



Spire User Manual

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Spire Systems Inc

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Introduction

Welcome to Spire

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

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

Profitability

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

Customer Demand

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

Efficiency

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

Help Resources

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

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

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

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What's New In Spire

Version 3.3

New Features

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



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

- Allow serialized Inventory to be Shipped on a Sales Order without assigning Serial Numbers [See this video](#)
- Add ability to drill down to Purchase Order or Production Order from Sales Order target field when Requisitions have been used [See this video](#)
- Add ability to drill down to Sales Orders from a Purchase Order or Production Order source field when Requisitions have been used. [See video above](#)
- Add Movement tab to Inventory List
- Add ability to create a Purchase Order for selected items on the Inventory List [See this video](#)
- Add ability to Select All/Select None on column right click menu [See this video](#)
- Add freight component to Inventory Transfer [See this video](#)
- Add ability to remember when user has done a cost override in Sales Order Current Cost and Standard Cost
- Add User permission settings to create different Order types [See this video](#)
- Add User permission settings for Edit Sales Order Current Cost and Standard Cost
- Add ability to see other users' calendars if permission has been enabled in Edit User, General, View All Calendars [See this video](#)
- Add ability to set Header and Footer messages for reports in Company Settings, Reports, Messages [See this video](#)

- Replace Report PDF viewer with one that supports Search
- Add ability to add more lines to the bottom of a Sales Order Job group [See this video](#)
- Allow the insertion of an item into an expanded Sales Order Kit or Accessory group [See this video](#)
- Make Data Dictionary available at <https://localhost:10880/doc/database/> on the Spire Server, also accessible from Spire Desktop, Help, Spire Server Documentation, Database Documentation

Version 3.2

Quick Purchase Order

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

Improve UDF user interface

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

Add UDFs to API

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

Void selected payments in AP batch

Posted AP batches can now have selected checks voided

The screenshot shows the 'AP Batch - 13 (Inspire Health Systems)' window. The interface includes a toolbar with icons for 'Load Payables', 'Select All Due', 'Discounts', 'Post', 'Void Payment', 'Open Vendor', 'View Transaction', and 'View Source'. Below the toolbar are input fields for 'Due By', 'Currency', 'Payment Terms', and 'Note'. On the right, there are fields for 'Status' (set to 'Closed'), 'Payment Method' (set to 'Cheque'), 'Payment Account' (set to '11120/ /'), 'Payment Start No' (set to '24791'), and 'Batch Date' (set to '04/24/2019').

The main table displays a list of transactions with columns: 'Pay', 'Take Discount', 'Discount', 'Discount %', 'Pay Amount', 'Balance', 'Type', 'Vendor Name', 'Print Cheque', 'Date', 'Due Date', 'Terms Desc.', 'Transaction No', 'Purchase No', 'Reference No', 'ID', 'Payment Transaction No', 'Payment Reference No', and 'Void Transaction No'. A red box highlights the 'Void Transaction No' column, which contains values like '000001314', '000001313', and '000001314'.

At the bottom right, the total amount is displayed as '128,889.64' with the note 'Amounts in base currency'. The footer indicates 'Created by AR on 04/24/2019 7:11:51 AM Modified by AR on 04/24/2019 7:17:45 AM'.

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.

Match if All of the following criteria are true

+ X Last Sale Date is before 04/01/2016

Warehouse	Part number	Description	Vendor No.	Available	Buy U/M	Stock U/M	Sell 01	Current Cost	Average Cost	Last Sale Date	Last Receipt Date
VA	ABMAT	AbMat	ROGCAN	0.00	EA	EA	38.00	19.55	19.55	07/07/2015	04/10/2018
VA	ACMFITJR	ACME Jump Rope	ACME	-1.00	EA	EA	15.00	10.05	10.05	09/11/2015	04/11/2018
VA	CLCBST12548K	Chin Up Bar 1.25" x 48" Straight Bar	NOLIFI	0.00	EA	EA	38.00	19.00	19.00	03/30/2015	04/10/2018
VA	INSCW300	Inspire Coconut Water (300ml)	INSPIRE	242.00	EA	EA	2.50	1.50825	1.42595	09/11/2015	04/09/2018
VA	INSD850	Inspire Dumbbell 50	INSPIRE	53.00	EA	EA	118.00	64.90	64.90	03/30/2015	02/01/2014
VA	INSWP10	Inspire Weight Plate 10	INSPIRE	46.00	EA	EA	18.00	10.78534	10.07024	08/22/2015	04/09/2018
VA	INSWP20	Inspire Weight Plate 20	INSPIRE	73.00	EA	EA	30.00	18.28106	17.04792	09/11/2015	04/09/2018
VA	INTRS400	Intek RS-400 Rowing Machine	INTEK	125.00	EA	EA	1,520.00	896.80	896.80	04/16/2015	09/17/2015
VA	INTTP500	Intek PT-500 Vibration Plate	INTEK	79.00	EA	EA	800.00	472.00	472.00	08/22/2015	09/17/2015
VA	MS-RS900	Moet Systems RS-900 Treadmill	MOESYS	93.00	EA	EA	1,575.00	1,071.00	1,071.00	09/11/2015	02/16/2015
VA	NATPUBA	National Pushup Bars	NATPRO	50.00	EA	EA	45.00	33.75	33.75	04/16/2015	03/14/2015
VA	SMSC5	Stairmaster Stairclimber SC5	FIDEBU	0.00	EA	EA	3,488.00	1,744.00	1,744.00	02/26/2015	09/16/2015
VA	TRICABPR	Handle for Triple Cable (pair)	FIDEBU	86.00	EA	EA	3.846	2.50	2.50	07/07/2015	09/16/2015
VA	WALEQBELHAR	Walcom Belt harness	WALEQU	58.00	EA	EA	25.00	18.6025	17.92431	07/02/2015	09/06/2016
VA	WARPKG	Warrior CrossFit Package	ROGCAN	0.00	EA	EA	3,564.30	1,782.15	1,782.15	03/30/2015	09/17/2015
VA	WODGYM	Wooden Gymnastic Ring 1.25" 32 mm Single	FIDEBU	0.00	EA	EA	18.99	9.00	9.00	02/13/2015	09/16/2015

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.

Accounts Payable - Crissell Cohee & Co [Inspire Health Systems]

Accounts Payable - Ocean State Rental Corp [Inspire Wholesale]

Transaction No	Date	Debit	Credit	Applied	Balance	Terms Code	Terms Desc.	Purchase No	Reference No	Type
0000001028	12/20/2016	0.00	273.42		273.42					Invoi

Total Balance 273.42
Remaining 273.42
Total Amount 0.00

Speed increase to inventory count

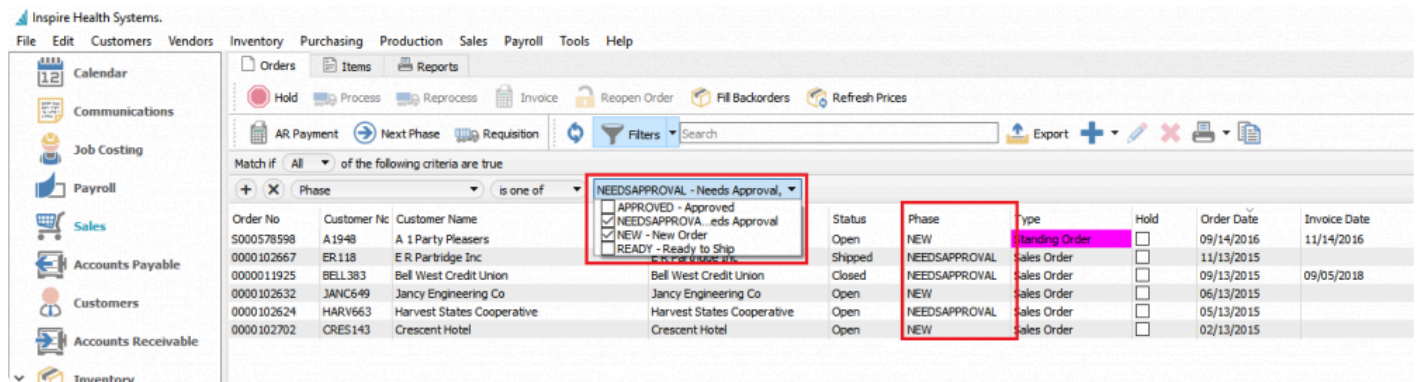
Counting a large amount of inventory is faster

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

<div><div><div><div><div></div><div></div><div></div></div><div><div></div><div></div><div></div></div><div><div></div><div></div><div></div></div></div><div><div>Comment</div><div>Serial Numbers</div><div>Add Job Header</div><div>Toggle Kit Components</div><div>UDF</div><div>Scan Items</div><div>Fill</div><div>Prices</div><div>Labels</div><div>Show Stock</div><div>Open Inventory</div></div></div></div>																
Part No	Order Qty	Ship Qty	B/O Qty	Description	#	Retail Price	Discount %	Unit Price	Current Cost	Average Cost	Age Margin %	UOM	Inversion Factor	G.S.T.		
VA /NSDB50	1.00	1.00	0.00	InSpire Dumbbell 50	1	118.00	0.00	118.00	64.90	64.90	45.00	EA	1 EA per EA	<input checked="" type="checkbox"/>		
VA /NSKB10	5.00	5.00	0.00	InSpire Kettlebell 10	2	25.00	0.00	25.00	13.75	13.75	45.00	EA	1 EA per EA	<input checked="" type="checkbox"/>		
VA /NSWP50	1.00	1.00	0.00	InSpire Weight Plate 50	3	66.00	0.00	66.00	38.841	36.48593	44.72	EA	1 EA per EA	<input checked="" type="checkbox"/>		
VA /NSDB45	7.00	7.00	0.00	InSpire Dumbbell 45	4	106.00	0.00	106.00	62.381	58.56208	44.75	EA	1 EA per EA	<input checked="" type="checkbox"/>		
VA /NSWP25	3.00	3.00	0.00	InSpire Weight Plate 25	5	36.00	0.00	36.00	19.80	19.80	45.00	EA	1 EA per EA	<input checked="" type="checkbox"/>		
VA /NTTP500	1.00	1.00	0.00	Intek PT-500 Vibration Plate	6	800.00	0.00	800.00	472.00	472.00	41.00	EA	1 EA per EA	<input checked="" type="checkbox"/>		
VA /NSWP15	9.00	9.00	0.00	InSpire Weight Plate 15	7	24.00	0.00	24.00	13.20	13.20	45.00	EA	1 EA per EA	<input checked="" type="checkbox"/>		
VA /NSDB20	2.00	2.00	0.00	InSpire Dumbbell 20	8	46.00	0.00	46.00	27.17876	25.44293	44.69	EA	1 EA per EA	<input checked="" type="checkbox"/>		
<div><div>Available</div><div>0</div><div>On Hand</div><div>0</div><div>Committed</div><div>0</div><div>Backorder</div><div>0</div><div>On Order</div><div>0</div><div>Expected</div><div></div></div>																
Total Weight		0.0	Total Average Cost		1,281.16	Gross Margin		985.84	43.49 %	Discount		0.00	0.0 %	Subtotal	2,267.00	Amounts in Canadian dollars <div>2,595.04</div>
Freight		50.00	Total Current Cost		1,313.72	Current Margin		953.28	42.05 %	Shop Fee		0.00	G.S.T.		115.85	
			Total Standard Cost		0.00	Standard Margin		2,267.00	100.0 %			BC P.S.T.		162.19		
Created by SS on 08/26/2014 4:44:59 AM Modified by SS on 05/24/2016 10:33:47 AM																

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.

Sales Order - 0000102601 Penna Psychological Assn [Inspire Health Systems.]

Open Customer Open Currency View Compact Process Reprocess Invoice Next Phase Totals By Ordered Qty Add To Calendar Deposits Requisition

This record cannot be modified because it is in use by AL. **Take Ownership** 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 PENN999 Penna Psychological Assn AR Balance -4,825.24

PO No Reference No Other Orders -321.44

Misc. Salesperson Credit Limit Unlimited

Territory Available Unlimited

Shipping

Ship To Penna Psychological Assn Ship Via FOB Your dock

Contact

Name Phone Fax/Cell Email

Order Details

Open Sales Order

Order No 0000102601

Order Date 07/13/2015

Required Date 07/13/2015

Invoice No

Invoice Date

Repeat None

Phase

Location

Profit Centre No Change

+ X 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	B/O Qty	Description	#	Retail Price	Discount %	Unit Price	UOM	Inversion Factor	G.S.T.	BCI	Partial	Vendc	Lev	Price	Levy	Emplo
VA /NATSQ	5.00	5.00	0.00	Adjustable Squat Stand	1	129.00	0.00	129.00	EA	1 EA per EA	✓	✓		NAT...		645...	0.00	



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.

Inventory - VA /ALMONDS [Inspire Health Systems.]

Warehouse VA Part Number ALMONDS Description Almonds Active Foreground Background

Details Prices and Units UPCs Price Matrix Vendor Prices Purchasing **Production** Sales Statistics User Defined Receipts Serial Numbers Communications Accessory

Orders **Templates** **History**

Filters Search Export

Order No	Warehouse	Part number	Description	Unit Qty	Extended Qty	Committed Qty	Created	Created By	Modified	Modified By
0000000066	VA	ALMONDS	Almonds	150.00	1,500.00	1,500.00	08/31/2016 6:41:46 AM	SS	08/31/2016 6:48:23 AM	SS
0000000012	VA	ALMONDS	Almonds	150.00	150.00	150.00	09/15/2015 11:52:26 PM	SS	09/09/2016 2:26:26 AM	SS
0000000071	VA	ALMONDS	Almonds	150.00	150.00	150.00	09/08/2016 6:12:39 AM	SS	09/08/2016 6:18:00 AM	SS
0000000066	VA	ALMONDS	Almonds	1.00	10.00	10.00	08/31/2016 6:42:52 AM	SS	08/31/2016 6:48:23 AM	SS
0000000012	VA	ALMONDS	Almonds	1.00	1.00	1.00	08/31/2016 6:42:52 AM	SS	09/09/2016 2:26:26 AM	SS
0000000071	VA	ALMONDS	Almonds	1.00	1.00	1.00	09/08/2016 6:12:39 AM	SS	09/08/2016 6:18:00 AM	SS
0000000037	VA	ALMONDS	Almonds	150.00	750.00	0.00	09/17/2015 12:03:18 AM	SS	08/31/2016 6:45:07 AM	SS
0000000037	VA	ALMONDS	Almonds	1.00	5.00	0.00	08/31/2016 6:42:52 AM	SS	08/31/2016 6:45:08 AM	SS
0000000054	VA	ALMONDS	Almonds	150.00	1,350.00	0.00	09/17/2015 1:22:36 AM	SS	08/31/2016 6:45:07 AM	SS
0000000054	VA	ALMONDS	Almonds	1.00	9.00	0.00	08/31/2016 6:42:52 AM	SS	08/31/2016 6:45:07 AM	SS

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.

The screenshot displays the 'Sales Order - 0000800123 Access Answering Service [Inspire Health Systems.]' window. The 'Open Currency' dialog box is open, showing the configuration for USD. The dialog box has tabs for 'Main' and 'Monthly Rates'. The 'Main' tab is active, showing the following fields:

- Code: USD
- Country: United States
- Description: American Dollars
- Exchange Rate: 1.33100
- Format:
 - Unit Name: Dollars
 - Fraction Name: Cents
 - Sign: \$
 - Sign is Prefix: ☒ Sign is Prefix
 - Thousands Separator: ,
 - Decimal Places: 2
 - Decimal Symbol: .
 - Cheque Date Format: MM-DD-YYYY
- Gain/Loss:
 - GL Account: 91400/
 - Gain or Loss on Currency:
- Conversion Defaults:
 - ☒ Convert Selling Prices from Base Currency
 - Unit Price Rounding: 0.001

The background shows the 'Sales Order' form with a table of items and a total amount of 3,211.52. The table has columns for Cost, Average Margin %, UOM, Conversion Factor, and Vendor No. The total amount is displayed as 3,211.52, with a note 'Amounts in American Dollars @ 1.3310'.

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.

Inventory Adjustment [Inspire Health Systems.]

General

Mode: ☒ Adjust Inventory ☐ Warehouse Transfer

Reference No: Date: 04/24/2019 Adjustment No:

Destination: Location: MON - Montreal

Parts

Serial Numbers Scan Items

Inventory	Description	Receive Qty	Cost	UOM	Ext Cost	Avg Cost	Sell 01	GL Account	Location	Pack Size	Transfer %	Reference	Memo
VA /SP500FM	Springfield ...	-1.000	15.000	EA	-15.040	15.03987	25.00	11315		0.00	0.00	Bob	Received Wrong
VA /OME300H+HM	Omega 300...	-2.000	60.000	EA	-121.399	60.69926	89.00	11315		0.00	0.00	35435	Wrong Item Sold

Available: 0 On Hand: 0 Committed: 0 Backorder: 0 On Order: 0

Notes

Total Cost: -136.439

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.

Inventory Purchasing Production Sales Payroll Tools Help

Inventory Reports 2-Click

Labels Adjust Count **Create Sales Order**

Warehouse	Part number	Description
VA	INSCW300	Inspire Coconut Water (300ml)
VA	INSD810	Inspire Dumbbell 10
VA	INSD815	Inspire Dumbbell 15
VA	INSD820	Inspire Dumbbell 20
VA	INSD825	Inspire Dumbbell 25
VA	INSD830	Inspire Dumbbell 30
VA	INSD835	Inspire Dumbbell 35
VA	INSD840	Inspire Dumbbell 40
VA	INSD845	Inspire Dumbbell 45
VA	INSD85	Inspire Dumbbell 5
VA	INSD850	Inspire Dumbbell 50
VA	INSFITFT2	Inspire Fitness Weight Bench for FT2
VA	INSFITLEGEX	Inspire Fitness Leg Ext. Option for FT2
VA	INSKB10	Inspire Kettlebell 10
VA	INSKB15	Inspire Kettlebell 15
VA	INSKB20	Inspire Kettlebell 20
VA	INSKB25	Inspire Kettlebell 25
VA	INSKB30	Inspire Kettlebell 30
VA	INSKB35	Inspire Kettlebell 35
VA	INSKB40	Inspire Kettlebell 40
VA	INSKB5	Inspire Kettlebell 5
VA	INSPK8KIT	Inspire Kettlebell Kit
VA	INSPOME3-100	Inspire Omega 3 Supplement (100 cap)
VA	INSWP10	Inspire Weight Plate 10
VA	INSWP15	Inspire Weight Plate 15
VA	INSWP20	Inspire Weight Plate 20
VA	INSWP25	Inspire Weight Plate 25
VA	INSWP30	Inspire Weight Plate 30
VA	INSWP35	Inspire Weight Plate 35
VA	INSWP40	Inspire Weight Plate 40
VA	INSWP45	Inspire Weight Plate 45
VA	INSWP5	Inspire Weight Plate 5
VA	INSWP50	Inspire Weight Plate 50
VA	INTR5400	Intek RS-400 Rowing Machine

1 - Highlight

Sales Order - 0000800123 [Inspire Health Systems.]

3 - Creates Sales order

Open Customer Open Currency View Compact Process Reprocess Invoice and Review GL Next Phase Totals By Ordered Qty Add

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

Customer

Customer No: AR Balance: 0

PO No: Reference No: Other Orders: 0

Misc: Salesperson: Credit Limit: 0

Territory: Available: 0

Shipping

Ship To: Ship Via: FOB:

Contact

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

Part No	Order Qty	Ship Qty	B/O Qty	Description	Retail Price	Discount %	Unit Price	Current Cost	Average Cost	Average Margin %	UOM
VA /INSD810	1.00	1.00	0.00	Inspire Dumbbell 10	22.00	0.00	22.00	12.96789	12.1451	44.80	EA
VA /INSD815	1.00	1.00	0.00	Inspire Dumbbell 15	34.00	0.00	34.00	21.04066	19.51935	42.59	EA
VA /INSD820	1.00	1.00	0.00	Inspire Dumbbell 20	46.00	0.00	46.00	27.17876	25.44293	44.69	EA
VA /INSD825	1.00	1.00	0.00	Inspire Dumbbell 25	58.00	0.00	58.00	35.17126	32.95766	43.18	EA
VA /INSD830	1.00	1.00	0.00	Inspire Dumbbell 30	70.00	0.00	70.00	42.4343	39.59774	43.43	EA
VA /INSD835	1.00	1.00	0.00	Inspire Dumbbell 35	82.00	0.00	82.00	48.30644	46.04993	43.84	EA
VA /INSD840	1.00	1.00	0.00	Inspire Dumbbell 40	94.00	0.00	94.00	55.319	52.2442	44.42	EA
VA /INSD845	1.00	1.00	0.00	Inspire Dumbbell 45	106.00	0.00	106.00	62.381	58.56208	44.75	EA
VA /INSD85	1.00	1.00	0.00	Inspire Dumbbell 5	10.00	0.00	10.00	5.885	5.5279	44.72	EA
VA /INSD850	1.00	1.00	0.00	Inspire Dumbbell 50	118.00	0.00	118.00	64.90	64.90	45.00	EA

Press <enter> to insert a com...

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

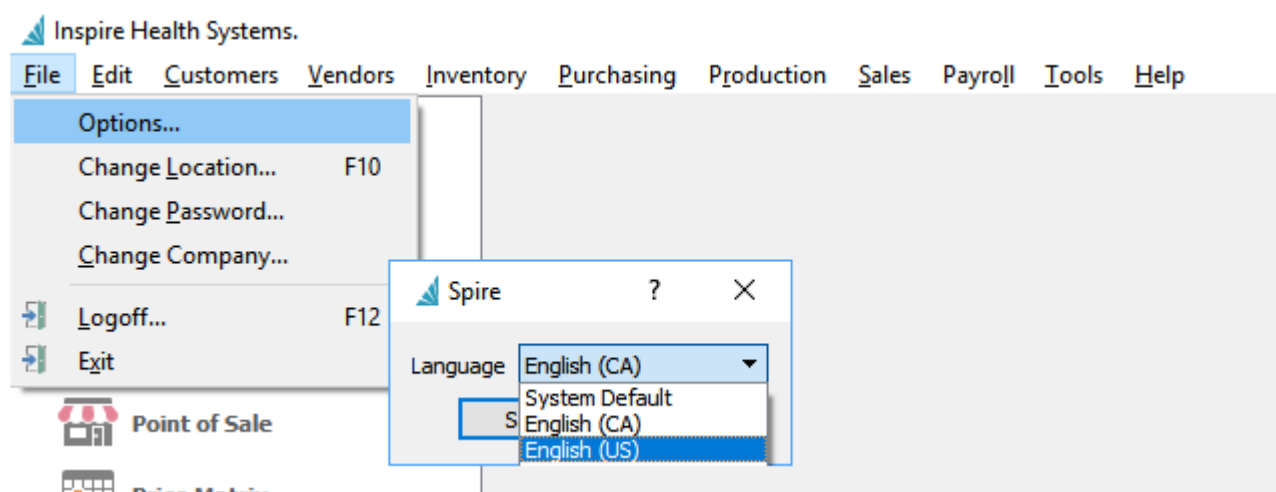
- Add ability to create a AP Payment batch for selected Vendors on the Accounts Payable List
- Allow AP Payment batch to be filtered to reduce the Outstanding List
- Add ability to post an EFT AP Payment batch to bank as one transaction for simpler Account Reconciliation
- Add Default payment account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

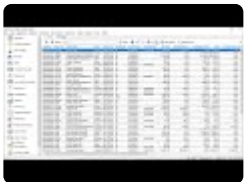
Deleted Sales orders can now be un-deleted if the user has permission. This does away with the archive button.

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

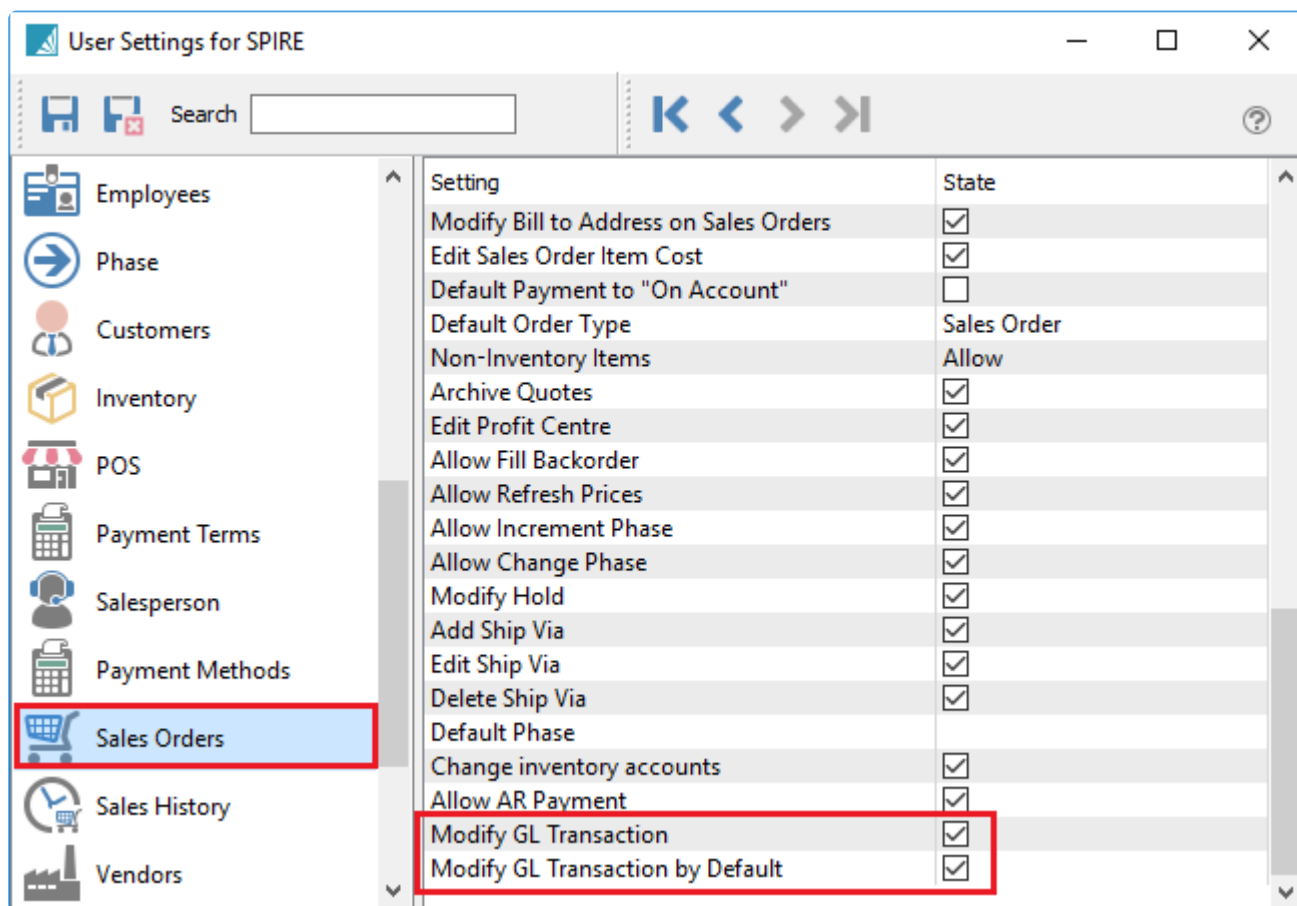
Version 2.9

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 settings 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.

Receivable Entry

Post and Review GL ▼

Post

Type: Invoice

Customer: [Search]

Date: 2018-01-25 [Search]

Terms: [Search]

Transaction no.: 0000001135

Reference no.: [Text]

Customer PO: [Text]

Memo: [Text]

Amounts in Canadian dollars

Subtotal	500.00
Total	500.00

Electronic ROE [\(see this link\)](#)

(Version 2.9.4)

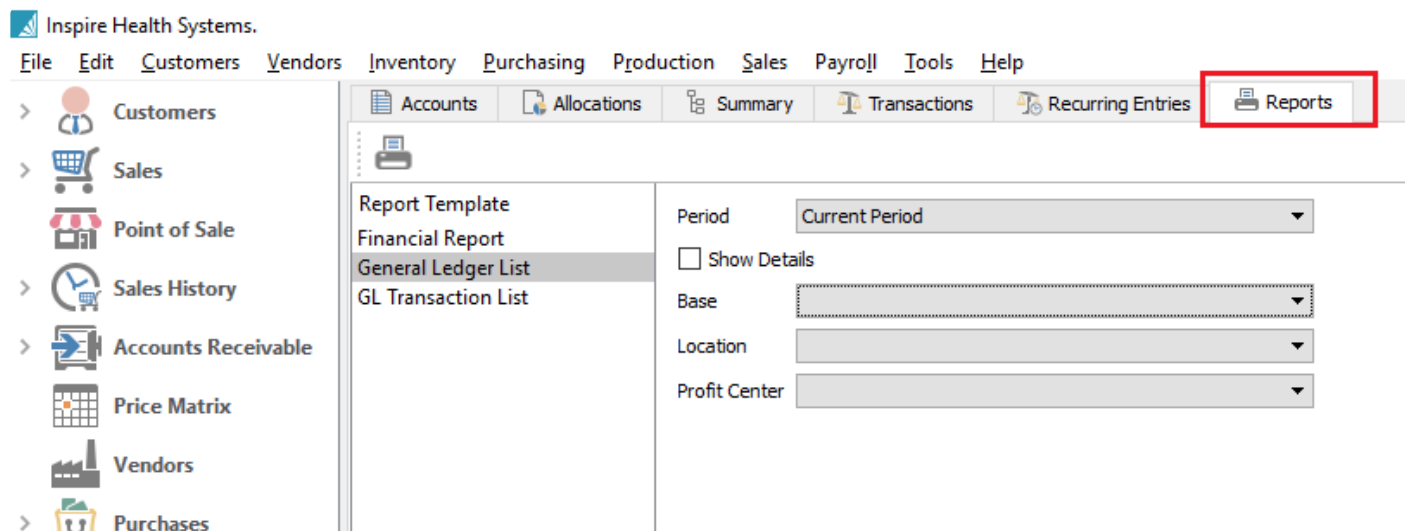
ROEs can be created with Spire and then uploaded to CRA via ROEWeb. There will be no support for printed ROEs as these are being phased out by Service Canada.

Receipts Table Changes

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

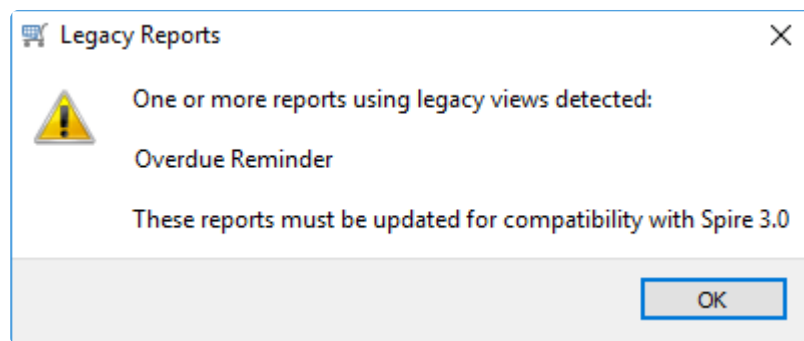
Moved GL reports to “Report Tab”

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.

Employee No	Name	Net Pay	Vacation Owed	Advance Balance	Period	Cheque	Transaction	Posted	Supplemental	Reversal	Total Hours
100004	Davies, Judy	1,643.75	1,006.00	0.00	2016-21-0	0000024761	0000000902	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00
100007	Ritchie, William	1,569.45	954.24	0.00	2016-21-0	0000024763	0000000904	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00
100003	Smith, Frank	1,436.34	730.80	0.00	2016-21-0	0000024760	0000000901	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00
100001	Young, Danielle	1,416.70	1,224.80	0.00	2016-21-0	0000024758	0000000899	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00
100006	Bernard, Tina	1,360.91	834.08	0.00	2016-21-0	0000024762	0000000903	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00
100009	Fields, Todd	1,296.26	766.00	0.00	2016-21-0	0000024764	0000000905	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00
100008	Feich, Kyle	852.23	816.00	0.00	2016-21-0	0000024751	0000000888	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00
100005	McKay, Harvey	620.33	715.20	0.00	2016-21-0	0000024756	0000000897	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	29.00

Type	Hours	Rate	Pay	GL Account	GL Description	Job Account	Benefit	Amount	Deduction	Amount
Regular	11.00	22.00	242.00	82400	Office Wages & Salaries	SOUTHEAST /FLOOR	Medical	0.00	Social	5.00
Regular	3.00	22.00	66.00	82400	Office Wages & Salaries	DANVILLE /FOLLOWUP	ExtMed	0.00	qqq	0.00
Regular	5.00	22.00	110.00	82400	Office Wages & Salaries	GRAHAM /EQINSTALL				
Regular	6.00	22.00	132.00	82400	Office Wages & Salaries	HALTON /FLOOR				
Overtime	4.00	33.00	132.00	82400	Office Wages & Salaries	SLINGTON /EQINSTALL				

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)
- 1x2 Inventory Label – for Zebra Label Printer
- Inventory Re-Order – (by filtered or selected list, so this can be used by vendor or Product code or any other column)

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

Video Instruction – Version 2.2



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 (not Home editions) 8.1

Windows (not Home editions) 10

Windows Server 2012 R2

Windows Server 2016

Windows Server 2019

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. Also browsers, such as Internet Explorer 11, that are not HTML 5 compliant will not work as Spire uses HTML 5 extensively.

Spire Desktop

Spire Desktop is supported on the following Microsoft Windows editions:

Windows (not Home editions) 8.1

Windows (not Home editions) 10

Windows Server 2012 R2

Windows Server 2016

Windows Server 2019

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



Note: 64-bit operating system is now required for Spire Desktop 3.0 and higher. Also browsers, such as Internet Explorer 11, that are not HTML 5 compliant will not work as Spire uses HTML 5 extensively.

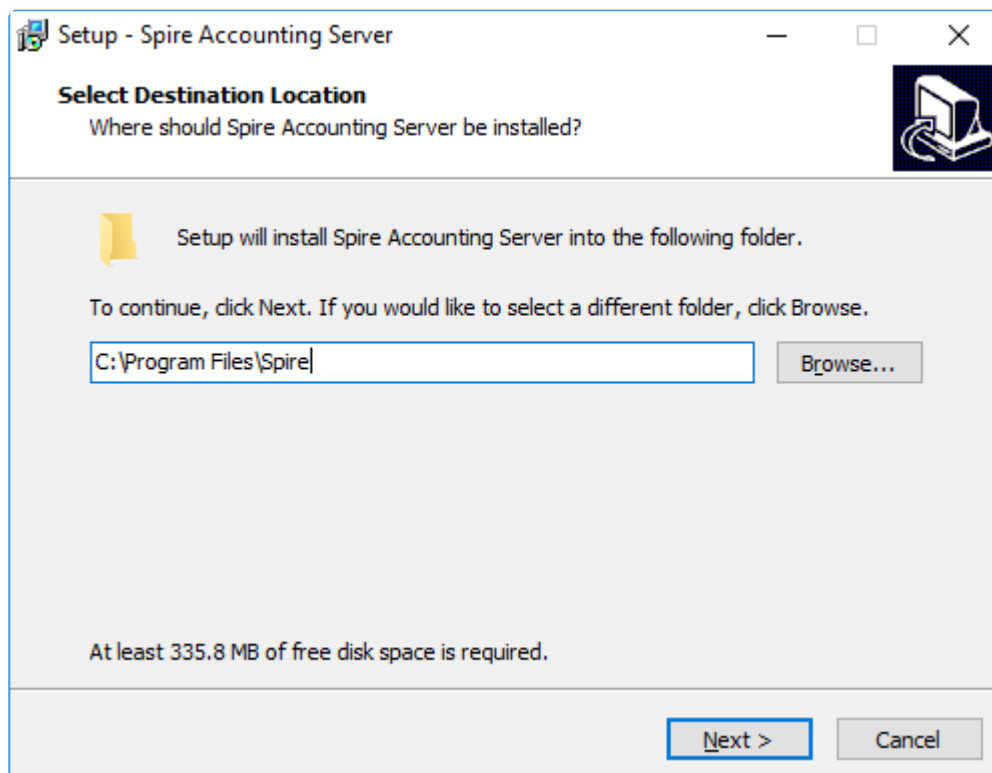
Installing Spire on the Server

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

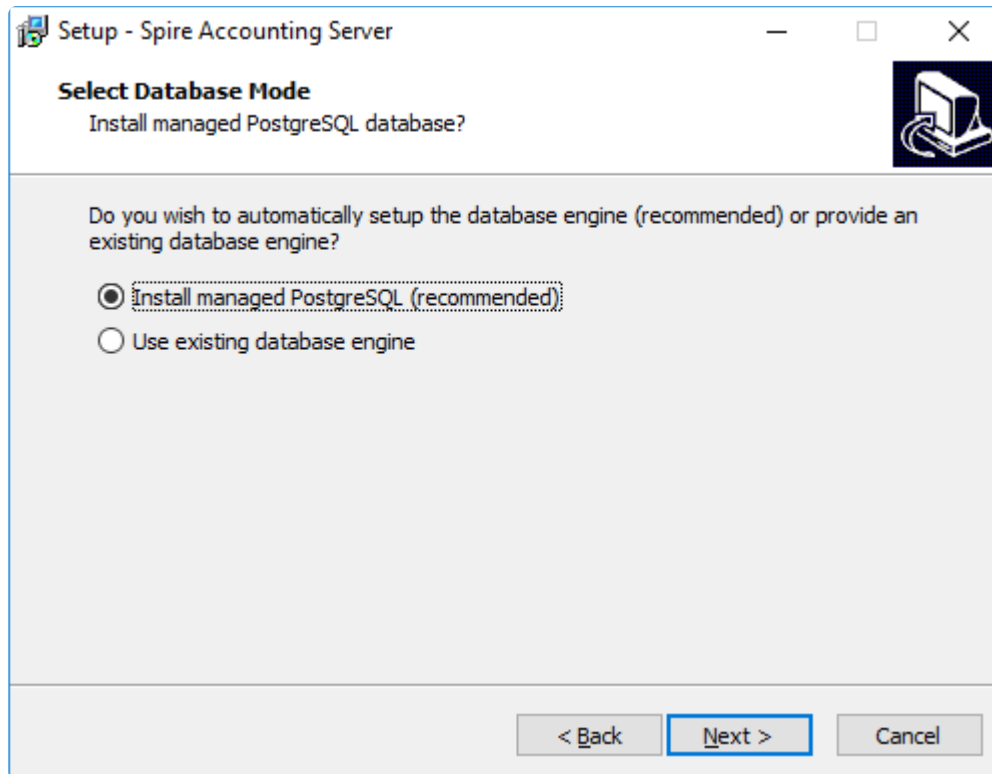
When the server is installed one of the options presented is whether you also want to install the workstation (desktop Spire client).

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

You will then come to the Install Wizard that first asks where to install Spire. – press Next to continue.



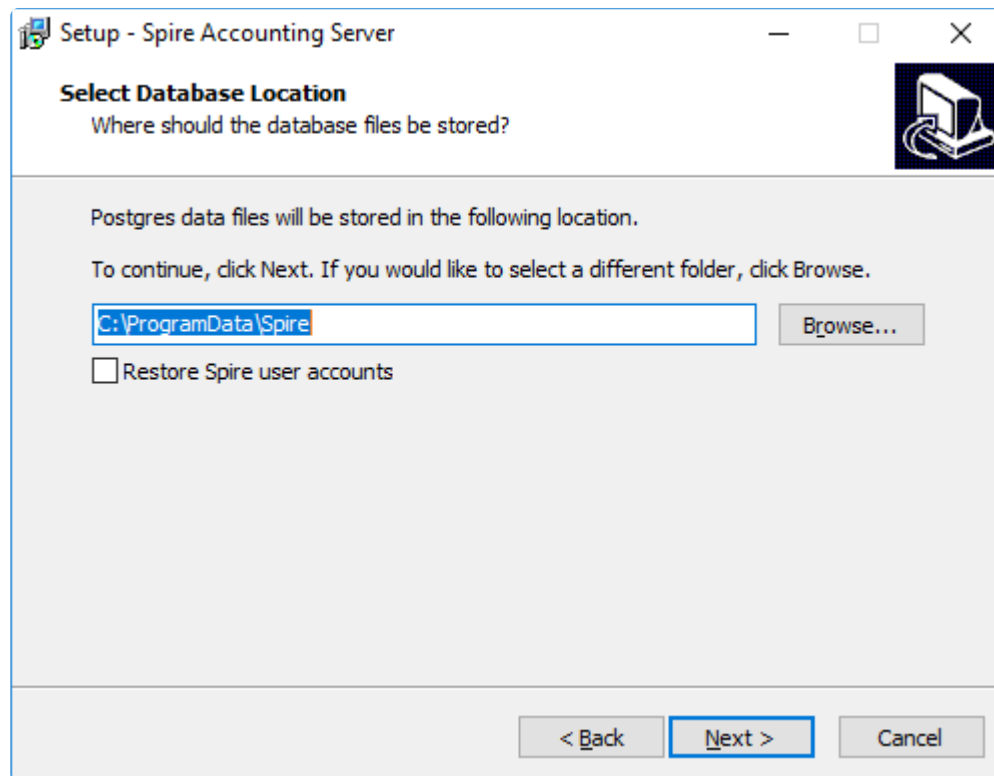
The next step asks if you want to have Spire manage the PostgreSQL database engine. It is recommended that you accept this, unless PostgreSQL has been installed by another application besides Spire. Note that if you do choose to let Spire install PostgreSQL it may not be configured optimally for operation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



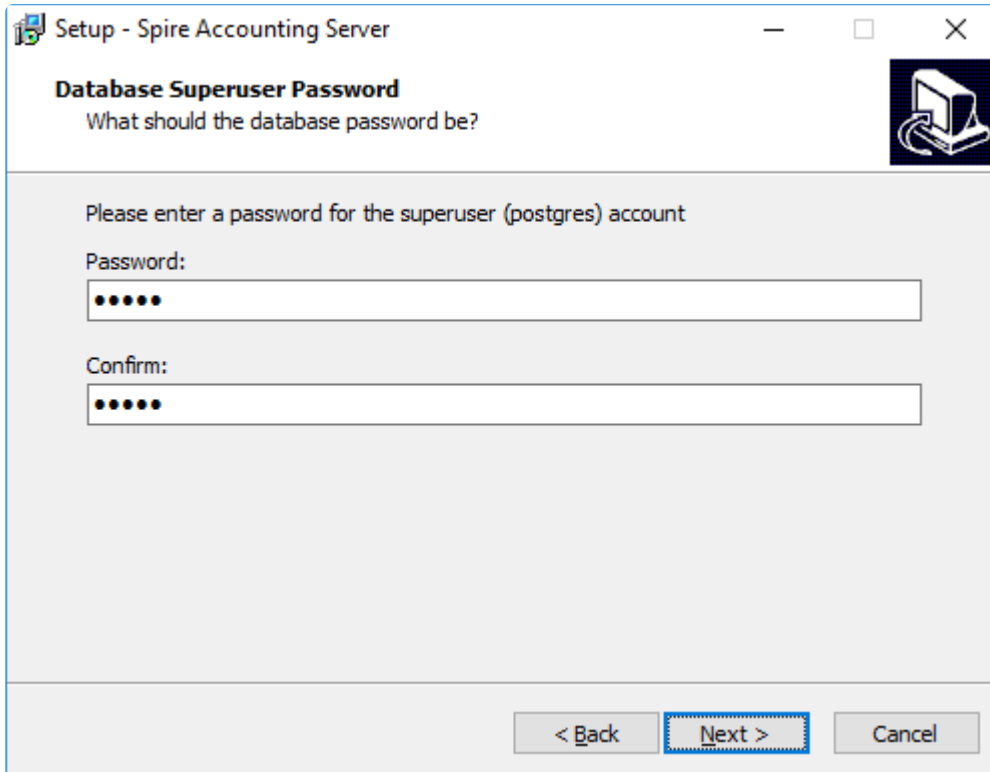
Next the install asks where to install the PostgreSQL database. Choose the fastest drive possible that has enough available space.

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

The user backup file is called `_spire _` with a date/time appended to it. i.e.- `spire_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'. Please keep this password secure.



Setup - Spire Accounting Server

Database Superuser Password
What should the database password be?

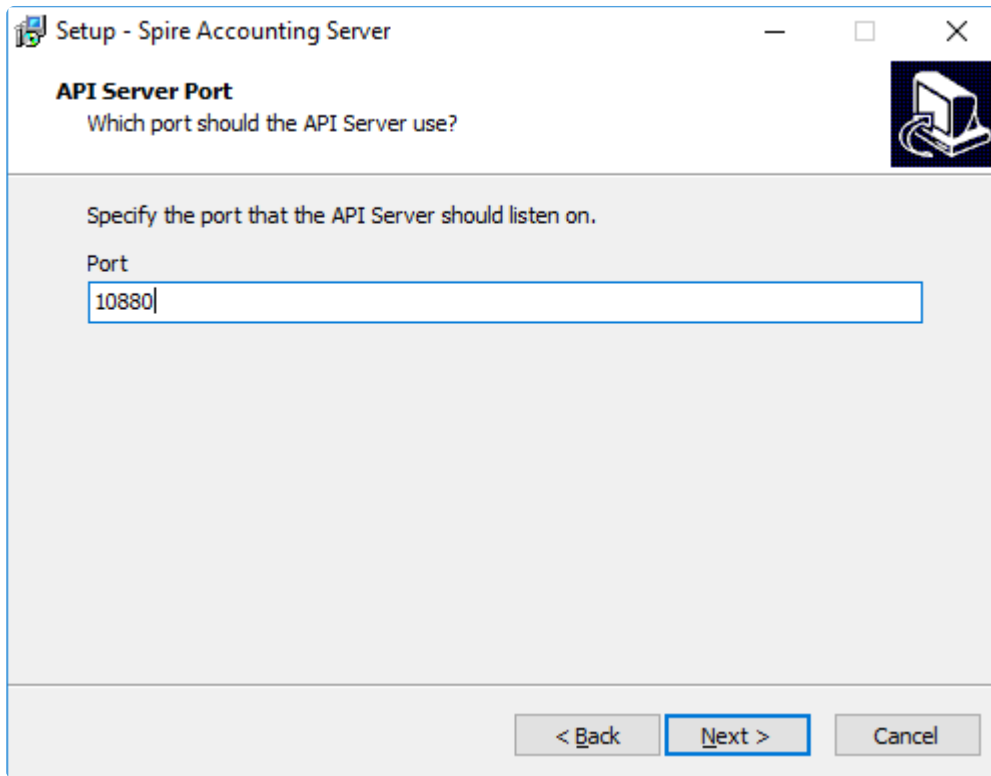
Please enter a password for the superuser (postgres) account

Password:
.....

Confirm:
.....

< Back Next > Cancel

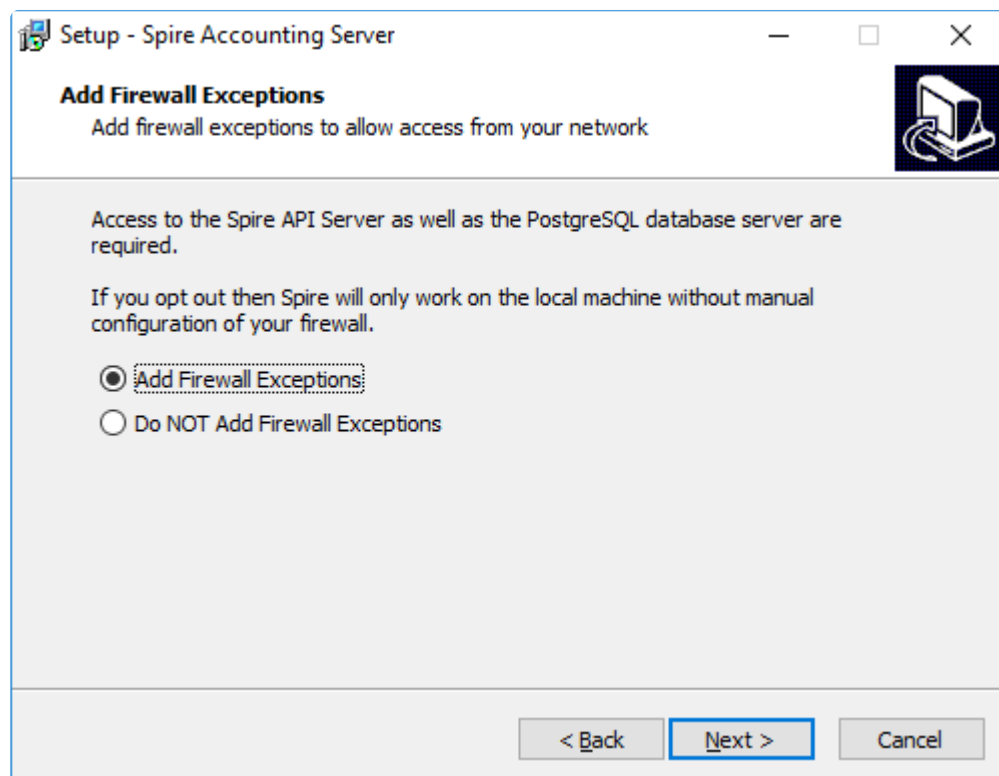
You will need to define the Port that will be used by the application. By default, it is set to 10880. If this is a new installation of Spire, and you aren't upgrading from BV/BVE, then leave the port set to the default value. However if you are upgrading, and BVEssentials exists on this server, then it may already be using Port 10880. If this is the case, you will need to change one or the other to prevent a conflict. We recommend you let Spire keep 10880 and set BVEssentials to something else (i.e. 10888).



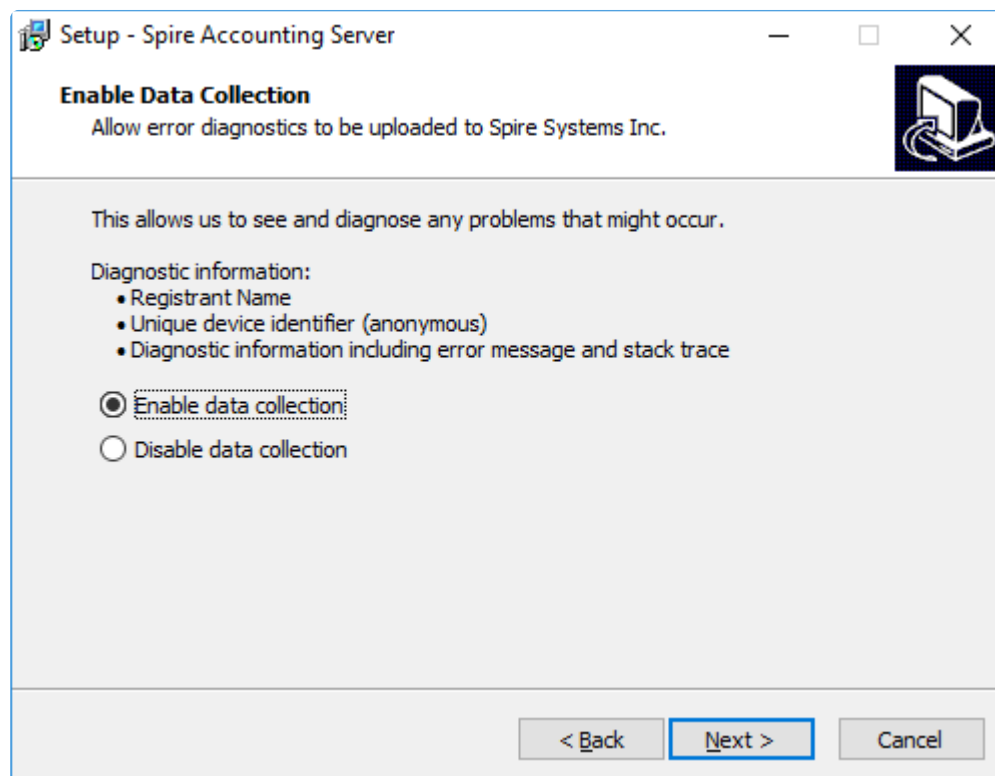
The next window discusses Firewall Exceptions – it is recommended you leave this set to the default of Add Exceptions.



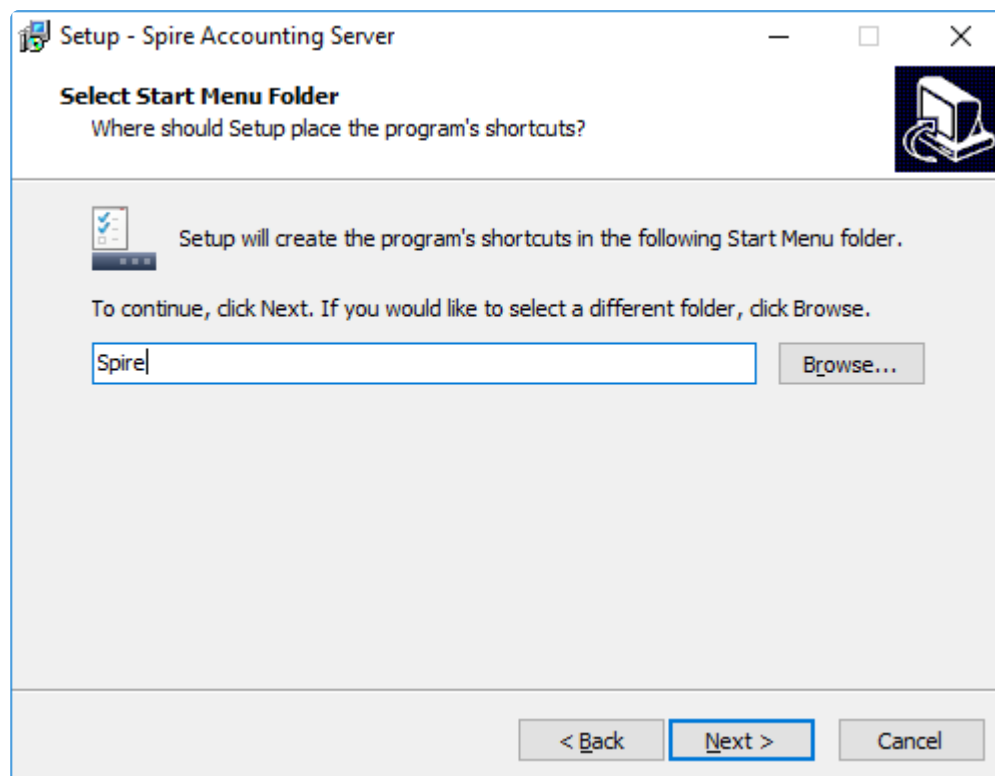
NOTE: Only change this if you intend to make some custom network security settings changes.



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



The next step is the name of the shortcut.



[Select this link for New Install](#)

[Select this link for Upgrades](#)

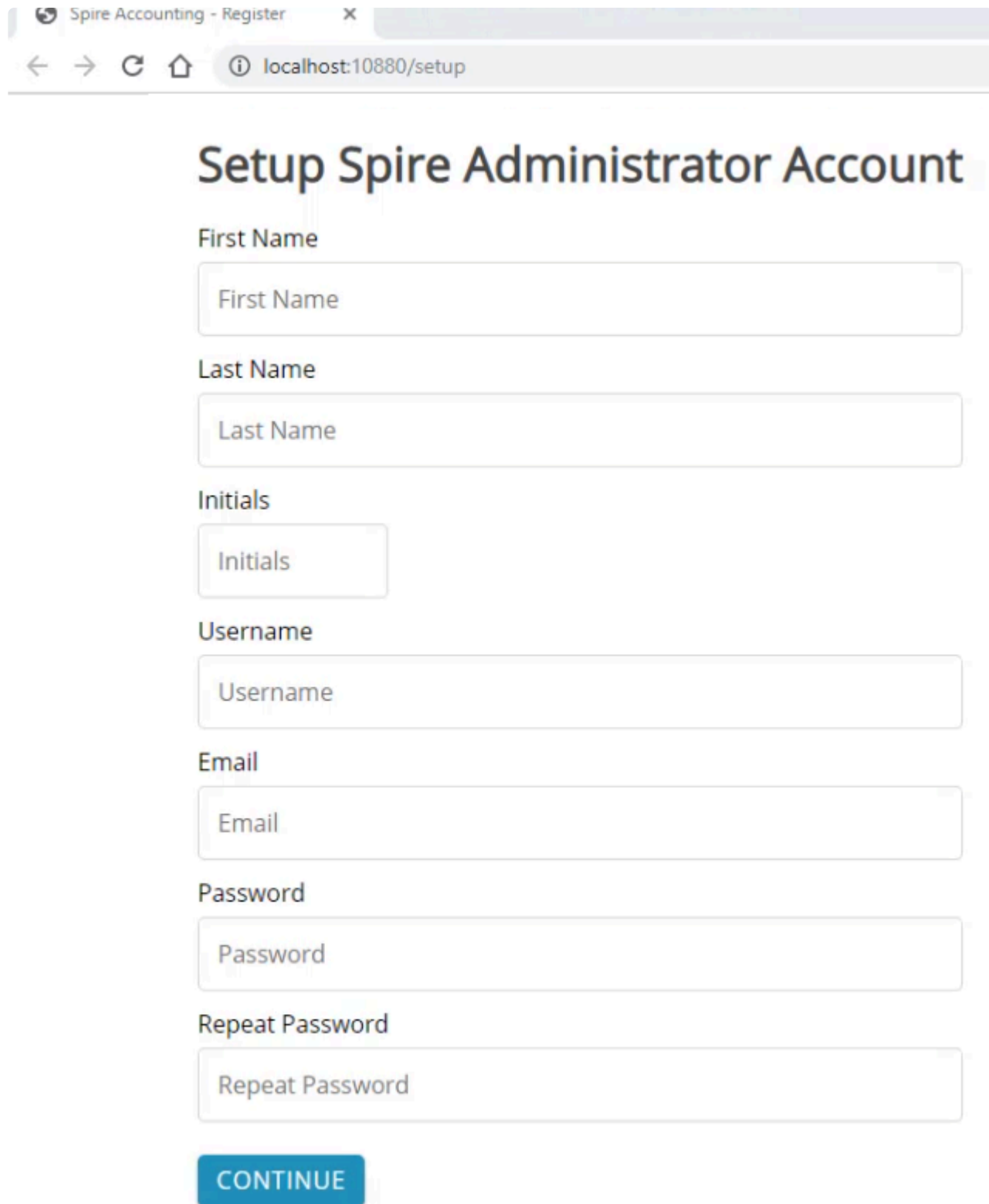
New Install

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

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

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

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



The screenshot shows a web browser window with the title "Spire Accounting - Register". The address bar displays "localhost:10880/setup". The main heading is "Setup Spire Administrator Account". Below this, there are seven input fields, each with a label above it: "First Name", "Last Name", "Initials", "Username", "Email", "Password", and "Repeat Password". Each field contains a placeholder text matching its label. At the bottom of the form is a blue button with the text "CONTINUE".

Spire Accounting - Register

localhost:10880/setup

Setup Spire Administrator Account

First Name

First Name

Last Name

Last Name

Initials

Initials

Username

Username

Email

Email

Password

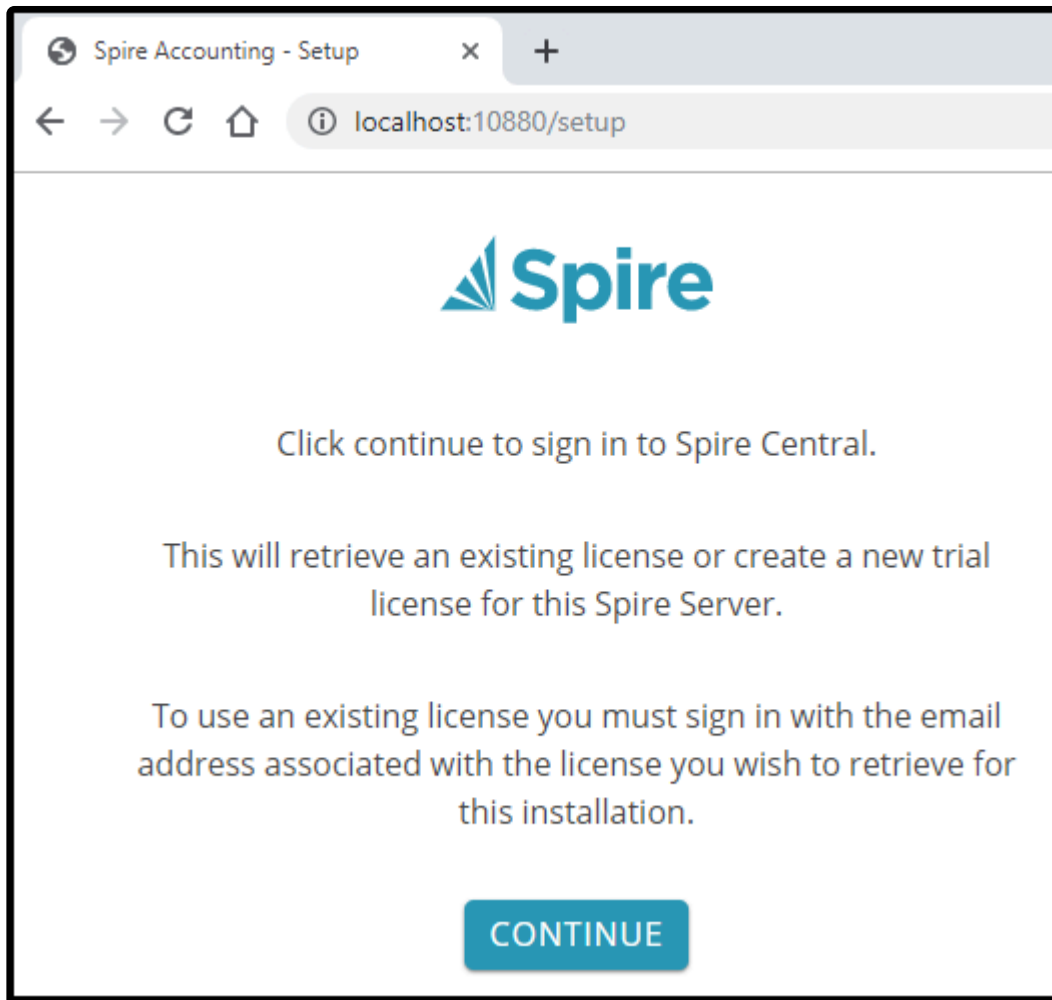
Password

Repeat Password

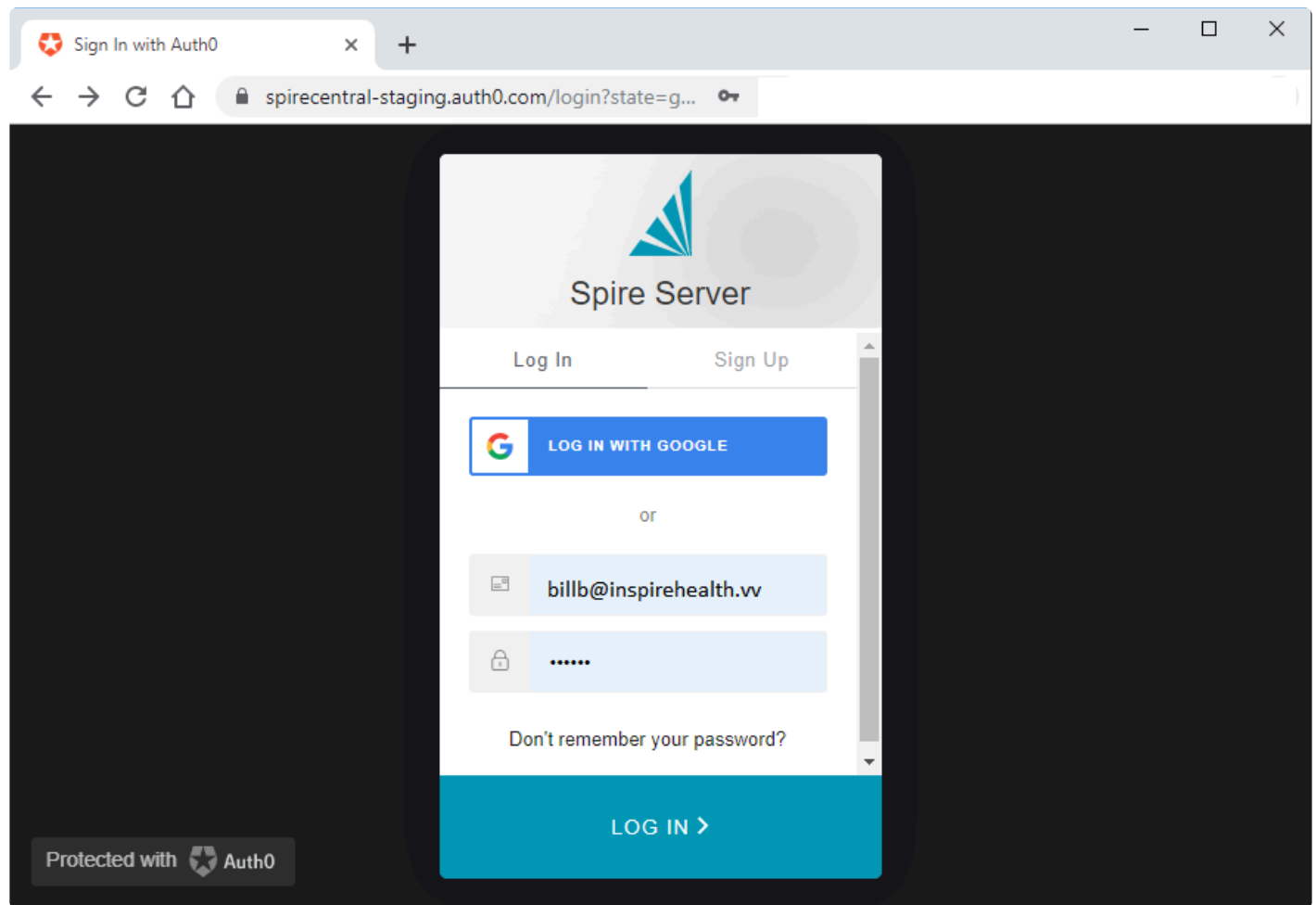
Repeat Password

CONTINUE

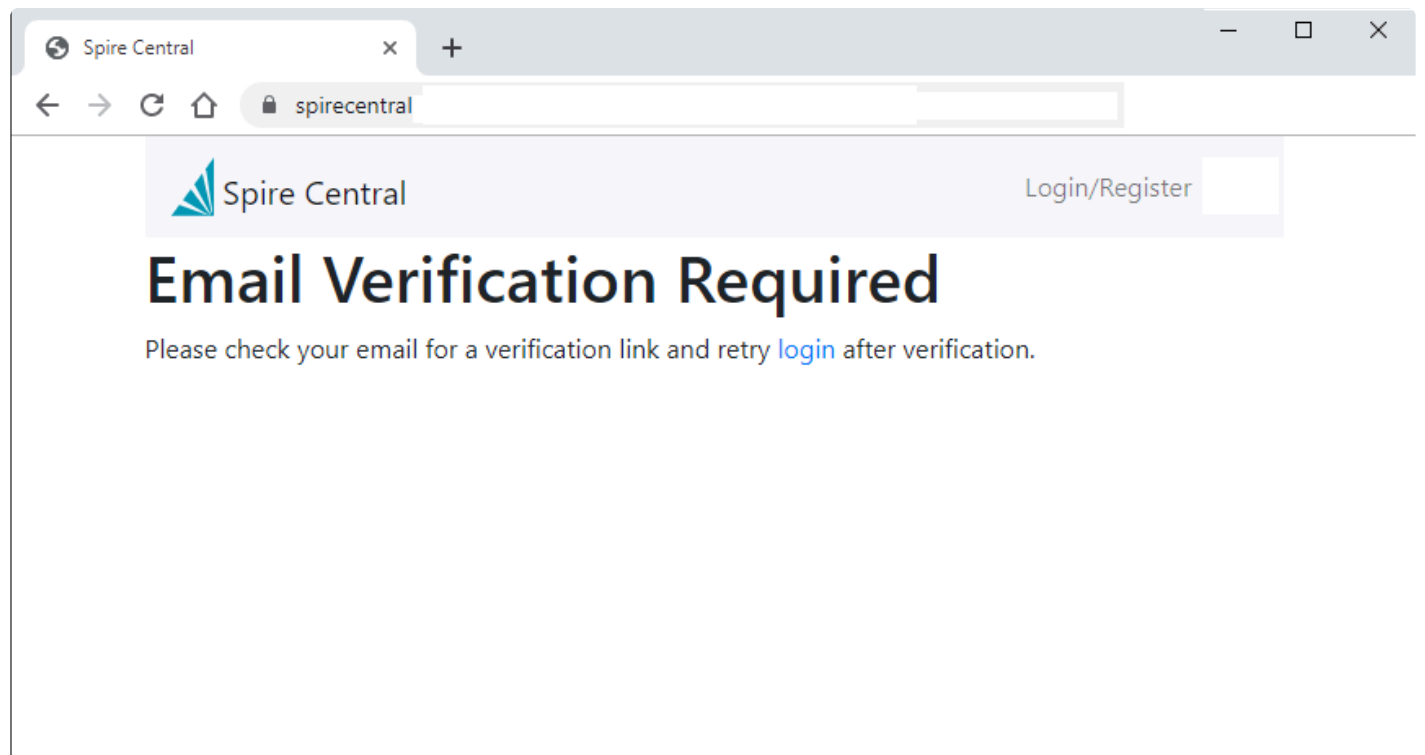
You will then be asked to retrieve your existing license or create a new one.



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



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



Retrieve the email and click on 'Verify Your Account'



Verify Your Account

Your account information

Account billb@inspirehealth.vv

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

VERIFY YOUR ACCOUNT

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

Thanks!

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

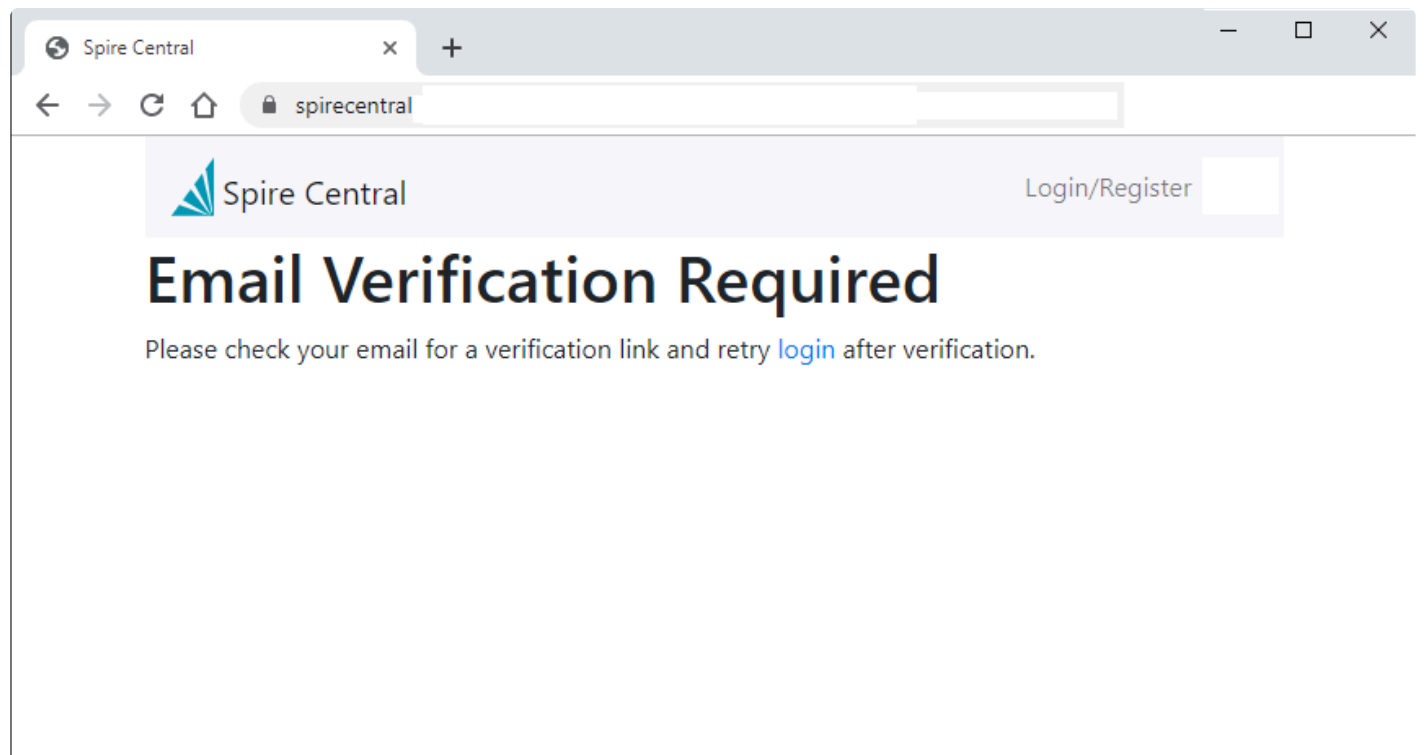
You will get a message that the email was verified.



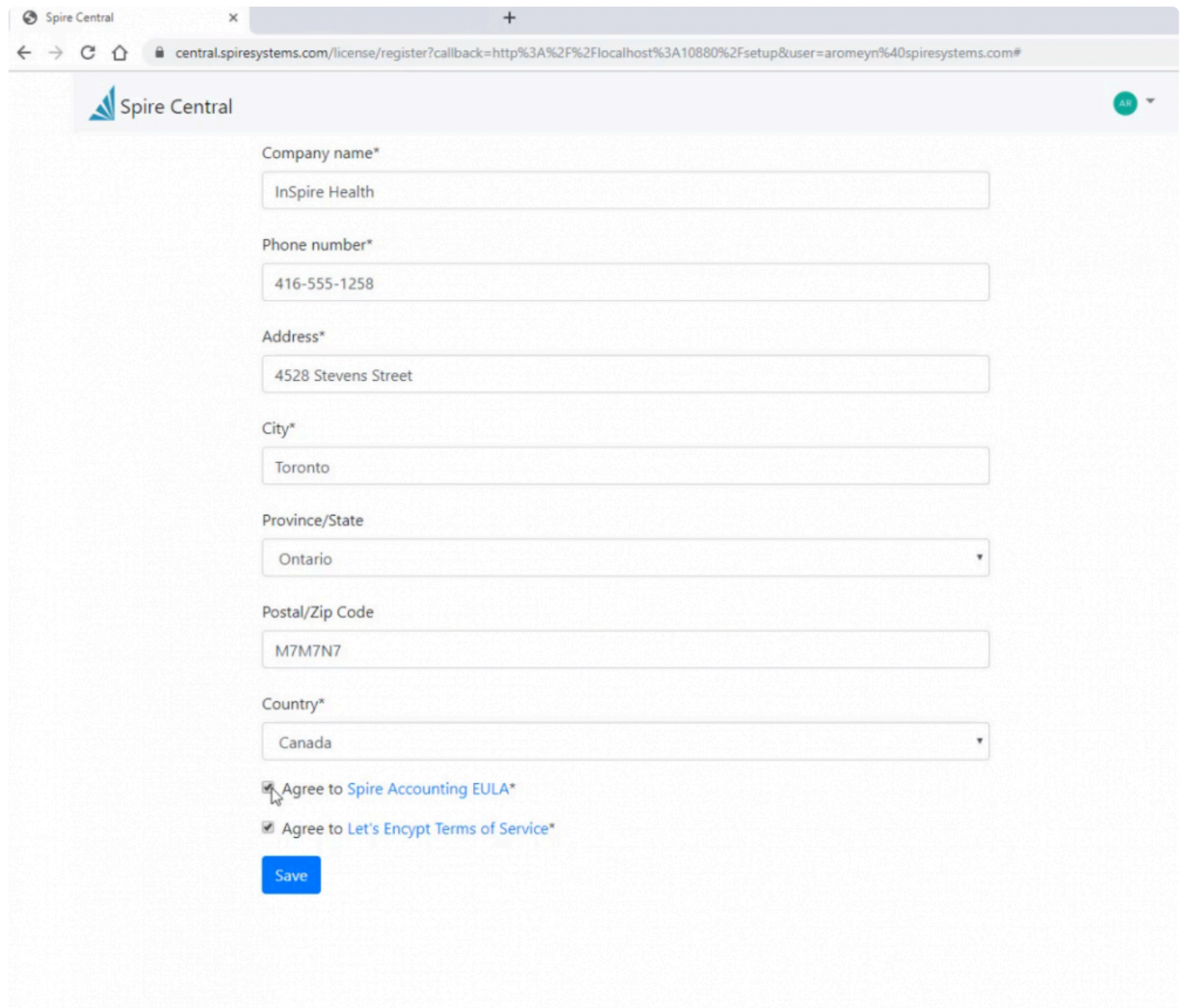
Email Verification

Your email was verified. You can
continue using the application.

Click on 'login'



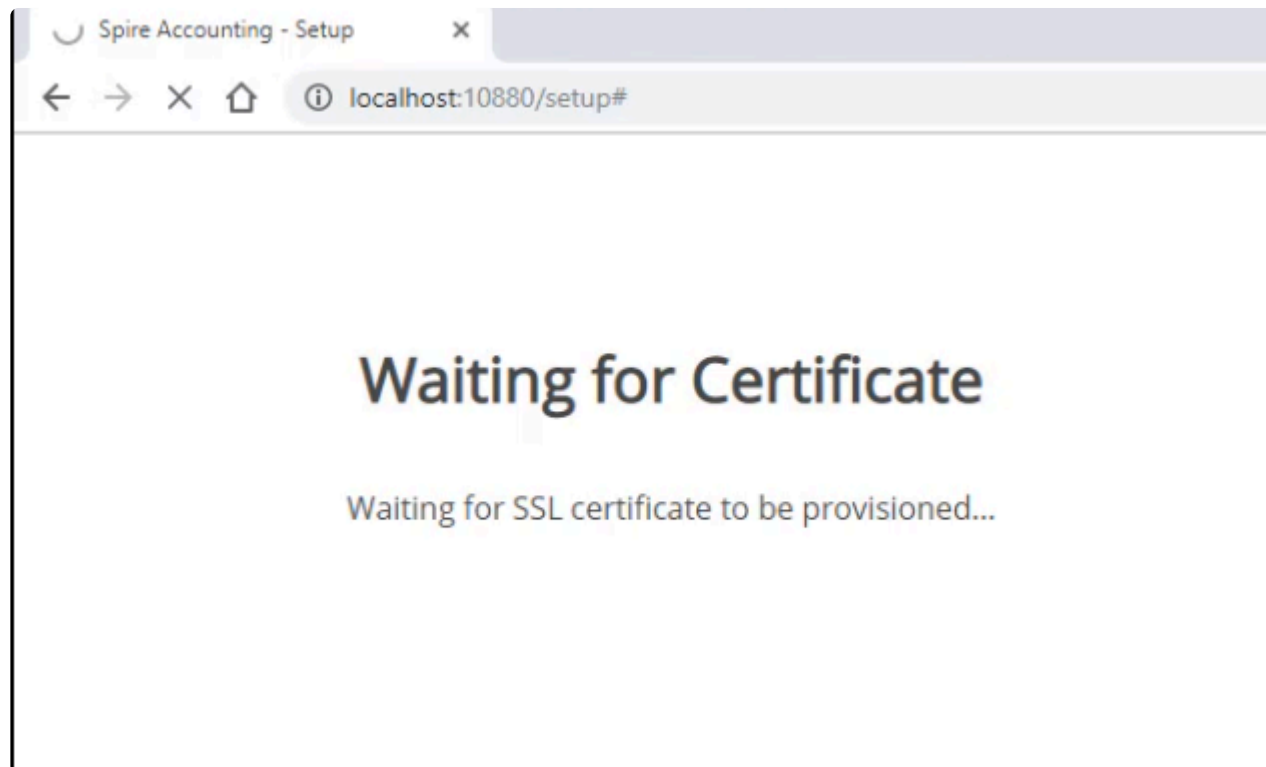
On a new installation or trial installation, fill in the company details and click save.



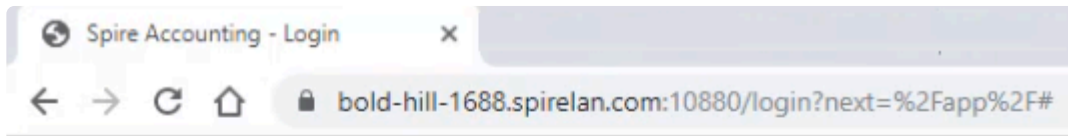
The screenshot shows a web browser window with the Spire Central logo in the top left and a user profile icon in the top right. The browser's address bar shows the URL: `central.spireystems.com/license/register?callback=http%3A%2F%2Flocalhost%3A10880%2Fsetup&user=aromeyn%40spireystems.com#`. The form contains the following fields and options:

- Company name***: Text input with "InSpire Health".
- Phone number***: Text input with "416-555-1258".
- Address***: Text input with "4528 Stevens Street".
- City***: Text input with "Toronto".
- Province/State**: Dropdown menu with "Ontario" selected.
- Postal/Zip Code**: Text input with "M7M7N7".
- Country***: Dropdown menu with "Canada" selected.
- ☒ **Agree to [Spire Accounting EULA*](#)**
- ☒ **Agree to [Let's Encrypt Terms of Service*](#)**
- Save**: A blue button.

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



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



Sign In

SIGN IN

[See Spire Server Admin](#)

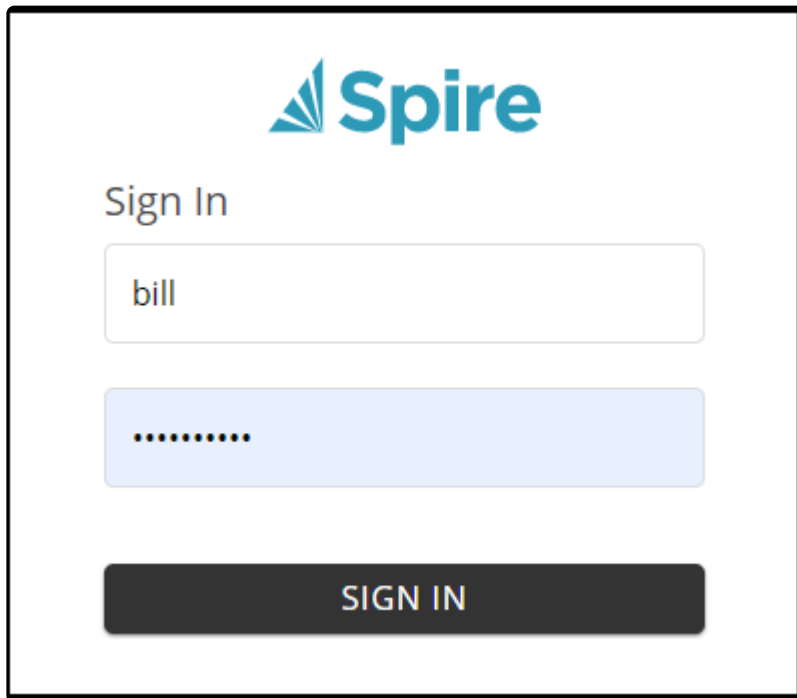
This video tutorial will take you through this process.



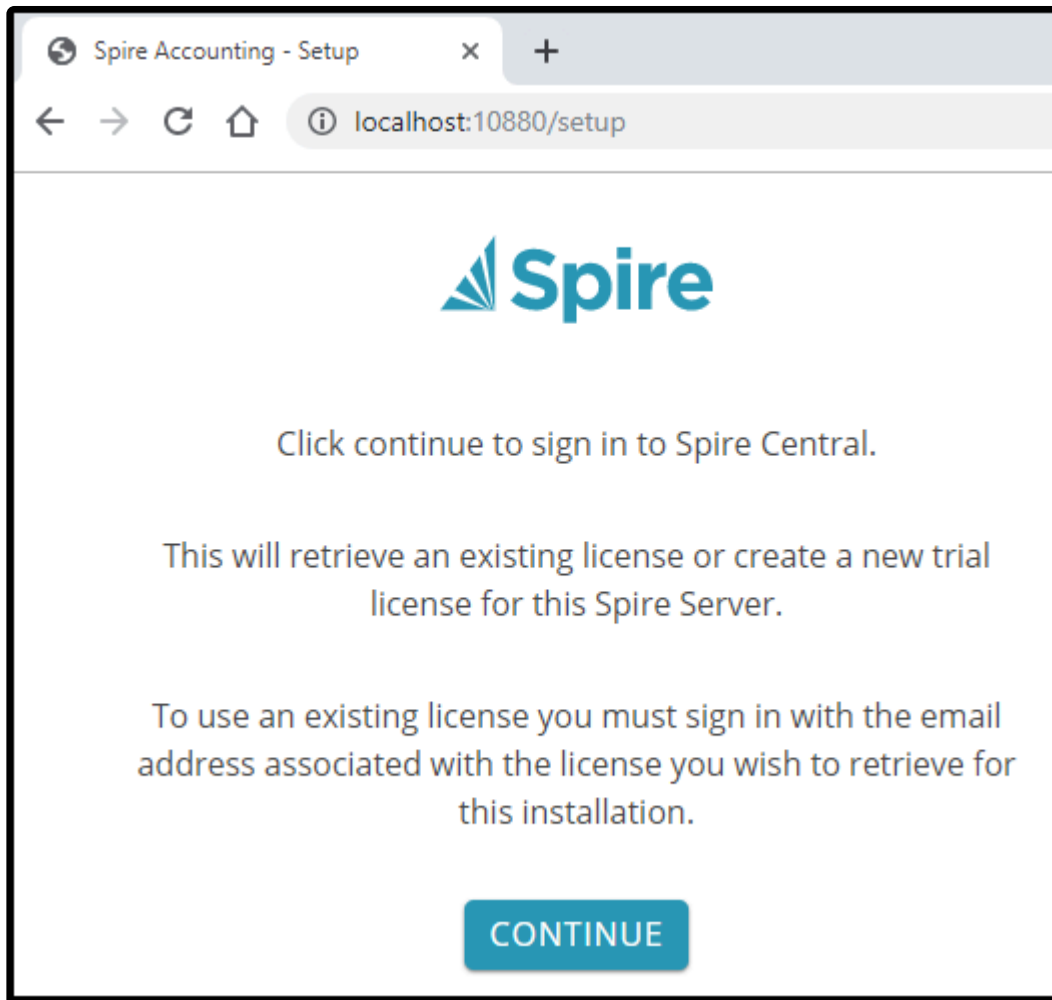
Upgrade

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

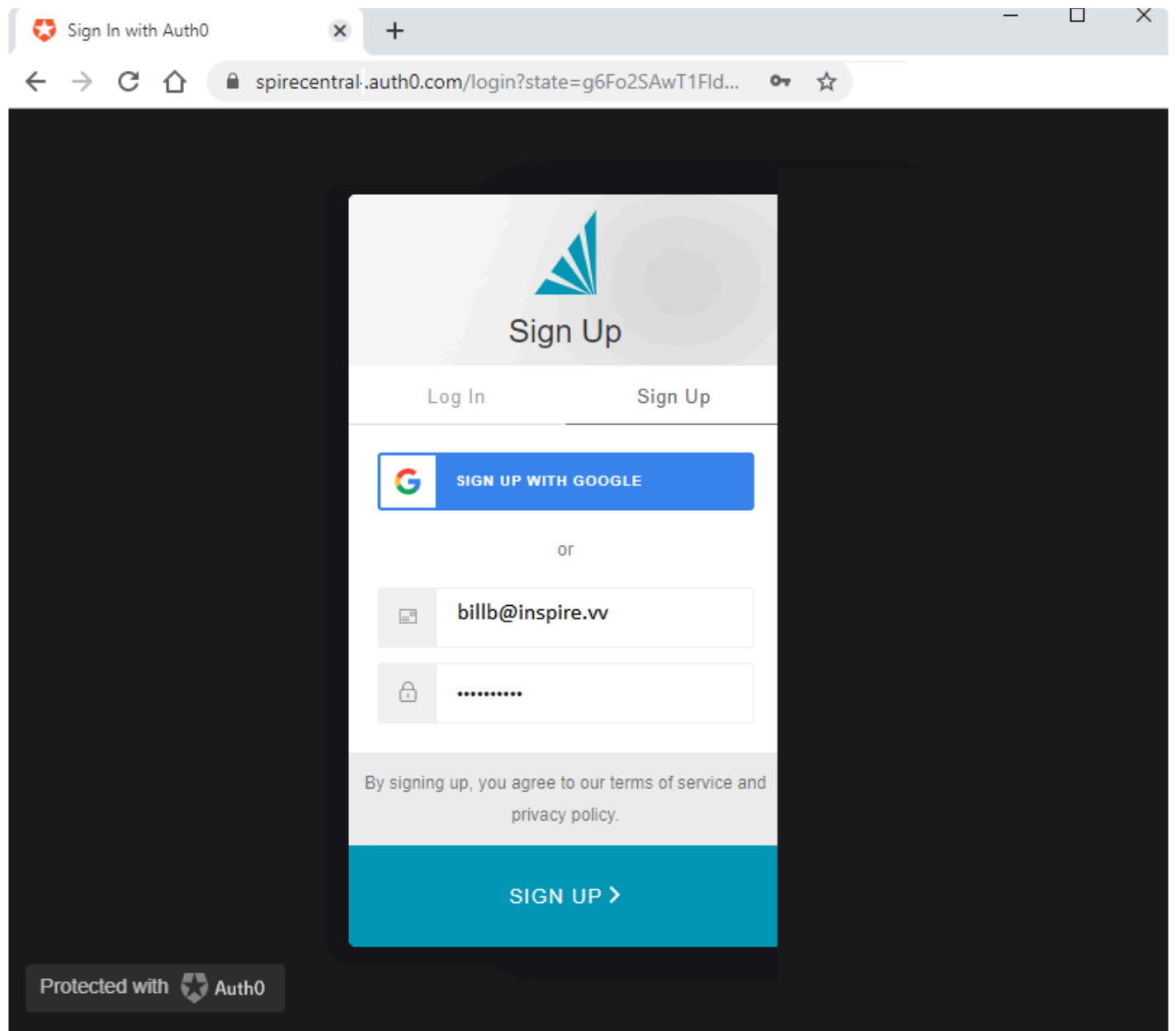
When performing an upgrade that already has a Spire licence the first screen you will see is the login to Spire server administration. The login user must be a Spire administrator.

The image shows a login interface for Spire. At the top is the Spire logo, which consists of a stylized blue triangle icon followed by the word "Spire" in a bold, blue, sans-serif font. Below the logo, the text "Sign In" is displayed in a smaller, grey font. Underneath "Sign In" are two input fields. The first field is a white rectangle with a thin grey border, containing the text "bill". The second field is a light blue rectangle with a thin grey border, containing a series of ten black dots representing a password. Below these two fields is a dark grey rectangular button with the text "SIGN IN" in white, uppercase letters.

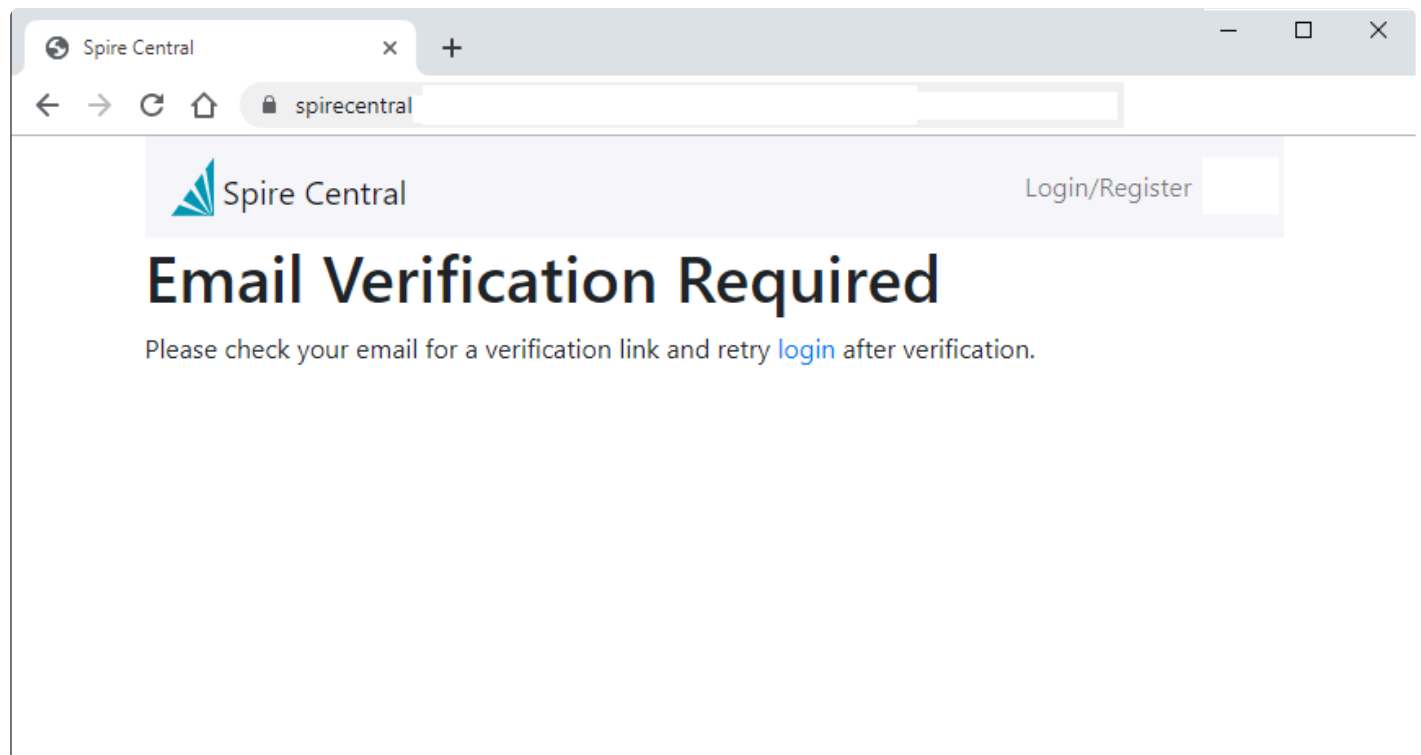
This following screen lets you know that the current license information will be retrieved.



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



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



Click on “VERIFY YOUR ACCOUNT” in this email.



Verify Your Account

Your account information

Account billb@inspirehealth.vv

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

VERIFY YOUR ACCOUNT

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

Thanks!

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

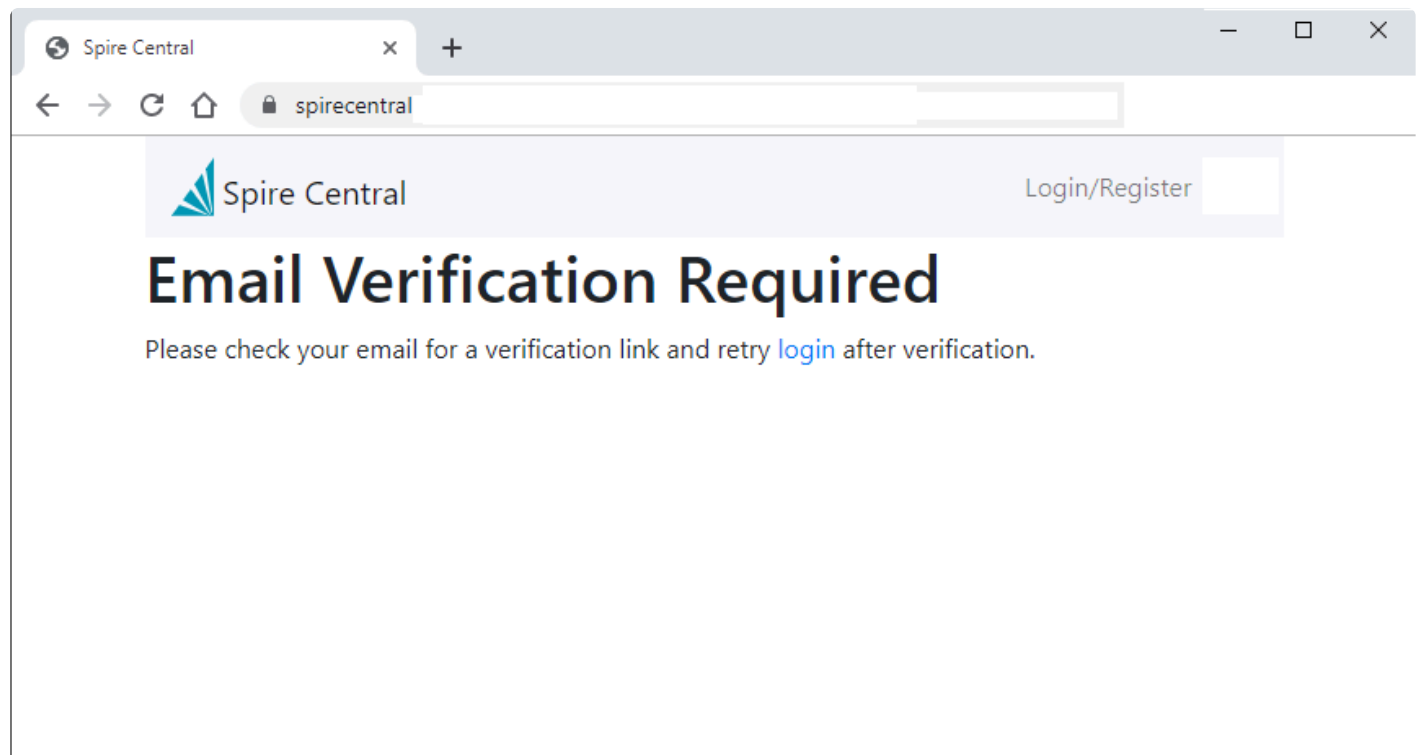
You will get the following verification.



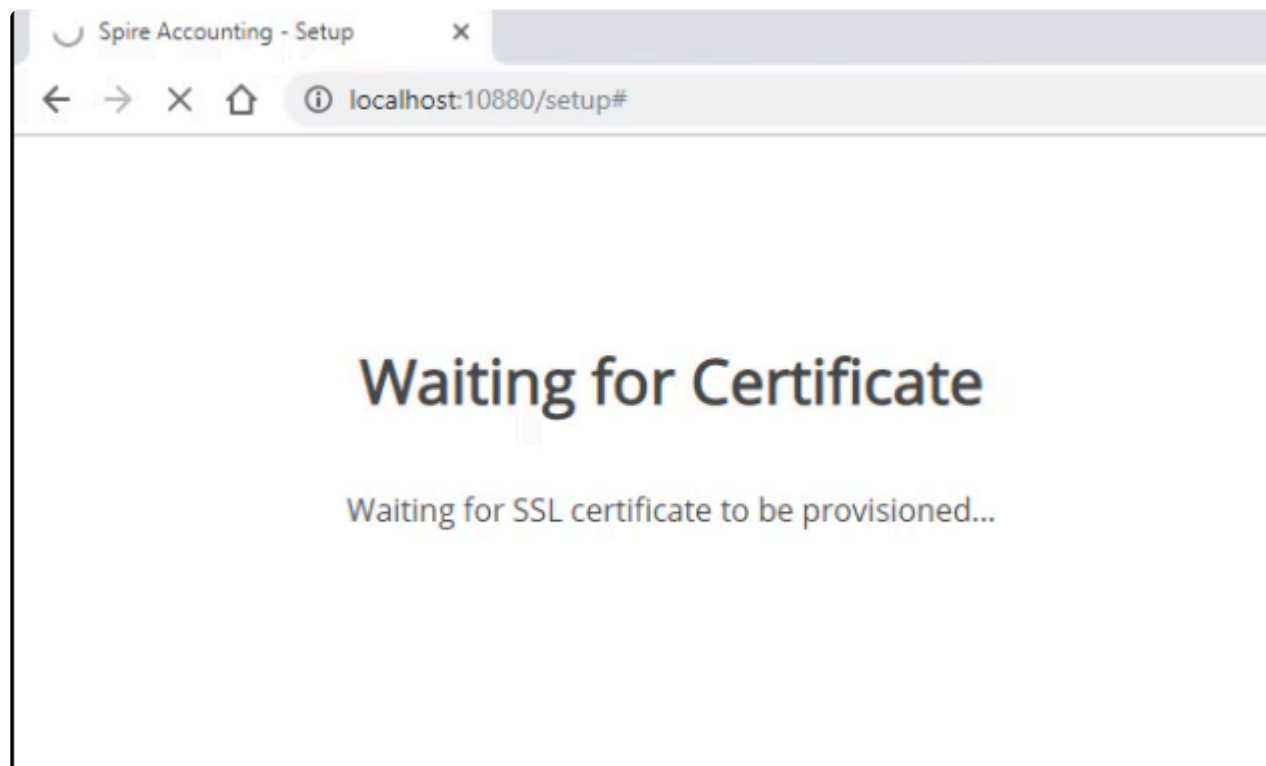
Email Verification

Your email was verified. You can
continue using the application.

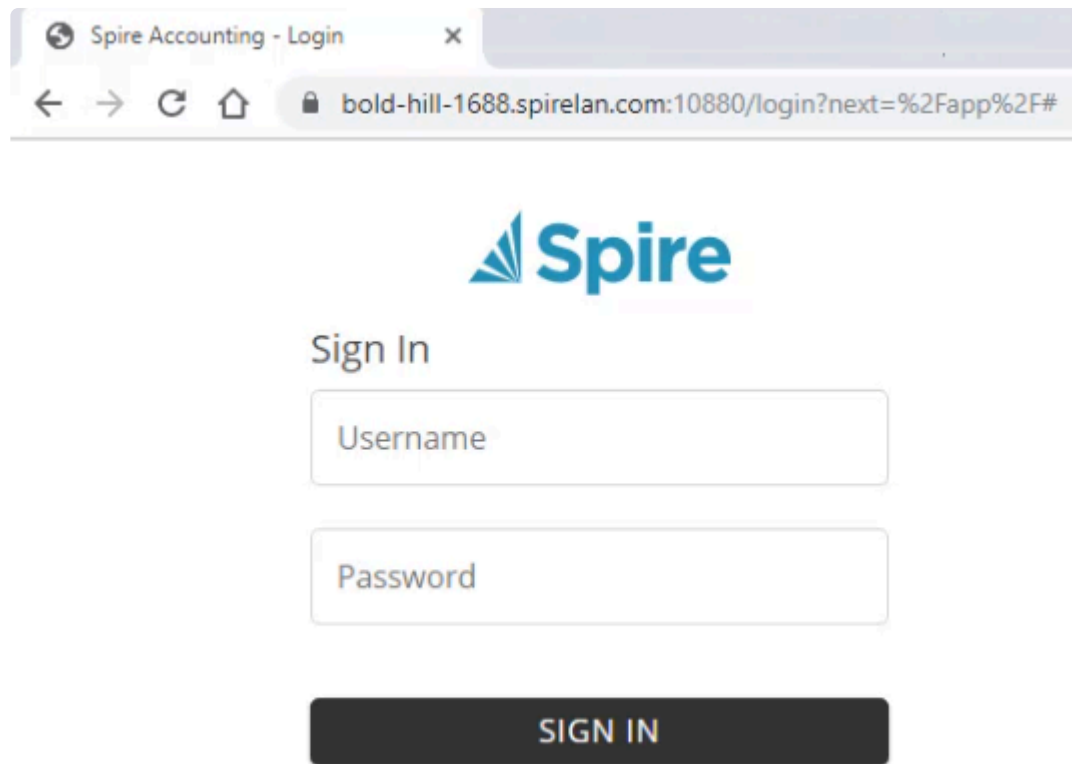
Return to this tab in your browser and click the 'login' link.



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



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



Spire Accounting - Login

bold-hill-1688.spirelan.com:10880/login?next=%2Fapp%2F#

Spire

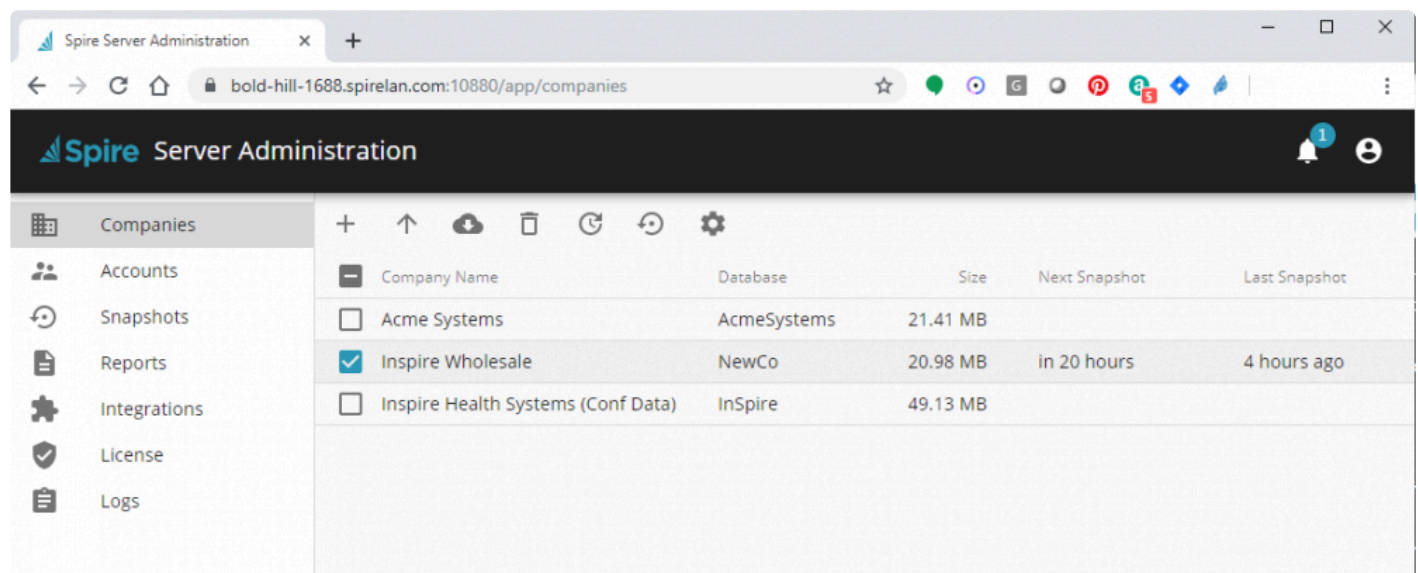
Sign In

Username

Password

SIGN IN

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



Spire Server Administration

bold-hill-1688.spirelan.com:10880/app/companies

Companies

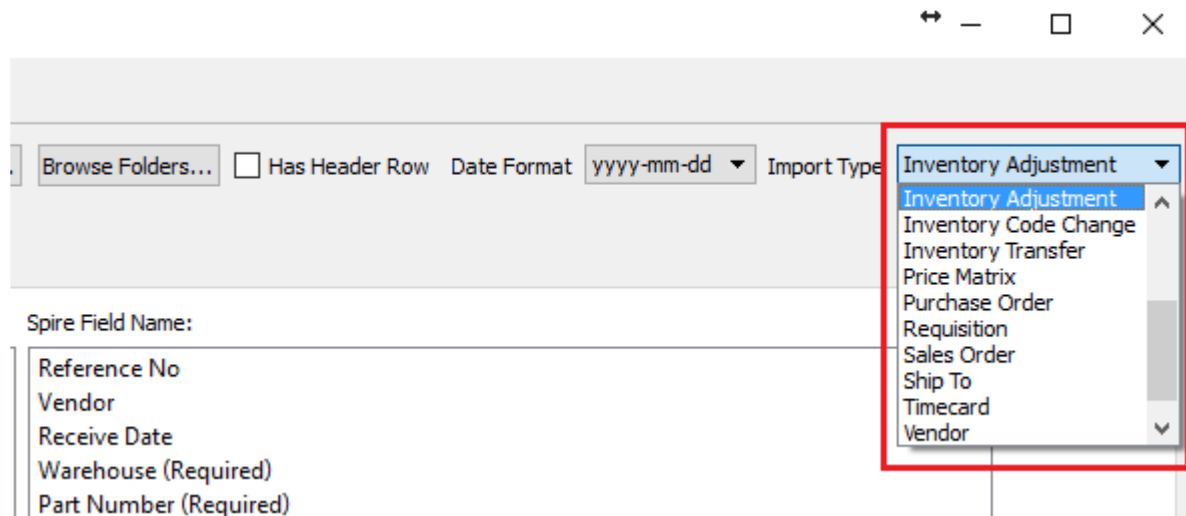
Company Name	Database	Size	Next Snapshot	Last Snapshot
<input type="checkbox"/> Acme Systems	AcmeSystems	21.41 MB		
<input checked="" type="checkbox"/> Inspire Wholesale	NewCo	20.98 MB	in 20 hours	4 hours ago
<input type="checkbox"/> Inspire Health Systems (Conf Data)	InSpire	49.13 MB		

Note that Spire Server Administration replaces “Spire Tray”, and provides all of the functionality it provided. In addition to providing additional functionality, Spire Server Administration can be accessed from anywhere on the network where Spire is installed. Any user can logon to Spire Server Administration, but only admin users can perform all functions (backup, restore, report uploads, assign company logo, etc).

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

The screenshot shows the 'Import' dialog box with the following fields and options:

- Source:** C:\Users\aromeyn\Desktop\PartnerTraining\Cust.xls
- Has Header Row:** ☒
- Date Format:** yyyy-mm-dd
- Import Type:** Customer

Field Mapping:

Import File Field Value	Spire Field Name
QC	Ship-to Name
Michael Cyr	Address 2
	Address 3
	Address 4
	Province
	Phone
	Fax
	Web page
	Contact #1 Tel No.
	Contact #1 other
	Contact #1 email
	Contact #2 Name
	Contact #2 Tel No.

Buttons: Match, Unmatch

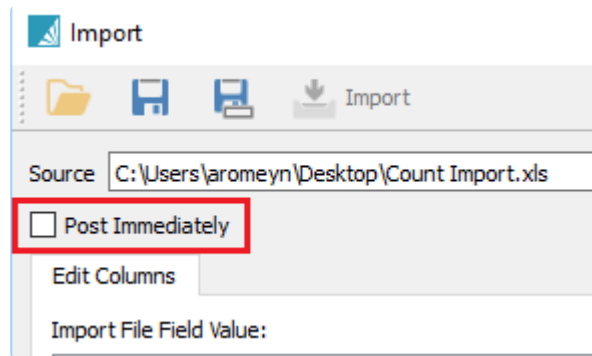
Destination: C:\Users\aromeyn\Desktop\PartnerTraining\CompletedImports

Failure: C:\Users\aromeyn\Desktop\PartnerTraining\FailedImports

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

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

Imports – Post Immediately



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

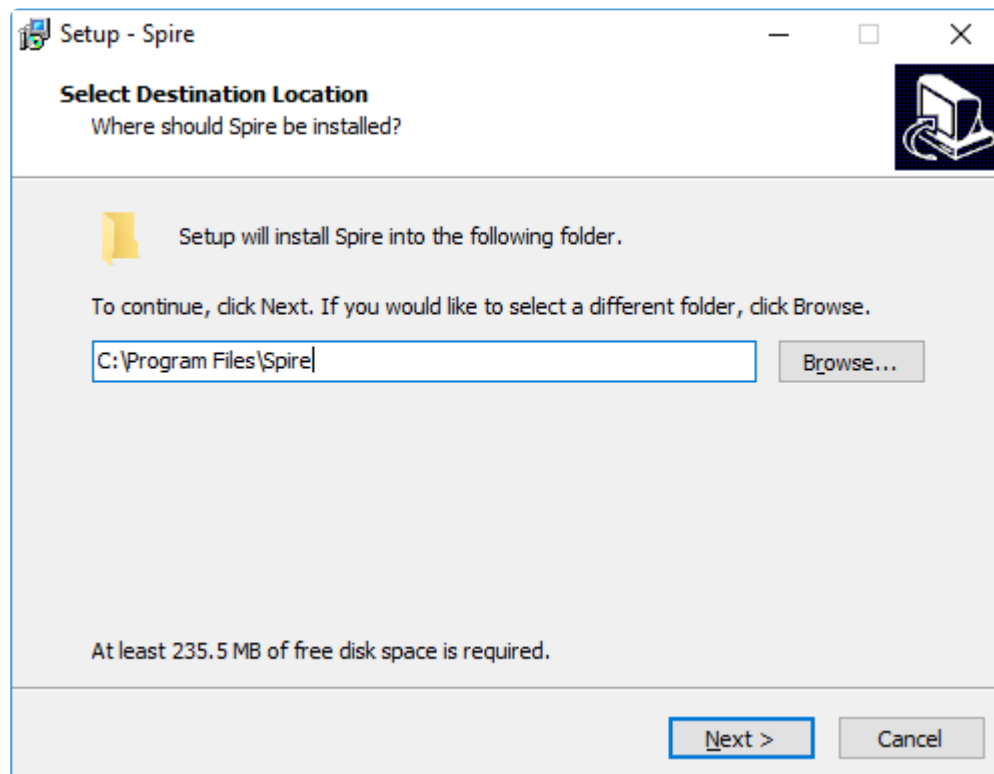
- For Sales Order and Inventory Adjustment imports, there is an option called “Post Immediately”.
- For Sales Orders if this is checked the import will be posted as invoices. If not checked they will go into sales orders for invoicing manually.
- For Inventory adjustments the option will post to inventory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

Installing Spire on a Workstation

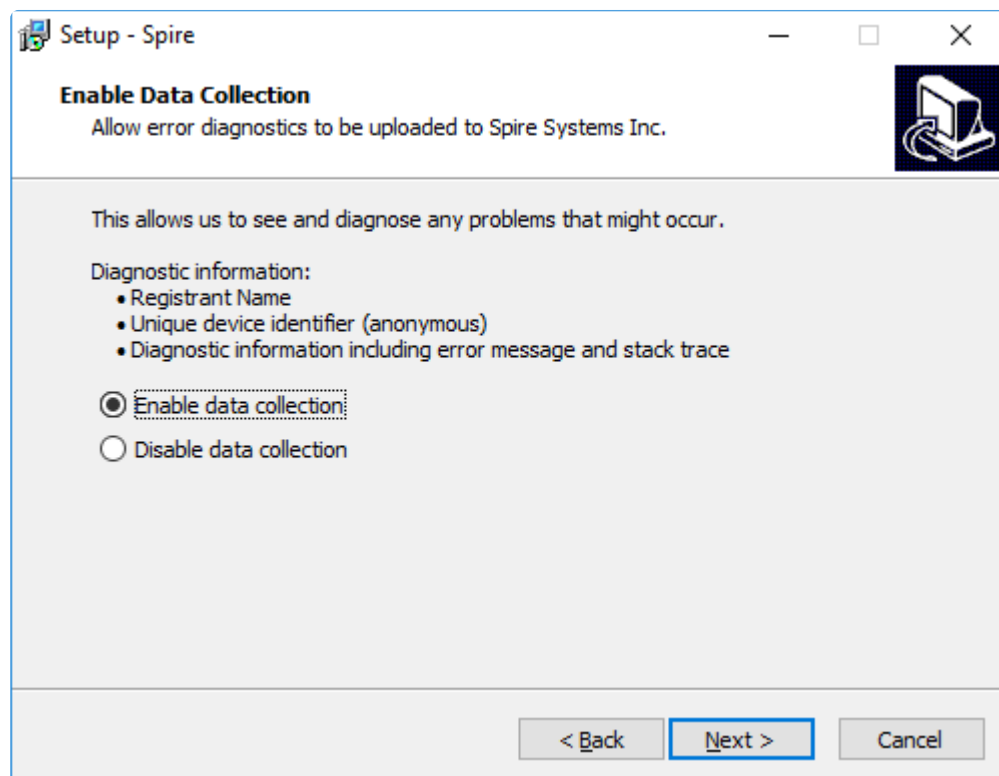
After you have finished downloading the file, you are ready to start the Client installation. Click on the link from your Download screen (or on the file itself from your Downloads folder).

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

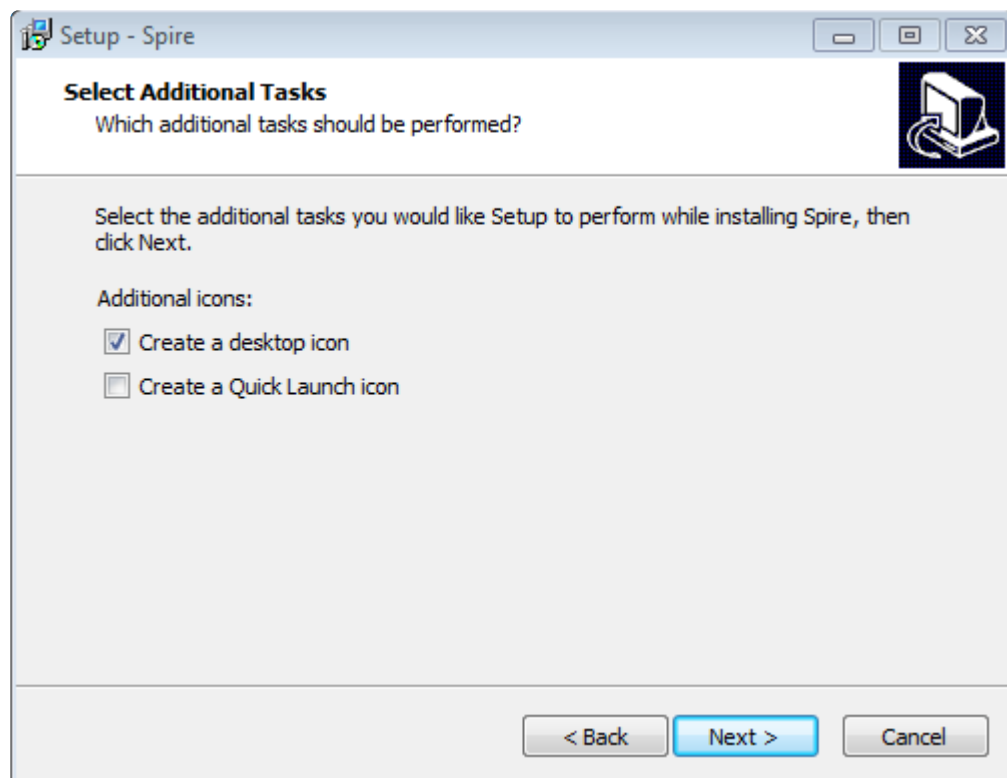
You will be asked to select an installation location. We recommend leaving it set to the default.



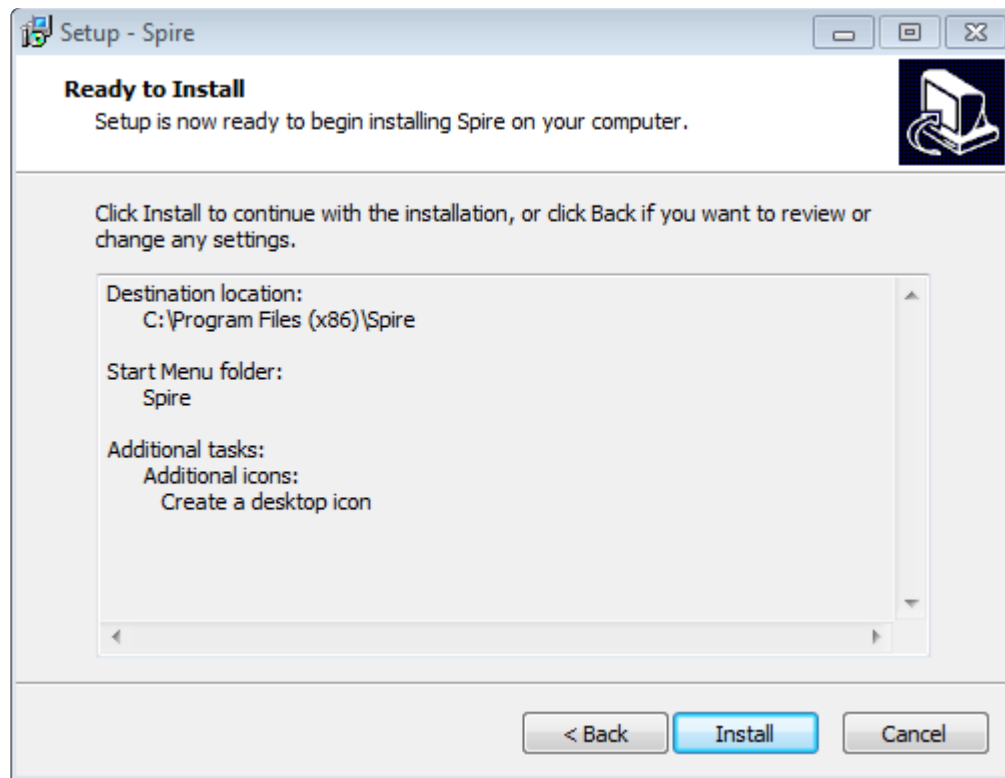
The next window asks permission to turn on data collection. This allows and errors to be sent to Spire without the users intervention. It is highly recommended to turn this on as it helps us with program development. No propitiatory information is sent.



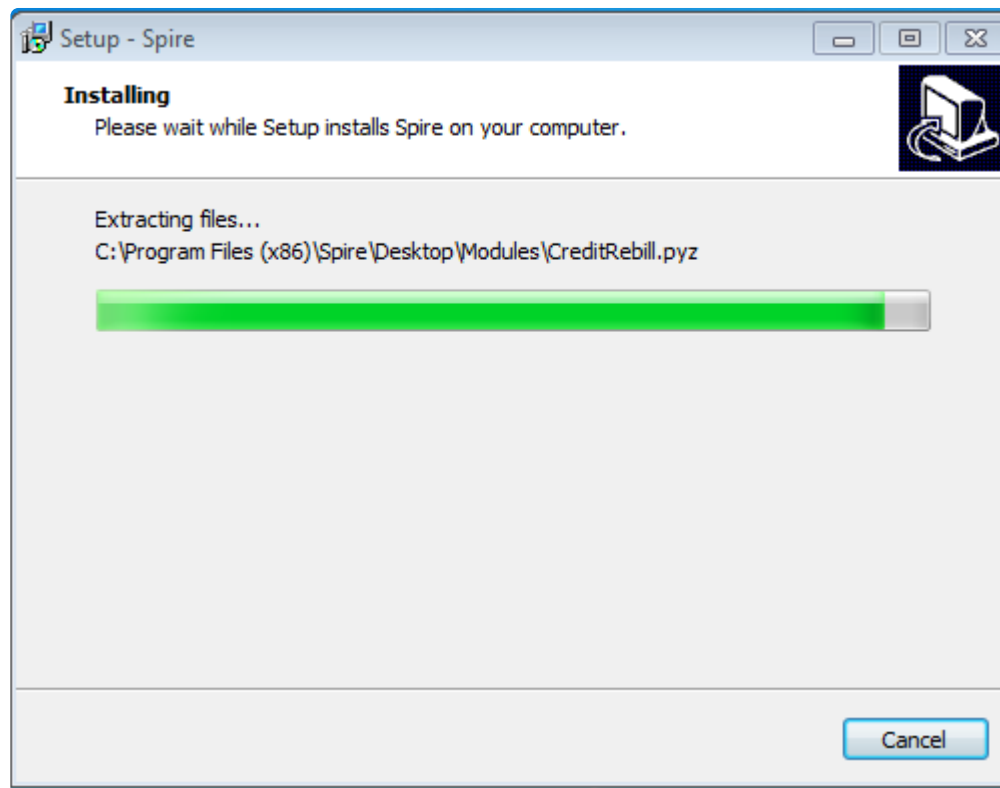
Next you will be asked about setting Desktop and Quick Launch Icons – set preferences as you wish.



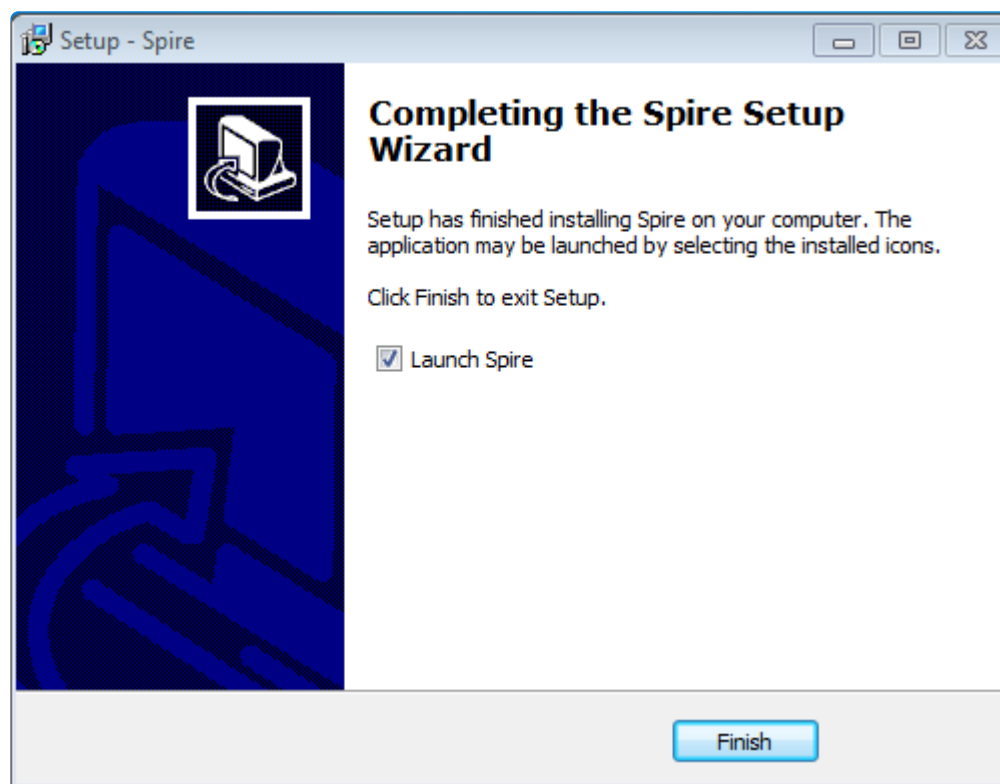
You are ready to proceed – click Install.



You will see a Progress Bar.

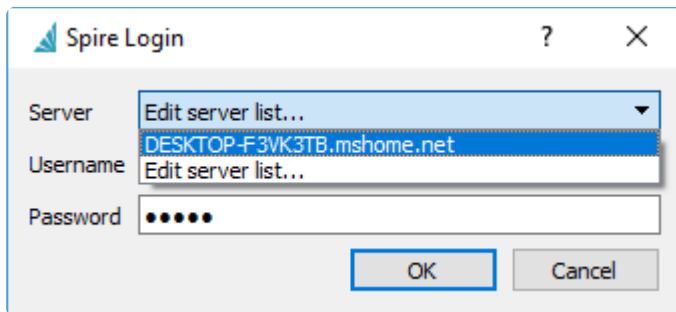


You will be notified that the installation is complete.

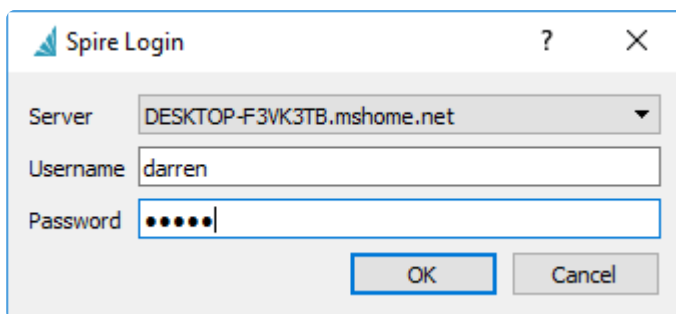


You may then launch the Client and log in to Spire. Note that you log in before selecting a company as not every user has access to all company's.

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

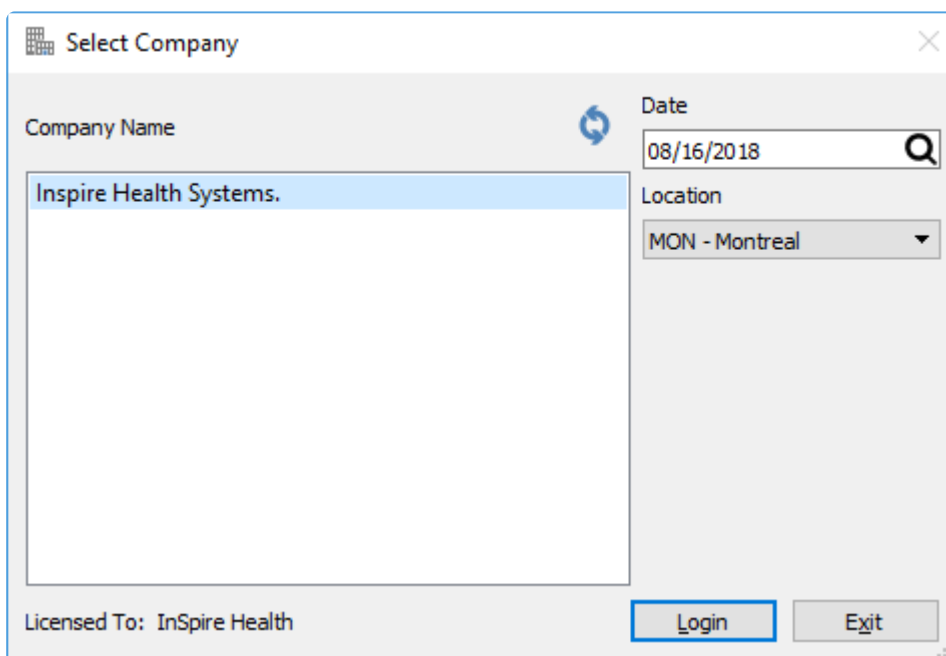


The Spire Login dialog box is shown with the title bar 'Spire Login'. It contains three input fields: 'Server', 'Username', and 'Password'. The 'Server' field has a dropdown menu open, showing 'Edit server list...' and 'DESKTOP-F3VK3TB.mshome.net'. The 'Username' field has 'Edit server list...' and the 'Password' field has five dots. There are 'OK' and 'Cancel' buttons at the bottom right.



The Spire Login dialog box is shown with the title bar 'Spire Login'. The 'Server' dropdown menu is now closed and shows 'DESKTOP-F3VK3TB.mshome.net'. The 'Username' field contains 'darren' and the 'Password' field contains five dots. There are 'OK' and 'Cancel' buttons at the bottom right.

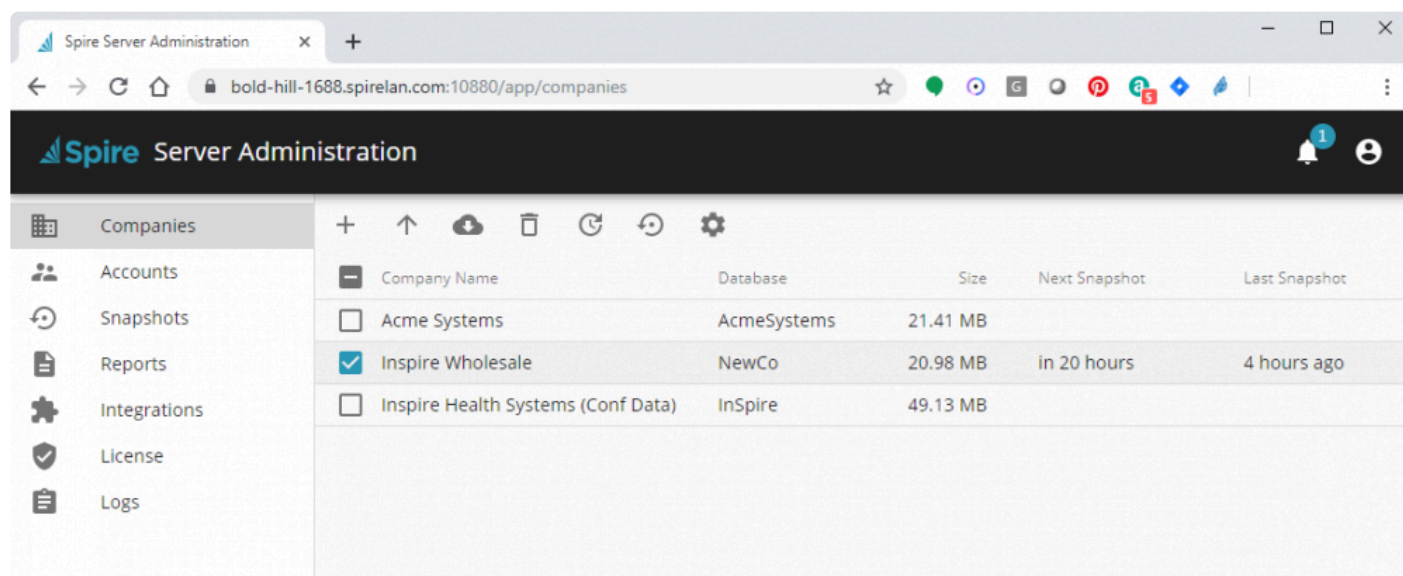
You will only see the companies that you have access to. Select one of them and click 'Login'.



The Select Company dialog box is shown with the title bar 'Select Company'. It contains a 'Company Name' list with 'Inspire Health Systems.' selected. To the right, there are fields for 'Date' (08/16/2018) and 'Location' (MON - Montreal). At the bottom, there is a 'Licensed To: InSpire Health' label and 'Login' and 'Exit' buttons.

Spire Server Admin

Spire administration can be accessed from any workstation on the local area network. The administration is browser based and can be accessed by going to Tools->Server Administration. The bell with the number 1 indicates that there is a new version available. Click on the user icon to change password or log out.



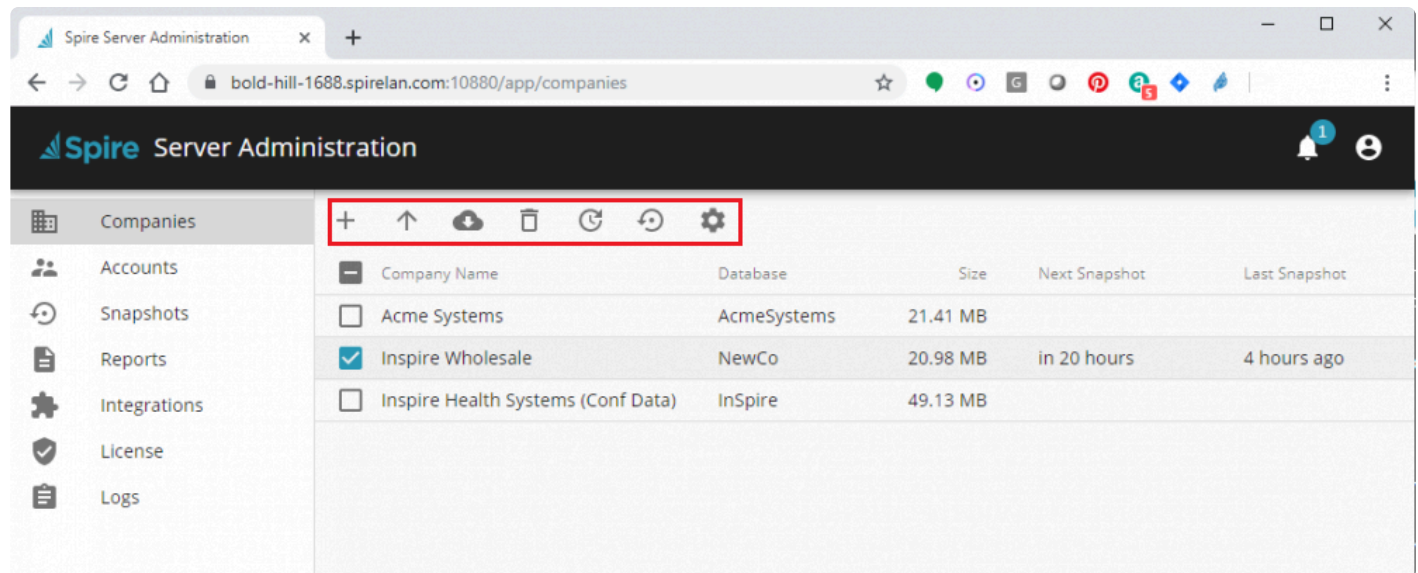
Video instruction for Spire Server Administration



Companies

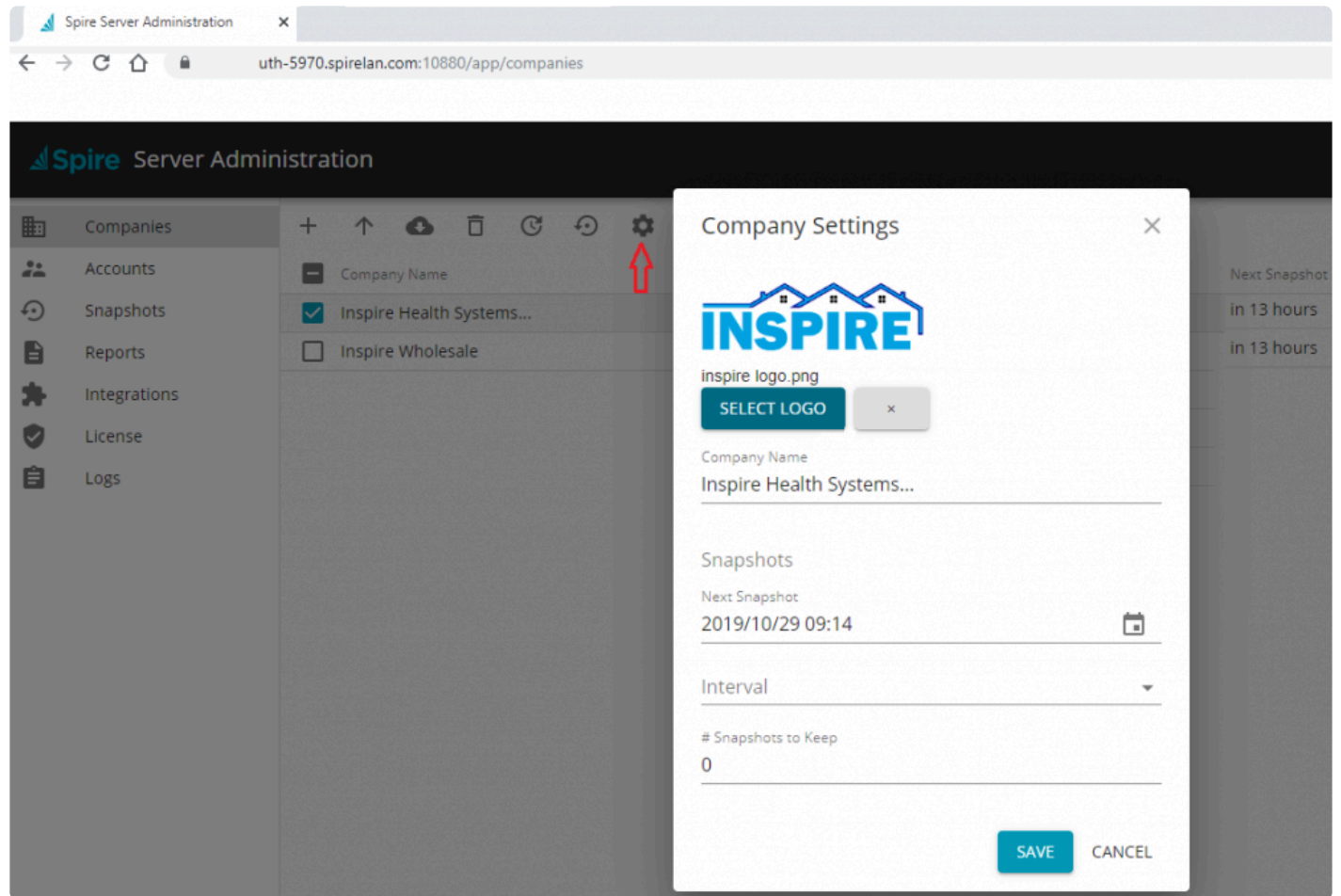
Companies

This is where companies are added and administered



- **Create** – Create a new company
- **Restore** – Restore a snapshot
- **Import** – Import data from another accounting software
- **Delete** – Delete a company
- **Upgrade** – Upgrade data to new database format
- **Create Snapshot** – Create a snapshot of company data
- **Settings** – Settings for the company

Company Settings



- **Select logo** – Browse for logo image file to upload. This logo will be used on printed forms in sales orders and purchase orders.
- **Company Name** – Company name that will appear after users log into Spire
- **Next Snapshot** – When the next snapshot will happen
- **Interval** – How often a snapshot will happen
- **#Snapshots to Keep** – How many snapshots will be kept

Accounts (Users)

Accounts

Spire Server Administration							
<ul style="list-style-type: none"> Companies Accounts Snapshots Reports Integrations License Logs 	<div> + </div>						
	Username	First Name	Last Name	Initials	Email	Active	Admin
	<input type="checkbox"/> Pam	Pam	Javon	PJ	aromeyn@spiresystems.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/> Mary	Mary	Mary Jones	MM	mary@inspire.vv	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- **Create** – Add an account (user)
- **Update**- Update an Account
- **Delete**- Delete an Account
- **Company Access**- Select companies an account can access
- **Toggle Active Status**- Toggle the users active status

Snapshots

Snapshots

Snapshots get saved on the server in C:\Programdata\Spire\snapshots

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



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

Spire Server Administration					
Companies					
Accounts					
Snapshots					
Reports					
Integrations					
License					
Logs					
		Database	Filename	Created	Size
		<input type="checkbox"/>	AcmeSystems	AcmeSystems/AcmeSystems_2019-10-04T12-57-44.backup	Oct 4, 2019 12:57 PM 960.95 kB
		<input checked="" type="checkbox"/>	InSpire	InSpire/InSpire_2019-10-04T09-26-50.backup	Oct 4, 2019 9:26 AM 2.64 MB
		<input type="checkbox"/>	NewCo	NewCo/NewCo_2019-10-04T13-04-40.backup	Oct 4, 2019 1:04 PM 960.97 kB
		<input type="checkbox"/>	spire	spire/spire_2019-10-04T06-34-16.backup	Oct 4, 2019 6:34 AM 33.08 kB

- **Delete-** – Permanently remove a company
- **Database-** The database name
- **File Name-** The file name of the snapshot that includes the date and time
- **Created** – Date and time snapshot was created
- **Size** – File size on the drive

Reports

Reports

Spire Server Administration						
Companies	↑	🗑️	⚡			
Accounts	☰	Title ↑	Filename	Company	Templates	System Report Modified
Snapshots						
Reports	<input type="checkbox"/>	Quote	quote.rpt		sales_order sales_order_list	<input checked="" type="checkbox"/> Oct 4, 2019 4:12 PM
Integrations	<input type="checkbox"/>	RMA Order	rma order.rpt		sales_order sales_order_list	<input checked="" type="checkbox"/> Oct 4, 2019 4:12 PM
License	<input type="checkbox"/>	Receipts Order Fulfillment	receipts order fulfillment.rpt		purchase_order_apply	<input checked="" type="checkbox"/> Oct 4, 2019 4:12 PM
Logs	<input type="checkbox"/>	Receiver General by Payroll Dates	receiver general by payroll dates.rpt		timecard_batch_list	<input checked="" type="checkbox"/> Oct 4, 2019 4:12 PM
	<input type="checkbox"/>	Requisition List	requisition list.rpt		material_requisition	<input checked="" type="checkbox"/> Oct 4, 2019 4:12 PM
	<input type="checkbox"/>	Sales History Reports Sample	sales history reports tab sample.rpt		sales_history	<input checked="" type="checkbox"/> Oct 4, 2019 4:12 PM
	<input type="checkbox"/>	Sales Order	sales order.rpt		sales_order sales_order_list order_deposit	<input checked="" type="checkbox"/> Oct 4, 2019 4:12 PM
	<input type="checkbox"/>	Sales Order Details List	sales order details list.rpt		sales_order_list	<input checked="" type="checkbox"/> Oct 4, 2019 4:12 PM
	<input checked="" type="checkbox"/>	Sales Order InSpire	sales order inspire.rpt	InSpire	sales_order sales_order_list order_deposit	<input type="checkbox"/> Oct 4, 2019 10:19 AM
	<input type="checkbox"/>	Sales Order List	sales order list.rpt		sales_order_list	<input checked="" type="checkbox"/> Oct 4, 2019 4:12 PM
	<input type="checkbox"/>	Sales and Taxes	sales and taxes.rpt		sales_history_list	<input checked="" type="checkbox"/> Oct 4, 2019 4:12 PM

- **Upload-** – Browse to upload a custom report
- **Delete-** Delete a custom report (System reports will disable, not delete)
- **Toggle Report Status** – Toggle report from being available in Spire
- **Title-** Title of report as presented to user on print
- **Filename-** Crystal Report File name on physical storage
- **Company-** Company this report is exclusive for
- **Templates-** Template(s) embedded in the report. Designates where the report will appear in Spire
- **System Report** – Indicates if report is a system stock report
- **Modified-** When the report was last modified

Integrations

Integrations

Setup other software integrations available directly in Spire

Payfirma

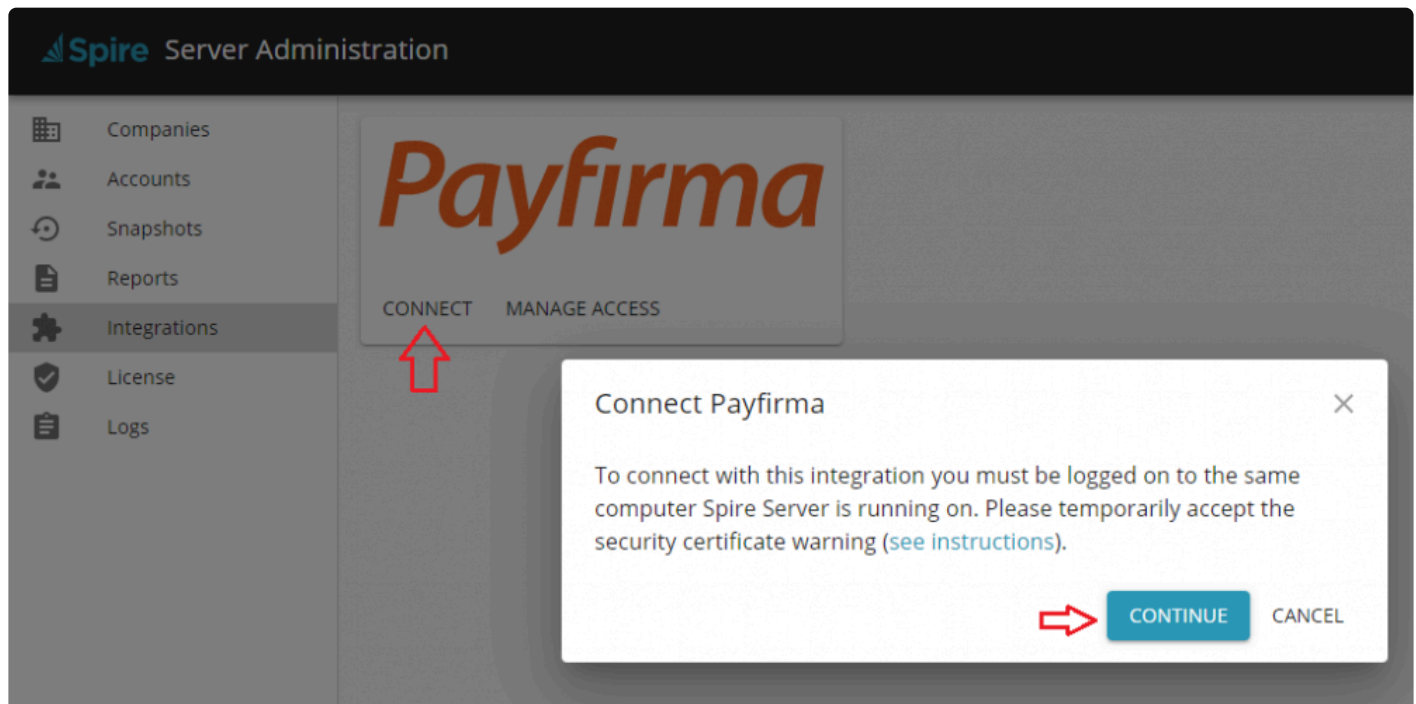
Payfirma is a payment solution provider that integrates with Spire. Payfirma allows processing of credit card payments for 'Card Not Present' transactions, from invoicing and accounts receivable.

! The Payfirma Integration **MUST** be performed directly on the Spire server (unlike many Spire administration functions, which can be performed from a workstation).

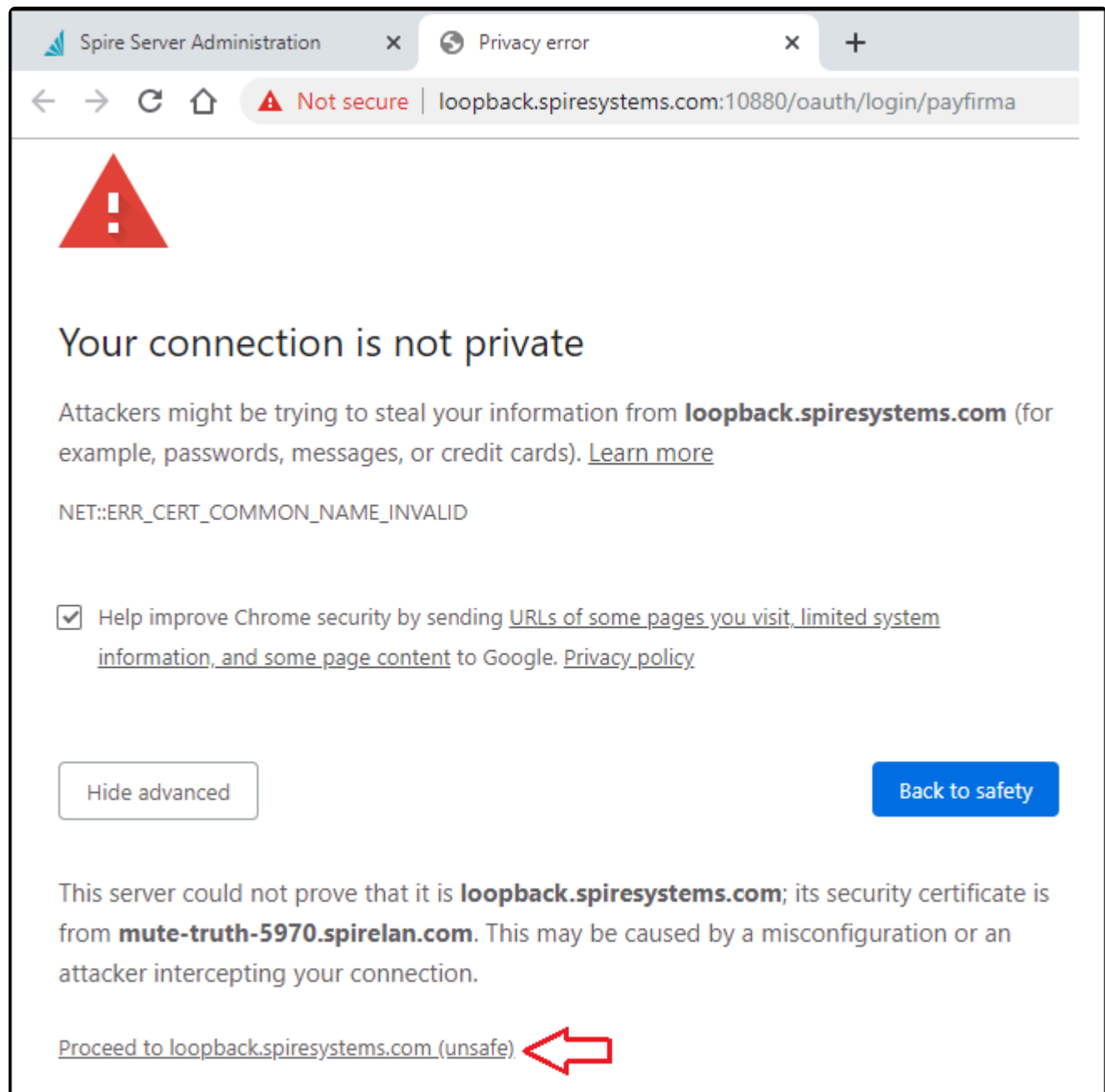
To obtain more information about how to establish this integration from Payfirma see (www.payfirma.com/engage/spire-systems).

Configuring Spire with Payfirma

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



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



Login with a Spire admin user



Sign In

billb

.....

SIGN IN

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

Payfirma OAuth Login x Spire Accounting - Login x Spire Server Administration

auth.payfirma.com/login_form?continue=/oauth/authorize?response_type%3Dcode%26

Payfirma

Spire Payfirma

Log in to use your Payfirma account with Spire Systems

Email

billb@inspire.vw

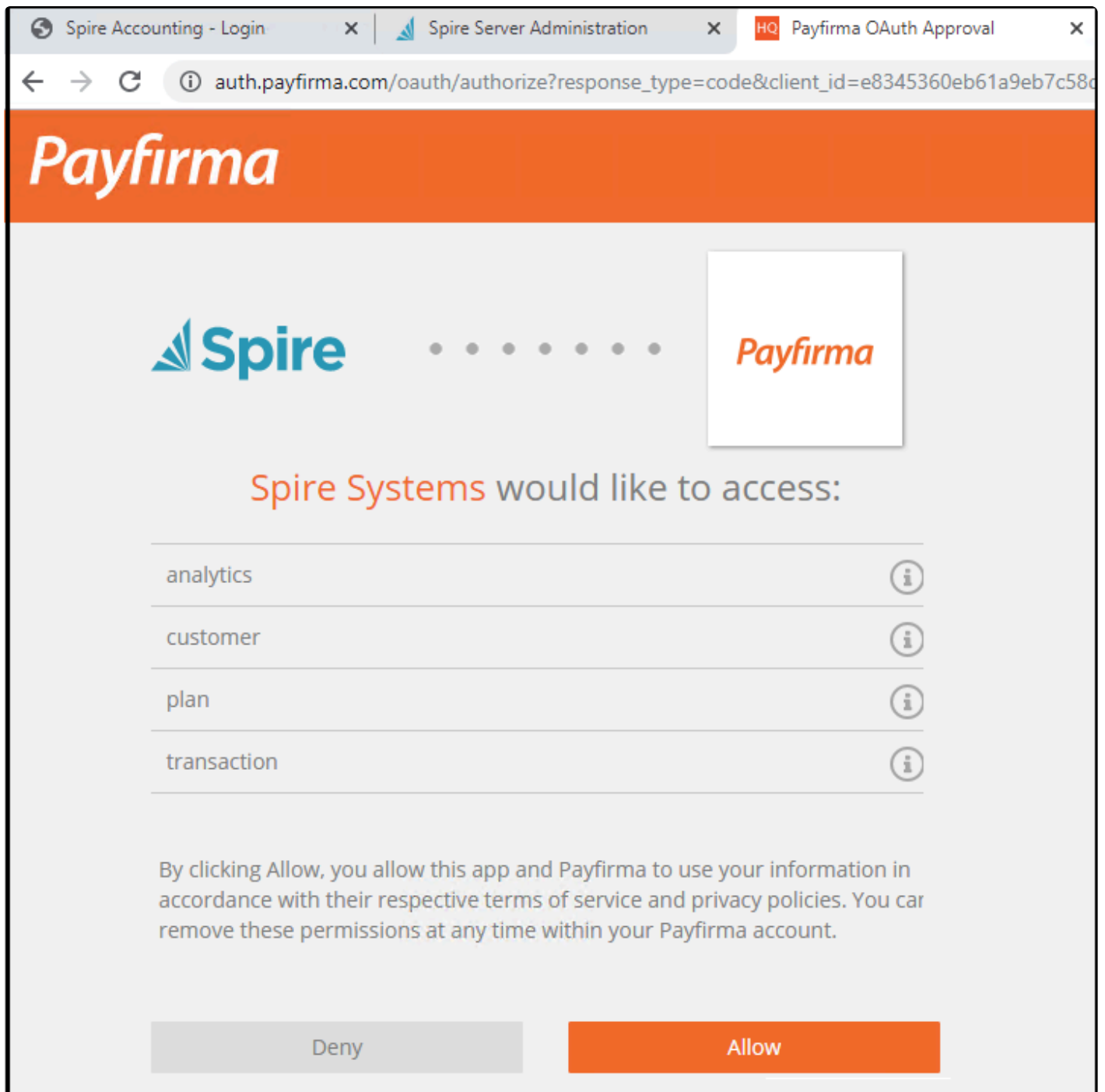
Password

.....

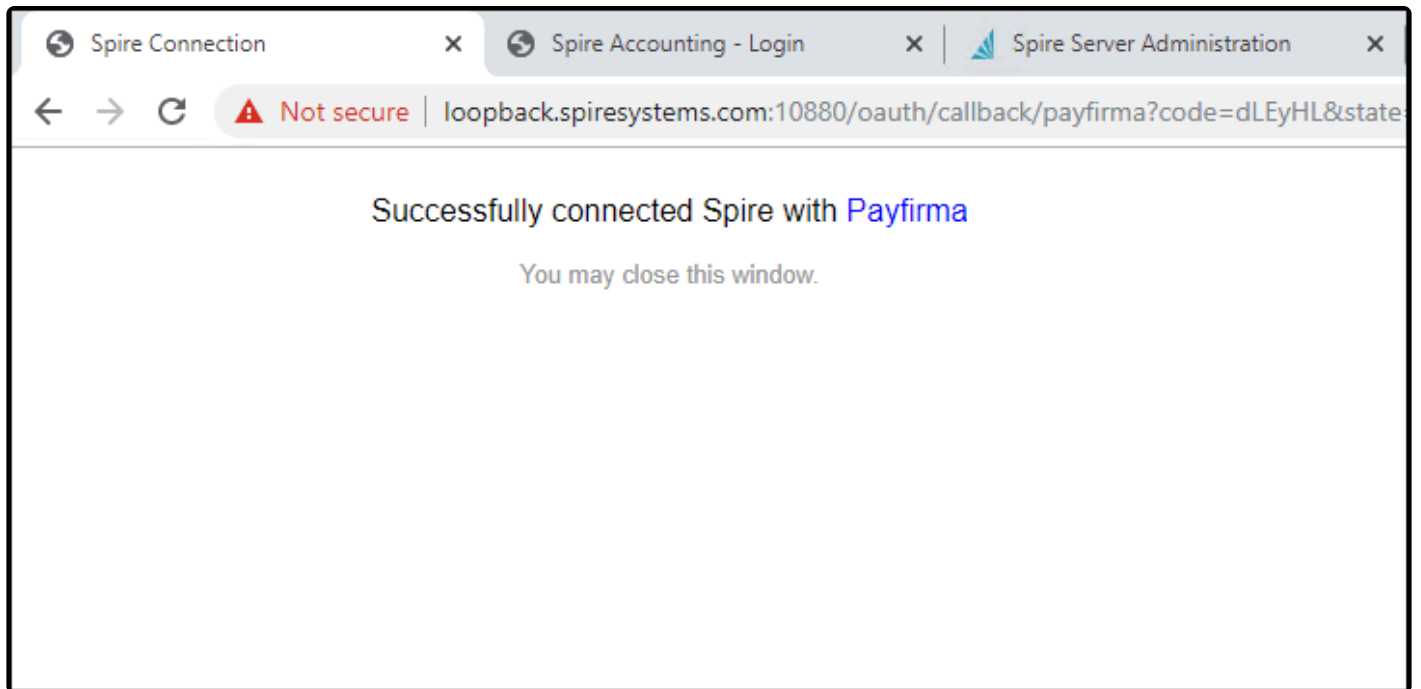
[Reset your password](#)

SIGN IN

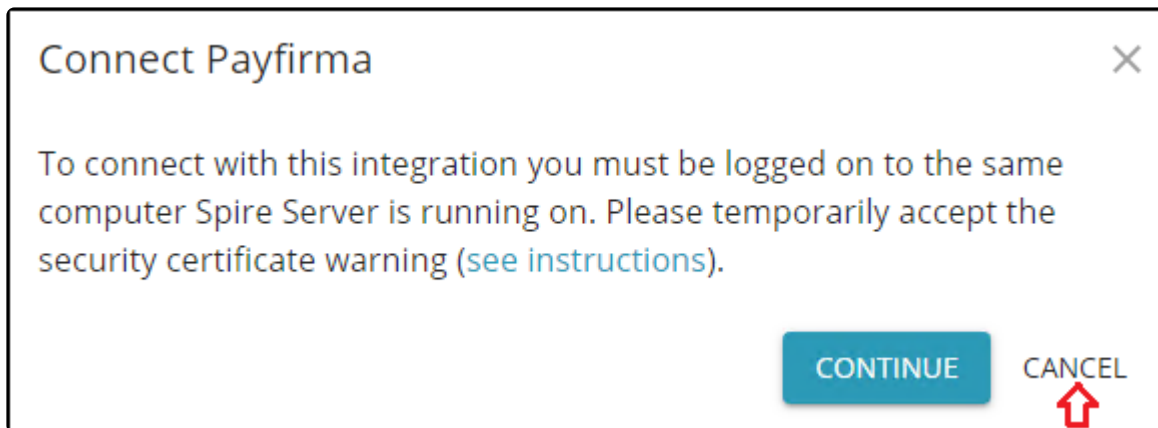
You will be asked to allow Spire to access Payfirma.



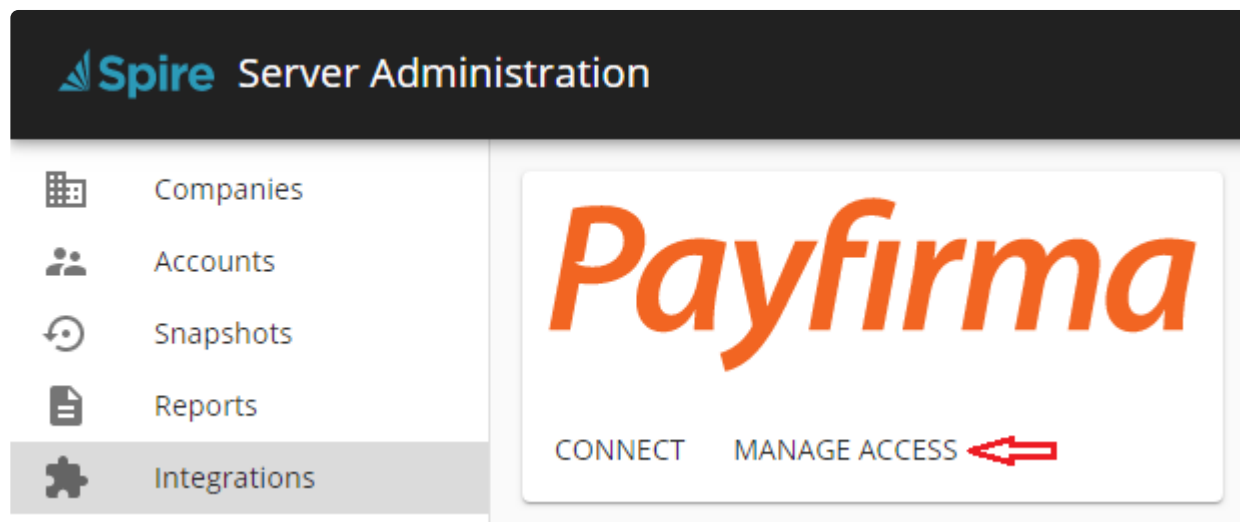
When you see this message, you may close the window.



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





Next, click on 'Manage Access'



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

Manage Company Access for Payfirma



	236ea5bir		None
Inspire Health Systems...		<input checked="" type="radio"/>	<input type="radio"/>
Inspire Wholesale		<input type="radio"/>	<input checked="" type="radio"/>

CANCEL

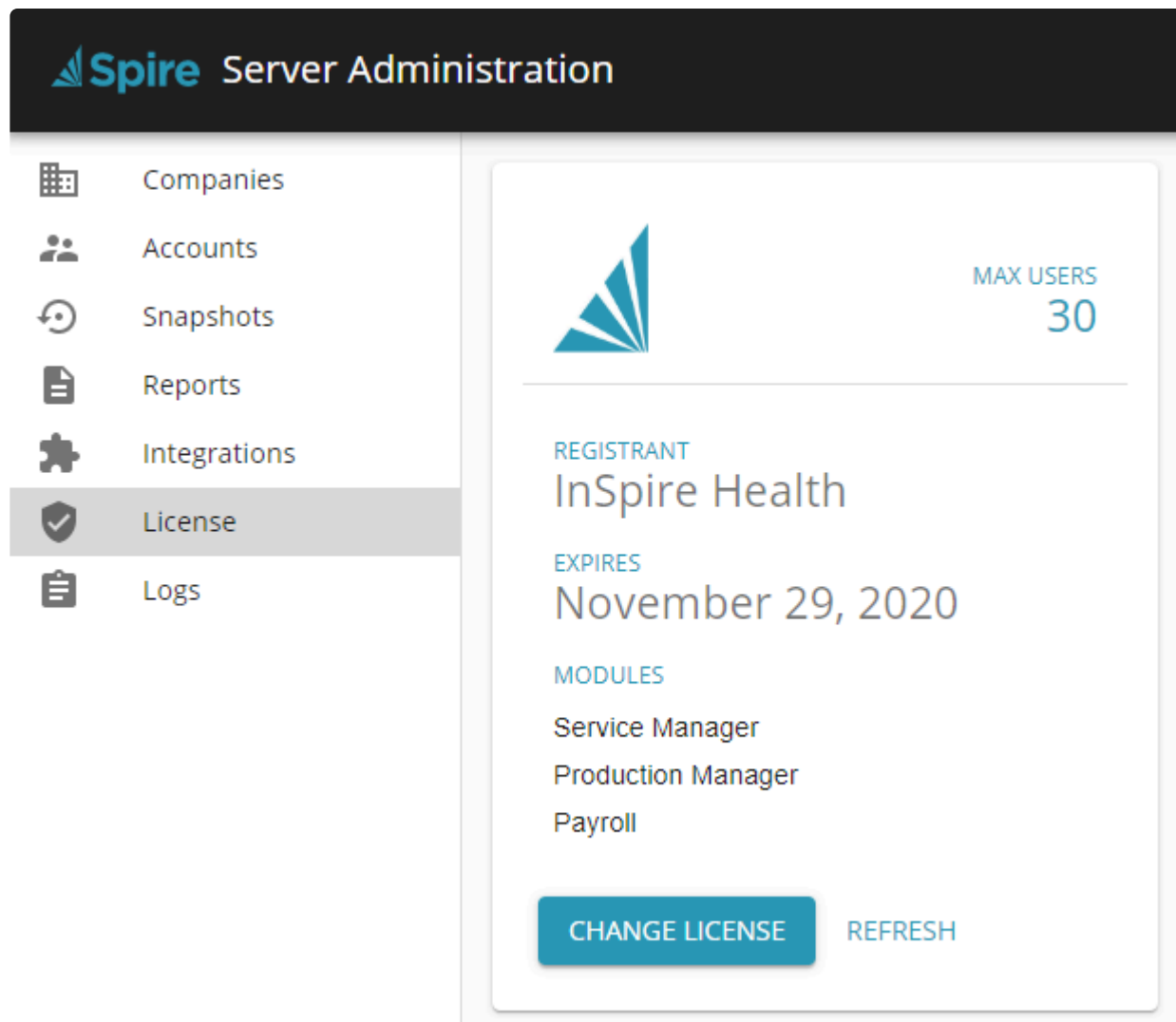
* Note – Multiple companies can use the same Payfirma account, however this would be unusual.

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

License

License

This screen shows the modules that are owned and how many accounts (users) can be active at one time.



Spire Server Administration

- Companies
- Accounts
- Snapshots
- Reports
- Integrations
- License**
- Logs

MAX USERS
30

REGISTRANT
InSpire Health

EXPIRES
November 29, 2020

MODULES
Service Manager
Production Manager
Payroll

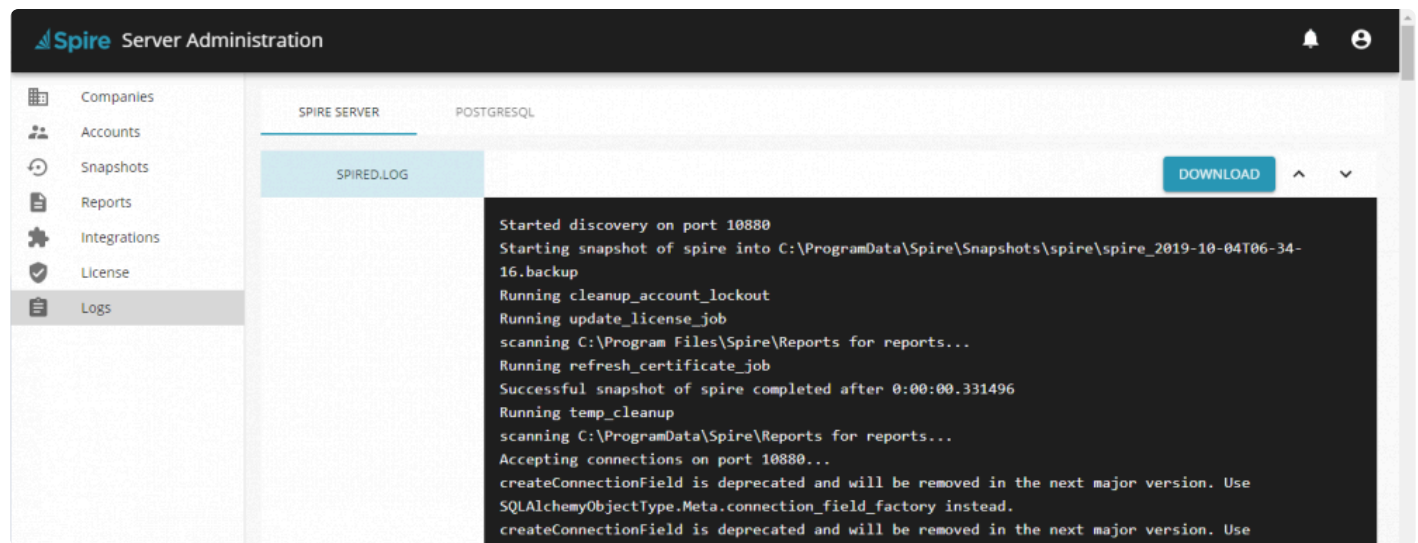
CHANGE LICENSE **REFRESH**

- **Change License-** Click to change license. Note that this will remove an existing license and prompt the user to log in and acquire another one.
- **Refresh-** Click refresh if new modules or users have been purchased. This will happen automatically every 4 hours.

Logs

Logs

Support may ask for log files from time to time. To download select either Spire Server or Postgresql and then click download. The arrow up and down will allow the user to view the complete log.

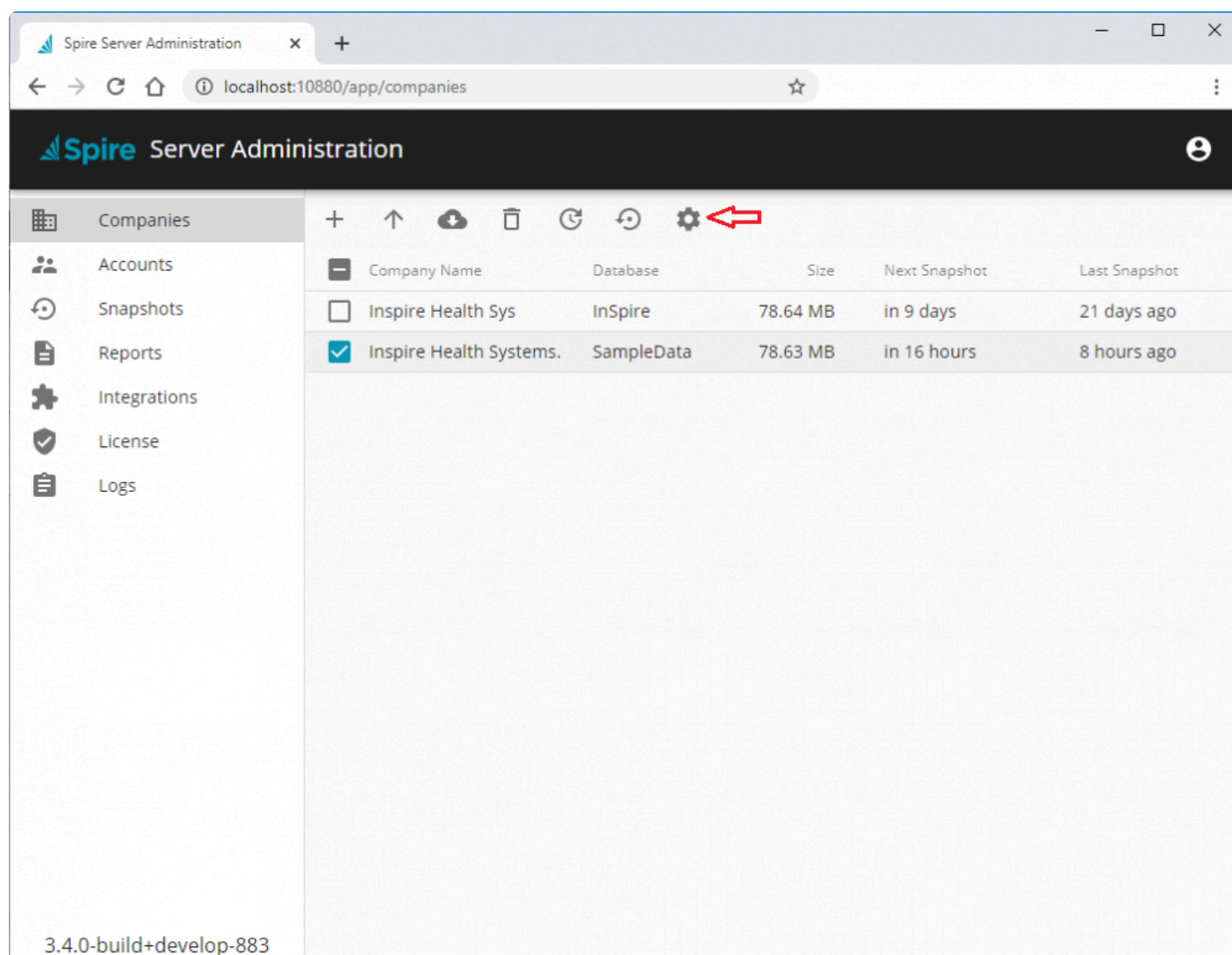


Backup & Restore

Backup

The snapshot is done in the server admin and 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.

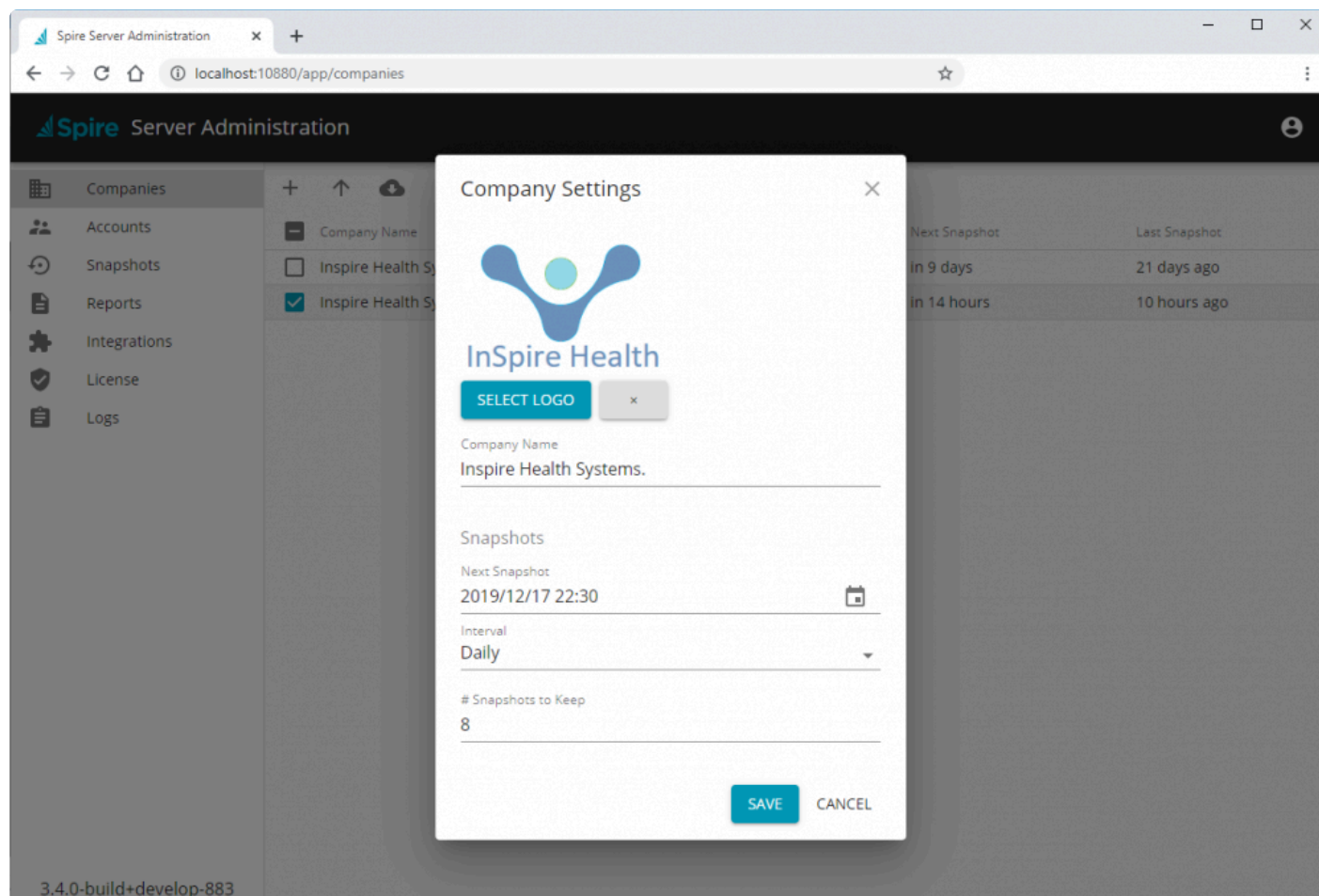
Setup snapshots in Spire admin by checking a company on the list and clicking the settings icon.



The screenshot shows the Spire Server Administration web interface. The browser address bar indicates the URL is `localhost:10880/app/companies`. The interface has a dark header with the Spire logo and "Server Administration" text. A left sidebar contains navigation links: Companies, Accounts, Snapshots, Reports, Integrations, License, and Logs. The main content area displays a table of companies. Above the table is a toolbar with icons for adding, uploading, deleting, refreshing, and settings. A red arrow points to the settings icon (a gear). The table has columns for Company Name, Database, Size, Next Snapshot, and Last Snapshot. Two companies are listed: "Inspire Health Sys" and "Inspire Health Systems.". The second company is selected with a checkbox and has a settings icon next to it.

Company Name	Database	Size	Next Snapshot	Last Snapshot
<input type="checkbox"/> Inspire Health Sys	InSpire	78.64 MB	in 9 days	21 days ago
<input checked="" type="checkbox"/> Inspire Health Systems.	SampleData	78.63 MB	in 16 hours	8 hours ago

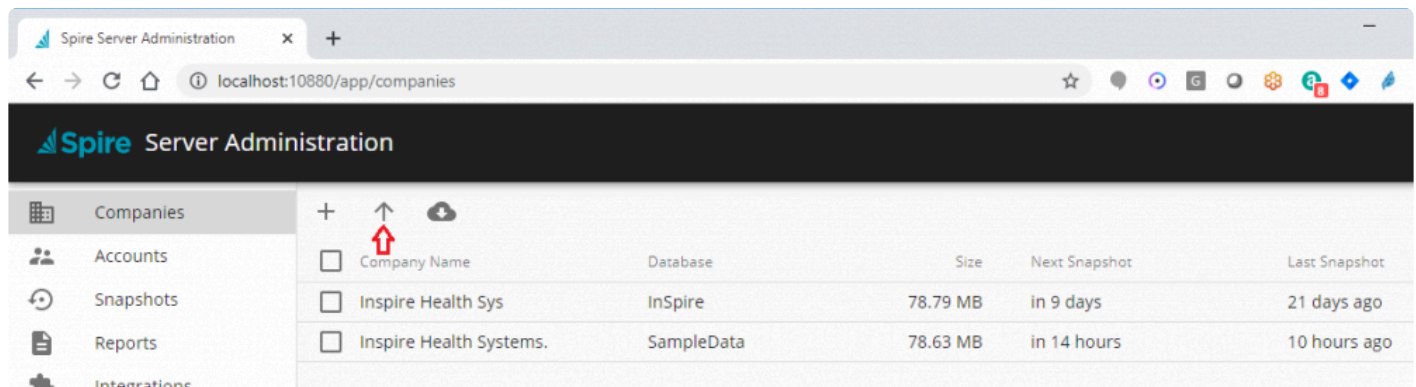
Select a snapshot time, interval and number of snapshots to keep.



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

Restore

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



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

Restore Snapshot

Enter a unique name for the database and then select the snapshot you want to restore.

Database Name *

GiveUniqueName ←

ConfData.backup

SELECT FILE TO RESTORE... ←

RESTORE CANCEL

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

[See also Spire Server Admin – > Snapshots](#)

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 screenshot displays the 'Company Settings' application window. On the left is a vertical navigation menu with icons and labels for various modules: Company (selected), 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, and Production. The main area of the window is titled 'Company Settings' and contains several tabs: 'Address' (active), 'Banking', 'Phone Formats', and 'Tax Info'. The 'Address' tab is further divided into 'Contact Information' and 'Internet Addresses'. The 'Contact Information' section includes fields for Name (Inspire Health Systems), Address (5578 First Avenue), City (Vancouver), Postal Code (V5T 6Y6), Province (BC), Country (Canada), Phone ((604) 555-4589 Ext.), and Fax ((604) 555-7763). The 'Internet Addresses' section includes fields for Email (info@inspirehealthsys.com) and Website. To the right of the 'Contact Information' section are three tabs for 'Contact #1', 'Contact #2', and 'Contact #3', each with fields for Name, Phone, Fax/Cell, and Email.

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.

The screenshot shows the 'Company Settings' window with the 'Banking' tab selected. The left sidebar contains icons for Company, General Ledger, Reports, Email, Sequence Numbers, Variables, Multi-Currency, and Payroll. The main area displays 'Bank Information' with the following fields:

Bank Information	
EFT Originator ID	4576568
Short Name	InspHea
Long Name	Inspire Health Systems.
Institution	001
Transit Number	56789
Account Number	678765678
Data Center	
File Creation Number	0025
Routing Record	\$\$\$AA01CPA1464[PROD[NL\$\$

Phone Formats

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

[illegible]

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

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

Business Number

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.

Company Settings

Search [] ?

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

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

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

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

Contract Cost
Differential GL Account [11290/ /] [Q]

Miscellaneous
☐ Enable Divisions
☒ Enable General Ledger

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 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.

General		Fiscal Periods	Segments	Groups	Subgroups	Special Accounts
Current		Historical				
Current Year End		12/31/2018				
Locked Periods		0				
Number of Periods		<input checked="" type="radio"/> 12 (1 month duration) <input type="radio"/> 13 (4 week duration)				
	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 ↔ Edit this date to change Year End Date

Locked Periods

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

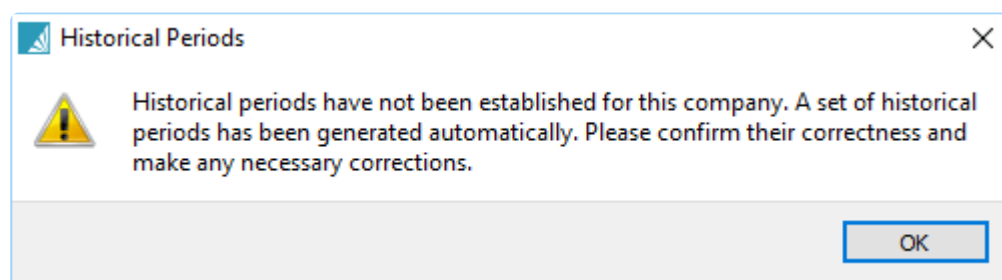
See this video for the procedure



Historical Periods

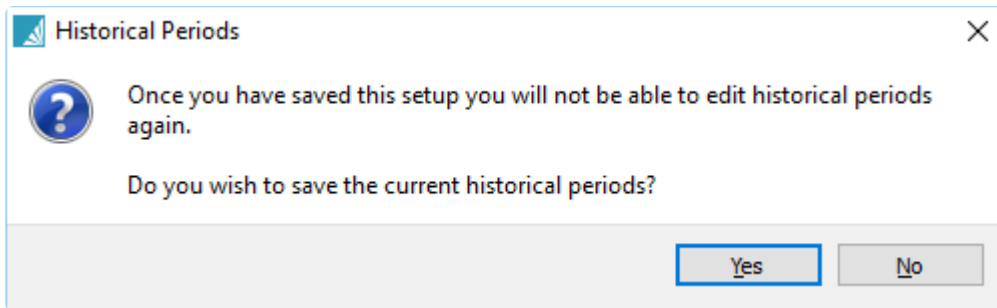
This is where historical periods are displayed. Each year shown has history posted in it. The first time a user clicks this tab they are able to define historical periods. It defaults to the same as the current fiscal periods, but if a company has previously changed their year-end, they can edit this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



General Fiscal Periods Segments Groups Subgroups Special Accounts						
Current		Historical				
	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.

Company Settings

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

Structure | Codes

Segment Attributes

Separator: /

Segment Structure

+ New X Delete

Segment	Length	Name	Type
1	5	Base	Numeric
2	8	Location	Alphanumeric
3	11	Profit Center	Alphanumeric

Segment Codes

The codes are the actual names of the segments.

Company Settings

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

Structure | **Codes**

Search

Filters Search Export + X

Code	Description
MON	Montreal
TOR	Toronto
VAN	Vancouver

Location
Location
Profit Center

Groups

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

Company Settings

Company General Ledger Reports Email Sequence Numbers Variables Multi-Currency Payroll Employees Purchase Orders

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

Filters Search Export

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.

Company Settings

Company General Ledger Reports Email Sequence Numbers Variables

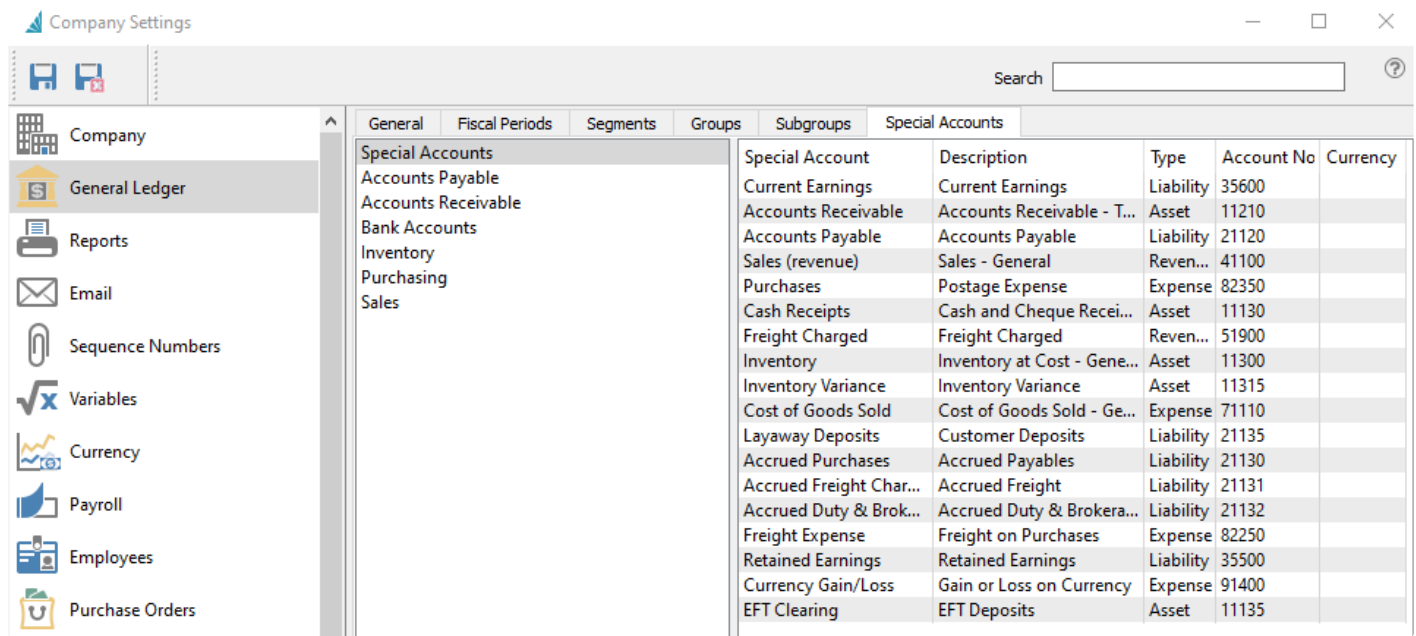
General Fiscal Periods Segments Groups **Subgroups** Special Accounts

Filters Search Export + -

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



The screenshot shows the 'Company Settings' application window. The 'Special Accounts' tab is active, displaying a table of special accounts. The left sidebar shows the 'General Ledger' selected. The table lists various accounts such as 'Current Earnings', 'Accounts Receivable', 'Accounts Payable', 'Sales (revenue)', 'Purchases', 'Cash Receipts', 'Freight Charged', 'Inventory', 'Inventory Variance', 'Cost of Goods Sold', 'Layaway Deposits', 'Accrued Purchases', 'Accrued Freight', 'Accrued Duty & Brokerage', 'Freight Expense', 'Retained Earnings', 'Currency Gain/Loss', and 'EFT Clearing'.

Special Account	Description	Type	Account No	Currency
Current Earnings	Current Earnings	Liability	35600	
Accounts Receivable	Accounts Receivable - T...	Asset	11210	
Accounts Payable	Accounts Payable	Liability	21120	
Sales (revenue)	Sales - General	Reven...	41100	
Purchases	Postage Expense	Expense	82350	
Cash Receipts	Cash and Cheque Recei...	Asset	11130	
Freight Charged	Freight Charged	Reven...	51900	
Inventory	Inventory at Cost - Gene...	Asset	11300	
Inventory Variance	Inventory Variance	Asset	11315	
Cost of Goods Sold	Cost of Goods Sold - Ge...	Expense	71110	
Layaway Deposits	Customer Deposits	Liability	21135	
Accrued Purchases	Accrued Payables	Liability	21130	
Accrued Freight Char...	Accrued Freight	Liability	21131	
Accrued Duty & Brok...	Accrued Duty & Brokera...	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 Accounts – The default company bank account.

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

Inventory – 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.

Layaway 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.

EFT Clearing – This account will be used to clear customer deposits in AR batch and then post a single transaction to the bank.

Sales

(These are read/write)

Accounts Receivable

Sales (revenue)

Freight Charged

Inventory

Cost of goods sold

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

Accounts Receivable

(Most are read/write)

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.

Accounts Payable

(Most are read/write)

Accounts Payable

Purchases (expense)

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 payables will clear the payments to this account and then post a single transaction to the bank.

Bank Accounts

(Most are read/write)

Bank Accounts – The default company bank account.

Inventory

(Most are read/write)

Purchases (expense)

Inventory

Inventory Variance

Cost of goods sold

Accrued Purchases

Purchasing

(Most are read/write)

Accounts Payable

Purchases (expense)

Inventory

Inventory Variance

Accrued Purchases

Accrued Freight Charges

Accrued Duty and Brokerage

Freight Expense

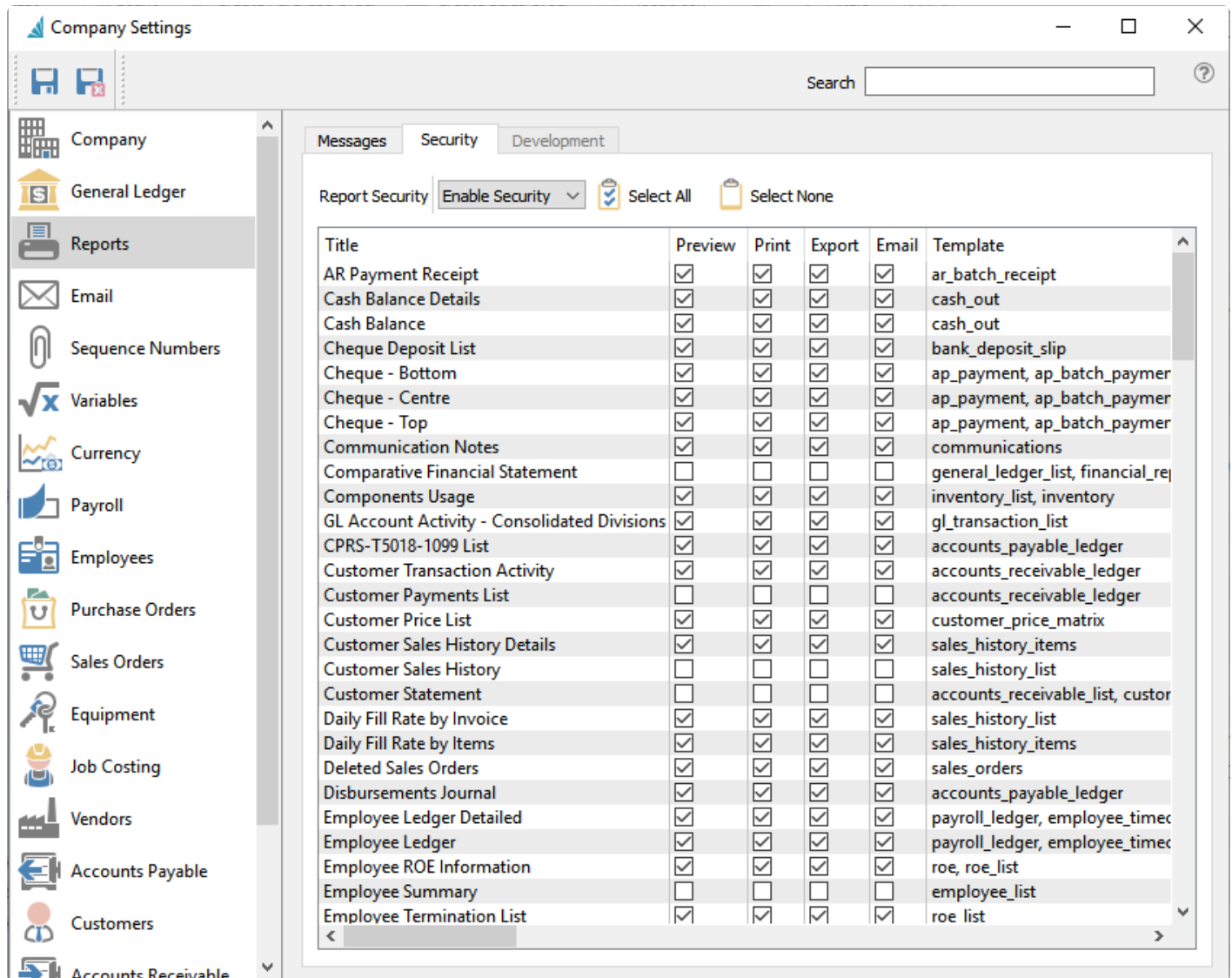
Reports

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

Set messages that will print on the header and footer for each form.

The screenshot shows the 'Company Settings' application window. On the left is a sidebar with a list of modules: Company, General Ledger, Reports (highlighted), Email, Sequence Numbers, Variables, Currency, Payroll, Employees, Purchase Orders, Sales Orders, Equipment, Job Costing, Vendors, Accounts Payable, Customers, and Accounts Receivable. The main area has three tabs: 'Messages', 'Security', and 'Development'. The 'Messages' tab is active. It contains a 'Report Type' dropdown menu set to 'Quote'. Below this are two text input fields: 'Header' and 'Footer'. The 'Header' field contains the text 'This Quote is good for 30 days....' and the 'Footer' field contains the text 'Ask about our quarterly specials|'. A search bar is located at the top right of the main area.

Set the default preference for the company to decide which reports are to be seen. This can then be edited on each user.



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

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

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.

Company Settings

Company General Ledger Reports Email Sequence Numbers Variables Currency

General Inventory Sales Production

Customer No	0000000000
GL Transaction No	0000001362
Payslip No	0000000000
Direct Deposit No	0000000000
Purchase Order No	0000700127
Vendor No	0000000001

Inventory

Company Settings

Company

General Ledger

Reports

Email

Sequence Numbers

Variables

Currency

General Inventory Sales Production

Inventory Adjustment A000000042

Inventory Transfer T000000010

Inventory Count 0000000024

Sales

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

Company Settings

Search

General Inventory Sales Production

Invoice 0000600502

Sales Order 0000800174

Quote Q000057972

☒ Number Sales Orders by Type

Booking Order B000359758

Standing Order S000578603

RMA Order R000000001

Work Order W0000647860

Production

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

Company Settings

Save Cancel

Company General Ledger Reports Email Sequence Numbers Variables

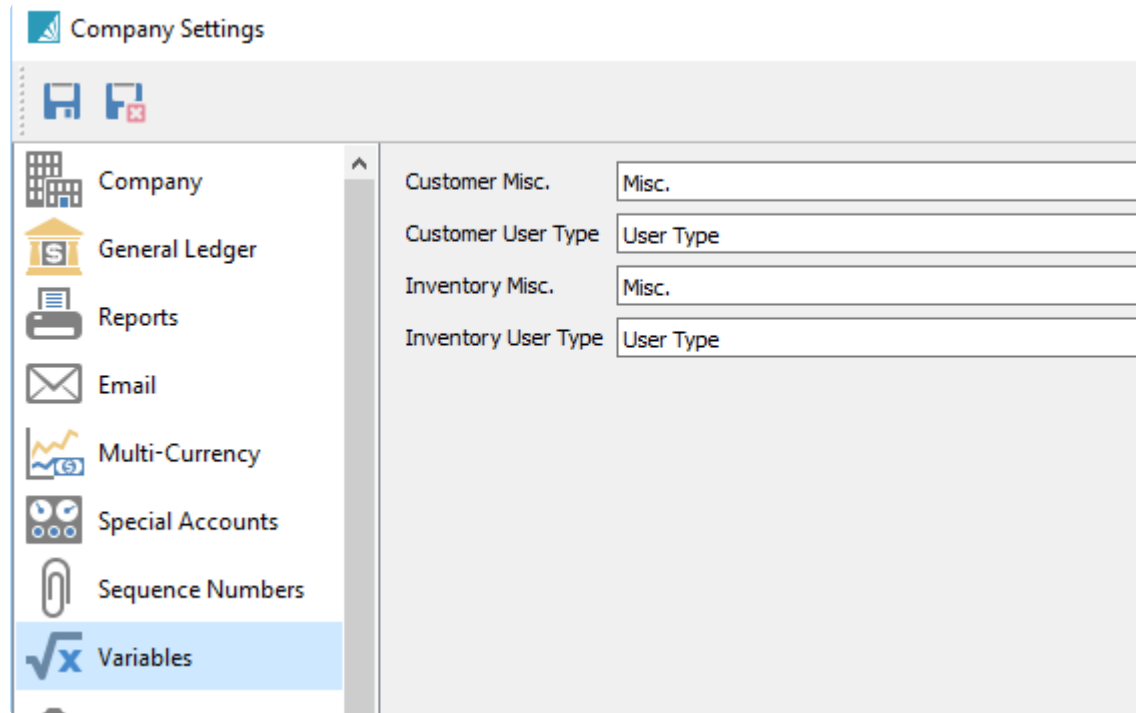
General Inventory Sales Production

Production Order 0000000092

Production Template 0000000025

Variables

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

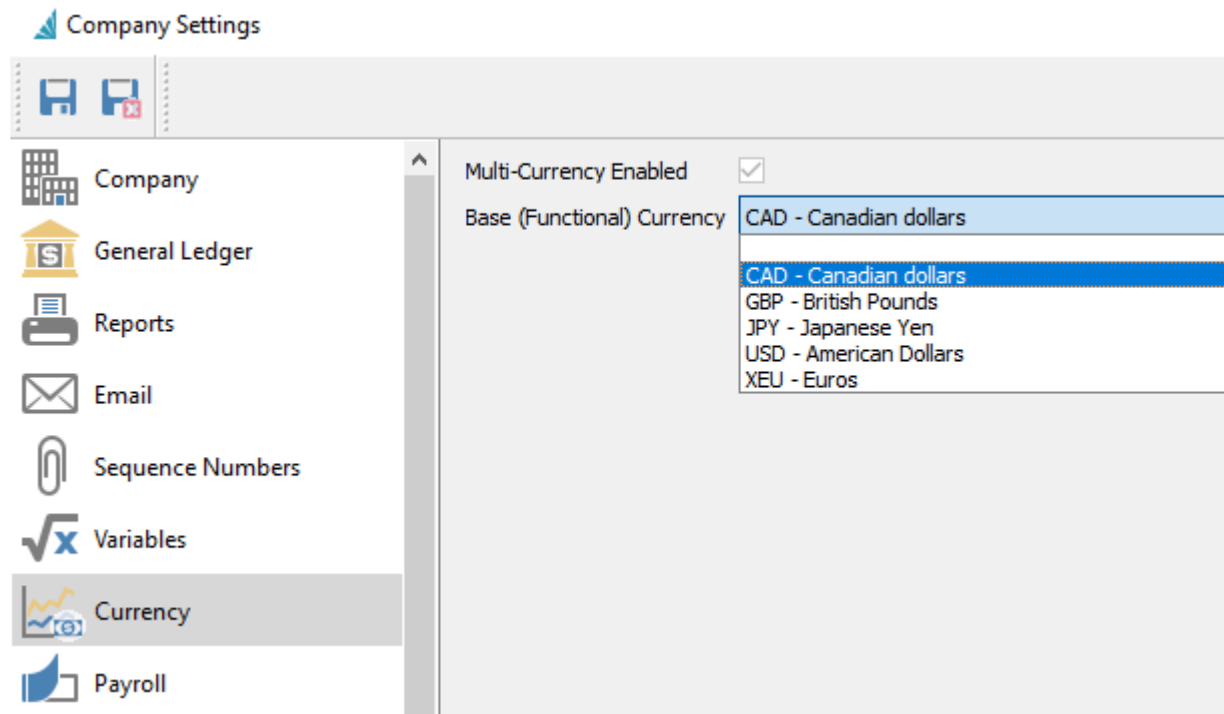


The screenshot shows the 'Company Settings' window with the 'Variables' tab selected. The 'Variables' tab displays a list of fields with their current labels and a text input field for custom labels.

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

Currency

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



Payroll

Employer

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

Company Settings

Search

Company

General Ledger

Reports

Email

Employer Contractor Contact

Current Payroll Year 2019

Payroll Account Number 123456678RP0001

Contractor

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

Company Settings

Search

Company

General Ledger

Reports

Email

Employer Contractor Contact

Reporting Period Ending 12/31/2019

Information Return Account Number 123456678RZ0001



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

Company Settings

Search

Company General Ledger Reports Email

Employer Contractor Contact

First Name Last Name

Area Code Phone Number Extension

Email

Preferred Language



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.

The screenshot shows the 'Company Settings' window with a sidebar on the left containing icons for Reports, Email, Sequence Numbers, Variables, Multi-Currency, and Payroll. The main area is divided into three sections: Address Defaults, Payroll Defaults, and Contact Labels. A search bar is located at the top right of the main area.

Address Defaults	
City	<input type="text"/>
Province	BC
Country	Canada

Payroll Defaults	
Department	<input type="text"/>
Pay Frequency	24

Contact Labels	
1	Employee
2	Spouse
3	Emergency

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.

Company Settings

Reports
 Email
 Sequence Numbers
 Variables
 Multi-Currency
 Payroll

General

☒ Post to Accounts Payable
☒ Include vendor freight in landed cost
☒ Allow over-receiving

Warehouse/Purchasing Taxes

Sales Tax 1
Sales Tax 2
Sales Tax 3
Sales Tax 4

Sales Orders

Company Settings

Reports
Email
Sequence Numbers
Variables
Multi-Currency
Payroll
Employees
Purchase Orders
Sales Orders
Equipment
Job Costing
Vendors
Accounts Payable
Customers

Orders | Process/Invoicing | Surcharges | Messages | Misc

Separate Departments

Display only orders created in the current division in the order list.

☐ Separate orders by division

Inventory

☐ Match lowest price in Price Matrix

☒ Use Customer default Warehouse

☐ Use cost from Inventory for non-physical items

☐ Always ship (disable order and backorder quantity)

Salesperson/Territory Codes

☐ Require Salesperson on orders

☐ Require Territory on orders

Required Date

☒ Set default required date

Days before an order is required

Prices

☐ Warn on zero price

☐ Automatically update Customer price table

☐ Create records for shipping address only

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

Company Settings

Search

Process/Invoicing

Process and Shipping

- ☒ Enable process status
- ☒ Enable shipped status
- ☒ Allow processing orders twice
- ☐ Lock processed/shipped orders

Backorders

- ☒ Allow fill backorders on processed orders
- ☐ Use suffix on order number to manage backorders
- ☐ Create backorders while invoicing
- ☐ Reset phase when invoicing with backorders

Freight

- ☐ Prompt on zero freight amount
- ☐ Zero freight after invoicing
- Default FOB
- Freight Method: **Rate**
- Percentage Charge:
- Minimum Charge:
- Maximum Charge:
- For Orders Below:

Order Invoicing

Batch Posting: **Batch Invoicing**

- ☐ User selectable invoice numbers
- ☐ Reset phase when invoicing Standing Orders

Customer Credit

- ☒ Require credit authorization
- ☒ Check credit limit when processing orders
- ☒ Disable credit for customers over terms
- ☐ Check credit when saving
- ☐ Check credit based on ordered quantity

Inventory

- ☐ Post FIFO cost to Sales History current cost

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. – If the Standing Order is Invoice the Phase will be removed.

Surcharges

Company Settings

Search

Company

General Ledger

Reports

Email

Sequence Numbers

Variables

Orders Process/Invoicing **Surcharges** Messages Misc

Surcharges

Min 5.00

Max 50.00

GL account 41100/ /

Alias Shop Fee

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

Company Settings

Search

Company General Ledger Reports Email Sequence Numbers Variables Multi-Currency Default

Orders Process/Invoicing Surcharges Messages Misc

Price Check Warning

Message

Sell Price Too Low!!!

☒ Display in POS

☒ Display in sales orders

Warning Messages

☐ Display warning when POS overcommits inventory

☐ Display warning when a duplicate Purchase Order number is used


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



- **Message** – 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.** – displays warning when over commit an inventory item in POS
- **Display warning when a duplicate purchase order number is used.** – displays warning if there is a duplicate purchase order number when creating a new Sales Order

Misc

 Company Settings

Search

Company General Ledger Reports Email Sequence Numbers Variables Multi-Currency Payroll Employees Purchase Orders Sales Orders Equipment Job Costing

Orders Process/Invoicing Surcharges Messages Misc

Point of Sale

☐ Always prompt for Customer

☒ Accumulate items

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 / / 

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

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.

 Company Settings

Search

-  Company
-  General Ledger
-  Reports
-  Email
-  Sequence Numbers
-  Variables
-  Multi-Currency
-  Payroll
-  Employees
-  Purchase Orders
-  Sales Orders
-  **Equipment**
-  Job Costing

Options

☐ Prompt for Reading

☐ Populate Territory field with customer province/state

Customize Labels

Label	Text
Current Reading	Current Reading
Equipment	Service Info
Estimate	Estimate
Extra 1	Decription
Extra 2	Invoice No
Extra 3	Ex3
Extra 4	Ex4
Extra 5	Extra5
Followup Date	Purchase Date
Last Reading	Last Reading
Make	Make
Model	Model
Order Info	Order Info
Reading	Reading
Reading Type 1	Steps
Reading Type 2	Hours
Reference No	Reference Number
Serial No	Serial No
Tag No	Asset Tag
Territory	Territory
Unit No	Unit No
Year	Year

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

 Company Settings

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

☒ Enable Job Costing

Vendors

Company Settings

Search

Address Defaults

City

Province

Country

Purchasing

Default GL Expense Account

Credit Type

Credit Limit

Contact Labels

1

2

3

Taxes

Sales Tax 1

Sales Tax 2

Sales Tax 3

Sales Tax 4

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

Company Settings

Search

Company

General Ledger

Reports

Email

Sequence Numbers

Aging Periods

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

Batch Processing

Cheque Detail Limit	12
---------------------	----

Aging Periods – Select 4 aging periods.

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

Customers

Company Settings

Search

Address Defaults

City

Province

Country

☐ Unique Ship To

Shipping

Terms

Ship Via

Sales

GL Account

☒ Override Sales Account

Credit Type

Credit Limit

Contact Labels

1

2

3

Taxes

Sales Tax 1

Sales Tax 2

Sales Tax 3

Sales Tax 4

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

Company Settings

Search

Company

General Ledger

Reports

Email

Sequence Numbers

Aging Periods

Period 1

Period 2

Period 3

Period 4

Finance Charges

Monthly Interest Rate (%)

Aging Periods – Select 4 aging periods.

Monthly Interest Rate – Interest rate to charge in AR.

Inventory

Company Settings

Warehouse

☒ Multiple warehouses

Receiving/Transfers

☒ Post adjustments to GL

Default Adjustment Account

11315/ /

Transfer Markup Account

/ /

Default Markup Percentage

0

☐ Save landed costs

Serialized Inventory

☒ Use serialized inventory

☒ Serialize on receipt

☐ Use serial/lot number costing

☐ Use serial/lot number selling

Miscellaneous

Cost Method

Average

Default Stock UOM

EA

Quantity multiplier

-

☐ Prohibit overshipping

☐ Enforce product codes

General Ledger

Reports

Email

Sequence Numbers

Variables

Currency

Payroll

Employees

Purchase Orders

Sales Orders

Equipment

Job Costing

Vendors

Accounts Payable

Customers

Accounts Receivable

Inventory

Production

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.

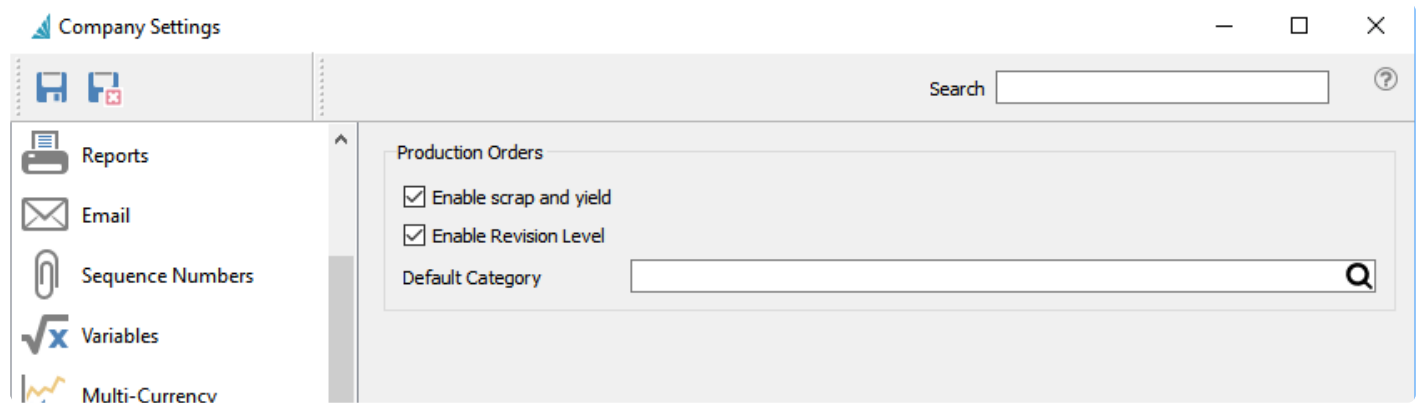
Prohibit overshipping – Inventory cannot be consumed below zero on hand.



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.

Production



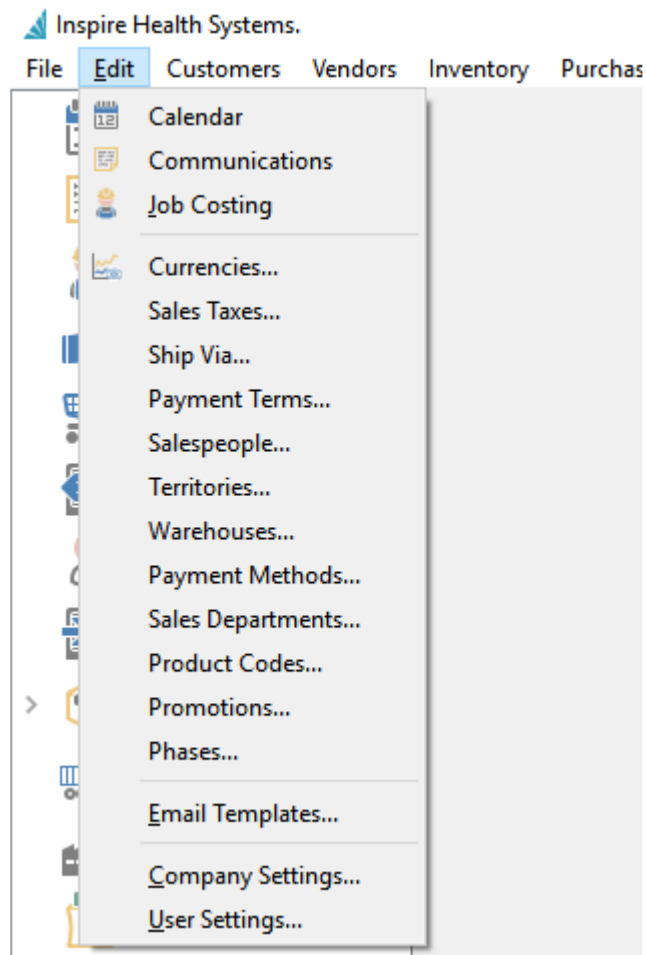
Enable Scrap and Yield – Enable if scrap and yield need to be tracked.

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.](#)

The screenshot displays the 'Currencies' application window. At the top, there is a toolbar with icons for filters, search, export, and editing. Below this is a table listing various currencies. The 'Currency - USD' window is open, showing detailed settings for the US Dollar.

Code	Country	Currency	Exchange Rate	Indirect Conversion	Symbol
CAD	Canada	Canadian dollars	1.00000	<input type="checkbox"/>	\$
USD	United States	American Dollars	0.63781	<input checked="" type="checkbox"/>	\$
GBP	United Kingdom	British Pounds	0.54500	<input checked="" type="checkbox"/>	£
JPY	Japan	Japanese Yen	0.01144	<input type="checkbox"/>	¥
XEU	Europe	Euros	1.00000	<input type="checkbox"/>	EC\$

Currency - USD

Code: USD
Country: United States
Description: American Dollars

Main | Monthly Rates

Exchange Rate
☐ Direct ☒ Indirect Rate: 0.63781

Format
Unit Name: Dollars
Fraction Name: Cents
Sign: \$
☒ Sign is Prefix ☐ Sign is Suffix
Thousands Separator: ,
Decimal Places: 2
Decimal Mark: .
Cheque Date Format: MM-DD-YYYY

Gain/Loss
GL Account: 91400/
Gain or Loss on Currency:

Conversion Defaults
☒ Convert Selling Prices from Base Currency
Unit Price Rounding: 0.001

Created by SS on 07/07/2016 3:06:47 AM Modified by SS on 08/29/2016 3:37:20 AM

Sales Taxes

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

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

Below the table, a 'Tax - H.S.T.' dialog box is open, showing the details for Tax Code 3. The dialog has tabs for 'Details', 'Communication', and 'User Defined'. The 'Details' tab is active, showing the following fields:

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

At the bottom of the dialog, it shows the creation and modification dates: 'Created by SS on 06/15/2011 11:11:10 AM' and 'Modified by SS on 07/04/2016 8:16:51 AM'.

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

Description – Description of the tax.

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

Rate – The percentage rate to charge for this tax.

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

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

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

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

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

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

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

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

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

Ship Via

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

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

The 'Shipping Method - Federal Express' window shows the following details:

- Code:** 03
- Description:** Federal Express
- Method:** Rate
- Threshold:** 100
- Min Charge:** 5
- Rate:** 5
- Max Charge:** 50

Below the details, there are tabs for 'Communications' and 'User Defined'. The 'User Defined' tab is active, showing a table with columns: Subject, Due Date, Completion Date, Attention, Display Type, and Group Type. The table is currently empty.

At the bottom of the window, it says: Created by SS on 07/07/2005 3:06:12 AM Modified by SS on 07/07/2005 3:06:12 AM

Code – A code of up to 10 digits.

Description – Description of the shipping method.

Method – How to charge the shipping fee.

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

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

Rate – Percentage to charge for freight.

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

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

Code	Description	Days Before Due	Days Allowed	Discount Rate
01	Net 30 days	30	30	0.00
02	2% 10 days	10	10	2.00

Below the table, a detailed view for the selected term '2% 10 days' is shown. This view includes tabs for 'Info', 'Customers', 'Vendors', 'Accounts Receivable', 'Accounts Payable', 'Communications', and 'User Defined'. The 'Info' tab is active, showing the following fields:

- Code: 02
- Description: 2% 10 days
- Days Discount Available: 10
- Discount Rate: 2.00
- Days Before Due: 10
- ☒ Apply Discount to Net Amount
- ☐ Apply Discount to Freight

At the bottom of the window, a status bar indicates: 'Created by AL on 07/07/2005 3:06:12 AM Modified by AL on 09/10/2018 1:43:25 PM'.

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

Salespeople

Filters Search Export

Key	Name
BARRY	Barry
DAVID	David

Salesperson - David

Key: DAVID
Name: David

Address Communications User Defined

Contact Information

Address:

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

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

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

Internet Addresses

Email: >
Website: >

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

Code – The code for this salesperson.

Name – The name of the salesperson.

Address – The salesperson's address.



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

Communications – Any number of notes can be added to salespeople

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

Territories

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

Code	Name
BC	British Co...
ON	Ontario

The 'Ontario' entry is selected, and a secondary window titled 'Territory - Ontario' is open. This window contains a form with the following fields:

- Code:** ON
- Name:** Ontario

Below the form are three tabs: 'Details', 'Notes', and 'User Defined'. The 'Details' tab is currently active, showing a large empty text area for notes. At the bottom of the window, a status bar indicates: 'Created by SS on 4/11/2016 12:00:24 PM | Modified by SS on 4/11/2016 12:00:32 PM'.

Code – The code for this territory.

Name – The name of the territory.

Details – Detailed notes can be added to the territory.

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

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

Warehouses

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

Code	Description
RAW	Raw Material
TO	InSpire Toronto

Warehouse - TO

Code: TO
Description: InSpire Toronto

Address | Sales Taxes | Communications | User Defined

Contact Information

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

Contact #1 | Contact #2 | Contact #3

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

Internet Addresses

Email: >
Website: >

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

Code – The code assigned to this warehouse

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

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

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

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

Payment Methods

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

The screenshot displays the 'Payment Methods' window with a table of existing methods and a pop-up window for editing 'Payment Method - 01'.

Code	Description	Payment Type	Account No	Display	Sequence
01	Visa	Credit	11160	<input checked="" type="checkbox"/>	2
02	MasterCard	Credit	11150	<input checked="" type="checkbox"/>	3
03	Amex	Credit	11140	<input checked="" type="checkbox"/>	4
04	Bit Coin	Credit	11145	<input checked="" type="checkbox"/>	5
05	Discover	Credit	11165	<input checked="" type="checkbox"/>	6
06	Pay Pal				
08	Debit				
09	Oasis				
10	Diners Clu				
12	Gift Card				
CASH	Cash				

Payment Method - 01

Code: 01 Description: Visa

Type: Credit

Account No: 11160/ / Visa

☐ Integrated payment processor

Display

☒ Display payment method


Sequence: 2

Keyboard Shortcut:

Icon: VISA

- 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.

The screenshot shows the 'Sales Departments' window with a table of departments. An overlay window titled 'Sales Department - EQUIP' is open, allowing for editing of the EQUIP department's GL accounts.

Department	Description	Inventory Account	Cost of Sales Account	Revenue Account
ACC	Accessories	11302/ /	71120/ /	41200/ /
EQUIP	Equipment	11303/ /	71130/ /	41300/ /
GAMES	Games	11304/ /	71140/ /	41400/ /
PRODRECOV	Production Wage Recovery	82402/ /	11302/ /	/ /
SUPP	Supplements			
WEIGHTS	Weights			

Sales Department - EQUIP	
Code	EQUIP
Description	Equipment
Inventory Account	11303/ / Q Inventory at Cost - Equipment
Cost of Sales Account	71130/ / Q Cost of Goods Sold - Equipment
Revenue Account	41300/ / Q Sales - Equipment

* 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

The screenshot displays the 'Product Codes' application window. The main window shows a table of product codes with columns: Code, Description, Margin Pct., Surcharge, and Sales Departm. The table lists four codes: ACC (Accessories), EQUIP (Equipment), GAM (Games), and SUPP (Supplements). A secondary window, 'Product Code - SUPP', is open, showing the details for the 'SUPP' code. This window includes fields for Product code, Description, Margin, Surcharge, and Dept. Below these fields is a 'User Defined' section with a 'Commission %' table. The table lists four users: Barry (11.00), Mary (12.00), John (11.00), and David (10.00). At the bottom of the 'Product Code - SUPP' window, there are buttons for 'Add Page', 'Edit Page', 'Remove Page', 'Move Left', and 'Move Right'. The footer of the window shows the creation and modification dates: 'Created by SS on 8/25/2014 4:45:15 PM' and 'Modified by SS on 1/18/2016 2:17:33 PM'.

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

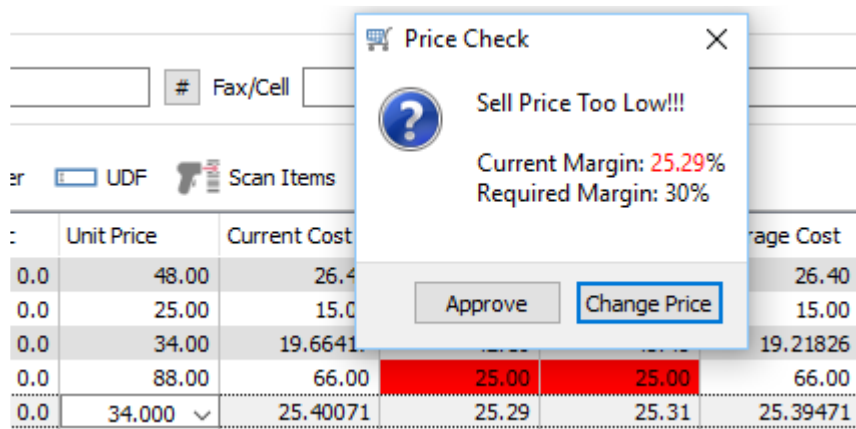
Product Code - SUPP	
Product code	SUPP
Description	Supplements
Margin	30
Surcharge	0
Dept	4
User Defined	
Commission %	
Barry	11.00
Mary	12.00
John	11.00
David	10.00
Add Page Edit Page Remove Page Move Left Move Right	
Created by SS on 8/25/2014 4:45:15 PM Modified by SS on 1/18/2016 2:17:33 PM	

Product Code – Assign a code to the product.

Description – The description of the product code.

Margin – The lowest margin that this product code should be sold for. If the user sells for less than this margin, the sales order line margin will appear in red. 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.

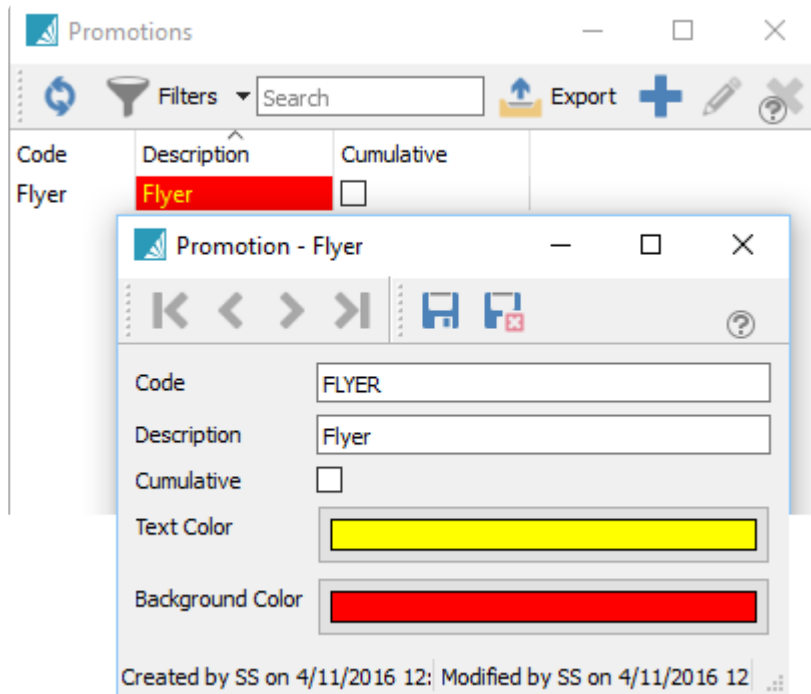


Surcharge – The surcharge is calculated based on the percentage put onto the inventory product code. It can be overridden by the user.

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

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

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

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

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

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

Phase Code – A code for this phase

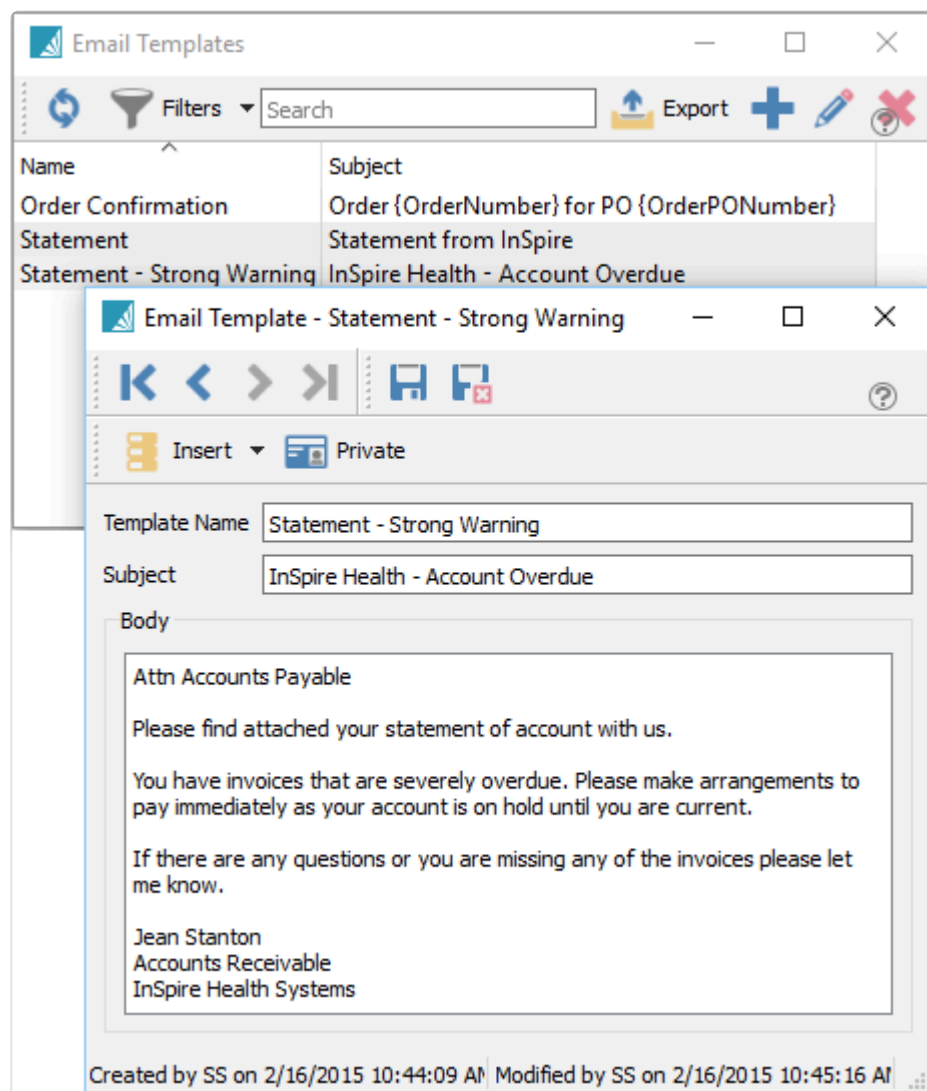
Phase Type – Select Sales Order, Production Order or Purchase Order. This phase will be only available within that module.

Description – A description for the phase.

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

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

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

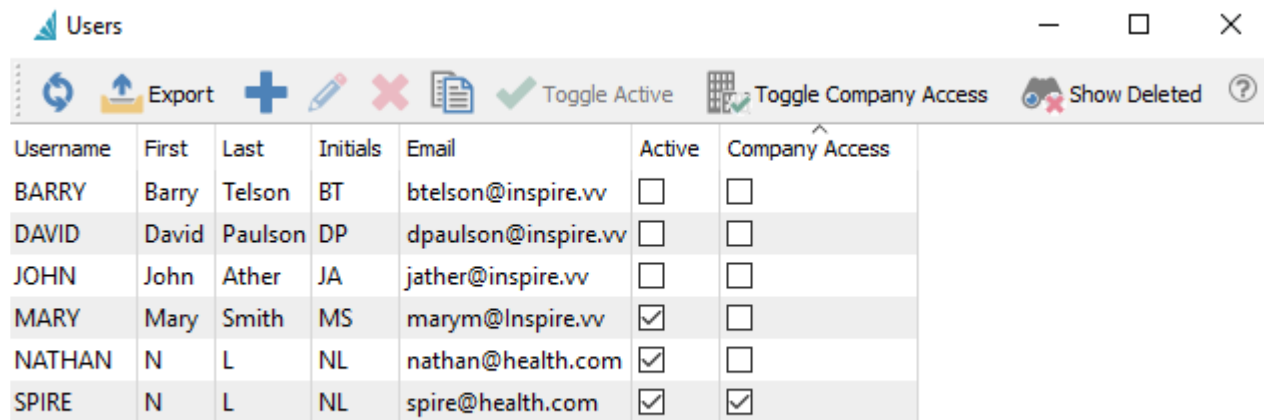
Creating a New User

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.

The screenshot shows the Spire Health Systems application. The 'Edit' menu is open, displaying a list of options. The 'User Settings...' option is at the bottom of the menu. The main window shows a table of orders with the following data:

Order No	Customer No.	Customer Name	Status	Type
0000800122	JACK225	Jackson Fitness Center	Open	Sales Order
0000800120	ACAD488	Academy Rubbr Stamp Co Inc	Open	Standing Order
0000800121	AAI258	A Air Conditioning Contractor	Open	Sales Order
0000800119	ACOR673	Acordia Of Evansville Inc	Open	Sales Order
0000800118	ACAD436	Academy Electric Inc	Open	Sales Order
0000800116	SACR237	Sacramento First National Bank	Closed	Sales Order
0000800117	SAFA721	Safari Motel	Closed	Sales Order
0000800112	EAST542	Eastman, C Dana Jr	Open	Sales Order
0000800109	S224	S & S Mills Inc	Closed	Sales Order
0000800110	DALE991	Dale, William J Jr	Closed	Sales Order
0000800103	GAMB260	Gambina Dolls	Open	Sales Order
0000800104	DALE991	Dale, William J Jr	Open	Sales Order
0000800101	ABSO910	Abso Clean Industries	Open	Sales Order
0000800093	SADL845	Sadler Properties	Open	Sales Order
0000800094	JACK225	Jackson Fitness Center	Open	Sales Order

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



The image shows a window titled "Users" with a toolbar and a table of users. The toolbar includes icons for refresh, export, add, edit, delete, print, toggle active, toggle company access, show deleted, and help. The table has columns for Username, First, Last, Initials, Email, Active, and Company Access.

Username	First	Last	Initials	Email	Active	Company Access
BARRY	Barry	Telson	BT	btelson@inspire.vv	<input type="checkbox"/>	<input type="checkbox"/>
DAVID	David	Paulson	DP	dpaulson@inspire.vv	<input type="checkbox"/>	<input type="checkbox"/>
JOHN	John	Ather	JA	jather@inspire.vv	<input type="checkbox"/>	<input type="checkbox"/>
MARY	Mary	Smith	MS	marym@Inspire.vv	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NATHAN	N	L	NL	nathan@health.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SPIRE	N	L	NL	spire@health.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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

User Settings for None

Search

User Info

General

Currency

Reports

Email

Job Costing

General Ledger

Accounts Payable

Territory

Accounts Receivable

Payroll

Employees

User Info User Defined

Username

First Name

Last Name

Initials

Email

☒ Active

☐ Server Admin

☒ Company Access

Password

Confirm

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.

Username	Company Access	First	Last	Initials	Active
MARY	<input type="checkbox"/>	Mary	Smith	MS	<input checked="" type="checkbox"/>
JOHN	<input type="checkbox"/>	John	Ather	JA	<input checked="" type="checkbox"/>
BARRY	<input type="checkbox"/>	Barry	Telson	BT	<input checked="" type="checkbox"/>

User Info

General

Currency

Reports

Email

Job Costing

General Ledger

Accounts Payable

Territory

User Info

User Defined

Username

BARRY

First Name

Barry

Last Name

Telson

Initials

BT

Email

btelson@inspire.vv

☒ Active

☐ Server Admin

☒ Company Access

Password

Confirm

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 they 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


Confirm – reconfirm 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

 User Settings for None — □ ×

Search

<< < > >>

	Setting	State
 User Info	Access Communications	<input checked="" type="checkbox"/>
 General	Add Sales Tax	<input type="checkbox"/>
	Allow Change Division	<input type="checkbox"/>
	Allow Change Warehouse	<input type="checkbox"/>
	Confirm Application Exit	<input checked="" type="checkbox"/>
	Create/Modify Company Filters	<input type="checkbox"/>
	Default Division	Consolidated Company
	Default Warehouse	VA - Inspire Health Systems
	Delete Sales Tax	<input type="checkbox"/>
	Edit Communications	<input checked="" type="checkbox"/>
	Edit Company Settings	<input type="checkbox"/>
	Edit Sales Tax	<input type="checkbox"/>
	Edit UDF Structure	<input type="checkbox"/>
	Edit User Settings	<input type="checkbox"/>
	Export Currencies	<input type="checkbox"/>
	POS Only User	Normal User
 Reports	Restrict Location to	No Restriction
 Email	Unlock Record	<input type="checkbox"/>
 Job Costing	View All Calendars	<input type="checkbox"/>
 General Ledger		
 Accounts Payable		
 Territory		
 Accounts Receivable		
 Payroll		
 Employees		

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 user to take control of a record locked by another user. **(READ CAUTION BELOW)**

View All Calendars – Allows the user to view all calendars from all users




Caution – Allowing a user to take control of a locked record means that 2 users may potentially be able to write changes to that record. The last one that saves will over-write the other.






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





Currency





User security to add/edit/delete currencies.

 User Settings for BARRY

Search

	Setting	State
 User Info	Add Currency	<input checked="" type="checkbox"/>
 General	Edit Currency	<input checked="" type="checkbox"/>
 Currency	Delete Currency	<input checked="" type="checkbox"/>
 Reports	Revalue Currency	<input checked="" type="checkbox"/>

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.

Security		Development					
Report Security		Enable Security	Use Defaults	Select All	Select None		
Title	Company Default	Preview	Print	Export	Email	Template	
Accounts Payable by Due Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	accounts_payable_list, accounts_payable	
Inventory Count Sheet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	inventory_count	
#10 Envelope with Return Address	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	customer, customer_list	
#10 Envelope	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	customer, customer_list	
#10 Vendor Envelope	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	vendor, vendor_list	
1099-MISC 1-UP Preprinted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	accounts_payable_ledger	
1099-MISC 2-UP Preprinted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	accounts_payable_ledger	
A-Z Pricing Data	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Account Reconciliation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	account_reconciliation	
Aged Accounts Payable List	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	accounts_payable_list, accounts_payable	
Aged Accounts Receivable List	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	accounts_receivable_list, accounts_receivable	
Accrued Payables Summary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	purchase_order_list	
AP Cheque Remittance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ap_batch_remittance, ap_remittance	
EFT Payment Remittance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ap_batch_remittance, ap_payment	
AP Payments Batch	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ap_batch_list, ap_batch	
AR Payment Receipt	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ar_batch_receipt	
Backorder Details by Customer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	sales_order_list	
Balance Sheet	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	general_ledger_list, financial_report	
Bank Disbursements List	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	gl_transaction_list	
Batch Journal Reprint	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	invoice_batch	
Batch Journal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	invoice_batch	
Cash Balance Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	cash_out	
Cash Balance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	cash_out	
Cheque Deposit List	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	bank_deposit_slip	
Cheque - Bottom	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ap_payment, ap_batch_payment, ar_check	

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.

User Settings for SPIRE

Search

Navigation: << < > >>

Left Sidebar:

- User Info
- General
- Currency
- Reports
- Email**
- Job Costing
- General Ledger
- Accounts Payable
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- Accounts Receivable
- Payroll
- Employees
- Phase
- Customers
- Inventory
- POS

Main Content:

Send Mail Using

☒ Company Default ☐ Custom

Outgoing Server Information

SMTP Server

Username

Password

Encryption Port

Sender Information

Display Name

Email Address

BCC copies to

Reply-To Address

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

Username – Usually their email address.

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

Encryption – Many providers require encryption to be on.

Encryption Ports – 25, 465 and 587 are common.

Display Name – The name of the sender.

Email Address – The senders email address.

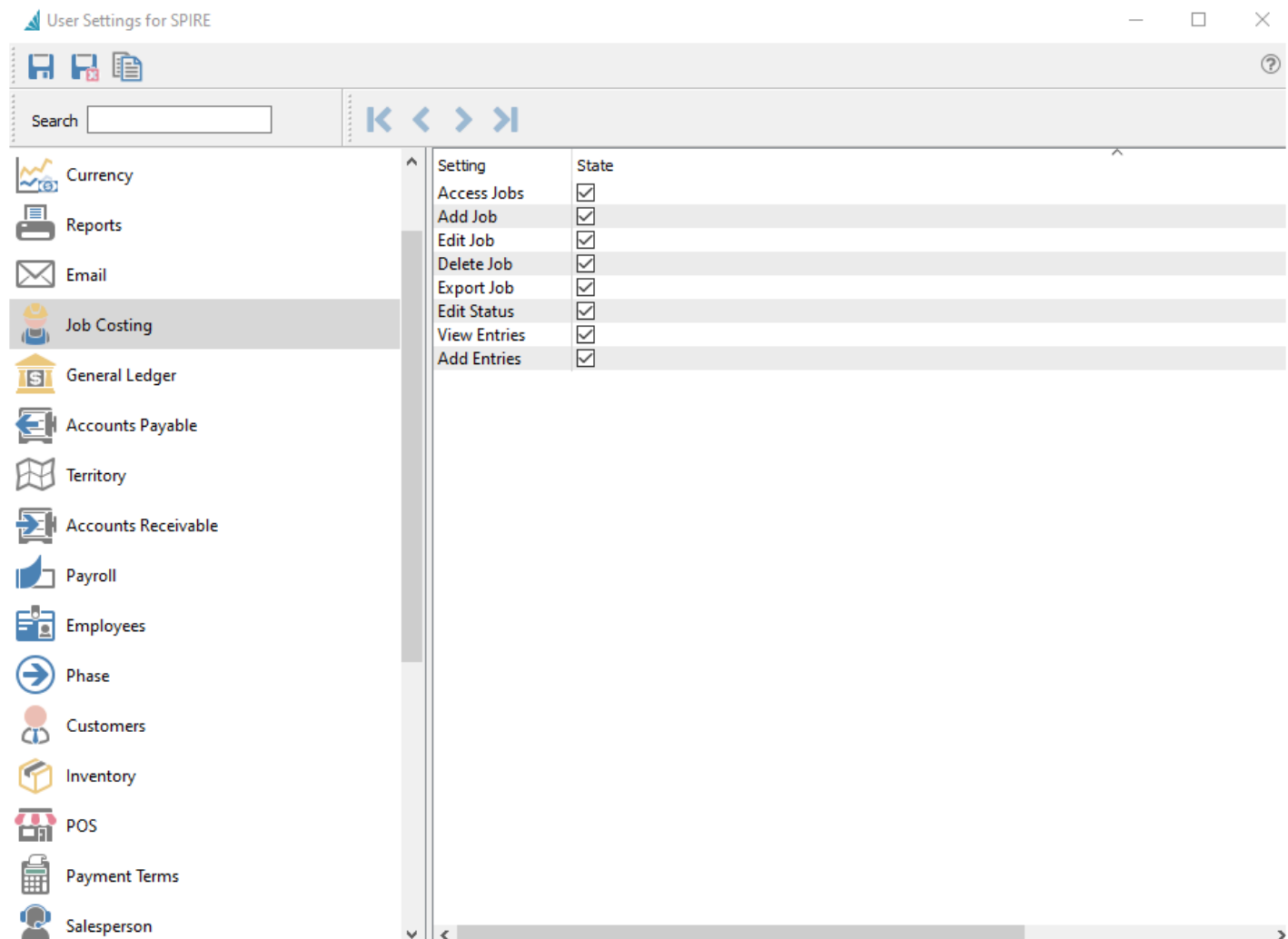
BCC Address – The address the sender wants copies of the email sent to.

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



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

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

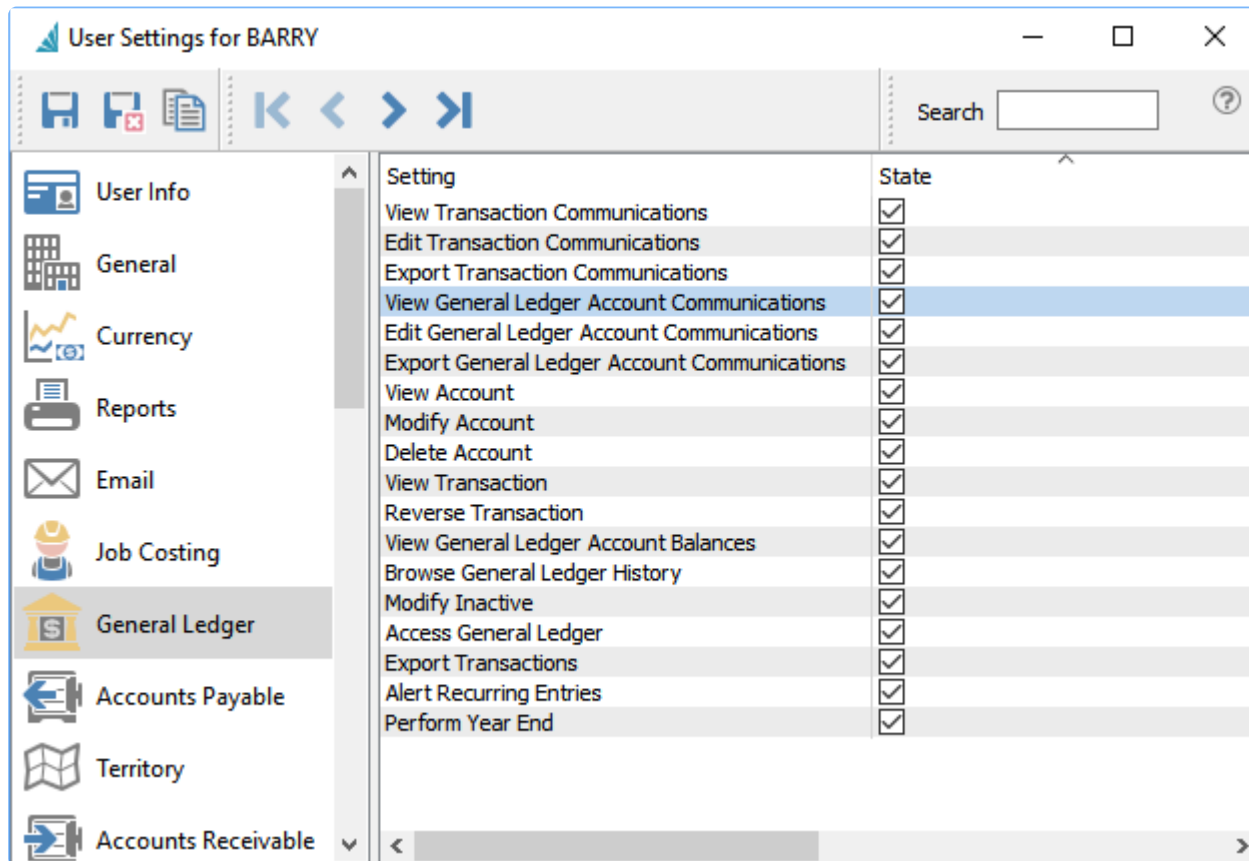
Export Job — allows the user to export any selected job in the job costing module

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

Add Entries – allows user to add 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 Transaction — 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

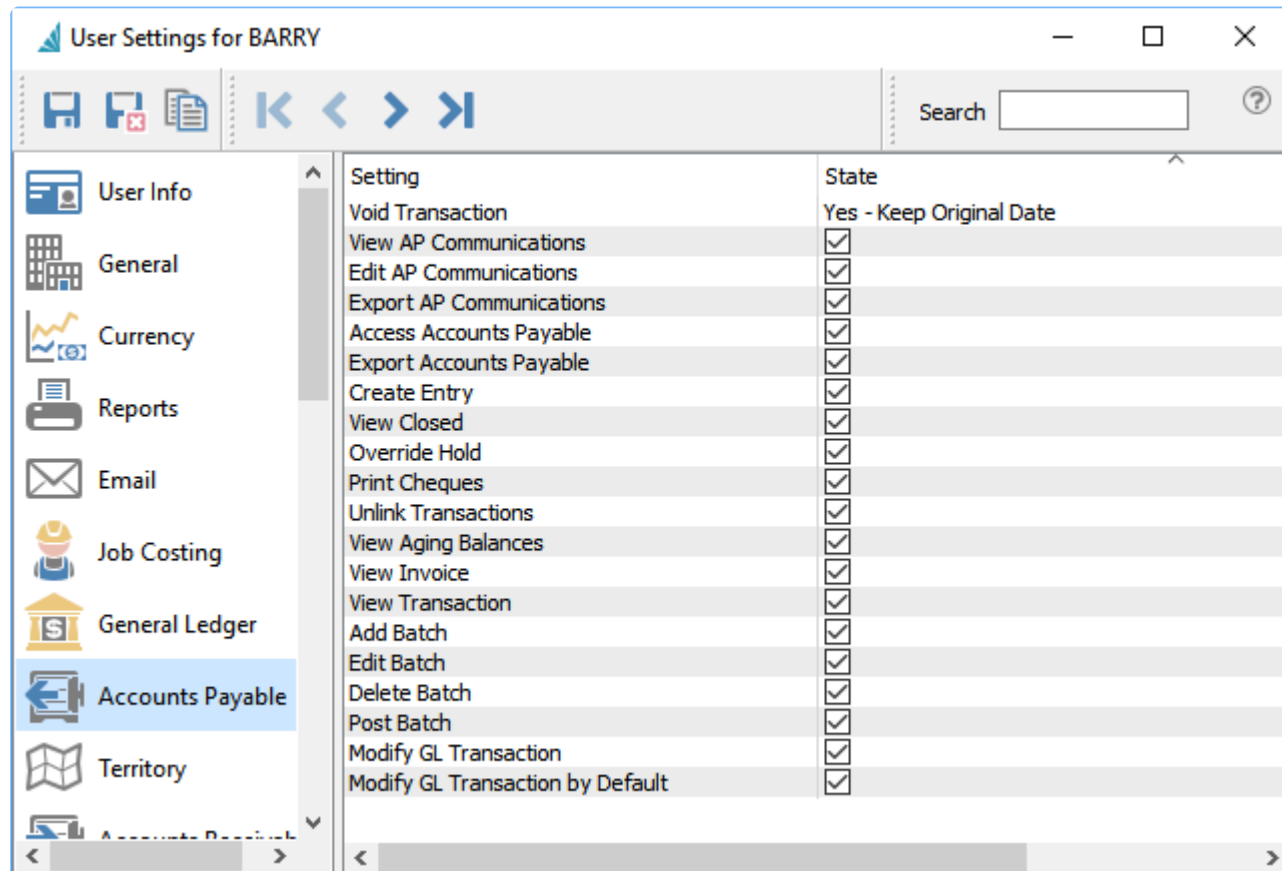
Access General Ledger — allows the user to access the general ledger

Export Transaction — 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

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

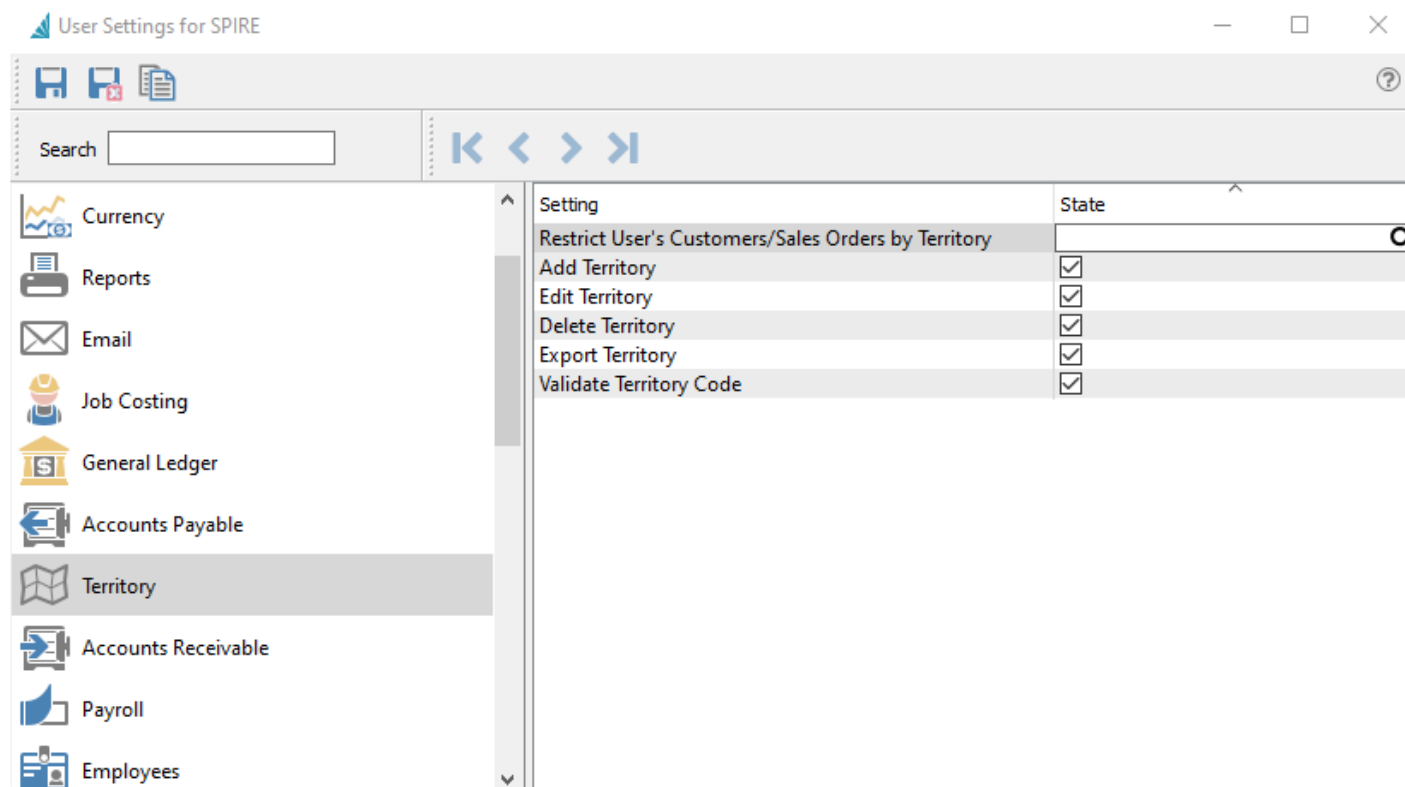
Post Batch — allows the user to post a batch on all accounts payable

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



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

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

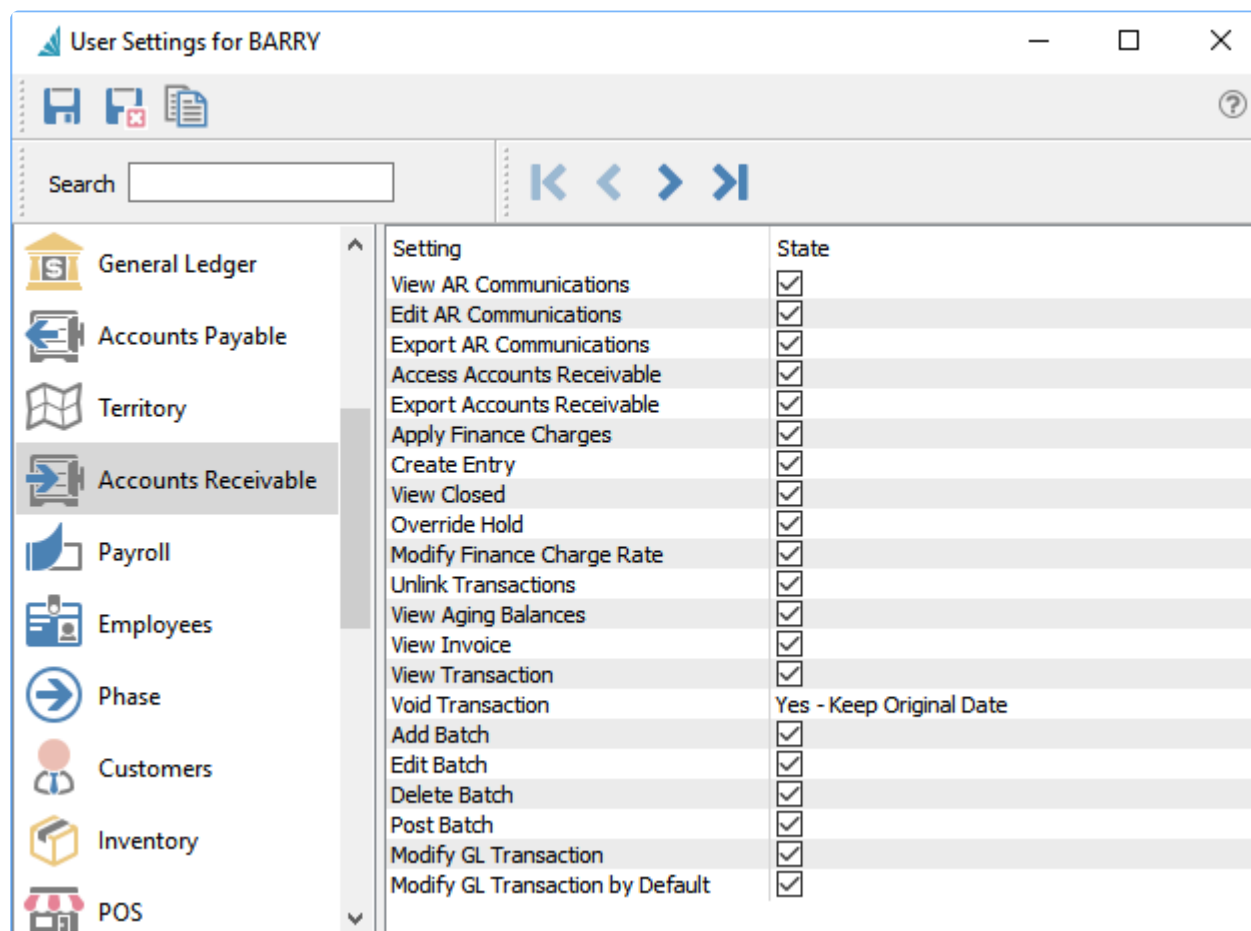
Edit Territory — This setting allows the user to edit territories by user.

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

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

Validate Territory Code — 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 – allows the users to export the 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

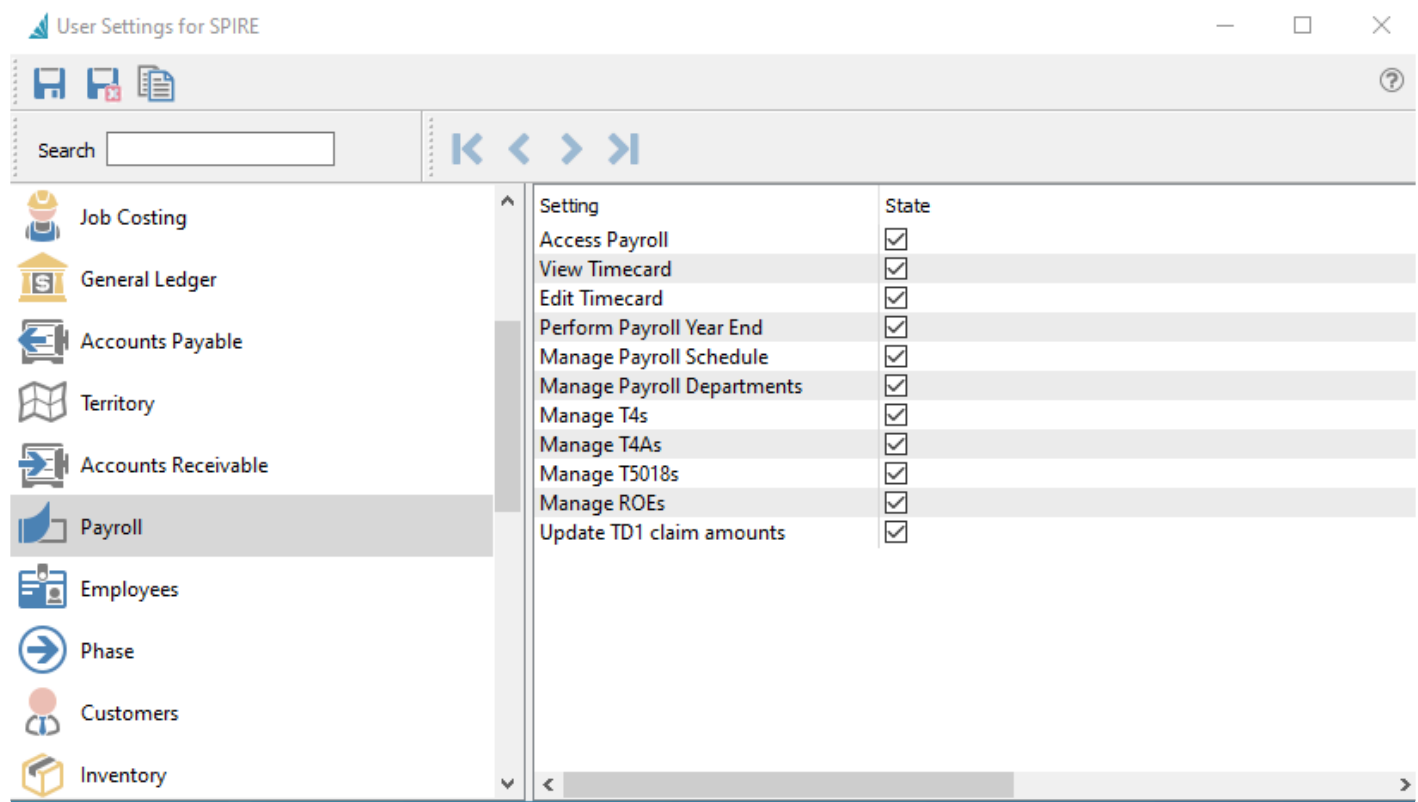
Delete Batch — allow user to delete an AR batch

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 — allows the user to create and generate a payroll schedule

Manage T4s — Can create, edit and export T4s

Manage T4As — Can create, edit and export T4As

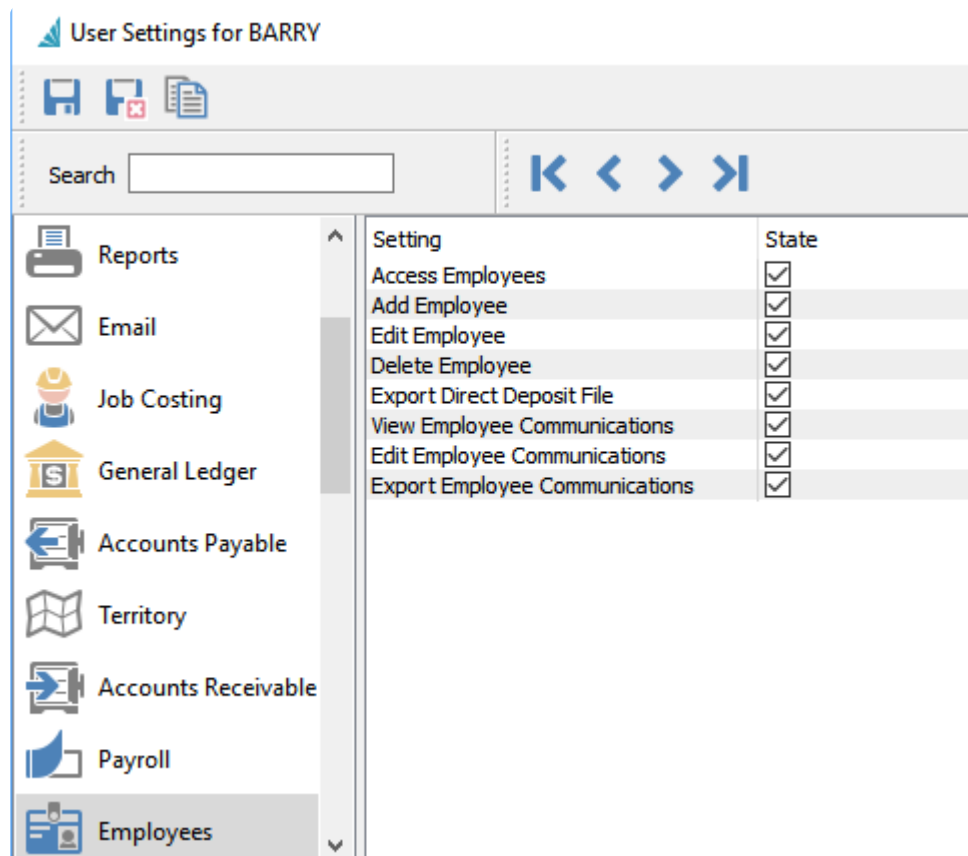
Manage T5018s — Can create, edit and export T5018s

Manage ROEs — Can create, edit and export ROEs

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

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

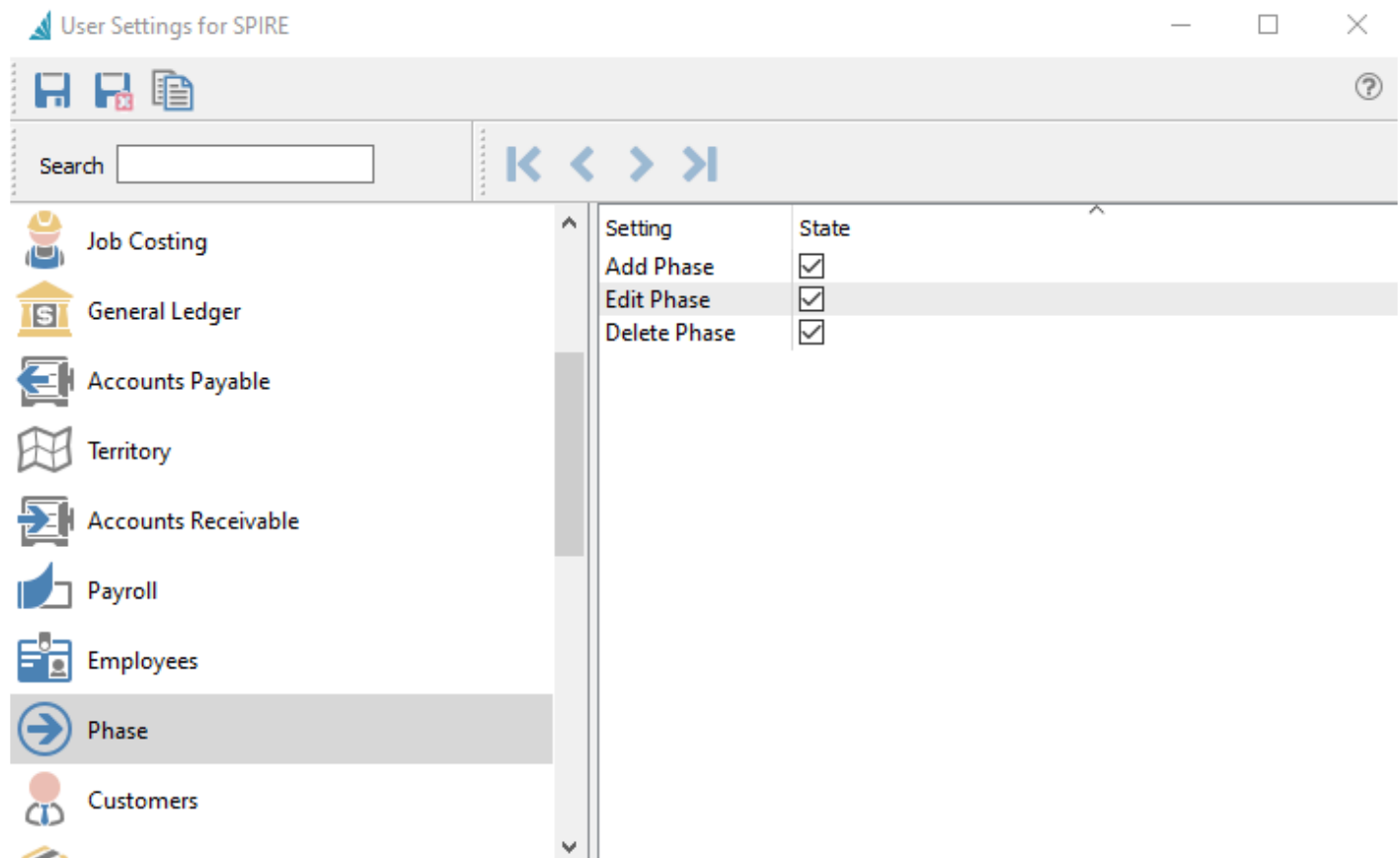
View Employee Communications – Can view employee Communications

Edit Employee Communications – Can edit employee Communications

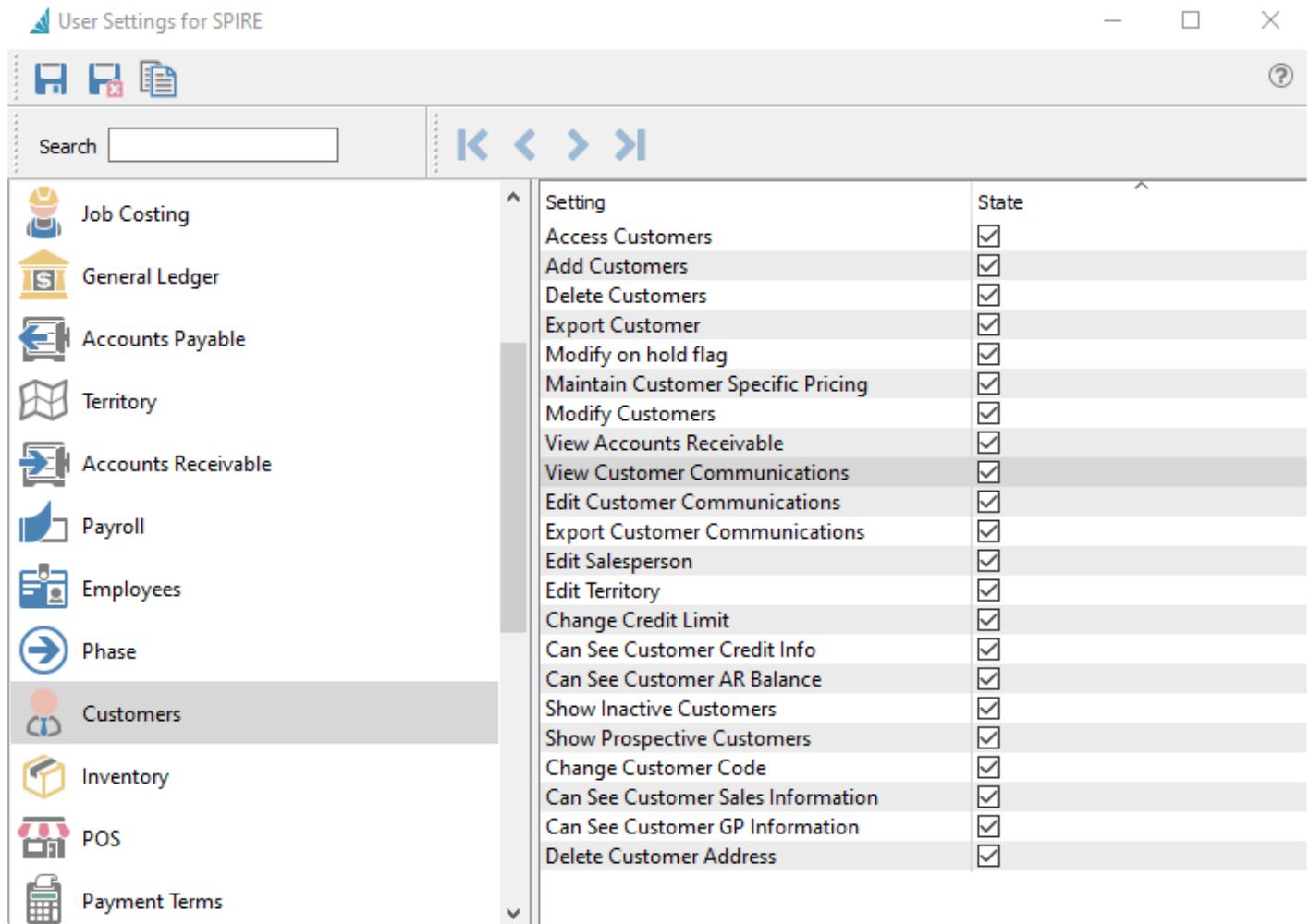
Export Employee Communications – Can export employee Communications

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 Customers — allows the user to access the customer module

Add Customers — allows the user to add a customer record

Delete Customers — 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 AR 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.

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

Can 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 SPIRE

Search

Navigation icons: << < > >>

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

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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

Add Price Matrix — User can add 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

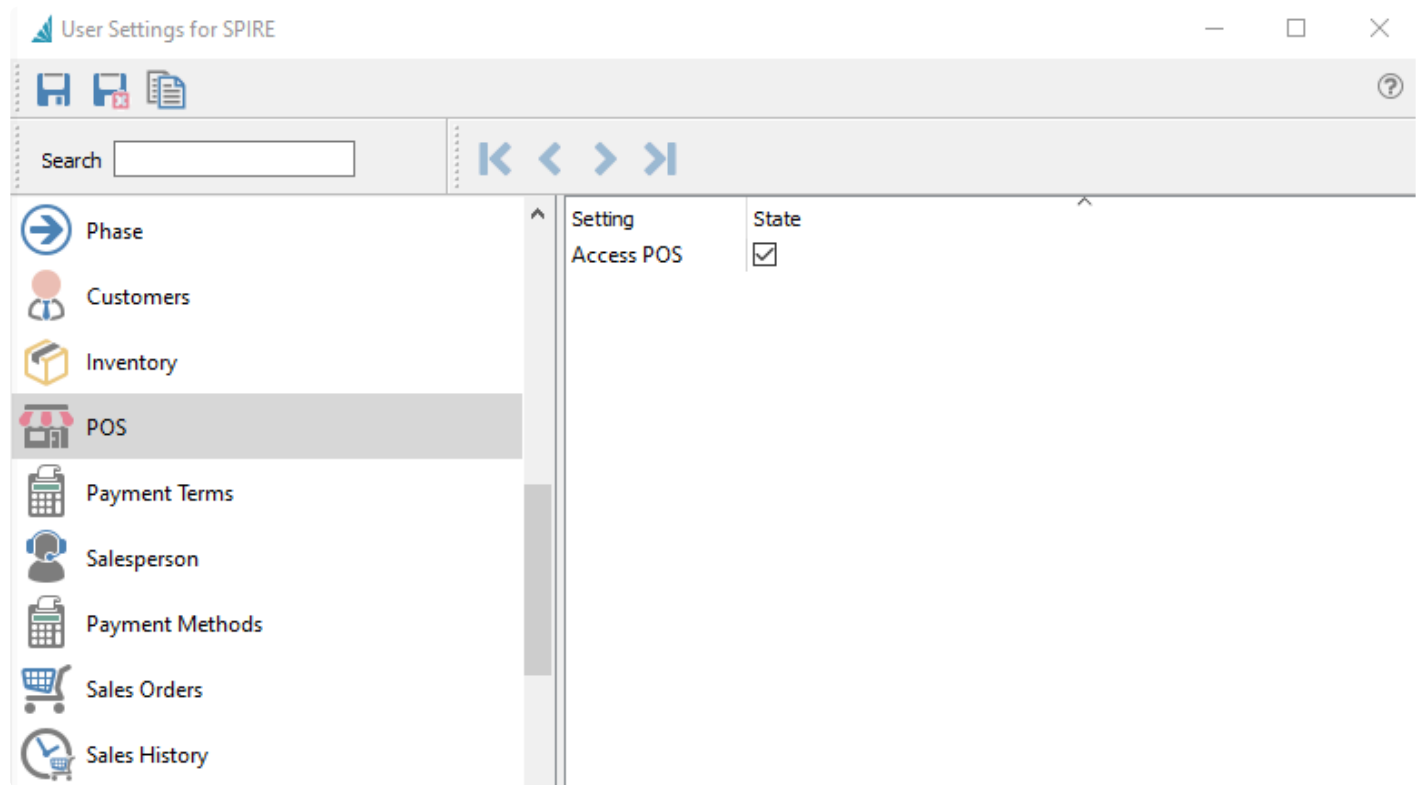
Delete Inventory Count — Can delete a count batch

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

Modify GL Transaction — Can modify the GL transaction when posting

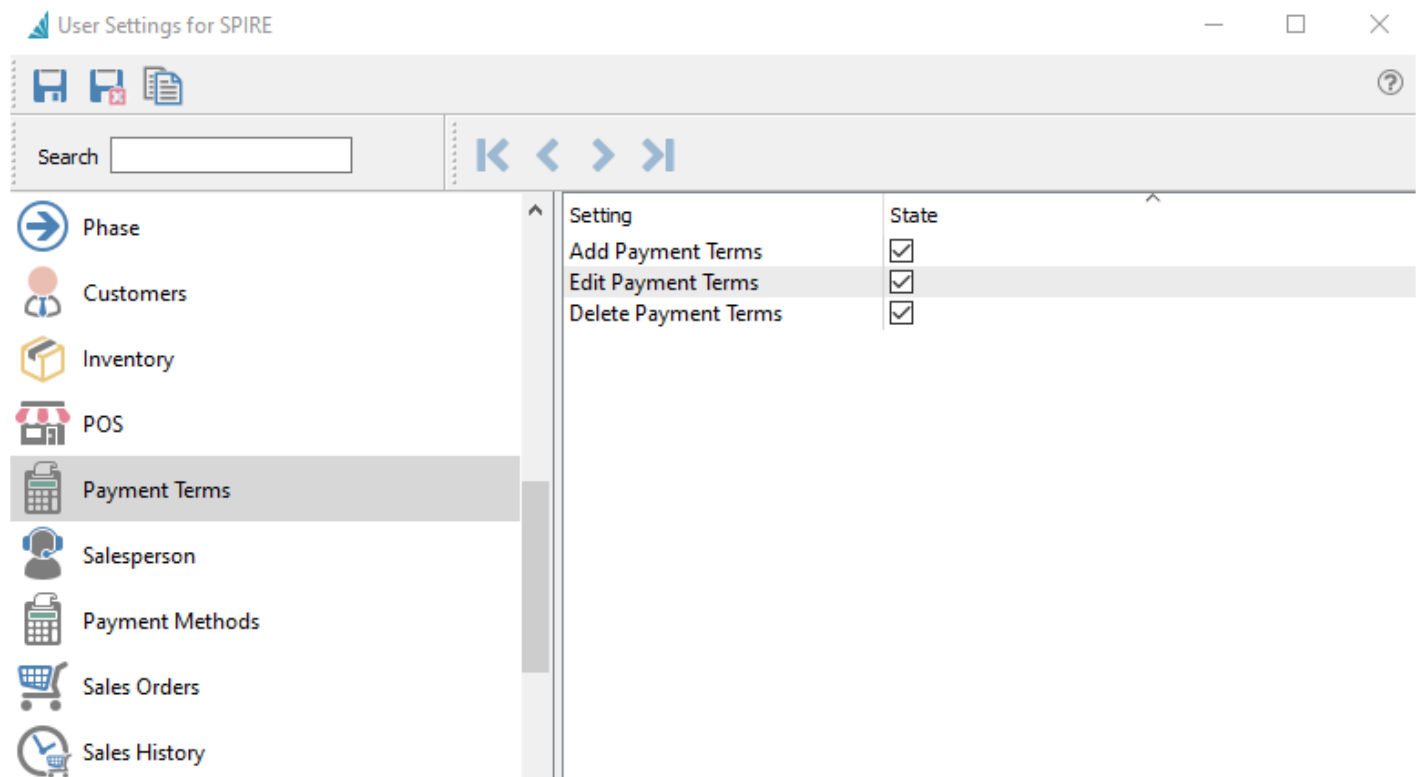
Modify GL Transaction by Default — GL posting is modifiable by default

Point of Sale (POS)



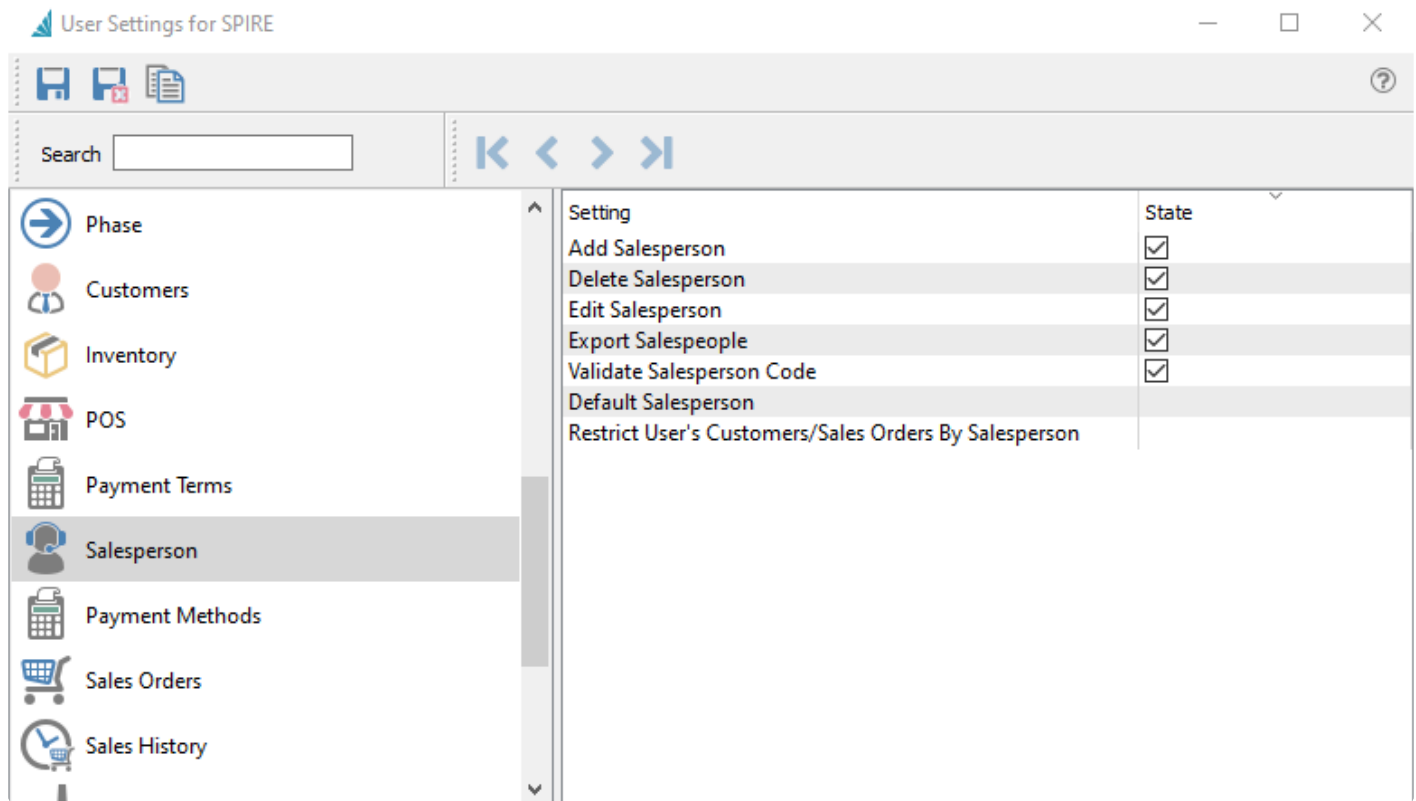
Access POS – Gives user access to the point of sale module

Payment Terms



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

Salesperson



Add Salesperson — 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

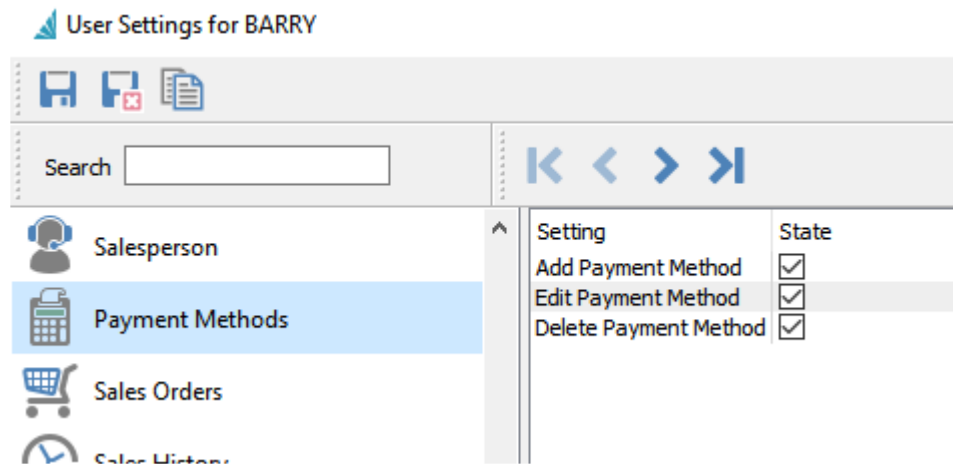
Export Salespeople — User has permissions to export a salesperson from the company

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/Sales Order By Salesperson – This setting restricts the user from seeing customers, sales orders and sales history only to that salesperson.

Payment Methods



Add Payment Methods – User can add payment methods

Edit Payment Methods – User can edit payment methods

Delete Payment Methods – User can delete payment methods

Sales Order

User Settings for SPIRE

Search

Navigation: K < > >

Setting	State
Access Sales Orders	<input checked="" type="checkbox"/>
Add Ship Via	<input checked="" type="checkbox"/>
Add or Edit Sales Orders	Sales, Booking, Standing, Quote, RMA, Work
Allow AR Payment	<input checked="" type="checkbox"/>
Allow Change Phase	<input checked="" type="checkbox"/>
Allow Fill Backorder	<input checked="" type="checkbox"/>
Allow Increment Phase	<input checked="" type="checkbox"/>
Allow Refresh Prices	<input checked="" type="checkbox"/>
Allow Returns	<input checked="" type="checkbox"/>
Change Division on an Order	<input checked="" type="checkbox"/>
Change inventory accounts	<input checked="" type="checkbox"/>
Create Batch	<input checked="" type="checkbox"/>
Create Deposit/Layaway	<input checked="" type="checkbox"/>
Default Order Type	Sales Order
Default Payment to "On Account"	<input type="checkbox"/>
Default Phase	
Delete Sales Orders	<input checked="" type="checkbox"/>
Delete Ship Via	<input checked="" type="checkbox"/>
Edit Closed Orders - Invoices	<input checked="" type="checkbox"/>
Edit Description	<input checked="" type="checkbox"/>
Edit Profit Center	<input checked="" type="checkbox"/>
Edit Sales Order Item Cost	Inventory (Average/FIFO) Cost, Current Cost, Standard Cost
Edit Sales Order/History Communications	<input checked="" type="checkbox"/>
Edit Salesperson	<input checked="" type="checkbox"/>
Edit Ship Via	<input checked="" type="checkbox"/>
Edit Tax Flags	<input checked="" type="checkbox"/>
Edit Territory	<input checked="" type="checkbox"/>
Export Sales Order/History Communicati...	<input checked="" type="checkbox"/>
Export Sales Orders	<input checked="" type="checkbox"/>
Invoice Orders	Allow
Line Discount	<input checked="" type="checkbox"/>
Lock Processed/Shipped Orders	Yes
Modify Bill to Address on Sales Orders	<input checked="" type="checkbox"/>
Modify GL Transaction	<input checked="" type="checkbox"/>
Modify GL Transaction by Default	<input checked="" type="checkbox"/>
Modify Hold	<input checked="" type="checkbox"/>
Modify Prices	<input checked="" type="checkbox"/>
Modify Shipping Fields	<input checked="" type="checkbox"/>
Non-Inventory Items	Prompt
Order Invoice Date Mode	Current date unless Invoice date is filled
Override Orders Over Credit Limit	<input checked="" type="checkbox"/>
Post Batch	<input checked="" type="checkbox"/>
Process Orders	<input checked="" type="checkbox"/>
Recover Deleted Orders	<input checked="" type="checkbox"/>
Reopen Closed/Processed/Shipped Orders	<input checked="" type="checkbox"/>
Ship Orders	<input checked="" type="checkbox"/>
Show Backorder Warning	<input checked="" type="checkbox"/>
View Sales Order/History Communications	<input checked="" type="checkbox"/>

Left Sidebar Navigation:

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- POS
- Payment Terms
- Salesperson
- Payment Methods
- Sales Orders**
- Sales History
- Vendors
- Purchase Orders
- Purchase History
- Production Orders
- Requisitions

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

Add or Sales Orders – Can add or edit Sales orders with record-type granularity

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

Add Ship Via – Allow users to add Ship Via to the Sales Order

Allow AR Payment – Allow users to make AR Payment in Sales Order

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.

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 – User 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

- Inventory (Average/FIFO) Cost
- Current Cost
- Standard Cost

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 – Select the option, the user cannot edit a processed or shipped order.

- System Default
- Yes
- No

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 Shipping Fields – Allow user to modify fields pretaining to shipping. (Ship Via, FOB, Carrier, Ship Date, Tracking number, Ship to, Ship quantity)

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

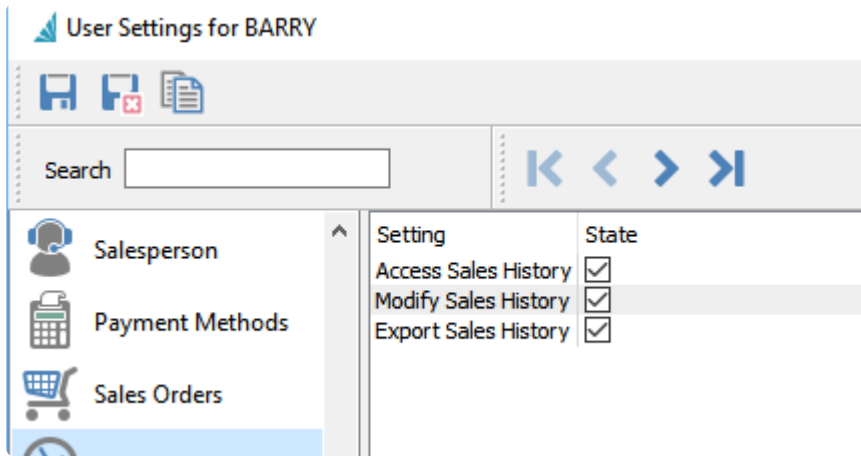
Reopen Closed/Processed/Shipped Orders – User can right click on an order and put it back to open status.

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

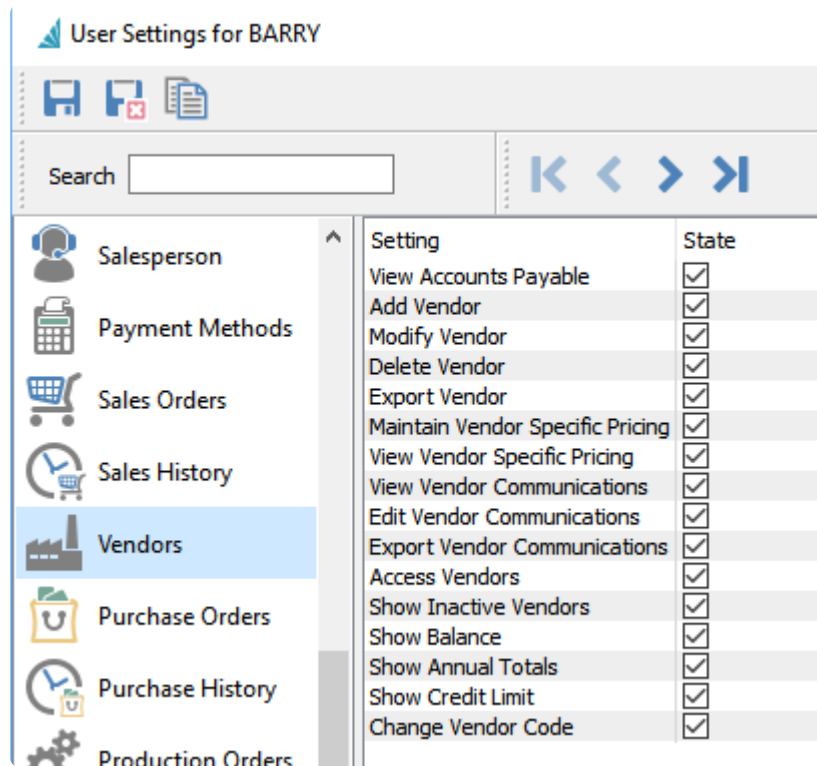


Access – Can access sales history.

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

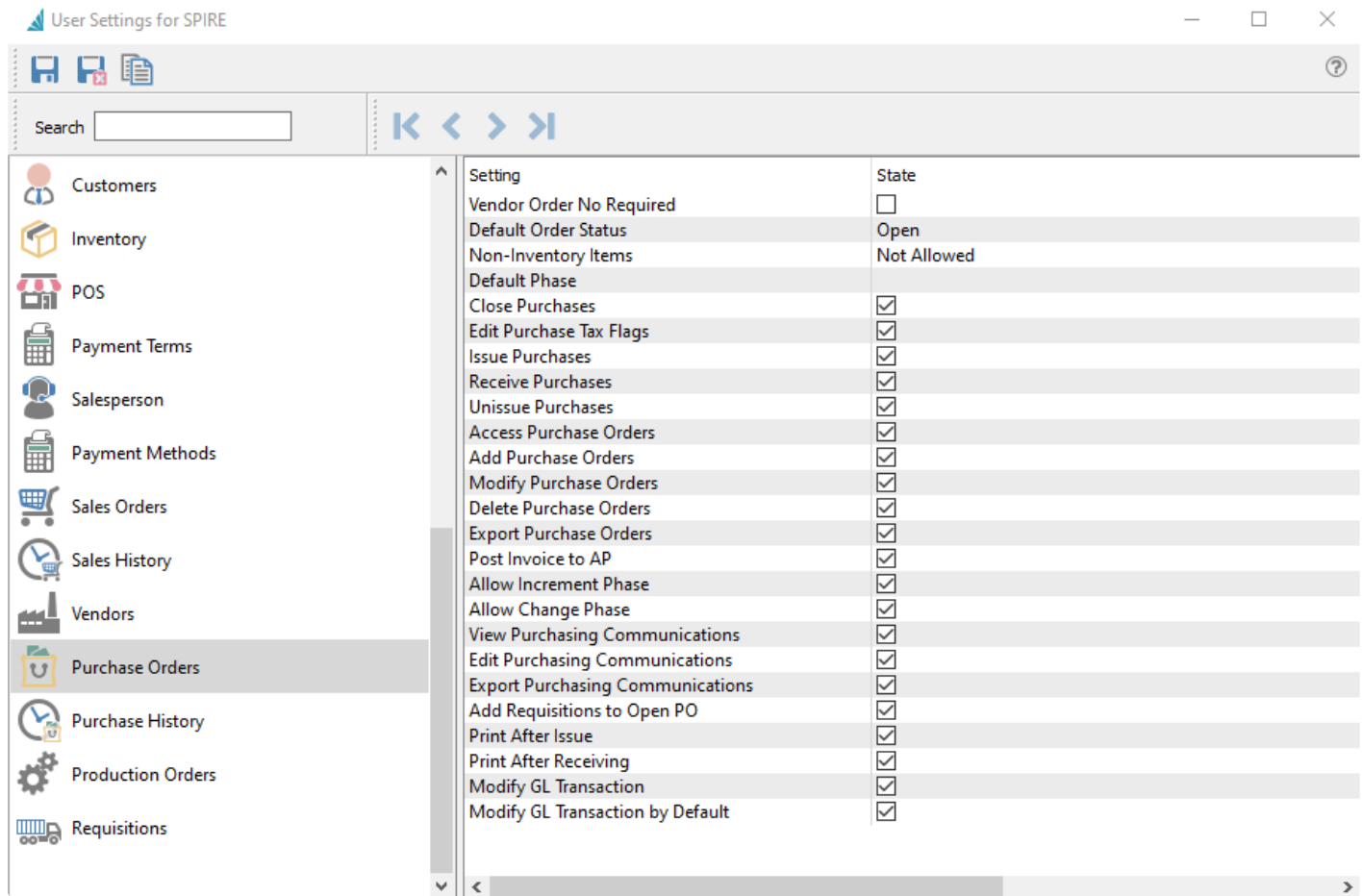
 User Settings for BARRY

Search

	Setting	State
 Inventory	Close Purchases	<input checked="" type="checkbox"/>
 POS	Edit Purchase Tax Flags	<input checked="" type="checkbox"/>
 Payment Terms	Issue Purchases	<input checked="" type="checkbox"/>
 Salesperson	Receive Purchases	<input checked="" type="checkbox"/>
 Payment Methods	Unissue Purchases	<input checked="" type="checkbox"/>
 Sales Orders	Access Purchase Orders	<input checked="" type="checkbox"/>
 Sales History	Add Purchase Orders	<input checked="" type="checkbox"/>
 Vendors	Modify Purchase Orders	<input checked="" type="checkbox"/>
 Purchase Orders	Delete Purchase Orders	<input checked="" type="checkbox"/>
 Purchase History	Export Purchase Orders	<input checked="" type="checkbox"/>
 Production Orders	Post Invoice to AP	<input checked="" type="checkbox"/>
	Vendor Order No Required	<input type="checkbox"/>
	Default Order Status	Open
	Non-Inventory Items	Prompt
	Allow Increment Phase	<input checked="" type="checkbox"/>
	Allow Change Phase	<input checked="" type="checkbox"/>
	View Purchasing Communications	<input checked="" type="checkbox"/>
	Edit Purchasing Communications	<input checked="" type="checkbox"/>
	Export Purchasing Communications	<input checked="" type="checkbox"/>
	Add Requisitions to Open PO	<input checked="" type="checkbox"/>
	Default Phase	
	Print After Issue	<input checked="" type="checkbox"/>
	Print After Receiving	<input checked="" type="checkbox"/>
	Modify GL Transaction	<input checked="" type="checkbox"/>
	Modify GL Transaction by Default	<input checked="" type="checkbox"/>



Close Purchases – 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 Purchases – Can issue and send PO to vendor.

Receive Purchases – Can receive a PO to inventory.

Unissue Purchases – 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.

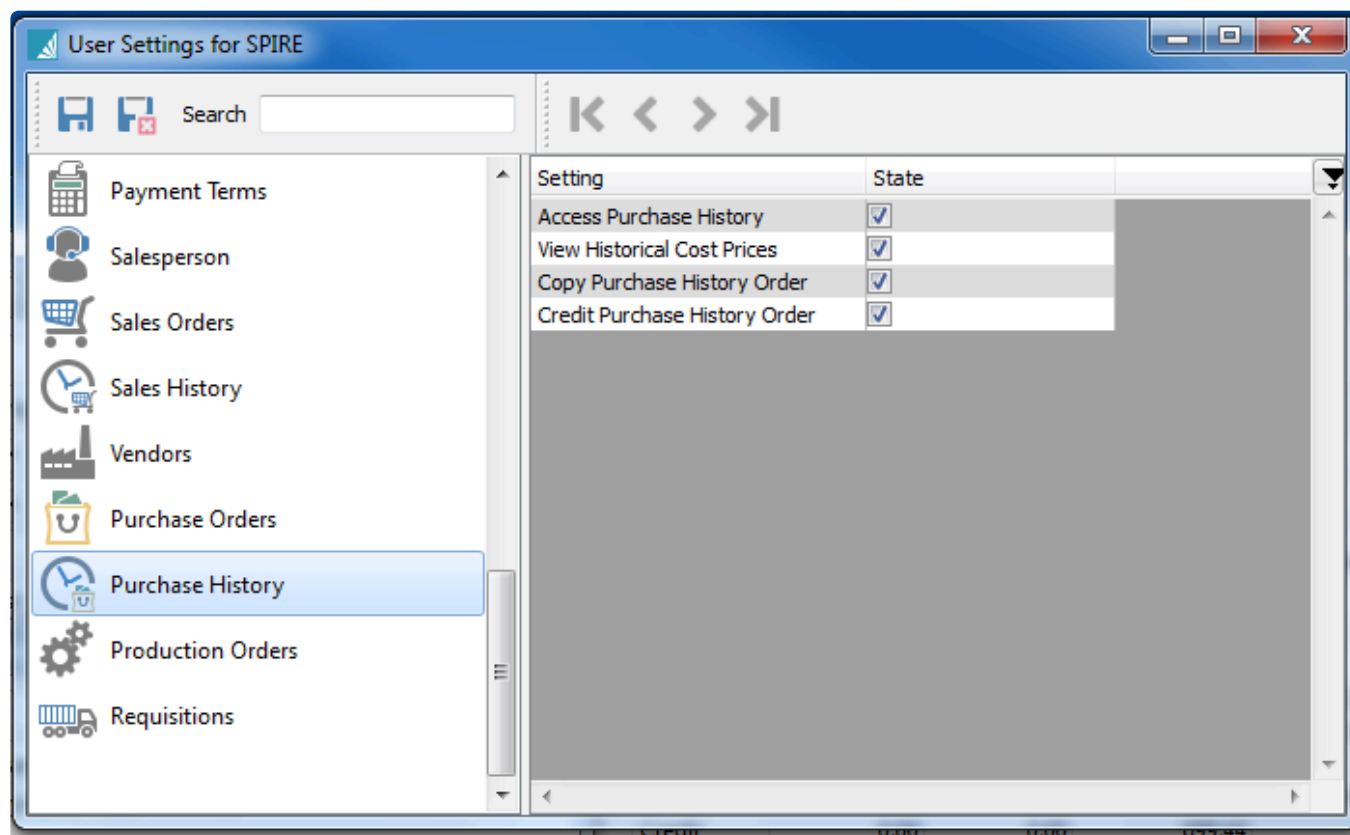
Print After Issue – If selected the purchase order will print when it is issued

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

User Settings for BARRY

Search

Navigation: << < > >>

Setting	State
View Production Notes	<input checked="" type="checkbox"/>
Edit Production Notes	<input checked="" type="checkbox"/>
Export Production Notes	<input checked="" type="checkbox"/>
Change Component Cost	<input checked="" type="checkbox"/>
Update Production Templates	<input checked="" type="checkbox"/>
Create Production Orders	<input checked="" type="checkbox"/>
Access Production Orders	<input checked="" type="checkbox"/>
Edit Production Orders	<input checked="" type="checkbox"/>
Delete Production Orders	<input checked="" type="checkbox"/>
Export Production Orders	<input checked="" type="checkbox"/>
Build Production Orders	<input checked="" type="checkbox"/>
Allow Increment Phase	<input checked="" type="checkbox"/>
Allow Change Phase	<input checked="" type="checkbox"/>
Create Template Orders	<input checked="" type="checkbox"/>
Edit Template Orders	<input checked="" type="checkbox"/>
Default Phase	WFA
Automatically Commit	<input type="checkbox"/>

Left sidebar menu items: Phase, Customers, Inventory, POS, Payment Terms, Salesperson, Payment Methods, Sales 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.

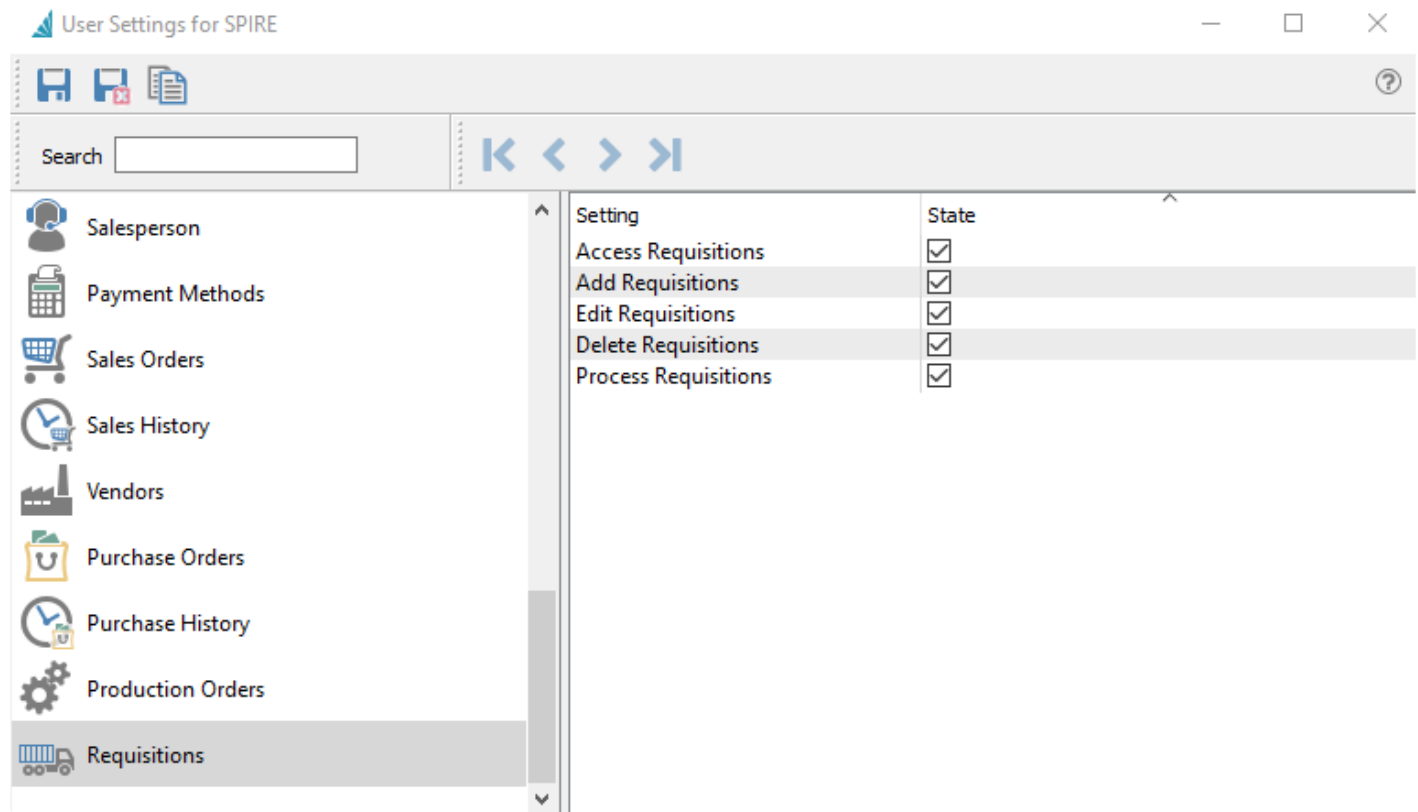
Create Template Orders – Allow to create templates.

Edit Template Orders – Allow to edit templates.

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

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

Requisitions



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

Add Requisitions – Can add requisitions.

Edit Requisitions – Can edit requisitions.

Delete Requisitions – Can delete requisitions.

Process Requisitions – Can process requisitions to create purchase orders.

Opening Balances

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

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

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

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

The screenshot shows the 'Company Settings' window with the 'General' tab selected. The left sidebar contains a list of settings categories: Company, General Ledger, Reports, Email, Multi-Currency, Special Accounts, Sequence Numbers, Variables, Sales Departments, Employees, Payroll, Sales Orders, and Purchase Orders. The main content area has tabs for General, Fiscal Periods, Segments, Groups, Subgroups, and Allocations. The 'General' tab is active, displaying instructions for segments and a list of checkboxes under the 'Miscellaneous' section. The 'Enable General Ledger' checkbox is unchecked, and a red arrow points to it with a text annotation: 'Uncheck to allow posting to control accounts for opening balances'. Other checkboxes include 'Enable Job Costing' and 'Enable Divisions', which are also unchecked. The 'Differential GL Account' field is set to '11340/'.

Company Settings

Search

General Fiscal Periods Segments Groups Subgroups Allocations

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

Location

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

Location Segment Disabled

Profit Center

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

Profit Center Segment Disabled

Contract Cost

Differential GL Account 11340/

Miscellaneous

☐ Enable Job Costing

☐ Enable Divisions

☐ Enable General Ledger

Uncheck to allow posting to control accounts for opening balances

General Ledger

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

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

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

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



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

Accounts Payable

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

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

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

This should include at least the following:

- Invoice Number
- Date
- Amount

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

Optionally you should also include:

- PO number
- Terms
- Due Date
- Memo



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



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

Accounts Receivable

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

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

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

This should include at least the following:

- Invoice Number
- Date
- Amount

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

Optionally it should also include:

- PO number
- Terms
- Memo



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



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

Inventory

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

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

Include the following in the spreadsheet:

- Warehouse
- Part number
- Count
- Memo

The memo should reference something like "Opening Balance"

Once imported it can be reviewed and then posted.



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

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.

Inventory Reports

Labels Adjust Count Requisition Filters: Stale Inventory Search

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

+ X This Year Units is 0

+ X Last Year Units is 0

+ X On Hand is not 0.00

Warehouse	Part number	Description	Vendor No.	Status	Available
RAW	ACMFITSB	ACME Swiss Ball	ACME	Active	1.00
RAW	PPBARCVC48PK	PP Bar Double Chocolate Vanilla			2.00
RAW	PPBARDCD48PK	PP Bar Dark Chocolate Coconut			2.00
RAW	PPBARGYB48PK	PP Bar Greek Yogurt Blueberry			2.00
RAW	RESCABFASTEN	Resistance cable - Handle Fasten			580.00
TO	COCPOW	Cocoa Powder			3.00
TO	NONFATMILK	Nonfat Milk			2.00
TO	OATS	Oats			3.00
TO	SALT	Salt			3.00
TO	SOYPRO	Soy Protein Crisps			3.00
TO	VEGGLY	Vegetable Glycerine			3.00
TO	WHEPRO	Whey Protein	FORFOO	Active	1,002.00
VA	ACMFITJR2	ACME Jump Rope	ACME	Active	10.00
VA	ACMFITMB	ACME Medicine Ball	ACME	Active	-9.00
VA	ACMFITSB	ACME Swiss Ball	ACME	Active	76.00

Enter filter name ? X

Stale Inventory

☐ User ☒ Company

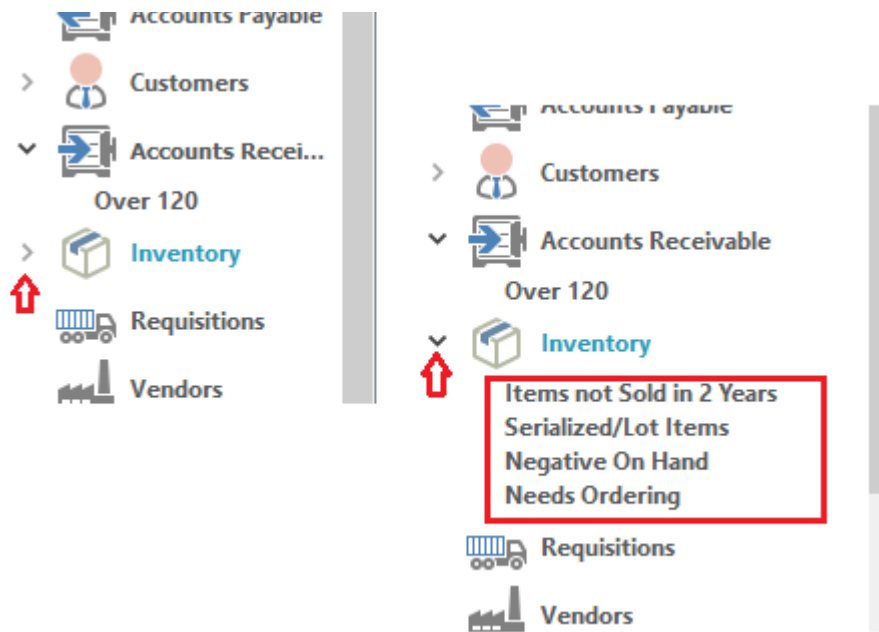
☒ Show in module list

☒ Save column state

OK Cancel

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

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

+ X This Year Units is 0

+ X Last Year Units is 0

+ X On Hand is not 0.00

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

Filters

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

Searches

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

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

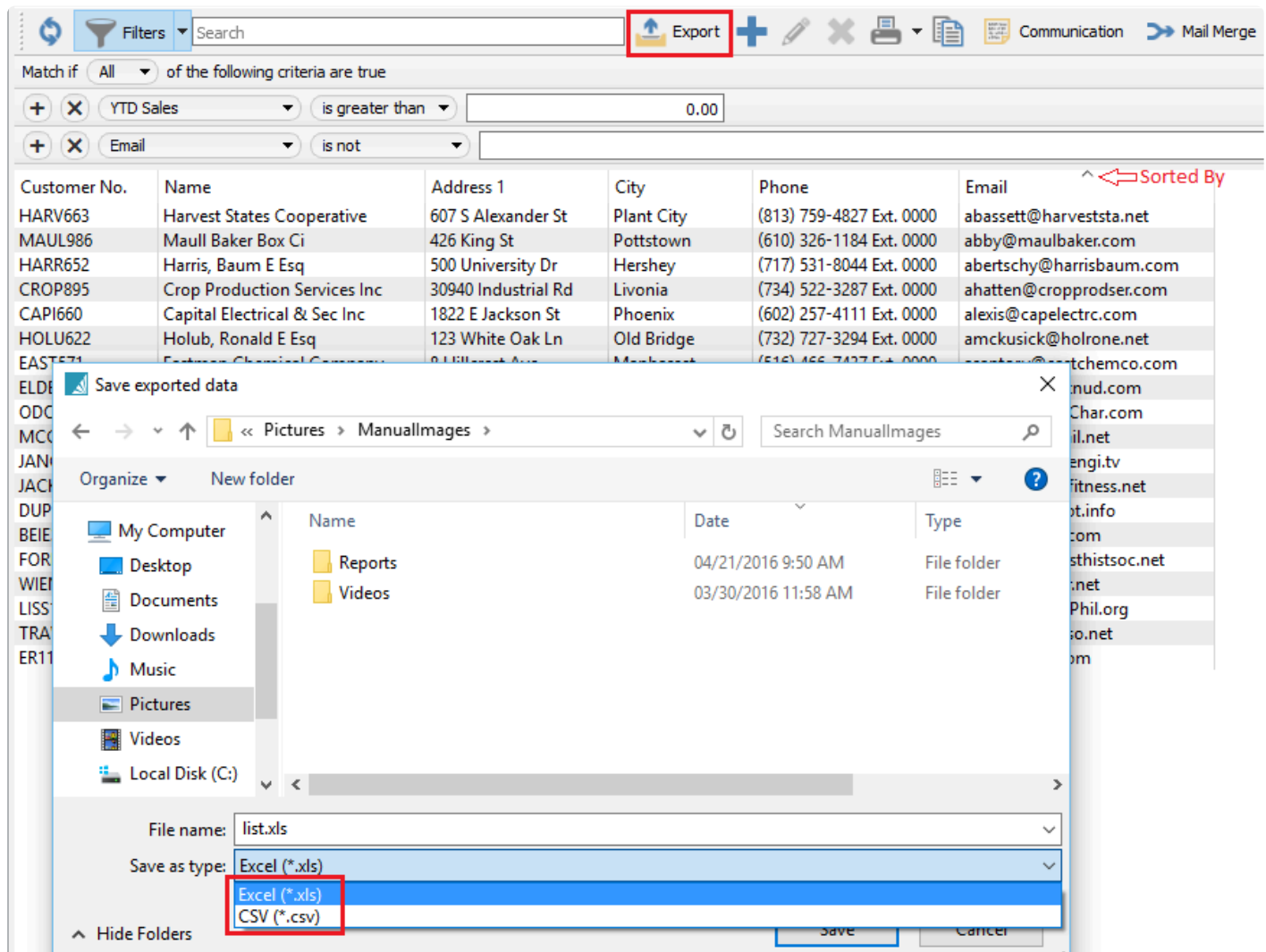
The user can also put an ‘or’ between words and then results with either words will show in the search results. Another option to use in searching is a minus symbol (-) which produces an exclusion for the search. As an example, if in the inventory list the user types *bar -caramel* then all items with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

Searches can then be exported to Excel or .csv.

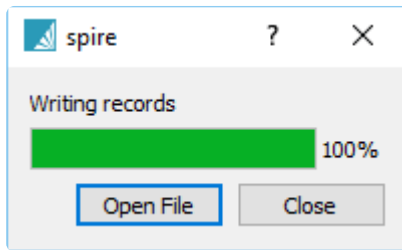
Exports

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

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



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



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

list.xls Automatically Locks top row for easy scrolling

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

Exact same column layout as was selected in Spire

Sheet1

Column Layout

Columns on all lists can be setup exactly how the user wants. They can be moved to any position, and they can be added and removed as required. The user can individually turn columns on and off, or choose “Select All” or “Select None”

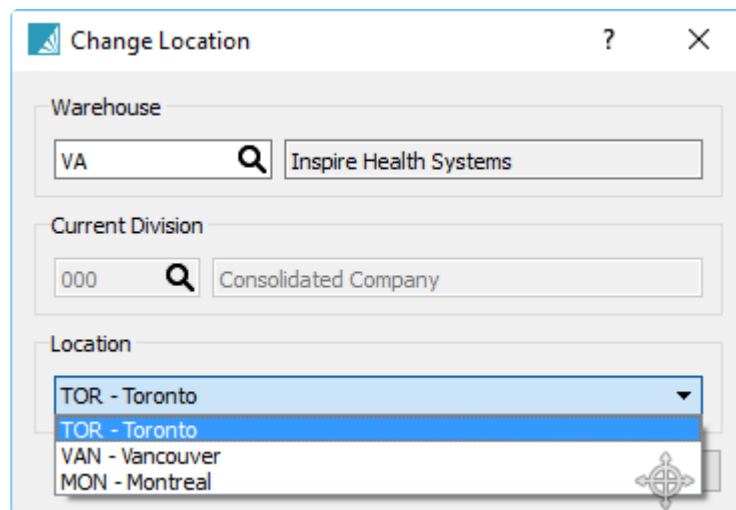
<div> <div>Inventory</div> <div>Movement</div> <div>Reports</div> </div>						
<div> <div>Labels</div> <div>Adjust</div> <div>Count</div> <div>Create Purchase Order</div> <div>Create Sales Order</div> <div>Requisition</div> <div>Filters</div> </div>						
Warehouse	Part number	Description		Vendor No.	Status	Suggested Order Qty
VA	4RTT	4RTT AbMat	<input checked="" type="checkbox"/> Select None		Active	0.00
VA	ABMAT	AbMat	<input checked="" type="checkbox"/> Warehouse		Active	0.00
VA	ACAI	Acai Fruit Extract	<input checked="" type="checkbox"/> Part number		Active	0.00
VA	ACMFITJR	ACME Jump Rope	<input checked="" type="checkbox"/> Description		Active	0.00
VA	ACMFITMB	ACME Medicine Ball	<input checked="" type="checkbox"/> Vendor No.		Active	0.00
VA	ACMFITSB	ACME Swiss Ball	<input checked="" type="checkbox"/> Status		Active	0.00
RAW	ACMFITSB	ACME Swiss Ball	<input checked="" type="checkbox"/> Suggested Order Qty		Active	0.00
VA	AFRARC102	ARC-102 Air Rower	<input checked="" type="checkbox"/> Available		Active	0.00
VA	ALMONDS	Almonds	<input checked="" type="checkbox"/> On Hand		Active	0.00
VA	BALPOD6.3	Balance Pod 6.3"	<input checked="" type="checkbox"/> Backorder		Active	0.00
VA	BLUBERR	Blueberries	<input checked="" type="checkbox"/> Committed		Active	0.00
VA	BLUSYRP	Blueberry Syrup	<input checked="" type="checkbox"/> On Order		Active	0.00
VA	BRNRICE	Brown Rice Syrup	<input checked="" type="checkbox"/> Type		Active	0.00
VA	BRNSUG	Brown Sugar	<input checked="" type="checkbox"/> Average Cost		Active	0.00
			<input checked="" type="checkbox"/> Current Cost		Active	0.00
			<input checked="" type="checkbox"/> Misc.		Active	0.00
			<input checked="" type="checkbox"/> Sell 01		Active	0.00
			<input checked="" type="checkbox"/> Modified		Active	0.00

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.



The screenshot shows a 'Change Location' dialog box. It contains three main sections: 'Warehouse', 'Current Division', and 'Location'. Each section has a search input field and a dropdown menu. The 'Warehouse' section shows 'VA' in the search field and 'Inspire Health Systems' in the dropdown. The 'Current Division' section shows '000' in the search field and 'Consolidated Company' in the dropdown. The 'Location' section shows a dropdown menu with 'TOR - Toronto' selected, and 'VAN - Vancouver' and 'MON - Montreal' as other options. A compass icon is located at the bottom right of the 'Location' dropdown.

Profit Center

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

Sales Order - 0000102627 Sadler Properties

Open Customer View Compact Process Reprocess Invoice Next Phase

Totals By Ordered Qty Deposits Requisition

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

Display the previous record on the list

Customer

Customer No SADL845 Sadler Properties AR Balance 235.20 Credit Limit Unlimited

PO No Ref No Other Orders 5.00 Available Unlimited

Notes Salesperson DAVID David Territory

Shipping

Ship To Sadler Properties Ship Via FOB Your dock

Contact

Name Phone Fax/Cell Email

Order Details

Open Sales Order

Order No 0000102627

Order Date 06/13/2015

Required Date 06/13/2015

Invoice No

Invoice Date / /

Repeat None

Phase READY

Location

Profit Center Production

Insert Delete Comment Serial Numbers Add Job Header UDF Scan Items Fill Prices

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

Setup

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

Company Settings

General Ledger

Segments

Codes

Segment Attributes

Separator: /

Segment Structure

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

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

Company Settings

General Ledger

Segments

Codes

Code

Code	Description
MON	Montreal
TOR	Toronto
VAN	Vancouver

Location

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

Company Settings

Search

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

General Fiscal Periods Segments Groups Subgroups Allocations

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

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

Location Segment Disabled

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

Profit Center Segment Disabled

Contract Cost
Differential GL Account 11200/

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

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

Inventory Purchasing Production Sales Payroll Tools Help

Accounts Summary Transactions Recurring Entries

Filters Search Export + - Revalue Create Transaction

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

Details Transactions Balances History Notes User Defined

Group 700 Cost of Goods Sold Type Expense

Subgroup GIF Account 8320

Normal balance ☒ Debit ☐ Credit

Cheque sequence 0 ☒ Track job cost ☐ Revalue

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

Locations

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

User Settings for SPIRE

Search

⏪ ⏩ ⏴ ⏵

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

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

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

Select Company

Company Name

- ARomeyn
- Inspire Health Systems

Username

SPIRE

Password

Date

05/02/2016

Location

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

Licensed To: Alcomp

Login Exit

Add a 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.

Sales Order - 0000800048 Sadler Properties

Open Customer View Compact Process Reprocess Invoice Next Phase

Totals By Ordered Qty Deposits Requisition

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

Customer

Customer No SADL845 Sadler Properties AR Balance 235.20 Credit Limit Unlimited

PO No Ref No Other Orders 5.00 Available Unlimited

Notes Salesperson DAVID David Territory

Shipping

Ship To Sadler Properties Ship Via FOB

Contact

Name Phone Fax/Cell Email

Order Details

Open Sales Order

Order No 0000800048

Order Date 05/10/2016

Required Date 05/10/2016

Invoice No

Invoice Date / /

Repeat None

Phase

Location VAN - Vancouver

Profit Center

No Change
Service
Production

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

Available On Hand Committed Backorder On Order Expected

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

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

BC P.S.T. 7.35

117.60

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

GL Transaction - 0000000733

Post Reverse View Source

Entry Notes

05/10/2016

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

Debits 117.60
Credits 117.60

Balance 0.00

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

GL Transaction - 0000000732

Post Reverse View Source

Entry Notes

05/10/2016

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

Debits 117.60
Credits 117.60

Balance 0.00

Video Instruction – Invoicing using Prof Centers



Reporting

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

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

Document Properties

Summary Statistics

Application: SAP Crystal Reports

Author: reportdev@spiresystems.com

Keywords:

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

Title: Inventory Status

Subject:

Template: Inventory List

☐ Save Preview Picture

OK Cancel Help

Author – The person that developed this report.

Keywords – Not used.

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

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

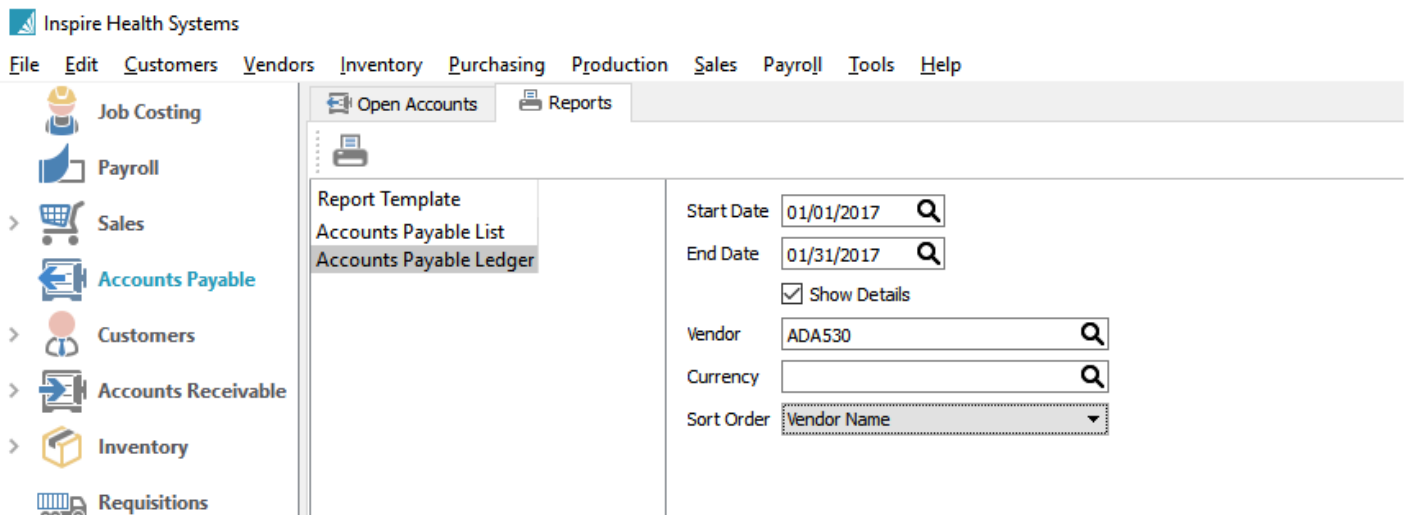
Subject – Not Used

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

Reports Tab in Modules

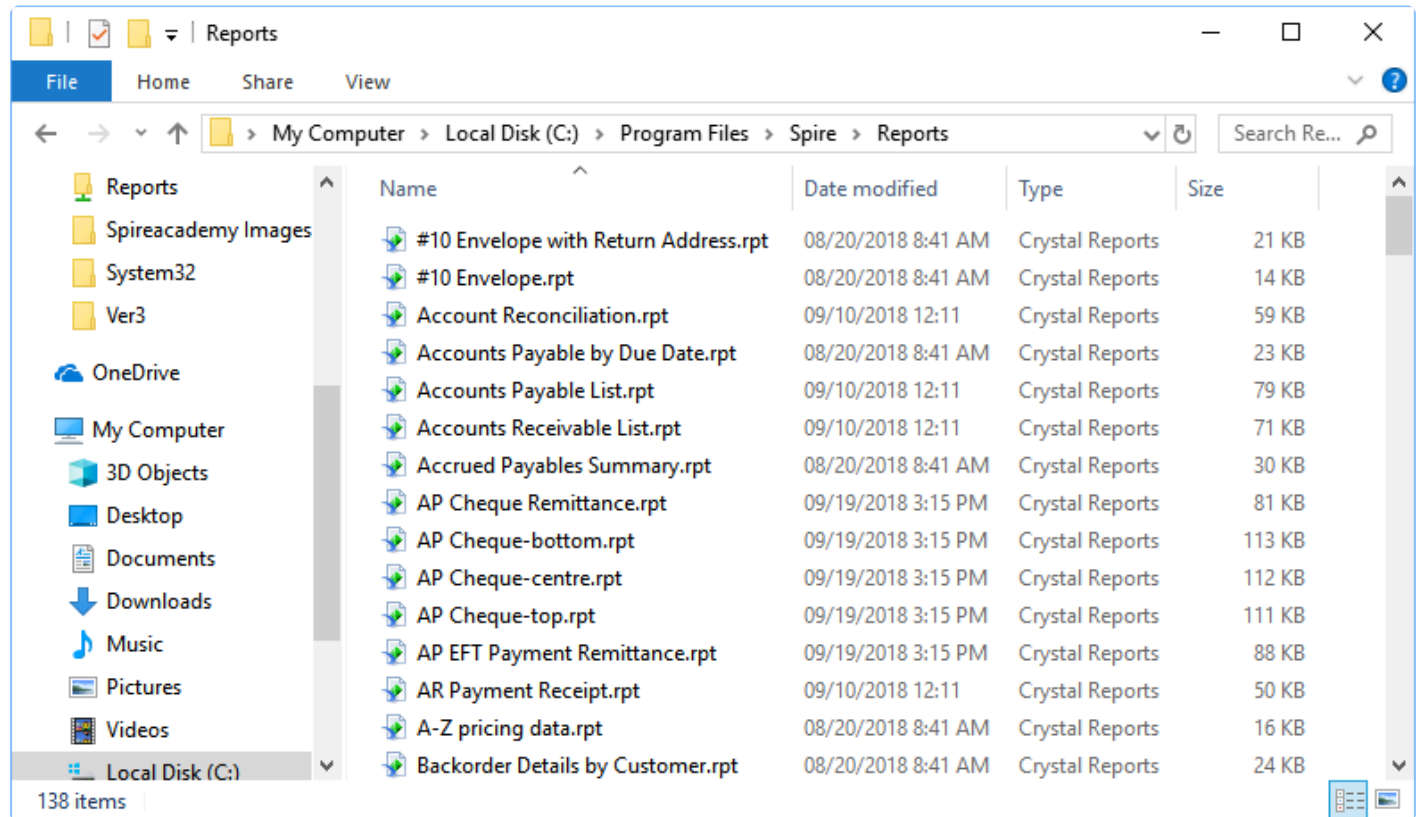
Most of Spire's reports run from the list view. The user sets the filter criteria and then prints 'All' or prints the 'Selected'. In some circumstances other criterion is required to be passed to a report. In these cases Spire has added a tab in the module call 'Reports' See the below for an example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

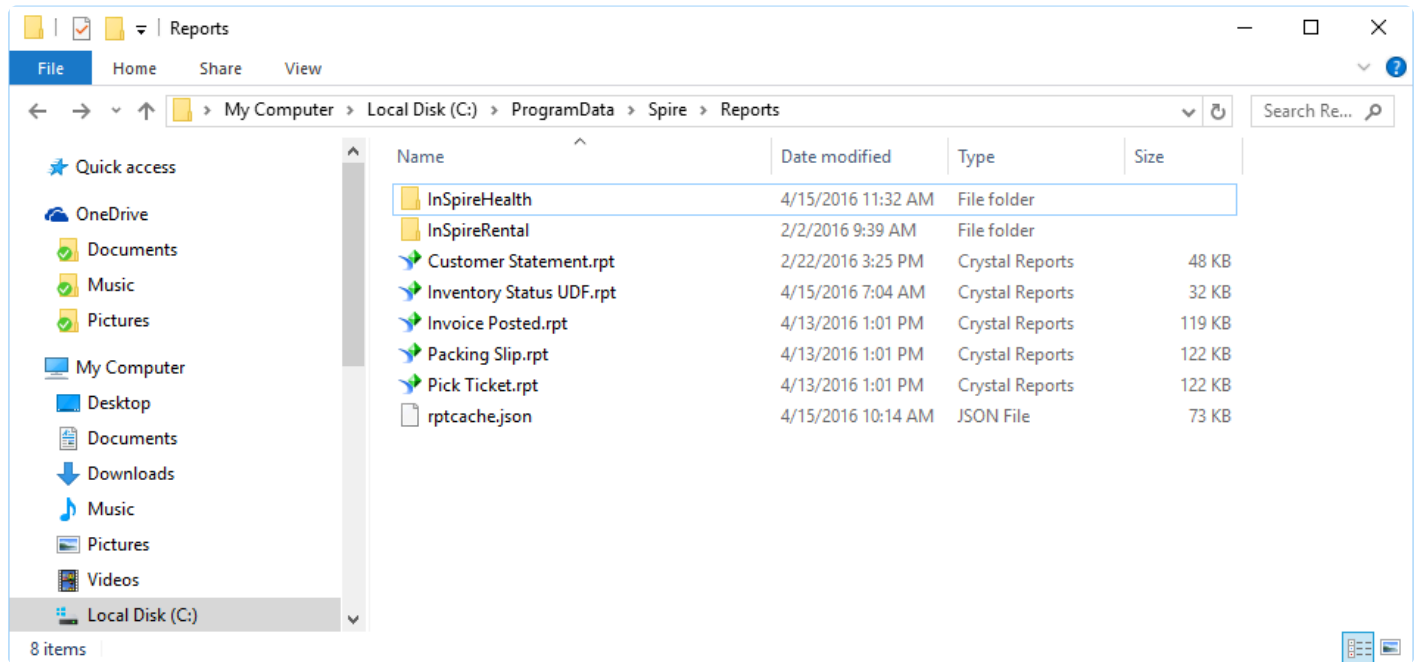
Included Stock Reports

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.

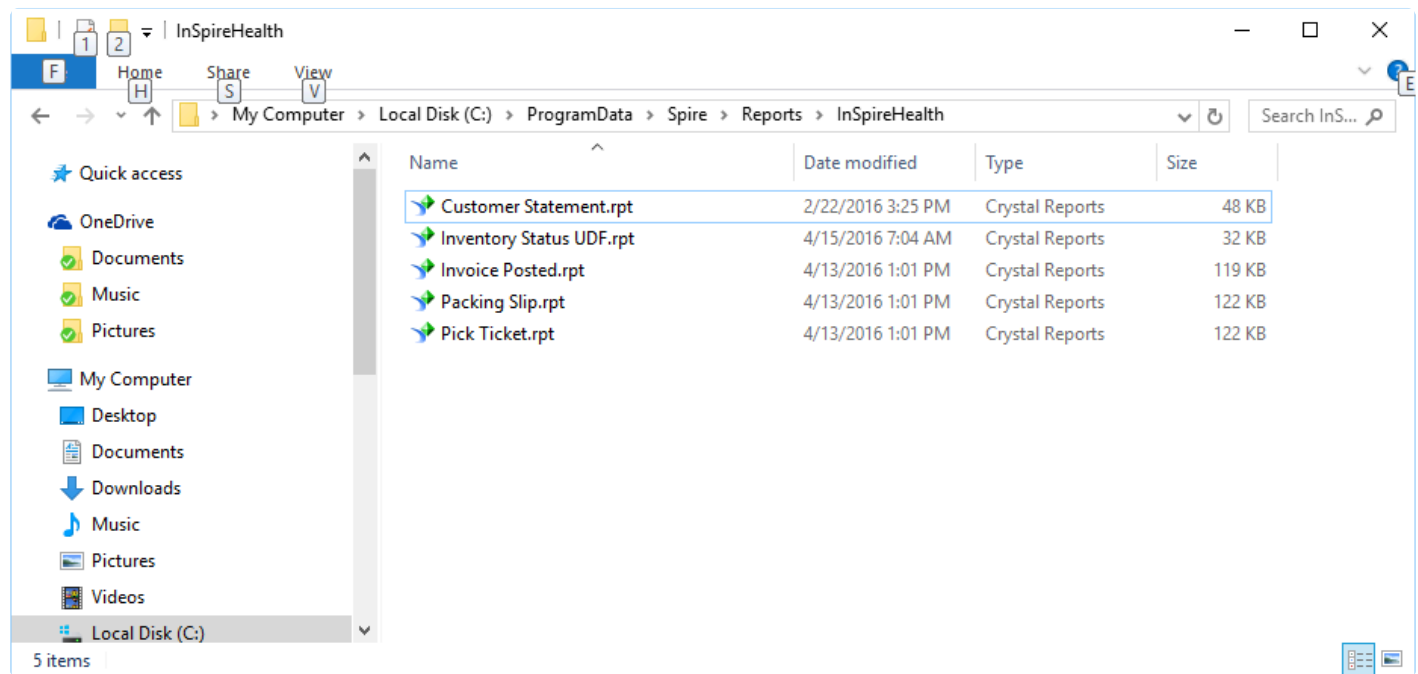
[Spire Reports](#)

Custom Reports

Custom Reports can be uploaded through the server administrator or directly on the server. Either way they are saved on the server in one of 2 places. If the report is required for all companies then save it on the server in C:\Programdata\Spire\Reports



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



The database name can be found by looking at the Spire administrator

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,

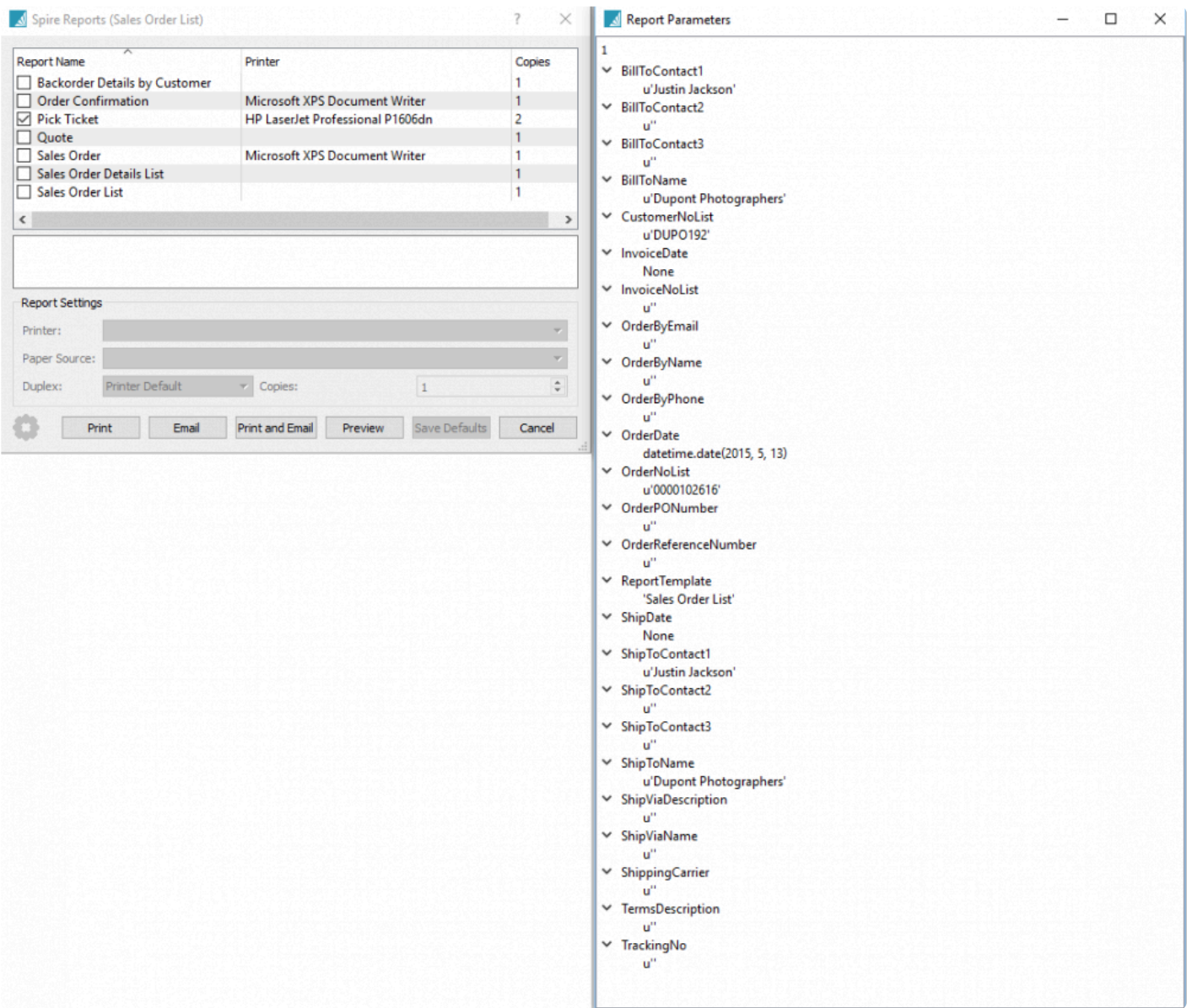
Uploading Reports through Spire Admin

Spire Server Administration						
Companies	↑	🗑️	⚡			
Accounts	☰	Title ↑	Filename	Company	Templates	System Report Modified
Snapshots	<input type="checkbox"/>	Quote	quote.rpt		sales_order sales_order_list	<input checked="" type="checkbox"/> Oct 4, 2019 4:12 PM
Reports	<input type="checkbox"/>	RMA Order	rma order.rpt		sales_order sales_order_list	<input checked="" type="checkbox"/> Oct 4, 2019 4:12 PM
Integrations	<input type="checkbox"/>	Receipts Order Fulfillment	receipts order fulfillment.rpt		purchase_order_apply	<input checked="" type="checkbox"/> Oct 4, 2019 4:12 PM
License	<input type="checkbox"/>	Receiver General by Payroll Dates	receiver general by payroll dates.rpt		timecard_batch_list	<input checked="" type="checkbox"/> Oct 4, 2019 4:12 PM
Logs	<input type="checkbox"/>	Requisition List	requisition list.rpt		material_requisition	<input checked="" type="checkbox"/> Oct 4, 2019 4:12 PM
	<input type="checkbox"/>	Sales History Reports Sample	sales history reports tab sample.rpt		sales_history	<input checked="" type="checkbox"/> Oct 4, 2019 4:12 PM
	<input type="checkbox"/>	Sales Order	sales order.rpt		sales_order sales_order_list order_deposit	<input checked="" type="checkbox"/> Oct 4, 2019 4:12 PM
	<input type="checkbox"/>	Sales Order Details List	sales order details list.rpt		sales_order_list	<input checked="" type="checkbox"/> Oct 4, 2019 4:12 PM
	<input checked="" type="checkbox"/>	Sales Order InSpire	sales order inspire.rpt	InSpire	sales_order sales_order_list order_deposit	<input type="checkbox"/> Oct 4, 2019 10:19 AM
	<input type="checkbox"/>	Sales Order List	sales order list.rpt		sales_order_list	<input checked="" type="checkbox"/> Oct 4, 2019 4:12 PM
	<input type="checkbox"/>	Sales and Taxes	sales and taxes.rpt		sales_history_list	<input checked="" type="checkbox"/> Oct 4, 2019 4:12 PM

- **Upload-** – Browse to upload a custom report
- **Delete-** Delete a custom report (System reports will disable, not delete)
- **Toggle Report Status** – Toggle report from being available in Spire
- **Title-** Title of report as presented to user on print
- **Filename-** Crystal Report File name on physical storage
- **Company-** Company this report is exclusive for
- **Templates-** Template(s) embedded in the report. Designates where the report will appear in Spire
- **System Report** – Indicates if report is a system stock report
- **Modified-** When the report was last modified

Templates & Parameters

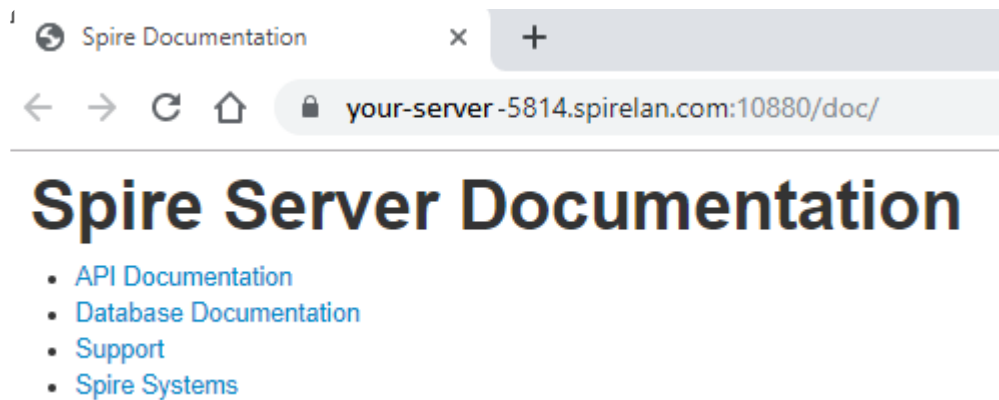
To find out what report templates and parameters are available when printing, turn on the user setting Reports 'Enable report development tools'. Then whenever the print button is clicked this dialog will appear beside the reports list and the available report fields will be displayed.



Data Dictionary

Data Dictionary

The database structure used in Spire can be found in by clicking on Help-> Spire Server Documentation->Database Documentation



When clicking database Documentation the list of files and fields will be shown in a hyperlink document.

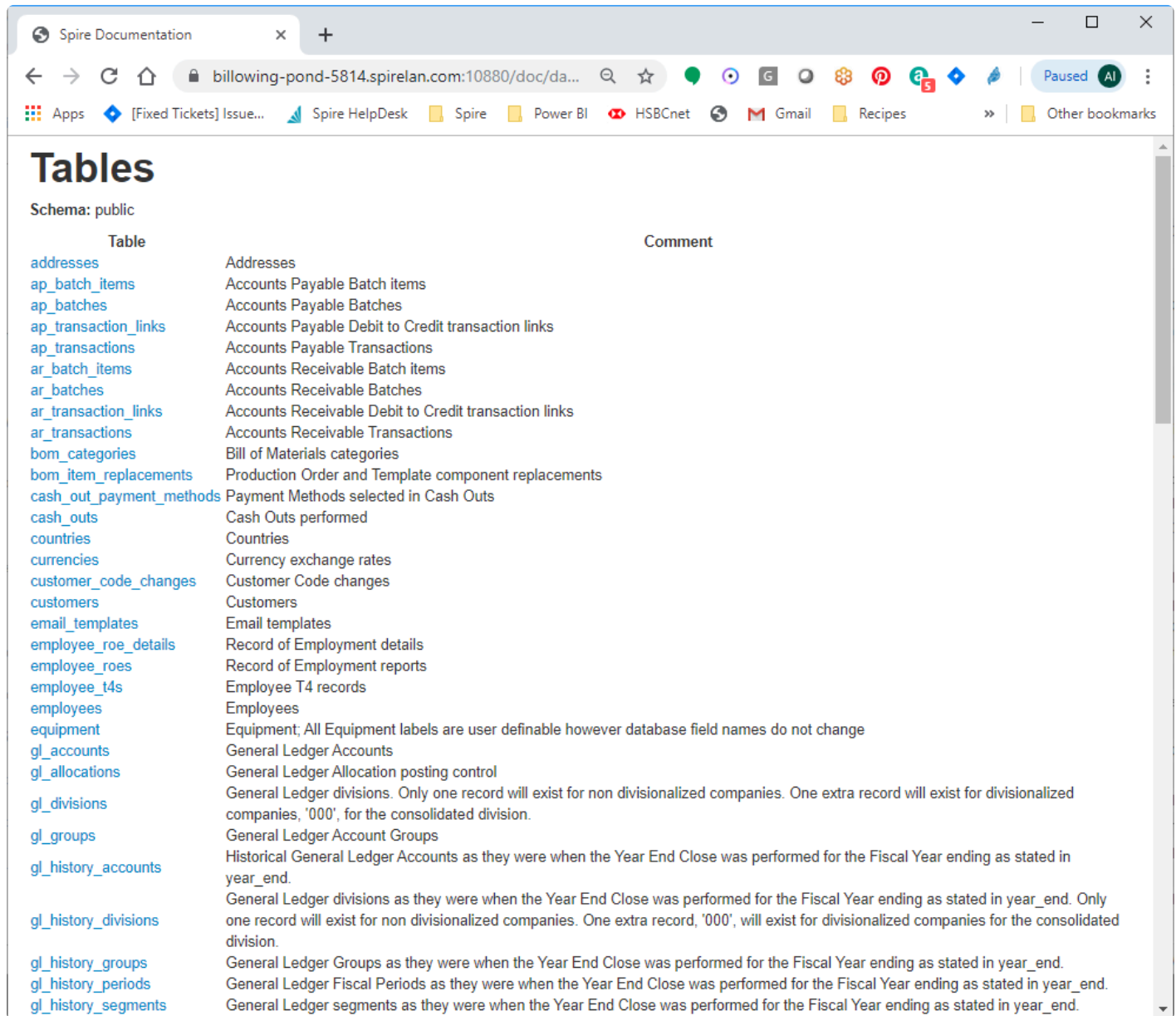
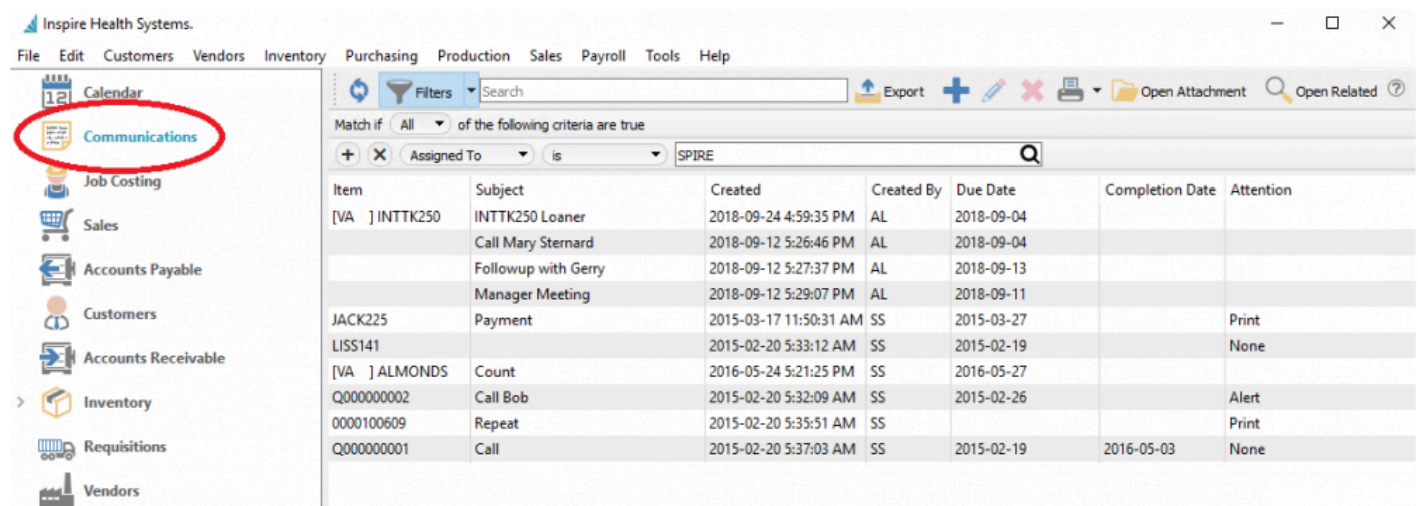


Table	Comment
addresses	Addresses
ap_batch_items	Accounts Payable Batch items
ap_batches	Accounts Payable Batches
ap_transaction_links	Accounts Payable Debit to Credit transaction links
ap_transactions	Accounts Payable Transactions
ar_batch_items	Accounts Receivable Batch items
ar_batches	Accounts Receivable Batches
ar_transaction_links	Accounts Receivable Debit to Credit transaction links
ar_transactions	Accounts Receivable Transactions
bom_categories	Bill of Materials categories
bom_item_replacements	Production Order and Template component replacements
cash_out_payment_methods	Payment Methods selected in Cash Outs
cash_outs	Cash Outs performed
countries	Countries
currencies	Currency exchange rates
customer_code_changes	Customer Code changes
customers	Customers
email_templates	Email templates
employee_roe_details	Record of Employment details
employee_roes	Record of Employment reports
employee_t4s	Employee T4 records
employees	Employees
equipment	Equipment; All Equipment labels are user definable however database field names do not change
gl_accounts	General Ledger Accounts
gl_allocations	General Ledger Allocation posting control
gl_divisions	General Ledger divisions. Only one record will exist for non divisionalized companies. One extra record will exist for divisionalized companies, '000', for the consolidated division.
gl_groups	General Ledger Account Groups
gl_history_accounts	Historical General Ledger Accounts as they were when the Year End Close was performed for the Fiscal Year ending as stated in year_end.
gl_history_divisions	General Ledger divisions as they were when the Year End Close was performed for the Fiscal Year ending as stated in year_end. Only one record will exist for non divisionalized companies. One extra record, '000', will exist for divisionalized companies for the consolidated division.
gl_history_groups	General Ledger Groups as they were when the Year End Close was performed for the Fiscal Year ending as stated in year_end.
gl_history_periods	General Ledger Fiscal Periods as they were when the Year End Close was performed for the Fiscal Year ending as stated in year_end.
gl_history_segments	General Ledger segments as they were when the Year End Close was performed for the Fiscal Year ending as stated in year_end.

Communications- (CRM)

The communications tab appears in most modules and master records. It allows a user to enter notes that can then be assigned to 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.



Match if All of the following criteria are true

+ X Assigned To is SPIRE

Item	Subject	Created	Created By	Due Date	Completion Date	Attention
[VA] INTTK250	INTTK250 Loaner	2018-09-24 4:59:35 PM	AL	2018-09-04		
	Call Mary Sternard	2018-09-12 5:26:46 PM	AL	2018-09-04		
	Followup with Gerry	2018-09-12 5:27:37 PM	AL	2018-09-13		
	Manager Meeting	2018-09-12 5:29:07 PM	AL	2018-09-11		
JACK225	Payment	2015-03-17 11:50:31 AM	SS	2015-03-27		Print
LISS141		2015-02-20 5:33:12 AM	SS	2015-02-19		None
[VA] ALMONDS	Count	2016-05-24 5:21:25 PM	SS	2016-05-27		
Q000000002	Call Bob	2015-02-20 5:32:09 AM	SS	2015-02-26		Alert
0000100609	Repeat	2015-02-20 5:35:51 AM	SS			Print
Q000000001	Call	2015-02-20 5:37:03 AM	SS	2015-02-19	2016-05-03	None

From the communications list click add or edit

The screenshot shows a web application window titled "Note - Inventory VA INTTK250". The interface includes a toolbar with icons for saving, deleting, and other actions. Below the toolbar, there are buttons for "Insert Date/Time", "Open Attachment", "Open Related", and "Mark Completed". A search bar is present with the text "Subject INTTK250 Loaner" and a "Type" dropdown. The main content area contains the text "Check to see who has this loaner." Below this is an "Attachment" section with a "Browse..." button. A "Details" section contains fields for "Assigned To" (BARRY), "Due Date" (09/11/2018), "Number" (0.000), and "Completed Date" (01/01/1990 12:00 AM). A "Reports" section has a "Where" dropdown menu currently set to "Purchase Order", with a list of other report types including Packing Slip, Booking Order, Invoice, Picking Slip, Work Order, Order Confirmation, Quote, and Sales Order. A status bar at the bottom indicates "Created by AL on 09/24/2018 9:59:35 AM".

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

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

Add – Adds a communication.

Edit – Edits a communication.

Delete – Deletes a communication.

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

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

Module – The module where the communication was created.

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

Subject – The subject the user put on the communication.

Created Date – The date it was created.

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

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

Completion Date – The date entered when it was completed.

Attention – This can either be:

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



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

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

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

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

Modified Date – Date this communication was last edited.

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



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

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.

The screenshot displays the Spire Health Systems interface. On the left, a sidebar lists various modules including Job Costing, Payroll, Sales, Accounts Payable, Customers, Accounts Receivable, Inventory, Requisitions, Vendors, Purchases, Production, Point of Sale, Sales History, Price Management, and Communications. The main window shows a 'To-Do' list of communication notes. The notes are as follows:

- Sales - 0000100609: Repeat** (Feb 13, 2015): Wants to repeat this order next month.
- Customer - LISS141:** (Feb 19, 2015): Call about new manager.
- Sales - Q000000002: Call Bob** (Feb 26, 2015): Call Bob about this quote.
- Accounts Receivable - JACK225: Payment** (Mar 27, 2015): Jason says payment next Friday.

Each note has an 'Edit' button and an 'Open Related' button. A red arrow points from the 'Edit' button of the 'Accounts Receivable - JACK225: Payment' note to a detailed view window. This window shows the following information:

- Note - Payment**: Subject: Payment, Type: Payment.
- Subject: Payment**: Jason says payment next Friday.
- Customer**: JACK225, Jackson Fitness Center.
- Billing Address**: 2018 No. 3 Road, Richmond, BC, V6X 2B8.
- Contact**: Jason Fallon, Phone: (604) 249-4735 Ext., Email: jfallon@jacksonfitness.net.
- Info**: Last Invoice: 02/09/2017, Credit Limit: 30,000.00, Average days to pay: 279, Terms: 2% 10 days.

Below the detailed view is a table of transactions:

Transaction No	Date	Debit	Credit	Applied	Balance	Terms Code	Terms Desc	Customer PO	Reference No	Type	Hold	Due Date
0000000070	04/18/2015	2,714.88	0.00		2,714.88	02	2% 10 days	124599	0000600401	Invoice		04/28/2015
0000000050	04/18/2015	820.96	0.00		820.96	01	Net 30 days	124645	0000600347	Invoice		05/18/2015
0000000651	04/18/2015	1,904.00	0.00		1,904.00	02	2% 10 days	124859	0000600348	Invoice		04/28/2015
0000000758	02/09/2016	246.97	0.00		246.97	02	2% 10 days		0000600371	Invoice		02/19/2016
0000000076	04/25/2016	529.76	0.00		529.76	02	2% 10 days		0000600354	Invoice		05/05/2016
0000000755	05/10/2016	5.66	0.00		5.66	02	2% 10 days		0000600359	Invoice		05/20/2016
0000000757	05/13/2016	123.48	0.00		123.48	02	2% 10 days		0000600369	Invoice		05/23/2016
0000000784	05/25/2016	952.57	0.00		952.57	02	2% 10 days		0000600378	Invoice		06/04/2016
0000000792	05/25/2016	123.48	0.00		123.48	02	2% 10 days		0000600386	Invoice		06/04/2016
0000000845	09/26/2016	6,214.88	0.00		6,214.88	02	2% 10 days		0000600399	Invoice		10/06/2016
0000000847	09/26/2016	95.00	0.00		95.00	02	2% 10 days					

Summary: Total Balance: 13,731.64, Remaining: 13,731.64, Total Amount: 0.00.

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

The screenshot displays the Inspire Health Systems (UDF) application interface. On the left is a navigation menu with icons and labels for various modules: 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 (highlighted with a red box), and General Ledger. The main window shows a table of records with columns: Module, Item, Subject, Created Date, Created By, Due Date, Completion Date, Attention, Display Type, Assigned To, Group Type, Modified Date, Modified By, and Number. A filter is applied: 'Assigned To' is 'SPIRE'. The table contains four rows of data. The third row, 'Sales' with item 'Q000000001' and subject 'Call Bob', is highlighted with a red box. A red arrow points from this row to a 'Note - Call Bob' dialog box. The dialog box has a 'Subject' field with 'Call Bob' and a 'Type' field with 'FOLLOW-UP'. Below these fields is a large text area containing the text 'Call Bob about this quote'. At the bottom of the dialog box, there are sections for 'Details' (Assigned To: SPIRE, Due Date: 02/26/20, Number: 0.000, Completed Date: / /), 'Reports' (Print checkbox), and 'Display' (Alert on Orders checkbox). The footer of the dialog box states: 'Created by SS on 02/20/2015 5:32:09 AM Modified by SS on 05/04/2016 8:12:45 AM'.

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

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

Inspire Health Systems (UDF)

File Edit Customers Vendors Inventory Purchasing Production Sales Payroll Tools Help

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

+ X Assigned To is SPIRE

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

Accounts Receivable - Jackson Fitness Center

Open Customer Apply Finance Charges

Customer JACK225 Jackson Fitness Center Currency

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

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

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

Open Items Notes Attachments User Defined

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

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

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

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. If they have the security setting, They can also view any other users calendar. Each user shows on the calendar as a different colour.

Clicking on the day brings up the days list

The screenshot displays the Spire Calendar application. The main window shows a monthly calendar for October 2019. The interface includes navigation controls (Today, Previous, Next, Previous 7 days, Next 7 days) and filters (Show Modules, Show Users, Show Unassigned, Show Completed). The calendar grid shows tasks assigned to different users, each represented by a unique color. A red arrow points to the date 4th, which is highlighted in blue. A pop-up window titled 'Tuesday, September 4' is open, showing a list of tasks for that day. The tasks are: 'Count' (Check count), 'Call Mary Sternard' (Edit), 'INTTK250 Loaner' (Check to see who has this loaner, Edit, Open Related), and '8am Call Bob' (Edit, Open Related). The 'Open Related' button is highlighted in the 'Call Bob' task.

Day	Tasks
Sun 26	
Mon 27	Book Boardroom, QA this Order
Tue 28	Count, Call Mary Sternard, INTTK250 Loaner, 8am Call Bob
Wed 29	
Thu 30	
Fri 31	
Sat 1	
Sun 2	
Mon 3	Jason promised payme..., Followup with Gerry
Tue 4	Count, Call Mary Sternard, INTTK250 Loaner, 8am Call Bob
Wed 5	
Thu 6	
Fri 7	
Sat 8	
Sun 9	
Mon 10	Prod - 00002, Check Stock TR565
Tue 11	8:30am Repeat Order, 9am Manager Meeting, 10am Staff Meeting, Drop Ship
Wed 12	
Thu 13	
Fri 14	
Sat 15	
Sun 16	
Mon 17	Tom's Birthday, 2pm Order INSWP30
Tue 18	
Wed 19	9am F
Thu 20	
Fri 21	
Sat 22	
Sun 23	
Mon 24	JACK225 Payment
Tue 25	
Wed 26	

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.

The screenshot displays the Spire calendar interface for October 2019. The calendar shows events such as 'Book Boardroom', 'JACK225 Payment', 'Jason promised payment for...', 'Followup with Gerry', 'Prod - 00002', 'Check Stock TR565', 'Tom's Birthday', and '9am Fitness Dev Order'. Two windows are overlaid on the calendar:

- Note - Accounts Receivable JACK225:** This window contains a subject line 'JACK225 Payment' and a description 'Jason says payment next friday'. It has buttons for 'Insert Date/Time', 'Open Attachment', 'Open Related' (highlighted with a red arrow), and 'Mark Completed'.
- Accounts Receivable - Jackson Fitness Center:** This window shows customer details for JACK225, including billing address, contact information, and a list of transactions. The transactions table is as follows:

Transaction No	Date	Debit	Credit	Balance	Terms Desc.	Type	Due Date	Reference Nc	Customer PO	Hold	Memo	User
0000000870	04/18/2015	2,714.88	0.00	2,714.88	2% 10 days	Invoice	04/28/2015	0000600401	124599		TOR/T...	SS
0000000758	02/09/2016	246.97	0.00	246.97	2% 10 days	Invoice	02/19/2016	0000600371			VAN/	SS
0000000676	04/25/2016	529.76	0.00	529.76	2% 10 days	Invoice	05/05/2016	0000600354				SS
0000000755	05/10/2016	5.66	0.00	5.66	2% 10 days	Invoice	05/20/2016	0000600359				SS
0000000757	05/13/2016	123.48	0.00	123.48	2% 10 days	Invoice	05/23/2016	0000600369			VAN/	SS
0000000792	05/25/2016	123.48	0.00	123.48	2% 10 days	Invoice	06/04/2016	0000600386			VAN/	SS
0000000845	09/26/2016	6,214.88	0.00	6,214.88	2% 10 days	Invoice	10/06/2016	0000600399			TOR/	SS
0000000847	09/26/2016	95.00	0.00	95.00	2% 10 days	Invoice	10/06/2016				TOR/	SS
0000001152	03/21/2018	89.60	0.00	89.60	2% 10 days	Invoice	03/31/2018	0000600420			MON/	SS
0000001251	09/13/2018	202.87	0.00	202.87		Service Charge	09/13/2018				MON/	AL



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 communications 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

Process Reprocess Invoice Next Phase

Totals By Ordered Qty Add To Calendar Deposits Requisition Open Customer View Compact

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

Customer

Customer No CAPI660 Capital Electrical & Sec Inc 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

Required Date 09/13/2015

Shipping

Ship To

Contact

Name

Part No Description

VA /SP88FR Springfield 88 F

VA /INSDB10 InSpire Dumbbell

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

</

Accounts

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

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

Add – Adds a new GL account

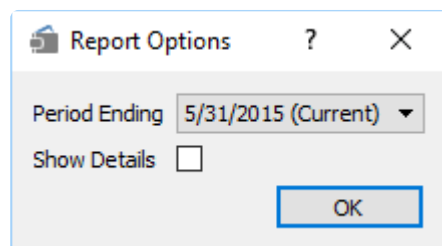
Edit – Edits highlighted GL account

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

Print – Print GL account reports such as:

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

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



Report Options

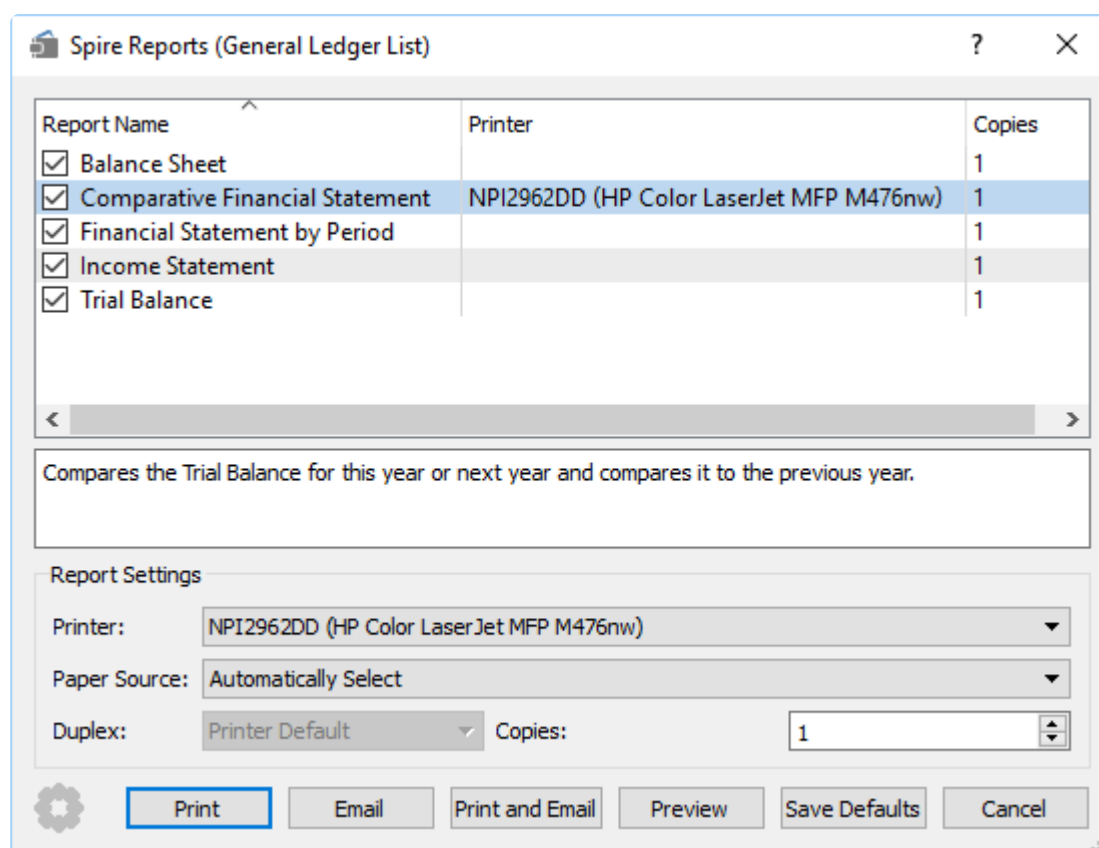
Period Ending: 5/31/2015 (Current)

Show Details: ☐

OK

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

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



Spire Reports (General Ledger List)

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

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

Report Settings

Printer: NPI2962DD (HP Color LaserJet MFP M476nw)

Paper Source: Automatically Select

Duplex: Printer Default

Copies: 1

Print Email Print and Email Preview Save Defaults Cancel

Copy – Copy selected GL account.

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

Edit and Add Accounts

Save – Saves changes

Save Close – Saves changes and closes the account

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

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

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

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

Account No – The General Ledger Account number.

Name – A descriptive name for the GL account.

Currency – The currency assigned to this account.

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

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

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

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

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

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

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

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

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

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

Account Transactions

GL Account - 11120/ / /

Reconcile

Division No 000 Account No 11120/ / Name RBC Bank Currency Inactive

Details Transactions Balances History Communications User Defined

Filters Search Export Transaction

Transaction No	Source	Credit	Entity	Document	Type	Transaction Date	View	Reconciled	Reconciled Date	User Id
0000000907	General Ledger	12.00				01/01/2017	View Source	<input checked="" type="checkbox"/>	01/31/2017	SS
0000000907	General Ledger	2,500.00				01/01/2017		<input checked="" type="checkbox"/>	01/31/2017	SS
0000000907	General Ledger	50.00				01/01/2017	recurring	<input checked="" type="checkbox"/>	01/31/2017	SS
0000000908	Accounts Payable	1,900.00	OMELEE		Vend.	01/15/2017	01/31/2017	<input checked="" type="checkbox"/>	01/31/2017	SS
0000000909	Accounts Payable	1,900.00	OMELEE		Vend.	01/01/2017	01/31/2017	<input checked="" type="checkbox"/>	01/31/2017	SS
0000001038	Accounts Payable	29,254.53	AAL587	0008	EFT	01/31/2017	01/31/2017	<input checked="" type="checkbox"/>	01/31/2017	SS
0000001039	Accounts Payable	123.20	ACME	0008	EFT	01/31/2017	01/31/2017	<input checked="" type="checkbox"/>	01/31/2017	SS
0000001040	Accounts Payable	585.00	ALE643	0008	EFT	01/31/2017	01/31/2017	<input checked="" type="checkbox"/>	01/31/2017	SS
0000001045	General Ledger	0.00		0009	EFT	01/31/2017	01/31/2017	<input checked="" type="checkbox"/>	01/31/2017	SS
0000001052	General Ledger	0.00				01/31/2017	01/31/2017	<input checked="" type="checkbox"/>	01/31/2017	SS
0000001055	General Ledger	0.00				01/31/2017	01/31/2017	<input checked="" type="checkbox"/>	01/31/2017	SS
0000001056	Accounts Payable	1,973.44	FIDEBU	0000024746	Pmt.	01/31/2017	01/31/2017	<input checked="" type="checkbox"/>	01/31/2017	SS
0000001057	Accounts Payable	111.00	INTEK	0000024747	Pmt.	01/31/2017	01/31/2017	<input type="checkbox"/>		SS
0000001058	Accounts Payable	111.00	INTFK	0010	EFT	01/31/2017	01/31/2017	<input type="checkbox"/>		SS

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

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

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

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

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

View – View the complete journal entry.

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

- Order Entry
- Purchase Order
- Payroll

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

Source – The source that this posting came from.

Debit – The amount of the debit transaction

Credit – The amount of the credit transaction.

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

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

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

Type – The type of transaction that was posted.

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

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

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

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

Account Balances

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

GL Account - 11120/ / /

Reconcile

Division No 000 Account No 11120/ Name RBC Bank Currency Inactive

Details Transactions Balances History Communications User Defined

View Foreign Currency

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.

The screenshot shows the 'GL Account - 11120/' window with the 'History' tab selected. The main window displays a table with the following data:

Fiscal Year End	Ending Balance	Net Change
01/31/2014	0.00	0.00
01/31/2015	-28,671.49	-28,671.49
12/31/2015	-365,282.48	-336,610.99
12/31/2016	-779,854.89	-414,572.41

Below the table, it says 'Created by BV* on 07/07/2005'. A 'Historical Balances' pop-up window is open, showing a detailed view of the balances:

	Period End Date	Net Change	Balance
Opening			-365,282.48
Period 1	01/31/2016	-622.00	-365,904.48
Period 2	02/29/2016	0.00	-365,904.48
Period 3	03/31/2016	0.00	-365,904.48
Period 4	04/30/2016	-235,476.27	-601,380.75
Period 5	05/31/2016	-49,828.11	-651,208.86
Period 6	06/30/2016	-27,906.61	-679,115.47
Period 7	07/31/2016	-26,395.54	-705,511.01
Period 8	08/31/2016	-26,395.54	-731,906.55
Period 9	09/30/2016	-28,440.16	-760,346.71
Period 10	10/31/2016	-6,784.18	-767,130.89
Period 11	11/30/2016	-6,362.00	-773,492.89
Period 12	12/31/2016	-6,362.00	-779,854.89

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

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

Net Change – The net change for that year.

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

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

Net Change – The net change for the historical period.

Balance – The closing balance for the historical period.

Account Notes

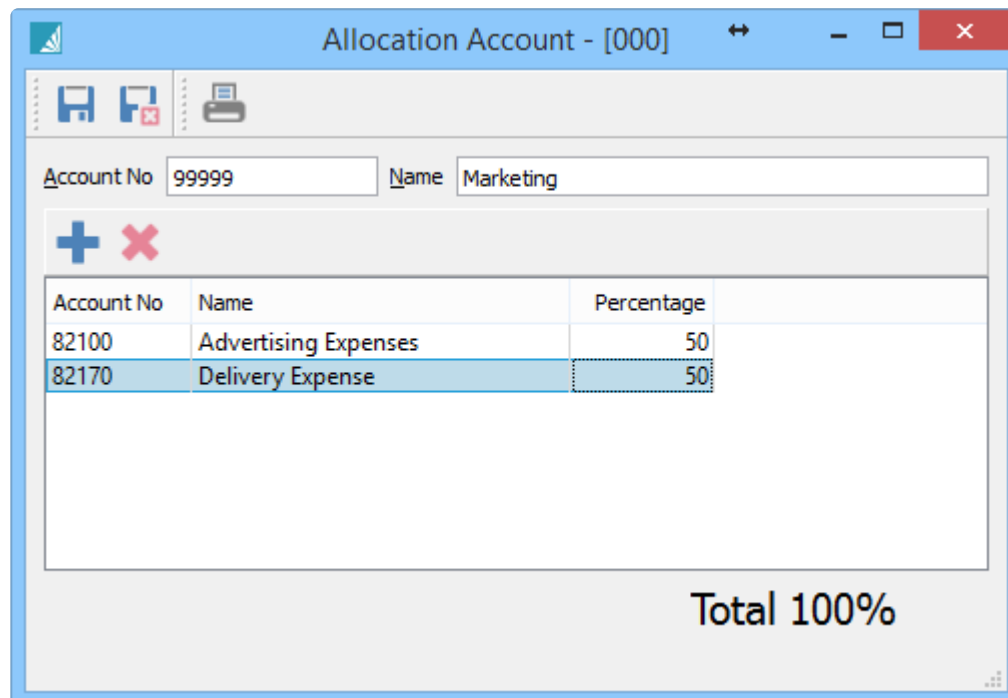
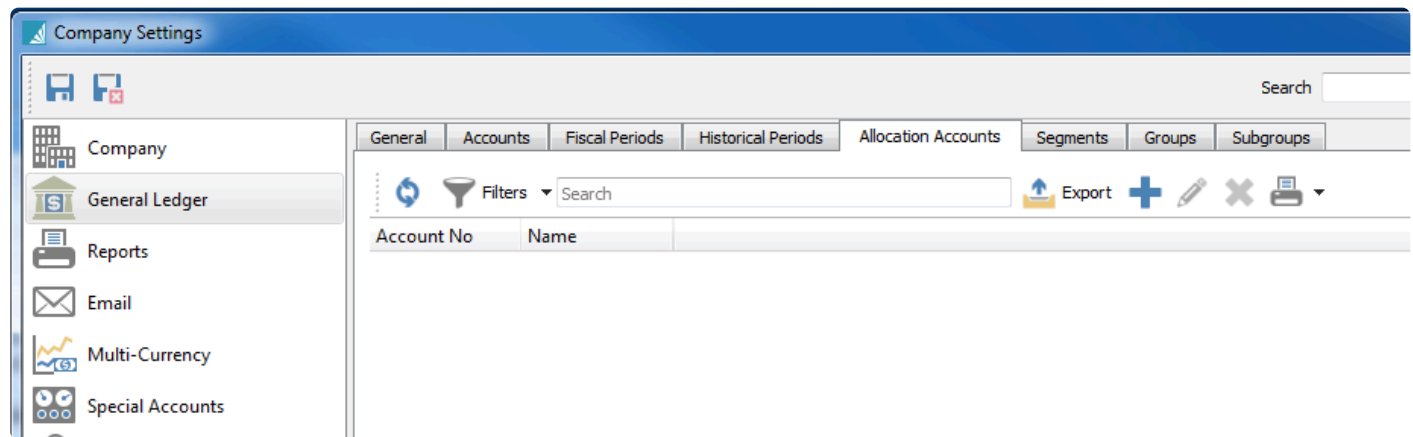
Any number of notes can be added for this GL account.

User Defined Fields

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

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

Transactions

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

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

General Ledger																
Accounts Allocations Summary Transactions Recurring Entries Reports																
Filters Search Export Transaction Account																
Transaction No	Account No	Account Name	Source	Debit	Credit	Foreign Debit	View	Transaction Date	Posted Date	Memo	Type	Entity	Document	Reconciled	Reconciled Date	User Id
0000000906	21120/	/ Accounts Payable	Accounts Payable	0.00	111.00	0.00	View Source	01/01/2017	01/31/2017		Vend.	INTEK	Invoice	<input type="checkbox"/>		SS
0000000906	82350/	/ Postage Expense	Accounts Payable	111.00	0.00	0.00	Create	01/01/2017	01/31/2017		Vend.	INTEK	Invoice	<input type="checkbox"/>		SS
0000000907	11120/	/ RBC Bank	General Ledger	0.00	12.00	0.00	Reverse	01/01/2017	01/31/2017	recurring				<input checked="" type="checkbox"/>	01/31/2017	SS
0000000907	11120/	/ RBC Bank	General Ledger	0.00	2,500.00	0.00		01/01/2017	01/31/2017	recurring				<input checked="" type="checkbox"/>	01/31/2017	SS
0000000907	11120/	/ RBC Bank	General Ledger	0.00	50.00	0.00		01/01/2017	01/31/2017	recurring				<input checked="" type="checkbox"/>	01/31/2017	SS
0000000907	82140/	/ Bank Charges Expense	General Ledger	12.00	0.00	0.00		01/01/2017	01/31/2017	recurring				<input type="checkbox"/>		SS
0000000907	82165/	/ Computer Expense	General Ledger	50.00	0.00	0.00		01/01/2017	01/31/2017	recurring				<input type="checkbox"/>		SS
0000000907	82370/	/ Rent Expense	General Ledger	2,500.00	0.00	0.00		01/01/2017	01/31/2017	recurring				<input type="checkbox"/>		SS
0000000908	21120/	/ Accounts Payable	Accounts Payable	1,900.00	0.00	0.00		01/15/2017	01/31/2017		Vend.	OMELEE		<input type="checkbox"/>		SS
0000000908	11120/	/ RBC Bank	Accounts Payable	0.00	1,900.00	0.00		01/15/2017	01/31/2017		Vend.	OMELEE		<input checked="" type="checkbox"/>	01/31/2017	SS
0000000909	21120/	/ Accounts Payable	Accounts Payable	1,900.00	0.00	0.00		01/01/2017	01/31/2017		Vend.	OMELEE		<input type="checkbox"/>		SS
0000000909	11120/	/ RBC Bank	Accounts Payable	0.00	1,900.00	0.00		01/01/2017	01/31/2017		Vend.	OMELEE		<input checked="" type="checkbox"/>	01/31/2017	SS
0000000913	21120/	/ Accounts Payable	Accounts Payable	0.00	22,380.00	0.00		01/11/2017	01/31/2017		Vend.	AAL587	Invoice	<input type="checkbox"/>		SS
0000000913	82900/	/ Unallocated Expenses	Accounts Payable	22,380.00	0.00	0.00		01/11/2017	01/31/2017		Vend.	AAL587	Invoice	<input type="checkbox"/>		SS
0000000914	21120/	/ Accounts Payable	Accounts Payable	0.00	2,981.25	0.00		01/15/2017	01/31/2017		Vend.	AAL587	Invoice	<input type="checkbox"/>		SS
0000000914	82900/	/ Unallocated Expenses	Accounts Payable	2,981.25	0.00	0.00		01/15/2017	01/31/2017		Vend.	AAL587	Invoice	<input type="checkbox"/>		SS
0000000915	21120/	/ Accounts Payable	Accounts Payable	0.00	2,441.40	0.00		01/01/2017	01/31/2017		Vend.	ALE643	Invoice	<input type="checkbox"/>		SS
0000000915	82900/	/ Unallocated Expenses	Accounts Payable	2,441.40	0.00	0.00		01/01/2017	01/31/2017		Vend.	ALE643	Invoice	<input type="checkbox"/>		SS
0000000916	21120/	/ Accounts Payable	Accounts Payable	0.00	585.00	0.00		01/12/2017	01/31/2017		Vend.	ALE643	Invoice	<input type="checkbox"/>		SS
0000000916	82900/	/ Unallocated Expenses	Accounts Payable	585.00	0.00	0.00		01/12/2017	01/31/2017		Vend.	ALE643	Invoice	<input type="checkbox"/>		SS
0000000917	21120/	/ Accounts Payable	Accounts Payable	0.00	499.80	0.00		01/16/2017	01/31/2017		Vend.	ALE643	Invoice	<input type="checkbox"/>		SS
0000000917	82900/	/ Unallocated Expenses	Accounts Payable	499.80	0.00	0.00		01/16/2017	01/31/2017		Vend.	ALE643	Invoice	<input type="checkbox"/>		SS
0000000918	21120/	/ Accounts Payable	Accounts Payable	0.00	579.55	0.00		01/02/2017	01/31/2017		Vend.	ALE643	Invoice	<input type="checkbox"/>		SS
0000000918	82900/	/ Unallocated Expenses	Accounts Payable	579.55	0.00	0.00		01/02/2017	01/31/2017		Vend.	ALE643	Invoice	<input type="checkbox"/>		SS
0000000919	21120/	/ Accounts Payable	Accounts Payable	0.00	31,671.20	0.00		01/13/2017	01/31/2017		Vend.	AND428	Invoice	<input type="checkbox"/>		SS
0000000919	82900/	/ Unallocated Expenses	Accounts Payable	31,671.20	0.00	0.00		01/13/2017	01/31/2017		Vend.	AND428	Invoice	<input type="checkbox"/>		SS
0000000920	21120/	/ Accounts Payable	Accounts Payable	0.00	663.30	0.00		01/17/2017	01/31/2017		Vend.	AND428	Invoice	<input type="checkbox"/>		SS
0000000920	82900/	/ Unallocated Expenses	Accounts Payable	663.30	0.00	0.00		01/17/2017	01/31/2017		Vend.	AND428	Invoice	<input type="checkbox"/>		SS
0000000921	21120/	/ Accounts Payable	Accounts Payable	0.00	822.36	0.00		01/03/2017	01/31/2017		Vend.	BEC652	Invoice	<input type="checkbox"/>		SS
0000000921	82900/	/ Unallocated Expenses	Accounts Payable	822.36	0.00	0.00		01/03/2017	01/31/2017		Vend.	BEC652	Invoice	<input type="checkbox"/>		SS
0000000922	21120/	/ Accounts Payable	Accounts Payable	0.00	315.00	0.00		01/14/2017	01/31/2017		Vend.	BEC652	Invoice	<input type="checkbox"/>		SS
0000000922	82900/	/ Unallocated Expenses	Accounts Payable	315.00	0.00	0.00		01/14/2017	01/31/2017		Vend.	BEC652	Invoice	<input type="checkbox"/>		SS
0000000923	21120/	/ Accounts Payable	Accounts Payable	0.00	54,468.00	0.00		01/18/2017	01/31/2017		Vend.	BEC652	Invoice	<input type="checkbox"/>		SS
0000000923	82900/	/ Unallocated Expenses	Accounts Payable	54,468.00	0.00	0.00		01/18/2017	01/31/2017		Vend.	BEC652	Invoice	<input type="checkbox"/>		SS

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

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

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

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

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

View – View the complete journal entry.

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

- Order Entry
- Purchase Order
- Payroll

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

Source – The source that this posting came from.

Debit – The amount of the debit transaction

Credit – The amount of the credit transaction.

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

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

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

Type – The type of transaction that was posted.

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

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

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

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

Recurring Entries

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

Recurring Setup

No	Journal Entry	Description	Subledger	Reference	Frequency	Status	Last Posting	Next Posting	Start Date	End Date
000001	0000000242	Pmt.	INSPIRE	000000000	Recur at the beginning of each month	Active	11/18/2015		4/13/2016	4/13/2016
000002	0000000327	recurring			Every four months	Active	2/20/2015	8/20/2016	5/27/2016	4/25/2020
000003	0000000356	Pmt.	OMEELE		Recur on day 1 and 15 of each month	Active	3/8/2015	4/15/2016	4/15/2016	4/15/2022

Recurring Journal Entry

Source

0000000356

Description

Pmt.

Module

Accounts Payable

Recurrence

Start Date

4/15/2016

End Date

4/15/2022

Frequency

Bi-Monthly

Day of Month

1

Second Day of Month

15

Day of Year

01-01

Day of Week

Monday

Days of Week

Monday through Friday

Info

Status

Active

Created By

SS

Last Occurrence

3/8/2015

Reference

Vendor

OMEELE

Recur on day 1 and 15 of each month

Next occurrence: 4/15/2016

Save – Save the recurring entry.

Save and Close – Save and close the recurring entry.

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

Start Date – When the recurring transaction should start.

End Date – When the recurring transaction should end.

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

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

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

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

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

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

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

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

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

Status – Status can be 'Active' or 'Suspended'

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

Last Occurrence – The last date the entry was posted.

Reference – A reference can be added.

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

Recurring Alerts

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

Recurring GL Transaction: 0000000356
Apr 15 2016
Pmt.
Recurs on day 1 and 15 of each month

Recurring GL Transaction: 0000000327
May 01 2016
recurring
Recurs on day 1 of each month

Recurring GL Transaction: 0000000327
May 01 2016
Pmt.
Recurs on day 1 and 15 of each month

Recurring GL Transaction: 0000000327
May 15 2016
Pmt.
Recurs on day 1 and 15 of each month

Recurring GL Transaction: 0000000327
May 31 2016
Pmt.
Recurs at the end of each month

GL Transaction - 0000000596
4/15/2016

This is an unposted transaction. If posted, it will be used for the chosen recurrence.

Account No	Account Name	Base Debit	Base Credit	Foreign Debit	Foreign Credit	Designation	Memo
21120 []	Accounts Payable	1,900.00	0.00	0.00	0.00	Credit	
11120 []	RBC Bank	0.00	1,900.00	0.00	0.00	Debit	

Debits 1,900.00
Credits 1,900.00
Balance 0.00



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

Account Reconciliation

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

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

The screenshot shows a software window titled "GL Account - [000] 11120". The window has a toolbar at the top with icons for save, print, and a red box highlighting a "Reconcile" button with a green checkmark. Below the toolbar, there are search fields for "Division No" (000), "Account No" (11120), "Name" (RBC Bank), and "Currency". There is also an "Inactive" checkbox. Below these fields are tabs for "Details", "Transactions", "Balances", "History", "Notes", and "User Defined". The "Balances" tab is selected. Under this tab, there are fields for "Group" (100), "Subgroup", "Normal balance" (radio buttons for Debit and Credit), "Cash", "Type" (Asset), "GIFI Account" (1002), "Cheque sequence" (24685), and checkboxes for "Sales Account", "Bank Account", "Track job cost", and "Revalue". At the bottom of the window, it says "Created by SS on 7/7/2005 10:06:45 AM Modified by SS on 4/14/2016 10:57:13 AM".

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

Reconciliation - [000] 11120

Division: 000 End Date: // Opening Balance: 45,841.00

Account No.: 11120 RBC Bank Closing Balance: 0.00

Currency:

Transaction No.	Memo	Type	Entity	Document	Debit	Credit	Foreign Debit	Foreign Credit	Source	Date	Reconcil
0000000325		Pmt.	ACME	0000000012	0.00	855.46	0.00	0.00	AP	2/20/2015	<input type="checkbox"/>
0000000328	AutoReverse - 0000000327				50.00	0.00	0.00	0.00	GL	2/20/2015	<input type="checkbox"/>
0000000348		Pmt.	NOLIFI	0000000013	0.00	8,556.22	0.00	0.00	AP	3/8/2015	<input type="checkbox"/>
0000000349		Pmt.	WALEQU		0.00	14,554.40	0.00	0.00	AP	3/8/2015	<input type="checkbox"/>
0000000353		Pmt.	NATPRO		0.00	2,000.00	0.00	0.00	AP	3/8/2015	<input type="checkbox"/>
0000000356		Pmt.	OMEELE		0.00	1,900.00	0.00	0.00	AP	3/8/2015	<input type="checkbox"/>
0000000357		Pmt.	OMEELE		0.00	1,500.00	0.00	0.00	AP	3/8/2015	<input type="checkbox"/>
0000000358		Pmt.	OMEELE		0.00	100.00	0.00	0.00	AP	3/8/2015	<input type="checkbox"/>
0000000359		Pmt.	OMEELE		0.00	500.00	0.00	0.00	AP	3/9/2015	<input type="checkbox"/>
0000000397		Pmt.	~1TIME		0.00	600.00	0.00	0.00	AP	3/16/2015	<input type="checkbox"/>
0000000407		Pmt.	NATPRO	0000024588	0.00	7,201.45	0.00	0.00	AP	3/17/2015	<input type="checkbox"/>
0000000408	AutoReverse - 0000000327				12.00	0.00	0.00	0.00	GL	3/17/2015	<input type="checkbox"/>
0000000408	AutoReverse - 0000000327				50.00	0.00	0.00	0.00	GL	3/17/2015	<input type="checkbox"/>

Cheques & Charges 0.00
Deposits & Debits 0.00

Unreconciled 45,841.00

Created by SS on 3/20/2015 10:23:10 AM Modified by SS on 3/20/2015 10:23:38 AM

Save – Save your work in progress.

Save & Close – Save and close the GL account.

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

Print – All [Reports with a template](#) of 'Account Reconciliation' will be presented.

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

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

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

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

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

View Account – Opens the GL account for viewing.

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



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

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

Closing Balance – The closing balance of the statement.

Reconciliation Import

Import
C:/Users/Desktop/ofx545.qfx Browse...

Account 3912 3912 3912

Select Deselect

Transaction Id	Date	Amt.	Type	Payee	Memo
90000010020...	12/31/2015	1,355.10	credit	VSA DEP07275753	
90000010020...	12/31/2015	7,301.06	credit	MC DEP 07275753	
90000010020...	12/31/2015	-32.00	debit	VISAFEE07275753	
90000010020...	12/31/2015	-45.20	debit	MON FEE07275753	
90000010020...	12/31/2015	-182.19	debit	MSTCFEE07275753	
90000010020...	1/4/2016	-70,056.78	check	CHEQUE - 5081	
90000010020...	1/4/2016	-4.08	debit	SERVICE FEE	
90000010020...	1/4/2016	-18.90	debit	ELECTRONIC ITEM FEE	
90000010020...	1/4/2016	-0.22	debit	ITEMS ON DEP. FEE	
90000010020...	1/6/2016	-84.54	debit	Payment	WWW PAYMENT - 4348 CAPITAL ONE...
90000010020...	1/6/2016	-2,788.09	debit	Payment	WWW PAYMENT - 3732 CAPITAL ONE...
90000010020...	1/6/2016	-49.47	debit	Email Trfs	INTERAC E-TRF- 1652
90000010020...	1/6/2016	-109.02	debit	Email Trfs	INTERAC E-TRF- 3189
90000010020...	1/6/2016	-111.63	debit	Email Trfs	INTERAC E-TRF- 3004
90000010020...	1/6/2016	-174.41	debit	Email Trfs	INTERAC E-TRF- 2939
90000010020...	1/6/2016	-230.75	debit	Email Trfs	INTERAC E-TRF- 4437
90000010020...	1/6/2016	-1.50	debit	INT E-TRF FEE	
90000010020...	1/6/2016	-1.50	debit	INT E-TRF FEE	
90000010020...	1/6/2016	-1.50	debit	INT E-TRF FEE	
90000010020...	1/6/2016	-1.50	debit	INT E-TRF FEE	

Id 90000010020160310C0010090A9D8

Date 3/10/2016

Amount -38.46

Payee Email Trfs

Memo INTERAC E-TRF- 5405

Reconciliation Items

Transaction No.	Memo	Debit Amt.	Credit Amt.	Source	Date	Reconciled	Import Trans. Id
<input type="checkbox"/> 2000002665		0.00	15.72	AP	2/3/2016	<input type="checkbox"/>	
<input type="checkbox"/> 2000002838		1,668.59	0.00	AR	3/1/2016	<input type="checkbox"/>	9000001002016030
<input type="checkbox"/> 2000002851		10,039.07	0.00	GL	3/3/2016	<input type="checkbox"/>	9000001002016030
<input type="checkbox"/> 2000002800		0.00	4,311.99	AP	3/3/2016	<input type="checkbox"/>	9000001002016030
<input type="checkbox"/> 2000002801		4,311.99	0.00	AP	3/3/2016	<input type="checkbox"/>	
<input type="checkbox"/> 2000002802		0.00	1,624.19	AP	3/3/2016	<input type="checkbox"/>	9000001002016030
<input type="checkbox"/> 2000002803		0.00	4,311.99	AP	3/3/2016	<input type="checkbox"/>	
<input type="checkbox"/> 2000002856	visa	4,117.50	0.00	GL	3/3/2016	<input type="checkbox"/>	9000001002016030
<input type="checkbox"/> 2000002828		9,286.72	0.00	GL	3/9/2016	<input type="checkbox"/>	9000001002016030
<input type="checkbox"/> 2000002833		0.00	343.94	AP	3/10/2016	<input type="checkbox"/>	9000001002016031
<input type="checkbox"/> 2000002834		0.00	38.46	AP	3/10/2016	<input type="checkbox"/>	9000001002016031
<input type="checkbox"/> 2000002836		0.00	377.81	AP	3/11/2016	<input type="checkbox"/>	9000001002016031
<input type="checkbox"/> 2000002938		7,194.81	0.00	GL	3/16/2016	<input type="checkbox"/>	9000001002016031
<input type="checkbox"/> 2000002876		0.00	357.00	AP	3/16/2016	<input type="checkbox"/>	
<input type="checkbox"/> 2000002877		0.00	490.87	AP	3/16/2016	<input type="checkbox"/>	
<input type="checkbox"/> 2000002932		5,172.70	0.00	GL	3/16/2016	<input type="checkbox"/>	
<input type="checkbox"/> 2000002882		0.00	28.67	AP	3/17/2016	<input type="checkbox"/>	9000001002016031
<input type="checkbox"/> 2000002881		0.00	185.25	AP	3/17/2016	<input type="checkbox"/>	9000001002016031
<input type="checkbox"/> 2000002883		0.00	65.02	AP	3/17/2016	<input type="checkbox"/>	9000001002016031
<input type="checkbox"/> 2000002939		4,464.30	0.00	GL	3/24/2016	<input type="checkbox"/>	9000001002016032
<input type="checkbox"/> 2000002956	eft	5,026.35	0.00	AR	3/24/2016	<input type="checkbox"/>	9000001002016032
<input type="checkbox"/> 2000002933		8,552.39	0.00	GL	3/24/2016	<input type="checkbox"/>	9000001002016032
<input type="checkbox"/> 2000002924		0.00	26.32	AP	3/24/2016	<input type="checkbox"/>	9000001002016032
<input type="checkbox"/> 2000002949		339.00	0.00	GL	3/28/2016	<input type="checkbox"/>	9000001002016032
<input type="checkbox"/> 2000002940		0.00	10,000.00	AP	3/28/2016	<input type="checkbox"/>	9000001002016032
<input type="checkbox"/> 2000002949		5,646.61	0.00	GL	3/28/2016	<input type="checkbox"/>	9000001002016032
<input type="checkbox"/> 2000002950		0.00	53,176.62	AP	3/29/2016	<input type="checkbox"/>	9000001002016032
<input type="checkbox"/> 2000002944		0.00	5,402.25	AP	3/29/2016	<input type="checkbox"/>	9000001002016032
<input type="checkbox"/> 2000002947		0.00	798.00	AP	3/29/2016	<input type="checkbox"/>	
<input type="checkbox"/> 2000002964		0.00	197.85	AP	3/31/2016	<input type="checkbox"/>	9000001002016033
<input type="checkbox"/> 2000002962		3,867.47	0.00	GL	3/31/2016	<input type="checkbox"/>	9000001002016033
<input type="checkbox"/> 2000002963		6,253.09	0.00	GL	3/31/2016	<input type="checkbox"/>	9000001002016033
<input type="checkbox"/> 2000002965		0.00	4,942.34	AP	3/31/2016	<input type="checkbox"/>	9000001002016033
<input type="checkbox"/> 2000002967		0.00	63.00	AP	3/31/2016	<input type="checkbox"/>	9000001002016033

OK Cancel

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

Reconciliation - [000] 11120

Division: 000 End Date: 3/20/2015 Opening Balance: 45,841.00

Account No.: 11120 RBC Bank Closing Balance: 8,698.43

Currency:

Transaction No.	Memo	Type	Entity	Document	Debit	Credit	Foreign Debit	Foreign Credit	Source	Date	Reconciled
000000325		Pmt.	ACME	0000000012	0.00	855.46	0.00	0.00	AP	2/20/2015	<input type="checkbox"/>
000000328	AutoReverse - 0000000327				50.00	0.00	0.00	0.00	GL	2/20/2015	<input type="checkbox"/>
000000348		Pmt.	NOLIFI	0000000013	0.00	8,556.22	0.00	0.00	AP	3/8/2015	<input type="checkbox"/>
000000349		Pmt.	WALEQU		0.00	14,554.40	0.00	0.00	AP	3/8/2015	<input type="checkbox"/>
000000353		Pmt.	NATPRO		0.00	2,000.00	0.00	0.00	AP	3/8/2015	<input type="checkbox"/>
000000356		Pmt.	OMELEE		0.00	1,900.00	0.00	0.00	AP	3/8/2015	<input type="checkbox"/>
000000357		Pmt.	OMELEE		0.00	1,500.00	0.00	0.00	AP	3/8/2015	<input type="checkbox"/>
000000358		Pmt.	OMELEE		0.00	100.00	0.00	0.00	AP	3/8/2015	<input type="checkbox"/>
000000359		Pmt.	OMELEE		0.00	500.00	0.00	0.00	AP	3/9/2015	<input type="checkbox"/>
000000397		Pmt.	~1TIME		0.00	600.00	0.00	0.00	AP	3/16/2015	<input type="checkbox"/>
000000407		Pmt.	NATPRO	0000024588	0.00	7,201.45	0.00	0.00	AP	3/17/2015	<input type="checkbox"/>
000000408	AutoReverse - 0000000327				50.00	0.00	0.00	0.00	GL	3/17/2015	<input type="checkbox"/>
000000408	AutoReverse - 0000000327				12.00	0.00	0.00	0.00	GL	3/17/2015	<input type="checkbox"/>
000000435		Empl.	100002	0000024590	0.00	2,336.45	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
000000436		Empl.	100001	0000024591	0.00	1,508.68	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
000000437		Empl.	100003	0000024592	0.00	1,435.88	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
000000438		Empl.	100000	0000024593	0.00	705.64	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
000000439		Empl.	100007	0000024594	0.00	1,565.74	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
000000440		Empl.	100008	0000024595	0.00	1,184.64	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
000000441		Empl.	100004	0000024596	0.00	1,638.22	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
000000442		Empl.	100005	0000024597	0.00	1,210.71	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
000000443		Empl.	100006	0000024598	0.00	1,360.44	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
000000444		Empl.	100009	0000024599	0.00	1,295.79	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>

Cheques & Charges 37,254.57
Deposits & Debits 112.00

Unreconciled 0.00

Created by SS on 3/20/2015 10:23:10 AM Modified by SS on 3/20/2015 10:23:38 AM

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

000000435	Empl.	100002	0000024590	0.00	2,336.45	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
000000436	Empl.	100001	0000024591	0.00	1,508.68	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
000000437	Empl.	100003	0000024592	0.00	1,435.88	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
000000438	Empl.	100000	0000024593	0.00	705.64	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
000000439	Empl.	100007	0000024594	0.00	1,565.74	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
000000440	Empl.	100008	0000024595	0.00	1,184.64	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
000000441	Empl.	100004	0000024596	0.00	1,638.22	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
000000442	Empl.	100005	0000024597	0.00	1,210.71	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
000000443	Empl.	100006	0000024598	0.00	1,360.44	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
000000444	Empl.	100009	0000024599	0.00	1,295.79	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>

Cheques & Charges 36,894.57
Deposits & Debits 112.00

Unreconciled 0.00

Created by SS on 3/20/2015 10:23:10 AM Modified by SS on 3/20/2015 10:23:38 AM

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

Inspire Health Systems (UDF)

Account Reconciliation

Account 11120 RBC Bank

April 14, 2016 / 2:35 pm

End Date : March 20, 2015

Opening Balance 45,481.00
Closing Balance 8,698.43

Rec	Transaction #	Source	Memo	Date	Debit	Credit	Reconciled
<input checked="" type="checkbox"/>	0000000325	AP	Pmt. ACME 0000000012	Feb 20, 15	0.00	855.46	<input type="checkbox"/>
<input checked="" type="checkbox"/>	0000000328	GL	AutoReverse - 00000000327	Feb 20, 15	50.00	0.00	<input type="checkbox"/>
<input type="checkbox"/>	0000000348	AP	Pmt. NOLIFI 0000000013	Mar 8, 15	0.00	8,556.22	<input type="checkbox"/>
<input checked="" type="checkbox"/>	0000000349	AP	Pmt. WALEQU	Mar 8, 15	0.00	14,554.40	<input type="checkbox"/>
<input type="checkbox"/>	0000000353	AP	Pmt. NATPRO	Mar 8, 15	0.00	2,000.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	0000000356	AP	Pmt. OMEELE	Mar 8, 15	0.00	1,900.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	0000000357	AP	Pmt. OMEELE	Mar 8, 15	0.00	1,500.00	<input type="checkbox"/>
<input type="checkbox"/>	0000000358	AP	Pmt. OMEELE	Mar 8, 15	0.00	100.00	<input type="checkbox"/>
<input type="checkbox"/>	0000000359	AP	Pmt. OMEELE	Mar 9, 15	0.00	500.00	<input type="checkbox"/>
<input type="checkbox"/>	0000000397	AP	Pmt. ~1TIME	Mar 16, 15	0.00	600.00	<input type="checkbox"/>
<input type="checkbox"/>	0000000407	AP	Pmt. NATPRO 0000024588	Mar 17, 15	0.00	7,201.45	<input type="checkbox"/>
<input checked="" type="checkbox"/>	0000000408	GL	AutoReverse - 00000000327	Mar 17, 15	12.00	0.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	0000000408	GL	AutoReverse - 00000000327	Mar 17, 15	50.00	0.00	<input type="checkbox"/>
<input type="checkbox"/>	0000000435	PAYR	Empl 100002 0000024590	Jan 15, 15	0.00	2,336.45	<input type="checkbox"/>
<input checked="" type="checkbox"/>	0000000436	PAYR	Empl 100001 0000024591	Jan 15, 15	0.00	1,508.68	<input type="checkbox"/>
<input checked="" type="checkbox"/>	0000000437	PAYR	Empl 100003 0000024592	Jan 15, 15	0.00	1,435.88	<input type="checkbox"/>
<input type="checkbox"/>	0000000438	PAYR	Empl 100000 0000024593	Jan 15, 15	0.00	705.64	<input type="checkbox"/>
<input checked="" type="checkbox"/>	0000000439	PAYR	Empl 100007 0000024594	Jan 15, 15	0.00	1,565.74	<input type="checkbox"/>
<input checked="" type="checkbox"/>	0000000440	PAYR	Empl 100008 0000024595	Jan 15, 15	0.00	1,184.64	<input type="checkbox"/>
<input type="checkbox"/>	0000000441	PAYR	Empl 100004 0000024596	Jan 15, 15	0.00	1,638.22	<input type="checkbox"/>
<input checked="" type="checkbox"/>	0000000442	PAYR	Empl 100005 0000024597	Jan 15, 15	0.00	1,210.71	<input type="checkbox"/>
<input checked="" type="checkbox"/>	0000000443	PAYR	Empl 100006 0000024598	Jan 15, 15	0.00	1,360.44	<input type="checkbox"/>
<input type="checkbox"/>	0000000444	PAYR	Empl 100009 0000024599	Jan 15, 15	0.00	1,295.79	<input type="checkbox"/>
<input type="checkbox"/>	0000000480	PAYR	Empl 100009 0000024635	Mar 13, 15	0.00	1,295.79	<input type="checkbox"/>
<input type="checkbox"/>	0000000481	PAYR	Empl 100001 0000024636	Mar 13, 15	0.00	1,508.68	<input type="checkbox"/>
<input type="checkbox"/>	0000000482	PAYR	Empl 100006 0000024637	Mar 13, 15	0.00	1,360.44	<input type="checkbox"/>
<input type="checkbox"/>	0000000625	GL	AutoReverse - 00000000327	Feb 20, 15	12.00	0.00	<input type="checkbox"/>
<input type="checkbox"/>	0000000625	GL	AutoReverse - 00000000327	Feb 20, 15	50.00	0.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	0000000627	GL		Feb 8, 15	0.00	644.13	<input type="checkbox"/>

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

Reversing a Reconciliation

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

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

Reconciliation - [000] 11120

1 Sort 2 Show Reconciled 5

Account No. 11120 RBC Bank

End Date / / Opening Balance 0.00

Closing Balance 0.00

Make sure No Checkmarks

3 Sort by Reconciled

Transaction No.	Memo	Type	Entity	Document	Debit	Credit	Foreign Debit	Foreign Credit	Source	Date	Reconciled
0000000242		Pmt.	INSPIRE	0000000001	0.00	20,033.54	0.00	0.00	AP	11/18/2015	<input checked="" type="checkbox"/> 03/16/2015
0000000244		Pmt.	~1TIME	0000000002	0.00	600.00	0.00	0.00	AP	01/21/2016	<input checked="" type="checkbox"/> 03/16/2015
0000000326					0.00	50.00	0.00	0.00	GL	02/20/2015	<input checked="" type="checkbox"/> 03/16/2015
0000000326					0.00	2,500.00	0.00	0.00	GL	02/20/2015	<input checked="" type="checkbox"/> 03/16/2015
0000000326					0.00	12.00	0.00	0.00	GL	02/20/2015	<input checked="" type="checkbox"/> 03/16/2015
0000000327	recurring				0.00	50.00	0.00	0.00	GL	02/20/2015	<input checked="" type="checkbox"/> 03/16/2015
0000000327	recurring				0.00	12.00	0.00	0.00	GL	02/20/2015	<input checked="" type="checkbox"/> 03/16/2015
0000000350		Pmt.	WALEQU		0.00	559.78	0.00	0.00	AP	03/08/2015	<input checked="" type="checkbox"/> 03/16/2015
0000000351		Pmt.	NATPRO		0.00	3,300.00	0.00	0.00	AP	03/08/2015	<input checked="" type="checkbox"/> 03/16/2015
0000000325		Pmt.	ACME	0000000012	0.00	855.46	0.00	0.00	AP	02/20/2015	<input checked="" type="checkbox"/> 03/20/2015
0000000327	recurring				0.00	2,500.00	0.00	0.00	GL	02/20/2015	<input checked="" type="checkbox"/> 03/20/2015
0000000328	AutoReverse - 0000000327				12.00	0.00	0.00	0.00	GL	02/20/2015	<input type="checkbox"/> 03/20/2015
0000000328	AutoReverse - 0000000327				50.00	0.00	0.00	0.00	GL	02/20/2015	<input checked="" type="checkbox"/> 03/20/2015
0000000349		Pmt.	WALEQU		0.00	14,554.40	0.00	0.00	AP	03/08/2015	<input checked="" type="checkbox"/> 03/20/2015
0000000356		Pmt.	OMEELE		0.00	1,900.00	0.00	0.00	AP	03/08/2015	<input checked="" type="checkbox"/> 03/20/2015
0000000357		Pmt.	OMEELE		0.00	1,500.00	0.00	0.00	AP	03/08/2015	<input checked="" type="checkbox"/> 03/20/2015
0000000394		Pmt.	MOESYS		0.00	55.00	0.00	0.00	AP	03/16/2015	<input checked="" type="checkbox"/> 03/20/2015
0000000395		Pmt.	MOESYS		0.00	56.00	0.00	0.00	AP	03/16/2015	<input checked="" type="checkbox"/> 03/20/2015
0000000396		Pmt.	MOESYS	0000024586	0.00	68.00	0.00	0.00	AP	03/16/2015	<input checked="" type="checkbox"/> 03/20/2015
0000000408	AutoReverse - 0000000327				12.00	0.00	0.00	0.00	GL	03/17/2015	<input checked="" type="checkbox"/> 03/20/2015
0000000408	AutoReverse - 0000000327				50.00	0.00	0.00	0.00	GL	03/17/2015	<input checked="" type="checkbox"/> 03/20/2015
0000000436		Empl.	100001	0000024591	0.00	1,508.68	0.00	0.00	PAYR	01/15/2015	<input checked="" type="checkbox"/> 03/20/2015
0000000437		Empl.	100003	0000024592	0.00	1,435.88	0.00	0.00	PAYR	01/15/2015	<input checked="" type="checkbox"/> 03/20/2015

4 Check the ones requiring un-reconciling, then "Post"

Cheques & Charges 0.00

Deposits & Debits 0.00

Unreconciled 0.00

- 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.

General	Fiscal Periods	Segments	Groups	Subgroups	Special Accounts
<div>Current Historical</div>					
Current Year End		12/31/2018			
Locked Periods		0			
Number of Periods		<input checked="" type="radio"/> 12 (1 month duration) <input type="radio"/> 13 (4 week duration)			
	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		

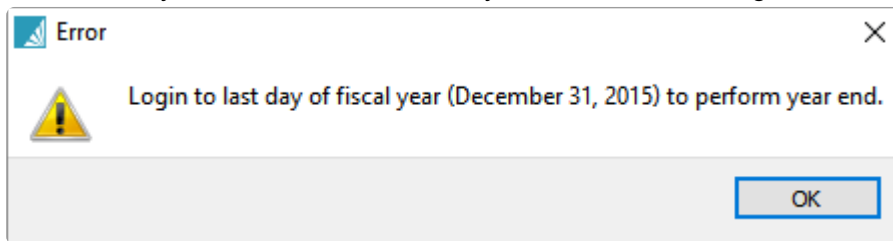
Once the company has finished all of its transactions for a year, that year can be closed. It is not recommend that "This Year" is closed because comparison reports not as easy. Many companies actually wait until close to the end of 'Next Year" to close "Last Year". This gives the easiest access to past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

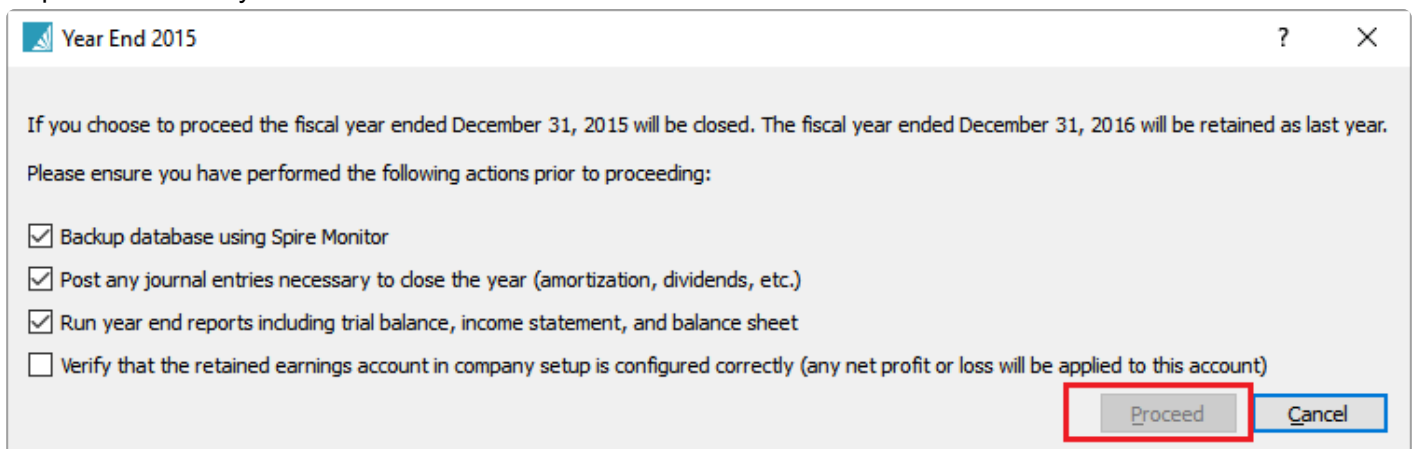
other tables like sales history, AR, AP etc are not closed but continue on by date. During the year end close the sales and purchase history year to date amounts are updated in customers, vendors and inventory.

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	Country	Currency	Exchange Rate	Indirect Conversion	Symbol
CAD	Canada	Canadian dollars	1.00000	<input type="checkbox"/>	\$
USD	United States	American Dollars	0.63781	<input checked="" type="checkbox"/>	\$
GBP	United Kingdom	British Pounds	0.54500	<input checked="" type="checkbox"/>	£
JPY	Japan	Japanese Yen	0.01144	<input type="checkbox"/>	¥
XEU	Europe	Euros	1.00000	<input type="checkbox"/>	EC\$

Currency - USD

Code: USD
 Country: United States
 Description: American Dollars

Main | Monthly Rates

Exchange Rate
☐ Direct ☒ Indirect Rate: 0.63781

Format
 Unit Name: Dollars
 Fraction Name: Cents
 Sign: \$
☒ Sign is Prefix ☐ Sign is Suffix
 Thousands Separator: ,
 Decimal Places: 2
 Decimal Mark: .
 Cheque Date Format: MM-DD-YYYY

Gain/Loss
 GL Account: 91400/
 Gain or Loss on Currency:

Conversion Defaults
☒ Convert Selling Prices from Base Currency
 Unit Price Rounding: 0.001

Created by SS on 07/07/2016 3:06:47 AM Modified by SS on 08/29/2016 3:37:20 AM

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.

The screenshot shows the 'Currencies' window with a table of currencies and a detailed view for the USD currency.

Code	Country	Currency	Exchange Rate	Indirect Conversion	Symbol
CAD	Canada	Canadian dollars	1.00000	<input type="checkbox"/>	\$
USD	United States	American Dollars	0.63781	<input checked="" type="checkbox"/>	\$
GBP	United Kingdom	British Pounds	0.54500	<input checked="" type="checkbox"/>	£
JPY	Japan	Japanese Yen	0.01144	<input type="checkbox"/>	¥
XEU	Europe	Euros	1.00000	<input type="checkbox"/>	EC\$

Currency - USD

Code:

Country:

Description:

Main | Monthly Rates

Exchange Rate

☐ Direct ☒ Indirect Rate

Format

Unit Name:

Fraction Name:

Sign:

☒ Sign is Prefix ☐ Sign is Suffix

Thousands Separator:

Decimal Places:

Decimal Mark:

Cheque Date Format:

Gain/Loss

GL Account:

Gain or Loss on Currency:

Conversion Defaults

☒ Convert Selling Prices from Base Currency

Unit Price Rounding:

Created by SS on 07/07/2016 3:06:47 AM Modified by SS on 08/29/2016 3:37:20 AM

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.

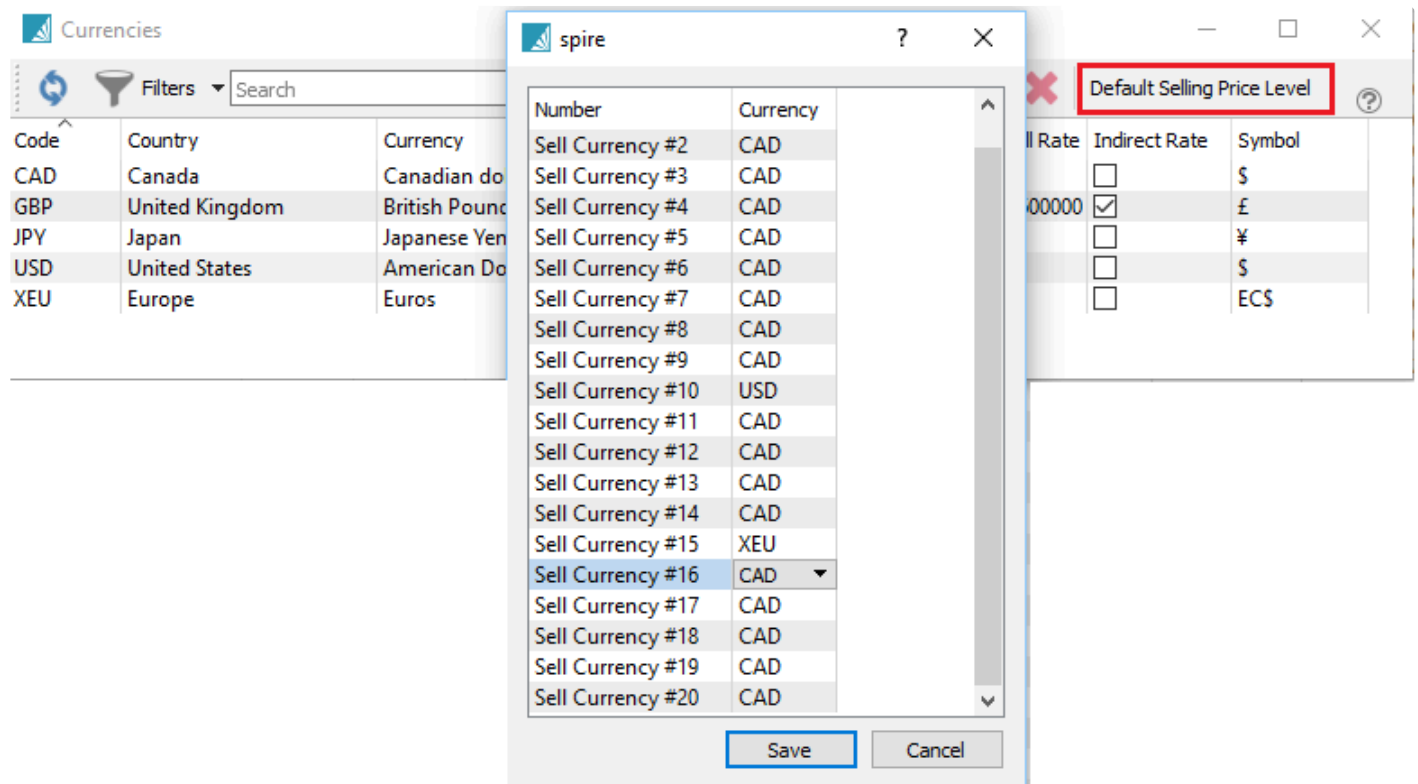
Gains/Losses

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.

 Currency - USD



Code:

Country:

Description:

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

Created by SS on 07/07/2005 10:06:47 AM Modified by SS on 04/19/2016 5:25:42 PM

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

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

Division No 000 Account No 11120 Name Cash in Bank-USD Currency USD ☐ Inactive

Details Transactions Balances History Notes User Defined

Group 100 Cash Type Asset ☐ Sales Account

Subgroup GIFFI Account 1002 ☒ Bank Account

Normal balance ☒ Debit ☐ Credit Cheque sequence 0 ☐ Track job cost

☒ Revalue

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

Accounts Allocations Summary Transactions Recurring Entries Reports							
Filters Search Export + X Print Revalue Create Transaction							
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.

The screenshot shows the 'GL Transaction - 0000000673' window. It has a toolbar with 'Post', 'Reverse', and 'View Source' buttons, along with navigation arrows. Below the toolbar are 'Entry' and 'Notes' tabs. The 'Entry' tab is active, showing a date field set to '04/21/2016'. Below the date are '+' and 'x' icons. A table displays the transaction details:

Account No	Account Name	Base Debit	Base Credit	Foreign Debit	Foreign Credit	Currency	Rate
11120 [USD]	RBC-USD	1,200.00	0.00	923.08	0.00	USD	1.30
11120 []	RBC Bank	0.00	1,200.00	0.00	0.00		0.00
[]							

At the bottom of the window, a summary shows 'Debits 1,200.00', 'Credits 1,200.00', and a 'Balance 0.00'.

Accounts Payable – All items are entered in the foreign value and are posted using the rate at the time. If the rate changes when the item is paid, the difference is posted to the gain/loss GL account set for the currency,

Purchase Orders – When a purchase order is created the prices are all in the foreign currency. When the PO is received the amounts are posted to accounts payable in the foreign amount. The amounts of the accrued freight and duty are in base. The inventory received gets landed in base and includes the accrued freight and duty.

The vendor's currency is shown on the bottom of the PO. Once items are added to a PO the vendor cannot be changed to a one with a different currency.

Accounts Receivable – All items are entered in the foreign value and are posted using the rate at the time. If the rate changes when the item is paid, the difference is posted to the gain/loss GL account set for the

currency,

Sales Order/Invoicing – When creating a sales order for a customer that is set with a foreign currency the prices are either converted using the currency rate unless the customer is set to a sell level that has a currency assigned to it. The exception of this is if there is a 'Price Matrix' record for this customer. It will then use that price in their currency.

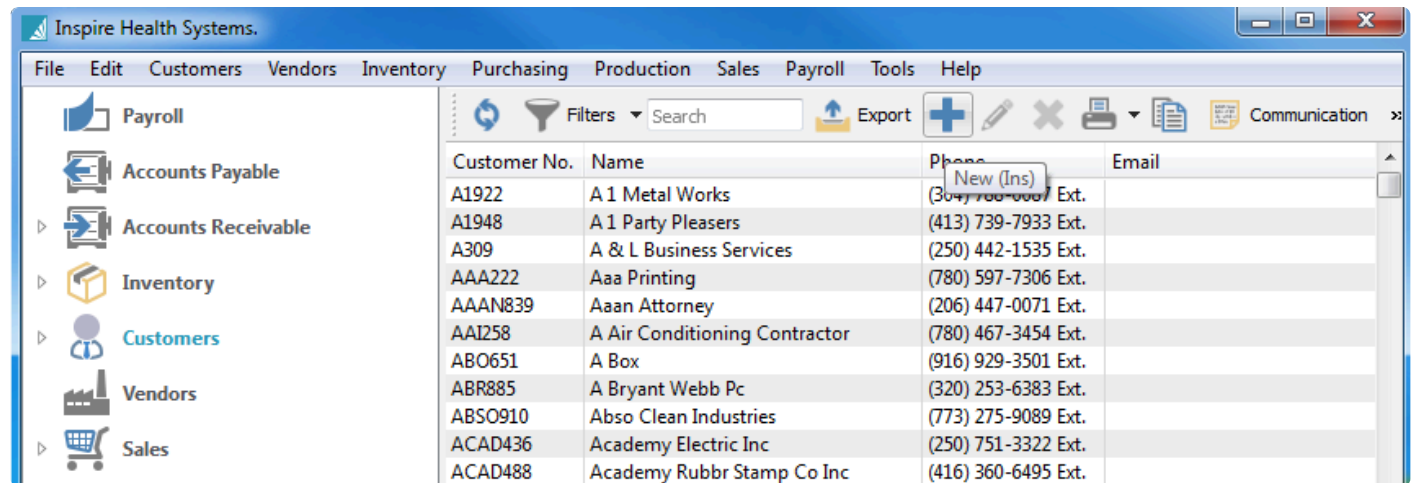
The customer's currency is shown on the bottom of the sales order. Once items are added to an order the customer cannot be changed to a one with a different currency.

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

Customers

Creating or Editing a Customer

Select 'Customer' from the main menu and then click the + (plus) button.



This will bring you to the customers main address screen. If creating a new customer the minimum data entry required is the customer code and a customer name.

Customer - JACK225

Customer No: JACK225 Name: Jackson Fitness Center ☐ On Hold Status: Active Foreground: [Black] Background: [White]

Addresses | Billing | General | Statistics | Credit Cards | Accounts Receivable | Price Matrix | Sales | Equipment

Default: Billing Address

Billing Address: TORONTO

Address: 2018 No. 3 Road

City: Richmond

Postal Code: V6X 2B8 Province: BC

Country: Canada

Phone: (604) 249-0735 Ext. #

Fax: () - #

Contact Information: ☐ Hold Address

Main | Sales | Accounting

Name: Jason Fallon

Phone: () - Ext. #

Fax/Cell: () - #

Email: jfallon@jacksonfitness.net

Internet Addresses

Email: info@jacksonfitness.net >

Website: >

Created by SS on 08/25/2014 10:00:57 AM Modified by AL on 09/12/2018 11:38:17 AM

Customer Header

Save – Saves a customer and leaves the customer window open

Save/Close – Saves a customer and closes the customer window

Delete – Deletes a customer.

- **NOTE:** A customer with history cannot be deleted.

Update Orders – This button will search for open sales orders and update any address changes including email addresses.

Navigation buttons – Allows the user to navigate the customer list. The navigation order will respect the filters and sort that was set before editing the customer.

Customer Addresses

Code – Must be unique

Name – The customer name that will appear on reports/forms

On Hold – If this check box is selected then no transactions can be entered for this customer.

Status – The customer can be set to one of 3 statuses, Active, Inactive or Prospect. A customer can only be made inactive if they have no balance in Accounts Receivable. 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

Customer - JACK225

Customer No JACK225 Name Jackson Fitness Center ☐ On Hold Status Active ☐ Foreground ☐ Background

Addresses Billing General Statistics Credit Cards Accounts Receivable Price Matrix Sales Equipment

Default Billing Address

Billing Address
TORONTO

Sales Taxes

Tax Code	Description	Rate	Exempt No.
B	H.S.T.	13.0	
		0.0	
		0.0	
		0.0	

Sales Taxes – The sales tax code can be selected from the list that was setup in Edit/Sales Taxes. Once it is selected the code, the description and the rate will be displayed. An exemption number can also be added if the customer is exempt for a tax. This exemption number will then be added to a sales order when it is created.

✿ Note: Each shipto can have their own tax rates

Order Default Tab

The screenshot shows the 'Customer - JACK225' window. At the top, there are navigation buttons (back, forward, etc.) and icons for 'Create Order' and 'Update Orders'. Below this, the customer information is displayed: Customer No. JACK225, Name Jackson Fitness Center, On Hold checkbox, Status Active, and Foreground/Background color selection. A tabbed interface is present with tabs for Addresses, Billing, General, Statistics, Credit Cards, Accounts Receivable, Price Matrix, Sales, and Equipment. The 'Billing' tab is active, showing a list of addresses with 'Billing Address' selected, displaying 'TORONTO'. To the right, the 'Order Defaults' section is visible, containing fields for Warehouse (VA), Inspire Health, Territory, Shipping Method, Mail, Salesperson (JOHN), John Ather, and Revenue (41100/ /). The bottom status bar indicates the record was created by SS on 08/25/2014 10:00:57 AM and modified by AL on 09/12/2018 11:38:17 AM.

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

The screenshot shows the 'Customer - JACK225' window. The 'Pricing' tab is selected, displaying a 'Sell Price Level' dropdown menu with options from 01 to 10. The 'Communication' tab is also visible in the background.

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

The screenshot shows the 'Customer - JACK225' window with the 'Communication' tab selected. A 'Note - Customer JACK225' dialog box is open, showing a subject 'watch' and a message 'Make sure no invoices over 60 days'. The dialog includes fields for 'Assigned To', 'Due Date', 'Number', 'Completed Date', and 'Where'. A red arrow points to the 'Browse...' button for attachments.

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

The screenshot displays the Spire CRM interface for customer JACK225, named Jackson Fitness Center. The 'User Defined' tab is active, showing a 'Leads' page. A dialog box titled 'User Defined Page - Leads' is open, allowing the user to edit the page layout. The dialog shows a list of fields: 'Lead' and 'Followup'. The 'Edit' button is highlighted. The background window shows the customer's billing address as 'TORONTO' and a follow-up date of '4/4/2016'.

User Defined Fields – UDF's can be added to a customer to track extra information that Spire does not keep by default. The user can add additional tabs and define the fields and field types to store this data. The structure for the customer billing address can be different than the ship-to addresses.

Billing Tab

Customer - JACK225

Customer No: JACK225 Name: Jackson Fitness Center ☐ On Hold Status: Active Foreground: Background:

Addresses Billing General Sales Orders Sales History Accounts Receivable Price Matrix

Account Information

Current	0.00
Over 30	0.00
Over 60	0.00
Over 90	0.00
Over 120	7,971.63

Credit Limit

Balance: 7,971.63 Limit: Limited Credit 30,000 ☒ Apply finance charges

Approved By: SS Approved Date: 3/16/2015 [Clear Approval](#)

Average days to pay: 65

Statements & Invoices

Invoices: Form

Statements: Form

Pricing

Discount %: 0.00

Payments

Receivables: 11210/ Accounts Receivable - Trade

Currency: Canadian dollars

Payment Terms: 01 Net 30 days

☐ PO number required

☐ Service Charge Default Exempt

☐ Inventory Levy Default Exempt

Bank Information

Transit Number:

Institution:

Bank Account:

Created by SS on 8/25/2014 5:00:57 PM Modified by SS on 4/4/2016 9:16:57 AM

Account Information – Shows the aged accounts receivable for this customer. The aging days that are used are setup in Company Settings/Accounts Receivable.

Statements & Invoices – User can select how the customer invoices and statements are sent. The choices are Form, Email, Form and Email or none. When printing, Spire does not use these settings, however this field is one of the columns on the customer list so the user can sort or filter by this and select all of the customers by form type before sending.

Discount – The default discount that is applied to the total sales order.

- **Caution** – this discount is applied after the line by line discounts.

Balance – The customers accounts receivable balance.

Limit – The customers credit limit.

Apply Finance Charges – When checked, finance charges will be applied to the customers AR. The 'Apply Finance Charges' button can be checked on the accounts receivable list or inside a customer AR screen.

Approved By – The initials of the user that last edited the customer's credit type and/or limit.

Clear Approval – Clears the credit limit to zero.

Average Days to Pay – The average time it takes a customer to pay their accounts receivable.

Receivables – The GL account that this customer's AR is posted to

Currency – The currency that the customer is billed in.

Payment Terms – The default terms that get added to a sales order. Once on the sales order it can be changed to other terms.

Bank Information – For Canadian banks, this is used for EFT to create a CPA1464 file (aka005) from all accounts receivable transactions that have payment terms of 'PAD'

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

PO Number Required – When saving or editing a customer's sales order the user will be warned that a purchase order number is required by this customer. Once the sales order is Processed, Shipped or Invoiced the PO number will be required.

Service Charge Default Exempt – If the Company Setting Sales Orders/Surcharges is active, this customer will not be charged this fee.

Inventory Levy Default Exempt – If a levy is set on an inventory item, this customer will be exempt from it.

Customer General Tab

The screenshot shows the 'Customer - JACK225' window. At the top, there are navigation icons and buttons for 'Create Order' and 'Update Orders'. Below this, the 'Customer No' is 'JACK225' and the 'Name' is 'Jackson Fitness Center'. There are checkboxes for 'On Hold' and 'Status' (set to 'Active'). There are also color selection boxes for 'Foreground' (black) and 'Background' (white). Below these are tabs for 'Addresses', 'Billing', 'General' (selected), 'Statistics', 'Credit Cards', 'Accounts Receivable', 'Price Matrix', 'Sales', and 'Equipment'. Under the 'General' tab, there is a checkbox for 'Upload to Web' and a section for 'User Defined Fields' containing four input fields: 'User Type' (with a search icon), 'Misc.', 'Special Code', and 'Reference'.

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.

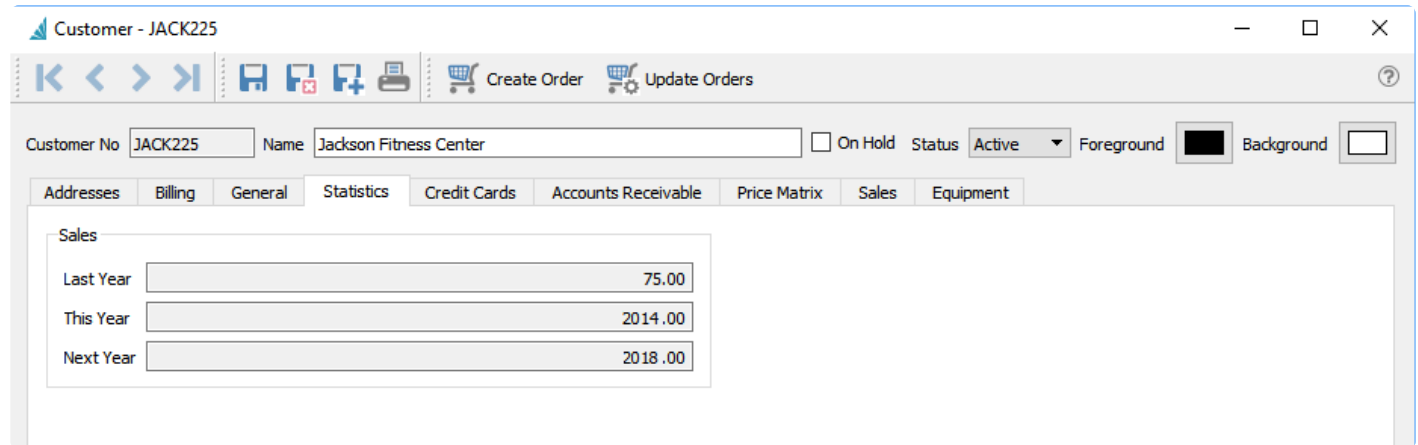
Special Code – A code from A-Z can be added to the customer. It is not used anywhere in the program but simply a way to rank a customer and be able to filter by it.

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.

Statistics



Customer - JACK225

Customer No JACK225 Name Jackson Fitness Center ☐ On Hold Status Active Foreground Background

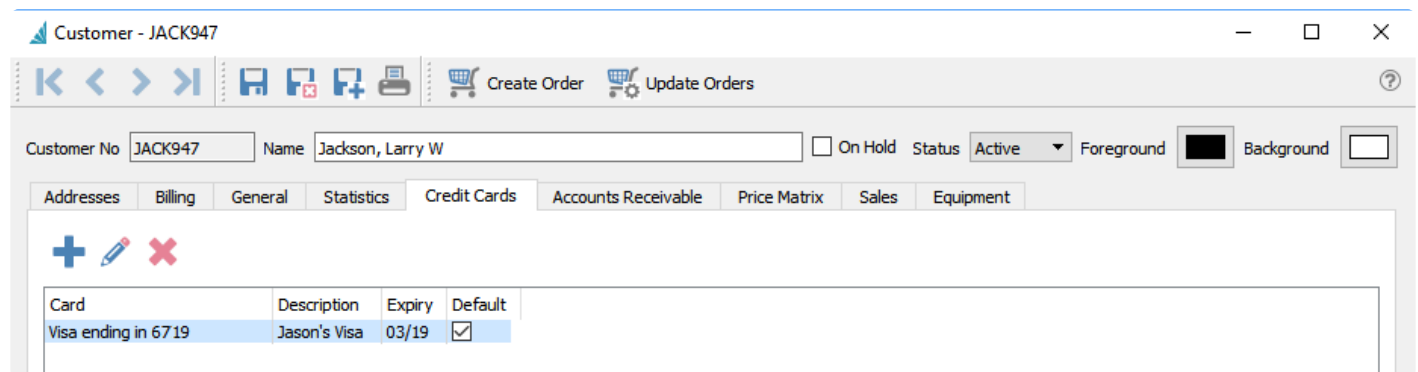
Addresses Billing General **Statistics** Credit Cards Accounts Receivable Price Matrix Sales Equipment

Sales

Last Year	75.00
This Year	2014.00
Next Year	2018.00

Sales this year, last year and next year

Credit Cards



Customer - JACK947

Customer No JACK947 Name Jackson, Larry W ☐ On Hold Status Active Foreground Background

Addresses Billing General Statistics **Credit Cards** Accounts Receivable Price Matrix Sales Equipment

+ ✎ ✕

Card	Description	Expiry	Default
Visa ending in 6719	Jason's Visa	03/19	<input checked="" type="checkbox"/>

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

Customer - JACK225

Customer No: JACK225 Name: Jackson Fitness Center ☐ On Hold Status: Active ☐ Foreground ☐ Background

Addresses Billing General Statistics Credit Cards Accounts Receivable Price Matrix Sales Equipment

Details Communications User Defined

+ New Apply Payment Void Hold Show: Open Show Credits Expand All View Transaction View Invoice

Transaction No	Date	Debit	Credit	Balance	Terms Code	Terms Desc.	Customer PO	Reference No	Type	Hold	Due Date	Memo	Base Debit	User
<input type="checkbox"/> 0000000676	04/25/2016	529.76	0.00	529.76	02	2% 10 days		0000600354	Invoice	<input type="checkbox"/>	05/05/2016			SS
<input type="checkbox"/> 0000000755	05/10/2016	5.66	0.00	5.66	02	2% 10 days		0000600359	Invoice	<input type="checkbox"/>	05/20/2016			SS
<input type="checkbox"/> 0000000757	05/13/2016	123.48	0.00	123.48	02	2% 10 days		0000600369	Invoice	<input type="checkbox"/>	05/23/2016	VAN/		SS
<input type="checkbox"/> 0000000758	02/09/2016	246.97	0.00	246.97	02	2% 10 days		0000600371	Invoice	<input type="checkbox"/>	02/19/2016	VAN/		SS
<input type="checkbox"/> 0000000792	05/25/2016	123.48	0.00	123.48	02	2% 10 days		0000600386	Invoice	<input type="checkbox"/>	06/04/2016	VAN/		SS
<input type="checkbox"/> 0000000845	09/26/2016	6,214.88	0.00	6,214.88	02	2% 10 days		0000600399	Invoice	<input type="checkbox"/>	10/06/2016	TOR/		SS
<input type="checkbox"/> 0000000847	09/26/2016	95.00	0.00	95.00	02	2% 10 days			Invoice	<input type="checkbox"/>	10/06/2016	TOR/		SS
<input type="checkbox"/> 0000000870	04/18/2015	2,714.88	0.00	2,714.88	02	2% 10 days	124599	0000600401	Invoice	<input type="checkbox"/>	04/28/2015	TOR/TORONT...		SS
<input type="checkbox"/> 0000001152	03/21/2018	89.60	0.00	89.60	02	2% 10 days		0000600420	Invoice	<input type="checkbox"/>	03/31/2018	MON/		SS
<input type="checkbox"/> 0000001251	09/13/2018	202.87	0.00	202.87					Servic...	<input type="checkbox"/>	09/13/2018	MON/		AL

Total Balance 10,346.58
Remaining 10,346.58 **Total Amount 0.00**

Created by SS on 08/25/2014 10:00:57 AM Modified by AL on 09/12/2018 11:38:17 AM

Accounts Receivable – This gives full access to the accounts receivable for this customer. Data can be added here and invoices can be paid here. You can also view the applied accounts receivable data for this customer. If a customer has a balance of zero and everything is fully applied, then this is the only place to be able to see a customers accounts receivable info.

Customer Price Matrix Tab

ID	Warehouse	Part number	Description	UOM	Product Code	Customer No.	Customer Name	Price Reason	Ship To	Territory	User Type	Minimum Qty	A
3	VA	INSD840	InSpire Dumbbell 40	EA		JACK225	Jackson Fitness Center		TORONTO			0.00	Ph
45	VA	INTTK200	InTek TK200 Cross Trainer	EA		JACK225	Jackson Fitness Center	2016 CONTRACT				0.00	Ph
50	VA	INSD810	InSpire Dumbbell 10	EA				WEIGHT				6.00	D
51	VA	INSD830	InSpire Dumbbell 30	EA				WEIGHT				6.00	D
52	VA	INSD815	InSpire Dumbbell 15					WEIGHT				6.00	D
56	VA	ABMAT	AbMat									0.00	Ph
59	VA	CBSSARNS	Cross Box Half Rack Safety Spotter Arms	EA								0.25	Ph
60	VA	OME300HHM	Omega 300 Heart Rate Monitor	EA		JACK225	Jackson Fitness Center	ACME				0.00	Ph

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

Customer - JACK225

Customer No: JACK225 Name: Jackson Fitness Center ☐ On Hold Status: Active Foreground ☒ Background ☐

Addresses Billing General Statistics Credit Cards Accounts Receivable Price Matrix Sales Equipment

Orders Order Items Invoices Invoice Items

Filters Search Export + -

AR Payment Next Phase Requisition

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	<input type="checkbox"/>	11/13/2015		11/13/2015	72.80	72.80	65.00	
0000102683		JACK225	Jackson Fitness Center	Open	Sales Order	<input type="checkbox"/>	12/13/2015		12/13/2015	0.00	0.00	0.00	
0000800005		JACK225	Jackson Fitness Center	Open	Sales Order	<input type="checkbox"/>	02/16/2015		02/16/2015	0.00	0.00	0.00	
0000800011		JACK225	Jackson Fitness Center	Open	Sales Order	<input type="checkbox"/>	02/20/2015		02/20/2015	5.60	5.60	0.00	
0000800015	0000600444	JACK225	Jackson Fitness Center	Closed	Sales Order	<input type="checkbox"/>	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	<input type="checkbox"/>	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	<input type="checkbox"/>	09/16/2015		09/16/2015	57.64	57.64	46.47	
0000800032		JACK225	Jackson Fitness Center	Open	Sales Order	<input type="checkbox"/>	04/17/2015		04/17/2015	0.00	0.00	0.00	
0000800034		JACK225	Jackson Fitness Center	Open	Sales Order	<input type="checkbox"/>	04/11/2016		04/11/2016	0.00	0.00	0.00	
0000800035		JACK225	Jackson Fitness Center	Open	Sales Order	<input type="checkbox"/>	04/14/2016		04/14/2016	5.60	5.60	0.00	
0000800040		JACK225	Jackson Fitness Center	Open	Sales Order	<input type="checkbox"/>	05/07/2016		05/07/2016	5.60	5.60	0.00	
0000800050		JACK225	Jackson Fitness Center	Open	Sales Order	<input type="checkbox"/>	05/13/2016		05/13/2016	123.48	123.48	105.00	

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Order Items

Customer - JACK225

Customer No: JACK225 Name: Jackson Fitness Center ☐ On Hold Status: Active Foreground ☒ Background ☐

Addresses Billing General Statistics Credit Cards Accounts Receivable Price Matrix Sales Equipment

Orders Order Items Invoices Invoice Items

Filters Search Export

Order No	Invoice No	Order Date	Invoice Date	Customer No.	Customer Name	Warehouse	Part number	Description	Order Qty	Ship Qty	E
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	OME300HIM	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	

Created by SS on 08/25/2014 10:00:57 AM Modified by AL on 09/12/2018 11:38:17 AM

Invoices

Customer - JACK225

Customer No. JACK225 Name Jackson Fitness Center ☐ On Hold Status Active ☐ Foreground ☒ Background ☐

Addresses Billing General Statistics Credit Cards Accounts Receivable Price Matrix Sales Equipment

Orders Order Items Invoices Invoice Items

Filters Search Export View Transaction

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	

Created by SS on 08/25/2014 10:00:57 AM Modified by AL on 09/12/2018 11:38:17 AM

Invoice Items

Customer - JACK225

Customer No. JACK225 Name Jackson Fitness Center ☐ On Hold Status Active ☐ Foreground ☒ Background ☐

Addresses Billing General Statistics Credit Cards Accounts Receivable Price Matrix Sales Equipment

Orders Order Items Invoices Invoice Items

Filters Search Export

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

Created by SS on 08/25/2014 10:00:57 AM Modified by AL on 09/12/2018 11:38:17 AM

Mail Merge

In Spire users can print or email merge the selected customers from within the customer list. To create a shorter list to send your merged document to you can create a filter for the customer list and then highlight the ones to merge with and click the merge button.

Spire Health Systems (UDF)

File Edit Customers Vendors Inventory Purchasing Production Sales Payroll Tools Help

Filters Search Export + - X Print Communication **2** Mail Merge

Match if All of the following criteria are true

+ X YTD Sales is greater than 0.00

+ X Email is not

1 Highlight Customers to Merge with

Customer No.	Name	Address 1	City	Phone	Email
MCCA937	Mccamic, Jeffrey W Esq	2107 Roger Street	Nanaimo	(250) 760-3993 ...	awilson@gmail...
BEIE396	Beierle & Beierle	3855 Pitfield Blvd	St Laurent	(514) 817-0292 ...	mcy@gmail.co...
CAP1660	Capital Electrical & Sec Inc	1822 E Jackson St	Phoenix	(602) 257-4111 ...	alexis@capelect...
CROP895	Crop Production Services Inc	30940 Industrial...	Livonia	(734) 522-3287 ...	ahatten@cropp...
DUPO192	Dupont Photographers	1449 Bridgeport...	Collingwood	(705) 443-6579 ...	jj@dupontPhot...
EAST571	Eastman Chemical Company	8 Hillcrest Ave	Manhasset	(516) 466-7437 ...	asantory@eastc...
ELDE929	Elden H Knudson Constrcn Co	4617 N. Mesquite...	Oldsboro, City...	(403) 405-7329 ...	aspies@edenkn...
ER118	E R Partridge Inc				van@erpart.com
FORE113	Forest Hist Ctr Mn Hist Scty				msmith@forest...
HARR652	Harris, Baum E Esq				abertschy@harr...
HARV663	Harvest States Cooperative				abassett@harve...
HOLU622	Holub, Ronald E Esq				amckusick@hol...
JACK225	Jackson Fitness Center				info@jacksonfit...
JANC649	Jancy Engineering Co				codyb@jancye...
LISS141	Liss, Philip A Esq				sbrenner@lissP...
MAUL986	Maul Baker Box Ci				abby@maulbak...
ODON596	Odonnell, Charles W Esq				awaka@odonC...
TRAV597	Travel Resources				sheila@travreso...
WIEN879	Wiens, Robin A Esq				rweins@rrgter.net

3 Click Edit and MS Word Will Open

Spire Mail Merge Documents

Select Document to Merge

☒ Existing Document ☐ New Document

\\Documents\SpireMerge\Newsletter.docx Browse...

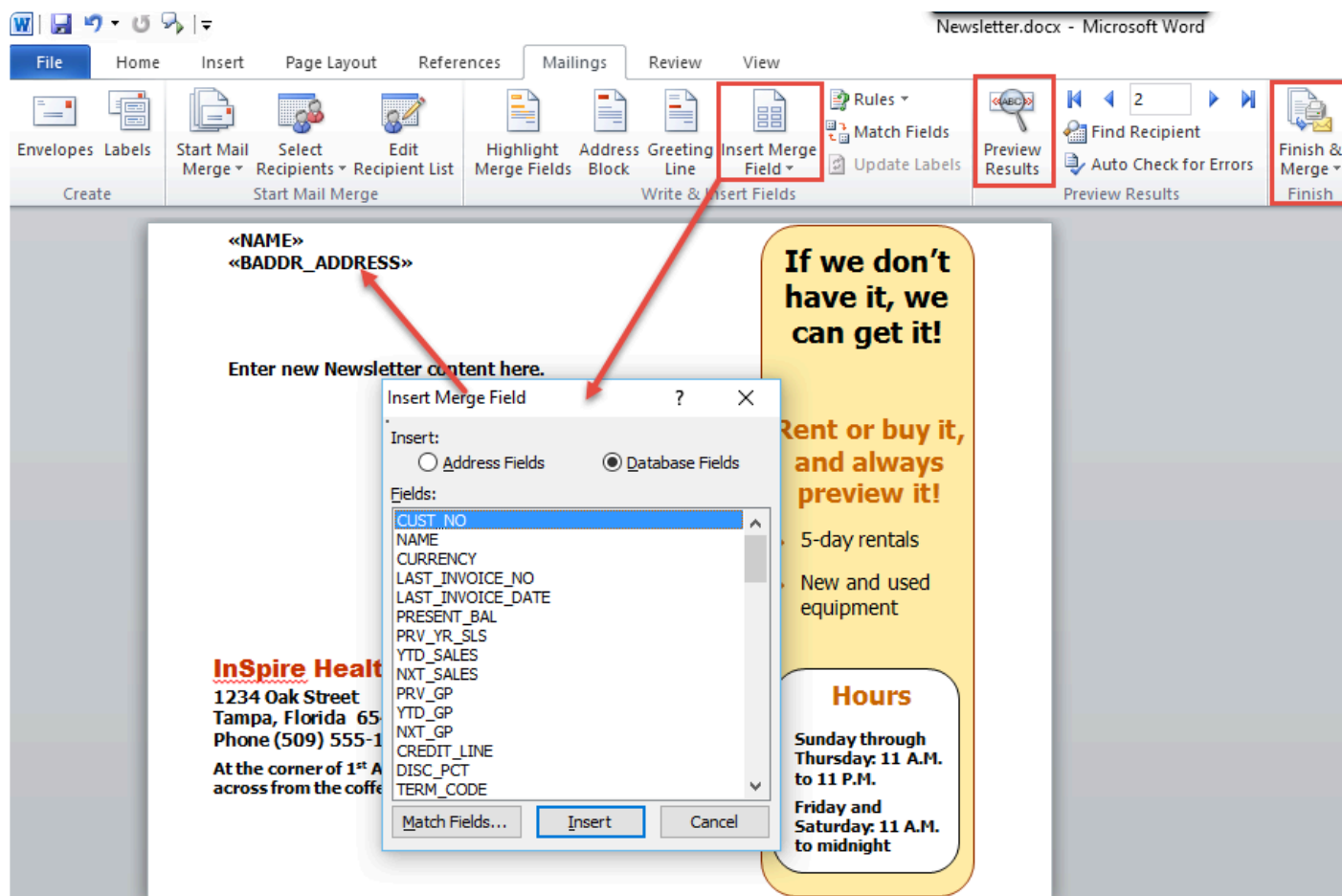
Report Settings

☐ Modify Data in Excel Before Merging

Blanks: 0 Copies: 1

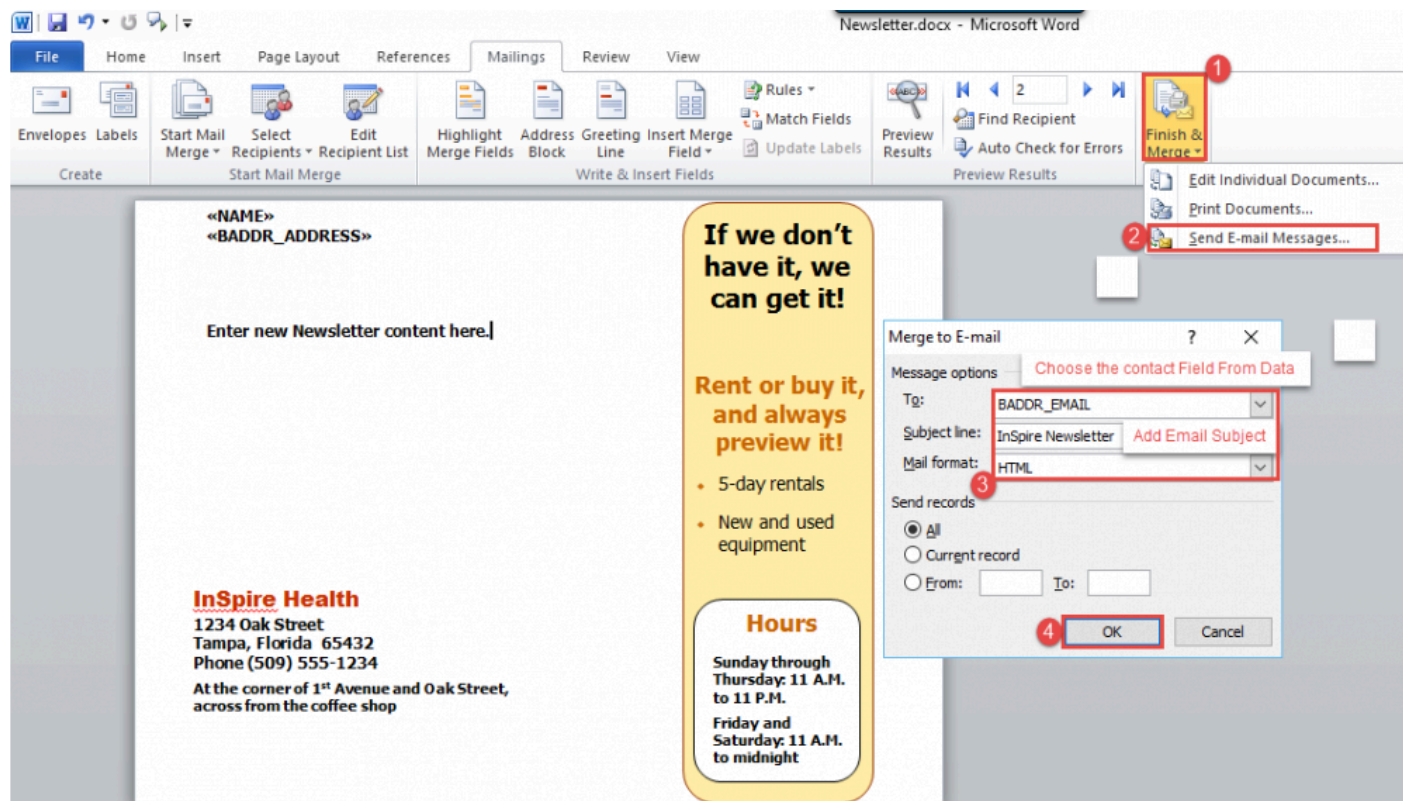
Edit Print Preview Cancel

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



You will need to add the fields you would like to use for the data that should appear on the document by selecting "Insert Merge Fields" on the Word Mailings tab.

Users can then 'Preview' the results to see who will receive the mailing and then click "Finish & Merge" when ready to send.



The merged document can be either printed or emailed. If being emailed, select the email address from the Spire customer database, add a subject and click 'OK'. The user email will then merge the documents to the email address list, or if printed will merge print to the printer.

Video Instruction – Customer Mail/Email Merge



Sales Orders

Orders												
Filters												
Export												
AR Payment												
Next Phase												
Requisition												
Hold												
Process												
Reprocess												
Invoice												
Reopen Order												
Fill Backorders												
Refresh Prices												
Order No	Customer No.	Customer Name	Status	Type	Hold	Order Date	Required Date	Total	Base Total	Subtotal	PO Number	Gross Profit
0000011943	DATA100	Data Management Services Inc	Open	Standing Order	<input type="checkbox"/>	09/13/2015	09/13/2015	1,953.28	1,953.28	1,694.00		755.84
0000102600	HAST563	Hastings Communications	Shipped	Standing Order	<input type="checkbox"/>	07/13/2015	07/13/2015	2,928.80	2,928.80	2,565.00		656.86
0000102601	PENN999	Penna Psychological Assn	Open	Sales Order	<input type="checkbox"/>	07/13/2015	07/13/2015	2,917.60	2,917.60	2,555.00		981.22
0000102615	DELA553	Delaware Contractors Assn	Processed	Sales Order	<input type="checkbox"/>	05/13/2015	05/13/2015	1,930.33	1,930.33	1,673.50		670.68
0000102616	DUPO192	Dupont Photographers	Open	Sales Order	<input type="checkbox"/>	05/13/2015	05/13/2015	5,962.88	5,962.88	5,274.00		2,234.98
0000102618	ELDE929	Elden H Knudson Constrctn Co	Open	Sales Order	<input type="checkbox"/>	05/13/2015	05/13/2015	5.60	5.60	0.00		0.00
0000102619	ER118	E R Partridge Inc	Open	Sales Order	<input type="checkbox"/>	05/13/2015	05/13/2015	2,185.12	2,185.12	1,951.00		861.70
0000102620	FORE113	Forest Hist Ctr Mn Hist Scty	Open	Standing Order	<input type="checkbox"/>	05/13/2015	05/13/2015	5.60	5.60	0.00		0.00
0000102624	HARV663	Harvest States Cooperative	Open	Sales Order	<input type="checkbox"/>	05/13/2015	05/13/2015	5.60	5.60	0.00		0.00
0000102632	JANC649	Jancy Engineering Co	Open	Sales Order	<input type="checkbox"/>	06/13/2015	06/13/2015	2,595.04	2,595.04	2,267.00		987.96
0000102638	ADVA284	Advantage Computers Inc	Deposit	Sales Order	<input type="checkbox"/>	07/13/2015	07/13/2015	352.80	352.80	300.00		77.96
0000102639	MATE317	Mater Dei College	Open	Sales Order	<input type="checkbox"/>	07/13/2015	07/13/2015	201.10	201.10	171.00		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.

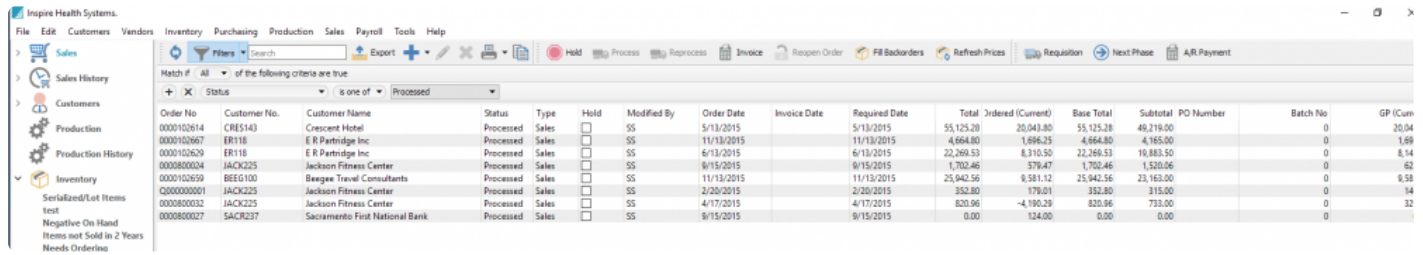
- **Refresh** – Allows you to view orders that have been added by other users
- **Filters** – Create a custom filter and save that filter to customize your view
- **Export** – Export the filtered list to Excel or .csv including your filtered screen layout and column positions
- **Add** – Add a new sales 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 the 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 press the 'F9' key and the complete list of customers with that city name will be short listed and ready for selection. You can also use a combination of words to search such as the contact name and the city and the list presented will be restricted to the results that contain both words.

Video Instruction for Order Searches



Main Tab

Sales Order - 0000800122 Jackson Fitness Center [Inspire Health Systems.]

Open Customer Open Currency View Compact Ship Process Reprocess Invoice and Review GL Next Phase Totals By Ordered Qty Add To Calendar Deposits Ship Requisition

There are notes for this customer View Notes Dismiss

Main Bill To Ship To Sales Taxes Info Phase Communications Sales History Sales Orders User Defined Fill Order Job

Customer

Customer No JACK225 Jackson Fitness Center AR Balance 10,346.58

PO No Reference No Other Orders 9,418.83

Misc. Only Ship Federal Express Salesperson JOHN John Ather Credit Limit 30,000.00

Territory Available 10,234.59

Order Details

Open Sales Order

Order No 0000800122

Order Date 2019-10-16

Required Date 2019-10-16

Invoice No

Invoice Date

Repeat None

Phase

Location VAN - Vancouver

Profit Center

Shipping

Ship To Jackson Fitness Center Ship Via FOB

Contact

Name Phone Ext. Fax/Cell Email

+ Comment Serial Numbers Add Job Header Toggle Kit Components UDF Scan Items Fill Prices Labels Show Stock Open Inventory Open Target

Part No	Description	Order Qty	Ship Qty	B/O Qty	Retail Price	Discount %	Unit Price	Current Cost	Average Cost	Standard Cost	UOM	Conversion Factor
Press <enter> to insert a comment												

Available 0 On Hand 0 Committed 0 Backorder 0 On Order 0 Expected

Total Weight	0.0	Total Average Cost	0.00	Gross Margin	0.00	0.0 %	Discount	0.00	0.0 %	Subtotal	0.00	Amounts in Canadian dollars 0.00
Freight	0.00	Total Current Cost	0.00	Current Margin	0.00	0.0 %						
		Total Standard Cost	0.00	Standard Margin	0.00	0.0 %	Shop Fee	0.00	H.S.T.	0.00		

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:

Sales Order - 0000800118 Jackson Fitness Center

Open Customer View Compact Process Reprocess Invoice and Review GL Next Phase Totals By Ordered Qty Add To Calendar

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

Contact Information

Address 2018 No. 3 Road

Map

City Richmond

Postal Code V6X 2B8 Province BC

Country Canada

Phone (604) 249-0735 Ext.

Fax () -

Main Sales Accounting

Name Jason Fallon

Phone () - Ext.

Fax/Cell () -

Email jfallon@jacksonfitness.net

Internet Addresses

Email info@jacksonfitness.net

Website

Total Weight	0.0	Gross Profit	0.0	% 0.00	Discount	0.0	%	0.00	Subtotal	0.00	Amounts in Canadian dollars
Freight	0.00	Shop Fee				0.00			H.S.T.	0.00	0.00

Created by BT on 09/27/2018 10:32:00 AM Modified by BT on 09/27/2018 10:44:06 AM

This tab displays the customers bill-to information and contacts. They are added to the order when it is first created. Therefore if the customers address and contact info changes while an order exists, the order will no longer 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:

Sales Order - 0000800118 Jackson Fitness Center

Open Customer View Compact Process Reprocess Invoice and Review GL Next Phase Totals By Ordered Qty Add To Calendar

Main Bill To **Ship To** Sales Taxes Info Phase Communications Sales History Sales Orders User Defined Fill Order Service Info Job

Name Jackson Fitness Center

Contact Information

Address 2018 No. 3 Road

Map

City Richmond

Postal Code V6X 2B8 Province BC

Country Canada

Phone (604) 249-0735 Ext.

Fax () -

Main Sales Accounting

Name Jason Fallon

Phone () - Ext.

Fax/Cell () -

Email jfallon@jacksonfitness.net

Internet Addresses

Email info@jacksonfitness.net

Website

Total Weight	0.0	Gross Profit	0.0 % 0.00	Discount	0.0 % 0.00	Subtotal	0.00	Amounts in Canadian dollars
Freight	0.00	Shop Fee	0.00	H.S.T.	0.00	0.00		
						0.00		

Created by BT on 09/27/2018 10:32:00 AM Modified by BT on 09/27/2018 10:44:06 AM

This tab displays the customers ship-to information and contacts. They are added to the order when it is first created. Therefore if the customers address and contact information changes while an order exists, the order will no longer 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

The screenshot shows the 'Sales Taxes' tab of a sales order form for 'Jackson Fitness Center'. The form has a top toolbar with icons for saving, deleting, and printing, and buttons for 'Open Customer', 'View Compact', 'Process', 'Reprocess', 'Invoice and Review GL', 'Next Phase', 'Totals By Ordered Qty', 'Add To Calendar', 'Deposits', and 'Requisition'. Below the toolbar is a navigation bar with tabs: Main, Bill To, Ship To, Sales Taxes (selected), Info, Phase, Communications, Sales History, Sales Orders, User Defined, Fill Order, Service Info, and Job. The 'Sales Taxes' tab contains a table with four columns: Tax Code, Description, Rate, and Exempt No. The table has four rows. The first row has Tax Code '3', Description 'H.S.T.', Rate '13.0', and an empty Exempt No. field. The other three rows have empty Tax Code and Description fields, and Rate '0.0' and empty Exempt No. fields. Each row has a magnifying glass icon next to the Description field.

Tax Code	Description	Rate	Exempt No.
3	H.S.T.	13.0	
		0.0	
		0.0	
		0.0	

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

Sales Order - 0000800118 Jackson Fitness Center

Open Customer View Compact Process Reprocess Invoice and Review GL Next Phase Totals By Ordered Qty Add To Calendar Deposits Requisition

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

Carrier

Name

Ship Date / /

Tracking No

Customer

Terms 02 2% 10 days

Sell Price Level 01

Account Information

Current	2,160.92	AR Balance	14,063.09
Over 30	0.00	Other Orders	5,719.12
Over 60	0.00	Credit Limit	30,000.00
Over 90	1,758.46	Available	10,217.79
Over 120	10,143.71		

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.

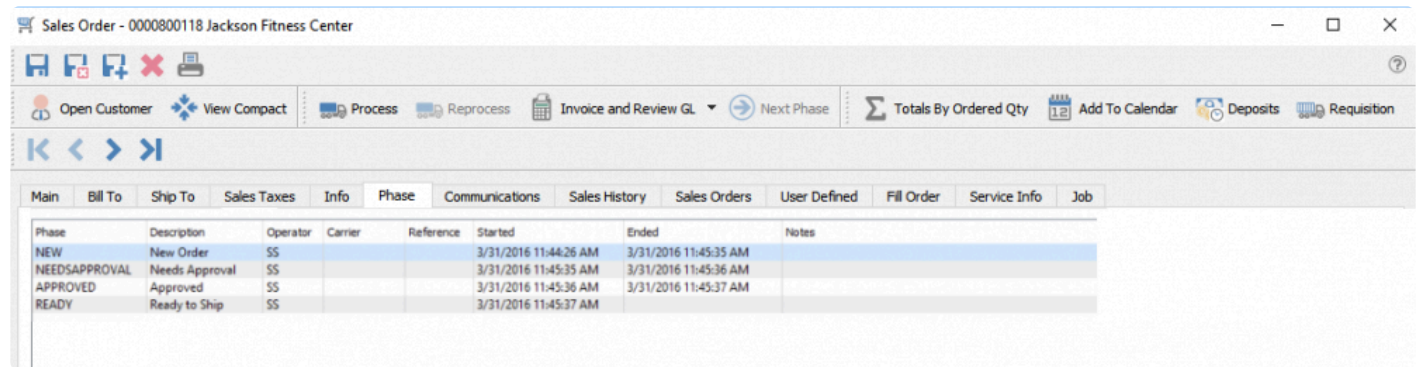
Carrier – The name of the carrier that shipped this order

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



The screenshot shows a web application window titled "Sales Order - 0000800118 Jackson Fitness Center". The interface includes a top toolbar with icons for saving, deleting, and printing, and buttons for "Open Customer", "View Compact", "Process", "Reprocess", "Invoice and Review GL", "Next Phase", "Totals By Ordered Qty", "Add To Calendar", "Deposits", and "Requisition". Below the toolbar is a navigation bar with tabs: "Main", "Bill To", "Ship To", "Sales Taxes", "Info", "Phase", "Communications", "Sales History", "Sales Orders", "User Defined", "Fill Order", "Service Info", and "Job". The "Phase" tab is currently selected, displaying a table with the following data:

Phase	Description	Operator	Carrier	Reference	Started	Ended	Notes
NEW	New Order	SS			3/31/2016 11:44:26 AM	3/31/2016 11:45:35 AM	
NEEDSAPPROVAL	Needs Approval	SS			3/31/2016 11:45:35 AM	3/31/2016 11:45:36 AM	
APPROVED	Approved	SS			3/31/2016 11:45:36 AM	3/31/2016 11:45:37 AM	
READY	Ready to Ship	SS			3/31/2016 11:45:37 AM		

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

The screenshot shows the Spire Systems interface for a sales order. The main window is titled 'Sales Order - 0000800118 Jackson Fitness Center'. The 'Communications' tab is selected, showing a list of notes. A modal window titled 'Note - Sales Order 0000800118' is open, displaying a form for adding a new note. The form includes fields for Subject (Catalog), Type, Body (Include a new catalog in the order, and provide free shipping as we missed this product on the last order.), Attachment, Assigned To (DAVID), Due Date, Number (0.000), Completed Date (01/01/1990 12:00 AM), Reports (Print, Picking Slip), and Display (Alert).

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 due 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

Sales Order - 0000800118 Jackson Fitness Center

Open Customer View Compact Process Reprocess Invoice and Review GL Next Phase Totals By Ordered Qty Add To Calendar Deposits Requisition

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

Items Invoices Reports

Filters Search Export Order Items Only Add To Order

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	INSD20	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
0000600320	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

Total Weight 0.0 Gross Profit 0.0 % 0.00 Discount 0.0 % 0.00 Subtotal 0.00 Amounts in Canadian dollars

Freight 0.00 Shop Fee 0.00 H.S.T. 0.00 0.00

Created by BT on 09/27/2018 10:32:00 AM Modified by BT on 09/27/2018 10:44:06 AM

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

There is also a button that stays pressed until you change it so that you would only see items that are not the order you are currently on.

The user can also multi-select items from this history view and click the 'Add to Order' button and they will be added to this order.

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

Sales Order - 0000800118 Jackson Fitness Center

Open Customer View Compact Process Reprocess Invoice and Review GL Next Phase Totals By Ordered Qty Add To Calendar Deposits Requisition

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

Header Detail

Filters Search Export Hold Process Reprocess Invoice Reopen Order Fill Backorders Refresh Prices?

AR Payment Next Phase Requisition

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	<input type="checkbox"/>	11/13/2015		11/13/2015	72.80	36.48	28.52	65.00	28.52	
0000102683	Open	Sales Order	<input type="checkbox"/>	12/13/2015		12/13/2015	5,821.76	0.00	2,599.00	0.00	0.00	
0000800005	Open	Sales Order	<input type="checkbox"/>	02/16/2015		02/16/2015	2,910.88	0.00	1,299.50	0.00	0.00	
0000800011	Open	Sales Order	<input type="checkbox"/>	02/20/2015		02/20/2015	133.70	0.00	53.76	0.00	0.00	
0000800015	Open	Sales Order	<input type="checkbox"/>	03/16/2015		03/16/2015	172.89	0.00	66.96	0.00	0.00	55777
0000800024	Open	Sales Order	<input type="checkbox"/>	09/15/2015		09/15/2015	22.40	0.00	-45.70	0.00	0.00	
0000800029	Open	Sales Order	<input type="checkbox"/>	09/16/2015		09/16/2015	810.90	45.17	-51.24	46.47	1.30	
0000800032	Open	Sales Order	<input type="checkbox"/>	04/17/2015		04/17/2015	4,046.34	0.00	26.99	0.00	0.00	
0000800034	Open	Sales Order	<input type="checkbox"/>	04/11/2016		04/11/2016	0.00	0.00	0.00	0.00	0.00	
0000800035	Open	Sales Order	<input type="checkbox"/>	04/14/2016		04/14/2016	1,145.92	0.00	361.67	0.00	0.00	
0000800040	Open	Sales Order	<input type="checkbox"/>	05/07/2016		05/07/2016	5.60	0.00	0.00	0.00	0.00	
0000800050	Open	Sales Order	<input type="checkbox"/>	05/13/2016		05/13/2016	123.48	0.00	105.00	105.00	105.00	
0000800051	Open	Sales Order	<input type="checkbox"/>	05/13/2016		05/13/2016	28.60	0.00	10.45	0.00	0.00	
0000800052	Open	Sales Order	<input type="checkbox"/>	05/13/2016		05/13/2016	28.26	0.00	10.30	0.00	0.00	
0000800053	Shipped	Sales Order	<input type="checkbox"/>	05/13/2016		05/13/2016	253.84	0.00	212.88	210.00	210.00	
0000800056	Open	Sales Order	<input type="checkbox"/>	05/13/2016		05/13/2016	5.60	0.00	0.00	0.00	0.00	
0000800057	Open	Sales Order	<input type="checkbox"/>	05/13/2016		05/13/2016	2,573.76	488.42	1,248.83	1,300.00	811.58	
0000800058	Open	Sales Order	<input type="checkbox"/>	05/24/2016		05/24/2016	5.60	0.00	0.00	0.00	0.00	
0000800062	Open	Sales Order	<input type="checkbox"/>	05/25/2016		05/25/2016	684.76	238.17	264.11	430.00	191.83	
0000800063	Open	Sales Order	<input type="checkbox"/>	05/25/2016		05/25/2016	123.48	0.00	105.00	105.00	105.00	
0000800064	Open	Sales Order	<input type="checkbox"/>	05/25/2016		05/25/2016	123.48	0.00	105.00	105.00	105.00	
0000800071	Open	Sales Order	<input type="checkbox"/>	09/16/2016		09/16/2016	1,359.34	562.94	539.44	965.88	402.94	
0000800072	Open	Sales Order	<input type="checkbox"/>	09/26/2016		09/26/2016	298.95	0.00	114.75	0.00	0.00	
0000800075	Open	Sales Order	<input type="checkbox"/>	09/27/2016		09/27/2016	5.60	0.00	0.00	0.00	0.00	
0000800079	Open	Sales Order	<input type="checkbox"/>	02/09/2017		02/09/2017	1,712.44	285.98	713.73	619.00	333.02	
0000800082	Open	Sales Order	<input type="checkbox"/>	02/09/2017		02/09/2017	635.04	297.00	243.00	540.00	243.00	
0000800094	Open	Sales Order	<input type="checkbox"/>	03/28/2018		04/15/2018	185.23	0.00	99.50	0.00	0.00	33455
Q000000001	Open	Sales Order	<input type="checkbox"/>	02/20/2015		02/20/2015	376.32	0.00	140.99	0.00	0.00	
Q000000002	Open	Sales Order	<input type="checkbox"/>	02/20/2015		02/20/2015	100.00	0.00	38.75	0.00	0.00	

Total Weight 0.0 Gross Profit 0.0 % 0.00 Discount 0.0 % 0.00 Subtotal 0.00 Amounts in Canadian dollars

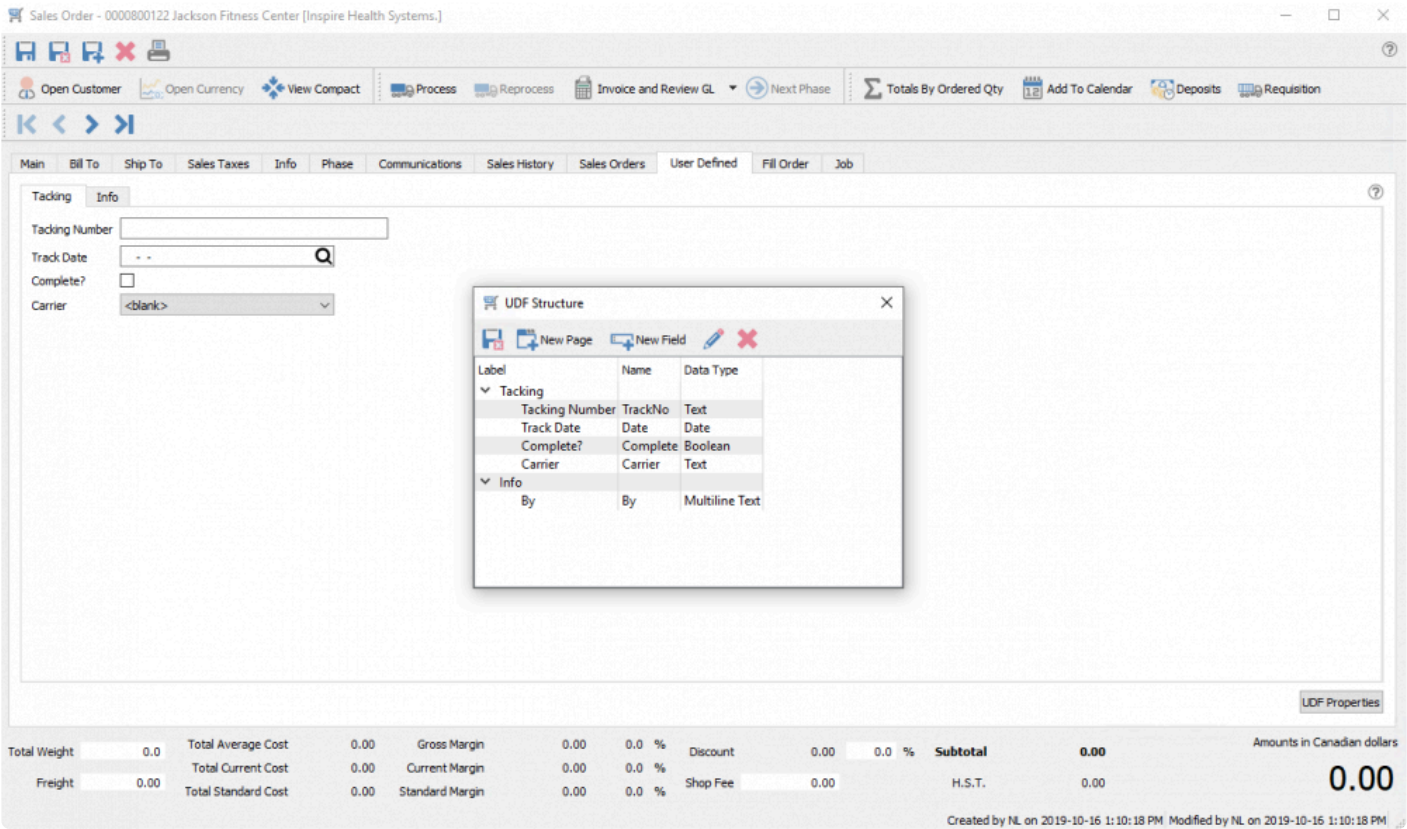
Freight 0.00 Shop Fee 0.00 H.S.T. 0.00

0.00

Created by BT on 09/27/2018 10:32:00 AM Modified by BT on 09/27/2018 10:44:06 AM

This tab allows you to see all sales orders that this customer has open at the moment. This is very helpful to make sure you are not duplicating an order someone else has already entered for this customer. You can view the orders individually as above and click the details tab to see every item on every order on one list. You can also double click an order to view, edit, process, ship or invoice it.

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

Sales Order - 0000800118 Jackson Fitness Center

Open Customer View Compact Process Reprocess Invoice and Review GL Next Phase

Totals By Ordered Qty Add To Calendar Deposits Requisition

Main Bill To Ship To Sales Taxes Info Phase Communications Sales History Sales Orders User Defined **Fill Order** Service Info Job

Quantity Part Number Zero Qty

Inventory	Location	Description	Order Qty	Ship Qty	Backorder Qty	Unit Price	Extended Price
VA /INSPKBKIT		Inspire Kettlebell Kit	1.00	1.00	0.00	550.00	550.00
VA /INSKB5		Inspire Kettlebell 5	1.00	1.00	0.00	0.00	0.00
VA /INSKB10		Inspire Kettlebell 10	1.00	1.00	0.00	0.00	0.00
VA /INSKB15		Inspire Kettlebell 15	1.00	1.00	0.00	0.00	0.00
VA /INSKB20		Inspire Kettlebell 20	1.00	1.00	0.00	0.00	0.00
VA /INSKB25		Inspire Kettlebell 25	1.00	1.00	0.00	0.00	0.00
VA /INSKB30		Inspire Kettlebell 30	1.00	1.00	0.00	0.00	0.00
VA /BALPOD6.3		Balance Pod 6.3"	1.00	0.00	1.00	0.00	0.00
VA /INSKB35		Inspire Kettlebell 35	1.00	1.00	0.00	0.00	0.00
VA /INSKB40		Inspire Kettlebell 40	1.00	1.00	0.00	0.00	0.00
VA /CUBEAMKIT		Chin Up Bar Beam Mounting Kit	1.00	1.00	0.00	0.00	0.00

Available On Hand Committed Backorder On Order Expected

Total Weight 0.0 Gross Profit 11.3% % 62.5% Discount 0.0 % 0.00 **Subtotal 550.00** Amounts in Canadian dollars

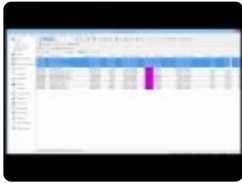
Freight 0.00 Shop Fee 0.00 H.S.T. 71.50 **621.50**

Created by BT on 09/27/2018 10:32:00 AM Modified by BT on 09/27/2018 10:44:06 AM

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

+ × Comment Serial Numbers Add Job Header Toggle Kit Components UDF Scan Items Fill Prices Labels Show Stock Open Inventory Open Target													
Part No	Description	Order Qty	Ship Qty	B/O Qty	Retail Price	Discount %	Unit Price	Current Cost	Average Cost	UOM	Conversion Factor	Average Margin %	Current Margin %
VA /INSPKBIT	Inspire Kettlebell Kit	1.00	1.00	0.00	280.00	0.00	280.00	250.14742	243.72369	EA	1 EA per EA	12.50	10.60
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 /BALPOD6.3	Balance Pod 6.3"	1.00	1.00	0.00	0.00	0.00	0.00	19.69667	12.08417	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
Press <enter> to insert a comment													

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.



Note: If a serial/lot number is not selected after the quantity is entered the inventory item will still get committed, however the serial/lot must be selected on or before invoicing or it will then be back ordered, and no longer committed. .

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

The screenshot displays the 'Sales Order - 0000800118 Jackson Fitness Center' window. The 'Inventory' dialog is open, showing a list of items matching the search criteria. The dialog includes a search bar, filters, and a table of results.

Warehouse	Part number	Description	Vendor No.	Status	Available	On Hand	Backorder	Committed	On Order
VA	INSKB 10	Inspire Kettlebell 10	INSPIRE	Active	-6.00	25.00	17.00	31.00	0.00
VA	INSKB 15	Inspire Kettlebell 15	INSPIRE	Active	29.00	49.00	12.00	20.00	0.00
VA	INSKB 20	Inspire Kettlebell 20	INSPIRE	Active	19.00	48.00	1.00	29.00	0.00
VA	INSKB 25	Inspire Kettlebell 25	INSPIRE	Active	-1.00	46.00	10.00	47.00	2.00
VA	INSKB 30	Inspire Kettlebell 30	INSPIRE	Active	43.00	72.00	12.00	29.00	6.00
VA	INSKB 35	Inspire Kettlebell 35	INSPIRE	Active	-7.00	11.00	8.00	18.00	1.00
VA	INSKB 40	Inspire Kettlebell 40	INSPIRE	Active	-12.00	13.00	34.00	25.00	33.00
VA	INSKB 5	Inspire Kettlebell 5	INSPIRE	Active	41.00	64.00	4.00	23.00	2.00
VA	INSKBJT	Inspire Kettlebell Kit	INSPIRE	Active	-101.00	0.00	0.00	101.00	101.00

Summary Totals:

Available	On Hand	Committed	Backorder	On Order	Expected
-6.000	25.000	31.000	17.000	0.000	

Financial Summary:

Total Weight	Gross Profit	%	Discount	%	Subtotal	H.S.T.	Amounts in Canadian dollars
0.0	43.23	%	0.0	%	1,005.00	130.65	1,135.65

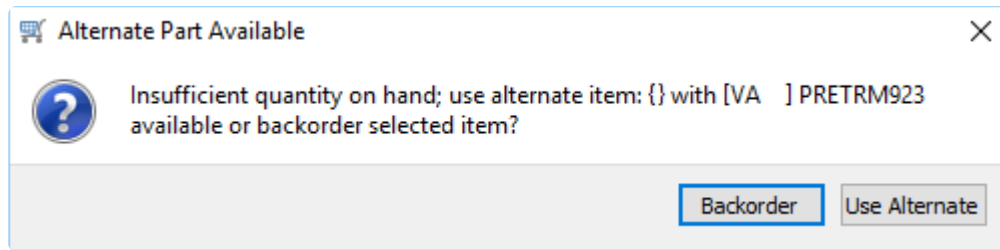
Created by BT on 09/27/2018 10:32:00 AM. Modified by BT on 09/27/2018 10:44:06 AM.

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.

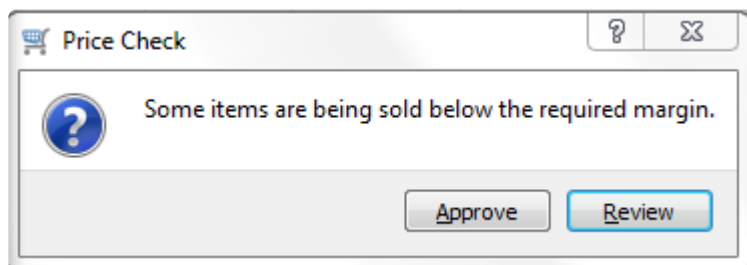
Part No	Order Qty	Description	Ship Qty	#	B/O Qty	Retail Price	ount %	Unit Price	Current Cost	Average Cost	Average %	UOM	Inversion Factor	G.S.T.
VA /NSKB5	2.00	InSpire Kettlebell 5	2.00	1	0.00	15.00	0.00	5.00	8.8275	8.41179	48.24	EA	1 EA per EA	✓
VA /NSKB10	3.00	InSpire Kettlebell 10	0.00	2	3.00	25.00	0.00	25.00	13.75	13.75	45.00	EA	1 EA per EA	✓
VA /NSKB20	2.00	InSpire Kettlebell 20	2.00	3	0.00	45.00	0.00	45.00	26.4825	24.96175	44.53	EA	1 EA per EA	✓
VA /NSKB25	3.00	InSpire Kettlebell 25	0.00	4	3.00	55.00	0.00	40.00	32.3675	30.64953	23.98	EA	1 EA per EA	✓
VA /NSKB30	4.00	InSpire Kettlebell 30	4.00	5	0.00	65.00	0.00	65.00	39.84358	37.4983	42.31	EA	1 EA per EA	✓
VA /NSKB35	4.00	InSpire Kettlebell 35	4.00	6	0.00	75.00	0.00	65.00	41.95134	41.95134	44.06	EA	1 EA per EA	✓

Press <enter> to insert ...

Available: -7.000 On Hand: 12.000 Committed: 19.000 Backorder: 30.000 On Order: 1.000 Expected: 2015-02-15

Current Margin: 23.38 Required Margin: 30.00

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 screenshot displays the 'Sales Order - 000000118 Jackson Fitness Center' window. The 'Communications' tab is active, showing customer details like 'Customer No: JACK225' and 'Salesperson: JOHN'. The 'Shipping' section shows 'Ship To: Jackson Fitness Center'. The 'Order Details' panel on the right shows 'Order No: 000000118' and 'Order Date: 09/27/2018'. The main table lists items with columns for Part No, Description, Order Qty, Ship Qty, B/C Qty, Retail Price, Discount %, Unit Price, Current Cost, Average Cost, UOM, Conversion Factor, Average %, Current %, and H.S.T. A red box highlights the 'Available' status for the first item, 'Indipere Kartellbell 5', which has an order quantity of 2.00 and a ship quantity of 2.00. The 'Available' status is calculated as 'On Hand' (49,000) minus 'Committed' (20,000), resulting in 29,000. The total weight is 0.0, gross profit is 43.23%, and the subtotal is 1,005.00. The final amount in Canadian dollars is 1,135.65.

Part No	Description	Order Qty	Ship Qty	B/C Qty	Retail Price	Discount %	Unit Price	Current Cost	Average Cost	UOM	Conversion Factor	Average %	Current %	H.S.T.
VA /J09015	Indipere Kartellbell 5	2.00	2.00	0.00	15.00	0.00	15.00	8.8275	8.41179	EA	1 EA per EA	43.92	41.15	
VA /J09015	Indipere Kartellbell 10	4.00	0.00	4.00	25.00	0.00	25.00	13.75	13.75	EA	1 EA per EA	45.00	45.00	
VA /J09015	Indipere Kartellbell 15	4.00	4.00	0.00	35.00	0.00	35.00	20.87634	19.78098	EA	1 EA per EA	45.37	45.35	
VA /J09020	Indipere Kartellbell 20	7.00	7.00	0.00	45.00	0.00	45.00	26.4625	24.96175	EA	1 EA per EA	44.53	41.15	
VA /J09025	Indipere Kartellbell 25	1.00	0.00	1.00	55.00	0.00	55.00	32.3675	30.64953	EA	1 EA per EA	44.27	41.15	
VA /J09030	Indipere Kartellbell 30	8.00	8.00	0.00	65.00	0.00	65.00	39.84058	37.4983	EA	1 EA per EA	42.31	38.79	
VA /J09035	Indipere Kartellbell 35	5.00	0.00	5.00	75.00	0.00	75.00	41.25	41.95134	EA	1 EA per EA	44.06	43.00	
VA /J09040	Indipere Kartellbell 40	1.00	0.00	1.00	85.00	0.00	85.00	46.75	46.75	EA	1 EA per EA	45.00	45.00	

Available: 29,000 On Hand: 49,000 Committed: 20,000 Backorder: 12,000 On Order: 0,000 Expected: 08/26/2014

Total Weight: 0.0 Gross Profit: 43.23 % Discount: 0.0 % Subtotal: 1,005.00 Amounts in Canadian dollars: 1,135.65

Created by BT on 09/27/2018 10:32:00 AM Modified by BT on 09/27/2018 10:44:06 AM

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 Order - 0000102638 Advantage Computers Inc

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 Fill Order Service Info Job

Customer
 Customer No: ADVA284 Advantage Computers Inc AR Balance: 0.00 Credit Limit: Unlimited
 PO No: Reference No: Other Orders: 1,171.30 Available: Unlimited
 Misc.: Salesperson: Territory:

Shipping
 Ship To: Advantage Computers Inc Ship Via: FOB: Your dock

Contact
 Name: Phone: Fax/Cell: Email:

Order Details
 Deposit Sales Order: 0000102638
 Order No: 0000102638
 Order Date: 07/13/2015
 Required Date: 07/13/2015
 Invoice No:
 Invoice Date: / /
 Repeat: None
 Phase:
 Location: - Diners Club
 Profit Center: No Change

+ Insert - Delete Comment Serial Numbers Add Job Header UDF Scan Items Fill Prices Labels **Show Stock** Open Inventory

Part No	Description	Order Qty	Ship Qty	B/O Qty	Retail Price	Discount %	Unit Price	Ext Price	Current Cost	Average Cost	UOM	Conversion Factor	G.S.T.	Reference No
VA /NATACCBAL	National Accupressure Balls	1.00	1.00	0.00	22.00	0.00	22.00	22.00	16.50	16.50	EA	1 EA per EA	✓	
VA /NATBEL55	Weight Lifting Belt Model 55	1.00	1.00	0.00	88.00	0.00	88.00	88.00	66.00	66.00	EA	1 EA per EA	✓	
VA /ACMFITSB	ACME Swiss Ball	1.00	1.00	0.00	22.00	0.00	22.00	22.00	14.74	14.74	EA	1 EA per EA	✓	
Lot Numbers:														
VA /INSWP10	InSpire Weight Plate 10 q	1.00	1.00	0.00	18.00	0.00	18.00	18.00	10.07976	10.03981	EA	1 EA per EA	✓	
VA /MSWARRANTY	Moet 3 Year Extended Warranty	1.00	1.00	0.00	150.00	0.00	150.00	150.00	138.00	129.47368	EA	1 EA per EA	✓	
VA /INTTK200	InTek TK200 Cross Trainer	1.00	1.00	0.00	1,500.00	0.00	1,500.00	1,500.00	885.00	885.00	EA	1 EA per EA	✓	

Inventory Stock - INTTK200

Open Inventory

Warehouse	Warehouse Description	Stock UOM	On Hand	Committed	Available	Backordered	On Order
VA	Inspire Health Systems	EA	16.00	0.00	16.00	14.00	21.00
RAW	Raw Material	EA	12.00	0.00	12.00	0.00	0.00
TO	InSpire Toronto	EA	0.00	0.00	0.00	0.00	0.00

Press <enter> to insert a comment

Available: 16.000 On Hand: 16.000 Committed: 0.000 Backorder: 14.000 On Order: 21.000 Expected: 03/17/2015

Total Weight: 0.0 Gross Profit: 37.68 % 678.25 Discount: 0.0 % 0.00 Subtotal: 1,800.00 Amounts in Canadian dollars (by ordered quantity)
 Freight: 50.00 Shop Fee: 0.00 G.S.T.: 92.50 BC P.S.T.: 129.50
2,072.00

Created by SS on 08/26/2014 4:44:59 AM Modified by SS on 10/06/2016 2:09:23 AM

Sales Line Details

Part No	Description	Order Qty	Ship Qty	B/O Qty	Retail Price	Discount %	Unit Price	Current Cost	Average Cost	UOM	Conversion Factor	Average Margin %	Current Margin %	Standard Cost	Standard Margin %	H.S.T.	Partial Tax	Vendor No.	Levy	Ext Price	Ext Levy
VA /INSWP10	InSpire Weight Plate 10	1.00	1.00	0.00	18.00	0.00	18.00	10.78534	10.07024	EA	1 EA per EA	44.05	40.08	0.00	100.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	INSPIRE		18.00	0.00
VA /INTTK200	InTek TK200 Cross Trainer	1.00	1.00	0.00	1,395.00	0.00	1,395.00	946.95	785.00	EA	1 EA per EA	43.73	32.12	0.00	100.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	INTEK		1,395.00	0.00
VA /INSD850	InSpire Dumbbell 50	1.00	1.00	0.00	118.00	0.00	118.00	64.90	64.90	EA	1 EA per EA	45.00	45.00	0.00	100.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	INSPIRE		118.00	0.00
VA /INSGK85	InSpire Kettlebell 5	1.00	1.00	0.00	15.00	0.00	15.00	8.8275	8.41179	EA	1 EA per EA	43.92	41.15	0.00	100.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	INSPIRE		15.00	0.00

Press <enter> to insert a comment

Continued →

Employee	Employee Name	Location	Pack Size	Comment	Required Date	Inventory GL	Cost of Goods GL	Revenue GL	Reference No	Weight	Ext Weight	UPC Code	Job Account	Created By	Modified By	Target Type	Target No
					2019-10-16	11306	71160	41100		0.00	0.00						
					2019-10-16	11303	71130	41100		0.00	0.00						
					2019-10-16	11306	71160	41100		0.00	0.00						
					2019-10-16	11306	71160	41100		0.00	0.00						

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

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

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

Order Qty – The quantity the customer orders

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

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

Retail Price – The price of the item based on the customer's 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 every 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.

1 - Highlight Item

2 - Click

3 - Item opens to allow full view and edit of all tabs

Sales Order Footer

The screenshot shows the footer of a sales order. It includes fields for Available (195.000), On Hand (196.000), Committed (1.000), Backorder (1.000), On Order (0.000), and Expected. Below these are Total Weight (0.0), Gross Profit (42.65 %), Discount (0.0 %), Subtotal (425.00), Freight (0.00), Shop Fee (3.00), and H.S.T. (55.25). The total amount is 480.25. The footer also includes a note: "Amounts in Canadian dollars" and a creation/modification timestamp: "Created by BT on 09/27/2018 10:32:00 AM Modified by BT on 10/02/2018 9:59:50 AM".

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.

The screenshot shows the header of a sales order for "Jackson Fitness Center". The header includes a toolbar with buttons for Open Customer, View Compact, Process, Reprocess, Invoice, Next Phase, Totals By Ordered Qty (highlighted with a red box and a red arrow), Requisition, and Deposits. The header also includes a search bar and a window title bar.

However if the user clicks the button on the header of the sales order called “Totals By Ordered Qty” the totals will be based on order quantity of all sales order types.



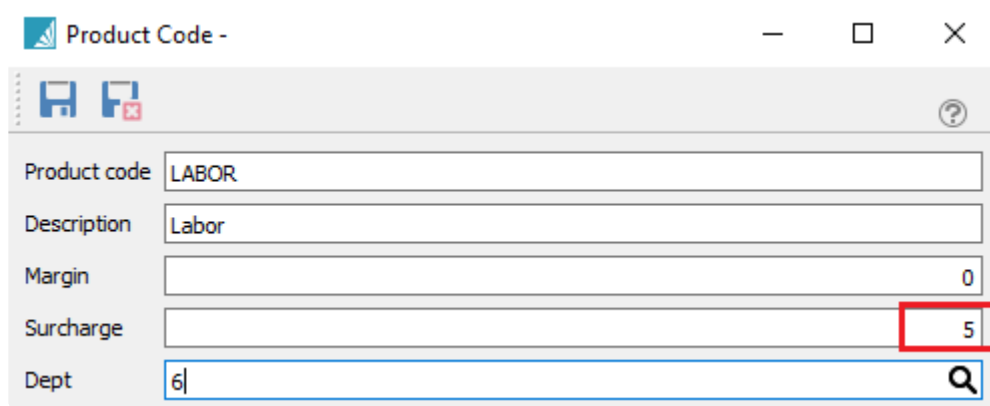
*This button will stay depressed until the user un-selects it, even if they close Spire completely, so if the total is not as you expect check this setting.

Total Weight – The total weight of all items on the sales order. If this number is red then that means that not all items on the order have a weight. The user can override this just before shipping if it is known to be incorrect.

Freight – This is the freight for this order and it is calculated based on the shipping charges setup in company settings default unless a shipping method has been setup with freight amounts under edit/Ship Via. This freight is editable by the user if they want to change it before invoicing.

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

Surcharge – The surcharge is calculated based on the percentage put onto the inventory product code (aka category). It can be overridden by the user but once it is it will never re-calculate for this order.



Product Code -

Product code: LABOR

Description: Labor

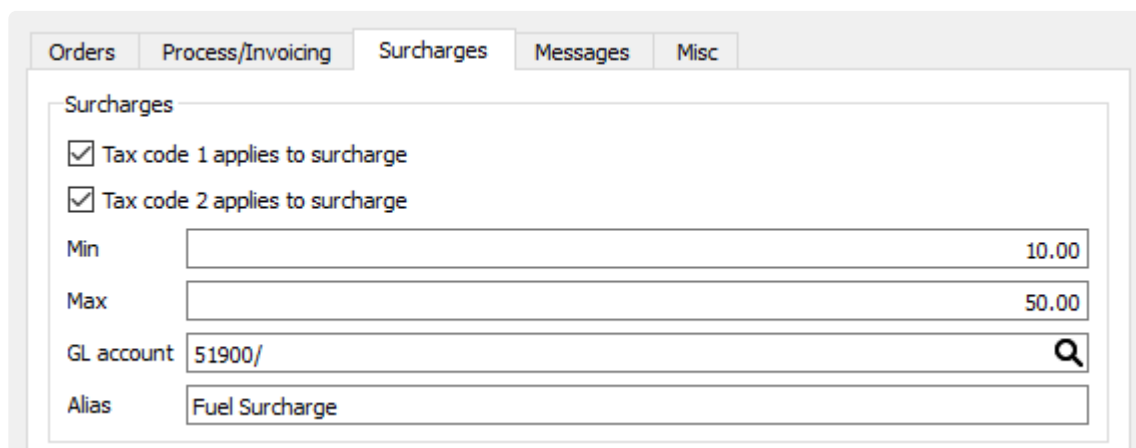
Margin: 0

Surcharge: 5

Dept: 6

The main setup for the surcharges is done in company settings under sales orders/Surcharges. You have to set:

- Tax Code 1 – Select if tax 1 is charged on the surcharge
- Tax Code 2 – Select if tax 2 is charged on the surcharge
- Min – Set the minimum amount for each order's surcharge
- Max – Set the maximum amount to charge for each order's surcharge
- GL Account – The GL income account to post the surcharge to
- Alias – What you want to call the surcharge. ie: 'Fuel Surcharge' or 'Shop Charge'



Orders Process/Invoicing Surcharges Messages Misc

Surcharges

☒ Tax code 1 applies to surcharge

☒ Tax code 2 applies to surcharge

Min: 10.00

Max: 50.00

GL account: 51900/

Alias: Fuel Surcharge

Current GP – The gross profit amount and percentage for this sales order based on current cost.

Average GP – The gross profit amount and percentage for this sales order based on average cost.

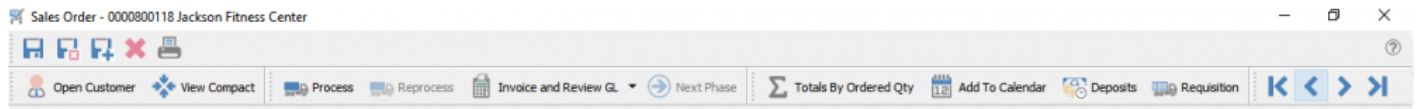
Sub Total – The sub total of the order before taxes and freight

Tax1 – Total tax 1 for the order

Tax2 – Total tax 2 for the order

Total – Grand total of the order.

Processing Sales Orders



Save – Saves the order but leaves it open. This is useful if you are creating a sales order and the customer wants the order number. Even though the order number is displayed, it is not permanent until saving because another user on the network may save before you.

Save Close – This saves and closes the order.

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.

The screenshot displays the 'Sales Order - 0000800118 Jackson Fitness Center' window. A 'Payment' modal is open, showing payment options: CASH, VISA, MasterCard, and AMERICAN EXPRESS. The modal includes fields for Bill To (JACK225, Jackson Fitness Center), Order No (0000800118), AR Balance (14,063.09), Credit Limit (30,000.00), Invoice No, Other Orders (5,719.12), and Available (10,217.79). It also features a table for Payment Method, Change, Amount, Auth Code, and Transaction No. The modal shows a 'Balance Due' of 480.25 and buttons for 'Credit Limit...', 'Clear', 'On Account', 'Invoice', and 'Cancel'.

The background window shows the 'Order Details' section with the following information:

- Customer: JACK225, Jackson Fitness Center
- AR Balance: 14,063.09
- Credit Limit: 30,000.00
- PO No:
- Reference No:
- Other Orders: 5,719.12
- Available: 10,217.79
- Important Note: Only Ship Federal Express
- Shipping: Ship To: Jackson Fitness Center
- Contact: Name: , Phone: () - Ext.
- Order No: 0000800118
- Order Date: 09/27/2018
- Order Date: 09/27/2018
- Order Date: //
- Order Date: None
- Order Date: MON - Montreal
- Order Date: Center
- Show Stock
- Conversion Factor: 1 EA per EA
- Conversion Factor: 1 EA per EA
- Conversion Factor: 1 EA per EA
- Conversion Factor: 1 EA per EA
- Conversion Factor: 1 EA per EA
- Conversion Factor: 1 EA per EA
- Conversion Factor: 1 EA per EA
- Conversion Factor: 1 EA per EA
- Expected: 02/15/2015
- Amounts in Canadian dollars
- 480.25
- Created by BT on 09/27/2018 10:32:00 AM. Modified by BT on 10/02/2018 9:59:50 AM

This payment screen gives you the financial detail of the same order including the customer's credit

situation. If the customer does not have enough credit limit available then the user will be prompted for an override. If they have the security they can just click OK, otherwise someone else with the security can come and put in their user name and password.

The credit limit can also be increased if the user has the security permissions to do so by clicking the credit limit button.

Select the payment method and click invoice. If there is insufficient credit then 'On account' cannot be selected.

A shortcut to 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

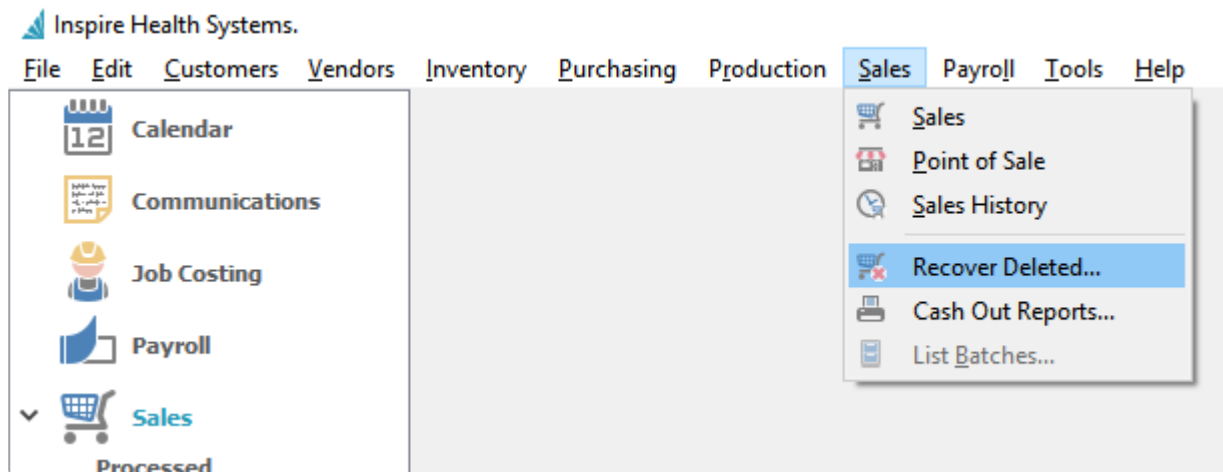
Default salesperson for a sales order.

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
0000102606	OCON770	Oconnor, Bouvier Esq	Open	Sales Order	07/13/2015	2,318.40	2,070.00	08/26/2014 4:44:57 AM	SS	08/26/2014 7:15:47 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 \$4,287.96
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/Cel 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

+ X 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	Walecom Belt harness	0.00	25.00	0.00	25.00	0.00	18.6025	17.92431	26.39	26.39	EA	1 EA per EA	WALEQU
VA /INTTP500	7.00	7.00	Intek GT-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 /SPB8FR	1.00	0.00	Springfield 88 Foam Roller	1.00	9.00	0.00	9.00	0.00	7.63274	5.429	39.68	39.68	EA	1 EA per EA	SPRFTT

Point of Sale

The Point-of-Sale (POS) module is a quick way to enter sales that can be processed without the use of a mouse. There are keyboard shortcuts always visible at the top of the screen.

If there is a url set in Company Settings/Sales Orders/Misc/Home Page then it will be displayed on the POS left pane. The html document (webpage) it points to can be on the local computer network or on the internet. The example below shows a webpage that is a signup for the companies newsletter. In this view the user can enter the required information and submit it.

spire

Close (F2) Clear (F3) Customer (F4) Edit Item (F5) Invoice/Tender (F6) Order Entry (F7) Edit Comment (F9) Inventory Lookup

Newsletter Signup

Name:

Email:

Phone:

Company:

Message:

Send

Customer

CALI775 California Thread Co

Address
1812 Valtec Ln
Boulder, CO 80301

Contact
Phone (303) 444-4223 Ext
Fax () -
Email

Credit Balance 0.00
Available Unlimited
Other Orders 0.00

Notes

Qty	Whse	Part No	Description	Unit Price	Ext Price	UOM
3.00	VA	INSDB10	InSpire Dumbbell 10	22.00	66.00	EA
2.00	VA	INSKB5	InSpire Kettlebell 5	15.00	30.00	EA
4.00	VA	INSKB10	InSpire Kettlebell 10	25.00	100.00	EA
2.00	VA	INSKB15	InSpire Kettlebell 15	35.00	70.00	EA
3.00	VA	INSKB20	InSpire Kettlebell 20	45.00	135.00	EA
5.00	VA	INSKB25	InSpire Kettlebell 25	55.00	275.00	EA
4.00	VA	INSKB30	InSpire Kettlebell 30	65.00	260.00	EA
1.00	VA	INSKB35	InSpire Kettlebell 35	75.00	75.00	EA
1.00	VA	INSKB40	InSpire Kettlebell 40	85.00	85.00	EA

Discount 0.0 0.00

Subtotal 1,096.00
G.S.T. 54.80
BC P.S.T. 76.72

1,227.52

User SPIRE Whse VA Div 000 Date 2016-04-21

F1-Help – Launches the help manual.

Close – Closes the order and if un-posted order exists, asks “Are You Sure...”

F2-Clear – Clears the items off the order.

F3-Customer – Click to select a customer. When the customer screen comes up, select a customer, and if you want to use that customer as the default for future POS orders for this user, check “Default POS Customer”

F4-Edit Items – Highlight a line and click the F4 key or enter to edit the line.

F5-Invoice/Tender – Brings up the payment screen. Choose a payment method by typing the first character. ie- if selecting Visa enter a ‘V’. The payment can be split over more than one method.

F6-Order Entry – Transfers the POS order to a full sales order. This gives access to everything the user can do when in a sales order. This includes seeing the customers sales history and therefore pricing. Hitting F6 in the sales order brings it back to POS. If the order is invoiced in POS the report is usually a small POS ticket, but if invoiced while in sales orders it prints a full size invoice.

F7-Edit Comment – Adds a comment to the POS order

F9-Inventory Lookup – Lookup for inventory

Video Instruction of POS



Sales Cash out



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.

The screenshot shows the Spire POS interface. At the top, there's a menu bar with icons for Close, Clear, Customer, Edit Item, Invoice/Tender, Order Entry, Edit Comment, and Inventory Lookup. Below this, a header bar shows 'C248' and 'C & G Barbeque Seafood & Ctrg'. The main table displays a single line item:

Qty	Whse	Part No	Description	Unit Price	Ext Price	UOM
1.00	VA	INTTK200	InTek TK200 Cross Trainer	1,500.00	1,500.00	EA

An 'Edit Item' dialog box is open, showing details for 'InTek TK200 Cross Trainer'. It includes fields for Inventory (VA /INTTK200), Quantity (1.000), Retail Price (1,500.000), Discount (0.0), Unit Price (1,500.000), and Unit of Measure (EA). A red box highlights the 'Show Stock' button, with a red arrow pointing to it and the text 'Click Here'.

The 'Inventory Stock - INTTK200' window is open, showing a table of stock levels:

Warehouse	Warehouse Descripti	Stock UOM	On Hand	Committed	Available	ckordered	On Order
VA	Inspire Health Sys...	EA	16.00	0.00	16.00	14.00	21.00
RAW	Raw Material	EA	12.00	0.00	12.00	0.00	0.00
TO	InSpire Toronto	EA	0.00	0.00	0.00	0.00	0.00

At the bottom of the POS screen, there's a summary section:

Discount	0.0	0.00	Subtotal	1,500.00
			G.S.T.	75.00
			BC P.S.T.	105.00
				1,680.00

The footer shows 'Jser SPIRE Whse VA Div 000 Loc TOR Date 2017-05-09'.

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

Cash Out Reports

Filters

Search

Export

Till	Start Date	End Date	Total
STORE 1	02/09/2017	02/09/2017	1,813.45
STORE 33	05/16/2017	05/16/2017	15,438.78

Cash Out - 2017-05-16-2017-05-16

Till
Start Date
End Date

Coins

<input type="text" value="3"/>	x	.01 =	0.03
<input type="text" value="0"/>	x	.05 =	0
<input type="text" value="2"/>	x	.10 =	0.2
<input type="text" value="3"/>	x	.25 =	0.75
<input type="text" value="0"/>	x	.50 =	0
<input type="text" value="8"/>	x	1.00 =	8
<input type="text" value="5"/>	x	2.00 =	10
Total Coins			18.98

Bills

<input type="text" value="0"/>	x	1.00 =	0
<input type="text" value="7"/>	x	2.00 =	14
<input type="text" value="11"/>	x	5.00 =	55
<input type="text" value="6"/>	x	10.00 =	60
<input type="text" value="5"/>	x	20.00 =	100
<input type="text" value="1"/>	x	50.00 =	50
<input type="text" value="6"/>	x	100.00 =	600
Total Bills			879.00

Other Payment Methods

Payment Method	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 Other Payment Methods		14,540.80

Total Amount

15,438.78

Created by SS on 05/16/2017 8:11:34 AM | Modified by SS on 05/16/2017 8:30:42 AM

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

Cash Drawer

STORE 33

Card Terminal

Coin Count		Amount	Bill Count		Amount	Cards	Amount
1 Cent	3	0.03	1 Dollar	0	0.00	Gift Card	967.85
5 Cents	0	0.00	2 Dollars	7	14.00	Visa	3,342.51
10 Cents	2	0.20	5 Dollars	11	55.00	MasterCard	8,459.53
25 Cents	3	0.75	10 Dollars	6	60.00	Amex	1,770.91
50 Cents	0	0.00	20 Dollars	5	100.00	Bit Coin	0.00
1 Dollar	8	8.00	50 Dollars	1	50.00	Discover	0.00
2 Dollars	5	10.00	100 Dollars	6	600.00	Pay Pal	0.00
						Debit	0.00
Total coin		18.98	Total bills		879.00	Oasis	0.00
						Total cards	14,540.80
						Total cash	897.98
						Total *	15,438.78

Posted Invoice Payments

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				
Cash Drawer			STORE 33			Card Terminal	
Coin Count		Amount	Bill Count		Amount	Cards	Amount
1 Cent	3	0.03	1 Dollar	0	0.00	Gift Card	967.85
5 Cents	0	0.00	2 Dollars	7	14.00	Visa	3,342.51
10 Cents	2	0.20	5 Dollars	11	55.00	MasterCard	8,459.53
25 Cents	3	0.75	10 Dollars	6	60.00	Amex	1,770.91
50 Cents	0	0.00	20 Dollars	5	100.00	Bit Coin	0.00
1 Dollar	8	8.00	50 Dollars	1	50.00	Discover	0.00
2 Dollars	5	10.00	100 Dollars	6	600.00	Pay Pal	0.00
Total coin		18.98	Total bills		879.00	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	Mauli Baker Box Ci	457.46
		Gift Card	967.85
May 16, 17	0000600412	Cash Sale	156.80
May 16, 17	0000600413	Elden H Knudson Constrcn 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 Constrcn 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

Price Matrix - 10

Inventory Criteria

Whse	<input type="text" value="VA"/>	<input type="button" value="Q"/>	Inspire Health Systems
Part No	<input type="text" value="SP500FM"/>	<input type="button" value="Q"/>	Springfield 500 Floor Mat
Unit of Measure	(EA)	<input type="button" value="v"/>	
Product Code	<input type="text"/>	<input type="button" value="Q"/>	<input type="text"/>

Customer Criteria

Customer	<input type="text" value="DUPO192"/>	<input type="button" value="Q"/>	Dupont Photographers
Ship To	<input type="text"/>	<input type="button" value="Q"/>	
Territory	<input type="text"/>	<input type="button" value="Q"/>	
Type	<input type="text"/>		

Date Range

Start Date	<input type="text" value="/ /"/>	<input type="button" value="Q"/>	End Date	<input type="text" value="/ /"/>	<input type="button" value="Q"/>
------------	----------------------------------	----------------------------------	----------	----------------------------------	----------------------------------

Other Criteria

☐ High Priority

Pricing

Default Price	<input type="text" value="25.00"/>	Average Cost	<input type="text" value="15.000"/>	Current Cost	<input type="text" value="15.000"/>
Vendor	<input type="text"/>	<input type="button" value="Q"/>	Contract Cost	<input type="text" value="0.000"/>	
Pricing Method	Price	<input type="button" value="v"/>	Price Reason	<input type="text"/>	

+
x

Min Qty	Price	Price per EA	Margin
0.00	25.00	25.00	40.00
4.00	22.00	22.00	31.82
6.00	20.00	20.00	25.00

Save – Saves the price.

Save & Close – Saves and closes the price.

Copy – Copies a price record.

Whse – Warehouse for the price. If this is left blank then the price applies to all warehouses.

Part No – The item getting the price.

Unit of Measure – The UOM of the item getting the price.

Product Code – Used if applying the price to a product code. Can only be used if Part No is blank.

Customer – The customer getting the price.

Ship To – Use this if the price is restricted to only one of the customer's Ship To's.

Territory – Use this if the price applies to a complete territory.

Type – Select a 'Type' from the lookup list if the price is for a group of customers. Each customer would then get assigned to that group in customer edit/General/Type.

Date Range – The starting and ending dates for this price. Many ranges can be added as long as they do not overlap. If a sales order is created for a past date, and a price matrix record exists for that date the order will be given this price.

High Priority – Makes this price the highest priority. It overrides all other methods that a could be assigned even if there is a lower possible price for this customer for this item. (See Price Matrix Scoring Below)

Default Price – The price the customer would get if they did not get this special price. It comes from the level that the customer is set for and this is the price that price matrix discounts would be based on.

Vendor – If there is a GL account in Company Settings/General Ledger/Differential GL Account then a vendor can be added and a contract cost added below.

Price Method – The method for this price. The choices are:

- **Price** – A set price for this item.
- **Discount** – A discount off of 'Default Price' as described above.
- **Margin** – If selected the sell price will be based on this formula. $\text{InventoryCurrentCost} / (100 - \text{Margin}\% / 100)$

Average Cost – The average cost from inventory.

Contract Cost – The cost that will be applied when selling to this customer. If this cost is different than the average cost, the difference will be posted to the GL account set in Company Settings/General Ledger/Differential GL Account. This is usually a vendor rebate account. This way when selling an item that has a contract cost the inventory GL account is still credited by the average cost.

Price Reason – The reason this price is being offered. It could be a contract number of something like 'FLYER'. This reason will appear on the sales order detail line.

Current Cost – The current cost from Inventory.

Add – Add a price, discount or margin.

Delete – Deletes a price.

- **Min Qty** – Adds a quantity if the price has a minimum quantity.
- **Price** – The Price, Discount or Margin amount.
- **Price per X** – If an item and warehouse has been selected then a unit of measure can also be selected for this price.
- **Margin** – The margin that this item will obtain based on this price. Only shows is item and warehouse are selected.

Price Matrix List

Price Matrix																					
Filters <input type="text"/> Export																					
ID	Warehouse	Part number	Description	U/M	Product Code	Customer No.	Customer Name	Ship To	Territory	Misc.	Minimum Qty	Amount Type	Amount	Start Date	End Date	Reason Code	Margin	Current Cost	Average Cost	Contract Cost	Vendor No.
2	TO				SUPP	AAA222	Aaa Printing				0.00	Price	11.00								0.00
3	VA	INSD840	InSpire Dumbbell 40	EA		JACK225	Jackson Fitness Center	TORONTO			0.00	Price	246.19				79.00	51.70	51.70		0.00
4		BLUBERR								GOVERNMENT	0.00	Margin	0.00	9/17/2015	9/25/2015	Over					0.00
5					WEIGHT				ON		6.00	Discount	10.00	4/7/2016	4/30/2016	WEIGHT					0.00
6	VA	MS-RS1000	Moet Systems RS-1000 Treadmill	EA		BELL383	Bell West Credit Union				0.00	Price	2,250.00				32.00	1,530.00	1,530.00		0.00
7	VA	SPAB	Springfield Ab Toner	EA		BELL383	Bell West Credit Union				0.00	Price	45.00				40.00	27.00	27.00		0.00
8	VA	INSWP50	InSpire Weight Plate 50	EA		BELL383	Bell West Credit Union				0.00	Price	66.00				45.00	36.30	36.30		0.00
9	VA	INSKB25	InSpire Kettlebell 25	EA		DUP0192	Dupont Photographers				0.00	Price	35.00				45.00	30.25	30.25		0.00
10	VA	SP500FM	Springfield 500 Floor Mat	EA		DUP0192	Dupont Photographers				0.00	Price	25.00				40.00	15.00	15.00		0.00
11	VA	WALEQBELHAR	Walcom Belt harness	EA		DUP0192	Dupont Photographers				0.00	Price	25.00				30.00	17.50	17.50		0.00
12	VA	NATPUBA	National Pushup Bars	EA		DUP0192	Dupont Photographers				0.00	Price	45.00				25.00	33.75	33.75		0.00
13	VA	MS-RS900	Moet Systems RS-900 Treadmill	EA		DUP0192	Dupont Photographers				0.00	Price	1,575.00				32.00	1,071.00	1,071.00		0.00
14	VA	INSWP10	InSpire Weight Plate 10	EA		DUP0192	Dupont Photographers				0.00	Price	18.00				44.00	10.07976	10.09981		0.00
15		INSD825		EA		DELA553	Delaware Contractors Assn				0.00	Price	58.00								0.00
16		INSD850		EA		DELA553	Delaware Contractors Assn				0.00	Price	118.00								0.00
17		INSWP25		EA		DELA553	Delaware Contractors Assn				0.00	Price	36.00								0.00
18		INBLE100		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		OPT1100	Optima Limousine Service				0.00	Price	85.00								0.00
21		INSD85		EA		OPT1100	Optima Limousine Service				0.00	Price	10.00								0.00
22		INSWP10		EA		OPT1100	Optima Limousine Service				0.00	Price	18.00								0.00
23		INSD815		EA		OPT1100	Optima Limousine Service				0.00	Price	34.00								0.00
24		WALEQRTBAN		EA		OPT1100	Optima Limousine Service				0.00	Price	45.00								0.00
25		INTTK200		EA		OPT1100	Optima Limousine Service				0.00	Price	1,500.00								0.00
26		INSKB15		EA		OPT1100	Optima Limousine Service				0.00	Price	35.00								0.00
27		INTTFS00		EA		OPT1100	Optima Limousine Service				0.00	Price	800.00								0.00
28		INSWP20		EA		OPT1100	Optima Limousine Service				0.00	Price	30.00								0.00
29		SPPG		EA		OPT1100	Optima Limousine Service				0.00	Price	45.00								0.00
30		INSKB35		EA		OPT1100	Optima Limousine Service				0.00	Price	75.00								0.00
31		INSKB5		EA		OPT1100	Optima Limousine Service				0.00	Price	15.00								0.00
32		INSKB10		EA		OPT1100	Optima Limousine Service				0.00	Price	25.00								0.00
33	VA	INSD815	InSpire Dumbbell 15	EA		ELDE929	Elden H Knudson Constr...				0.00	Price	34.00				42.16	19.66417	19.21826		0.00
34	VA	INSCV300	Inspire Coconut Water (300ml)	EA		ELDE929	Elden H Knudson Constr...				0.00	Price	2.50				43.62	1.40950	1.39937		0.00
35	VA	SP2CHIN	Springfield SP-2 Chin-up Bar	EA		ELDE929	Elden H Knudson Constr...				0.00	Price	125.00				40.00	75.00	75.00		0.00
36	VA	INSKB20	InSpire Kettlebell 20	EA		ELDE929	Elden H Knudson Constr...				0.00	Price	45.00				45.00	24.75	24.75		0.00
37	VA	INSKB15	InSpire Kettlebell 15	EA		ELDE929	Elden H Knudson Constr...				0.00	Price	35.00				44.26	19.5106	19.4616		0.00
38	VA	INSKB10	InSpire Kettlebell 10	EA		ELDE929	Elden H Knudson Constr...				0.00	Price	25.00				45.00	13.75	13.75		0.00
39	VA	INSD815	InSpire Dumbbell 15	EA		PENH999	Penna Psychological Assn				0.00	Price	34.00				42.16	19.66417	19.21826		0.00
40	VA	ACMEJTR	ACME Jump Rope	EA		PENH999	Penna Psychological Assn				0.00	Price	15.00				33.00	10.05	10.05		0.00
41	VA	INSWP50	InSpire Weight Plate 50	EA		PENH999	Penna Psychological Assn				0.00	Price	66.00				45.00	36.30	36.30		0.00
42	VA	INSD845	InSpire Dumbbell 45	EA		PENH999	Penna Psychological Assn				0.00	Price	106.00				45.00	58.30	58.30		0.00
43	VA	INBLE100	InSpire 100 Max Blender	EA		PENH999	Penna Psychological Assn				0.00	Price	389.00				41.80	226.40161	223.31943		0.00
44	VA	INSD835	InSpire Dumbbell 35	EA		PENH999	Penna Psychological Assn				0.00	Price	82.00				44.94	45.14621	45.50613		0.00

This list can be filtered and exported if mass updates need to be done using the Spire import routine. Be sure to include the record number if the import should replace the prices that are already there. If it is not included and a price already exists then the user will get a duplicate error on import.

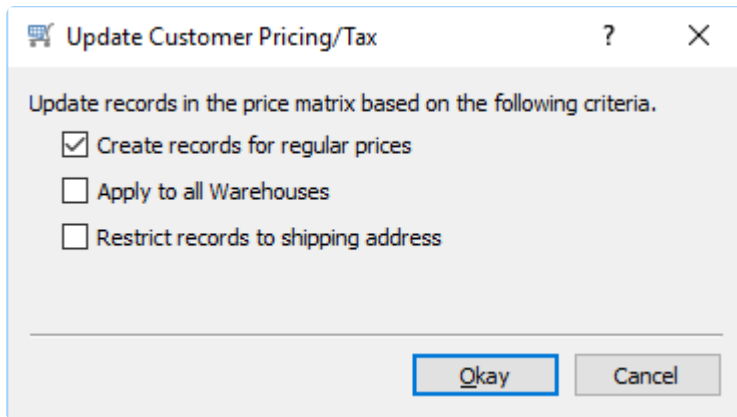
Save Prices from Sales Order

Prices can also be added from a sales order or quote. Once an order is created the user can select the prices button and choose:

- **Store All Price** – This will save the edited prices to the customers price matrix file.
- **Store Selected prices** – This will store all prices from this sales order to the customers price matrix file.

Once clicked the user will be given these options.

Update Records in the price matrix based on the following criteria:



- **Create Records for regular prices** – Even if the price is not edited this will add a record to the customer's price matrix file. They will get regular price for this item. However if the regular price changes they will still continue to get this stored price unless the user also updates it.
- **Apply to all Warehouses** – Apply the price to all warehouses. This way the customer gets the same price even if they go to another location.
- **Restrict records to shipping address** – If selected then only the ship to on this sales order gets this added to their price matrix file. If not selected then the billing and all ship to addresses get this price. If a ship to is not on the order then it is grayed out.

Once added and saved the user can view or edit them on the list.

Contract Cost

The contract cost option in price matrix allows the cost of an item to be set for a customer or group. The true margin is shown when the item is sold to the customer and the inventory GL account is credited with the amount that was paid for for that inventory item.

Using this feature requires some setup.

Contract Cost Differential Account

In Company settings a GL account can be selected to post cost differences when using contract costs for customers. Entering a differential account activates the feature. The vendor and vendor cost fields only appear on price matrix records if this differential account has been configured.

The screenshot shows the 'Company Settings' window with the 'General' tab selected. The left sidebar contains a navigation menu with options: Company, General Ledger, Reports, Email, Multi-Currency, Special Accounts, Sequence Numbers, Variables, and Sales Departments. The main content area has tabs for General, Fiscal Periods, Segments, Groups, Subgroups, and Allocations. The 'General' tab is active, displaying instructions: 'Special meaning can be applied to one or more segments in Spire. These settings will effect which accounts transactions are posted to.' Below this are three sections: 'Location' with a description and a 'Location Segment' dropdown set to 'Disabled'; 'Profit Center' with a description and a 'Profit Center Segment' dropdown set to 'Disabled'; and 'Contract Cost' which is highlighted with a red box. The 'Contract Cost' section includes a 'Differential GL Account' field with the value '11290' and a search icon.

Price Matrix

After setting the item and the customer or group, select a vendor and the contract cost the vendor will give for this customer. Then set the price the customer will pay for this item.

Price Matrix - 45

Inventory Criteria

Whse: VA Inspire Health Systems

Part No: INTTK200 InTek TK200 Cross Traine

Unit of Measure: (EA)

Product Code:

Date Range

Start Date: // End Date: //

Customer Criteria

Customer: JACK225 Jackson Fitness Center

Ship To:

Territory:

User Type:

Other Criteria

☐ High Priority

Pricing

Default Price: 1,500.00 Average Cost: 885.000 Current Cost: 885.000

Vendor: INTEK Contract Cost: 785.000

Pricing Method: Price Price Reason: 2016 CONTRACT

+ ×

Min Qty	Price	Price per EA	Margin
0.00	1,395.00	1,395.00	36.56

Created by SS on 05/02/2016 9:21:20 AM Modified by SS on 05/02/2016 9:26:31 AM

Sales

When this item is sold to the customer the cost and the sell price will come from the price matrix record. It will show the contract cost and the margins based on that cost.

Sales Order - 0000800038 Jackson Fitness Center

Open Customer View Compact Process Reprocess Invoice Next Phase

Totals By Ordered Qty Deposits Requisition

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

Customer

Customer No JACK22! Jackson Fitness Center AR Balance 11,031.59 Credit Limit 30,000.00

PO No Ref No Other Orders 124.84 Available 18,843.57

Notes Salesperson JOHN John Ather Territory

Shipping

Ship To Jackson Fitness Center Ship Via 011 FOB

Contact

Name Phone Fax/Cell Email

Order Details

Open Sales Order

Order No 0000800038

Order Date 05/02/2016

Required Date 05/02/2016

Invoice No

Invoice Date / /

Repeat None

Phase

Insert Delete Comment Serial Numbers Add Job Header UDF Scan Items Fill Prices

Part No	Description	Order Qty	Ship Qty	B/O Qty	Disc	Vendor	Unit Price	Current Cost	Average Cost	Margin (Curr)	Margin (Avg)
[VA] INTTK200	InTek TK200 Cross Trainer	1	1	0	0.0	INTEK	1,395.00	785.00	785.00	43.73	43.73
[VA] INSKB5	InSpire Kettlebell 5	2	2	0	0.0	INSPIRE	15.00	8.25	8.25	45.00	45.00
[VA] INSKB10	InSpire Kettlebell 10	2	2	0	0.0	INSPIRE	25.00	13.75	13.75	45.00	45.00
[VA] INSKB15	InSpire Kettlebell 15	3	3	0	0.0	INSPIRE	35.00	19.5106	19.4616	44.26	44.40
[VA] INSKB20	InSpire Kettlebell 20	4	4	0	0.0	INSPIRE	45.00	24.75	24.75	45.00	45.00

GL Posting

Once the invoice is posted, here is the journal entry that will be made. Note that the \$100 difference is posted to the 'Vendor Rebates Receivable' account set in company settings.

GL Transaction - 0000000668

Post Reverse View Source

Entry Notes

05/02/2016

Account No	Account Name	Base Debit	Base Credit	Source	Designation	Memo	Type	Entity	Document	Us
71130 []	Cost of Goods Sold - Equipment	785.00	0.00	Order Entry	Debit		Inv.	JACK225	0000600352	SS
11303 []	Inventory at Cost - Equipment	0.00	885.00	Order Entry	Debit		Inv.	JACK225	0000600352	SS
41300 []	Sales - Equipment	0.00	1,395.00	Order Entry	Credit		Inv.	JACK225	0000600352	SS
71160 []	Cost of Goods Sold - Weights	322.38	0.00	Order Entry	Debit		Inv.	JACK225	0000600352	SS
11306 []	Inventory at Cost - Weights	0.00	322.38	Order Entry	Debit		Inv.	JACK225	0000600352	SS
41600 []	Sales - Weights	0.00	585.00	Order Entry	Credit		Inv.	JACK225	0000600352	SS
71110 []	Cost of Goods Sold - General	0.05	0.00	Order Entry	Debit		Inv.	JACK225	0000600352	SS
11300 []	Inventory at Cost - General	0.00	0.05	Order Entry	Debit		Inv.	JACK225	0000600352	SS
41100 []	Sales - General	0.00	0.06	Order Entry	Credit		Inv.	JACK225	0000600352	SS
21400 []	G.S.T. Collected	0.00	99.00	Order Entry	Credit		Inv.	JACK225	0000600352	SS
21300 []	BC Provincial Sales Tax Payable	0.00	138.60	Order Entry	Credit		Inv.	JACK225	0000600352	SS
11160 []	Visa	2,217.66	0.00	Order Entry	Debit		Inv.	JACK225	0000600352	SS
11290 []	Vendor Rebates Receivable	100.00	0.00	Order Entry	Debit		Inv.	JACK225	0000600352	SS
[]										

Debits 3,425.09
Credits 3,425.09

Balance 0.00

Instructional Video



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 Print

Customer No.	Name	Future	Current	Over 30	Over 60	Over 90	Over 120	Balance	Phone	Last Payment Amount	Last Payment Date	Last Invoice
A1948	A 1 Party Pleasers	50.71	0.00	0.00	0.00	0.00	0.00	50.71	(413) 739-7933 Ext. 0000	0.00		07/02/2014
AAAN839	Aaan Attorney	2,140.22	0.00	0.00	0.00	0.00	0.00	2,140.22	(206) 447-0071 Ext. 0000	0.00		07/18/2014
ACT1620	Action Technology Co	616.00	0.00	0.00	0.00	0.00	1,864.50	2,480.50	(405) 943-1609 Ext. 0000	-1,779.75	03/14/2015	01/18/2016
ADVA284	Advantage Computers Inc	2,441.60	0.00	4,644.03	306.23	0.00	0.00	7,391.86	(450) 645-6985 Ext. 0000	0.00		09/11/2015
BEEG100	Beegee Travel Consultants	25,942.56	4,656.48	0.00	0.00	268.80	0.00	30,867.84	(615) 799-0803 Ext. 0000	3,445.37	03/16/2015	04/14/2016
BEE396	Beierle & Beierle	43,779.13	21,873.41	0.00	13,711.42	0.00	0.00	79,363.96	(514) 817-0292 Ext. 0000	0.00		09/11/2015
BELL383	Bell West Credit Union	0.00	120.91	0.00	0.00	0.00	1,475.78	1,596.69	(416) 966-9836 Ext. 0000	0.00		09/11/2015
C248	C & G Barbeque Seafood & Ctrg	0.00	0.00	0.00	0.00	0.00	73.45	73.45	(519) 829-5502 Ext. 0000	0.00		03/30/2015
CAP1660	Capital Electrical & Sec Inc	21,343.84	20,158.07	0.00	1,230.57	10,786.72	0.00	53,519.20	(602) 257-4111 Ext. 0000	0.00		09/11/2015
CARE252	Care Laboratories Inc	15,244.32	7,119.57	0.00	1,270.12	0.00	0.00	23,634.01	(250) 282-5021 Ext. 0000	0.00		01/18/2016
DALE203	Dales Automotive	0.00	5,198.00	-250.00	0.00	0.00	0.00	4,948.00	(778) 835-4075 Ext. 0000	250.00	03/14/2015	03/14/2015
DALE991	Dale, William J Jr	141.25	0.00	0.00	93.39	0.00	0.00	234.64	(320) 587-1605 Ext. 0000	0.00		02/13/2015
DANV470	Danville Nursing Home	1,080.28	0.00	0.00	0.00	0.00	0.00	1,080.28	(613) 726-1731 Ext. 0000	0.00		07/10/2014
DATA100	Data Management Services Inc	0.00	0.00	0.00	8,704.02	0.00	0.00	8,704.02	(714) 543-8358 Ext. 0000	0.00		09/11/2015
DELA553	Delaware Contractors Assn	16,029.44	21,713.34	16,029.44	0.00	748.16	2,711.44	57,231.82	(310) 556-9177 Ext. 0000	0.00		07/06/2015
DUP0192	Dupont Photographers	0.00	72,531.88	0.00	0.00	5,131.84	7,621.85	85,285.57	(705) 443-6579 Ext. 0000	85,285.57	04/14/2016	01/06/2015
EAST571	Eastman Chemical Company	0.00	23,005.67	0.00	0.00	5,253.37	1,270.12	29,529.16	(516) 466-7437 Ext. 0000	9,018.53	03/14/2015	01/06/2015
ELDE929	Elden H Knudson Constrcn Co	0.00	71,375.89	0.00	1,581.34	694.40	29,906.58	103,558.21	(405) 495-7329 Ext. 0000	0.00		01/06/2015
ER118	E R Partridge Inc	0.00	30,776.12	0.00	41,120.93	7,117.60	0.00	79,014.65	(418) 737-0284 Ext. 0000	0.00		02/13/2015
FAIR724	Fairfield Printing	1,582.00	0.00	0.00	0.00	0.00	0.00	1,582.00	(604) 421-4238 Ext. 0000	0.00		05/30/2014
FAIR771	Fairfield Inn By Marriott	2,075.83	0.00	0.00	0.00	0.00	0.00	2,075.83	(847) 888-8942 Ext. 0000	0.00		09/16/2015
FORE113	Forest Hist Ctr Mn Hist Scy	8,065.12	18,586.55	8,065.12	2,210.28	1,972.32	0.00	38,899.39	(416) 798-4132 Ext. 0000	0.00		07/06/2015
GAMB260	Gambina Dolls	0.00	1,711.32	0.00	0.00	22,667.68	276.85	24,655.85	(519) 504-6441 Ext. 0000	7,195.57	03/14/2015	03/27/2015
HARR652	Harris, Baum E Esq	0.00	10,963.42	0.00	7,356.30	26,497.81	0.00	44,817.53	(717) 531-8044 Ext. 0000	11,901.16	03/14/2015	01/06/2015
HART426	Hartzhorn, Charles J Esq	0.00	732.24	1,861.44	1,233.96	0.00	0.00	3,827.64	(780) 832-8738 Ext. 0000	0.00		02/19/2015
HARV663	Harvest States Cooperative	0.00	23,064.43	0.00	0.00	33,717.33	0.00	56,781.76	(813) 759-4827 Ext. 0000	0.00		01/06/2015
HAST563	Hastings Communications	13,343.89	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
WRI1633	Wollik, Ronald E Esq	0.00	80,347.43	0.00	0.00	0.00	13,146.50	93,493.93	(723) 737-2304 Ext. 0000	0.00		04/16/2014

Add – Adds an AR entry.

View Receivables – Opens the receivables records for the selected customer.

Apply Finance Charges – Applies finance charges to the selected customers. This relies on the finance charge rate being set in Company Settings/Accounts Receivable/Monthly Interest Rate (%) and a setting on each Customer/Billing/Apply finance charges.

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

Accounts Receivable - Jackson Fitness Center

Navigation: < < > >

Buttons: Open Customer, Apply Finance Charges

Customer: JACK225 Jackson Fitness Center Currency: []

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

Contact: Name: Jason Fallon Phone: [] - Ext. [] Email: jlon@jacksonfitness.net Fax/Cell: [] - []

Info: Last invoice: 11/05/2018 Credit limit: 30,000.00 Average days to pay: 279 Available: 9,863.24 Terms: 2% 10 days

Open Items Communications User Defined

Buttons: New, Apply, Payment, Void, Refund Check, Hold, Show: Open, Show Credits, Expand All, View Transaction, View Invoice

Transaction No	Date	Debit	Credit	Applied	Balance	Terms Code	Terms Desc.	Customer PO	Reference No	Type	Memo	Hold	Due Date	User
<input checked="" type="checkbox"/> 0000001270	11/05/2018	289.53	0.00		289.53	02	2% 10 days		0000600451	Invoice	MON/TORONTO Jackson Fitness Center - TO	<input type="checkbox"/>	11/15/2018	AL
<input checked="" type="checkbox"/> 0000001269	11/05/2018	81.82	0.00		81.82	02	2% 10 days		0000600450	Invoice	MON/TORONTO Jackson Fitness Center - TO	<input type="checkbox"/>	11/15/2018	AL
<input checked="" type="checkbox"/> 0000001251	09/13/2018	202.87	0.00		202.87					Service Charge	MON/	<input type="checkbox"/>	09/13/2018	AL
<input checked="" type="checkbox"/> 0000001152	03/21/2018	89.60	0.00		89.60	02	2% 10 days		0000600420	Invoice	MON/	<input type="checkbox"/>	03/31/2018	SS
<input checked="" type="checkbox"/> 0000000845	09/26/2016	6,214.88	0.00		6,214.88	02	2% 10 days		0000600399	Invoice	TOR/	<input type="checkbox"/>	10/06/2016	SS
<input checked="" type="checkbox"/> 0000000847	09/26/2016	95.00	0.00		95.00	02	2% 10 days			Invoice	TOR/	<input type="checkbox"/>	10/06/2016	SS
<input type="checkbox"/> 0000000792	05/25/2016	123.48	0.00		123.48	02	2% 10 days		0000600386	Invoice	VAN/	<input type="checkbox"/>	06/04/2016	SS
<input type="checkbox"/> 0000000757	05/13/2016	123.48	0.00		123.48	02	2% 10 days		0000600369	Invoice	VAN/	<input type="checkbox"/>	05/23/2016	SS
<input type="checkbox"/> 0000000755	05/10/2016	5.66	0.00		5.66	02	2% 10 days		0000600359	Invoice		<input type="checkbox"/>	05/20/2016	SS
<input type="checkbox"/> 0000000676	04/25/2016	529.76	0.00		529.76	02	2% 10 days		0000600354	Invoice		<input type="checkbox"/>	05/05/2016	SS
<input type="checkbox"/> 0000000758	02/09/2016	246.97	0.00		246.97	02	2% 10 days		0000600371	Invoice	VAN/	<input type="checkbox"/>	02/19/2016	SS
<input type="checkbox"/> 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	<input type="checkbox"/>	04/28/2015	SS

Total Balance 10,717.93
Remaining 3,947.10 **Total Amount 6,770.83**

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.

Accounts Receivable - Jackson Fitness Center

Customer: JACK225 Jackson Fitness Center

Billing Address: 2018 No. 3 Road, Richmond, BC V6X 2B8

Phone: (604) 249-0735 Ext. Fax: () -

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

Info: Last invoice: 11/05/2018 Credit limit: 30,000.00
Average days to pay: 279 Available: 9,863.24
Terms: 2% 10 days

Open Items Communications User Defined

Buttons: New, Apply, Payment, Void, Refund Check, Hold, Show: All, Show Credits, Collapse All, View Transaction, View Invoice

Transaction No	Date	Debit	Credit	Applied	Balance	Terms Code	Terms Desc.	Customer PO	Reference No	Type	Memo	Hold	Due Date	User
0000000785	05/25/2016	376.32	0.00	376.32	0.00	02	2% 10 days		0000600379	Invoice	VAN/		06/04/2016	SS
0000001101	02/09/2017	0.00	2,714.88		0.00	02	2% 10 days	124599	0000600409	Credit Memo	TOR/TORONTO Jackson Fit...		02/19/2017	SS
0000000649	04/18/2015	2,714.88	0.00	2,714.88	0.00	02	2% 10 days	124599	0000600346	Invoice	TORONTO Jackson Fitness ...		04/28/2015	SS
0000001152	03/21/2018	89.60	0.00		89.60	02	2% 10 days		0000600420	Invoice	MON/		03/31/2018	SS
0000001244	01/01/2017	0.00	7,208.15		0.00					Payment	MON/		01/01/2017	AL
0000000650	04/18/2015	820.96	0.00	820.96	0.00	01	Net 30 days	124645	0000600347	Invoice			05/18/2015	SS
0000000651	04/18/2015	1,904.00	0.00	1,904.00	0.00	02	2% 10 days	124859	0000600348	Invoice			04/28/2015	SS
0000000784	05/25/2016	952.57	0.00	952.57	0.00	02	2% 10 days		0000600378	Invoice	VAN/		06/04/2016	SS
0000001243	01/01/2017	3,594.23	0.00	3,530.62	0.00	02	2% 10 days			Invoice	MON/		01/11/2017	AL
0000001244	01/01/2017	0.00	63.61		0.00					Credit Memo			01/01/2017	AL
0000001243	01/01/2017	3,594.23	0.00	63.61	0.00	02	2% 10 days			Invoice	MON/		01/11/2017	AL
0000001251	09/13/2018	202.87	0.00	202.87	0.00					Service Charge	MON/		09/13/2018	AL
0000001252	09/12/2018	0.00	202.87		0.00					Credit Memo	MON/		09/12/2018	AL
0000001250	09/12/2018	202.87	0.00	202.87	0.00					Service Charge	MON/		09/12/2018	AL
0000001269	11/05/2018	81.82	0.00		81.82	02	2% 10 days		0000600450	Invoice	MON/TORONTO Jackson Fit...		11/15/2018	AL
0000001270	11/05/2018	289.53	0.00		289.53	02	2% 10 days		0000600451	Invoice	MON/TORONTO Jackson Fit...		11/15/2018	AL

Total Balance 10,717.93
Remaining 10,717.93
Total Amount 0.00

Payment is shown first with the invoices indented below. This makes it very clear what invoices the payment included.

Expand All – Expands the links for all transactions so as to see the invoices and related payment.

View Transaction – Views the journal entry of the highlighted transaction.

View Invoice – Views the invoice for the highlighted transaction.

Communications

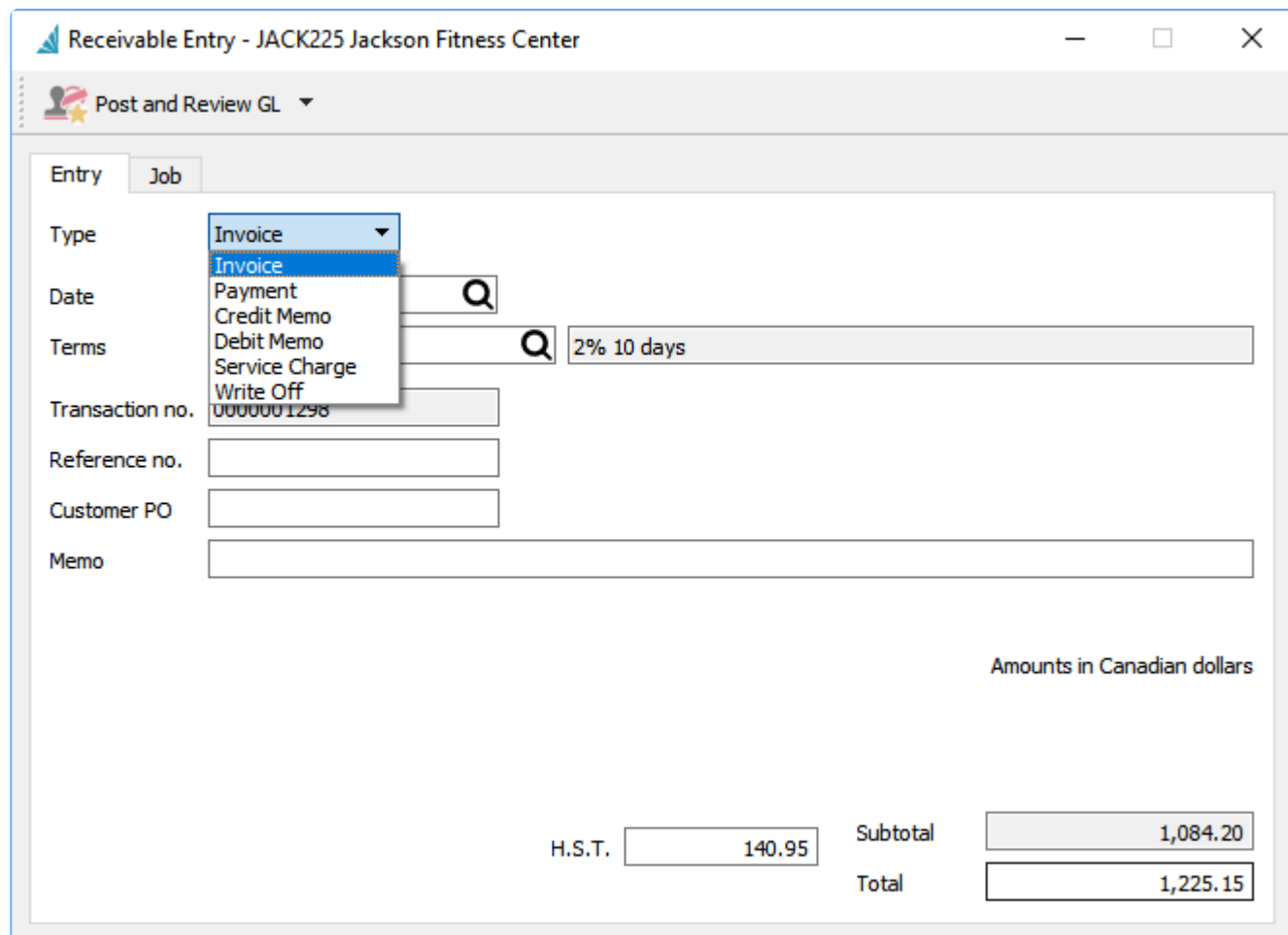
Communications – Any number of notes or attachments can be added to accounts receivable. Once attached the user simply double clicks the attachment and it will open in the default viewer for that type of document.

User Defined

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

AR Entry

Accounts Receivable Entry



Receivable Entry - JACK225 Jackson Fitness Center

Post and Review GL

Entry Job

Type: Invoice (selected)
 Date:
 Terms: 2% 10 days
 Transaction no.: 0000001298
 Reference no.:
 Customer PO:
 Memo:

Amounts in Canadian dollars

H.S.T.	140.95	Subtotal	1,084.20
		Total	1,225.15

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

Accounts Receivable - Jackson Fitness Center

Customer: JACK225 Jackson Fitness Center

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

Open Items

Select amounts to pay and click 'Payment'

Transaction No	Reference No	Debit	Date	Terms
<input checked="" type="checkbox"/> 0000000512	0000600318	5,591.75	07/07/2015	2% 10 da
<input checked="" type="checkbox"/> 0000000649	0000600346	2,714.88	04/18/2015	Net 30 da
<input checked="" type="checkbox"/> 0000000650	0000600347	820.96	04/18/2015	2% 10 da
<input checked="" type="checkbox"/> 0000000651	0000600348	1,904.00	04/18/2015	2% 10 da
<input checked="" type="checkbox"/> 0000000676	0000600354	529.76	04/25/2016	2% 10 da
<input type="checkbox"/> 0000000728	0000600357	2,462.88	05/09/2016	2% 10 da
<input type="checkbox"/> 0000000754	0000600370	617.40	05/13/2016	2% 10 da
<input type="checkbox"/> 0000000755	0000600359	5.66	05/10/2016	2% 10 da
<input type="checkbox"/> 0000000756	0000600372	1,232.00	03/29/2016	2% 10 da
<input type="checkbox"/> 0000000757	0000600369	123.48	05/13/2016	2% 10 da
<input type="checkbox"/> 0000000758	0000600371	246.97	02/09/2016	2% 10 da
<input type="checkbox"/> 0000000784	0000600378	952.57	05/25/2016	2% 10 da
<input type="checkbox"/> 0000000785	0000600379	376.32	05/25/2016	2% 10 da
<input type="checkbox"/> 0000000792	0000600386	123.48	05/25/2016	2% 10 da

Post Entry

Type: Payment Method: Cash and Cheque Receipts

Date: 08/24/2016

☐ Print receipt

Transaction no.: 0000000838 ☒ Post automatically

Reference no.:

Memo:

Transaction No	Terms Code	Terms Description	Balance	Pay Amount	Discount Amount	Discount %	Give Discount
0000000512			5,591.75	5,591.75	0.00	0.00	<input type="checkbox"/>
0000000649	02	2% 10 days	2,714.88	2,714.88	48.48	2.00	<input checked="" type="checkbox"/>
0000000676	02	2% 10 days	529.76	529.76	9.46	2.00	<input checked="" type="checkbox"/>
0000000651	02	2% 10 days	1,904.00	1,904.00	34.00	2.00	<input checked="" type="checkbox"/>

Discount is editable

All amounts in base currency

Total: 10,648.45

Total Balance: 17,707.71 Remaining: 6,967.32 Total Amount: 10,740.39

Type – Hard coded with “Payment”.

Method – Payment method

Date – Date for the payment.

Print Receipt – Check if a payment receipt is required to print or email

Transaction – The assumed GL transaction number. If another transaction is posted after this number is assigned, then the transaction will be given the next available number.

Post automatically – If checked then the journal entry will be posted without the user editing it. If unchecked then the user will be given the opportunity to edit it before posting. The ability to edit the posting is a user security setting in Users/General

Reference – Usually the customers check number or if paid by credit card the user can enter Mastercard or Visa.

Memo – A memo can be added for this payment.

Terms Code – The terms code that was used for the amount

Terms Description – The terms description that was used for the amount

Balance – The balance of the transaction

Pay Amount – User can override this and the invoice will get partially paid have the payment linked to the amount.

Discount Amount – The discount amount. This is calculated by the terms but can be edited before posting.

Discount % – The discount % being offered.

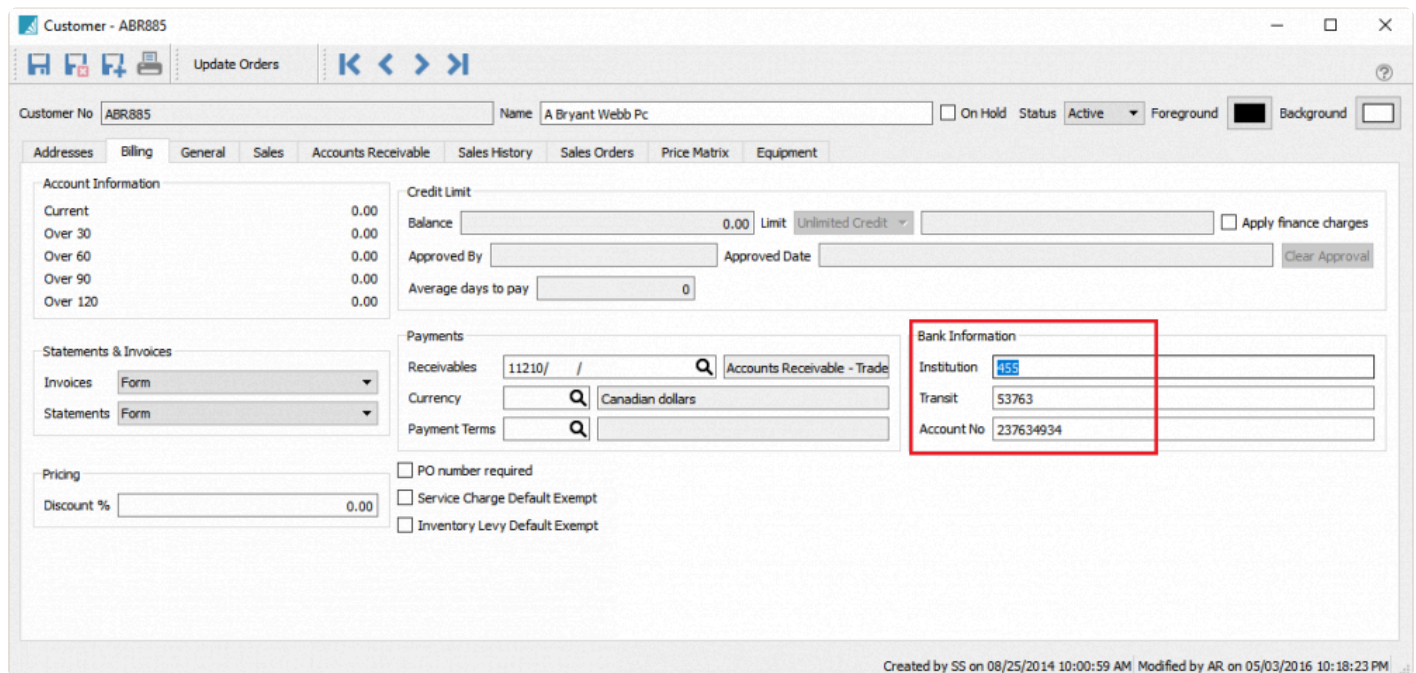
Give Discount – Check to give the discount. Amounts that fall within terms will automatically be checked but user can override.

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

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.



Customer - ABR885

Customer No: ABR885 Name: A Bryant Webb Pc ☐ On Hold Status: Active ☐ Foreground ☐ Background ☐

Addresses Billing General Sales Accounts Receivable Sales History Sales Orders Price Matrix Equipment

Account Information

Current	0.00
Over 30	0.00
Over 60	0.00
Over 90	0.00
Over 120	0.00

Statements & Invoices

Invoices: Form

Statements: Form

Pricing

Discount %: 0.00

Credit Limit

Balance: 0.00 Limit: Unlimited Credit ☐ Apply finance charges

Approved By: Approved Date: Clear Approval

Average days to pay: 0

Payments

Receivables: 11210/ / Accounts Receivable - Trade

Currency: Canadian dollars

Payment Terms:

Bank Information

Institution: AB5

Transit: 53763

Account No: 237634934

☐ PO number required

☐ Service Charge Default Exempt

☐ Inventory Levy Default Exempt

Created by SS on 08/25/2014 10:00:59 AM Modified by AR on 05/03/2016 10:18:23 PM

AR Batch List

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

AR Batches

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.

AR Batch -

Load Receivables Discounts Post Open Customer View Transaction View Source

Due By: // Search

Currency: Search

Payment Terms: Search

Note: Search

Payment Method: Cash and Cheque Receipts

Batch Date: 01/31/2017 Search

Buttons: Add Cheque, Edit Cheque, Remove Cheque

Pay	Give Discount	Discount	Pay Amount	Payment #	Balance	Type	Customer No	Customer Name	Date	Due Date	Terms C	Terms Desc.	Hold	Transaction No	Reference No	Memo
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	1,355.44	5657	1,355.44	Invoice	HARR652	Harris, Baum E Esq	03/20/2015	03/20/2015			<input type="checkbox"/>	0000000182	0000600180	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	5,372.02	5657	5,372.02	Invoice	HARR652	Harris, Baum E Esq	03/20/2015	03/20/2015			<input type="checkbox"/>	0000000189	0000600187	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	1,120.96	3456	1,120.96	Invoice	ISAA602	Isaacson, Thomas Lynn Esq	06/15/2014	06/15/2014			<input type="checkbox"/>	0000000043	0000600041	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	1,131.13	3456	1,131.13	Invoice	ISAA602	Isaacson, Thomas Lynn Esq	07/15/2014	07/15/2014			<input type="checkbox"/>	0000000047	0000600045	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	1,957.16	3456	1,957.16	Invoice	ISAA602	Isaacson, Thomas Lynn Esq	09/20/2014	09/20/2014			<input type="checkbox"/>	0000000087	0000600085	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.11	5.49	45458	5.60	Invoice	JACK225	Jackson Fitness Center	05/25/2016	06/04/2016	02	2% 10 days	<input type="checkbox"/>	0000000793	0000600387	VAN/
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	5,591.75	45458	5,591.75	Invoice	JACK225	Jackson Fitness Center	07/07/2015	07/07/2015			<input type="checkbox"/>	0000000512	0000600318	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	49.2	2,413.62	45458	2,462.88	Invoice	JACK225	Jackson Fitness Center	05/09/2016	05/19/2016	02	2% 10 days	<input type="checkbox"/>	0000000728	0000600357	VAN/

Clicking add/edit cheque will present this screen to select a customer and cheque amount

Customer: JACK225 Jackson Fitness Center

Amount: 8,010.86

Discounts can be applied

Pay	Give Discount	Discount	Pay Amount	Balance	Type	Date	Due Date	Terms Code	Terms Desc.	Hold	Transaction No	Reference No
<input type="checkbox"/>	<input type="checkbox"/>	0.11	5.49	5.60	Invoice	05/25/2016	06/04/2016	02	2% 10 days	<input type="checkbox"/>	0000000793	0000600387
<input type="checkbox"/>	<input type="checkbox"/>	0.00	5,591.75	5,591.75	Invoice	07/07/2015	07/07/2015			<input type="checkbox"/>	0000000512	0000600318
<input type="checkbox"/>	<input type="checkbox"/>	49.26	2,413.62	2,462.88	Invoice	05/09/2016	05/19/2016	02	2% 10 days	<input type="checkbox"/>	0000000728	0000600357
<input type="checkbox"/>	<input type="checkbox"/>	2.47	0.00	123.48	Invoice	05/25/2016	06/04/2016	02	2% 10 days	<input type="checkbox"/>	0000000792	0000600386
<input type="checkbox"/>	<input type="checkbox"/>	19.05	0.00	952.57	Invoice	05/25/2016	06/04/2016	02	2% 10 days	<input type="checkbox"/>	0000000784	0000600378
<input type="checkbox"/>	<input type="checkbox"/>	7.53	0.00	376.32	Invoice	05/25/2016	06/04/2016	02	2% 10 days	<input type="checkbox"/>	0000000785	0000600379
<input type="checkbox"/>	<input type="checkbox"/>	0.11	0.00	5.66	Invoice	05/10/2016	05/20/2016	02	2% 10 days	<input type="checkbox"/>	0000000755	0000600359
<input type="checkbox"/>	<input type="checkbox"/>	24.64	0.00	1,232.00	Invoice	03/29/2016	04/08/2016	02	2% 10 days	<input type="checkbox"/>	0000000756	0000600372

Amounts in base currency

Cheque total amount matched invoices marked to pay → 8,010.86

Batch total that will get posted to bank → 105,872.48

Amounts in base currency

OK Cancel

Created by SS on 01/31/2017 1:23:59 PM Modified by SS on 01/31/2017 1:32:27 PM

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.

AR Batch -

4 - Click 'Post' to create EFT file to upload to bank, and deposit funds to bank account

1 - Select Payment method - EFT

2 - Select selection criteria and click 'Load Receivables'

3 - Select each invoice where payment will be taken

Due By: // Q Currency: Payment Terms: Note:

Payment Method: EFT Batch Date: 01/31/2017

Pay	Give Discount	Discount	Pay Amount	Payment #	Balance	Type	Customer No	Customer Name	Date	Due Date	Terms Code	Terms Desc.	Hold	Transaction No	Refere
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	50.71		50.71	Invoice	A1948	A 1 Party Pleasers	07/02/2015	07/02/2015			<input type="checkbox"/>	0000000233	00006
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	405.00		405.00	Invoice	A1948	A 1 Party Pleasers	05/24/2016	05/25/2016	PAD	Pre Auth Debit	<input type="checkbox"/>	0000000768	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	1,485.00		1,485.00	Invoice	A1948	A 1 Party Pleasers	05/24/2016	05/25/2016	PAD	Pre Auth Debit	<input type="checkbox"/>	0000000769	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	5.60		5.60	Invoice	A1948	A 1 Party Pleasers	09/09/2016	09/10/2016	PAD	Pre Auth Debit	<input type="checkbox"/>	0000000826	00006
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	270.49		270.49	Invoice	A1948	A 1 Party Pleasers	09/14/2016	09/14/2016			<input type="checkbox"/>	0000000837	00006
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	123.48		123.48	Invoice	A1948	A 1 Party Pleasers	10/14/2016	10/14/2016			<input type="checkbox"/>	0000000838	00006
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	1,923.53		1,923.53	Invoice	A1948	A 1 Party Pleasers	12/14/2016	12/14/2016			<input type="checkbox"/>	0000000840	00006
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	117.60		117.60	Invoice	A309	A & L Business Services	05/10/2016	05/10/2016			<input type="checkbox"/>	0000000730	00006
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	2,140.22		2,140.22	Invoice	AAAN839	Aaan Attorney	07/18/2015	07/18/2015			<input type="checkbox"/>	0000000237	00006
<input checked="" type="checkbox"/>	<input type="checkbox"/>	22.46	1,100.54		1,123.00	Invoice	BEEG100	Beegee Travel Consultants	05/12/2016	05/22/2016	02	2% 10 days	<input type="checkbox"/>	0000000743	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	5.60		5.60	Invoice	A1948	A 1 Party Pleasers	09/06/2016	09/07/2016	PAD	Pre Auth Debit	<input type="checkbox"/>	0000000801	00006
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	270.49		270.49	Invoice	A1948	A 1 Party Pleasers	11/14/2016	11/14/2016			<input type="checkbox"/>	0000000839	00006
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	270.49		270.49	Invoice	A1948	A 1 Party Pleasers	09/15/2016	09/15/2016			<input type="checkbox"/>	0000000841	00006
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00		1,923.53	Invoice	A1948	A 1 Party Pleasers	10/14/2016	10/14/2016			<input type="checkbox"/>	0000000842	00006
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00		130.54	Invoice	AAA222	Aaa Printing	09/09/2016	09/09/2016			<input type="checkbox"/>	0000000827	00006
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00		84.75	Invoice	ACT1620	Action Technology Co	09/20/2014	09/20/2014			<input type="checkbox"/>	0000000099	00006
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00		1,779.75	Invoice	ACT1620	Action Technology Co	04/15/2014	04/15/2014			<input type="checkbox"/>	0000000023	00006
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00		616.00	Invoice	ACT1620	Action Technology Co	09/11/2015	09/11/2015			<input type="checkbox"/>	0000000539	00006
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00		1,559.04	Invoice	ADVA284	Advantage Computers Inc	08/14/2015	08/14/2015			<input type="checkbox"/>	0000000791	00006
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00		1,503.04	Invoice	ADVA284	Advantage Computers Inc	07/06/2015	07/06/2015			<input type="checkbox"/>	0000000508	00006
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00		3,140.99	Invoice	ADVA284	Advantage Computers Inc	03/10/2015	03/10/2015			<input type="checkbox"/>	0000000161	00006
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00		1,503.04	Invoice	ADVA284	Advantage Computers Inc	03/11/2015	03/11/2015			<input type="checkbox"/>	0000000164	00006

Amounts in base currency

Total of deposit that will be applied to bank **8,168.75**

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.

Save File

My Computer > Documents > EFT > Cust

Search Cust

Organize New folder

Name	Date modified	Type
0177.cpa	07/28/2014 2:09 PM	CPA File
0178.cpa	07/28/2014 3:49 PM	CPA File
0180.cpa	08/14/2014 9:08 AM	CPA File
0188.cpa	10/17/2014 7:22 AM	CPA File

File name: 0189.cpa

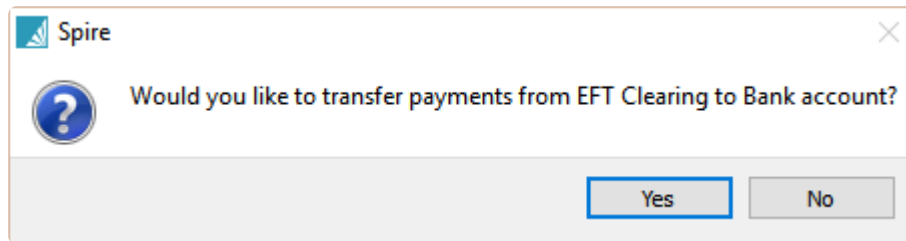
Save as type: CPA (*.cpa)

Save Cancel

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.

Accounts Summary Transactions Recurring Entries Reports										
Filters Search Export Transaction Account										
Match if All of the following criteria are true										
+ X	Type	contains	EFT							
+ X	Document	contains	009							
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	M6V8D5	ON	CAN	(416) 555-1889...	39.00	
NOLIFI	Northern Lights Fitness Products Inc.			P.O. Box 1748	Cornwall	K6H 5V7	ON	CAN	(800) 461-1709...	6,787.00	Net 60 Days
OMELEE	Omega Electronics Inc	Abbie Elson	aellson@omega.da	1000 - 600 West Georgia Street	Vancouver	V7Y6K7	BC	CAN	(604) 555-4422...	1,921.04	
ROGCAN	Rogue Canada		meet@roguecanada.ca	4242 - 99 Street	Edmonton	T6E 5B3	AB	CAN	(780) 988-9668...	3,306.44	Net 60 Days
SPEGAM	Specialty Games LLC			33612 S. Fifth Avenue	Honolulu	96813	HI	USA	(180) 855-5789...	-38.95	
SPRFIT	Springfield Fitness	Albert Namton	anamton@springfit.to	3477 Kingston	New York	10007	NY	USA	(588) 964-2596...	22.40	
STRING	Strategic Ingredients	Sam Wheely	swheely@stategicFood.vc	6297 Stern Ave	Vancouver	V5T 7G6	BC	CAN	(604) 555-7822...	41,539.05	
WALECHI	Walechi Equipment Ltd	John Simpson	jsimpson@walechi.ca	7711 4th Ave	Edmonton	T6C 0R8	AB	CAN	(780) 788-8888...	0.00	

Add/Edit Vendor

To add a vendor, click the + (add) button and to edit an existing vendor click the vendor in the vendor list and click the edit icon.

Addresses

Vendor - FIDEBU

Vendor No. FIDEBU Name Fitness Development Equipment ☐ On Hold Status Active Foreground Background

Addresses Billing General Statistics Accounts Payable Vendor Prices Purchasing T4A Statements T5018 Statements

Billing Address Remit to

Address Sales Taxes Order Defaults Communication User Defined

Contact Information

Address 3455 Ferdale Street

Map

City Burnaby

Postal Code V5M 8Y8 Province BC

Country Canada

Phone (604) 443-4890 Ext. #

Fax (604) 443-4489 #

☐ Hold Address

Contact #1 Contact #2 Contact #3

Name Bill Smith

Phone () - Ext. #

Fax/Cell () - #

Email bsmith@fitdev.com

Internet Addresses

Email >

Website >

Created by SS on 10/01/2014 7:39:35 AM Modified by AL on 01/23/2019 6:36:07 AM

Vendor No – Select a unique code for this vendor

Name – Enter the vendors legal name

On Hold – Holds the vendor so no transaction can be entered

Status – Active or Inactive. Inactive hides the vendor from display unless the user has 'Show inactive Vendors' set on in [User Settings/vendors](#).

Billing Address – The company billing address and contact information. Contacts 1 – 3 labels can be renamed to something that makes sense in [Company Settings/Vendor](#)

Remit to – The name and address that will print on checks if Remit to exists. To add a 'Remit to' click the + at that the bottom of the list. Leave the address code blank and tab off. It will automatically add the 'Remit to' code and then user can enter the name and address.

Sales Tax Tab

Address	Sales Taxes	Order Defaults	Communication	Attachments	User Defined
Sales Taxes					
Tax Code	Description	Rate			
1	G.S.T.	5.0			
2	P.S.T.	7.0			
3		0.0			

Tax1 – Select a tax from list that was created in Edit/Sales Taxes

Tax2 – Select a tax from list that was created in Edit/Sales Taxes

Tax3 – Select a tax from list that was created in Edit/Sales Taxes

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

Order Defaults

Address	Sales Taxes	Order Defaults	Communication	User Defined
Order Defaults				
Shipping Method				
Expense	11300/ /	Inventory at Cost - General		

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

Attention	Subject	Created Date	Created By	Due Date	Completion Date	Display Type
Alert	PO minimum \$5,000	4/6/2016	SS			Purchase Order

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

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)

The screenshot shows the 'User Defined' tab in the Spire application. A 'User Defined Page -' dialog box is open, allowing the user to add a new field. The dialog includes a 'Label' text box, a large empty area for a description or image, and a list of action buttons: 'New', 'Edit', 'Delete', 'Move Up', 'Move Down', 'Ok', and 'Cancel'. Below the dialog, there are buttons for 'Add Page', 'Edit Page', 'Remove Page', 'Move Left', and 'Move Right'.

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

Vendor - FIDEBU

Vendor No. Name ☐ On Hold Status Foreground ☐ Background ☐

Addresses Billing General Statistics Accounts Payable Vendor Prices Purchasing T4A Statements T5018 Statements

GL Accounts

Accounts Payable

Expense

Payment

☒ Print Checks

☐ Use Remit To

☒ Use billing address taxes on purchase order

Bank Information

Institution

Transit

Account No

Account

Payment Terms

Account No

Credit Limit

Currency

Created by SS on 10/01/2014 7:39:35 AM Modified by AL on 01/23/2019 6:19:23 AM

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 unchecked.

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

Vendor - ALL173

Vendor No. Name ☐ On Hold Status Foreground ☐ Background ☐

Addresses Billing General Statistics Accounts Payable Vendor Prices Purchasing T4A Statements T5018 Statements

Reporting

Report Type

Identification Type

Identification

User Defined Fields

Notes

Buyer

Reference

Created by SS on 01/31/2017 7:24:10 AM Modified by SS on 01/31/2017 7:24:10 AM

Report Type – Select T4A if this vendor is to be issued a T4A ([see T4A Section](#)) or T5018 if the vendor is to receive a T5018 ([see T5018 section](#))

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

Vendor - FIDEBU

Vendor No. FIDEBU Name Fitness Development Equipment ☐ On Hold Status Active Foreground Background

Addresses Billing General **Statistics** Accounts Payable Vendor Prices Purchasing T4A Statements T5018 Statements

Summary		Purchases	
Present Balance	11,147.54	Last Year	2,688.00
Current P.O. Number	0000700091	This Year	11,147.54
Last Payment Reference	EFT 0017	Next Year	0.00
Last Payment Date	02/14/2017		

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

Vendor - FIDEBU

Vendor No. FIDEBU Name Fitness Development Equipment ☐ On Hold Status Active Foreground Background

Addresses Billing General Statistics Accounts Payable Vendor Prices Purchasing T4A Statements T5018 Statements

Details Communications User Defined

Transaction No	Date	Debit	Credit	Applied	Balance	Terms Code	Terms Desc.	Purchase No	Reference No
<input checked="" type="checkbox"/> 0000001283	01/23/2018	0.00	12,485.25		12,485.25	03	Net 60 Days		
<input checked="" type="checkbox"/> 0000001034	01/31/2017	0.00	3,360.00		3,360.00	03	Net 60 Days	0000700057	567677
<input type="checkbox"/> 0000000580	04/04/2016	0.00	1,231.44		1,231.44	02	2% 10 days	0000700045	

Total Balance 17,076.69
 Remaining 1,231.44 **Total Amount 15,845.25**

Created by SS on 10/01/2014 7:39:35 AM Modified by AL on 01/23/2019 6:36:07 AM

The Accounts Payable tab allows the user to do AP transactions for this vendor just as if they were in the accounts payable module. [See Accounts Payable](#) section for more details

Vendor Prices

Vendor - FIDEBU

Vendor No. FIDEBU Name Fitness Development Equipment ☐ On Hold Status Active Foreground Background

Addresses Billing General Statistics Accounts Payable Vendor Prices Purchasing T4A Statements T5018 Statements

Warehouse Part No Description Unit of Measure

VA	PREEF...	Precor EFX ...	EA
VA	PRETR...	Precor 9.35...	EA

Spire

Vendor

Inventory VA /PREEFX425 Precor EFX 425 Elliptical Fitness Cross

Vendor FIDEBU Fitness Development Equipment

Vendor Part No ST5865

Start Date 01/01/2015

End Date / /

Details

Unit of Measure EA

Minimum Order Qty 0

Cost Price 2,105.00 ☐ Automatically update vendor cost in receiving

Variance -18.74

Quantity Breaks

Quantity	Cost Price
3.00	2,000.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00

Created by SS on 04/06/2016 12:33:04 AM Modified by SS on 04/06/2016 12:33:04 AM

Add – Adds a new vendor price

Edit – Edits a vendor price

Delete – Deletes a vendor price

Export – Exports vendor prices

Inventory – Inventory Code

Vendor – Vendor

Vendor Part No – Vendor part numbers that will be printed on the purchase order if it exists,

Start Date – Date to start this price. Note that overlapping dates cannot exist.

End Date – Date to end this price

Automatically delete prices after expiry – Delete this record once the end date is reached

Unit of Measure – UOM for this price

Minimum Order Qty – Minimum quantity the vendor will allow this item to be purchased in. When the item is added to a purchase order this amount will be added to at minimum.

Cost Price – Cost for this item

Variance – Difference between this cost and the items current cost.

Automatically update vendor cost in receiving – When the PO is received and the cost is different than this record, this cost will be updated.

Quantity breaks – Breaks in prices can be added for various quantities.

Purchasing

Vendor - FIDEBU

Vendor No. FIDEBU Name Fitness Development Equipment ☐ On Hold Status Active Foreground Background

Addresses Billing General Statistics Accounts Payable Vendor Prices Purchasing T4A Statements T5018 Statements

Orders Order Items History History Items

Filters Search Export + - Print Next Phase Refresh Prices

Order No	Status	Order Date	Warehouse	Required Date	Received Date	Sub Total	Received Amount	Remaining Amount	Total	Invoiced Amount	Reference No	FOB	Vendor Order Num
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			

Created by SS on 10/01/2014 7:39:35 AM Modified by AL on 01/23/2019 6:36:07 AM

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. [Q](#) Fitness Devel Notes Always place order with Bill
 Vendor Order No Reference No

General
 Ship To Customer [Q](#) Ship Address ID [Q](#) FOB
 Warehouse [Q](#) Buyer
 Ship Via [Q](#) Description

Order Details
 Status
 PO No
 Order Date [Q](#)
 Required Date [Q](#)
 Last Received [Q](#)
 Receive Date [Q](#)
 Phase [Q](#)
 Location

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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8,064.00000	
VA /PREEFX221	Precor EFX 221 Elliptical Fitness C...	0.000	2.000	1,099.50000	1,099.50000	EA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2,199.00000	
VA /PREEFX423	Precor EFX 423 Elliptical Fitness ...	0.000	0.000	2,299.50000	2,299.50000	EA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.00000	
VA /PRECHANDLES	Precor Handle Grip Set	0.000	4.000	45.00000	45.00000	EA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	180.00000	
Press <enter> to insert a comment											

Available On Hand Committed Backorder On Order 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

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	OMELEE	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	OMELEE	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 it is still editable and has not been sent to the vendor yet.
- **Issued** – Usually means that the vendor has received a copy of the purchase order. With the correct security permissions the user can un-issue and then edit the PO. Care should be taken to make sure the vendor has the correct copy of the PO.
- **Received** – Means that this PO has had some product received on it. It can be un-issued and edited, but the lines that have had receipts cannot be changed.

Order Date – The date the order was created. This date can be edited.

Warehouse – The warehouse the user was set to when the PO was created

Required Date – The date that is required for the items on the PO to arrive

Received Date – The date of the last receiving on this PO

Sub Total – The sub total of this PO before freight and taxes

Received Amount – The received to date value

Remaining Amount – The value still to be received

Total – The total with taxes and freight

Reference No – An external document number

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

Vendor Order Number – A confirmation number given by the vendor for this PO.

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

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

Created By – Users initials that created this PO

Modified By – User initials that last edited this PO

Terms Code – Payment terms for this PO

Currency – The currency that the vendor sells product in.

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

Purchase Order Header

Main

Vendor – The vendor’s code and name

Vendor Order Number – A confirmation number given by the vendor for this PO.

Notes – This note comes from the vendor record in a field called ‘Notes’ Used for that one important item like in the example where it says “Always place order with Bill”

Reference No – An external document number

Status – The status of the PO can be:

- **Open** – This means that it is still editable and has not usually been sent to the vendor yet.
- **Issued** – Usually means that the vendor has received a copy of the purchase order. With the correct security permissions the user can un-issue and then edit the PO. Case should be taken to make sure the vendor has the correct copy of the PO.
- **Received** – Means that this PO has had some product received on it. It can be un-issued and edited, but the lines that have had receipts cannot be changed.

PO No – Purchase order number. This is assigned sequentially when creating the PO. The starting number

can be edited in [Company Settings/Sequence Numbers](#)

Order Date – The date the order was created

Required Date – The date that is required for the items on the PO to arrive

Last Received – The date of the last receiving on this PO

Receive Date – Enter the date just before receiving the PO

Phase – The Phase that this PO is currently in.

Ship To Customer – The customer that this PO is being shipped to.

Warehouse – The warehouse the user was set to when the PO was created

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

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

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

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

Bill From

Purchase Order - 0000700057

Navigation: Back, Forward, Save, Print, Open Vendor, View Compact

Actions: Refresh Prices, Issue, Receive, Invoice, Close, Totals by Receiving Qty, Next Phase, Add To Calendar

Tabs: Main, **Bill From**, Ship To, Sales Taxes, Info, Communications, Receive Order, Purchase Receipts, Purchase History, Sales History, Phase, User Defined, Job

Contact Information

Address: 3455 Ferdale Street
Map: [Dropdown]
City: Burnaby
Postal Code: V5M 8Y8 Province: BC
Country: Canada
Phone: (604) 443-4890 Ext. #
Fax: (604) 443-4489 #

Contact #1 | Contact #2 | Contact #3

Name: Bill Smith
Phone: () - Ext. #
Fax/Cell: () - #
Email: bsmith@fitdev.com

Internet Addresses

Email: >
Website: >

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

Ship To

Purchase Order - 0000700057

Navigation: Back, Forward, Save, Print, Open Vendor, View Compact

Actions: Refresh Prices, Issue, Receive, Invoice, Close, Totals by Receiving Qty, Next Phase, Add To Calendar

Tabs: Main, Bill From, **Ship To**, Sales Taxes, Info, Communications, Receive Order, Purchase Receipts, Purchase History, Sales History, Phase, User Defined, Job

Name: Inspire Health Systems

Contact Information

Address: 5578 First Avenue
Map: [Dropdown]
City: Vancouver
Postal Code: V5T 6Y6 Province: BC
Country: Canada
Phone: (604) 555-4589 Ext. #
Fax: (604) 555-7763 #

Contact #1 | Contact #2 | Contact #3

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

Internet Addresses

Email: >
Website: >

Sales Taxes

Tax Code	Description	Rate	Exempt No.
1	G.S.T.	5.0	
2	BC P.S.T.	7.0	
3	H.S.T.	13.0	
		0.0	

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

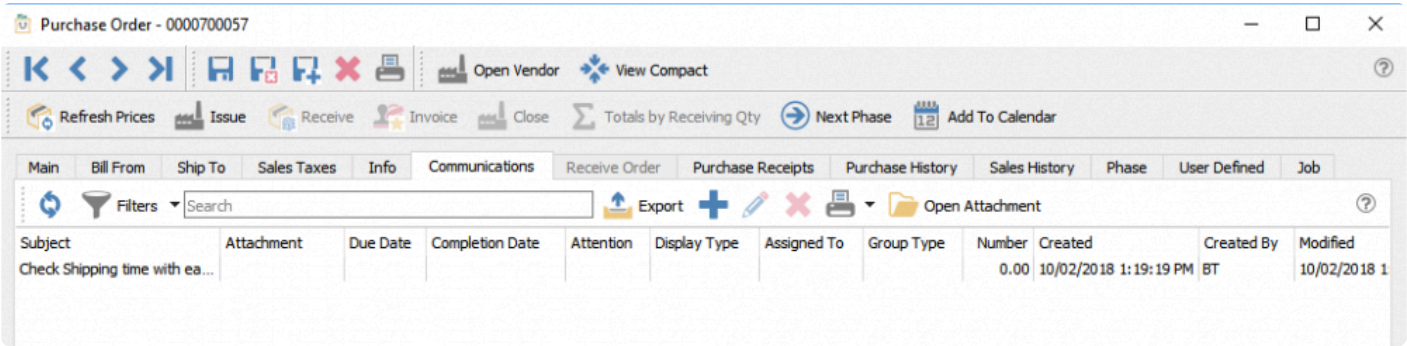
Vendor		Account Information	
Terms	Net 60 Days	Limit	Unlimited 0.00
		AP Balance	0

Terms – The terms for 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

Purchase Order - 0000700059

Navigation icons: Back, Forward, Save, Print, Open Vendor, View Compact

Buttons: Refresh Prices, Unissue, Receive, Invoice, Close, Totals by Receiving Qty, Next Phase, Add To Calendar

Tabs: Main | Bill From | Ship To | Sales Taxes | Info | **Communications** | Receive Order | Purchase Receipts | Purchase History | Sales History | Phase | User Defined

Quantity: 1 Part Number:

Zero Qty

Inventory	Description	Order Qty	To Date Qty	Receive Qty	Cost	Extended Cost	Sell 01	Location	Vendor Part No
VA /PRETRM931	Precor 9.31Treadmill	4.00	0.00	0.00	2,149.50	8,598.00	4,299.00		
VA /PREEFX222	Precor EFX 222 Elliptical Fitness Crosstrainer	2.00	0.00	2.00	1,449.50	2,899.00	2,899.00		
VA /PRETRM933	Precor 9.33 Treadmill	3.00	0.00	0.00	2,449.50	7,348.50	4,899.00		
VA /PRETRM935	Precor 9.35 Treadmill	1.00	0.00	0.00	2,688.00	2,688.00	5,699.00		457878
VA /PREEFX425	Precor EFX 425 Elliptical Fitness Crosstrainer	2.00	0.00	0.00	2,105.00	4,210.00	4,399.00		ST5865

Available: 0.000 On Hand: 0.000 Committed: 0.000 Backorder: 0.000 On Order: 8.000 Expected: 2016-04-0

Weight	130.0	Landed Freight	0.00	Discount	0.0 %	Subtotal	25,743.50	Amounts in Canadian dollars 28,832.73
Venue Freight	0.00	Landed Duty	0.00	G.S.T.		1,287.18		
		BC P.S.T.			1,802.05			

Created by SS on 04/06/2016 12:39:22 AM Modified by SS on 04/11/2016 3:44:43 AM

This screen allows the user to scan in the items as they are being received. Start by clicking on “Zero Qty” to start from zero received. It will not allow a scan on an item that is not on the order, and will not allow over receiving of an item on an order. It will sound an alert by beeping in both cases. 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

Purchase Order - 0000700059

Open Vendor View Compact

Refresh Prices Unissue 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

Filters Export

Receipt No	Warehouse	Part number	Description	Receive Date	Receive Qty	Receipt UOM	Stock Qty	Stock Cost	Stock UOM	Duty	Freight	Vendor Freight	Weight	Sell Price
1	VA	PREEFX222	Precor EFX 222 Elliptical Fitness Crosstrainer	10/03/2018	2.00		2.00	1,550.965 EA		0.00	0.00	0.00	390.00	2,899.00
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	4,299.00
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	4,899.00
4	VA	PREEFX425	Precor EFX 425 Elliptical Fitness Crosstrainer	10/03/2018	1.00		1.00	2,308.59 EA		22.72	33.52	0.00	440.00	4,399.00
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	4,299.00

Weight	.030.0	Landed Freight	0.00	Discount	0.0 %	0.00	Subtotal	16,351.50	
Vendor Freight	0.00	Landed Duty	0.00				G.S.T.	817.58	
							BC P.S.T.	1,144.61	

Amounts in Canadian dollars
18,313.69

Created by SS on 04/06/2016 12:39:22 AM Modified by BT on 10/03/2018 8:37:04 AM

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

Main	Bill From	Ship To	Sales Taxes	Info	Communications	Receive Order	Purchase Receipts	Purchase History	Sales History	Phase	User Defined	Job
<input type="checkbox"/> Purchases	<input type="checkbox"/> Items											
<input type="text" value="Search"/> <input type="button" value="Export"/> <input type="button" value="Print"/>												
PO Number	Vendor No.	Vendor Name	Vendor Order No	Wlse	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		
							Subtotal 969.89					
Weight 0.0 Landed Freight 0.00 Discount 0.0 %												
Vendor Freight 0.00 Landed Duty 0.00												
							G.S.T. 48.13					
							BC P.S.T. 67.39					
							H.S.T. 125.15					
							MB P.S.T. 77.02					
<p style="text-align: right;">Amounts in Canadian dollars 1,287.58</p>												

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

Sales History

Purchase Order - 0000700068

Open Vendor View Compact

Refresh Prices Unissue 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

Filters Search Export

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	<input checked="" type="checkbox"/>
0000600005	VA	INSKB40	InSpire Kettlebell 40	02/03/2014		9.00	9.00	0.00	85.00	765.00	EA	46.75	45.00	<input checked="" type="checkbox"/>
0000600009	VA	INSKB25	InSpire Kettlebell 25	02/03/2014		1.00	1.00	0.00	55.00	55.00	EA	30.25	45.00	<input checked="" type="checkbox"/>
0000600009	VA	INSKB40	InSpire Kettlebell 40	02/03/2014		1.00	1.00	0.00	85.00	85.00	EA	46.75	45.00	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>
0000600014	VA	INSKB10	InSpire Kettlebell 10	02/03/2014		1.00	1.00	0.00	25.00	25.00	EA	13.75	45.00	<input checked="" type="checkbox"/>
0000600018	VA	INSKB15	InSpire Kettlebell 15	04/15/2014		5.00	5.00	0.00	35.00	175.00	EA	19.25	45.00	<input checked="" type="checkbox"/>
0000600018	VA	INSKB40	InSpire Kettlebell 40	04/15/2014		5.00	5.00	0.00	85.00	425.00	EA	46.75	45.00	<input checked="" type="checkbox"/>
0000600018	VA	INSKB30	InSpire Kettlebell 30	04/15/2014		9.00	9.00	0.00	65.00	585.00	EA	35.75	45.00	<input checked="" type="checkbox"/>
0000600025	VA	INSKB40	InSpire Kettlebell 40	05/15/2014		1.00	1.00	0.00	85.00	85.00	EA	46.75	45.00	<input checked="" type="checkbox"/>
0000600026	VA	INSKB5	InSpire Kettlebell 5	05/15/2014		1.00	1.00	0.00	15.00	15.00	EA	8.25	45.00	<input checked="" type="checkbox"/>
0000600026	VA	INSKB10	InSpire Kettlebell 10	05/15/2014		1.00	1.00	0.00	25.00	25.00	EA	13.75	45.00	<input checked="" type="checkbox"/>
0000600026	VA	INSKB5	InSpire Kettlebell 5	05/15/2014		3.00	3.00	0.00	15.00	45.00	EA	8.25	45.00	<input checked="" type="checkbox"/>
0000600027	VA	INSKB35	InSpire Kettlebell 35	05/15/2014		3.00	3.00	0.00	75.00	225.00	EA	41.25	45.00	<input checked="" type="checkbox"/>
0000600029	VA	INSKB10	InSpire Kettlebell 10	05/15/2014		7.00	7.00	0.00	25.00	175.00	EA	13.75	45.00	<input checked="" type="checkbox"/>
0000600030	VA	INSKB20	InSpire Kettlebell 20	05/15/2014		1.00	1.00	0.00	45.00	45.00	EA	24.75	45.00	<input checked="" type="checkbox"/>
0000600037	VA	INSKB15	InSpire Kettlebell 15	06/15/2014		1.00	1.00	0.00	35.00	35.00	EA	19.25	45.00	<input checked="" type="checkbox"/>
0000600037	VA	INSKB5	InSpire Kettlebell 5	06/15/2014		3.00	3.00	0.00	15.00	45.00	EA	8.25	45.00	<input checked="" type="checkbox"/>
0000600039	VA	INSKB10	InSpire Kettlebell 10	06/15/2014		9.00	9.00	0.00	25.00	225.00	EA	13.75	45.00	<input checked="" type="checkbox"/>
0000600042	VA	INSKB35	InSpire Kettlebell 35	06/15/2014		1.00	1.00	0.00	75.00	75.00	EA	41.25	45.00	<input checked="" type="checkbox"/>
0000600042	VA	INSKB40	InSpire Kettlebell 40	06/15/2014		7.00	7.00	0.00	85.00	595.00	EA	46.75	45.00	<input checked="" type="checkbox"/>
0000600045	VA	INSKB40	InSpire Kettlebell 40	07/15/2014		2.00	2.00	0.00	85.00	170.00	EA	46.75	45.00	<input checked="" type="checkbox"/>

Weight 0.0 Landed Freight 0.00 Discount 0.0 % 0.00 Subtotal 969.89

Vendor Freight 0.00 Landed Duty 0.00 G.S.T. 48.13

BC P.S.T. 67.39

H.S.T. 125.15

MB P.S.T. 77.02

Amounts in Canadian dollars

1,287.58

Created by SS on 04/11/2016 5:50:17 AM Modified by BT on 10/03/2018 9:25:01 AM

From this tab all of the sales history for the items on the PO are shown. This is useful to see how well the items are selling when deciding how many to purchase.

Phase

Purchase Order - 0000700059

Open Vendor View Compact

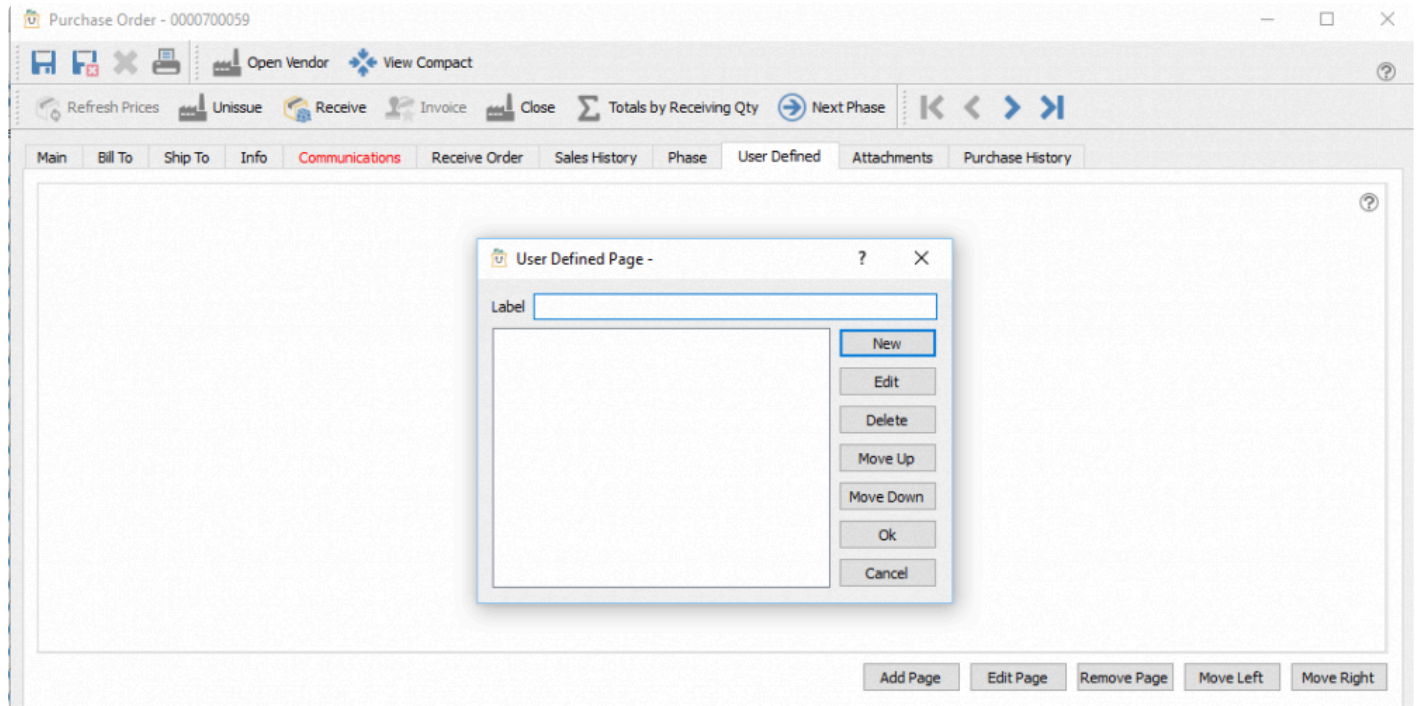
Refresh Prices Unissue Receive Invoice Close Totals by Receiving Qty Next Phase

Main Bill To Ship To Info Communications Receive Order Sales History Phase User Defined Attachments Purchase History

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

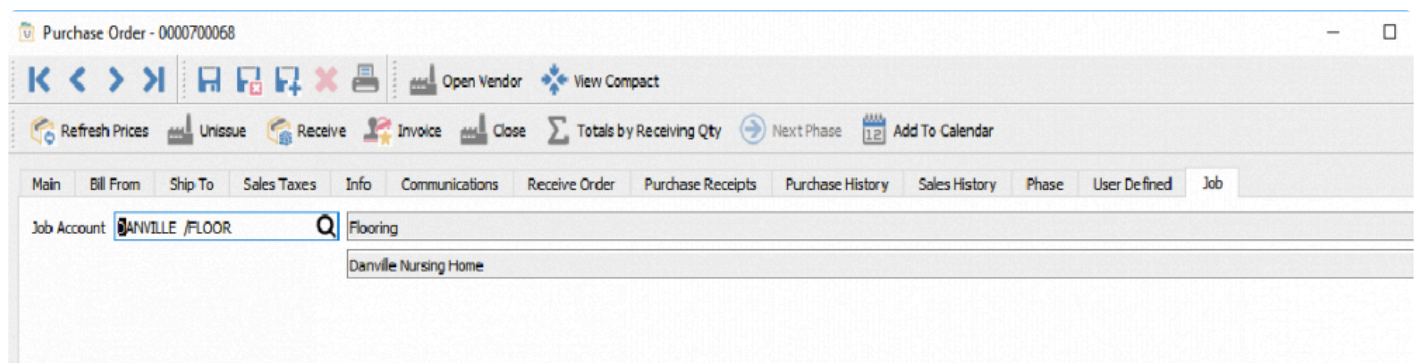
From this tab, the user can see what phases a purchase order has been in and how long it was there. The Dates and times are editable and the user can also add shipping into, reference numbers and a memo in case this PO had some sublet work done.

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.

Items

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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8,598.00000		0.00	0.00	0.00	0.00	0.00
VA /PREEFX222	Precor EFX 222 Elliptical Fitness Crosstrainer	0.000	2.000	1,449.50000	1,449.50000	EA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2,688.00000	457878	0.00	0.00	0.00	0.00	0.00
VA /PREEFX425	Precor EFX 425 Elliptical Fitness Crosstrainer	0.000	2.000	2,105.00000	2,105.00000	EA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4,210.00000	ST5865	0.00	0.00	0.00	0.00	0.00
Press <enter> to insert a comment															

Available On Hand Committed Backorder On Order Expected



Note that the item that is highlighted on a PO shows its status in inventory. The user can see Available, On Hand, Committed, Back Ordered, On Order, and Expected Due Date.

Add – Adds a new line above the line that is highlighted.

Delete – Deletes the selected line.

Serial Numbers – Selects serial or lot numbers when receiving the items.

Scan Items – Puts the PO into scan mode so that items can be added with a bar code scanner one at a time.

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

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

Receiving – Clicking the receiving button allows the user to receive the complete PO. They can also select 'None' to remove the received quantity before clicking the 'receive button in the header of the PO.

Labels – Clicking the labels button passes the quantity received on this PO to the dialog below to print labels for the items.

- Set Quantity to one of each label
- Set quantity to on-hand for each item
- Set how many blanks to print first in case some of the labels on the sheet are used
- Once all selections are made they can print the labels required

The screenshot shows the 'Print Labels' dialog box. It has two tabs: 'Set Quantity to 1' and 'Set Quantity to BOH'. The 'Set Quantity to 1' tab is active. The table below shows the items to be printed:

Qty	Part	Description	Location
2	[VA] PRETRM931	Precor 9.31Treadmill	
2	[VA] PREEFX222	Precor EFX 222 Elliptical Fitness Crosstrainer	
3	[VA] PRETRM933	Precor 9.33 Treadmill	
1	[VA] PRETRM935	Precor 9.35 Treadmill	
2	[VA] PREEFX425	Precor EFX 425 Elliptical Fitness Crosstrainer	

Below the table, there are fields for 'Total Labels' (10) and 'Blank Labels' (2). The background shows the 'Items' window with a list of parts and their quantities:

Part No	Available	On Hand
[VA] PRETRM931	0.000	
[VA] PREEFX222		
[VA] PRETRM933		
[VA] PRETRM935		
[VA] PREEFX425		

At the bottom right, there is a large number '20,832.73' and a date '2016-04-01'.

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 5,030.0	Landed Freight 0.00	Discount 0.0 %	0.00	Subtotal	25,743.50	Amounts in Canadian dollars
Vendor Freight 0.00	Landed Duty 0.00			G.S.T.	1,287.18	28,832.73
				BC P.S.T.	1,802.05	

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](#)

Post Vendor Invoice

Post and Review GL ▼

Post

Expected vendor invoice amount 36,109.92

Actual vendor invoice amount 36,109.92

Vendor freight amount 0.00

G.S.T. 1,612.05

BC P.S.T. 2,256.87

Vendor invoice number

Terms

Invoice date 10/03/2018

Due date 10/03/2018

Amounts shown in Canadian dollars

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.

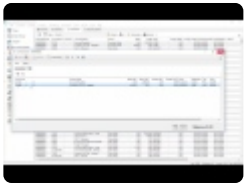
Hold – PO is on hold and cannot be edited.

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	T5G6V6	(403) 555-7896 Ext. 0000			
NATPRO	National Equipment	0.00	1,234.00	0.00	0.00	0.00	39.00	1,273.00		Toronto	ON	M6V8D5	(416) 555-1889 Ext. 0000			
NOLIFI	Northern Lights Fitness Products Inc.	0.00	1,122.00	0.00	0.00	6,787.00	0.00	7,909.00		Cornwall	ON	K6H 5V7	(800) 461-1709 Ext. 0000			03
OMELEE	Omega Electronics Inc	0.00	0.00	0.00	0.00	921.04	1,000.00	1,921.04		Vancouver	BC	V7Y6K7	(604) 555-4422 Ext. 0000			
ROGCAN	Rogue Canada	0.00	0.00	1,996.01	0.00	1,310.43	0.00	3,306.44		Edmonton	AB	T6E 5B3	(780) 988-9668 Ext. 0000			03
SPEGAM	Specialty Games LLC	0.00	0.00	0.00	0.00	-38.95	0.00	-38.95		Honolulu	HI	96813	(180) 855-5789 E9t. 0000		USD	
SPRFIT	Springfield Fitness	0.00	22.40	0.00	0.00	0.00	0.00	22.40		New York	NY	10007	(588) 964-2596 Ext. 0000		USD	
STRING	Strategic Ingredients	0.00	10,584.00	41,539.05	0.00	0.00	0.00	52,123.05		Vancouver	BC	V5T 7G6	(604) 555-7822 Ext. 0000			

Add – Adds an AP entry and the user can select from any vendor.

Open – Opens highlighted vendors AP

Batch – Opens the '[Batch Payables](#)' module. See link for more information.

Refresh – Refreshes the AP list to see any changes others may have made since clicking on Accounts Payable.

Filter – The user can set a filter to see only the records required.

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

Export – Exports the filtered list to Excel or .csv in the order that the user laid out.

Print – Print all filtered, or selected records.

Video Instruction – Accounts Payable



Vendor Open Items

Accounts Payable - Fitness Development Equipment

Open Vendor

Vendor: FIDEBU Fitness Development Equipment Currency:

Billing Address

Address: 3455 Ferdale Street
Burnaby, BC
V5M 8Y8

Phone: (604) 443-4890 Ext. #
Fax: (604) 443-4489 #

Contact

Name: Bill Smith Phone: () - Ext. #
Email: bsmith@fitdev.com Fax/Cell: () - #

Info

Last payment: 02/14/2017 Q
Credit limit: 250,000.00
Purchases year to date: 37,185.59

Open Items Communications User Defined

+ New Apply Payment Void Hold Show: Open Show Debits Collapse All View Transaction View Purchase Order

Transaction No	Date	Debit	Credit	Applied	Balance	Terms Code	Terms Desc.	Purchase No	Reference No	Type	Void Payment	Hold	Due Date	Memo	User
<input checked="" type="checkbox"/> 0000000580	04/04/2016	0.00	1,231.44		1,231.44	02	2% 10 days	0000700045		Invoice	<input type="checkbox"/>	<input type="checkbox"/>	04/14/20...		SS
<input type="checkbox"/> 0000001034	01/31/2017	0.00	3,360.00		2,360.00	03	Net 60 Days	0000700057	567677	Invoice	<input type="checkbox"/>	<input type="checkbox"/>	04/01/20...		SS
<input type="checkbox"/> 0000001287	10/03/2018	1,000.00	0.00	1,000.00	0.00	03	Net 60 Days		0000024762	Payment	<input type="checkbox"/>	<input type="checkbox"/>	12/02/20...		BT
<input checked="" type="checkbox"/> 0000001282	10/03/2018	0.00	9,468.75		9,468.75	03	Net 60 Days	0000700057		Invoice	<input type="checkbox"/>	<input type="checkbox"/>	12/02/20...		BT
<input checked="" type="checkbox"/> 0000001283	10/03/2018	0.00	3,246.88		3,246.88	03	Net 60 Days	0000700058		Invoice	<input type="checkbox"/>	<input type="checkbox"/>	12/02/20...		BT
<input type="checkbox"/> 0000001284	10/03/2018	0.00	28,832.72		28,832...	03	Net 60 Days	0000700101		Invoice	<input type="checkbox"/>	<input type="checkbox"/>	12/02/20...		BT
<input type="checkbox"/> 0000001285	10/03/2018	0.00	1,287.57		1,287.57	03	Net 60 Days	0000700068		Invoice	<input type="checkbox"/>	<input type="checkbox"/>	12/02/20...		BT

Total Balance 46,427.36
Remaining 32,480.29 **Total Amount 13,947.07**

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.

Open Items Communications User Defined **'Show All' and 'Show Debits' selected**

Transaction No	Date	Debit	Credit	Applied	Balance	Terms Code	Terms Desc.	Purchase No	Reference No	Type	Void Payment	Hold	Due Date	Memo	User
<input type="checkbox"/> 0000000580	04/04/2016	0.00	1,231.44		1,231.44	02	2% 10 days	0000700045		Invoice	<input type="checkbox"/>	<input type="checkbox"/>	04/14/2016		SS
<input type="checkbox"/> 0000000583	04/05/2016	2,514.25	0.00			03	Net 60 Days		0000024682	Payment	<input type="checkbox"/>	<input type="checkbox"/>	06/04/2016		SS
<input type="checkbox"/> 0000000582	10/05/2015	0.00	2,514.25	2,514.25	0.00	03	Net 60 Days	563667	233565	Invoice	<input type="checkbox"/>	<input type="checkbox"/>	12/04/2015		SS
<input type="checkbox"/> 0000000591	05/11/2015	12,556...	0.00			03	Net 60 Days		24683	Payment	<input type="checkbox"/>	<input type="checkbox"/>	07/10/2015		SS
<input type="checkbox"/> 0000000829	05/11/2015	0.00	12,556.32	12,556.32	0.00				24683	Vendor Debit	<input checked="" type="checkbox"/>	<input type="checkbox"/>			SS
<input checked="" type="checkbox"/> 0000000621	04/14/2016	9,290.48	0.00			03	Net 60 Days		0000024686	Payment	<input type="checkbox"/>	<input type="checkbox"/>	06/13/2016		SS
<input type="checkbox"/> 0000000379	03/14/2015	0.00	3,702.16	3,702.16	0.00	03	Net 60 Days	0000700023	9226	Invoice	<input type="checkbox"/>	<input type="checkbox"/>	05/13/2015		SS
<input type="checkbox"/> 0000000428	07/05/2015	0.00	4,366.32	4,366.32	0.00	02	2% 10 days	0000700016	48783	Invoice	<input type="checkbox"/>	<input type="checkbox"/>	07/16/2015		SS
<input type="checkbox"/> 0000000618	04/14/2016	0.00	1,222.00	1,222.00	0.00	03	Net 60 Days	0000700073		Invoice	<input type="checkbox"/>	<input type="checkbox"/>	06/13/2016		SS
<input checked="" type="checkbox"/> 0000000622	04/14/2016	6,021.12	0.00			03	Net 60 Days			Payment	<input type="checkbox"/>	<input type="checkbox"/>	06/13/2016		SS
<input type="checkbox"/> 0000000584	03/27/2016	0.00	6,021.12	6,021.12	0.00	03	Net 60 Days	0000700057	453656	Invoice	<input type="checkbox"/>	<input type="checkbox"/>	05/26/2016		SS
<input checked="" type="checkbox"/> 0000000645	04/18/2016	794.00	0.00						0000024699	Payment	<input type="checkbox"/>	<input type="checkbox"/>			SS
<input type="checkbox"/> 0000000619	04/14/2016	0.00	794.00	794.00	0.00	03	Net 60 Days	0000700073		Invoice	<input type="checkbox"/>	<input type="checkbox"/>	06/13/2016		SS
<input checked="" type="checkbox"/> 0000001034	01/31/2017	0.00	3,360.00		2,360.00	03	Net 60 Days	0000700057	567677	Invoice	<input type="checkbox"/>	<input type="checkbox"/>	04/01/2017		SS
<input type="checkbox"/> 0000001287	10/03/2018	1,000.00	0.00	1,000.00	0.00	03	Net 60 Days		0000024762	Payment	<input type="checkbox"/>	<input type="checkbox"/>	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

Payable Entry - FIDEBU Fitness Development Equipment

Post and Review GL

Entry Job

Type: Invoice

Vendor: ☒ Existing Vendor ☐ One Time Vendor

FIDEBU Fitness Development Equipment

Date: 10/03/2018

Reference no.: 54378

Purchase no.:

Transaction no.: 0000001288

Terms: 03 Net 60 Days

Due date: 12/02/2018

Expense Account: 11300/ / Inventory at Cost - General

Memo:

Amounts in Canadian dollars

G.S.T.	55.59	Subtotal	1,111.73
BC P.S.T.	77.82	Total	1,245.14

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'.

The screenshot shows a software window titled "Payable Entry - Angelos's Pizza". At the top, there is a "Post and Review GL" button. Below this, there are two tabs: "Entry" (selected) and "Job".

Form Fields:

- Type:** A dropdown menu set to "Invoice".
- Vendor Selection:** Two radio buttons: "Existing Vendor" (unselected) and "One Time Vendor" (selected).
- Date:** A text field with "10/03/2018" and a magnifying glass icon.
- Print cheque:** A checked checkbox.
- Cheque no.:** A text field with "0000024763".
- Purchase no.:** An empty text field.
- Transaction no.:** A text field with "0000001288".
- Terms:** A text field with a magnifying glass icon.
- Due date:** A text field with "//" and a magnifying glass icon.
- Expense Account:** A text field with "82385/" and a magnifying glass icon, followed by a dropdown menu set to "Meals & Entertainment".
- Payment Account:** A text field with "11120/" and a magnifying glass icon, followed by a dropdown menu set to "RBC Bank".
- Memo:** A text field with "Pizza for Inventory Count".
- Address Section:** A separate box containing:
 - Name:** "Angelos's Pizza"
 - Address:** "576 First Ave"
 - City:** "Langley"
 - Postal Code:** "V5V5V5"
 - Province:** "BC"
 - Country:** "Canada" (dropdown menu)

Summary Section:

Amounts in Canadian dollars

G.S.T.	12.10	Subtotal	242.02
BC P.S.T.	0.00	Total	254.12

In addition to the info for a regular vendor the user also enters the vendor address.

* Note – A vendor will be created with a numeric sequence number. These miscellaneous vendors can be filtered out so they are not seen on the list. If the vendor is used again there is no need to use this one-time option.

Processing Payments

Accounts Payable - Fitness Development Equipment

Open Vendor

Vendor: FIDEBU Fitness Development Equip

Billing Address: 3455 Ferdale Street, Burnaby, BC V5M 8Y8

Phone: (604) 443-4890 Ext. Fax: (604) 443-4489

Open Items Communications User Defined

Transaction No Date Debit Credit

Transaction No	Date	Debit	Credit
0000000580	04/04/2016	0.00	1,231.44
0000001034	01/31/2017	0.00	3,360.00
0000001282	10/03/2018	0.00	9,468.75
0000001283	10/03/2018	0.00	3,246.88
0000001284	10/03/2018	0.00	28,832.72
0000001285	10/03/2018	0.00	1,287.57

Select Transactions to pay

Payable Entry - FIDEBU Fitness Development Equipment

Post and Review GL

Entry Job

Type: Payment

Vendor: Existing Vendor FIDEBU Fitness Development Equipment

Date: 10/03/2018

Print cheque: ☒

Cheque no.: 0000024763

Transaction no.: 0000001288

Payment Account: 11120/ / RBC Bank

Memo:

Transaction No	Terms Description	Reference	Balance	Pay Amount	Discount Amount	Discount %	Take Discount
0000000580	2% 10 days		1,231.44	1,231.44	21.99	2.00	<input checked="" type="checkbox"/>
0000001282	Net 60 Days		9,468.75	9,468.75	0.00	0.00	<input type="checkbox"/>
0000001283	Net 60 Days		3,246.88	3,246.88	0.00	0.00	<input type="checkbox"/>

Amounts in Canadian dollars

Total: 13,925.08

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 unchecked then the user will be given the opportunity to edit it before posting. The ability to edit the posting is a user security setting in Users/General

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.

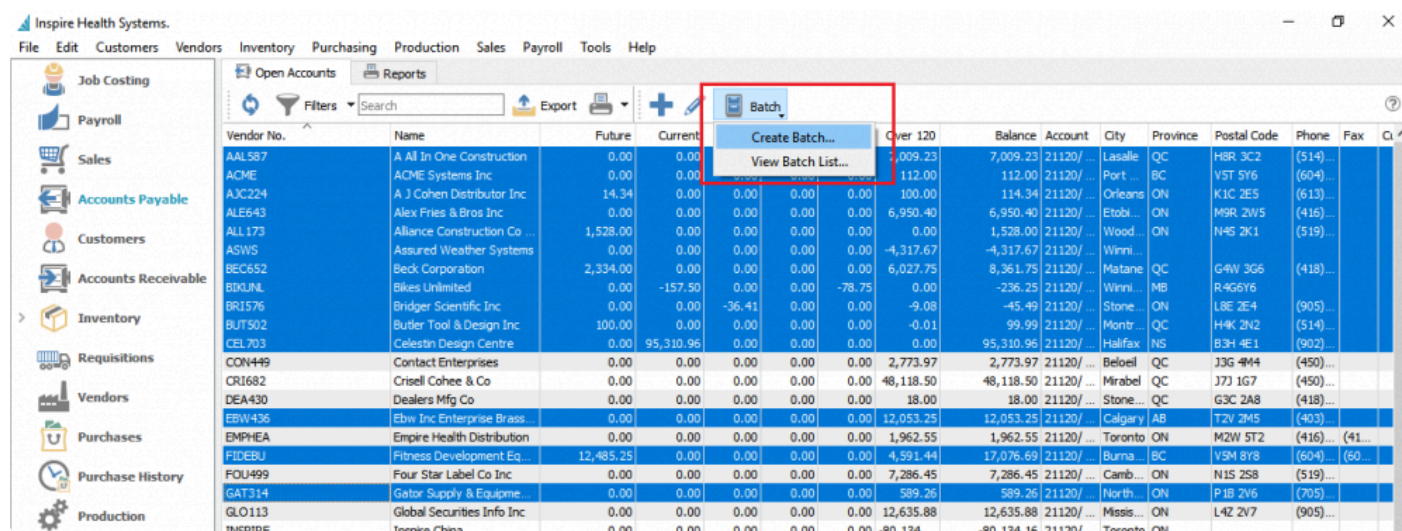
Total – The amount being paid. It is the sum of the transactions selected for payment.

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.



Vendor No.	Name	Future	Current	Over 120	Balance	Account	City	Province	Postal Code	Phone	Fax	
AAL587	A All In One Construction	0.00	0.00		7,009.23	21120/...	Lasalle	QC	H8R 3C2	(514)...		
ACME	ACME Systems Inc	0.00	0.00		112.00	21120/...	Port ...	BC	V5T 5Y6	(604)...		
AJC224	A J Cohen Distributor Inc	14.34	0.00	0.00	100.00	21120/...	Orleans	ON	K1C 2E5	(613)...		
ALE643	Alex Fries & Bros Inc	0.00	0.00	0.00	6,950.40	21120/...	Etobico	ON	M9R 2W5	(416)...		
ALL173	Alliance Construction Co ...	1,528.00	0.00	0.00	0.00	21120/...	Wood...	ON	N4S 2K1	(519)...		
ASWS	Assured Weather Systems	0.00	0.00	0.00	-4,317.67	21120/...	Winni...					
BEC652	Beck Corporation	2,334.00	0.00	0.00	6,027.75	21120/...	Matane	QC	G4W 3G6	(418)...		
BDJNL	Bikes Unlimited	0.00	-157.50	0.00	-78.75	21120/...	Winni...	MB	R4G6Y6			
BRJ576	Bridger Scientific Inc	0.00	0.00	-36.41	-9.08	21120/...	Stone...	ON	L8E 2E4	(905)...		
BUT502	Butler Tool & Design Inc	100.00	0.00	0.00	-0.01	21120/...	Montr...	QC	H9K 2N2	(514)...		
CEL703	Celestin Design Centre	0.00	95,310.96	0.00	0.00	21120/...	Halifax	NS	B3H 4E1	(902)...		
CON449	Contact Enterprises	0.00	0.00	0.00	2,773.97	21120/...	Beloel	QC	J3G 4M4	(450)...		
CRI682	Crisell Cohee & Co	0.00	0.00	0.00	48,118.50	21120/...	Mirabel	QC	J7J 1G7	(450)...		
DEA430	Dealers Mfg Co	0.00	0.00	0.00	18.00	21120/...	Stone...	QC	G3C 2A8	(418)...		
EBW436	Ebw Inc Enterprise Brass...	0.00	0.00	0.00	12,053.25	21120/...	Calgary	AB	T2V 2M5	(403)...		
EMPHEA	Empire Health Distribution	0.00	0.00	0.00	1,962.55	21120/...	Toronto	ON	M2W 5T2	(416)...	(416)...	
FIDEBJ	Fitness Development Eq...	12,485.25	0.00	0.00	4,591.44	21120/...	Burna...	BC	V9M 8Y8	(604)...	(604)...	
FOU499	Four Star Label Co Inc	0.00	0.00	0.00	7,286.45	21120/...	Camb...	ON	N1S 2S8	(519)...		
GAT314	Gator Supply & Equipme...	0.00	0.00	0.00	589.26	21120/...	North...	ON	P1B 2Y6	(705)...		
GLO113	Global Securities Info Inc	0.00	0.00	0.00	12,635.88	21120/...	Missis...	ON	L4Z 2V7	(905)...		
INSPIRE	Inspire China	0.00	0.00	0.00	-80.134...	21120/...	Toronto	ON				

The batch created can then be further filtered by due date or payment terms

AP Batch -

Due By:
 Payment Method:

Currency:
 Payment Account:

Payment Terms:
 Payment Start No:

Note:
 Batch Date:

Pay	Take Discount	Discount	Discount %	Pay Amount	Balance	Type	Vendor No	Vendor Name	Print Check	Date	Due Date	Terms Code	Terms Desc	Hold	Transacti
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	2,981.25	2,981.25	Invoice	AAL587	A All In One Construction	<input checked="" type="checkbox"/>	01/15/2017				<input type="checkbox"/>	00000005
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	2,974.95	2,974.95	Invoice	AAL587	A All In One Construction	<input checked="" type="checkbox"/>	12/20/2016				<input type="checkbox"/>	00000005
<input checked="" type="checkbox"/>	<input type="checkbox"/>	21.06	2.00	1,031.97	1,053.03	Invoice	AAL587	A All In One Construction	<input checked="" type="checkbox"/>	12/06/2016				<input type="checkbox"/>	00000005
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	0.00	14.34	Invoice	AJC224	A J Cohen Distributor Inc	<input checked="" type="checkbox"/>	10/13/2018	10/13/2018			<input type="checkbox"/>	00000012
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2.00	2.00	98.00	100.00	Invoice	AJC224	A J Cohen Distributor Inc	<input checked="" type="checkbox"/>	01/21/2017	01/21/2017	COD	C.O.D	<input type="checkbox"/>	00000012
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	0.00	112.00	Invoice	ACME	ACME Systems Inc	<input checked="" type="checkbox"/>	01/31/2017	01/31/2017			<input type="checkbox"/>	00000010
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	0.00	2,441.40	Invoice	ALE643	Alex Fries & Bros Inc	<input checked="" type="checkbox"/>	01/01/2017				<input type="checkbox"/>	00000005
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	579.55	579.55	Invoice	ALE643	Alex Fries & Bros Inc	<input checked="" type="checkbox"/>	01/02/2017				<input type="checkbox"/>	00000005
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	796.50	796.50	Invoice	ALE643	Alex Fries & Bros Inc	<input checked="" type="checkbox"/>	12/21/2016				<input type="checkbox"/>	00000005
<input checked="" type="checkbox"/>	<input type="checkbox"/>	53.66	2.00	2,629.47	2,683.13	Invoice	ALE643	Alex Fries & Bros Inc	<input checked="" type="checkbox"/>	12/07/2016				<input type="checkbox"/>	00000005
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	449.82	449.82	Invoice	ALE643	Alex Fries & Bros Inc	<input checked="" type="checkbox"/>	12/18/2016				<input type="checkbox"/>	00000005
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	0.00	1,528.00	Invoice	ALL173	Alliance Construction Co Inc	<input checked="" type="checkbox"/>	01/23/2018				<input type="checkbox"/>	00000012
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	-4,317.67	-4,317.67	Credit	ASWS	Assured Weather Systems	<input checked="" type="checkbox"/>	08/25/2017				<input type="checkbox"/>	00000011
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	989.55	989.55	Invoice	BEC652	Beck Corporation	<input checked="" type="checkbox"/>	12/20/2016				<input type="checkbox"/>	00000005
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	0.00	989.55	Invoice	BEC652	Beck Corporation	<input checked="" type="checkbox"/>	12/24/2016				<input type="checkbox"/>	00000005
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	4,048.65	4,048.65	Invoice	BEC652	Beck Corporation	<input checked="" type="checkbox"/>	12/10/2016				<input type="checkbox"/>	00000005
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	0.00	1,111.00	Invoice	BEC652	Beck Corporation	<input checked="" type="checkbox"/>	05/03/2018				<input type="checkbox"/>	00000011
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	0.00	1,223.00	Invoice	BEC652	Beck Corporation	<input checked="" type="checkbox"/>	05/17/2018				<input type="checkbox"/>	00000012
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	-157.50	-157.50	Credit	BIKJNL	Bikes Unlimited	<input checked="" type="checkbox"/>	12/05/2017				<input type="checkbox"/>	00000011
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	-78.75	-78.75	Credit	BIKJNL	Bikes Unlimited	<input checked="" type="checkbox"/>	09/28/2017				<input type="checkbox"/>	00000011
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	0.00	-36.41	Credit	BRIS76	Bridger Scientific Inc	<input checked="" type="checkbox"/>	11/30/2017				<input type="checkbox"/>	00000011
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	-9.08	-9.08	Credit	BRIS76	Bridger Scientific Inc	<input checked="" type="checkbox"/>	06/21/2017				<input type="checkbox"/>	00000011
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	-0.01	-0.01	Credit	BUT502	Butler Tool & Design Inc	<input checked="" type="checkbox"/>	04/30/2017				<input type="checkbox"/>	00000011
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	100.00	100.00	Invoice	BUT502	Butler Tool & Design Inc	<input checked="" type="checkbox"/>	07/09/2018				<input type="checkbox"/>	00000012
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	100.00	100.00	Debit	BUT502	Butler Tool & Design Inc	<input checked="" type="checkbox"/>	07/09/2018				<input type="checkbox"/>	00000012
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	-100.00	-100.00	Invoice	BUT502	Butler Tool & Design Inc	<input checked="" type="checkbox"/>	07/09/2018				<input type="checkbox"/>	00000012

Amounts in base currency

12,116.70

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

AP Batches								
  Filters <input type="text" value="Search"/>  Export     								
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.

AP Batch - 2

Load Payables Select All Due Discounts Pos Void Payment Open Vendor View Invoice

Due By: //

Currency:

Payment Account: 11120

Starting Cheque No: 24689

Note: Due Next Week

<input type="checkbox"/> Pay	<input type="checkbox"/> Take Discount	Discount	Pay Amount	Balance				Date
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	536.54	536.54				10/09/2015
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	921.04	921.04				07/07/2015
<input checked="" type="checkbox"/>	<input type="checkbox"/>	26.21	1,310.43	1,310.43				07/06/2015
<input checked="" type="checkbox"/>	<input type="checkbox"/>	135.74	6,787.00	6,787.00				07/06/2015
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	41,539.05	41,539.05	Invoice	STRING	Strategic Ingredients	09/09/2015
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	1,996.01	1,996.01	Invoice	ROGCAN	Rogue Canada	09/17/2015
<input checked="" type="checkbox"/>	<input type="checkbox"/>	89.60	4,480.00	4,480.00	Invoice	NOLIFI	Nestors Fitness Products Inc.	03/09/2016
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	1,000.00	1,000.00	Invoice	NOLIFI	Nestors Fitness Products Inc.	04/11/2016
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	39.00	39.00	Invoice	NATPRO	National Equipment	03/08/2015

Spire

Are you sure you want to pay 9 items?

Continue Cancel

Click 'Continue' and the report with the template of "AP Batch Payment" will be presented.

Choose the correct report and click on print. The user will be asked if the checks printed correctly. If Yes is selected the screen closes. If 'No' is selected then the print screen comes up again.

If there are more items than will print on a cheque stub then the user will be asked to load blank paper so the cheque remittance can be printed. The number of items that will fit on a stub is set by going into Company Settings/Accounts Payable/Cheque Detail Limit.

Spire

Please change paper in printer if necessary and click Continue to print attachments.

Continue

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.

The screenshot shows the 'AP Batch - 13 (Inspire Health Systems)' window. The 'Status' is 'Closed'. The 'Payment Method' is 'Cheque'. The 'Payment Account' is '11120/'. The 'Payment Start No' is '24791'. The 'Batch Date' is '04/24/2019'. A confirmation dialog box is displayed in the center, asking 'Are you sure you want to void the payments associated with the selected item(s)?' with 'Continue' and 'Cancel' buttons. The dialog is positioned over a table of transactions. The table has columns: Pay, Take Discount, Discount, Discount %, Pay Amount, Balance, Type, Vendor Name, Print Cheque, Date, Due Date, Terms Desc., Transaction No, Purchase No, Reference No, ID, Payment Transaction No, Payment Reference No, and Void Transaction No. The total amount at the bottom right is 128,889.64.

Pay	Take Discount	Discount	Discount %	Pay Amount	Balance	Type	Vendor Name	Print Cheque	Date	Due Date	Terms Desc.	Transaction No	Purchase No	Reference No	ID	Payment Transaction No	Payment Reference No	Void Transaction No
		0.00		14.34	0.00	Invoice	A J Cohen Distributor Inc		10/13/2018	10/13/2018		0000001267	0000700105		392	0000001304	0000024782	
		0.00		100.00	0.00	Invoice	Butler Tool & Design Inc		07/09/2018			0000001230			386	0000001308	0000024786	
		0.00		100.00	0.00	Debit Memo	Butler Tool & Design Inc		07/09/2018			0000001231			387	0000001308	0000024786	
		0.00		100.00	0.00	Invoice	A J Cohen Distributor Inc		01/01/2017	01/01/2017	C.O.D.	0000001271			363	0000001304	0000024782	
		0.00		112.00	0.00	Invoice	ACME Systems Inc		01/31/2017	01/31/2017		0000001035	0000700062	46455	337	0000001303	0000024781	
		0.00		449.82	0.00	Invoice	Alex Fries & Bros Inc		12/18/2016			0000000991			293	0000001305	0000024783	
		0.00		579.55	0.00	Invoice	Alex Fries & Bros Inc		01/02/2017			0000000918			220	0000001305	0000024783	
		0.00		969.76	0.00	Invoice	Beck Corporation		12/20/2016			0000000997			299	0000001307	0000024785	
		0.00		1,053.03	0.00	Invoice	A All In One Construction		12/20/2016			0000000986			300	0000001307	0000024785	
		0.00		2,088.78	0.00	Invoice	Beck Corporation		05/03/2018			0000001195			289	0000001302	0000024780	
		0.00		1,528.00	0.00	Invoice	Alliance Construction Co Inc		01/23/2018			0000001286			397	0000001306	0000024784	
		0.00		1,962.55	0.00	Invoice	Empire Health Distribution		01/31/2017	04/01/2017	Net 60 Days	0000001037	0000700092	9345	339	0000001311	0000024789	
		0.00		2,392.57	0.00	Invoice	Alex Fries & Bros Inc		01/01/2017			0000000915			217	0000001305	0000024783	
		0.00		2,974.95	0.00	Invoice	A All In One Construction		12/20/2016			0000000986			288	0000001305	0000024783	
		0.00		3,360.00	0.00	Invoice	Fitness Development Equipment		01/31/2017	04/01/2017	Net 60 Days	0000001034	0000700057	567677	336	0000001312	0000024790	
		0.00		4,048.65	0.00	Invoice	Beck Corporation		12/20/2016			0000000999			301	0000001307	0000024785	
		0.00		9,072.00	0.00	Invoice	Elbw Inc Enterprise Brass Works		12/22/2016			0000001003			305	0000001310	0000024788	
		0.00		95,310.96	0.00	Invoice	Celestin Design Centre		12/28/2017			0000001144			373	0000001309	0000024787	

Amounts in base currency
128,889.64
Created by AR on 04/24/2019 7:11:51 AM Modified by AR on 04/24/2019 7:17:45 AM

Note that when items are voided, the original post transaction date is retained, and the void transaction number is added.

The screenshot shows the same 'AP Batch - 13 (Inspire Health Systems)' window. The 'Status' is 'Closed'. The 'Payment Method' is 'Cheque'. The 'Payment Account' is '11120/'. The 'Payment Start No' is '24791'. The 'Batch Date' is '04/24/2019'. The confirmation dialog box is no longer present. The table of transactions is the same as in the previous screenshot, but the 'Void Transaction No' column is now populated for several items, indicating they have been voided. The total amount at the bottom right is 128,889.64.

Pay	Take Discount	Discount	Discount %	Pay Amount	Balance	Type	Vendor Name	Print Cheque	Date	Due Date	Terms Desc.	Transaction No	Purchase No	Reference No	ID	Payment Transaction No	Payment Reference No	Void Transaction No
		0.00		14.34	0.00	Invoice	A J Cohen Distributor Inc		10/13/2018	10/13/2018		0000001267	0000700105		392	0000001304	0000024782	
		0.00		100.00	0.00	Invoice	Butler Tool & Design Inc		07/09/2018			0000001230			386	0000001308	0000024786	
		0.00		100.00	0.00	Debit Memo	Butler Tool & Design Inc		07/09/2018			0000001231			387	0000001308	0000024786	
		0.00		100.00	0.00	Invoice	A J Cohen Distributor Inc		01/01/2017	01/01/2017	C.O.D.	0000001271			363	0000001304	0000024782	
		0.00		112.00	0.00	Invoice	ACME Systems Inc		01/31/2017	01/31/2017		0000001035	0000700062	46455	337	0000001303	0000024781	
		0.00		449.82	0.00	Invoice	Alex Fries & Bros Inc		12/18/2016			0000000991			293	0000001305	0000024783	
		0.00		579.55	0.00	Invoice	Alex Fries & Bros Inc		01/02/2017			0000000918			220	0000001305	0000024783	
		0.00		969.76	0.00	Invoice	Beck Corporation		12/20/2016			0000000997			299	0000001307	0000024785	0000001314
		0.00		1,053.03	0.00	Invoice	A All In One Construction		12/20/2016			0000000986			300	0000001307	0000024785	0000001314
		0.00		2,088.78	0.00	Invoice	Beck Corporation		05/03/2018			0000001195			289	0000001302	0000024780	0000001313
		0.00		1,528.00	0.00	Invoice	Alliance Construction Co Inc		01/23/2018			0000001286			397	0000001306	0000024784	0000001314
		0.00		1,962.55	0.00	Invoice	Empire Health Distribution		01/31/2017	04/01/2017	Net 60 Days	0000001037	0000700092	9345	339	0000001311	0000024789	
		0.00		2,392.57	0.00	Invoice	Alex Fries & Bros Inc		01/01/2017			0000000915			217	0000001305	0000024783	
		0.00		2,974.95	0.00	Invoice	A All In One Construction		12/20/2016			0000000986			288	0000001305	0000024783	
		0.00		3,360.00	0.00	Invoice	Fitness Development Equipment		01/31/2017	04/01/2017	Net 60 Days	0000001034	0000700057	567677	336	0000001312	0000024790	0000001313
		0.00		4,048.65	0.00	Invoice	Beck Corporation		12/20/2016			0000000999			301	0000001307	0000024785	0000001314
		0.00		9,072.00	0.00	Invoice	Elbw Inc Enterprise Brass Works		12/22/2016			0000001003			305	0000001310	0000024788	
		0.00		95,310.96	0.00	Invoice	Celestin Design Centre		12/28/2017			0000001144			373	0000001309	0000024787	

Amounts in base currency
128,889.64
Created by AR on 04/24/2019 7:11:51 AM Modified by AR on 04/24/2019 7:17:45 AM

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.

AP Batch -

Load Payables Select All Due Discounts Post Open Vendor View Transaction View Source

Due By: // Currency: Payment Terms: Note:

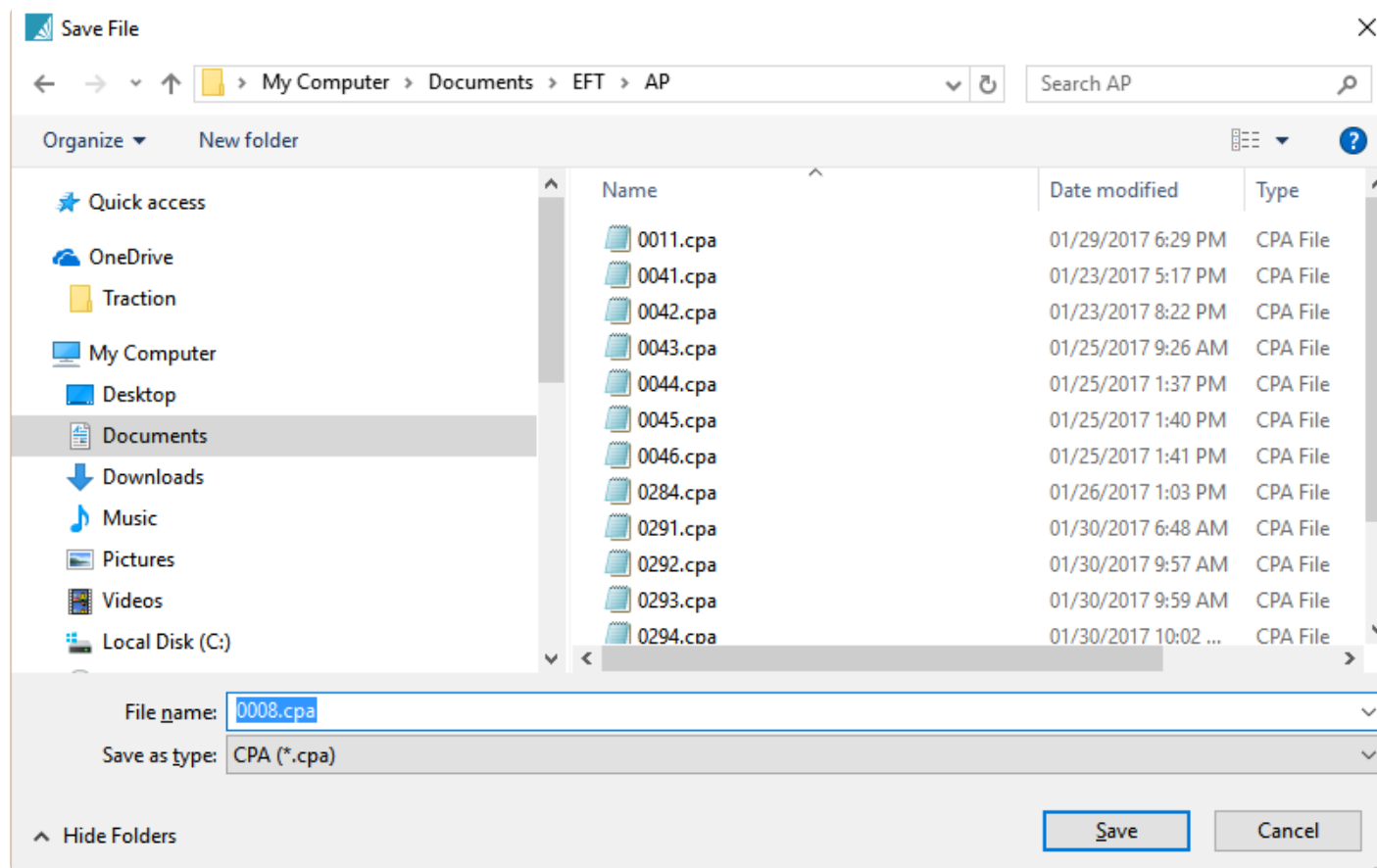
Payment Method: EFT Payment Account: 11120/ / Payment Start No: 0 Batch Date: 01/31/2017

Pay	Take Discount	Discount	Pay Amount	Balance	Type	Vendor No	Vendor Name	Date	Due Date	Terms Code	Terms Desc.	Hold	Transaction No	Purchase No
<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	17,728.80	Invoice	AAL587						<input type="checkbox"/>	0000000912	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.00	22,379.00	22,380.00	Invoice	AAL587						<input type="checkbox"/>	0000000913	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	2,981.25	Invoice	AAL587						<input type="checkbox"/>	0000000914	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	6,875.53	6,875.53	Invoice	AAL587						<input type="checkbox"/>	0000000985	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	2,974.95	Invoice	AAL587						<input type="checkbox"/>	0000000986	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	1,053.03	Invoice	AAL587						<input type="checkbox"/>	0000000987	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	123.20	123.20	Invoice	ACME						<input type="checkbox"/>	0000000821	0000700088
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	112.00	Invoice	ACME	ACME Systems Inc	01/31/2017	01/31/2017			<input type="checkbox"/>	0000001035	0000700062
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	2,441.40	Invoice	ALE643	Alex Fries & Bros Inc	01/01/2017				<input type="checkbox"/>	0000000915	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	585.00	585.00	Invoice	ALE643	Alex Fries & Bros Inc	01/12/2017				<input type="checkbox"/>	0000000916	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	499.80	Invoice	ALE643	Alex Fries & Bros Inc	01/16/2017				<input type="checkbox"/>	0000000917	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	579.55	Invoice	ALE643	Alex Fries & Bros Inc	01/02/2017				<input type="checkbox"/>	0000000918	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	11,695.50	Invoice	ALE643	Alex Fries & Bros Inc	12/17/2016				<input type="checkbox"/>	0000000988	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	796.50	Invoice	ALE643	Alex Fries & Bros Inc	12/21/2016				<input type="checkbox"/>	0000000989	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	2,683.13	Invoice	ALE643	Alex Fries & Bros Inc	12/07/2016				<input type="checkbox"/>	0000000990	

Amounts in base currency

29,962.73

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



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

A All In One Construction

485 Rolling Rd
Lasalle QC H8R 3C2

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

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

ACME Systems Inc

500 - 44882 Saperton St
Port Moody BC V5T 5Y6

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

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

Alex Fries & Bros Inc

326 Witherspoon St
Etobicoke ON M9R 2W5

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

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

Inventory

Inventory											
Inventory Movement Reports Labels Adjust Count Create Purchase Order Create Sales Order Requisition Filters Search Export + - ?											
Description	Vendor No.	Status	Suggested Order Qty	Available	On Hand	Backorder	Committed	On Order	Type	Average Cost	Current Cc
4RTT AbMat		Active	0.00	500.00	500.00	0.00	0.00	0.00	Normal	0.00	0.
AbMat	ROGCAN	Active	0.00	48.00	48.00	4.00	0.00	0.00	Normal	19.55	19.
Acai Fruit Extract	EMPHEA	Active	0.00	3,523.00	4,073.00	0.00	550.00	0.00	Raw Material	1.00	1.
ACME Jump Rope	ACME	Active	0.00	93.00	94.00	4.00	1.00	0.00	Normal	10.05	10.
ACME Medicine Ball	ACME	Active	0.00	43.00	71.00	0.00	28.00	0.00	Normal	36.85	36.
ACME Swiss Ball	ACME	Active	0.00	1.00	1.00	0.00	0.00	0.00	Normal	14.74	14.
ACME Swiss Ball	ACME	Active	0.00	76.00	101.00	0.00	25.00	0.00	Normal	14.74	14.
ARC-102 Air Rower	NOLIFI	Active	0.00	0.00	0.00	0.00	0.00	0.00	Normal	749.50	749.
Almonds	FORFOO	Active	0.00	9,480.00	11,141.00	0.00	1,661.00	0.00	Raw Material	0.45	0.
Balance Pod 6.3"	FIDEBU	Active	0.00	0.00	0.00	0.00	0.00	1.00	Normal	4.00	4.
Blueberries	FORFOO	Active	0.00	4,199.00	4,199.00	0.00	0.00	0.00	Raw Material	0.88	0.
Blueberry Syrup	FORFOO	Active	0.00	3,520.00	3,520.00	0.00	0.00	0.00	Raw Material	0.08	0.
Brown Rice Syrup	FORFOO	Active	0.00	15,000.00	15,000.00	0.00	0.00	0.00	Raw Material	0.02	0.
Brown Sugar	EMPHEA	Active	0.00	4,155.00	6,596.66667	0.00	2,441.66667	30,000.00	Raw Material	0.06	0.
Cross box Half Rack Floor Braces	NOLIFI	Active	0.00	0.00	0.00	0.00	0.00	0.00	Normal	50.00	50.
Cross Box Squat Stand 72"	NOLIFI	Active	0.00	1.00	1.00	0.00	0.00	0.00	Normal	210.00	210.
Cross Box Squat Stand with Chin Bar 92"	NOLIFI	Active	0.00	0.00	0.00	0.00	0.00	0.00	Normal	274.50	274.
Cross Box Squat Stand w/Triple Bar 110"	NOLIFI	Active	0.00	7.00	7.00	0.00	0.00	0.00	Normal	374.50	374.

Inventory List – When inventory is selected from the main menu, the inventory list is presented to the user either the last way they left it, or using the default, if it was set by the user. It remembers column position, width and the column it was sorted by.

Copy – If a user selects an item and clicks copy, the item is opened and the user can select what to copy to the new item. Then enter a new part number for the item and click OK. The item will then be editable before saving it.

spire

?

×

Copy from...

VA

INSD850

OK

Copy to...

VA

INSD875

Cancel

☒ Copy customer specific prices
 ☒ Copy selling price list
 ☒ Copy extended description
 ☒ Copy all units of measure
 ☐ Place on hold

- Customer Specific Prices
- Selling Price List

- Extended Description
- Units of Measure
- Place on Hold

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

The following dialog will come up and the user can:

- Set Quantity to one of each label
- Set quantity to on-hand for each item (default)
- Set how many blanks to print first in case some of the labels on the sheet are used
- Once all selections are made they can print the labels required

The 'Print Labels' dialog box contains a table with the following data:

Qty	Part	Description	Location	Stock UOM	Sell UOM
68	[VA] INADB20	InSpire Dumbbell 20		EA	EA
53	[VA] INSKB10	InSpire Kettlebell 10		EA	EA
12	[VA] CUCBBTHG1048	Chin Up Bar 1" x 48" Bent Bar W/Hammer Grips		EA	EA
97	[VA] INSBLE100	InSpire 100 Max Blender		EA	EA
66	[VA] INADB10	InSpire Dumbbell 10		EA	EA
86	[VA] INSPOME3-100	Inspire Omega 3 Supplement (100 cap)		EA	EA
0	[VA] NLLATP	Lat Machine Plate Loaded		EA	EA

Below the table, there are two input fields:

Total Labels:

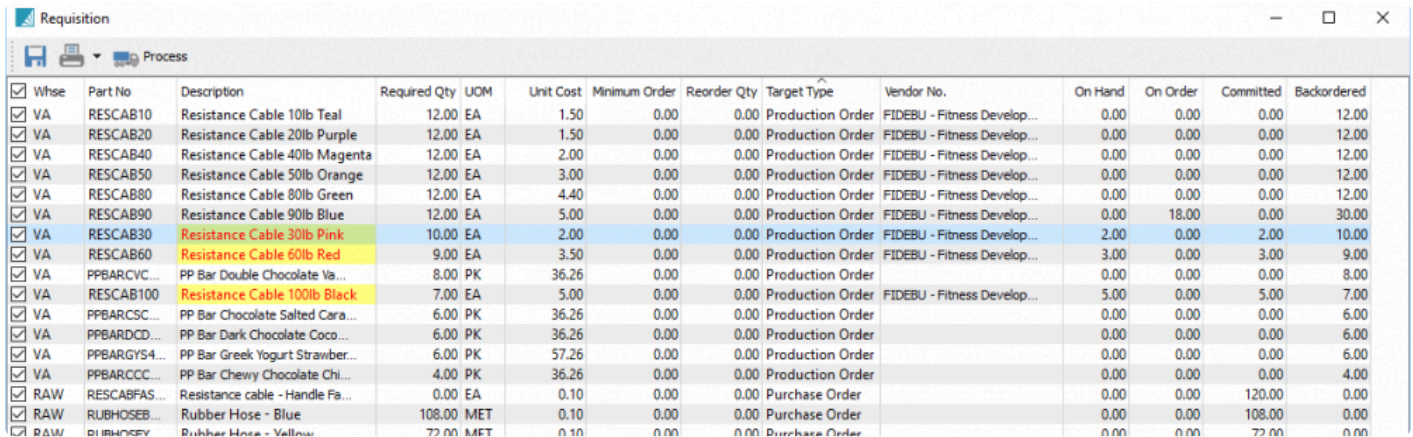
Blank Labels:

Adjust – Any number of inventory items can be selected and then click on adjust. By clicking the down arrow next the the adjust button, it will become a warehouse transfer instead. The items will then be passed to a list that the user can edit and add to. The quantities default to zero so the user can edit them to whatever quantity is required to adjust. The default GL credit account that was setup in Company Settings Inventory is on each line by default but can be edited. [See Inventory Adjustments](#) for more detail.

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.



Whse	Part No	Description	Required Qty	UOM	Unit Cost	Minimum Order	Reorder Qty	Target Type	Vendor No.	On Hand	On Order	Committed	Backordered
<input checked="" type="checkbox"/>	VA	RESCAB10 Resistance Cable 10lb Teal	12.00	EA	1.50	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	0.00	0.00	0.00	12.00
<input checked="" type="checkbox"/>	VA	RESCAB20 Resistance Cable 20lb Purple	12.00	EA	1.50	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	0.00	0.00	0.00	12.00
<input checked="" type="checkbox"/>	VA	RESCAB40 Resistance Cable 40lb Magenta	12.00	EA	2.00	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	0.00	0.00	0.00	12.00
<input checked="" type="checkbox"/>	VA	RESCAB50 Resistance Cable 50lb Orange	12.00	EA	3.00	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	0.00	0.00	0.00	12.00
<input checked="" type="checkbox"/>	VA	RESCAB80 Resistance Cable 80lb Green	12.00	EA	4.40	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	0.00	0.00	0.00	12.00
<input checked="" type="checkbox"/>	VA	RESCAB90 Resistance Cable 90lb Blue	12.00	EA	5.00	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	0.00	18.00	0.00	30.00
<input checked="" type="checkbox"/>	VA	RESCAB30 Resistance Cable 30lb Pink	10.00	EA	2.00	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	2.00	0.00	2.00	10.00
<input checked="" type="checkbox"/>	VA	RESCAB60 Resistance Cable 60lb Red	9.00	EA	3.50	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	3.00	0.00	3.00	9.00
<input checked="" type="checkbox"/>	VA	PPBARCVC... PP Bar Double Chocolate Va...	8.00	PK	36.26	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	0.00	0.00	0.00	8.00
<input checked="" type="checkbox"/>	VA	RESCAB100 Resistance Cable 100lb Black	7.00	EA	5.00	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	5.00	0.00	5.00	7.00
<input checked="" type="checkbox"/>	VA	PPBARCSC... PP Bar Chocolate Salted Cara...	6.00	PK	36.26	0.00	0.00	Production Order		0.00	0.00	0.00	6.00
<input checked="" type="checkbox"/>	VA	PPBARDCD... PP Bar Dark Chocolate Coco...	6.00	PK	36.26	0.00	0.00	Production Order		0.00	0.00	0.00	6.00
<input checked="" type="checkbox"/>	VA	PPBARGYS4... PP Bar Greek Yogurt Strawber...	6.00	PK	57.26	0.00	0.00	Production Order		0.00	0.00	0.00	6.00
<input checked="" type="checkbox"/>	VA	PPBARCCC... PP Bar Chewy Chocolate Chi...	4.00	PK	36.26	0.00	0.00	Production Order		0.00	0.00	0.00	4.00
<input checked="" type="checkbox"/>	RAW	RESCABFAS... Resistance cable - Handle Fa...	0.00	EA	0.10	0.00	0.00	Purchase Order		0.00	0.00	120.00	0.00
<input checked="" type="checkbox"/>	RAW	RUBHOSEB... Rubber Hose - Blue	108.00	MET	0.10	0.00	0.00	Purchase Order		0.00	0.00	108.00	0.00
<input checked="" type="checkbox"/>	RAW	RUBHOSEY... Rubber Hose - Yellow	72.00	MET	0.10	0.00	0.00	Purchase Order		0.00	0.00	72.00	0.00

Refresh – Refreshes the list with any changes made by another user or a process like invoices and purchase order changing on-hand and costs,

Filters – Allows the user to filter the list to only show what they want. [See ‘Filters’](#) for more information.

Export – Exports the current list layout and sort to Excel or .csv in the same order as listed.

Add – Click to add an inventory item

Edit – Click to edit an inventory item,

Delete – Click to delete an inventory item. There cannot be any on-hand, back ordered, committed or on-order inventory items of this type to be able to delete the item.

Print – Prints inventory reports. Users can select ‘Print All’ for every item on the filtered list, or ‘Print Selected’ and then only items highlighted will be passed to the report.

Inventory Details

Inventory Header

Inventory - VA /INSKB10 [Inspire Health Systems.]

Warehouse: VA Part Number: INSKB10 Description: InSpire Kettlebell 10 Active Foreground Background

Details Prices and Units UPCs Movement Price Matrix Vendor Prices Purchasing Production Sales Statistics User Defined Receipts Serial Numbers Communications Accessories Bill of Materials

General

Inventory Type: Normal Non Serialized

Product code: WEIGHT

Alternate: User Defined

Allow Backorders Allow Returns Upload to Web

User Type: Misc. 0

Physical

Pack size: 0.000

Weight: 0.000

Location:

Country of Origin:

HS Code:

Pricing and Costing

Price per EA: 25.00

Average cost: 13.75 Margin %: 45.0

Current cost: 13.75 Current %: 45.0

Standard cost: 0.00 Standard %: 100.0

GL Accounts

Sales Department: 5

Revenue: 41600 Sales - Weights

Cost of Goods: 71160 Cost of Goods Sold - Weights

Inventory: 11306 Inventory at Cost - Weights

Purchasing

Primary Vendor: INSPIRE Inspire China

Reorder Point: 0 PO No: Due date: / /

Min. Order Qty: 0 Default Expiry Days: 0

Duty %: 0 Freight %: 0

Extended Description

This can be purchased as a package with all available weights

Image

C:/Users/aromeyn/Pictures/Manual/Images/Vei

Browse... Clear Open...

On Hand: 38.000 Committed: 40.000 Backorder: 36.000 On Order: 0.000 Available Qty: -2.000

Created by SS on 08/25/2014 9:50:16 AM Modified by SS on 06/13/2018 8:44:27 AM

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:

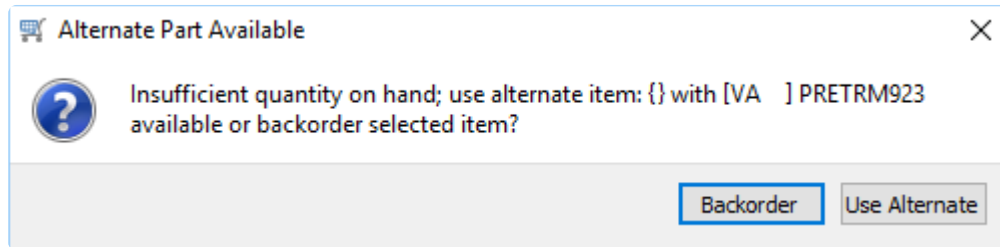
- **Normal** – For normal buy/sell items
- **Non-Physical** – For items that are not physically in inventory. Use this for things like labor or miscellaneous items that belong in a particular sales department. Use caution with cost on non physical items. Be sure that the sales department used does not 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



$$\text{Average Cost} = \frac{(\text{on-hand} \times \text{original average cost}) + (\text{quantity received} \times \text{received cost})}{(\text{on-hand quantity} + \text{quantity received})}$$

Current Cost – What was last paid for an item or what the user edited the cost to. If the on-hand quantity is zero and the user edits the current cost the average cost will get the same value.

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.

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 can be added here for this item. It can be printed on sales reports and invoices. There is a sub report for this purpose on the Spire stock reports but is hidden by default. Contact your Spire partner if you do not have the knowledge to edit this.

Image

Image – An image can be browsed and attached to the 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 shown 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

Inventory - VA /INSKB10

Warehouse: VA Part Number: INSKB10 Description: InSpire Kettlebell 10 Active Foreground Background

Details Prices and Units UPCs Price Matrix Vendor Prices Purchasing Sales Statistics User Defined Receipts Serial Numbers Communications Accessories

Unit of Measure

	Code	Description	Conversion Factor	Fractional Quantities	Sell	Buy	Location	Weight
	3PAK	3 Pack	3 EA per 3PAK	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bin-4A	6.00
	EA		1 EA per EA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bin-4	2.00

Pricing

Level	Sell Price (EA)	Margin (Curr)	Margin (Avg)	Currency
1	25.00	44.05	44.05	CAD
2	0.00			XEU
3	0.00			JPY
4	0.00			CAD
5	0.00			
6	0.00			
7	0.00			CAD
8	0.00			CAD
9	0.00			
10	0.00			USD
11	0.00			CAD

Taxes

☒ Sales Tax 1
☒ Sales Tax 2
☐ Sales Tax 3
☐ Sales Tax 4
 Levy Code:
☒ Discountable

Tax Rebates

☐ Alberta ☐ Nunavut
☐ British Columbia ☐ Ontario
☐ Manitoba ☐ PEI
☐ New Brunswick ☐ Quebec
☐ Newfoundland ☐ Saskatchewan
☐ Nova Scotia ☐ Yukon
☐ NWT ☐ Other

On Hand: 126.000 Committed: 31.000 Backorder: 18.000 On Order: 0.000 Available Qty: 95.000

Created by SS on 08/25/2014 9:50:16 AM Modified by BT on 10/04/2018 9:37:37 AM

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

Levy -

Code: WEE Description: Electronic Disposal

Amount: 5.000

☒ Amount Adjustment ☐ Percentage Adjustment

GL Account: 11330/ /

Taxes:

- ☐ Sales Tax 1
- ☐ Sales Tax 2
- ☐ Sales Tax 3
- ☐ Sales Tax 4

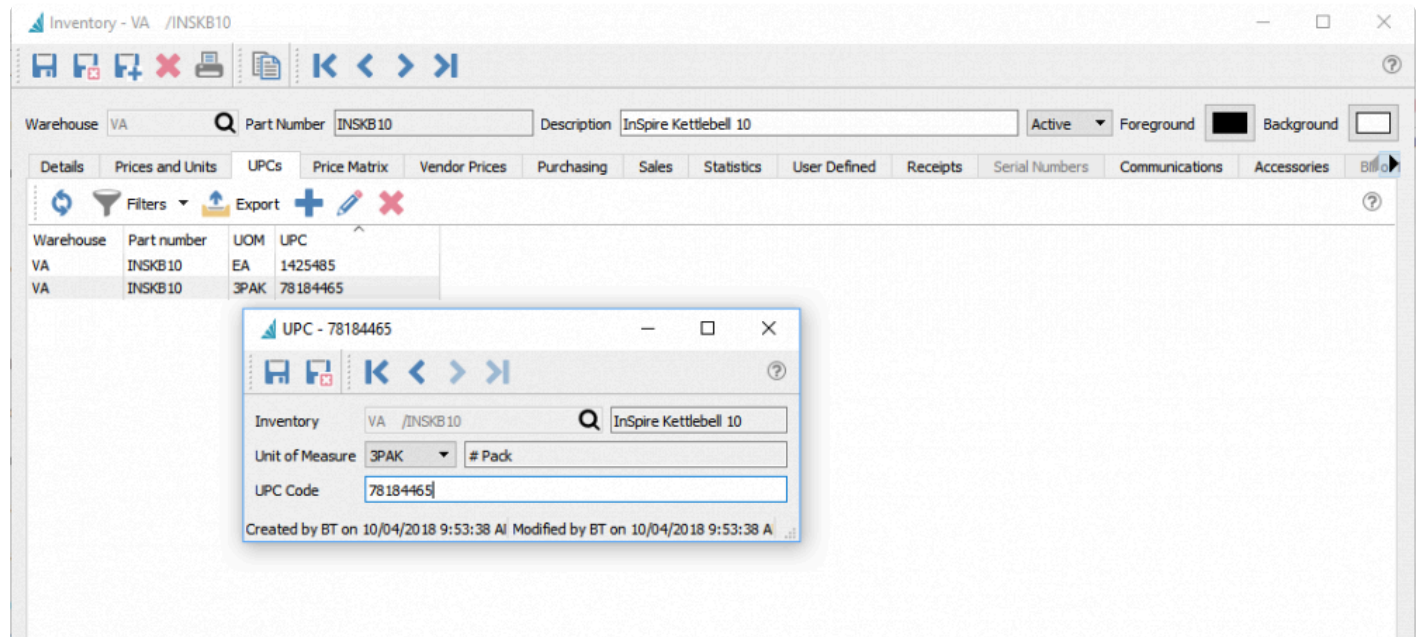
Tax Rebates – Canada – Select each Canadian jurisdiction where there is a tax rebate offered for this item. The rebate percentage is defined in Edit/Sales Taxes.

Discountable

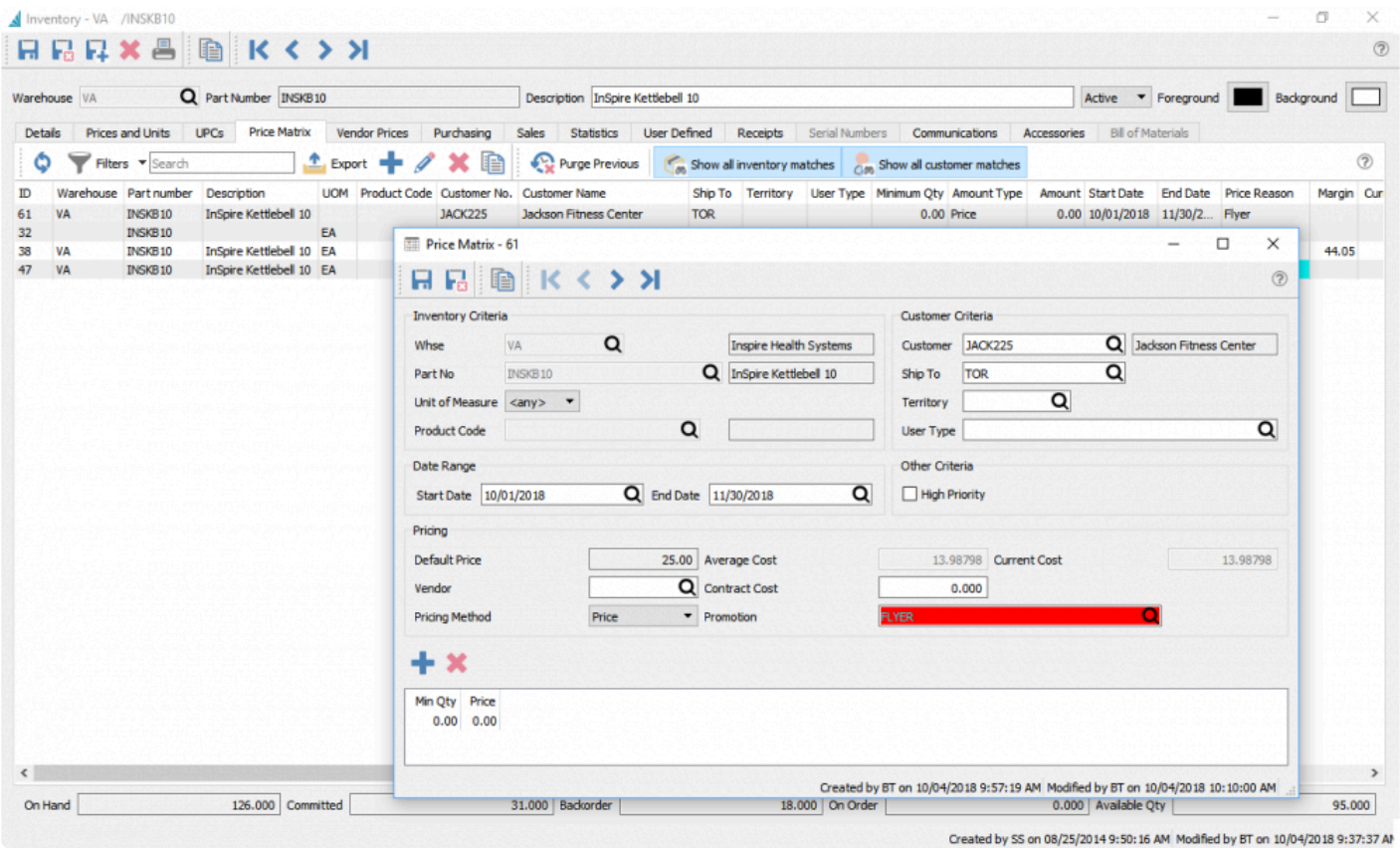
Discountable – Check this on if the item is allowed to be discounted.

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

The screenshot shows the 'Inventory - [VA] INSKB5' window. The 'Vendor Prices' tab is active, displaying a table with columns: Vendor Code, Vendor Name, Unit of Measure, Cost Price, Vendor Part No, Start Date, and End Date. Two entries are visible: INSPIRE Inspire China (EA, 8.50, 435776, 3/2/2014) and FIDEBU Fitness Development Equipment (EA, 9.00, 65657). A 'Vendor Price Edit' dialog box is open, showing fields for Vendor (Inventory: [VA] INSKB5, Vendor: INSPIRE, Vendor Part No: 435776, Start Date: 3/2/2014, End Date: / /), Details (Unit of Measure: EA, Minimum Order Qty: 0, Cost Price: 8.50, Variance: 2.94), and Quantity Breaks (a table with Quantity and Cost Price rows).

Quantity	Cost Price
12.00	6.00
25.00	5.00
0.00	0.00

Allows multiple vendor prices to be added to each item.

- **Inventory** – Warehouse and part number
- **Vendor** – Vendor name
- **Vendor Part No** – Part number the vendor uses and will print on Spire's default purchase order number instead of companies part number.
- **Start Date** – Starting date for this price
- **End Date** – Ending date for this price
- **Automatically delete price after expiry** – Deletes the modified price when it expires
- **Unit of Measure** – Unit of measure for this price
- **Minimum Order Qty** – Minimum order quantity for this price. When the item is added to the PO it will put at least this quantity on the order. (uses the suggested order quantity from the inventory list)
- **Cost Price** – Your cost from the vendor

- **Variance** – Difference from the current cost in inventory
- **Automatically update vendor cost in receiving** – When a PO is received and the cost is different than this, this price will be updated ONLY if it does not have a start or end date.
- **Quantity breaks** – Prices for different quantities ordered

Purchasing

Inventory - VA / INSKB30

Warehouse: VA Part Number: INSKB30 Description: InSpire Kettlebell 30 Active Foreground Background

Details Prices and Units UPCs Price Matrix Vendor Prices Purchasing Sales Statistics User Defined Receipts Serial Numbers Communications Accessories Bill of Materials

Orders History

Filters Search Export + -

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 Number
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	

On Hand 73.000 Committed 29.000 Backorder 13.000 On Order 6.000 Available Qty 44.000

Created by SS on 08/25/2014 9:50:16 AM Modified by BT on 10/03/2018 9:25:01 AM

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

Inventory - VA /INSKB30

Warehouse: VA Part Number: INSKB30 Description: InSpire Kettlebell 30 Active: Foreground Background:

Details Prices and Units UPCs Price Matrix Vendor Prices Purchasing Sales Statistics User Defined Receipts Serial Numbers Communications Accessories Bill of Materials

Orders History

Filters Search Export

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	Bi
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 then copy or credit it.

Sales

Inventory - VA / INSKB30

Warehouse: VA Part Number: INSKB30 Description: InSpire Kettlebell 30 Active Foreground Background

Details Prices and Units UPCs Price Matrix Vendor Prices Purchasing Sales Statistics User Defined Receipts Serial Numbers Communications Accessories Bill of Materials

Order Items Invoice Items

Filters Search Export

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
Q00000000...	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

Inventory - VA /INSKB30

Warehouse: VA Part Number: INSKB30 Description: InSpire Kettlebell 30 Active Foreground Background

Details Prices and Units UPCs Price Matrix Vendor Prices Purchasing Sales Statistics User Defined Receipts Serial Numbers Communications Accessories Bill of Materials

Order Items Invoice Items

Filters Search Export

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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	36.48
0000600310	07/06/2015	HAST563	Hastings Communications		2.00	2.00	0.00	65.00	130.00	EA	36.48	43.88	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	36.48
0000600332	09/11/2015	HAST563	Hastings Communications		2.00	2.00	0.00	65.00	130.00	EA	36.48	43.88	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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

Inventory - VA /INSDB40

Warehouse VA Part Number INSDB40 Description InSpire Dumbbell 40 Active Fo

Details	Prices and Units	UPCs	Price Matrix	Vendor Prices	Purchasing	Sales	Statistics	User Defined	Receipts	Serial Numbers	Communications
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

Inventory - VA /INSDB40

Warehouse: VA Part Number: INSDB40 Description: InSpire Dumbbell 40 Active Foreground Background

Details Prices and Units UPCs Price Matrix Vendor Prices Purchasing Sales Statistics User Defined Receipts Serial Numbers Communications Accessories

Food Info Preparation Info

Gluten Free ☐

Kosher ☐

Store Temp (Degress C)

User Defined Page - Food Info

Label: Food Info

GlutenFree
Kosher
StoreTemp

New
Edit
Delete
Move Up
Move Down
Ok
Cancel

Add Page Edit Page Remove Page Move Left Move Right

On Hand 132.000 Committed 3.000 Backorder 1.000 On Order 1.000 Available Qty 129.000

Created by SS on 08/25/2014 9:50:16 AM Modified by SS on 04/09/2018 12:49:08 PM

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

Inventory - VA /INSDB40

Warehouse VA Part Number INSDB40 Description InSpire Dumbbell 40 Active Foreground Background

Details Prices and Units UPCs Price Matrix Vendor Prices Purchasing Sales Statistics User Defined Receipts Serial Numbers Communications Accessories

Filters Export View

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

Inventory - VA /YOGURTCOATING

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

Details Prices and Units UPCs Price Matrix Vendor Prices Purchasing Sales Statistics User Defined Receipts Lot Numbers Communications Accessories Bill of Materials

Available Trace

Number	Type	No	Receipt No	Date	Unit Cost	Received Qty	Sales Qty
6575665		100.00	0.45	0.529 05/24/2016	02/02/2018		
5756678		400.00	0.45	0.529 05/24/2016	01/01/2017		
23455		467.00	0.45	0.529 09/16/2015	01/01/2017		

Number Type No Receipt No Date Unit Cost Received Qty Sales Qty

23455	Purchase Order	00007...	371	05/24/20...	0.45	500.00	0.00
23455	Sales History	00006...		05/24/20...	0.00	0.00	25.00
23455	Purchase Order	A0000...		05/12/20...	0.00	-2.00	0.00
23455	Production History	00000...	415	09/06/20...	0.45	-6.00	0.00

Highlight a lot number

Lot Trace Results - 23455

Expand All Open Related Shows all movement of the lot number in and out

Trace ID	Trace Type	Warehouse	Part No	Lot No	Link Type	Link No	Receipt No	Receipt Date	Unit Cost	Received Qty	Sales Qty
1	Purchase History	VA	YOGURTCOATING	23455	Purchase Order	0000700081	371	05/24/2016	0.45	500.00	0.00
2	Sales History	VA	YOGURTCOATING	23455	Invoice	0000600375		05/24/2016	0.00	0.00	25.00
3	Purchase Order	VA	YOGURTCOATING	23455	Purchase Order	A000000006		05/12/2016	0.00	-2.00	0.00
4	Production History Component	VA	YOGURTCOATING	23455	Production History	0000000010	415	09/06/2016	0.45	-6.00	0.00

Select a transaction & click 'Open Related'

Production History - 0000000010

Main Communications Phase User Defined

Order Information

Build No: 0000000022 Status:
Sales Order: 0000800028 Order Date: 09/16/2015 Reference No:
Phase: Required Date: 09/16/2015 Priority:
Customer: SADL845 Phase Date: Customer PO:

Details

Show UDF

Inventory	Description	Quantity
VA /SALT	Salt	20.00000
VA /SLTCARM	Salted Caramel	125.00000
VA /OLEICOIL	High Oleic Sunflower Oil	30.00000
VA /XANGUM	Xanthan Gum	25.00000
VA /TAPSTARCH	Modified Tapioca Starch	25.00000
VA /YOGURTCOATING	High Protein Yogurt Coating	1.00000

Lot Numbers: 23455: -6.000 Shows lot and quantity consumed in production

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

Inventory - VA /PRES323

Warehouse VA Part Number PRES323 Description Precor S3.23 Functional Trainer Active Foreground Background

Details Prices and Units UPCs Price Matrix Vendor Prices Purchasing Sales Statistics User Defined Receipts **Serial Numbers** Communications Accessories

All Trace

Number	Hold	Available Qty	Unit Cost	Sell Price	Received Date	Expiry Date
12945655	<input type="checkbox"/>	0.00	1,299.50		02/20/2015	
98448445	<input type="checkbox"/>	1.00	1,299.50		02/20/2015	
65498449	<input type="checkbox"/>	0.00	1,299.50		02/20/2015	
78958954	<input type="checkbox"/>	0.00	1,299.50		02/20/2015	
46765196	<input type="checkbox"/>	1.00	1,299.50		02/20/2015	
45454569	<input type="checkbox"/>	0.00	1,299.50		02/20/2015	
56495694	<input type="checkbox"/>	1.00	1,299.50		02/20/2015	
28649848	<input type="checkbox"/>	1.00	1,299.50		02/20/2015	
34567	<input type="checkbox"/>	0.00	1,299.50		02/16/2015	
59869846	<input type="checkbox"/>	0.00	1,299.50		02/20/2015	
12345	<input type="checkbox"/>	0.00	1,299.50		02/16/2015	
234345	<input type="checkbox"/>	1.00	1,299.50		02/16/2015	
14646584	<input type="checkbox"/>	1.00	1,299.50		02/20/2015	
444555	<input type="checkbox"/>	0.00	1,299.50	1,624.375	10/02/2018	

Number	Type	No	Receipt No	Date	Unit Cost	Received Qty	Sales Qty
78958954	Purchase Order	0000700025	127	02/20/2015	1,299.50	1.00	0.00
78958954	Sales History	0000600285		03/16/2015	0.00	0.00	1.00

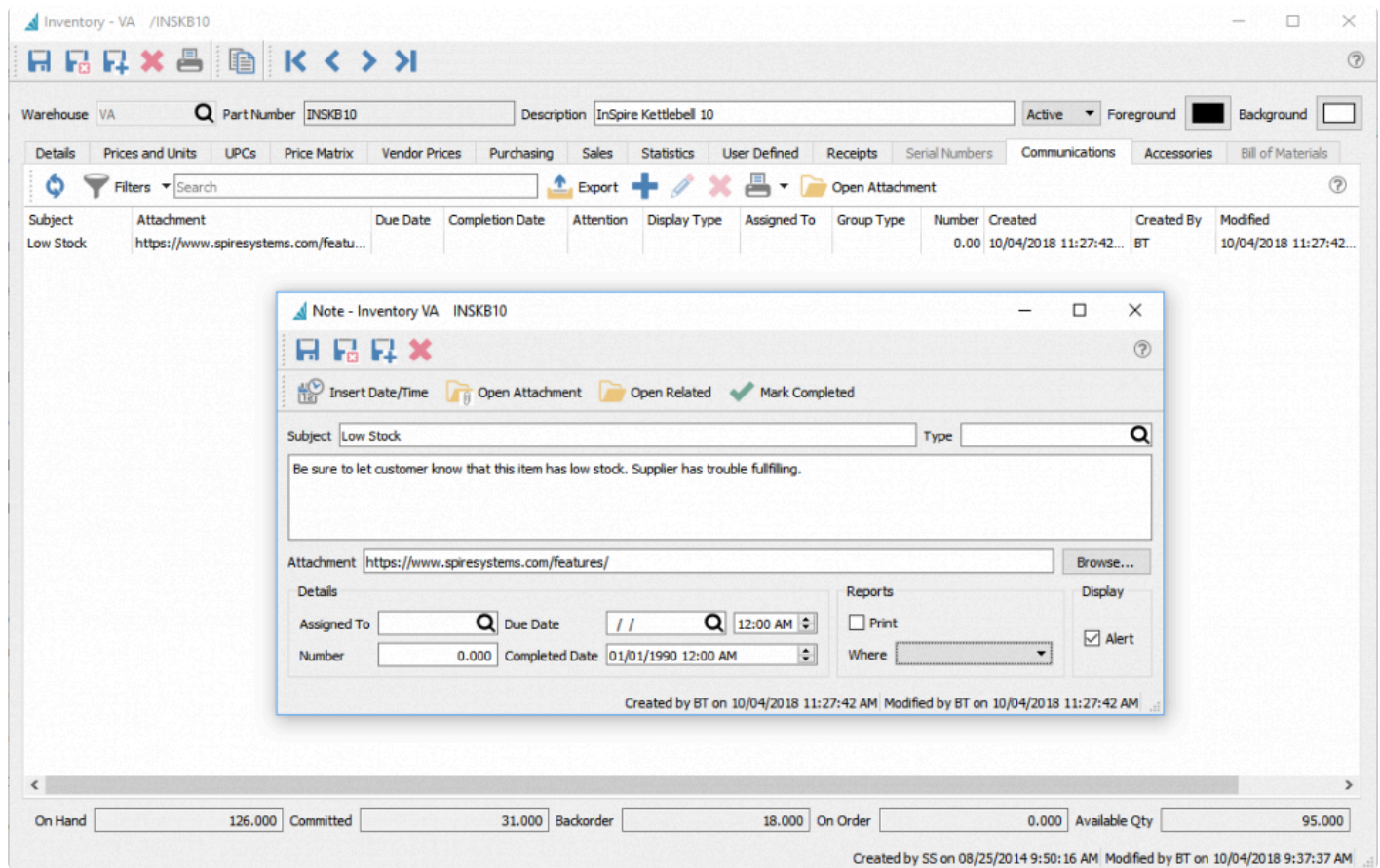
On Hand 7.000 Committed 1.000 Backorder 4.000 On Order 24.000 Available Qty 6.000

Created by SS on 10/02/2014 3:10:23 AM Modified by SS on 06/06/2018 10:41:11 AM

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.

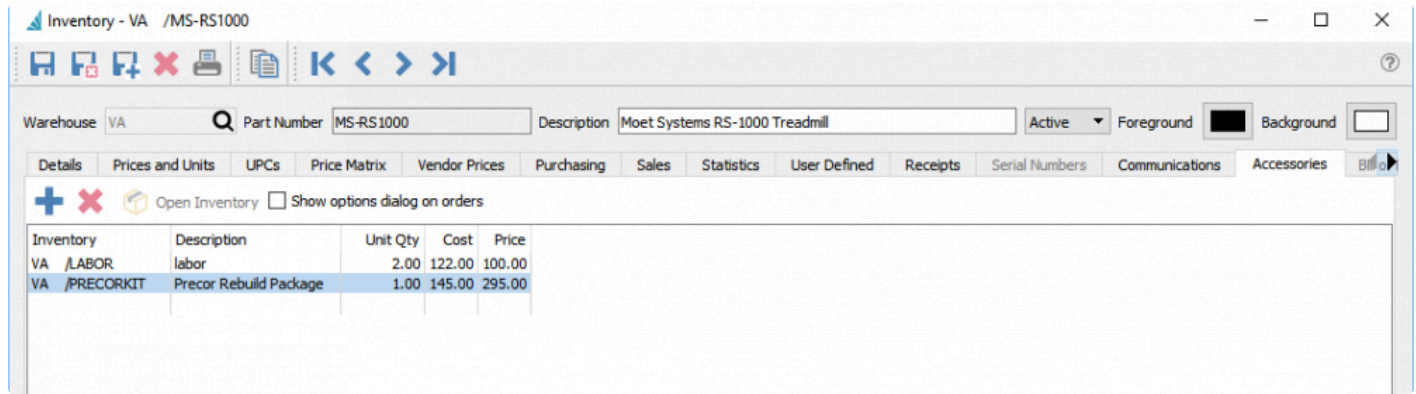
This note can also be included on any report. Many of Spire's stock reports have a sub report on them that is hidden and using Crystal Reports your Spire partner can assist to have them print where required.

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

Inventory - VA /PPBARCSC48PK

Warehouse: VA Part Number: PPBARCSC48PK Description: PP Bar Chocolate Salted Caramel 50g (48 pack) Active Foreground Background

Details Prices and Units UPCs Price Matrix Vendor Prices Purchasing Sales Statistics User Defined Receipts Serial Numbers Communications Accessories Bill of Materials

Build Subassemblies Switch To Alternate Copy Components Open Inventory

Inventory	Description	Quantity	Extended Qty	Unit Cost	Extended Cost	UOM	Conv. Factor	Inv. Usage	Lead	Vendor No.	Category
VA /PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	1.00000	1.00000	300.04504	300.04504	PK			0		
VA /WHEPRO	Whey Protein	101.00000	101.00000	0.50000	50.50000	GM	1 GM per GM	101.00	0		
VA /SOYLEC	Soy Lecithin	20.00000	20.00000	0.90000	18.00000	GM	1 GM per GM	20.00	0		
VA /NONFATMILK	Nonfat Milk	50.00000	50.00000	0.88000	44.00000	GM	1 GM per GM	50.00	0		
VA /RESCAB60	Resistance Cable 60lb Red	2.00000	2.00000	10.64750	21.29504	EA	1 EA per EA	2.00	0	FIDEBU	
RAW /RUBHOSERED	Rubber Hose - Red	6.00000	12.00000	0.10000	1.20000	MET	1 MET per MET	12.00	0		
RAW /RESHANDLE	Resistance Cable Handle	2.00000	4.00000	0.75000	3.00000	EA	1 EA per EA	4.00	0		
RAW /RESCABFASTEN	Resistance cable - Handle Fastener	4.00000	8.00000	0.26188	2.09504	EA	1 EA per EA	8.00	0		
RAW /LABASSEMBLY	Assembly Labor	15.00000	30.00000	0.50000	15.00000	EA	1 EA per EA	30.00	0		
VA /EGGS	Eggs	25.00000	25.00000	0.02000	0.50000	GM	1 GM per GM	25.00	0		
VA /BRNSUG	Brown Sugar	50.00000	50.00000	0.06000	3.00000	GM	1 GM per GM	50.00	0		
VA /SLTCARM	Salted Caramel	125.00000	125.00000	0.85000	106.25000	GM	1 GM per GM	125.00	0		
VA /OLEICOIL	High Oleic Sunflower Oil	30.00000	30.00000	0.30000	9.00000	GM	1 GM per GM	30.00	0		
VA /XANGUM	Xanthan Gum	25.00000	25.00000	1.00000	25.00000	GM	1 GM per GM	25.00	0		

Manufacturing Notes

Instructions

This item may contain peanut residue

On Hand Committed Back Ordered On Order

10.000 10.000 12.000 2.000

On Hand Committed Backorder On Order Available Qty

10.000 10.000 12.000 2.000 0.000

Created by SS on 10/02/2014 3:10:23 AM Modified by BT on 09/25/2018 6:09:52 AM

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 'Copy 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.

Untoggled 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 /INSPKBIT	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
Press <enter> to insert a comment															

Toggled 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 /INSPKBIT	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	Resistance Carle Package	2.00	2.00	0.00	0.00	162.46666	162.46666	EA	0.00			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															

Collapsed Toggled 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 /INSPKBIT	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
Press <enter> to insert a comment															



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 /INSPKBJT	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	Resistance 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.

Inventory - VA /INSPKBKIT

Warehouse: VA Part Number: INSPKBKIT Description: Inspire Kettlebell Kit Active Foreground Background

Details Prices and Units UPCs Price Matrix Vendor Prices Purchasing Sales Statistics User Defined Receipts Serial Numbers Communications Macro Substitutions

General

Inventory Type: Macro (selected) Non Serialized

Product code: Normal Non-Physical Manufactured Kitted Raw Material

Alternate: Macro (selected)

User Defined

User Type: AAA Misc: 0

Physical

Pack size: 0.000 Weight: 0.000 Location: Country of Origin: HS Code:

Pricing and Costing

Price per EA: 985.00 Average cost: 0.00 Margin %: 100.0 Current cost: 0.00 Current %: 100.0 Standard cost: 0.00 Standard %: 100.0

GL Accounts

Sales Department: Purchasing Primary Vendor:

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.

Inventory - VA /INSPKBKIT

Warehouse: VA Part Number: INSPKBKIT Description: Inspire Kettlebell Kit Active Foreground Background

Prices and Units UPCs Price Matrix Vendor Prices Purchasing Sales Statistics User Defined Receipts Serial Numbers Communications Macro Substitutions

+ × Open Inventory ☒ Show options dialog on orders

Inventory	Description	Unit Qty	Cost	Price
VA /INSKB5	InSpire Kettlebell 5	1.00	8.29301	15.00
VA /INSKB10	InSpire Kettlebell 10	1.00	13.75	25.00
VA /INSKB15	InSpire Kettlebell 15	1.00	19.4616	35.00
VA /INSKB20	InSpire Kettlebell 20	1.00	24.75	45.00
VA /INSKB25	InSpire Kettlebell 25	1.00	30.64953	55.00
VA /RESCAB	Resistance Canle Package	2.00	0.00	0.00
VA /INSKB30	InSpire Kettlebell 30	1.00	36.47862	65.00
VA /INSKB35	InSpire Kettlebell 35	1.00	41.95134	75.00
VA /INSKB40	InSpire Kettlebell 40	1.00	46.75	85.00

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															

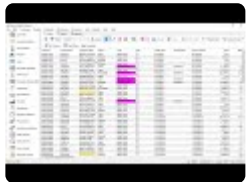
Kits in Macros

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 than the main warehouse. This higher cost is offset by the transfer so the company's bottom line does not change.

Inventory adjustments can be reached from 2 places in Spire. From the inventory list the user can highlight the items to be adjusted or transferred and then click the adjustment button on the top of the inventory list. The transfer option is selected by clicking the little arrow in the adjustment button.

The other way to reach adjustments is via the top menu under Inventory/Inventory Adjustments. Click the + button and choose 'Adjust Inventory' or 'Warehouse Transfer'.

Inventory Adjustment - A000000006

General

Mode
☒ Adjust Inventory ☐ Warehouse Transfer

Reference No Date Adjustment No

Destination
 Location

Parts

☒ Serial Numbers ☒ Scan Items

Inventory	Description	Receive Qty	Cost	UOM	Ext Cost	Avg Cost	Sell 01	GL Account	Location	Pack Size	Tr
VA /RESCAB10	Resistance Cable 10lb Teal	1.000	1.500	EA	1.500	10.00	3.88	11315			
VA /RESCAB100	Resistance Cable 100lb Black	4.000	5.000	EA	20.000	5.00	6.25	11315			
VA /INSKB40	InSpire Kettlebell 40	3.000	48.25268	EA	144.758	48.25268	85.00	11315		0.00	
RAW /RUBHOS...	Rubber Hose - Blue	1.000	0.100	MET	0.100	0.10	0.00	11315		0.00	
VA /CHALK	Gym Chalk	1.000	312.000	CASE	312.000	13.00	624.00	11315			

Available On Hand Committed Backorder On Order

Notes
 All sent to local non profit fitness center

Total Cost

Created by SS on 05/12/2016 6:37:33 AM Modified by SS on 08/31/2016 4:04:55 AM

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.

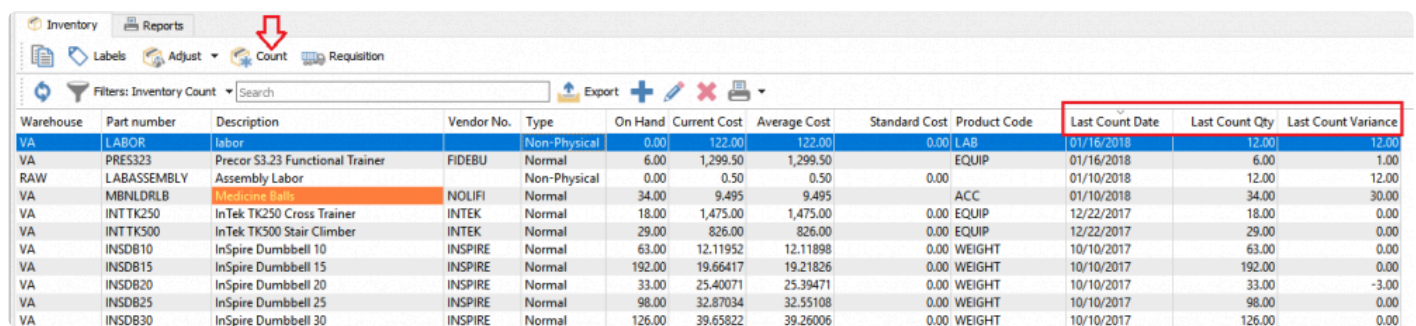
Inventory Count

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.

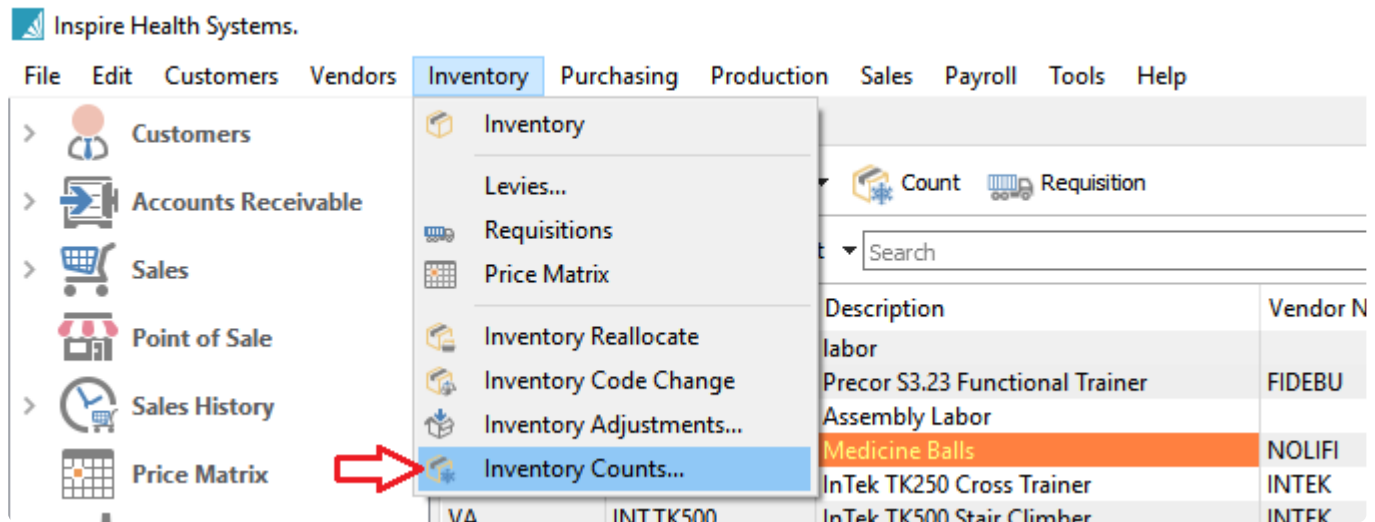
Inventory count can be invoked from two areas.

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	0.00	EQUIP	01/10/2018	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	0.00	ACC	01/10/2018	34.00	30.00
VA	INTTK250	In Tek 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	In Tek TK500 Stair Climber	INTEK	Normal	29.00	826.00	826.00	0.00	EQUIP	12/22/2017	29.00	0.00
VA	INSD810	InSpire Dumbbell 10	INSPIRE	Normal	63.00	12.11952	12.11898	0.00	WEIGHT	10/10/2017	63.00	0.00
VA	INSD815	InSpire Dumbbell 15	INSPIRE	Normal	192.00	19.66417	19.21826	0.00	WEIGHT	10/10/2017	192.00	0.00
VA	INSD820	InSpire Dumbbell 20	INSPIRE	Normal	33.00	25.40071	25.39471	0.00	WEIGHT	10/10/2017	33.00	-3.00
VA	INSD825	InSpire Dumbbell 25	INSPIRE	Normal	98.00	32.87034	32.55108	0.00	WEIGHT	10/10/2017	98.00	0.00
VA	INSD830	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

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.

Freeze Inventory ? X

Filters Search Export

Warehouse	Part number	Description	Vendor No.	Product Code	Type	Availabl
VA	PREUBK615	Precor UBK 615 Upright Bike	FIDEBU	EQUIP	Normal	0.0
VA	PREUBK815	Precor UBK 815 Upright Bike	FIDEBU	EQUIP	Normal	0.0
VA	PREUBK835	Precor UBK 835 Upright Bike	FIDEBU	EQUIP	Normal	0.0
VA	SMSC5	Stairmaster Stairclimber SC5	FIDEBU	EQUIP	Normal	0.0
VA	SMSM5	Stairmaster StepMill SM5	FIDEBU	EQUIP	Normal	1.0
VA	VICABEN	Vicore Elite Core AB Bench	FIDEBU	EQUIP	Normal	0.0
VA	VICELBEN	Vicore Elite Core Bench	FIDEBU	EQUIP	Normal	6.0
VA	VIECCHAIR	Vicore Elite Core Chair	FIDEBU	EQUIP	Normal	0.0
VA	4RTT	4RTT AbMat	ROGCAN	ACC	Normal	500.0
VA	ABMAT	AbMat	ACME	ACC	Normal	-2.0
VA	ACMFITJR	ACME Jump Rope	ACME	ACC	Normal	93.0
VA	ACMFITMB	ACME Medicine Ball	ACME	ACC	Normal	43.0
VA	ACMFITSB	ACME Swiss Ball	ACME	ACC	Normal	76.0
RAW	ACMFITSB	ACME Swiss Ball	ACME	ACC	Normal	1.0

Freeze All Freeze Selected Cancel

Items will then be shown in the batch

Inventory Count - 000000008

Count No: 000000008 Trans No: Start Date: 01/25/2018 Location: MON - Montreal Finish Date: //

Post and Review GL Expand All Freeze Inventory Scan Items Manual Count Open Inventory

+ Add - Delete Count Serials

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	EEE	<input type="checkbox"/>		0.00		500.00	0.00	EA	0.00	-500.00	0.00		
VA /ABMAT	AbMat	yyy	<input type="checkbox"/>		0.00		-2.00	0.00	EA	19.55	0.00	0.00		
VA /ACMFITJR	ACME Jump Rope		<input type="checkbox"/>		0.00		94.00	0.00	EA	10.05	-94.00	-944.70		
VA /ACMFITMB	ACME Medicine Ball		<input type="checkbox"/>		0.00		71.00	0.00	EA	36.85	-71.00	-2,616.35		
VA /ACMFITSB	ACME Swiss Ball		<input type="checkbox"/>		0.00		101.00	0.00	EA	14.74	-101.00	-1,488.74		
RAW /ACMFITSB	ACME Swiss Ball		<input checked="" type="checkbox"/>		0.00		1.00	0.00	EA	14.74	-1.00	-14.74		
VA /BALPOD6.3	Balance Pod 6.3"		<input type="checkbox"/>		0.00		0.00	0.00	EA	4.00	0.00	0.00		
VA /CBHALFRACKFB	Cross box Half Rack Floor Braces		<input type="checkbox"/>		0.00		0.00	0.00	EA	50.00	0.00	0.00		
VA /CBSS072NB	Cross Box Squat Stand 72"		<input type="checkbox"/>		0.00		1.00	0.00	EA	210.00	-1.00	-210.00		
VA /CBSSARNS	Cross Box Half Rack Safety Spotter Arms		<input type="checkbox"/>		0.00		0.00	0.00	EA	67.50	0.00	0.00		
VA /CCFPKG	Charlie CrossFit Package		<input type="checkbox"/>		0.00		-2.00	0.00	EA	718.72	0.00	0.00		
VA /CHALK	Gym Chalk		<input type="checkbox"/>		0.00		-4.00	0.00	EA	13.00	0.00	0.00		
VA /CMATS	Crash Mats		<input type="checkbox"/>		0.00		0.00	0.00	EA	274.50	0.00	0.00		

Notes

Total Unit Variance: -2,309.00
Total Gain/Loss: -44,923.50

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.

Report Viewer

Print Print All Export Group Tree Zoom 100% Find First Previous 1 / 1 Next Last

Inventory Count Sheet

Inspire Health Systems.

Inventory Count Sheet

January 25, 2018 / 2:56 pm

Count No 000000009

Part number	Product Code	Description	UOM	Location	Count
VA /4RTT	ACC	4RTT AbMat	EA	Shelf 6	
VA /INSD5	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.

Enter Manual Count

Match Expected Quantity

Inventory	Description	Counted Qty	Stock Qty	Serialized	UOM	Count Time	Cost	Notes
VA /4RTT	4RTT AbMat	500.00	500.00	<input type="checkbox"/>	EA	01/25/2018 11:33:29 AM	0.00	
VA /NATACCBAL	National Accupressure Balls	214.00	214.00	<input type="checkbox"/>	EA	01/25/2018 11:33:29 AM	16.50	
VA /CUBEAMKIT	Chin Up Bar Beam Mounting Kit	201.00	201.00	<input type="checkbox"/>	EA	01/25/2018 11:33:29 AM	20.00	
VA /NATYM900	National 900 Yoga Mat	164.00	164.00	<input type="checkbox"/>	EA	01/25/2018 11:33:29 AM	9.375	
VA /ACMFITSB	ACME Swiss Ball	101.00	101.00	<input checked="" type="checkbox"/>	EA	01/25/2018 11:33:29 AM	14.74	
VA /WALEQRC	Walcom Resistance cord	90.00	90.00	<input type="checkbox"/>	EA	01/25/2018 11:33:29 AM	9.99818	
VA /TRICABPR	Handle for Triple Cable (pair)	86.00	86.00	<input type="checkbox"/>	EA	01/25/2018 11:33:29 AM	2.50	
VA /SP88FR	Springfield 88 Foam Roller	78.00	78.00	<input type="checkbox"/>	EA	01/25/2018 11:33:29 AM	5.40	
VA /SP500FM	Springfield 500 Floor Mat	76.00	76.00	<input type="checkbox"/>	EA	01/25/2018 11:33:29 AM	15.00	
VA /WALEQBELHAR	Walcom Belt harness	69.00	69.00	<input type="checkbox"/>	EA	01/25/2018 11:33:29 AM	17.92431	
VA /SP4CHIN	Springfield SP-4 Chin-up Bar	59.00	59.00	<input type="checkbox"/>	EA	01/25/2018 11:33:29 AM	90.00	
VA /SP2CHIN	Springfield SP-2 Chin-up Bar	29.00	29.00	<input type="checkbox"/>	EA	01/25/2018 11:33:29 AM	75.00	
VA /CUHGHANDLES	Hammer Grip Handles Kit	14.00	14.00	<input type="checkbox"/>	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	<input type="checkbox"/>	EA	01/25/2018 11:33:29 AM	29.995	
VA /NLCDLR	Chip Dip/Leg Raise Station	7.00	7.00	<input type="checkbox"/>	EA	01/25/2018 11:33:29 AM	299.50	
VA /NLDIP	Dip Station	6.00	6.00	<input type="checkbox"/>	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	<input type="checkbox"/>	EA	01/25/2018 11:33:29 AM	19.00	
VA /ABMAT	AbMat	0.00	0.00	<input type="checkbox"/>	EA	01/25/2018 11:33:29 AM	19.55	
VA /ACMFITJR	ACME Jump Rope	94.00	94.00	<input type="checkbox"/>	EA	01/25/2018 11:33:29 AM	10.05	
VA /ACMFITMB	ACME Medicine Ball	71.00	71.00	<input type="checkbox"/>	EA	01/25/2018 11:33:29 AM	36.85	
VA /WALEQFITBAN	Walcom Fitness Band	63.00	63.00	<input type="checkbox"/>	EA	01/25/2018 11:33:29 AM	31.85544	

OK Cancel

When performing a manual count, the user can manually add serial numbers and edit each line as long as the serial number had been previously received. If the serial number had not been received then an adjustment will be required to correct the balance and serial number. 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 Count - 000000009

Count No 000000009 Trans No Start Date 01/25/2018 Finish Date / /

Location MON - Montreal

+ Add - Delete Count Series

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	<input type="checkbox"/>		25.00	01/25/2018 12:11:05 PM	0.00	25.00	EA	0.00				SS
VA /INSD85	InSpire Dumbbell 5		<input type="checkbox"/>		65.00		65.00	65.00	EA	5.50	0.00	0.00		SS
VA /INSD85	InSpire Dumbbell 5		<input type="checkbox"/>		65.00	01/25/2018 12:24:23 PM	0.00	65.00	EA	5.50				SS
VA /PRES323	Precor S3.23 Functional Trainer		<input checked="" type="checkbox"/>		5.00		6.00	5.00	EA	1,299.50	-1.00	-1,299.50		SS
VA /PRES323	Precor S3.23 Functional Trainer		<input checked="" type="checkbox"/>	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		<input checked="" type="checkbox"/>	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		<input checked="" type="checkbox"/>	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		<input checked="" type="checkbox"/>	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		<input checked="" type="checkbox"/>	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		<input checked="" type="checkbox"/>	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		<input checked="" type="checkbox"/>	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)		<input type="checkbox"/>		0.00		0.00	0.00	EA	1.75	0.00	0.00		
VA /SLDBKBH42	Dumbbell/Kettlebell Rack		<input type="checkbox"/>		0.00		0.00	0.00	EA	124.00	0.00	0.00		
VA /SP2CHIN	Springfield SP-2 Chin-up Bar		<input type="checkbox"/>		0.00		29.00	0.00	EA	75.00	-29.00	-2,175.00		
VA /SP4CHIN	Springfield SP-4 Chin-up Bar		<input type="checkbox"/>		0.00		59.00	0.00	EA	90.00	-59.00	-5,310.00		
VA /SP500FM	Springfield 500 Floor Mat		<input type="checkbox"/>		0.00		76.00	0.00	EA	15.00	-76.00	-1,140.00		
VA /SP88FR	Springfield 88 Foam Roller		<input type="checkbox"/>		0.00		78.00	0.00	EA	5.40	-78.00	-421.20		
VA /SPAB	Springfield Ab Toner		<input type="checkbox"/>		0.00		37.00	0.00	EA	27.00	-37.00	-999.00		
VA /SPIBALL	Pro-tech Spiky Ball		<input type="checkbox"/>		0.00		0.00	0.00	EA	5.29	0.00	0.00		
VA /SRFITCABLE	Fitness Cable Storage Rack		<input type="checkbox"/>		0.00		25.00	0.00	EA	129.06878	-25.00	-3,226.72		
VA /TRICABPR	Handle for Triple Cable (pair)		<input type="checkbox"/>		0.00		86.00	0.00	EA	2.50	-86.00	-215.00		

Notes

This is the quarterly count of equipment and accessories. Counted by Mary and David

Total Unit Variance -573.00
Total Gain/Loss -18,630.09

Created by SS on 01/25/2018 11:54:46 AM Modified by SS on 01/25/2018 11:54:46 AM

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

Count No 000000009

Start Date Jan 25,18
Finish Date
January 25, 2018 / 12:50 pm

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 /INSDBS	WEIGHT	InSpire Dumbbell 5	EA	65	65		
VA /INSDBS		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.

Training Video for Inventory Count



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.

The screenshot displays the 'Purchase Order - 0000700028' window. The 'Vendor' section shows 'INSPIRE' and 'Inspire China'. The 'General' section includes 'Ship To Customer', 'Warehouse' (VA), and 'Ship Via'. The 'Items' table lists various products with their quantities. A 'Print Labels' dialog box is open, showing a list of items with their quantities and locations. The dialog also includes fields for 'Total Labels' (485) and 'Blank Labels' (4). The bottom of the window shows a summary of costs and a total of 19,856.26.

Part No	Description	Min Qty	Order Qty
VA /INSD815	InSpire Dumbbell 15	0.000	115.000
VA /INSCW300	InSpire Coconut Water (300ml)	0.000	58.000
VA /INSWP20	InSpire Weight Plate 20	0.000	55.000
VA /INSKB30	InSpire Kettlebell 30	0.000	51.000
VA /INSD830	InSpire Dumbbell 30	0.000	48.000

Qty	Inventory	Description	Location
99	VA /INSD815	InSpire Dumbbell 15	
58	VA /INSCW300	InSpire Coconut Water (300ml)	
55	VA /INSWP20	InSpire Weight Plate 20	
51	VA /INSKB30	InSpire Kettlebell 30	
48	VA /INSD830	InSpire Dumbbell 30	
40	VA /INSD825	InSpire Dumbbell 25	

Total Labels: 485
Blank Labels: 4

Weight 0.0 Landed Freight 0.00 Discount 0.0 % 0.00 Subtotal 17,728.80
Vendor Freight 0.00 Landed Duty 0.00 G.S.T. 886.44
BC P.S.T. 1,241.02

Amounts in Canadian dollars
19,856.26

Created by SS on 03/14/2015 10:14:50 AM Modified by SS on 03/14/2015 10:19:05 AM

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.

Standing Order - 0000102600 Hastings Communications

Open Customer View Compact Process Reprocess Invoice and Review GL Next Phase Totals By Ordered Qty Add To Calendar Deposits Requisition

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

Customer
 Customer No HAST563 Hastings Communications AR Balance 37,884.69 Credit Limit Unlimited
 PO No Reference No Other Orders 0.00 Available Unlimited
 Important Note Salesperson JOHN John Ather Territory

Shipping
 Ship To Hastings Communications Ship Via FOB Your dock

Contact
 Name Phone

Order Details
 Shipped Standing Order
 Order No 0000102600
 Order Date 07/13/2015
 Required Date 07/13/2015
 Invoice No
 Invoice Date 09/14/2015
 Repeat Monthly
 Phase
 Location
 Profit Center No Change

Print Labels
 Set Quantity to 1 Set Quantity to BOH

Qty	Inventory	Description	Location	Stock UOM	Sales UOM
1	VA /MS-RS1000	Moet Systems RS-1000 Treadmill	EA	EA	EA
2	VA /INSKB25	InSpire Kettlebell 25	EA	EA	EA
2	VA /INSKB30	InSpire Kettlebell 30	EA	EA	EA
1	VA /INSKB35	InSpire Kettlebell 35	EA	EA	EA
5	VA /INTTK200	InTek TK200 Cross Trainer	EA	EA	EA

Total Labels 11
Blank Labels 2

Part No	Description	Order Qty	Ship Qty	B/O Qty	R
VA /MS-RS1000	Moet Systems RS-1000 Treadmill	1.00	1.00	0.00	
VA /INSKB25	InSpire Kettlebell 25	2.00	2.00	0.00	
VA /INSKB30	InSpire Kettlebell 30	2.00	2.00	0.00	
VA /INSKB35	InSpire Kettlebell 35	1.00	1.00	0.00	
VA /INTTK200	InTek TK200 Cross Trainer	5.00	5.00	0.00	

Press <enter> to insert a comment

Available 0 On Hand 0 Committed 0 Backorder 0 On Order 0 Expected

Total Weight 0.0 Gross Profit 37.05 % 3,728 Discount 0.0 % 0.00 Subtotal 10,065.00
 Freight 50.00 Shop Fee 0.00 G.S.T. 505.75
 BC P.S.T. 708.05

Amounts in Canadian dollars
11,328.80

Created by SS on 08/26/2014 4:44:59 AM Modified by SS on 07/20/2018 6:59:12 AM

Inventory List

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

The screenshot shows the 'Inventory' tab in the Spire system. A list of items is displayed with columns: Warehouse, Part number, Description, Vendor No., Status, Available, Product Code, On Hand, Backorder, Committed, On Order, Buy U/M, and Stock U/M. A red box highlights the 'Labels' button in the top toolbar. A 'Print Labels' dialog box is open, showing a table of items to be printed. The dialog has buttons for 'Print Labels', 'Set Quantity to 1', and 'Set Quantity to BOH'. Below the table, there are input fields for 'Total Labels' (778) and 'Blank Labels' (4).

Qty	Inventory	Description	Location	Stock UOM	Sales UOM
0	VA /HARWV	Human X Weighted Vest		EA	EA
82	VA /INSL100	InSpire 100 Max Blender		EA	EA
254	VA /INSCW300	InSpire Coconut Water (300ml)		EA	EA
61	VA /INSD10	InSpire Dumbbell 10		EA	EA
230	VA /INSD15	InSpire Dumbbell 15		EA	EA
0	VA /INSFITFT2	InSpire Fitness Weight Bench for FT2		EA	EA
102	VA /INSFITLEGEX	InSpire Fitness Leg Ext. Option for FT2		EA	EA
49	VA /INSKB20	InSpire Kettlebell 20		EA	EA

Print – Prints quantities of each item on the list.

Set Quantity to 1 – Clicking this sets all quantities to 1 so only 1 label will be printed for each item.

Set Quantity to BOH – Changes the quantity of labels for each item to the balance on-hand.

Qty – Gets populated with the receive or order quantity from a purchase order and the On-Hand quantity if printed from inventory list. These quantities can be manually edited.

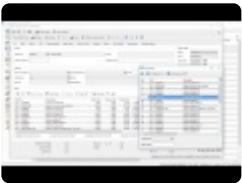
Part – The item for which labels will be printed.

Description – The description of the item for which labels will be printed.

Total Labels – Total quantity of labels that will be printed. This is helpful so that the user loads enough labels in the printer.

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

Video Instruction – Inventory Labels



Requisitions

Requisitions is the step in between Sales/Production/Inventory and Purchase orders. Items sent to requisition stay on the list until the purchase order is closed or the production order is built.

Requisition List											
Hide Processed Process											
Whse	Part No	Description	Required Qty	Unit Cost	Target Type	Vendor No.	Order No	On Hand	On Order	Committed	Backordered
VA	INTRS400	Intek RS-400 Rowing Machine	1.00	896.80	Purchase Order	INTEK - International Technology	0000700046	138.00	0.00	13.00	4.00
VA	INTTK200	InTek TK200 Cross Trainer	7.00	885.00	Purchase Order	INTEK - International Technology	0000700042	29.00	0.00	38.00	11.00
VA	INTTK200	InTek TK200 Cross Trainer	29.00	885.00	Purchase Order	INTEK - International Technology	0000700046	29.00	0.00	38.00	11.00
VA	INTTK200	InTek TK200 Cross Trainer	2.00	885.00	Purchase Order	INTEK - International Technology	0000700046	29.00	0.00	38.00	11.00
VA	INTTP500	Intek PT-500 Vibration Plate	4.00	472.00	Purchase Order	INTEK - International Technology	0000700046	91.00	0.00	4.00	4.00
VA	MISC	This description passes to req...	3.00	0.00	Purchase Order	INTEK - International Technology	0000700046				
VA	MS-RS1000	Moet Systems RS-1000 Tread...	62.00	1,530.00	Purchase Order	MOESYS - Moet Systems		12.00	2.00	12.00	23.00
VA	MS-RS1000	Moet Systems RS-1000 Tread...	20.00	1,530.00	Purchase Order	MOESYS - Moet Systems	0000700043	12.00	2.00	12.00	23.00
VA	MS-RS1000	Moet Systems RS-1000 Tread...	2.00	1,530.00	Purchase Order	MOESYS - Moet Systems	0000700047	12.00	2.00	12.00	23.00
VA	MS-RS1000	Moet Systems RS-1000 Tread...	1.00	1,530.00	Purchase Order	MOESYS - Moet Systems	0000700043	12.00	2.00	12.00	23.00
VA	NATBEL55	Weight Lifting Belt Model 55	7.00	66.00	Purchase Order	NATPRO - National Equipment	0000700009	54.00	29.00	3.00	12.00
VA	NATBEL55	Weight Lifting Belt Model 55	10.00	66.00	Purchase Order	NATPRO - National Equipment	0000700009	54.00	29.00	3.00	12.00
VA	NATBEL55	Weight Lifting Belt Model 55	12.00	66.00	Purchase Order	NATPRO - National Equipment	0000700009	54.00	29.00	3.00	12.00
VA	NATPUBA	National Pushup Bars	8.00	33.75	Purchase Order	NATPRO - National Equipment	0000700009	62.00	8.00	13.00	6.00
VA	NATWR	National Wrist Roller	5.00	21.75	Purchase Order	NATPRO - National Equipment	0000700048	59.00	0.00	64.00	0.00
VA	NATYM900	National 900 Yoga Mat	5.00	9.375	Purchase Order	NATPRO - National Equipment	0000700009	173.00	29.00	31.00	1.00
VA	NATYM900	National 900 Yoga Mat	22.00	9.375	Purchase Order	NATPRO - National Equipment	0000700009	173.00	29.00	31.00	1.00
VA	NATYM900	National 900 Yoga Mat	6.00	9.375	Purchase Order	NATPRO - National Equipment	0000700009	173.00	29.00	31.00	1.00
VA	OME300HHM	Omega 300 Heart Rate Monitor	41.00	58.74	Purchase Order	OMELEE - Omega Electronics Inc	0000700004	64.00	41.00	16.00	6.00
VA	OME300HHM	Omega 300 Heart Rate Monitor	1.00	58.74	Purchase Order	OMELEE - Omega Electronics Inc	0000700021	64.00	41.00	16.00	6.00
VA	OME300HHM	Omega 300 Heart Rate Monitor	1.00	58.74	Purchase Order	OMELEE - Omega Electronics Inc	0000700021	64.00	41.00	16.00	6.00
VA	OME300HHM	Omega 300 Heart Rate Monitor	1.00	58.74	Purchase Order	OMELEE - Omega Electronics Inc	0000700021	64.00	41.00	16.00	6.00
VA	PPBARCCC...	PP Bar Chewy Chocolate Chip...	3.00	36.26	Production Order		0000000019	0.00	0.00	0.00	4.00
VA	PPBARCCC...	PP Bar Chewy Chocolate Chip...	4.00	36.26	Production Order			0.00	0.00	0.00	4.00
VA	PPBARCCC...	PP Bar Chewy Chocolate Chip...	5.00	36.26	Production Order		0000000037	0.00	0.00	0.00	4.00
VA	PPBARCCC...	PP Bar Chewy Chocolate Chip...	9.00	36.26	Production Order		0000000054	0.00	0.00	0.00	4.00
VA	PPBARCCC...	PP Bar Chewy Chocolate Chip...	4.00	36.26	Production Order			0.00	0.00	0.00	4.00
VA	PPBARCPC...	PP Bar Chocolate Peanut Butt...	6.00	36.26	Production Order		0000000055	13.00	0.00	0.00	1.00
VA	PPBARCPC...	PP Bar Chocolate Peanut Butt...	5.00	36.26	Production Order		0000000039	13.00	0.00	0.00	1.00
VA	PPBARCSC...	PP Bar Chocolate Salted Cara...	11.00	36.26	Production Order		0000000056	0.00	0.00	0.00	6.00
VA	PPBARCSC...	PP Bar Chocolate Salted Cara...	6.00	36.26	Production Order		0000000022	0.00	0.00	0.00	6.00
VA	PPBARCSC...	PP Bar Chocolate Salted Cara...	5.00	36.26	Production Order		0000000040	0.00	0.00	0.00	6.00
VA	PPBARCSC...	PP Bar Chocolate Salted Cara...	6.00	36.26	Production Order			0.00	0.00	0.00	6.00
VA	PPBARCSC...	PP Bar Chocolate Salted Cara...	6.00	36.26	Production Order			0.00	0.00	0.00	6.00

Save – Save changes

Delete – Delete a line from list

Refresh – Refresh to get changes from other users on the network

Print – Print requisition reports

Hide Processed – Hide requisitions that are already on a purchase order or production order

Process – Create PO or production orders

From Sales Order List

On the sales order list, one of the available fields is 'Backordered'. If there is a check in the box it means that at least one item is backordered on the sales order. If a filter is created that has the criteria Backordered – is true, then the list will only have sales orders with a backorder on it.

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

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.

Inventory

Reports

Labels

Adjust

Count

Requisition

Filters: Needs Ordering

Search

Export

Match if

All

of the following criteria are true

+

X

Suggested Order Qty

is not

0.00

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	19.00
VA	ACAI	Acai Fruit Extract	EMPHEA	Active	1,560.00	-1,560.00	0.00	0.00	1,560.00	0.00	1.00
VA	ACMFITMB	ACME Medicine Ball	ACME	Active	20.00	-9.00	19.00	15.00	28.00	4.00	1.00
VA	BALPOD6.3	Balance Pod 6.3"	FIDEBU	Active	2.00	-1.00	0.00	2.00	1.00	1.00	4.00
VA	CBSSARNS	Cross Box Half Rack Safety/Spotter Arms	NOLIFI	Active	1.00	0.00	0.00	1.00	0.00	0.00	67.00
VA	CCFPKG	Charlie CrossFit Package	ROGCAN	Active	1.00	0.00	0.00	1.00	0.00	0.00	718.00
VA	COCPOW	Cocoa Powder	FORFOO	Active	3,325.00	-3,325.00	0.00	0.00	3,325.00	0.00	0.00
VA	EGGS	Eggs	EMPHEA	Active	2,650.00	-2,650.00	0.00	0.00	2,650.00	0.00	0.00
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	21.00
VA	NLBENCH	Northern Lights Folding Flat Incline/Decline Bench	FIDEBU	Active	1.00	-1.00	-1.00	0.00	0.00	0.00	90.00
VA	NONFATMILK	Nonfat Milk	FORFOO	Active	6,069.00	-6,069.00	0.00	0.00	6,069.00	0.00	0.00
VA	OATS	Oats	EMPHEA	Active	3,400.00	-3,400.00	0.00	0.00	3,400.00	0.00	0.00
VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)		Active	10.00	0.00	10.00	12.00	10.00	2.00	756.00
VA	PPRARGYS48FA	PP Bar Greek Yogurt Strawberry - 78g (48 Pack)		Active	8.00	0.00	0.00	8.00	0.00	0.00	57.00

From Sales Order

If we have back ordered items in a sales order we can see line by line what our default vendor is that we buy the item from. If you want to select an alternate vendor, simply click the lookup. Then click on the 'Requisition' button. The back ordered item will get passed to the requisition along with the vendor from the line of the sales order.

Sales Order - 0000102616 Dupont Photographers

Open Customer View Expanded Process Reprocess Invoice and Review GL Next Phase

Totals By Ordered Qty Add To Calendar Deposits **Requisition**

Inventory is available to commit on this order. Ship Available Dismiss

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

Order Details

Customer No DUPO192 Dupont Photographers Order No 0000102616 Order Date 05/13/2015 Open Sales Order

+ × Comment Serial Numbers Add Job Header Toggle Kit Components UDF Scan Items Fill Prices Labels

Part No	Description	Order Qty	Ship Qty	B/O Qty	Retail Price	Discount %	Unit Price	Current Cost	Vendor No.	Average
VA /NATPUBA	National Pushup Bars	1.00	1.00	0.00	45.00	0.00	45.00	33.75	NATPRO	
VA /SP4CHIN	Springfield SP-4 Chin-up Bar	1.00	1.00	0.00	150.00	0.00	150.00	96.30	SPRFIT	
VA /MS-RS900	Moet Systems RS-900 Treadmill	1.00	0.00	1.00	1,575.00	0.00	1,575.00	1,071.00	MOESYS	1
VA /INSDB10	InSpire Dumbbell 10	1.00	1.00	0.00	22.00	0.00	22.00	12.96789	INSPIRE	
VA /NATACCBAL	National Accupressure Balls	3.00	0.00	3.00	22.00	0.00	22.00	16.50	NATPRO	
VA /INSBLE100	InSpire 100 Max Blender	13.00	13.00	0.00	389.00	0.00	389.00	242.24972	INSPIRE	22
VA /MISC	This description passes to the requisition and PO Press <enter> to insert a comment	1.00	1.00	0.00	0.00	0.00	345.00	199.00		

From Production Order

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

Production Order - 0000000025

Build Requisition Next Phase

Main Attachments Communications Phase User Defined

Order Information

Build No 0000000025 Status Open

Sales Order 0000800028 Order Date 9/16/2015 Reference No

Phase Required Date 9/16/2015 Priority Normal

Customer SADL845 Sadler Properties Phase Date / / Customer PO

Details

Subassemblies Serial Numbers Switch To Alternate Show UDF Pull From Template Push To Template Commit Item

Inventory	Description	Quantity	Built Qty	Remaining Qty	Extended Qty	Unit Cost	Extended Cost
[VA] PPBARGYS48EA	PP Bar Greek Yogurt Strawberry - 78g (48 Pa...	25.00000	0.00000	25.00000	25.00000	397.90000	9,947.50000
[VA] WHEPRO	Whey Protein	100.000...	0.00000	2,500.00000	2,500.00000	0.25000	625.00000
[VA] SOYLEC	Soy Lecithin	25.00000	0.00000	625.00000	625.00000	0.90000	562.50000
[VA] STRBERR	Strawberries	100.000...	0.00000	2,500.00000	2,500.00000	0.15000	375.00000
[VA] OATS	Oats	100.000...	0.00000	2,500.00000	2,500.00000	0.12000	300.00000
[VA] BRNSUG	Brown Sugar	65.00000	0.00000	1,625.00000	1,625.00000	0.06000	97.50000
[VA] EGGS	Eggs	25.00000	0.00000	625.00000	625.00000	0.02000	12.50000
[VA] NONFATMILK	Nonfat Milk	75.00000	0.00000	1,875.00000	1,875.00000	0.88000	1,650.00000
[VA] SALT	Salt	25.00000	0.00000	625.00000	625.00000	0.02000	12.50000
[VA] YOGURTCOATI...	High Protein Yogurt Coating	100.000...	0.00000	2,500.00000	2,500.00000	0.45000	1,125.00000
[VA] OLEICOIL	High Oleic Sunflower Oil	25.00000	0.00000	625.00000	625.00000	0.30000	187.50000
[VA] VEGGLY	Vegetable Glycerine	30.00000	0.00000	750.00000	750.00000	4.00000	3,000.00000
[VA] ACAI	Acai Fruit Extract	80.00000	0.00000	2,000.00000	2,000.00000	1.00000	2,000.00000

From Production List

When on the production order list any number of orders can be highlighted and then the user can click requisition. The production orders with shortages will be sent to the requisition screen. There is no way to set a filter from the list to know which ones have shortages.

Production Orders

Orders Templates

Filters Search Export Build Requisition Pull From Template

Order No	Customer No.	Name	Warehouse	Part number	Description	Required Qty
0000000001	ABR885	A Bryant Webb Pc	VA	RESCAB90	Resistance Cable 90lb Blue	12.00
0000000002	ACAD488	Academy Rubbr Stamp Co Inc	VA	RESCAB70	Resistance Cable 70lb Yellow	12.00
0000000003			VA	RESCAB90	Resistance Cable 90lb Blue	18.00
0000000016			VA	PPBARDCD48PK	PP Bar Dark Chocolate Coconut 50g (48 pack)	24.00
0000000018			VA	PPBARGYS48EA	PP Bar Greek Yogurt Strawberry - 78g (48 Pack)	12.00
0000000019	SADL845	Sadler Properties	VA	PPBARCCC48PK	PP Bar Chewy Chocolate Chip 50g (48 pack)	3.00
0000000020	SADL845	Sadler Properties	VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	5.00
0000000021	SAIN123	Saint Laurent Collision Auto	VA	PPBARCPC48PK	PP Bar Chocolate Peanut Butter 50g (48 pack)	12.00
0000000022	SADL845	Sadler Properties	VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	6.00
0000000023	A1948	A 1 Party Pleasers	VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	3.00
0000000024	SADL845	Sadler Properties	VA	PPBARDCD48PK	PP Bar Dark Chocolate Coconut 50g (48 pack)	5.00
0000000025	SADL845	Sadler Properties	VA	PPBARGYS48EA	PP Bar Greek Yogurt Strawberry - 78g (48 Pack)	6.00
0000000027	JACK225	Jackson Fitness Center	VA	RESCAB10	Resistance Cable 10lb Teal	12.00
0000000028	JACK225	Jackson Fitness Center	VA	RESCAB20	Resistance Cable 20lb Purple	12.00
0000000029	JACK225	Jackson Fitness Center	VA	RESCAB30	Resistance Cable 30lb Pink	10.00
0000000030	JACK225	Jackson Fitness Center	VA	RESCAB40	Resistance Cable 40lb Maroon	12.00

Processing Requisitions

When the requisition button is clicked the list of items that need ordering are populated. The user still has the opportunity to edit the vendor, the quantity and the costs before processing it to a purchase order.

To create purchase orders immediately, click the 'Process' button. The PO number will then get written to the requisition list and if it was created from within a sales order or production order, the PO number will get written to the line of the sales or production order.

When the PO gets created or if adding to an existing PO, the sales or production order number gets written to the PO detail line along with the customer number. This is helpful so that the person receiving the purchase order knows who the items are for and does not store them in the warehouse.

If the requisitions are saved and not processed, then the user or someone else will need to go to the requisition module to process the requisitions to PO's or production at a later time.

Sales Order - 0000102616 Dupont Photographers

Totals By Ordered Qty Requisition Deposits

Requisition Process

Whse	Part No	Description	Required Qty	Unit Cost	Target Type	Vendor No.	Order No
VA	INSBLE100	InSpire 100 Max Blender	0.00	226.40161	Purchase Order	INSPIRE - Inspire China	
VA	INSDB10	InSpire Dumbbell 10	0.00	12.11952	Purchase Order	INSPIRE - Inspire China	
VA	MISC	This description passes to requisition and therefore the PO	3.00	0.00	Purchase Order	INTEK - International Tec...	0000700046
VA	MS-RS900	Moet Systems RS-900 Treadmill	1.00	1,071.00	Purchase Order	MOESYS - Moet Systems	0000700015
VA	NATACCBAL	National Accupressure Balls	3.00	16.50	Purchase Order	NATPRO - National Equip...	0000700020
VA	NATPUBA	National Pushup Bars	0.00	33.75	Purchase Order	NATPRO - National Equip...	
VA	SP4CHIN	Springfield SP-4 Chin-up Bar	0.00	90.00	Purchase Order	SPRFIT - Springfield Fitness	

Part No	Description	Order Qty	Ship Qty	B/O Qty	Unit Price	Current Cost	Average Cost	Vendor	U/M
[VA] NATPUBA	National Pushup Bars	1	1	0	45.00	33.75	33.75	NATPRO	EA
[VA] SP4CHIN	Springfield SP-4 Chin-up Bar	1	1	0	150.00	90.00	90.00	SPRFIT	EA
[VA] MS-RS900	Moet Systems RS-900 Treadmill	1	0	1	1,575.00	1,071.00	1,071.00	MOESYS	EA
[VA] INSDB10	InSpire Dumbbell 10	1	1	0	22.00	12.11952	12.11898	INSPIRE	EA
[VA] NATACCBAL	National Accupressure Balls	3	0	3	22.00	16.50	16.50	NATPRO	EA
[VA] INSBLE100	InSpire 100 Max Blender	13	13	0	389.00	226.40161	223.31943	INSPIRE	EA
[VA] MISC	This description passes to requisition and therefore the PO	3	0	3	100.00	50.00	50.00	INTEK	

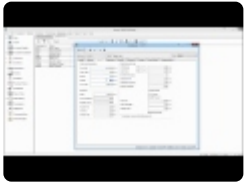
Available On Hand Committed Backorder On Order Expected

Subtotal 5,274
GP 2,194.91

5,906.88

Canadian Payroll

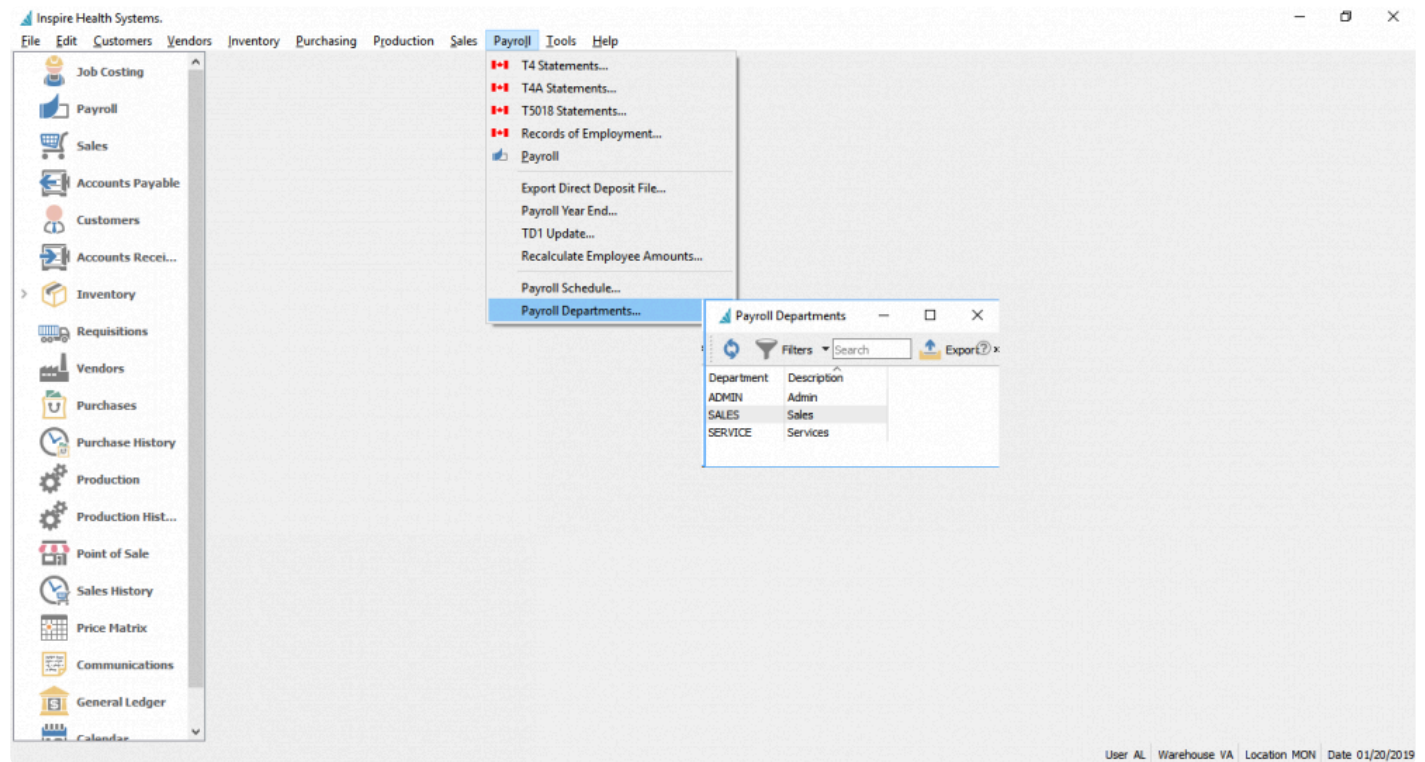
Video Instruction – Adding Employees



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 Department - SALES

Code: SALES Description: Sales

Division: 000

Accounts: **Benefits** Deductions

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.

Payroll Department - SALES

Code: SALES Description: Sales

Division: 000

Accounts Benefits **Deductions**

+ ×

Deduction Name	Account Number	Tax	EI	CPP	WCB	Amount Type	Amount
Social	21440	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$	2.00
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Benefits

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

Payroll Department - SALES

Code: SALES Description: Sales

Division: 000

Accounts **Benefits** Deductions

+ ×

Benefit Name	Tax	EI	CPP	WCB	Amount Type	Amount
Medical	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$	35.00
Ext Medical	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$	50.00
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

* 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.

Timecard Batch - 2016-05-31

Payroll Date: 2016-05-31 | 000021 | Richard Danek

User Defined

Timeoff:

Vacation:

Sick:

Days Off: Sick May 15, 2016 -- Vacation May 24, 2016

Notes: Asked for ther vacation day with no notice.

Buttons: Add Page, Edit Page, Remove Page, Move Left, Move Right, Ok, Cancel

Employee No	Transaction	Posted	Supplemental	Reversal
000021	2000000987	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
000025	2000000988	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
000027	2000000989	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
000300	2000000990	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
002600	2000000991	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
290000	2000000992	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
300000	2000000993	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
320000	2000000994	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
360000	2000000995	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Benefit	Amount	Deduction	Amount
Medical	0.00		
Group	10.41		

Payroll Year End

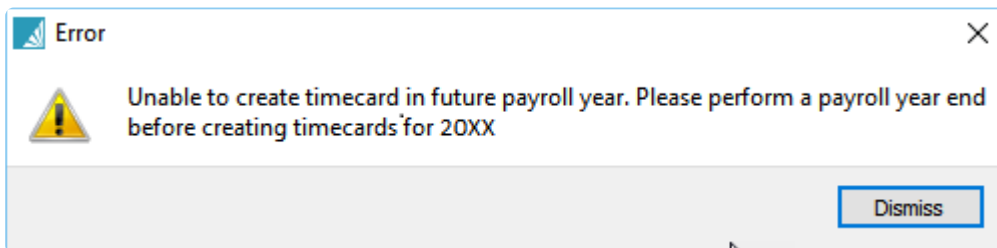


NOTE: New Feature

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.

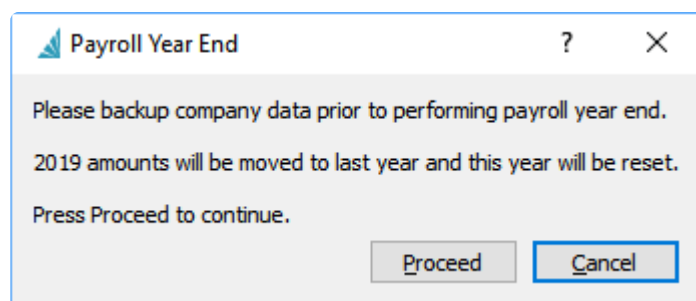
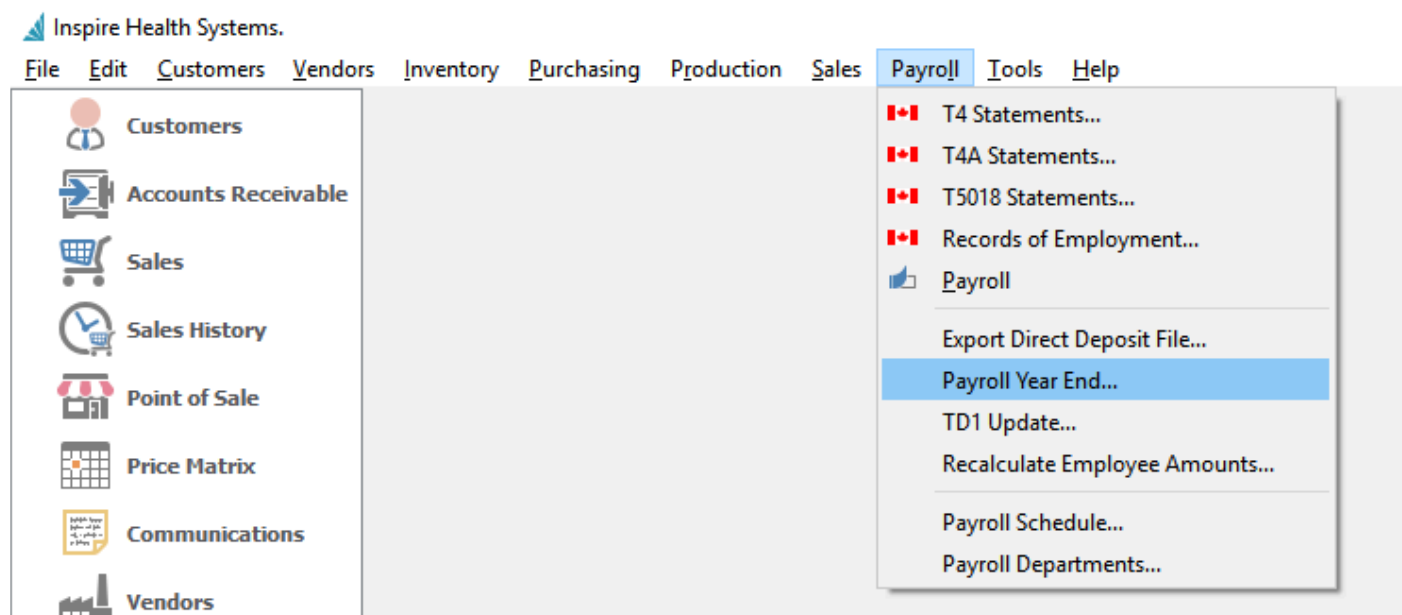


Payroll timecards are not allowed in the new calendar year until the prior year payroll has been closed.



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

Employee - 400000

Employee No 400000 Name Young, Danielle Status Active

Details Address Amounts Benefits Deductions Timecards Earnings T4 Statements User Defined Communications

Earnings			Withholdings			Net Pay		
	This Year	Last Year		This Year	Last Year		This Year	Last Year
Salary	40,008.00	40,008.00	Federal Tax	9,389.41	8,004.03	Earnings	55,563.35	50,069.17
Commission	0.00	0.00	Provincial Tax	0.00	0.00	Withholdings	-12,912.41	-11,648.99
Regular Time	-1,804.69	-1,674.75	Employment Insurance	858.22	816.48	Total	42,650.94	38,420.18
Overtime	0.00	250.25	CPP/QPP	2,593.80	2,356.01			
Premium Time	0.00	0.00	QPIP	0.00	0.00			
Sick Pay	0.00	0.00	Union Dues	0.00	0.00			
Vacation Pay	1,770.69	1,372.55	RSP Contributions	0.00	0.00			
Other Pay	15,589.35	10,113.12	Total	12,841.43	11,176.52			
Advances	0.00	0.00						
Total	55,563.35	50,069.17						

Benefits			Deductions		
Name	This Year	Last Year	Name	This Year	Last Year
Medical	770.69	770.69	Garneshe	0.00	113.12
Group	0.00	0.00			

Created by AR on 09/15/2014 7:01:57 AM Modified by AR on 01/22/2019 11:24:08 AM

Employees Payroll Earnings after Year End.

Employee - 400000

Employee No: 400000 Name: Young, Danielle Status: Active

Details Address Amounts Benefits Deductions Timecards Earnings T4 Statements User Defined Communications

Earnings			Withholdings			Net Pay		
	This Year	Last Year		This Year	Last Year		This Year	Last Year
Salary	0.00	40,008.00	Federal Tax	0.00	9,389.41	Earnings	0.00	55,563.35
Commission	0.00	0.00	Provincial Tax	0.00	0.00	Withholdings	0.00	-12,912.41
Regular Time	0.00	-1,804.69	Employment Insurance	0.00	858.22	Total	0.00	42,650.94
Overtime	0.00	0.00	CPP/QPP	0.00	2,593.80			
Premium Time	0.00	0.00	QPIP	0.00	0.00			
Sick Pay	0.00	0.00	Union Dues	0.00	0.00			
Vacation Pay	0.00	1,770.69	RSP Contributions	0.00	0.00			
Other Pay	0.00	15,589.35	Total	0.00	12,841.43			
Advances	0.00	0.00						
Total	0.00	55,563.35						

Benefits			Deductions		
Name	This Year	Last Year	Name	This Year	Last Year
Medical	0.00	770.69	Garneshe	0.00	0.00
Group	0.00	0.00			

Created by AR on 09/15/2014 7:01:57 AM Modified by AR on 01/22/2019 11:24:08 AM

TD1 update after payroll year close

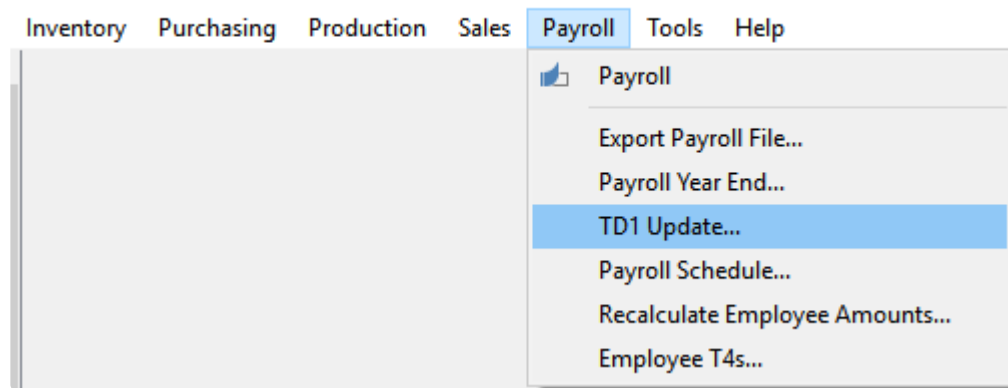
The user will be prompted to update the TD 1 amounts after the year close. They can perform this now or wait until after as below.

Run TD1 Update?

Would you like to update employee TD1 amounts?

Yes No

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 TD1 Claim Amounts 2016

TD1 TD1 Provincial

Update	Employee No	Name	Tax Table	Claim	Basic Amount	Federal Index Rate %	New Claim
<input checked="" type="checkbox"/>	2222	2222	BC	11,474.00	11,474.00	1.30	11,623.00
<input checked="" type="checkbox"/>	100006	Bernard, Tina	BC	11,327.00	11,474.00	1.30	11,474.00
<input checked="" type="checkbox"/>	100008	Fitch, Kyle	BC	11,327.00	11,474.00	1.30	11,474.00
<input checked="" type="checkbox"/>	100002	Stew, Greg	BC	11,327.00	11,474.00	1.30	11,474.00
<input checked="" type="checkbox"/>	100010	Harkness, Samuel	QC	11,474.00	11,474.00	1.30	11,623.00
<input checked="" type="checkbox"/>	100005	Mckay, Harvey	BC	11,327.00	11,474.00	1.30	11,474.00
<input checked="" type="checkbox"/>	100003	Smith, Frank	BC	11,327.00	11,474.00	1.30	11,474.00
<input checked="" type="checkbox"/>	100007	Ritchie, William	BC	11,327.00	11,474.00	1.30	11,474.00
<input checked="" type="checkbox"/>	10001	Gibbs, Ned	ON	11,327.00	11,474.00	1.30	11,474.00
<input checked="" type="checkbox"/>	100000	Snyder, Julie	ON	11,327.00	11,474.00	1.30	11,474.00
<input checked="" type="checkbox"/>	100001	Young, Danielle	BC	11,327.00	11,474.00	1.30	11,474.00
<input checked="" type="checkbox"/>	100004	Davies, Judy	BC	11,327.00	11,474.00	1.30	11,474.00
<input checked="" type="checkbox"/>	100009	Fields, Todd	BC	11,327.00	11,474.00	1.30	11,474.00

Cancel Apply

Update TD1 Claim Amounts 2016

TD1 TD1 Provincial

Update	Employee No	Name	Tax Table	Claim	Basic Amount	Provincial Index Rate %	New Claim
<input checked="" type="checkbox"/>	2222	2222	BC	10,027.00	10,027.00	0.90	10,117.00
<input checked="" type="checkbox"/>	100006	Bernard, Tina	BC	9,938.00	10,027.00	0.90	10,027.00
<input checked="" type="checkbox"/>	100008	Fitch, Kyle	BC	9,938.00	10,027.00	0.90	10,027.00
<input checked="" type="checkbox"/>	100002	Stew, Greg	BC	9,938.00	10,027.00	0.90	10,027.00
<input checked="" type="checkbox"/>	100010	Harkness, Samuel	QC	11,425.00	11,425.00	1.06	11,546.00
<input checked="" type="checkbox"/>	100005	Mckay, Harvey	BC	9,938.00	10,027.00	0.90	10,027.00
<input checked="" type="checkbox"/>	100003	Smith, Frank	BC	9,938.00	10,027.00	0.90	10,027.00
<input checked="" type="checkbox"/>	100007	Ritchie, William	BC	9,938.00	10,027.00	0.90	10,027.00
<input checked="" type="checkbox"/>	10001	Gibbs, Ned	ON	9,863.00	10,011.00	1.50	10,011.00
<input checked="" type="checkbox"/>	100000	Snyder, Julie	ON	9,863.00	10,011.00	1.50	10,011.00
<input checked="" type="checkbox"/>	100001	Young, Danielle	BC	9,938.00	10,027.00	0.90	10,027.00
<input checked="" type="checkbox"/>	100004	Davies, Judy	BC	9,938.00	10,027.00	0.90	10,027.00
<input checked="" type="checkbox"/>	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

& Service Inc.

The screenshot shows the Spire software interface with the 'Payroll' menu open. The menu options are: Payroll, Export Payroll File..., Payroll Year End..., Payroll Schedule..., and Employee T4s... The 'Employee T4s...' option is highlighted. Below the menu is a table of employees.

Employee No	Name	Title	Start Date	Review Date	Termination Date	Status
100000	Snyder, Julie		06/2015			Active
100001	Young, Danielle		06/2015			Active
100002	Stew, Greg		07/07/1999	07/06/2015		Active
100003	Smith, Frank		1 03/12/1980	07/06/2015		Active
100004	Davies, Judy		1 05/17/1981	07/06/2015		Active
100005	Mckav. Harvev		1 06/18/1987	07/06/2015		Active

The screenshot shows the 'T4 Statements' window. The 'Generate T4s' button is highlighted with a red arrow and the number 1. A confirmation dialog box is open, stating: '2015 T4 statement generation complete! 11 new statements were generated.' The 'OK' button in the dialog box is highlighted with a red arrow and the number 2.

Once run the user will be presented with a list of T4's

T4 Statements

Filters Search Export + - Generate T4s

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

If T4's need to be edited before printing, double click on the employee and adjust the amounts and then save.

T4 Statement of Remuneration Paid - 100001

Save after editing Adjust the amounts if required and then save

Employee Number: 100001 Young, Danielle 2015

Payer Information

Employer's name: Inspire Health Sales & Service Inc.

Employer's account number: 54

T4 slip

Last Name: Young

First Name: Danielle

Initial:

Social Insurance Number: 12 123 456 789

Province of Employment: 10 British Columbia

Employment code: 29

Street Address:

City:

Province: BC

Country: Canada

Postal Code (A1A1A1):

Box 28 - Exempt

Suggested: ☐ CPP/QPP ☐ EI ☐ PPIP

Adjusted: ☐ CPP/QPP ☐ EI ☐ PPIP

Financial Information

	Suggested	Adjusted
Employment Income	14 26,400.00	26,400.00
Employee's CPP contributions	16 1,212.94	1,212.94
Employee's QPP contributions	17 0.00	0.00
Employee's EI premiums	18 496.32	496.32
CPP/QPP pensionable earnings	26 26,400.00	26,400.00
Income Tax deducted	22 4,093.43	4,093.43
EI Insurable earnings	24 26,400.00	26,400.00
RPP contributions	20 0.00	0.00
RPP or DPSP registration number	50	
Union dues	44 0.00	0.00
Charitable donations	46 0.00	0.00
Pension adjustment	52 0.00	0.00
Employee's PPIP premiums	55 0.00	0.00
PPIP insurable earnings	56 0.00	0.00

Other Information

84 - Public transit pass Suggested 0.00 Adjusted 0.00

30 - Board and lodging Suggested 0.00 Adjusted 0.00

T4 create.png - Paint on 12/12/2016 12:35:46 PM Modified by SS on 12/12/2016 12:35:46 PM

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..

T4 Statements

Filters Search Export + - Generate T4s

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

Select the T4 reports that are required.

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

T4 Statements

Filters Search Export + - Generate T4s

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

Spire Reports

Report Name	Printer	Copies
<input checked="" type="checkbox"/> T4-CRA Copy	HP LaserJet Professional P1606dn	1
<input checked="" type="checkbox"/> T4-Employer Copy	HP LaserJet Professional P1606dn	1
<input checked="" type="checkbox"/> T4-Employee Copy	HP LaserJet Professional P1606dn	1
<input checked="" type="checkbox"/> T4-Summary	HP LaserJet Professional P1606dn	1

T4 Employee Copy revision 14b for the selected Timecards.

Report Settings

Printer: HP LaserJet Professional P1606dn

Paper Source: Auto Select

Duplex: Printer Default Copies: 1

Print Email Print and Email Preview Save Defaults Cancel

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

Report Viewer

Print Print All Export Group Tree Zoom 100% Find First Previous 1 / 1 Next Last

T4-CRA Copy T4-Employer Copy T4-Employee Copy T4-Summary

T4

2016 Summary of Remuneration Paid

Employer's account number / Numéro de compte de l'employeur
000000000000

Name and address of employer
Inspire Health Sales & Service Inc.

Total number of T4 slips filed	Box 88	1	Employees' CPP contributions	Box 36	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.

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

Banking

Bank Information

EFT Originator ID	4576568
Short Name	InspHea
Long Name	Inspire Health Systems.
Institution	002
Transit Number	56789
Account Number	678765678
Data Centre	
File Creation Number	0019

- 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.

Employee - 100000

Employee No 100000 Name Snyder, Julie Status Active

Details Address Amounts Deductions Benefits Timecards Earnings T4 Statements User Defined Communications

Personal

Department 1

Sex ☐ Male ☒ Female

Date of Birth 02/07/1975

SIN 123 456 789

Union ID

Health No

Language English

Job

Title

Tax Table Ontario

Periods 24

Hire Date 07/06/2015

Review Date / /

Termination Date / /

Bank Information

☒ Direct Deposit

Institution 001

Transit 98765

Account No 345787

Created by SS on 7/6/2015 12:37:10 PM Modified by SS on 2/7/2017 1:38:13 PM

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

Timecard Batch - 2017-12-15

Payroll Date: 12/15/2017 100000 Snyder, Julie Export payroll direct deposit information in CPA format

Employee No	Name	Periods	Vacation Owed	Advance Balance	Period	Cheque	Transaction	Posted	Supplemental	Reversal
100000	Snyder, Julie	24	282.08	0.00	2017-23-0			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
100001	Young, Da...	24	1,148.80	0.00	2017-23-0			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
100002	Stew, Greg	24	1,333.40	0.00	2017-23-0			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
100003	Smith, Frank	24	720.00	0.00	2017-23-0			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
100004	Davies, Judy	24	1,008.00	0.00	2017-23-0			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
100005	Mckay, Har...	24	715.20	0.00	2017-23-0			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Type	Hours	Rate	Pay	GL Account	GL Description	Job Account	Benefit	Amount	Deduction	Amount
Regular	80.00	27.00	2,160.00	82400	Office Wages & Salaries		Medical	56.00	Social	0.00
							ExtMedi	140.00	qqq	0.00

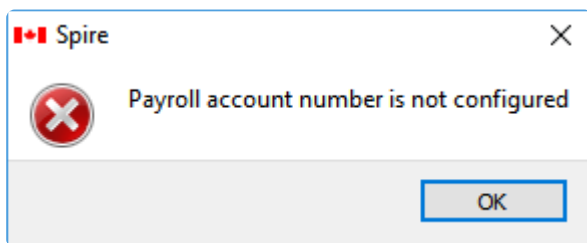
See the 'Processing Timecards' video for demonstration [Processing Timecards](#)

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.

Export for CRA

Submission Reference Identification: 00000000

Report Type: Original

Preferred Correspondence Language: English

Company Name: Inspire Health Systems.

Proprietor #1 SIN: 444 544 778

Proprietor #2 SIN:

Contact Information

Name: Bill Monte

Area Code: 604

Phone Number: 555-4589

Extension:

Email: bmonte@inspirehealth.vv

OK Cancel

- **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 been 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'

T4 Statement of Remuneration Paid - 100003

Employee No 100003 Search Smith, Frank

Open Employee Mark Remitted

Payer Information

Employer's name Inspire Health Systems.

Employer's account number 54 874858582RP0001

T4 slip

Last Name Smith

First Name Frank

Initial

Social Insurance Number 12 123 456 789

Financial Information

		Suggested	Adjusted
Employment Income	14	995.00	995.00
Employee's CPP contributions	16	42.03	42.03
Employee's QPP contributions	17	0.00	0.00
Employee's EI premiums	18	16.22	16.22
CPP/QPP pensionable earnings	26	995.00	995.00
Income Tax deducted	22	73.94	73.94

2017

Amended
Amended
Cancelled
Original

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)

Company Settings

Search

Company General Ledger Reports Email Sequence Numbers Variables Multi-Currency Payroll Employees

General Payroll Departments

Current Payroll Year 2018

Payroll Account Number 123456678RP0001

Payroll Contact

First Name John

Last Name Davidson

Area Code 604

Phone Number 555-1212

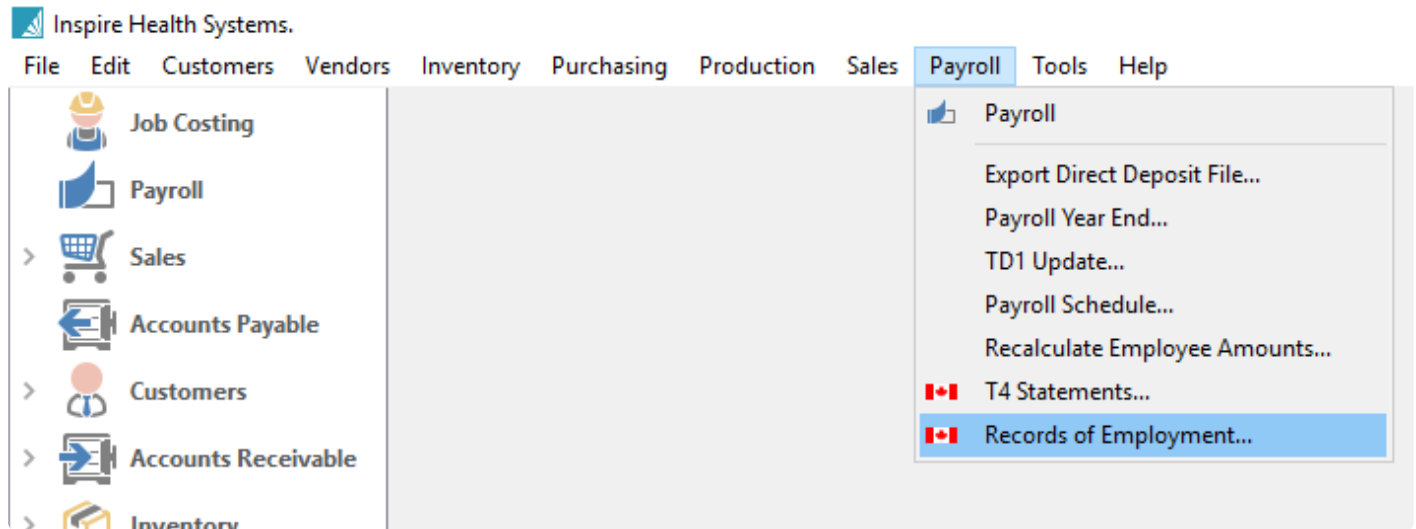
Extension 12

Email jdavidson@inspire.vv

Preferred Language English

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.

Employee No	Name	First Day Paid	Last Day Worked	Final Pay Period Ending Date	Expected Recall	Expected Recall Da	Insurable Hours	Date Remitted
100001	Young, Danielle	2015-07-06	2018-02-21	2018-02-28	Returning	2018-06-01	966	2018-02-22

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

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 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”


Records of Employment								
Filters		Search		Export	+	✖	Mark Remitted	Export for ESDC
Employee No	Name	First Day Paid	Last Day Worked	Final Pay Period Ending Date	Expected Recall	Expected Recall Da	Insurable Hours	Date Remitted
100001	Young, Danielle	2015-07-06	2018-02-21	2018-02-28	Returning	2018-06-01	966	2018-02-22
100005	Mckay, Harvey	2015-07-06	2018-02-22	2018-02-28	Not returning		111	

! 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		T4A Statement of Pension, Retirement, Annuity, and Other Income État du revenu de pension, de retraite, de rente ou d'autres sources	
		Year Année		2018			
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			
12 Social insurance number Numéro d'assurance sociale 000 000 000		13 Recipient's account number Numéro de compte du bénéficiaire		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) First name - Prénom Initials - Initiales SINCLAIR John 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		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

The screenshot shows the 'Company Settings' window with the 'Payroll' tab selected. The 'Employer' section is active, showing the 'Current Payroll Year' set to 2019 and the 'Payroll Account Number' set to 123456678RP0001. The left sidebar contains a navigation menu with options: Company, General Ledger, Reports, Email, Sequence Numbers, Variables, Multi-Currency, Payroll (highlighted), and Employees. The top of the window has a search bar and window control buttons.

Employer	Contractor	Contact
Current Payroll Year	2019	
Payroll Account Number	123456678RP0001	

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 Last Name

Area Code Phone Number Extension

Email

Preferred Language

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

The screenshot shows the 'Vendor - AJC224' window with the 'General' tab selected. The 'Reporting' section is highlighted with a red box. It contains the following fields:

Reporting	
Report Type	T4A
Identification Type	Social Insurance Number
Identification	718345345

To the right of the 'Reporting' section is the 'User Defined Fields' section, which includes:

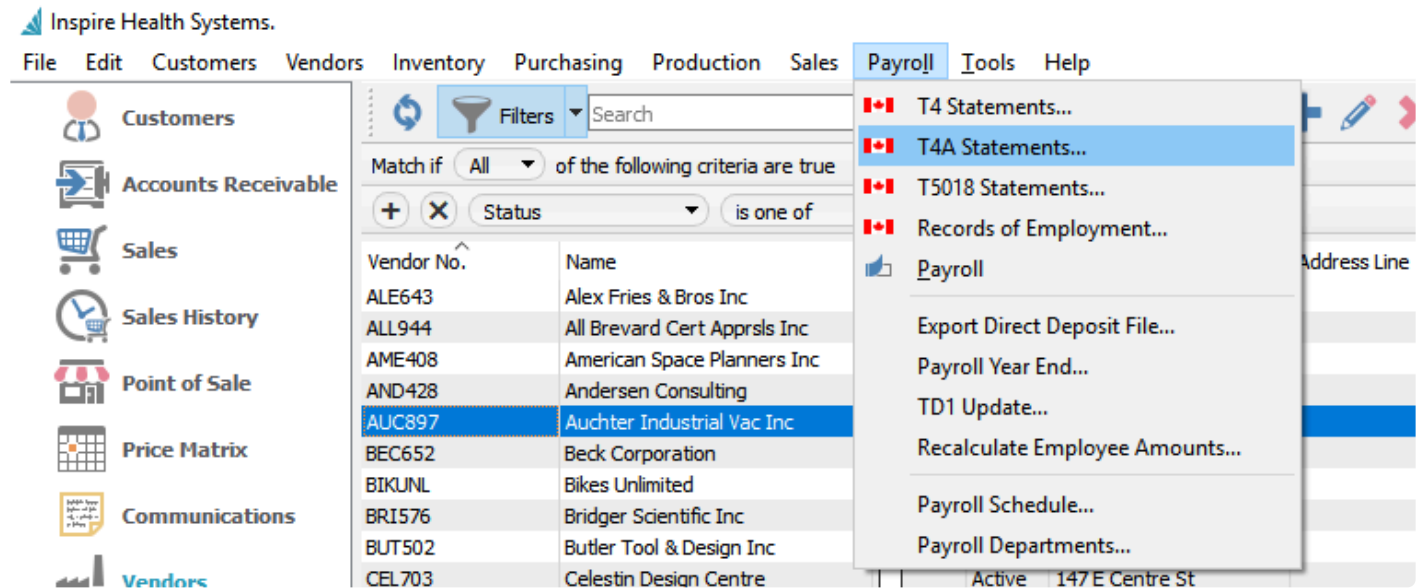
User Defined Fields	
Notes	
Buyer	
Reference	

The window also shows a top bar with 'Vendor No. AJC224', 'Name A J Cohen Distributor Inc', and a 'Status' dropdown set to 'Active'. Below the top bar are tabs for 'Addresses', 'Billing', 'General', 'Statistics', 'Accounts Payable', 'Vendor Prices', 'Purchasing', 'T4A Statements', and 'T5018 Statements'.

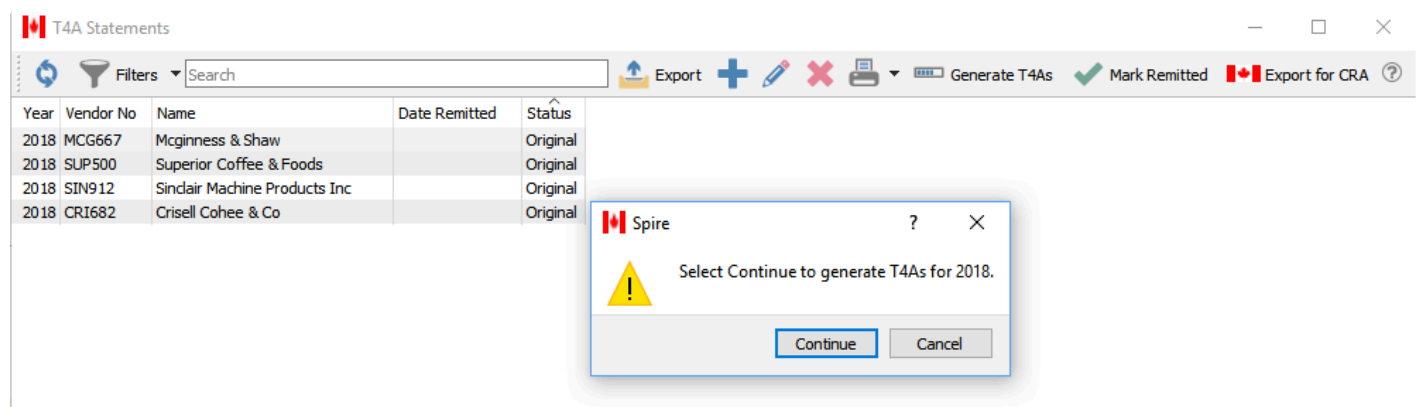
T4A Creating Statements

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 Statement of Pension, Retirement, Annuity, and Other Income - SIN912

Vendor No: SIN912 Search: Sindair, John Original **2018**

Payer Information

Payer's name: Inspire Health Systems.

Payer's account number: 61 123456678RP0001

T4A slip

Last Name: Sindair

First Name: John

Initial:

Social insurance number: 12 000 000 000

Recipient's account number: 13

Street Address: 56 N Wood Ave #25

Street Address:

City: Montreal

Province: QC

Country: Canada

Postal Code (A1A1A1): H2M1W9

Financial Information

		Suggested	Adjusted
Pension or superannuation - line 115	16	0	0
Lump-sum payments - line 130	18	0	0
Income tax deducted - line 437	22	0	0
Self-employed commissions	20	0	0
Annuities	24	0	0
Fees for services	48	4,367.62	4,367.62

Other Information

	Suggested	Adjusted
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00

Created by AL on 01/22/2019 8:54:52 AM Modified by AL on 01/22/2019 8:54:52 AM

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

T4A Statements

Filters

Search

Export

Generate T4As

Mark Remitted

Export for CRA

Year	Vendor No	Name	Date Remitted	Status
2018	MCG667	McGinness & Shaw		Original
2018	SUP500	Superior Coffee & Foods		Original
2018	CRI682	Crisell Cohee & Co		Original
2018	SIN912	Sindair, John		Original

Spire Reports

Report Name	Printer	Copies
<input checked="" type="checkbox"/> T4A		1
<input checked="" type="checkbox"/> T4A-Summary		1

T4 revision 18

Report Settings

Printer:

<Use default printer>

Paper Source:

Duplex:

Single Sided

Copies:

1

Print

Email

Print and Email

Preview

Save Defaults

Cancel

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.

4A (18) Protected B when completed / Protégé B une fois rempli

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 screenshot shows the 'Export for CRA' dialog box in the Spire T4A Statements application. The dialog box is titled 'Export for CRA' and contains the following fields and options:

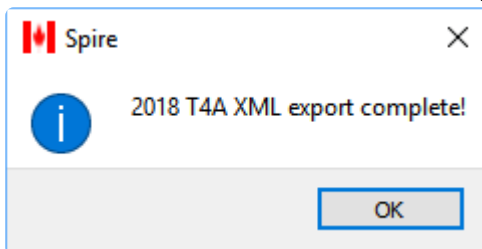
- Submission Reference Identification: 00000000
- Report Type: Original
- Preferred Correspondence Language: English
- Company Name: Inspire Health Systems.
- Proprietor #1 SIN: (empty)
- Proprietor #2 SIN: (empty)
- Contact Information:
 - Name: John Davidson
 - Area Code: 604
 - Phone Number: 555-1212
 - Extension: 12
 - Email: jdavidson@inspire.vv

At the bottom of the dialog box are 'OK' and 'Cancel' buttons. The background application window shows a table with columns for Year, Vendor No, Name, Date Remitted, and Status, and a toolbar with buttons for Export, Generate T4As, Mark Remitted, and Export for CRA (highlighted with a red box).

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.

**Government
of Canada**

**Gouvernement
du Canada**

[Français](#)

Return to Filing
Information Returns
Electronically

Need a Web access code?

Internet file transfer (XML)

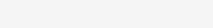
* Account number (without dashes or spaces) (required)

* Web access code (case sensitive) (required)

Next

Date modified: 2019-01-07

Contact information • Terms and conditions • Privacy



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 Contract Payments État des paiements contractuels

20 For period ending Pour la période se terminant le 2018 12 31	22 Construction subcontractor payments Paiements à un sous-traitant de la construction 21,50	24 Recipient's identification number Numéro d'identification du bénéficiaire 1756466
Recipient's name and address - Nom et adresse du bénéficiaire ACME Systems Inc 500 - 44882 Saperton St Port Moody BC V5T 5Y6		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

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

Company Settings

Search

Company General Ledger Reports Email

Employer Contractor Contact

Reporting Period Ending 12/31/2018

Information Return Account Number 123456678RZ

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

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

The screenshot shows the 'Vendor - AME408' window with the 'General' tab selected. The window title bar includes standard OS controls (minimize, maximize, close) and a toolbar with icons for save, print, delete, and navigation. The main form area contains the following fields and sections:

Vendor No. Name ☐ On Hold Status Foreground ☐ Background ☐

Addresses Billing General Statistics Accounts Payable Vendor Prices Purchasing T4A Statements T5018 Statements

Reporting

Report Type

Identification Type

Identification

User Defined Fields

Notes

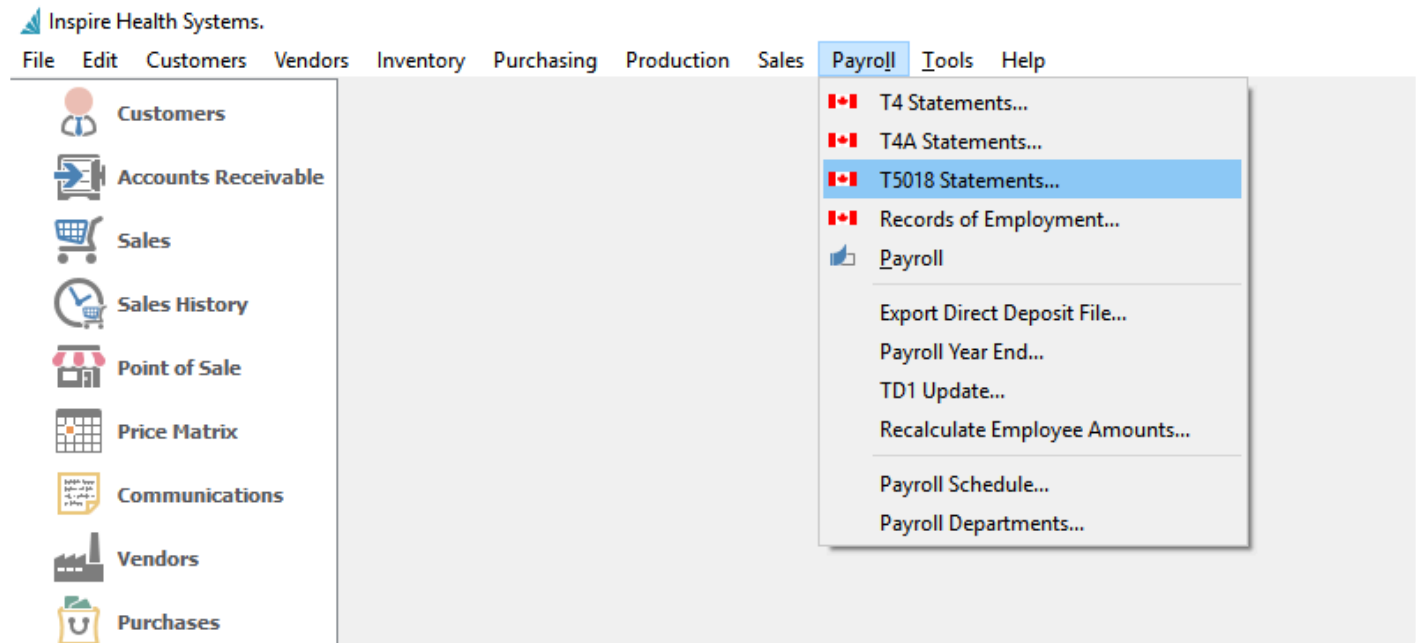
Buyer

Reference

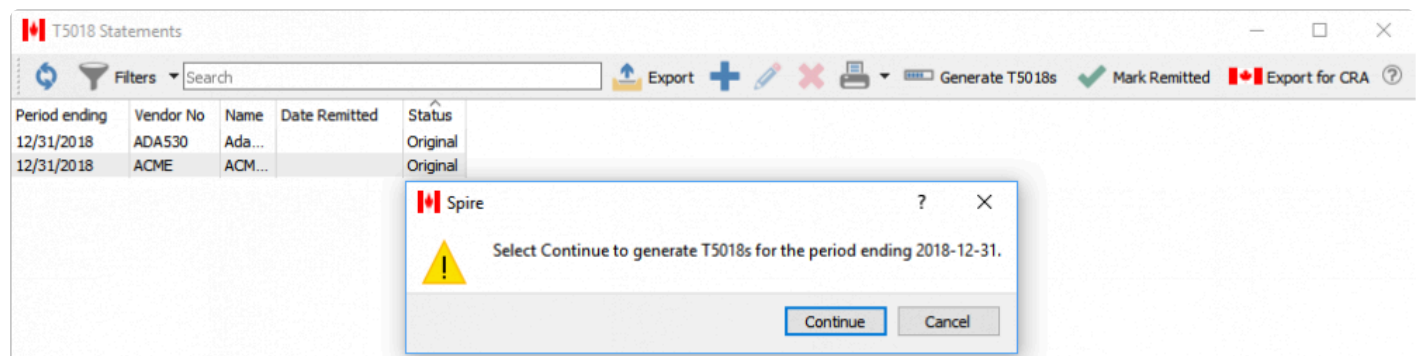
T5018 Creating Statements

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.

T5018 Statement of Contract Payments - ACME

Vendor No:

Payer Information

Payer's name:

Payer's account number:

T5018 slip

For the period ending:

Recipient's identification number:

Social insurance number:

Last Name:

First Name:

Initial:

Street Address:

Street Address:

City:

Province:

Country:

Postal Code (A1A1A1):

Financial Information

	Suggested	Adjusted
Construction subcontractor payments	<input type="text" value="22"/>	<input type="text" value="21.50"/>

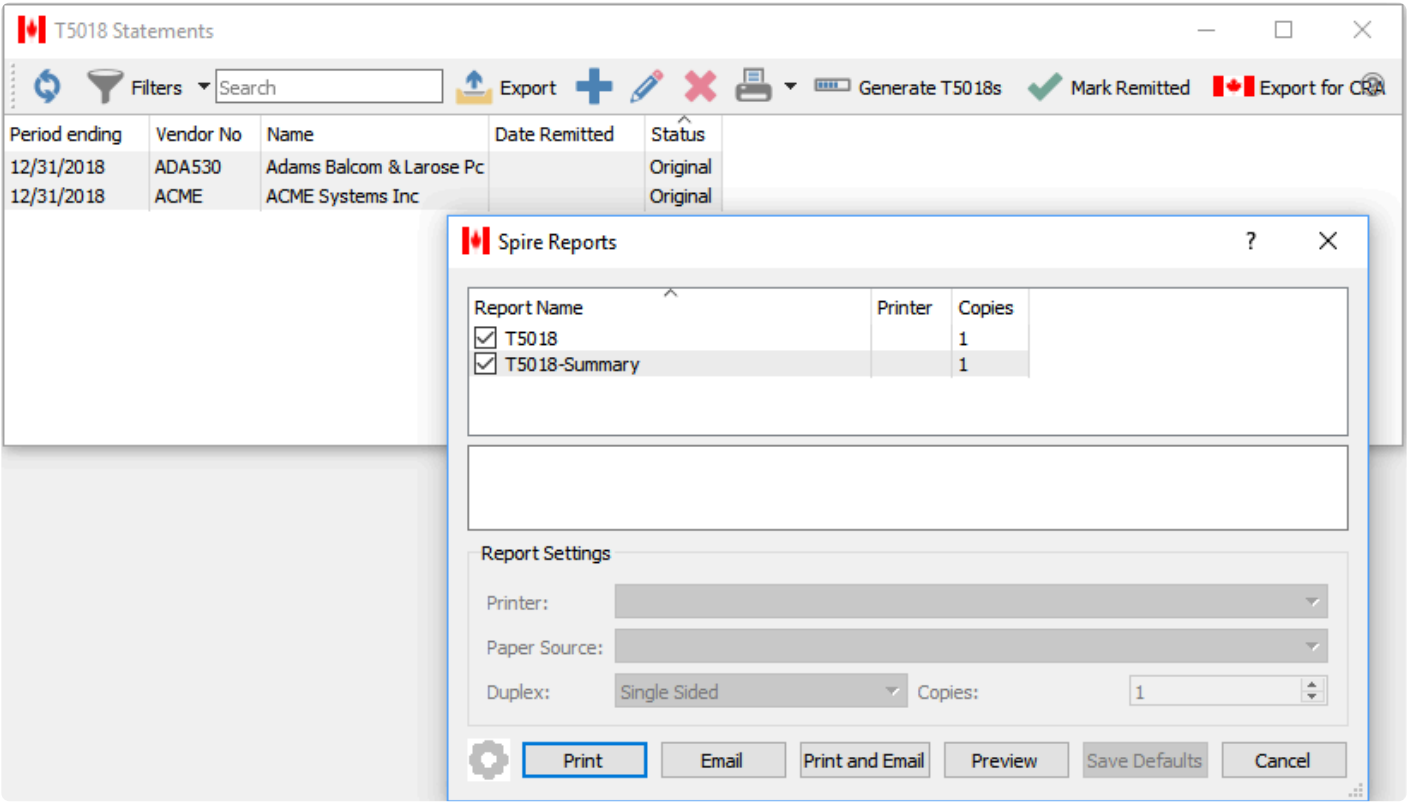
Created by AL on 01/21/2019 9:10:08 AM | Modified by AL on 01/21/2019 9:10:08 AM

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.

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
Recipient's name and address - Nom et adresse du bénéficiaire Adams Balcom & Larose Pc 2 Sutton Pl S #5727 Rouyn-Noranda QC J9X 3V4				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					

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T5018 (17)

Canada Revenue Agency
Agence du revenu du CanadaProtected 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
Recipient's name and address - Nom et adresse du bénéficiaire Adams Balcom & Larose Pc 2 Sutton Pl S #5727 Rouyn-Noranda QC J9X 3V4				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					

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T5018 (17)



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

12/31/2018

Payer's account number

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.

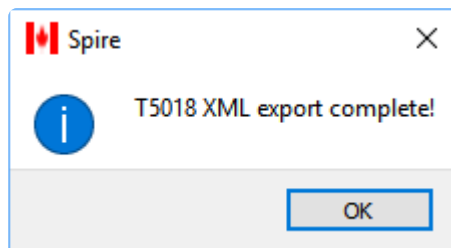
The screenshot shows the 'T5018 Statements' application window. The 'Export for CRA' dialog box is open, displaying the following fields:

- Submission Reference Identification: 00000000
- Report Type: Original
- Preferred Correspondence Language: English
- Company Name: Inspire Health Systems.
- Proprietor #1 SIN:
- Proprietor #2 SIN:
- Contact Information:
 - Name: John Davidson
 - Area Code: 604
 - Phone Number: 555-1212
 - Extension: 12
 - Email: jdavidson@inspire.vv

The dialog box has 'OK' and 'Cancel' buttons at the bottom right. The background application window shows a toolbar with buttons for 'Export', 'Generate T5018s', 'Mark Remitted', and 'Export for CRA' (highlighted with a red box).

Save File

Save the file to a secure location on your PC so it is accessible for uploading to CRA.

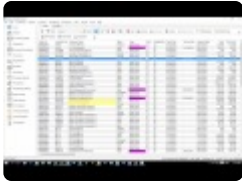


Upload File

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.

Jobs														
Filters		Search												
		Export + Edit Delete Job Entry												
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 %
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
TRUBER	Trenholm Recreation Center	114.00	0.00	-114.00	30,500.00	0.00	-30,500.00	10,110.00	0.00	-10,110.00	0.00	10,390.00	-10,390.00	

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.

Job - JACKFIT

Number: JACKFIT

Name: Jackson Fitness - Demo Gym

Status: Active

Address | Details | Accounts | Entries | Communication | Attachments | User Defined

Start date: 09/08/2016 Contract number: 6293630

End date: / / Contract date: 09/01/2016

Ranking:

Reference:

Summary	Hours	Income	Expense	G.P. \$	G.P. %
Actual	18.00	5,633.82	4,107.78	1,526.04	27.09
Estimated	45.00	19,700.00	11,500.00	8,200.00	41.62
Variance	-27.00	-14,066.18	-7,392.22	-6,673.96	47.45

Created by SS on 09/26/2016 10:43:47 AM | Modified by SS on 09/26/2016 10:49:03 AM

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.

Job - JACKFIT

Number: JACKFIT

Name: Jackson Fitness - Demo Gym

Status: Active

Address | Details | **Accounts** | Entries | Communication | Attachments | User Defined

Account	Name
EQINSTALL	Equipment Installation
EQUIPMENT	Equipment
FLOOR	Flooring
FOLLOWUP	Follow Up
GLASS	Glass
TRAINING	Training
WALLS	Walls

Details | Communication | Attachments

Account: EQINSTALL

Name: Equipment Installation

Start date: / / Last billing no:

End date: / /

Estimations

Income: 2,500 Gross Profit: 1,500

Cost: 1,000 Hours: 12

Estimated By: SS

Reference:

Summary	Hours	Income
Actual	0.00	0.00
Estimated	12.00	2,500.00
Variance	-12.00	-2,500.00

Created by SS on 09/26/2016 10:43:47 AM Modified by SS on 09/26/2016 10:49:03 AM

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 - JACKFIT

Number: JACKFIT

Name: Jackson Fitness - Demo Gym

Status: Active

Address Details Accounts Entries Communication Attachments User Defined

Filters Export

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	

Created by SS on 09/26/2016 10:43:47 AM Modified by SS on 09/26/2016 10:49:03 AM

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.

GL Transaction - 0000000863

Post

Reverse

View Source

⏪

⏩

⏴

⏵

?

Entry

Notes

09/26/2016

🔍

+

×

Account No	Account Name	Base Debit	Base Credit	Designation	Memo	Job Account
11120/ / []	RBC Bank	0.00	1,765.63	Debit		
82100/ / []	Advertising Expenses	1,250.00	0.00	Debit	Sign for Job Site	JACKFIT /EQINSTALL
21410/ / []	G.S.T. Input Credits	515.63	0.00	Debit		
/ / []						

Debits 1,765.63

Credits 1,765.63

Balance 0.00

Accounts Payable

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

Payable Entry - WALEQU Walcom Equipment Ltd

Post Entry

Entry Job ←

Type: Invoice

Vendor: ☒ Existing Vendor ☐ One Time Vendor
 WALEQU Walcom Equipment Ltd

Date: 09/26/2016

Transaction no.: 0000000864 ☒ Post automatically

Reference no.:

Purchase no.:

Terms:

Due date: / /

GL account: 82350/ / Postage Expense

Memo:

All amounts in base currency

G.S.T.	238.94	Subtotal	5,113.31
BC P.S.T.	0.00	Total	5,352.25

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.

Payable Entry - WALEQU Walcom Equipment Ltd

Post Entry

Entry Job

 Delete

Job Account	Name	Hours	Expense	Memo
ABERNATHY /FOLLOWUP	Follow Up	0.00	2,100.00	Signage
JACKFIT /GLASS	Glass	0.00	1,425.00	Delivery
DANVILLE /TRAINING	Training	0.00	1,225.00	Car Rental

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

Receivable Entry - JACK225 Jackson Fitness Center

Post Entry

Entry Job

Type: Invoice

Date: 09/26/2016

Terms: 02 2% 10 days

Transaction no.: 0000000864 ☒ Post automatically

Reference no.:

Customer PO:

Memo:

All amounts in base currency

G.S.T.	24.15	Subtotal	516.85
BC P.S.T.	0.00	Total	541.00

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.

Receiveable Entry - JACK225 Jackson Fitness Center

Post Entry

Entry Job

✖ Delete

Job Account	Name	Hours	Income	Memo
JACKFIT /EQUIPMENT	Equipment	12.00	125.00	Delivery
JACKFIT /GLASS	Glass	0.00	188.00	Banking Fees
JACKFIT /WALLS	Walls	0.00	25.00	Admin

Job Account – Select a job/account

Name – Job name

Hours – Hours to post

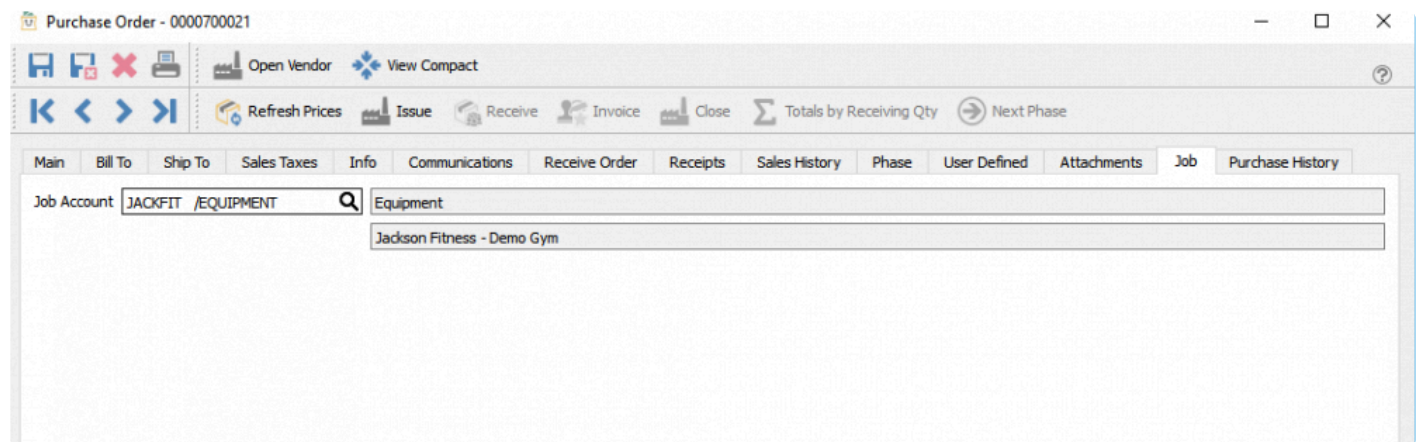
Income – Income amount

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...



The screenshot displays the 'Purchase Order - 0000700021' window. The 'Job Account' field is set to 'JACKFIT /EQUIPMENT'. A search bar to the right of the field contains the text 'Equipment'. Below the search bar, a dropdown menu is open, showing the selected item 'Jackson Fitness - Demo Gym'. The window includes a top toolbar with icons for 'Open Vendor', 'View Compact', 'Refresh Prices', 'Issue', 'Receive', 'Invoice', 'Close', 'Totals by Receiving Qty', and 'Next Phase'. A tabbed interface at the bottom shows various sections: Main, Bill To, Ship To, Sales Taxes, Info, Communications, Receive Order, Receipts, Sales History, Phase, User Defined, Attachments, Job, and Purchase History.

...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

General

Ship To Customer Ship Address ID FOB

Warehouse VA Buyer

Ship Via Description

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

Items

Serial Numbers Scan Items Comment Show UDF Receiving Labels

Part No	Description	Min Qty	Order Qty	To Date Qty	Receive Qty	Cost	Inventory GL	Job Account	Inventory
[VA] OME300HHM	Omega 300 Heart Rate Monitor	0.000	12.000	0.000	1.000	58.74000	11303	JACKFIT /EQUIPMENT	58.74000
[VA] OME300HHM	Omega 300 Heart Rate Monitor	0.000	12.000	0.000	1.000	58.74000	11303	JACKFIT /EQUIPMENT	58.74000
[VA] OME300HHM	Omega 300 Heart Rate Monitor	0.000	12.000	0.000	1.000	58.74000	11303	JACKFIT /EQUIPMENT	58.74000
[VA] DELIVERY	Deleivery	0.000	1.000	0.000	100.000	0.00000	82170	JACKFIT /EQUIPMENT	
[VA]									

Available On Hand Committed Backorder On Order Expected

Weight 0.0 Landed Freight 0.00 Discount 0.0 % 0.00 Subtotal 2,114.64

Vendor Freight 0.00 Landed Duty 0.00

G.S.T. 105.73

BC P.S.T. 148.02

H.S.T. 0.00

All amounts shown in Canadian dollars.

2,368.39

Created by SS on 02/16/2015 11:13:32 AM Modified by SS on 09/26/2016 1:30:37 PM

Sales Orders

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

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

The screenshot displays the 'Sales Order - 0000800015 Jackson Fitness Center' window. The interface includes a top toolbar with icons for saving, deleting, printing, opening a customer, and viewing compact. Below this is a secondary toolbar with icons for processing, reprocessing, invoicing, moving to the next phase, totaling by ordered quantity, deposits, and requisitioning. A tabbed menu at the bottom contains 'Main', 'Bill To', 'Ship To', 'Sales Taxes', 'Info', 'Phase', 'Communications', 'Sales Orders', 'Sales History', 'User Defined', 'Attachments', 'Fill Order', 'Service Info', and 'Job'. The 'Job' tab is active, showing a 'Job Account' dropdown menu. The dropdown is open, displaying two options: 'Equipment' and 'Jackson Fitness - Demo Gym'. The 'Equipment' option is currently selected.

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

Sales Order - 0000800015 Jackson Fitness Center

Process Reprocess Invoice Next Phase Totals By Ordered Qty Deposits Requisition

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

Customer

Customer No JACK225 Jackson Fitness Center AR Balance 24,017.59 Credit Limit 30,000

PO No Ref No Other Orders 5,733.45 Available 248.96

Notes Salesperson JOHN John Ather Territory

Shipping

Ship To TORONTO Jackson Fitness Center - TO Ship Via Federal Express FOB

Contact

Name AI Phone Fax/Cell Email lrossen@jacksonfitness.net

Order Details

Open Sales Order

Order No 0000800015

Order Date 03/16/2015

Required Date 03/16/2015

Invoice No

Invoice Date / /

Repeat None

Phase

Location

Profit Center No Change

Insert Delete Comment Serial Numbers Add Job Header UDF Scan Items Fill Prices Labels

Part No	Description	Order Qty	Ship Qty	B/O Qty	Discount %	Unit Price	Current Cost	Average Cost	Job Account
[VA] ABMAT	AbMat	1.00	1.00	0.00	0.00	37.01	24.40	19.55	JACKFIT /EQUIPMENT
[VA] INSKB5	InSpire Kettlebell 5	2.00	2.00	0.00	0.00	15.00	8.8275	8.29301	JACKFIT /EQUIPMENT
[VA] INSKB10	InSpire Kettlebell 10	1.00	1.00	0.00	0.00	25.00	13.75	13.75	JACKFIT /FLOOR
[VA] INSKB20	InSpire Kettlebell 20	3.00	0.00	3.00	0.00	45.00	24.75	24.75	JACKFIT /EQUIPMENT

Available -4 On Hand 38 Committed 42 Backorder 32 On Order 0 Expected

Total Weight 0.0 Current GP 39.34 % 36.20 Discount 0.0 % 0.00 Subtotal 92.01 All amounts in Canadian dollars.

Freight 5.00 Average GP 45.78 % 42.12 Shop Fee 0.00 G.S.T. 4.85

BC P.S.T. 6.79

108.65

Created by SS on 07/07/2015 2:29:23 PM Modified by SS on 04/11/2016 7:36:17 AM

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

Timecard Batch - 2016-09-15

Open Employee Add All Timecards Post Timecards Void Timecards Export EFT View Transaction Change Pay Periods Show UDF

Payroll Date: 09/15/2016 100007 Ritchie, William

Employee No	Name	Net Pay	Vacation Owed	Advance Balance	Period	Cheque	Transaction	Posted	Supplemental	Reversal
100001	Young, Danielle	1,416.70	1,143.04	0.00	2016-17-0			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
100002	Stew, Greg	2,359.91	1,326.40	0.00	2016-17-0			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
100007	Ritchie, William	798.78	954.24	0.00	2016-17-0			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Type	Hours	Rate	Pay	GL Account	GL Description	Job Account	Benefit	Amount	Deduction	Amount
Regular	3.00	24.00	72.00	82400	Office Wages & Salaries	JACKFIT /EQINSTALL	Medical	0.00	Social	0.00
Regular	4.00	24.00	96.00	82400	Office Wages & Salaries	ABERNATHY /EQINSTALL	ExtMedi	0.00	qqq	0.00
Regular	5.00	24.00	120.00	82400	Office Wages & Salaries	ISLINGTON /EQINSTALL				
Regular	20.00	24.00	480.00	82400	Office Wages & Salaries	MEADCOMF /EQINSTALL				
Overtime	4.00	36.00	144.00	82400	Office Wages & Salaries	MEADCOMF /EQINSTALL				

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.

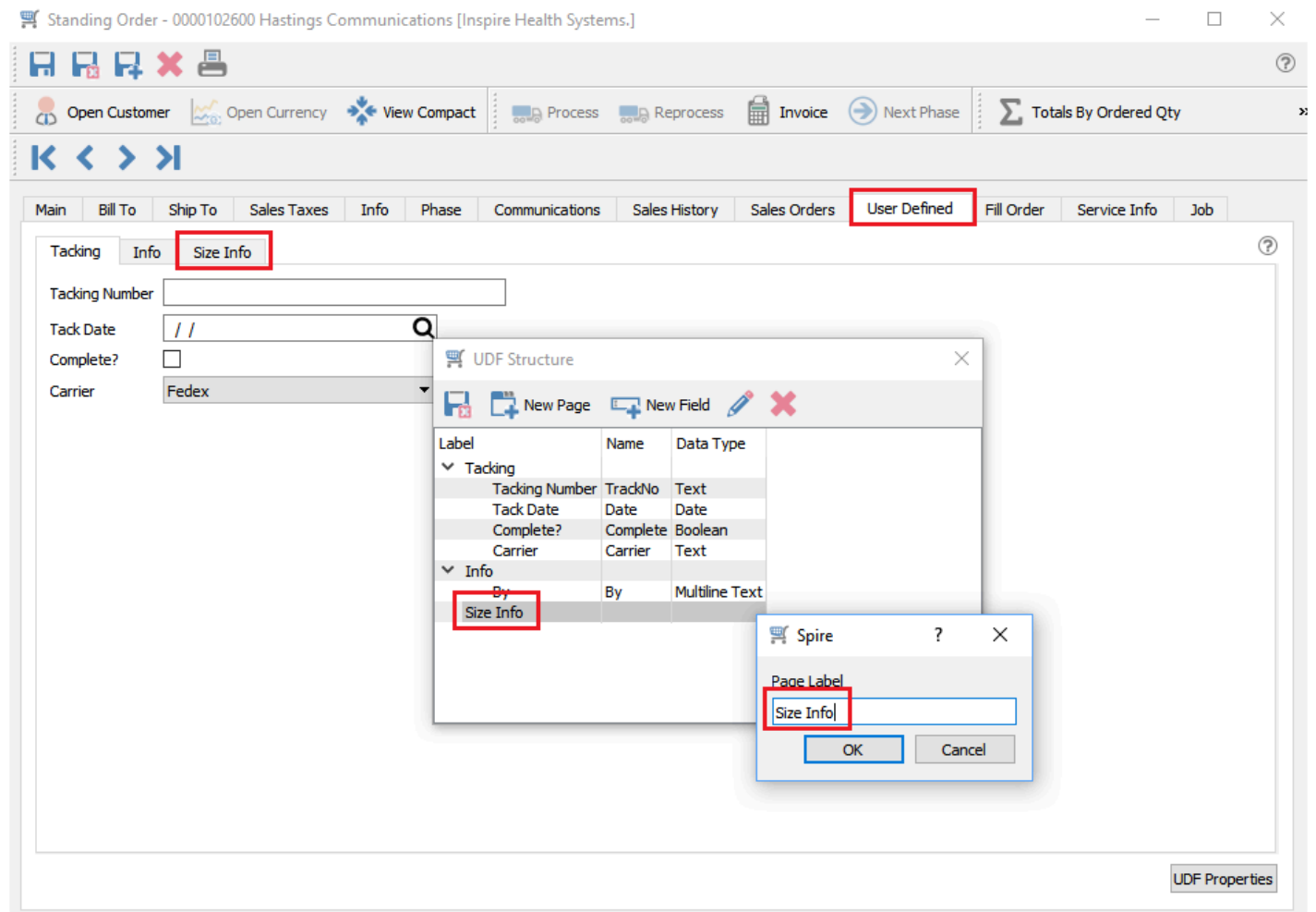
To add new fields to one of your modules, go to the tab “User Defined” within one of the records. In this example we will add some fields to the sales order.



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

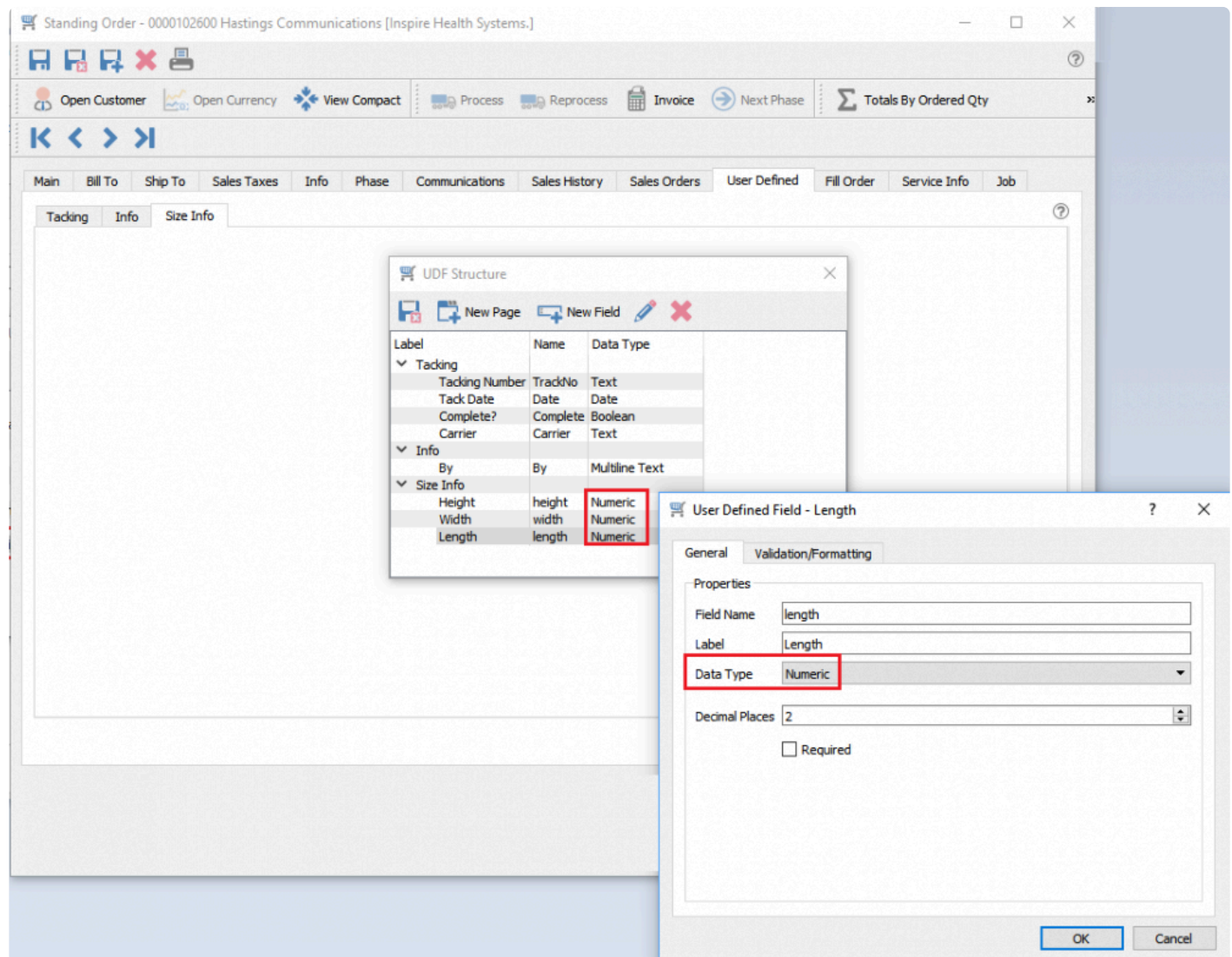


Within the UDF structure dialog highlight 'Size Info' click 'New Field' to add a field.

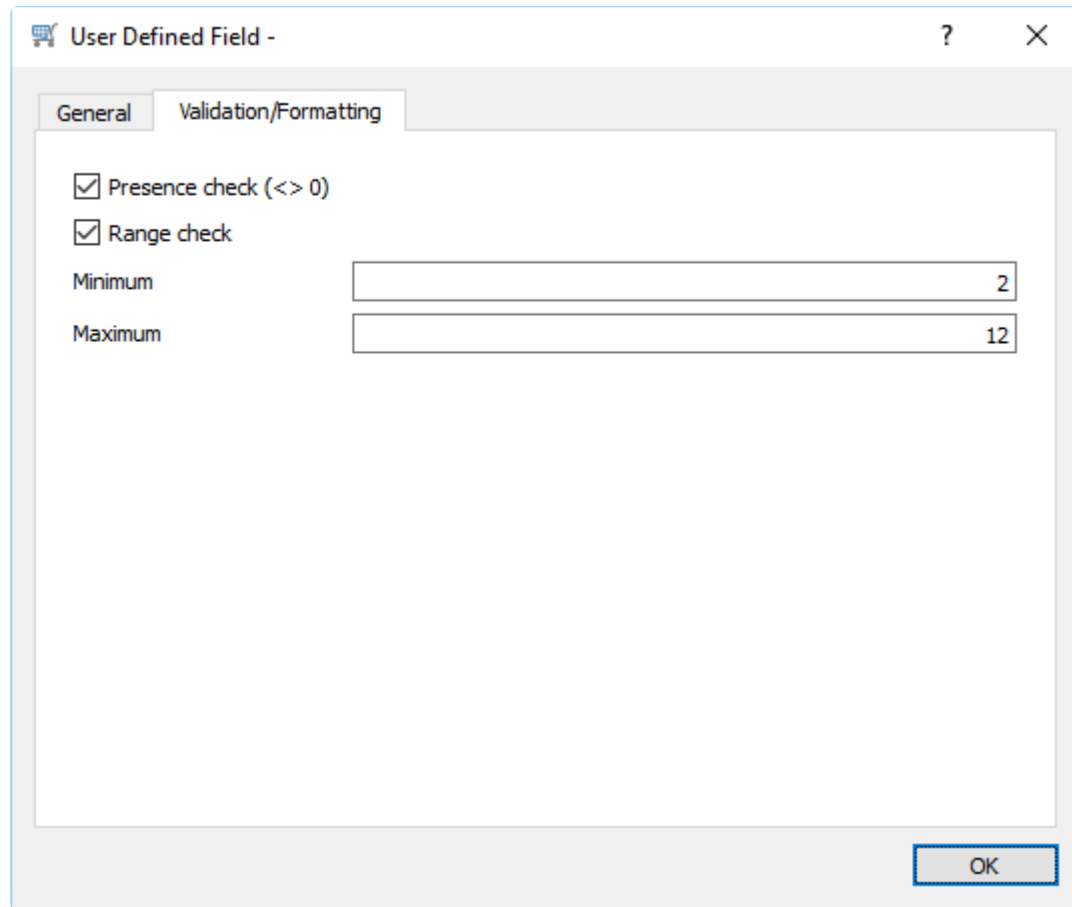
In this example we added 3 new fields in our page called 'Size Info'.

- Height
- Width
- Length

We set the 3 fields as numeric with 2 decimals.



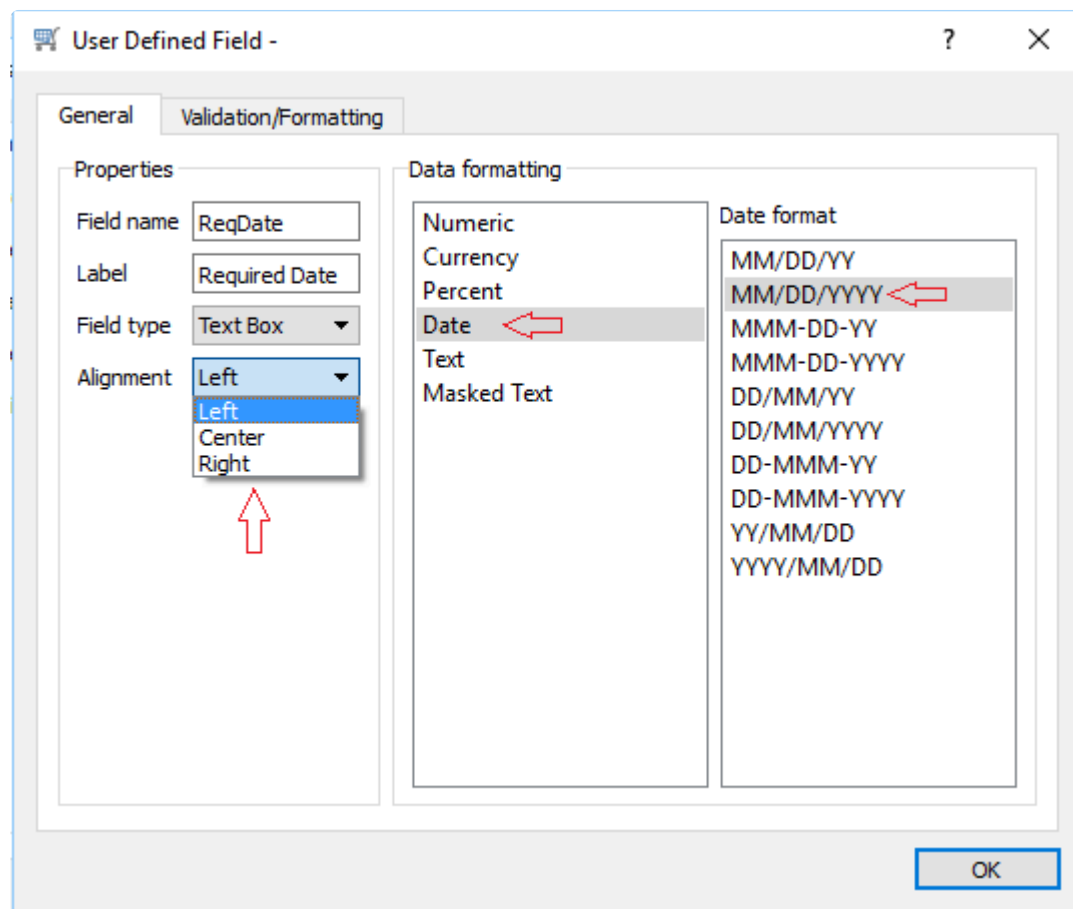
We can also set some validation for the fields we added.



The image shows a dialog box titled "User Defined Field -" with a question mark icon and a close button (X). It has two tabs: "General" and "Validation/Formatting". The "Validation/Formatting" tab is selected. Inside this tab, there are two checked checkboxes: "Presence check (<> 0)" and "Range check". Below these, there are two input fields: "Minimum" with the value "2" and "Maximum" with the value "12". An "OK" button is located at the bottom right of the dialog box.

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

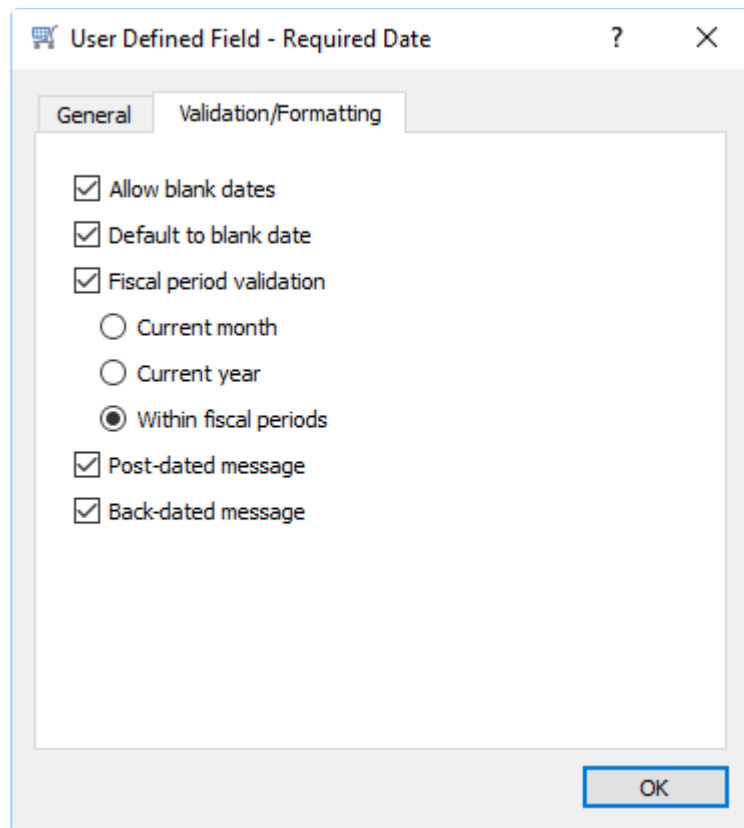
We also added a page called 'Progress' and included a field called 'Required Date' and made it left aligned, and formatted as MM/DD/YYYY.



We can also add date validation by selecting

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

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



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

User Defined Field - Staus

General Validation/Formatting

Properties

Field name: Status

Label: Status

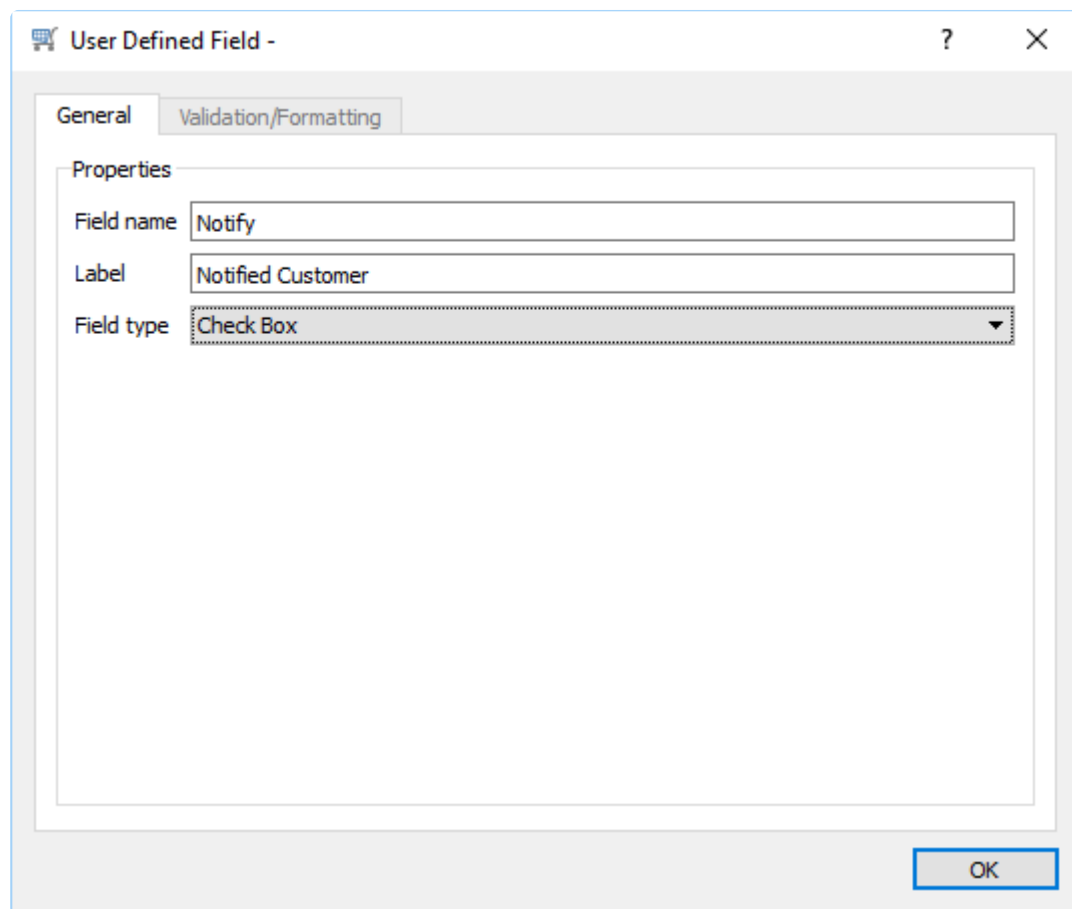
Field type: Drop Down

Values:

- Waiting for Stock
- Stock Arrived
- In Progress
- Final Prep
- Packaged
- Ready to Ship

OK

We can add a checkbox.



The screenshot shows a dialog box titled "User Defined Field -". It has two tabs: "General" and "Validation/Formatting". The "General" tab is active. Inside the dialog, there is a section labeled "Properties" containing three fields: "Field name" with the value "Notify", "Label" with the value "Notified Customer", and "Field type" with a dropdown menu showing "Check Box". An "OK" button is located at the bottom right of the dialog.

In the case of a text field it can be masked and have the case defined. In this example we added a cell number and we want it formatted as 555-555-5555 for use the number symbol ###-###-#### with – between them.

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

The screenshot shows a dialog box titled "User Defined Field - Cell Number" with a question mark icon and a close button. It has two tabs: "General" and "Validation/Formatting". The "Validation/Formatting" tab is active. Inside, there is a "Text mask" section with a drop-down menu showing "###-###-####". Below this, a text box explains: "The drop-down above includes common examples of masks for things like phone numbers, postal codes and time." A "Mask Key:" section lists the following:

- ^ : Any character required
- & : Any character optional
- A : Alphanumeric required [a-zA-z0-9]
- ? : Alphabet letter required [a-zA-z]
- # : Numeric required [0-9]
- 0 : Numeric optional

Below the list, it says "Anything else will be displayed as-is." At the bottom, there is a "Define case" section with three radio buttons: "Any case" (selected), "Uppercase", and "Lowercase". An "OK" button is at the bottom right.

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

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

Label 

Field type

Alignment

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.

The screenshot shows the 'Inventory - [VA] COCPOW' window. The 'Warehouse' is 'VA' and the 'Part Number' is 'COCPOW'. The 'Description' is 'Cocoa Powder'. The 'User Defined' tab is selected, showing the 'Preparation Info' section. The 'Food Info' section has 'Gluten Free' and 'Kosher' checked. The 'Store Temp (Degress C)' is set to 5.

Warehouse	Part Number	Description
VA	COCPOW	Cocoa Powder

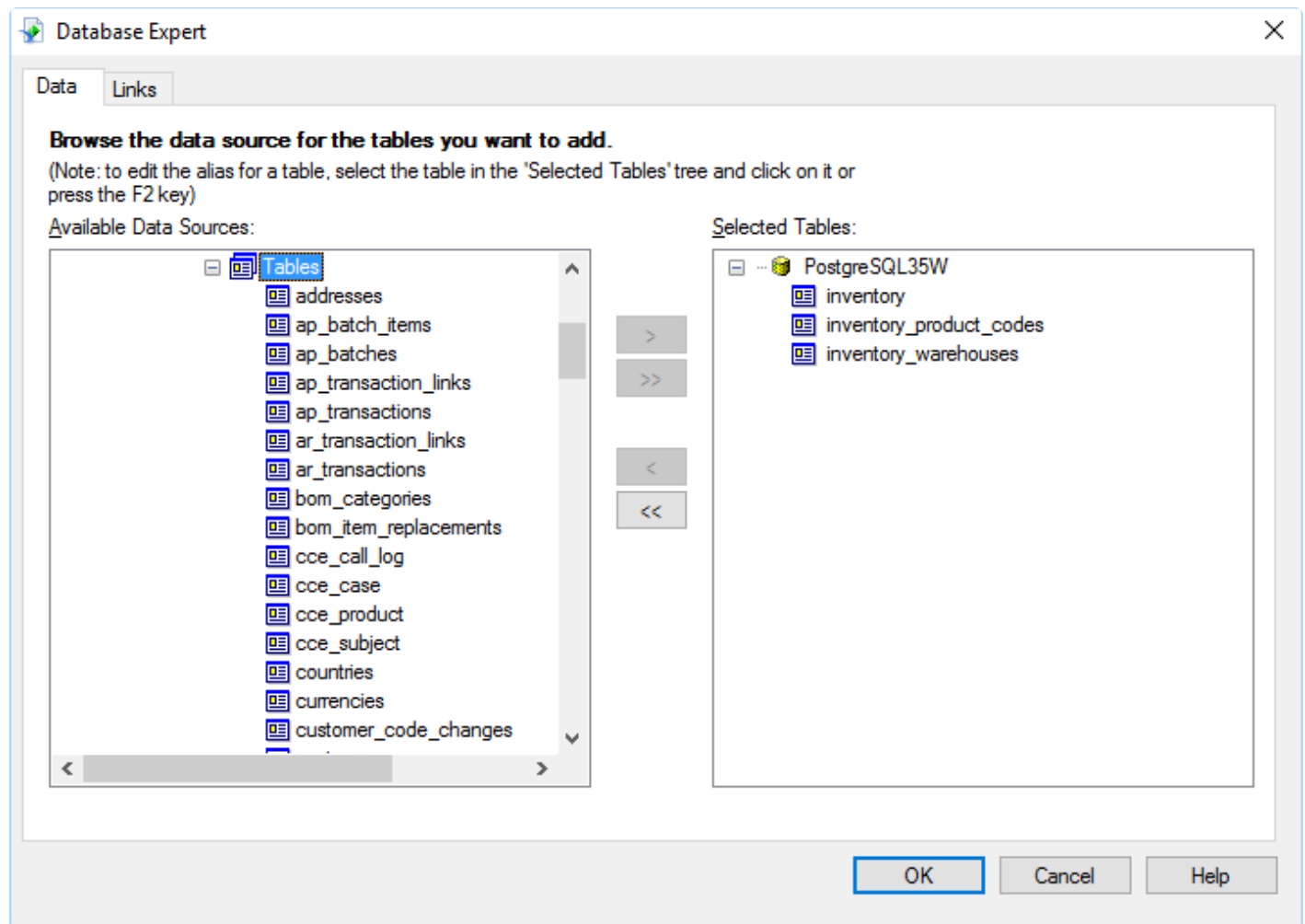
Details	Prices and Units	Price Matrix	Vendor Prices	Sales	Sales History	Purchases	Purchase History	Statistics	User Defined	Receipt
<div>Food Info</div> <div>Preparation Info</div> <div>Gluten Free <input checked="" type="checkbox"/></div> <div>Kosher <input checked="" type="checkbox"/></div> <div>Store Temp (Degress C) 5</div>										

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

Creating Reports on UDF data

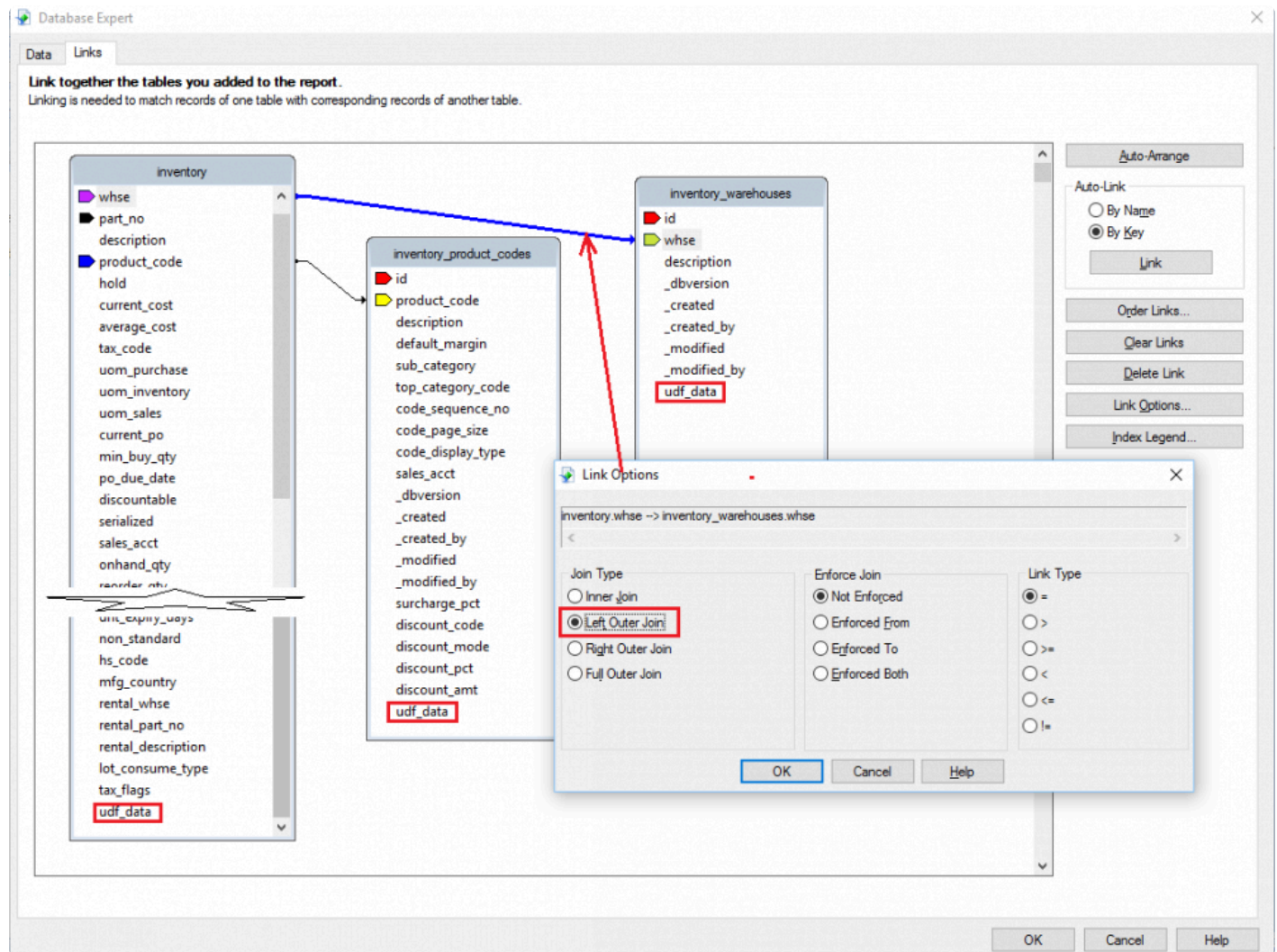
Open Crystal Reports and edit the report that needs UDF data added to it. In this example we will edit the 'Inventory Stock Status' report.

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

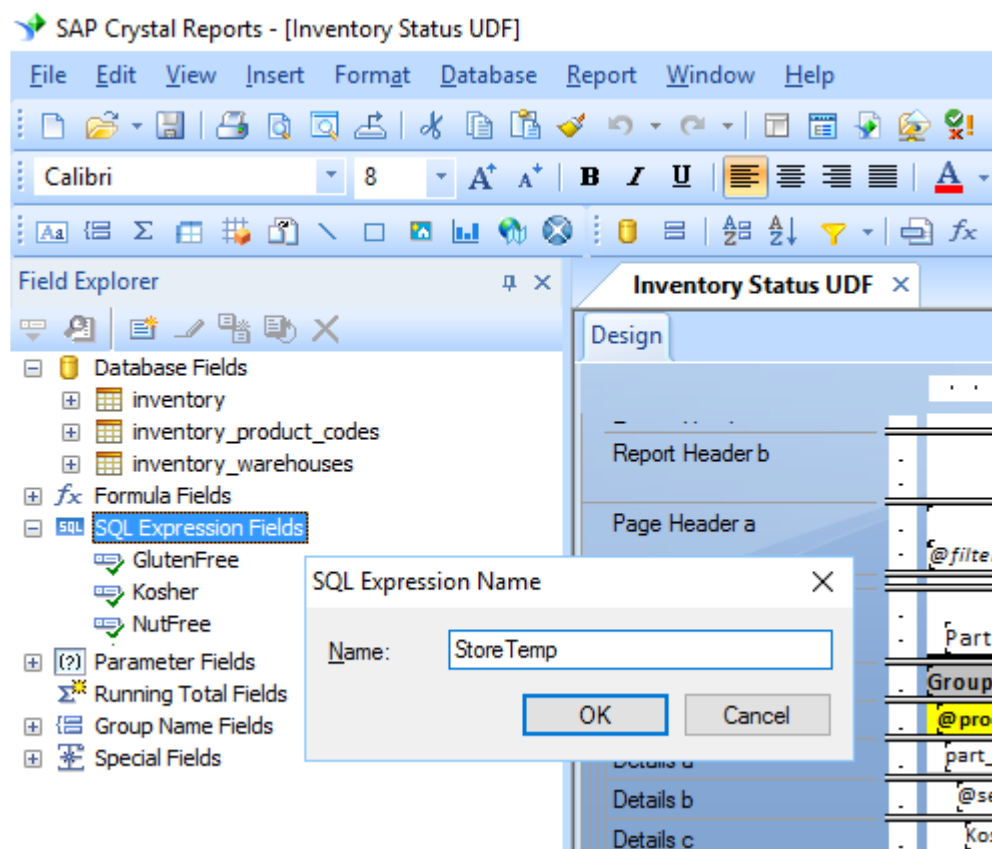


Set the join type to 'Left OuterJoin'

Click OK

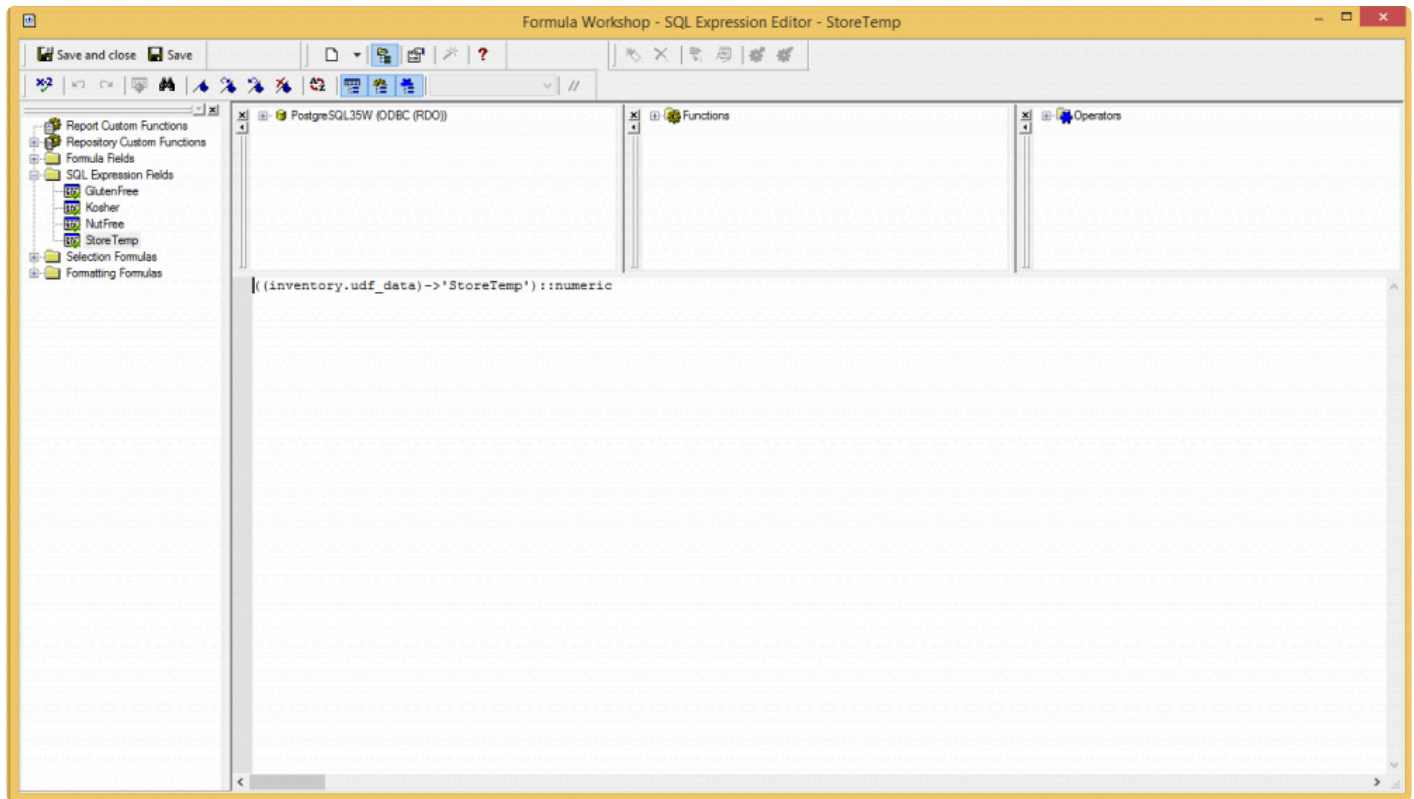


Add a SQL Expression Field by right clicking and selecting 'New'



Give the SQL Expression a name. This example is 'StoreTemp'

The SQL expression looks like this – ((inventory.udf_data)->'StoreTemp')::numeric



Other examples”

- `((inventory.udf_data)->'GlutenFree')::boolean`
- `((inventory.udf_data)->'Kosher')`
- `((inventory.udf_data)->'NutFree')`

NOTE

- the Field Name is case sensitive
- `::numeric` denotes a number field in Crystal Reports Designer
- `::date` denotes a date field
- `::boolean` denotes True/False
- if `::type` is left off then it will be a text field

Once data is saved here is what it looks like stored in a field called `udf_data`

295	172	VA	CUCBBT12548K	Chin Up Bar 1.25" x 48" Bent	
296	25007	VA	TAPSTARCH	Modified Tapioca Starch	
297	36	VA	INSKB5	InSpire Kettlebell 5	
298	25002	VA	COCPOW	Cocoa Powder	"Kosher"=>"TRUE", "NutFree"=>"TRUE", "StoreTemp"=>"5", "GlutenFree"=>"TRUE"
299	25020	VA	SLTCARM	Salted Caramel	"Kosher"=>"TRUE", "NutFree"=>"TRUE", "StoreTemp"=>"12"
300	5	VA	INSKB15	InSpire Kettlebell 15	
301	51	VA	INSKB20	InSpire Kettlebell 20	
302	34	VA	INSKB35	InSpire Kettlebell 35	
303	44	VA	INSWP45	InSpire Weight Plate 45	
304	20	VA	SP500FM	Springfield 500 Floor Mat	
305	18	VA	INSDB40	InSpire Dumbbell 40	
306	14	VA	NATBEL55	Weight Lifting Belt Model 55	
307	42	VA	INSDB15	InSpire Dumbbell 15	
308	24992	VA	PROTEINMIX	Protein Mix	"Kosher"=>"FALSE", "StoreTemp"=>"5", "GlutenFree"=>"TRUE"

The expression can now be added to the report. In this example we added 4 UDF fields along with a label.

Inventory Status UDF									
Design									
Report Header b	@company_name								
Page Header a	Report Title								
Page Header c	{Print Date} / {Print Time}								
	Part number	Description	Committed	On hand	On PO	Current	Average	Extended	Average
Group Header #1:	Group #1: description								
Group Header #2:	@product_code_description								
Details a	part_no	description	mitted_qty	onhand_qty	urchase_qty	current_cost	average_cost	extended_average	
Details b	@serial_no	serial lot numbers							
Details c	Kosher	%Kosher	Nut free	%NutFree	Gluten free	%Gluten	Storage tempature	StoreTemp	
Group Footer #2:							Product Code	extended_average	
Group Footer #1:							Warehouse	extended_average	
Report Footer							Total	extended_average	
Page Footer	Page N of M								

The printed report

Inspire Health Systems

Inventory Status UDF

* Report includes selected records

April 15, 2016 / 7:04 am

Part number	Description	Committed	On hand	On PO	Current	Average	Extended Average
VA Inspire Health Systems							
No Product Code							
YOGURTCOATING	High Protein Yogurt Coating		9,700		0.45	0.45	4,365.00
Lot:	6,000 5678909	1,500	436352DS77				
	2,200 4T657756						
Kosher	TRUE	Nut free	TRUE	Gluten free	1	Storage temperature	5.00
Total							4,365.00

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.

The screenshot shows the Spire CRM interface with a customer list. A right-click context menu is open over the 'Province' column header, showing a list of available UDFs. A red box highlights the 'Province' column header and the UDF list. A red arrow points to the 'Province' column header with the text 'Right Click on any Column Header'. A red box highlights the UDF list with the text 'Check each column that is required on list'.

Customer No.	Name	On Hold	Status	Address 1	Address 2	Address 3	Address 4	City	Postal Code	Province
A1948	A 1 Party Pleasers	<input type="checkbox"/>	Active	1500 Main St				Springfield	1115	MA
ADM1603	Administration	<input type="checkbox"/>	Active	1773 W Lincoln ...				Anaheim	92801	CA
AME384	Ame Matex Corp	<input type="checkbox"/>	Active	1926 Landon Str...				Temagami	P0H 2H0	ON
AMER584	American Web	<input type="checkbox"/>	Active	3805 W Industri...				Waco	76711	TX
ANDE428	Anderson Engr...	<input type="checkbox"/>	Active	4643 Cordova S...				Vancouver	V6B 1E1	BC
ANDE943	Anderson, Jame...	<input type="checkbox"/>	Active	31 Hopkins Plz				Baltimore	21201	MD
ART550	Art Direction	<input type="checkbox"/>	Active	122 W Main St				Sayre	73662	OK
BANN903	Banners By Tho...	<input type="checkbox"/>	Active	220 Lake Dr E				Cherry Hill	8002	NJ
BEM670	Be Mac Transpo...	<input type="checkbox"/>	Active	2400 Tonnelo A...				North Bergen	7047	NJ
BURN411	Burndy Corp	<input type="checkbox"/>	Active	986 Nelson Street				Dubreuilville	POS 1B0	ON
CROP895	Crop Productio...	<input type="checkbox"/>	Active	30940 Industrial...				Livonia	48150	MI
DC318	D C Filter Chem...	<input type="checkbox"/>	Active	1200 Parkdale A...				Hawkesbury	K6A 1E8	ON
DEMU958	Demuth Steel P...	<input type="checkbox"/>	Active	600 Northpoint ...				West Palm Beach	33407	FL
DUP0192	Dupont Photo...	<input type="checkbox"/>	Active	1449 Bridgeport...				Collingwood	L9V 1X1	ON
EAST571	Eastman Chemi...	<input type="checkbox"/>	Active	8 Hillcrest Ave				Manhasset	11030	NY
ER118	E R Partridge Inc	<input type="checkbox"/>	Active	1531 St Jean Ba...				St Ulic	G0J 3H0	QC
FORD212	Ford, Danielle	<input type="checkbox"/>	Active	1538 Tolmie St				Vancouver	V6R 4C5	BC
GOOD817	Good & Salem ...	<input type="checkbox"/>	Active	1609 Yout St				Racine	53404	WI
GRAP279	Graphics Devel...	<input type="checkbox"/>	Active	1537 Boulevard ...				Montmagny	G5V 3J2	QC
HARR652	Harris, Baum E ...	<input type="checkbox"/>	Active	500 University Dr				Hershey	17033	PA
HOLI802	Holiday Inn	<input type="checkbox"/>	Active	9290 W Florissa...				Saint Louis	63136	MO
HOLI622	Holub, Ronald ...	<input type="checkbox"/>	Active	123 White Oak Ln				Old Bridge	8857	NJ
HRM158	Hrm Intl Inc	<input type="checkbox"/>	Active	1307 Robson St				Vancouver	V6B 3K9	BC
HUNT516	Hunt Truck Line...	<input type="checkbox"/>	Active	1300 Hoge Bg				Seattle	98104	WA
JACK225	Jackson Fitness ...	<input type="checkbox"/>	Active	2018 No. 3 Road				Richmond	V6X 2B8	BC
LAMB8927	Lambert Co	<input type="checkbox"/>	Active	1 Sylvan Way				Parsippany	7054	NJ
LUCK813	Lucky Convenie...	<input type="checkbox"/>	Active	5810 Southwyc...				Toledo	43614	OH
MACA602	Macarthur Beve...	<input type="checkbox"/>	Active	6500 Wlshire Bl...				Los Angeles	90048	CA
MAD1775	Madsonville M...	<input type="checkbox"/>	Active	3830 S Cooper St				Arlington	76015	TX
MCCA937	Mccamic, Jeffre...	<input type="checkbox"/>	Prospect	2107 Roger Street				Nanaimo	V9R 5H9	BC
MILE222	Mile Hi Frozen ...	<input type="checkbox"/>	Active	2106 Scotts Lane				Nanaimo	V0R 1J0	BC
MOOR100	Moore Business ...	<input type="checkbox"/>	Active	55 Moonachie ...				Moonachie	7074	NJ
NEW7712	Newton Assess...	<input type="checkbox"/>	Active	653 Bridgeport Rd				Orangeville	L9W 2C8	ON
OCON770	Oconnor, Bouni...	<input type="checkbox"/>	Active	1401 W 22nd St				Hinsdale	60521	IL
OLDE305	Oldenburg Insu...	<input type="checkbox"/>	Active	2141 Royal Ave...				New Westminster	V3L 5H1	BC
PARM167	Parma Company	<input type="checkbox"/>	Active	2389 Sixth Street				New Westminster	V3L 3C1	BC
PHIL470	Philly Connection	<input type="checkbox"/>	Active	1354 49th Avenue				Resolute	X0A 0V0	NT
POIN866	Point Park Colle...	<input type="checkbox"/>	Active	2047 Max Luth...				Huntsville	35810	AL
PRM740	Prm Inc	<input type="checkbox"/>	Active	111 W Washing...				Hagerstown	21740	MD
REL1725	Reliant Signs	<input type="checkbox"/>	Active	18 Allison Dr				Shelby	44875	OH
RK963	R K Industries	<input type="checkbox"/>	Active	1410 S Cushma...				Fairbanks	99701	AK

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

Filters: Sales Pipeline Search Export Communication Mail Merge

Match if All of the following criteria are true

+ X Salesperson is JOHN

+ X UDF: Lead Value is greater than 0

Name	Customer No.	Main	Phone	Email	Balance	Open Orders	Last Invoice	YTD Sales	Last Year Sales	UDF: Notes	UDF: Last Contact	UDF: Next Contact	UDF: Sales Status	UDF: Lead Value
Administration	ADM603	Aleandra Lappings	(714) 991-4347 Ext.		0.00	0.00		0.00	0.00				Presented Proposal	25,000
Ame Mates Corp	AME384	Jarina Doll	(705) 569-7768 Ext.		0.00	0.00		0.00	0.00				Proposal Approved	36,500
Anderson Engrs Cnslts Inc	ANDE428	April Okelley	(770) 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				Proposal Approved	28,000
Benness 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) 894-4207 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	CROP995	Aileen Hatten	(734) 525-3287 Ext.	ahatten@cropprod.com	4,270.56	5,270.17	04/25/2016	3,813.00	25,637.00				Presented Proposal	17,000
Dupont Photography	DUPO192	Justin Jackson	(705) 443-6579 Ext.	j@dupontPhoto.com	85,385.57	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				Presented Proposal	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	HARR852	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
Macanthur 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	MAD1775	Addie Asprete	(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
Pm Inc	PRM740	Aida Prower	(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	Complete	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

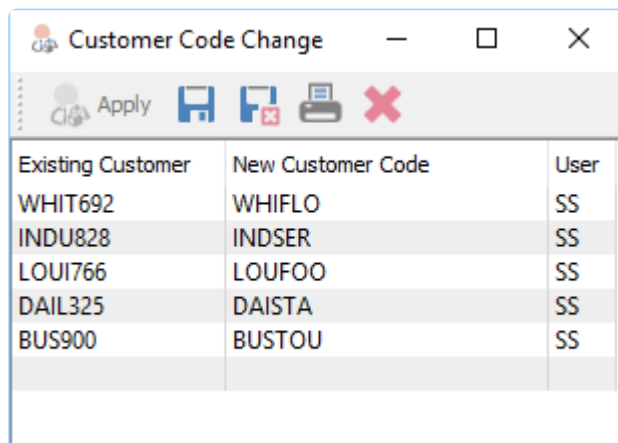
The following section will provide you with an overview of the utilities included in Spire which will include the following topics.

- 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.

Inventory Code Change			
Apply All Warehouses			
Existing Item	Description	New Part Number	User
[VA] ABMAT	AbMat	ABMAT12	SS
[VA] ACMFITSB	ACME Swiss Ball	ACMEFITSB	SS
[RAW] ACMFITSB	ACME Swiss Ball	ACMEFITSB	SS
[VA] VIECCHAIR	Vicore Elite Core Chair	VIECCHAIR12	SS
[VA] HARWV	Human X Weighted Vest	HARWVEZ	SS

Apply – Posts the record and history changes

Save – Saves the selected list

Save Close – Saves the list for later posting

Print – Prints report for list

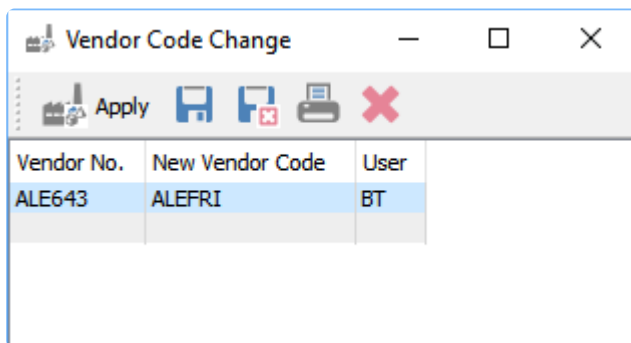
Delete – Deletes the selected line

All Warehouses – Once an item is added to the list, highlight it and select 'All Warehouses' and each of the other warehouses with this code will get added to the list.

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.



Vendor No.	New Vendor Code	User
ALE643	ALEFRI	BT

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.

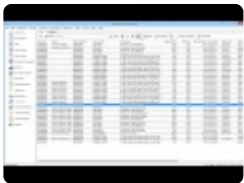
Features:

- 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

Production Orders																
Orders Templates																
Order No	Customer No.	Name	Warehouse	Part number	Description	Required Qty	Built Qty	Remaining Qty	Order Date	Reqd. Date	Status	Priority	Phase	Phase Date	Sales Order No.	PO Number
0000000055	JACK225	Jackson Fitness Center	VA	PPBARCC48PK	PP Bar Chocolate Peanut Butter 50g (48 pack)	6.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal				
0000000049	JACK225	Jackson Fitness Center	VA	PPBARCC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	5.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal			0000000032	
0000000056	JACK225	Jackson Fitness Center	VA	PPBARCC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	11.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal				
0000000048	JACK225	Jackson Fitness Center	VA	PPBARCC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	5.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal			0000000032	
0000000041	JACK225	Jackson Fitness Center	VA	PPBARCC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	5.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal				
0000000057	JACK225	Jackson Fitness Center	VA	PPBARCC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	18.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal				
0000000042	JACK225	Jackson Fitness Center	VA	PPBARCC48PK	PP Bar Dark Chocolate Coconut 50g (48 pack)	12.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal			0000000032	
0000000050	JACK225	Jackson Fitness Center	VA	PPBARCC48PK	PP Bar Dark Chocolate Coconut 50g (48 pack)	17.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal				
0000000059	JACK225	Jackson Fitness Center	VA	PPBARGB48PK	PP Bar Greek Yogurt Blueberry 78g (48 pack)	6.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal				
0000000044	JACK225	Jackson Fitness Center	VA	PPBARGB48PK	PP Bar Greek Yogurt Blueberry 78g (48 pack)	44.00	0.00	44.00	04/17/2015	04/17/2015	Open	Normal			0000000032	
0000000060	JACK225	Jackson Fitness Center	VA	PPBARGB48PK	PP Bar Greek Yogurt Strawberry - 78g (48 Pack)	8.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal				
0000000043	JACK225	Jackson Fitness Center	VA	PPBARGB48PK	PP Bar Greek Yogurt Strawberry - 78g (48 Pack)	2.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal			0000000032	
0000000048			VA	RESCAB10	Resistance Cable 100lb Teal	12.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal				
0000000047			VA	RESCAB100	Resistance Cable 100lb Black	7.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal				
0000000049			VA	RESCAB20	Resistance Cable 20lb Purple	12.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal				
0000000045			VA	RESCAB30	Resistance Cable 30lb Pink	10.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal				
0000000050			VA	RESCAB40	Resistance Cable 40lb Magenta	12.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal				
0000000051			VA	RESCAB50	Resistance Cable 50lb Orange	12.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal				
0000000046			VA	RESCAB60	Resistance Cable 60lb Red	9.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal				
0000000052			VA	RESCAB80	Resistance Cable 80lb Green	12.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal				
0000000053			VA	RESCAB90	Resistance Cable 90lb Blue	12.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal				
0000000043			VA	RESCAB100	Resistance Cable 100lb Pink	1.00	0.00	1.00	08/09/2015	10/01/2015	Open	Normal				
0000000007			VA	PPBARCC48PK	PP Bar Chewy Chocolate Chip 50g (48 pack)	5.00	0.00	5.00	09/16/2015	09/16/2015	Open	Normal				
0000000006			VA	PPBARCC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	12.00	0.00	12.00	09/16/2015	09/16/2015	Open	Normal				
0000000012			VA	PPBARCC48PK	PP Bar Chewy Chocolate Chip 50g (48 pack)	4.00	0.00	4.00	09/16/2015	11/20/2015	Open	Normal				
0000000019	SADL845	Sadler Properties	VA	PPBARCC48PK	PP Bar Chewy Chocolate Chip 50g (48 pack)	3.00	0.00	0.00	09/16/2015	09/16/2015	Open	Normal			0000000028	
0000000013	SADL845	Sadler Properties	VA	PPBARCC48PK	PP Bar Chocolate Peanut Butter 50g (48 pack)	2.00	0.00	2.00	09/16/2015	09/23/2015	Open	Normal				
0000000021	SADL845	Sadler Properties	VA	PPBARCC48PK	PP Bar Chocolate Peanut Butter 50g (48 pack)	12.00	12.00	1.00	09/16/2015	09/16/2015	Open	Normal			0000000028	
0000000022	SADL845	Sadler Properties	VA	PPBARCC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	6.00	0.00	0.00	09/16/2015	09/16/2015	Open	Normal			0000000028	
0000000014	SADL845	Sadler Properties	VA	PPBARCC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	6.00	0.00	6.00	09/16/2015	09/16/2015	Open	Normal				
0000000015	SADL845	Sadler Properties	VA	PPBARCC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	12.00	0.00	12.00	09/16/2015	12/25/2015	Open	Normal				
0000000020	SADL845	Sadler Properties	VA	PPBARCC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	122.00	0.00	122.00	09/16/2015	09/16/2015	Open	Normal			0000000028	
0000000023	SADL845	Sadler Properties	VA	PPBARCC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	3.00	0.00	3.00	09/16/2015	09/16/2015	Open	Normal			0000000028	
0000000016	SADL845	Sadler Properties	VA	PPBARCC48PK	PP Bar Dark Chocolate Coconut 50g (48 pack)	24.00	0.00	24.00	09/16/2015	10/03/2015	Open	Normal				
0000000024	SADL845	Sadler Properties	VA	PPBARCC48PK	PP Bar Dark Chocolate Coconut 50g (48 pack)	5.00	0.00	5.00	09/16/2015	09/16/2015	Open	Normal			0000000028	

Video Instruction of Production Manager



Order List

Production Order list

Production Orders

Orders

Templates

Filters

Search

Report

Build

Request

Pull From Template

Next Status

Next Phase

Order No	Customer No	Name	Warehouse	Part number	Description	Required Qty	Built Qty	Remaining Qty	Order Date	Req. Date	Status	Priority	Phase	Phase Date	Sales Order No	PO Number	Reference No	Created By	Modified By	Template No
0000000055	JACK225	Jackson Fitness Center	VA	PPBARPC428PK	PP Bar Chocolate Peanut Butter 50g (48 pack)	6.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal						SS	SS	T000000014
0000000040			VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	5.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal			0000000032			SS	SS	T000000015
0000000056			VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	11.00	0.00	0.00	04/17/2015	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			0000000032			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			0000000032			SS	SS	T000000016
0000000042	JACK225	Jackson Fitness Center	VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	0.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal						SS	SS	T000000016
0000000042			VA	PPBARDC48PK	PP Bar Dark Chocolate Coconut 50g (48 pack)	12.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal			0000000032			SS	SS	T000000017
0000000058			VA	PPBARDC48PK	PP Bar Dark Chocolate Coconut 50g (48 pack)	17.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal						SS	SS	T000000017
0000000059	JACK225	Jackson Fitness Center	VA	PPBARGV48PK	PP Bar Greek Yogurt Blueberry 78g (48 pack)	6.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal						SS	SS	T000000018
0000000044			VA	PPBARGV48PK	PP Bar Greek Yogurt Blueberry 78g (48 pack)	44.00	0.00	44.00	04/17/2015	04/17/2015	Open	Normal			0000000032			SS	SS	T000000018
0000000060			VA	PPBARGV48PK	PP Bar Greek Yogurt Strawberry - 78g (48 Pack)	6.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal						SS	SS	T000000019
0000000042	JACK225	Jackson Fitness Center	VA	PPBARGV48PK	PP Bar Greek Yogurt Strawberry - 78g (48 Pack)	0.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal			0000000032			SS	SS	T000000019
0000000048			VA	RESCAB100	Resistance Cable 100lb Teal	12.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal						SS	SS	T000000001
0000000047			VA	RESCAB100	Resistance Cable 100lb Black	7.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal						SS	SS	T000000010
0000000049			VA	RESCAB20	Resistance Cable 20lb Purple	12.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal						SS	SS	T000000002
0000000045			VA	RESCAB30	Resistance Cable 30lb Pink	16.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal						SS	SS	T000000003
0000000050			VA	RESCAB45	Resistance Cable 45lb Magenta	0.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal						SS	SS	T000000004
0000000051			VA	RESCAB50	Resistance Cable 50lb Orange	12.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal						SS	SS	T000000005
0000000046			VA	RESCAB60	Resistance Cable 60lb Red	9.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal						SS	SS	T000000006
0000000052			VA	RESCAB80	Resistance Cable 80lb Green	12.00	0.00	12.00	04/17/2015	04/17/2015	Open	Normal						SS	SS	T000000008
0000000053			VA	RESCAB90	Resistance Cable 90lb Blue	12.00	0.00	0.00	04/17/2015	04/17/2015	Open	Normal						SS	SS	T000000009
0000000054			VA	RESCAB30	Resistance Cable 30lb Pink	1.00	0.00	1.00	09/26/2015	10/01/2015	Open	Normal						SS	SS	T000000003
0000000007			VA	PPBARCC428PK	PP Bar Cherry Chocolate Chip 50g (48 pack)	5.00	0.00	5.00	09/16/2015	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	PPBARCC428PK	PP Bar Cherry 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	PPBARCC428PK	PP Bar Cherry Chocolate Chip 50g (48 pack)	3.00	0.00	0.00	09/16/2015	09/16/2015	Open	Normal			0000000028			SS	SS	T000000011
0000000013	SADL845	Sadler Properties	VA	PPBARPC428PK	PP Bar Chocolate Peanut Butter 50g (48 pack)	12.00	0.00	2.00	09/16/2015	09/23/2015	Open	Normal						SS	SS	T000000014
0000000031	SADL845	Sadler Properties	VA	PPBARPC428PK	PP Bar Chocolate Peanut Butter 50g (48 pack)	12.00	12.00	0.00	09/16/2015	09/16/2015	Open	Normal			0000000028			SS	SS	T000000014
0000000032	SADL845	Sadler Properties	VA	PPBARCSC428PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	6.00	0.00	0.00	09/16/2015	09/16/2015	Open	Normal			0000000028			SS	SS	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			0000000028			SS	SS	T000000016
0000000022	SADL845	Sadler Properties	VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	3.00	0.00	3.00	09/16/2015	09/16/2015	Open	Normal			0000000028			SS	SS	T000000016
0000000016			VA	PPBARDC428PK	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	PPBARDC428PK	PP Bar Dark Chocolate Coconut 50g (48 pack)	5.00	0.00	5.00	09/16/2015	09/16/2015	Open	Normal			0000000028			SS	SS	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 for this production order to be completed. This date is either added manually or will come from the required date of a sales order requisition.

Status – The status of the production order.

- **New** – This means the components of this production order are not yet committed in inventory.
- **Pending** – The components are now committed and this usually means that production has not yet

started.

- **In Progress** – The components are committed and the work is now in progress.

Priority – Users can set a priority so that they can sort by this to see the most important ones, or derive a report based on priority.

Phase – What phase the production order is currently in.

Phase Date – The date that this production order was moved into its current phase

Sales Order No. – The sales order number that this production order is from. This can be manually entered or come from sales order requisitions.

PO Number – The customers purchase order number.

Reference No – A reference number that gets manually entered.

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

Modified By – The initials of the user that last modified this production order.

Template No – The template number that this production order was derived from. If this is blank it means that it was created as a custom order from the start. A production order can become a template for later use.

Templates

The Production templates tab is where the components are defined for production orders. They are otherwise known as 'BOMs' or 'Recipes'. When a new production order is created the user can select the template from which to derive the order. The production order can then be customized for a particular need. If a template changes then the user can choose to update the existing open production orders with the changes.

Orders Templates										
Filters Search Export + - Create From Template										
Template No	Default	Customer No.	Name	Warehouse	Part number	Description	Priority	Reference No	Created By	Modified By
T000000011	<input checked="" type="checkbox"/>			VA	PPBARCCC48PK	PP Bar Chewy Chocolate Chip 50g (48 pack)	Normal		SS	SS
T000000014	<input checked="" type="checkbox"/>			VA	PPBARCPC48PK	PP Bar Chocolate Peanut Butter 50g (48 pack)	Normal		SS	SS
T000000015	<input checked="" type="checkbox"/>			VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	Normal		SS	SS
T000000016	<input checked="" type="checkbox"/>			VA	PPBARVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	Normal		SS	SS
T000000017	<input checked="" type="checkbox"/>	JACK225	Jackson Fitness Center	VA	PPBARDCD48PK	PP Bar Dark Chocolate Coconut 50g (48 pack)	Normal		SS	SS
T000000018	<input checked="" type="checkbox"/>			VA	PPBARGVB48PK	PP Bar Greek Yogurt Blueberry 78g (48 pack)	Normal		SS	SS
T000000019	<input checked="" type="checkbox"/>			VA	PPBARGYS48EA	PP Bar Greek Yogurt Strawberry - 78g (48 pack)	Normal		SS	SS
T000000020	<input checked="" type="checkbox"/>			VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	Normal		SS	SS
T000000001	<input checked="" type="checkbox"/>			VA	RESCAB10	Resistance Cable 10lb Teal	Normal		SS	SS
T000000002	<input checked="" type="checkbox"/>			VA	RESCAB20	Resistance Cable 20lb Purple	Normal		SS	SS
T000000003	<input checked="" type="checkbox"/>			VA	RESCAB30	Resistance Cable 30lb Pink	Normal		SS	SS
T000000004	<input checked="" type="checkbox"/>			VA	RESCAB40	Resistance Cable 40lb Magenta	Normal		SS	SS
T000000005	<input checked="" type="checkbox"/>			VA	RESCAB50	Resistance Cable 50lb Orange	Normal		SS	SS
T000000006	<input checked="" type="checkbox"/>			VA	RESCAB60	Resistance Cable 60lb Red	Normal		SS	SS
T000000007	<input checked="" type="checkbox"/>			VA	RESCAB70	Resistance Cable 70lb Yellow	Normal		SS	SS
T000000008	<input checked="" type="checkbox"/>			VA	RESCAB80	Resistance Cable 80lb Green	Normal		SS	SS
T000000009	<input checked="" type="checkbox"/>			VA	RESCAB90	Resistance Cable 90lb Blue	Normal		SS	SS
T000000010	<input checked="" type="checkbox"/>			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.

Production Order - 000000014

Build Requisition Next Phase

Main Attachments Communications Phase User Defined

Order Information

Build No: 000000014 Status: Pending

Sales Order: 0000800005 Order Date: 03/24/2016 Reference No:

Phase: PACKAGING Required Date: 05/20/2016 Priority: Normal

Customer: JACK225 Jackson Fitness Center Phase Date: 05/11/2016 Customer PO: 21458

Details

+ Subassemblies Serial Numbers Switch To Alternate Show UDF Pull From Template Push To Template Commit Item

Inventory	Description	Quantity	Built Qty	Remaining Qty	Extended Qty	Unit Cost	Extended Cost	UOM	Conv. Factor	Inv. Usage
[VA] PPBARCSC48PK	PP Bar Chocolate Salted Caramel 5...	6.00000	0.00000	6.00000	6.00000	358.05000	2,148.30000	PK		
[VA] WHEPRO	Whey Protein	100.00000	0.00000	600.00000	600.00000	0.25000	150.00000	GM	1 GM per GM	600.00
[VA] SOYLEC	Soy Lecithin	20.00000	0.00000	120.00000	120.00000	0.90000	108.00000	GM	1 GM per GM	120.00
[VA] NONFATMILK	Nonfat Milk	50.00000	0.00000	300.00000	300.00000	0.88000	264.00000	GM	1 GM per GM	300.00
[VA] PPBARCVC48PK	PP Bar Double Chocolate Vanilla Cr...	1.00000	0.00000	6.00000	6.00000	104.90000	629.40000	PK	1 PK per PK	6.00
[VA] WHEPRO	Whey Protein	100.00000	0.00000	600.00000	600.00000	0.25000	150.00000	GM	1 GM per GM	600.00
[VA] SOYLEC	Soy Lecithin	25.00000	0.00000	150.00000	150.00000	0.90000	135.00000	GM	1 GM per GM	150.00
[VA] SALT	Salt	20.00000	0.00000	120.00000	120.00000	0.02000	2.40000	GM	1 GM per GM	120.00
[VA] SOYPRO	Soy Protein Crisps	95.00000	0.00000	570.00000	570.00000	0.60000	342.00000	GM	1 GM per GM	570.00
[VA] DRKCHOC	Dark Chocolate	0.00000	0.00000	0.00000	0.00000	0.05000	0.00000	GM	1 GM per GM	0.00
[VA] SALT	Salt	20.00000	0.00000	120.00000	120.00000	0.02000	2.40000	GM	1 GM per GM	120.00
[VA] SLTCARM	Salted Caramel	125.00000	0.00000	750.00000	750.00000	0.85000	637.50000	GM	1 GM per GM	750.00
[VA] OLEICOIL	High Oleic Sunflower Oil	30.00000	0.00000	180.00000	180.00000	0.30000	54.00000	GM	1 GM per GM	180.00
[VA] XANGUM	Xanthan Gum	25.00000	0.00000	150.00000	150.00000	1.00000	150.00000	GM	1 GM per GM	150.00

Manufacturing Notes

These are for Jackcon Fitness so be sure to pack in their boxes.

Instructions

Mix whey and lecithin with milk before adding the rest of the ingredients.

Can Build: 0 On Hand: 0 Committed: 0 Back Ordered: 11 On Order: 6

Created by SS on 09/16/2015 6:52:27 AM Modified by SS on 05/11/2016 4:30:31 PM Total Cost: 2,148.300 Unit Cost: 358.050

Header

Save – Saves the production order.

Save/Close – Saves and closes the production order.

Delete Deletes production order.

Print – Prints Production Order.

Build – Builds Production Order to receive the finished product using the total component cost, and relieves the components from inventory.

Requisition – Requisition shortages for Production Order.

Next Phase – Pushes the production order in the next phase in the sequence.

Navigation – Moves from order to order in the sale order that the list is in.

Attachments – Can add any number of attachments to the production order. Double clicking the attachment will open it with its default viewer.

Communications – Any number of notes can be added.

Phase – What phase the production order is currently in.

User Defined – User defined fields can be added to the production order to track info that Spire does not have by default.

Build No – The number assigned to this production order coming from the next number in the sequence taken from Company Setting/Sequence/Production.

Sales Order – The sales order number that this production order is from. This can be manually entered or come from sales order requisitions.

Phase – What phase the production order is currently in.

Customer – The customer that this production order is for. It can be added manually or it can come from sales orders when a user requisitions a manufactured item.

Order Date – The date the order was added.

Required. Date – The date that is required fore this production order to be completed. This date is either added manually or will come from the required date of a sales order requisition.

Phase Date – The date that this production order was moved into its current phase

Status – The status of the production order.

Reference No – A reference number that gets manually entered.

Priority – Users can set a priority so that they can sort by this to see the most important ones, or derive a report based on priority.

Customer PO – The customers purchase order number.

Detail Menu

Add – Adds a component or sub-assembly line.

Delete Deletes a component or sub-assembly line.

Sub Assemblies – Allows the user to toggle sub-assemblies on or off and to expand all available sub-assemblies.



A sub-assembly is indicated by a square dot on the detail line instead of a round one.



When sub-assemblies have the arrow in front of them and the production order gets built, it will consume the components of the sub-assemblies and NOT a finished sub-assembly.

Serial Numbers – Used to select serial or lot numbers of the components.

Switch to Alternate – If an item is short as indicated by a red or yellow dot, clicking this button on a detail line will switch the item for its alternative as set in inventory edit.

Show UDF – Shows the user defined fields for the details of a production order. Used to track extra info not normally in Spire. (Note- a license for Spire UDF is required)

Pull From Template – Used to pull the components onto the production order from the template indicated on the top assembly item.

Push To Template – Pushes changes on this production order back to the template from which this order

was derived.

Commit Item – Commits the components in inventory for the selected line of the order.

Details

Inventory – The item being built on the top, and the components and sub-assemblies beneath it.

Description – The description of the items.

Quantity – The quantity of the finished item on top and the quantities of components and sub-assemblies that will be consumed beneath it.

Built Qty – The quantity of the top item that have been built so far and quantity of components and sub-assemblies that have been consumed so far.

Remaining Qty – Now many still left to build and consume.

Extended Qty – Extended quantity of components calculated by the total to be built times the quantity of the component.

Unit Cost – The cost of the top item is the sum of the components cost, The component cost comes from the inventory cost.

UOM – The unit of measure being built and consumed.

Conv. Factor The conversion factor for the unit of measure.

Inv. Usage – The inventory usage is calculated by (quantity being built) X (Component quantity) X (UOM conversion factor).

Lead – The lead time from the supplier.

Vendor No – The vendor the component is usually purchased from.

Category – The category for the top and components. This is just used for reporting.

Exp. Yield% – The expected yield for this top item.

Exp. Scrap% – The expected scrap for this component.

Exp. Scrap Qty – The expected scrap quantity for this component.

Act. Scrap Qty – The actual scrap quantity for this component. This is usually edited just before building the production order.

Assemble Qty – The quantity to assemble based on yield.

Assembled Qty – The top item quantity that was built based on yield.

Date – The date the line was committed.

Employee – The employee code can be added manually to indicate who was responsible. (Canada Only)

Employee Name – The employee name selected above.

Requisition Type – If this production order was created from a requisition, it will indicate 'Inventory' if it was requisitioned from the inventory list, or Sales Order' if it came from a sales order'

Requisition No – The purchase order or sales order the requisition came from.

Template – The template from which this order came from. If blank it was created manually as a custom order.

Revision – The revision number of the template.

Processing

To meet the requirements of a production order the user can either visually look at the order to see if it can be built by looking at the colored indicators.

Green – on the top item means that all components or sub-assemblies are available to proceed.

Yellow – means that this production order can be built but at least one component is over-committed elsewhere. Once built other orders may now be short.

Red – tells the user that one or more components are not available. In company settings/Inventory if “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 pk)	6	Required				
----- List of shortages for trial build requirement -----							
[VA]WHEPRO	Whey Protein	600	17,800	-17,200		GM	
----- Potential list of shortages for trial build requirement -----							
[VA]NONFATMILK	Nonfat Milk	300	10,594	-10,294		GM	
[VA]BRNSUG	Brown Sugar	300	7,950	-7,650	30,000	GM	0000700077
[VA]SALT	Salt	120	1,200	-1,080		GM	
----- No shortages -----							
[VA]SOYLEC	Soy Lecithin	120		2,455		GM	
[VA]SLTCARM	Salted Caramel	750		4,250		GM	
[VA]OLEICOIL	High Oleic Sunflower Oil	180		3,345		GM	
[VA]XANGUM	Xanthan Gum	150		3,850		GM	
[VA]TAPSTARCH	Modified Tapioca Starch	150		16,160		GM	

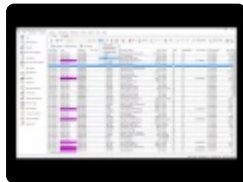
Once a production order has been scheduled the company would normally print a 'Production Order' also know as a traveler.

Service Manager

The Service Manager add-on will help improve customer satisfaction and increase the efficiency of your service business. This add-on gives you quick access to all service records, making it easy to track the history of each piece of equipment.

Features:

- Track equipment by customer
- View/print equipment service history
- Set follow-up dates
- Flexible sorting of parts and labour information
- Create purchase orders from service orders
- Link purchase orders to service orders
- Multiple word search of all records
- Automatic shop supplies



Video Instruction –

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.

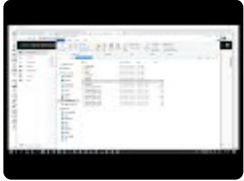
This is especially helpful in sales entry when adding items and using all defaults or maybe a few changes.

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

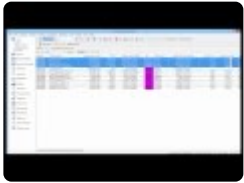
ODBC Setup

Video Instruction – How to setup a Spire ODBC connection.



Standing Orders

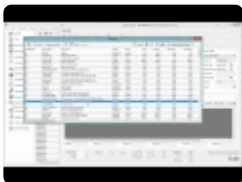
Video Instruction – How to create standing orders with an invoice repeat cycle.



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 wrong cost.

Let's look at this example.

Item INSDB55

Average Cost \$100

On-Hand negative 2

Sell \$145

Margin 31.03%

Replacement cost \$110.

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

Part No	Description	U/M	Order Qty	Ship Qty	B/O Qty	Disc	Unit Price	Current Cost	Margin (Avg)	Average Cost	Inv. Committed	Levy	Ext Price	Conversion Factor	G.S.T.
INSDB55	InSpire Dumbbell 55	EA	1	1	0	0.0	145.00	100.00	31.03	100.00	1		145.00	1 EA per EA	

Available: -2.000 On Hand: -2.000 Committed: 0.000 Backorder: 0.000 On Order: 0.000 Expected: 0.000

Total Weight: 0.0 Current GP: 31.03 % Discount: 0.0 % Subtotal: 145.00 All amounts in Canadian dollars.

Freight: 0.00 Average GP: 31.03 % Shop Fee: 0.00 G.S.T.: 7.25 BC P.S.T.: 10.15 162.40

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

The sales history cannot be changed, however to maintain correct GL costing and to keep the GL balanced to the inventory Spire does correct the costing when the items are received.

Purchase Order - 0000700094

Open Vendor View Expanded

Refresh Prices Unissue Receive Invoice Close Totals by Receiving Qty Next Phase

Main Bill To Ship To Sales Taxes Info Communications Sales History Receive Order Receipts Phase User Defined Attachments Purchase History

Vendor Vendor No. INSPIRE Inspire China Reference No. Status Issued PO No 0000700094 Order Date 06/28/20

Items

Part No	Description	Order Qty	To Date Qty	Receive Qty	Cost	UOM	Extended Cost	Duty %	Duty	Freight %	Freight	Reqd. Date	Vendor
[VA] INSD855	InSpire Dumbbell 55	2.000	2.000	0.000	110.00000	EA	220.00000	0.00	0.00	0.00	0.00	06/28/2016	

GL Transaction - 0000000850

Entry 06/28/2016

Account No	Account Name	Base Debit	Base Credit	Designation	Memo	Type	Entity	Document
21130/ / []	Accrued Payables	0.00	0.00	Credit		POrv.	INSPIRE	0000700094
11306/ / []	Inventory at Cost - Weights	200.00	0.00	Debit		POrv.	INSPIRE	0000700094
71160/ / []	Cost of Goods Sold - Weights	20.00	0.00	Debit		POrv.	INSPIRE	0000700094
21120/ / []	Accounts Payable	0.00	220.00	Credit		POrv.	INSPIRE	0000700094

Debits 220.00 Credits 220.00 Balance 0.00

OK Cancel

Available -2.000 On Hand -2.000 Committed 0.000 Backorder 0.000 On Order 2.000 Expected 2016-06-28

Weight 0.0 Landed Freight 0.00 Discount 0.0 % 0.00 Subtotal 220.00 All amounts shown in Canadian dollars.

Vendor Freight 0.00 Landed Duty 0.00

220.00

Notice that the \$20 difference was posted to cost of goods like it would have if the item was received before invoicing it to the customer and therefore pushing it to negative on-hand..In the end, the correct amount of \$120 was posted to cost of goods.

Video Instruction – Receiving negative on-hand items.



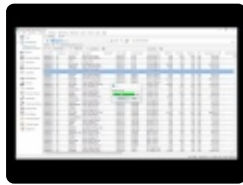
Tips & Tricks

Excel Pivot Tables

By utilizing Spire's filters and exports, users can export data to Excel and then create a separate spreadsheet with pivot tables to analyze the data many different ways. Then each period just re-export the data and simply refresh the Pivot Tables.

By creating several exports, users create themselves a "Dashboard" with only the data that they are interested in.

See this video on how to accomplish this.



Video Instruction –