

Spire Spire User Manual

3.7 — Last update: 10 October 2021

Spire Systems Inc

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Introduction

Welcome to Spire

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

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

Profitability

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

Customer Demand

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

Efficiency

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

Help Resources

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

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

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

Disclaimer

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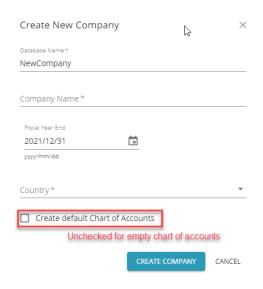
Spire Systems Inc. 320 – 8029 199th Street Langley, B.C. V2Y 0E2

What's New In Spire

Version 3.7

New Features;

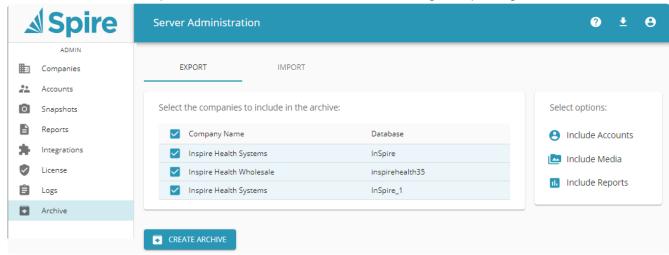
- Add SPS Commerce EDI integration Click here for setup and instructions
- Add support for Avalara VAT in Europe
- · Add ability to override Avalara Entity Code on a Sales Order line
- Add Integration Association to Imports
- · Add Sales Tax Entity Code column to Customer List
- Add Payment Terminal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



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

Version 3.6

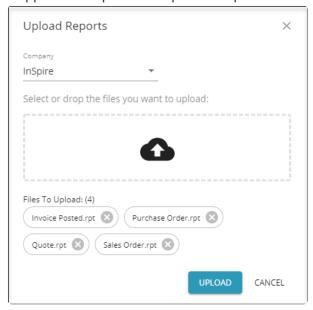
- · Add ability for Spire Systems Inc to host Spire server on spire-cloud.com
- Set default snapshot schedule adding/restoring a company database, Daily @ 23:59 Keep 1
- · Centralize image and attachment handling at the Spire Server
- Archive Allows the ability to create a zip file of all companies data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



· Ability to download Spire Desktop from Spire Administration

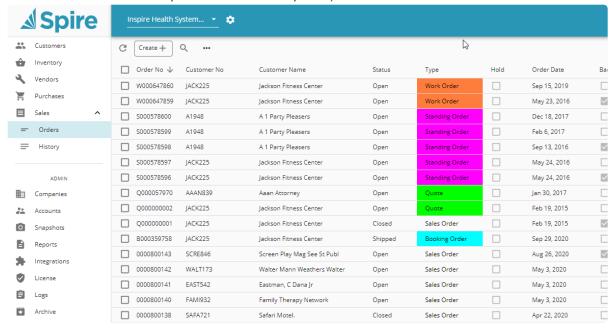


Support bulk upload of reports in Spire administration

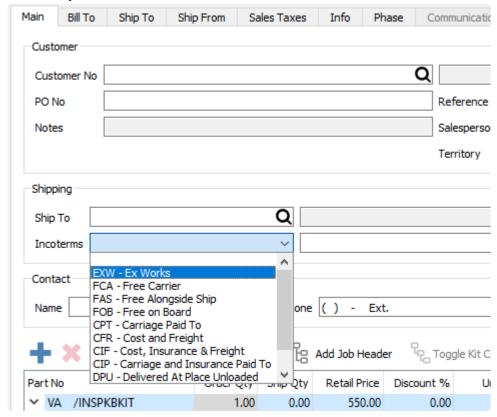


• Versioned views for reports (means report updates do not have to be done on every version where the database changes)

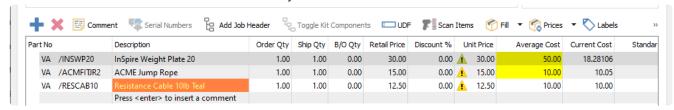
- · Automatically create a snapshot before performing a database upgrade
- Add web browser module for Sales, Sales History, Purchase Orders, Customers and Vendors (limited feature set that will be improved with each update)



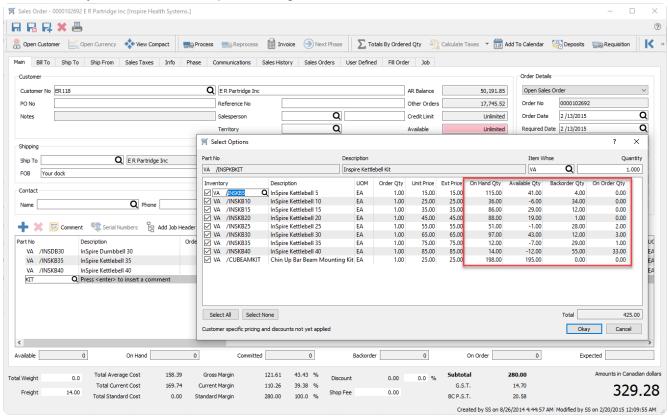
- · Open Inventory from requisitions
- Add ability to use Incoterms for Sales Order and Purchase Orders, enable in Company Settings



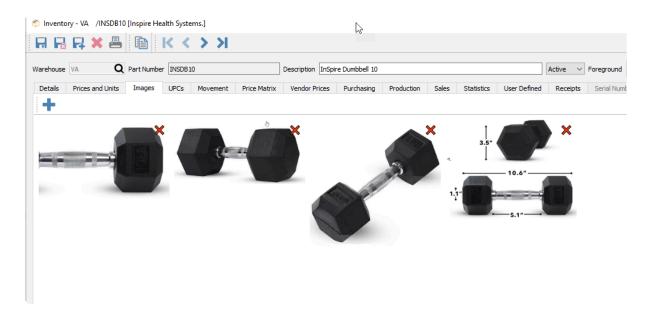
- · Country on sales and sales history lists
- · Add levy filter to sales history
- · Add warehouse location to inventory count
- · Add alternate and vendor part number to inventory search
- · Add Original Quote number to Sales Order List
- · Show sales order line costs in Yellow if they are a user set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



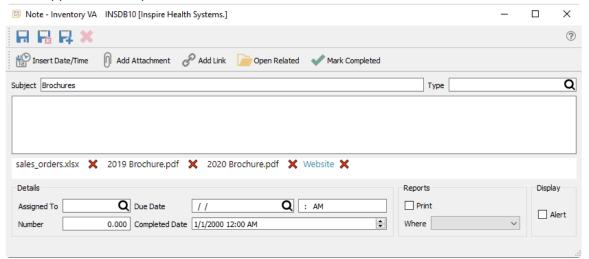
- Add open customer and open inventory to sales history invoice view
- · Restrict view of banking info on customer/vendors by security setting
- Add reprint inventory adjustment report (including transfers and adjustments)
- Added transfer pick slip and packing slip
- Improve Inventory transfers, and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



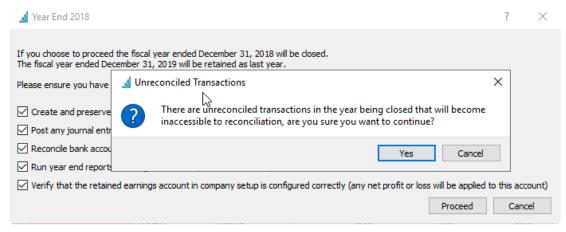
- Add ability to see and change the UOM Warehouse Location during Inventory Count
- · Auto Generate serial numbers will now start at 1 if no initial serial number is set as base
- Add Toggle button for Kits in Sales History, Invoice view
- Add support for multiple Inventory Images



Add support for multiple communication attachments

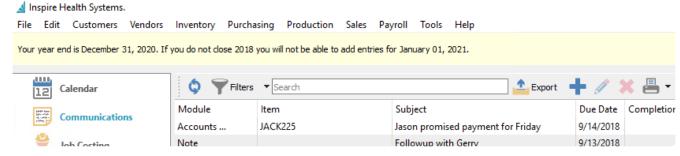


 Warn when performing YearEnd Close that unreconciled transactions exist in GL Accounts marked as Bank Accounts

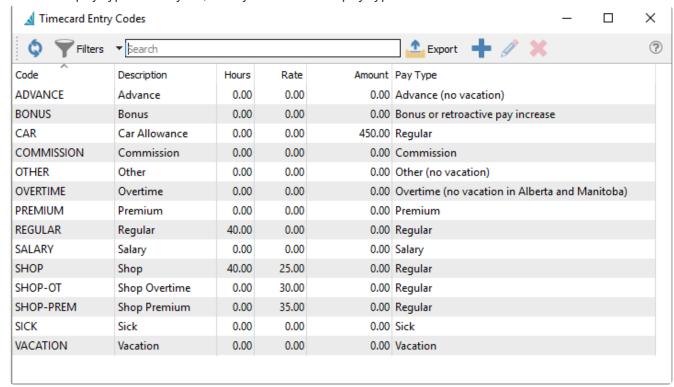


Add Foreign Currency button to Edit General Ledger Account, Historical Periods

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



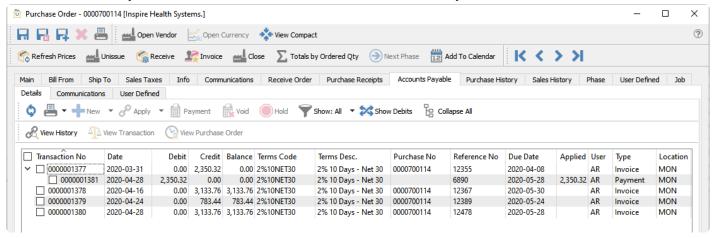
- Add Payfirma Pre Authorization in sales orders
- Allow Payfirma to be used in POS, for customers with vaulted credit cards
- Add Sync customer details button to Credit Card screen to update address and phone number info at Payfirma
- · Definable pay types in Payroll, ability to set default pay types



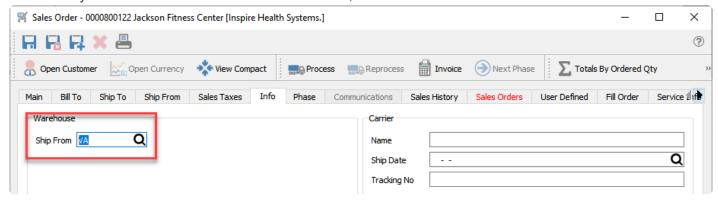
- Display July payroll warning if tables are not current.
- Show payroll table version in Help/About
- Allow GL / Job Cost Memo to be filled in for payroll timecard lines
- · Add Days Since Last Pay field in Timecard to assist with Tax on Commission calculation
- Add support for Employee Communication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

New Features

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



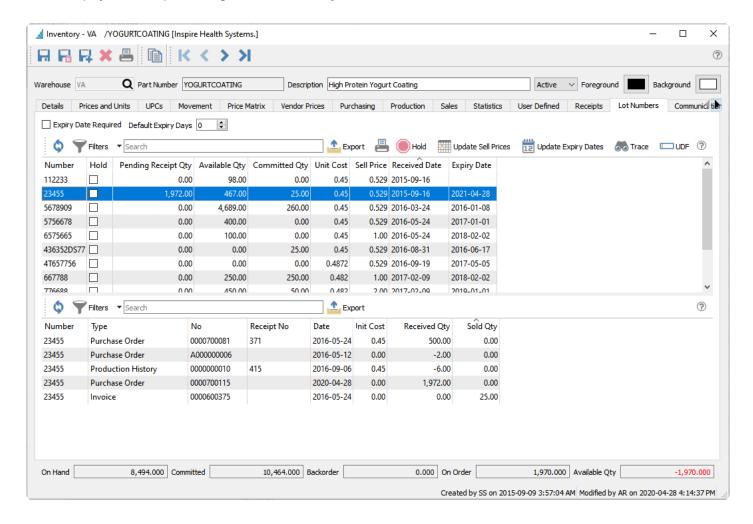
Add ability to set default warehouse in Sales Order, Info tab



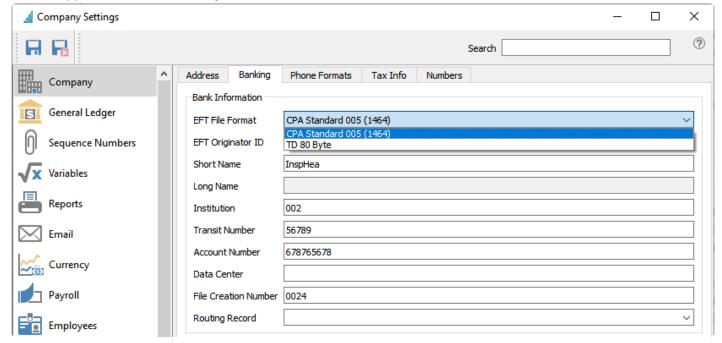
Lot/Serial number changes

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

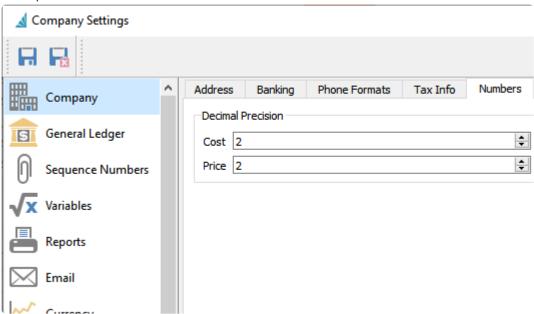
- Record serial/lot cost during customer return when serialized cost is enabled
- Add Expiry Date required flag to Edit Inventory



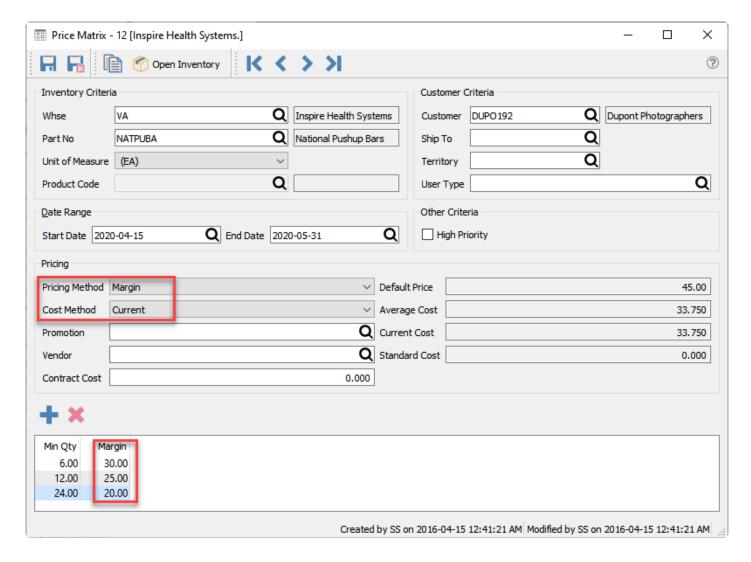
Add support for TD Bank 80 byte EFT file



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



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



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

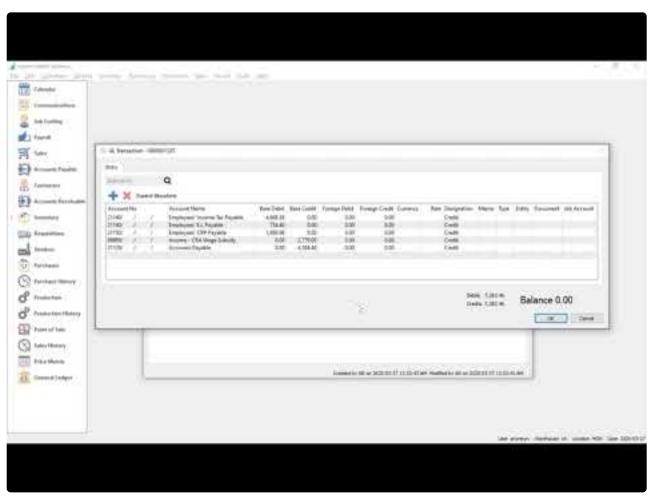
New Features

Source Deduction Remittance for Canadian Payroll

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

See this link for instructions.

Video Instruction



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

Spire Systems Inc

New Features

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



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

- Allow serialized Inventory to be Shipped on a Sales Order without assigning Serial Numbers See this video
- Add ability to drill down to Purchase Order or Production Order from Sales Order target field when Requisitions have been used See this video
- Add ability to drill down to Sales Orders from a Purchase Order or Production Order source field when Requisitions have been used. See video above
- Add Movement tab to Inventory List
- Add ability to create a Purchase Order for selected items on the Inventory List See this video
- Add ability to Select All/Select None on column right click menu See this video
- Add freight component to Inventory Transfer <u>See this video</u>
- 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

Quick Purchase Order

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

Improve UDF user interface

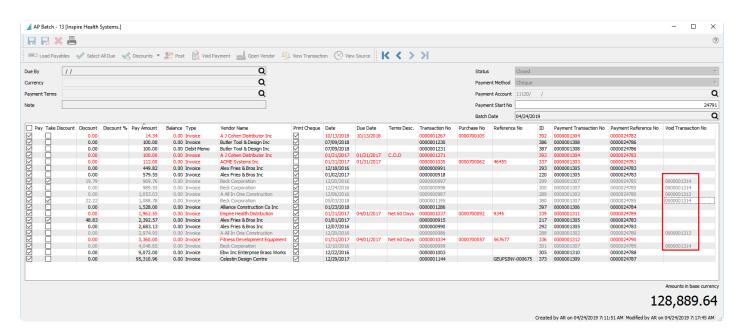
Ability to drag and drop fields to a different position, or even a different page.

Add UDFs to API

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

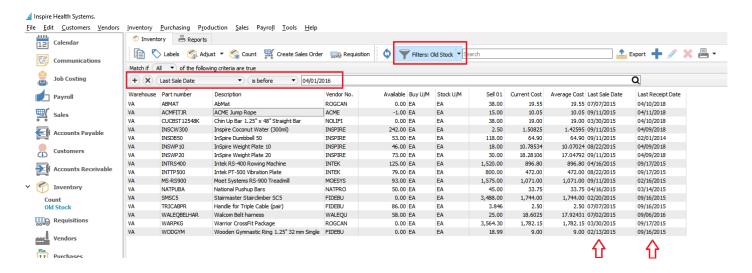
Void selected payments in AP batch

Posted AP batches can now have selected checks voided



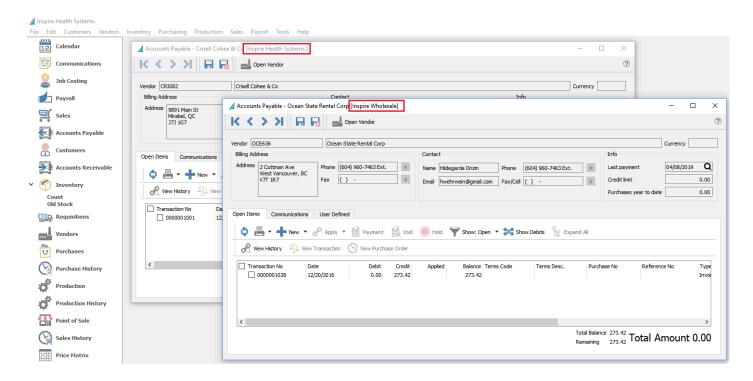
Add last sale date and receipt date to inventory list

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



Add company names to all dialogs.

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



Speed increase to inventory count

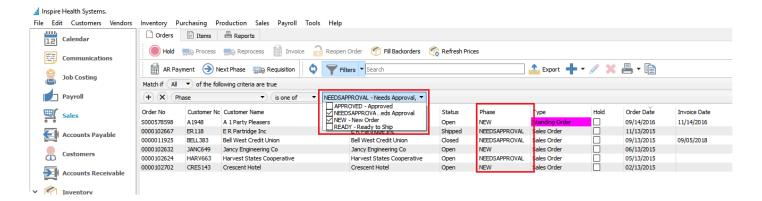
Counting a large amount of inventory is faster

Speed increase in orders

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

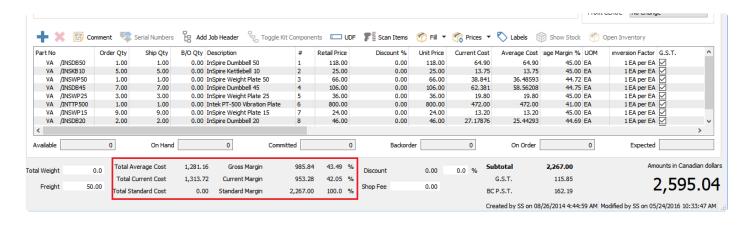
Add phase selection to orders

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



Add current and standard costs and percentages to sales footer

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

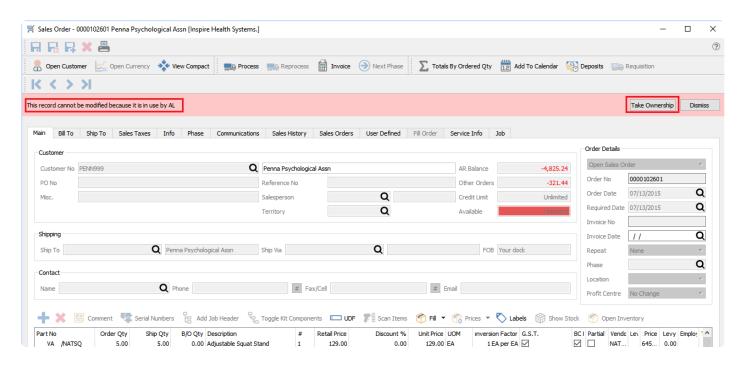


Add costs to sales order items list view

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

Take ownership of locked records

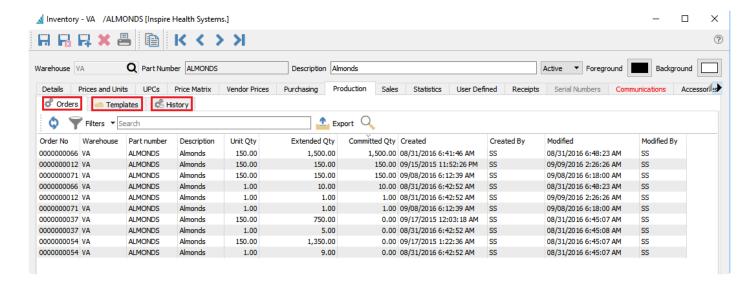
With the correct permission, if the user encounters a record that is locked by another user, they can transfer the lock to themselves.



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

Add Production tab to inventory

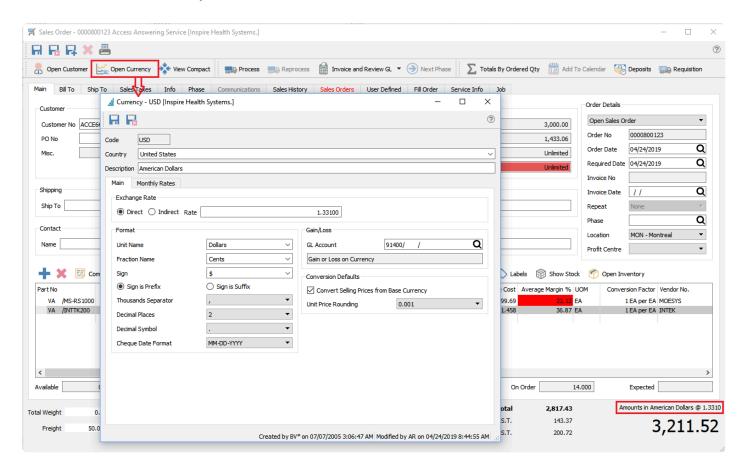
When viewing a component in inventory the user can now see all open production orders, templates and production history for the item.



Add currency view and selector to orders

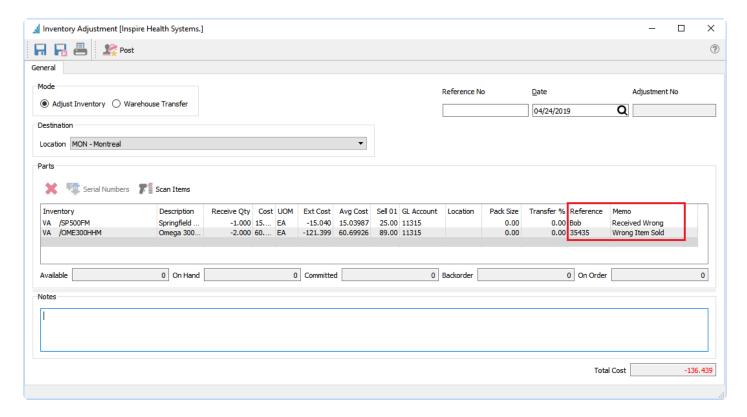
User can now see the currency rate on all sales and purchase orders, and with the correct permission they

can edit the overall currency.



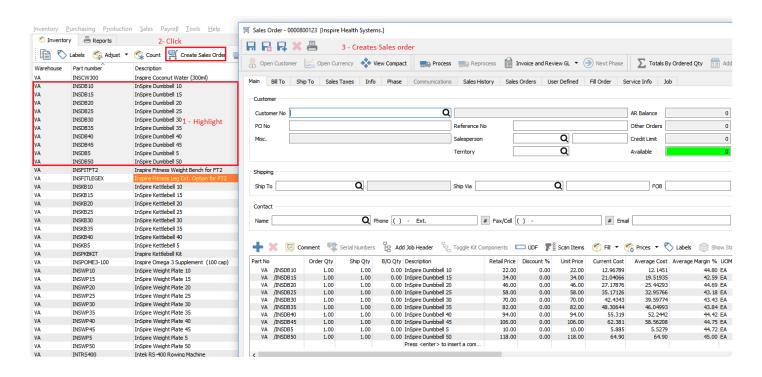
Add line reference memo to inventory adjustments

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



Ability to create sales order from selected inventory items

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



Version 3.1



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

Payroll

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

Accounts Payable

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

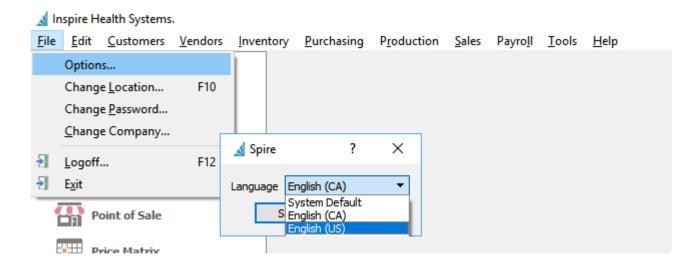
Accounts receivable

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

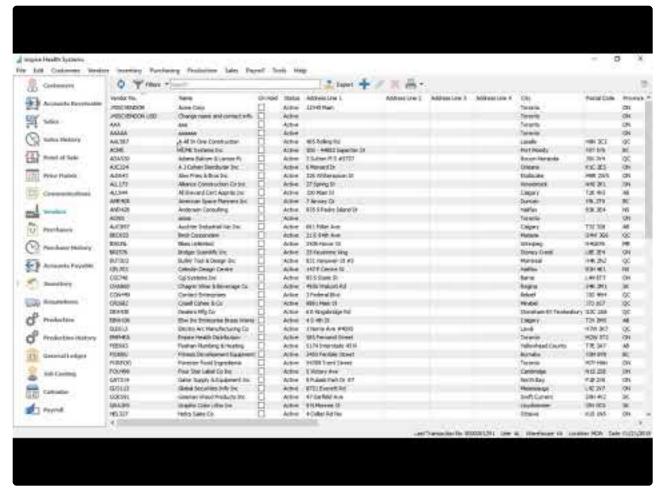
However if you have custom AP cheques they will have to be modified to work with AR.

Languages

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



Video Instruction for What's New in Spire 3.1



https://www.youtube.com/embed/nd YCPx60KY?rel=0

Version 3.0



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

Technology Upgrade

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

Add more columns to sales orders and sales history

Order speed enhancements

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

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

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

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

Lot number / Serial number costing

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

Company list by user

Users can now be set to only see certain companies when logging in.

Calendar

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

Duplex printing

Technology improvements allow support for printing double sided.

Many Improvements to user settings

Moved the stetting "Modify Shipping Fields only" to a multi select button

Scan Button Multiplier

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

Purchase Order Receipt Audit

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

Synchronize Sales and Sales History

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

Deleted Sales Orders

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

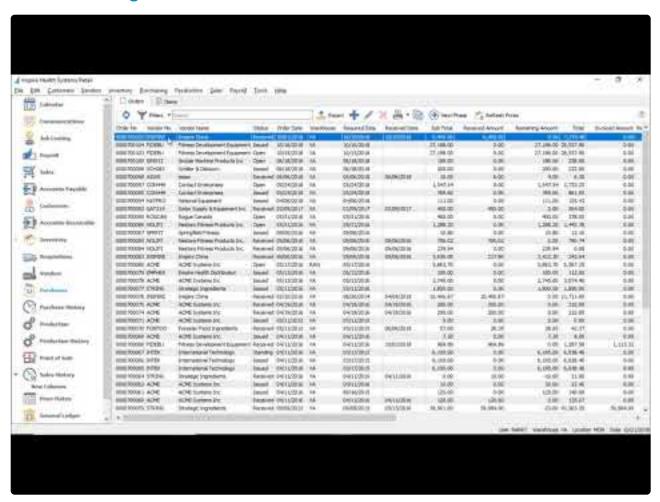
Many more improvements can be seen in the release notes

ie – Autocomplete starts from first character

Focus is at beginning of field when clicked

Retain misc item receipts

Video Showing New Features



 $\underline{https://www.youtube.com/embed/LsXFeGUCGiY?rel=0}$

Version 2.11

Add CRA January 2020 Payroll table changes

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

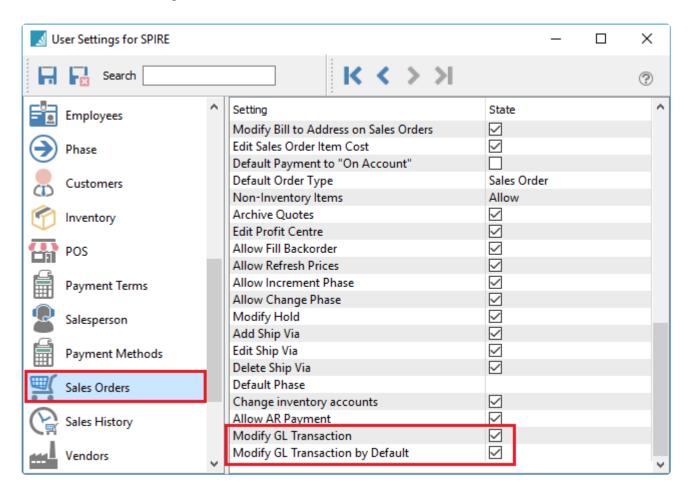
Version 2.9

Inventory Count Module Click Here to see how this module works

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

GL Posting Review – AKA "Autopost Off"

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

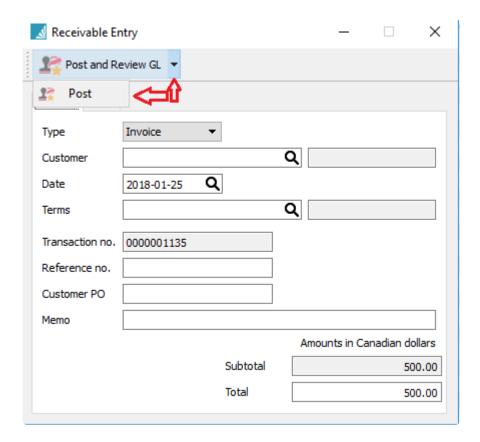




Remember to change this setting for each module for each user

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

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



Electronic ROE (see this link)

(Version 2.9.4)

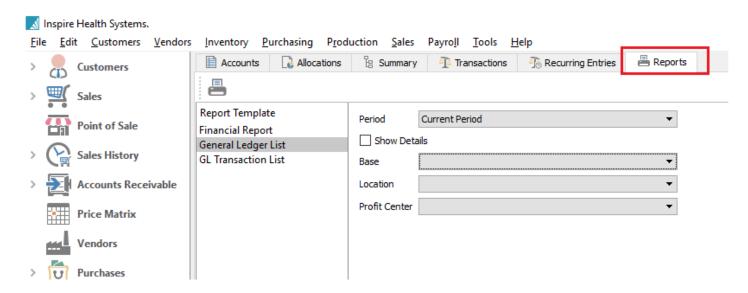
ROEs can be created with Spire and then uploaded to CRA via ROEWeb. There will be no support for printed ROEs as these are being phased out by Service Canada.

Receipts Table Changes

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

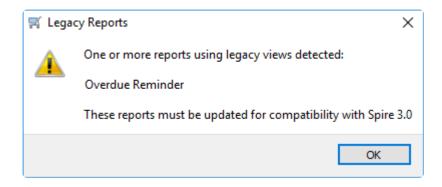
Moved GL reports to "Report Tab"

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



Legacy Report Warning

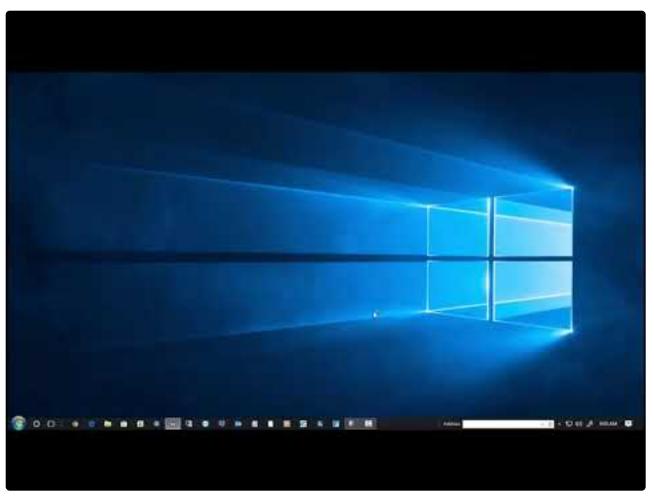
Legacy reports are those using the legacy view for Pervasive reports. Please note that support for the legacy view will be dropped in Spire 3.0. This reminder will ensure that all legacy reports get updated before a user converts to Spire 3.0.



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



Check with your Spire partner before performing updates on your own



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

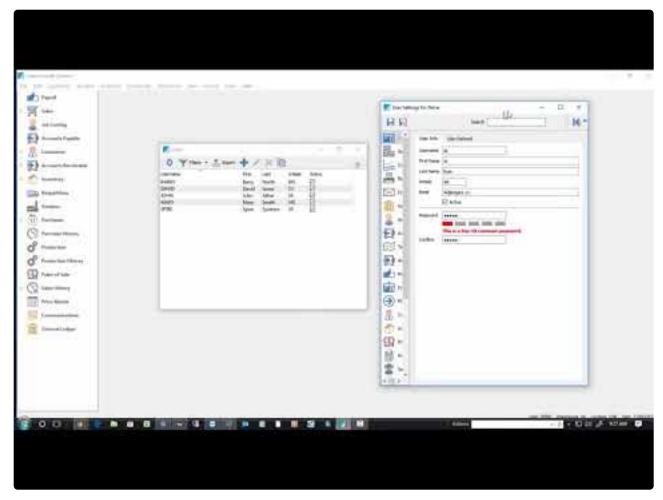
Credit Card Processing - Spire will process credit card payments from Sales orders, Point of Sale and accounts receivable payments. These are 'Card Not Present' transactions and do not include debit cards. We use the payment processor, "Payfirma". Sign up with them at www.payfirma.ca and tell them you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

See this video for how to setup and use this integration



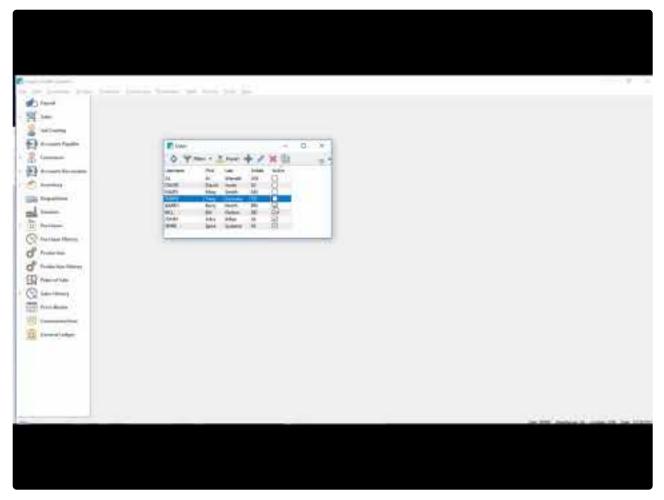
https://www.youtube.com/embed/YbohfjANAxE?rel=0

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



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

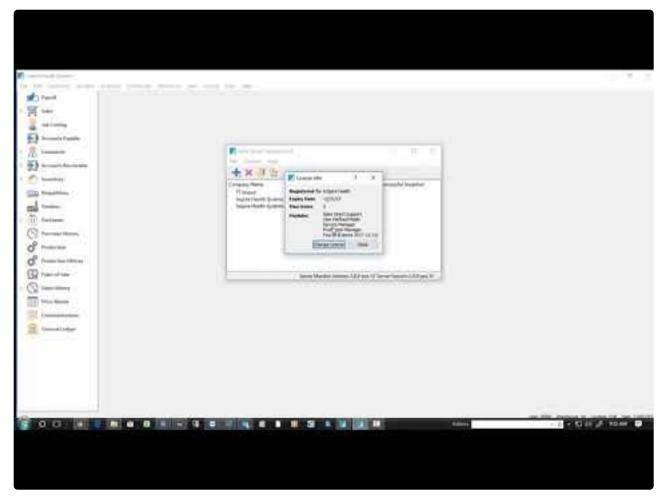
Easily Edit Active Users – Note that you can activate and deactivate users directly from the user list. This is helpful, because it means that you do not have to edit each user one by one. The following video demonstrates how to perform this action.



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

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

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



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

Upload T4s to CRA- Click Here

Amending / Cancelling T4s- Click Here

Version 2.7

Increased inventory list speed

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 <u>Click</u> 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 <u>Click Here</u> <u>for instruction</u>

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 <u>Click Here for instruction</u>

Sales Order users can get access to see stock in all other warehouses by clicking 'Show Stock".

Added a unit and License number to the sales order list for Service Manager

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

Added lot number tracing Click Here for instruction

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

Update the exchange rate when overriding foreign currency on a journal posting

Editing an amount on a foreign journal entry recalculates the other values.

Clear and Re-link Historical AR and AP to be able to run backed dated reports from converted data.

Re-posts BV converted AR and AP data so that back dated reports can be run from before the conversion

date.

Allow viewing of AR and AP history beyond 2 years with a toggle

No longer limiting viewing of AR and AP transactions to 2 years.

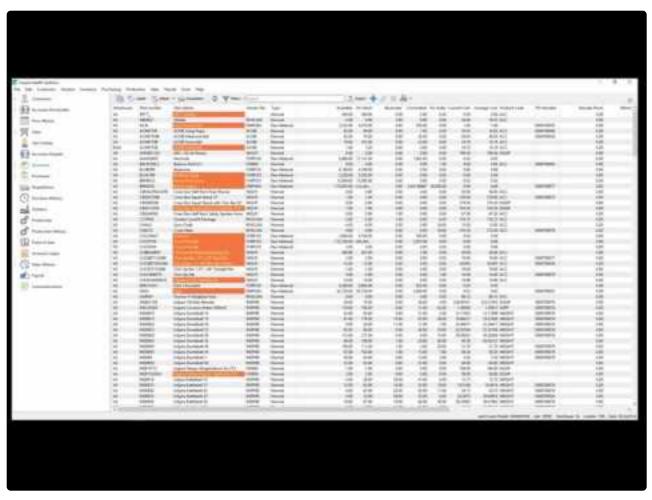
Added customer selection to AR reports tab

Adds the ability to select a customer to the reports tab.

Rearrange inventory Screen

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

Video Instruction - New Features in Version 2.6



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

Spire 2.5 Feature Additions

User Defined Fields (UDF's) have been added to list views Click Here for instruction

User defined fields are now visible on the list views and can be filtered, searched, sorted and exported.

Electronic Funds Transfer (EFT) for Accounts Payable Click Here for instruction

In batch payables the invoices selected for payment can be processed to an EFT file instead of printing a cheque.

Batch Accounts Receivable Click Here for instruction

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

Move UPC codes to their own tab in inventory Click Here for instruction

This feature allows multiple UPCs to be added to each Unit of Measure. (UOM)

Automatic error collection and error send to Spire

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

Reports tab added to multiple modules Click Here for instruction

The reports that were available under file/run reports have been moved into the modules. Reports that need parameters that are not available on list filtering are run from these tabs.

Filter Names Shown Click Here for instruction

Users can now see the name of the filter that they have selected on the top of the filtered list.

UPC code import added.

UPC codes can now be imported

Open Related Click Here for instruction

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

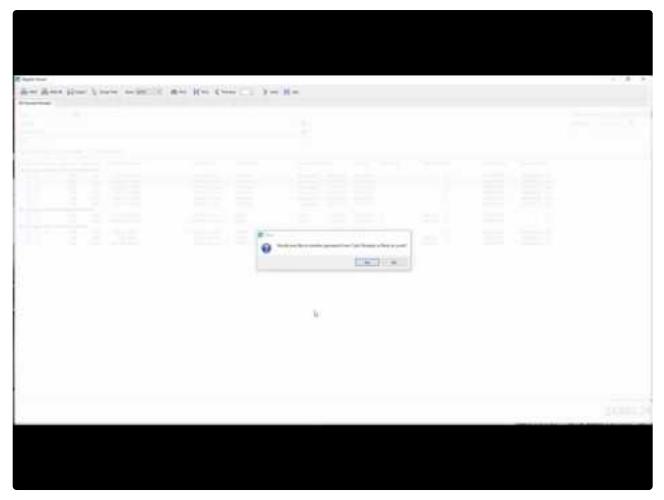
Save Stay Open

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

API Additions

- · Serial/Lot numbers
- · Accounts Receivable
- · Accounts Payable
- UPC codes

Video Presentaion of Spire 2.5 Features



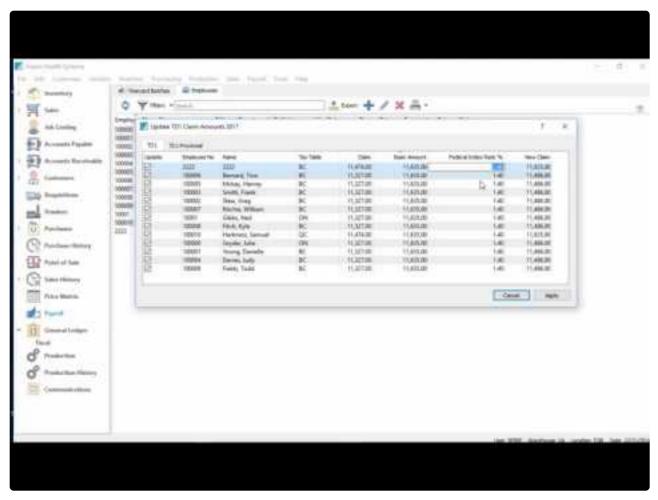
https://www.youtube.com/embed/gZ1wuIDU-rs?rel=0

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

Click here to see Payroll Year End Procedures

Click here to see examples of T4's and T4 summary

Video Instruction on Payroll Year End



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

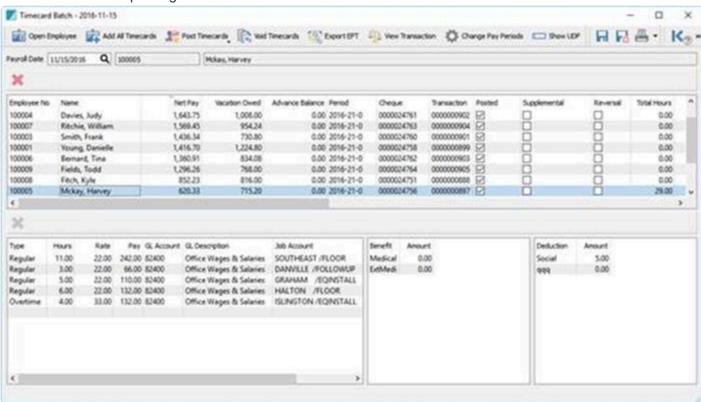
Attachments on Employees

Job Costing

<u>Click here</u> to go direct to job costing in the manual, including video instruction.

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

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



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

- · CPP Employer Portion
- El 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.

2.2 New Features:

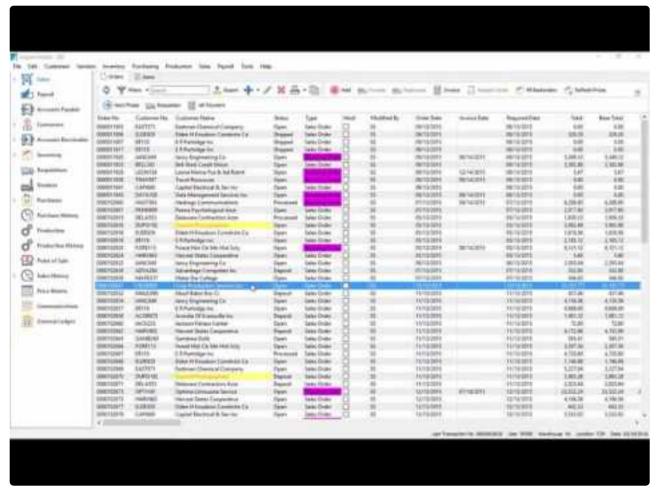
- The last of the technology upgrades
- AR and AP multiple invoice discounts
- AR and AP void transaction (not just Payment)
- AR and AP payment application over several invoices
- Purchase Order line and footer discounts
- Allow sorting on account reconciliation bank import
- · Inventory labels from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

2.2 New Reports

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

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

Video Instruction - Version 2.2

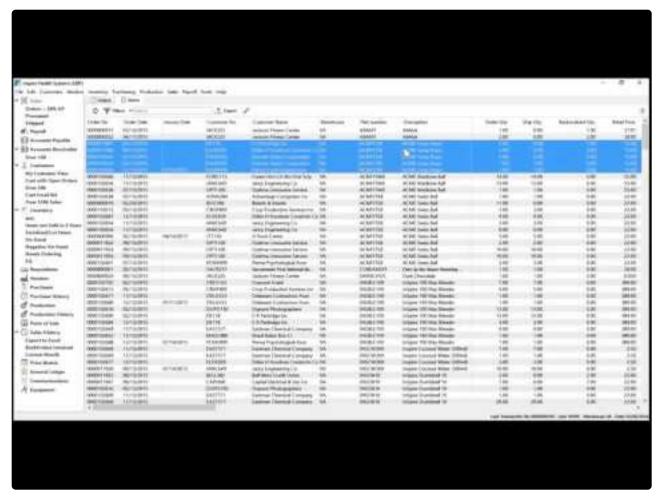


https://www.youtube.com/embed/dF1bfleBiWw?rel=0

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

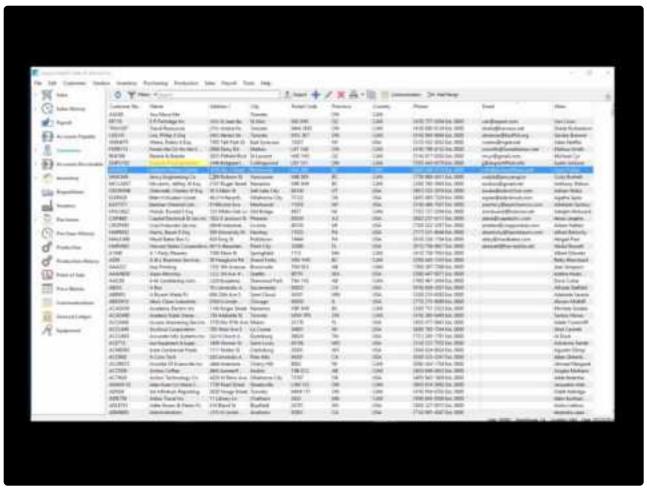
All custom Payroll Cheques and Payroll reports will need to be edited to use the new database tables!

This video shows the 2.1 features.



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

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



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

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.

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

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

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.

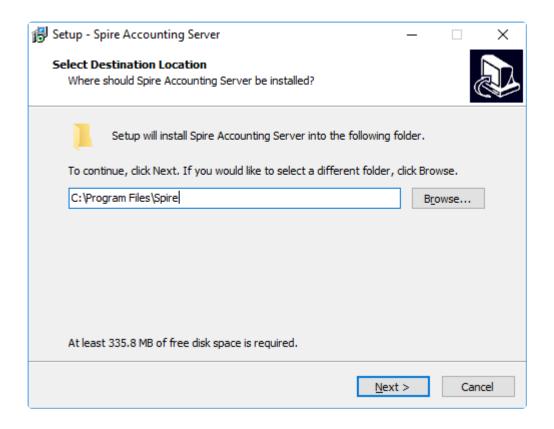
Installing Spire on the Server

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).

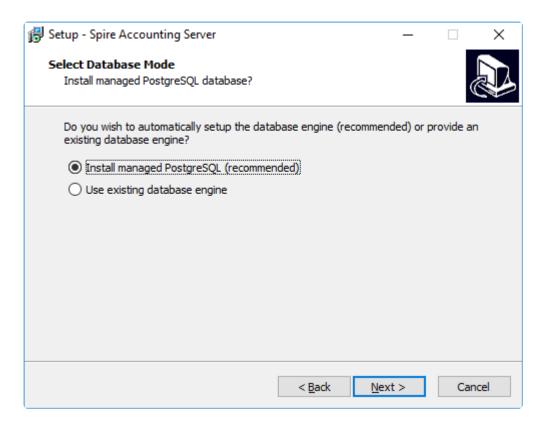
When the server is installed one of the options presented is whether you also want to install the workstation (desktop Spire client).

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.



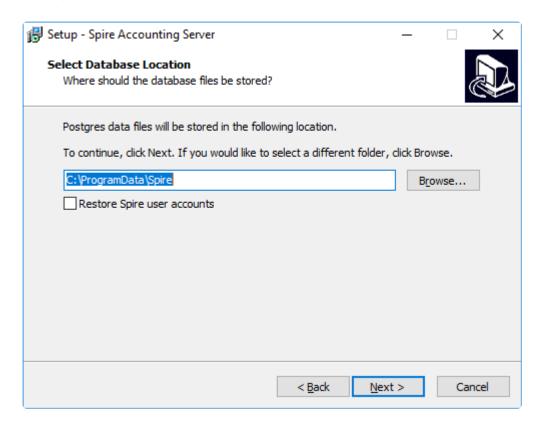
The next step asks if you want to have Spire manage the PostgreSQL database engine. It is recommended that you accept this, unless PostgreSQL has been installed by another application besides Spire. Note that if you do choose to let Spire install PostgeSQL it may not be configured optimally for operation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



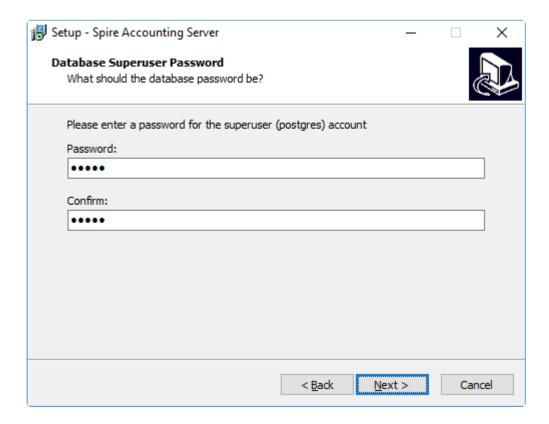
Next the install asks where to install the PostgreSQL database. Choose the fastest drive possible that has enough available space.

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

The user backup file is called _spire _ with a date/time appended to it. i.e.- spire_2018-08-31.backup

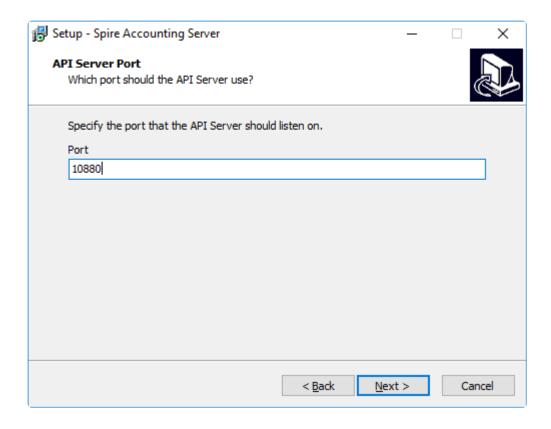


Next you will be asked to create a password for access to the database through tools like PGAdmin. This is not the same as the 'Spire Admin Account'. Please keep this password secure.



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.

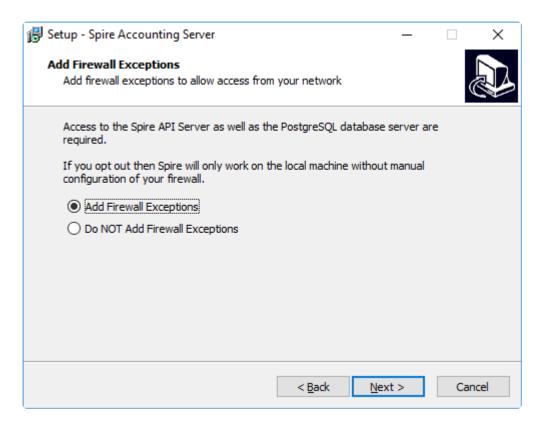
However if you are upgrading, and BVEssentials exists on this server, then it may already be using Port 10880. If this is the case, you will need to change one or the other to prevent a conflict. We recommend you let Spire keep 10880 and set BVEssentials to something else (i.e. 10888).



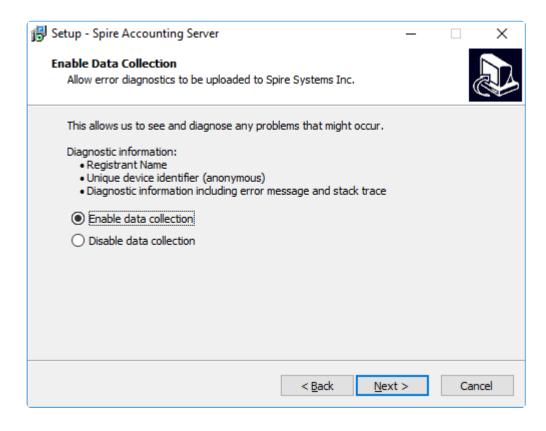
The next window discusses Firewall Exceptions – it is recommended you leave this set to the default of Add Exceptions.



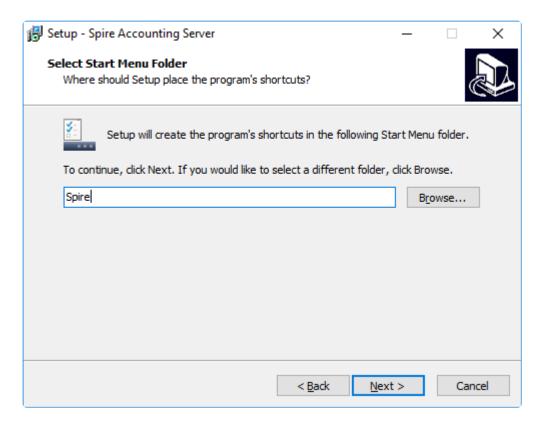
NOTE: Only change this if you intend to make some custom network security settings changes.



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



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

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

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

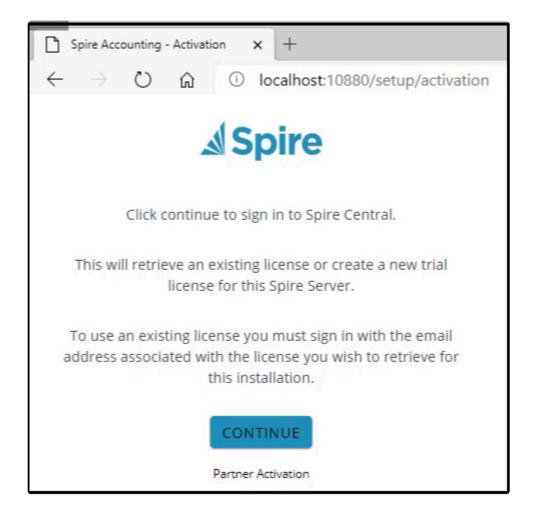
The next step will ask you to create a Spire administrator account. This user has full access to all companies and settings. Other administrators can be added later. If upgrading from a previous version, or importing from another system, an existing user can be used.



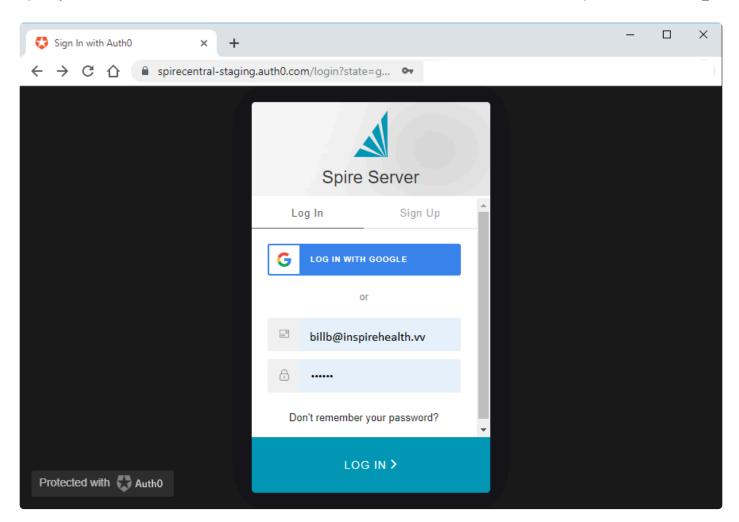
Setup Spire Administrator Account

First Name		
First Name		
Last Name		
Last Name		
Initials		
Initials		
Username		
Username		
Email		
Email		
Password		
Password		
Repeat Password		
Repeat Password		
CONTINUE		

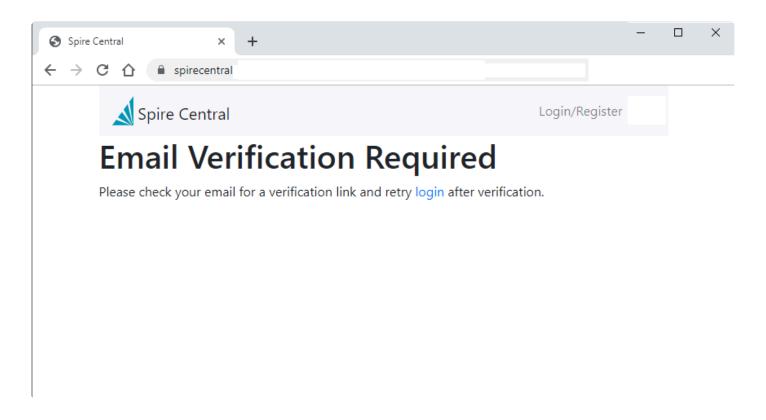
You will then be asked to retrieve your existing license or create a new one.



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



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



Retrieve the email and click on 'Verify Your Account'



Verify Your Account

Your account information

Account billb@inspirehealth.vv

Verify Link https://spirecentral.auth0.com/u/email-verification?

ticket=HgbEcrXTphT7H9Quh27TOzLxeuEzskFC#

VERIFY YOUR ACCOUNT

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

Thanks!

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

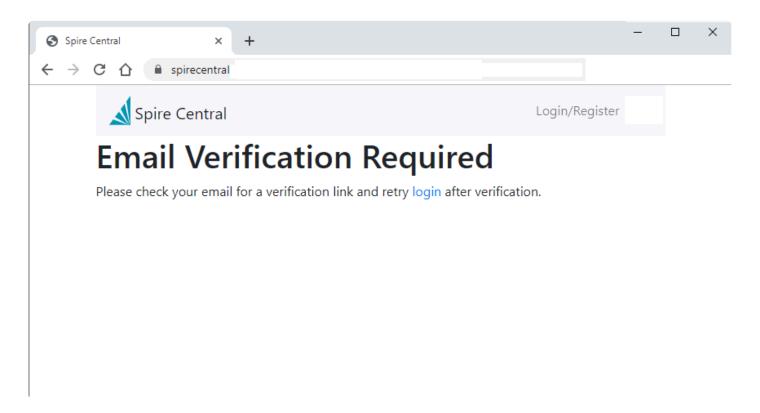
You will get a message that the email was verified.



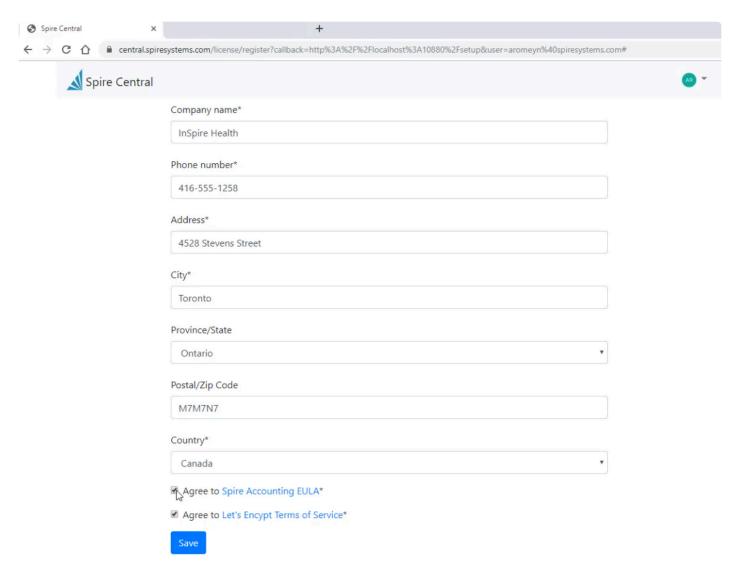
Email Verification

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

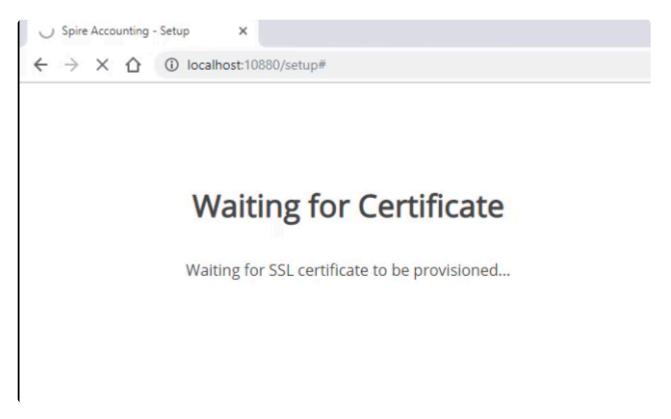
Click on 'login'



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



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



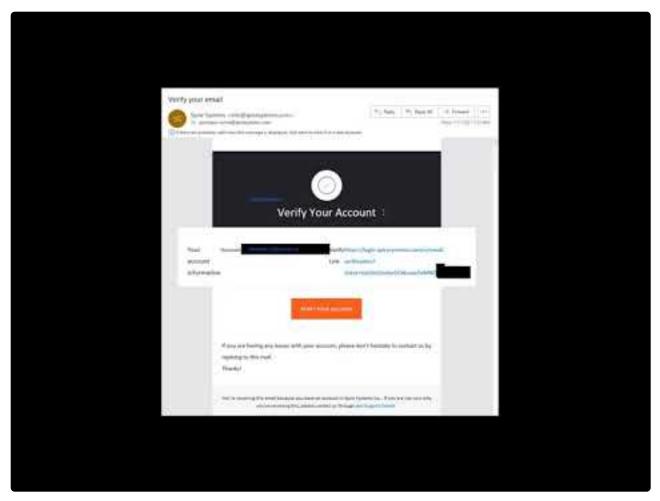
You will then be be asked to log into the Spire Administrator account. Enter the Spire admin user ID and password created earlier.





See Spire Server Admin

This video tutorial will take you through this process.4



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

Upgrade

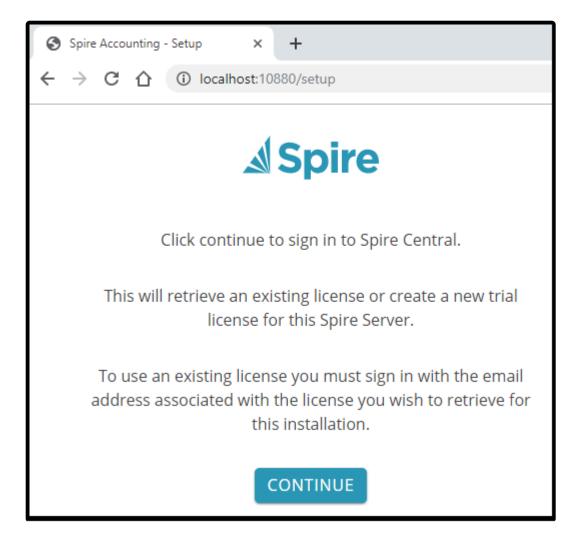


Note – Spire Admin does not work with Internet Explorer. Upgrade to Microsoft Edge or use Chrome, Firefox or Safari. All of which are HTML5 complaint.

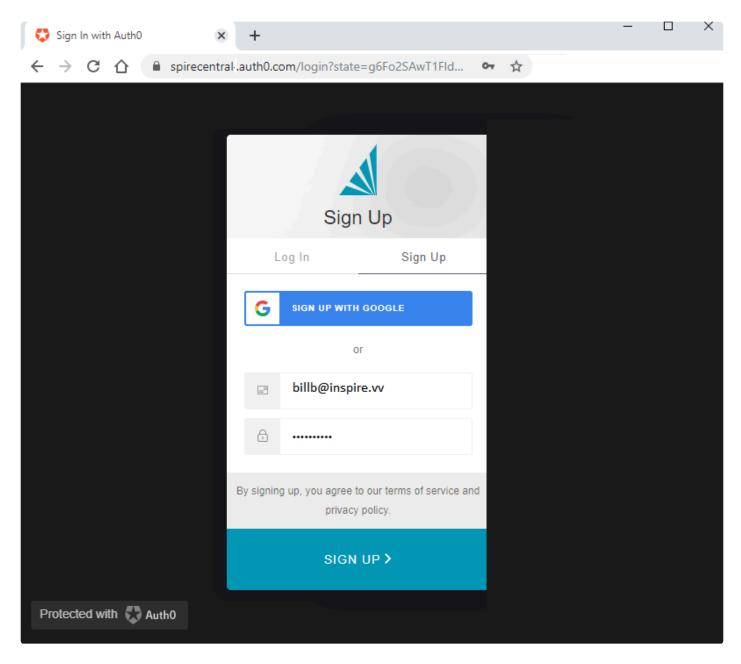
When preforming an upgrade that already has a Spire licence the first screen you will see is the login to Spire server administration. The login user must be a Spire administrator.



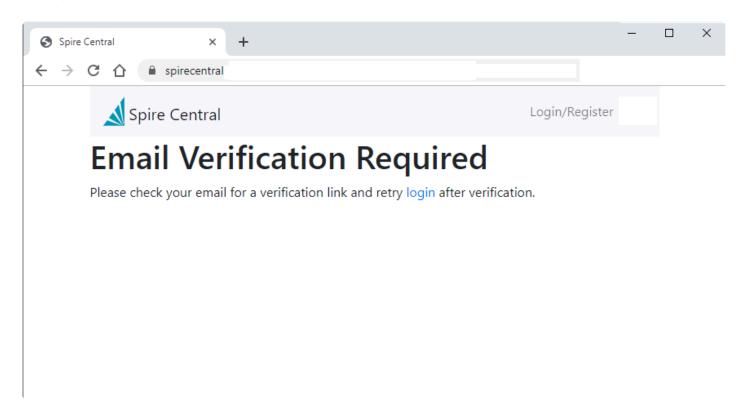
This following screen lets you know that the current license information will be retrieved.



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



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



Click on "VERIFY YOUR ACCOUNT" in this email.



Verify Your Account

Your account information

Account billb@inspirehealth.vv

Verify Link https://spirecentral.auth0.com/u/email-verification?

ticket=HgbEcrXTphT7H9Quh27TOzLxeuEzskFC#

VERIFY YOUR ACCOUNT

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

Thanks!

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

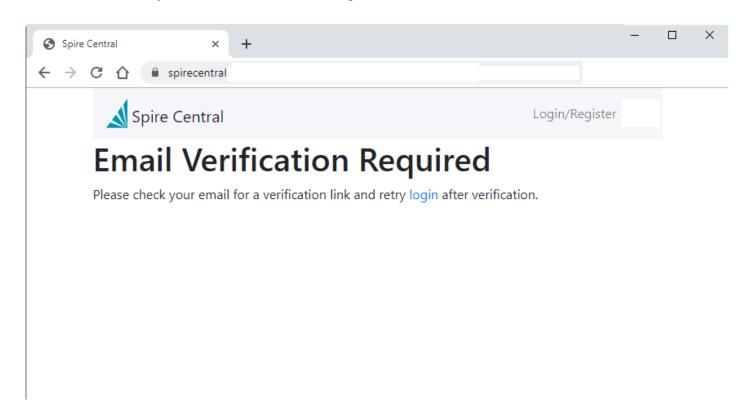
You will get the following verification.



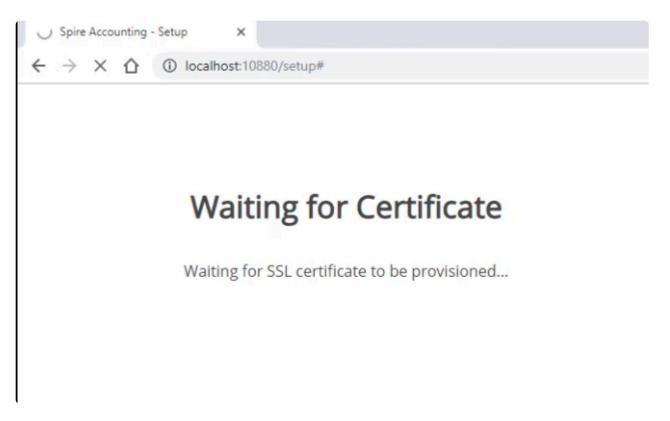
Email Verification

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.

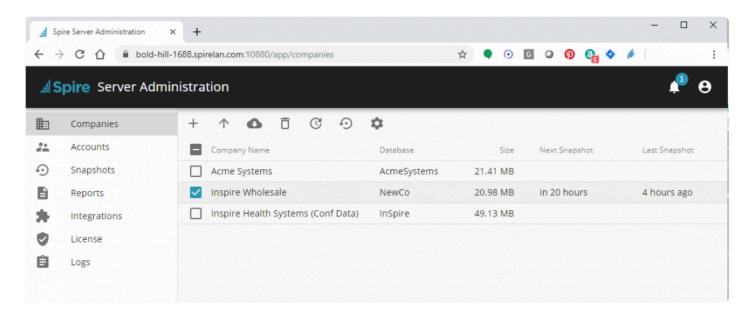


The upgrade is complete when you are presented with the login to Spire Server Administration. Log in with a user that is set as a Spire administrator.





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

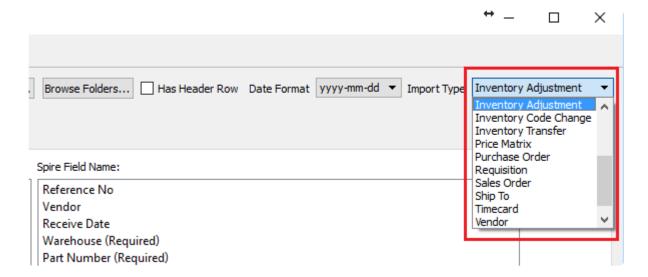


Note that Spire Server Administration replaces "Spire Tray", and provides all of the functionality it provided. In addition to providing additional functionality, Spire Server Administration can be accessed from anywhere on the network where Spire is installed. Any user can logon to Spire Server Administration,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

Importing Data

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

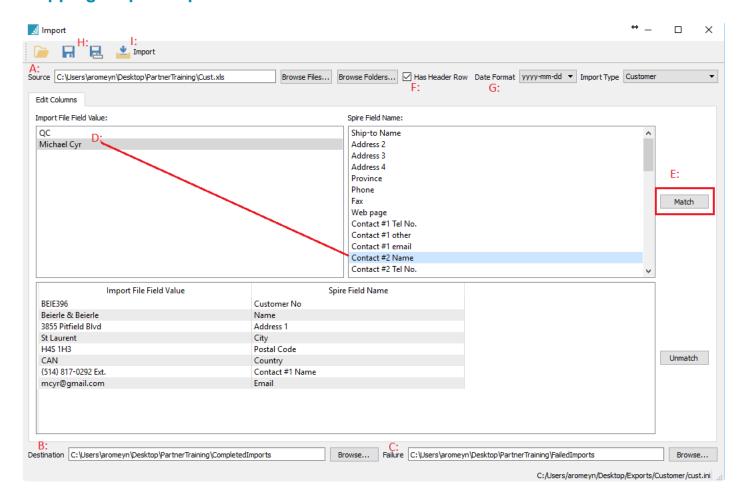
Go to Tools/Import and select the type of import that you need to do.



Available imports are:

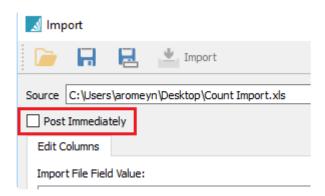
- · Accounts Payable
- · Accounts Receivable
- · Chart of Accounts
- Customers
- · Customer Code Change
- · GL Transaction
- Inventory
- · Inventory Adjustment
- · Inventory Code Change
- · Inventory Transfer
- Price Matrix
- · Purchase Order
- · Requisition
- · Sales Order
- Ship To
- Timecard
- Vendor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

Mapping a Spire Import



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

Imports – Post Immediately

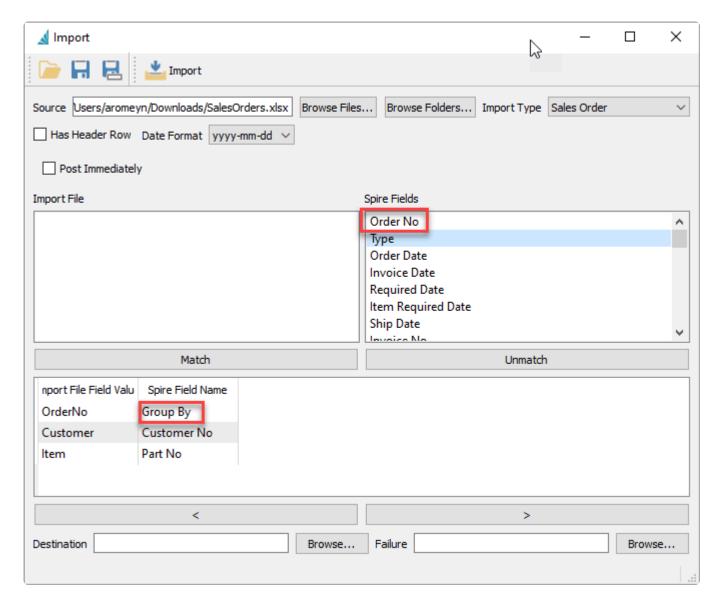


- For Sales Order and Inventory Adjustment imports, there is an option called "Post Immediately".
- For Sales Orders if this is checked the import will be posted as invoices. If not checked they will go into sales orders for invoicing manually.
- For Inventory adjustments the option will post to inventory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

Import Sales or Purchase Orders

When importing Sales or Purchase Orders, the Excel or .csv file needs to contain an order number. Depending on how the user imports the order, it will either use that field for the sales order or PO number or it will use the next available order number from the company's next sequence number.

If the user selects "Order No" or "PO Number" from the "Spire Fields" list, then it will use the order number from the Excel sheet or .csv. If they choose "Group By" instead it will use the next available number in Spire.

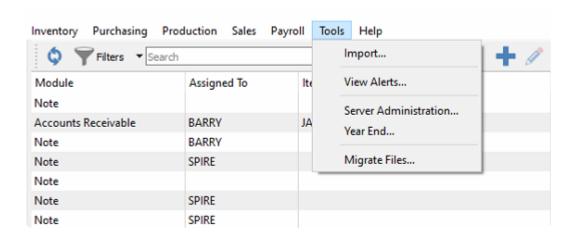


In the example above, the next order number available in Spire will be used because the 'Group By" field was selected.

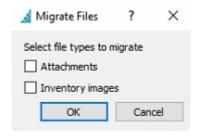
Migrate Files

Spire 3.5 and lower stored Inventory images anywhere on the network, often not accessible to some users. In Spire 3.6 all images may be copied to the central media storage by clicking on the Tools, Migrate Files. This should be run by each user, on their local PC, who has added Inventory images in the past.

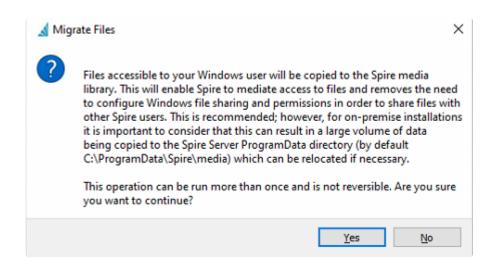
Select Migrate Files from the Tools Menu



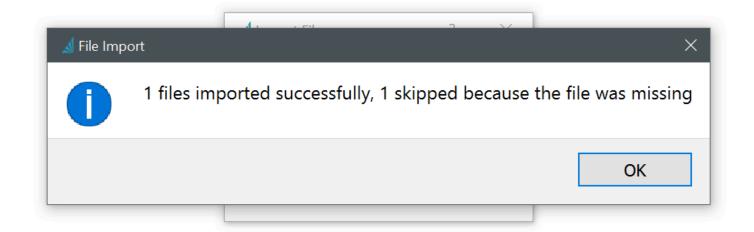
Check Attachments and Inventory Images and click "OK"



Yes to continue the process



Message will indicate the Attachments and Inventory Images has been copied over to the Central Media folder

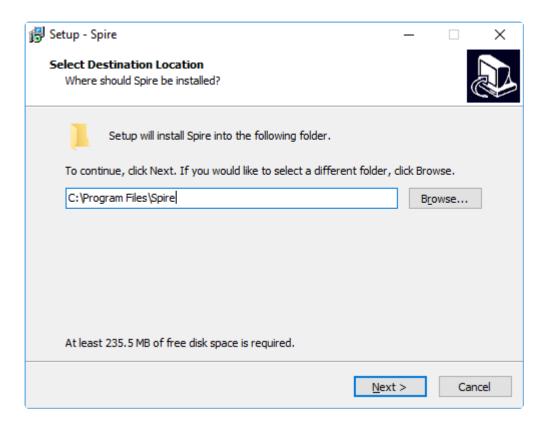


Installing Spire on a Workstation

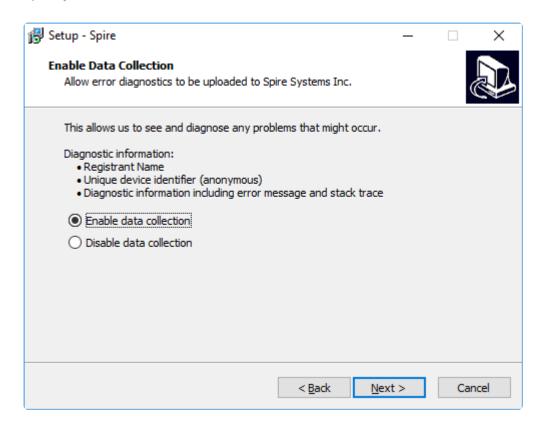
After you have finished downloading the file, you are ready to start the Client installation. Click on the link from your Download screen (or on the file itself from your Downloads folder).

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

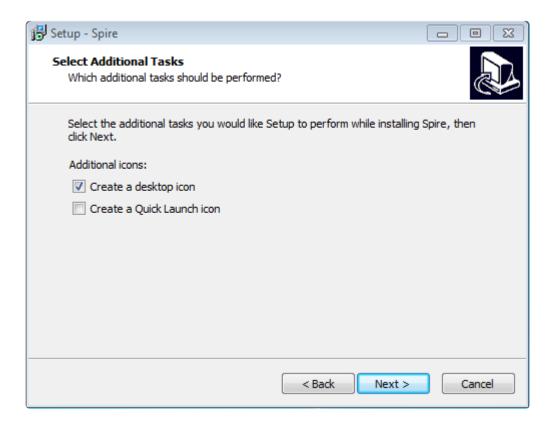
You will be asked to select an installation location. We recommend leaving it set to the default.



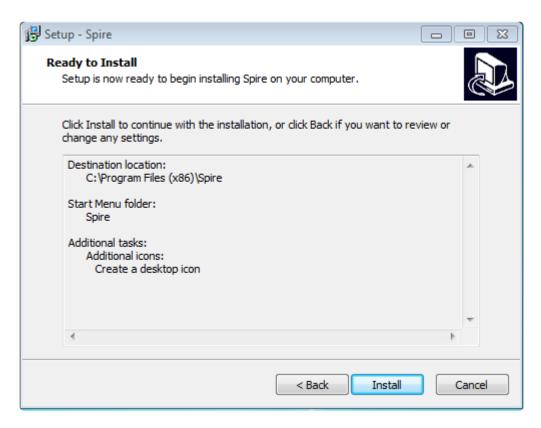
The next window asks permission to turn on data collection. This allows and errors to be sent to Spire without the users intervention. It is highly recommended to turn this on as it helps us with program development. No propitiatory information is sent.



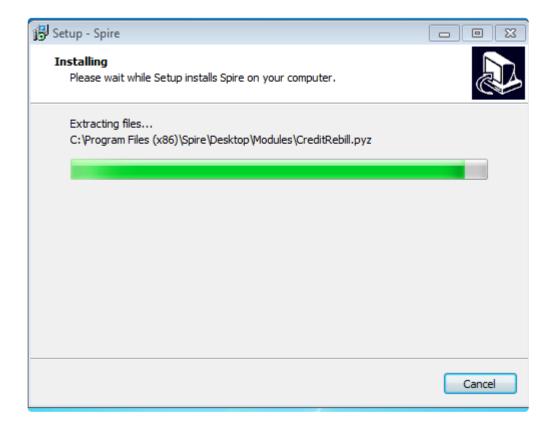
Next you will be asked about setting Desktop and Quick Launch Icons – set preferences as you wish.



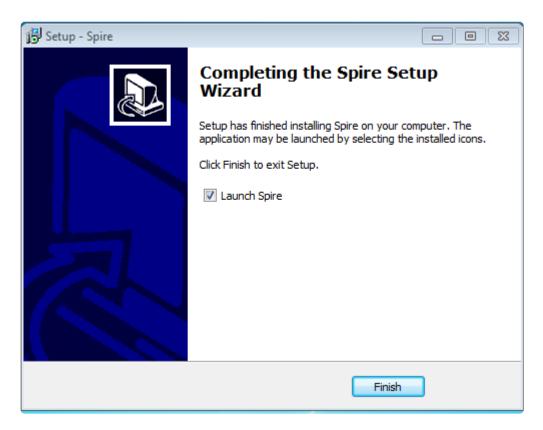
You are ready to proceed – click Install.



You will see a Progress Bar.

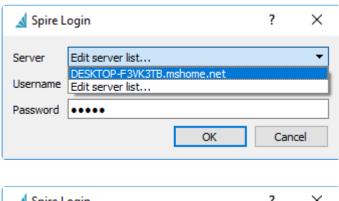


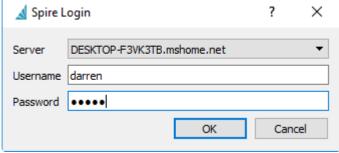
You will be notified that the installation is complete.



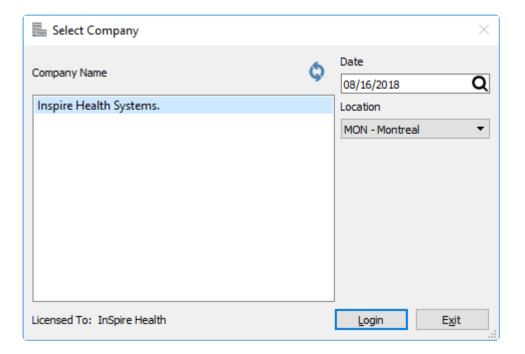
You may then launch the Client and log in to Spire. Note that you log in before selecting a company as not every user has access to all company's.

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



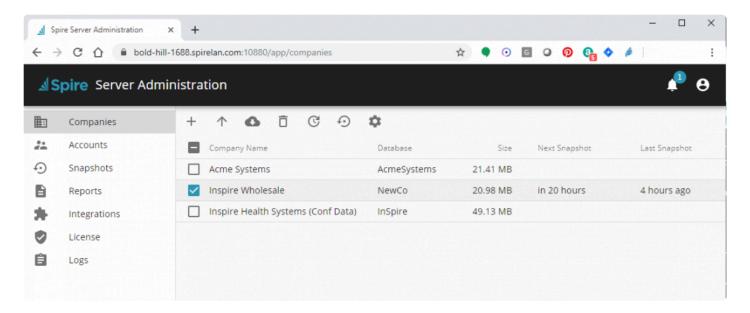


You will only see the companies that you have access to. Select one of them and click 'Login'

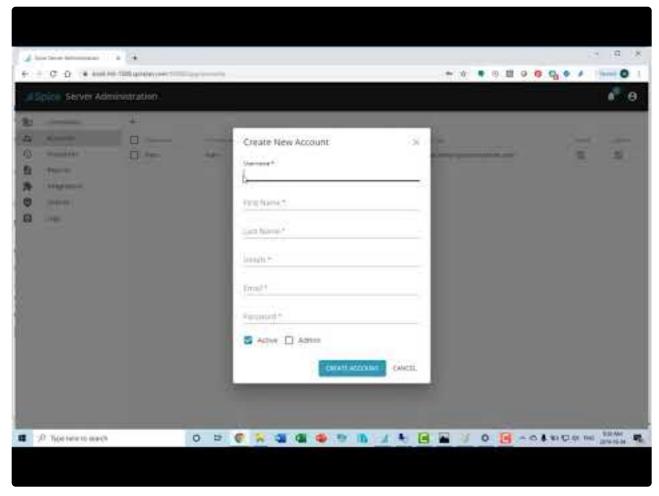


Spire Server Admin

Spire 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



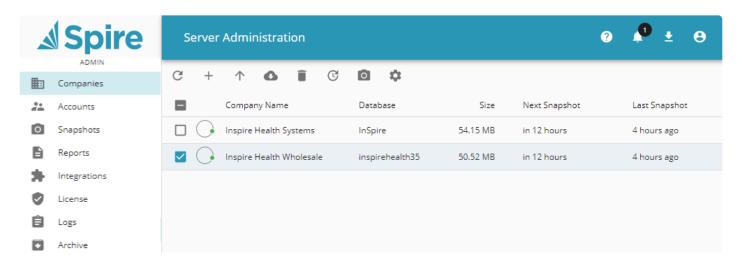
https://www.youtube.com/embed/kGvPn3V1g68?rel=0

Spire Systems Inc

Companies

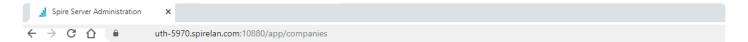
Companies

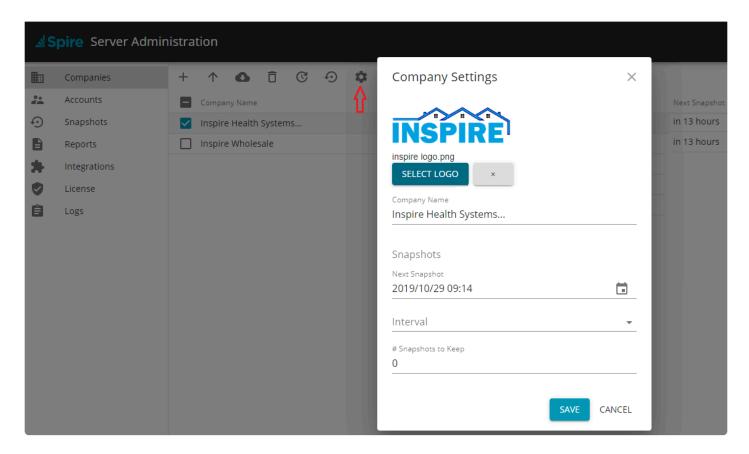
This is where companies are added and administered



- Refresh Refreshes list
- 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

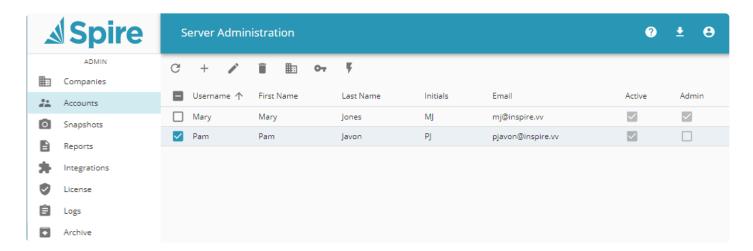




- **Select logo** Browse for logo image file to upload. This logo will be used on printed forms in sales orders and purchase orders.
- Company Name Company name that will appear after users log into Spire
- Next Snapshot When the next snapshot will happen
- Interval How often a snapshot will happen
-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

Accounts (Users)

Accounts



- · Refresh Refresh List
- Create Add an account (user)
- · Update- Update an Account
- · Delete- Delete an Account
- Company Access- Select companies an account can access
- Change Password Change the selected user's password
- Toggle Active Status- Toggle the users active status

The top items are

- · Help- Link to the online manual for highlighted menu item
- Download- Downloads same version as server of Spire workstation
- Profile- The logged in user's profile and password change

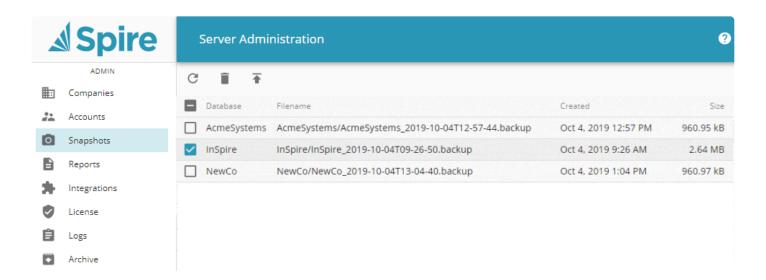
Snapshots

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.

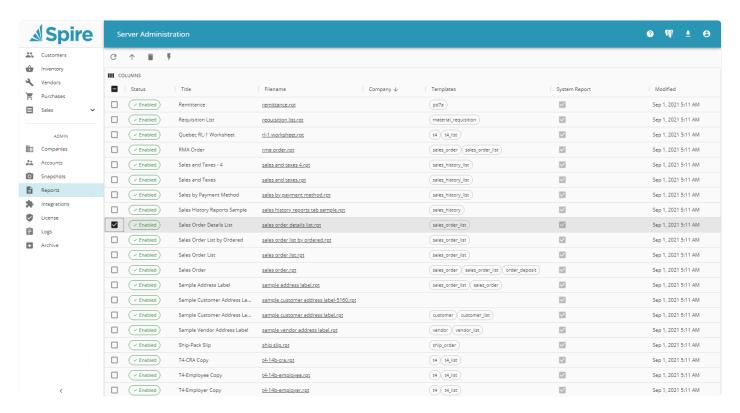
The Snapshot is not a backup!! Until these files are copied to an external device taken off site or to a cloud backup service, they are not safe....



- Refresh- Refreshes list
- Delete- Permanently remove a company
- Restore- Restores zipped archive that may include documents and reports
- 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



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

Integrations

Integrations

Setup other software integrations available directly in Spire

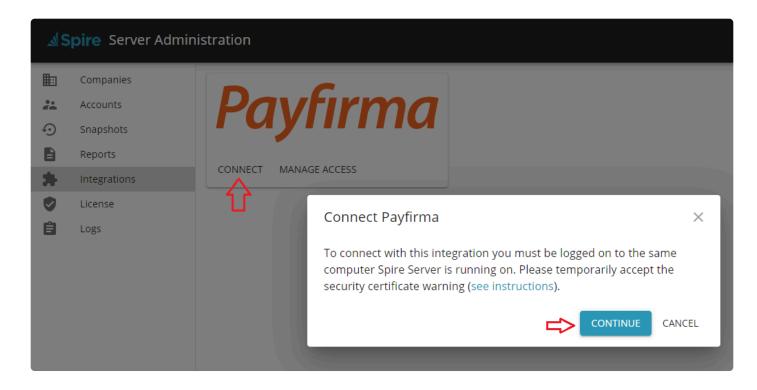
Payfirma

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

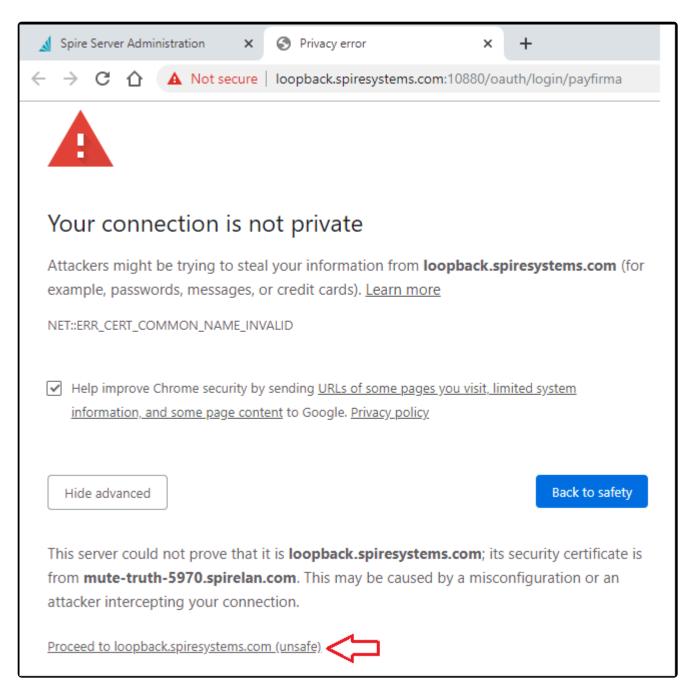
To obtain more information about how to establish this integration from Payfirma see (www.payfirma.com/engage/spire-systems).

Configuring Spire with Payfirma

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



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

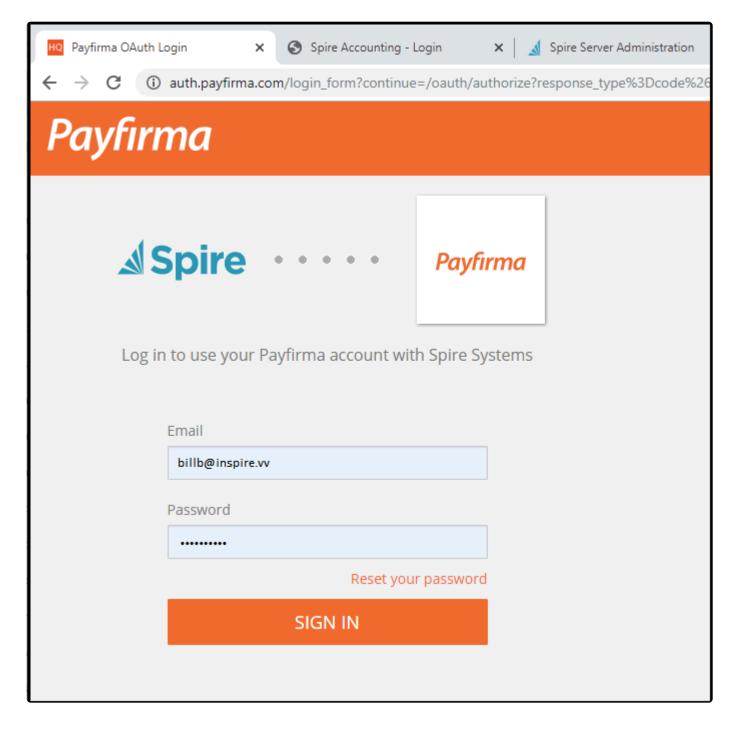


Login with a Spire admin user

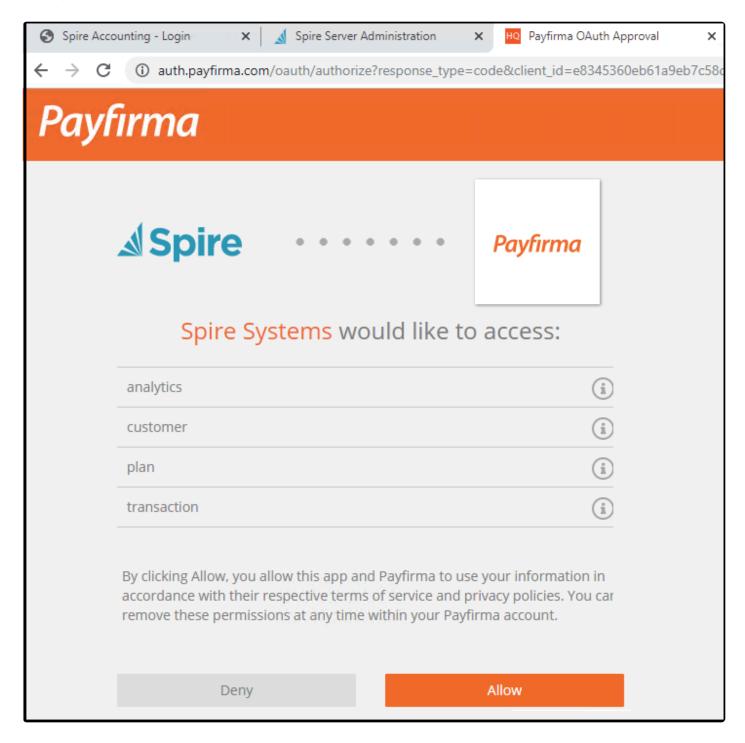


Sign In		
billb		
	SIGN IN	

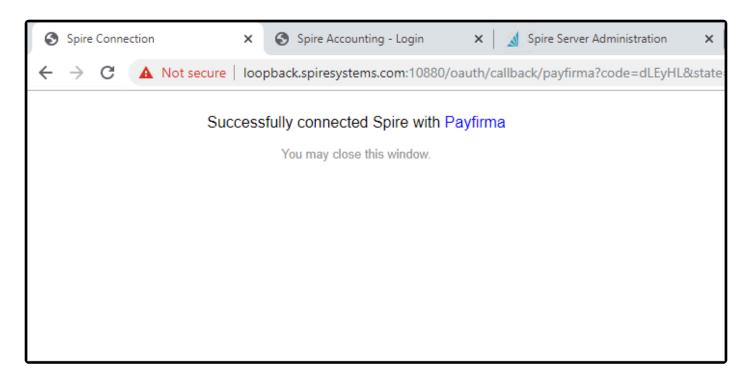
'SIGN IN' to Spire —->>> Payfirma Sign in using the email and password given to you by Payfirma



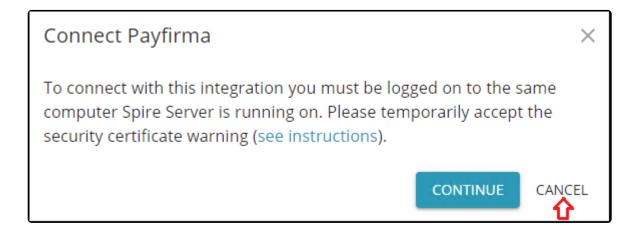
You will be asked to allow Spire to access Payfirma.



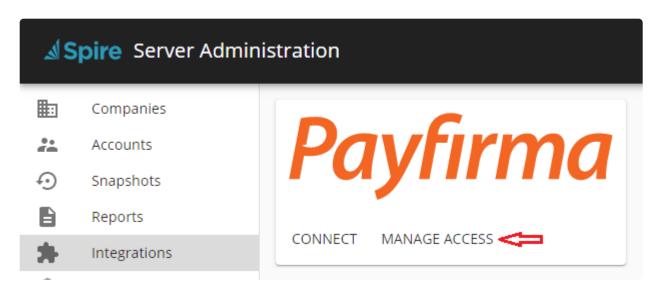
When you see this message, you may close the window.



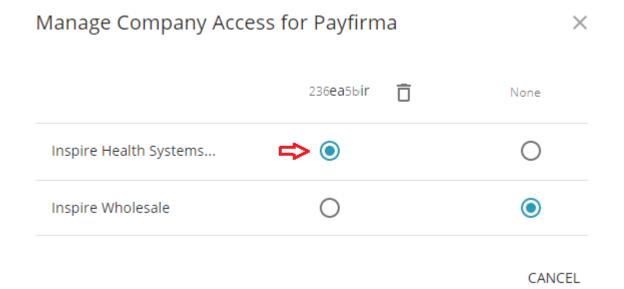
In Spire Server Administration, on the 'Connect Payfirma' screen click on cancel



Next, click on 'Manage Access'



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



- Note Multiple companies can use the same Payfirma account, however this would be unusual.
- Note If you have multiple Payfirma accounts for multiple companies, repeat these steps for each company using that companies Payfirma credentials.
- Note If you encounter an Internal Server Error when trying to connect the Payfirma integration, you will need to first login to http://hq.payfirma.com with the main email that is

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

Internal Server Error

The server encountered an internal error and was unable to complete your request. Either the server is overloaded or there is an error in the application.

Payfacto

Payfacto setup and use

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

What is Payfacto

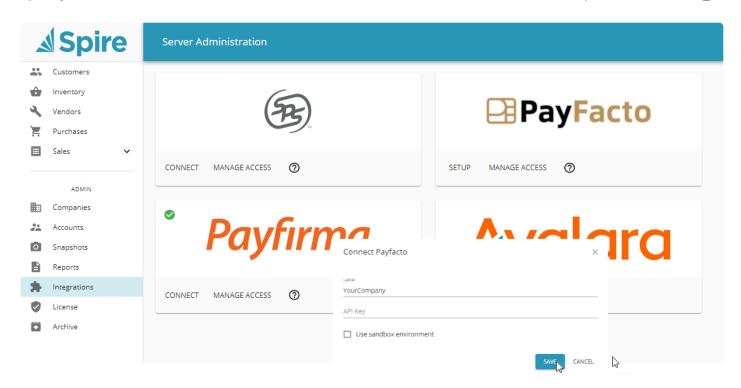
Payfacto is a terminal based system (physical device) used for processing card present transactions (generally payments). For clarity, it's important to understand that this solution is not the same system as Spire incorporates to use Payfirma (where transactions are processed on line, in a card <u>not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

Setting up Spire

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

Linking a company to Payfacto

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

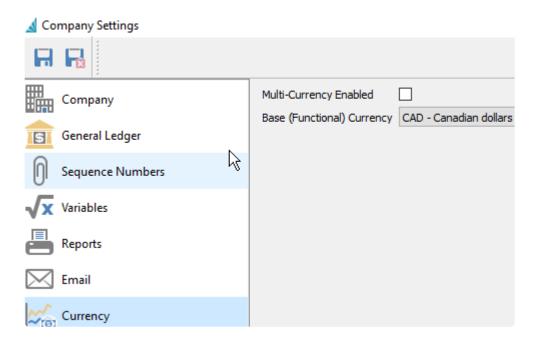


Having provided a label and API key, use "Manage Access" to establish which of your Spire companies, should have access to this Payfacto account.



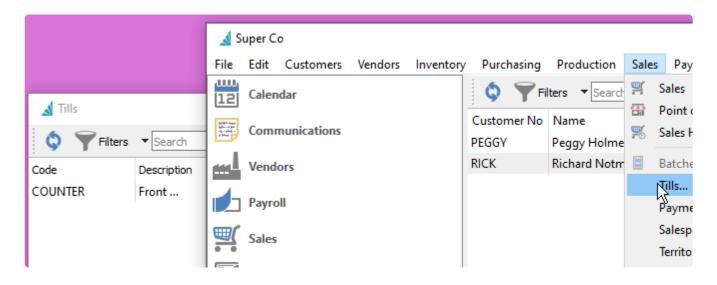
Currency

It's possible to use Spire without multi-currency activated, and without specifying a base currency. When using Payfacto, a base currency <u>must</u> be established.



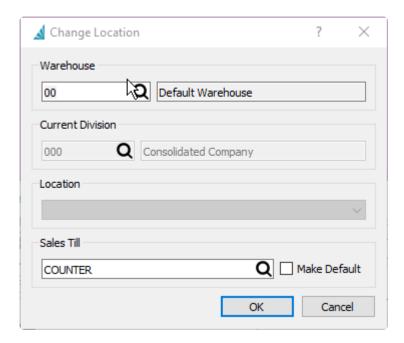
Establish a till

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



A "Till" has a code and description.

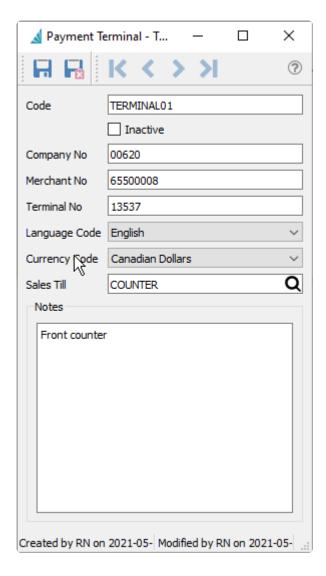
To establish a till as the default, choose "File, Change location". Here you can enter or browse to select a till. Click "Make Default" to establish this as the till that will automatically be used. When more than one till is available, a till can be selected when a sale is made.



Establish a terminal

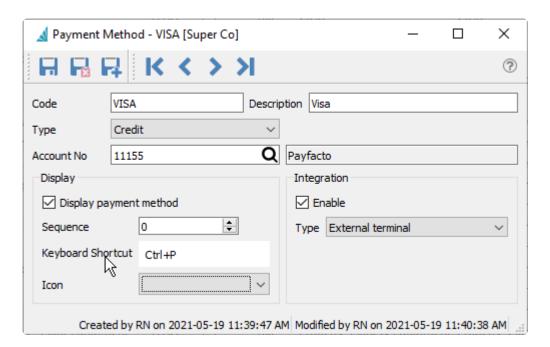
Payfacto uses terminals (physical devices). These are interacted with by the client, where they provide their card (which might involve password entry, or tap, or card swiping, or card insertion). For Spire to communicate with a terminal, various settings must be provided. Most of these settings are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

Choose "Sales, "Payment Terminals...".



Payment method

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



Usage in Spire

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

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

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

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

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

Avalara Sales Tax

Avalara

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

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

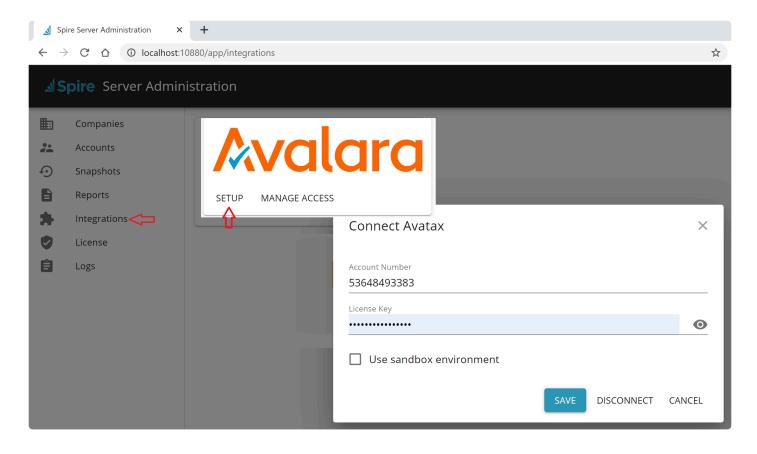
At the end of a reporting period Avalara provides all the data required for the amounts to pay to each tax jurisdiction. Depending on the services purchased from Avalara, the service can also arrange to remit all of the tax amounts to the various jurisdictions for you. This is done by paying Avalara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

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

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

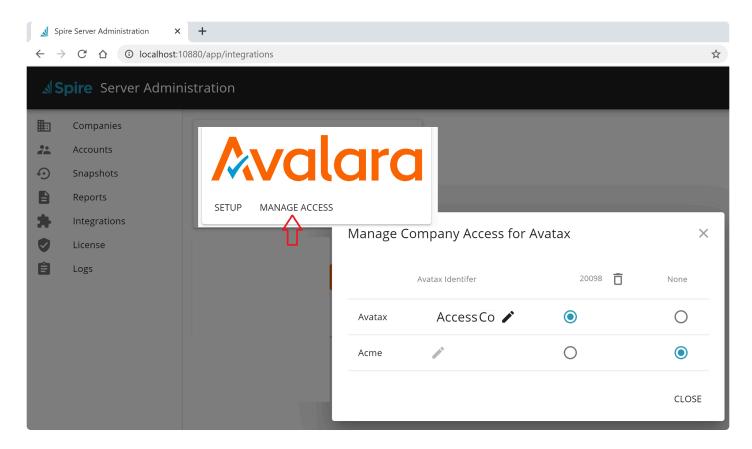
Configuring Spire with Avatax

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



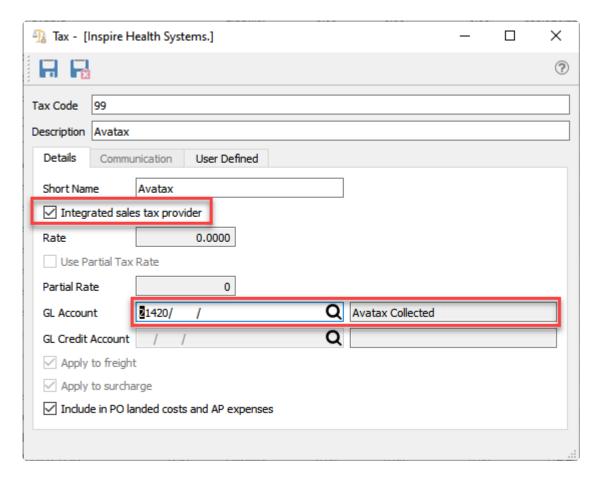
- · Enter your account number and license key that were provided by Avalara
- · Check the 'Sandbox' setting if you are testing.
- · Click 'Save'

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



Sales Tax Setup

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

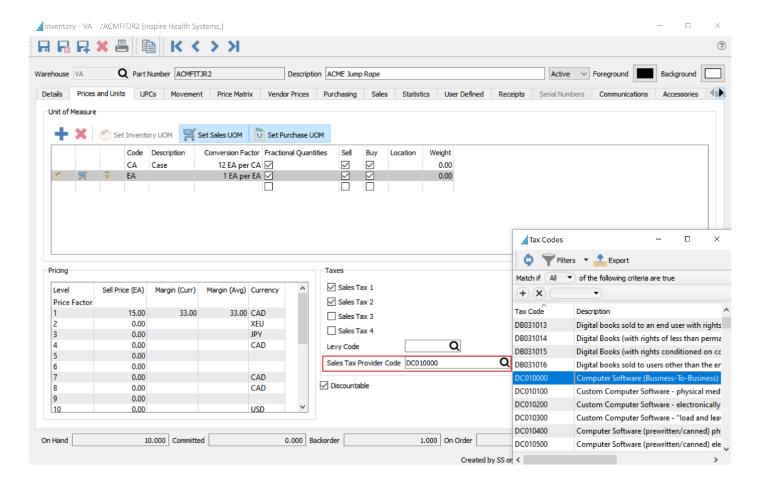


Give the tax a code as in the '99' example above, and select 'Integrated sales tax provider'. The rate will be set as zero because Avatax will do the calculations.

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

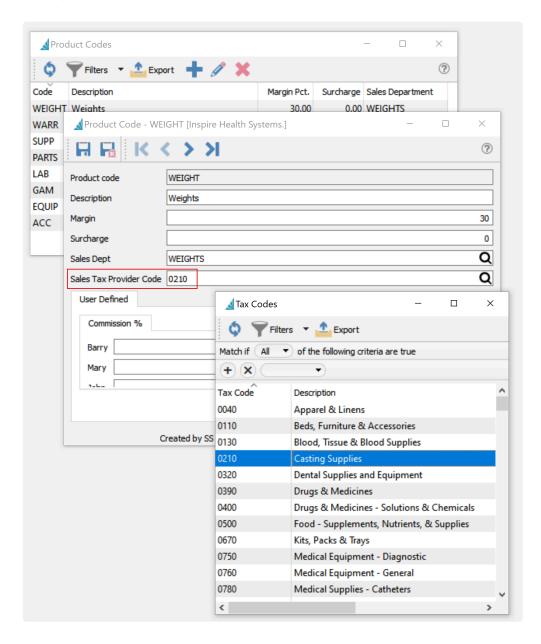
Inventory Items

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



Product Codes

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



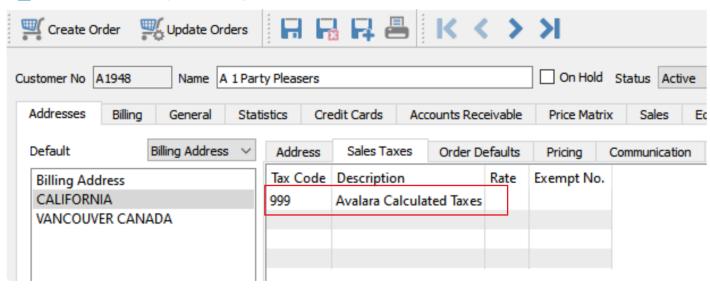
Customers

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

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

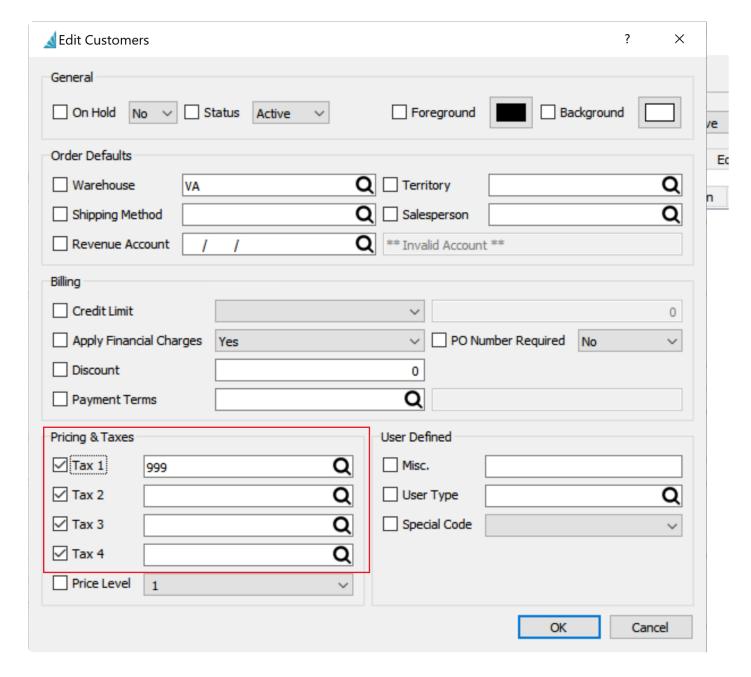
Customer Edit

Customer - A1948 [Inspire Health Systems.]



Add the Avatax code and remove all other taxes.

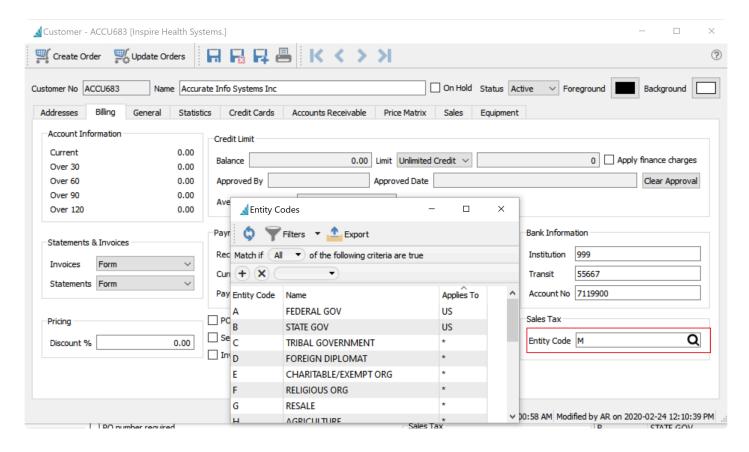
Customer Group Edit



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

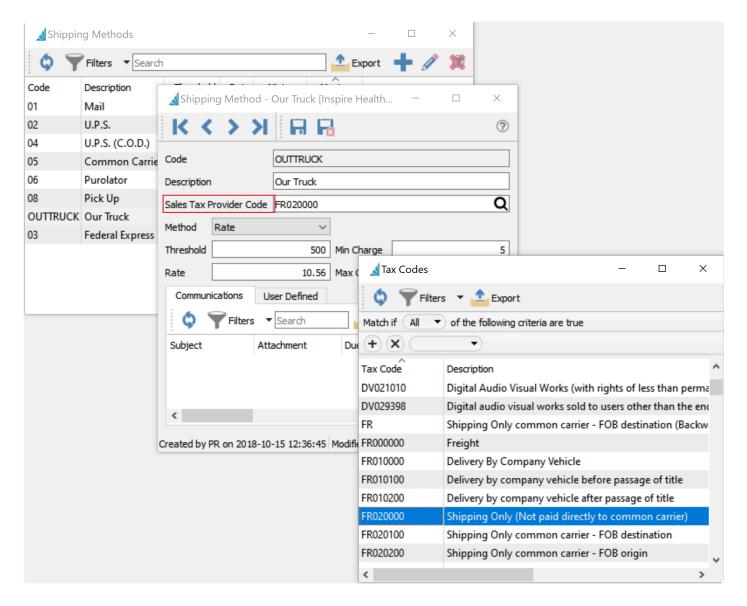
Entity Code

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



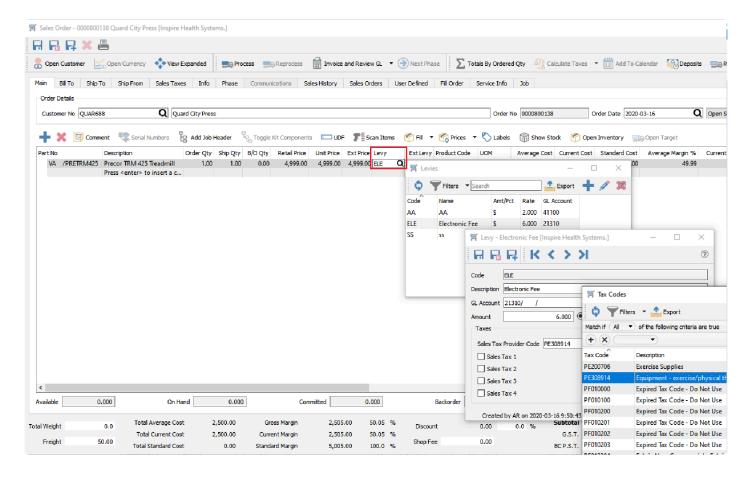
Shipping Methods

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



Levies

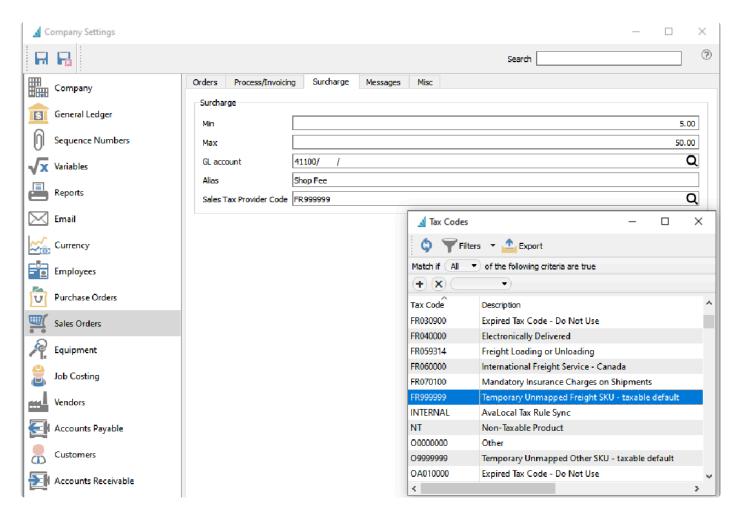
Levies are for charging things like disposal fees. Each of these fees may be assigned a different tax classification. To edit or add a Levy, go into a sales order, add an item, then click the lookup on the Levy field. Click the add or edit button and add the appropriate 'Sales Tax Provider Code'.



Service Charges (Surcharges)

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

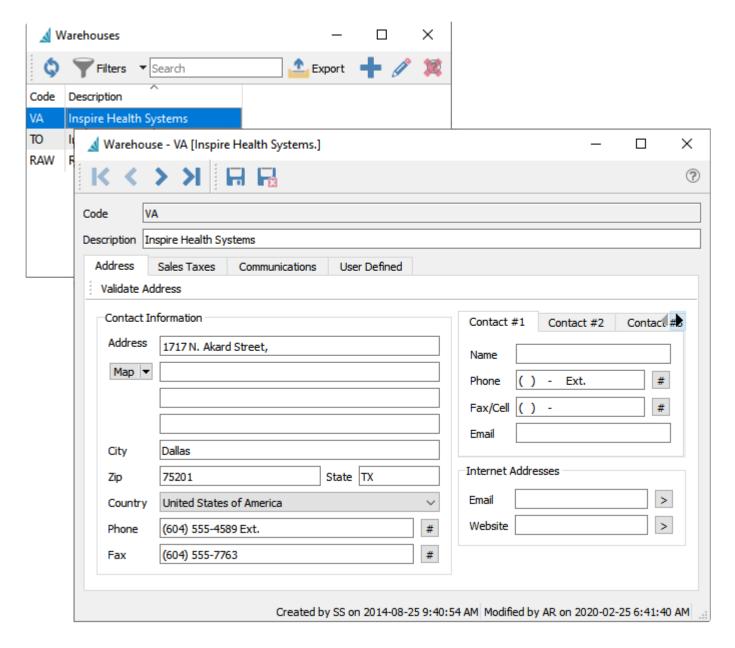
To add a 'Sales Tax Provider Code' go to Company Settings -> Sales Order -> Surcharge Tab.



h2 Addresses

Warehouse Address

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

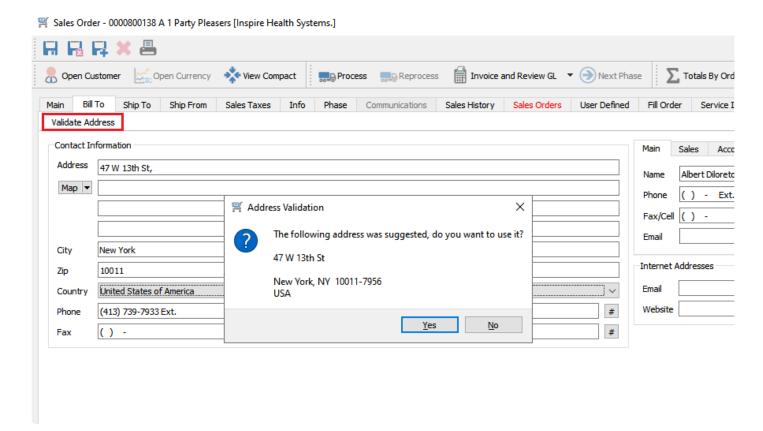


Customer Address

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

Address Validation

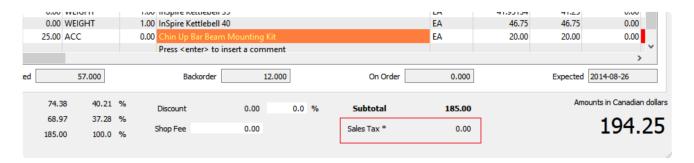
On all address screens there is a 'Validate' Address' button. This connects to the Avatax address validation service to suggest corrections to the address.



Processing Sales Orders

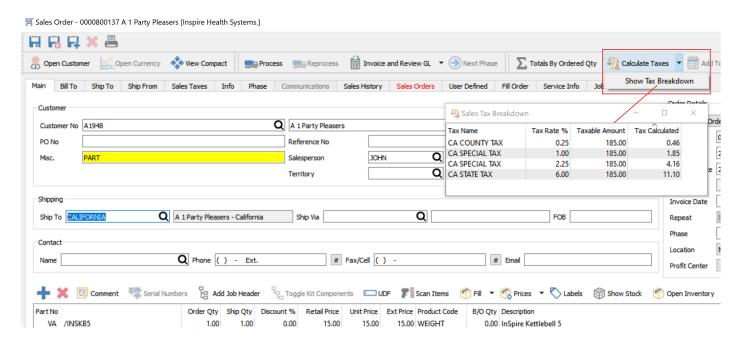
Once all the settings are applied, the sales orders will automatically charge the correct taxes based on Avatax's calculations.

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



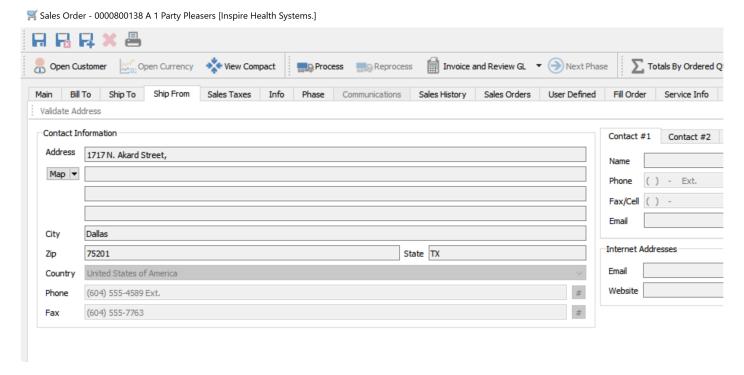
Sales taxes are calculated when the order is saved, printed or the user clicks the 'Calculate Taxes' button.

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



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

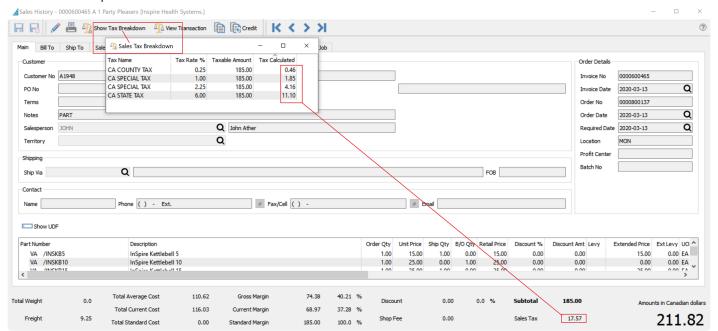
The 'ship from' tab on the sales order displays the warehouse address. If the user selects a different warehouse the address will change. In some tax jurisdictions the ship from address will change the tax calculations.



Avatax Audit

Spire Sales History

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

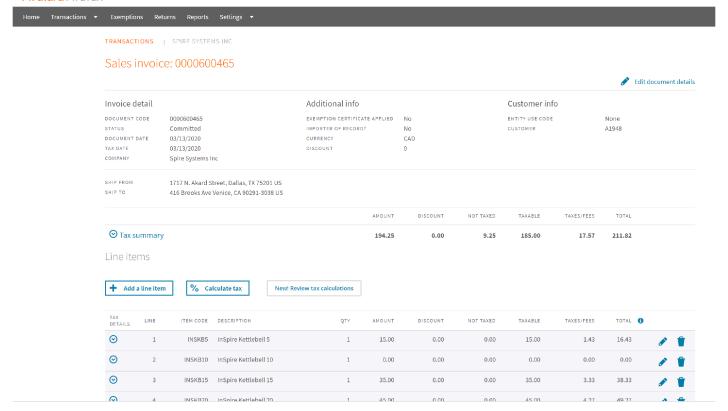


Avatax Transaction History

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

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

Avalara AvaTax



SPS Commerce EDI

SPS Commence EDI integration

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

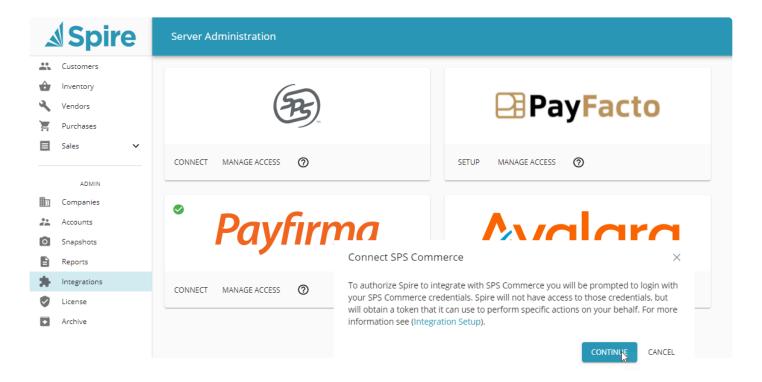
- Sales Order Request (EDI 850)
- Sales Order Acknowledgement (EDI 855)
- Invoice (EDI 810)

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

Step 1. Link Spire Server to SPS Commerce

In order to provide a link to SPS commerce, you will need an account with SPS Commerce. Contact Brian Finks at bfinks@SPSCommerce.com or phone directly at 612-844-2410, and he will align resources who can discuss and scope out your EDI needs and provide you with credentials that will allow you to use their service.

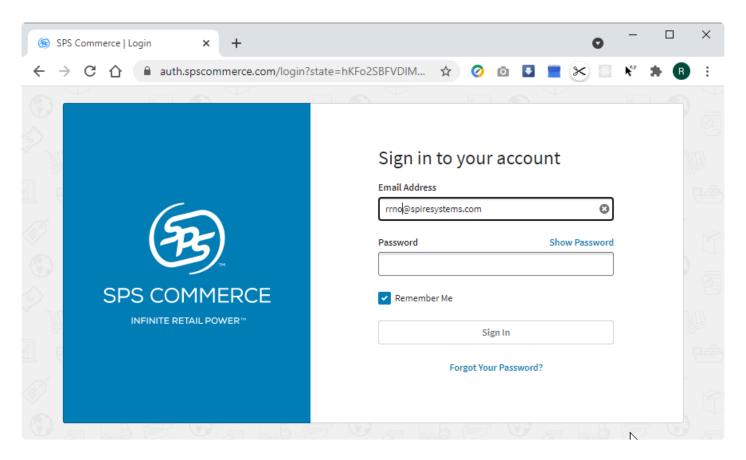
Logon to Spire Server Administration, and click on "Integrations". Select "SPS Commerce" and click "CONNECT".



Click "Continue".

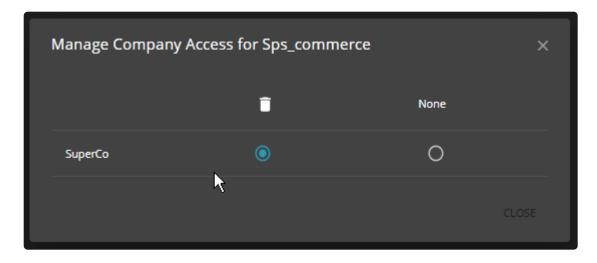
Click "Confirm" when prompted to link your Spire Central credentials to SPS Commerce.

When prompted, logon to the SPS Commerce site.



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

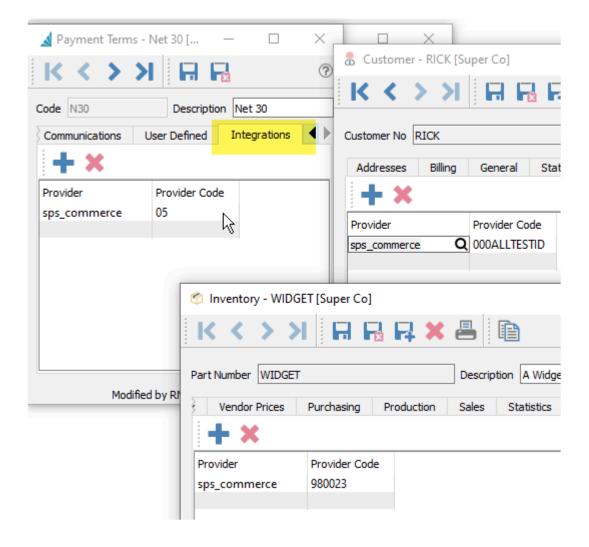
While these credentials apply to this Spire server instance, you must also select the Spire companies that you wish to use with SPS Commerce. You do this by clicking "Manage Access" and selecting each company that will use SPS Commerce;



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

Step 2 – Setting up mappings

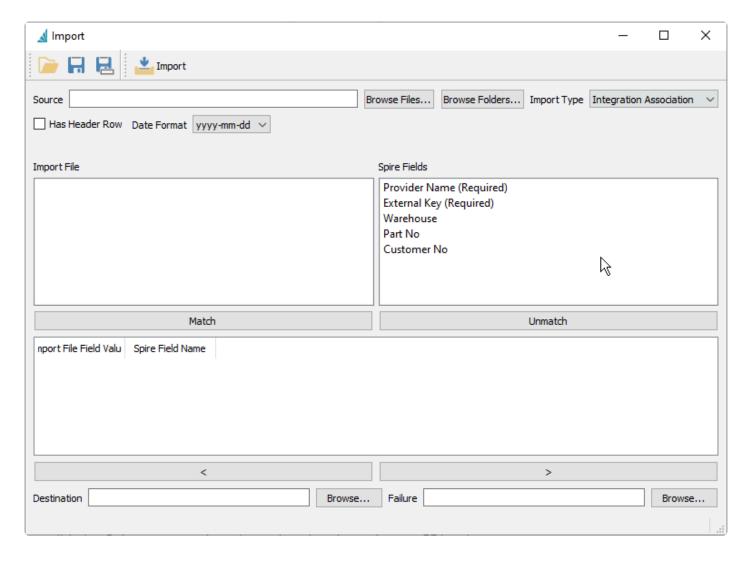
In order to use the EDI link, customers must be mapped to outside customers and items to outside items. In other systems, your customer may be using a different customer number, and the items numbers (part numbers) they use may differ from yours. These mapping are established on the "Integrations" tab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



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

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

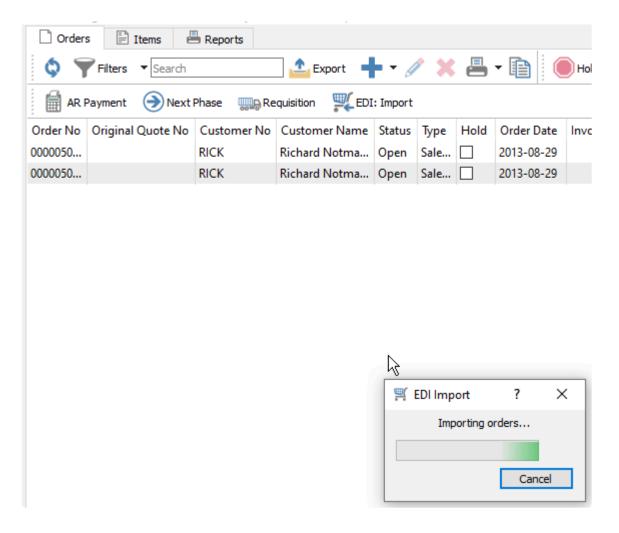
This association process can be done manually, or these associations can be imported using Spire's built in import utility. Choose "Tools", "Import..." and choose "Import Type" Integration Association.



Step 3 - Managing EDI orders

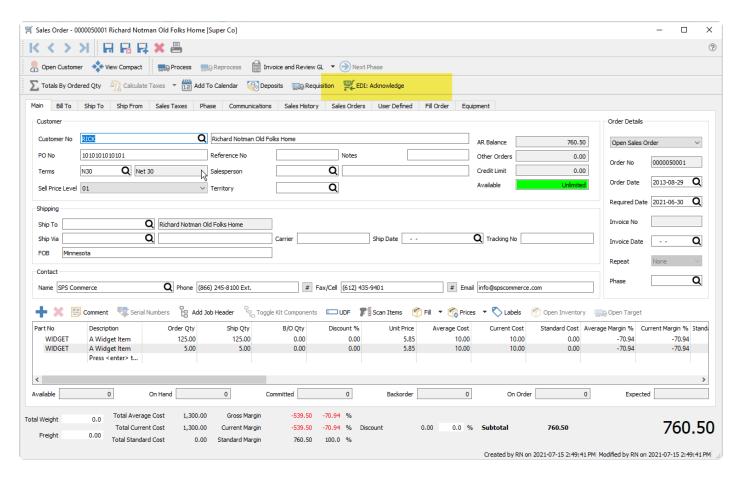
When you have completed the proceeding steps, you can import import orders. This assumes customers have sent EDI orders and that they are waiting in your EDI mailbox.

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

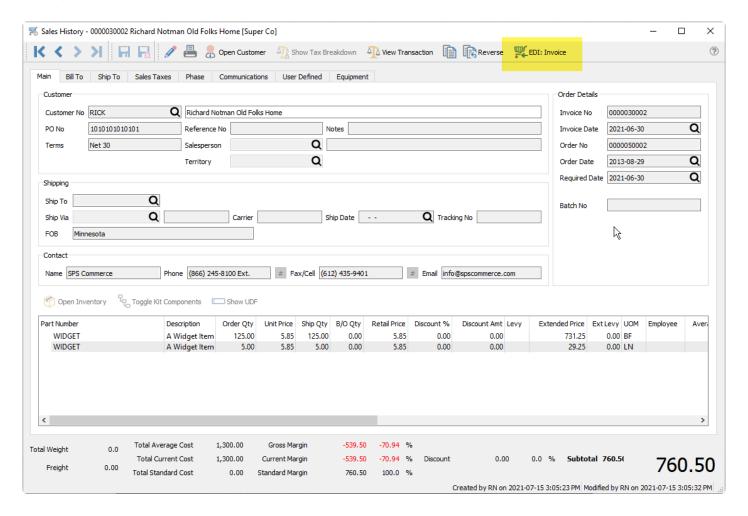


If orders are in your EDI mailbox, they will be added to Spire automatically using the next available order number.

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



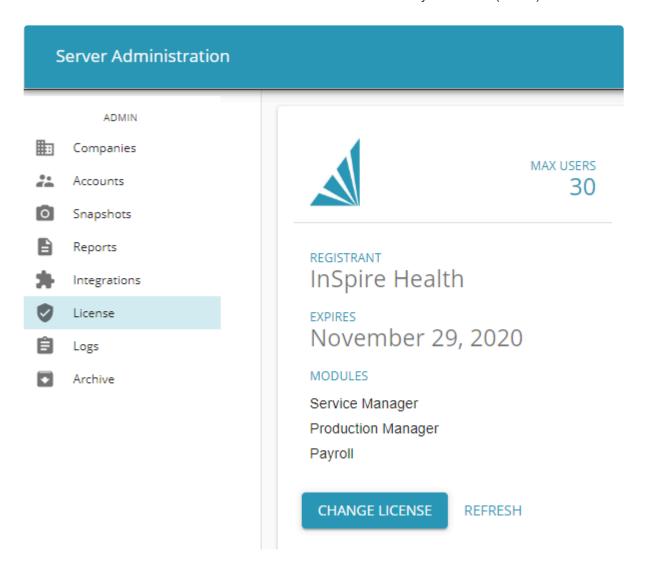
When an EDI order has been invoiced in your Spire accounting system, that invoice can be sent through your EDI provider as a communication. To send an invoice, load the invoice in sales history and click "EDI: Invoice".



License

License

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

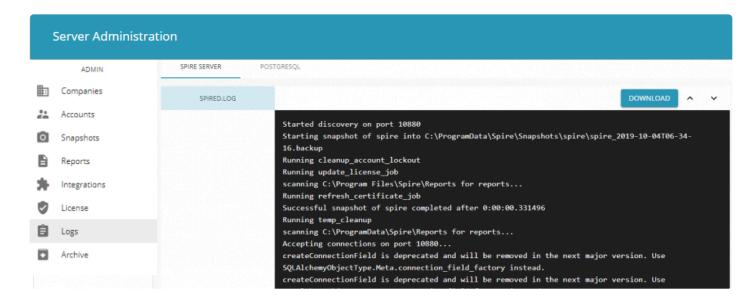


- **Change License-** Click to change license. Note that this will remove an existing license and prompt the user to log in and acquire another one.
- **Refresh-** Click refresh if new modules or users have been purchased. This will happen automatically every 4 hours.

Logs

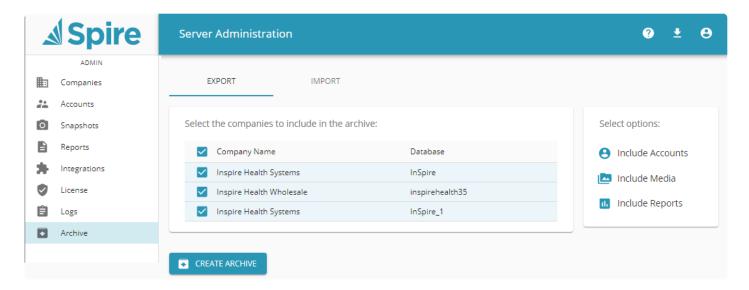
Logs

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.

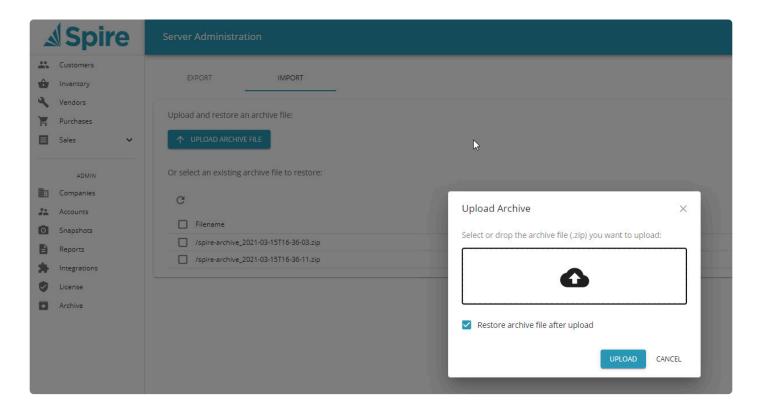


Archive

Archive gives the ability to create a zip file of selected companies that contains snapshots, accounts, media, and reports for each company in a single file that can then be restored. This is very useful for moving a complete set of data for all companies from one server to another.



To import an archive, click on 'Import' and then "Upload Archive File' and select a zip file that was previously created. It will import all data and if the company already exists it will append an _1 to the database name.

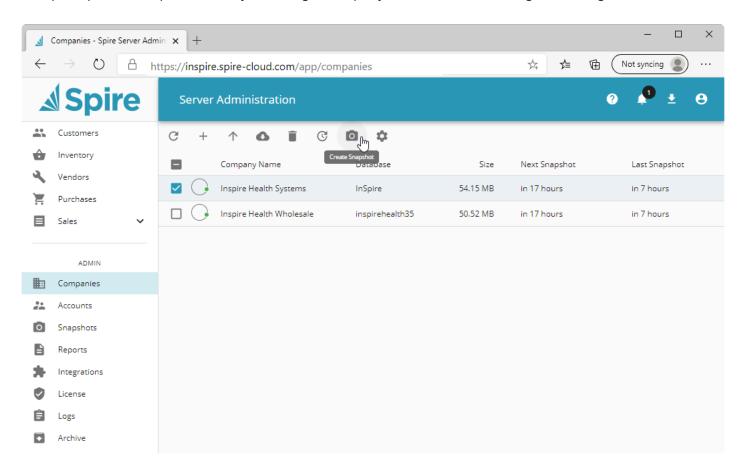


Backup & Restore

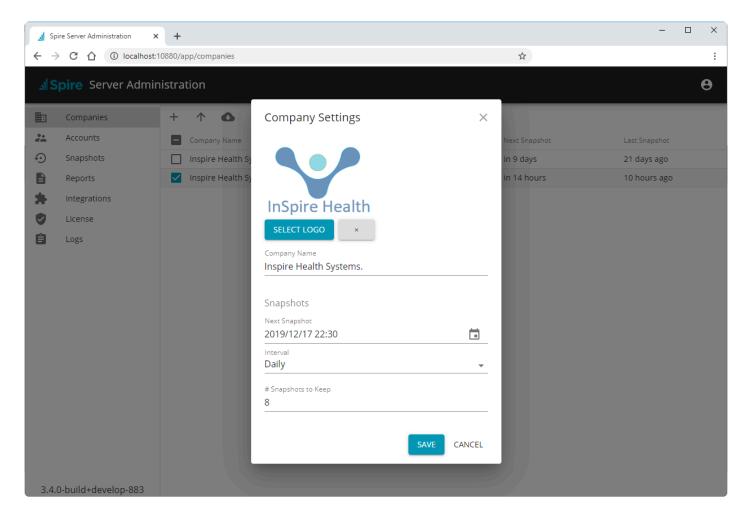
Backup

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 recreates the original Spire dataset.

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



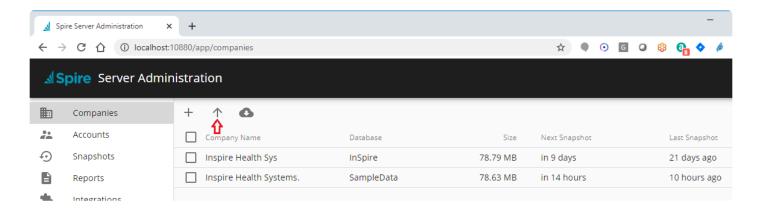
Select a snapshot time, interval and number of snapshots to keep.



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

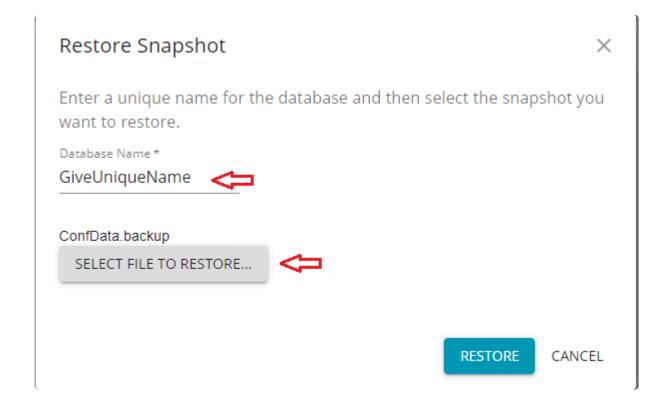
Restore

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



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

restore button.





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

See also Spire Server Admin - > Snapshots

Company Setup

Company Settings

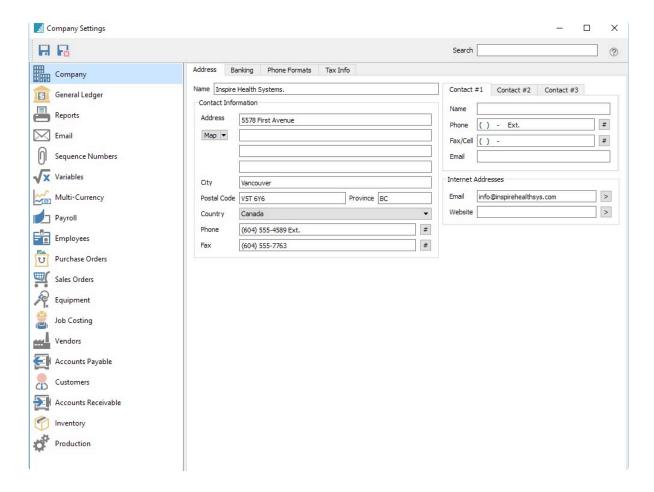
Once you have Spire installed on the system you will need to modify both the company and user permissions in accordance with your specific internal requirements.

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

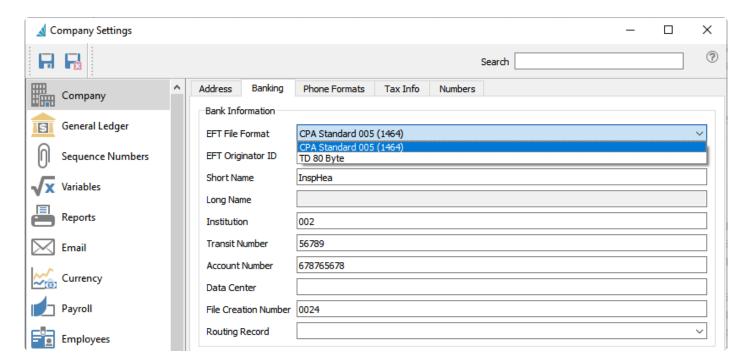
This is the main Company Settings window. You will notice a new navigation menu down the left hand side of this window. Each of the menu items have their own section that you can modify based on your business requirements.



The 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.

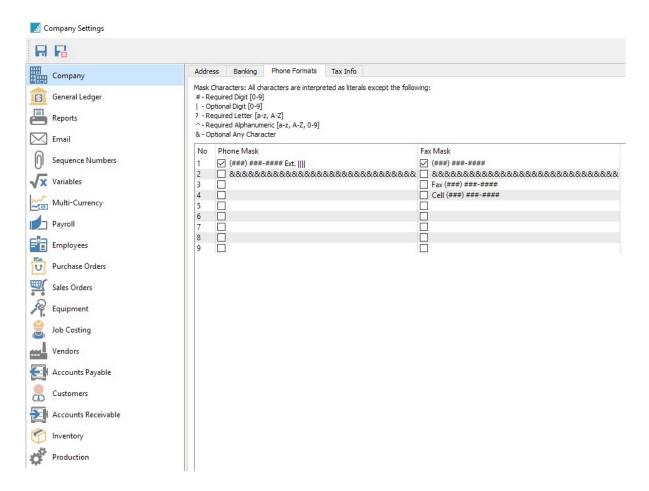
Banking

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.



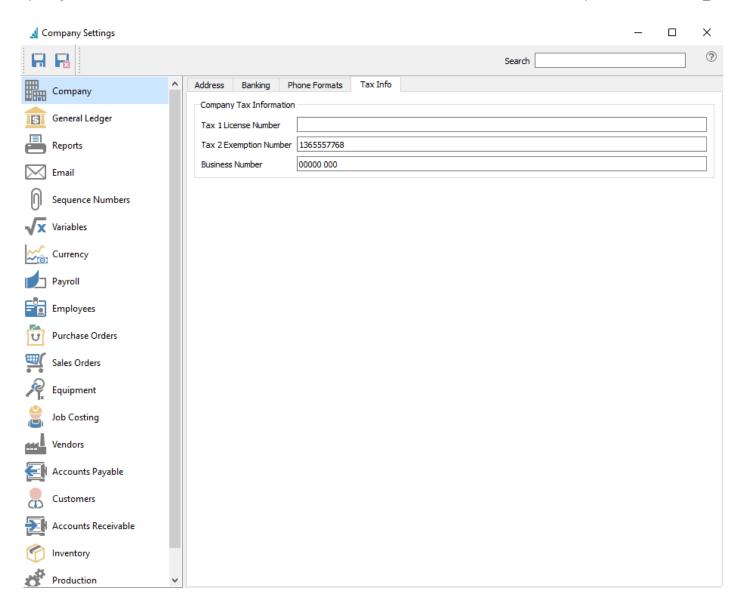
Phone Formats

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



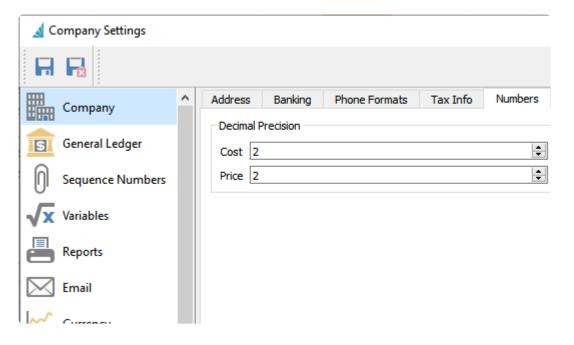
Tax Info

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



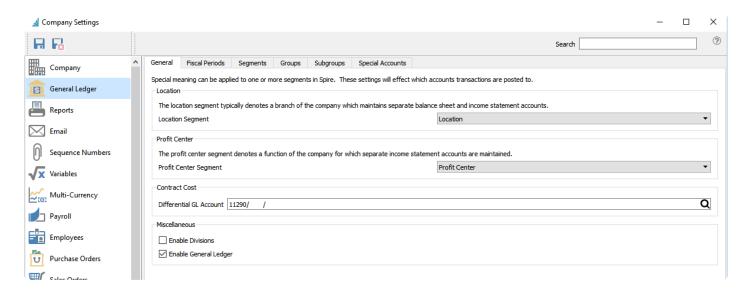
Numbers

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



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.

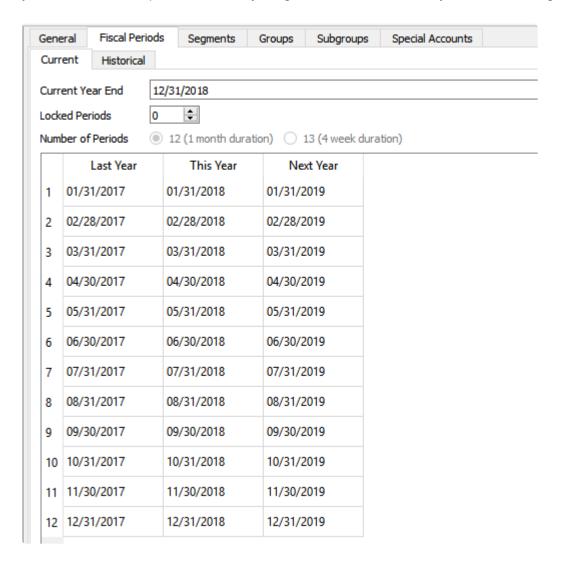
The difference between average cost and the contract cost gets posted to this account. That way, inventory is always relieved of the average cost and difference goes here. The cost of goods is posted at the customer's contract cost. This then achieves the proper cost of goods and profit even if the customer's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



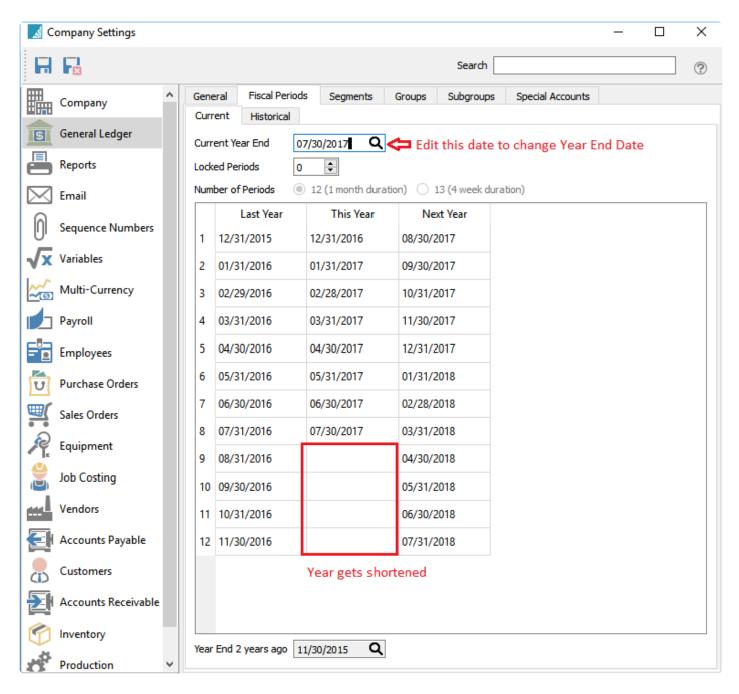
Changing Fiscal Period

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.

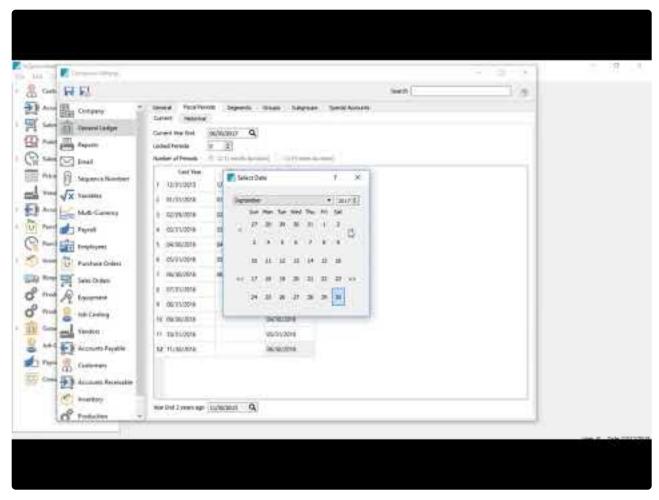
This can only be accomplished if there are no transactions beyond the last month of 'Next Year' If there are transactions beyond next year, then a year end close must be first performed on 'Last Year'. This then opens 'next year' to move transaction into when the year is moved,

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,



See this video for the procedure

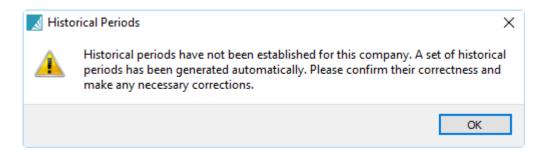


https://www.youtube.com/embed/jLyl6ra45mo?rel=0

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.

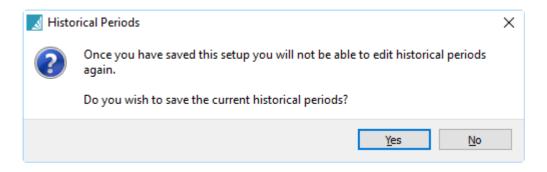
This must be defined before the first Year End is processed, if you have imported data from another accounting system.



General		Fiscal Perio	ods Segments		Groups	Subgro	ups Special Accou		unts		
Current		Historical									
		2016		2015		2015		2014		014	2013
1	01/31	01/31/2016		02/28/2015		02/28/2014		01/31/2014		013	01/31/2013
2	02/29	02/29/2016		03/31/2015		03/31/2014		02/28/2014		013	02/28/2013
3	03/31	03/31/2016		04/30/2015		04/30/2014		03/31/2014		013	03/31/2013
4	04/30	04/30/2016		05/31/2015		05/31/2014		04/30/2014		013	04/30/2013
5	05/31	05/31/2016		06/30/2015		06/30/2014		05/31/2014		013	05/31/2013
6	06/30	06/30/2016		07/31/2015		07/31/2014		06/30/2014		013	06/30/2013
7	07/31	07/31/2016		08/31/2015		08/31/2014		07/31/2014		013	07/31/2013
8	08/31	08/31/2016		09/30/2015		09/30/2014		08/31/2014		013	08/31/2013
9	09/30	09/30/2016		10/31/2015		10/31/2014		09/30/2014		013	09/30/2013
10	10/31	10/31/2016		11/30/2015		11/30/2014		10/31/2014		013	10/31/2013
11	11/30	11/30/2016		12/31/2015		12/31/2014		11/30/2014		013	11/30/2013
12	12/31	/2016			01/31/	2015	12/31	/2014	01/31/2	014	12/31/2013

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

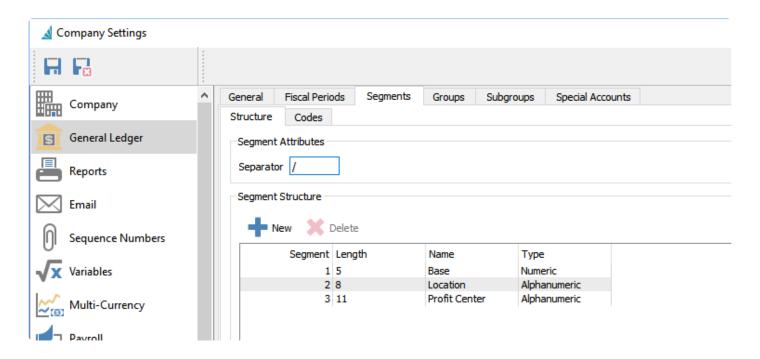
Spire Systems Inc



Segments, Groups, Subgroups

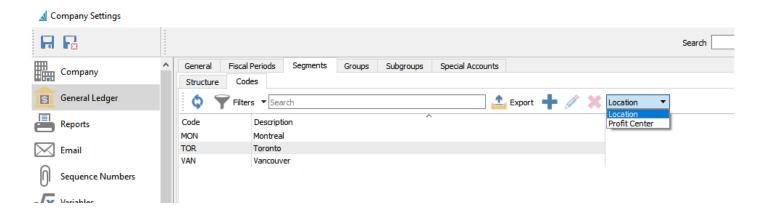
Segment Structure

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



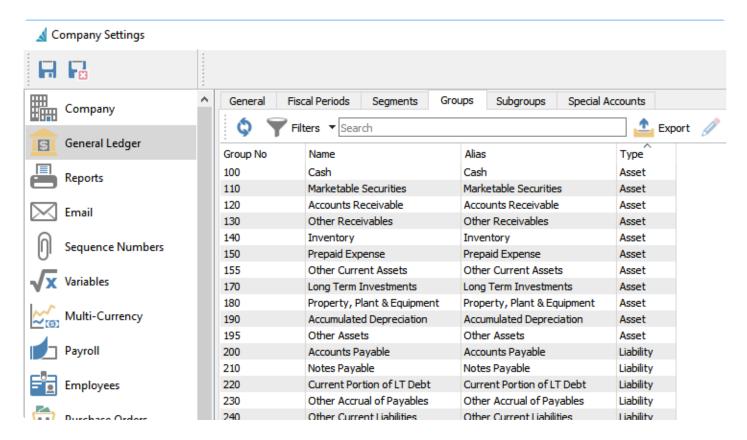
Segment Codes

The codes are the actual names of the segments.



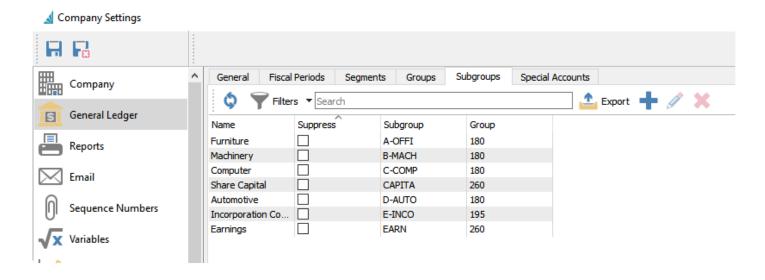
Groups

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



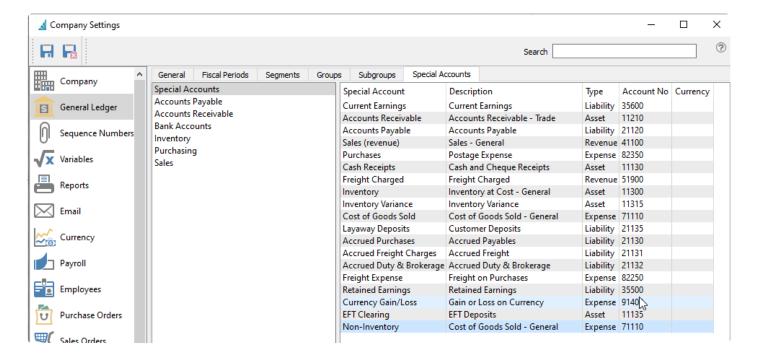
Subgroups

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



Special Accounts

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



Special 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 trial 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.

Non-Inventory – If a miscellaneous item is added to a sales order, this account will be used in place of the inventory asset account.



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

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 paybles 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

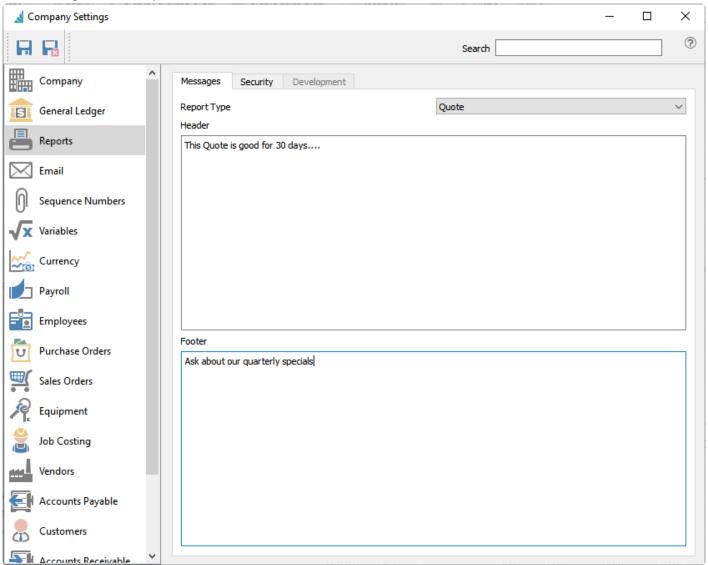
(Most are read/write)

Accounts Payable
Purchases (expense)
Inventory
Inventory Variance
Accrued Purchases
Accrued Freight Charges
Accrued Duty and Brokerage
Freight Expense

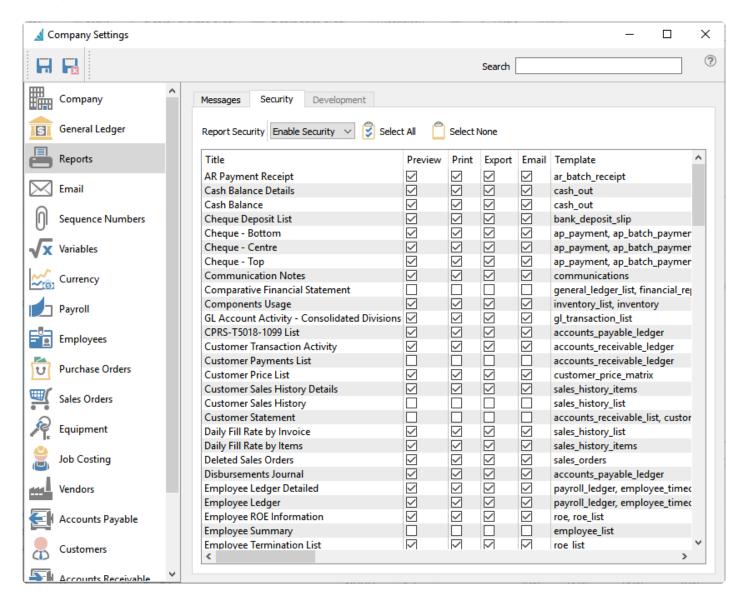
Reports

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

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



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



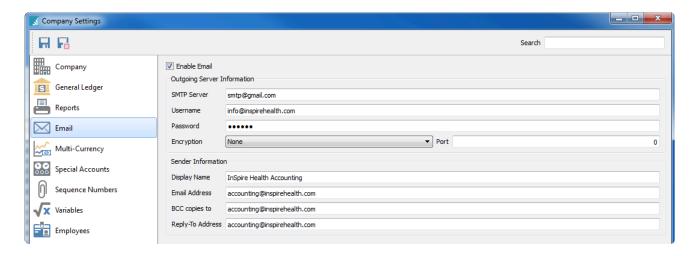
Disable security – With this setting, all users will have access to all reports for the modules that they have access to.

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

Email

Setup

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

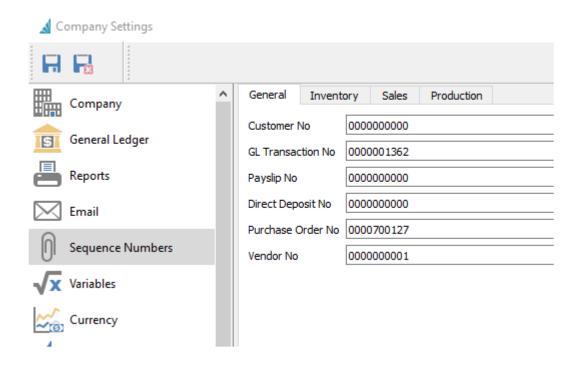


- SMTP This is the internet providers SMTP info
- · Username Usually their email address.
- Password Usually their email password. If the provider does not require secured SMTP this may be left blank.
- Encryption Many providers require encryption to be on.
- Encryption Ports 25, 465 and 587 are common.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

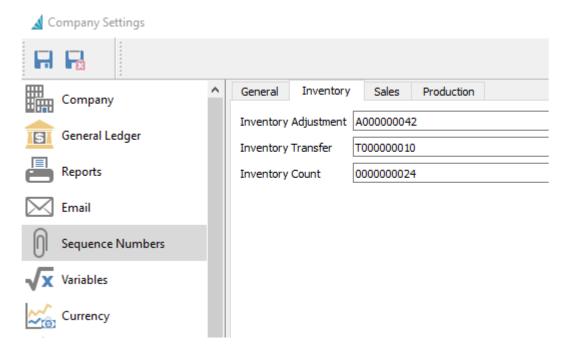
It can sometimes be difficult to get the correct information from the internet provider. Always test with a known address to prove all the necessary firewall settings are correct.

Sequence Numbers

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

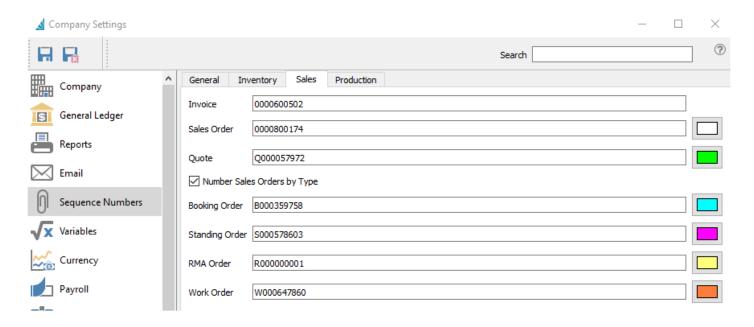


Inventory



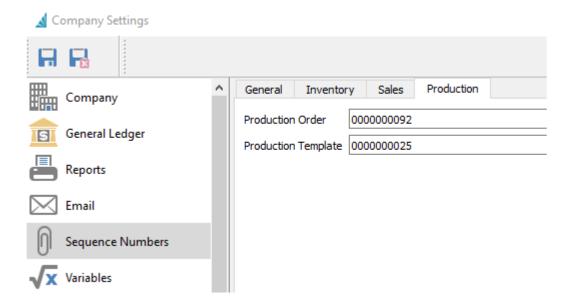
Sales

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



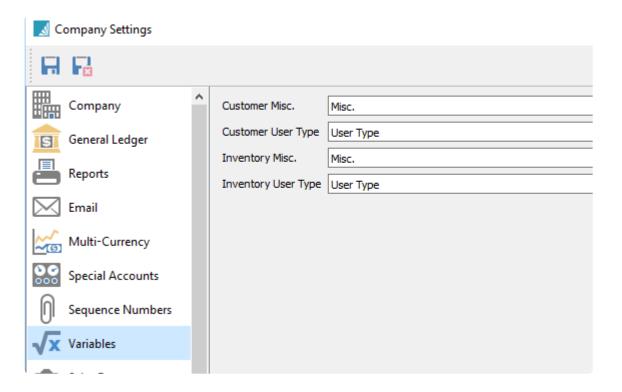
Production

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



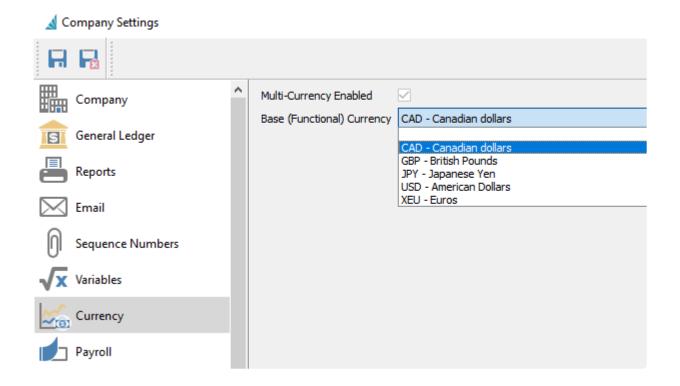
Variables

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.



Currency

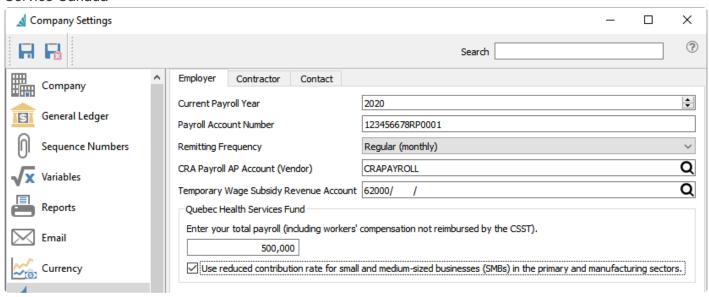
The Currency section is where Multi-Currency can be enabled if you require currency conversion for customers and vendors in multiple countries. This is also where to choose the Base Currency that you conduct your business in.



Payroll

Employer

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



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

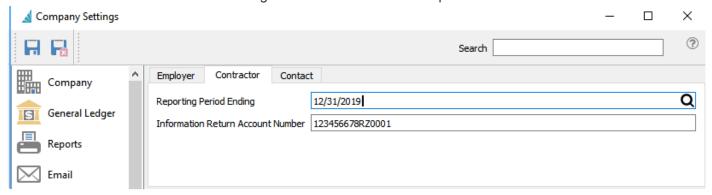
CRA Payroll AP account (Vendor) - The AP vendor used to pay deductions

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.

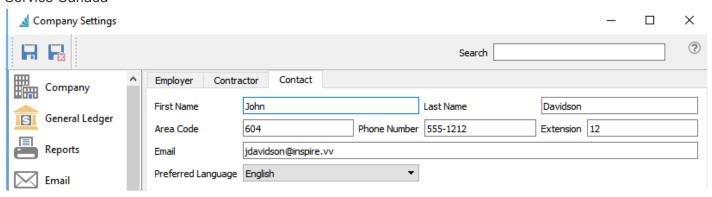




The amounts included on T4As and T5018s will be 1 year back from the "Reporting Period" Ending"

Contact

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

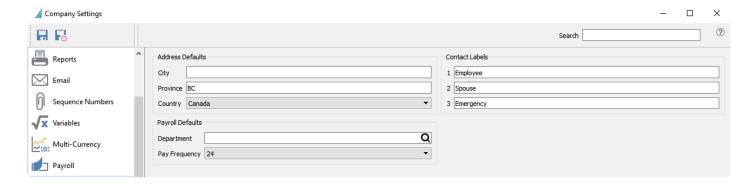




Note: Payroll departments are set from top menu Payroll>Payroll Departments

Employees

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



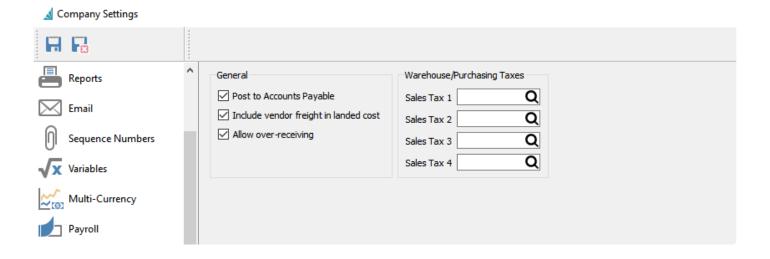
Purchase Orders

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

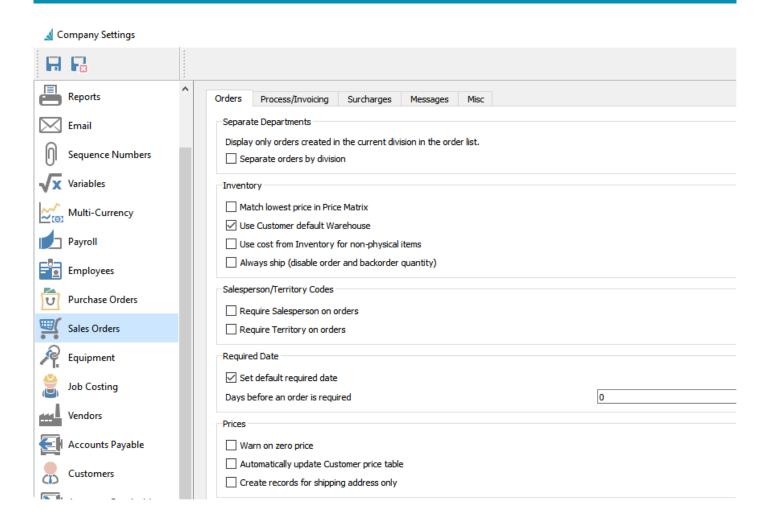
Allow over-receiving – If checked, then the user can receive more than what was ordered on a purchase order.

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.



Sales Orders



Orders Tab

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

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

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

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

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

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

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

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

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

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

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

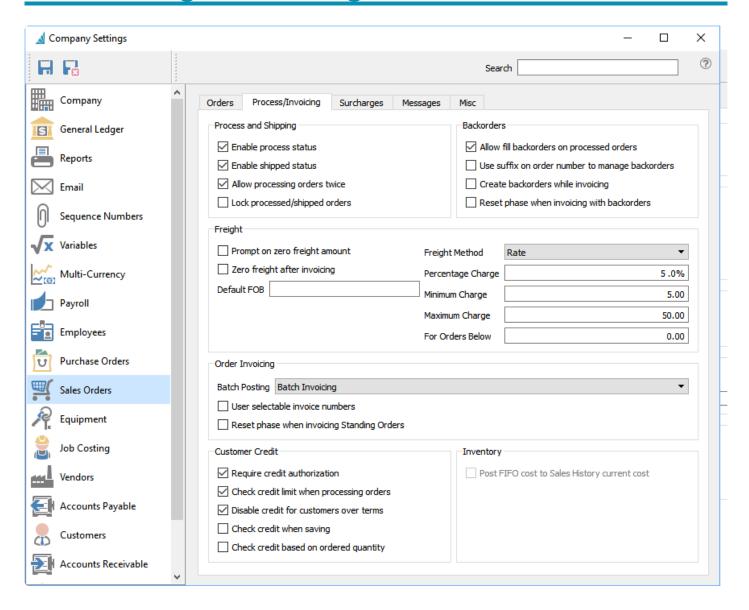
Automatically update customer price table – If set, every item and its price on a sales order will be added to the customer's price list.



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

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

Processing / Invoicing



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

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

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

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

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

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

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

Freight Method -

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

Percentage Charge – % charged on shipping method by default.

Minimum Charge – Minimum freight charged.

Maximum Charge – Maximum freight charged.

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



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

Order Invoicing

Batch Posting

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

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

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

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

Customer Credit

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

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

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

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

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

Inventory

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

Backorders

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



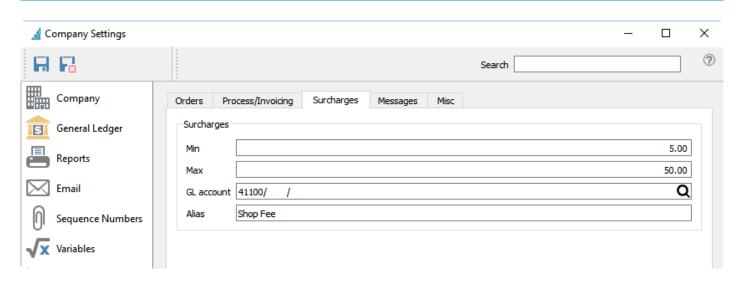
Not recommended as the order may already be picked.

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



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

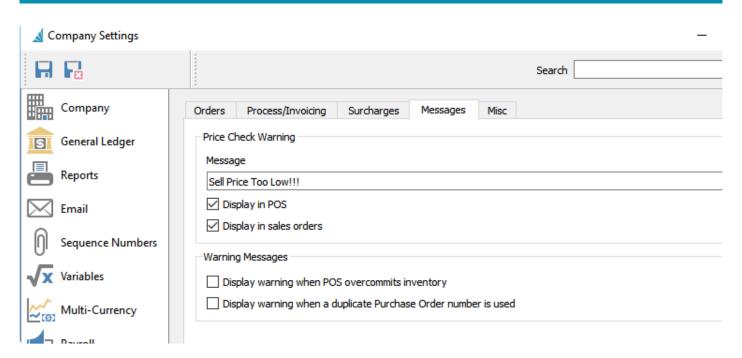
Min – Minimum amount to charge.

Max – Maximum amount to charge.

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

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

Messages



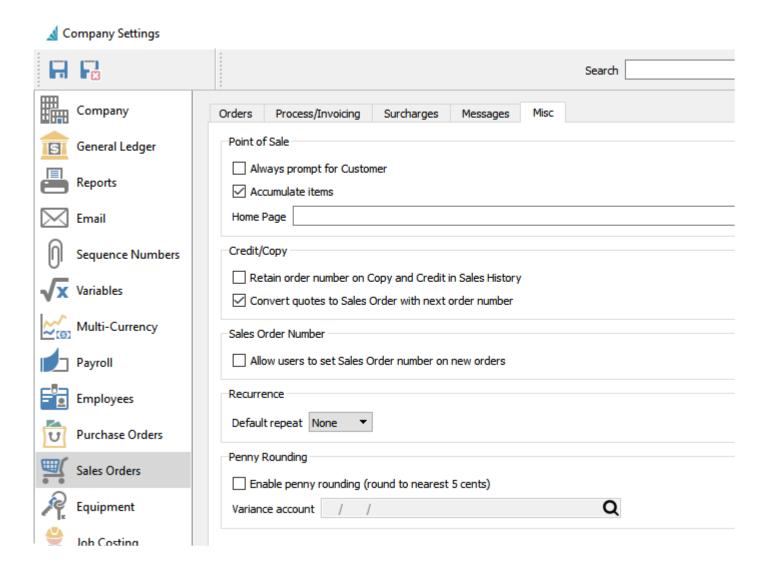
Price Check Warning – Warning to prompt user if an item is sold below the expected margin. This margin is set in Edit/Product Code.

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

Warning Messages

- Display warning when POS over commits inventory. 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



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.

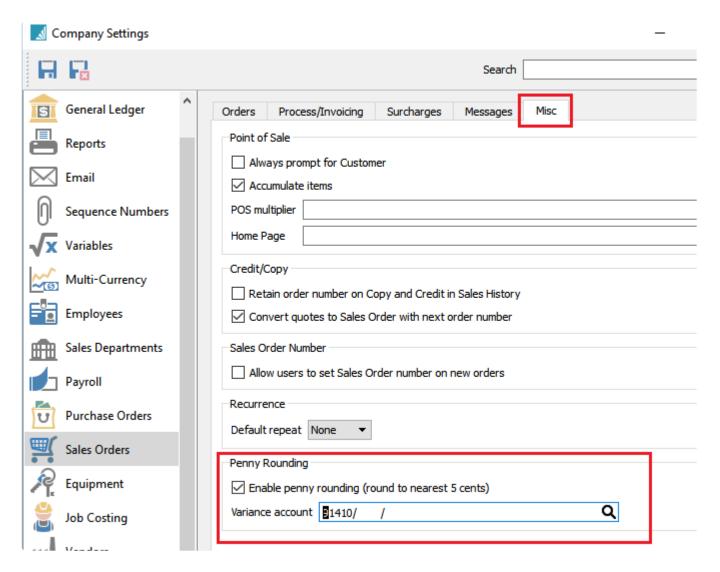
Recurrence

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

Penny Rounding

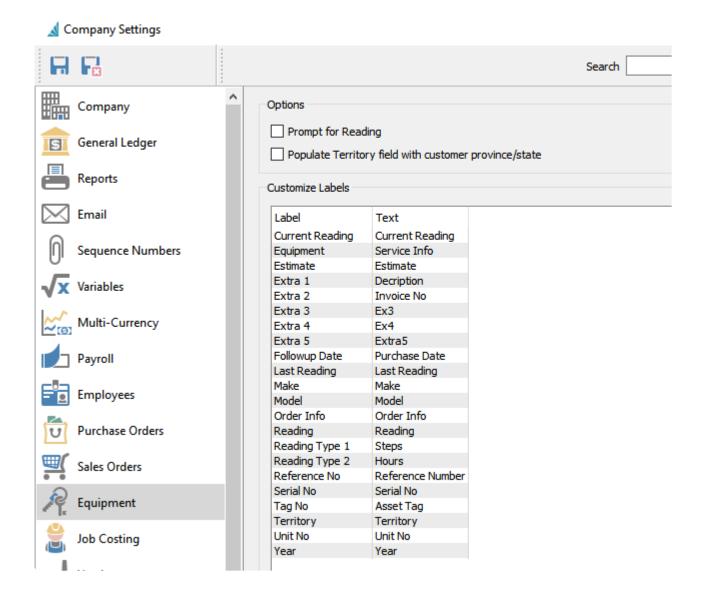
Enable penny rounding (round to nearest 5 cents) – This setting rounds cash payments to the nearest 5 cents.

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



Equipment

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



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

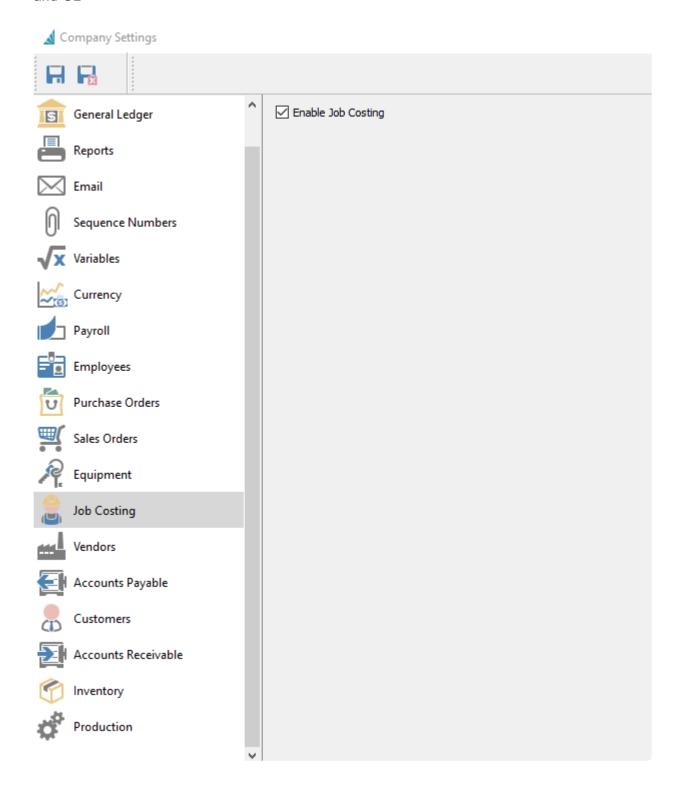
Populate Territory field with customer province/state – If selected, when a piece of equipment is added, the customers province/state gets automatically entered into territory.

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

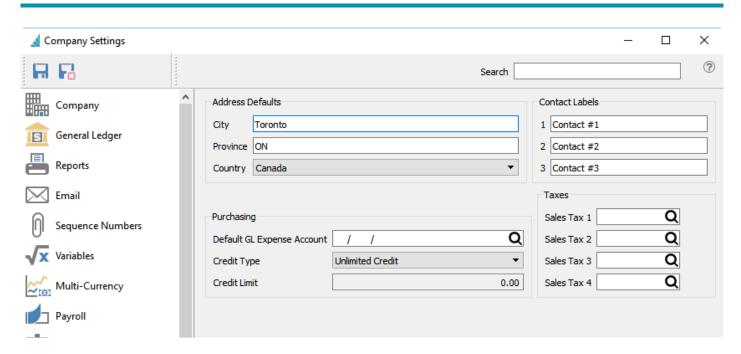
Text – The name that appears on screen and what is printed on default reports.

Job Costing

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



Vendors



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

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

Purchasing

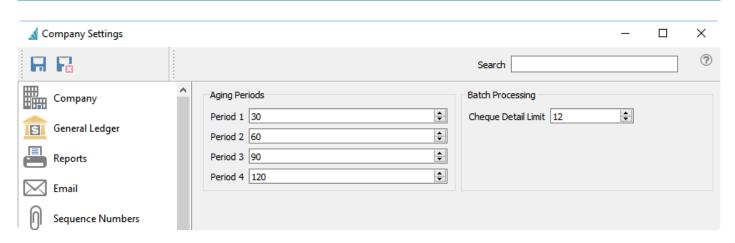
Default G/L Expense Account – Default expense account when adding a new vendor.

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

Credit Limit – Default credit limit for a new vendor.

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

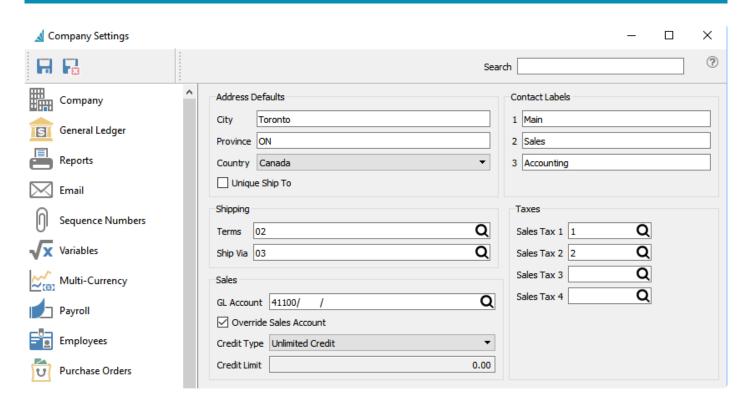
Accounts Payable



Aging Periods – Select 4 aging periods.

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

Customers



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

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

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

Shipping

Terms – Customers default terms.

Ship Via – Customers default shipping method.

Taxes

Taxes - Default taxes for a new customer.

Sales

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

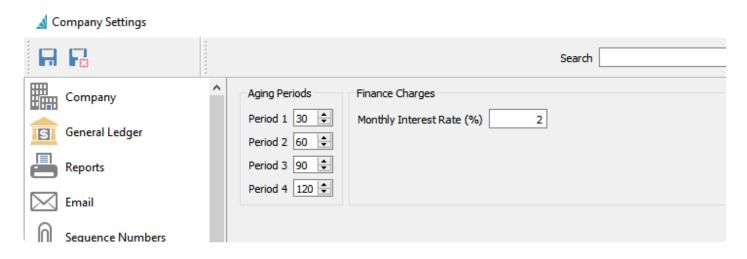
Override Sales Account - Use this to override the sales GL account selected in the sales department used

for inventory items.

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

Credit Limit – Default credit limit for a new customer.

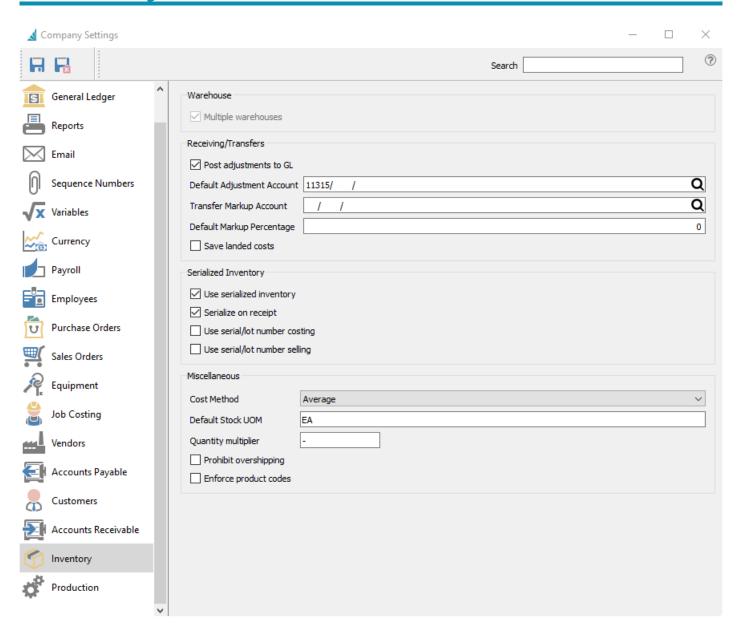
Accounts Receivable



Aging Periods – Select 4 aging periods.

Monthly Interest Rate – Interest rate to charge in AR.

Inventory



Warehouse

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

Receiving/Transfers

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

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

Transfer Markup Account – If a markup is required when transferring inventory, then a GL account will be

required to post the markup to. Typically a sales account is used here. It will then debit the percentage set below to the inventory account setup for the receiving warehouse and credit the sales transfer markup account.

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

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

Serialized Inventory

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

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

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



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

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

Miscellaneous

Cost Method – Choose Average or FIFO

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

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

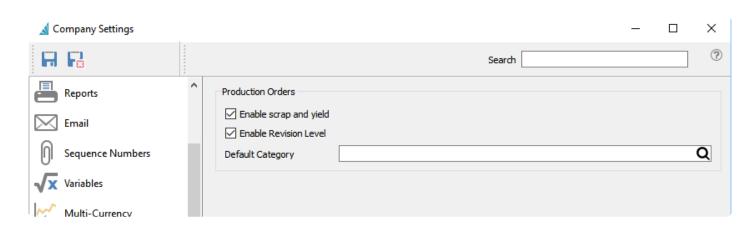
Prohibit overshipping – Inventory cannot be consumed below zero on hand.



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

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

Production



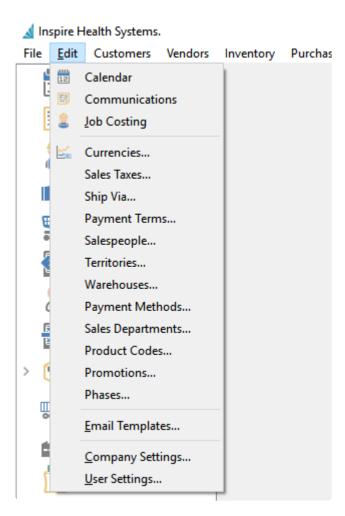
Enable Scrap and Yield – Enable if scrap and yield need to be tracked.

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

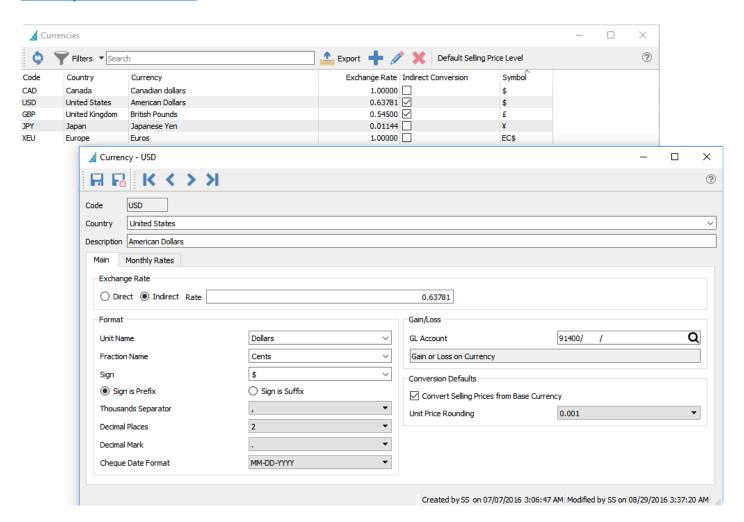
Go to communications by selecting 'Edit->Communications' <u>See Communications instructions here.</u>

Job Costing

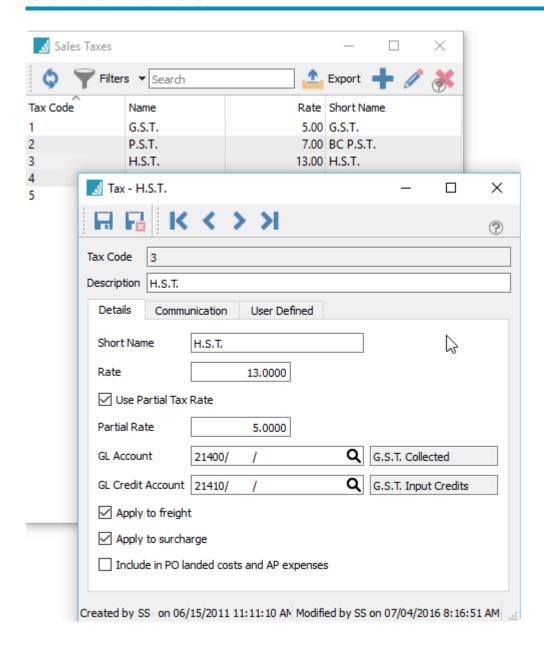
Go to Job Costing by selecting 'Edit->Job Costing' See Job Cost Instructions here.

Currencies

The settings to add or edit currencies is found under the top menu in "Edit". Select "Currencies" <u>See Currency Instructions here.</u>



Sales Taxes



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

Description – Description of the tax.

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

Rate – The percentage rate to charge for this tax.

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



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.

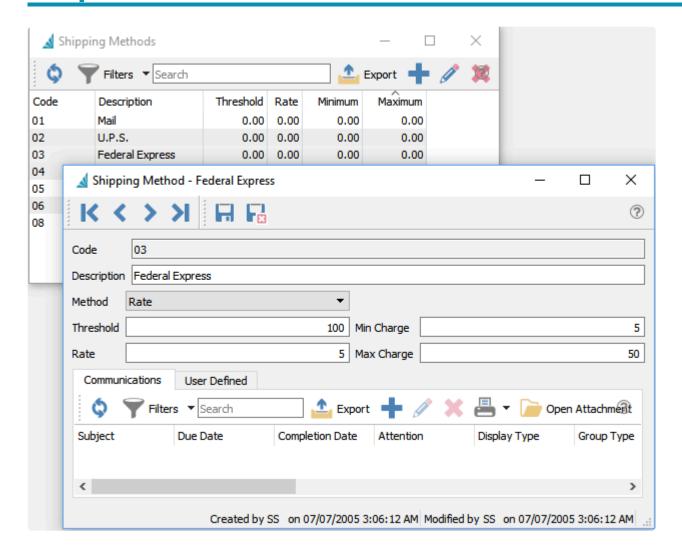
Apply to surcharge – Is this tax to be applied to sales invoice surcharges as setup in Company Settings/ Sales Orders/Surcharges.

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 unchecked.

Ship Methods



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.

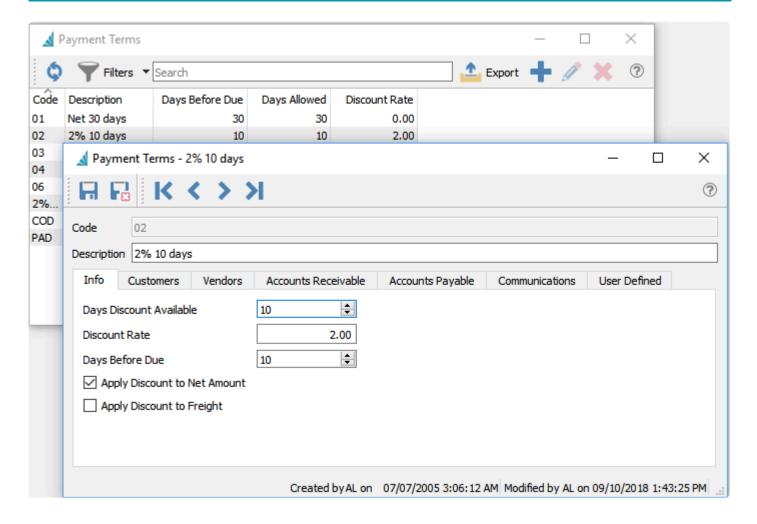
Min Charge – The minimum to charge for freight.

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



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.

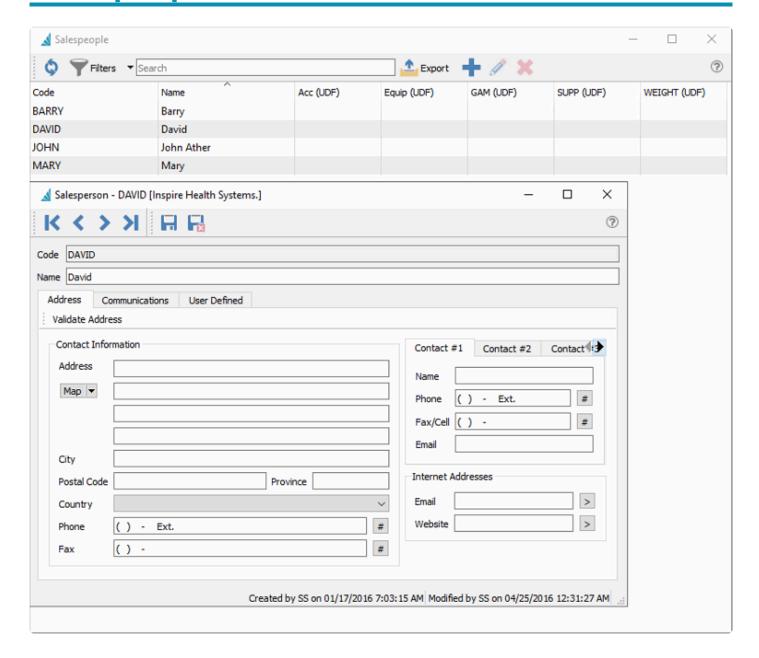
Accounts Receivable – The open AR entries that have these terms.

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



Code – The code for this salesperson.

Name – The name of the salesperson.

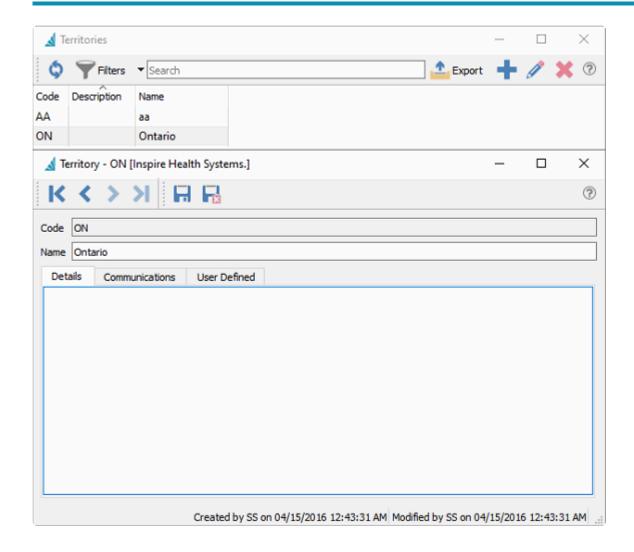
Address - The salesperson's address.

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

Communications – Any number of notes can be added to salespeople

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

Territories



Code – The code for this territory.

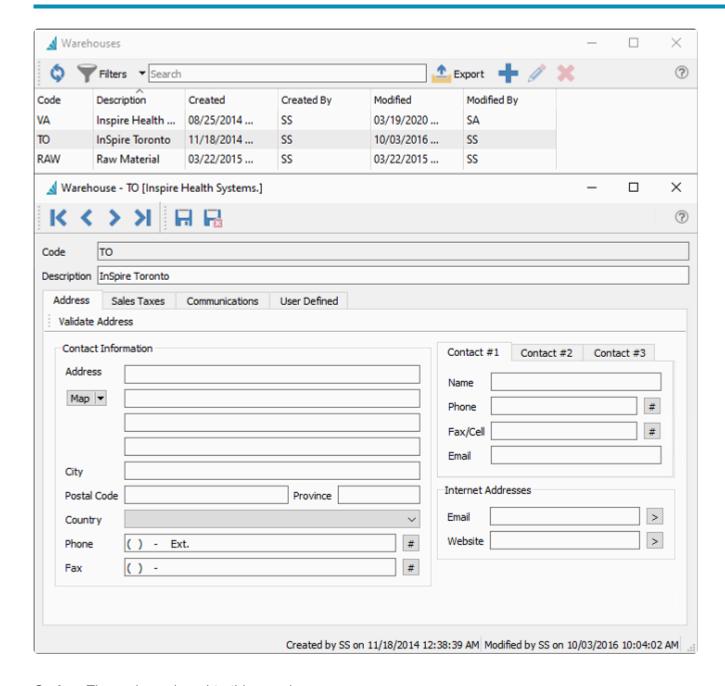
Name – The name of the territory.

Details – Detailed notes can be added to the territory.

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

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

Warehouses



Code – The code assigned to this warehouse

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

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

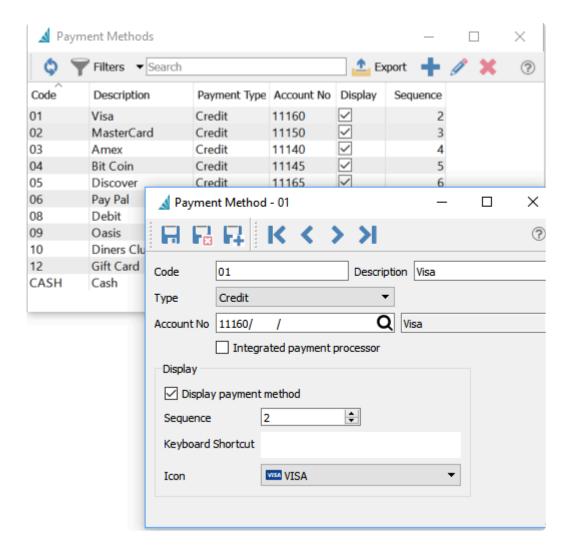
Sales Taxes – The sale tax codes can be added to the warehouse

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.



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

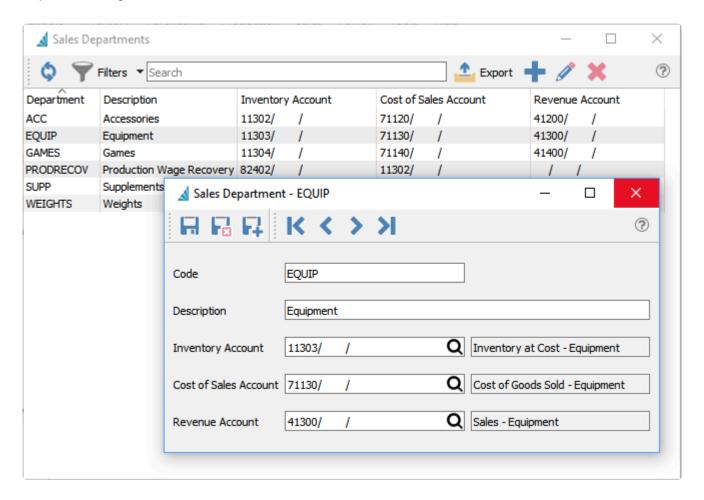


If payment type is set to 'Cash' it can be rounded to nearest .05.

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

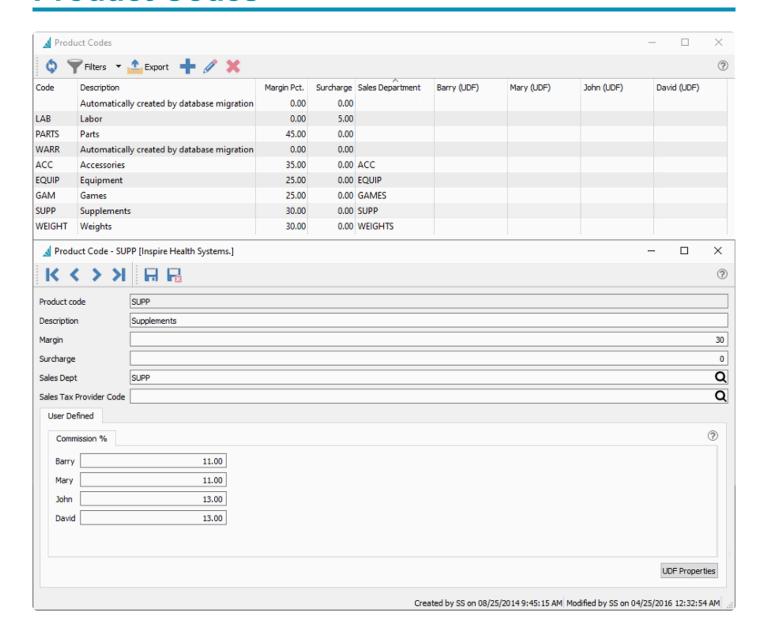
Sales Departments

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



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

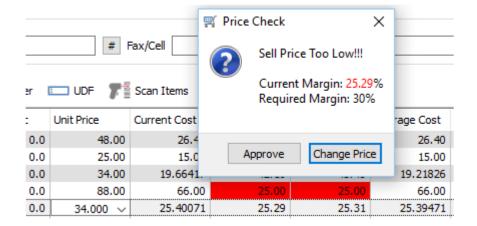
Product Codes



Product Code – Assign a code to the product.

Description – The description of the product code.

Margin – The lowest margin that this product code should be sold for. If the user sells for less than this margin, the sales order line margin will appear in red. A message can be set up to notify the user they are selling below margin. This message is set up in <u>Company Settings/Sales Orders/Messages/Message</u>. 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.



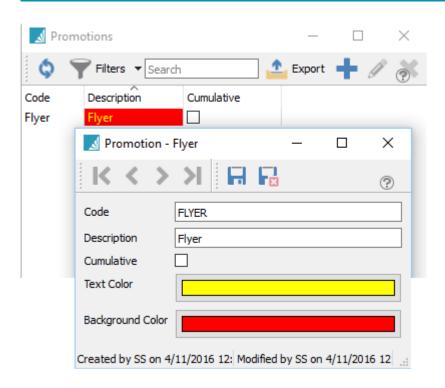
Surcharge – The surcharge is calculated based on the percentage put onto the inventory product code. It can be overridden by the user.

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.

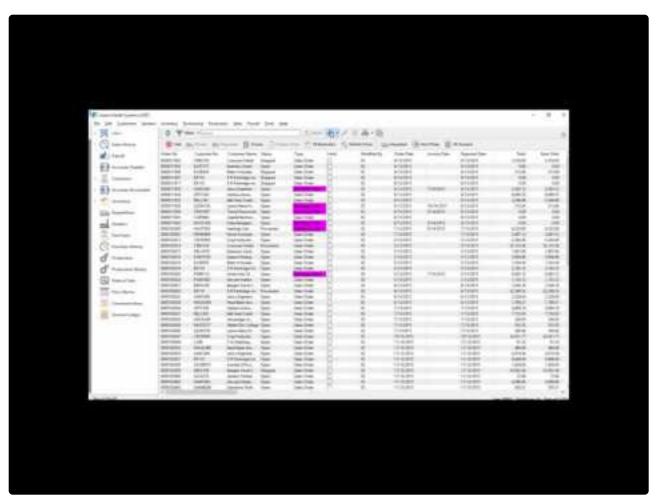
Example: We have a promotion code established called "WEIGHT". The promotion is set to "accumulate". Inventory items DMBELL-25 and DMBELL-30 are associated with this promotion and each item has a quantity break of 6 units, and a price of \$19.99 if the quantity purchased meets or exceeds "6". The items 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.

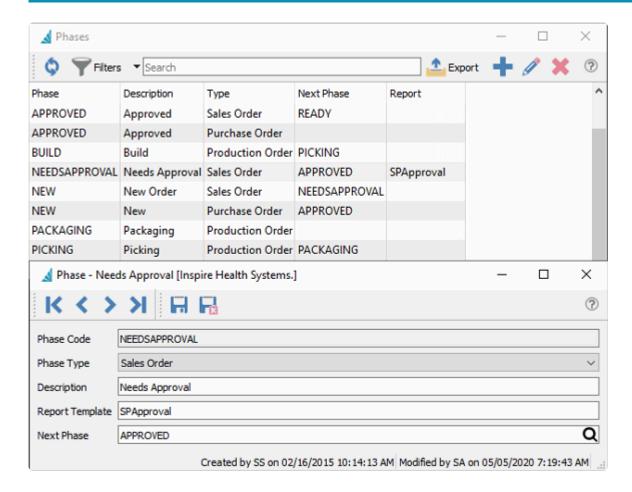
Video Instruction

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



https://www.youtube.com/embed/Q3w3Le8_7Kc?rel=0

Phases



Phase Code – A code for this phase

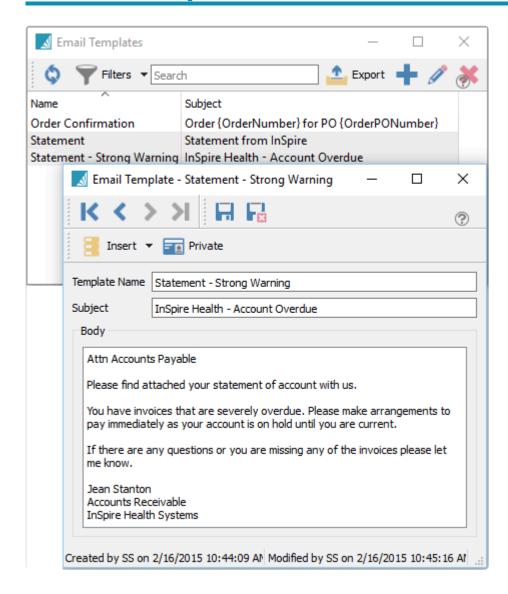
Phase Type – Select Sales Order, Production Order or Purchase Order. This phase will be only available within that module.

Description – A description for the phase.

Report 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.

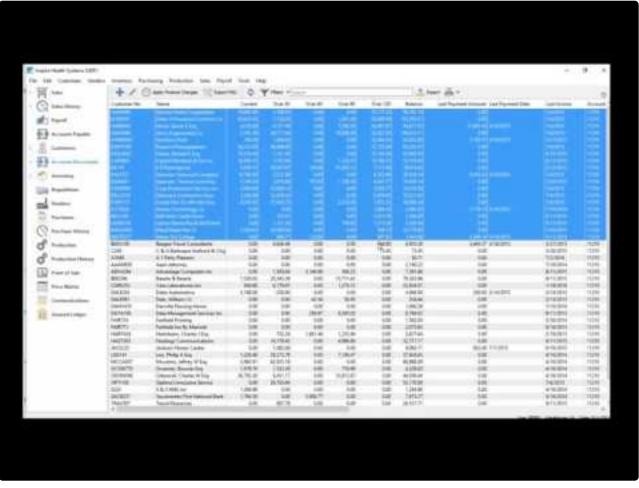
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Note: An Email Template that use a parameter referring to the document number of the attachments will not work when doing a bulk email. For example, if a Sales Order number, Invoice number, PO number, etc gets used in a template and you highlight more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

Video Instructions – Email Templates



https://www.youtube.com/embed/BdoOKA1t7l4?rel=0

Company Settings

Go to company settings by selecting 'Edit->Company Settings'

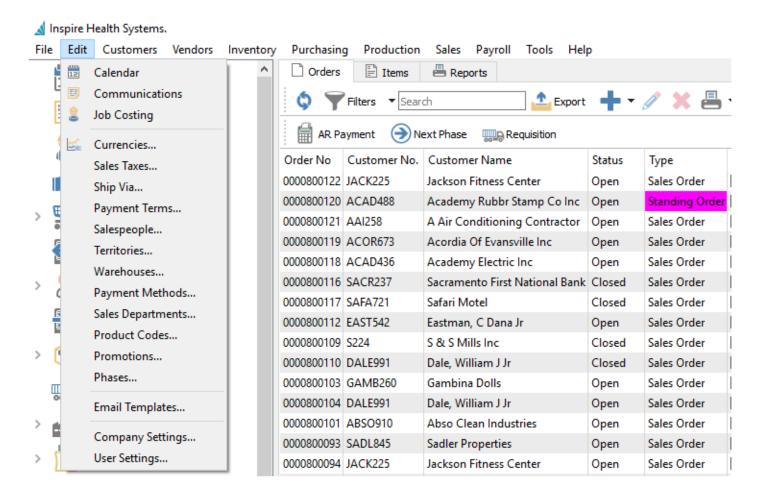
User Settings

Go to user settings by selecting 'Edit->User Settings'

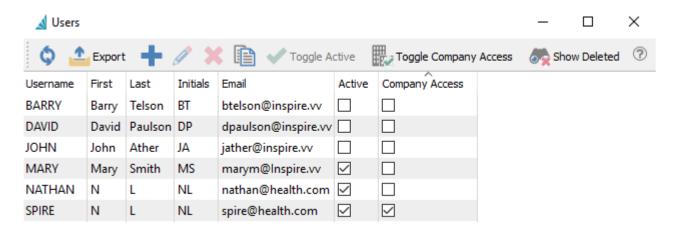
User Settings

Creating a New User

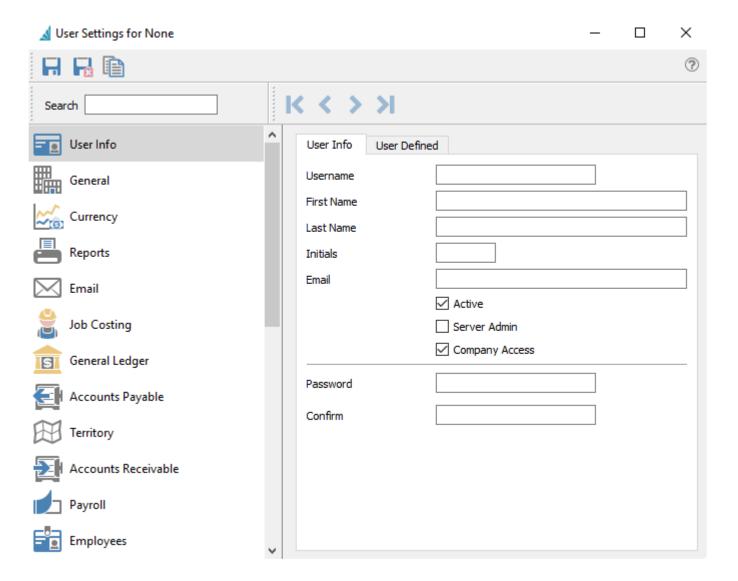
To create a new user you will need to have access to the user settings, select User Settings from the Edit menu in the main Spire window.



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



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

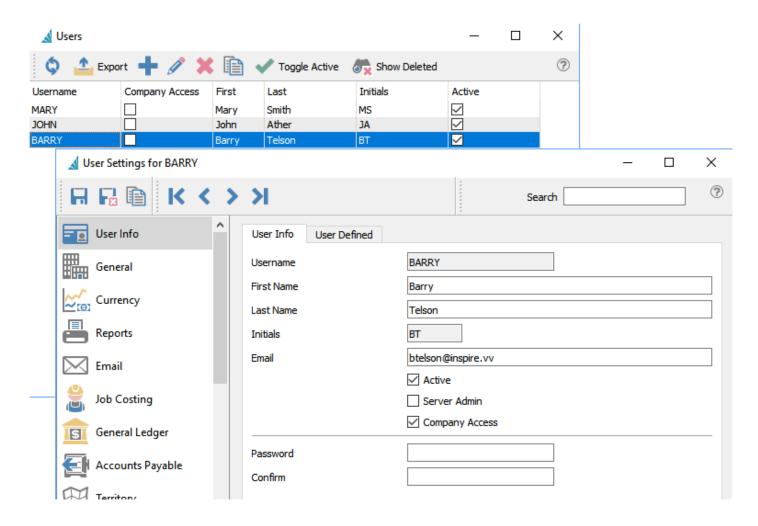


Once you have completed entering the new user information you will need to save the record via the "save" icon located on the top left of the window.

User Info

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

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



User Name - The code the user logs in with

First Name - Users first name

Last Name - Users last name

Initials - Users initials that get saved to every transaction they make

Email - Users email address. This must be unique across all companies

Active – Active means thy can log into Spire. The number of active users cannot exceed the licenses owned

Server Admin – Checked if the user can administer Spire Tray to add, remove companies or setup backup schedules.

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

Password - The users password

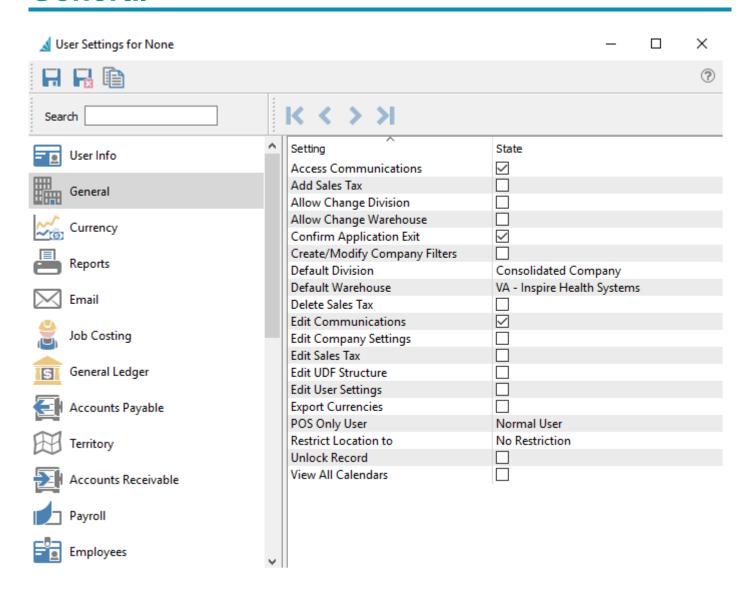
Confirm - reconfirm the users password



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



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)**

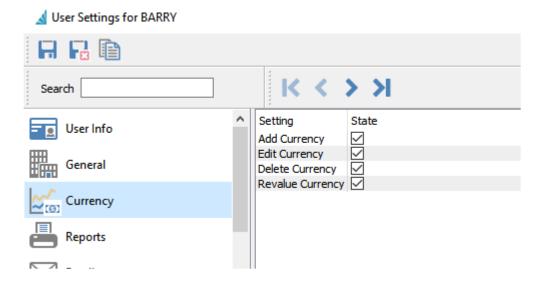
View All Calendars – Allows the user to view all calendars from all users

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.



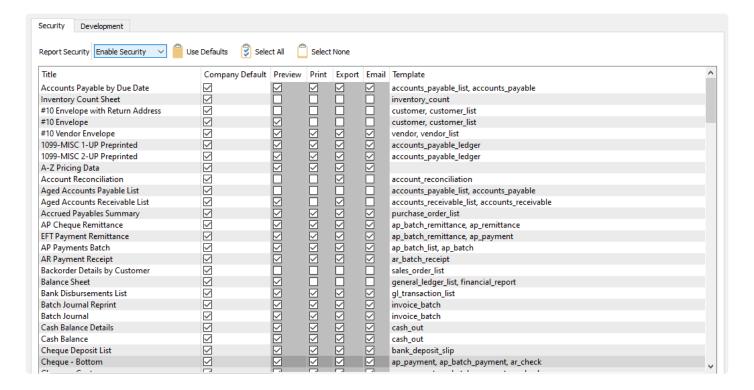
Reports

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.

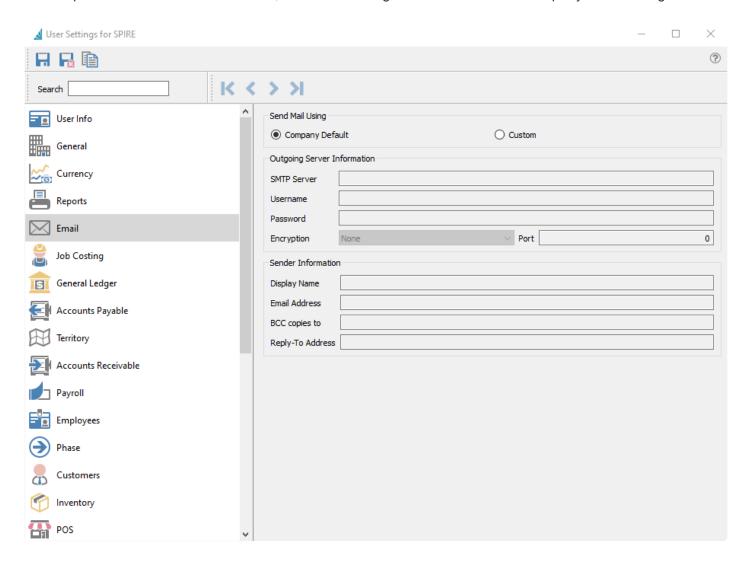
Report Security - Each user can be set to:

- 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.



Email

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



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

Username – Usually their email address.

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

Encryption – Many providers require encryption to be on.

Encryption Ports – 25, 465 and 587 are common.

Display Name – The name of the sender.

Email Address – The senders email address.

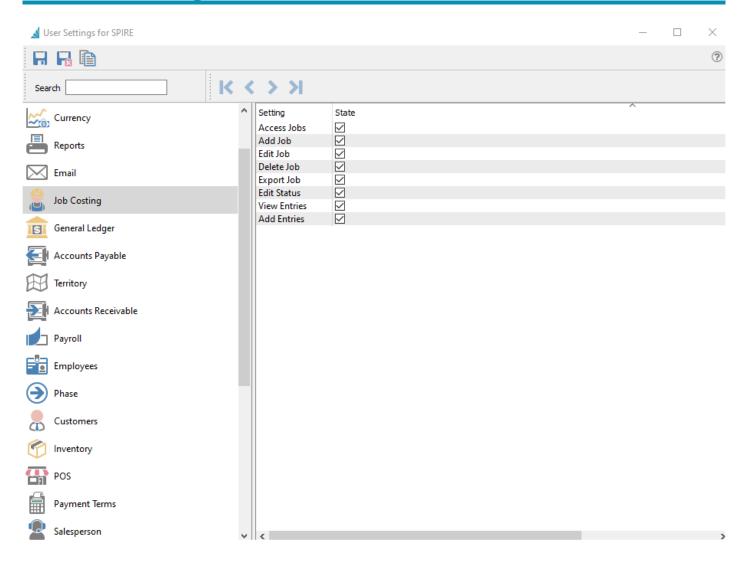
BCC Address – The address the sender wants copies of the email sent to.

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



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

Job Costing



Access Jobs — Gives access to the Job Cost module

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

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

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

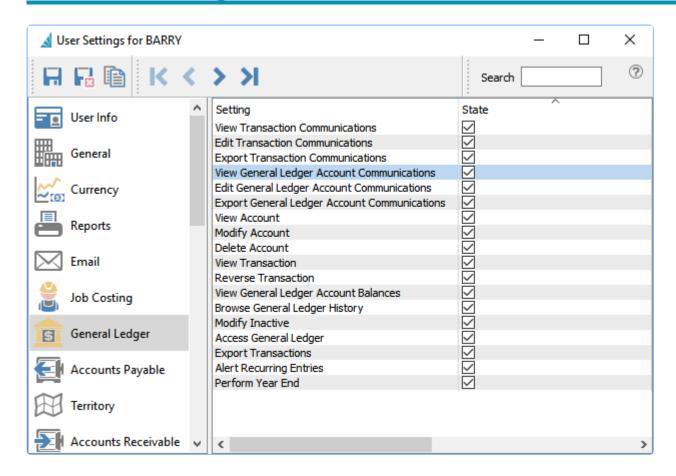
Export Job — allows the user to export any selected job in the job costing module

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

View Entries — allows user to view posted job entries

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

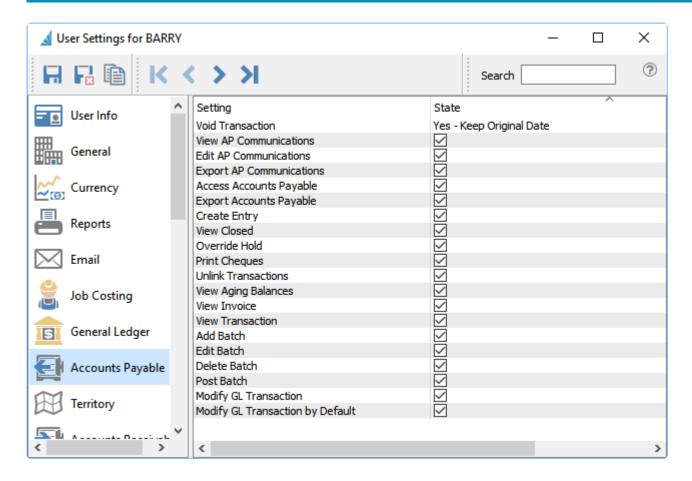
Access General Ledger — allows the user to access the general ledger

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

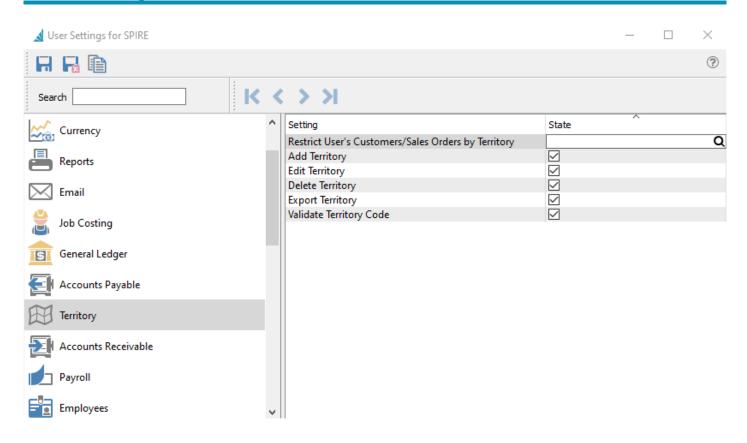
Modify GL Transaction – Allows user to modify the GL transaction as it posts

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.

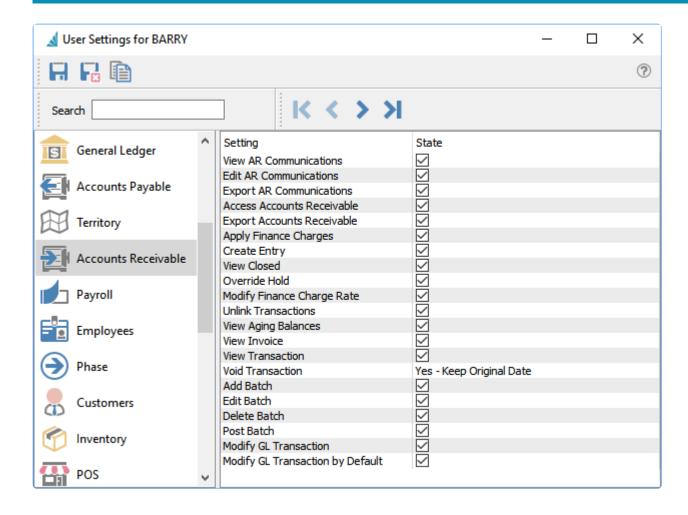
Edit Territory — This setting allows the user to edit territories by user.

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

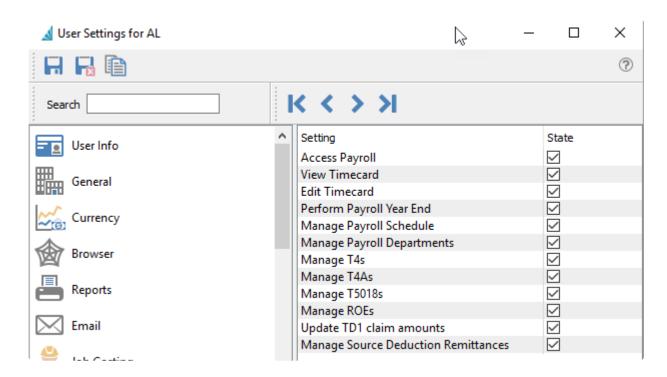
Delete Batch — allow user to delete an AR batch

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 Payroll Departments — allows the user to create and edit payroll departments

Manage T4s — Can create, edit and export T4s

Manage T4As — Can create, edit and export T4As

Manage T5018s — Can create, edit and export T5018s

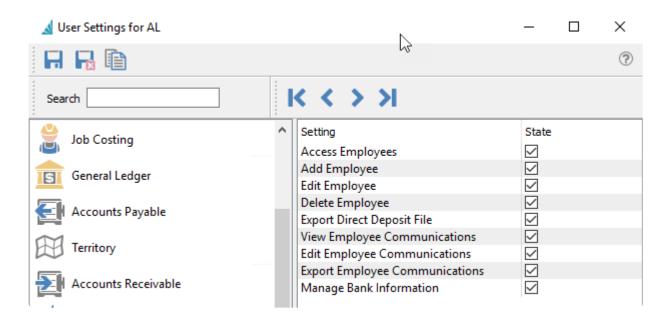
Manage ROEs — Can create, edit and export ROEs

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

Manage Source Deduction Remittances — Can create source deduction remittance for CRA

Employees

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



Access Employees – Allows 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

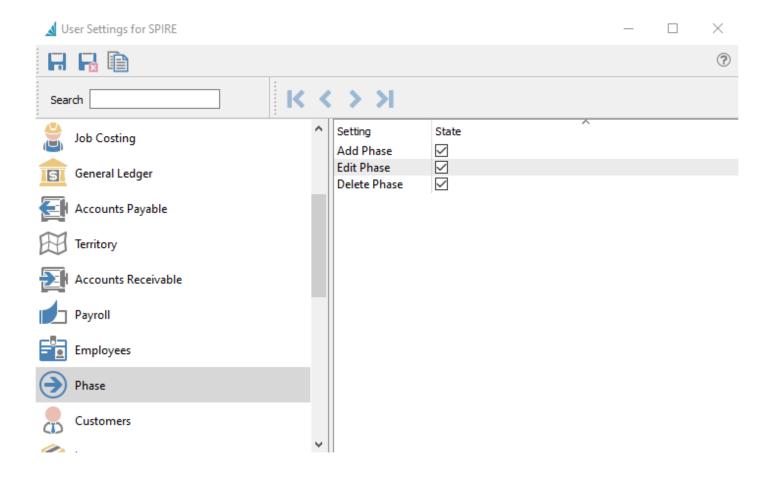
Edit Employee Communications – Can edit employee Communications

Export Employee Communications – Can export employee Communications

Manage Bank Account Information – Can access and edit employee direct deposit bank account

Phases

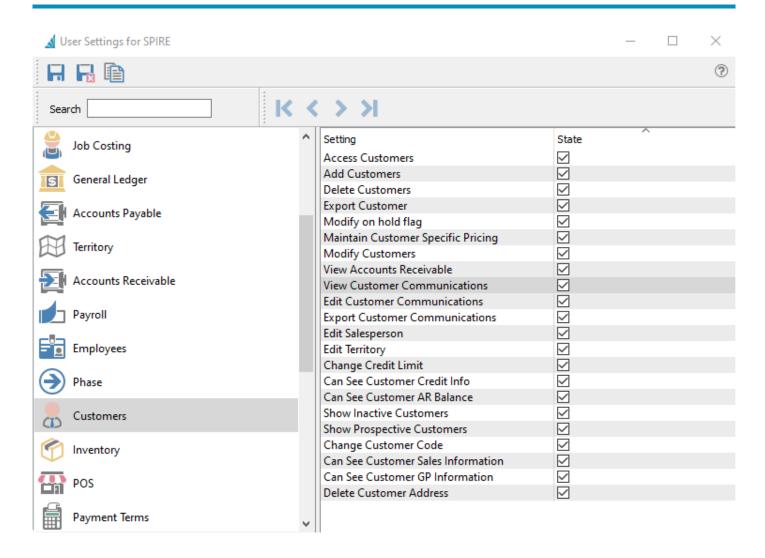
Phases can be added to Sales Orders, Purchase Orders and Production Orders. These settings give permission for the user to add, edit and delete phases on any of the aforementioned sections.



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Customers

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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.

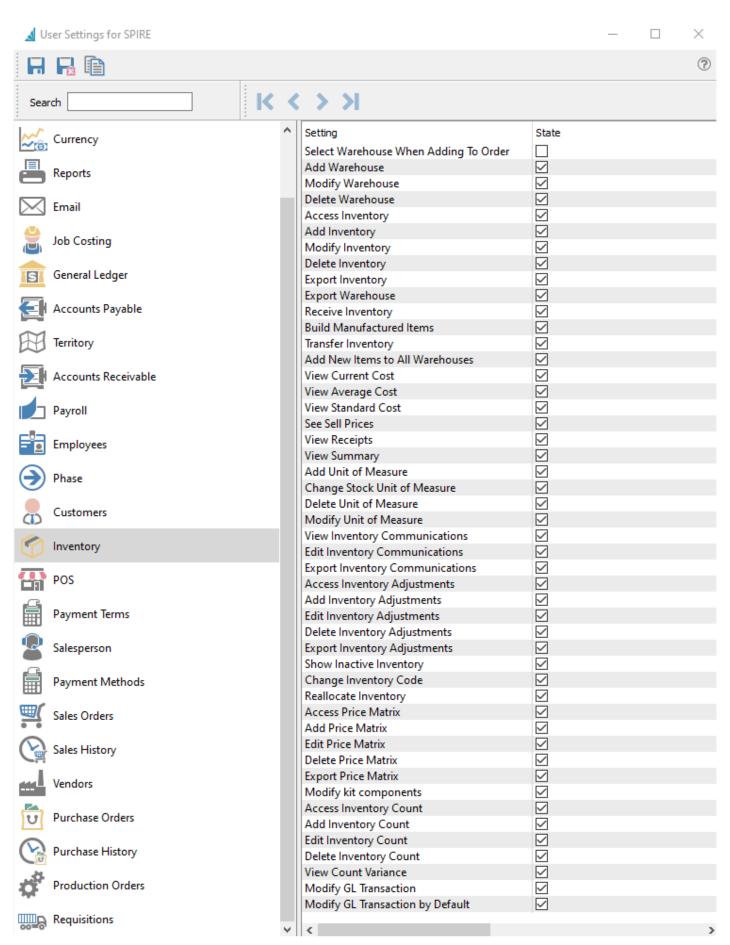
Change Customer Code — Allow user to change a customer code using the code change module.

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



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

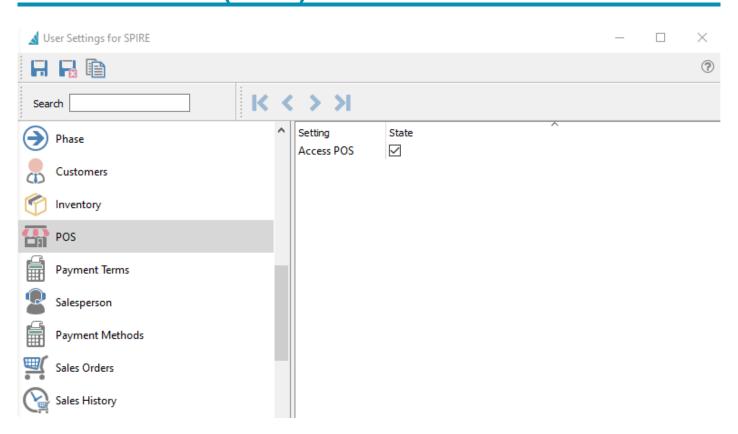
Delete Inventory Count — Can delete a count batch

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

Modify GL Transaction - Can modify the GL transaction when posting

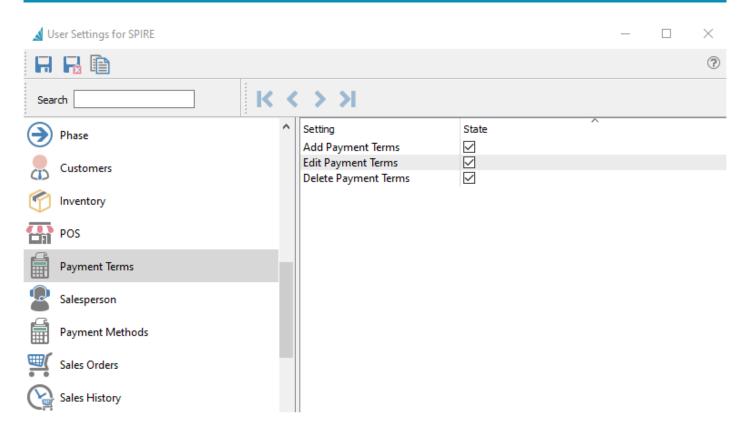
Modify GL Transaction by Default — GL posting is modifiable by default

Point of Sale (POS)



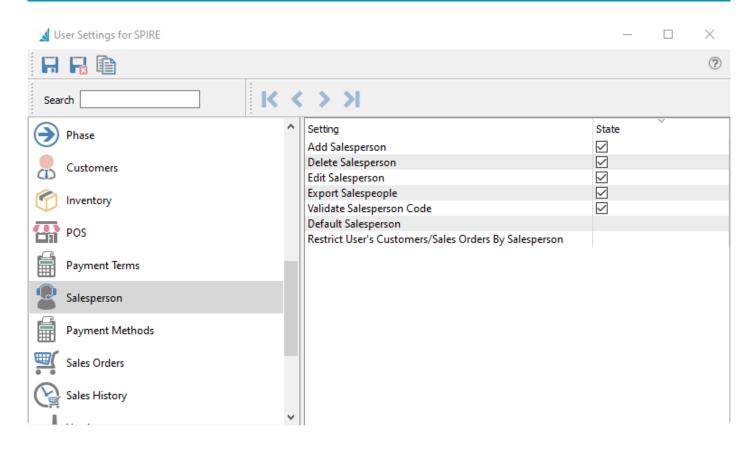
Access POS – Gives user access to the point of sale module

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

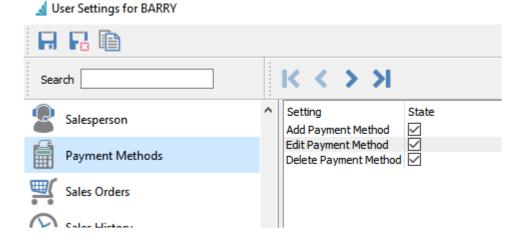
Export Salespeople — User has permissions to export a salesperson from the company

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

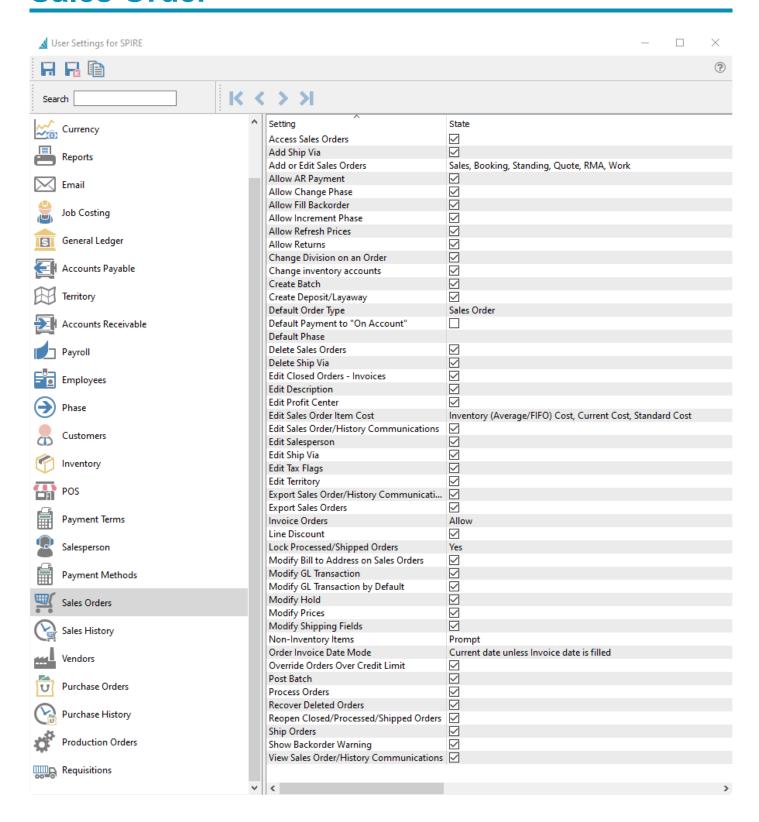


Add Payment Methods – User can add payment methods

Edit Payment Methods – User can edit payment methods

Delete Payment Methods – User can delete payment methods

Sales Order



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

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

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

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

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

Edit Ship Via – Can edit a ship via

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

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

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

Export Sales Orders – Can exports a list od sales orders

Invoice Orders -

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

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

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

- System Default
- Yes
- No

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

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

Modify GL Transaction by Default – Defaults to modifying GL transaction

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

Modify Prices – User can change the sell price

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

Non-Inventory items – User can be set to:

- Disallow
- Prompt
- Allow

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

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

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

Post Batch – Adds the ability to post batches.

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

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

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

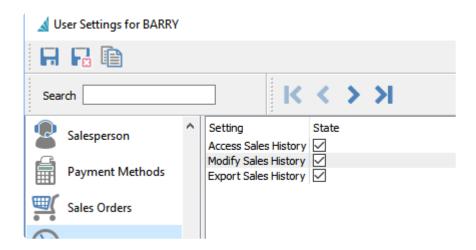
status.

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

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

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

Sales History

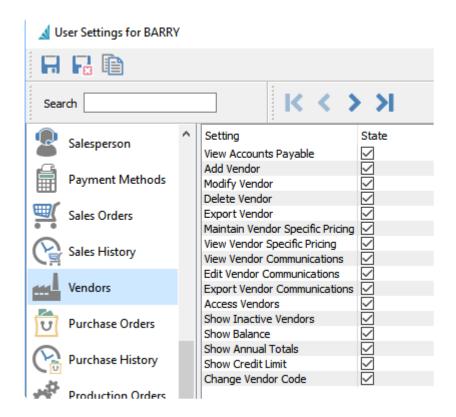


Access – Can access sales history.

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

Export – Can export sales history.

Vendors



View Accounts Payable — User can view vendors accounts payable

Add Vendor — User can add a vendor

Modify Vendor — User can modify a vendor record

Delete Vendor — User can delete a vendor record

Export Vendor — User can export a vendor record

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

View Vendor Specific Pricing — User can view vendor specific pricing

View Vendor Communications — User can view vendor Communications

Edit Vendor Communications — User can edit vendor Communications

Export Vendor Communications — User can export vendor Communications

Access Vendors — User can access the vendor list

Show Inactive Vendors — User can view the inactive vendor

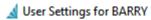
Show Balance — User can view the vendor balance

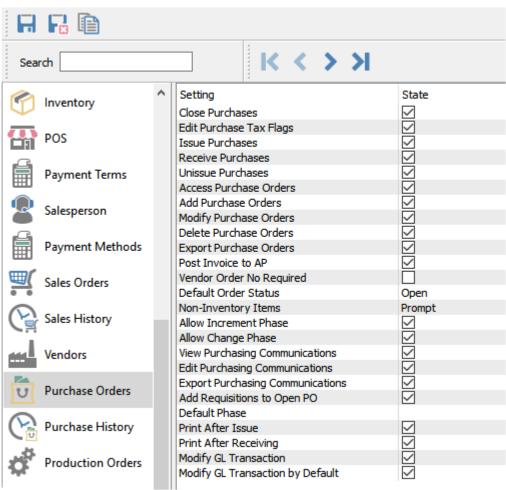
Show Annual Totals — User can view the vendor's annual totals

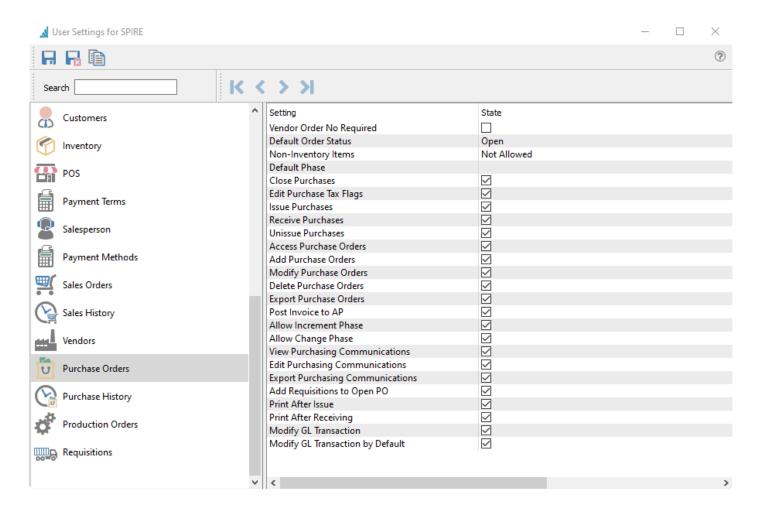
Show Credit Limit — User can view the vendor's credit limit

Change Vendor Code — User can change the vendor code

Purchase Orders







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.

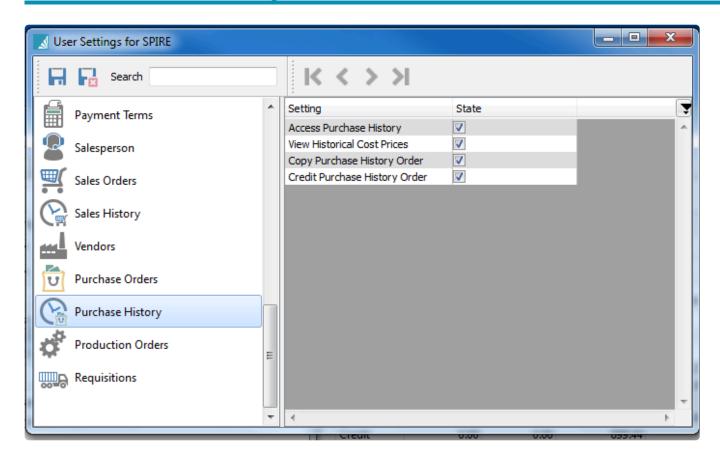
Print After Issue – If selected teh purchase order will print when it is issued

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

Modify GL Transaction – User can modify the GL posting

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

Purchase History



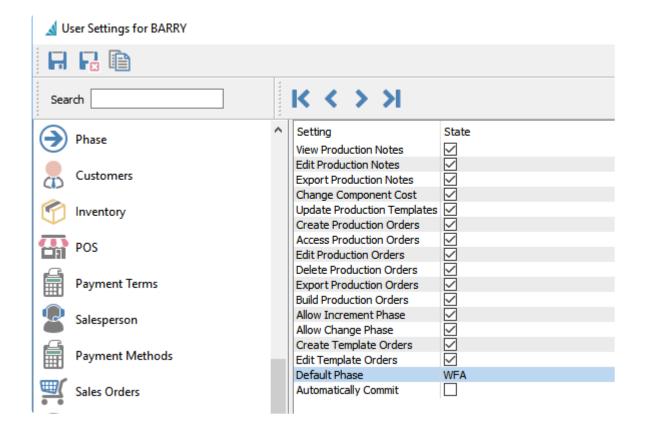
Access Purchase History – Gives access to PO history and is added to the user's main menu.

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

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

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

Production Orders



View Production Notes – Can see the production notes.

Edit Production Notes – Can edit production notes.

Export Production Notes – Can export production notes.

Change Component Cost – Can edit the component cost.

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

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

Create Production Orders – Can create production orders.

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

Edit Production Orders – Can edit production orders.

Delete Production Orders – Can delete production orders.

Export Production Orders – Can export production orders.

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

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

Allow Phase Change – Can edit the phase.

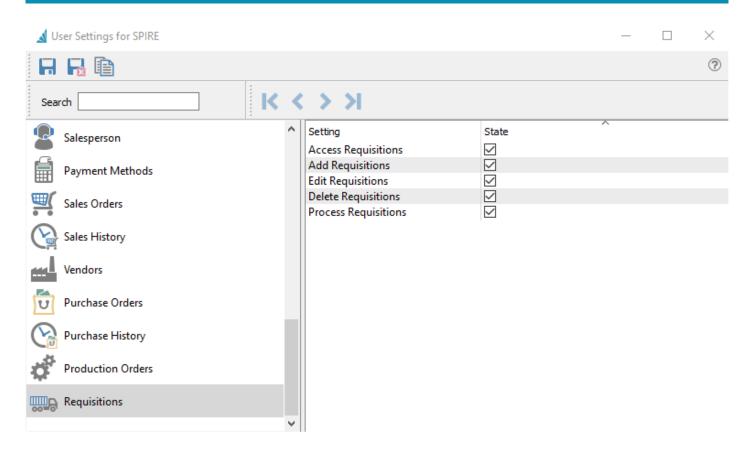
Create Template Orders – Allow to create templates.

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.

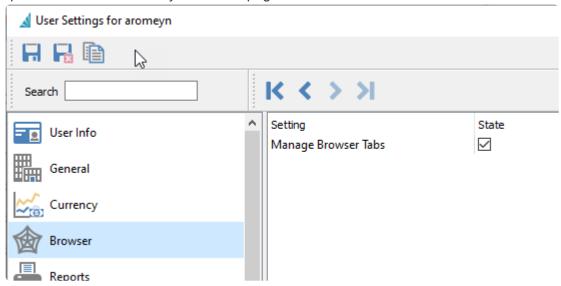
Edit Requisitions – Can edit requisitions.

Delete Requisitions – Can delete requisitions.

Process Requisitions – Can process requisitions to create purchase orders.

Browser

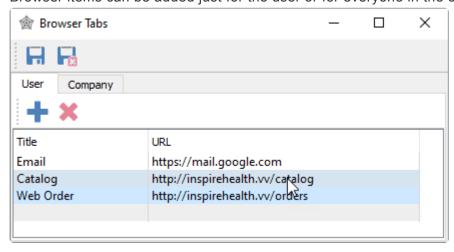
Adds a browser tab to the users menu and allows them to add web pages as sub tabs. This gives the user quick access to commonly used web pages.



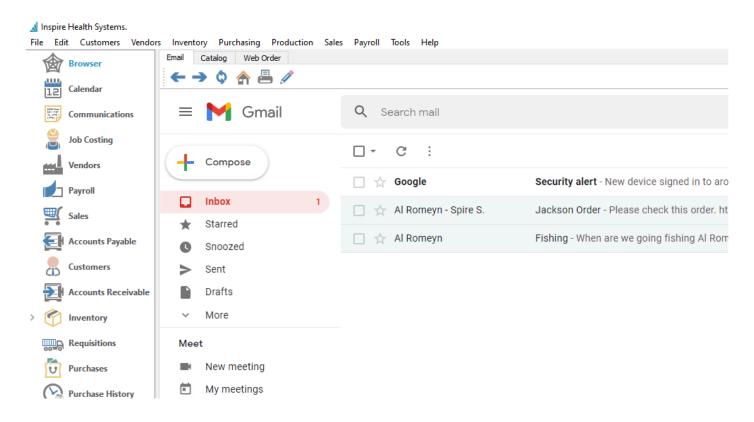


The menu item will not appear for the user until they add tabs to the browser. Once added, log out of Spire and then back in.

Browser items can be added just for the user or for everyone in the company.



Clicking the browser menu item shows the selected pages



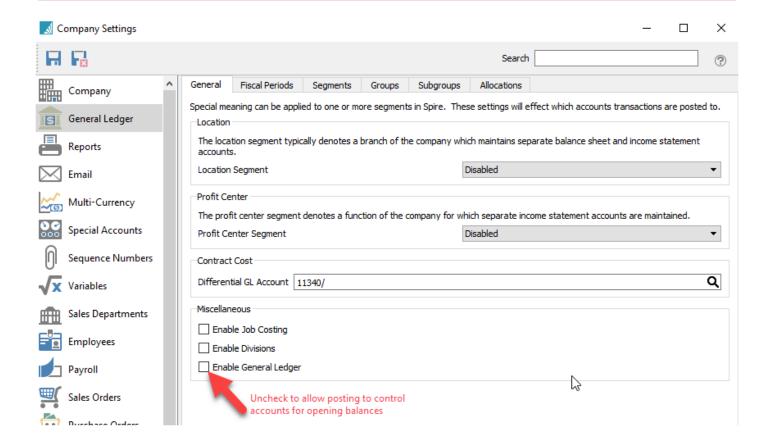
Opening Balances

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

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

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

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



General Ledger

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

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

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

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

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

Accounts Payable

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

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

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

This should include at least the following:

- Invoice Number
- Date
- Amount

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

Optionally you should also include:

- PO number
- Terms
- · Due Date
- Memo

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

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

Accounts Receivable

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

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

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

This should include at least the following:

- Invoice Number
- Date
- Amount

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

Optionally it should also include:

- PO number
- Terms
- Memo
- Optionally, and if available, historical transactions can also be imported but again the spreadsheet layout is critical and most users opt to look in their old accounting system for historical data.
 - Important The GL MUST be turned off when posting, otherwise it will post a journal entry and add to the GL opening balance that was already posted.

Inventory

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

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

Include the following in the spreadsheet:

- Warehouse
- · Part number
- Count
- Memo

The memo should reference something like "Opening Balance"

Once imported it can be reviewed and then posted.

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

Lot/Serial Number Opening Balances

If you had not previously used lot numbers, and you have on hand balances of items that you now want to track, follow this procedure.

- · Use inventory adjustments to bring the balance of the item to zero.
- · Set the item as Lot Numbered or Serialized
- · Receive the items to bring items back to the correct balance.

The above procedure will perform a journal entry for the 2 receipts but they will net to zero as long as the cost of the item does not change before doing the second receipt.

Payroll

When creating opening balances for employees the items that should be set before posting a payroll in Spire is the vacation owed, (which should total in the GL to the liability account set for accrued vacation) and the advances owing (which should total in the GL to the asset account set for accrued advances).

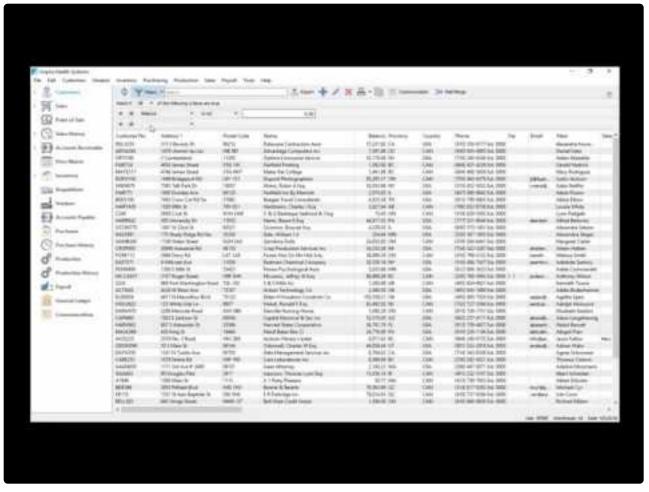
If the company is going live in any month except January first then they must also post a timecard to each employee for the total year to date from their old system. Before posting be sure to edit the taxes, deductions and benefits to match what was historically posted.

Optionally each timecard can be posted separately.

Filters/Searches/Exports

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

Video instruction - Filters & Searches



https://www.youtube.com/embed/92HOlxkHmJU?rel=0

Filters

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

Useful Filter Examples

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

Filter Save Options.

Add Filter – Adds another filter selection.

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

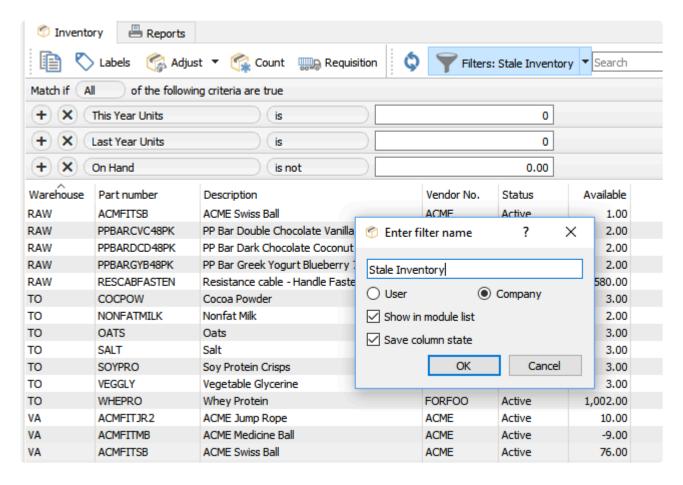
Remove Default – Removes a default that was previously set.

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

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

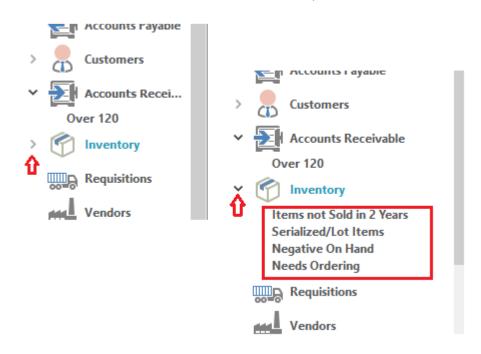


NOTE: The user must have permission to create company filters in Edit/Users/General.



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

Save Column State – The selected column position and size will be saved.



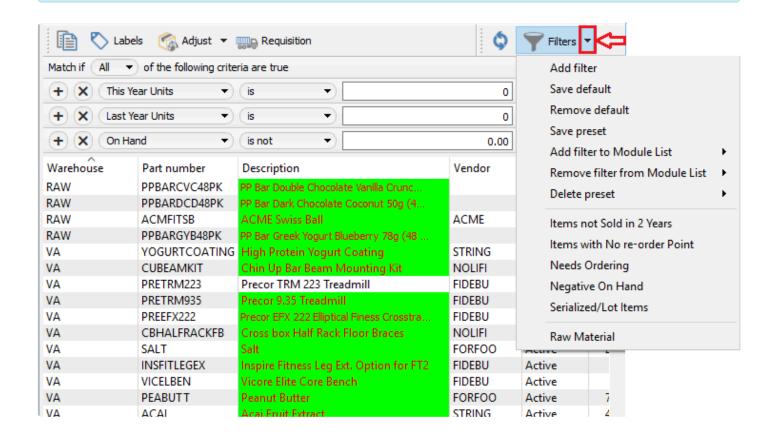
Remove Filter From Module List – Removes the preset filter from the list.

Delete Preset – Deletes the preset filter.

Filter List – Shows the list of saved filters.



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



Searches

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

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

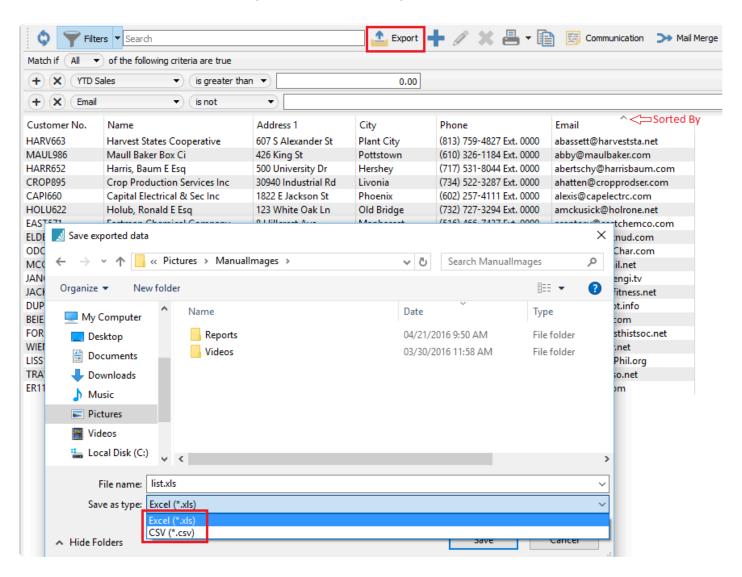
The user can also put an 'or' between words and then results with either words will show in the search results. Another option to use in searching is a minus symbol (-) which produces an exclusion for the search. As an example, if in the inventory list the user types *bar -caramel* then all items with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

Searches can then be exported to Excel or .csv.

Exports

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

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

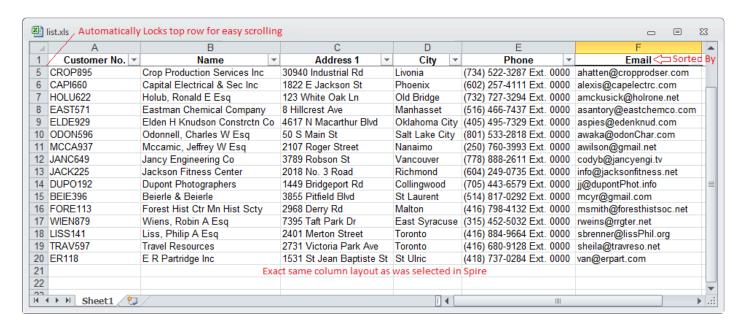


The user will be asked if they want to open the file for viewing or editing.



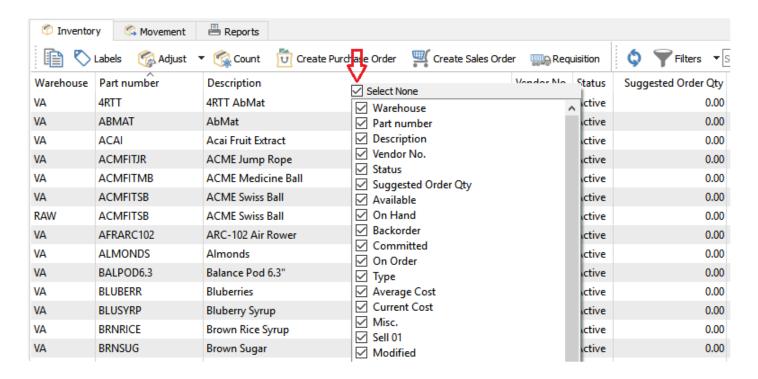
Click open and note that the speadsheet maintains the list layout and sort order that was selected in Spire. It also locks the top row for easy scrolling through large lists.

Spire Systems Inc



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 an removed as required. The user can individually turn columns on and off, or choose "Select All" or "Select None"

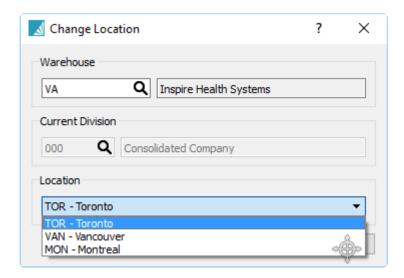


Locations & Profit Centers

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

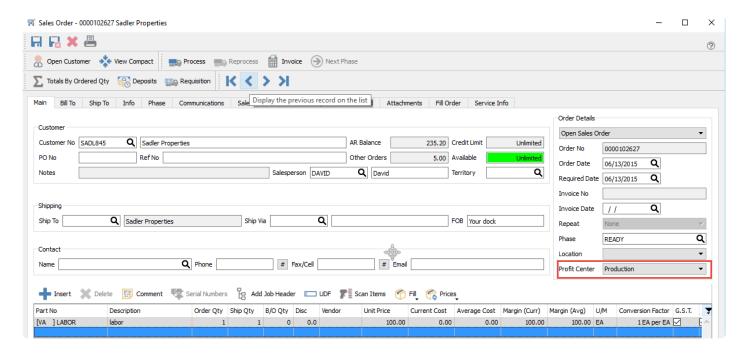
Location

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



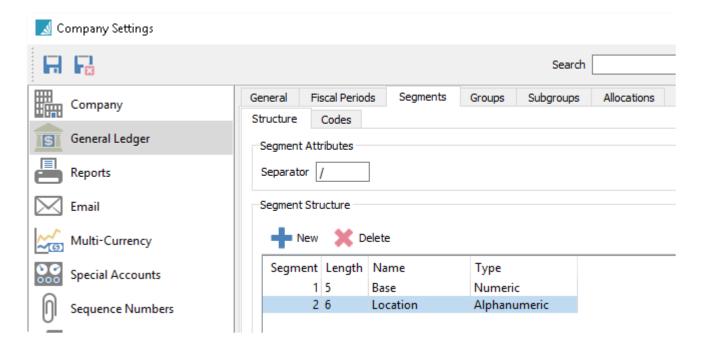
Profit Center

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

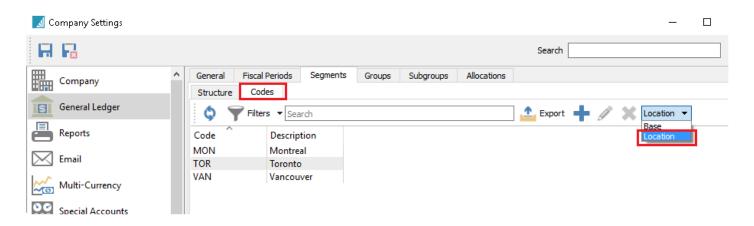


Setup

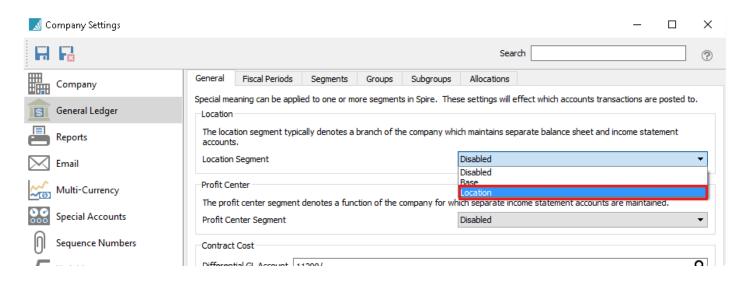
General Ledger – Create or designate one of the GL segments for locations or profit centers and name the segment with either one, The examples below show it set as a location.



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

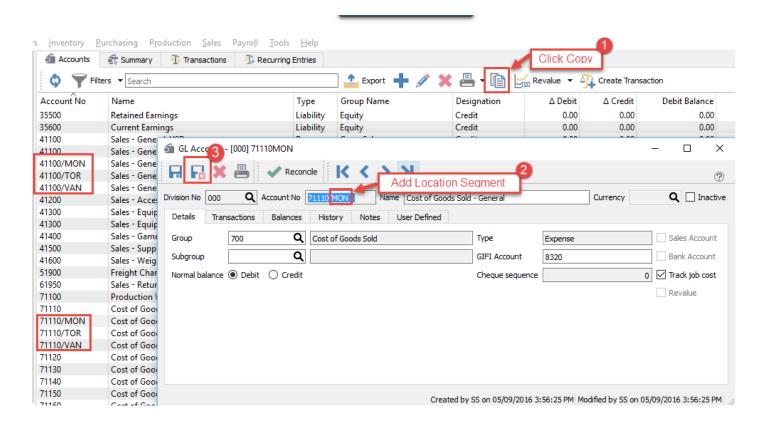


Then go into company settings/General and on the location segment select 'Location' (or whatever it was named) and save.



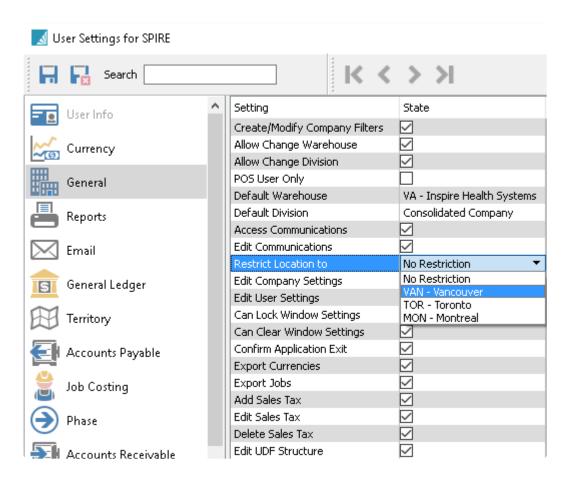
If the segment created was for a profit center select it there instead. In that case the segment is probably called 'Profit Center'

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

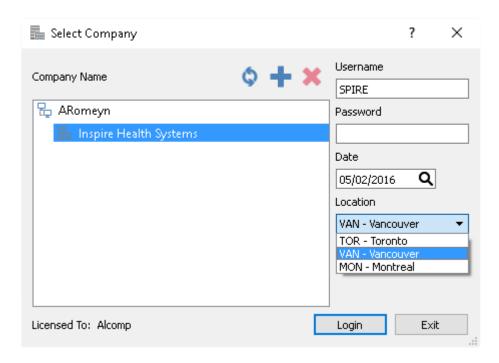


Locations

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



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



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

Video Instruction - Location Accounting

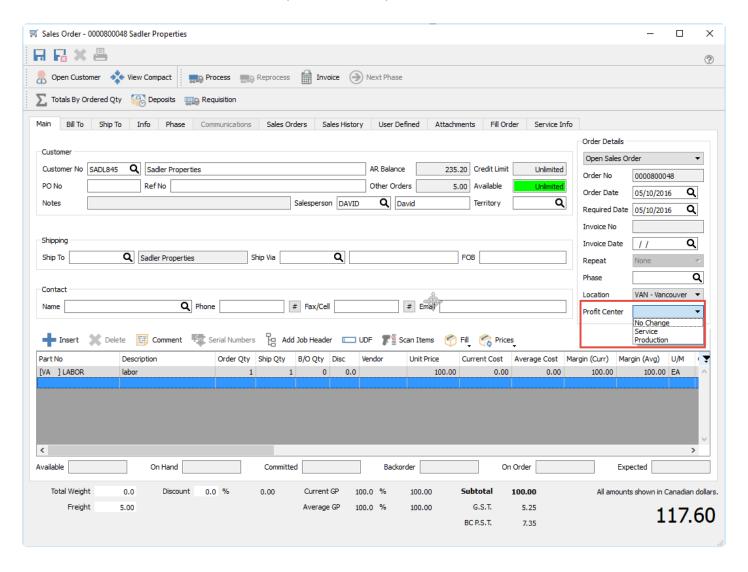


https://www.youtube.com/embed/DnQklfCbOYI?rel=0

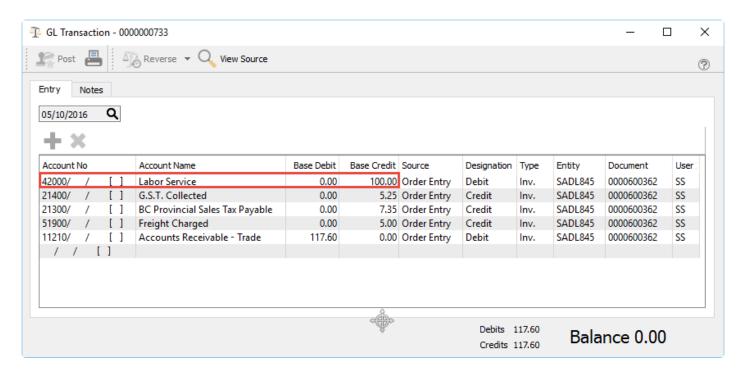
Profit Centers

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

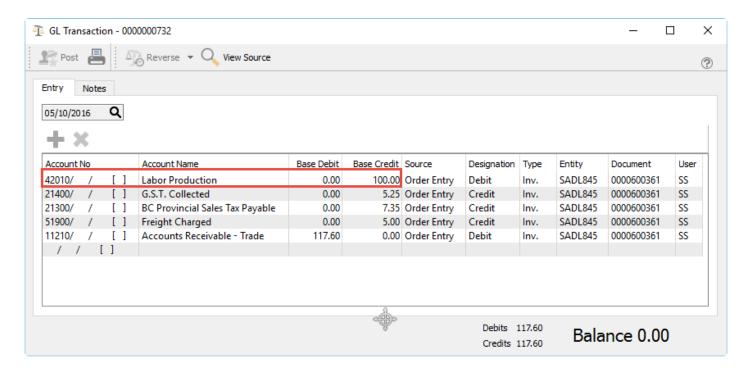
Inside a sales order the user selects the profit center to post to.



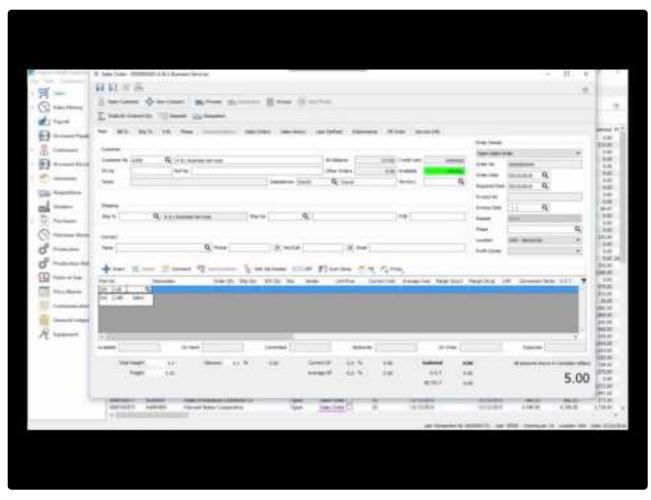
When the invoice is posted without changing the profit center it posts sales to the GL account set in Sales Department for the item.



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



Video Instruction - Invoicing using Prof Centers

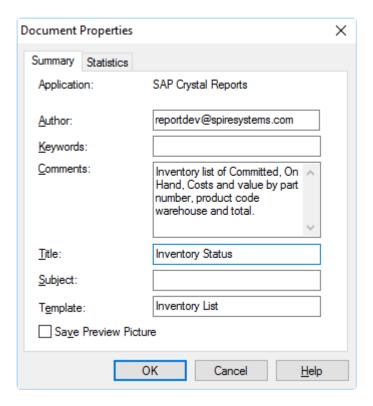


https://www.youtube.com/embed/G bpcSyzjRA?rel=0

Reporting

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

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



Author – The person that developed this report.

Keywords – Not used.

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

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

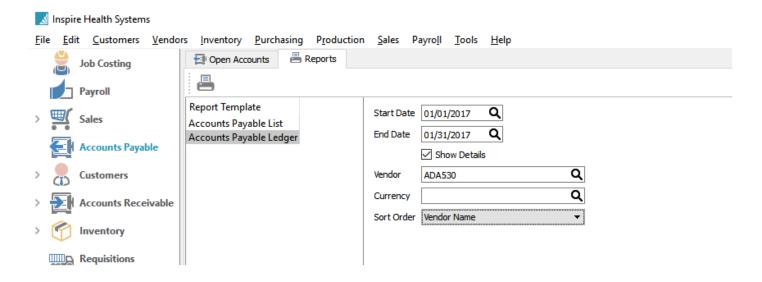
Subject - Not Used

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

Reports Tab in Modules

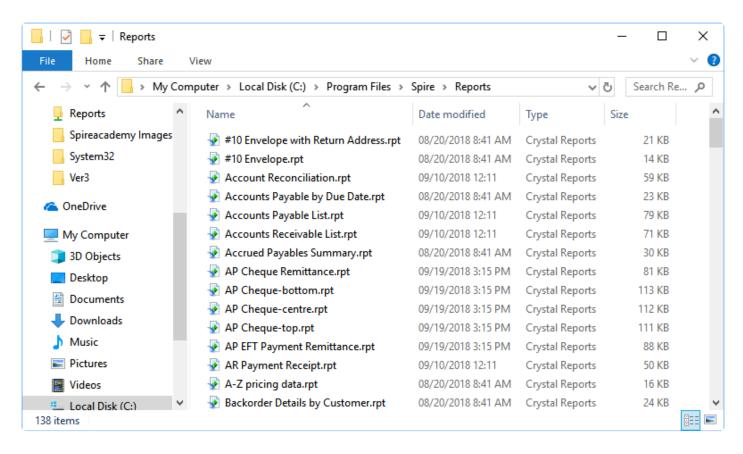
Most of Spire's reports run from the list view. The user sets the filter criteria and then prints 'All' or prints the 'Selected'. In some circumstances other criterion is required to be passed to a report. In these cases Spire has added a tab in the module call 'Reports' See the below for an example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

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



Stock Reports

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



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

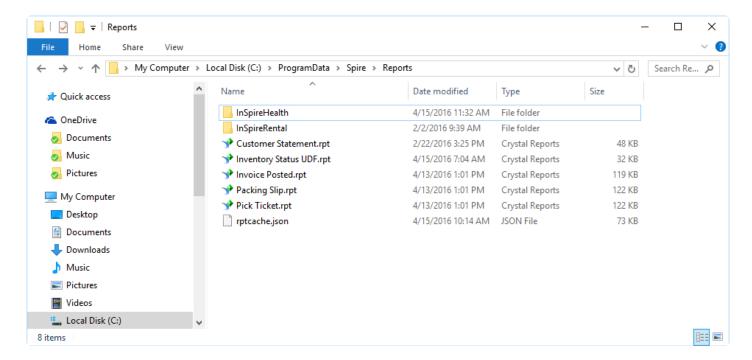
Included Stock Reports

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

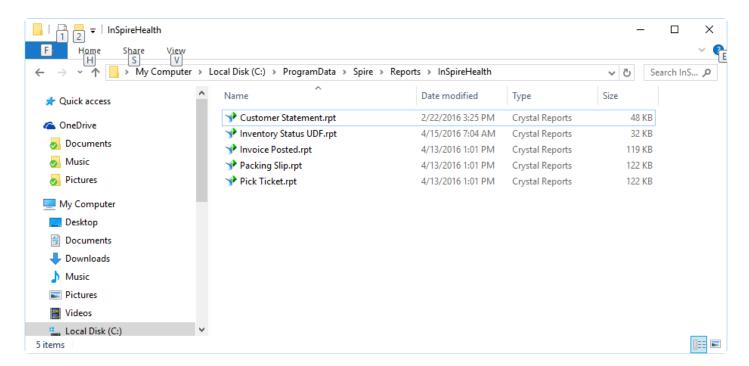
Spire Reports

Custom Reports

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



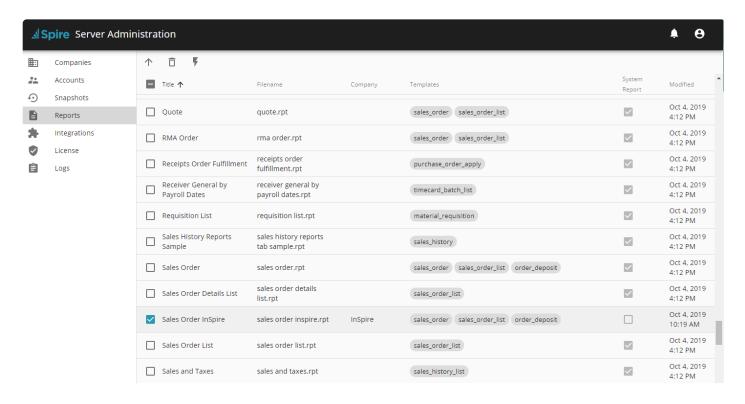
If the report is just for one of the companies then it is saved on the server in C:\Programdata\Spire\Reports\ DatabaseName.



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

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

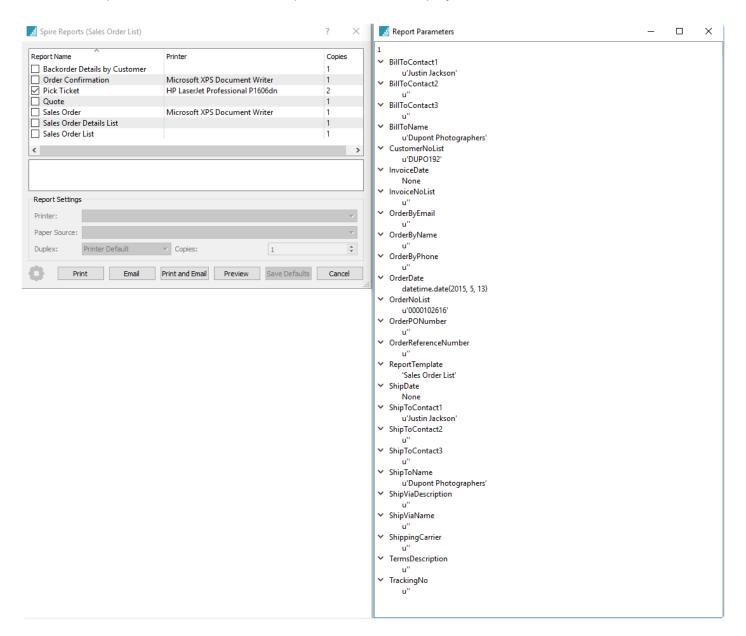
Uploading Reports through Spire Admin



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

Templates & Parameters

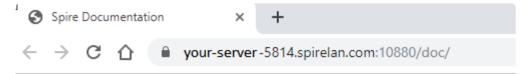
To find out what report templates and parameters are available when printing, turn on the user setting Reports 'Enable report development tools'. Then whenever the print button is clicked this dialog will appear beside the reports list and the available report fields will be displayed.



Data Dictionary

Data Dictionary

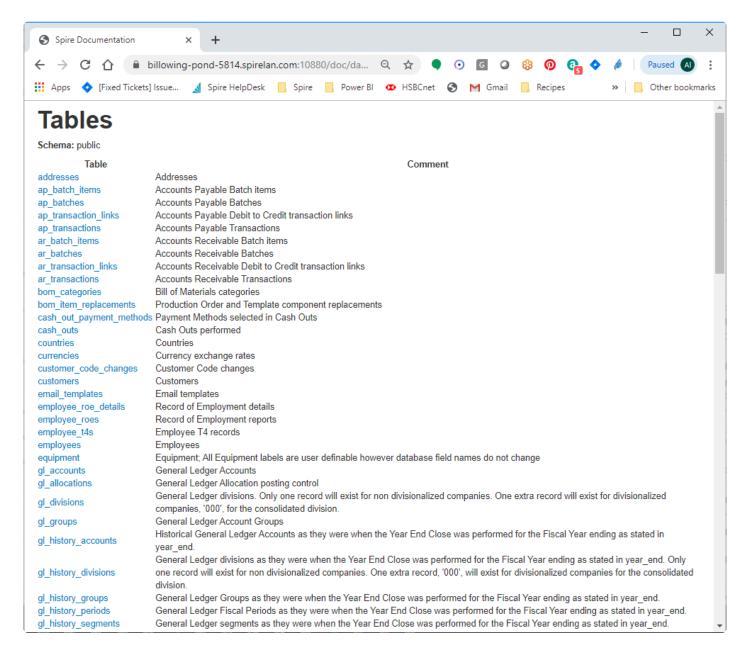
The database structure used in Spire can be found in by clicking on Help-> Spire Server Documentation>Database Documentation



Spire Server Documentation

- · API Documentation
- · Database Documentation
- Support
- Spire Systems

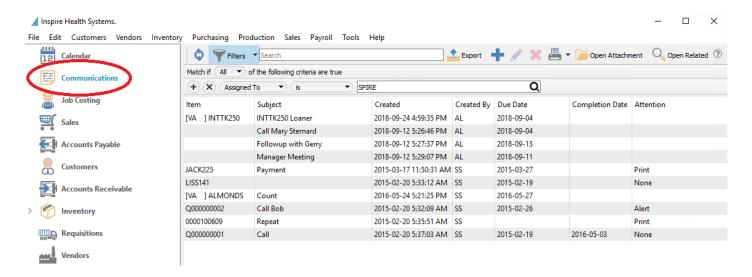
When clicking database Documentation the list of files and fields will be shown in a hyperlink document.



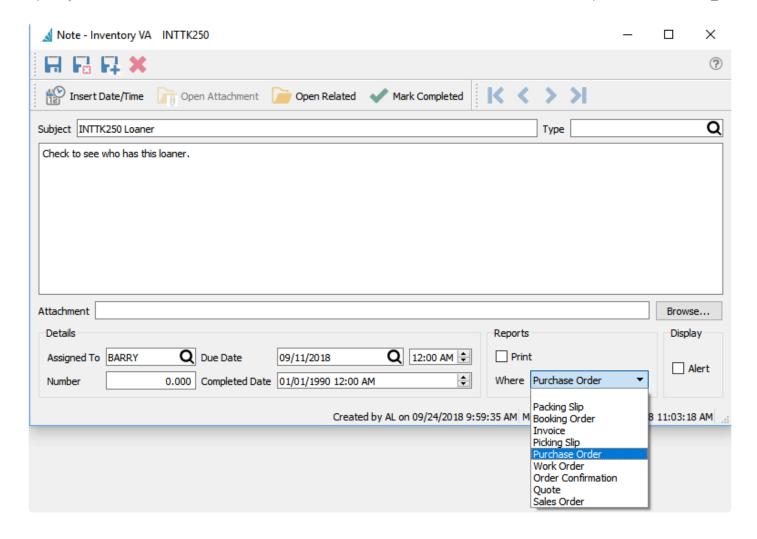
Communications- (CRM)

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

Click the Communication icon on the main menu.



From the communications list click add or edit



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

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

Add - Adds a communication.

Edit - Edits a communication.

Delete – Deletes a communication.

Print – Any report that has 'Communications' as a Crystal Reports template will be presented.

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

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

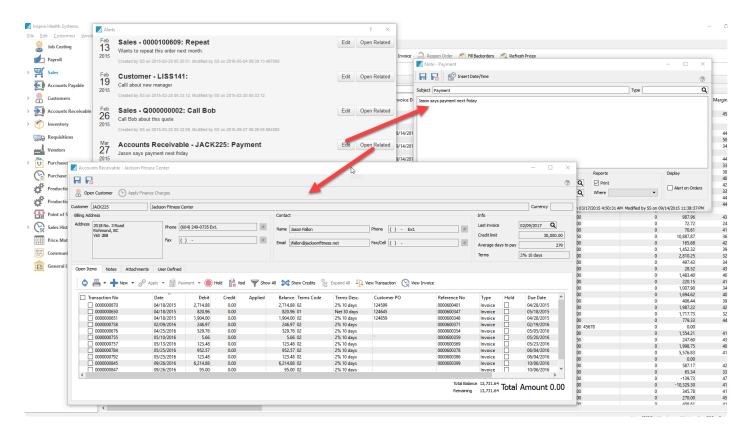
Example communications

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

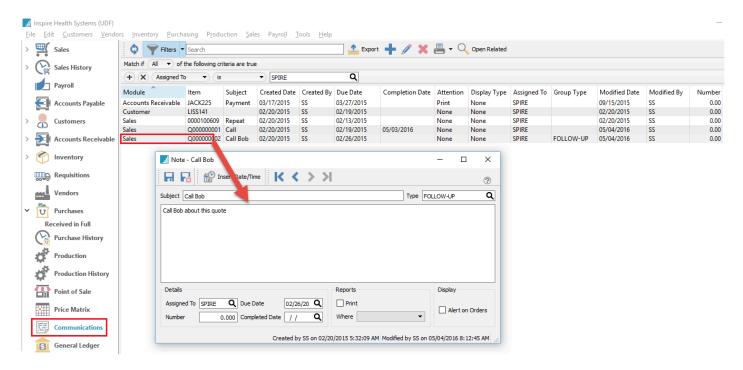
To-Do List on Login

When User Logs In

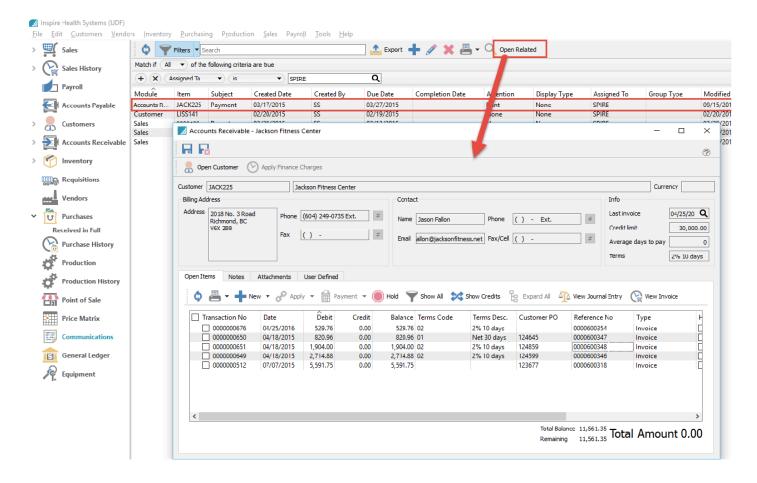
When the user logs in and there are communication notes that are due or overdue, a "To-Do" list will be presented. By clicking the edit button the user can see the details of the communication.



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

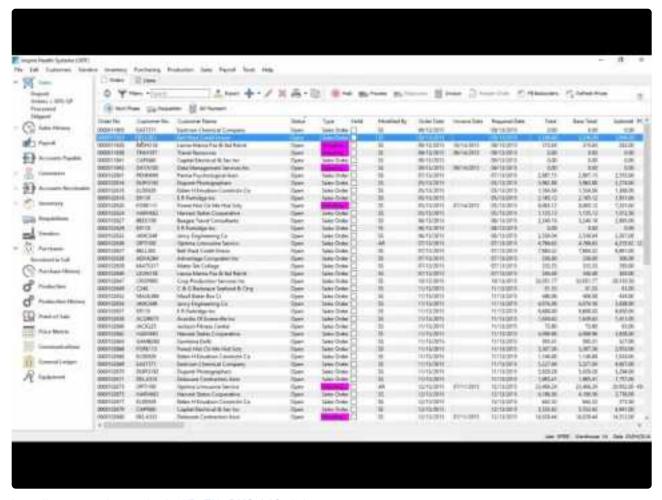


Clicking on the "Open Related" button will bring up the record where that communication was created. For instance if it was an accounts receivable message it will open to that customers AR record.



Communications Video Demo

Video Instructions - Communications



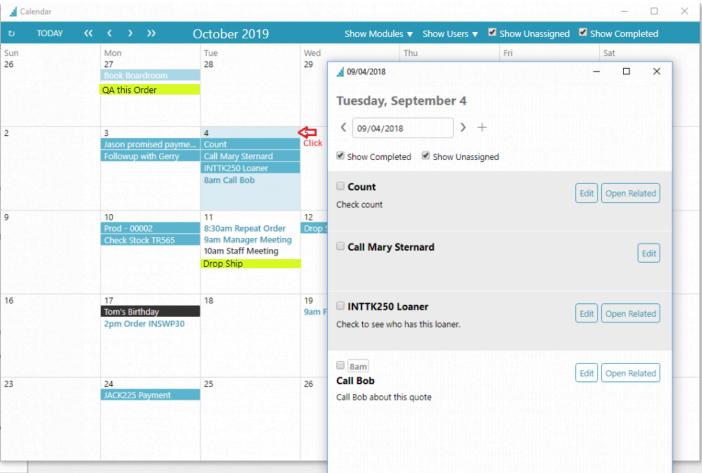
https://www.youtube.com/embed/PaENwDKCgL8?rel=0

Calendar

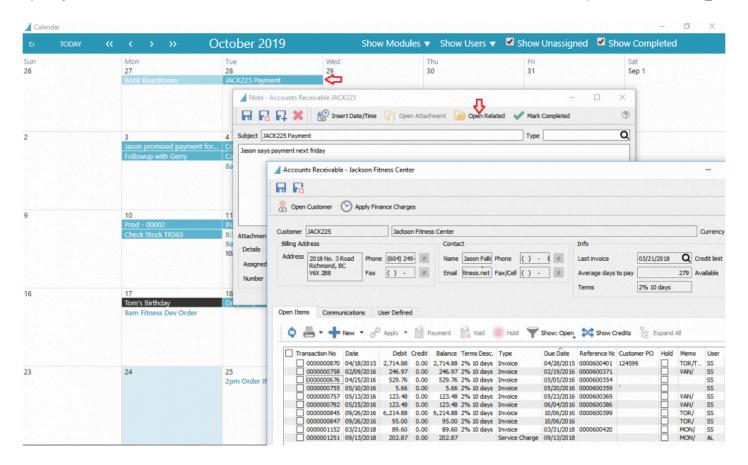
The calendar is related to the communications module. Communication notes that have a followup date automatically get added to the calendar. Select 'Calendar' from the main menu and all of the users communications will be show on each day that the item is due,

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



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



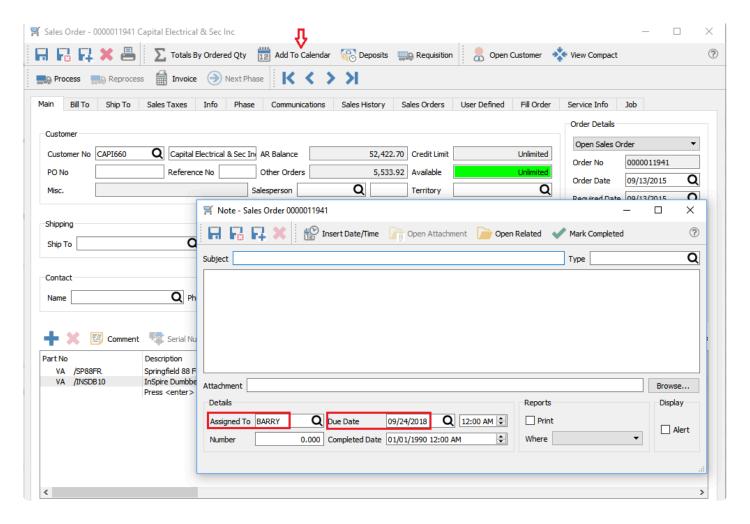
*

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

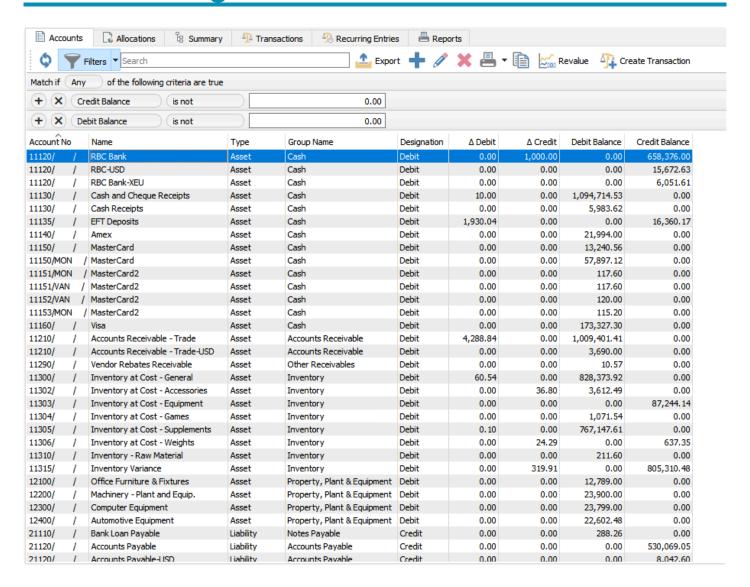
Other features include being able to easily mark items complete, and to drag items on the calendar to another date. The user can also edit the communication s and assign it to another user so it appears on their calendar.

Quickly Add to Calendar

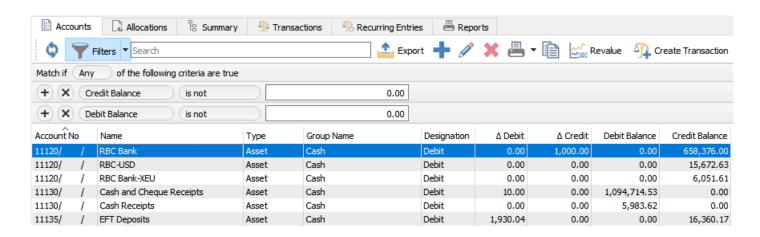
Inside sales, purchase and Production orders is a button labeled "Add To Calendar". By clicking this a communications record is created assigned to the user with today's date. They can then add more information or edit it by changing the user and date and even add a time to show on the calendar.



General Ledger



Accounts



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

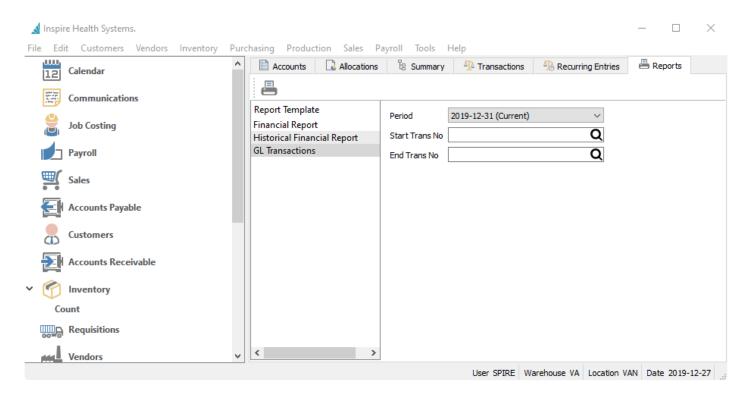
Edit – Edits highlighted GL account

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:

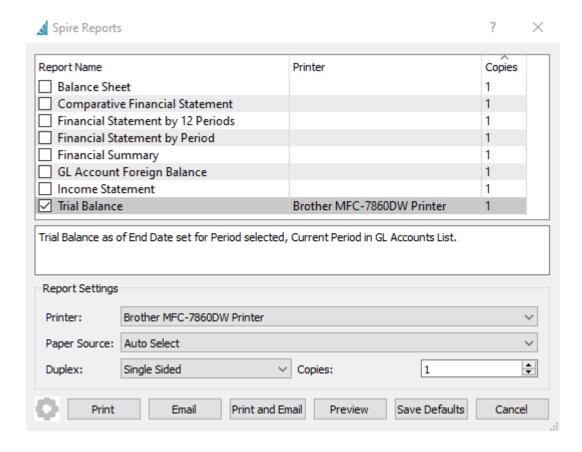
- Trial Balance
- Income Statement
- Balance Sheet

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



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

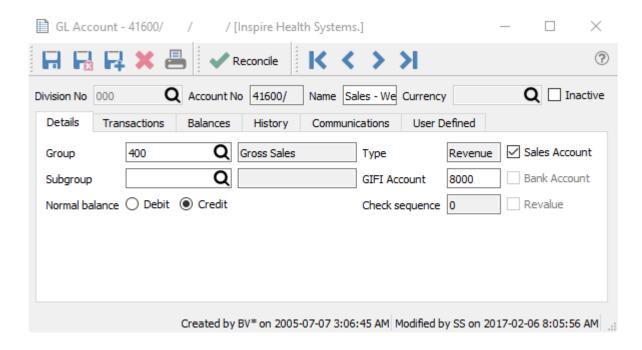
The next screen would ask which report(s) to print, the printer selection information and if they want to email the reports. Note that all reports can be printed or emailed at once.



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 <u>Account Reconciliation</u> for more details.

Division – If Divisions are turned on in <u>Company Settings/General Ledger</u>, 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 <u>Company Settings/General Ledger</u>. Subgroups allow you to consolidate GL accounts on GL reports.

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

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

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

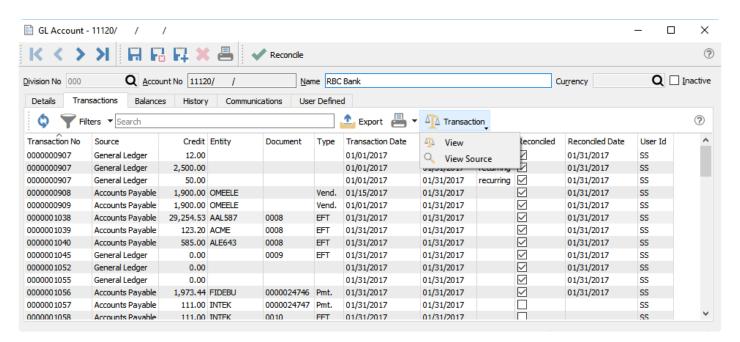
Check Sequence – The next cheque number that will be assigned by default when paying from this GL account.

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

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

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

Account Transactions



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

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

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

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

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

View – View the complete journal entry.

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

- Order Entry
- · Purchase Order
- Payroll

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

Source – The source that this posting came from.

Debit – The amount of the debit transaction

Credit – The amount of the credit transaction.

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

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

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

Type – The type of transaction that was posted.

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

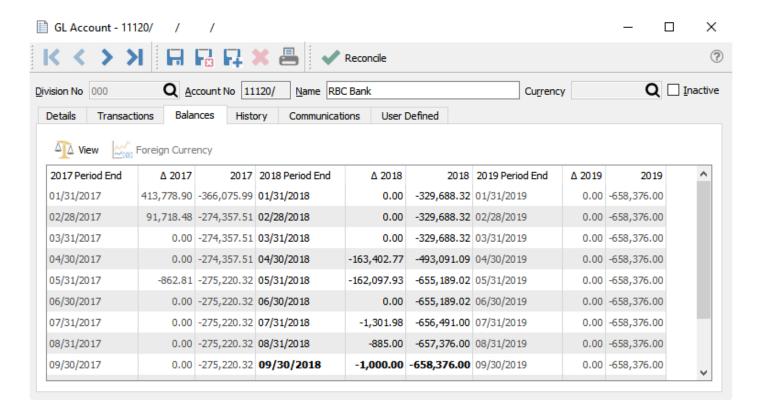
Document – The document number passed from the sub ledger posting. ie- the invoice number

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

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

Account Balances

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



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

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

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

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

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

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

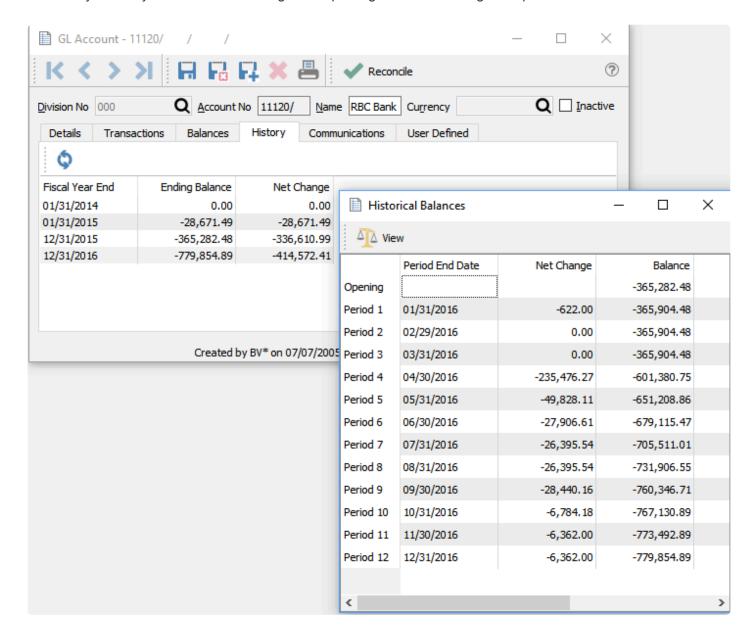
Change Last Year – The amount that this account changed for that period for last year.

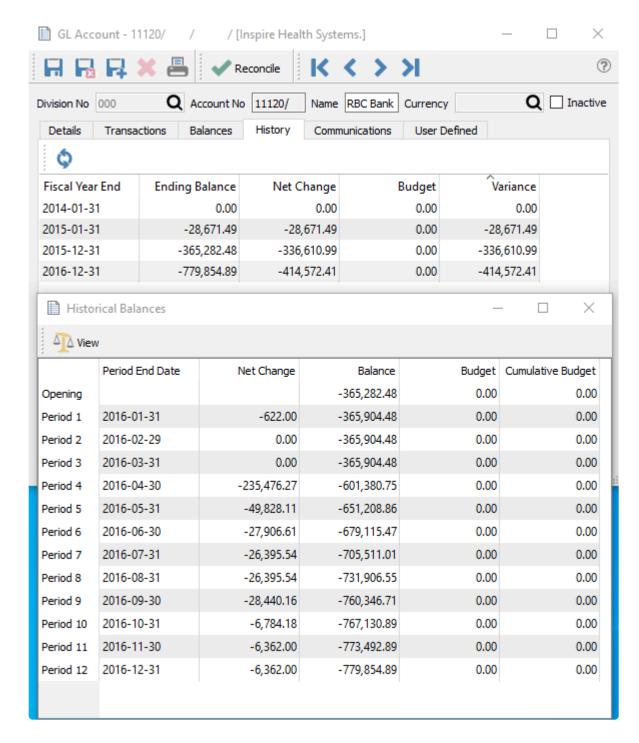
Last Year – The running balance of the GL account for that period for last year.

Account History

Once last year has had its final adjusting entries completed, the year can be closed. When it is closed the

balances get moved to the GL History table and the transactions to the GL History Transaction table. Once there they are only available for viewing and reporting and can no longer be posted to.





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

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

Net Change – The net change for that year.

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

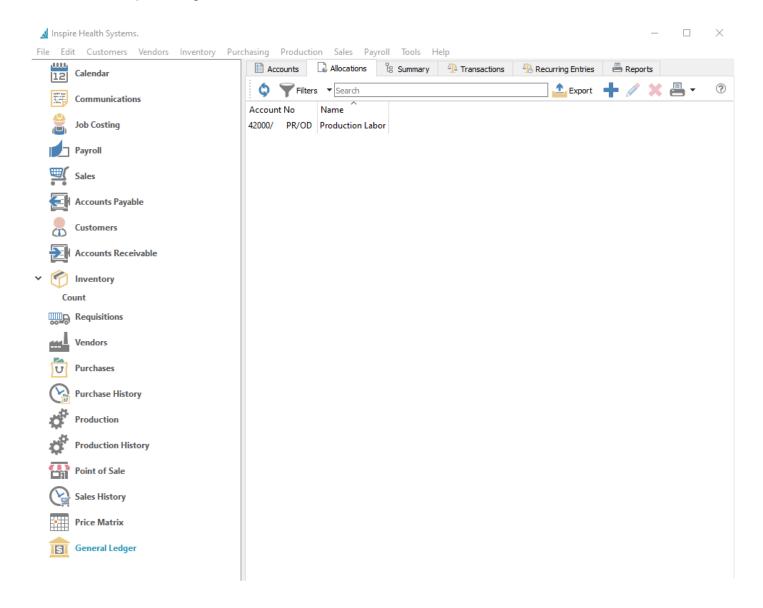
Any number of notes can be added for this GL account.

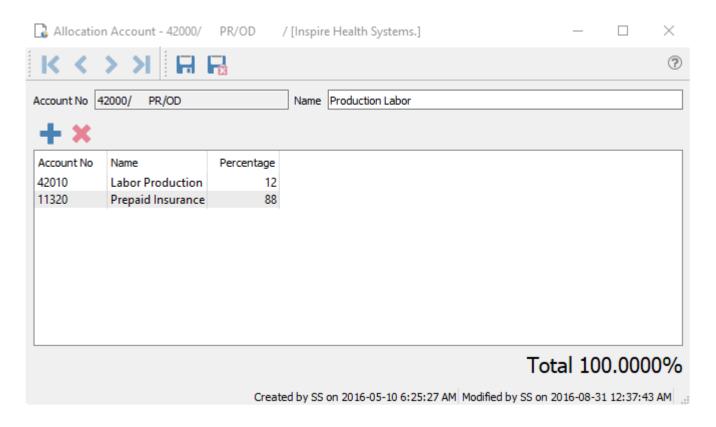
User Defined Fields

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

Allocations

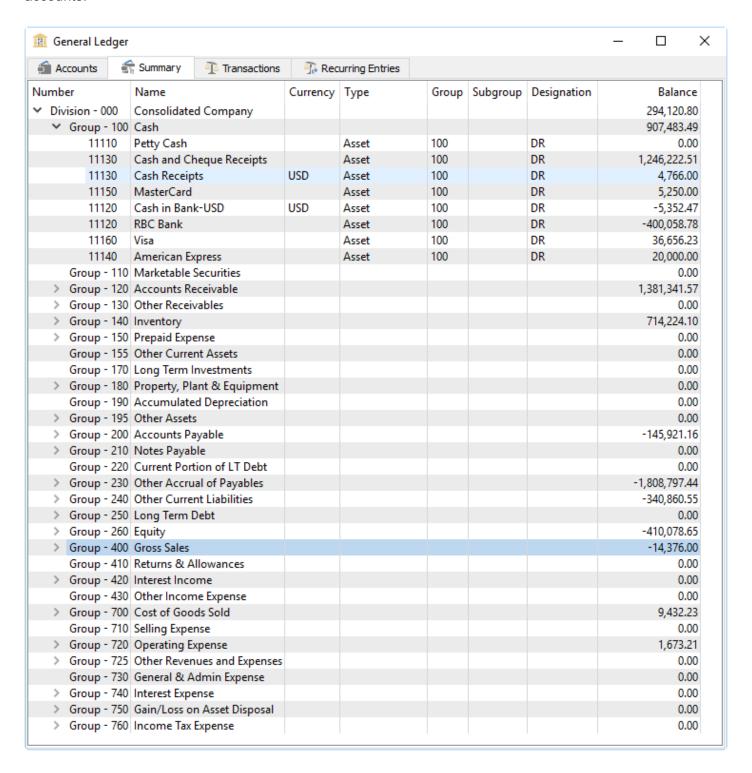
A User can add Allocation accounts that can be used to post to more than one account. You can set up the percentage to post to each 'real' account. That way, the user posts to a single account and it disperses it based on those percentages.





Summary

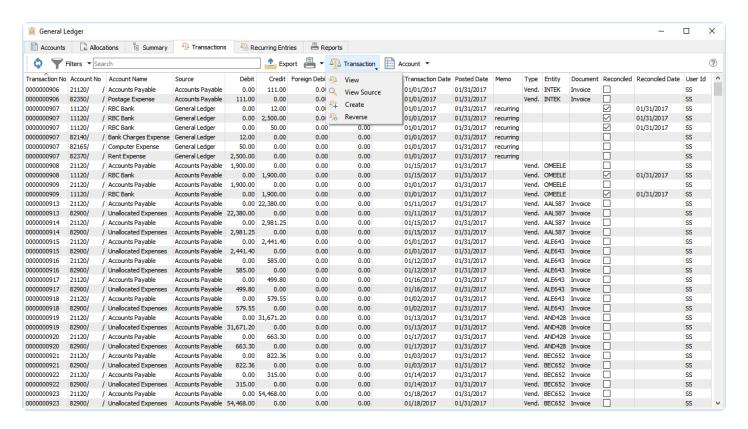
The GL Summary screen totals each group but allows the user to expand the tree structure to see individual accounts.



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 <u>Crystal Report Template</u> 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.



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 <u>Company Settings/Sequence Numbers</u>.

Source – The source that this posting came from.

Debit – The amount of the debit transaction

Credit – The amount of the credit transaction.

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

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

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

Type – The type of transaction that was posted.

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

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

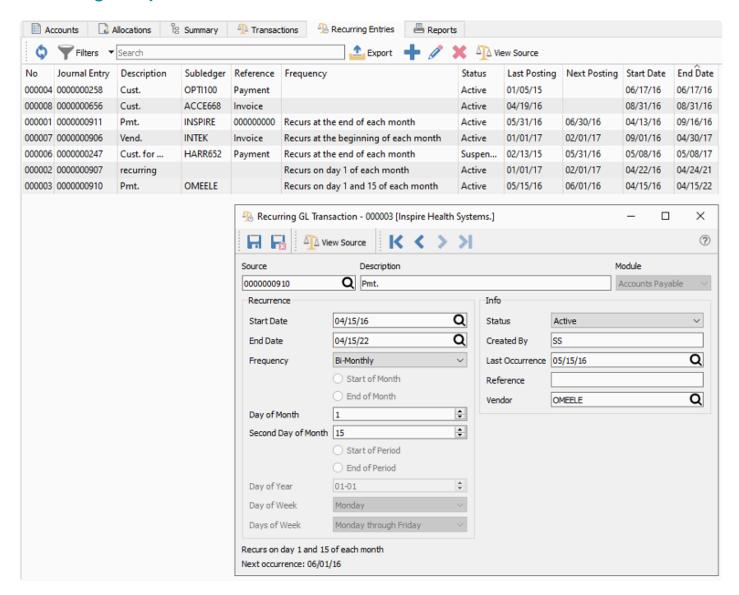
Reconciled - The date that the entry was reconciled. If blank then it has not been reconciled.

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

Recurring Entries

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

Recurring Setup



Save – Save the recurring entry.

Save and Close – Save and close the recurring entry.

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

Start Date – When the recurring transaction should start.

End Date – When the recurring transaction should end.

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

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

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

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

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

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

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

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

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

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

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

Last Occurrence – The last date the entry was posted.

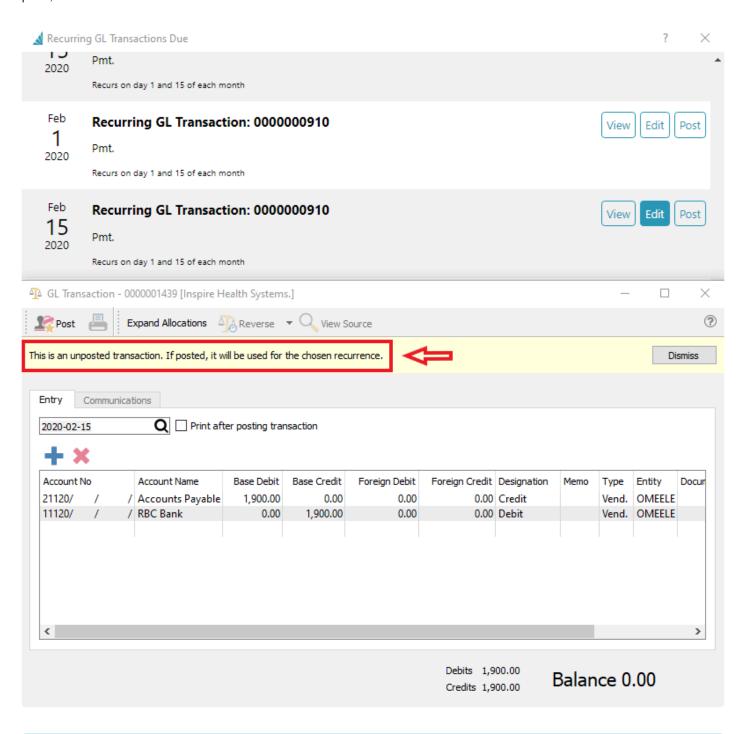
Reference – A reference can be added.

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

Recurring Alerts

If the user has the setting General Ledger/Alert Recurring Entries when the user logs in they will be

presented with the list of recurring entries that are due or overdue to be posted. They can simply click on post, view or edit.

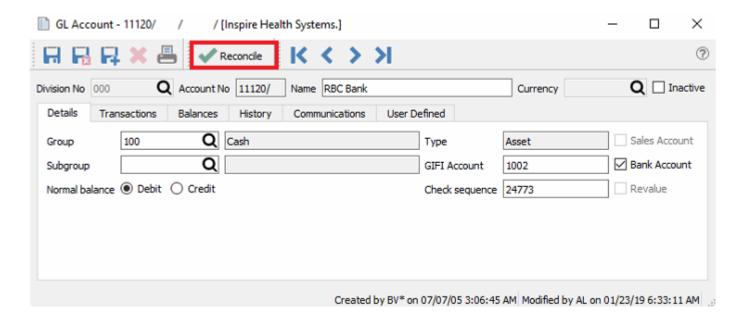


Note-The user can edit the recurring entry before posting it and then the next time the entry comes up on the schedule it will use the latest version of the posting.

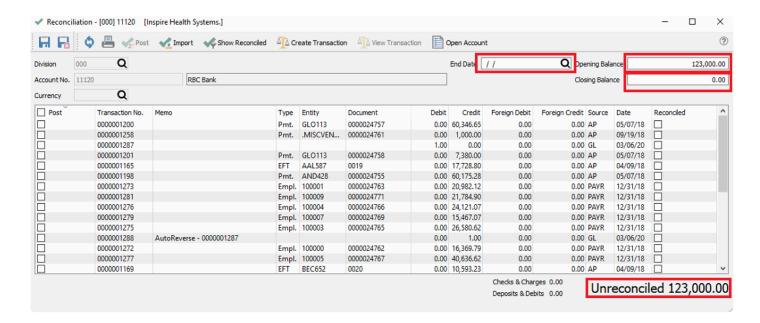
Account Reconciliation

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

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



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



Save – Save your work in progress.

Save & Close - Save and close the GL account.

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

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

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

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

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

Create 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.

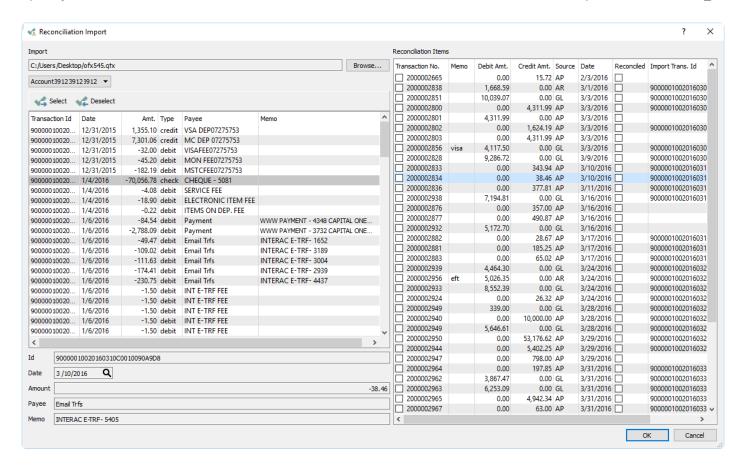
End Date – Date of the last transaction that the user wants to see.



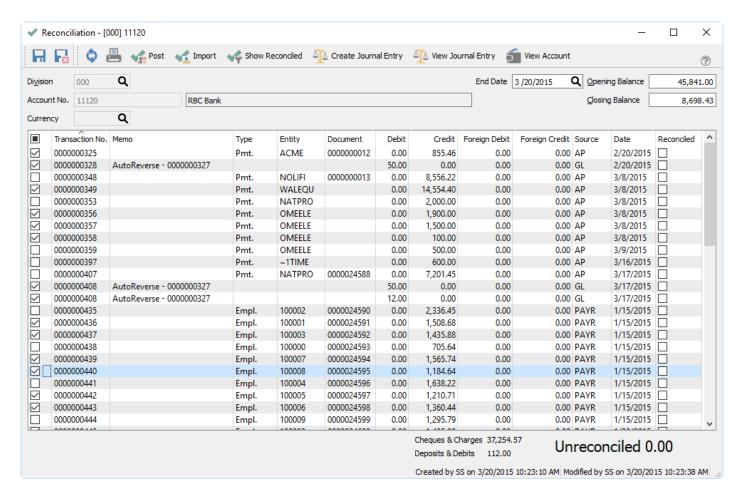
Note – If doing back to back reconciliations be sure to use the date of the bank statement end as it will use that date for the reconciliation post. If left blank then it will post today's date. If more than one reconciliation is done with the same date it becomes harder to unreconcile if required

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

Closing Balance – The closing balance of the statement.



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



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



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

Inspire Health Systems (UDF)

Account Reconciliation

Account 11120 RBC Bank

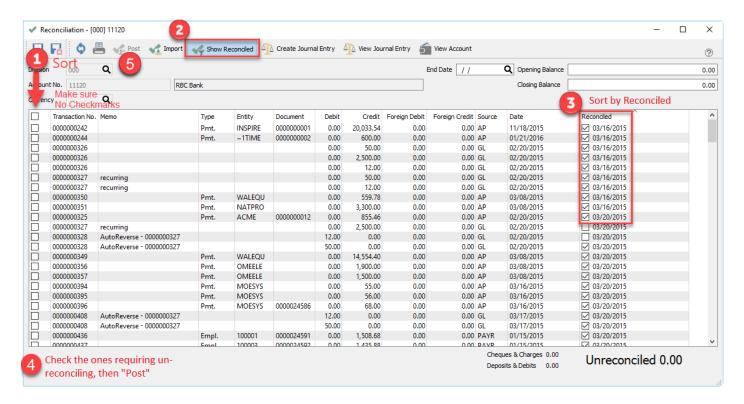
April 14, 2016 / 2:35 pm

End I	Date: March 20, 20	15			Opening Balance Closing Balance		45,481.00 8,698.43
Rec	Transaction#	Source	Memo	Date	Debit	Credit	Reconciled
☑	0000000325	AP	Pmt. ACM E 0000000012	Feb 20, 15	0.00	855.46	
\checkmark	0000000328	GL	Auto Reverse - 0000000327	Feb 20, 15	50.00	0.00	
	0000000348	AP	Pmt. NOLIFI 000000013	Mar 8, 15	0.00	8,556.22	
☑	0000000349	AP	Pmt. WALEQU	Mar 8, 15	0.00	14,554.40	
	0000000353	AP	Pmt. NATP RO	Mar 8, 15	0.00	2,000.00	
	0000000356	AP	Pmt. OMEELE	Mar 8, 15	0.00	1,900.00	
☑	0000000357	AP	Pmt. OMEELE	Mar 8, 15	0.00	1,500.00	
	0000000358	AP	Pmt. OMEELE	Mar 8, 15	0.00	100.00	
	0000000359	AP	Pmt. OMEELE	Mar 9, 15	0.00	500.00	
	0000000397	AP	Pmt. ~1TIME	Mar 16, 15	0.00	600.00	
	0000000407	AP	Pmt. NATP RO 0000024588	Mar 17, 15	0.00	7,201.45	
DDID	0000000408	GL	Auto Reverse - 0000000327	Mar 17, 15	12.00	0.00	
\checkmark	0000000408	GL	Auto Reverse - 0000000327	Mar 17, 15	50.00	0.00	
	0000000435	PAYR	Empl 100002 0000024590	Jan 15, 15	0.00	2,336.45	
\checkmark	0000000436	PAYR	Empl 100001 0000024591	Jan 15, 15	0.00	1,508.68	
	0000000437	PAYR	Empl 100003 0000024592	Jan 15, 15	0.00	1,435.88	
	0000000438	PAYR	Empl 100000 0000024593	Jan 15, 15	0.00	705.64	
$\overline{\mathbf{V}}$	0000000439	PAYR	Empl 100007 0000024594	Jan 15, 15	0.00	1,565.74	
\checkmark	0000000440	PAYR	Empl 100008 0000024595	Jan 15, 15	0.00	1,184.64	
	0000000441	PAYR	Empl 100004 0000024596	Jan 15, 15	0.00	1,638.22	
\checkmark	0000000442	PAYR	Empl 100005 0000024597	Jan 15, 15	0.00	1,210.71	
\checkmark	0000000443	PAYR	Empl 100006 0000024598	Jan 15, 15	0.00	1,360.44	
	0000000444	PAYR	Empl 100009 0000024599	Jan 15, 15	0.00	1,295.79	
	0000000480	PAYR	Empl 100009 0000024635	Mar 13, 15	0.00	1,295.79	
	0000000481	PAYR	Empl 100001 0000024636	Mar 13, 15	0.00	1,508.68	
	0000000482	PAYR	Empl 100006 0000024637	Mar 13, 15	0.00	1,360.44	
	0000000625	GL	AutoReverse - 0000000327	Feb 20, 15	12.00	0.00	
	0000000625	GL	AutoReverse - 0000000327	Feb 20, 15	50.00	0.00	
$\overline{\mathbf{A}}$	0000000627	GL		Feb 8, 15	0.00	644.13	
			Statement Opening Balance		45,481.00		
			Checked Cheques & Charges		36,894.57		
			Checked Deposits & Debits		112.00		
			Statement Closing Balance		8,698.43		
			Reconciled!		0.00		

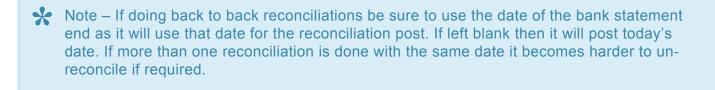
Reversing a Reconciliation

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

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

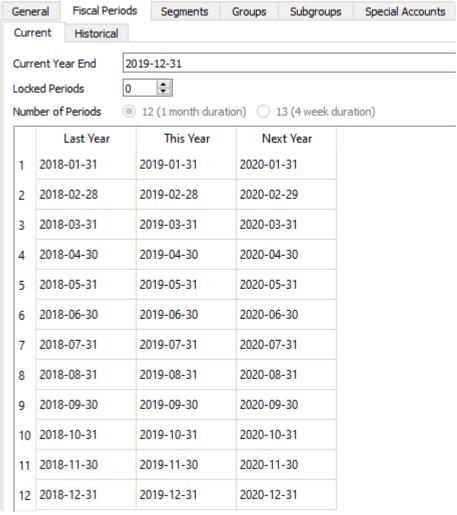


- Sort the list by the reconciled date and on the left column labeled 'Post' check all the ones for the date that needs to be un-posted. (Note- the check to use is the left hand column and not the one next to the reconciled date)
- Once selected click on 'Post' and you will be prompted for a report which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



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.



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

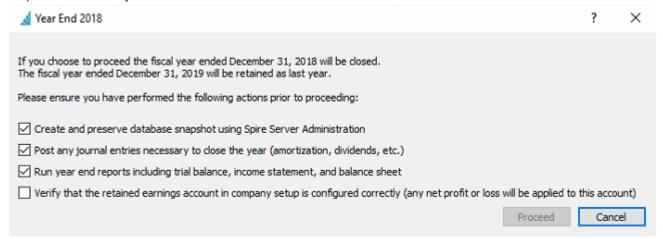
Once the end of "Next Year" arrives, users cannot post transactions, until the year end is performed for 'Last Year'. Closing the year moves all GL transactions to the historical GL tables and moves the year forward. All other tables like sales history, AR, AP etc are not closed but continue on by date. During the year end close the sales and purchase history year to date amounts are updated in customers, vendors and inventory.

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

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

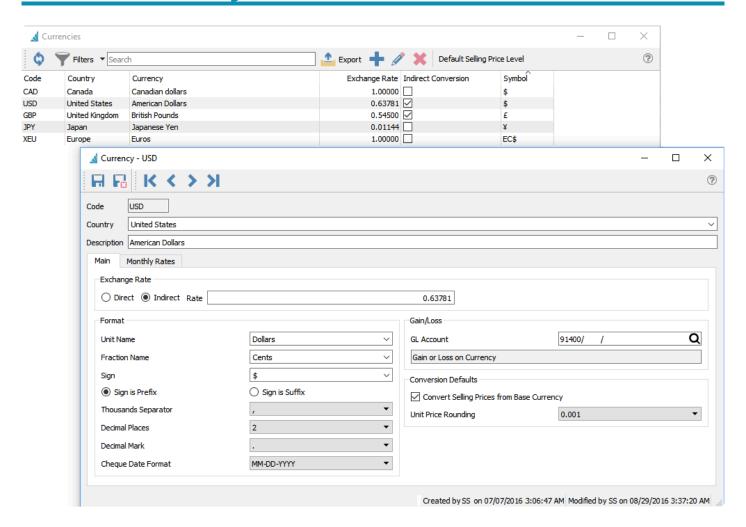


Once the correct date is entered the user will receive this warning message to make sure everything required before a year end has been done.



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

Multi-Currency



Code – The short name for a currency.

Country – The country using this currency,

Currency – The name of the currency.

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.

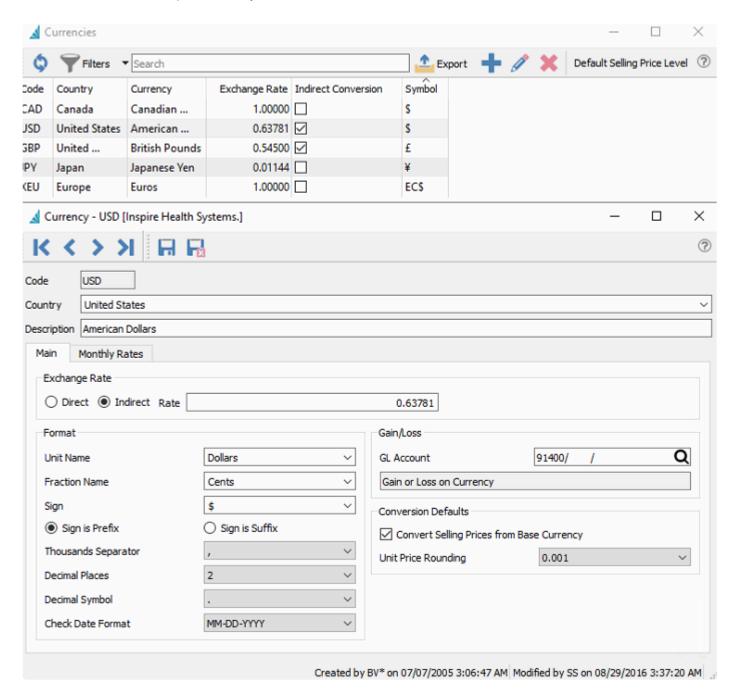
Purchase orders can be sent to vendors in their currency and when the inventory arrives it gets converted to base currency, Then when payment is made to the vendor it will pay them in their currency.

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.



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 indirectRate – 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.

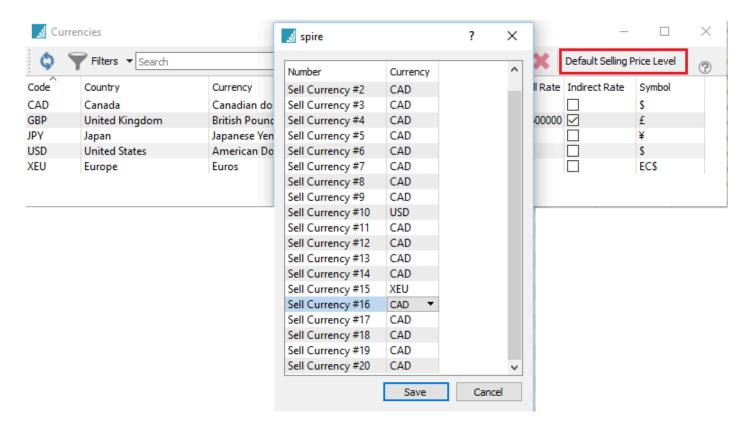
Gains/Losses

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.

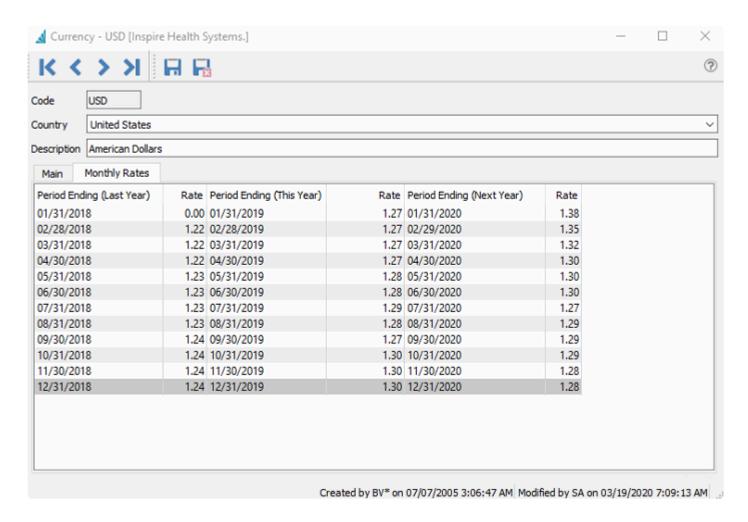
Monthly Rates - In regards with tab Monthly Rates, refer to the section Currency Revaluation

Currency Revaluation

Used to revalue GL accounts because of current rate changes.

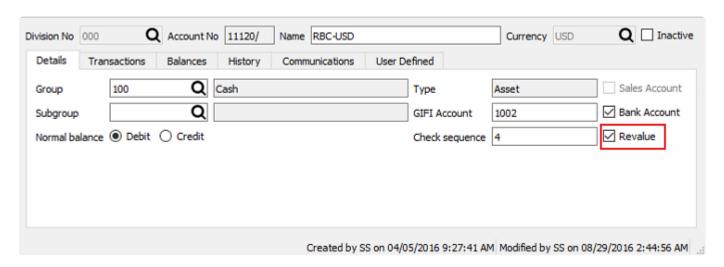
The user must have the setting Users/Currency/Revalue Currency to be able to run this function.

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.



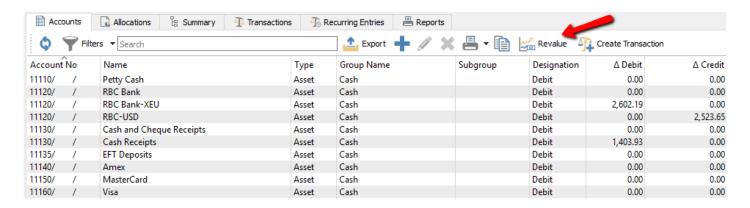
Before running the revaluation process be sure to set the rate for each currency.

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



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

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



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

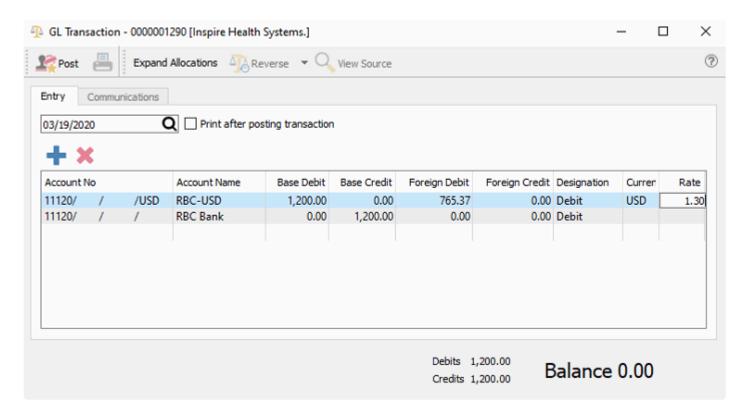
If an error is made and the user wants to reverse the revaluation transaction, locate the journal entry and click 'Reverse'

Modules using Multi-Currency

Multi-Currency is used in various places in Spire.

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

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



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

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

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

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

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

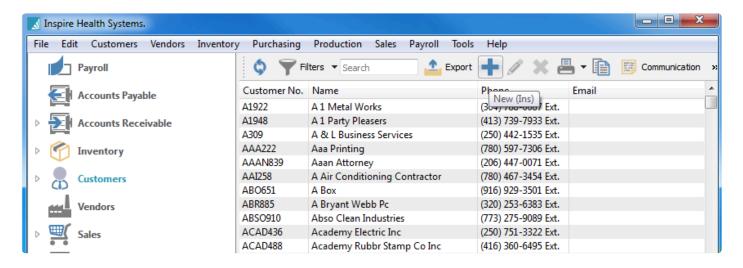
The customer's currency is shown on the bottom of the sales order. Once items are added to an order the customer cannot be changed to a one with a different currency.

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

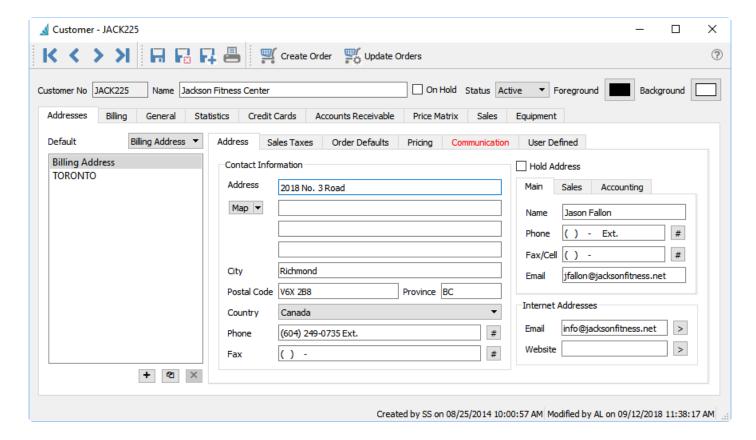
Customers

Creating or Editing a Customer

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



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



Customer Header

Save – Saves a customer and leaves the customer window open

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

Delete – Deletes a customer.

NOTE: A customer with history cannot be deleted.

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

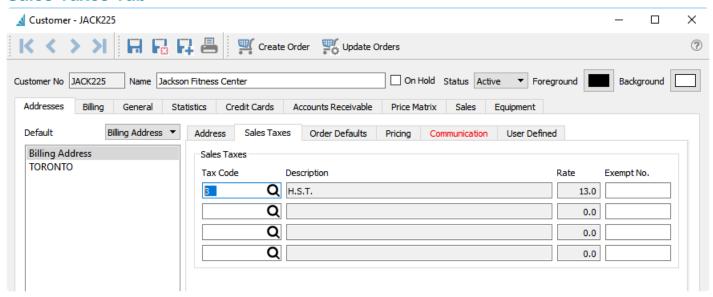
Contacts – These 3 contact labels can be edited to suit your requirements in Company Settings/Customer.

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

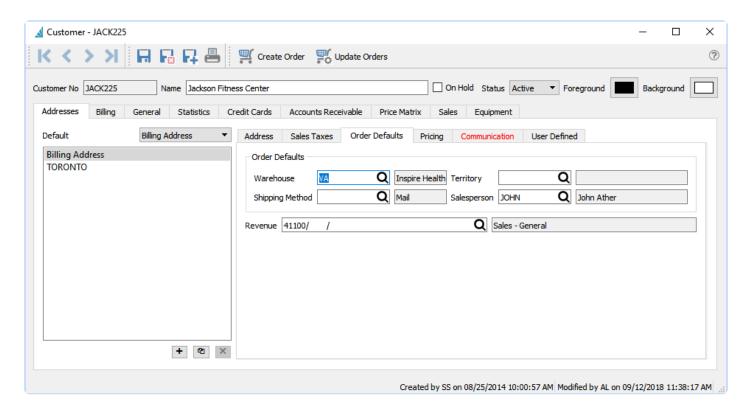


Sales Taxes – The sales tax code can be selected from the list that was setup in Edit/Sales Taxes. Once it is selected the code, the description and the rate will be displayed. An exemption number can also be added if the customer is exempt for a tax. This exemption number will then be added to a sales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



Note: Each shipto can have their own tax rates

Order Default Tab



Warehouse – If the company setting 'Sales Orders/Use customer's default warehouse' is on then this warehouse it will be used by default on a sales order.

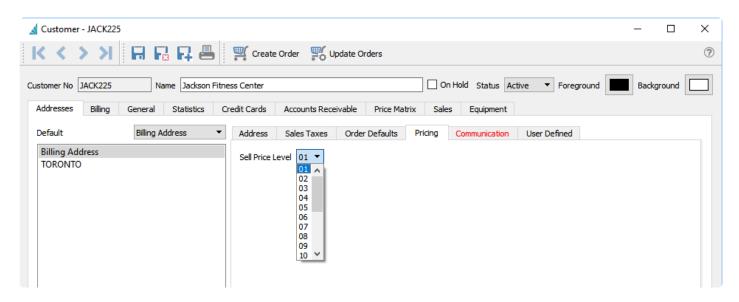
Shipping Method – This is the customers default shipping method will get added to sales orders. It is selected from a list that is created under Edit/Ship Via.

Territory – This is the customers default territory and will get added to sales orders. It is selected from a list that is created under Edit/Territory

Salesperson – This is the customers default salesperson and will get added to sales orders. It is selected from a list that is created under Edit/Salespeople

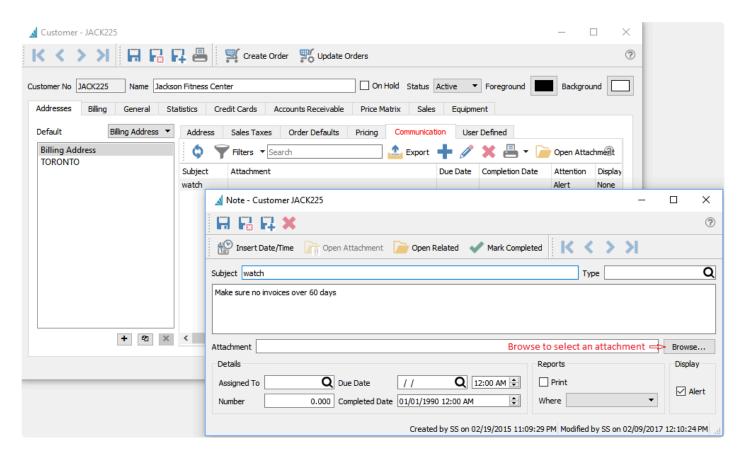
Revenue – The GL account that revenue will be posted to if "Company Setting->Customer->Override Sales Account" is set on

Price Tab



Pricing – A customer can be set for 1 of 20 different sell prices. This will then set the item at the corresponding level set in inventory. The multi-currency setup can further define a price level for a particular currency. Then when a customer is set for that currency it will select that price level automatically.

Communications Tab



Communications – A communication or note can be added to a customer for later follow-up. If it is assigned to a user and it has a due date added, then this will be presented to the user when it is due or overdue every time they log into Spire. The communications tab will also be red if there are any notes for

this customer.

Any number of notes can be added to a customer and have several options:

Insert Date/Time - Click this enters current date and time on the note

Open Attachment - Opens the attachment on the note

Open Related - Opens the item that the note was entered on

Mark Completed – Sets a completion date on the note

Subject – Gives the note a subject

Type – This groups notes by a type and must come from lookup list if used

Body – The details of a note

Attachment - Show the link to the attached document

Assigned To – Who is responsible for this note or task

Number – A numeric field that be used for custom reports

Due Date/Time – When the assigned communication/task is due for completion. If the user logs into Spire and there are communications that are due today or earlier they will be 'popped' in a message.

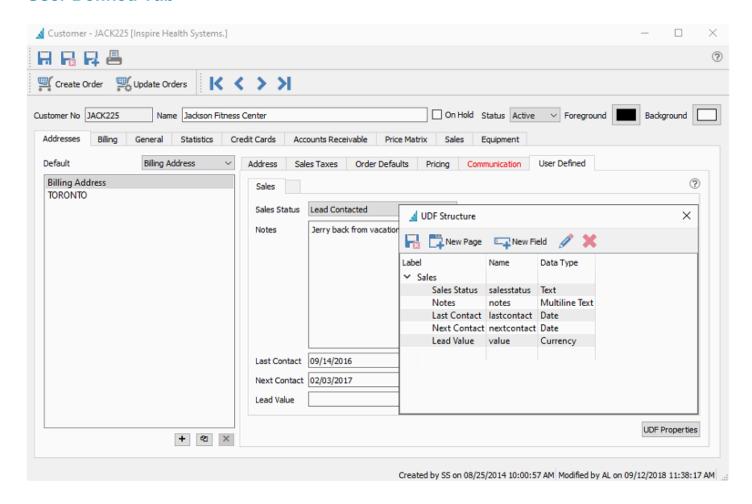
Completed Date – Enter a date here when the task is completed.

Print – Select if the contents should be printed on one of below:

Where – Select what document the message should be printed on. Spire's stock reports have these messages on them, however they are defaulted to hidden so your consultant can un-hide them for you. The choices are:

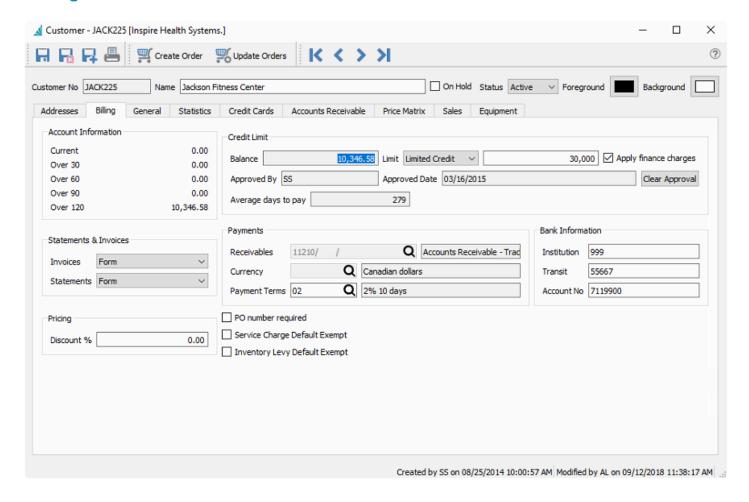
- Packing Slip
- · Picking Slip
- Booking Order
- Invoice
- Order Confirmation
- Quote
- · Purchase Order
- · Sales Order
- Work Order
- Alert on Orders If the message is set as an alert, the message will be presented to the user when the customer is added to a sales order or when it is edited. If the alert is not set, the communications ribbon at the top of the sales order, will indicate that there is customer communication.

User Defined Tab



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

Billing Tab



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

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

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

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

Balance – The customers accounts receivable balance.

Limit - The customers credit limit.

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

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

Clear Approval – Clears the credit limit to zero.

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

Receivables - The GL account that this customers AR is posted to

Currency – The currency that the customer is billed in.

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

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

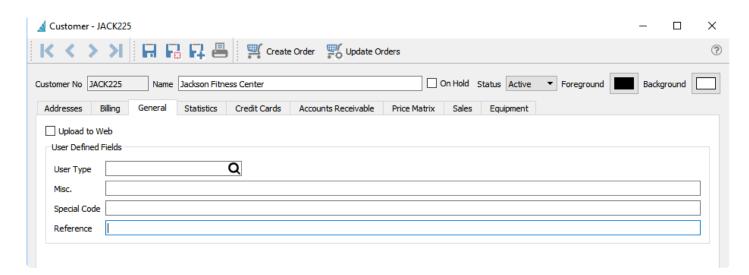
- Transit Number The Customer's bank transit number
- · Institution The Customer's bank institution number
- Bank Account The Customer's bank account number

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

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

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

Customer General Tab



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.

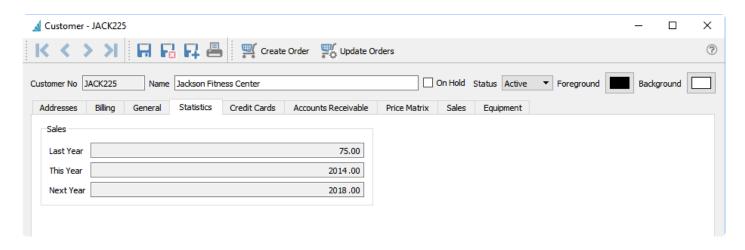
Special Code – A code from A-Z can be added to the customer. It is not used anywhere in the program but simply a way to rank a customer and be able to filter by it.

Reference – A free field for info about the customer.



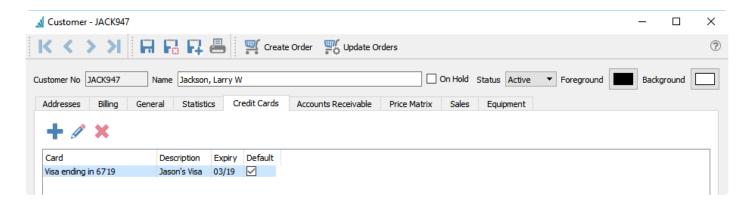
Note: the reference field shows at the top of every sales order from the customer so use this field wisely.

Customer Statistics Tab



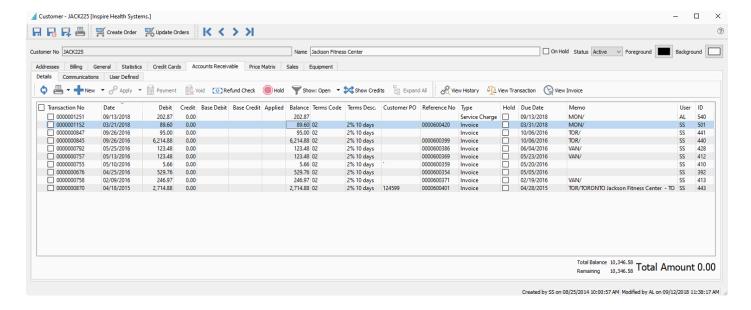
Sales this year, last year and next year

Credit Cards



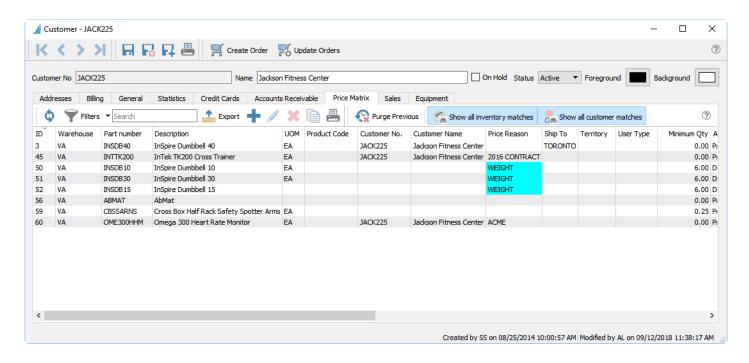
If the company has a subscription with the credit card processor then the credit cards can be entered here. Only the last 4 digits and expiry are show, The rest is stored in the processors secure vault.

Customer Accounts Receivable Tab



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

Customer Price Matrix Tab



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

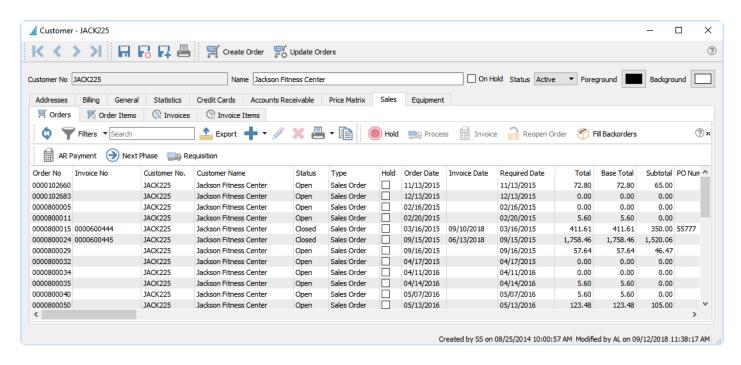
On the sales tab there are 4 sub tabs containing:

- · 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

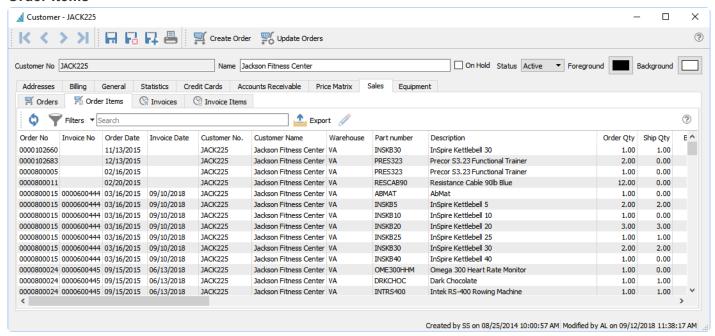
Orders – The orders can be edited, processed, shipped to and invoiced just like they can in the sales order module.

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.

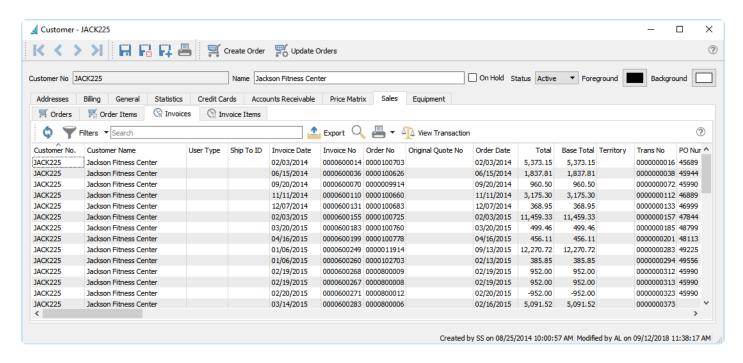
Orders



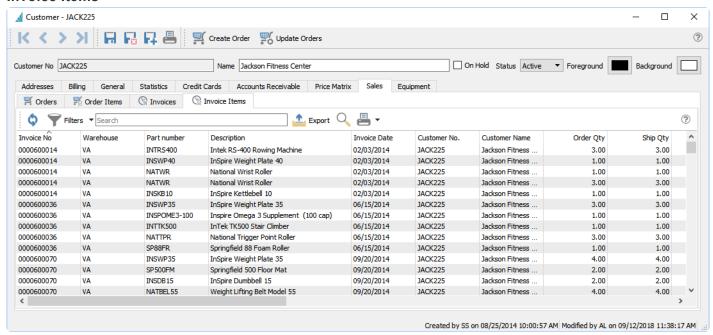
Order Items



Invoices



Invoice Items



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:

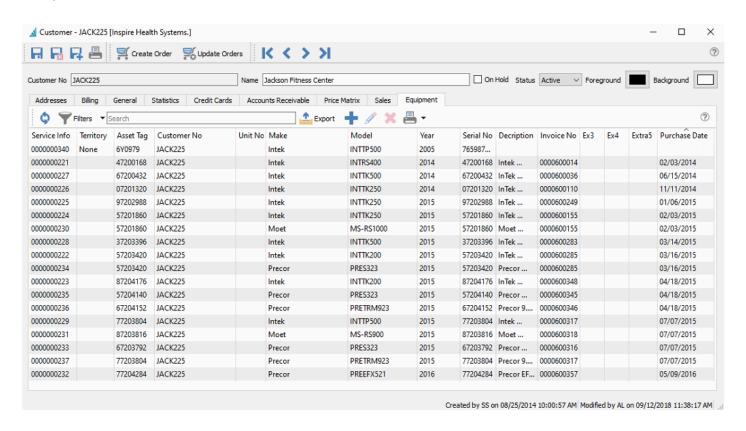
Track equipment by customer View/print equipment service history

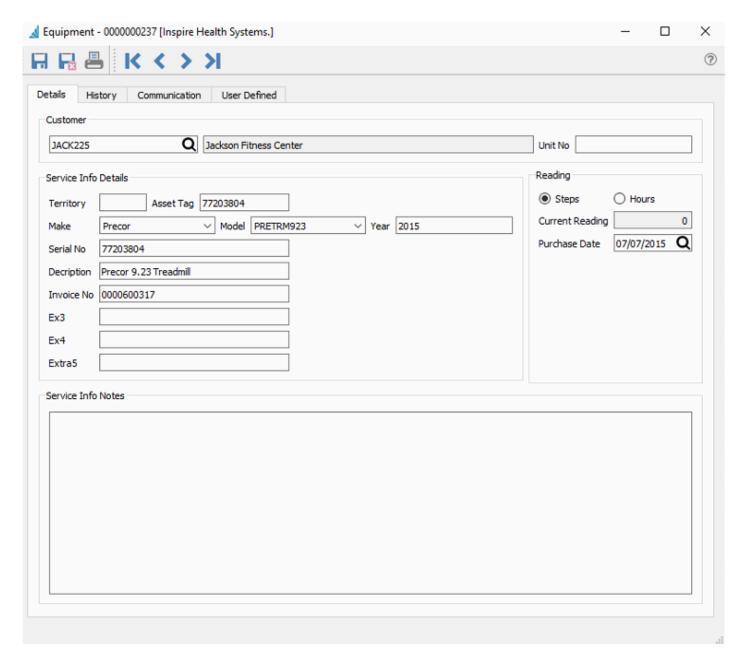
Set follow-up dates

Flexible sorting of parts and labour information

Link purchase orders to service orders

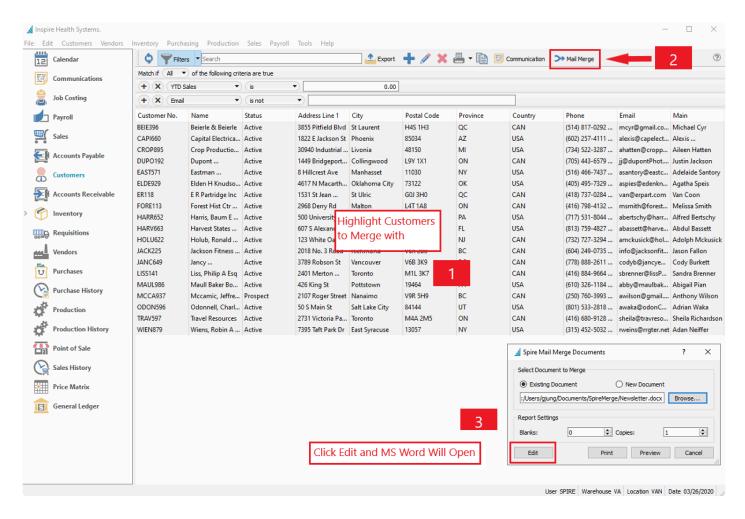
Multiple word search of all records



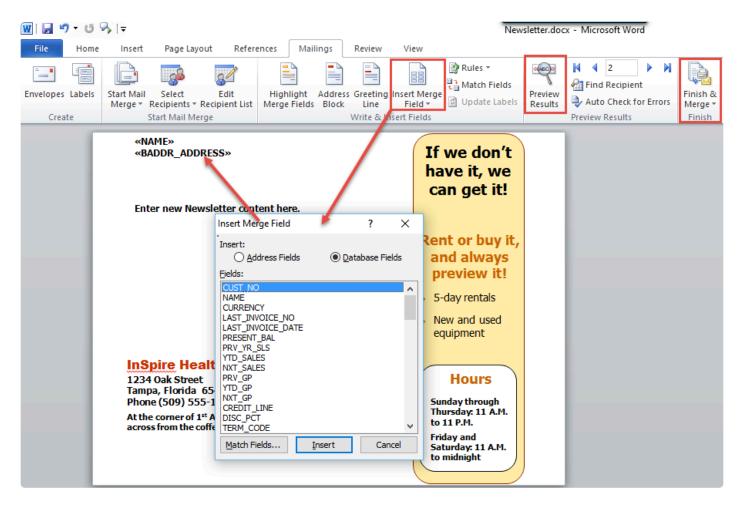


Mail Merge

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

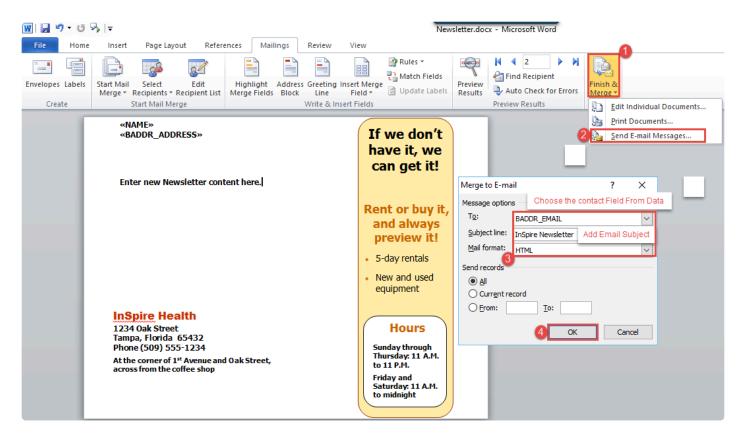


Microsoft Word will then open and you can choose to create a new document or you can choose to edit an existing document.



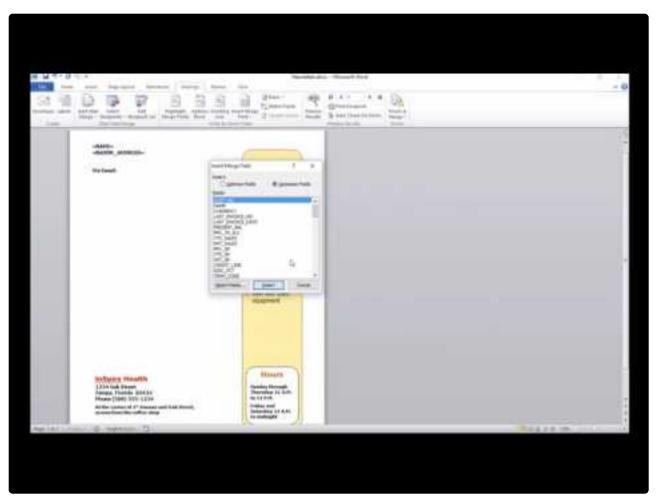
You will need to add the fields you would like to use for the data that should appear on the document by selecting "Insert Merge Fields" on the Word Mailings tab.

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



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

Video Instruction – Customer Mail/Email Merge

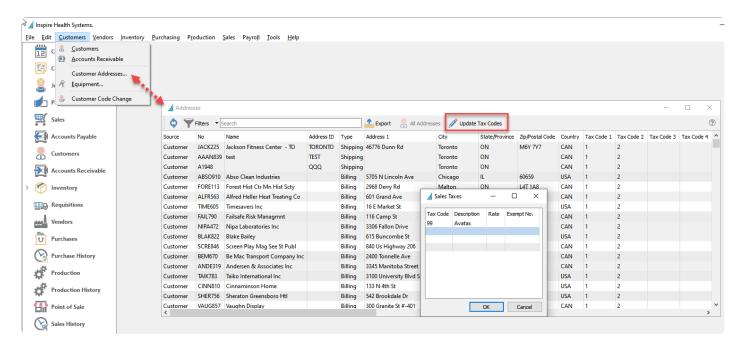


https://www.youtube.com/embed/bDOZVsqn3Fs?rel=0

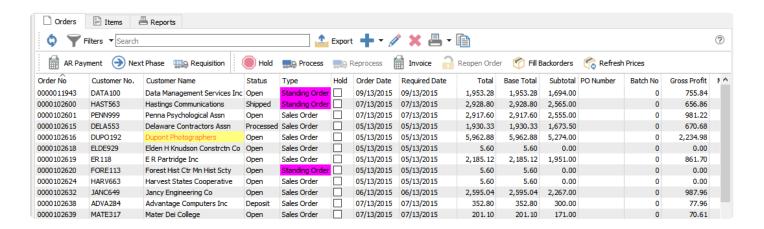
Customer Addresses

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.



Sales Orders



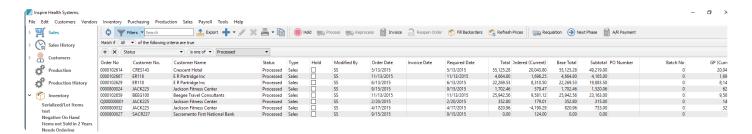
Sales Order List - Menu Items

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.

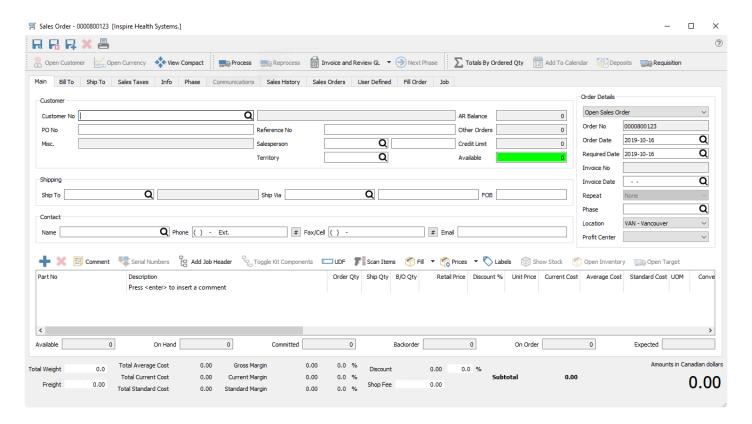
- Refresh Allows you to view orders that have been added by other users
- Filters Create a custom filter and save that filter to customize your view
- Export Export the filtered list to Excel or .csv including your filtered screen layout and column positions
- Add Add a new sales order
- Edit Edit an 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 reprint 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.

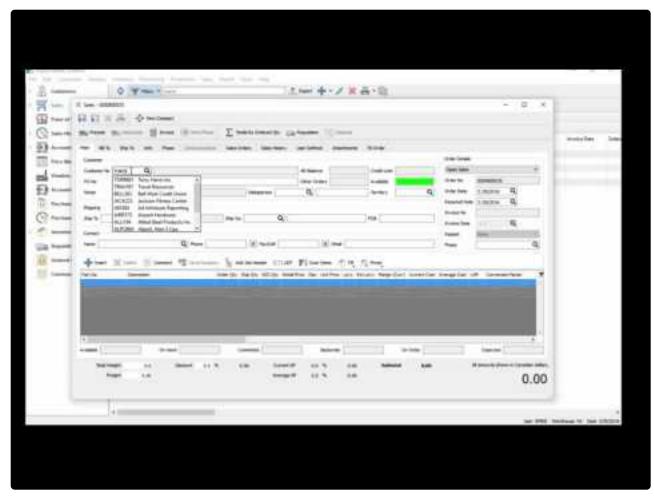
Add To Calendar – Adds the order to the the calendar assigned to the user by default.

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.

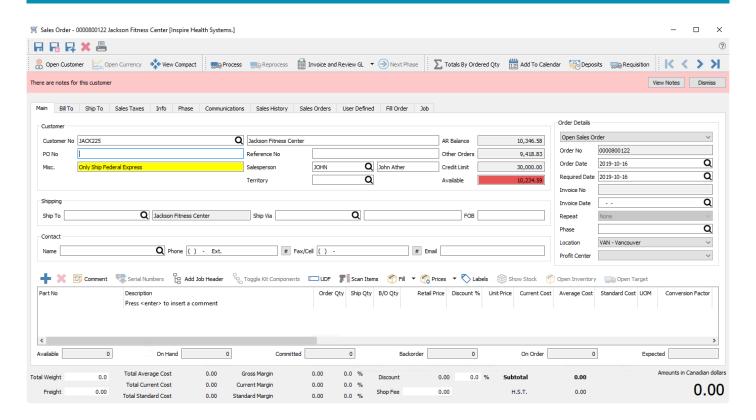
Using the lookup icon you can navigate to the intended customer for this sales order. You can also enter search criteria about the customer and it will find them based on that search. For instance type the city and all customers within that city will be presented in the drop down list. Alternatively type the city name and press the 'F9' key and the complete list of customers with that city name will be short listed and ready for selection. You can also use a combination of words to search such as the contact name and the city and the list presented will be restricted to the results that contain both words.

Video Instruction for Order Searches



https://www.youtube.com/embed/4Nflx32KVcA?rel=0

Main Tab



Once the customer is selected the customers credit information will be displayed, If the credit limit background is red this means that the customer is over the credit limit or has unpaid invoices beyond their terms. The user must have the security setting User/Customers/Can See Customer Credit Info.



Note the red ribbon message. This means that the customer has notes that should be read.

PO Number – Adds the customers PO number and if the customer is set to 'Require PO' in their profile then the user will be warned that a Purchase Order number is required. The order can then be saved without a PO but cannot be processed, shipped or invoiced until a PO number has been entered.

Ref No – The user can enter a reference to another document if required

Misc Field – This field can be labeled as required in company settings -> Variables. Whatever is in this field show in yellow. In the example the field is called "Important Info.



Note: Use this field wisely because it show on every order.

A/R Balance – The customers current balance owing

Other Orders – Value of orders not invoiced and not including back orders or quotes

Credit Limit - Customers credit limit

Available - Customers available credit. Calculation is (Credit Limit)-(A/R Balance)-(Other Orders)

Salesperson – The salesperson can be entered if the sale is to be tracked. There is a company setting, that if turned on, the salesperson must be added to the order before saving it. If the customer has a salesperson attached to their record it will populate this field with the salesperson as you add the customer to the order. There is another company setting available that will populate the order with the user code if it matches the salespersons code. Users need security to be able to change the salesperson code on an order.

Territory – The territory can be entered if the sale is to be tracked. There is a company setting, that if turned on, the territory must be added to the order before saving it. If the customer has a territory attached it will populate this field with the salesperson as you add the customer to the order.

Ship to – Users can select from any shipto attached to the customer. When using the lookup the user can click on 'All Addresses' and they will be able to select any customer in case the order needs to be drop shipped elsewhere.

Ship Via – Select from any shipping carrier that has been previously set up in Edit/Ship Via. The user can also free type in the ship via description field if using a miscellaneous shipper.

FOB – Free On Board is a term in international commercial law specifying at what point the seller transfers ownership of the goods to the buyer. Many companies use this field for other data they want on the order instead of FOB.

Contact – This area is for adding the contact of the person that gave you the order. You can free type in the name, Phone, Fax and email. You can also use the lookup to select the contact information for any of the customers main or shipto contacts even if the shipto is not on this order.

Order Details - The choices for types of order are:

- Sales This is a regular sales order that will commit product immediately to the customer
- Booking Does not commit inventory and is used for future orders that can be committed once the
 due date has been reached
- Standing These are used for repeat orders. Once invoiced the order stays behind to be invoiced at the next pre-determind cycle
- Quote Used to send a quotation to a customer. It does not commit inventory until the user releases
 it to a sales order
- RMA Used for 'Return Material Authorization' and can use a different numbering sequence from regular sales orders
- Work Use for service type orders that can have a separate sequence number that sales

Order No – An automatically assigned order number that can be edited with the correct setting

Order date – Usually the day that you created the order but it can be edited to any date.

Required Date – The date that the customer want the goods. This is useful on the sales order list because the user can sort by this date column to see what needs to be shipped today.

Invoice Number – An automatically assigned invoice number that can be edited with the correct setting

Invoice date – This is the date that the order needs to be invoiced. The user can be set to:

- Always Current date means that today's date will get added as soon as the user invoices the order
- Current Data unless Invoice date is filled Means the user can add a date but if they do not it will
 use today's date
- · Always ask for date if not filled in Means the user must enter an invoice date

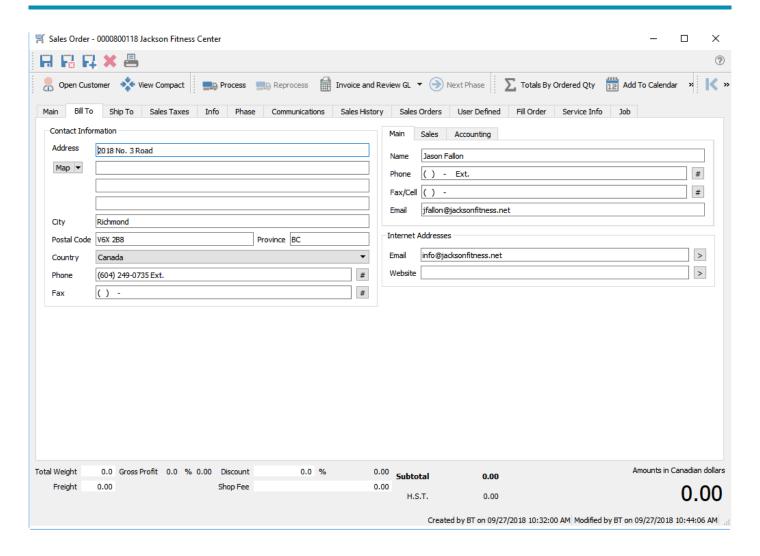
Repeat – This option is available for standing orders. The user can select from daily, weekly, monthly, yearly or custom. If custom is selected they can choose any non standard repeat cycle using one of the calendar options as a start. When a standing order gets invoiced the invoice date will automatically be advanced by the repeat cycle. The user can set a filter on the sales order list for all standing orders due this week and simply highlight all of them and print or email invoices to the customer.

Phase – Custom phases can be added to a sales order. Preset phases can be set up under Edit/Phases or on the sales order phase lookup dialog. Each phase is given a code, a description, a report template and a next phase. If a report template is added to a phase and the order is moved to that phase, any report that has that template name will be presented for printing. The next phase needed is triggered when the user clicks the 'Next Phase' button on the sales order list, or from inside an order and then the order will be moved to the 'Next Phase'. This feature is very useful for user that need their order to go through a custom set of procedures.

Location – If turned in in company settings this filed will appear.

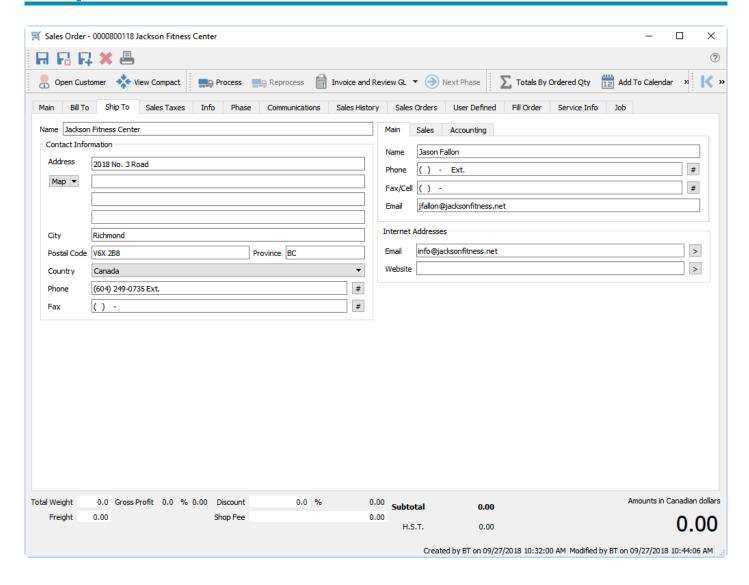
Profit Center – If turned in in company settings this filed will appear.

Bill To:



This tab displays the customers bill-to information and contacts. They are added to the order when it is first created. Therefore if the customers address and contact info changes while an order exists, the order will no longer match what is in the customer record. This includes customers email addresses that will be used when sending orders and invoices to a customer. There is a button in customer edit that the user can click that will update any open sales orders with the customers new information.

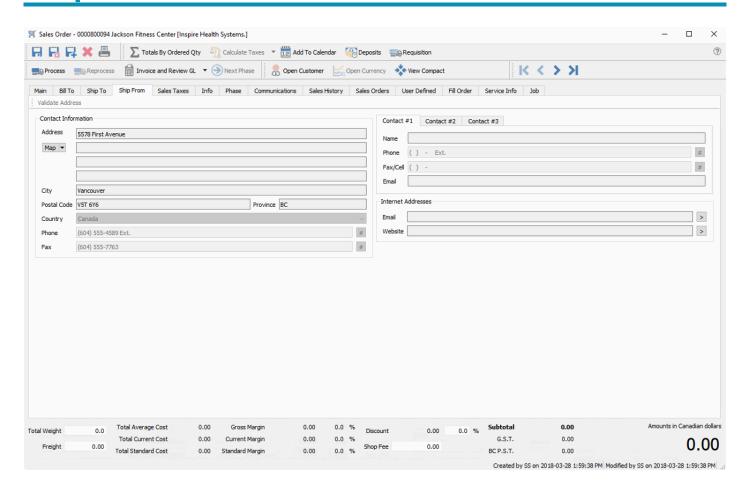
Ship To:



This tab displays the customers ship-to information and contacts. They are added to the order when it is first created. Therefore if the customers address and contact information changes while an order exists, the order will no longer match the customers record. This includes the customers email addresses that will be used when sending orders and invoices to the customer. There is a button in customer edit that the user can click that will update any open sales orders with the customers new information.

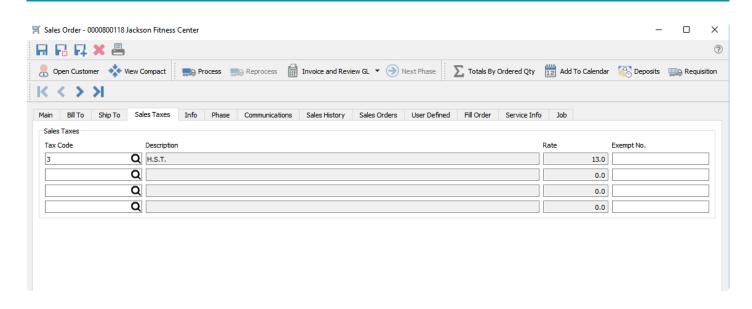
These fields are editable and can be overridden by the user.

Ship From:



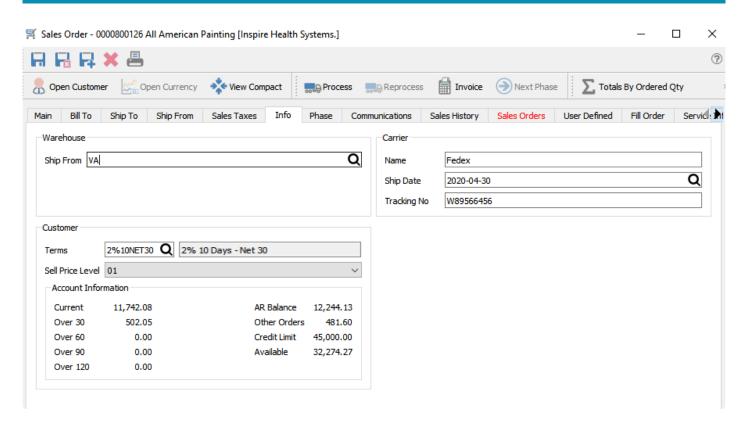
Ship From is populated by the company address for non-multi warehouse companies and the Sales Order's selected warehouse's address for multi warehouse companies.

Sales Taxes



This tab displays the customers default sales taxes that are added to the order when it is first created. They can be changed for a specific sales order/invoice.

Info



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.

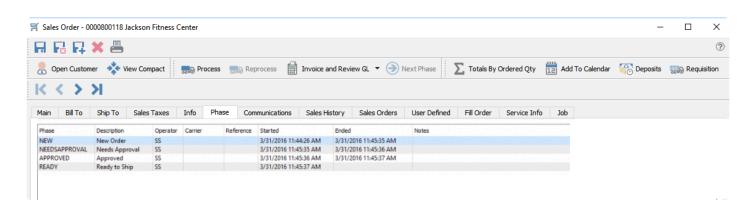
Carrier – The name of the carrier that shipped this order

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

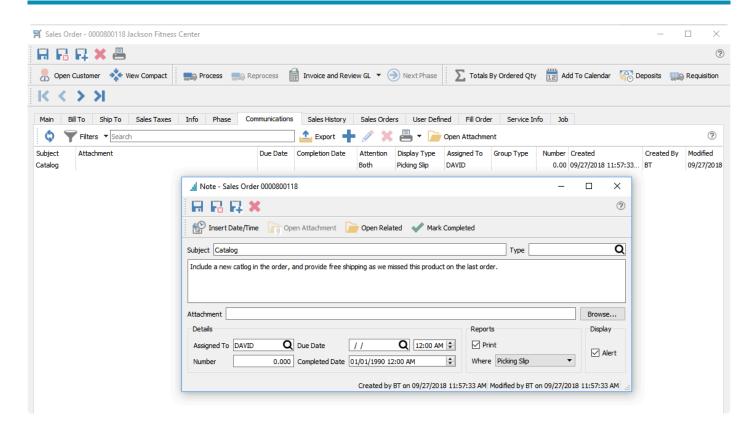
Phase



This tab displays each phase that an order has gone through including when it entered that phase and when it was completed. The user is able to edit the start and end time if necessary. They can also add in different information and notes, and if the phase required shipping the carrier can be added. This information can be added to custom reports for tracking purposes.

Once invoiced, the phase information is posted into sales history.

Communication



Any number of notes can be added to an order that can have several options.

Subject – Gives the note a subject

Type – This groups notes by a type and must come from lookup list if used

Body – The details of a note

Attachments – Any number of attachment links can be added to the communication, and then later opened with the default program. Attachments are saved in sales history when the order is invoiced

Assigned To – Who is responsible for this note or task

Number – A numeric field that be used for custom reports

Due Date – When the assigned communication/task is die for completion. If the user logs into Spire and there are communications that are due today or earlier they will be 'popped' is a message. This is also added to the users calendar.

Completed Date – The field to enter a date when it has been completed.

Print – Select if the contents should be printed on one of below:

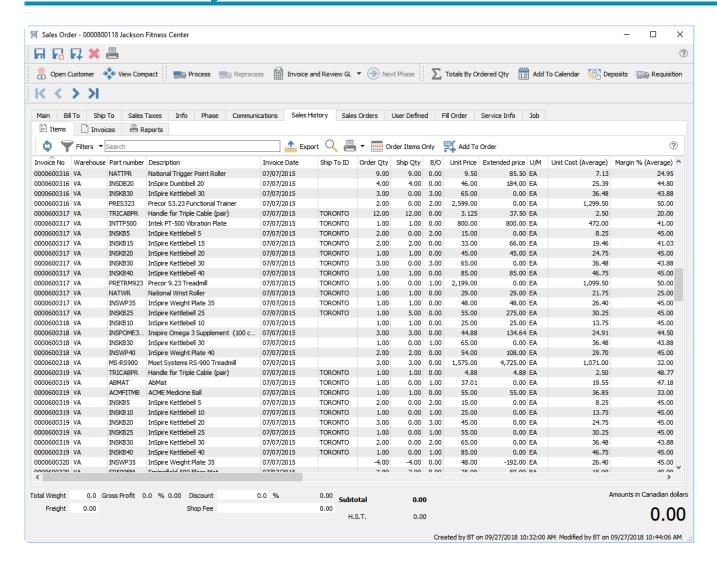
Where – Select what document the message should be printed on. Spire's stock reports have these messages on them, however they are defaulted to hidden so your consultant can un-hide them for you. The choices are:

- Packing Slip
- Picking Slip
- · Booking Order

- Invoice
- Order Confirmation
- Quote
- Purchase Order
- · Sales Order
- Work Order

Alert – If the message is set as an alert, the message will be presented to the user when the order is edited. If the alert is not set the communications tab on the order simply turns red.

Sales History



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.

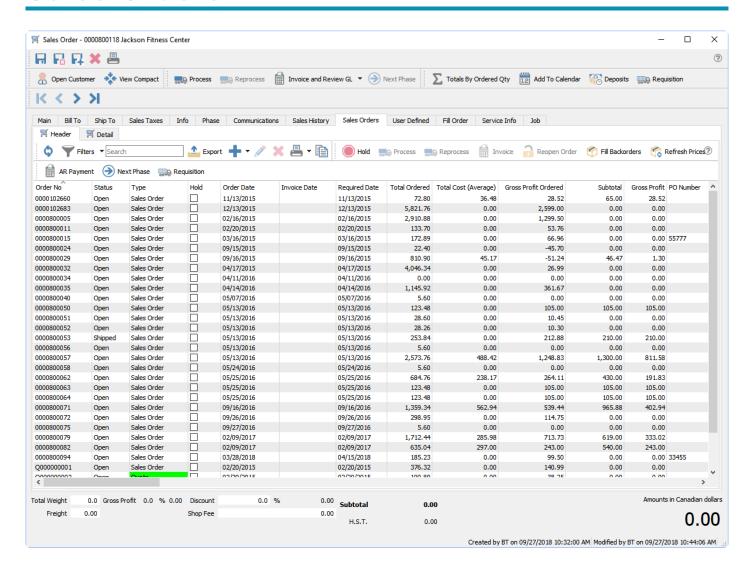


F7 is a shortcut / Hotkey to get to this history screen from the main order.

Invoices – Invoice tab shows the customers history of previous invoices

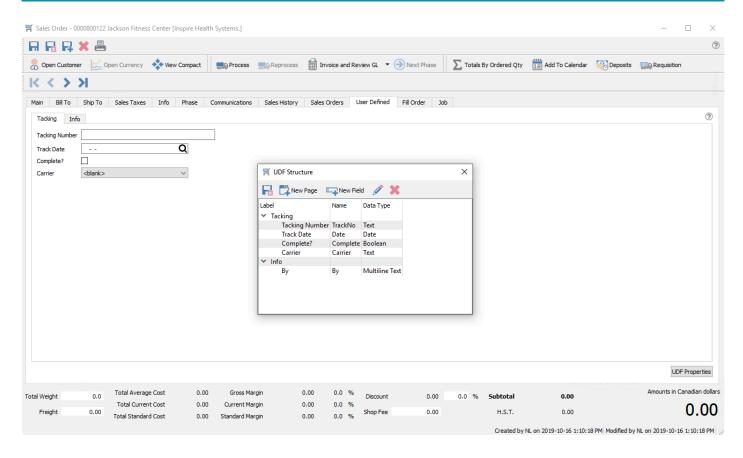
Reports – Ability to create sales history reports

Sales Orders



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.

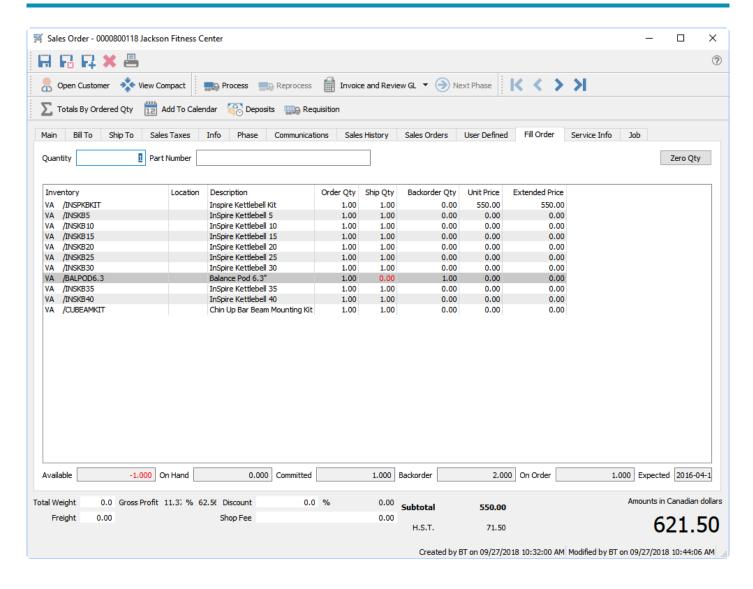
User Defined



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 <u>User Defined Section</u>

Note: User Defined Fields (UDF) is an optional Spire add-on.

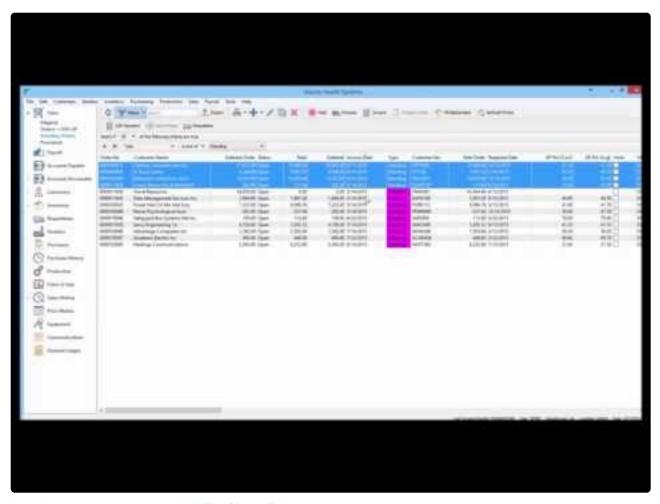
Fill Order



This screen allows the user to scan in the items as they are being shipped. Start by clicking on "Zero Qty" to start from zero shipped. It will not allow a scan on an item that is not on the order, and will not allow the user to over-ship an item on an order. It will sound an alert by beeping in both cases. The user can enter the quantity before scanning the item. The ship quantities will all go black when the order is fully shipped.

Standing Order

Video Instruction – How to create standing orders with an invoice repeat cycle.



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



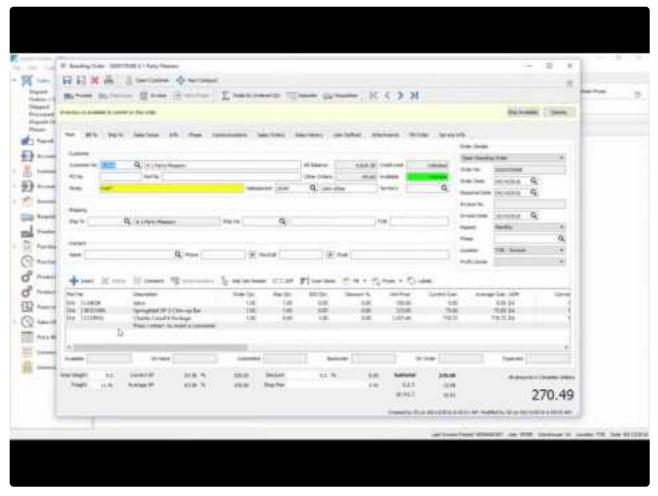
After invoicing a standing order Spire does not ship the item for next time so that it doesn't commit items too early. Here is how it is handled.

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 -

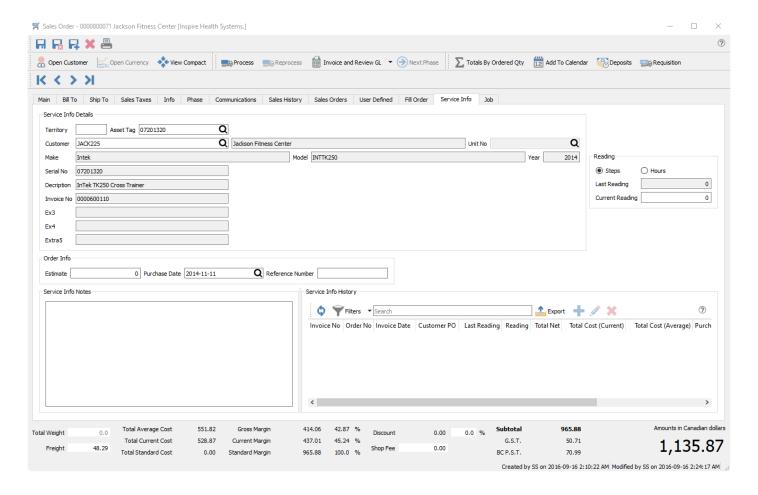


https://www.youtube.com/embed/ZyrbgSRI28E?rel=0

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



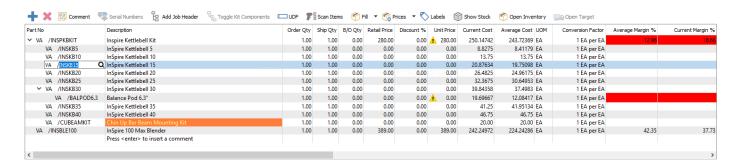
Job

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 <u>Job Costing – Sales Order</u>

Sales Order Details



Add/Insert – Inserts a blank line above the highlighted line so the user can keep items grouped.

Delete - Deletes the highlighted line

Comment – Brings up a comment dialog. The user can either enter miscellaneous comments or select from previously created comments. When looking up the comments the user can add template ones to the list for use later.

Serial Numbers – When an item with a serial number or lot number is added to an order this button will highlight so the user can select a serial or lot number. If the item is setup to automatically select the serial/ lot number based on oldest it will populate the order with the serial number after selecting the item. The user can still click the serial number button and change to another serial/lot number if required.

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

Add Job Header – Add a Job Header is like a comment but it adds a grouping to the order based on it. The job header shows on the order bolded and by default prints bolded. They can also be sub-totaled on sales order reports including invoices.

Toggle Kit Components – Exposes the kit components that can then be edited. If reports like pick ticket or invoice are printed while toggled on, the components will be included on the report. If the kits are toggled on a small arrow appears in front of it. This allows the user to suppress the components on screen, however as long as that arrow is there the components will still print. To suppress printing, click the toggle again.

*

Note: A toggled kit can have the components suppressed on screen by clicking the arrow in front of a kit, but they will still get printed.

UDF – Allows the user to add data to the user defined fields. Each line of the sales order can have its own

data. The structure is also edited on the dialog, but only those with the right security permissions can edit the structure.

Scan Items – Clicking this button brings up a quick POS like dialog to add items to the order. The user can scan an item and it will be added to the order with quantity 1 and the dialog will remain open. Scanning another of the same item will increase the quantity. If the user types a quantity and then uses the multiplier set in company settings (usually the *) and then scans or types the item it will add that quantity of that item to the order. The user can also directly scan a serial or lot number and it will add the item with that number to the order.

Fill – Clicking this fills back orders for a product that is now in stock. It can be for the highlighted line(s) or the complete order.

Prices – This is used refresh selected or all prices to the updated price for this customer. There is also the option to store either the selected or all prices on the order to the customers price file (price matrix). When you choose to store the price it will also ask if you want the prices that were not changed on the order to be included in the customers price file. Additionally it will ask if you want to make this customers price apply to all of the warehouses or just the one currently on the order. Lastly there is an option to only save the price(s) to the ship-to that is on this order.

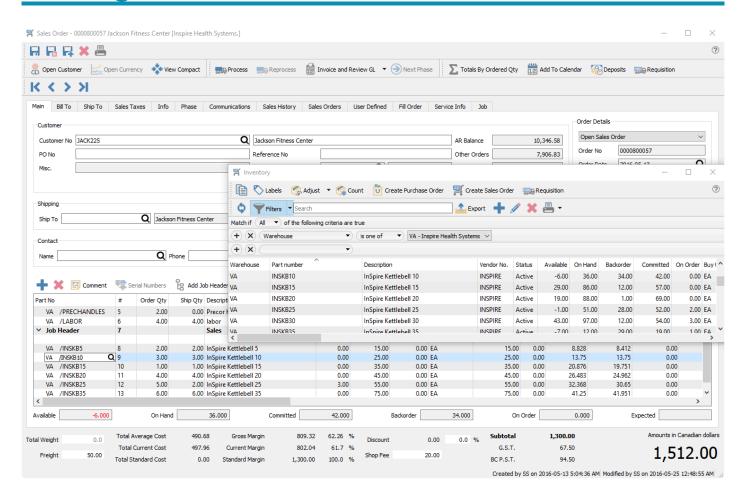
Labels – Allows the user to print labels for the quantity of items on the sales order. <u>See this section on labels for details</u>

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



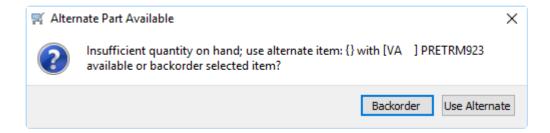
To add an item to a sales order you can type in a part number and it will auto-complete and show the 10 closest matches. Alternatively you can type in a portion of text and hit the lookup or F9 key and it will search all inventory items for that text. It looks at code, description, notes, product codes,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

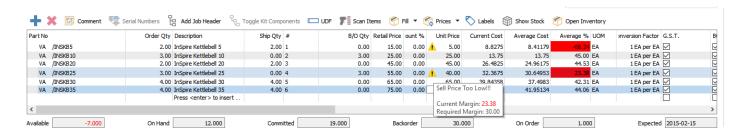
They can also set a filter for what inventory they want to see.

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.

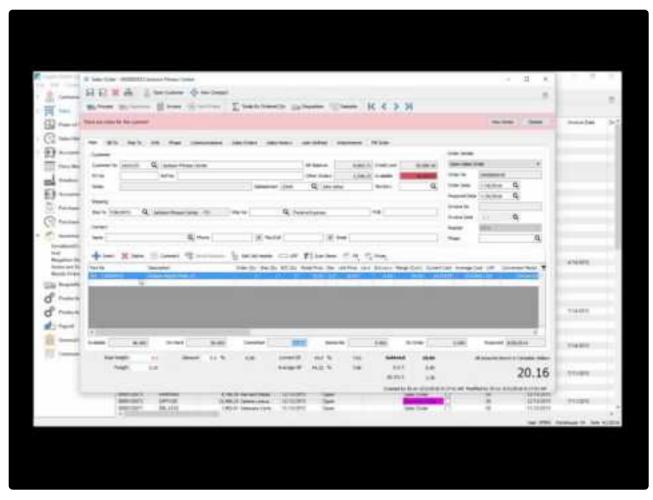
If the user sees the warning symbol beside the unit price, the item is being sold below margins. If they hover the mouse over the triangle, the full warning shows. The line margins are also show in red.



When the order is saved and there are items on the order that are below margin the user will see this warning.

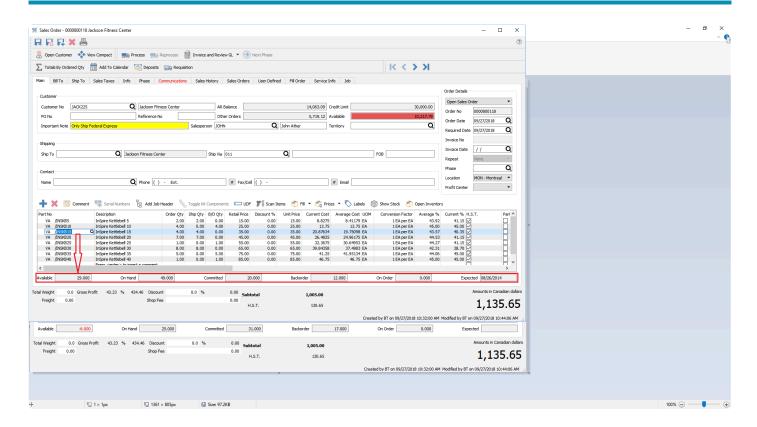


Video Instruction – Inventory Searches in a sales order



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

Sales Item Status



The image above shows that when an item on the order is highlighted, it shows the status of it in inventory.

Available – This is the onhand quantity minus the committed quantity.

On Hand – This is the amount that is in stock and includes inventory that has been committed.

Committed – Is the quantity that is in on sales orders, production orders and inventory adjustments/transfer that are in transit

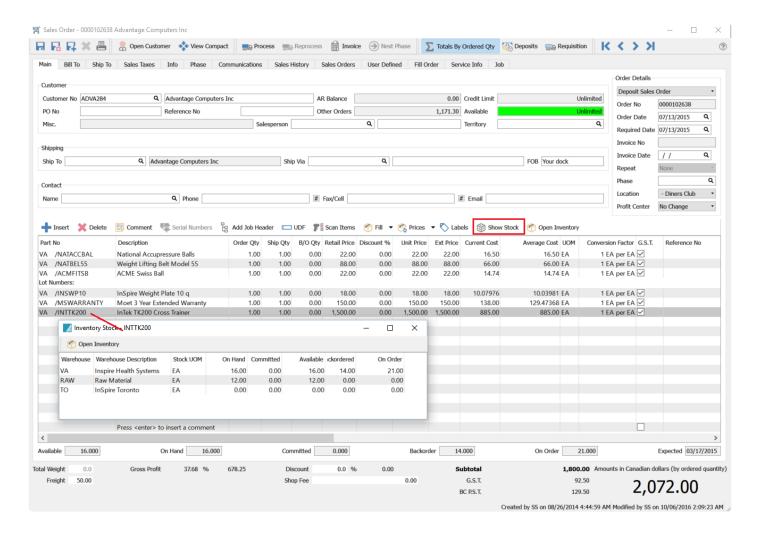
Back Order – Quantity that is is back ordered on a sales order

On Order – The quantity that is on an issued purchase order and not yet received.

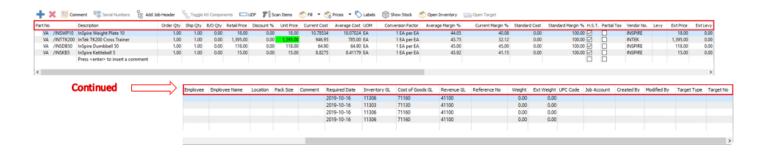
Expected – The due date of the last PO created for this item

Show Stock

On each line of a sales order the user can click the "Show Stock" button to see the status of the item in other warehouses. The user does not need to have all warehouse access to see this.



Sales Line Details



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

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

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

Order Qty – The quantity the customer orders

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

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

Retail Price – The price of the item based on the customers price. This includes price level and price matrix.

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 ever 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

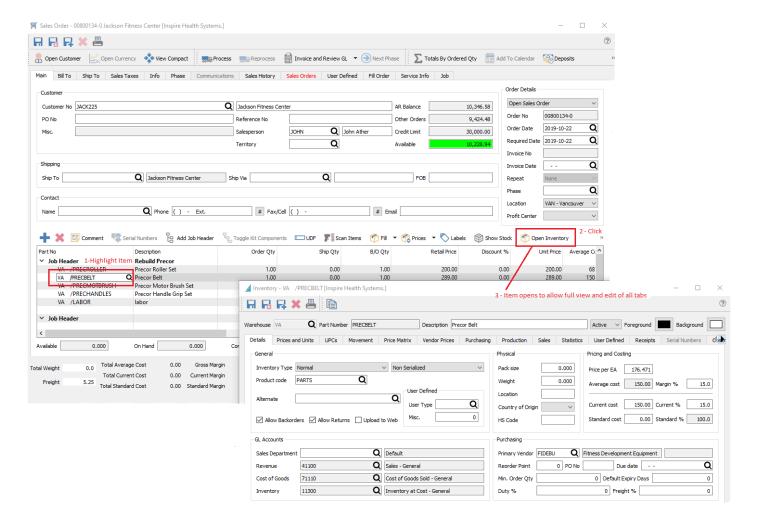
UPC Code – The UPC code that was scanned or typed for this line of the order. Each item can have many UPC codes and each unit of measure can also have its own UPC.

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".

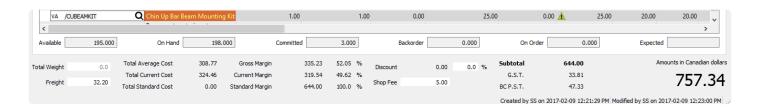
Target No – The Purchase Order number or Production Order number that this line of the order got sent to.

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 Footer



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



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



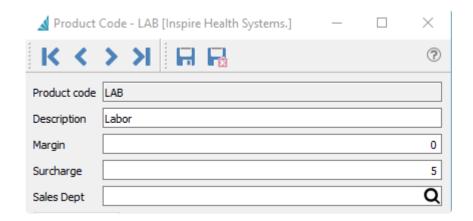
*This button will stay depressed until the user un-selects it, even if they close Spire completely, so if the total is not as you expect check this setting.

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



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'



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.

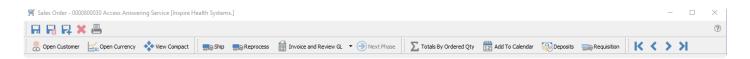
Sub Total – The sub total of the order before taxes and freight

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.

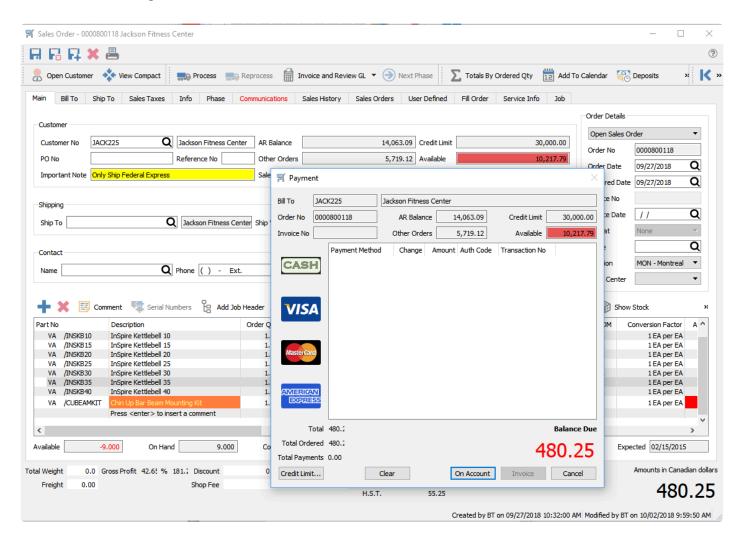
Process – The 'Process' button only appears if the process feature is turned on in company settings. The process button puts the order into a processed status and brings up the report dialog with all reports that have the word 'Process' in the Crystal Report 'Summary Info'. Usually the pick slips are 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.



This payment screen gives you the financial detail of the sames order including the customers credit situation. If the customer does not have enough credit limit available then the user will be prompted for an override. If they have the security they can just click OK, otherwise someone else with the security can

come and put in their user name and password.

The credit limit can also be increased if the user has the security permissions to do so by clicking the credit limit button.

Select the payment method and click invoice. If there is insufficient credit then 'On account' cannot be selected.

A shortcut to selected a payment method is to type the character assigned as the shortcut in payment method settings

If cash is selected the user can enter the amount tendered and if it is more that the amount owing the change will be displayed.

Once the payment method is selected all invoice formats with the word 'Invoice' in the in the Crystal Report 'Summary Info'.

Next Phase – This button moves the sales order into the next phase in its sequence.

Total by Ordered Qty – Changes the footer totals to be calculated by the order quantity instead if the shipped quantity. This is very useful for seeing what the complete order is worth when there are back orders on it. This button stays depressed until the user clicks it again even if they exit the program.

Add to Calendar – Adds the order to the users calendar for later followup. See this link for more details on the Calendar module

Deposits – Click this to add a deposit to the order that gets posted to the GL account set for deposits in company settings. The deposit gets applied to the payment when order is invoiced.

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.

1

CAUTION – do not enter an email address manually when you are sending a group of sales orders. This will cause all of the orders to be sent to that one address instead of merging them to each customer.

Sales Order Salesperson Settings – What Happens

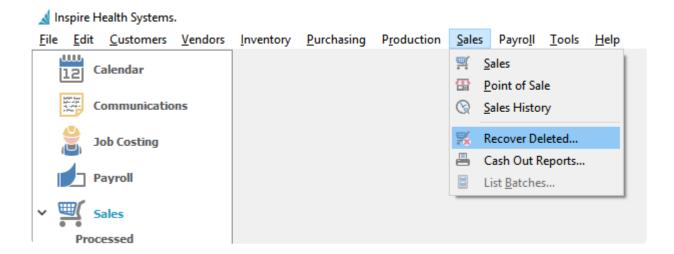
Default salesperson for a sales order.

These settings apply when creating a sales order. The user can always override these settings, unless the user setting-> Sales Orders->Edit Salesperson is unchecked.

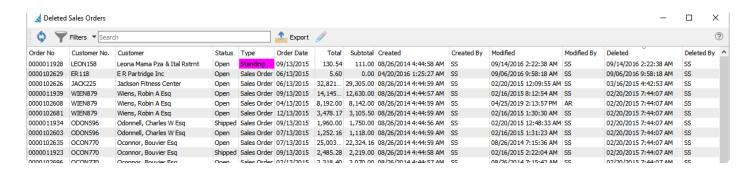
- If user setting -> Salesperson -> Default Salesperson is populated, and the customer does not have an assigned salesperson, Spire adds the users assigned salesperson to order*
- If the customer has a salesperson then when the order is added Spire populates the sales order with the salesperson assigned to the billto or shipto.*
- If the customer does not have as salesperson assigned Spire puts the logged in users salesperson code on the order. Same editing rules as above*
- If company setting -> Sales Orders->Order-> Default Salesperson with username if customer salesperson is blank is on and if there is a salesperson code that matches the user code, it will use it for the sales order. This setting takes precedence over the users default salesperson.*

Recover Deleted Sales Orders

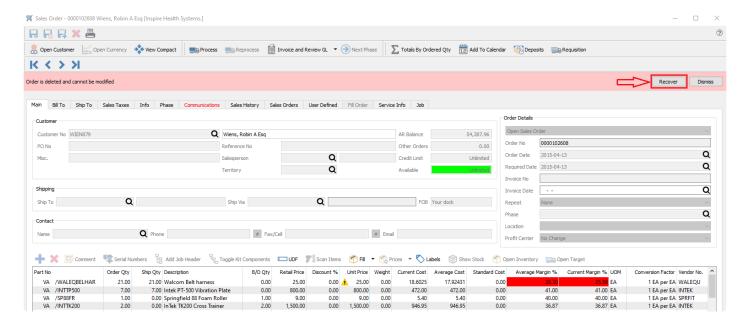
If the user has the permission as defined in User Settings -> Sales Order -> Recover Deleted Orders, they can move a deleted order back into open orders. Go to the top menu and select Sales -> Recover Deleted.



A list of deleted orders will be displayed. Find the one that needs to be recovered and open it.



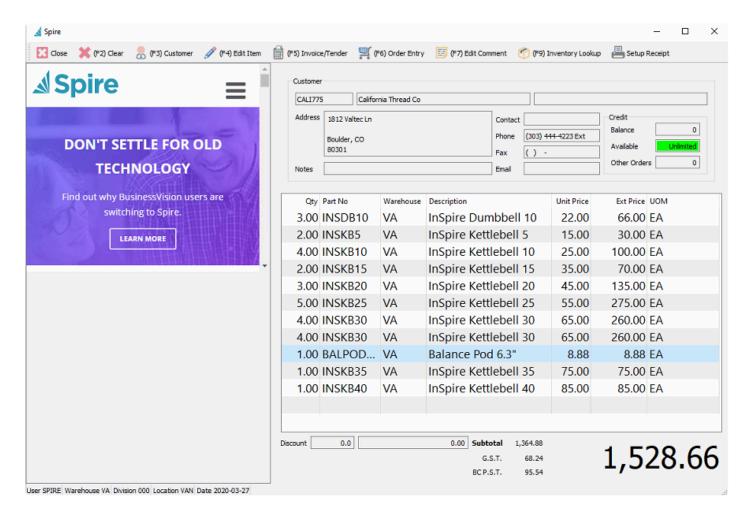
Click on the "Recover" button and the order will be moved to the open order list.



Point of Sale

The Point-of-Sale (POS) module is a quick way to enter sales that can be processed without the use of a mouse. There are keyboard shortcuts always visible at the top of the screen.

If there is a url set in Company Settings/Sales Orders/Misc/Home Page then it will be displayed on the POS left pane. The html document (webpage) it points to can be on the local computer network or on the internet. The example below shows a webpage that is a signup for the companies newsletter. In this view the user can enter the required information and submit it.



F1-Help – Launches the help manual.

Close – Closes the order and if un-posted order exists, asks "Are You Sure..."

F2-Clear – Clears the items off the order.

F3-Customer – Click to select a customer. When the customer screen comes up, select a customer, and if you want to use that customer as the default for future POS orders for this user, check "Default POS Customer"

F4-Edit Items – Highlight a line and click the F4 key or enter to edit the line.

F5-Invoice/Tender – Brings up the payment screen. Choose a payment method by typing the first character. ie- if selecting Visa enter a 'V'. The payment can be split over more than one method.

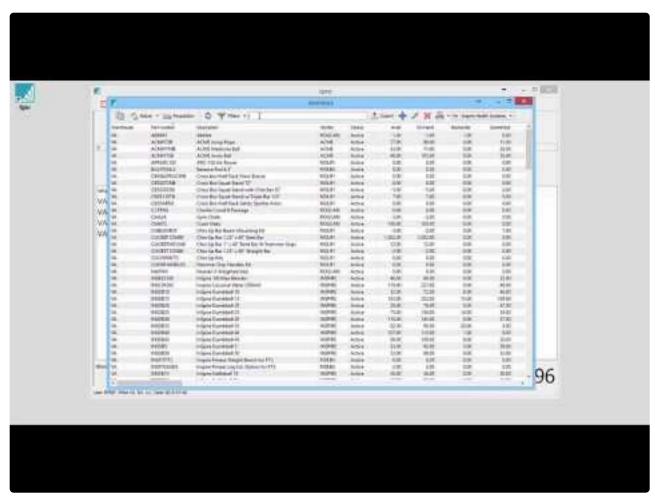
F6-Order Entry – Transfers the POS order to a full sales order. This gives access to everything the user can do when in a sales order. This includes seeing the customers sales history and therefore pricing. Hitting F6 in the sales order brings it back to POS. If the order is invoiced in POS the report is usually a small POS ticket, but if invoiced while in sales orders it prints a full size invoice.

F7-Edit Comment – Adds a comment to the POS order

F9-Inventory Lookup – Lookup for inventory

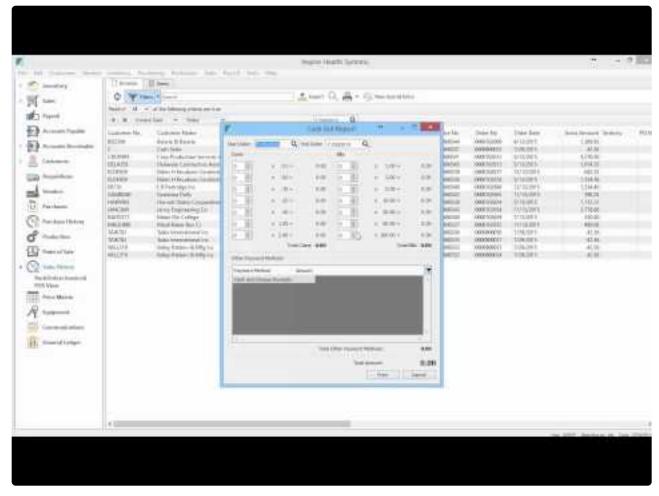
Setup Receipt - Opens to the POS Receipt report window

Video Instruction of POS



https://www.youtube.com/embed/T38hzuAS4wE?rel=0

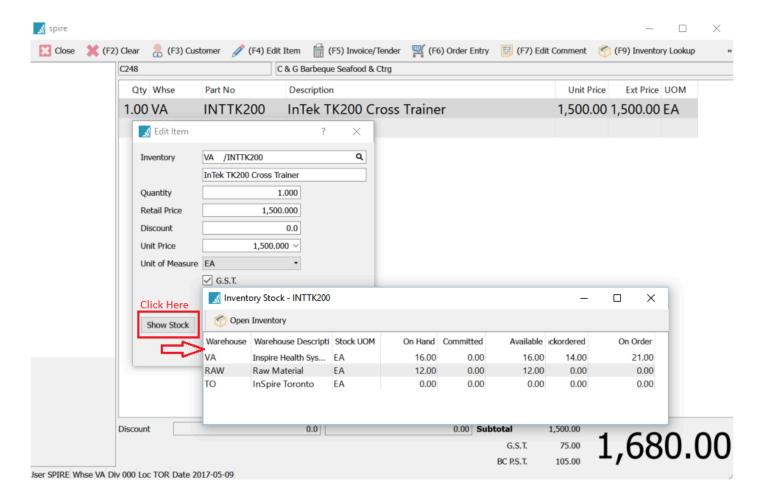
Sales Cash out



https://www.youtube.com/embed/HotjpkNHp9I?rel=0

Show Stock

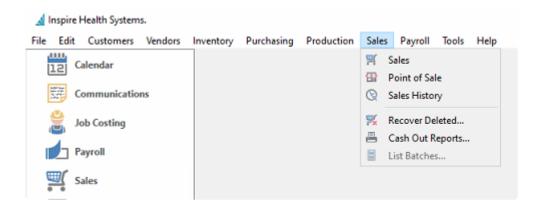
When editing a line in POS the user can click the "Show Stock" button to see the status of the item in other warehouses. The user does not need to have access to all warehouses to see this information.



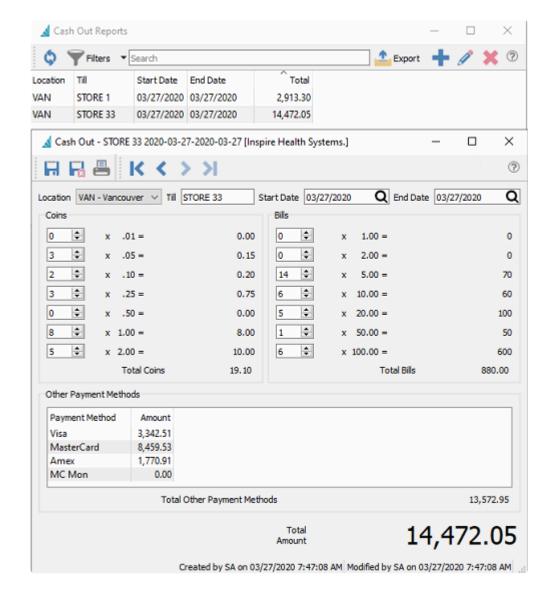
Sales Payment Balancing

If the company takes several forms of payment then the following is the procedure to balance the payments against the invoices/POS processed.

On the top menu go to Sales/Cashout Reports



Add a new batch for the period to be balanced and give it a name, such as Store 33



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

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

				Cash Balance Deta	ails		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
					879.00	Debit	0.00
Total coin		18.98	Total bills			Oasis	0.00
						Total cards	14,540.80
						Total cash	897.98
						Total *	15,438.78
				Posted Invoice Payme	ents		
						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

If it is not balanced print the "Cash Balance Details" report and proceed with checking off invoices until the error is found.

Over/Under*

0.00

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Cash Balance Details

May 16, 2017 / 8:26 am

Card Terminal

TOR

Cash Drawer

May 16,2017 STORE 33

Coin Count		Amount	Bill Count		Amount	Cards	Amount
1 Cent	3	0.03	1 Dollar	0	0.00	Gift Card	967.85
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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					879.00	Debit	0.00
		18.98	Total bills			Oasis	0.00
						Total cards	14,540.80
						Total cash	897.98
						Total *	15,438.78

Posted Invoice Payments

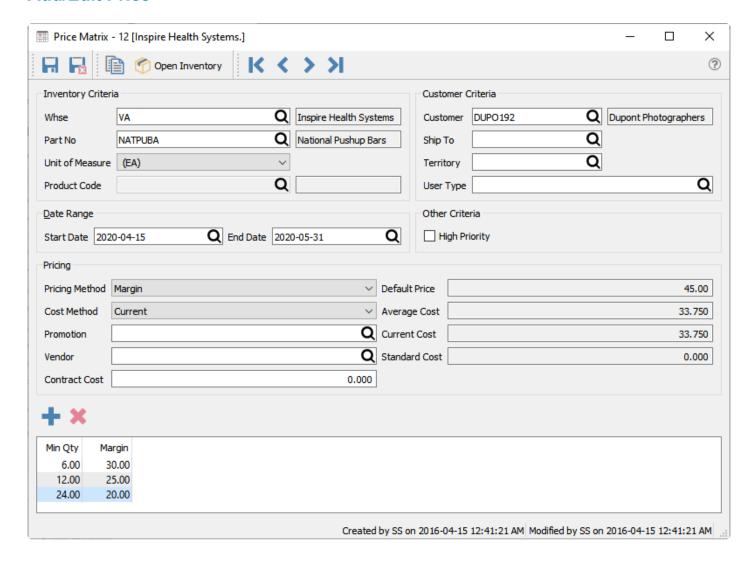
Date	Number	Name		Amount
May 16, 17	0000600418	Dales Automotive		510.39
May 16, 17	0000600428	Maull Baker Box Ci		457.46
			Gift Card	967.85
May 16, 17	0000600412	Cash Sale		156.80
May 16, 17	0000600413	Elden H Knudson Constrctn Co		409.85
May 16, 17	0000600419	Jackson Fitness Center		5.60
May 16, 17	0000600420	Jackson Fitness Center		123.48
May 16, 17	0000600426	Cash Sale		117.60
May 16, 17	May 16, 17 0000600427	Jackson Fitness Center		84.65
			Cash	897.98
May 16, 17	0000600414	Bell West Credit Union		705.60
May 16, 17	0000600416	Elden H Knudson Constrctn Co		1,202.88
May 16, 17	0000600421	Cash Sale		590.24
May 16, 17 0000600422	Fairfield Printing		843.79	
			Visa	3,342.51
May 16, 17	0000600415	Jackson Fitness Center		429.24
May 16, 17	0000600423	E R Partridge Inc		6,903.68
May 16, 17 0000600425	Beierle & Beierle		1,126.61	
			M asterCard	8,459.53
May 16, 17	0000600417	Jackson Fitness Center		635.04
May 16, 17 0000600424	Jackson Fitness Center		1,135.87	
			Amex	1,770.91
				15,438.78

Total * 15,438.78 Over/Under * 0.00

Price Matrix

Spire's Price Matrix allows the user to set pricing for customers and groups of customers in many different ways.

Add/Edit Price



Save – Saves the price.

Save & Close – Saves and closes the price.

Copy – Copies a price record.

Whse – Warehouse for the price. If this is left blank then the price applies to all warehouses.

Part No – The item getting the price.

Unit of Measure – The UOM of the item getting the price.

Product Code – Used if applying the price to a product code. Can only be used if Part No is blank.

Customer – The customer getting the price.

Ship To – Use this if the price is restricted to only one of the customer's Ship To's.

Territory – Use this if the price applies to a complete territory.

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. InventoryCurrentCost / (100-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.

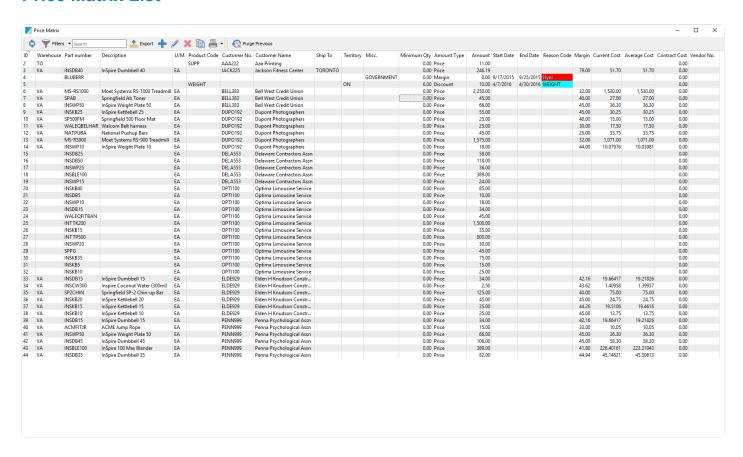
- Min Qty Adds a quantity if the price has a minimum quantity.
- Price The Price, Discount or Margin amount.
- Price per X If an item and warehouse has been selected then a unit of measure can also be selected for this price.
- Margin The margin that this item will obtain based on this price. Only shows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

Price Matrix Scoring

Since a customer can qualify for a price with more than one price matrix entry, each type of price is given a score. The customer will be given the price that has the highest score, unless the company setting -> Sales Orders -> Orders 'Match Lowest Price in Price Matrix' is set. If it is set, then the lowest matching price will be given to the customer.

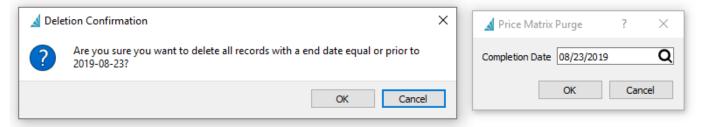
Click this link to download the price scoring spreadsheet

Price Matrix List



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.



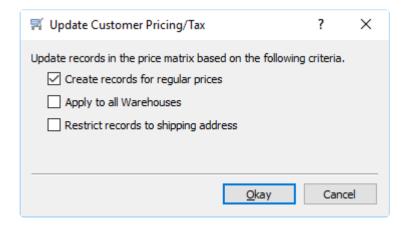
Save Prices from Sales Order

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

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

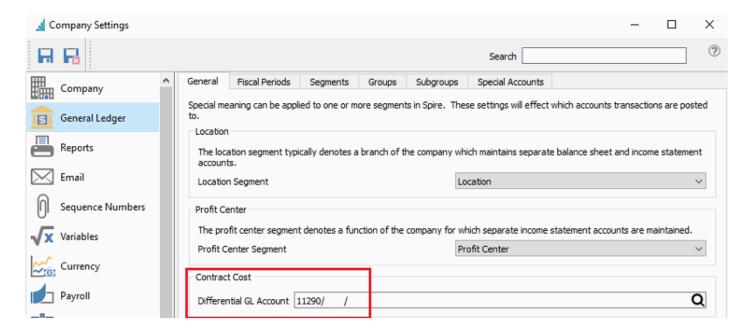
Contract Cost

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

Using this feature requires some setup.

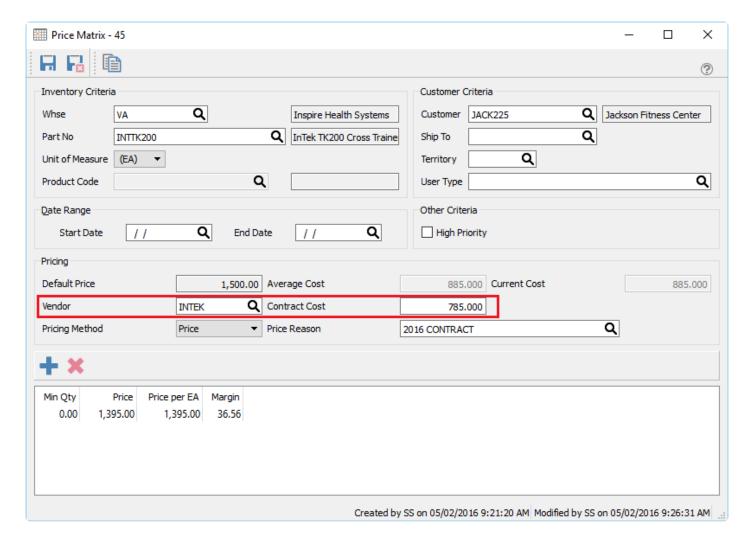
Contract Cost Differential Account

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



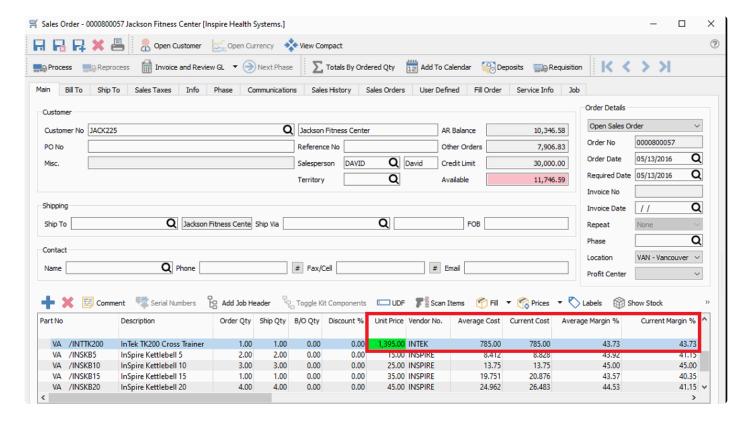
Price Matrix

After setting the item and the customer or group, select a vendor and the contract cost the vendor will give for this customer. Then set the price the customer will pay for this item.



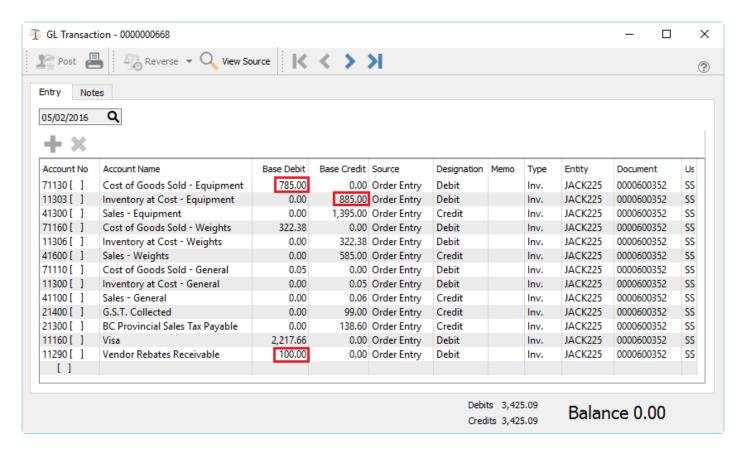
Sales

When this item is sold to the customer the cost and the sell price will come from the price matrix record. It will show the contract cost and the margins based on that cost.

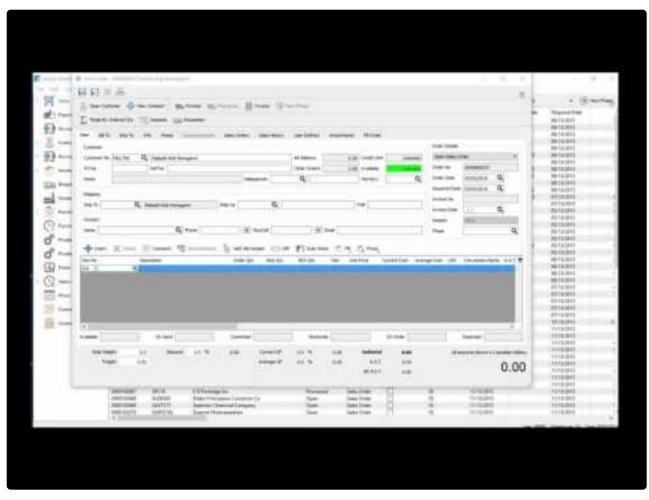


GL Posting

Once the invoice is posted, here is the journal entry that will be made. Note that the \$100 difference is posted to the 'Vendor Rebates Receivable" account set in Company Settings, General Ledger, Contract Cost – Differential GL Account.



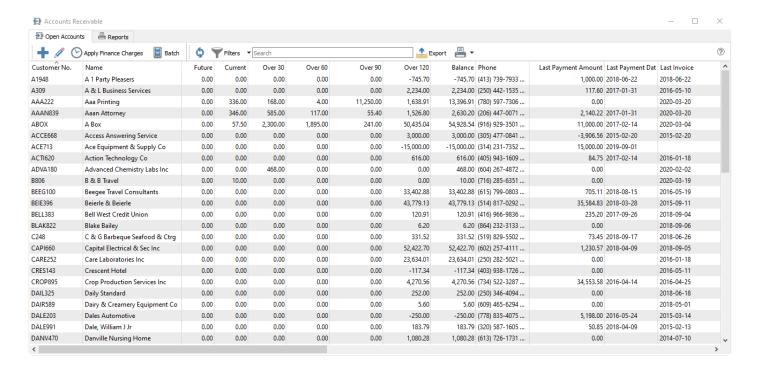
Instructional Video



https://www.youtube.com/embed/eaBVZ8L6Yng?rel=0

Accounts Receivable

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



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.

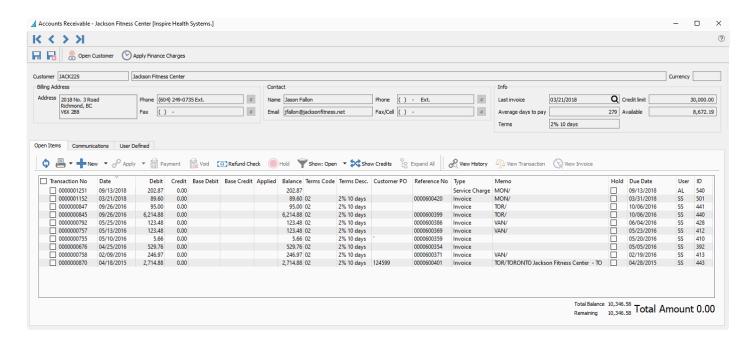
Filters – Sets any number of filters that are required to only see the data wanted.

Search – Searches the customer records for word(s) entered.

Export – Exports the filtered list to Excel or .csv.

Print – Prints reports with the <u>template of 'Accounts Receivable List'</u> for all filtered or selected records reports.

Customer Open AR Items



Header

Spire Systems Inc

Open Customer – Opens the customer to see all their information including sales history and open sales orders.

Apply Finance Charges – Applies finance charges to this customer. This relies on the finance charge rate being set in Company Settings/Accounts Receivable/Monthly Interest Rate (%) and a setting on each Customer/Billing/Apply finance charges.

Navigation - Navigates between AR records based on the filtered and sorted list.

Contact Info – Customer contact and credit information.

Items

Refresh – Refreshes any new entries other users have posted.

Print – Prints report with the template of 'Accounts Receivable'

Add – Adds an entry to the customer's AR.

Apply – Applies payments or customer credits to an invoice.

Payment – Pays the selected invoice(s). The arrow beside the payment button is to void a selected payment. When voided it will automatically unlink.

Void – Voids the highlighted transaction.

Refund Check – Writes a check to a customer by crediting the bank and debiting accounts receivable. Once posted, link that payment to the transactions being refunded.

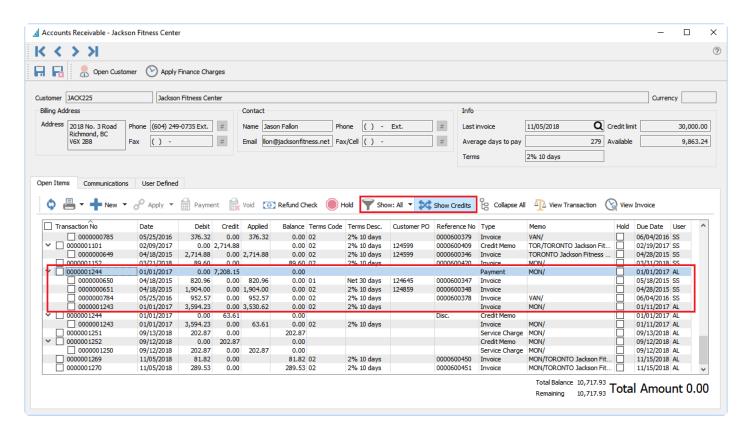
Hold – Holds an invoice so it cannot be paid.

Show Open – Show open unpaid transactions

Show All Since Last Year (fiscal) - Show all entries from transactions still open in the GL

Show All – Show all entries including paid and applied.

Show Credits – Puts the payment on top with the invoices it paid indented below. The Show All button will also need to be selected.



Payment is shown first with the invoices indented below. This makes it very clear what invoices the payment included.

Expand All – Expands the links for all transactions so as to see the invoices and related payment.

View 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

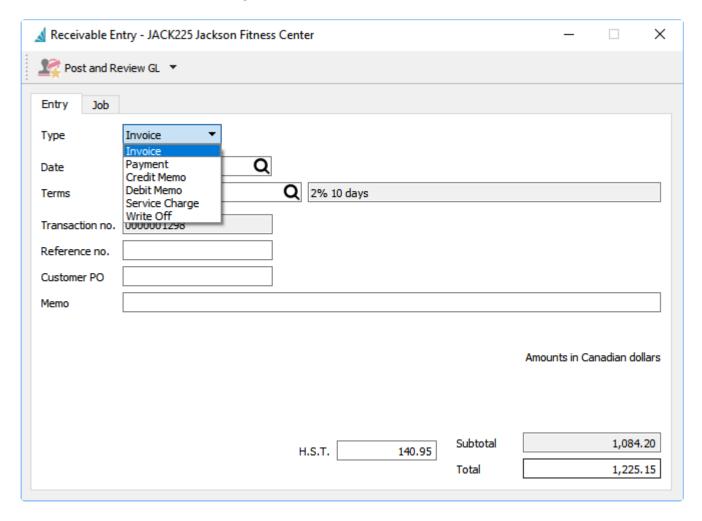
Communications – Any number of notes or attachments can be added to accounts receivable. Once attached the user simply double clicks the attachment and it will open in the default viewer for that type of document.

User Defined

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

AR Entry

Accounts Receivable Entry



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.

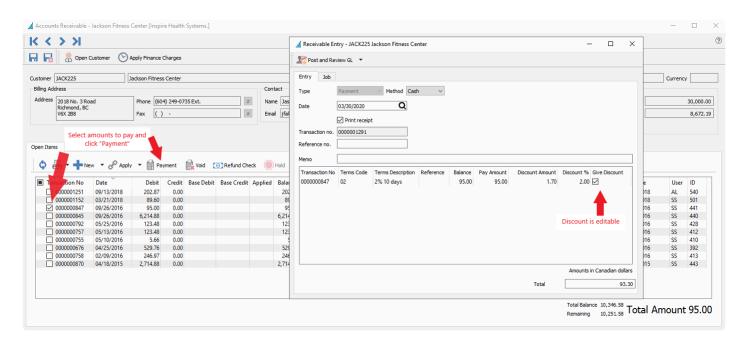
Tax2 – Tax 2 for this transaction that is automatically calculated based on how taxes are set for this customer.

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



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.

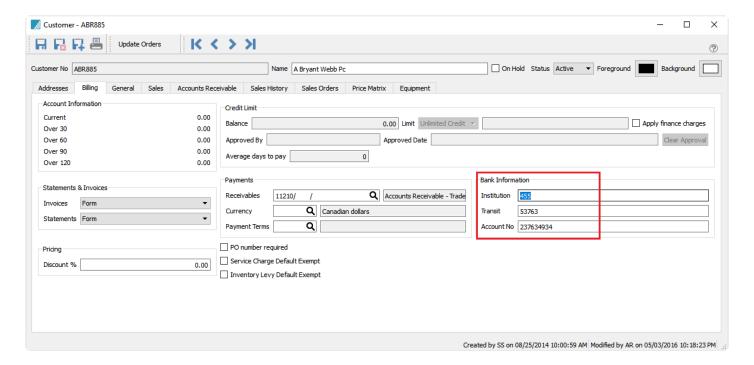
Give Discount – Check to give the discount. Amounts that fall within terms will automatically be checked but user can override.

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

Batch Receivables – & EFT

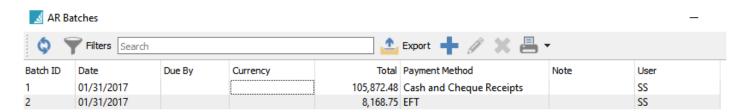
Batch Receivables Setup

- 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.



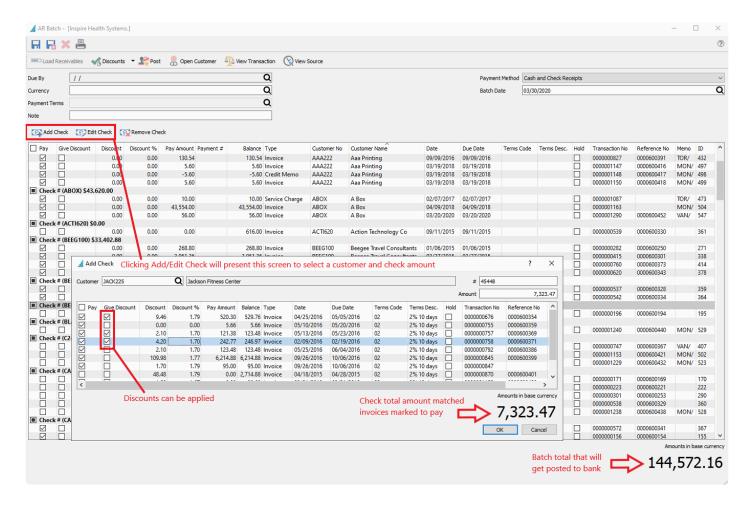
AR Batch List

Accounts Receivable batches can be created and saved for later posting.



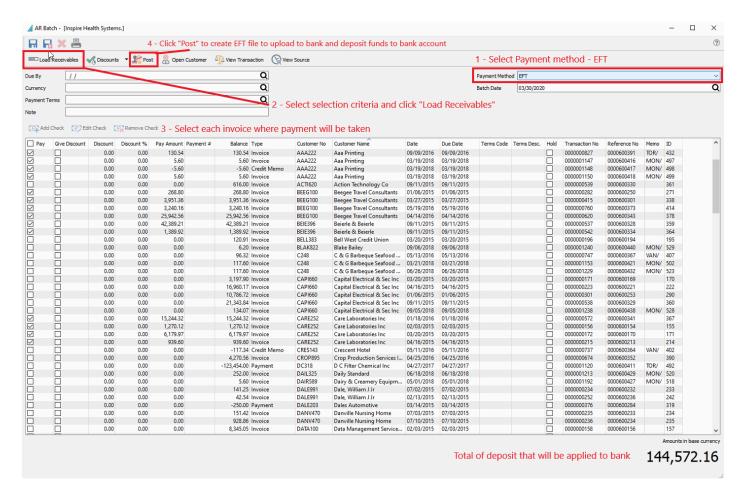
Cash Cheque Deposit

Accounts receivables can be processed as a batch. The user can take a stack of cheques and process them together in a batch, print a deposit slip and then transfer the batch in one step to the bank.

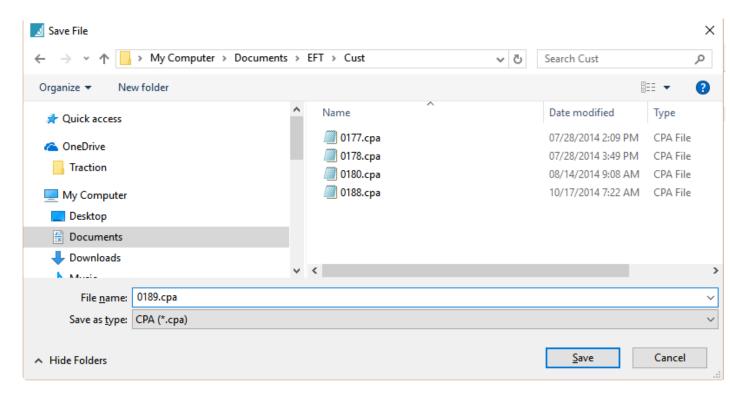


EFT Deposit

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



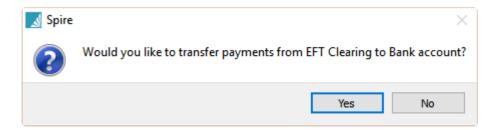
When posting the EFT batch the user will be asked to save the CPA1464 file onto their computer, from where they will upload it to the bank for processing.



The user can then email the receipts to the customers and print the deposit report for their records.

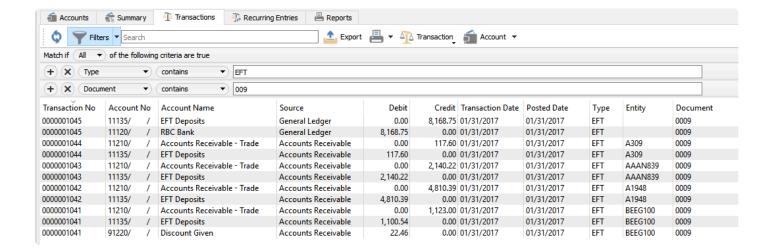
Lastly the user will be asked if they want to transfer the complete deposit amount from the EFT clearing account to the bank.

Transfer Deposit to Bank



In GL transactions the posting will look like this.

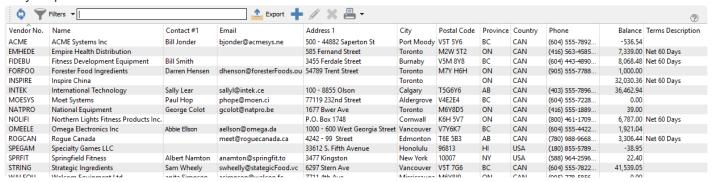
NOTE: The filters are set to retrieve source type 'EFT' and the document matches the EFT file number uploaded to the bank.



Vendor

Vendor List

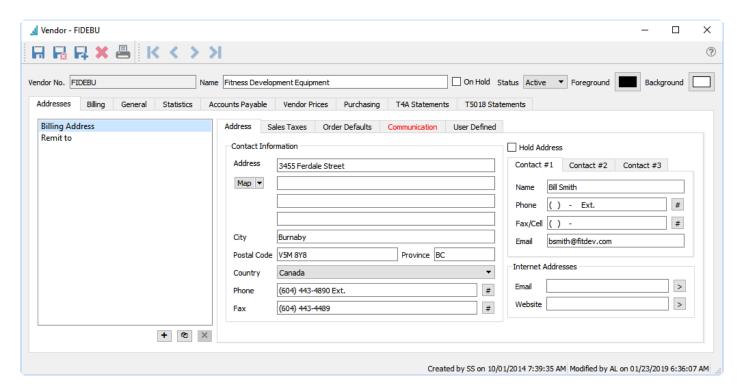
The vendor list shows all vendors by default but the user can set filters and layouts to customize the view as they require.



Add/Edit Vendor

To add a vendor, click the + (add) button and to edit an existing vendor click the vendor in the vendor list and click the edit icon.

Addresses



Vendor No – Select a unique code for this vendor

Name – Enter the vendors legal name

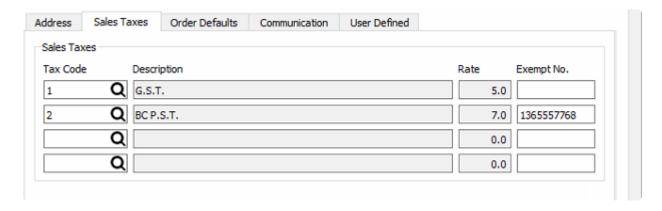
On Hold - Holds the vendor so no transaction can be entered

Status – Active or Inactive. Inactive hides the vendor from display unless the user has 'Show inactive Vendors' set on in User Settings/vendors.

Billing Address – The company billing address and contact information. Contacts 1 - 3 labels can be renamed to something that makes sense in Company Settings/Vendor

Remit to – The name and address that will print on checks if Remit to exists. To add a 'Remit to' click the + at that the bottom of the list. Leave the address code blank and tab off. It will automatically add the 'Remit to' code and then user can enter the name and address.

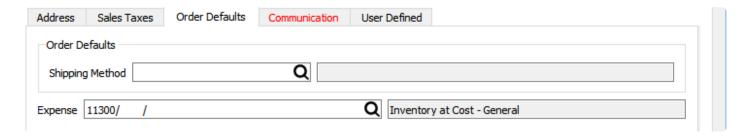
Sales Tax Tab



- Tax1 Select a tax from list that was created in Edit/Sales Taxes
- Tax2 Select a tax from list that was created in Edit/Sales Taxes
- Tax3 Select a tax from list that was created in Edit/Sales Taxes
- 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



Shipping method – Shipping method that gets added to purchase orders by default for this vendor.

Expense – The GL account that AP invoices get posted to by default.

Communications



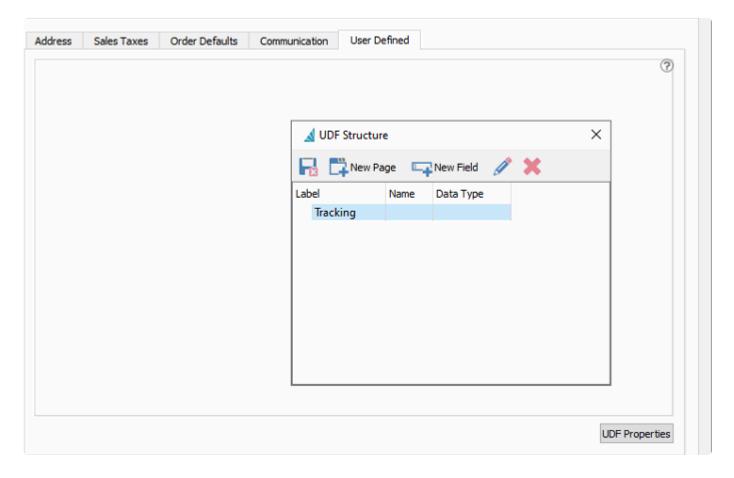
Any number of communications or notes can be added to a vendor. The example above shows how you can add a note that is set as an alert. When the vendor is added to a purchase order the message "PO Minimum \$5,000" will pop up.

Any number of attachments can be added to a vendor. The user browses for the file to attach to the record and gives it a subject and saves it. Then by double clicking it the attachment will open in the computers default program for that type of file.

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

Click here for more information – Communications

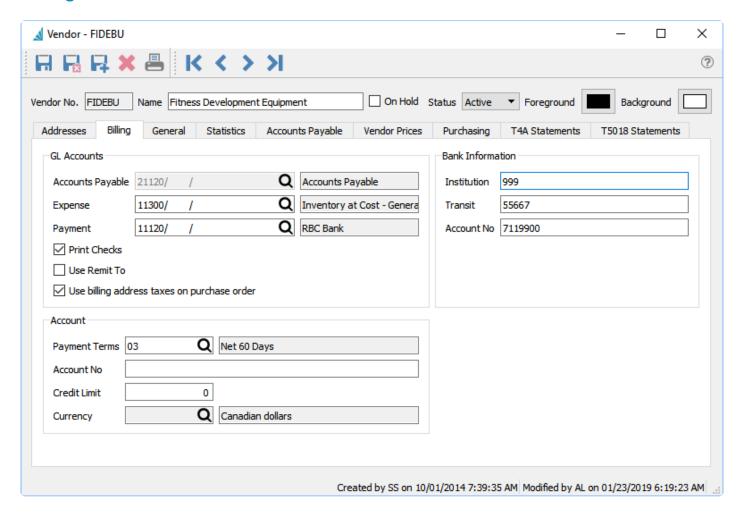
User Defined (UDF)



If a UDF license for Spire is owned, fields can be added of various types to track extra information about this

vendor that can also be added to custom reports and forms. See <u>User Defined Fields section</u> for more info on setting up and using UDFs.

Billing



Accounts Payable – The GL payables account that will be used to post for this vendor. Once posted to this account cannot be edited.

Expense – The default expense account for this vendor. This can be edited at time of entering a AP entry. This is not used for purchase orders

Payment – The GL account that will be used when paying this vendor. Can be changed when payment is made.

Print Checks – Select if cheques are printed for this vendor. When a payment is issued in accounts payable they the next available check number will be presented. If they are paid by another means leave it 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

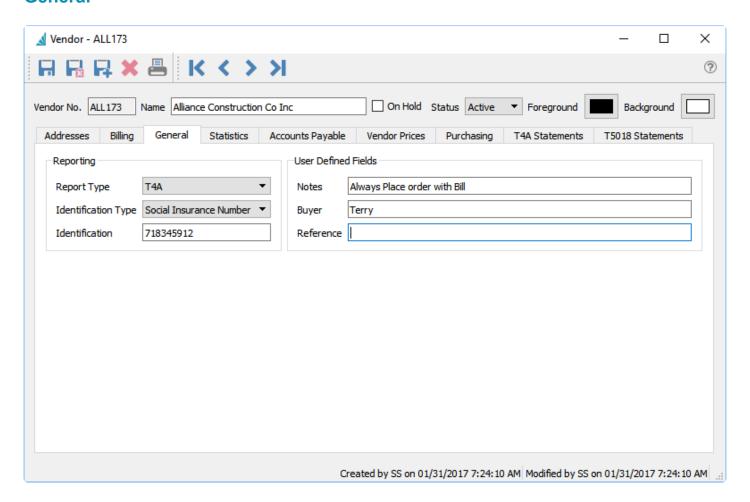
Account No – The companies account number with this supplier.

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. <u>See this link for EFT payments.</u>

General



Report Type – Select T4A if this vendor is to be issed a T4A (see T4A Section) or T5018 if the vendor is to receive a T5018 (see T5018 section)

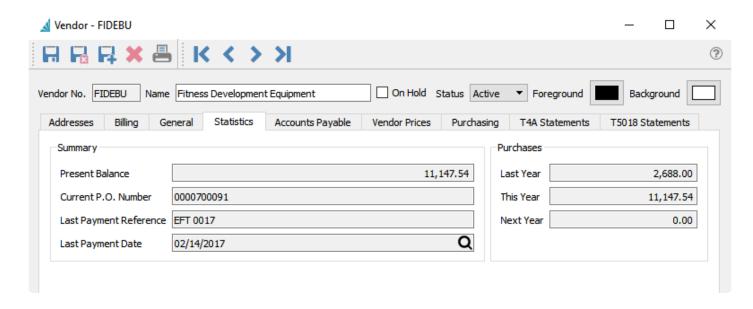
Identification Type – Select either Business number or Social Insurance Number **Identification** – The vendor's business number or social insurance number

Notes – A note that will appear on the PO in yellow. Use this for one important note about the vendor.

Buyer – The company buyer that is in charge of purchases for this vendor

Reference – A 50 character free field for info on the vendor

Statistics



Present Balance – What is presently owed to the vendor

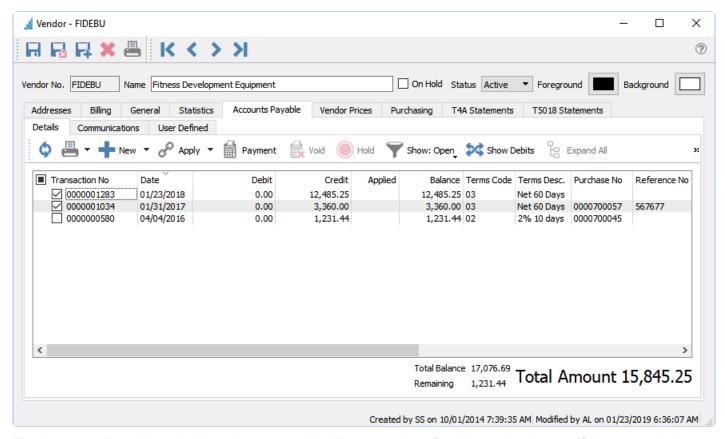
Current PO number – The last purchase order number issued to this vendor

Last Payment Reference. – The last payment reference number (i.e.: Check number)

Last payment date – Date of the last payment to this vendor

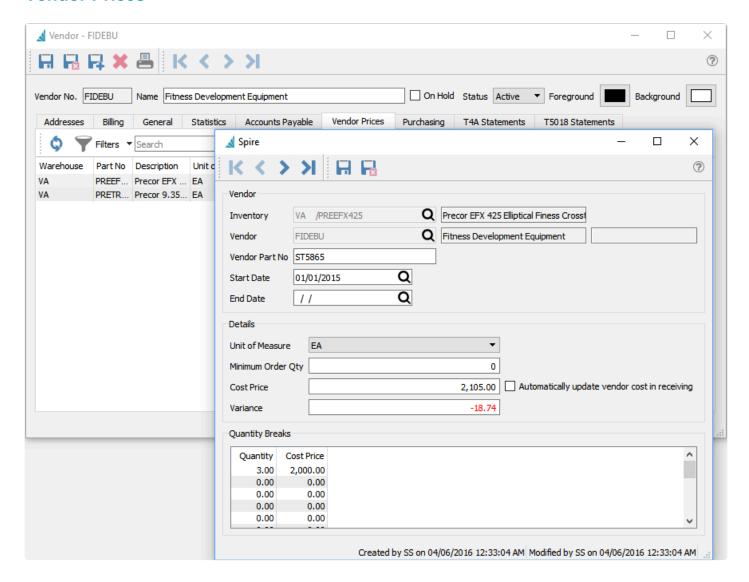
Purchases – Amount of purchases last year, this year and next year

Accounts Payable



The Accounts Payable tab allows the user to do AP transactions for this vendor just as if they were in the accounts payable module. See Accounts Payable section for more details

Vendor Prices



Add - Adds a new vendor price

Edit - Edits a vendor price

Delete – Deletes a vendor price

Export – Exports vendor prices

Inventory – Inventory Code

Vendor – Vendor

Vendor Part No – Vendor part numbers that will be printed on the purchase order if it exists,

Start Date – Date to start this price. Note that overlapping dates cannot exist.

End Date – Date to end this price

Unit of Measure – UOM for this price

Minimum Order Qty – Minimum quantity the vendor will allow this item to me purchased in. When the item is added to a purchase order this amount will be added to at minimum.

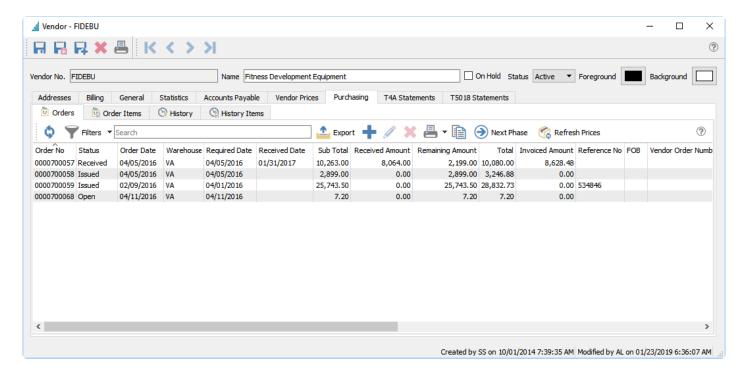
Cost Price - Cost for this item

Variance – Difference between this cost and the items current cost.

Automatically update vendor cost in receiving – When the PO is received and the cost is different than this record, this cost will be updated.

Quantity breaks – Breaks in prices can be added for various quantities.

Purchasing

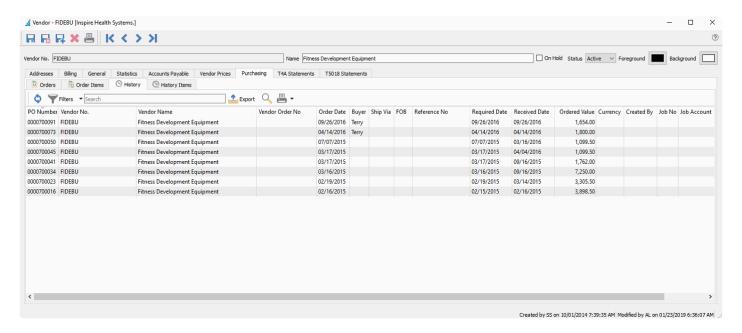


Purchase Orders can be added/edited for this vendor just like they can be in the Purchase Order Module.

Order Items – shows the individual Inventory items from the Purchases

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

Purchase History



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.

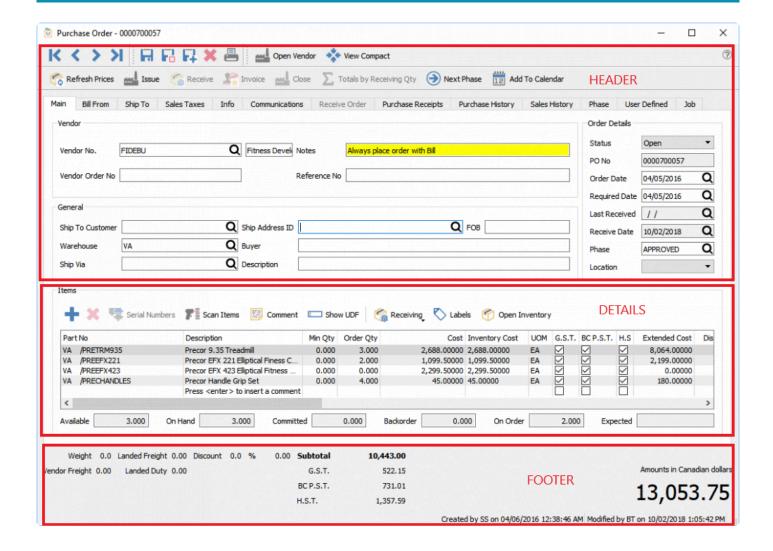
T4A Statements

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

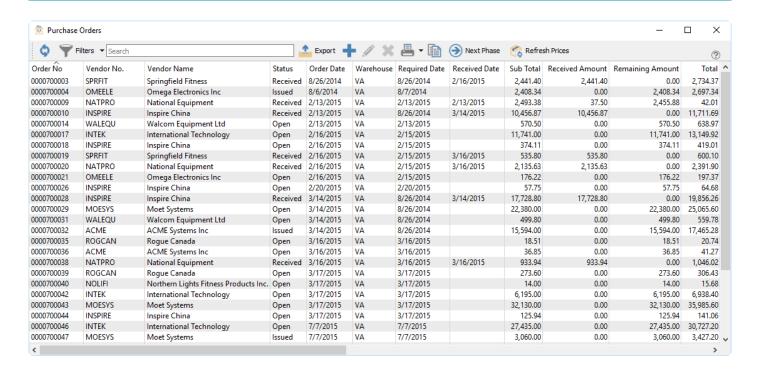
T5018 Statements

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

Purchase Orders



Purchase Order List



Purchase Orders List - Menu Items

- Refresh Allows you to view purchase 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 purchase order
- Edit Edit an existing purchase order
- Delete Delete a purchase order. Deleted purchase orders can be un-deleted if the user has permission.
- Print Prints a purchase order report. The arrow beside the print button allows the user to choose to
 print all purchase orders or the selected purchase orders
- Copy Copies the selected purchase order
- Next Phase Moves the purchase 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 <u>Company Settings/Sequence Numbers</u>

Vendor No. - The vendor's code

Vendor Name - The vendor's name

Status – The status on the PO. It can be:

- Open This means that is is still editable and has not been sent to the vendor yet.
- **Issued** Usually means that the vendor has received a copy of the purchase order. With the correct security permissions the user can un-issue and then edit the PO. Care should be taken to make sure the vendor has the correct copy of the PO.
- Received Means that this PO has had some product received on it. It can be un-issued and edited, but the lines that have had receipts cannot be changed.

Order Date - The date the order was created. This date can be edited.

Warehouse - The warehouse the user was set to when the PO was created

Required Date - The date that is required for the items on the PO to arrive

Received Date - The date of the last receiving on this PO

Sub Total – The sub total of this PO before freight and taxes

Received Amount - The received to date value

Remaining Amount – The value still to be received

Total – The total with taxes and freight

Reference No – An external document number

FOB – Free On Board is a term in international commercial law specifying at what point the seller transfers ownership of the goods to the buyer. Many companies use this field for other data they want on the order instead of FOB.

Vendor Order Number – A confirmation number given by the vendor for this PO.

Buyer – The person that placed the order with the vendor.

Ship Via – How the product on this PO is to be shipped

Created By – Users initials that created this PO

Modified By – User initials that last edited this PO

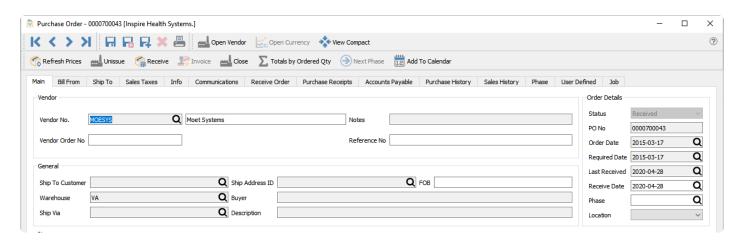
Terms Code - Payment terms for this PO

Currency – The currency that the vendor sells product in.

Phase ID – The Phase that this PO is currently in.

Purchase Order Header

Main



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 <u>Company Settings/Sequence Numbers</u>

Order Date - The date the order was created

Required Date – The date that is required for the items on the PO to arrive

Last Received – The date of the last receiving on this PO

Receive Date – Enter the date just before receiving the PO

Phase – The Phase that this PO is currently in.

Ship To Customer – The customer that this PO is being shipped to.

Warehouse - The warehouse the user was set to when the PO was created

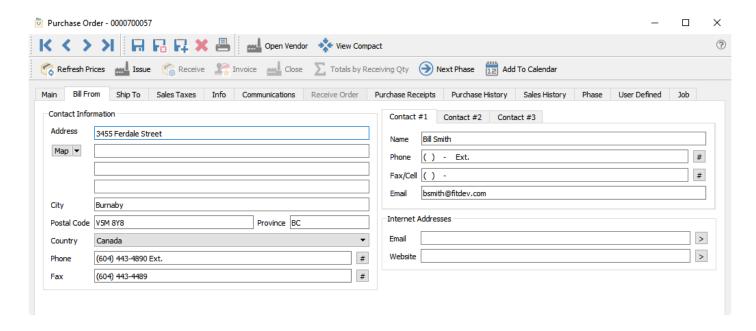
Ship Via – How the product on this PO is to be shipped

Ship Address ID – Address ID of Ship-to customer.

Buyer – The person that placed the order wit the vendor.

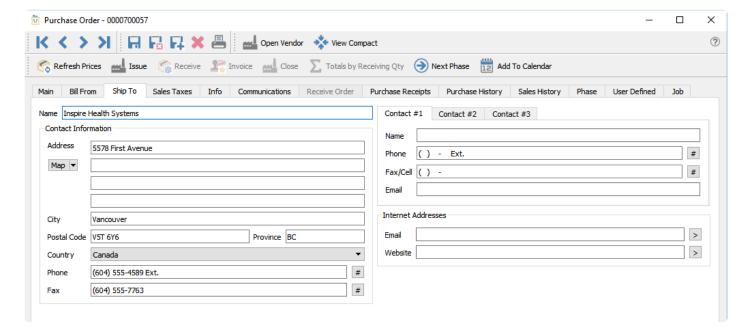
FOB – Free On Board is a term in international commercial law specifying at what point the seller transfers ownership of the goods to the buyer. Many companies use this field for other data they want on the order instead of FOB.

Bill From

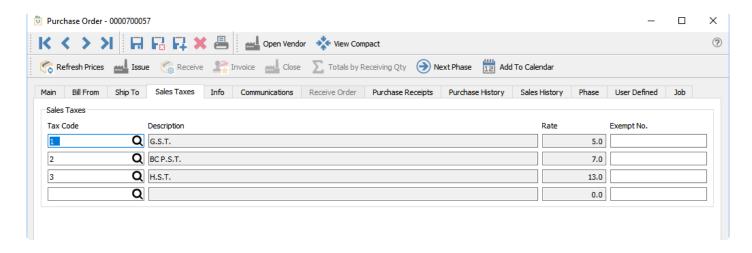


This is the billing information for this PO. It includes the email addresses that will be available for emailing the purchase order to the vendor. The addresses can be edited but will not get updated to the vendor record. If the vendor record is edited the purchase orders that already exist will not be updated.

Ship To



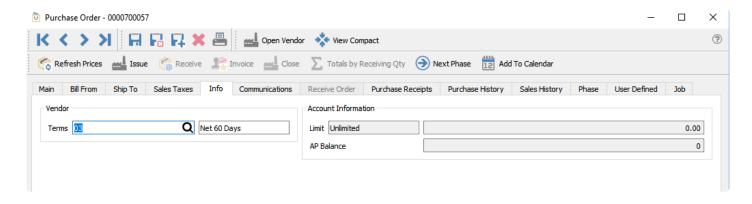
Sales Taxes



The sales taxes for this PO.

This is the ship-to information for this PO. It includes the email addresses that will be available for emailing the purchase order to the vendor. The addresses can be edited but will not get updated to the vendor record. If the vendor record is edited the purchase orders that already exist will not be updated.

Info

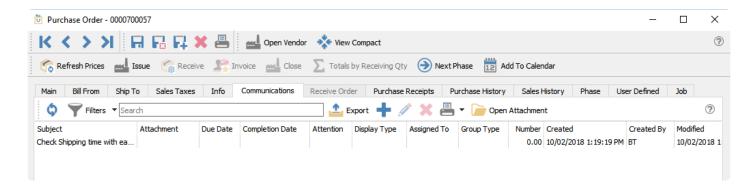


Terms – The terms fro this purchase order. It is populated by default from the terms on the vendor record.

Limit – The credit limit for this vendor

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

Communications

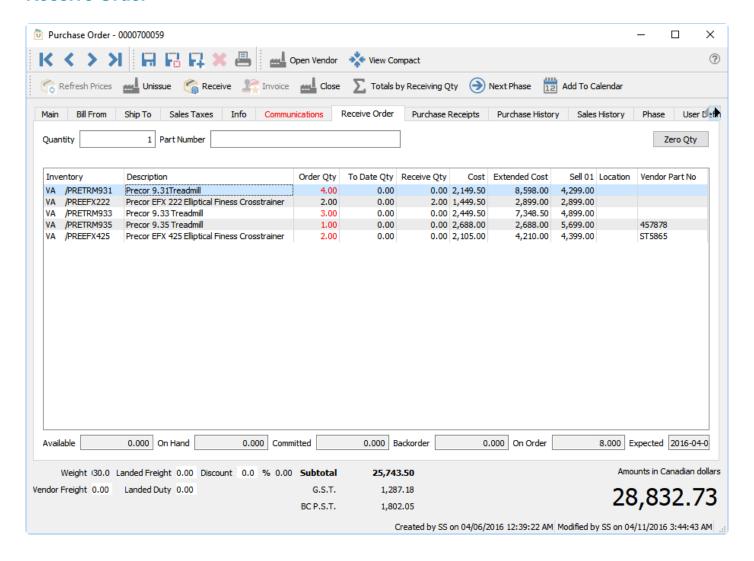


Any number of communications can be added to a PO. They can be set as alerts so that they popup when the PO is edited. The example above shows a popup that lets the user know to drop ship the items to a customer.

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

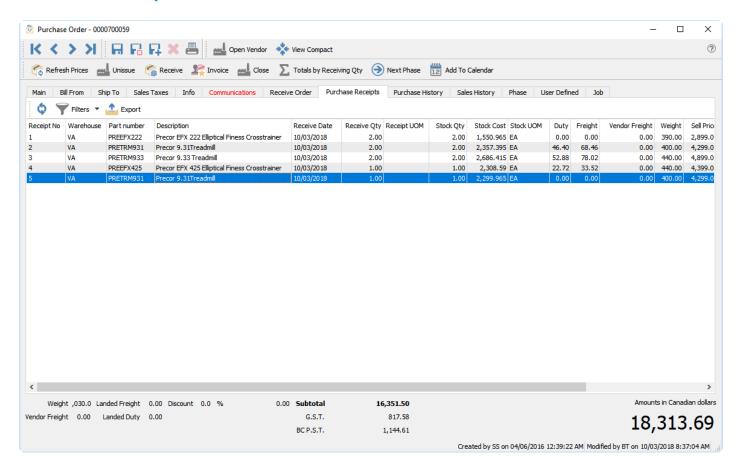
For more details on Communications. Link to the Communications

Receive Order



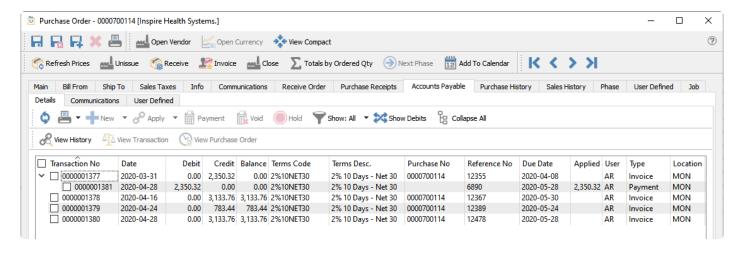
This screen allows the user to scan in the items as they are being received. Start by clicking on "Zero Qty" to start from zero received. It will not allow a scan on an item that is not on the order, and will not allow over receiving of an item on an order. It will sound an alert by beeping in both cases. All quantities will be black when the PO is fully received. The user can enter the quantity before scanning the item. The receive quantities will all go black when the order is fully received. The user can also update Sell Price 1 and the location on this screen

Purchase Receipts



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.

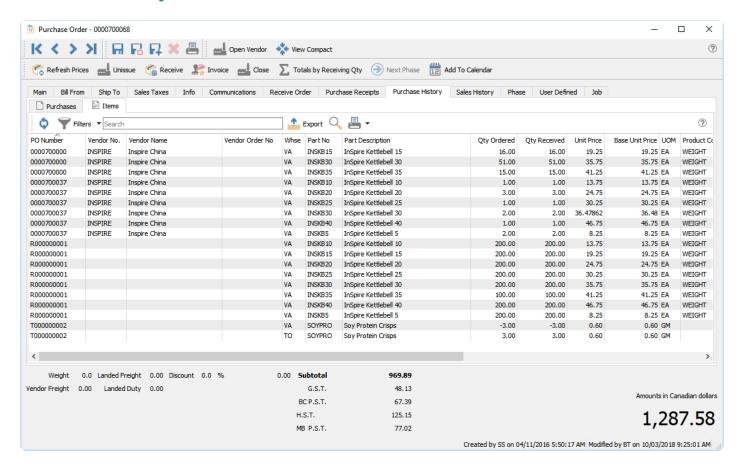
Accounts Payable



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.

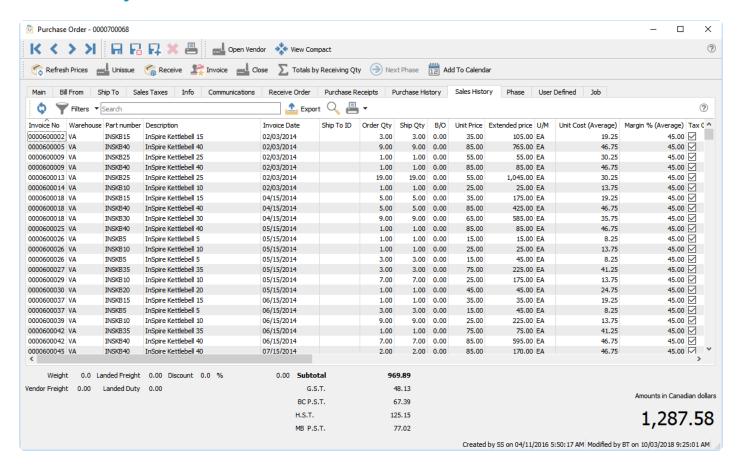
Purchase History



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

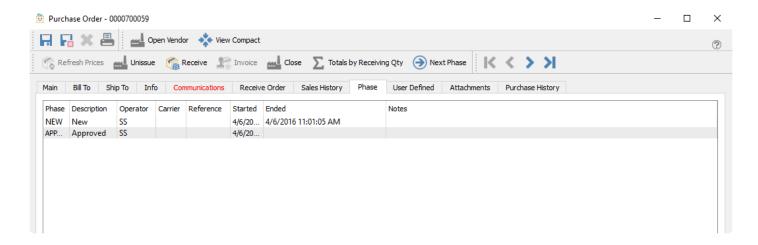
Purchases – Purchases tab represents the individual Purchase Orders from the Vendor's Purchase History **Items** – Items tab represents the individual Part No. items of the Purchase Orders from the Vendor's Purchase History

Sales History



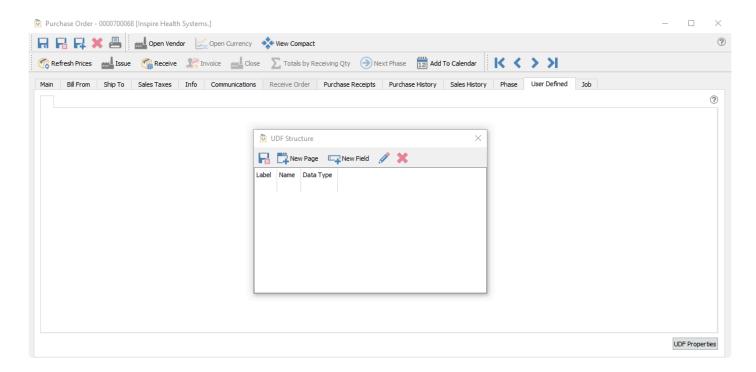
From this tab all of the sales history for the items on the PO are shown. This is useful to see how well the items are selling when deciding how many to purchase.

Phase



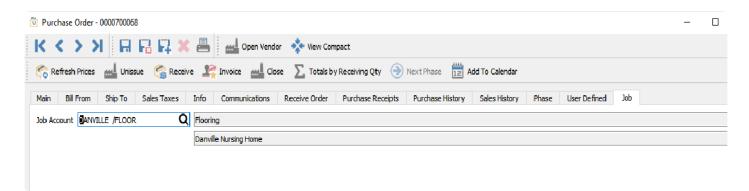
From this tab, the user can see what phases a purchase order has been in and how long it was there. The Dates and times are editable and the user can also add shipping into, reference numbers and a memo in case this PO had some sublet work done.

User Defined



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

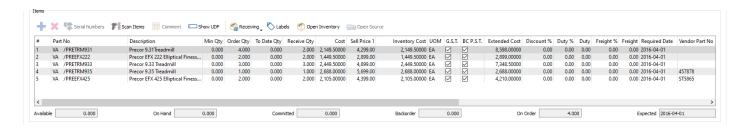
Job



Shows the job that is assigned to this PO

Purchase Order Details

This is where items are added, edited and received on a PO.





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.

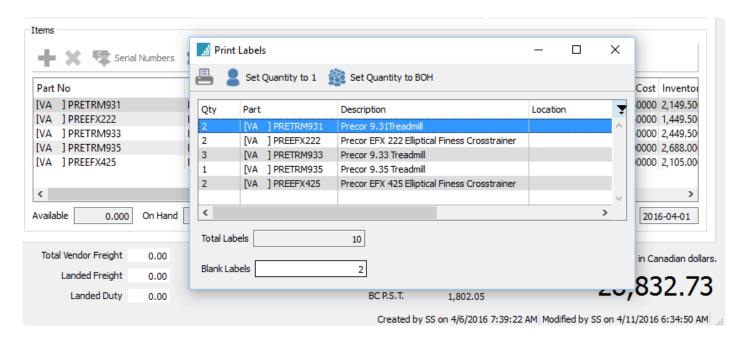
Comment – Adds a comment line that is printed on the PO.

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 <u>Company Settings/Special Accounts</u>. This is populated from the duty% in the inventory item, but can be edited by the user. If <u>Company Settings/Inventory/Save Landed Costs</u> 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 <u>Company Settings/Special Accounts</u>. This is populated from the freight% in the inventory item, but can be edited by the user. If <u>Company Settings/Inventory/Save Landed Costs</u> 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.

Regd 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.

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

Location – The location that this item is stored in the warehouse. The user can edit this and the inventory will be updated when the PO line is received.

Pack Size – The standard pack size that an item is bought and or sold in. The user can edit this and inventory will be updated when the PO line is received.

Sell Price 1 - Level 1 pricing for this item. The user can edit this and inventory will be updated when the PO

line is received.

Memo – A memo that can be added on each line, that is not printed on the PO by default.

Reference – A reference that can be added on each line, that is not printed on the PO by default.

Source Type – If a PO was created by the requisition module this will be populated with "Inventory, Sales Order or Production Order" depending where it was requisitioned from.

Source No – The Sales Order or Production Order number that this line was requisitioned from.

Customer – The customer code for the sales order that requisitioned this PO line. This is very useful so that the person receiving this PO does not put this item on the shelf instead of putting it aside for the customer.

Employee – An employee can be selected from the Canadian payroll list for tracking purposes.

Employee Name – The name of the employee selected for this line.

Ship To – The Ship To ID for the sales order where this line was requisitioned from.

Weight – The default weight of this item from inventory. This can be edited by the user but is not written back to inventory.

Ext Weight – The extended weight of this line of the PO.

Job Account – The job and account that this line of the PO is assigned to

Purchase Order Footer

Weight 5,030.0 Landed Freight 0.00 Discount 0.0 % 0.00 Subtotal 25,743.50 Amounts in Canadian dollars

Vendor Freight 0.00 Landed Duty 0.00 Canaded Duty 0.00 Each of the control of the c

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

Landed Costs

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

Vendor Freight – The freight that the vendor will include on their invoice. If "Include vendor freight in landed cost" is on in <u>Company Settings/Purchase Order</u> then this cost will get included in the cost of the items received. If it is not on, then the freight amount will get posted to freight expense.

Landed Freight – The estimated freight that gets charged by another vendor that gets included in the cost of the items received. When the user enters the amount to the landed freight field they get prompted for how the freight should be distributed to each PO line. The choices are "Quantity, Weight or cost. The user can then edit each line of the PO if required.

Landed Duty -The estimated duty that gets charged by another vendor that gets included in the cost of the items received. When the user enters the amount to the landed duty field they get prompted for how the duty should be distributed to each PO line. The choices are "Quantity, Weight or cost. The user can then edit each line of the PO if required.

Sub Total – The total of the PO before taxes and freight.

Tax1 - Total of Tax 1

Tax2 - Total of Tax 2

Total – Total of the purchase order.

Processing Purchase Orders

A purchase order can have 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.

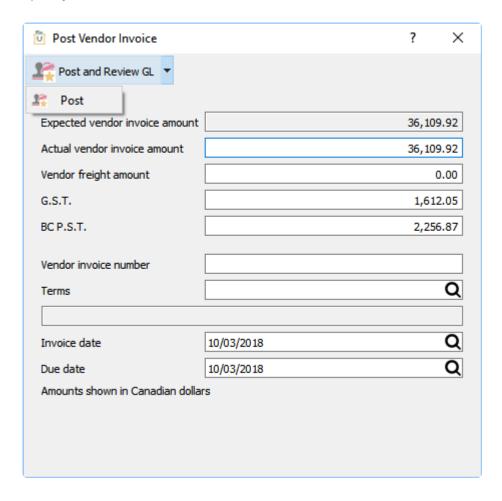
Issued – Means that the vendor has received a copy of the purchase order. With the correct security permissions the user can un-issue and then edit the PO. If un-issuing a PO, care should be taken to make sure that the vendor has the correct copy of it. When the PO is issued and sent to the vendor the 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



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 <u>Company Settings/Special Accounts</u>.

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.

1

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.

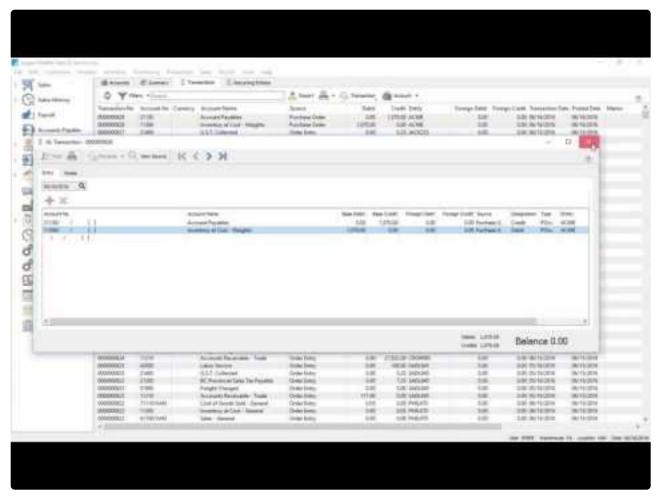
Standing – A repeat purchase order that once closed stays in the PO list so user can issue it again.

Video Instruction – Purchase Orders



https://www.youtube.com/embed/W78A2Uui6vk?rel=0

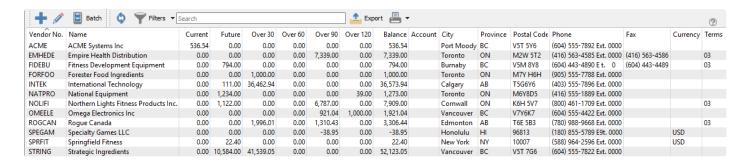
Video Instruction – Accounts Payable Accruals



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

Accounts Payable

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



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.

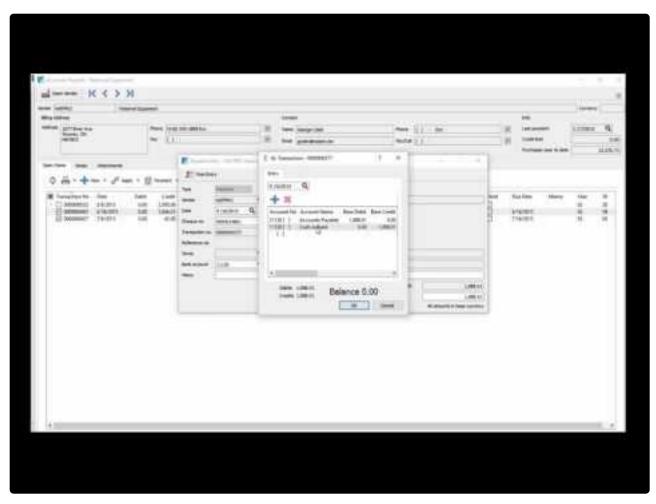
Filter – The user can set a filter to see only the records required.

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.

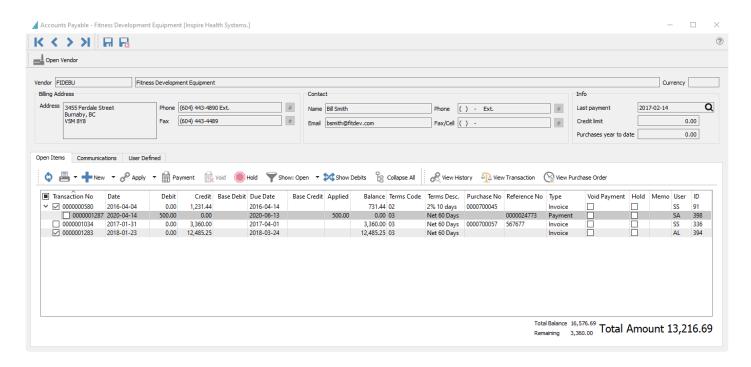
Print – Print all filtered, or selected records.

Video Instruction – Accounts Payable



https://www.youtube.com/embed/5-o7PFcye-o?rel=0

Vendor Open Items



Header

Open Vendor – Allows the user to open the vendor to see all information including purchase orders not yet closed.

Navigation – Navigates from vendor to vendor in the order that the list AP list was in.

Contact Info – Shows the vendors current contact, credit and year to date purchases.

Items

Refresh – Refreshes any new entries other users have posted.

Print – Prints report with the <u>template of 'Accounts Payable'</u>

Add – Adds an entry to the vendors AP.

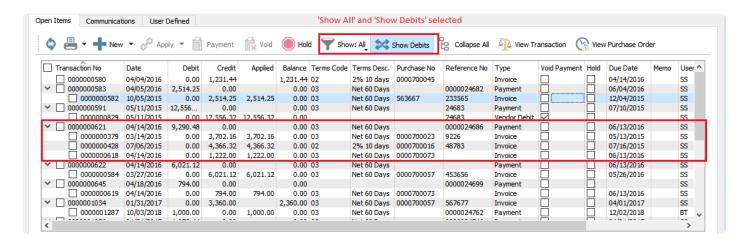
Apply – Applies payments or vendor credits to an invoice.

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.



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

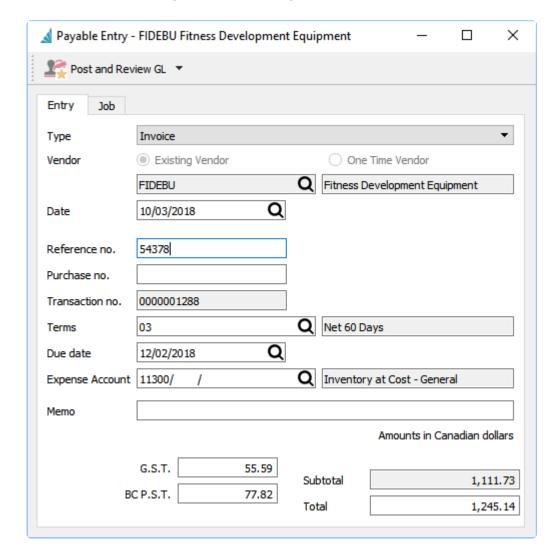
User Defined

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



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.

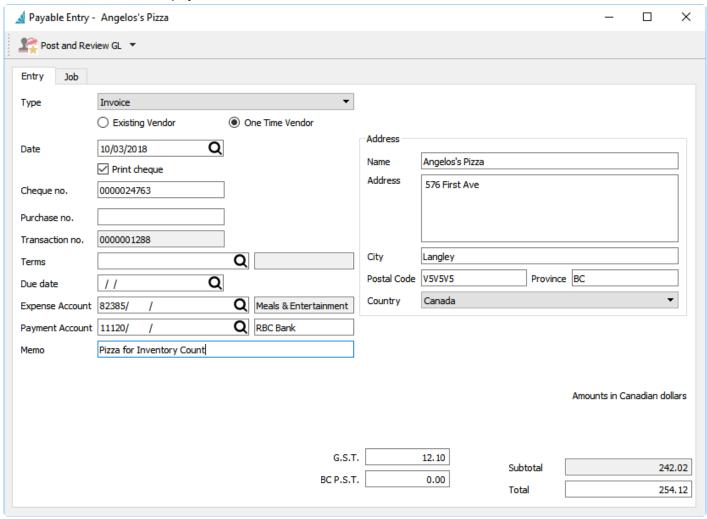
Total – Total of the entry including taxes.

Job – the Job tab refers to Job Costing for the Accounts Payable for more information – <u>Job Costing</u> – Accounts Payable

One Time Vendors

Misc Payments

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

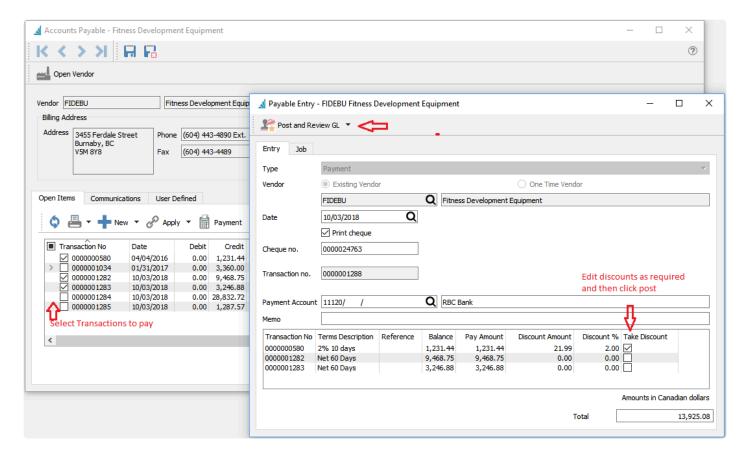


In addition to the info for a regular vendor the user also enters the vendor address.



Note – A vendor will be created with a numeric sequence number. These miscellaneous vendors can be filtered out so they are not seen on the list. If the vendor is used again there is no need to use this one-time option.

Processing Payments



Type - Hard coded with 'Payment.

Vendor – If done from inside AP for an existing vendor, this will be the vendors code and it is not editable.

Date – Date for the payment that will be printed on the cheque

Print Check – Each vendor has a field for if a printed check is used for them, however the user can override this. If selected, a check will be printed using the check number displayed.

Cheque no. – The cheque number. This field is alpha numeric so if the payment is done electronically the user can enter something like 'Online' or 'EFT'



Note that check number can be edited just before posting. Then the next check will automatically advance to the one after the edited number.

Transaction 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 bank account for this payment. Uses the default account set in Company

Settings/Special Accounts.

Memo – A memo can be added for this payment.

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

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

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

Balance – The balance of the transaction

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

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

Discount % – The discount % being offered.

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

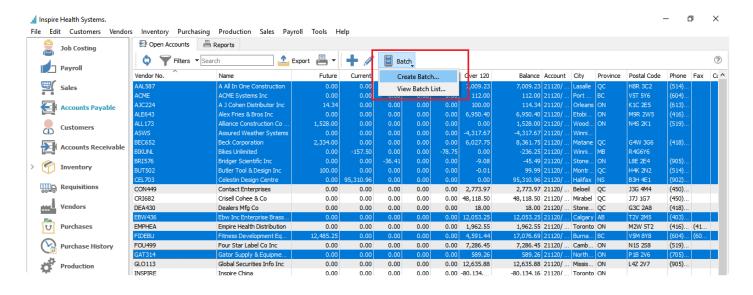
Total – The amount being paid. It is the sum of the transactions selected for payment.

Batch Payables

Creating a Batch

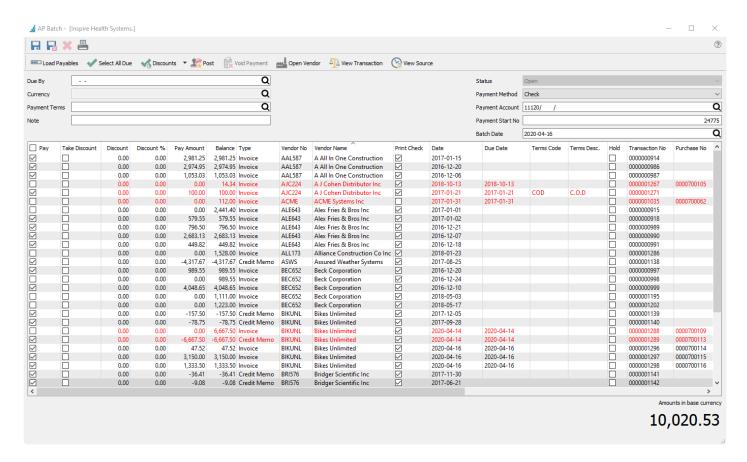
A Batch can be created from the AP list by highlighting the vendors to pay or by not having any of the list highlighted and click the batch button, or selecting batch view and then add.

The user can set a filter prior to selecting.



The batch created can then be further filtered by due date or payment terms

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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 Paymernt 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.

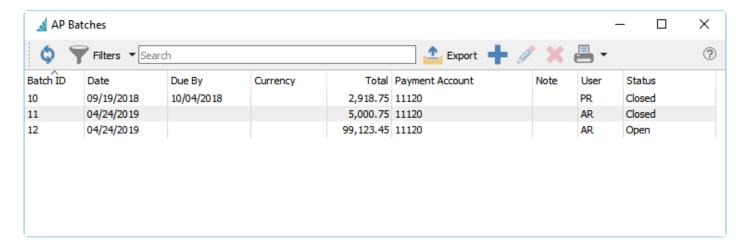
Transaction No – The GL transaction number for the invoice.

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



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.

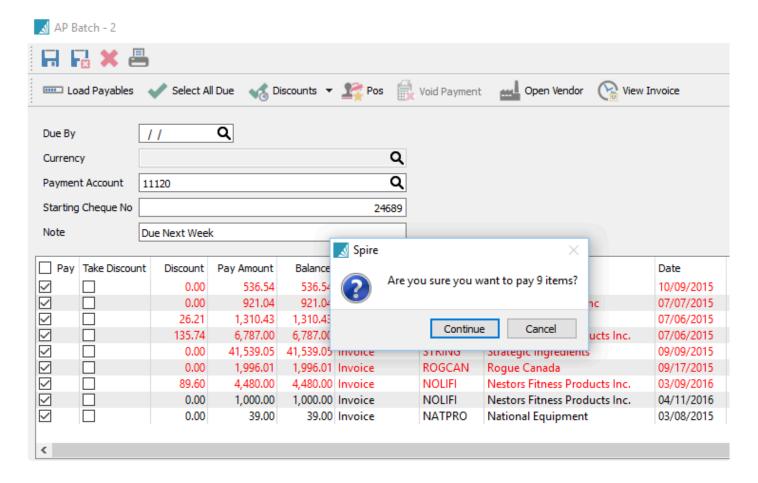
Note – A note that the user can add to the batch for the reviewer.

User – The user that created the batch.

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

Printing Checks

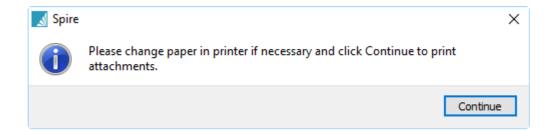
Once a batch of transactions are checked for payment, click the 'Post' button and this screen will be presented.



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

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

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

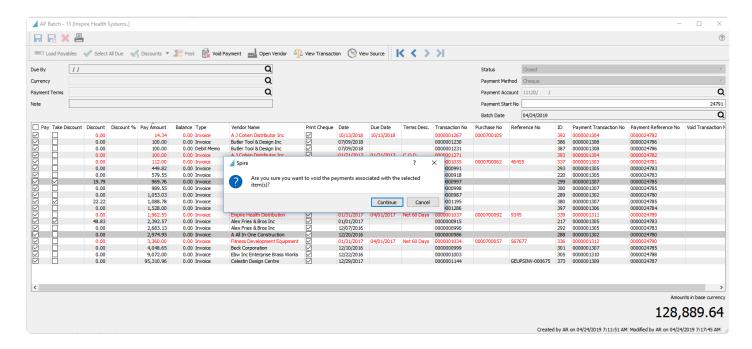


The posted batch is marked as closed and can still be reported on in the future.

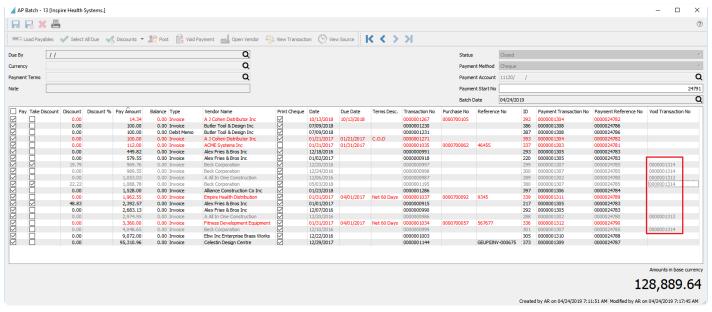
Voiding Checks in Batch

Once a batch has been posted and the cheques printed, any of the cheques can be voided. Select a transaction that needs to be voided and click the void button. Note that each invoice that was paid to the

vendor shows on the list. If one of the invoices is selected, the complete payment is voided and all of the invoices are then set as unpaid.

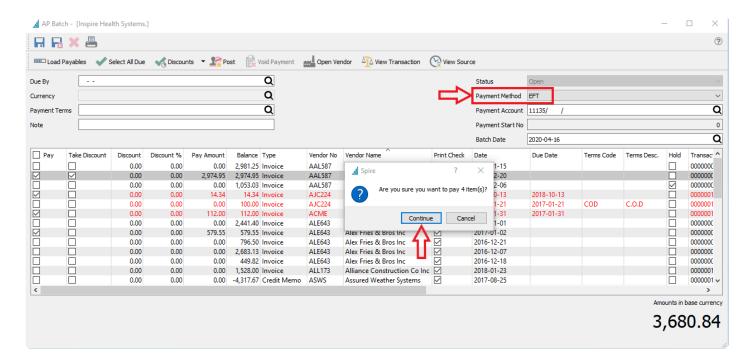


Note that when items are voided, the original post transaction date is retained, and the void transaction number is added.

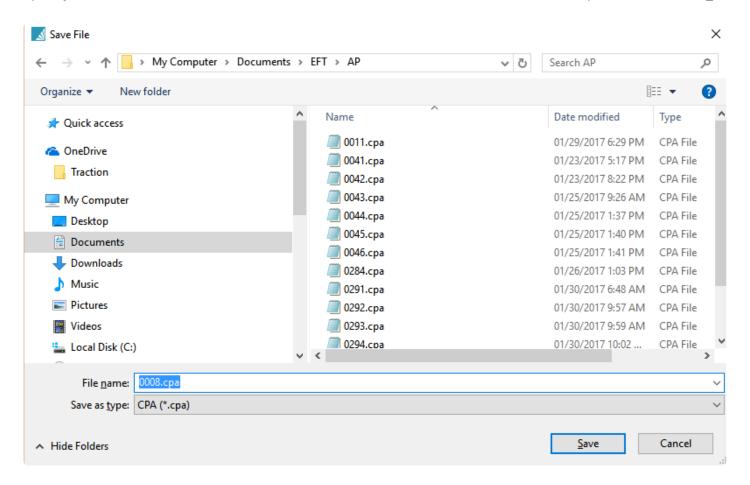


Accounts Payable EFT

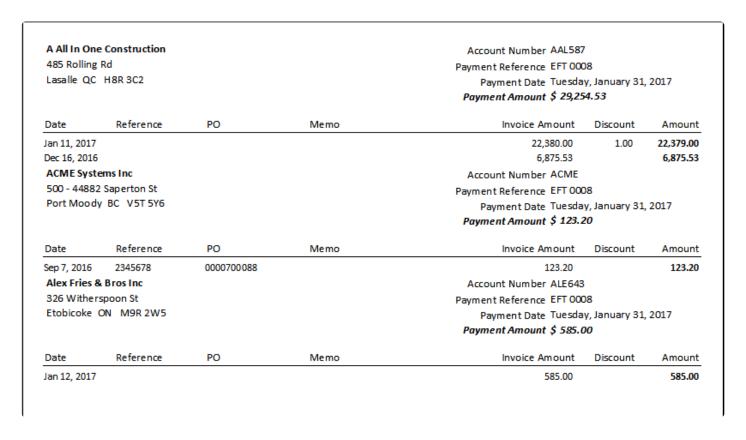
When processing payables from batch mode the user can select EFT as the payment method to create a CPA1464 (005) or a TD80byte, file for upload to the bank.

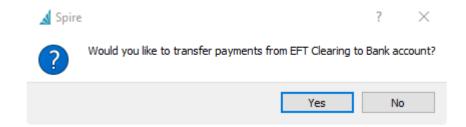


When the post button is clicked the user will be asked where to save the payment file. Once saved it can be uploaded to the bank. No cheque will be printed.



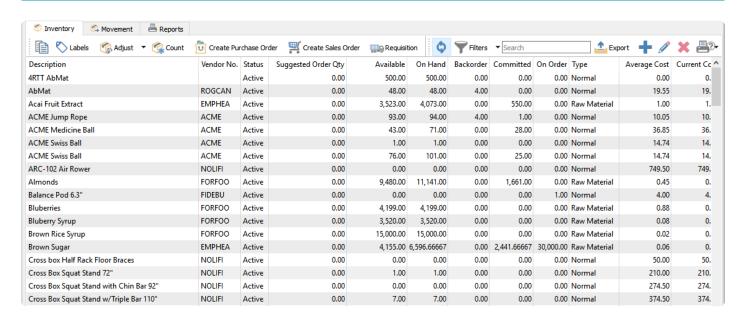
A report can be printed to accompany the EFT and when emailed, it will email-merge a copy of each of the vendors portion to them just like a cheque stub, so they know what has been paid.





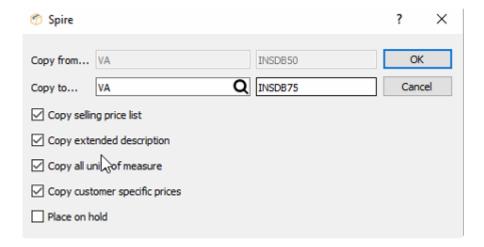
Would you like to transfer payments from EFT Clearing to Bank account? – If Yes, it will take you to the GLTransaction where it automatically fills in EFT and Bank GL Accounts and dollar amounts to transfer.

Inventory



Inventory List – When inventory is selected from the main menu, the inventory list is presented to the user either the last way they left it, or using the default, if it was set by the user. It remembers column position, width and the column it was sorted by.

Copy – If a user selects an item and clicks copy, the item is opened and the user can select what to copy to the new item. Then enter a new part number for the item and click OK. The item will then be editable before saving it.

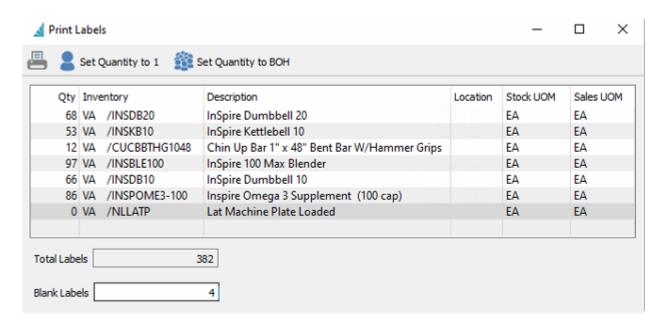


- · Customer Specific Prices
- · Selling Price List
- · Extended Description
- · Units of Measure
- · Place on Hold

Labels – Any number of item scan be selected and then click on the labels button.

The following dialog will come up and the user can:

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



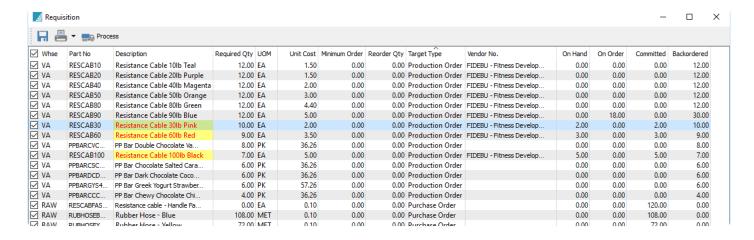
Adjust – Any number of inventory items can be selected and then click on adjust. By clicking the down arrow next the the adjust button, it will become a warehouse transfer instead. The items will then be passed to a list that the user can edit and add to. The quantities default to zero so the user can edit them to whatever quantity is required to adjust. The default GL credit account that was setup in Company Settings Inventory is on each line by default but can be edited. See Inventory Adjustments for more detail.

Count – Used to pass selected items to the count module. See this link for details

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 ot filter by the column "Suggested Order Qty' and click the requisition button. The items will get passed to the requisition screen where they can be saved for later ordering, or by processing them direct to a purchase order. See 'Requisitions' for more detail.



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

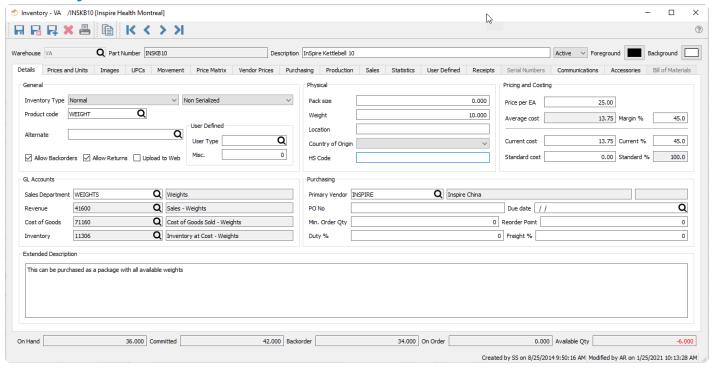
Edit – Click to edit an inventory item,

Delete – Click to delete an inventory item. There cannot be any on-hand, back ordered, committed, on-order inventory items or historical linked records of this item, to be able to delete the item.

Print – Prints inventory reports. Users can select 'Print All' for every item on the filtered list, or 'Print Selected' and then only items highlighted will be passed to the report.

Inventory Details

Inventory Header



Warehouse – The warehouse that this item is in. This will not appear if warehousing is not turned on in company settings

Part Number - This items code

Description – This items description

Status - The status of the item. Can be set to:

- Active
- Inactive Inactive is used rather then deleting an Inventory item and Users can be set filters to not show "Inactive" Items.
- On Hold On Hold items are shown when you start typing them and a message comes up advising
 the item is on hold when you try to put on an order etc.

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

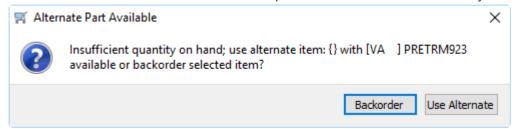
Serial/Lot – Inventory items can be set as serialized or lot controlled. When serial numbers are received into stock each serial number has a quantity of 1. Lot numbers can be received with many to the same lot number. When the item is added to a sales order the user is presented with the serial/lot 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



Average Cost = (on-hand x original average cost) + (quantity received x received cost) / (on-hand quantity + quantity received)

Current Cost – What was last paid for an item or what the user edited the cost to. If the on-hand quantity is zero and the user edits the current cost the average cost will get the same value.

Current % – Percentage between current cost and sell price 1

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

Standard Cost % – Percentage between standard cost and sell price 1



A user can be set to see all or any of the above costs in inventory, sales and sales history, in user settings/inventory

Purchasing

Primary Vendor – The vendor that the item is usually purchased from.

Reorder Point – How many are required to be in stock for this item. The reorder point is used to calculate the 'Suggested Order Qty'

Min. Order Qty – The minimum the supplier will sell. This is used in the 'Suggested Order Qty'

Duty % – The usual duty charged on this item. This field is editable, and if the 'Save Landed Cost' is turned on in Company Settings/Inventory this will be updated when receiving a purchase order and the user has edited it on the PO line.

PO Number The last purchase order number issued for this item. This field is editable.

Due Date The due date of the last purchase order issued for this item. This field is editable.

Default Expiry Days – When an item that is lot controlled is received this number is added to the receive date to calculate the expiration or best before date.

Freight % – The usual freight charged on this item. This field is editable, and if the 'Save Landed Cost' is turned on in Company Settings/Inventory this will be updated when receiving a purchase order and the user has edited it on the PO line.

Extended Description

Extended Description – A long description an be added here for this item. It can be printed on sales reports and invoices. There is a sub report for this purpose on the Spire stock reports but is hidden by default. Contact your Spire partner if you do not have the knowledge to edit this.

Quantities

On-hand – Quantity on-hand of this item. It includes all committed items.

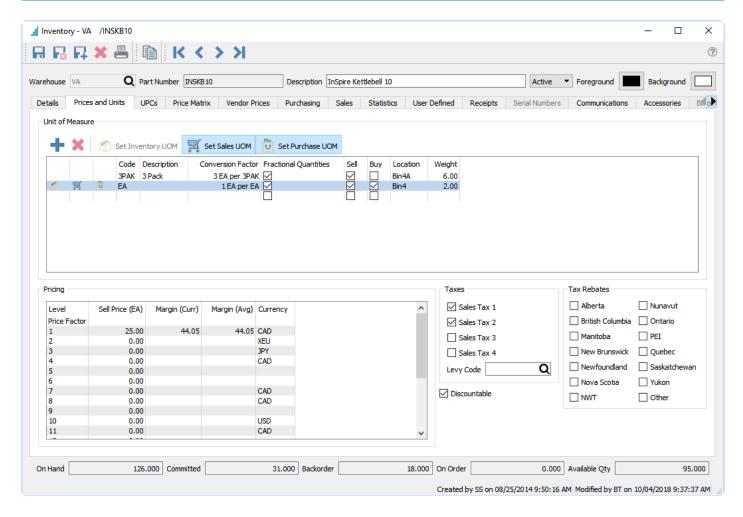
Committed – Quantity that are committed on sales orders, production orders and inventory adjustments/ transfers in transit.

Backorder – Quantity on back order on sales orders.

On Order – Quantity on issued purchase orders not yet received.

Available – On-hand quantity minus committed quantity.

Prices and Units



Unit of Measure

- Add
- · Delete
- · Set Inventory UOM
- · Set Sales UOM
- · Set Purchase UOM

Each unit of measure has a:

- Code A unique code for the UOM
- Description Optional description for the UOM
- Qty. Factor How many stocking units in the conversion
- Direct Conversion Stocking per Unit or Unit per Stocking
- Fractional Qty Allowed Can this UOM be sold in anything but whole numbers
- Sell Allowed Can this UOM be sold
- Buy Allowed Can this UOM be purchased

- Location Warehouse location for this UOM
- Weight The weight of this UOM.



The stocking unit of measure cannot be edited unless there are zero of the item in stock.

Pricing

Each sell level can have its own price. The amount can be entered as a price and it will calculate margin, or it can be entered as a margin and it will calculate price. The customer then gets setup with one of the sell levels.



When the cost changes the *margin will not be maintained. *

Sell level can be setup in the multi currency module to be assigned to a certain currency. Then when a customer is added with that currency it uses that level as the customers default sell price.

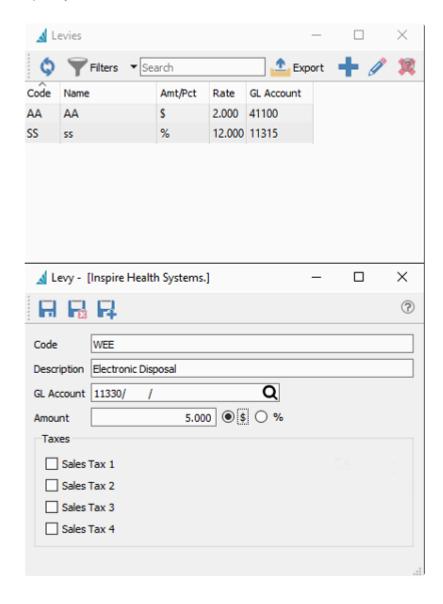
When a unit of measure is added the price is also added and by default it is multiplied or divided by the conversion factor. The user can then edit the UOM sell price,

Taxes

Tax1 – Tax1 charged by default on this item

Tax2 – Tax2 charged by default on this item

Levy Code – The levy or environmental fee charged on this item. There is a lookup to select the levy and they can be added as needed



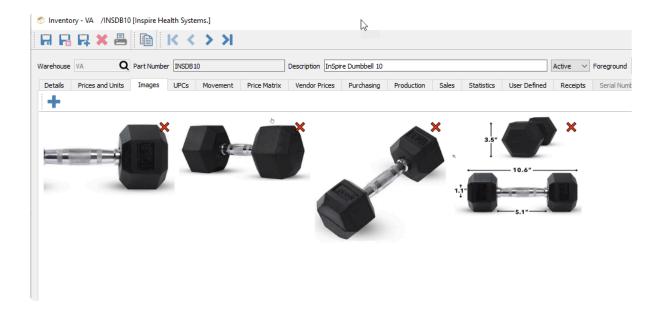
Tax Rebates – Canada – Select each Canadian jurisdiction where there is a tax rebate offered for this item. The rebate percentage is defined in Edit/Sales Taxes.

Discountable

Discountable – Check this on if the item is allowed to be discounted.

Images

Each inventory item can have multiple images. When an image is added, it is uploaded to central storage on the server.

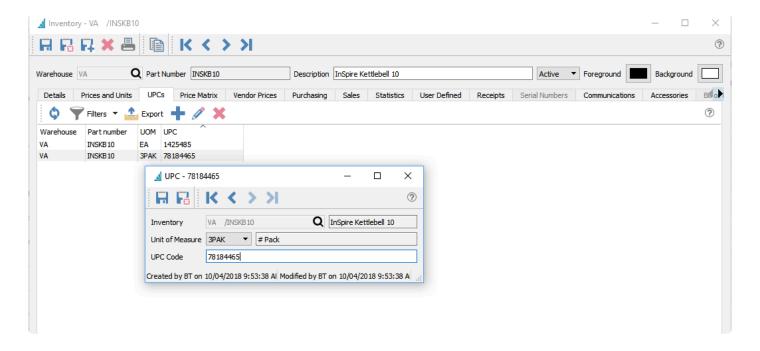


Click the + button to add an image, and the X to remove one.

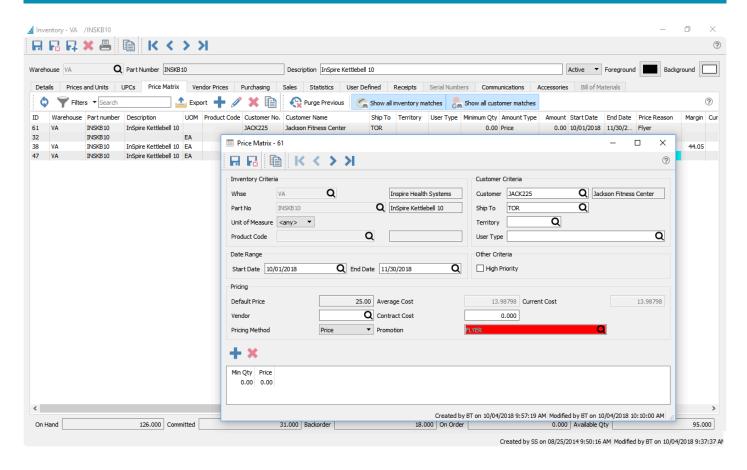
Note: Spire 3.5 and lower stored Inventory images anywhere on the network, often not accessible to some users. All images may be copied to the central media storage by clicking on the Inventory menu, Import Inventory Images. This should be run by each user, on their local PC, who has added Inventory images in the past.

UPCs

This allows for any number of UPC codes to be added to each unit of measure. The user can then scan any of the barcodes into Spire and the correct item and unit of measure will be applied.



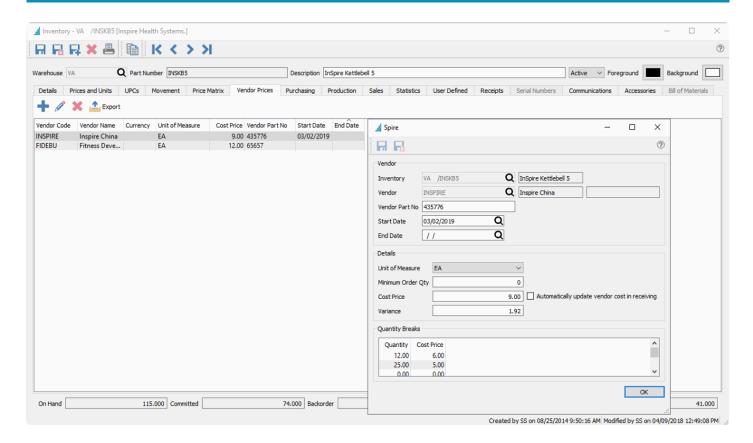
Price Matrix



This displays all of the customers special pricing for this item. Prices can be added and edited from this screen. See 'Price Matrix' for more details.

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

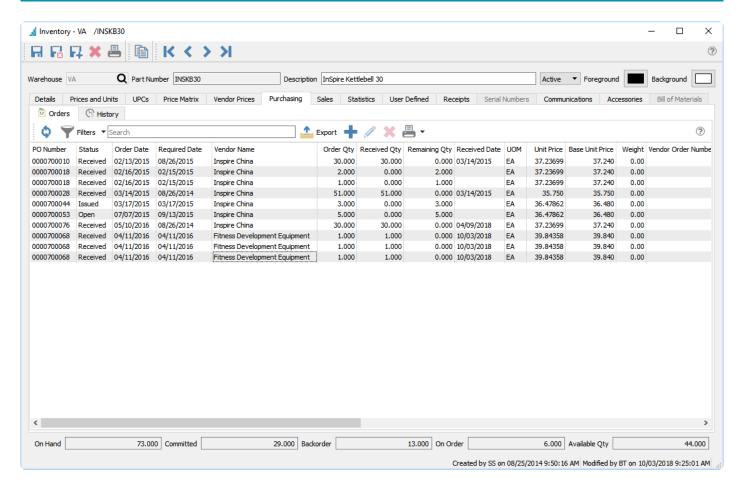
Vendor Prices



Allows multiple vendor prices to be added to each item.

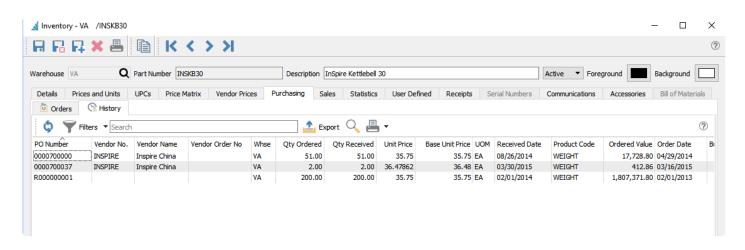
- Inventory Warehouse and part number
- Vendor Vendor name
- **Vendor Part No** Part number the vendor uses and will print on Spire's default purchase order number instead of companies part number.
- Start Date Starting date for this price
- End Date Ending date for this price
- Unit of Measure Unit 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



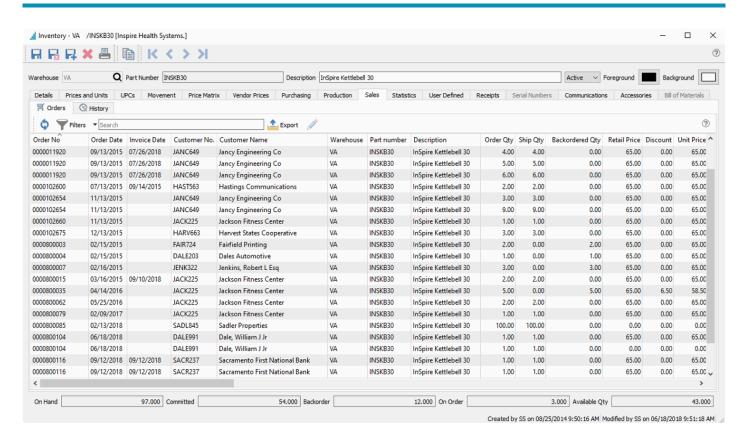
These are all of the purchase orders for this item that are not yet closed to purchase history. You can see at a glance how many are on each PO, what the price is and when the PO is due. The user can double click on any PO an edit, issue, receive, apply Accounts Payable entries and close the PO right from this screen.

Purchase History



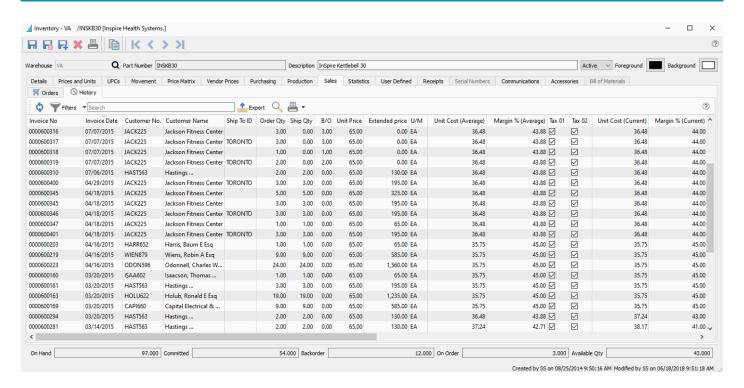
In this screen the user can see all purchase orders that have been closed to purchase history. A filter can be set to just view the range that the user wants. The user can double click on a Purchase Order and see what was ordered and than copy or credit it.

Sales



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

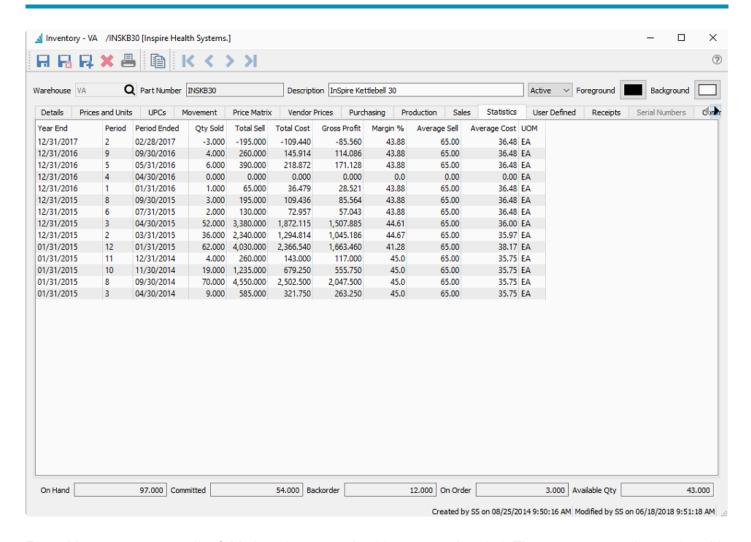


This screen shows all the customers that have purchased this item along with the quantity, price and margin. The user can drill down into an invoice to print, copy or credit it. If they have the security permissions to do so they can edit non-financial information on the invoice. This is especially helpful 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

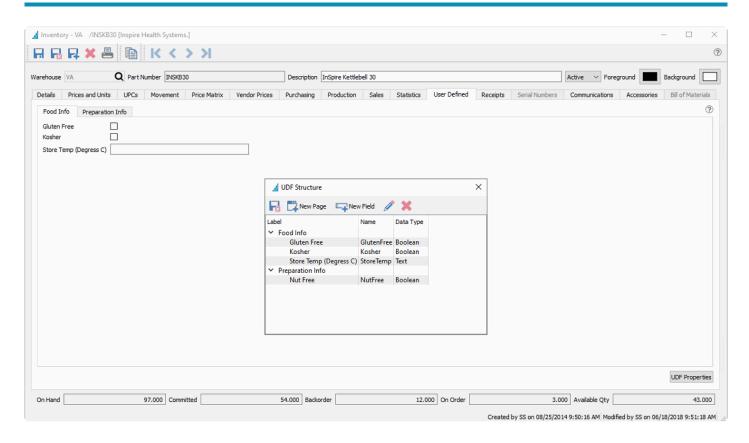


From this screen every sale of this item is summarized by year and period. The user can see the totals sold for each month along with the profit.

Displayed is:

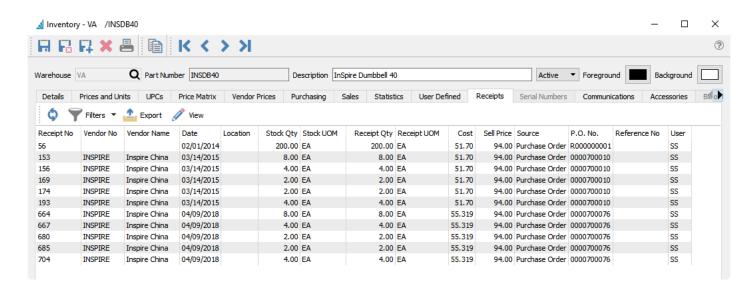
- Year
- Period
- Period Ending
- · Qty Sold
- · Total Sell
- Total Cost
- Gross Profit
- · Margin %
- · Average Sell
- Average Cost
- UOM

User Defined



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

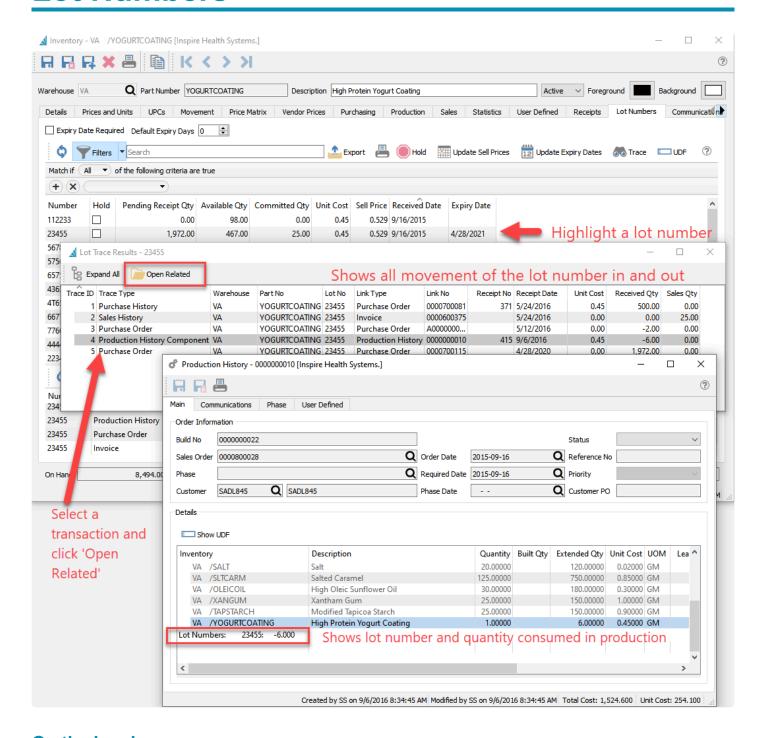


Similar to the purchase history tab, this shows receipts for the item. Unlike purchase history this includes all receipts done from purchase orders not yet closed, and it shows all receipts done from the <u>inventory</u> <u>adjustments module</u>.

The PO and the adjustment can be viewed to see what else was on it.

Items that are returned on an invoice also appear in the receipts.

Lot Numbers



On the 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 defaul
- · 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:

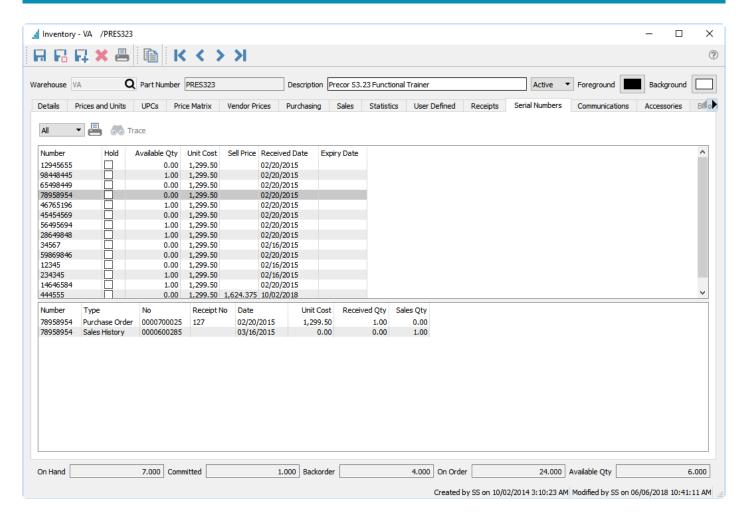
- Number The lot number
- Hold Whether it is on hold. This is used to quarantine lot numbers
- Pending Receipt Qty Quantity on receipt, adjustment or transfer that is not posted
- · Available Qty How many are still available to sell or for production
- *Quantity committed on a sales or production order 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



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

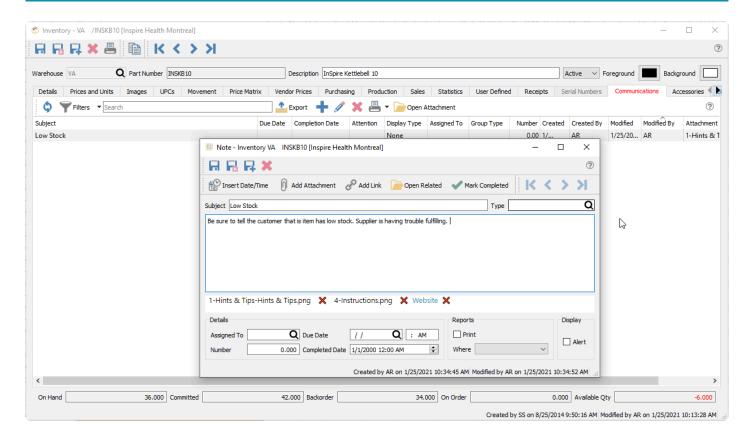
- Number The serial number
- Hold Whether it is on hold. This is used to quarantine serial numbers
- · Available Qty How many are still available to sell or for production
- Unit Cost Cost of this serial number
- · Sell Price Sell Price of this serial number
- Received Date Date the Serialized item was 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



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 and 2 image files that will open in the default image viewer.

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 <u>always</u> be included when you sell an item. When this is not the case, check "Show options dialog on order". The operator will then be prompted to select accessories on a case by case basis.

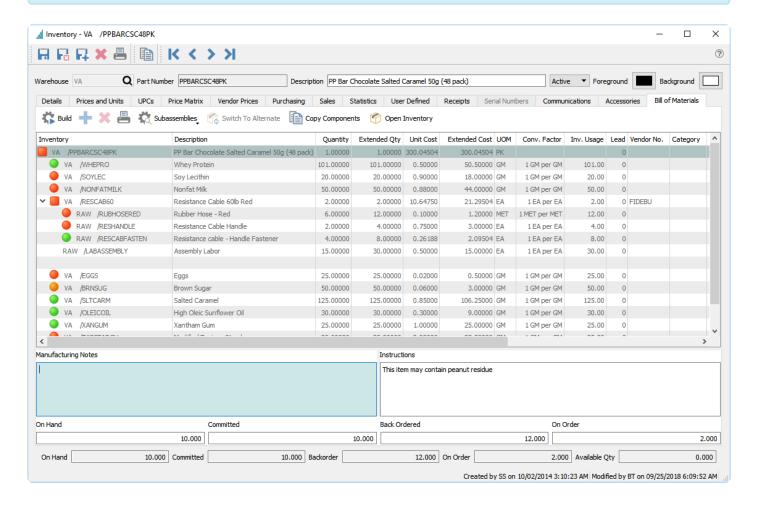
Accessories displayed as nested items beneath the item they are associated with. They have their own price and cost. Overall quantities of accessories are initially controlled by the parent item (the item that contains accessories). This makes sense, because if you sell 3 PHONE items, you generally want 3 CASE items to go with them. This can be overridden as required.

In the example above the PRECORKIT is a kit that in turn has multiple components.

Bill of Materials



Note: This functionality does not require the optional add-on, Production Manager



If an item is set as manufactured it will have a components tab. You can see very visually if you have enough stock to be able to build the item. The green dots mean that there is enough of the component, the red dot means that there is not, and the yellow dot means that there is enough for this build but we are overcommitted. 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.

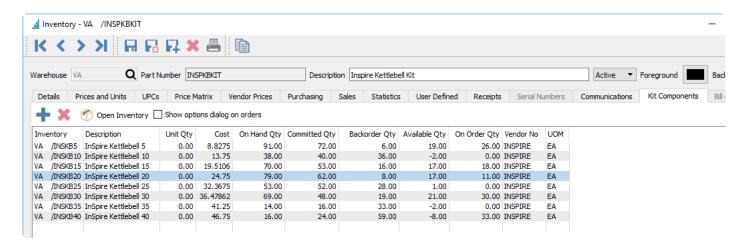
Instructions – Can be added to the top item and line by line on the components. These notes are save to the manufactured item template.

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.



Add – Add a component

Delete – Delete a component

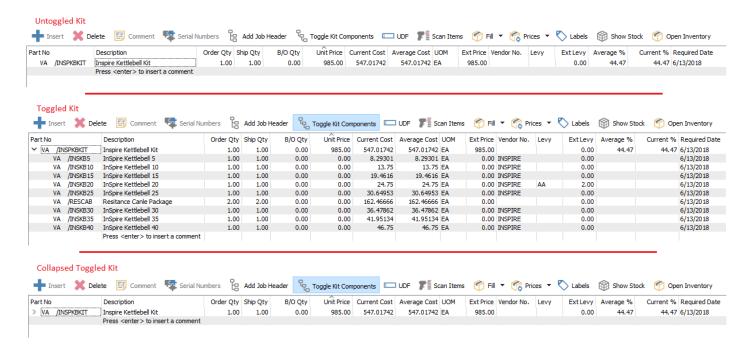
Open Inventory - Open inventory edit for the selected component

Show options dialog on orders – When this kit is sold, present the user with the component list so that they can select which ones they want to include on the order and how many. The items will then be added to the order in an indented list below the kit. When this setting is off the user does not select the components and only the kit itself is shown on the order.

Toggling Kits on Sales Order

When a kit is added to an order and the kit does not have the **Show options dialog on orders** option turned on, the kit shows on the order as a single item. The user can then highlight the kit on the order and select the "Toggle Kit Components" button to show the items included. They will be display as a tree structure underneath the kit. The user can then toggle them back off so they are not shown. When the kit is toggled on, the details will print on sales order reports and invoices.

There is also an arrow that will appear next to the kit if it has been toggled on (left of the item code). This arrow will collapse the components under the kit but when the order/invoice is printed it will still print the detail of the kit. The feature is there so the user does not have to see all of the details of the kit but want them to print. If this arrow is displayed, reports will print the details of a kit. If the arrow is not displayed, kit component printing is suppressed.



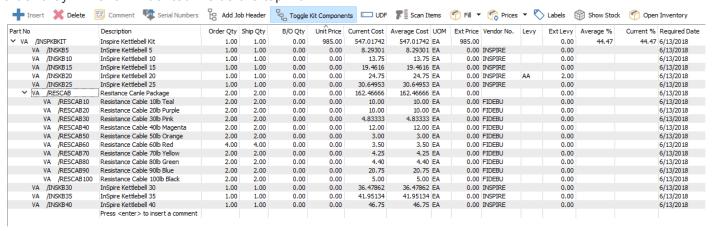
When kits are toggled on, (arrow shows in front of kit) they will print on the order whether the components are collapsed or not

Serial/Lot Kit Components

When a kit contains a component that has a serial/lot number then the option ""Show options dialog on order" must be on (Spire will enforce this). This is required because the user needs to be able to select a serial number for the component and unless they are toggled on, the item is not accessible. Once the serial numbers have been selected on the sales order, the kit can be toggled off.

Nested Kits

Kits can be added as a component of a kit. This therefore creates a nested kit. If the kit is toggled on a sales order they will show indented inside the top kit.



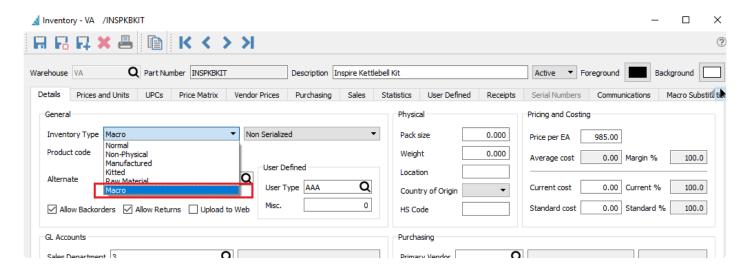


Note that if one of the components has a levy attached, it will be charged. This will happen even if the kit is not toggled.

Macros

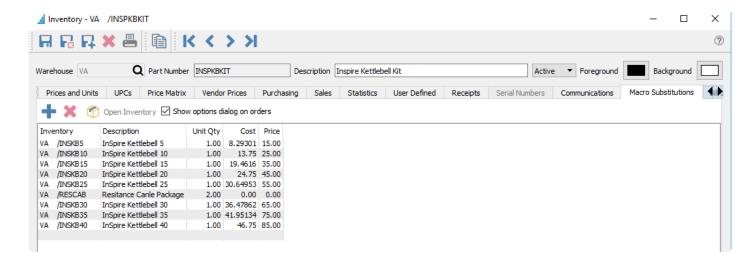
Macros are a collection of items that will be added to an order when a macro item is selected. Once on the order the items (Macro substitutions) are no longer associated with the macro item and have individual cost and sell prices.

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.



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.



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.



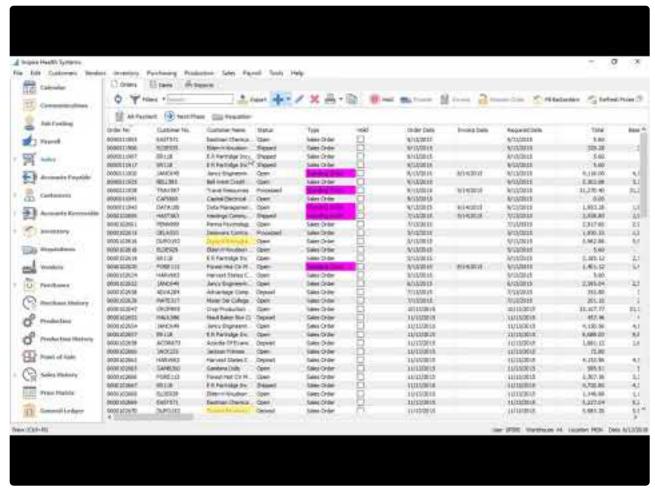
Kits in Macros

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.

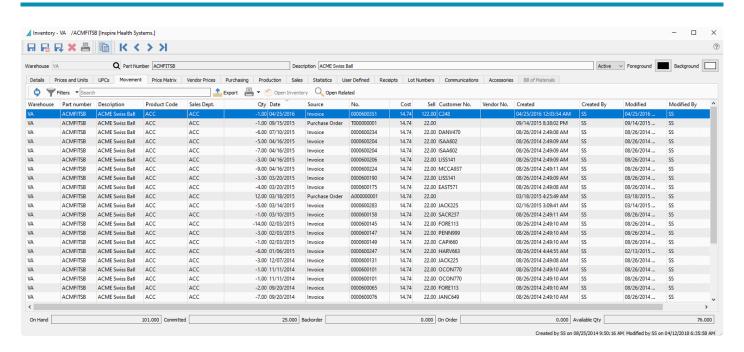
See this video for macro substitutions



https://www.youtube.com/embed/IDmBu1cLXMc?rel=0

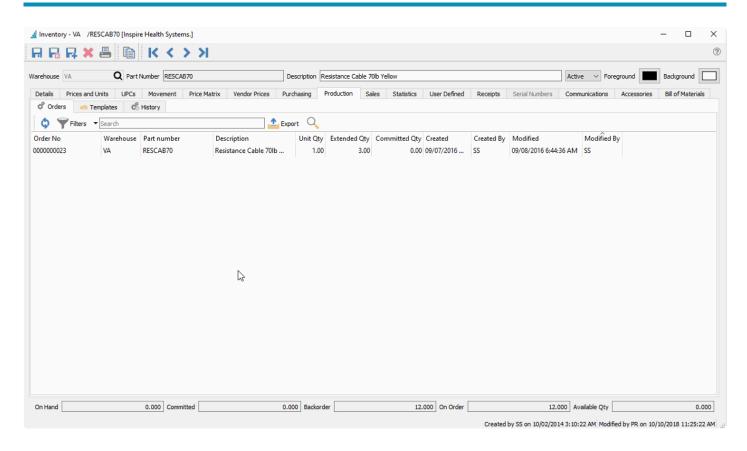
Macro items can be used on a purchase order, as well as a sales order. This can be useful if you have a group of items you often buy together.

Movement



Movement - Show Items returned by a credited Sales Orders and debited Purchase Orders

Production



This displays all of the productions for this manufactured item. Productions Orders, Templates, History of the manufacture item can be found here. <u>See 'Production Manager'</u> for more details.

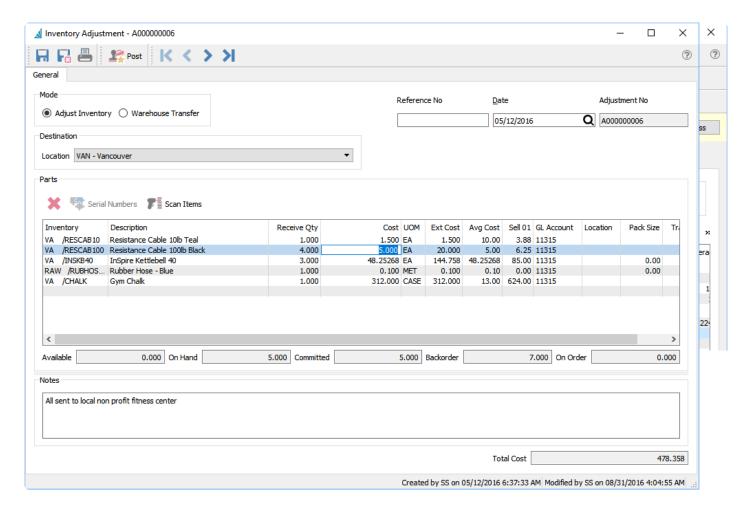
Inventory Adjustments

To setup inventory adjustments go to <u>Company Settings/Inventory</u> and select a default GL account that adjustments should be posted to. This should be a cost of goods account that writes off the inventory.

There is also an optional setting to post a markup percentage on inventory transfers. Usually an income account is selected so that inventory is debited for the increase and the income account is credited. This feature is used when head office wants to add overhead for stocking inventory. The warehouse that the goods get sent to will then realize a higher cost for that item that the main warehouse. This higher cost is offset by the transfer so the companies bottom line does not change.

Inventory adjustments can be reached from 2 places in Spire. From the inventory list the user can highlight the items to be adjusted or transferred and then click the adjustment button on the top of the inventory list. The transfer option is selected by clicking the little arrow in the adjustment button.

The other way to reach adjustments is via the top menu under Inventory/Inventory Adjustments. Click the + button and choose 'Adjust Inventory' or 'Warehouse Transfer'.



Adjustment Header

Save - Saves the adjustment and assigns a number. The items on this list have now been put 'In Transit'. This means that they have been committed in the warehouse. In the case of a warehouse transfer, the items in the 'from' warehouse get committed, and the items in the 'to' warehouse get set as 'On-Order' just like when they are on an issued purchase order.

Save Close – Same as saving but it closes the adjustment and shows the list.

Print – Prints the pending adjustment or transfer

Post – Posts the adjustment/transfer. The items are removed from the 'in transit' state and are posted as receipts. They also get posted to the purchase history table using the adjustment or transfer number as the PO number. This way a user can review and print past adjustments.

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.

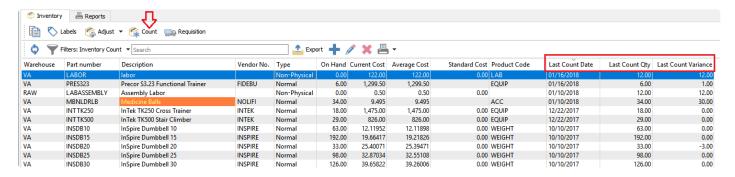
Inventory Count

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 barcode 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.

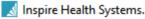
Before counting inventory please note that it is critical that physical inventory quantities remain static (i.e. actual quantities of items on shelves and in bins). While you may continue to received purchase orders and invoice sales orders it is important that, at the point you "freeze inventory" that 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.

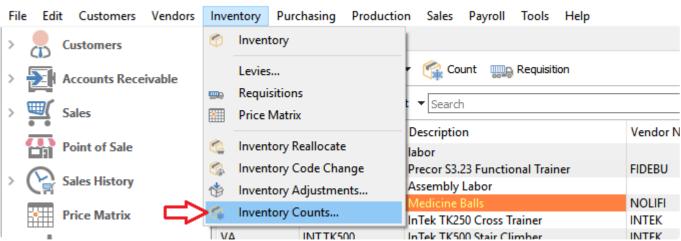
Inventory count can be invoked from two areas.

Inventory List

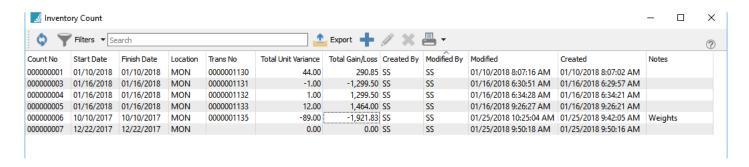


Main Menu





If inventory count is selected from main menu then the user will see the following screen



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

Spire Systems Inc

Created By - User that created this count batch

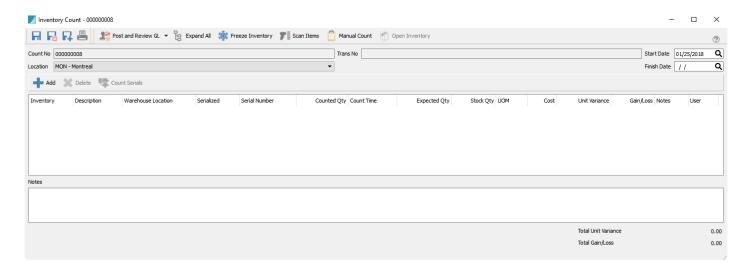
Modified By - User that last edited or posted this batch

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

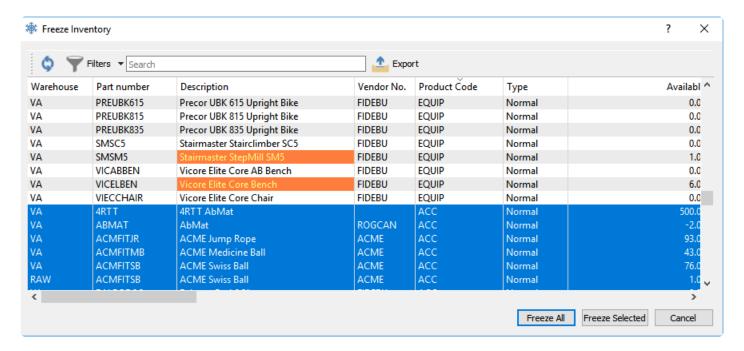
Batch Footer

Notes – Notes for the batch

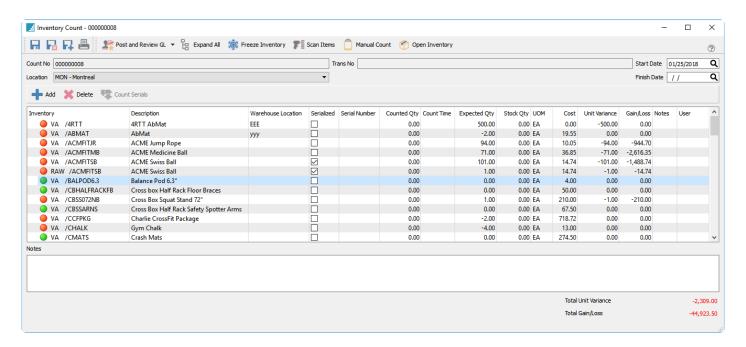
Total Unit Variance – Total units of variance for the batch

Total Gain/Loss – Total gain/loss in the base currency

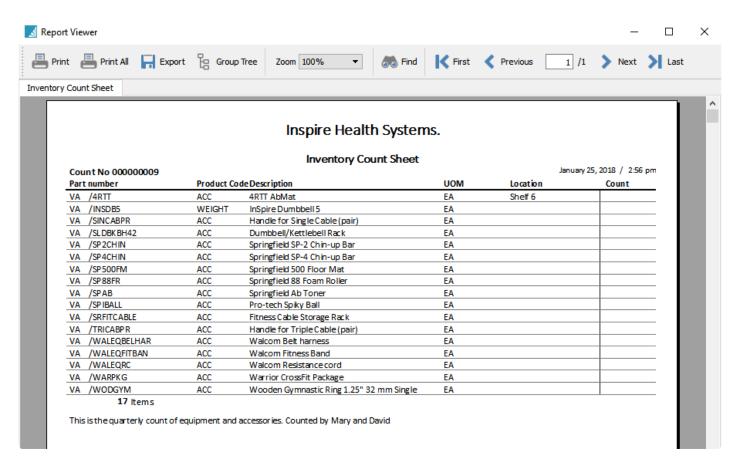
Select inventory to count by clicking on "Freeze Inventory". Select the items that are to be counted. Choose either "Freeze All" which will add all filtered items to the batch, or choose "Freeze Selected" which will add selected items to the batch. Note that it is usual to count inventory in meaningful groups. You may wish to count in product code groups for example, and filter can be used to aid in this.



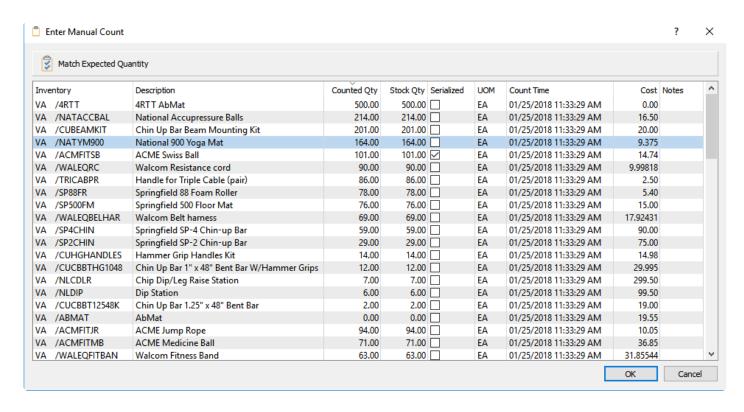
Items will then be shown in the batch



If using count sheets, click print and select report "Inventory Count Sheet". Inventory count sheets are usually only necessary when counting inventory manually. Where possible it is much more efficient to count inventory by scanning items.



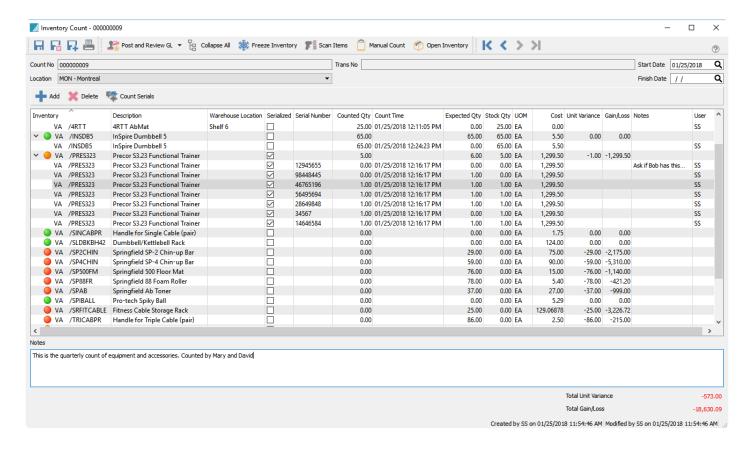
To enter the counts select either scan, to scan bar codes of items, or click 'Manual Count'. When you click manual count, the following screen is presented.



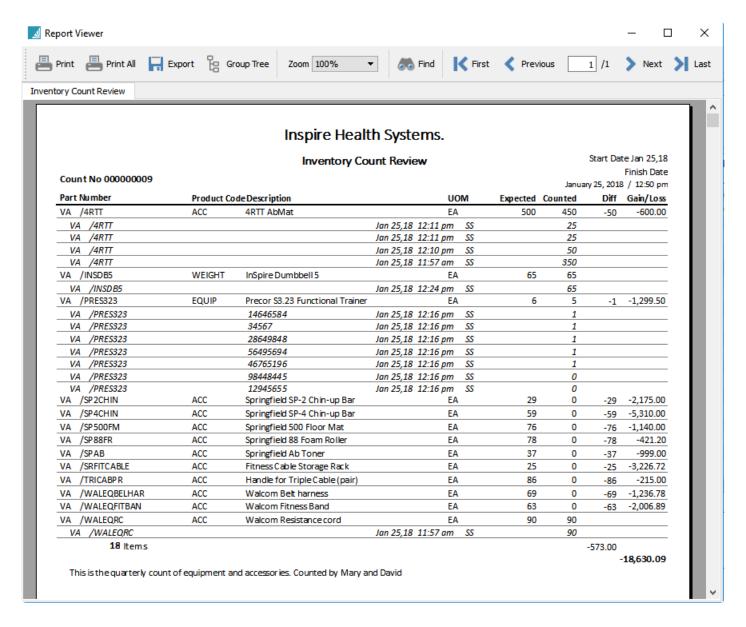
When performing a manual count, the user can manually add serial numbers and edit each line as long as

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.



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.



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



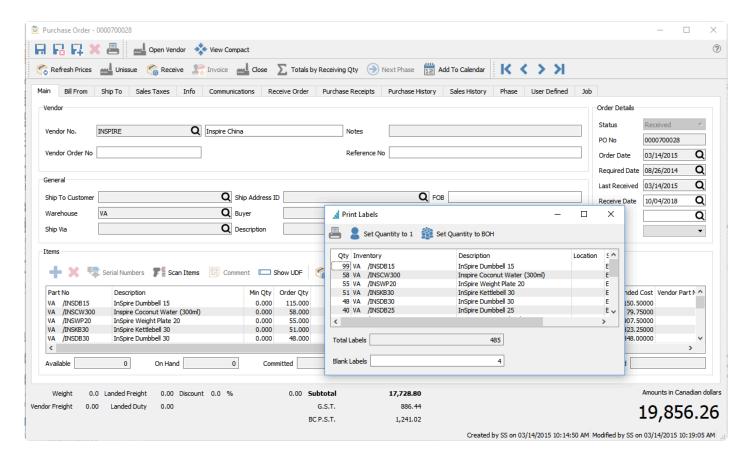
https://www.youtube.com/embed/Gus LOsgihE?rel=0

Inventory Labels

Labels can be printed from a purchase order, sales order or from the inventory list.

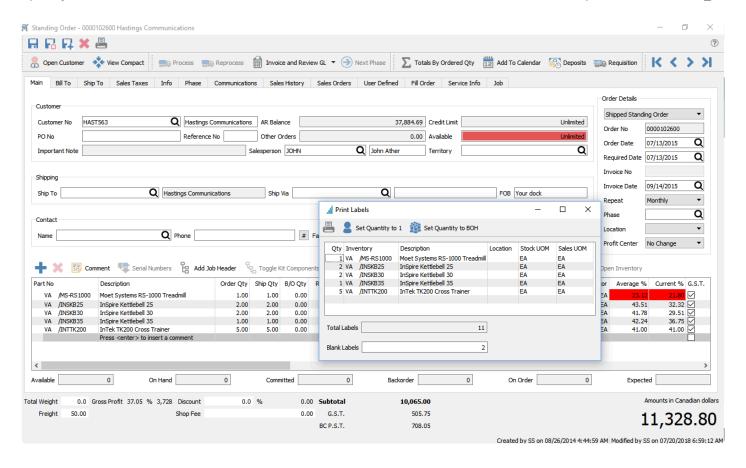
Purchase Orders

Click on the label button on the details toolbar of the purchase order and a screen will come up that is populated with the items on the purchase order. The quantities will be set to the receive quantity of if they have not yet been received, the order quantity.



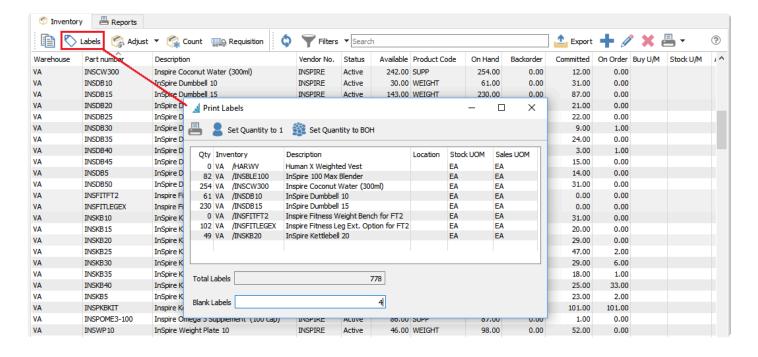
Sales Orders

Click on the label button on the details toolbar of the sales order and a screen will come up that is populated with the items on the sales order. The quantities will be set to the ship/commit quantity.



Inventory List

To print labels from the inventory list, highlight the ones required and click on the 'Labels' button on the inventory toolbar.



Print – Prints quantities of each item on the list.

Set Quantity to 1 – Clicking this sets all quantities to 1 so only 1 label will be printed for each item.

Set Quantity to BOH – Changes the quantity of labels for each item to the balance on-hand.

Qty – Gets populated with the receive or order quantity from a purchase order and the On-Hand quantity if printed from inventory list. These quantities can be manually edited.

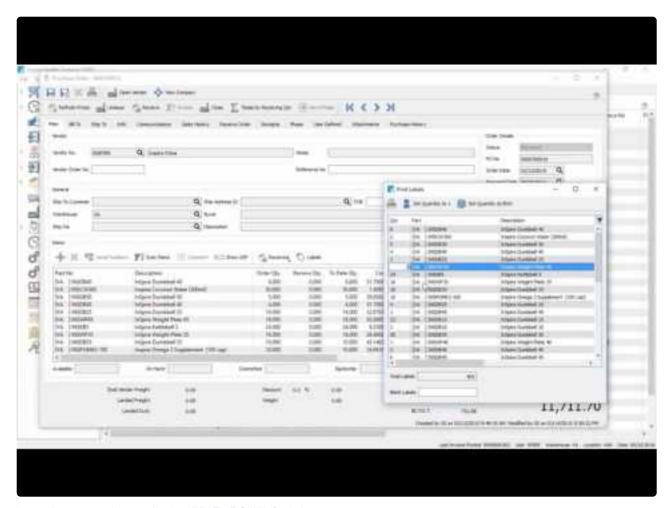
Part – The item for which labels will be printed.

Description – The description of the item for which labels will be printed.

Total Labels – Total quantity of labels that will be printed. This is helpful so that the user loads enough labels in the printer.

Blank Labels – How many blank labels to print before starting the first one. This is helpful if the user is printing on sheets of labels and some were used the last time labels were printed.

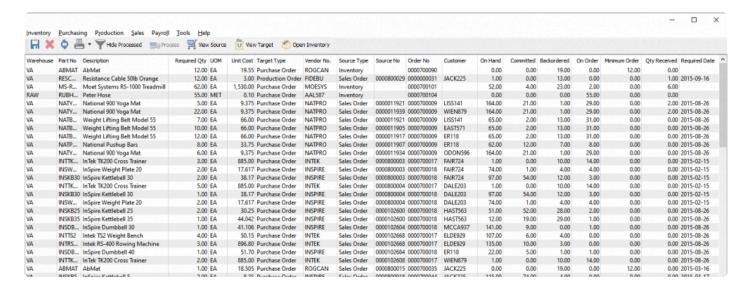
Video Instruction – Inventory Labels



https://www.youtube.com/embed/UI3TotPG9Ws?rel=0

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.



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

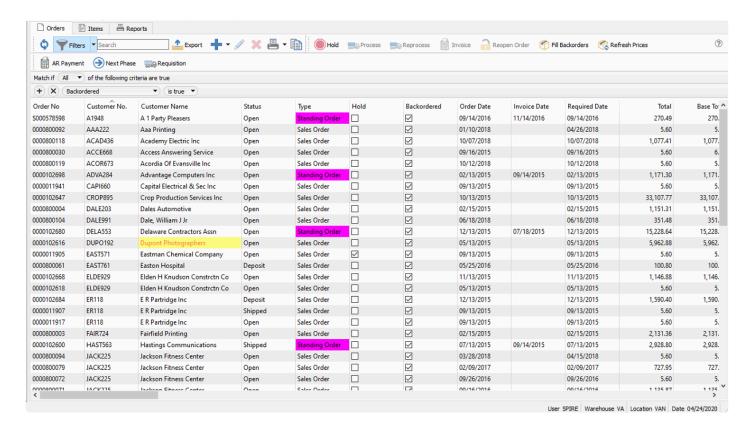
View Source – Drills down to the sales order or production order that this requisition line came from

View Target – Drills down to the purchase order or production order that this requisition was sent to

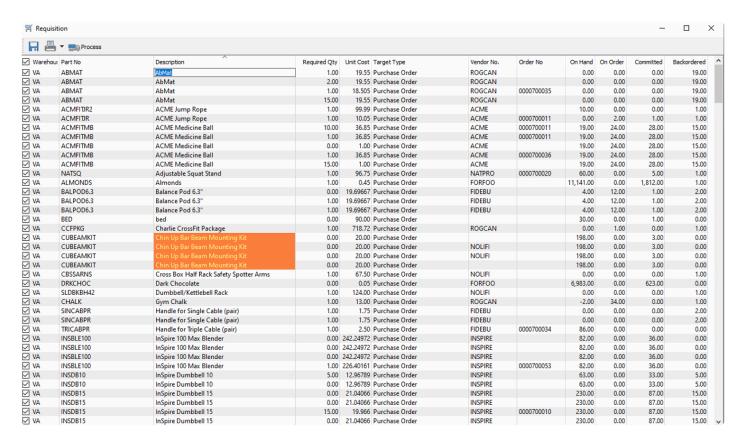
Open Inventory – Opens the selected item to view or edit.

From Sales Order List

On the sales order list, one of the available fields is 'Backordered'. If there is a check in the box it means that at least one item is backordered on the sales order. If a filter is created that has the criteria Backordered – is true, then the list will only have sales orders with a backorder on it.



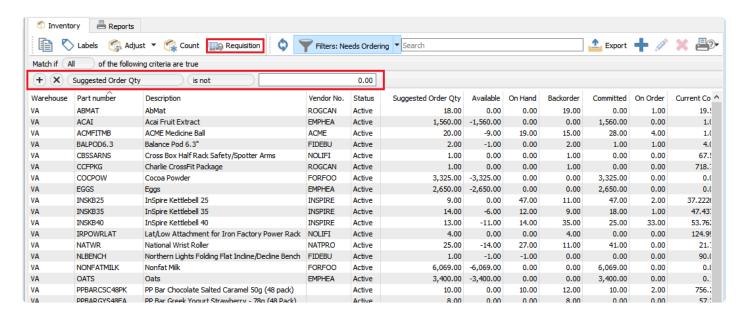
We can then simply highlight all the orders on the list and click the 'Requisition Button'.



From Inventory List

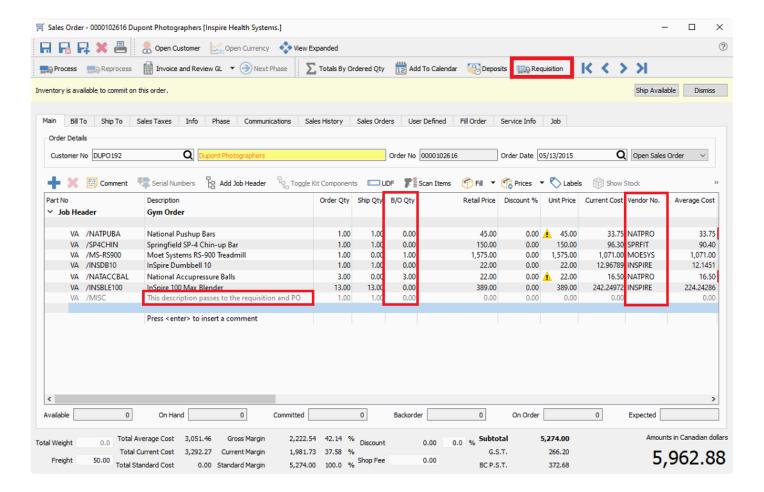
On the inventory list the user can highlight any number of items and click 'Requisition'. The usual method is to sort by the column called "Suggested Order Qty" and requisition the required items. The suggested quantity is (BackOrder+Committed+ReOrderPoint) – OnOrder and then rounded up to the suppliers minimum order quantity for that item.

In this example a filter has been created called "Needs Ordering". It has one filter selection – >> 'Suggested Order Qty is not 0.00 and only the columns pertaining to the inventory quantities are selected. Therefore the displayed items on the list need to be ordered.



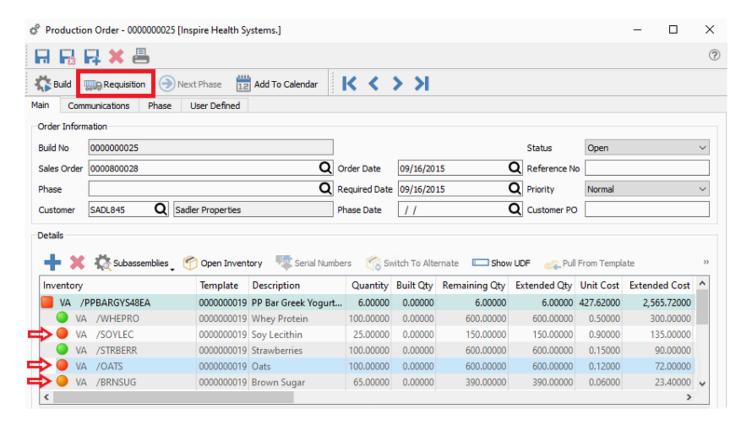
From Sales Order

If we have back ordered items in a sales order we can see line by line what our default vendor is that we buy the item from. If you want to select an alternate vendor, simply click the lookup. Then click on the 'Requisition' button. The back ordered item will get passed to the requisition along with the vendor from the line of the sales order.



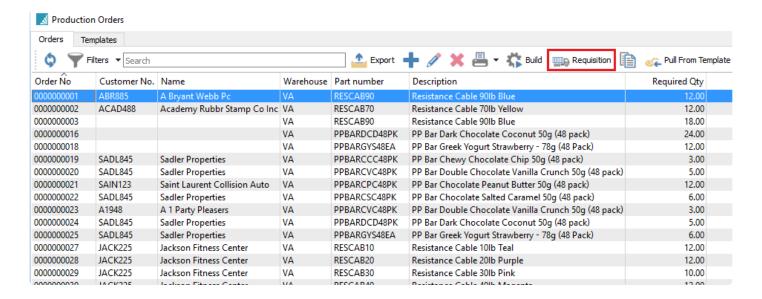
From Production Order

From inside a production order, each component line has an indicator for shortages. The ones with a red dot have no stock at all, the ones with a yellow dot have stock but it is over committed and the ones with an orange dot are short but already has a purchase order created for it.



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.



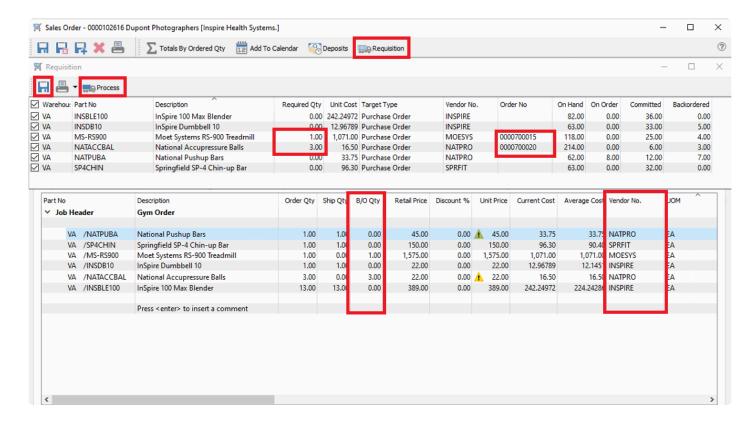
Processing Requisitions

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.



Canadian Payroll

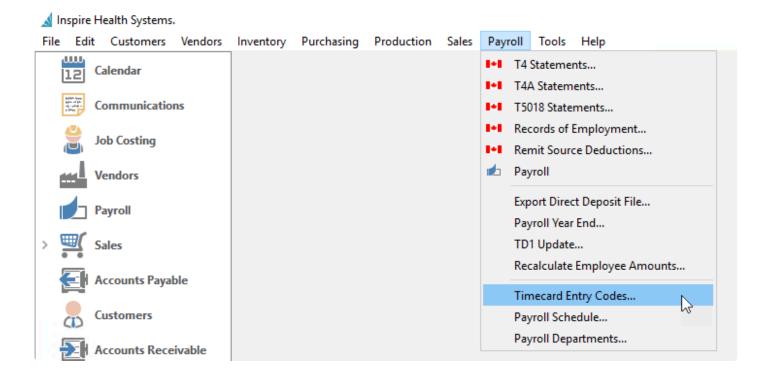
Canadian payroll is an optional subscription module for those that wish to do payroll in-house. Companies are often thinking about how to better manage their payroll, and this is because employees are very important to organizations and can account for about 80% of overall expenses. Making sure that they are paid on time and correctly is of the utmost importance.

See Company Settings -> Payroll and Company Settings -> Employees for initial settings.

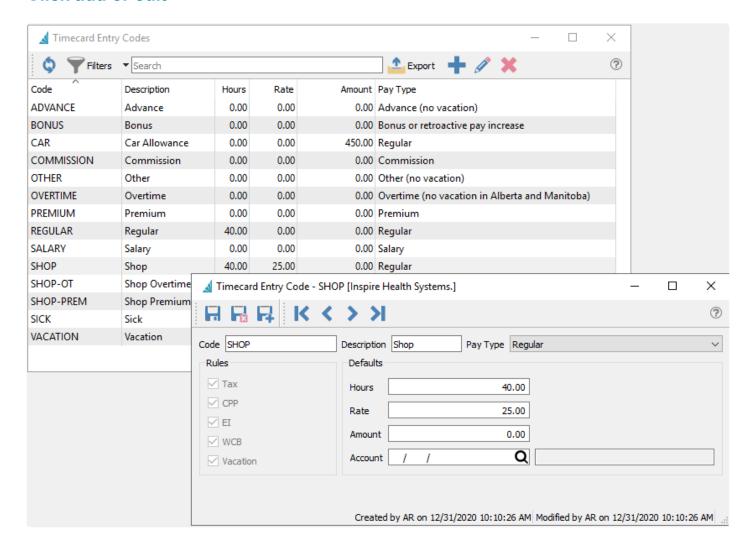
Spire User Manual - 3.7_en

Timecard Entry Codes

Timecard entry codes are accessed from the top menu Payroll -> Timecard Entry Codes.



Click add or edit



Code - The code assigned for the Entry Code

Description – A description for the code

Pay Type - This type determines the rules applied to the pay

- · Salary All withholdings charged
- · Regular All withholdings charged
- Overtime No vacation pay in Alberta and Manitoba
- Commission All withholdings charged however the annual amount goes in box 42 on T4
- Vacation Vacation pay release
- Advance No vacation pay
- · Sick All withholdings charged
- · Premium All withholdings charged
- Other No vacation pay
- Bonus or retroactive pay increase When added to a timecard along with regular pay, the tax on the bonus is annualized.
- Statutory Holiday All withholdings charged

Blank Pay Type – User define which of the withholdings are applied (see note below)



Note – If the withholding type is incorrectly set then the proper taxes etc will not be charged and the employer may be responsible to pay them at year end.

Rules – Which withholdings are applied to a timecard entry code

Hours – Default number of hours

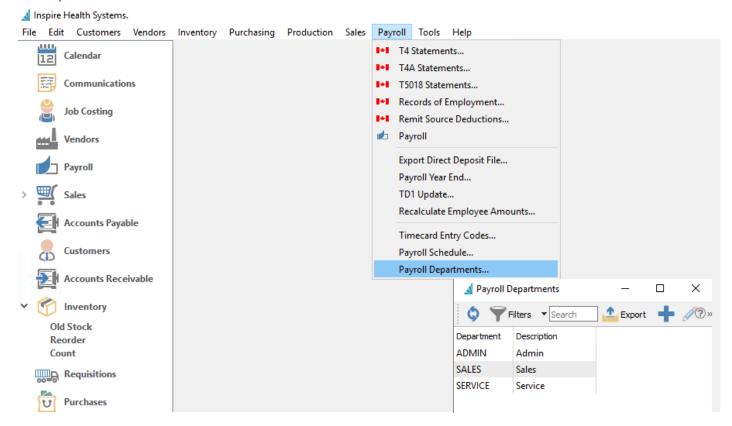
Rate - Default rate of pay

Amount – Amount if not paid by the hour

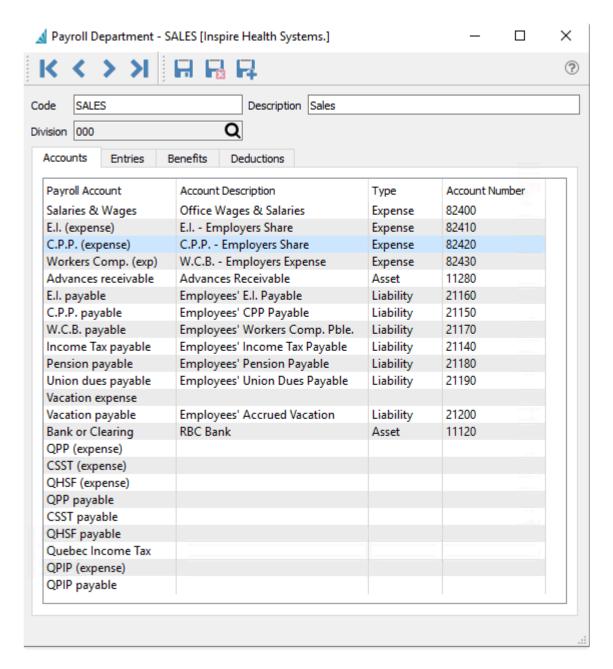
Account – The GL account the pay will post to

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.

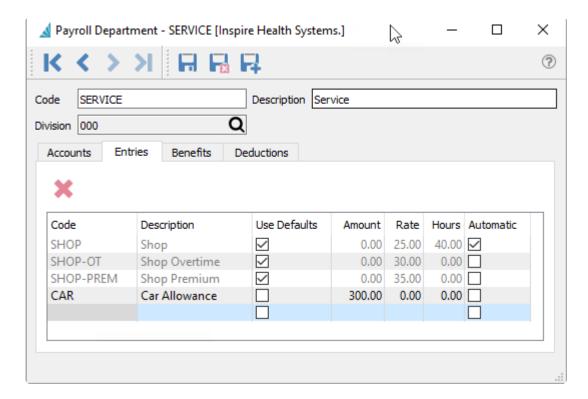




Note – If vacation expense account is filled in, payroll timecards will post vacation expense to the selected GL account. If it is not filled in then payroll timecards will post vacation expense to the employees "Salary and Wages" account.

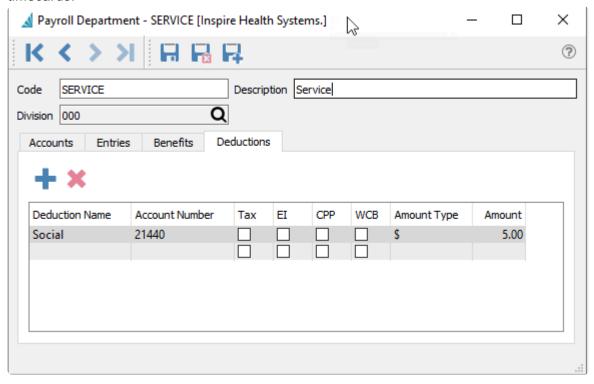
Entries

Select the default timecard entry codes that apply to this payroll department. When an employee is added to the department they will get assigned these codes, however they can be edited on the employee record.



Deductions

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



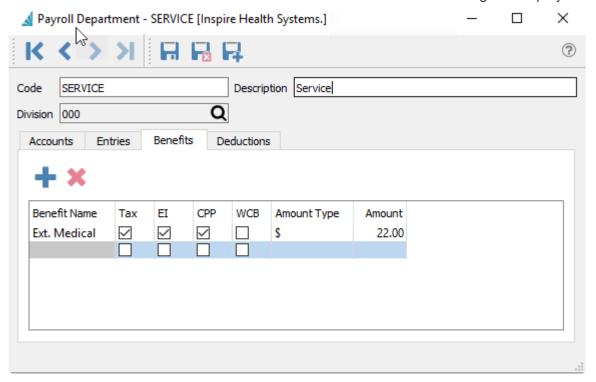
Deductions:

A Deduction with Tax checked will maintain the same taxable income (as it should be checked in most cases).

A Deduction with Tax not checked will reduce the taxable income amount by the amount of the deduction.

Benefits

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





Benefits:

A Benefit with Tax checked will increase taxable income (as it should be checked in most cases).

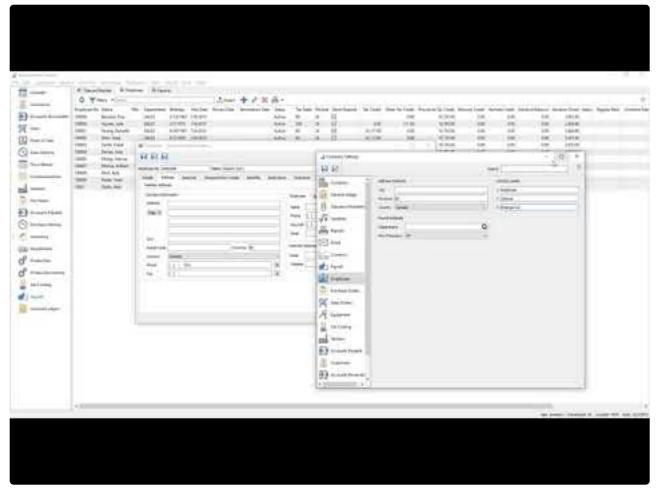
A Benefit with Tax not checked does not change taxable income.



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.

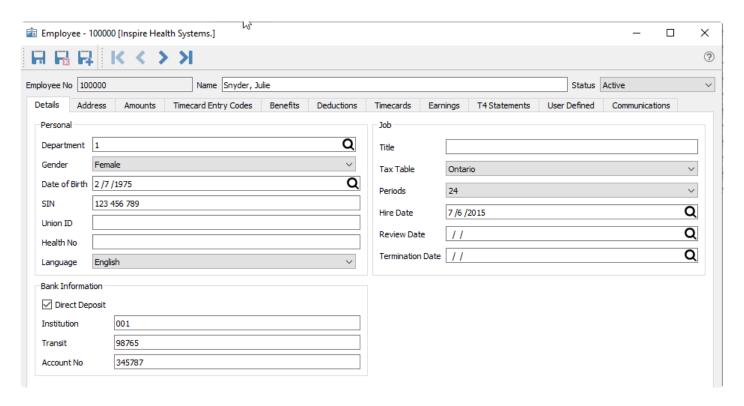
Employees

Video Instruction – Adding Employees



https://www.youtube.com/embed/VAg63bDgH4g?rel=0

Details Tab



Employee No – An alphanumeric code assigned to the employee.

Name - Employees full legal name.

Status – Active, Terminated or on leave. When terminated or on leave the employee cannot be added to a timecard.

Department – Select the department that the employee works in. This determines the default pay, benefits and deductions and the GL accounts that will be posted to.

Gender – Set the employees gender. Male, Female or Not Specified.

Date of Birth – Employees Date of Birth.

SIN – Employees Social Insurance Number.

Union ID - Union ID number.

Health No – Employees health number.

Language - Preferred Language.

Title - Employees title.

Tax Table – The province or territory that the employee works from. This determines the CRA deductions that are used for the employee.

Periods – The number of periods that the employee is paid for through a year.

Hire Date – Date the employee was hired.

Review Date – Date that the employee is due for a review.

Termination Date – When the employee was terminated. This can be filled in manually, however it is filled in when an ROE is processed.

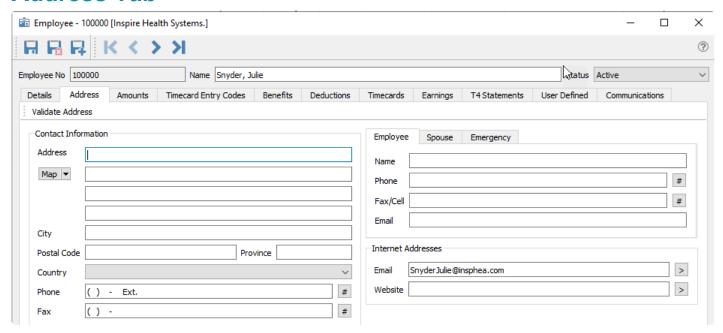
Direct Deposit – Tick this if the employee is to be paid by direct deposit. The banking info below also need to be filled in if using direct deposit.

Institution- The banks institution number.

Transit - The transit or branch.

Account No - The employees bank account number.

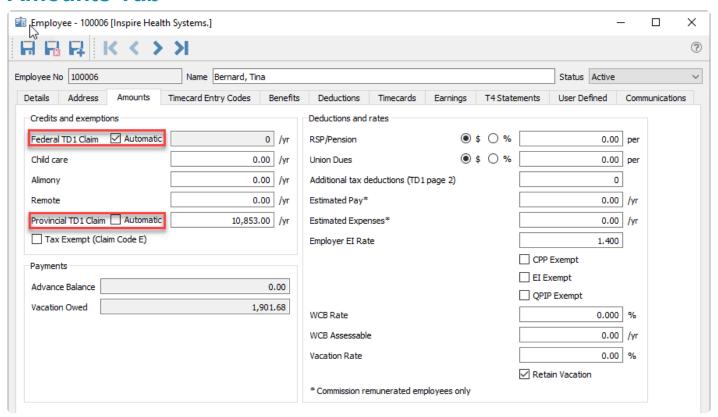
Address Tab



Address – Employees Address.

Contacts – Each employee can have 3 extra contacts. The headings are defined in Company Settings -> Employees. Any of these contacts can be used to send timecards and T4s by email.

Amounts Tab



Employment income from all sources

These amounts come from the employees TD1 form that they filled out.

On the federal and provincial TD1 forms, under the heading "Income from other employers or payers," employees can indicate that their expected employment income from all sources will be less than their total claim amount. If an employee states that his or her total expected income will be less than the "Total claim amount" of the TD1 forms, do not deduct any federal or provincial tax.

However, as an employer, if you know that this statement is false, you must deduct federal and provincial tax from the salary. Deduct tax according to the claim code that applies to the "Total claim amount" of the TD1 forms. It is a serious offence to knowingly accept a Form TD1 that contains false or deceptive statements. If you are not sure a statement is true, contact your tax services office for advice.

- Federal Claim Amount If you check 'Automatic' Spire with then automatically calculate the claim amount based on amount of pay.
- Child Care Amount given by the employee.
- Alimony Amount given by the employee.
- Remote Amount given by the employee.
- Provincial TD1 Claim Enter amount from TD1 form. Some provinces and territories base this on the amount paid, so check 'Automatic' if the employee's tax table is set to one of them. Do not select 'Automatic' unless you know that the province supports it.
- Tax Exempt (Claim Code E) Check this if the employee is to have no withholdings.

Advance Balance - Amount of advance the employee currently owes.

Vacation Owed - Amount of vacation pay that the employee is currently owed.

RSP/Pension - Amount or percentage that the employee has deducted for RSPs or Pension each period.

The amount will accrue in the GL account set in the employees payroll department.

Union Dues – Amount or percentage of Union dues deducted each period. The amount will accrue in the GL account set in the employees payroll department.

Additional tax deductions (TD1 page2) – Additional tax the employee has requested to have taken off each period in page 2 of their TD1 form.

Estimated pay – The employees estimated annual pay. This can be entered for a commissioned employee that has variable income per period. When the amount it entered the withholdings are evened out.

Estimated Expenses – A commissioned employees estimated expenses. This reduces their withholdings because these expenses are tax deductible.

Employer El Rate – The rate that is paid for El. It is usually 1.400 unless the employer has permission for a lower amount because they have a medical/disability plan.

CPP Exempt – If the employee does not pay CPP.

El Exempt - If the employee is El exempt. Usually owners of the company.

QPIP Exempt – Employee is QPIP exempt.

WCB rate – The employers assigned WCB rate.

WCB Assessable - The provincial WCB Assessable amount.

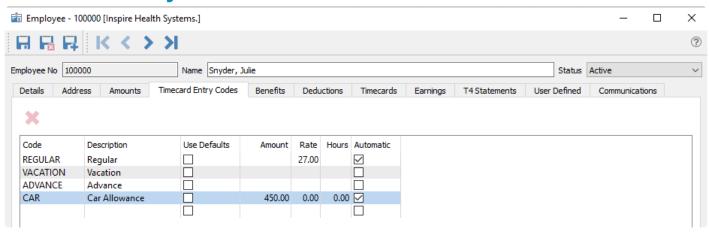
Vacation rate - The rate if vacation the employee is paid.

Retain Vacation- Check this if the vacation is to be retained by the employer until the employee takes vacation, requests a payout or is terminated.

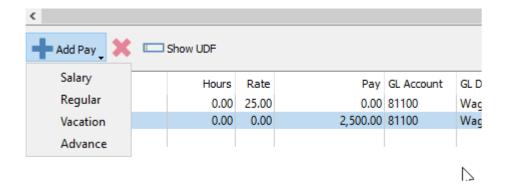


Note – Prior to an employees final pay, uncheck "Retain Vacation" so that the final vacation does not get retained.

Timecard Entry Codes



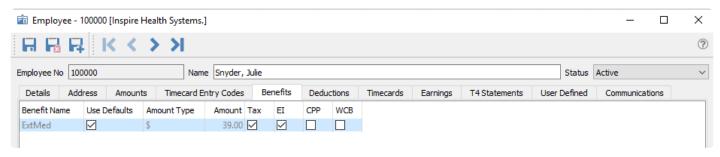
The timecard entry codes are those easily available to an employee when producing a timecard. All codes that are listed can be added by clicking on the "Add Pay" button. Other timecard entry codes can be added by clicking the lookup button.



By selecting the 'Use Default' flag, the amount will come from the payroll department, and then the main list, if they exist. If unchecked then the amount manually entered will be used.

If the 'Automatic' flag is set, then the line will get added to the timecard with the amounts and rates included.

Benefits

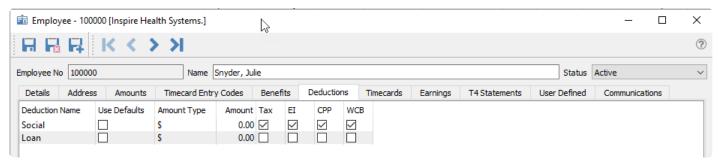


These are the benefits assigned to the employee and will get added on each timecard unless it is an irregular timecard. If the 'Use Defaults' flag is checked, then the default amounts will come from the employees payroll department.



Note – An irregular timecard is one that is in addition to the pay that they employee normally gets.

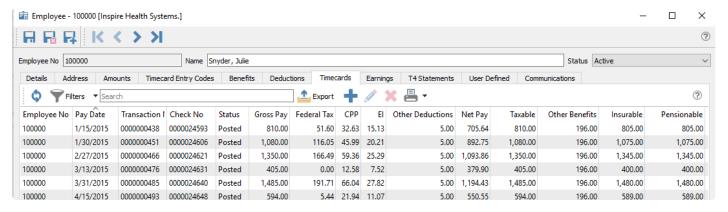
Deductions



These are the deductions assigned to the employee and will get deducted on each timecard unless it is an

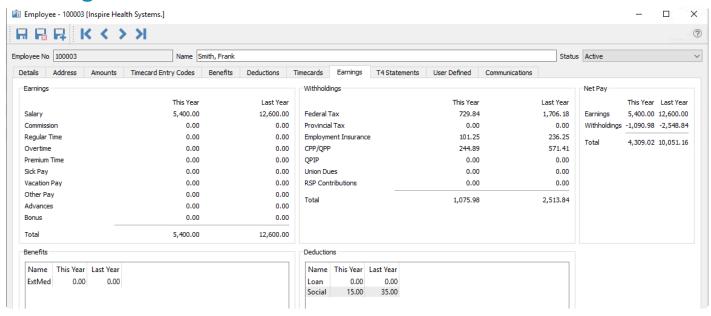
irregular timecard. If the 'Use Defaults' flag is checked, then the default amounts will come from the employees payroll department.

Timecards



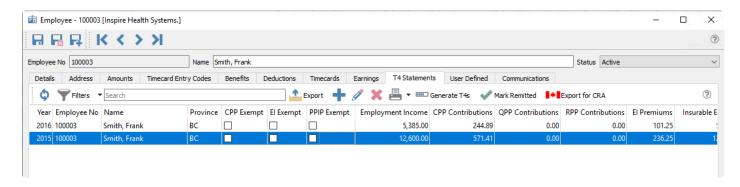
This list all of the employees posted and un-posted timecards. The user can then drill into each of them to see the details.

Earnings



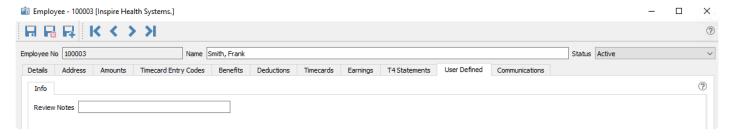
This shows totals of the employees earnings, Withholdings, Benefits, Deductions and Net pay. The amounts in last year are what gets used for T4s.

T4 Statements



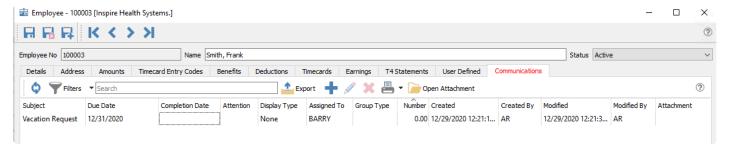
A list of each year's T4. The user can drill into it and review and re-print them.

User Defined



The user defined fields and data for this employee.

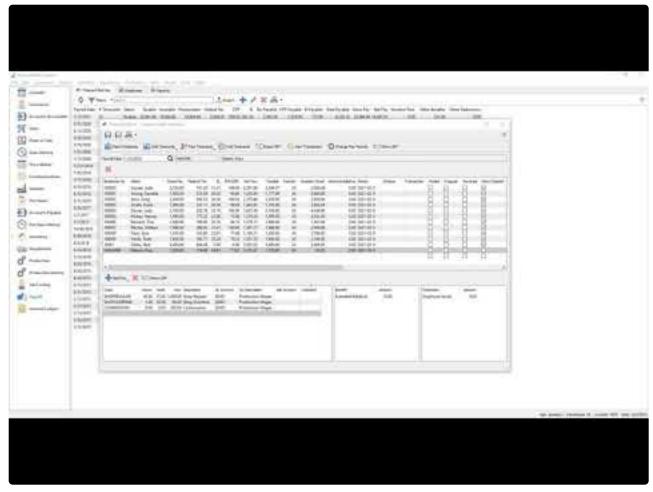
Communications



Notes on the employee. Notes that are set as an alert will pop up every time a timecard is created for the employee.

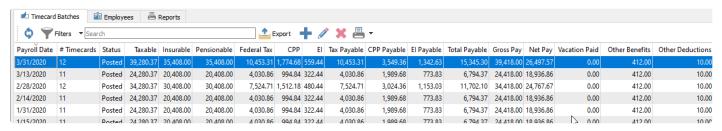
Timecards

Video Instruction Processing Payroll Timecards



https://www.youtube.com/embed/PT4e7IE aew?rel=0

Timecard batch list



This list shows a list of timecard batches for each date. The totals of all the amounts in each of the timecards are shown here.

Export - A filtered list of the batch totals can be exported to Excel or csv

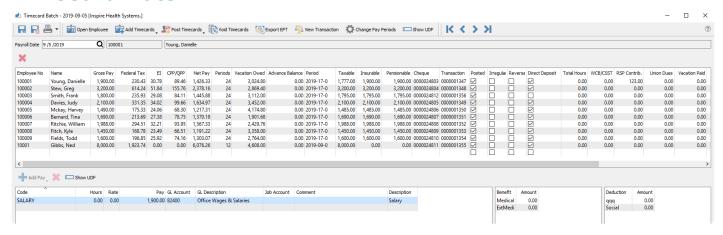
Add - To add a batch of timecards

Edit - Edit a batch of timecards

Delete – Delete a batch of timecards. Can only be deleted if they are not posted.

Print – Print selected of all batches of timecards

Timecard Batch



Highlighting an employee shows their timecard data for this batch. Some of the data like tax, ei and cpp can be edited from this grid. As an employee is added to the batch their withholdings, deductions and benefits are automatically calculated. When amounts of pay are added they are re-calculated.

Open Employee - Will open the selected timecards employee for editing and viewing.

Add Timecards – Timecards can be added to the batch by payroll department, pay period or all eligible employees.

Post Timecards – Post selected or all timecards

Void Timecards – Void selected timecards

Export EFT – Exports the amounts and banking info to CPA1464 (aka005) file for uploading to a bank for direct deposit.

View Transaction – Views the selected timecards GL transaction.

Change Pay Periods - Will change timecards from one period to another

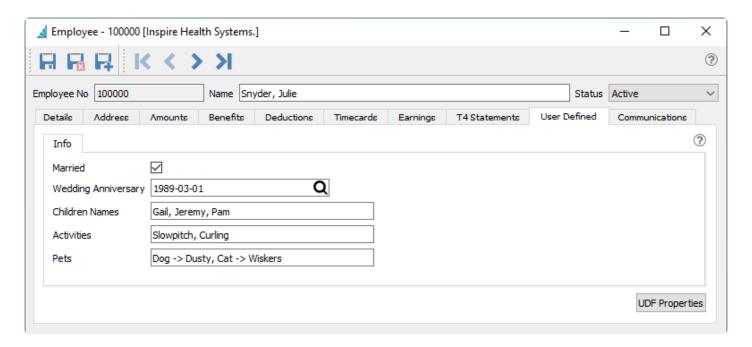
Show UDF – Shows the udf data for the timecard.

Pavroll Date – Date of this batch of timecards

Employee – – The selected employee's code and name.

Payroll UDFs

User defined fields can be added to timecards in Canadian payroll. This way the company can track more information on timecards pertaining to things like vacation and sick days. See example below.

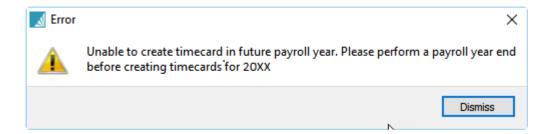


Payroll Year End

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.

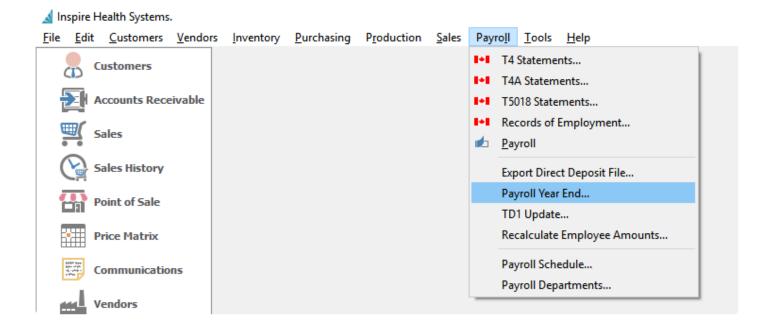
1

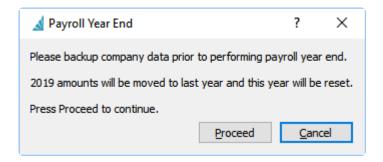
Payroll timecards are not allowed in the new calendar year until the prior year payroll has been closed.



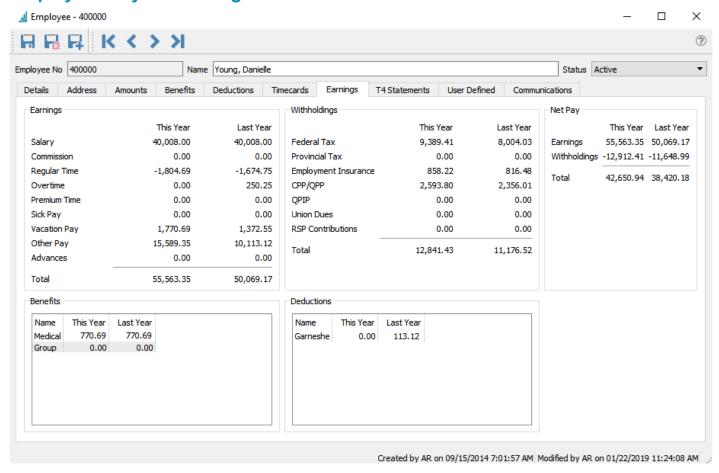
To perform the payroll year-end make sure the following items are completed first.

- Back-up First
- Install Spire version that contains the latest payroll tables on all workstations.
- · The User will require permissions set in Edit/User Settings/Perform Payroll Year End
- · On the top menu, go to Payroll/Payroll Year End

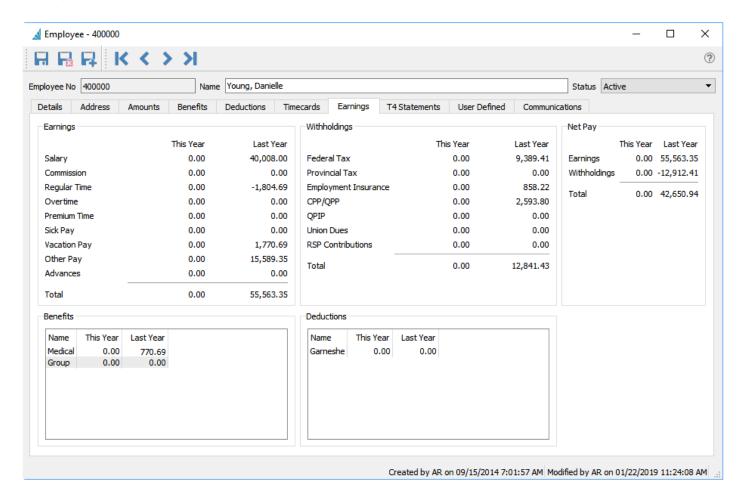




Employees Payroll Earnings before Year End

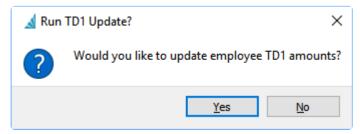


Employees Payroll Earnings after Year End.

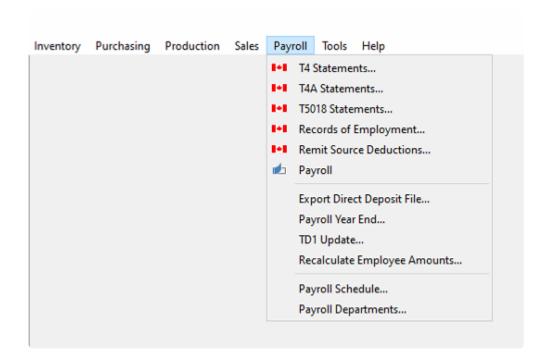


TD1 update after payroll year close

The user will be prompted to update the TD 1 amounts after the year close. They can perform this now or wait until after as below.



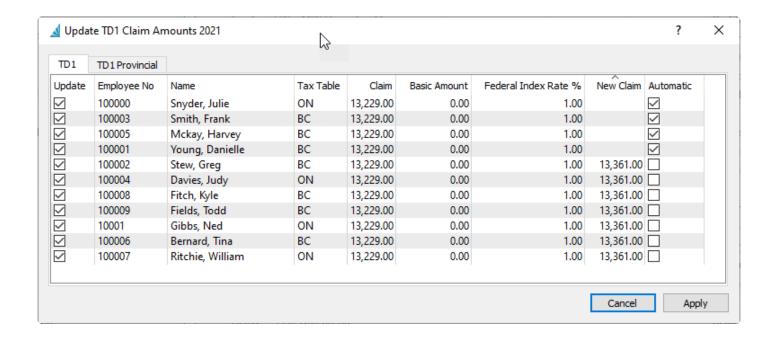
Run the TD1 from top Payroll menu

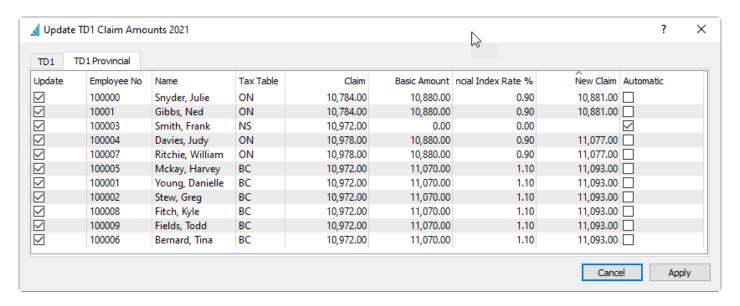


The user can then accept the updated percentages on the federal and provincial tabs or edit the percent or amounts if necessary. Click "apply" to update.

This is a good time to review each employees TD1 claim amounts.

Only run this once, or else the percentages may be applied again and the amounts will be incorrect.

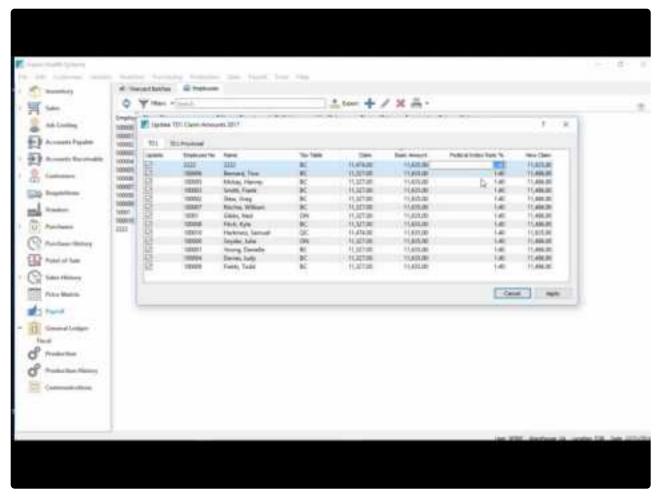






Note that some employees above have had the automatic setting selected. Some provinces and territories base this on the amount paid, so check 'Automatic' if the employee's tax table is set to one of them. Do not select 'Automatic' unless you know that the province supports it.

Video Instruction on Payroll Year End



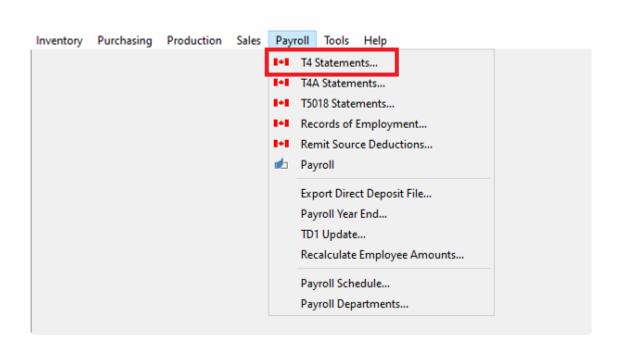
https://www.youtube.com/embed/D-xnpUs6xBs?rel=0 https://www.youtube.com/embed/D-xnpUs6xBs?rel=0

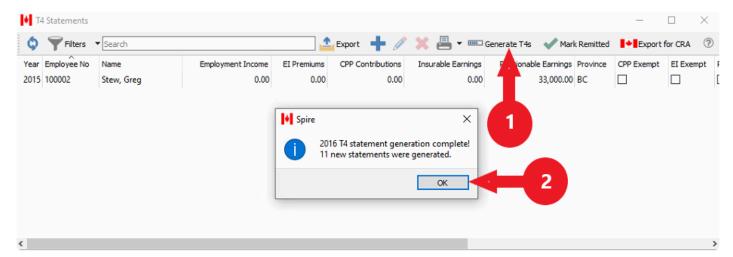
Payroll T4's and T4 Summary

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



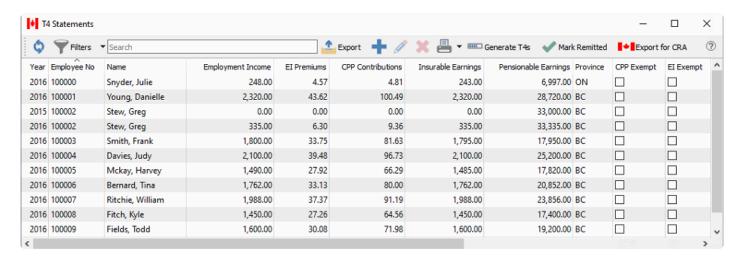


Mark Remitted – Once you have uploaded the T4's they should each be marked as 'Remitted'. This can be

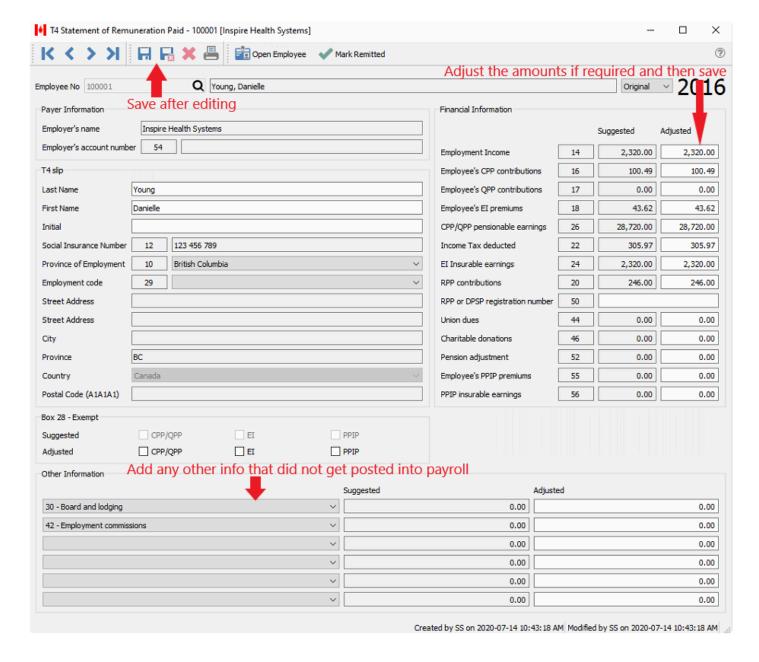
achieved by selecting all the T4's and clicking "Mark remitted"

Export for CRA – Generate a file that has the correct format to be uploaded to the CRA web portal

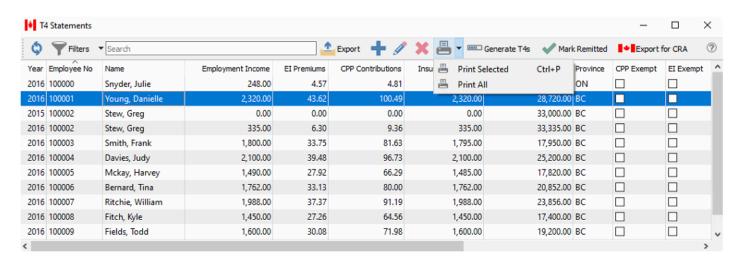
Once run the user will be presented with a list of T4's



If T4's need to be edited before printing, double click on the employee and adjust the amounts and then save.

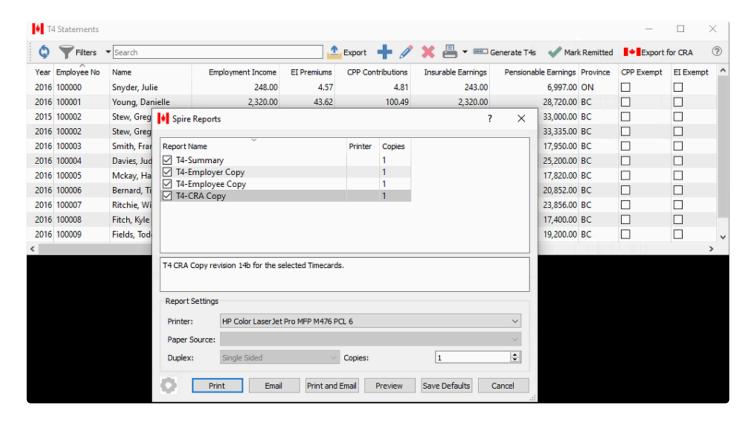


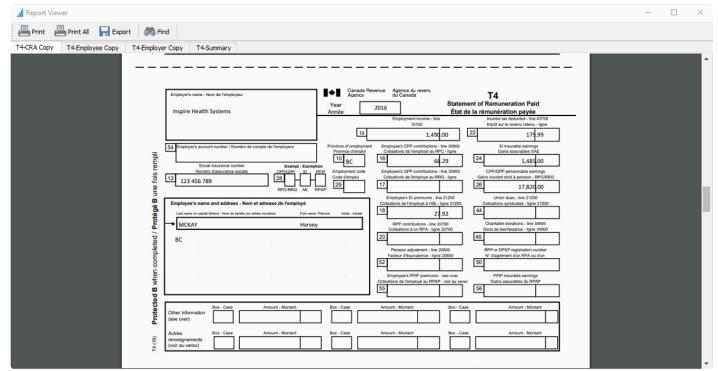
To print T4's, highlight selected employees, if you just need some of them and select 'Print Selected', or select "Print All" if all employees T4's are required..



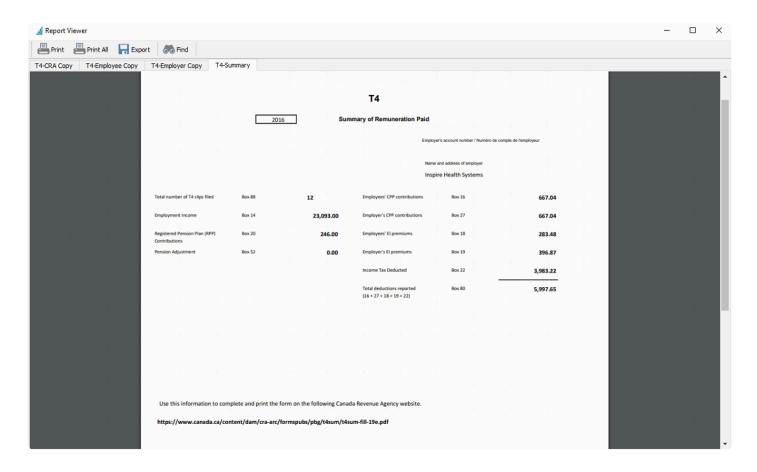
Select the T4 reports that are required.

- T4 CRA Copy
- T4 Employer Copy
- T4 Employee Copy



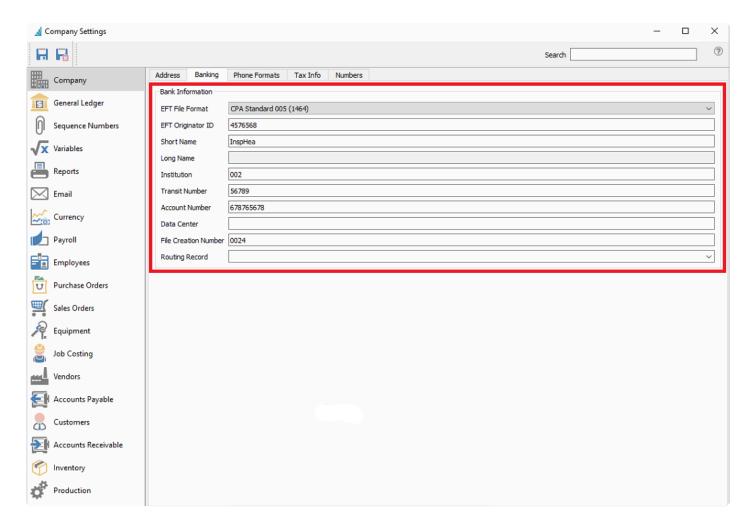


Select the T4 summary and use the info on the report to enter into this fillable PDF available at this CRA link. T4 Summary Fillable PDF

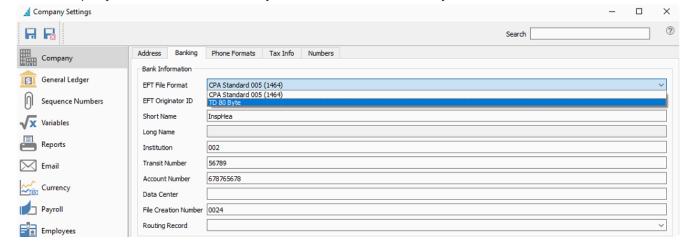


Direct Deposit

- 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.

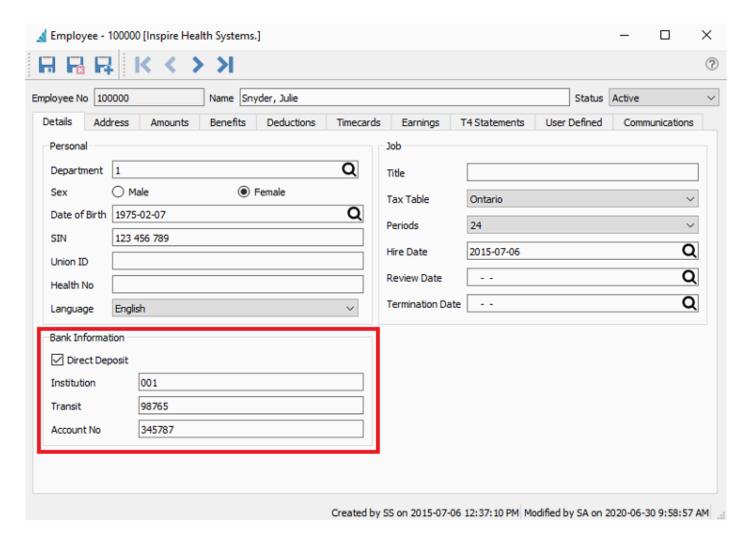


If the company uses TD Bank for EFT you can select the TD 80 Byte EFT File Format

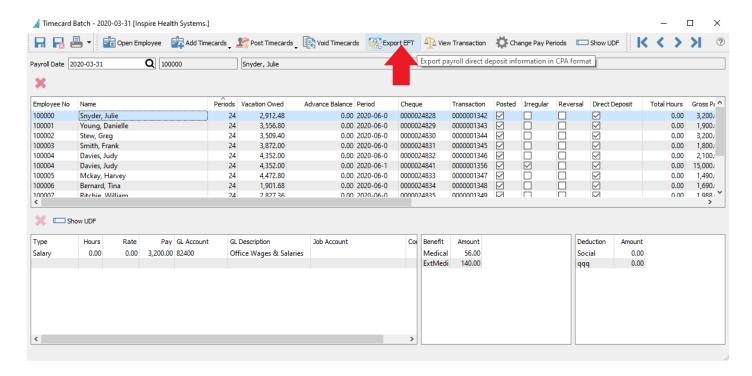


Not all fields are required by all banks. Check with your bank for what they require.

• Go to each employee and add their banking information on the details tab under banking information.



• After processing the timecards click the "Export EFT' button. Spire will export a CPA1464 (AKA 005) file that can be uploaded to the bank



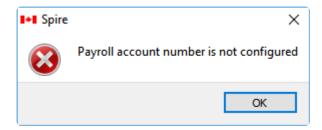
See the 'Processing Timecards' video for demonstration Processing Timecards

Electronic T4 and T4 Summary – xml Upload

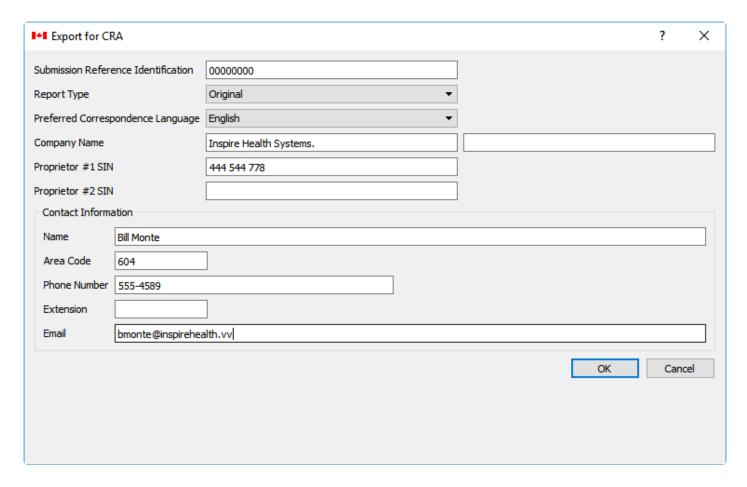
After T4's have been generated, edited and verified they can be uploaded to CRA directly (i.e. without having to re-enter the details through CRA's web portal). If you have more than 50 T4's then you must use this procedure. The purpose of this procedure is to create a structured file that you will provide to the CRA via their web portal. The generated file contains all T4's that will be submitted as well as totals and other information required by CRA.

Before you can create the export file, the payroll account must be defined in Company Settings -> 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.



- Submission Reference Number Enter a number to use for reference purposes
- Report Type Selections are Original, Amendment and Cancellation
- Preferred Correspondence Language Choose English or French
- Company Name Company name. Use second box if the complete name does not fit in the first box
- Proprietor #1 SIN Company owners Social Insurance number
- Proprietor #2 SIN Additional owners Social Insurance number
- Name Contact person's name
- Area Code Contact area code
- **Phone Number** Contact phone number
- Extension Contact phone extension
- Email Contact email address

Clicking 'OK' will prompt you to save the exported xml file that can now be uploaded to CRA.

Once you have uploaded the T4's they should each be marked as 'Remitted'. This can be achieved by selecting all the T4's and clicking "Mark remitted". Do not do this before you have created the CRA T4 upload file and have confirmed that it has been submitted successfully. Note that while this process creates the file for submission, you must still upload the file to CRA. Talk to your accounting professional if you aren't sure how to do this.

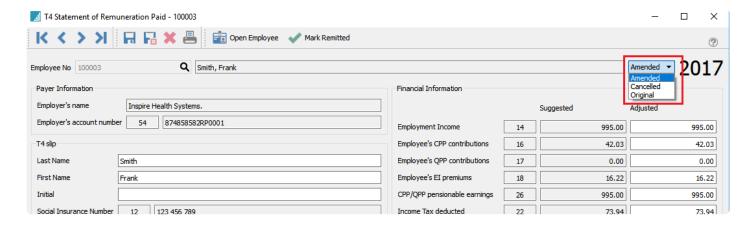
Note that cancellation and amendment submission files can also be created. To create amendments or

cancellations, change the status of individual T4's by loading and changing them. When you choose "Amendment" as a "Report type" only T4's marked as amended are included in the CRA upload file. The same process applies to T4 cancellations.

Amending or Cancelling T4s

After T4's have be remitted by mail or by upload to CRA you may want to amend or cancel them due to an error.

Only T4's marked as remitted can be amended or cancelled. Open the T4 to be edited and select 'Amended' or 'Cancelled'



A cancelled T4 MUST stay exactly as it was besides the 'Cancelled' setting. Once edited the T4 can be printed or uploaded to CRA again.

Record of Employment (ROE)

What is an electronic ROE?

An electronic ROE is submitted to Service Canada electronically. Spire does not print paper ROE's. More than one employee ROE can be included in an electronic submission.

ROE Web is an efficient, reliable, secure, simple, and easy to use way of issuing an ROE electronically. Using ROE Web, you can create, submit, print, and amend ROE's using the Internet. ROE Web gives you the flexibility to issue ROE's according to your pay cycle.

- · you can submit ROE's through ROE Web by using Spire to upload ROE's through the ROE Web portal
- you can submit ROE's through ROE Web by manually entering data online through Service Canada's website

When do I have to issue an ROE?

Regardless of whether the employee intends to file a claim for EI benefits, you have to issue an ROE:

- · Each time an employee experiences an interruption of earnings; or
- · When Service Canada requests one.



For more information on ROE Web, visit the Service Canada website or call the Employer Contact Centre at 1-800-367-5693 (TTY: 1-855-881-9874).

Company settings for ROE

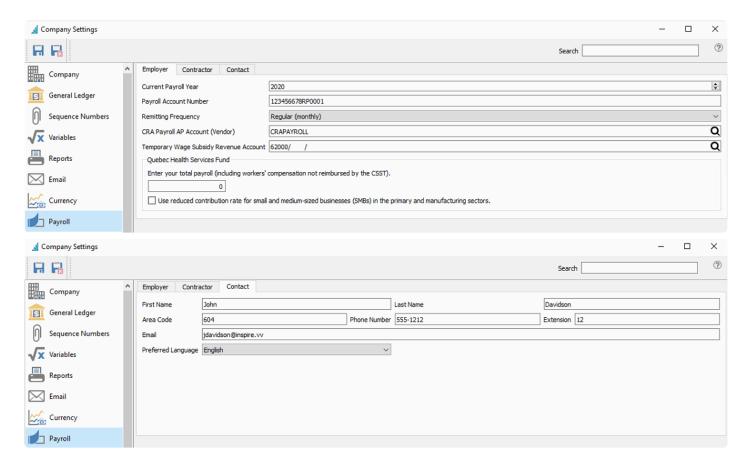
Before producing an ROE be sure you have company payroll information entered in Company Settings->Payroll->General



Note: – If you do not add this information to company settings, you will be required to enter it manually for every ROE produced

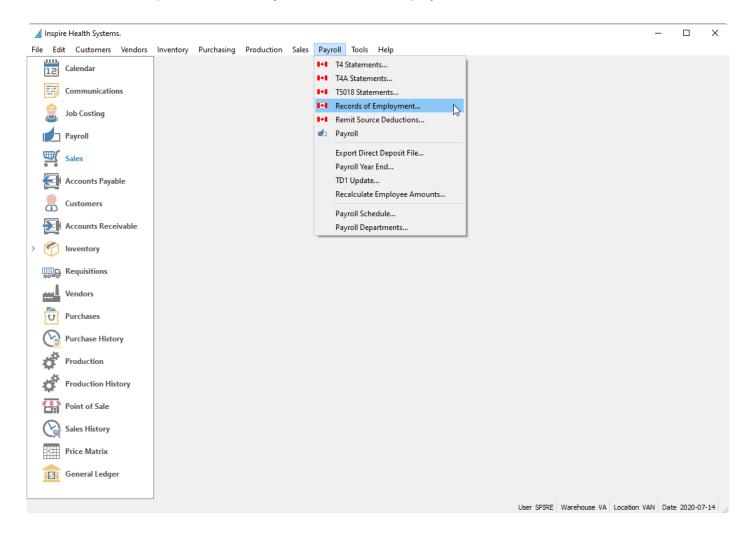
The information required is:

- Payroll Account Number including the suffix RP and your sub account number
- · Contact First Name
- · Contact Last Name
- · Contact Area Code
- · Contact Phone Number
- · Contact Extension
- · Contact Email Address
- · Contact Preferred Language (English or French)

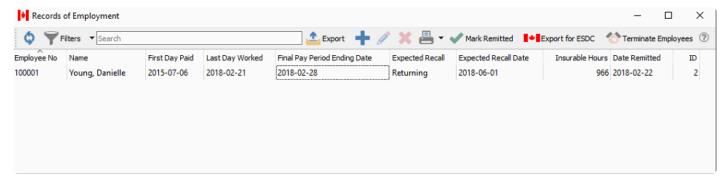


Producing a Record of Employment (ROE)

When an ROE is required click on "Payroll->Records of Employment"



You will see a list of previously produced Records of Employment.



If an ROE has been remitted it will have a date and can no longer be edited or deleted. They will always be there for future viewing.

Click the plus or "Terminate Employee" button button to produce a new ROE. The user will be shown a list of employees to terminate. Highlight the employee(s) and click 'Terminate Selected' or click "Terminate All"

to add all filtered employees.

Once the ROE is on the list click the edit button to add the required information. The information that can be added automatically from Spire payroll will already be populated.

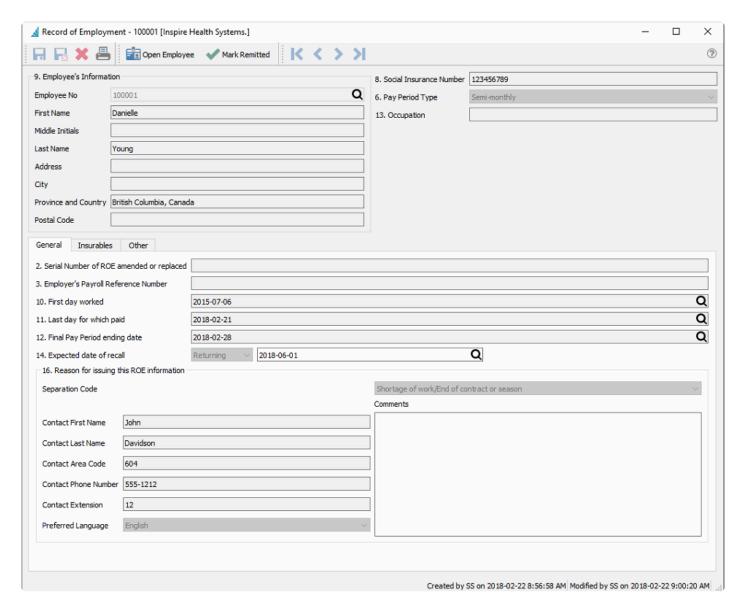
Once the ROE has been opened for editing, it cannot be saved without the required information. This includes

- · Last day worked
- · Final Pay Period ending date
- · Expected date of recall info (if returning)
- · Reason for issuing ROE



If the reason "Other" is selected then a comment must also be added

ROE Header and Main Tab



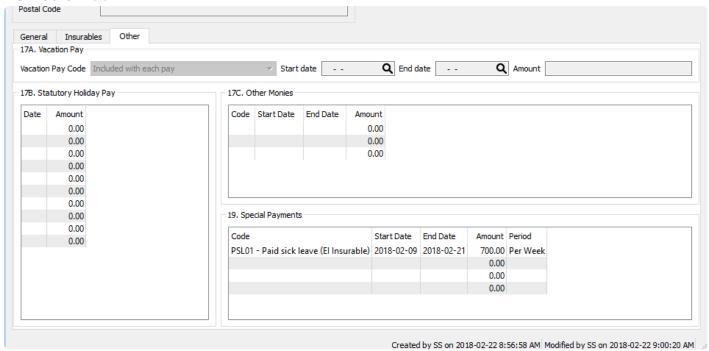
ROE Insurables Tab



These items will be added automatically but should be reviewed. If the employee was not paid hourly the insurable hours will be estimated and can be edited for accuracy.

- · Insurable amounts
- Insurable hours Can be updated by selecting several periods and clicking the "Update Hours For Selected Periods"

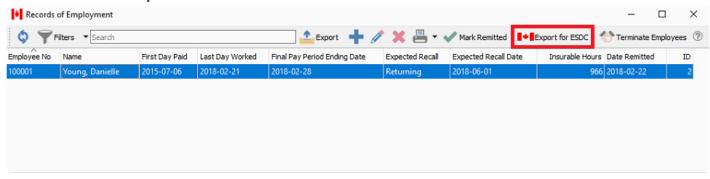
ROE Other Tab



Exporting the Record of employment

Once the editing has been completed on the ROE it can be exported so that it can be imported into ROE Web

Click the button "Export for ESDC"



1

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.

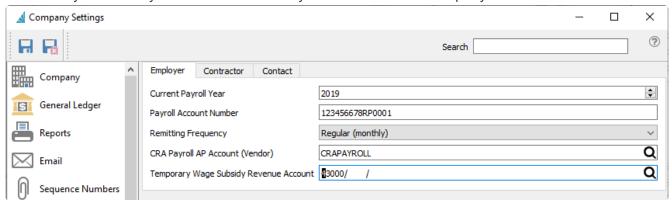
See this link to determine eligibility,

If you will be claiming the subsidy Click Here For instructions

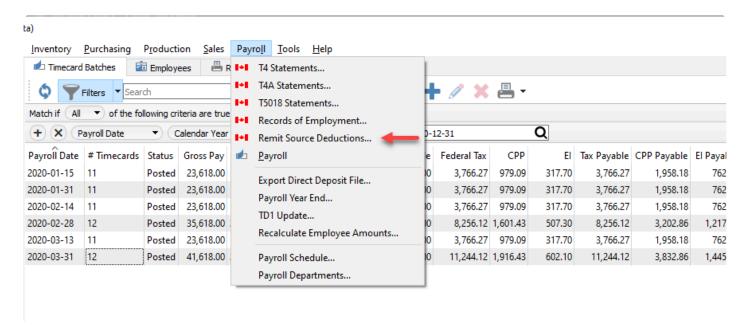
Source Deduction Remittance

Check these settings in Company Settings->Payroll before using 'Source Deduction Remittance' Module

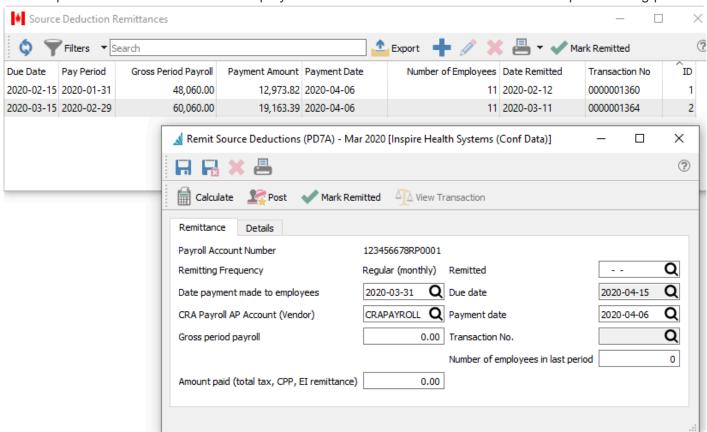
- Select remittance frequency
- Setup CRA vendor for paying deductions
- · Select "Payroll Subsidy" GL account if subsidy is available to the company.



Once all timecards are posted for the reporting period, go to the top menu Payroll -> Payroll Remit Source Deductions

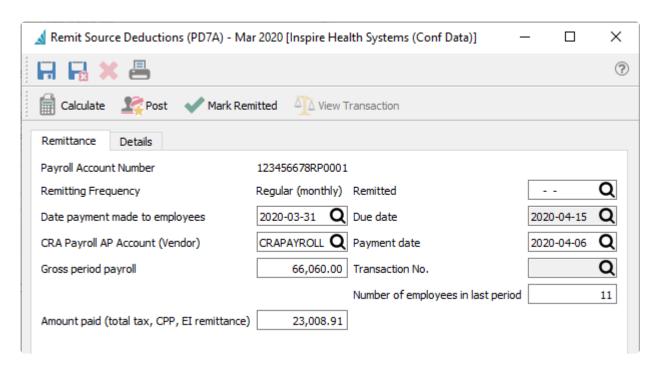


A list of previous remittances will be displayed. Click on the + button to add one for the period being paid.

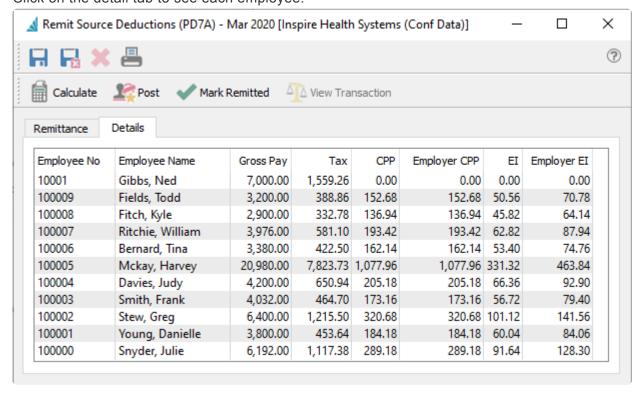


Be sure the date is set to the last day of the reporting period. It will automatically be set if the previous remittance was done in this module.

Click on Calculate to pull the amounts for the period.



The information on this screen details what is required when paying CRA. Click on the detail tab to see each employee.



Click on the Print button for the reports.

Inspire Health Systems

Remittance

April 06, 2020 / 7:46 am

Payroll Account number 123456678RP0001

Remitting Frequency Regular (monthly) Remitted

Date Payment made to employees Mar 31, 2020 Due Date Apr 15, 2020

CRA Payroll AP Account (Vendor) CRAPAYROLL Payment Date Apr 6, 2020

Gross Period Payroll 66,060.00 Transaction Number

Number of employees in period 11

Amount Paid (total tax, CPP, El remittance) 23,008.91

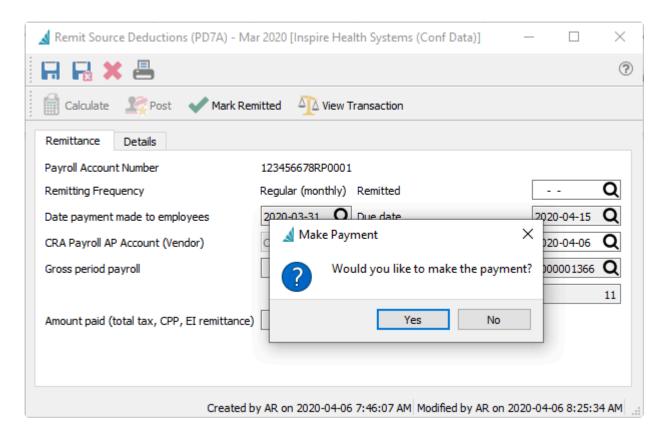
Inspire Health Systems

Remittance List - Detailed

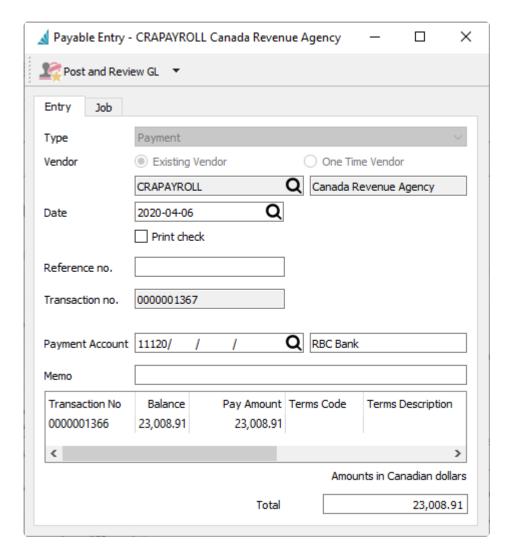
April 06, 2020 / 7:46 am

Pay Period	Employees	Gross Pay	Payment Due	Transaction	# Paid	l Re	mitted	
Mar 31, 20	11	66,060.00	23,008.91 Apr 1	5, 20	20 Apr (6, 20	
Employee			Tax	CPP employee /	CPP employee / employer		El employee / employer	
100000	Snyder, Julie	6,192.00	1,117.38	289.18	289.18	91.64	128.30	
100001	Young, Danielle	3,800.00	453.64	184.18	184.18	60.04	84.06	
100002	Stew, Greg	6,400.00	1,215.50	320.68	320.68	101.12	141.56	
100003	Smith, Frank	4,032.00	464.70	173.16	173.16	56.72	79.40	
100004	Davies, Judy	4,200.00	650.94	205.18	205.18	66.36	92.90	
100005	Mckay, Harvey	20,980.00	7,823.73	1,077.96	1,077.96	331.32	463.84	
100006	Bernard, Tina	3,380.00	422.50	162.14	162.14	53.40	74.76	
100007	Ritchie, William	3,976.00	581.10	193.42	193.42	62.82	87.94	
100008	Fitch, Kyle	2,900.00	332.78	136.94	136.94	45.82	64.14	
100009	Fields, Todd	3,200.00	388.86	152.68	152.68	50.56	70.78	
10001	Gibbs, Ned	7,000.00	1,559.26	0.00	0.00	0.00	0.00	

When ready to post the remittance click on the 'Post' button.

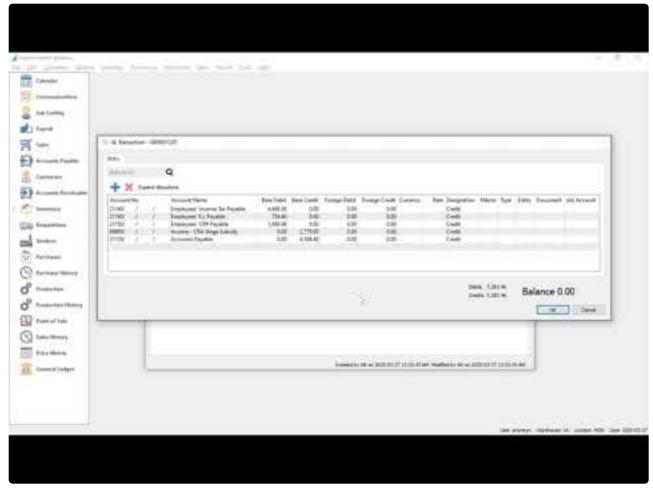


If you want to pay the remittance now click on "Yes" and the Accounts Payable screen will be presented with the vendor setup in Company Setting -> Payroll.



If you clicked on "No" then the accounts payable entry will be posted to the vendor and you can go to AP and pay it later.

Video Instruction



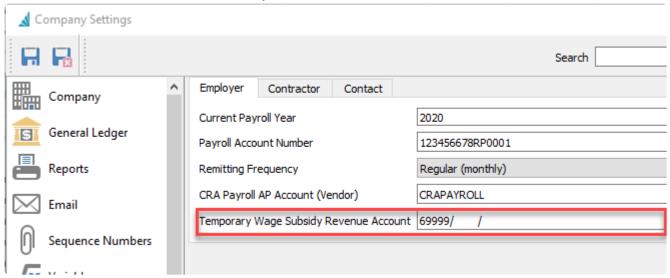
https://www.youtube.com/embed/4O8S8I62-Kg?rel=0 https://www.youtube.com/embed/4O8S8I62-Kg?rel=0

Temporary Wage Subsidy for Employers

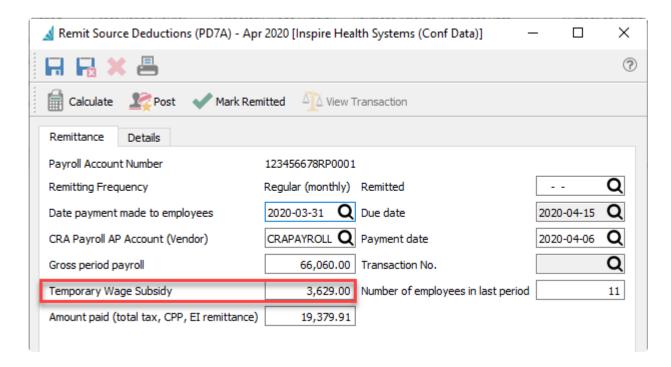
See this link to determine eligibility for the Wage Subsidy being offered by the Government of Canada,

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.

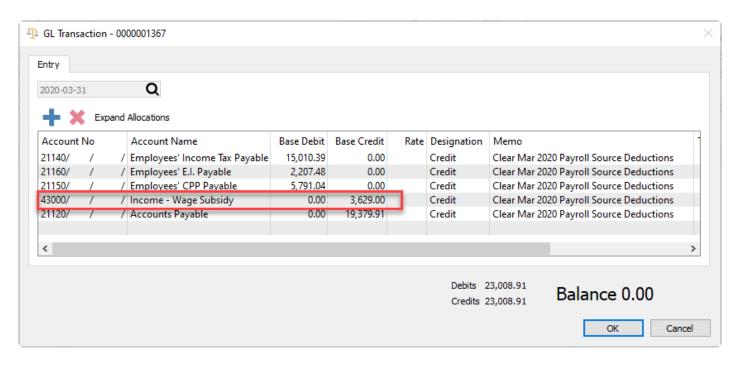
First create a GL account for the subsidy income. Then add that GL account as below.



Then when submitting the payroll deductions the subsidy will be calculated and posted to this GL account.

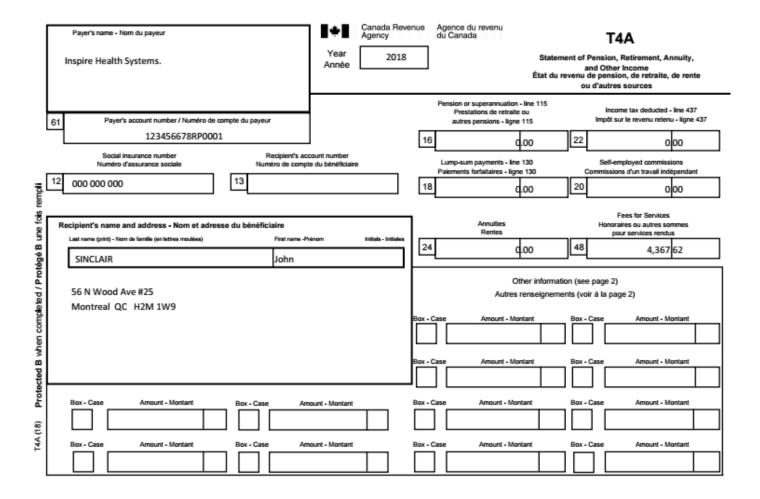


The subsidy amount will be posted to the Subsidy income account



T4A Statements

A T4A slip is a statement of pension, retirement, annuity, and other Income. Generally, you need to complete a T4A slip if you are a payer of other amounts related to employment; usually sub contract, and not reported through the payroll module. Spire reports all vendor invoices less HST/GST in Box 48 (fee for services) of the T4A.

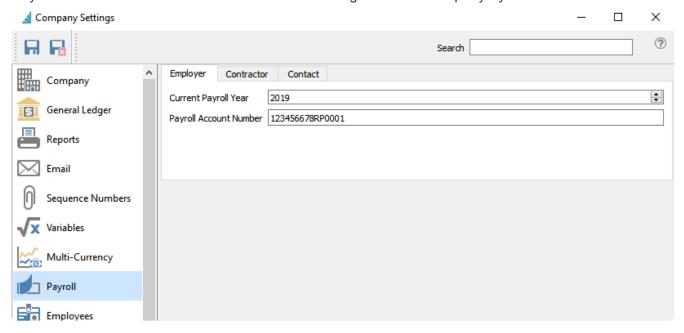


T4A Company Settings

To be able to generate T4As some company settings need to be defined. These can be found in Company Settings -> Payroll -> Employer and Contact

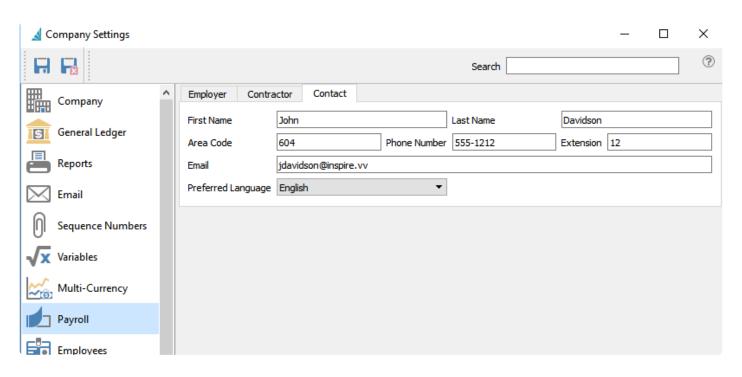
Employer

- Current Payroll Year T4As will print for the year prior to the current year.
- · Payroll Account Number The account number assigned to the company by CRA



Contact

This is the information for the person CRA would contact for questions regarding the T4A statements issued.

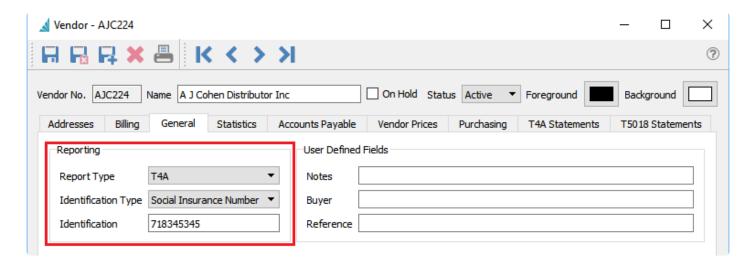


T4A Vendor Settings

Once you have decided that it is applicable to issue a T4A the vendor must be set to report these amounts on the slips. To do this edit the vendor and go to the general tab.

Reporting

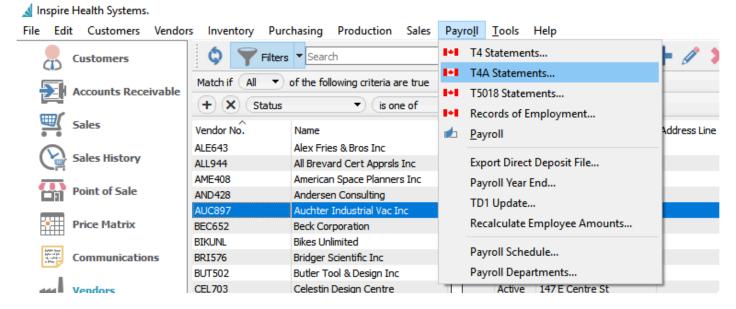
- Report Type Select T4a
- Identification Type Select one of the following Identification Type
 - "Social Insurance Number" if it is a Canadian individual
 - "Business Number" if it is a Canadian registered business
 - "Social Service Number" if it is an US individual
 - "Employer Identification Number" if it is US Business or Canadian company doing business in the US
- Identification Either Social Insurance Number, Business Number, Social Service Number, or Employer Identification Number



T4A Creating Statements

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.



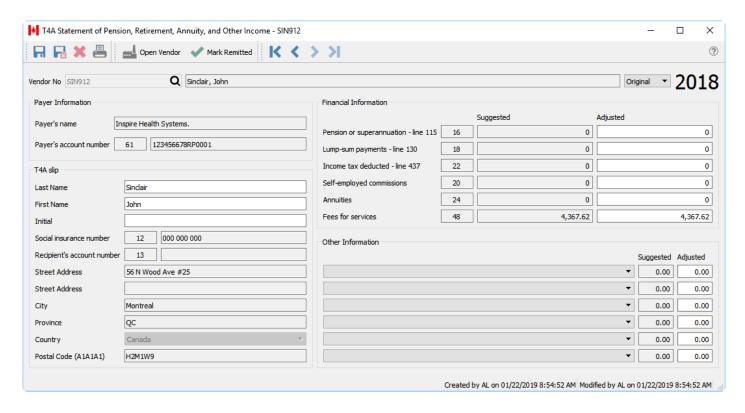
To add last years T4As for processing click the "Generate T4A" button.



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



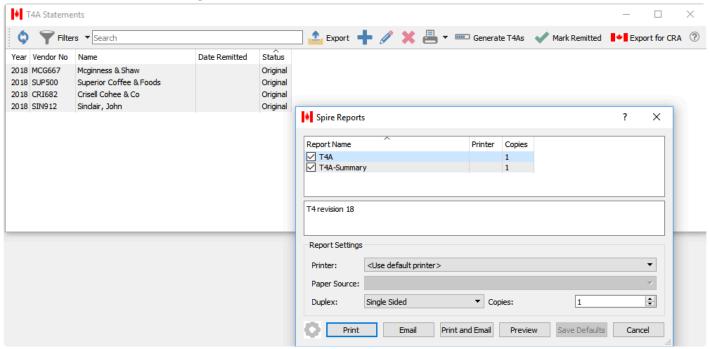
Mark Remitted – If the T4A Statement has been remitted to CRA, clicking on the "Mark Remitted" will put a date stamp on the report. This will show the date under the column "Date Remitted"

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.

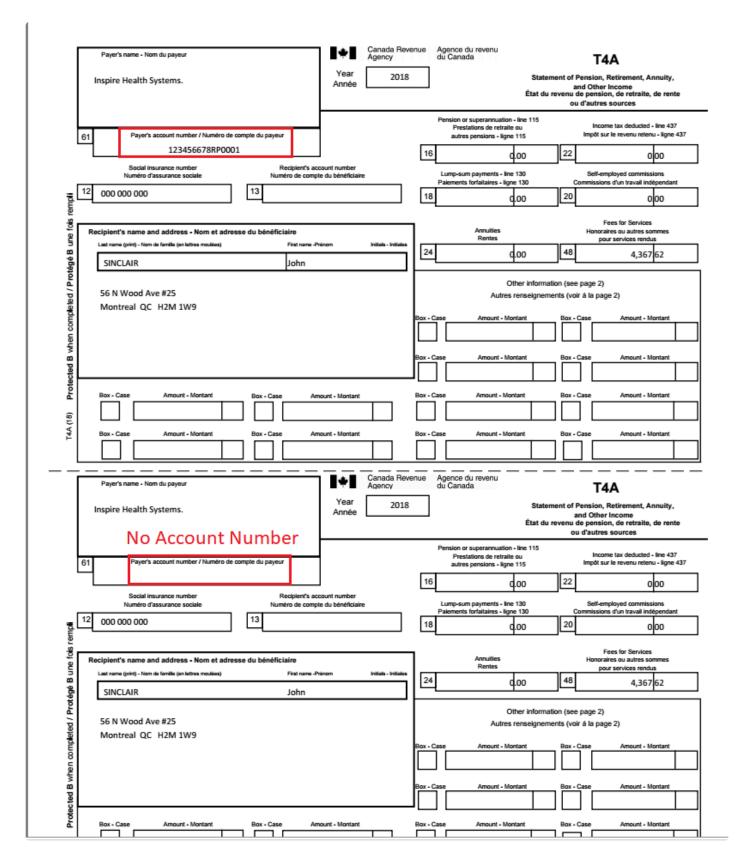
Print T4A and Summary



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 Summary

The T4A summary is the total of all amounts included on all T4As. Be sure to select print all when printing the summary.

T4A Summary

Year ending December 31,

2018

Payer's account number	061	123456678RP0001
------------------------	-----	-----------------

Total from T4A slips

Total number of T4A slips	088	4
Pension or superannuation	016	
Lump-sum payments	018	
Self-employed commissions	020	
Annuities	024	
Other income	028	0.00
Patronage allocations	030	0.00
RPP contributions (past service)	032	0.00
Pension Adjustment	034	0.00
RESP accumulated income payments	040	0.00
RESP educational assistance payments	042	0.00
Fees for services	048	38,755.62
Other information	101	

Income Tax deducted 022

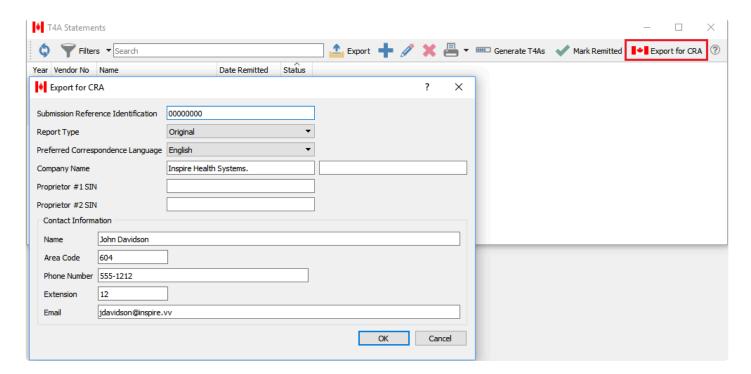
Use this information to complete and print the form on the following Canada Revenue Agency website.

https://www.canada.ca/content/dam/cra-arc/formspubs/pbg/t4asum/t4asum-fill-17e.pdf

T4A – Filing Electronically

Export File

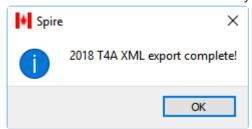
To file T4As by uploading to CRA, click on "Export for CRA" after the T4As have been generated and edited. This process creates an xml file that includes each T4A and the T4A summary.



The information will get copied from company settings except for the SIN number of the proprietor of the company reporting. This information can be edited prior to clicking OK to generate an xml file to upload.

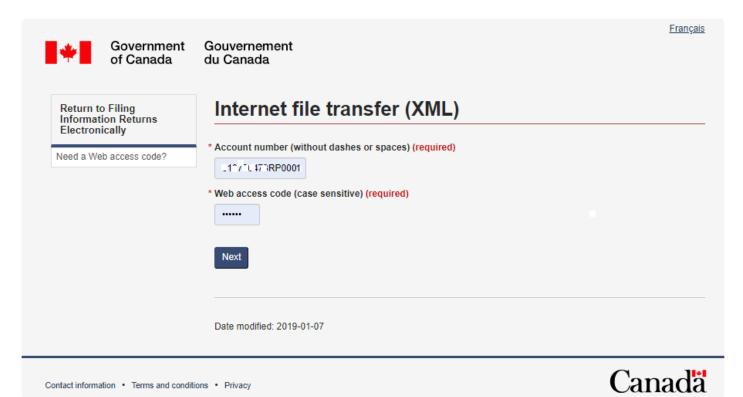
Save File

Save the file to a secure location on your PC so it is accessible for uploading to CRA.



Upload File

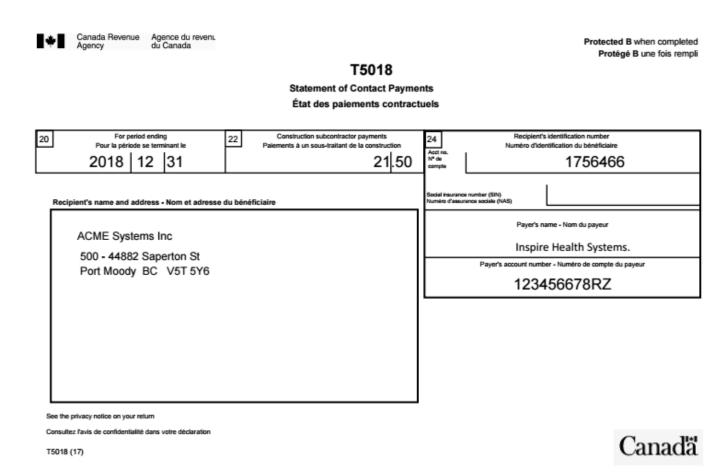
Once saved, log on to your credentials for uploading the file and follow on screen instructions.



T5018 Statements

According to CRA you must issue T5018s if you are an individual, partnership, trust, or corporation involved in construction activities which provide your primary source of business income and you make payments to subcontractors for construction services, you must report amounts paid or credited (whether by cheque, cash, barter, or offset against an amount owing) These amounts must include the HST/GST in the total reported.

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

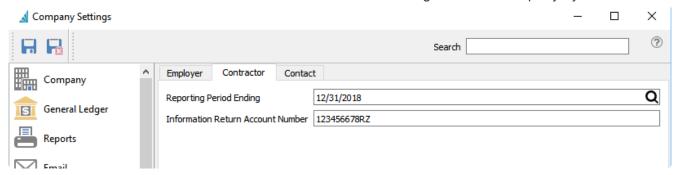


T5018 Company Settings

To be able to generate T4As some company settings need to be defined. These can be found in Company Settings -> Payroll -> Contractor and Contact

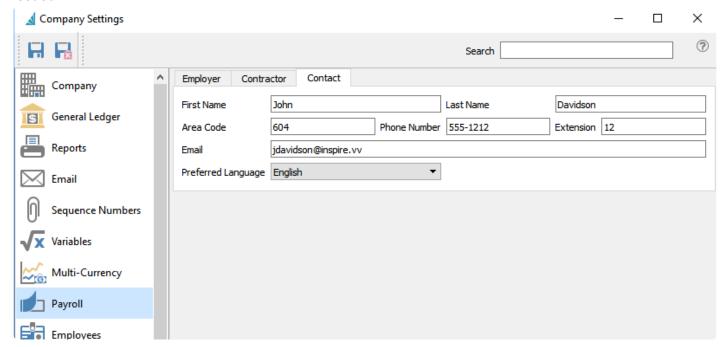
Contractor

- 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



Contact

This is the information for the person CRA would contact for questions regarding the T4A statements issued.

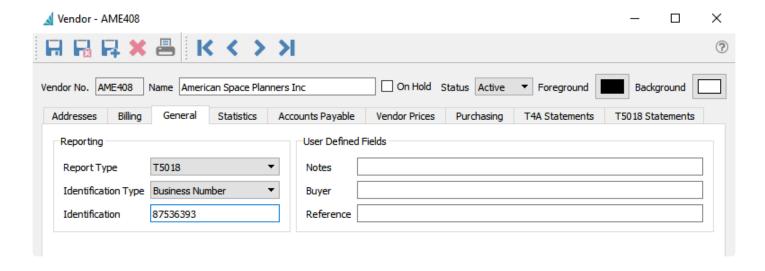


T5018 Vendor Settings

Once you have decided that it is applicable to issue a T5018 the vendor must be set to report these amounts on the slips. To do this edit the vendor and go to the general tab.

Reporting

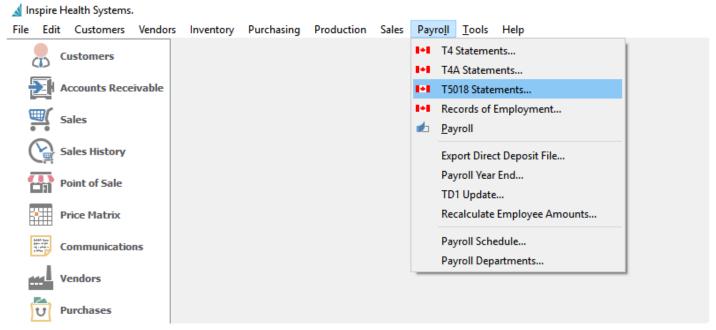
- Report Type Select T5018
- Identification Type Select one of the following Identification Type
 - "Social Insurance Number" if it is a Canadian individual
 - "Business Number" if it is a Canadian registered business
 - "Social Service Number" if it is an US individual
 - "Employer Identification Number" if it is US Business or Canadian company doing business in the US
- Identification Either Social Insurance Number, Business Number, Social Service Number, or Employer Identification Number



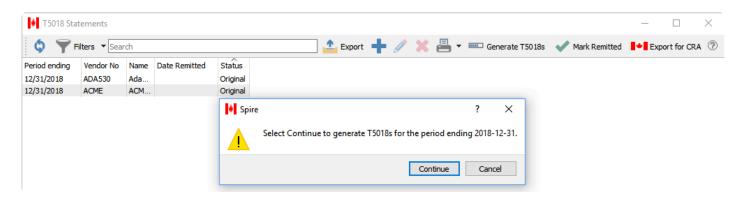
T5018 Creating Statements

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.

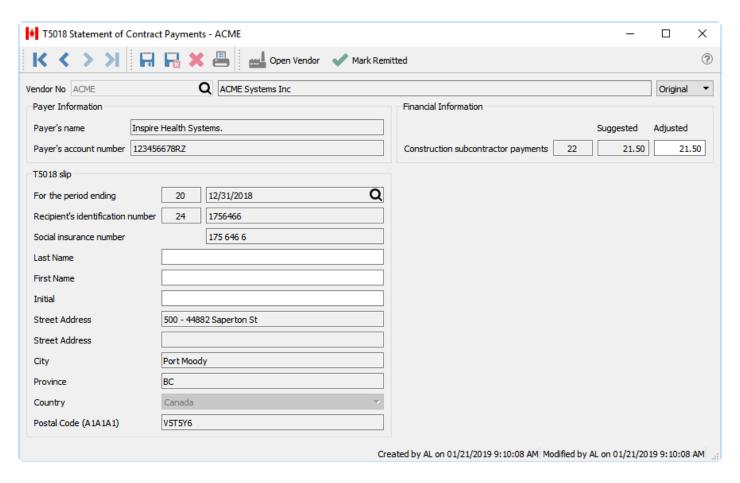


To add last years T4As for processing click the "Generate T5018" button.



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



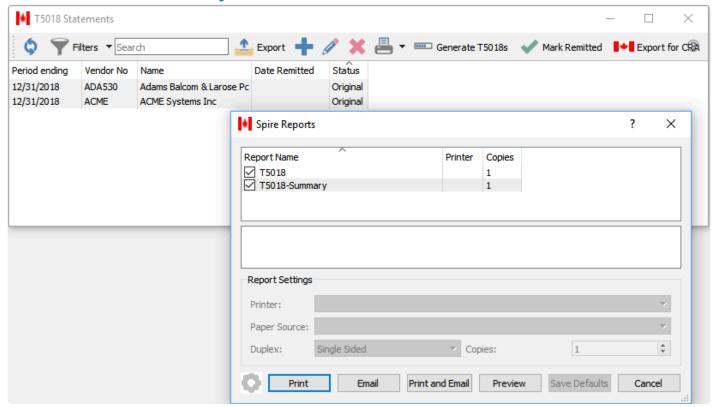
Mark Remitted – If the T5018 Statement has been remitted to CRA, clicking on the "Mark Remitted" will put a date stamp on the report. This will show the date under the column "Date Remitted"

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.

FIVEYE D UIIC IVIS ICIIIPII

T5018

Statement of Contact Payments État des paiements contractuels

For period ending Pour la période se terminant le	22 Construction subcontractor payments Palements à un sous-traitant de la construction	24 Recipient's identification nu Numéro d'identification du bén		
2018 12 31	64,852.00	Acct no. Nº de compte		34547678
Recipient's name and address - Nom et adresse d	lu bénéficiaire	Social insurano Numero d'assur	e number (SIN) rance sociate (NAS)	
Adams Balcom & Larose Pc				ame - Nom du payeur e Health Systems.
2 Sutton PI S #5727 Rouyn-Noranda QC J9X 3V4	4			er - Numéro de compte du payeur 156678RZ
See the privacy notice on your return				
Consultez l'avis de confidentialité dans votre déclaration T5018 (17)				Canadä

Canada Revenue Agency

Agence du revenu du Canada

Protected B when completed Protégé B une fois rempli

T5018

Statement of Contact Payments État des paiements contractuels

			_				
20 For p Pour la péri	eriod endir iode se tem		22	Construction subcontractor payments Palements à un sous-traitant de la construction	24		
2018	12	31		64,852.00	Acct no. Nº de compte	1	34547678
Adams Balcom 2 Sutton PIS Rouyn-Nora	& Laro	Nom et adresse	du bê		Social insurar	Inspire	ame - Nom du payeur e Health Systems. er - Numéro de compte du payeur
See the privacy notice on yo	ur return				•		
Consultez l'avis de confiden	tialité dans	votre déclaration					O 1141
TE019 (17)							Canadä

T5018 Summary

The T5018 summary is the total of all amounts included on all T5018s. Be sure to select print all when printing the summary.

T5018 Summary

For the period ending Payer's account number 12/31/2018 123456678RZ

Total number of T5018 slips filed 80 2

Total construction subcontractor payments 82 64,873.50

Use this information to complete and print the form on the following Canada Revenue Agency website.

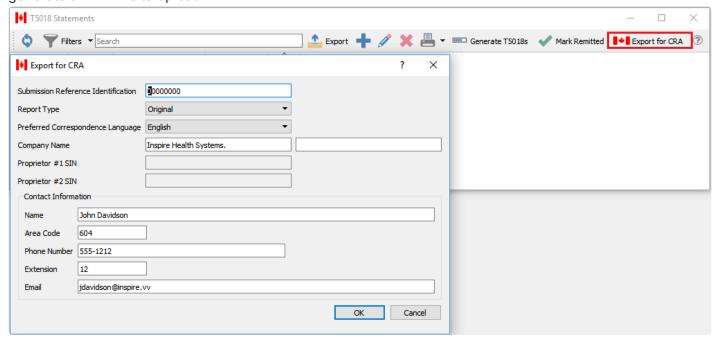
https://www.canada.ca/content/dam/cra-arc/formspubs/pbg/t5018sum/t5018-sum-fill-17e.pdf

T5018 – Filing Electronically

Export File

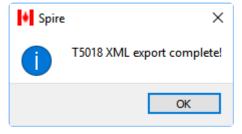
To file T5018 by uploading to CRA, click on "Export for CRA" after the T5018s have been generated and edited. This process creates an xml file that includes each T5018 and the T5018 summary.

The information will get copied from company settings. This information can be edited prior to clicking OK to generate an xml file to upload.



Save File

Save the file to a secure location on your PC so it is accessible for uploading to CRA.

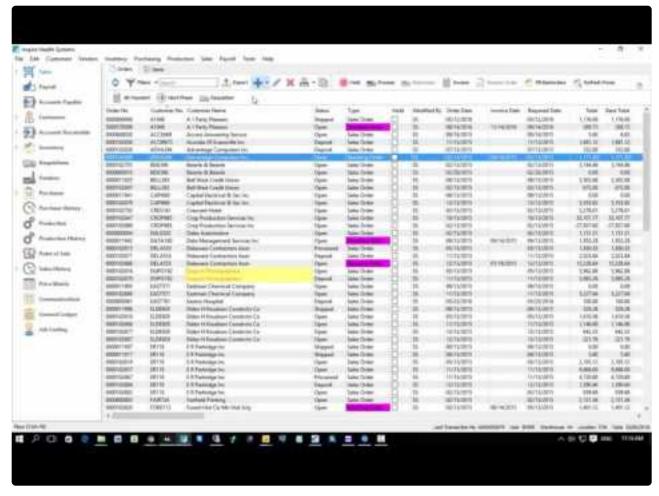


Upload File

Once saved, log on to your credentials for uploading the file and follow on screen instructions.

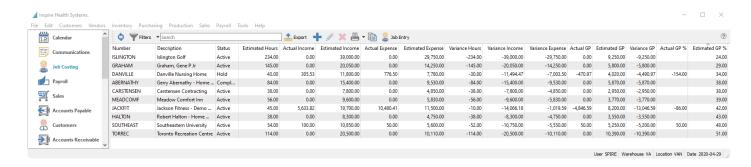
Job Costing

Video Instruction – Job Costing



https://www.youtube.com/embed/oCnWtNv_3gk?rel=0

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



Refresh - Refreshes the list for any additions or changes other made to the jobs

Filters - Set a filtered list

Search - Search the job names

Export - Export visible columns to Excel or .csv

Add - Add a job

Edit - Edit a job

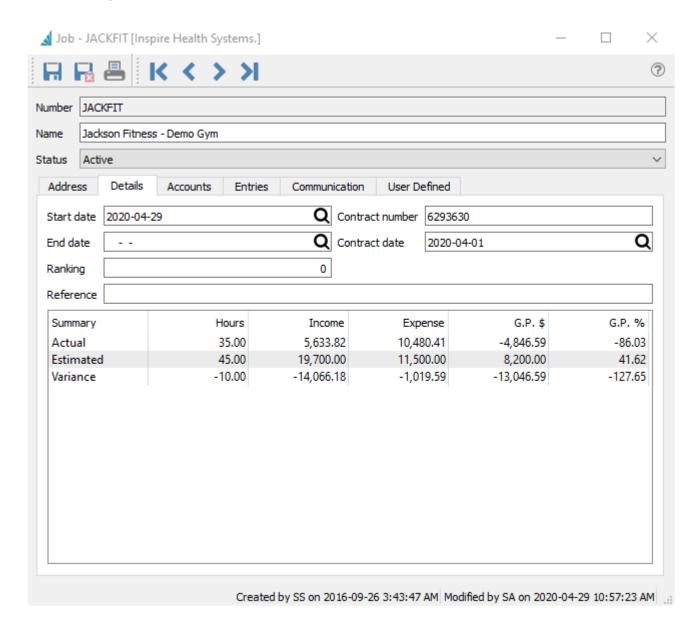
Delete - Delete a job

Print – Print all or selected reports

Copy - Copy a job

Job Entry - Enter time, income or expenses directly onto the job ledger

The job is assigned a code and description and the user can add a budgeted income, cost and time so that a foretasted profit is established.



Start Date - Date project starts

End Date - Date project ended

Ranking – Rank of job for reporting and filtering

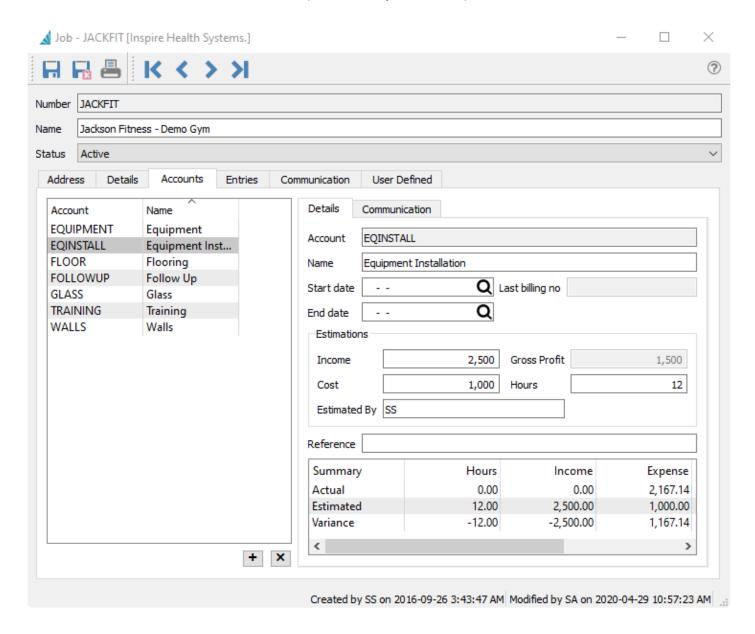
Reference – Job reference

Contract Number – Contract number Contract Date – Date of contract

Actual - Estimated - Variance

- Hours hours from all accounts
- Income Total income from all accounts
- Expense Total expenses from all accounts
- GP\$ Total GP amount from all accounts
- **GP**% Total GP percentage from all accounts

The accounts tab is where the accounts or phases of a job are setup.



Account – Job account number

Name – Job account name

Start Date - Account start date

End Date - - Account end data

Last Billing No - Last billing number

Income - Estimated income

Cost - Estimated cost

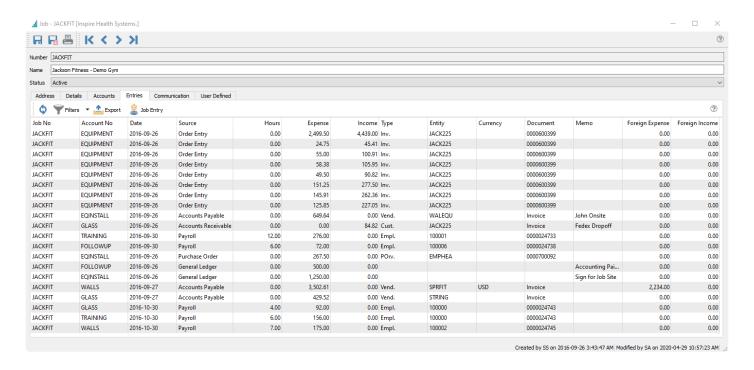
Gross Profit – Estimated gross profit (calculated)

Hours - Estimated hours

Estimated By - Estimate by

Reference - Reference number

The Entries tab is where the Job Entry has been sourced and processed.



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

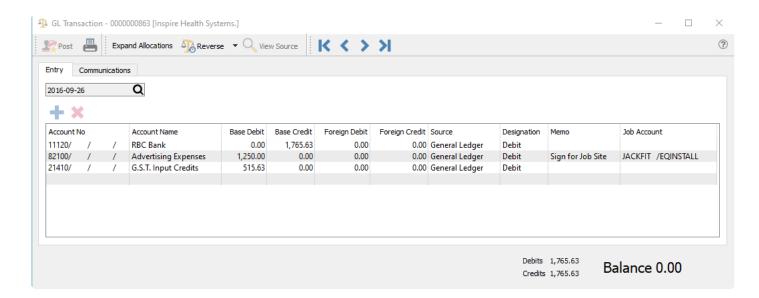
Memo - Memo enter by user

Foreign Expense- Expense amounts based on non-based currency vendors

Foreign Income- Income amounts based on non-based currency customers

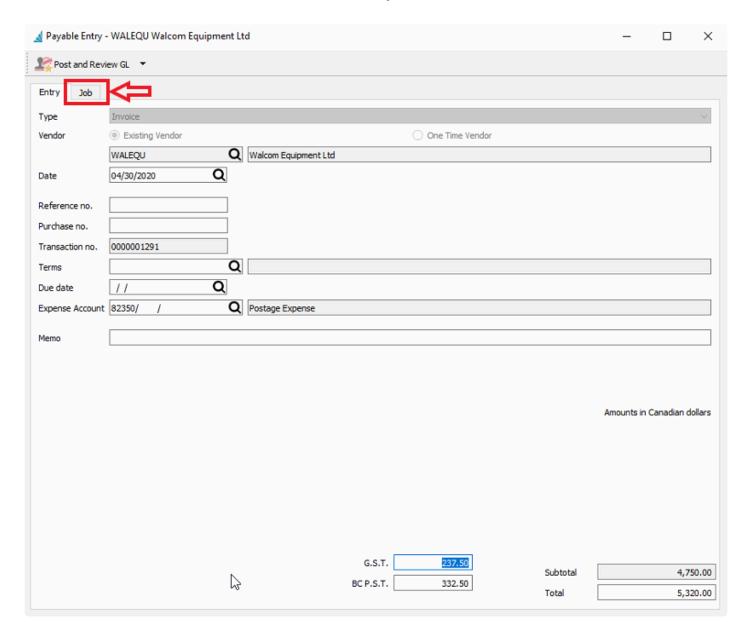
General Ledger

Entries can be made from a journal entry to a job.



Accounts Payable

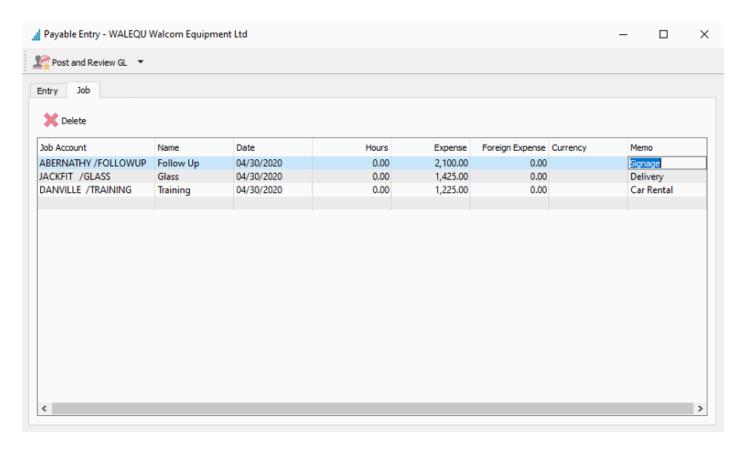
Enter the amount into the AP module and then click the job tab



Distribute the amounts required for each job and then click post.



The whole amount does not have to be consumed, however the user cannot post more than the net AP amount.



Job Account - Select a job/account

Name - Job name

Date - Date of the Job

Hours – Hours to post

Expense – Expense amount

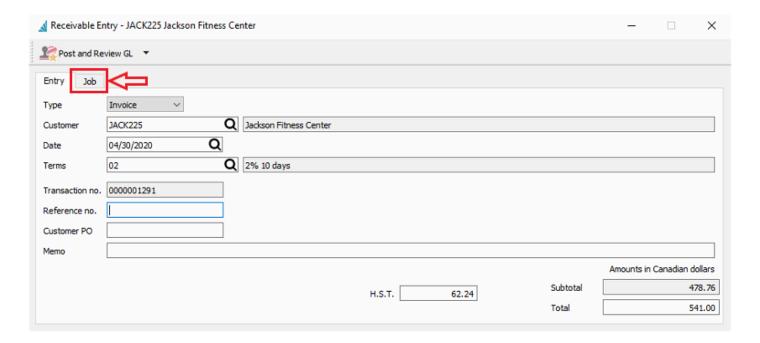
Memo - Optional memo that will be shown in the job ledger

Foreign Expense – For Vendors that are set for non-based currency

Currency – Currency code for Vendors that are non-based currency

Accounts Receivable

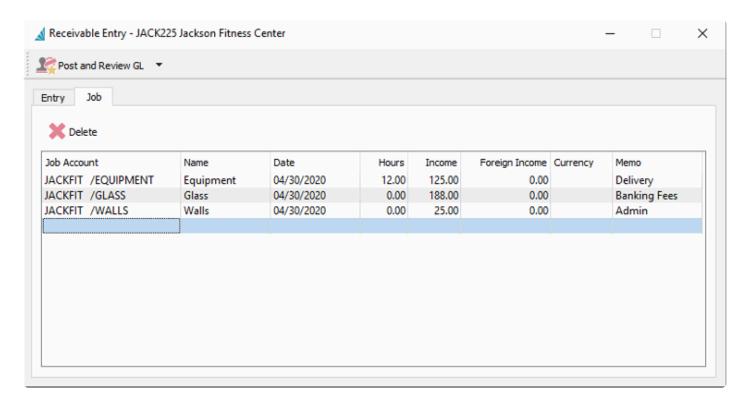
Income can be posted to a job via account receivable. Used to add extra fees that are not posted through a sales order/invoice



Enter the AR amount and then select the job tab. Select any number of jobs to post to.



The complete amount does not have to be consumed, however user cannot exceed the net AR amount.



Job Account - Select a job/account

Name - Job name

Date - Date of the Job

Hours - Hours to post

Income – Income amount

Memo - Optional memo that will be shown in the job ledger

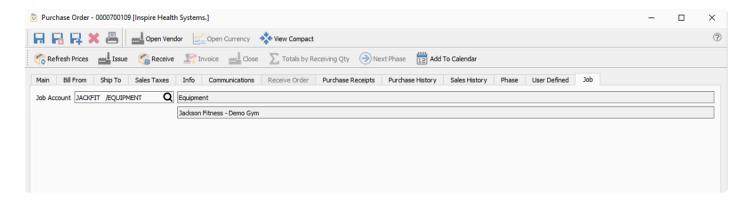
Foreign Expense – For Vendors that are set for non-based currency

Currency – Currency code for Vendors that are non-based currency

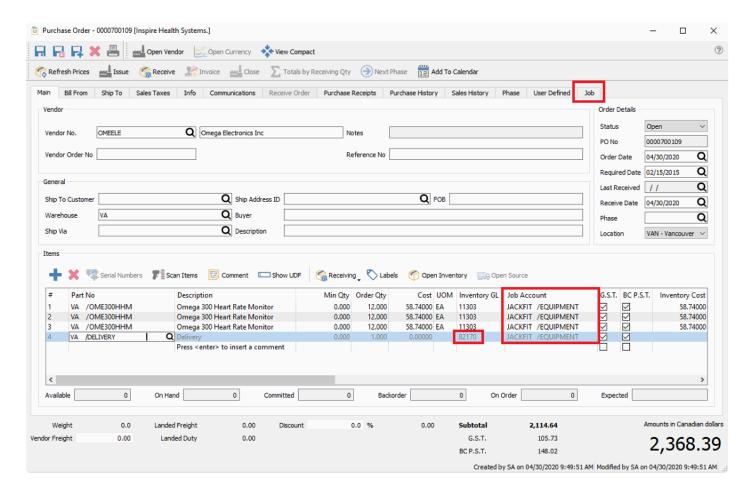
Purchase Orders

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...



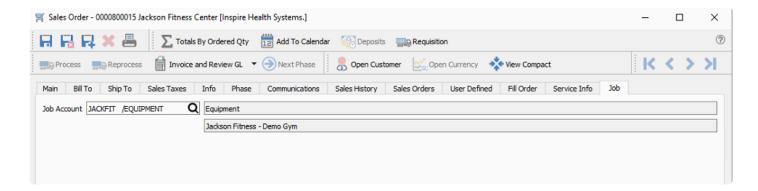
...or the user can select a job for each line of the purchase order. If there is a job/account set for a non expense line then it will be ignored.



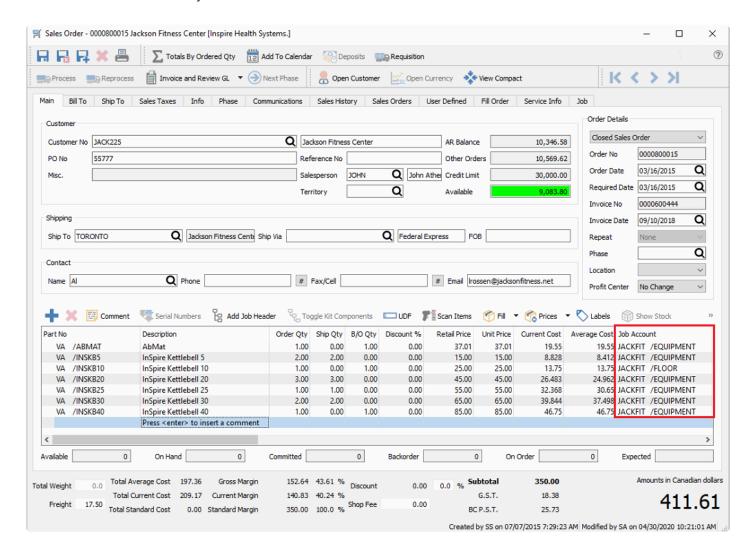
Sales Orders

Sales can be directed to a job as long as the GL accounts used are sales and cost of goods accounts.

To select a job for a sales order either select from the header, after which each line of the order will be populated with the selected job...



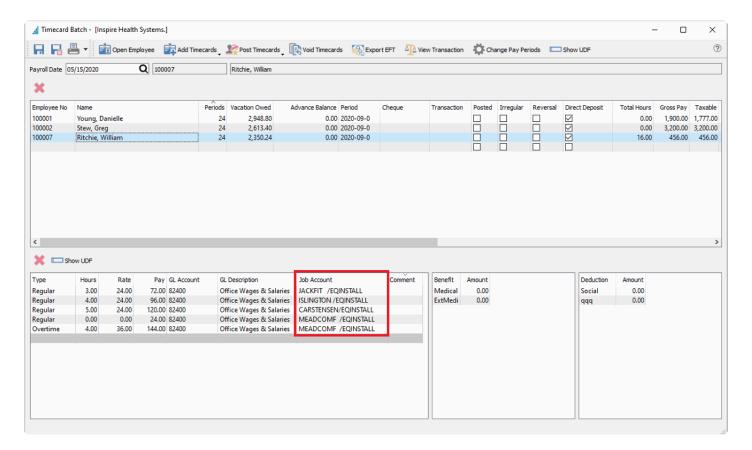
...or the user can select a job for each line of the sales order.



When the invoice is posted the sales goes to the job income and the cost of goods goes to job expenses.

Payroll

Each line of a timecard can be posted to a separate job/account



When the payroll timecards are posted a percentage of the overhead (burden) gets allocated to each job on the timecard.

Included in the overhead is

- Employment insurance (EI)
- Canada Pension Plan (CPP)
- · Workers Compensation
- · Benefits

If a timecard is reversed it also reverses the overhead from the job.

User Defined Fields

Overview

The UDF module allows you to add fields that are not included in the default Spire program. There are several types of data fields that can be added and they can then be given parameters for how the data is to be formatted. Once entered, this data can be added to stock or custom reports.

An example would be if a food product in inventory needed the ability to be identified to whether it is 'Gluten Free'. This could then be printed on to packing slips and invoices.

The UDF tab appears in all modules so extra data can be added wherever it is required. The data can be organised into several tabs so that information can be grouped.

The types of fields that are available are:

- 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.

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.

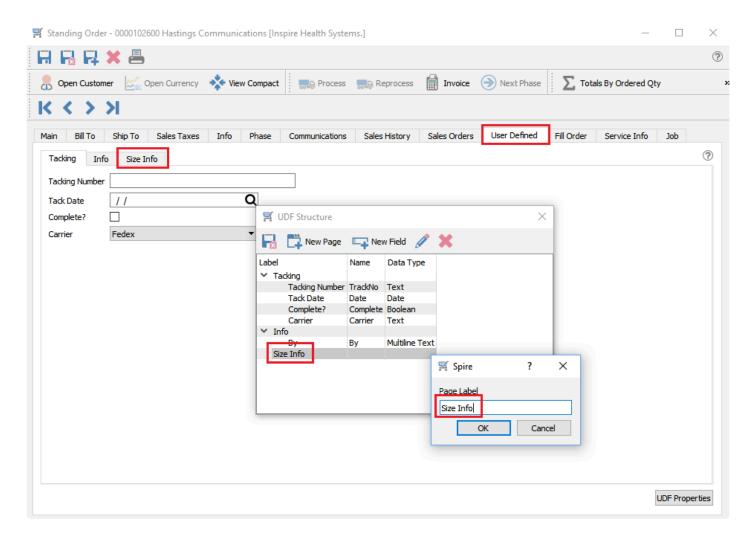


Note: Data entered to fields in sales order will get posted to sales history.

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

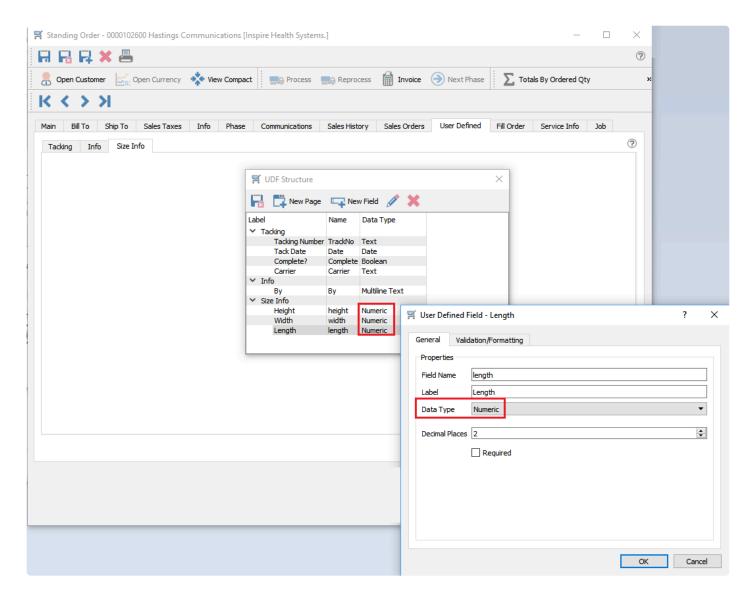


Within the UDF structure dialog highlight 'Size Info' click 'New Field' to add a field.

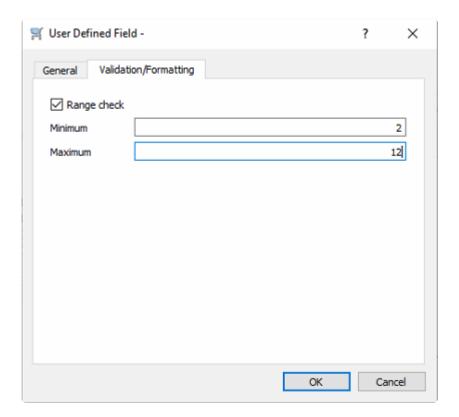
In this example we added 3 new fields in our page called 'Size Info'.

- Height
- Width
- Length

We set the 3 fields as numeric with 2 decimals.

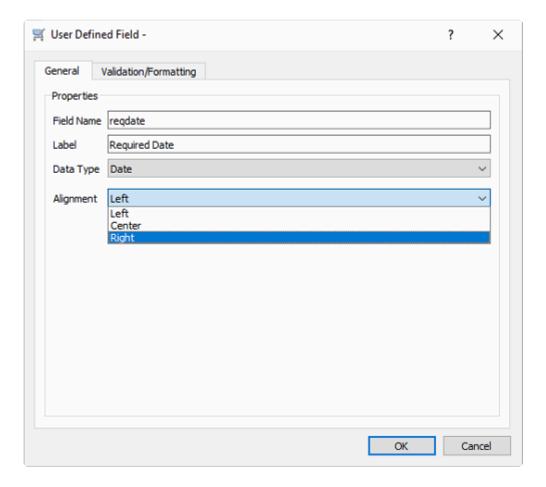


We can also set some validation for the fields we added.



On this field we checked that the field cannot be zero and has to fall between 2 and 12.

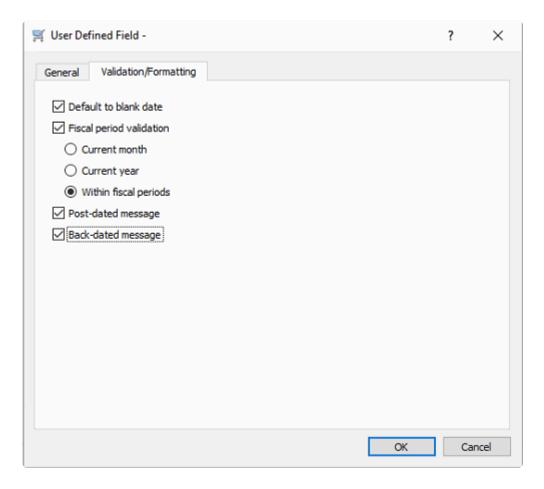
We also added a page called 'Progress' and included a field called 'Required Date' and made it left aligned.



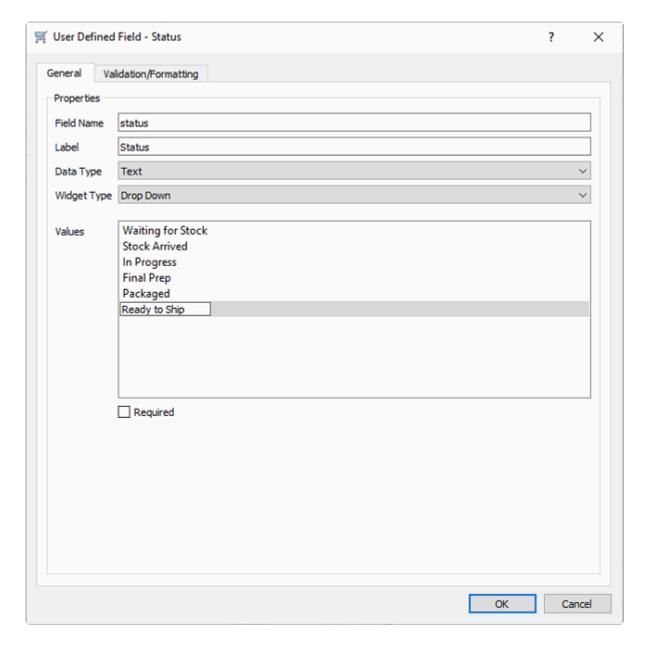
We can also add date validation by selecting

- · Default to blank date
- · Fiscal Period validation
- · * Current month
- * Current year
- · * Within fiscal periods
- Post-dated message
- · Back-dated message

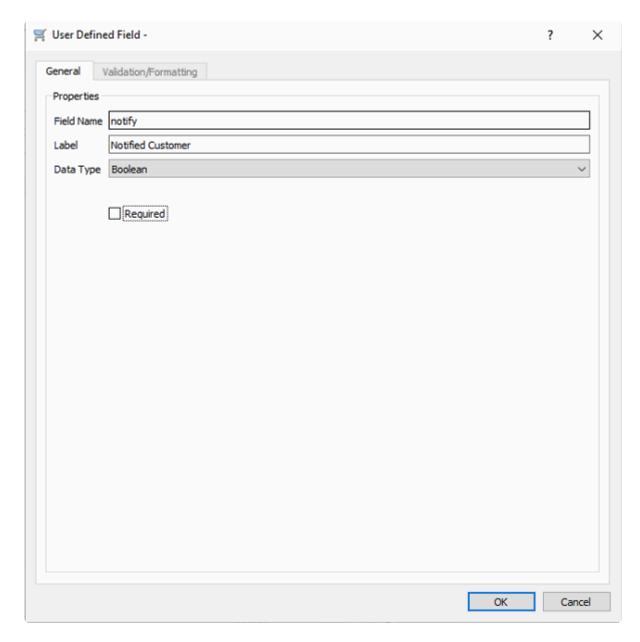
If the post-dated or back-dated message options are selected the user will be prompted with a message that the date is either before or after the fiscal validation. But then still let them enter it.



We can add a dropdown list for the user to select from

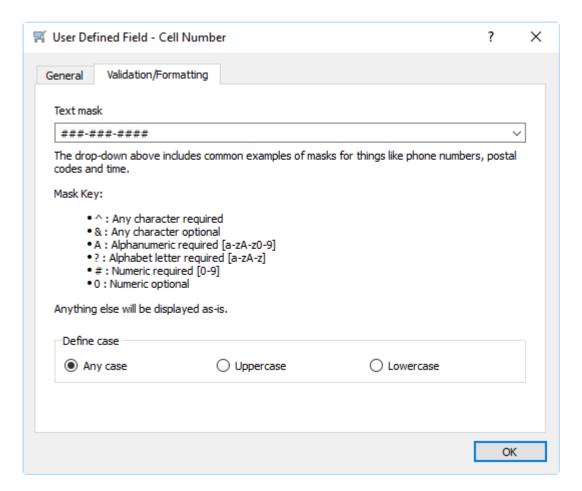


We can add a checkbox by selecting Data Type – Boolean



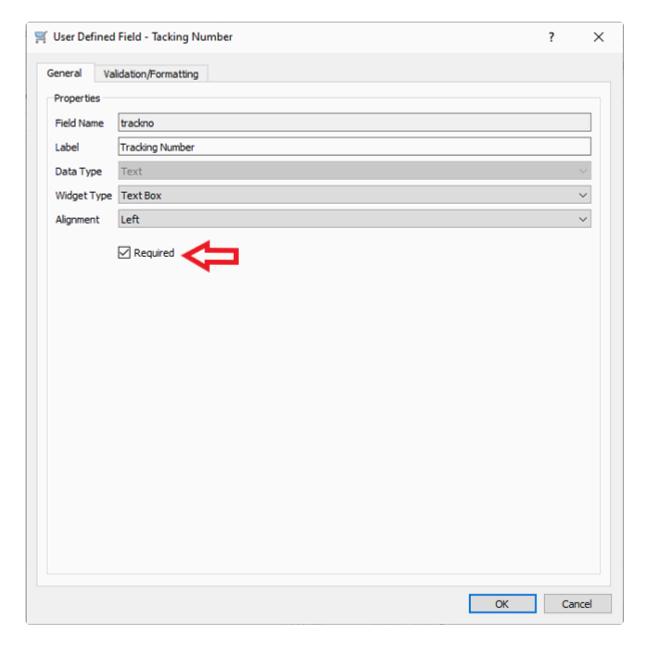
In the case of a text field it can be masked and have the case defined. In this example we added a cell number and we want it formatted as 555-555-5555 for use the number symbol ###-### with – between them.

Another example is that if you want a text field to only be a certain width you can set it as 'masked text' and set the width by populating the mask with a quantity of & to equaling the width. For example if you want it 6 characters wide enter &&&&&&.



Mandatory UDF Fields

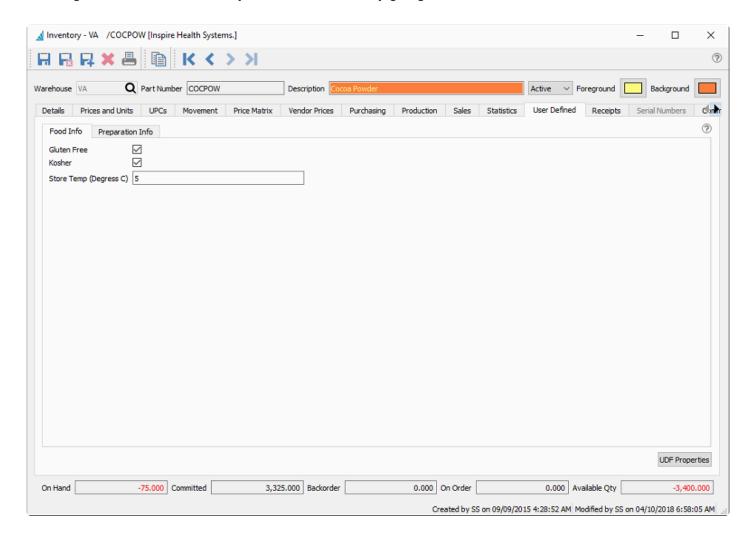
The user can make any of the fields in the UDF structure to be mandatory. That way a record cannot be saved unless the field has been populated. This is accomplished by putting a check in checkbox "Required". In the example below the field called TrackNo has a label of Tracking Number*. The sales order cannot be saved unless the user fills in the Tracking number.



Entering UDF Data & Using them in Reports

Entering data in UDFs

Entering data into the fields that you created is done by going to the 'User Defined' tab of the module.

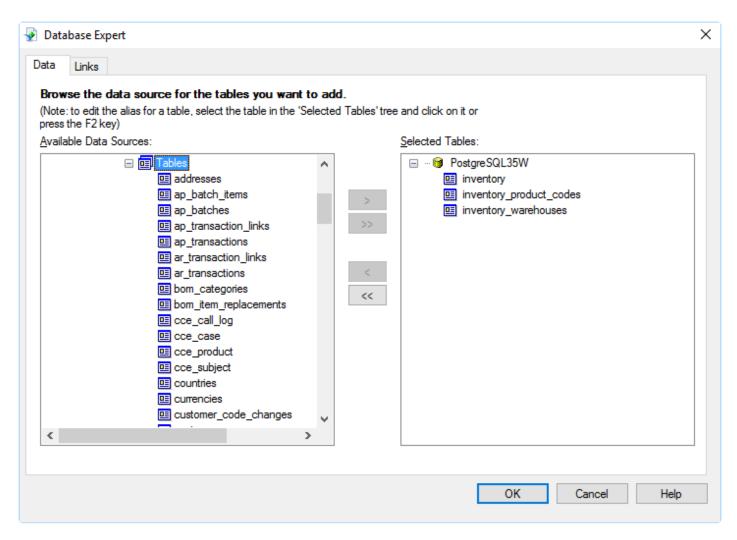


All the formatting you applied when setting up the fields, are respected.

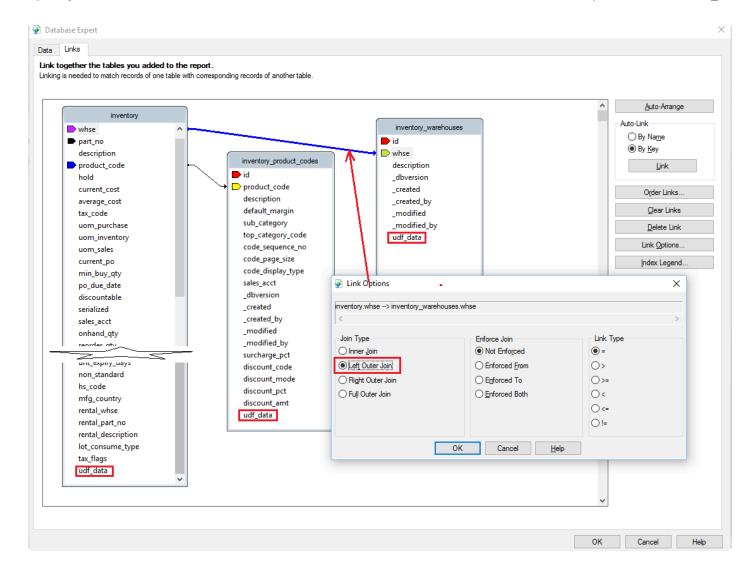
Creating Reports on UDF data

Open Crystal Reports and edit the report that needs UDF data added to it. In this example we will edit the 'Inventory Stock Status' report.

Go to 'Database Expert' and add the tables that are required for the report.

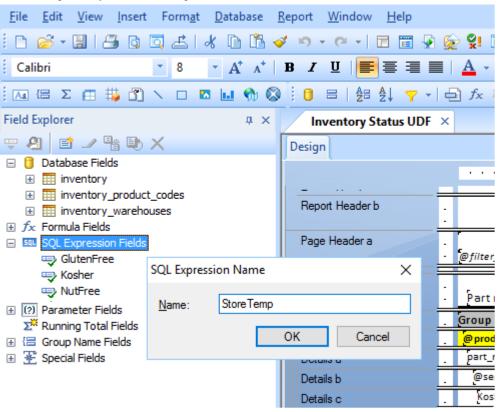


Set the join type to 'Left OuterJoin' Click OK



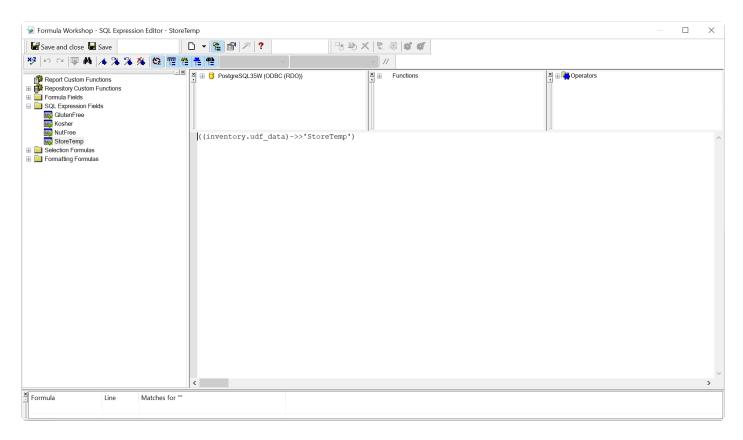
Add a SQL Expression Field by right clicking and selecting 'New'





Give the SQL Expression a name. This example is 'StoreTemp'

The SQL expression looks like this – ((inventory.udf_data)->>'StoreTemp')::numeric



Other examples"

- ((inventory.udf_data)->>'GlutenFree')::boolean
- ((inventory.udf_data)->>'Kosher')
- ((inventory.udf_data)->>'NutFree')

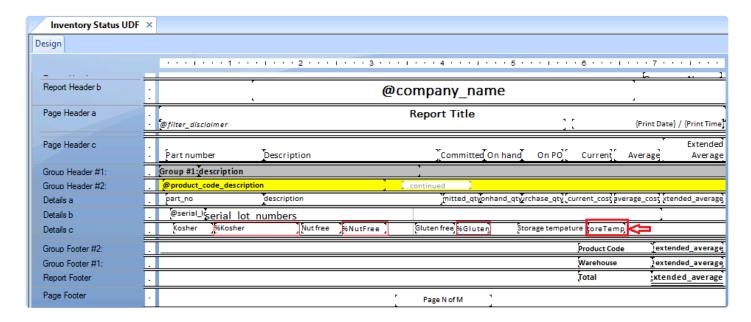
NOTE

- · the Field Name is case sensitive
- · ::numeric denotes a number field in Crystal Reports Designer
- · ::date denotes a date field
- · ::boolean denotes True/False
- · if ::type is left off then it will be a text field

Once data is saved here is what it looks like stored in a field called udf_data

295	172	VA	CUCBBT12548K	Chin Up Bar 1.25" x 48" Bent	
296	25007	VA	TAPSTARCH	Modified Tapicoa Starch	
297	36	VA	INSKB5	InSpire Kettlebell 5	
298	25002	VA	COCPOW	Cocoa Powder	"Kosher"=>"TRUE", "NutFree"=>"TRUE", "StoreTemp"=>"5", "GlutenFree"=>"TRUE"
299	25020	VA	SLTCARM	Salted Caramel	"Kosher"=>"TRUE", "NutFree"=>"TRUE", "StoreTemp"=>"12"
300	5	VA	INSKB15	InSpire Kettlebell 15	
301	51	VA	INSKB20	InSpire Kettlebell 20	
302	34	VA	INSKB35	InSpire Kettlebell 35	
303	44	VA	INSWP45	InSpire Weight Plate 45	
304	20	VA	SP500FM	Springfield 500 Floor Mat	
305	18	VA	INSDB40	InSpire Dumbbell 40	
306	14	VA	NATBEL55	Weight Lifting Belt Model 55	
307	42	VA	INSDB15	InSpire Dumbbell 15	
308	24992	VA	PROTEINMIX	Protein Mix	"Kosher"=>"FALSE", "StoreTemp"=>"5", "GlutenFree"=>"TRUE"

The expression can now be added to the report. In this example we added 4 UDF fields along with a label.



The printed report

Inspire Health Systems

Inventory Status UDF

* Report includes selected records

April 15, 2016 / 7:04 am

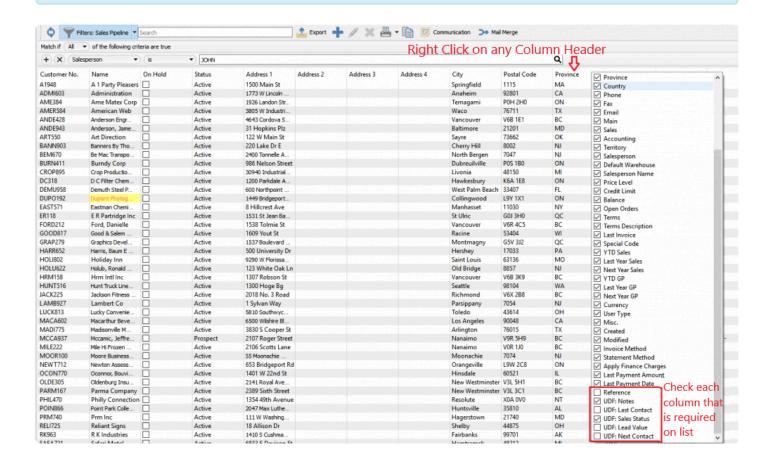
Part number		Description	Committed On hand	and On PO (Current	Average	Extended Average
VA	Inspire	Health Systems					
No Produ	ct Code						
YOGURTO	OATING	High Protein Yogurt Coating	9,70	0	0.45	0.45	4,365.00
Lot:	6,000	5678909	1,500 436352D\$77				
	2,200	4T657756					
Kosher	TRUE	Nut free TRUE	Gluten free 1	Storage tempature	5.00		
				Total		4,365.00	

User Defined Fields – On the List

All user defined fields are available to be added to the list views. By default they are left unchecked. To add a UDF to the list view, right click on one of the list headers and select each of the UDF fields you want added to the list.

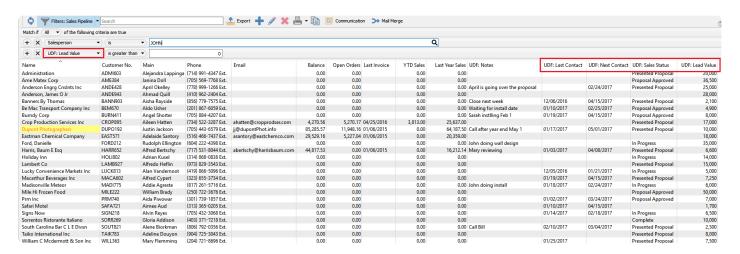


NOTE: With the addition of UDF's to the list view, if there is data that you want to track and Spire does not have a field for it, simply add what is required and this data is presented in an easy to see format.





NOTE: In the below example you can see that the sales pipeline data added to the customer lists are even available to be used in filters, and therefore exports as well.



Utilities

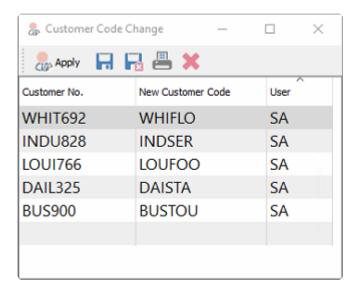
The following section will provide you with an overview of the utilities included in Spire which will include the following topics.

- Customer Code Change
- Inventory Code Change
- Vendor Code Change

Customer Code Change

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.



Apply – Posts the record and history changes

Save - Saves the selected list

Save Close – Saves the list for later posting

Print – Prints report for list

Delete - Deletes the selected line

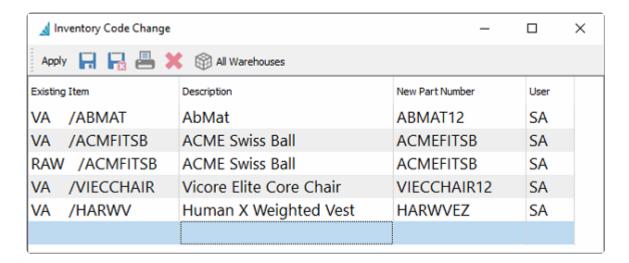


NOTE:- That posting the changes requires exclusive use of Spire, however adding to the list does not.

Inventory Code Change

Inventory code change allows the user to change inventory codes and once applied it changes the code in all of the tables where that the item was previously posted to. Once applied it will be as if that inventory code always had the new code. No history of the old code is kept.

This utility is accessed from the top menu under Inventory/Inventory Code Change and requires user setting Inventory/Change Inventory Code.



Apply – Posts the record and history changes

Save - Saves the selected list

Save Close – Saves the list for later posting

Print – Prints report for list

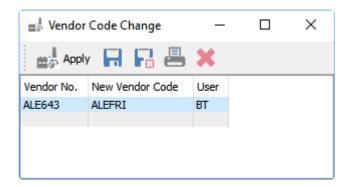
Delete - Deletes the selected line

All Warehouses – Once an item is added to the list, highlight it and select 'All Warehouses' and each of the other warehouses with this code will get added to the list.

Vendor Code Change

Vendor code change allows the user to change the vendor's code and once applied it changes the code in all of the tables where that vendor was previously posted. Once applied it will be as if that vendors code always had the new code. No history of the old code is kept.

This utility is accessed from the top menu under Vendors/Vendor Code Change and requires the User setting Vendors/Change Vendor Code.



Apply – Posts the record and history changes

Save - Saves the selected list

Save Close – Saves the list for later posting

Print – Prints report for list

Delete - Deletes the selected line



NOTE:- That posting the changes requires exclusive use of Spire, however adding to the list does not.

Optional Add-ons

The following section will provide you with an overview of the available Add-on modules for Spire.

This includes the following Add-Ons currently available for Spire:

- Production Manager
- Service Manager
- Canadian Payroll
- <u>User Defined Fields</u>

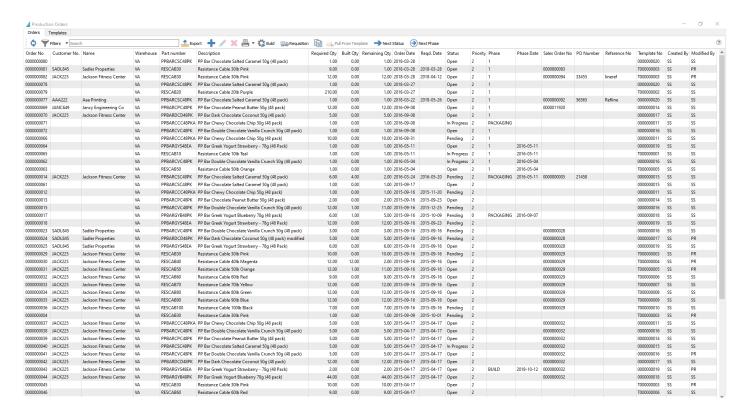
Production Manager (option)

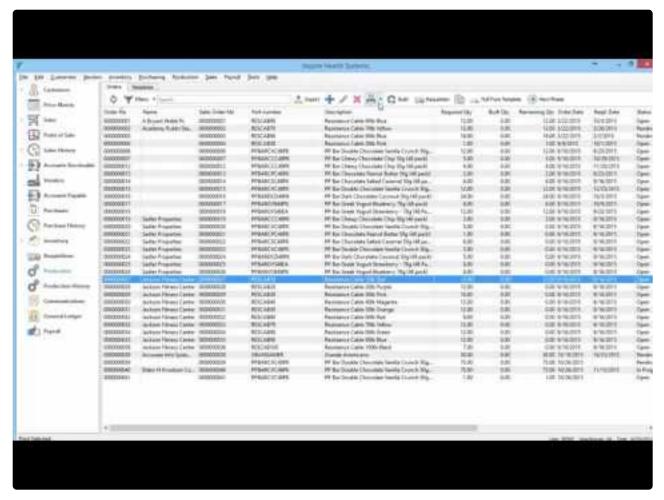
Production Manager add-on lets you control inventory with pinpoint accuracy, reduce unplanned expenses and improve cash flow. Efficiently plan production from beginning to end and track progress with real-time information on raw materials, costs and production status.

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

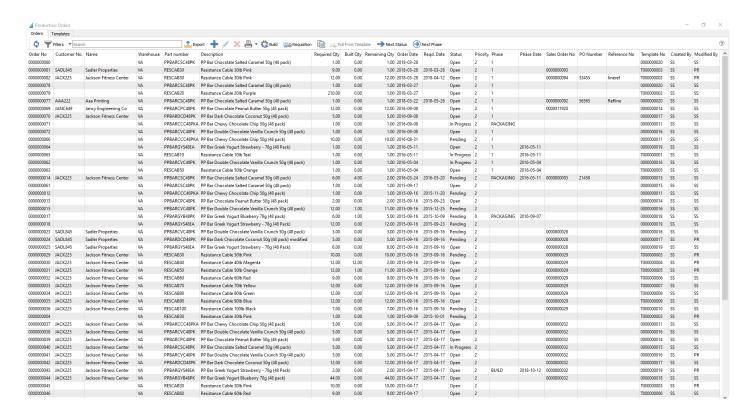




https://www.youtube.com/embed/NRnkQdKswaY?rel=0

Order List

Production Order list



Refresh – Refreshes the list of production orders for changes that others have made.

Filters – Sets filters to see just the production orders required.

Search – Enter the word(s) to find info from the header or details of production orders.

Export – Exports the filtered list to Excel or .csv.

Add - Adds a Production Order

Edit - Edits a Production Order

Delete Deletes selected production order(s).

Print – Prints selected Production Order(s).

Build – Builds selected Production Order(s) to receive the finished product using the total component cost, and relieves the components from inventory.

Requisition – Requisition shortages for selected Production Order(s).

Copy – Copies a Production Order to a new one.

Pull From Templates – Pulls details from the template from which the production order(s) were derived. This is useful to update the production order if the template has been edited.

Next Status – Moves the selected production order to the next status.

Next Phase – Moves the production order to the next phase based on the custom phases setup in production.

Order No – The sequence number assigned to the production order. It gets the next sequence from Company Settings/Sequence numbers.

Customer No – The customer that this production order is for. It can be added manually or it can come from sales orders when a user requisitions a manufactured item.

Name – The name of the customer the production order is for.

Warehouse – The warehouse where the item will be 'Built' into.

Part Number – The part number of the item that will be built.

Description – The description of the item that will be built.

Required Qty. – The quantity that is required to be built. This can be entered manually or can come from the shortage on a sales order when requisitioned.

Built Qty – The quantity that has been built so far on this production order.

Remaining Qty – How many are left to be built on this production order.

Order Date - The date the order was added.

Reqd. Date – The date that is required fore this production order to be completed. This date is either added manually or will come from the required date of a sales order requisition.

Status – The status of the production order.

- New This means the components of this production order are not yet committed in inventory.
- Pending The components are now committed and this usually means that production has not yet started.
- In Progress The components are committed and the work is now in progress.

Priority – Users can set a priority so that they can sort by this to see the most important ones, or derive a

report based on priority.

Phase – What phase the production order is currently in.

Phase Date – The date that this production order was moved into its current phase

Sales Order No. – The sales order number that this production order is from. This can be manually entered or come from sales order requisitions.

PO Number – The customers purchase order number.

Reference No – A reference number that gets manually entered.

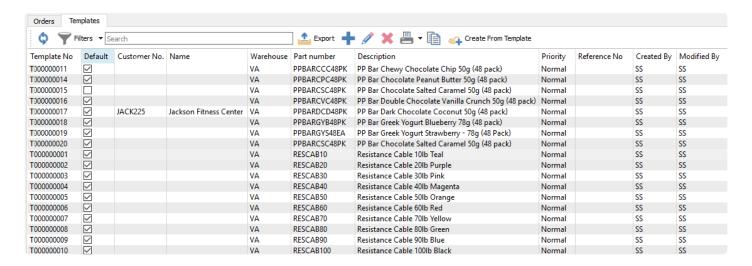
Created By – The initials of the user that created this production order.

Modified By – The initials of the user that last modified this production order.

Template No – The template number that this production order was derived from. If this is blank it means that it was created as a custom order from the start. A production order can become a template for later use.

Templates

The Production templates tab is where the components are defined for production orders. They are otherwise known as 'BOMs' or 'Recipes'. When a new production order is created the user can select the template from which to derive the order. The production order can then be customized for a particular need. If a template changes then the user can choose to update the existing open production orders with the changes.





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.

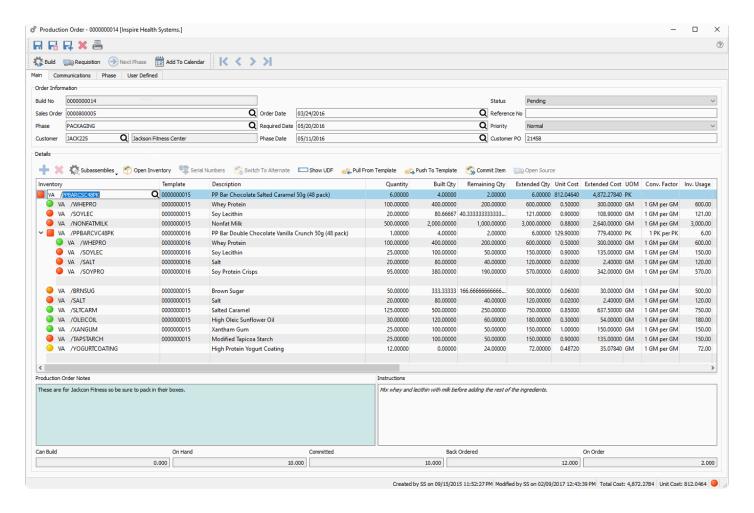
Reference No – Alphanumeric value an User can add to the template record

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.



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 <u>Calendar</u>

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 subassemblies.



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 od a production order the user can either visually look at the order to see if it can be built by looking at the colored indicators.

Green – on the top item means that all components or sub-assemblies are available to proceed.

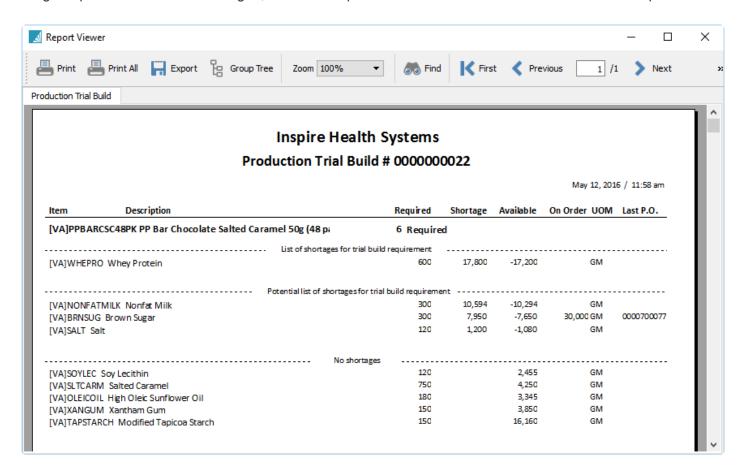
Yellow – means that this production order can be built but at least one component is over-committed elsewhere. Once built other orders may now be short.

Red - tells the user that one or more components are not available. In company settings/Inventory if "Prohibit overshipping" is checked, then the user cannot build.



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

To get a printed version of shortages, click on the print icon and select "Production Trial Build" report.



Once a production order has been scheduled the company would normally print a 'Production Order' also know as a traveler.

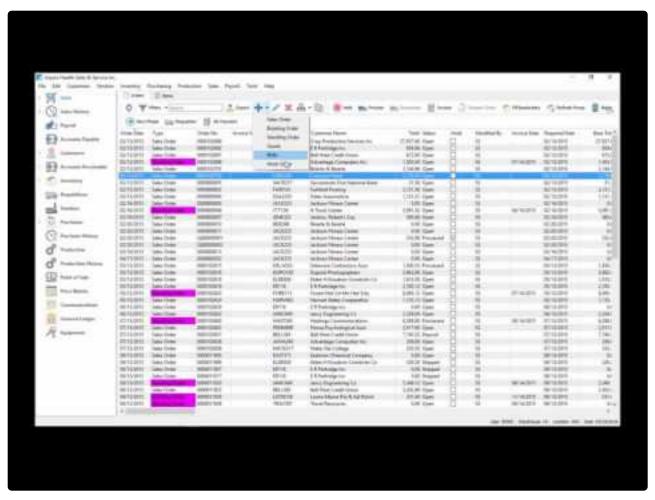
Service Manager

The Service Manager add-on will help improve customer satisfaction and increase the efficiency of your service business. This add-on gives you quick access to all service records, making it easy to track the history of each piece of equipment.

Features:

- · Track equipment by customer
- · View/print equipment service history
- Set follow-up dates
- Flexible sorting of parts and labour information
- · Create purchase orders from service orders
- · Link purchase orders to service orders
- · Multiple word search of all records
- · Automatic shop supplies

Video Instruction -

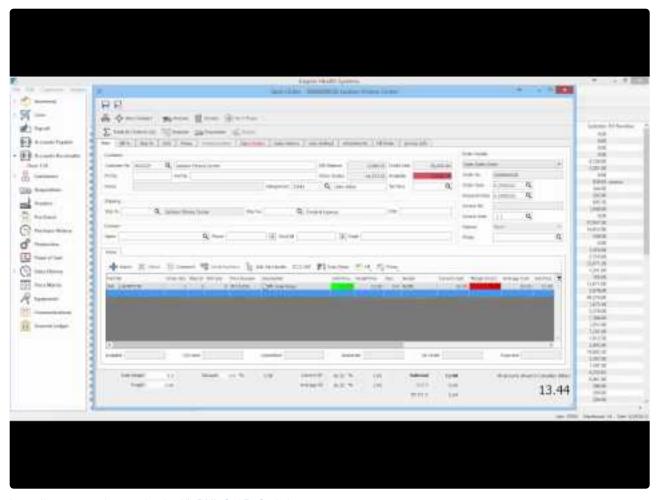


https://www.youtube.com/embed/o1GX7TeC-Tg?rel=0

FAQs

Customer Specific Part Numbers

Video Instruction – How to use 'Price Matrix' to set customer specific part numbers.



https://www.youtube.com/embed/InBHIpSs3Pg?rel=0

Why is Enter Different than Tab

In Spire we use the tab and enter together to speed up the data entry process. The tab key moves the user from field to field and the enter key takes them to the next line.

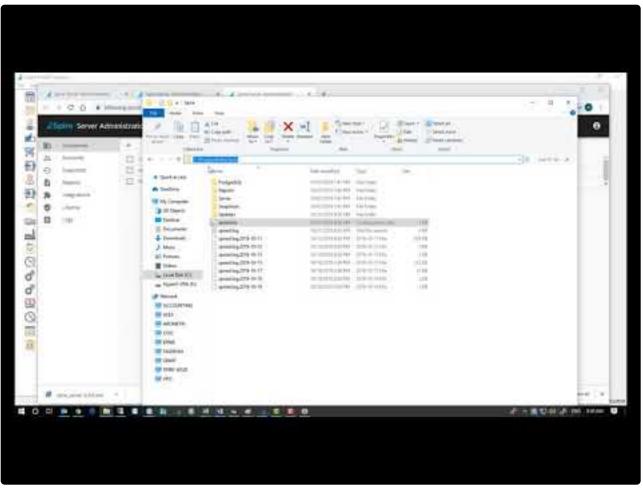
This is especially helpful in sales entry when adding items and using all defaults or maybe a few changes.

The user would enter the part number and then if they accept the quantity of 1 and the regular price, just hit enter for the next line. If the quantity and price are often edited, move those 2 fields next to the part number and the user would just have to enter the part number then tab and change quantity, then tab and change price and then enter to get to the next line.

Video Instruction - Tab and enter in Spire

ODBC Setup

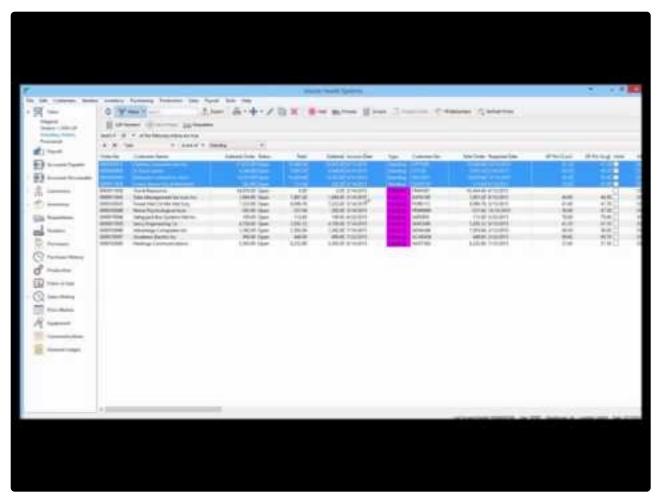
Video Instruction – How to setup a Spire ODBC connection.



https://www.youtube.com/embed/5HlwPinMmzQ?rel=0

Standing Orders

Video Instruction – How to create standing orders with an invoice repeat cycle.

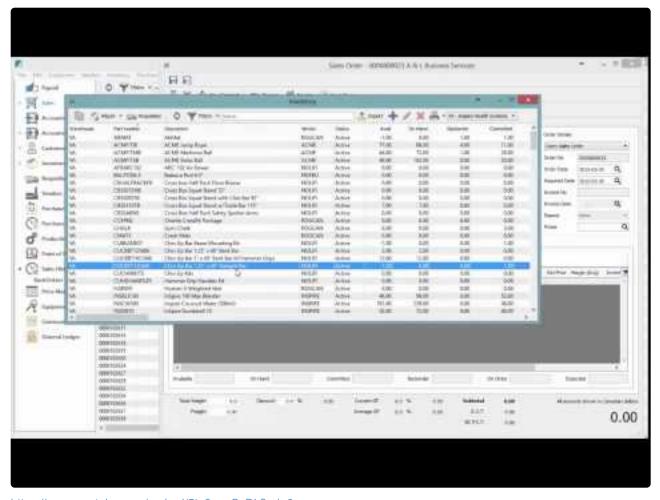


https://www.youtube.com/embed/AXFiuvOUmyY?rel=0 https://www.youtube.com/embed/AXFiuvOUmyY?rel=0

Shortcut F Keys

- **F1** Launches the manual with context sensitive help
- F2 Cancels a sales order
- F5 In sales and POS brings up the invoice and payment screen
- **F6** Exits the sales order
- F7 In a sales order it brings up the sales history for the customer on the order.
- F9 Lookup with or without searches.
- **F12** Logs the user out of the company and allows them to re -log into the same or different company.
- F10 Allows the user to switch Division, warehouse or location

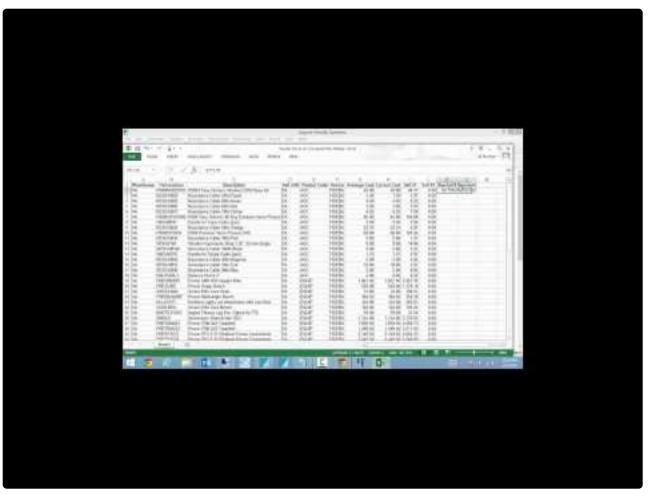
Video Instruction - Use FKey hot keys as shortcuts in Spire



https://www.youtube.com/embed/5to3gzqCvDk?rel=0

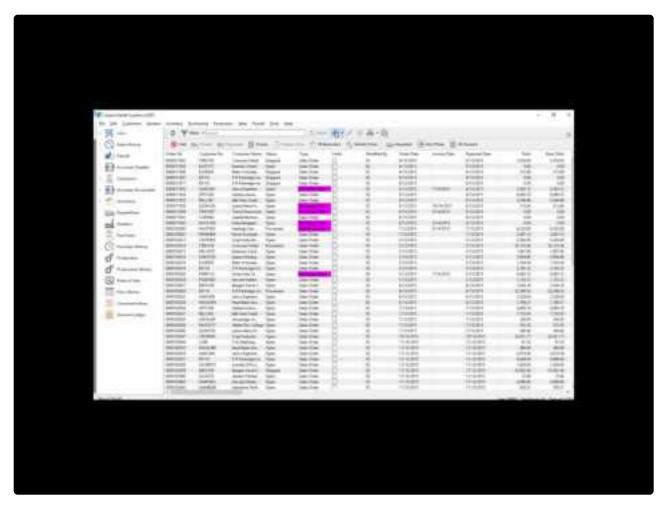
Importing New Prices

Video Instruction – Updating Sell prices using export to Excel and Import back.



https://www.youtube.com/embed/Ryt9FLMVD8E?rel=0

Cumulative Quantity Breaks



https://www.youtube.com/embed/Q3w3Le8_7Kc?rel=0 https://www.youtube.com/embed/Q3w3Le8_7Kc?rel=0

Email Templates

How to use email templates to speed up emailing in Spire.



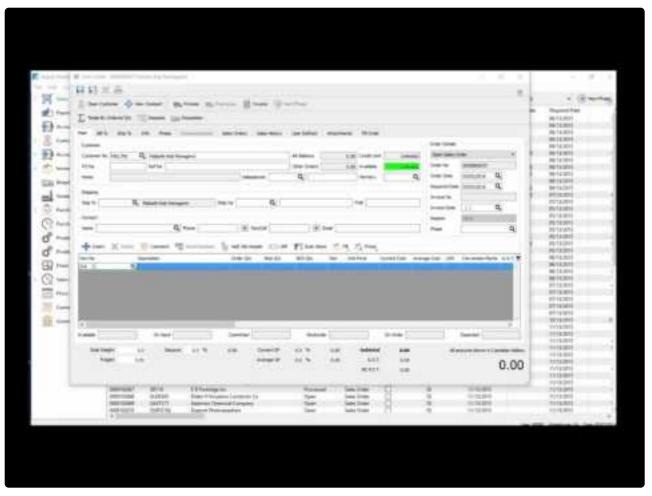
https://www.youtube.com/embed/BdoOKA1t7l4?rel=0 https://www.youtube.com/embed/BdoOKA1t7l4?rel=0

Contract Cost

Video Instruction – Shows how to set a contract cost for a customer.

Using price matrix to assign a contract cost to an item for a customer. A special sell price can also be set.

See this link for full explanation. "



https://www.youtube.com/embed/eaBVZ8L6Yng?rel=0 https://www.youtube.com/embed/eaBVZ8L6Yng?rel=0

Receiving Negative Inventory

When inventory is allowed to be sold or consumed so that the on-hand quantity is below zero it means that the item is potentially sold to the customer at the the wrong cost.

Let's look at this example.

Item INSDB55

Average Cost \$100

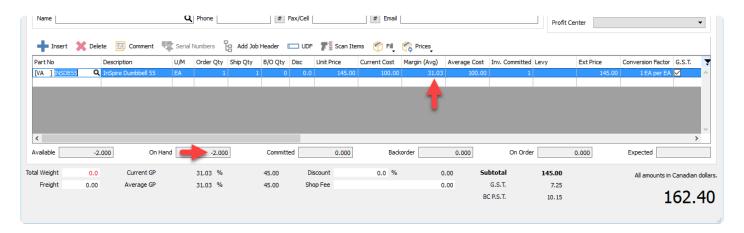
On-Hand negative 2

Sell \$145

Margin 31.03%

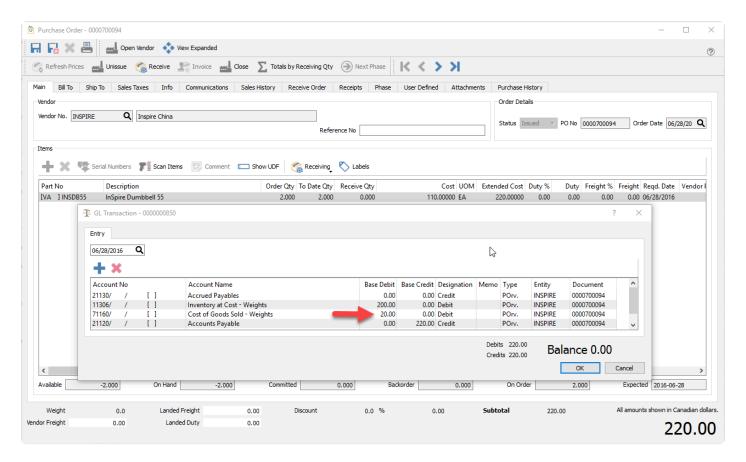
Replacement cost \$110.

We see on this sales order that the cost is \$100, the margin is 31.03% and the on-hand is -2.



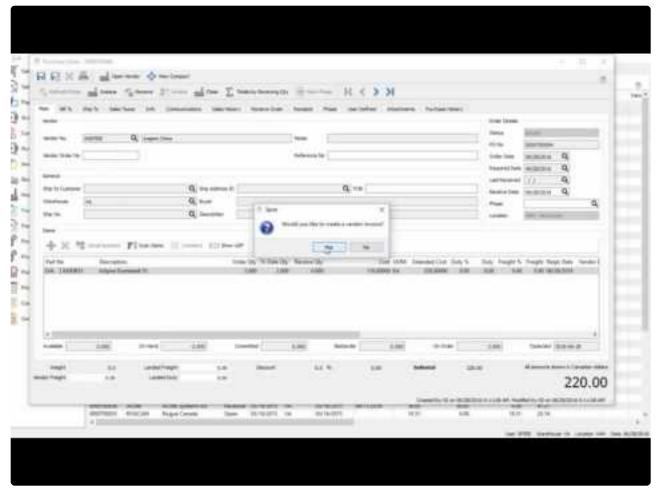
If we would have had received the quantity into stock previous to selling it the cost would have been \$12 instead of \$10. This means that the sale was posted to the customer and to the GL at the wrong cost.

The sales history cannot be changed, however to maintain correct GL costing and to keep the GL balanced to the inventory Spire does correct the costing when the items are received.



Notice that the \$20 difference was posted to cost of goods like it would have if the item was received before invoicing it to the customer and therefore pushing it to negative on-hand..In the end, the correct amount of \$120 was posted to cost of goods.

Video Instruction – Receiving negative on-hand items.



https://www.youtube.com/embed/CiE7H-xEXxg?rel=0

Tips & Tricks

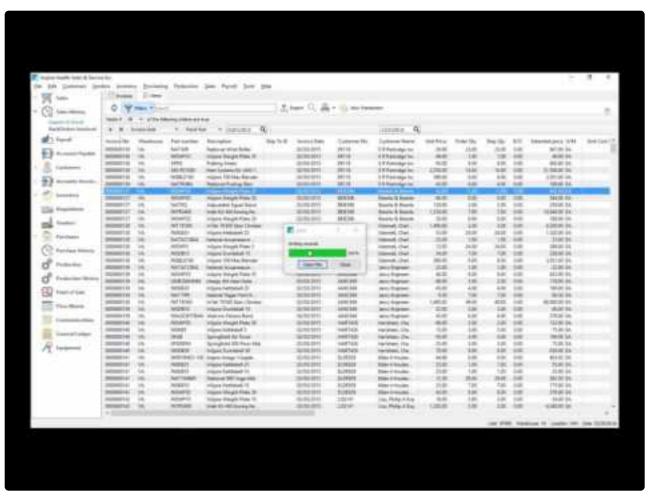
Excel Pivot Tables

By utilizing Spire's filters and exports, users can export data to Excel and then create a separate spreadsheet with pivot tables to analyze the data many different ways. Then each period just re-export the data and simply refresh the Pivot Tables.

By creating several exports, users create themselves a "Dashboard" with only the data that they are interested in.

See this video on how to accomplish this.

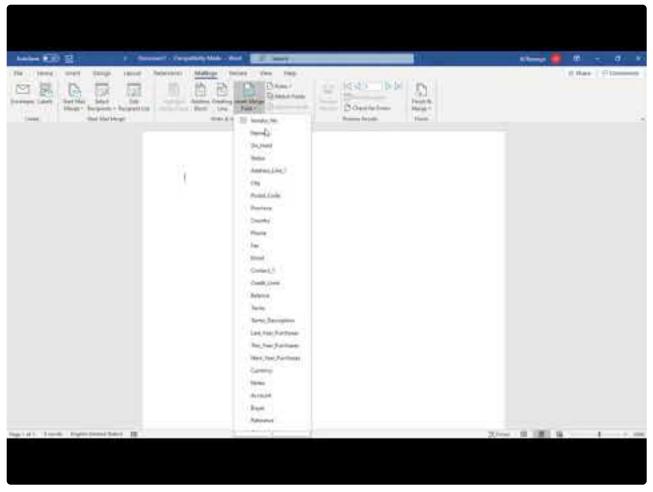
Video Instruction -



https://www.youtube.com/embed/8kKRqQkzaUU?rel=0

Mail Merge by Exporting from List

This video shows hoe to create a mail or email merge from exported Spire lists



https://www.youtube.com/embed/JbPJCzTNtn8?rel=0