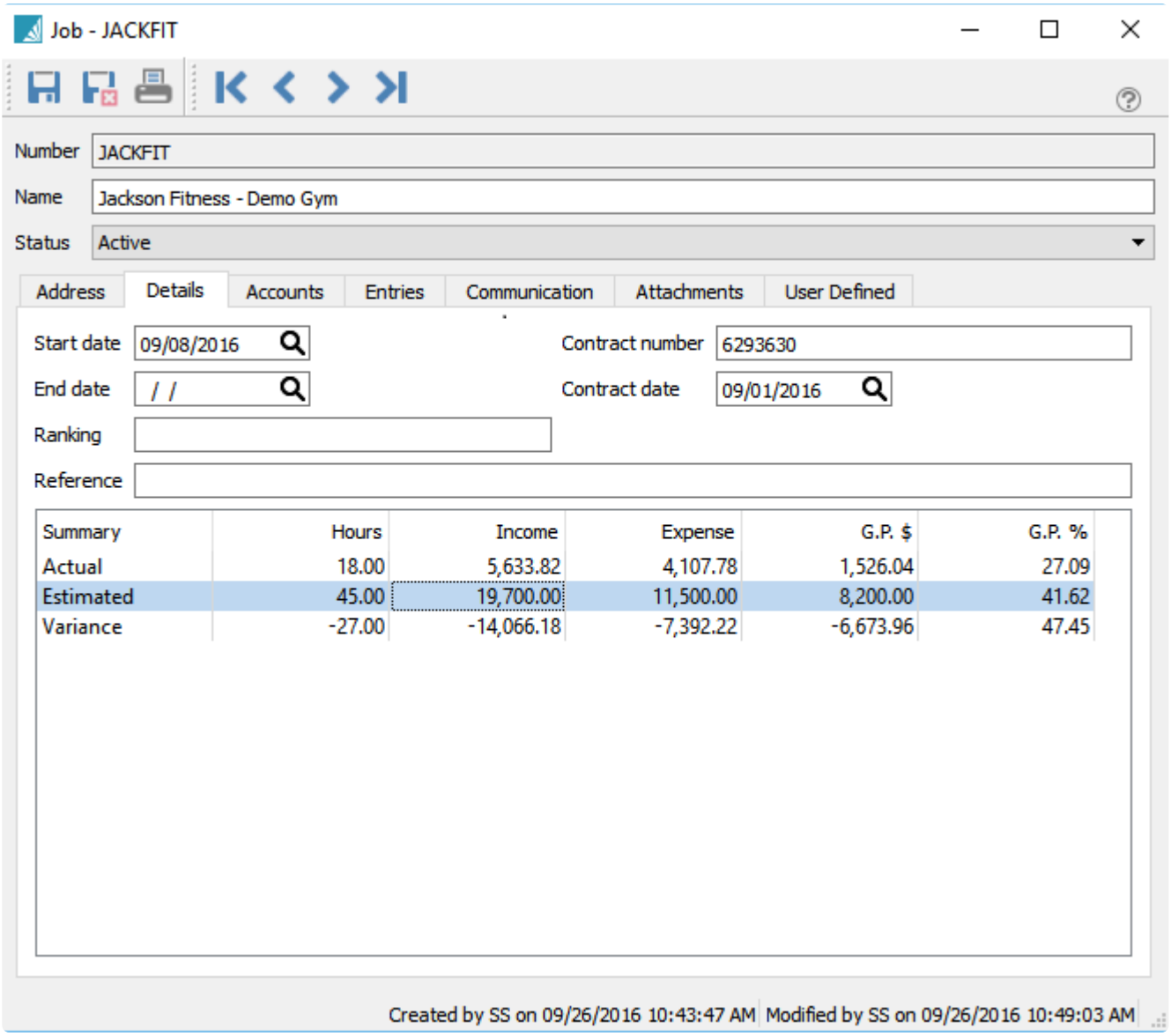
The Job Cost module allows posting of cost, income and time so that a company can track a job through its processes.



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

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

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



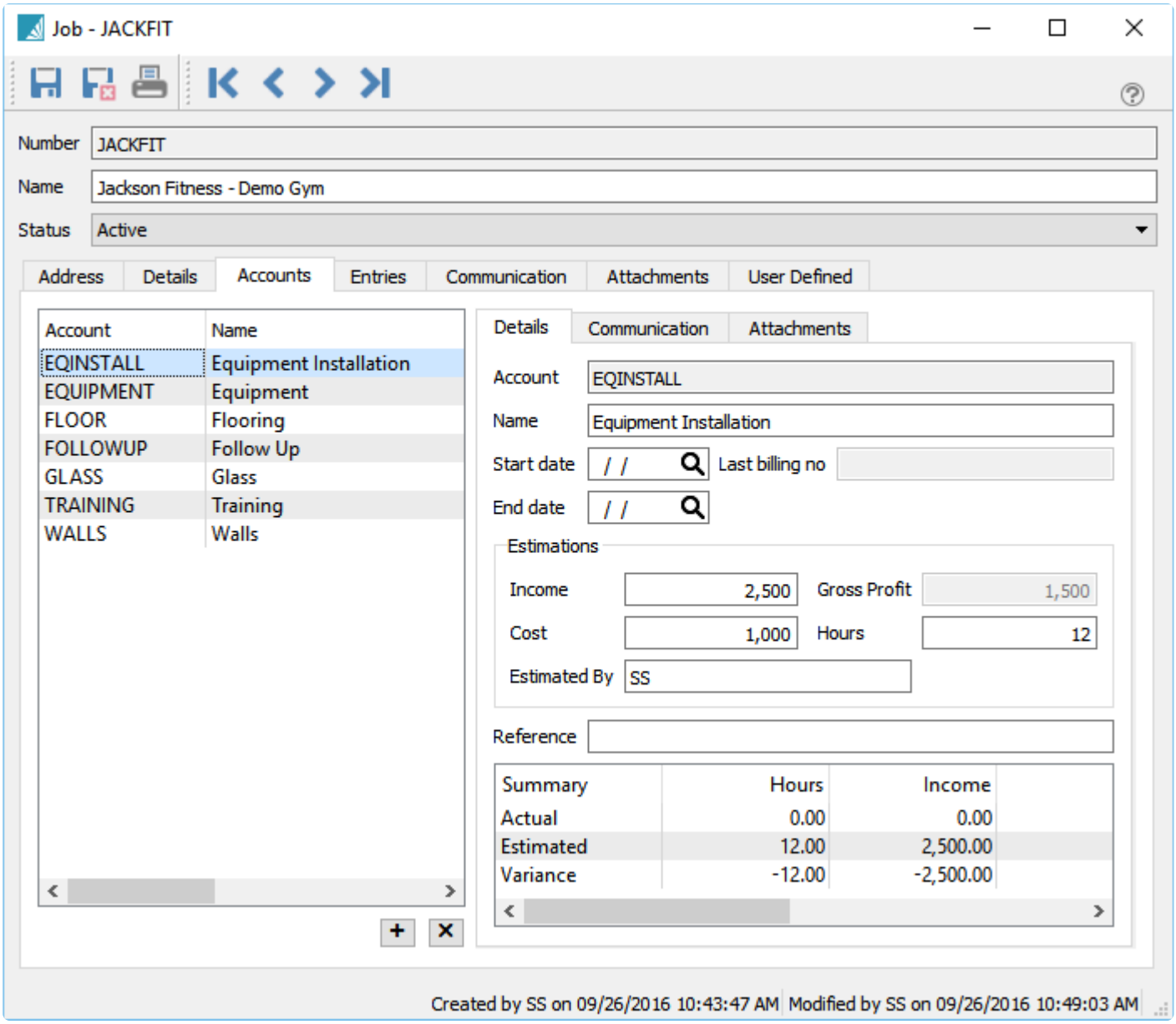
Start Date – Date project starts
End Date – Date project ended
Ranking – Rank of job for reporting and filtering
Reference – Job reference
Contract Number – Contract number
Contract Date – Date of contract

Actual – Estimated – Variance

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

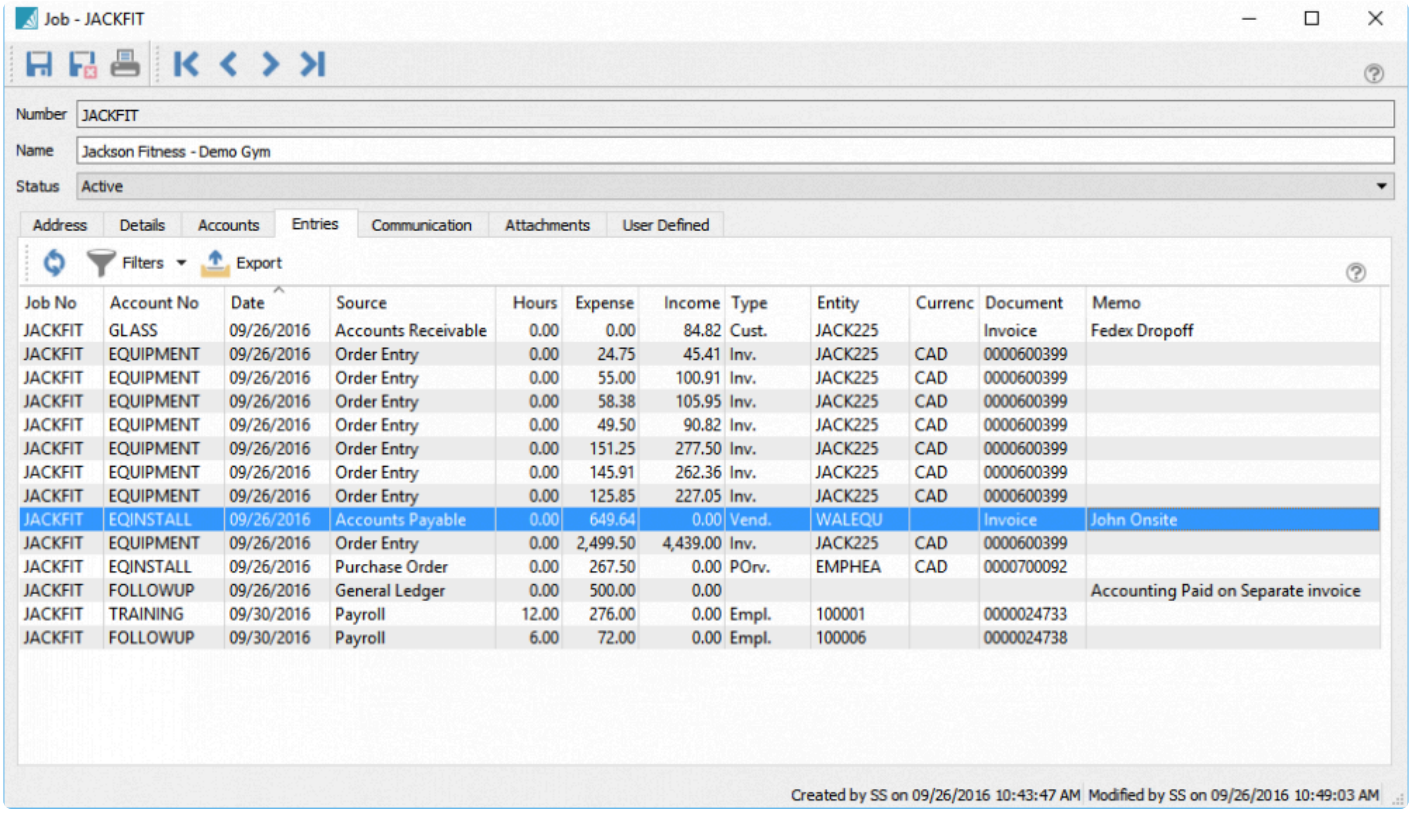
- **GP$** – Total GP amount from all accounts
- **GP%** – Total GP percentage from all accounts

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



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

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

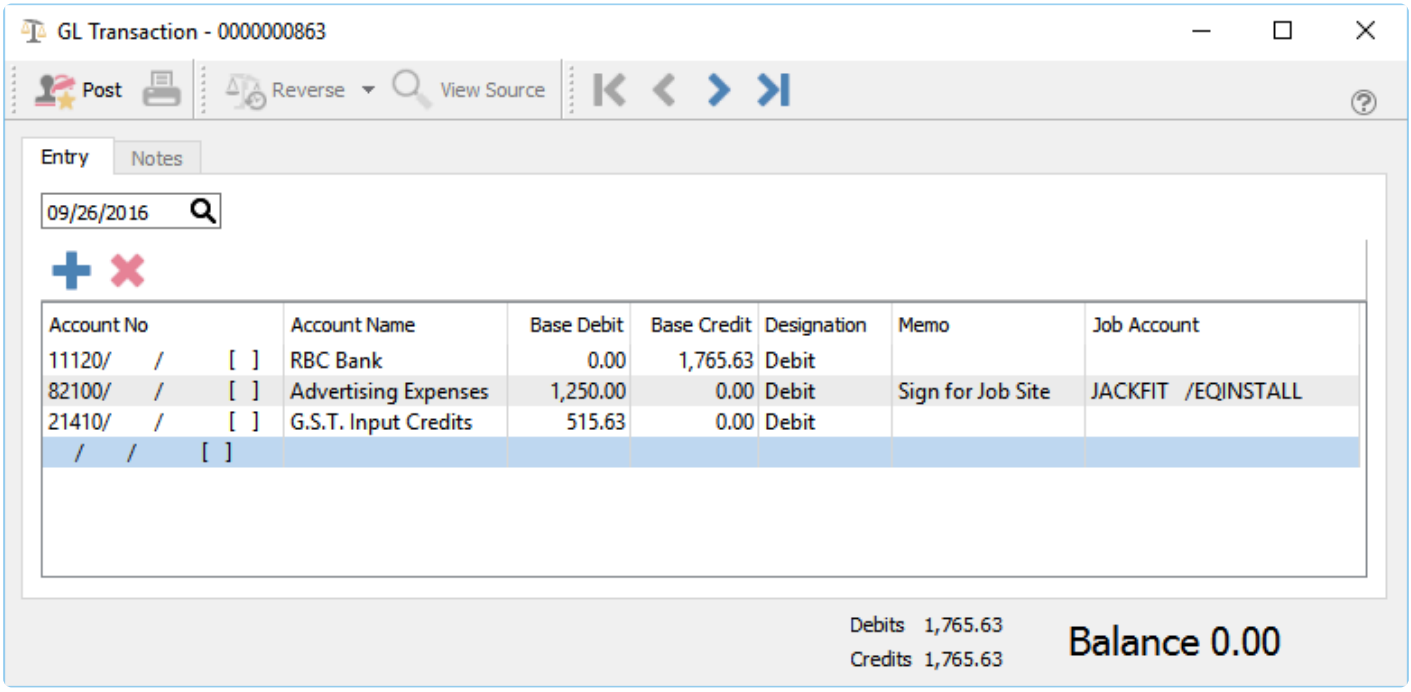


Job No	Account No	Date	Source	Hours	Expense	Income	Type	Entity	Currenc	Document	Memo
JACKFIT	GLASS	09/26/2016	Accounts Receivable	0.00	0.00	84.82	Cust.	JACK225		Invoice	Fedex Dropoff
JACKFIT	EQUIPMENT	09/26/2016	Order Entry	0.00	24.75	45.41	Inv.	JACK225	CAD	0000600399	
JACKFIT	EQUIPMENT	09/26/2016	Order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

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

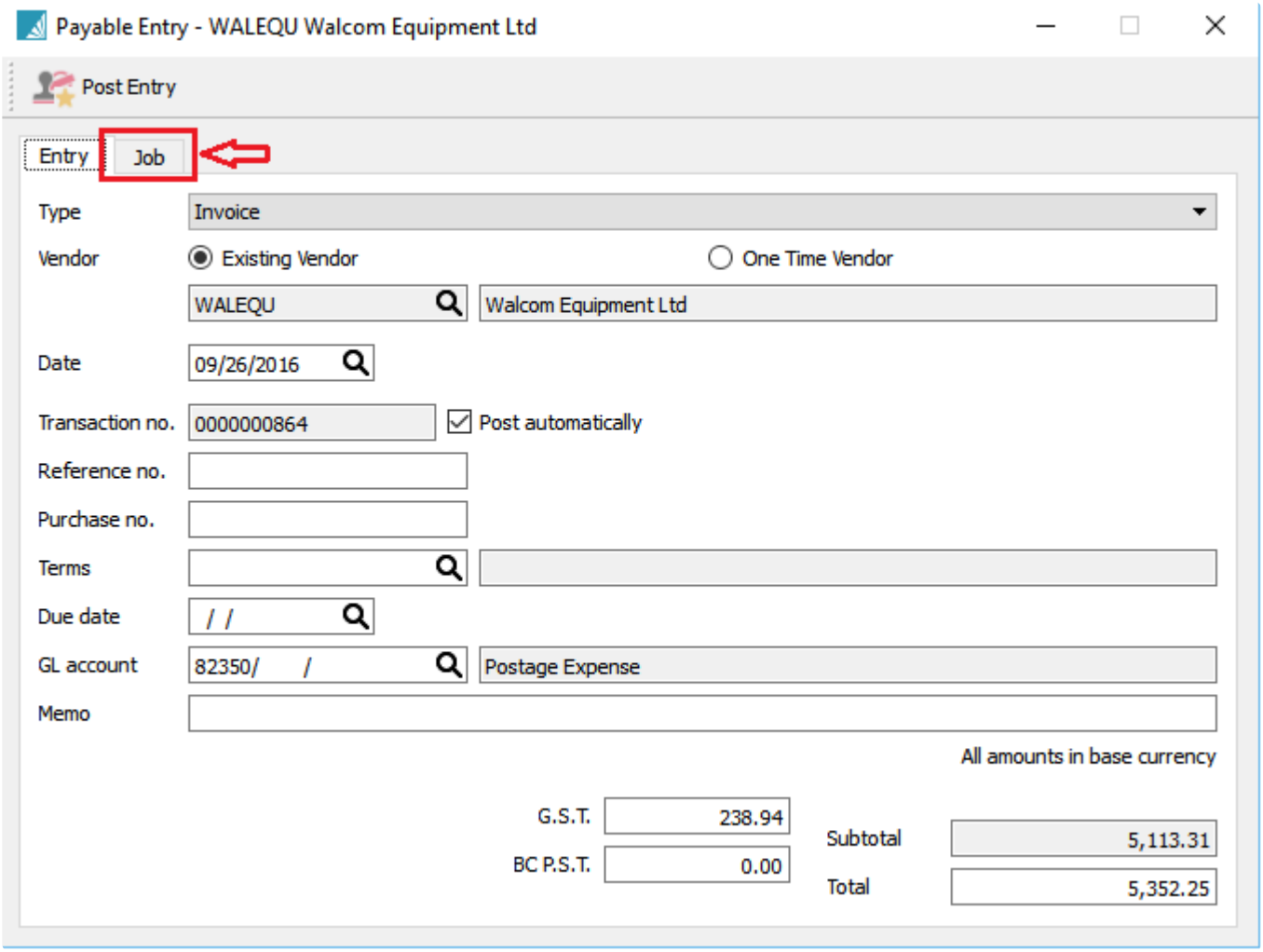
General Ledger

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



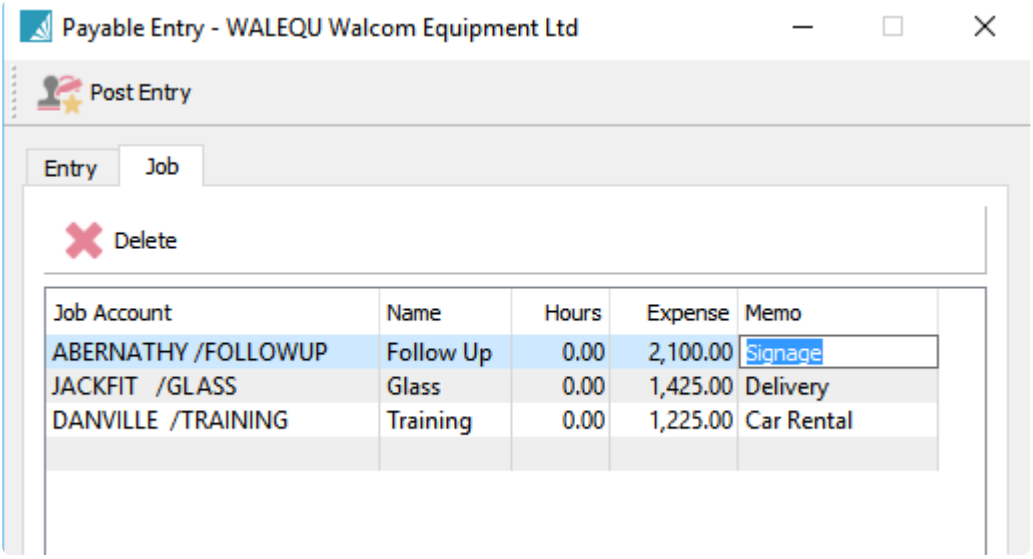
Accounts Payable

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



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

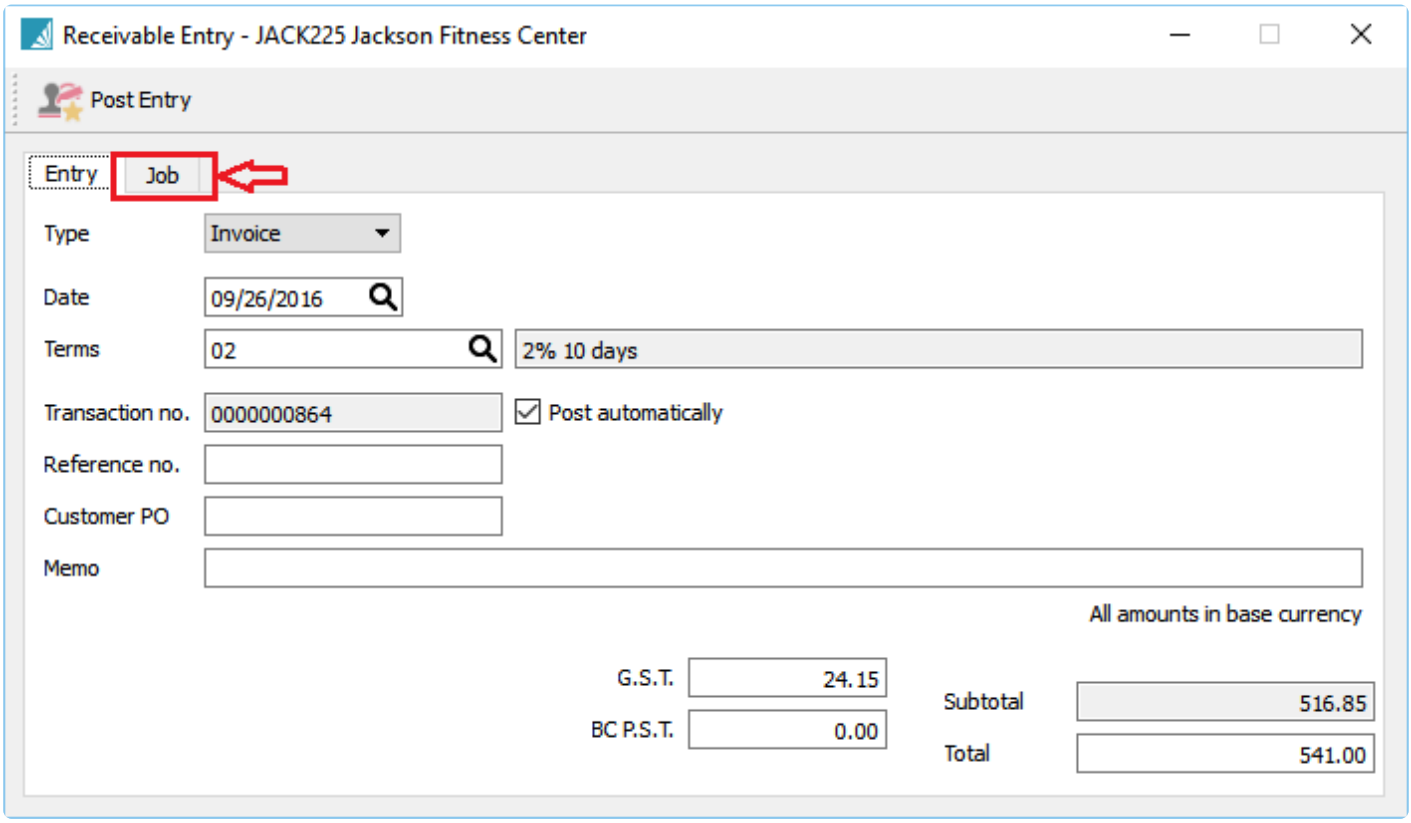
> The whole amount does not have to be consumed, however the user cannot post more than the net AP amount.



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

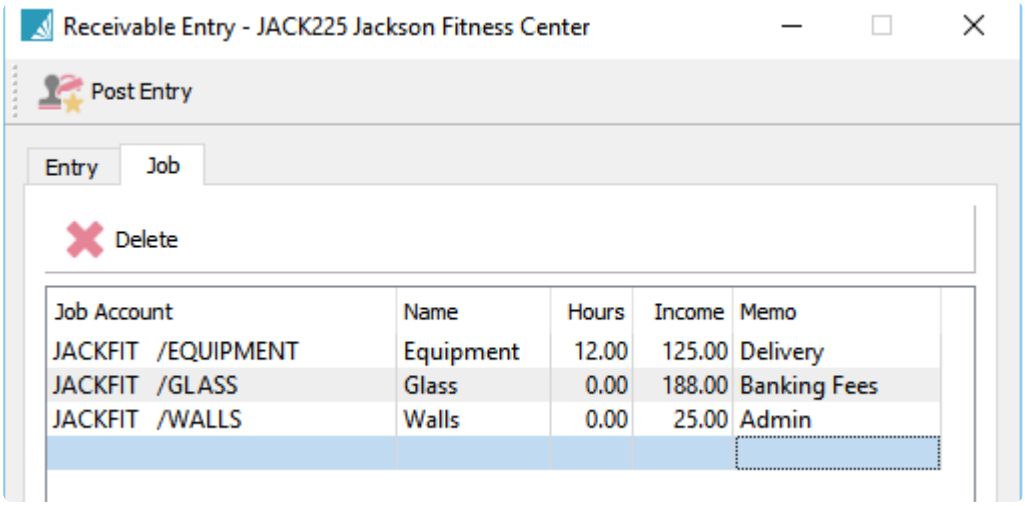
Accounts Receivable

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



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

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

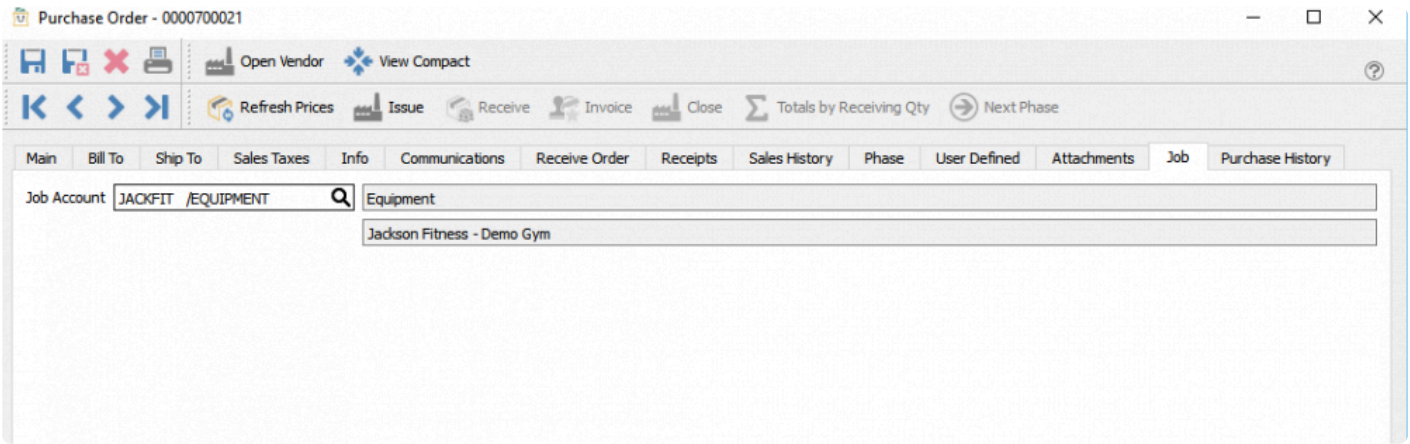


Job Account – Select a job/account
Name – Job name
Hours – Hours to post
Income – Income amount
Memo – Optional memo that will be shown in the job ledger

Purchase Orders

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

To select a job for a purchase order either select from the header, after which each line of the PO will be populated with the selected job…



…or the user can select a job for each line of the purchase order. If there is a job/account set for a non expense line then it will be ignored.

Purchase Order - 0000700021

Open Vendor | View Compact

Refresh Prices | Issue | Receive | Invoice | Close | Totals by Receiving Qty | Next Phase

Main | Bill To | Ship To | Sales Taxes | Info | Communications | Receive Order | Receipts | Sales History | Phase | User Defined | Attachments | Job | Purchase History

Vendor

Vendor No. OMEELE Omega Electronics Inc

Notes

Vendor Order No

Reference No

Order Details

Status Open

PO No 0000700021

Order Date 02/16/2015

Required Date 02/15/2015

Last Received / /

Receive Date 09/26/2016

Phase

Location

General

Ship To Customer

Ship Address ID

FOB

Warehouse VA

Buyer

Ship Via

Description

Items

Serial Numbers | Scan Items | Comment | Show UDF | Receiving | Labels

Part No	Description	Min Qty	Order Qty	To Date Qty	Receive Qty	Cost	Inventory GL	Job Account	Inventory
[VA] OME300HHM	Omega 300 Heart Rate Monitor	0.000	12.000	0.000	1.000	58.74000	11303	JACKFIT /EQUIPMENT	58.74000
[VA] OME300HHM	Omega 300 Heart Rate Monitor	0.000	12.000	0.000	1.000	58.74000	11303	JACKFIT /EQUIPMENT	58.74000
[VA] OME300HHM	Omega 300 Heart Rate Monitor	0.000	12.000	0.000	1.000	58.74000	11303	JACKFIT /EQUIPMENT	58.74000
[VA] DELIVERY	Deleivery	0.000	1.000	0.000	100.000	0.00000	82170	JACKFIT /EQUIPMENT	
[VA]									

Available | On Hand | Committed | Backorder | On Order | Expected

Weight 0.0 | Landed Freight 0.00 | Discount 0.0 % 0.00

Vendor Freight 0.00 | Landed Duty 0.00

Subtotal	2,114.64
G.S.T.	105.73
BC P.S.T.	148.02
H.S.T.	0.00

All amounts shown in Canadian dollars.

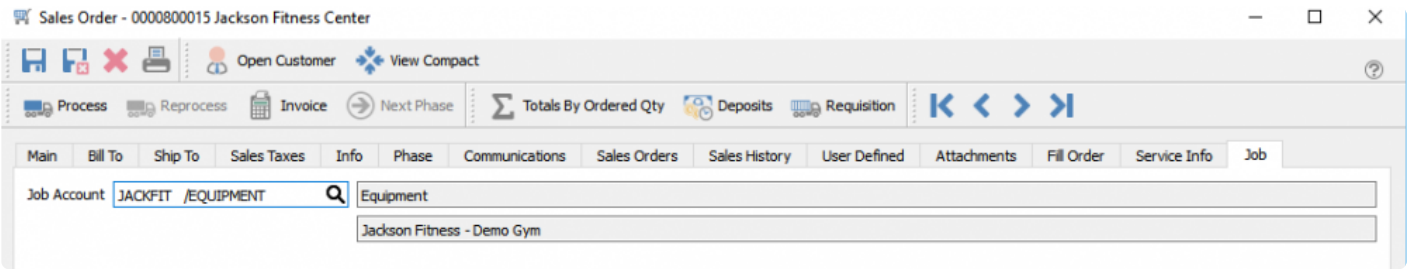
2,368.39

Created by SS on 02/16/2015 11:13:32 AM Modified by SS on 09/26/2016 1:30:37 PM

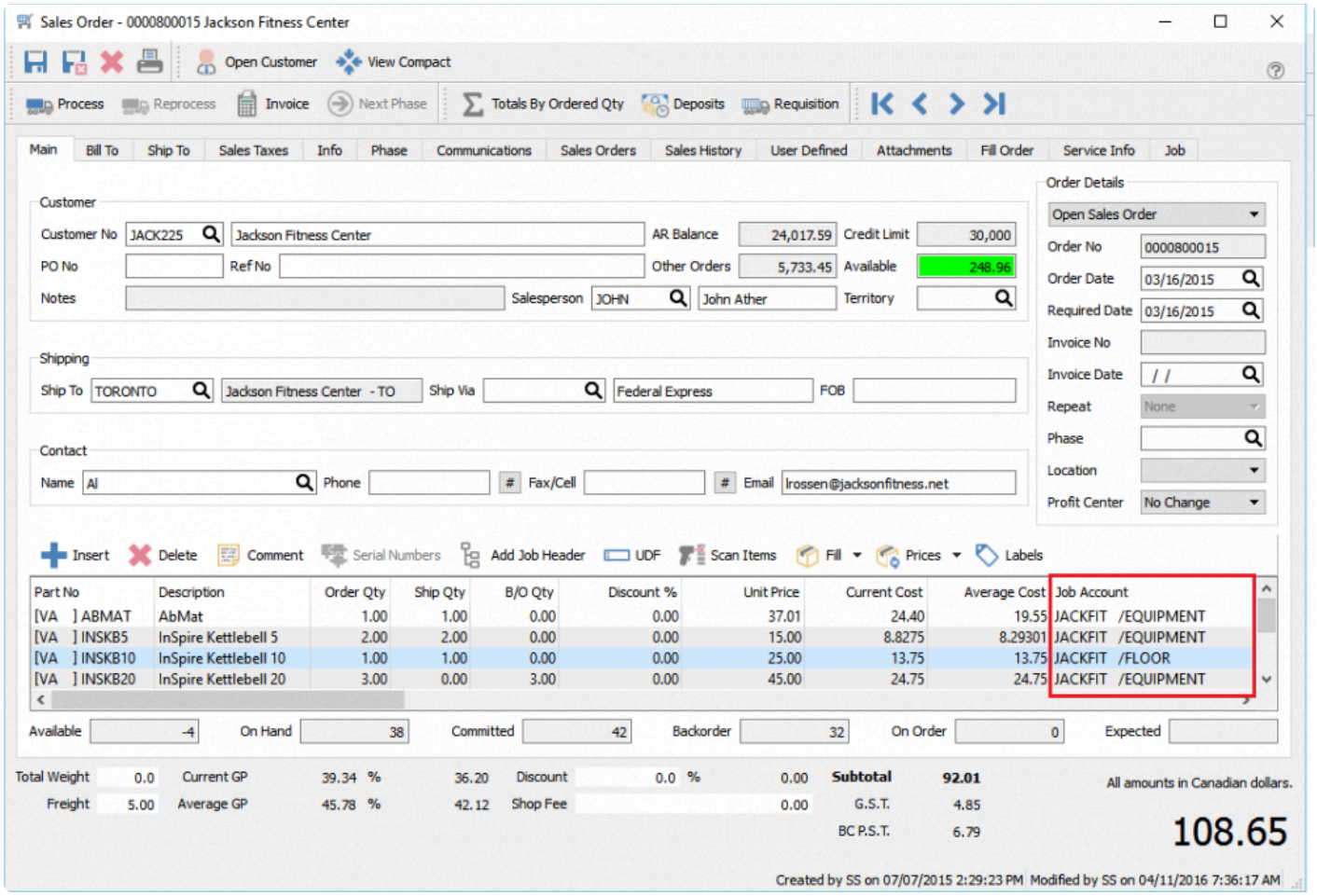
Sales Orders

Sales can be directed to a job as long as the GL accounts used are sales and cost of goods accounts.

To select a job for a sales order either select from the header, after which each line of the order will be populated with the selected job…



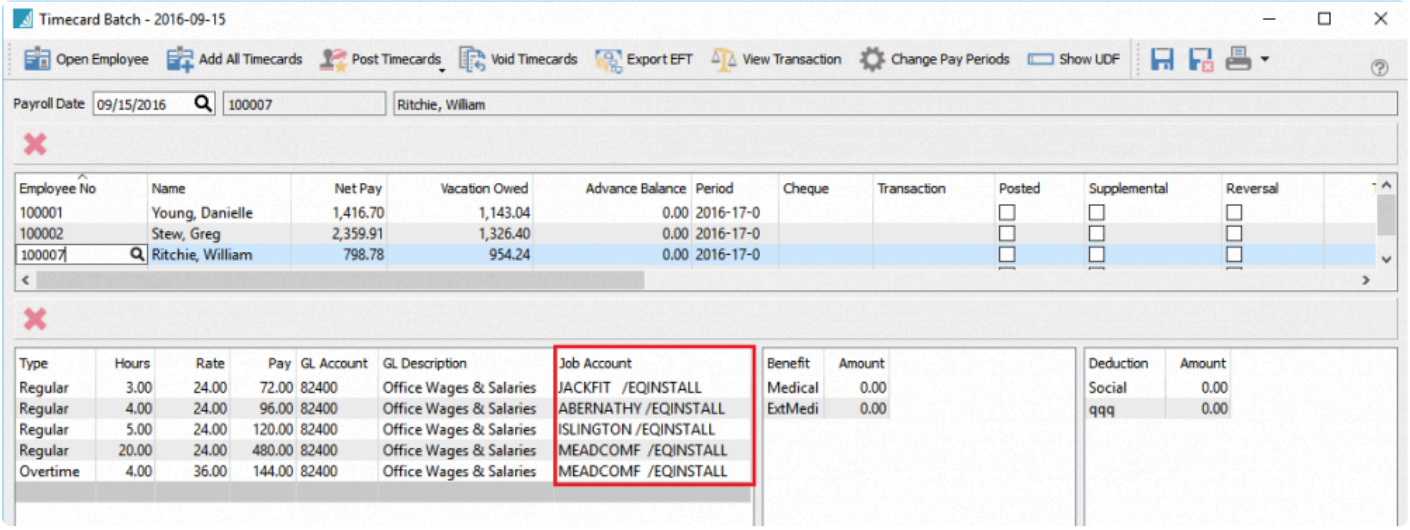
…or the user can select a job for each line of the sales order.



When the invoice is posted the sales goes to the job income and the cost of goods goes to job expenses.

Payroll

Each line of a timecard can be posted to a separate job/account



When the payroll timecards are posted a percentage of the overhead (burden) gets allocated to each job on the timecard.
Included in the overhead is

- Employment insurance (EI)
- Canada Pension Plan (CPP)
- Workers Compensation
- Benefits

If a timecard is reversed it also reverses the overhead from the job.

User Defined Fields

Overview

The UDF module allows you to add fields that are not included in the default Spire program. There are several types of data fields that can be added and they can then be given parameters for how the data is to be formatted. Once entered, this data can be added to stock or custom reports.

An example would be if a food product in inventory needed the ability to be identified to whether it is ‘Gluten Free’. This could then be printed on to packing slips and invoices.

The UDF tab appears in all modules so extra data can be added wherever it is required. The data can be organised into several tabs so that information can be grouped.

The types of fields that are available are:

- Numeric
- Text
- Drop Down Lists
- Check Boxes
- Dates

Each of these types can then have validation added to them. For instance, you can specify if a date field is allowed to be a blank, if it defaults to blank or to today’s date. The date can be forced to be within the current month or in to current fiscal year.

Each field added can be set to be ‘Required’ so that a record cannot be added without filling in that field. An example would be when creating a new customer, the UDF field “Wants Emailed Newsletter” and the options are a drop down of ‘Yes’ or ‘No’ the person adding that new customer would be forced to select one of the choices before saving.

To be able to edit the User Defined Fields’ structure the user requires the setting ‘Edit UDF Structure’ under Edit/Users/General to be turned on.

A license is required for UDFs so contact your Spire partner if you would like to purchase it, or if you would like to take it for a 30 day test drive.

Configuring Your Custom Fields

Configuring your custom fields

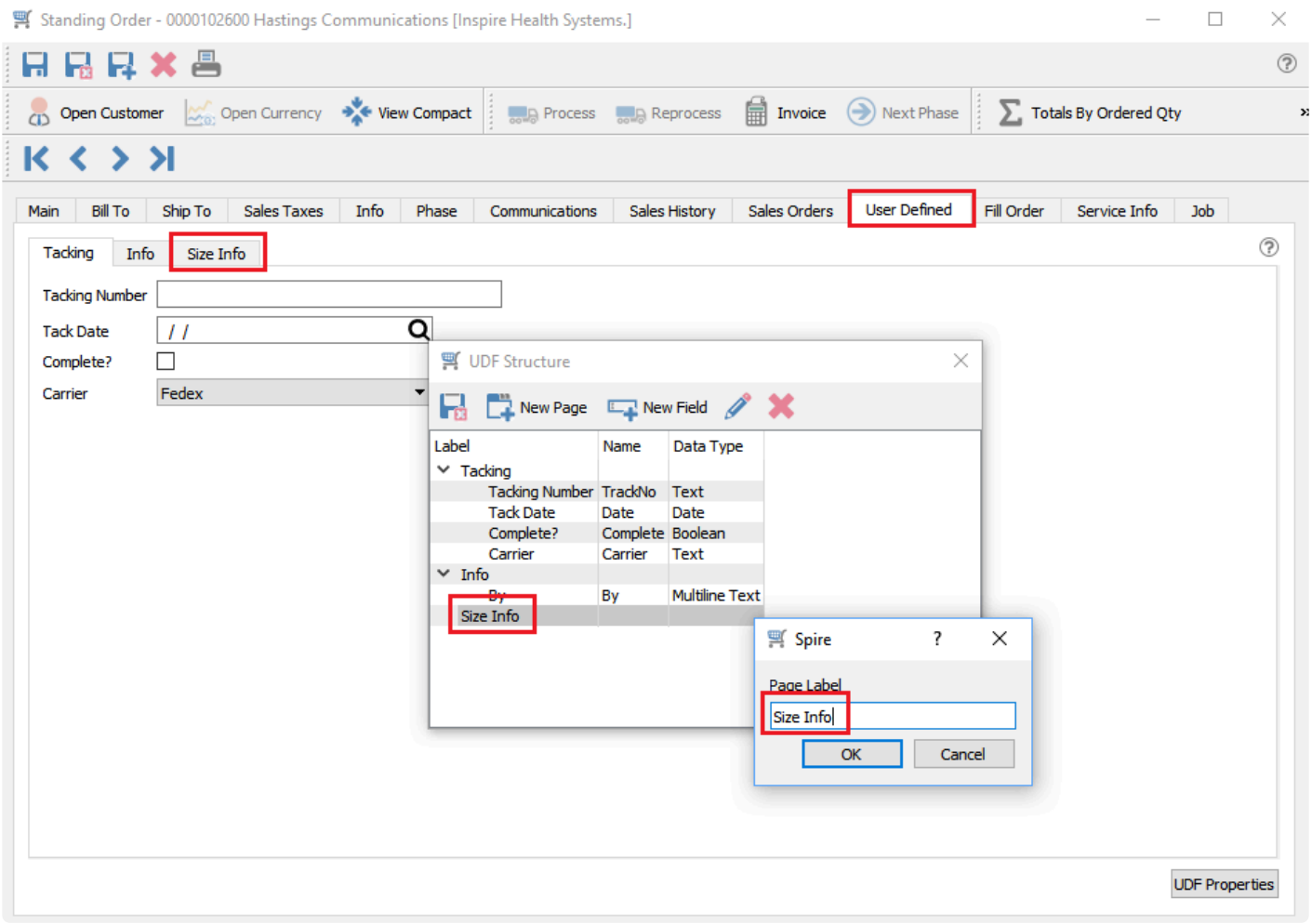
Make sure you first have access to design the UDF structure.

To add new fields to one of your modules, go to the tab “User Defined” within one of the records. In this example we will add some fields to the sales order.

> Note: Data entered to fields in sales order will get posted to sales history.

Open a sales order and go to the ‘User Defined’ tab.

First you need to add a ’Page’ to the structure by clicking on ‘NewPage’. Give the page a name that will appear the list

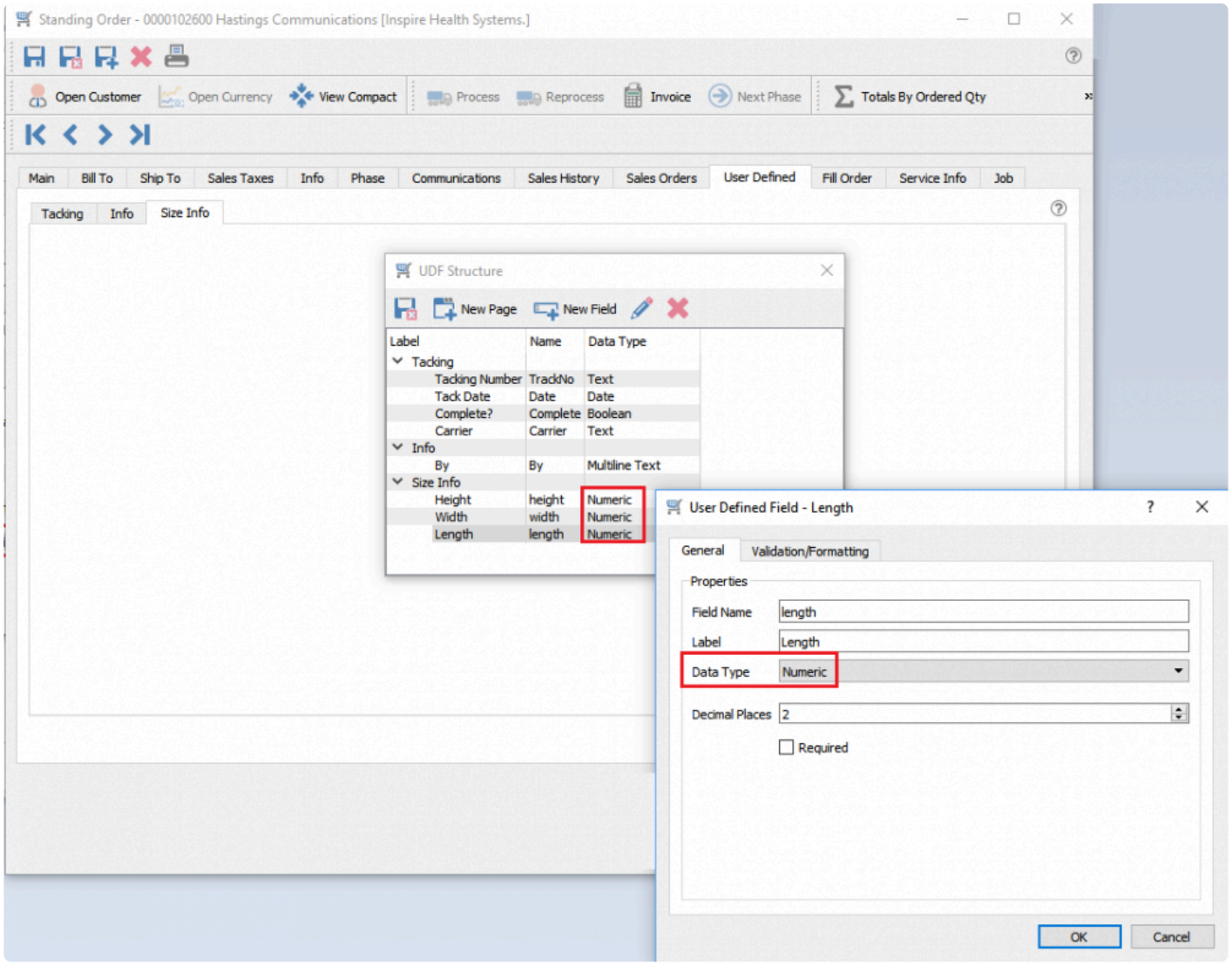


Within the UDF structure dialog highlight ‘Size Info’ click ‘New Field’ to add a field.

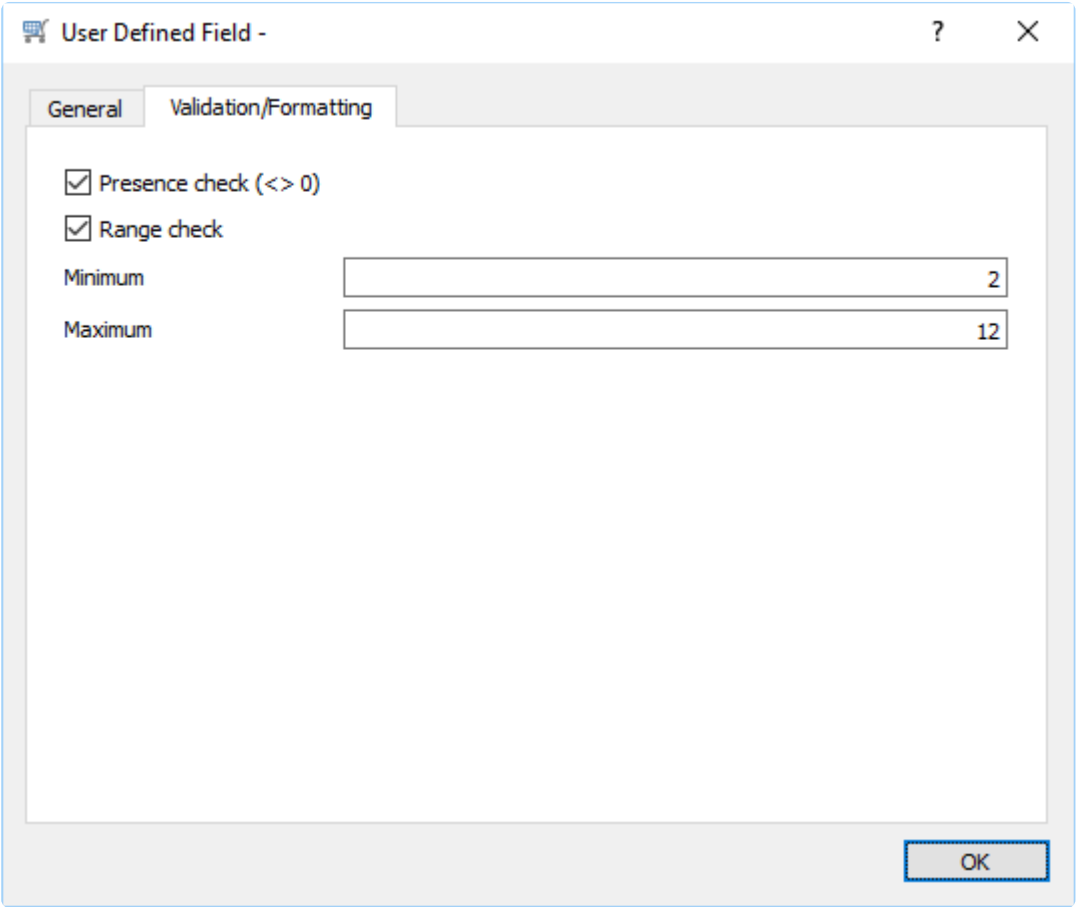
In this example we added 3 new fields in our page called ‘Size Info’.

- Height
- Width
- Length

  We set the 3 fields as numeric with 2 decimals.

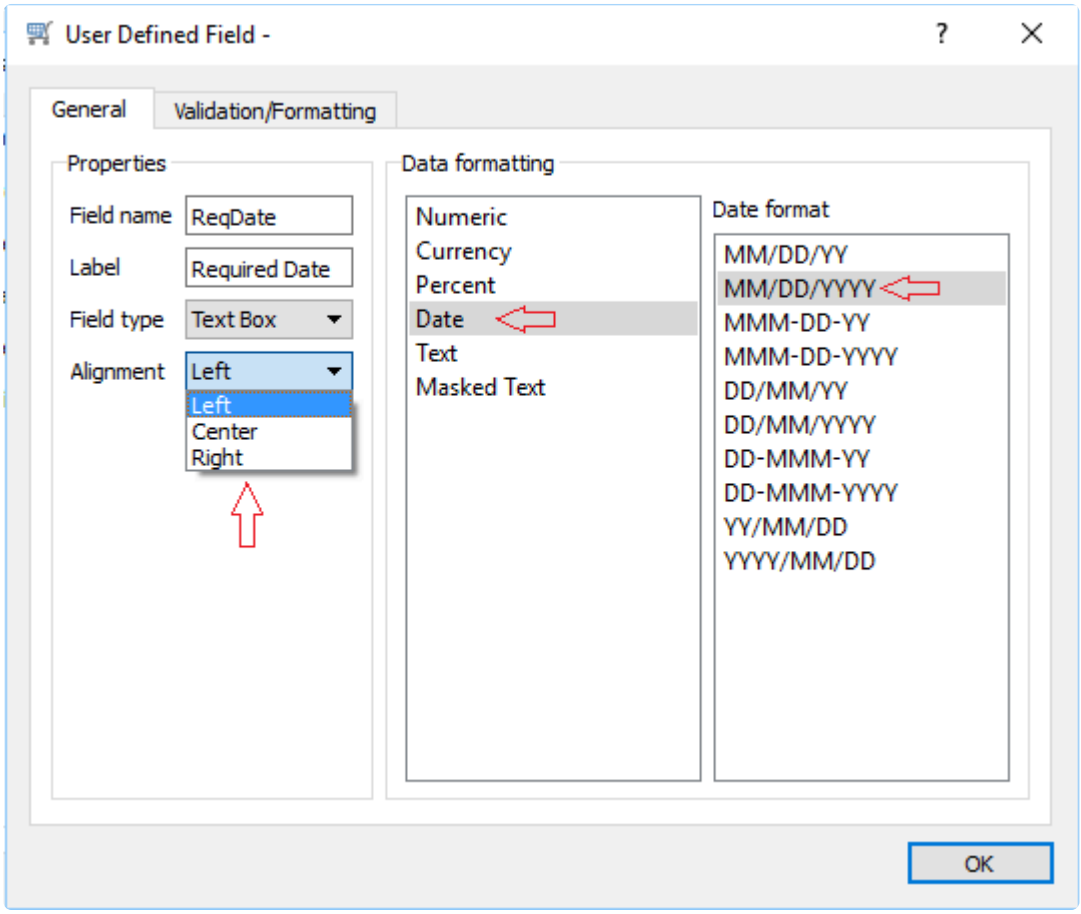


We can also set some validation for the fields we added.



On this field we checked that the field cannot be zero and has to fall between 2 and 12.

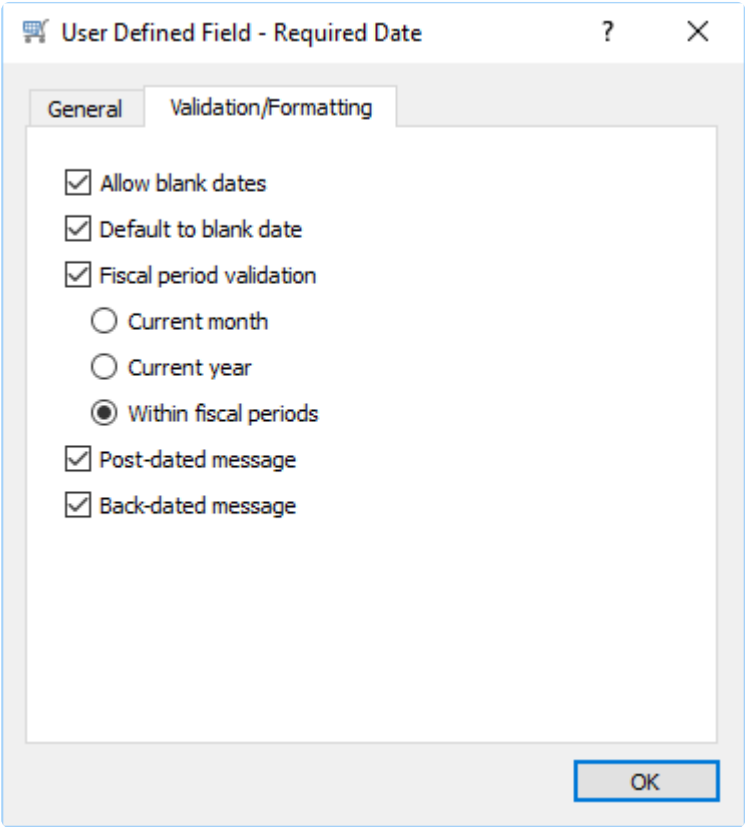
We also added a page called ‘Progress’ and included a field called ‘Required Date’ and made it left aligned, and formatted as MM/DD/YYYY.



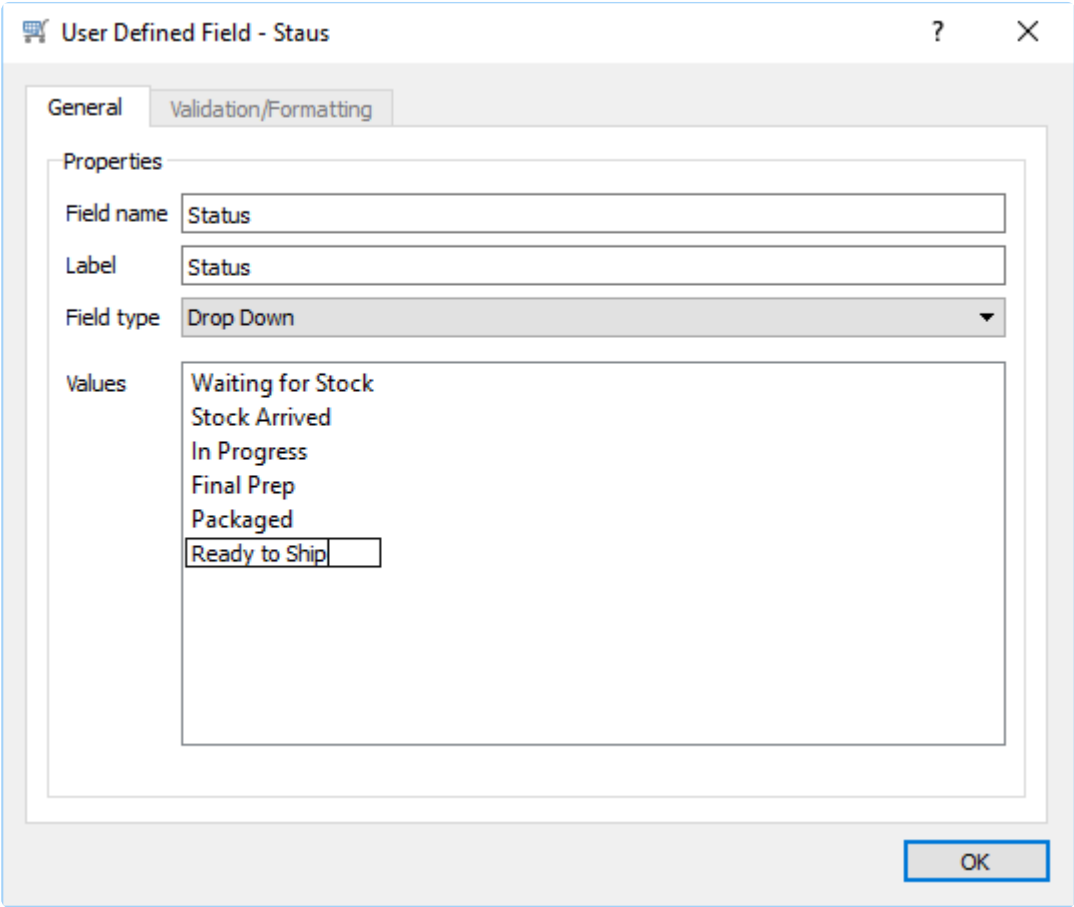
We can also add date validation by selecting

- Allow blank dates
- Default to blank date
- Fiscal Period validation
- * Current month
- * Current year
- * Within fiscal periods
- Post-dated message
- Back-dated message

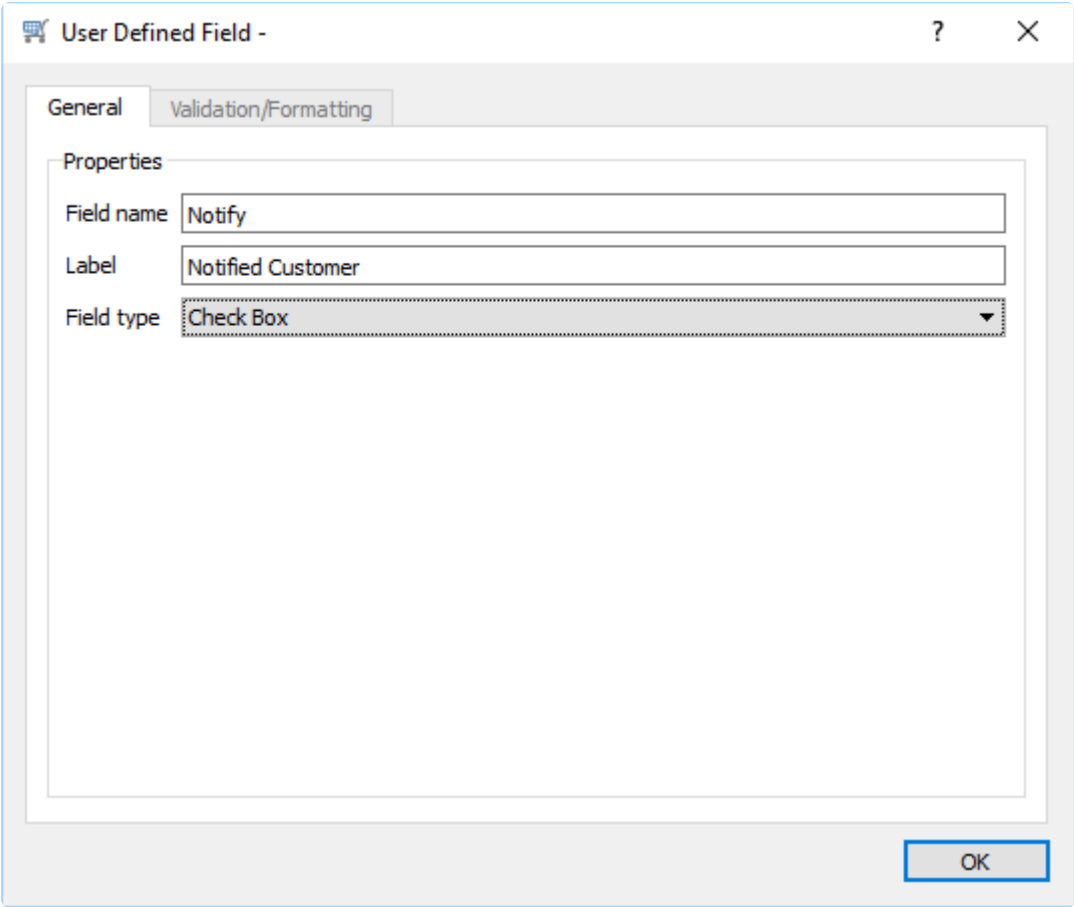
If the post-dated or back-dated message options are selected the user will be prompted with a message that the date is either before or after the fiscal validation. But then still let them enter it.



We can add a dropdown list for the user to select from

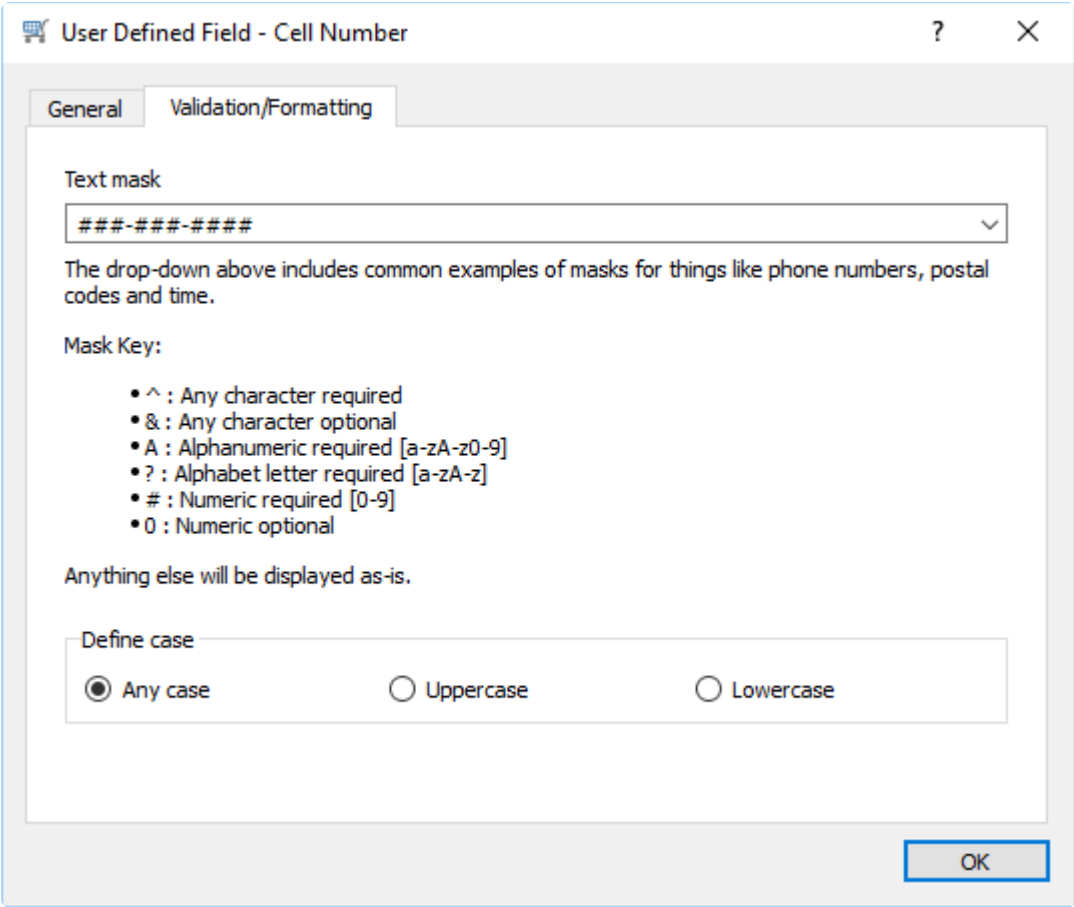


We can add a checkbox.



In the case of a text field it can be masked and have the case defined. In this example we added a cell number and we want it formatted as 555-555-5555 for use the number symbol ###-###-#### with – between them.

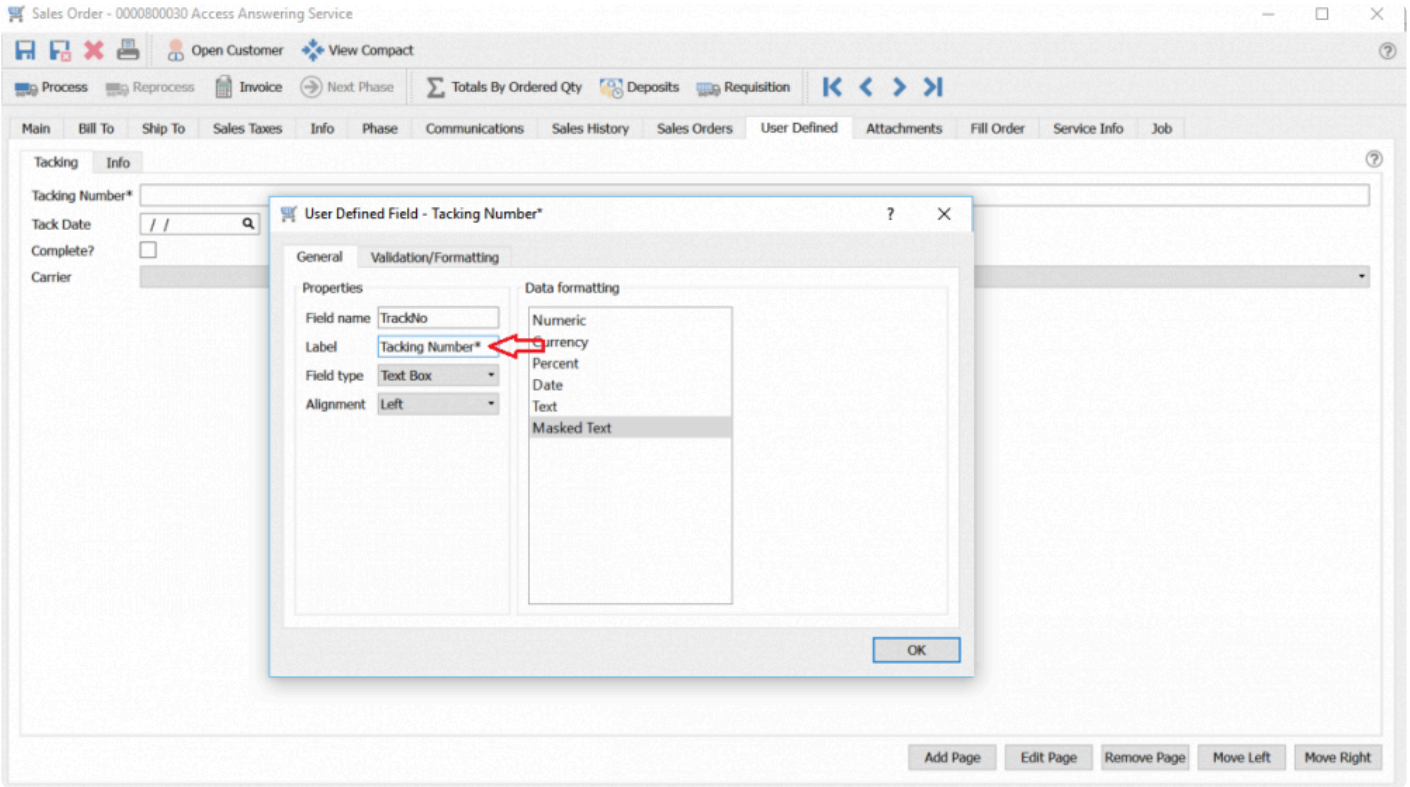
Another example is that if you want a text field to only be a certain width you can set it as ‘masked text’ and set the width by populating the mask with a quantity of & to equaling the width. For example if you want it 6 characters wide enter &&&&&& .



Mandatory UDF Fields

The user can make any of the fields in the UDF structure to be mandatory. That way a record cannot be saved unless the field has been populated. This is accomplished by ending the label with an * . In the example below the field called TrackNo has a label of Tracking Number*. The sales order cannot be saved unless the user fills in the Tracking number.

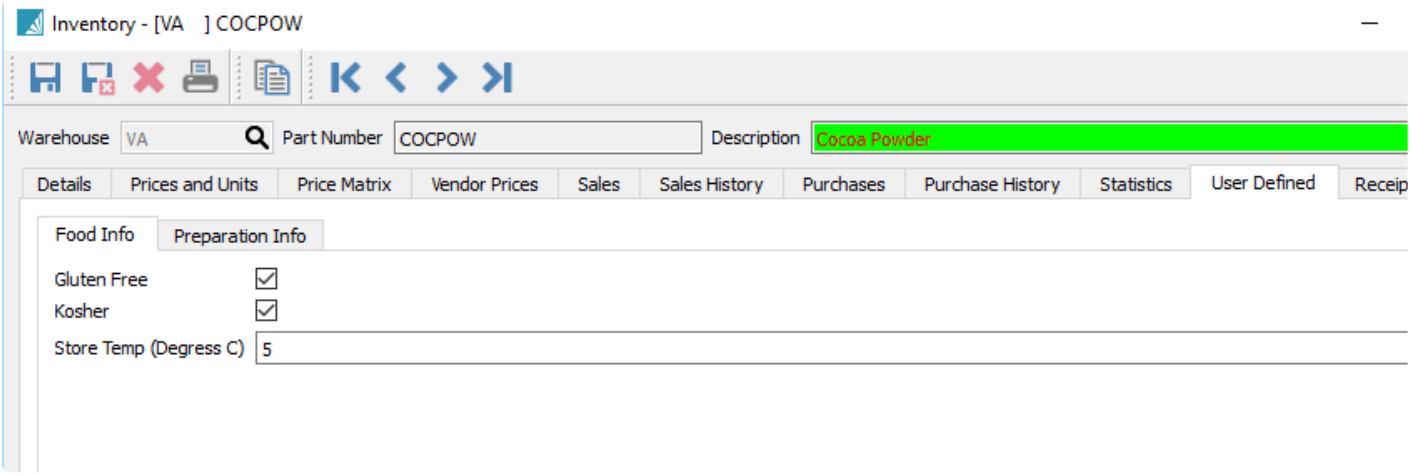
Any UDF field can be edited to add or remove the * without loss of data.


Sales Order - 0000800030 Access Answering Service
Open Customer
View Compact
Process
Reprocess
Invoice
Next Phase
Totals By Ordered Qty
Deposits
Requisition
Main
Bill To
Ship To
Sales Taxes
Info
Phase
Communications
Sales History
Sales Orders
User Defined
Attachments
Fill Order
Service Info
Job
Tacking
Info
Tacking Number*
Tack Date
Complete?
Carrier
User Defined Field - Tacking Number*
General
Validation/Formatting
Properties
Field name
TrackNo
Label
Tacking Number*
Field type
Text Box
Alignment
Left
Data formatting
Numeric
Currency
Percent
Date
Text
Masked Text
OK
Add Page
Edit Page
Remove Page
Move Left
Move Right

Entering UDF Data & Using them in Reports

Entering data in UDFs

Entering data into the fields that you created is done by going to the 'User Defined' tab of the module.

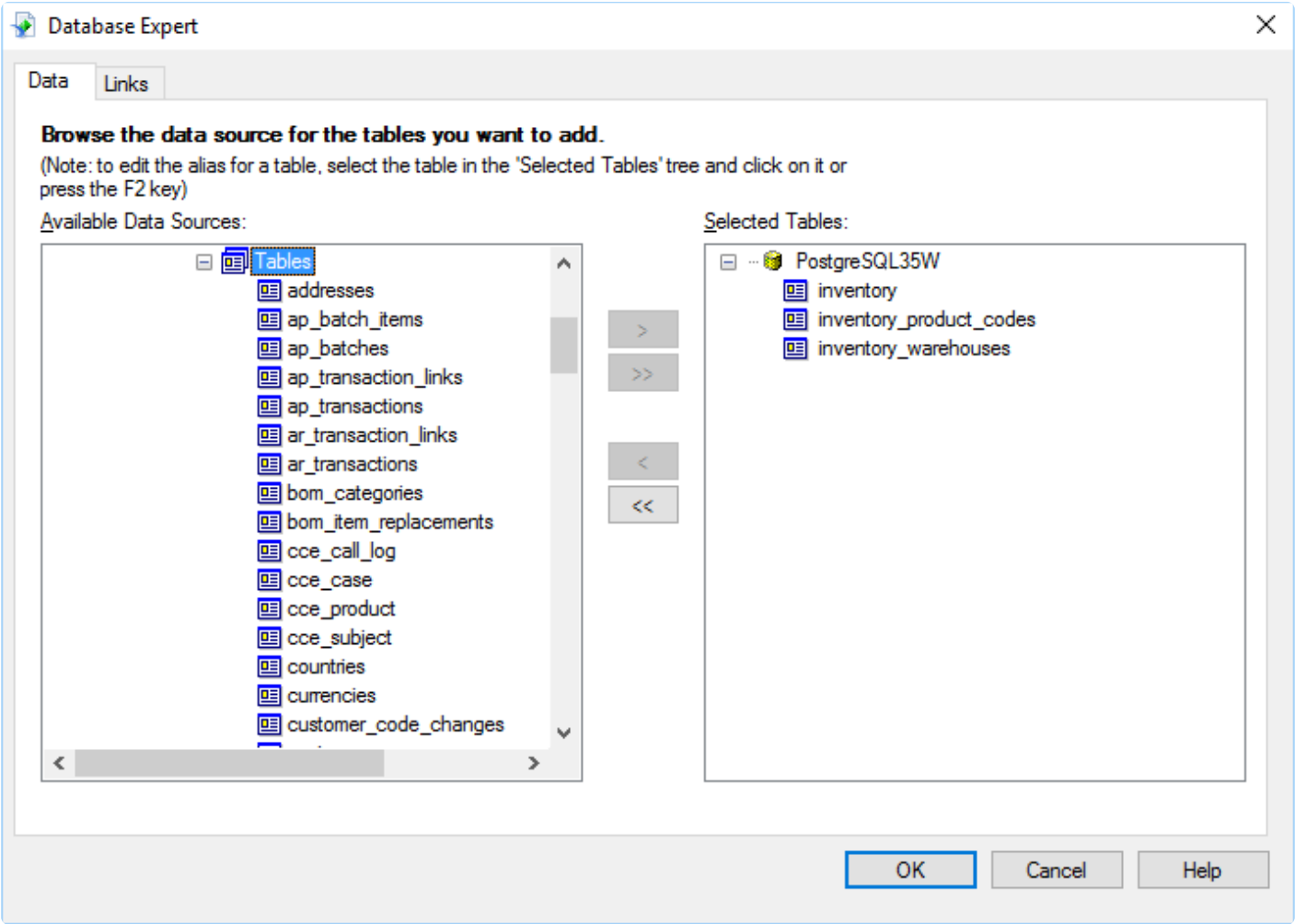


All the formatting you applied when setting up the fields, are respected.

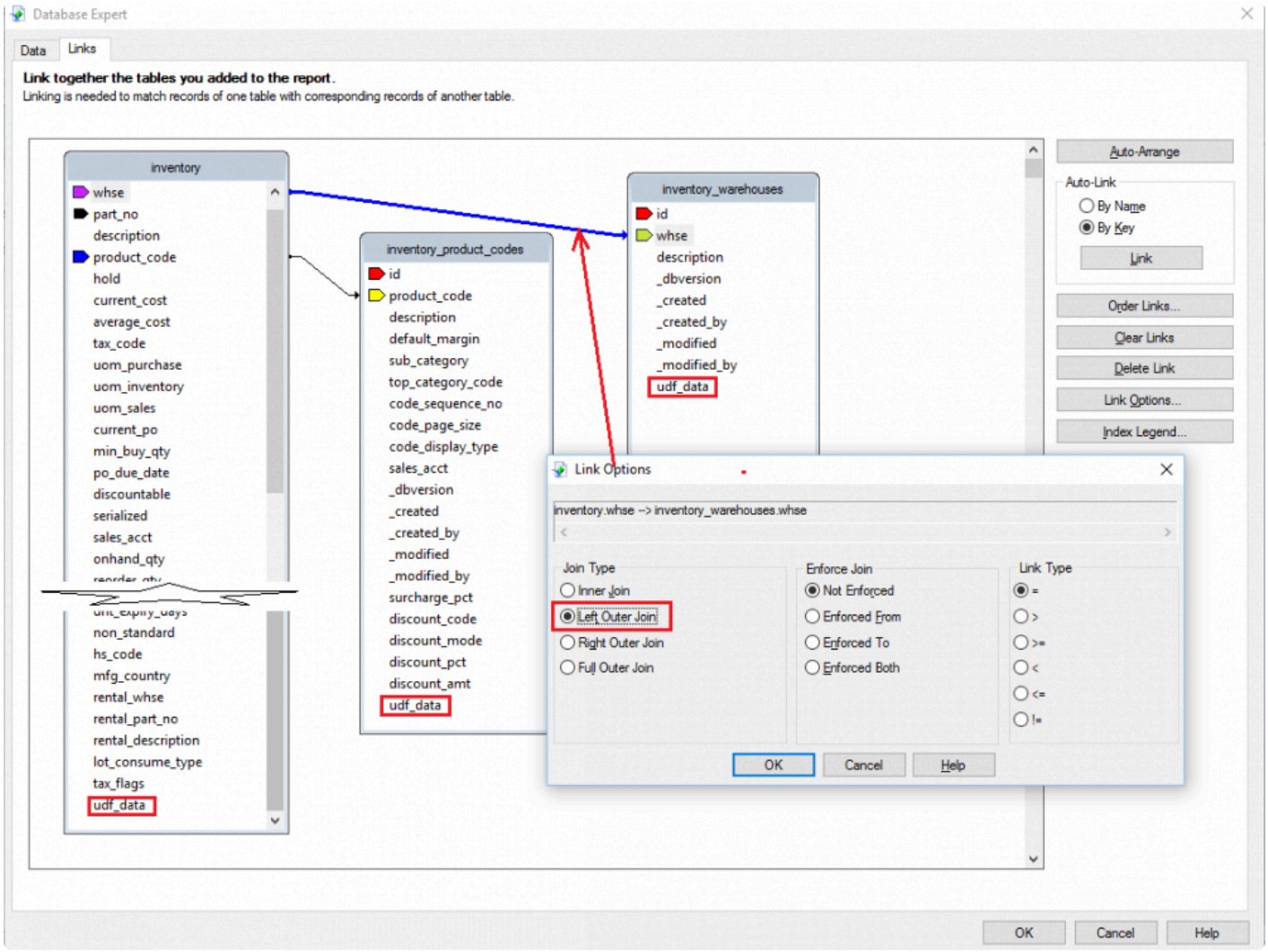
Creating Reports on UDF data

Open Crystal Reports and edit the report that needs UDF data added to it. In this example we will edit the 'Inventory Stock Status' report.

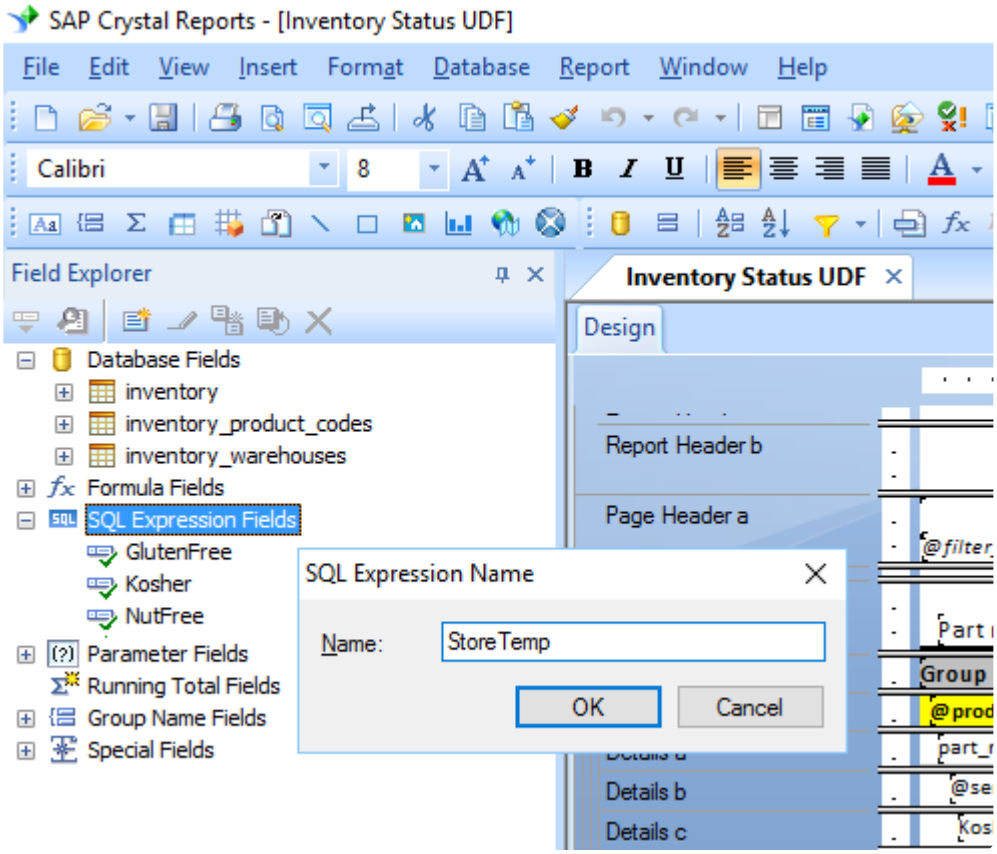
Go to 'Database Expert' and add the tables that are required for the report.



Set the join type to ‘Left OuterJoin’
Click OK

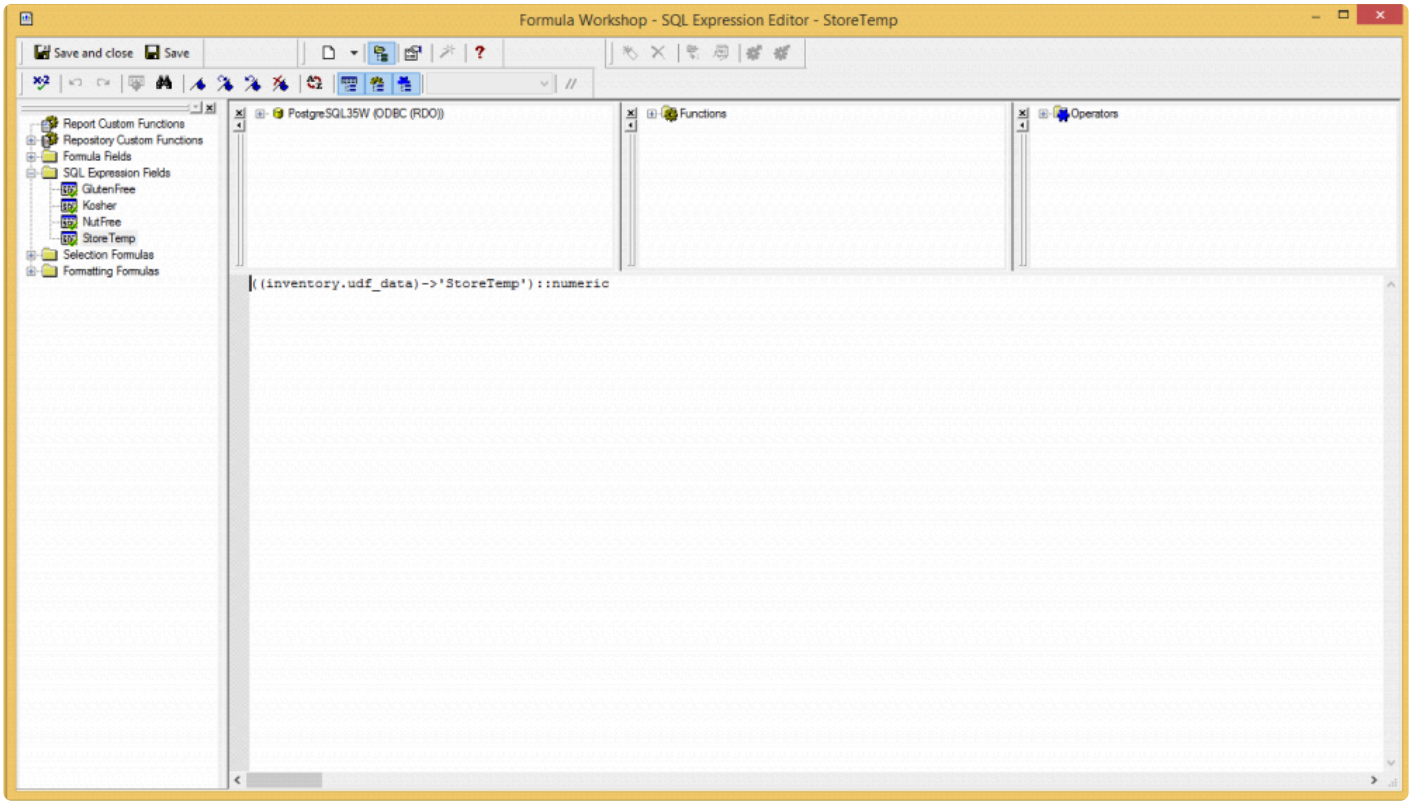


Add a SQL Expression Field by right clicking and selecting ‘New’



Give the SQL Expression a name. This example is ‘StoreTemp’

The SQL expression looks like this – ((inventory.udf_data)->‘StoreTemp’)::numeric



Other examples”

- ((inventory.udf_data)->‘GlutenFree’)::boolean
- ((inventory.udf_data)->‘Kosher’)
- ((inventory.udf_data)->‘NutFree’)

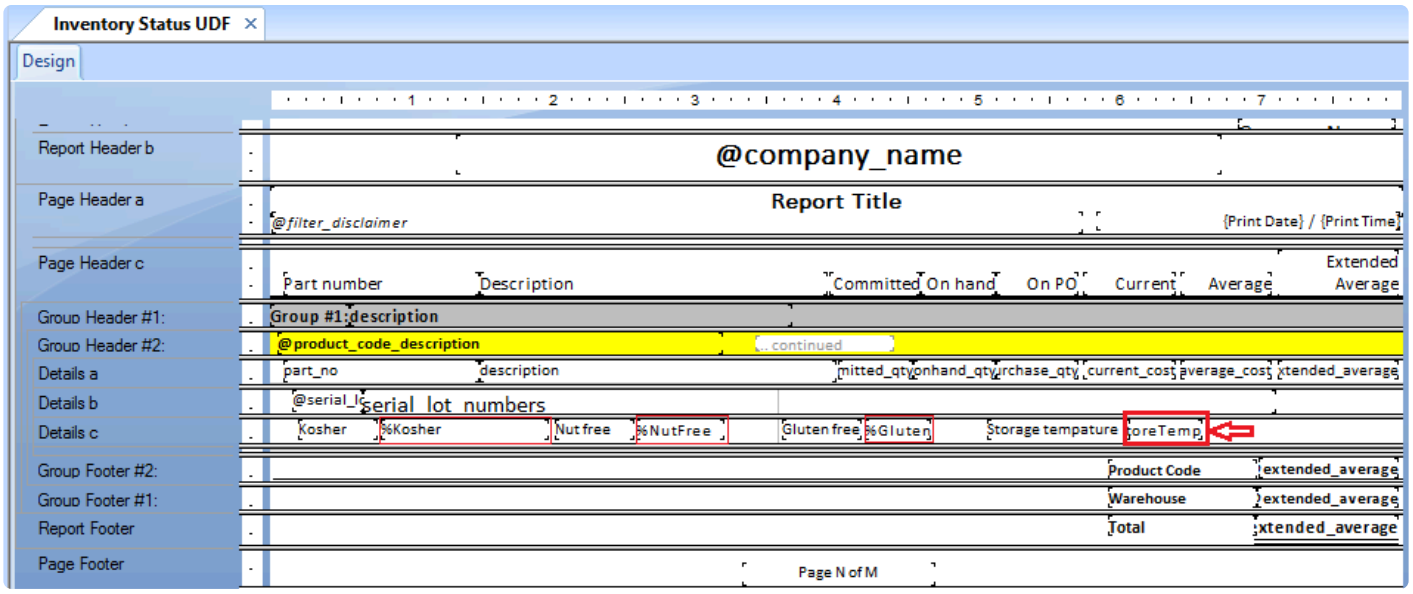
NOTE

- the Field Name is case sensitive
- ::numeric denotes a number field in Crystal Reports Designer
- ::date denotes a date field
- ::boolean denotes True/False
- if ::type is left off then it will be a text field

Once data is saved here is what it looks like stored in a field called udf_data

295	172	VA	CUCBBT12548K	Chin Up Bar 1.25" x 48" Bent	
296	25007	VA	TAPSTARCH	Modified Tapicoa Starch	
297	36	VA	INSKB5	InSpire Kettlebell 5	
298	25002	VA	COCPOW	Cocoa Powder	"Kosher"=>"TRUE", "NutFree"=>"TRUE", "StoreTemp"=>"5", "GlutenFree"=>"TRUE"
299	25020	VA	SLTCARM	Salted Caramel	"Kosher"=>"TRUE", "NutFree"=>"TRUE", "StoreTemp"=>"12"
300	5	VA	INSKB15	InSpire Kettlebell 15	
301	51	VA	INSKB20	InSpire Kettlebell 20	
302	34	VA	INSKB35	InSpire Kettlebell 35	
303	44	VA	INSWP45	InSpire Weight Plate 45	
304	20	VA	SP500FM	Springfield 500 Floor Mat	
305	18	VA	INSDB40	InSpire Dumbbell 40	
306	14	VA	NATBEL55	Weight Lifting Belt Model 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*

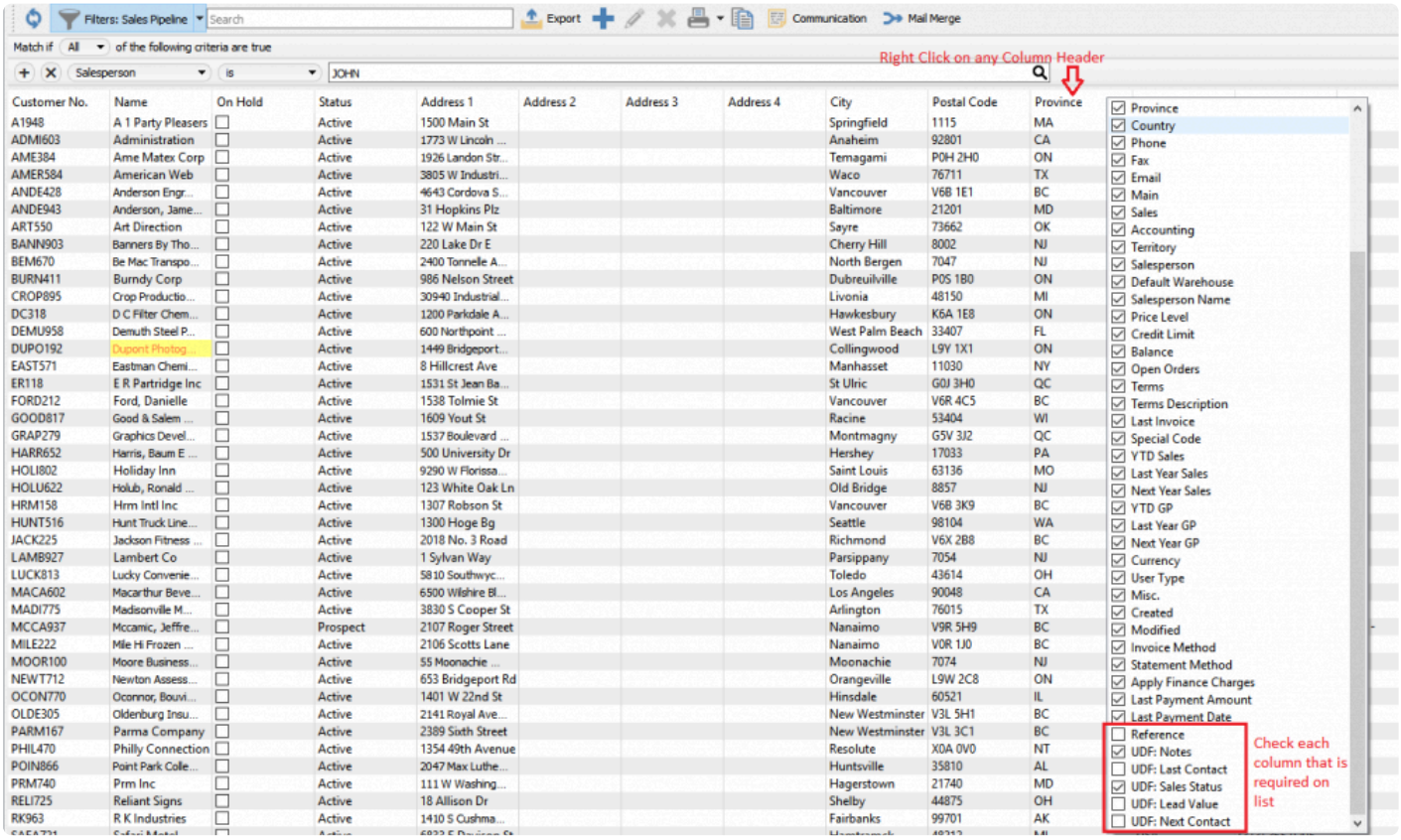
April 15, 2016 / 7:04 am

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**

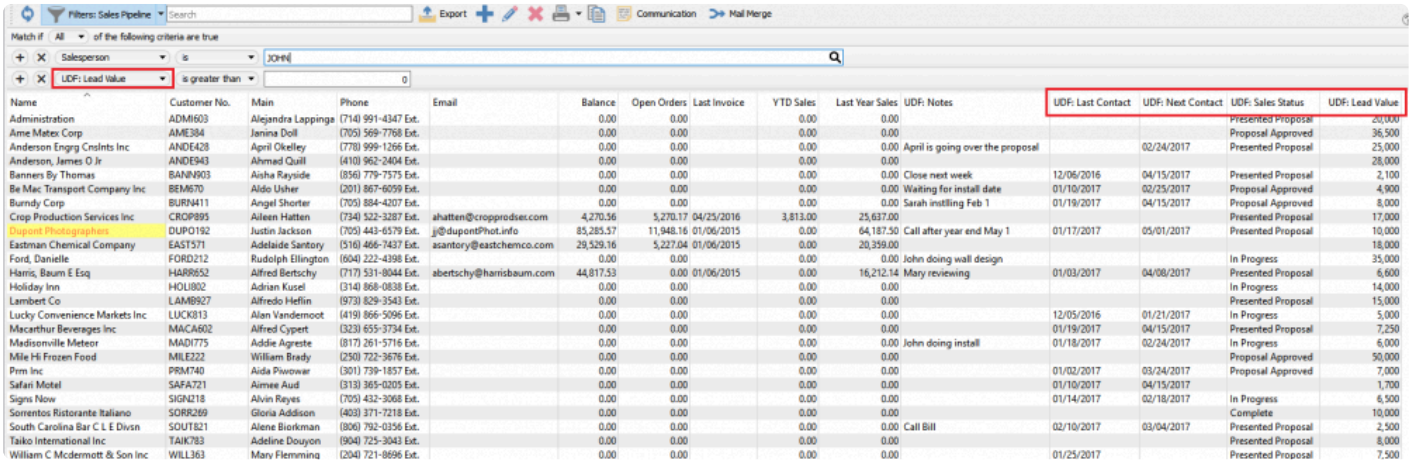
User Defined Fields – On the List

All user defined fields are available to be added to the list views. By default they are left unchecked. To add a UDF to the list view, right click on one of the list headers and select each of the UDF fields you want added to the list.

> NOTE: With the addition of UDF's to the list view, if there is data that you want to track and Spire does not have a field for it, simply add what is required and this data is presented in an easy to see format.



> NOTE: In the below example you can see that the sales pipeline data added to the customer lists are even available to be used in filters, and therefore exports as well.



Name	Customer No.	Main	Phone	Email	Balance	Open Orders	Last Invoice	YTD Sales	Last Year Sales	UDF: Notes	UDF: Last Contact	UDF: Next Contact	UDF: Sales Status	UDF: Lead Value
Administration	ADMI603	Alejandra Lappinga	(714) 991-4347 Ext.		0.00	0.00		0.00	0.00				Presented Proposal	20,000
Ame Matex Corp	AME384	Janina Doll	(705) 569-7768 Ext.		0.00	0.00		0.00	0.00				Proposal Approved	36,500
Anderson Engrg Cnslnts Inc	ANDE428	April Okelley	(778) 999-1266 Ext.		0.00	0.00		0.00	0.00	April is going over the proposal		02/24/2017	Presented Proposal	25,000
Anderson, James O Jr	ANDE943	Ahmad Quill	(410) 962-2404 Ext.		0.00	0.00		0.00	0.00					28,000
Banners By Thomas	BANN903	Aisha Rayside	(856) 779-7575 Ext.		0.00	0.00		0.00	0.00	Close next week	12/06/2016	04/15/2017	Presented Proposal	2,100
Be Mac Transport Company Inc	BEM670	Aldo Usher	(201) 867-6059 Ext.		0.00	0.00		0.00	0.00	Waiting for install date	01/10/2017	02/25/2017	Proposal Approved	4,900
Burndy Corp	BURN411	Angel Shorter	(705) 884-4207 Ext.		0.00	0.00		0.00	0.00	Sarah instilling 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 Vandermoot	(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

Utilities

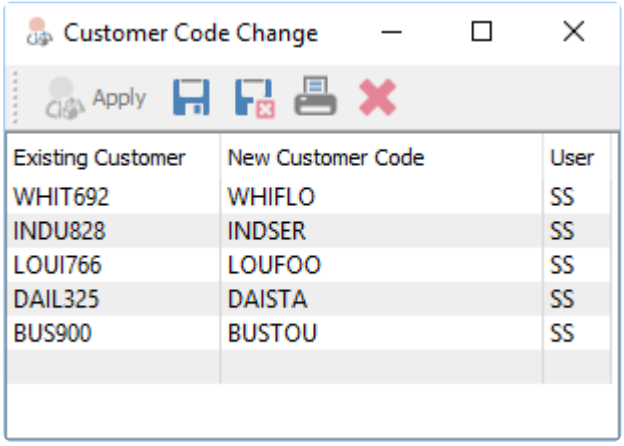
The following section will provide you with an overview of the utilities included in Spire which will include the following topics.

- Inventory Adjustments
- Customer Code Change
- Inventory Code Change
- Vendor Code Change

Customer Code Change

Customer code change allows the user to change the customers code and once applied it changes the code in all of the tables where that customer was previously posted. Once applied it will be as if that customers code always had the new code. No history of the old code is kept.

This utility is accessed from the top menu under Customers/Customer Code Change and requires the User setting Customer/Change Customer Code.



Existing Customer	New Customer Code	User
WHIT692	WHIFLO	SS
INDU828	INDSER	SS
LOUI766	LOUFOO	SS
DAIL325	DAISTA	SS
BUS900	BUSTOU	SS

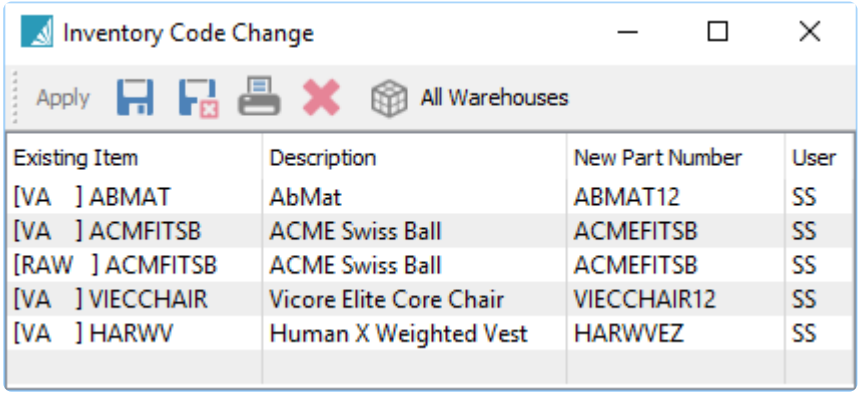
Apply – Posts the record and history changes
Save – Saves the selected list
Save Close – Saves the list for later posting
Print – Prints report for list
Delete – Deletes the selected line

NOTE:- That posting the changes requires exclusive use of Spire, however adding to the list does not.

Inventory Code Change

Inventory code change allows the user to change inventory codes and once applied it changes the code in all of the tables where that the item was previously posted to. Once applied it will be as if that inventory code always had the new code. No history of the old code is kept.

This utility is accessed from the top menu under Inventory/Inventory Code Change and requires user setting Inventory/Change Inventory Code.

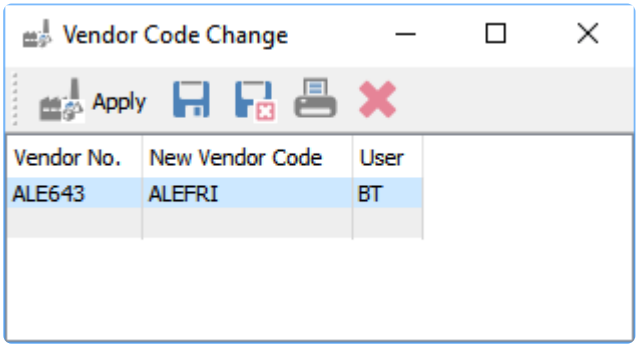


Apply – Posts the record and history changes
Save – Saves the selected list
Save Close – Saves the list for later posting
Print – Prints report for list
Delete – Deletes the selected line
All Warehouses – Once an item is added to the list, highlight it and select ‘All Warehouses’ and each of the other warehouses with this code will get added to the list.

Vendor Code Change

Vendor code change allows the user to change the vendor's code and once applied it changes the code in all of the tables where that vendor was previously posted. Once applied it will be as if that vendors code always had the new code. No history of the old code is kept.

This utility is accessed from the top menu under Vendors/Vendor Code Change and requires the User setting Vendors/Vendor Customer Code.



Apply – Posts the record and history changes
Save – Saves the selected list
Save Close – Saves the list for later posting
Print – Prints report for list
Delete – Deletes the selected line

NOTE:- That posting the changes requires exclusive use of Spire, however adding to the list does not.

Optional Add-ons

The following section will provide you with an overview of the available Add-on modules for Spire.

This includes the following Add-Ons currently available for Spire:

- Production Manager
- Service Manager
- Canadian Payroll
- User Defined Fields

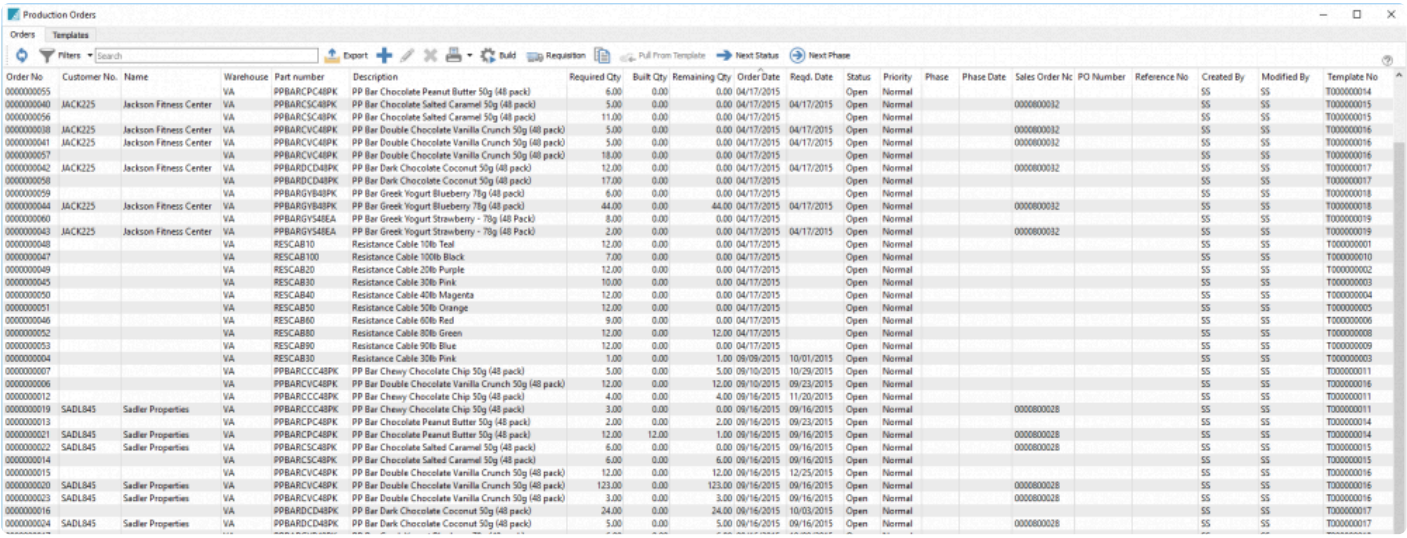
Production Manager

Production Manager add-on lets you control inventory with pinpoint accuracy, reduce unplanned expenses and improve cash flow. Efficiently plan production from beginning to end and track progress with real-time information on raw materials, costs and production status.

Features:

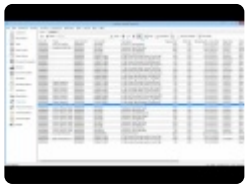
- Commit raw materials before production begins
- Link production order to sales orders
- Customize production builds on the fly
- Create subassemblies for a single product
- Track work in progress (WIP)
- Manage production phases with one click
- Automatically generate requisitions from inventory shortages and create purchase orders
- Reorder reports based on committed items and date requirements
- Print production schedule
- Print production orders
- Automatically create production orders from shortages
- Automatically create production orders from sales orders

Production Order list



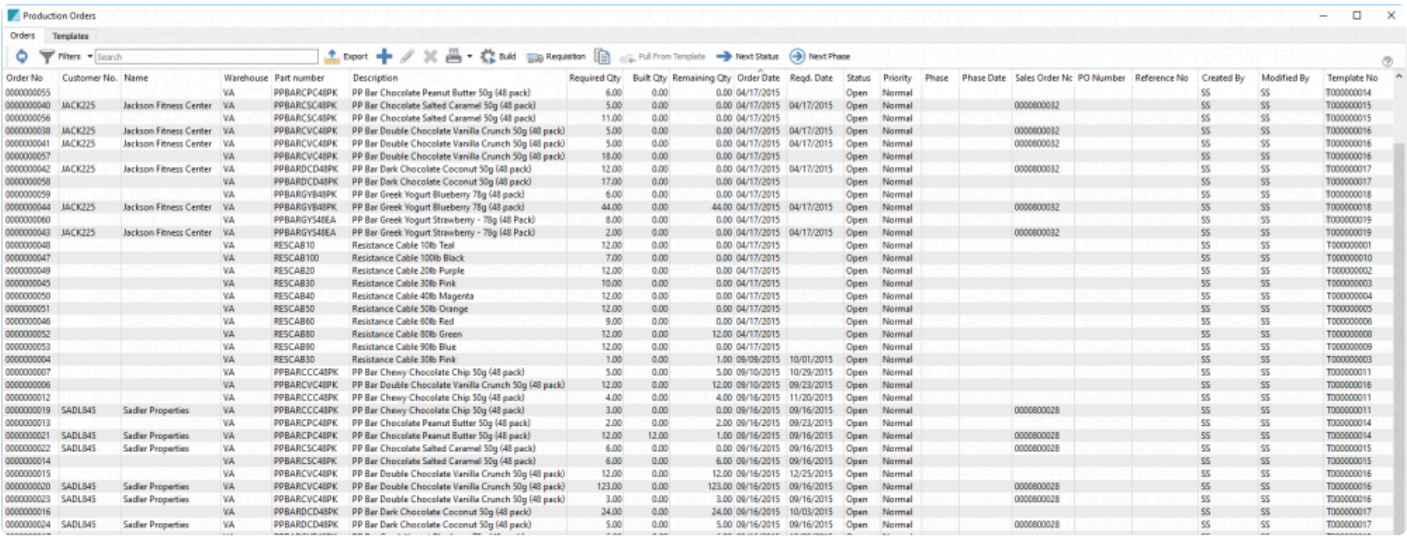
Order No	Customer No.	Name	Warehouse	Part number	Description	Required Qty	Built Qty	Remaining Qty	Order Date	Reqd. Date	Status	Priority	Phase	Phase Date	Sales Order No	PO Number	Reference No	Created By	Modified By	Template No
0000000055			VA	PPBARCPC48PK	PP Bar Chocolate Peanut Butter 50g (48 pack)	6.00	0.00	0.00	04/17/2015		Open	Normal						SS	SS	T000000014
0000000040	JACK225	Jackson Fitness Center	VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	5.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal			0000800032			SS	SS	T000000015
0000000056			VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	11.00	0.00	0.00	04/17/2015		Open	Normal						SS	SS	T000000015
0000000038	JACK225	Jackson Fitness Center	VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	5.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal			0000800032			SS	SS	T000000016
0000000041	JACK225	Jackson Fitness Center	VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	5.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal			0000800032			SS	SS	T000000016
0000000057			VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	18.00	0.00	0.00	04/17/2015		Open	Normal						SS	SS	T000000016
0000000042	JACK225	Jackson Fitness Center	VA	PPBARDCD48PK	PP Bar Dark Chocolate Coconut 50g (48 pack)	12.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal			0000800032			SS	SS	T000000017
0000000058			VA	PPBARDCD48PK	PP Bar Dark Chocolate Coconut 50g (48 pack)	17.00	0.00	0.00	04/17/2015		Open	Normal						SS	SS	T000000017
0000000059			VA	PPBARGYB48PK	PP Bar Greek Yogurt Blueberry 78g (48 pack)	6.00	0.00	0.00	04/17/2015		Open	Normal						SS	SS	T000000018
0000000044	JACK225	Jackson Fitness Center	VA	PPBARGYB48PK	PP Bar Greek Yogurt Blueberry 78g (48 pack)	44.00	0.00	44.00	04/17/2015	04/17/2015	Open	Normal			0000800032			SS	SS	T000000018
0000000060			VA	PPBARGYS48EA	PP Bar Greek Yogurt Strawberry - 78g (48 Pack)	8.00	0.00	0.00	04/17/2015		Open	Normal						SS	SS	T000000019
0000000043	JACK225	Jackson Fitness Center	VA	PPBARGYS48EA	PP Bar Greek Yogurt Strawberry - 78g (48 Pack)	2.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal			0000800032			SS	SS	T000000019
0000000048			VA	RESCAB10	Resistance Cable 10lb Teal	12.00	0.00	0.00	04/17/2015		Open	Normal						SS	SS	T000000001
0000000047			VA	RESCAB100	Resistance Cable 100lb Black	7.00	0.00	0.00	04/17/2015		Open	Normal						SS	SS	T000000010
0000000049			VA	RESCAB20	Resistance Cable 20lb Purple	12.00	0.00	0.00	04/17/2015		Open	Normal						SS	SS	T000000002
0000000045			VA	RESCAB30	Resistance Cable 30lb Pink	10.00	0.00	0.00	04/17/2015		Open	Normal						SS	SS	T000000003
0000000050			VA	RESCAB40	Resistance Cable 40lb Magenta	12.00	0.00	0.00	04/17/2015		Open	Normal						SS	SS	T000000004
0000000051			VA	RESCAB50	Resistance Cable 50lb Orange	12.00	0.00	0.00	04/17/2015		Open	Normal						SS	SS	T000000005
0000000046			VA	RESCAB60	Resistance Cable 60lb Red	9.00	0.00	0.00	04/17/2015		Open	Normal						SS	SS	T000000006
0000000052			VA	RESCAB80	Resistance Cable 80lb Green	12.00	0.00	12.00	04/17/2015		Open	Normal						SS	SS	T000000008
0000000053			VA	RESCAB90	Resistance Cable 90lb Blue	12.00	0.00	0.00	04/17/2015		Open	Normal						SS	SS	T000000009
0000000004			VA	RESCAB30	Resistance Cable 30lb Pink	1.00	0.00	1.00	09/09/2015	10/01/2015	Open	Normal						SS	SS	T000000003
0000000007			VA	PPBARCCC48PK	PP Bar Chewy Chocolate Chip 50g (48 pack)	5.00	0.00	5.00	09/10/2015	10/29/2015	Open	Normal						SS	SS	T000000011
0000000006			VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	12.00	0.00	12.00	09/10/2015	09/23/2015	Open	Normal						SS	SS	T000000016
0000000012			VA	PPBARCCC48PK	PP Bar Chewy Chocolate Chip 50g (48 pack)	4.00	0.00	4.00	09/16/2015	11/20/2015	Open	Normal						SS	SS	T000000011
0000000019	SADL845	Sadler Properties	VA	PPBARCCC48PK	PP Bar Chewy Chocolate Chip 50g (48 pack)	3.00	0.00	0.00	09/16/2015	09/16/2015	Open	Normal			0000800028			SS	SS	T000000011
0000000013			VA	PPBARCPC48PK	PP Bar Chocolate Peanut Butter 50g (48 pack)	2.00	0.00	2.00	09/16/2015	09/23/2015	Open	Normal						SS	SS	T000000014
0000000021	SADL845	Sadler Properties	VA	PPBARCPC48PK	PP Bar Chocolate Peanut Butter 50g (48 pack)	12.00	12.00	1.00	09/16/2015	09/16/2015	Open	Normal			0000800028			SS	SS	T000000014
0000000022	SADL845	Sadler Properties	VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	6.00	0.00	0.00	09/16/2015	09/16/2015	Open	Normal			0000800028			SS	SS	T000000015
0000000014			VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	6.00	0.00	6.00	09/16/2015	09/16/2015	Open	Normal						SS	SS	T000000015
0000000015			VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	12.00	0.00	12.00	09/16/2015	12/25/2015	Open	Normal						SS	SS	T000000016
0000000020	SADL845	Sadler Properties	VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	123.00	0.00	123.00	09/16/2015	09/16/2015	Open	Normal			0000800028			SS	SS	T000000016
0000000023	SADL845	Sadler Properties	VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	3.00	0.00	3.00	09/16/2015	09/16/2015	Open	Normal			0000800028			SS	SS	T000000016
0000000016			VA	PPBARDCD48PK	PP Bar Dark Chocolate Coconut 50g (48 pack)	24.00	0.00	24.00	09/16/2015	10/03/2015	Open	Normal						SS	SS	T000000017
0000000024	SADL845	Sadler Properties	VA	PPBARDCD48PK	PP Bar Dark Chocolate Coconut 50g (48 pack)	5.00	0.00	5.00	09/16/2015	09/16/2015	Open	Normal			0000800028			SS	SS	T000000017

Video Instruction of Production Manager



Order List

Production Order list



Order No	Customer No.	Name	Warehouse	Part number	Description	Required Qty	Built Qty	Remaining Qty	Order Date	Reqd. Date	Status	Priority	Phase	Phase Date	Sales Order No	PO Number	Reference No	Created By	Modified By	Template No
0000000055			VA	PPBARCPC48PK	PP Bar Chocolate Peanut Butter 50g (48 pack)	6.00	0.00	0.00	04/17/2015		Open	Normal						SS	SS	T000000014
0000000040	JACK225	Jackson Fitness Center	VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	5.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal			0000800032			SS	SS	T000000015
0000000056			VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	11.00	0.00	0.00	04/17/2015		Open	Normal						SS	SS	T000000015
0000000038	JACK225	Jackson Fitness Center	VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	5.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal			0000800032			SS	SS	T000000016
0000000041	JACK225	Jackson Fitness Center	VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	5.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal			0000800032			SS	SS	T000000016
0000000057			VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	18.00	0.00	0.00	04/17/2015		Open	Normal						SS	SS	T000000016
0000000042	JACK225	Jackson Fitness Center	VA	PPBARDCD48PK	PP Bar Dark Chocolate Coconut 50g (48 pack)	12.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal			0000800032			SS	SS	T000000017
0000000058			VA	PPBARDCD48PK	PP Bar Dark Chocolate Coconut 50g (48 pack)	17.00	0.00	0.00	04/17/2015		Open	Normal						SS	SS	T000000017
0000000059			VA	PPBARGYB48PK	PP Bar Greek Yogurt Blueberry 78g (48 pack)	6.00	0.00	0.00	04/17/2015		Open	Normal						SS	SS	T000000018
0000000044	JACK225	Jackson Fitness Center	VA	PPBARGYB48PK	PP Bar Greek Yogurt Blueberry 78g (48 pack)	44.00	0.00	44.00	04/17/2015	04/17/2015	Open	Normal			0000800032			SS	SS	T000000018
0000000060			VA	PPBARGYS48EA	PP Bar Greek Yogurt Strawberry - 78g (48 Pack)	8.00	0.00	0.00	04/17/2015		Open	Normal						SS	SS	T000000019
0000000043	JACK225	Jackson Fitness Center	VA	PPBARGYS48EA	PP Bar Greek Yogurt Strawberry - 78g (48 Pack)	2.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal			0000800032			SS	SS	T000000019
0000000048			VA	RESCAB10	Resistance Cable 10lb Teal	12.00	0.00	0.00	04/17/2015		Open	Normal						SS	SS	T000000001
0000000047			VA	RESCAB100	Resistance Cable 100lb Black	7.00	0.00	0.00	04/17/2015		Open	Normal						SS	SS	T000000010
0000000049			VA	RESCAB20	Resistance Cable 20lb Purple	12.00	0.00	0.00	04/17/2015		Open	Normal						SS	SS	T000000002
0000000045			VA	RESCAB30	Resistance Cable 30lb Pink	10.00	0.00	0.00	04/17/2015		Open	Normal						SS	SS	T000000003
0000000050			VA	RESCAB40	Resistance Cable 40lb Magenta	12.00	0.00	0.00	04/17/2015		Open	Normal						SS	SS	T000000004
0000000051			VA	RESCAB50	Resistance Cable 50lb Orange	12.00	0.00	0.00	04/17/2015		Open	Normal						SS	SS	T000000005
0000000046			VA	RESCAB60	Resistance Cable 60lb Red	9.00	0.00	0.00	04/17/2015		Open	Normal						SS	SS	T000000006
0000000052			VA	RESCAB80	Resistance Cable 80lb Green	12.00	0.00	12.00	04/17/2015		Open	Normal						SS	SS	T000000008
0000000053			VA	RESCAB90	Resistance Cable 90lb Blue	12.00	0.00	0.00	04/17/2015		Open	Normal						SS	SS	T000000009
0000000004			VA	RESCAB30	Resistance Cable 30lb Pink	1.00	0.00	1.00	09/08/2015	10/01/2015	Open	Normal						SS	SS	T000000003
0000000007			VA	PPBARCCC48PK	PP Bar Chewy Chocolate Chip 50g (48 pack)	5.00	0.00	5.00	09/10/2015	10/29/2015	Open	Normal						SS	SS	T000000011
0000000006			VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	12.00	0.00	12.00	09/10/2015	09/23/2015	Open	Normal						SS	SS	T000000016
0000000012			VA	PPBARCCC48PK	PP Bar Chewy Chocolate Chip 50g (48 pack)	4.00	0.00	4.00	09/16/2015	11/20/2015	Open	Normal						SS	SS	T000000011
0000000019	SADL845	Sadler Properties	VA	PPBARCCC48PK	PP Bar Chewy Chocolate Chip 50g (48 pack)	3.00	0.00	0.00	09/16/2015	09/16/2015	Open	Normal			0000800028			SS	SS	T000000011
0000000013			VA	PPBARCPC48PK	PP Bar Chocolate Peanut Butter 50g (48 pack)	2.00	0.00	2.00	09/16/2015	09/23/2015	Open	Normal						SS	SS	T000000014
0000000021	SADL845	Sadler Properties	VA	PPBARCPC48PK	PP Bar Chocolate Peanut Butter 50g (48 pack)	12.00	12.00	1.00	09/16/2015	09/16/2015	Open	Normal			0000800028			SS	SS	T000000014
0000000022	SADL845	Sadler Properties	VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	6.00	0.00	0.00	09/16/2015	09/16/2015	Open	Normal			0000800028			SS	SS	T000000015
0000000014			VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	6.00	0.00	6.00	09/16/2015	09/16/2015	Open	Normal						SS	SS	T000000015
0000000015			VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	12.00	0.00	12.00	09/16/2015	12/25/2015	Open	Normal						SS	SS	T000000016
0000000020	SADL845	Sadler Properties	VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	123.00	0.00	123.00	09/16/2015	09/16/2015	Open	Normal			0000800028			SS	SS	T000000016
0000000023	SADL845	Sadler Properties	VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	3.00	0.00	3.00	09/16/2015	09/16/2015	Open	Normal			0000800028			SS	SS	T000000016
0000000016			VA	PPBARDCD48PK	PP Bar Dark Chocolate Coconut 50g (48 pack)	24.00	0.00	24.00	09/16/2015	10/03/2015	Open	Normal						SS	SS	T000000017
0000000024	SADL845	Sadler Properties	VA	PPBARDCD48PK	PP Bar Dark Chocolate Coconut 50g (48 pack)	5.00	0.00	5.00	09/16/2015	09/16/2015	Open	Normal			0000800028			SS	SS	T000000017

Refresh – Refreshes the list of production orders for changes that others have made.

Filters – Sets filters to see just the production orders required.

Search – Enter the word(s) to find info from the header or details of production orders.

Export – Exports the filtered list to Excel or .csv.

Add – Adds a Production Order

Edit – Edits a Production Order

Delete Deletes selected production order(s).

Print – Prints selected Production Order(s).

Build – Builds selected Production Order(s) to receive the finished product using the total component cost, and relieves the components from inventory.

Requisition – Requisition shortages for selected Production Order(s).

Copy – Copies a Production Order to a new one.

Pull From Templates – Pulls details from the template from which the production order(s) were derived. This is useful to update the production order if the template has been edited.

Next Status – Moves the selected production order to the next status.

Next Phase – Moves the production order to the next phase based on the custom phases setup in production.

Order No – The sequence number assigned to the production order. It gets the next sequence from Company Settings/Sequence numbers.

Customer No – The customer that this production order is for. It can be added manually or it can come from sales orders when a user requisitions a manufactured item.

Name – The name of the customer the production order is for.

Warehouse – The warehouse where the item will be 'Built' into.

Part Number – The part number of the item that will be built.

Description – The description of the item that will be built.

Required Qty. – The quantity that is required to be built. This can be entered manually or can come from the shortage on a sales order when requisitioned.

Built Qty – The quantity that has been built so far on this production order.

Remaining Qty – How many are left to be built on this production order.

Order Date – The date the order was added.

Reqd. Date – The date that is required fore this production order to be completed. This date is either added manually or will come from the required date of a sales order requisition.

Status – The status of the production order.

- **New** – This means the components of this production order are not yet committed in inventory.
- **Pending** – The components are now committed and this usually means that production has not yet

started.
- **In Progress** – The components are committed and the work is now in progress.

Priority – Users can set a priority so that they can sort by this to see the most important ones, or derive a report based on priority.

Phase – What phase the production order is currently in.

Phase Date – The date that this production order was moved into its current phase

Sales Order No. – The sales order number that this production order is from. This can be manually entered or come from sales order requisitions.

PO Number – The customers purchase order number.

Reference No – A reference number that gets manually entered.

Created By – The initials of the user that created this production order.

Modified By – The initials of the user that last modified this production order.

Template No – The template number that this production order was derived from. If this is blank it means that it was created as a custom order from the start. A production order can become a template for later use.

Templates

The Production templates tab is where the components are defined for production orders. They are otherwise known as ‘BOMs’ or ‘Recipes’. When a new production order is created the user can select the template from which to derive the order. The production order can then be customized for a particular need. If a template changes then the user can choose to update the existing open production orders with the changes.

Orders | Templates

Filters | Search | Export | Create From Template

Template No	Default	Customer No.	Name	Warehouse	Part number	Description	Priority	Reference No	Created By	Modified By
T000000011	☑			VA	PPBARCCC48PK	PP Bar Chewy Chocolate Chip 50g (48 pack)	Normal		SS	SS
T000000014	☑			VA	PPBARCPC48PK	PP Bar Chocolate Peanut Butter 50g (48 pack)	Normal		SS	SS
T000000015	☐			VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	Normal		SS	SS
T000000016	☑			VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	Normal		SS	SS
T000000017	☑	JACK225	Jackson Fitness Center	VA	PPBARDCD48PK	PP Bar Dark Chocolate Coconut 50g (48 pack)	Normal		SS	SS
T000000018	☑			VA	PPBARGYB48PK	PP Bar Greek Yogurt Blueberry 78g (48 pack)	Normal		SS	SS
T000000019	☑			VA	PPBARGYS48EA	PP Bar Greek Yogurt Strawberry - 78g (48 Pack)	Normal		SS	SS
T000000020	☑			VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	Normal		SS	SS
T000000001	☑			VA	RESCAB10	Resistance Cable 10lb Teal	Normal		SS	SS
T000000002	☑			VA	RESCAB20	Resistance Cable 20lb Purple	Normal		SS	SS
T000000003	☑			VA	RESCAB30	Resistance Cable 30lb Pink	Normal		SS	SS
T000000004	☑			VA	RESCAB40	Resistance Cable 40lb Magenta	Normal		SS	SS
T000000005	☑			VA	RESCAB50	Resistance Cable 50lb Orange	Normal		SS	SS
T000000006	☑			VA	RESCAB60	Resistance Cable 60lb Red	Normal		SS	SS
T000000007	☑			VA	RESCAB70	Resistance Cable 70lb Yellow	Normal		SS	SS
T000000008	☑			VA	RESCAB80	Resistance Cable 80lb Green	Normal		SS	SS
T000000009	☑			VA	RESCAB90	Resistance Cable 90lb Blue	Normal		SS	SS
T000000010	☑			VA	RESCAB100	Resistance Cable 100lb Black	Normal		SS	SS

Refresh – Refreshes the list of templates for changes that others have made.

Filters – Sets filters to see just the templates required.

Search – Enter word(s) to find info from the header or details of templates.

Export – Exports the filtered list to Excel or .csv.

Add – Adds a template

Edit – Edits a template

Delete Deletes selected template(s).

Print – Prints selected template(s). Reports with ‘Production Template List’ as the Crystal Reports template will be presented for printing.

Copy – Copies the selected template to a new one.

Create From Templates – Pulls details from the template to a new production order.

Template No – The sequence number assigned to the template. It gets the next sequence from Company Settings/Sequence numbers.

Customer No – The customer that this template is usually for.

Name – The name of the customer that this template is usually for.

Warehouse – The warehouse where the item will be ‘Built’ into.

Part Number – The part number of the item that will be built.

Description – The description of the item that will be built.

Priority – User can set a priority so that they can sort by this to see the most important ones, or derive a report based on priority.

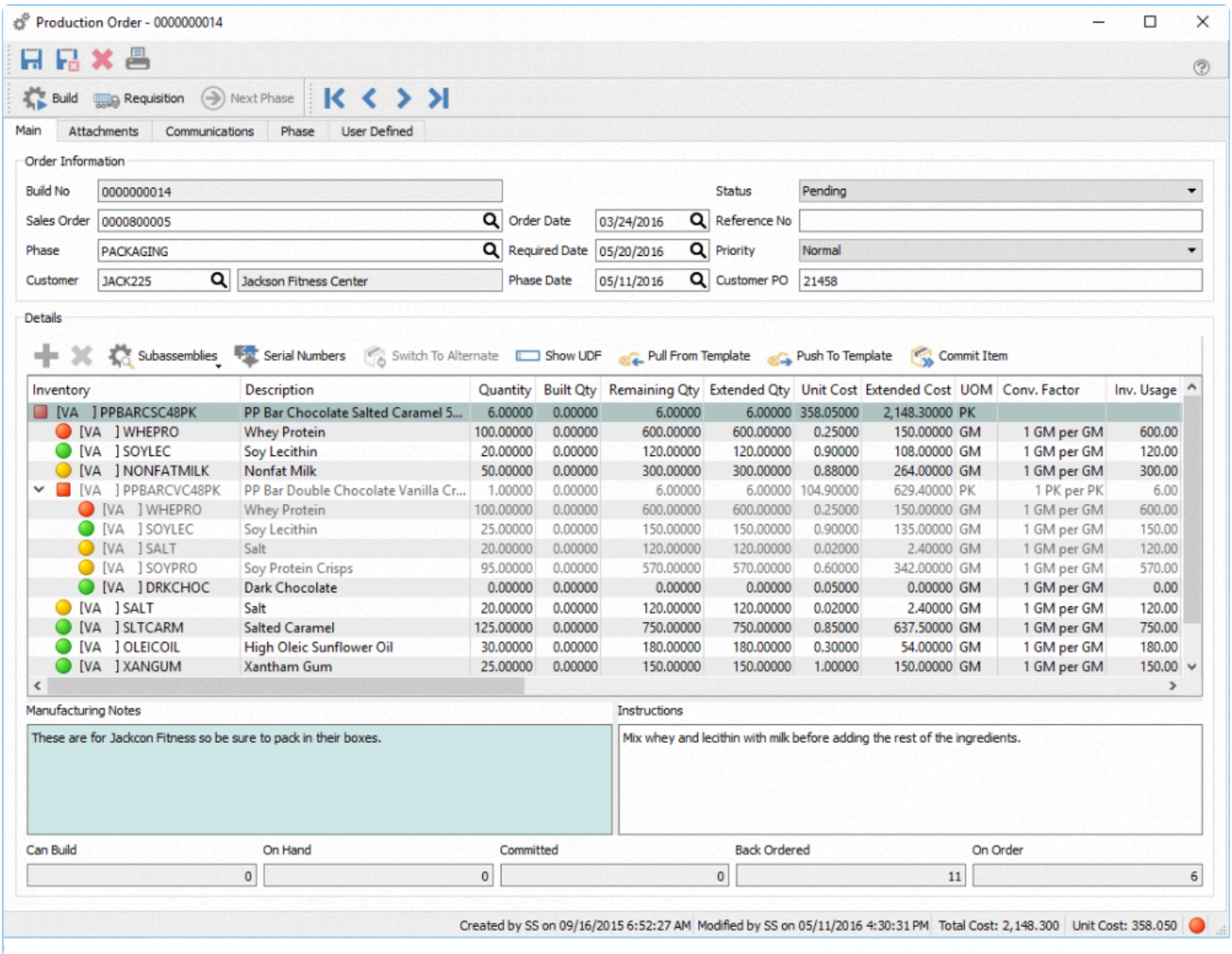
Created By – The initials of the user that created this template.

Modified By – The initials of the user that last modified this template.

Production Order

Production Order

Once a production order has been created it can go through several steps before it gets built and received to inventory. Click on add or edit to open a production order.



Header

Save – Saves the production order.

Save/Close – Saves and closes the production order.

Delete Deletes production order.

Print – Prints Production Order.

Build – Builds Production Order to receive the finished product using the total component cost, and relieves the components from inventory.

Requisition – Requisition shortages for Production Order.

Next Phase – Pushes the production order in the next phase in the sequence.

Navigation – Moves from order to order in the sale order that the list is in.

Attachments – Can add any number of attachments to the production order. Double clicking the attachment will open it with its default viewer.

Communications – Any number of notes can be added.

Phase – What phase the production order is currently in.

User Defined – User defined fields can be added to the production order to track info that Spire does not have by default.

Build No – The number assigned to this production order coming from the next number in the sequence taken from Company Setting/Sequence/Production.

Sales Order – The sales order number that this production order is from. This can be manually entered or come from sales order requisitions.

Phase – What phase the production order is currently in.

Customer – The customer that this production order is for. It can be added manually or it can come from sales orders when a user requisitions a manufactured item.

Order Date – The date the order was added.

Required. Date – The date that is required fore this production order to be completed. This date is either added manually or will come from the required date of a sales order requisition.

Phase Date – The date that this production order was moved into its current phase

Status – The status of the production order.

Reference No – A reference number that gets manually entered.

Priority – Users can set a priority so that they can sort by this to see the most important ones, or derive a report based on priority.

Customer PO – The customers purchase order number.

Detail Menu

Add – Adds a component or sub-assembly line.

Delete Deletes a component or sub-assembly line.

Sub Assemblies – Allows the user to toggle sub-assemblies on or off and to expand all available sub-assemblies.

A sub-assembly is indicated by a square dot on the detail line instead of a round one.

When sub-assemblies have the arrow in front of them and the production order gets built, it will consume the components of the sub-assemblies and NOT a finished sub-assembly.

Serial Numbers – Used to select serial or lot numbers of the components.

Switch to Alternate – If an item is short as indicated by a red or yellow dot, clicking this button on a detail line will switch the item for its alternative as set in inventory edit.

Show UDF – Shows the user defined fields for the details of a production order. Used to track extra info not normally in Spire. (Note- a license for Spire UDF is required)

Pull From Template – Used to pull the components onto the production order from the template indicated on the top assembly item.

Push To Template – Pushes changes on this production order back to the template from which this order

was derived.

Commit Item – Commits the components in inventory for the selected line of the order.

Details

Inventory – The item being built on the top, and the components and sub-assemblies beneath it.

Description – The description of the items.

Quantity – The quantity of the finished item on top and the quantities of components and sub-assemblies that will be consumed beneath it.

Built Qty – The quantity of the top item that have been built so far and quantity of components and sub-assemblies that have been consumed so far.

Remaining Qty – Now many still left to build and consume.

Extended Qty – Extended quantity of components calculated by the total to be built times the quantity of the component.

Unit Cost – The cost of the top item is the sum of the components cost, The component cost comes from the inventory cost.

UOM – The unit of measure being built and consumed.

Conv. Factor The conversion factor for the unit of measure.

Inv. Usage – The inventory usage is calculated by (quantity being built) X (Component quantity) X (UOM conversion factor).

Lead – The lead time from the supplier.

Vendor No – The vendor the component is usually purchased from.

Category – The category for the top and components. This is just used for reporting.

Exp. Yield% – The expected yield for this top item.

Exp. Scrap% – The expected scrap for this component.

Exp. Scrap Qty – The expected scrap quantity for this component.

Act. Scrap Qty – The actual scrap quantity for this component. This is usually edited just before building the production order.

Assemble Qty – The quantity to assemble based on yield.

Assembled Qty – The top item quantity that was built based on yield.

Date – The date the line was committed.

Employee – The employee code can be added manually to indicate who was responsible. (Canada Only)

Employee Name – The employee name selected above.

Requisition Type – If this production order was created from a requisition, it will indicate ‘Inventory’ if it was requisitioned from the inventory list, or Sales Order’ if it came from a sales order’

Requisition No – The purchase order or sales order the requisition came from.

Template – The template from which this order came from. If blank it was created manually as a custom order.

Revision – The revision number of the template.

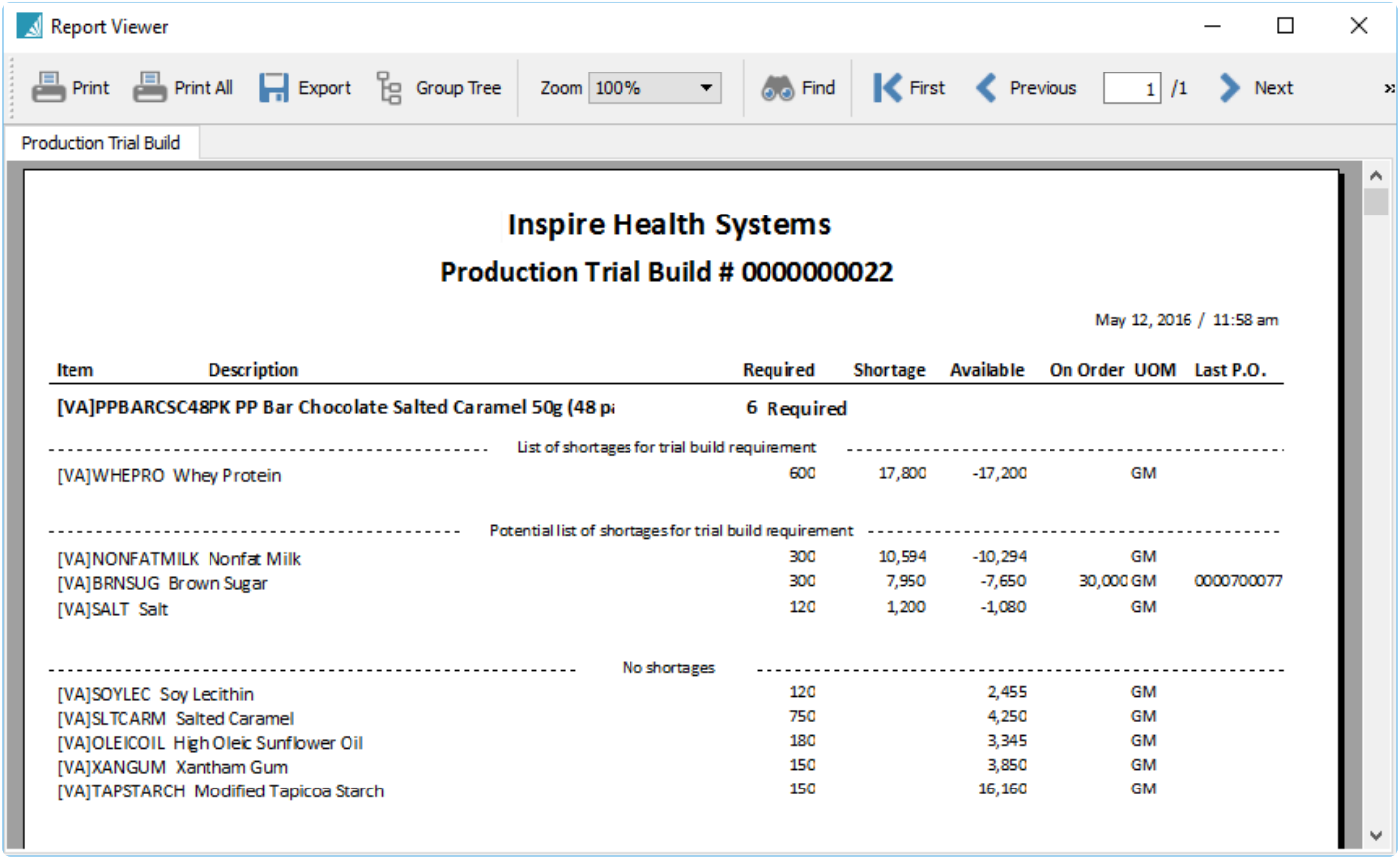
Processing

To meet the requirements od a production order the user can either visually look at the order to see if it can be built by looking at the colored indicators.

Green – on the top item means that all components or sub-assemblies are available to proceed.
Yellow – means that this production order can be built but at least one component is over-committed elsewhere. Once built other orders may now be short.
Red – tells the user that one or more components are not available. In company settings/Inventory if “Prohibit overshipping” is checked, then the user cannot build.

> It is not recommended that the company allows over shipping of inventory as the cost that will be used in production will not be accurate. When a PO is received for an item that was negative and the cost was different, the difference will be posted to the cost of goods account for that item.

To get a printed version of shortages, click on the print icon and select “Production Trial Build” report.



Report Viewer

Print | Print All | Export | Group Tree | Zoom 100% | Find | First | Previous | 1 /1 | Next

Production Trial Build

Inspire Health Systems

Production Trial Build # 0000000022

May 12, 2016 / 11:58 am

Item	Description	Required	Shortage	Available	On Order	UOM	Last P.O.
[VA]PPBARCSC48PK	**PP Bar Chocolate Salted Caramel 50g (48 pa**	**6 Required**					
	List of shortages for trial build requirement						
[VA]WHEPRO	Whey Protein	600	17,800	-17,200		GM	
	Potential list of shortages for trial build requirement						
[VA]NONFATMILK	Nonfat Milk	300	10,594	-10,294		GM	
[VA]BRNSUG	Brown Sugar	300	7,950	-7,650	30,000	GM	0000700077
[VA]SALT	Salt	120	1,200	-1,080		GM	
	No shortages						
[VA]SOYLEC	Soy Lecithin	120		2,455		GM	
[VA]SLTCARM	Salted Caramel	750		4,250		GM	
[VA]OLEICOIL	High Oleic Sunflower Oil	180		3,345		GM	
[VA]XANGUM	Xantham Gum	150		3,850		GM	
[VA]TAPSTARCH	Modified Tapicoa Starch	150		16,160		GM	

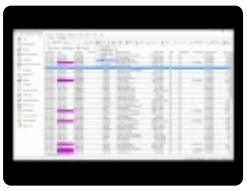
Once a production order has been scheduled the company would normally print a ‘Production Order’ also know as a traveler.

Service Manager

The Service Manager add-on will help improve customer satisfaction and increase the efficiency of your service business. This add-on gives you quick access to all service records, making it easy to track the history of each piece of equipment.

Features:

- Track equipment by customer
- View/print equipment service history
- Set follow-up dates
- Flexible sorting of parts and labour information
- Create purchase orders from service orders
- Link purchase orders to service orders
- Multiple word search of all records
- Automatic shop supplies

Video Instruction – 

FAQs

Customer Specific Part Numbers

Video Instruction – How to use ‘Price Matrix’ to set customer specific part numbers.

Why is Enter Different than Tab

In Spire we use the tab and enter together to speed up the data entry process. The tab key moves the user from field to field and the enter key takes them to the next line.

This is especially helpful in sales entry when adding items and using all defaults or maybe a few changes.

The user would enter the part number and then if they accept the quantity of 1 and the regular price, just hit enter for the next line. If the quantity and price are often edited, move those 2 fields next to the part number and the user would just have to enter the part number then tab and change quantity, then tab and change price and then enter to get to the next line.

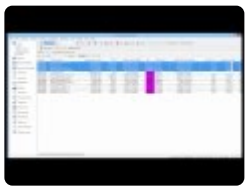
Video Instruction – Tab and enter in Spire

ODBC Setup

Video Instruction – How to setup a Spire ODBC connection.

Standing Orders

Video Instruction – How to create standing orders with an invoice repeat cycle.



Shortcut F Keys

- **F1** – Launches the manual with context sensitive help
- **F2** – Cancels a sales order
- **F5** – In sales and POS brings up the invoice and payment screen
- **F6** – Exits the sales order
- **F7** – In a sales order it brings up the sales history for the customer on the order.
- **F9** – Lookup with or without searches.
- **F12** – Logs the user out of the company and allows them to re -log into the same or different company.
- **F10** – Allows the user to switch Division, warehouse or location

Video Instruction – Use FKey hot keys as shortcuts in Spire

Importing New Prices

Video Instruction – Updating Sell prices using export to Excel and Import back.

Cumulative Quantity Breaks

Email Templates

How to use email templates to speed up emailing in Spire.

Contract Cost

Video Instruction – Shows how to set a contract cost for a customer.

Using price matrix to assign a contract cost to an item for a customer. A special sell price can also be set.

See this link for full explanation. “

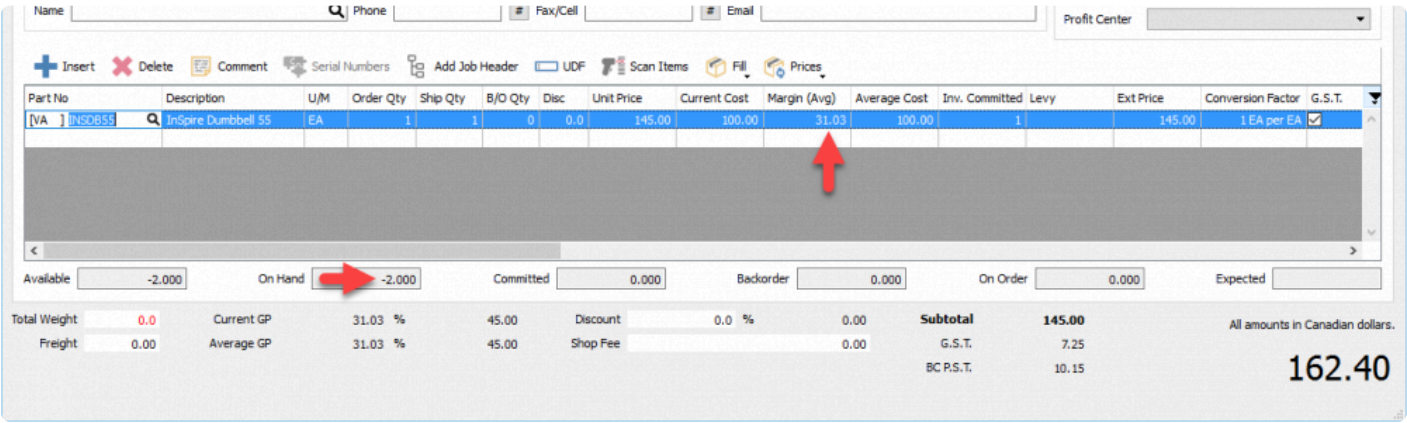
Receiving Negative Inventory

When inventory is allowed to be sold or consumed so that the on-hand quantity is below zero it means that the item is potentially sold to the customer at the the wrong cost.

Let's look at this example.

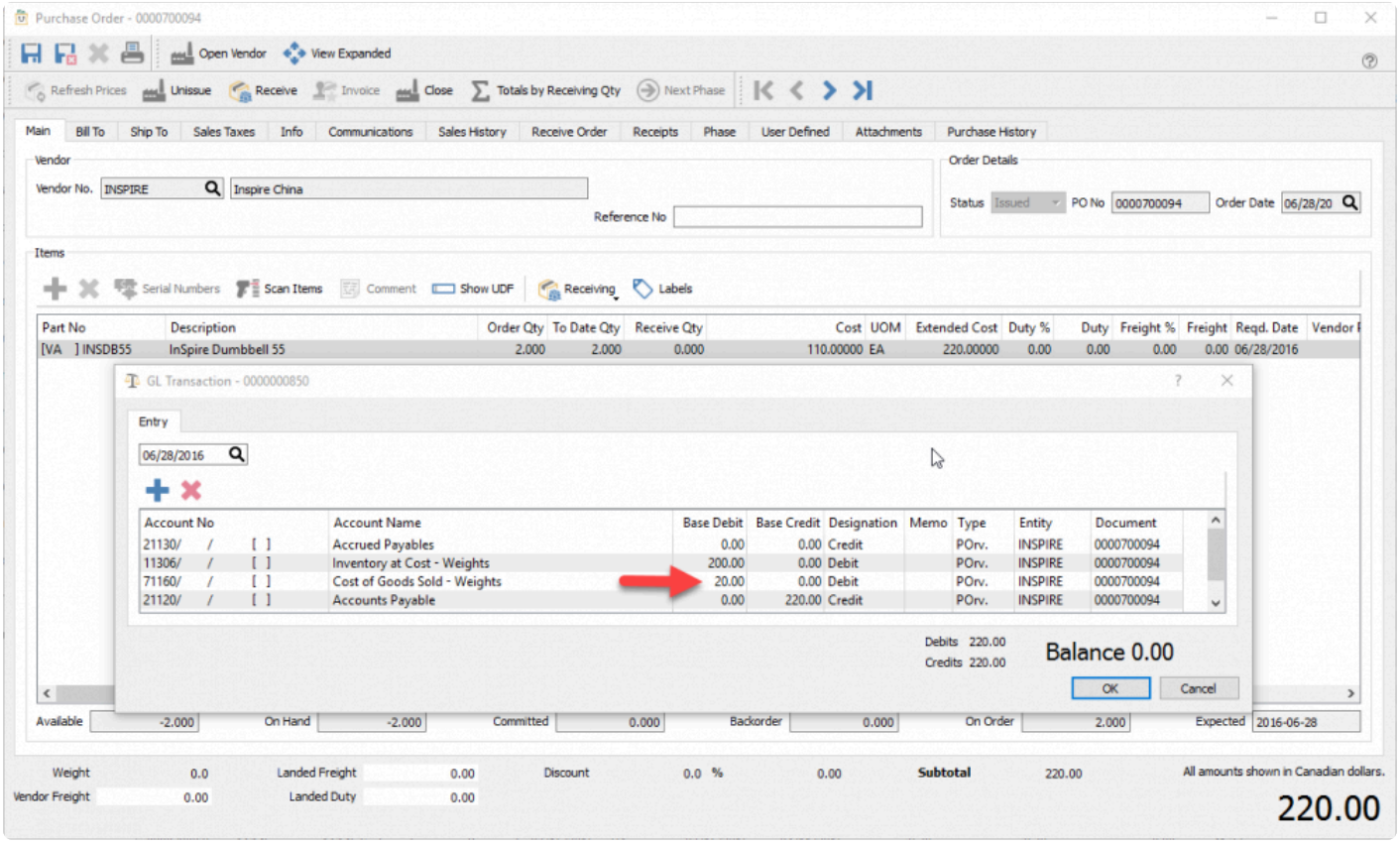
Item INSDB55
Average Cost $100
On-Hand negative 2
Sell $145
Margin 31.03%
Replacement cost $110.

We see on this sales order that the cost is $100, the margin is 31.03% and the on-hand is -2.



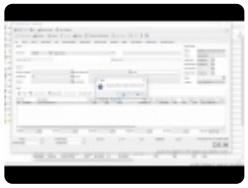
If we would have had received the quantity into stock previous to selling it the cost would have been $12 instead of $10. This means that the sale was posted to the customer and to the GL at the wrong cost.

The sales history cannot be changed, however to maintain correct GL costing and to keep the GL balanced to the inventory Spire does correct the costing when the items are received.



Notice that the $20 difference was posted to cost of goods like it would have if the item was received before invoicing it to the customer and therefore pushing it to negative on-hand..In the end, the correct amount of $120 was posted to cost of goods.

Video Instruction – Receiving negative on-hand items.

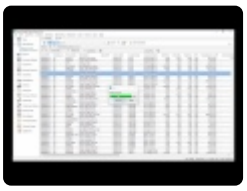


Tips & Tricks

Excel Pivot Tables

By utilizing Spire's filters and exports, users can export data to Excel and then create a separate spreadsheet with pivot tables to analyze the data many different ways. Then each period just re-export the data and simply refresh the Pivot Tables.

By creating several exports, users create themselves a "Dashboard" with only the data that they are interested in.

See this video on how to accomplish this.

Video Instruction –