



# Spire User Manual

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Spire Systems Inc

# Table of Contents

- Introduction ..... 8**
  - Help Resources ..... 9
- What’s New In Spire ..... 10**
  - Version 3.5..... 11
  - Version 3.4..... 15
  - Version 3.3..... 16
  - Version 3.2..... 17
  - Version 3.1..... 23
  - Version 3.0..... 25
  - Version 2.11..... 27
  - Version 2.10..... 28
  - Version 2.9..... 29
  - Version 2.8..... 32
  - Version 2.7..... 34
  - Version 2.6..... 35
  - Version 2.5..... 37
  - Version 2.4..... 39
  - Version 2.3..... 40
  - Version 2.2..... 42
  - Version 2.1..... 43
- Spire Installation ..... 44**
  - Installing Spire on the Server ..... 46
    - New Install..... 52
    - Upgrade..... 61
  - Importing Data ..... 69
  - Installing Spire on a Workstation ..... 72
- Spire Server Admin ..... 77**
  - Companies..... 78
  - Accounts (Users) ..... 80
  - Snapshots..... 81
  - Reports ..... 82
  - Integrations ..... 83
    - Payfirma ..... 84
    - Avalara Sales Tax..... 91
  - License ..... 108
  - Logs..... 109
- Backup & Restore..... 110**



<b>Company Setup .....</b>	<b>113</b>
General Ledger .....	118
Fiscal Periods .....	119
Changing Fiscal Period .....	120
Historical Periods .....	122
Segments, Groups, Subgroups .....	124
Special Accounts .....	126
Reports .....	130
Email .....	132
Sequence Numbers .....	133
Variables .....	135
Currency .....	136
Payroll .....	137
Employees .....	139
Purchase Orders .....	140
Sales Orders .....	141
Processing / Invoicing .....	143
Surcharges .....	146
Messages .....	147
Misc .....	148
Equipment .....	151
Job Costing .....	152
Vendors .....	153
Accounts Payable .....	154
Customers .....	155
Accounts Receivable .....	157
Inventory .....	158
Production .....	161
<b>Settings .....</b>	<b>162</b>
Calendar .....	163
Communications .....	164
Job Costing .....	165
Currencies .....	166
Sales Taxes .....	167
Ship Methods .....	169
Payment Terms .....	171
Salespeople .....	173
Territories .....	175
Warehouses .....	176
Payment Methods .....	178
Sales Departments .....	180
Product Codes .....	181

Promotions.....	183
Phases.....	185
Email Templates .....	186
Company Settings.....	188
User Settings .....	189
<b>User Settings .....</b>	<b>190</b>
User Info .....	193
General.....	195
Currency .....	197
Reports .....	198
Email .....	199
Job Costing.....	201
General Ledger .....	202
Accounts Payable .....	204
Territory .....	206
Accounts Receivable.....	207
Payroll .....	209
Employees .....	210
Phases.....	211
Customers .....	212
Inventory.....	214
Point of Sale (POS).....	219
Payment Terms.....	220
Salesperson.....	221
Payment Methods .....	222
Sales Order.....	223
Sales History.....	228
Vendors .....	229
Purchase Orders .....	231
Purchase History.....	234
Production Orders .....	235
Requisitions .....	237
<b>Opening Balances .....</b>	<b>238</b>
General Ledger .....	239
Accounts Payable .....	240
Accounts Receivable.....	241
Inventory.....	242
Lot/Serial Number Opening Balances .....	243
Payroll .....	244
<b>Filters/Searches/Exports.....</b>	<b>245</b>
Filters.....	246

Searches.....	249
Exports .....	250
Column Layout.....	252
<b>Locations &amp; Profit Centers .....</b>	<b>253</b>
Setup .....	255
Locations .....	257
Profit Centers.....	259
<b>Reporting .....</b>	<b>261</b>
Reports Tab in Modules .....	262
Stock Reports .....	263
Included Stock Reports .....	264
Custom Reports .....	265
Templates & Parameters.....	267
Data Dictionary .....	268
<b>Communications- (CRM) .....</b>	<b>270</b>
Communications Examples .....	273
To-Do List on Login.....	274
Communications Video Demo .....	276
<b>Calendar.....</b>	<b>277</b>
<b>General Ledger .....</b>	<b>280</b>
Accounts.....	281
Allocations .....	290
Summary .....	292
Transactions .....	293
Recurring Entries .....	295
Account Reconciliation.....	298
General Ledger Year End .....	304
<b>Multi-Currency .....</b>	<b>306</b>
Setting Currency Rates .....	308
Currency Revaluation.....	311
Modules using Multi-Currency .....	313
<b>Customers .....</b>	<b>315</b>
Mail Merge .....	331
Customer Addresses.....	334
<b>Sales Orders .....</b>	<b>335</b>
Sales Order Header .....	336
Main Tab .....	338
Bill To: .....	341

Ship To: .....	342
Ship From: .....	343
Sales Taxes .....	344
Info .....	345
Phase .....	346
Communication .....	347
Sales History .....	349
Sales Orders .....	351
User Defined .....	352
Fill Order .....	353
Standing Order .....	354
Service Info .....	355
Job .....	356
Sales Order Details .....	357
Adding Items to an Order .....	359
Sales Item Status .....	361
Show Stock .....	362
Sales Line Details .....	363
Open Inventory .....	366
Sales Order Footer .....	367
Processing Sales Orders .....	370
Sales Order Salesperson Settings – What Happens .....	373
Recover Deleted Sales Orders .....	374
<b>Point of Sale .....</b>	<b>376</b>
Show Stock .....	378
<b>Sales Payment Balancing .....</b>	<b>379</b>
<b>Price Matrix .....</b>	<b>383</b>
Contract Cost .....	387
<b>Accounts Receivable .....</b>	<b>391</b>
Customer Open AR Items .....	392
AR Entry .....	395
Processing Payments .....	397
Batch Receivables – & EFT .....	399
<b>Vendor .....</b>	<b>403</b>
<b>Purchase Orders .....</b>	<b>413</b>
Purchase Order List .....	414
Purchase Order Header .....	417
Purchase Order Details .....	427
Purchase Order Footer .....	431

Processing Purchase Orders.....	432
<b>Accounts Payable.....</b>	<b>435</b>
Vendor Open Items .....	436
AP Entry .....	439
One Time Vendors .....	441
Processing Payments.....	442
<b>Batch Payables.....</b>	<b>444</b>
Accounts Payable EFT .....	450
<b>Inventory .....</b>	<b>453</b>
Inventory Details .....	456
Prices and Units.....	461
UPCs .....	464
Price Matrix.....	465
Vendor Prices .....	466
Purchasing.....	467
Purchase History .....	468
Sales .....	469
Sales History .....	470
Statistics .....	471
User Defined.....	472
Receipts.....	473
Lot Numbers .....	474
Serial Numbers .....	476
Communications & Attachments.....	478
Accessories .....	479
Bill of Materials .....	480
Kit Components .....	482
Macros.....	485
Movement.....	487
Production.....	488
<b>Inventory Adjustments.....</b>	<b>489</b>
<b>Inventory Count.....</b>	<b>492</b>
<b>Inventory Labels.....</b>	<b>500</b>
<b>Requisitions.....</b>	<b>503</b>
From Sales Order List.....	504
From Inventory List .....	506
From Sales Order .....	507
From Production Order.....	508
From Production List.....	509

Processing Requisitions .....	510
<b>Canadian Payroll .....</b>	<b>511</b>
Payroll Departments.....	512
Payroll UDFs.....	515
Payroll Year End .....	516
Payroll T4's and T4 Summary .....	521
Direct Deposit .....	526
Electronic T4 and T4 Summary – xml Upload .....	529
Amending or Cancelling T4s .....	532
Record of Employment (ROE) .....	533
Company settings for ROE .....	534
Producing a Record of Employment (ROE) .....	535
<b>Source Deduction Remittance .....</b>	<b>540</b>
<b>Temporary Wage Subsidy for Employers .....</b>	<b>546</b>
<b>T4A Statements .....</b>	<b>548</b>
T4A Company Settings .....	549
T4A Vendor Settings .....	551
T4A Creating Statements .....	552
T4A Printing .....	554
T4A – Filing Electronically .....	557
<b>T5018 Statements .....</b>	<b>559</b>
T5018 Company Settings .....	560
T5018 Vendor Settings.....	561
T5018 Creating Statements.....	562
T5018 Printing .....	564
T5018 – Filing Electronically .....	567
<b>Job Costing .....</b>	<b>568</b>
General Ledger .....	572
Accounts Payable .....	573
Accounts Receivable.....	575
Purchase Orders .....	577
Sales Orders.....	578
Payroll .....	580
<b>User Defined Fields .....</b>	<b>581</b>
Configuring Your Custom Fields.....	582
Entering UDF Data & Using them in Reports .....	591
User Defined Fields – On the List.....	597
<b>Utilities .....</b>	<b>599</b>

Customer Code Change.....	600
Inventory Code Change .....	601
Vendor Code Change.....	602
<b>Optional Add-ons .....</b>	<b>603</b>
Production Manager (option) .....	604
Order List.....	606
Templates.....	609
Production Order .....	611
Processing.....	616
Service Manager .....	617
<b>FAQs .....</b>	<b>618</b>
Customer Specific Part Numbers .....	619
Why is Enter Different than Tab .....	620
ODBC Setup .....	621
Standing Orders .....	622
Shortcut F Keys .....	623
Importing New Prices .....	624
Cumulative Quantity Breaks .....	625
Email Templates .....	626
Contract Cost.....	627
Receiving Negative Inventory.....	628
<b>Tips &amp; Tricks.....</b>	<b>630</b>
Excel Pivot Tables .....	631
Mail Merge by Exporting from List .....	632

# Introduction

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## Welcome to Spire

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

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

## Profitability

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

## Customer Demand

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

## Efficiency

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



# Help Resources

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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

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# Version 3.5

## New Features

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

- Add Accounts Payable tab to Purchase Orders and Purchase History

Transaction No	Date	Debit	Credit	Balance	Terms Code	Terms Desc.	Purchase No	Reference No	Due Date	Applied	User	Type	Location
0000001377	2020-03-31	0.00	2,350.32	0.00	2%10NET30	2% 10 Days - Net 30	0000700114	12355	2020-04-08		AR	Invoice	MON
0000001381	2020-04-28	2,350.32	0.00	0.00	2%10NET30	2% 10 Days - Net 30	0000700114	6890	2020-05-28	2,350.32	AR	Payment	MON
0000001378	2020-04-16	0.00	3,133.76	3,133.76	2%10NET30	2% 10 Days - Net 30	0000700114	12367	2020-05-30		AR	Invoice	MON
0000001379	2020-04-24	0.00	783.44	783.44	2%10NET30	2% 10 Days - Net 30	0000700114	12389	2020-05-24		AR	Invoice	MON
0000001380	2020-04-28	0.00	3,133.76	3,133.76	2%10NET30	2% 10 Days - Net 30	0000700114	12478	2020-05-28		AR	Invoice	MON

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

Warehouse

Ship From:

Carrier

Name:

Ship Date:

Tracking No:

## Lot/Serial number changes

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

- Record serial/lot cost during customer return when serialized cost is enabled
- Add Expiry Date required flag to Edit Inventory

Inventory - VA / YOGURT COATING [Inspire Health Systems.]

Warehouse: VA Part Number: YOGURT COATING Description: High Protein Yogurt Coating Active Foreground Background

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

☐ Expiry Date Required Default Expiry Days: 0

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

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

Filters Search Export

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

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

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

- Add support for TD Bank 80 byte EFT file

Company Settings

Search

Company General Ledger Sequence Numbers Variables Reports Email Currency Payroll Employees

Address Banking Phone Formats Tax Info Numbers

Bank Information

EFT File Format: CPA Standard 005 (1464)

EFT Originator ID: TD 80 Byte

Short Name: InspHea

Long Name:

Institution: 002

Transit Number: 56789

Account Number: 678765678

Data Center:

File Creation Number: 0024

Routing Record:

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

**Company Settings**

Company General Ledger Sequence Numbers Variables Reports Email Currency

Address Banking Phone Formats Tax Info Numbers

Decimal Precision

Cost 2

Price 2

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

Price Matrix - 12 [Inspire Health Systems.]

Open Inventory

**Inventory Criteria**

Whse: VA Inspire Health Systems

Part No: NATPUBA National Pushup Bars

Unit of Measure: (EA)

Product Code:

**Customer Criteria**

Customer: DUPO192 Dupont Photographers

Ship To:

Territory:

User Type:

**Date Range**

Start Date: 2020-04-15 End Date: 2020-05-31

**Other Criteria**

☐ High Priority

**Pricing**

Pricing Method: Margin

Cost Method: Current

Promotion:

Vendor:

Contract Cost: 0.000

Default Price: 45.00

Average Cost: 33.750

Current Cost: 33.750

Standard Cost: 0.000

+ ×

Min Qty	Margin
6.00	30.00
12.00	25.00
24.00	20.00

Created by SS on 2016-04-15 12:41:21 AM Modified by SS on 2016-04-15 12:41:21 AM

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

# Version 3.4

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## New Features

### Source Deduction Remittance for Canadian Payroll

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

[See this link for instructions.](#)

## Video Instruction



# 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

AP Batch - 13 (Inspire Health Systems)

Due By: / / Currency: Payment Terms: Note:

Status: Closed Payment Method: Cheque Payment Account: 11120/ / Payment Start No: 24791 Batch Date: 04/24/2019

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		292	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		01/21/2017	01/21/2017	C.O.D	0000001271			393	0000001304	0000024782	
		0.00		112.00	0.00	Invoice	ACHE 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			295	0000001307	0000024785	0000001314
		0.00		989.55	0.00	Invoice	Beck Corporation		12/24/2016			0000000998			300	0000001307	0000024785	0000001314
		0.00		1,053.03	0.00	Invoice	A All In One Construction		12/06/2016			0000000987			289	0000001302	0000024780	0000001313
		0.00		1,088.78	0.00	Invoice	Beck Corporation		05/03/2018			0000001195			380	0000001307	0000024785	0000001314
		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		2,683.13	0.00	Invoice	Alex Fries & Bros Inc		12/07/2016			0000000990			292	0000001305	0000024783	
		0.00		2,974.95	0.00	Invoice	A All In One Construction		12/20/2016			0000000986			288	0000001302	0000024780	0000001313
		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		4,046.65	0.00	Invoice	Beck Corporation		12/10/2016			0000000999			301	0000001307	0000024785	0000001314
		0.00		9,072.00	0.00	Invoice	Elbow Inc Enterprise Brass Works		12/22/2016			0000001003			305	0000001310	0000024788	
		0.00		95,310.96	0.00	Invoice	Celestin Design Centre		12/29/2017			0000001144			373	0000001309	0000024787	

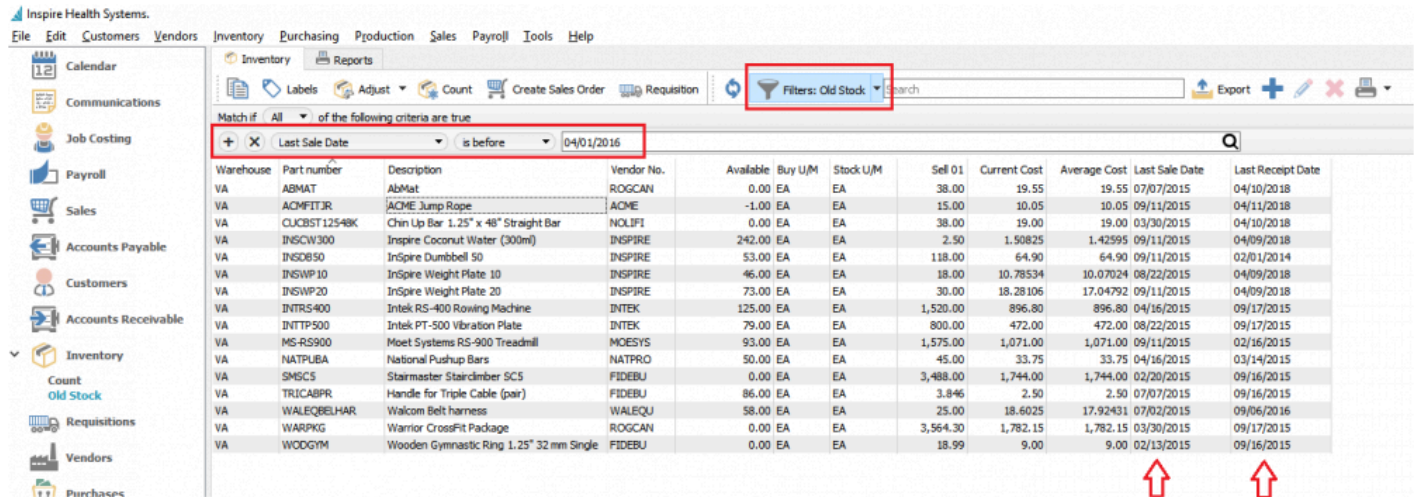
Amounts in base currency

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

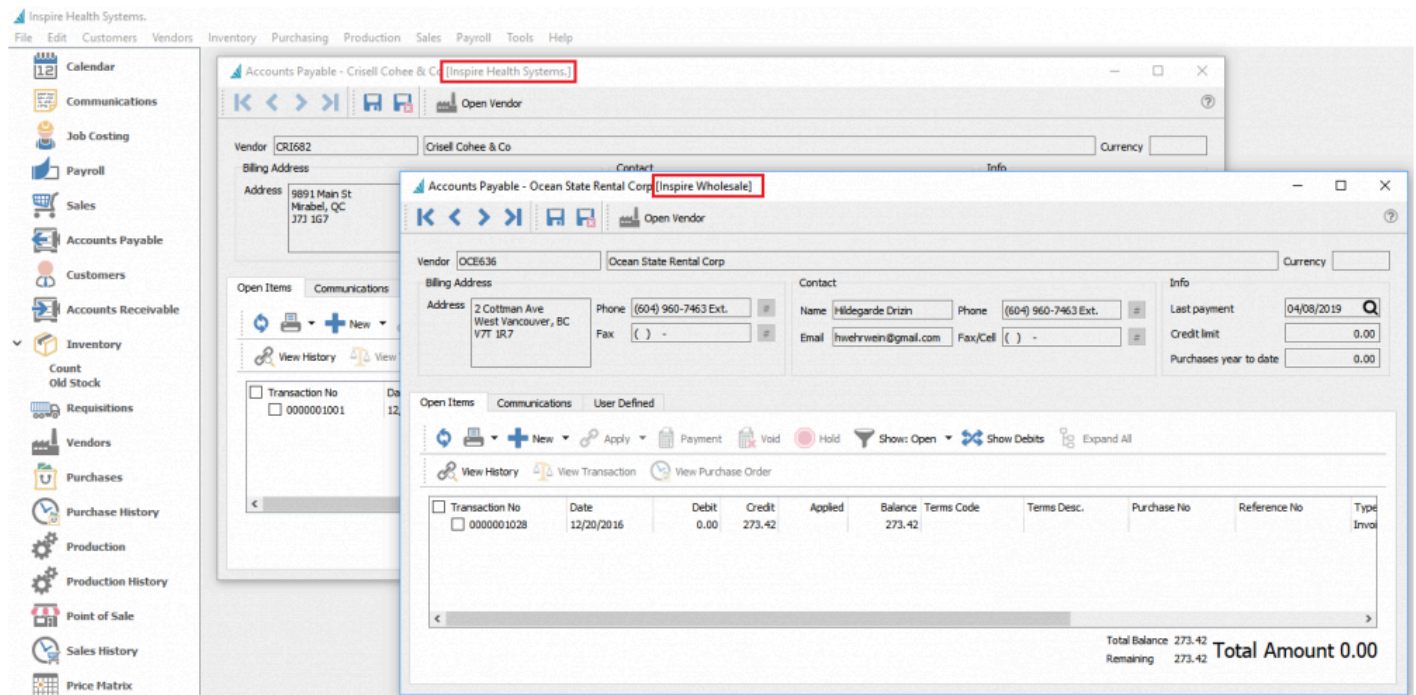
## Add last sale date and receipt date to inventory list

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



## Add company names to all dialogs.

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



## Speed increase to inventory count

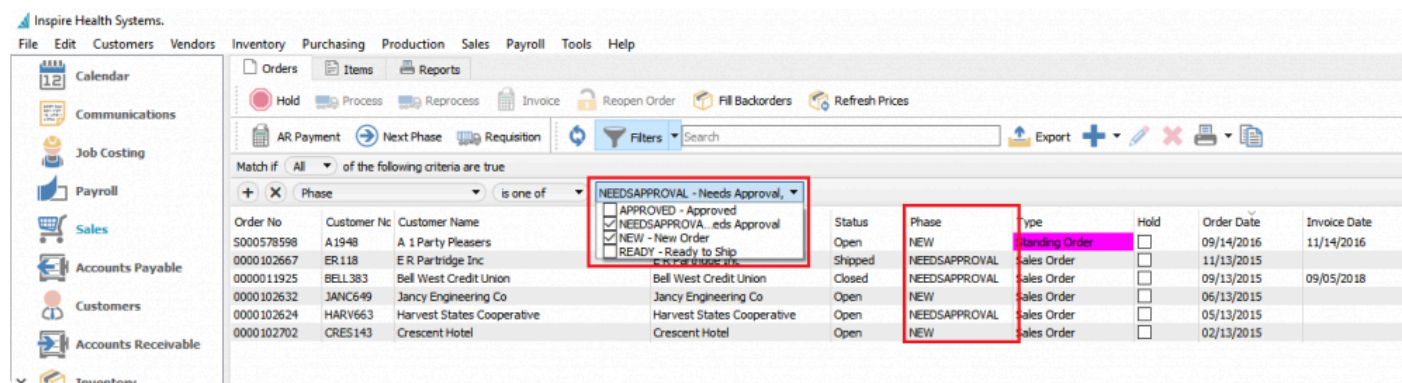
Counting a large amount of inventory is faster

## Speed increase in orders

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

## Add phase selection to orders

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



## Add current and standard costs and percentages to sales footer

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

<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 /INSD850	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 /INSKB10	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 /INSWP50	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 /INSD45	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 /INSWP25	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 /INTTP500	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 /INSWP15	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 /INSD20	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	
Freight		50.00	Total Current Cost		1,313.72	Current Margin		953.28	42.05 %	Shop Fee		0.00		G.S.T.	115.85	2,595.04	
			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

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

+ 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.	BC	Partial	Vend	Le	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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.

**Sales Order - 0000800123 Access Answering Service [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

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

Customer: Customer No. ACCE6, PO No., Misc., Code: USD, Country: United States, Description: American Dollars

Shipping: Ship To, Contact: Name

Part No. VA /MS-RS 1000, VA /INTTK200

Available, Total Weight, Freight

**Currency - USD [Inspire Health Systems.]**

Main | Monthly Rates

Exchange Rate: ☒ Direct ☐ Indirect Rate: 1.33100

Format: Unit Name: Dollars, Fraction Name: Cents, Sign: \$, 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

Order Details: Open Sales Order, Order No. 0000800123, Order Date: 04/24/2019, Required Date: 04/24/2019, Invoice No., Invoice Date: / /, Repeat: None, Phase, Location: MON - Montreal, Profit Centre

Cost	Average Margin %	UOM	Conversion Factor	Vendor No.
99.69	23.42	EA	1 EA per EA	MOESYS
1.458	36.87	EA	1 EA per EA	INTEK

On Order: 14,000, Expected:

total: 2,817.43, S.T.: 143.37, S.T.: 200.72

Amounts in American Dollars @ 1.3310

**3,211.52**

Created by BV\* on 07/07/2005 3:06:47 AM, Modified by AR on 04/24/2019 8:44:55 AM

## 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 /OME300H4M	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

2-Click: **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	INTRS400	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:

+ x Comment Serial Numbers Add Job Header Toggle Kit Components UOF Scan Items Fill Prices Labels Show St

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	44.72	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

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✿ 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

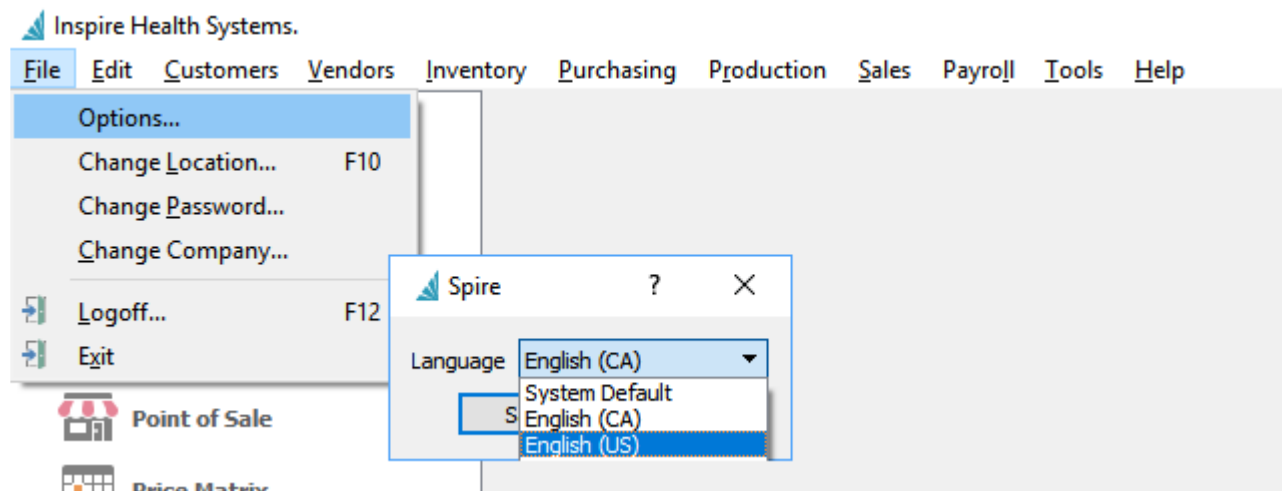
- A check can now be written to a customer. It uses the same Crystal Report as the AP cheque does.



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

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✿ 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**

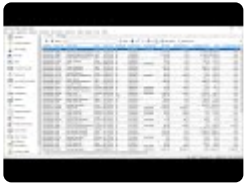
Deleted Sales orders can now be un-deleted if the user has permission. This does away with the archive button.

**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 2.11

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Add CRA January 2020 Payroll table changes

# Version 2.10

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

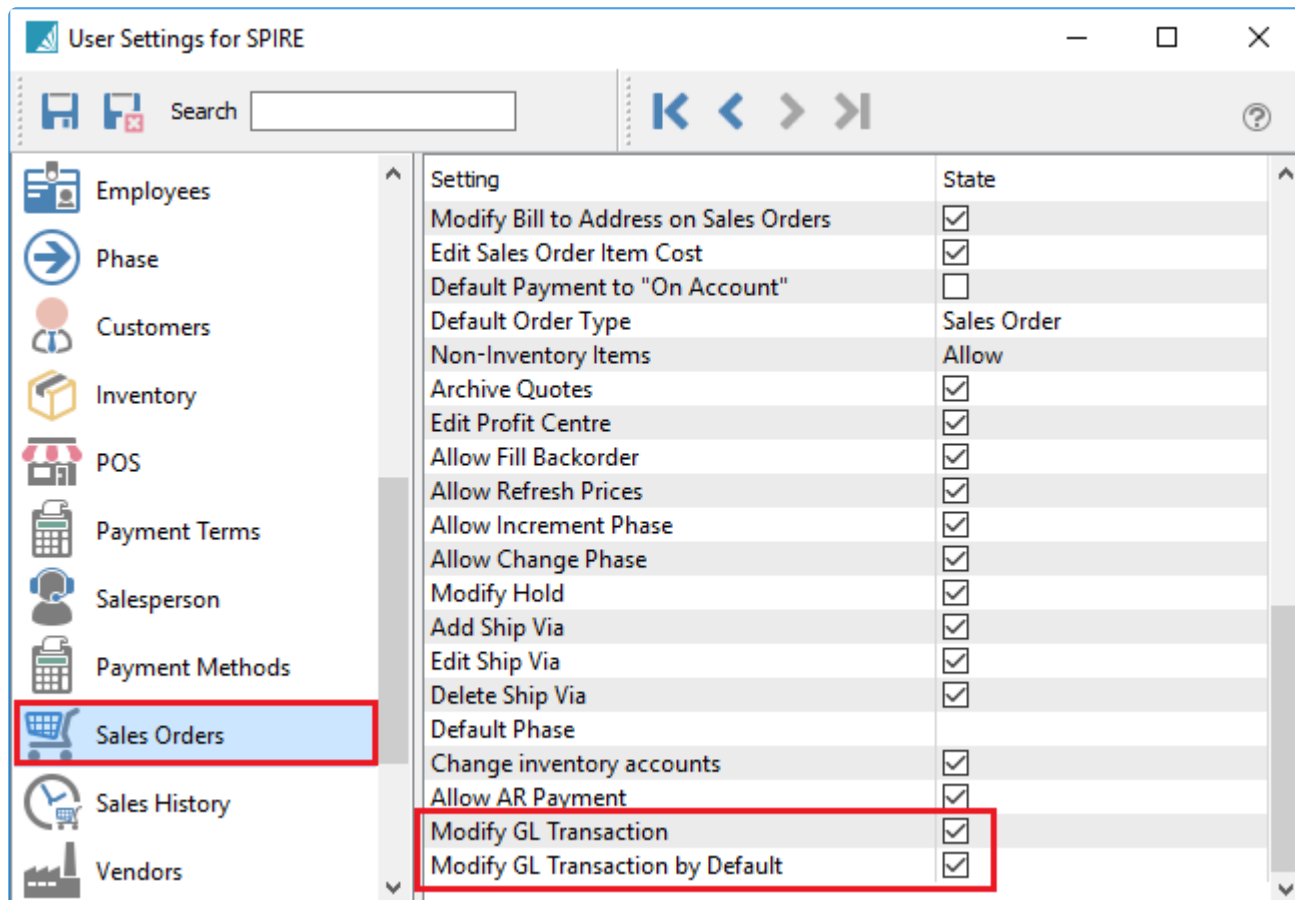
# Version 2.9

## Inventory Count Module [Click Here to see how this module works](#)

This will allow count files(s) to be created and give an immediate onscreen variance. Counts are then posted to receipt and the GL. This includes the ability to count and adjust serial/lot numbered items.

## GL Posting Review – AKA “Autopost Off”

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



✿ Remember to change this setting for each module for each user

If these 2 setting are off the user just has a plain 'Post' button. or in the case of sales orders a plain "Invoice button.

If the user has "Modify GL Transaction by Default" on then the button says 'Post and Review" and by selecting the down arrow on the button the user can post without review.

**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)

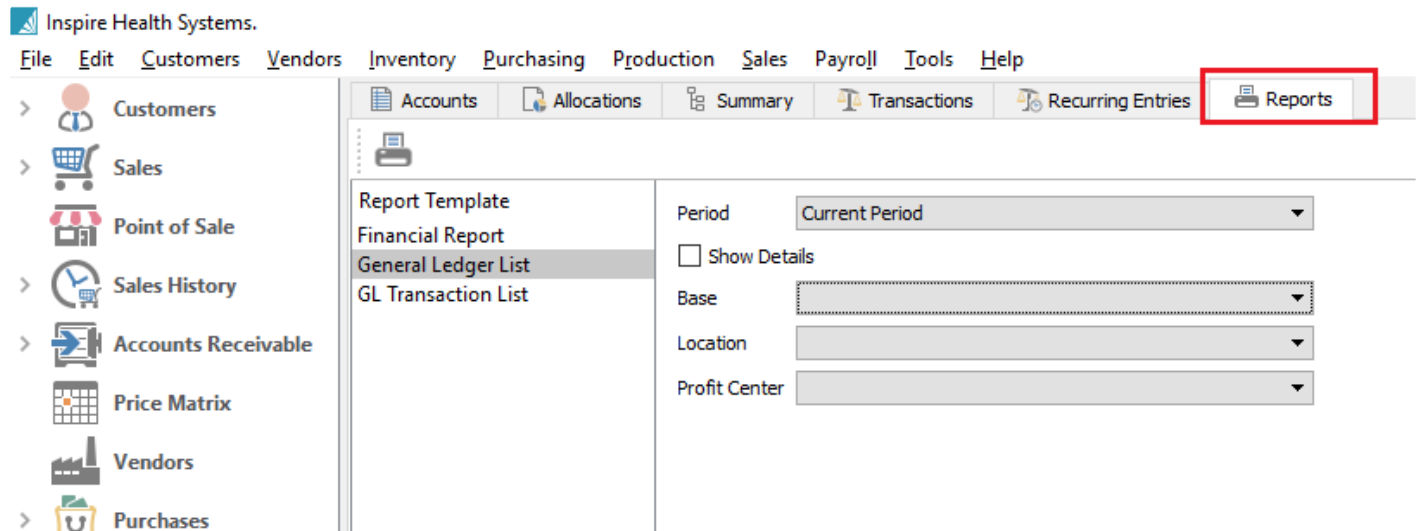
ROEs can be created with Spire and then uploaded to CRA via ROEWeb. There will be no support for printed ROEs as these are being phased out by Service Canada.

### Receipts Table Changes

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

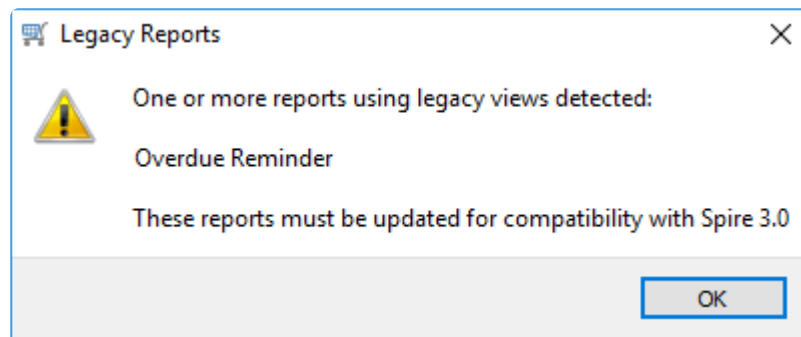
### Moved GL reports to “Report Tab”

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

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**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

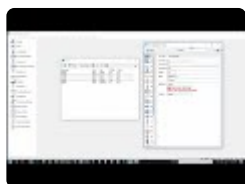


**Credit Card Processing** – Spire will process credit card payments from Sales orders, Point of Sale and accounts receivable payments. These are 'Card Not Present' transactions and do not include debit cards. We use the payment processor, "Payfirma". Sign up with them at [www.payfirma.ca](http://www.payfirma.ca)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

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Increased inventory list speed

# Version 2.6

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## 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

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## 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

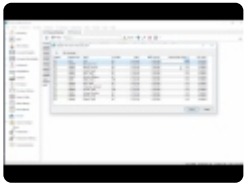
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- January 2017 Canadian Payroll tables
- Improved Payroll Year End Procedure
- Prevent payroll year end from being done more than once
- Block users from posting timecards in January without first performing payroll year end
- Ability to post payroll 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	Devies, 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	Fitchie, 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	768.00	0.00	2016-21-0	0000024764	0000000905	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00
100008	Fitch, Kyle	852.23	816.00	0.00	2016-21-0	0000024751	0000000898	<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"/>	28.00

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

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## 2.2 New Features:

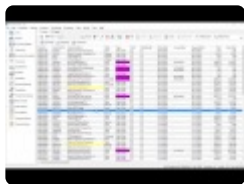
- The last of the technology upgrades
- AR and AP multiple invoice discounts
- AR and AP void transaction (not just Payment)
- AR and AP payment application over several invoices
- Purchase Order line and footer discounts
- Allow sorting on account reconciliation bank import
- Inventory labels from sales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

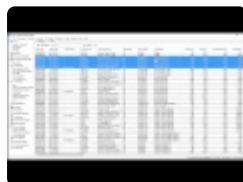


# Version 2.1

- 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 8.1 (not Home editions)

Windows 10 (not Home editions)

Windows Server 2012 R2

Windows Server 2016

Windows Server 2019



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

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

Hardware Requirements:

Minimum	Recommended
2.4 GHz quad core processor	i7 or 2.8 GHz Xeon processor
8 GB RAM	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

### Spire Desktop

Spire Desktop is supported on the following Microsoft Windows editions:

Windows 8.1 (not Home editions)

Windows 10 (not Home editions)

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

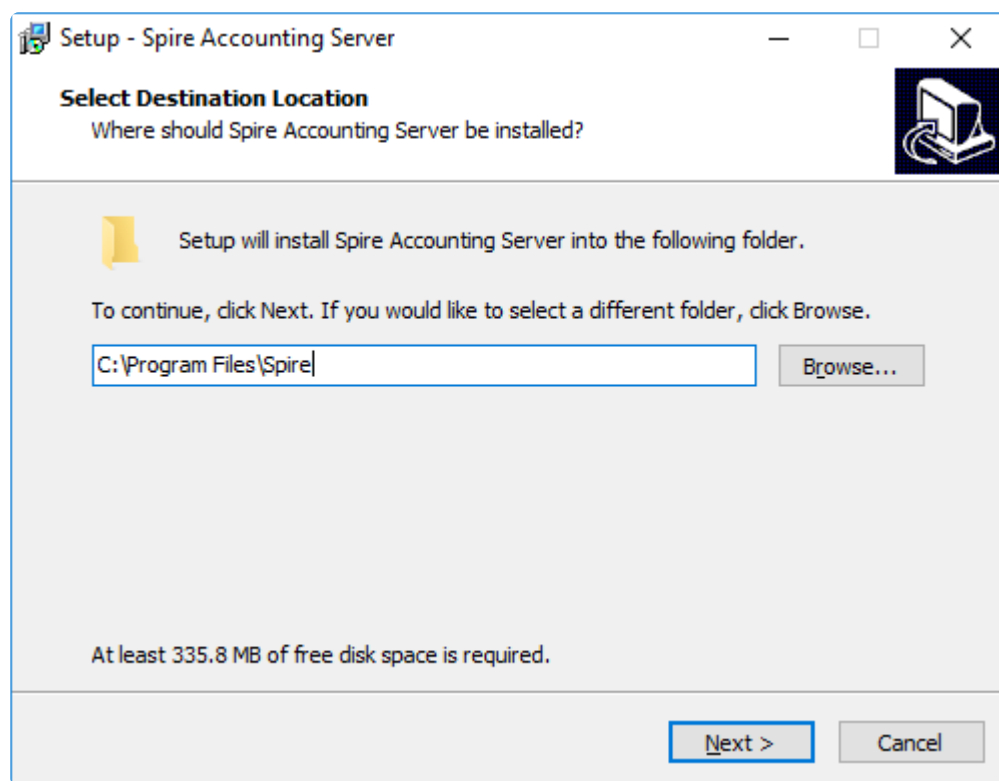
# Installing Spire on the Server

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

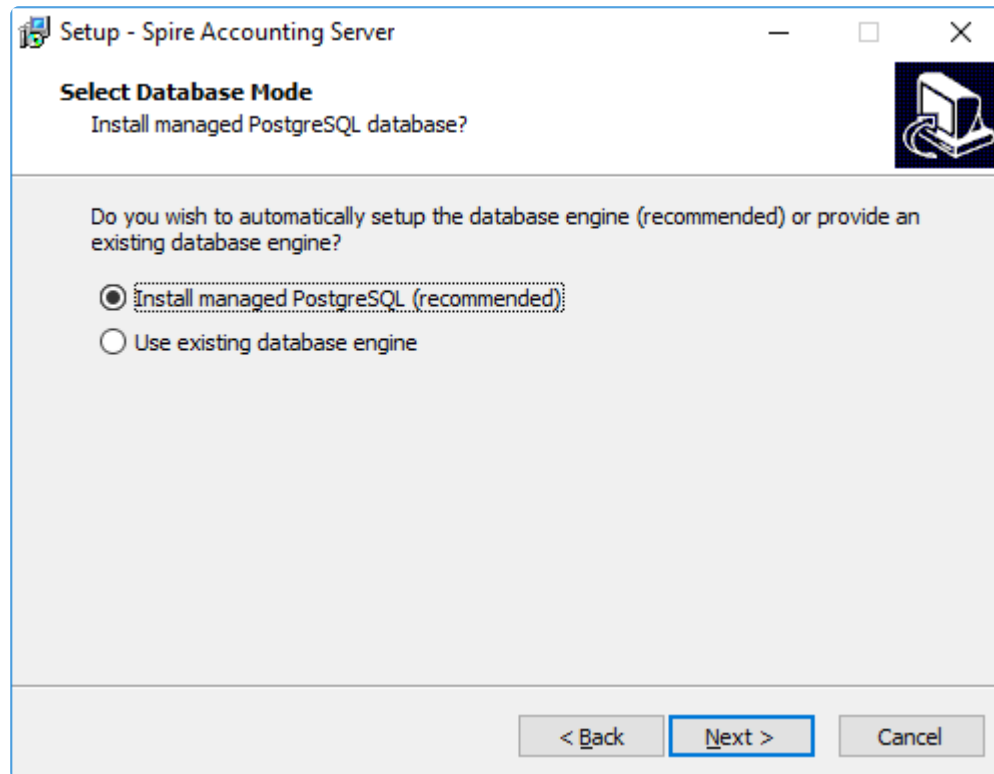
When the server is installed one of the options presented is whether you also want to install the workstation (desktop Spire client).

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

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



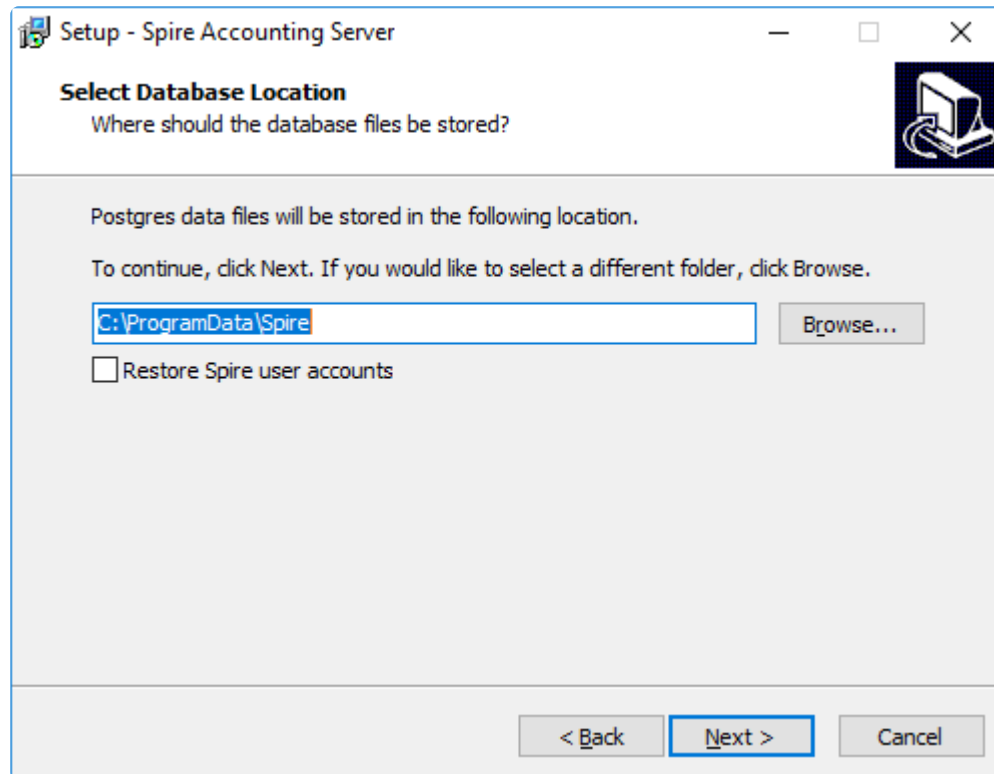
The next step asks if you want to have Spire manage the PostgreSQL database engine. It is recommended that you accept this, unless PostgreSQL has been installed by another application besides Spire. Note that if you do choose to let Spire install PostgreSQL it may not be configured optimally for operation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



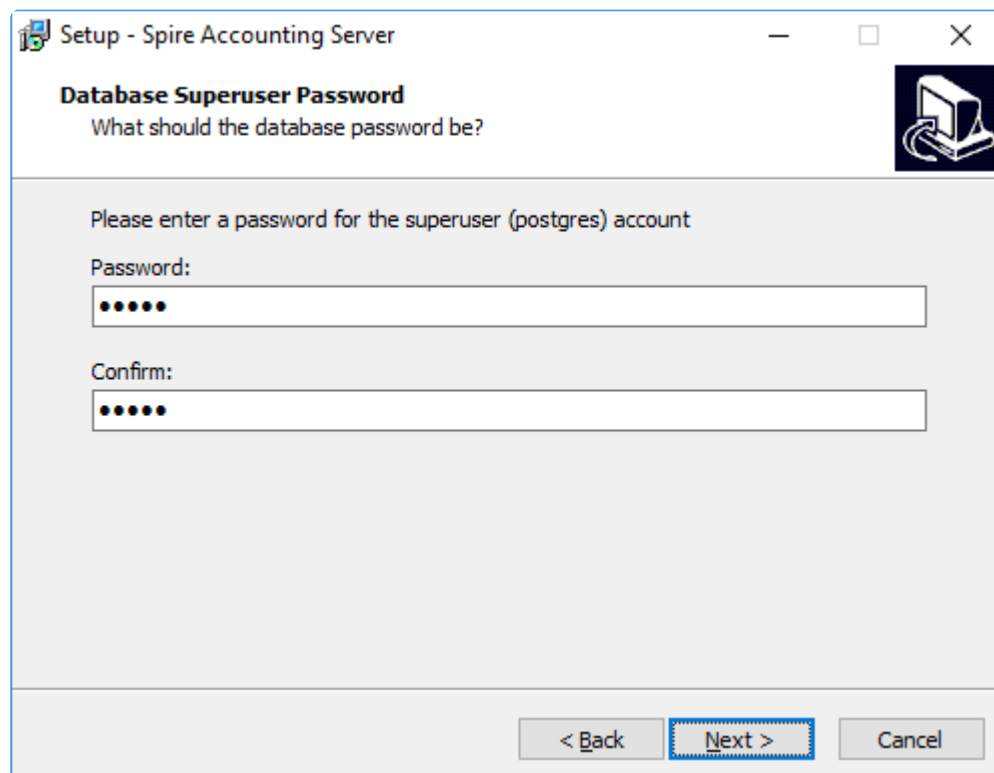
Next the install asks where to install the PostgreSQL database. Choose the fastest drive possible that has enough available space.

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`



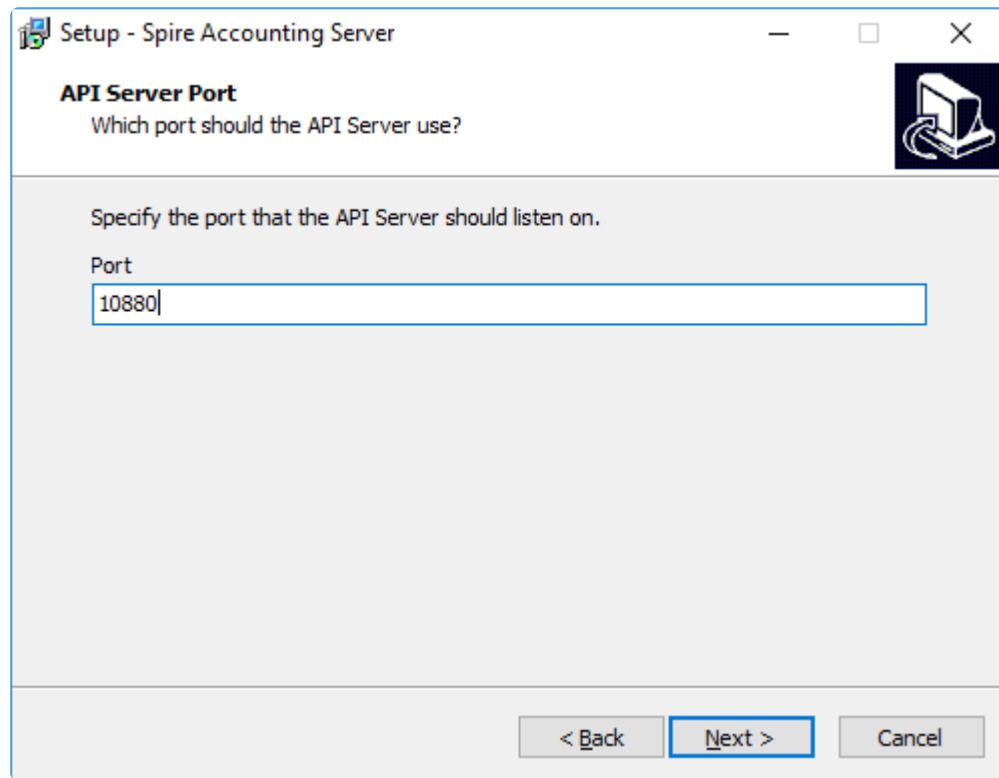
Next you will be asked to create a password for access to the database through tools like PGAdmin. This is not the same as the 'Spire Admin Account'. Please keep this password secure.



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.



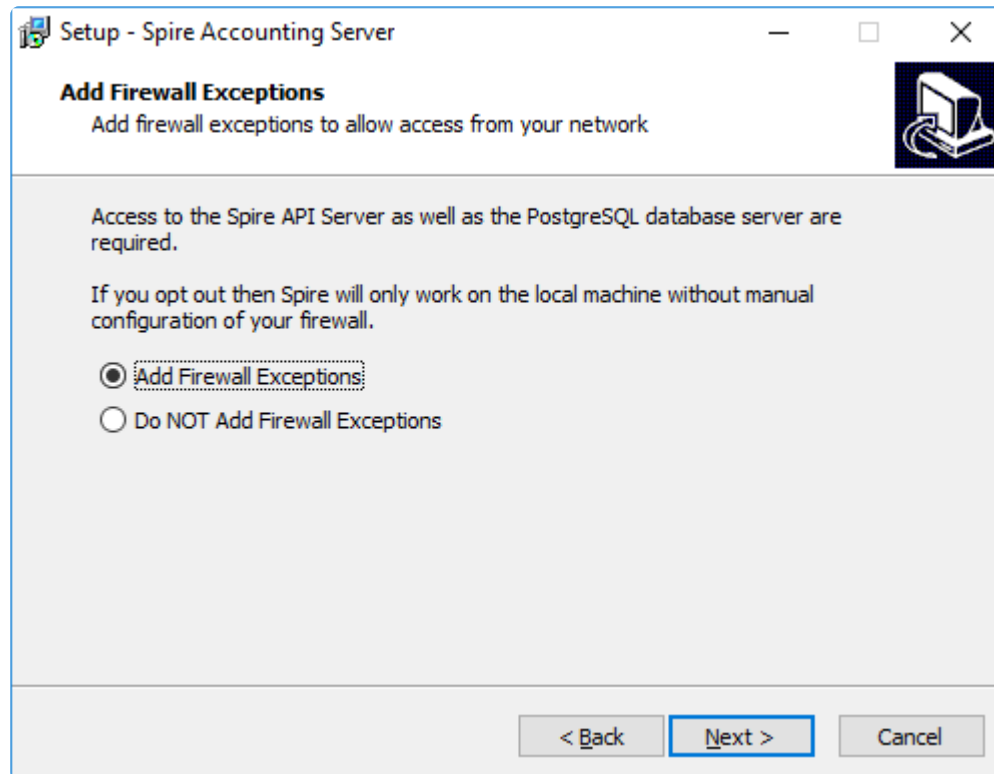
However if you are upgrading, and BVEssentials exists on this server, then it may already be using Port 10880. If this is the case, you will need to change one or the other to prevent a conflict. We recommend you let Spire keep 10880 and set BVEssentials to something else (i.e. 10888).



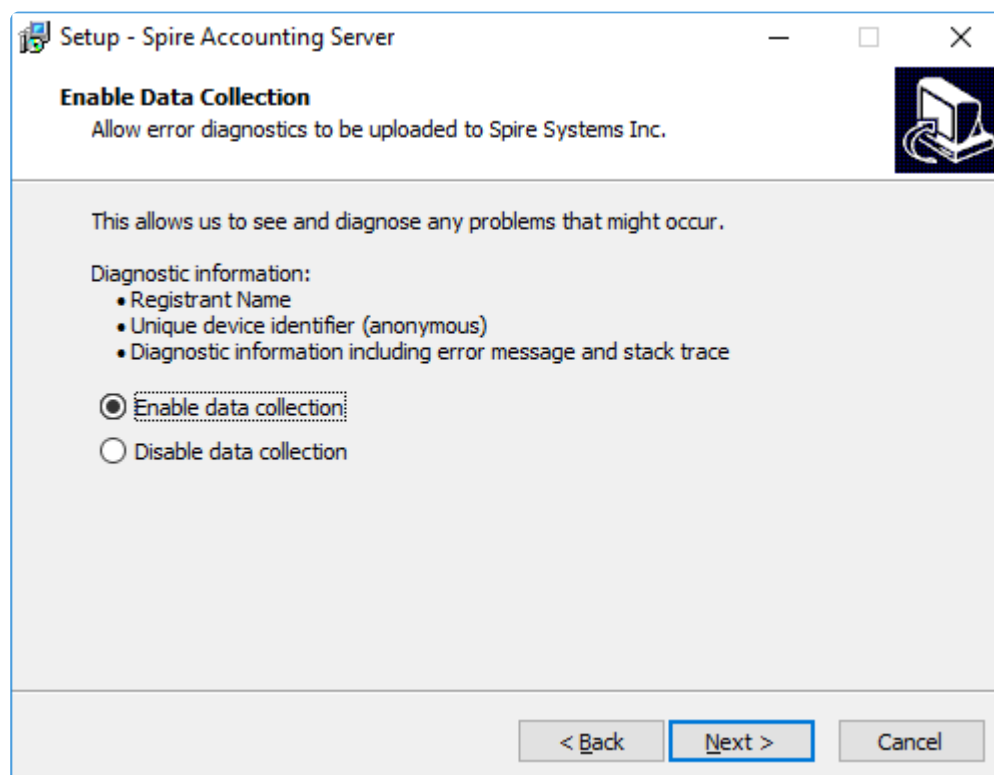
The next window discusses Firewall Exceptions – it is recommended you leave this set to the default of Add Exceptions.



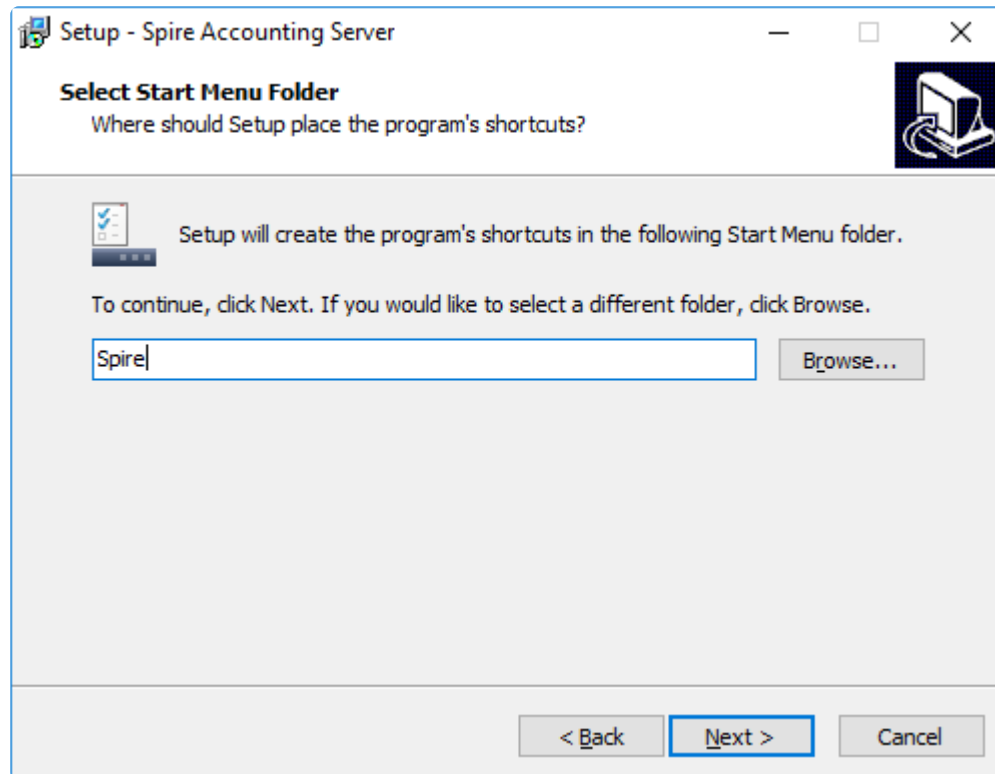
**NOTE:** Only change this if you intend to make some custom network security settings changes.



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

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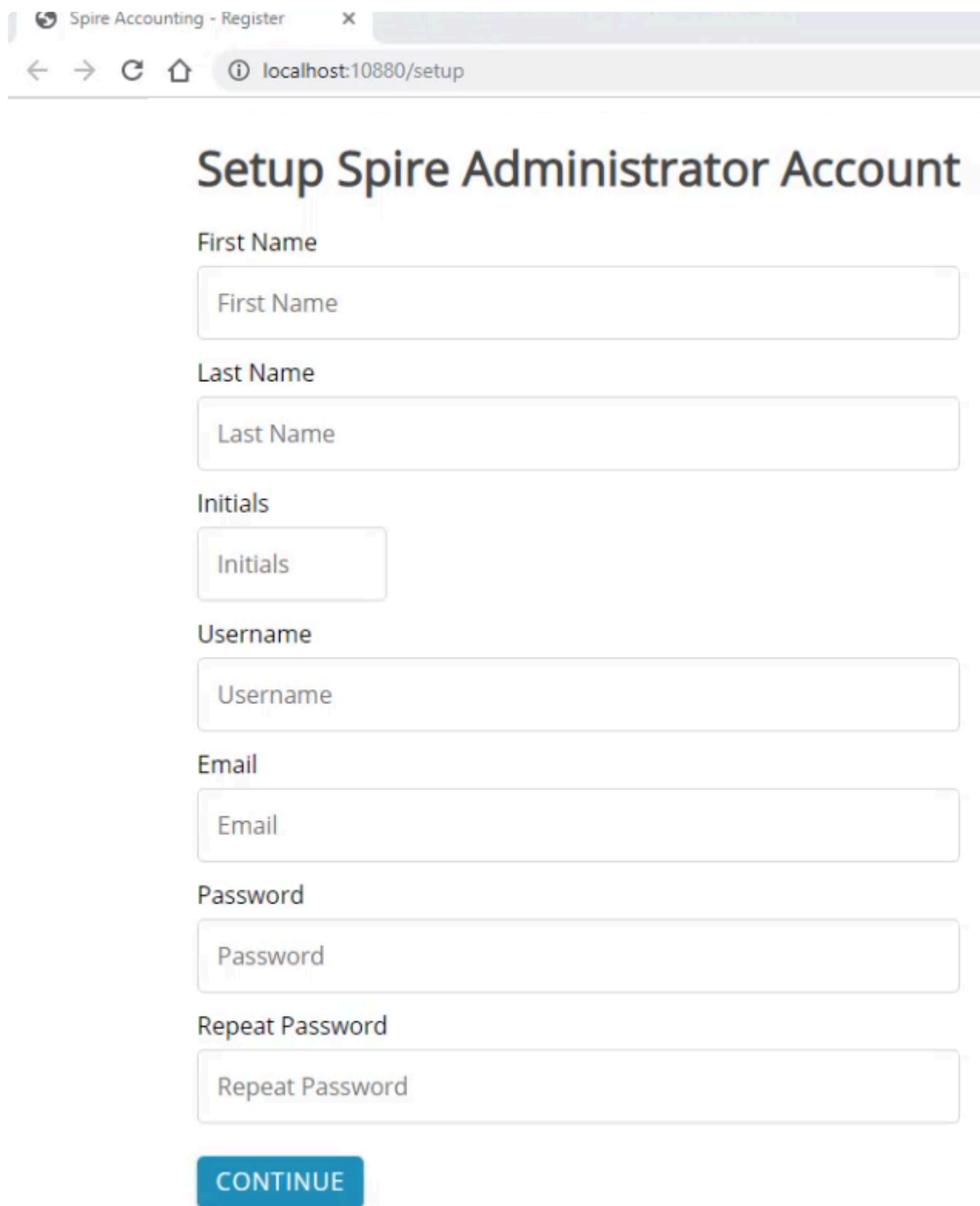


Note – Spire Admin does not work with Internet Explorer. Upgrade to Microsoft Edge or use Chrome, Firefox or Safari. All of which are HTML5 compliant.

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 the heading are several input fields for user information: First Name, Last Name, Initials, Username, Email, Password, and Repeat Password. Each field has a placeholder text matching its label. At the bottom of the form is a blue "CONTINUE" button.

Spire Accounting - Register

localhost:10880/setup

## Setup Spire Administrator Account

First Name

Last Name

Initials

Username

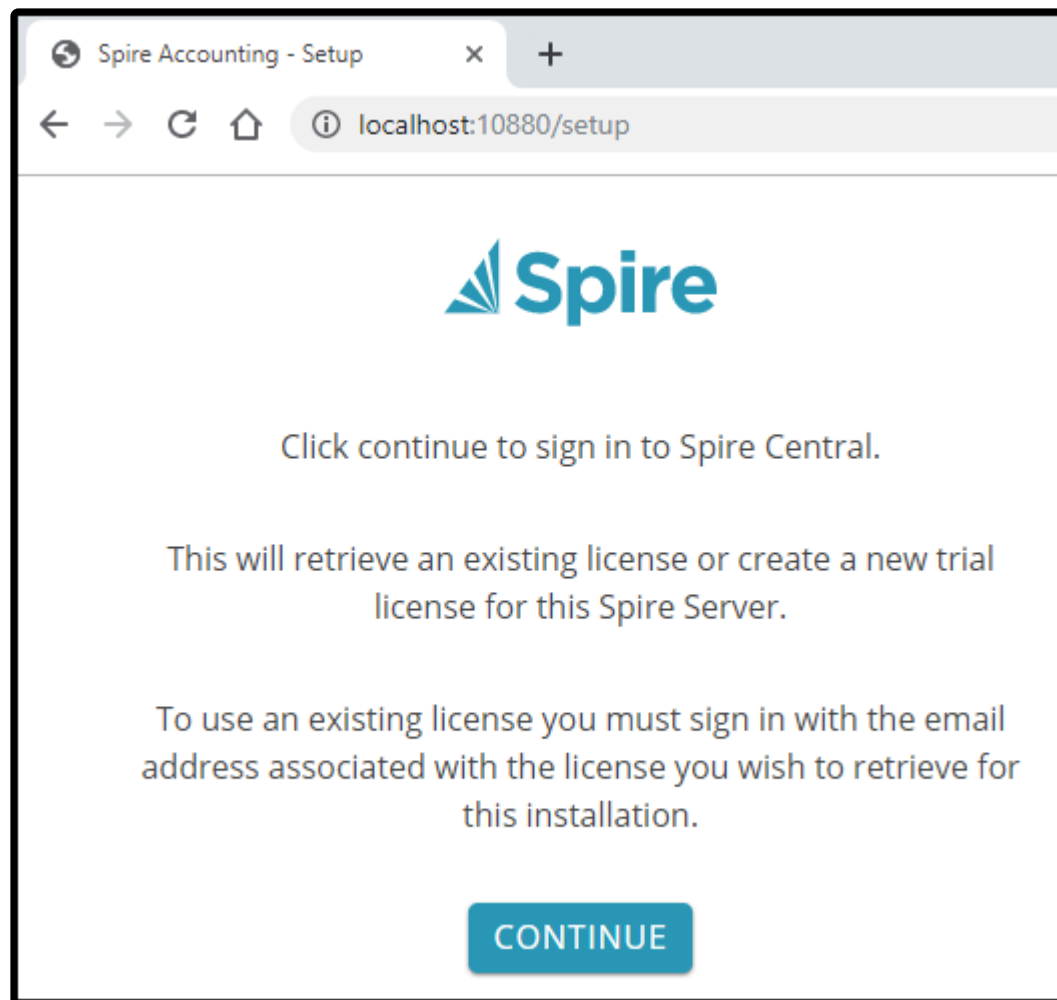
Email

Password

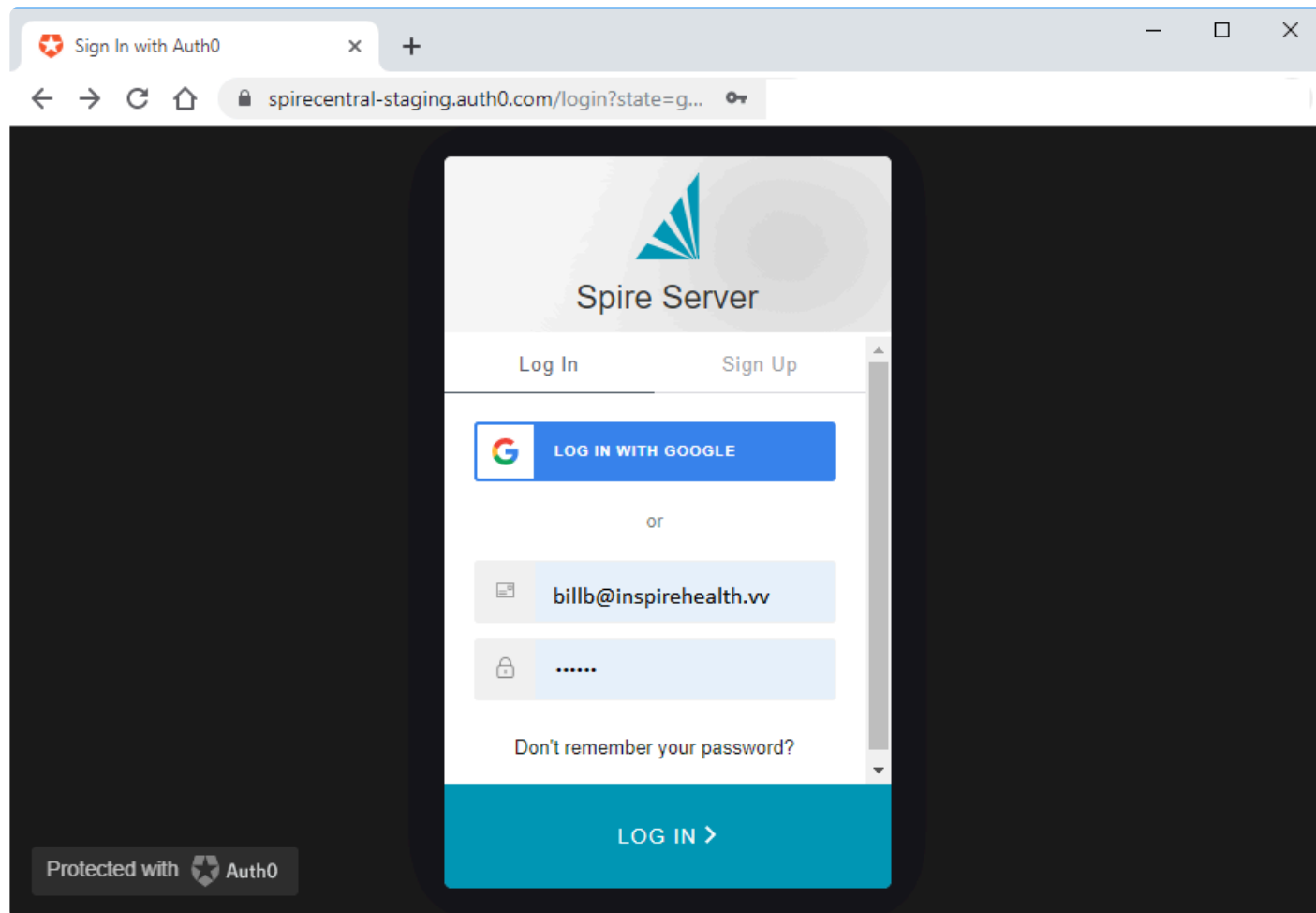
Repeat Password

**CONTINUE**

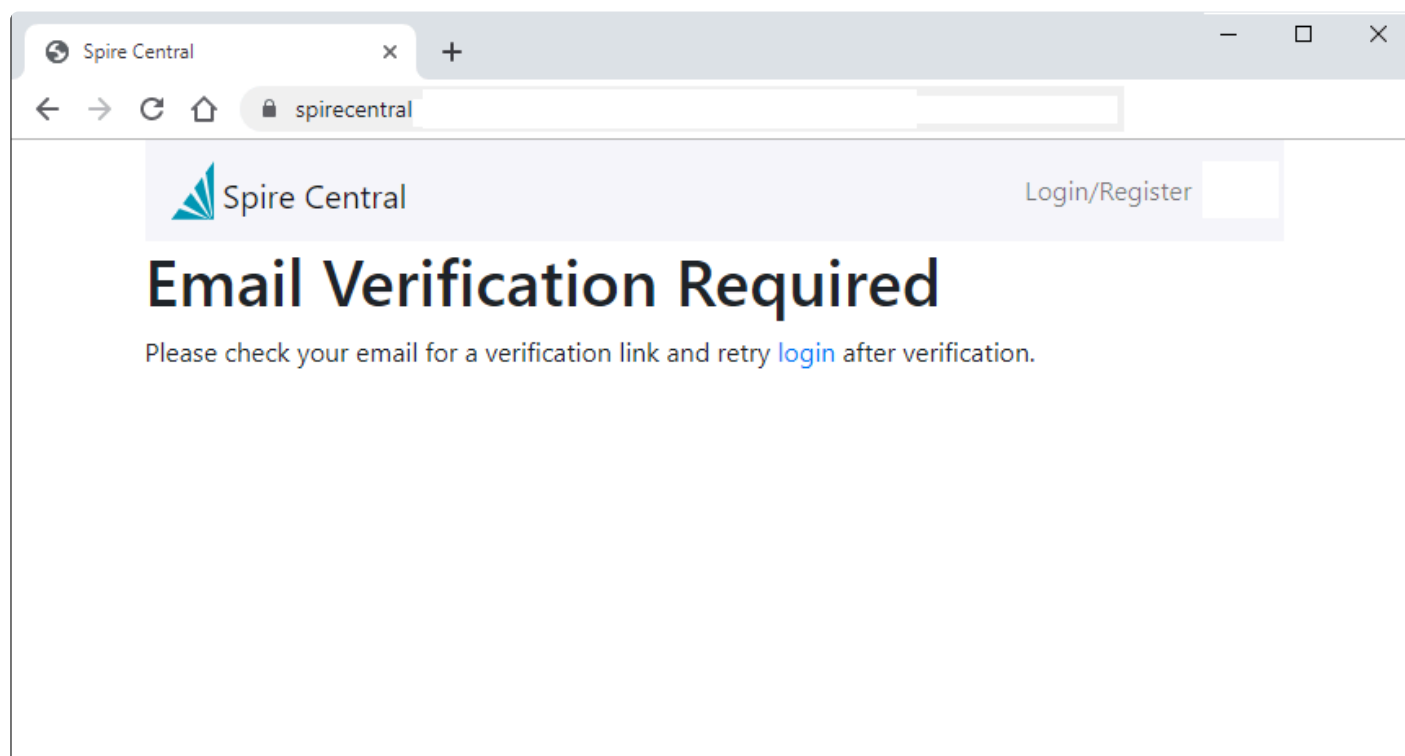
You will then be asked to retrieve your existing license or create a new one.




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	<a href="mailto:billb@inspirehealth.vv">billb@inspirehealth.vv</a>
Verify Link	<a href="https://spirecentral.auth0.com/u/email-verification?ticket=HgbEcrXTphT7H9Quh27TOzLxeuEzskFC#">https://spirecentral.auth0.com/u/email-verification?ticket=HgbEcrXTphT7H9Quh27TOzLxeuEzskFC#</a>

---

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.

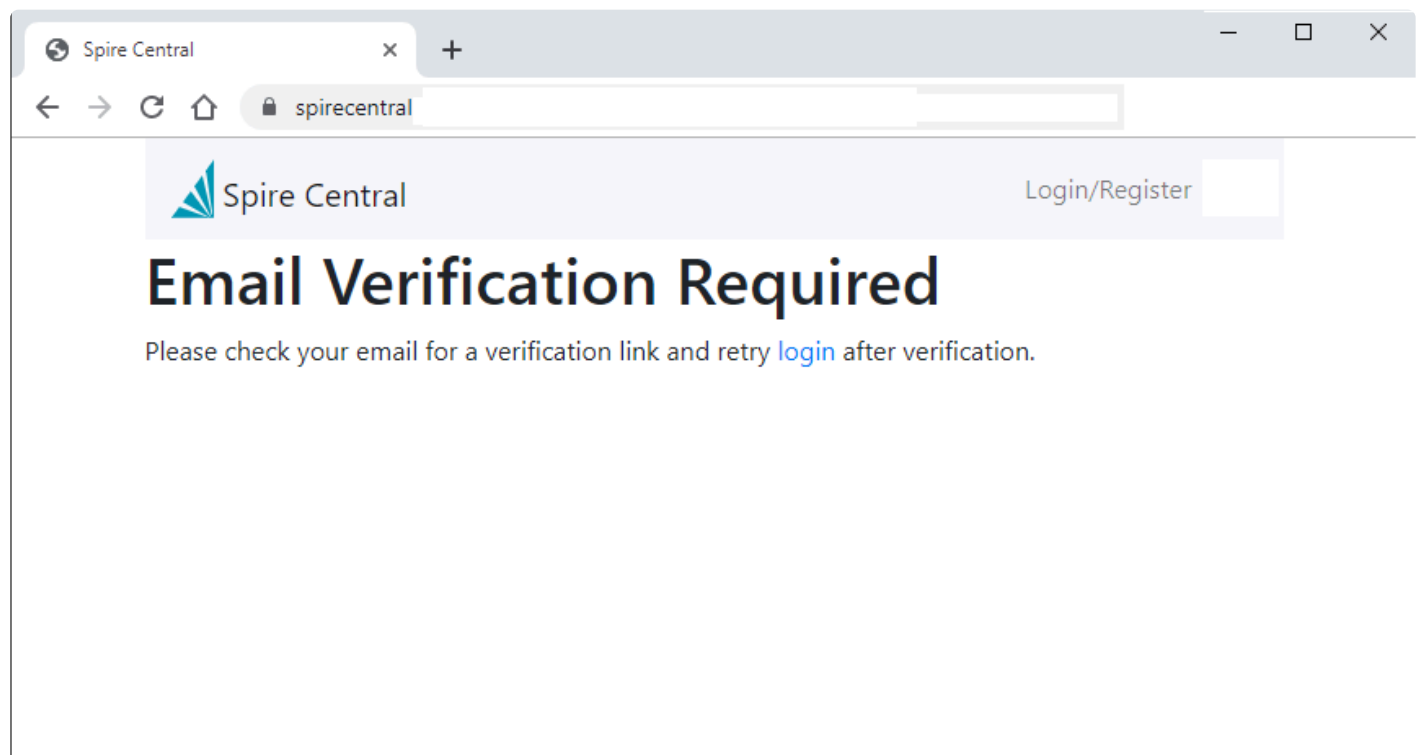




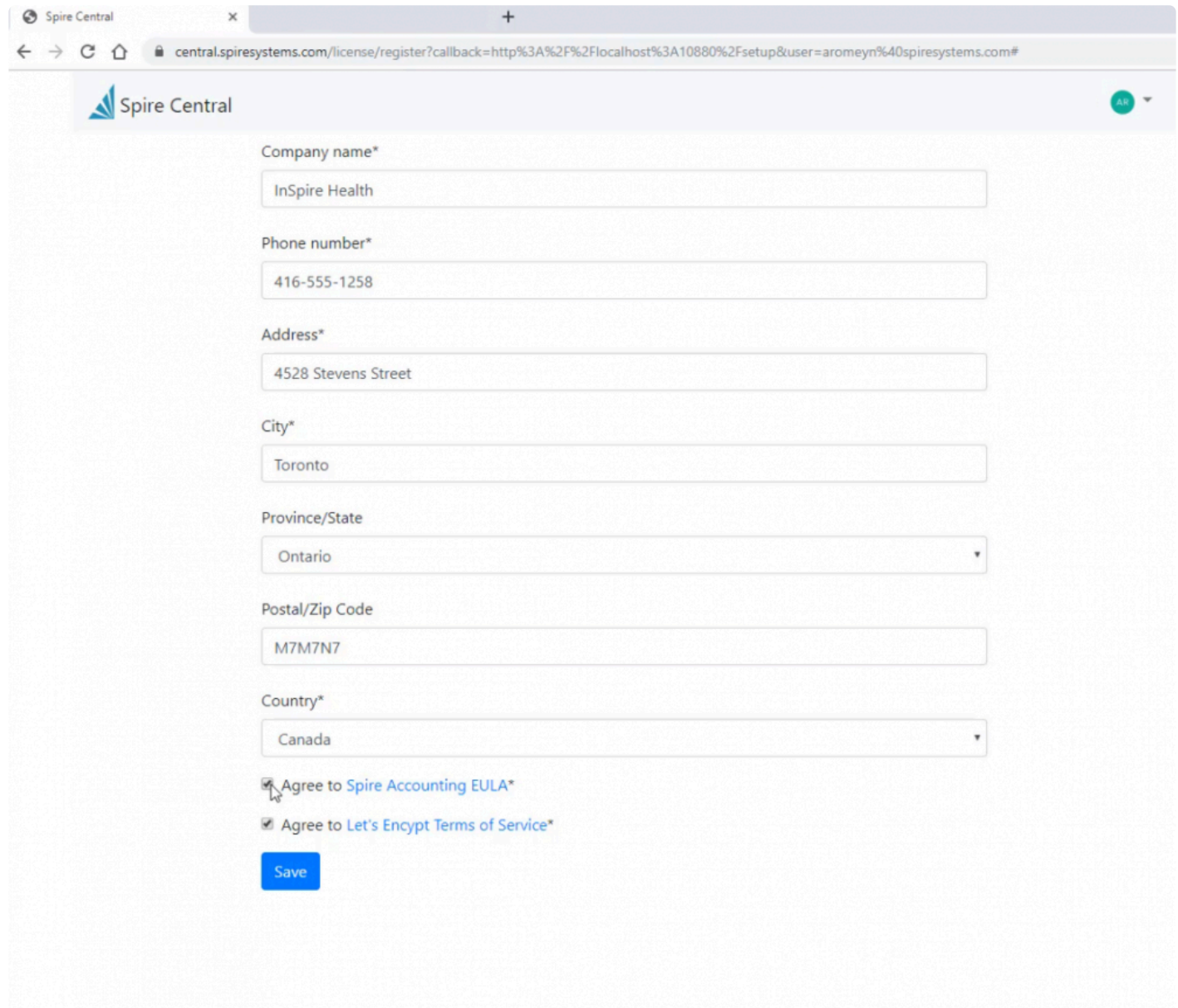
## Email Verification

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

Click on 'login'



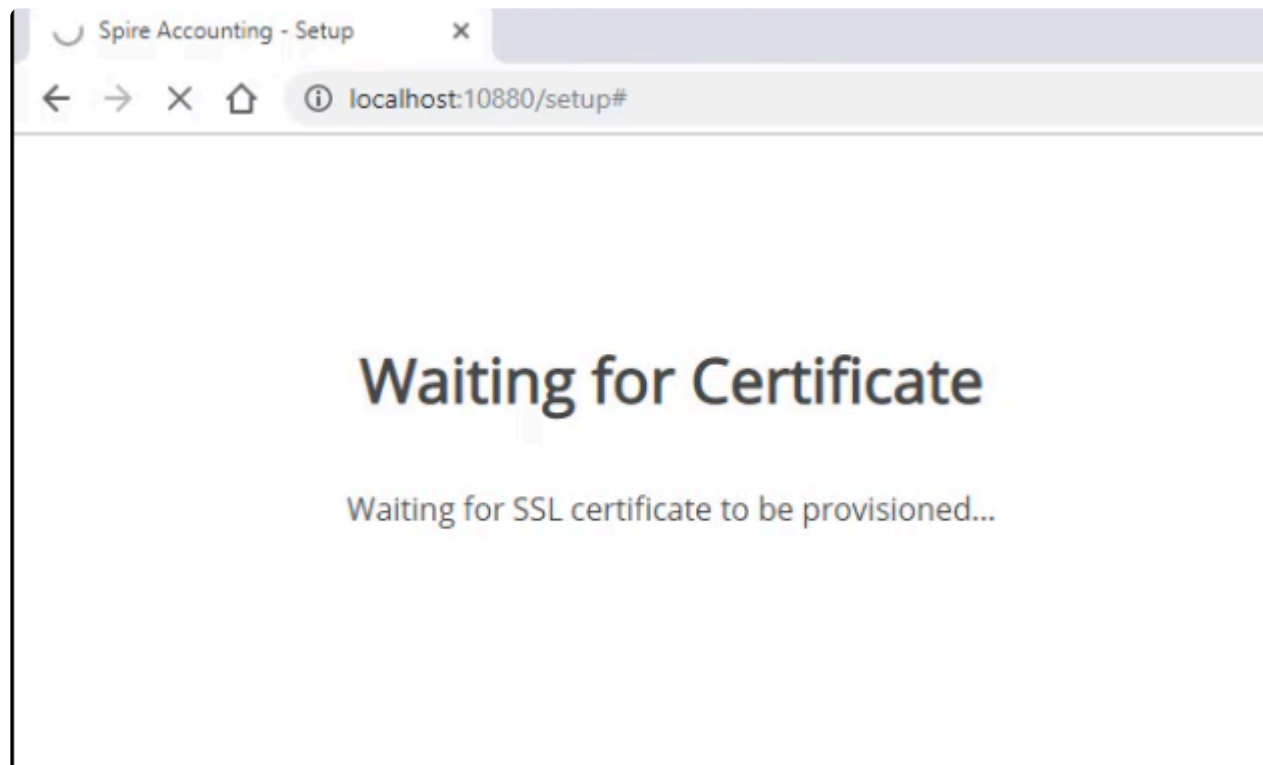
On a new installation or trial installation, fill in the company details and click save.




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 registration 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

Username

Password

[See Spire Server Admin](#)

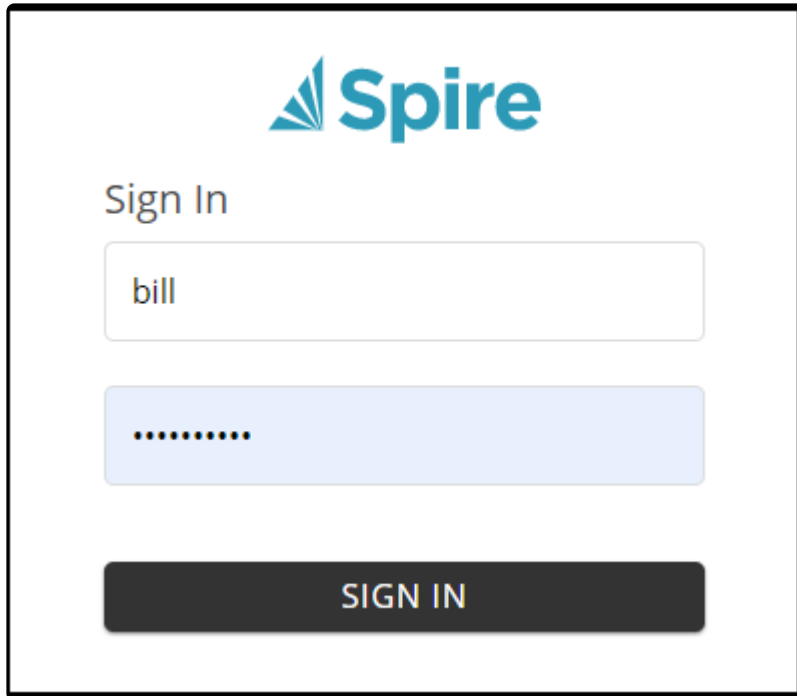
This video tutorial will take you through this process.



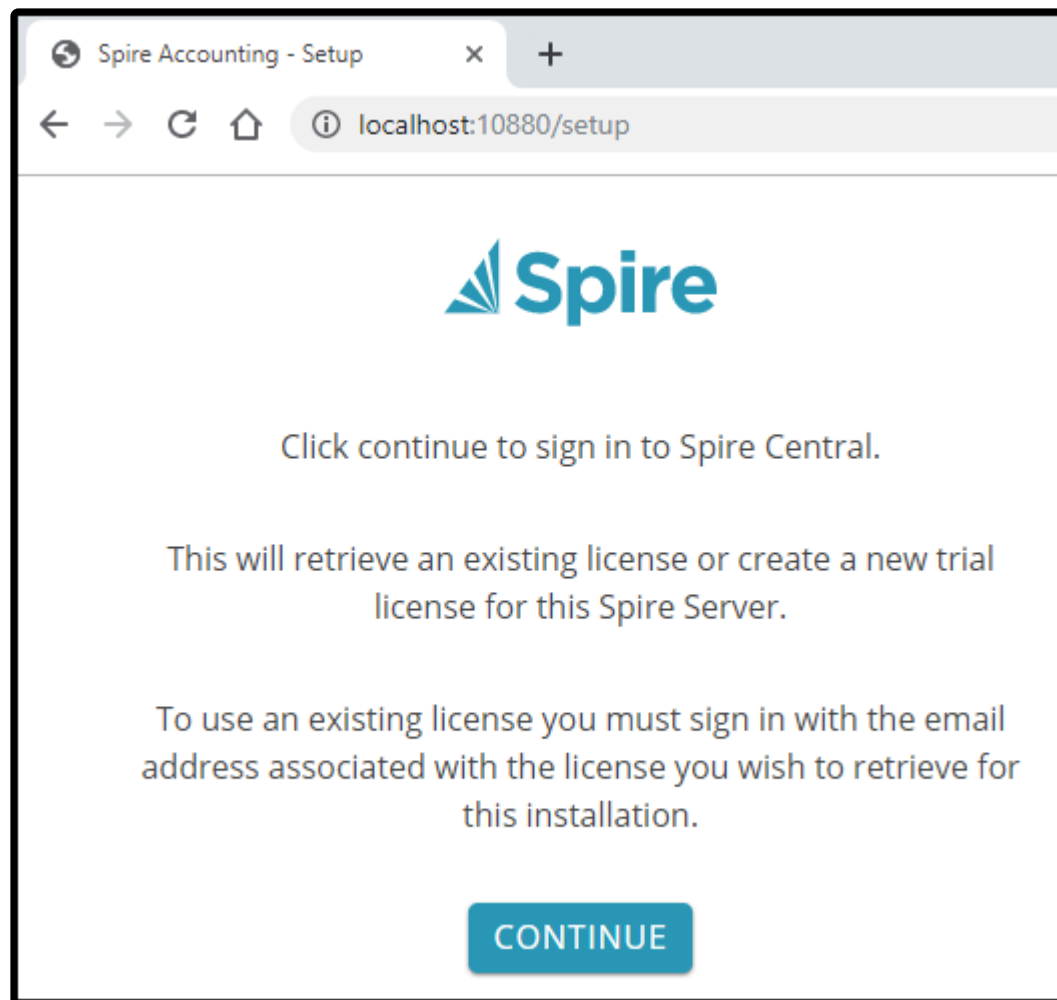
# Upgrade

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

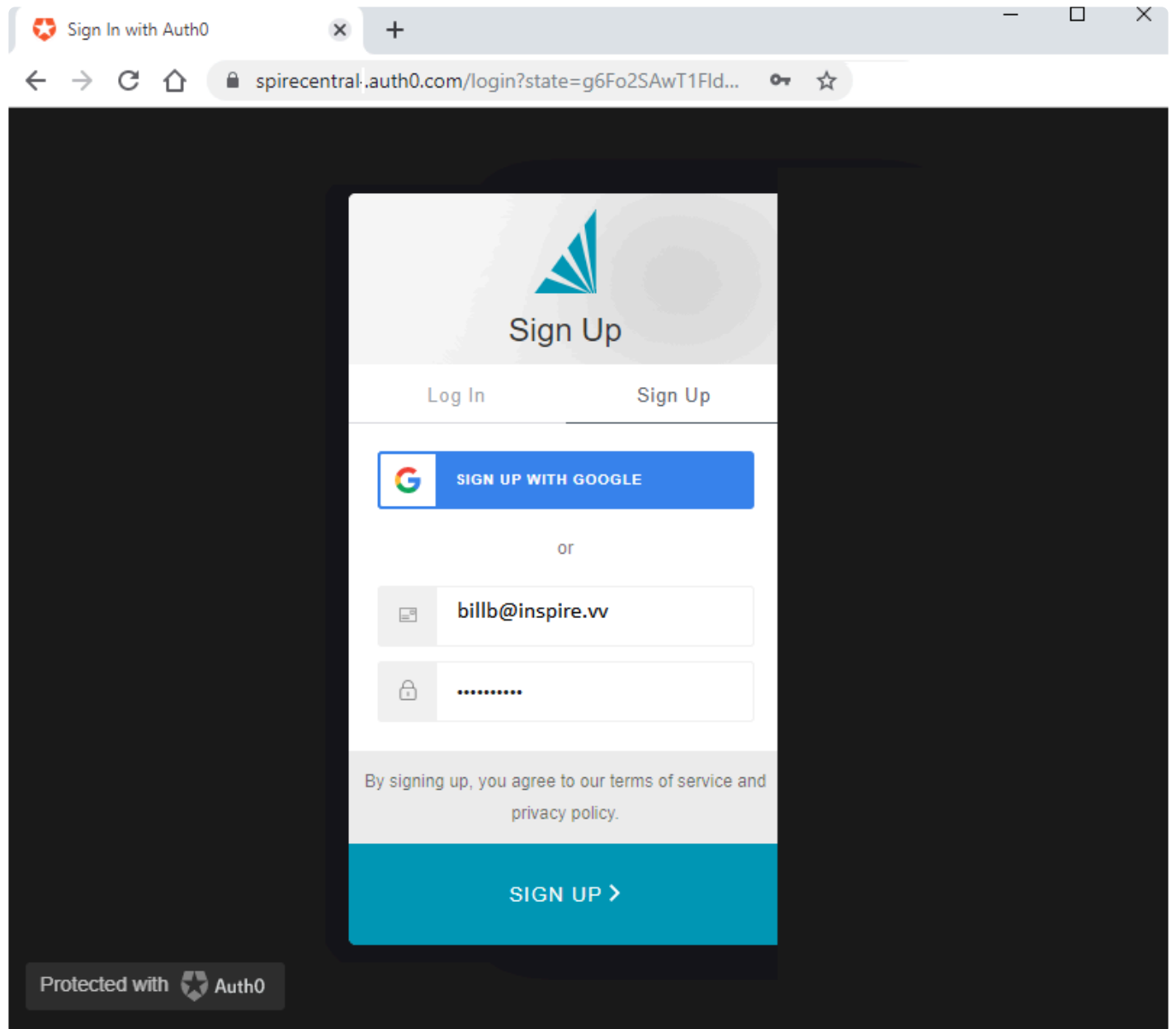
When performing an upgrade that already has a Spire licence the first screen you will see is the login to Spire server administration. The login user must be a Spire administrator.

The image shows a login interface for Spire. At the top is the Spire logo, which consists of a stylized blue triangle 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, sans-serif 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 black dots representing a password. Below these two fields is a dark grey rectangular button with the text "SIGN IN" in white, uppercase, sans-serif font.

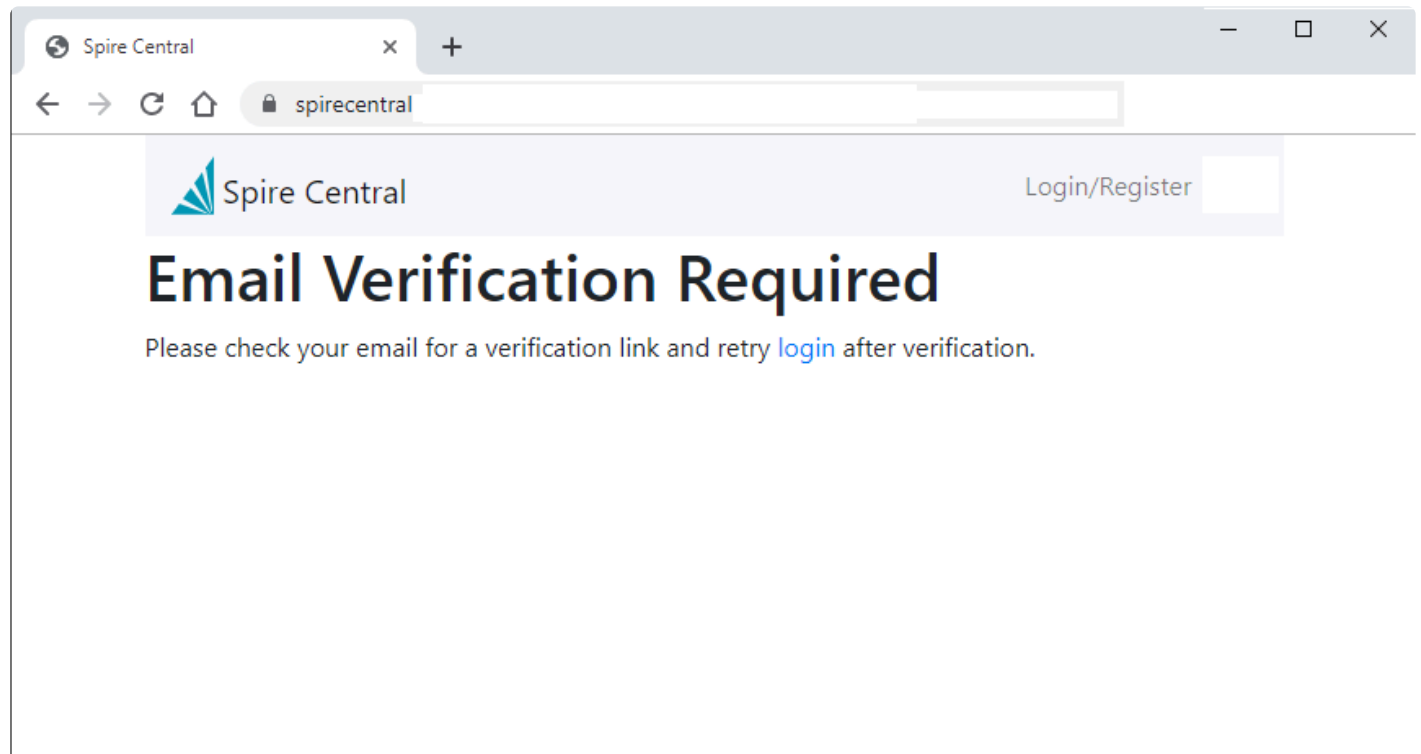
This following screen lets you know that the current license information will be retrieved.



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	<a href="mailto:billb@inspirehealth.vv">billb@inspirehealth.vv</a>
Verify Link	<a href="https://spirecentral.auth0.com/u/email-verification?ticket=HgbEcrXTphT7H9Quh27TOzLxeuEzskFC#">https://spirecentral.auth0.com/u/email-verification?ticket=HgbEcrXTphT7H9Quh27TOzLxeuEzskFC#</a>

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](#).

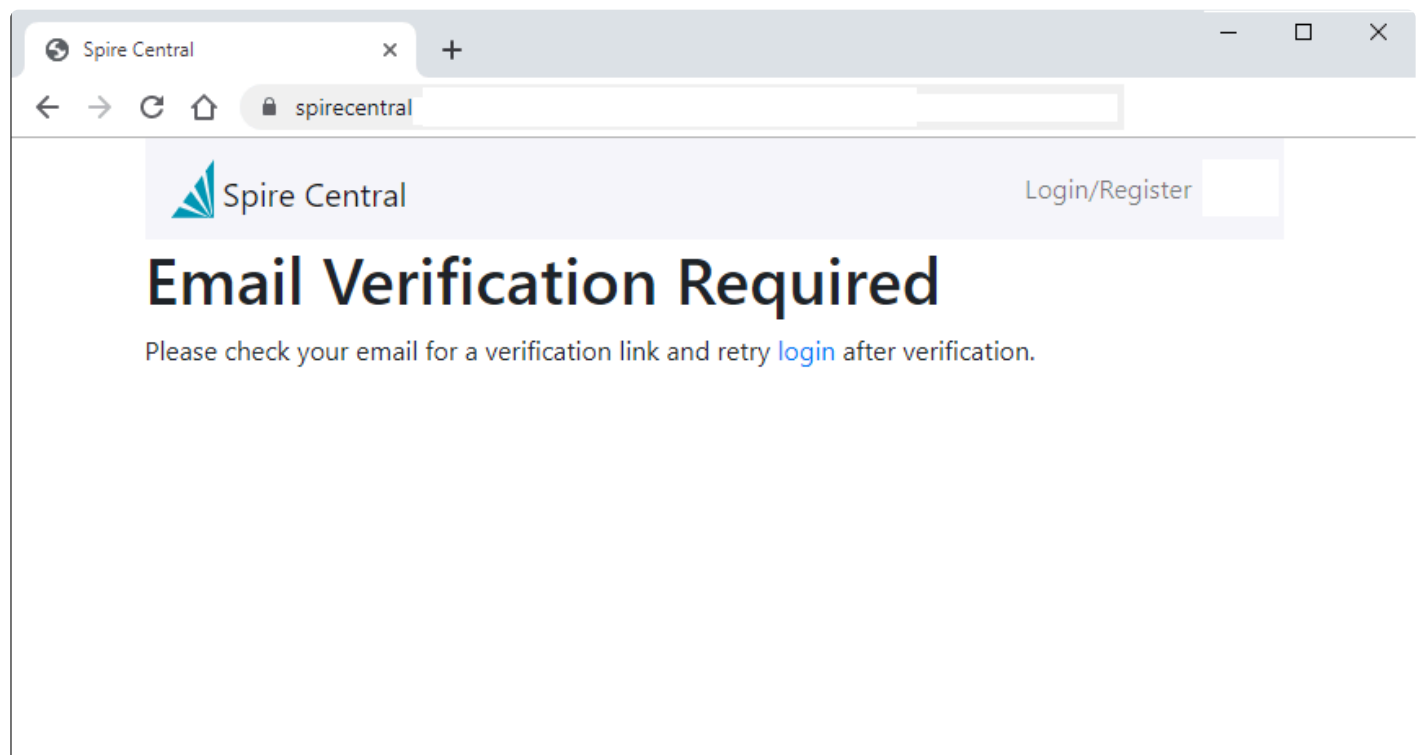
You will get the following verification.



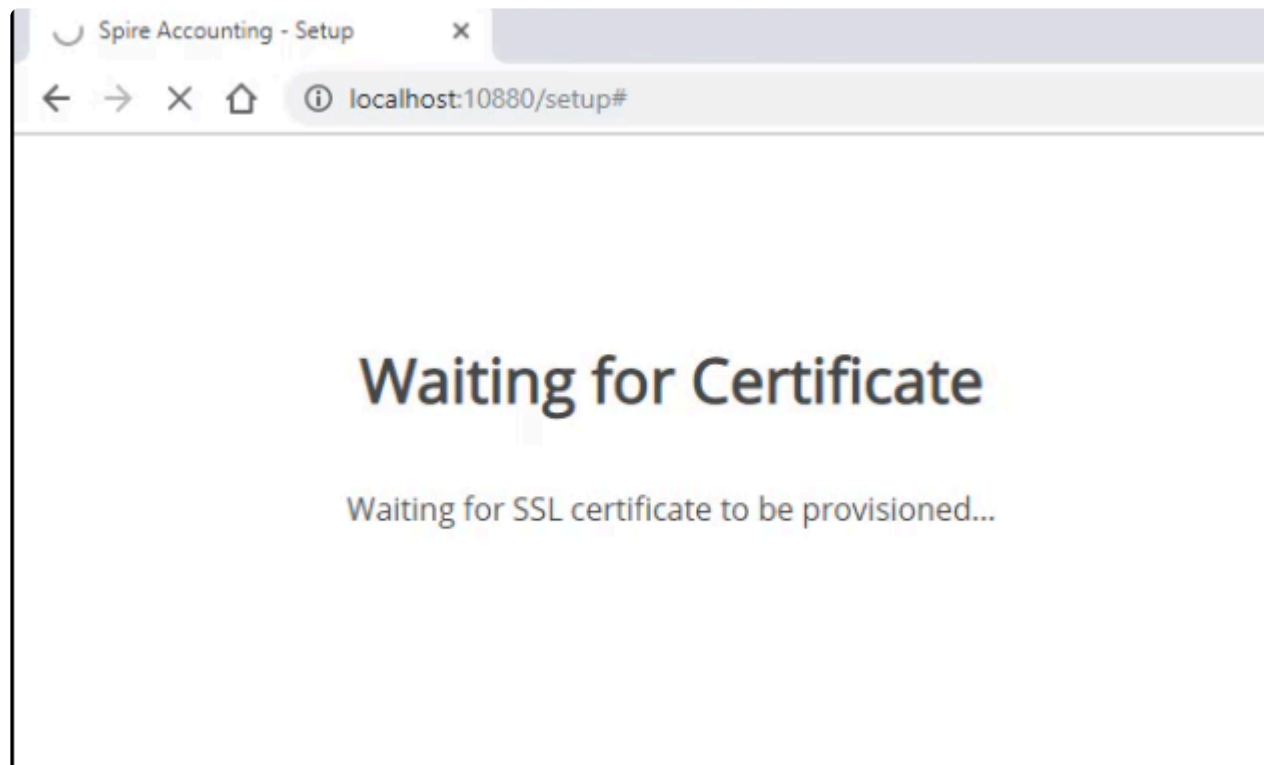
## Email Verification

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

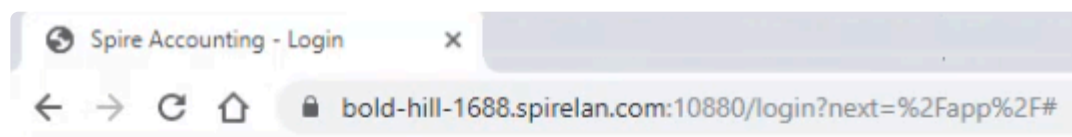
Return to this tab in your browser and click the 'login' link.



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



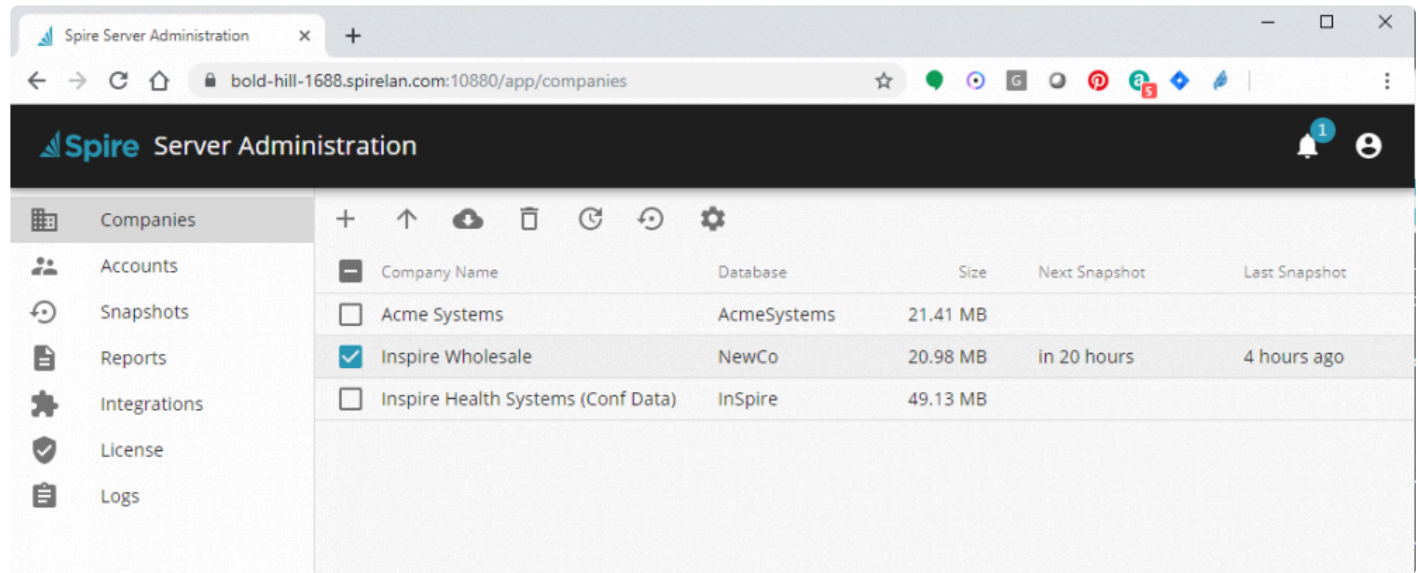
The upgrade is complete when you are presented with the login to Spire Server Administration. Log in with a user that is set as a Spire administrator.



Sign In

**SIGN IN**

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



Note that Spire Server Administration replaces “Spire Tray”, and provides all of the functionality it provided. In addition to providing additional functionality, Spire Server Administration can be accessed from anywhere on the network where Spire is installed. Any user can login 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.

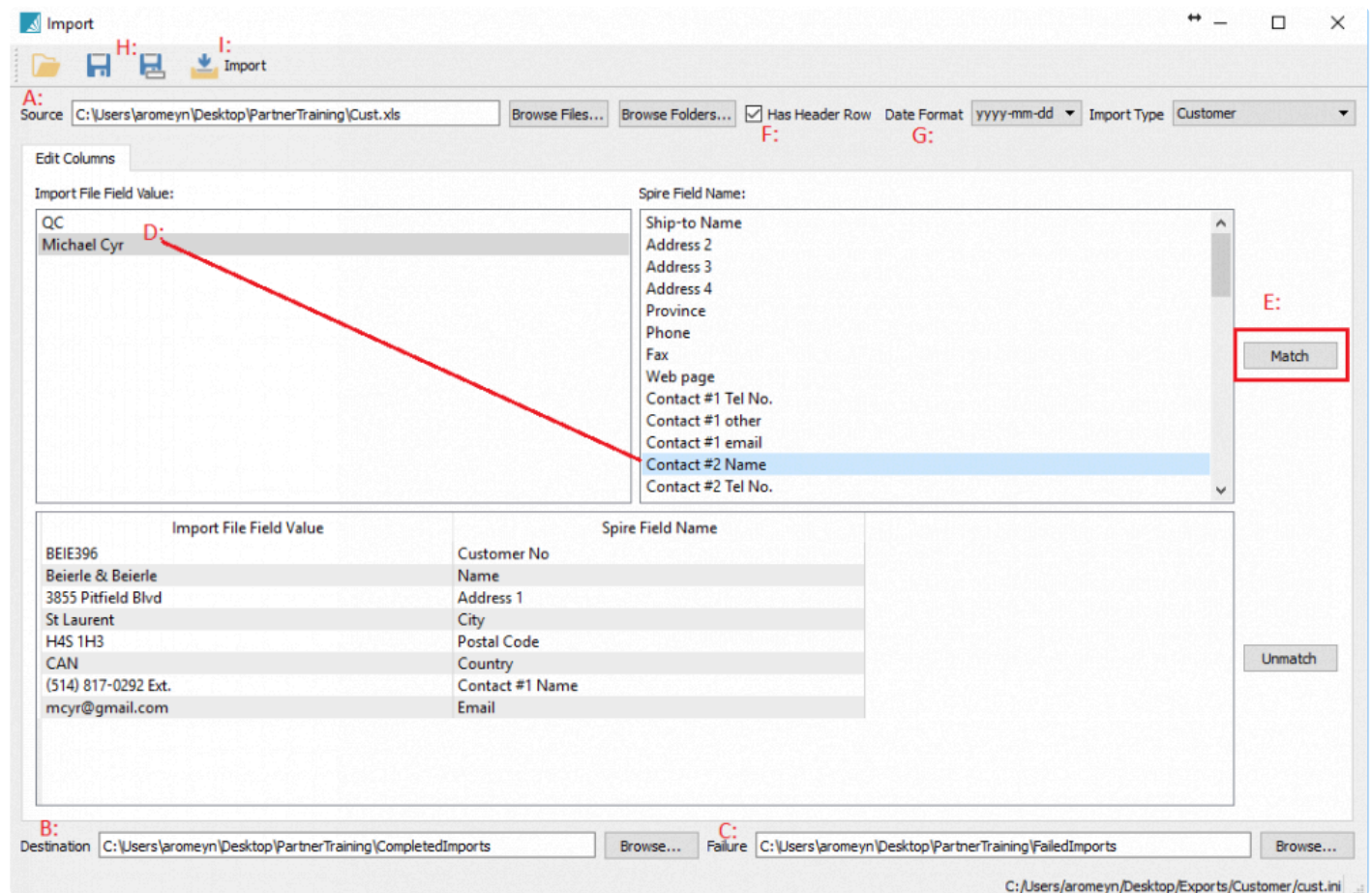
Go to Tools/Import and select the type of import that you need to do.

The screenshot shows the 'Import' dialog box in Spire. At the top, there are controls for 'Browse Folders...', a 'Has Header Row' checkbox, a 'Date Format' dropdown set to 'yyyy-mm-dd', and an 'Import Type' dropdown. The 'Import Type' dropdown is open, displaying a list of import types: Inventory Adjustment (highlighted), Inventory Code Change, Inventory Transfer, Price Matrix, Purchase Order, Requisition, Sales Order, Ship To, Timecard, and Vendor. Below the dropdown, the 'Spire Field Name:' section lists the following fields: Reference No, Vendor, Receive Date, Warehouse (Required), and Part Number (Required).

## Available imports are:

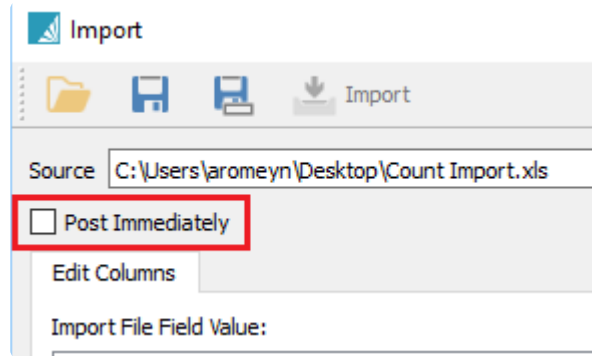
- Accounts Payable
- Accounts Receivable
- Chart of Accounts
- Customers
- Customer Code Change
- GL Transaction
- Inventory
- Inventory Adjustment
- Inventory Code Change
- Inventory Transfer
- Price Matrix
- Purchase Order
- Requisition
- Sales Order
- Ship To
- Timecard
- Vendor
- Vendor Price

## Mapping a Spire Import



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

## Imports – Post Immediately



The screenshot shows the 'Import' dialog box in Spire. At the top, there is a title bar with the word 'Import' and a blue icon. Below the title bar is a toolbar with icons for a folder, a save icon, a save icon with a document, 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 label 'Import File Field Value:' followed by a text input field.

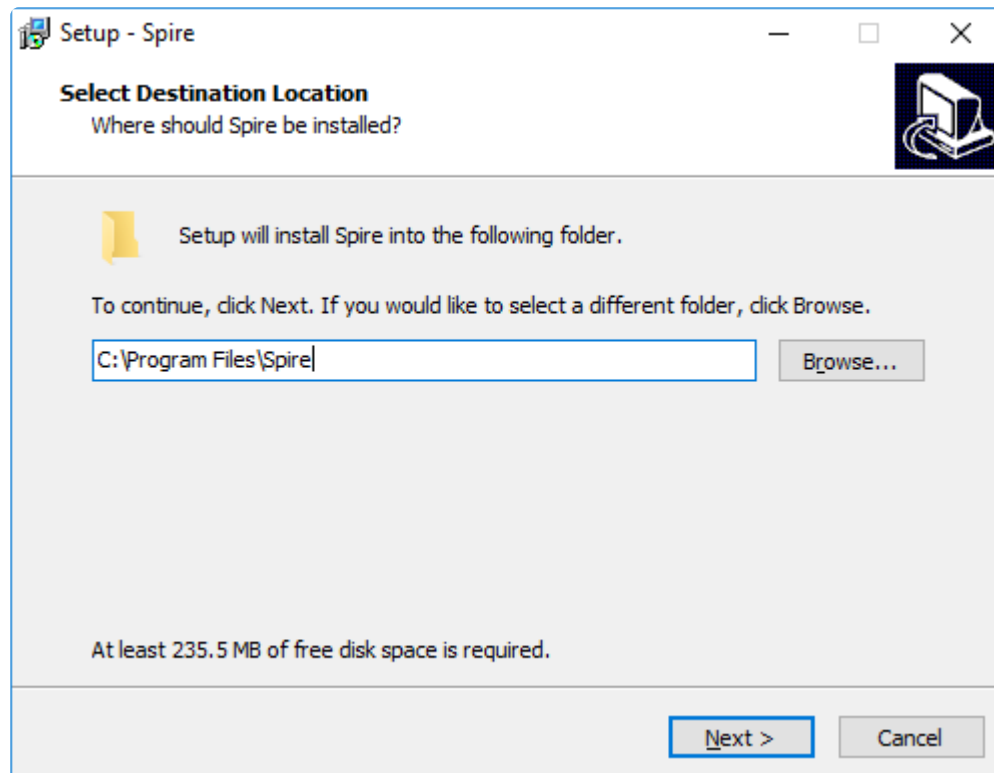
- For Sales Order and Inventory Adjustment imports, there is an option called “Post Immediately”.
- For Sales Orders if this is checked the import will be posted as invoices. If not checked they will go into sales orders for invoicing manually.
- For Inventory adjustments the option will post to inventory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

# Installing Spire on a Workstation

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

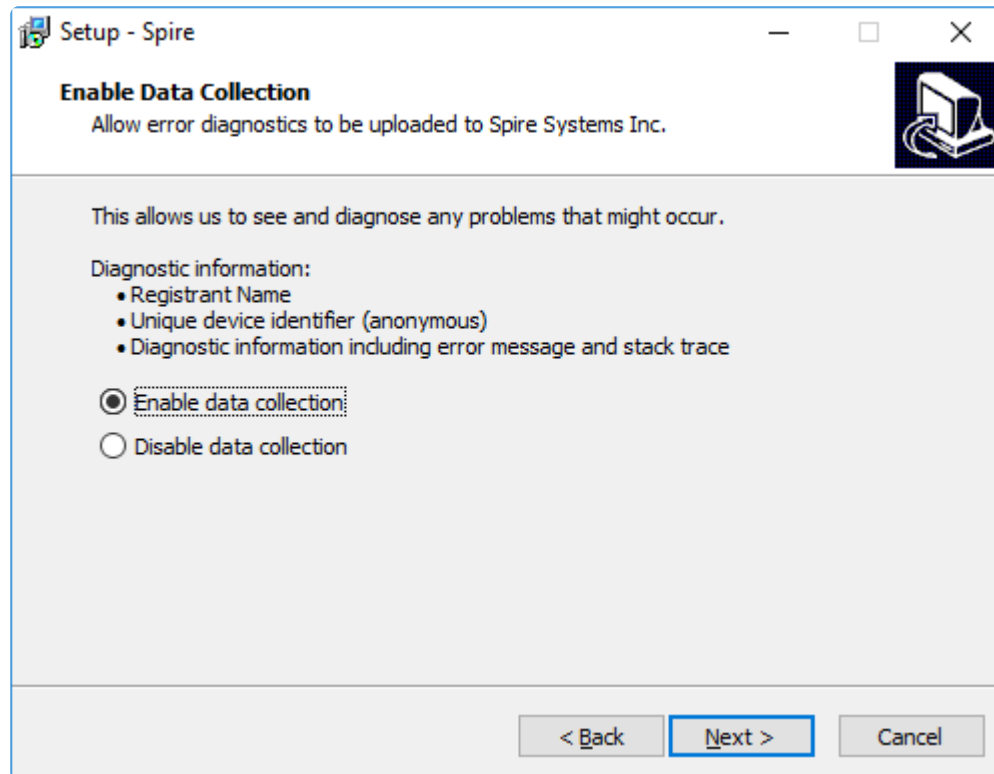
You will next see the Spire Setup Wizard. Click Next to continue.

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

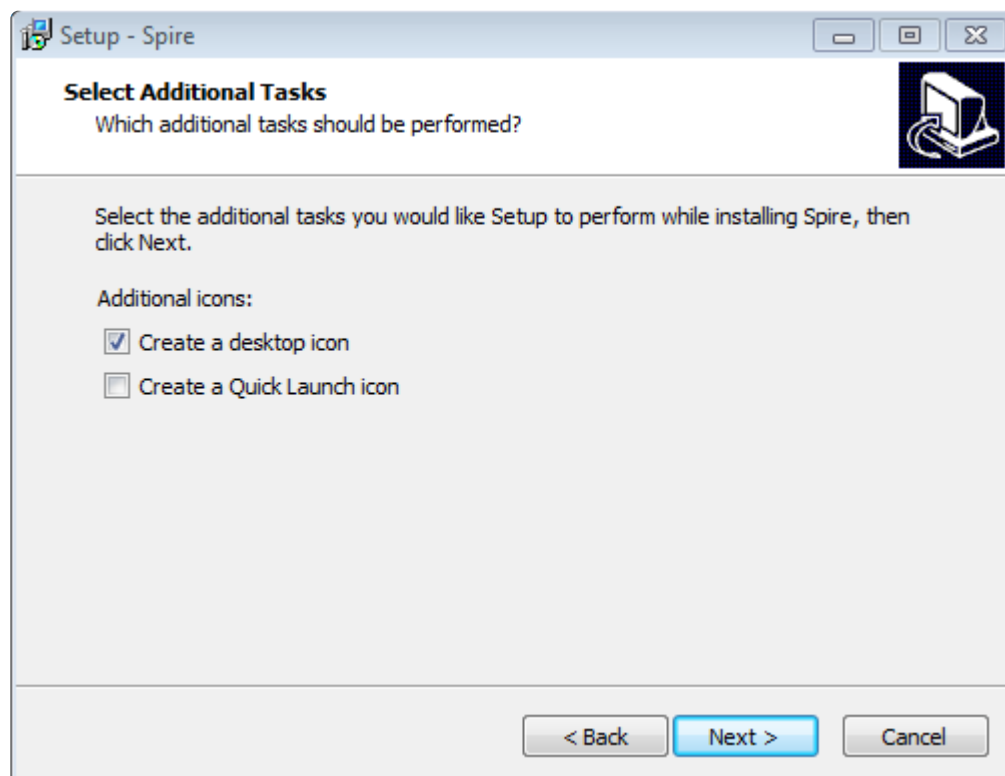


The next window asks permission to turn on data collection. This allows and errors to be sent to Spire without the users intervention. It is highly recommended to turn this on as it helps us with program development. No propitiatory information is sent.

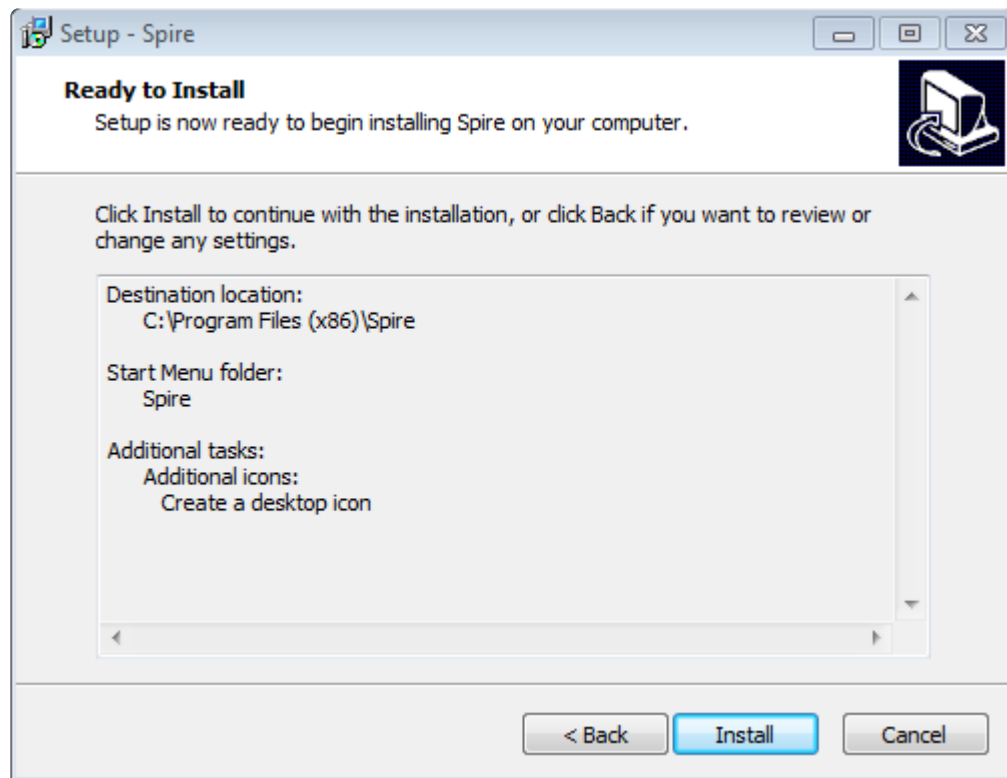




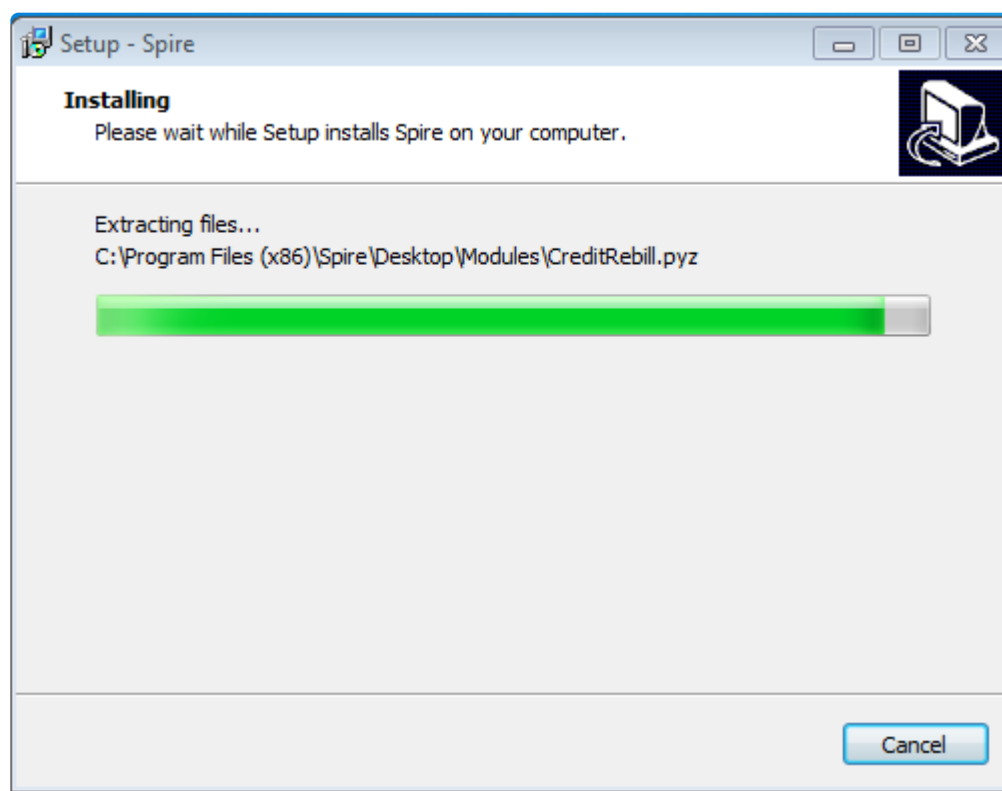
Next you will be asked about setting Desktop and Quick Launch Icons – set preferences as you wish.



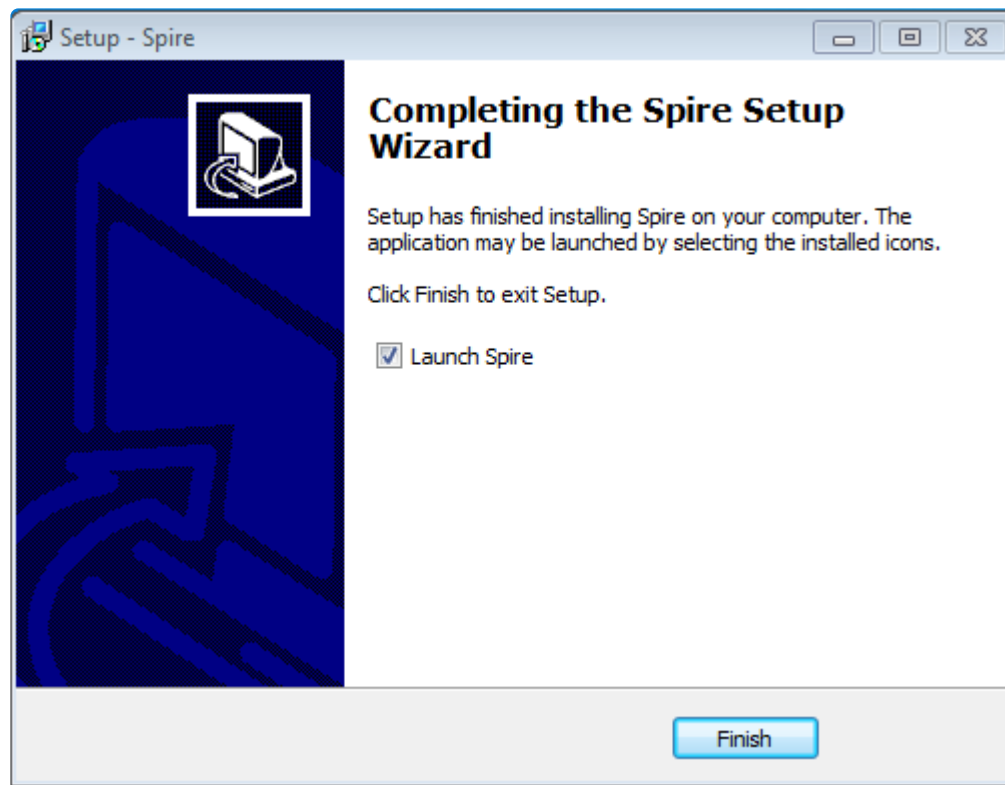
You are ready to proceed – click Install.



You will see a Progress Bar.

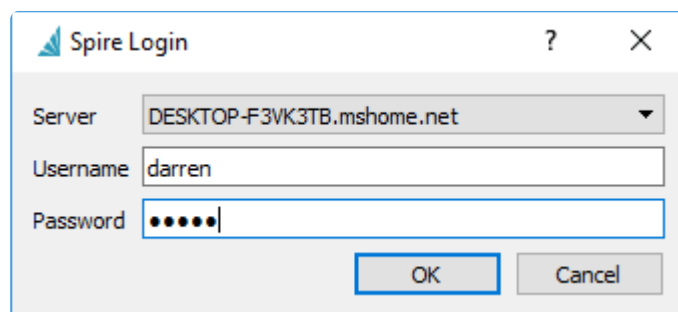
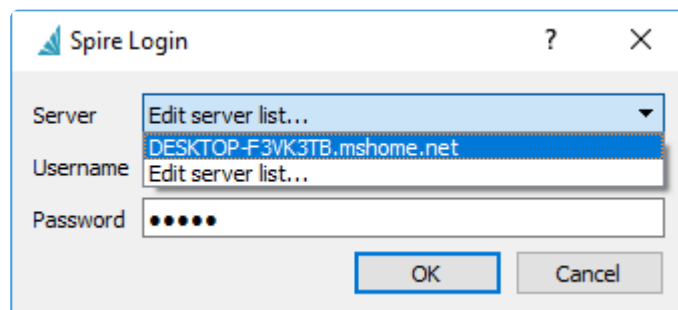


You will be notified that the installation is complete.

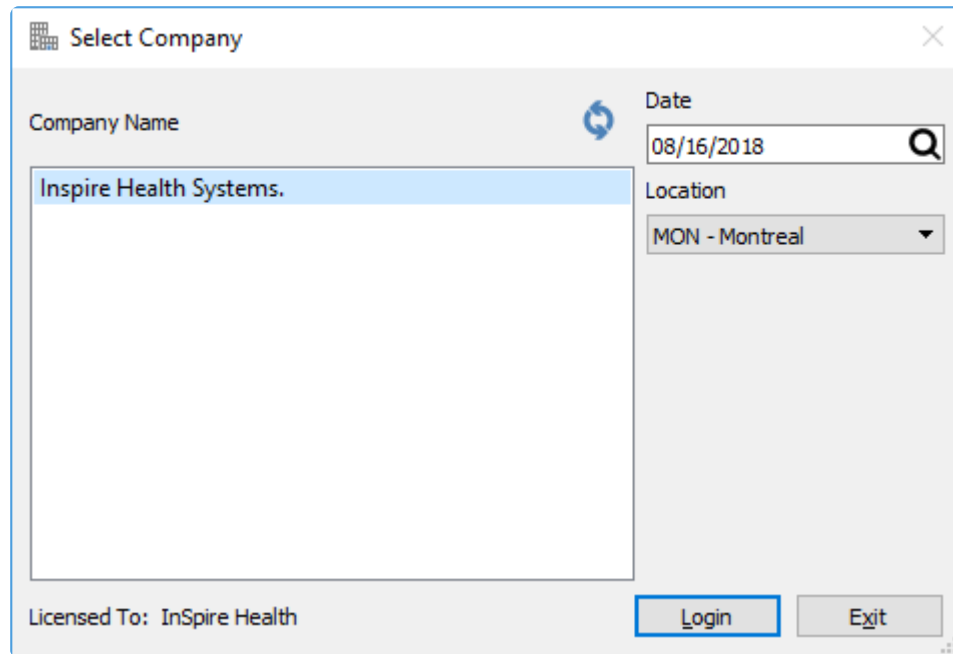


You may then launch the Client and log in to Spire. Note that you log in before selecting a company as not every user has access to all company's.

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



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



The image shows a 'Select Company' dialog box with a title bar containing a grid icon and a close button. The dialog is divided into several sections. On the left, under the 'Company Name' label, is a list box with 'Inspire Health Systems.' selected. To the right of this list is a circular refresh icon. Further right, there is a 'Date' section with a text field containing '08/16/2018' and a search icon. Below the date is a 'Location' section with a dropdown menu showing 'MON - Montreal'. At the bottom left, it says 'Licensed To: InSpire Health'. At the bottom right, there are two buttons: 'Login' and 'Exit'.

**Select Company**

Company Name

Inspire Health Systems.

Date

08/16/2018

Location

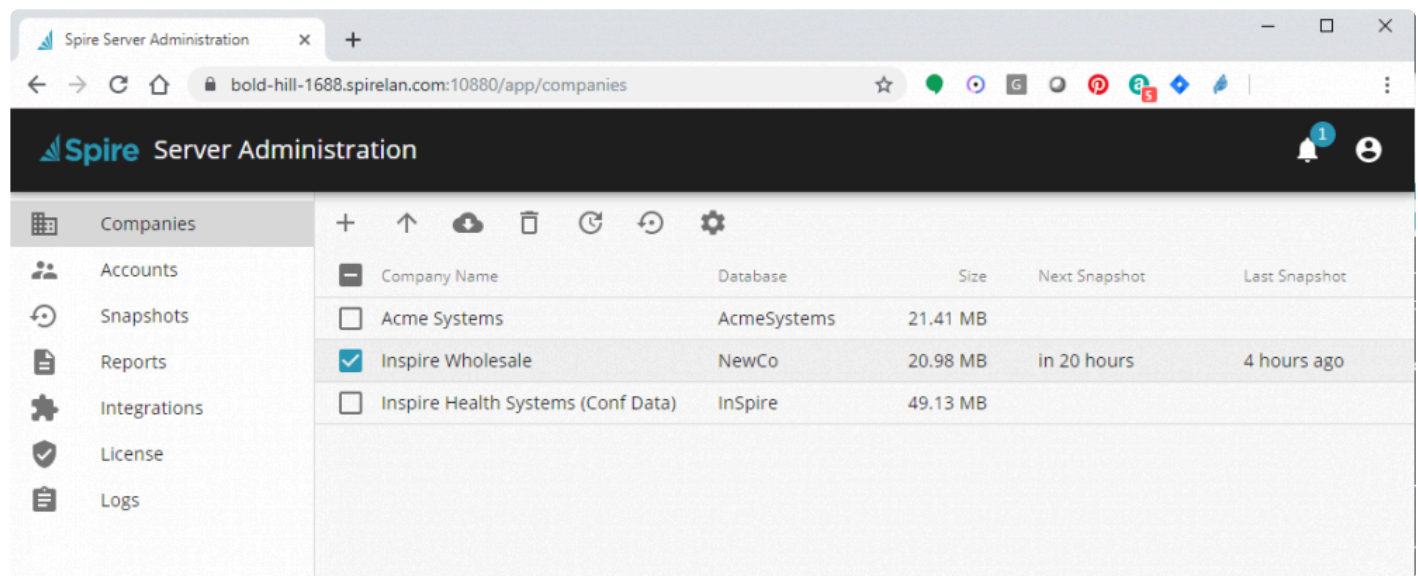
MON - Montreal

Licensed To: InSpire Health

Login Exit

# 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.



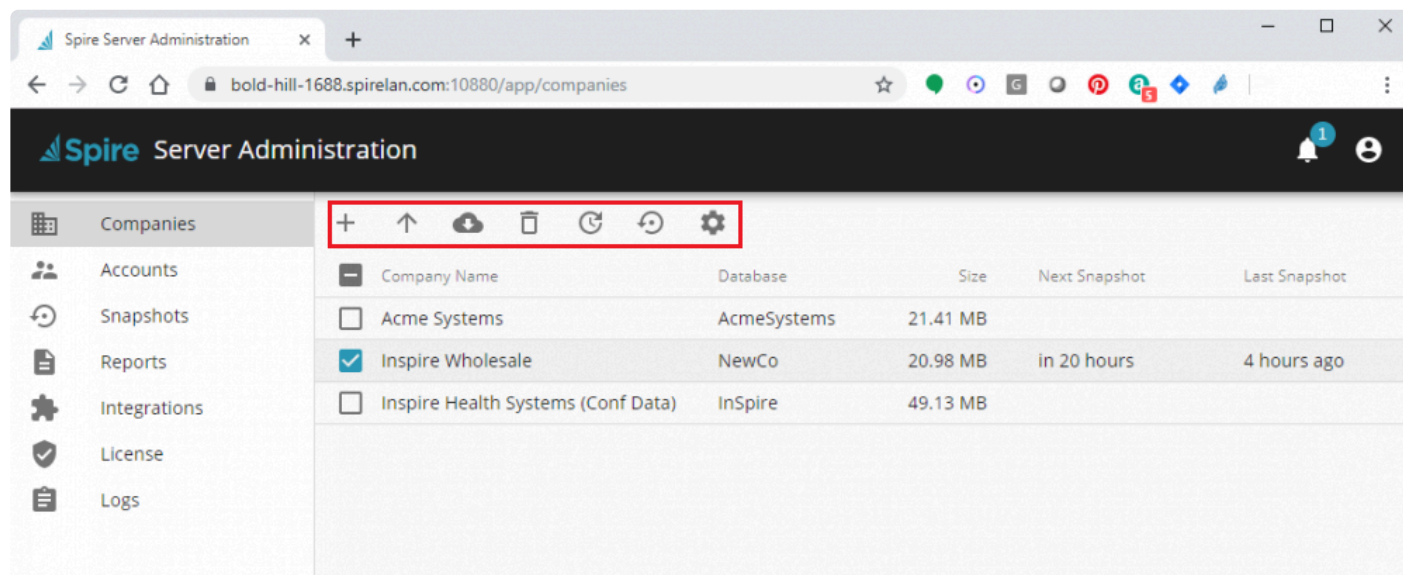
## Video instruction for Spire Server Administration



# Companies

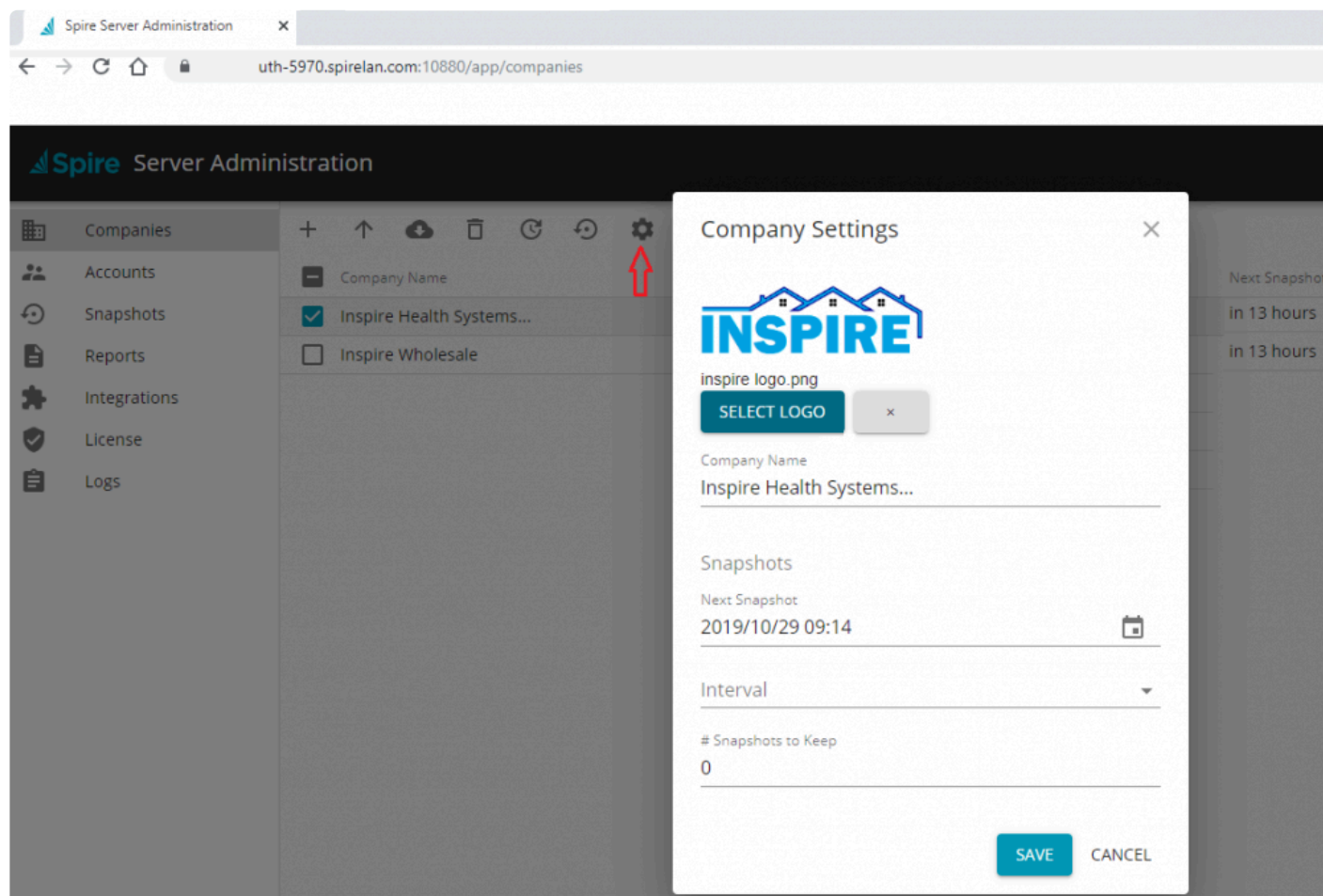
## Companies

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							
<div>Companies</div> <div>Accounts</div> <div>Snapshots</div> <div>Reports</div> <div>Integrations</div> <div>License</div> <div>Logs</div>	<div>+   ✎   🗑   📅   ⚡</div>						
	<input type="checkbox"/>	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

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## Integrations

Setup other software integrations available directly in Spire

# Payfirma

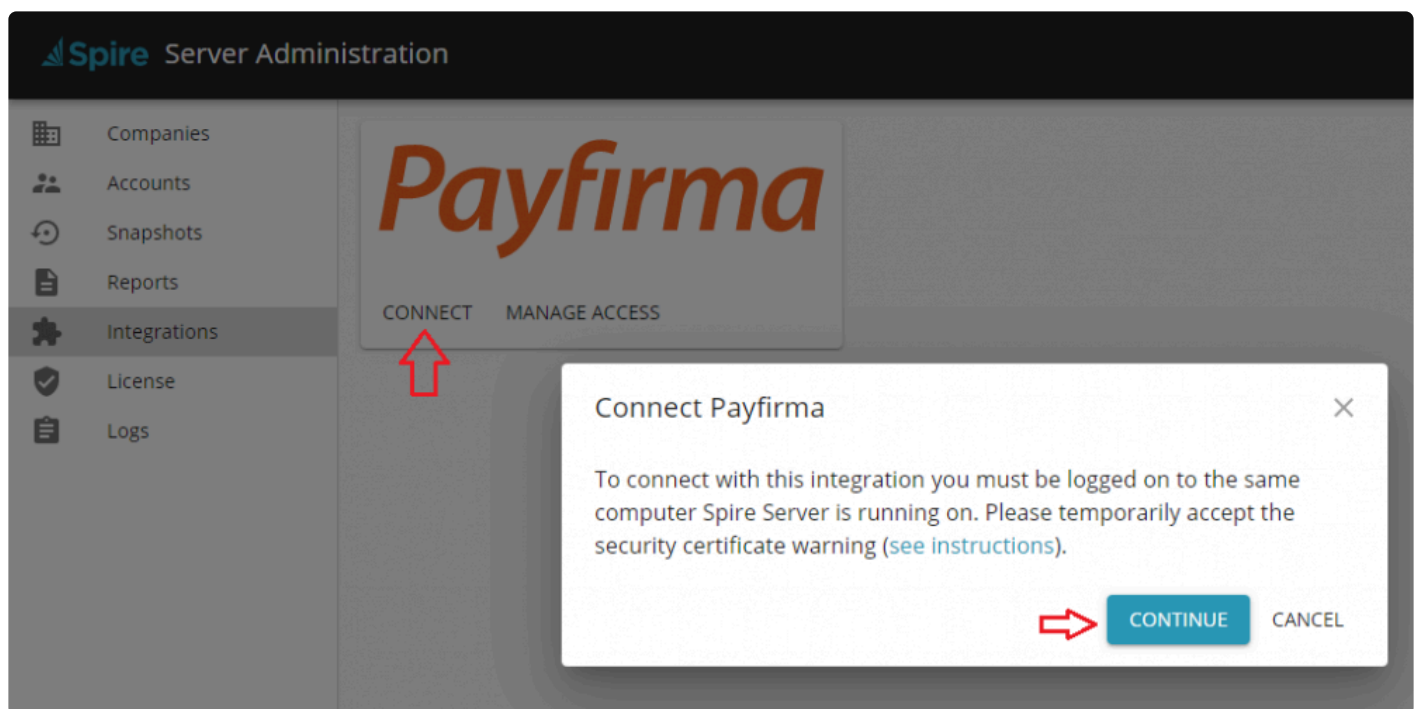
Payfirma is a payment solution provider that integrates with Spire. Payfirma allows processing of credit card payments for 'Card Not Present' transactions, from invoicing and accounts receivable.

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

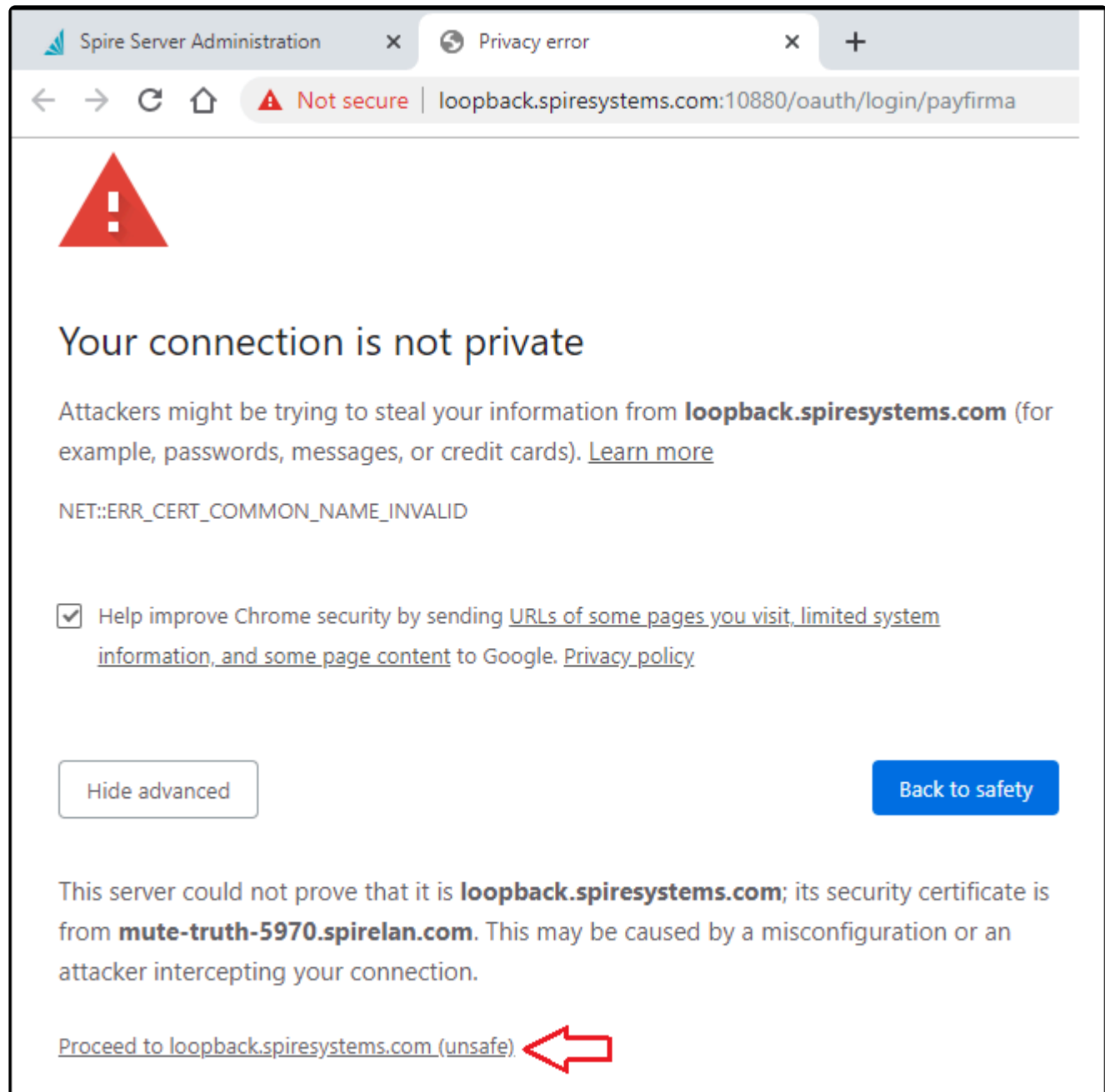
To obtain more information about how to establish this integration from Payfirma see ([www.payfirma.com/engage/spire-systems](http://www.payfirma.com/engage/spire-systems)).

## 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.vv

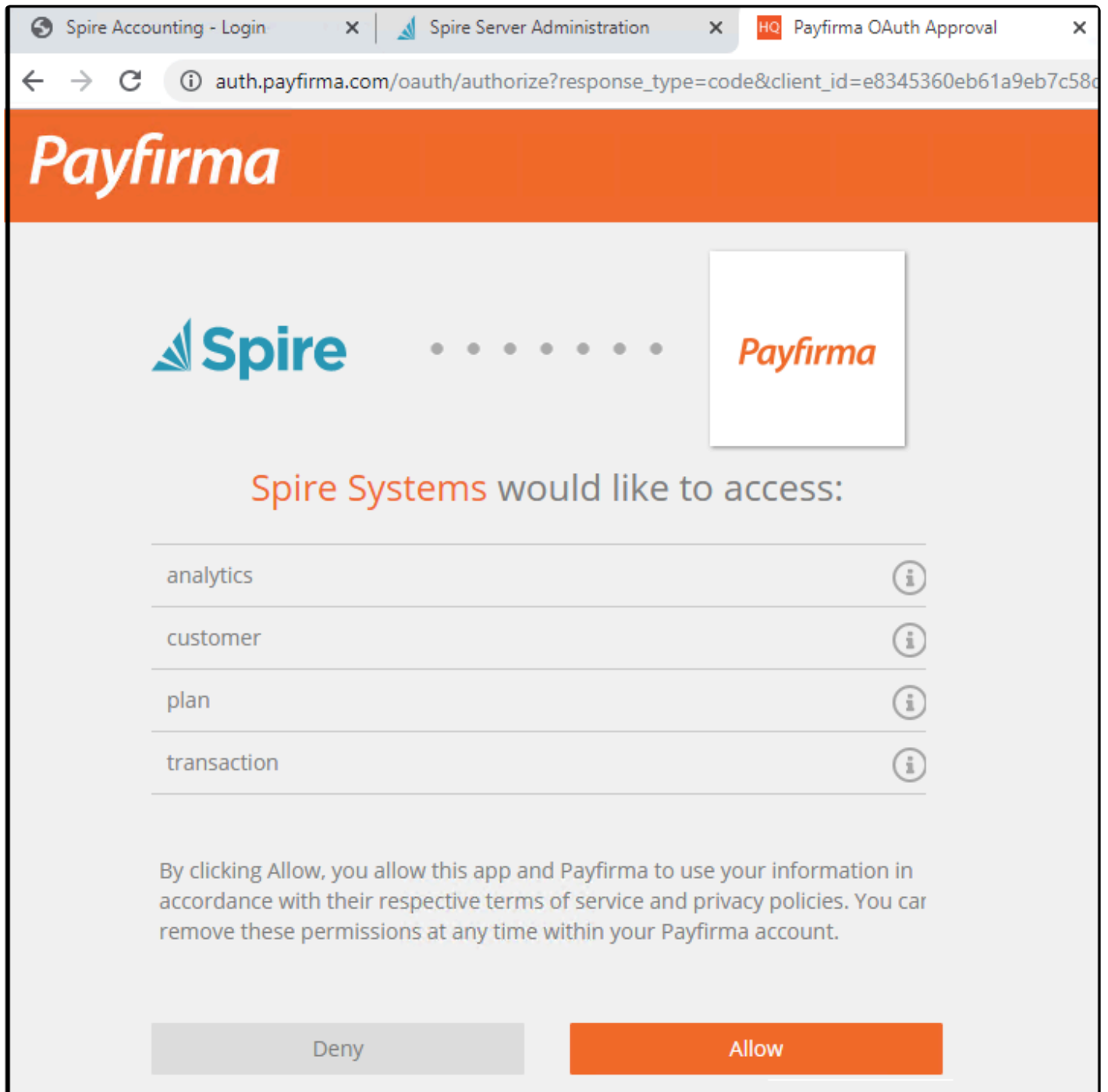
Password

.....

[Reset your password](#)

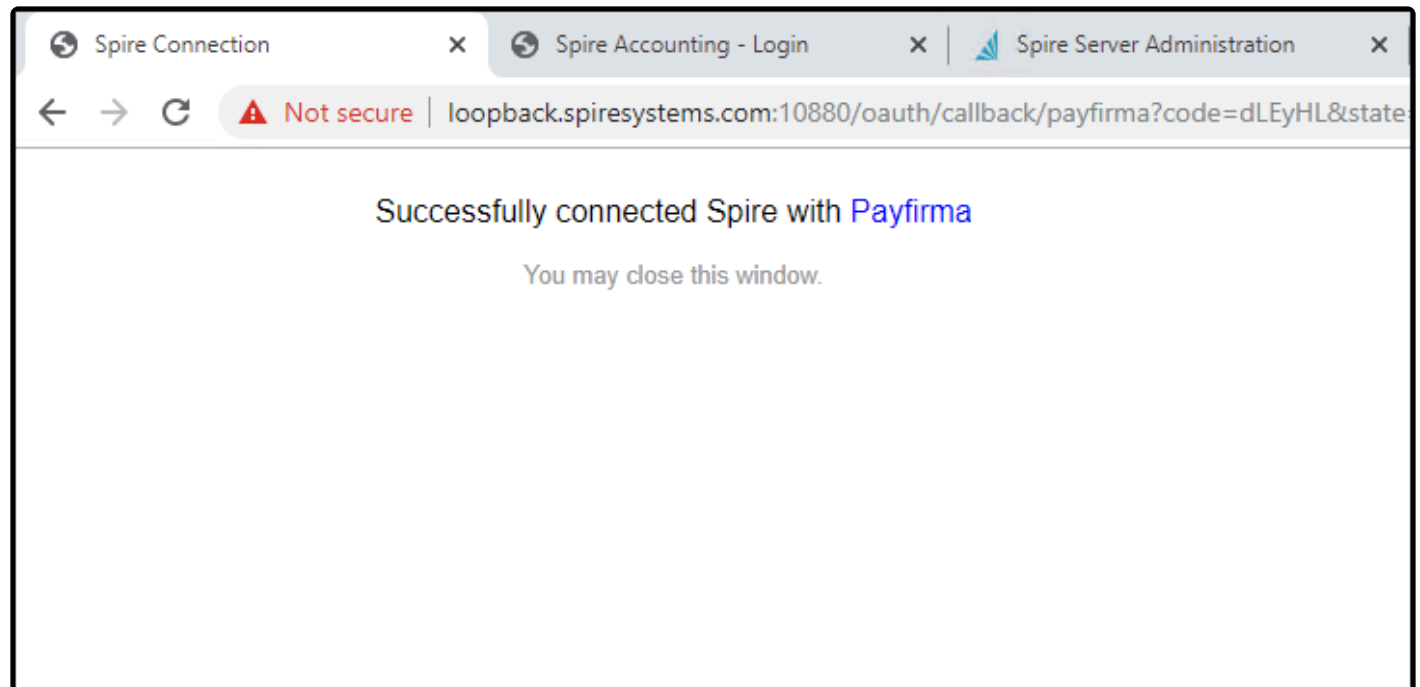
**SIGN IN**

You will be asked to allow Spire to access Payfirma.

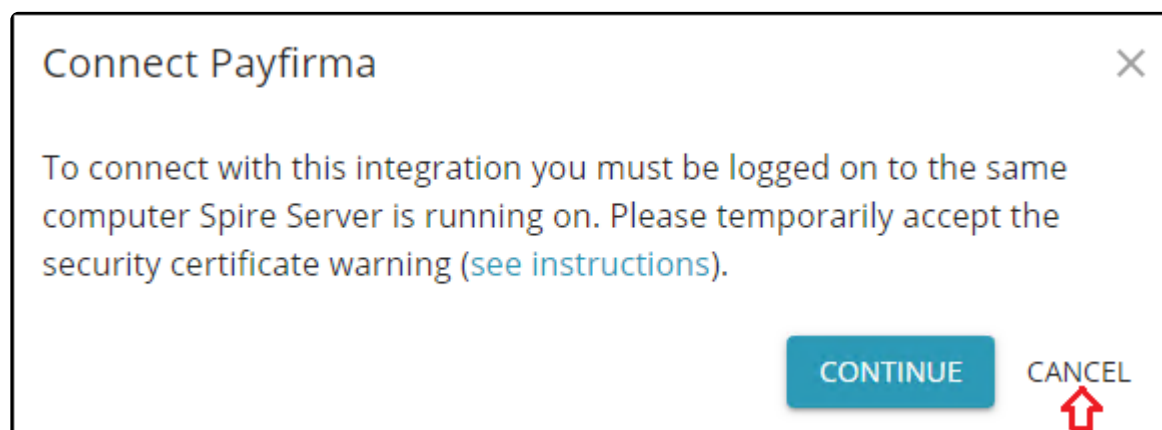


When you see this message, you may close the window.

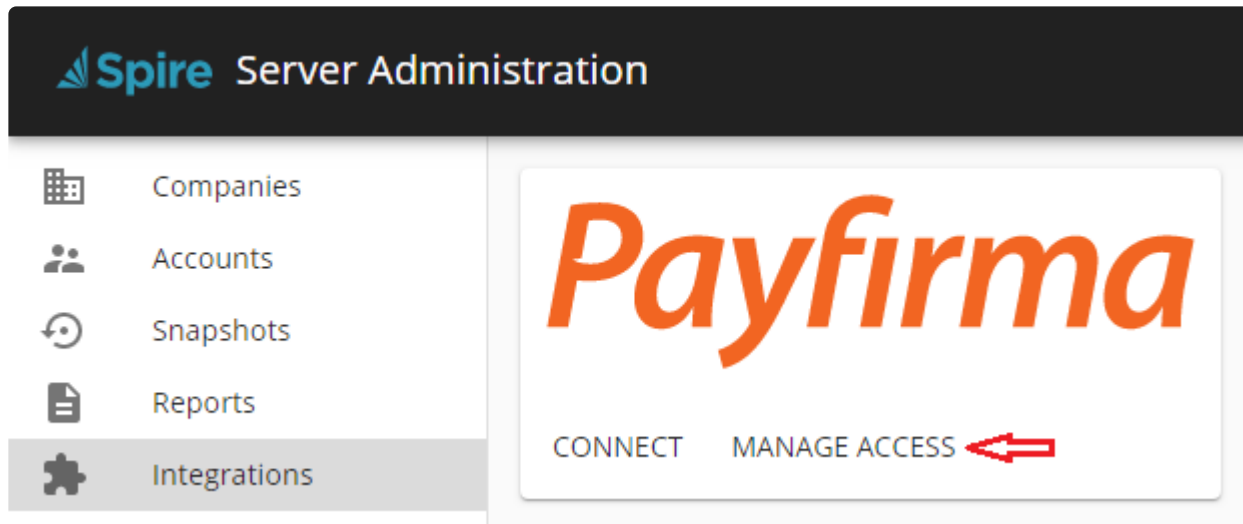




In Spire Server Administration, on the 'Connect Payfirma' screen click on cancel



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.

# Avalara Sales Tax

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

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

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

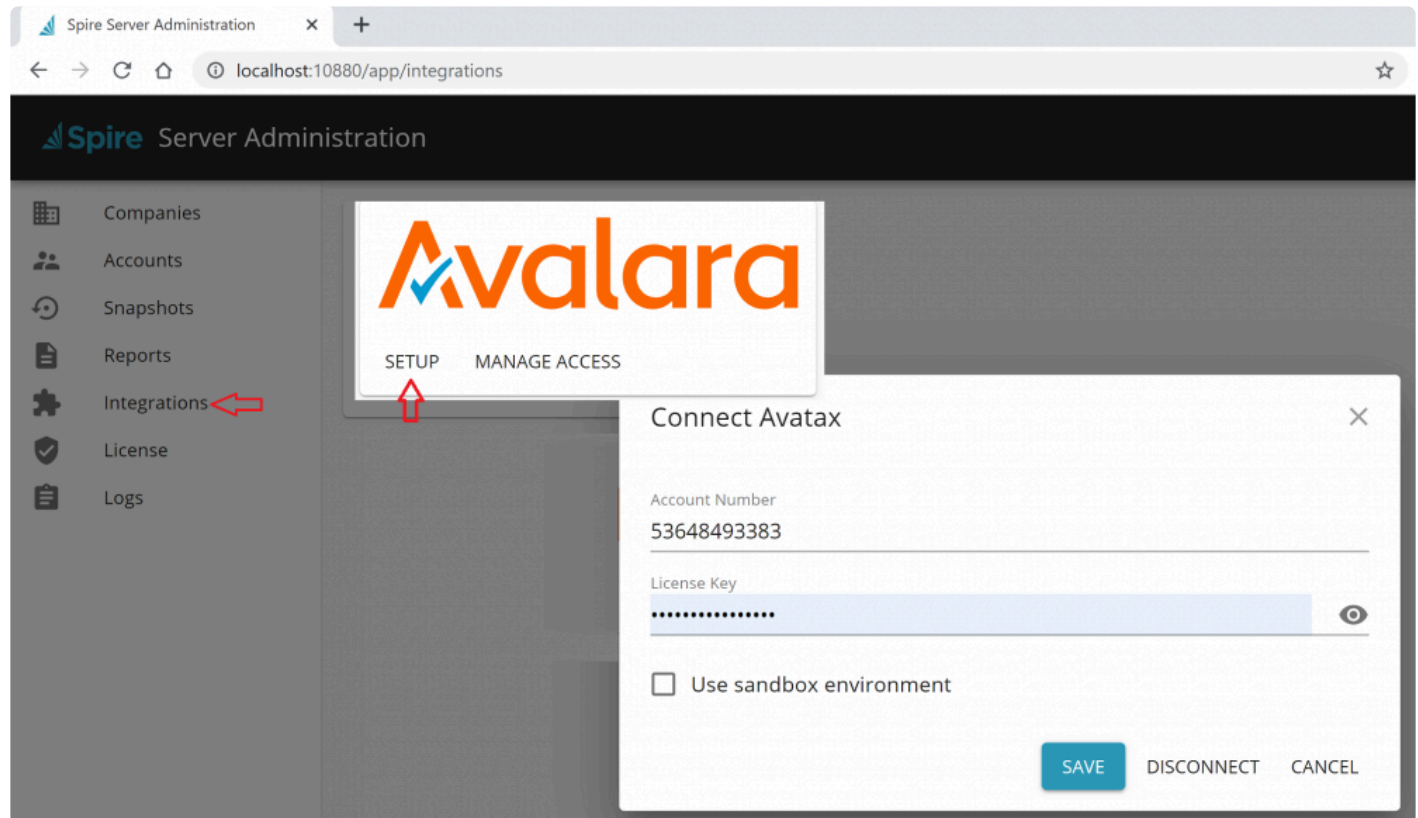
Customers, inventory, product codes and shipping methods can be configured to override the default taxes. (see each section for configuration).

See this link for more information from Avalara and how to sign up for an Avatax account.

<https://www.avalara.com/us/en/products/integrations/spire.html>

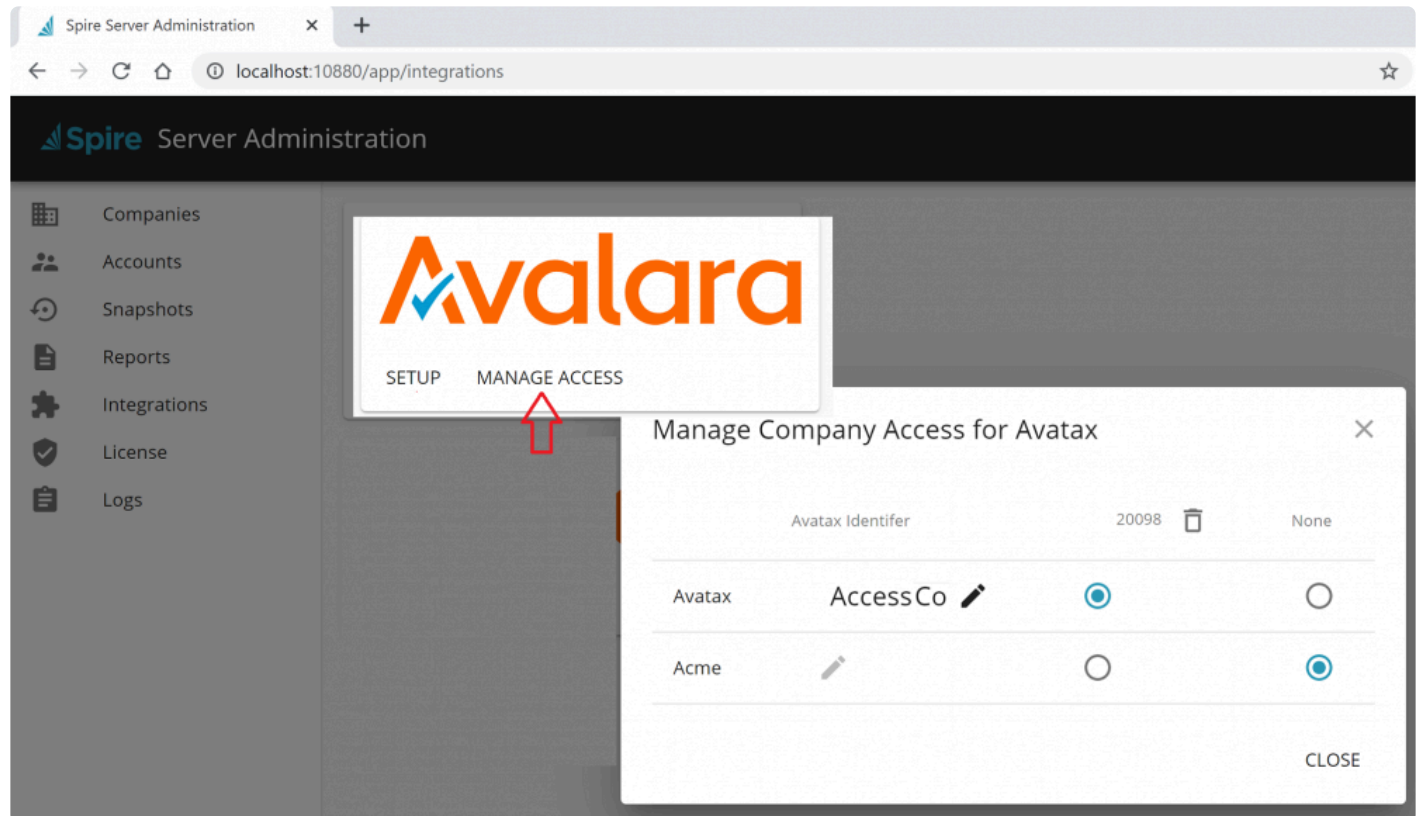
## Configuring Spire with Avatax

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



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

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



## Sales Tax Setup

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

**Tax - [Inspire Health Systems.]**

Tax Code: 99

Description: Avatax

Details | Communication | User Defined

Short Name: Avatax

☒ Integrated sales tax provider

Rate: 0.0000

☐ Use Partial Tax Rate

Partial Rate: 0

GL Account: 1420/ / Avatax Collected

GL Credit Account: / /

☒ Apply to freight

☒ Apply to surcharge

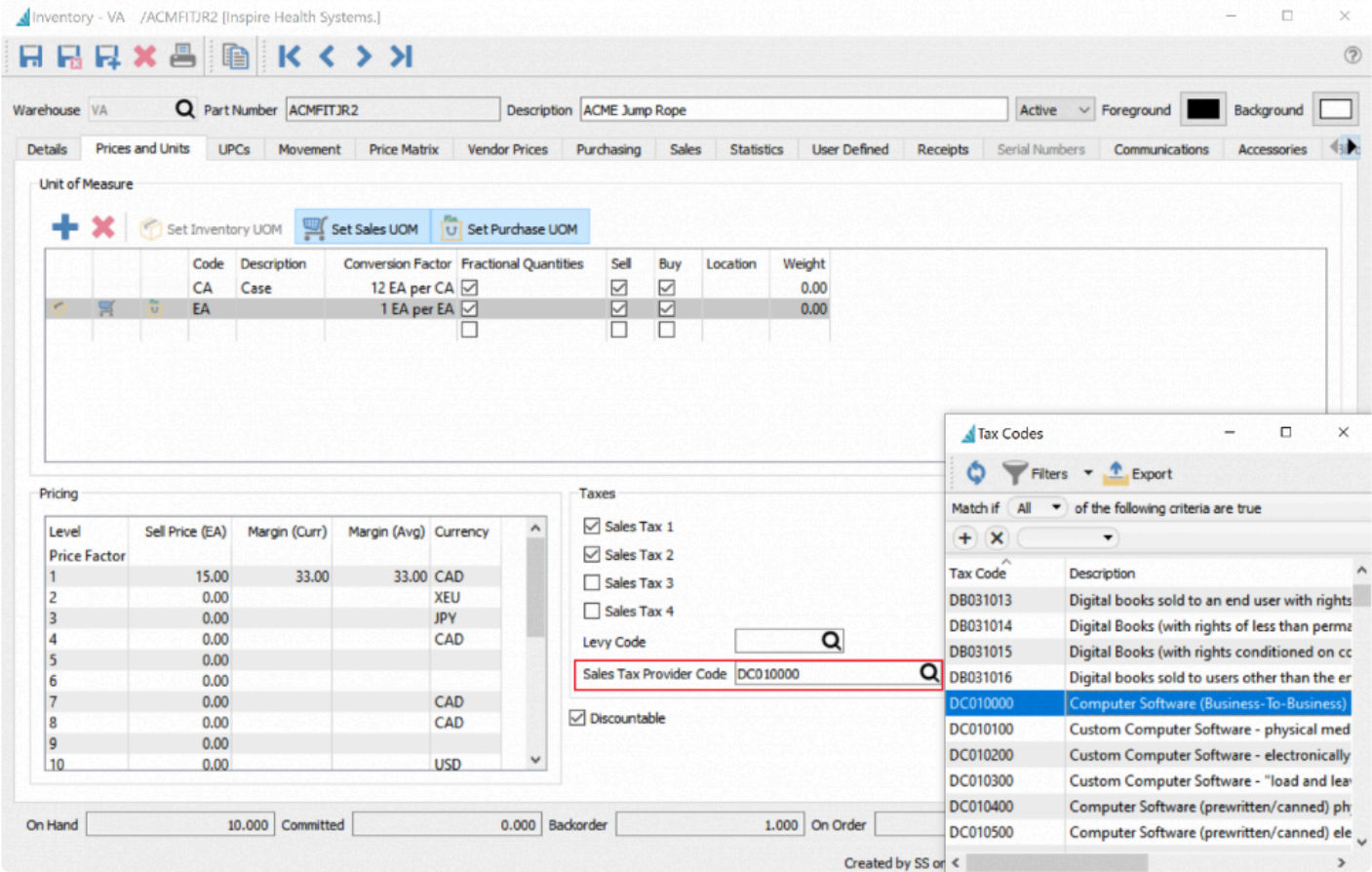
☒ Include in PO landed costs and AP expenses

Give the tax a code as in the '99' example above, and select 'Integrated sales tax provider'. The rate will be set as zero because Avatax will do the calculations.

Select a GL account where all the taxes will be posted. A single account is all that is required, because Avatax will give you the reporting for each tax.

## Inventory Items

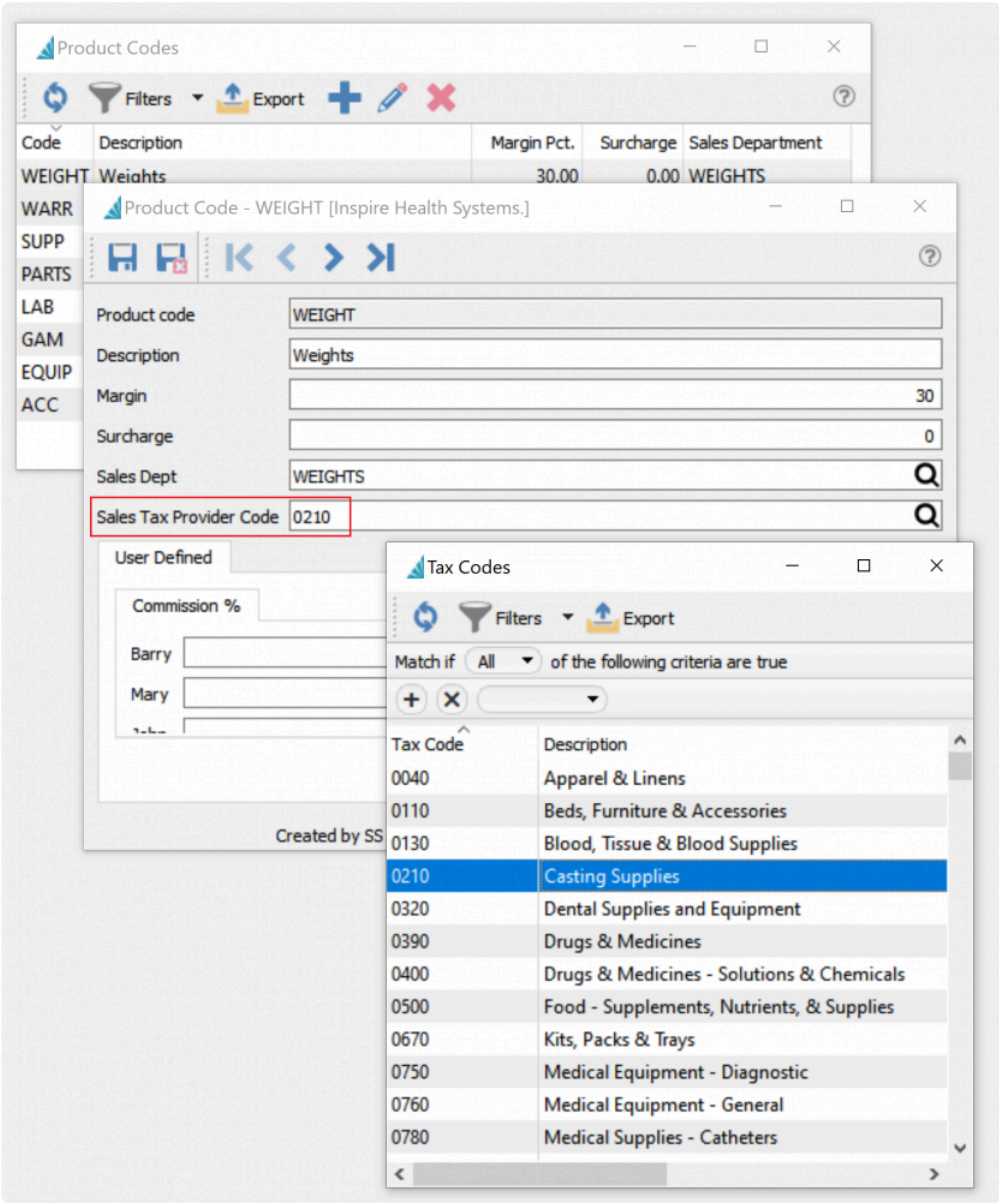
A different "Sales tax Provider Code" can be applied to each inventory item if it does not fall within default tax classification.



# Product Codes

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





## Customers

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

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

## Customer Edit



Customer - A1948 [Inspire Health Systems.]

Create Order Update Orders

Customer No A1948 Name A 1 Party Pleasers ☐ On Hold Status Active

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

Default Billing Address

Address	Sales Taxes	Order Defaults	Pricing	Communication
Billing Address	Tax Code Description Rate Exempt No.			
CALIFORNIA	999 Avalara Calculated Taxes			
VANCOUVER CANADA				

Add the Avatax code and remove all other taxes.

## Customer Group Edit

**Edit Customers**

**General**

☐ On Hold  ☐ Status  ☐ Foreground

**Order Defaults**

☐ Warehouse   ☐ Territory

☐ Shipping Method   ☐ Salesperson

☐ Revenue Account   **\*\* Invalid Account \*\***

**Billing**

☐ Credit Limit

☐ Apply Financial Charges  ☐ PO Number Required

☐ Discount

☐ Payment Terms

**Pricing & Taxes**

☒ Tax 1

☒ Tax 2

☒ Tax 3

☒ Tax 4

☐ Price Level

**User Defined**

☐ Misc.

☐ User Type

☐ Special Code

**OK** **Cancel**

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

## Entity Code

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

Customer - ACCU683 [Inspire Health Systems.]

Create Order Update Orders

Customer No ACCU683 Name Accurate Info Systems Inc ☐ On Hold Status Active ☐ Foreground ☐ Background

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

**Account Information**

Current	0.00
Over 30	0.00
Over 60	0.00
Over 90	0.00
Over 120	0.00

**Credit Limit**

Balance 0.00 Limit Unlimited Credit 0 ☐ Apply finance charges

Approved By Approved Date Clear Approval

**Statements & Invoices**

Invoices Form

Statements Form

**Pricing**

Discount % 0.00

**Entity Codes**

Entity Code	Name	Applies To
A	FEDERAL GOV	US
B	STATE GOV	US
C	TRIBAL GOVERNMENT	*
D	FOREIGN DIPLOMAT	*
E	CHARITABLE/EXEMPT ORG	*
F	RELIGIOUS ORG	*
G	RESALE	*
H	AGRICULTURE	*

**Bank Information**

Institution 999

Transit 55667

Account No 7119900

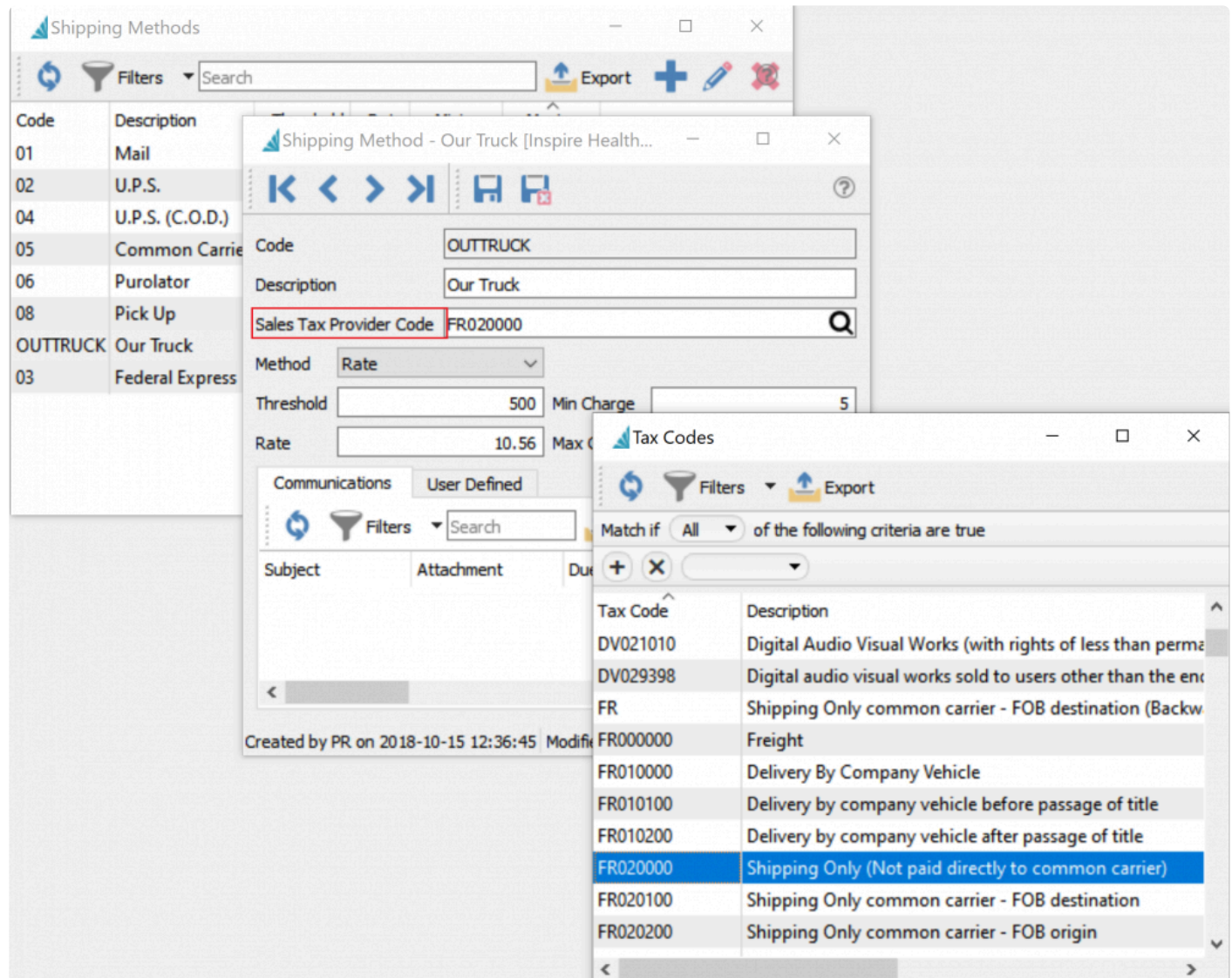
**Sales Tax**

Entity Code M

10:58 AM Modified by AR on 2020-02-24 12:10:39 PM

## Shipping Methods

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



## Levies

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



Sales Order - 0000800138 Quard City Press [Inspire Health Systems.]

Open Customer Open Currency View Expanded Process Reprocess Invoice and Review GL Next Phase Totals By Ordered Qty Calculate Taxes Add To Calendar Deposits

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

Order Details

Customer No: QUAR588 Quard City Press Order No: 0000800138 Order Date: 2020-03-16

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	Unit Price	Ext Price	Levy	Ext Levy	Product Code	UOM	Average Cost	Current Cost	Standard Cost	Average Margin %	Current
VA /PRETRM425	Precor TRM 425 Treadmill	1.00	1.00	0.00	4,999.00	4,999.00	4,999.00	ELE								49.99

Press <enter> to insert a c...

Levy - Electronic Fee [Inspire Health Systems.]

Code	Name	Amt/Pct	Rate	GL Account
AA	AA	\$	2.000	41100
ELE	Electronic Fee	\$	6.000	21310
SS	ss			

Levy - Electronic Fee

Code: ELE

Description: Electronic Fee

GL Account: 21310 / /

Amount: 6.000

Taxes

Sales Tax Provider Code: PE308914

☐ Sales Tax 1

☐ Sales Tax 2

☐ Sales Tax 3

☐ Sales Tax 4

Tax Codes

Match if: All of the following criteria are true

Tax Code	Description
PE200706	Exercise Supplies
PE308914	Equipment - exercise/physical th
PF010000	Expired Tax Code - Do Not Use
PF010100	Expired Tax Code - Do Not Use
PF010200	Expired Tax Code - Do Not Use
PF010201	Expired Tax Code - Do Not Use
PF010202	Expired Tax Code - Do Not Use
PF010203	Expired Tax Code - Do Not Use

Created by AR on 2020-03-16 9:50:43

Subtotal: 0.00 0.0 %

G.S.T. 0.00

BC P.S.T. 0.00

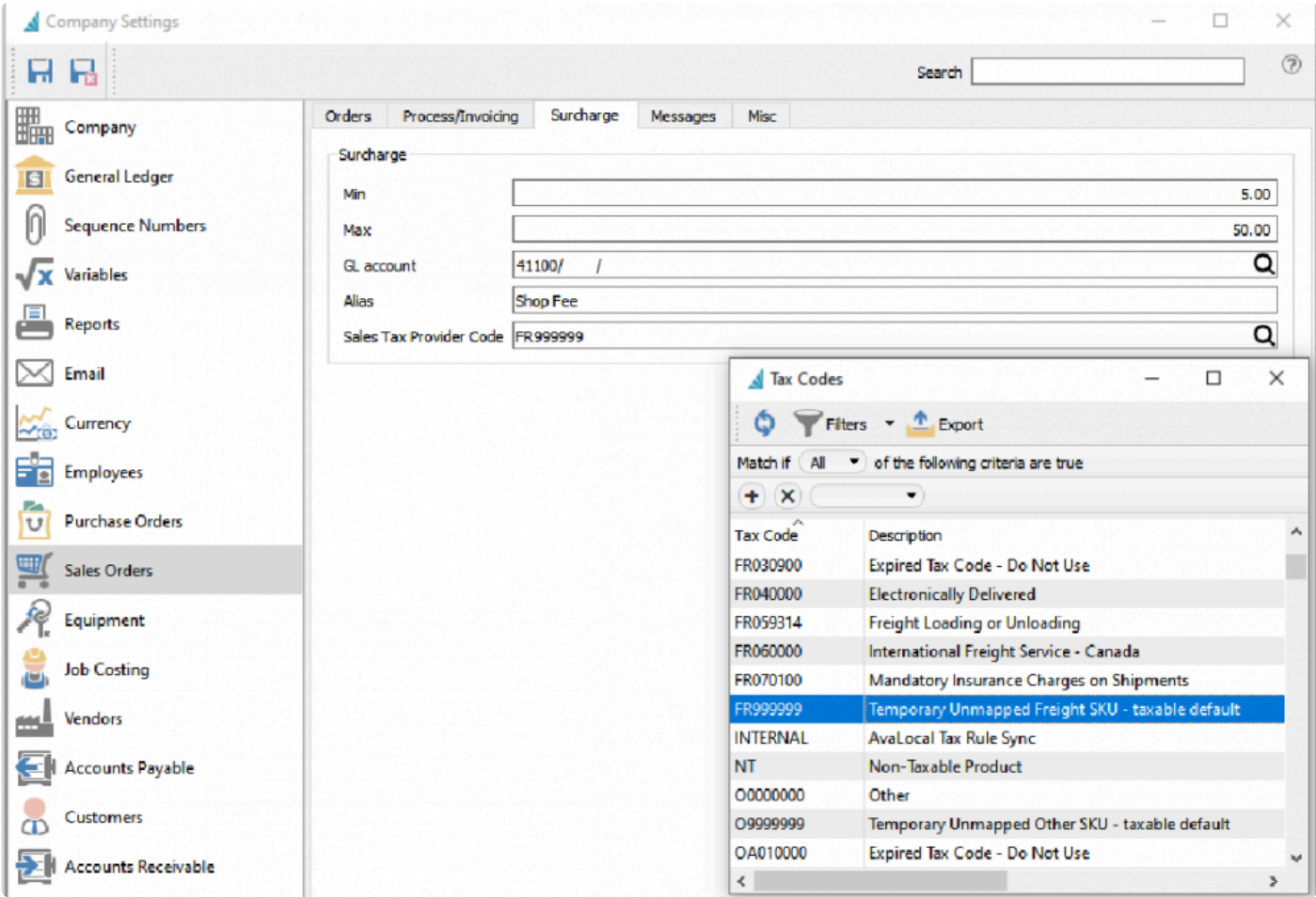
Available: 0.000 On Hand: 0.000 Committed: 0.000 Backorder:

Total Weight	Total Average Cost	Gross Margin	Discount
0.0	2,500.00	2,505.00 50.05 %	0.00
Freight: 50.00	Total Current Cost: 2,500.00	Current Margin: 2,505.00 50.05 %	Shop Fee: 0.00
	Total Standard Cost: 0.00	Standard Margin: 5,005.00 100.0 %	

## Service Charges (Surcharges)

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

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



h2 Addresses

Warehouse Address

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

**Warehouses**

Code: VA, Description: Inspire Health Systems

**Warehouse - VA [Inspire Health Systems.]**

Code: VA, Description: Inspire Health Systems

Address | Sales Taxes | Communications | User Defined

**Validate Address**

**Contact Information**

Address: 1717 N. Akard Street,  
 City: Dallas  
 Zip: 75201, State: TX  
 Country: United States of America  
 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: >

Created by SS on 2014-08-25 9:40:54 AM | Modified by AR on 2020-02-25 6:41:40 AM

## Customer Address

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

## Address Validation

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

Sales Order - 0000800138 A 1 Party Pleasers [Inspire Health Systems.]

Open Customer Open Currency View Compact Process Reprocess Invoice and Review GL Next Phase Totals By Ord

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

**Validate Address**

Contact Information  
 Address 47 W 13th St,  
 Map   
 City New York  
 Zip 10011  
 Country United States of America  
 Phone (413) 739-7933 Ext.  
 Fax ( ) -

Address Validation  
 The following address was suggested, do you want to use it?  
 47 W 13th St  
 New York, NY 10011-7956  
 USA  
 Yes No

Main Sales Acco  
 Name Albert Dileto  
 Phone ( ) - Ext.  
 Fax/Cell ( ) -  
 Email  
 Internet Addresses  
 Email  
 Website

## Processing Sales Orders

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

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

0.00	WEIGHT	1.00	InSpire Kettlebell 40	EA	46.75	46.75	0.00
25.00	ACC	0.00	Chin Up Bar Beam Mounting Kit	EA	20.00	20.00	0.00
Press <enter> to insert a comment							
ed	57.000	Backorder	12.000	On Order	0.000	Expected	2014-08-26
74.38	40.21	%	Discount	0.00	0.0	%	Subtotal 185.00
68.97	37.28	%					
185.00	100.0	%	Shop Fee	0.00			Sales Tax * 0.00
							194.25

Amounts in Canadian dollars

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

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



Sales Order - 0000800137 A 1 Party Pleasers [Inspire Health Systems.]

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

Calculate Taxes Show Tax Breakdown

Customer

Customer No A1948 A 1 Party Pleasers

PO No Reference No

Misc. PART Salesperson JOHN Territory

Shipping

Ship To CALIFORNIA A 1 Party Pleasers - California Ship Via FOB

Contact

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

Invoice Date Repeat Phase Location Profit Center

+ 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	Discount %	Retail Price	Unit Price	Ext Price	Product Code	B/O Qty	Description
VA /INSKB5	1.00	1.00	0.00	15.00	15.00	15.00	WEIGHT	0.00	InSpire Kettlebell 5

Sales Tax Breakdown

Tax Name	Tax Rate %	Taxable Amount	Tax Calculated
CA COUNTY TAX	0.25	185.00	0.46
CA SPECIAL TAX	1.00	185.00	1.85
CA SPECIAL TAX	2.25	185.00	4.16
CA STATE TAX	6.00	185.00	11.10

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

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

Sales Order - 0000800138 A 1 Party Pleasers [Inspire Health Systems.]

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

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

Validate Address

Contact Information

Address 1717 N. Akard Street,

Map

City Dallas

Zip 75201 State TX

Country United States of America

Phone (604) 555-4589 Ext.

Fax (604) 555-7763

Contact #1 Contact #2

Name

Phone ( ) - Ext.

Fax/Cell ( ) -

Email

Internet Addresses

Email

Website

## Avatax Audit

### Spire Sales History

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

Sales History - 0000600465 A 1 Party Pleasers [Inspire Health Systems]

Buttons: Show Tax Breakdown, View Transaction, Credit

Customer: A1948  
 Customer No: A1948  
 PO No:  
 Terms:  
 Notes: PART  
 Salesperson: JOHN John Ather  
 Territory:

Shipping:  
 Ship Via: FOB

Contact:  
 Name: Phone: Ext. Fax/Cell: Email:

Order Details:  
 Invoice No: 0000600465  
 Invoice Date: 2020-03-13  
 Order No: 0000800137  
 Order Date: 2020-03-13  
 Required Date: 2020-03-13  
 Location: MON  
 Profit Center:  
 Batch No:

**Sales Tax Breakdown**

Tax Name	Tax Rate %	Taxable Amount	Tax Calculated
CA COUNTY TAX	0.25	185.00	0.46
CA SPECIAL TAX	1.00	185.00	1.85
CA SPECIAL TAX	2.25	185.00	4.16
CA STATE TAX	6.00	185.00	11.10

Part Number Description Order Qty Unit Price Ship Qty B/O Qty Retail Price Discount % Discount Amt Levy Extended Price Ext Levy UO

VA /INSKB5	InSpire Kettlebell 5	1.00	15.00	1.00	0.00	15.00	0.00	0.00	15.00	0.00	EA
VA /INSKB10	InSpire Kettlebell 10	1.00	25.00	0.00	1.00	25.00	0.00	0.00	0.00	0.00	EA

Total Weight: 0.0 Total Average Cost: 110.62 Gross Margin: 74.38 40.21 % Discount: 0.00 0.0 % Subtotal: 185.00

Freight: 9.25 Total Current Cost: 116.03 Current Margin: 68.97 37.28 % Shop Fee: 0.00 Sales Tax: 17.57

Amounts in Canadian dollars **211.82**

### Avatax Transaction History

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

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

## TRANSACTIONS | SPIRE SYSTEMS INC.

Sales invoice: 0000600465

 [Edit document details](#)

### Invoice detail

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

## Additional info

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

## Customer info

ENTITY USE CODE	None
CUSTOMER	A1948

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


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

## Line items

[+ Add a line item](#)

% Calculate tax

[New! Review tax calculations](#)

Tax Details	Line	Item Code	Description	Qty	Amount	Discount	Not Taxed	Taxable	Taxes/Fees	Total	
	1	INSKB5	InSpire Kettlebell 5	1	15.00	0.00	0.00	15.00	1.43	16.43	 
	2	INSKB10	InSpire Kettlebell 10	1	0.00	0.00	0.00	0.00	0.00	0.00	 
	3	INSKB15	InSpire Kettlebell 15	1	35.00	0.00	0.00	35.00	3.33	38.33	 
	4	INSKB20	InSpire Kettlebell 20	1	45.00	0.00	0.00	45.00	4.77	49.77	 

# License

## License

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

The screenshot shows the 'Spire Server Administration' interface. On the left is a sidebar with navigation links: Companies, Accounts, Snapshots, Reports, Integrations, License (highlighted), and Logs. The main content area displays license information for 'InSpire Health'. It includes the Spire logo, 'MAX USERS 30', 'REGISTRANT InSpire Health', 'EXPIRES November 29, 2020', and a list of modules: Service Manager, Production Manager, and Payroll. At the bottom are two buttons: 'CHANGE LICENSE' and 'REFRESH'.

**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

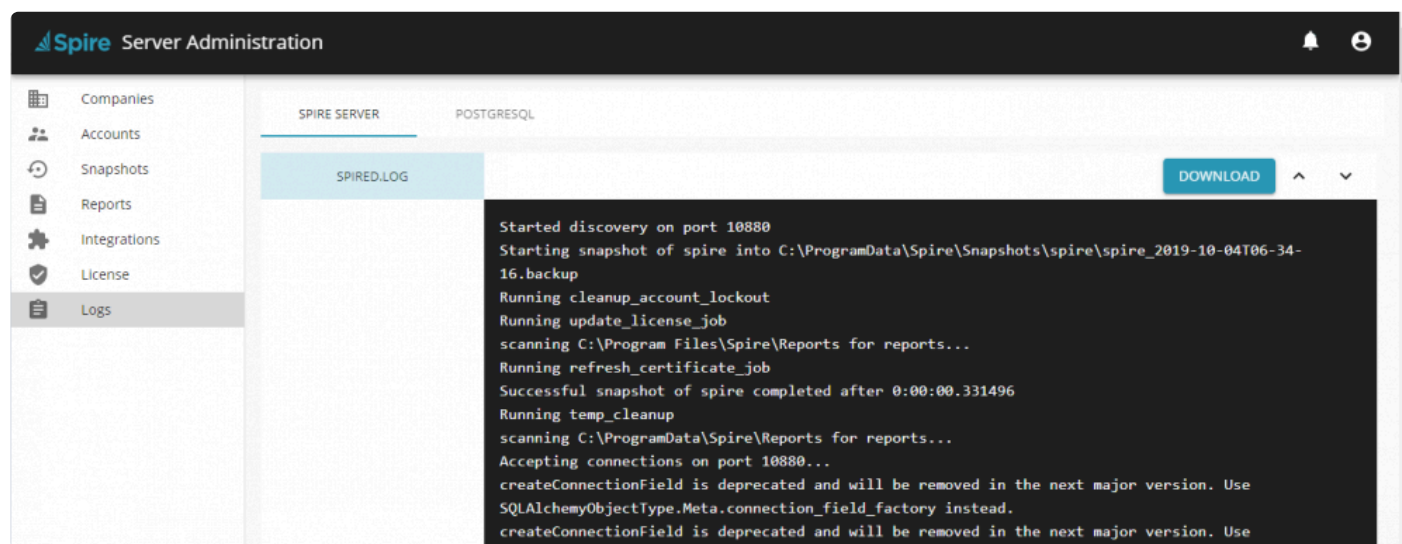
**CHANGE LICENSE** **REFRESH**

- **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.



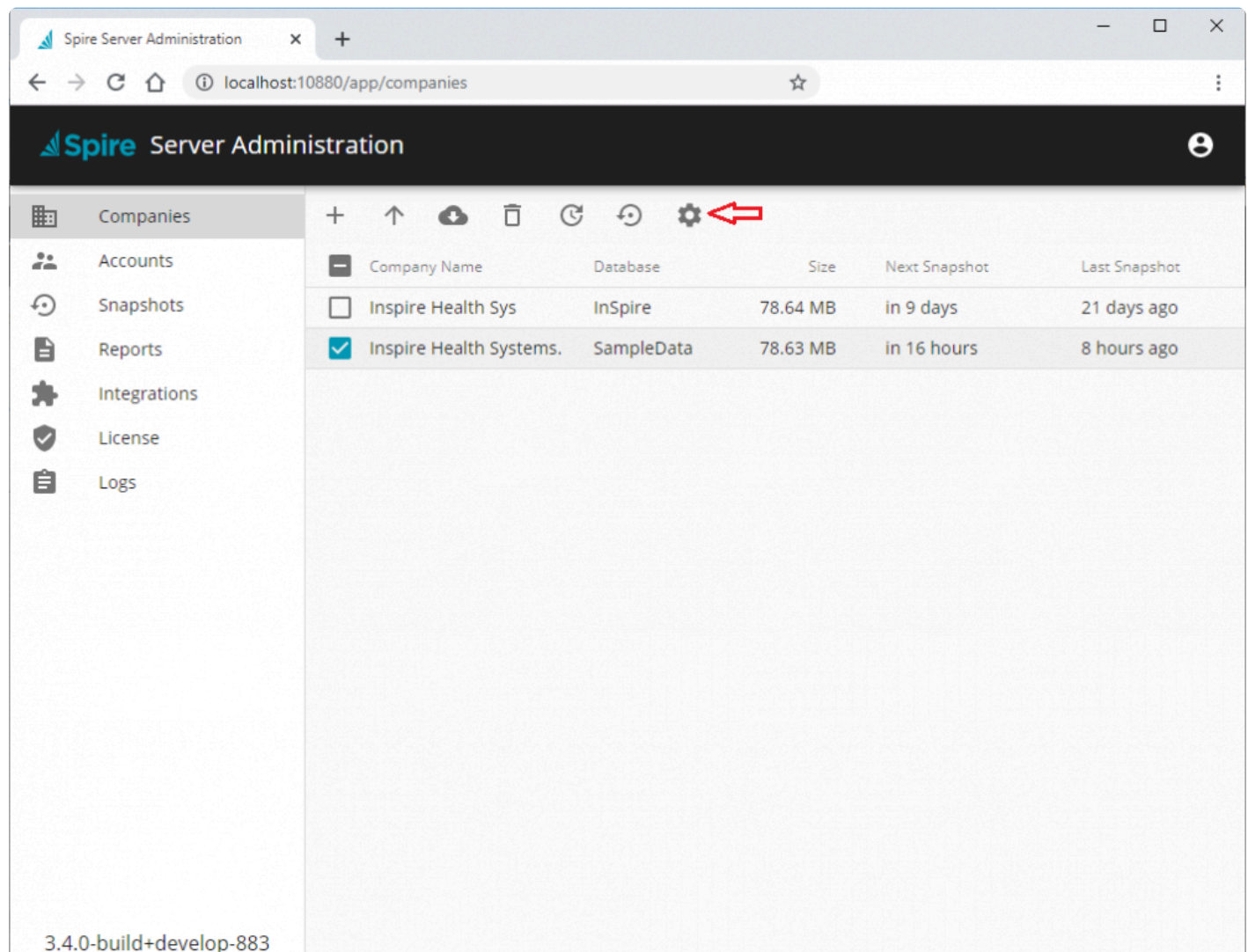


# Backup & Restore

## 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.

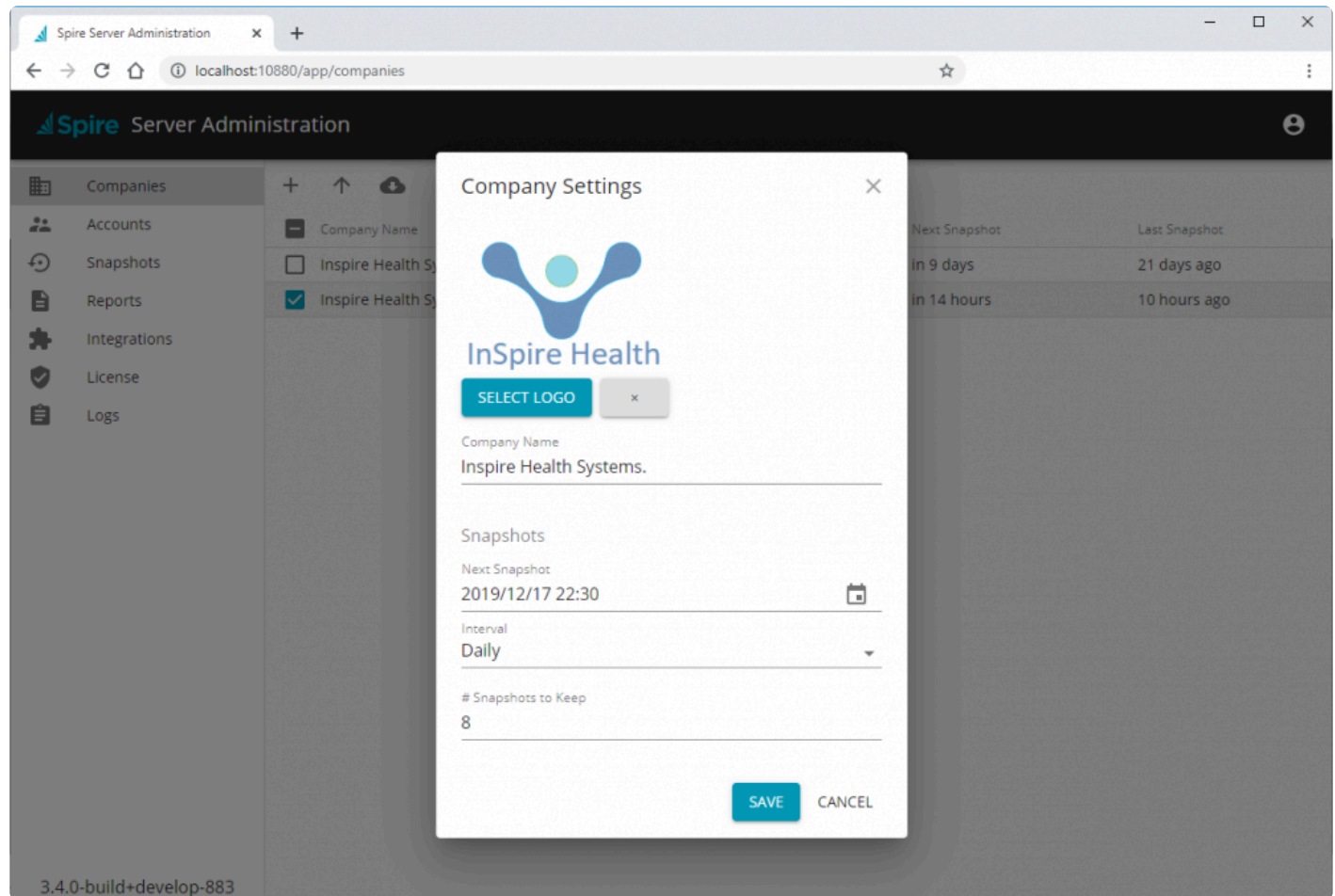


The screenshot shows the Spire Server Administration web interface. The browser address bar indicates the URL is `localhost:10880/app/companies`. The interface has a dark header with the Spire logo and "Server Administration" text. A sidebar on the left lists navigation items: Companies, Accounts, Snapshots, Reports, Integrations, License, and Logs. The main content area displays a table of companies. Above the table is a toolbar with icons for adding, editing, deleting, and other actions. A red arrow points to the settings gear icon in the toolbar. 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.

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

3.4.0-build+develop-883

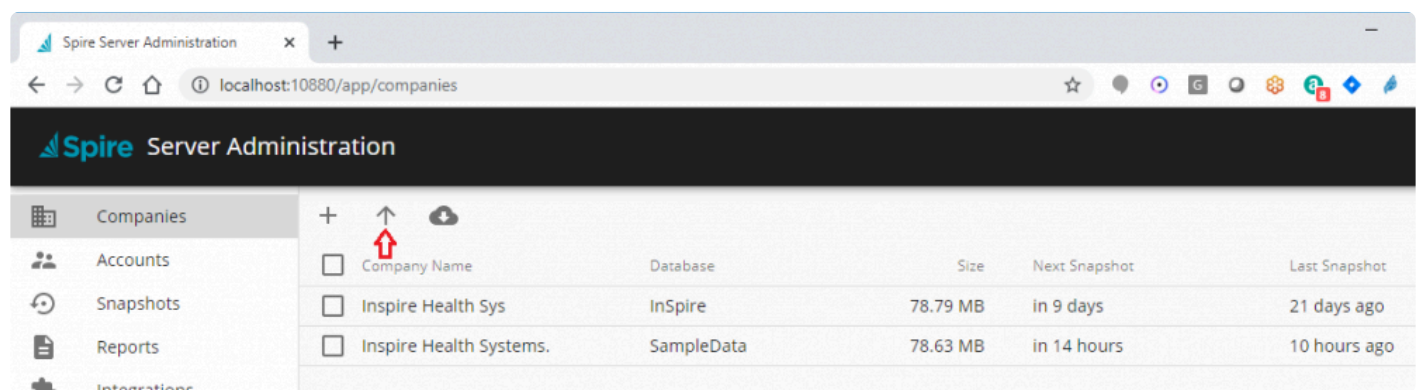
Select a snapshot time, interval and number of snapshots to keep.



! 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.

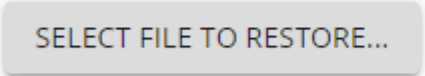

## Restore Snapshot ×


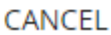
Enter a unique name for the database and then select the snapshot you want to restore.

Database Name \*

GiveUniqueName 

ConfData.backup

✿ 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.

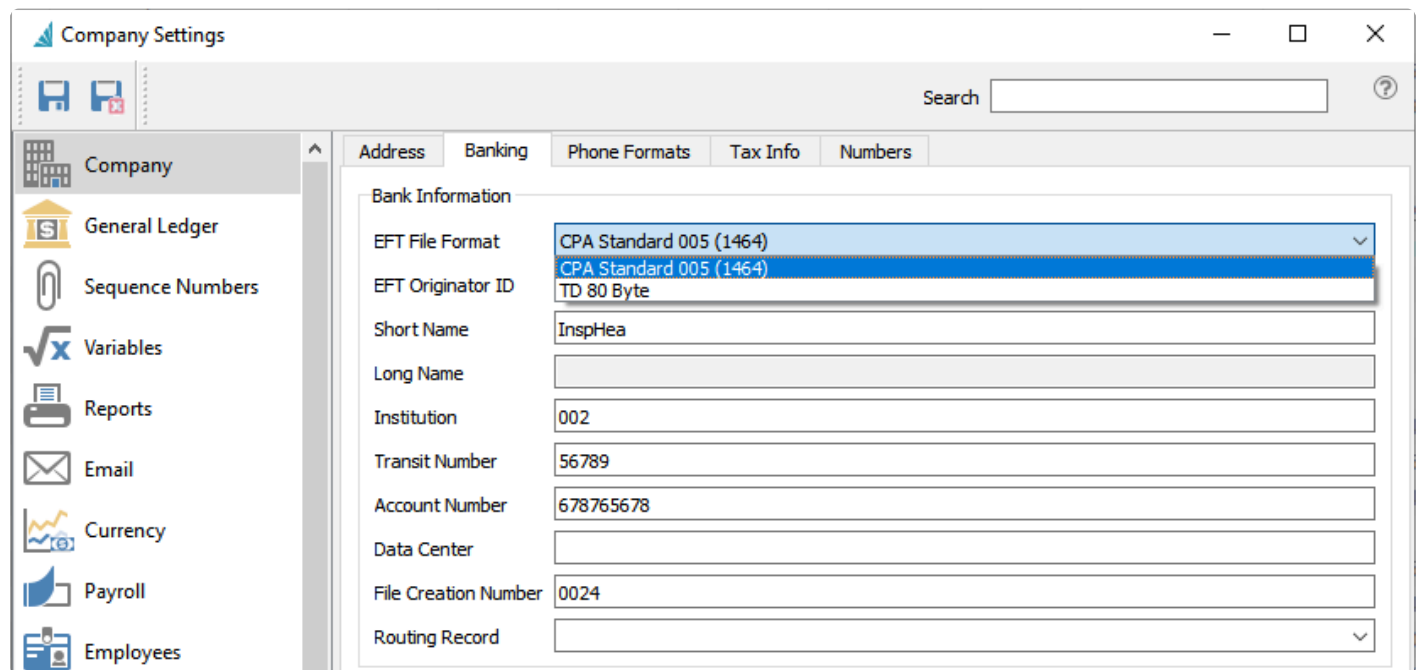
The screenshot displays the 'Company Settings' application window. On the left is a vertical navigation menu with icons and labels for various settings: Company, General Ledger, Reports, Email, Sequence Numbers, Variables, Multi-Currency, Payroll, Employees, Purchase Orders, Sales Orders, Equipment, Job Costing, Vendors, Accounts Payable, Customers, Accounts Receivable, Inventory, and Production. The 'Company' item is currently selected. The main area of the window is titled 'Company Settings' and contains a search bar and four tabs: 'Address', 'Banking', 'Phone Formats', and 'Tax Info'. The 'Address' tab is active, showing a form for company contact information. The form includes fields for Name, Address, City, Postal Code, Province, Country, Phone, and Fax. There are also sections for Contact Information (Contact #1, #2, #3) and Internet Addresses (Email, Website). The form is pre-filled with data for 'Inspire Health Systems'.

Company Settings	
Search <input type="text"/>	
<div> <div>Company</div> <div> <div>General Ledger</div> <div>Reports</div> <div>Email</div> <div>Sequence Numbers</div> <div>Variables</div> <div>Multi-Currency</div> <div>Payroll</div> <div>Employees</div> <div>Purchase Orders</div> <div>Sales Orders</div> <div>Equipment</div> <div>Job Costing</div> <div>Vendors</div> <div>Accounts Payable</div> <div>Customers</div> <div>Accounts Receivable</div> <div>Inventory</div> <div>Production</div> </div> </div>	
<div> <div>Address</div> <div>Banking</div> <div>Phone Formats</div> <div>Tax Info</div> </div>	
<div> <div> <div>Name</div> <div>Inspire Health Systems.</div> </div> <div> <div>Contact Information</div> <div> <div>Address</div> <div>5578 First Avenue</div> <div>Map</div> <div></div> <div></div> </div> <div> <div>City</div> <div>Vancouver</div> </div> <div> <div>Postal Code</div> <div>V5T 6Y6</div> <div>Province</div> <div>BC</div> </div> <div> <div>Country</div> <div>Canada</div> </div> <div> <div>Phone</div> <div>(604) 555-4589 Ext.</div> </div> <div> <div>Fax</div> <div>(604) 555-7763</div> </div> </div> </div>	
<div> <div> <div>Contact #1</div> <div>Contact #2</div> <div>Contact #3</div> </div> <div> <div> <div>Name</div> <div></div> </div> <div> <div>Phone</div> <div>( ) - Ext.</div> </div> <div> <div>Fax/Cell</div> <div>( ) -</div> </div> <div> <div>Email</div> <div></div> </div> </div> </div>	
<div> <div>Internet Addresses</div> <div> <div>Email</div> <div>info@inspirehealthsys.com</div> </div> <div> <div>Website</div> <div></div> </div> </div>	

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 selections are CPA Standard 005(1464) or TD 80 Byte.



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

Bank Information	
EFT File Format	CPA Standard 005 (1464)
EFT Originator ID	CPA Standard 005 (1464)
Short Name	InspHea
Long Name	
Institution	002
Transit Number	56789
Account Number	678765678
Data Center	
File Creation Number	0024
Routing Record	

## 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


## Numbers


Set the number of decimals to round to for cost and sell price


 **Company Settings**





 **Company**


 General Ledger

 Sequence Numbers

 Variables

 Reports

 Email

 Currency

Address

Banking

Phone Formats

Tax Info

Numbers

Decimal Precision

Cost

Price

# 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.

The screenshot shows the 'Company Settings' window with the 'General Ledger' tab selected. The left sidebar contains a navigation menu with options: Company, General Ledger (selected), Reports, Email, Sequence Numbers, Variables, Multi-Currency, Payroll, Employees, and Purchase Orders. The main content area has tabs for General, Fiscal Periods, Segments, Groups, Subgroups, and Special Accounts. The 'General' tab is active, displaying the following settings:

- Location:** A section with a description: 'The location segment typically denotes a branch of the company which maintains separate balance sheet and income statement accounts.' Below it is a dropdown menu labeled 'Location Segment' with 'Location' selected.
- Profit Center:** A section with a description: 'The profit center segment denotes a function of the company for which separate income statement accounts are maintained.' Below it is a dropdown menu labeled 'Profit Center Segment' with 'Profit Center' selected.
- Contract Cost:** A section with a text input field for 'Differential GL Account' containing '11290/' and a search icon.
- Miscellaneous:** A section with two checkboxes: 'Enable Divisions' (unchecked) and 'Enable General Ledger' (checked).

**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
<div>Current    Historical</div>					
Current Year End <input type="text" value="12/31/2018"/>					
Locked Periods <input type="text" value="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

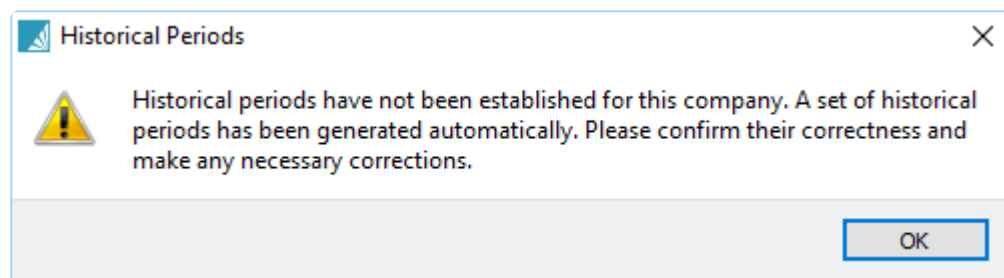
See this video for the procedure



# Historical Periods

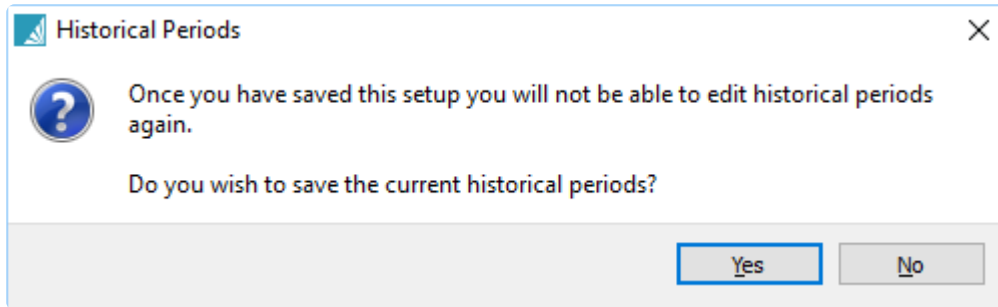
This is where historical periods are displayed. Each year shown has history posted in it. The first time a user clicks this tab they are able to define historical periods. It defaults to the same as the current fiscal periods, but if a company has previously changed their year-end, they can edit this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

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

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

Structure Codes

Segment Attributes

Separator /

Segment Structure

+ New - 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**

Company General Ledger Reports Email Sequence Numbers Variables

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

Structure Codes

Filters Search Export + -

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

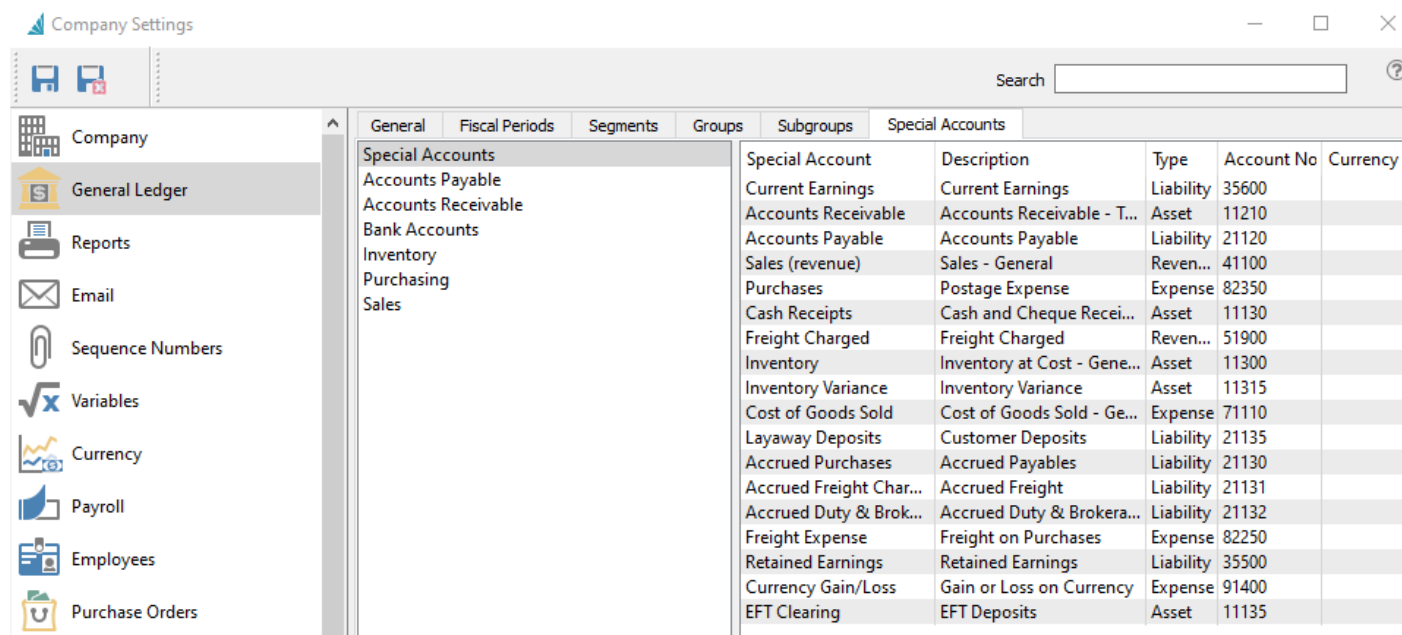
General Fiscal Periods Segments Groups Subgroups Special Accounts

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' window with the 'Special Accounts' tab selected. The left sidebar shows the 'General Ledger' selected. The main table lists the following special accounts:

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**

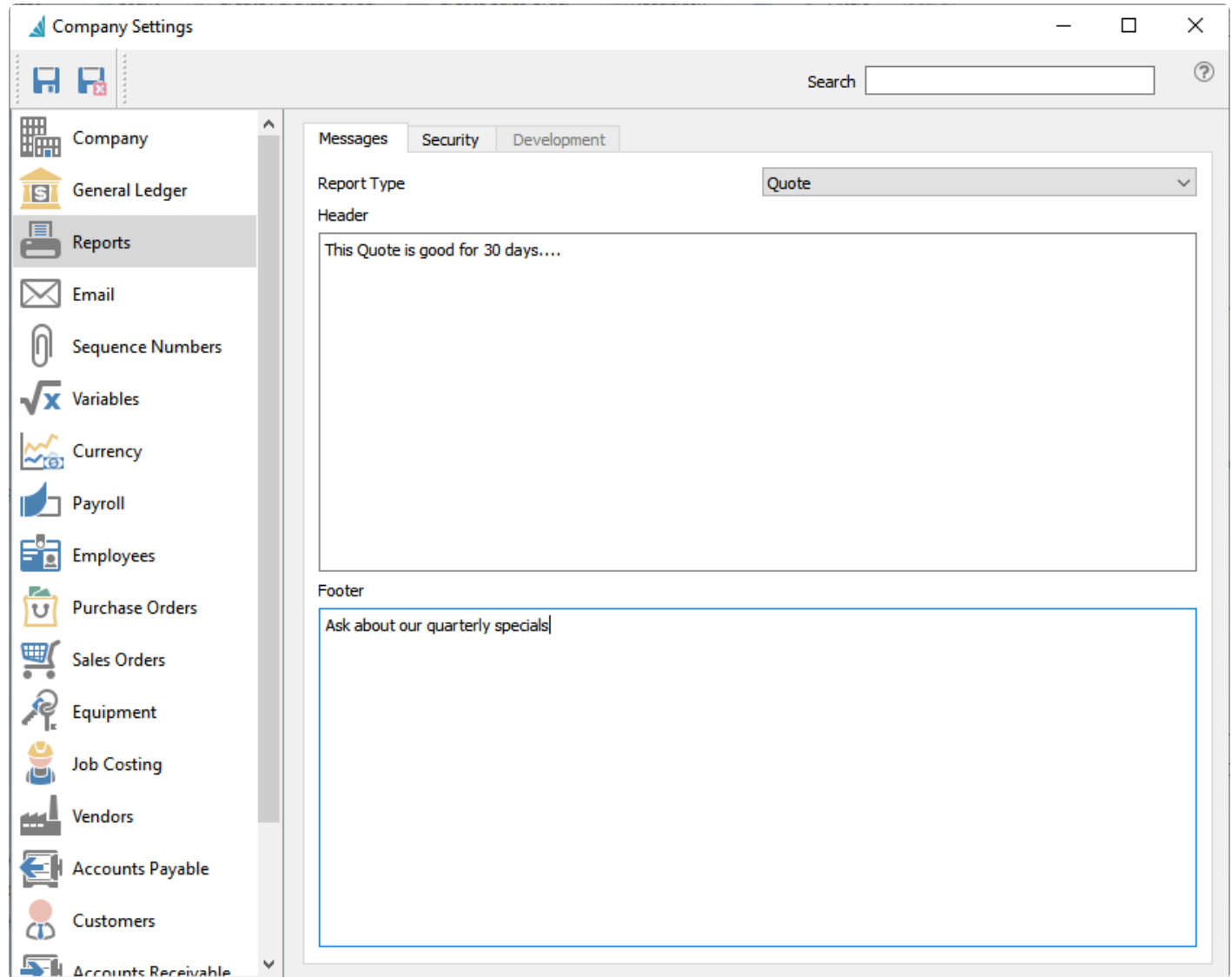
**Accrued Duty and Brokerage**

**Freight Expense**

# Reports

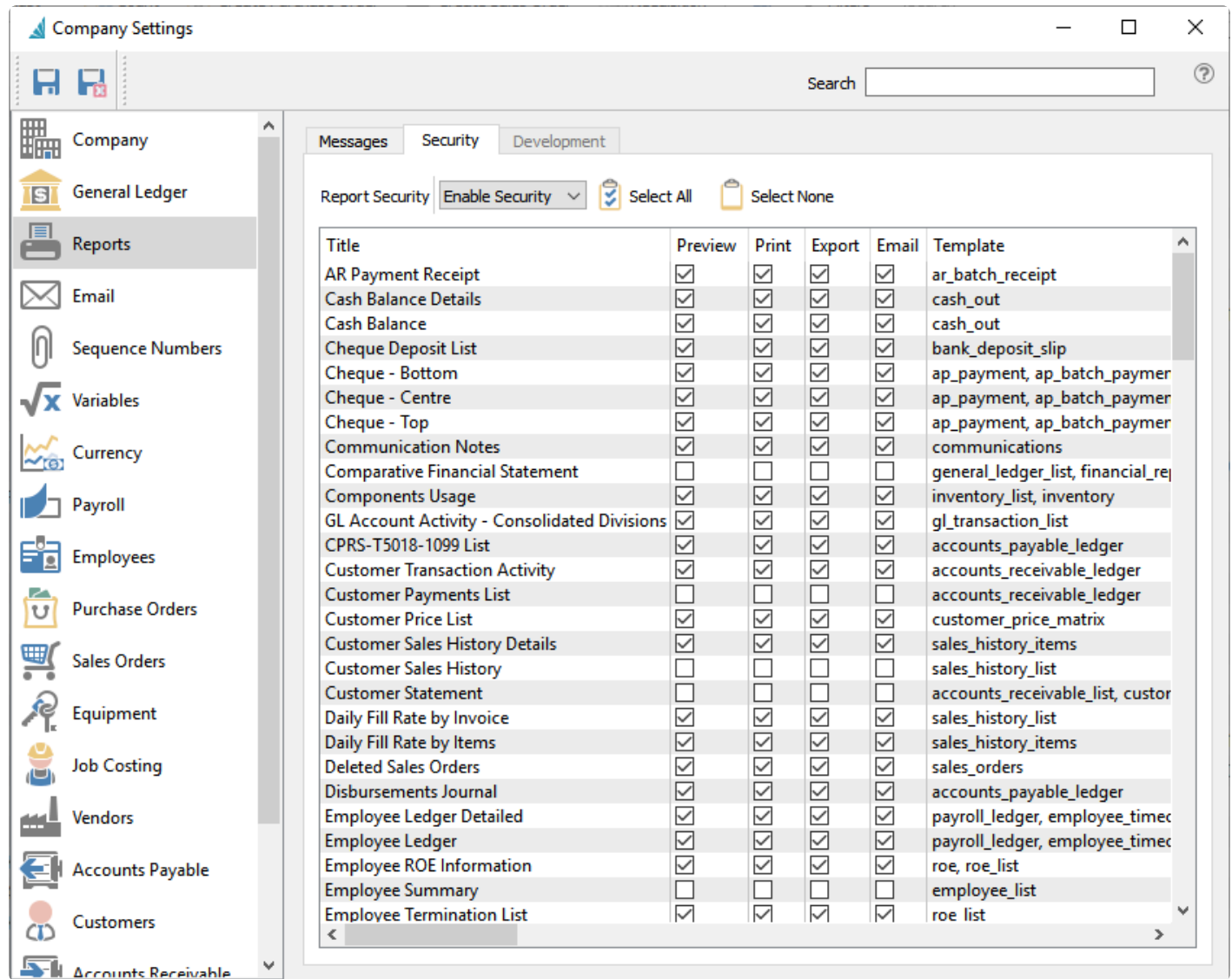
In the Reports section, you will be able to set messages and adjust your security preferences on how your company can process reports.

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



The screenshot shows the 'Company Settings' window with the 'Reports' section selected in the left-hand navigation menu. The window has a title bar with standard minimize, maximize, and close buttons. Below the title bar is a search bar. The main content area is divided into three tabs: 'Messages', 'Security', and 'Development'. The 'Messages' tab is active, showing a 'Report Type' dropdown menu set to 'Quote'. Below this, there 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|'. The left-hand navigation menu lists various system components: 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.

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



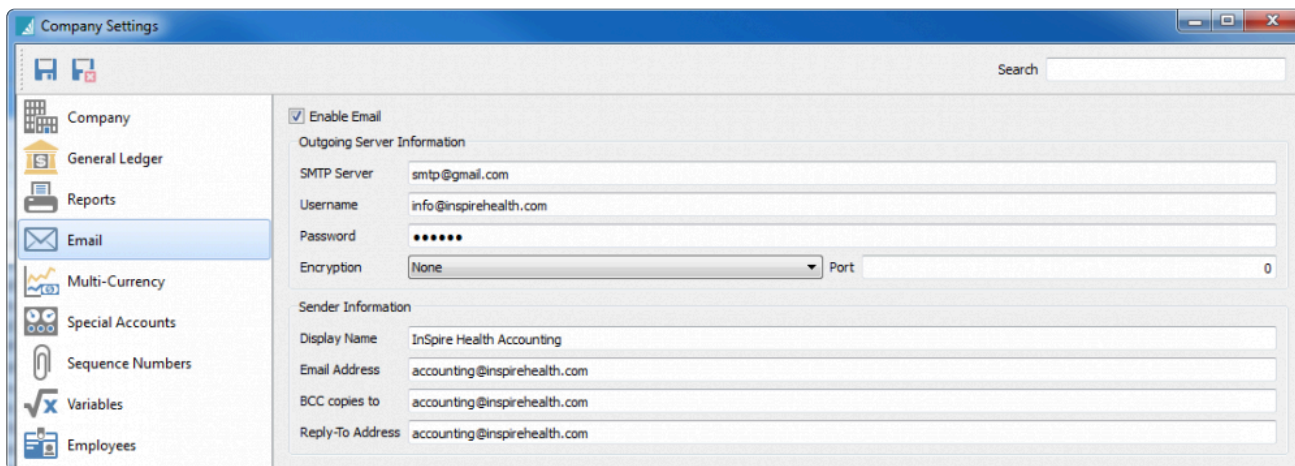
**Disable security** – With this setting, all users will have access to all reports for the modules that they have access to.

**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.



The screenshot shows the 'Company Settings' window with the 'Email' tab selected. The 'Enable Email' checkbox is checked. The 'Outgoing Server Information' section includes fields for SMTP Server (smtp@gmail.com), Username (info@inspirehealth.com), Password (masked with dots), Encryption (set to None), and Port (0). The 'Sender Information' section includes fields for Display Name (InSpire Health Accounting), Email Address (accounting@inspirehealth.com), BCC copies to (accounting@inspirehealth.com), and Reply-To Address (accounting@inspirehealth.com). A search bar is located at the top right of the window.

- 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

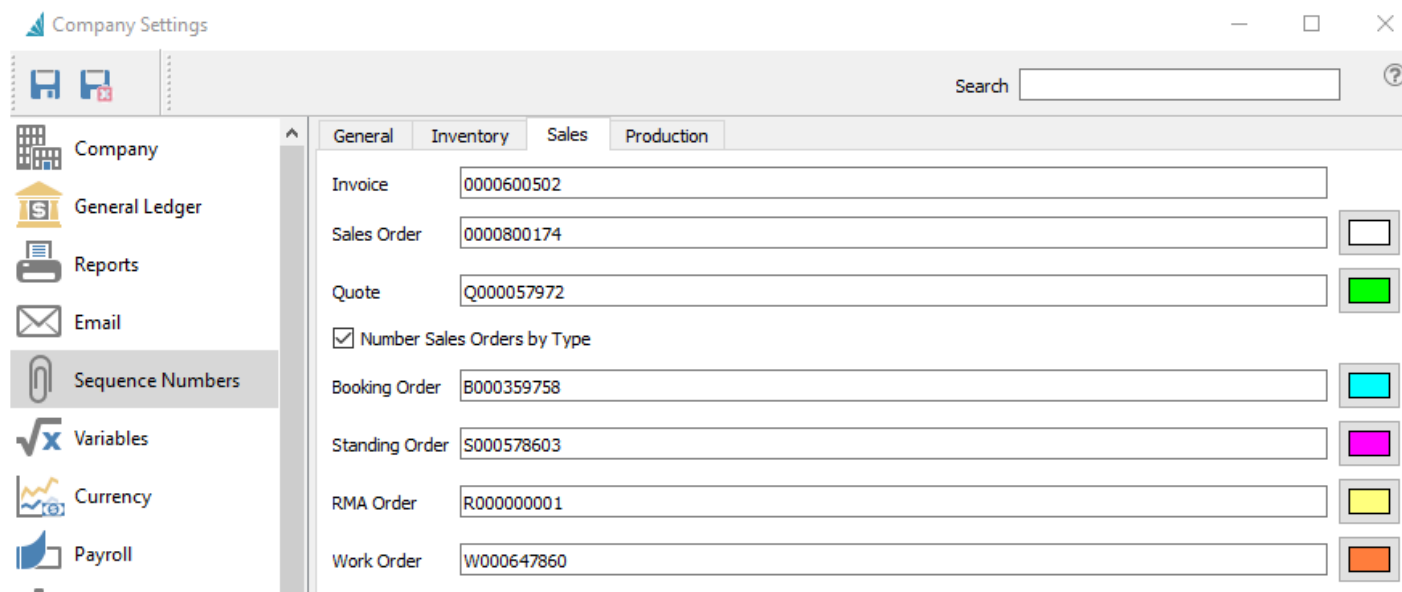
Company General Ledger Reports Email Sequence Numbers Variables Currency

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

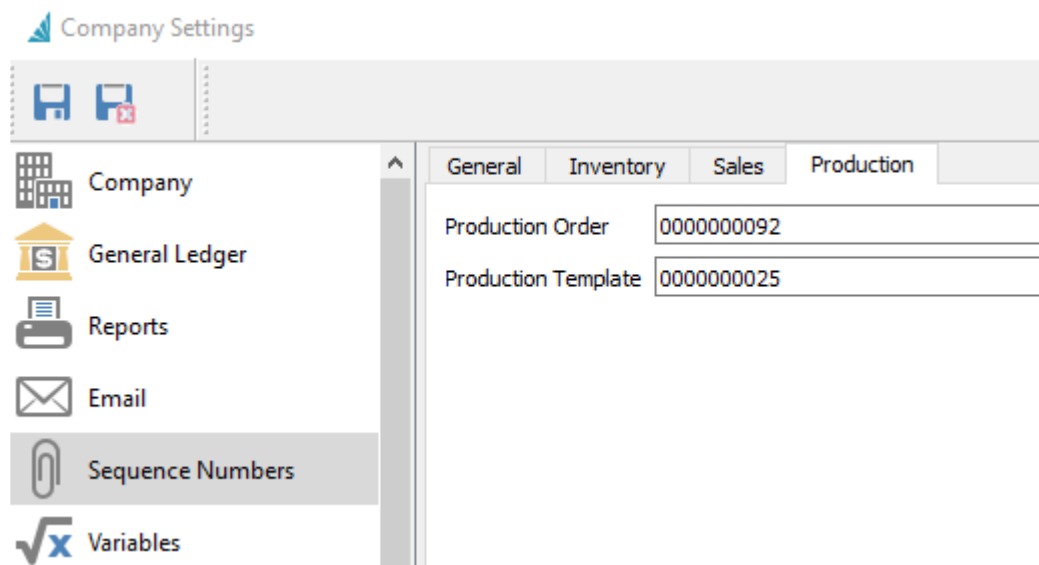
Search

General Inventory Sales Production

Invoice	0000600502	
Sales Order	0000800174	
Quote	Q000057972	
<input checked="" type="checkbox"/> Number Sales Orders by Type		
Booking Order	B000359758	
Standing Order	S000578603	
RMA Order	R000000001	
Work Order	W000647860	

## Production

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



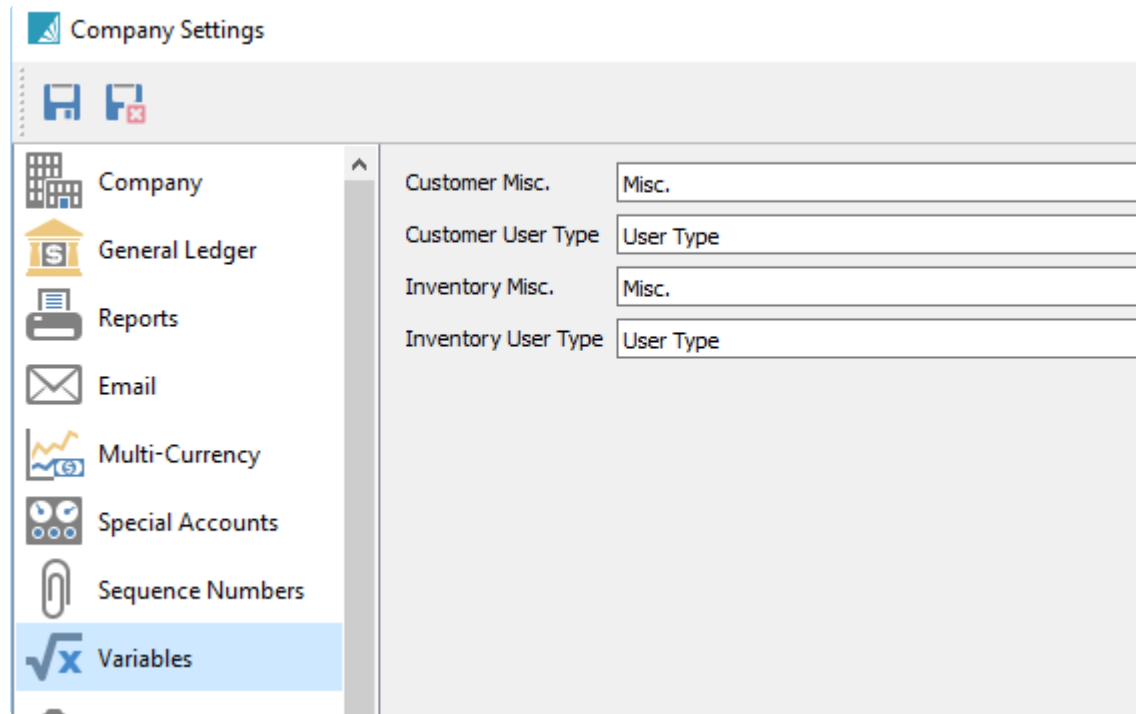
Company Settings

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.

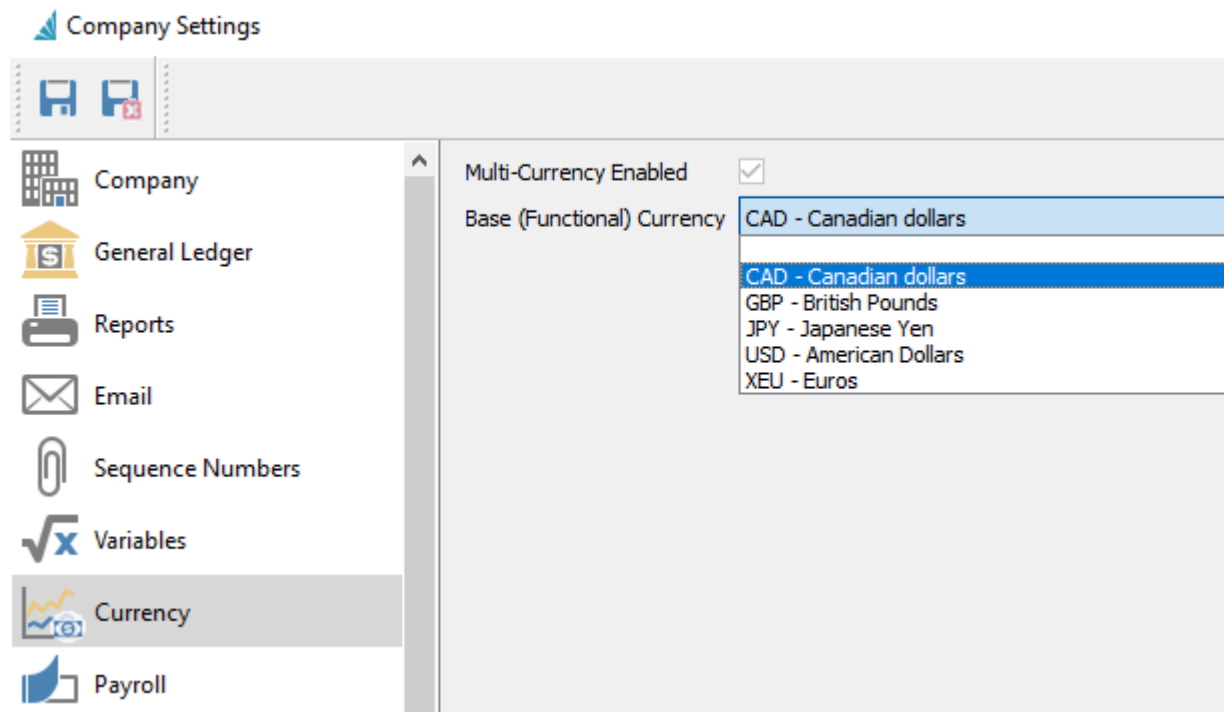


The screenshot shows the 'Company Settings' window with the 'Variables' tab selected in the left sidebar. The main area displays four configuration rows, each with a label and a text input field:

Label	Value
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 | Sequence Numbers | Variables | Reports | Email | Currency

**Employer** | Contractor | Contact

Current Payroll Year: 2020

Payroll Account Number: 123456678RP0001

Remitting Frequency: Regular (monthly)

CRA Payroll AP Account (Vendor): CRAPAYROLL

Temporary Wage Subsidy Revenue Account: 62000/ /

Quebec Health Services Fund

Enter your total payroll (including workers' compensation not reimbursed by the CSST).  
500,000

☒ Use reduced contribution rate for small and medium-sized businesses (SMBs) in the primary and manufacturing sectors.

**Current Payroll Year** – The current Payroll Year. This is advanced automatically on payroll year close

**Payroll Account Number** – Account number with CRA

**Remitting Frequency** – How often payroll deductions are submitted

**CRA Payroll AP account (Vendor)** – The AP vendor used to pay deductions

**Temporary Wage Subsidy Revenue Account** – The GL account that the income is posted for the subsidy, if available.

**Quebec Health Service Fund** – Settings for Quebec Health

## 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

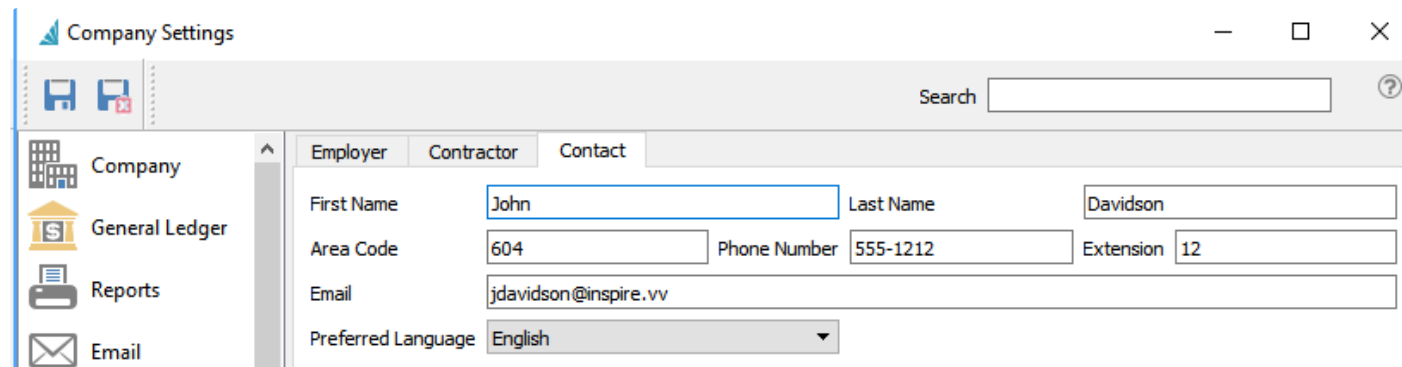
Reporting Period Ending: 12/31/2019

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



The screenshot shows a software window titled "Company Settings" with standard window controls (minimize, maximize, close) in the top right. On the left is a sidebar with icons and labels: "Company" (building icon), "General Ledger" (dollar sign icon), "Reports" (printer icon), and "Email" (envelope icon). The main area has three tabs: "Employer", "Contractor", and "Contact", with the "Contact" tab selected. The "Contact" tab contains the following fields:

Employer		Contractor		Contact	
First Name	John	Last Name	Davidson		
Area Code	604	Phone Number	555-1212	Extension	12
Email	j davidson@inspire.vv				
Preferred Language	English				

✿ 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. On the left is a sidebar with icons for Reports, Email, Sequence Numbers, Variables, Multi-Currency, and Payroll. The main area is divided into three sections: 'Address Defaults' with fields for City, Province (BC), and Country (Canada); 'Payroll Defaults' with fields for Department and Pay Frequency (24); and 'Contact Labels' with a list of three labels: 1 Employee, 2 Spouse, and 3 Emergency. A search bar is located at the top right of the main area.

Company Settings	
 Reports  Email  Sequence Numbers  Variables  Multi-Currency  Payroll	<div>Search <input type="text"/></div> <div><b>Address Defaults</b> City <input type="text"/> Province <input type="text" value="BC"/> Country <input type="text" value="Canada"/></div> <div><b>Payroll Defaults</b> Department <input type="text"/> Pay Frequency <input type="text" value="24"/></div> <div><b>Contact Labels</b> 1 <input type="text" value="Employee"/> 2 <input type="text" value="Spouse"/> 3 <input type="text" value="Emergency"/></div>

# 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.

**Include vendor freight in landed cost** – 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. Users must use 8 digit order numbers with a “-x” to track backorder revision numbers.

**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

The screenshot shows the 'Company Settings' application window. The left sidebar lists various settings categories: Company, General Ledger, Reports, Email, Sequence Numbers, and Variables. The main window has tabs for Orders, Process/Invoicing, Surcharges, Messages, and Misc. The 'Surcharges' tab is selected, displaying a form with the following fields:

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

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



General Ledger

Reports

Email

Sequence Numbers

Variables

Multi-Currency

Employees

Sales Departments

Payroll

Purchase Orders

Sales Orders

Equipment

Job Costing

Vendor

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














Page 150 of 632

# 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.

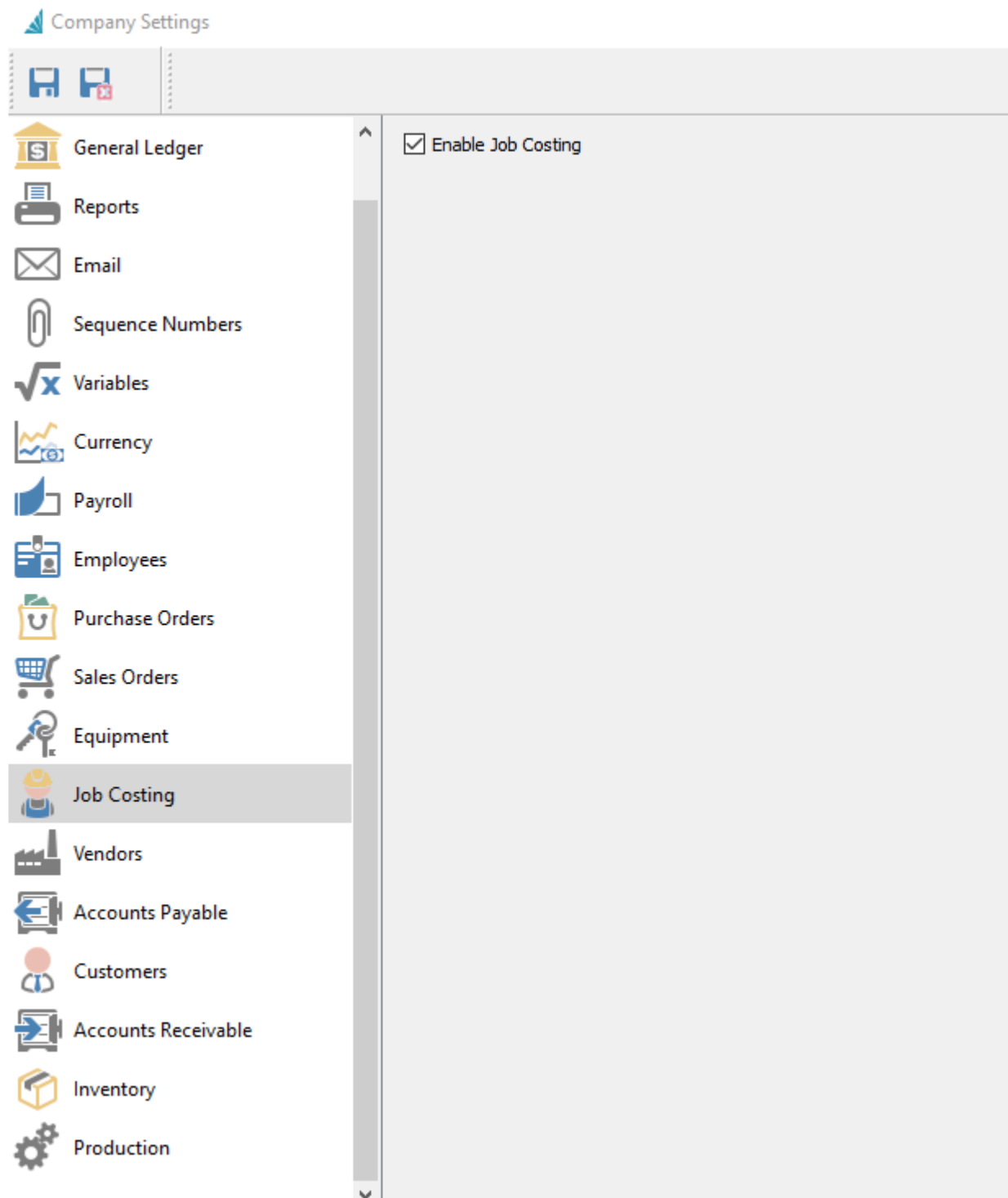
**Populate Territory field with customer province/state** – If selected, when a piece of equipment is added, the customers province/state gets automatically entered into territory.

**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





# 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

**Company**

**General Ledger**

**Reports**

**Email**

**Sequence Numbers**

**Variables**

**Multi-Currency**

**Payroll**

**Employees**

**Purchase Orders**

**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

Search

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

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

## 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.

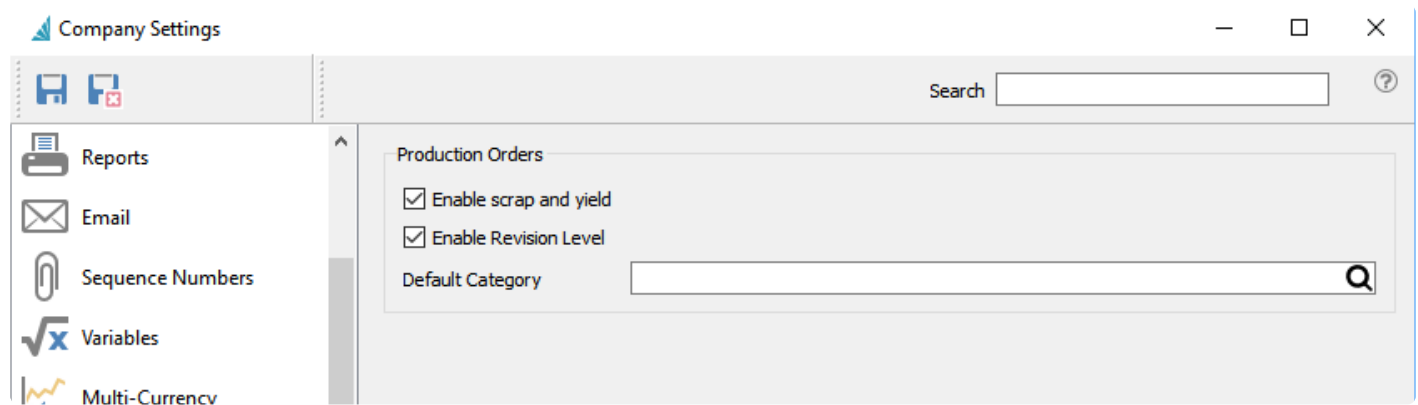


It is not recommended that the company allows over committing of inventory as the cost that will be used in sales and production will not be accurate. When a PO is received for an item that was negative and the cost was different, the difference will be posted to the cost of goods account for that item.

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



# Production



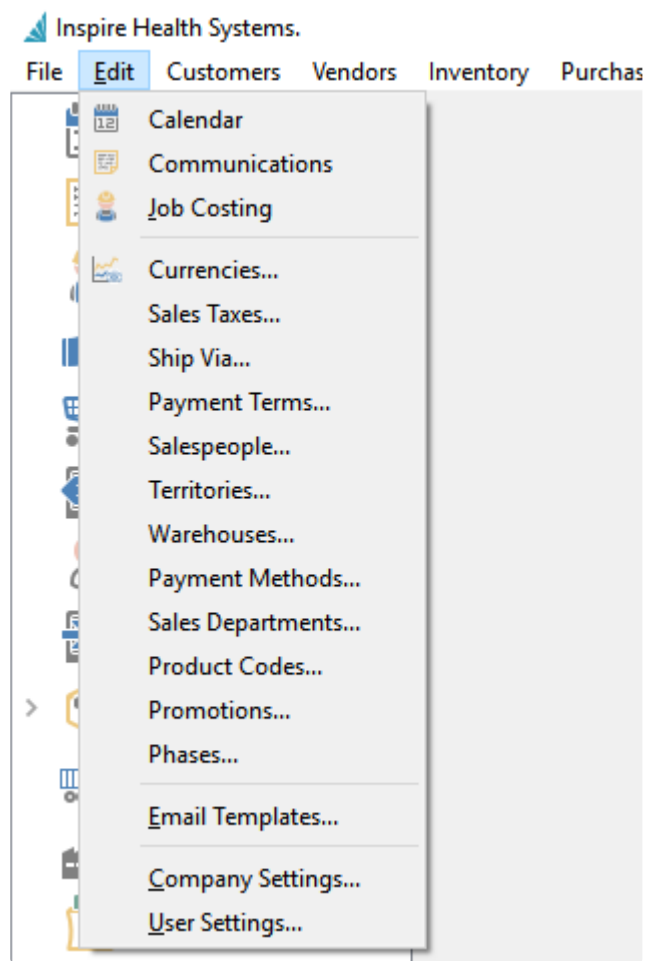
**Enable Scrap and Yield** – Enable if scrap and yield need to be tracked.

**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:

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:

**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

# Sales Taxes

The screenshot shows the 'Sales Taxes' application window. In the background, a table lists 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.
4			
5			

In the foreground, the 'Tax - H.S.T.' window is open, showing the details for Tax Code 3:

**Tax Code:** 3  
**Description:** H.S.T.

**Details** | Communication | User Defined

**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

Created by SS on 06/15/2011 11:11:10 AM 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.

✿ **Note:** When using “Partial Tax Rate”, any Inventory item effected by the Partial Tax Rate will require to have the Tax Rebate of the Province checked in the Inventory item record. This is located in the in the Inventory item record, tab Prices and Units, Tax Rebates.

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

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

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

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

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

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

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

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



# Ship Methods

The screenshot shows the 'Shipping Methods' application window. The main window displays a table of shipping methods. A secondary window, 'Shipping Method - Federal Express', is open, showing detailed configuration for method 03.

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

**Shipping Method - Federal Express**

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

Communications: User Defined

Subject: Due Date: Completion Date: Attention: Display Type: Group Type:

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.

**Max Charge** – The maximum to charge for freight

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

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

# Payment Terms

The screenshot shows the 'Payment Terms' application window. The main window displays a table of payment terms. A secondary window, titled 'Payment Terms - 2% 10 days', is open, showing the details for the selected term.

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

The detailed view for '2% 10 days' shows the following fields:

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

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.

**Communications** – 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

The screenshot shows the 'Salespeople' application window. At the top is a toolbar with a search bar, filters, and export options. Below the toolbar is a table listing salespeople:

Code	Name	Acc (UDF)	Equip (UDF)	GAM (UDF)	SUPP (UDF)	WEIGHT (UDF)
BARRY	Barry					
DAVID	David					
JOHN	John Ather					
MARY	Mary					

Below the table is a detailed view for 'Salesperson - DAVID [Inspire Health Systems.]'. This view includes tabs for 'Address', 'Communications', and 'User Defined'. The 'Address' tab is active, showing a 'Validate Address' section with 'Contact Information' and 'Contact #1' details.

**Contact Information:**

- Address: [Text Field]
- Map: [Dropdown]
- City: [Text Field]
- Postal Code: [Text Field] Province: [Text Field]
- Country: [Dropdown]
- Phone: ( ) - Ext. [Text Field] # [Text Field]
- Fax: ( ) - [Text Field] # [Text Field]

**Contact #1:**

- Name: [Text Field]
- Phone: ( ) - Ext. [Text Field] # [Text Field]
- Fax/Cell: ( ) - [Text Field] # [Text Field]
- Email: [Text Field]

**Internet Addresses:**

- Email: [Text Field] > [Text Field]
- Website: [Text Field] > [Text Field]

At the bottom of the detailed view, it says: 'Created by SS on 01/17/2016 7:03:15 AM Modified by SS on 04/25/2016 12:31:27 AM'.

**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 a refresh icon, a filter icon, a search bar, an export icon, and icons for adding, editing, and deleting records. Below the toolbar is a table with columns 'Code', 'Description', and 'Name'. The table contains two rows: 'AA' with 'aa' and 'ON' with 'Ontario'. Below the table is a section titled 'Territory - ON [Inspire Health Systems.]' which contains navigation icons and a large text area for details. The 'Details' tab is selected, showing a large empty text box. At the bottom of the window, a status bar indicates 'Created by SS on 04/15/2016 12:43:31 AM' and 'Modified by SS on 04/15/2016 12:43:31 AM'.

Code	Description	Name
AA		aa
ON		Ontario

Territory - ON [Inspire Health Systems.]

Code: ON

Name: Ontario

Details | Communications | User Defined

Created by SS on 04/15/2016 12:43:31 AM | Modified by SS on 04/15/2016 12:43:31 AM

**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 'Warehouses' application window. At the top, there is a toolbar with icons for filters, search, export, add, edit, and delete. Below the toolbar is a table listing warehouses:

Code	Description	Created	Created By	Modified	Modified By
VA	Inspire Health ...	08/25/2014 ...	SS	03/19/2020 ...	SA
TO	InSpire Toronto	11/18/2014 ...	SS	10/03/2016 ...	SS
RAW	Raw Material	03/22/2015 ...	SS	03/22/2015 ...	SS

Below the table, the 'Warehouse - TO [Inspire Health Systems.]' form is open. It includes fields for Code (TO) and Description (InSpire Toronto). The 'Address' tab is selected, showing a 'Validate Address' section with 'Contact Information' and 'Contact #1' details. The 'Contact Information' section includes fields for Address, City, Postal Code, Province, Country, Phone, and Fax. The 'Contact #1' section includes fields for Name, Phone, Fax/Cell, and Email. The 'Internet Addresses' section includes fields for Email and Website. At the bottom, a status bar indicates 'Created by SS on 11/18/2014 12:38:39 AM' and 'Modified by SS on 10/03/2016 10:04:02 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.

**Sales Taxes** – The sale tax codes can be added to the warehouse

**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 shows the 'Payment Methods' window with a table of existing methods and a 'Payment Method - 01' edit form overlaid.

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 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.

Sales Departments

Filters

Search

Export

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/ /

Inventory at Cost - Equipment

Cost of Sales Account

71130/ /

Cost of Goods Sold - Equipment

Revenue Account

41300/ /

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

Product Codes

Filters

Export

+

✎

✖

Code	Description	Margin Pct.	Surcharge	Sales Department	Barry (UDF)	Mary (UDF)	John (UDF)	David (UDF)
	Automatically created by database migration	0.00	0.00					
LAB	Labor	0.00	5.00					
PARTS	Parts	45.00	0.00					
WARR	Automatically created by database migration	0.00	0.00					
ACC	Accessories	35.00	0.00	ACC				
EQUIP	Equipment	25.00	0.00	EQUIP				
GAM	Games	25.00	0.00	GAMES				
SUPP	Supplements	30.00	0.00	SUPP				
WEIGHT	Weights	30.00	0.00	WEIGHTS				

Product Code - SUPP [Inspire Health Systems.]

⏪

⏩

⏴

⏵

⏶

⏷

Product code

SUPP

Description

Supplements

Margin

30

Surcharge

0

Sales Dept

SUPP

Sales Tax Provider Code

User Defined

Commission %

Barry

11.00

Mary

11.00

John

13.00

David

13.00

UDF Properties

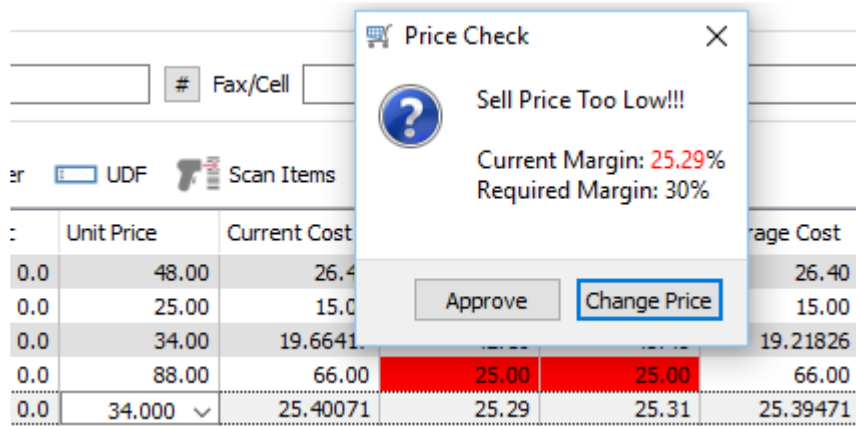
Created by SS on 08/25/2014 9:45:15 AM

Modified by SS on 04/25/2016 12:32:54 AM

**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.



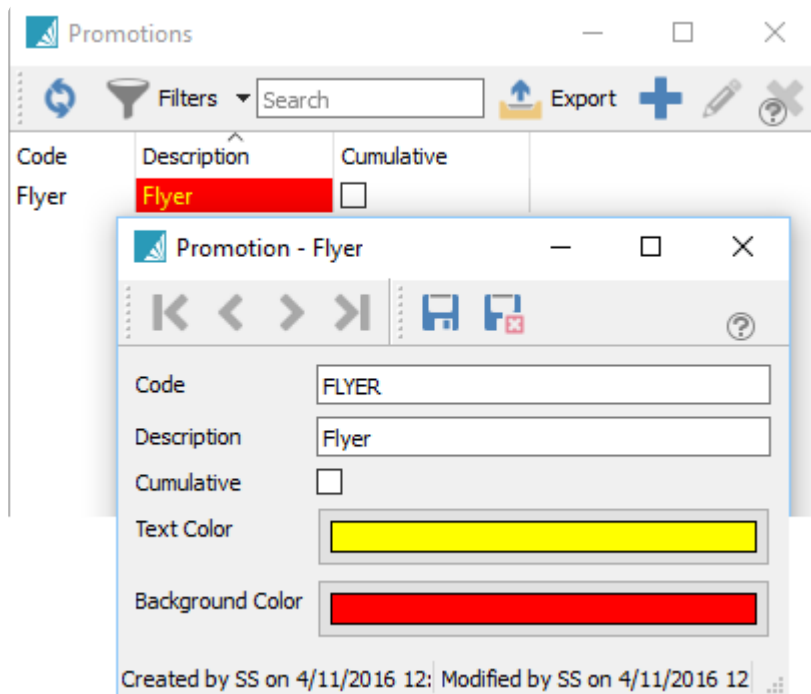
**Surcharge** – The surcharge is calculated based on the percentage put onto the inventory product code. It can be overridden by the user.

**Sales 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.

**Sales Tax Provider Code** –

**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. The top window displays a list of phases with columns: Phase, Description, Type, Next Phase, and Report. The bottom window shows the details for the 'Needs Approval' phase.

Phase	Description	Type	Next Phase	Report
APPROVED	Approved	Sales Order	READY	
APPROVED	Approved	Purchase Order		
BUILD	Build	Production Order	PICKING	
NEEDSAPPROVAL	Needs Approval	Sales Order	APPROVED	SPApproval
NEW	New Order	Sales Order	NEEDSAPPROVAL	
NEW	New	Purchase Order	APPROVED	
PACKAGING	Packaging	Production Order		
PICKING	Picking	Production Order	PACKAGING	

**Phase - Needs Approval [Inspire Health Systems.]**

Navigation icons: Back, Forward, Home, Search, etc.

Phase Code: NEEDSAPPROVAL

Phase Type: Sales Order

Description: Needs Approval

Report Template: SPApproval

Next Phase: APPROVED

Created by SS on 02/16/2015 10:14:13 AM | Modified by SA on 05/05/2020 7:19:43 AM

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

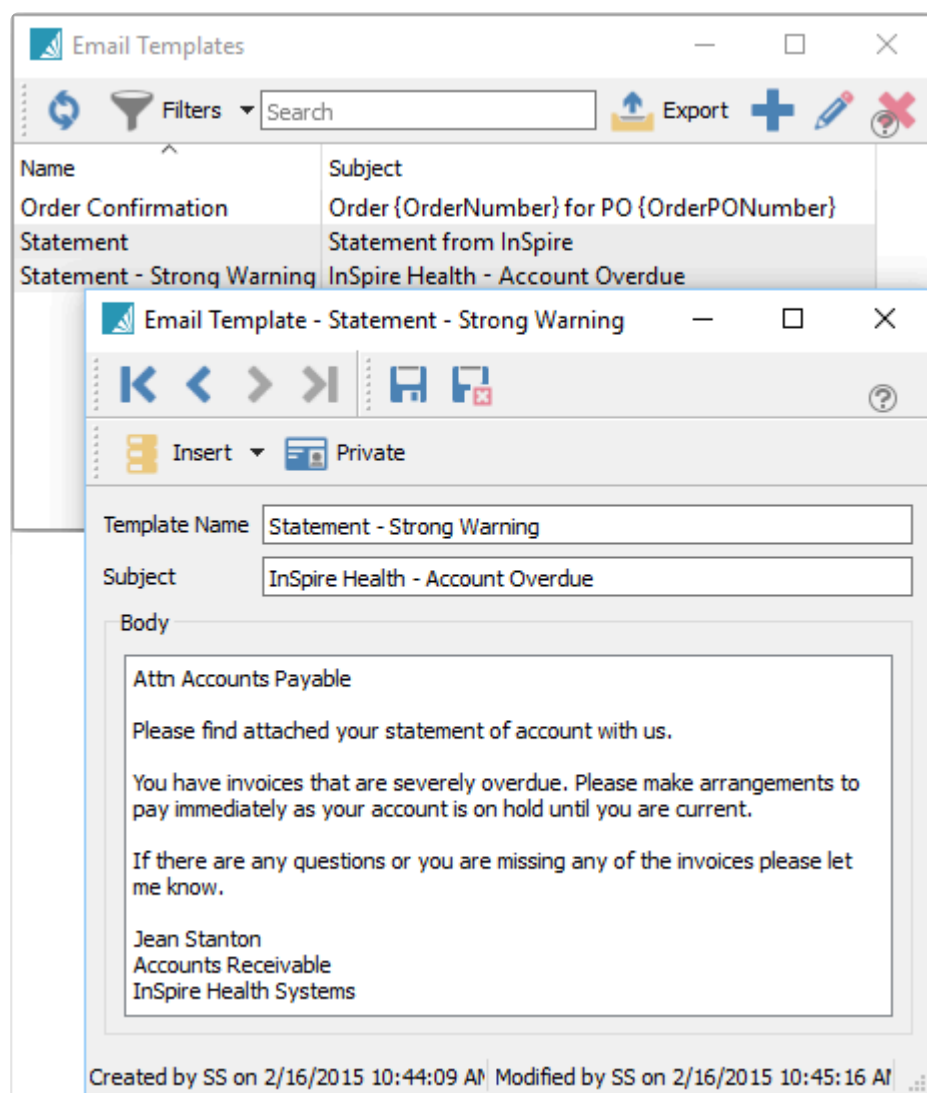
**Phase Type** – Select Sales Order, Production Order or Purchase Order. This phase will be only available within that module.

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

**Report Template** – 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.

✿ **Note:** An Email Template that use a parameter referring to the document number of the attachments will not work when doing a bulk email. For example, if a Sales Order number, Invoice number, PO number, etc gets used in a template and you highlight more than one record then the template will create a blank email body.

### Video Instructions – Email Templates



# Company Settings

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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.

Inspire Health Systems.

File Edit Customers Vendors Inventory Purchasing Production Sales Payroll Tools Help

Calendar  
Communications  
Job Costing  
Currencies...  
Sales Taxes...  
Ship Via...  
Payment Terms...  
Salespeople...  
Territories...  
Warehouses...  
Payment Methods...  
Sales Departments...  
Product Codes...  
Promotions...  
Phases...  
Email Templates...  
Company Settings...  
User Settings...

Orders Items Reports

Filters Search Export + - ✕

AR Payment Next Phase Requisition

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.

**Users** — □ ×

Export
 



 Toggle Active
 Toggle Company Access
 Show Deleted

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.

The screenshot displays two windows from the Spire application. The top window, titled 'Users', contains a table of user accounts. The bottom window, titled 'User Settings for BARRY', shows the configuration options for the selected user.

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"/>

The 'User Settings for BARRY' window features a sidebar with navigation options: User Info, General, Currency, Reports, Email, Job Costing, General Ledger, Accounts Payable, and Territories. The 'User Info' tab is active, showing the following fields:

- Username: BARRY
- First Name: Barry
- Last Name: Telson
- Initials: BT
- Email: btelson@inspire.vv
- Active: ☒
- Server Admin: ☐
- Company Access: ☒
- Password: (empty field)
- Confirm: (empty field)

**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

Navigation: << < > >>

Setting	State
Access Communications	<input checked="" type="checkbox"/>
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
Restrict Location to	No Restriction
Unlock Record	<input type="checkbox"/>
View All Calendars	<input type="checkbox"/>

Left Sidebar Navigation:

- User Info
- General
- Currency
- Reports
- Email
- Job Costing
- 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 <span>Enable Security</span> <span>Use Defaults</span> <span>Select All</span> <span>Select None</span>						
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 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 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 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 icons: << < > >>

Left Sidebar (Modules):

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

Main Content Area:

**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.

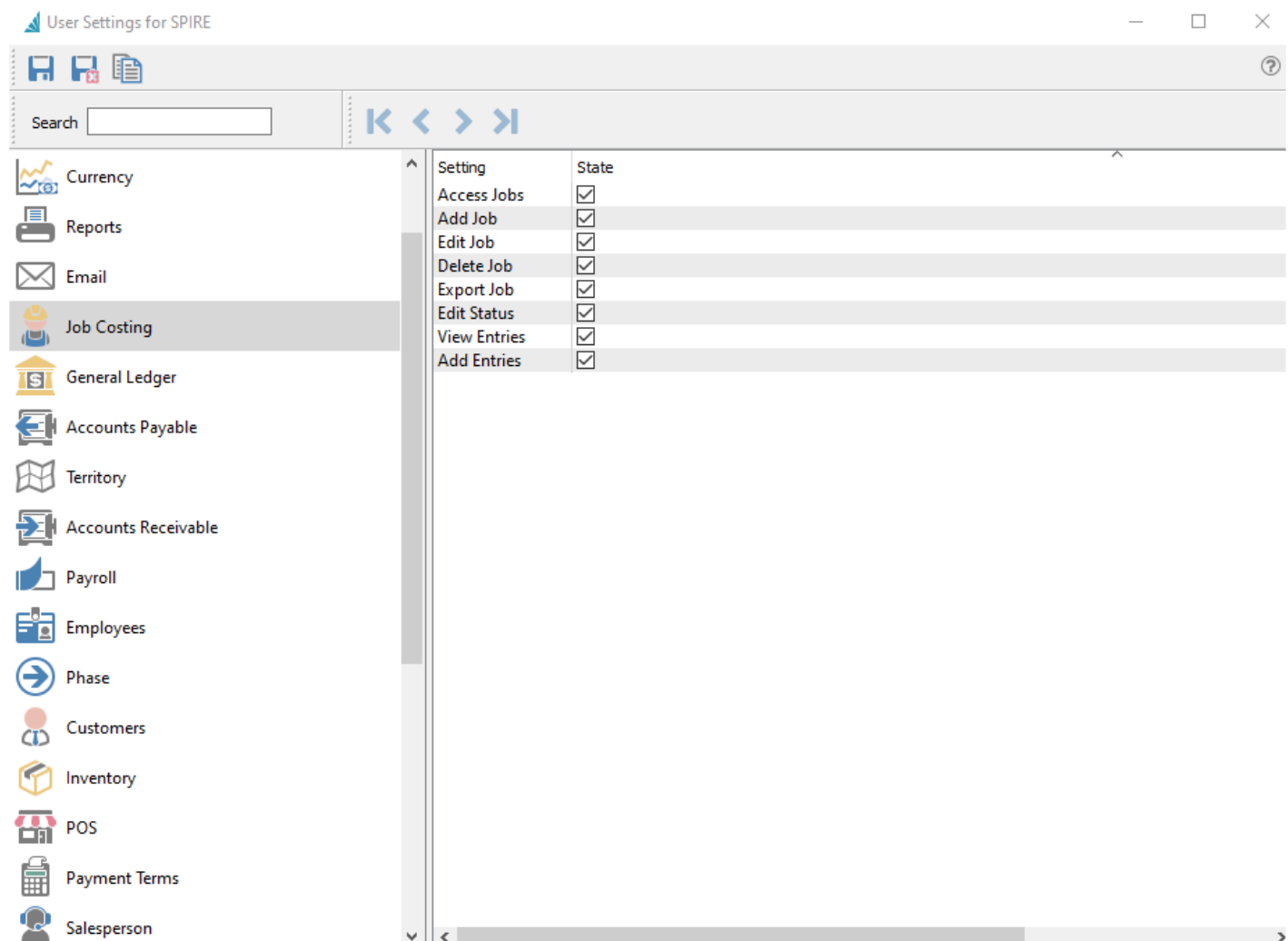
**Reply-To Address** – When the recipient replies, who will get the message?



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

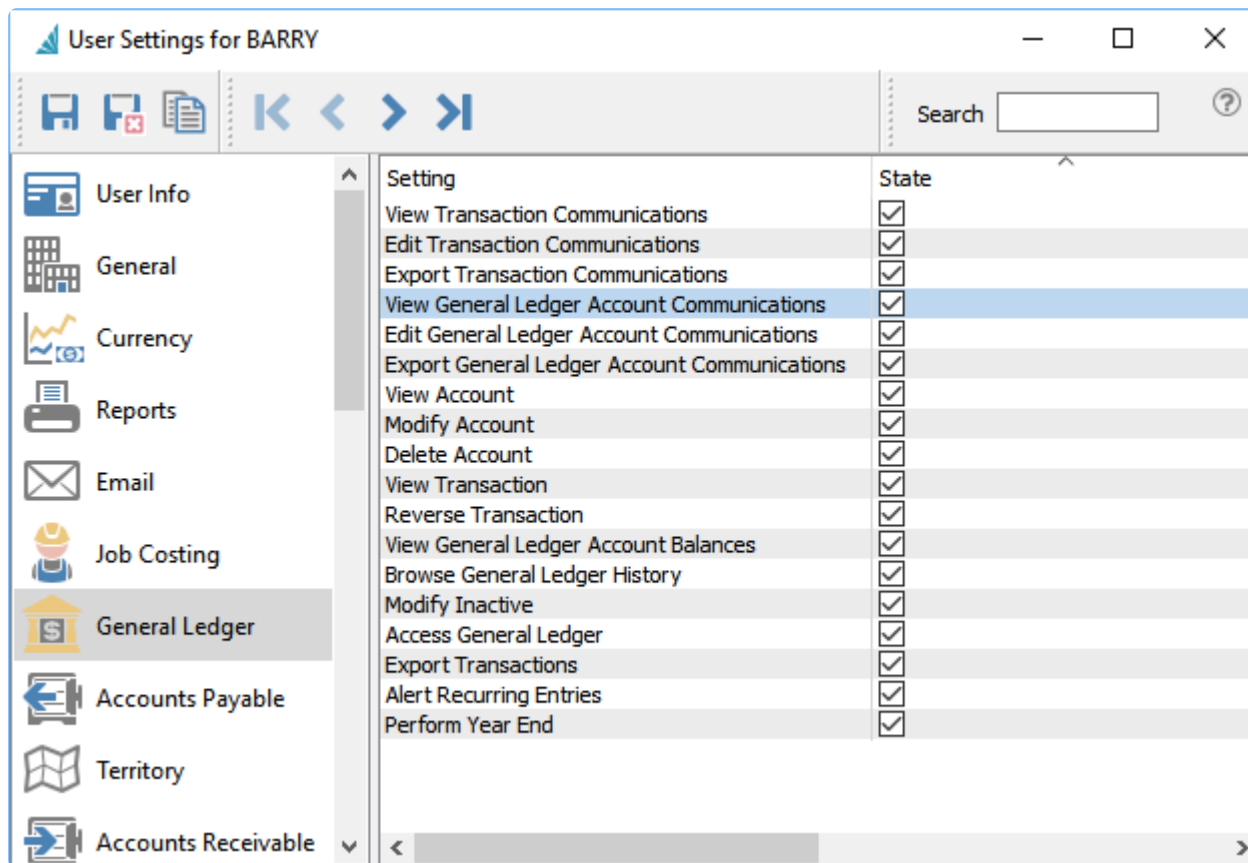
**Export Job** — allows the user to export any selected job in the job costing module

**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

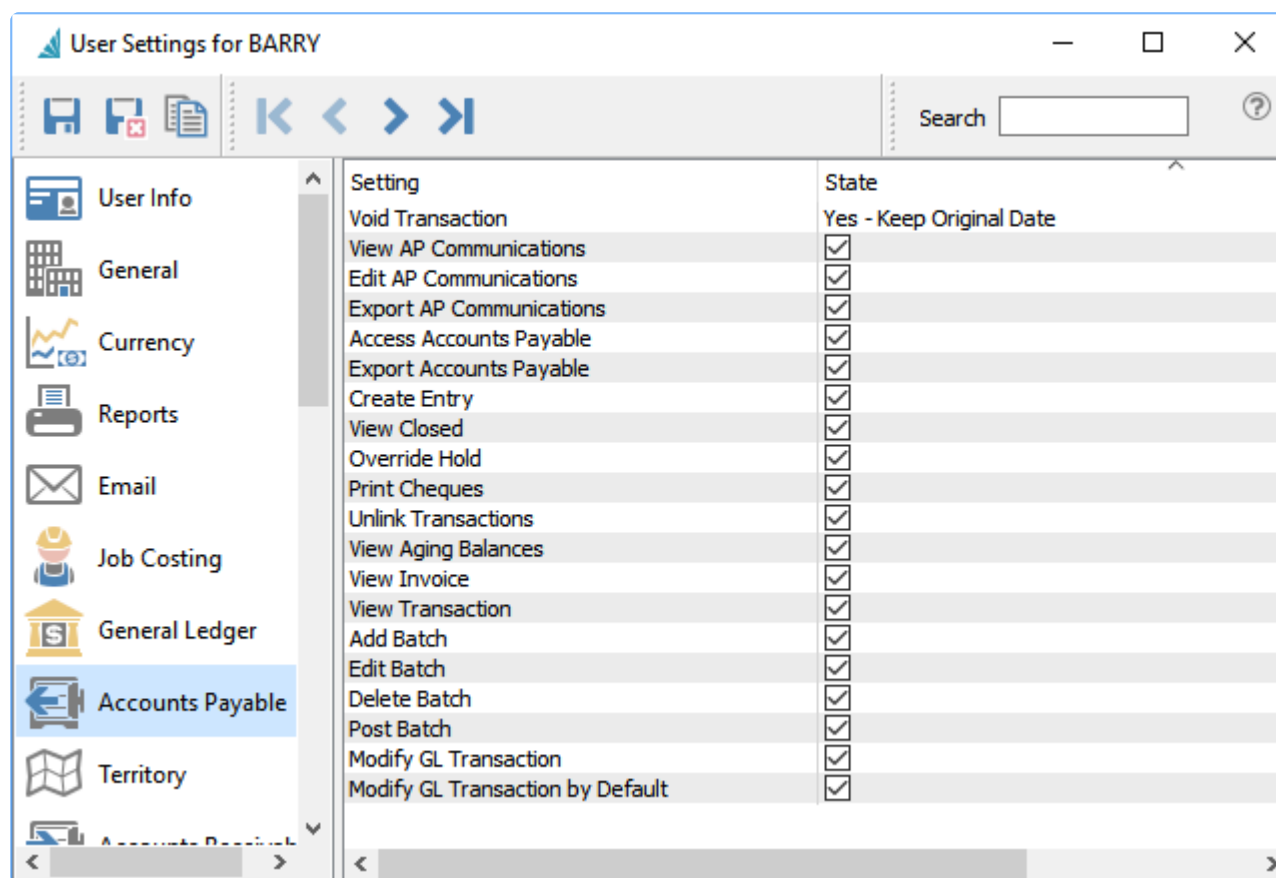
**Access General Ledger** — allows the user to access the general ledger

**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

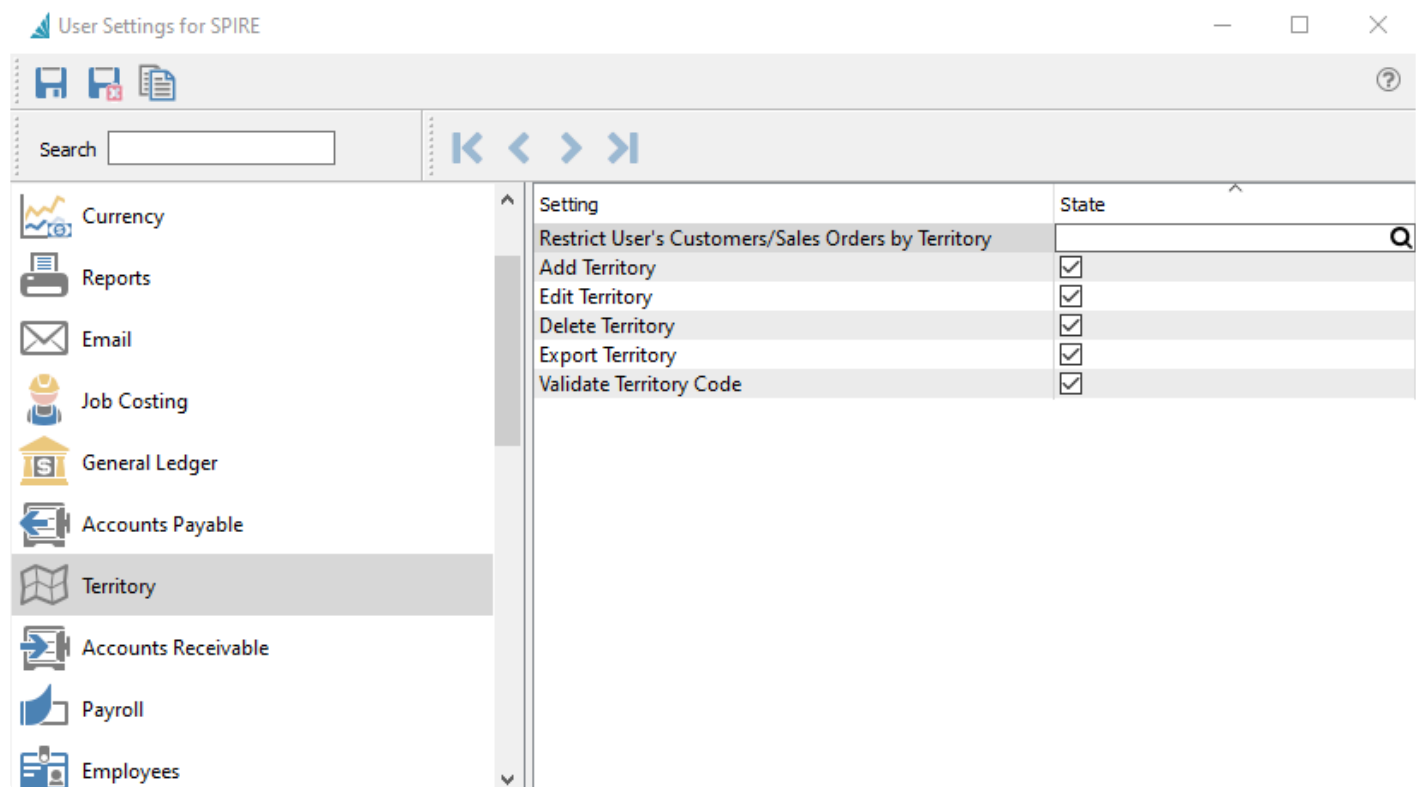
**Post Batch** — allows the user to post a batch on all accounts payable

**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.

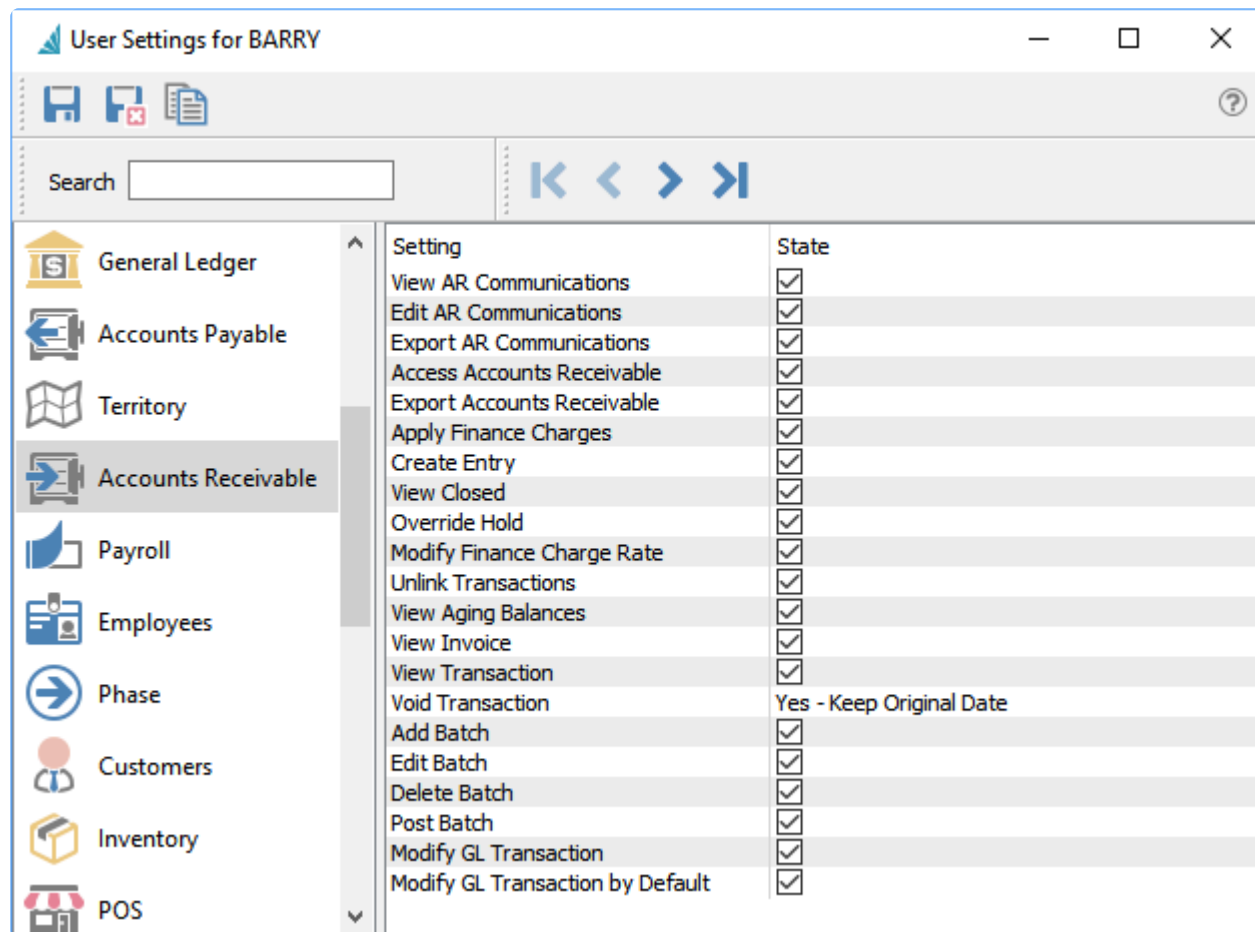
**Edit Territory** — This setting allows the user to edit territories by user.

**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

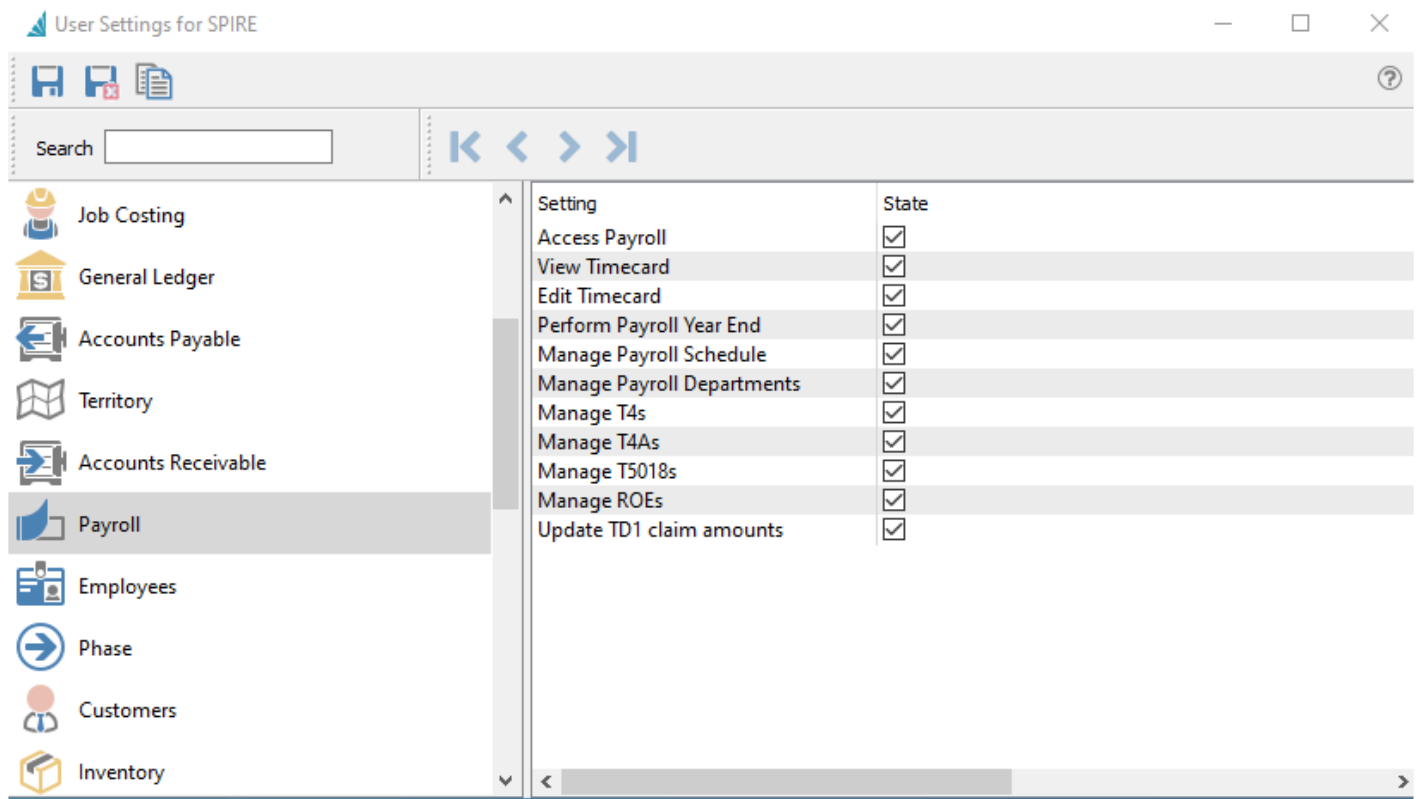
**Post Batch** — allow user to post an AR batch

**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

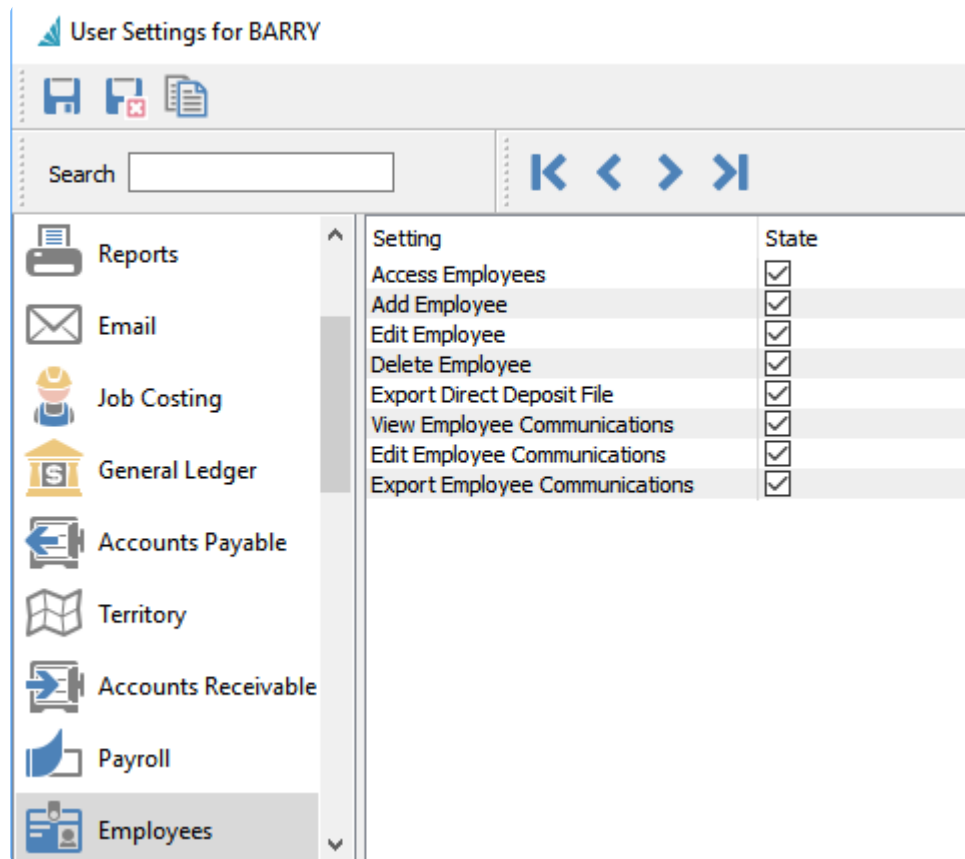
**Manage T5018s** — Can create, edit and export T5018s

**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

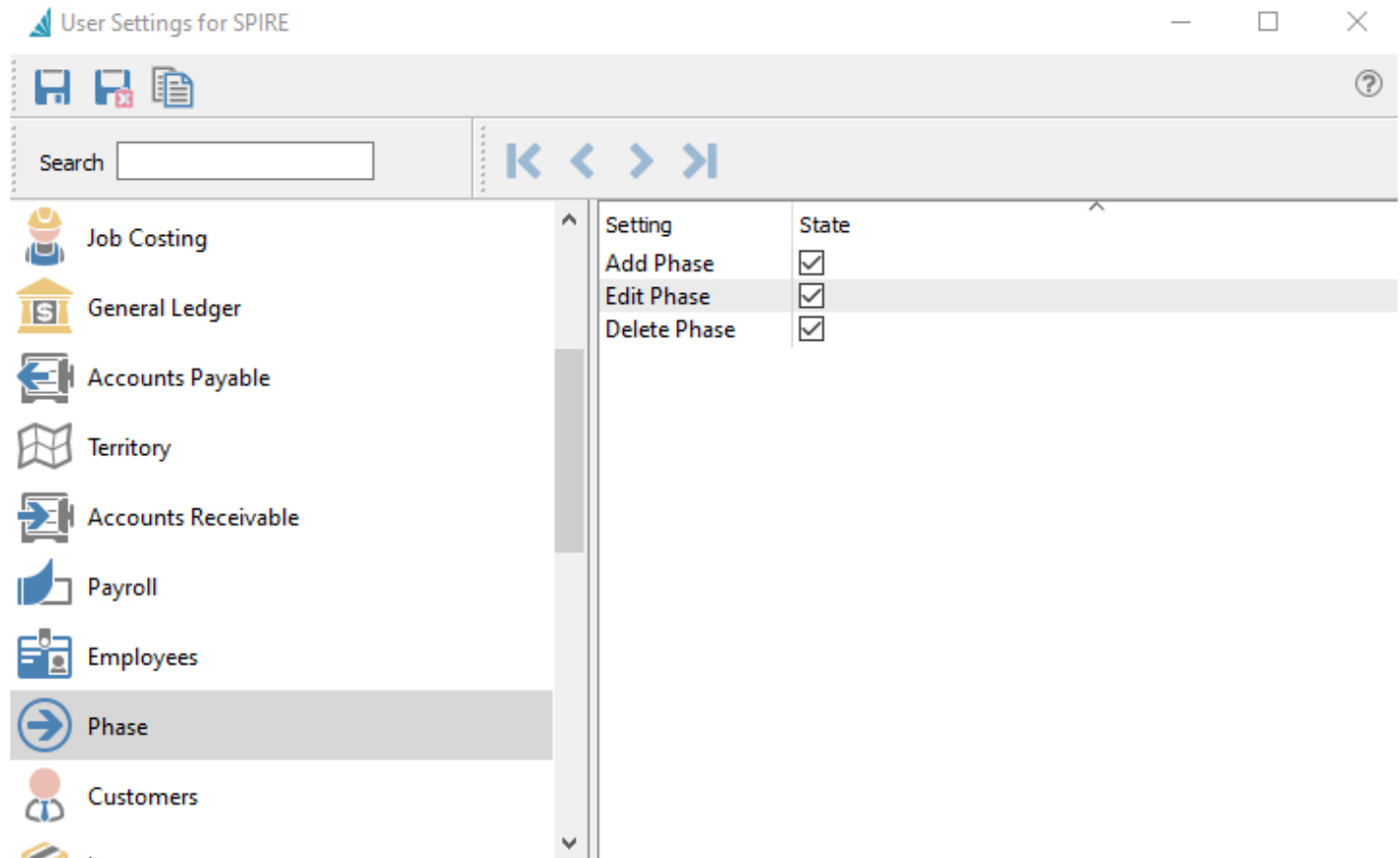
**View Employee Communications** – Can view employee Communications

**Edit Employee Communications** – Can edit employee Communications

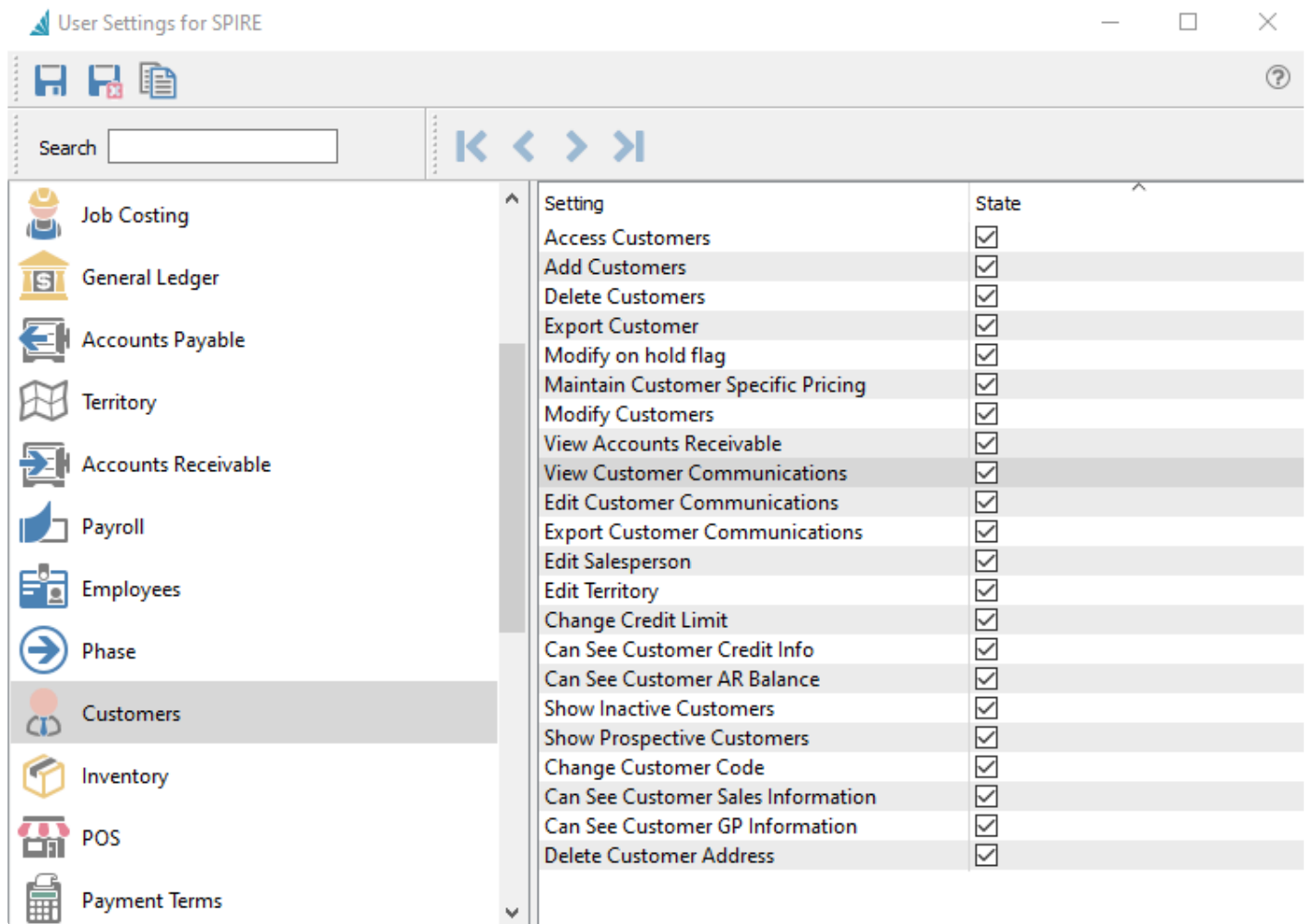
**Export Employee Communications** – Can export employee Communications

# 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: < < > >

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"/>

Left sidebar categories:

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

**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

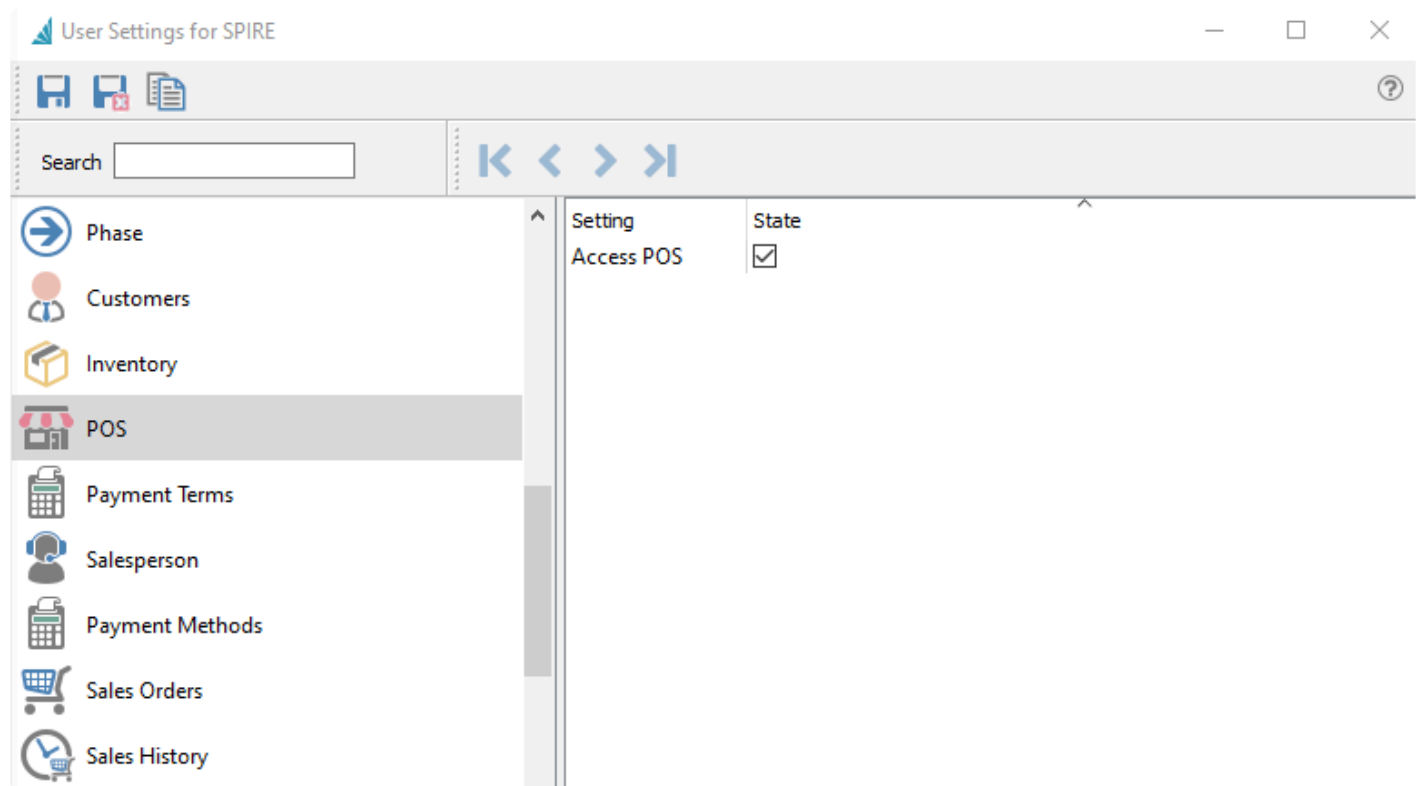
**Delete Inventory Count** — Can delete a count batch

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

**Modify GL Transaction** — Can modify the GL transaction when posting

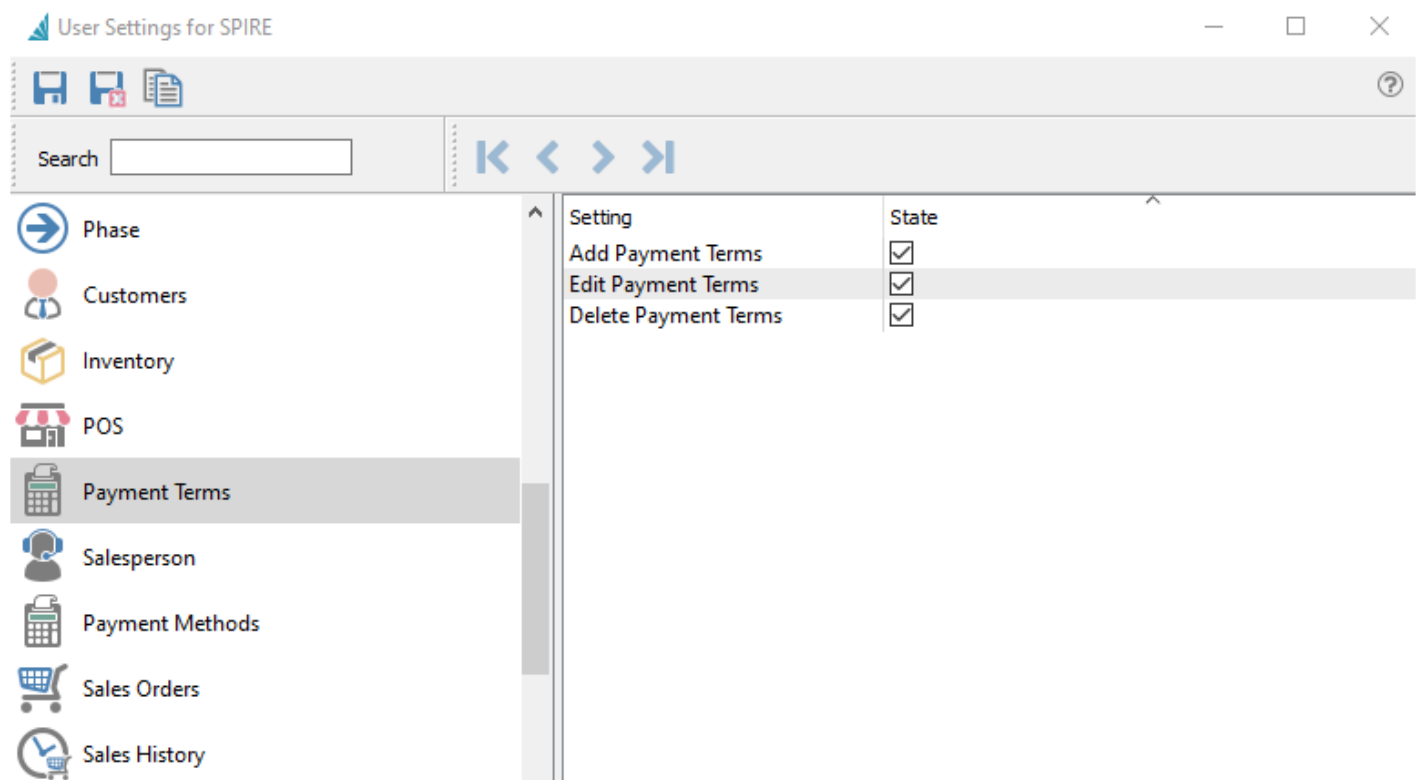
**Modify GL Transaction by Default** — GL posting is modifiable by default

# Point of Sale (POS)



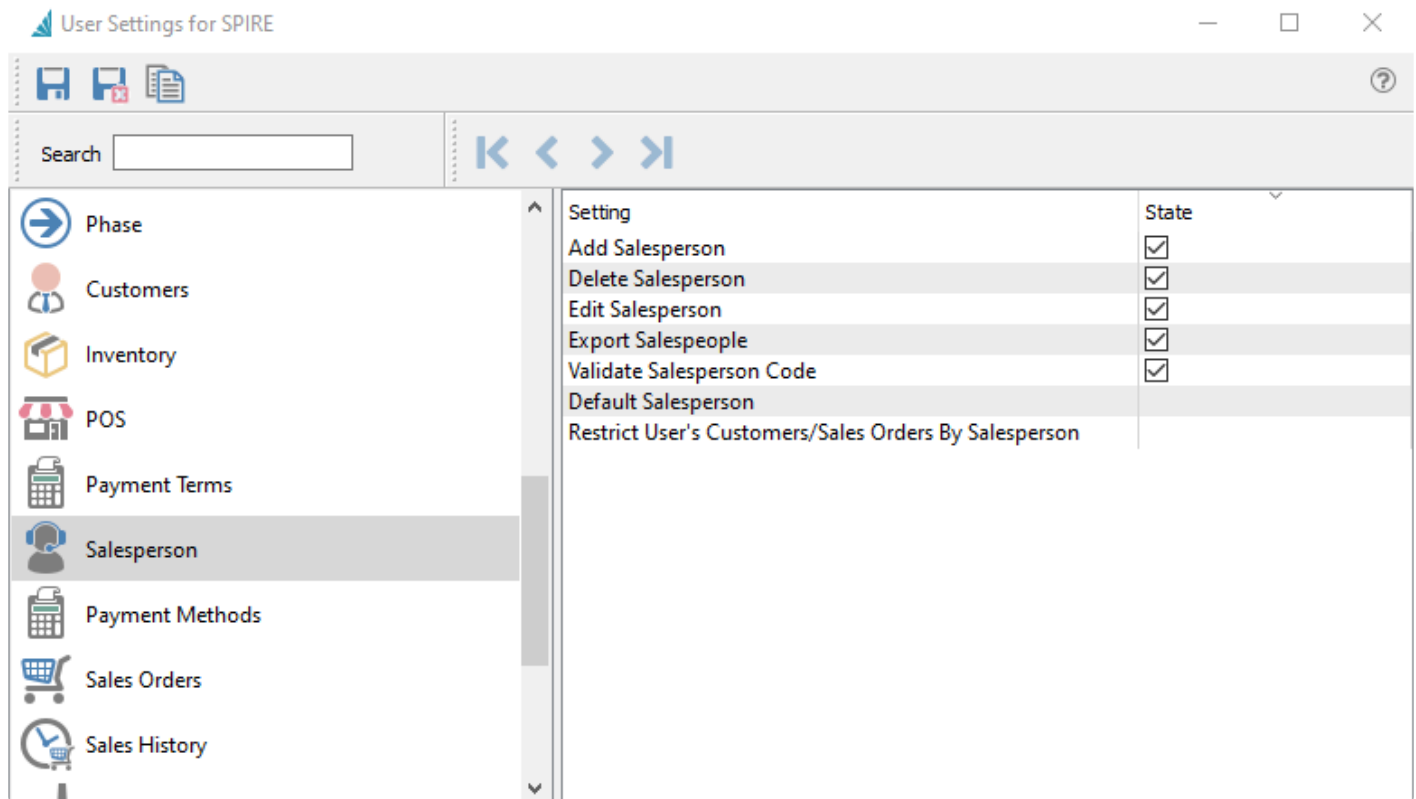
**Access POS** – Gives user access to the point of sale module

# 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

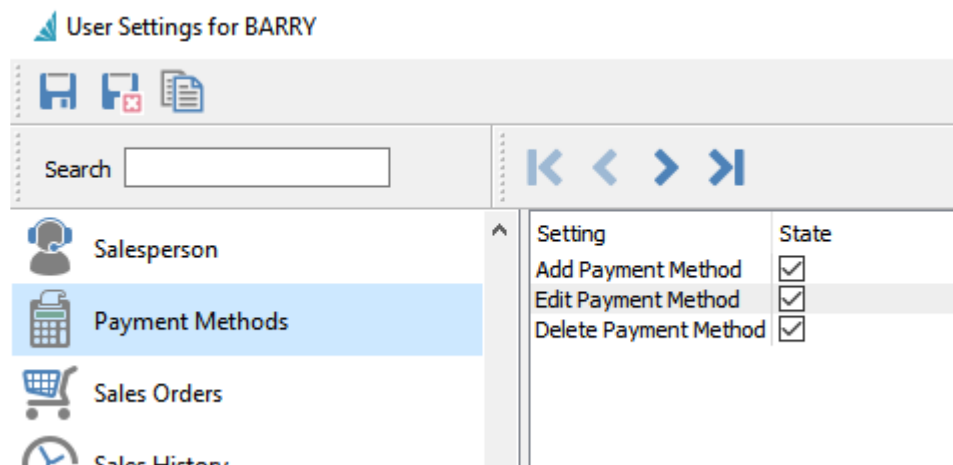
**Export Salespeople** — User has permissions to export a salesperson from the company

**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: < < > >

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 menu items: Currency, Reports, Email, Job Costing, General Ledger, Accounts Payable, Territory, Accounts Receivable, Payroll, Employees, Phase, Customers, Inventory, POS, Payment Terms, Salesperson, Payment Methods, Sales Orders, Sales History, Vendors, 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 of 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 pertaining 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

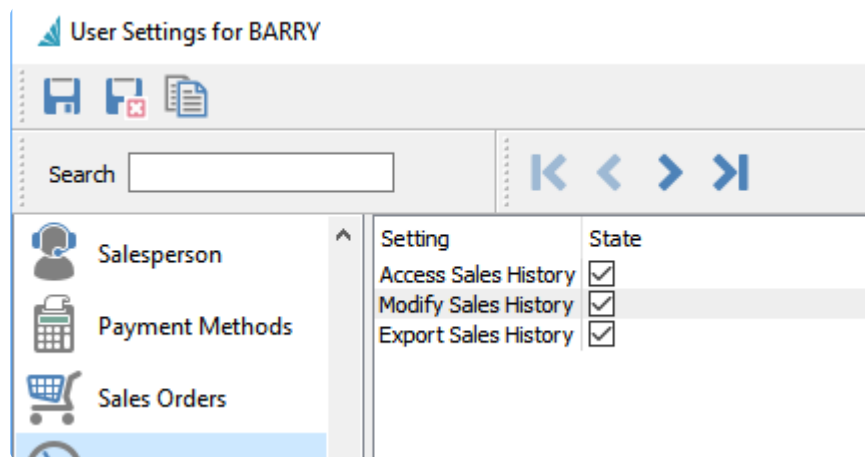
status.

**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

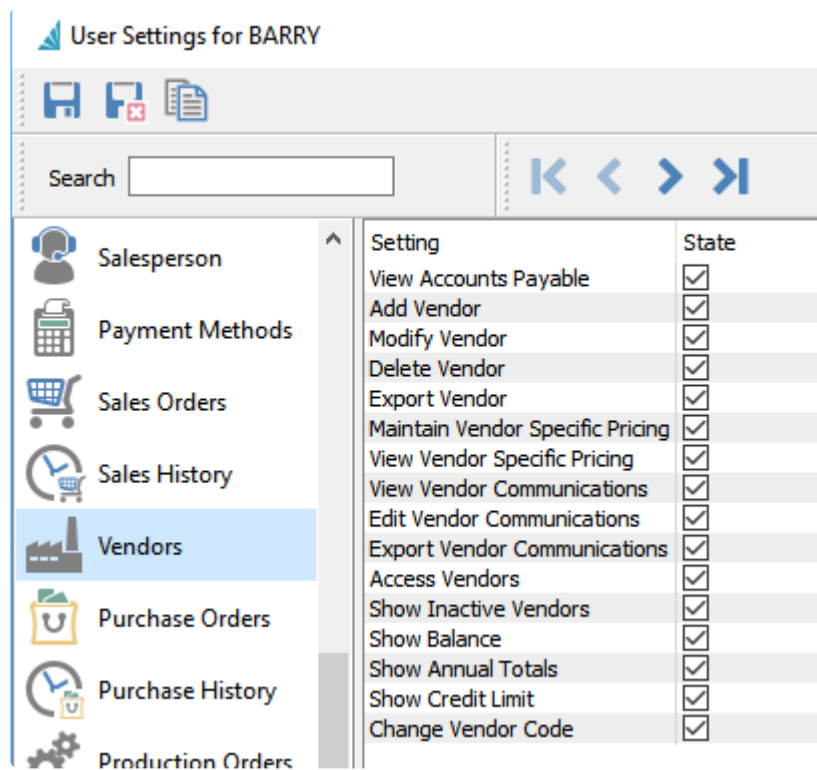


**Access** – Can access sales history.

**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

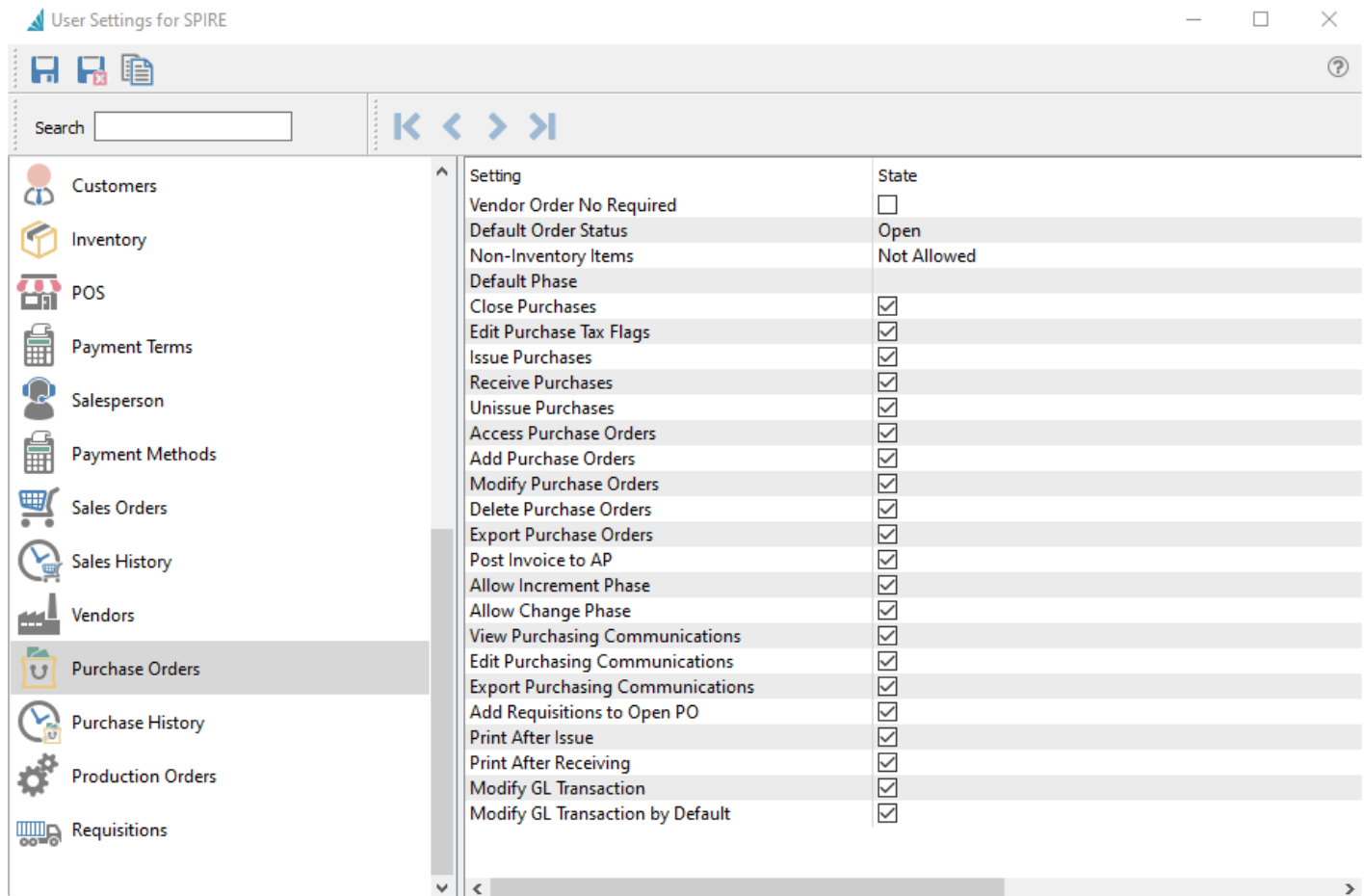
 User Settings for BARRY

Search

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



**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.

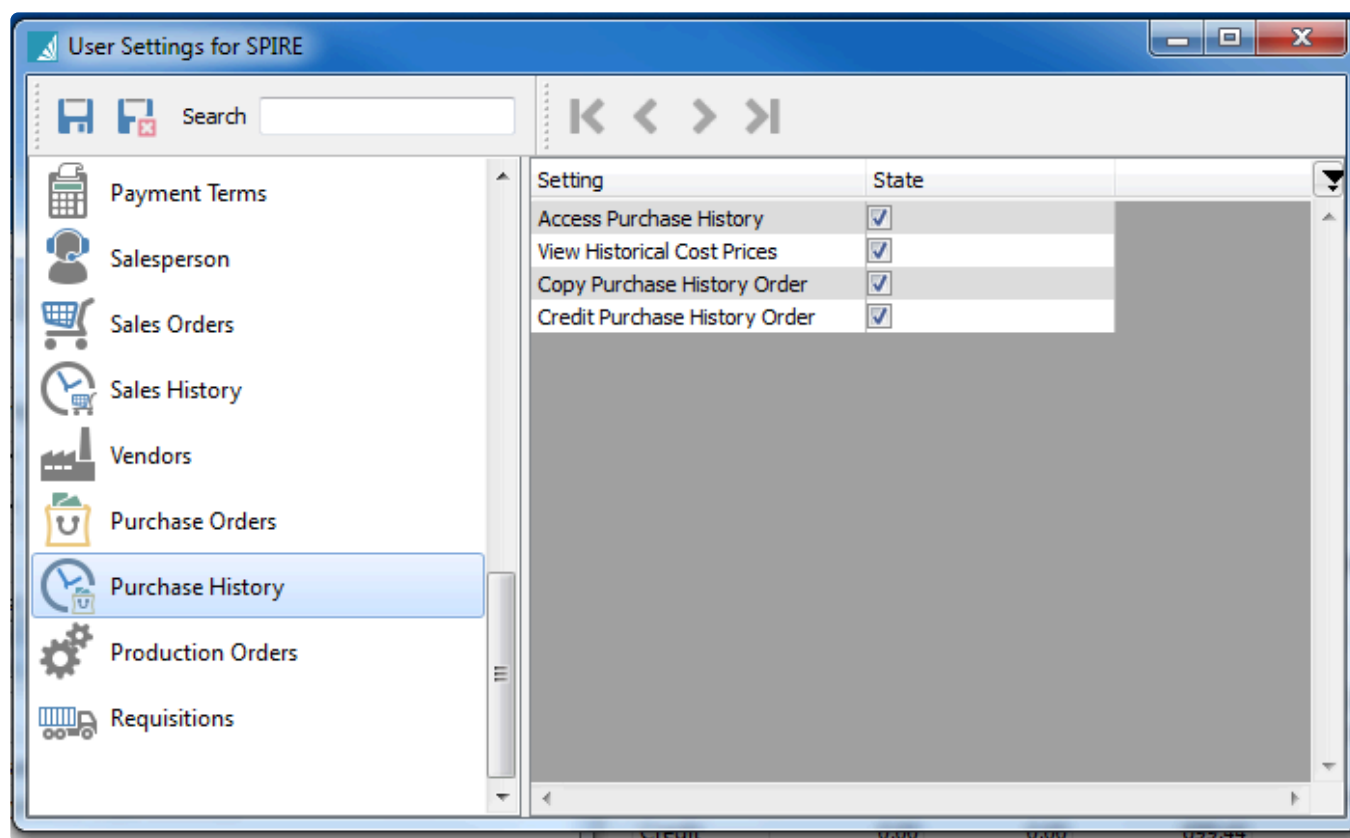
**Print After Issue** – If selected the purchase order will print when it is issued

**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



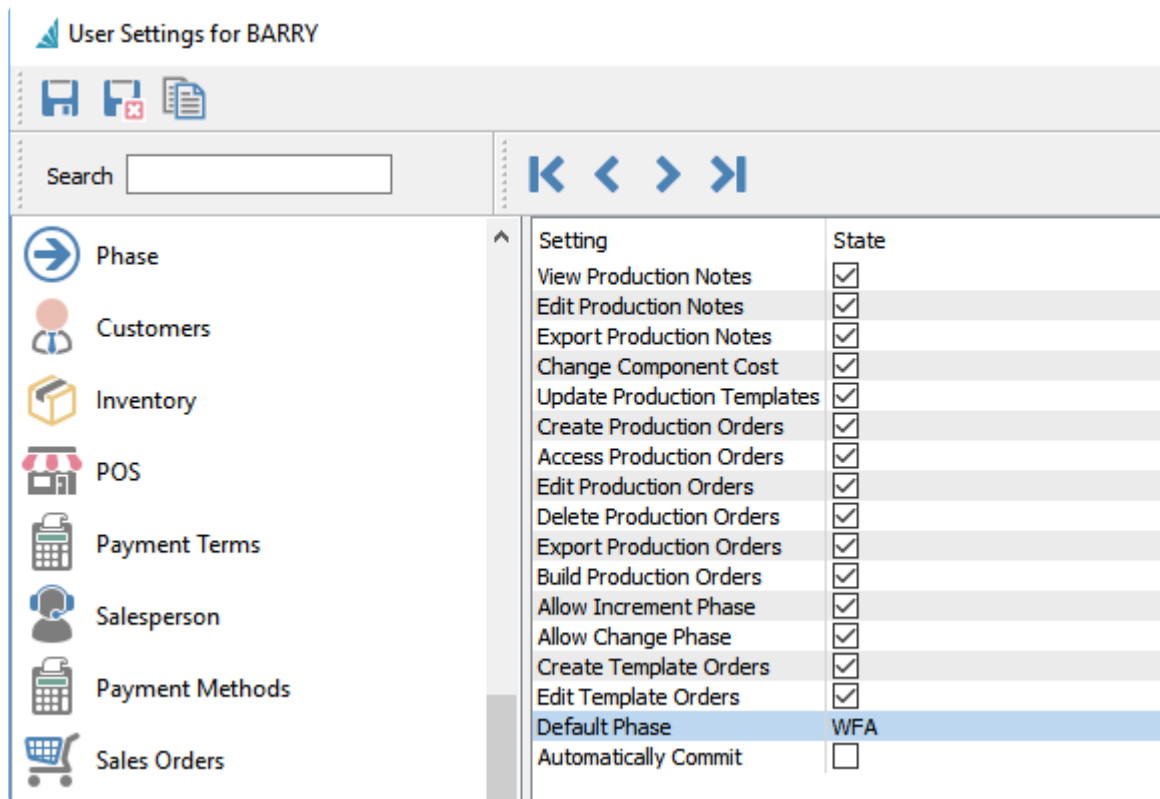
**Access Purchase History** – Gives access to PO history and is added to the user's main menu.

**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



**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.

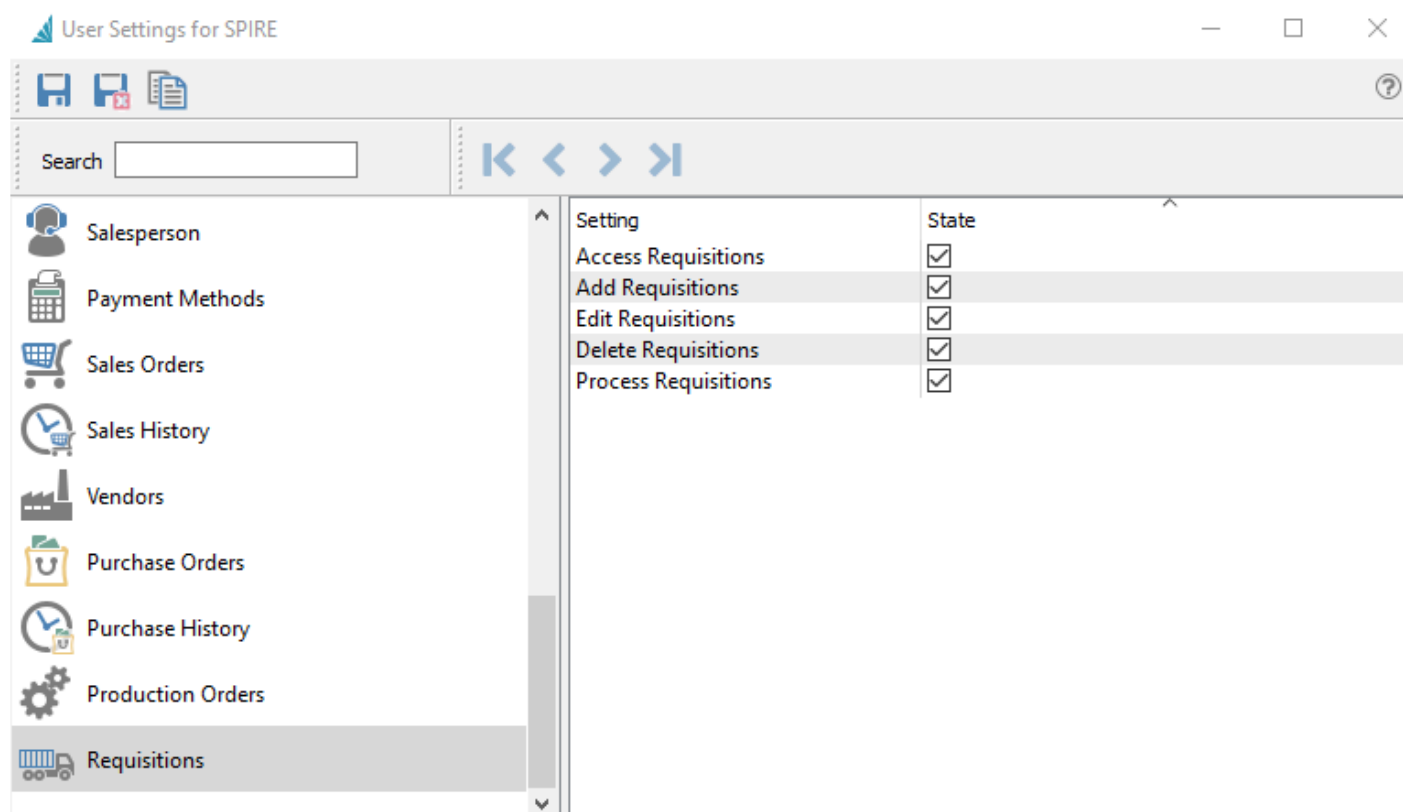
**Create Template Orders** – Allow to create templates.

**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 lists various settings categories, with 'General Ledger' highlighted. The main content area shows the following settings:

- General** (selected tab)
- 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

A red arrow points to the 'Enable General Ledger' checkbox, and a red text box below it says: '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.

Accounts Payable

> Customers

> Accounts Receivable

Over 120

> Inventory

> Requisitions

Vendors

Accounts Payable

> Customers

> Accounts Receivable

Over 120

> Inventory

Items not Sold in 2 Years  
Serialized/Lot Items  
Negative On Hand  
Needs Ordering

> Requisitions

Vendors

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

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

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



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

Labels

Adjust

Requisition

Filters

Match if All of the following criteria are true

+ 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

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.

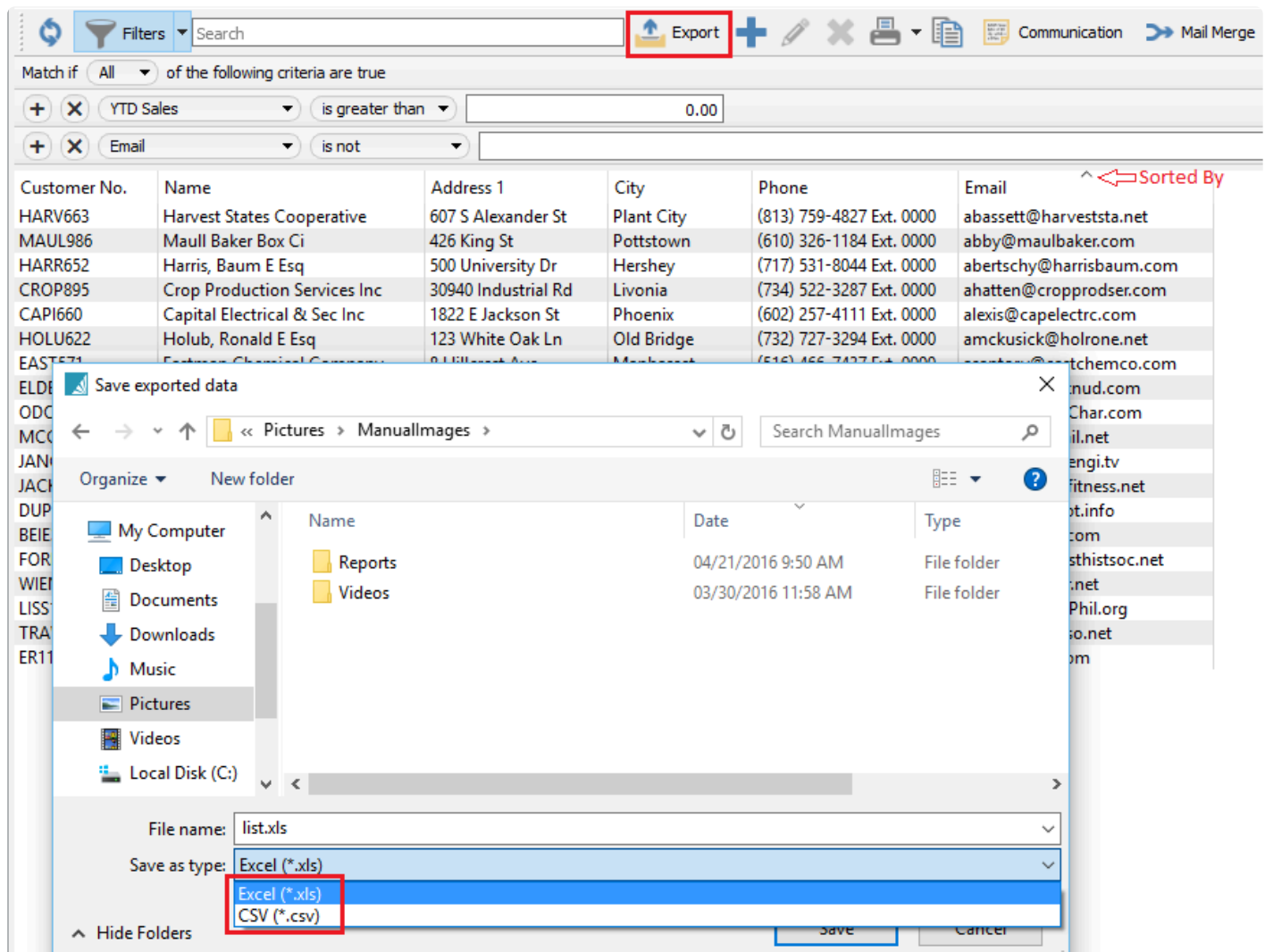
The user can also put an ‘or’ between words and then results with either words will show in the search results. Another option to use in searching is a minus symbol (-) which produces an exclusion for the search. As an example, if in the inventory list the user types *bar -caramel* then all items with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

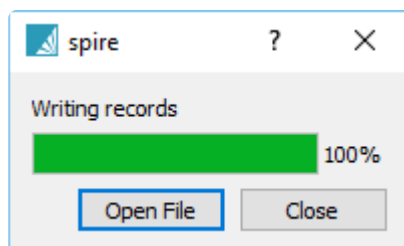
# Exports

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	nweins@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			Exact same column layout as was selected in Spire			
22						
23						

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”

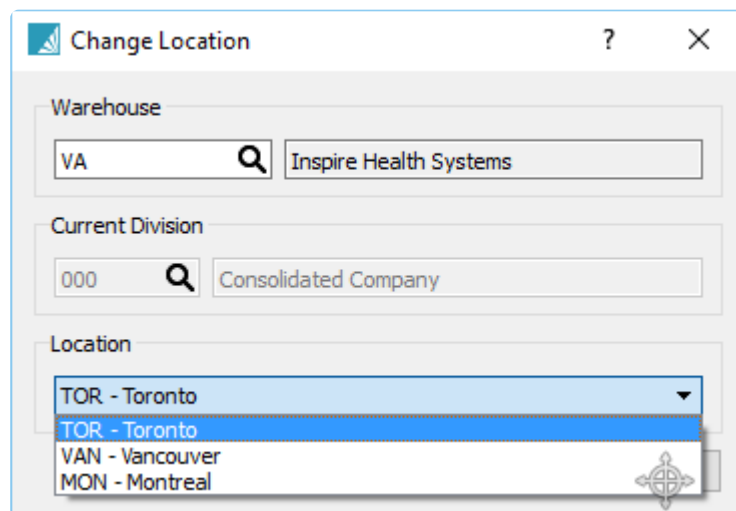
Inventory   Movement   Reports						
Labels   Adjust   Count   Create Purchase Order   Create Sales Order   Requisition   Filters						
Warehouse	Part number	Description	Vendor No.   Status   Suggested Order Qty			
VA	4RTT	4RTT AbMat	<input checked="" type="checkbox"/> Select None <input checked="" type="checkbox"/>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

- Warehouse:** Search input 'VA' leads to a dropdown selection of 'Inspire Health Systems'.
- Current Division:** Search input '000' leads to a dropdown selection of 'Consolidated Company'.
- Location:** A dropdown menu is open, showing three options: 'TOR - Toronto' (highlighted in blue), 'VAN - Vancouver', and 'MON - Montreal'. A compass icon is located at the bottom right of this 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 **Sale** 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

+ New - Delete

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

Description

MON	Montreal
TOR	Toronto
VAN	Vancouver

Location

Base

Location

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

Company Settings

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  
Disabled  
Base  
Location  
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 112001

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/MON	Sales - General						
41100/TOR	Sales - General						
41100/VAN	Sales - General						
41200	Sales - Access						
41300	Sales - Equip						
41300	Sales - Equip						
41400	Sales - Game						
41500	Sales - Supp						
41600	Sales - Weig						
51900	Freight Char						
61950	Sales - Retur						
71100	Production V						
71110	Cost of Goo						
71110/MON	Cost of Goo						
71110/TOR	Cost of Goo						
71110/VAN	Cost of Goo						
71120	Cost of Goo						
71130	Cost of Goo						
71140	Cost of Goo						
71150	Cost of Goo						
71150	Cost of Goo						

GL Account - [000] 71110MON

Reconcile

Add Location Segment

Division No 000 Account No 71110 MON Name Cost of Goods Sold - General Currency Inactive

Details Transactions Balances History Notes User Defined

Group 700 Cost of Goods Sold Type Expense Sales Account

Subgroup GIFFI Account 8320 Bank Account

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

Navigation: << < > >>

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
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"/>

Left sidebar menu items:

- 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**

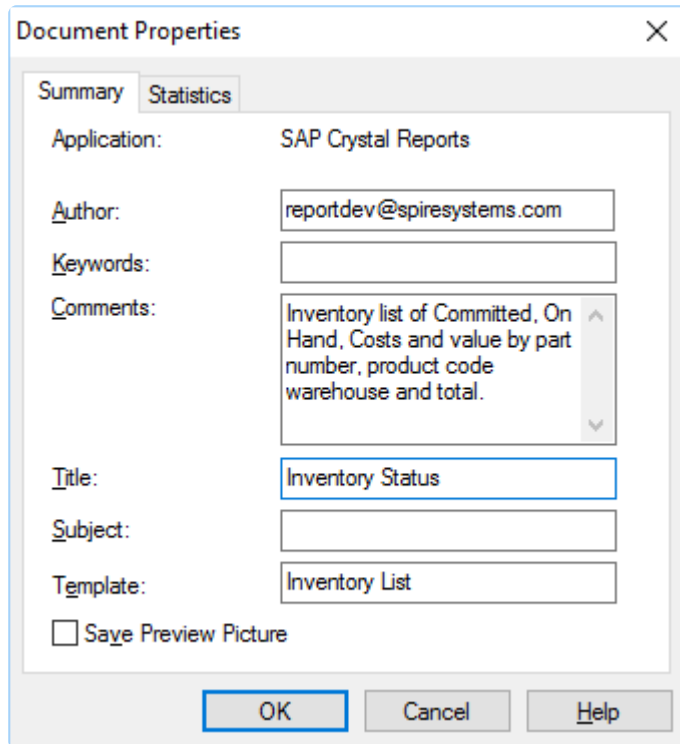
### Video Instruction – Invoicing using Prof Centers



# 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,



The screenshot shows the 'Document Properties' dialog box with the 'Summary' tab selected. The fields are as follows:

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
<input type="checkbox"/> Save Preview Picture	

At the bottom are buttons for OK, Cancel, and 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

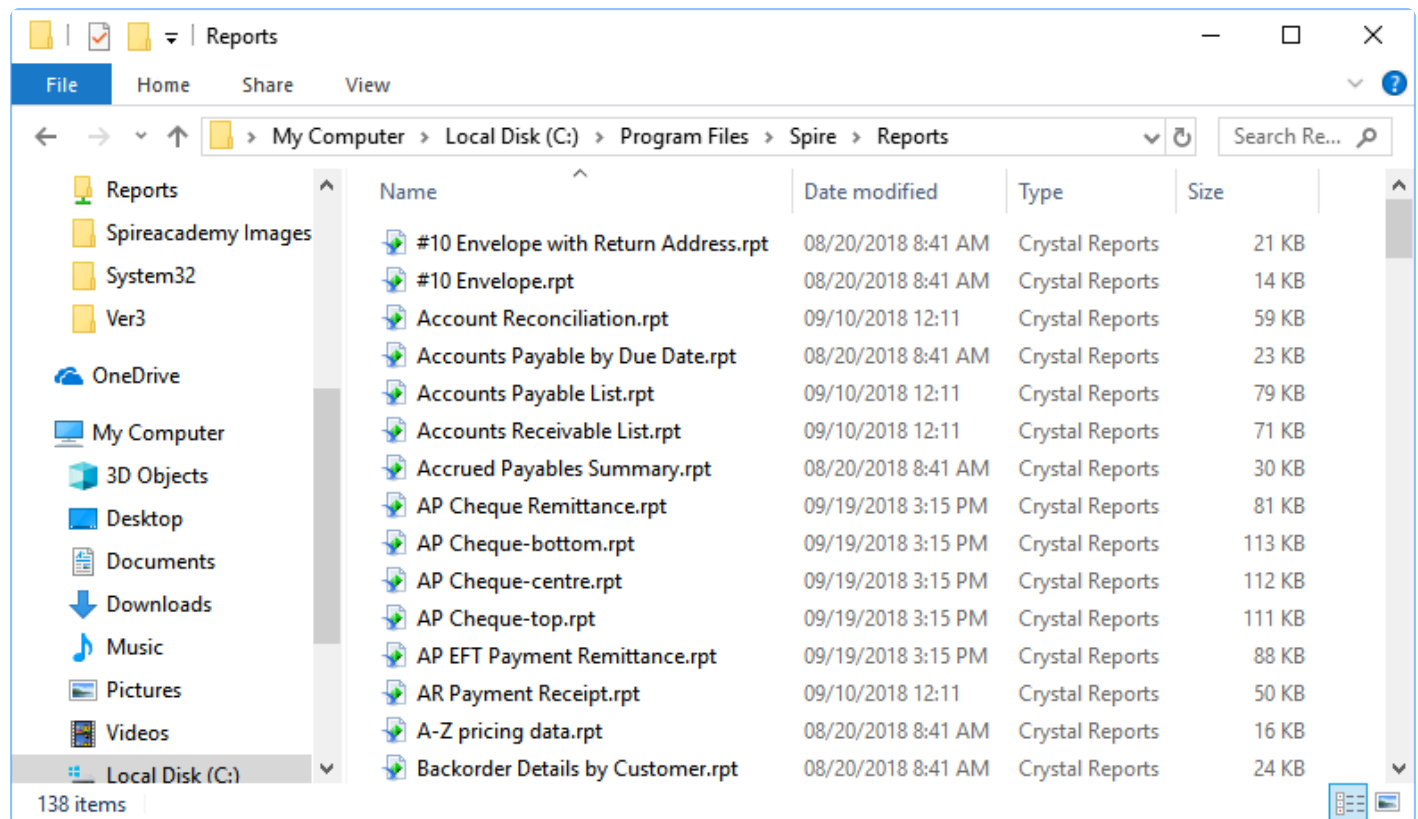
Most of Spire's reports run from the list view. The user sets the filter criteria and then prints 'All' or prints the 'Selected'. In some circumstances other criterion is required to be passed to a report. In these cases Spire has added a tab in the module call 'Reports' See the below for an example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

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

The screenshot displays the 'Spire Health Systems' application interface. The top menu bar includes 'File', 'Edit', 'Customers', 'Vendors', 'Inventory', 'Purchasing', 'Production', 'Sales', 'Payroll', 'Tools', and 'Help'. A sidebar on the left lists various modules: 'Job Costing', 'Payroll', 'Sales', 'Accounts Payable' (highlighted), 'Customers', 'Accounts Receivable', 'Inventory', and 'Requisitions'. The main window is divided into two panes. The left pane, titled 'Open Accounts' and 'Reports', shows a 'Report Template' dropdown menu with options: 'Accounts Payable List' and 'Accounts Payable Ledger'. The right pane contains filter criteria for the report: 'Start Date' (01/01/2017), 'End Date' (01/31/2017), a checked 'Show Details' checkbox, 'Vendor' (ADA530), 'Currency' (empty), and 'Sort Order' (Vendor Name).

# 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

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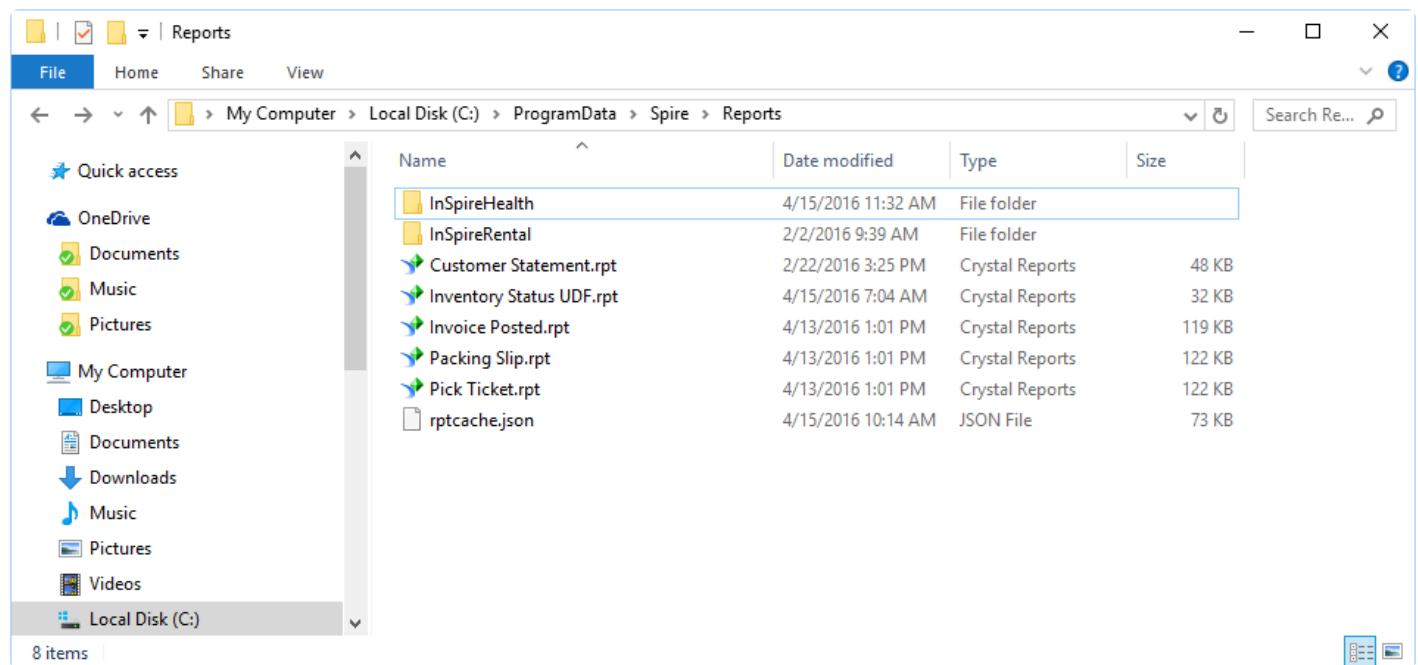
The below is a complete PDF list of the current reports available in Spire. For Customer Reports please review the custom report links from the main navigation menu or by the next page link at the bottom of this page.

[Spire Reports](#)

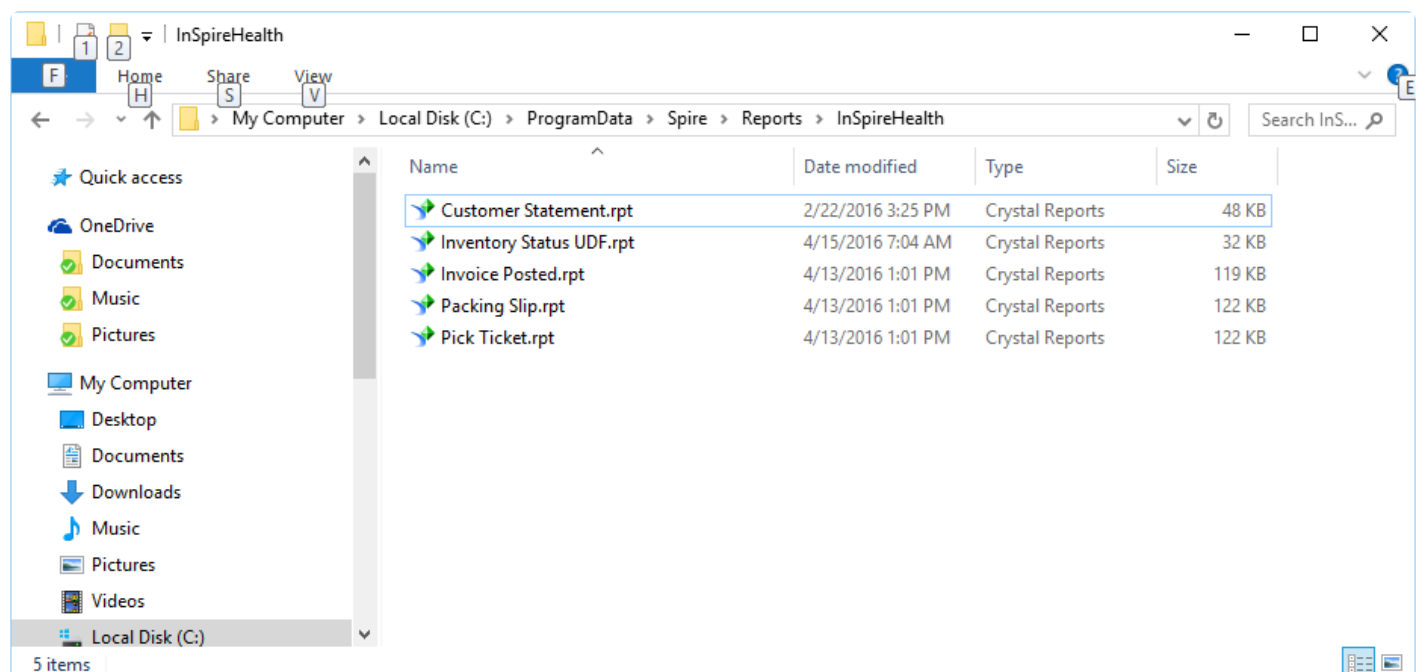


# Custom Reports

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,

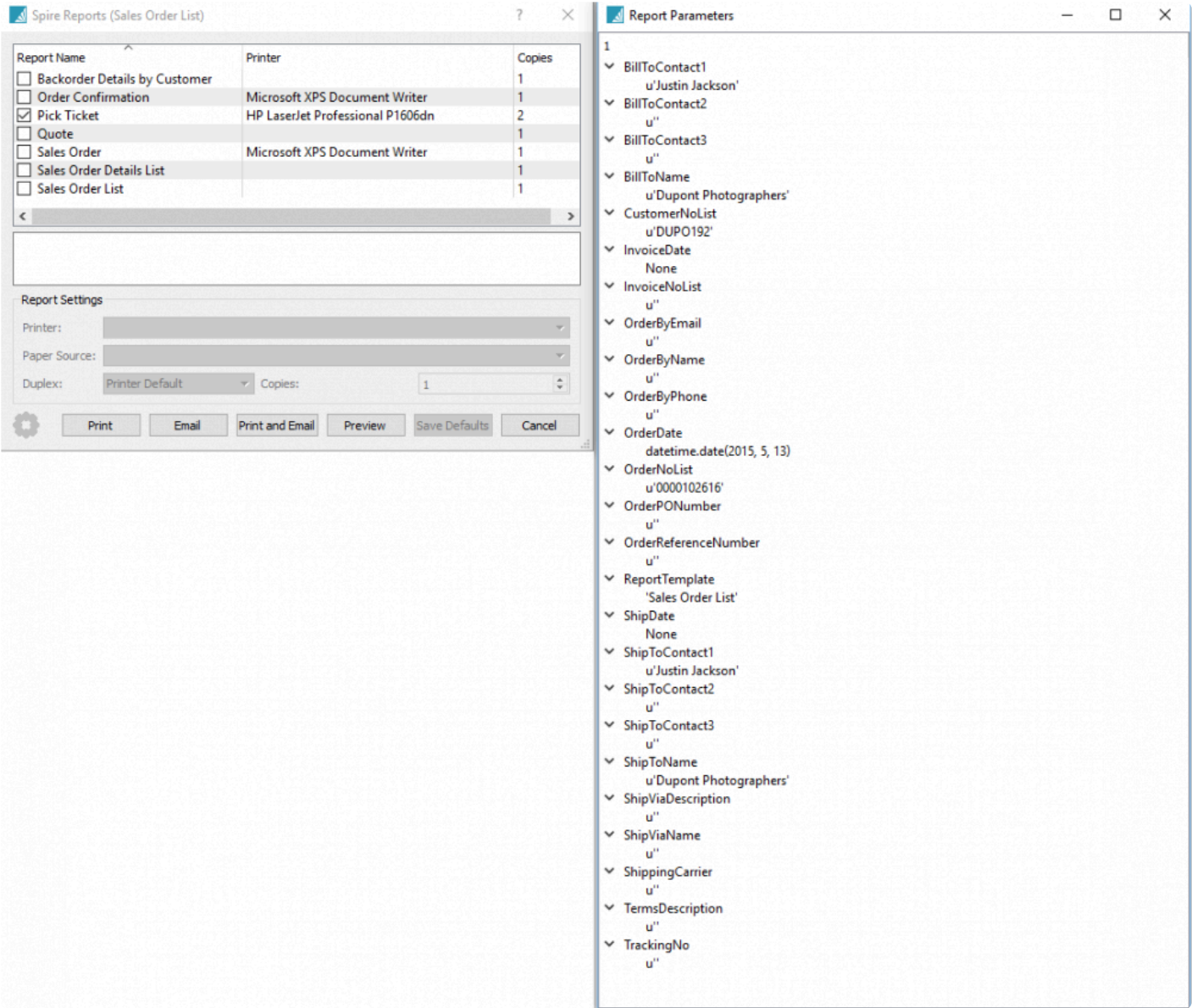
## Uploading Reports through Spire Admin

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.

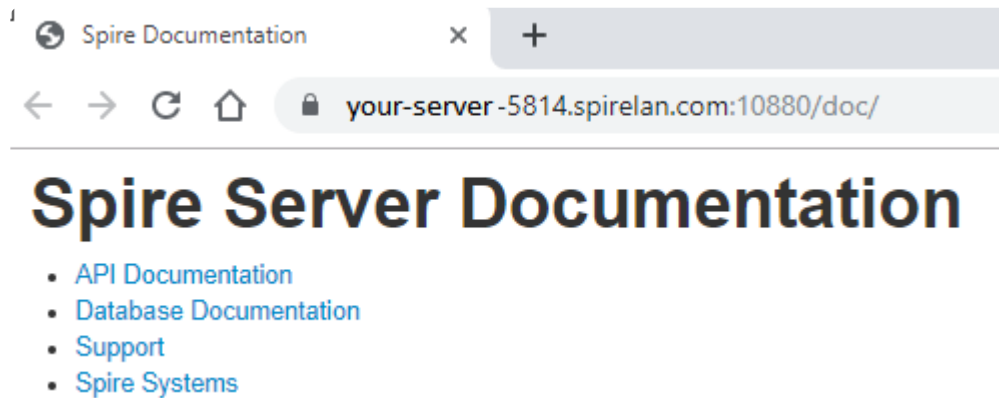


# Data Dictionary

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## 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.

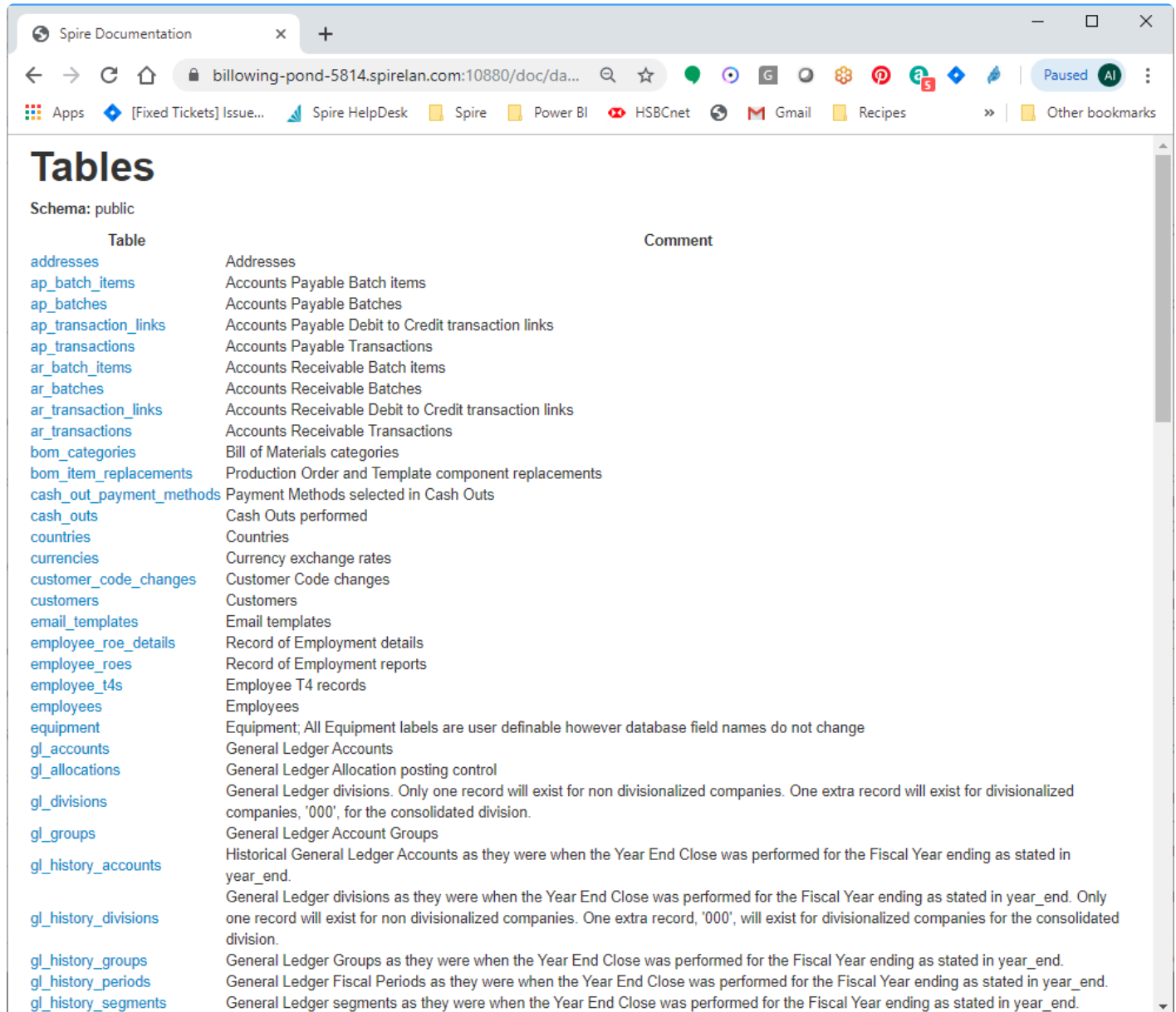
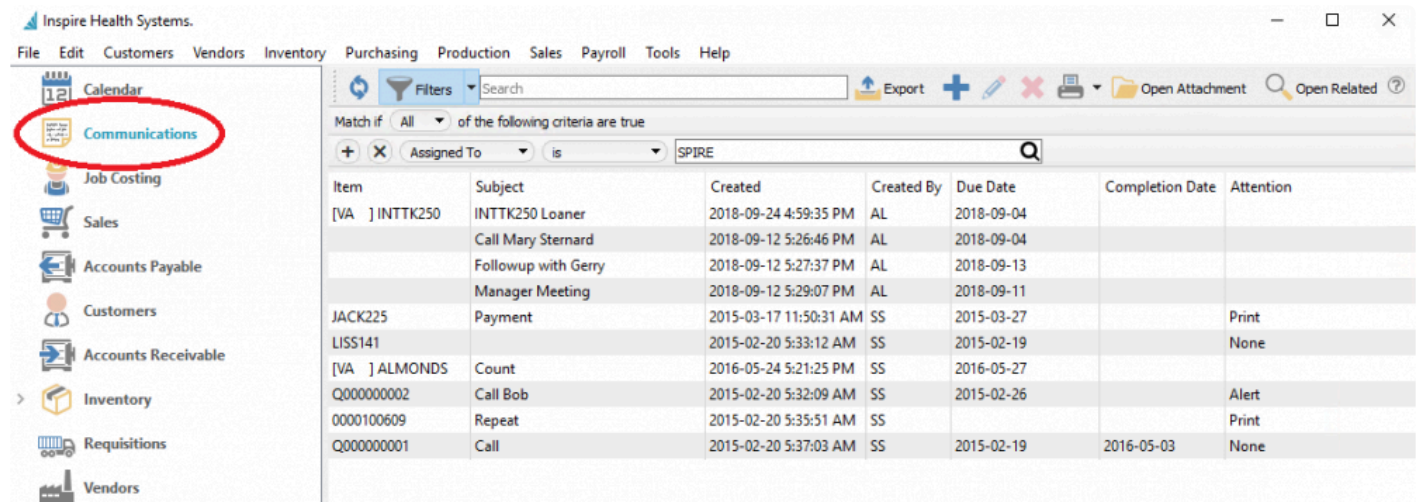


Table	Comment
<a href="#">addresses</a>	Addresses
<a href="#">ap_batch_items</a>	Accounts Payable Batch items
<a href="#">ap_batches</a>	Accounts Payable Batches
<a href="#">ap_transaction_links</a>	Accounts Payable Debit to Credit transaction links
<a href="#">ap_transactions</a>	Accounts Payable Transactions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



The screenshot shows the Inspire Health Systems application window. The main menu on the left includes options like Calendar, Communications (highlighted with a red circle), Job Costing, Sales, Accounts Payable, Customers, Accounts Receivable, Inventory, Requisitions, and Vendors. The main window displays a list of communications with the following columns: Item, Subject, Created, Created By, Due Date, Completion Date, and Attention.

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 Sernard	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



Note - Inventory VA INTTK250

Insert Date/Time Open Attachment Open Related Mark Completed

Subject INTTK250 Loaner Type

Check to see who has this loaner.

Attachment Browse...

Details

Assigned To BARRY Due Date 09/11/2018 12:00 AM

Number 0.000 Completed Date 01/01/1990 12:00 AM

Reports

Where Purchase Order

Packing Slip  
Booking Order  
Invoice  
Picking Slip  
Purchase Order  
Work Order  
Order Confirmation  
Quote  
Sales Order

Display

Print Alert

Created by AL on 09/24/2018 9:59:35 AM M 8 11:03:18 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.

**Open Attachment** – Opens attachments such as files, web links, etc that are with the communication

**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 or both 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"

**Number** – Extra numeric field, used for reporting purposes.

**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

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## 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 is a navigation menu with icons for various modules. The main area shows a 'To-Do' list of communication notes. The notes are as follows:

- Sales - 0000100609: Repeat**  
Wants to repeat this order next month.  
Created by SS on 2015-02-20 05:30:51. Modified by SS on 2016-05-04 09:39:13 497000
- Customer - LISS141:**  
Call about new manager  
Created by SS on 2015-02-20 05:33:12. Modified by SS on 2015-02-20 05:33:12.
- Sales - Q000000002: Call Bob**  
Call Bob about this quote  
Created by SS on 2015-02-20 05:32:09. Modified by SS on 2016-09-07 06:26:56 984000
- Accounts Receivable - JACK225: Payment**  
Jason says payment next friday

Each note has an 'Edit' button and an 'Open Related' button. Red arrows indicate the flow from the 'Edit' button of the 'Accounts Receivable - JACK225: Payment' note to the 'Note - Payment' window. This window shows the details of the payment, including the subject 'Payment', the note text 'Jason says payment next friday', and the date '9/14/2016'.

Below the notes, the 'Accounts Receivable - JACK225: Payment' window is open, showing the customer details for JACK225, Jackson Fitness Center. The window includes fields for Billing Address, Contact Information, and 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
0000000051	04/18/2015	1,904.00	0.00		1,904.00	02	2% 10 days	124599	0000600340	Invoice		04/28/2015
00000000756	02/09/2016	246.97	0.00		246.97	02	2% 10 days		0000600371	Invoice		02/18/2016
0000000076	04/25/2016	529.76	0.00		529.76	02	2% 10 days		0000600354	Invoice		05/05/2016
00000000755	05/10/2016	5.66	0.00		5.66	02	2% 10 days		0000600359	Invoice		05/20/2016
00000000757	05/13/2016	123.48	0.00		123.48	02	2% 10 days		0000600369	Invoice		05/23/2016
00000000784	05/25/2016	952.57	0.00		952.57	02	2% 10 days		0000600378	Invoice		06/04/2016
00000000792	05/25/2016	123.48	0.00		123.48	02	2% 10 days		0000600386	Invoice		06/04/2016
00000000845	09/26/2016	6,214.88	0.00		6,214.88	02	2% 10 days		0000600399	Invoice		10/06/2016
00000000847	09/26/2016	95.00	0.00		95.00	02	2% 10 days					

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 shows the Inspire Health Systems (UDF) interface. On the left is a navigation menu with options like Sales, Sales History, Payroll, Accounts Payable, Customers, Accounts Receivable, Inventory, Requisitions, Vendors, Purchases, Production, and Communications (highlighted with a red box). The main window displays a table of communications with columns: Module, Item, Subject, Created Date, Created By, Due Date, Completion Date, Attention, Display Type, Assigned To, Group Type, Modified Date, Modified By, and Number. A red box highlights the 'Open Related' button in the top right corner of the table. Below the table, a 'Note - Call Bob' window is open, showing details for a communication assigned to SPIRE, due on 02/26/20, with a subject of 'Call Bob' and a type of 'FOLLOW-UP'.

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		None	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.

The screenshot shows the Inspire Health Systems (UDF) interface. On the left is a navigation menu with options like Sales, Sales History, Payroll, Accounts Payable, Customers, Accounts Receivable, Inventory, Requisitions, Vendors, Purchases, Production, and Communications (highlighted with a red box). The main window displays a table of communications. A red box highlights the 'Open Related' button in the top right corner of the table. Below the table, the 'Accounts Receivable - Jackson Fitness Center' window is open, showing details for a communication assigned to SPIRE, due on 02/26/20, with a subject of 'Call Bob' and a type of 'FOLLOW-UP'. The window also displays a list of transactions with columns: Transaction No, Date, Debit, Credit, Balance, Terms Code, Terms Desc, Customer PO, Reference No, and Type. The total balance is 11,561.35 and the remaining amount is 11,561.35.

Module	Item	Subject	Created Date	Created By	Due Date	Completion Date	Attention	Display Type	Assigned To	Group Type	Modified
Accounts R...	JACK225	Payment	03/17/2015	SS	03/27/2015		None	None	SPIRE		09/15/201
Customer	LISS141		02/20/2015	SS	02/19/2015		None	None	SPIRE		02/20/201

Transaction No	Date	Debit	Credit	Balance	Terms Code	Terms Desc	Customer PO	Reference No	Type
0000000676	01/25/2016	529.76	0.00	529.76	02	2% 10 days	124645	0000600351	Invoice
0000000650	04/18/2015	820.96	0.00	820.96	01	Net 30 days	124645	0000600347	Invoice
0000000651	04/18/2015	1,904.00	0.00	1,904.00	02	2% 10 days	124859	0000600348	Invoice
0000000649	04/18/2015	2,714.88	0.00	2,714.88	02	2% 10 days	124599	0000600346	Invoice
0000000512	07/07/2015	5,591.75	0.00	5,591.75			123677	0000600318	Invoice

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

# Communications Video Demo

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## 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 interface. The main window shows a monthly calendar for October 2019. The top bar includes navigation controls (Today, Previous, Next, etc.), the current month/year, and filters for 'Show Modules', 'Show Users', 'Show Unassigned', and 'Show Completed'. The calendar grid shows events for each day. A red arrow points to the date '4' on Wednesday, which is highlighted. A modal window is open for 'Tuesday, September 4' (09/04/2018). This modal shows a list of communication items for that day, each with an 'Edit' and 'Open Related' button. The items listed are: 'Count' (Check count), 'Call Mary Sternard', 'INTTK250 Loaner' (Check to see who has this loaner.), and '8am Call Bob' (Call Bob about this quote).

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 shows the Spire Calendar interface. The calendar view displays dates from Sunday, October 26 to Saturday, September 1. A red arrow points to the 'JACK225 Payment' entry on Wednesday, October 29. Another red arrow points to the 'Open Related' button in the 'Note - Accounts Receivable JACK225' window. A third red arrow points to the 'Accounts Receivable - Jackson Fitness Center' window, which displays customer details for JACK225, including billing address, contact information, and a list of open items (invoices and a service charge).



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

Shipping

Ship To

Contact

Name

Part No Description

VA /SP88FR	Springfield 88 F
VA /INSDB10	InSpire Dumbb

Press <enter>

Order Details

Open Sales Order

Order No 0000011941

Order Date 09/13/2015

Required Date 09/13/2015

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

<div> Accounts Allocations Summary Transactions Recurring Entries Reports </div> <div> Filters Search Export + - x y Revalue Create Transaction </div>									
Match if Any of the following criteria are true									
<div> + X Credit Balance is not 0.00 </div>									
<div> + X Debit Balance is not 0.00 </div>									
Account No	Name	Type	Group Name	Designation	Δ Debit	Δ Credit	Debit Balance	Credit Balance	
11120/ /	RBC Bank	Asset	Cash	Debit	0.00	1,000.00	0.00	658,376.00	
11120/ /	RBC-USD	Asset	Cash	Debit	0.00	0.00	0.00	15,672.63	
11120/ /	RBC Bank-XEU	Asset	Cash	Debit	0.00	0.00	0.00	6,051.61	
11130/ /	Cash and Cheque Receipts	Asset	Cash	Debit	10.00	0.00	1,094,714.53	0.00	
11130/ /	Cash Receipts	Asset	Cash	Debit	0.00	0.00	5,983.62	0.00	
11135/ /	EFT Deposits	Asset	Cash	Debit	1,930.04	0.00	0.00	16,360.17	
11140/ /	Amex	Asset	Cash	Debit	0.00	0.00	21,994.00	0.00	
11150/ /	MasterCard	Asset	Cash	Debit	0.00	0.00	13,240.56	0.00	
11150/MON /	MasterCard	Asset	Cash	Debit	0.00	0.00	57,897.12	0.00	
11151/MON /	MasterCard2	Asset	Cash	Debit	0.00	0.00	117.60	0.00	
11151/VAN /	MasterCard2	Asset	Cash	Debit	0.00	0.00	117.60	0.00	
11152/VAN /	MasterCard2	Asset	Cash	Debit	0.00	0.00	120.00	0.00	
11153/MON /	MasterCard2	Asset	Cash	Debit	0.00	0.00	115.20	0.00	
11160/ /	Visa	Asset	Cash	Debit	0.00	0.00	173,327.30	0.00	
11210/ /	Accounts Receivable - Trade	Asset	Accounts Receivable	Debit	4,288.84	0.00	1,009,401.41	0.00	
11210/ /	Accounts Receivable - Trade-USD	Asset	Accounts Receivable	Debit	0.00	0.00	3,690.00	0.00	
11290/ /	Vendor Rebates Receivable	Asset	Other Receivables	Debit	0.00	0.00	10.57	0.00	
11300/ /	Inventory at Cost - General	Asset	Inventory	Debit	60.54	0.00	828,373.92	0.00	
11302/ /	Inventory at Cost - Accessories	Asset	Inventory	Debit	0.00	36.80	3,612.49	0.00	
11303/ /	Inventory at Cost - Equipment	Asset	Inventory	Debit	0.00	0.00	0.00	87,244.14	
11304/ /	Inventory at Cost - Games	Asset	Inventory	Debit	0.00	0.00	1,071.54	0.00	
11305/ /	Inventory at Cost - Supplements	Asset	Inventory	Debit	0.10	0.00	767,147.61	0.00	
11306/ /	Inventory at Cost - Weights	Asset	Inventory	Debit	0.00	24.29	0.00	637.35	
11310/ /	Inventory - Raw Material	Asset	Inventory	Debit	0.00	0.00	211.60	0.00	
11315/ /	Inventory Variance	Asset	Inventory	Debit	0.00	319.91	0.00	805,310.48	
12100/ /	Office Furniture & Fixtures	Asset	Property, Plant & Equipment	Debit	0.00	0.00	12,789.00	0.00	
12200/ /	Machinery - Plant and Equip.	Asset	Property, Plant & Equipment	Debit	0.00	0.00	23,900.00	0.00	
12300/ /	Computer Equipment	Asset	Property, Plant & Equipment	Debit	0.00	0.00	23,799.00	0.00	
12400/ /	Automotive Equipment	Asset	Property, Plant & Equipment	Debit	0.00	0.00	22,602.48	0.00	
21110/ /	Bank Loan Payable	Liability	Notes Payable	Credit	0.00	0.00	288.26	0.00	
21120/ /	Accounts Payable	Liability	Accounts Payable	Credit	0.00	0.00	0.00	530,069.05	
21120/ /	Accounts Payable-USD	Liability	Accounts Payable	Credit	0.00	0.00	0.00	8,042.60	



# Accounts

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

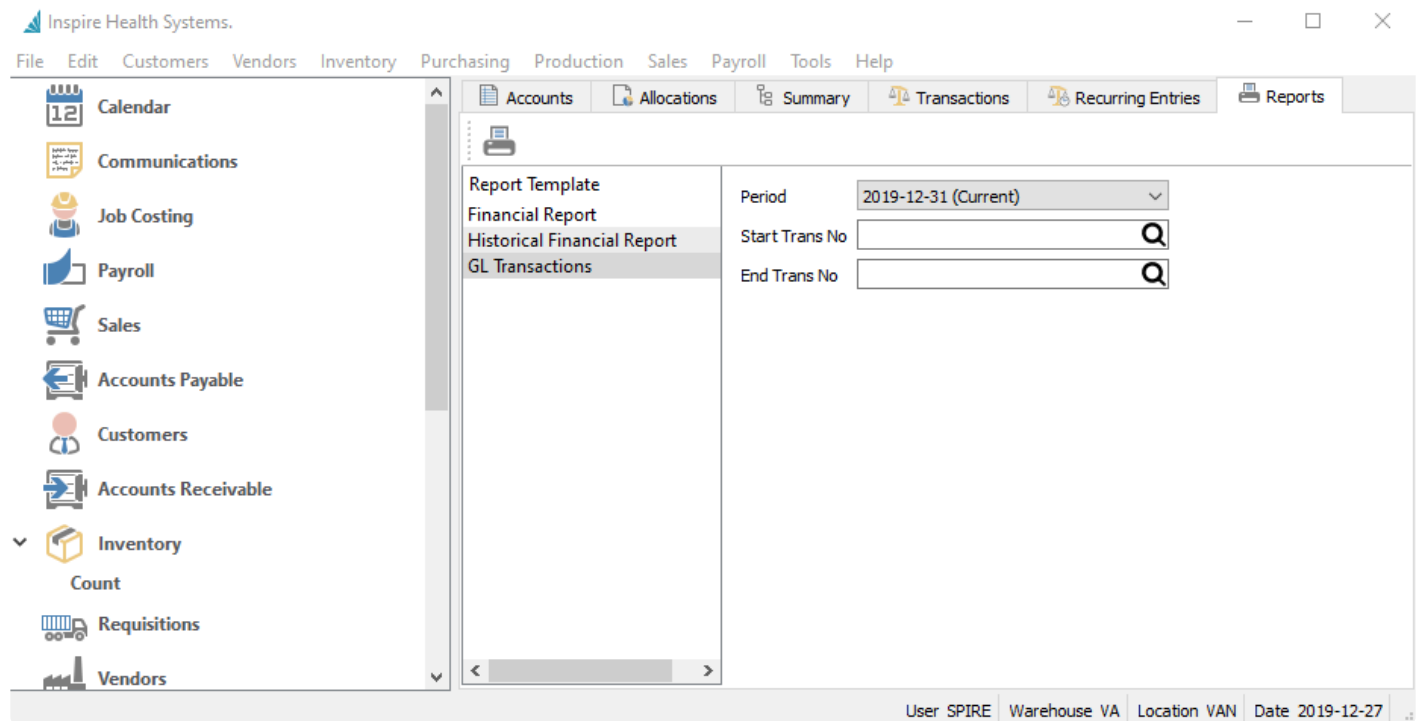
**Edit** – Edits highlighted GL account

**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:

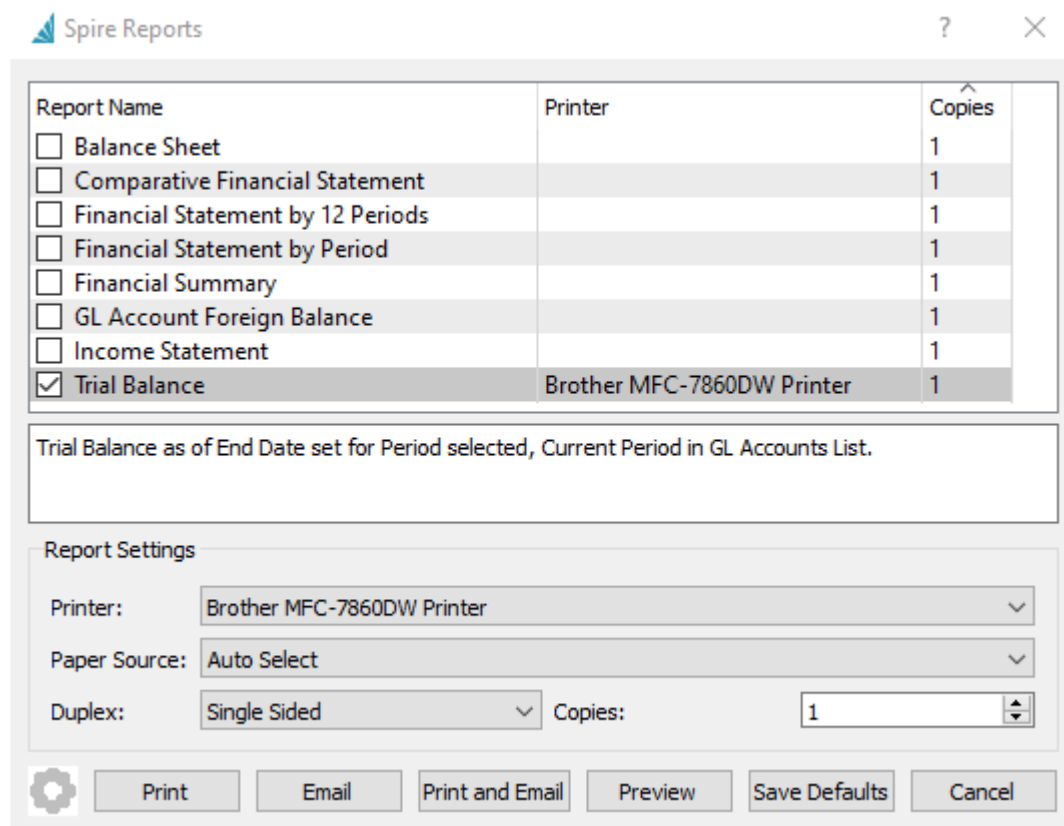
- **Trial Balance**
- **Income Statement**
- **Balance Sheet**

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’.



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

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



**Copy** – Copy selected GL account.

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

## Edit and Add Accounts

**Save** – Saves changes

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Account Transactions

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		<input checked="" type="checkbox"/>	01/31/2017	SS
0000000909	Accounts Payable	1,900.00	OMELEE		Vend.	01/01/2017		<input checked="" type="checkbox"/>	01/31/2017	SS
0000001038	Accounts Payable	29,254.53	AAL587	0008	EFT	01/31/2017		<input checked="" type="checkbox"/>	01/31/2017	SS
0000001039	Accounts Payable	123.20	ACME	0008	EFT	01/31/2017		<input checked="" type="checkbox"/>	01/31/2017	SS
0000001040	Accounts Payable	585.00	ALE643	0008	EFT	01/31/2017		<input checked="" type="checkbox"/>	01/31/2017	SS
0000001045	General Ledger	0.00		0009	EFT	01/31/2017		<input checked="" type="checkbox"/>	01/31/2017	SS
0000001052	General Ledger	0.00				01/31/2017		<input checked="" type="checkbox"/>	01/31/2017	SS
0000001055	General Ledger	0.00				01/31/2017		<input checked="" type="checkbox"/>	01/31/2017	SS
0000001056	Accounts Payable	1,973.44	FIDEBU	0000024746	Pmt.	01/31/2017		<input checked="" type="checkbox"/>	01/31/2017	SS
0000001057	Accounts Payable	111.00	INTEK	0000024747	Pmt.	01/31/2017		<input type="checkbox"/>		SS
0000001058	Accounts Payable	111.00	INTEK	0010	EFT	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	<b>09/30/2018</b>	<b>-1,000.00</b>	<b>-658,376.00</b>	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.

GL Account - 11120/ / /

Reconcile

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

Details Transactions Balances History Communications User Defined

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

Created by BV\* on 07/07/2005

Historical Balances

View

	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

GL Account - 11120/ / [Inspire Health Systems.]

Reconcile

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

Details Transactions Balances History Communications User Defined

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

Historical Balances

View

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

**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.

**Budget** –

**Variance** –



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.

**Budget** –

**Cumulative Budget** –

## Communications

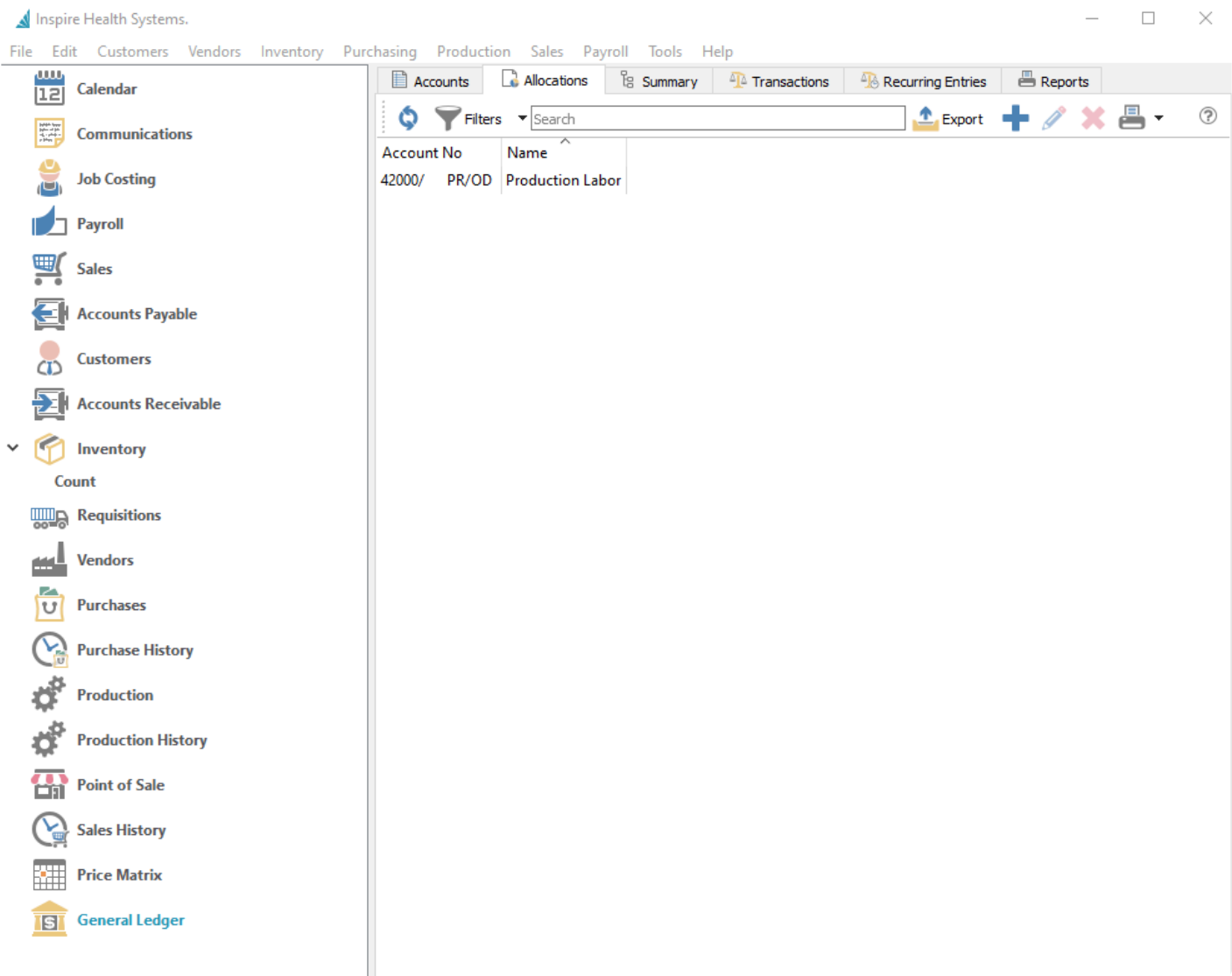
Any number of notes can be added for this GL account.

## User Defined Fields

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

# Allocations

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.



Allocation Account - 42000/ PR/OD / [Inspire Health Systems.]

Navigation icons: Back, Forward, Save, Print, Help

Account No: 42000/ PR/OD Name: Production Labor

+ ×

Account No	Name	Percentage
42010	Labor Production	12
11320	Prepaid Insurance	88

Total 100.0000%

Created by SS on 2016-05-10 6:25:27 AM Modified by SS on 2016-08-31 12:37:43 AM

# 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

**Create** – Creates and post new balance GL transactions directly to the GL accounts

**Reverse** – Reverses balance GL transactions directly from the the GL accounts

**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
000004	0000000258	Cust.	OPTI100	Payment		Active	01/05/15		06/17/16	06/17/16
000008	0000000656	Cust.	ACCE668	Invoice		Active	04/19/16		08/31/16	08/31/16
000001	0000000911	Pmt.	INSPIRE	000000000	Rekurs at the end of each month	Active	05/31/16	06/30/16	04/13/16	09/16/16
000007	0000000906	Vend.	INTEK	Invoice	Rekurs at the beginning of each month	Active	01/01/17	02/01/17	09/01/16	04/30/17
000006	0000000247	Cust. for ...	HARR652	Payment	Rekurs at the end of each month	Suspen...	02/13/15	05/31/16	05/08/16	05/08/17
000002	0000000907	recurring			Rekurs on day 1 of each month	Active	01/01/17	02/01/17	04/22/16	04/24/21
000003	0000000910	Pmt.	OMELEE		Rekurs on day 1 and 15 of each month	Active	05/15/16	06/01/16	04/15/16	04/15/22

Recurring GL Transaction - 000003 [Inspire Health Systems.]

Source

0000000910

Description

Pmt.

Module

Accounts Payable

Recurrence

Start Date

04/15/16

End Date

04/15/22

Frequency

Bi-Monthly

☐ Start of Month
 ☐ End of Month

Day of Month

1

Second Day of Month

15

☐ Start of Period
 ☐ End of Period

Day of Year

01-01

Day of Week

Monday

Days of Week

Monday through Friday

Info

Status

Active

Created By

SS

Last Occurrence

05/15/16

Reference

Vendor

OMELEE

Rekurs on day 1 and 15 of each month

Next occurrence: 06/01/16

**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 Transactions Due** ? X

2020 Pmt.  
Recurr on day 1 and 15 of each month

Feb 1 2020 **Recurring GL Transaction: 0000000910** View Edit Post  
Pmt.  
Recurr on day 1 and 15 of each month

Feb 15 2020 **Recurring GL Transaction: 0000000910** View Edit Post  
Pmt.  
Recurr on day 1 and 15 of each month

**GL Transaction - 0000001439 [Inspire Health Systems.]** — □ X

Post Expand Allocations Reverse View Source ?

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

Entry Communications

2020-02-15 ☐ Print after posting transaction

+ ×

Account No	Account Name	Base Debit	Base Credit	Foreign Debit	Foreign Credit	Designation	Memo	Type	Entity	Docur
21120/ /	Accounts Payable	1,900.00	0.00	0.00	0.00	Credit		Vend.	OMEELE	
11120/ /	RBC Bank	0.00	1,900.00	0.00	0.00	Debit		Vend.	OMEELE	

Debits 1,900.00  
Credits 1,900.00 **Balance 0.00**

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

# Account Reconciliation

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

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

GL Account - 11120/ / [Inspire Health Systems.]

Reconcile

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

Details Transactions Balances History Communications User Defined

Group 100 Cash Type Asset Sales Account

Subgroup GIFL Account 1002 Bank Account

Normal balance Debit Credit Check sequence 24773 Revalue

Created by BV\* on 07/07/05 3:06:45 AM Modified by AL on 01/23/19 6:33:11 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 [Inspire Health Systems.]

End Date Opening Balance 123,000.00

Closing Balance 0.00

Post	Transaction No.	Memo	Type	Entity	Document	Debit	Credit	Foreign Debit	Foreign Credit	Source	Date	Reconciled
<input type="checkbox"/>	0000001200		Pmt.	GLO113	0000024757	0.00	60,346.65	0.00	0.00	AP	05/07/18	<input type="checkbox"/>
<input type="checkbox"/>	0000001258		Pmt.	.MISCVEN...	0000024761	0.00	1,000.00	0.00	0.00	AP	09/19/18	<input type="checkbox"/>
<input type="checkbox"/>	0000001287					1.00	0.00	0.00	0.00	GL	03/06/20	<input type="checkbox"/>
<input type="checkbox"/>	0000001201		Pmt.	GLO113	0000024758	0.00	7,380.00	0.00	0.00	AP	05/07/18	<input type="checkbox"/>
<input type="checkbox"/>	0000001165		EFT	AAL587	0019	0.00	17,728.80	0.00	0.00	AP	04/09/18	<input type="checkbox"/>
<input type="checkbox"/>	0000001198		Pmt.	AND428	0000024755	0.00	60,175.28	0.00	0.00	AP	05/07/18	<input type="checkbox"/>
<input type="checkbox"/>	0000001273		Empl.	100001	0000024763	0.00	20,982.12	0.00	0.00	PAYR	12/31/18	<input type="checkbox"/>
<input type="checkbox"/>	0000001281		Empl.	100009	0000024771	0.00	21,784.90	0.00	0.00	PAYR	12/31/18	<input type="checkbox"/>
<input type="checkbox"/>	0000001276		Empl.	100004	0000024766	0.00	24,121.07	0.00	0.00	PAYR	12/31/18	<input type="checkbox"/>
<input type="checkbox"/>	0000001279		Empl.	100007	0000024769	0.00	15,467.07	0.00	0.00	PAYR	12/31/18	<input type="checkbox"/>
<input type="checkbox"/>	0000001275		Empl.	100003	0000024765	0.00	26,580.62	0.00	0.00	PAYR	12/31/18	<input type="checkbox"/>
<input type="checkbox"/>	0000001288	AutoReverse - 0000001287				0.00	1.00	0.00	0.00	GL	03/06/20	<input type="checkbox"/>
<input type="checkbox"/>	0000001272		Empl.	100000	0000024762	0.00	16,369.79	0.00	0.00	PAYR	12/31/18	<input type="checkbox"/>
<input type="checkbox"/>	0000001277		Empl.	100005	0000024767	0.00	40,636.62	0.00	0.00	PAYR	12/31/18	<input type="checkbox"/>
<input type="checkbox"/>	0000001169		EFT	BEC652	0020	0.00	10,593.23	0.00	0.00	AP	04/09/18	<input type="checkbox"/>

Checks & Charges 0.00  
Deposits & Debits 0.00

Unreconciled 123,000.00

**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 Transaction** – Starts a GL transaction entry that has the account being reconciled as the first line.

**View Transaction** – View the transaction entry of the highlighted line.

**Open 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: 391239123912

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
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.	OMELEE		0.00	1,900.00	0.00	0.00	AP	3/8/2015	<input type="checkbox"/>
0000000357		Pmt.	OMELEE		0.00	1,500.00	0.00	0.00	AP	3/8/2015	<input type="checkbox"/>
0000000358		Pmt.	OMELEE		0.00	100.00	0.00	0.00	AP	3/8/2015	<input type="checkbox"/>
0000000359		Pmt.	OMELEE		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				50.00	0.00	0.00	0.00	GL	3/17/2015	<input type="checkbox"/>
0000000408	AutoReverse - 0000000327				12.00	0.00	0.00	0.00	GL	3/17/2015	<input type="checkbox"/>
0000000435		Empl.	100002	0000024590	0.00	2,336.45	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
0000000436		Empl.	100001	0000024591	0.00	1,508.68	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
0000000437		Empl.	100003	0000024592	0.00	1,435.88	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
0000000438		Empl.	100000	0000024593	0.00	705.64	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
0000000439		Empl.	100007	0000024594	0.00	1,565.74	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
0000000440		Empl.	100008	0000024595	0.00	1,184.64	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
0000000441		Empl.	100004	0000024596	0.00	1,638.22	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
0000000442		Empl.	100005	0000024597	0.00	1,210.71	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
0000000443		Empl.	100006	0000024598	0.00	1,360.44	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
0000000444		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.

0000000435	Empl.	100002	0000024590	0.00	2,336.45	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
0000000436	Empl.	100001	0000024591	0.00	1,508.68	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
0000000437	Empl.	100003	0000024592	0.00	1,435.88	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
0000000438	Empl.	100000	0000024593	0.00	705.64	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
0000000439	Empl.	100007	0000024594	0.00	1,565.74	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
0000000440	Empl.	100008	0000024595	0.00	1,184.64	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
0000000441	Empl.	100004	0000024596	0.00	1,638.22	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
0000000442	Empl.	100005	0000024597	0.00	1,210.71	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
0000000443	Empl.	100006	0000024598	0.00	1,360.44	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>
0000000444	Empl.	100009	0000024599	0.00	1,295.79	0.00	0.00	PAYR	1/15/2015	<input type="checkbox"/>

Cheques & Charges 36,894.57  
Deposits & Debits 112.00  
**Unreconciled 0.00**

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

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



## Inspire Health Systems (UDF)

### Account Reconciliation

Account 11120 RBC Bank

April 14, 2016 / 2:35 pm

End Date : March 20, 2015

						Opening Balance	45,481.00
						Closing Balance	8,698.43
Rec	Transaction #	Source	Memo	Date	Debit	Credit	Reconciled
<input checked="" type="checkbox"/>	0000000325	AP	Pmt. ACME 0000000012	Feb 20, 15	0.00	855.46	<input type="checkbox"/>
<input checked="" type="checkbox"/>	0000000328	GL	AutoReverse - 0000000327	Feb 20, 15	50.00	0.00	<input type="checkbox"/>
<input type="checkbox"/>	0000000348	AP	Pmt. NOLIFI 0000000013	Mar 8, 15	0.00	8,556.22	<input type="checkbox"/>
<input checked="" type="checkbox"/>	0000000349	AP	Pmt. WALEQU	Mar 8, 15	0.00	14,554.40	<input type="checkbox"/>
<input type="checkbox"/>	0000000353	AP	Pmt. NATPRO	Mar 8, 15	0.00	2,000.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	0000000356	AP	Pmt. OMEELE	Mar 8, 15	0.00	1,900.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	0000000357	AP	Pmt. OMEELE	Mar 8, 15	0.00	1,500.00	<input type="checkbox"/>
<input type="checkbox"/>	0000000358	AP	Pmt. OMEELE	Mar 8, 15	0.00	100.00	<input type="checkbox"/>
<input type="checkbox"/>	0000000359	AP	Pmt. OMEELE	Mar 9, 15	0.00	500.00	<input type="checkbox"/>
<input type="checkbox"/>	0000000397	AP	Pmt. ~1TIME	Mar 16, 15	0.00	600.00	<input type="checkbox"/>
<input type="checkbox"/>	0000000407	AP	Pmt. NATPRO 0000024588	Mar 17, 15	0.00	7,201.45	<input type="checkbox"/>
<input checked="" type="checkbox"/>	0000000408	GL	AutoReverse - 0000000327	Mar 17, 15	12.00	0.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	0000000408	GL	AutoReverse - 0000000327	Mar 17, 15	50.00	0.00	<input type="checkbox"/>
<input type="checkbox"/>	0000000435	PAYR	Empl. 100002 0000024590	Jan 15, 15	0.00	2,336.45	<input type="checkbox"/>
<input checked="" type="checkbox"/>	0000000436	PAYR	Empl. 100001 0000024591	Jan 15, 15	0.00	1,508.68	<input type="checkbox"/>
<input checked="" type="checkbox"/>	0000000437	PAYR	Empl. 100003 0000024592	Jan 15, 15	0.00	1,435.88	<input type="checkbox"/>
<input type="checkbox"/>	0000000438	PAYR	Empl. 100000 0000024593	Jan 15, 15	0.00	705.64	<input type="checkbox"/>
<input checked="" type="checkbox"/>	0000000439	PAYR	Empl. 100007 0000024594	Jan 15, 15	0.00	1,565.74	<input type="checkbox"/>
<input checked="" type="checkbox"/>	0000000440	PAYR	Empl. 100008 0000024595	Jan 15, 15	0.00	1,184.64	<input type="checkbox"/>
<input type="checkbox"/>	0000000441	PAYR	Empl. 100004 0000024596	Jan 15, 15	0.00	1,638.22	<input type="checkbox"/>
<input checked="" type="checkbox"/>	0000000442	PAYR	Empl. 100005 0000024597	Jan 15, 15	0.00	1,210.71	<input type="checkbox"/>
<input checked="" type="checkbox"/>	0000000443	PAYR	Empl. 100006 0000024598	Jan 15, 15	0.00	1,360.44	<input type="checkbox"/>
<input type="checkbox"/>	0000000444	PAYR	Empl. 100009 0000024599	Jan 15, 15	0.00	1,295.79	<input type="checkbox"/>
<input type="checkbox"/>	0000000480	PAYR	Empl. 100009 0000024635	Mar 13, 15	0.00	1,295.79	<input type="checkbox"/>
<input type="checkbox"/>	0000000481	PAYR	Empl. 100001 0000024636	Mar 13, 15	0.00	1,508.68	<input type="checkbox"/>
<input type="checkbox"/>	0000000482	PAYR	Empl. 100006 0000024637	Mar 13, 15	0.00	1,360.44	<input type="checkbox"/>
<input type="checkbox"/>	0000000625	GL	AutoReverse - 0000000327	Feb 20, 15	12.00	0.00	<input type="checkbox"/>
<input type="checkbox"/>	0000000625	GL	AutoReverse - 0000000327	Feb 20, 15	50.00	0.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	0000000627	GL		Feb 8, 15	0.00	644.13	<input type="checkbox"/>

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

## 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 Make sure No Checkmarks

Account No. 11120 RBC Bank

End Date / / Opening Balance 0.00

Closing Balance 0.00

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

Current
Historical

Current Year End
2019-12-31

Locked Periods
0

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

	Last Year	This Year	Next Year
1	2018-01-31	2019-01-31	2020-01-31
2	2018-02-28	2019-02-28	2020-02-29
3	2018-03-31	2019-03-31	2020-03-31
4	2018-04-30	2019-04-30	2020-04-30
5	2018-05-31	2019-05-31	2020-05-31
6	2018-06-30	2019-06-30	2020-06-30
7	2018-07-31	2019-07-31	2020-07-31
8	2018-08-31	2019-08-31	2020-08-31
9	2018-09-30	2019-09-30	2020-09-30
10	2018-10-31	2019-10-31	2020-10-31
11	2018-11-30	2019-11-30	2020-11-30
12	2018-12-31	2019-12-31	2020-12-31

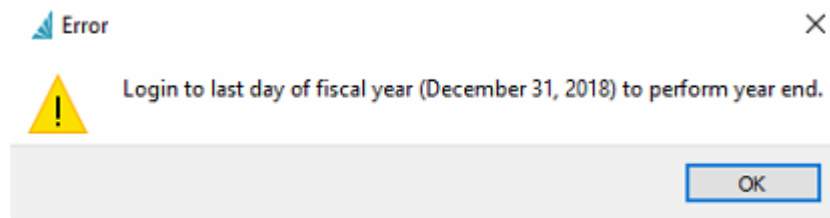
Once the company has finished all of its transactions for a year, that year can be closed. It is not recommend that "This Year" is closed because comparison reports not as easy. Many companies actually wait until close to the end of 'Next Year' to close "Last Year". This gives the easiest access to past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

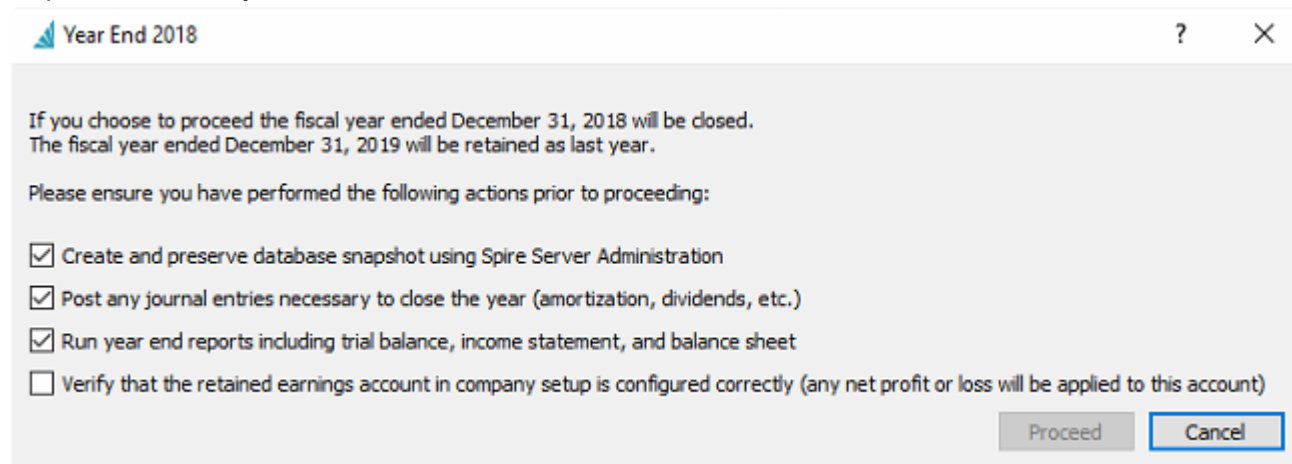
To close the year, go to Tools->Year End. The user must have permission to run this



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.

**Exchange Rate** – The fixed rate for the currency.

**Indirect Conversion** – 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 displays two windows from the Spire software. The top window, titled 'Currencies', shows a table of existing currencies. The bottom window, titled 'Currency - USD [Inspire Health Systems.]', provides detailed configuration for the USD currency.

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

The 'Currency - USD' window shows the following details:

- Code:** USD
- Country:** United States
- Description:** American Dollars
- Exchange Rate:** Indirect, Rate: 0.63781
- Format:**
  - Unit Name: Dollars
  - Fraction Name: Cents
  - Sign: \$
  - ☒ Sign is Prefix, ☐ Sign is Suffix
  - Thousands Separator: ,
  - Decimal Places: 2
  - Decimal Symbol: .
  - Check 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 BV\* on 07/07/2005 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 Symbol** – 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.

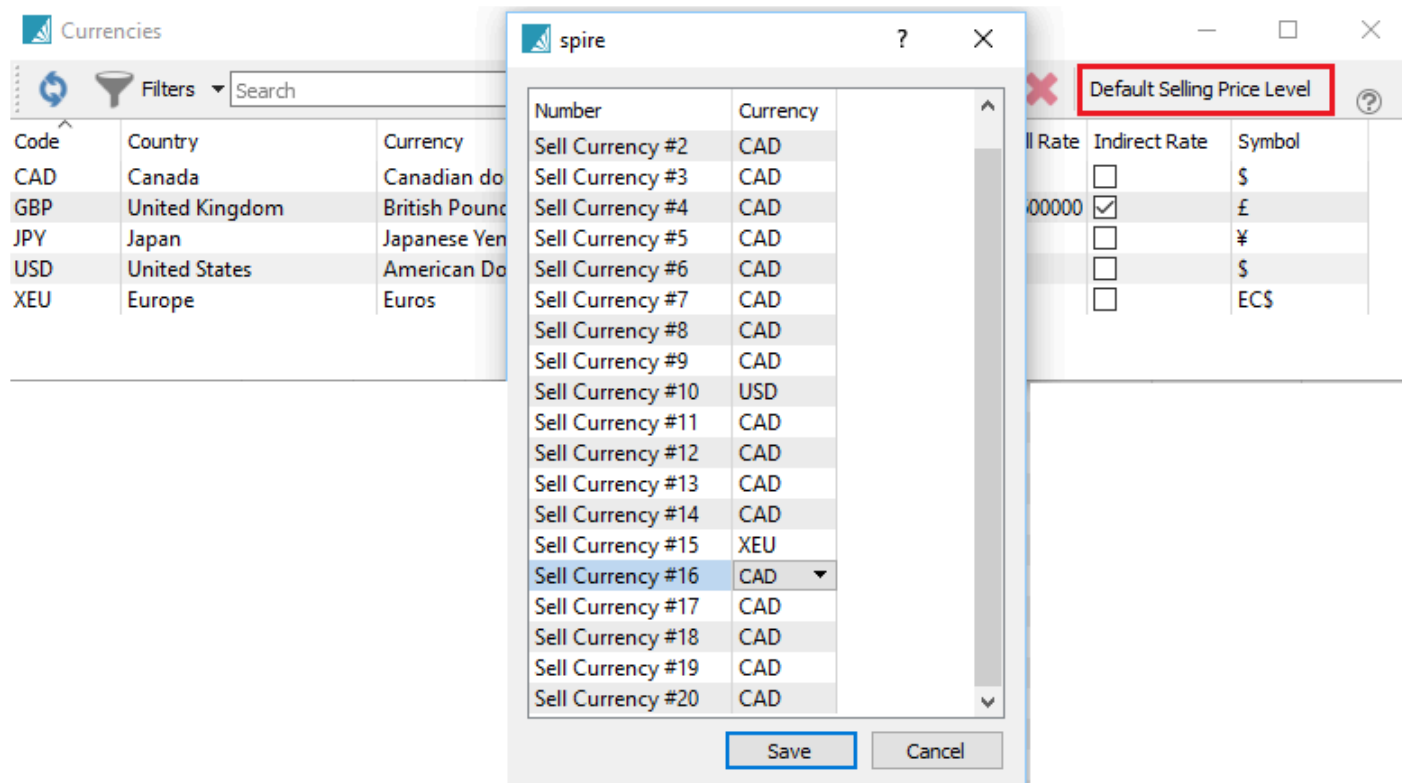
## Gains/Losses

**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.

**Monthly Rates** – In regards with tab Monthly Rates, refer to the section **Currency Revaluation**

# 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 [Inspire Health Systems.]

Code: USD

Country: United States

Description: American Dollars

Main Monthly Rates

Period Ending (Last Year)	Rate	Period Ending (This Year)	Rate	Period Ending (Next Year)	Rate
01/31/2018	0.00	01/31/2019	1.27	01/31/2020	1.38
02/28/2018	1.22	02/28/2019	1.27	02/29/2020	1.35
03/31/2018	1.22	03/31/2019	1.27	03/31/2020	1.32
04/30/2018	1.22	04/30/2019	1.27	04/30/2020	1.30
05/31/2018	1.23	05/31/2019	1.28	05/31/2020	1.30
06/30/2018	1.23	06/30/2019	1.28	06/30/2020	1.30
07/31/2018	1.23	07/31/2019	1.29	07/31/2020	1.27
08/31/2018	1.23	08/31/2019	1.28	08/31/2020	1.29
09/30/2018	1.24	09/30/2019	1.27	09/30/2020	1.29
10/31/2018	1.24	10/31/2019	1.30	10/31/2020	1.29
11/30/2018	1.24	11/30/2019	1.30	11/30/2020	1.28
12/31/2018	1.24	12/31/2019	1.30	12/31/2020	1.28

Created by BV\* on 07/07/2005 3:06:47 AM Modified by SA on 03/19/2020 7:09:13 AM

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

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

Division No  Account No  Name  Currency  ☐ Inactive

Details Transactions Balances History Communications User Defined

Group  Cash Type  ☐ Sales Account

Subgroup  GIF1 Account  ☒ Bank Account

Normal balance ☒ Debit ☐ Credit Check sequence  ☒ Revalue

Created by SS on 04/05/2016 9:27:41 AM Modified by SS on 08/29/2016 2:44:56 AM

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.

GL Transaction - 0000001290 [Inspire Health Systems.]

Post Expand Allocations Reverse View Source

Entry Communications

03/19/2020 ☐ Print after posting transaction

+ ×

Account No	Account Name	Base Debit	Base Credit	Foreign Debit	Foreign Credit	Designation	Currer	Rate
11120/ / /USD	RBC-USD	1,200.00	0.00	765.37	0.00	Debit	USD	1.30
11120/ / /	RBC Bank	0.00	1,200.00	0.00	0.00	Debit		

Debits 1,200.00  
Credits 1,200.00  
**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,

**Purchases** – When a purchase order is created the prices are all in the foreign currency. When the PO is received the amounts are posted to accounts payable in the foreign amount. The amounts of the accrued freight and duty are in base. The inventory received gets landed in base 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 / Sales History** – When creating a sales order for a customer that is set with a foreign currency the prices are either converted using the currency rate unless the customer is set to a sell level that has a currency assigned to it. The exception of this is if there is a 'Price Matrix' record for this customer. It will then use that price in their currency.

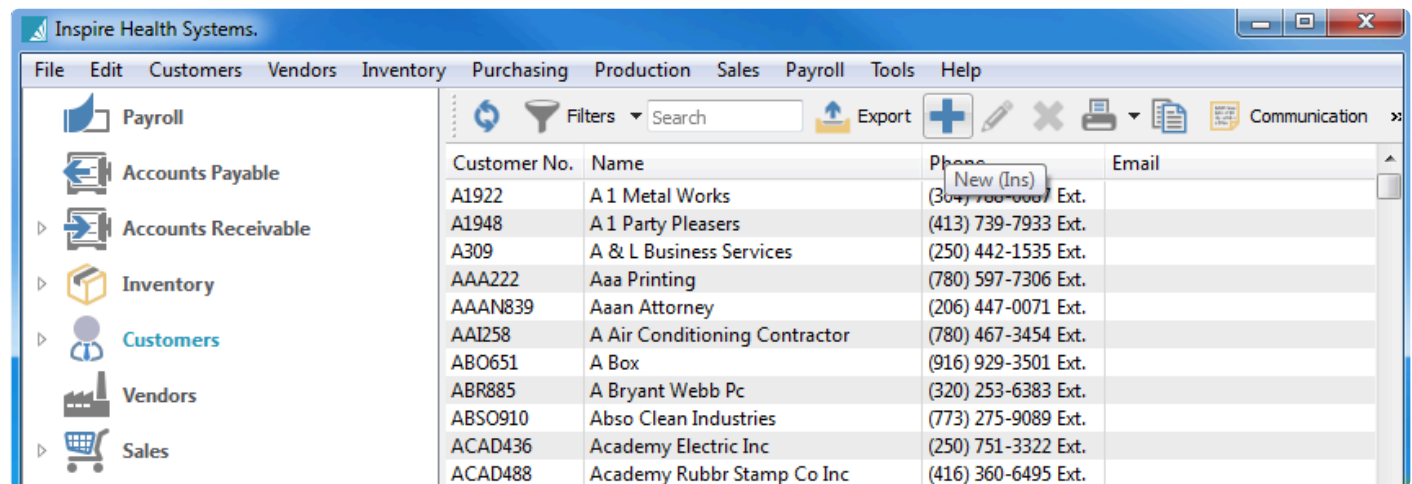
The customer's currency is shown on the bottom of the sales order. Once items are added to an order the customer cannot be changed to a one with a different currency.

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

# Customers

## Creating or Editing a Customer

Select 'Customer' from 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 ☐ Background ☐

Addresses: Billing Address

Address: 2018 No. 3 Road

City: Richmond

Postal Code: V6X 2B8 Province: BC

Country: Canada

Phone: (604) 249-0735 Ext. #

Fax: ( ) - #

Hold Address ☐

Main Sales Accounting

Name: Jason Fallon

Phone: ( ) - Ext. #

Fax/Cell: ( ) - #

Email: jfallon@jacksonfitness.net

Internet Addresses

Email: info@jacksonfitness.net >

Website: >

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## 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 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 icons and buttons 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 includes '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 TORONTO' selected. To the right, the 'Order Defaults' section contains fields for Warehouse (VA), Inspire Health, Territory, Shipping Method (Mail), Salesperson (JOHN), John Ather, Revenue (41100/ /), and Sales - General. A status bar at the bottom indicates the record was created by SS on 08/25/2014 and modified by AL on 09/12/2018.

**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 and highlighted in red. The window includes a toolbar with navigation and action icons, and a header section with customer details like 'Customer No: JACK225' and 'Name: Jackson Fitness Center'.

**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', and 'Completed Date'. A red arrow points to the 'Browse...' button next to the 'Attachment' field, with the text 'Browse to select an attachment' above it. The dialog also has a 'Mark Completed' button and a 'Display' checkbox.

**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 shows the Spire Customer - JACK225 [Inspire Health Systems.] window. The main form displays customer information: Customer No. JACK225, Name: Jackson Fitness Center, On Hold: ☐, Status: Active, Foreground: ☒, Background: ☐. The left sidebar shows tabs: Addresses, Billing, General, Statistics, Credit Cards, Accounts Receivable, Price Matrix, Sales, and Equipment. The main area has tabs: Address, Sales Taxes, Order Defaults, Pricing, Communication, and User Defined. The User Defined tab is active, showing a 'Sales' section with fields: Sales Status (Lead Contacted), Notes (Jerry back from vacation), Last Contact (09/14/2016), Next Contact (02/03/2017), and Lead Value. A 'UDF Structure' dialog box is open, showing a table of fields and their data types.

Label	Name	Data Type
▼ Sales		
Sales Status	salesstatus	Text
Notes	notes	Multiline Text
Last Contact	lastcontact	Date
Next Contact	nextcontact	Date
Lead Value	value	Currency

UDF Properties

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**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 [Inspire Health Systems.]

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

**Account Information**

Current	0.00
Over 30	0.00
Over 60	0.00
Over 90	0.00
Over 120	10,346.58

**Credit Limit**

Balance 10,346.58 Limit Limited Credit 30,000 ☒ Apply finance charges

Approved By SS Approved Date 03/16/2015

Average days to pay 279

**Statements & Invoices**

Invoices Form

Statements Form

**Pricing**

Discount % 0.00

**Payments**

Receivables 11210/ / Accounts Receivable - Trad

Currency Canadian dollars

Payment Terms 02 2% 10 days

☐ PO number required

☐ Service Charge Default Exempt

☐ Inventory Levy Default Exempt

**Bank Information**

Institution 999

Transit 55667

Account No 7119900

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

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

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

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

**Balance** – The customers accounts receivable balance.

**Limit** – The customers credit limit.

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

**Approved By** – The initials of the user that last edited the customers credit type and/or limit.

**Clear Approval** – Clears the credit limit to zero.

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

**Receivables** – The GL account that this customers AR is posted to

**Currency** – The currency that the customer is billed in.

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

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

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

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

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

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

## Customer General Tab

The screenshot shows the 'Customer - JACK225' window. The 'General' tab is selected. The form contains the following fields and controls:

- Customer No:** JACK225
- Name:** Jackson Fitness Center
- On Hold:** ☐
- Status:** Active (dropdown menu)
- Foreground:** ☐ (black square icon)
- Background:** ☐ (white square icon)
- Navigation Tabs:** Addresses, Billing, General (selected), Statistics, Credit Cards, Accounts Receivable, Price Matrix, Sales, Equipment
- Upload to Web:** ☐
- User Defined Fields:**
  - User Type:**  (with a magnifying glass icon)
  - Misc.:**
  - Special Code:**
  - Reference:**

**Upload to Web** – This is for some 3rd Party Software to be used to connect Spire to a web store. It is not used by Spire for any purpose.

**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 from the customer so use this field wisely.

## Customer Statistics Tab

The screenshot shows the 'Customer - JACK225' window. The 'Statistics' tab is selected, displaying a 'Sales' section with three rows: 'Last Year' with a value of 75.00, 'This Year' with a value of 2014.00, and 'Next Year' with a value of 2018.00. The interface includes a toolbar with navigation and action icons, and a tabbed menu at the bottom with options like Addresses, Billing, General, Statistics, Credit Cards, Accounts Receivable, Price Matrix, Sales, and 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 [Inspire Health Systems.]

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 Refund Check Hold Show: Open Show Credits Expand All View History View Transaction View Invoice

Transaction No	Date	Debit	Credit	Base Debit	Base Credit	Applied	Balance	Terms Code	Terms Desc.	Customer PO	Reference No	Type	Hold	Due Date	Memo	User	ID
<input type="checkbox"/> 0000001251	09/13/2018	202.87	0.00				202.87					Service Charge	<input type="checkbox"/>	09/13/2018	MON/	SS	540
<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	501
<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	441
<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	440
<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	428
<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	412
<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	410
<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	392
<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	413
<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/TORONTO Jackson Fitness Center - TO	SS	443

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

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

## Customer Price Matrix Tab

Customer - JACK225

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

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

Filters Search Export Purge Previous Show all inventory matches Show all customer matches

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

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**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.

**Purge Previous** – Deletes all records with an end date or prior to a set date

## Customer 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 + - - - - - Hold Process Invoice Reopen Order Fill Backorders

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	OME300HHM	Omega 300 Heart Rate Monitor	1.00	0.00	
0000800024	0000600445	09/15/2015	06/13/2018	JACK225	Jackson Fitness Center	VA	DRKCHOC	Dark Chocolate	1.00	1.00	
0000800024	0000600445	09/15/2015	06/13/2018	JACK225	Jackson Fitness Center	VA	INTRS400	Intek RS-400 Rowing Machine	1.00	1.00	

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## 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	49536
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	

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## 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

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## Customer Equipment Tab

The Equipment tab 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

Link purchase orders to service orders

Multiple word search of all records

Customer - JACK225 [Inspire Health Systems.]

Create Order Update Orders

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

Filters Search Export

Service Info	Territory	Asset Tag	Customer No	Unit No	Make	Model	Year	Serial No	Description	Invoice No	Ex3	Ex4	Extra5	Purchase Date
0000000340	None	6Y0979	JACK225		Intek	INTTP500	2005	765987...						
0000000221		47200168	JACK225		Intek	INTRS400	2014	47200168	Intek ...	0000600014				02/03/2014
0000000227		67200432	JACK225		Intek	INTTK500	2014	67200432	InTek ...	0000600036				06/15/2014
0000000226		07201320	JACK225		Intek	INTTK250	2014	07201320	InTek ...	0000600110				11/11/2014
0000000225		97202988	JACK225		Intek	INTTK250	2015	97202988	InTek ...	0000600249				01/06/2015
0000000224		57201860	JACK225		Intek	INTTK250	2015	57201860	InTek ...	0000600155				02/03/2015
0000000230		57201860	JACK225		Moet	MS-RS1000	2015	57201860	Moet ...	0000600155				02/03/2015
0000000228		37203396	JACK225		Intek	INTTK500	2015	37203396	InTek ...	0000600283				03/14/2015
0000000222		57203420	JACK225		Intek	INTTK200	2015	57203420	InTek ...	0000600285				03/16/2015
0000000234		57203420	JACK225		Precor	PRES323	2015	57203420	Precor ...	0000600285				03/16/2015
0000000223		87204176	JACK225		Intek	INTTK200	2015	87204176	InTek ...	0000600348				04/18/2015
0000000235		57204140	JACK225		Precor	PRES323	2015	57204140	Precor ...	0000600345				04/18/2015
0000000236		67204152	JACK225		Precor	PRETRM923	2015	67204152	Precor 9....	0000600346				04/18/2015
0000000229		77203804	JACK225		Intek	INTTP500	2015	77203804	Intek ...	0000600317				07/07/2015
0000000231		87203816	JACK225		Moet	MS-RS900	2015	87203816	Moet ...	0000600318				07/07/2015
0000000233		67203792	JACK225		Precor	PRES323	2015	67203792	Precor ...	0000600316				07/07/2015
0000000237		77203804	JACK225		Precor	PRETRM923	2015	77203804	Precor 9....	0000600317				07/07/2015
0000000232		77204284	JACK225		Precor	PREEFX521	2016	77204284	Precor EF...	0000600357				05/09/2016

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Equipment - 0000000237 [Inspire Health Systems.]



DetailsHistoryCommunicationUser Defined

Customer

JACK225



Jackson Fitness Center

Unit No

Service Info Details

Territory

Asset Tag

77203804

Make

Precor

Model

PRETRM923

Year

2015

Serial No

77203804

Decription

Precor 9.23 Treadmill

Invoice No

0000600317

Ex3

Ex4

Extra5

Reading


☒ Steps☐ Hours

Current Reading

0

Purchase Date

07/07/2015



Service Info Notes

# 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.

The screenshot shows the Spire Mail Merge process. The main window displays a list of customers with various columns: Customer No., Name, Status, Address Line 1, City, Postal Code, Province, Country, Phone, Email, and Main. A filter is applied to the list, showing only customers with 'YTD Sales' greater than or equal to 0.00. A red box highlights the 'Mail Merge' button in the top toolbar. A red box highlights a row in the customer list. A red box highlights the 'Edit' button in the 'Spire Mail Merge Documents' dialog box.

**Spire Mail Merge Documents**

Select Document to Merge

☒ Existing Document ☐ New Document

:/Users/gjung/Documents/SpireMerge/Newsletter.docx [Browse...](#)

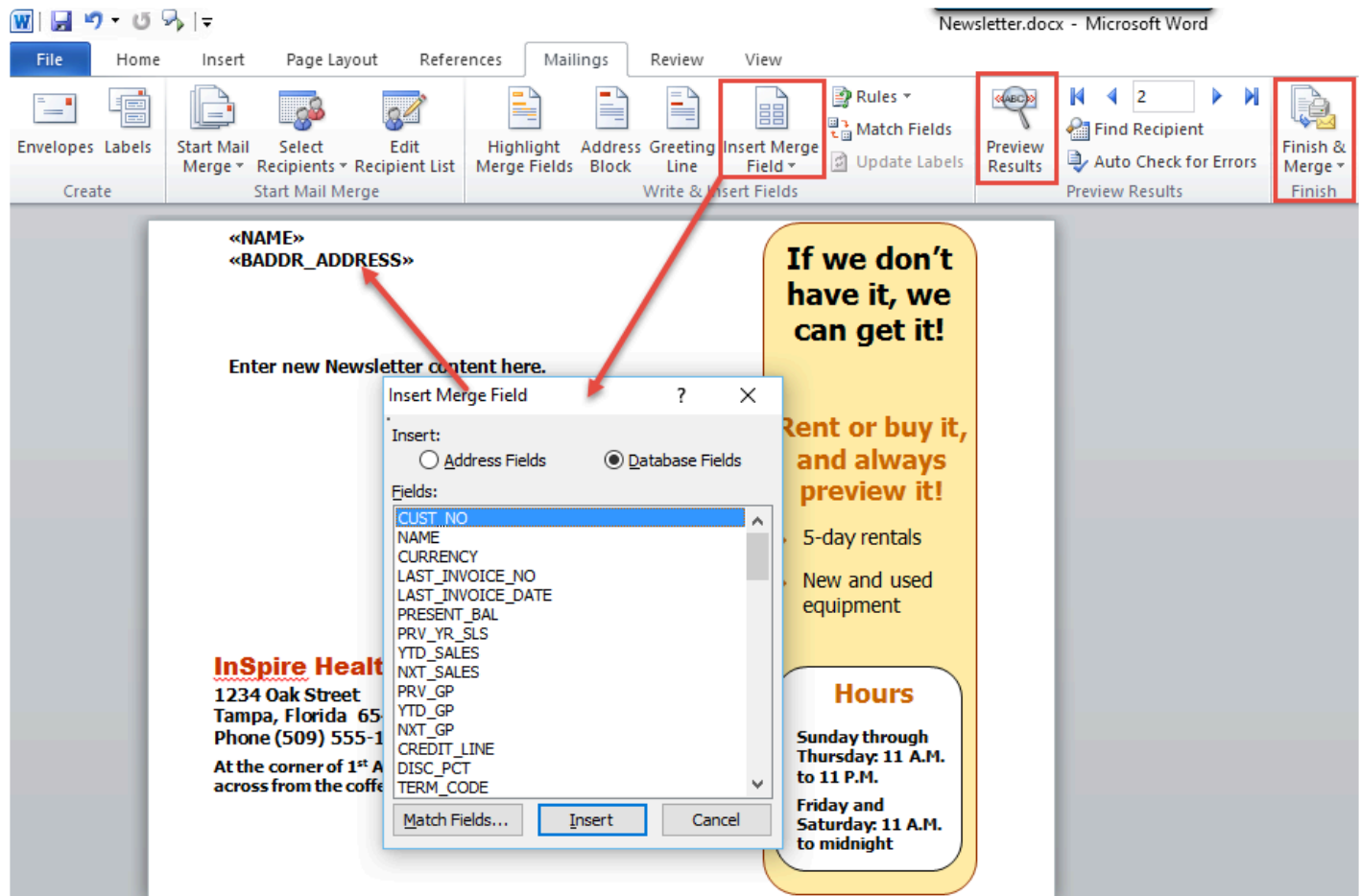
Report Settings

Blanks: 0 Copies: 1

[Edit](#) [Print](#) [Preview](#) [Cancel](#)

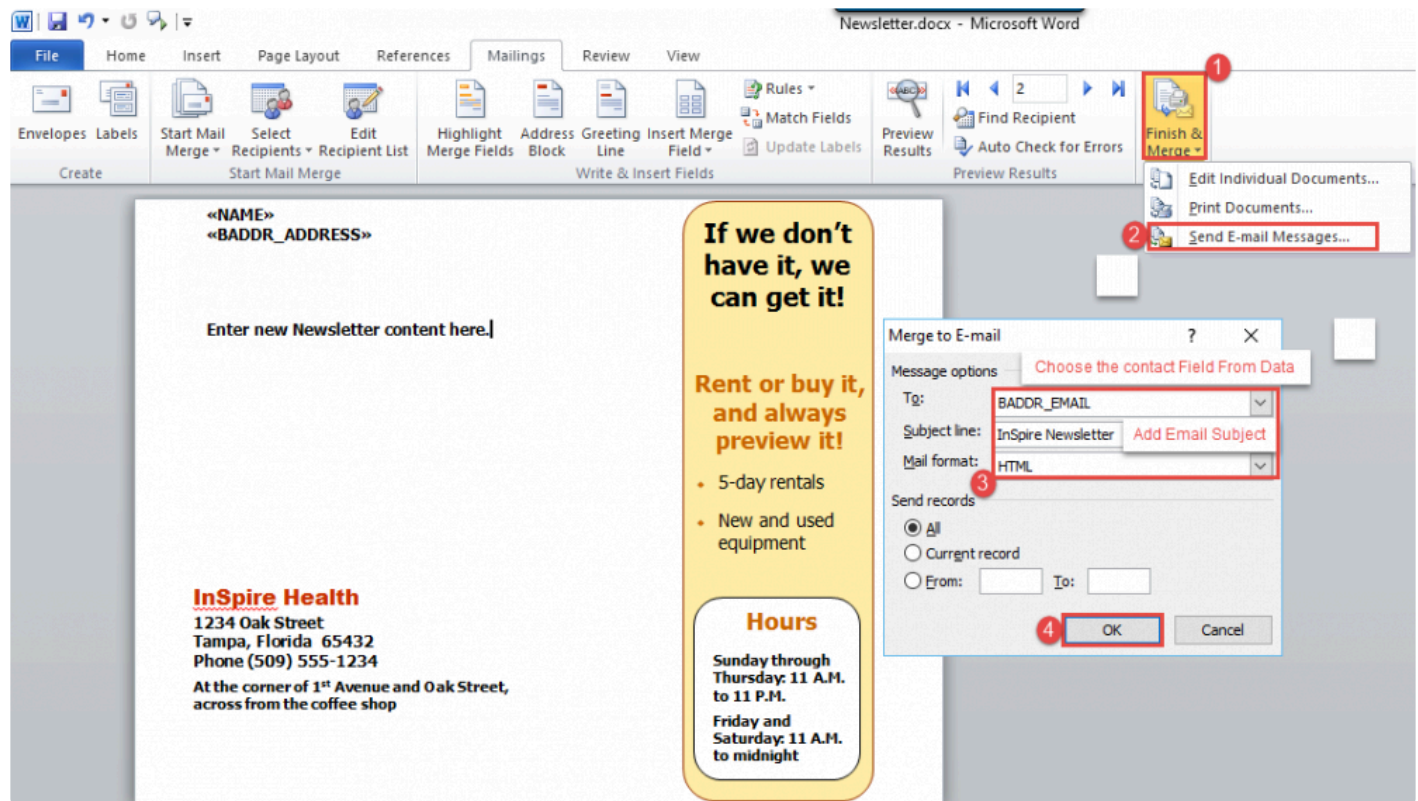
User: SPIRE Warehouse: VA Location: VAN Date: 03/26/2020

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



# Customer Addresses

To be able to see all customer addresses including all of their ShipTo's go to the top menu Customers -> Customers Addresses. This list can be filtered and exported.

The user can select multiple addresses and edit the tax codes on all of them at once.

The screenshot displays the Spire Health Systems application window. The 'Customers' menu is open, showing options like 'Customers', 'Accounts Receivable', 'Customer Addresses...', 'Equipment...', and 'Customer Code Change'. The 'Customer Addresses...' option is highlighted with a red arrow. The 'Addresses' window is open, showing a list of customer addresses with columns for Source, No, Name, Address ID, Type, Address 1, City, State/Province, Zip/Postal Code, Country, and Tax Code 1 through 4. A red box highlights the 'Update Tax Codes' button in the top right corner of the 'Addresses' window. A 'Sales Taxes' dialog box is also open, showing a table with columns for Tax Code, Description, Rate, and Exempt No. The dialog box contains a table with the following data:

Tax Code	Description	Rate	Exempt No.
99	Avatax		

The 'Addresses' window also features a search bar, filters, and an 'Export' button. The 'Update Tax Codes' dialog box has 'OK' and 'Cancel' buttons at the bottom.



# Sales Orders

Orders

Items

Reports

Filters

Search

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	Batch No	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		0	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		0	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		0	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		0	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		0	2,234.98
0000102618	ELDE929	Elden H Knudson Constrcn Co	Open	Sales Order	<input type="checkbox"/>	05/13/2015	05/13/2015	5.60	5.60	0.00		0	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		0	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	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	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		0	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		0	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		0	70.61

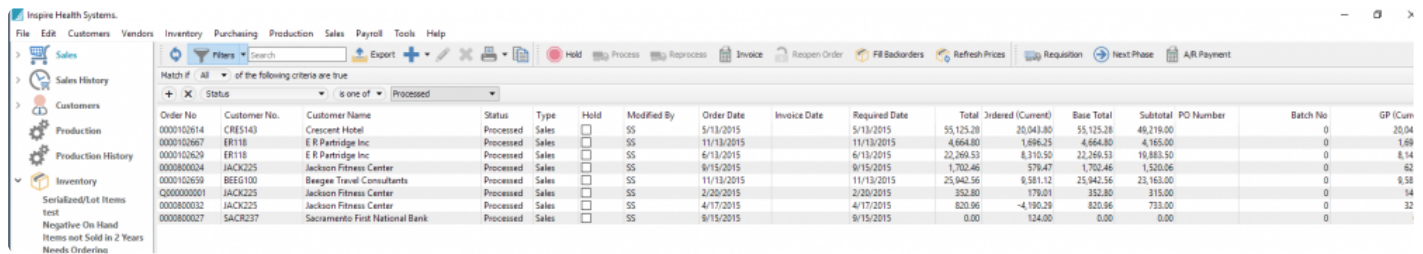
## Sales Order List – Menu Items

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

- **Refresh** – Allows you to view orders that have been added by other users
- **Filters** – Create a custom filter and save that filter to customize your view
- **Export** – Export the filtered list to Excel or .csv including your filtered screen layout and column positions
- **Add** – Add a new sales order
- **Edit** – Edit an existing sales order
- **Delete** – Delete a sales order. Deleted Sales orders can be un-deleted if the user has permission.
- **Print** – Prints a sales order report. The arrow beside the print button allows the user to choose to print all sales orders or the selected sales orders
- **Copy** – Copies the selected sales order
- **AR Payment** – Puts an un-applied payment onto the customers account
- **Next Phase** – Moves the sales order to its next phase
- **Requisition** – Will create a requisition and purchase order for shortages on the selected order(s)
- **Hold** – Holds a sales order that can only be released by a user with the rights to do so
- **Process** – Processes a sales order and prompts the user to print a pick ticket
- **Reprocess** – Allows users with the correct security to re-process and therefore re-print a pick ticket
- **Invoice** – Invoices selected sales order(s)
- **Reopen Order** – Moves an order that has been processed or shipped back to being open and therefore editable
- **Fill Back Orders** – Selected orders will have back orders filled if there is now inventory to commit. This processes from the oldest to newest orders until stock is depleted
- **Refresh Prices** – Sets prices to default to a new sell price, including if a user has overridden the sell price

# Sales Order Header

To create a new Sales Order in Spire, begin in the main Spire window and select “Sales” from the left navigation menu.



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

**Open Customer** – Opens the customers record where data can be edited and viewed.

**Open Currency** – Opens the currency record where the rate 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 pres the 'F9' key and the complete list of customers with that city name will be short listed and ready for selection. You can also use a combination of words to search such as the contact name and the city and the list presented will be restricted to the results that contain both words.

### Video Instruction for Order Searches



# Main Tab

Sales Order - 0000800122 Jackson Fitness Center [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

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

Shipping

Ship To Jackson Fitness Center Ship Via FOB

Contact

Name Phone Ext. Fax/Cell Email

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

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

Freight 0.00 Total Current Cost 0.00 Current Margin 0.00 0.0 % Shop Fee 0.00 H.S.T. 0.00

Total Standard Cost 0.00 Standard Margin 0.00 0.0 %

Amounts in Canadian dollars

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	<b>Subtotal</b>	<b>0.00</b>	Amounts in Canadian dollars
Freight	0.00	Shop Fee	0.00			H.S.T.	0.00			<b>0.00</b>		

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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

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 Order - 0000800094 Jackson Fitness Center [Inspire Health Systems.]

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

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

Validate Address

### Contact Information

Address	5578 First Avenue	
Map		
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	>

---

Total Weight	0.0	Total Average Cost	0.00	Gross Margin	0.00	0.0 %	Discount	0.00	0.0 %	<b>Subtotal</b>	<b>0.00</b>	Amounts in Canadian dollars <b>0.00</b>
Freight	0.00	Total Current Cost	0.00	Current Margin	0.00	0.0 %	Shop Fee	0.00		G.S.T.	0.00	
		Total Standard Cost	0.00	Standard Margin	0.00	0.0 %				BC P.S.T.	0.00	

Created by SS on 2018-03-28 1:59:38 PM Modified by SS on 2018-03-28 1:59:38 PM

Page 343 of 632



# Sales Taxes

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 a menu bar with options like "Open Customer", "View Compact", "Process", "Reprocess", "Invoice and Review GL", "Next Phase", "Totals By Ordered Qty", "Add To Calendar", "Deposits", and "Requisition". Below the menu bar is a navigation pane 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 is active, displaying a table with the following columns: "Tax Code", "Description", "Rate", and "Exempt No.". The table contains four rows: the first row has "3" in the Tax Code column, "H.S.T." in the Description column, "13.0" in the Rate column, and an empty field in the Exempt No. column; the second, third, and fourth rows have empty fields in the Tax Code column, empty fields in the Description column, and "0.0" in the Rate column, with empty fields in the Exempt No. column.

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 - 0000800126 All American Painting [Inspire Health Systems.]

Open Customer Open Currency View Compact Process Reprocess Invoice Next Phase Totals By Ordered Qty

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

Warehouse

Ship From

Carrier

Name

Ship Date

Tracking No

Customer

Terms

Sell Price Level

Account Information

Current	11,742.08	AR Balance	12,244.13
Over 30	502.05	Other Orders	481.60
Over 60	0.00	Credit Limit	45,000.00
Over 90	0.00	Available	32,274.27
Over 120	0.00		

**Warehouse** – The warehouse that sales order lines will be shipped from by default. This comes from the customer or user but can be edited on each sales order

**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

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

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

Filters Search Export Open Attachment

Subject	Attachment	Due Date	Completion Date	Attention	Display Type	Assigned To	Group Type	Number	Created	Created By	Modified
Catalog				Both	Picking Slip	DAVID		0.00	09/27/2018 11:57:33...	BT	09/27/2018

Note - Sales Order 0000800118

Insert Date/Time Open Attachment Open Related Mark Completed

Subject Catalog Type

Include a new catalog in the order, and provide free shipping as we missed this product on the last order.

Attachment Browse...

Details

Assigned To DAVID Due Date // 12:00 AM

Number 0.000 Completed Date 01/01/1990 12:00 AM

Reports

Print

Where Picking Slip

Display

Alert

Created by BT on 09/27/2018 11:57:33 AM Modified by BT on 09/27/2018 11:57:33 AM

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	INSD620	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.

**Invoices** – Invoice tab shows the customers history of previous invoices

## **Reports** – Ability to create sales history reports



# 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

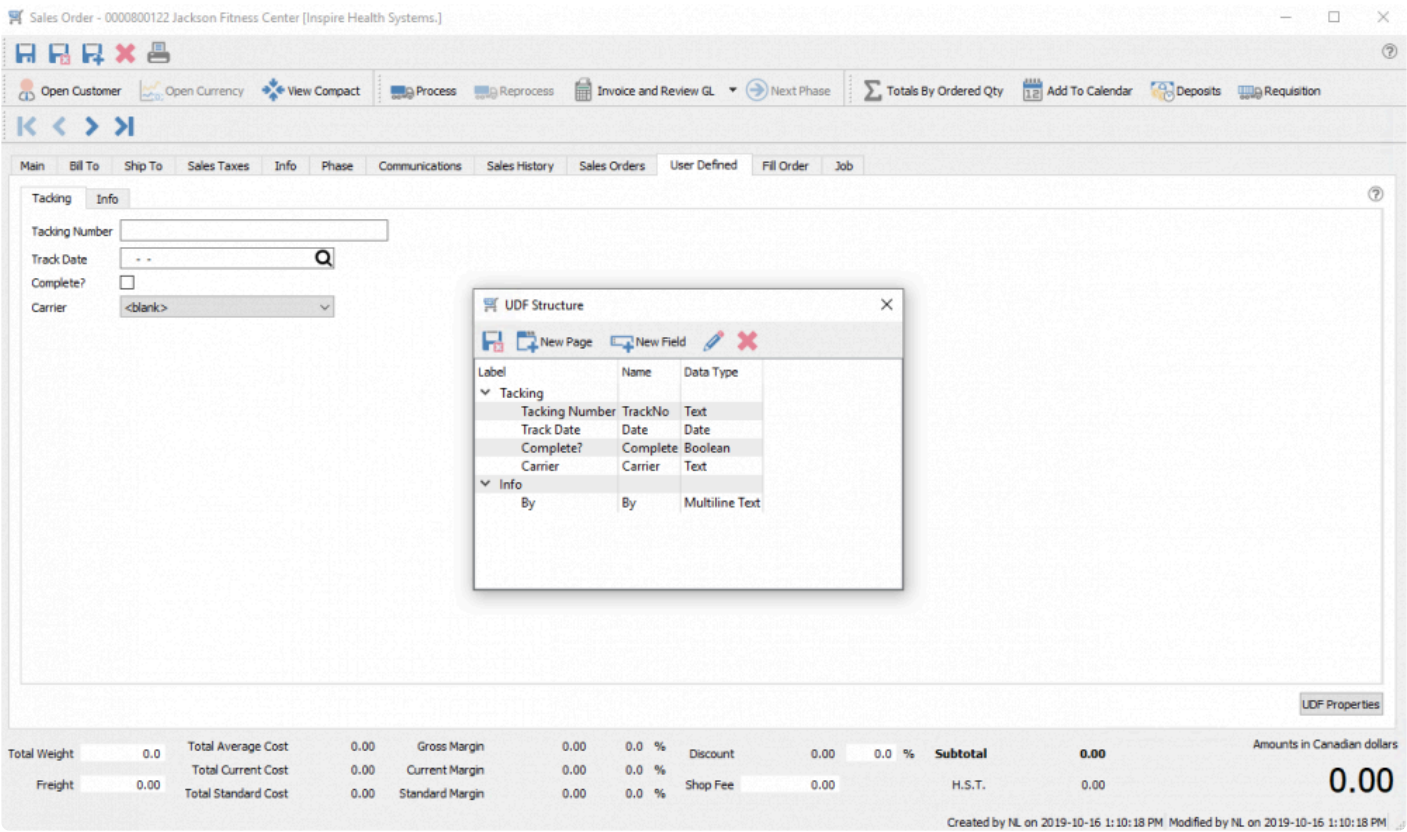
Freight 0.00 Shop Fee 0.00 H.S.T. 0.00

**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 /INSPKBIT		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

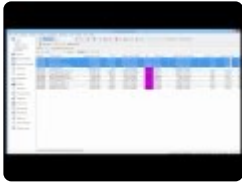
Freight 0.00 Shop Fee 0.00 H.S.T. 71.50 **621.50**

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 –

# Service Info

The Service Info tab appears if the optional Service Manager module has been added. This add-on gives you quick access to all service records, making it easy to track the history of each piece of equipment.

For more details on the add-on go to the link [Service Manager](#)

Sales Order - 0000800071 Jackson Fitness Center [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

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

**Service Info Details**

Territory  Asset Tag

Customer   Jackson Fitness Center Unit No

Make  Model  Year

Serial No

Description

Invoice No

Ex3

Ex4

Extra5

**Reading**

☒ Steps ☐ Hours

Last Reading

Current Reading

**Order Info**

Estimate  Purchase Date   Reference Number

**Service Info Notes**

**Service Info History**

Invoice No	Order No	Invoice Date	Customer PO	Last Reading	Reading	Total Net	Total Cost (Current)	Total Cost (Average)	Purch
<div style="text-align: right;"> <b>Subtotal</b> 965.88            G.S.T. 50.71            BC P.S.T. 70.99  <b>1,135.87</b> </div>									

Amounts in Canadian dollars

Created by SS on 2016-09-16 2:10:22 AM Modified by SS on 2016-09-16 2:24:17 AM

Total Weight	0.0	Total Average Cost	551.82	Gross Margin	414.06	42.87 %	Discount	0.00	0.0 %	<b>Subtotal</b>	<b>965.88</b>
Freight	48.29	Total Current Cost	528.87	Current Margin	437.01	45.24 %	Shop Fee	0.00		G.S.T.	50.71
		Total Standard Cost	0.00	Standard Margin	965.88	100.0 %				BC P.S.T.	70.99

# Job

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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.

For more details go to link [Job Costing – Sales Order](#)



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.

**Open Target** – Opens the Purchase Order of the item that has been requisitioned.



# Adding Items to an Order

Sales Order - 0000800057 Jackson Fitness Center [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

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

Customer  
Customer No JACK225 Jackson Fitness Center AR Balance 10,346.58  
PO No Reference No Other Orders 7,906.83  
Misc.

Order Details  
Open Sales Order  
Order No 0000800057

Inventory  
Labels Adjust Count Create Purchase Order Create Sales Order Requisition

Shipping  
Ship To Jackson Fitness Center

Contact  
Name Phone

Match if All of the following criteria are true  
+ X Warehouse is one of VA - Inspire Health Systems

Part No	#	Order Qty	Ship Qty	Description	Warehouse	Part number	Description	Vendor No.	Status	Available	On Hand	Backorder	Committed	On Order	Buy 1
VA /PREHANDLES	5	2.00	0.00	Precor	VA	INSKB10	InSpire Kettlebell 10	INSPIRE	Active	-6.00	36.00	34.00	42.00	0.00	EA
VA /LABOR	6	4.00	4.00	labor	VA	INSKB15	InSpire Kettlebell 15	INSPIRE	Active	29.00	86.00	12.00	57.00	0.00	EA
Job Header	7			Sales	VA	INSKB20	InSpire Kettlebell 20	INSPIRE	Active	19.00	88.00	1.00	69.00	0.00	EA
VA /INSKB5	8	2.00	2.00	InSpire Kettlebell 5	VA	INSKB25	InSpire Kettlebell 25	INSPIRE	Active	-1.00	51.00	28.00	52.00	2.00	EA
VA /INSKB10	9	3.00	3.00	InSpire Kettlebell 10	VA	INSKB30	InSpire Kettlebell 30	INSPIRE	Active	43.00	97.00	12.00	54.00	3.00	EA
VA /INSKB15	10	1.00	1.00	InSpire Kettlebell 15	VA	INSKB35	InSpire Kettlebell 35	INSPIRE	Active	-7.00	17.00	20.00	10.00	1.00	EA
VA /INSKB20	11	4.00	4.00	InSpire Kettlebell 20						15.00	0.00	8.828	8.412	0.00	
VA /INSKB25	12	5.00	2.00	InSpire Kettlebell 25						25.00	0.00	13.75	13.75	0.00	
VA /INSKB30	13	6.00	6.00	InSpire Kettlebell 30						35.00	0.00	20.876	19.751	0.00	
										45.00	0.00	26.483	24.962	0.00	
										55.00	0.00	32.368	30.65	0.00	
										75.00	0.00	41.25	41.951	0.00	

Available -6.000 On Hand 36.000 Committed 42.000 Backorder 34.000 On Order 0.000 Expected

Total Weight 0.0 Total Average Cost 490.68 Gross Margin 809.32 62.26 % Discount 0.00 0.0 % Subtotal 1,300.00  
Freight 50.00 Total Current Cost 497.96 Current Margin 802.04 61.7 % Shop Fee 20.00 G.S.T. 67.50  
Total Standard Cost 0.00 Standard Margin 1,300.00 100.0 % BC P.S.T. 94.50

Amounts in Canadian dollars  
**1,512.00**

Created by SS on 2016-05-13 5:04:36 AM Modified by SS on 2016-05-25 12:48:55 AM

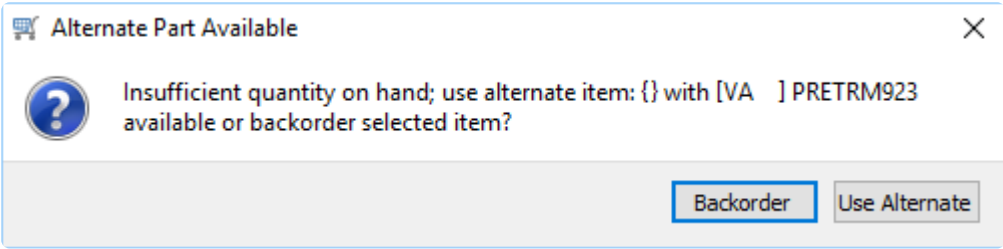
To add an item to a sales order you can type in a part number and it will auto-complete and show the 10 closest matches. Alternatively you can type in a portion of text and hit the lookup or F9 key and it will search all inventory items for that text. It looks at code, description, notes, product codes,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

On the inventory lookup dialog the user can create a separate purchase order or sales order of the item or items selected using the **Create Purchase Order** or **Create Sales Order** buttons.

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.

PartNo	Order Qty	Description	Ship Qty	#	B/O Qty	Retail Price	ount %	Unit Price	Current Cost	Average Cost	Average %	UDM	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	-68.24	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	23.38	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		41.95134	44.06	EA	1 EA per EA	✓	

Press <center> to insert ...

Sell Price Too Low!!!

Current Margin: 23.38

Required Margin: 30.00

Available

-7.000

On Hand

12.000

Committed

19.000

Backorder

30.000

On Order

1.000

Expected

2015-02-15

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

**Sales Order - 000000118 Jackson Fitness Center**

Customer: JACK225, Jackson Fitness Center, AR Balance: 14,063.09, Credit Limit: 30,000.00, PO No: , Reference No: , Other Orders: 5,729.12, Available: 28,273.90, Salesperson: JOHN, John Ather, Territory: .

Shipping: Ship To: Jackson Fitness Center, Ship Via: 011, FOB: .

Contact: Name: , Phone: ( ) - Ext. , Fax/Cel: ( ) - , Email: .

**Order Details**

Open Sales Order: 000000118  
 Order No: 000000118  
 Order Date: 09/27/2018  
 Required Date: 09/27/2018  
 Invoice No: / /  
 Invoice Date: / /  
 Repeat: None  
 Phase: / /  
 Location: MCN - Montreal  
 Profit Center: / /

Part No	Description	Order Qty	Ship Qty	BUO Qty	Retail Price	Discount %	Unit Price	Current Cost	Average Cost	UOH	Conversion Factor	Average %	Current %	H.S.T.
VA /J09B15	Indipire Kettlebell 15	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 /J09B10	Indipire Kettlebell 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 /J09B15	Indipire Kettlebell 15	4.00	4.00	0.00	35.00	0.00	35.00	20.87634	19.75098	EA	1 EA per EA	43.57	40.35	
VA /J09B20	Indipire Kettlebell 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 /J09B25	Indipire Kettlebell 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 /J09B30	Indipire Kettlebell 30	8.00	8.00	0.00	65.00	0.00	65.00	39.84258	37.4983	EA	1 EA per EA	42.31	38.70	
VA /J09B35	Indipire Kettlebell 35	5.00	0.00	5.00	75.00	0.00	75.00	41.25	41.95134	EA	1 EA per EA	44.06	45.00	
VA /J09B40	Indipire Kettlebell 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	

**Inventory Summary**

Available	On Hand	Committed	Backorder	On Order	Expected
29,000	49,000	20,000	12,000	0,000	06/26/2014

**Amounts in Canadian dollars**

Total Weight: 0.0 Gross Profit: 43.23 % 434.46 Discount: 0.0 % 0.00 Subtotal: 1,005.00  
 Freight: 0.00 Ship Fee: 0.00 H.S.T.: 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

**Inventory Summary (Bottom)**

Available	On Hand	Committed	Backorder	On Order	Expected
-6,000	25,000	31,000	17,000	0,000	

**Amounts in Canadian dollars**

Total Weight: 0.0 Gross Profit: 43.23 % 434.46 Discount: 0.0 % 0.00 Subtotal: 1,005.00  
 Freight: 0.00 Ship Fee: 0.00 H.S.T.: 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

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  
 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 R.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	/RNSHP10	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	40.58	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	946.85	785.00	EA	1 EA per EA	43.73	32.12	0.00	100.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	INTER		1,395.00	0.00
VA	/RNSDB50	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	/RNSKB5	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	UFC 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						

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.

**Discount %** – 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.

**Standard Cost** – The standard cost that only changes if the user sets it. This is commonly used to inflate the cost by adding overhead to it.

**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 (Current)** – The margin percentage made on this line based on the last price paid for this item

**Margin (Average)** – The margin percentage made on this line based on the average price paid for this item

**Margin (Standard)** – The margin percentage made on this line based standard cost and sell price

**Employee** – An employee can be added to each line if it is required for commission or tracking purposes

**Employee Name** – The employee name for this line

**Price Reason** – If the special price setup for this item in price matrix has a reason attached to it, it will be displayed in the field. Many companies use this field for customer specific part numbers. The reason code can be set with a colour so that it is prominent on the order.

**Created By** – The initials of the user that added this line to the order

**Modified By** – The initials of the user that last modified this line on the order

**Location** – The warehouse location/bin that this item is set to in inventory

**Pack Size** – The usual case size of this item

**Memo** – The user can enter many lines of text in this field that will be attached to this line of the order. By default this memo is not printed on any reports/forms

**Inv. Committed** – This is the committed quantity of this line of the order based on the multiplier on the unit

of measure. If the UOM CASE has 12 of the stocking UOM and we are selling 10 of them the Inventory Committed field will have 12

**Required Date** – The date the customer requires this line of the order. It defaults to the 'Required Date' in the header of the order. If the date on the header is edited the user will be asked if they want to update all of the detail lines as well.

**Product Code** – The product code of the inventory item on this order line

**Inventory GL** – The default inventory GL account for this inventory item. **(see warning below)**

**Cost of Goods GL** – The default cost of goods GL account for this inventory item **(see warning below)**

**Revenue GL** – The default revenue GL account for this inventory item **(see warning below)**

! If the user has the security setting General Ledger/Edit Journal Entry While Posting active, then they can lookup or type in a different GL account. Use caution when doing this because you are manipulating the default posting setup and if done without the correct knowledge it can produce undesirable GL results.

**Reference No** – Text can be entered here so the user can track line info. For instance if an item's warranty needs to be tracked back to the supplier, the suppliers invoice number can go here. By default this field does not print on any reports or forms.

**Weight** – The weight of an item multiplied or divided by its unit of measure conversion factor. Note that the weight field will be red if there is no weight for this item. The total weight on the footer of the order will be red as well if there is any item in the order that is missing its weight. The user can edit this weight field but it does not update the weight in inventory so it is important to update it as well.

**Ext Weight** – The extended weight based on the shipped quantity of this item

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

**Target Type** – When a purchase order is created through requisitions for this sales order it fills this field with "Purchase Order". If the item was sent to Production then it is "Production Order".

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

# Open Inventory

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

**Sales Order - 00800134-0 Jackson Fitness Center [Inspire Health Systems.]**

Customer: JACK225, Jackson Fitness Center, AR Balance: 10,346.58, PO No., Reference No., Other Orders: 9,424.48, Salesperson: JOHN, John Ather, Credit Limit: 30,000.00, Territory, Available: 10,228.94

Shipping: Ship To: Jackson Fitness Center, Ship Via: FOB

Contact: Name, Phone, Fax/Cell, Email

Order Details: Open Sales Order, Order No: 00800134-0, Order Date: 2019-10-22, Required Date: 2019-10-22, Invoice No., Invoice Date, Repeat: None, Phase, Location: VAN - Vancouver, Profit Center

Part No. Job Header 1-Highlight Item Description Order Qty Ship Qty B/O Qty Retail Price Discount % Unit Price Average Cr

Part No.	Job Header	Description	Order Qty	Ship Qty	B/O Qty	Retail Price	Discount %	Unit Price	Average Cr
VA /PRECROLLER	Rebuild Precor	Precor Roller Set	1.00	0.00	1.00	200.00	0.00	200.00	68
VA /PRECROLLER	Rebuild Precor	Precor Belt	1.00	0.00	1.00	289.00	0.00	289.00	150
VA /PREMOTORBRUSH	Rebuild Precor	Precor Motor Brush Set							
VA /PRECHANDLES	Rebuild Precor	Precor Handle Grip Set							
VA /LABOR	Rebuild Precor	labor							

Available: 0.000, On Hand: 0.000, Cor

Total Weight: 0.0, Total Average Cost: 0.00, Gross Margin: 0.00, Freight: 5.25, Total Current Cost: 0.00, Current Margin: 0.00, Total Standard Cost: 0.00, Standard Margin: 0.00

**Inventory - VA /PRECROLLER [Inspire Health Systems.]**

Warehouse: VA, Part Number: PRECROLLER, Description: Precor Roller Set, Active, Foreground, Background

Details, Prices and Units, UPCs, Movement, Price Matrix, Vendor Prices, Purchasing, Production, Sales, Statistics, User Defined, Receipts, Serial Numbers

General: Inventory Type: Normal, Non Serialized, Product code: PARTS, Alternate, User Defined, User Type, Misc. 0

Physical: Pack size: 0.000, Weight: 0.000, Location, Country of Origin, HS Code

Pricing and Costing: Price per EA: 176.471, Average cost: 150.00, Margin %: 15.0, Current cost: 150.00, Current %: 15.0, Standard cost: 0.00, Standard %: 100.0

GL Accounts: Sales Department: Default, Revenue: 41100, Sales - General, Cost of Goods: 71110, Cost of Goods Sold - General, Inventory: 11300, Inventory at Cost - General

Purchasing: Primary Vendor: FIDEBU, Fitness Development Equipment, Reorder Point: 0, PO No, Due date, Min. Order Qty: 0, Default Expiry Days: 0, Duty %: 0, Freight %: 0



# Sales Order Footer

VA /CUBEAMKIT	Q Chin Up Bar Beam Mounting Kit	1.00	1.00	0.00	25.00	0.00	25.00	20.00	20.00
Available	195.000	On Hand	198.000	Committed	3.000	Backorder	0.000	On Order	0.000
Expected									
Total Weight	0.0	Total Average Cost	308.77	Gross Margin	335.23	52.05 %	Discount	0.00	0.0 %
Freight	32.20	Total Current Cost	324.46	Current Margin	319.54	49.62 %	Shop Fee	5.00	
		Total Standard Cost	0.00	Standard Margin	644.00	100.0 %			
							<b>Subtotal</b>	<b>644.00</b>	Amounts in Canadian dollars
							G.S.T.	33.81	
							BC P.S.T.	47.33	
								<b>757.34</b>	

Created by SS on 2017-02-09 12:21:29 PM. Modified by SS on 2017-02-09 12:23:00 PM

By default these amounts are based on the shipped quantity except in the case of a quote and a booking order, which are based on the order quantity.

Sales Order - 0000800036 Jackson Fitness Center

Open Customer View Compact Process Reprocess Invoice Next Phase **Totals By Ordered Qty** Requisition Deposits

However if the user clicks the button on the header of the sales order called “Totals By Ordered Qty” the totals will be based on order quantity of all sales order types.



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

**Total Weight** – The total weight of all items on the sales order. 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.

**Shop Fee** – 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 - LAB [Inspire Health Systems.]

Product code: LAB

Description: Labor

Margin: 0

Surcharge: 5

Sales Dept: [Search Icon]

The main setup for the surcharges is done in company settings under sales orders/Surcharges. You have to set:

- 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

Min: 10.00

Max: 50.00

GL account: 51900/ / [Search Icon]

Alias: Fuel Surcharge

**Total Average Cost** – The total average cost for this sales order.

**Total Current Cost** – The total current cost for this sales order.

**Total Standard Cost** – The total standard cost for this sales order.

**Gross Margin** – The gross profit amount and percentage for this sales order based on average cost.

**Current Margin** – The gross profit amount and percentage for this sales order based on current cost.

**Standard Margin** – The gross profit amount and percentage for this sales order based on standard cost.

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

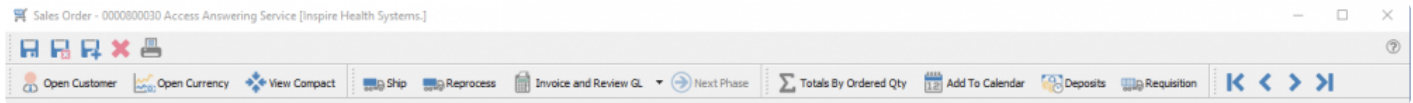
**Tax1** – Total tax 1 for the order



**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.



Note: If a sales order is deleted, the user is able to recover the deleted sales order from the deleted archive. See more details from this link [Recover Deleted Sales 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.

**Open Currency** – Opens the currency record where the rate can be edited and viewed. This allows you to see all information about the currency including the current and monthly rates.

**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.

**Sales Order - 0000800118 Jackson Fitness Center**

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.

Part No	Description	Order Qty
VA /INSKB10	Inspire Kettlebell 10	1.
VA /INSKB15	Inspire Kettlebell 15	1.
VA /INSKB20	Inspire Kettlebell 20	1.
VA /INSKB25	Inspire Kettlebell 25	1.
VA /INSKB30	Inspire Kettlebell 30	1.
VA /INSKB35	Inspire Kettlebell 35	1.
VA /INSKB40	Inspire Kettlebell 40	1.
VA /CUBEAMKIT	Chin Up Bar Beam Mounting Kit	1.

Available: -9.000 On Hand: 9.000

Total Weight: 0.0 Gross Profit: 42.6% 181.7 Discount: 0  
 Freight: 0.00 Shop Fee:

**Payment Dialog:**  
 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 Available: 10,217.79  
 Payment Method: Change Amount Auth Code Transaction No  
 CASH VISA MasterCard AMERICAN EXPRESS  
 Total: 480.2 Balance Due: 480.25  
 Total Ordered: 480.2 Total Payments: 0.00  
 Credit Limit... Clear On Account Invoice Cancel

Order Details:  
 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  
 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 than 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 of the shipped quantity. This is very useful for seeing what the complete order is worth when there are back orders on it. This button stays depressed until the user clicks it again even if they exit the program.

**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

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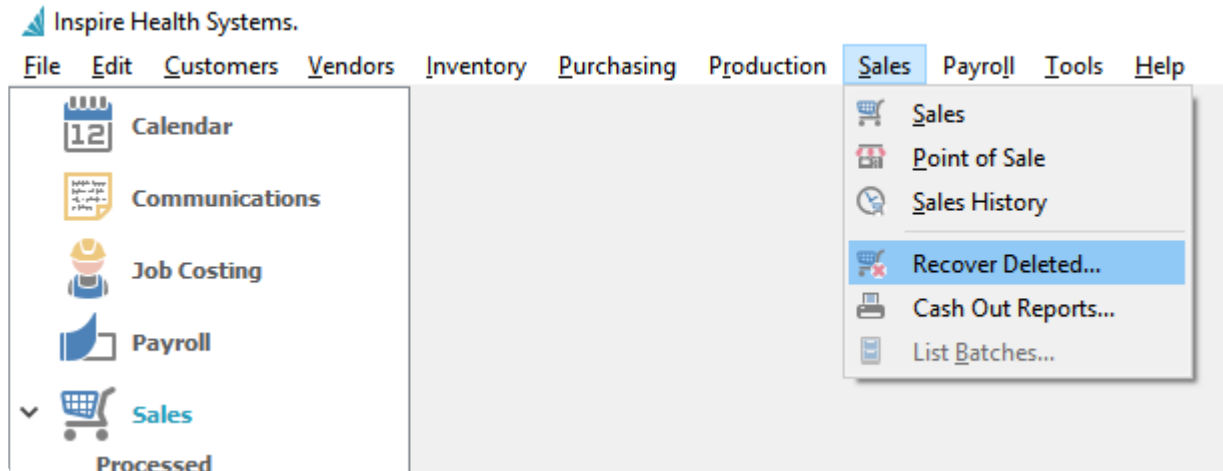
## Default salesperson for a sales order.

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: WIEN679 Wiens, Robin A Esq AR Balance: 54,287.96  
PO No: Reference No: Other Orders: 0.00  
Misc: Salesperson: Credit Limit: Unlimited  
Territory: Available: Available

**Shipping**

Ship To: Ship Via: FOB: Your dock

**Contact**

Name: Phone: Fax/Cell: Email:

**Order Details**

Open Sales Order

Order No: 0000102608  
Order Date: 2015-04-13  
Required Date: 2015-04-13  
Invoice No:  
Invoice Date: - -  
Repeat: None  
Phase:  
Location:  
Profit Center: No Change

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

Part No	Order Qty	Ship Qty	Description	B/O Qty	Retail Price	Discount %	Unit Price	Weight	Current Cost	Average Cost	Standard Cost	Average Margin %	Current Margin %	UOM	Conversion Factor	Vendor No.
VA /WALEQBELHAR	21.00	21.00	Walcom Belt harness	0.00	25.00	0.00	25.00	0.00	18.6025	17.92431	0.00	23.30	25.58	EA	1 EA per EA	WALEQU
VA /INTTP500	7.00	7.00	Intek PT-500 Vibration Plate	0.00	800.00	0.00	800.00	0.00	472.00	472.00	0.00	41.00	41.00	EA	1 EA per EA	INTEK
VA /SP88FR	1.00	0.00	Springfield 88 Foam Roller	1.00	9.00	0.00	9.00	0.00	5.40	5.40	0.00	40.00	40.00	EA	1 EA per EA	SPRFIT
VA /INTTK200	2.00	0.00	InTek TK200 Cross Trainer	2.00	1,500.00	0.00	1,500.00	0.00	946.95	946.95	0.00	36.87	36.87	EA	1 EA per EA	INTEK



# 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.

The screenshot displays the Spire POS application window. On the left is a sidebar with the Spire logo and a promotional banner for BusinessVision users. The main area is divided into a top section for customer information and a bottom section for the order list.

**Customer Information:**

- Customer ID: CALI775, Name: California Thread Co
- Address: 1812 Valtec Ln, Boulder, CO 80301
- Contact: (303) 444-4223 Ext
- Phone: (303) 444-4223 Ext
- Fax: ( ) -
- Email:
- Credit Balance: 0
- Available: Unlimited
- Other Orders: 0

**Order List:**

Qty	Part No	Warehouse	Description	Unit Price	Ext Price	UOM
3.00	INSDB10	VA	InSpire Dumbbell 10	22.00	66.00	EA
2.00	INSKB5	VA	InSpire Kettlebell 5	15.00	30.00	EA
4.00	INSKB10	VA	InSpire Kettlebell 10	25.00	100.00	EA
2.00	INSKB15	VA	InSpire Kettlebell 15	35.00	70.00	EA
3.00	INSKB20	VA	InSpire Kettlebell 20	45.00	135.00	EA
5.00	INSKB25	VA	InSpire Kettlebell 25	55.00	275.00	EA
4.00	INSKB30	VA	InSpire Kettlebell 30	65.00	260.00	EA
4.00	INSKB30	VA	InSpire Kettlebell 30	65.00	260.00	EA
1.00	BALPOD...	VA	Balance Pod 6.3"	8.88	8.88	EA
1.00	INSKB35	VA	InSpire Kettlebell 35	75.00	75.00	EA
1.00	INSKB40	VA	InSpire Kettlebell 40	85.00	85.00	EA

**Summary:**

- Discount: 0.0
- Subtotal: 1,364.88
- G.S.T.: 68.24
- BC P.S.T.: 95.54
- Total: 1,528.66**

Footer: User SPIRE Warehouse VA Division 000 Location VAN Date 2020-03-27

**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

**Setup Receipt** – Opens to the POS Receipt report window

Video Instruction of POS

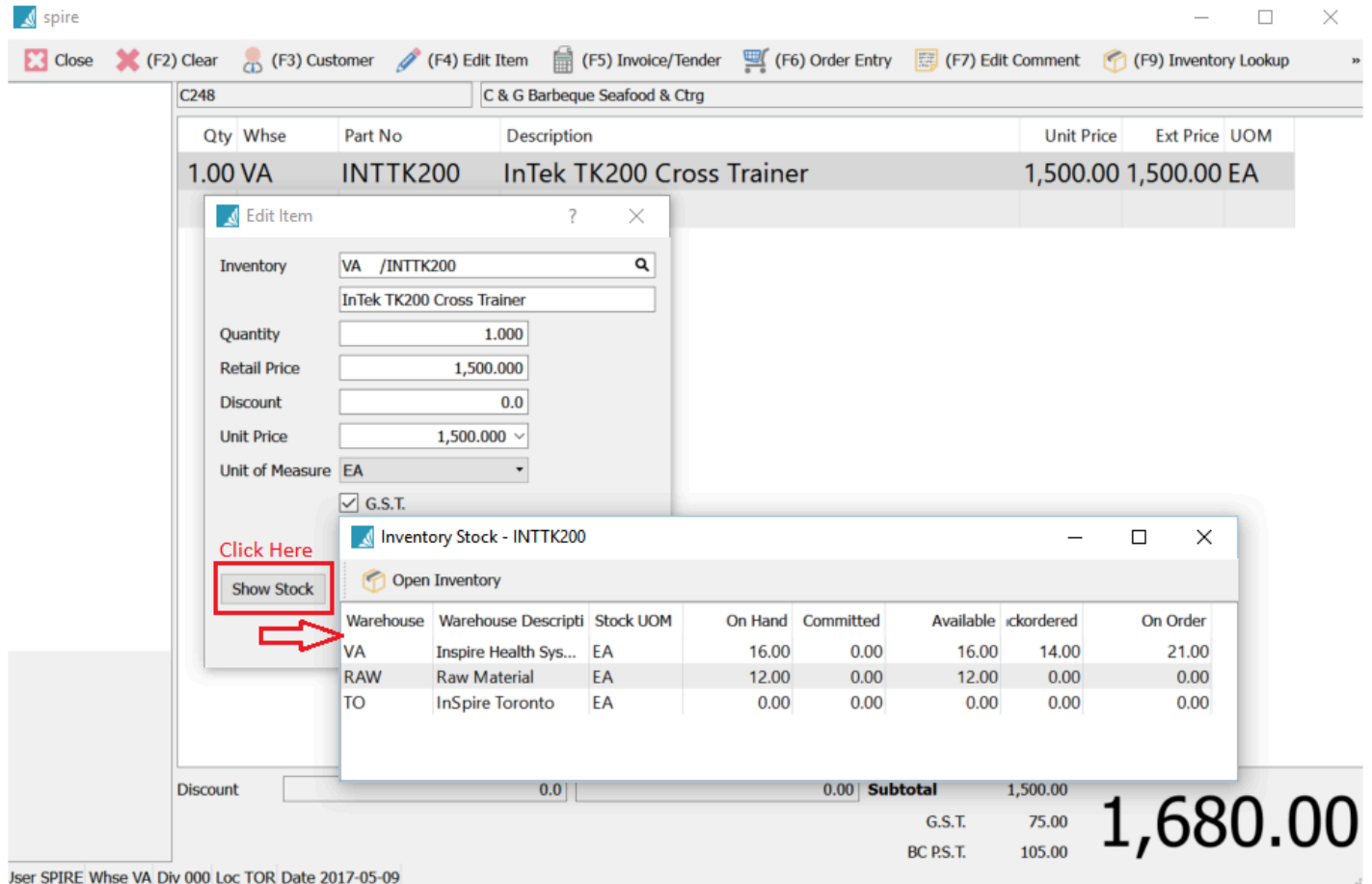


Sales Cash out



# 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. The main window displays a line item for 'InTek TK200 Cross Trainer' with a quantity of 1.00 and a unit price of 1,500.00. The 'Edit Item' dialog box is open, showing the item details. The 'Show Stock' button is highlighted with a red box and a red arrow pointing to it. The 'Inventory Stock - INTTK200' dialog box is also open, showing a table of stock levels across different warehouses.

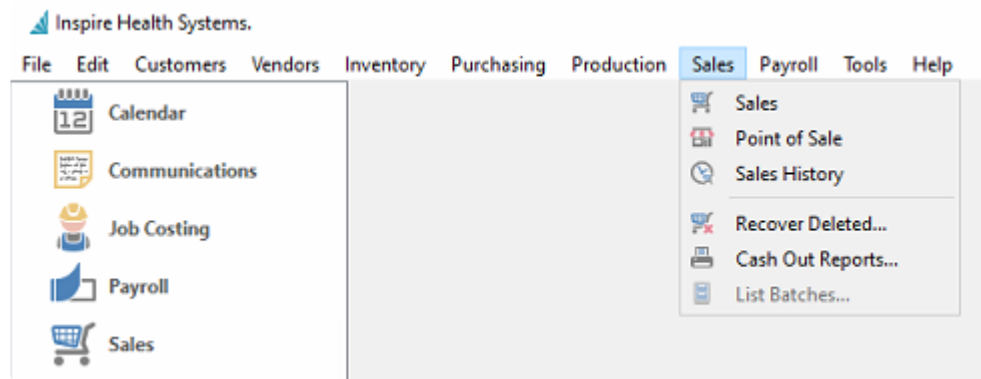
Warehouse	Warehouse Descripti	Stock UOM	On Hand	Committed	Available	Backordered	On Order
VA	Inspire Health Sys...	EA	16.00	0.00	16.00	14.00	21.00
RAW	Raw Material	EA	12.00	0.00	12.00	0.00	0.00
TO	InSpire Toronto	EA	0.00	0.00	0.00	0.00	0.00

The main window also shows a subtotal of 1,500.00, with a total of 1,680.00 including taxes (G.S.T. 75.00, BC P.S.T. 105.00).

# 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 + - ?

Location	Till	Start Date	End Date	Total
VAN	STORE 1	03/27/2020	03/27/2020	2,913.30
VAN	STORE 33	03/27/2020	03/27/2020	14,472.05

**Cash Out - STORE 33 2020-03-27-2020-03-27 [Inspire Health Systems.]**

Location: VAN - Vancouver Till: STORE 33 Start Date: 03/27/2020 End Date: 03/27/2020

Coins			Bills		
0	x	.01 = 0.00	0	x	1.00 = 0
3	x	.05 = 0.15	0	x	2.00 = 0
2	x	.10 = 0.20	14	x	5.00 = 70
3	x	.25 = 0.75	6	x	10.00 = 60
0	x	.50 = 0.00	5	x	20.00 = 100
8	x	1.00 = 8.00	1	x	50.00 = 50
5	x	2.00 = 10.00	6	x	100.00 = 600
<b>Total Coins 19.10</b>			<b>Total Bills 880.00</b>		

**Other Payment Methods**

Payment Method	Amount
Visa	3,342.51
MasterCard	8,459.53
Amex	1,770.91
MC Mon	0.00
<b>Total Other Payment Methods 13,572.95</b>	

**Total Amount 14,472.05**

Created by SA on 03/27/2020 7:47:08 AM Modified by SA on 03/27/2020 7:47:08 AM

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

**Location** – Select the Location if there are multiples. Location is based on Company Settings, General Ledger, Segments, Codes

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	Mauil Baker Box Ci	457.46
		<b>Gift Card</b>	<b>967.85</b>
May 16, 17	0000600412	Cash Sale	156.80
May 16, 17	0000600413	Elden H Knudson Constrctn Co	409.85
May 16, 17	0000600419	Jackson Fitness Center	5.60
May 16, 17	0000600420	Jackson Fitness Center	123.48
May 16, 17	0000600426	Cash Sale	117.60
May 16, 17	0000600427	Jackson Fitness Center	84.65
		<b>Cash</b>	<b>897.98</b>
May 16, 17	0000600414	Bell West Credit Union	705.60
May 16, 17	0000600416	Elden H Knudson Constrctn Co	1,202.88
May 16, 17	0000600421	Cash Sale	590.24
May 16, 17	0000600422	Fairfield Printing	843.79
		<b>Visa</b>	<b>3,342.51</b>
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
		<b>MasterCard</b>	<b>8,459.53</b>
May 16, 17	0000600417	Jackson Fitness Center	635.04
May 16, 17	0000600424	Jackson Fitness Center	1,135.87
		<b>Amex</b>	<b>1,770.91</b>
			<b>15,438.78</b>
		<b>Total *</b>	<b>15,438.78</b>
		<b>Over/Under *</b>	<b>0.00</b>

# 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 - 12 [Inspire Health Systems.]**

Open Inventory

**Inventory Criteria**

Whse: VA Inspire Health Systems

Part No: NATPUBA National Pushup Bars

Unit of Measure: (EA)

Product Code:

**Customer Criteria**

Customer: DUPO192 Dupont Photographers

Ship To:

Territory:

User Type:

**Date Range**

Start Date: 2020-04-15 End Date: 2020-05-31

**Pricing**

Pricing Method: Margin Default Price: 45.00

Cost Method: Current Average Cost: 33.750

Promotion: Current Cost: 33.750

Vendor: Standard Cost: 0.000

Contract Cost: 0.000

**Other Criteria**

☐ High Priority

Min Qty	Margin
6.00	30.00
12.00	25.00
24.00	20.00

Created by SS on 2016-04-15 12:41:21 AM Modified by SS on 2016-04-15 12:41:21 AM

**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.

**User Type** – Select a 'User 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)

**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.  $\text{InventoryCurrentCost} / (100 - \text{Margin}\% / 100)$

**Cost Method** – The cost used for a margin calculation. Choices are Current, standard or average.

**Promotion** – 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.

**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.

**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.

**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.

**Average Cost** – The average cost from inventory.

**Current Cost** – The current cost from Inventory.



**Standard Cost** – The standard cost from Inventory.

**Add** – Add a price, discount or margin.

**Delete** – Deletes a price.

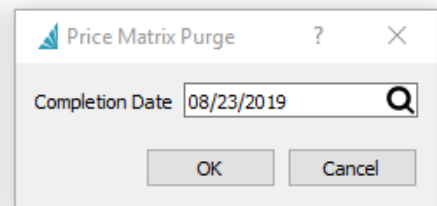
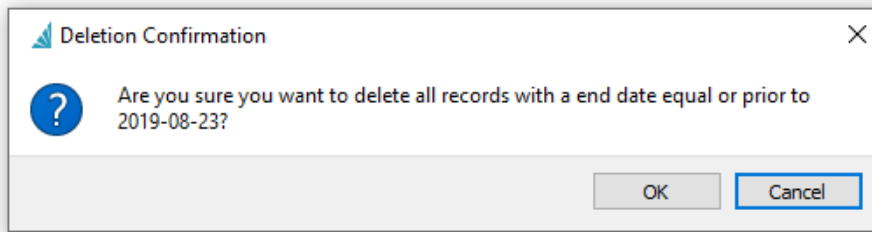
- **Min Qty** – Adds a quantity if the price has a minimum quantity.
- **Price** – The Price, Discount or Margin amount.
- **Price per X** – If an item and warehouse has been selected then a unit of measure can also be selected for this price.
- **Margin** – The margin that this item will obtain based on this price. Only shows is item and warehouse are selected.

## Price Matrix List

Price Matrix																					
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	INSDB40	InSpire Dumbbell 40	EA	SUPP	AAA222	Asa Printing	TORONTO			0.00	Price	11.00								0.00
3	VA	INSDB40	InSpire Dumbbell 40	EA		JACK225	Jackson Fitness Center				0.00	Price	246.19								0.00
4		BLUBERR								GOVERNMENT	0.00	Margin	0.00	9/17/2015	9/25/2015	Over	79.00	51.70	51.70		0.00
5					WEIGHT				ON		6.00	Discount	10.00	4/7/2016	4/30/2016	WEIGHT					0.00
6	VA	MS-RS1000	Moet Systems RS-1000 Treadmill	EA		BELL383	Bell West Credit Union				0.00	Price	2,250.00				32.00	1,530.00	1,530.00		0.00
7	VA	SPAB	Springfield Ab Toner	EA		BELL383	Bell West Credit Union				0.00	Price	45.00				40.00	27.00	27.00		0.00
8	VA	INSWP50	InSpire Weight Plate 50	EA		BELL383	Bell West Credit Union				0.00	Price	66.00				45.00	36.30	36.30		0.00
9	VA	INSKB25	InSpire Kettlebell 25	EA		DUPO192	Dupont Photographers				0.00	Price	35.00				45.00	30.25	30.25		0.00
10	VA	SP500FM	Springfield 500 Floor Mat	EA		DUPO192	Dupont Photographers				0.00	Price	25.00				40.00	15.00	15.00		0.00
11	VA	WALEQBELHAR	Walcom Belt harness	EA		DUPO192	Dupont Photographers				0.00	Price	25.00				30.00	17.50	17.50		0.00
12	VA	NATPUBA	National Pushup Bars	EA		DUPO192	Dupont Photographers				0.00	Price	45.00				25.00	33.75	33.75		0.00
13	VA	MS-RS900	Moet Systems RS-900 Treadmill	EA		DUPO192	Dupont Photographers				0.00	Price	1,575.00				32.00	1,071.00	1,071.00		0.00
14	VA	INSWP10	InSpire Weight Plate 10	EA		DUPO192	Dupont Photographers				0.00	Price	18.00				44.00	10.07976	10.0981		0.00
15		INSDB25		EA		DELA553	Delaware Contractors Assn				0.00	Price	58.00								0.00
16		INSDB50		EA		DELA553	Delaware Contractors Assn				0.00	Price	118.00								0.00
17		INSWP25		EA		DELA553	Delaware Contractors Assn				0.00	Price	36.00								0.00
18		INSBLE100		EA		DELA553	Delaware Contractors Assn				0.00	Price	389.00								0.00
19		INSWP15		EA		DELA553	Delaware Contractors Assn				0.00	Price	24.00								0.00
20		INSKB40		EA		OPTI100	Optima Limousine Service				0.00	Price	85.00								0.00
21		INSDB5		EA		OPTI100	Optima Limousine Service				0.00	Price	10.00								0.00
22		INSWP10		EA		OPTI100	Optima Limousine Service				0.00	Price	18.00								0.00
23		INSDB15		EA		OPTI100	Optima Limousine Service				0.00	Price	34.00								0.00
24		WALLEQFTBAN		EA		OPTI100	Optima Limousine Service				0.00	Price	45.00								0.00
25		INTTK200		EA		OPTI100	Optima Limousine Service				0.00	Price	1,500.00								0.00
26		INSKB15		EA		OPTI100	Optima Limousine Service				0.00	Price	35.00								0.00
27		INTTP500		EA		OPTI100	Optima Limousine Service				0.00	Price	800.00								0.00
28		INSWP20		EA		OPTI100	Optima Limousine Service				0.00	Price	30.00								0.00
29		SPPG		EA		OPTI100	Optima Limousine Service				0.00	Price	45.00								0.00
30		INSKB35		EA		OPTI100	Optima Limousine Service				0.00	Price	75.00								0.00
31		INSKB5		EA		OPTI100	Optima Limousine Service				0.00	Price	15.00								0.00
32		INSKB10		EA		OPTI100	Optima Limousine Service				0.00	Price	25.00								0.00
33	VA	INSDB15	InSpire Dumbbell 15	EA		ELDE929	Elden H Knudson Constr...				0.00	Price	34.00				42.16	19.66417	19.21826		0.00
34	VA	INSCW300	Inspire Coconut Water (300ml)	EA		ELDE929	Elden H Knudson Constr...				0.00	Price	2.50				43.62	1.40950	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	INSDB15	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	INSDB45	InSpire Dumbbell 45	EA		PENH999	Penna Psychological Assn				0.00	Price	106.00				45.00	58.30	58.30		0.00
43	VA	INSBLE100	InSpire 100 Max Blender	EA		PENH999	Penna Psychological Assn				0.00	Price	389.00				41.80	226.40161	223.31943		0.00
44	VA	INSDB35	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.

**Purge Previous** – Allow to set a date the Spire can use to determine which Price Matrix entries to remove.



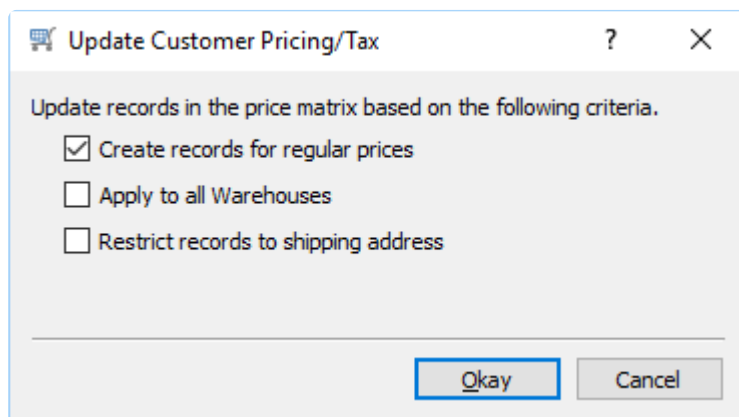
## Save Prices from Sales Order

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 store all prices from this sales order to the customers price matrix file.
- **Store Selected prices** – This will save the edited prices 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 customers price matrix file. They will get regular price for this item. However if the regular price changes they will still continue to get this stored price unless the user also updates it.
- **Apply to all Warehouses** – Apply the price to all warehouses. This way the customer gets the same price even if they go to another location.
- **Restrict records to shipping address** – If selected then only the ship to on this sales order gets this added to their price matrix file. If not selected then the billing and all ship to addresses get this price. If a ship to is not on the order then it is grayed out.

Once added and saved the user can view or edit them on the list.

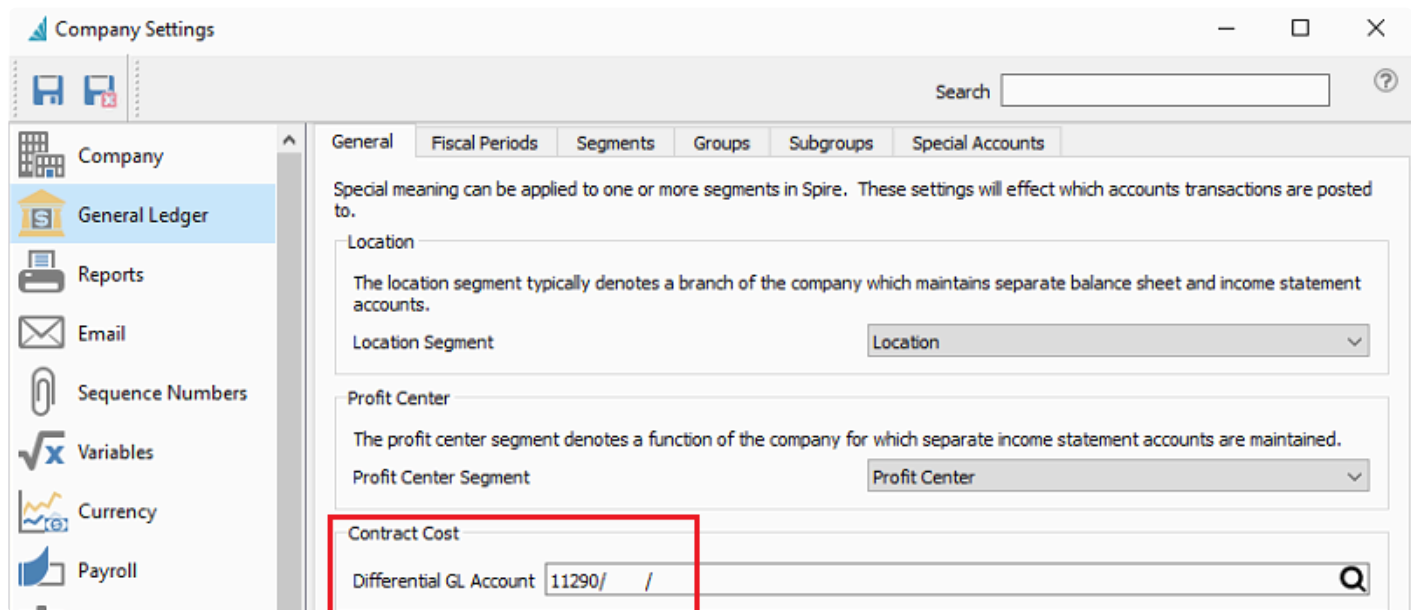
# Contract Cost

The contract cost option in price matrix allows the cost of an item to be set for a customer or group. The true margin is shown when the item is sold to the customer and the inventory GL account is credited with the amount that was paid for for that inventory item.

Using this feature requires some setup.

## Contract Cost Differential Account

In Company settings a GL account can be selected to post cost differences when using contract costs for customers. Entering a differential account activates the feature. The vendor and vendor cost fields only appear on price matrix records if this differential account has been configured.



The screenshot shows the 'Company Settings' window with the 'General' tab selected. The left sidebar contains icons for Company, General Ledger, Reports, Email, Sequence Numbers, Variables, Currency, and Payroll. The main content area has tabs for General, Fiscal Periods, Segments, Groups, Subgroups, and Special Accounts. The 'General' tab is active, showing a description of special meaning and fields for Location Segment and Profit Center Segment. Below these, the 'Contract Cost' section is highlighted with a red box, containing 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:

Customer Criteria

Customer: JACK225 Jackson Fitness Center

Ship To:

Territory:

User Type:

Date Range

Start Date: // End Date: //

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 - 0000800057 Jackson Fitness Center [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

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

Customer

Customer No JACK225 Jackson Fitness Center AR Balance 10,346.58

PO No Reference No Other Orders 7,906.83

Misc. Salesperson DAVID David Credit Limit 30,000.00

Territory Available 11,746.59

Shipping

Ship To Jackson Fitness Center Ship Via FOB

Contact

Name Phone Fax/Cell Email

Order Details

Open Sales Order

Order No 0000800057

Order Date 05/13/2016

Required Date 05/13/2016

Invoice No

Invoice Date

Repeat None

Phase

Location VAN - Vancouver

Profit Center

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

Part No	Description	Order Qty	Ship Qty	B/O Qty	Discount %	Unit Price	Vendor No.	Average Cost	Current Cost	Average Margin %	Current Margin %
VA /INTTK200	InTek TK200 Cross Trainer	1.00	1.00	0.00	0.00	1,395.00	INTEK	785.00	785.00	43.73	43.73
VA /INSKB5	InSpire Kettlebell 5	2.00	2.00	0.00	0.00	15.00	INSPIRE	8.412	8.828	43.92	41.15
VA /INSKB10	InSpire Kettlebell 10	3.00	3.00	0.00	0.00	25.00	INSPIRE	13.75	13.75	45.00	45.00
VA /INSKB15	InSpire Kettlebell 15	1.00	1.00	0.00	0.00	35.00	INSPIRE	19.751	20.876	43.57	40.35
VA /INSKB20	InSpire Kettlebell 20	4.00	4.00	0.00	0.00	45.00	INSPIRE	24.962	26.483	44.53	41.15

## 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, General Ledger, Contract Cost – Differential GL Account.

GL Transaction - 0000000668

Post Reverse View Source

Entry Notes

05/02/2016

Account No	Account Name	Base Debit	Base Credit	Source	Designation	Memo	Type	Entity	Document	Us
71130 [ ]	Cost of Goods Sold - Equipment	785.00	0.00	Order Entry	Debit		Inv.	JACK225	0000600352	SS
11303 [ ]	Inventory at Cost - Equipment	0.00	885.00	Order Entry	Debit		Inv.	JACK225	0000600352	SS
41300 [ ]	Sales - Equipment	0.00	1,395.00	Order Entry	Credit		Inv.	JACK225	0000600352	SS
71160 [ ]	Cost of Goods Sold - Weights	322.38	0.00	Order Entry	Debit		Inv.	JACK225	0000600352	SS
11306 [ ]	Inventory at Cost - Weights	0.00	322.38	Order Entry	Debit		Inv.	JACK225	0000600352	SS
41600 [ ]	Sales - Weights	0.00	585.00	Order Entry	Credit		Inv.	JACK225	0000600352	SS
71110 [ ]	Cost of Goods Sold - General	0.05	0.00	Order Entry	Debit		Inv.	JACK225	0000600352	SS
11300 [ ]	Inventory at Cost - General	0.00	0.05	Order Entry	Debit		Inv.	JACK225	0000600352	SS
41100 [ ]	Sales - General	0.00	0.06	Order Entry	Credit		Inv.	JACK225	0000600352	SS
21400 [ ]	G.S.T. Collected	0.00	99.00	Order Entry	Credit		Inv.	JACK225	0000600352	SS
21300 [ ]	BC Provincial Sales Tax Payable	0.00	138.60	Order Entry	Credit		Inv.	JACK225	0000600352	SS
11160 [ ]	Visa	2,217.66	0.00	Order Entry	Debit		Inv.	JACK225	0000600352	SS
11290 [ ]	Vendor Rebates Receivable	100.00	0.00	Order Entry	Debit		Inv.	JACK225	0000600352	SS
[ ]										

Debits 3,425.09  
Credits 3,425.09

**Balance 0.00**

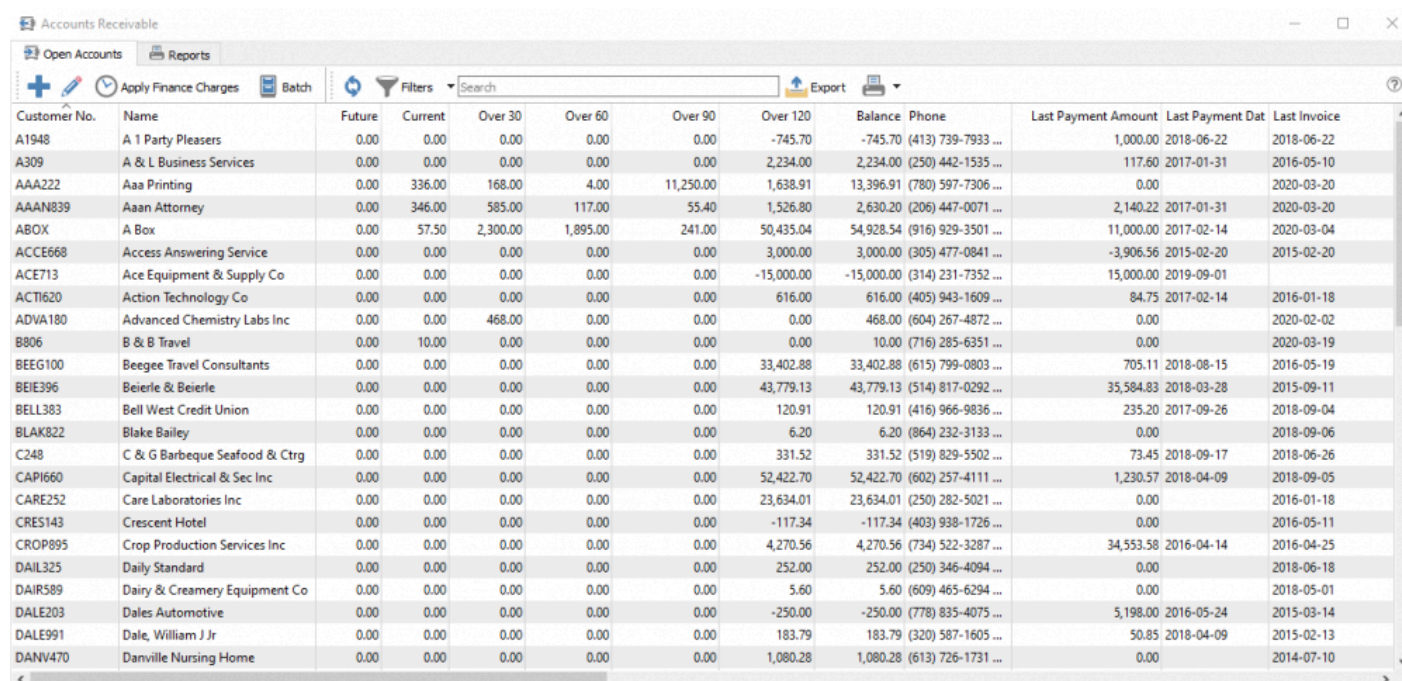
## Instructional Video





# Accounts Receivable

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



Customer No.	Name	Future	Current	Over 30	Over 60	Over 90	Over 120	Balance	Phone	Last Payment Amount	Last Payment Date	Last Invoice
A1948	A 1 Party Pleasers	0.00	0.00	0.00	0.00	0.00	-745.70	-745.70	(413) 739-7933 ...	1,000.00	2018-06-22	2018-06-22
A309	A & L Business Services	0.00	0.00	0.00	0.00	0.00	2,234.00	2,234.00	(250) 442-1535 ...	117.60	2017-01-31	2016-05-10
AAA222	Aaa Printing	0.00	336.00	168.00	4.00	11,250.00	1,638.91	13,396.91	(780) 597-7306 ...	0.00		2020-03-20
AAAN839	Aaan Attorney	0.00	346.00	585.00	117.00	55.40	1,526.80	2,630.20	(206) 447-0071 ...	2,140.22	2017-01-31	2020-03-20
ABOX	A Box	0.00	57.50	2,300.00	1,895.00	241.00	50,435.04	54,928.54	(916) 929-3501 ...	11,000.00	2017-02-14	2020-03-04
ACCE668	Access Answering Service	0.00	0.00	0.00	0.00	0.00	3,000.00	3,000.00	(305) 477-0841 ...	-3,906.56	2015-02-20	2015-02-20
ACE713	Ace Equipment & Supply Co	0.00	0.00	0.00	0.00	0.00	-15,000.00	-15,000.00	(314) 231-7352 ...	15,000.00	2019-09-01	
ACTI620	Action Technology Co	0.00	0.00	0.00	0.00	0.00	616.00	616.00	(405) 943-1609 ...	84.75	2017-02-14	2016-01-18
ADVA180	Advanced Chemistry Labs Inc	0.00	0.00	468.00	0.00	0.00	0.00	468.00	(604) 267-4872 ...	0.00		2020-02-02
B806	B & B Travel	0.00	10.00	0.00	0.00	0.00	0.00	10.00	(716) 285-6351 ...	0.00		2020-03-19
BEEG100	Beegee Travel Consultants	0.00	0.00	0.00	0.00	0.00	33,402.88	33,402.88	(615) 799-0803 ...	705.11	2018-08-15	2016-05-19
BEIE396	Beierle & Beierle	0.00	0.00	0.00	0.00	0.00	43,779.13	43,779.13	(514) 817-0292 ...	35,584.83	2018-03-28	2015-09-11
BELL383	Bell West Credit Union	0.00	0.00	0.00	0.00	0.00	120.91	120.91	(416) 966-9836 ...	235.20	2017-09-26	2018-09-04
BLAK822	Blake Bailey	0.00	0.00	0.00	0.00	0.00	6.20	6.20	(864) 232-3133 ...	0.00		2018-09-06
C248	C & G Barbeque Seafood & Ctrg	0.00	0.00	0.00	0.00	0.00	331.52	331.52	(519) 829-5502 ...	73.45	2018-09-17	2018-06-26
CAP1660	Capital Electrical & Sec Inc	0.00	0.00	0.00	0.00	0.00	52,422.70	52,422.70	(602) 257-4111 ...	1,230.57	2018-04-09	2018-09-05
CARE252	Care Laboratories Inc	0.00	0.00	0.00	0.00	0.00	23,634.01	23,634.01	(250) 282-5021 ...	0.00		2016-01-18
CRES143	Crescent Hotel	0.00	0.00	0.00	0.00	0.00	-117.34	-117.34	(403) 938-1726 ...	0.00		2016-05-11
CROP895	Crop Production Services Inc	0.00	0.00	0.00	0.00	0.00	4,270.56	4,270.56	(734) 522-3287 ...	34,553.58	2016-04-14	2016-04-25
DAIL325	Daily Standard	0.00	0.00	0.00	0.00	0.00	252.00	252.00	(250) 346-4094 ...	0.00		2018-06-18
DAIR589	Dairy & Creamery Equipment Co	0.00	0.00	0.00	0.00	0.00	5.60	5.60	(609) 465-6294 ...	0.00		2018-05-01
DALE203	Dales Automotive	0.00	0.00	0.00	0.00	0.00	-250.00	-250.00	(778) 835-4075 ...	5,198.00	2016-05-24	2015-03-14
DALE991	Dale, William J Jr	0.00	0.00	0.00	0.00	0.00	183.79	183.79	(320) 587-1605 ...	50.85	2018-04-09	2015-02-13
DANV470	Danville Nursing Home	0.00	0.00	0.00	0.00	0.00	1,080.28	1,080.28	(613) 726-1731 ...	0.00		2014-07-10

**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 [Inspire Health Systems.]

Open Customer Apply Finance Charges

Customer JACK225 Jackson Fitness Center Currency

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

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

Info Last invoice 03/21/2018 Credit limit 30,000.00 Average days to pay 279 Available 8,672.19 Terms 2% 10 days

Open Items Communications User Defined

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

Transaction No	Date	Debit	Credit	Base Debit	Base Credit	Applied	Balance	Terms Code	Terms Desc.	Customer PO	Reference No	Type	Memo	Hold	Due Date	User	ID
<input type="checkbox"/> 0000001251	09/13/2018	202.87	0.00				202.87					Service Charge	MON/	<input type="checkbox"/>	09/13/2018	AL	540
<input 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	501
<input 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	441
<input 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	440
<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	428
<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	412
<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	410
<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	392
<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	413
<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	443

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

## 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

Contact: Name Jason Fallon, Email jlon@jacksonfitness.net

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	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	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	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					Service Charge	MON/		09/13/2018	AL
0000001252	09/12/2018	0.00	202.87	0.00	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 History** – Show all Applied records in a historical folio group

**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 (dropdown menu open showing: Invoice, Payment, Credit Memo, Debit Memo, Service Charge, Write Off)

Date: [empty]

Terms: 2% 10 days

Transaction no.: 0000001298

Reference no.: [empty]

Customer PO: [empty]

Memo: [empty]

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

**Customer** – This field will only appear if the AR Entry was added from the AR List.

**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.

**Job** – Please refer to the link on Job Costing for more details – [Click here to go to the Job Costing section](#)

# Processing Payments

Accounts Receivable - JACK225 Jackson Fitness Center [Inspire Health Systems.]

Customer: JACK225 Jackson Fitness Center

Billing Address: 2018 No. 3 Road, Richmond, BC, V6X 2B8

Contact: Name: Jas, Email: jfal

Phone: (604) 249-0735 Ext., Fax: ( ) -

Open Items: Select amounts to pay and click "Payment"

Transaction No.	Date	Debit	Credit	Base Debit	Base Credit	Applied	Balance
0000001251	09/13/2018	202.87	0.00				202.87
0000001152	03/21/2018	89.60	0.00				89.60
0000000847	09/26/2016	95.00	0.00				95.00
0000000845	09/26/2016	6,214.88	0.00				6,214.88
0000000792	05/25/2016	123.48	0.00				123.48
0000000737	05/13/2016	123.48	0.00				123.48
0000000755	05/10/2016	5.66	0.00				5.66
0000000676	04/25/2016	529.76	0.00				529.76
0000000758	02/09/2016	246.97	0.00				246.97
0000000870	04/18/2015	2,714.88	0.00				2,714.88

Receiveable Entry - JACK225 Jackson Fitness Center

Entry Job: Type: Payment, Method: Cash, Date: 03/30/2020, Print receipt: ☒

Transaction no.: 0000001291, Reference no.:

Memo:

Transaction No.	Terms Code	Terms Description	Reference	Balance	Pay Amount	Discount Amount	Discount %	Give Discount	User ID
0000000847	02	2% 10 days		95.00	95.00	1.70	2.00	<input checked="" type="checkbox"/>	540

Discount is editable

Amounts in Canadian dollars

Total: 93.30

Total Balance: 10,346.58, Remaining: 10,251.58, Total Amount: 95.00

**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 and Review GL** – 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

Credit Limit

Balance: 0.00 Limit: Unlimited Credit ☐ Apply finance charges

Approved By: Approved Date: Clear Approval

Average days to pay: 0

Statements & Invoices

Invoices: Form

Statements: Form

Pricing

Discount %: 0.00

Payments

Receivables: 11210/ / Accounts Receivable - Trade

Currency: Canadian dollars

Payment Terms:

PO number required ☐

Service Charge Default Exempt ☐

Inventory Levy Default Exempt ☐

Bank Information

Institution: BNS

Transit: 53763

Account No: 237634934

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

Filters Search

Export + -

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.

The screenshot shows the 'AR Batch' window with a list of checks. A red box highlights the 'Add Check' button. A modal window titled 'Add Check' is open, showing a table of checks with columns: Pay, Give Discount, Discount, Discount %, Pay Amount, Balance, Type, Date, Due Date, Terms Code, Terms Desc, Hold, Transaction No, Reference No, Memo, ID. The modal also shows a 'Customer' field with 'JACK225' and 'Jackson Fitness Center'. A red arrow points to the 'Discount' column in the modal table, with the text 'Discounts can be applied'. Another red arrow points to the 'Amount' field in the modal, which shows '7,323.47', with the text 'Check total amount matched invoices marked to pay'. A third red arrow points to the 'Batch total that will get posted to bank' field, which shows '144,572.16'.

Clicking Add/Edit Check will present this screen to select a customer and check amount

Discounts can be applied

Check total amount matched invoices marked to pay

Batch total that will get posted to bank

## EFT Deposit

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



AR Batch - [Inspire Health Systems.]

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

Pay	Give Discount	Discount	Discount %	Pay Amount	Payment #	Balance	Type	Customer No	Customer Name	Date	Due Date	Terms Code	Terms Desc.	Hold	Transaction No	Reference No	Memo	ID
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	130.54		130.54	Invoice	AAA222	Aaa Printing	09/09/2016	09/09/2016			<input type="checkbox"/>	0000000827	0000600391	TOR/	432
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	5.60		5.60	Invoice	AAA222	Aaa Printing	03/19/2018	03/19/2018			<input type="checkbox"/>	0000001147	0000600416	MON/	497
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	-5.60		-5.60	Credit Memo	AAA222	Aaa Printing	03/19/2018	03/19/2018			<input type="checkbox"/>	0000001148	0000600417	MON/	498
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	5.60		5.60	Invoice	AAA222	Aaa Printing	03/19/2018	03/19/2018			<input type="checkbox"/>	0000001150	0000600418	MON/	499
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	0.00		616.00	Invoice	ACT1620	Action Technology Co	09/11/2015	09/11/2015			<input type="checkbox"/>	0000000539	0000600330		361
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	268.80		268.80	Invoice	BEEG100	Beegee Travel Consultants	01/06/2015	01/06/2015			<input type="checkbox"/>	0000000282	0000600250		271
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	3,951.36		3,951.36	Invoice	BEEG100	Beegee Travel Consultants	03/27/2015	03/27/2015			<input type="checkbox"/>	0000000415	0000600301		338
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	3,240.16		3,240.16	Invoice	BEEG100	Beegee Travel Consultants	05/19/2016	05/19/2016			<input type="checkbox"/>	0000000760	0000600373		414
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	25,942.56		25,942.56	Invoice	BEEG100	Beegee Travel Consultants	04/14/2016	04/14/2016			<input type="checkbox"/>	0000000620	0000600343		378
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	42,389.21		42,389.21	Invoice	BEIE396	Beierle & Beierle	09/11/2015	09/11/2015			<input type="checkbox"/>	0000000537	0000600328		359
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	1,389.92		1,389.92	Invoice	BEIE396	Beierle & Beierle	09/11/2015	09/11/2015			<input type="checkbox"/>	0000000542	0000600334		364
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	0.00		120.91	Invoice	BELL383	Bell West Credit Union	03/20/2015	03/20/2015			<input type="checkbox"/>	0000000196	0000600194		195
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	0.00		6.20	Invoice	BLAK822	Blake Bailey	09/06/2018	09/06/2018			<input type="checkbox"/>	0000001240	0000600440	MON/	529
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	0.00		96.32	Invoice	C248	C & G Barbeque Seafood ...	05/13/2016	05/13/2016			<input type="checkbox"/>	0000000747	0000600367	VAN/	407
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	0.00		117.60	Invoice	C248	C & G Barbeque Seafood ...	03/21/2018	03/21/2018			<input type="checkbox"/>	0000001153	0000600421	MON/	502
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	0.00		117.60	Invoice	C248	C & G Barbeque Seafood ...	06/26/2018	06/26/2018			<input type="checkbox"/>	0000001229	0000600432	MON/	523
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	0.00		3,197.90	Invoice	CAP1660	Capital Electrical & Sec Inc	03/20/2015	03/20/2015			<input type="checkbox"/>	0000000171	0000600169		170
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	0.00		16,960.17	Invoice	CAP1660	Capital Electrical & Sec Inc	04/16/2015	04/16/2015			<input type="checkbox"/>	0000000223	0000600221		222
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	0.00		10,786.72	Invoice	CAP1660	Capital Electrical & Sec Inc	01/06/2015	01/06/2015			<input type="checkbox"/>	0000000301	0000600253		290
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	0.00		21,343.84	Invoice	CAP1660	Capital Electrical & Sec Inc	09/11/2015	09/11/2015			<input type="checkbox"/>	0000000538	0000600329		360
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	0.00		134.07	Invoice	CAP1660	Capital Electrical & Sec Inc	09/05/2018	09/05/2018			<input type="checkbox"/>	0000001238	0000600438	MON/	528
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	15,244.32		15,244.32	Invoice	CARE252	Care Laboratories Inc	01/18/2016	01/18/2016			<input type="checkbox"/>	0000000572	0000600341		367
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	1,270.12		1,270.12	Invoice	CARE252	Care Laboratories Inc	02/03/2015	02/03/2015			<input type="checkbox"/>	0000000156	0000600154		155
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	6,179.97		6,179.97	Invoice	CARE252	Care Laboratories Inc	03/20/2015	03/20/2015			<input type="checkbox"/>	0000000172	0000600170		171
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	939.60		939.60	Invoice	CARE252	Care Laboratories Inc	04/16/2015	04/16/2015			<input type="checkbox"/>	0000000215	0000600213		214
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	0.00		-117.34	Credit Memo	CRES143	Crescent Hotel	05/11/2016	05/11/2016			<input type="checkbox"/>	0000000737	0000600364	VAN/	402
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	0.00		4,270.56	Invoice	CROP895	Crop Production Services L...	04/25/2016	04/25/2016			<input type="checkbox"/>	0000000674	0000600352		390
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	0.00		-123,454.00	Payment	DC318	D C Filter Chemical Inc	04/27/2017	04/27/2017			<input type="checkbox"/>	0000001120	0000600411	TOR/	492
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	0.00		252.00	Invoice	DAIL325	Daily Standard	06/18/2018	06/18/2018			<input type="checkbox"/>	0000001213	0000600429	MON/	520
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	0.00		5.60	Invoice	DAIR509	Dairy & Creamery Equipm...	05/01/2018	05/01/2018			<input type="checkbox"/>	0000001192	0000600427	MON/	518
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	0.00		141.25	Invoice	DALE991	Dale, William J Jr	07/02/2015	07/02/2015			<input type="checkbox"/>	0000000234	0000600232		233
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	0.00		42.54	Invoice	DALE991	Dale, William J Jr	02/13/2015	02/13/2015			<input type="checkbox"/>	0000000252	0000600236		242
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	0.00		-250.00	Payment	DAL203	Dales Automotive	03/14/2015	03/14/2015			<input type="checkbox"/>	0000000376	0000600284		319
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	0.00		151.42	Invoice	DANI470	Danville Nursing Home	07/03/2015	07/03/2015			<input type="checkbox"/>	0000000235	0000600233		234
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	0.00		928.86	Invoice	DANI470	Danville Nursing Home	07/10/2015	07/10/2015			<input type="checkbox"/>	0000000236	0000600234		235
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	0.00		8,345.05	Invoice	DATA100	Data Management Service...	02/03/2015	02/03/2015			<input type="checkbox"/>	0000000158	0000600156		157

Amounts in base currency

Total of deposit that will be applied to bank **144,572.16**

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

Quick access

OneDrive

Traction

My Computer

Desktop

Documents

Downloads

Name

0177.cpa

0178.cpa

0180.cpa

0188.cpa

Date modified

07/28/2014 2:09 PM

07/28/2014 3:49 PM

08/14/2014 9:08 AM

10/17/2014 7:22 AM

Type

CPA File

CPA File

CPA File

CPA File

File name: 0189.cpa

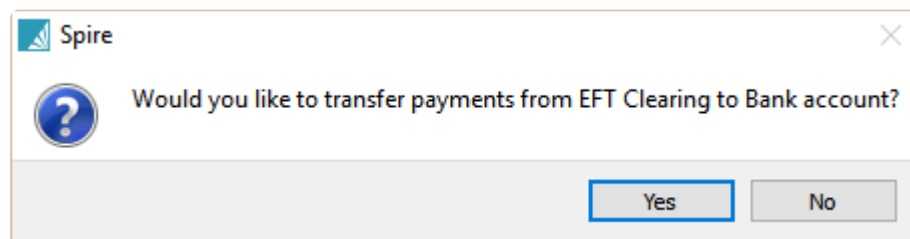
Save as type: CPA (\*.cpa)

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	M6Y8D5	ON	CAN	(416) 555-1889...	39.00	
NOLIFI	Northern Lights Fitness Products Inc.			P.O. Box 1748	Cornwall	K6H 5V7	ON	CAN	(800) 461-1709...	6,787.00	Net 60 Days
OMELEE	Omega Electronics Inc	Abbie Elson	aellson@omega.da	1000 - 600 West Georgia Street	Vancouver	V7Y6K7	BC	CAN	(604) 555-4422...	1,921.04	
ROGCAN	Rogue Canada		meet@roguecanada.ca	4242 - 99 Street	Edmonton	T6E 5B3	AB	CAN	(780) 988-9668...	3,306.44	Net 60 Days
SPEGAM	Specialty Games LLC			33612 S. Fifth Avenue	Honolulu	96813	HI	USA	(180) 855-5789...	-38.95	
SPRFIT	Springfield Fitness	Albert Namton	anamton@springfit.to	3477 Kingston	New York	10007	NY	USA	(588) 964-2596...	22.40	
STRING	Strategic Ingredients	Sam Wheely	swheely@strategicFood.vc	6297 Stern Ave	Vancouver	V5T 7G6	BC	CAN	(604) 555-7822...	41,539.05	

## 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

The screenshot shows the 'Sales Taxes' tab selected in a vendor settings window. The window has tabs for Address, Sales Taxes, Order Defaults, Communication, and User Defined. The 'Sales Taxes' tab is active, displaying a table with columns: Tax Code, Description, Rate, and Exempt No. There are four rows in the table. The first row has Tax Code '1', Description 'G.S.T.', Rate '5.0', and Exempt No. is empty. The second row has Tax Code '2', Description 'BC P.S.T.', Rate '7.0', and Exempt No. '1365557768'. The third and fourth rows have empty Tax Codes, empty Descriptions, and Rates of '0.0' and '0.0' respectively, with empty Exempt No. fields. Each row has a magnifying glass icon in the Description field.

Tax Code	Description	Rate	Exempt No.
1	G.S.T.	5.0	
2	BC P.S.T.	7.0	1365557768
		0.0	
		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

**Tax4** – 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

The screenshot shows the 'Order Defaults' tab selected in a vendor settings window. The window has tabs for Address, Sales Taxes, Order Defaults, Communication, and User Defined. The 'Order Defaults' tab is active, displaying a form with two fields. The first field is 'Shipping Method' with a magnifying glass icon. The second field is 'Expense' with a value of '11300/' and a magnifying glass icon, followed by a dropdown menu showing '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

Address

Sales Taxes

Order Defaults

Communication

User Defined

Filters

Search

Export

+

✖

Open Attachment

Attention	Subject	Attachment	Created	Created By	Due Date	Completion Date	Group Type
Alert	PO Minimum \$5,000	C:\Users\gjung\Pictures\Black-Tribal-Leo-Zodiac-Tattoo.jpg	03/30/2020 11:12:39 AM	SA			PURCHASE

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.

**Open Attachment** – Opens the attachment if there is an attachment added to the note.

[Click here for more information – Communications](#)

## User Defined (UDF)

Address

Sales Taxes

Order Defaults

Communication

User Defined

UDF Structure

New Page

New Field

✖

Label	Name	Data Type
Tracking		

UDF Properties

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

The screenshot shows the 'Vendor - ALL173' window. At the top, there are icons for saving, deleting, and navigating. Below the title bar, the vendor information is displayed: Vendor No. ALL173, Name Alliance Construction Co Inc, On Hold checkbox, Status Active, and Foreground/Background color selection. A tabbed interface shows 'General' selected, with other tabs for Addresses, Billing, Statistics, Accounts Payable, Vendor Prices, Purchasing, T4A Statements, and T5018 Statements. The 'General' tab contains two sections: 'Reporting' and 'User Defined Fields'. The 'Reporting' section has 'Report Type' set to T4A, 'Identification Type' set to Social Insurance Number, and 'Identification' set to 718345912. The 'User Defined Fields' section has 'Notes' set to 'Always Place order with Bill', 'Buyer' set to 'Terry', and an empty 'Reference' field. At the bottom, a status bar indicates the record was created and modified by SS on 01/31/2017 at 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.  Name  ☐ On Hold Status  Foreground ☐ Background ☐

Addresses Billing General **Statistics** Accounts Payable Vendor Prices Purchasing T4A Statements T5018 Statements

Summary		Purchases	
Present Balance	<input type="text" value="11,147.54"/>	Last Year	<input type="text" value="2,688.00"/>
Current P.O. Number	<input type="text" value="0000700091"/>	This Year	<input type="text" value="11,147.54"/>
Last Payment Reference	<input type="text" value="EFT 0017"/>	Next Year	<input type="text" value="0.00"/>
Last Payment Date	<input type="text" value="02/14/2017"/> <input type="button" value="Q"/>		

**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

Filters Search

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

**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 Numb
0000700057	Received	04/05/2016	VA	04/05/2016	01/31/2017	10,263.00	8,064.00	2,199.00	10,080.00	8,628.48			
0000700058	Issued	04/05/2016	VA	04/05/2016		2,899.00	0.00	2,899.00	3,246.88	0.00			
0000700059	Issued	02/09/2016	VA	04/01/2016		25,743.50	0.00	25,743.50	28,832.73	0.00	534846		
0000700068	Open	04/11/2016	VA	04/11/2016		7.20	0.00	7.20	7.20	0.00			

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.

**Order Items** – shows the individual Inventory items from the Purchases

**History Items** – shows the individual Inventory items from the Purchase History

## Purchase History

PO Number	Vendor No.	Vendor Name	Vendor Order No	Order Date	Buyer	Ship Via	FOB	Reference No	Required Date	Received Date	Ordered Value	Currency	Created By	Job No	Job Account
0000700091	FIDEBU	Fitness Development Equipment		09/26/2016	Terry				09/26/2016	09/26/2016	1,654.00				
0000700073	FIDEBU	Fitness Development Equipment		04/14/2016	Terry				04/14/2016	04/14/2016	1,800.00				
0000700050	FIDEBU	Fitness Development Equipment		07/07/2015					07/07/2015	03/16/2016	1,099.50				
0000700045	FIDEBU	Fitness Development Equipment		03/17/2015					03/17/2015	04/04/2016	1,099.50				
0000700041	FIDEBU	Fitness Development Equipment		03/17/2015					03/17/2015	09/16/2015	1,762.00				
0000700034	FIDEBU	Fitness Development Equipment		03/16/2015					03/16/2015	09/16/2015	7,250.00				
0000700023	FIDEBU	Fitness Development Equipment		02/19/2015					02/19/2015	03/14/2015	3,305.50				
0000700016	FIDEBU	Fitness Development Equipment		02/16/2015					02/15/2015	02/16/2015	3,898.50				

All 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.

## T4A Statements

Spire reports all vendor invoices less HST/GST in Box 48 (fee for services) of the T4A.

## T5018 Statements

Spire reports all vendor invoices including HST/GST in Box 22 (Construction Subcontractors Payments) of the T5018.

# Purchase Orders

Purchase Order - 0000700057

Open Vendor View Compact

Refresh Prices Issue Receive Invoice Close Totals by Receiving Qty Next Phase Add To Calendar

HEADER

Main Bill From Ship To Sales Taxes Info Communications Receive Order Purchase Receipts Purchase History Sales History Phase User Defined Job

Vendor

Vendor No. FIDEBU Fitness Devel Notes Always place order with Bill

Vendor Order No Reference No

General

Ship To Customer Ship Address ID FOB

Warehouse VA Buyer

Ship Via Description

Order Details

Status Open

PO No 0000700057

Order Date 04/05/2016

Required Date 04/05/2016

Last Received / /

Receive Date 10/02/2018

Phase APPROVED

Location

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 3.000 On Hand 3.000 Committed 0.000 Backorder 0.000 On Order 2.000 Expected

Weight 0.0 Landed Freight 0.00 Discount 0.0 % 0.00 Subtotal 10,443.00

Vendor Freight 0.00 Landed Duty 0.00 G.S.T. 522.15

BC P.S.T. 731.01

H.S.T. 1,357.59

Amounts in Canadian dollars

13,053.75

FOOTER

Created by SS on 04/06/2016 12:38:46 AM Modified by BT on 10/02/2018 1:05:42 PM

# Purchase Order List

Purchase Orders											
<div> <span>Filters</span> <span>Search</span> <span>Export</span> <span>+</span> <span>✕</span> <span>Print</span> <span>Next Phase</span> <span>Refresh Prices</span> </div>											
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

## Purchase Orders List – Menu Items

- **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
- **Next Phase** – Moves the sales order to its next phase
- **Refresh Prices** – Sets prices to default to a new sell price, including if a user has overridden the sell price

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

**Open Vendor** – Opens the vendors record where data can be edited and viewed.

**View Compact** – Removes some of the header info to give more room for line details

**Refresh Prices** – Refresh prices for the Inventory items

**Issue** – a copy of this PO is to be sent to the vendor

**Receive** – this PO has had some products received on it.

**!** 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.

**Close** – Closing the PO

**Next Phase** – Moves the order to the next phase as designed by the company

**Totals By Receive Qty** – See order totals based on receive quantity. Very useful to see the receive value if there are back orders.

**Add To Calendar** – Adds the order to the the calendar assigned to the user by default.

**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, 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, 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

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

### Sales Taxes

Tax Code	Description	Rate	Exempt No.
	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

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

Terms  Net 60 Days

Account Information

Limit  0.00

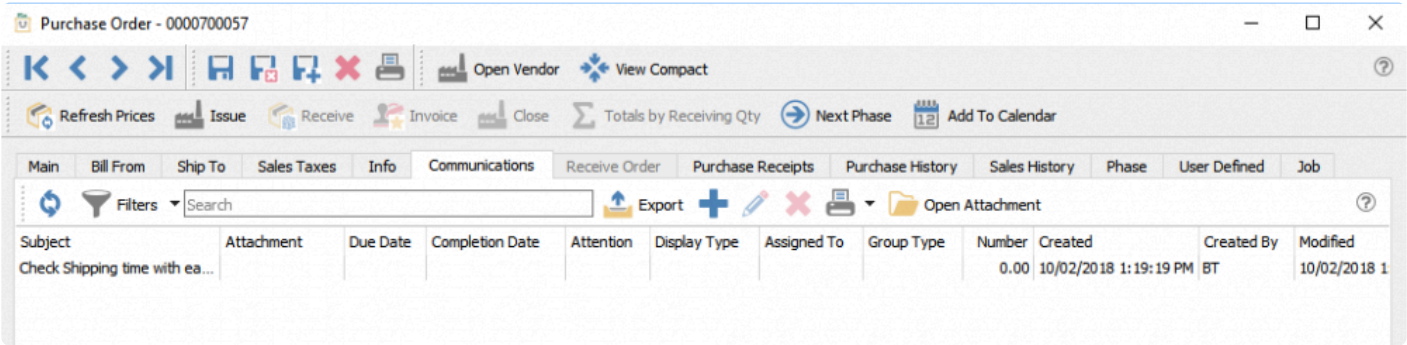
AP Balance

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

**Limit** – The credit limit for this vendor

**AP Balance** – How much is owed to the vendor at this time

Communications



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

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

For more details on Communications. [Link to the Communications](#)

## Receive Order

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

Quantity  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  On Hand  Committed  Backorder  On Order  Expected

Weight 130.0 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  
 BC P.S.T. 1,802.05 **28,832.73**

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	2,899.0
2	VA	PRETRM931	Precor 9.31Treadmill	10/03/2018	2.00		2.00	2,357.395	EA	46.40	68.46	0.00	400.00	4,299.0
3	VA	PRETRM933	Precor 9.33 Treadmill	10/03/2018	2.00		2.00	2,686.415	EA	52.88	78.02	0.00	440.00	4,899.0
4	VA	PREEFX425	Precor EFX 425 Elliptical Fitness Crosstrainer	10/03/2018	1.00		1.00	2,308.59	EA	22.72	33.52	0.00	440.00	4,399.0
5	VA	PRETRM931	Precor 9.31Treadmill	10/03/2018	1.00		1.00	2,299.965	EA	0.00	0.00	0.00	400.00	4,299.0

Weight ,030.0 Landed Freight 0.00 Discount 0.0 % 0.00 **Subtotal** **16,351.50** Amounts in Canadian dollars

Vendor Freight 0.00 Landed Duty 0.00 G.S.T. 817.58 **18,313.69**

BC P.S.T. 1,144.61

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.

## Accounts Payable

Purchase Order - 0000700114 [Inspire Health Systems.]

Open Vendor Open Currency View Compact

Refresh Prices Unissue Receive Invoice Close Totals by Ordered Qty Next Phase Add To Calendar

Main Bill From Ship To Sales Taxes Info **Communications** Receive Order Purchase Receipts **Accounts Payable** Purchase History Sales History Phase User Defined Job

Details Communications User Defined

New Apply Payment Void Hold Show: All Show Debits Collapse All

View History View Transaction View Purchase Order

Transaction No	Date	Debit	Credit	Balance	Terms Code	Terms Desc.	Purchase No	Reference No	Due Date	Applied	User	Type	Location
0000001377	2020-03-31	0.00	2,350.32	0.00	2%10NET30	2% 10 Days - Net 30	0000700114	12355	2020-04-08		AR	Invoice	MON
0000001381	2020-04-28	2,350.32	0.00	0.00	2%10NET30	2% 10 Days - Net 30	0000700114	6890	2020-05-28	2,350.32	AR	Payment	MON
0000001378	2020-04-16	0.00	3,133.76	3,133.76	2%10NET30	2% 10 Days - Net 30	0000700114	12367	2020-05-30		AR	Invoice	MON
0000001379	2020-04-24	0.00	783.44	783.44	2%10NET30	2% 10 Days - Net 30	0000700114	12389	2020-05-24		AR	Invoice	MON
0000001380	2020-04-28	0.00	3,133.76	3,133.76	2%10NET30	2% 10 Days - Net 30	0000700114	12478	2020-05-28		AR	Invoice	MON

This tab shows all the AP entries that have been made for this PO. It includes all invoices and payments. The user can use all the capabilities of the Accounts payable module here but limited to only the transactions for this PO. This includes issuing a payment and printing the check. The user must have

accounts payable access to see this tab. In addition all the permissions in AP get passed to this tab as well.

## Purchase History

Purchase Order - 0000700068

[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](#)

[Purchases](#)
[Items](#)

[Filters](#)

[Export](#)

PO Number	Vendor No.	Vendor Name	Vendor Order No	Whse	Part No	Part Description	Qty Ordered	Qty Received	Unit Price	Base Unit Price	UOM	Product Co
0000700000	INSPIRE	Inspire China		VA	INSKB15	InSpire Kettlebell 15	16.00	16.00	19.25	19.25	EA	WEIGHT
0000700000	INSPIRE	Inspire China		VA	INSKB30	InSpire Kettlebell 30	51.00	51.00	35.75	35.75	EA	WEIGHT
0000700000	INSPIRE	Inspire China		VA	INSKB35	InSpire Kettlebell 35	15.00	15.00	41.25	41.25	EA	WEIGHT
0000700037	INSPIRE	Inspire China		VA	INSKB10	InSpire Kettlebell 10	1.00	1.00	13.75	13.75	EA	WEIGHT
0000700037	INSPIRE	Inspire China		VA	INSKB20	InSpire Kettlebell 20	3.00	3.00	24.75	24.75	EA	WEIGHT
0000700037	INSPIRE	Inspire China		VA	INSKB25	InSpire Kettlebell 25	1.00	1.00	30.25	30.25	EA	WEIGHT
0000700037	INSPIRE	Inspire China		VA	INSKB30	InSpire Kettlebell 30	2.00	2.00	36.47862	36.48	EA	WEIGHT
0000700037	INSPIRE	Inspire China		VA	INSKB40	InSpire Kettlebell 40	1.00	1.00	46.75	46.75	EA	WEIGHT
0000700037	INSPIRE	Inspire China		VA	INSKB5	InSpire Kettlebell 5	2.00	2.00	8.25	8.25	EA	WEIGHT
R000000001				VA	INSKB10	InSpire Kettlebell 10	200.00	200.00	13.75	13.75	EA	WEIGHT
R000000001				VA	INSKB15	InSpire Kettlebell 15	200.00	200.00	19.25	19.25	EA	WEIGHT
R000000001				VA	INSKB20	InSpire Kettlebell 20	200.00	200.00	24.75	24.75	EA	WEIGHT
R000000001				VA	INSKB25	InSpire Kettlebell 25	200.00	200.00	30.25	30.25	EA	WEIGHT
R000000001				VA	INSKB30	InSpire Kettlebell 30	200.00	200.00	35.75	35.75	EA	WEIGHT
R000000001				VA	INSKB35	InSpire Kettlebell 35	100.00	100.00	41.25	41.25	EA	WEIGHT
R000000001				VA	INSKB40	InSpire Kettlebell 40	200.00	200.00	46.75	46.75	EA	WEIGHT
R000000001				VA	INSKB5	InSpire Kettlebell 5	200.00	200.00	8.25	8.25	EA	WEIGHT
T000000002				VA	SOYPRO	Soy Protein Crisps	-3.00	-3.00	0.60	0.60	GM	
T000000002				TO	SOYPRO	Soy Protein Crisps	3.00	3.00	0.60	0.60	GM	

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

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

**Purchases** – Purchases tab represents the individual Purchase Orders from the Vendor's Purchase History

**Items** – Items tab represents the individual Part No. items of the Purchase Orders from the Vendor's

Purchase History



## Sales History

Purchase Order - 0000700068

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	INSKB 15	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	INSKB 40	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	INSKB 25	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	INSKB 40	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	INSKB 25	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	INSKB 10	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	INSKB 15	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	INSKB 40	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	INSKB 30	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	INSKB 40	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	INSKB 5	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	INSKB 10	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	INSKB 5	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	INSKB 35	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	INSKB 10	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	INSKB 20	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	INSKB 15	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	INSKB 5	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	INSKB 10	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	INSKB 35	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	INSKB 40	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	INSKB 40	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

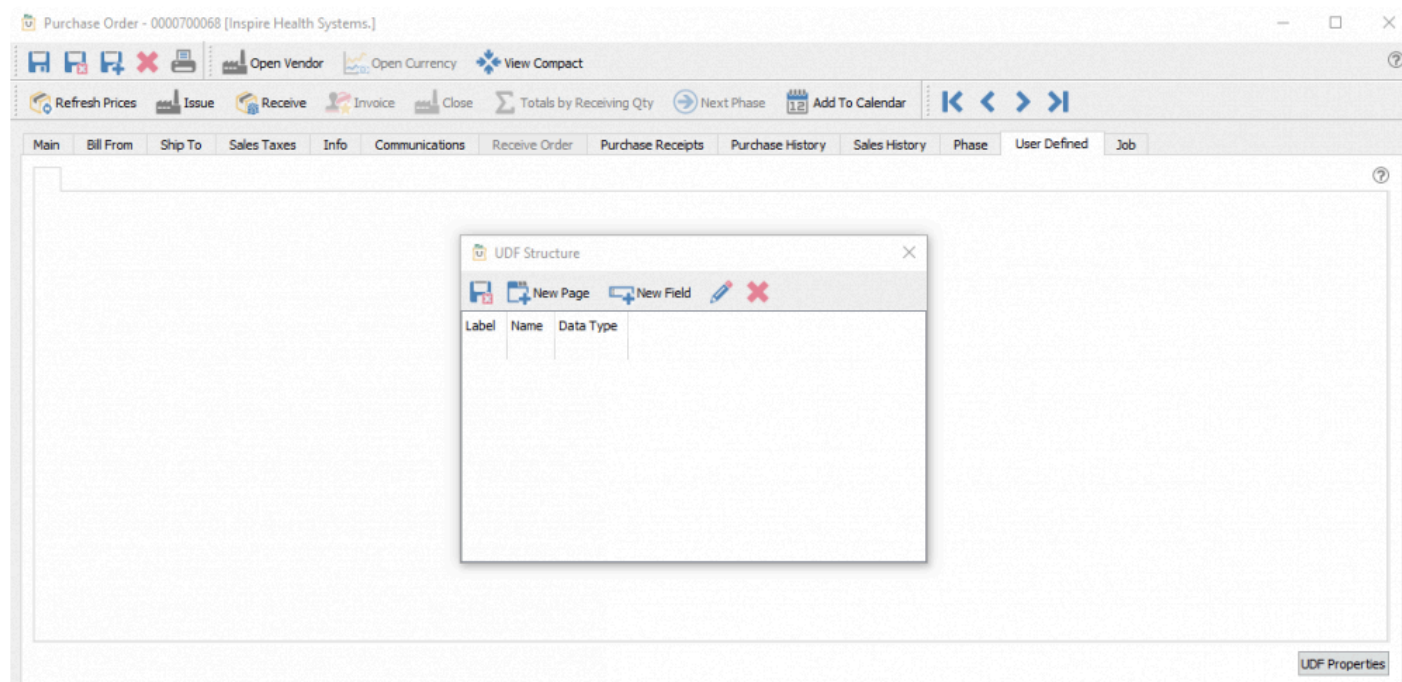
Refresh Prices Unissue Receive Invoice Close Totals by Receiving Qty Next Phase

Main Bill To Ship To Info Communications Receive Order Sales History Phase User Defined Attachments Purchase History

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

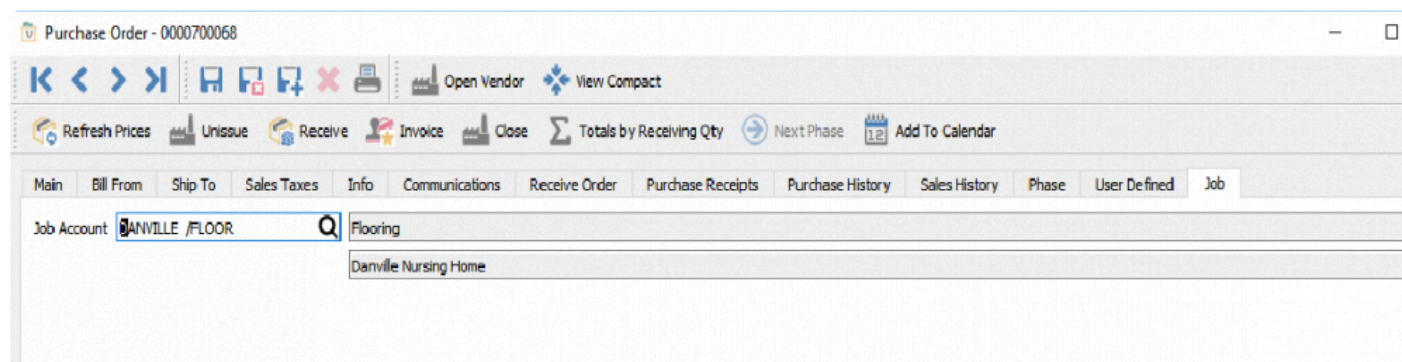
From this tab, the user can see what phases a purchase order has been in and how long it was there. The Dates and times are editable and the user can also add shipping info, reference numbers and a memo in case this PO had some sublet work done.

## User Defined



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

## 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

<



Note that the item that is highlighted on a PO shows its status in inventory. The user can see Available, On Hand, Committed, Back Ordered, On Order, and Expected Due Date.

**Add** – Adds a new line above the line that is highlighted.

**Delete** – Deletes the selected line.

**Serial Numbers** – Selects serial or lot numbers when receiving the items.

**Scan Items** – Puts the PO into scan mode so that items can be added with a bar code scanner one at a time.

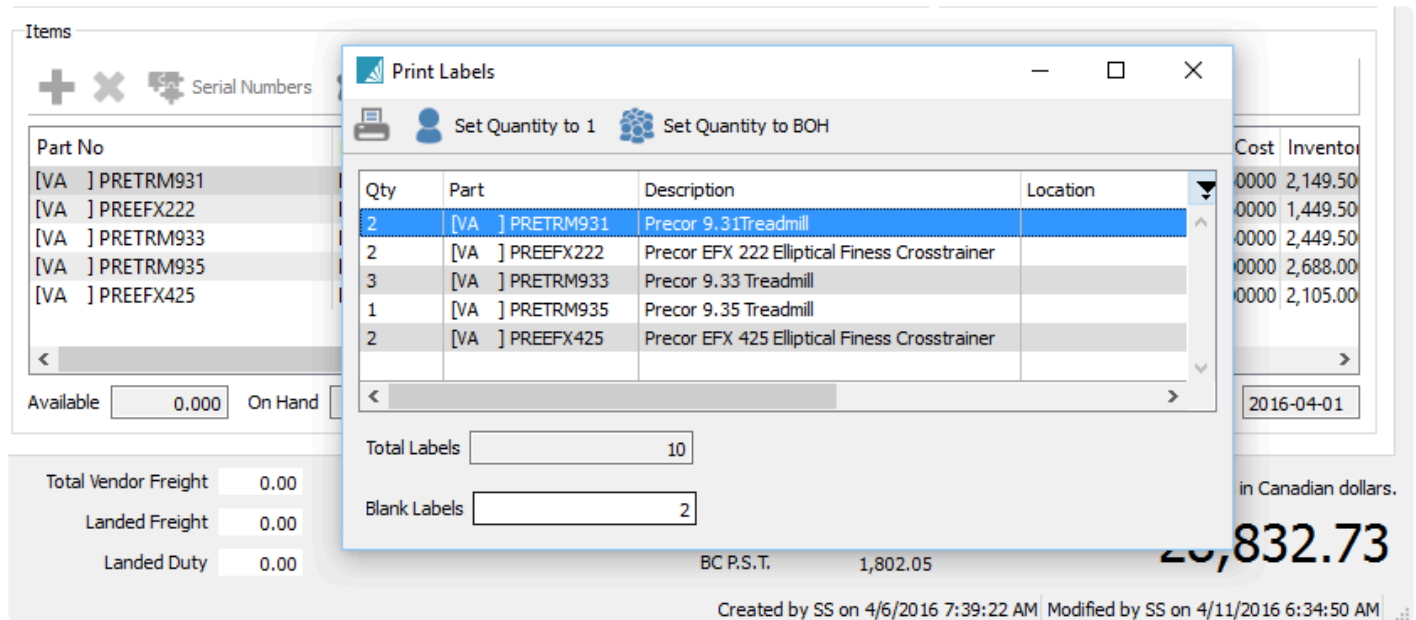
**Comment** – Adds a comment line that is printed on the PO.

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

**Receiving** – Clicking the receiving button allows the user to receive the complete PO. They can also select 'None' to remove the received quantity before clicking the 'receive button in the header of the PO.

**Labels** – Clicking the labels button passes the quantity received on this PO to the dialog below to print labels for the items.

- Set Quantity to one of each label
- Set quantity to on-hand for each item
- Set how many blanks to print first in case some of the labels on the sheet are used
- Once all selections are made they can print the labels required



**Open Inventory** – Opens the selected item in inventory to edit or view all details on that item

**Open Source** – Leads to Requisitions that came from through Sales Orders

## 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.

**Location** – The location of this item in Inventory

**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	<b>Subtotal</b>	<b>25,743.50</b>	Amounts in Canadian dollars
Vendor Freight 0.00	Landed Duty 0.00			G.S.T.	1,287.18	
				BC P.S.T.	1,802.05	<b>28,832.73</b>

**Weight** – The total weight of the items on the purchase order.

**Vendor Freight** – The freight that the vendor will include on their invoice. If “Include vendor freight in landed cost” is on in [Company Settings/Purchase Order](#) then this cost will get included in the cost of the items received. If it is not on, then the freight amount will get posted to freight expense.

## Landed Costs

Landed costs can be added to a purchase order when receiving. The fields are greyed out until a receive quantity is entered.

**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

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A purchase order can have 5 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.

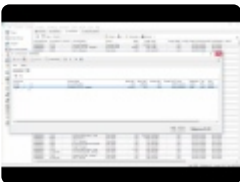
**Hold** – PO is on hold and cannot be edited.

**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.

<div> <span>+</span> <span>✎</span> <span>📄</span> Batch <span>🔄</span> <span>🔍</span> Filters <span>🔍</span> Search <span>📤</span> Export <span>🖨</span> </div>															
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	M6Y8D5	(416) 555-1889 Ext. 0000		
NOLIFI	Northern Lights Fitness Products Inc.	0.00	1,122.00	0.00	0.00	6,787.00	0.00	7,909.00		Cornwall	ON	K6H 5V7	(800) 461-1709 Ext. 0000		03
OMELE	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 [Inspire Health Systems.]

Open Vendor

Vendor: FIDEBU Fitness Development Equipment Currency: [ ]

Billing 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: 2017-02-14 Credit limit: 0.00 Purchases year to date: 0.00

Open Items Communications User Defined

Payment Void Hold Show: Open Show Debits Collapse All View History View Transaction View Purchase Order

Transaction No	Date	Debit	Credit	Base Debit	Due Date	Base Credit	Applied	Balance	Terms Code	Terms Desc.	Purchase No	Reference No	Type	Void Payment	Hold	Memo	User	ID
<input checked="" type="checkbox"/> 000000580	2016-04-04	0.00	1,231.44		2016-04-14			731.44	02	2% 10 days	0000700045		Invoice	<input type="checkbox"/>	<input type="checkbox"/>		SS	91
<input type="checkbox"/> 0000001287	2020-04-14	500.00	0.00		2020-06-13		500.00	0.00	03	Net 60 Days		0000024773	Payment	<input type="checkbox"/>	<input type="checkbox"/>		SA	398
<input type="checkbox"/> 0000001034	2017-01-31	0.00	3,360.00		2017-04-01			3,360.00	03	Net 60 Days	0000700057	567677	Invoice	<input type="checkbox"/>	<input type="checkbox"/>		SS	336
<input checked="" type="checkbox"/> 0000001283	2018-01-23	0.00	12,485.25		2018-03-24			12,485.25	03	Net 60 Days			Invoice	<input type="checkbox"/>	<input type="checkbox"/>		AL	394

Total Balance 16,576.69 Remaining 3,360.00 Total Amount 13,216.69

## 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"/> 0000000582	10/05/2015	0.00	2,514.25	2,514.25	0.00	03	Net 60 Days	563667	233565	Payment	<input type="checkbox"/>	<input type="checkbox"/>	12/04/2015		SS
<input type="checkbox"/> 0000000591	05/11/2015	12,556...	0.00		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		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		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		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 History** – View History to show all Applied records in a historical folio group

**View Transaction** – 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.

[More details on Communication](#)

## User Defined

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

[More details on User Defined](#)

# 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.

**Job** – the Job tab refers to Job Costing for the Accounts Payable for more information – [Job Costing – Accounts Payable](#)



# One Time Vendors

## Misc Payments

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

Payable Entry - Angelos's Pizza

Post and Review GL

EntryJob

TypeInvoice

Existing Vendor

One Time Vendor

Date10/03/2018

Print cheque

Cheque no.0000024763

Purchase no.

Transaction no.0000001288

Terms

Due date/ /

Expense Account82385/ /Meals & Entertainment

Payment Account11120/ /RBC Bank

MemoPizza for Inventory Count

Address

NameAngelos's Pizza

Address576 First Ave

CityLangley

Postal CodeV5V5V5ProvinceBC

CountryCanada

Amounts in Canadian dollars


G.S.T.12.10

Subtotal242.02

BC P.S.T.0.00

Total254.12

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 Ferndale Street Burnaby, BC V5M 8Y8 Phone: (604) 443-4890 Ext. Fax: (604) 443-4489

Open Items Communications User Defined

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 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.

**Payment Account** – Select the back account for this payment. Uses the default account set in Company

Settings/Special Accounts.

**Memo** – A memo can be added for this payment.

**Transaction Number** – The GL transaction number from the amount of the AP transaction.

**Terms Code** – The terms code that was used for the amount

**Terms Description** – The terms description that was used for the amount

**Balance** – The balance of the transaction

**Pay Amount** – User can override this and the invoice will get partially paid have the payment linked to the amount.

**Discount Amount** – The discount amount. This is calculated by the terms but can be edited before posting.

**Discount %** – The discount % being offered.

**Take Discount** – Check to give the discount. Amounts that fall within terms will automatically be checked but user can override.

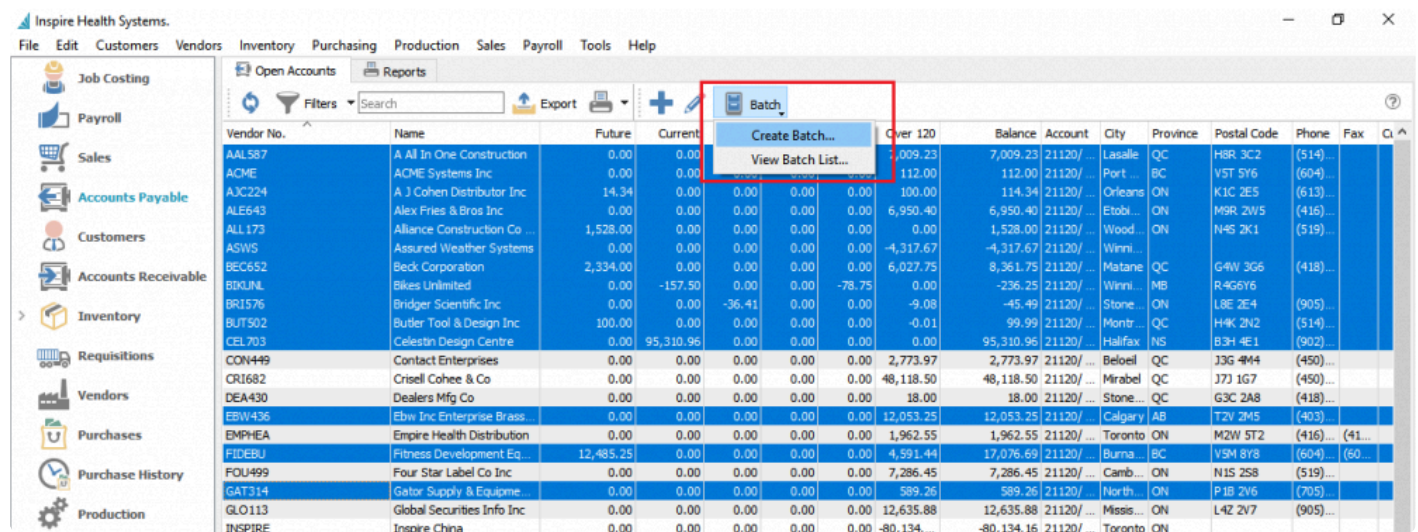
**Total** – The amount being paid. It is the sum of the transactions selected for payment.

# Batch Payables

## Creating a Batch

A Batch can be created from the AP list by highlighting the vendors to pay or by not having any of the list highlighted and click the batch button, or selecting batch view and then add.

The user can set a filter prior to selecting.



The screenshot displays the 'Inspire Health Systems' application window. The 'Vendors' menu is open, showing a list of vendors with columns for Vendor No., Name, Future, Current, Over 120, Balance, Account, City, Province, Postal Code, Phone, Fax, and Cl. The 'Batch' button is highlighted with a red box, and the 'Create Batch...' option is selected from the dropdown menu.

Vendor No.	Name	Future	Current	Over 120	Balance	Account	City	Province	Postal Code	Phone	Fax	Cl
AAL587	A All In One Construction	0.00	0.00	0.00	7,009.23	21120/...	Lasalle	QC	H8R 3C2	(514)...		
ACME	ACME Systems Inc	0.00	0.00	0.00	112.00	21120/...	Port...	BC	V5T 5Y6	(604)...		
AJC224	A J Cohen Distributor Inc	14.34	0.00	0.00	114.34	21120/...	Orleans	ON	K1C 2E5	(613)...		
ALE643	Alex Fries & Bros Inc	0.00	0.00	0.00	6,950.40	21120/...	Etobi...	ON	M9R 2W5	(416)...		
ALL173	Alliance Construction Co ...	1,528.00	0.00	0.00	1,528.00	21120/...	Wood...	ON	N4S 3K1	(519)...		
ASWS	Assured Weather Systems	0.00	0.00	0.00	-4,317.67	21120/...	Winni...	MB	R4G6Y6			
BEC652	Beck Corporation	2,334.00	0.00	0.00	8,361.75	21120/...	Matane	QC	G4W 3G6	(418)...		
BIXJRL	Bikes Unlimited	0.00	-157.50	0.00	-236.25	21120/...	Winni...	MB	R4G6Y6			
BRI576	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	H4K 2N2	(514)...		
CEL703	Celestin Design Centre	0.00	95,310.96	0.00	95,310.96	21120/...	Halifax	NS	B3H 4E1	(902)...		
CON449	Contact Enterprises	0.00	0.00	0.00	2,773.97	21120/...	Beloell	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)...	
FIDEBU	Fitness Development Eq...	12,485.25	0.00	0.00	4,591.44	21120/...	Burns...	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 2V6	(705)...		
GLO113	Global Securities Info Inc	0.00	0.00	0.00	12,635.88	21120/...	Missis...	ON	L4Z 2V7	(905)...		
INSPIRE	Insore 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 - [Inspire Health Systems.]

Due By:    
 Currency:    
 Payment Terms:    
 Note:

Status:   
 Payment Method:   
 Payment Account:    
 Payment Start No:   
 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	Transaction No	Purchase No
<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"/>	2017-01-15				<input type="checkbox"/>	000000914	
<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"/>	2016-12-20				<input type="checkbox"/>	000000986	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	1,053.03	1,053.03	Invoice	AAL587	A All In One Construction	<input checked="" type="checkbox"/>	2016-12-06				<input type="checkbox"/>	000000987	
<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"/>	2018-10-13	2018-10-13			<input type="checkbox"/>	000001267	0000700105
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	100.00	100.00	Invoice	AJC224	A J Cohen Distributor Inc	<input checked="" type="checkbox"/>	2017-01-21	2017-01-21	COD	C.O.D	<input type="checkbox"/>	000001271	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	0.00	112.00	Invoice	ACME	ACME Systems Inc	<input type="checkbox"/>	2017-01-31	2017-01-31			<input type="checkbox"/>	000001035	0000700062
<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"/>	2017-01-01				<input type="checkbox"/>	000000915	
<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"/>	2017-01-02				<input type="checkbox"/>	000000918	
<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"/>	2016-12-21				<input type="checkbox"/>	000000989	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	2,683.13	2,683.13	Invoice	ALE643	Alex Fries & Bros Inc	<input checked="" type="checkbox"/>	2016-12-07				<input type="checkbox"/>	000000990	
<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"/>	2016-12-18				<input type="checkbox"/>	000000991	
<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"/>	2018-01-23				<input type="checkbox"/>	000001286	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	-4,317.67	-4,317.67	Credit Memo	ASWS	Assured Weather Systems	<input checked="" type="checkbox"/>	2017-08-25				<input type="checkbox"/>	000001138	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	989.55	989.55	Invoice	BEC652	Beck Corporation	<input checked="" type="checkbox"/>	2016-12-20				<input type="checkbox"/>	000000997	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	989.55	989.55	Invoice	BEC652	Beck Corporation	<input checked="" type="checkbox"/>	2016-12-24				<input type="checkbox"/>	000000998	
<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"/>	2016-12-10				<input type="checkbox"/>	000000999	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	0.00	1,111.00	Invoice	BEC652	Beck Corporation	<input checked="" type="checkbox"/>	2018-05-03				<input type="checkbox"/>	000001195	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	0.00	1,223.00	Invoice	BEC652	Beck Corporation	<input checked="" type="checkbox"/>	2018-05-17				<input type="checkbox"/>	000001202	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	-157.50	-157.50	Credit Memo	BIKUNL	Bikes Unlimited	<input checked="" type="checkbox"/>	2017-12-05				<input type="checkbox"/>	000001139	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	-78.75	-78.75	Credit Memo	BIKUNL	Bikes Unlimited	<input checked="" type="checkbox"/>	2017-09-28				<input type="checkbox"/>	000001140	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	0.00	6,667.50	Invoice	BIKUNL	Bikes Unlimited	<input checked="" type="checkbox"/>	2020-04-14	2020-04-14			<input type="checkbox"/>	000001288	0000700109
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	-6,667.50	-6,667.50	Credit Memo	BIKUNL	Bikes Unlimited	<input checked="" type="checkbox"/>	2020-04-14	2020-04-14			<input type="checkbox"/>	000001289	0000700113
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	47.52	47.52	Invoice	BIKUNL	Bikes Unlimited	<input checked="" type="checkbox"/>	2020-04-16	2020-04-16			<input type="checkbox"/>	000001296	0000700114
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	3,150.00	3,150.00	Invoice	BIKUNL	Bikes Unlimited	<input checked="" type="checkbox"/>	2020-04-16	2020-04-16			<input type="checkbox"/>	000001297	0000700115
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	1,333.50	1,333.50	Invoice	BIKUNL	Bikes Unlimited	<input checked="" type="checkbox"/>	2020-04-16	2020-04-16			<input type="checkbox"/>	000001298	0000700116
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	-36.41	-36.41	Credit Memo	BRI576	Bridger Scientific Inc	<input checked="" type="checkbox"/>	2017-11-30				<input type="checkbox"/>	000001141	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	-9.08	-9.08	Credit Memo	BRI576	Bridger Scientific Inc	<input checked="" type="checkbox"/>	2017-06-21				<input type="checkbox"/>	000001142	

Amounts in base currency

**10,020.53**

## 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.**

**Payment Terms** – It will list the Account Payables based on the Payment Terms selected from the Load Payables of the Batch

**Note** – A note that gets saved with the batch usually for the reviewer. For example *'All payments due this week'*

**Status** – Indicates the status of the Batch if it is Open or Closed.

**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.

**Status** – Indicates the status of the Batch ID if it is Open or Closed.

## 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	09/09/2015
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	1,996.01	1,996.01	Invoice	09/17/2015
<input checked="" type="checkbox"/>	<input type="checkbox"/>	89.60	4,480.00	4,480.00	Invoice	03/09/2016
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	1,000.00	1,000.00	Invoice	04/11/2016
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	39.00	39.00	Invoice	03/08/2015

Spire

Are you sure you want to pay 9 items?

Continue Cancel

Click 'Continue' and the report with the template of "AP Batch Payment" will be presented.

Choose the correct report and click on print. The user will be asked if the checks printed correctly. If Yes is selected the screen closes. If 'No' is selected then the print screen comes up again.

If there are more items than will print on a cheque stub then the user will be asked to load blank paper so the cheque remittance can be printed. The number of items that will fit on a stub is set by going into Company Settings/Accounts Payable/Cheque Detail Limit.

Spire

Please change paper in printer if necessary and click Continue to print attachments.

Continue

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.

AP Batch - 13 [Inspire Health Systems.]

Load Payables Select All Due Discounts Post Void Payment Open Vendor View Transaction View Source

Due By: / / Currency: Payment Terms: Note:

Status: Closed Payment Method: Cheque Payment Account: 11120/ / Payment Start No: 24791 Batch Date: 04/24/2019

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
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00		14.34	0.00	Invoice	A J Cohen Distributor Inc	<input checked="" type="checkbox"/>	10/13/2018	10/13/2018		0000001267	0000700105		392	0000001304	0000024782	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00		100.00	0.00	Invoice	Butler Tool & Design Inc	<input checked="" type="checkbox"/>	07/09/2018			0000001230			386	0000001308	0000024786	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00		100.00	0.00	Debit Memo	Butler Tool & Design Inc	<input checked="" type="checkbox"/>	07/09/2018			0000001231			387	0000001308	0000024786	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00		100.00	0.00	Invoice	A J Cohen Distributor Inc	<input checked="" type="checkbox"/>	01/21/2017	01/21/2017	C.O.D.	0000001271			393	0000001304	0000024782	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00		112.00	0.00	Invoice	ACME Systems Inc	<input checked="" type="checkbox"/>	01/31/2017	01/31/2017		0000001035	0000700062	46455	337	0000001303	0000024781	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00		449.82	0.00	Invoice	Alex Fries & Bros Inc	<input checked="" type="checkbox"/>	12/18/2016			0000000991			293	0000001305	0000024783	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00		579.55	0.00	Invoice	Alex Fries & Bros Inc	<input checked="" type="checkbox"/>	01/02/2017			0000000918			220	0000001305	0000024783	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00		19.79	969.76	0.00	Beck Corporation	<input checked="" type="checkbox"/>	12/20/2016			0000000997			299	0000001307	0000024785	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00		989.55	0.00	Invoice	Beck Corporation	<input checked="" type="checkbox"/>	12/24/2016			0000000998			300	0000001307	0000024785	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00		1,053.03	0.00	Invoice	A All In One Construction	<input checked="" type="checkbox"/>	05/03/2018			0000000987			289	0000001302	0000024780	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	22.22		1,088.78	0.00	Invoice	Beck Corporation	<input checked="" type="checkbox"/>	01/01/2017	04/01/2017	Net 60 Days	0000000915	0000700092	9345	339	0000001311	0000024789	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00		1,528.00	0.00	Invoice	Alliance Construction Co Inc	<input checked="" type="checkbox"/>	01/23/2018			0000001286			397	0000001306	0000024784	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00		1,962.55	0.00	Invoice	Empire Health Distribution	<input checked="" type="checkbox"/>	01/31/2017	04/01/2017	Net 60 Days	0000001037	0000700092	9345	339	0000001311	0000024789	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	48.83		2,392.57	0.00	Invoice	Alex Fries & Bros Inc	<input checked="" type="checkbox"/>	01/01/2017			0000000915			217	0000001305	0000024783	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00		2,683.13	0.00	Invoice	Alex Fries & Bros Inc	<input checked="" type="checkbox"/>	12/07/2016			0000000990			292	0000001305	0000024783	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00		2,974.95	0.00	Invoice	A All In One Construction	<input checked="" type="checkbox"/>	12/20/2016			0000000986			288	0000001302	0000024780	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00		3,360.00	0.00	Invoice	Fitness Development Equipment	<input checked="" type="checkbox"/>	01/31/2017	04/01/2017	Net 60 Days	0000001034	0000700057	567677	336	0000001312	0000024790	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00		4,048.65	0.00	Invoice	Beck Corporation	<input checked="" type="checkbox"/>	12/10/2016			0000000999			301	0000001307	0000024785	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00		9,072.00	0.00	Invoice	Elbow Inc Enterprise Brass Works	<input checked="" type="checkbox"/>	12/22/2016			0000001003			305	0000001310	0000024788	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00		95,310.96	0.00	Invoice	Celestin Design Centre	<input checked="" type="checkbox"/>	12/29/2017			0000001144			373	0000001309	0000024787	

Are you sure you want to void the payments associated with the selected item(s)?

Continue Cancel

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.

AP Batch - 13 [Inspire Health Systems.]

Load Payables Select All Due Discounts Post Void Payment Open Vendor View Transaction View Source

Due By: / / Currency: Payment Terms: Note:

Status: Closed Payment Method: Cheque Payment Account: 11120/ / Payment Start No: 24791 Batch Date: 04/24/2019

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
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00		14.34	0.00	Invoice	A J Cohen Distributor Inc	<input checked="" type="checkbox"/>	10/13/2018	10/13/2018		0000001267	0000700105		392	0000001304	0000024782	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00		100.00	0.00	Invoice	Butler Tool & Design Inc	<input checked="" type="checkbox"/>	07/09/2018			0000001230			386	0000001308	0000024786	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00		100.00	0.00	Debit Memo	Butler Tool & Design Inc	<input checked="" type="checkbox"/>	07/09/2018			0000001231			387	0000001308	0000024786	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00		100.00	0.00	Invoice	A J Cohen Distributor Inc	<input checked="" type="checkbox"/>	01/21/2017	01/21/2017	C.O.D.	0000001271			393	0000001304	0000024782	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00		112.00	0.00	Invoice	ACME Systems Inc	<input checked="" type="checkbox"/>	01/31/2017	01/31/2017		0000001035	0000700062	46455	337	0000001303	0000024781	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00		449.82	0.00	Invoice	Alex Fries & Bros Inc	<input checked="" type="checkbox"/>	12/18/2016			0000000991			293	0000001305	0000024783	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00		579.55	0.00	Invoice	Alex Fries & Bros Inc	<input checked="" type="checkbox"/>	01/02/2017			0000000918			220	0000001305	0000024783	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00		19.79	969.76	0.00	Beck Corporation	<input checked="" type="checkbox"/>	12/20/2016			0000000997			299	0000001307	0000024785	0000001314
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00		989.55	0.00	Invoice	Beck Corporation	<input checked="" type="checkbox"/>	12/24/2016			0000000998			300	0000001307	0000024785	0000001314
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00		1,053.03	0.00	Invoice	A All In One Construction	<input checked="" type="checkbox"/>	05/03/2018			0000000987			289	0000001302	0000024780	0000001313
<input checked="" type="checkbox"/>	<input type="checkbox"/>	22.22		1,088.78	0.00	Invoice	Beck Corporation	<input checked="" type="checkbox"/>	01/01/2017	04/01/2017	Net 60 Days	0000000915	0000700092	9345	339	0000001311	0000024789	0000001314
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00		1,528.00	0.00	Invoice	Alliance Construction Co Inc	<input checked="" type="checkbox"/>	01/23/2018			0000001286			397	0000001306	0000024784	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00		1,962.55	0.00	Invoice	Empire Health Distribution	<input checked="" type="checkbox"/>	01/31/2017	04/01/2017	Net 60 Days	0000001037	0000700092	9345	339	0000001311	0000024789	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	48.83		2,392.57	0.00	Invoice	Alex Fries & Bros Inc	<input checked="" type="checkbox"/>	01/01/2017			0000000915			217	0000001305	0000024783	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00		2,683.13	0.00	Invoice	Alex Fries & Bros Inc	<input checked="" type="checkbox"/>	12/07/2016			0000000990			292	0000001305	0000024783	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00		2,974.95	0.00	Invoice	A All In One Construction	<input checked="" type="checkbox"/>	12/20/2016			0000000986			288	0000001302	0000024780	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00		3,360.00	0.00	Invoice	Fitness Development Equipment	<input checked="" type="checkbox"/>	01/31/2017	04/01/2017	Net 60 Days	0000001034	0000700057	567677	336	0000001312	0000024790	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00		4,048.65	0.00	Invoice	Beck Corporation	<input checked="" type="checkbox"/>	12/10/2016			0000000999			301	0000001307	0000024785	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00		9,072.00	0.00	Invoice	Elbow Inc Enterprise Brass Works	<input checked="" type="checkbox"/>	12/22/2016			0000001003			305	0000001310	0000024788	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00		95,310.96	0.00	Invoice	Celestin Design Centre	<input checked="" type="checkbox"/>	12/29/2017			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

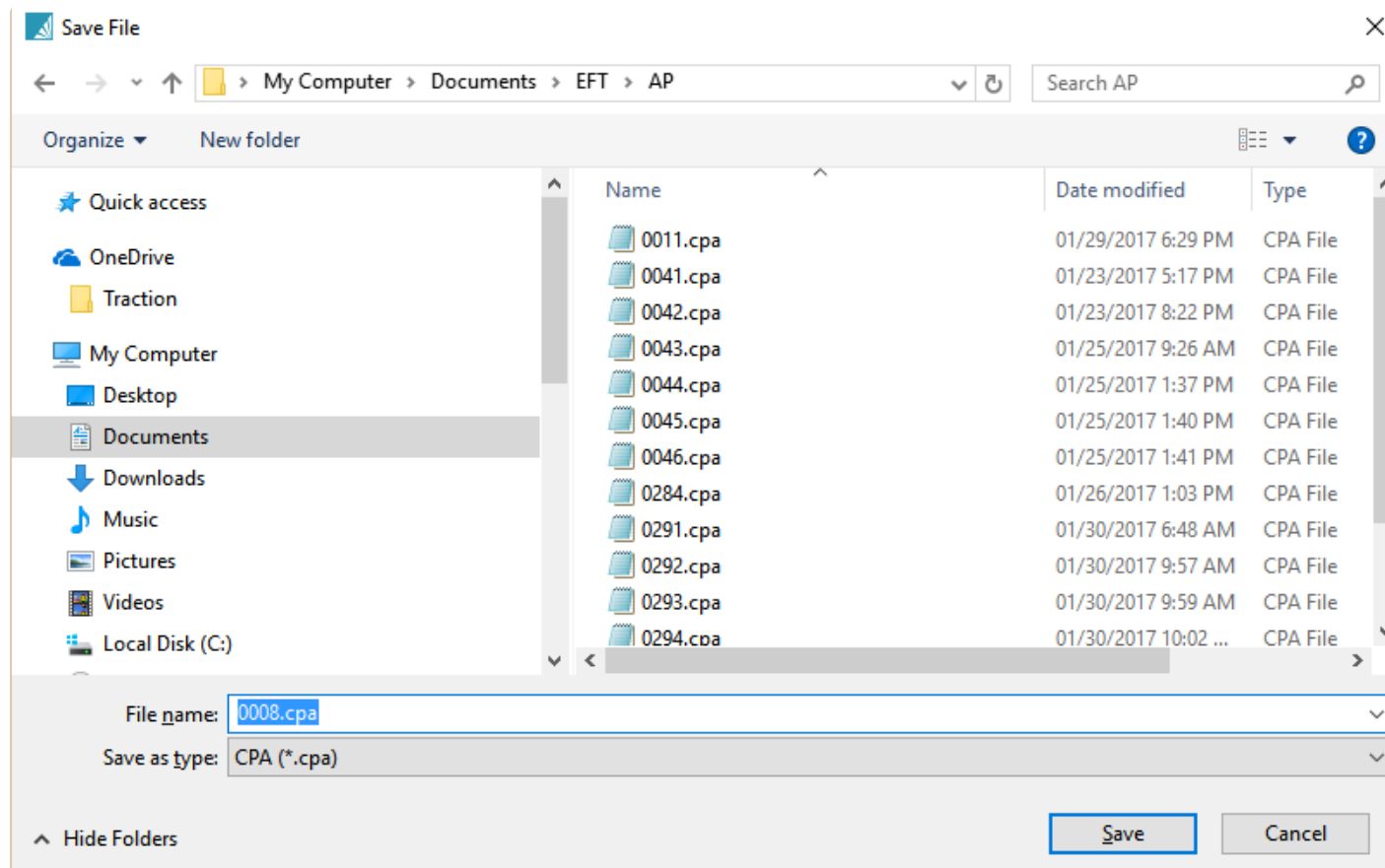
When processing payables from batch mode the user can select EFT as the payment method to create a CPA1464 (005) or a TD80byte, file for upload to the bank.

The screenshot shows the 'AP Batch - [Inspire Health Systems.]' window. The 'Payment Method' is set to 'EFT'. A confirmation dialog box is open, asking 'Are you sure you want to pay 4 item(s)?' with 'Continue' and 'Cancel' buttons. The 'Continue' button is highlighted with a red arrow.

Pay	Take Discount	Discount	Discount %	Pay Amount	Balance	Type	Vendor No	Vendor Name	Print Check	Date	Due Date	Terms Code	Terms Desc.	Hold	Transac
<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	0.00	2,981.25	Invoice	AAL587			1-15				<input type="checkbox"/>	000000C
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	0.00	2,974.95	2,974.95	Invoice	AAL587			2-20				<input type="checkbox"/>	000000C
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	0.00	1,053.03	Invoice	AAL587			2-06				<input checked="" type="checkbox"/>	000000C
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	14.34	14.34	Invoice	AJC224			0-13	2018-10-13			<input type="checkbox"/>	0000001
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	0.00	100.00	Invoice	AJC224			1-21	2017-01-21	COD	C.O.D	<input type="checkbox"/>	0000001
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	112.00	112.00	Invoice	ACME			1-31	2017-01-31			<input type="checkbox"/>	0000001
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	0.00	2,441.40	Invoice	ALE643			1-01				<input type="checkbox"/>	000000C
<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"/>	2017-01-02				<input type="checkbox"/>	000000C
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	0.00	796.50	Invoice	ALE643	Alex Fries & Bros Inc	<input checked="" type="checkbox"/>	2016-12-21				<input type="checkbox"/>	000000C
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	0.00	2,683.13	Invoice	ALE643	Alex Fries & Bros Inc	<input checked="" type="checkbox"/>	2016-12-07				<input type="checkbox"/>	000000C
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	0.00	449.82	Invoice	ALE643	Alex Fries & Bros Inc	<input checked="" type="checkbox"/>	2016-12-18				<input type="checkbox"/>	000000C
<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"/>	2018-01-23				<input type="checkbox"/>	0000001
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	0.00	-4,317.67	Credit Memo	ASWS	Assured Weather Systems	<input checked="" type="checkbox"/>	2017-08-25				<input type="checkbox"/>	0000001

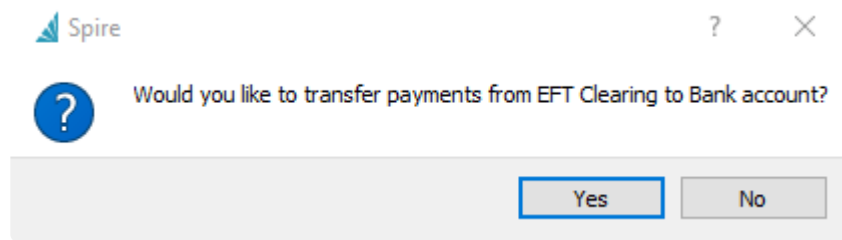
Amounts in base currency  
**3,680.84**

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.

<b>A All In One Construction</b> 485 Rolling Rd Lasalle QC H8R 3C2				Account Number AAL587 Payment Reference EFT 0008 Payment Date Tuesday, January 31, 2017 <b>Payment Amount \$ 29,254.53</b>		
Date	Reference	PO	Memo	Invoice Amount	Discount	Amount
Jan 11, 2017				22,380.00	1.00	<b>22,379.00</b>
Dec 16, 2016				6,875.53		<b>6,875.53</b>
<b>ACME Systems Inc</b> 500 - 44882 Saperton St Port Moody BC V5T 5Y6				Account Number ACME Payment Reference EFT 0008 Payment Date Tuesday, January 31, 2017 <b>Payment Amount \$ 123.20</b>		
Date	Reference	PO	Memo	Invoice Amount	Discount	Amount
Sep 7, 2016	2345678	0000700088		123.20		<b>123.20</b>
<b>Alex Fries &amp; Bros Inc</b> 326 Witherspoon St Etobicoke ON M9R 2W5				Account Number ALE643 Payment Reference EFT 0008 Payment Date Tuesday, January 31, 2017 <b>Payment Amount \$ 585.00</b>		
Date	Reference	PO	Memo	Invoice Amount	Discount	Amount
Jan 12, 2017				585.00		<b>585.00</b>



**Would you like to transfer payments from EFT Clearing to Bank account?** – If Yes, it will take you to the GLTransaction where it automatically fills in EFT and Bank GL Accounts and dollar amounts to transfer.

# Inventory

Inventory											
<span>Inventory</span> <span>Movement</span> <span>Reports</span> <span>Labels</span> <span>Adjust</span> <span>Count</span> <span>Create Purchase Order</span> <span>Create Sales Order</span> <span>Requisition</span> <span>Filters</span> <span>Search</span> <span>Export</span> <span>+</span> <span>-</span> <span>?</span>											
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...

Copy to...

☒ Copy selling price list  
☒ Copy extended description  
☒ Copy all units of measure  
☒ Copy customer specific prices  
☐ Place on hold

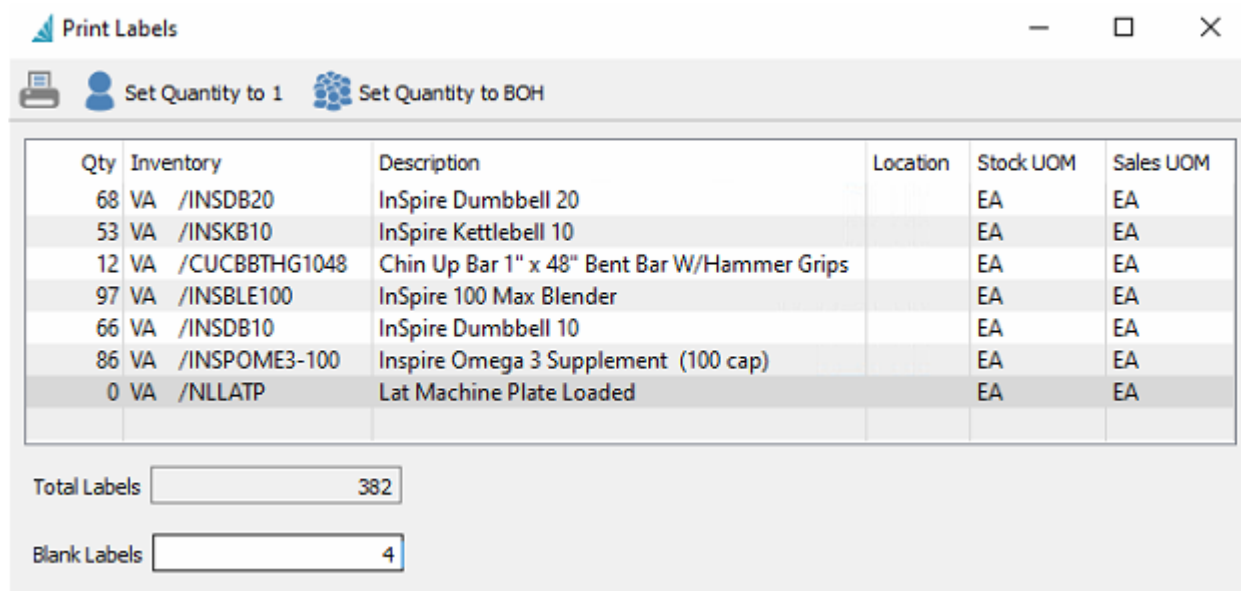
- Customer Specific Prices
- Selling Price List
- Extended Description
- Units of Measure
- Place on Hold



**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 features a title bar with a printer icon and standard window controls. Below the title bar is a toolbar with a printer icon, a user icon, and two radio buttons: 'Set Quantity to 1' (selected) and 'Set Quantity to BOH'. The main area contains a table with the following data:

Qty	Inventory	Description	Location	Stock UOM	Sales UOM
68	VA /INSDB20	InSpire Dumbbell 20		EA	EA
53	VA /INSKB10	InSpire Kettlebell 10		EA	EA
12	VA /CUCBBTHG1048	Chin Up Bar 1" x 48" Bent Bar W/Hammer Grips		EA	EA
97	VA /INSBLE100	InSpire 100 Max Blender		EA	EA
66	VA /INSDB10	InSpire Dumbbell 10		EA	EA
86	VA /INSPOME3-100	Inspire Omega 3 Supplement (100 cap)		EA	EA
0	VA /NLLATP	Lat Machine Plate Loaded		EA	EA

Below the table are two input fields: 'Total Labels' with a value of 382, and 'Blank Labels' with a value of 4.

**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](#)

**Create Purchase Order** – Used to pass selected items to the Purchases module. [See this link for details](#)

**Create Sales Order** – Used to pass selected items to the Sales module. [See this link for details](#)

**Requisition** – Highlight any number of items and click the requisition button. Usually the user will sort or filter by the column "Suggested Order Qty" and click the requisition button. The items will get passed to the requisition screen where they can be saved for later ordering, or by processing them direct to a purchase order. [See 'Requisitions'](#) for more detail.

Requisition														
Process														
<input checked="" type="checkbox"/>	Whse	Part No	Description	Required Qty	UOM	Unit Cost	Minimum Order	Reorder Qty	Target Type	Vendor No.	On Hand	On Order	Committed	Backordered
<input checked="" type="checkbox"/>	VA	RESCAB10	Resistance Cable 10lb Teal	12.00	EA	1.50	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	0.00	0.00	0.00	12.00
<input checked="" type="checkbox"/>	VA	RESCAB20	Resistance Cable 20lb Purple	12.00	EA	1.50	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	0.00	0.00	0.00	12.00
<input checked="" type="checkbox"/>	VA	RESCAB40	Resistance Cable 40lb Magenta	12.00	EA	2.00	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	0.00	0.00	0.00	12.00
<input checked="" type="checkbox"/>	VA	RESCAB50	Resistance Cable 50lb Orange	12.00	EA	3.00	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	0.00	0.00	0.00	12.00
<input checked="" type="checkbox"/>	VA	RESCAB80	Resistance Cable 80lb Green	12.00	EA	4.40	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	0.00	0.00	0.00	12.00
<input checked="" type="checkbox"/>	VA	RESCAB90	Resistance Cable 90lb Blue	12.00	EA	5.00	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	0.00	18.00	0.00	30.00
<input checked="" type="checkbox"/>	VA	RESCAB30	Resistance Cable 30lb Pink	10.00	EA	2.00	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	2.00	0.00	2.00	10.00
<input checked="" type="checkbox"/>	VA	RESCAB60	Resistance Cable 60lb Red	9.00	EA	3.50	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	3.00	0.00	3.00	9.00
<input checked="" type="checkbox"/>	VA	PPBARCVC...	PP Bar Double Chocolate Va...	8.00	PK	36.26	0.00	0.00	Production Order		0.00	0.00	0.00	8.00
<input checked="" type="checkbox"/>	VA	RESCAB100	Resistance Cable 100lb Black	7.00	EA	5.00	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	5.00	0.00	5.00	7.00
<input checked="" type="checkbox"/>	VA	PPBARCSC...	PP Bar Chocolate Salted Cara...	6.00	PK	36.26	0.00	0.00	Production Order		0.00	0.00	0.00	6.00
<input checked="" type="checkbox"/>	VA	PPBARDCD...	PP Bar Dark Chocolate Coco...	6.00	PK	36.26	0.00	0.00	Production Order		0.00	0.00	0.00	6.00
<input checked="" type="checkbox"/>	VA	PPBARGYS4...	PP Bar Greek Yogurt Strawber...	6.00	PK	57.26	0.00	0.00	Production Order		0.00	0.00	0.00	6.00
<input checked="" type="checkbox"/>	VA	PPBARCCC...	PP Bar Chewy Chocolate Chi...	4.00	PK	36.26	0.00	0.00	Production Order		0.00	0.00	0.00	4.00
<input checked="" type="checkbox"/>	RAW	RESCAFAS...	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

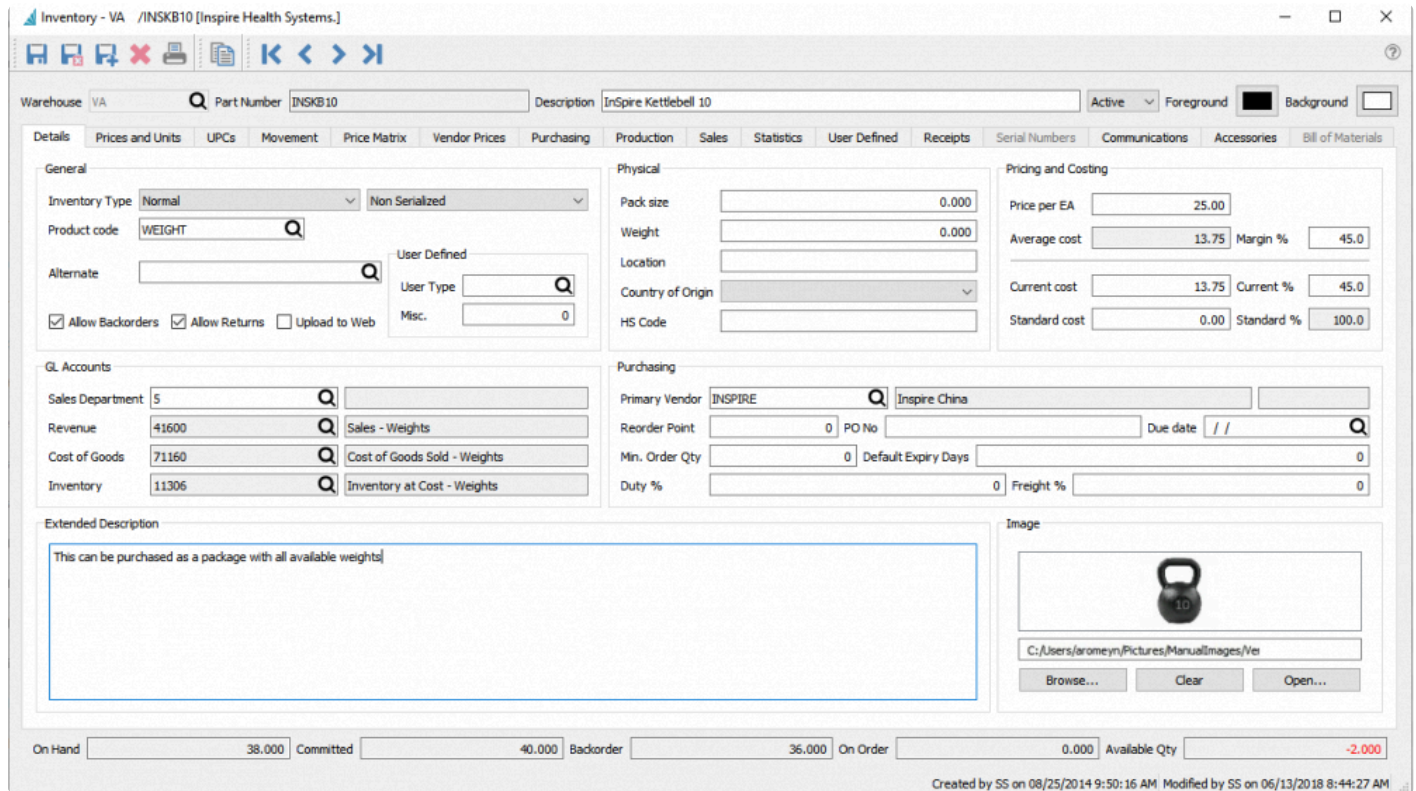
**Edit** – Click to edit an inventory item,

**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:

☒ Allow Backorders ☒ Allow Returns ☐ Upload to Web

User Defined

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/ManualImages/Ve

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](#)

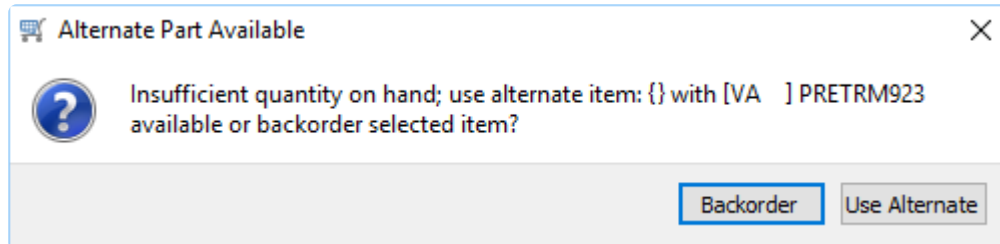
**Serial/Lot** – Inventory items can be set as serialized or lot controlled. When serial numbers are received into stock each serial number has a quantity of 1. Lot numbers can be received with many to the same lot number. When the item is added to a sales order the user is presented with the serial/lot number(s) to select. [For more details on Inventory Lot Control See this link.](#)

- **Lot Numbered** – If Lot Numbered is selected there are sub-selection available
  - Consume By Choice
  - Consume By Date Received
  - Consume By Alphanumeric Order

- Consume By Expiry Date

**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

+ X Set Inventory UOM Set Sales UOM Set Purchase UOM

	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 checked="" type="checkbox"/>	Bin4A	6.00
	EA		1 EA per EA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Bin4	2.00

Pricing

Level	Sell Price (EA)	Margin (Curr)	Margin (Avg)	Currency
Price Factor				
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

- **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

Levies

Filters

Search

Export

Code	Name	Amt/Pct	Rate	GL Account
AA	AA	\$	2.000	41100
SS	ss	%	12.000	11315

Levy - [Inspire Health Systems.]

Code:

Description:

GL Account:  /

Amount:  ☒ \$ ☐ %

Taxes

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

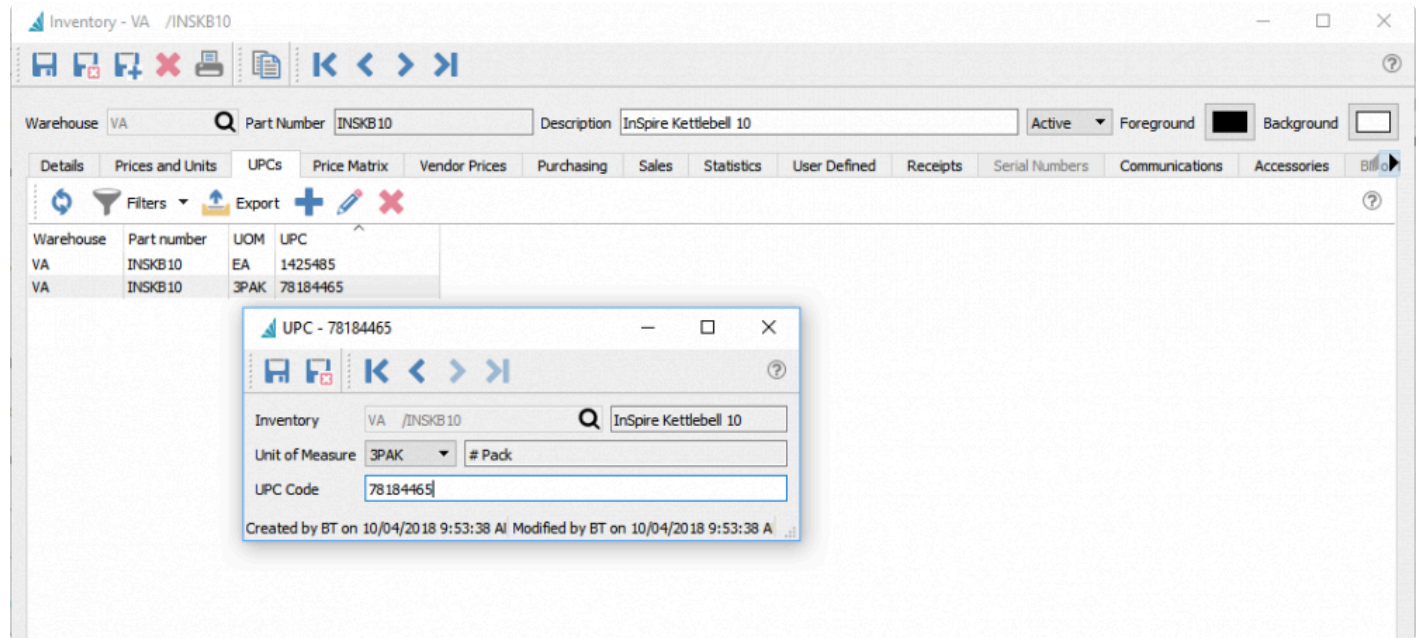
**Tax Rebates – Canada** – Select each Canadian jurisdiction where there is a tax rebate offered for this item. The rebate percentage is defined in Edit/Sales Taxes.

## 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

The screenshot displays the Spire Price Matrix interface. The main window shows a list of items with columns for ID, Warehouse, Part number, Description, UOM, Product Code, Customer No., Customer Name, Ship To, Territory, User Type, Minimum Qty, Amount Type, Amount, Start Date, End Date, Price Reason, Margin, and Cur. The selected item is 'InSpire Kettlebell 10' (Part number INSKB 10) from warehouse VA, with customer JACK225 (Jackson Fitness Center) and territory TOR. The price is 44.05.

The 'Price Matrix - 61' window is open, showing the following details:

- Inventory Criteria:**
  - Whse: VA
  - Part No: INSKB 10
  - Unit of Measure: <any>
  - Product Code:
  - Date Range: Start Date 10/01/2018, End Date 11/30/2018
- Customer Criteria:**
  - Customer: JACK225 (Jackson Fitness Center)
  - Ship To: TOR
  - Territory:
  - User Type:
- Other Criteria:**
  - ☐ High Priority
- Pricing:**
  - Default Price: 25.00
  - Average Cost: 13.98798
  - Current Cost: 13.98798
  - Vendor:
  - Contract Cost: 0.000
  - Pricing Method: Price
  - Promotion: FLYER
- Min Qty Price:**
  - 0.00 0.00

At the bottom, the status bar shows: On Hand 126.000, Committed 31.000, Backorder 18.000, On Order 0.000, Available Qty 95.000. It also includes creation and modification timestamps.

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.

**Purge Previous** – Allow to set a date the Spire can use to determine which Price Matrix entries to remove.

# Vendor Prices

The screenshot shows the 'Inventory - VA / INSKBS [Inspire Health Systems.]' window. The 'Vendor Prices' tab is active, displaying a table with columns: Vendor Code, Vendor Name, Currency, Unit of Measure, Cost Price, Vendor Part No, Start Date, and End Date. The table contains two rows: INSPIRE (Inspire China, EA, 9.00, 435776, 03/02/2019) and FIDEBU (Fitness Deve..., EA, 12.00, 65657). A 'Spire' dialog box is open, showing the details for the selected vendor price (INSPIRE, 435776, 03/02/2019). The dialog includes fields for Vendor, Inventory, Vendor Part No, Start Date, End Date, Unit of Measure (EA), Minimum Order Qty (0), Cost Price (9.00), and Variance (1.92). There is a checkbox for 'Automatically update vendor cost in receiving'. A 'Quantity Breaks' table is also shown with columns for Quantity and Cost Price, containing three rows: 12.00 (6.00), 25.00 (5.00), and 0.00 (0.00). The bottom of the window shows 'On Hand' (115.000), 'Committed' (74.000), and 'Backorder' (41.000).

Vendor Code	Vendor Name	Currency	Unit of Measure	Cost Price	Vendor Part No	Start Date	End Date
INSPIRE	Inspire China		EA	9.00	435776	03/02/2019	
FIDEBU	Fitness Deve...		EA	12.00	65657		

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
- **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

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 [Inspire Health Systems.]

Warehouse: VA Part Number: INSKB30 Description: InSpire Kettlebell 30 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

Orders History

Filters Search Export

Order No	Order Date	Invoice Date	Customer No.	Customer Name	Warehouse	Part number	Description	Order Qty	Ship Qty	Backordered Qty	Retail Price	Discount	Unit Price
0000011920	09/13/2015	07/26/2018	JANC649	Jancy Engineering Co	VA	INSKB30	InSpire Kettlebell 30	4.00	4.00	0.00	65.00	0.00	65.00
0000011920	09/13/2015	07/26/2018	JANC649	Jancy Engineering Co	VA	INSKB30	InSpire Kettlebell 30	5.00	5.00	0.00	65.00	0.00	65.00
0000011920	09/13/2015	07/26/2018	JANC649	Jancy Engineering Co	VA	INSKB30	InSpire Kettlebell 30	6.00	6.00	0.00	65.00	0.00	65.00
0000102600	07/13/2015	09/14/2015	HAST563	Hastings Communications	VA	INSKB30	InSpire Kettlebell 30	2.00	2.00	0.00	65.00	0.00	65.00
0000102654	11/13/2015		JANC649	Jancy Engineering Co	VA	INSKB30	InSpire Kettlebell 30	3.00	3.00	0.00	65.00	0.00	65.00
0000102654	11/13/2015		JANC649	Jancy Engineering Co	VA	INSKB30	InSpire Kettlebell 30	9.00	9.00	0.00	65.00	0.00	65.00
0000102660	11/13/2015		JACK225	Jackson Fitness Center	VA	INSKB30	InSpire Kettlebell 30	1.00	1.00	0.00	65.00	0.00	65.00
0000102675	12/13/2015		HARV663	Harvest States Cooperative	VA	INSKB30	InSpire Kettlebell 30	3.00	3.00	0.00	65.00	0.00	65.00
0000800003	02/15/2015		FAIR724	Fairfield Printing	VA	INSKB30	InSpire Kettlebell 30	2.00	0.00	2.00	65.00	0.00	65.00
0000800004	02/15/2015		DALE203	Dales Automotive	VA	INSKB30	InSpire Kettlebell 30	1.00	0.00	1.00	65.00	0.00	65.00
0000800007	02/16/2015		JENK322	Jenkins, Robert L Esq	VA	INSKB30	InSpire Kettlebell 30	3.00	0.00	3.00	65.00	0.00	65.00
0000800015	03/16/2015	09/10/2018	JACK225	Jackson Fitness Center	VA	INSKB30	InSpire Kettlebell 30	2.00	2.00	0.00	65.00	0.00	65.00
0000800035	04/14/2016		JACK225	Jackson Fitness Center	VA	INSKB30	InSpire Kettlebell 30	5.00	0.00	5.00	65.00	6.50	58.50
0000800062	05/25/2016		JACK225	Jackson Fitness Center	VA	INSKB30	InSpire Kettlebell 30	2.00	2.00	0.00	65.00	0.00	65.00
0000800079	02/09/2017		JACK225	Jackson Fitness Center	VA	INSKB30	InSpire Kettlebell 30	1.00	1.00	0.00	65.00	0.00	65.00
0000800085	02/13/2018		SADL845	Sadler Properties	VA	INSKB30	InSpire Kettlebell 30	100.00	100.00	0.00	0.00	0.00	0.00
0000800104	06/18/2018		DALE991	Dale, William J Jr	VA	INSKB30	InSpire Kettlebell 30	1.00	1.00	0.00	65.00	0.00	65.00
0000800104	06/18/2018		DALE991	Dale, William J Jr	VA	INSKB30	InSpire Kettlebell 30	1.00	1.00	0.00	0.00	0.00	0.00
0000800116	09/12/2018	09/12/2018	SACR237	Sacramento First National Bank	VA	INSKB30	InSpire Kettlebell 30	1.00	1.00	0.00	65.00	0.00	65.00
0000800116	09/12/2018	09/12/2018	SACR237	Sacramento First National Bank	VA	INSKB30	InSpire Kettlebell 30	1.00	1.00	0.00	65.00	0.00	65.00

On Hand 97.000 Committed 54.000 Backorder 12.000 On Order 3.000 Available Qty 43.000

Created by SS on 08/25/2014 9:50:16 AM Modified by SS on 06/18/2018 9:51:18 AM

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 [Inspire Health Systems.]

Warehouse VA Part Number INSKB30 Description InSpire Kettlebell 30 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

Orders History

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)	Margin % (Current)
0000600316	07/07/2015	JACK225	Jackson Fitness Center		3.00	0.00	3.00	65.00	0.00	EA	36.48	43.88	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	36.48	44.00
0000600317	07/07/2015	JACK225	Jackson Fitness Center	TORONTO	3.00	0.00	3.00	65.00	0.00	EA	36.48	43.88	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	36.48	44.00
0000600318	07/07/2015	JACK225	Jackson Fitness Center		1.00	0.00	1.00	65.00	0.00	EA	36.48	43.88	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	36.48	44.00
0000600319	07/07/2015	JACK225	Jackson Fitness Center	TORONTO	2.00	0.00	2.00	65.00	0.00	EA	36.48	43.88	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	36.48	44.00
0000600310	07/06/2015	HAST563	Hastings ...		2.00	2.00	0.00	65.00	130.00	EA	36.48	43.88	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	36.48	44.00
0000600400	04/29/2015	JACK225	Jackson Fitness Center	TORONTO	3.00	3.00	0.00	65.00	195.00	EA	36.48	43.88	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	36.48	44.00
0000600345	04/18/2015	JACK225	Jackson Fitness Center		5.00	5.00	0.00	65.00	325.00	EA	36.48	43.88	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	36.48	44.00
0000600345	04/18/2015	JACK225	Jackson Fitness Center		3.00	3.00	0.00	65.00	195.00	EA	36.48	43.88	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	36.48	44.00
0000600346	04/18/2015	JACK225	Jackson Fitness Center	TORONTO	3.00	3.00	0.00	65.00	195.00	EA	36.48	43.88	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	36.48	44.00
0000600347	04/18/2015	JACK225	Jackson Fitness Center		1.00	1.00	0.00	65.00	65.00	EA	36.48	43.88	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	36.48	44.00
0000600401	04/18/2015	JACK225	Jackson Fitness Center	TORONTO	3.00	3.00	0.00	65.00	195.00	EA	36.48	43.88	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	36.48	44.00
0000600203	04/16/2015	HARR652	Harris, Baum E Esq		1.00	1.00	0.00	65.00	65.00	EA	35.75	45.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	35.75	45.00
0000600219	04/16/2015	WIEN879	Wiens, Robin A Esq		9.00	9.00	0.00	65.00	585.00	EA	35.75	45.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	35.75	45.00
0000600223	04/16/2015	ODON596	Odonnell, Charles W...		24.00	24.00	0.00	65.00	1,560.00	EA	35.75	45.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	35.75	45.00
0000600160	03/20/2015	ISAA602	Isaacson, Thomas ...		1.00	1.00	0.00	65.00	65.00	EA	35.75	45.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	35.75	45.00
0000600161	03/20/2015	HAST563	Hastings ...		3.00	3.00	0.00	65.00	195.00	EA	35.75	45.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	35.75	45.00
0000600163	03/20/2015	HOLU622	Holub, Ronald E Esq		19.00	19.00	0.00	65.00	1,235.00	EA	35.75	45.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	35.75	45.00
0000600169	03/20/2015	CAP1660	Capital Electrical & ...		9.00	9.00	0.00	65.00	585.00	EA	35.75	45.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	35.75	45.00
0000600294	03/20/2015	HAST563	Hastings ...		2.00	2.00	0.00	65.00	130.00	EA	36.48	43.88	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	37.24	43.00
0000600281	03/14/2015	HAST563	Hastings ...		2.00	2.00	0.00	65.00	130.00	EA	37.24	42.71	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	38.17	41.00

On Hand 97.000 Committed 54.000 Backorder 12.000 On Order 3.000 Available Qty 43.000

Created by SS on 08/25/2014 9:50:16 AM. Modified by SS on 06/18/2018 9:51:18 AM

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 /INSKB30 [Inspire Health Systems.]

Warehouse: VA Part Number: INSKB30 Description: InSpire Kettlebell 30 Active Foreground Background

Details	Prices and Units	UPCs	Movement	Price Matrix	Vendor Prices	Purchasing	Production	Sales	Statistics	User Defined	Receipts	Serial Numbers	Other
Year End	Period	Period Ended	Qty Sold	Total Sell	Total Cost	Gross Profit	Margin %	Average Sell	Average Cost	UOM			
12/31/2017	2	02/28/2017	-3.000	-195.000	-109.440	-85.560	43.88	65.00	36.48	EA			
12/31/2016	9	09/30/2016	4.000	260.000	145.914	114.086	43.88	65.00	36.48	EA			
12/31/2016	5	05/31/2016	6.000	390.000	218.872	171.128	43.88	65.00	36.48	EA			
12/31/2016	4	04/30/2016	0.000	0.000	0.000	0.000	0.0	0.00	0.00	EA			
12/31/2016	1	01/31/2016	1.000	65.000	36.479	28.521	43.88	65.00	36.48	EA			
12/31/2015	8	09/30/2015	3.000	195.000	109.436	85.564	43.88	65.00	36.48	EA			
12/31/2015	6	07/31/2015	2.000	130.000	72.957	57.043	43.88	65.00	36.48	EA			
12/31/2015	3	04/30/2015	52.000	3,380.000	1,872.115	1,507.885	44.61	65.00	36.00	EA			
12/31/2015	2	03/31/2015	36.000	2,340.000	1,294.814	1,045.186	44.67	65.00	35.97	EA			
01/31/2015	12	01/31/2015	62.000	4,030.000	2,366.540	1,663.460	41.28	65.00	38.17	EA			
01/31/2015	11	12/31/2014	4.000	260.000	143.000	117.000	45.0	65.00	35.75	EA			
01/31/2015	10	11/30/2014	19.000	1,235.000	679.250	555.750	45.0	65.00	35.75	EA			
01/31/2015	8	09/30/2014	70.000	4,550.000	2,502.500	2,047.500	45.0	65.00	35.75	EA			
01/31/2015	3	04/30/2014	9.000	585.000	321.750	263.250	45.0	65.00	35.75	EA			

On Hand: 97.000 Committed: 54.000 Backorder: 12.000 On Order: 3.000 Available Qty: 43.000

Created by SS on 08/25/2014 9:50:16 AM Modified by SS on 06/18/2018 9:51:18 AM

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
- Margin %
- Average Sell
- Average Cost
- UOM

# User Defined

Warehouse: VA Part Number: INSKB30 Description: InSpire Kettlebell 30 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

Food Info Preparation Info

Gluten Free ☐  
Kosher ☐  
Store Temp (Degrass C)

**UDF Structure**

Label	Name	Data Type
Food Info		
Gluten Free	GlutenFree	Boolean
Kosher	Kosher	Boolean
Store Temp (Degrass C)	StoreTemp	Text
Preparation Info		
Nut Free	NutFree	Boolean

UDF Properties

On Hand 97.000 Committed 54.000 Backorder 12.000 On Order 3.000 Available Qty 43.000

Created by SS on 08/25/2014 9:50:16 AM Modified by SS on 06/18/2018 9:51:18 AM

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 /INSD40

Warehouse: VA Part Number: INSD40 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

The screenshot displays the 'Inventory - VA / YOGURT COATING' window. The 'Part Number' is 'YOGURT COATING' and the 'Description' is 'High Protein Yogurt Coating'. The 'Lot Numbers' tab is selected. A table lists lot numbers with columns: Number, Hold, Pending Receipt Qty, Available Qty, Committed Qty, Unit Cost, Sell Price, Received Date, and Expiry Date. Lot 23455 is highlighted, with a red arrow pointing to it and the text 'Highlight a lot number'.

Below the table, the 'Lot Trace Results - 23455' window is open, showing a list of transactions. A red arrow points to the 'Open Related' button, with the text 'Select a transaction and click 'Open Related''.

The 'Production History - 0000000010' window is also open, showing details for the production of lot 23455. A red arrow points to the 'Lot Numbers' section, which shows '23455: -6.000', with the text 'Shows lot number and quantity consumed in production'.

Red annotations include: 'Shows all movement of the lot number in and out' pointing to the 'Lot Trace Results' window, and 'Shows lot number and quantity consumed in production' pointing to the 'Lot Numbers' section in the 'Production History' window.

## On the header

- **Expiry Date Required** – Each item can be set so it must have an expiry date when it is received
- **Default Expiry Days** – This number det here will add that number of days to the receipt date for expiry by default
- **Refresh** – Refreshes any changes other user have made
- **Filters** – Set filters for what records are shown
- **Search** – Does a 'contains' search of lot/serial number

- **Export** – Exports the lot list
- **Print** – Prints reports with the template of 'Lot Numbers'
- **Hold** – Hold lot numbers so as to prevent them from be sold, adjusted or transferred
- **Update Sell Prices** – Updates the sell price for selected lot numbers
- **Update Expiry Dates** – Updates the expiry dates for selected lot numbers
- **Trace** – Activates the lot number trace function
- **UDF** – Shows the user defined fields (UDFs) set for the lot/serial numbers

### On the upper section it shows:

- **Number** – The lot number
- **Hold** – Whether it is on hold. This is used to quarantine lot numbers
- **Pending Receipt Qty** – Quantity on receipt, adjustment or transfer that is not posted
- **Available Qty** – How many are still available to sell or for production
- \*Quantity committed on a sales or production order not posted
- **Unit Cost** – Cost of this lot number
- **Sell Price** – Sell price of this lot number
- **Received Date** – Date the Lot was received
- **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.

On the upper section it shows

- **Number** – The serial number
- **Hold** – Whether it is on hold. This is used to quarantine serial numbers
- **Available Qty** – How many are still available to sell or for production
- **Unit Cost** – Cost of this serial number
- **Sell Price** – Sell Price of this serial number
- **Received Date** – Date the Serialized item was received
- **Expiry Date** – Expiration or best before date

The lower area shows

- **Number** – The serial number
- **Type** – Type of movement.
- **No** – If type is Sales History this will be the Invoice 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



# Communications & Attachments

The screenshot shows the 'Inventory - VA / INSKB10' window. The 'Communications' tab is active, displaying a table with one row for 'Low Stock'. A modal window titled 'Note - Inventory VA INSKB10' is open, showing the details of the note.

**Note - Inventory VA INSKB10**

Subject: Low Stock

Attachment: <https://www.spireystems.com/features/>

Details:

- Assigned To: [Search]
- Due Date: [Search] 12:00 AM
- Number: 0.000
- Completed Date: 01/01/1990 12:00 AM

Reports:

- ☐ Print
- Where: [Dropdown]

Display:

- ☒ Alert

Created by BT on 10/04/2018 11:27:42 AM Modified by BT on 10/04/2018 11:27:42 AM

At the bottom of the main window, the following inventory status is shown:

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

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.

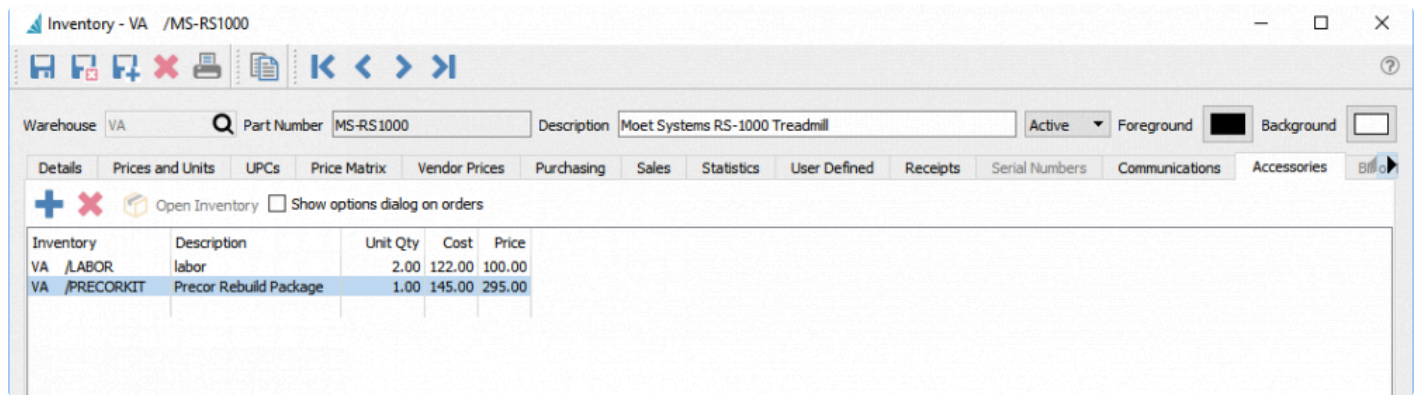
Any number of attachments can be added to an item. Once attached the user simply double clicks the attachment or click open attachment and it will open in the default viewer for that type of document.

In this example there is a website attached so when clicked the website will open in the default browser

[For more details on Communications click this link](#)

# 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.

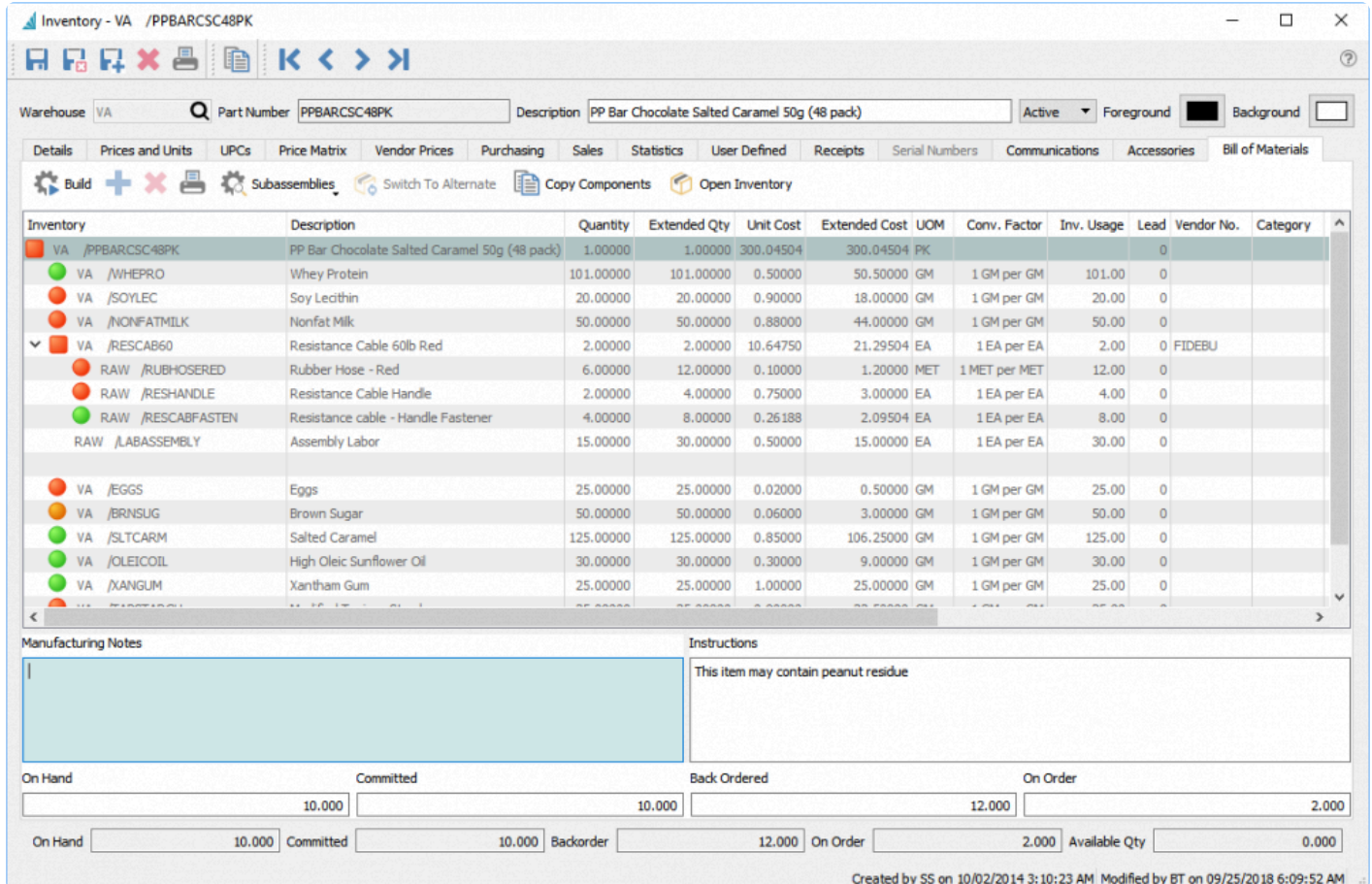
Sometimes accessories are automatic. You want one or more items to always be included when you sell an item. When this is not the case, check “Show options dialog on order”. The operator will then be prompted to select accessories on a case by case basis.

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 10.000 Committed 10.000 Backorder 12.000 On Order 2.000 Available Qty 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.
- **Open Inventory** – This allows the user to select an item on the BOM 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.

**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.

[For more details on line items see the link to Production Order](#)

# 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 Press <enter> to insert a comment	1.00	1.00	0.00	985.00	547.01742	547.01742	EA	985.00			0.00	44.47	44.47	6/13/2018

## 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 Cable 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 /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 Cable 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 Non Serialized

Product code Normal Non-Physical Manufactured Kitted Raw Material Macro

Alternate 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

**Macro Substitutions** – Once an item is set as a macro, select the “Macro Substitutions” tab to add the substitution items.

**Show options dialog on orders** – 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 Cable 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.

**Open Inventory** – This allows the user to select an item on the Macro list 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.

<span>+</span> Insert <span>✖</span> Delete <span>💬</span> Comment <span>🔢</span> Serial Numbers <span>📄</span> Add Job Header <span>🔗</span> Toggle Kit Components <span>📄</span> UDF <span>🔍</span> Scan Items <span>📦</span> Fill <span>📄</span> Prices <span>🏷️</span> Labels <span>📦</span> Show Stock <span>📦</span> 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															

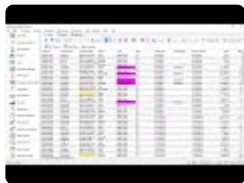
## Kits in Macros

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.**

# Movement

Inventory - VA /ACMFITSB [Inspire Health Systems.]

Warehouse: VA Part Number: ACMFITSB Description: ACME Swiss Ball Active Foreground Background

Details Prices and Units UPCs Movement Price Matrix Vendor Prices Purchasing Production Sales Statistics User Defined Receipts Lot Numbers Communications Accessories Bill of Materials

Filters Search Export Open Inventory Open Related

Warehouse	Part number	Description	Product Code	Sales Dept.	Qty	Date	Source	No.	Cost	Sell	Customer No.	Vendor No.	Created	Created By	Modified	Modified By
VA	ACMFITSB	ACME Swiss Ball	ACC	ACC	-1.00	04/25/2016	Invoice	0000600351	14.74	122.00	C248		04/25/2016 12:03:54 AM	SS	04/25/2016 ...	SS
VA	ACMFITSB	ACME Swiss Ball	ACC	ACC	-1.00	09/15/2015	Purchase Order	T000000001	14.74	22.00			09/14/2015 8:38:02 PM	SS	09/14/2015 ...	SS
VA	ACMFITSB	ACME Swiss Ball	ACC	ACC	-6.00	07/10/2015	Invoice	0000600234	14.74	22.00	DANN470		08/26/2014 2:49:08 AM	SS	08/26/2014 ...	SS
VA	ACMFITSB	ACME Swiss Ball	ACC	ACC	-5.00	04/16/2015	Invoice	0000600204	14.74	22.00	ISAA602		08/26/2014 2:49:09 AM	SS	08/26/2014 ...	SS
VA	ACMFITSB	ACME Swiss Ball	ACC	ACC	-7.00	04/16/2015	Invoice	0000600204	14.74	22.00	ISAA602		08/26/2014 2:49:09 AM	SS	08/26/2014 ...	SS
VA	ACMFITSB	ACME Swiss Ball	ACC	ACC	-3.00	04/16/2015	Invoice	0000600206	14.74	22.00	LISS141		08/26/2014 2:49:09 AM	SS	08/26/2014 ...	SS
VA	ACMFITSB	ACME Swiss Ball	ACC	ACC	-9.00	04/16/2015	Invoice	0000600224	14.74	22.00	MCCA937		08/26/2014 2:49:11 AM	SS	08/26/2014 ...	SS
VA	ACMFITSB	ACME Swiss Ball	ACC	ACC	-3.00	03/20/2015	Invoice	0000600190	14.74	22.00	LISS141		08/26/2014 2:49:09 AM	SS	08/26/2014 ...	SS
VA	ACMFITSB	ACME Swiss Ball	ACC	ACC	-4.00	03/20/2015	Invoice	0000600175	14.74	22.00	EAST571		08/26/2014 2:49:08 AM	SS	08/26/2014 ...	SS
VA	ACMFITSB	ACME Swiss Ball	ACC	ACC	12.00	03/18/2015	Purchase Order	A000000001	14.74	22.00			03/18/2015 4:25:49 AM	SS	03/18/2015 ...	SS
VA	ACMFITSB	ACME Swiss Ball	ACC	ACC	-5.00	03/14/2015	Invoice	0000600283	14.74	22.00	JACK225		02/16/2015 3:09:41 AM	SS	03/14/2015 ...	SS
VA	ACMFITSB	ACME Swiss Ball	ACC	ACC	-1.00	03/10/2015	Invoice	0000600158	14.74	22.00	SACR237		08/26/2014 2:49:11 AM	SS	08/26/2014 ...	SS
VA	ACMFITSB	ACME Swiss Ball	ACC	ACC	-14.00	02/03/2015	Invoice	0000600145	14.74	22.00	FORE113		08/26/2014 2:49:10 AM	SS	08/26/2014 ...	SS
VA	ACMFITSB	ACME Swiss Ball	ACC	ACC	-3.00	02/03/2015	Invoice	0000600147	14.74	22.00	PENN999		08/26/2014 2:49:10 AM	SS	08/26/2014 ...	SS
VA	ACMFITSB	ACME Swiss Ball	ACC	ACC	-1.00	02/03/2015	Invoice	0000600149	14.74	22.00	CAP1660		08/26/2014 2:49:10 AM	SS	08/26/2014 ...	SS
VA	ACMFITSB	ACME Swiss Ball	ACC	ACC	-6.00	01/06/2015	Invoice	0000600247	14.74	22.00	HARV663		08/26/2014 4:44:55 AM	SS	02/13/2015 ...	SS
VA	ACMFITSB	ACME Swiss Ball	ACC	ACC	-3.00	12/07/2014	Invoice	0000600131	14.74	22.00	JACK225		08/26/2014 2:49:08 AM	SS	08/26/2014 ...	SS
VA	ACMFITSB	ACME Swiss Ball	ACC	ACC	-1.00	11/11/2014	Invoice	0000600101	14.74	22.00	OCON770		08/26/2014 2:49:10 AM	SS	08/26/2014 ...	SS
VA	ACMFITSB	ACME Swiss Ball	ACC	ACC	-1.00	11/11/2014	Invoice	0000600101	14.74	22.00	OCON770		08/26/2014 2:49:10 AM	SS	08/26/2014 ...	SS
VA	ACMFITSB	ACME Swiss Ball	ACC	ACC	-2.00	09/20/2014	Invoice	0000600065	14.74	22.00	FORE113		08/26/2014 2:49:10 AM	SS	08/26/2014 ...	SS
VA	ACMFITSB	ACME Swiss Ball	ACC	ACC	-7.00	09/20/2014	Invoice	0000600076	14.74	22.00	JANC649		08/26/2014 2:49:10 AM	SS	08/26/2014 ...	SS

On Hand 101.000 Committed 25.000 Backorder 0.000 On Order 0.000 Available Qty 76.000

Created by SS on 08/25/2014 9:50:16 AM. Modified by SS on 04/12/2016 6:35:58 AM.

**Movement** – Show Items returned by a credited Sales Orders and debited Purchase Orders

# Production

The screenshot shows the 'Production' window for part RESCAB70. The window title is 'Inventory - VA / RESCAB70 [Inspire Health Systems.]'. The top toolbar includes icons for save, delete, print, and navigation. Below the toolbar, there are input fields for 'Warehouse' (VA), 'Part Number' (RESCAB70), and 'Description' (Resistance Cable 70lb Yellow). There are also dropdowns for 'Active' and 'Foreground' color selection. A tabbed interface below shows various views: Details, Prices and Units, UPCs, Movement, Price Matrix, Vendor Prices, Purchasing, Production (selected), Sales, Statistics, User Defined, Receipts, Serial Numbers, Communications, Accessories, and Bill of Materials. Under the 'Production' tab, there are sub-tabs for 'Orders', 'Templates', and 'History'. A search bar and an 'Export' button are also present. The main table displays production data with columns: Order No, Warehouse, Part number, Description, Unit Qty, Extended Qty, Committed Qty, Created, Created By, Modified, and Modified By. A single row is visible for Order No 000000023. At the bottom, there are summary fields for 'On Hand' (0.000), 'Committed' (0.000), 'Backorder' (12.000), 'On Order' (12.000), and 'Available Qty' (0.000). The footer text reads: 'Created by SS on 10/02/2014 3:10:22 AM Modified by PR on 10/10/2018 11:25:22 AM'.

Order No	Warehouse	Part number	Description	Unit Qty	Extended Qty	Committed Qty	Created	Created By	Modified	Modified By
000000023	VA	RESCAB70	Resistance Cable 70lb ...	1.00	3.00	0.00	09/07/2016 ...	SS	09/08/2016 6:44:36 AM	SS

On Hand: 0.000 Committed: 0.000 Backorder: 12.000 On Order: 12.000 Available Qty: 0.000

Created by SS on 10/02/2014 3:10:22 AM Modified by PR on 10/10/2018 11:25:22 AM

This displays all of the productions for this manufactured item. Productions Orders, Templates, History of the manufacture item can be found here. [See 'Production Manager'](#) for more details.



# 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: 05/12/2016 Adjustment No: A000000006

Destination: Location: VAN - Vancouver

Parts

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: 0.000 On Hand: 5.000 Committed: 5.000 Backorder: 7.000 On Order: 0.000

Notes: All sent to local non profit fitness center

Total Cost: 478.358

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.

**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

**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](#).

**Reference** – A free field for info on the Inventory adjustment

**Memo** – The user can enter a memo for this entry.

## Adjustment Footer

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

**Total Cost** – Total cost of the transfer.

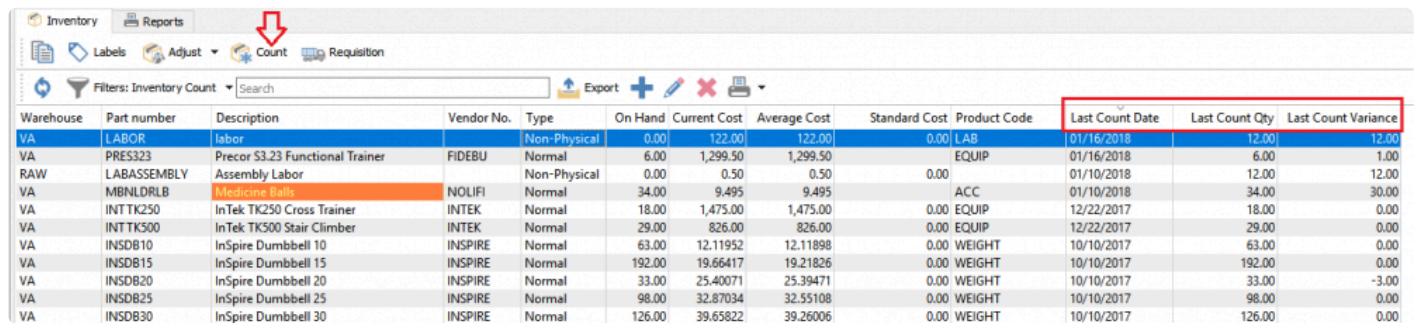
# Inventory Count

Inventory count is a module used to aid in the counting of inventory quantities for individual or groups of inventory items. Counting inventory is an important part of keeping your system up to date and accurate with regard to quantities. Properly and regularly counting inventory helps keep costing, purchasing and materials forecasting accurate. Spire helps make this process efficient by allowing counts to be performed with a bar-code reader, or via entering counts manually. You can combine these methods, and Spire keeps track of count transactions, per item, as they are entered. These transactions display values such as count quantity, the user who created the item count record and the date they entered the count quantity. Spire supports counting in different units of measure, handles average costing and FIFO costing and posts adjusting General Ledger Journal Entries as necessary.

Before counting inventory please note that it is critical that physical inventory quantities remain static (i.e. actual quantities of items on shelves and in bins). While you may continue to received purchase orders and invoice sales orders it is important that, at the point you “freeze inventory” that the physical inventory state matches the systems expected state of inventory. The result of an inventory count in Spire is to capture difference between the expected state of inventory and actual state of inventory. If inventory is physically removed AFTER a count process is started but BEFORE the item is counted, inaccuracies will result. Based on this, inventory counts should be accomplished as quickly as possible.

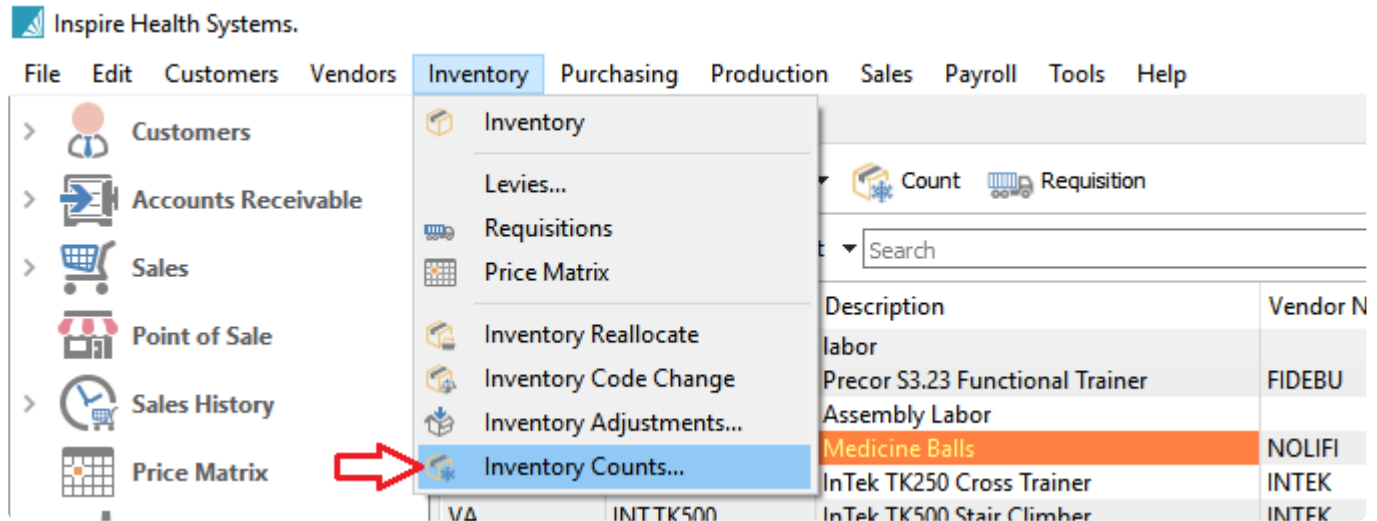
Inventory count can be invoked from two areas.

## Inventory List



Warehouse	Part number	Description	Vendor No.	Type	On Hand	Current Cost	Average Cost	Standard Cost	Product Code	Last Count Date	Last Count Qty	Last Count Variance
VA	LABOR	labor		Non-Physical	0.00	122.00	122.00	0.00	LAB	01/16/2018	12.00	12.00
VA	PRES323	Precor S3.23 Functional Trainer	FIDEBU	Normal	6.00	1,299.50	1,299.50		EQUIP	01/16/2018	6.00	1.00
RAW	LABASSEMBLY	Assembly Labor		Non-Physical	0.00	0.50	0.50	0.00		01/10/2018	12.00	12.00
VA	MBNLDRLB	Medicine Balls	NOLIFI	Normal	34.00	9.495	9.495		ACC	01/10/2018	34.00	30.00
VA	INTTK250	InTek TK250 Cross Trainer	INTEK	Normal	18.00	1,475.00	1,475.00	0.00	EQUIP	12/22/2017	18.00	0.00
VA	INTTK500	InTek TK500 Stair Climber	INTEK	Normal	29.00	826.00	826.00	0.00	EQUIP	12/22/2017	29.00	0.00
VA	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

**Finish Date** – Date the count was completed

**Location** – Location if this setting is setup in company settings. [See this link](#)

**Trans No** – The General Ledger transaction that was used when the count was posted

**Total Unit Variance** – The total units of variance

**Total Gain/Loss** – Total gain/loss in dollars

**Created By** – User that created this count batch

**Modified By** – User that last edited or posted this batch

**Modified** – Date/Time last modified or posted

**Created** – Date/Time batch was created

**Notes** – A few words from the notes the user entered about this count

Click on edit or add to edit or add an inventory count batch

## Batch Header

**Save** – Save and keep batch open

**Save/Close** – Save and close batch

**Save/Create New** – Save create new batch

**Print** – Print reports for batch

**Post or Post and Review** – Depending on user setting, post the batch or post batch and review/edit journal entry

**Expand All** – Expand all counts

**Freeze Inventory** – Choose what inventory to freeze and count

**Scan Items** – Scan bar codes of items to count

**Manual Count** – Manually enter the count

**Open Inventory** – Opens the selected item in inventory edit

**Count Number** – The batch number

**Location** – The location of the batch if location segments are set up. [See this link](#)

**Trans No** – The transaction number if the batch is posted.

**Start Date** – The date the count was started

**Finish Date** – The date the count was finished

## Batch Details

**Inventory** – warehouse/part number being counted

**Description** – Description of item being counted

**Warehouse Location** – Warehouse or bin location

**Serialized** – Will have a check mark if the item is serialized or lot numbered

**Serial Number** – On a Manual Count user can add serial numbers and edit each line as long as the serial number had been previously received

**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	VICAB BEN	Vicore Elite Core AB Bench	FIDEBU	EQUIP	Normal	0.0
VA	VICEL BEN	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 / /

+ 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 checked="" 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 /INSD85	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 /SPBALL	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.

After a item count expand a parent line-item's expansion arrow a child row will show details of the Counted Qty, Count Time details, and User.

Inventory Count - 00000009

Count No 00000009 Trans No Start Date 01/25/2018

Location MON - Montreal Finish Date

+ 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	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 /SP900FM	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**

Start Date Jan 25,18  
Finish Date  
January 25, 2018 / 12:50 pm

Count No 000000009

Part Number	Product Code	Description	UOM	Expected	Counted	Diff	Gain/Loss
VA /4RTT	ACC	4RTT AbMat	EA	500	450	-50	-600.00
VA /4RTT		Jan 25,18 12:11 pm SS			25		
VA /4RTT		Jan 25,18 12:11 pm SS			25		
VA /4RTT		Jan 25,18 12:10 pm SS			50		
VA /4RTT		Jan 25,18 11:57 am SS			350		
VA /INSD85	WEIGHT	InSpire Dumbbell 5	EA	65	65		
VA /INSD85		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		
<b>18 Items</b>						<b>-573.00</b>	<b>-18,630.09</b>

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 'Print Labels' dialog box is open, showing a list of items with their quantities and descriptions. The dialog also includes fields for 'Total Labels' (485) and 'Blank Labels' (4).

Qty	Inventory	Description	Location
99	VA /INSD815	InSpire Dumbbell 15	E
58	VA /INSCW300	InSpire Coconut Water (300ml)	E
55	VA /INSWP20	InSpire Weight Plate 20	E
51	VA /INSKB30	InSpire Kettlebell 30	E
48	VA /INSD830	InSpire Dumbbell 30	E
40	VA /INSD825	InSpire Dumbbell 25	E

Total Labels: 485  
Blank Labels: 4

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

Open Inventory

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.

Inventory Reports

Labels Adjust Count Requisition Filters Search Export

Warehouse	Part number	Description	Vendor No.	Status	Available	Product Code	On Hand	Backorder	Committed	On Order	Buy U/M	Stock U/M
VA	INSCW300	Inspire Coconut Water (300ml)	INSPIRE	Active	242.00	SUPP	254.00	0.00	12.00	0.00		
VA	INSD810	InSpire Dumbbell 10	INSPIRE	Active	30.00	WEIGHT	61.00	0.00	31.00	0.00		
VA	INSD815	InSpire Dumbbell 15	INSPIRE	Active	143.00	WEIGHT	230.00	0.00	87.00	0.00		
VA	INSD820	InSpire D							21.00	0.00		
VA	INSD825	InSpire D							22.00	0.00		
VA	INSD830	InSpire D							9.00	1.00		
VA	INSD835	InSpire D							24.00	0.00		
VA	INSD840	InSpire D							3.00	1.00		
VA	INSD845	InSpire D							15.00	0.00		
VA	INSD85	InSpire D							14.00	0.00		
VA	INSD850	InSpire D							31.00	0.00		
VA	INSFITFT2	Inspire F							0.00	0.00		
VA	INSFITLEGEX	Inspire F							0.00	0.00		
VA	INSKB10	InSpire K							31.00	0.00		
VA	INSKB15	InSpire K							20.00	0.00		
VA	INSKB20	InSpire K							29.00	0.00		
VA	INSKB25	InSpire K							47.00	2.00		
VA	INSKB30	InSpire K							29.00	6.00		
VA	INSKB35	InSpire K							18.00	1.00		
VA	INSKB40	InSpire K							25.00	33.00		
VA	INSKB5	InSpire K							23.00	2.00		
VA	INSPKBKIT	Inspire K							101.00	101.00		
VA	INSPOME3-100	Inspire Omega 3 supplement (100 cap)	INSPIRE	Active	86.00	SUPP	87.00	0.00	1.00	0.00		
VA	INSWP10	InSpire Weight Plate 10	INSPIRE	Active	46.00	WEIGHT	98.00	0.00	52.00	0.00		

Print Labels

Set Quantity to 1 Set Quantity to BOH

Qty	Inventory	Description	Location	Stock UOM	Sales UOM
0	VA /HARWV	Human X Weighted Vest		EA	EA
82	VA /INSBLE100	InSpire 100 Max Blender		EA	EA
254	VA /INSCW300	Inspire Coconut Water (300ml)		EA	EA
61	VA /INSD810	InSpire Dumbbell 10		EA	EA
230	VA /INSD815	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

Total Labels: 778  
 Blank Labels: 4

**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.

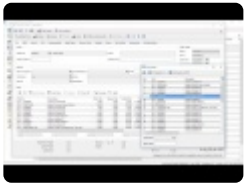
**Part** – The item for which labels will be printed.

**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.

Warehouse	Part No	Description	Required Qty	UOM	Unit Cost	Target Type	Vendor No.	Source Type	Source No	Order No	Customer	On Hand	Committed	Backordered	On Order	Minimum Order	Qty Received	Required Date
VA	ABMAT	AbMat	12.00	EA	19.55	Purchase Order	ROGCAN	Inventory		0000700090		0.00	0.00	19.00	0.00	12.00	0.00	
VA	RESC...	Resistance Cable 50lb Orange	12.00	EA	3.00	Production Order	FIDEBU	Sales Order	0000800029	0000000031	JACK225	1.00	0.00	13.00	0.00	0.00	1.00	2015-09-16
VA	MS-R...	Moet Systems RS-1000 Treadmill	62.00	EA	1,530.00	Purchase Order	MOESYS	Inventory		0000700101		52.00	4.00	23.00	2.00	0.00	6.00	
RAW	RUBH...	Peter Hose	55.00	MET	0.10	Purchase Order	AAL587	Inventory		0000700104		0.00	0.00	0.00	55.00	0.00	0.00	
VA	NATY...	National 900 Yoga Mat	5.00	EA	9.375	Purchase Order	NATPRO	Sales Order	0000011921	0000700009	LISS141	164.00	21.00	1.00	29.00	0.00	2.00	2015-08-26
VA	NATY...	National 900 Yoga Mat	22.00	EA	9.375	Purchase Order	NATPRO	Sales Order	0000011939	0000700009	WIEN879	164.00	21.00	1.00	29.00	0.00	2.00	2015-08-26
VA	NATB...	Weight Lifting Belt Model 55	7.00	EA	66.00	Purchase Order	NATPRO	Sales Order	0000011921	0000700009	LISS141	65.00	2.00	13.00	31.00	0.00	0.00	2015-08-26
VA	NATB...	Weight Lifting Belt Model 55	10.00	EA	66.00	Purchase Order	NATPRO	Sales Order	0000011905	0000700009	EAST571	65.00	2.00	13.00	31.00	0.00	0.00	2015-08-26
VA	NATB...	Weight Lifting Belt Model 55	12.00	EA	66.00	Purchase Order	NATPRO	Sales Order	0000011917	0000700009	ER118	65.00	2.00	13.00	31.00	0.00	0.00	2015-08-26
VA	NATP...	National Pushup Bars	8.00	EA	33.75	Purchase Order	NATPRO	Sales Order	0000011907	0000700009	ER118	62.00	12.00	7.00	8.00	0.00	0.00	2015-08-26
VA	NATY...	National 900 Yoga Mat	6.00	EA	9.375	Purchase Order	NATPRO	Sales Order	0000011934	0000700009	ODON596	164.00	21.00	1.00	29.00	0.00	0.00	2015-08-26
VA	INTK...	InTek TK200 Cross Trainer	3.00	EA	885.00	Purchase Order	INTEK	Sales Order	0000800003	0000700017	FAIR724	1.00	0.00	10.00	14.00	0.00	0.00	2015-02-15
VA	INSW...	InSpire Weight Plate 20	2.00	EA	17.617	Purchase Order	INSPIRE	Sales Order	0000800003	0000700018	FAIR724	74.00	1.00	4.00	4.00	0.00	0.00	2015-02-15
VA	INSKB30	InSpire Kettlebell 30	2.00	EA	38.17	Purchase Order	INSPIRE	Sales Order	0000800003	0000700018	FAIR724	97.00	54.00	12.00	3.00	0.00	0.00	2015-02-15
VA	INTK...	InTek TK200 Cross Trainer	5.00	EA	885.00	Purchase Order	INTEK	Sales Order	0000800004	0000700017	DALE203	1.00	0.00	10.00	14.00	0.00	0.00	2015-02-15
VA	INSKB30	InSpire Kettlebell 30	1.00	EA	38.17	Purchase Order	INSPIRE	Sales Order	0000800004	0000700018	DALE203	97.00	54.00	12.00	3.00	0.00	0.00	2015-02-15
VA	INSW...	InSpire Weight Plate 20	2.00	EA	17.617	Purchase Order	INSPIRE	Sales Order	0000800004	0000700018	DALE203	74.00	1.00	4.00	4.00	0.00	0.00	2015-02-15
VA	INSKB25	InSpire Kettlebell 25	2.00	EA	30.25	Purchase Order	INSPIRE	Sales Order	0000102600	0000700018	HAST563	51.00	52.00	28.00	2.00	0.00	0.00	2015-08-26
VA	INSKB35	InSpire Kettlebell 35	1.00	EA	44.042	Purchase Order	INSPIRE	Sales Order	0000102600	0000700018	HAST563	12.00	19.00	29.00	1.00	0.00	0.00	2015-08-26
VA	INSD...	InSpire Dumbbell 30	1.00	EA	41.106	Purchase Order	INSPIRE	Sales Order	0000102604	0000700018	MCCA937	141.00	9.00	0.00	1.00	0.00	0.00	2015-08-26
VA	INTTS2	InTek TS2 Weight Bench	4.00	EA	50.15	Purchase Order	INTEK	Sales Order	0000102668	0000700017	ELDE929	107.00	6.00	4.00	0.00	0.00	0.00	2015-08-26
VA	INTRS...	InTek RS-400 Rowing Machine	3.00	EA	896.80	Purchase Order	INTEK	Sales Order	0000102668	0000700017	ELDE929	135.00	10.00	3.00	0.00	0.00	0.00	2015-08-26
VA	INSD...	InSpire Dumbbell 40	1.00	EA	51.70	Purchase Order	INSPIRE	Sales Order	0000102684	0000700018	ER118	22.00	5.00	1.00	1.00	0.00	0.00	2015-08-26
VA	INTK...	InTek TK200 Cross Trainer	2.00	EA	885.00	Purchase Order	INTEK	Sales Order	0000102608	0000700017	WIEN879	1.00	0.00	10.00	14.00	0.00	0.00	2015-08-26
VA	ABMAT	AbMat	1.00	EA	18.505	Purchase Order	ROGCAN	Sales Order	0000800015	0000700035	JACK225	0.00	0.00	19.00	0.00	12.00	0.00	2015-03-16

**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

**View Source** – Drills down to the sales order or production order that this requisition line came from

**View Target** – Drills down to the purchase order or production order that this requisition was sent to

# 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.

Order No	Customer No.	Customer Name	Status	Type	Hold	Backordered	Order Date	Invoice Date	Required Date	Total	Base To
S000578598	A1948	A 1 Party Pleasers	Open	Standing Order	<input type="checkbox"/>	<input checked="" type="checkbox"/>	09/14/2016	11/14/2016	09/14/2016	270.49	270.
0000800092	AAA222	Aaa Printing	Open	Sales Order	<input type="checkbox"/>	<input checked="" type="checkbox"/>	01/10/2018		04/26/2018	5.60	5.
0000800118	ACAD436	Academy Electric Inc	Open	Sales Order	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10/07/2018		10/07/2018	1,077.41	1,077.
0000800030	ACCE668	Access Answering Service	Open	Sales Order	<input type="checkbox"/>	<input checked="" type="checkbox"/>	09/16/2015		09/16/2015	5.60	6.
0000800119	ACOR573	Acordia Of Evansville Inc	Open	Sales Order	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10/12/2018		10/12/2018	5.60	5.
0000102698	ADVA284	Advantage Computers Inc	Open	Standing Order	<input type="checkbox"/>	<input checked="" type="checkbox"/>	02/13/2015	09/14/2015	02/13/2015	1,171.30	1,171.
0000011941	CAP1660	Capital Electrical & Sec Inc	Open	Sales Order	<input type="checkbox"/>	<input checked="" type="checkbox"/>	09/13/2015		09/13/2015	5.60	5.
0000102647	CROP895	Crop Production Services Inc	Open	Sales Order	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10/13/2015		10/13/2015	33,107.77	33,107.
0000800004	DALE203	Dales Automotive	Open	Sales Order	<input type="checkbox"/>	<input checked="" type="checkbox"/>	02/15/2015		02/15/2015	1,151.31	1,151.
0000800104	DALE991	Dale, William J Jr	Open	Sales Order	<input type="checkbox"/>	<input checked="" type="checkbox"/>	06/18/2018		06/18/2018	351.48	351.
0000102680	DELA553	Delaware Contractors Assn	Open	Standing Order	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12/13/2015	07/18/2015	12/13/2015	15,228.64	15,228.
0000102616	DUPO192	Dupont Photographers	Open	Sales Order	<input type="checkbox"/>	<input checked="" type="checkbox"/>	05/13/2015		05/13/2015	5,962.88	5,962.
0000011905	EAST571	Eastman Chemical Company	Open	Sales Order	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09/13/2015		09/13/2015	5.60	5.
0000800061	EAST761	Easton Hospital	Deposit	Sales Order	<input type="checkbox"/>	<input checked="" type="checkbox"/>	05/25/2016		05/25/2016	100.80	100.
0000102668	ELDE929	Elden H Knudson Constrctn Co	Open	Sales Order	<input type="checkbox"/>	<input checked="" type="checkbox"/>	11/13/2015		11/13/2015	1,146.88	1,146.
0000102618	ELDE929	Elden H Knudson Constrctn Co	Open	Sales Order	<input type="checkbox"/>	<input checked="" type="checkbox"/>	05/13/2015		05/13/2015	5.60	5.
0000102684	ER118	E R Partridge Inc	Deposit	Sales Order	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12/13/2015		12/13/2015	1,590.40	1,590.
0000011907	ER118	E R Partridge Inc	Shipped	Sales Order	<input type="checkbox"/>	<input checked="" type="checkbox"/>	09/13/2015		09/13/2015	5.60	5.
0000011917	ER118	E R Partridge Inc	Open	Sales Order	<input type="checkbox"/>	<input checked="" type="checkbox"/>	09/13/2015		09/13/2015	5.60	5.
0000800003	FAIR724	Fairfield Printing	Open	Sales Order	<input type="checkbox"/>	<input checked="" type="checkbox"/>	02/15/2015		02/15/2015	2,131.36	2,131.
0000102600	HAST563	Hastings Communications	Shipped	Standing Order	<input type="checkbox"/>	<input checked="" type="checkbox"/>	07/13/2015	09/14/2015	07/13/2015	2,928.80	2,928.
0000800094	JACK225	Jackson Fitness Center	Open	Sales Order	<input type="checkbox"/>	<input checked="" type="checkbox"/>	03/28/2018		04/15/2018	5.60	5.
0000800079	JACK225	Jackson Fitness Center	Open	Sales Order	<input type="checkbox"/>	<input checked="" type="checkbox"/>	02/09/2017		02/09/2017	727.95	727.
0000800072	JACK225	Jackson Fitness Center	Open	Sales Order	<input type="checkbox"/>	<input checked="" type="checkbox"/>	09/26/2016		09/26/2016	5.60	5.
0000800071	JACK225	Jackson Fitness Center	Open	Sales Order	<input type="checkbox"/>	<input checked="" type="checkbox"/>	09/16/2016		09/16/2016	1,135.97	1,135.

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



Requisition

 Process

Warehouse	Part No	Description	Required Qty	Unit Cost	Target Type	Vendor No.	Order No	On Hand	On Order	Committed	Backordered
VA	ABMAT	AbMat	1.00	19.55	Purchase Order	ROGCAN		0.00	0.00	0.00	19.00
VA	ABMAT	AbMat	2.00	19.55	Purchase Order	ROGCAN		0.00	0.00	0.00	19.00
VA	ABMAT	AbMat	1.00	18.505	Purchase Order	ROGCAN	0000700035	0.00	0.00	0.00	19.00
VA	ABMAT	AbMat	15.00	19.55	Purchase Order	ROGCAN		0.00	0.00	0.00	19.00
VA	ACMFIDR2	ACME Jump Rope	1.00	99.99	Purchase Order	ACME		10.00	0.00	0.00	1.00
VA	ACMFIDR	ACME Jump Rope	1.00	10.05	Purchase Order	ACME	0000700011	0.00	2.00	1.00	1.00
VA	ACMFITMB	ACME Medicine Ball	10.00	36.85	Purchase Order	ACME	0000700011	19.00	24.00	28.00	15.00
VA	ACMFITMB	ACME Medicine Ball	1.00	36.85	Purchase Order	ACME	0000700011	19.00	24.00	28.00	15.00
VA	ACMFITMB	ACME Medicine Ball	0.00	1.00	Purchase Order	ACME		19.00	24.00	28.00	15.00
VA	ACMFITMB	ACME Medicine Ball	1.00	36.85	Purchase Order	ACME	0000700036	19.00	24.00	28.00	15.00
VA	ACMFITMB	ACME Medicine Ball	15.00	1.00	Purchase Order	ACME		19.00	24.00	28.00	15.00
VA	NATSQ	Adjustable Squat Stand	1.00	96.75	Purchase Order	NATPRO	0000700020	60.00	0.00	5.00	1.00
VA	ALMONDS	Almonds	1.00	0.45	Purchase Order	FORFOO		11,141.00	0.00	1,812.00	1.00
VA	BALPOD6.3	Balance Pod 6.3"	0.00	19.69667	Purchase Order	FIDEBU		4.00	12.00	1.00	2.00
VA	BALPOD6.3	Balance Pod 6.3"	1.00	19.69667	Purchase Order	FIDEBU		4.00	12.00	1.00	2.00
VA	BALPOD6.3	Balance Pod 6.3"	1.00	19.69667	Purchase Order	FIDEBU		4.00	12.00	1.00	2.00
VA	BED	bed	0.00	90.00	Purchase Order			30.00	0.00	1.00	0.00
VA	CCFPKG	Charlie CrossFit Package	1.00	718.72	Purchase Order	ROGCAN		0.00	1.00	0.00	1.00
VA	CUBEAMKIT	Chin Up Bar Beams Mounting Kit	0.00	20.00	Purchase Order			198.00	0.00	3.00	0.00
VA	CUBEAMKIT	Chin Up Bar Beams Mounting Kit	0.00	20.00	Purchase Order	NOLIFI		198.00	0.00	3.00	0.00
VA	CUBEAMKIT	Chin Up Bar Beams Mounting Kit	0.00	20.00	Purchase Order	NOLIFI		198.00	0.00	3.00	0.00
VA	CUBEAMKIT	Chin Up Bar Beams Mounting Kit	0.00	20.00	Purchase Order			198.00	0.00	3.00	0.00
VA	CBSSARNS	Cross Box Half Rack Safety Spotter Arms	1.00	67.50	Purchase Order	NOLIFI		0.00	0.00	0.00	1.00
VA	DRKCHOC	Dark Chocolate	0.00	0.05	Purchase Order	FORFOO		6,983.00	0.00	623.00	0.00
VA	SLDBKBH42	Dumbbell/Kettlebell Rack	1.00	124.00	Purchase Order	NOLIFI		0.00	0.00	0.00	1.00
VA	CHALK	Gym Chalk	1.00	13.00	Purchase Order	ROGCAN		-2.00	34.00	0.00	1.00
VA	SINCABPR	Handle for Single Cable (pair)	1.00	1.75	Purchase Order	FIDEBU		0.00	0.00	0.00	2.00
VA	SINCABPR	Handle for Single Cable (pair)	1.00	1.75	Purchase Order	FIDEBU		0.00	0.00	0.00	2.00
VA	TRICABPR	Handle for Triple Cable (pair)	1.00	2.50	Purchase Order	FIDEBU	0000700034	86.00	0.00	0.00	0.00
VA	INSBLE100	InSpire 100 Max Blender	0.00	242.24972	Purchase Order	INSPIRE		82.00	0.00	36.00	0.00
VA	INSBLE100	InSpire 100 Max Blender	0.00	242.24972	Purchase Order	INSPIRE		82.00	0.00	36.00	0.00
VA	INSBLE100	InSpire 100 Max Blender	0.00	242.24972	Purchase Order	INSPIRE		82.00	0.00	36.00	0.00
VA	INSBLE100	InSpire 100 Max Blender	1.00	226.40161	Purchase Order	INSPIRE	0000700053	82.00	0.00	36.00	0.00
VA	INSDB10	InSpire Dumbbell 10	5.00	12.96789	Purchase Order	INSPIRE		63.00	0.00	33.00	5.00
VA	INSDB10	InSpire Dumbbell 10	0.00	12.96789	Purchase Order	INSPIRE		63.00	0.00	33.00	5.00
VA	INSDB15	InSpire Dumbbell 15	0.00	21.04066	Purchase Order	INSPIRE		230.00	0.00	87.00	15.00
VA	INSDB15	InSpire Dumbbell 15	0.00	21.04066	Purchase Order	INSPIRE		230.00	0.00	87.00	15.00
VA	INSDB15	InSpire Dumbbell 15	15.00	19.966	Purchase Order	INSPIRE	0000700010	230.00	0.00	87.00	15.00
VA	INSDB15	InSpire Dumbbell 15	0.00	21.04066	Purchase Order	INSPIRE		230.00	0.00	87.00	15.00

# From Inventory List

On the inventory list the user can highlight any number of items and click 'Requisition'. The usual method is to sort by the column called "Suggested Order Qty" and requisition the required items. The suggested quantity is  $(\text{BackOrder} + \text{Committed} + \text{ReOrderPoint}) - \text{OnOrder}$  and then rounded up to the suppliers minimum order quantity for that item.

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

The screenshot shows the 'Inventory' tab with a 'Requisition' button highlighted. A filter 'Needs Ordering' is applied. The filter criteria are: Match if All of the following criteria are true: Suggested Order Qty is not 0.00. The table below lists the inventory items that match this filter.

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	21.0
VA	NLBENCH	Northern Lights Folding Flat Indine/Dedine Bench	FIDEBU	Active	1.00	-1.00	-1.00	0.00	0.00	0.00	90.0
VA	NONFATMILK	Nonfat Milk	FORFOO	Active	6,069.00	-6,069.00	0.00	0.00	6,069.00	0.00	0.0
VA	OATS	Oats	EMPHEA	Active	3,400.00	-3,400.00	0.00	0.00	3,400.00	0.00	0.0
VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)		Active	10.00	0.00	10.00	12.00	10.00	2.00	756.0
VA	PPRARGYS48FA	PP Bar Greek Yogurt Strawberry - 78g (48 Pack)		Active	8.00	0.00	0.00	8.00	0.00	0.00	57.0

# 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 [Inspire Health Systems.]

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 Show Stock

Part No	Description	Order Qty	Ship Qty	B/O Qty	Retail Price	Discount %	Unit Price	Current Cost	Vendor No.	Average Cost
<b>Job Header</b>										
VA /NATPUBA	National Pushup Bars	1.00	1.00	0.00	45.00	0.00	45.00	33.75	NATPRO	33.75
VA /SP4CHIN	Springfield SP-4 Chin-up Bar	1.00	1.00	0.00	150.00	0.00	150.00	96.30	SPRFT	90.40
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	1,071.00
VA /INSDB10	InSpire Dumbbell 10	1.00	1.00	0.00	22.00	0.00	22.00	12.96789	INSPIRE	12.1451
VA /NATACCBAL	National Accupressure Balls	3.00	0.00	3.00	22.00	0.00	22.00	16.50	NATPRO	16.50
VA /INSBLE100	InSpire 100 Max Blender	13.00	13.00	0.00	389.00	0.00	389.00	242.24972	INSPIRE	224.24286
VA /MISC	This description passes to the requisition and PO	1.00	1.00	0.00	0.00	0.00	0.00	0.00		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	Total Average Cost	3,051.46	Gross Margin	2,222.54	42.14 %	Discount	0.00	0.0 %	<b>Subtotal</b>	<b>5,274.00</b>	Amounts in Canadian dollars <b>5,962.88</b>
Freight	50.00	Total Current Cost	3,292.27	Current Margin	1,981.73	37.58 %	Shop Fee	0.00	G.S.T.	266.20		
		Total Standard Cost	0.00	Standard Margin	5,274.00	100.0 %			BC P.S.T.	372.68		

# 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 [Inspire Health Systems.]

Build Requisition Next Phase Add To Calendar

Main Communications Phase User Defined

Order Information

Build No 0000000025 Status Open

Sales Order 0000800028 Order Date 09/16/2015 Reference No

Phase Required Date 09/16/2015 Priority Normal

Customer SADL845 Sadler Properties Phase Date / / Customer PO

Details

Subassemblies Open Inventory Serial Numbers Switch To Alternate Show UDF Pull From Template

Inventory	Template	Description	Quantity	Built Qty	Remaining Qty	Extended Qty	Unit Cost	Extended Cost
VA /PPBARGYS48EA	0000000019	PP Bar Greek Yogurt...	6.00000	0.00000	6.00000	6.00000	427.62000	2,565.72000
VA /WHEPRO	0000000019	Whey Protein	100.00000	0.00000	600.00000	600.00000	0.50000	300.00000
VA /SOYLEC	0000000019	Soy Lecithin	25.00000	0.00000	150.00000	150.00000	0.90000	135.00000
VA /STRBERR	0000000019	Strawberries	100.00000	0.00000	600.00000	600.00000	0.15000	90.00000
VA /OATS	0000000019	Oats	100.00000	0.00000	600.00000	600.00000	0.12000	72.00000
VA /BRNSUG	0000000019	Brown Sugar	65.00000	0.00000	390.00000	390.00000	0.06000	23.40000

# 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 [Inspire Health Systems.]

Requisition

Process

Warehouse	Part No	Description	Required Qty	Unit Cost	Target Type	Vendor No.	Order No	On Hand	On Order	Committed	Backordered
VA	INSBLE100	InSpire 100 Max Blender	0.00	242.24972	Purchase Order	INSPIRE		82.00	0.00	36.00	0.00
VA	INSD810	InSpire Dumbbell 10	0.00	12.96789	Purchase Order	INSPIRE		63.00	0.00	33.00	5.00
VA	MS-RS900	Moet Systems RS-900 Treadmill	1.00	1,071.00	Purchase Order	MOESYS	0000700015	118.00	0.00	25.00	4.00
VA	NATACCBAL	National Accupressure Balls	3.00	16.50	Purchase Order	NATPRO	0000700020	214.00	0.00	6.00	3.00
VA	NATPUBA	National Pushup Bars	0.00	33.75	Purchase Order	NATPRO		62.00	8.00	12.00	7.00
VA	SP4CHIN	Springfield SP-4 Chin-up Bar	0.00	96.30	Purchase Order	SPRFIT		63.00	0.00	32.00	0.00

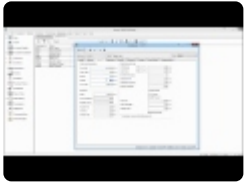
Part No	Description	Order Qty	Ship Qty	B/O Qty	Retail Price	Discount %	Unit Price	Current Cost	Average Cost	Vendor No.	UOM
Job Header Gym Order											
VA /NATPUBA	National Pushup Bars	1.00	1.00	0.00	45.00	0.00	45.00	33.75	33.75	NATPRO	EA
VA /SP4CHIN	Springfield SP-4 Chin-up Bar	1.00	1.00	0.00	150.00	0.00	150.00	96.30	90.40	SPRFIT	EA
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	1,071.00	MOESYS	EA
VA /INSD810	InSpire Dumbbell 10	1.00	1.00	0.00	22.00	0.00	22.00	12.96789	12.145	INSPIRE	EA
VA /NATACCBAL	National Accupressure Balls	3.00	0.00	3.00	22.00	0.00	22.00	16.50	16.50	NATPRO	EA
VA /INSBLE100	InSpire 100 Max Blender	13.00	13.00	0.00	389.00	0.00	389.00	242.24972	224.2428	INSPIRE	EA

Press <enter> to insert a comment

# Canadian Payroll

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## Video Instruction – Adding Employees

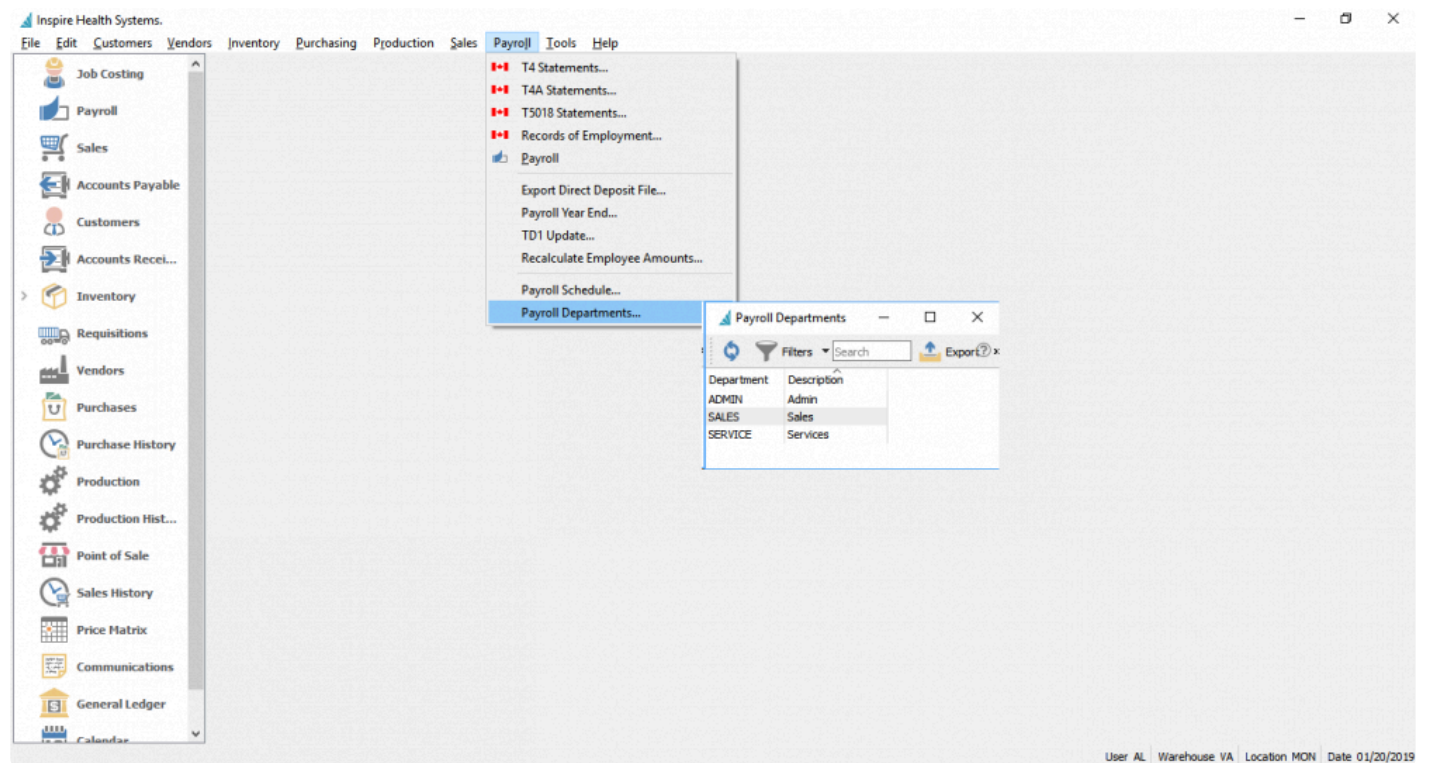


## Processing Timecards





# 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.

The screenshot shows a software window titled "Employee - 100000 [Inspire Health Systems.]". At the top, there are icons for saving, undo, redo, and navigation. Below the icons, the "Employee No" is 100000, the "Name" is Snyder, Julie, and the "Status" is Active. A tabbed interface at the bottom includes "Details", "Address", "Amounts", "Benefits", "Deductions", "Timecards", "Earnings", "T4 Statements", "User Defined" (which is selected), and "Communications". The "User Defined" tab contains an "Info" section with the following fields:

- Married: ☒
- Wedding Anniversary: 1989-03-01
- Children Names: Gail, Jeremy, Pam
- Activities: Slowpitch, Curling
- Pets: Dog -> Dusty, Cat -> Wiskers

A "UDF Properties" button is located at the bottom right of the "User Defined" tab.

# Payroll Year End

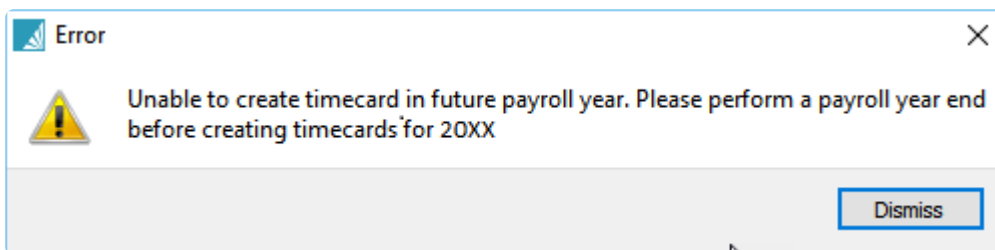


## NOTE: New Feature

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.

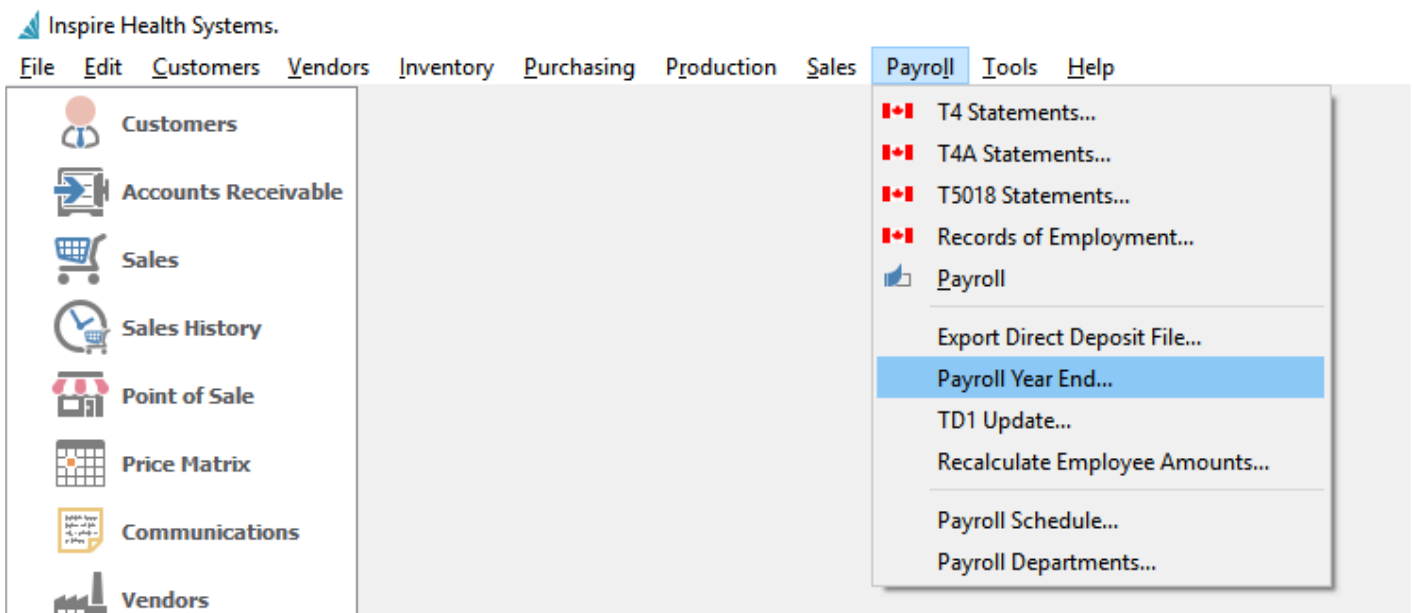


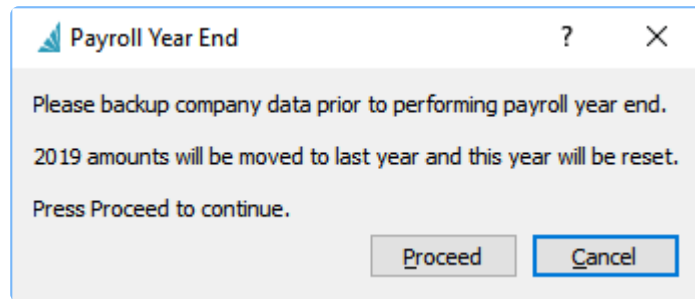
Payroll timecards are not allowed in the new calendar year until the prior year payroll has been closed.



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						
<b>Total</b>	<b>55,563.35</b>	<b>50,069.17</b>						

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

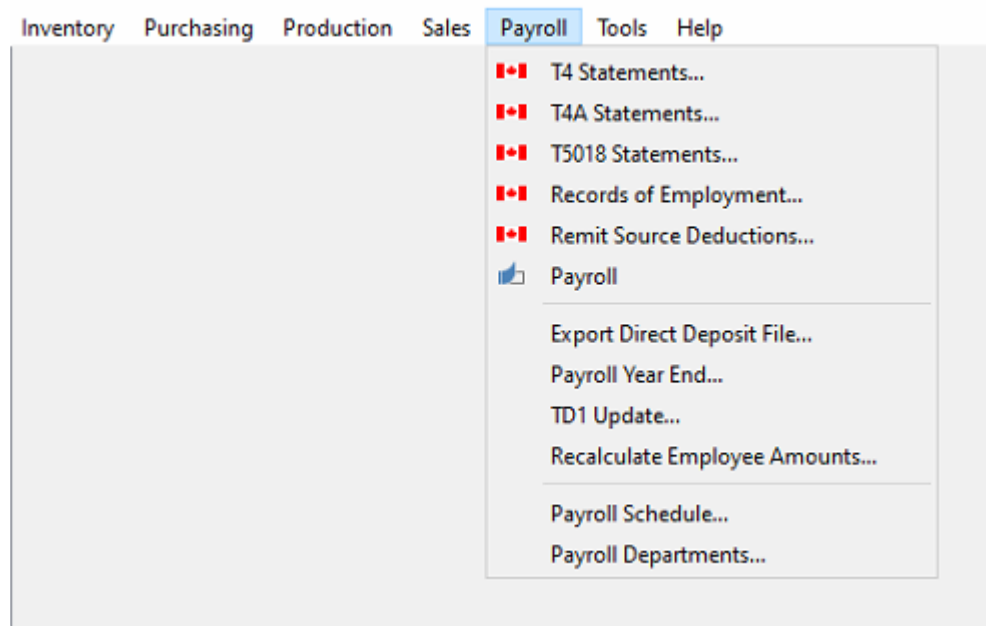
The user will be prompted to update the TD 1 amounts after the year close. They can perform this now or wait until after as below.

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

Update 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



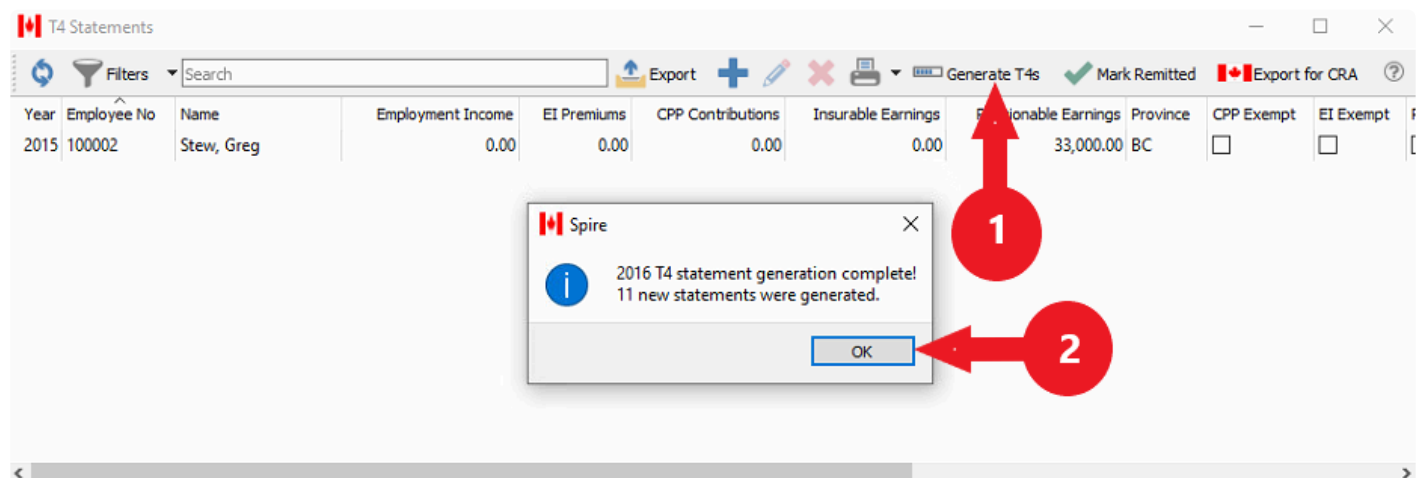
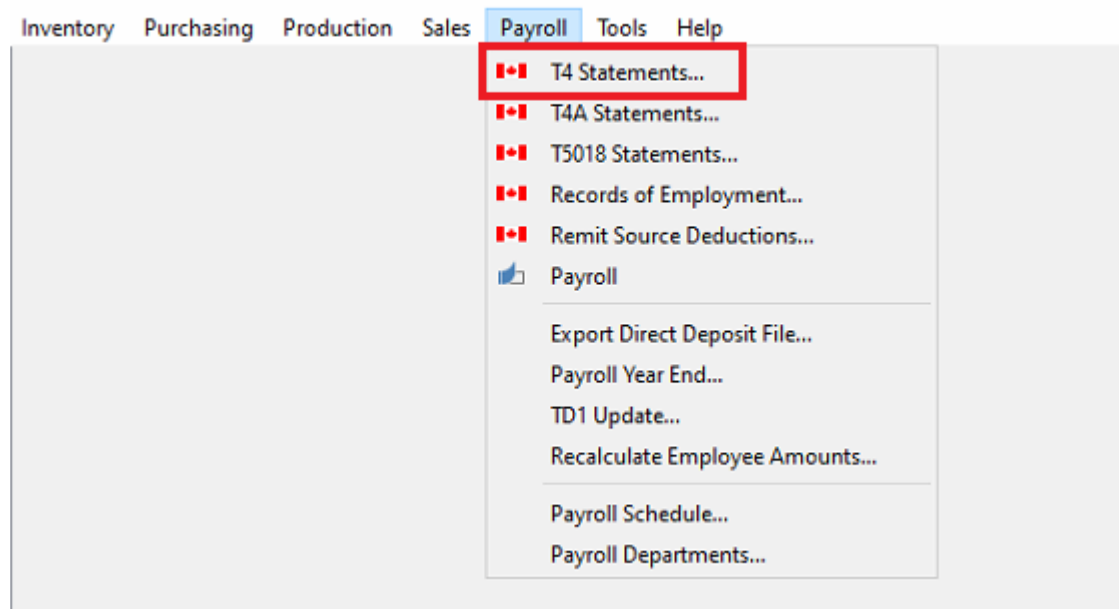


# Payroll T4's and T4 Summary

! 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/T4 Statements from top menu



**Mark Remitted** – 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"

**Export for CRA** – Generate a file that has the correct format to be uploaded to the CRA web portal

Once run the user will be presented with a list of T4's

Year	Employee No	Name	Employment Income	EI Premiums	CPP Contributions	Insurable Earnings	Pensionable Earnings	Province	CPP Exempt	EI Exempt
2016	100000	Snyder, Julie	248.00	4.57	4.81	243.00	6,997.00	ON	<input type="checkbox"/>	<input type="checkbox"/>
2016	100001	Young, Danielle	2,320.00	43.62	100.49	2,320.00	28,720.00	BC	<input type="checkbox"/>	<input type="checkbox"/>
2015	100002	Stew, Greg	0.00	0.00	0.00	0.00	33,000.00	BC	<input type="checkbox"/>	<input type="checkbox"/>
2016	100002	Stew, Greg	335.00	6.30	9.36	335.00	33,335.00	BC	<input type="checkbox"/>	<input type="checkbox"/>
2016	100003	Smith, Frank	1,800.00	33.75	81.63	1,795.00	17,950.00	BC	<input type="checkbox"/>	<input type="checkbox"/>
2016	100004	Davies, Judy	2,100.00	39.48	96.73	2,100.00	25,200.00	BC	<input type="checkbox"/>	<input type="checkbox"/>
2016	100005	Mckay, Harvey	1,490.00	27.92	66.29	1,485.00	17,820.00	BC	<input type="checkbox"/>	<input type="checkbox"/>
2016	100006	Bernard, Tina	1,762.00	33.13	80.00	1,762.00	20,852.00	BC	<input type="checkbox"/>	<input type="checkbox"/>
2016	100007	Ritchie, William	1,988.00	37.37	91.19	1,988.00	23,856.00	BC	<input type="checkbox"/>	<input type="checkbox"/>
2016	100008	Fitch, Kyle	1,450.00	27.26	64.56	1,450.00	17,400.00	BC	<input type="checkbox"/>	<input type="checkbox"/>
2016	100009	Fields, Todd	1,600.00	30.08	71.98	1,600.00	19,200.00	BC	<input type="checkbox"/>	<input type="checkbox"/>

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 [Inspire Health Systems]**

Employee No: 100001 Search: Young, Danielle Original 2016

**Payer Information**

Employer's name: Inspire Health Systems

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):

**Financial Information**

	Suggested	Adjusted
Employment Income	14 2,320.00	2,320.00
Employee's CPP contributions	16 100.49	100.49
Employee's QPP contributions	17 0.00	0.00
Employee's EI premiums	18 43.62	43.62
CPP/QPP pensionable earnings	26 28,720.00	28,720.00
Income Tax deducted	22 305.97	305.97
EI Insurable earnings	24 2,320.00	2,320.00
RPP contributions	20 246.00	246.00
RPP or DPSP registration number	50	
Union dues	44 0.00	0.00
Charitable donations	46 0.00	0.00
Pension adjustment	52 0.00	0.00
Employee's PPIP premiums	55 0.00	0.00
PPIP insurable earnings	56 0.00	0.00

**Box 28 - Exempt**

Suggested: ☐ CPP/QPP ☐ EI ☐ PPIP

Adjusted: ☐ CPP/QPP ☐ EI ☐ PPIP

**Other Information**

	Suggested	Adjusted
30 - Board and lodging	0.00	0.00
42 - Employment commissions	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00

Created by SS on 2020-07-14 10:43:18 AM Modified by SS on 2020-07-14 10:43:18 AM

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 + Print Generate T4s Mark Remitted Export for CRA

Year	Employee No	Name	Employment Income	EI Premiums	CPP Contributions	Insu	Print Selected	Ctrl+P	Province	CPP Exempt	EI Exempt
2016	100000	Snyder, Julie	248.00	4.57	4.81		Print All		ON	<input type="checkbox"/>	<input type="checkbox"/>
2016	100001	Young, Danielle	2,320.00	43.62	100.49		2,320.00	28,720.00	BC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2015	100002	Stew, Greg	0.00	0.00	0.00		0.00	33,000.00	BC	<input type="checkbox"/>	<input type="checkbox"/>
2016	100002	Stew, Greg	335.00	6.30	9.36		335.00	33,335.00	BC	<input type="checkbox"/>	<input type="checkbox"/>
2016	100003	Smith, Frank	1,800.00	33.75	81.63		1,795.00	17,950.00	BC	<input type="checkbox"/>	<input type="checkbox"/>
2016	100004	Davies, Judy	2,100.00	39.48	96.73		2,100.00	25,200.00	BC	<input type="checkbox"/>	<input type="checkbox"/>
2016	100005	Mckay, Harvey	1,490.00	27.92	66.29		1,485.00	17,820.00	BC	<input type="checkbox"/>	<input type="checkbox"/>
2016	100006	Bernard, Tina	1,762.00	33.13	80.00		1,762.00	20,852.00	BC	<input type="checkbox"/>	<input type="checkbox"/>
2016	100007	Ritchie, William	1,988.00	37.37	91.19		1,988.00	23,856.00	BC	<input type="checkbox"/>	<input type="checkbox"/>
2016	100008	Fitch, Kyle	1,450.00	27.26	64.56		1,450.00	17,400.00	BC	<input type="checkbox"/>	<input type="checkbox"/>
2016	100009	Fields, Todd	1,600.00	30.08	71.98		1,600.00	19,200.00	BC	<input type="checkbox"/>	<input type="checkbox"/>

Select the T4 reports that are required.

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

**T4 Statements**

Filters Search Export + X Generate T4s Mark Remitted Export for CRA

Year	Employee No	Name	Employment Income	EI Premiums	CPP Contributions	Insurable Earnings	Pensionable Earnings	Province	CPP Exempt	EI Exempt
2016	100000	Snyder, Julie	248.00	4.57	4.81	243.00	6,997.00	ON	<input type="checkbox"/>	<input type="checkbox"/>
2016	100001	Young, Danielle	2,320.00	43.62	100.49	2,320.00	28,720.00	BC	<input type="checkbox"/>	<input type="checkbox"/>
2015	100002	Stew, Greg					33,000.00	BC	<input type="checkbox"/>	<input type="checkbox"/>
2016	100002	Stew, Greg					33,335.00	BC	<input type="checkbox"/>	<input type="checkbox"/>
2016	100003	Smith, Fran					17,950.00	BC	<input type="checkbox"/>	<input type="checkbox"/>
2016	100004	Davies, Jud					25,200.00	BC	<input type="checkbox"/>	<input type="checkbox"/>
2016	100005	Mckay, Ha					17,820.00	BC	<input type="checkbox"/>	<input type="checkbox"/>
2016	100006	Bernard, Ti					20,852.00	BC	<input type="checkbox"/>	<input type="checkbox"/>
2016	100007	Ritchie, Wi					23,856.00	BC	<input type="checkbox"/>	<input type="checkbox"/>
2016	100008	Fitch, Kyle					17,400.00	BC	<input type="checkbox"/>	<input type="checkbox"/>
2016	100009	Fields, Tod					19,200.00	BC	<input type="checkbox"/>	<input type="checkbox"/>

**Spire Reports**

Report Name	Printer	Copies
<input checked="" type="checkbox"/> T4-Summary		1
<input checked="" type="checkbox"/> T4-Employer Copy		1
<input checked="" type="checkbox"/> T4-Employee Copy		1
<input checked="" type="checkbox"/> T4-CRA Copy		1

T4 CRA Copy revision 14b for the selected Timecards.

**Report Settings**

Printer: HP Color LaserJet Pro MFP M476 PCL 6

Paper Source:

Duplex: Single Sided Copies: 1

Print Email Print and Email Preview Save Defaults Cancel

**Report Viewer**

Print Print All Export Find

T4-CRA Copy T4-Employee Copy T4-Employer Copy T4-Summary

**T4 (19)** Protected B when completed / Protégé B une fois rempli

**Canada Revenue Agency / Agence du revenu du Canada**

**T4 Statement of Remuneration Paid / État de la rémunération payée**

Year / Année: 2016

Employer's name - Nom de l'employeur: Inspire Health Systems

Province of employment / Province d'emploi: BC

Employee's account number / Numéro de compte de l'employeur: 54

Social insurance number / Numéro d'assurance sociale: 123 456 789

Exempt - Exemption: RPP, AE, RPP, RPP

Employee's name and address - Nom et adresse de l'employé: MCKAY Harvey, BC

Employment income - line 10100: 1,490.00

Income tax deducted - line 43700: 179.99

Employer's CPP contributions - line 30800: 64.29

Employer's EI premiums - line 31200: 27.92

Employer's PPSB premiums - see over: 55

Union dues - line 21200: 17,820.00

Charitable donations - line 34900: 46

Other information (see over):

Autres renseignements (voir au verso):

Select the T4 summary and use the info on the report to enter into this fillable PDF available at this CRA link. [T4 Summary Fillable PDF](#)

Report Viewer

Print Print All Export Find

T4-CRA Copy T4-Employee Copy T4-Employer Copy T4-Summary

**T4**

2016

**Summary of Remuneration Paid**

Employer's account number / Numéro de compte de l'employeur

Name and address of employer  
Inspire Health Systems

Total number of T4 slips filed	Box 88	12	Employees' CPP contributions	Box 16	667.04
Employment Income	Box 14	23,093.00	Employer's CPP contributions	Box 27	667.04
Registered Pension Plan (RPP) Contributions	Box 20	246.00	Employees' EI premiums	Box 18	283.48
Pension Adjustment	Box 52	0.00	Employer's EI premiums	Box 19	396.87
			Income Tax Deducted	Box 22	3,983.22
			Total deductions reported (16 + 27 + 18 + 19 + 22)	Box 80	5,997.65

Use this information to complete and print the form on the following Canada Revenue Agency website.

<https://www.canada.ca/content/dam/cra-arc/formspubs/pbg/t4sum/t4sum-fill-19e.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.

The screenshot shows the 'Company Settings' window with the 'Banking' tab selected. The 'Bank Information' section is highlighted with a red border. The fields are as follows:

Bank Information	
EFT File Format	CPA Standard 005 (1464)
EFT Originator ID	4576568
Short Name	InspHea
Long Name	
Institution	002
Transit Number	56789
Account Number	678765678
Data Center	
File Creation Number	0024
Routing Record	

- If the company uses TD Bank for EFT you can select the TD 80 Byte EFT File Format

The screenshot shows the 'Company Settings' window with the 'Banking' tab selected. The 'EFT File Format' dropdown menu is open, showing the following options:

- CPA Standard 005 (1464)
- CPA Standard 005 (1464)
- TD 80 Byte

The other fields in the 'Bank Information' section remain the same as in the previous screenshot.

- 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 [Inspire Health Systems.]

Employee No: 100000 Name: Snyder, Julie Status: Active

Details | Address | Amounts | Benefits | Deductions | Timecards | Earnings | T4 Statements | User Defined | Communications

**Personal**

Department: 1

Sex: ☐ Male ☒ Female

Date of Birth: 1975-02-07

SIN: 123 456 789

Union ID:

Health No:

Language: English

**Job**

Title:

Tax Table: Ontario

Periods: 24

Hire Date: 2015-07-06

Review Date: - -

Termination Date: - -

**Bank Information**

☒ Direct Deposit

Institution: 001

Transit: 98765

Account No: 345787

Created by SS on 2015-07-06 12:37:10 PM Modified by SA on 2020-06-30 9:58:57 AM

- 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 - 2020-03-31 [Inspire Health Systems.]

Open Employee Add Timecards Post Timecards Void Timecards **Export EFT** View Transaction Change Pay Periods Show UDF

Payroll Date: 2020-03-31 100000 Snyder, Julie Export payroll direct deposit information in CPA format

Employee No	Name	Periods	Vacation Owed	Advance Balance	Period	Cheque	Transaction	Posted	Irregular	Reversal	Direct Deposit	Total Hours	Gross Pay
100000	Snyder, Julie	24	2,912.48	0.00	2020-06-0	0000024828	0000001342	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	3,200.00
100001	Young, Danielle	24	3,556.80	0.00	2020-06-0	0000024829	0000001343	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	1,900.00
100002	Stew, Greg	24	3,509.40	0.00	2020-06-0	0000024830	0000001344	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	3,200.00
100003	Smith, Frank	24	3,872.00	0.00	2020-06-0	0000024831	0000001345	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	1,800.00
100004	Davies, Judy	24	4,352.00	0.00	2020-06-0	0000024832	0000001346	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	2,100.00
100004	Davies, Judy	24	4,352.00	0.00	2020-06-1	0000024841	0000001356	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	15,000.00
100005	Mckay, Harvey	24	4,472.80	0.00	2020-06-0	0000024833	0000001347	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	1,490.00
100006	Bernard, Tina	24	1,901.68	0.00	2020-06-0	0000024834	0000001348	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	1,690.00
100007	Ritchie, William	24	2,827.36	0.00	2020-06-0	0000024835	0000001349	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	1,988.00

Show UDF

Type	Hours	Rate	Pay	GL Account	GL Description	Job Account	Col	Benefit	Amount	Deduction	Amount
Salary	0.00	0.00	3,200.00	82400	Office Wages & Salaries						
								Medical	56.00		
								ExtMedi	140.00		
										Social	0.00
										qqq	0.00

See the 'Processing Timecards' video for demonstration [Processing Timecards](#)

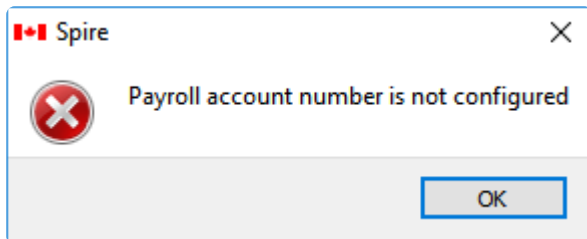


## Electronic T4 and T4 Summary – xml Upload

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 -> Payroll -> Employer -> Payroll Account Number. This is usually the company business number followed by RP and then a 4 digit identifier (ie: 888555222RP0001).

If you 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.

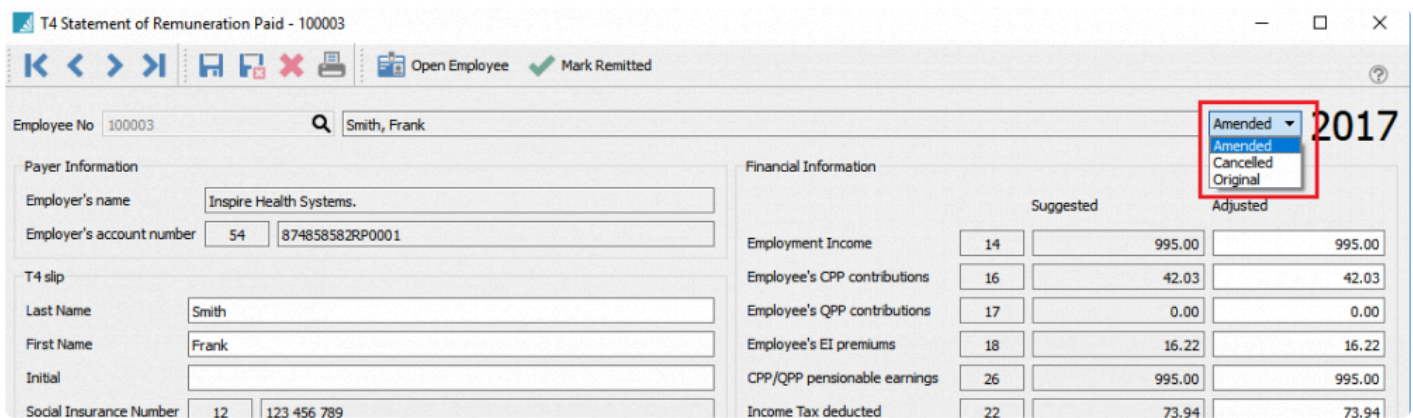
Note that cancellation and amendment submission files can also be created. To create amendments or

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

2017

Amended  
Amended  
Cancelled  
Original

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

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)

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## 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).

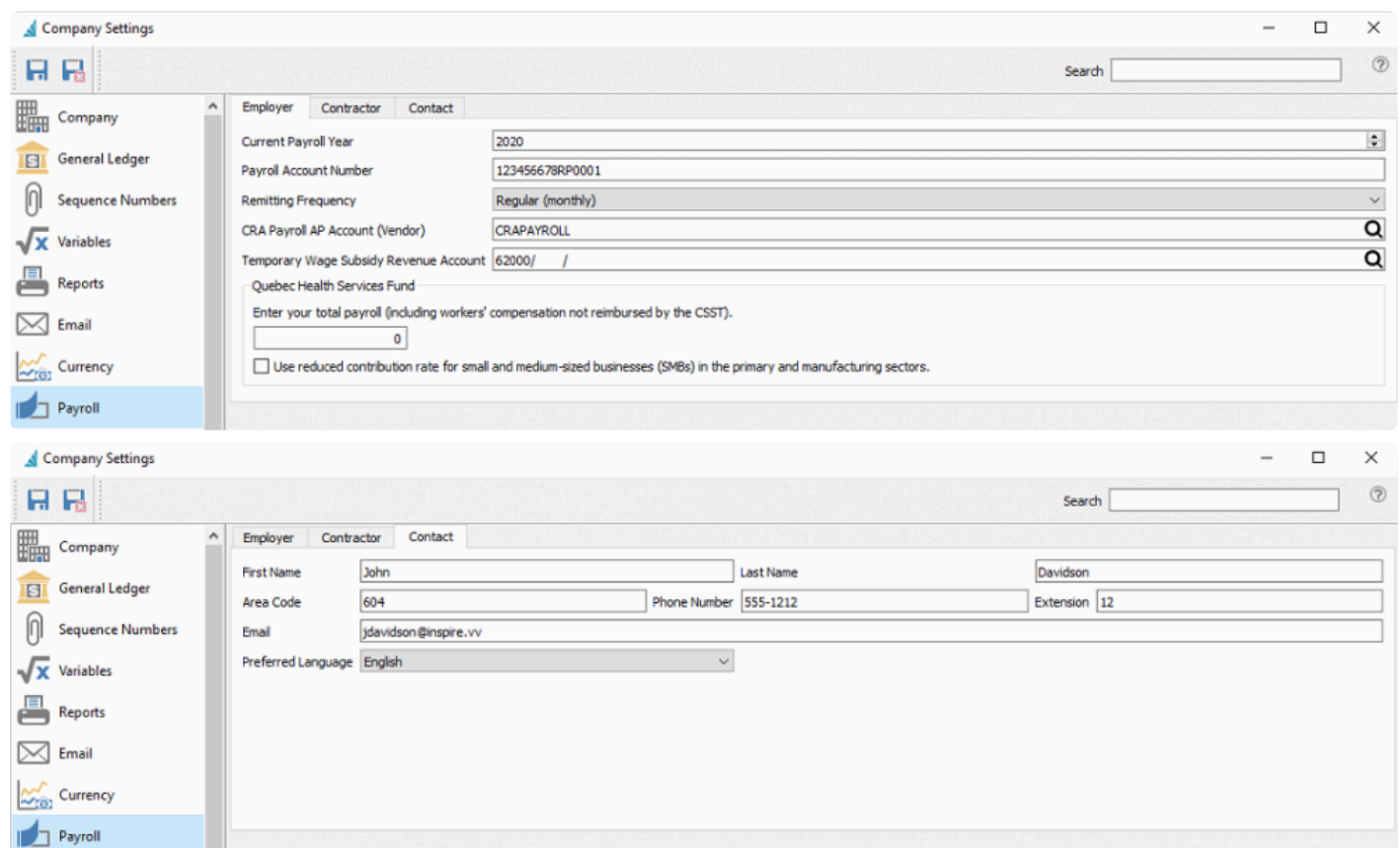
# Company settings for ROE

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 - Employer Tab**

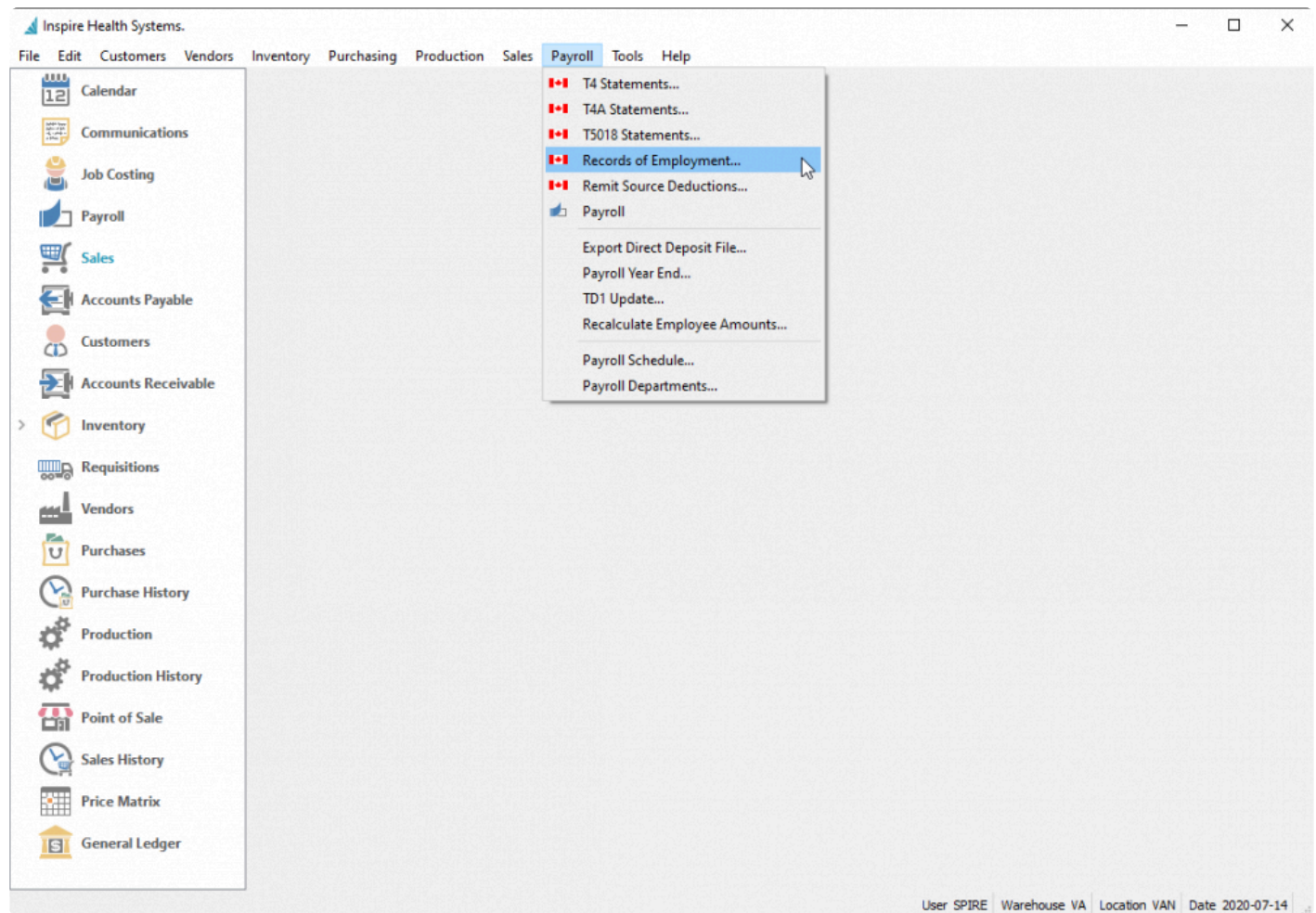
Field	Value
Current Payroll Year	2020
Payroll Account Number	123456678RP0001
Remitting Frequency	Regular (monthly)
CRA Payroll AP Account (Vendor)	CRAPAYROLL
Temporary Wage Subsidy Revenue Account	62000/ /
Quebec Health Services Fund	Enter your total payroll (including workers' compensation not reimbursed by the CSST). 0
Use reduced contribution rate for small and medium-sized businesses (SMBs) in the primary and manufacturing sectors.	<input type="checkbox"/>

**Company Settings - Contact Tab**

Field	Value
First Name	John
Last Name	Davidson
Area Code	604
Phone Number	555-1212
Extension	12
Email	j.davidson@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.

Records of Employment									
<span>Filters</span> <span>Search</span> <span>Export</span> <span>+</span> <span>✖</span> <span>🖨</span> <span>✓ Mark Remitted</span> <span>🇨🇦 Export for ESDC</span> <span>👤 Terminate Employees</span> <span>?</span>									
Employee No	Name	First Day Paid	Last Day Worked	Final Pay Period Ending Date	Expected Recall	Expected Recall Date	Insurable Hours	Date Remitted	ID
100001	Young, Danielle	2015-07-06	2018-02-21	2018-02-28	Returning	2018-06-01	966	2018-02-22	2

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 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



If the reason “Other” is selected then a comment must also be added

## ROE Header and Main Tab



Record of Employment - 100001 [Inspire Health Systems.]

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

Comments:

Contact First Name: John

Contact Last Name: Davidson

Contact Area Code: 604

Contact Phone Number: 555-1212

Contact Extension: 12

Preferred Language: English

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

General Insurables Other

Update Hours for Selected Periods

15A. Total Insurable Hours 966

15C. Insurable Earnings Information

Period	Amount	Hours
1	144.00	6.00
2	2,176.00	80.00
3	2,176.00	80.00
4	2,176.00	80.00
5	2,176.00	80.00
6	2,176.00	80.00
7	2,176.00	80.00
8	2,176.00	80.00
9	2,176.00	80.00
10	1,900.00	80.00
11	1,900.00	80.00
12	1,000.00	80.00
13	1,900.00	80.00
14	0.00	0.00
15	0.00	0.00
16	0.00	0.00
17	0.00	0.00
18	0.00	0.00
19	0.00	0.00
20	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

These items will be added automatically but should be reviewed. If the employee was not paid hourly the insurable hours will be estimated and can be edited for accuracy.

- Insurable amounts
- Insurable hours – Can be updated by selecting several periods and clicking the “Update Hours For Selected Periods”

## ROE Other Tab

Postal Code

General Insurables Other

17A. Vacation Pay

Vacation Pay Code Included with each pay Start date -- End date -- Amount

17B. Statutory Holiday Pay

Date	Amount
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00

17C. Other Monies

Code	Start Date	End Date	Amount
			0.00
			0.00
			0.00

19. Special Payments

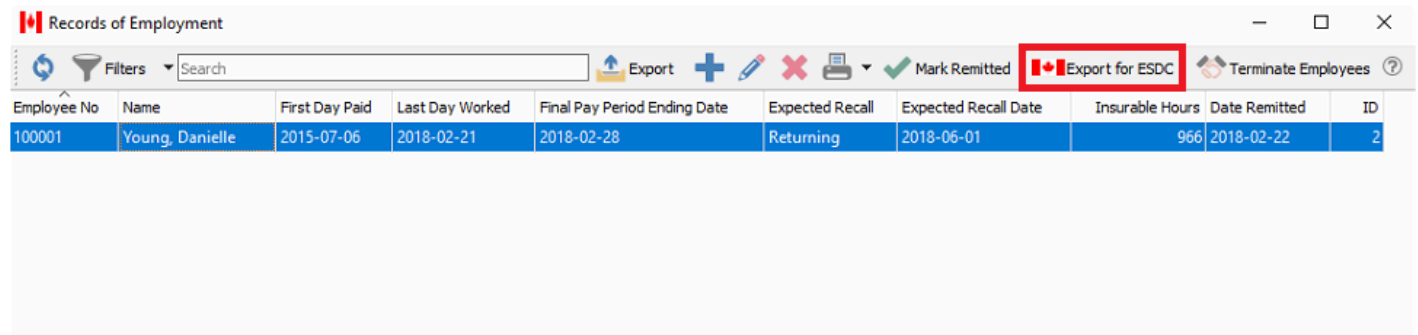
Code	Start Date	End Date	Amount	Period
PSL01 - Paid sick leave (EI Insurable)	2018-02-09	2018-02-21	700.00	Per Week
			0.00	
			0.00	
			0.00	

Created by SS on 2018-02-22 8:56:58 AM | Modified by SS on 2018-02-22 9:00:20 AM

## Exporting the Record of employment

Once the editing has been completed on the ROE it can be exported so that it can be imported into ROE Web

### Click the button “Export for ESDC”



Employee No	Name	First Day Paid	Last Day Worked	Final Pay Period Ending Date	Expected Recall	Expected Recall Date	Insurable Hours	Date Remitted	ID
100001	Young, Danielle	2015-07-06	2018-02-21	2018-02-28	Returning	2018-06-01	966	2018-02-22	2



Note: All ROE's not marked as submitted will be included in the export file.

Save the file to your computer and follow the ROE Web instructions for uploading and submitting the ROE. Remember to mark ROE's as submitted in Spire once you are sure the ROE Web submission is complete and correct.

# Source Deduction Remittance

**!** If you are claiming the 'Temporary Wage Subsidy for Employers' then the source remittance will automatically reduce the payment to CRA for the eligible amount and post it to the GL account setup in company settings -> Payroll->Employer ->Temporary Wage Subsidy Revenue Account.

[See this link to determine eligibility.](#)

[If you will be claiming the subsidy Click Here For instructions](#)

## Source Deduction Remittance

**Check these settings in Company Settings->Payroll before using 'Source Deduction Remittance' Module**

- Select remittance frequency
- Setup CRA vendor for paying deductions
- Select "Payroll Subsidy" GL account if subsidy is available to the company.

The screenshot shows the 'Company Settings' window with the 'Employer' tab active. The settings are as follows:

Field	Value
Current Payroll Year	2019
Payroll Account Number	123456678RP0001
Remitting Frequency	Regular (monthly)
CRA Payroll AP Account (Vendor)	CRAPAYROLL
Temporary Wage Subsidy Revenue Account	3000/ /

Once all timecards are posted for the reporting period, go to the top menu Payroll -> Payroll Remit Source Deductions

ta)

The screenshot shows the Spire Payroll menu with the following options:

- T4 Statements...
- T4A Statements...
- T5018 Statements...
- Records of Employment...
- Remit Source Deductions... (highlighted with a red arrow)
- Payroll
- Export Direct Deposit File...
- Payroll Year End...
- TD1 Update...
- Recalculate Employee Amounts...
- Payroll Schedule...
- Payroll Departments...

In the background, a table shows payroll data for 2020:

Payroll Date	# Timecards	Status	Gross Pay
2020-01-15	11	Posted	23,618.00
2020-01-31	11	Posted	23,618.00
2020-02-14	11	Posted	23,618.00
2020-02-28	12	Posted	35,618.00
2020-03-13	11	Posted	23,618.00
2020-03-31	12	Posted	41,618.00

A list of previous remittances will be displayed. Click on the + button to add one for the period being paid.

The 'Source Deduction Remittances' window displays a list of remittances:

Due Date	Pay Period	Gross Period Payroll	Payment Amount	Payment Date	Number of Employees	Date Remitted	Transaction No	ID
2020-02-15	2020-01-31	48,060.00	12,973.82	2020-04-06	11	2020-02-12	0000001360	1
2020-03-15	2020-02-29	60,060.00	19,163.39	2020-04-06	11	2020-03-11	0000001364	2

The detailed view for 'Remit Source Deductions (PD7A) - Mar 2020 [Inspire Health Systems (Conf Data)]' shows the following fields:

- Payroll Account Number: 123456678RP0001
- Remitting Frequency: Regular (monthly)
- Date payment made to employees: 2020-03-31
- CRA Payroll AP Account (Vendor): CRAPAYROLL
- Gross period payroll: 0.00
- Amount paid (total tax, CPP, EI remittance): 0.00
- Remitted: - -
- Due date: 2020-04-15
- Payment date: 2020-04-06
- Transaction No.:
- Number of employees in last period: 0

Be sure the date is set to the last day of the reporting period. It will automatically be set if the previous remittance was done in this module.

Click on Calculate to pull the amounts for the period.

Remit Source Deductions (PD7A) - Mar 2020 [Inspire Health Systems (Conf Data)]

Calculate Post Mark Remitted View Transaction

Remittance Details

Payroll Account Number 123456678RP0001

Remitting Frequency Regular (monthly) Remitted --

Date payment made to employees 2020-03-31 Due date 2020-04-15

CRA Payroll AP Account (Vendor) CRAPAYROLL Payment date 2020-04-06

Gross period payroll 66,060.00 Transaction No.

Number of employees in last period 11

Amount paid (total tax, CPP, EI remittance) 23,008.91

The information on this screen details what is required when paying CRA.  
Click on the detail tab to see each employee.

Remit Source Deductions (PD7A) - Mar 2020 [Inspire Health Systems (Conf Data)]

Calculate Post Mark Remitted View Transaction

Remittance Details

Employee No	Employee Name	Gross Pay	Tax	CPP	Employer CPP	EI	Employer EI
10001	Gibbs, Ned	7,000.00	1,559.26	0.00	0.00	0.00	0.00
100009	Fields, Todd	3,200.00	388.86	152.68	152.68	50.56	70.78
100008	Fitch, Kyle	2,900.00	332.78	136.94	136.94	45.82	64.14
100007	Ritchie, William	3,976.00	581.10	193.42	193.42	62.82	87.94
100006	Bernard, Tina	3,380.00	422.50	162.14	162.14	53.40	74.76
100005	Mckay, Harvey	20,980.00	7,823.73	1,077.96	1,077.96	331.32	463.84
100004	Davies, Judy	4,200.00	650.94	205.18	205.18	66.36	92.90
100003	Smith, Frank	4,032.00	464.70	173.16	173.16	56.72	79.40
100002	Stew, Greg	6,400.00	1,215.50	320.68	320.68	101.12	141.56
100001	Young, Danielle	3,800.00	453.64	184.18	184.18	60.04	84.06
100000	Snyder, Julie	6,192.00	1,117.38	289.18	289.18	91.64	128.30

Click on the Print button for the reports.

## Inspire Health Systems

## Remittance

April 06, 2020 / 7:46 am

<b>Payroll Account number</b>	123456678RP0001		
<b>Remitting Frequency</b>	Regular (monthly)	<b>Remitted</b>	
<b>Date Payment made to employees</b>	Mar 31, 2020	<b>Due Date</b>	Apr 15, 2020
<b>CRA Payroll AP Account (Vendor)</b>	CRAPAYROLL	<b>Payment Date</b>	Apr 6, 2020
<b>Gross Period Payroll</b>	66,060.00	<b>Transaction Number</b>	
		<b>Number of employees in period</b>	11
<b>Amount Paid (total tax, CPP, EI remittance)</b>	23,008.91		

## Inspire Health Systems

## Remittance List - Detailed

April 06, 2020 / 7:46 am

Pay Period	Employees	Gross Pay	Payment Due	Transaction #	Paid	Remitted
Mar 31, 20	11	66,060.00	23,008.91	Apr 15, 20	Apr 6, 20	0.00
Employee			Tax	CPP employee / employer	EI employee / employer	
100000	Snyder, Julie	6,192.00	1,117.38	289.18	289.18	91.64 128.30
100001	Young, Danielle	3,800.00	453.64	184.18	184.18	60.04 84.06
100002	Stew, Greg	6,400.00	1,215.50	320.68	320.68	101.12 141.56
100003	Smith, Frank	4,032.00	464.70	173.16	173.16	56.72 79.40
100004	Davies, Judy	4,200.00	650.94	205.18	205.18	66.36 92.90
100005	Mckay, Harvey	20,980.00	7,823.73	1,077.96	1,077.96	331.32 463.84
100006	Bernard, Tina	3,380.00	422.50	162.14	162.14	53.40 74.76
100007	Ritchie, William	3,976.00	581.10	193.42	193.42	62.82 87.94
100008	Fitch, Kyle	2,900.00	332.78	136.94	136.94	45.82 64.14
100009	Fields, Todd	3,200.00	388.86	152.68	152.68	50.56 70.78
10001	Gibbs, Ned	7,000.00	1,559.26	0.00	0.00	0.00 0.00

When ready to post the remittance click on the 'Post' button.

Remittance Details

Payroll Account Number 123456678RP0001

Remitting Frequency Regular (monthly) Remitted --

Date payment made to employees 2020-03-31 Due date 2020-04-15

CRA Payroll AP Account (Vendor) 000001366

Gross period payroll 11

Amount paid (total tax, CPP, EI remittance)

Make Payment

Would you like to make the payment?

Yes No

Created by AR on 2020-04-06 7:46:07 AM Modified by AR on 2020-04-06 8:25:34 AM

If you want to pay the remittance now click on “Yes” and the Accounts Payable screen will be presented with the vendor setup in Company Setting -> Payroll.



**Payable Entry - CRAPAYROLL Canada Revenue Agency**

Post and Review GL

**Entry** | Job

Type: Payment

Vendor: ☒ Existing Vendor ☐ One Time Vendor

CRAPAYROLL Canada Revenue Agency

Date: 2020-04-06

☐ Print check

Reference no.:

Transaction no.: 0000001367

Payment Account: 11120/ / / RBC Bank

Memo:

Transaction No	Balance	Pay Amount	Terms Code	Terms Description
0000001366	23,008.91	23,008.91		

Amounts in Canadian dollars

Total: 23,008.91

If you clicked on “No” then the accounts payable entry will be posted to the vendor and you can go to AP and pay it later.

## Video Instruction



# Temporary Wage Subsidy for Employers

[See this link to determine eligibility for the Wage Subsidy being offered by the Government of Canada.](#)

If you are claiming the 'Temporary Wage Subsidy for Employers' then the source remittance will automatically reduce the payment to CRA for the eligible amount and post it to the GL account setup in company settings -> Payroll->Employer ->Temporary Wage Subsidy Revenue Account.

First create a GL account for the subsidy income. Then add that GL account as below.

The screenshot shows the 'Company Settings' window with the 'Employer' tab active. The 'Temporary Wage Subsidy Revenue Account' field is highlighted with a red box, indicating the account used for posting the subsidy.

Field	Value
Current Payroll Year	2020
Payroll Account Number	123456678RP0001
Remitting Frequency	Regular (monthly)
CRA Payroll AP Account (Vendor)	CRAPAYROLL
Temporary Wage Subsidy Revenue Account	69999/ /

Then when submitting the payroll deductions the subsidy will be calculated and posted to this GL account.

The screenshot shows the 'Remit Source Deductions (PD7A) - Apr 2020' window with the 'Details' tab active. The 'Temporary Wage Subsidy' field is highlighted with a red box, showing the calculated subsidy amount.

Field	Value	Field	Value
Payroll Account Number	123456678RP0001	Remitted	--
Remitting Frequency	Regular (monthly)	Due date	2020-04-15
Date payment made to employees	2020-03-31	Payment date	2020-04-06
CRA Payroll AP Account (Vendor)	CRAPAYROLL	Transaction No.	
Gross period payroll	66,060.00	Number of employees in last period	11
Temporary Wage Subsidy	3,629.00		
Amount paid (total tax, CPP, EI remittance)	19,379.91		

The subsidy amount will be posted to the Subsidy income account

GL Transaction - 0000001367

Entry

2020-03-31

+ × Expand Allocations

Account No	Account Name	Base Debit	Base Credit	Rate	Designation	Memo
21140/ /	Employees' Income Tax Payable	15,010.39	0.00		Credit	Clear Mar 2020 Payroll Source Deductions
21160/ /	Employees' E.I. Payable	2,207.48	0.00		Credit	Clear Mar 2020 Payroll Source Deductions
21150/ /	Employees' CPP Payable	5,791.04	0.00		Credit	Clear Mar 2020 Payroll Source Deductions
43000/ /	Income - Wage Subsidy	0.00	3,629.00		Credit	Clear Mar 2020 Payroll Source Deductions
21120/ /	Accounts Payable	0.00	19,379.91		Credit	Clear Mar 2020 Payroll Source Deductions

Debits 23,008.91

Credits 23,008.91


**Balance 0.00**

OK

Cancel

# 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  <b>Inspire Health Systems.</b>				Canada Revenue Agency Agence du revenu du Canada		<b>T4A</b> Statement of Pension, Retirement, Annuity, and Other Income État du revenu de pension, de retraite, de rente ou d'autres sources																											
		Year Année		<div style="border: 1px solid black; padding: 2px;">2018</div>																													
<div style="border: 1px solid black; padding: 2px;">           61 Payer's account number / Numéro de compte du payeur            123456678RP0001         </div>		<div style="border: 1px solid black; padding: 2px;">           12 Social insurance number            Numéro d'assurance sociale            000 000 000         </div>		<div style="border: 1px solid black; padding: 2px;">           13 Recipient's account number            Numéro de compte du bénéficiaire         </div>		<div style="border: 1px solid black; padding: 2px;">           16 Pension or superannuation - line 115            Prestations de retraite ou autres pensions - ligne 115            0.00         </div>		<div style="border: 1px solid black; padding: 2px;">           22 Income tax deducted - line 437            Impôt sur le revenu retenu - ligne 437            0.00         </div>																									
		<div style="border: 1px solid black; padding: 2px;">           18 Lump-sum payments - line 130            Paiements forfaitaires - ligne 130            0.00         </div>		<div style="border: 1px solid black; padding: 2px;">           20 Self-employed commissions            Commissions d'un travail indépendant            0.00         </div>																													
<div style="border: 1px solid black; padding: 5px;"> <b>Recipient's name and address - Nom et adresse du bénéficiaire</b>  <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Last name (print) - Nom de famille (en lettres moulées)</span> <span>First name - Prénom</span> <span>Initials - Initiales</span> </div> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> <span>SINCLAIR</span> <span>John</span> </div> <div style="margin-top: 10px;">           56 N Wood Ave #25            Montreal QC H2M 1W9         </div> </div>		<div style="border: 1px solid black; padding: 2px;">           24 Annuities            Rentes            0.00         </div>		<div style="border: 1px solid black; padding: 2px;">           48 Fees for Services            Honoraires ou autres sommes pour services rendus            4,367.62         </div>																													
		<div style="border: 1px solid black; padding: 5px;">           Other information (see page 2)            Autres renseignements (voir à la page 2)           <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>Box - Case</th> <th>Amount - Montant</th> <th>Box - Case</th> <th>Amount - Montant</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> </div>						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

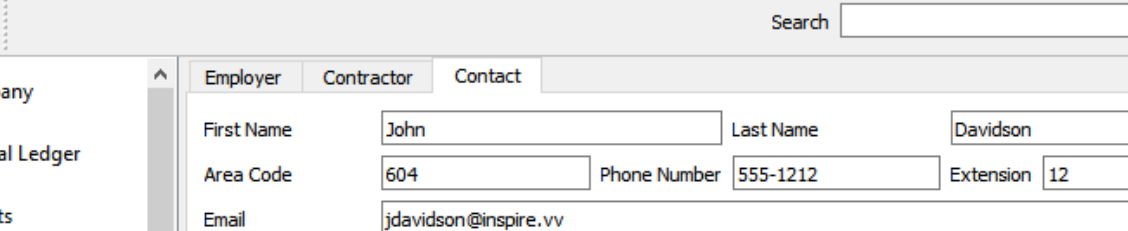
- Current Payroll Year – T4As will print for the year prior to the current year.
- Payroll Account Number – The account number assigned to the company by CRA

The screenshot shows the 'Company Settings' window with the 'Payroll' tab selected. The 'Employer' section is active, showing two fields: 'Current Payroll Year' set to '2019' and 'Payroll Account Number' set to '123456678RP0001'. The left sidebar contains a list of settings categories: 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.

Field	Value
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.



The screenshot shows the 'Company Settings' window with the 'Payroll' tab selected. The main content area displays the 'Contact' tab for a company. The fields are as follows:

Field	Value
First Name	John
Last Name	Davidson
Area Code	604
Phone Number	555-1212
Extension	12
Email	jdavidson@inspire.vv
Preferred Language	English

# T4A Vendor Settings

Once you have decided that it is applicable to issue a T4A the vendor must be set to report these amounts on the slips. To do this edit the vendor and go to the general tab.

## Reporting

- Report Type – Select T4a
- Identification Type – Select one of the following Identification Type
  - “Social Insurance Number” if it is a Canadian individual
  - “Business Number” if it is a Canadian registered business
  - “Social Service Number” if it is an US individual
  - “Employer Identification Number” if it is US Business or Canadian company doing business in the US
- Identification – Either Social Insurance Number, Business Number, Social Service Number, or Employer Identification Number

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:

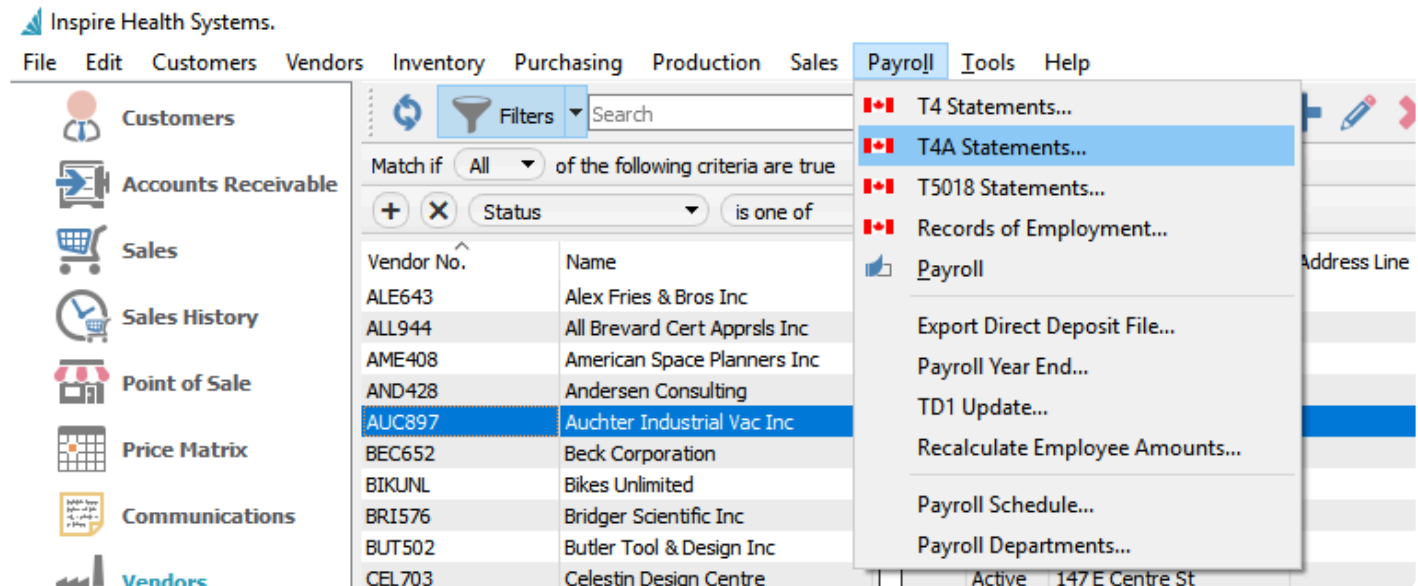
Reporting	
Report Type	T4A
Identification Type	Social Insurance Number
Identification	718345345

To the right of the 'Reporting' section is the 'User Defined Fields' section, which contains three text input fields labeled 'Notes', 'Buyer', and 'Reference'.

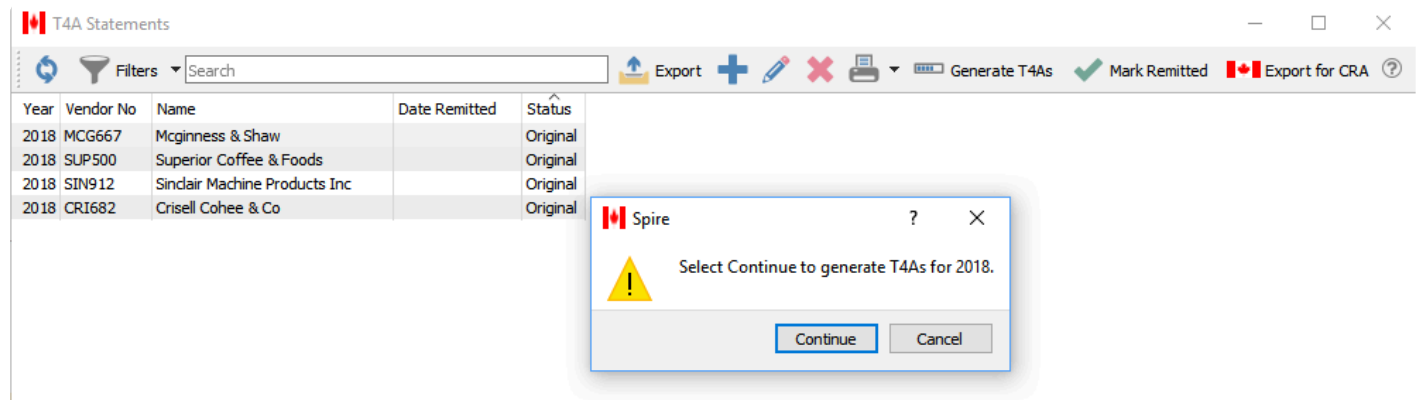
# T4A Creating Statements

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      Sincclair, John      Original      **2018**

Open Vendor    Mark Remitted

---

**Payer Information**

Payer's name: Inspire Health Systems.

Payer's account number: 61    123456678RP0001

**T4A slip**

Last Name: Sincclair

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

**Mark Remitted** – If the T4A Statement has been remitted to CRA, clicking on the “Mark Remitted” will put a date stamp on the report. This will show the date under the column “Date Remitted”

# 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.

T4A (18) Protected B when completed / Protégé B une fois rempliProtected B when completed / Protégé B une fois rempli

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,

<b>2018</b>
-------------

Payer's account number

061

<b>123456678RP0001</b>
------------------------

### Total from T4A slips

Total number of T4A slips	088	<b>4</b>
Pension or superannuation	016	
Lump-sum payments	018	
Self-employed commissions	020	
Annuities	024	
Other income	028	<b>0.00</b>
Patronage allocations	030	<b>0.00</b>
RPP contributions (past service)	032	<b>0.00</b>
Pension Adjustment	034	<b>0.00</b>
RESP accumulated income payments	040	<b>0.00</b>
RESP educational assistance payments	042	<b>0.00</b>
Fees for services	048	<b>38,755.62</b>
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 'T4A Statements' application window. In the top toolbar, the 'Export for CRA' button (with a Canadian flag icon) is highlighted with a red box. An 'Export for CRA' dialog box is open in the foreground. It contains the following fields:

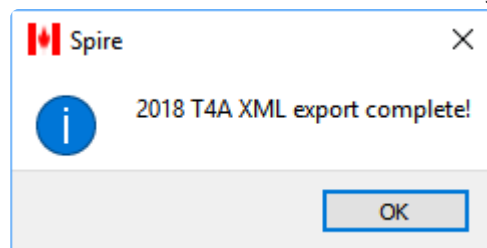
- Submission Reference Identification: 00000000
- Report Type: Original (dropdown)
- Preferred Correspondence Language: English (dropdown)
- Company Name: Inspire Health Systems.
- Proprietor #1 SIN: (empty)
- Proprietor #2 SIN: (empty)
- Contact Information section:
  - Name: John Davidson
  - Area Code: 604
  - Phone Number: 555-1212
  - Extension: 12
  - Email: jdavidson@inspire.vv

At the bottom of the dialog are 'OK' and 'Cancel' buttons.

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

## Return to Filing Information Returns Electronically

Need a Web access code?

## Internet file transfer (XML)

\* Account number (without dashes or spaces) (required)

127-L473RP0001

\* Web access code (case sensitive) (required)

.....

Next

Date modified: 2019-01-07

[Contact information](#) • [Terms and conditions](#) • [Privacy](#)

Canada

# T5018 Statements

According to CRA you must issue T5018s if you are an individual, partnership, trust, or corporation involved in construction activities which provide your primary source of business income and you make payments to subcontractors for construction services, you must report amounts paid or credited (whether by cheque, cash, barter, or offset against an amount owing) These amounts must include the HST/GST in the total reported.

Spire reports all vendor invoices **including HST/GST** in Box 22 (Construction Subcontractors Payments) of the T5018.



Canada Revenue  
Agency

Agence du revenu  
du Canada

Protected B when completed  
Protégé B une fois rempli

## T5018

### Statement of Contract Payments État des paiements contractuels

20	For period ending Pour la période se terminant le	22	Construction subcontractor payments Paiements à un sous-traitant de la construction	24	Recipient's identification number Numéro d'identification du bénéficiaire
	2018   12   31		21,50		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 (NIAS)	
				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 -> Contractor 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 j davidson@inspire.vv

Preferred Language English



# T5018 Vendor Settings

Once you have decided that it is applicable to issue a T5018 the vendor must be set to report these amounts on the slips. To do this edit the vendor and go to the general tab.

## Reporting

- Report Type – Select T5018
- Identification Type – Select one of the following Identification Type
  - “Social Insurance Number” if it is a Canadian individual
  - “Business Number” if it is a Canadian registered business
  - “Social Service Number” if it is an US individual
  - “Employer Identification Number” if it is US Business or Canadian company doing business in the US
- Identification – Either Social Insurance Number, Business Number, Social Service Number, or Employer Identification Number

The screenshot shows the 'Vendor - AME408' window with the 'General' tab selected. The window title is 'Vendor - AME408'. The top bar contains icons for save, undo, redo, delete, print, and navigation. The main area has a header with 'Vendor No.' (AME408), 'Name' (American Space Planners Inc), 'On Hold' checkbox, 'Status' (Active), 'Foreground' color selector, and 'Background' color selector. Below the header are tabs: Addresses, Billing, General, Statistics, Accounts Payable, Vendor Prices, Purchasing, T4A Statements, and T5018 Statements. The 'General' tab is active, showing a 'Reporting' section with 'Report Type' (T5018), 'Identification Type' (Business Number), and 'Identification' (87536393). To the right is a 'User Defined Fields' section with 'Notes', 'Buyer', and 'Reference' text boxes.

Vendor - AME408

Vendor No. AME408 Name American Space Planners Inc ☐ On Hold Status Active Foreground Background

Addresses Billing General Statistics Accounts Payable Vendor Prices Purchasing T4A Statements T5018 Statements

Reporting

Report Type T5018

Identification Type Business Number

Identification 87536393

User Defined Fields

Notes

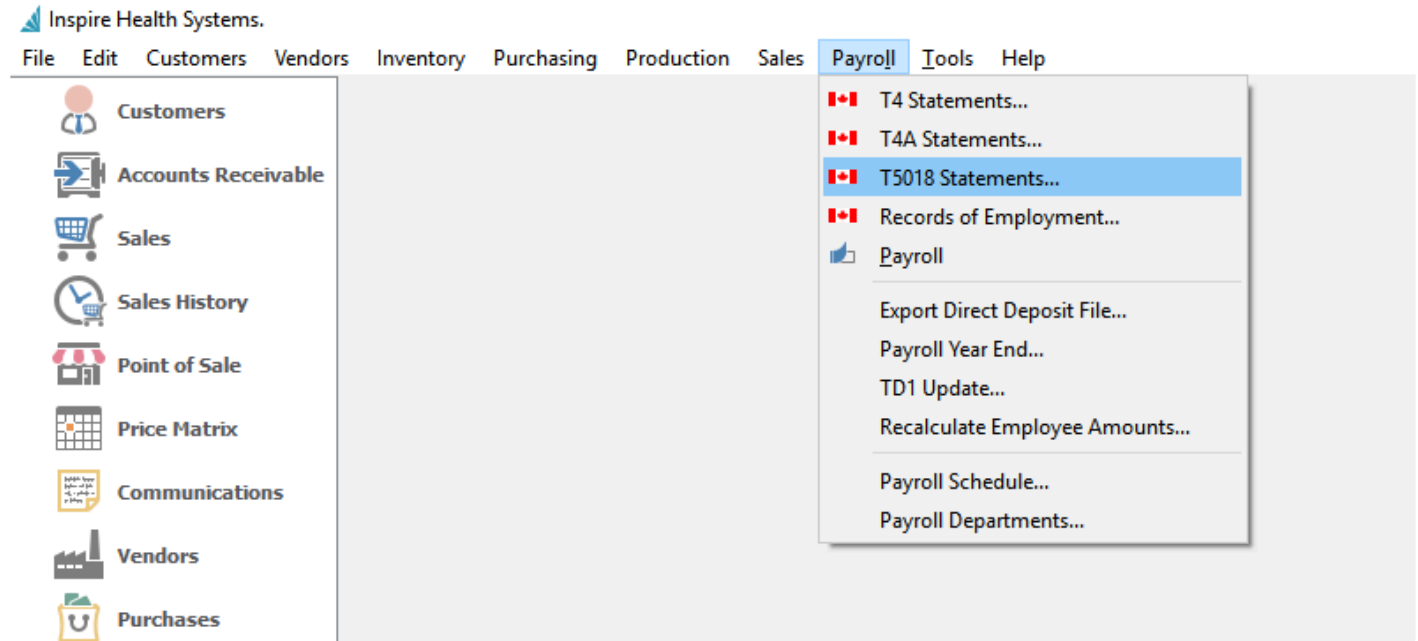
Buyer

Reference

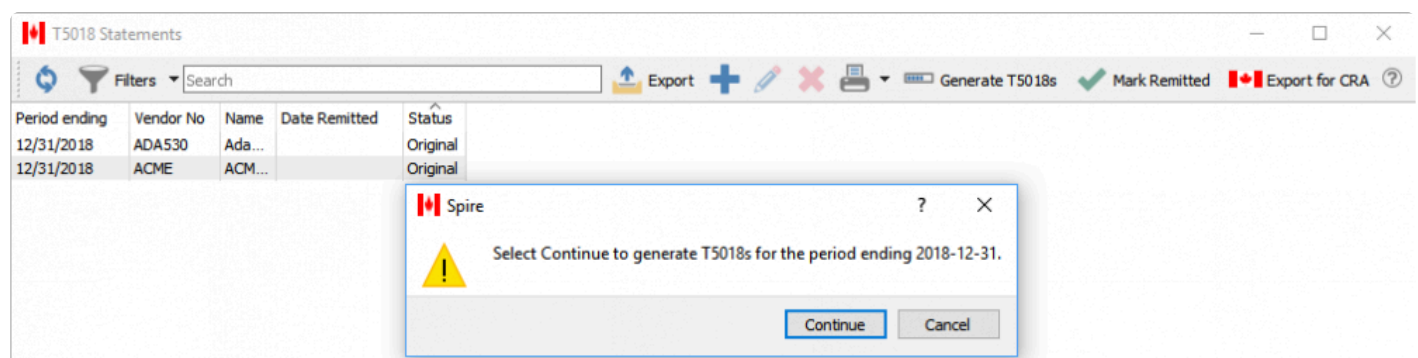
# T5018 Creating Statements

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.

**Check for accuracy**

**T5018 Statement of Contract Payments - ACME**

Vendor No: ACME    ACME Systems Inc    Original

**Payer Information**

Payer's name: Inspire Health Systems.

Payer's account number: 123456678RZ

**T5018 slip**

For the period ending: 20 12/31/2018

Recipient's identification number: 24 1756466

Social insurance number: 175 646 6

Last Name:

First Name:

Initial:

Street Address: 500 - 44882 Saperton St

Street Address:

City: Port Moody

Province: BC

Country: Canada

Postal Code (A1A1A1): V5T5Y6

**Financial Information**

	Suggested	Adjusted
Construction subcontractor payments	22	21.50

Created by AL on 01/21/2019 9:10:08 AM Modified by AL on 01/21/2019 9:10:08 AM

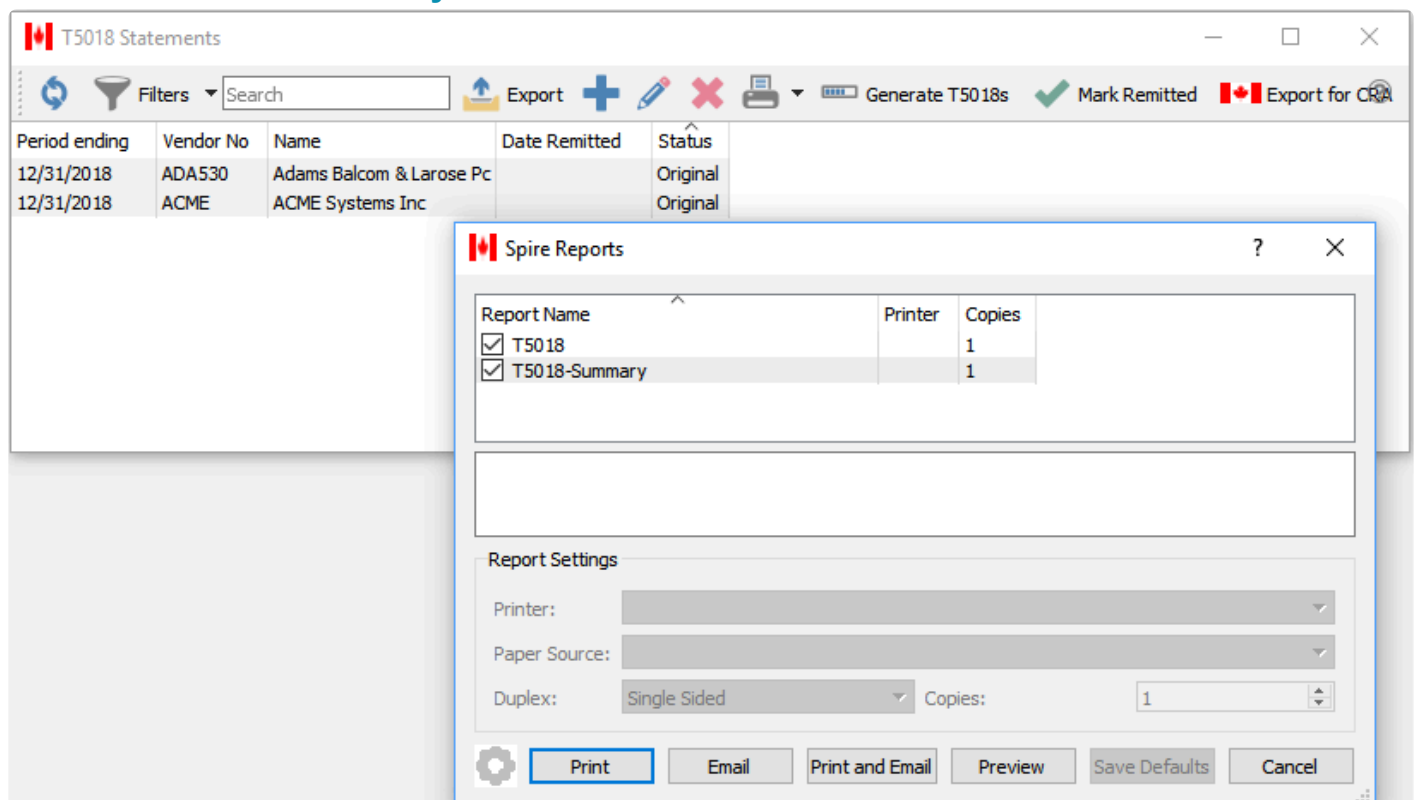
**Mark Remitted** – If the T5018 Statement has been remitted to CRA, clicking on the “Mark Remitted” will put a date stamp on the report. This will show the date under the column “Date Remitted”

# T5018 Printing

T5018s can be printed individually or from a selected list. From inside the T5018 itself the print button will print a T5018 for just this one person/company. From the T5018 list it will print the highlighted T5018 and a T5018 summary.

If printing T5018 and T5018 summary, give one copy to the recipient and send one copy to CRA along with the T5018 summary. The recipient's copy also includes instructions on how to report the T5018 information on their income tax return. If remitting T5018 electronically the recipient still needs to receive a printed copy. (See next section for filing T5018 electronically.)

## Print T5018 and Summary



## Printed T5018

- \* Note that the second copy of the T5018 is for the recipient, and does not have the issuers CRA account number on it. The top copy is for CRA and does include the account number.

Protégé B une fois rempli

**T5018****Statement of Contact Payments  
État des paiements contractuels**

20	For period ending Pour la période se terminant le	22	Construction subcontractor payments Paiements à un sous-traitant de la construction	24	Recipient's identification number Numéro d'identification du bénéficiaire
	2018   12   31		64,852.00		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	

See the privacy notice on your return

Consultez l'avis de confidentialité dans votre déclaration

T5018 (17)

Canada

Canada Revenue  
AgencyAgence 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		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	

See the privacy notice on your return

Consultez l'avis de confidentialité dans votre déclaration

T5018 (17)

Canada

## T5018 Summary

The T5018 summary is the total of all amounts included on all T5018s. Be sure to select print all when printing the summary.

### T5018 Summary

For the period ending

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.

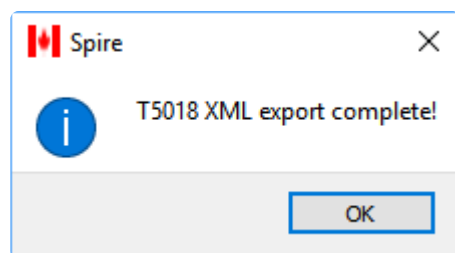
The screenshot shows the 'T5018 Statements' application window. In the top toolbar, the 'Export for CRA' button (with a Canadian flag icon) is highlighted with a red rectangle. A modal dialog box titled 'Export for CRA' is open, containing the following fields:

- Submission Reference Identification: 00000000
- Report Type: Original (dropdown)
- Preferred Correspondence Language: English (dropdown)
- Company Name: Inspire Health Systems.
- Proprietor #1 SIN: (empty)
- Proprietor #2 SIN: (empty)
- Contact Information section:
  - Name: John Davidson
  - Area Code: 604
  - Phone Number: 555-1212
  - Extension: 12
  - Email: jdavidson@inspire.vv

At the bottom of the dialog are 'OK' and 'Cancel' buttons.

## Save File

Save the file to a secure location on your PC so it is accessible for uploading to CRA.

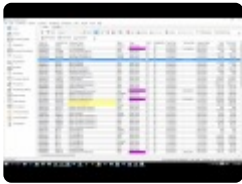


## Upload File

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.

Inspire Health Systems.

File Edit Customers Vendors Inventory Purchasing Production Sales Payroll Tools Help

Calendar Communications Job Costing Payroll Sales Accounts Payable Customers Accounts Receivable

Filters Search

Export Add Edit Delete Job Entry

Number	Description	Status	Estimated Hours	Actual Income	Estimated Income	Actual Expense	Estimated Expense	Variance Hours	Variance Income	Variance Expense	Actual GP	Estimated GP	Variance GP	Actual GP %	Estimated GP %
ISLINGTON	Islington Golf	Active	234.00	0.00	39,000.00	0.00	29,750.00	-234.00	-39,000.00	-29,750.00	0.00	9,250.00	-9,250.00		24.00
GRAHAM	Graham, Gene P Jr	Active	145.00	0.00	20,050.00	0.00	14,250.00	-145.00	-20,050.00	-14,250.00	0.00	5,800.00	-5,800.00		29.00
DANVILLE	Danville Nursing Home	Hold	43.00	305.53	11,800.00	776.50	7,780.00	-30.00	-11,484.47	-7,003.50	-470.97	4,020.00	-4,490.97	-154.00	34.00
ABERNATHY	Gerry Abernathy - Home ...	Compl...	84.00	0.00	15,400.00	0.00	9,530.00	-84.00	-15,400.00	-9,530.00	0.00	5,870.00	-5,870.00		38.00
CARSTENSEN	Carstensen Contracting	Active	38.00	0.00	7,800.00	0.00	4,850.00	-38.00	-7,800.00	-4,850.00	0.00	2,950.00	-2,950.00		38.00
MEADCOMF	Meadow Comfort Inn	Active	56.00	0.00	9,600.00	0.00	5,830.00	-56.00	-9,600.00	-5,830.00	0.00	3,770.00	-3,770.00		39.00
JACKFIT	Jackson Fitness - Demo ...	Active	45.00	5,633.82	19,700.00	10,480.41	11,500.00	-10.00	-14,066.18	-1,019.59	-4,846.59	8,200.00	-13,046.59	-86.00	42.00
HALTON	Robert Halton - Home ...	Active	38.00	0.00	8,300.00	0.00	4,750.00	-38.00	-8,300.00	-4,750.00	0.00	3,550.00	-3,550.00		43.00
SOUTH-EAST	Southeastern University	Active	54.00	100.00	10,850.00	50.00	5,600.00	-52.00	-10,750.00	-5,550.00	50.00	5,250.00	-5,200.00	50.00	48.00
TORREC	Toronto Recreation Centre	Active	114.00	0.00	20,500.00	0.00	10,110.00	-114.00	-20,500.00	-10,110.00	0.00	10,390.00	-10,390.00		51.00

User SP5RE Warehouse VA Location VAN Date 2020-04-29

**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 [Inspire Health Systems.]

Number JACKFIT

Name Jackson Fitness - Demo Gym

Status Active

Address Details Accounts Entries Communication User Defined

Start date 2020-04-29 Contract number 6293630

End date - - Contract date 2020-04-01

Ranking 0

Reference

Summary	Hours	Income	Expense	G.P. \$	G.P. %
Actual	35.00	5,633.82	10,480.41	-4,846.59	-86.03
Estimated	45.00	19,700.00	11,500.00	8,200.00	41.62
Variance	-10.00	-14,066.18	-1,019.59	-13,046.59	-127.65

Created by SS on 2016-09-26 3:43:47 AM Modified by SA on 2020-04-29 10:57:23 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 [Inspire Health Systems.]

Number: JACKFIT

Name: Jackson Fitness - Demo Gym

Status: Active

Address Details Accounts Entries Communication User Defined

Account	Name
EQUIPMENT	Equipment
EQINSTALL	Equipment Inst...
FLOOR	Flooring
FOLLOWUP	Follow Up
GLASS	Glass
TRAINING	Training
WALLS	Walls

Details Communication

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	Expense
Actual	0.00	0.00	2,167.14
Estimated	12.00	2,500.00	1,000.00
Variance	-12.00	-2,500.00	1,167.14

Created by SS on 2016-09-26 3:43:47 AM Modified by SA on 2020-04-29 10:57:23 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

The Entries tab is where the Job Entry has been sourced and processed.

Job - JACKFIT [Inspire Health Systems.]

Number: JACKFIT

Name: Jackson Fitness - Demo Gym

Status: Active

Address Details Accounts Entries Communication User Defined

Filters Export Job Entry

Job No	Account No	Date	Source	Hours	Expense	Income	Type	Entity	Currency	Document	Memo	Foreign Expense	Foreign Income
JACKFIT	EQUIPMENT	2016-09-26	Order Entry	0.00	2,499.50	4,439.00	Inv.	JACK225		0000600399		0.00	0.00
JACKFIT	EQUIPMENT	2016-09-26	Order Entry	0.00	24.75	45.41	Inv.	JACK225		0000600399		0.00	0.00
JACKFIT	EQUIPMENT	2016-09-26	Order Entry	0.00	55.00	100.91	Inv.	JACK225		0000600399		0.00	0.00
JACKFIT	EQUIPMENT	2016-09-26	Order Entry	0.00	58.38	105.95	Inv.	JACK225		0000600399		0.00	0.00
JACKFIT	EQUIPMENT	2016-09-26	Order Entry	0.00	49.50	90.82	Inv.	JACK225		0000600399		0.00	0.00
JACKFIT	EQUIPMENT	2016-09-26	Order Entry	0.00	151.25	277.50	Inv.	JACK225		0000600399		0.00	0.00
JACKFIT	EQUIPMENT	2016-09-26	Order Entry	0.00	145.91	262.36	Inv.	JACK225		0000600399		0.00	0.00
JACKFIT	EQUIPMENT	2016-09-26	Order Entry	0.00	125.85	227.05	Inv.	JACK225		0000600399		0.00	0.00
JACKFIT	EQINSTALL	2016-09-26	Accounts Payable	0.00	649.64	0.00	Vend.	WALEQU		Invoice	John Onsite	0.00	0.00
JACKFIT	GLASS	2016-09-26	Accounts Receivable	0.00	0.00	84.82	Cust.	JACK225		Invoice	Fedex Dropoff	0.00	0.00
JACKFIT	TRAINING	2016-09-30	Payroll	12.00	276.00	0.00	Empl.	100001		0000024733		0.00	0.00
JACKFIT	FOLLOWUP	2016-09-30	Payroll	6.00	72.00	0.00	Empl.	100006		0000024738		0.00	0.00
JACKFIT	EQINSTALL	2016-09-26	Purchase Order	0.00	267.50	0.00	POrv.	EMPHEA		0000700092		0.00	0.00
JACKFIT	FOLLOWUP	2016-09-26	General Ledger	0.00	500.00	0.00					Accounting Pai...	0.00	0.00
JACKFIT	EQINSTALL	2016-09-26	General Ledger	0.00	1,250.00	0.00					Sign for Job Site	0.00	0.00
JACKFIT	WALLS	2016-09-27	Accounts Payable	0.00	3,502.61	0.00	Vend.	SPRFIT	USD	Invoice		2,234.00	0.00
JACKFIT	GLASS	2016-09-27	Accounts Payable	0.00	429.52	0.00	Vend.	STRING		Invoice		0.00	0.00
JACKFIT	GLASS	2016-10-30	Payroll	4.00	92.00	0.00	Empl.	100000		0000024743		0.00	0.00
JACKFIT	TRAINING	2016-10-30	Payroll	6.00	156.00	0.00	Empl.	100000		0000024743		0.00	0.00
JACKFIT	WALLS	2016-10-30	Payroll	7.00	175.00	0.00	Empl.	100002		0000024745		0.00	0.00

Created by SS on 2016-09-26 3:43:47 AM Modified by SA on 2020-04-29 10:57:23 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

**Foreign Expense**- Expense amounts based on non-based currency vendors

**Foreign Income**- Income amounts based on non-based currency customers

# General Ledger

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

GL Transaction - 0000000863 [Inspire Health Systems.]

Post Expand Allocations Reverse View Source

Entry Communications

2016-09-26

Account No	Account Name	Base Debit	Base Credit	Foreign Debit	Foreign Credit	Source	Designation	Memo	Job Account
11120/ /	RBC Bank	0.00	1,765.63	0.00	0.00	General Ledger	Debit		
82100/ /	Advertising Expenses	1,250.00	0.00	0.00	0.00	General Ledger	Debit	Sign for Job Site	JACKFIT /EQINSTALL
21410/ /	G.S.T. Input Credits	515.63	0.00	0.00	0.00	General Ledger	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 and Review GL

Entry **Job**

Type: Invoice

Vendor: ☒ Existing Vendor ☐ One Time Vendor

WALEQU Walcom Equipment Ltd

Date: 04/30/2020

Reference no.:

Purchase no.:

Transaction no.: 0000001291

Terms:

Due date: / /

Expense Account: 82350 / Postage Expense

Memo:

Amounts in Canadian dollars

G.S.T.: 237.50

BC P.S.T.: 332.50

Subtotal: 4,750.00

Total: 5,320.00

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 and Review GL

Entry Job

✖ Delete

Job Account	Name	Date	Hours	Expense	Foreign Expense	Currency	Memo
ABERNATHY /FOLLOWUP	Follow Up	04/30/2020	0.00	2,100.00	0.00		Signage
JACKFIT /GLASS	Glass	04/30/2020	0.00	1,425.00	0.00		Delivery
DANVILLE /TRAINING	Training	04/30/2020	0.00	1,225.00	0.00		Car Rental

**Job Account** – Select a job/account

**Name** – Job name

**Date** – Date of the Job

**Hours** – Hours to post

**Expense** – Expense amount

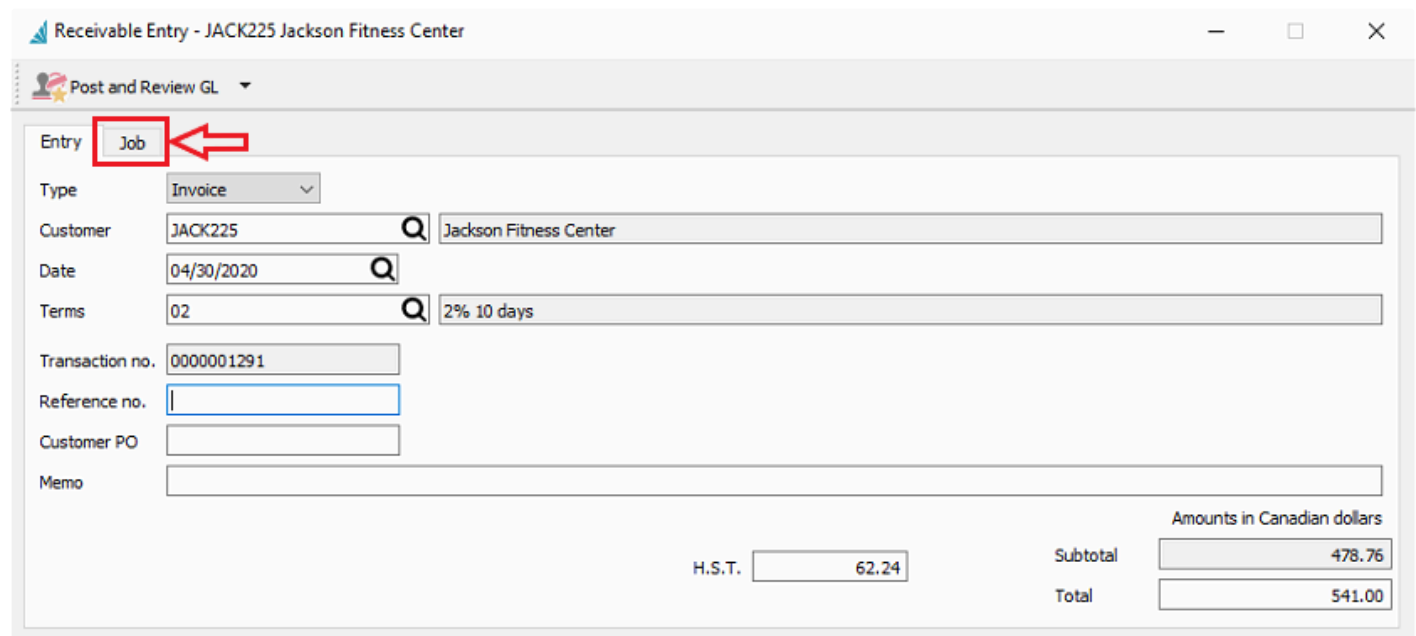
**Memo** – Optional memo that will be shown in the job ledger

**Foreign Expense** – For Vendors that are set for non-based currency

**Currency** – Currency code for Vendors that are non-based currency

# 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



Receiveable Entry - JACK225 Jackson Fitness Center

Post and Review GL

Entry **Job**

Type: Invoice

Customer: JACK225 Jackson Fitness Center

Date: 04/30/2020

Terms: 02 2% 10 days

Transaction no.: 0000001291

Reference no.:

Customer PO:

Memo:

Amounts in Canadian dollars

H.S.T.	62.24	Subtotal	478.76
		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.

Receivable Entry - JACK225 Jackson Fitness Center

Post and Review GL

Entry Job

✖ Delete

Job Account	Name	Date	Hours	Income	Foreign Income	Currency	Memo
JACKFIT /EQUIPMENT	Equipment	04/30/2020	12.00	125.00	0.00		Delivery
JACKFIT /GLASS	Glass	04/30/2020	0.00	188.00	0.00		Banking Fees
JACKFIT /WALLS	Walls	04/30/2020	0.00	25.00	0.00		Admin

**Job Account** – Select a job/account

**Name** – Job name

**Date** – Date of the Job

**Hours** – Hours to post

**Income** – Income amount

**Memo** – Optional memo that will be shown in the job ledger

**Foreign Expense** – For Vendors that are set for non-based currency

**Currency** – Currency code for Vendors that are non-based currency



# 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...

Purchase Order - 0000700109 [Inspire Health Systems.]

Open Vendor Open Currency View Compact

Refresh Prices Issue Receive Invoice Close Totals by Receiving Qty Next Phase Add To Calendar

Main Bill From Ship To Sales Taxes Info Communications Receive Order Purchase Receipts Purchase History Sales History Phase User Defined Job

Job Account JACKFIT /EQUIPMENT Equipment  
Jackson Fitness - Demo Gym

...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 - 0000700109 [Inspire Health Systems.]

Open Vendor Open Currency View Compact

Refresh Prices Issue Receive Invoice Close Totals by Receiving Qty Next Phase Add To Calendar

Main Bill From Ship To Sales Taxes Info Communications Receive Order Purchase Receipts Purchase History Sales History Phase User Defined Job

Vendor

Vendor No. OMEELE Omega Electronics Inc Notes

Vendor Order No Reference No

General

Ship To Customer Ship Address ID FOB

Warehouse VA Buyer

Ship Via Description

Order Details

Status Open

PO No 0000700109

Order Date 04/30/2020

Required Date 02/15/2015

Last Received

Receive Date 04/30/2020

Phase

Location VAN - Vancouver

Items

Serial Numbers Scan Items Comment Show UDF Receiving Labels Open Inventory Open Source

#	Part No	Description	Min Qty	Order Qty	Cost	UOM	Inventory GL	Job Account	G.S.T.	BC P.S.T.	Inventory Cost
1	VA /OME300HHM	Omega 300 Heart Rate Monitor	0.000	12.000	58.74000	EA	11303	JACKFIT /EQUIPMENT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	58.74000
2	VA /OME300HHM	Omega 300 Heart Rate Monitor	0.000	12.000	58.74000	EA	11303	JACKFIT /EQUIPMENT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	58.74000
3	VA /OME300HHM	Omega 300 Heart Rate Monitor	0.000	12.000	58.74000	EA	11303	JACKFIT /EQUIPMENT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	58.74000
4	VA /DELIVERY	Delivery	0.000	1.000	0.00000		82170	JACKFIT /EQUIPMENT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Press <enter> to insert a comment

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

Weight 0.0 Landed Freight 0.00 Discount 0.0 % 0.00 Subtotal 2,114.64 Amounts in Canadian dollars

Vendor Freight 0.00 Landed Duty 0.00 G.S.T. 105.73

BC P.S.T. 148.02

2,368.39

Created by SA on 04/30/2020 9:49:51 AM Modified by SA on 04/30/2020 9:49:51 AM

# Sales Orders

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

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

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

Part No	Description	Order Qty	Ship Qty	B/O Qty	Discount %	Retail Price	Unit Price	Current Cost	Average Cost	Job Account
VA /ABMAT	AbMat	1.00	0.00	1.00	0.00	37.01	37.01	19.55	19.55	JACKFIT /EQUIPMENT
VA /INSKB5	InSpire Kettlebell 5	2.00	2.00	0.00	0.00	15.00	15.00	8.828	8.412	JACKFIT /EQUIPMENT
VA /INSKB10	InSpire Kettlebell 10	1.00	0.00	1.00	0.00	25.00	25.00	13.75	13.75	JACKFIT /FLOOR
VA /INSKB20	InSpire Kettlebell 20	3.00	3.00	0.00	0.00	45.00	45.00	26.483	24.962	JACKFIT /EQUIPMENT
VA /INSKB25	InSpire Kettlebell 25	1.00	1.00	0.00	0.00	55.00	55.00	32.368	30.65	JACKFIT /EQUIPMENT
VA /INSKB30	InSpire Kettlebell 30	2.00	2.00	0.00	0.00	65.00	65.00	39.844	37.498	JACKFIT /EQUIPMENT
VA /INSKB40	InSpire Kettlebell 40	1.00	0.00	1.00	0.00	85.00	85.00	46.75	46.75	JACKFIT /EQUIPMENT

Press <enter> to insert a comment

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

Total Weight 0.0 Total Average Cost 197.36 Gross Margin 152.64 43.61 % Discount 0.00 0.0 % Subtotal 350.00  
 Freight 17.50 Total Current Cost 209.17 Current Margin 140.83 40.24 % Shop Fee 0.00 G.S.T. 18.38  
 Total Standard Cost 0.00 Standard Margin 350.00 100.0 % BC P.S.T. 25.73

Amounts in Canadian dollars  
**411.61**

Created by SS on 07/07/2015 7:29:23 AM Modified by SA on 04/30/2020 10:21:01 AM

When the invoice is posted the sales 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 - [Inspire Health Systems.]

Payroll Date: 05/15/2020    100007    Ritchie, William

✖ ☐ Show UDF

Employee No	Name	Periods	Vacation Owed	Advance Balance	Period	Cheque	Transaction	Posted	Irregular	Reversal	Direct Deposit	Total Hours	Gross Pay	Taxable
100001	Young, Danielle	24	2,948.80	0.00	2020-09-0			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	1,900.00	1,777.00
100002	Stew, Greg	24	2,613.40	0.00	2020-09-0			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	3,200.00	3,200.00
100007	Ritchie, William	24	2,350.24	0.00	2020-09-0			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16.00	456.00	456.00

✖ ☐ Show UDF

Type	Hours	Rate	Pay	GL Account	GL Description	Job Account	Comment	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	ISLINGTON /EQINSTALL		ExtMedi	0.00	qqq	0.00
Regular	5.00	24.00	120.00	82400	Office Wages & Salaries	CARSTENSEN/EQINSTALL					
Regular	0.00	0.00	24.00	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

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## Overview

The UDF module allows you to add fields that are not included in the default Spire program. There are several types of data fields that can be added and they can then be given parameters for how the data is to be formatted. Once entered, this data can be added to stock or custom reports.

An example would be if a food product in inventory needed the ability to be identified to whether it is 'Gluten Free'. This could then be printed on to packing slips and invoices.

The UDF tab appears in all modules so extra data can be added wherever it is required. The data can be organised into several tabs so that information can be grouped.

The types of fields that are available are:

- Text
- Multiline Text
- Integer
- Numeric
- Currency
- Percent
- Date
- Boolean

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.

Configuring Your Custom Fields – click “UDF Properties”

First you need to add a ‘Page’ to the structure by clicking on ‘NewPage’. Give the page a name that will appear the list

Standing Order - 0000102600 Hastings Communications [Inspire Health Systems.]

Open Customer Open Currency View Compact Process Reprocess Invoice Next Phase Totals By Ordered Qty

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

Tacking Info **Size Info**

Tacking Number

Tack Date  / /

Complete? ☐

Carrier

UDF Structure

Label	Name	Data Type
▼ Tacking		
Tacking Number	TrackNo	Text
Tack Date	Date	Date
Complete?	Complete	Boolean
Carrier	Carrier	Text
▼ Info		
By	By	Multiline Text
<b>Size Info</b>		

Spire

Page Label

**Size Info**

OK Cancel

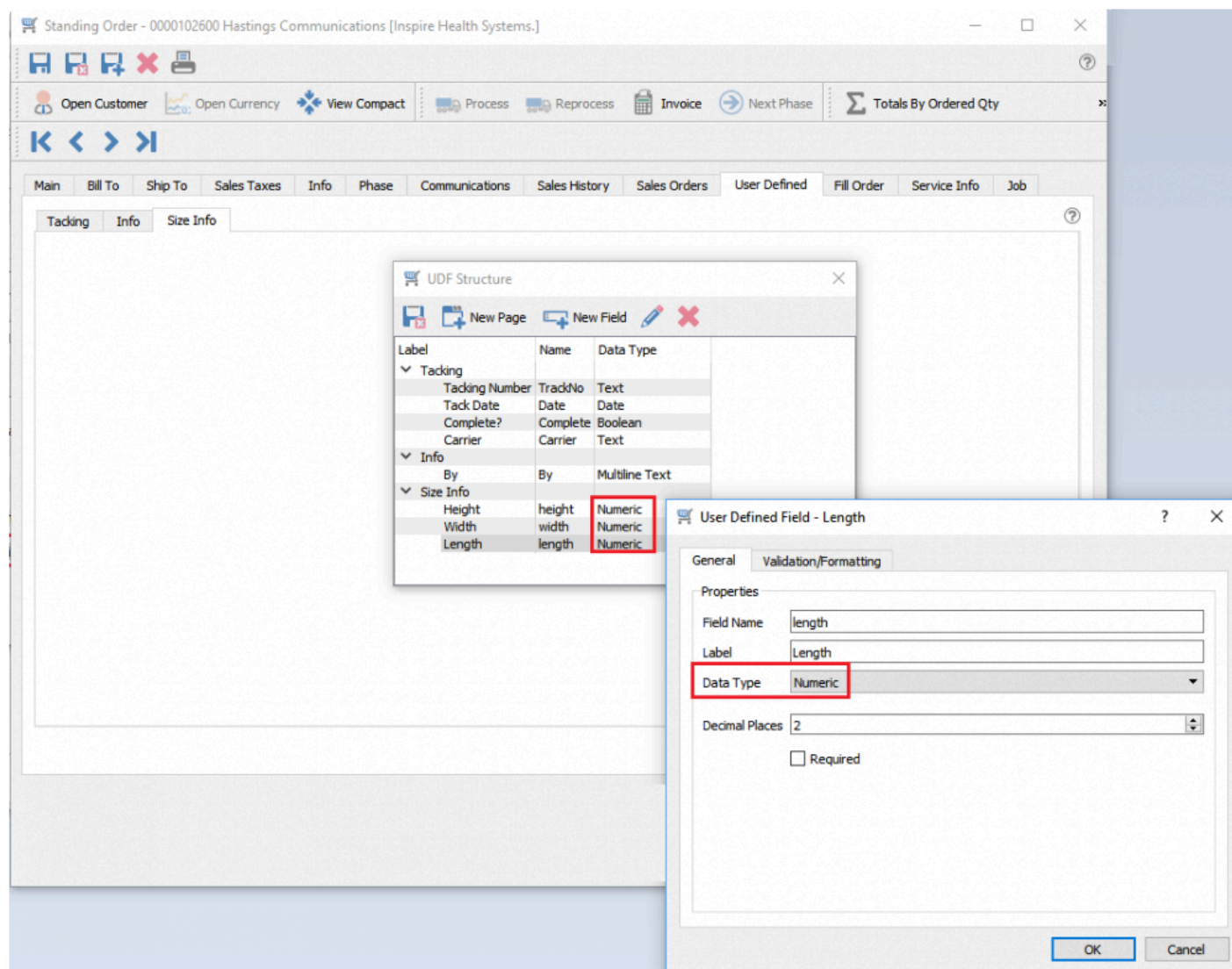
UDF Properties

Within the UDF structure dialog highlight 'Size Info' click 'New Field' to add a field.

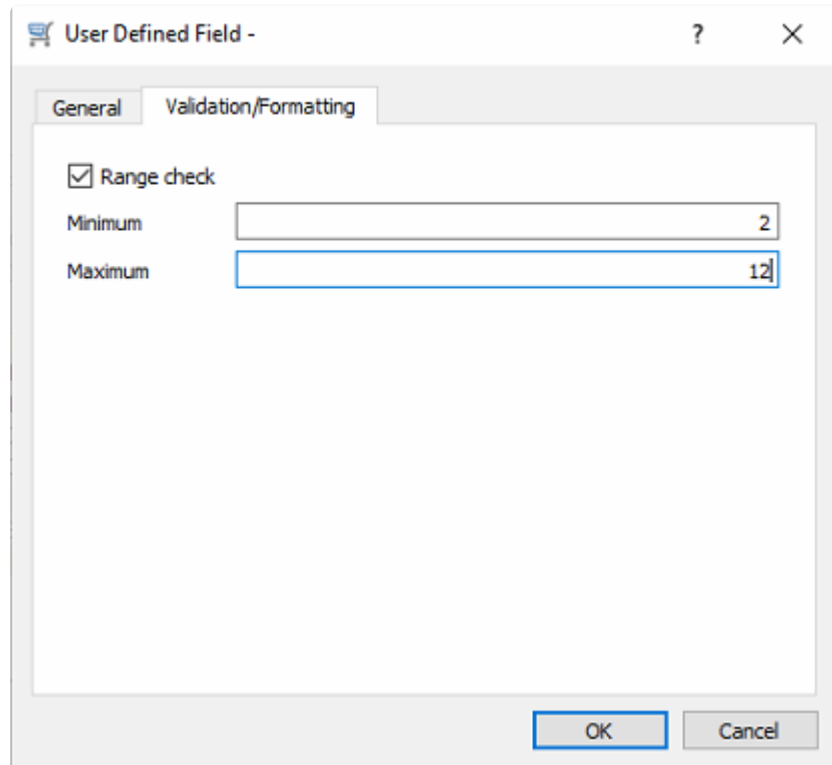
In this example we added 3 new fields in our page called 'Size Info'.

- Height
- Width
- Length

We set the 3 fields as numeric with 2 decimals.



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

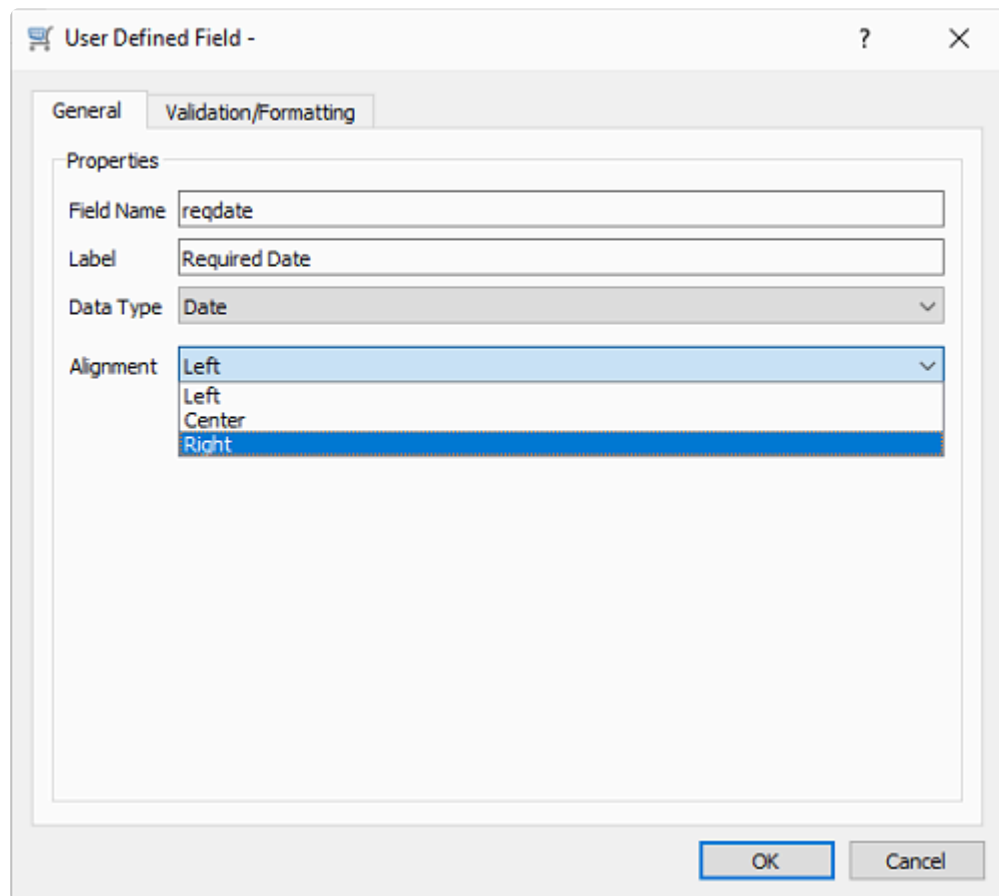


The image shows a dialog box titled "User Defined Field -" with a question mark icon and a close button (X). It has two tabs: "General" and "Validation/Formatting". The "Validation/Formatting" tab is selected. Inside this tab, there is a checkbox labeled "Range check" which is checked. Below this checkbox are two input fields: "Minimum" with the value "2" and "Maximum" with the value "12". At the bottom of the dialog box are "OK" and "Cancel" buttons.

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.





The image shows a dialog box titled "User Defined Field -" with a question mark icon and a close button. It has two tabs: "General" and "Validation/Formatting". The "Validation/Formatting" tab is selected. Inside this tab, there is a "Properties" section with the following fields:

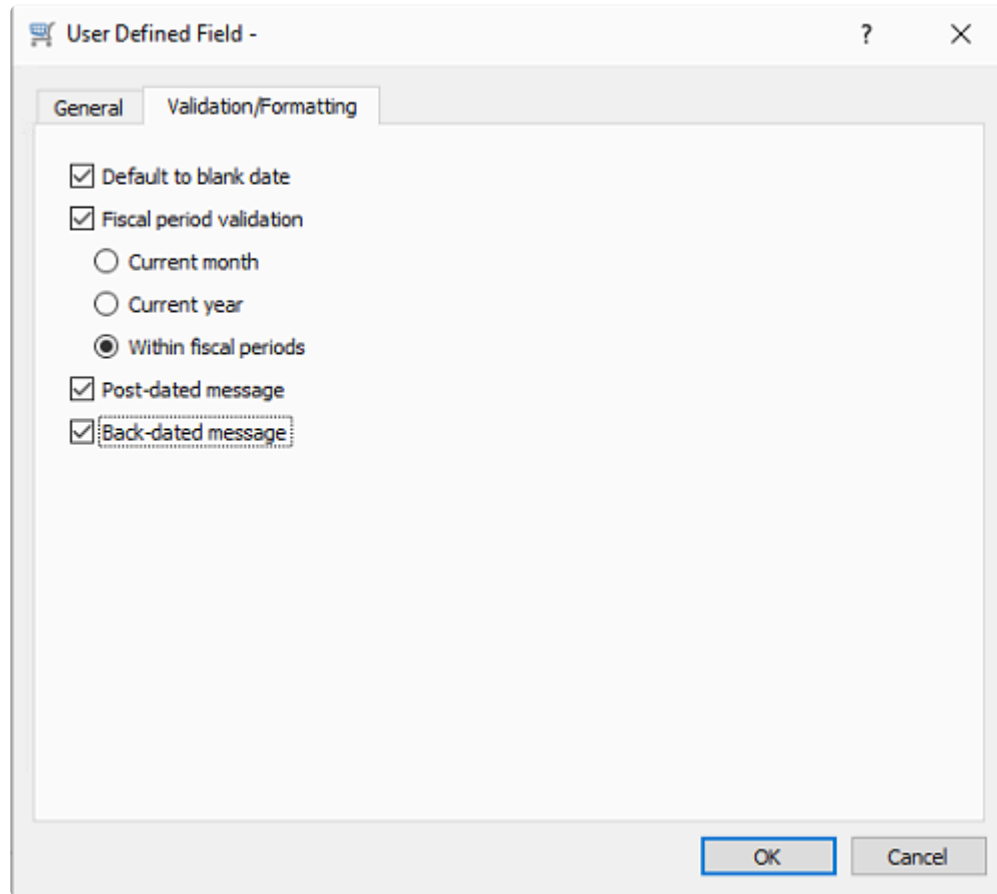
- Field Name: reqdate
- Label: Required Date
- Data Type: Date (dropdown menu)
- Alignment: Left (dropdown menu with options: Left, Center, Right)

At the bottom of the dialog box are "OK" and "Cancel" buttons.

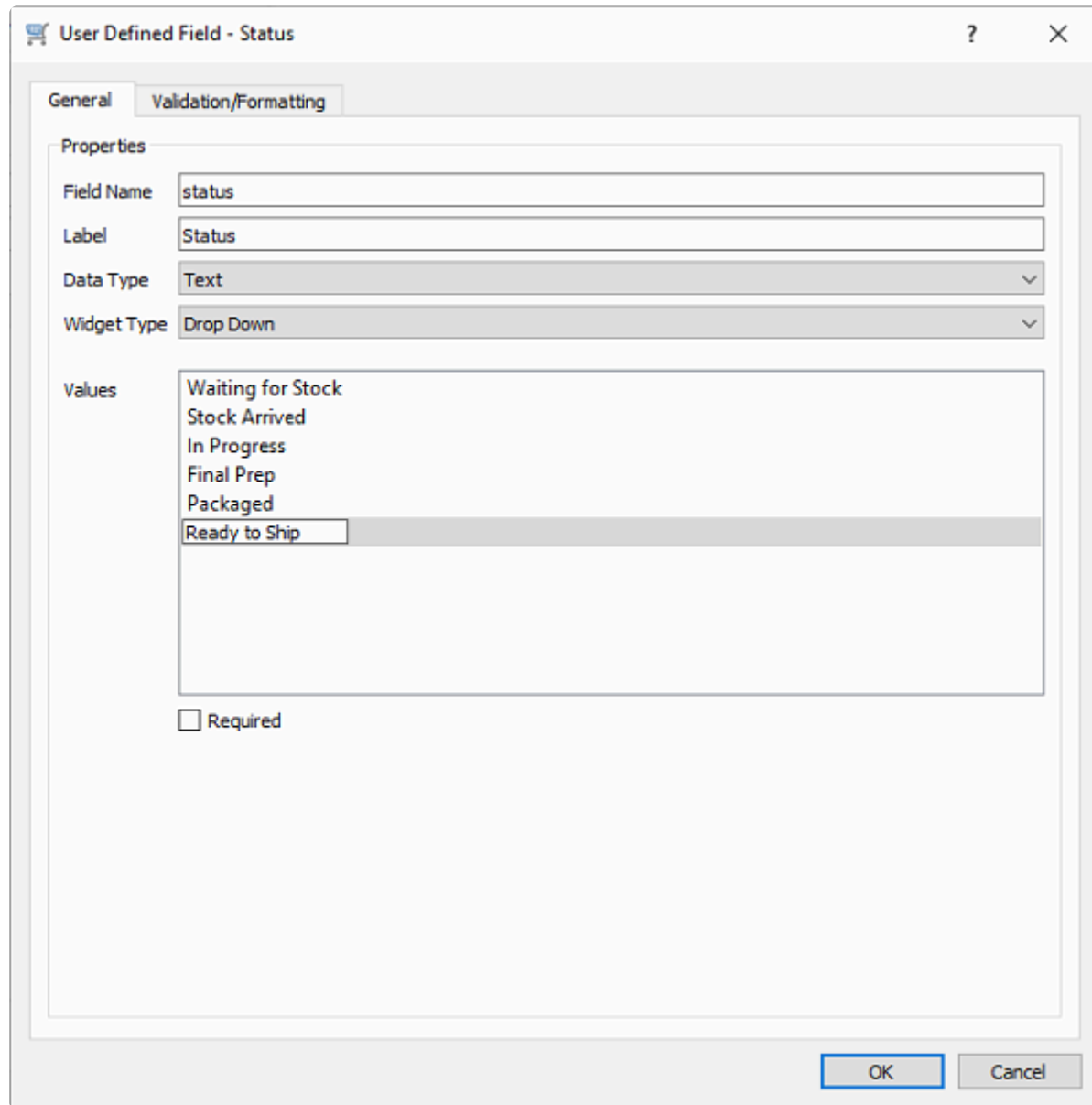
We can also add date validation by selecting

- 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

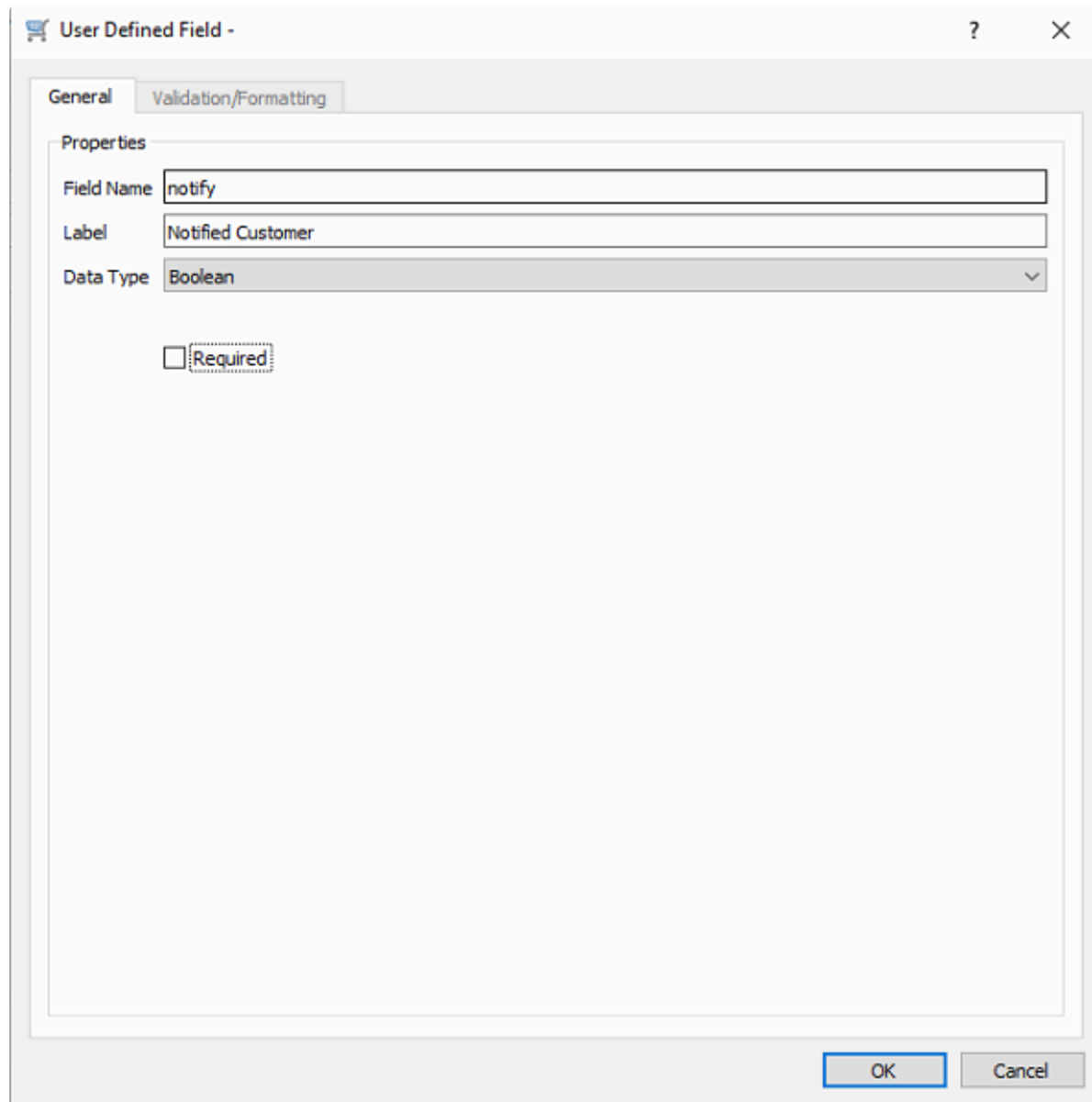


The image shows a dialog box titled "User Defined Field - Status". It has two tabs: "General" and "Validation/Formatting". The "General" tab is active. Inside the dialog, there is a "Properties" section with the following fields:

- Field Name:** A text box containing "status".
- Label:** A text box containing "Status".
- Data Type:** A dropdown menu with "Text" selected.
- Widget Type:** A dropdown menu with "Drop Down" selected.
- Values:** A list box containing the following items: "Waiting for Stock", "Stock Arrived", "In Progress", "Final Prep", "Packaged", and "Ready to Ship". The "Ready to Ship" item is currently selected and highlighted.
- Required:** A checkbox that is currently unchecked.

At the bottom right of the dialog, there are two buttons: "OK" and "Cancel".

We can add a checkbox by selecting Data Type – Boolean



The image shows a 'User Defined Field' dialog box with two tabs: 'General' and 'Validation/Formatting'. The 'General' tab is active. It contains a 'Properties' section with three input fields: 'Field Name' with the value 'notify', 'Label' with the value 'Notified Customer', and 'Data Type' with a dropdown menu showing 'Boolean'. Below these fields is a checkbox labeled 'Required' which is currently unchecked. At the bottom right of the dialog are 'OK' and 'Cancel' buttons.

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 (X). It has two tabs: "General" and "Validation/Formatting", with the latter being active. Inside the "Validation/Formatting" tab, there is a section for "Text mask" with a dropdown 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 several symbols and their meanings: ^ for any character required, & for any character optional, A for alphanumeric required [a-zA-z0-9], ? for alphabet letter required [a-zA-z], # for numeric required [0-9], and 0 for numeric optional. A note states "Anything else will be displayed as-is." At the bottom, a "Define case" section has three radio buttons: "Any case" (selected), "Uppercase", and "Lowercase". An "OK" button is located at the bottom right of the dialog.

User Defined Field - Cell Number

General Validation/Formatting

Text mask

###-###-####

The drop-down above includes common examples of masks for things like phone numbers, postal codes and time.

Mask Key:

- ^ : Any character required
- & : Any character optional
- A : Alphanumeric required [a-zA-z0-9]
- ? : Alphabet letter required [a-zA-z]
- # : Numeric required [0-9]
- 0 : Numeric optional

Anything else will be displayed as-is.

Define case

☒ Any case ☐ Uppercase ☐ Lowercase

OK

## 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 putting a check in checkbox "Required". 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.

**User Defined Field - Tacking Number** ? X

General Validation/Formatting

Properties


Field Name

Label

Data Type

Widget Type

Alignment

☒ Required 

OK Cancel

# 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 [Inspire Health Systems.]' window. The 'User Defined' tab is selected, displaying the 'Preparation Info' section. The 'Food Info' section is also visible. The 'Preparation Info' section contains the following fields:

- Gluten Free: ☒
- Kosher: ☒
- Store Temp (Degress C):

The 'Food Info' section is empty. The 'UDF Properties' button is located at the bottom right of the 'Preparation Info' section. The bottom status bar shows the following values:

On Hand	Committed	Backorder	On Order	Available Qty
-75.000	3,325.000	0.000	0.000	-3,400.000

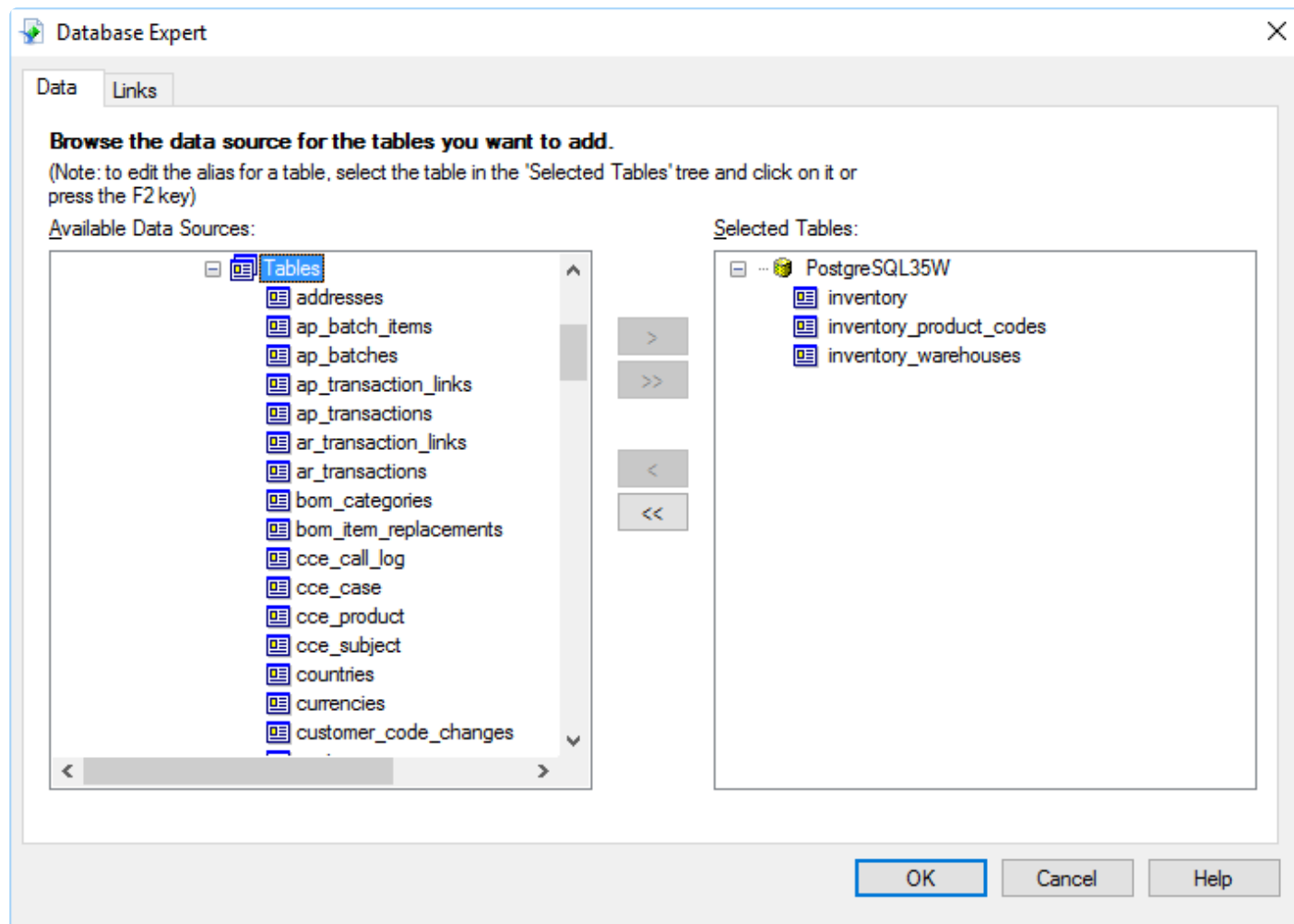
Created by SS on 09/09/2015 4:28:52 AM Modified by SS on 04/10/2018 6:58:05 AM

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.

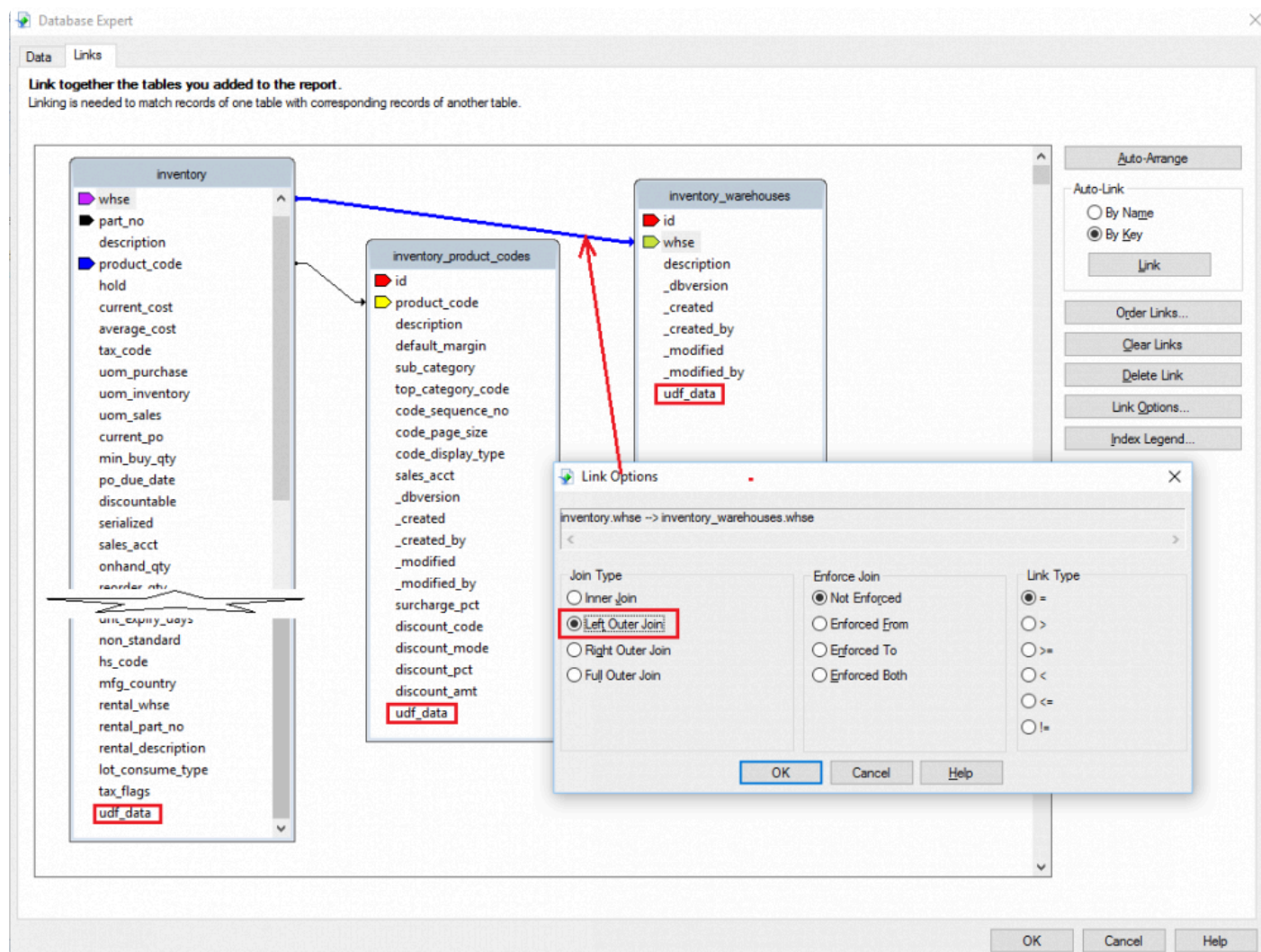
Go to 'Database Expert' and add the tables that are required for the report.



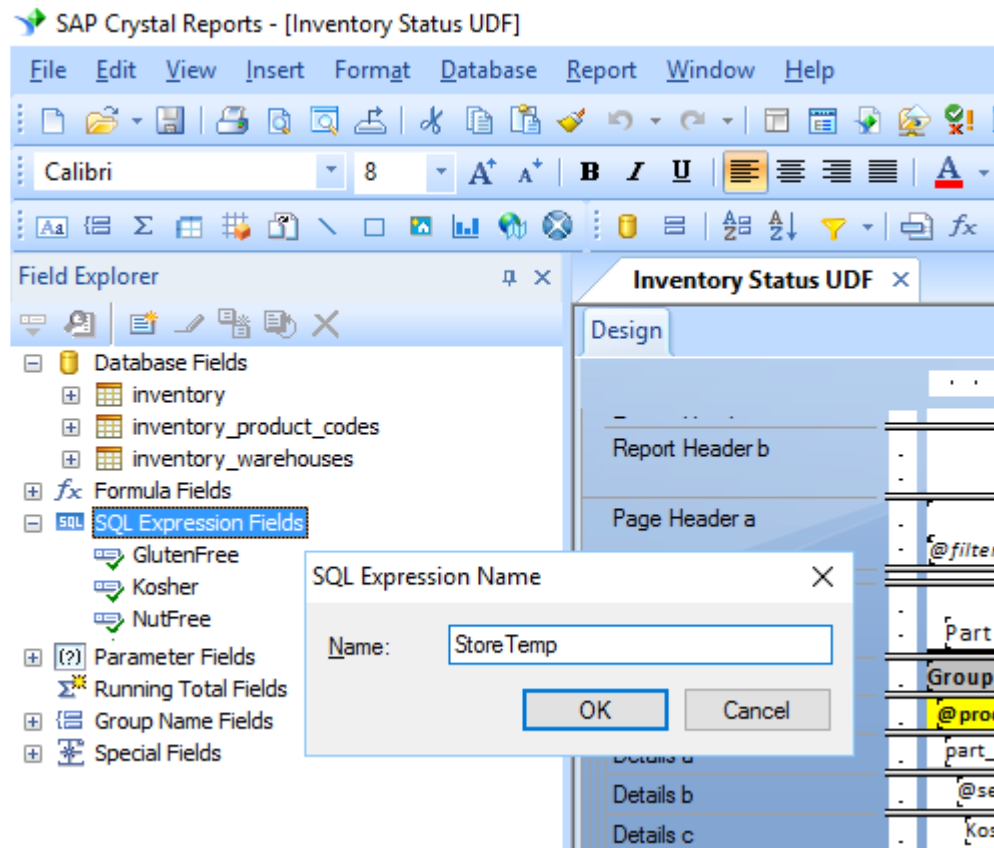
Set the join type to 'Left OuterJoin'

Click OK



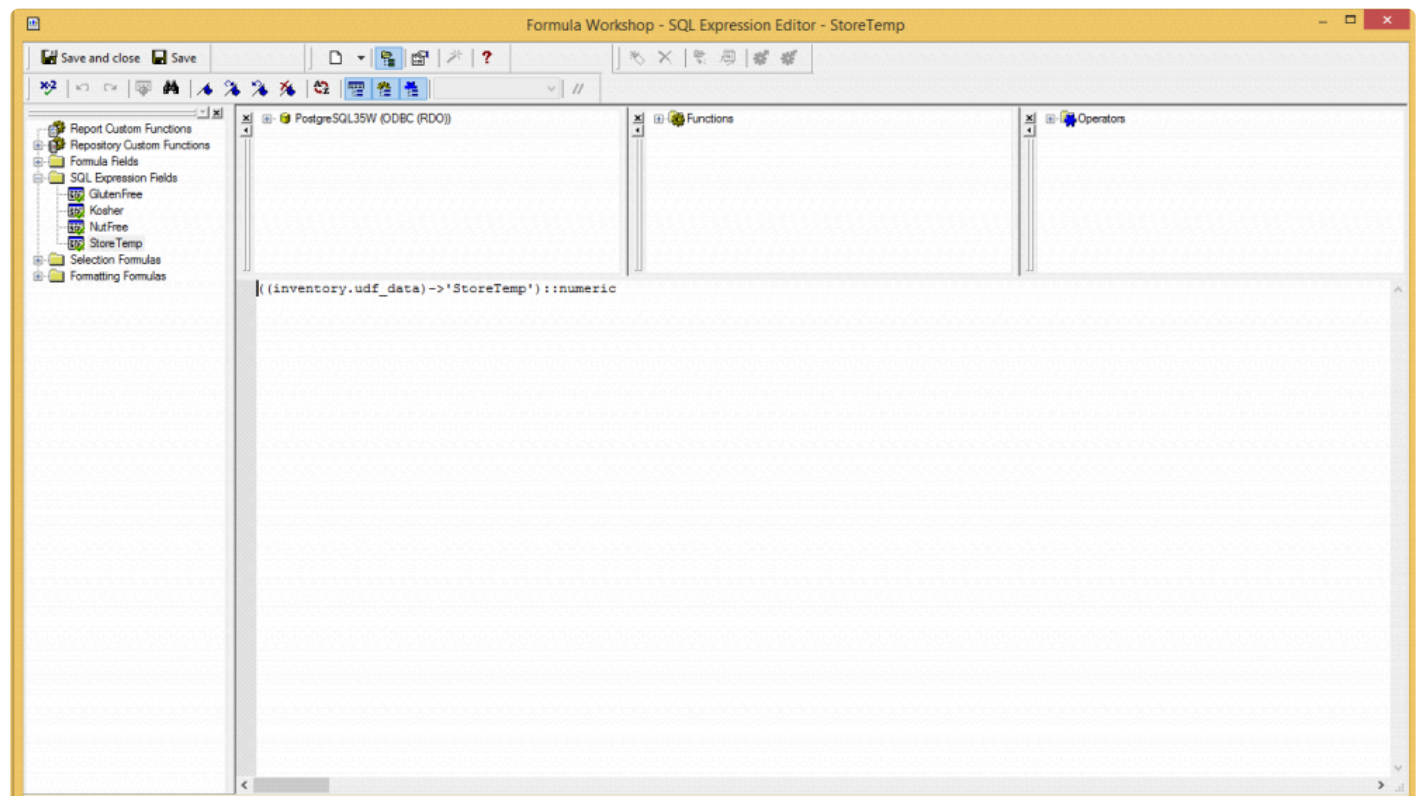


Add a SQL Expression Field by right clicking and selecting 'New'



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	SLICARM	Salted Caramel	"Kosher"=>"TRUE", "NutFree"=>"TRUE", "StoreTemp"=>"12"
300	5	VA	INSKB15	InSpire Kettlebell 15	
301	51	VA	INSKB20	InSpire Kettlebell 20	
302	34	VA	INSKB35	InSpire Kettlebell 35	
303	44	VA	INSWP45	InSpire Weight Plate 45	
304	20	VA	SP500FM	Springfield 500 Floor Mat	
305	18	VA	INSDB40	InSpire Dumbbell 40	
306	14	VA	NATBEL55	Weight Lifting Belt Model 55	
307	42	VA	INSDB15	InSpire Dumbbell 15	
308	24992	VA	PROTEINMIX	Protein Mix	"Kosher"=>"FALSE", "StoreTemp"=>"5", "GlutenFree"=>"TRUE"

The expression can now be added to the report. In this example we added 4 UDF fields along with a label.

Inventory Status UDF									
Design									
Report Header b	@company_name								
Page Header a	Report Title								
Page Header c	{Print Date} / {Print Time}								
	Part number	Description	Committed	On hand	On PO	Current	Average	Extended	Average
Group Header #1:	Group #1: description								
Group Header #2:	@product_code_description								
Details a	part_no	description	mitted_qty	onhand_qty	urchase_qty	current_cost	average_cost	xtended_average	
Details b	@serial	serial lot numbers							
Details c	Kosher	%Kosher	Nut free	%NutFree	Gluten free	%Gluten	Storage tempature	StoreTemp	
Group Footer #2:							Product Code	extended_average	
Group Footer #1:							Warehouse	extended_average	
Report Footer							Total	xtended_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 tempature	5.00
Total							4,365.00

# User Defined Fields – On the List

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



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

Filters: Sales Pipeline Search

Match if All of the following criteria are true

Right Click on any Column Header

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	<input checked="" type="checkbox"/> Province
ADM603	Administration	<input type="checkbox"/>	Active	1773 W Lincoln ...				Anaheim	92801	CA	<input checked="" type="checkbox"/> Country
AME384	Amme Matex Corp	<input type="checkbox"/>	Active	1926 Landon Str...				Temagami	POH 2H0	ON	<input checked="" type="checkbox"/> Phone
AMER584	American Web	<input type="checkbox"/>	Active	3805 W Industri...				Waco	76711	TX	<input checked="" type="checkbox"/> Fax
ANDE428	Anderson Engr...	<input type="checkbox"/>	Active	4643 Cordova S...				Vancouver	V6B 1E1	BC	<input checked="" type="checkbox"/> Email
ANDE943	Anderson, Jame...	<input type="checkbox"/>	Active	31 Hopkins Plz				Baltimore	21201	MD	<input checked="" type="checkbox"/> Main
ART550	Art Direction	<input type="checkbox"/>	Active	122 W Main St				Sayre	73662	OK	<input checked="" type="checkbox"/> Sales
BANN903	Banners By Tho...	<input type="checkbox"/>	Active	220 Lake Dr E				Cherry Hill	8002	NJ	<input checked="" type="checkbox"/> Accounting
BEM670	Be Mac Transpo...	<input type="checkbox"/>	Active	2400 Tonnelle A...				North Bergen	7047	NJ	<input checked="" type="checkbox"/> Territory
BURN411	Burndy Corp	<input type="checkbox"/>	Active	986 Nelson Street				Dubreuilville	POS 1B0	ON	<input checked="" type="checkbox"/> Salesperson
CROP895	Crop Productio...	<input type="checkbox"/>	Active	30940 Industrial...				Livonia	48150	MI	<input checked="" type="checkbox"/> Default Warehouse
DC318	D C Filter Chem...	<input type="checkbox"/>	Active	1200 Parkdale A...				Hawkesbury	K6A 1E8	ON	<input checked="" type="checkbox"/> Salesperson Name
DEMU958	Demuth Steel P...	<input type="checkbox"/>	Active	600 Northpoint ...				West Palm Beach	33407	FL	<input checked="" type="checkbox"/> Price Level
DUPO192	Dupont Photog	<input type="checkbox"/>	Active	1449 Bridgeport...				Collingwood	L9Y 1X1	ON	<input checked="" type="checkbox"/> Credit Limit
EAST571	Eastman Chemi...	<input type="checkbox"/>	Active	8 Hillcrest Ave				Manhasset	11030	NV	<input checked="" type="checkbox"/> Balance
ER118	E R Partridge Inc	<input type="checkbox"/>	Active	1531 St Jean Ba...				St Ulric	G0J 3H0	QC	<input checked="" type="checkbox"/> Open Orders
FORD212	Ford, Danielle	<input type="checkbox"/>	Active	1538 Tolmie St				Vancouver	V6R 4C5	BC	<input checked="" type="checkbox"/> Terms
GOOD817	Good & Salem	<input type="checkbox"/>	Active	1609 Yout St				Racine	53404	WI	<input checked="" type="checkbox"/> Terms Description
GRAP279	Graphics Devel...	<input type="checkbox"/>	Active	1537 Boulevard ...				Montmagny	G5V 3J2	QC	<input checked="" type="checkbox"/> Last Invoice
HARR652	Harris, Baum E ...	<input type="checkbox"/>	Active	500 University Dr				Hershey	17033	PA	<input checked="" type="checkbox"/> Special Code
HOLI802	Holiday Inn	<input type="checkbox"/>	Active	9290 W Florissa...				Saint Louis	63136	MO	<input checked="" type="checkbox"/> YTD Sales
HOLI622	Holub, Ronald ...	<input type="checkbox"/>	Active	123 White Oak Ln				Old Bridge	8857	NJ	<input checked="" type="checkbox"/> Last Year Sales
HRM158	Hrm Intl Inc	<input type="checkbox"/>	Active	1307 Robson St				Vancouver	V6B 3K9	BC	<input checked="" type="checkbox"/> Next Year Sales
HUNT516	Hunt Truck Line...	<input type="checkbox"/>	Active	1300 Hoge Bg				Seattle	98104	WA	<input checked="" type="checkbox"/> YTD GP
JACK225	Jackson Fitness ...	<input type="checkbox"/>	Active	2018 No. 3 Road				Richmond	V6X 2B8	BC	<input checked="" type="checkbox"/> Last Year GP
LAMB927	Lambert Co	<input type="checkbox"/>	Active	1 Sylvan Way				Parsippany	7054	NJ	<input checked="" type="checkbox"/> Next Year GP
LUCK813	Lucky Conventi...	<input type="checkbox"/>	Active	5810 Southwyc...				Toledo	43614	OH	<input checked="" type="checkbox"/> Currency
MACA602	Macarthur Beve...	<input type="checkbox"/>	Active	6500 Wilshire Bl...				Los Angeles	90048	CA	<input checked="" type="checkbox"/> User Type
MAD1775	Madsonville M...	<input type="checkbox"/>	Active	3830 S Cooper St				Arlington	76015	TX	<input checked="" type="checkbox"/> Misc.
MCCA937	Mccamic, Jeffre...	<input type="checkbox"/>	Prospect	2107 Roger Street				Nanaimo	V9R 5H9	BC	<input checked="" type="checkbox"/> Created
MILE222	Mile Hi Frozen ...	<input type="checkbox"/>	Active	2106 Scotts Lane				Nanaimo	VOR 1J0	BC	<input checked="" type="checkbox"/> Modified
MOOR100	Moore Business ...	<input type="checkbox"/>	Active	55 Moonachie ...				Moonachie	7074	NJ	<input checked="" type="checkbox"/> Invoice Method
NEW1712	Newton Assess...	<input type="checkbox"/>	Active	653 Bridgeport Rd				Orangeville	L9W 2C8	ON	<input checked="" type="checkbox"/> Statement Method
OCON770	Oconnor, Bouvi...	<input type="checkbox"/>	Active	1401 W 22nd St				Hinsdale	60521	IL	<input checked="" type="checkbox"/> Apply Finance Charges
OLDE305	Oldenburg Insu...	<input type="checkbox"/>	Active	2141 Royal Ave...				New Westminster	V3L 5H1	BC	<input checked="" type="checkbox"/> Last Payment Amount
PARM167	Parma Company	<input type="checkbox"/>	Active	2389 Sixth Street				New Westminster	V3L 3C1	BC	<input checked="" type="checkbox"/> Last Payment Date
PHIL470	Philly Connection	<input type="checkbox"/>	Active	1354 49th Avenue				Resolute	X0A 0V0	NT	<input type="checkbox"/> Reference
POIN866	Point Park Colle...	<input type="checkbox"/>	Active	2047 Max Luth...				Huntsville	35810	AL	<input checked="" type="checkbox"/> UDF: Notes
PRM740	Prm Inc	<input type="checkbox"/>	Active	111 W Washing...				Hagerstown	21740	MD	<input type="checkbox"/> UDF: Last Contact
REL1725	Reliant Signs	<input type="checkbox"/>	Active	18 Allison Dr				Shelby	44875	OH	<input checked="" type="checkbox"/> UDF: Sales Status
RK963	R K Industries	<input type="checkbox"/>	Active	1410 S Cushma...				Fairbanks	99701	AK	<input type="checkbox"/> UDF: Lead Value
SAEA771	Saudi Model	<input type="checkbox"/>	Active	6922 E Pioneer St				Minneapolis	55412	MN	<input type="checkbox"/> UDF: Next Contact

Check each column that is required on list



**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											Communication				Mail Merge	
Match if All of the following criteria are true																
Salesperson is John																
UDF: Lead Value is greater than 0																
Name	Customer No.	Main	Phone	Email	Balance	Open Orders	Last Invoice	YTD Sales	Last Year Sales	UDF: Notes	UDF: Last Contact	UDF: Next Contact	UDF: Sales Status	UDF: Lead Value		
Administration	ADM603	Alejandra Lappinga	(714) 991-4347 Ext.		0.00	0.00		0.00	0.00				Presented Proposal	20,000		
Ames Mates Corp	AME394	Janina Doll	(705) 569-7768 Ext.		0.00	0.00		0.00	0.00				Proposal Approved	36,500		
Anderson Engr Crulinto Inc	AND1428	April Ovelley	(770) 999-1266 Ext.		0.00	0.00		0.00	0.00	April is going over the proposal	02/24/2017		Presented Proposal	23,000		
Anderson, James O Jr	AND1943	Ahmad Oull	(410) 962-2404 Ext.		0.00	0.00		0.00	0.00				Presented Proposal	28,000		
Banners By Thomas	BAN1903	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		
Burdry Corp	BUR1411	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	CROP895	Aileen Hatten	(734) 522-3287 Ext.	ahatten@cropprodies.com	4,270.56	5,270.17	04/25/2016	3,813.00	25,637.00				Presented Proposal	17,000		
Dupont Photographers	DUPO192	Justin Jackson	(705) 443-6579 Ext.	j@dupontPhotoInfo	85,285.57	11,948.16	01/06/2015	0.00	64,187.50	Call after year end May 1	01/17/2017	05/01/2017	Presented Proposal	10,000		
Eastman Chemical Company	EAS1571	Adelaide Santory	(518) 466-1437 Ext.	asantory@eastchemco.com	29,529.16	5,227.04	01/06/2015	0.00	29,359.00				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	33,000		
Harris, Baum E Esq	HAB8652	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 Hefflin	(973) 829-3543 Ext.		0.00	0.00		0.00	0.00				Presented Proposal	15,000		
Lucky Convenience Markets Inc	LUCK813	Alan Vandemoot	(419) 866-5096 Ext.		0.00	0.00		0.00	0.00		12/05/2016	01/21/2017	In Progress	5,000		
Macarthur Beverages Inc	MACA602	Alfred Cypert	(323) 655-3734 Ext.		0.00	0.00		0.00	0.00		01/19/2017	04/15/2017	Presented Proposal	7,250		
Madisonville Meteor	MAD1775	Addie Agreste	(817) 261-5716 Ext.		0.00	0.00		0.00	0.00	John doing install	01/18/2017	02/24/2017	In Progress	6,000		
Mie Hi Frozen Food	MIE1522	William Brady	(250) 722-3676 Ext.		0.00	0.00		0.00	0.00				Proposal Approved	50,000		
Pm Inc	PM1740	Aida Pisonwar	(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	Proposal Approved	1,700		
Signs Now	SIGN118	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 Divn	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

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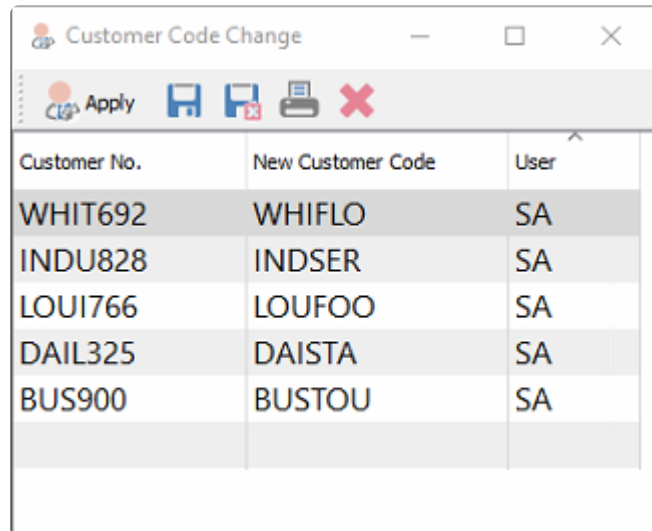
The following section will provide you with an overview of the utilities included in Spire which will include the following topics.

- Customer Code Change
- Inventory Code Change
- Vendor Code Change

# Customer Code Change

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.



Customer No.	New Customer Code	User
WHIT692	WHIFLO	SA
INDU828	INDSER	SA
LOUI766	LOUFOO	SA
DAIL325	DAISTA	SA
BUS900	BUSTOU	SA

**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	SA
VA /ACMFITSB	ACME Swiss Ball	ACMEFITSB	SA
RAW /ACMFITSB	ACME Swiss Ball	ACMEFITSB	SA
VA /VIECCHAIR	Vicore Elite Core Chair	VIECCHAIR12	SA
VA /HARWV	Human X Weighted Vest	HARWVEZ	SA

**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

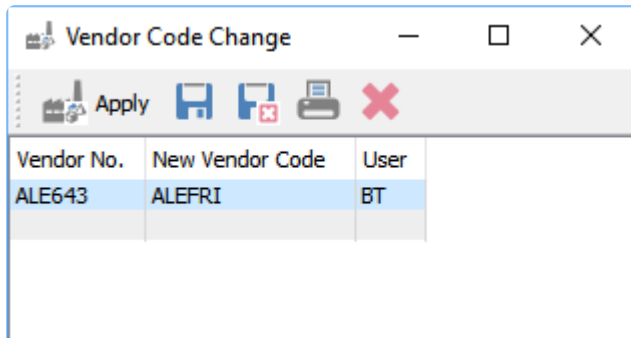
**Delete** – Deletes the selected line

**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/Change Vendor 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

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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 (option)

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.

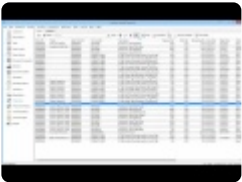
## Features:

- 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																				
<div><div>Filters</div><div>Search</div></div> <div><div>Export</div><div>Build</div><div>Requisition</div><div>Pull From Template</div><div>Next Status</div><div>Next Phase</div></div>																				
Order No	Customer No	Name	Warehouse	Part number	Description	Required Qty	Bulk Qty	Remaining Qty	Order Date	Reql. Date	Status	Priority	Phase	Phase Date	Sales Order No	PO Number	Reference No	Template No	Created By	Modified By
000000080			VA	PPBARCC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	1.00	0.00	1.00	2018-03-28		Open	2	1					0000000020	SS	SS
000000081	SADL845	Sadler Properties	VA	RESCAB30	Resistance Cable 30lb Pink	9.00	0.00	1.00	2018-03-28	2018-03-28	Open	2	1		0000800093			T000000003	SS	PR
000000082	JACK225	Jackson Fitness Center	VA	RESCAB30	Resistance Cable 30lb Pink	12.00	0.00	1.00	2018-03-28	2018-04-12	Open	2	1		0000800094	33455	lineref	T000000003	SS	PR
000000078			VA	PPBARCC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	1.00	0.00	1.00	2018-03-27		Open	2	1					0000000020	SS	SS
000000079			VA	RESCAB20	Resistance Cable 20lb Purple	210.00	0.00	1.00	2018-03-27		Open	2	1					T000000002	SS	SS
000000077	AAA222	Aaa Printing	VA	PPBARCC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	1.00	0.00	1.00	2018-03-22	2018-05-25	Open	2	1		0000800092	56585	Refine	0000000020	SS	SS
000000069	JANC649	Jancy Engineering Co	VA	PPBARCC48PK	PP Bar Chocolate Peanut Butter 50g (48 pack)	12.00	0.00	1.00	2016-09-08		Open	2	1		0000011920			0000000014	SS	SS
000000070	JACK225	Jackson Fitness Center	VA	PPBARCC48PK	PP Bar Dark Chocolate Coconut 50g (48 pack)	5.00	0.00	5.00	2016-09-08		Open	2	1					0000000017	SS	SS
000000071			VA	PPBARCC48PKA	PP Bar Chewy Chocolate Chip 50g (48 pack)	1.00	0.00	1.00	2016-09-08		In Progress	2	PACKAGING					0000000011	SS	SS
000000072			VA	PPBARCC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	1.00	0.00	1.00	2016-09-08		Open	2	1					0000000016	SS	SS
000000066			VA	PPBARCC48PKA	PP Bar Chewy Chocolate Chip 50g (48 pack)	10.00	0.00	10.00	2016-08-31		Pending	2	1					0000000011	SS	SS
000000064			VA	PPBARCC48PKA	PP Bar Greek Yogurt Strawberry - 78g (48 Pack)	1.00	0.00	1.00	2016-05-11		Open	2	1	2016-05-11				0000000019	SS	SS
000000065			VA	RESCAB10	Resistance Cable 10lb Teal	1.00	0.00	1.00	2016-05-11		In Progress	2	1	2016-05-11				T000000001	SS	SS
000000062			VA	PPBARCC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	1.00	0.00	1.00	2016-05-04		In Progress	2	1	2016-05-04				0000000016	SS	SS
000000063			VA	RESCAB50	Resistance Cable 50lb Orange	1.00	0.00	1.00	2016-05-04		Open	2	1	2016-05-04				T000000005	SS	SS
000000014	JACK225	Jackson Fitness Center	VA	PPBARCC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	6.00	4.00	2.00	2016-03-24	2016-05-20	Pending	2	PACKAGING	2016-05-11	0000800005	21458		0000000015	SS	SS
000000061			VA	PPBARCC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	1.00	0.00	1.00	2015-09-17		Open	2						0000000015	SS	SS
000000012			VA	PPBARCC48PKA	PP Bar Chewy Chocolate Chip 50g (48 pack)	1.00	0.00	1.00	2015-09-16	2015-11-20	Pending	2						0000000011	SS	SS
000000013			VA	PPBARCC48PK	PP Bar Chocolate Peanut Butter 50g (48 pack)	2.00	0.00	2.00	2015-09-16	2015-09-23	Open	2						0000000014	SS	SS
000000015			VA	PPBARCC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	12.00	1.00	11.00	2015-09-16	2015-12-25	Pending	2						0000000016	SS	SS
000000017			VA	PPBARCC48PK	PP Bar Greek Yogurt Blueberry 78g (48 pack)	6.00	1.00	5.00	2015-09-16	2015-10-09	Pending	0	PACKAGING	2016-09-07				0000000018	SS	SS
000000018			VA	PPBARCC48PKA	PP Bar Greek Yogurt Strawberry - 78g (48 Pack)	12.00	0.00	12.00	2015-09-16	2015-09-23	Pending	2						0000000019	SS	SS
000000023	SADL845	Sadler Properties	VA	PPBARCC48PKA	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	3.00	0.00	3.00	2015-09-16	2015-09-16	Pending	2			0000800028			0000000016	SS	SS
000000024	SADL845	Sadler Properties	VA	PPBARCC48PK	PP Bar Dark Chocolate Coconut 50g (48 pack) modified	5.00	0.00	5.00	2015-09-16	2015-09-16	Pending	2			0000800028			0000000017	SS	PR
000000025	SADL845	Sadler Properties	VA	PPBARCC48PKA	PP Bar Greek Yogurt Strawberry - 78g (48 Pack)	6.00	0.00	6.00	2015-09-16	2015-09-16	Open	2			0000800028			0000000019	SS	SS
000000029	JACK225	Jackson Fitness Center	VA	RESCAB30	Resistance Cable 30lb Pink	10.00	0.00	10.00	2015-09-16	2015-09-16	Pending	2			0000800029			T000000003	SS	PR
000000030	JACK225	Jackson Fitness Center	VA	RESCAB40	Resistance Cable 40lb Magenta	12.00	12.00	2.00	2015-09-16	2015-09-16	Open	2			0000800029			T000000004	SS	PR
000000031	JACK225	Jackson Fitness Center	VA	RESCAB50	Resistance Cable 50lb Orange	12.00	1.00	11.00	2015-09-16	2015-09-16	Open	2			0000800029			T000000005	SS	PR
000000032	JACK225	Jackson Fitness Center	VA	RESCAB60	Resistance Cable 60lb Red	9.00	0.00	9.00	2015-09-16	2015-09-16	Open	2			0000800029			T000000006	SS	SS
000000033	JACK225	Jackson Fitness Center	VA	RESCAB70	Resistance Cable 70lb Yellow	12.00	0.00	12.00	2015-09-16	2015-09-16	Open	2			0000800029			T000000007	SS	SS
000000034	JACK225	Jackson Fitness Center	VA	RESCAB80	Resistance Cable 80lb Green	12.00	0.00	12.00	2015-09-16	2015-09-16	Open	2			0000800029			T000000008	SS	SS
000000035	JACK225	Jackson Fitness Center	VA	RESCAB90	Resistance Cable 90lb Blue	12.00	0.00	12.00	2015-09-16	2015-09-16	Open	2			0000800029			T000000009	SS	SS
000000036	JACK225	Jackson Fitness Center	VA	RESCAB100	Resistance Cable 100lb Black	7.00	0.00	7.00	2015-09-16	2015-09-16	Pending	2			0000800029			T000000010	SS	SS
000000004			VA	RESCAB30	Resistance Cable 30lb Pink	1.00	0.00	1.00	2015-09-09	2015-10-01	Pending	2						T000000003	SS	PR
000000037	JACK225	Jackson Fitness Center	VA	PPBARCC48PKA	PP Bar Chewy Chocolate Chip 50g (48 pack)	5.00	0.00	5.00	2015-04-17	2015-04-17	Open	2			0000800032			0000000011	SS	SS
000000038	JACK225	Jackson Fitness Center	VA	PPBARCC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	5.00	0.00	5.00	2015-04-17	2015-04-17	Open	2			0000800032			0000000016	SS	SS
000000039	JACK225	Jackson Fitness Center	VA	PPBARCC48PK	PP Bar Chocolate Peanut Butter 50g (48 pack)	5.00	0.00	5.00	2015-04-17	2015-04-17	Open	2			0000800032			0000000014	SS	SS
000000040	JACK225	Jackson Fitness Center	VA	PPBARCC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	5.00	0.00	5.00	2015-04-17	2015-04-17	In Progress	2			0000800032			0000000015	SS	SS
000000041	JACK225	Jackson Fitness Center	VA	PPBARCC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	5.00	0.00	5.00	2015-04-17	2015-04-17	Open	2			0000800032			0000000016	SS	PR
000000042	JACK225	Jackson Fitness Center	VA	PPBARCC48PK	PP Bar Dark Chocolate Coconut 50g (48 pack)	12.00	0.00	12.00	2015-04-17	2015-04-17	Open	2			0000800032			0000000017	SS	SS
000000043	JACK225	Jackson Fitness Center	VA	PPBARCC48PKA	PP Bar Greek Yogurt Strawberry - 78g (48 Pack)	2.00	0.00	2.00	2015-04-17	2015-04-17	Open	2	BUILD	2018-10-12	0000800032			0000000019	SS	PR
000000044	JACK225	Jackson Fitness Center	VA	PPBARCC48PK	PP Bar Greek Yogurt Blueberry 78g (48 pack)	44.00	0.00	44.00	2015-04-17	2015-04-17	Open	2			0000800032			0000000018	SS	SS
000000045			VA	RESCAB30	Resistance Cable 30lb Pink	10.00	0.00	10.00	2015-04-17		Open	2						T000000003	SS	PR
000000046			VA	RESCAB60	Resistance Cable 60lb Red	9.00	0.00	9.00	2015-04-17		Open	2						T000000006	SS	SS

## Video Instruction of Production Manager



# Order List

## Production Order list

Production Orders																				
Orders																				
Filters																				
Search																				
Export																				
Build																				
Requisition																				
Pull From Template																				
Next Status																				
Next Phase																				
Order No	Customer No	Name	Warehouse	Part number	Description	Required Qty	Bulk Qty	Remaining Qty	Order Date	Reql. Date	Status	Priority	Phase	Phase Date	Sales Order No	PO Number	Reference No	Template No	Created By	Modified By
0000000080			VA	PPBARSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	1.00	0.00	1.00	2018-03-28		Open	2	1					0000000020	SS	SS
0000000081	SADL845	Sadler Properties	VA	RESCAB30	Resistance Cable 30lb Pink	9.00	0.00	1.00	2018-03-28	2018-03-28	Open	2	1		0000000093			0000000000	SS	PR
0000000082	JACK225	Jackson Fitness Center	VA	RESCAB30	Resistance Cable 30lb Pink	12.00	0.00	1.00	2018-03-28	2018-04-12	Open	2	1		0000000094	33455	linewd	0000000003	SS	PR
0000000078			VA	PPBARSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	1.00	0.00	1.00	2018-03-27		Open	2	1					0000000020	SS	SS
0000000079			VA	RESCAB20	Resistance Cable 20lb Purple	210.00	0.00	1.00	2018-03-27		Open	2	1					0000000002	SS	SS
0000000077	AAA232	Aaa Printing	VA	PPBARSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	1.00	0.00	1.00	2018-03-22	2018-05-26	Open	2	1		0000000092	56365	Refline	0000000020	SS	SS
0000000069	JANCA69	Jancy Engineering Co	VA	PPBARCPC48PK	PP Bar Chocolate Peanut Butter 50g (48 pack)	12.00	0.00	1.00	2016-09-08		Open	2	1		0000011920			0000000014	SS	SS
0000000070	JACK225	Jackson Fitness Center	VA	PPBARDCD48PK	PP Bar Dark Chocolate Coconut 50g (48 pack)	5.00	0.00	5.00	2016-09-08		Open	2	1					0000000017	SS	SS
0000000071			VA	PPBARCCC48PKA	PP Bar Chevy Chocolate Chip 50g (48 pack)	1.00	0.00	1.00	2016-09-08		In Progress	2	PACKAGING					0000000011	SS	SS
0000000072			VA	PPBARVCV48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	1.00	0.00	1.00	2016-09-08		Open	2	1					0000000016	SS	SS
0000000066			VA	PPBARCCC48PKA	PP Bar Chevy Chocolate Chip 50g (48 pack)	10.00	0.00	1.00	2016-08-31		Pending	2	1					0000000011	SS	SS
0000000064			VA	PPBARGV48PKA	PP Bar Greek Yogurt Strawberry - 78g (48 Pack)	1.00	0.00	1.00	2016-05-11		Open	2	1	2016-05-11				0000000019	SS	SS
0000000065			VA	RESCAB10	Resistance Cable 10lb Teal	1.00	0.00	1.00	2016-05-11		In Progress	2	1	2016-05-11				0000000001	SS	SS
0000000062			VA	PPBARVCV48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	1.00	0.00	1.00	2016-05-04		In Progress	2	1	2016-05-04				0000000016	SS	SS
0000000063			VA	RESCAB50	Resistance Cable 50lb Orange	1.00	0.00	1.00	2016-05-04		Open	2	1	2016-05-04				0000000005	SS	SS
0000000014	JACK225	Jackson Fitness Center	VA	PPBARSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	6.00	4.00	2.00	2016-03-24	2016-05-20	Pending	2	PACKAGING	2016-05-11	0000000005	21458		0000000015	SS	SS
0000000061			VA	PPBARSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	1.00	0.00	1.00	2015-09-17		Open	2						0000000015	SS	SS
0000000012			VA	PPBARCCC48PKA	PP Bar Chevy Chocolate Chip 50g (48 pack)	1.00	0.00	1.00	2015-09-16	2015-11-20	Pending	2						0000000011	SS	SS
0000000013			VA	PPBARCPC48PK	PP Bar Chocolate Peanut Butter 50g (48 pack)	2.00	0.00	2.00	2015-09-16	2015-09-23	Open	2						0000000014	SS	SS
0000000015			VA	PPBARVCV48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	12.00	1.00	11.00	2015-09-16	2015-12-25	Pending	2						0000000016	SS	SS
0000000017			VA	PPBARGV48PK	PP Bar Greek Yogurt Blueberry 78g (48 pack)	6.00	1.00	5.00	2015-09-16	2015-10-09	Pending	0	PACKAGING	2016-09-07				0000000018	SS	SS
0000000018			VA	PPBARGV48PKA	PP Bar Greek Yogurt Strawberry - 78g (48 Pack)	12.00	0.00	1.00	2015-09-16	2015-09-23	Pending	2						0000000019	SS	SS
0000000023	SADL845	Sadler Properties	VA	PPBARVCV48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	3.00	0.00	3.00	2015-09-16	2015-09-16	Pending	2			0000000028			0000000016	SS	SS
0000000024	SADL845	Sadler Properties	VA	PPBARVCV48PK	PP Bar Dark Chocolate Coconut 50g (48 pack) modified	5.00	0.00	5.00	2015-09-16	2015-09-16	Pending	2			0000000028			0000000017	SS	PR
0000000025	SADL845	Sadler Properties	VA	PPBARGV48PKA	PP Bar Greek Yogurt Strawberry - 78g (48 Pack)	6.00	0.00	6.00	2015-09-16	2015-09-16	Open	2			0000000028			0000000019	SS	SS
0000000029	JACK225	Jackson Fitness Center	VA	RESCAB30	Resistance Cable 30lb Pink	10.00	0.00	10.00	2015-09-16	2015-09-16	Pending	2			0000000029			0000000003	SS	PR
0000000030	JACK225	Jackson Fitness Center	VA	RESCAB40	Resistance Cable 40lb Magenta	12.00	12.00		2015-09-16	2015-09-16	Open	2			0000000029			0000000004	SS	PR
0000000031	JACK225	Jackson Fitness Center	VA	RESCAB50	Resistance Cable 50lb Orange	12.00	1.00	11.00	2015-09-16	2015-09-16	Open	2			0000000029			0000000005	SS	PR
0000000032	JACK225	Jackson Fitness Center	VA	RESCAB60	Resistance Cable 60lb Red	9.00	0.00	9.00	2015-09-16	2015-09-16	Open	2			0000000029			0000000006	SS	SS
0000000033	JACK225	Jackson Fitness Center	VA	RESCAB70	Resistance Cable 70lb Yellow	12.00	0.00	12.00	2015-09-16	2015-09-16	Open	2			0000000029			0000000007	SS	SS
0000000034	JACK225	Jackson Fitness Center	VA	RESCAB80	Resistance Cable 80lb Green	12.00	0.00	12.00	2015-09-16	2015-09-16	Open	2			0000000029			0000000008	SS	SS
0000000035	JACK225	Jackson Fitness Center	VA	RESCAB90	Resistance Cable 90lb Blue	12.00	0.00	12.00	2015-09-16	2015-09-16	Open	2			0000000029			0000000009	SS	SS
0000000036	JACK225	Jackson Fitness Center	VA	RESCAB100	Resistance Cable 100lb Black	7.00	0.00	7.00	2015-09-16	2015-09-16	Pending	2			0000000029			0000000010	SS	SS
0000000044			VA	RESCAB30	Resistance Cable 30lb Pink	1.00	0.00	1.00	2015-09-09	2015-10-01	Pending	2						0000000003	SS	PR
0000000037	JACK225	Jackson Fitness Center	VA	PPBARCC48PKA	PP Bar Chevy Chocolate Chip 50g (48 pack)	5.00	0.00	5.00	2015-04-17	2015-04-17	Open	2			0000000032			0000000011	SS	SS
0000000038	JACK225	Jackson Fitness Center	VA	PPBARVCV48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	5.00	0.00	5.00	2015-04-17	2015-04-17	Open	2			0000000032			0000000016	SS	SS
0000000039	JACK225	Jackson Fitness Center	VA	PPBARCPC48PK	PP Bar Chocolate Peanut Butter 50g (48 pack)	5.00	0.00	5.00	2015-04-17	2015-04-17	Open	2			0000000032			0000000014	SS	SS
0000000040	JACK225	Jackson Fitness Center	VA	PPBARSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	5.00	0.00	5.00	2015-04-17	2015-04-17	In Progress	2			0000000032			0000000015	SS	SS
0000000041	JACK225	Jackson Fitness Center	VA	PPBARVCV48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	5.00	0.00	5.00	2015-04-17	2015-04-17	Open	2			0000000032			0000000016	SS	PR
0000000042	JACK225	Jackson Fitness Center	VA	PPBARDCD48PK	PP Bar Dark Chocolate Coconut 50g (48 pack)	12.00	0.00	12.00	2015-04-17	2015-04-17	Open	2			0000000032			0000000017	SS	SS
0000000043	JACK225	Jackson Fitness Center	VA	PPBARGV48PKA	PP Bar Greek Yogurt Strawberry - 78g (48 Pack)	2.00	0.00	2.00	2015-04-17	2015-04-17	Open	2	BUILD	2018-10-12	0000000032			0000000019	SS	PR
0000000044	JACK225	Jackson Fitness Center	VA	PPBARGV48PK	PP Bar Greek Yogurt Blueberry 78g (48 pack)	44.00	0.00	44.00	2015-04-17	2015-04-17	Open	2			0000000032			0000000018	SS	SS
0000000045			VA	RESCAB30	Resistance Cable 30lb Pink	10.00	0.00	10.00	2015-04-17		Open	2						0000000003	SS	PR
0000000046			VA	RESCAB60	Resistance Cable 60lb Red	9.00	0.00	9.00	2015-04-17		Open	2						0000000006	SS	SS

**Refresh** – Refreshes the list of production orders for changes that others have made.

**Filters** – Sets filters to see just the production orders required.

**Search** – Enter the word(s) to find info from the header or details of production orders.

**Export** – Exports the filtered list to Excel or .csv.

**Add** – Adds a Production Order

**Edit** – Edits a Production Order

**Delete** Deletes selected production order(s).

**Print** – Prints selected Production Order(s).

**Build** – Builds selected Production Order(s) to receive the finished product using the total component cost, and relieves the components from inventory.

**Requisition** – Requisition shortages for selected Production Order(s).

**Copy** – Copies a Production Order to a new one.

**Pull From Templates** – Pulls details from the template from which the production order(s) were derived. This is useful to update the production order if the template has been edited.

**Next Status** – Moves the selected production order to the next status.

**Next Phase** – Moves the production order to the next phase based on the custom phases setup in production.

**Order No** – The sequence number assigned to the production order. It gets the next sequence from Company Settings/Sequence numbers.

**Customer No** – The customer that this production order is for. It can be added manually or it can come from sales orders when a user requisitions a manufactured item.

**Name** – The name of the customer the production order is for.

**Warehouse** – The warehouse where the item will be 'Built' into.

**Part Number** – The part number of the item that will be built.

**Description** – The description of the item that will be built.

**Required Qty.** – The quantity that is required to be built. This can be entered manually or can come from the shortage on a sales order when requisitioned.

**Built Qty** – The quantity that has been built so far on this production order.

**Remaining Qty** – How many are left to be built on this production order.

**Order Date** – The date the order was added.

**Reqd. Date** – The date that is required for this production order to be completed. This date is either added manually or will come from the required date of a sales order requisition.

**Status** – The status of the production order.

- **New** – This means the components of this production order are not yet committed in inventory.
- **Pending** – The components are now committed and this usually means that production has not yet started.
- **In Progress** – The components are committed and the work is now in progress.

**Priority** – Users can set a priority so that they can sort by this to see the most important ones, or derive a

report based on priority.

**Phase** – What phase the production order is currently in.

**Phase Date** – The date that this production order was moved into its current phase

**Sales Order No.** – The sales order number that this production order is from. This can be manually entered or come from sales order requisitions.

**PO Number** – The customers purchase order number.

**Reference No** – A reference number that gets manually entered.

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

**Modified By** – The initials of the user that last modified this production order.

**Template No** – The template number that this production order was derived from. If this is blank it means that it was created as a custom order from the start. A production order can become a template for later use.



# Templates

The Production templates tab is where the components are defined for production orders. They are otherwise known as 'BOMs' or 'Recipes'. When a new production order is created the user can select the template from which to derive the order. The production order can then be customized for a particular need. If a template changes then the user can choose to update the existing open production orders with the changes.

Orders Templates

Filters

Search

Export

Production Orders													
Orders Templates													
Filters Search Export + X Print Create From Template													
Template No	Default	Customer No.	Name	Warehouse	Part number	Description	Required Qty	Priority	Reference No	Created	Created By	Modified	Modified By
0000000011	<input checked="" type="checkbox"/>	AAA222	Aaa Printing	VA	PPBARCCC48PKA	PP Bar Chewy Chocolate Chip 50g (48 pack)	52.00	2		2015-09-09 4:43:19 AM	SS	2018-10-12 8:19:11 AM	PR
0000000014	<input checked="" type="checkbox"/>			VA	PPBARCPC48PK	PP Bar Chocolate Peanut Butter 50g (48 pack)	12.00	2		2015-09-09 4:57:41 AM	SS	2016-05-11 5:58:45 AM	SS
0000000015	<input checked="" type="checkbox"/>			VA	EGGS	Eggs	77.00	2		2015-09-09 6:09:33 AM	SS	2018-03-28 1:35:38 PM	SS
0000000016	<input checked="" type="checkbox"/>			VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	1.00	2		2015-09-09 6:18:56 AM	SS	2015-09-09 6:18:56 AM	SS
0000000017	<input checked="" type="checkbox"/>	JACK225	Jackson Fitness ...	VA	PPBARDCD48PK	PP Bar Dark Chocolate Coconut 50g (48 pack)	5.00	2		2015-09-09 6:23:21 AM	SS	2016-09-07 6:11:39 AM	SS
0000000018	<input checked="" type="checkbox"/>			VA	PPBARGYB48PK	PP Bar Greek Yogurt Blueberry 78g (48 pack)	1.00	2		2015-09-09 6:27:48 AM	SS	2015-09-09 6:27:48 AM	SS
0000000019	<input checked="" type="checkbox"/>			VA	PPBARGYS48EA	PP Bar Greek Yogurt Strawberry - 78g (48 Pack)	1.00	2		2015-09-09 6:30:56 AM	SS	2017-11-08 7:45:50 AM	SS
0000000020	<input checked="" type="checkbox"/>			VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	1.00	2		2015-09-16 5:30:07 AM	SS	2018-10-12 7:53:17 AM	PR
0000000021	<input checked="" type="checkbox"/>			VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	1.00	2		2016-05-11 12:53:11 ...	SS	2018-03-27 1:53:06 PM	SS
0000000022	<input checked="" type="checkbox"/>			VA	PPBARCCC48PKA	PP Bar Chewy Chocolate Chip 50g (48 pack)	1.00	2		2018-10-12 8:07:21 AM	PR	2018-10-12 8:07:42 AM	PR
T000000001	<input checked="" type="checkbox"/>			VA	RESCAB10	Resistance Cable 10lb Teal	1.00	2		2015-03-22 4:17:42 AM	SS	2017-11-27 10:33:44 ...	SS
T000000002	<input checked="" type="checkbox"/>			VA	RESCAB20	Resistance Cable 20lb Purple	1.00	2		2015-03-22 4:18:51 AM	SS	2015-03-22 4:18:51 AM	SS
T000000003	<input checked="" type="checkbox"/>			VA	RESCAB30	Resistance Cable 30lb Pink	1.00	2	weqfca	2015-03-22 4:19:41 AM	SS	2018-10-12 8:21:50 AM	PR
T000000004	<input checked="" type="checkbox"/>			VA	RESCAB40	Resistance Cable 40lb Magenta	1.00	2		2015-03-22 4:20:09 AM	SS	2016-05-07 8:08:37 AM	SS
T000000005	<input checked="" type="checkbox"/>			VA	RESCAB50	Resistance Cable 50lb Orange	1.00	2		2015-03-22 4:20:36 AM	SS	2015-03-22 4:20:36 AM	SS
T000000006	<input checked="" type="checkbox"/>			VA	RESCAB60	Resistance Cable 60lb Red	1.00	2		2015-03-22 4:21:14 AM	SS	2015-03-22 4:21:14 AM	SS
T000000008	<input checked="" type="checkbox"/>			VA	RESCAB80	Resistance Cable 80lb Green	1.00	2		2015-03-22 4:22:20 AM	SS	2020-04-15 9:34:06 AM	SA
T000000009	<input checked="" type="checkbox"/>			VA	RESCAB90	Resistance Cable 90lb Blue	1.00	2		2015-03-22 4:22:50 AM	SS	2018-10-10 10:59:29 ...	PR
T000000010	<input checked="" type="checkbox"/>			VA	RESCAB100	Resistance Cable 100lb Black	1.00	2		2015-03-22 4:23:14 AM	SS	2018-09-26 9:35:58 AM	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.

**Required Qty** – Quantity when the Template of the Production Order was created

**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.

**Reference No** – Alphanumeric value an User can add to the template record

**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

Once a production order has been created it can go through several steps before it gets built and received to inventory. Click on the add or edit icon to open a production order.

Production Order - 000000014 [Inspire Health Systems.]

Build Requisition Next Phase Add To Calendar

Main Communications Phase User Defined

Order Information

Build No: 000000014 Status: Pending

Sales Order: 000000005 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 Open Inventory Serial Numbers Switch To Alternate Show UDF Pull From Template Push To Template Commit Item Open Source

Inventory	Template	Description	Quantity	Built Qty	Remaining Qty	Extended Qty	Unit Cost	Extended Cost	UOM	Conv. Factor	Inv. Usage
VA /PPBARCSC48PK	0000000015	PP Bar Chocolate Salted Caramel 50g (48 pack)	6.00000	4.00000	2.00000	6.00000	812.04640	4,872.27840	PK		
VA /WHEPRO	0000000015	Whey Protein	100.00000	400.00000	200.00000	600.00000	0.50000	300.00000	GM	1 GM per GM	600.00
VA /SOYLEC	0000000015	Soy Lecithin	20.00000	80.66667	40.33333	121.00000	0.90000	108.90000	GM	1 GM per GM	121.00
VA /NONFATMILK	0000000015	Nonfat Milk	500.00000	2,000.00000	1,000.00000	3,000.00000	0.88000	2,640.00000	GM	1 GM per GM	3,000.00
VA /PPBARVC48PK	0000000016	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	1.00000	4.00000	2.00000	6.00000	129.90000	779.40000	PK	1 PK per PK	6.00
VA /WHEPRO	0000000016	Whey Protein	100.00000	400.00000	200.00000	600.00000	0.50000	300.00000	GM	1 GM per GM	600.00
VA /SOYLEC	0000000016	Soy Lecithin	25.00000	100.00000	50.00000	150.00000	0.90000	135.00000	GM	1 GM per GM	150.00
VA /SALT	0000000016	Salt	20.00000	80.00000	40.00000	120.00000	0.02000	2.40000	GM	1 GM per GM	120.00
VA /SOYPRO	0000000016	Soy Protein Crisps	95.00000	380.00000	190.00000	570.00000	0.60000	342.00000	GM	1 GM per GM	570.00
VA /BRNSUG	0000000015	Brown Sugar	50.00000	333.33333	166.66666	500.00000	0.06000	30.00000	GM	1 GM per GM	500.00
VA /SALT	0000000015	Salt	20.00000	80.00000	40.00000	120.00000	0.02000	2.40000	GM	1 GM per GM	120.00
VA /SLTCARM	0000000015	Salted Caramel	125.00000	500.00000	250.00000	750.00000	0.85000	637.50000	GM	1 GM per GM	750.00
VA /OLEICOIL	0000000015	High Oleic Sunflower Oil	30.00000	120.00000	60.00000	180.00000	0.30000	54.00000	GM	1 GM per GM	180.00
VA /XANGUM	0000000015	Xanthan Gum	25.00000	100.00000	50.00000	150.00000	1.00000	150.00000	GM	1 GM per GM	150.00
VA /TAPSTARCH	0000000015	Modified Tapioca Starch	25.00000	100.00000	50.00000	150.00000	0.90000	135.00000	GM	1 GM per GM	150.00
VA /YOGURICOATING		High Protein Yogurt Coating	12.00000	0.00000	24.00000	72.00000	0.48720	35.07840	GM	1 GM per GM	72.00

Production Order Notes: These are for Jackson 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: 0.000 On Hand: 10.000 Committed: 10.000 Back Ordered: 12.000 On Order: 2.000

Created by SS on 09/15/2015 11:52:27 PM. Modified by SS on 02/09/2017 12:43:39 PM. Total Cost: 4,872.2784 Unit Cost: 812.0464

## Header

**Save** – Saves the production order.

**Save/Close** – Saves and closes the production order.

**Save/Create New** – Saves and creates a new 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.

**Add To Calendar** – Adding a note or date to the Production Order – for more details click on the link [Calendar](#)

**Navigation** – Moves from order to order in the sale order that the list is in.

**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.

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

**Serial Numbers** – 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.

**Open Source** – Opens the related sales order that requisitioned the inventory item for production.

## 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** – How many are 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.

**Extended Cost** – Extended cost for this production order list

**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

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 known as a traveler.



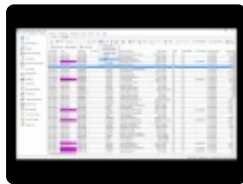
# Service Manager

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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

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# Customer Specific Part Numbers

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Video Instruction – How to use 'Price Matrix' to set customer specific part numbers.



# Why is Enter Different than Tab

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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

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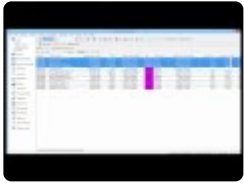
Video Instruction – How to setup a Spire ODBC connection.



# Standing Orders

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



# Shortcut F Keys

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- **F1** – Launches the manual with context sensitive help
- **F2** – Cancels a sales order
- **F5** – In sales and POS brings up the invoice and payment screen
- **F6** – Exits the sales order
- **F7** – In a sales order it brings up the sales history for the customer on the order.
- **F9** – Lookup with or without searches.
- **F12** – Logs the user out of the company and allows them to re -log into the same or different company.
- **F10** – Allows the user to switch Division, warehouse or location

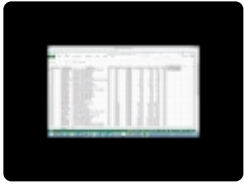
Video Instruction – Use FKey hot keys as shortcuts in Spire



# Importing New Prices

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Video Instruction – Updating Sell prices using export to Excel and Import back.





# Cumulative Quantity Breaks

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# Email Templates

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How to use email templates to speed up emailing in Spire.



# Contract Cost

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**Video Instruction** – Shows how to set a contract cost for a customer.

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

[See this link for full explanation.](#) “



# Receiving Negative Inventory

When inventory is allowed to be sold or consumed so that the on-hand quantity is below zero it means that the item is potentially sold to the customer at the the wrong cost.

Let’s look at this example.

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

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

The screenshot displays a sales order entry screen. At the top, there are fields for Name, Phone, Fax/Cell, and Email, along with a Profit Center dropdown. Below these are icons for Insert, Delete, Comment, Serial Numbers, Add Job Header, UDF, Scan Items, Fill, and Prices. The main table lists items with columns: 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, and G.S.T. The first item is INSDB55, InSpire Dumbbell 55, with a quantity of 1, unit price of 145.00, current cost of 100.00, and margin of 31.03%. Below the table, there are input fields for Available (-2.000), On Hand (-2.000, highlighted with a red arrow), Committed (0.000), Backorder (0.000), On Order (0.000), and Expected. At the bottom, there are fields for Total Weight (0.0), Freight (0.00), Current GP (31.03 %), Average GP (31.03 %), Discount (0.0 %), Shop Fee (0.00), Subtotal (145.00), G.S.T. (7.25), BC P.S.T. (10.15), and a total amount of 162.40. A note at the bottom right states 'All amounts in Canadian dollars.'

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.

Order Details  
Status **Issued** PO No **0000700094** Order Date **06/28/20**

Items  
+ × Serial Numbers Scan Items Comment Show UDF Receiving Labels

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

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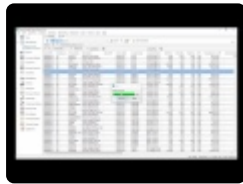
# Excel Pivot Tables

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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 –

# Mail Merge by Exporting from List

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This video shows hoe to create a mail or email merge from exported Spire lists

